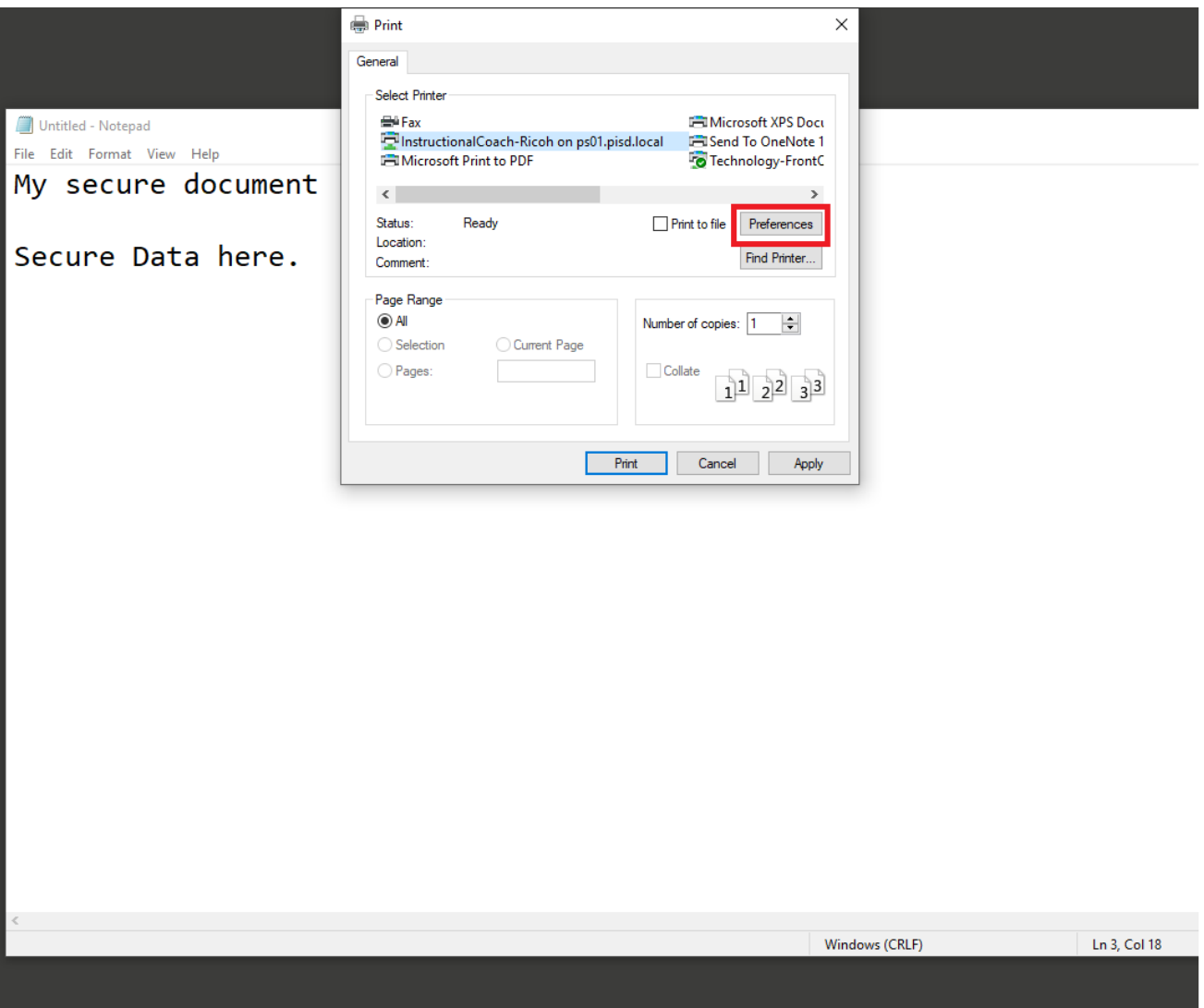# Locked Print

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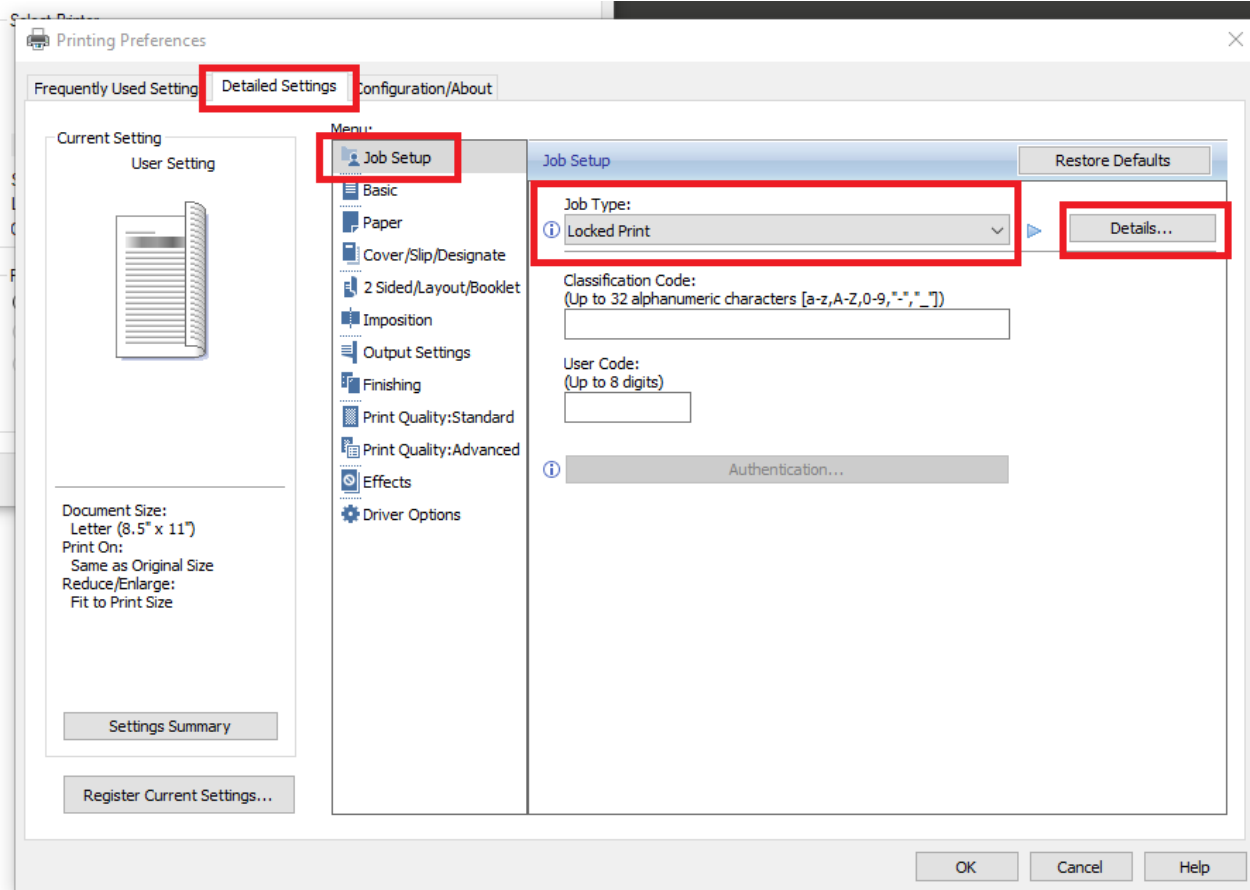
You can set up locked print two different ways: locked print for all jobs, or locked print for a single job. Follow the directions below to set up locked print.

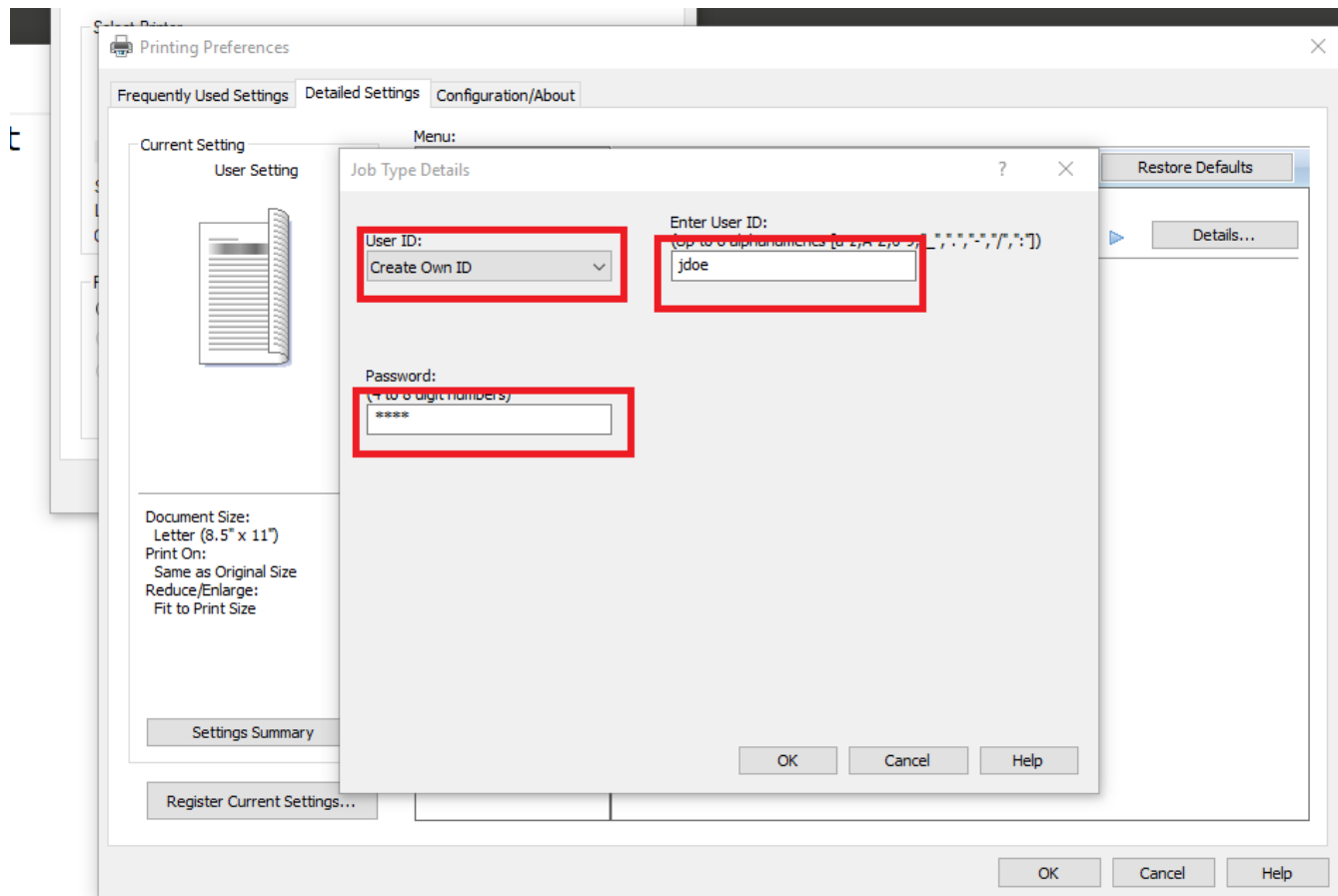## Locked print for a single job

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.
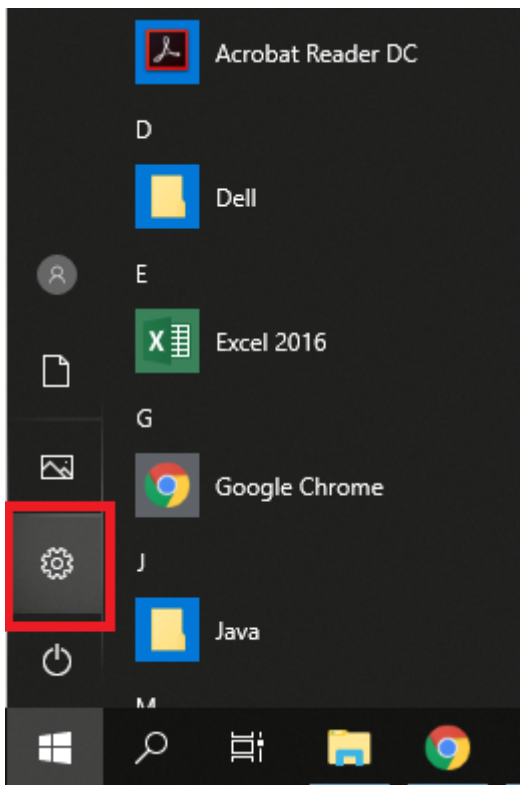
Click OK on all menus until you are back at the main print menu and then click print.
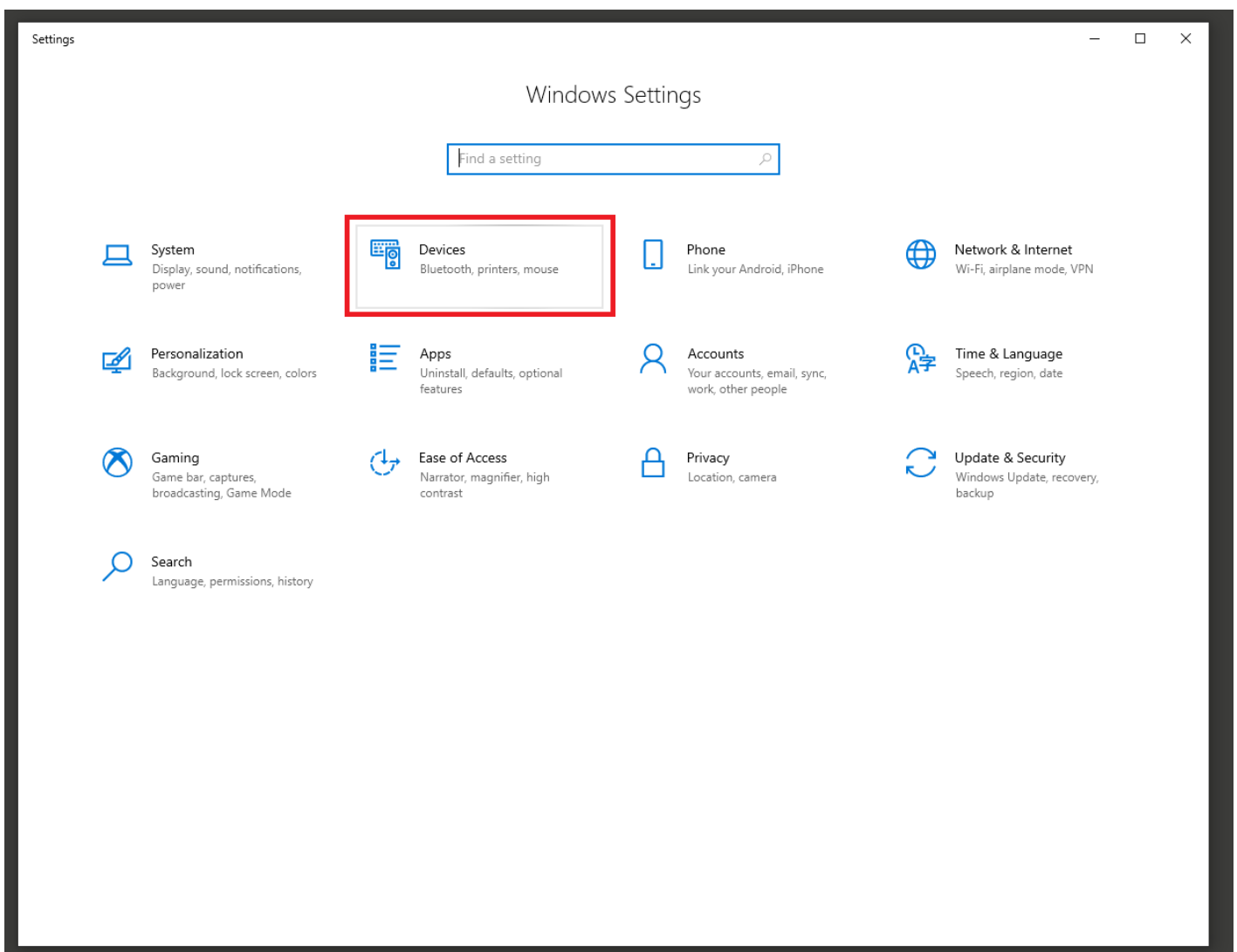
Click here for directions on how to print your job at the Ricoh printer.
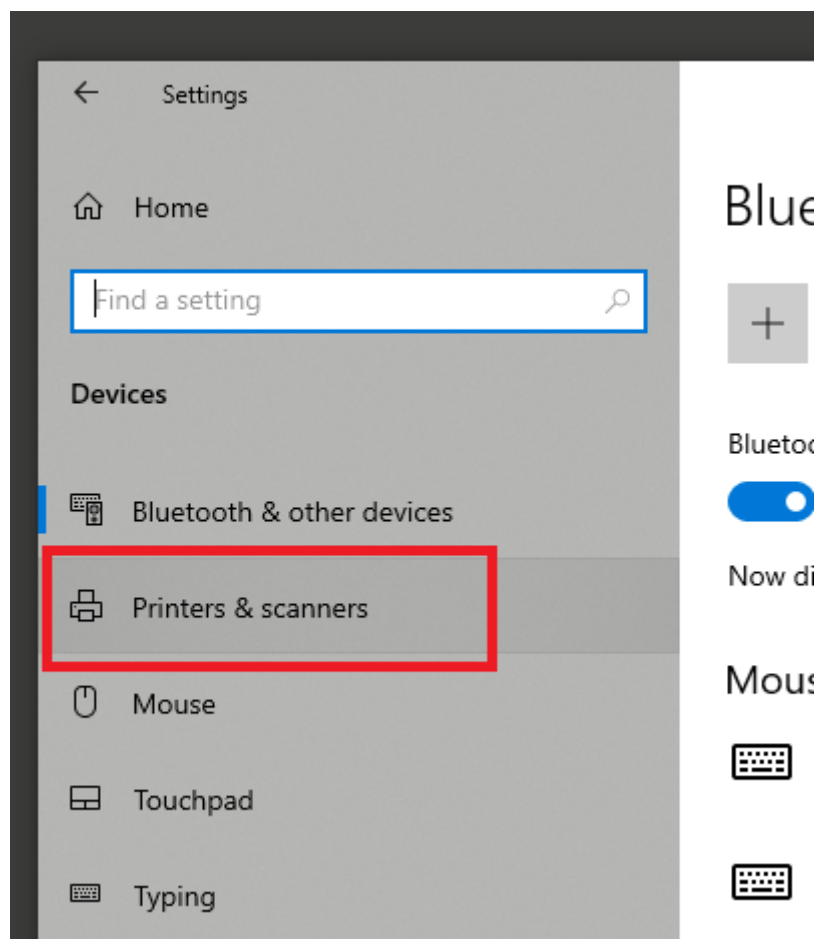
Locked print for ALL jobs

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**
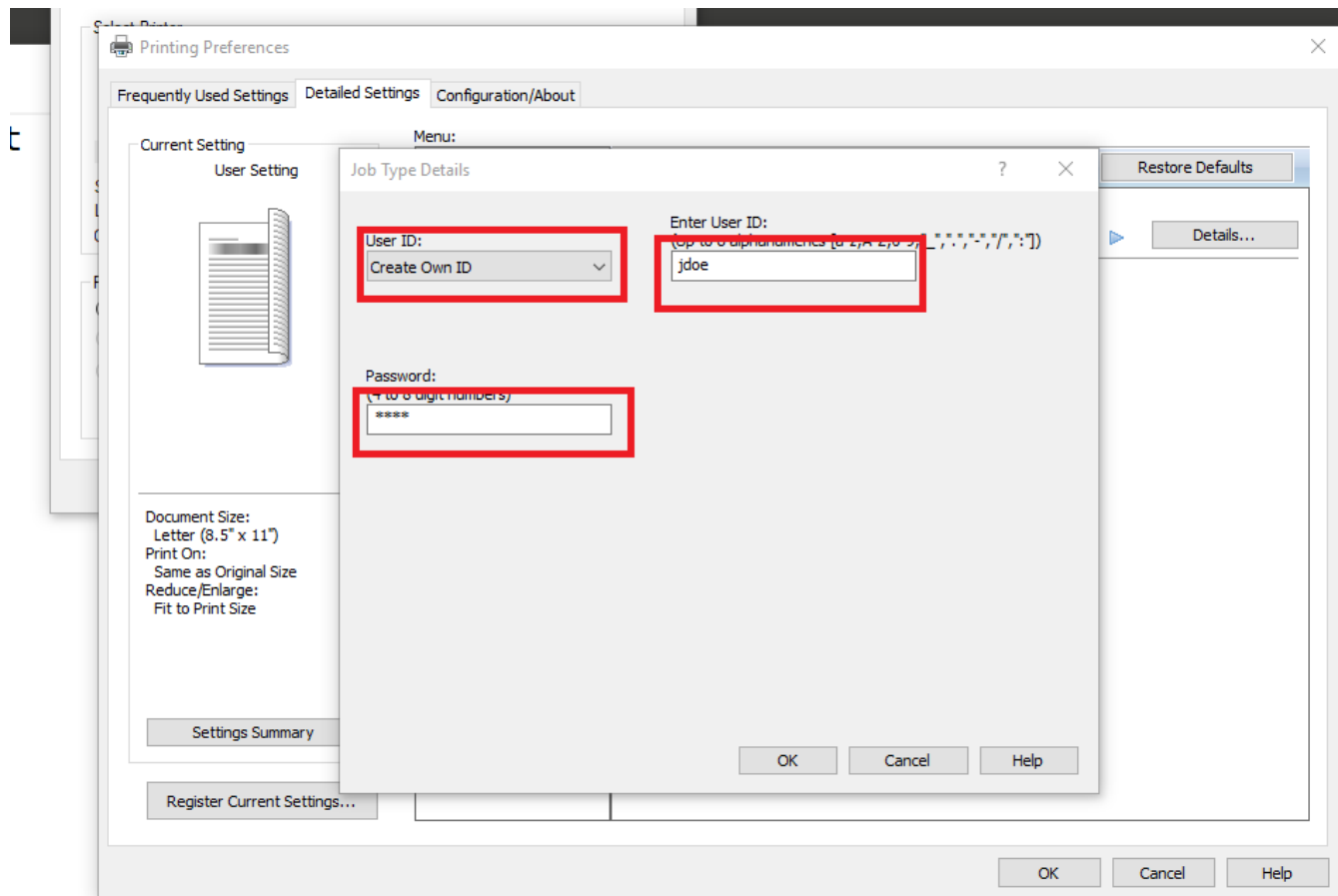
Click **Printing Preferences**

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 passcode
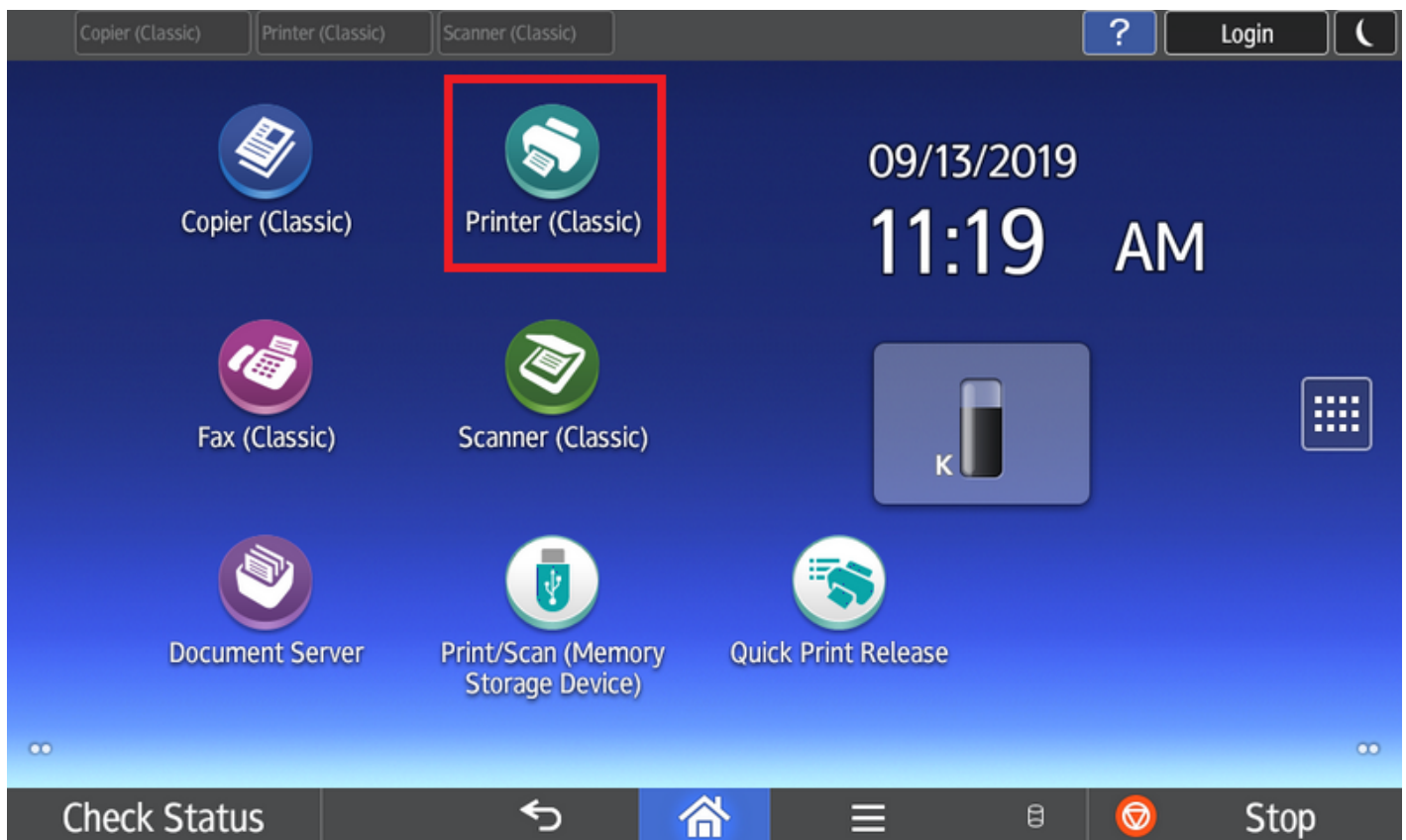
From this menu, select Create Own ID under the User ID drop-down. Type in a username that you will recognize under Enter User ID. This is the username that will show up on the printer to identify your print job. Enter a 4-8 digit passcode under Password. This will be the passcode that you will use at the printer to print the job.
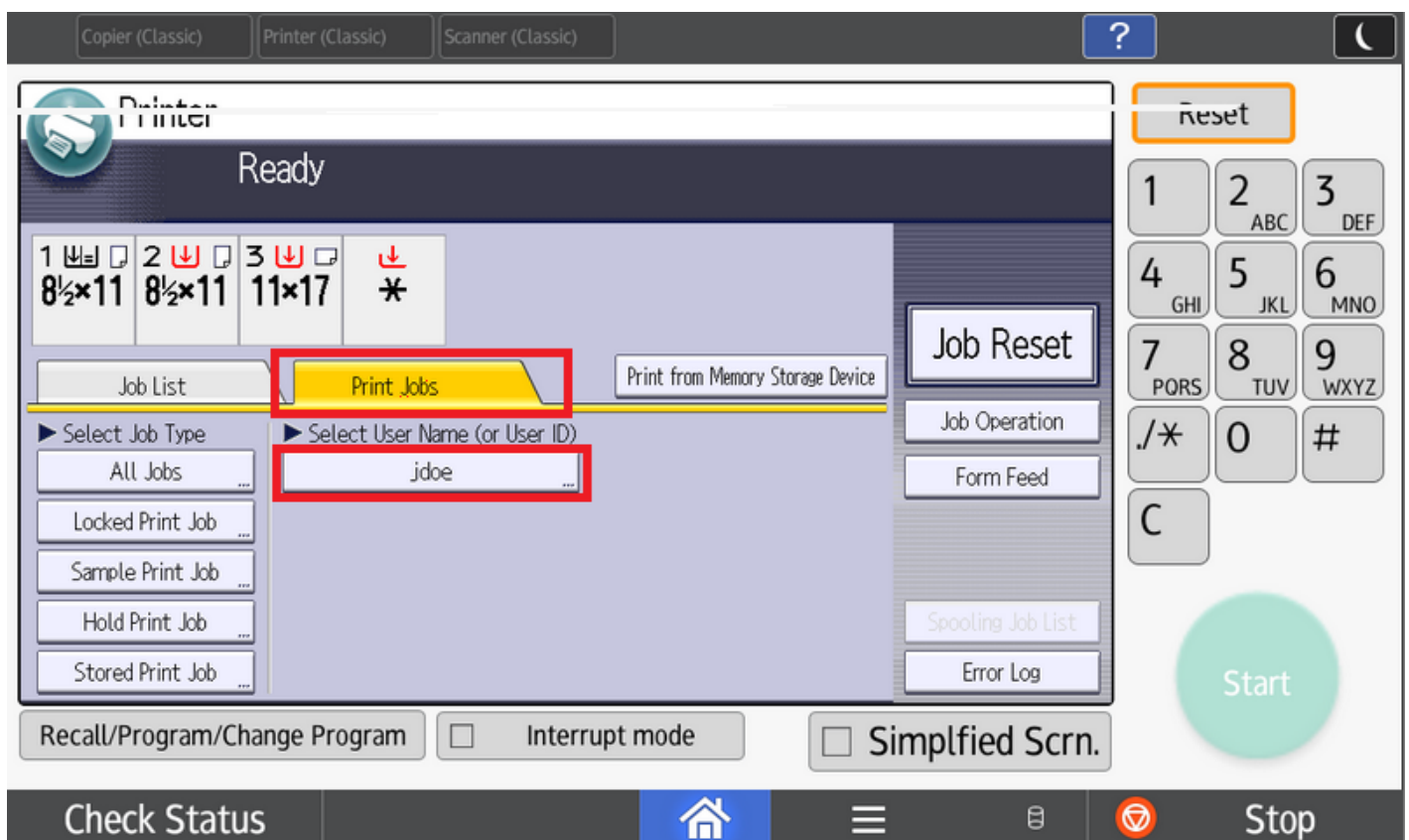
[Click here](#) for directions on how to print your job at the Ricoh printer.

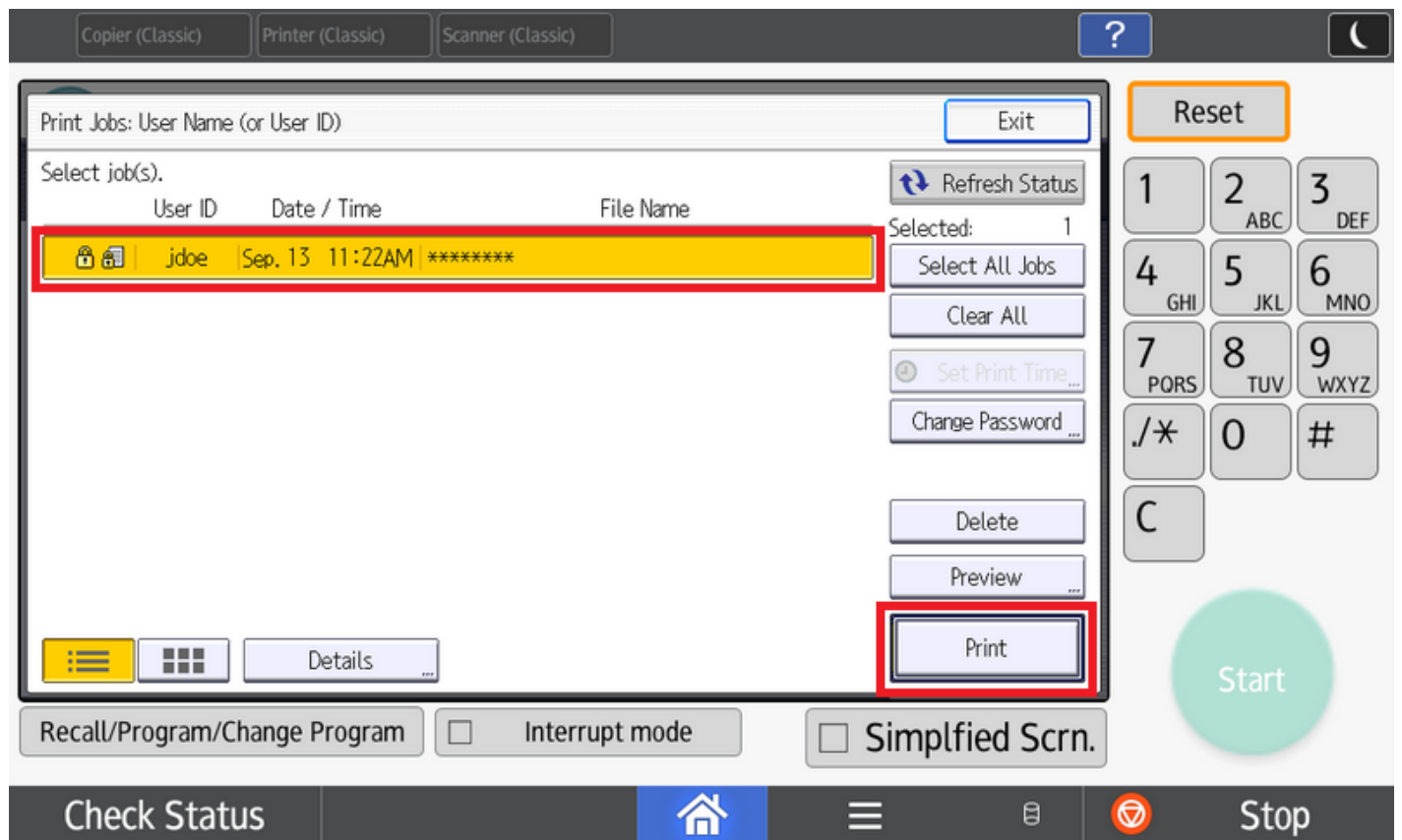# Printing locked print jobs at the Ricoh

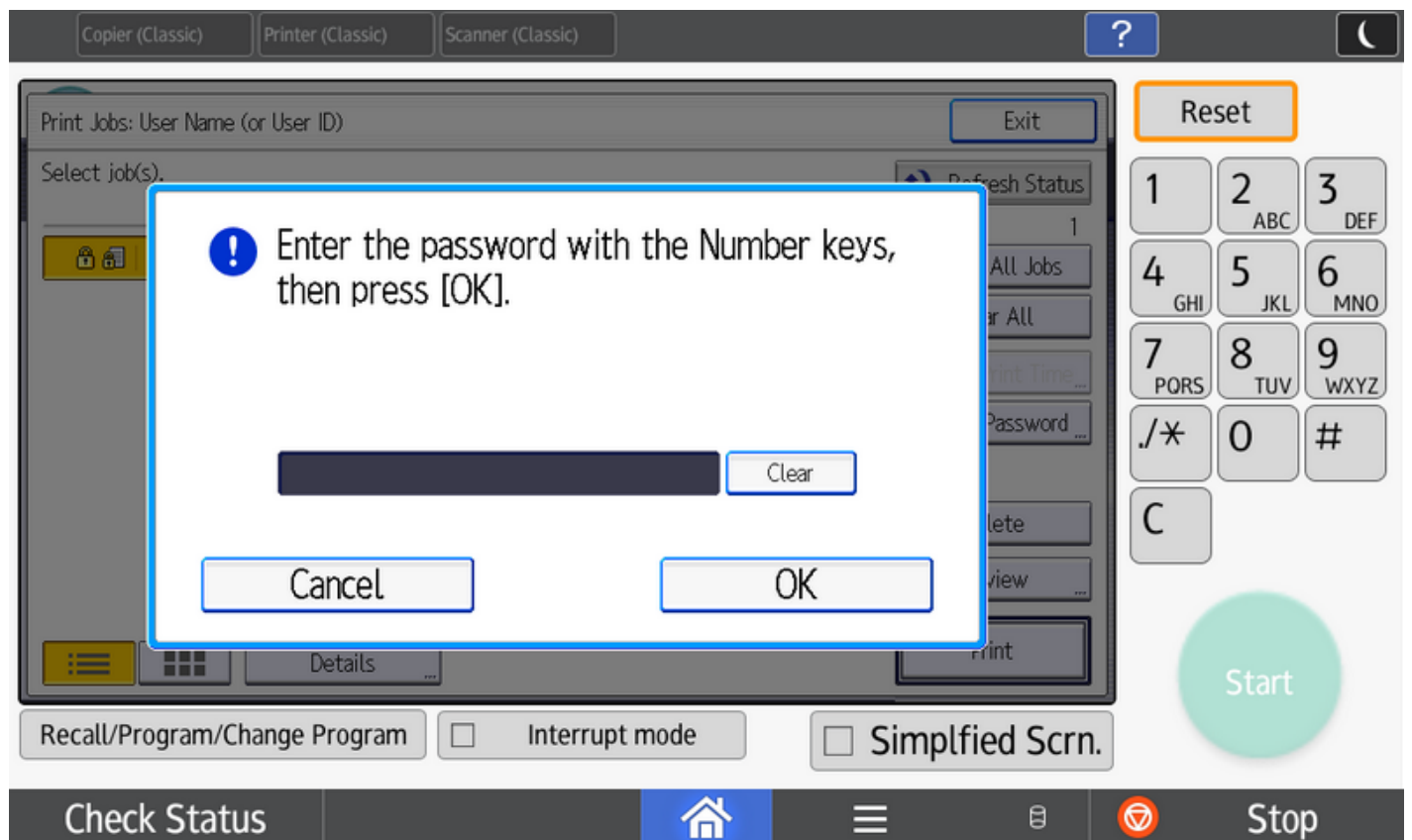From the Ricoh Home Screen, open the **Printer(classic)** app

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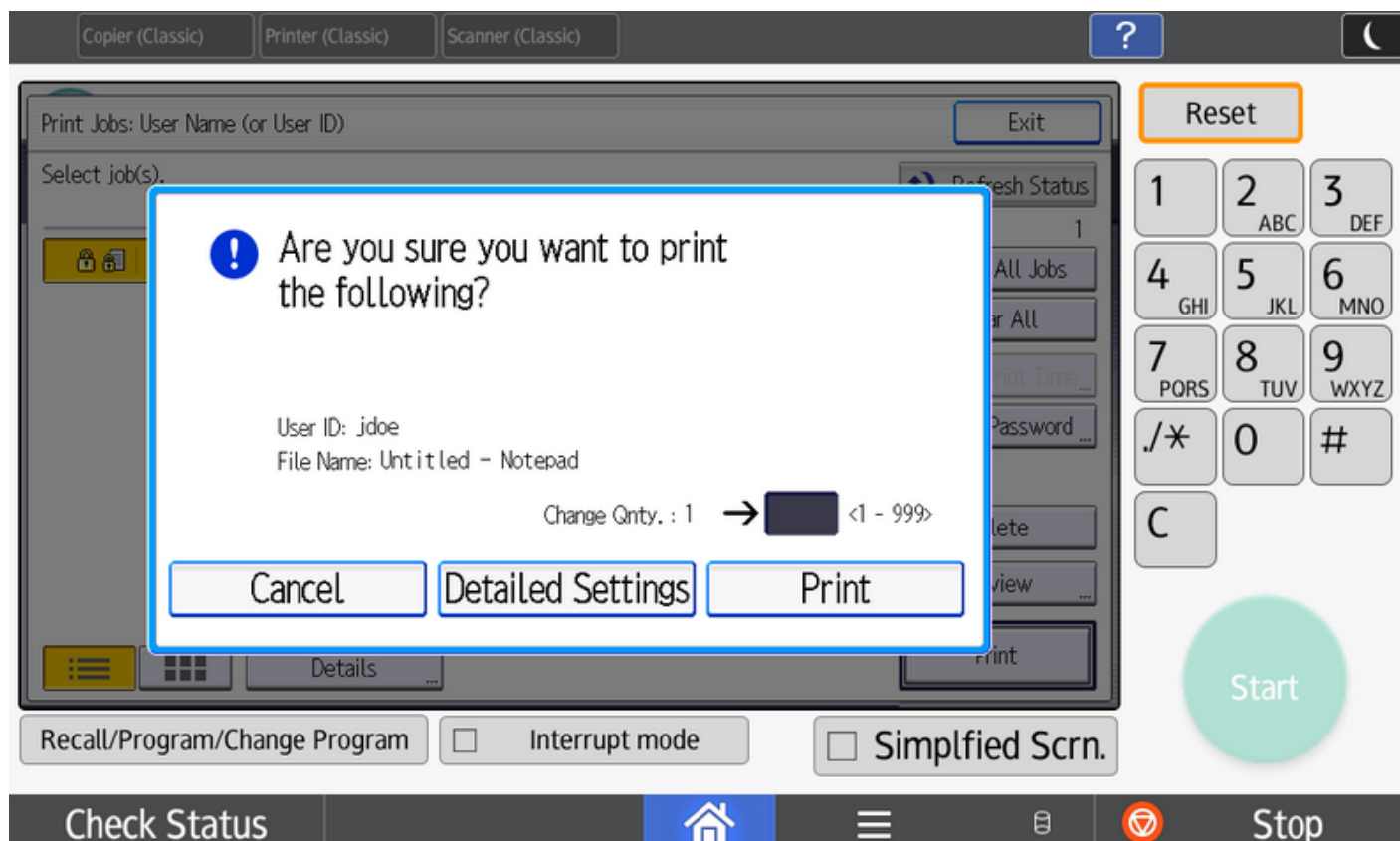
Click the print job that you want to print and click **Print.** If you have multiple locked print jobs queued, they will be listed on this page.

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.