

STEPS TO SECURE YOUR PRINTER (RICOH PRINTING)

Step 1: From your document application (ie. Microsoft Word) click File>Print.

Step 2: From the Printer Name drop down menu, select one of the Ricoh Copy Machines.

Step 3: Click the Properties button to the right of the Printer Name.

Step 4: At the top of the middle column, there is a Job Type drop down menu. Select “Locked Print”.

Step 5: Click on the Details button just below Locked Print.

Step 6: Enter your 4-digit password. You must remember it when you get to the printer though!

Step 7: Choose any other printing options you wish, such as stapling or 3-hole punching and then click OK.

Step 8 : Select OK to print your document.