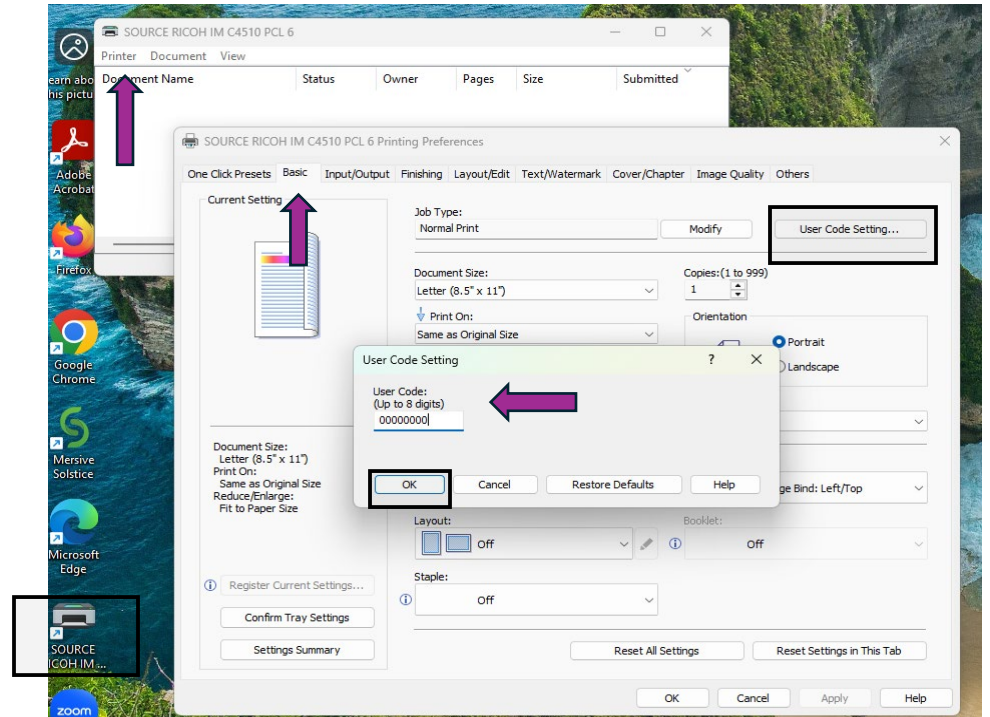


How to send a print job from DELL computers in The SOURCE

- Log into desktop using your NetID information
- Right-click the **SOURCE RICOH 4510** shortcut on the desktop and select the **Printer tab** > **printing preferences** from the pop-up menu.
- Click the **“Basic”** tab
- In the center menu, select **“User Code Setting...”**
- Enter your group’s code in the **“User Code”** field and **Click OK.**
- **Open and print your document to RICOH.**

Only the DELL desktops can access the RICOH printer. Users must have a code from their student group. Printing is billed directly to the group’s SOFO account at the end of each term



*The treasurer of each organization is responsible for the group’s code use. Please email joseph.lattal@northwestern.edu for any questions about the print/copy program. *