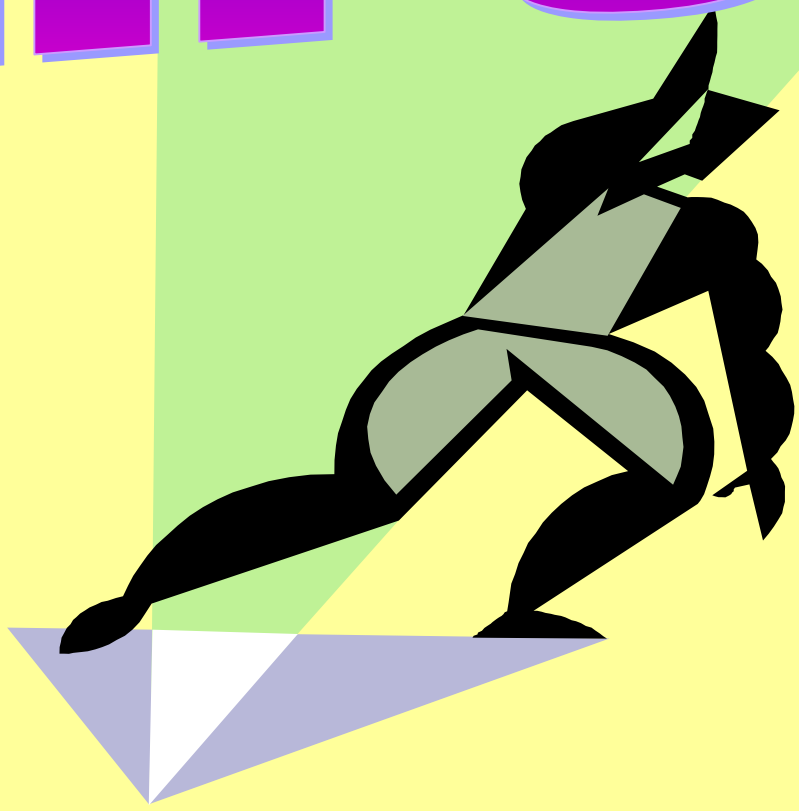
The Ricoh Print Driver

RPCS



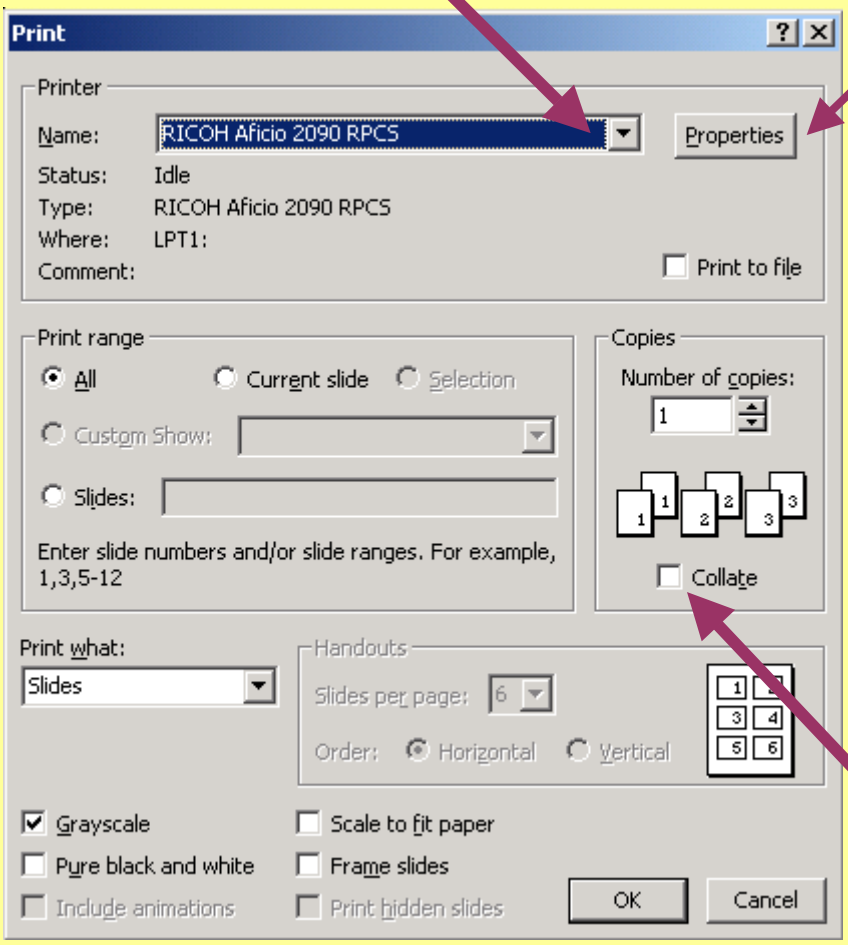
QUICK REFERENCE GUIDE

Aficio 2090/2105 Series

RICOH®
Image Communication

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)

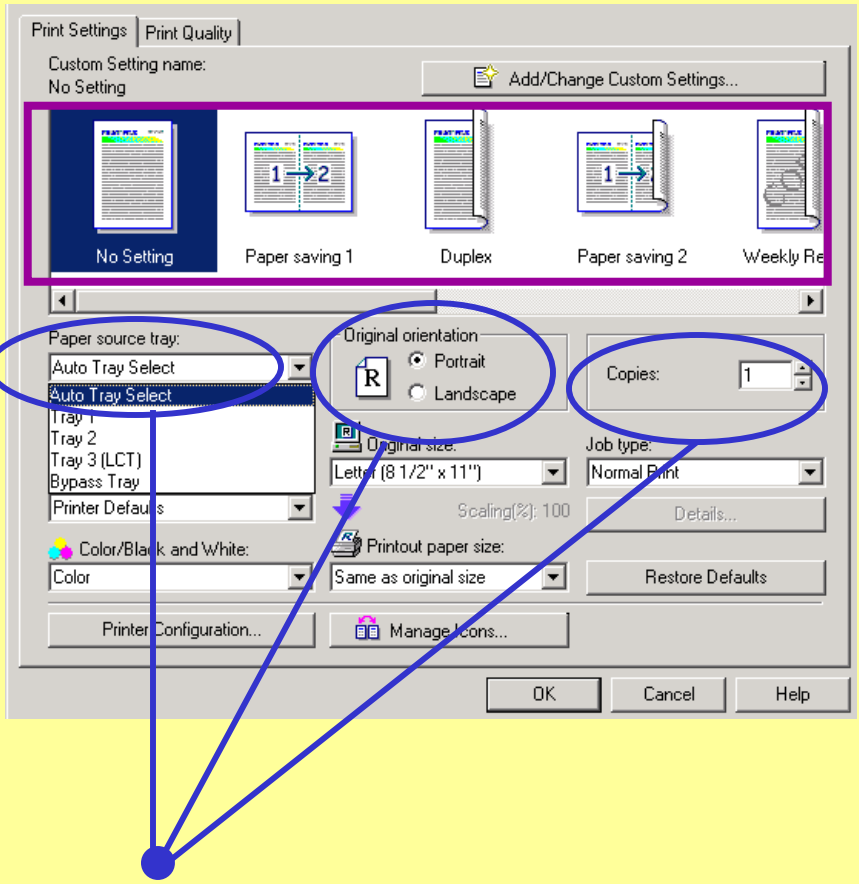
RICOH
Image Communication

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

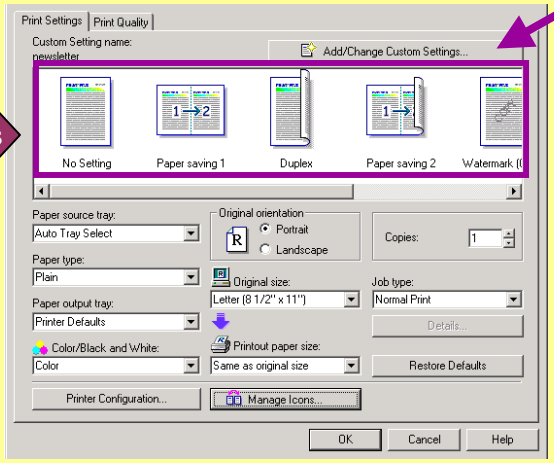
RICOH®
Image Communication

Print Settings

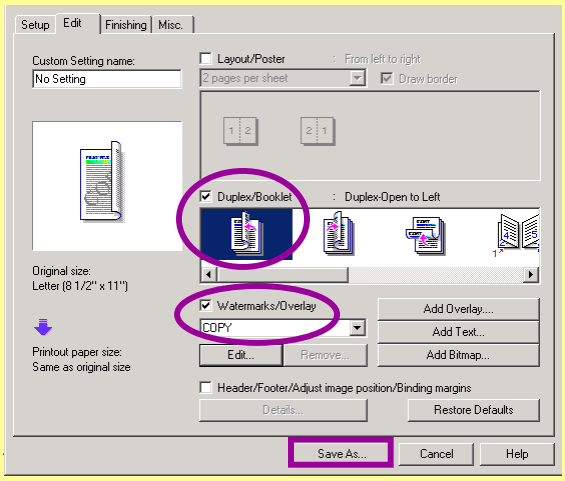
Allows users to create custom icons

Print Settings can be saved as "Custom Setting Icons"

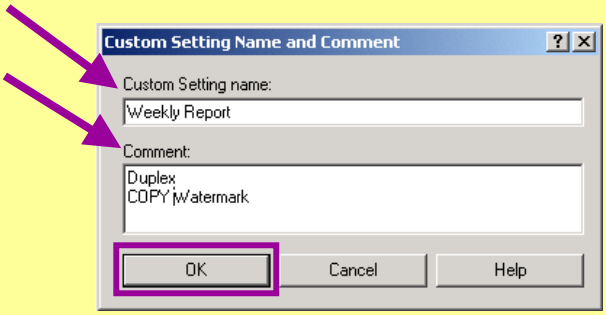
Max: 16 icons



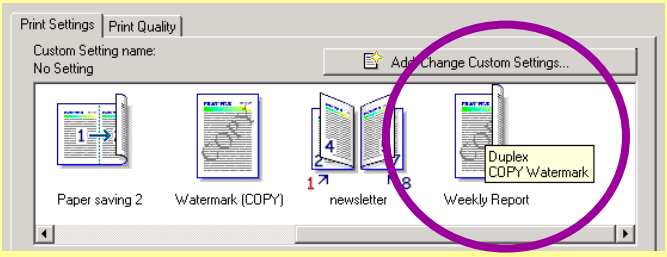
1. To create your icon, select "Add/Change Custom Setting"



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



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

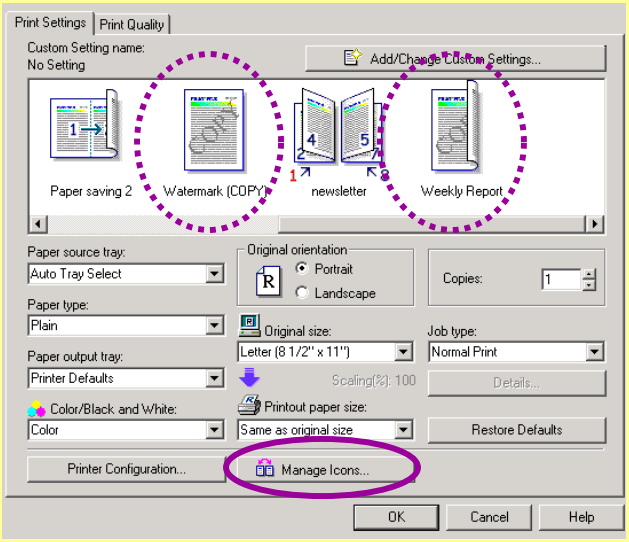


4. Your new icon will be added to your initial screen. Comments are shown when the mouse is placed over the new icon.

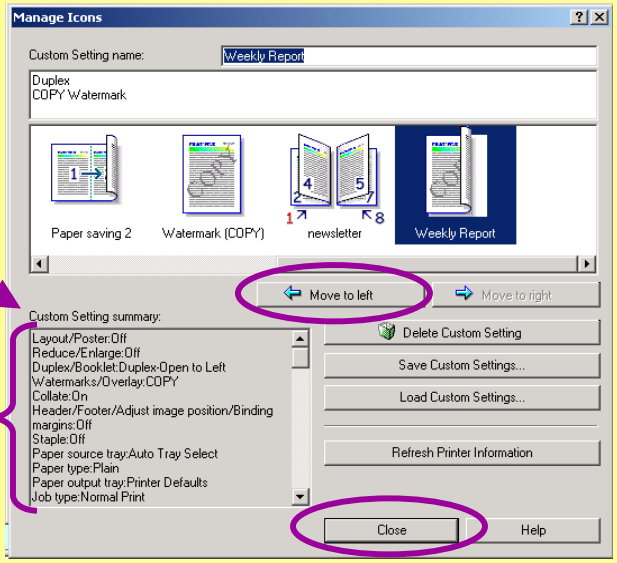
RICOH®
Image Communication

Changing Icon Display Order

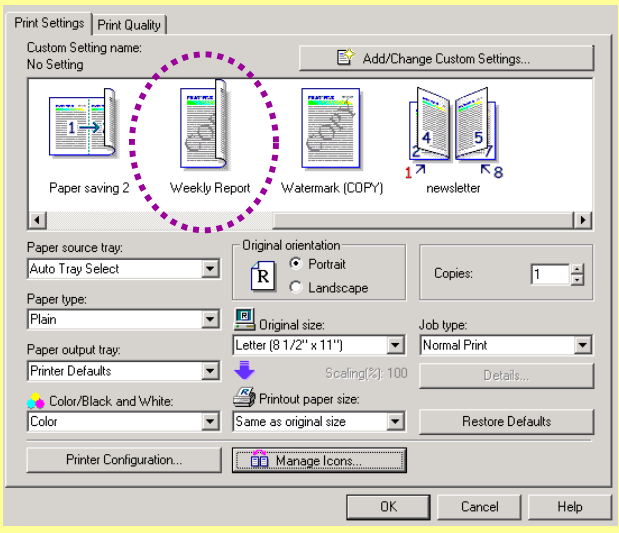
Allows users to rearrange their custom icons



1. Select "Manage Icons"



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

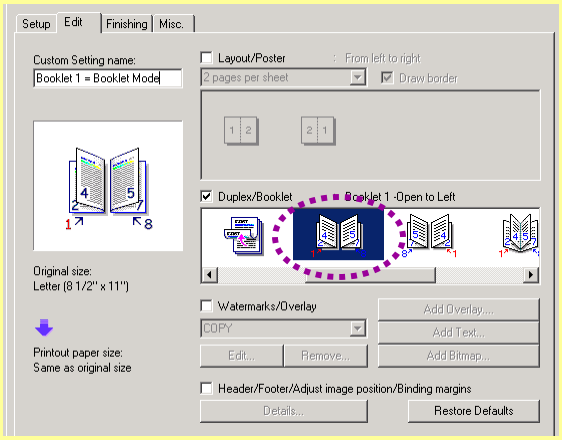


3. You will now see the icon in it's new position

RICOH®
Image Communication

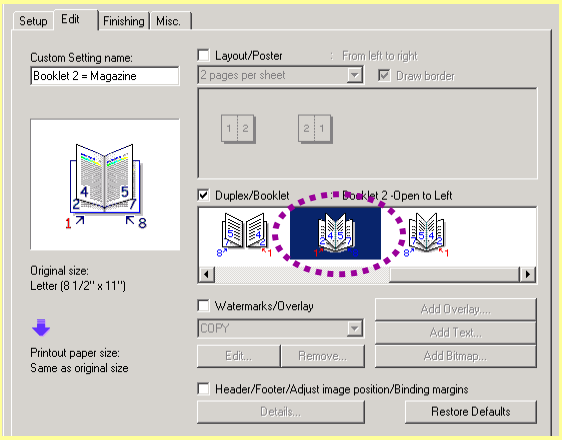
Booklet & Magazine Modes

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

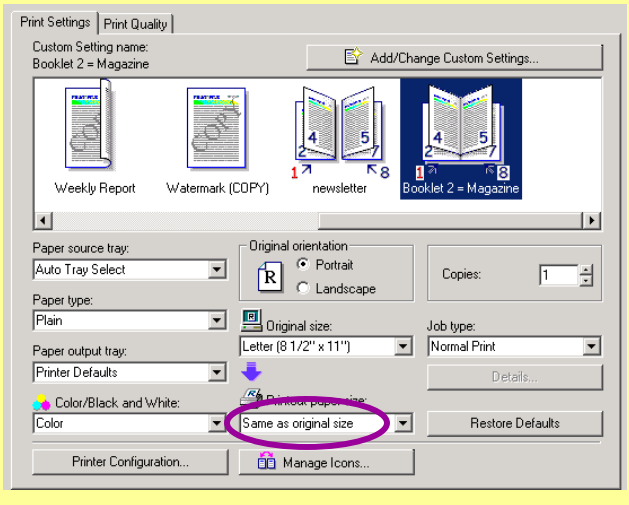


Under "Duplex/Booklet",
select "Booklet 1" – Open to Left
for Booklet Mode

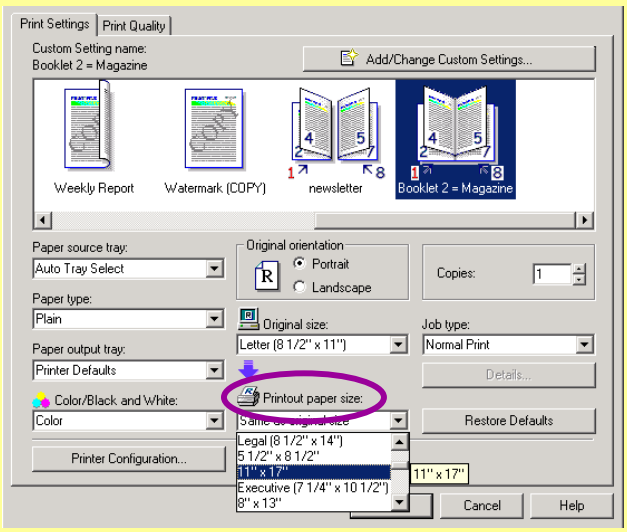
Or



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"

RICOH®
Image Communication

Job Type

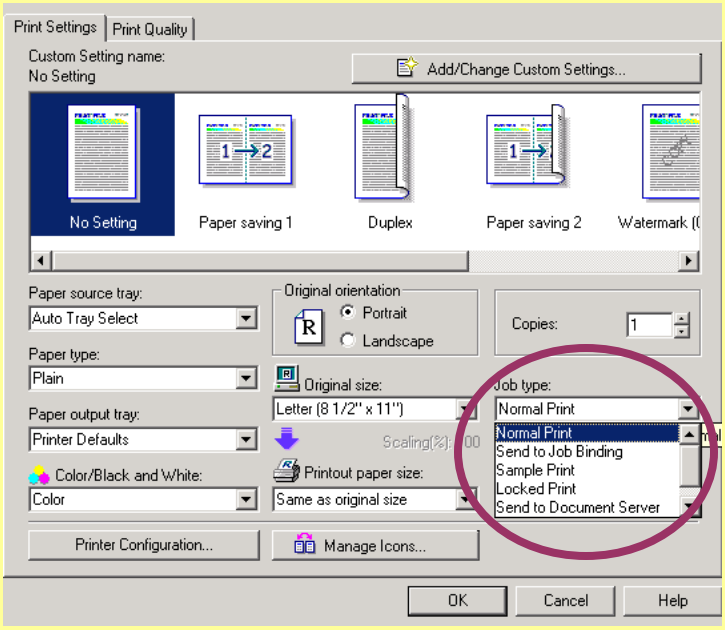
Allows for specific print applications.

Job Binding

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

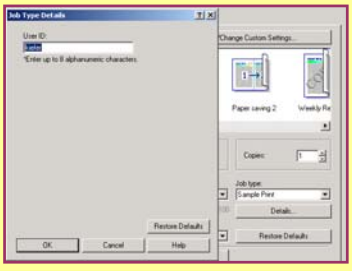
Document Server

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



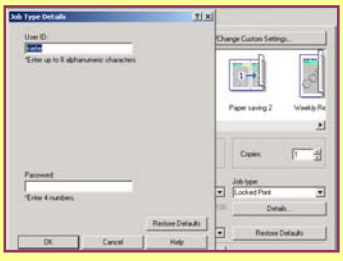
Sample Print

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



Locked Print

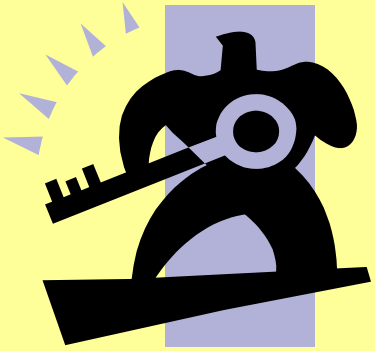
Security Feature, utilizes 4-digit Password



RICOH®
Image Communication

Document Server

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

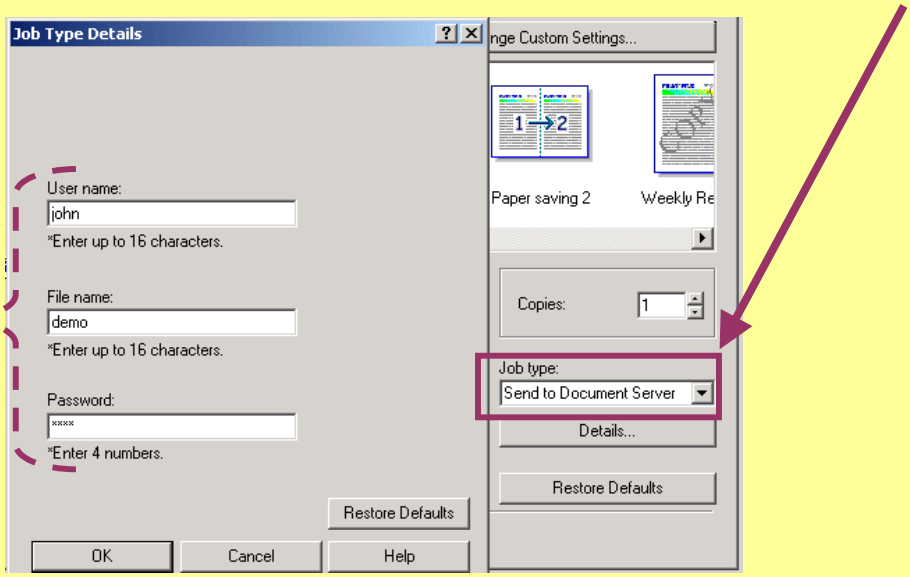


1. Under "Job Type", select "Send to Document Server"

2. Click on "Details"

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

4. Click "OK"



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

<u>Set up in User Tools</u>

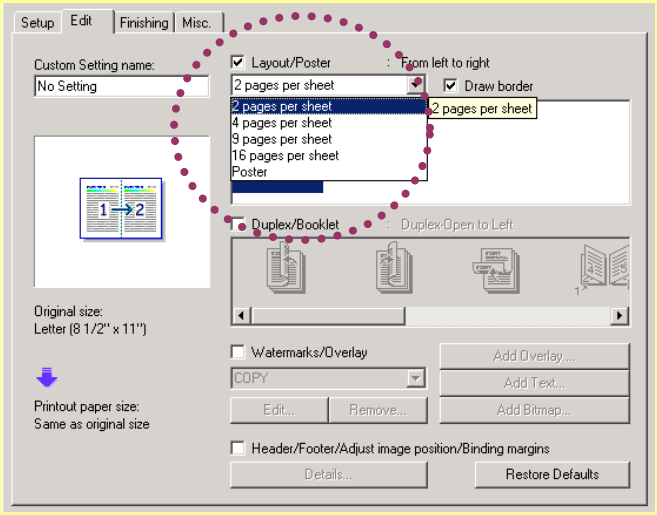
-System
-Key Operator Tools
-Arrow Down to the 2nd Screen
Select "Auto Delete File"

RICOH®
Image Communication

Layout/Poster Mode

-Allows for multiple pages on a single sheet

-One page on Multiple sheets

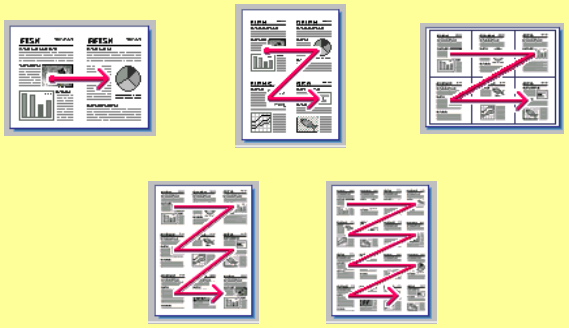


LAYOUT MODE

2,4,6,9,16 up

(Combine Mode)

Draw Frame Border

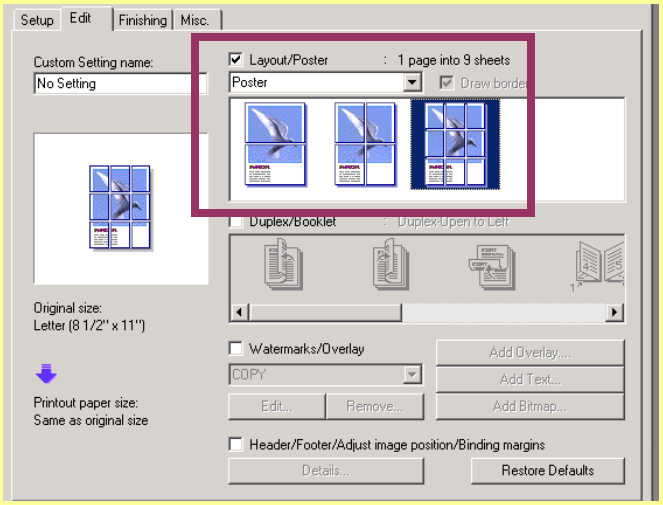


POSTER MODE

1 Page into 2 sheets

1 Page into 4 sheets

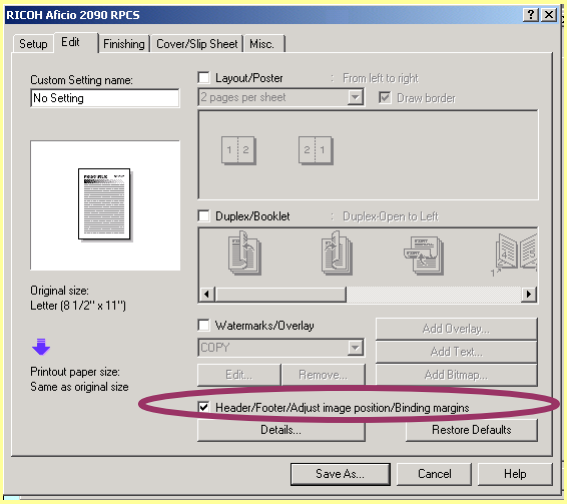
1 Page into 9 sheets



RICOH®
Image Communication

Header/Footer

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



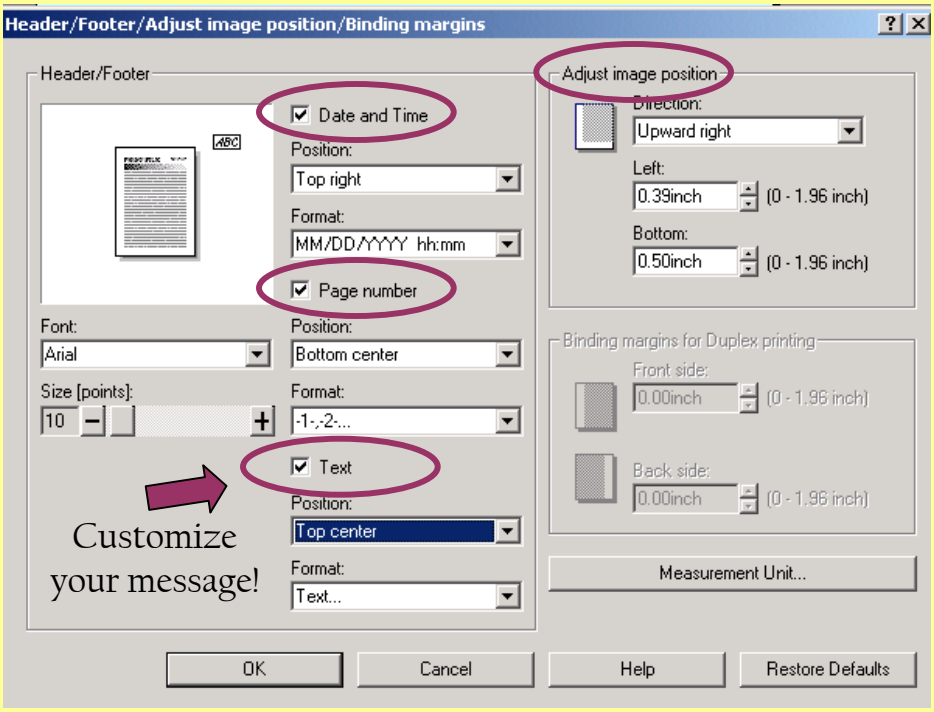
-Click on "Add/Change Custom Settings..."

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

Choose from (1) of six Positions:

<u>Top:</u>
Left
Center
Right

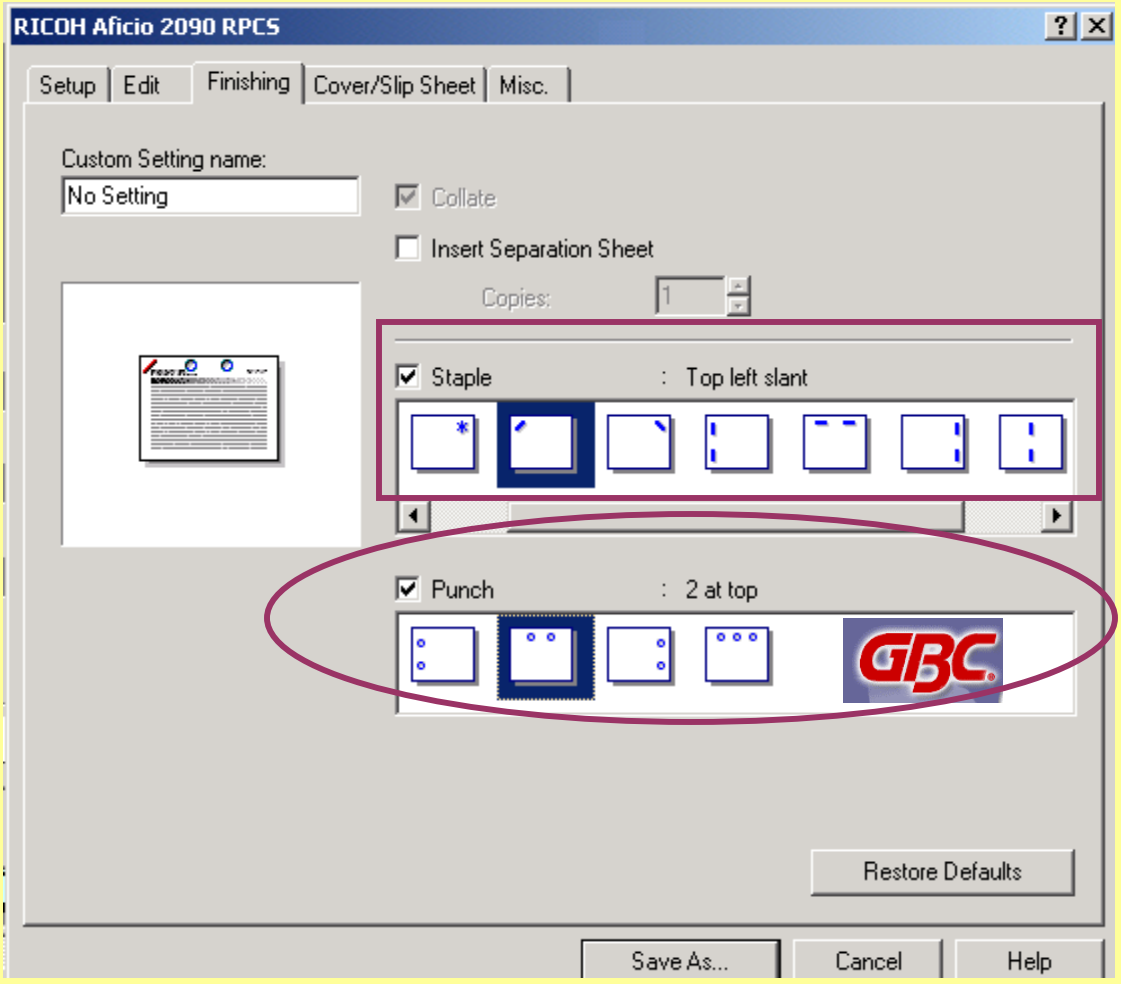
<u>Bottom:</u>
Left
Center
Right



RICOH®
Image Communication

Finishing

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



Coming Soon!

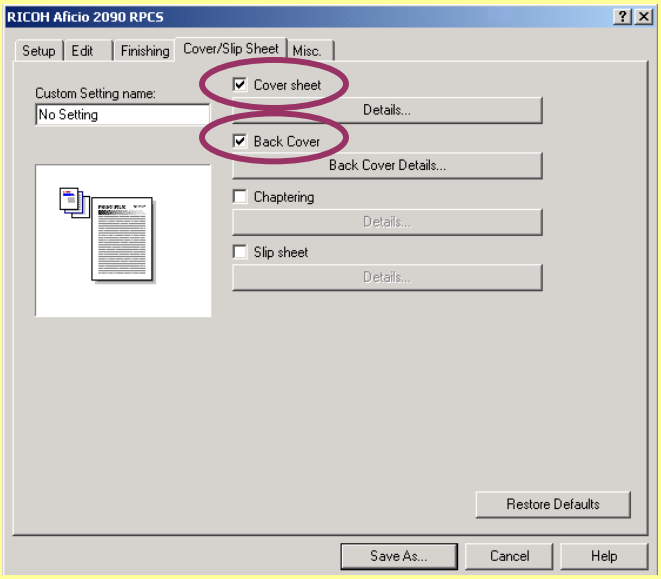
RICOH Image Communication

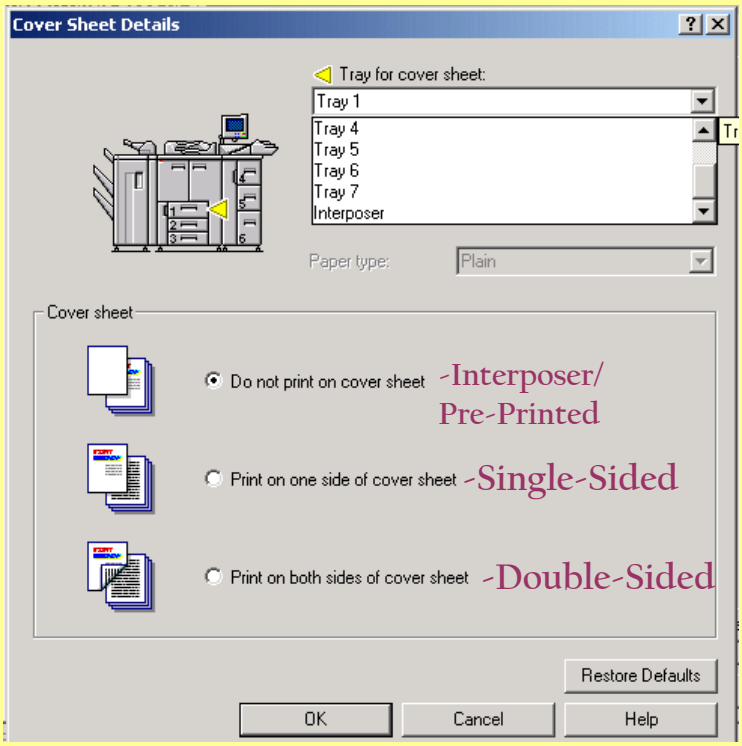
Cover/Slip Sheet

Front Cover/Front & Back Covers

-Select "Cover sheet" and/or Back Cover"

-Click on "Details/ Back Cover Details"





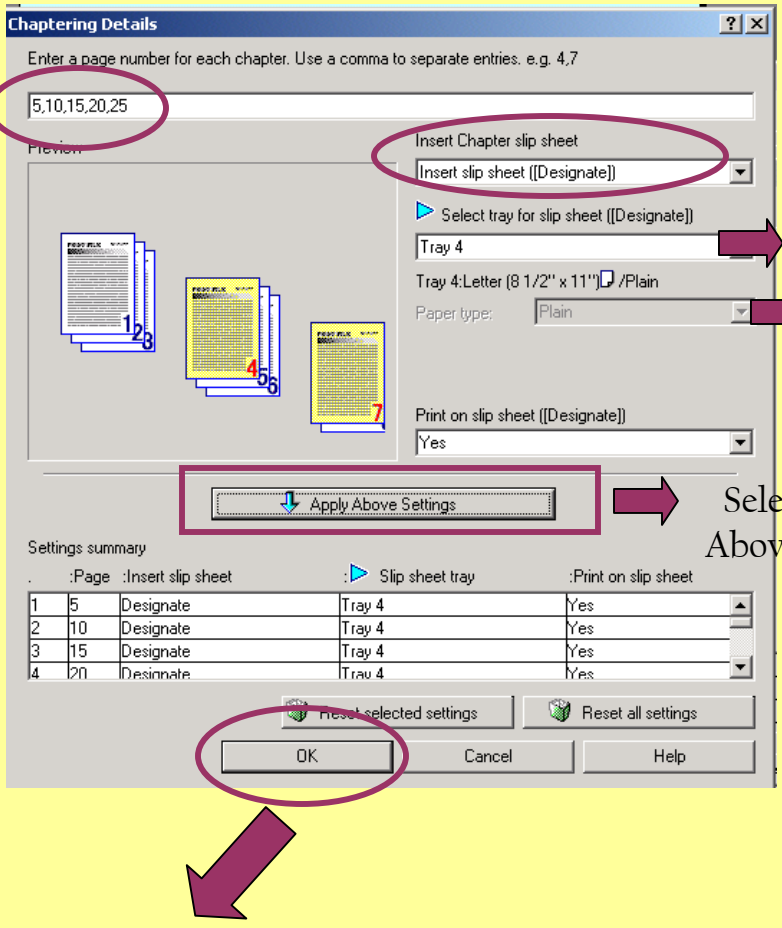
Covers can be selected from any paper tray

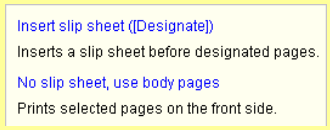
RICOH® Image Communication

Cover/Slip Sheet

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

Enter Page Numbers

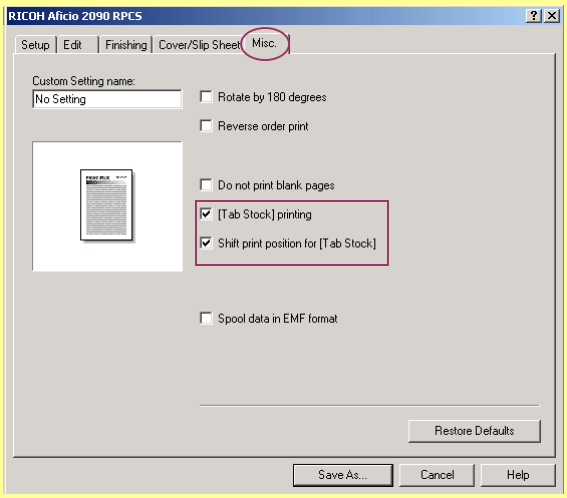




Select Tray

Select Paper Type

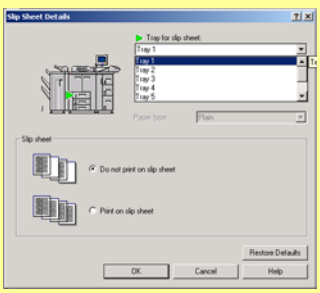
Select "Apply Above Settings"



-Click on Misc. Tab

-Check [Tab Stock] printing

(This shifts your text so that it prints on the tab extension.)



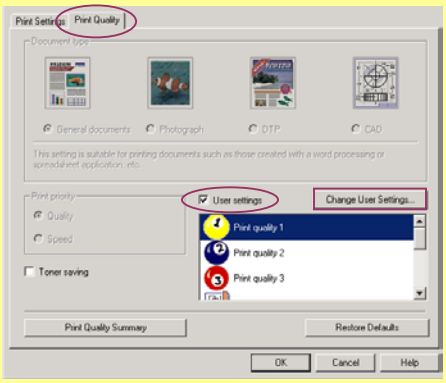
OHP Slip Sheets can be Blank or Copied

RICOH®
Image Communication

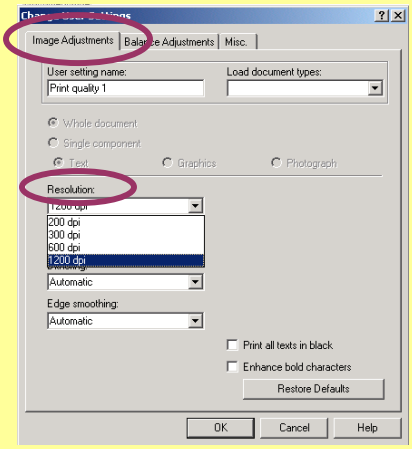
Print Quality

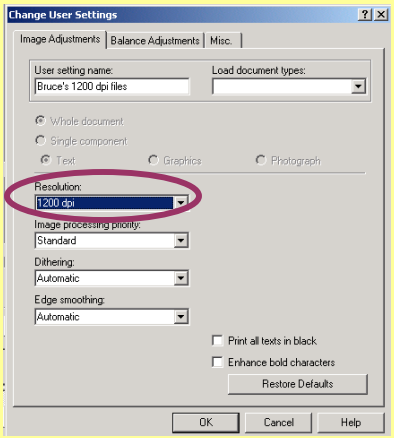
Allows users to customize dpi & color controls

Select the "Print Quality" tab
-Click on "User settings"
-Click on "Change User Settings..."

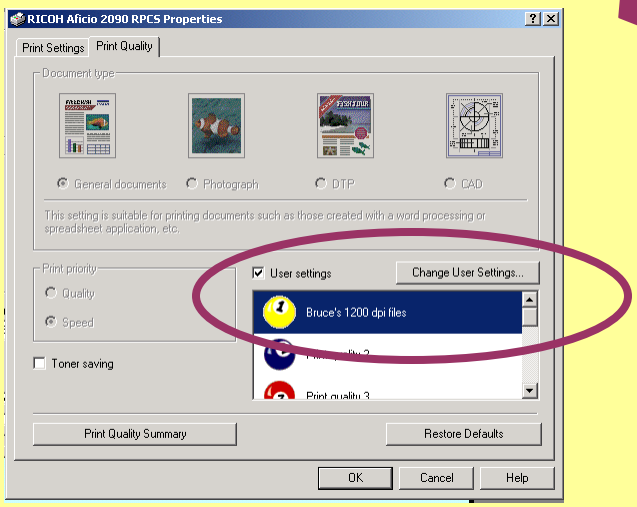


Select "Image Adjustments" tab
-Click on "Resolution"
to change your dpi settings





Select "User Setting Name" to save your selections

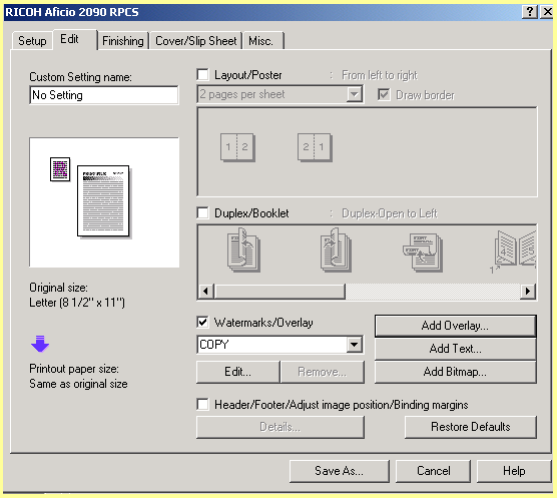


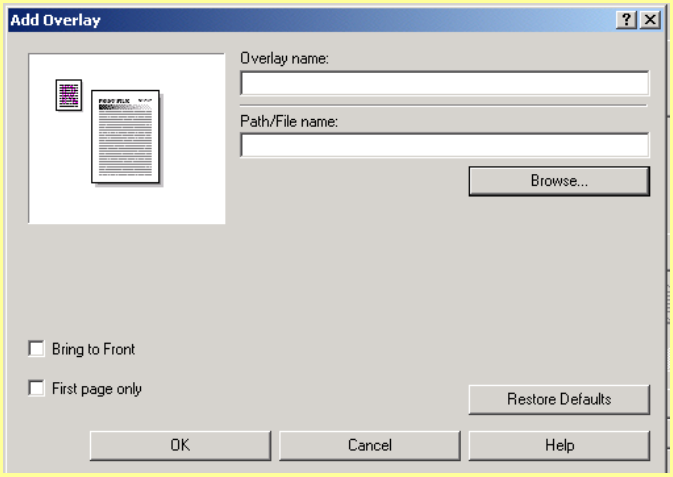
Your "User Setting Name" is saved in one of (8) locations.

RICOH®
Image Communication

Free Form

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



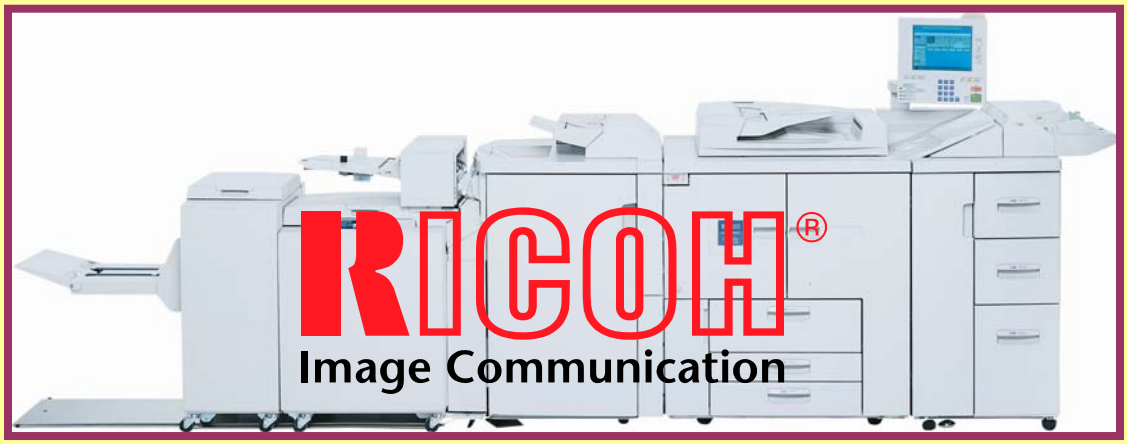


PowerPoint tip:

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

Reduce File Size, Decrease Processing Time!

RICOH®
Image Communication


RICOH®
Image Communication