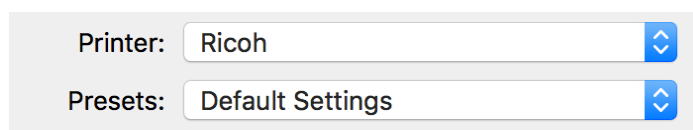Greetings!

We are pleased to welcome Jenison Public Schools to the Applied Imaging family. There have been a lot of improvements in the copiers and printers over the summer – you'll be pleased with the capabilities you now have.

It has been our goal to minimize the disruption in your busy lives as we make this transition and to help you become more efficient at a key component of your job – printing and copying classroom materials.
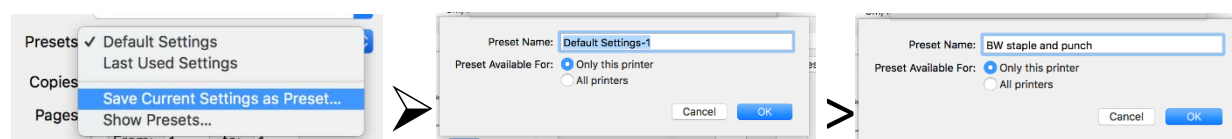
The following guide is designed to help you select various printing options when printing to the Canon and Ricoh devices throughout the Jenison Public Schools district. In the past, the work process was to print a set of documents at a printer, and then go to the copier and make the sets for the class with any features you may want, such as two-sided printing, stapling and punching.

Going forward you can print sets of documents to the large multifunction printers such as the Canon 8595 and Ricoh 7503 systems with those options selected as part of the print job – a real time saver!

Another great time-saving tip is to learn to use Presets in your print dialog window –
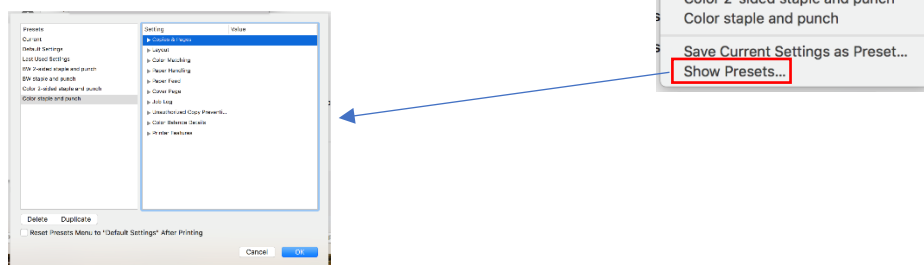

As you start to print to the new machines and make settings for tasks such as 2-sided printing, stapling and punching, you can save them as Presets and then select them from the Preset list in the future!

Next time, just select the desired job from the **Presets** drop-down list:

If you wish to delete a Preset – select the **Show Presets**… option:

Thank you again for partnering with Applied Imaging – we are here to help!

Jared Wike
Account Manager
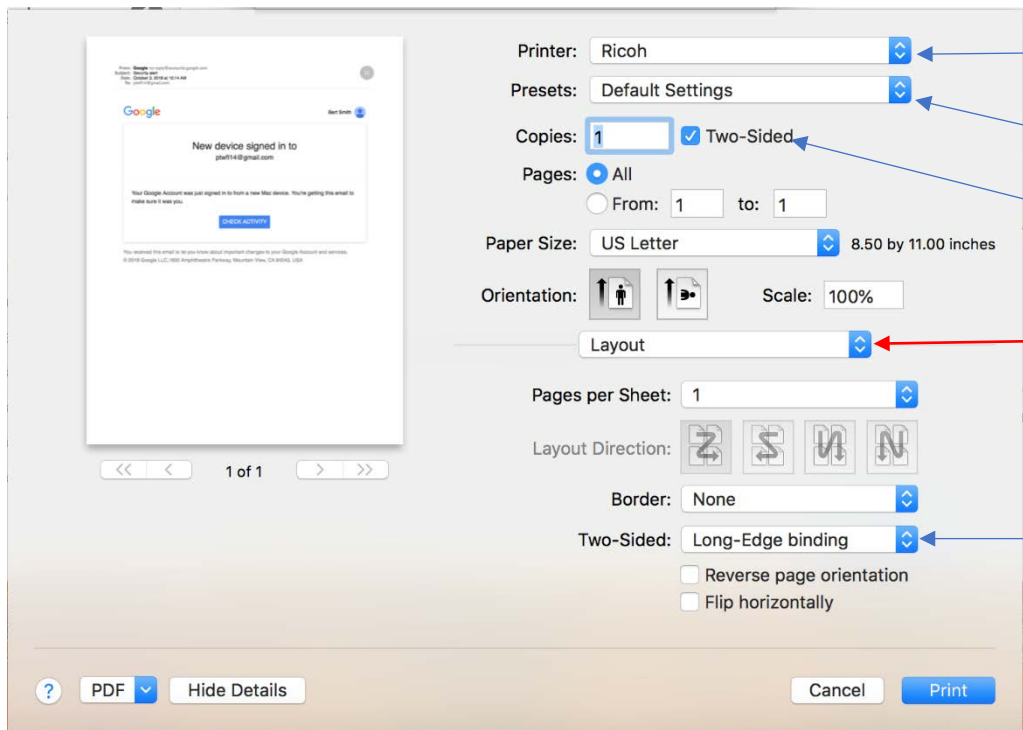jwike@appliedimaging.com

Bert Smith
Training Manager
bsmith@appliedimaging.com

Printing at Jenison Public Schools

When you select the print command on a Mac computer, the Print Dialog Box appears. Sometimes the box is shrunk down – select the Show Details option at the bottom to expand the window.

Print Dialog Box:

Select the desired printer from the dropdown list

Choose a **Preset** if desired

Two-sided is the default. Uncheck for 1-sided prints

Middle Dropdown - This dropdown is the one you will use the most. It may say Safari when you first open

Two-sided orientation – Long-edge bind is typical. This will say **Off** when the **Two-Sided** button is clicked off

When you select the **Middle Dropdown**, the options are slightly different on the Canon and on the Ricohs.

Canon Middle Dropdown

Paper Source / Paper Feed – pick a specific paper tray

Finishing – choose Staple and Punch options

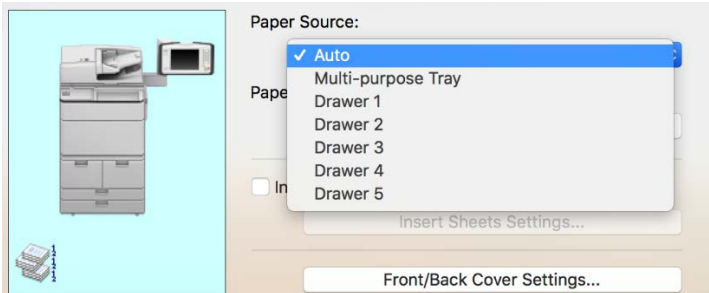**Printer Features –** Stapling and punch options + Paper Type options

Ricoh Middle Dropdown
(the Color Matching and Color Balance Details options will only appear on the color-capable units)
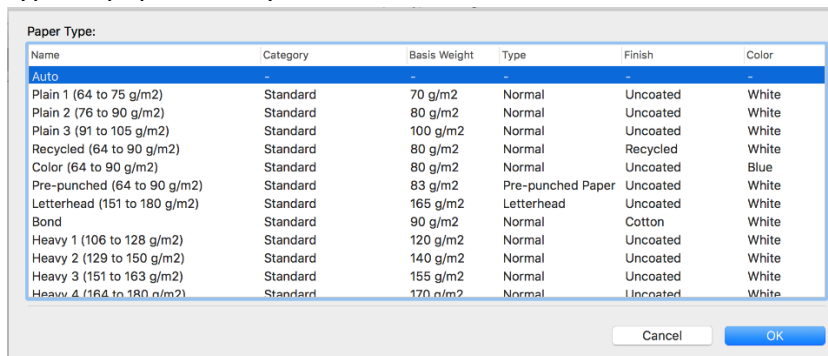
Canon 8595 Printer Options:

When printing to the Canon devices there are two options in the **Middle Dropdown** that are frequently used – **Paper Source** and **Finishing.** The Paper Source also contains a **Paper Type** option.
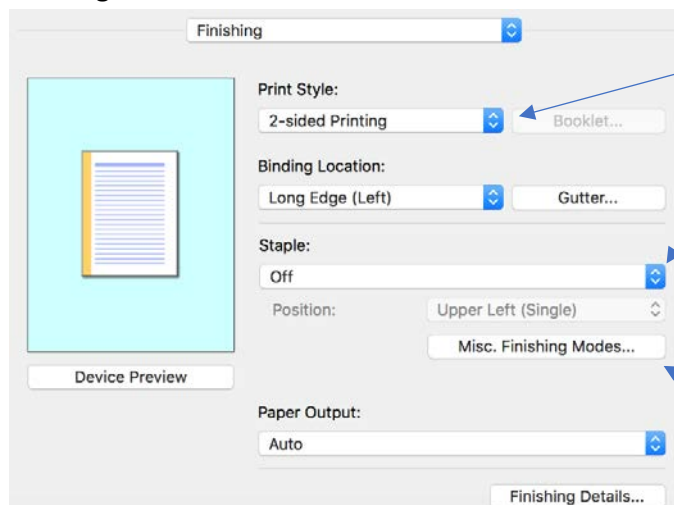
Paper Source/Paper Type:

Auto means the printer will automatically select the paper based on what is being printed. If you want to pick a special paper tray click on it. Multi-purpose Tray is the bypass tray.

This dialog box also contains a selection option for Paper Type. If you are running a different type of paper stock you'll want to make the correct selection here:

Name	Category	Basis Weight	Type	Finish	Color
Auto	–	–	–	–	–
Plain 1 (64 to 75 g/m2)	Standard	70 g/m2	Normal	Uncoated	White
Plain 2 (76 to 90 g/m2)	Standard	80 g/m2	Normal	Uncoated	White
Plain 3 (91 to 105 g/m2)	Standard	100 g/m2	Normal	Uncoated	White
Recycled (64 to 90 g/m2)	Standard	80 g/m2	Normal	Recycled	White
Color (64 to 90 g/m2)	Standard	80 g/m2	Normal	Uncoated	Blue
Pre-punched (64 to 90 g/m2)	Standard	83 g/m2	Pre-punched Paper	Uncoated	White
Letterhead (151 to 180 g/m2)	Standard	165 g/m2	Letterhead	Uncoated	White
Bond	Standard	90 g/m2	Normal	Cotton	White
Heavy 1 (106 to 128 g/m2)	Standard	120 g/m2	Normal	Uncoated	White
Heavy 2 (129 to 150 g/m2)	Standard	140 g/m2	Normal	Uncoated	White
Heavy 3 (151 to 163 g/m2)	Standard	155 g/m2	Normal	Uncoated	White
Heavy 4 (164 to 180 g/m2)	Standard	170 g/m2	Normal	Uncoated	White

Finishing:

You can turn 2-sided printing off in this location or with the check box on the main window.

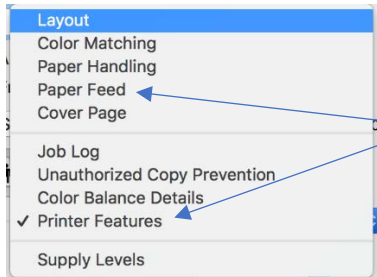If you select **Staple:On**, the **Position** option lights up and you have these options:

Misc. Finishing Modes will show the **Punch** options

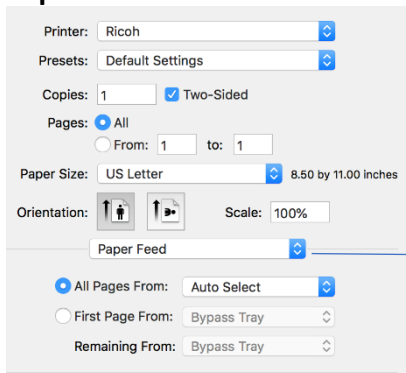# Ricoh 7503/4055/C6004ex/C4504ex Printer Options:

The print windows for the various Ricoh devices will be similar, with the Color-capable models having more options for color printing.
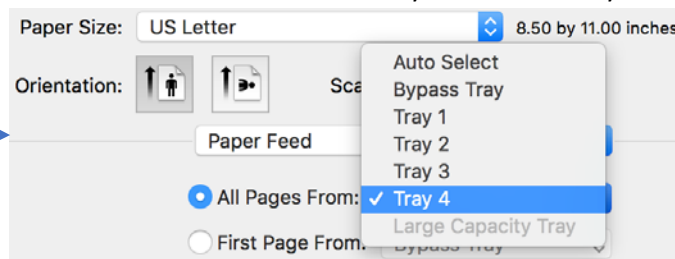
Middle Dropdown options:

Paper Feed and Printer Features are the two options used most frequently. **Color Matching** and **Color Balance Details** will only appear when printing to a color device.
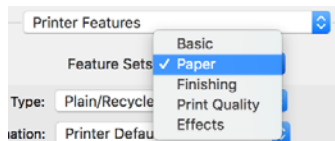
Paper Feed:

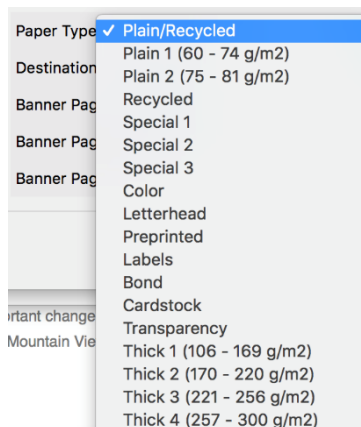Note: The Ricoh 7503 will only show three trays

Printer Features: When Printer Features is selected, another dropdown menu of **Feature Sets** appears:

Basic: This window is used primarily to select **Color Mode** – if color printing is available
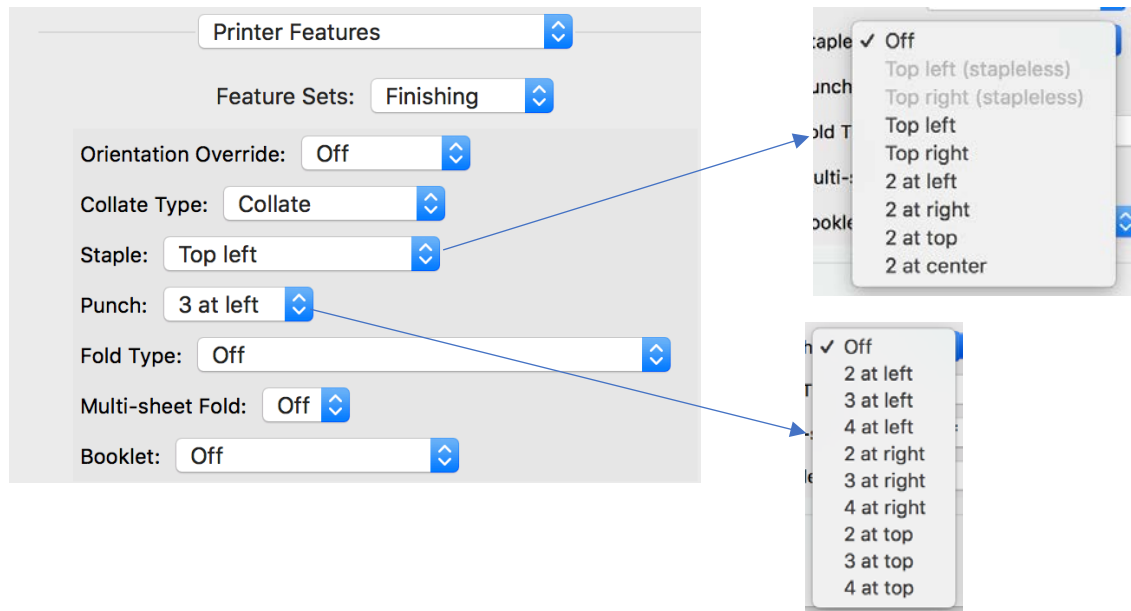
Paper: If you are printing to a different paper stock, you make the Paper Type selection here:

The default setting is **Plain/Recycled** paper. If you choose a different type of paper, the **Tray Paper Settings** at the copier need to be set for the same type of paper in one of the trays, otherwise a red light will appear with a Printer Error saying **Paper Type Mismatch**. If you correct the paper setting at the machine, it will then print the job. You can also Force print by picking a tray on the copier screen, but it will only print one copy of your document, even if multiple prints were selected.

Ricoh 7503/4055/C6004/C4504 Print Options – continued

Finishing: This will be one of the most frequently used options – this is where Stapling and Punching are selected. Remember to create **Presets** to save these commonly used settings!

Note: **2 at center** stapling only appears if there is a Booklet Finisher on the printer.

The greyed-out **Stapleless** options will be present when printing to the Ricoh C6004 or C4504 in the office.