



Instructions for Secure Print on Ricoh SP5210 Copiers

From Your Desk:

1. Press Ctrl+P, or go to “File” and click “Print”, to bring up your print screen.
2. Make sure that your network queue (i.e. IT64 or ER01) is the printer selected and click “Printer Properties” to bring up the print options.
3. Click the “Job Type” drop down.
4. Click the “Locked Print” option.
5. If this is the first time you are using this function; a window will open prompting you to type in your name and a numerical password.
6. If this is not the first time using this function; you can select the “Details” box located next to the “Job Type” drop down to check that your name and password are still correct.
7. Click “OK” to accept your name and password settings, and then “OK” on the following box to accept the secure print setting.
8. Check that the number of copies and print page range are correct for your needs.
9. Settings are now ready for this document, click “Print” to send the document to the printer.

At the Printer:

10. Press the “ON” button on the control panel if screen is blank to “wake up” the device and make it ready.
11. Press the “Printer” button on the control panel.
12. Touch “Print Jobs” on the touchscreen.
13. Touch your name from the list that appears on the screen.
14. Touch print.
15. Enter your numeric password when prompted and touch “OK”.
16. Touch “Yes” to confirm that you want to print the secure document.