Creating a Locked Print Job on the Ricoh Copiers
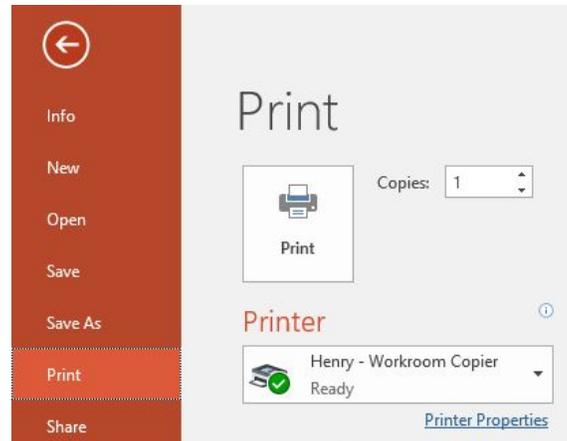
From A PC
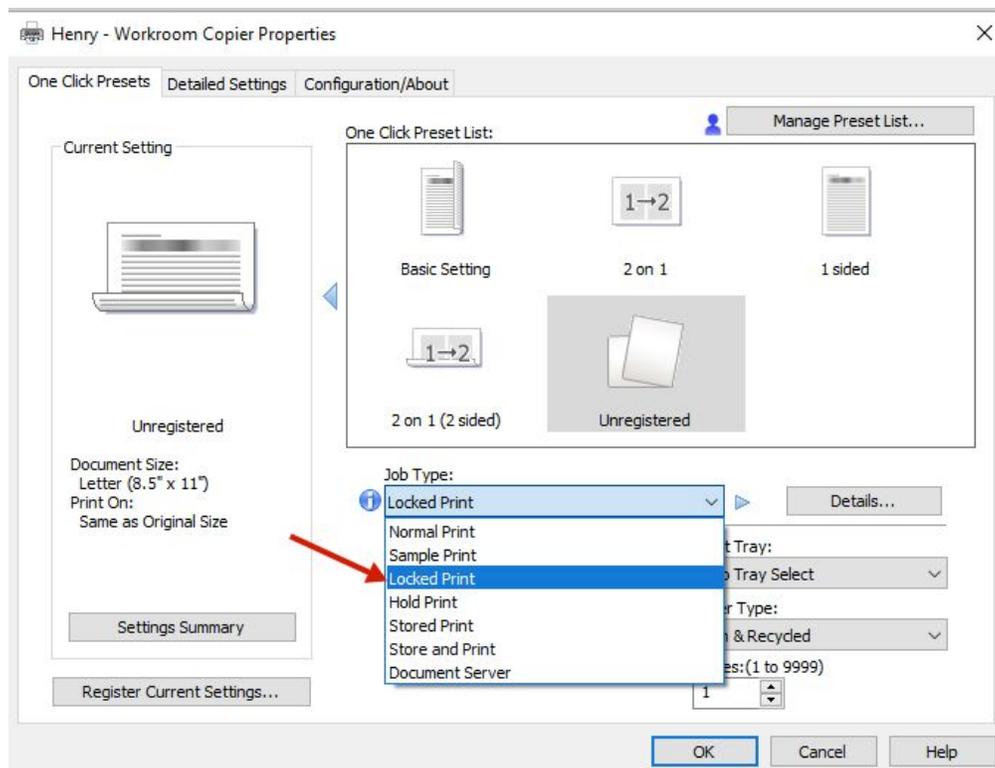
1. First, print from the application. File → Print, & Select the copier machine you're printing to as your printer.

2. A print dialogue pops up. Use the arrow to the right of JOB TYPE, to change your selection to LOCKED PRINT.

3. You will then need to click the DETAILS box to the right of where you just changed Normal Print to Locked Print.

4. The following job type details will appear (see image on next page for visual). Set "User ID" to the first letter of your first name and the first seven letters of your last name (or less if your last name is shorter than 7 letters). For example, if your name is "Michele Maurer," use "mmaurer". (#1 in image on next pg)
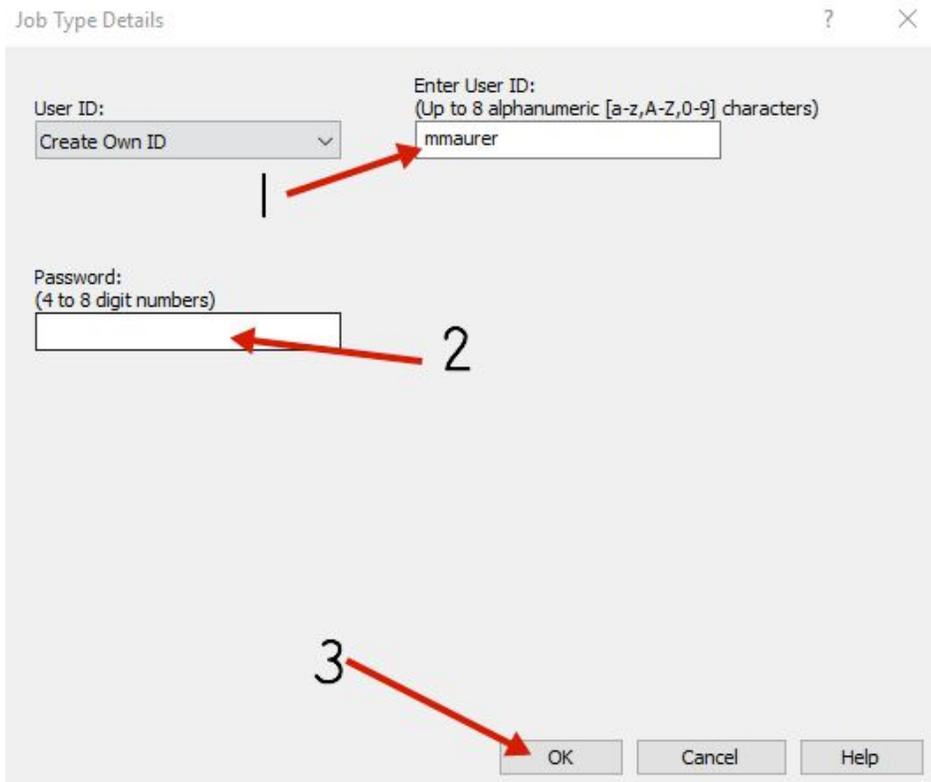
5. Set "Password" to a four-digit numerical PIN code of your choice. You will need to remember this to access your print job. (#2 on image above)
6. Press Ok to print. (#3 on image above)

At the copier, perform the following steps to tell the copier to print your job/retrieve your printing:
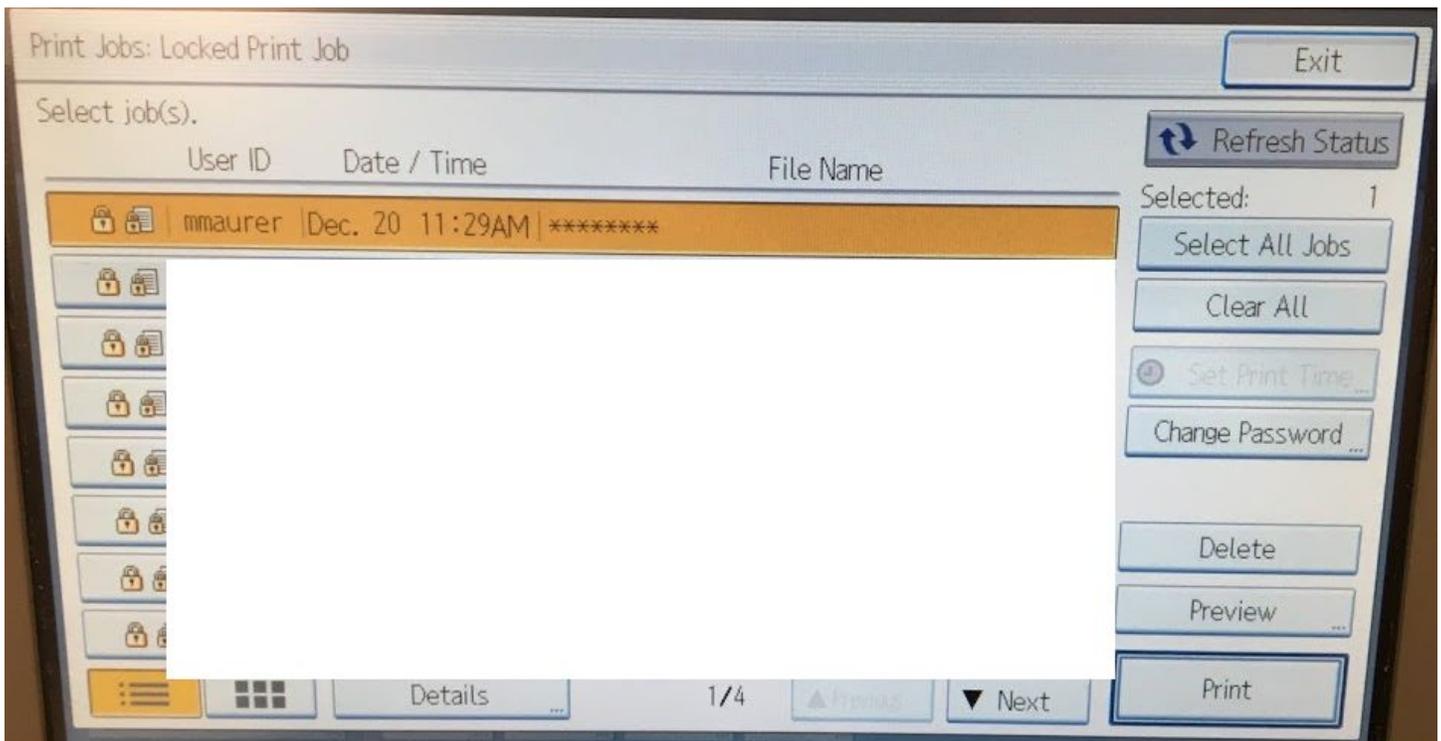1. On the copier's control panel, press the "Printer" button.

2. On the touch screen, press the "Print Jobs" tab and then select Locked Print Job.
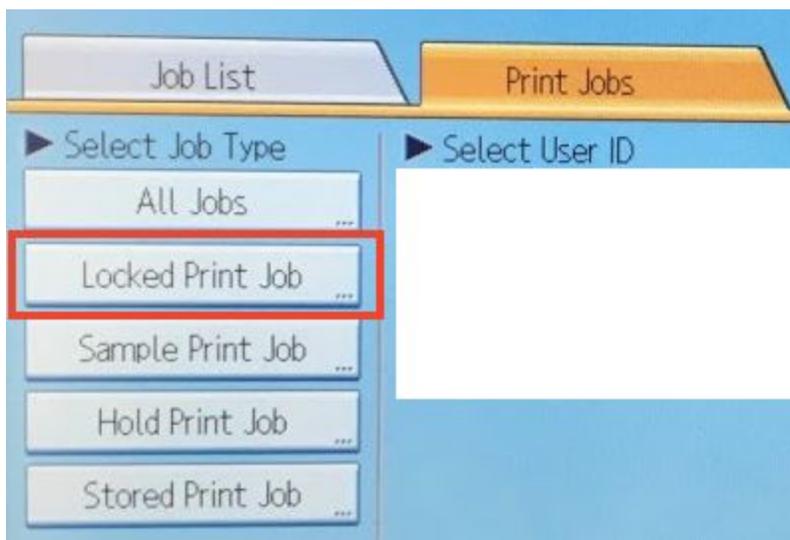
3. Touch your username. (You just set this as the first letter of your first name and the first seven letters of your last name.) and then press "Print" in the lower right hand corner.

Exit

Select job(s).

↻ Refresh Status

	User ID	Date / Time	File Name
🔒📇	mmaurer	Dec. 20 11:29AM	********
🔒📇			
🔒📇			
🔒📇			
🔒📇			
🔒📇			
🔒📇			

Selected: 1

Select All Jobs

Clear All

⊘ Set Print Time

Change Password

Delete

Preview

Details   1/4   ▲ Previous   ▼ Next

Print

4. Using the numerical keypad, enter your numerical password. (You chose this when setting up Locked Print mode.)

❗ Enter the password with the Number keys, then press [OK].

****   Clear

Cancel   OK
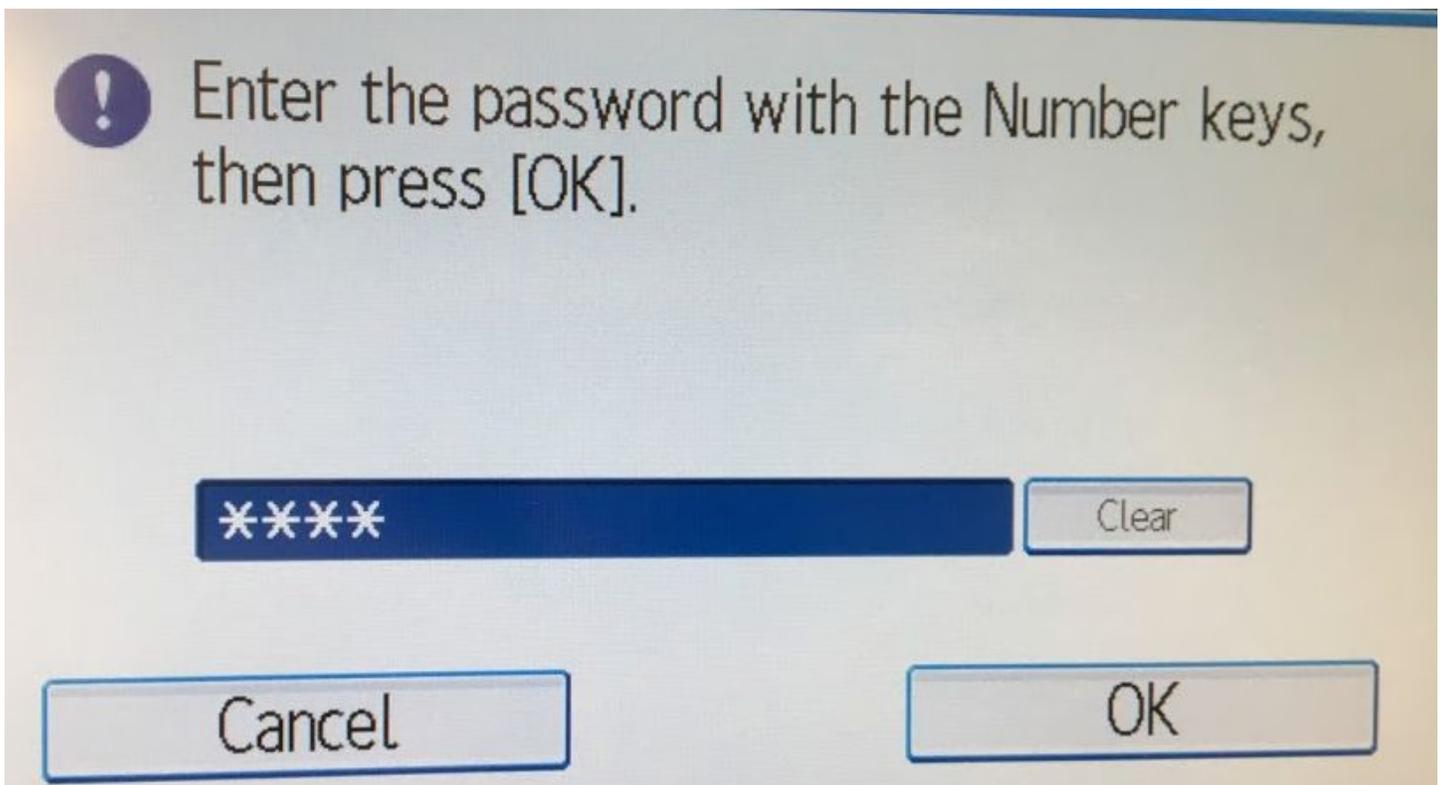
5. When you are ready, press OK to print your locked print job.

From a Mac

1. First, print from the application using System Dialog. Set "Printer" to the copier you wish to print to.
2. When you do this, you will see another dialog box pops up. Next to where it says Layout (see image below), click the little arrows to the right of the word to see a drop-down box.
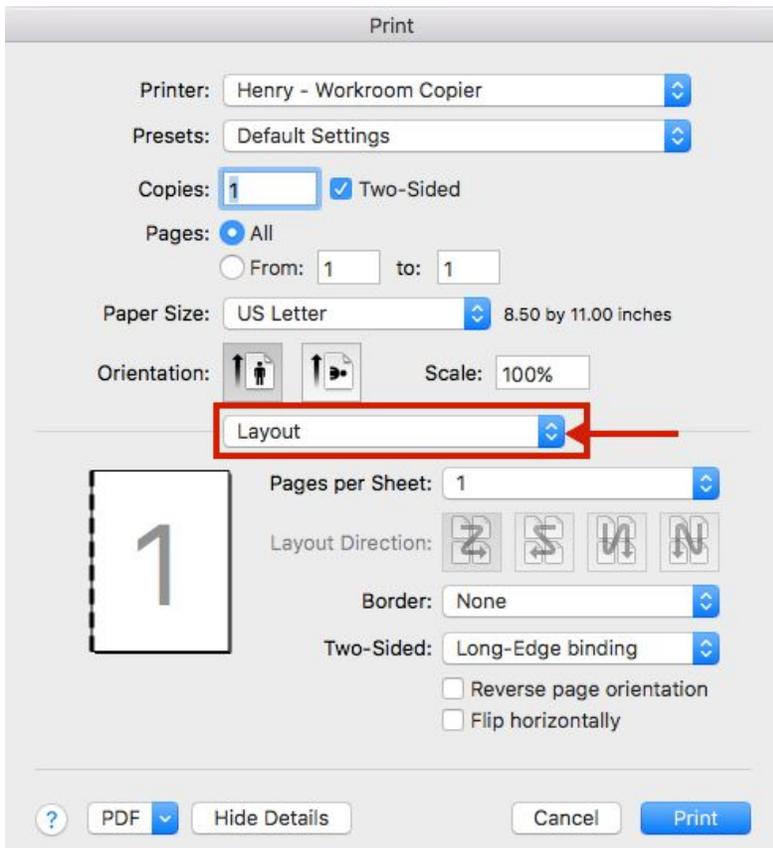
3. In the options that appear, change "Job Type" to "Locked Print."
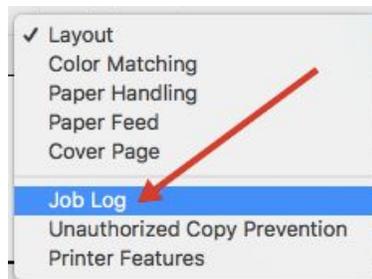
4. First, select Locked Print from the Job Type menu, and then fill in some additional information (see next steps).
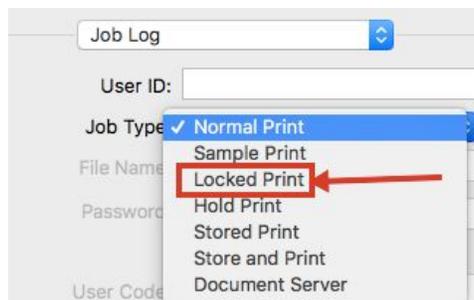
For the next few steps, please refer to the image below. You need to enter a User ID and a Password only.

5. Set "User ID" to the first letter of your first name and the first seven letters of your last name (or less if your last name is shorter than 7 letters). For example, if your name is "Michele Maurer," use "mmaurer".
6. Set "Password" to a four-digit numerical PIN code of your choice. You will need to remember this to access your print job.
7. Press "Print."

At the copier, perform the following steps to tell the copier to print your job/retrieve your printing:
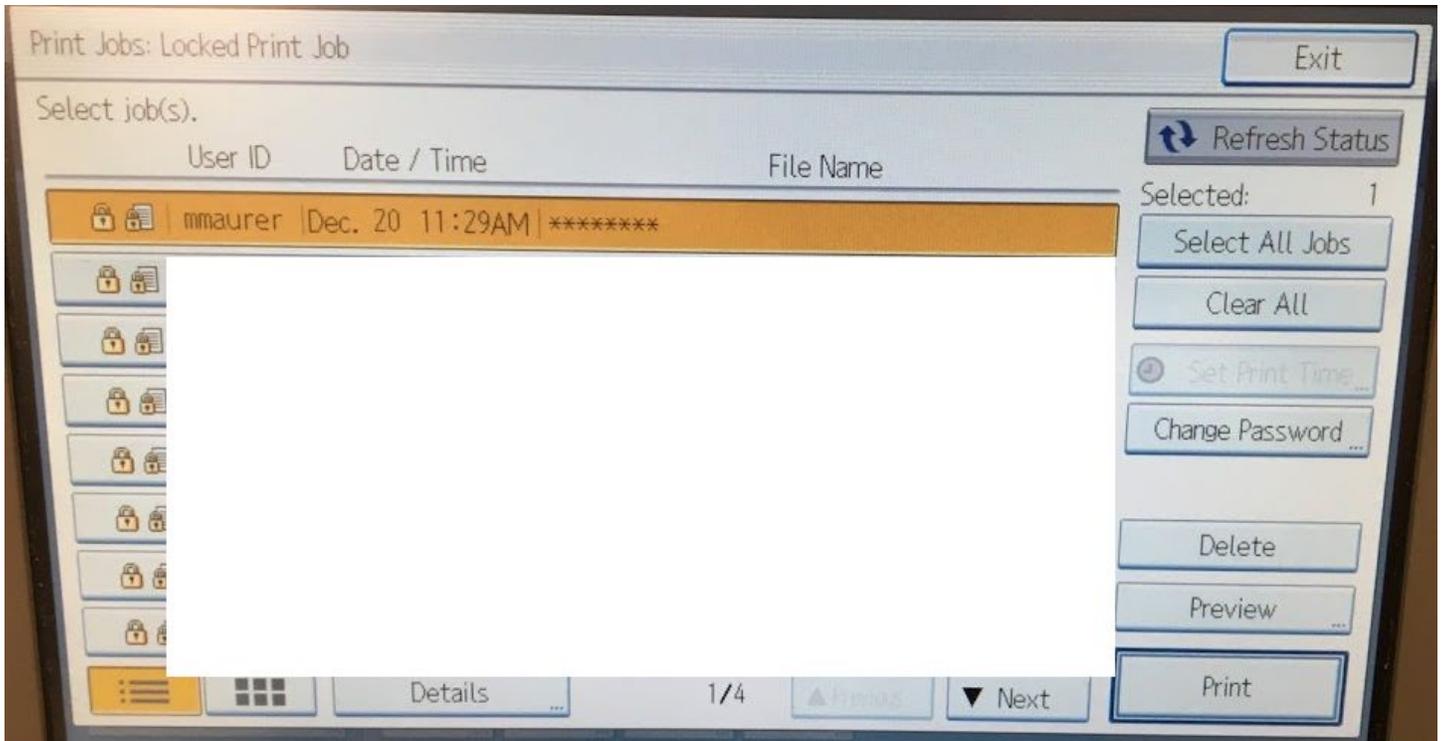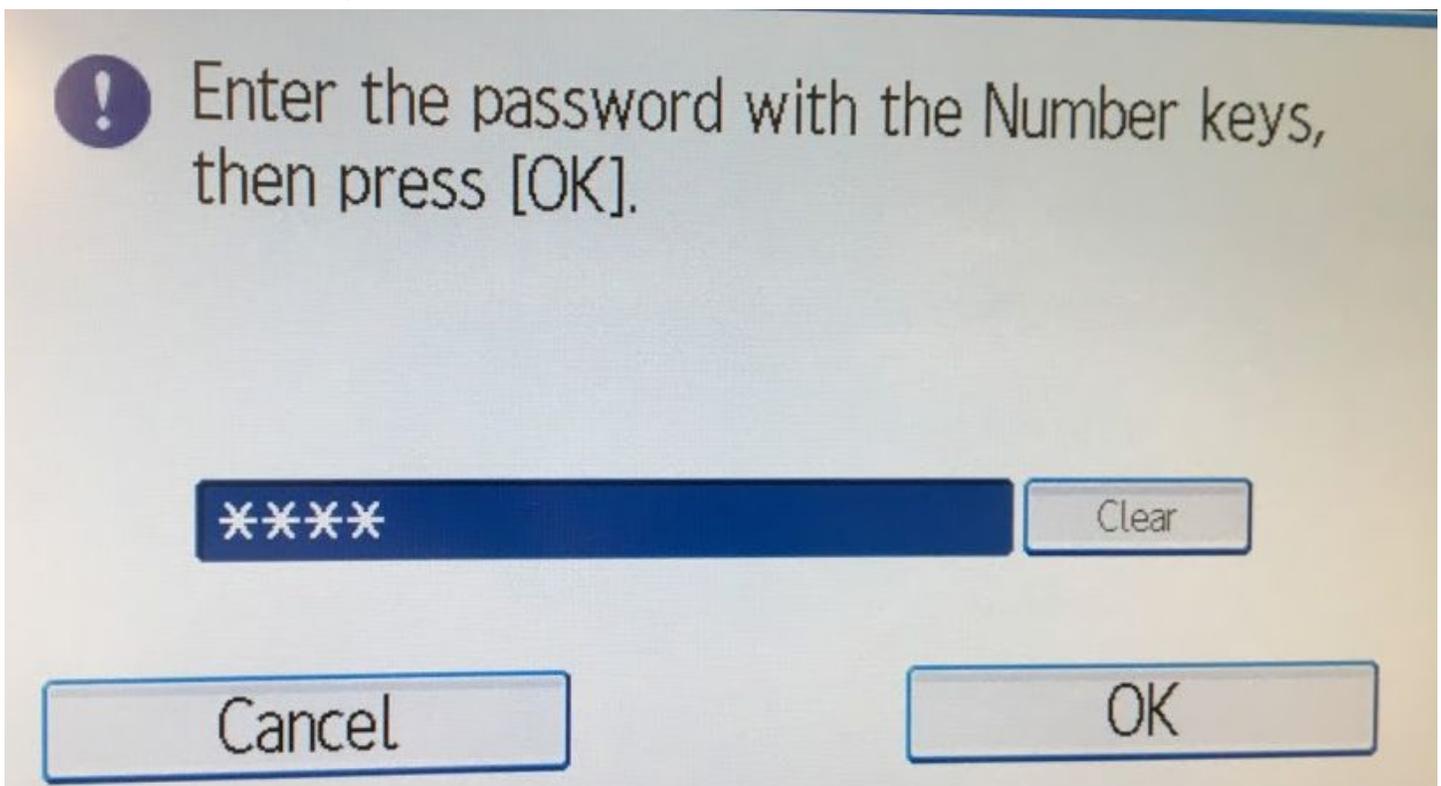6. On the bottom row of buttons on the copier's control panel, press the "Printer" button.

7. On the touch screen, press the "Print Jobs" tab and then select Locked Print Job.
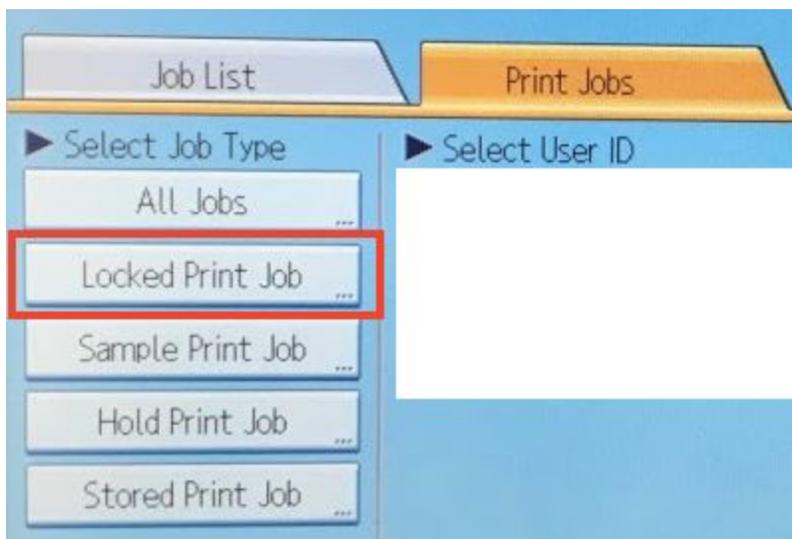
8. Touch your username. (You just set this as the first letter of your first name and the first seven letters of your last name.) and then press "Print" in the lower right hand corner.

9. Using the numerical keypad, enter your numerical password. (You chose this when setting up Locked Print mode.)

10. When you are ready, press OK to print your locked print job.