Lanier Printers – How to Enter Department User Code

After installing the printer driver from its-hood (see driver installation instructions below), your personal/department’s user code must be added to the printer’s preferences prior to printing on any Lanier printer.

Print Driver Installation

1. **Windows XP** – from your computer’s desktop click on the Start button and choose Run. In the Run bar type `\\its-hood\yourprinter’sname` and push the Enter key. The print driver will install automatically.

2. **Windows Vista** – from your computer’s desktop click on the Start button and click inside the Search bar to reposition your cursor. Type `\\its-hood\yourprinter’sname` and push Enter. The print driver will install automatically.

3. **Windows 7** – from your computer’s desktop click on the Start button and click inside the Search bar to reposition your cursor. Type `\\its-hood\yourprinter’sname` and push Enter. The print driver will install automatically.

*If you are not sure of the printer’s name simply type `\\its-hood\` and a full print queue list will appear – double-click the desired printer and the driver will install automatically.

Adding a User Code

1. Open your computer’s printer window (click on the Start symbol, choose Printers for Windows Vista/Printers and Devices for Windows 7/Printers and Faxes for Windows XP).

2. Locate and select the desired Lanier Multi-function network printer icon (ex. Psyc-Blue).

3. Right-click the printer icon and select Printing Preferences.

4. Depending on the model of your department printer the Printing Preferences page may differ in appearance (see Figure 1 and Figure 2 below).

5. Input the assigned User Code, click Apply and OK to save the settings.

6. Print a test page to verify the printer is working correctly.