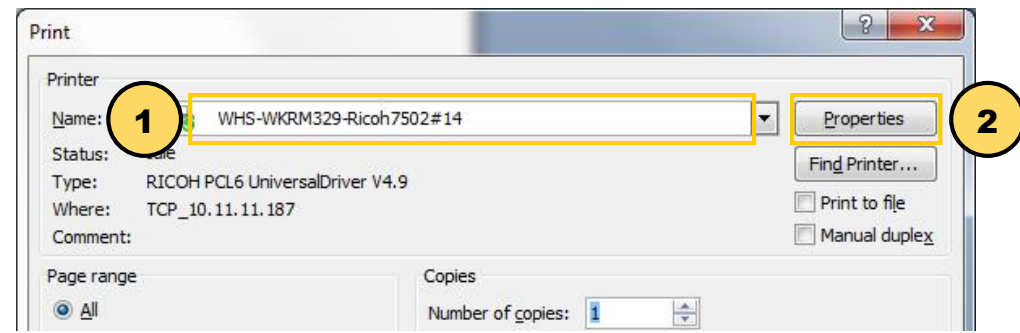


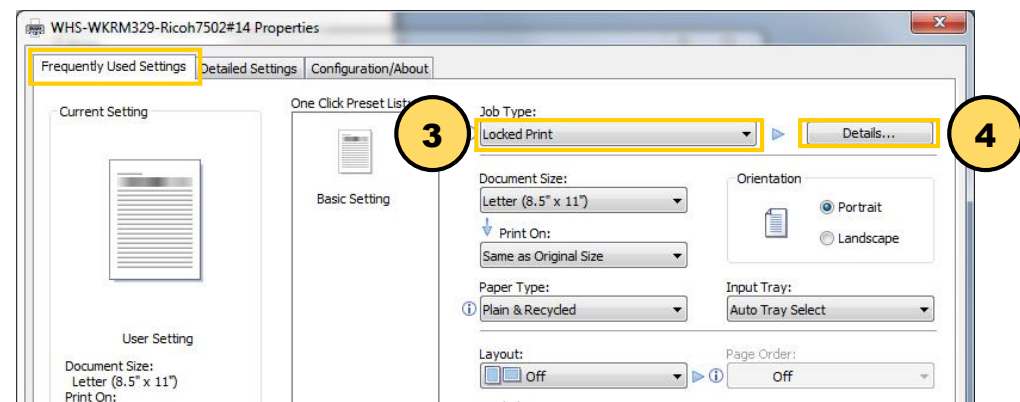
Locked Print

Using the Locked printing feature of the Ricoh device allows users to send “locked” print jobs. When printing confidential documents, users assign a password to their print jobs. Confidential print jobs are then stored on the Ricoh printer, and are not printed until the users enter their password on the touch panel. That prevents unauthorized users from viewing confidential documents that would otherwise be in the output trays of the Ricoh device.

1. Go to **File** → **Print** and select the Ricoh device from the printer menu.

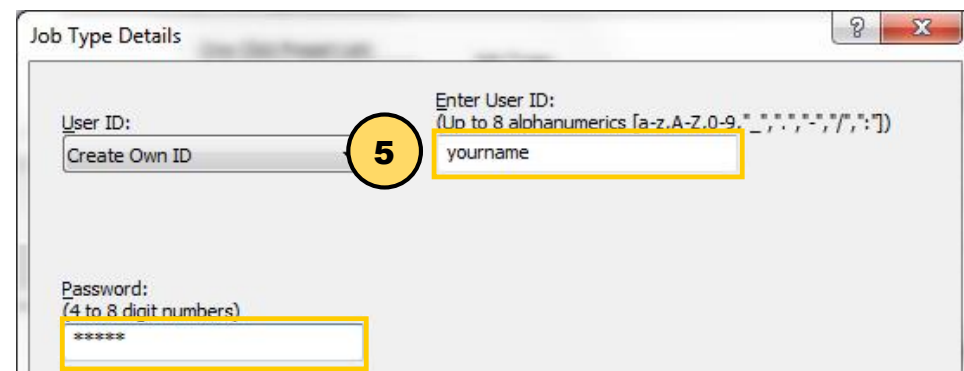


2. Click on **Properties** in the print dialogue box.



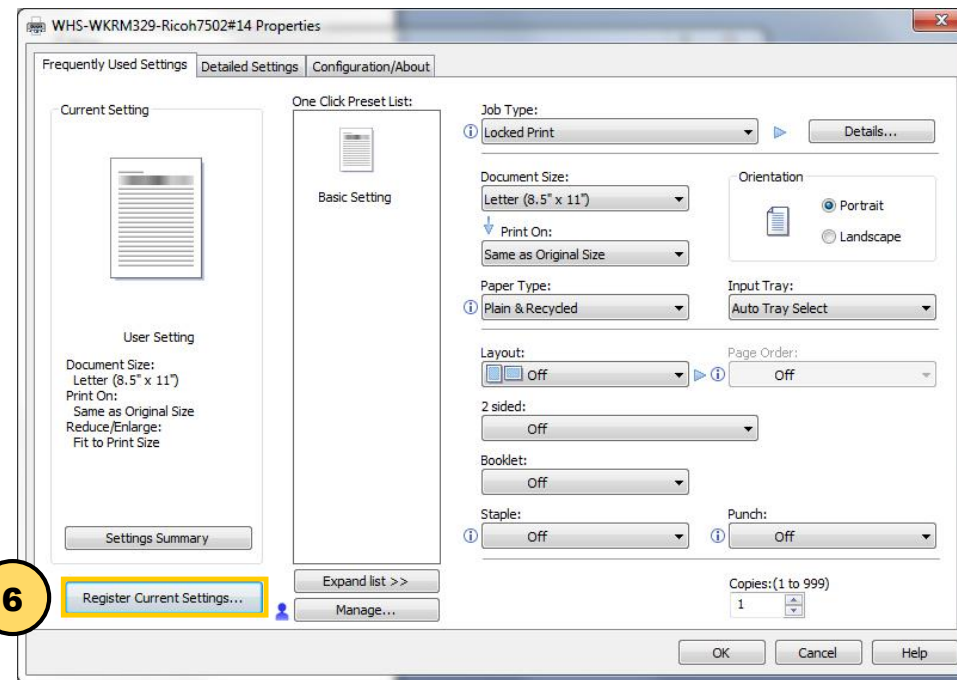
3. On the **Frequently Used Settings** tab, Under **Job Type:** change **Normal Print** to **Locked Print**, by selecting it from the pull down menu.

4. Click on **Details...** and the following screen is displayed:

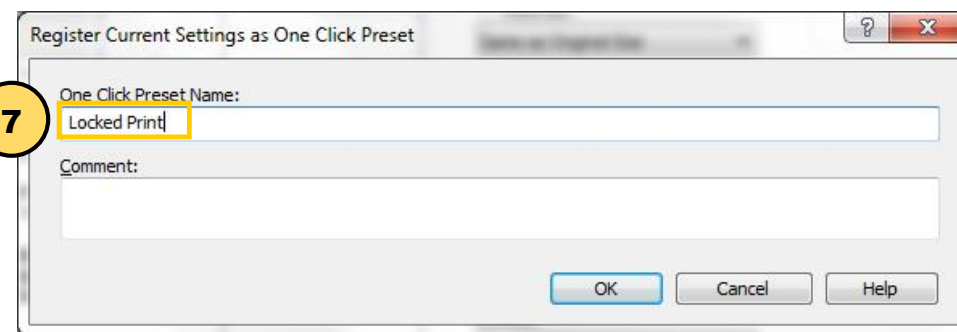


5. Enter your name under **User ID**. Enter a 4-8 digit **Password**, typically your user code. Click **OK**.

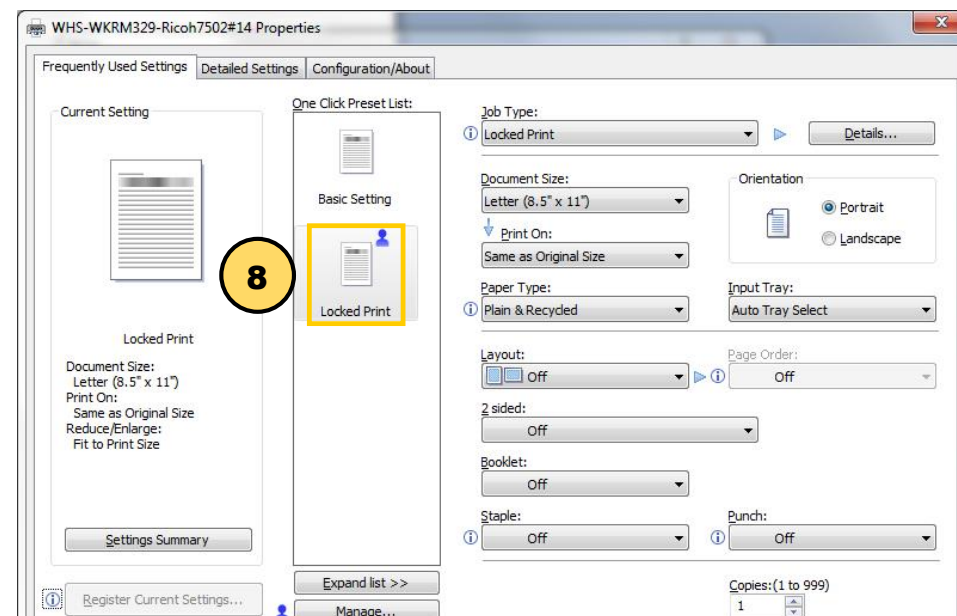
6. Click on **Register Current Settings**



7. Enter **Locked Print** under **One Click Preset Name:** and click **OK**.



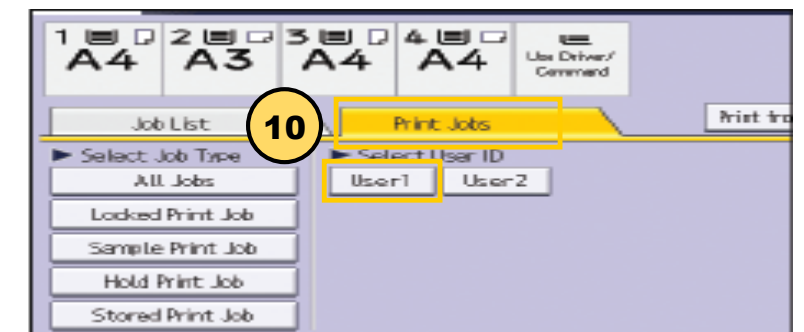
8. **Locked Print** will now appear under **One Click Preset List:** in the future you can skip steps 1-7 on this printer by selecting **Locked Print** from the **One Click Preset List**.



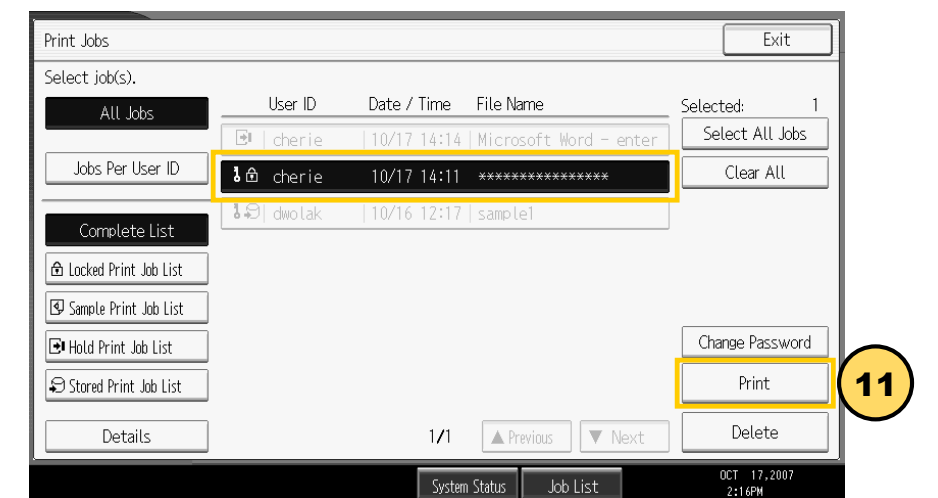
9. At the Ricoh device, choose the **Printer** hard button, located to the left of the touch screen or the printer icon on the touch screen.



10. On the touch panel, touch **Print Jobs**. Select the button with your name under **Select user ID**.



11. Locate the appropriate file, highlight it, and touch **Print**.



12. Enter the password, press **OK**, and then press **Print**

