## **Ricoh Front Cover and Chapter Designate**

Using "Cover/Slip/Designate" function to print a booklet with a front/back cover printed on special paper and logo printed on back instead of inside.

## Step-by-step guide

- 1. Ensure the document has a blank page before the last page, this is important if you are wanting the last page to have content otherwise it will print on the inside.
- 2. From the Printer Properties in the Detailed Settings tab select Cover/Slip/Designate from the Menu.
- 3. Set the following options:

Tick Front Cover Check Box Select from Input Tray drop down: Select the tray you will be putting the special paper in as your Front/Back Cover. In this case Tray 3. Select from Print Mode drop down: One Side Tick Designate/Chapter Check Box

International Science (Science Science)	ollow Me Printir	ng - B&W Properties	>	~
Frequently Used Settings	etailed Settings	Configuration/About	<i>v</i> 0	
Current Setting		enu: 2 Job Setup Basic Paper Cover/Slp/Designate 2 Sided/Layout/Booklet Imposition Output Settings Finishing Print Quality:Standard Print Quality:Advanced Effects	Cover /Slip/Designate       Restore Defaults         Image: Print Tray:       Print Mode:         Image: Tray 1       Image: Tray 1         Image: Tray 1       Image: Tray 1 <td< td=""><td></td></td<>	
Register Current Setti	ngs			
			OK Cancel Help	1

- 4. Click Details... Button.
- 5. Set the following options:

Enter Page Number: Enter the number of the blank page just before the last page. In this case page 16 was the blank/second last page Select from Print Mode drop down: Designate: Both Sides

Select from Input Tray drop down: Select the tray you will be putting the special paper in as your Front/Back Cover. In this case Tray 3.

Designate/Chapter Details								
Page Number: 16 Print Mode: Designate: Both Sides Input Tray: Tray 3								
Designate (Page Nun	/Chapter Sett ber/Print Mo	▼ ① Add tings List: de/Input Tray)	Modify					
Page Nu	mber	Print Mode	Input Tray					
16		Designate: Both Sides	Tray 3					
Delete Delete All								
OK Cancel Help								

6. As normal set any other desired options such as stapling.

• It is important to note that the paper must be orientated in a specific way depending on the type of print job or the job will not print with no error message and papercut will still charge for the job.

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