

RICOH Copier Code Printing Guide

Permanently adding your user code to the printer settings

You no longer have to enter your user code each and every time you print. You now only have to enter your code once in the settings and it will hold.

1. Open Control Panel
2. Open “Devices and Printers”
3. Find the printer that you use most often.
4. Right-click on the printer and click “**Printing preferences**”
5. Click the “**User Code Settings...**” button.
6. Enter the last 5 digits of your PSU ID number in the “**User Code**” Field.
7. Click OK.
8. You are Finished!