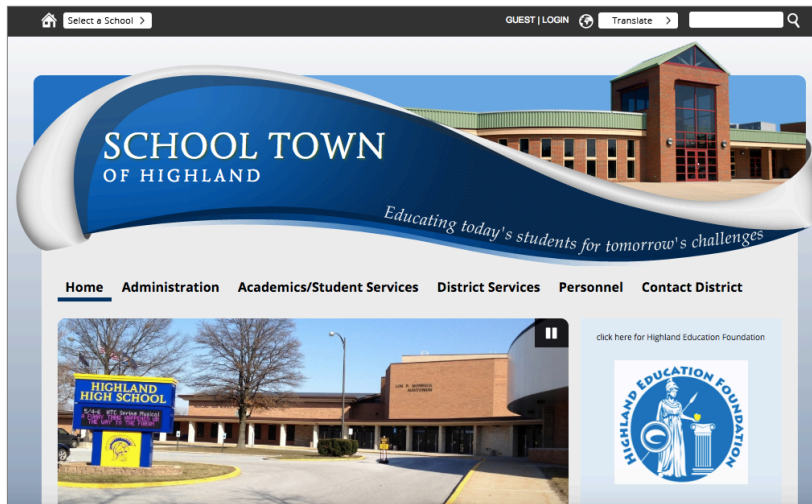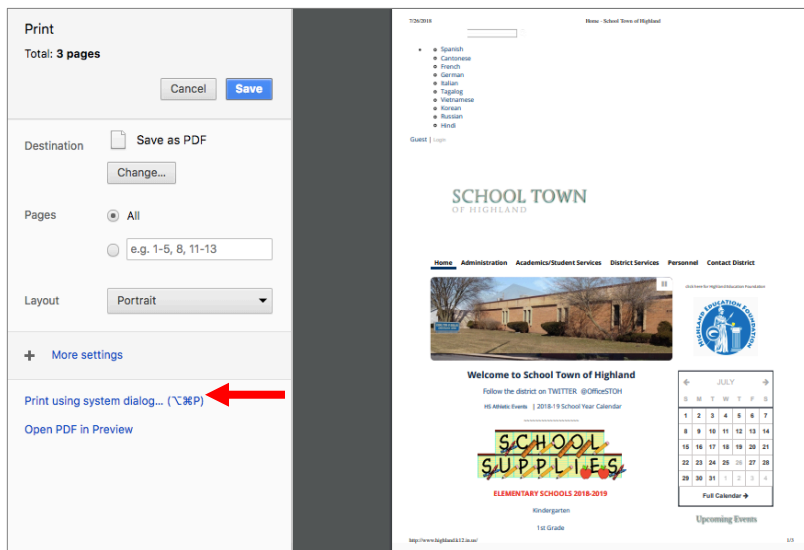# SETTING UP YOUR MACBOOK TO USE LOCKED PRINT
(one time mandatory setup)
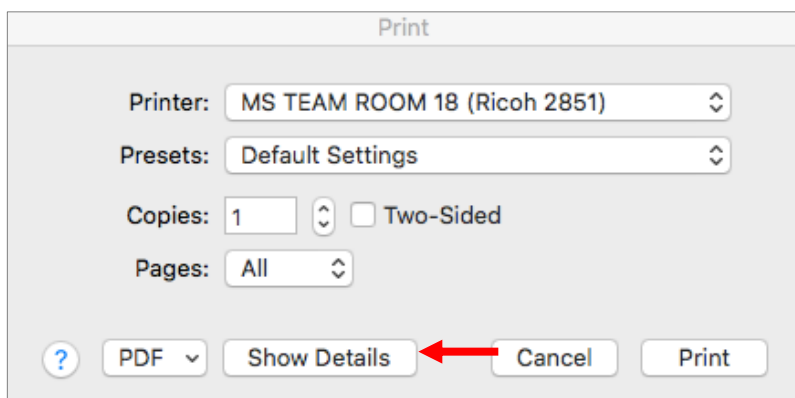

Begin by opening Google Chrome

Press ⌘ **P** to open the printing window

Click on

Print using system dialog... (⌥⌘P)

This opens the expanded print selection

Click **Show Details** if Details are not displayed

Click the **Layout** drop down selection and select **Job Log**.

Click the **Job Type** drop down selection and select **Locked Print**.

Print

Printer: MS TEAM ROOM 18 (Ricoh 2851)

Presets: Default Settings

✓ Default Settings
Last Used Settings

Save Current Settings as Preset...
Show Presets...

Paper Size: US Letter 8.50 by 11.00 inches

Orientation: Scale: 100%

Job Log

User ID: DJORDAN

Job Type: Locked Print

File Name:

Password: ●●●●

☐ Enable User Code

User Code:

? PDF ⌄ Hide Details Cancel Print

1.) Key in your USER ID (upper or lower case)

2.) Key in a 4 digit Password such as your employee ID or the last four digits of your social. **Do not use 1234, 1111, etc...**

3.) Select the **Presets** drop down selection and select **Save Current Settings as Preset …**

4.) For **Preset name**: Key in your User ID (upper or lower case) and be sure to select **All printers** then click **OK** then click **PRINT**

Preset Name: DJORDAN

Preset Available For: ◯ Only this printer
● All printers

Cancel OK