

# MFD Confidential Printing Walk-Through

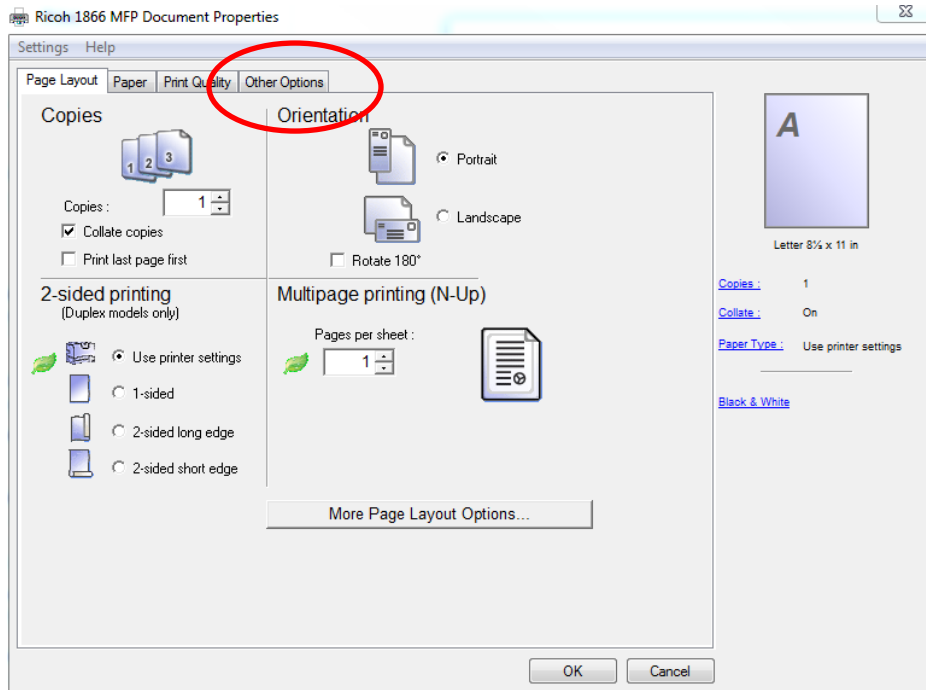
## 1. Select Print Properties

The screenshot displays a software interface for printing. On the left is a vertical menu with options: Save, Save As, Open, Close, fo, ecent, ew, **Print** (highlighted in blue), ave & Send, elp, Options, and Exit. The main area is titled 'Print' and contains the following sections:

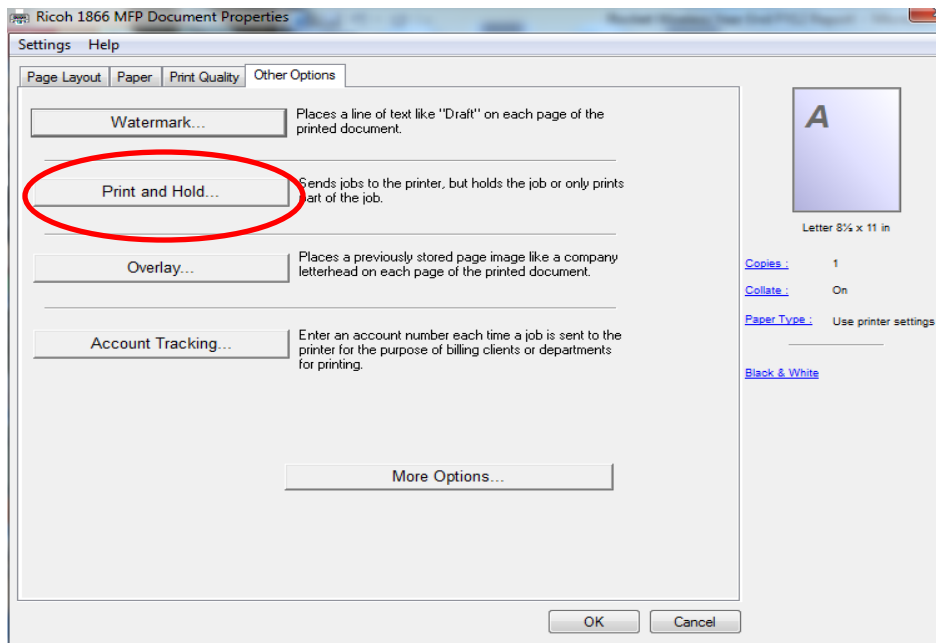
- Print**: A printer icon and a 'Print' button. Below it, 'Copies: 1' with a dropdown arrow.
- Printer**: A dropdown menu showing 'Ricoh 1866 MFP' with a 'Ready' status and a green checkmark. A link for 'Printer Properties' is circled in red.
- Settings**: A series of dropdown menus for print configuration:
  - Print All Pages: Print the entire document
  - Pages: (empty input field)
  - Print One Sided: Only print on one side of the page
  - Collated: 1,2,3 1,2,3 1,2,3
  - Portrait Orientation
  - Letter: 8.5" x 11"
  - Narrow Margins: Left: 0.5" Right: 0.5"
  - 1 Page Per Sheet

At the bottom right of the settings area is a link for 'Page Setup'.

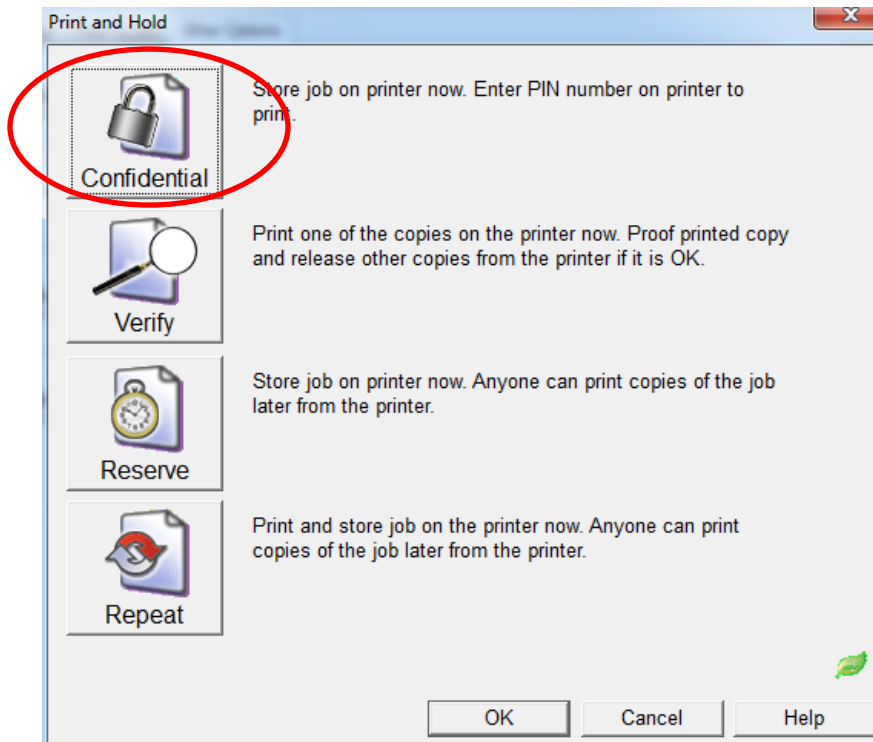
2. Select “Other Options”



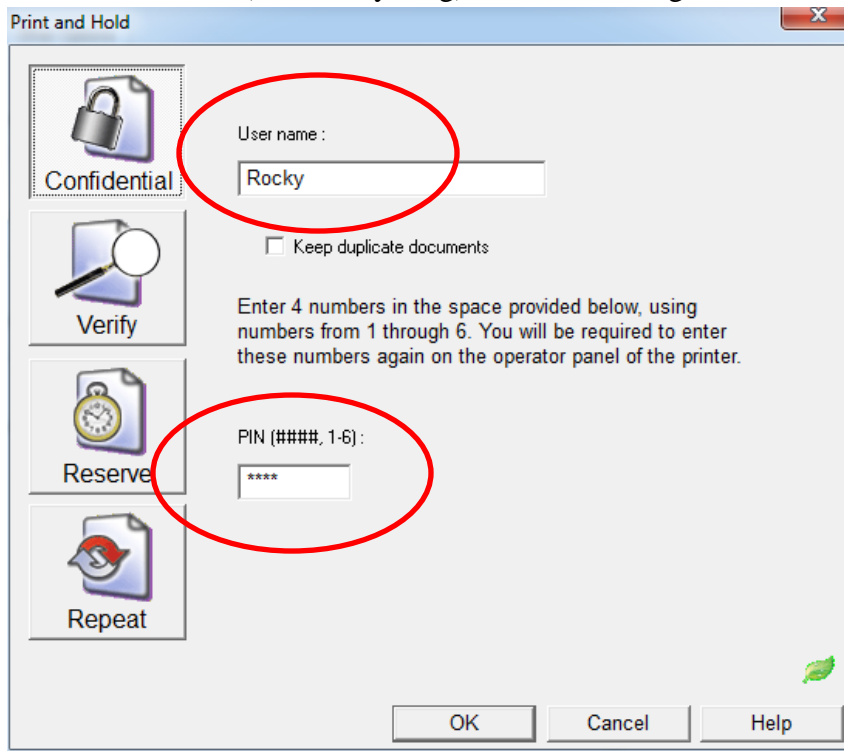
3. Select “Print and Hold”



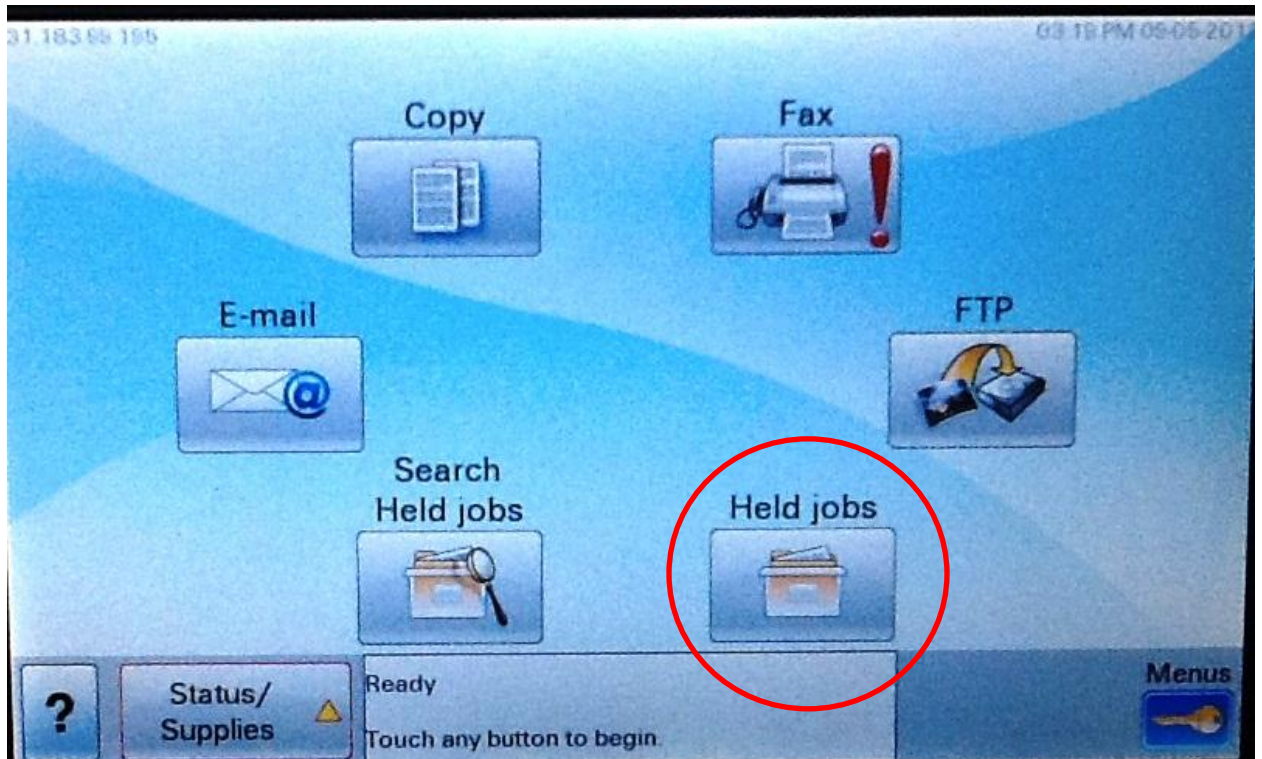
4. Select "Confidential"



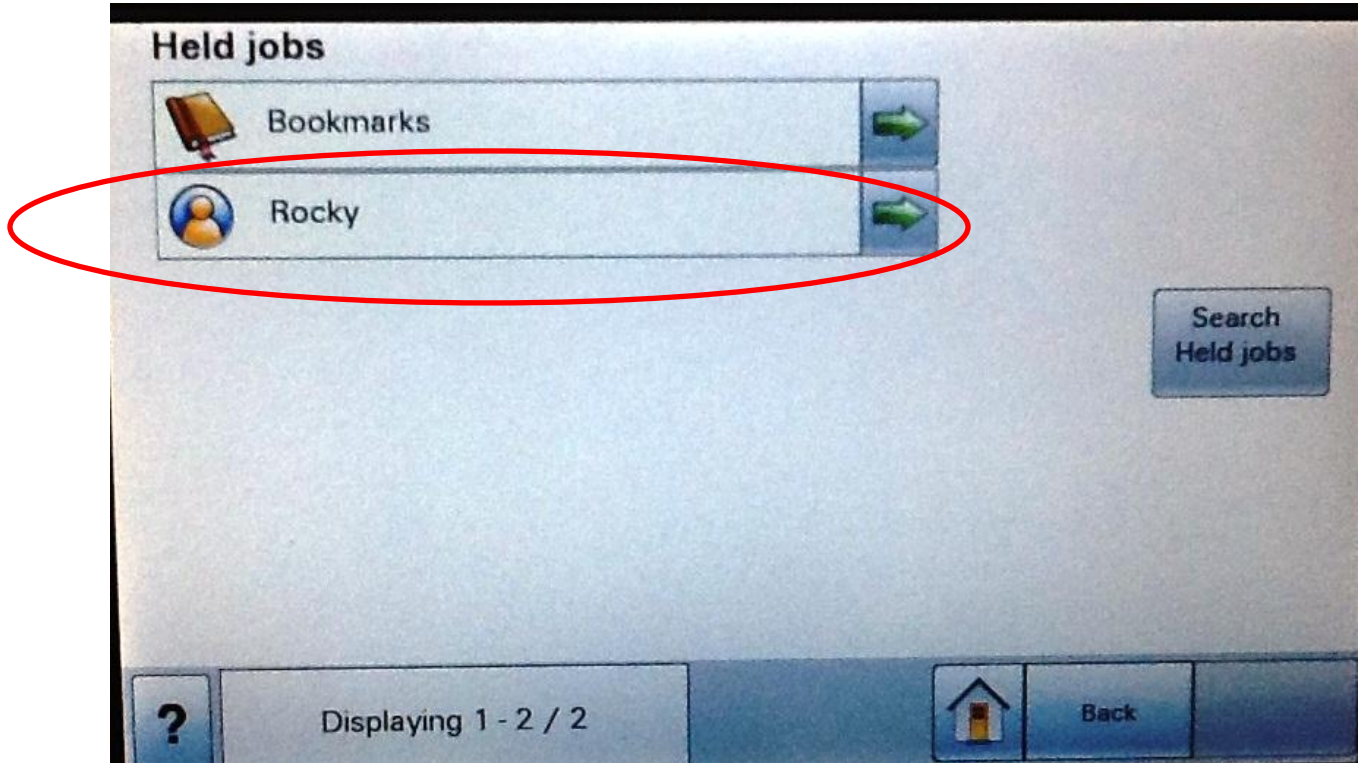
5. Insert Print Name (can be anything) and Create 4 digit Pin Number



6. Print Job
7. Select "Held Jobs" on MFD

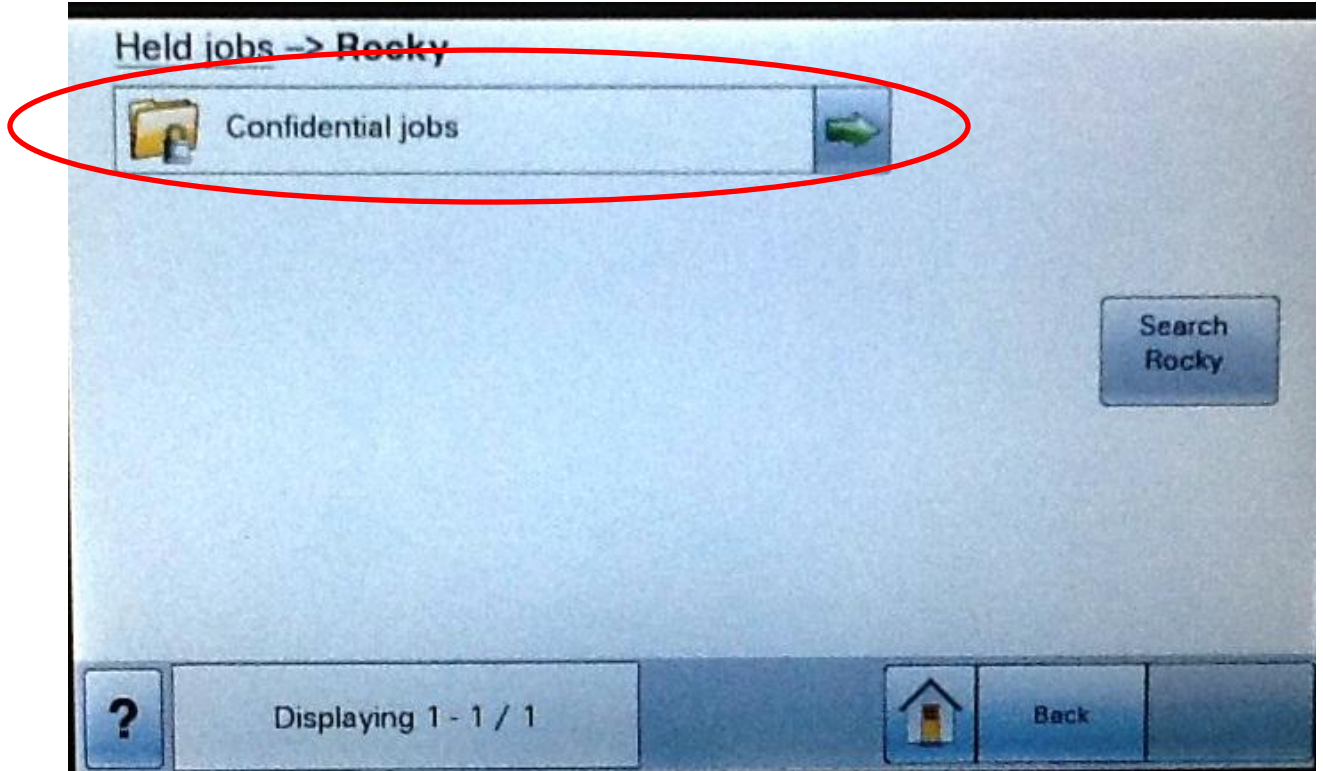


8. Select your selected print name

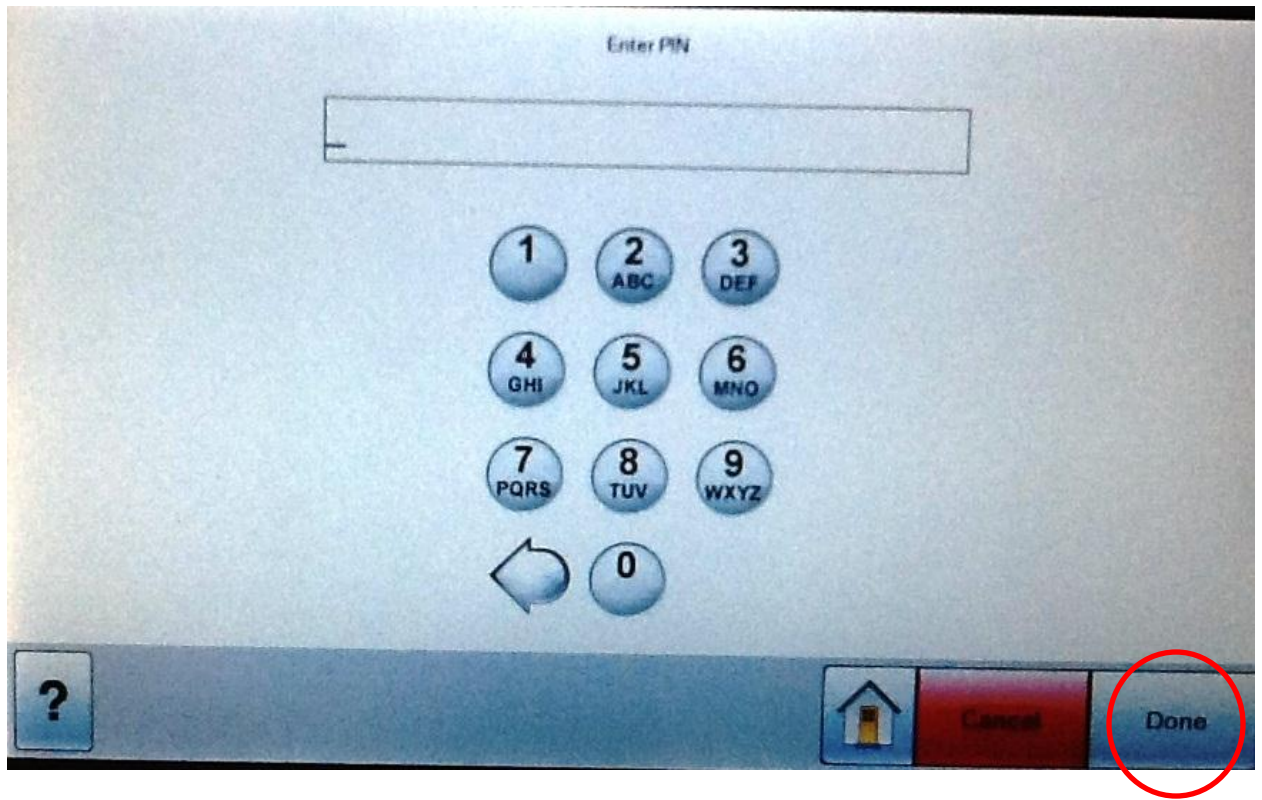




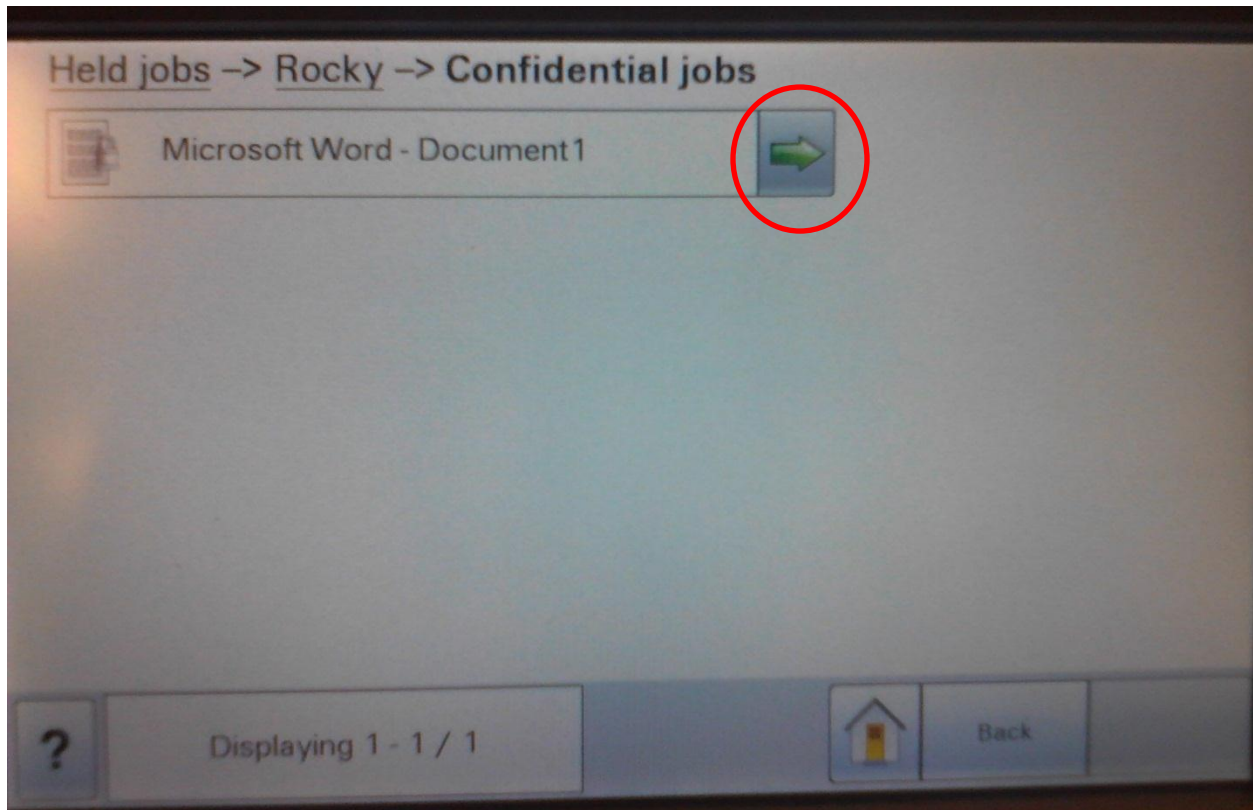
9. Select "Confidential Jobs"



10. Enter your Pin Number and select done



11. Select document to print



12. Select Print

