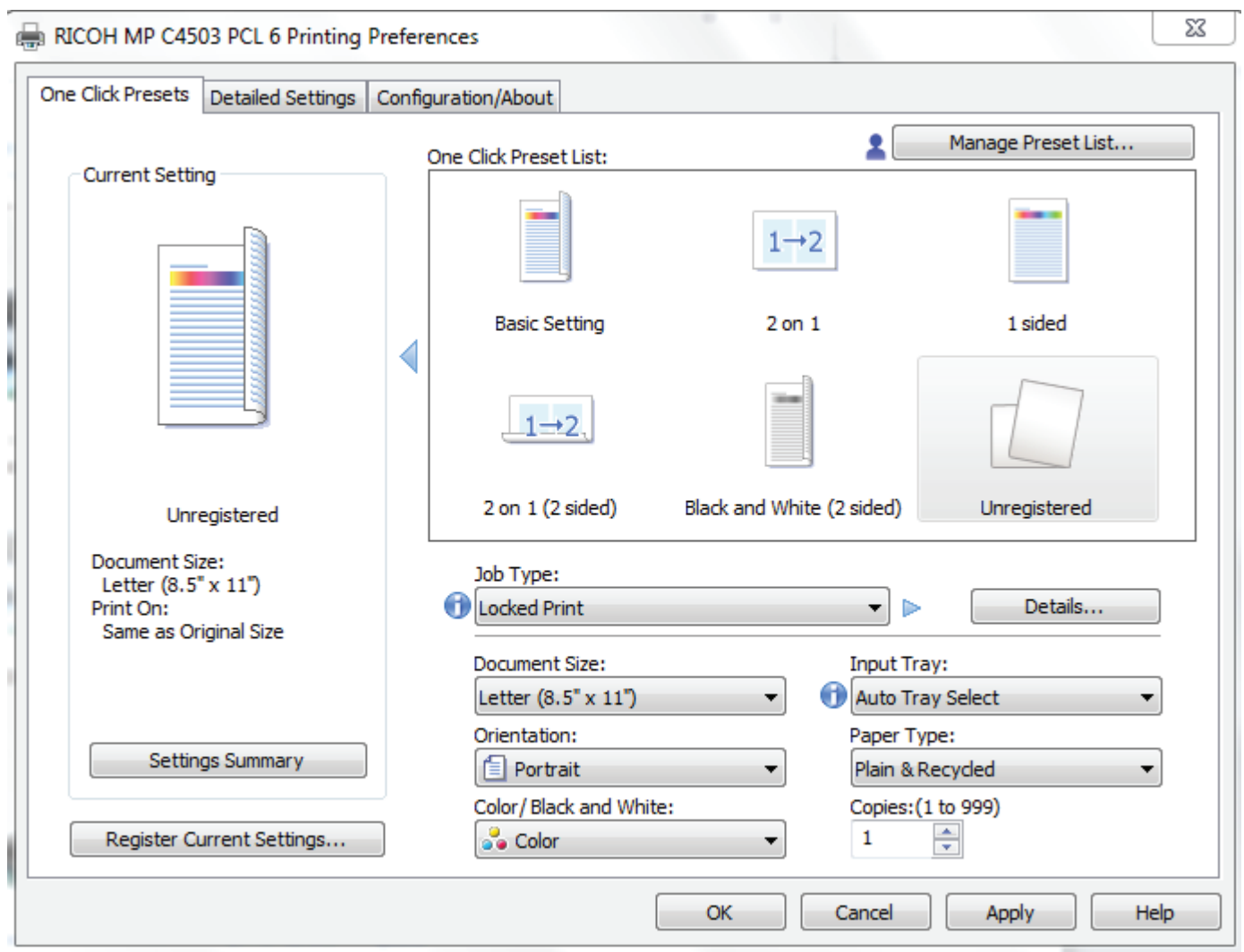


RICOH PRODUCT QUICK GUIDE

HOLD/ CONFIDENTIAL PRINT

To access these features, select File then Print and use the drop-down menu to select the Ricoh PCL 6 Print Driver. Once selected, click the Properties button to access these options.

SETUP Tab:



1. Select **Job Type**: Select a job type from the following options, the default is "Normal"
 - Sample Print**: Produces one image of a set to be reviewed and changed if needed.
 - Locked Print**: Prompts users for a password before printing/storing. Same password must be entered at machine before the files will be printed.
 - Hold Print**: Holds documents at machine to await users prompting for printing.
 - Stored Print**: Holds files at machine until await users' prompt for printing. File will remain on the hard-drive until it is manually deleted.
 - Store and Print**: Simultaneously prints and stores a copy of the document on the hard-drive.
 - Document Server**: Does not print the document but sends it to the Document Server for storage.
2. Select **Details**: By clicking on "Details" after a Job Type has been selected, users may enter a USER ID and/or Password so as to easily identify their print job

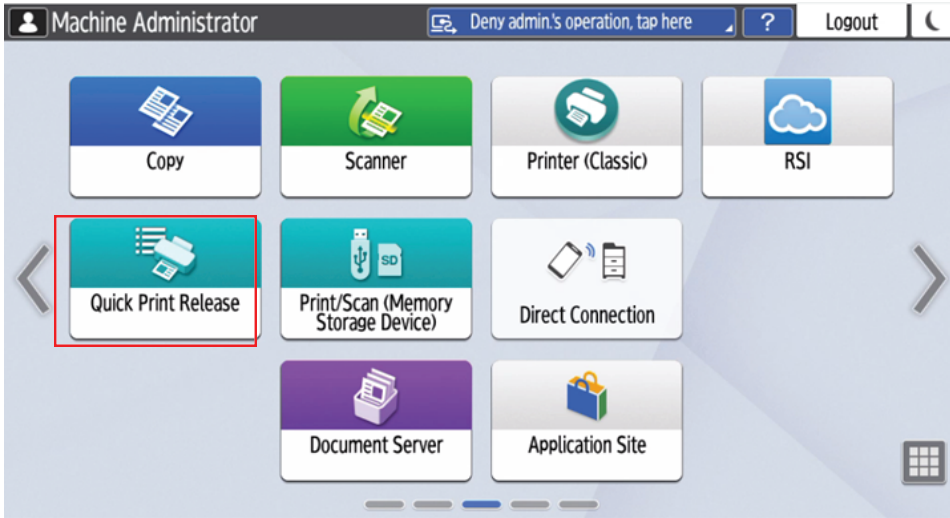
The screenshot shows a dialog box titled "Job Type Details". It has a standard Windows-style title bar with a question mark icon and a close button (X). The dialog contains the following elements:

- User ID:** A dropdown menu with "Create Own ID" selected.
- Enter User ID:** A text input field with the instruction "(Up to 8 alphanumeric [a-z,A-Z,0-9] characters)".
- Password:** A text input field with the instruction "(4 to 8 digit numbers)".
- Buttons:** "OK", "Cancel", and "Help" buttons at the bottom.

3. Select **OK**
4. Select **Print**

From the MFP: To Retrieve Held Prints

1. Select the **QUICK PRINT RELEASE** function



2. Select your User ID from the list



3. Select the File you wish to print and select **Print**

