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## Using the Lanier MFDs

**Models 5635/45**

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1. Click on **Properties** to access:
   - Setup
   - Paper
   - Print Quality
   - Statistics
   - Watermarks
Use the Setup Tab to select:

1. Number of Copies
2. Page Orientation
3. Duplex
4. Staple
5. Collate
6. Watermarks

1. Click on the arrows to increase or decrease the default copy quantity.
2. Click Portrait or Landscape for desired page orientation.
3. Choose **Locked Print** for secure/confidential print option.
To retrieve your confidential document, follow the below guidelines:

1) Access *Printer* button
2) View *Locked Print Jobs*
3) Select your file
4) Touch Print
5) Enter Password
6) Want to Print? Touch ‘Yes’ or ‘No’
6. Click on the **Duplex drop-down** screen to select duplex copying style. You may use this feature for **booklet** option.
7. Click on the **Staple drop-down** screen to select the stapling position.
8. Click on the **Layout drop-down** screen to select the number of pages per sheet.
9. You can choose to print any of the documents saved in the Document Server.

10. Click **Details** in order to retrieve print job stored in the Document Server.
11. Add a User ID of your choice. Indicate name of file. Enter a 4-digit password (optional) and the user name your document is stored under (optional).

Remember to click **OK**.
2. Paper Selection defaults so that all pages will print from same paper tray.

1. Select All Pages to choose paper type for printing. Then, select the paper tray for your copy.

3. Auto Tray Select, automatically selects the correct size paper. For Bypass copying select Bypass.
4. Choose what type of paper you will use to print. The driver will default to plain.
The driver will default to 600 dpi which improves graphic quality.

Turn Toner Saver On to use less toner when printing draft copies.

Edge smoothing may be turned On or Off.

Click OK to accept the current values.
B-6. Statistics (5635/45)

Setup User ID Code in order to monitor User's Statistics if this tab is enabled.
B-7. Watermarks (5635/45)

1. Select from a list of watermarks.

2. Position the watermark on the page.

3. Select the font used in the watermark.

4. Select the color of font used in the watermark.

5. Click **Apply** and **OK** to accept the current values.
Glossary of Terms

**Document Server**

The Document Server enables you to save documents in the machine memory and then edit and print them as required.

**Multi-Functional Device**

Multi-functional Device (MFD) refers to a digital copier that also has the capacity to function as a network printer and facsimile machine.

**Duplex**

This function allows the copier to copy on both sides of the same sheet.

**Orientation**

This describes how the document is positioned on the page:

- **Portrait:** Positions the paper vertically
- **Landscape:** Positions the paper 90° clockwise

**Collate**

This feature assembles your documents in the designated order when making multiple sets.
Customer Vision®—our commitment to your complete satisfaction