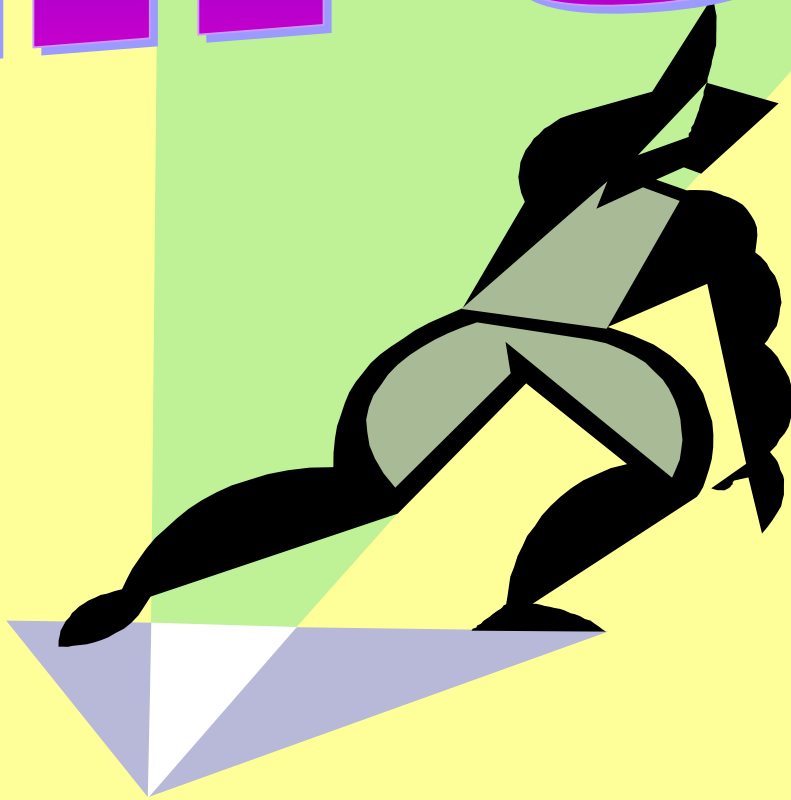


The Ricoh Print Driver

# RIPCS

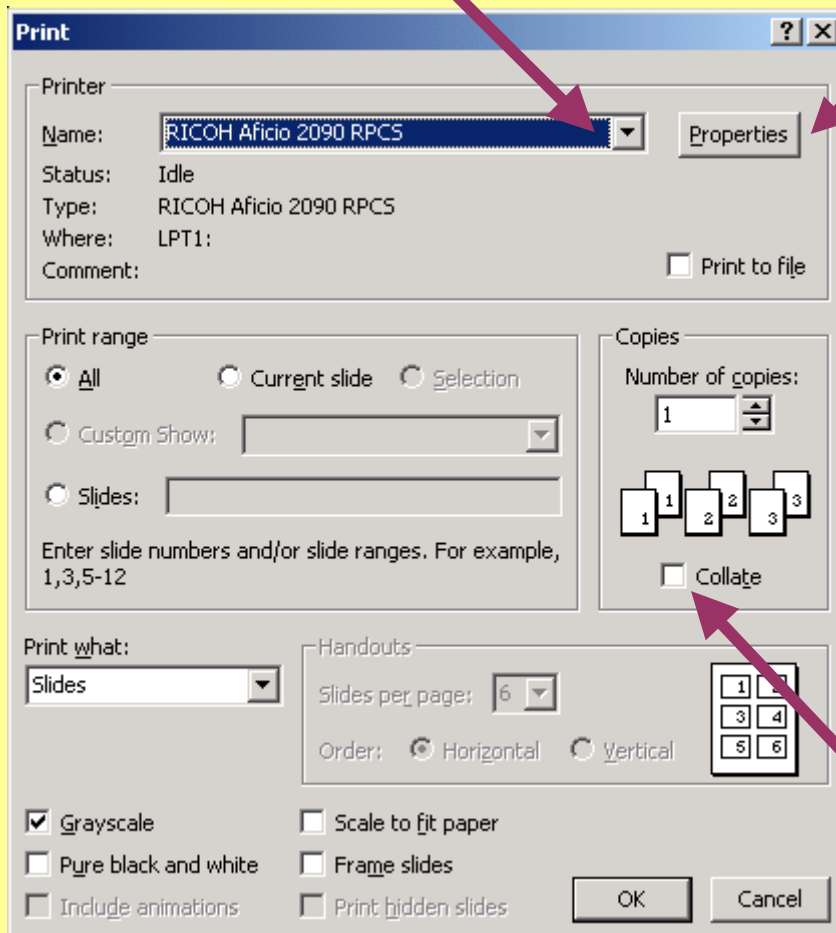


**QUICK REFERENCE GUIDE**

Aficio 2090/2105 Series

1. Select your Printer

3. Click on  
“Properties” to  
access the great  
print features of the  
Aficio system



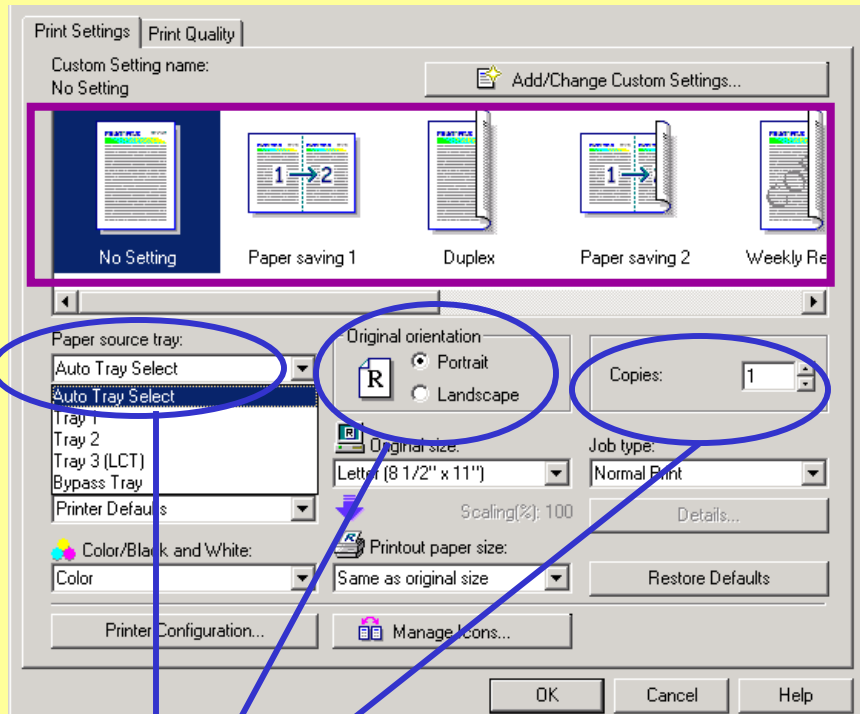
2. Make certain “Collate” is  
“off” (No “X” in the box)

# Print Settings

Allows for Basic Operation

Print Settings can be saved as “Custom Setting Icons” for one click selection!

Max: 16 icons



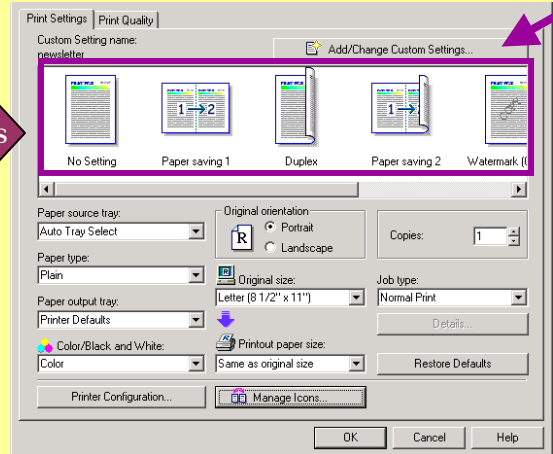
Use this Screen to select:  
A Specific Paper Source  
Portrait/Landscape  
Number of Copies

# Print Settings

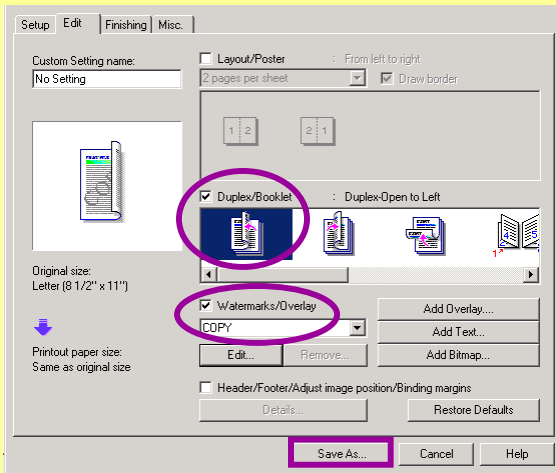
Allows users to create custom icons

Print Settings can be saved as “Custom Setting Icons”

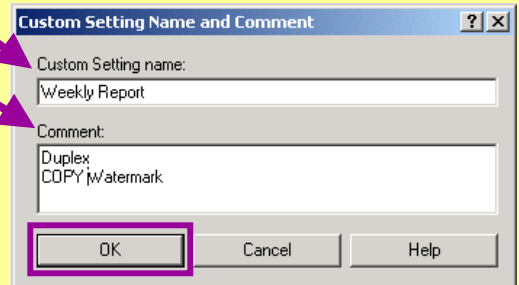
Max: 16 icons



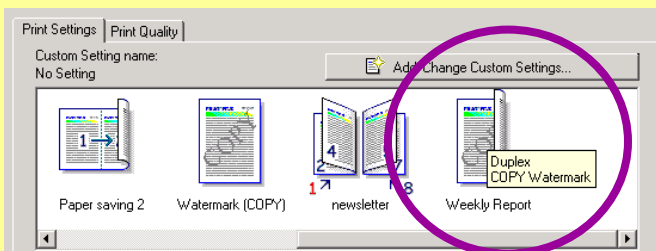
1. To create your icon, select “Add/Change Custom Setting”



2. Select your settings, (such as Duplex & Watermark)  
-Click “Save As”



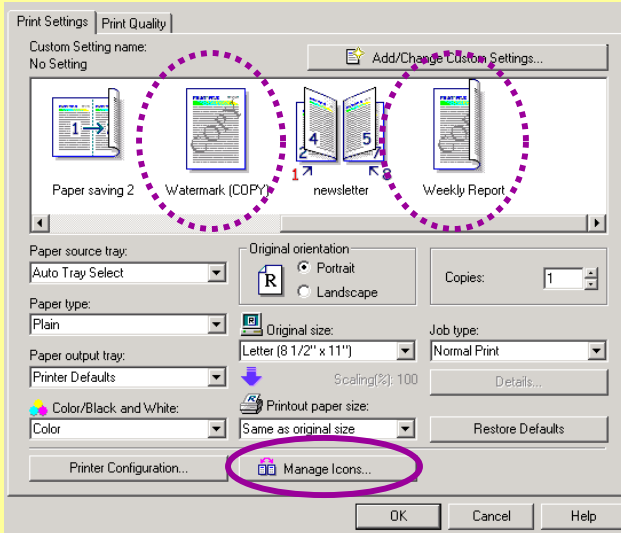
3. Type “Custom Setting name”,  
Under “Comments”,  
list your settings.  
-Click “OK”



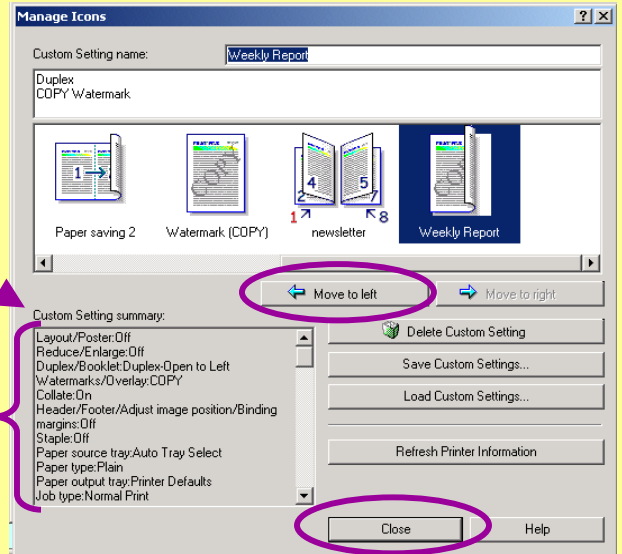
4. Your new icon will be added to your initial screen.  
Comments are shown when the mouse is placed over the new icon.

# Changing Icon Display Order

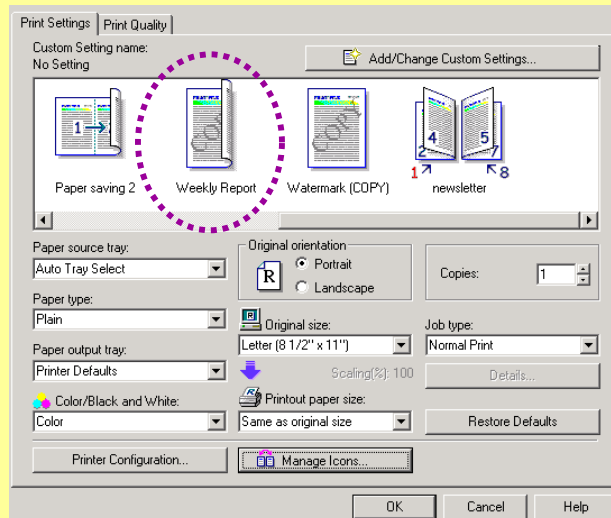
Allows users to rearrange their custom icons



1. Select "Manage Icons"



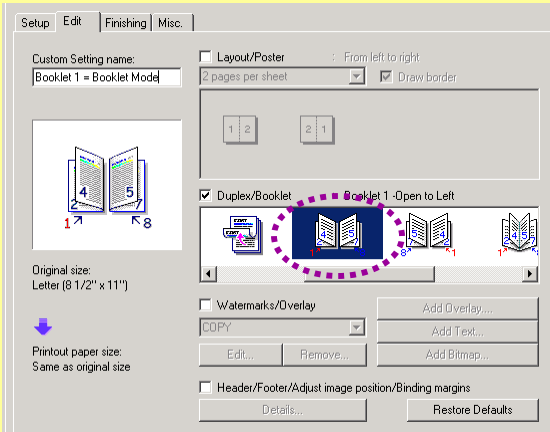
2. Highlight your "icon" and click "Move to left";  
-Click "Close"



3. You will now see the icon in it's new position

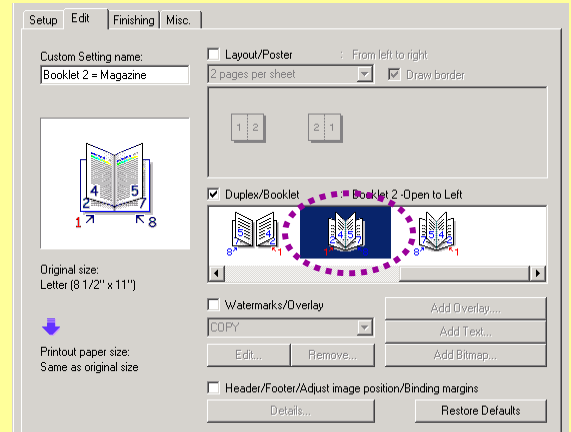
# Booklet & Magazine Modes

Booklet: Up to 4 Pages / Magazine: More than 4 pages

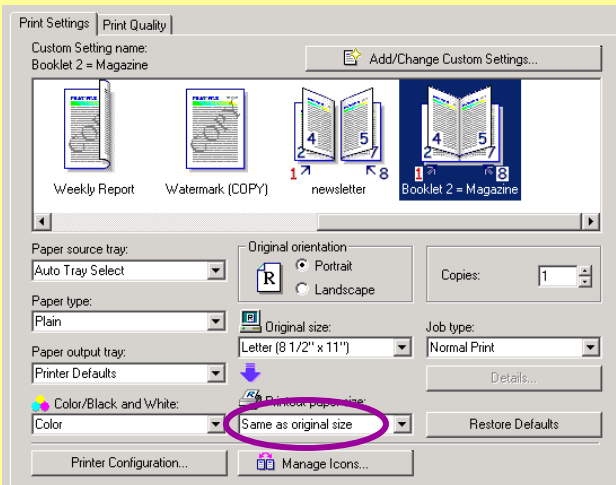


Under “Duplex/Booklet”,  
select “Booklet 1” – Open to Left  
for Booklet Mode

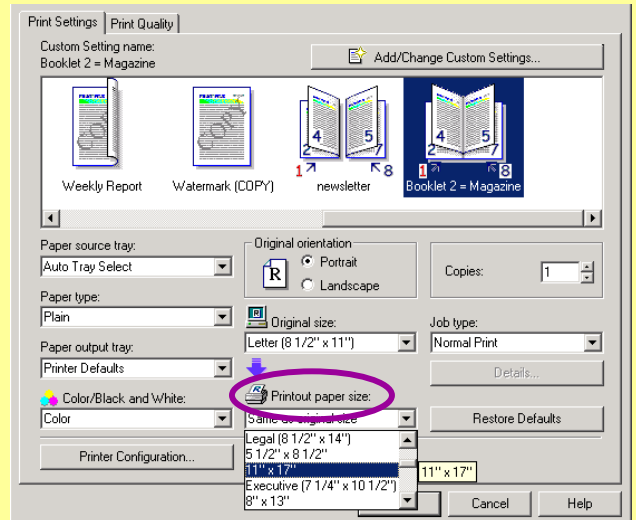
or



Under “Duplex/Booklet”,  
select “Booklet 2” – Open to Left  
for Magazine Mode



To print onto letter size paper,  
keep “Printout paper size” as  
“Same as original size”  
-Click “OK”



To print onto 11" X 17",  
select “Printout paper size”  
-Select 11" X 17"  
-Click “OK”

# Job Type

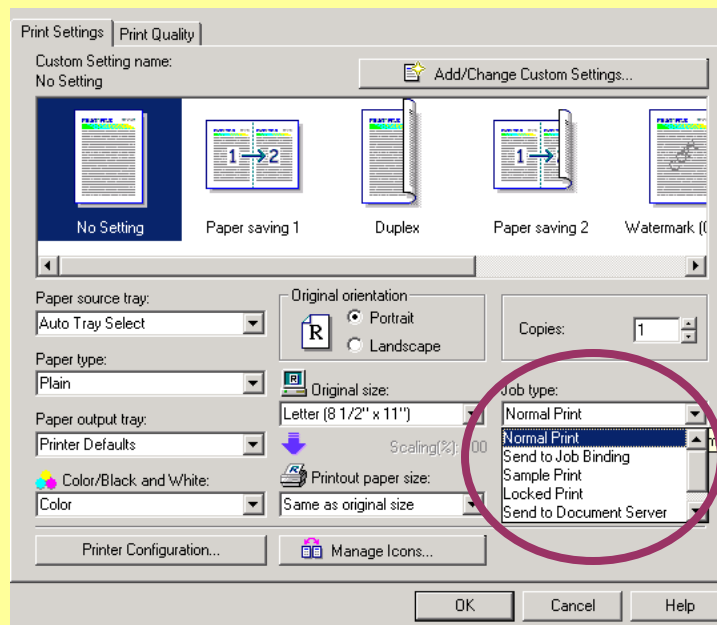
Allows for specific print applications.

## Job Binding

Used with RPCS driver; print different files/applications together as (1) job.

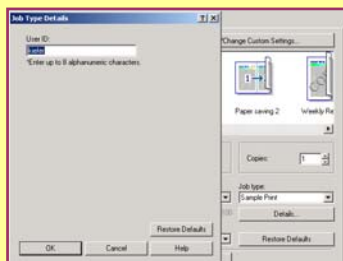
## Document Server

Forms Storage or Merging of different files into (1) file that can be duplexed/stapled etc.



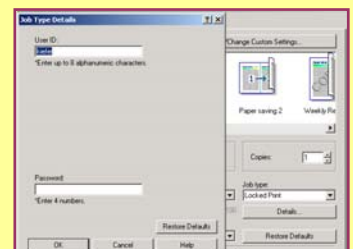
## Sample Print

Prints (1) set for review purposes, before printing a large quantity



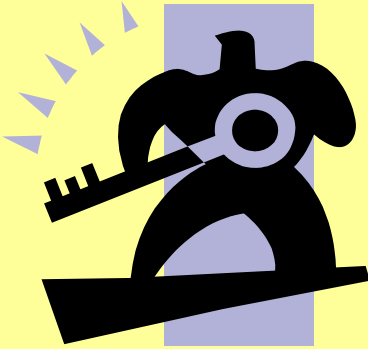
## Locked Print

Security Feature, utilizes 4-digit Password



# Document Server

Allows a user to store files on the HDD or to merge several jobs together



1. Under “Job Type”,  
select  
“Send to Document Server”

2. Click on “Details”

3. Enter  
-User Name  
-File Name  
-Password  
(optional, 4-digit)

4. Click “OK”

A screenshot of a software dialog box titled "Job Type Details". The dialog has a light gray background and a blue title bar. On the left side, there are three input fields: "User name:" with the text "john", "File name:" with the text "demo", and "Password:" with masked characters "xxxx". Each field has a small asterisk and a note below it: "\*Enter up to 16 characters." for the first two, and "\*Enter 4 numbers." for the password. At the bottom left are "OK", "Cancel", and "Help" buttons. At the bottom center is a "Restore Defaults" button. On the right side, there is a preview area showing two document pages. Below the preview is a "Copies:" field with a spinner set to "1". Below that is a "Job type:" dropdown menu with "Send to Document Server" selected. Below the dropdown are "Details..." and "Restore Defaults" buttons. A red dashed box highlights the "Job type:" dropdown. A red arrow points from the "Details..." button in the preview area to the "Job type:" dropdown.

How long can files remain on Document Server?  
Indefinitely or Purged (1-180 days)

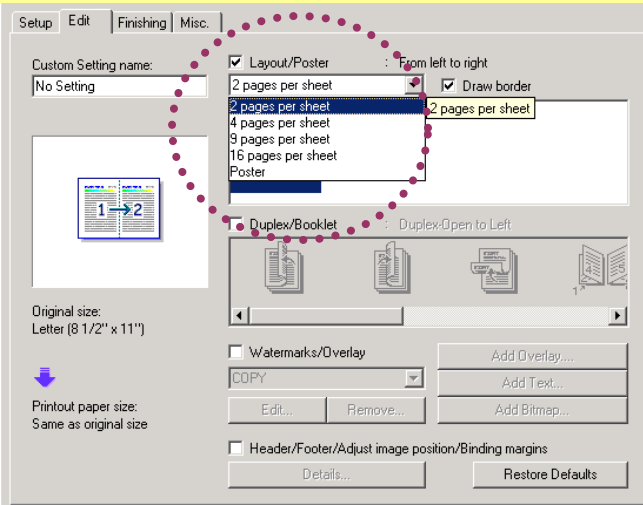
Set up in User Tools

- System
- Key Operator Tools
- Arrow Down to the 2<sup>nd</sup> Screen
- Select “Auto Delete File”



# Layout/Poster Mode

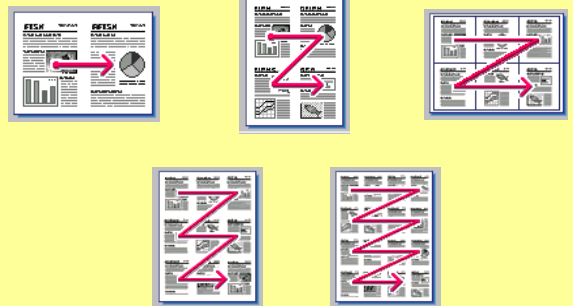
- Allows for multiple pages on a single sheet
- One page on Multiple sheets



## LAYOUT MODE

2,4,6,9,16 up  
(Combine Mode)

Draw Frame Border

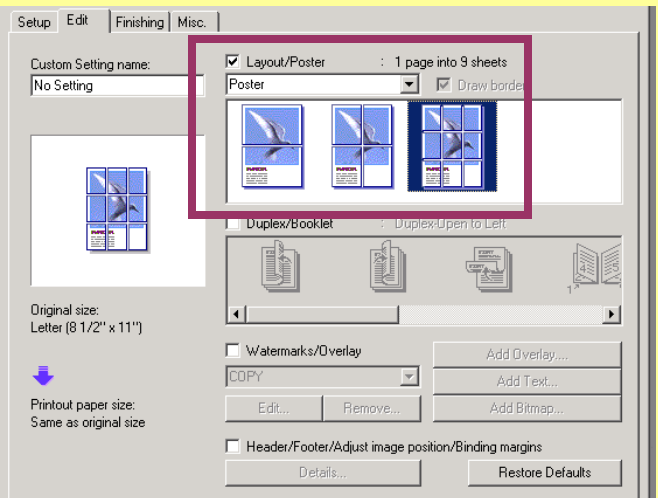


## POSTER MODE

1 Page into 2 sheets

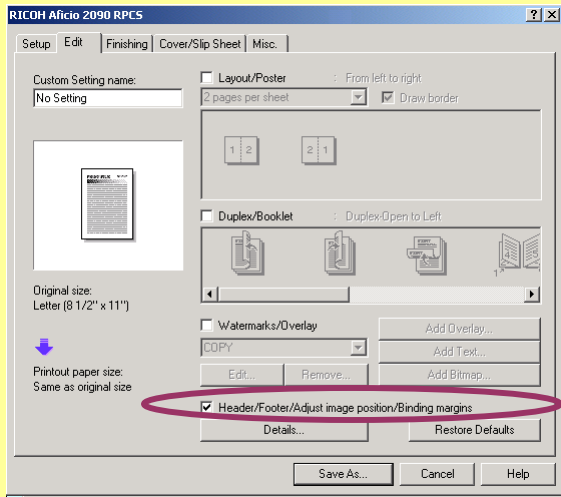
1 Page into 4 sheets

1 Page into 9 sheets



# Header/Footer

Allows for Date/Page Numbering/Text &  
Allows for Margin Adjust



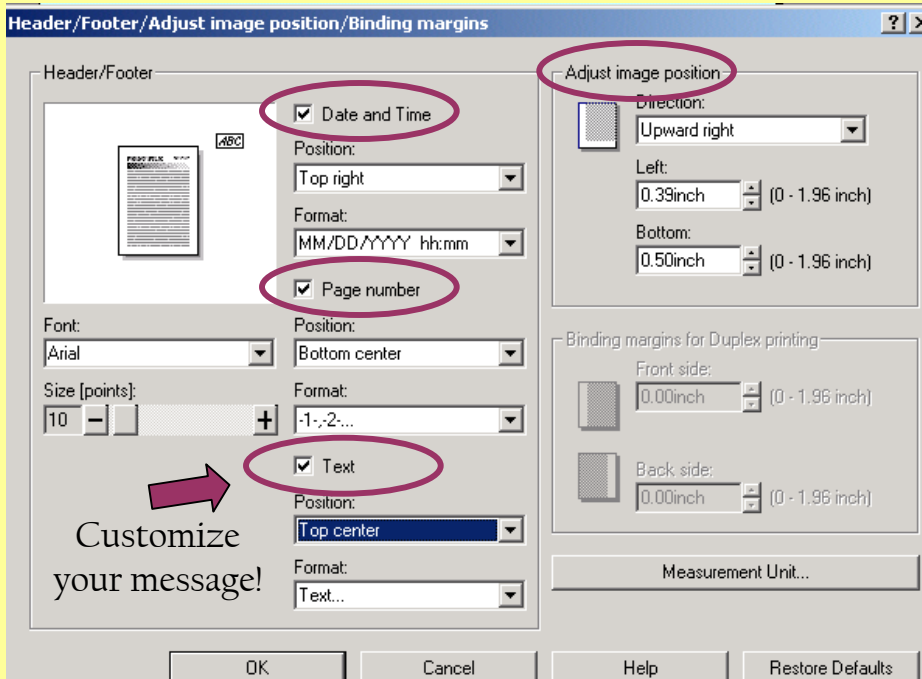
-Click on “Add/Change Custom Settings...”

-Under “Edit” select  
“Header/Footer/Adjust image position/Binding margins”

Choose from  
(1)  
of six  
Positions:

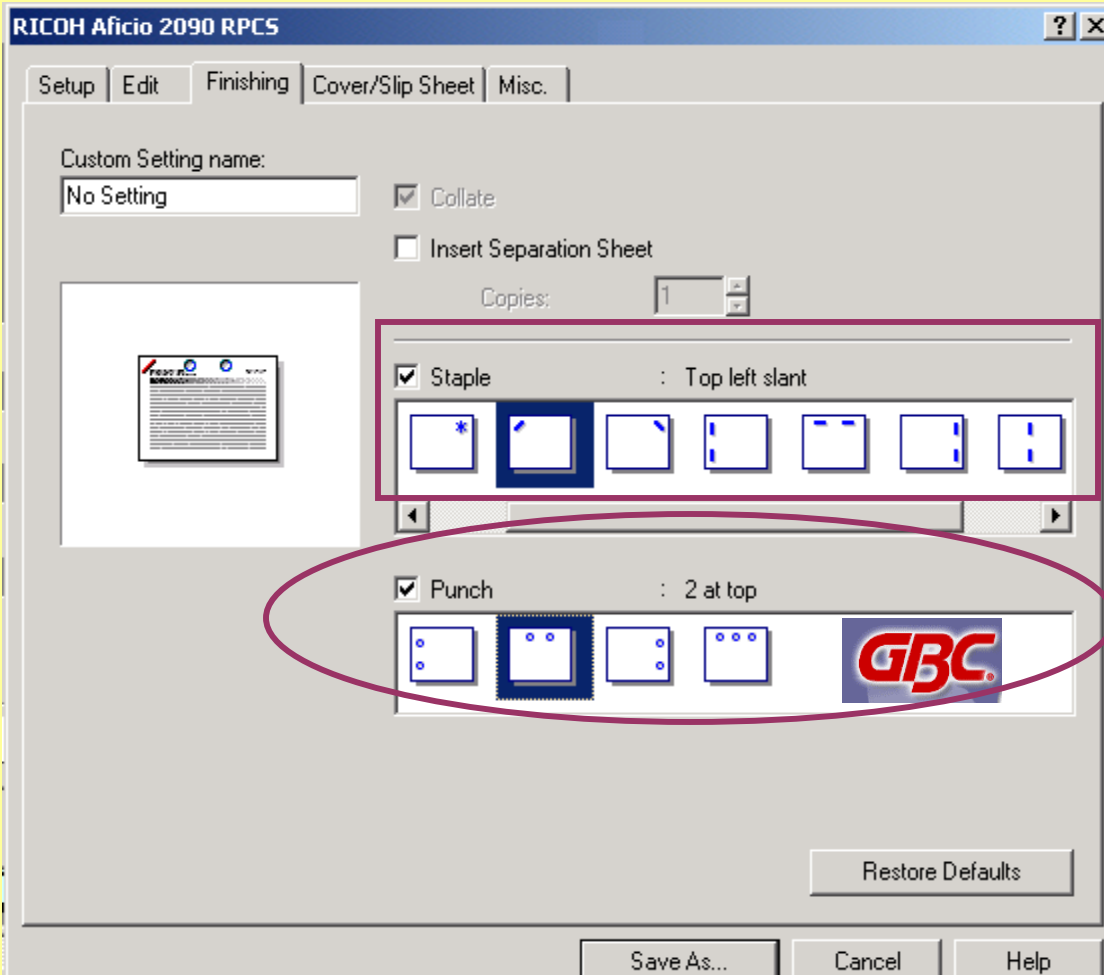
Top:  
Left  
Center  
Right

Bottom:  
Left  
Center  
Right



# Finishing

Allows selection for  
Staple/2 or 3 Hole Punch/ Separation Sheet



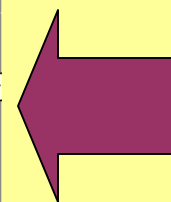
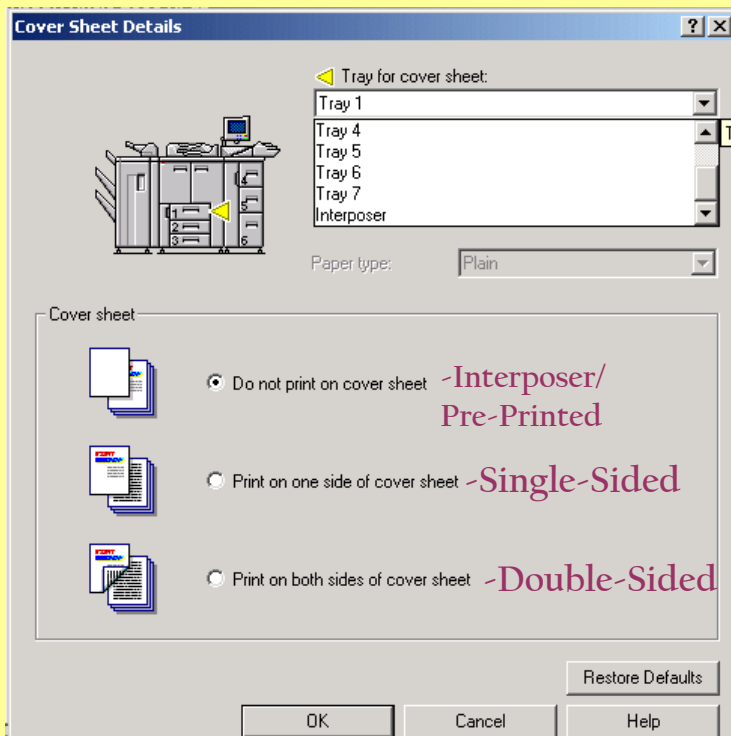
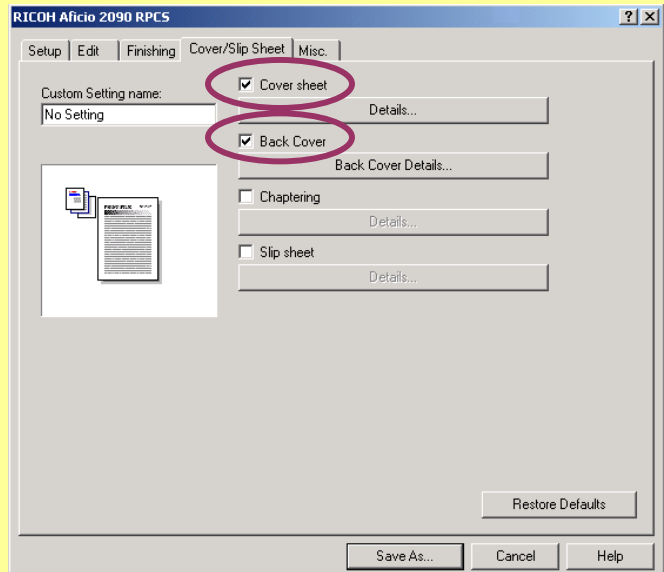
Coming  
Soon!

# Cover/Slip Sheet

## Front Cover/Front & Back Covers

-Select “Cover sheet”  
and/or  
Back Cover”

-Click on “Details/  
Back Cover Details”



Covers can  
be selected  
from any  
paper tray

# Cover/Slip Sheet

Allows for Chaptering (Paper Designates, Tabs)/  
Slip Sheet (OHP Transparencies)

Enter Page Numbers

Insert slip sheet ([Designate])  
Inserts a slip sheet before designated pages.  
No slip sheet, use body pages  
Prints selected pages on the front side.

Select Tray

Select Paper Type

Select "Apply Above Settings"

Page	Insert slip sheet	Slip sheet tray	Print on slip sheet	
1	5	Designate	Tray 4	Yes
2	10	Designate	Tray 4	Yes
3	15	Designate	Tray 4	Yes
4	20	Designate	Tray 4	Yes

OK Cancel Help

-Click on Misc. Tab

-Check [Tab Stock] printing  
(This shifts your text so that it prints on the tab extension.)

Restore Defaults

Save As... Cancel Help

Restore Defaults

OK Cancel Help

OHP Slip Sheets can be Blank or Copied

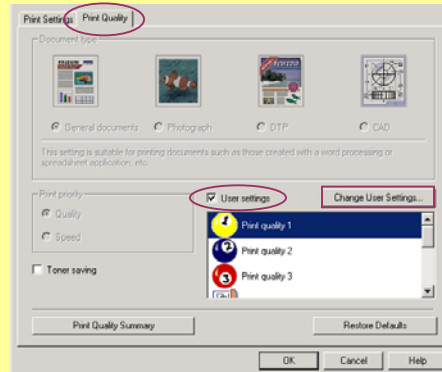
# Print Quality

Allows users to customize dpi & color controls

Select the "Print Quality" tab

-Click on "User settings"

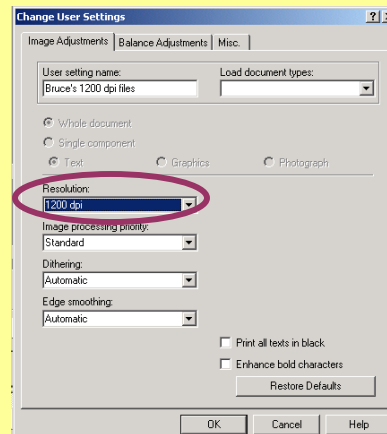
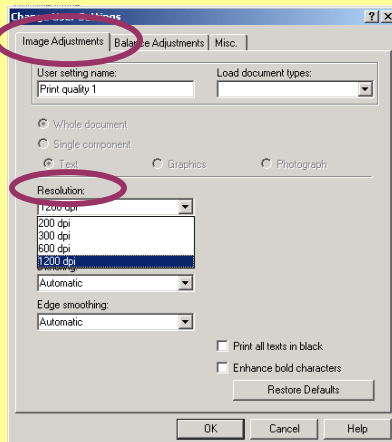
-Click on "Change User Settings..."



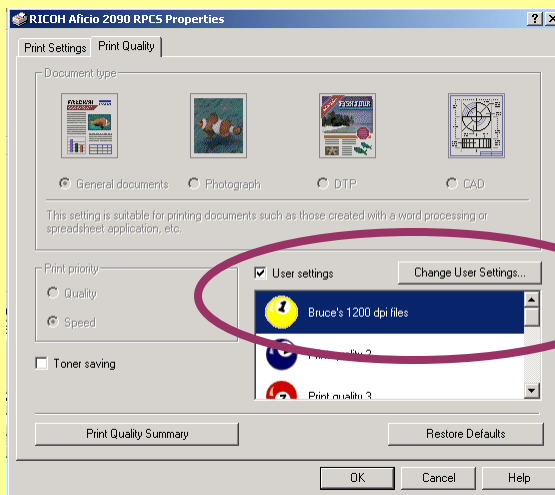
Select "Image Adjustments" tab

-Click on "Resolution"

to change your dpi settings



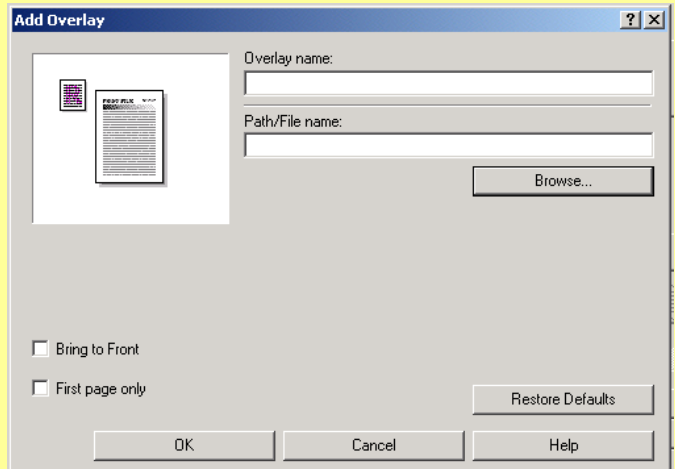
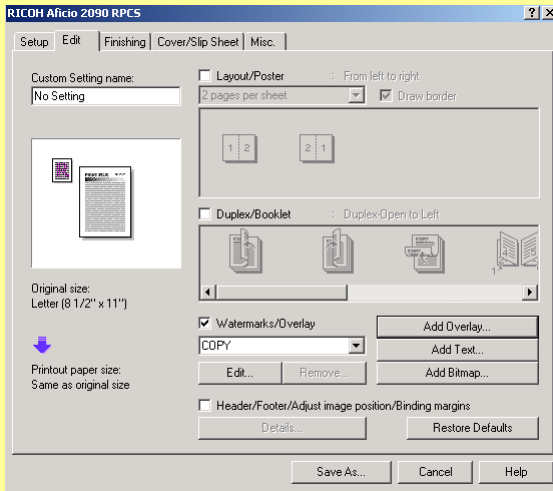
Select "User Setting Name" to save your selections



Your "User Setting Name" is saved in one of (8) locations.

# Free Form

Allows for Mail Merges, Overlays, or to print  
PowerPoint presentations



## *PowerPoint tip:*

*Send the Slide Background as a Master, and the remaining slides without a background.*

*Reduce File Size, Decrease Processing Time!*

