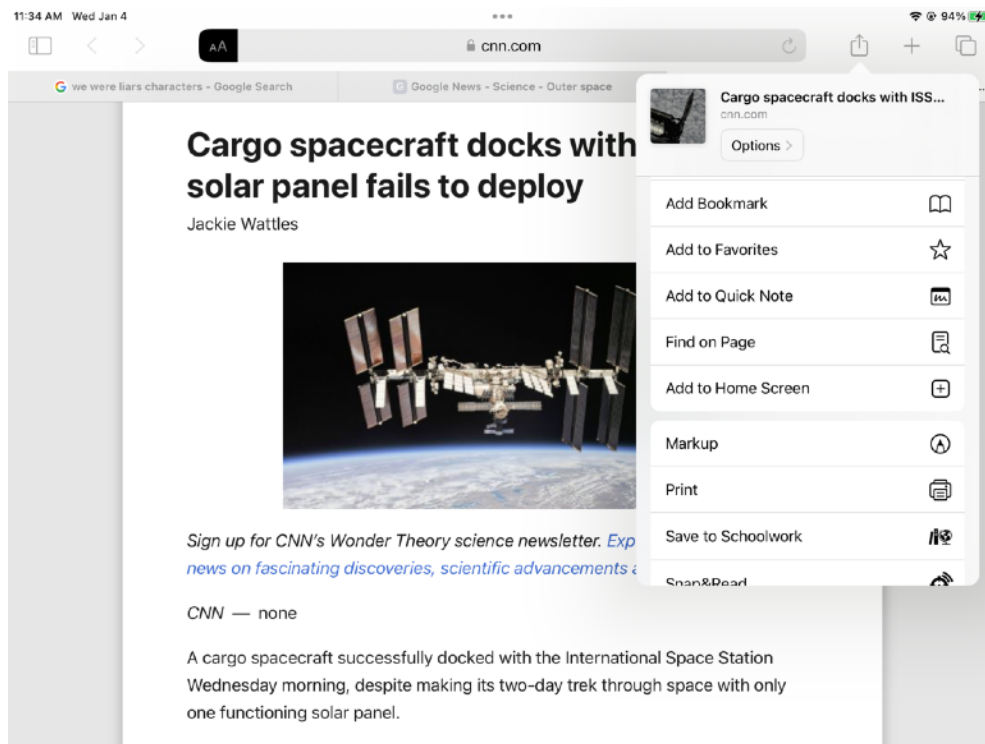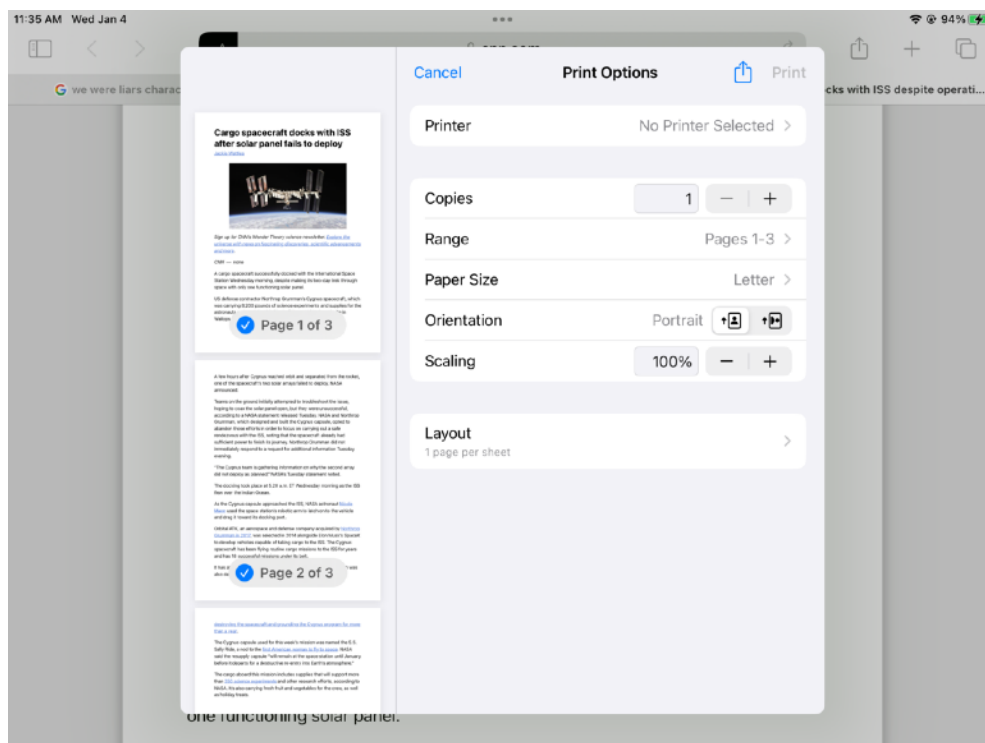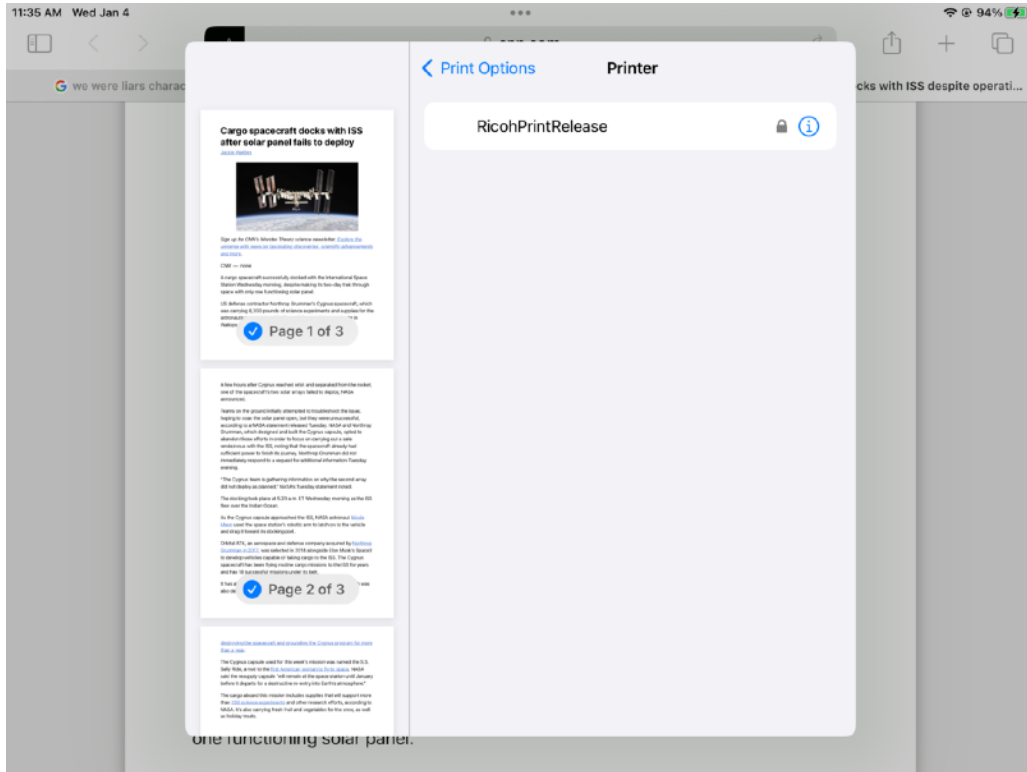# How to Print From Your iPad

It is very easy to print from your iPad. This is a feature for staff—not students and you must be in our school network. First, open any application you want to print from and find the print option. I'm using Safari as an example. The print option is in the share button.
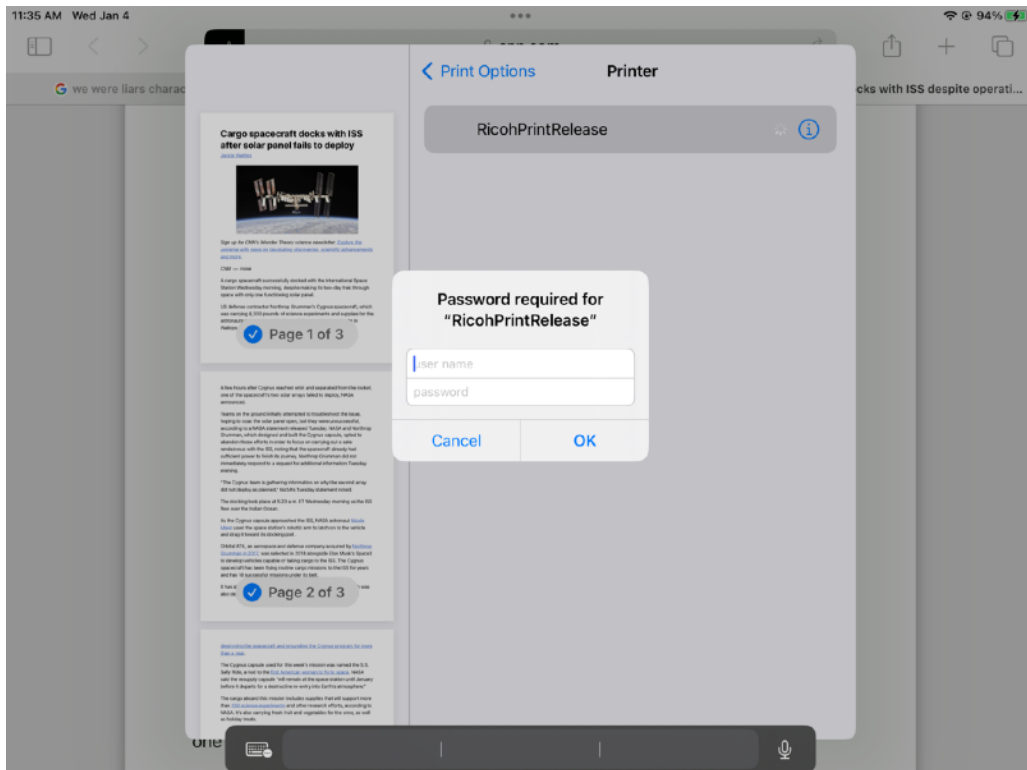

Once you click the Print button, you will get a screen like below. Before you format your print, tap "No Printer Selected".
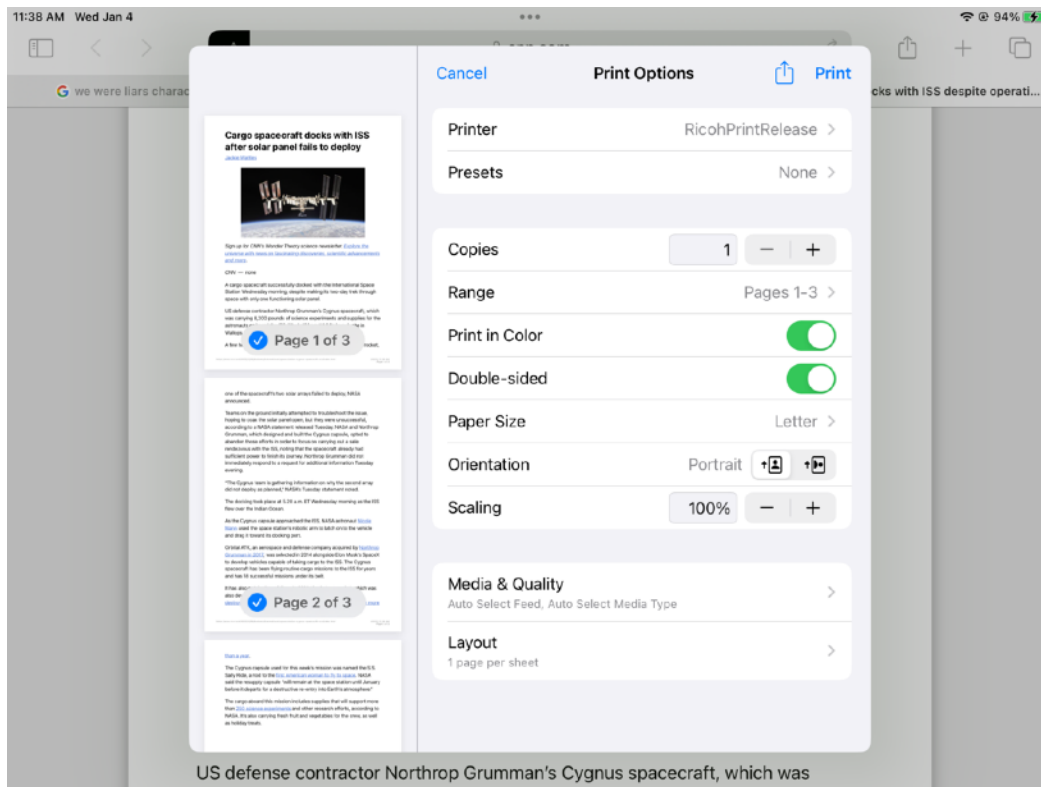
You should have the printer option RichohPrintRelease—tap that option.

After you tap the printer, you will be prompted to log in to our print server. This is the same username and password you use to log in to your computer. You can do the same thing at any of our printers if you forget your badge—the badge just makes it faster. Enter your credentials and click OK.

If your credentials are correct, you will come back to your print prompt screen. Here you can format your print job and then click Print to complete the process. Our Ricoh printers will have your print—just like your Mac printing—wherever your log in. Enjoy!