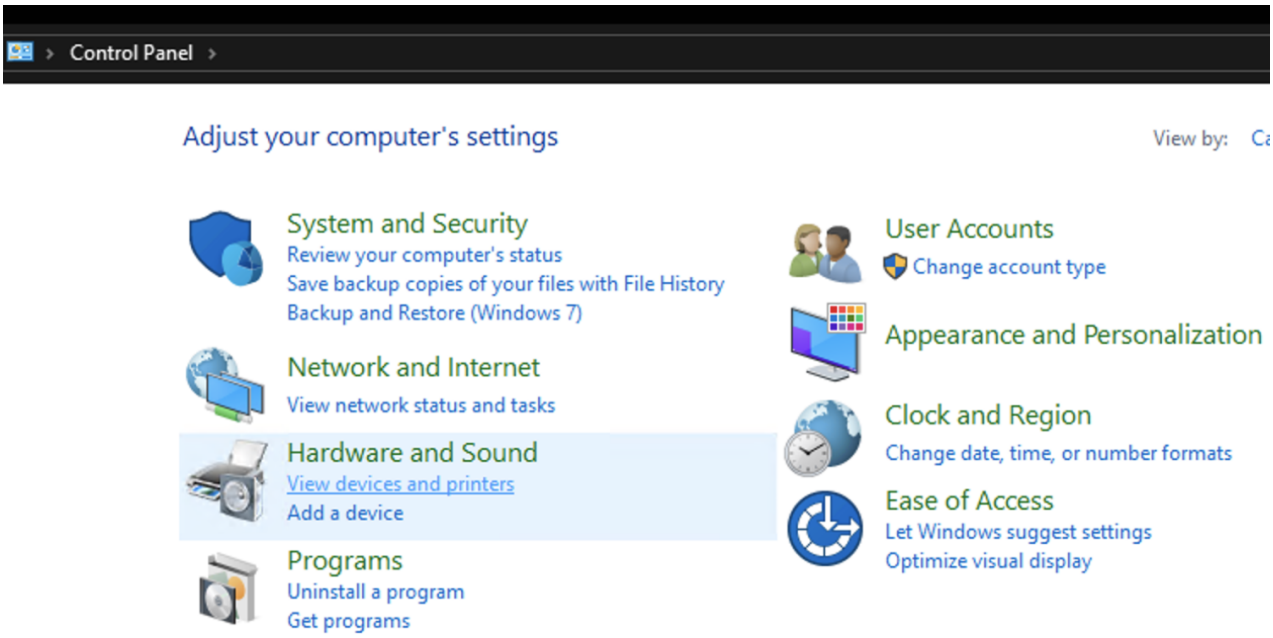
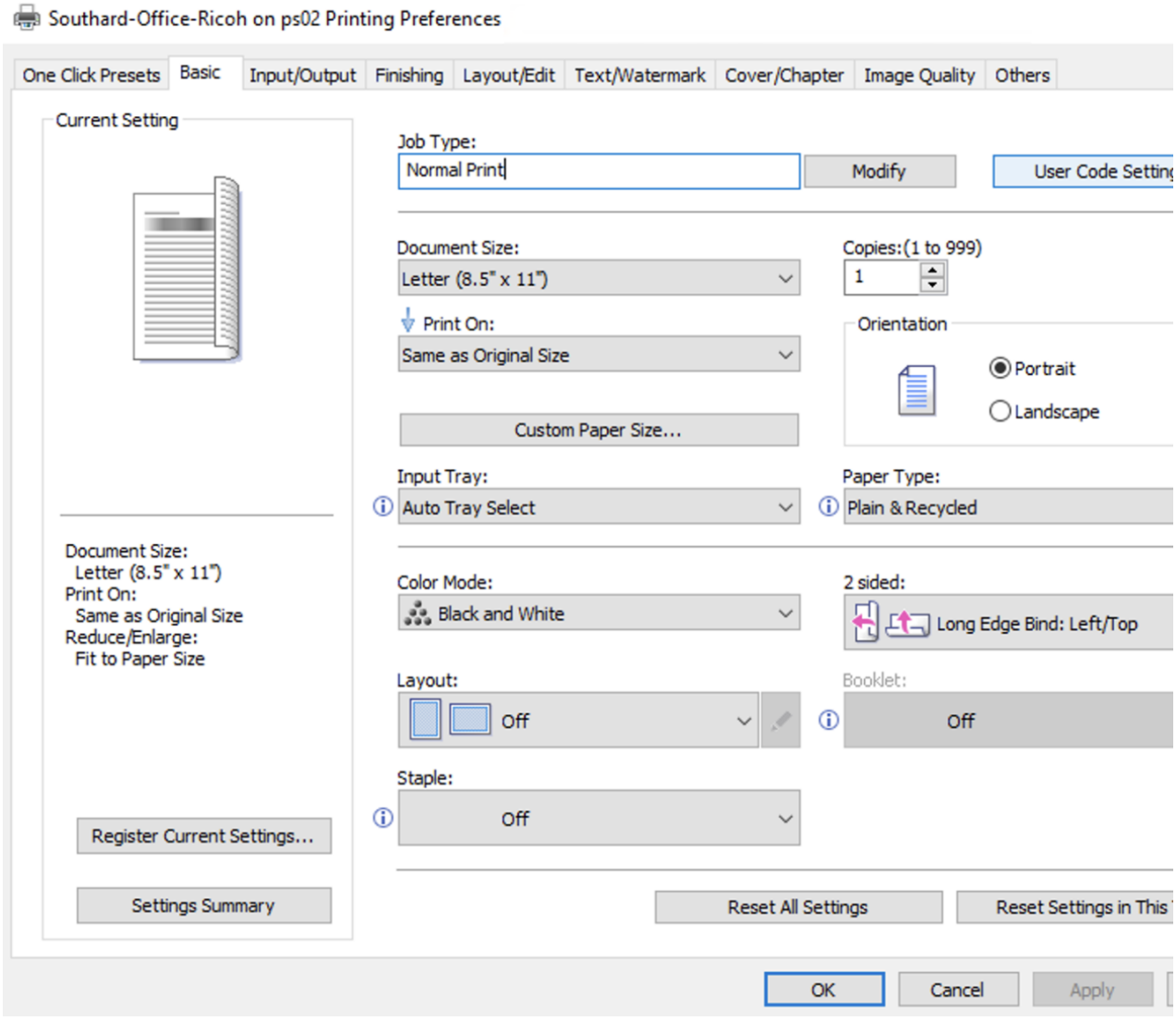
Set the Print Code for a Ricoh Copier

1. Open the Windows **Control Panel**
    1. This can be done by selecting the Windows icon in the lower-left corner of the taskbar
    2.

2. Select **View devices and printers** under the **Hardware and Sound** section

1. 

3. Right click on the printer and select **Printing Preferences**
4. Select the **User Code Setting** button in the upper-right corner of the **Basic** tab
    1. 

5. Enter your print code in the User Code box
6. Select **OK** to close the User Code Setting
7. Select **OK** to apply the new printer preferences

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