Most of our network printers will allow you to send a print job to the printer and have it held there until you go to the printer and select the job to print. This will allow you to send documents you don't wish others to see to shared printers as they won't come out until you are at the printer.

You must be printing from a windows PC/Laptop, This will not work from a MAC or Chromebook at this time.

When you go to print a document, make sure you choose "Print using system Dialog" if it comes up in the Chrome printing dialog.

elect Printer	î
RICOH Aficio MP 6002 FRONT OF	FICE on 33DAVPS2.douglasma.edu
Send To OneNote 2016	
SMART Notebook Document Writ	ter
6	
tatus: Readv	Preferences
ocation: HIGH SCHOOL FRONT C	OFFICE
omment:	Find Printer
Panas	
All	Number of copies: 1
Selection Current Page	
) Pages:	

These direction are assuming you are printing to the Ricoh Copy machine. The process is similar if you are printing to the HP printers but the screens will look slightly different. Choose the printer and go into Preferences.

In the window that opens choose Hold Print in the drop down box where it says Job Type.

Ine Click Presets	Detailed Settings	Configuration/About		
		One Click Preset List:		Manage Preset List
Current Setti			1→2	
		Basic Setting	2 on 1	1 sided
Unr	egistered	2 on 1 (2 sided)	Unregistered	
Document Si	ze:	Job Type:		-
Print On: Same as O	x II) riginal Size	Hold Print	•	Details
		Document Size:	Input Tra	у:
		Letter (8.5" x 11")	👻 🕕 Auto Tra	y Select 🔹 🔻
		Orientation:	Paper Typ	pe:
Settin	igs Summary	Dortrait	▼ 🚺 Plain & R	ecycled 🔻
			Copies:(1	to 999)

Click the Details box to the right of the Job Type box.

User ID:		(Up to 8 alphan	umeric [a-z,	A-Z,0-9] charac	ters)
Create Own ID	-	2111			
File Name: (Up to 16 1byte (half this for	2byte) charact	er except ["].)			
EPIMS					
C Set Print Time					
Set Print Time	te:				
Set Print Time Hour: Minu 10 v 10 0	te:				

Under User ID pick Create Own ID. For the user ID you can enter anything, your initials, room number etc. give the file a name and then click OK. Then you will click print.

Now you can go to the printer, on the home page of the display click the Print Job tab, choose your user ID that you just created and click the job name. Hit print and your print job should now come out.

If you are using a Macbook, this will work with the Ricoh copier/Printer but not the HP M601 printers in the Elementary and Middle School. From any application on your Macbook (word, pages, etc.) Go to the file menu and click Print. In the pop-up menu click Job Log. (Where it says Copies & Pages)

Printer:	MS 1st floor Ricoh	\$
Presets:	Default Settings	\$
	Copies & Pages	\$
		Copies: 1
To be an worre be		Collated
		Pages:
		• All
		O Current Page
		O Selection
		O From: 1
		to: 1
		O Page Range
		Enter page numbers and/ or page ranges separated by commas (e.g. 2, 5-8)
	2.22 ×	
<u>(a a)</u>	1 of 1	**
Show Qui	ick Preview	

Printer:	MS 1st floor Ricoh	
Presets:	Default Settings	
	 Copies & Pages 	1
	Microsoft Word	
	Layout	0
	Color Matching	
To be at not	Paper Handling	
	Paper Feed	
	Cover Page	
	Job Log	e
	Unauthorized Copy Prevention	
	Printer Features	

On the Jb Type pop-up menu click Hold Print

Printer:	MS 1st floor Ricoh			-
Presets:	Default Settings			
	Job Log		0	
	User ID:			
	Job Type:	Hold Print	\$	
	File Name:			
	Password:			
		Enable User	Code	
	User Code:			
		Set Print Tim	e	
	Time:	12:00 AM	0	

In the User ID field enter a user ID, it can be anything you want. Enter a file name and then click print. The print job will be stored at the printer. To print, follow the same steps as under Windows users above.