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How to use locked print for the Ricoh C6501 from a MacOS computer

Burner EOAS - 2020-02-18 - Comments (0) - Print

Note: This information is copied from http://www.bio.upenn.edu/bio_computing/copycodemac and updated for our environment.
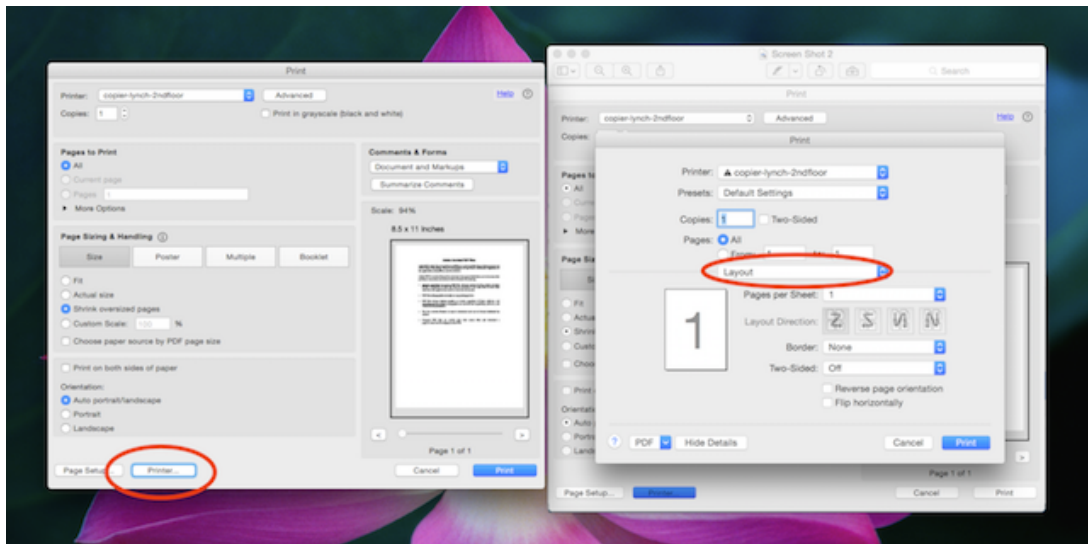
The copier should already be in your list of installed printers. If it is not, or if you're on a personal computer, please follow the directions to get connected.

1. After you have selected the Copier as your printer, **locate Job Log in the drop down menu**. The screenshots below show the location in Microsoft Word and Adobe Acrobat.

Microsoft Word
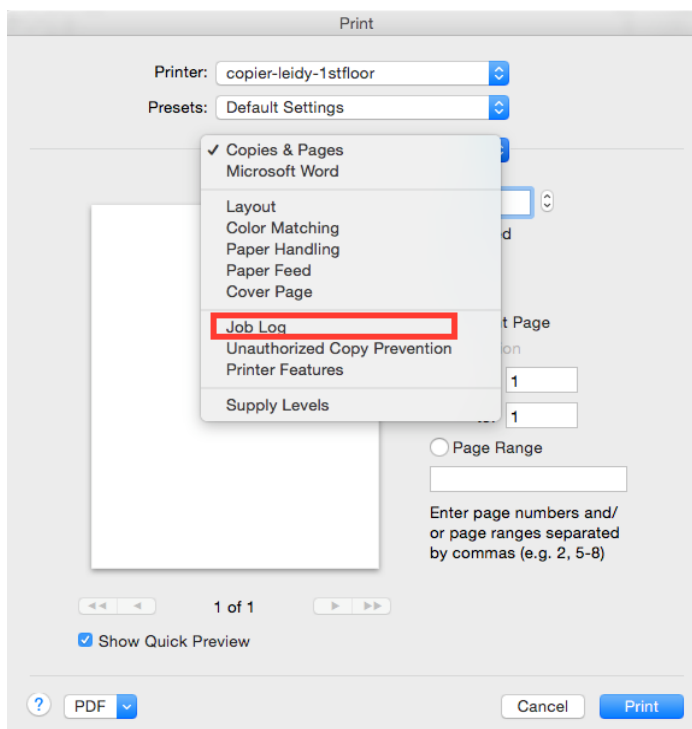
Adobe Acrobat

2. Put your print code in the **User ID and Password** field, under **Job Type, select Locked Print**, and **put your copier code in both the Password and User Code boxes**. Make sure you **check "Enable User Code."**
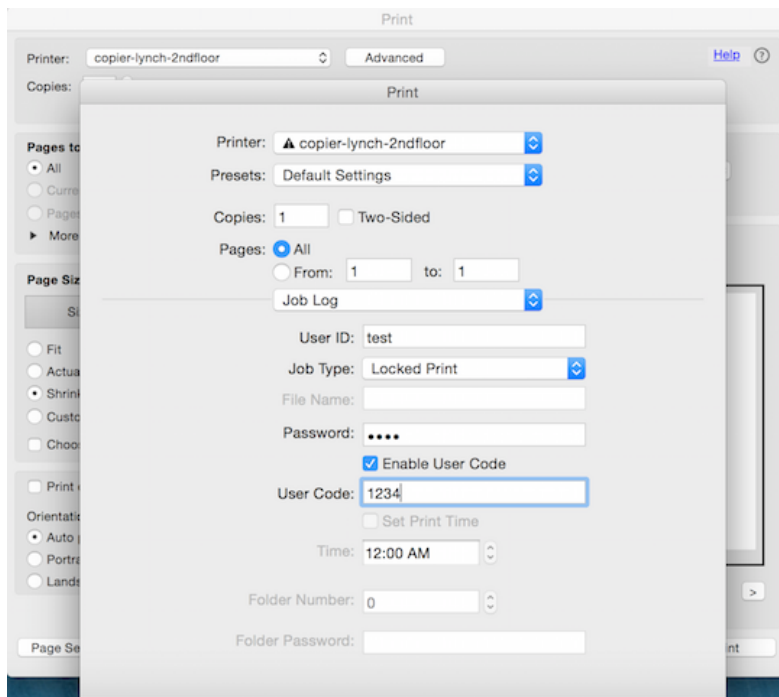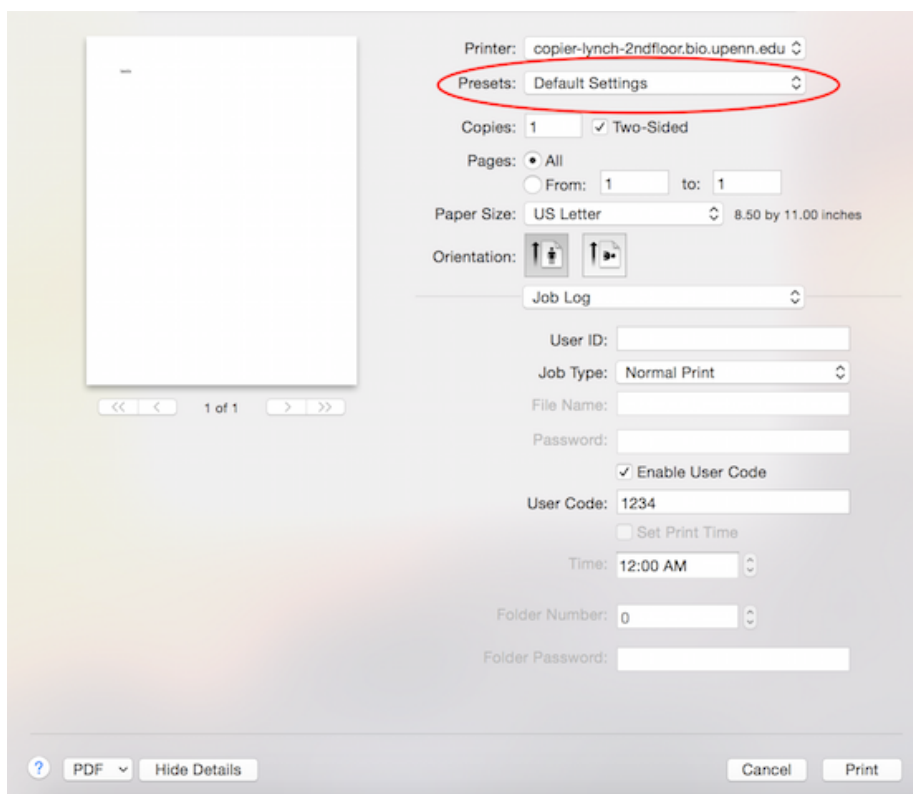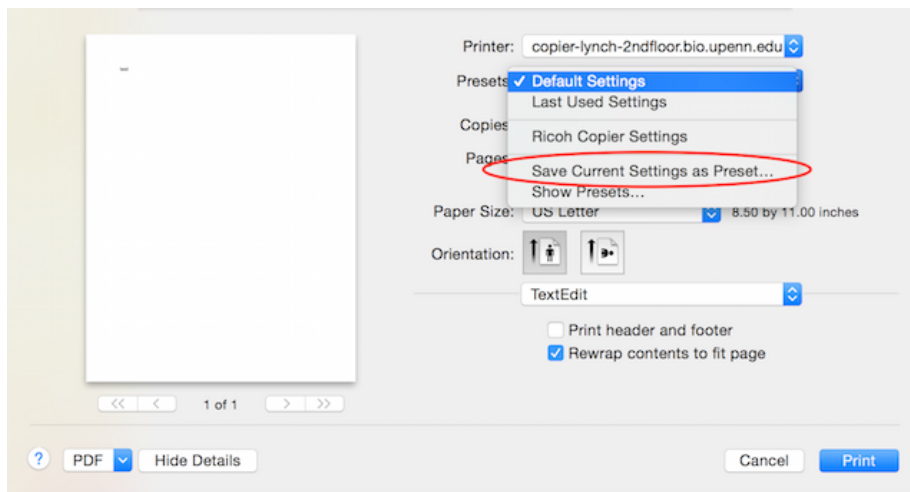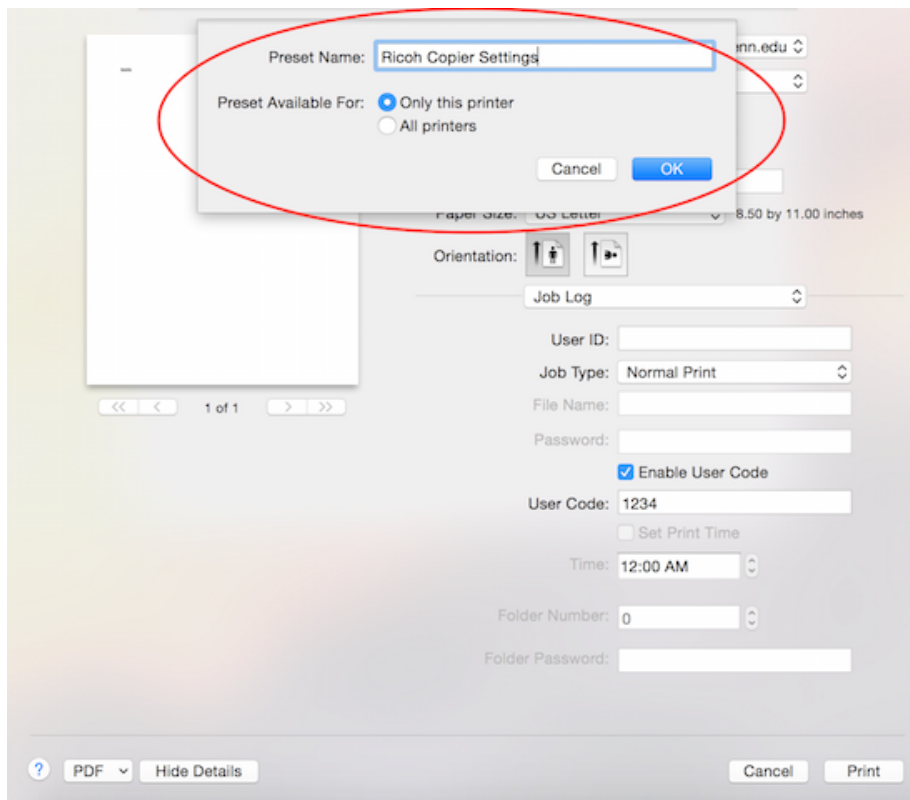
3. To save these as a preset so you don't have to insert your User Code every time, go back and select the drop down menu next to Presets:
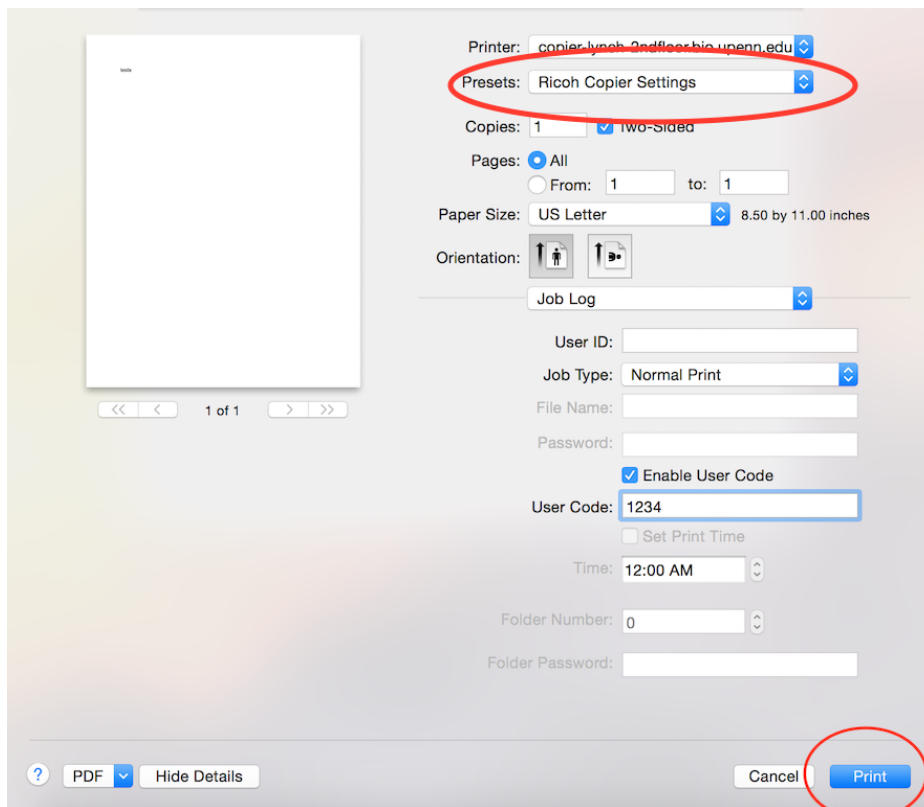

4. Select Save Current Settings as Preset...:

5. Name the preset and select Preset Available for: Only this printer:

6. Now click print. When printing to the Ricoh Copier, make sure that your preset you just created is selected:

Tags

MacOS

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