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).