Printing Unity Reports

1. Extract your files from Unity. I think it is easier to make a folder on your desktop, label it by unit number, then have them extracted to that folder. (You can delete this folder once you have printed your reports.)

2. Open Settings – (You can do this from the window icon in the lower left corner of your desktop.)
   a. Select devices
   b. On the left side click printers and scanners.
   c. Locate “Ricoh Secure Print” or preferred printer on the list that is populated.
   d. Select open print queue.
   e. Slide this window off to the side, so you will be able to view it.

2. Open your folder you created for your reports.
   a. It is easier to slide this window over to the side. This way you will be able to see the print queue window at the same time.

3. Drag each one over to your print queue box. (You will not see them sitting in the queue box, it is sent automatically to the printer.)
   a. You will need to drag each one. When you highlight all of them at once it will not print all your pages.
   b. The reports will automatically go to the printer. You will not need to do anything else.

4. You are done!