

# Ricoh Copiers

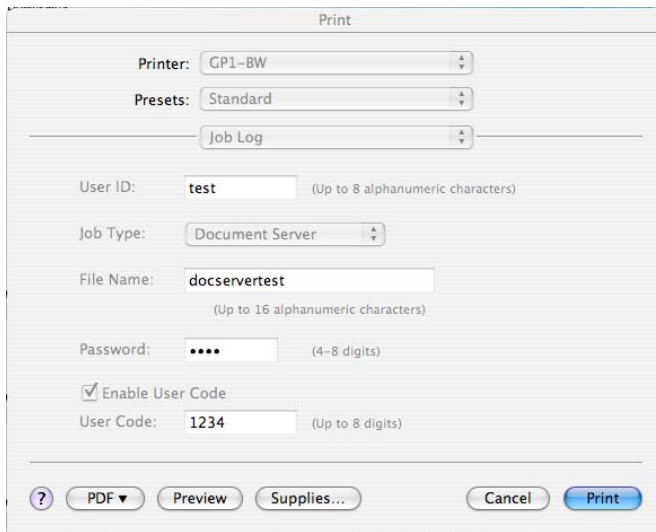
Printing to the copier,

(1) Choose **file-Page setup** choose the BW (Ricoh) copier

(2) Choose **file-print** Choose The BW Copier (Ricoh)

(3) Change **Copies & pages** to **job log**

(4) Under **job Type** choose **document server**

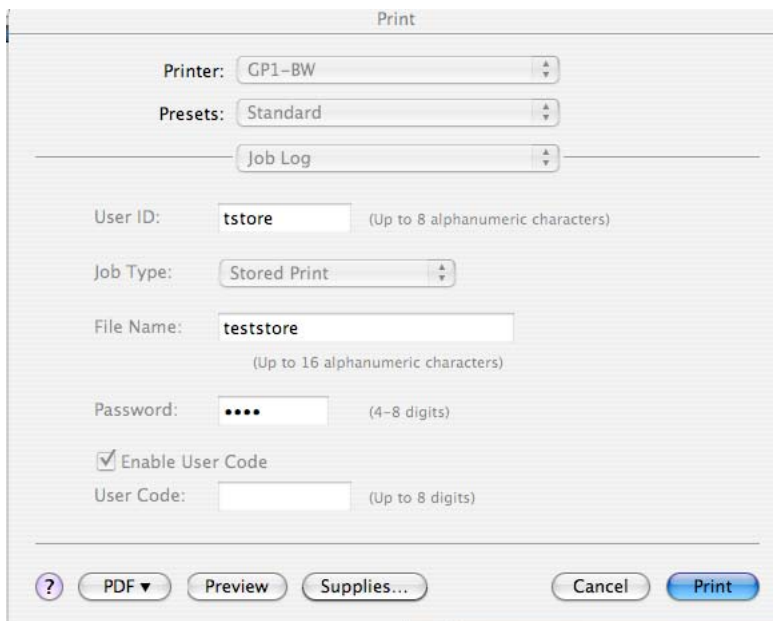


The screenshot shows the 'Print' dialog box with the following settings:

- Printer: GP1-BW
- Presets: Standard
- Job Log: Job Log
- User ID: test (Up to 8 alphanumeric characters)
- Job Type: Document Server
- File Name: docservertest (Up to 16 alphanumeric characters)
- Password: \*\*\*\* (4-8 digits)
- Enable User Code
- User Code: 1234 (Up to 8 digits)

Buttons at the bottom: ? PDF Preview Supplies... Cancel Print

(5) Enter a name in **user id:** to identify it as your Document you may also enter a file name and password at this time.



The screenshot shows the 'Print' dialog box with the following settings:

- Printer: GP1-BW
- Presets: Standard
- Job Log: Job Log
- User ID: tstore (Up to 8 alphanumeric characters)
- Job Type: Stored Print
- File Name: teststore (Up to 16 alphanumeric characters)
- Password: \*\*\*\* (4-8 digits)
- Enable User Code
- User Code: (Up to 8 digits)

Buttons at the bottom: ? PDF Preview Supplies... Cancel Print

Click **print**

Enter walkup password if prompted to

For Duplexing- choose **layout** then **Two-Sided**

