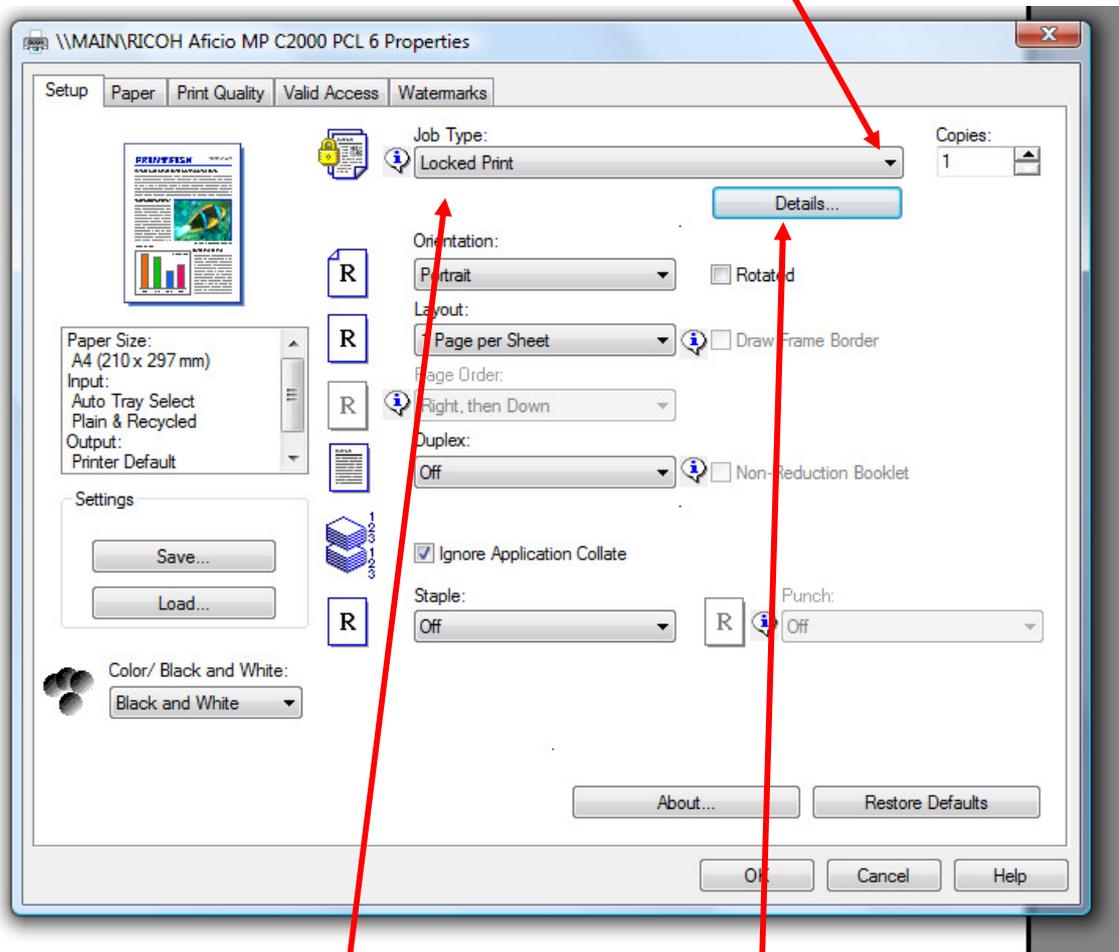# Secure Printing Using Locked Print

Your Ricoh Multi-Function Device allows you to send your print jobs in a variety of ways, to ensure confidentiality where required, or simply for convenience.

One of these methods is called **Locked Print**. Using **Locked Print** allows you to send the print job to the printer, where it will wait in memory for you to release it, using a secure password for confidentiality.

To print a document using Locked Print, select the printer properties (e.g. Click File, Print, and then select Properties). This will display the screen at figure 1:

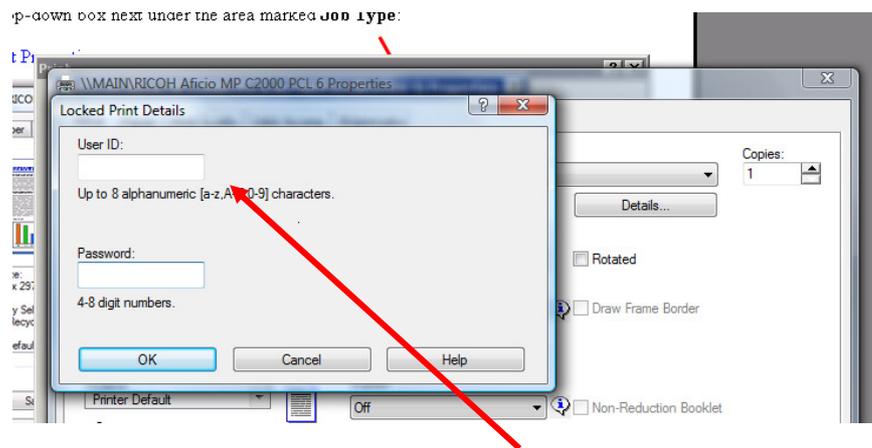1. Click the drop-down box next under the area marked **Job Type**:

Figure 1 – Print Properties

2. Select **Locked Print** from the list.

3. Next, click the **Details** button, which will display the following screen (Figure 2)
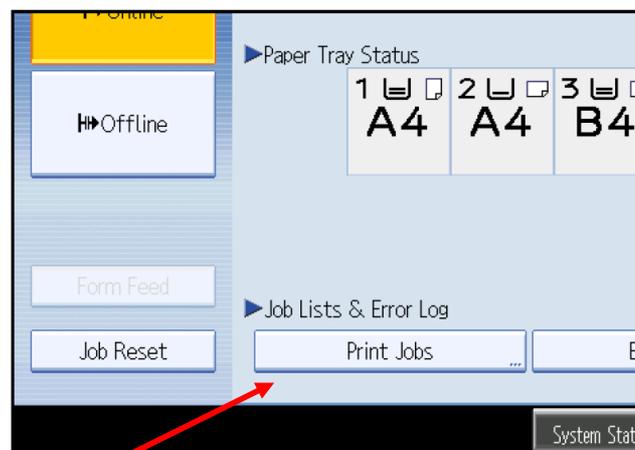
Figure 2 – Locked print user details

4. Enter your unique **User ID**, such as your name or initials here:

5. Enter a **Password** for you to use to release your print job.

6. Click OK to return to the print Properties Screen.

Once you have made your other settings for your print job, such as **Duplex**, **Colour**, **Stapling** etc., simply press **OK** as per the normal printing process.

Your Locked Print job will be sent to the memory of your Ricoh Multi-function Device, where you can release it for printing, by the following procedure.
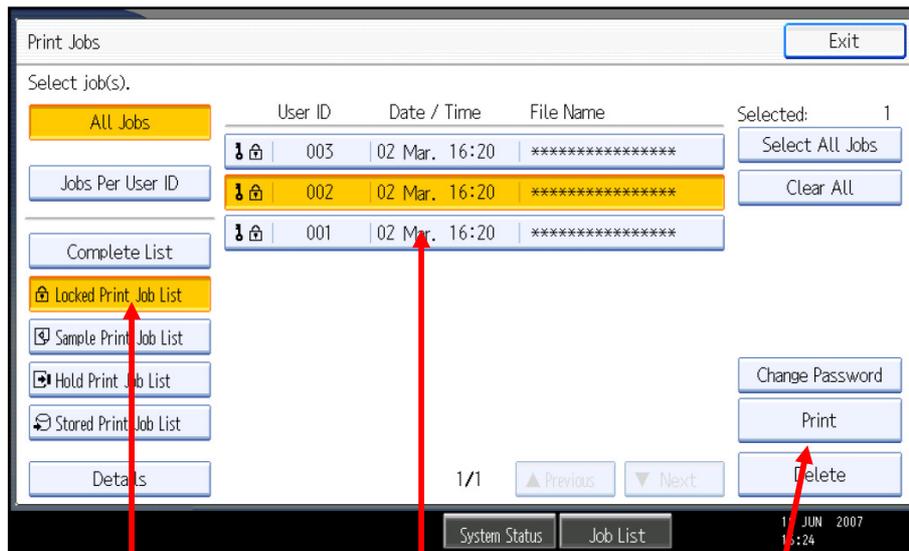
7. From the control panel of the Ricoh Multi-Function Device, press the **Printer** button, which will display the following screen (figure 3):
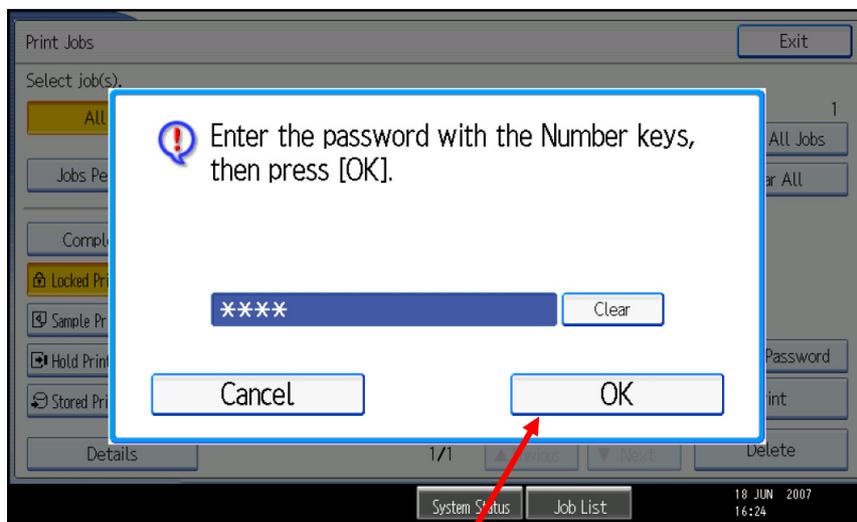
Figure 3 – Printer control screen

8. Press the **Print Jobs** button on the display panel, which will show you a list of jobs in memory.

Figure 4 – Locked print job list

9. Press **Locked Print Job List**.

10. Select the file(s) that you wish from the list, and then press **Print**.

11. Enter your password, and then press **OK**.

12. A Print Confirmation screen will appear. Press **Yes**, and your file(s) will be printed. If more than one file is selected, all selected files using that password will be printed.

RICOH