

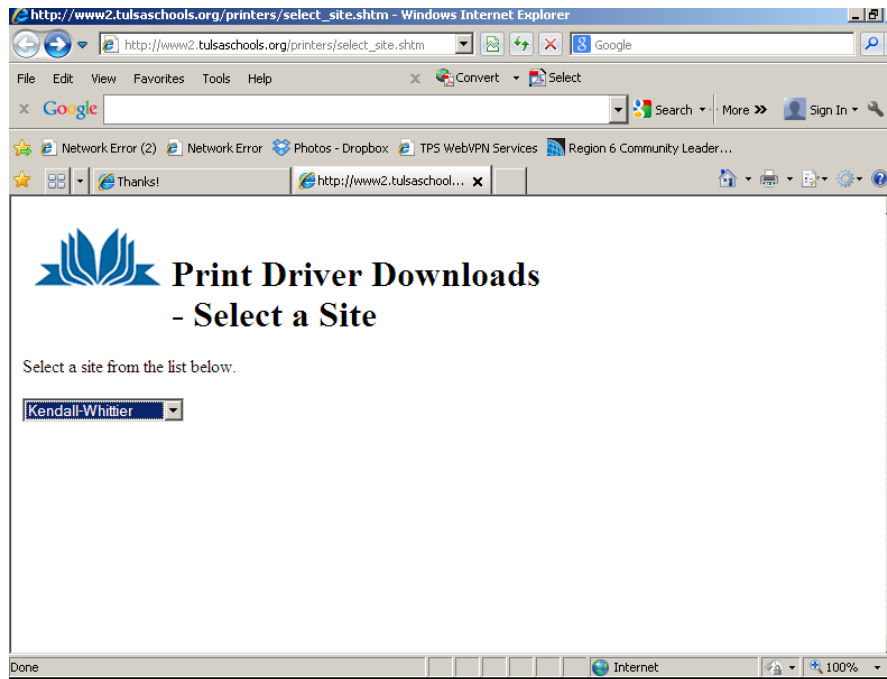
## **Connecting a Computer to a Multi-Function Device – RICOH printers**

**Multi-Function Device (MFD) - an all-in-one device which can copy, print, fax, and scan**

### **Procedure**

To access the printer map, click on the following link or type in the following web address using Internet Explorer: [www2.tulsaschools.org/printers](http://www2.tulsaschools.org/printers)

1. Select the site where the printer will be connected. (Figure 1)



**Figure 1**

2. Figure 2 illustrates a sample floor plan of Kendall Whittier. The floor plan depicts icons to show where printers are located throughout the site or floor. Use your mouse to hover over a printer near your location. The printer's room number, printer name and type (Black & white or color) will appear.



**Figure 2**

3. When you determine the desired printer location, click the printer icon.
4. Click "Open" when the popup window appears requesting you to open or save the file.



**Figure 3**

5. Select “Run” when the security popup window appears. (Figure 4)



Figure 4

6. When the security popup window disappears, the printer is available for printing.
7. To select one of these printers as the default printer, open Printer settings” (Windows XP - Select “Start, Printers and Faxes”, or on Windows 7 – Select “Start, Devices and Printers”).
8. Right-click the printer you wish to be the default printer and select “Set as Default Printer” (Figure 5)

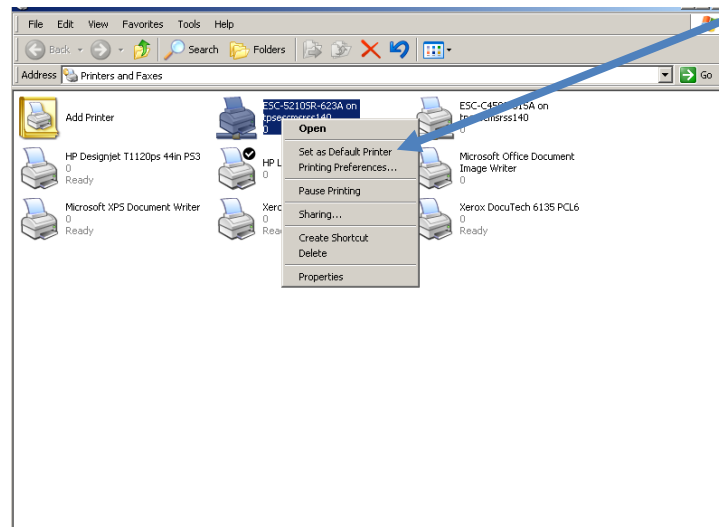


Figure 5

## Set the Printer Preferences and User Info

### Windows Instructions

1. Right click on the newly added printer and select Printing Preferences.

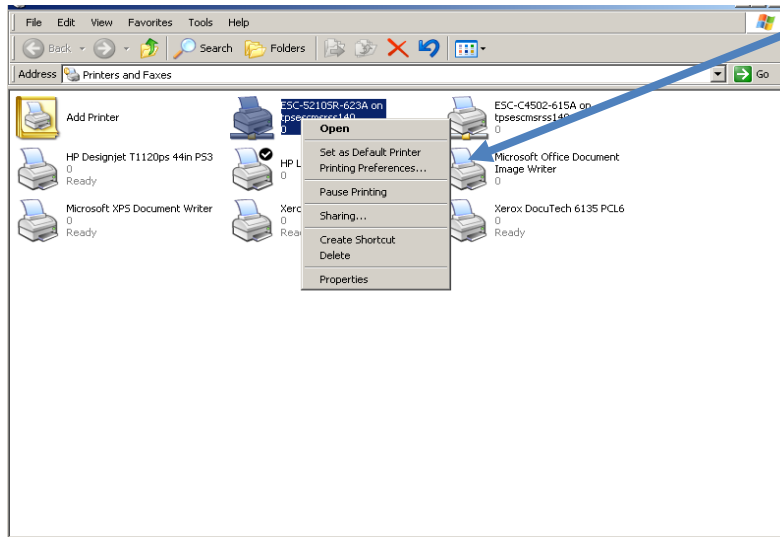


Figure 6

2. Select "Valid Access" tab at the top of the page.

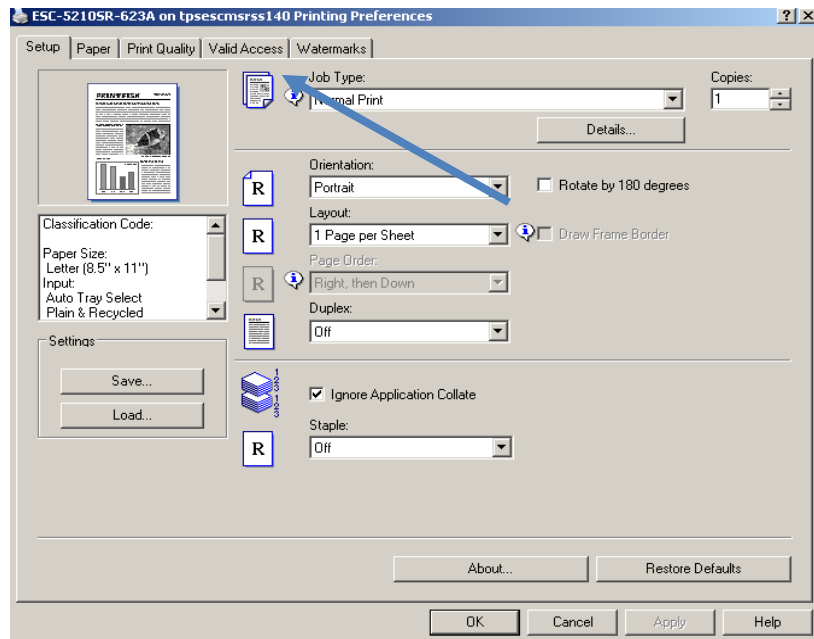
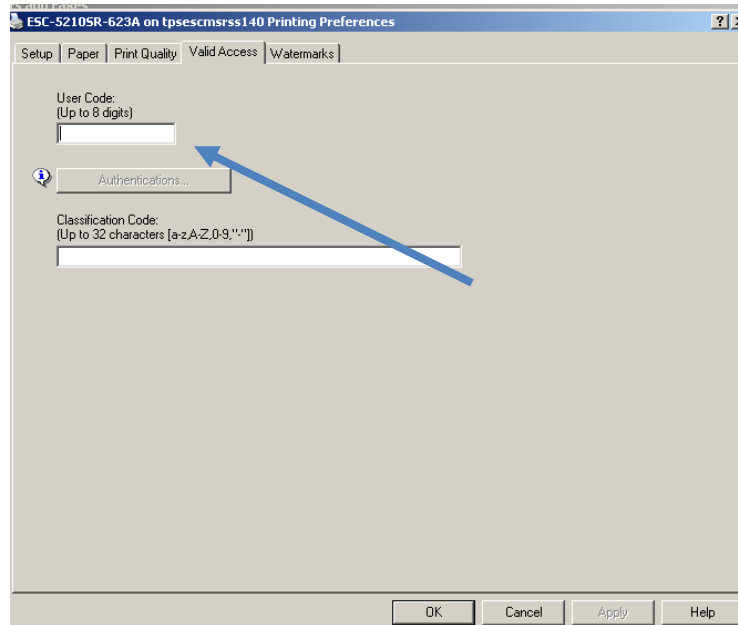


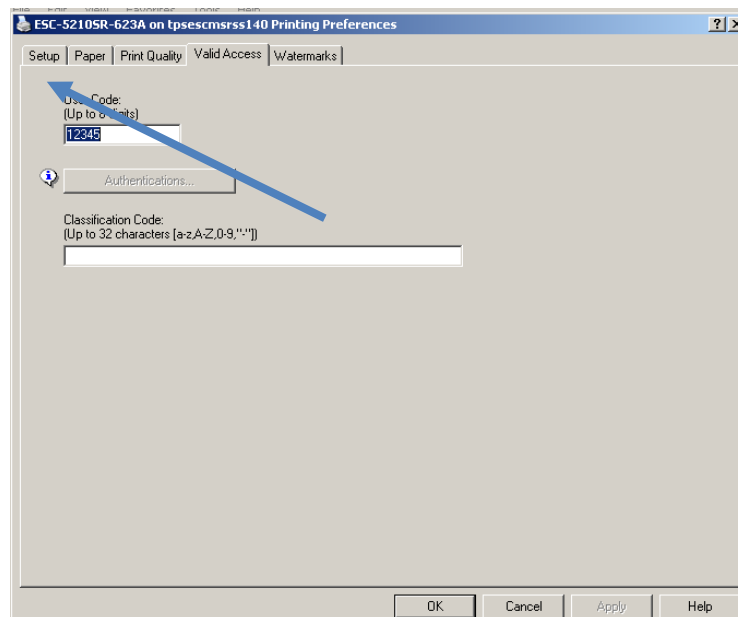
Figure 7

3. Type your Employee ID in the “User Code” box and select “**Apply**”.



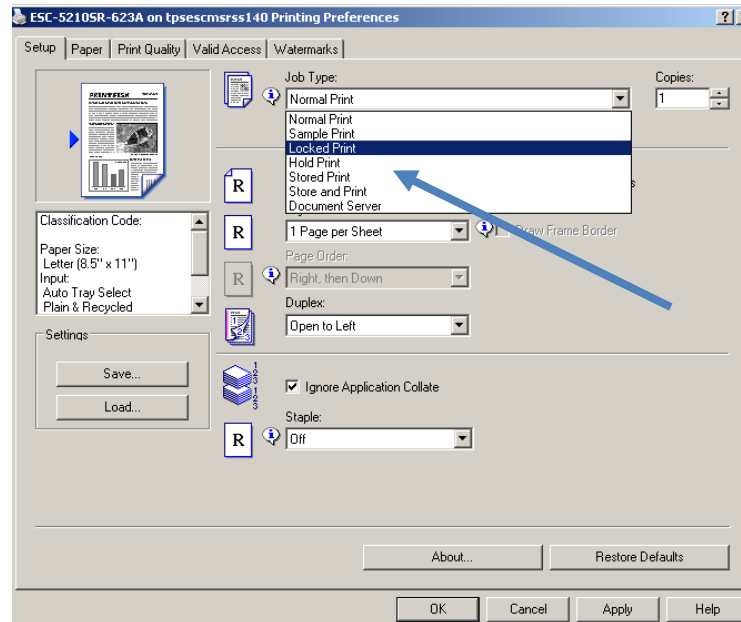
**Figure 8**

4. Then select “Setup”.



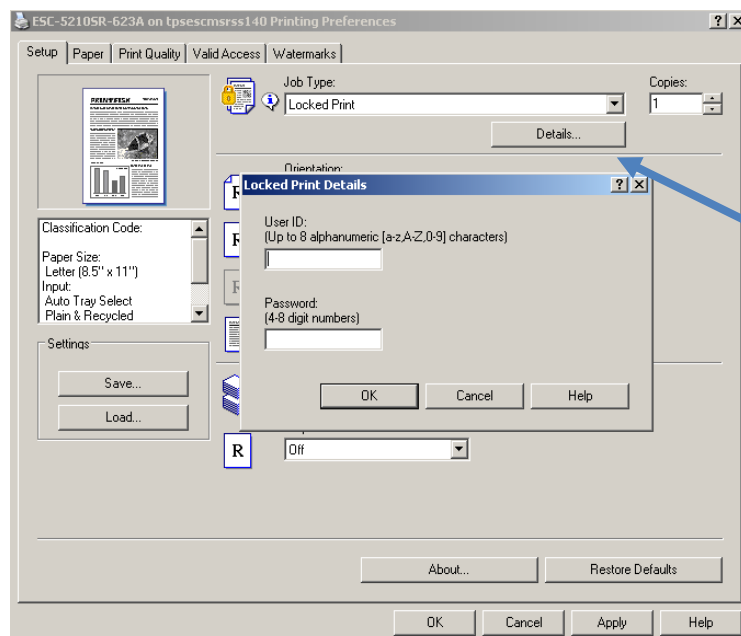
**Figure 9**

- If you are planning on ever using the Locked Print feature, select “Locked Print” under Job Type. Locked Print allows users to send jobs to the printer without the printer actually printing. The job is stored until the user releases the job at the printer. (see page 9) This is helpful when dealing with confidential information.



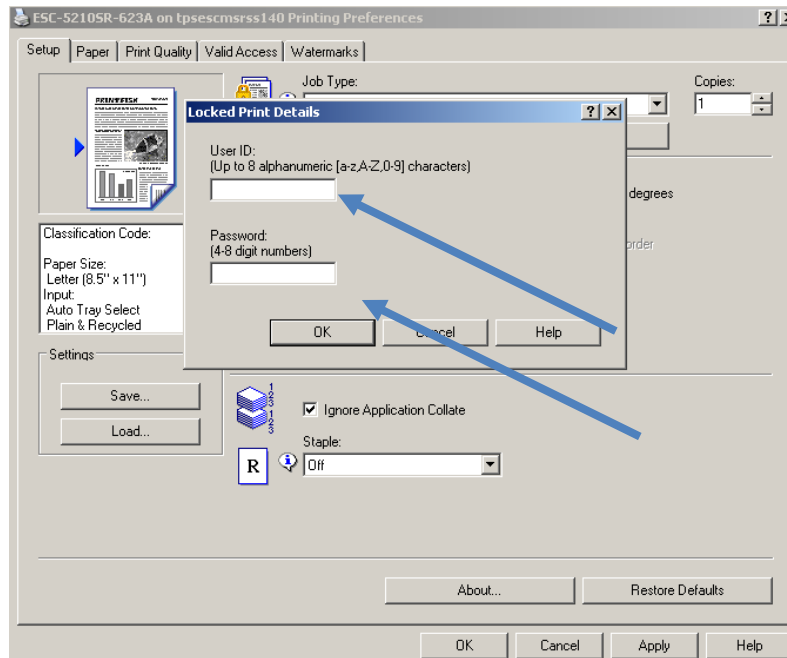
**Figure 10**

- Select “Details”.



**Figure 11**

7. Type your 5x2 in the “User ID” box and your Employee ID in the “Password” box.

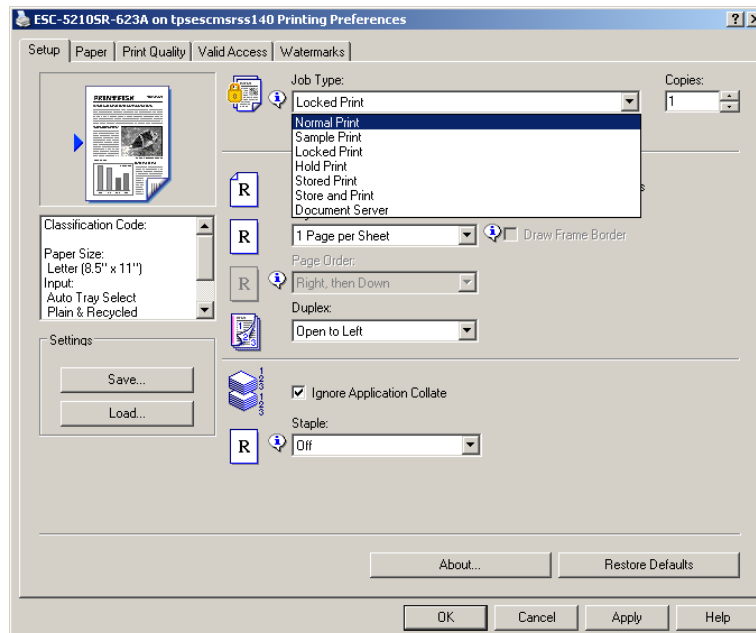


**Figure 12**

8. Select “OK”.

**Note:**

- a. If you **don't** want “Locked Print” to be set as your default...select “Normal Print” under “Job Type”, select “Apply”, then select “OK” or
- b. If you **do** want “Locked Print” to be set as your default...select “Apply”, then select “OK”



9. Drop the “Duplex” options down and select “Open to Left”

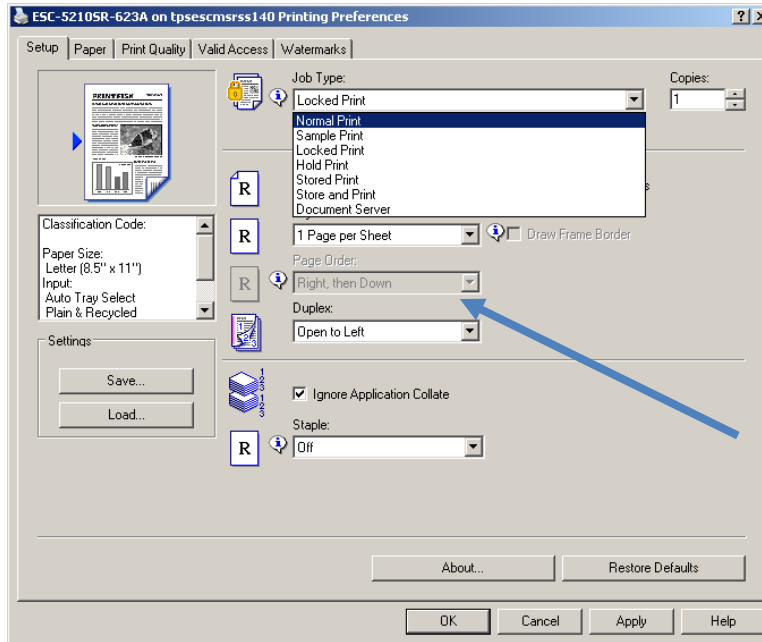


Figure 13



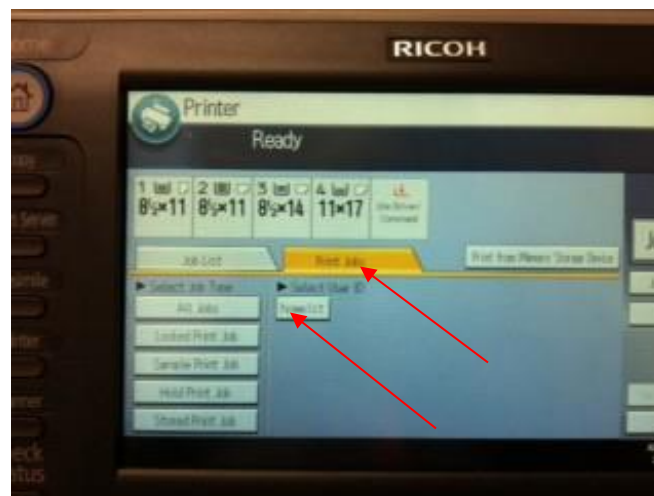
### Releasing your Locked Print from the MFD

1. Select “Printer”. (Figure 1)



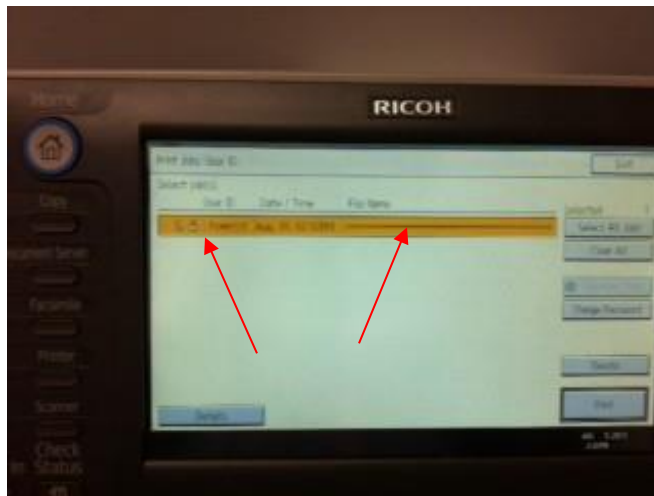
**Figure 14**

2. Select “Print Job”.
3. Select the key with your 5x2. (Figure 2)



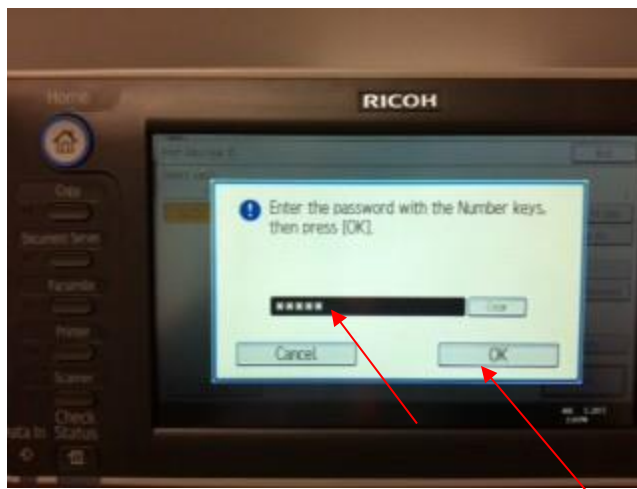
**Figure 15**

4. Black and White MFD – Select the “Print All Jobs” button.  
Color MFD – Highlight the jobs you want to print or select “Select All Jobs”. (Figure 3)



**Figure 16**

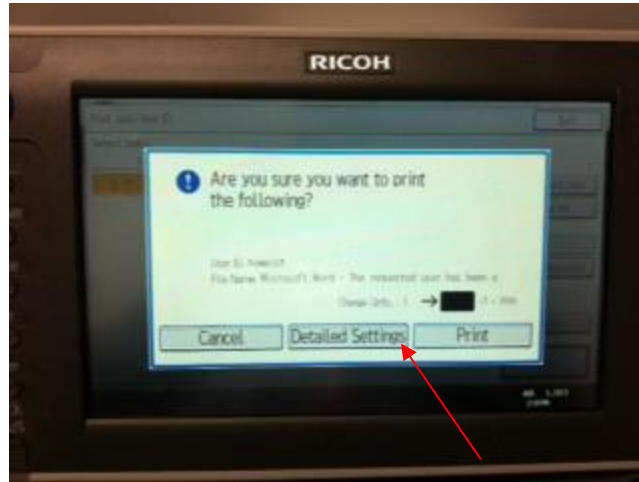
5. Enter your User Code which is your Employee ID Number. (Figure 4)
6. Select “OK”. (Figure 4)



**Figure 17**

7. Black and White MFD – Select “Yes” or “No”

Color MFD – Select “Print”. The number of copies can be changed from this screen. (Figure 5)



**Figure 18**