

# Set the Print Code for a Ricoh Copier

## 1. Open the Windows **Control Panel**

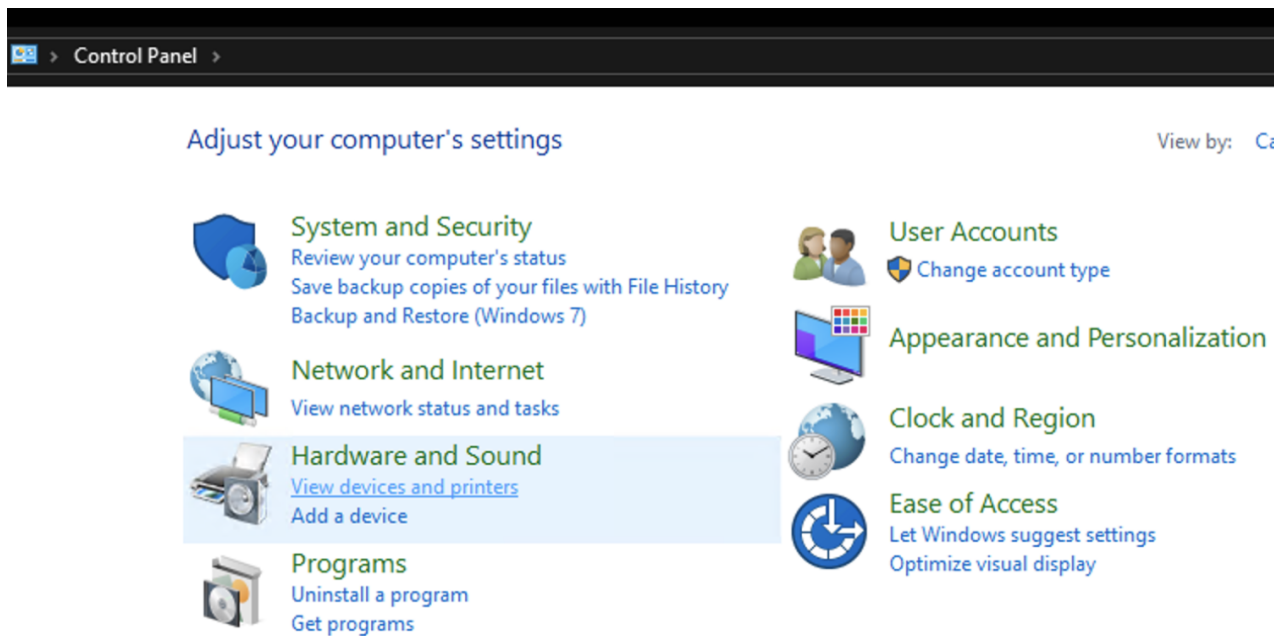
1. This can be done by selecting the Windows icon in the lower-left corner of the taskbar



2.

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

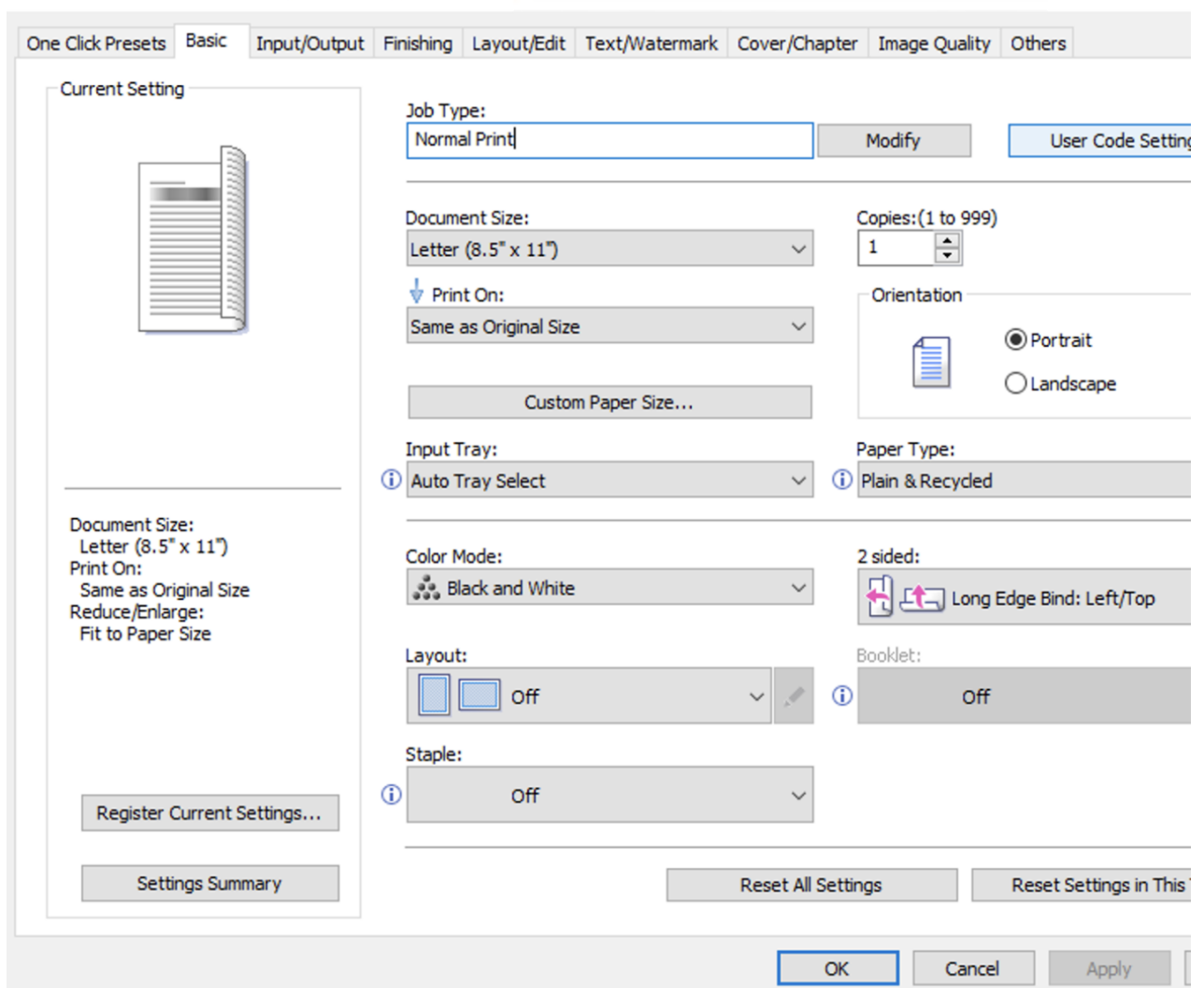
1.



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. Southard-Office-Ricoh on ps02 Printing Preferences



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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