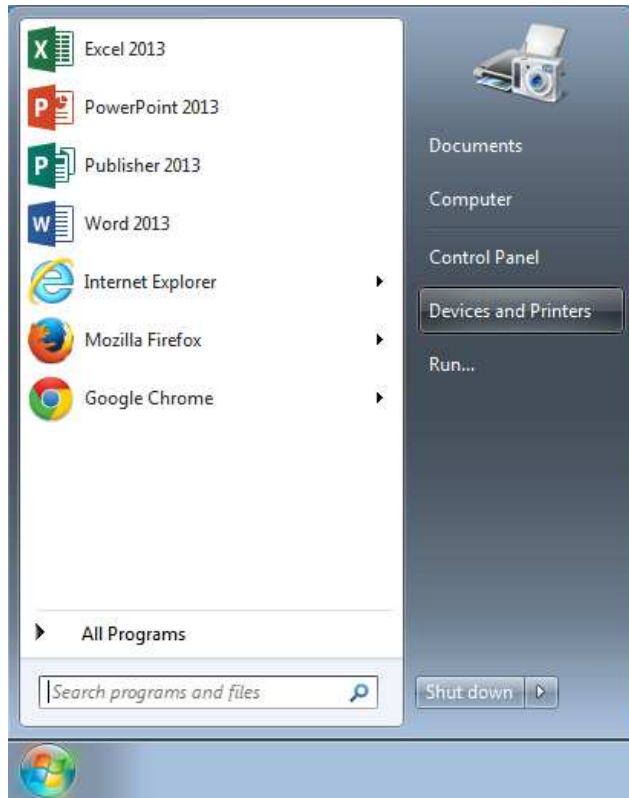
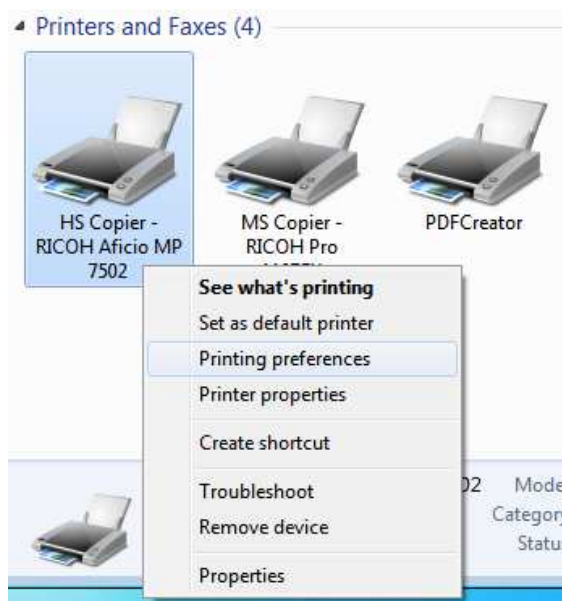


## Setting up the Locked Print Feature on HS Copier – RICOH Aficio MP 7502

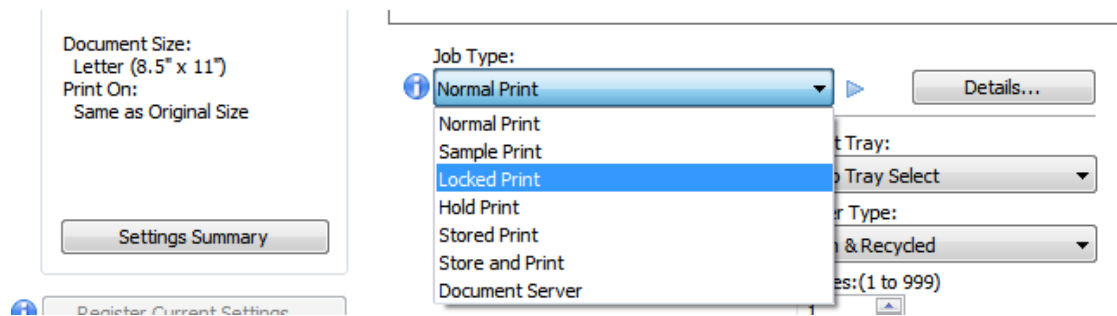
1) At your Windows desktop, click on the “Start” button and choose “Devices and Printers”:



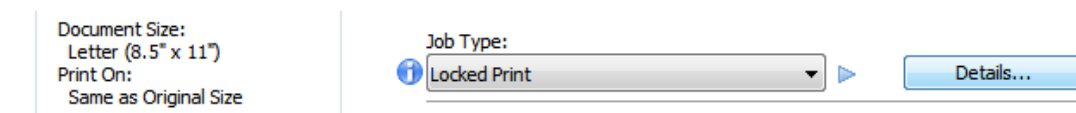
2) Right click on “HS Copier – Ricoh Aficio MP 7502” and choose “Printing Preferences”:



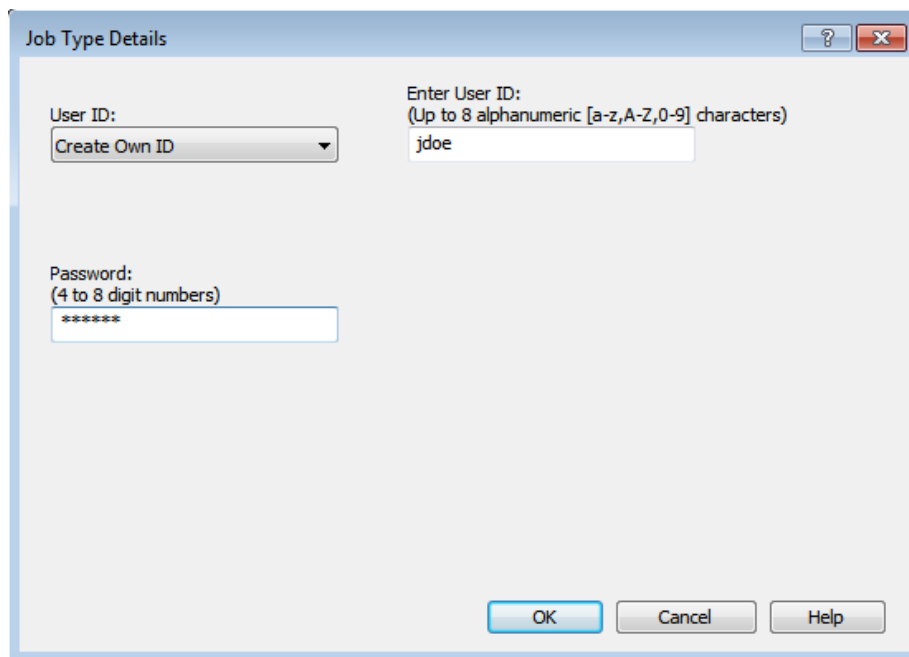
3) Under “**Job Type**” choose “**Locked Print**”:



4) Click the “**Details**” button:



5) Enter a **User ID** and **Password** that you will remember (see example):



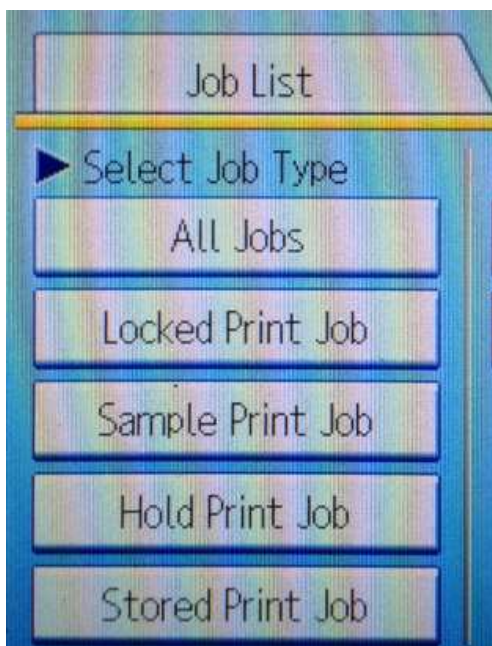
6) Click “**OK**” at the Details screen and “**OK**” at the Printing Preferences screen. All future print jobs will print using the Locked print feature by default. Continue to the next page for instructions on how to print a Locked job at the copier

## Printing a Locked Job on HS Copier – RICOH Aficio MP 7502

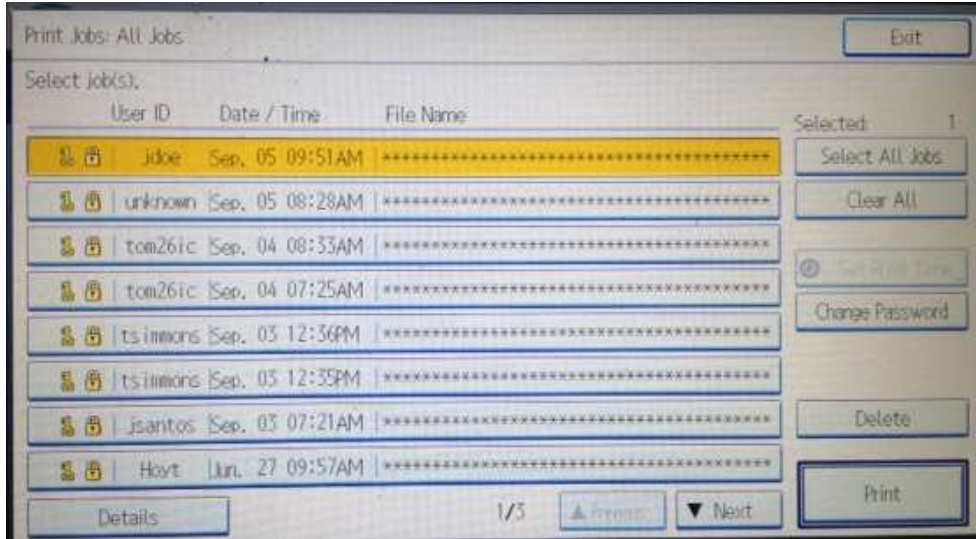
1) After sending a print job to the copier, hit the “**Printer**” button:



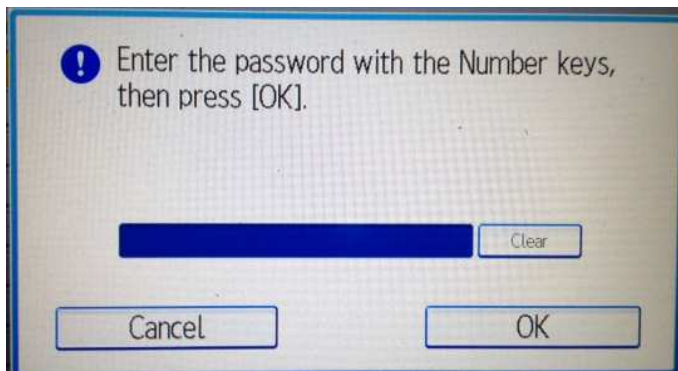
2) Press the “**All Jobs**” button:



3) Highlight your print job and tap **Print** in the bottom right corner:



4) Enter the password that you created in previous step 5, and tap **OK**:



5) Tap **Print** and your job will print:

