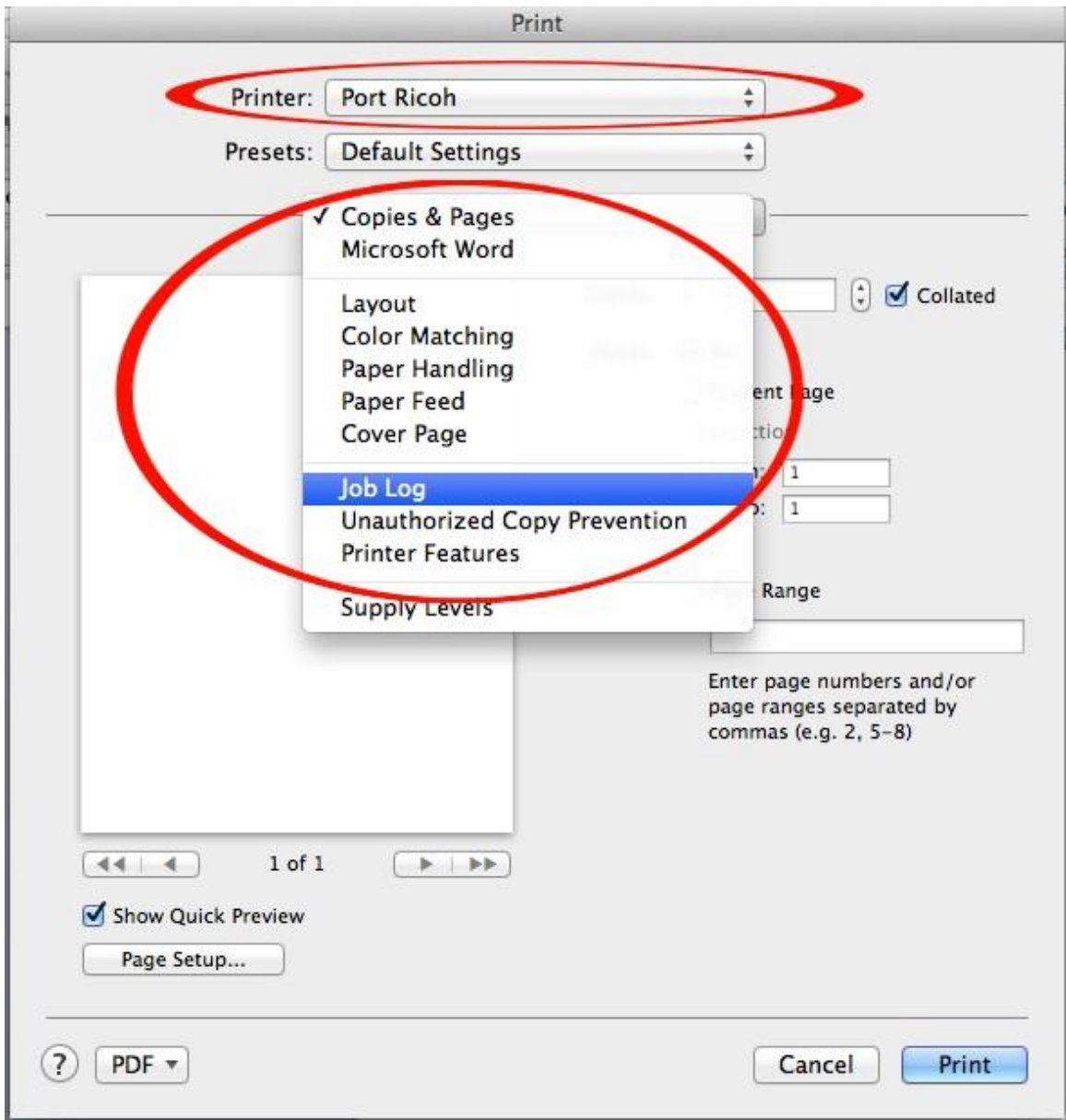
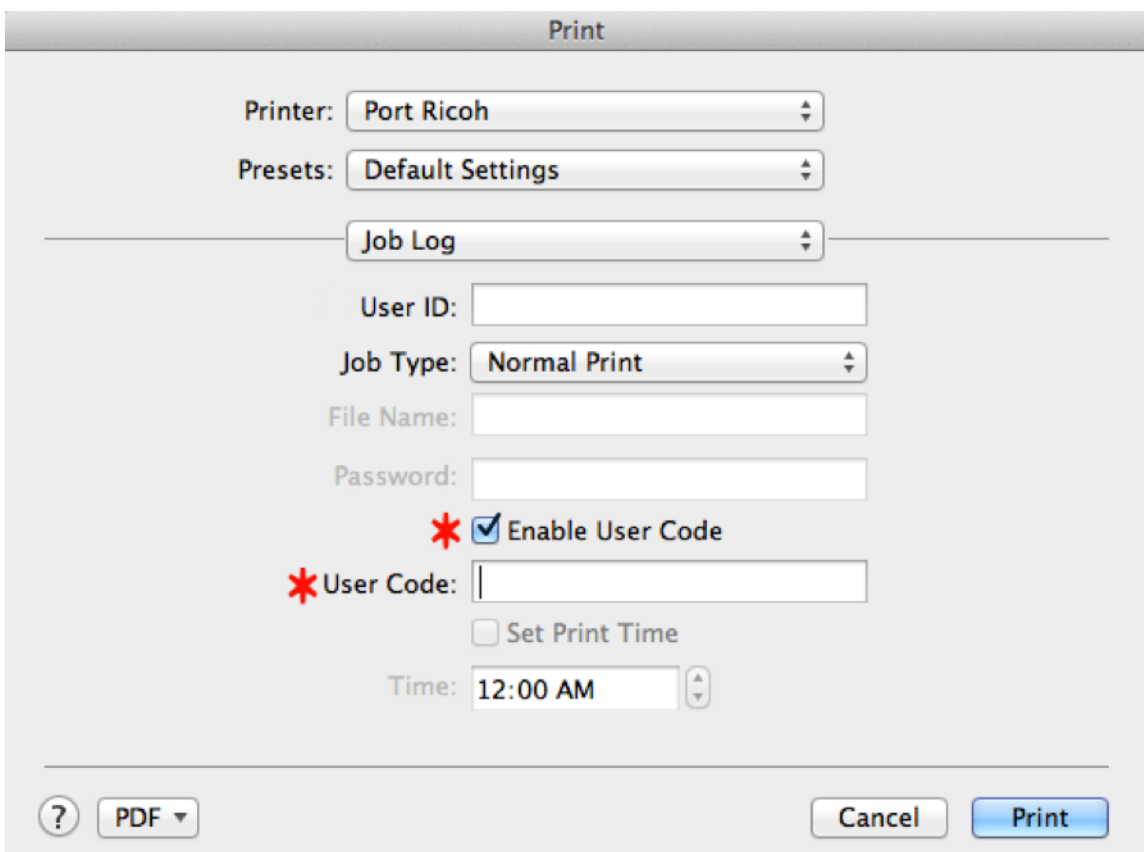


## SETTING UP PRINT PRESETS

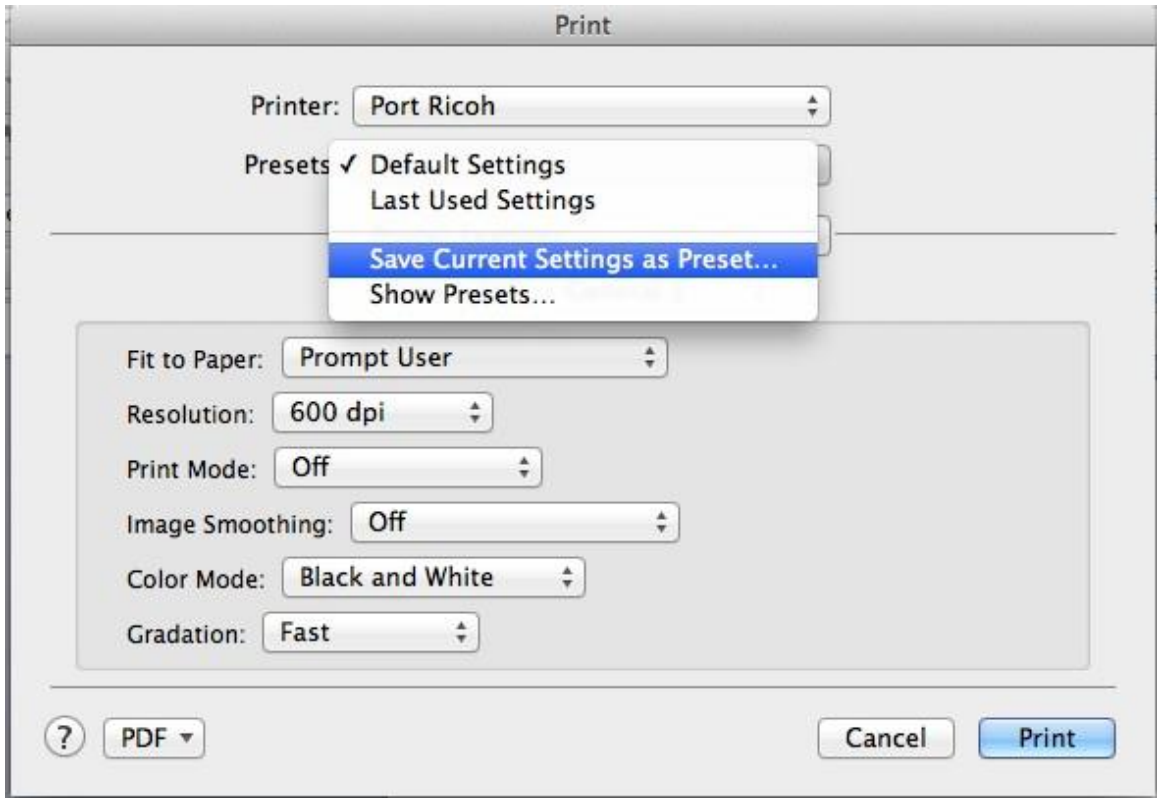
Open an application on the Mac -- Microsoft Word is recommended. Using Word as the example, open a blank document, and from the File menu, click Print (File > Print). When the print dialogue box appears, make sure the Ricoh printer is chosen in the first drop down field, then change the option in third drop down menu field to Job Log.



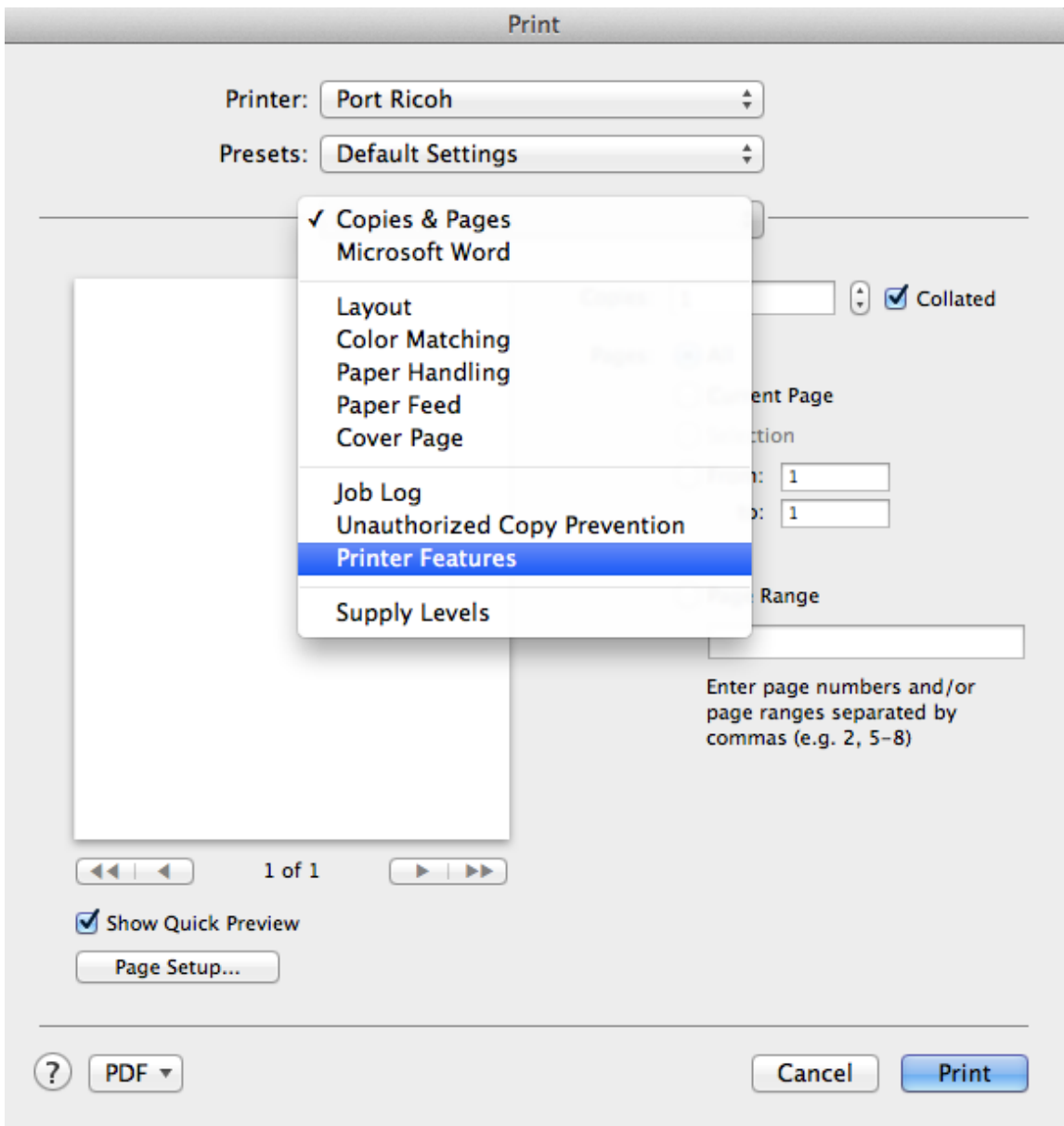
In the Job Log pane, enter your copying/printing code in the User Code field. You will have to check the box beside "Enable User Code" first:



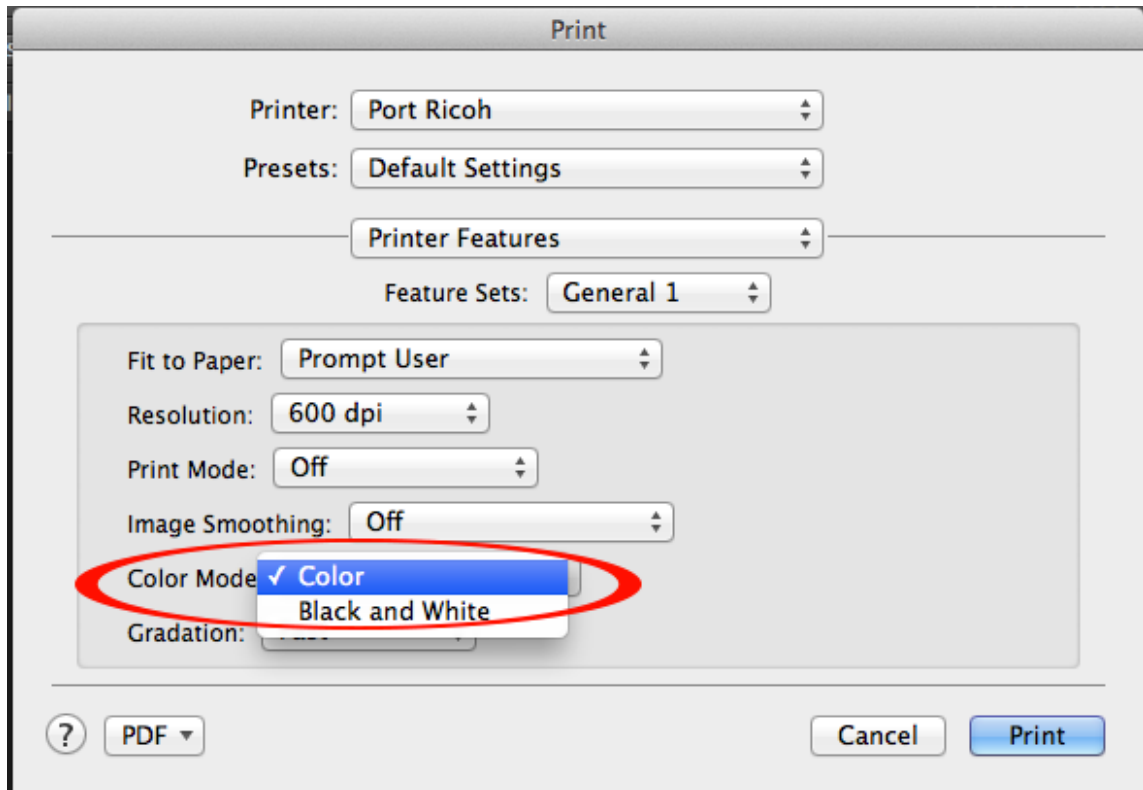
To save these settings, go to the dropdown menu under Presets and choose "Save current settings as a preset", then call it something obvious like "Ricoh preset". Always choose this preset when printing to the Ricoh otherwise the print job will fail.



If the Ricoh is a colour printer/copier, then you actually need to create two presets - one for colour and one for black & white printing. The accounting code will be included with both presets. Set the user code first, as explained above, then change the option on the third drop down field from Job Log to Printer Features. As long as you don't close out of the print dialogue box yet, the user code settings that you already entered under the Job Log section will be retained.



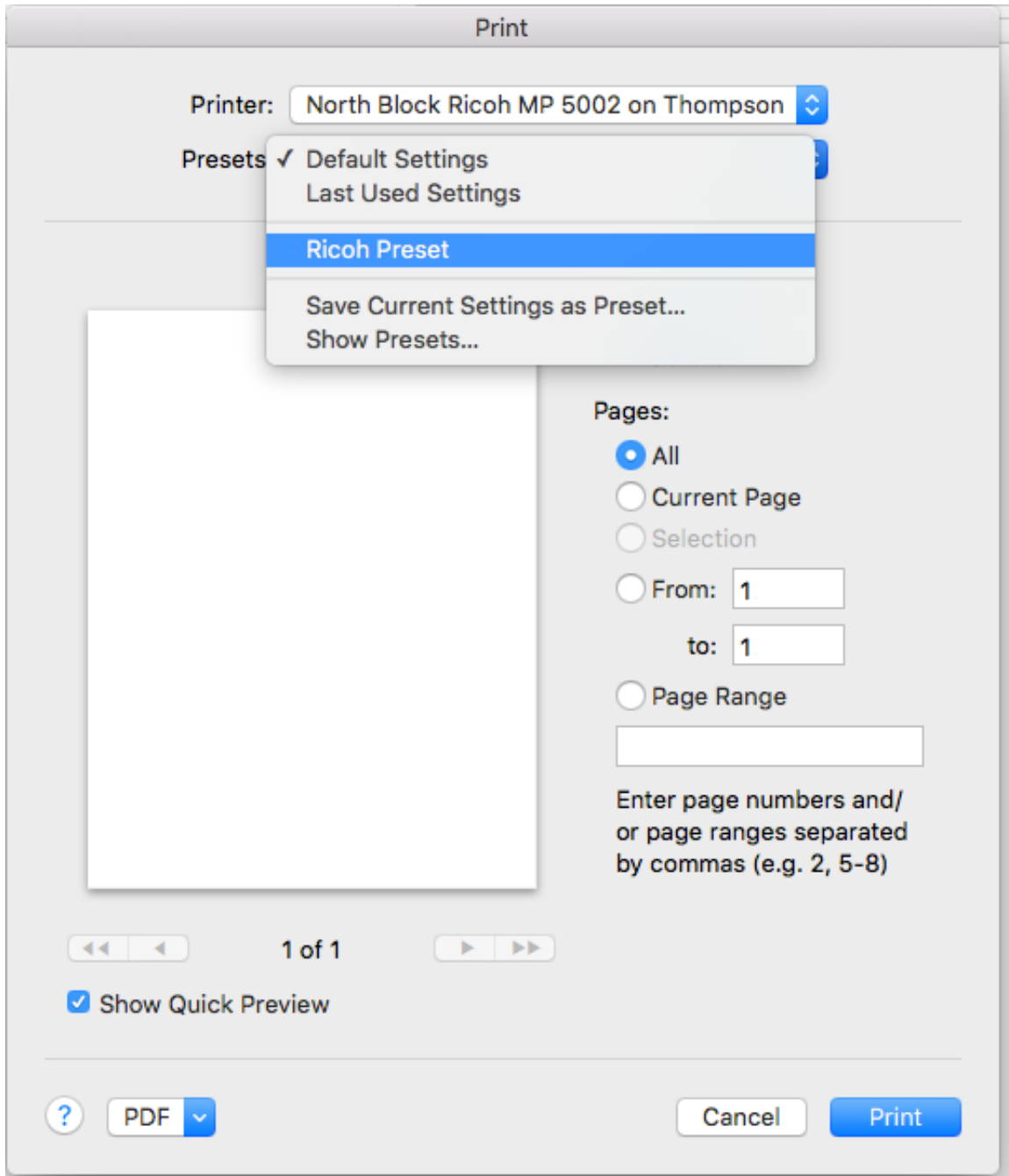
Under Printer Features, change "Color Mode" to black & white, then save these settings as a preset called something like "Ricoh b & w". Save another preset with the colour mode set to Color and call it something obvious. You can now control whether your print job prints in colour or black & white, which is important for any Ricoh printers that have not been programmed with black & white as the default.



## USING THE PRESET:

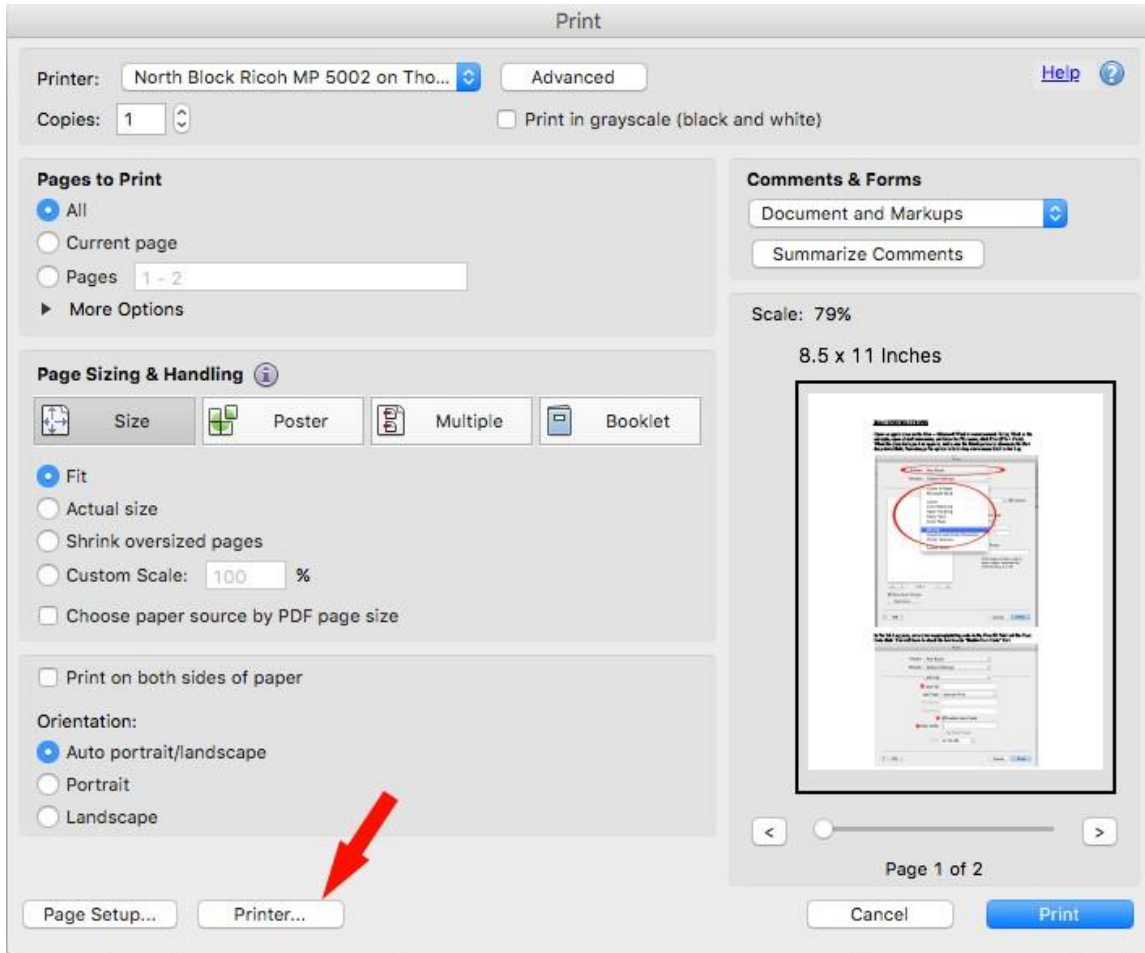
Most programs:

Go to File > Print and then look for your Ricoh preset in the dropdown menu under Presets. Choose it and then hit Print.

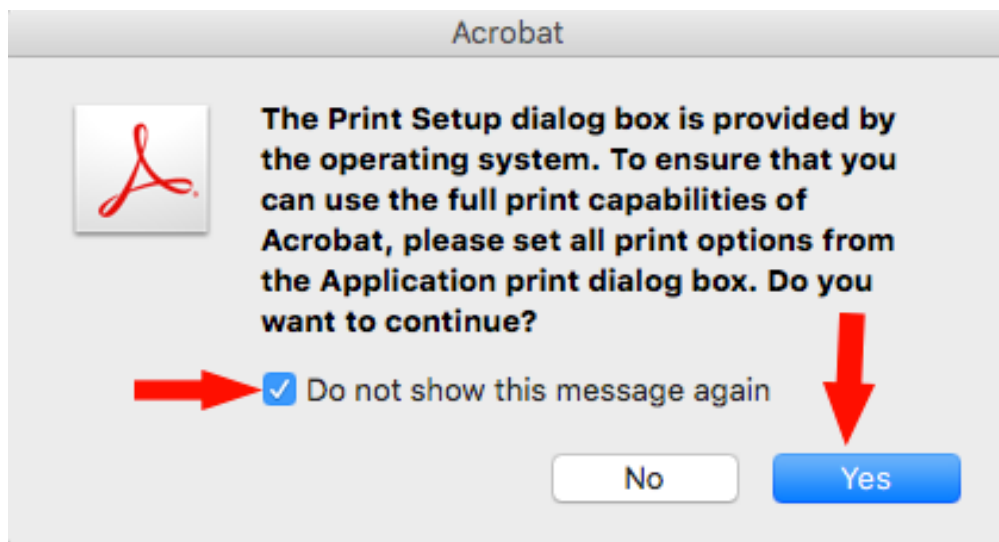


Adobe PDFs:

Go to File > Print. In the Adobe print dialogue window, look for the “Printer” option down at the bottom left and choose it:



The following dialogue box will appear. Check the box for “Do not show this message again” and then click YES:



A more familiar print window will now appear where you can choose your Ricoh preset. Choose the preset and then click “Print”.

Print

Printer: North Block Ricoh MP 5002 on Thompson

**Presets: Ricoch Preset**

Copies: 1  Two-Sided

Pages:  All  
 From: 1 to: 1

Layout

Pages per Sheet: 1

Layout Direction:

Border: None

Two-Sided: Off

Flip horizontally

? PDF Hide Details Cancel Print