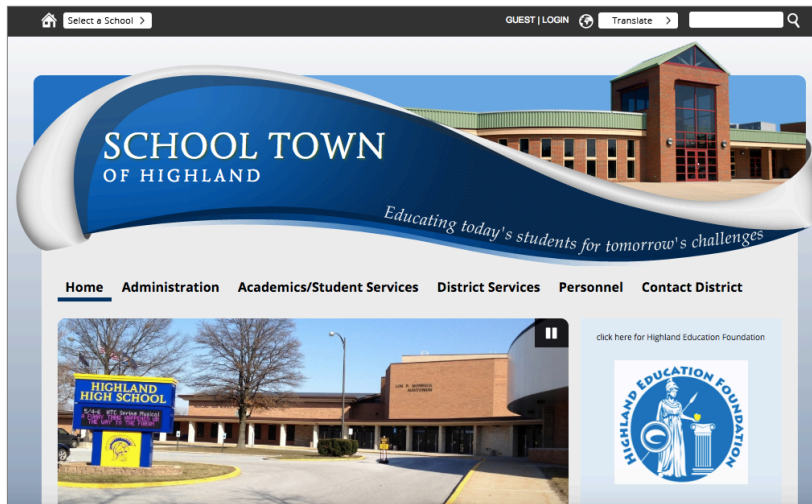


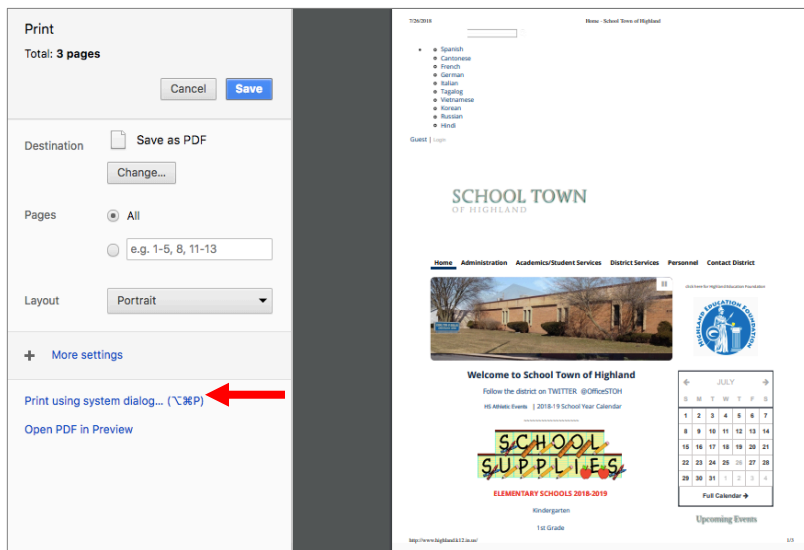
SETTING UP YOUR MACBOOK TO USE LOCKED PRINT

(one time mandatory setup)



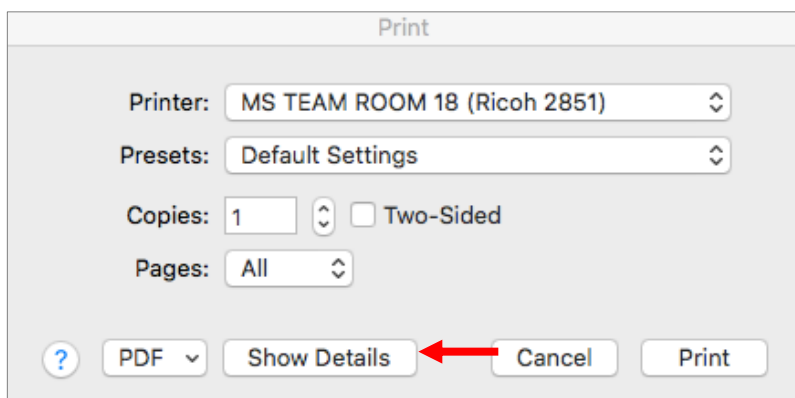
Begin by opening Google Chrome

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

Print



Printer: MS TEAM ROOM 18 (Ricoh 2851)

Presets: Default Settings

Copies: 1 ☐ Two-Sided

Pages: ☒ All
☐ From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Orientation:   Scale: 100%

Layout

- ✓ Layout
- Color Matching
- Paper Handling
- Paper Feed
- Cover Page
- Job Log
- Printer Features
- Supply Levels

☐ Reverse page orientation
☐ Flip horizontally

? PDF Hide Details Cancel Print

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

Print



Printer: MS TEAM ROOM 18 (Ricoh 2851)

Presets: Default Settings

Copies: 1 ☐ Two-Sided

Pages: ☒ All
☐ From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Orientation:   Scale: 100%

Job Log

User ID:

Job Type: Normal Print

File Name:

Password:

User Code:

- ✓ Normal Print
- Sample Print
- Locked Print
- Hold Print
- Stored Print
- Store and Print
- Document Server

? PDF Hide Details Cancel Print

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

Print



Printer: MS TEAM ROOM 18 (Ricoh 2851)

Presets: Default Settings

Copies: ☒ Default Settings
Last Used Settings

Pages: 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