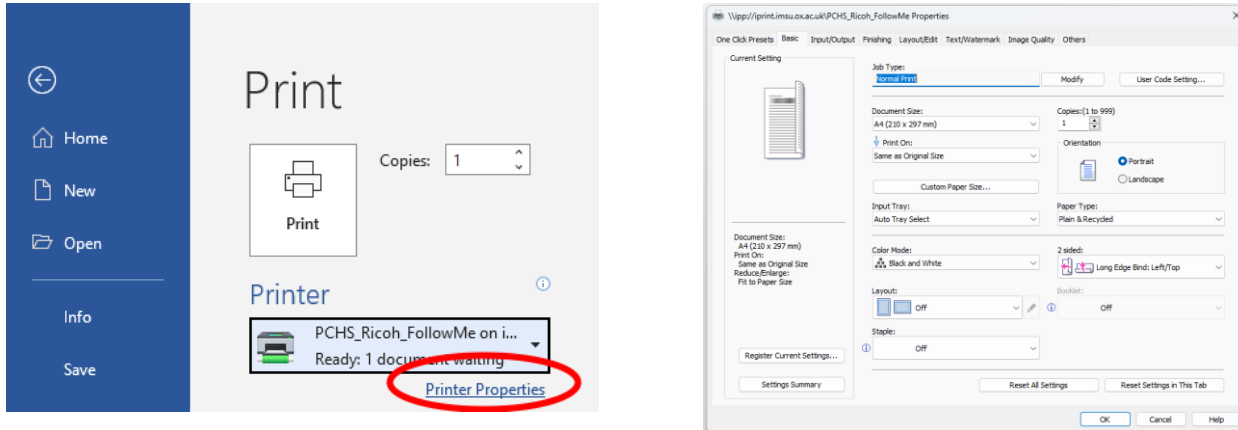


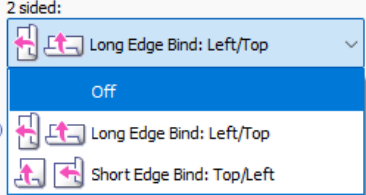
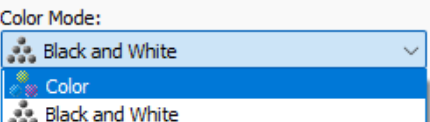
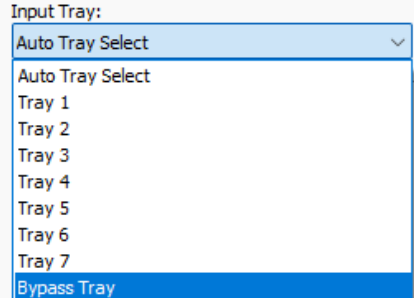
Setting print options on the Ricoh Follow Me Queue

As part of the departments desire to promote environmentally sustainable printing, the default settings for the Ricoh Follow Me queue is to print in black and white with double sided (duplex) printing. These settings will need to be changed per document as this default is set at the print queue.

To change these settings, make sure the Ricoh_FollowMe queue is selected in your application (example in Word below left) and click on the 'Printer Properties' link to bring up the print properties window (below right)



To change the various print options, refer to the table below

<p>Change to single sided printing</p>	<p>Select 'Off' from the '2 sided:' drop-down</p> 
<p>Change to colour printing</p>	<p>Select 'Color' from the 'Color Mode:' drop-down</p> 
<p>Change to bypass tray</p>	<p>Select 'Bypass Tray' from the 'Input Tray:' drop-down</p> 
<p>Enable stapling</p>	<p>Select the desired staple layout from the 'Staple:' drop-down</p> <p>Note: This will only work if you collect your print from the 5510 devices (the larger units).</p> 