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)

		Wipp://iprintimsu.ox.ac.uk/PCHS_Ricoh_FollowMe Properties
		One Click Presets Basic Input/Output Finishing Layout/Edit Text/Watermark Image Quality Others
E	Print	Add Type: Toma find: Decument Size: Copiesr(1 to 999)
斺 Home	Copies: 1	A4 (20 × 29 mm) v t 2 + Past 6 trigent Size v Orientation
🕒 New		Custon Pager Size Custon Pager Size
🗁 Open	Print	Auto Tray Select ✓ Plan & Recycled ✓ Document Stee: 44 (20 × 537 mm) 2 sided: ✓ Artic On: 2 sided: 2 sided: ✓ Some at Dropal Size: Át Stack and White ✓ ↓
Info	Printer 😳	Pie to Paper Size Layout: Dodient Dodi
Save	Ready: 1 documenter waiting Printer Properties	Register Current Settings Gettings Summary Reset Al Settings Reset Settings in This Tab
		OK Cancel Help

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

Change to single sided printing	Select 'Off' from the '2 sided:' drop-down	
	2 sided:	
	Long Edge Bind: Left/Top 🗸	
	Off	
	D 🕂 Ita Long Edge Bind: Left/Top	
	Short Edge Bind: Top/Left	
Change to colour printing	Select 'Color' from the 'Color Mode:' drop-down	
	Color Mode:	
	👪 Black and White 🗸	
	🖉 👷 Color	
	Black and White	
Change to bypass tray	Select 'Bypass Tray' from the 'Input Tray:' drop-down	
	Input Tray: Auto Tray Select	
	Auto Tray Select	
	Tray 1	
	Tray 2	
	Tray 3 Tray 4	
	Tray 5	
	Tray 6	
	Tray 7 Bypass Tray	
Enable stapling	Select the desired staple layout from the 'Staple:' drop-down	
	Note : This will only work if you collect your print from the 5510 devices (the	
	larger units).	
	Staple:	
	① Off ~	
	Off	
	Top Left Slant	
	Top Right Slant	
	Top Left	