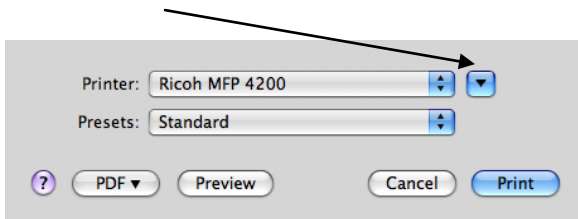


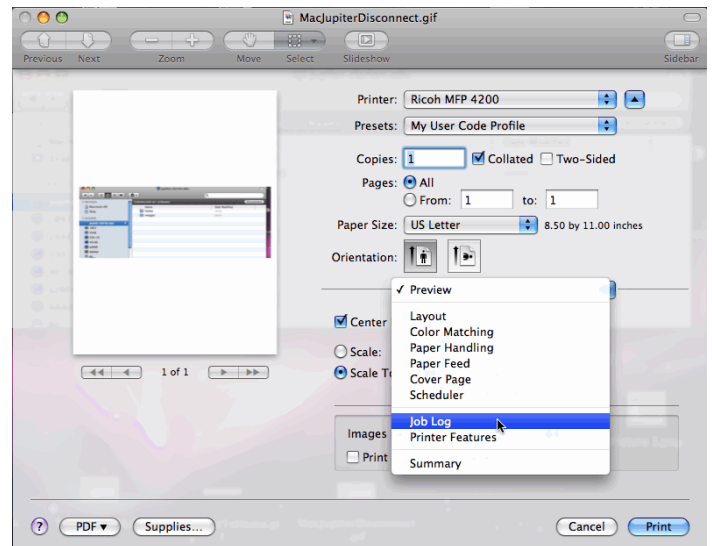
## How to print to a Ricoh MFP Device – MACs Only

(For “User Code” enabled Ricoh MFPs only)

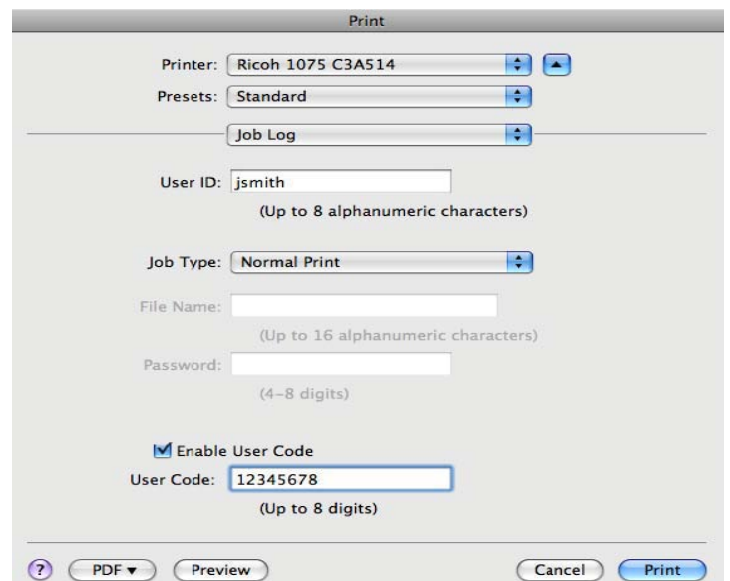
1. Open any application (i.e. Safari browser) and select “File” then “Print”
2. Expand printer options by clicking on the blue down arrow to the far right of “Printer: \_\_\_\_\_”



3. Click on “Copies & Pages” then select “Job Log”  
or  
Click on “Preview” drop down then select “Job Log”



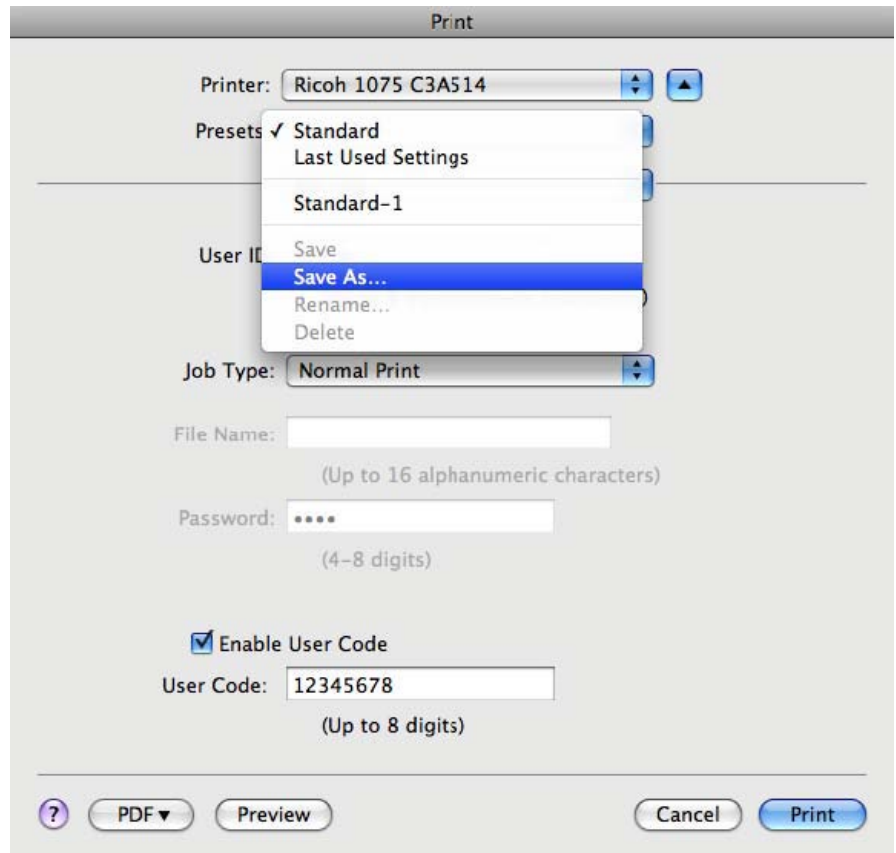
4. Enter your username in the “User ID” field
5. Check the “Enable User Code” box
6. Type in your “User Code”  
\*Note: If you are using an Intel Core Mac it may be necessary to switch the “Job Type” from Normal to Sample Print back to Normal if the code box is grayed out.
7. Click on “Print” button



## Saving your “User Code”

(So you don’t have to enter it each time you print)

- A. Follow steps 1-7 listed above
- B. Click on “Presets” dropdown list
- C. Choose “Save As...”



- D. Type in a name (something that makes sense to you – i.e. Ricoh with User Code)
- E. Click “OK” button

\*This will now be the default setting when you go to print. If you want to change the default “Preset” you just created then run through steps A-E again but make any changes you need before performing step C.

\*\* If you need to use multiple user codes based on the printout you are doing (i.e. you need to charge print outs to different department areas) you will need to change this code each time based on what department you want the printout to be charged too. In this situation you should simply follow steps 1-6 above.

\*\*\*If you are entering a user code but the Ricoh MFP is not printing your pages then there is a good chance that the “user code” you are trying to use has not been programmed into the Ricoh MFP device yet. If this happens please contact the Help Desk at [helpdesk@clarion.edu or x2640] so we can review and add this user code to the Ricoh if applicable.

\*\*\*\*If the Ricoh MFP device you are trying to print to DOES have “User Codes” enabled and you leave the user code field blank then your printouts **will not be printed** even though it appears that the print job was successfully sent to the Ricoh printer. However, if the Ricoh your trying to print to does NOT have “User Codes” enabled then you DO NOT have to follow these instructions OR enter a user code.