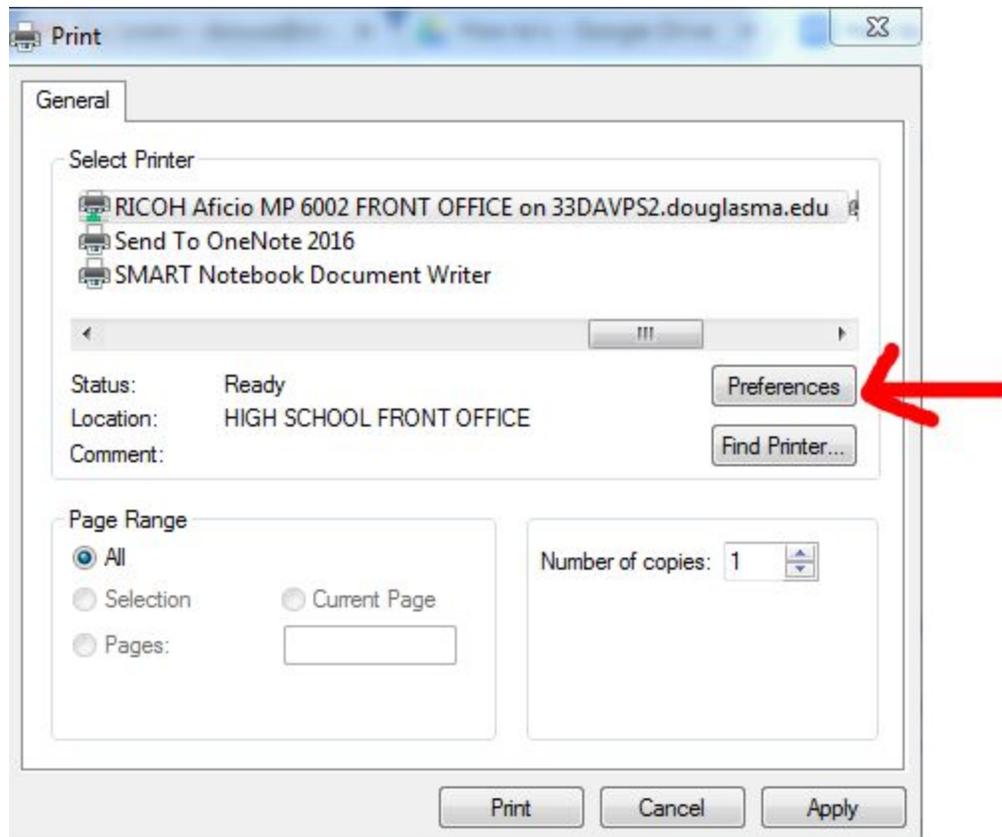


Most of our network printers will allow you to send a print job to the printer and have it held there until you go to the printer and select the job to print. This will allow you to send documents you don't wish others to see to shared printers as they won't come out until you are at the printer.

You must be printing from a windows PC/Laptop, This will not work from a MAC or Chromebook at this time.

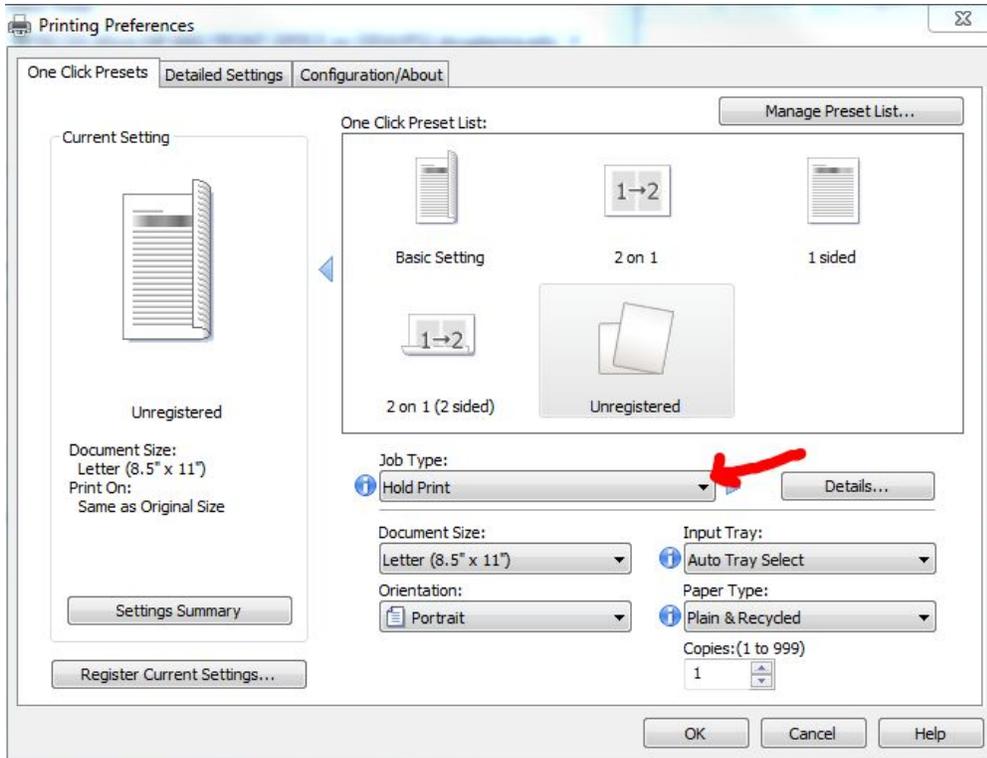
When you go to print a document, make sure you choose "Print using system Dialog" if it comes up in the Chrome printing dialog.



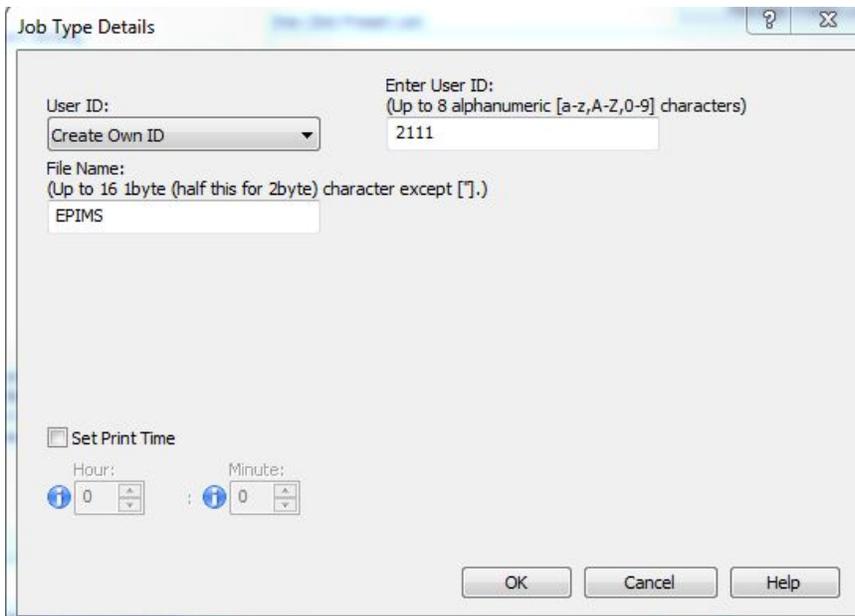
These direction are assuming you are printing to the Ricoh Copy machine. The process is similar if you are printing to the HP printers but the screens will look slightly different.

Choose the printer and go into Preferences.

In the window that opens choose Hold Print in the drop down box where it says Job Type.



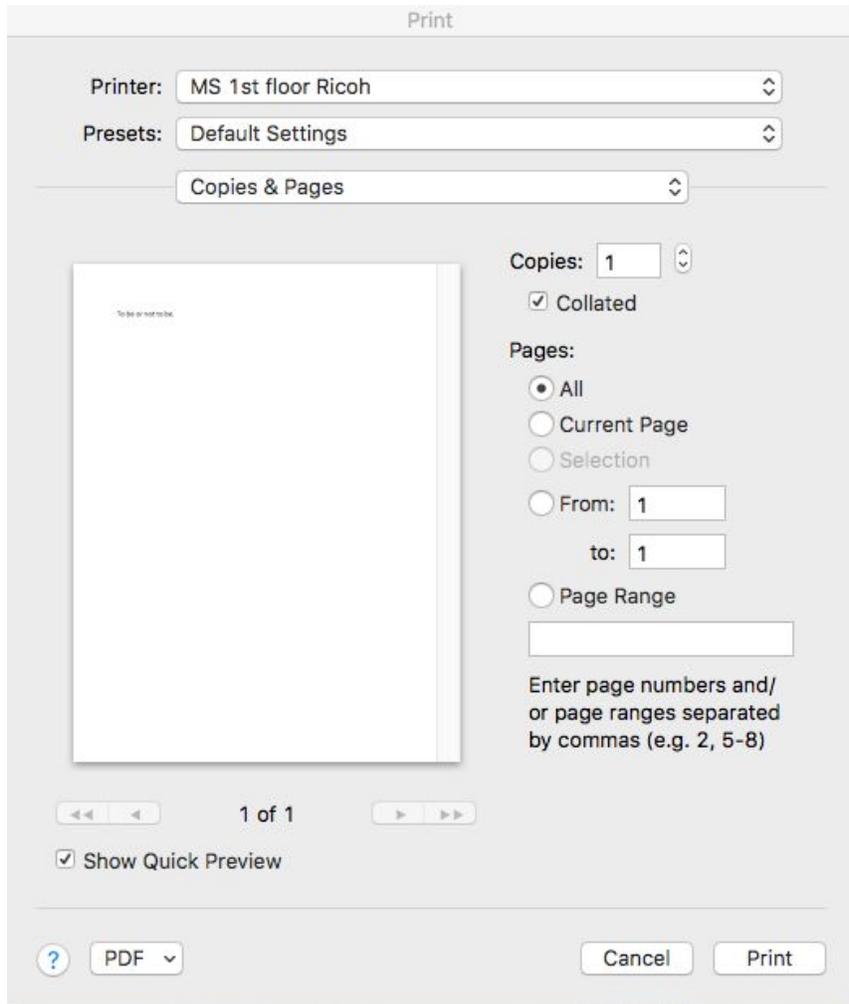
Click the Details box to the right of the Job Type box.

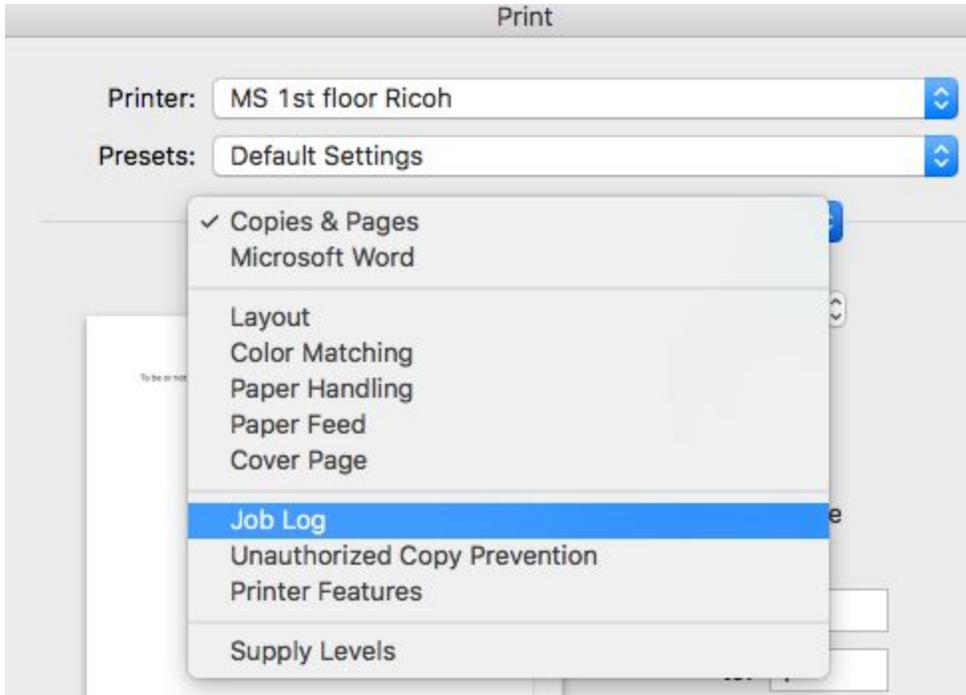


Under User ID pick Create Own ID. For the user ID you can enter anything, your initials, room number etc. give the file a name and then click OK. Then you will click print.

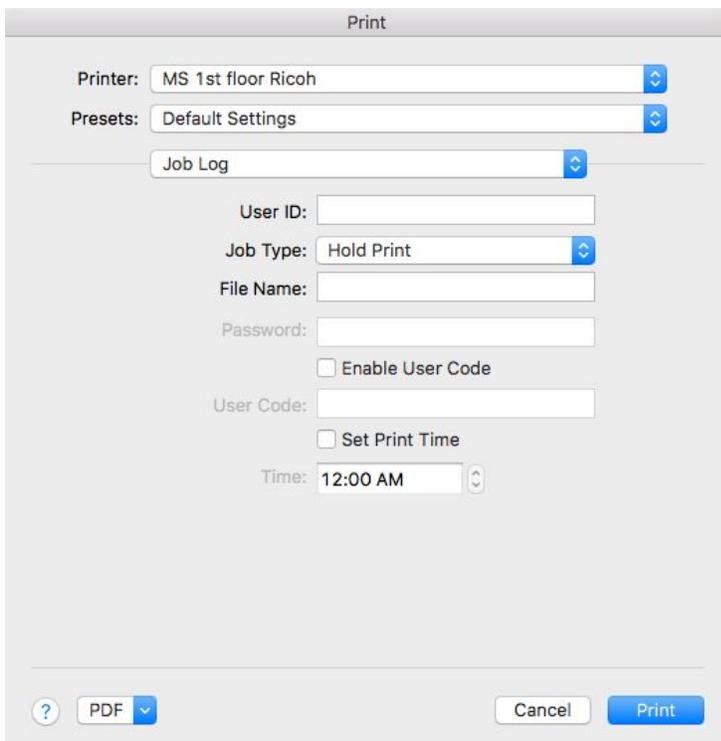
Now you can go to the printer, on the home page of the display click the Print Job tab, choose your user ID that you just created and click the job name. Hit print and your print job should now come out.

If you are using a Macbook, this will work with the Ricoh copier/Printer but not the HP M601 printers in the Elementary and Middle School. From any application on your Macbook (word, pages, etc.) Go to the file menu and click Print. In the pop-up menu click Job Log. (Where it says Copies & Pages)





On the Job Type pop-up menu click Hold Print



In the User ID field enter a user ID, it can be anything you want. Enter a file name and then click print. The print job will be stored at the printer. To print, follow the same steps as under Windows users above.

