

RICOH PRODUCT QUICK GUIDE

DESIGNATE A COVER SHEET

- Select File
- Select Print
- Select Properties
- First, you want to set up the main part of the job that will reside behind the cover page.
- Select the Tray you wish to pull the paper from for this part of the document
- (Ex. Tray 1, Large Capacity...etc.)

| equently Used Settings Detailed Setti | ings Configuration/About | | |
|---------------------------------------|--------------------------|-------------------------|---|
| Current Setting | One Click Preset List: | Job Type: | |
| User Setting | <u> </u> | Normal Print | Details |
| | | De sussant Cines | |
| | | Letter (8.5" v 11") | V Custom Paner Size |
| | Factory Default | Letter (0.5 x 11) | Octobelies |
| | | Print On: | Orientation Orientation Orientation |
| | | Same as Original Size | CLandscape |
| | | | |
| | | Paper Type: | Input Tray: |
| | Booklet | Plain & Recycled | Ci Large Capacity Tray |
| | | avout | Page Order |
| | | | |
| | | | |
| Document Size: Letter (8.5" x 11") | | 2 sided: | |
| Print On: | premade booklet | Off | ~ |
| Reduce/Enlarge: | | | |
| Fit to Print Size | | Booklet: | |
| Plain & Recycled | | Off | |
| | | | |
| | small booklet | Staple: | Punch: |
| Settings Summary | V | ① Off | • () Off • |
| | Expand list >> | | |
| Register Current Settings | Expand list >> | Color/ Black and White: | Copies:(1 to 999) |
| | Manage | Solor | · I · |



- Now, we will set up the Cover Sheet
- Select the Detailed Settings Tab at the top of the window
- Select Cover/Slip/Designate
- Place a check mark next to the Cover sheet
- Select the Tray you will be pulling the cover from (ex. Tray 1, bypass tray...etc.)
- Select if you want it to be left blank, printed on one side, or printed on both sides

| requently Used Settings Detai | iled Settings Configuration/About | | |
|--|--|---|-------------|
| Current Setting | Menu: | | |
| User Setting | Job Setup Basic Paper Cover/Slip/Desig | Cover/Slip/Designate | Print Mode: |
| | Imposition Imposition Output Settings Finishing Print Quality:Stal | Back Cover Input Tray: Tray 1 | Print Mode: |
| Document Size: Letter (8.5" x 11") Print On: Same as Original Size Reduce/Enlarge: Fit to Print Size Paper Type: Plain & Recycled | Print Quality:Adv Effects Driver Options | Anneed Insert Slip Sheet After Every Page Input Tray: Tray 1 | Print Mode: |
| Settings Summary Register Current Settings | 5 | Designate/Chapter | Details |

- Make any further setting changes
- Select OK
- Select Print