

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

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

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

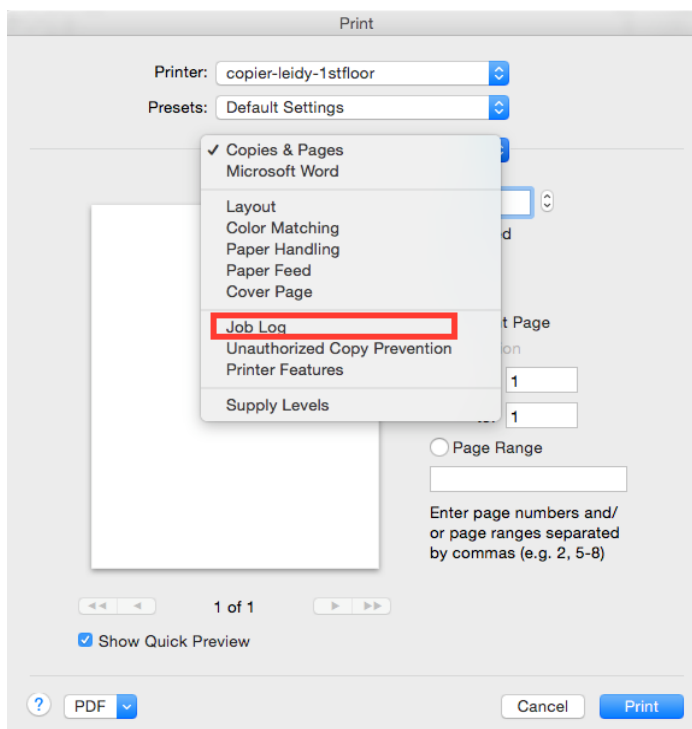
Note: This information is copied from

[http://www.bio.upenn.edu/bio\\_computing/copycodemac](http://www.bio.upenn.edu/bio_computing/copycodemac) and updated for our environment.

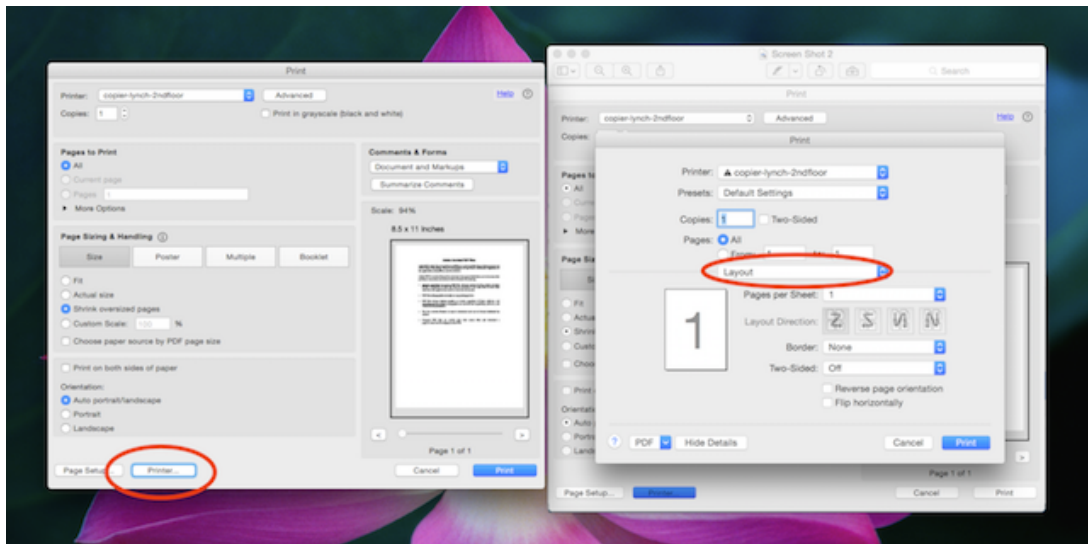
The copier should already be in your list of installed printers. If it is not, or if you're on a personal computer, please follow the [directions](#) to get connected.

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."**

Job Log

User ID: 1234

Job Type: Locked Print

File Name:

Password: .....

☒ Enable User Code

User Code: 1234

☐ Set Print Time

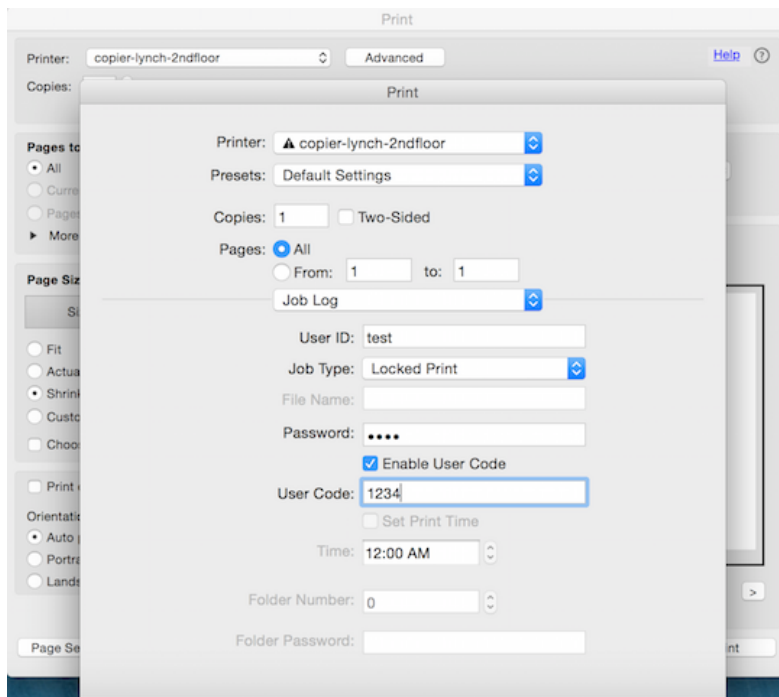
Time: 12:00 AM

Folder Number: 0

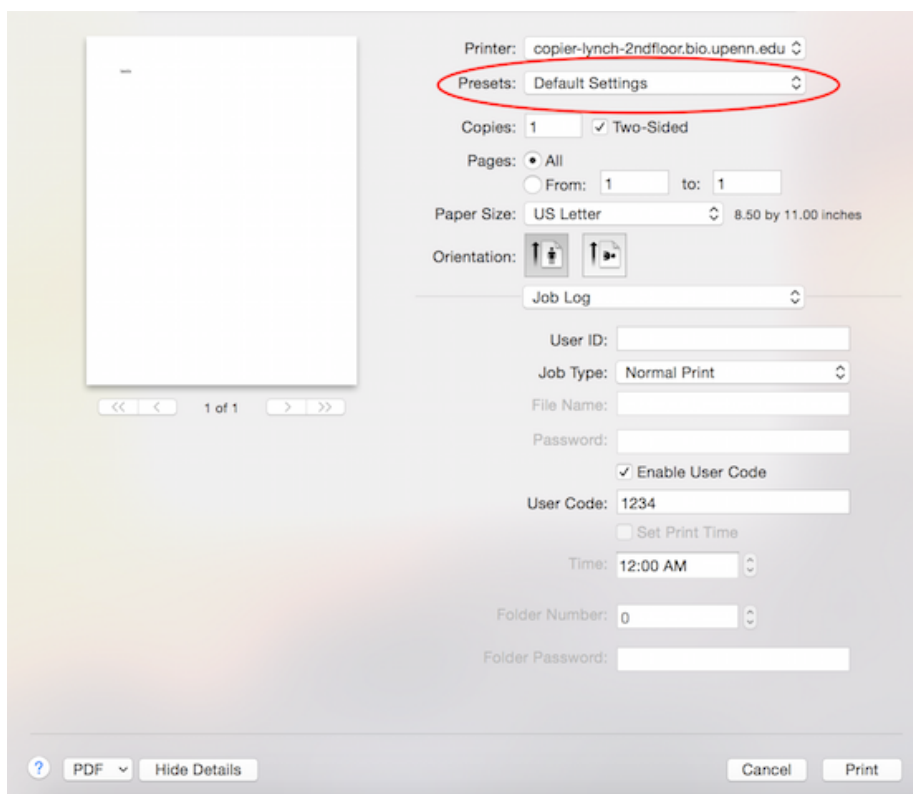
Folder Password:

Cancel

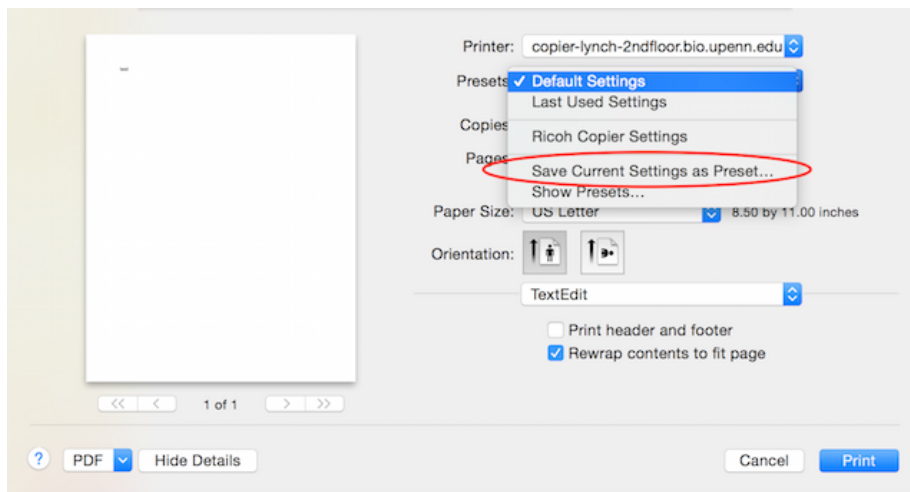
Print



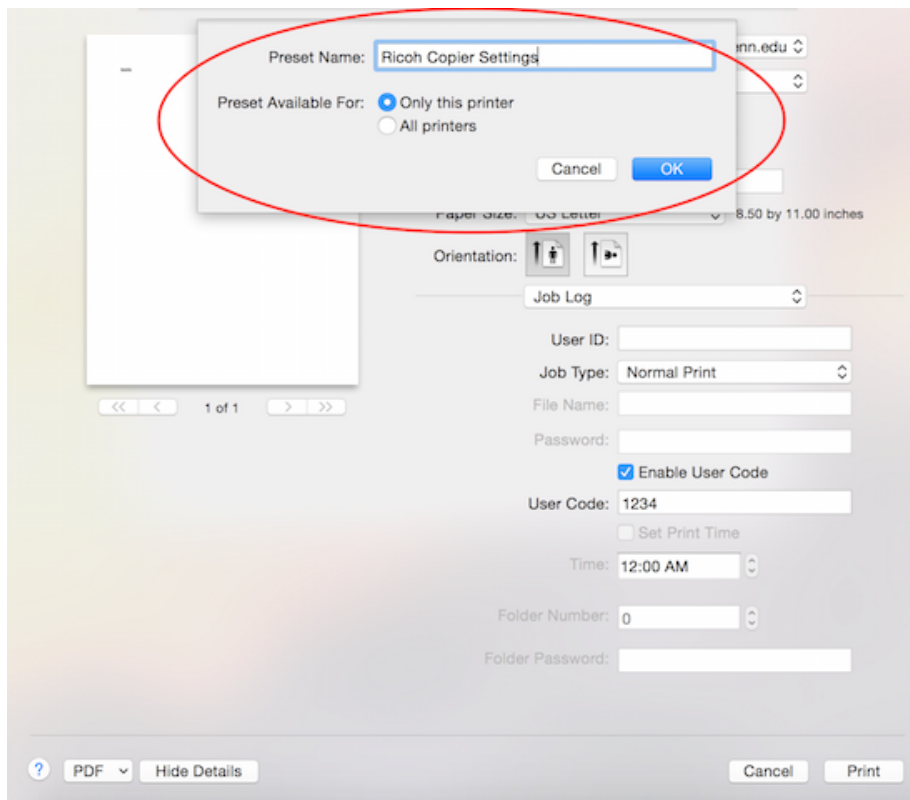
3. To save these as a preset so you don't have to insert your User Code every time, go back and select the drop down menu next to Presets:



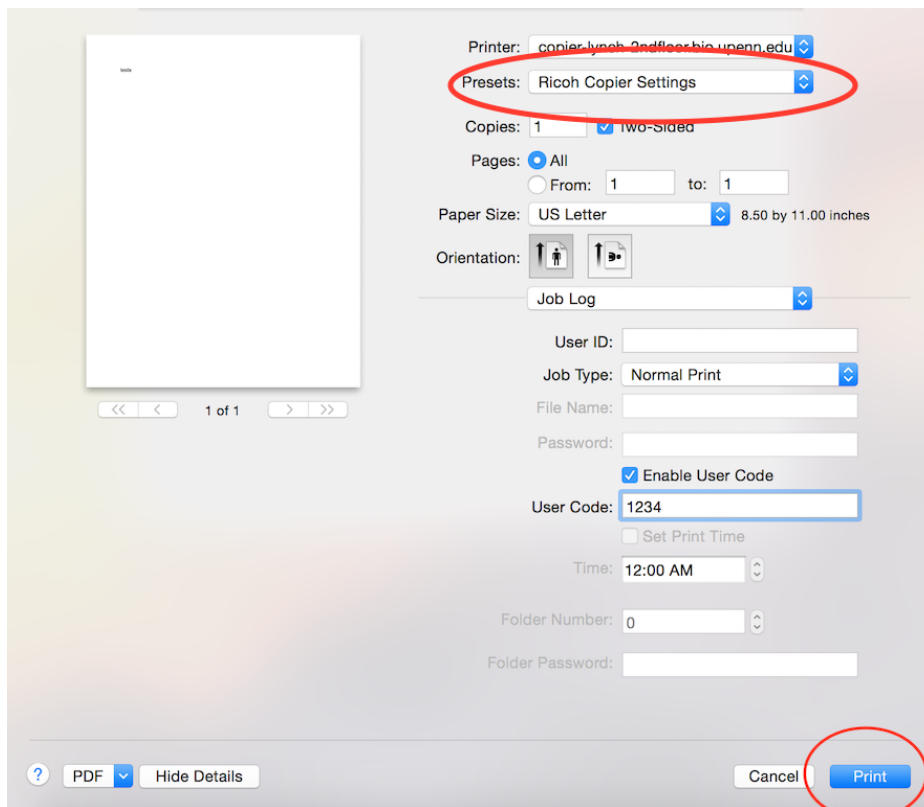
4. Select Save Current Settings as Preset...:



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:



The image shows a MacOS Print dialog box. On the left is a preview of a blank page with navigation buttons and '1 of 1'. On the right are various settings: Printer (copier-lyncb-2ndfloor.bio.upenn.edu), Presets (Ricoth Copier Settings), Copies (1), Two-Sided (checked), Pages (All), Paper Size (US Letter), Orientation (Portrait), Job Log, User ID, Job Type (Normal Print), File Name, Password, Enable User Code (checked), User Code (1234), Set Print Time, Time (12:00 AM), Folder Number (0), and Folder Password. At the bottom are buttons for PDF, Hide Details, Cancel, and Print. Two red circles highlight the 'Presets' dropdown and the 'Print' button.



Printer: copier-lyncb-2ndfloor.bio.upenn.edu

Presets: Ricoth Copier Settings

Copies: 1 ☒ Two-Sided

Pages: ☒ All  
☐ From: 1 to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Orientation:  

Job Log

User ID:

Job Type: Normal Print

File Name:

Password:

☒ Enable User Code

User Code: 1234

☐ Set Print Time

Time: 12:00 AM

Folder Number: 0

Folder Password:

? PDF Hide Details Cancel Print

Tags

MacOS

print

ricoh