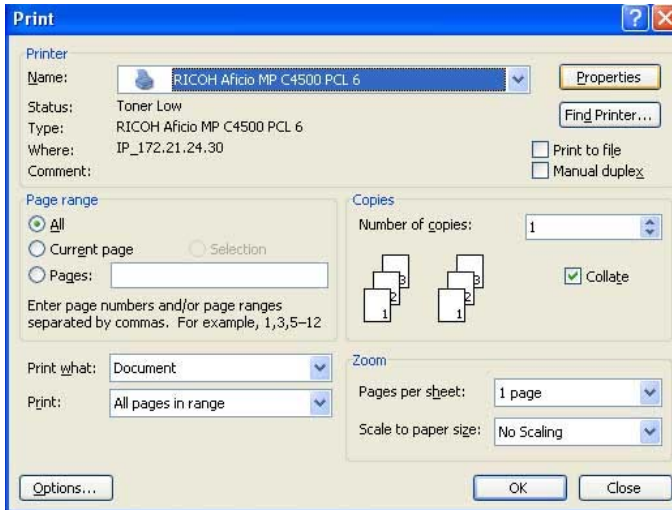


Secure printing to the colour photocopier

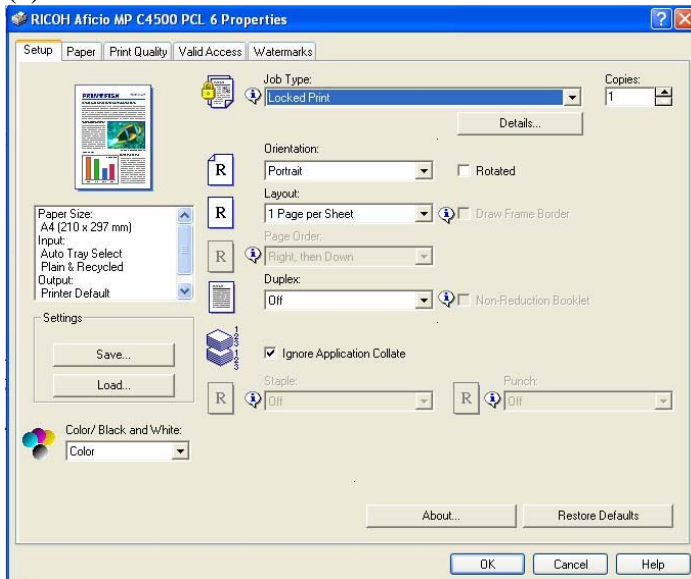
When you need to print secure colour documents, it is possible to delay your important print job from the time it takes to 'leave' your PC to when you are standing by the photocopier. Please follow these instructions to do so:

When you go to print your document by clicking on File – Print, select the RICOH printer on the drop down menu and click on Properties.

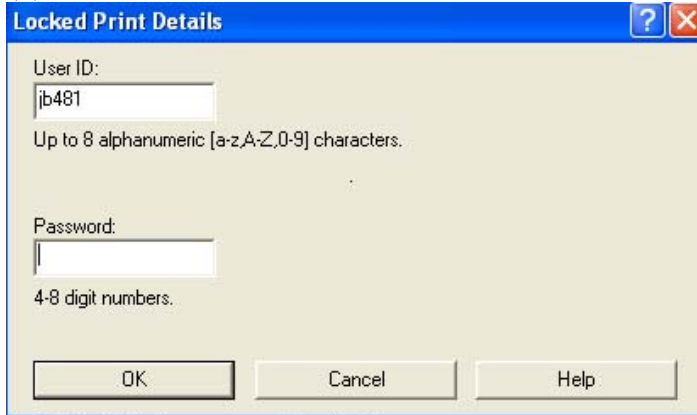


Under the Setup tab, select, from the drop down menu Locked Print (a) and click on Details (b). Your username should be filled in already (if not enter your CRSID). Enter a four digit password/number into the password box and click OK.

(a)



(b)



Locked Print Details

User ID:
jb481
Up to 8 alphanumeric [a-z,A-Z,0-9] characters.

Password:
4-8 digit numbers.

OK Cancel Help

Now click OK and OK again to send your document.

At the photocopier, press the Printer button to the left of the screen.



Select Print Jobs and you will see your username on the list. Select it and press Print. You will be prompted for the password/number you entered at your PC. Do so, and press OK.

Your document will now be printed.