

## To print from computers in CLASS Office (GS 223):

1. Go to Print (or Ctrl+P).
2. Make sure “**Ricoh MP C3503**” is indicated as the printer.
3. Click on **Printer Properties** or **Properties...** .
  - a. If you’re printing something that is more than 1 page long, go to the **Duplex** drop-down menu (near the center of the dialog box) and select “**Open to Left**”.
  - b. Next, look for the **Color/Black and White** drop-down menu (near the bottom left of the dialog box) and select “**Black and White**”.
4. Click **OK**.
5. Click **Print** or **OK** again in order to print.
6. Pick up print-outs from printer in CLASS office (GS 223).