Print Welcome Letter

1. Go to Drive Share of Front_Office drive.



- Double click "Wellcome Letter Up date A4 16" for open file.
 Wellcome Letter Up date A4 16
- 3. After that click "Print".



4. After that click

Print

Properties

rint			S ×
Printer			
<u>N</u> ame:	Ricoh MP 301 PCL6@Rec	eption_Left(NewPrinter)	<u>Properties</u>
Status: Type: Where: Comment:	Idle Gestetner MP 301 PCL 6 192.168.10.244		Fin <u>d</u> Printer Print to file Manual duple <u>x</u>
Page range		Copies Number of <u>c</u> opies:	

 <u>All</u> Current Pages: Type prages from the section or p1s1 	t page Selection age numbers and/or page separated by commas counting the start of the document or th . For example, type 1, 3, 5–1 I, p1s2, p1s3–p8s3	ng e .2	Number of <u>c</u> opies:	1 → V Colla <u>t</u> e
Print <u>w</u> hat:	Document	•	Zoom	
P <u>r</u> int:	All pages in range	•	Pages per sheet:	1 page 💌
			Scale to paper size:	No Scaling
Options				OK Cancel

Detailed Settings 5. After that click

Or	ne Click Presets Detailed Settings				
			One Click Preset List		Manage Preset List
	Current Setting			1→2	1 mm
		4	Basic Setting	2 on 1	1 sided
			1→2,		
	<mark>A4</mark>		2 on 1 (2 sided)	A4	
8	Document Size: A4 (210 x 297 mm) Print On: Same as Original Size	L	Job Type:		▼ ▶ Details
			Document Size: A4 (210 x 297 mm)	Ing	out Tray: uto Tray Select 🔹
	Settings Summary		Orientation:	Pa • • • • • • • • • • • • • • • • • • •	per Type: ain (60 to 90 g/m2)
6	Register Current Settings			Co 1	pies:(1 to 999)

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6. After that click —

One Click Presets Detaile	ed Settings Con	nfigurat	tion/About					
Current Setting		Men	u:	Basic	Paper		Edit	T 8
		•	Job Setup		ruper	<u>.</u>		< r in its in ity
		Ва	isic			(Restore	Defaults
			Orientation:	t 180 Degrees	•			
A4			Copies:(1 to	999)				
Document Size: A4 (210 x 297 mm) Print On:			A4 (210 x 2	ize: 297 mm)	•	Cu	stom Paper S	ize
Same as Original Si	ze		Reduce/Enla	arge:		•		
Settings Sumr	nary	6	Zoom: (25 to 400%	6)				
Register Current S	ettings		Print On: Same as Or	iginal Size	•			

	2 sided:
•	Off
	υm

7. At the 2 slided menu.



C	One Click Presets Detailed Settings (Config	guration/About
	Current Setting		Menu:
Pi	Unregistered Document Size: A4 (210 x 297 mm) Print On: Same as Original Size		Page Order: Off 2 sided: Booklet: Off Off Off Off Off Off Off Of
	Settings Summary		Edge to Edge Print
1	Register Current Settings]	

8. Change from "Off" to "Long Edge Bind(Open to Left/Top)"

9. After that click

One Click Presets Detailed Setting	s Confi	guration/About				
Current Setting		Menu:				
5.		Job Setup	Basic	Paper	Edit	Finishing
		•				1
		Edit			Rest	ore Defaults
Unregistered Document Size: A4 (210 x 297 mm) Print On: Same as Original Size		Layout: Off Page Order: Off 2 sided: Booklet: Docklet:	dge Bind(Open	▼ to Left/Top) ▼) () Draw	Frame Border
Settings Summary		Edge to Edg	ge Print	*]	

10. And then click

OK

Print		8	x
Printer <u>N</u> ame: Status: Type: Where: Comment: Page range <u>All</u> Curr <u>ent</u> Pages: Type pages: Type pages from th section, or p1s1	Ricoh MP 301 PCL6@Rec Idle Gestetner MP 301 PCL 6 192.168.10.244 spage Selection age numbers and/or page separated by commas counting e start of the document or the . For example, type 1, 3, 5–12 , p1s2, p1s3–p8s3	reption_Left(NewPrinter) Properties Find Printer Print to file Copies Number of copies: 1 Collate 2^{3} Collate Collate	s
Print <u>w</u> hat: P <u>r</u> int:	Document All pages in range	Zoom Pages per sheet: 1 page Scale to paper size: No Scaling	•
Options		ОК	

------Finish ------