# 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.
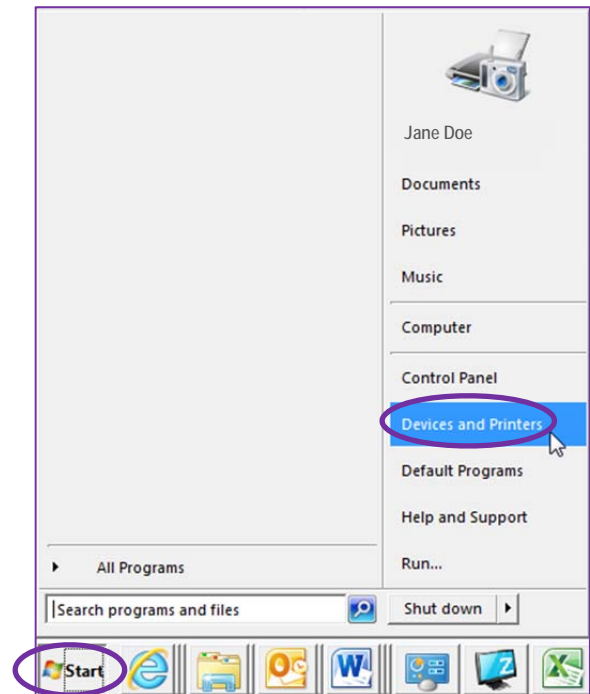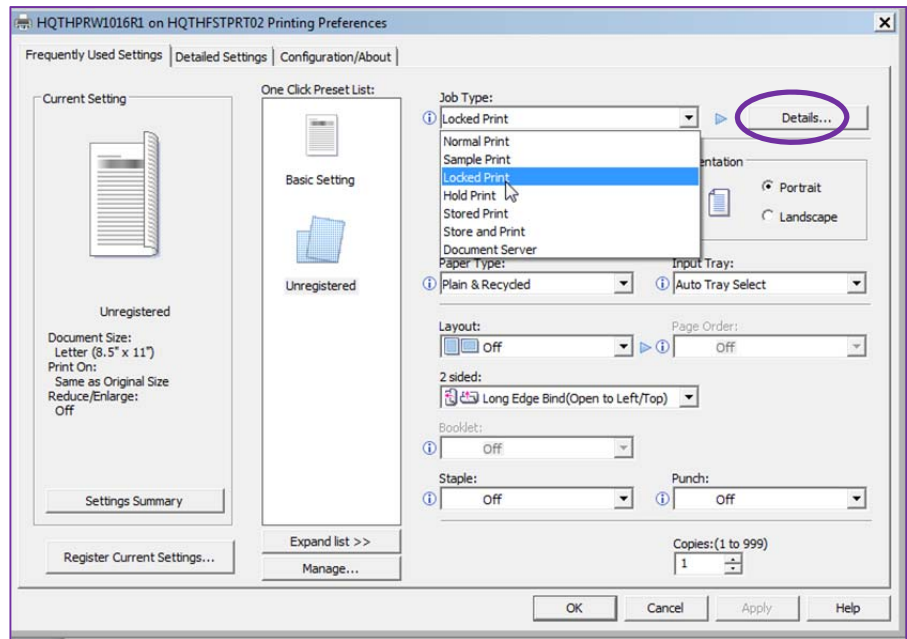

For Ricoh Multi-Function Devices

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

4. Scroll down to select Printing preferences.
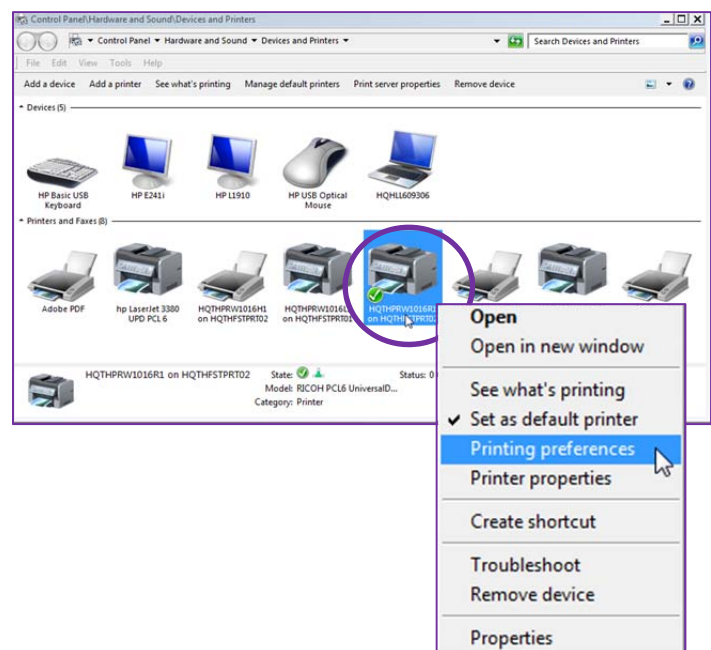
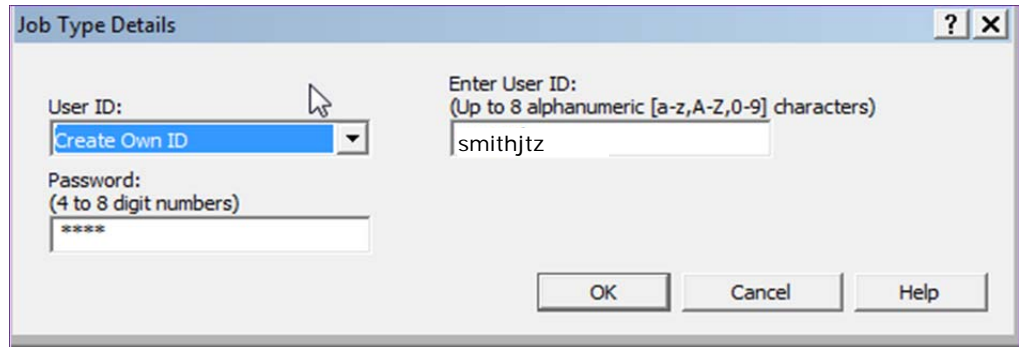5. Under Job Type, select Locked Print.

6. Click on Details.

7. Enter a User ID and a 4 to 8 digit password and click OK twice.

8. Click Print on the print screen.

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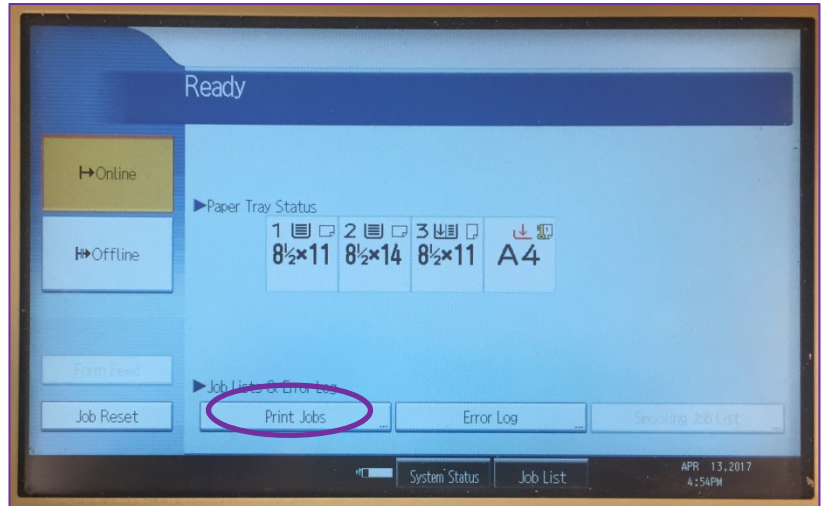
4. A list of print jobs displays in the center of the screen. Select the print job by pressing on it.

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.
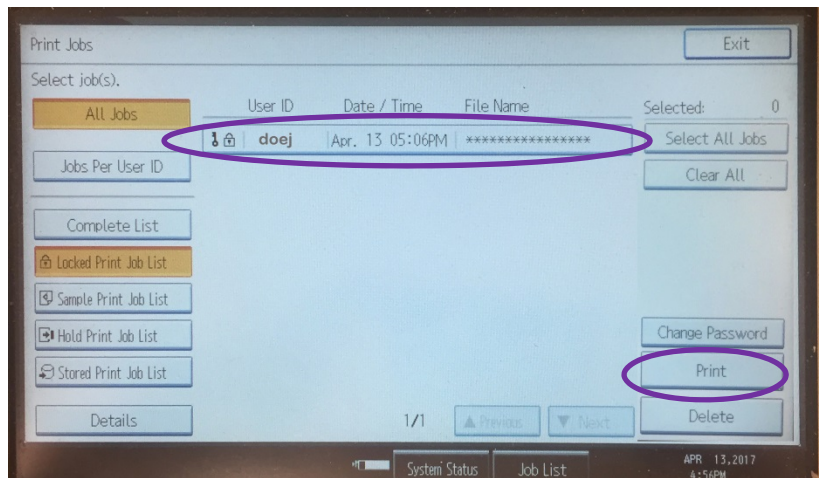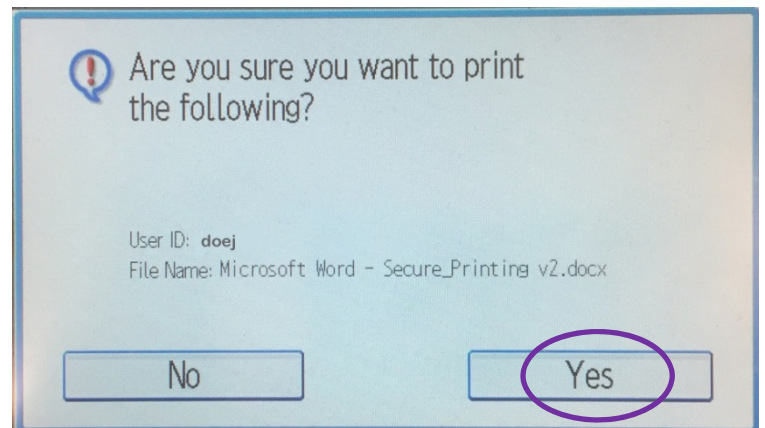
5. Press the Print button.

6. A message prompt displays asking you to "Enter the password with the Number Keys, then press [OK]." Enter the password you created before.
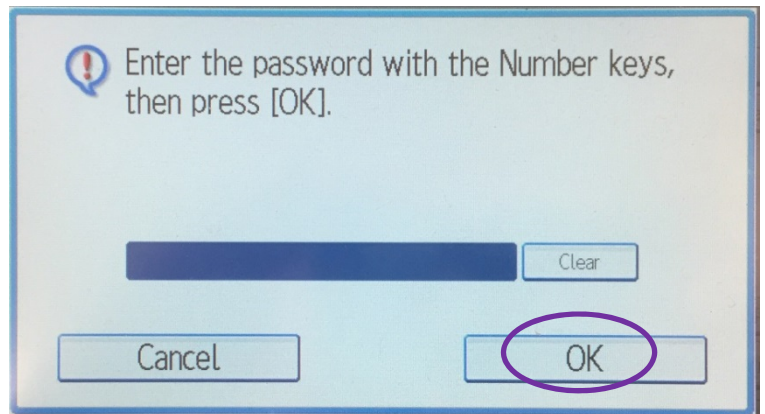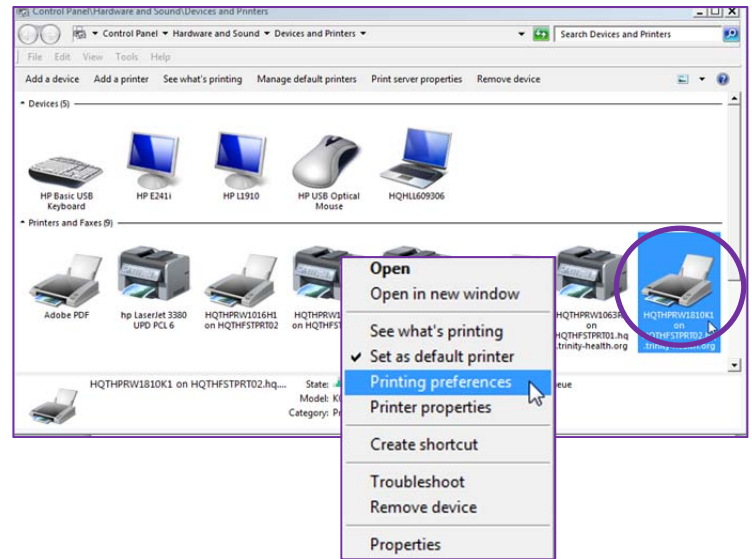
7. Press OK.

8. 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.
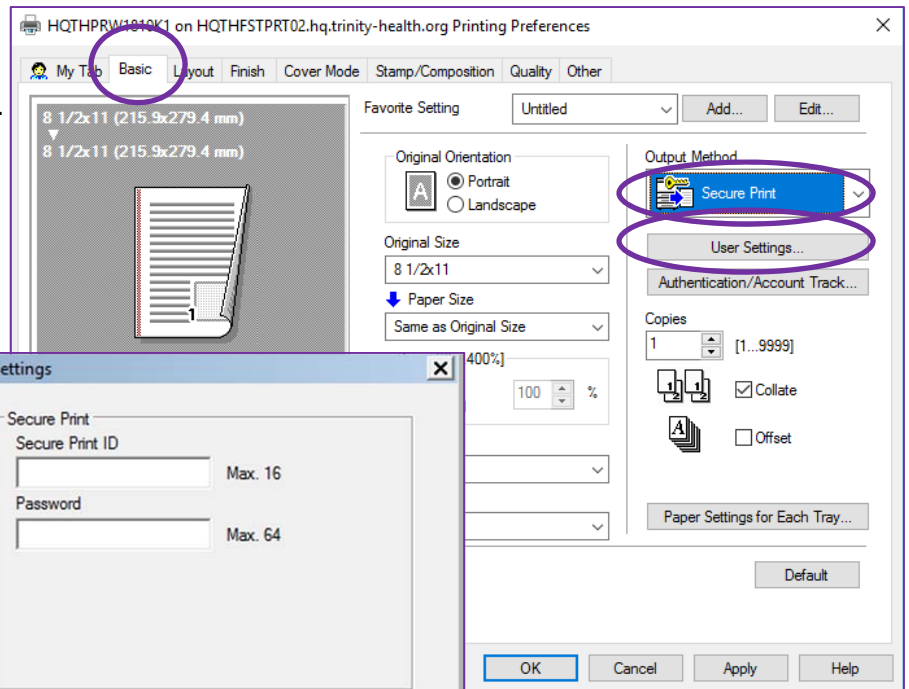
For Konica Minolta Multi-Function Devices

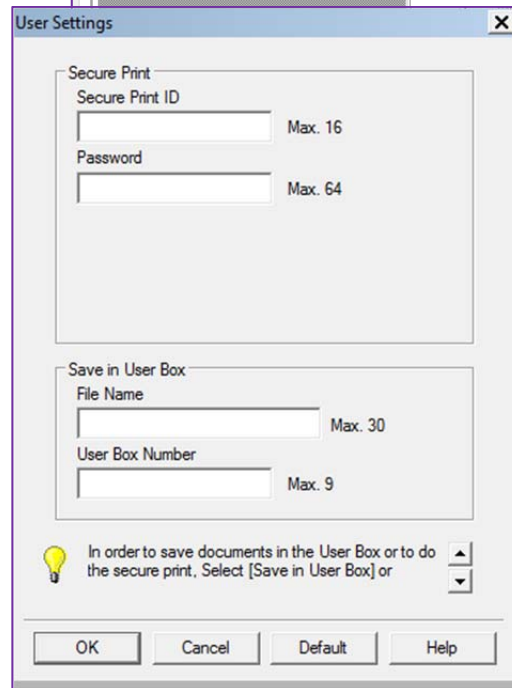3. Right click on the Konica Minolta printer from the Printer and Faxes section.

4. Scroll down to select Printing preferences.

5. Click on the Basic tab and select Secure Print for the Output Method.

6. Click on User Settings.

7. Enter an ID and Password and click OK here and again on the Basic tab.

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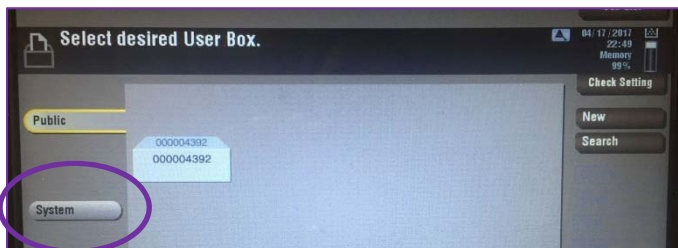
To release the document at the Konica Minolta device:

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.

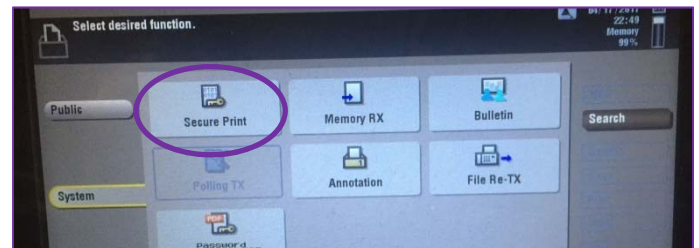**Note**: The appearance of the Console window on each model of Konica Minolta printer may look slightly different than the images shown.
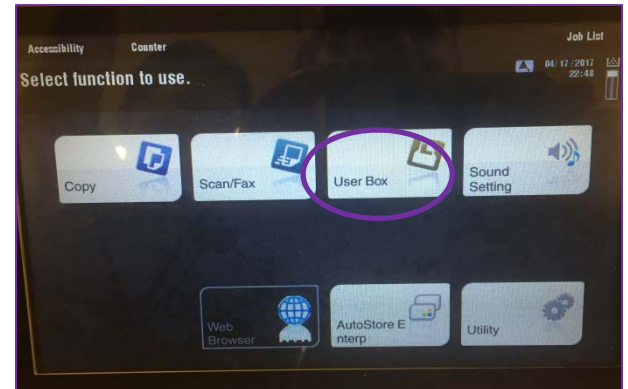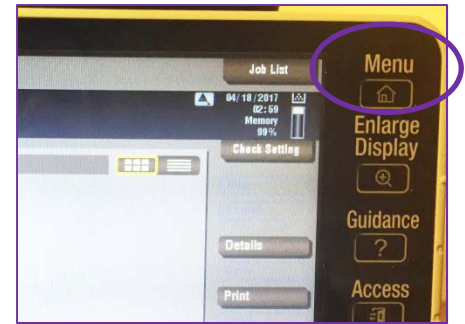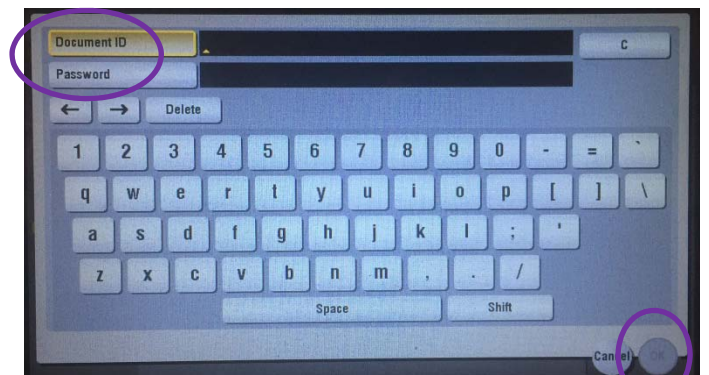

2. Click on System user box.

3. Click Secure Print.

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.