

## RICOH PRODUCT QUICK GUIDE

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### HOW TO USE HOLD PRINT

Follow the procedure below to print a document using the Hold Print function.

Windows 2000 / XP / Vista, Windows Server 2003 / 2003 R2 / 2008

1. In the application, on the [File] menu, click [Print].  
The [Print] dialog box appears.  
If you are using Windows 2000, select the printer, and then perform the following steps.  
If you are using Windows XP or Windows Server 2003 / 2003 R2 / 2008, select the printer, and then click [Preferences].
2. Click the [Job/Log] tab.
3. In the [Job Type:] list, click [Hold Print].
4. In the [User ID]: box, enter a user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.  
[File Name] can also be set.  
The user ID associates the user with his / her jobs.
5. Click [OK] to close the printer properties dialog box.  
If you are using Windows 2000, perform the following steps.
6. Start the printing from the application's [Print] dialog box.  
The document file is saved in the machine.  
To print the document, perform the following steps.  
To delete the document, see JobType.
7. On the machine's control panel, press the [Printer] key to display the printer screen.
8. Press [Print Jobs].  
A list of print files stored in the machine appears.
9. Press [Hold Print Job List].  
A list of hold print files stored in the machine appears. [User ID], [Date/Time] and [File Name] also appear. Depending on the security settings, certain print jobs may not be displayed.
10. Select the file you want to print by pressing it.
11. Press [Print].
12. A confirmation screen appears.
13. Press [Yes]. The hold print file is printed.

- Press [Stop] to cancel printing.
- To cancel printing, press [Exit]. Then, press [Job Reset]. After it has started, the file is deleted.
- When printing finishes, the stored file is deleted.
- If the application has a collate option, make sure it is not selected before sending a print job. The printer driver automatically collates Hold Print files by default. If a collate option is selected from the application's Print dialog box, there may be more prints than required.



## Mac OS / Mac OS X

1. From an application, on the [File] menu, click [Print].  
The [Print] dialog box appears.
2. In the pop-up menu, click [Job Log].
3. On the [Job Type:] pop-up menu, click [Hold Print].
4. In the [User ID:] box, enter the user ID using up to eight alphanumeric (a-z, A-Z, 0-9) characters.  
[File Name] can also be set.  
The user ID associates the user with his / her jobs.
5. After making the necessary settings, click [Print].  
The document file is saved in the machine.  
To print the document, perform the following steps.  
To delete the document, see Job Type.
6. On the machine's control panel, press the [Printer] key to display the printer screen.
7. Press [Print Jobs].  
A list of print files stored in the machine appears.
8. Press [Hold Print Job List].  
A list of hold print files stored in the machine appears. [User ID], [Date/Time] and [File Name] also appear. Depending on the security settings, certain print jobs may not be displayed.
9. Select the file you want to print by pressing it.
10. Press [Print].  
A confirmation screen appears.
11. Press [Yes].  
The hold print file is printed.

- Enter Desired Information {Email Address, Fax Number or Folder Destination}
- Select {Go to Next}
- Select {OK}

1 2 3  
 Basic Information    Email Destination    Confirm Registration

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**Step2.Email Destination**

Enter the email address.

■ Email Address(Required) :

Register as both a destination and a sender

To edit an existing contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; no password
- Select {Device Management}
- Select {Address Book}
- Select the check box next to the contact you wish to edit.
- Select {Change}
- Select each box of information you wish to edit.
- Select {Go to Next}
- Enter or edit the information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {OK}

To delete a contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin ; no password
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}