

Ricoh MFP Devices: How to “Hold” prints

1. Select “Print” from the application you are using

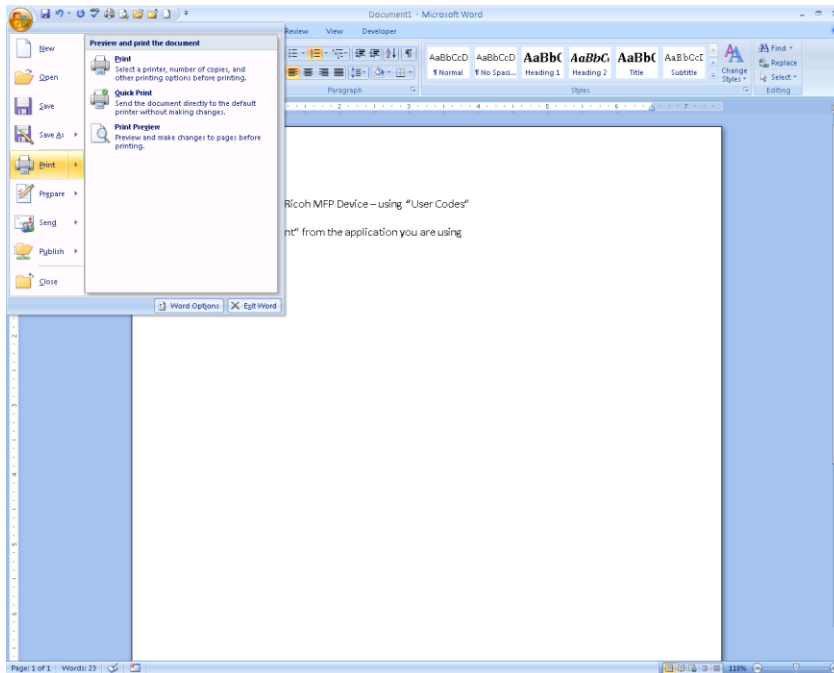


Figure 1: How to select "Print" from an application

2. Select the appropriate Ricoh MFP for your area. In the list of available printers your computer can print to it will be displayed as [\\duango\building name room # department] – see image below.

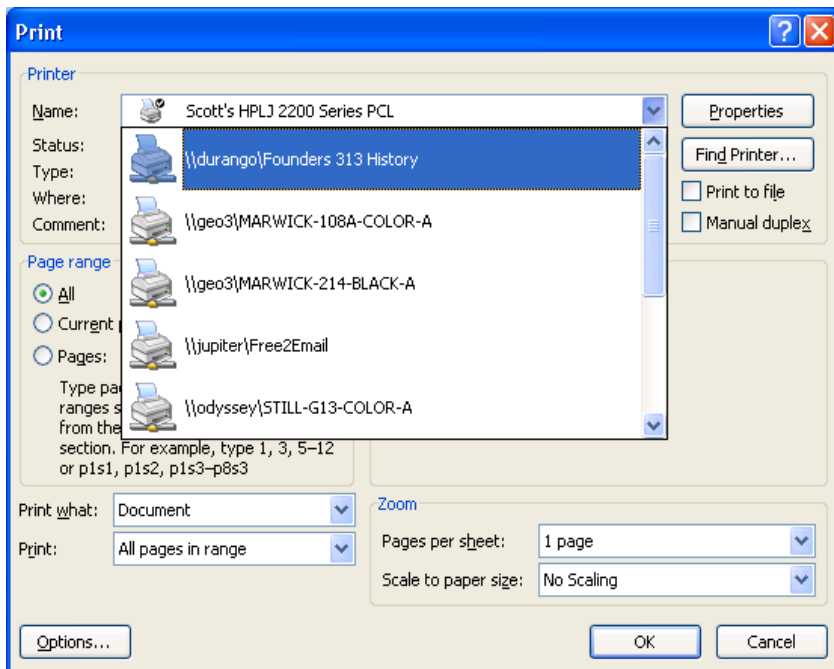


Figure 2: Select your department Ricoh printer

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3. Click the “Properties” button to the right of the printer name you selected in step 2 above.
4. Click the “Setup” tab at the top of this window, then select the drop down box below “Job Type” and select “Hold Print” option.

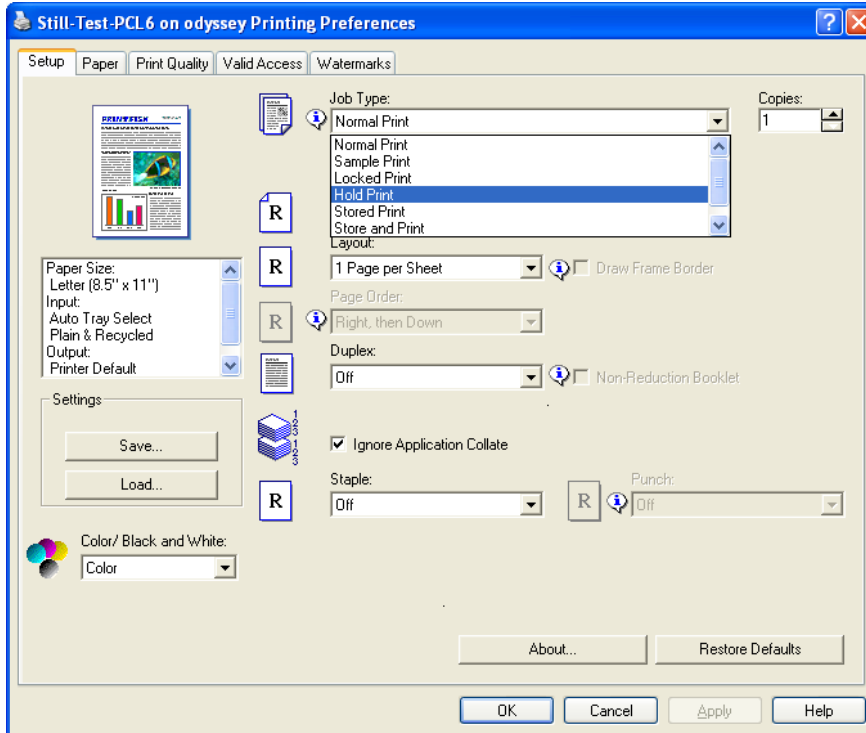


Figure 3: Selecting "Hold Print"

5. Click the “OK” button on the window shown in Figure 3 as well as Figure 2.

*Note: When selecting this option your print jobs will be added to the printers “Print List” which is visible on the Ricoh console. Anyone who has access to the Ricoh console can also release print jobs in this master print list. The main purpose of “Hold Print” is to prevent your print jobs from automatically printing out at the Ricoh - allowing anyone to view your print outs as well as possibly getting your jobs mixed in with others. Hold Prints allow jobs to be released only when needed.