1. From the File menu choose print.

2. In the print window select the name of your Lanier printer in the name box; for example SchoolofEducation102. Then click the properties button to bring up the property settings for the printer.
3. From the printer properties window you can choose what finishing options that are available for you document as well as choosing between a locked job or normal job.

4. After choosing the options that you want for your document click on the statistics tab to bring up the statistics screen.

5. Once in the statistics screen enter your user code. **THIS IS IMPORTANT BECAUSE IF YOU PRINT WITHOUT ENTERING YOUR USERCODE THEN YOUR JOB WILL NOT PRINT AND IT WILL BE LOST.** The user code that you use will be the same as the code that you use to fax or copy.

6. After you have entered your user code then click OK and your job will print off normally or if it is a locked job it will be stored in the locked job queue.
7. If you would like to make your user code as the default you can do so by clicking on start from the desk top and the going to settings then printers, or printers and faxes depending on what version of windows you are running.

8. From the printer window you can choose the Lanier that you normally use.

9. Then right click on the printer icon and select properties.
10. Then from the properties window select preferences.

11. This will bring up the printer properties window again where you can enter your user code in the statistics window as in the later part of step four and step five. Click the apply button at the bottom of the screen then the ok button and the user code should appear in the statistics window no matter what application is being used and even if you have logged out and logged back on.