

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. 4 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. 5 You are done!