# DENVER PUBLIC SCHOOLS & RICOH USA, INC. USER CODE GUIDE

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

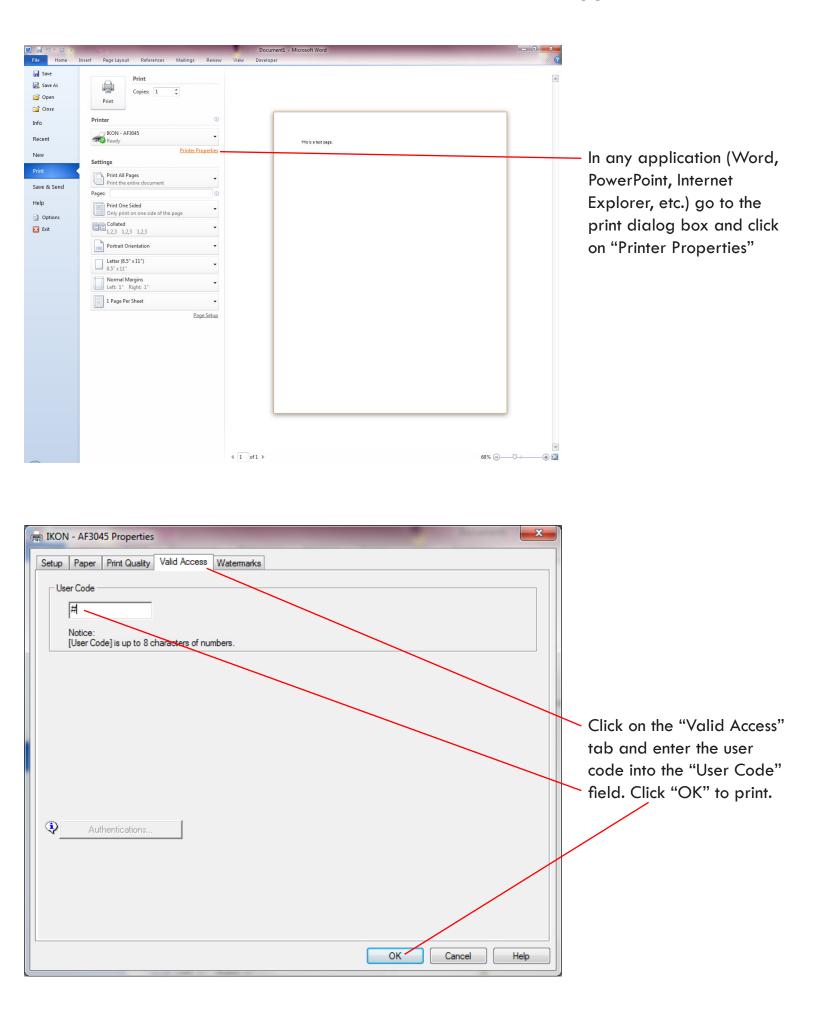




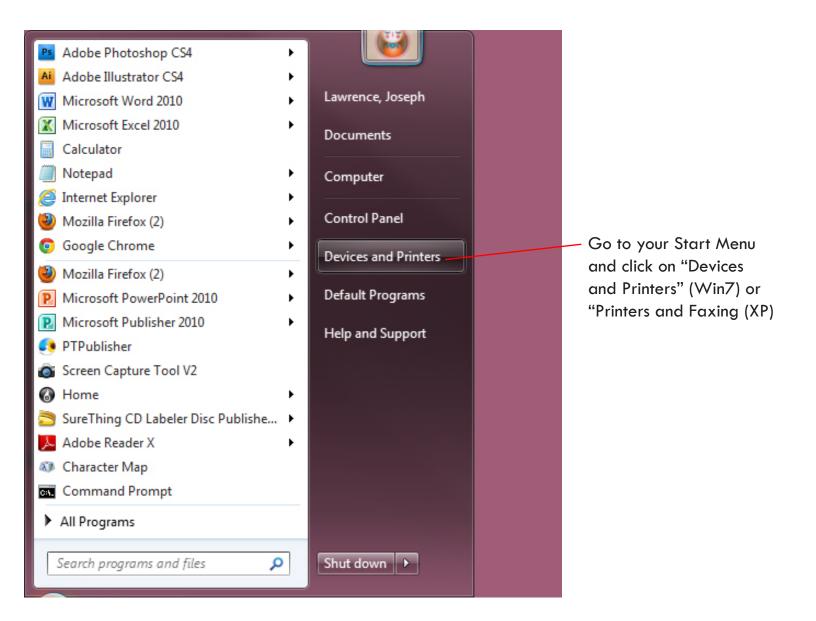
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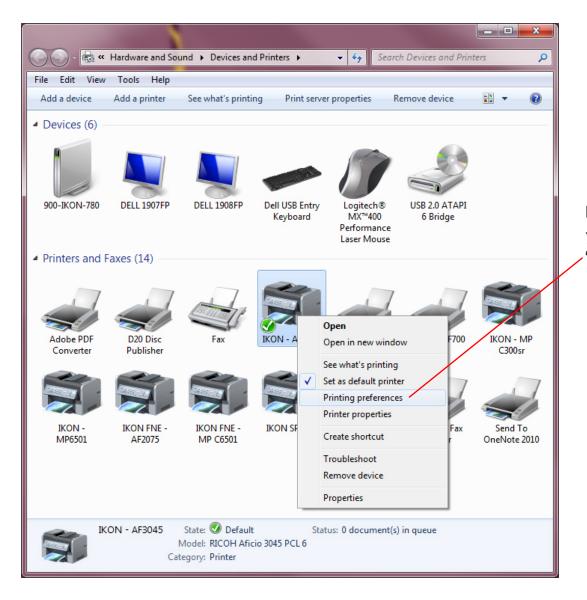
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#### How to enter a user code on a PC in an application

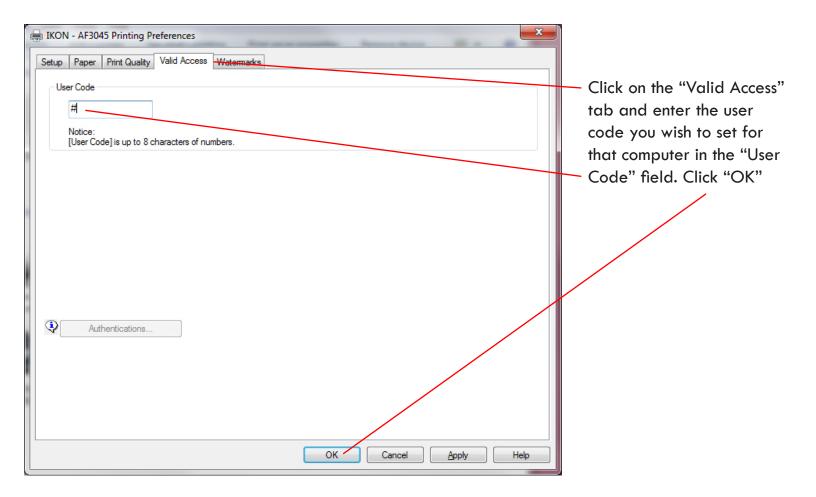


#### How to set a specific user code on a PC for all applications





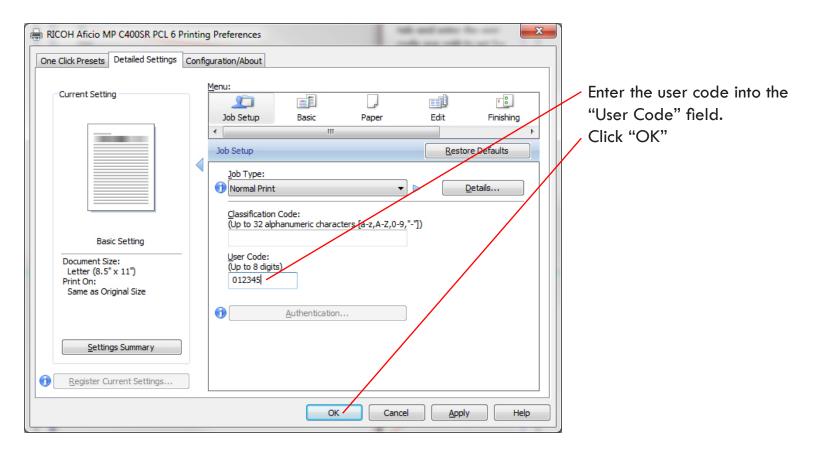
Right click on the printer you wish to set and select "Printing Preferences" For machine models: 907EX, MP7001/8001/9001, use the following instructions.



## For machine models: MP301, MP3352, MP5002, MPC400, MPC5502 and MPC6501 use the following instructions.

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

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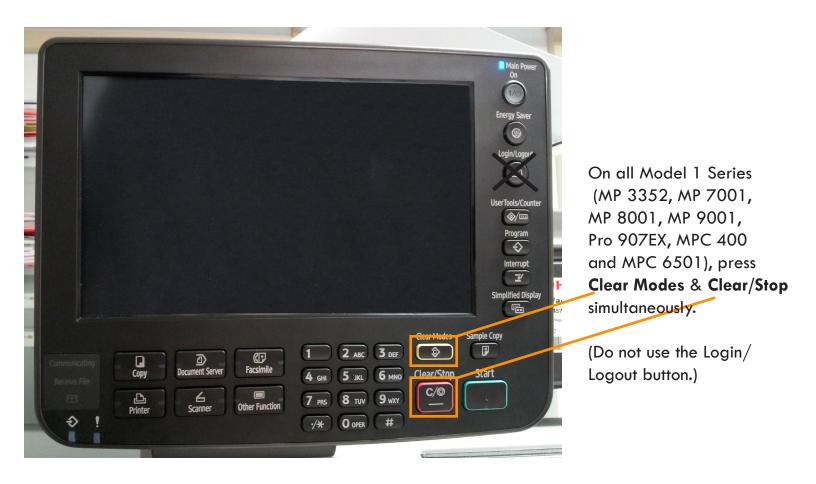
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Select the "All printers" button and click "OK"

#### How to logout from a copier when using a user code





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.)