Integrity & Compliance Program Guide: Secure Printing

Using the "Locked Print" feature to print will ensure your documents are kept confidential as they will not print until you go to your device to release them, using a user ID and password of your choice. Using "Locked Print" takes two steps: 1) setting up your printer so that it defaults to "Locked Print," and 2) releasing a document from the printer. This job aid covers Ricoh and Konica Minolta multi-function devices. For additional details or for instructions with other devices, please contact your ministry's information technology service.

Set up "Locked Print" as your default output:

- 1. Click on the Start button on the bottom left of your screen.
- 2. Click on Devices and Printers on the right. Continue with either the Ricoh or Konica Minolta device instructions below.



For Ricoh Multi-Function Devices

3. Right click on the Ricoh printer from the Printer and Faxes section.





- 5. Under Job Type, select Locked Print.
- 6. Click on Details.

- Enter a User ID and a 4 to 8 digit password and click OK twice.
- 8. Click Print on the print screen.

User ID: Create Own ID	~	Enter User ID: (Up to 8 alphanumeric [a-z,A-Z,0-9] characters) smithjtz
Password: (4 to 8 digit numbers)		

From now on, when you print to that device from any program, the document will not print until you release it at the device.

To release the document at the Ricoh device:

1. Walk over to the printer to release your print job.

Note: The appearance of the Console window on each model of Ricoh printer may look slightly different than the images shown. However, the steps and the options you press or select will be the same or very similar.

2. On the Printer Console touch screen, press the Printer button to the left.



3. Press Print Jobs to display the jobs sent to the printer.



4. A list of print jobs displays in the center of the screen. Select the print job by pressing on it.

Note: If all print jobs are yours, press the Select All Jobs button. Remember that you will need to enter the password(s) you created earlier to print each document.

- 5. Press the Print button.
- A message prompt displays asking you to "Enter the password with the Number Keys, then press [OK]." Enter the password you created before.
- 7. Press OK.
- After you press OK, another confirmation prompt displays, asking "Are you sure you want to print the following [.....]." Press Yes and your document will print.





For Konica Minolta Multi-Function Devices

3. Right click on the Konica Minolta printer 🕥 👼 🔹 Control Panel 🔹 Hardware and Sound 🔹 Devices and Printers 🔹 Search Devices and Printe . from the Printer and Faxes section. Add a device Add a printer See what's printing Manage default printers Print server properties Remove device = • 0 Open Open in new window See what's printing ✓ Set as default printer HOTHPRW1810K1 on HOTHFSTPRT02.hg.... State Model: Printer properties Category 4. Scroll down to select Printing preferences. Create shortcut Troubleshoot **Remove device** Properties HQTHPRW1819K1 on HQTHFSTPRT02.hq.trinity-health.org Printing Preferences × 5. Click on the Basic tab and select 🧟 My T Basic out Finish Cover Mode Stamp/Composition Quality Other Secure Print for the Output Method. Favorite Setting Untitled \sim Add... Edit... /2x11 (215 Original Orientation Output Method Portrait Ê Secure Print O Landscape Original Size User Settings. 8 1/2x11 \sim Authentication/Account Track 6. Click on User Settings. 🖊 Paper Size Copies Same as Original Size \sim ÷ [1...9999] 1 × 400%] User Settings 및및 100 🌲 % Collate Secure Print AOffset Secure Print ID Max. 16 \sim Password Paper Settings for Each Tray.. \sim 7. Enter an ID and Max. 64 Default Password and click OK here and again on the Basic tab. OK Cancel Apply Help Save in User Box File Name Max. 30 User Box Number Max. 9 In order to save documents in the User Box or to do . the secure print, Select [Save in User Box] or • OK Cancel Default Help

From now on, when you print to that device from any program, your documents will not print until you release it at the device.

To release the document at the Konica Minolta device:

- 1. Walk over to the printer and click on the Menu button on the right.
- 2. On the Printer Console touch screen, press the User Box button.

Note: The appearance of the Console window on each model of Konica Minolta printer may look slightly different than the images shown.





2. Click on System user box.



3. Using the touch screen keyboard, enter your User ID and Password and click OK.

4. Click on the document you would like to print, then select Print.

3. Click Secure Print.



