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).

![Print Window Illustration](image)

- 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 below).

- The Details of the job will appear as shown in the illustration above.
- Under Print Job Actions in the Account list:
  - A list of all the Accounts that are available to you will appear.
  - Select the Account the job is to be charged to.
- 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.