DENVER PUBLIC SCHOOLS

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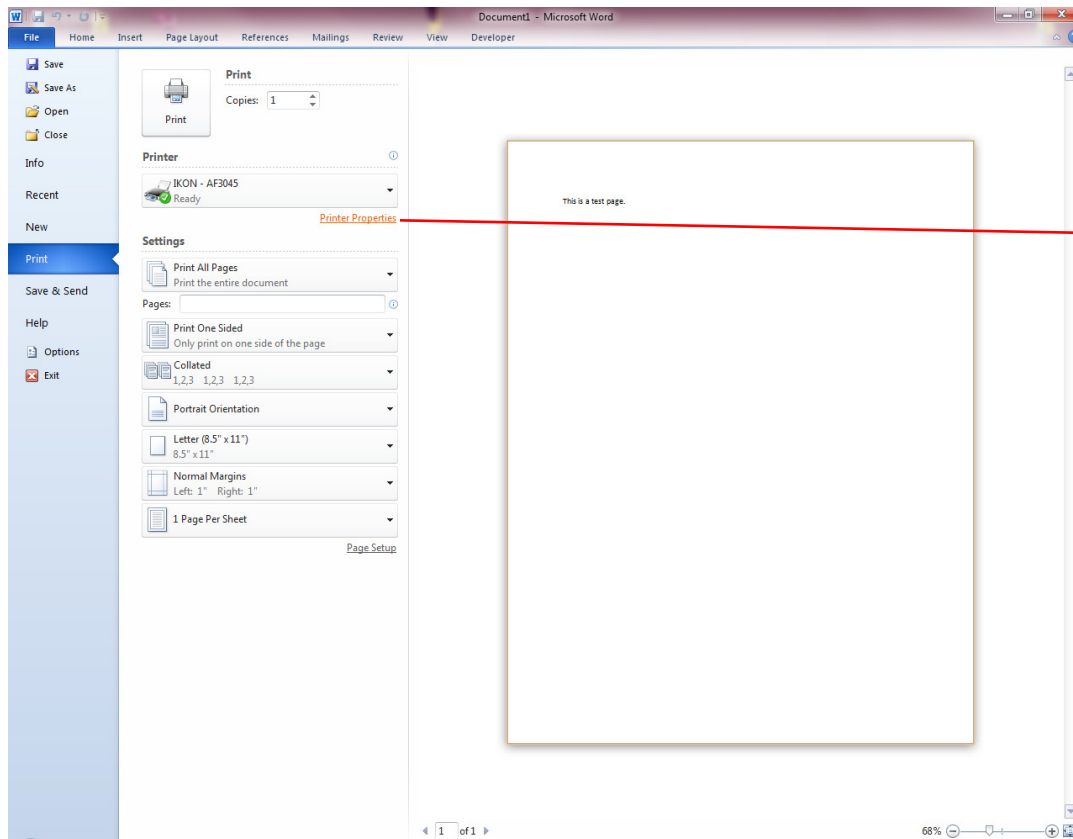Phone (720) 423-3411   •   ricoh@dpsk12.org   •   servicecenter.dpsk12.org

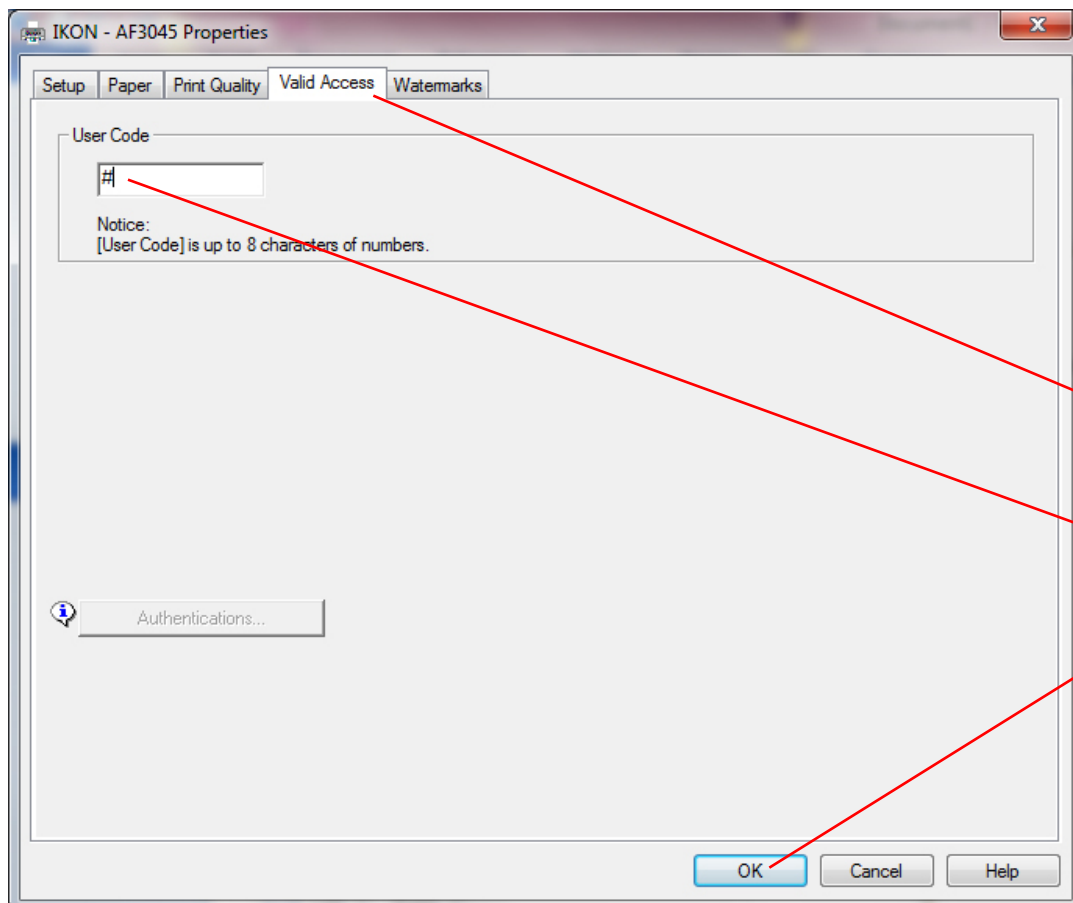## DENVER PUBLIC SCHOOLS & RICOH USA, INC.

USER CODE GUIDE

RICOH

2015

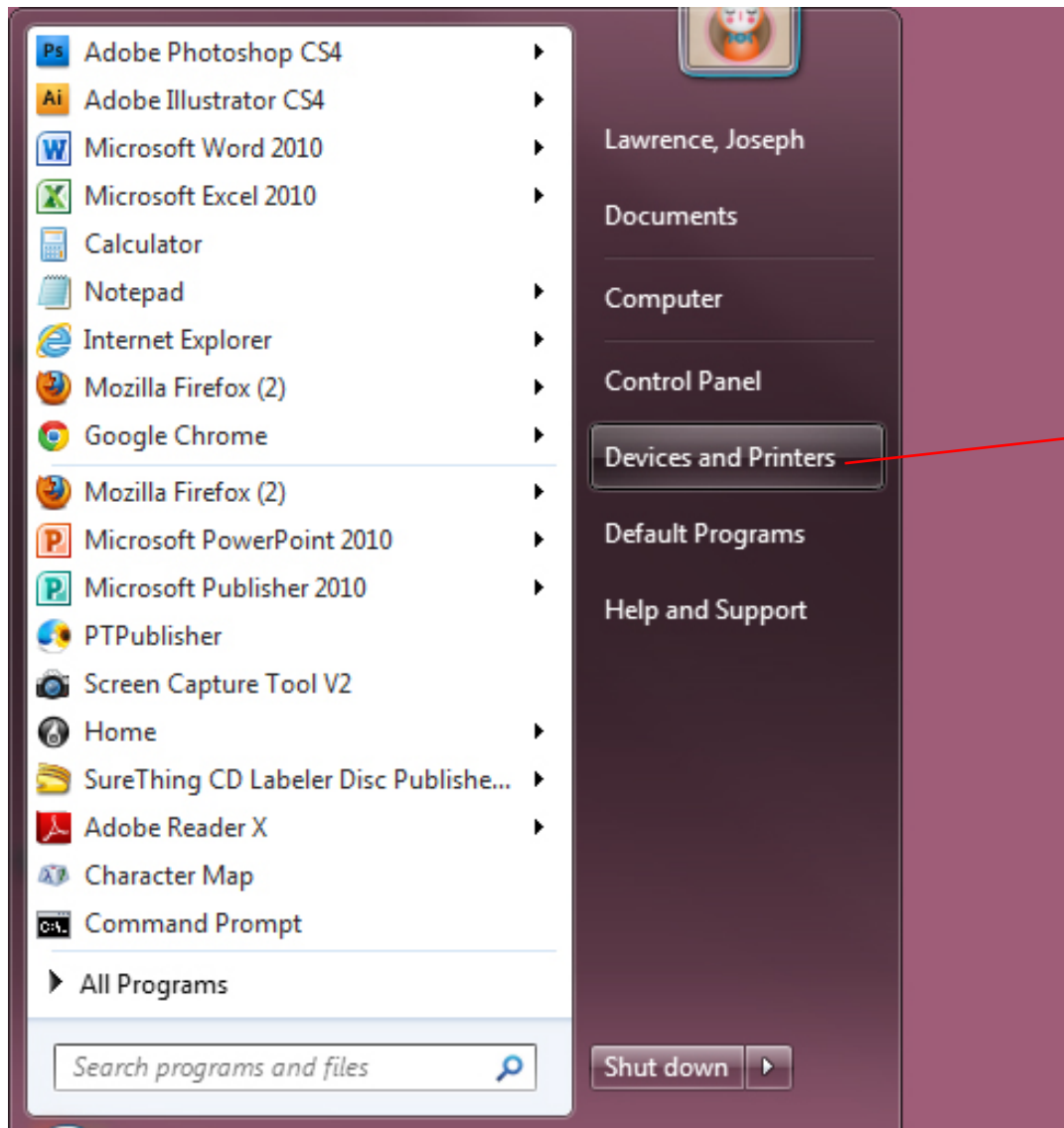# How to enter a user code on a PC in an application

In any application (Word, PowerPoint, Internet Explorer, etc.) go to the print dialog box and click on "Printer Properties"
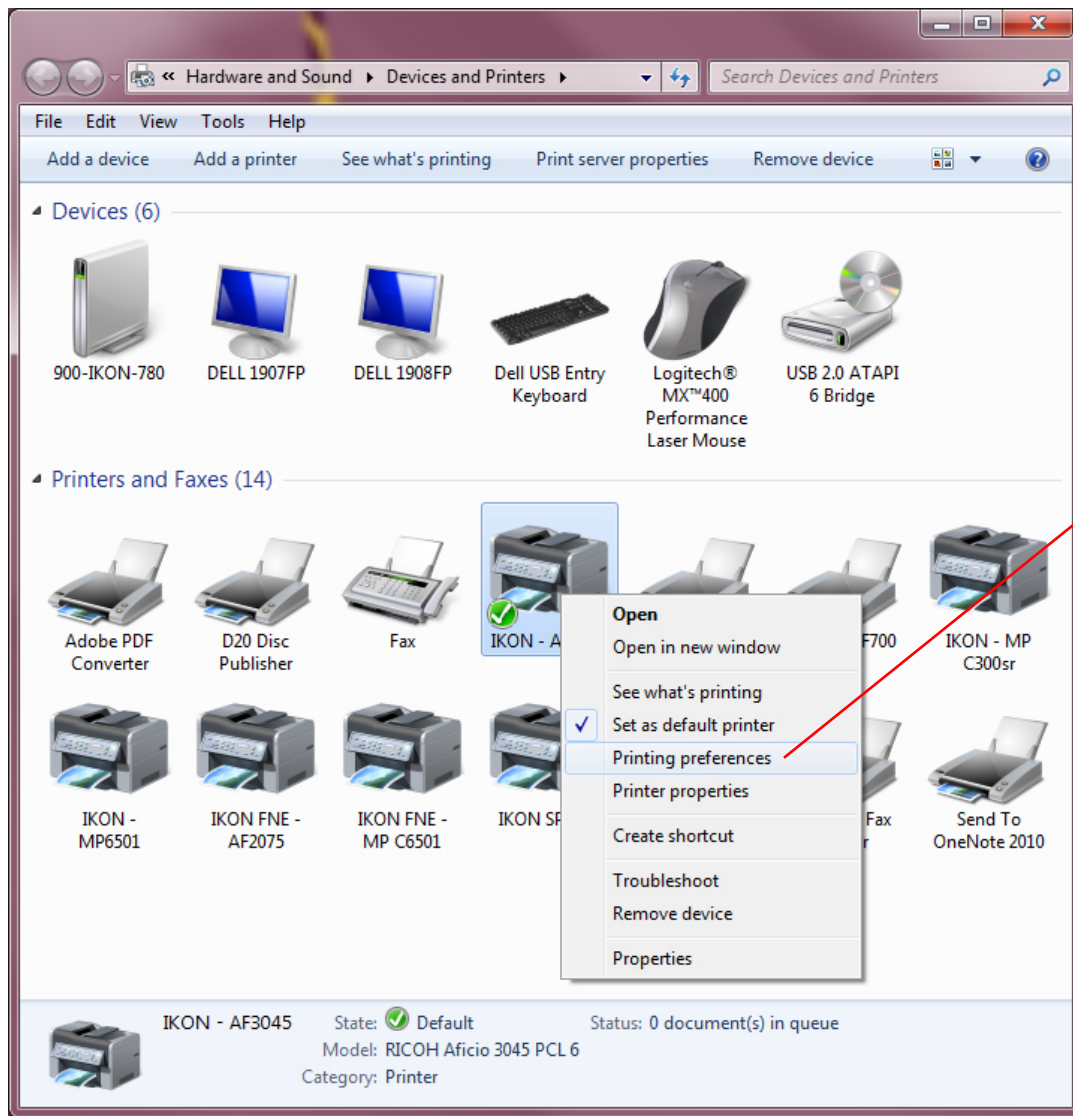
Click on the "Valid Access" tab and enter the user code into the "User Code" field. Click "OK" to print.

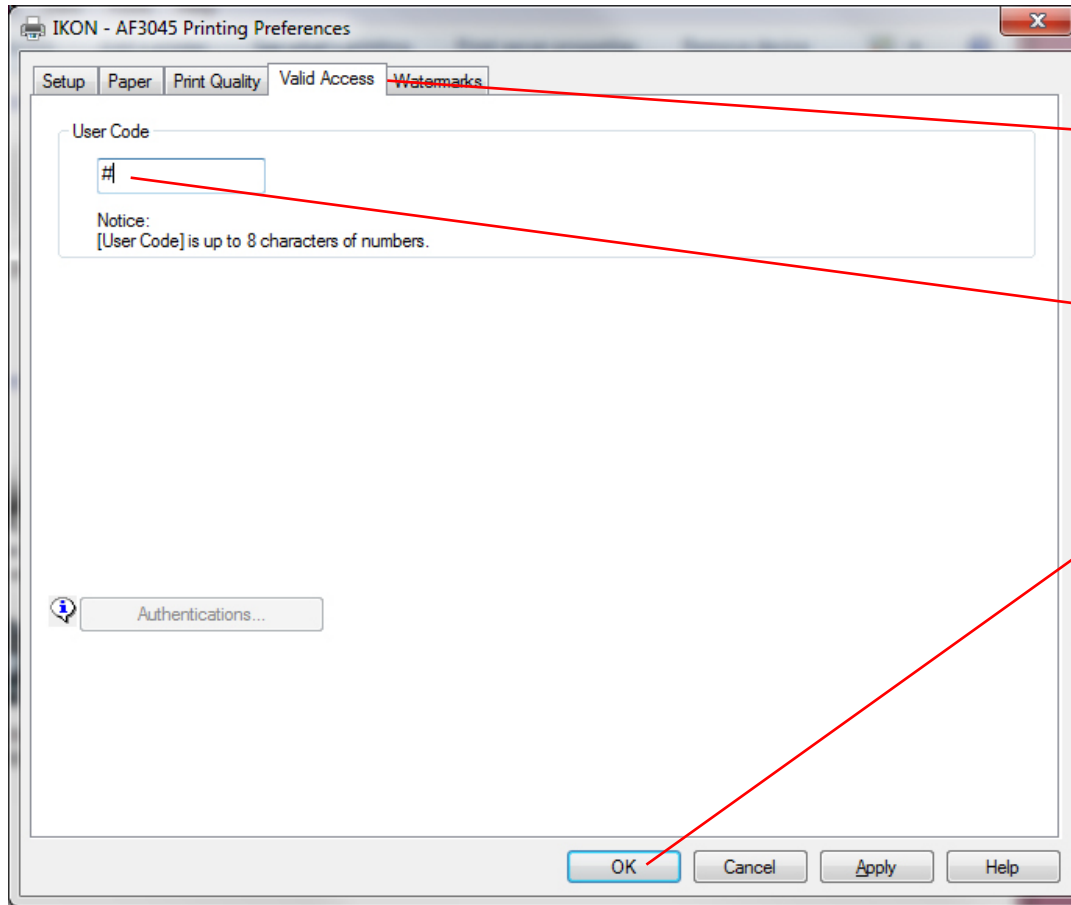# How to set a specific user code on a PC for all applications

Go to your Start Menu and click on "Devices and Printers" (Win7) or "Printers and Faxing (XP)

Right click on the printer you wish to set and select "Printing Preferences"

For machine models: 907EX, MP7001/8001/9001, use the following instructions.

IKON - AF3045 Printing Preferences

Setup | Paper | Print Quality | Valid Access | Watermarks

User Code

#|

Notice:
[User Code] is up to 8 characters of numbers.

Authentications...
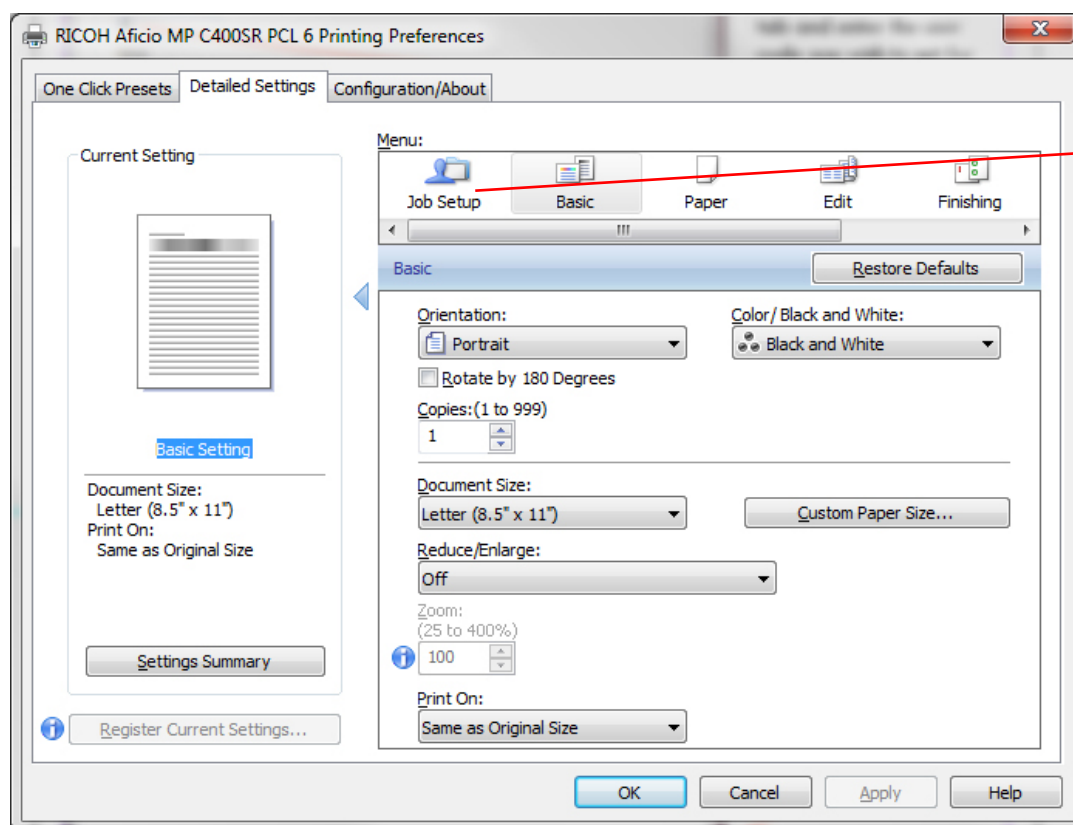
OK | Cancel | Apply | Help

Click on the "Valid Access" tab and enter the user code you wish to set for that computer in the "User Code" field. Click "OK"
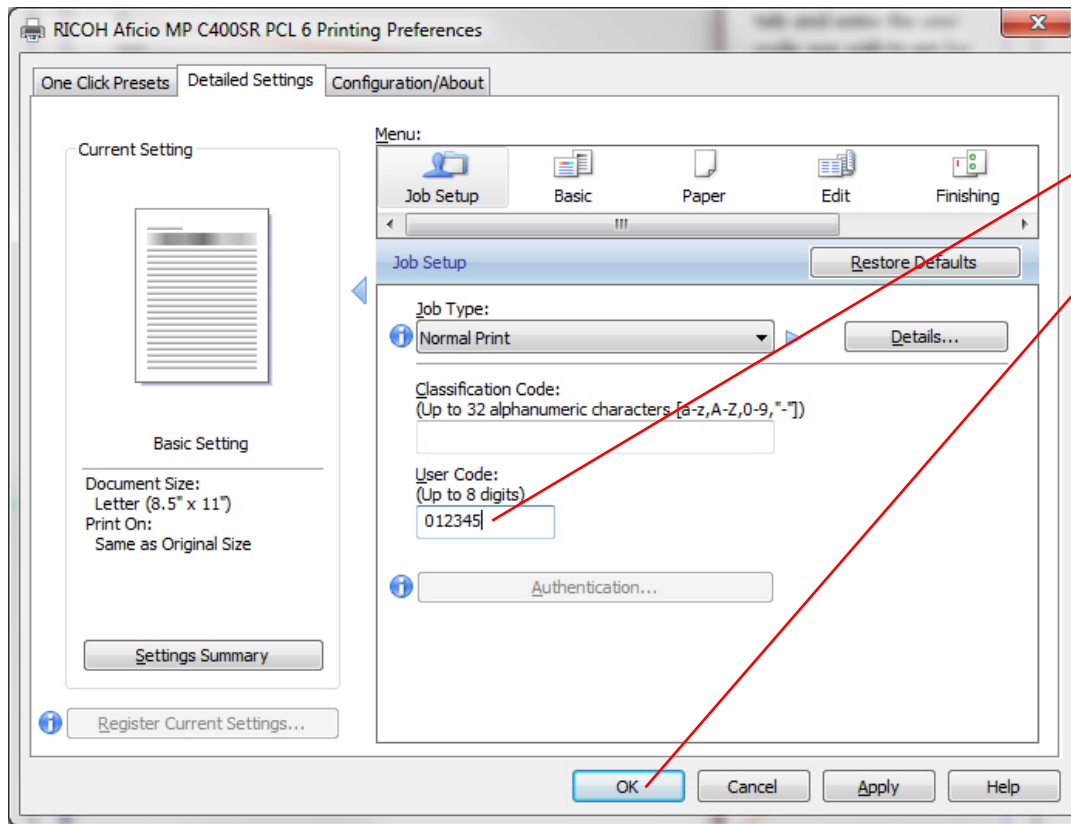
For machine models: MP301, MP3352, MP5002, MPC400, MPC5502 and MPC6501 use the following instructions.
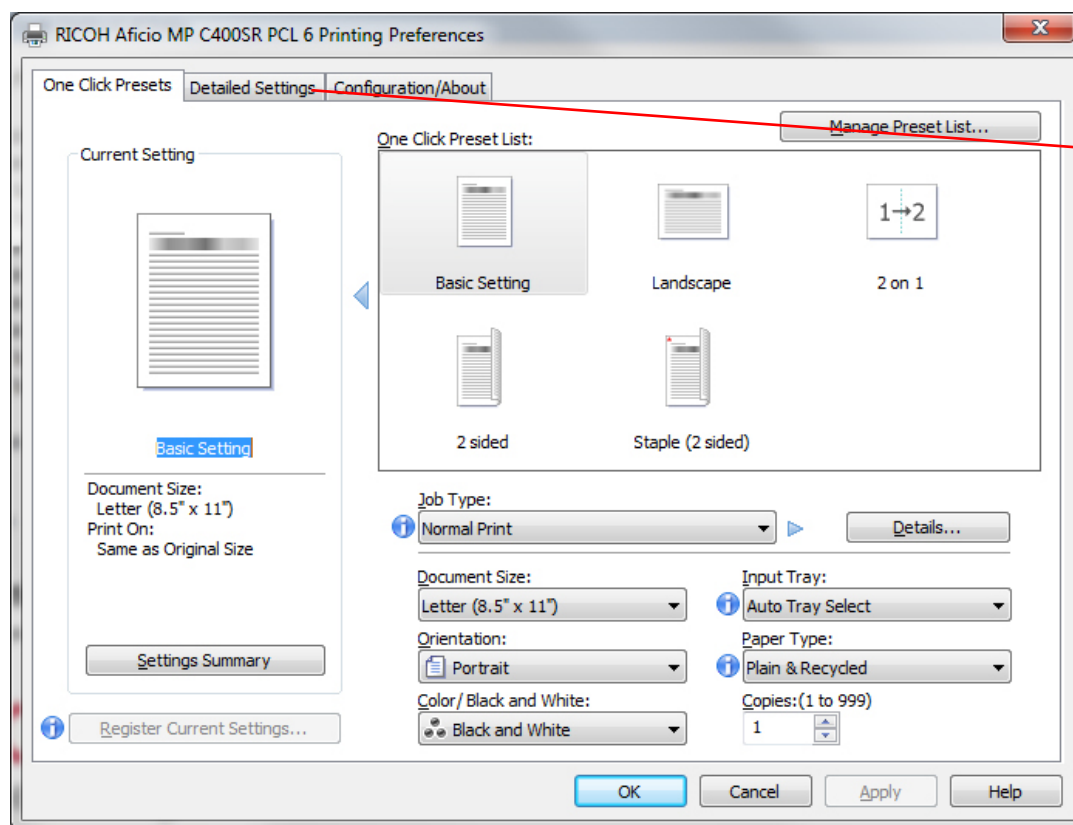
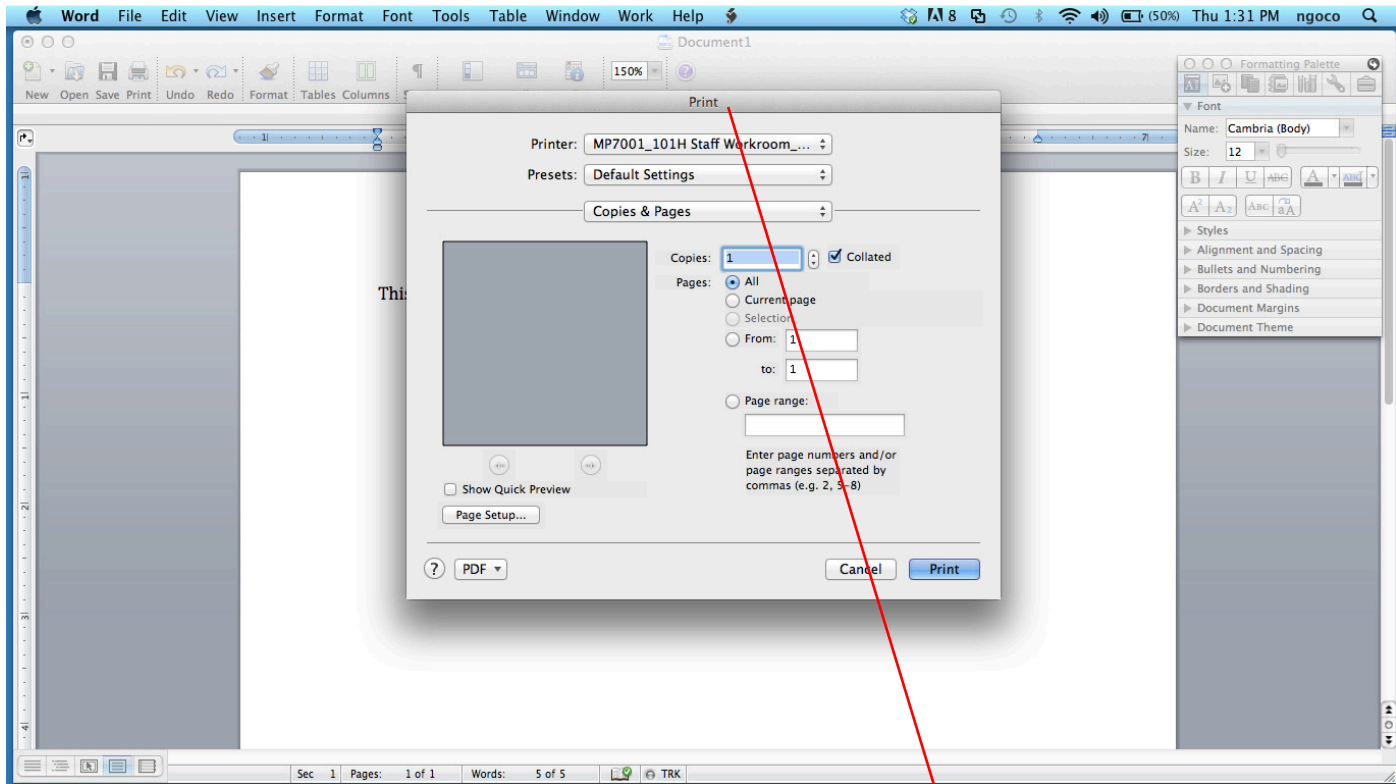Click on the "Detailed Settings" Tab
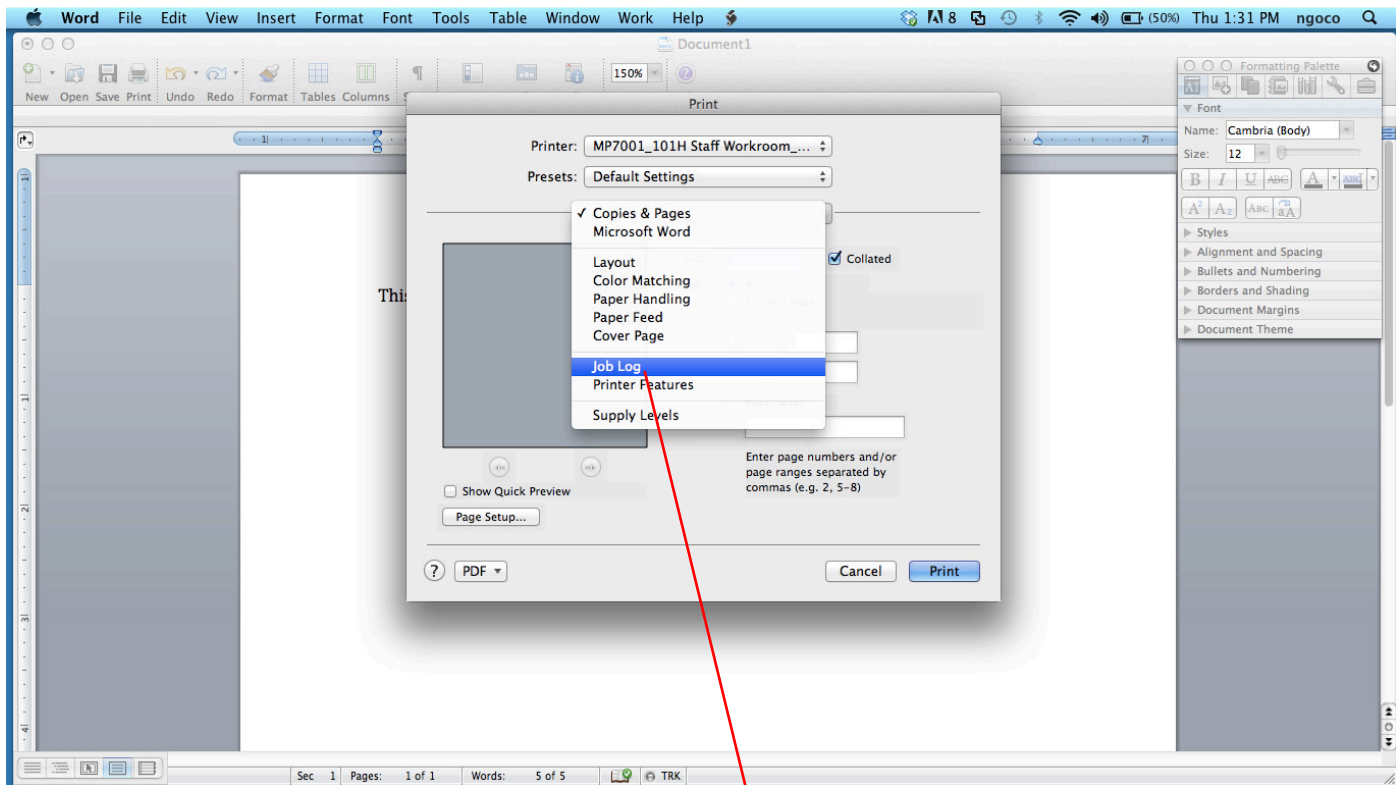

Click on "Job Setup"

Enter the user code into the
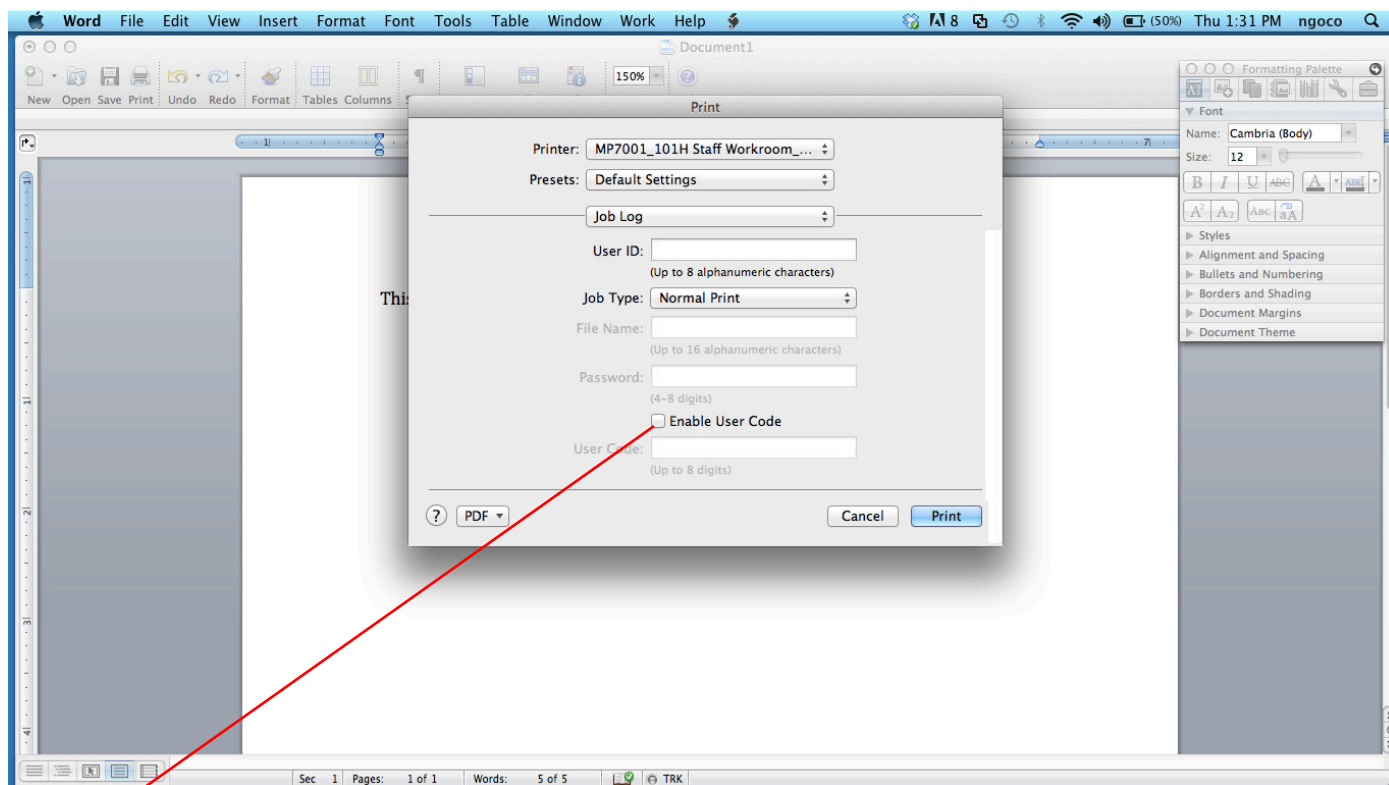"User Code" field.
Click "OK"

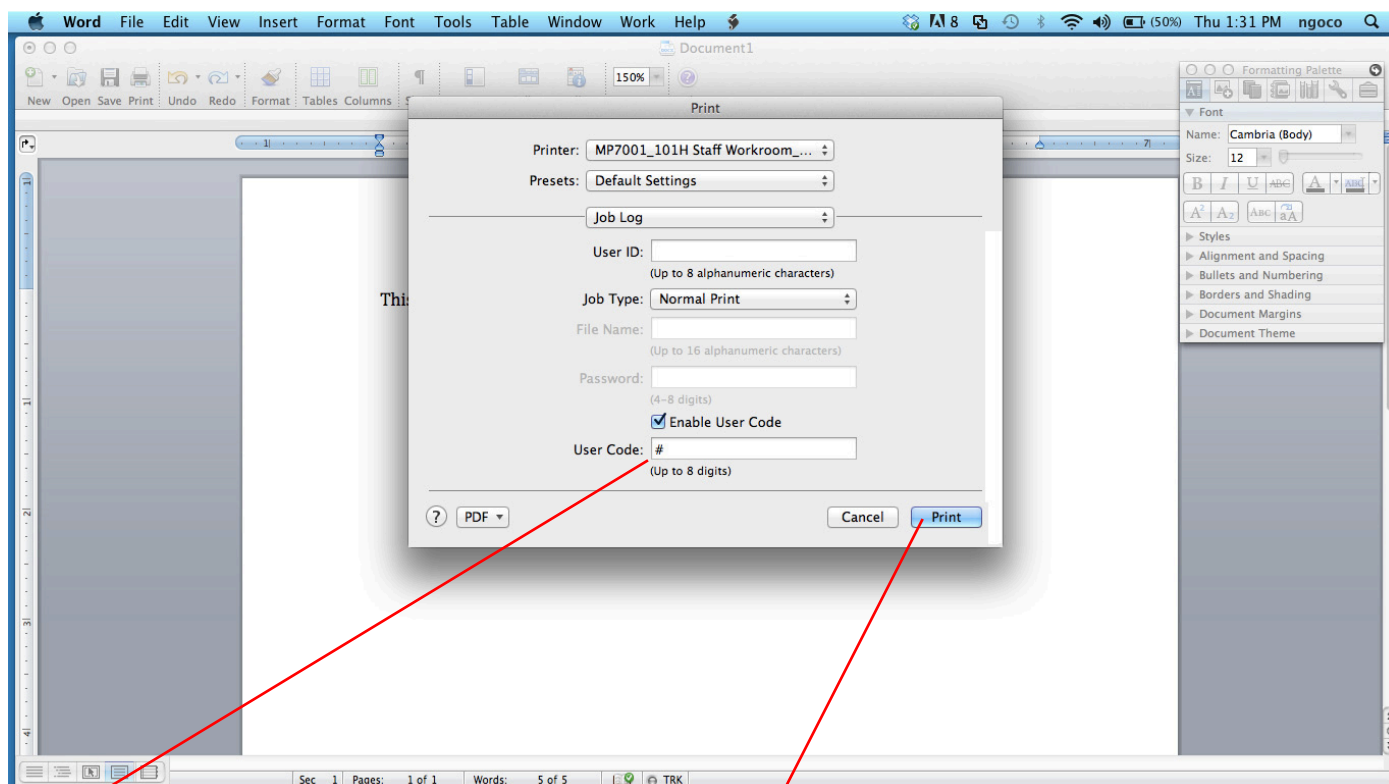# How to enter a user code on a MAC in an application

In any application (Word, PowerPoint, Safari, etc.) go to the print dialog box

Click on the "Copies & Pages" drop down and select "Job Log"

Click on the "Enable User Code" button

Enter the user code in the "User Code" field and click "Print"

How to set a specific user code on a MAC for all applications

In any application (Word, PowerPoint, Safari, etc.) go to the print dialog box

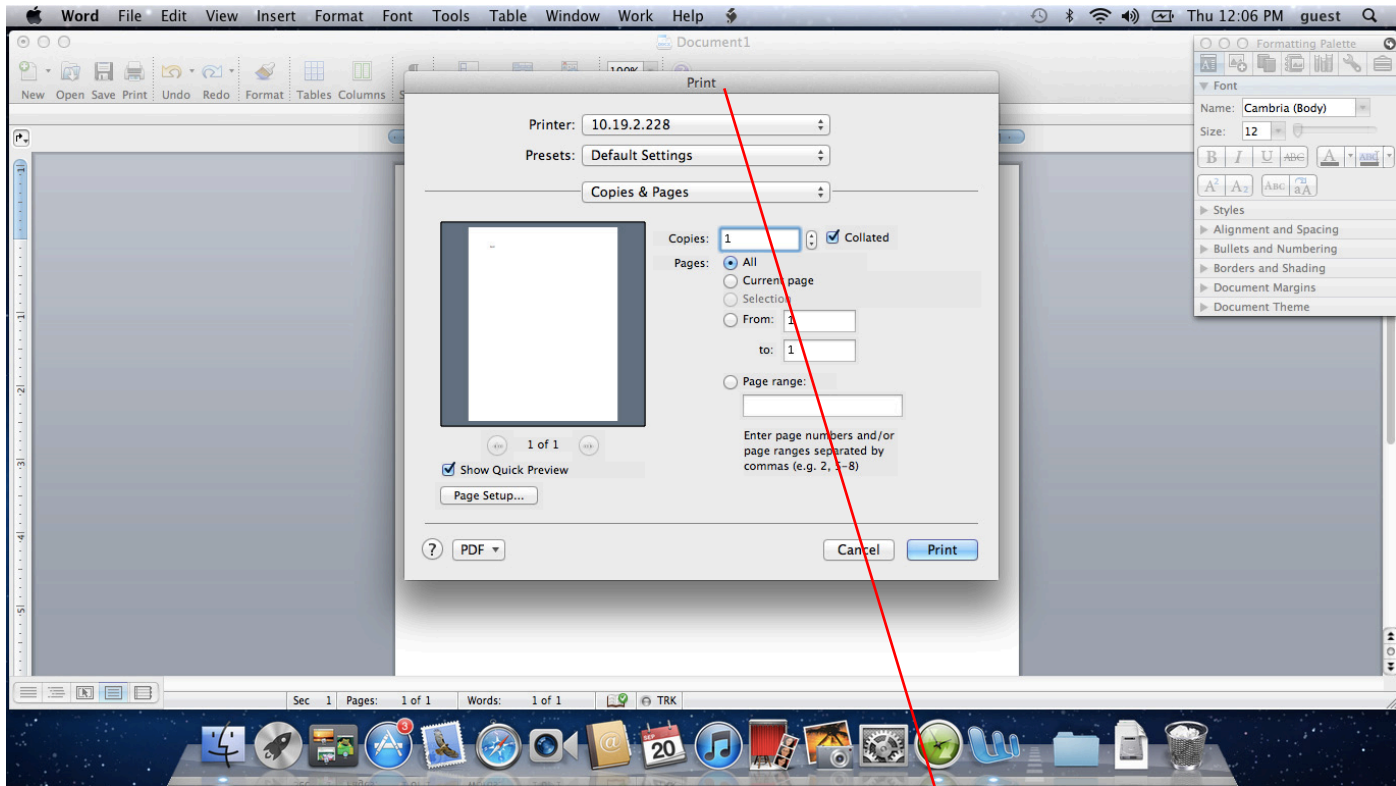Click on the "Copies & Pages" drop down and select "Job Log"
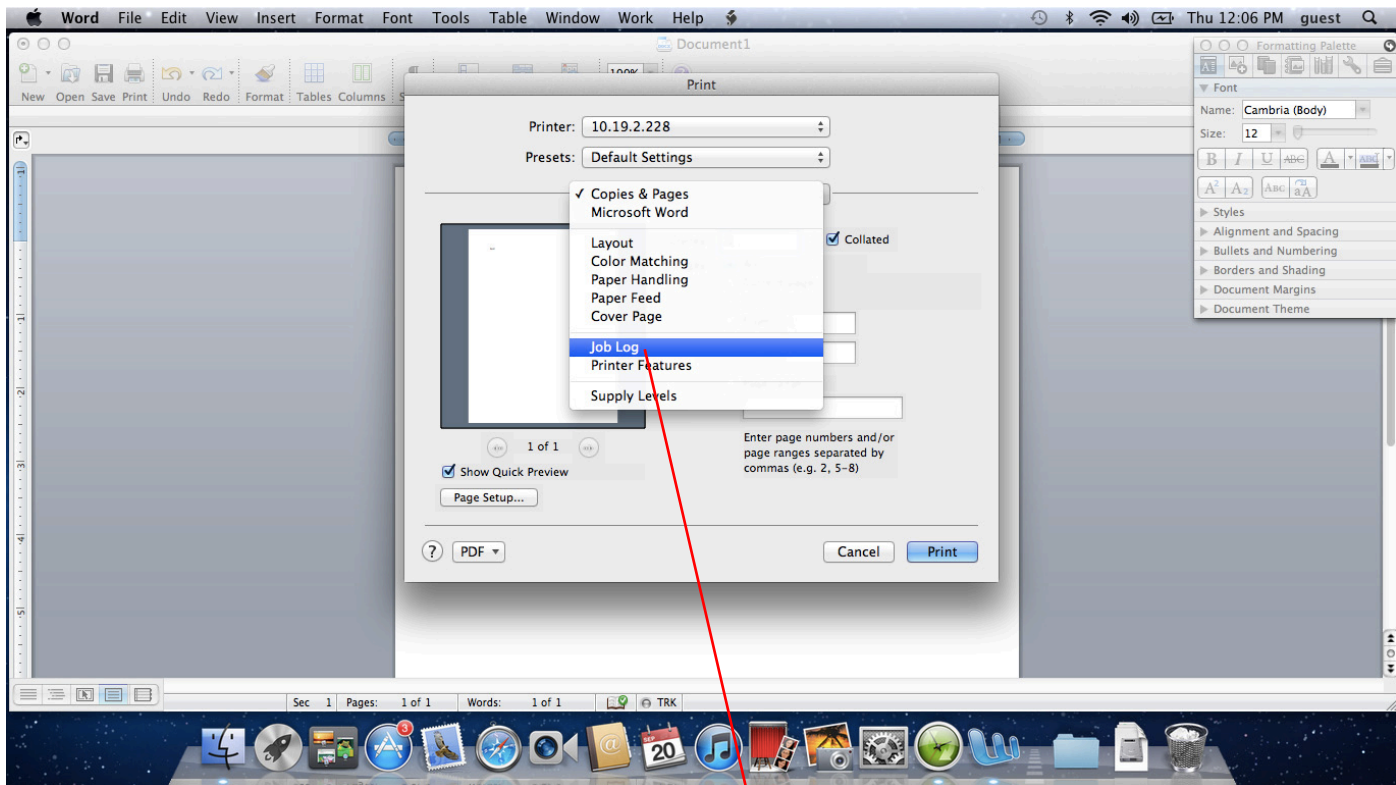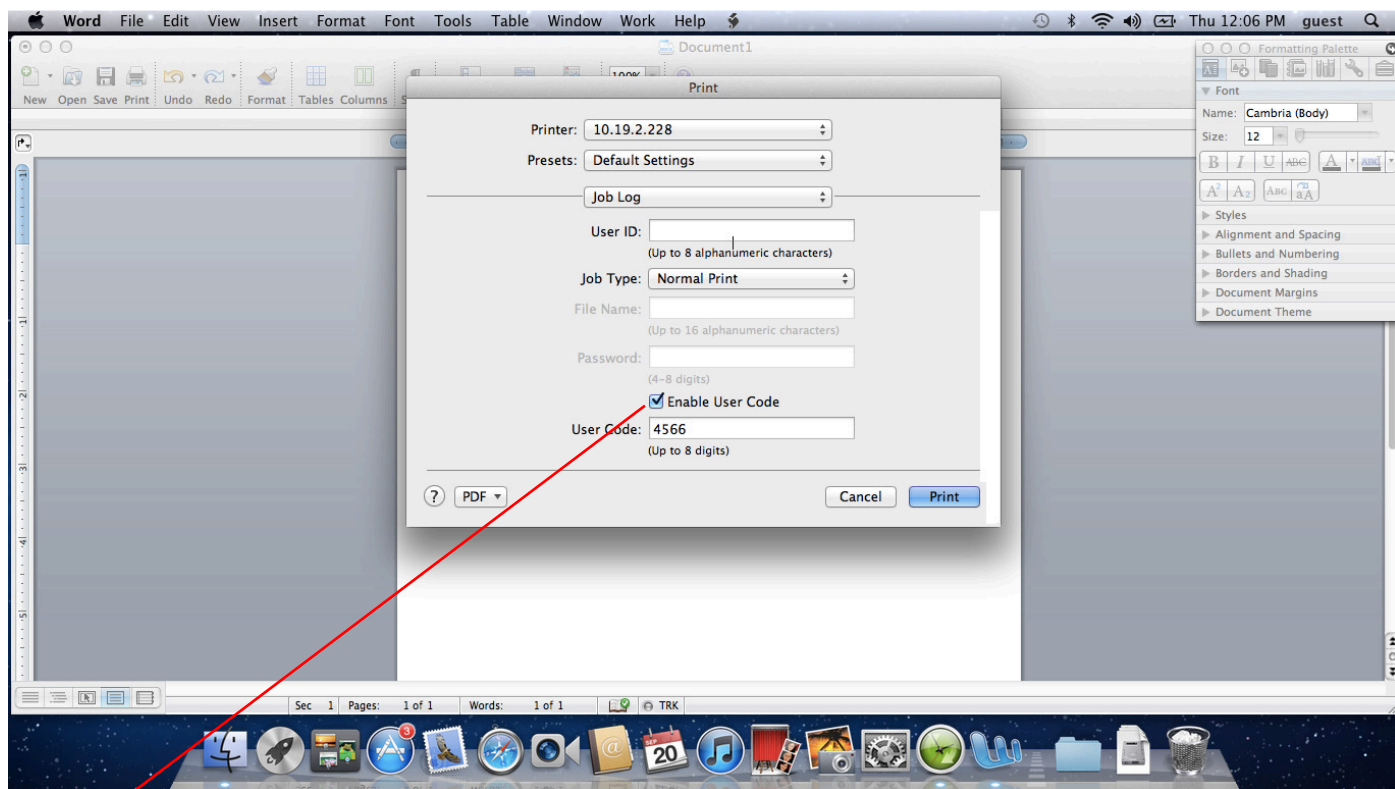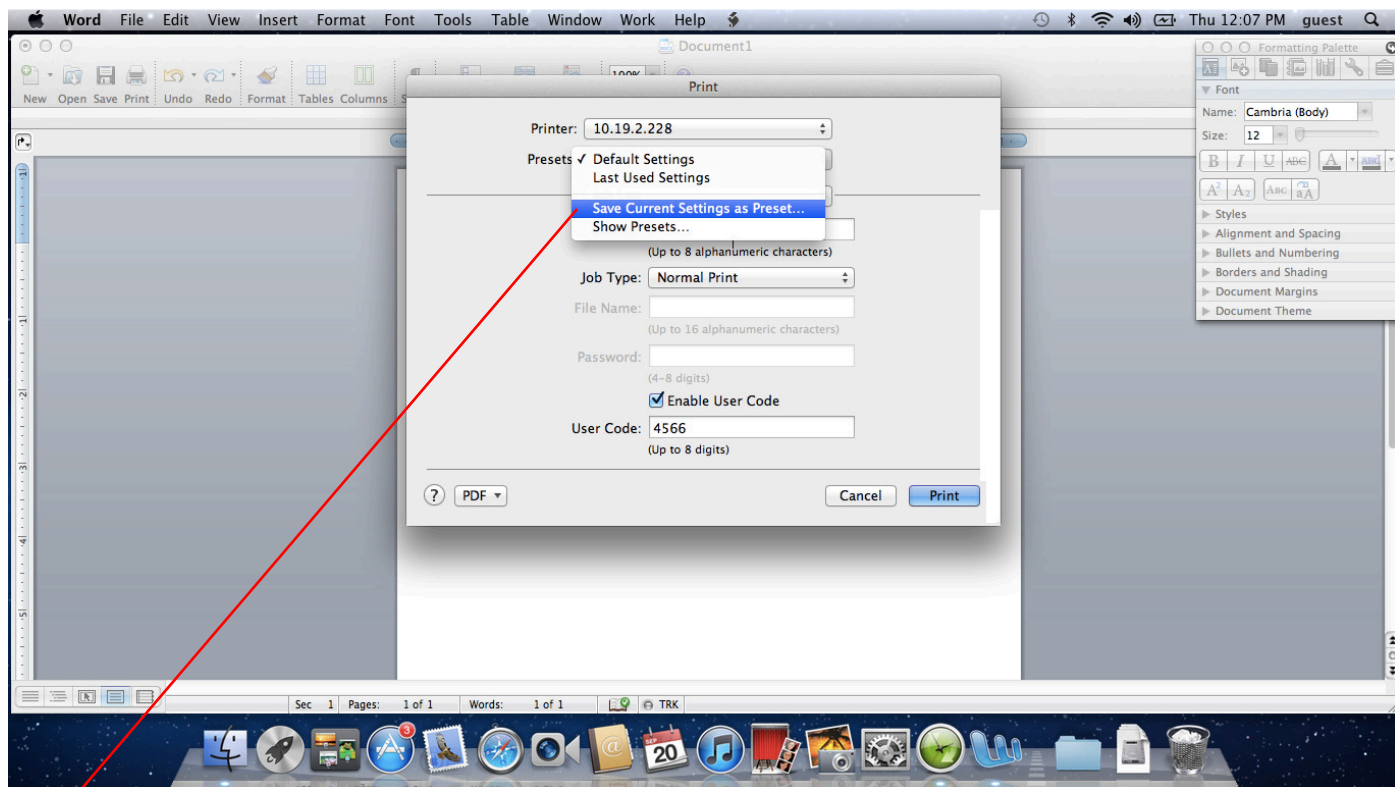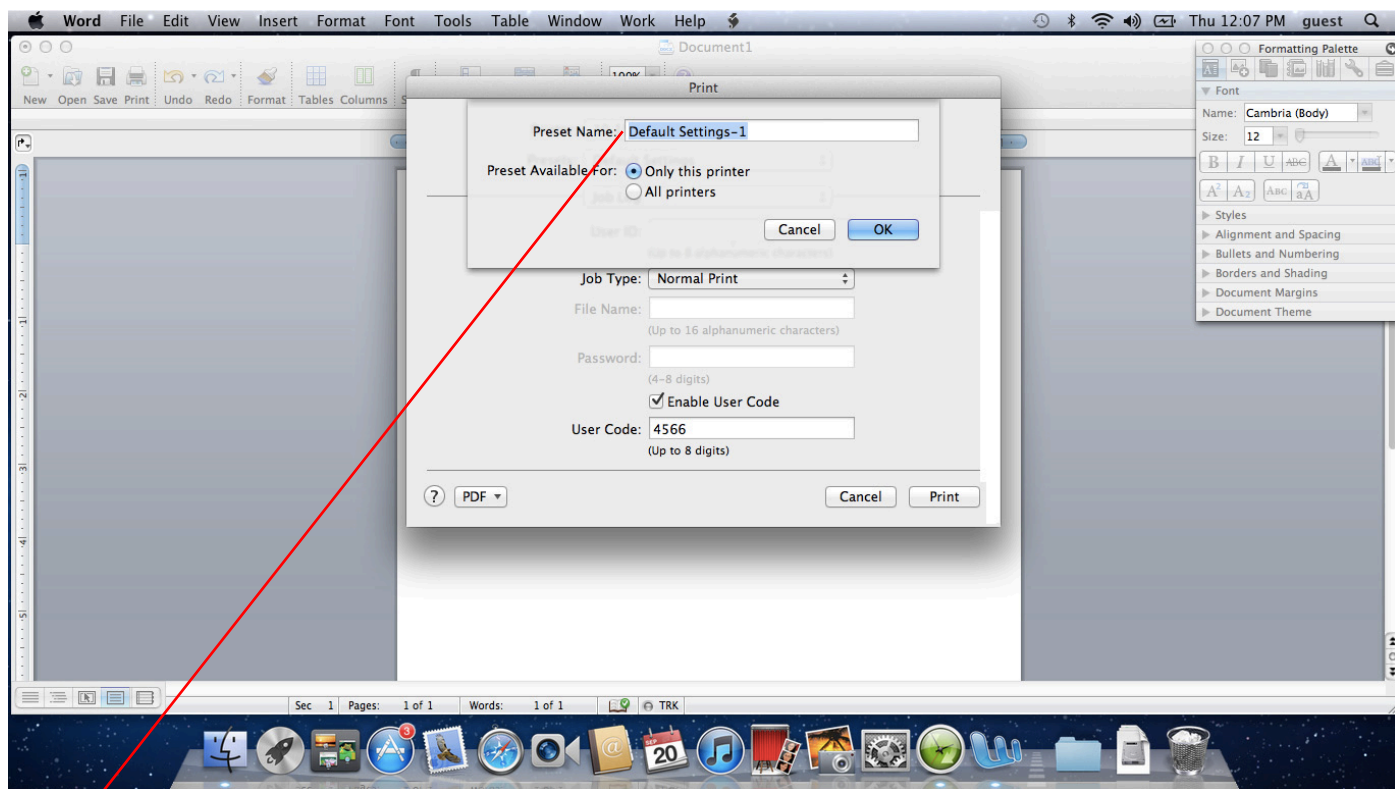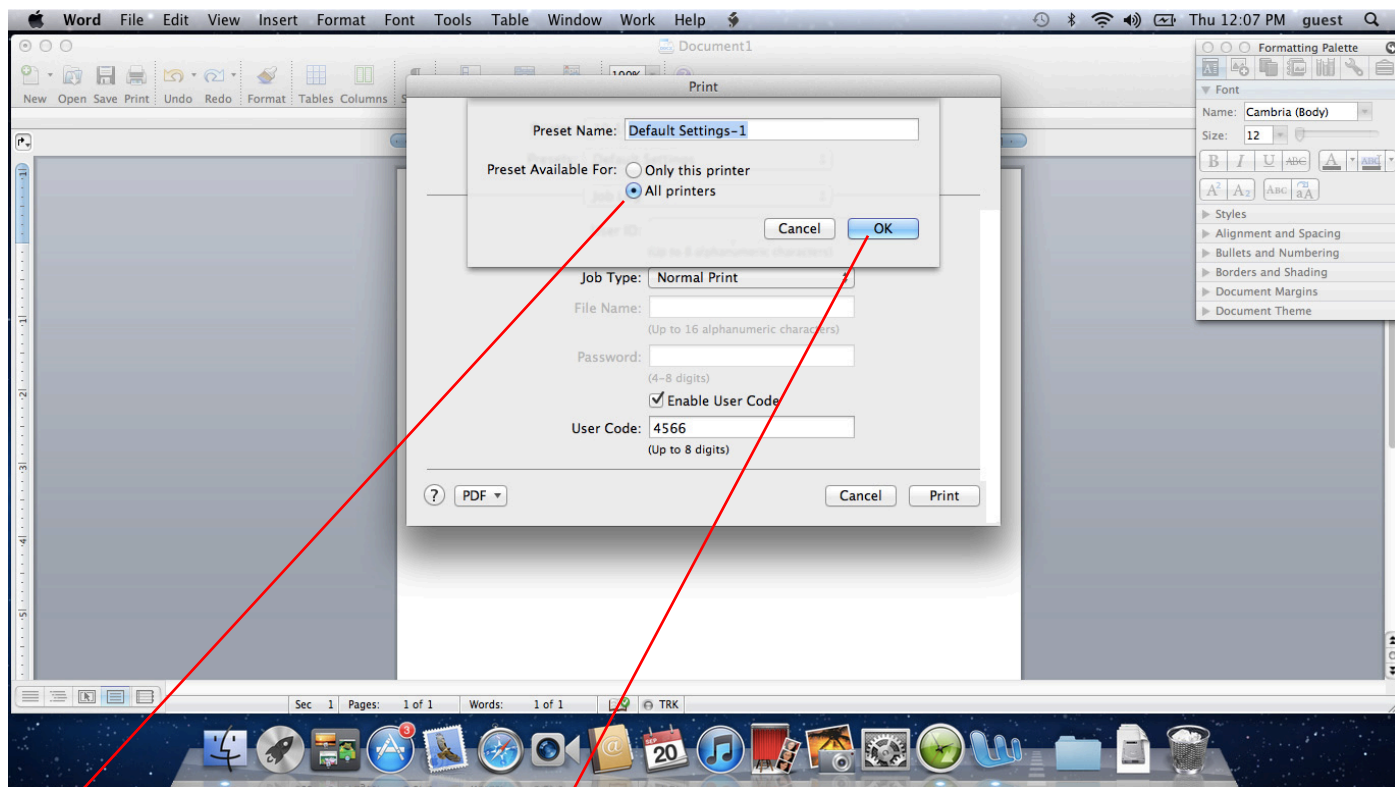
Click on the "Enable User Code" button and enter the user code in the "User Code" field

Click on the "Presets" drop-down menu and select "Save Current Settings as Preset…"

Name the Preset

Select the "All printers" button and click "OK"

How to logout from a copier when using a user code

On all Model 1 Series (MP 3352, MP 7001, MP 8001, MP 9001, Pro 907EX, MPC 400 and MPC 6501), press **Clear Modes** & **Clear/Stop** simultaneously.

(Do not use the Login/Logout button.)

On all Model 2 Series (MP 301, MP 5002 and MPC 5502), press **Reset** & **Clear** simultaneously.

(Do not use the Login/Logout button or the Stop button.)