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

**Printer Selection and Setup**

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

   ![Print Window Illustration]

4. Click the **Printer** list arrow.
5. Select the **MFP on Iris** printer from the list. The **Printer Name** will start with the name of the printer in your area.
6. 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.
7. Under **Settings** select any of the **Printer Options** to make changes.
   - Click the **Printer Properties** link to change some or all of the **Printer Options**.
8. The **Properties** window will display (see illustration below).
9. Select the options that are to be changed.

   ![Properties Window Illustration]
Click the OK button to return to the Printer window.

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

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