**LOCKED PRINT TO YOUR LOCAL RICOH MFD**

**Locked Print** will ensure your documents are kept confidential as they will not print until you visit your local MFD to release it, using a user ID and password of your choice.

**Locked Print** will also minimise paper wastage as your prints will not get lost in another users printing.

1. Open your document and select **File** and **Print**

2. Select the **Printer** using the drop down menu; choose your local Ricoh MFD.

3. Select **Properties**

4. Select the **Job Type** drop down box and select **Locked Print**

5. Select **Details**

6. Input your **User ID** and **Password** of your choice and hit OK

7. Select **OK** to print

8. Your document has been sent to your local MFD however it will not print until you release it.

*Tip: Enter a unique User ID such as your name as this will identify your print in a queue of prints.*

**RELEASING YOUR LOCKED PRINT**

**Locked Print** will store your document on your local MFD until you release or delete it.

Once your document has been printed, it will disappear from the **Locked Print** screen so no one can access your document again.

1. Visit your local MFD and select the **Printer** button

2. Select **Print Jobs** on the LCD screen

3. Select **Locked Print**

4. Select your document from the queue, identified by your User ID

5. Select **Print** and you will be prompted to enter your password and select **OK**

6. The Ricoh printer should prompt you for a Yes/No response to print, select **Yes** to print

If you encounter any problems or need advice, please phone Print Services on ext 1167.