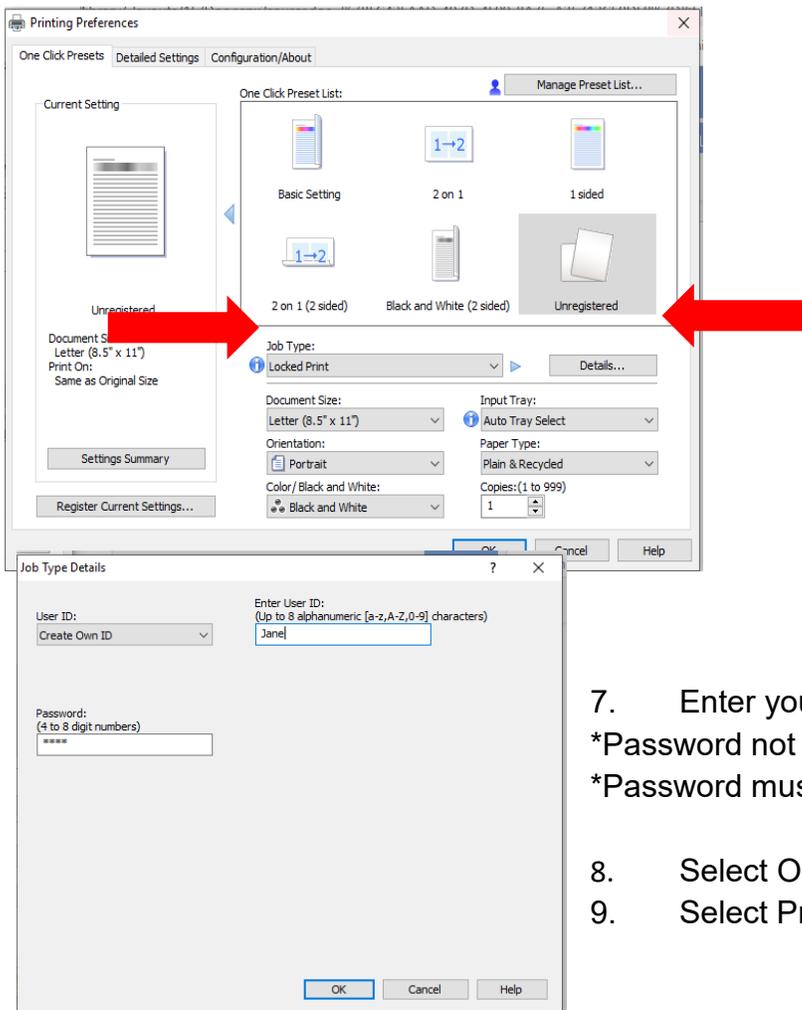




## Printing Confidential Documents on Your Ricoh/Savin Machine: Lock and Hold Print

### From Computer:

1. File
2. Print
3. Select your Savin Printer
4. Properties
5. Under Job Type (hit arrow for drop down): Select “Locked Print” or “Hold Print”
6. Select “Details” to open another dialogue box



7. Enter your name and Password\*  
\*Password not required for Hold Print  
\*Password must be numerical if in use

8. Select OK
9. Select Print

### For More Information:

Contact an Advance Expert:

410.628.0490 or [Dispatch@advancestuff.com](mailto:Dispatch@advancestuff.com)



### **From the Machine:**

1. Select "PRINTER"
2. Select "PRINT JOBS"
3. Touch your Name to see your print job
4. Touch the file to be printed
5. Select "Print"
6. Enter Password if it is a "Lock Print" job

### **For More Information:**

Contact an Advance Expert:

410.628.0490 **or** [Dispatch@advancestuff.com](mailto:Dispatch@advancestuff.com)