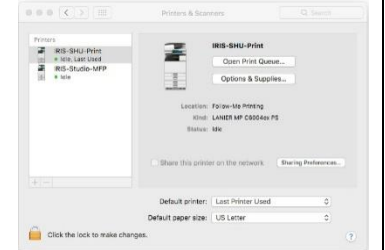


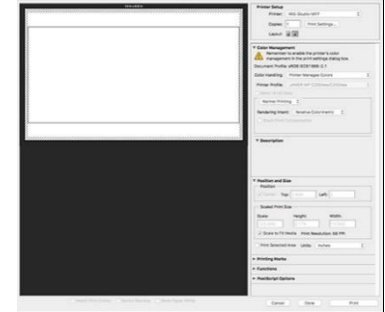
## Ricoh Follow me Printing From a Mac computer

From the **Finder** menu, select **Applications**, and click on the **System Preferences**. Click on the **Printers & Scanners** icon, check that you have the **Iris-Studio-MFP** copier.

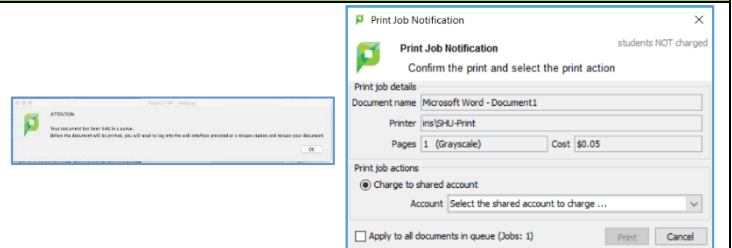


From any program click on **file**, then **select print to your Studio-MFP, or (any .MFP copier printer on campus)**, and **double-check** your print settings, for **size, color and tray**, prior to selecting **print**.

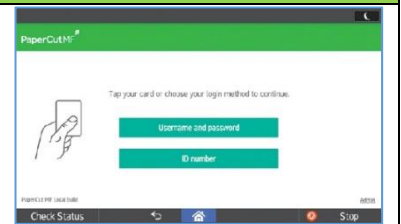
**Ledwidge Hall-Second Floor-Led100-MFP**  
**Studio Angelico- First Floor-Studio-MFP**  
**Library –First Floor-Library-MFP**  
**DH300-Third Floor- SHU-Print**



After you **select print**, the **Paper cut Job Notification** message menu will appear. The final message menu will be **“your job is held in the job queue”**. Your **print job** will stay in the **print queue** for **eight hours**.



Next, using the **touch screen panel**, log in on the **Ricoh panel** copier, typing in your **MySiena Account information** on the Ricoh, or a **quick time-saver**; swipe your **Siena ID Card** in the card reader slot. **Make sure your band on the card, is facing the right side of the swiper.**



Two options will display on the **Ricoh screen panel** for printing your secure documents. Need to delete documents from the mac, touch on **Print Release** icon, and **delete your print queue** documents. After you pick up your **prints**, touch on the **log out icon** on the **Ricoh panel screen**, before leaving the printer.

**Print all** (quickly print all of your sent jobs).  
**Print Release** (look at all your print jobs to print).

