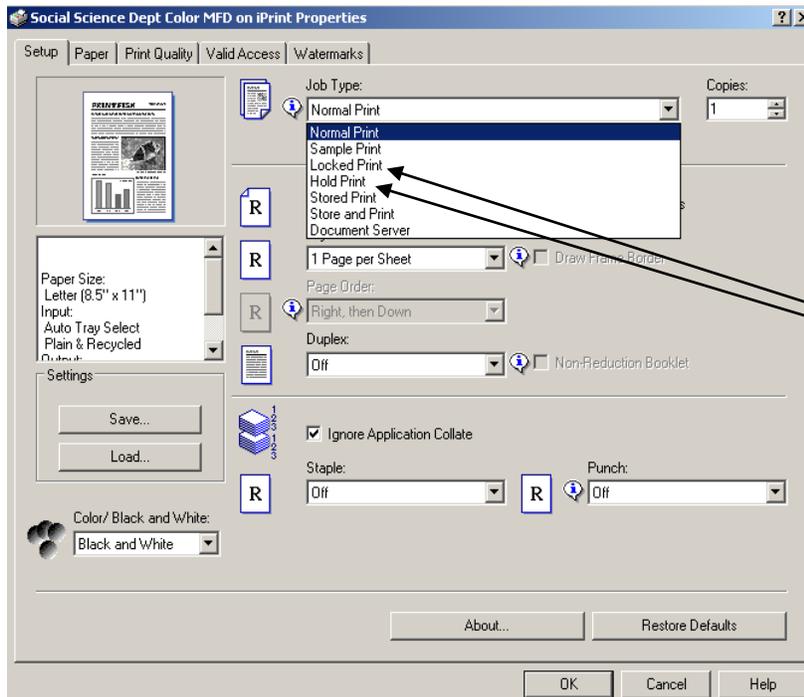


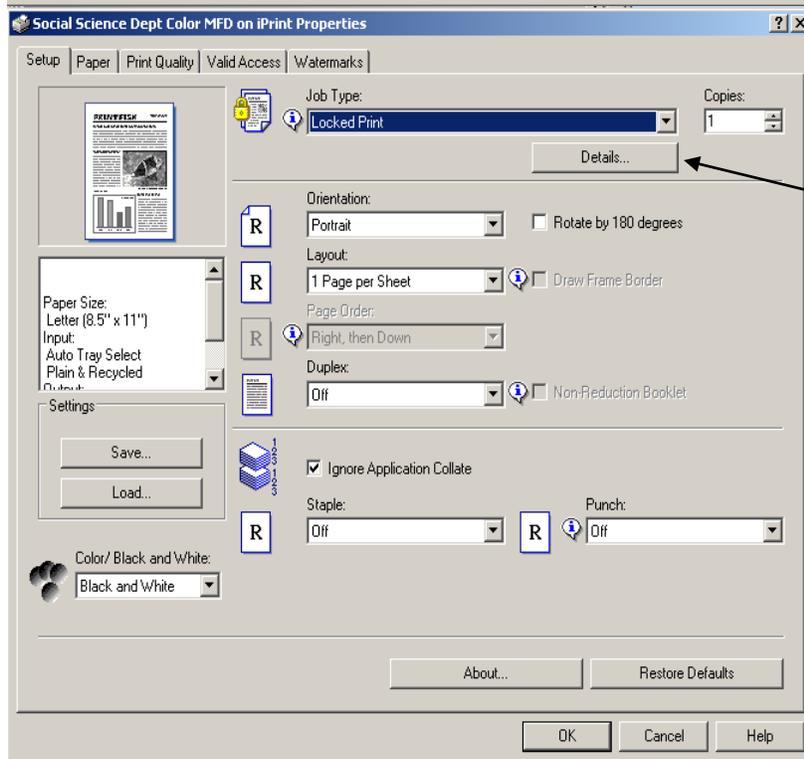
# Sending Locked or Hold Print

Locked printing saves a print job inside the printer under a certain password and prints it only when the assigned password is entered at the MFD. This feature is useful when printing a confidential document. Hold printing is used when there is no password needed. Follow the steps below:

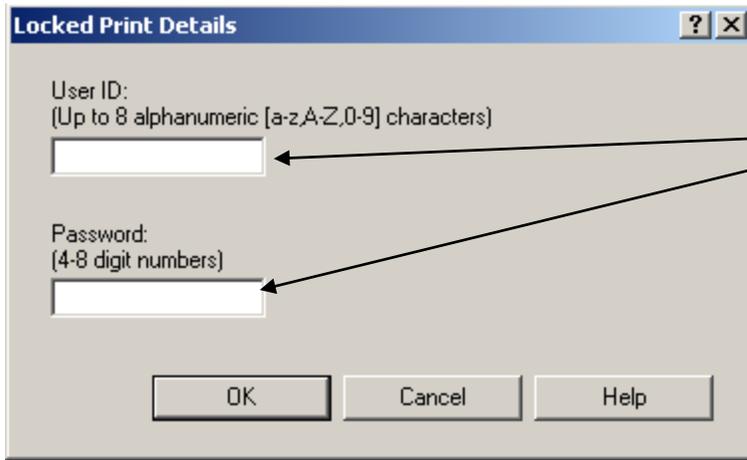
1. From your application go to File – Print and choose your printer.
2. Click on Properties and continue with the steps below:
3. Select Locked Print or Hold Print from the drop-down list



3. Select Locked Print or Hold Print from the drop-down list



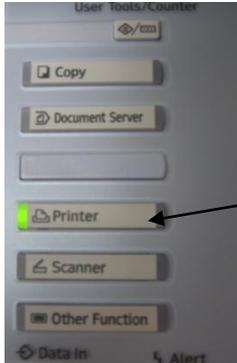
4. Press the Details button



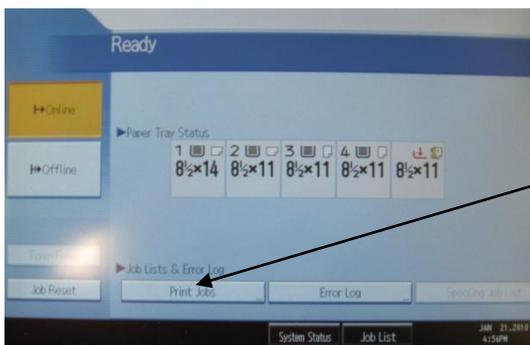
5. Fill in the User ID and Password  
(Password is only required for Locked Print)  
The User ID and Password entries can be anything you choose
6. Click OK

7. If all other settings are correct on the properties page click OK to return to the printer selection page
8. If the printer selection page is correct click OK to send the print job to the MFD
9. Once the job has been sent it must be released from the MFD

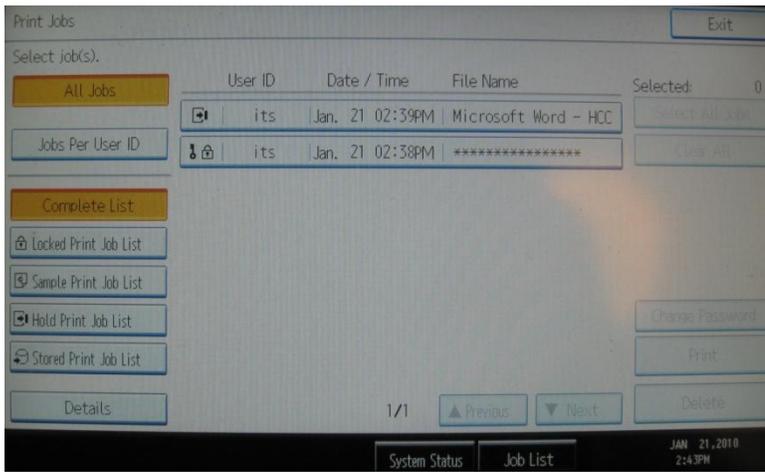
## Releasing a Locked or Hold Print



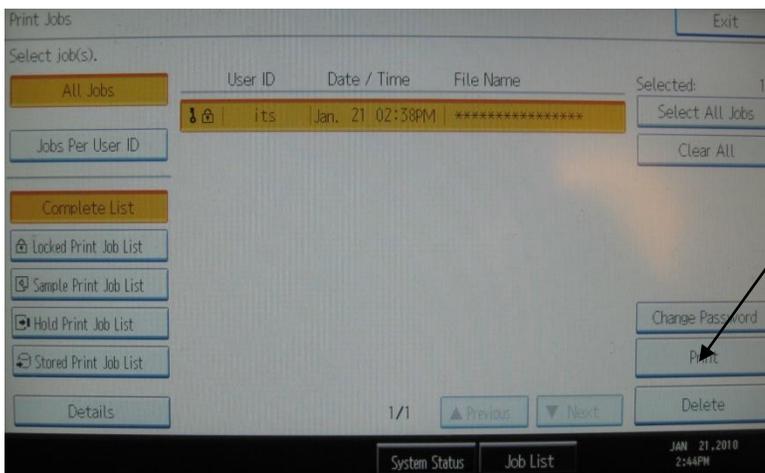
1. Go to the MFD and select the Printer key (located to the left of the screen)



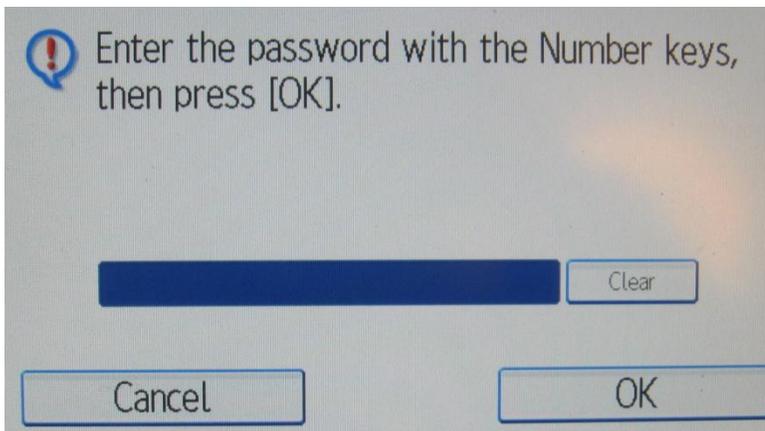
2. Select Print Jobs from the bottom of the screen



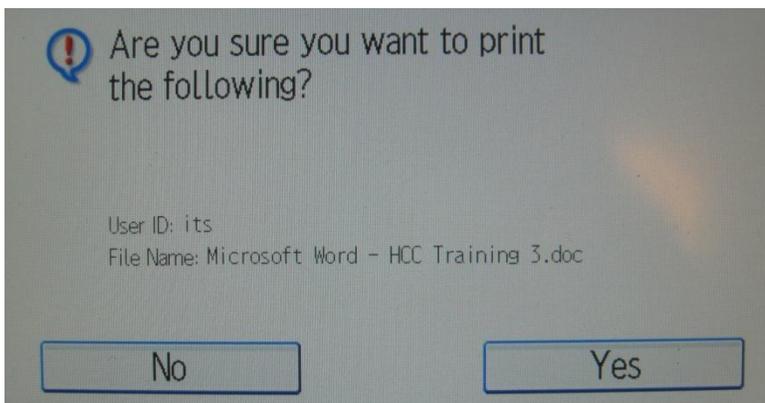
3. Select your document from the list. At this point you should see a complete list of files waiting to be released. In the example to the left there is one hold job and one locked job. If your job is not visible on this screen you can refine the search by selecting one of the categories on the left hand of the screen (Locked, Sample, Hold or Stored Print Job Lists)



4. With the document select that you want to print, press the print button on the right hand side of the screen.



*If the job sent was a Locked Print job you will see the message to the left. It is at this point that you enter the password you assigned above.*



You will see the message on the left for a Hold Print job or after you enter the password for your Locked Print job. If you are certain you want to print it select Yes.

Once yes is select the document should print. When you are finished select Exit at the top right of the screen and you are done.

# RICOH – The Basics

## HOW TO MAKE A BASIC COPY

1. Set Original - Face Down on glass or Face Up in Feeder
2. Press **Clear Modes** ( Ensures default settings )
3. Enter the **number of copies**
4. Press **Start**

## MAKING 2-SIDED COPIES FROM 1-SIDED ORIGINALS

1. Set **Originals Face Up** in the feeder & in order
2. Press the **Clear Modes** Key
3. Touch **1 Sided → 2-Sided** (Located under Full Size)
4. Enter the **number of copies**
5. Press **Start**

## MAKING 2-SIDED COPIES FROM 2-SIDED ORIGINALS

1. Set **Originals Face Up** in the Feeder & in order
2. Press **Clear Modes**
3. Touch **2-Sided → 2-Sided**
4. Enter the **number of copies**
5. Press **Start**

## HOW TO STAPLE

1. Set **Originals Face Up** in the Feeder & in order
2. Press **Clear Modes**
3. Select the stapling position based on the direction of the originals
4. Stapling Options are found in the Finishing Key
5. Enter the **number of copies**
6. Press **Start**

## HOW TO HOLE PUNCH

7. Set **Originals Face Up** in the Feeder & in order
8. Press **Clear Modes**
9. Select the hole punching position based on the direction of the originals
10. Punching Options are found in the Finishing Key
11. Enter the **number of copies**
12. Press **Start**

## **BOOK COPY**

1. Set the Book on the Glass
2. Touch the Dup./Combine/Series Key
3. Touch Series
4. Touch Book → 1-Sided
5. Touch OK and press Start