Before you print make sure your PaperCut application is running, without it you will NOT be able to print.
Open document you want to send to the printer and press (Ctrl+P) and make sure "SFU_Print_non_AD_auth" printer is selected and click on "Print."

The PaperCut software will intercept the print job and will ask you to authenticate, you can choose how long you want app to remember your SFU username and password.
You can use your credentials until you logout or close the PaperCut software.

On Windows 10 in the right hand side corner, you will see a dialog box informing you that your job is ready for release on any Ricoh multi-function device.