**How to print to a Ricoh MFP Device**
(For “NON-User Code” enabled Ricoh MFPs only)

**For straight printing without the need to insert any “User Codes” please follow the below steps in this “how to” documentation.**

1. Select “Print” from the application you are using

   ![Figure 1: How to select "Print" from an application](image)

2. Select the appropriate Ricoh MFP for your area. In the list of available printers your computer can print to it will be displayed as [\durango\building name room # department] – see image below.

   ![Figure 2: Select your department Ricoh printer](image)

3. Click “OK” button to print.