

# Ricoh MFP Devices: How to “LOCK” prints

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

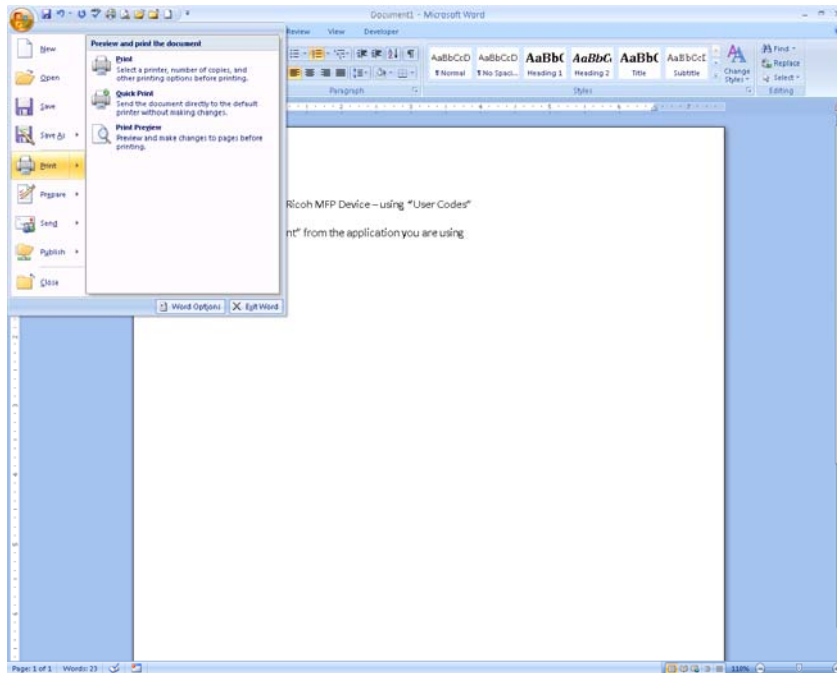


Figure 1: How to select "Print" from an application

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.

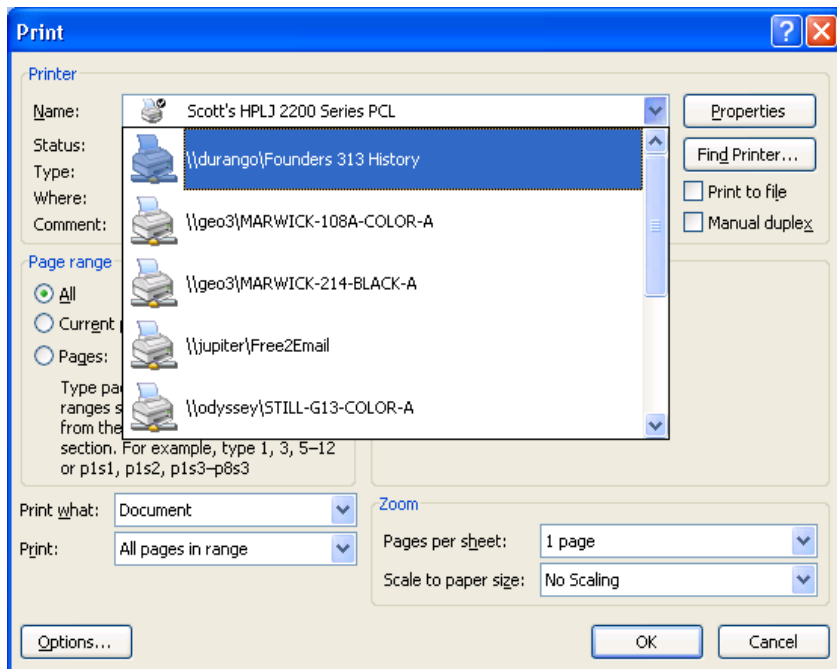


Figure 2: Select your department Ricoh printer

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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 “Locked Print” option.

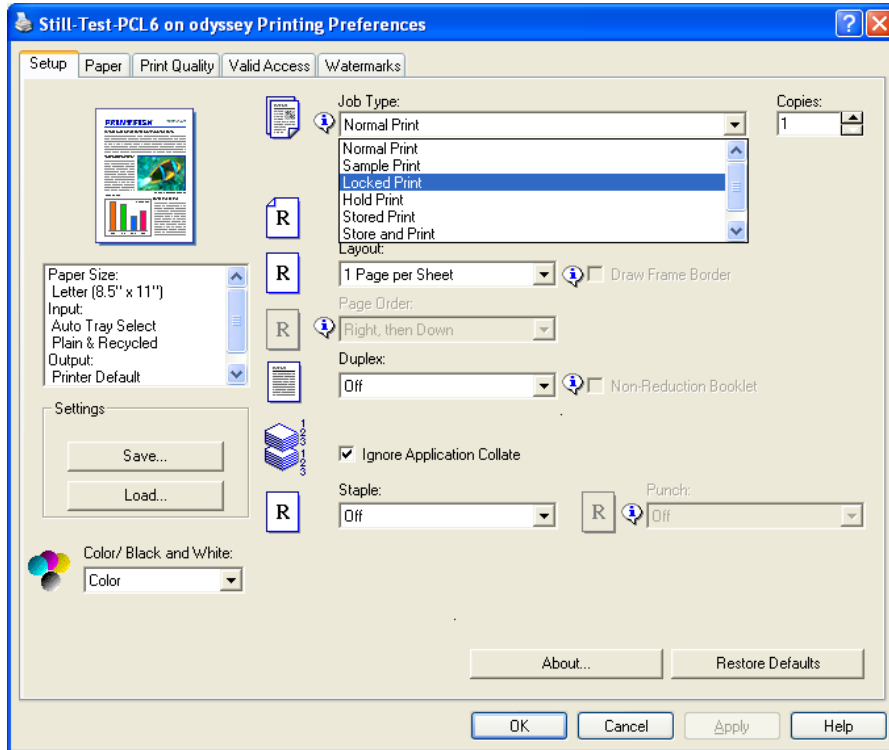


Figure 3: Selecting "Locked Print"

5. Click the “Details” button below the “Job Type” drop down box

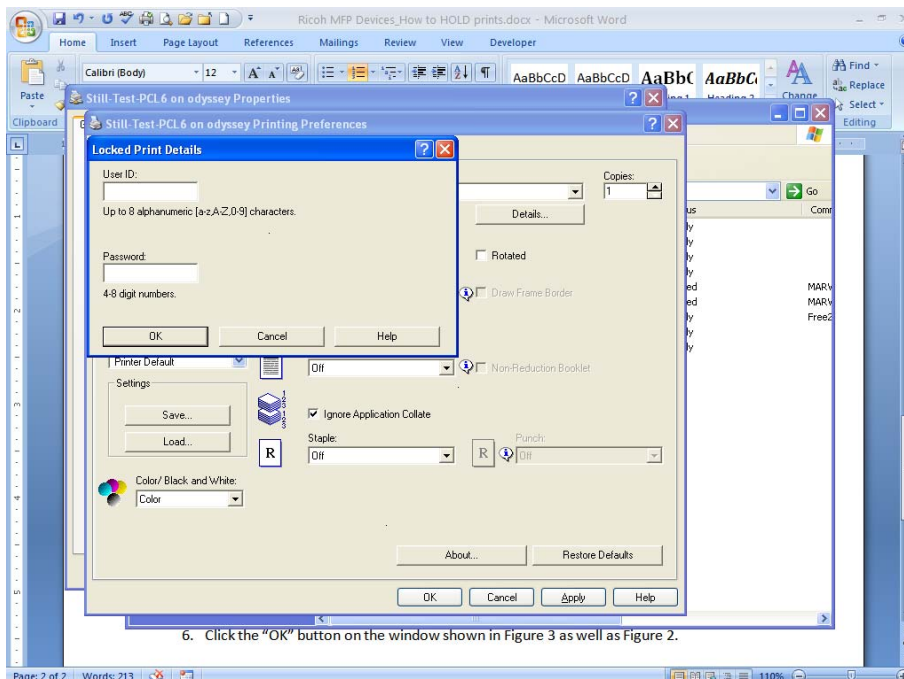


Figure 4: Locked Prints - User ID & Password

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

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6. Type in your “User ID” and a “password” to secure the print job from others printing it.
7. Click the “OK” button on the window shown in Figure 4 as well as Figure 3.

**\*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 see this print job in the master print list but cannot release this type of print job without the password you entered under step 6 above. The main purpose of “Locked Print” is to prevent your print jobs from automatically printing, letting others release your queued print job by accident, or simply keeping confidential information safe from others view until you’re ready to release (“print”).