

Using the Ricoh Copier as a Printer/Document Server

Documents may be sent to the Ricoh copy machine directly from your computer. Currently drivers have been installed on those computers used by teachers, ie, laptops or teacher workstations.

The copy machine may be accessed through Macintosh Manager panels or by using the chooser. In panels, from the “printing” pull-down menu, choose Ricoh. In the chooser, Click on AdobePS, then click on Ricoh Copier (name may be slightly different). Close the chooser.

There are two distinct ways to use the copy machine:

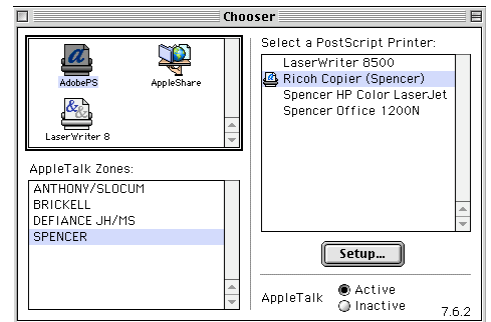
ONE

To send a document (single sided) for immediate printing to the copy machine:

- Go to File...Print
- From the pulldown menu, choose Ricoh Copier ()
- Enter the number of copies needed.
- Click Print

To send a document (2-sided) for immediate printing to the copy machine:

- Go to File...Print
- From the pulldown menu, choose Ricoh Copier ()
- Enter the number of copies needed.
- From the pulldown menu that says “General”, choose Layout
- Click on “Print on Both Sides”
- Click Print



TWO (the preferred method)

Select the Ricoh copier as noted above, either through the chooser or panels.

To send a document for delayed printing to the copy machine:

- Go to File...Print.
- From the pulldown menu that says “General”, choose Job Log
- 4 items to fill in:
 - User ID: *Your last name*
 - Job Type: *Document Server*
 - File name: *short title of your document*
 - Password: *printer code*

Click Print

THEN:

- Go to the copy machine
- Press the “Document Server” button on the left side of the panel.
- A list of available documents waiting to be printed appears. Select you document .
- Type in your Password. Click OK
- Press the Print Settings and continue as usual for normal printing.
- The document just printed is still highlighted. Press the delete button. (Confirm, Yes, you are sure)
- Print other documents, or return to the Copier default by pressing the “Copy” button on the left side of the panel.