Setting Copier/Printers to Hold Print Jobs

Holding a print job on the copier will prevent its being printed until you are present in the workroom. This is good for privacy issues and just plain polite when large numbers of people are sharing the printer. The default “Normal” setting will just start spewing out your print job between other copy/printing jobs of other users and they may be misplaced.

Begin by clicking the Windows Start button on the toolbar and select “Devices and Printers” from the right column. This will open a window showing icons for the installed Ricoh copier/printers in your building.

Right click on one of the copiers and choose “Printing Preferences” from the drop down list.

The setting to change is the “Job Type”, from “Normal Print” to “Hold Print.”
Additionally, you must tell the printer how your jobs will be identified.

Click on “Details” and enter some identifier (name?) in both blanks. If your name is over 8 characters, a shortened version will fit. Click the “OK” button.

Click the “Apply” button. The Job Type will now default to “Hold Print” for future print jobs on that copier. Repeat the process for the other copiers.

There are illustrated instructions for retrieving held print jobs posted in each workroom.