How to print to a Ricoh MFP Device

(For "NON-User Code" enabled Ricoh MFPs only)

** For straight printing without the need to insert any "User Codes" please follow the below steps in this "how to" documentation. Otherwise, if "User Codes" are enabled use those "how to" directions instead.

1. Select "Print" from the application you are using

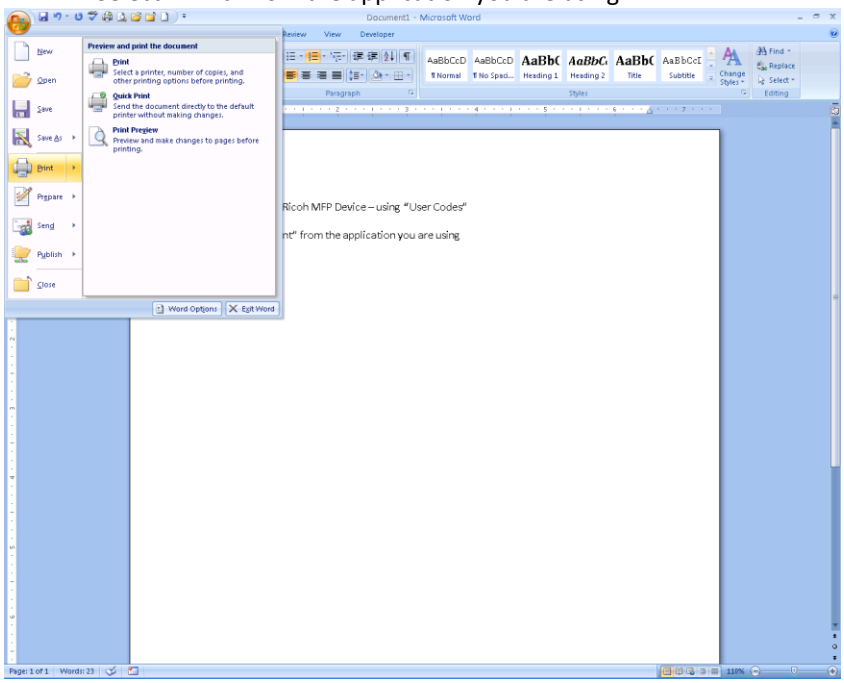

Figure 1: How to select "Print" from an application

2. Select the appropriate Ricoh MFP for your area. In the list of available printers your computer can print to it will be displayed as [\\duango\building name room # department] – see image below.

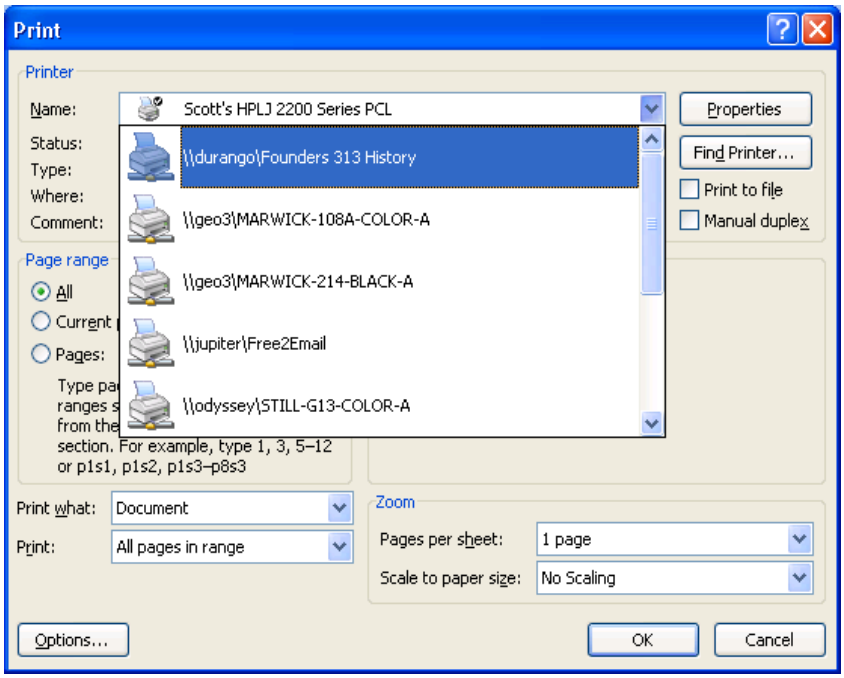

Figure 2: Select your department Ricoh printer

3. Click "OK" button to print.