

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

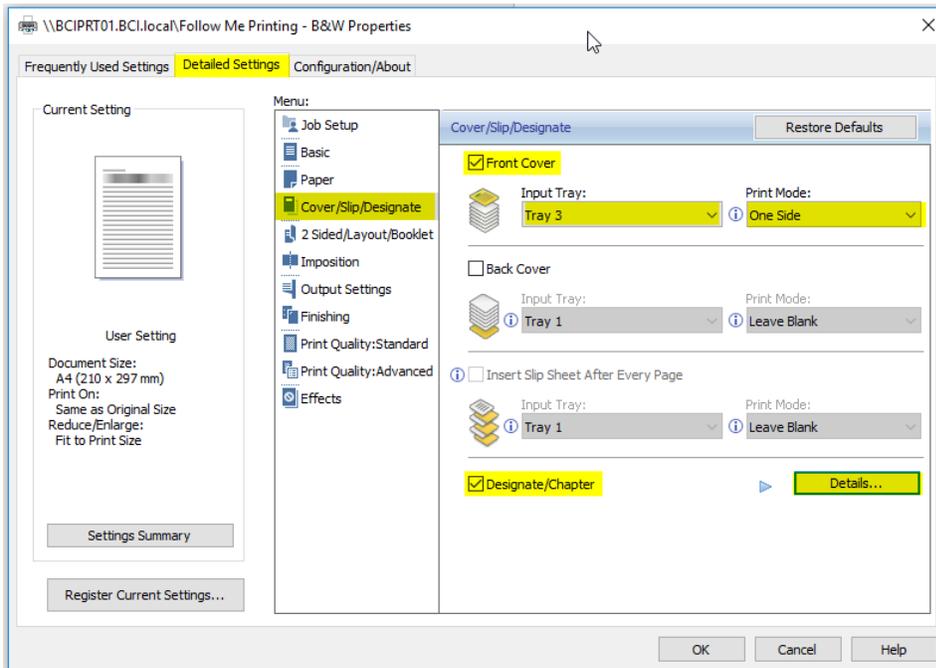
1. Ensure the document has a blank page before the last page, this is important if you are wanting the last page to have content otherwise it will print on the inside.
2. From the **Printer Properties** in the **Detailed Settings** tab select **Cover/Slip/Designate** from the Menu.
3. Set the following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

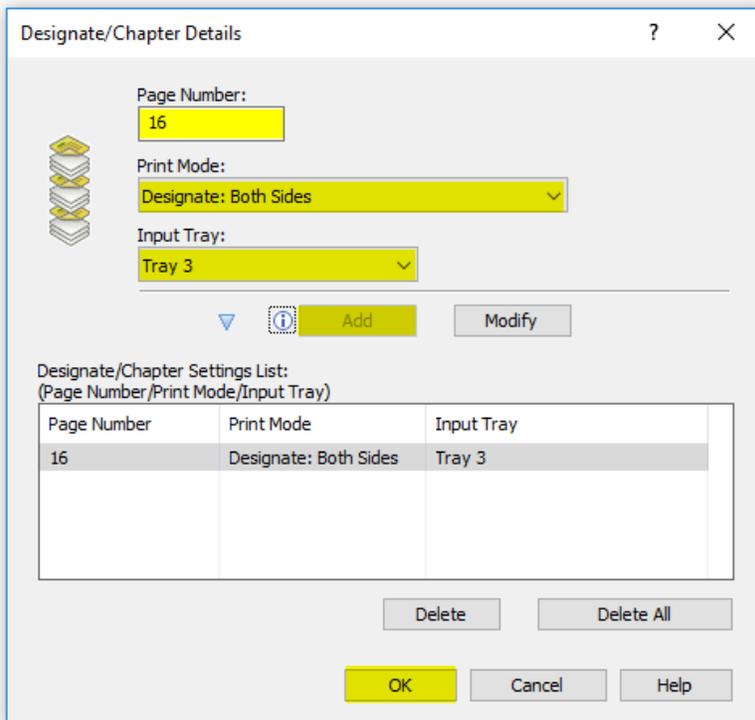


4. Click Details... Button.
5. **Set the following options:**

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.**



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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