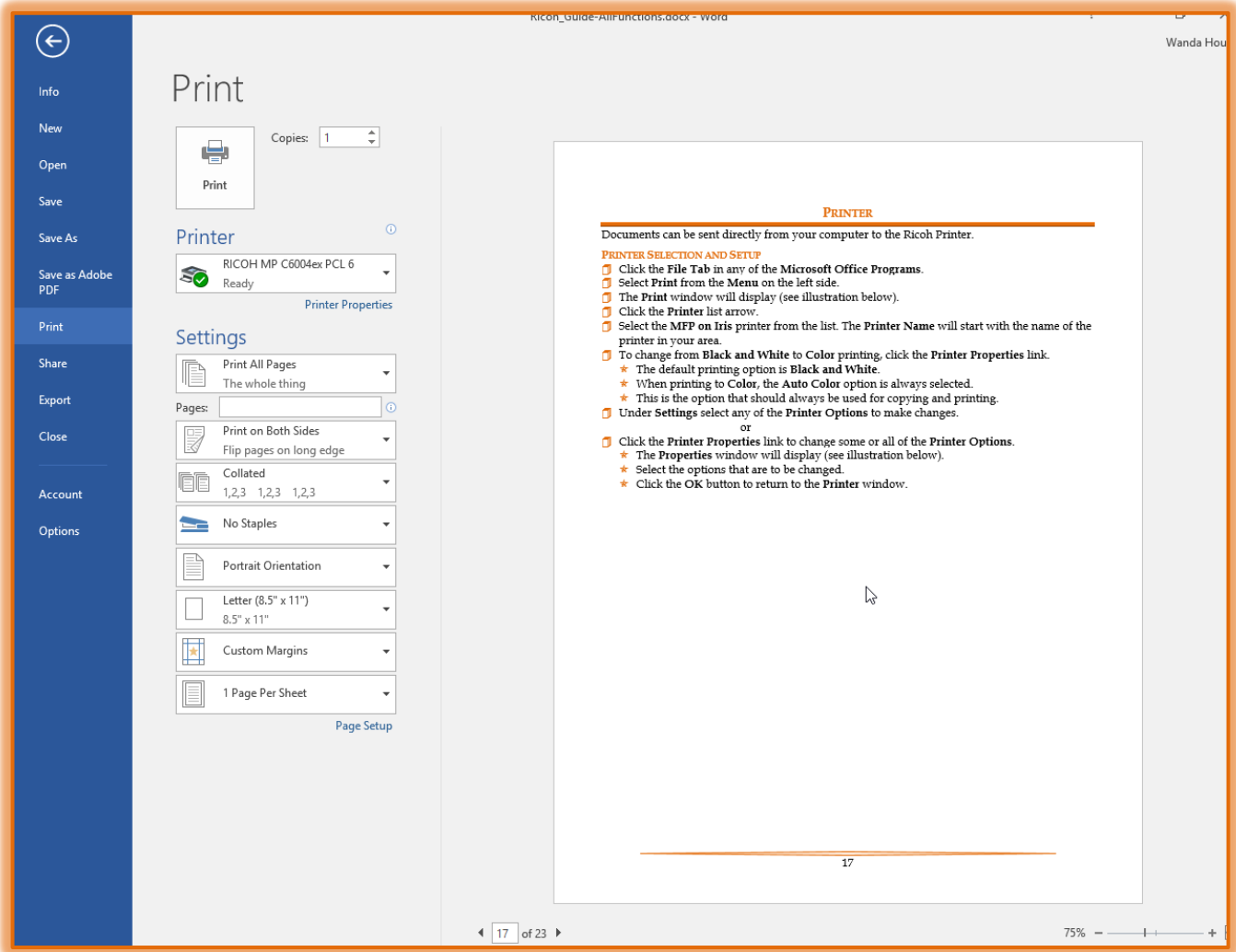


Printer

Documents can be sent directly from your computer to the Ricoh Printer.

Printer Selection and Setup

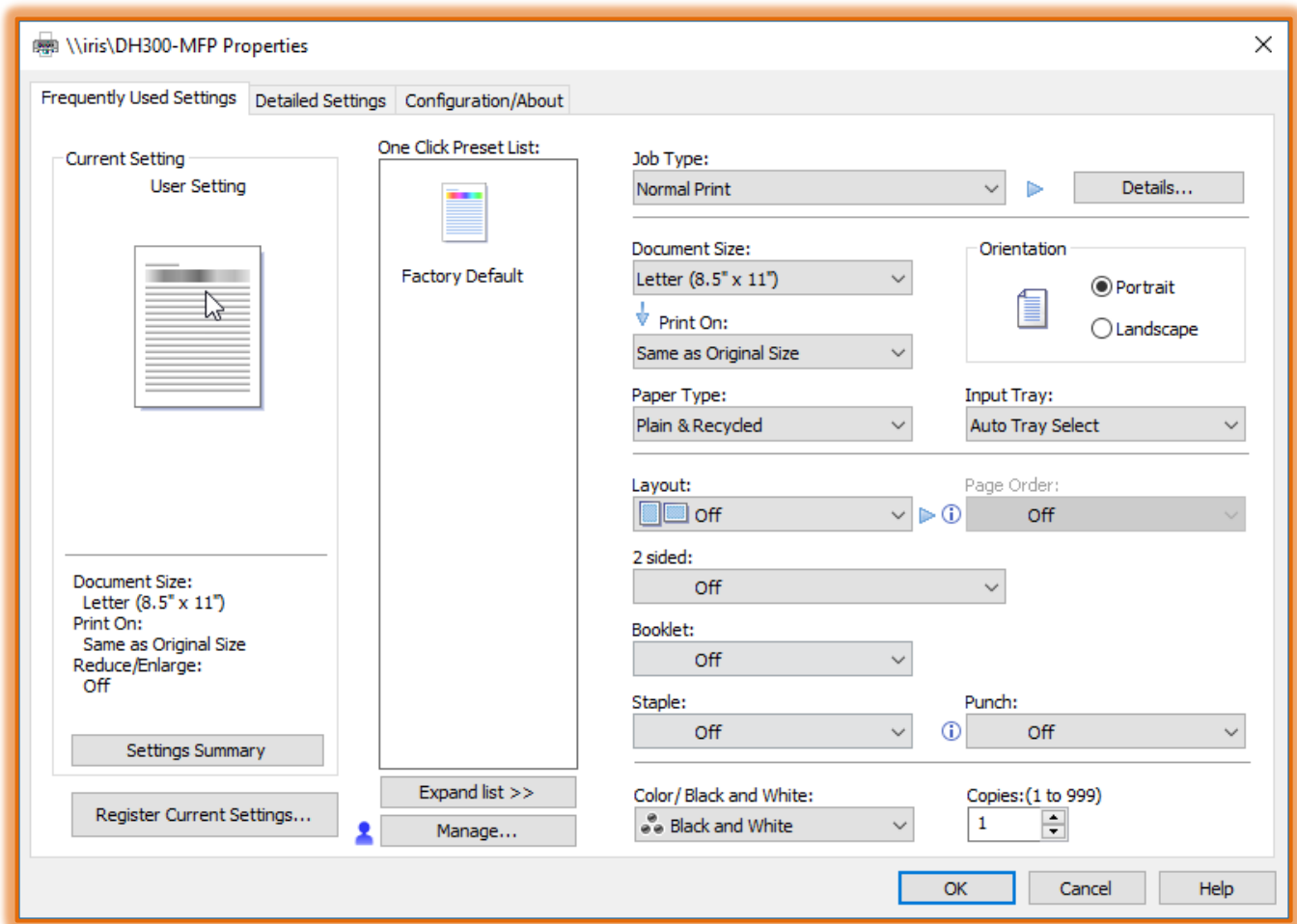
- Click the **File Tab** in any of the **Microsoft Office Programs**.
- Select **Print** from the **Menu** on the left side.
- The **Print** window will display (see illustration below).



- Click the **Printer** list arrow.
- Select the **MFP on Iris** printer from the list. The **Printer Name** will start with the name of the printer in your area.
- To change from **Black and White** to **Color** printing, click the **Printer Properties** link.
 - ★ The default printing option is **Black and White**.
 - ★ When printing to **Color**, the **Auto Color** option is always selected.
 - ★ This is the option that should always be used for copying and printing.
- Under **Settings** select any of the **Printer Options** to make changes.

or
- Click the **Printer Properties** link to change some or all of the **Printer Options**.
 - ★ The **Properties** window will display (see illustration below).
 - ★ Select the options that are to be changed.

★ Click the **OK** button to return to the **Printer** window.



Print the Job

- 📄 Click the **Print** button to print the document.
- 📄 The **Print Job Notification** window will display (see illustration on next page).
- 📄 The **Details** of the job will appear as shown in the illustration on the next page.
- 📄 Under **Print Job Actions** in the **Account** list:
 - ★ A list of all the **Accounts** that are available to you will appear.
 - ★ Select the **Account** to which the job is to be charged.
- 📄 Click the **Print** button to complete the process. This button is not active until an **Account** is chosen.
- 📄 Once the job has printed a message will appear saying the job was sent to the printer.



Important

- 👉 The default setting for the printer is duplex printing.
- 👉 If only one side is to be printed, select **Off** for the duplex setting.
- 👉 If a print job is send using a USB drive while the machine is in Low Power or Sleep mode, you may receive an error message when the print job is complete.

Print Job Notification ×

Print Job Notification students NOT charged

Confirm the print and select the print action

Print job details

Document name: Microsoft Word - Ricoh_Guide-AllFunctions.docx

Printer: iris\DH300-MFP

Pages: 23 (Grayscale) Cost: \$1.15

Print job actions

Charge to shared account

Account: Select the shared account to charge ...

Apply to all documents in queue (Jobs: 1) Print Cancel