

Printers and Copiers

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Locked Print

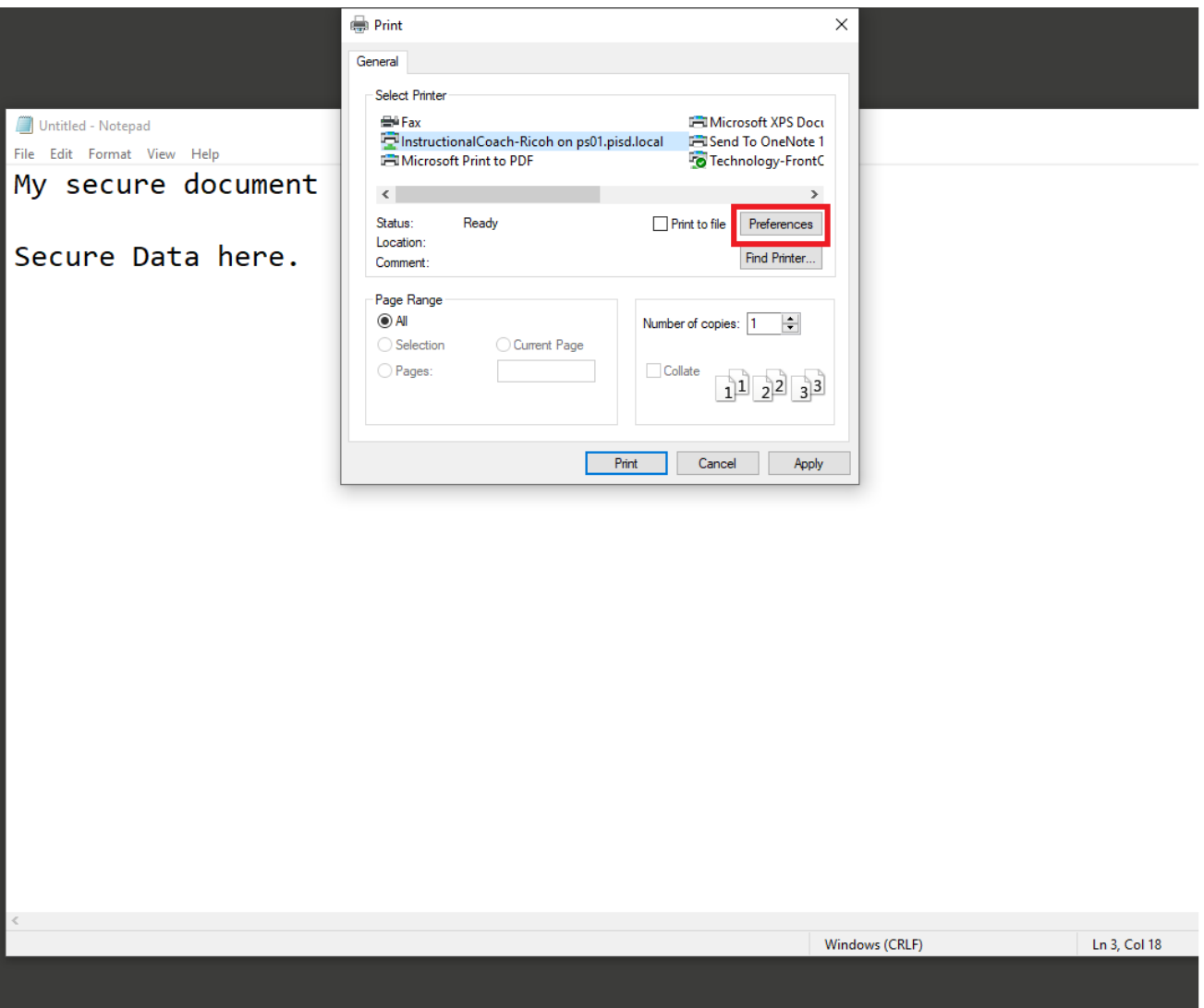
Overview

Ricoh printers support locked print jobs. Using this method, you can print a normal job, but require a passcode to be entered at the printer before the job will print. This is useful if you are printing something secure or if you want to make sure the job is not printed until you are standing in front of the printer.

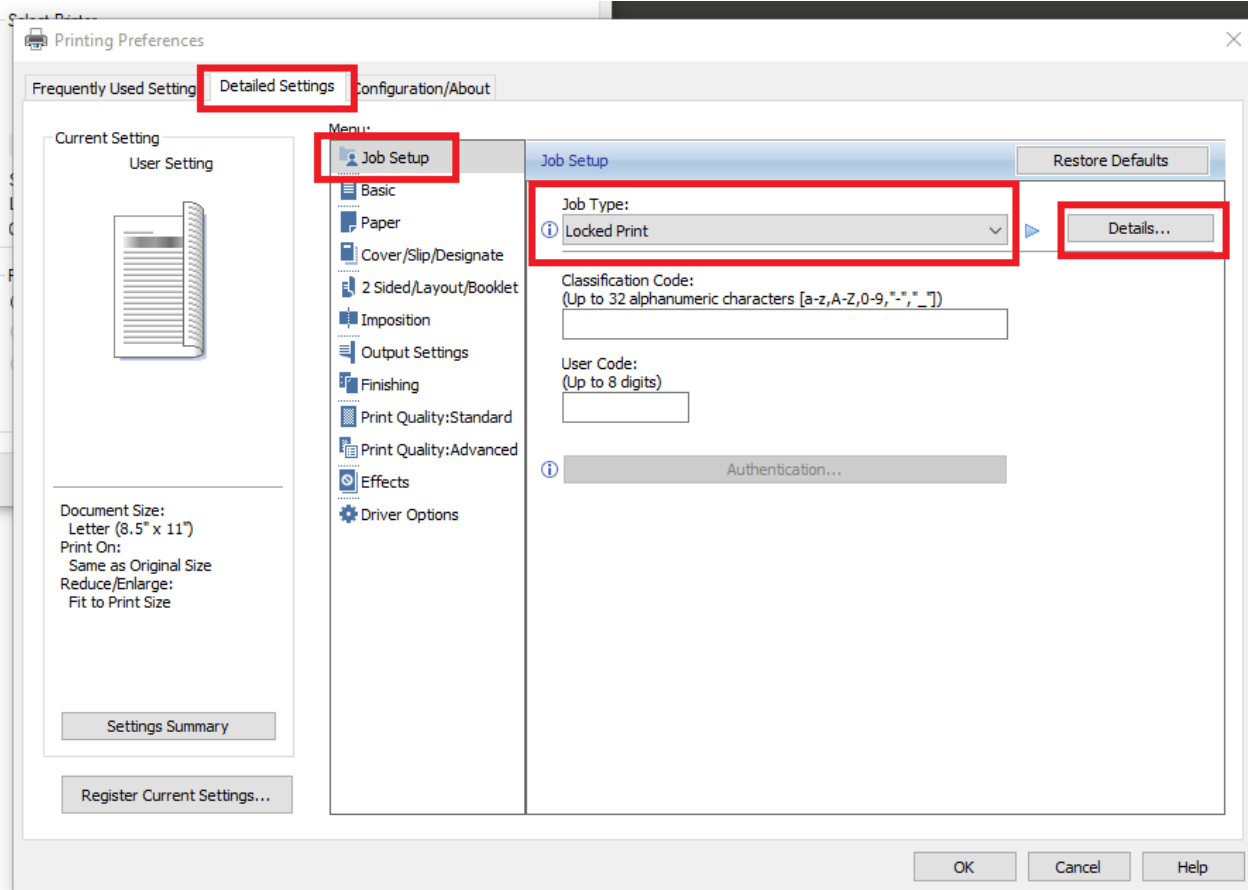
You can set up locked print two different ways: locked print for all jobs, or locked print for a single job. Follow the directions below to set up locked print.

Locked print for a single job

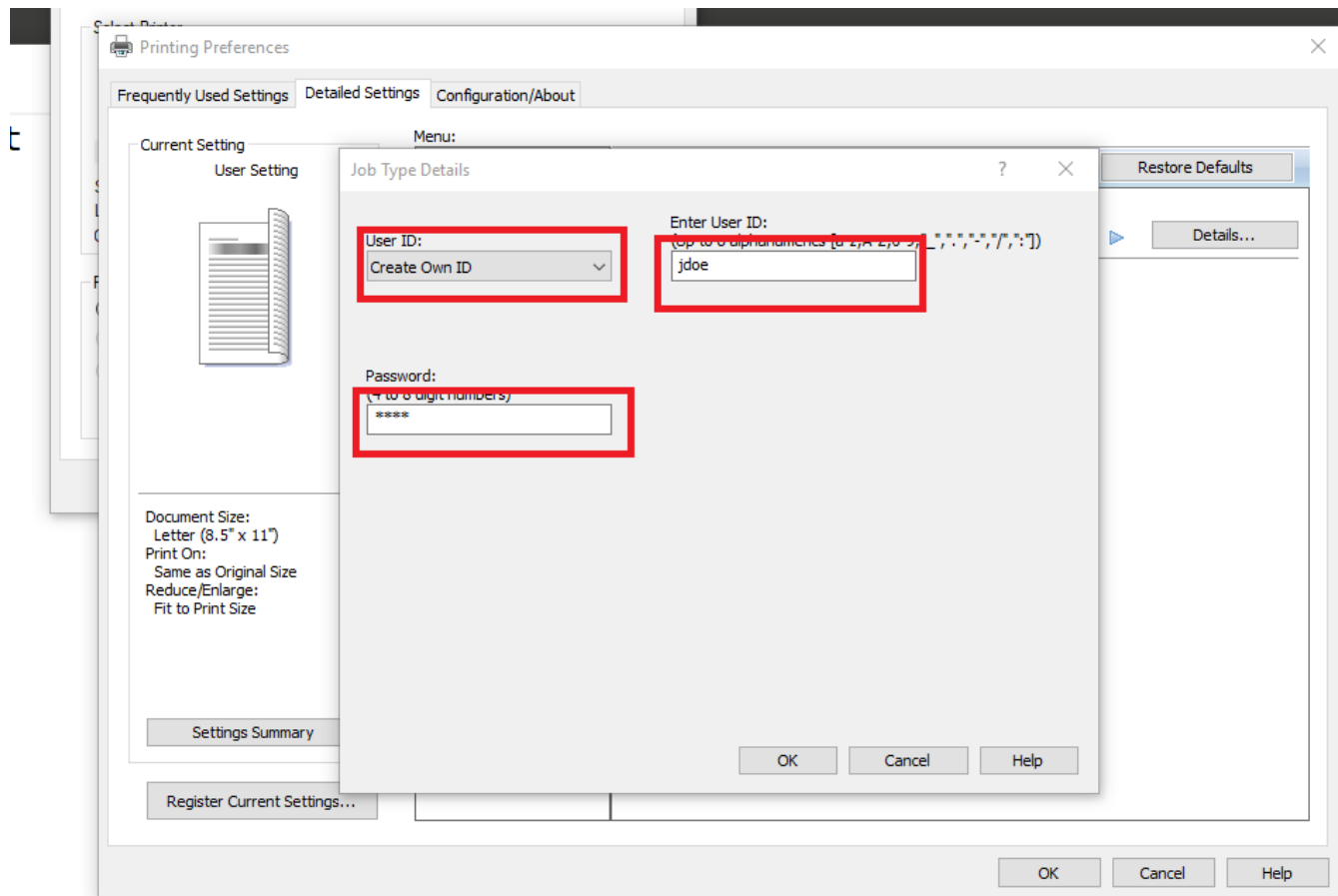
When printing, click the desired printer and click **Preferences**



From the preferences menu, click the **Detailed Settings** tab at the top, click **Job Setup** in the Menu and select **Locked Print** from the **Job Type** drop-down. Click **Details...** to set your pass-code



From this menu, select Create Own ID under the User ID drop-down. Type in a username that you will recognize under Enter User ID. This is the username that will show up on the printer to identify your print job. Enter a 4-8 digit passcode under Password. This will be the passcode that you will use at the printer to print the job.

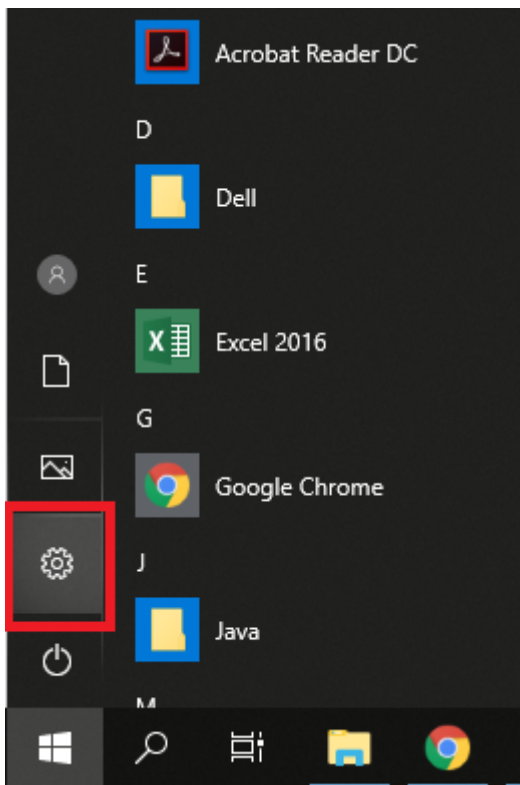


Click OK on all menus until you are back at the main print menu and then click print.

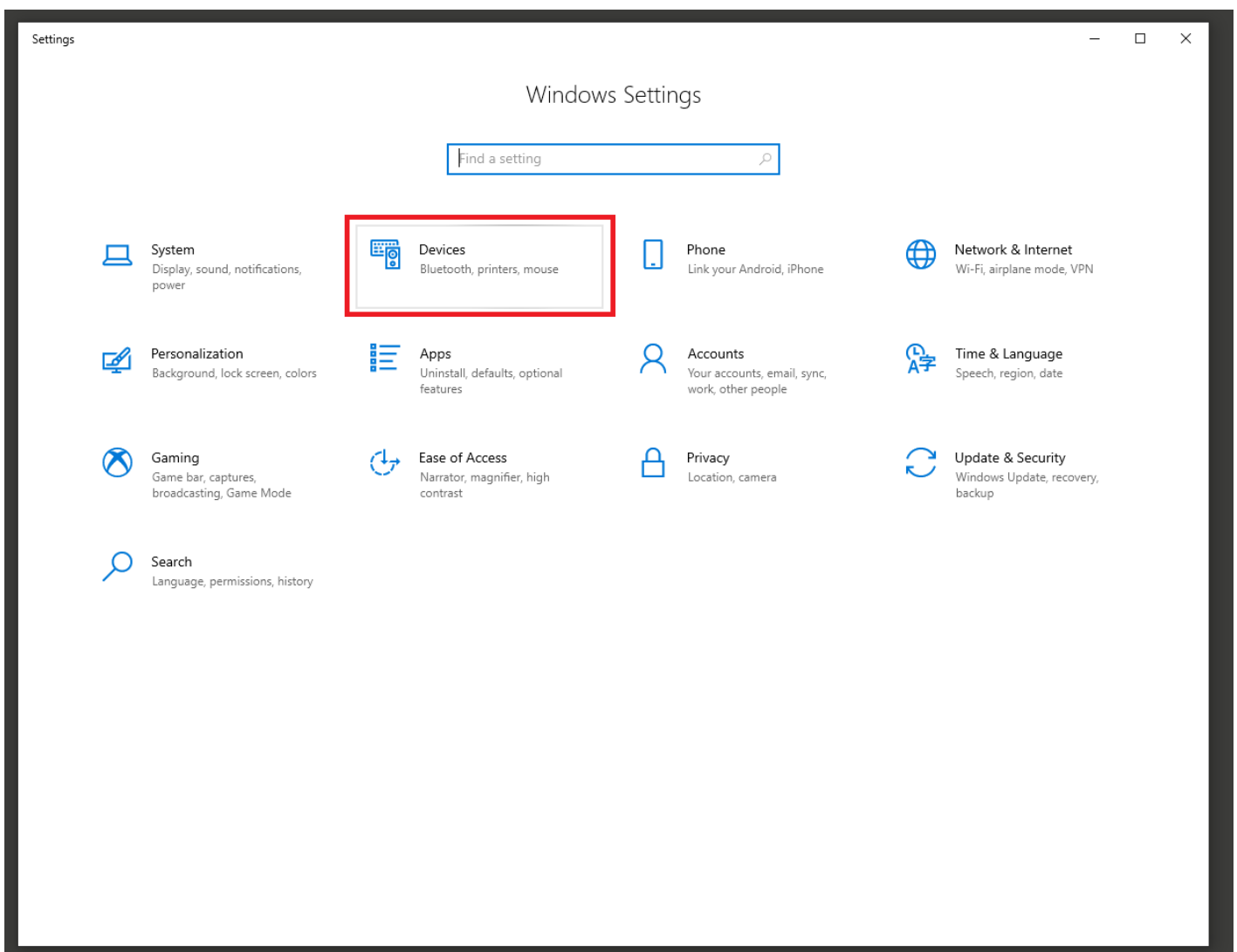
[Click here](#) for directions on how to print your job at the Ricoh printer.

Locked print for ALL jobs

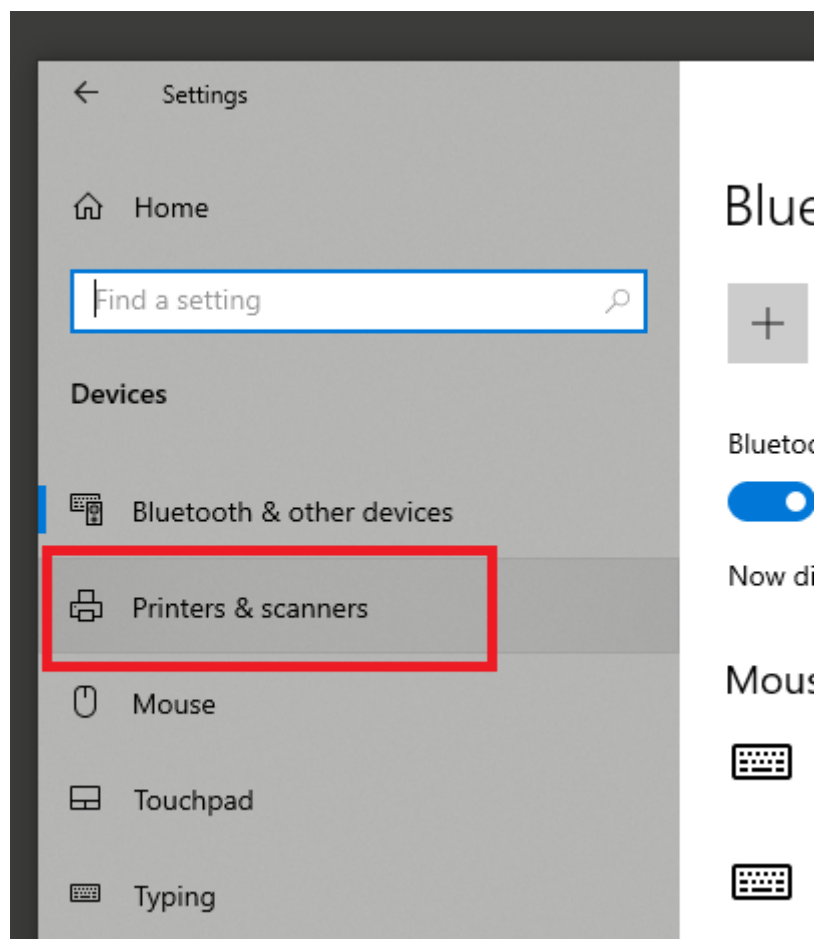
Click on the Start button and click the settings gear



Click **Devices** on the Windows Settings page



Click **Printers & scanners** on the left side of the window



Click the Ricoh printer you want to set up for locked printing and click **Manage**

Printers & scanners

Add printers & scanners



Add a printer or scanner

Printers & scanners



Fax



InstructionalCoach-Ricoh on ps01.pisd.local

Open queue

Manage

Remove device



Microsoft Print to PDF



Microsoft XPS Document Writer



Send To OneNote 16

Click **Printing Preferences**

🏠 InstructionalCoach-Ricoh on ps01.pisd.local

Manage your device

Printer status: Idle

Open print queue

Set as default

[Print a test page](#)

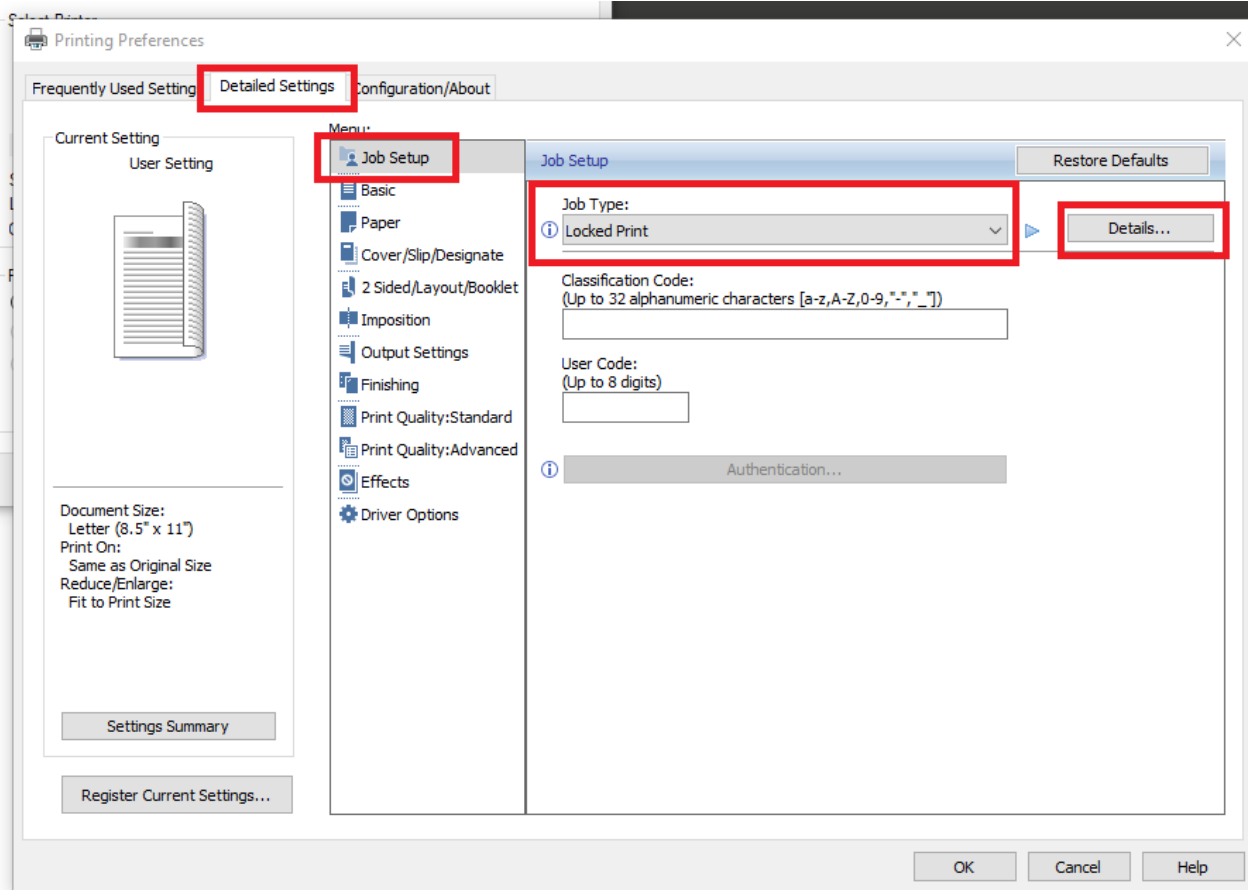
[Run the troubleshooter](#)

[Printer properties](#)

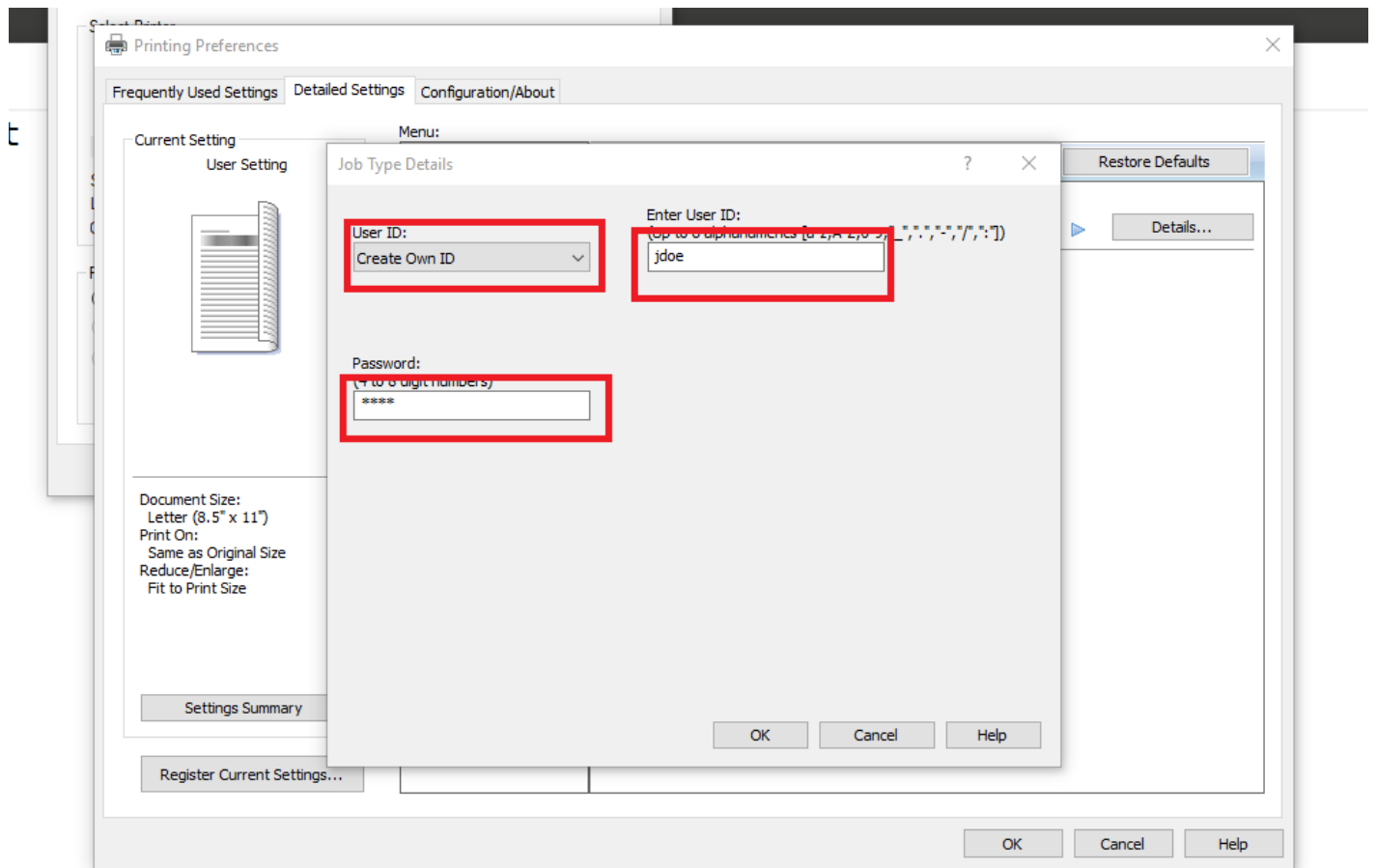
[Printing preferences](#)

[Hardware properties](#)

From the preferences menu, click the **Detailed Settings** tab at the top, click **Job Setup** in the Menu and select **Locked Print** from the **Job Type** drop-down. Click **Details...** to set your pass-code



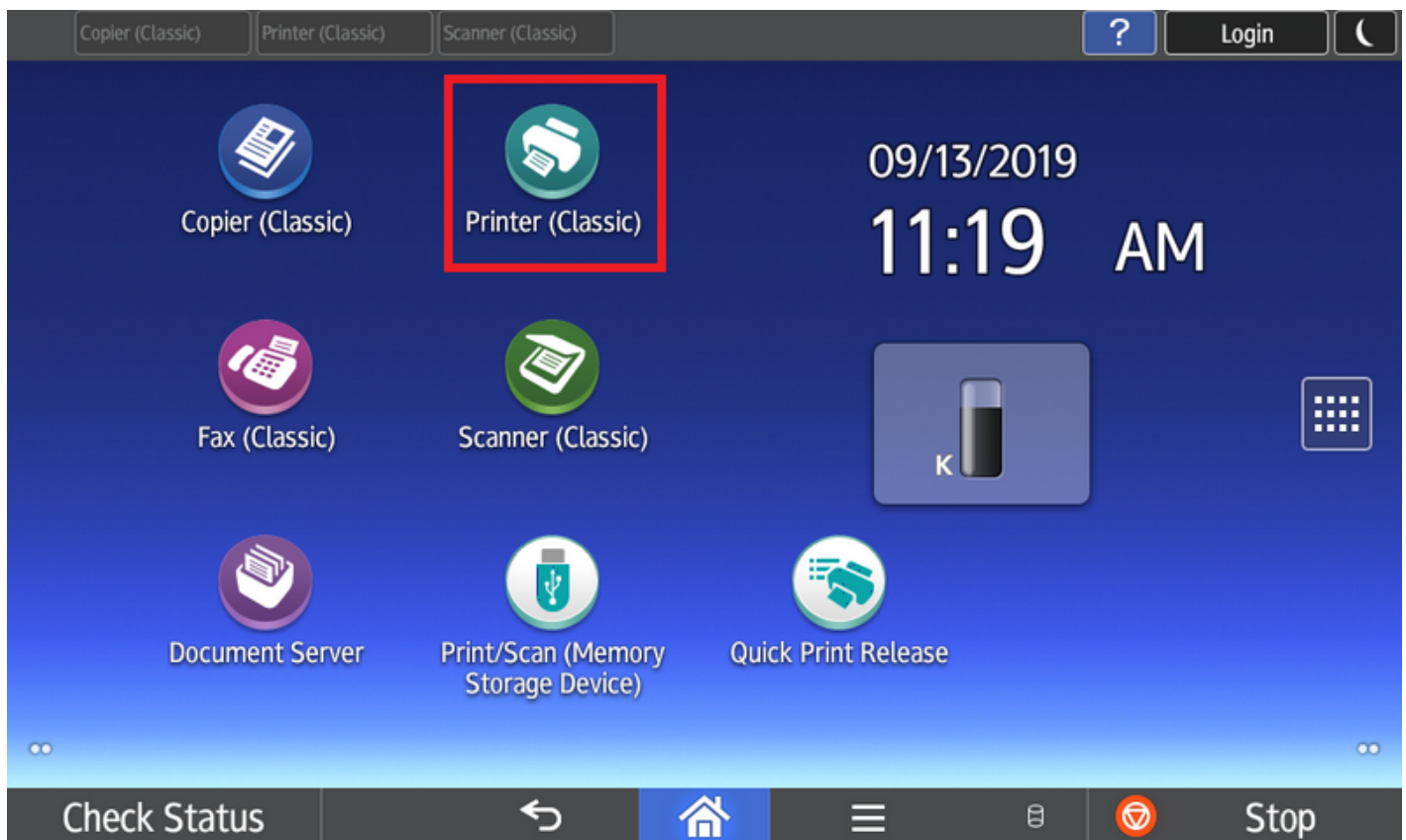
From this menu, select Create Own ID under the User ID drop-down. Type in a username that you will recognize under Enter User ID. This is the username that will show up on the printer to identify your print job. Enter a 4-8 digit passcode under Password. This will be the passcode that you will use at the printer to print the job.



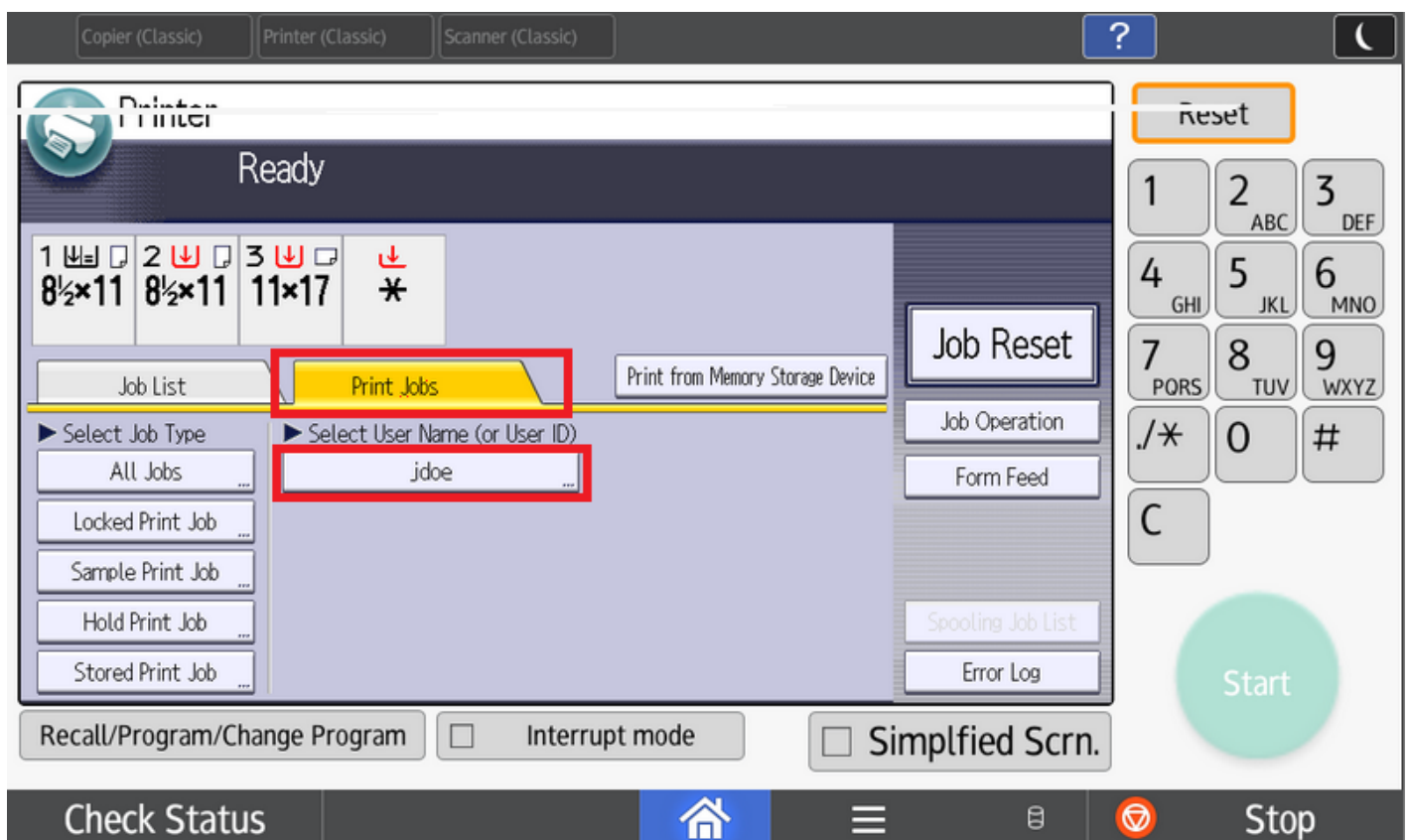
[Click here](#) for directions on how to print your job at the Ricoh printer.

Printing locked print jobs at the Ricoh

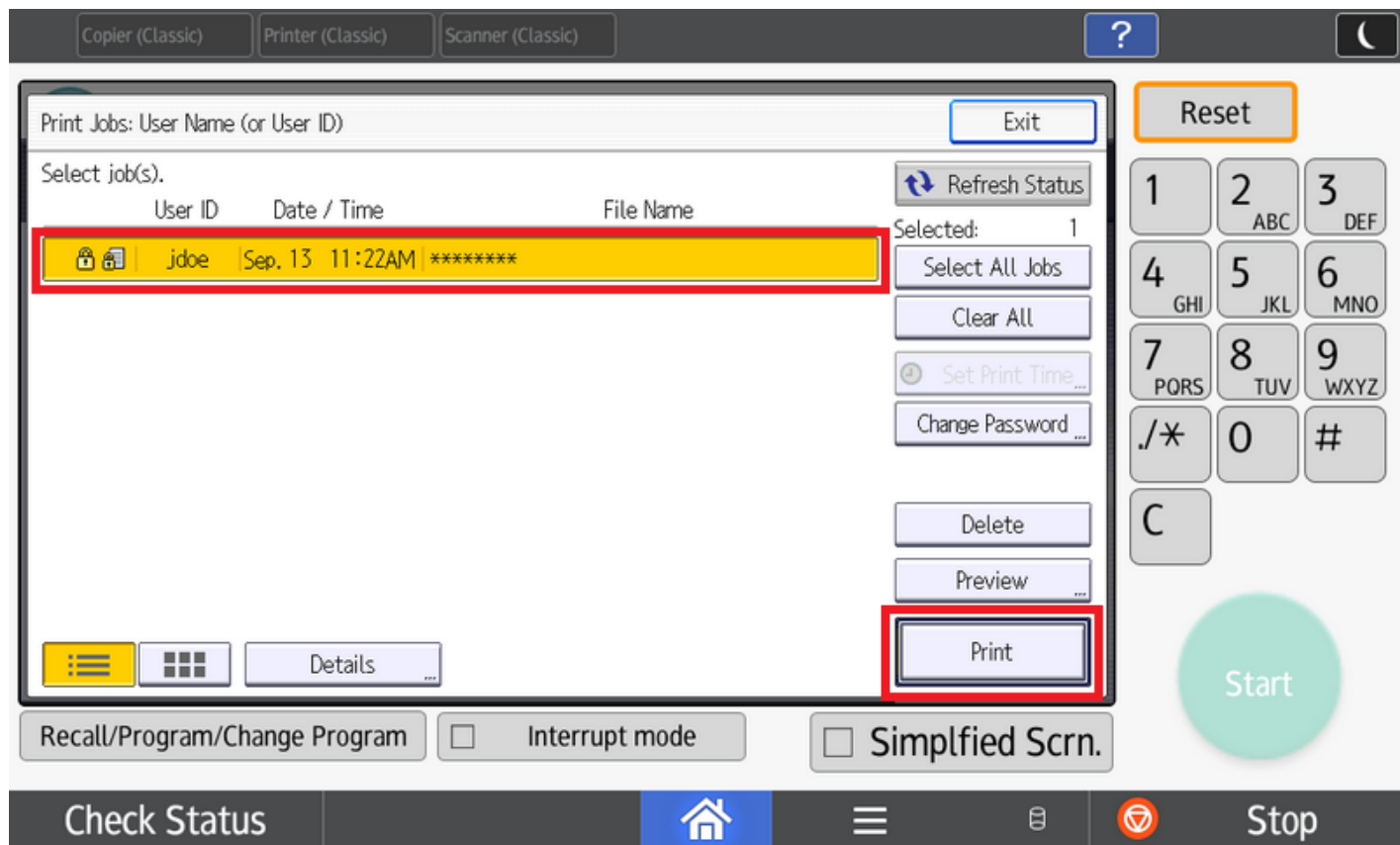
From the Ricoh Home Screen, open the **Printer(classic)** app



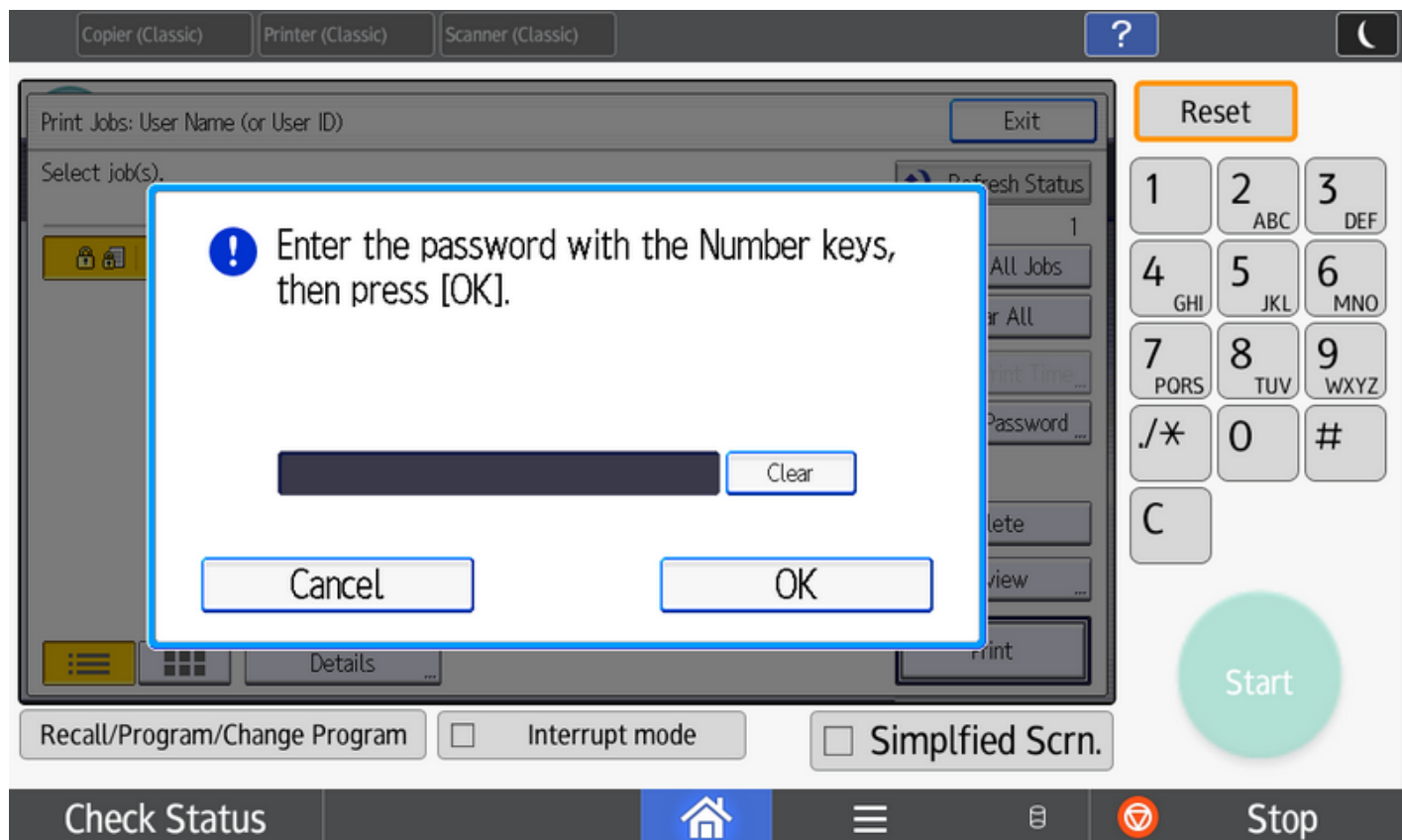
Click the Print Jobs tab and click the username you created earlier. If your print job is not here, please try re-sending the job using the previous directions. If this does not work, please open a helpdesk ticket in [Eduphoria](#).



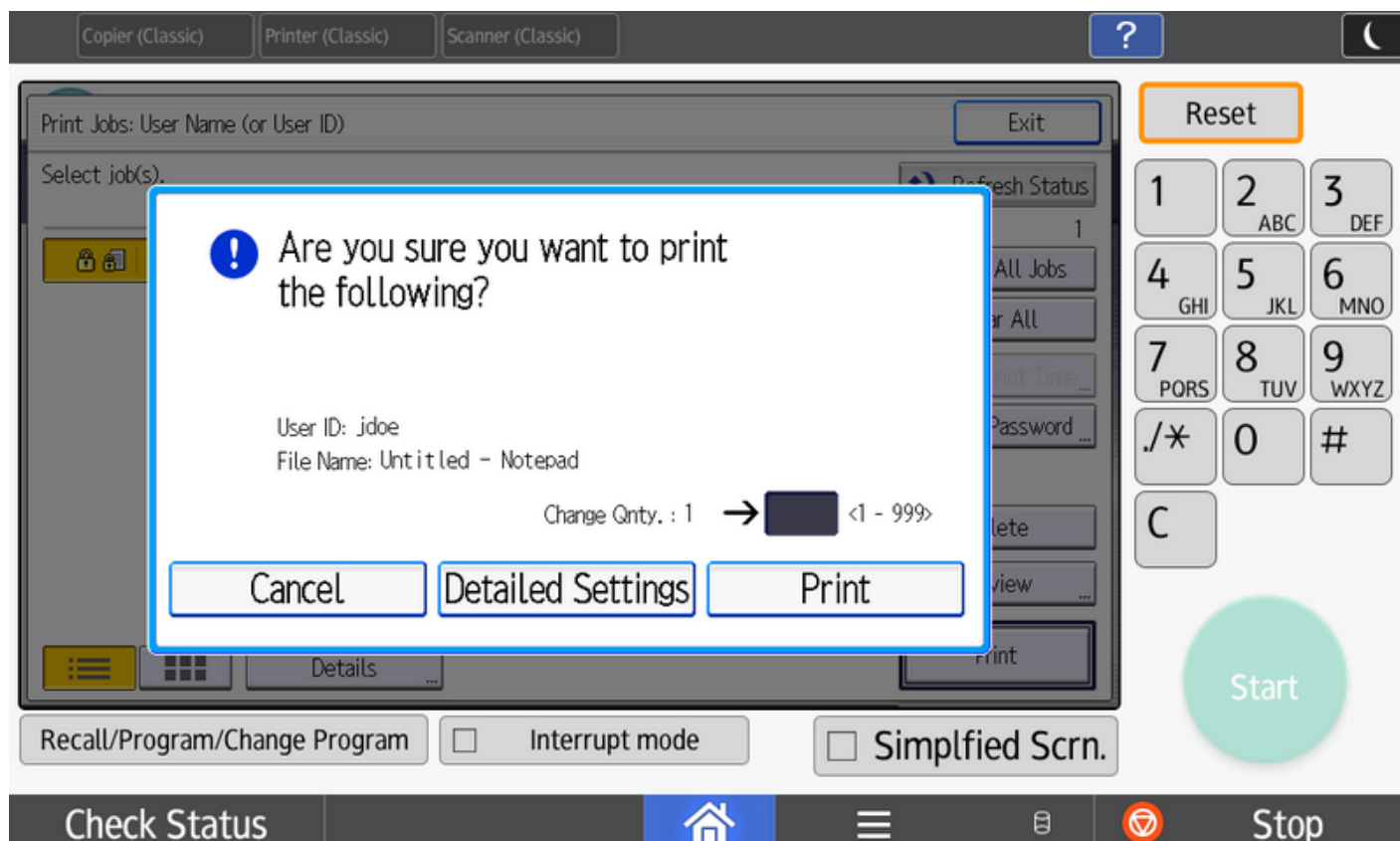
Click the print job that you want to print and click **Print**. If you have multiple locked print jobs queued, they will be listed on this page.



When asked for a password, enter the passcode you created earlier and click **OK**.



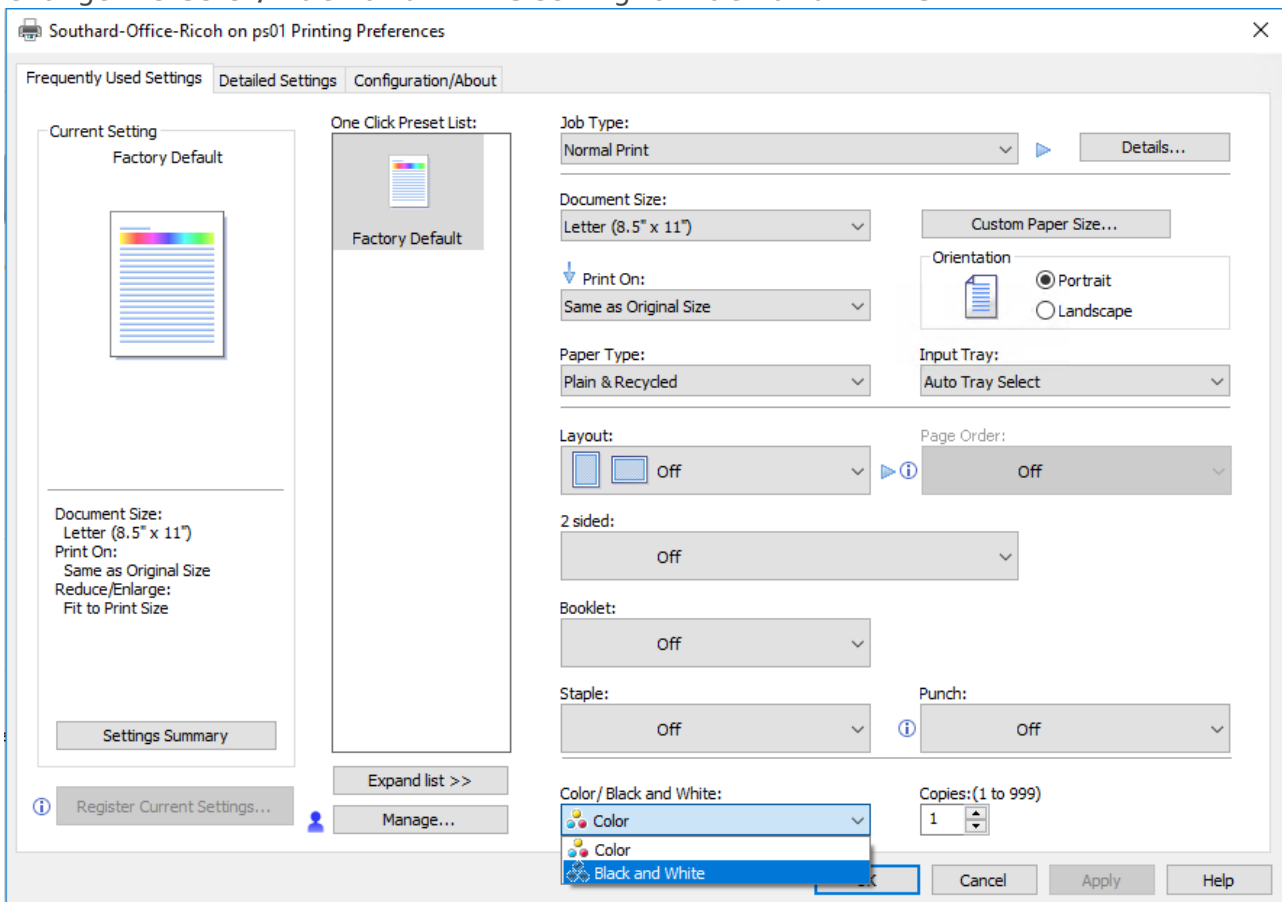
On the next confirmation page, click Print and your document will print



If any of these steps do not work or if you need assistance with this problem, please create a helpdesk ticket in [Eduphoria](#).

Set Black and White Printing as Default

1. Click on the **Start Menu** (Windows logo), then Search for **Control Panel**
2. Open **Control Panel**
3. Under **Hardware and Sound** click **View devices and printers**
4. Right click on the printer and click **Printing Preferences**
5. Change the **Color/Black and White** setting to **Black and White**



6. Click **Apply** then **OK**

Set the Print Code for a Ricoh Copier

1. Open the Windows **Control Panel**

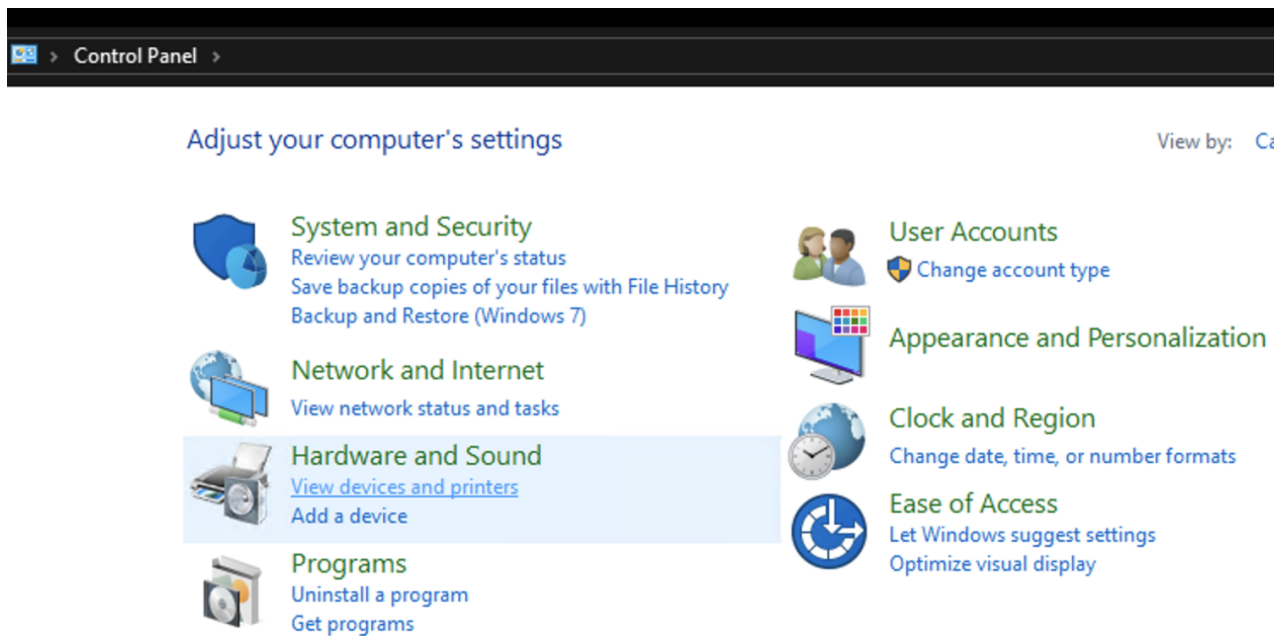
1. This can be done by selecting the Windows icon in the lower-left corner of the taskbar



2.

2. Select **View devices and printers** under the **Hardware and Sound** section

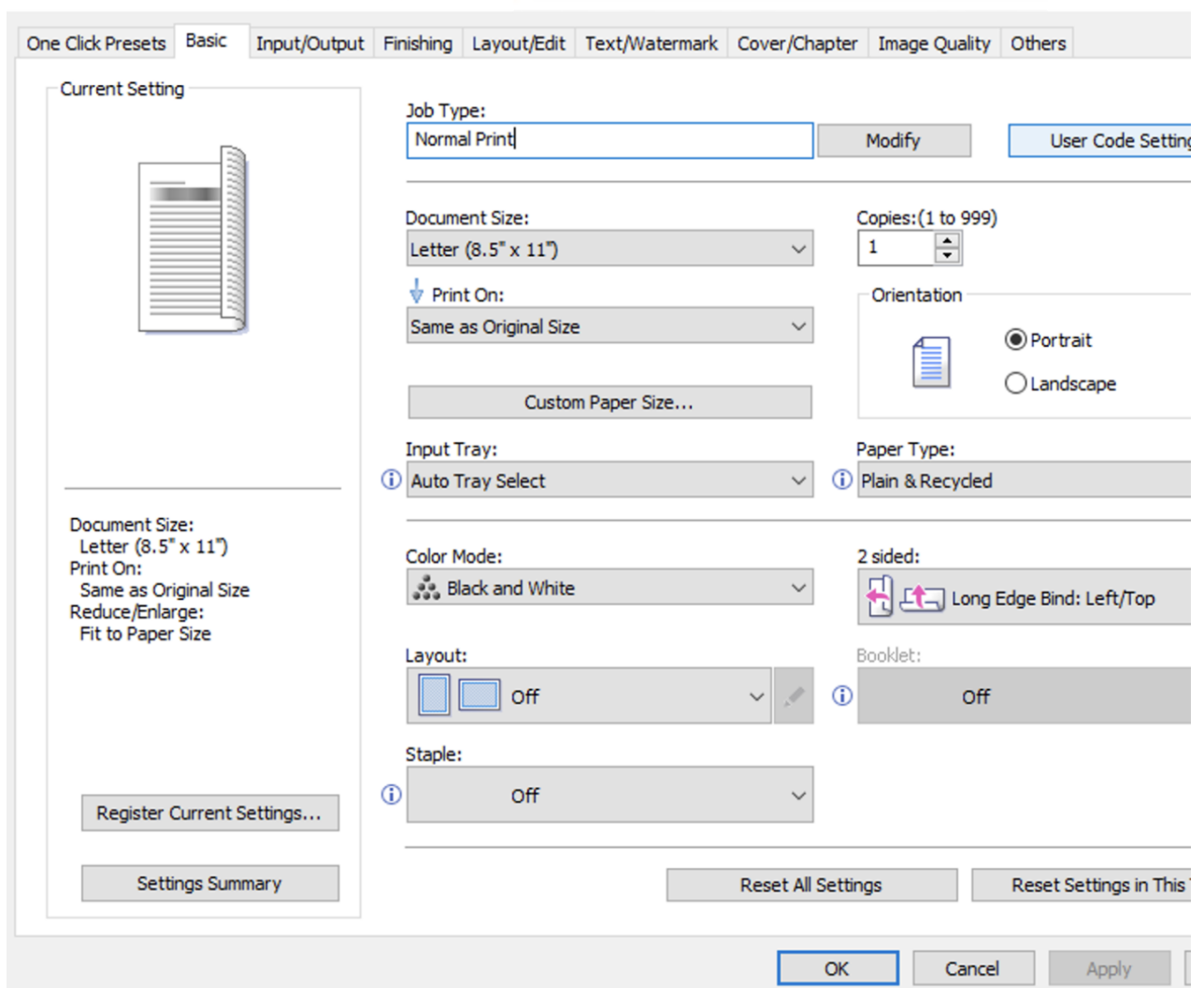
1.



3. Right click on the printer and select **Printing Preferences**

4. Select the **User Code Setting** button in the upper-right corner of the **Basic** tab

1. Southard-Office-Ricoh on ps02 Printing Preferences



5. Enter your print code in the User Code box

6. Select **OK** to close the User Code Setting

7. Select **OK** to apply the new printer preferences

How to Fax

Send - Using Email

This section only works if you have been added to the Fax Send list for your campus. If you need to be added to the Fax Send list, please have your principal create an Eduphoria ticket.

1. Open your PISD email
2. In the destination email address, enter the phone number you want to fax followed by **@sendfax.to**
 1. e.g. If you want to send a fax to 4691234567, you will send the email to 4691234567@sendfax.to
3. Attach the document you want to fax
 1. We currently support the following file types:
 1. PDF
 2. PNG
 3. IMG
 4. DOCX (Microsoft Word Document)
4. Anything in the body of your email will be treated as your cover page
 1. If the body of your email is empty, the subject line will be treated as your cover page
 2. Alternatively, you can attach a file named `coverpage`, and it will be treated as your cover page regardless of what is in your email's body or subject line.
5. You will receive an email with the status of your fax
 1. A successful fax will show the files attached, the time the fax was completed, and more:

1.



Fax Sending Report

Hi bhanford@princetonisd.net, the fax you sent to (855) 392-2666 has completed with the following result:

Status: **Successfully Sent**

- Fax from: (469) 952-5422
- Page count: 2
- Pages sent: 2
- Remote Station ID:
- Connect Timestamp: 2023-06-26 15:02:59
- Elapsed time: 0 Minutes, and 47 seconds.
- Fax speed: 9600 bps

The fax consisted of:

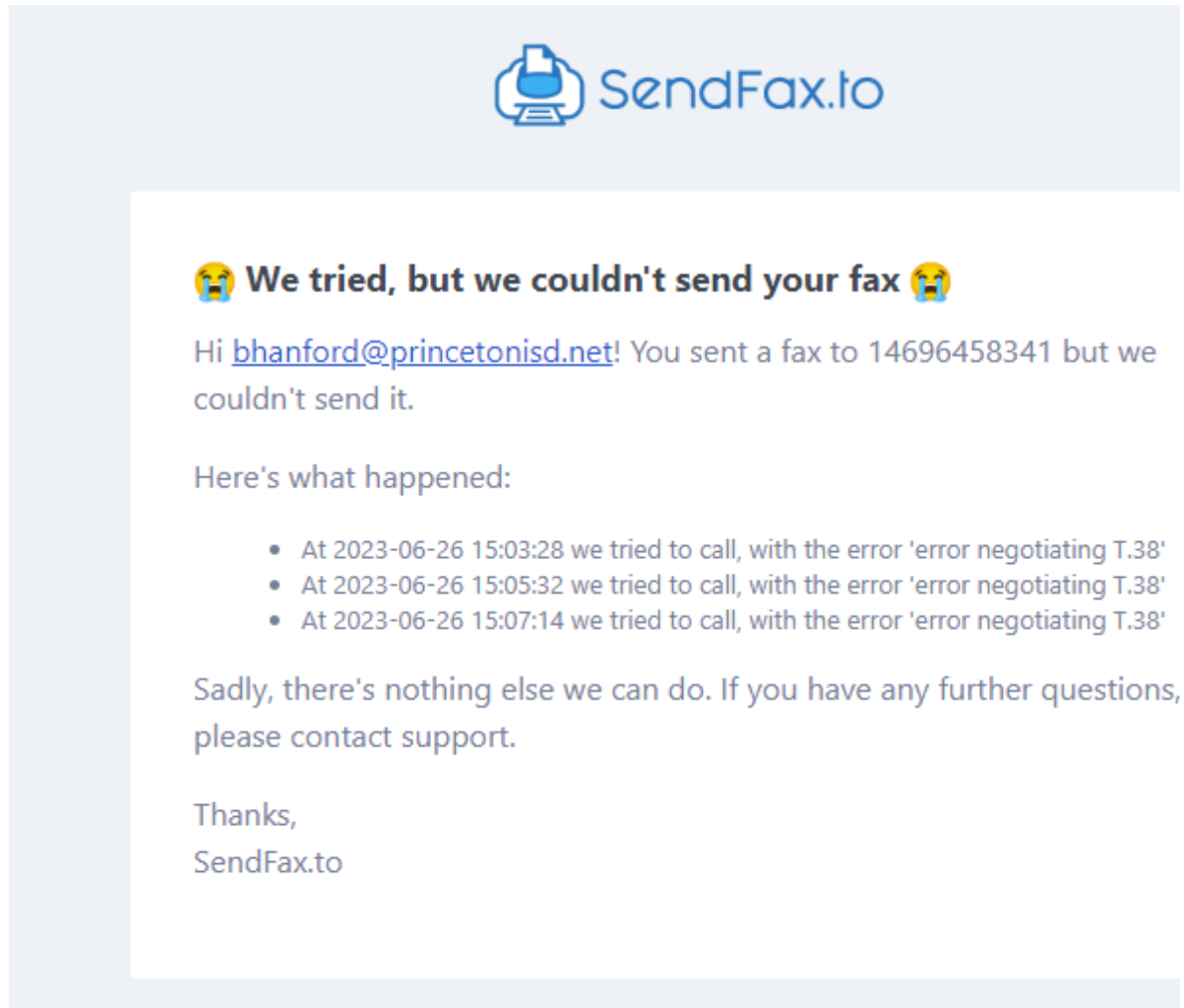
- Coverpage
- FAX - Canon Test Fax Line.pdf
- coverpage.docx

Test

Thanks,
SendFax.to

2. A failed fax will show the number it was attempting to reach and the times the fax was attempted.

1.



2. If your fax fails, confirm the fax number is correct in the status email. **Please Note:** it is supposed to have a **1** in front of the number if the fax is within the continental United States
3. If the number is correct, please try the fax again as the fax machine on the receiving end is likely busy

Send - Using Ricoh Copier

Please Note: This method will not give you any information on whether the fax was successful or not

1. Open the Scanning App
2. Select *EMAIL* scan tab
3. Select *MANUAL ENTRY*
4. Enter the phone number you want to fax followed by **@sendfax.to**
 1. e.g. If you want to send a fax to 4691234567, you will send the email to 4691234567@sendfax.to

5. Select any other desired scan settings
6. Press *START*

Receiving

Your account must be setup to receive faxes for your campus' fax number. If you've been setup in this way, you'll receive any faxes sent to your campus' fax number in your PISD email inbox. To be setup to receive faxes, please have your principal create an Eduphoria ticket.