

## **Setting up Locked printing on RICOH machines**

1. Start any Office application, select print
2. Select the Ricoh printer you want to configure, click on the Printer Properties link or button next to the dropdown
3. In the printer properties dialog, select the Setup tab
4. From the pulldown labeled Job Type select the Locked Print item
5. Click on the Details button below the pulldown
6. Fill in the user ID with your network username (if it will fit) and enter a 4 or 5 digit passcode (remember the passcode for later)
7. Click OK to save the settings
8. Print your document as usual
9. On the Ricoh, select Jobs from the printer dialog
10. Your username should be listed, touch it
11. When prompted enter the passcode from above
12. Grab your printouts and run