MFD Confidential Printing Walk-Thru

1. Select Print Properties



2. Select "Other Options"

Ricoh 1866 MFP Document Properti	es	
Settings Help		
Page Layout Paper Print Quality Oth Copies	er Options Orientation	Δ
Copies : 1 ± ✓ Collate copies ← Print last page first 2-sided printing (Duplex models only) ✓ ① 1-sided ↓ ○ 1-sided ↓ ○ 2-sided long edge ↓ ○ 2-sided short edge	Portrait Portrait Landscape Rotate 180* Multipage printing (N-Up) Pages per sheet: 1:	Letter 8% x 11 in Copies : 1 Collate : On Paper Type : Use printer settings Black & White
	More Page Layout Options	
	OK Cancel]

3. Select "Print and Hold"

age Lavout Paper Print Quality O	ther Options	
Watermark	Places a line of text like "Draft" on each page of the printed document.	A
Print and Hold	Sends jobs to the printer, but holds the job or only prints art of the job.	Letter 8% x 11 in
Overlay	Places a previously stored page image like a company letterhead on each page of the printed document.	<u>Copies :</u> 1 <u>Collate :</u> On
Account Tracking	Enter an account number each time a job is sent to the printer for the purpose of billing clients or departments for printing.	Paper Type : Use printer setting
	More Options	

4. Select "Confidential"



5. Insert Print Name (can be anything) and Create 4 digit Pin Number
Print and Hold



6. Print Job

7. Select "Held Jobs" on MFD

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9. Select "Confidential Jobs"

	Held jobs> Rocky	
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	? Displaying 1 - 1 / 1	Back
10.	Enter your Pin Number and select done	
	Enter PIN	

9 WXYZ

Done

8 TUV

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7 PORS

11. Select document to print



12. Select Print

