RICOH

<u>Sending A Locked Print</u>

Locked Printing saves a print job inside the printer under a certain password & outputs it later only when the <u>correct</u> password is assigned. The feature is useful when printing a confidential document. Follow the steps below:

1. From your application go to **File** – **Print…** & choose the shared **Ricoh** as your printer
2. Click on **Properties**
3. Select **Locked Print** from the drop down list, then select **Details**
4. Fill in the **User ID** and **Password**
5. Select **OK** three times to send the job to the device

RICOH
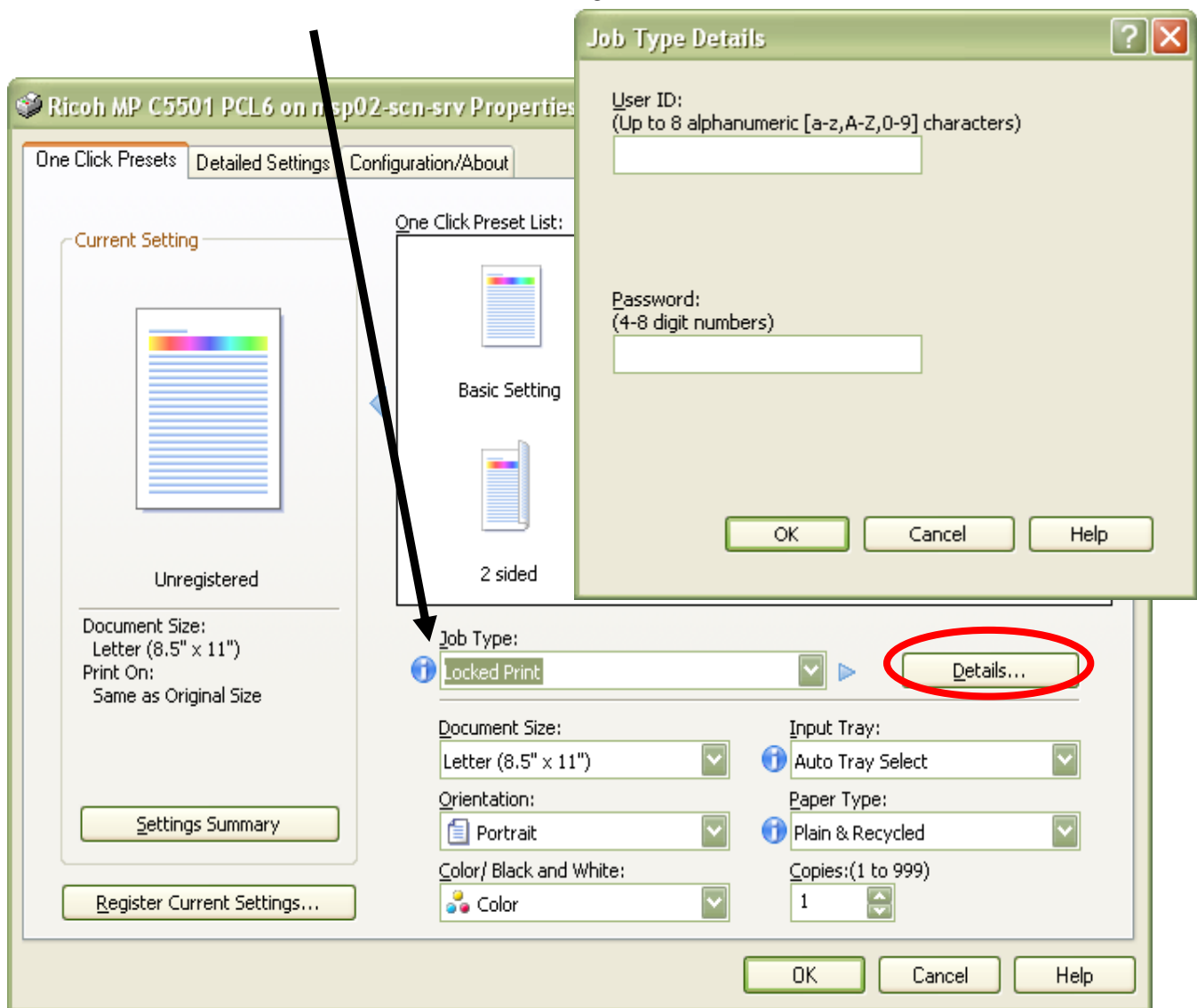
<u>Sending A Hold Print</u>

Hold Printing saves a print job inside the printer & outputs it only when the print is released at the printer (no password is required). The feature is useful when printing a confidential document. Follow the steps below:

1. From your application go to **File – Print…** & choose the shared **Ricoh** as your printer
2. Click on **Properties**
3. Select **Hold Print** from the drop down list, then select **Details**
4. Fill in the **User Name** and **File Name** (optional)
5. You can also set a time for the print (optional)
6. Select **OK** three times to send the job to the device
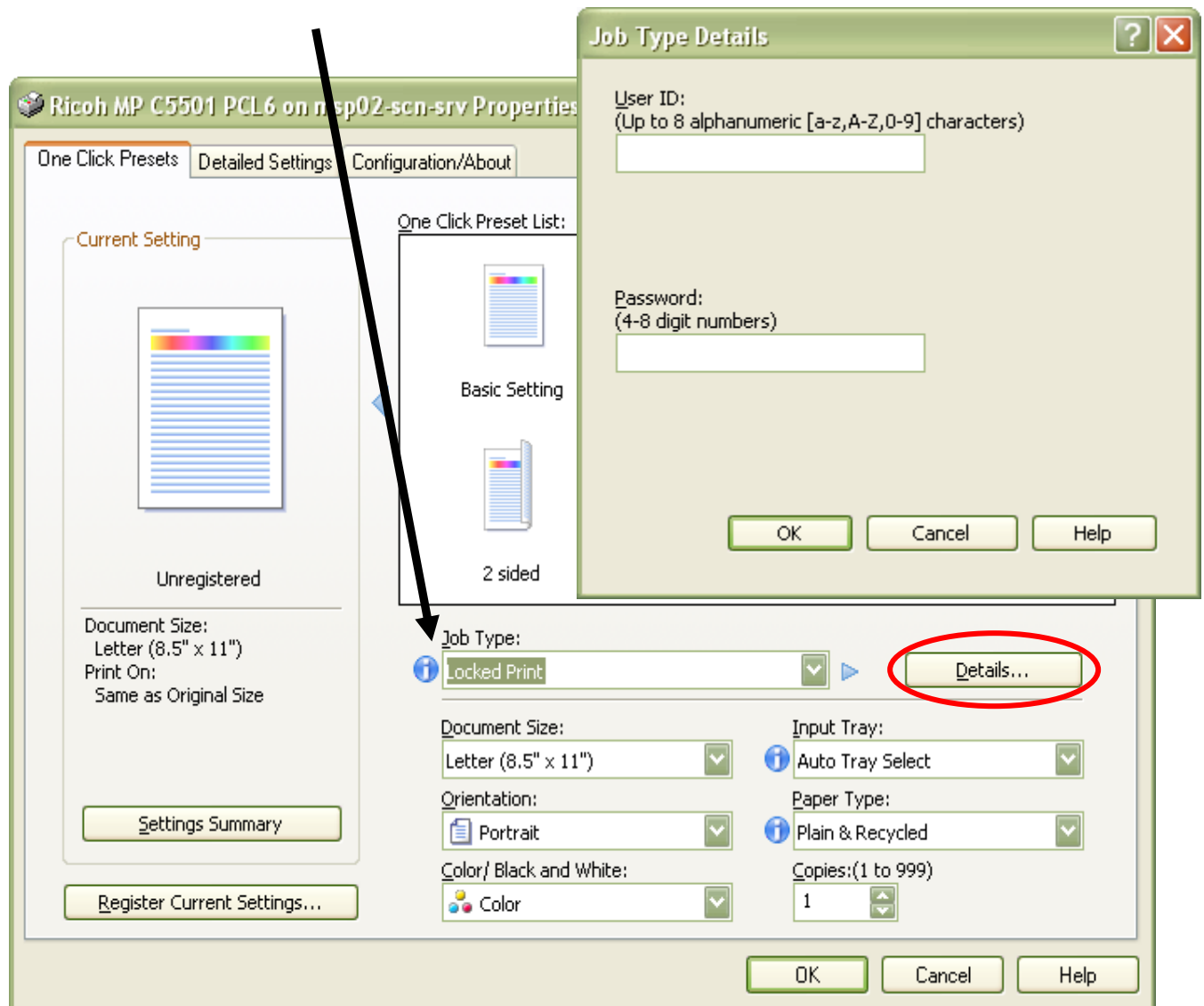
RICOH

Retrieving a Locked / Hold Print

1. **Go to the Ricoh and press the Print key (Located on the bottom left of the panel)**

2. **Touch Locked / Hold Print Job List**

3. **Touch the File Name or User Name used when sending the document**

4. **Touch Print (located on the right side of the screen)**

5. **Enter your password with the number pad (Locked Print Only)**

6. **Touch Ok**

7. **Touch Yes to print out your document**

RICOH

How to Set a Locked Print as Default

Locked Printing saves a print job inside the printer under a certain password & outputs it later only when the <u>correct</u> password is assigned. The feature is useful when printing a confidential document. Follow the steps below to have the same password for <u>every print job</u> sent from your workstation to that printer:

1. From your Start Menu, type **"Printers"**
2. Click **"Devices and Printers"** (Windows 7) or **"Printers & Scanners"** (Windows 10)
3. Right-click the **Printer Icon** you want to set the default to a locked print
4. Click on **Printer Preferences**
5. Select **Locked Print** from Job Type
6. Select **Details**
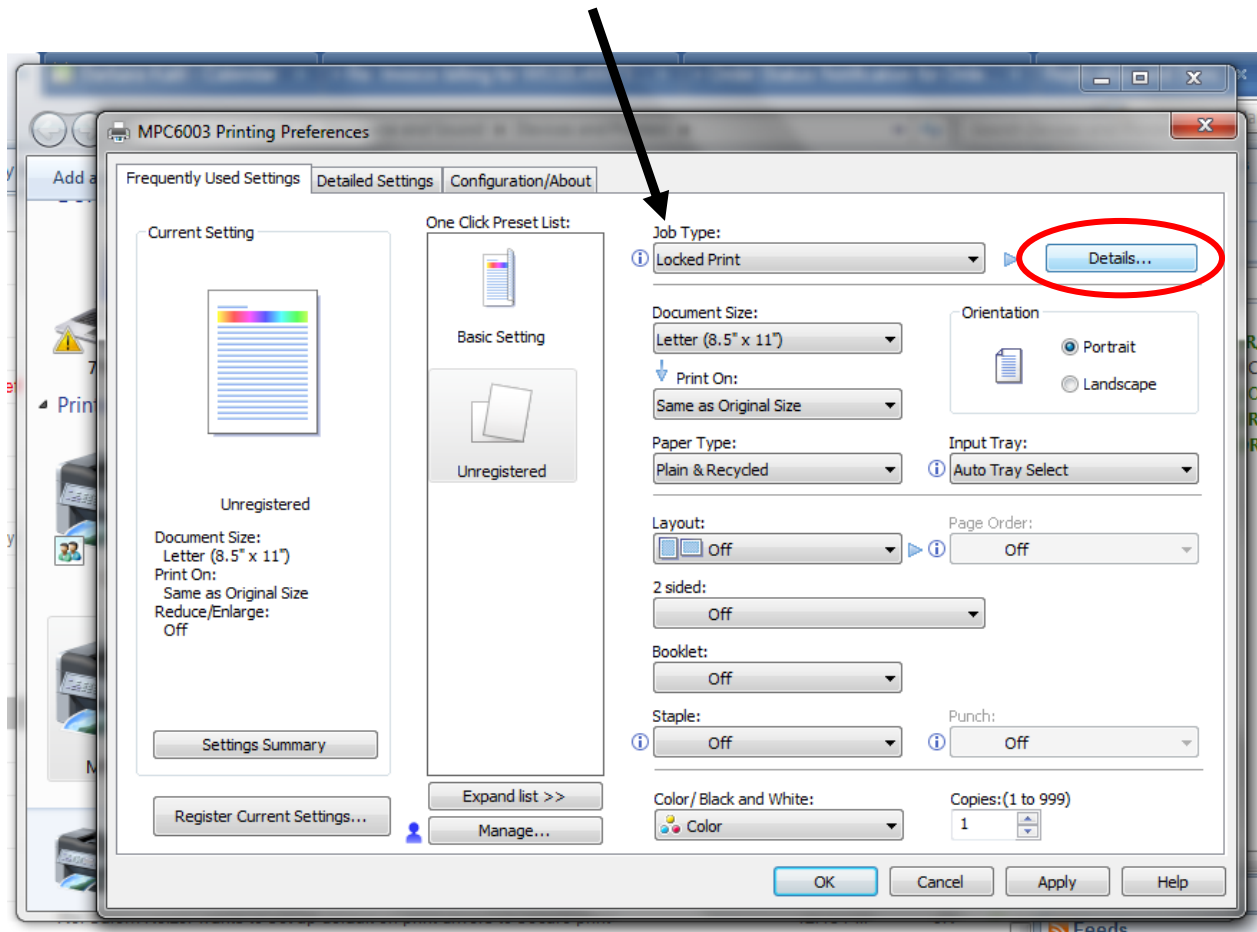
7. **Enter a Password that will be static for every print job sent from your workstation to that printer.**
8. **Choose Ok / Apply**
9. **Follow "Retrieving a Locked Print" instructions when printing to that printer**