Secure Printing on Lanier Printers

Click on the Start button in the lower left corner of your screen
Click Settings
Click Printers and Faxes

Right click on the printer that you want to setup Secure Printing
Click on Properties

See figure 1
Click on the Advanced Tab
Click on the Printing Defaults button

![Advanced tab of printer properties](image-url)
In the Printing Defaults window
1. click on the drop down menu arrow under ‘Job Type’
2. click on Locked Print
3. click on the Details button to the right of ‘Job Type’
In the Print Details window
For the ‘User ID:’
  - enter your Novell username

For the Password
  - use the last four digits in your social security number
  OR
  - use your birthday in this format MMDDYYYY

This password WILL LOCK all the documents send to the printer.

If you forget the password, YOU WILL NOT be able to retrieve any documents.

![Locked Print Details](image)

After you have entered the User ID and Password
  - click OK three times
  (this will close these windows: Locked Print Details, Printing Defaults, Properties.)
How to retrieve the document(s) at the printer

On the printer
- press the Printer button (to the left of the display)

On the display screen
- press print jobs.
- under Select Jobs press your job to highlight it.
- press Print on the lower hand right corner

On the printer use the numeric pad
- enter your printer password

On the display screen
- press “OK.” The following question will be displayed “Are you sure you want to print the following?”
- press “Yes” to confirm and to print your document.