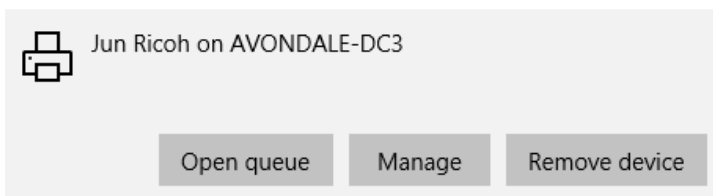# Printing Problems

Printing to the Ricoh printers not appearing in list in the photocopying room.

Have you changed the printer properties to hold print?
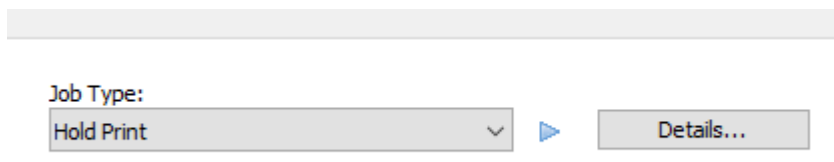
You need to do this once on each PC that you use.

Click on the window icon bottom left, type printers and go to printers and scanners.

Select the printer you require and click manage.

Select printing preferences then details

Select either Create Own ID or Windows login and click save.