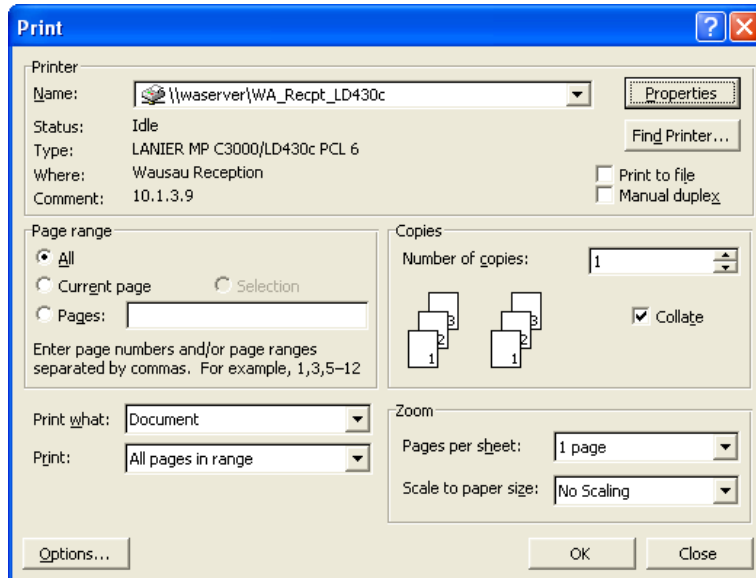


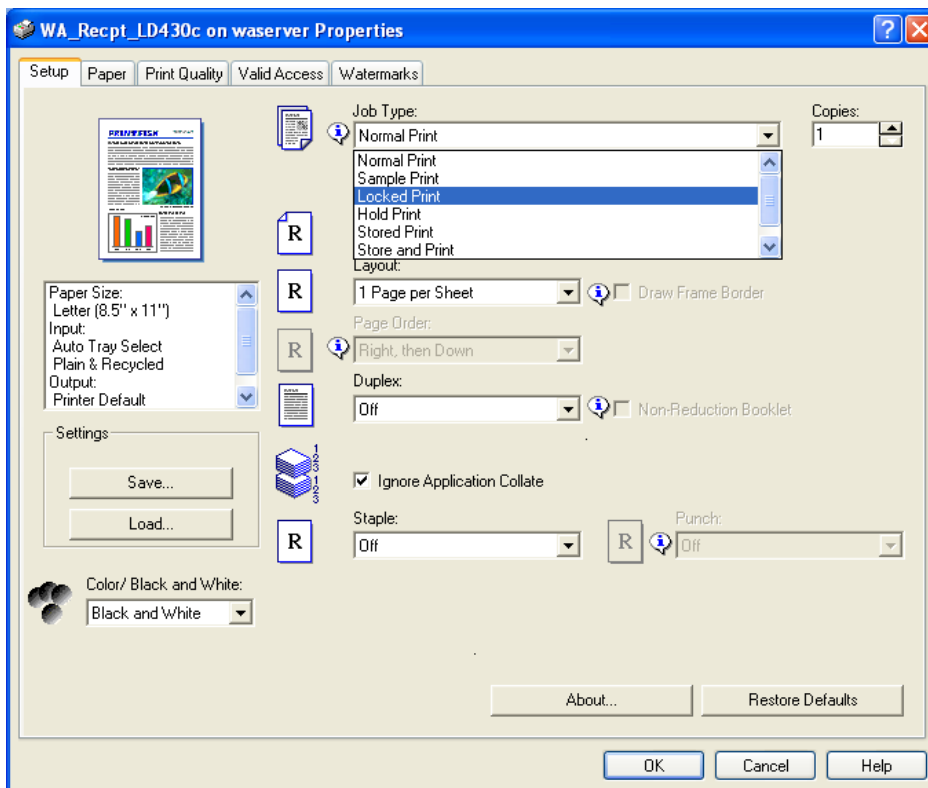
Lock Print Jobs

Lanier Copiers

File PRINT

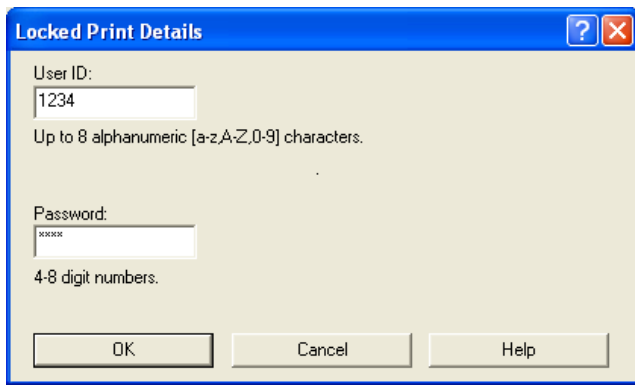


Click PROPERTIES



Click on DOWN ARROW AND THEN LOCKED PRINT

Then click on DETAILS

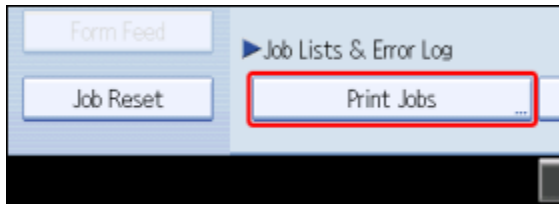


Key in a USER ID and PASSWORD

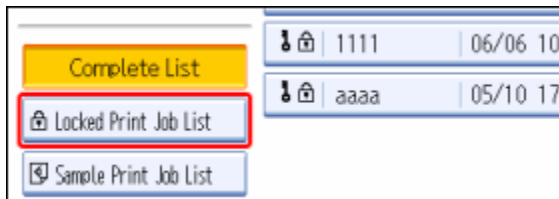
CLICK OK 3 TIMES.

Go to the Copier

1. Press the **[Printer]** key on the control panel.
2. Press **[Print Jobs]**.

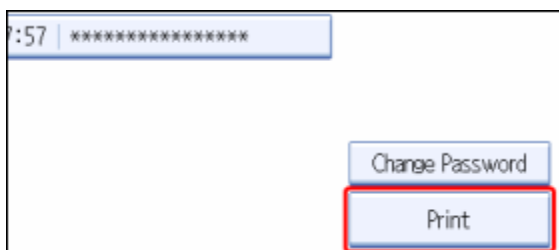


3. Press **[Locked Print Job List]**.



Only Locked Print files belonging to the user who has logged on appear.

4. Select the Locked Print file to print.
5. Press **[Print]**.



6. Enter the password for the stored file, and then press **[OK]**. (This password is the one that was entered for the file when it was stored as a locked print file.)