How to Private Print on Ricoh Copiers

Private printing allows you to send documents to the printer and those documents will only be printed once you enter the password that you created. This is helpful if you are printing confidential information or if you want to avoid your copies getting mixed up with everyone else's.

From your computer

The following settings are slightly different depending on which application you are printing from (ex: Chrome, Word, Acrobat, etc.). They will likely be similar but not exactly the same. The steps below are printing from Google Chrome.
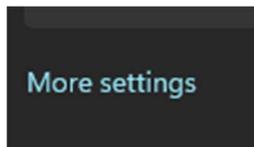
From Chrome or Edge

- Choose the Print option.

- Select the printer you want in the "Destination" field

- Click "More Settings"
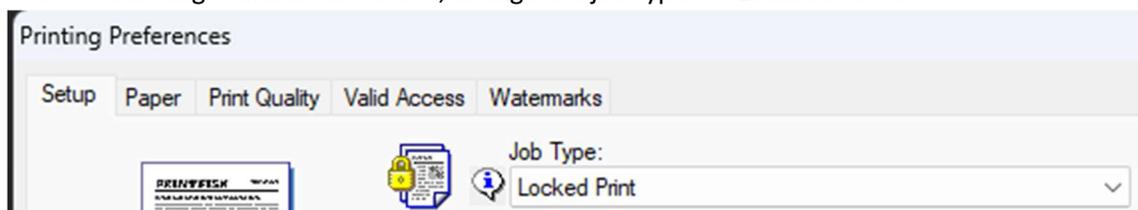
- Click "Print using system dialog."
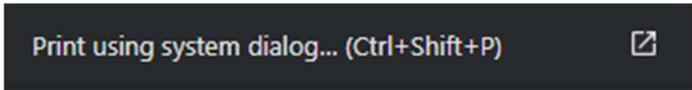
- Ensure the printer you want is selected at the top.

- Click "More Settings"

- In the "Printing Preferences" menu, change the job type to "Locked Print".

- Click "Details"

- Create your User ID and password. These will be used when retrieving the print job on the machine.
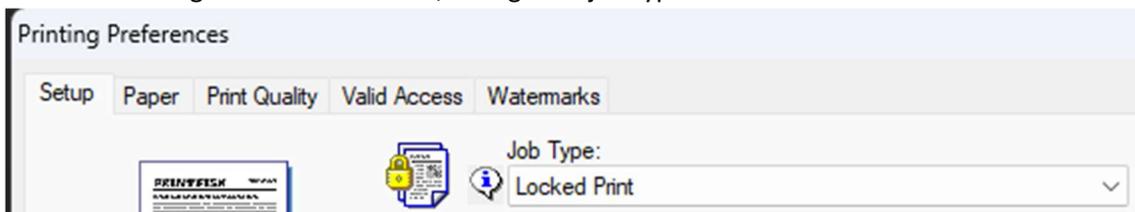
- Click "OK"

- Click "OK" again.

- Click "Print"
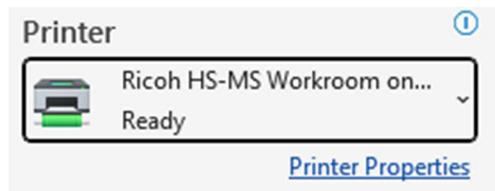
From Word, Power Point, Excel, and Adobe Acrobat

- Choose the Print option.

- Select the printer you want.

- Choose "Printer Properties"

- In the "Printing Preferences" menu, change the job type to "Locked Print".

- Click "Details"

- Create your User ID and password. These will be used when retrieving the print job on the machine.

Locked Print Details

User ID:

elliott

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

Password:

●●●●

4-8 digit numbers.

- Click "OK"

- Click "OK" again.

- Click "Print"

How to retrieve the print job on the copier

- Tap the home button at the bottom middle of the screen.

- Tap "Printer (Classic)"

Printer (Classic)
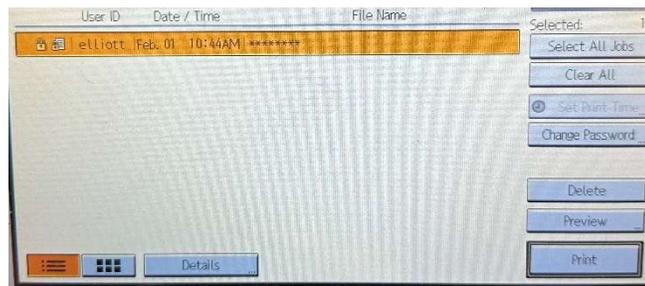
Print Jobs

- Tap the "Print Jobs" tab.

► Select User Name (or User ID)
elliott
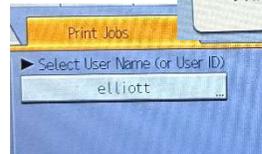
- Choose your User ID from the list

User ID   Date / Time   File Name   Selected: 1
🔒📄 elliott Feb. 01 10:44AM ********   Select All Jobs
                                                Clear All
                                                Set Print Time
                                                Change Password

- Tap on your print job

                                                Delete
                                                Preview
- Tap "Print"

☰ ▦   Details   Print

- Enter your password and tap "OK"

- Tap "Print"