

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

(For “User Code” enabled Ricoh MFPs only)

1. Click on Windows “Start” button
2. Select “Printers and Faxes”
3. Right-click on your areas [\\durango](#) print driver and select “Properties”
  - a. In the list of available printers your computer can print to it will be displayed as `[\\duango\building name room # department]` – see image below.
4. Click on the button labeled “Printing Preferences”

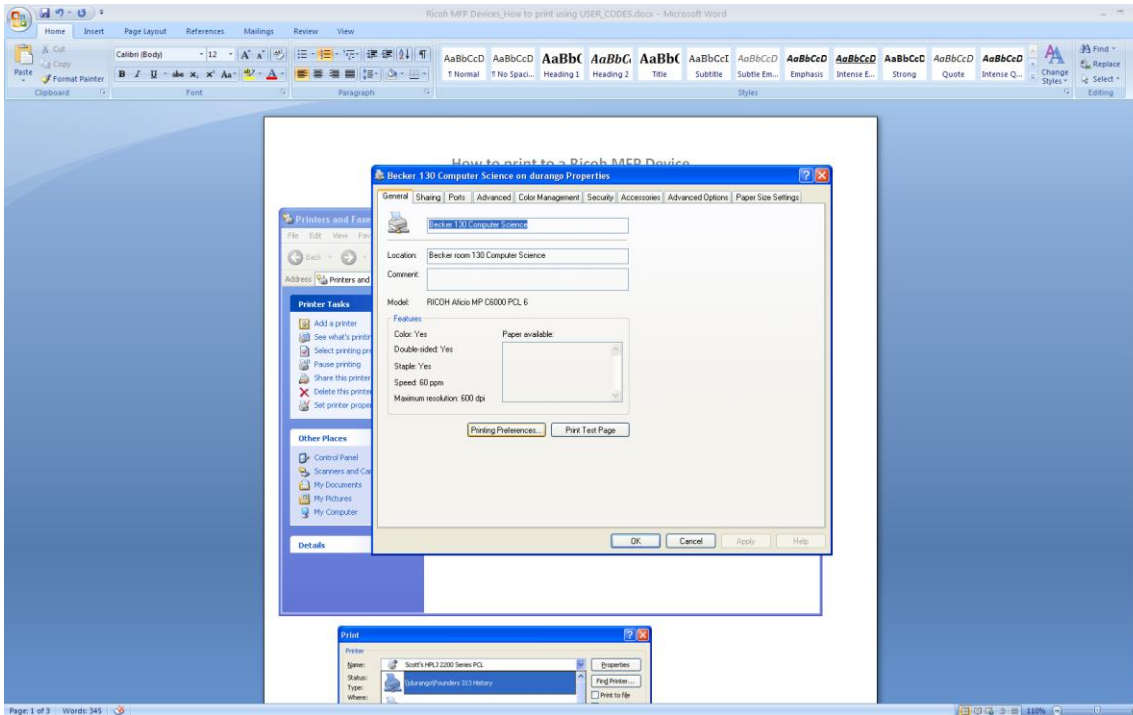


Figure 1: How to select “Printing Preferences”

5. Select the “Valid Access” Tab and type in your “User Code” in the User Code field

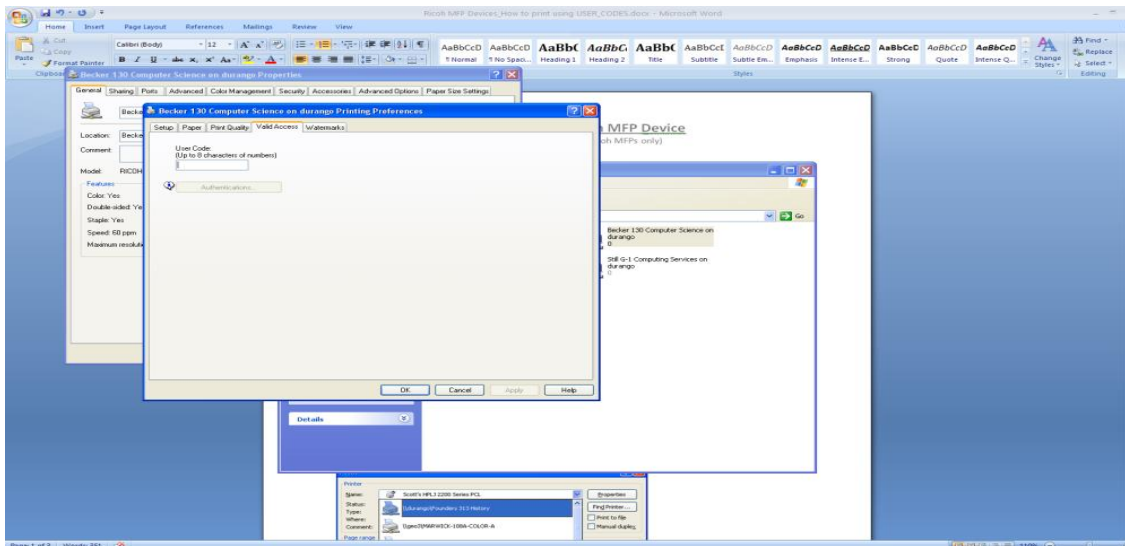


Figure 2: How to enter your “User Codes”

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6. Click the “OK” button on the window shown in Figure 2 as well as Figure 1.
7. Your “User Code” you just entered should remain even after you shut down or re-start your computer. Therefore, the above steps should be a one time process unless you need to change your codes often.

\* Please note that this code will be saved (for Microsoft Windows XP users) after you enter it one time. 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.

\*\*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 (as shown in figure 3) 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.