



Eco Manual

Version 2.8.3

Print&Share Eco

Get more out of your Ricoh MFP

RICOH

Environmentally friendly features

Introduction

Print&Share Eco is a special version of Print&Share that has additional environmentally friendly features in addition to the basic version. It enables you to save paper through your Ricoh Multifunction Products (MFP) and printers.

Print&Share focuses on optimising the existing eco-friendly features within the Ricoh Multifunction Product (MFP) such as duplex printing or the ability to lower the resolution of the print to save ink. Further, to get more sustainable print outs, Print&Share can also allow you to modify the actual print job to minimise the number of sheets of paper required for printing a document.

The print job as parameter

Print&Share can manipulate the print job in order to obtain a more ecological printout. This can be achieved by:

- General printing features

Decide to print or not to print a print job?

With default previews of pages, you can see how a page will be printed before printing a page.

Automatic decisions can be set in a channel. A decision will depend on predefined triggers. For example, a trigger* can be the colour in your document or the maximum number of pages in your document etc.

Convert the print job to black & white.

This can be set up by a default setting or can be activated by a trigger*, for example, depending of the application the document is printed from.

- **Selecting or deselecting pages**

Print&Share can automatically select or deselect certain pages. This can be done by clicking on select pages or by using a trigger that checks, for example, the coverage of colour (%) or the coverage of ink (% , mm) used on the individual pages.

The user can also select the pages that are to be printed just before printing. This can be done by toggling between predefined channels or by previewing the print job.

- **Optimising space used on a sheet of paper**

Print&Share can reduce the amount of paper required to print a document by merging the content of the print job,

- by using a white space merging or,
- by removing white space between text or,
- by removing fixed text (email signatures, email footers...) or,
- by combining multiple pages onto one sheet.

Print&Share can also remove headers and footers to optimise this.

* Triggers are only available in the Corporate version of Print&Share. These actions are configured to be completed when a predefined situation occurs.

Features Overview

Overview of the ecological feature of Print&Share Eco:

Print&Share versions				
Feature	Eco	Lite	Professional	Corporate
Convert print job to Black & White	✓	✓	✓	✓
Print decision of print job by trigger = colour			✓	✓
Print decision of print job by trigger = max. number of pages			✓	✓
Autom. conversion of print job to B/W by trigger = application				✓
Fixed selection of pages	✓	✓	✓	✓
Manual selection of pages in overview of active pages	✓	✓	✓	✓
Autom. selection of pages by trigger = coverage colour %, ink %	✓		✓	✓
Autom. selection of pages by trigger = white space %	✓			✓
Autom. selection of pages by trigger = coverage ink height (cm)	✓			✓
White space merging	✓			✓
Remove headers and footers for optimizing White space merging	✓			✓
Remove white space inside text boxes	✓			✓
Remove email signatures and fixed email footers	✓			✓
Limit length of email printout by removing previous email items using P&S recognition function ⁽¹⁾	✓			✓
Multiple pages on 1 sheet	✓	✓	✓	✓
Easy toggle switch between eco channels	✓			
Easy switch between 'White space merging' & '2 pages on 1 sheet'	✓			
Easy combine 'White space merging' & '2 pages on 1 sheet'	✓			
Profile protection	✓			✓

Note: Print&Share Eco has many features that are common to Print&Share Lite. Please refer to Annex 1 and 2 of the operating manual for these features.

⁽¹⁾ Cannot be combined with the feature 'Remove white space inside text'

Features of Print&Share Eco

Black and White printing

Convert to Black & White

The dialog **channel configuration** for the print functionality contains a **[Colour]** checkbox.

When the colour checkbox is not selected Print&Share will default to black and white printing.

Note: You will also find a colour checkbox in the Quick Editor. This setting is temporary and will not be saved.

Corporate version only: Automatic conversion to B/W. See Operating Manual chapter 'Cascades and Trigger points'.

Page Selection

Fixed page selection

In Print&Share you can predefine a selection of pages within your document by using the **[Page selection]** button in the dialog box for **channel configuration**.

In the **Page selection** dialog box you can specify a predefined selection. For example, you can choose to print all pages, the first page, the odd pages, the even pages, the second to last page, the last page or a custom page range.

Manual pages selection

By using the overview of **active pages** you can determine which pages you want to print. Activate or deactivate a page by a mouse click on the preview of that page.

Refer to the chapter "Getting started, The basic window" in the Operating Manual to read more about the overview **Active pages**.

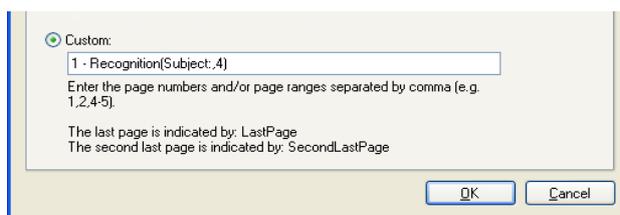
Page range recognition function

This ECO feature can be useful if you print long emails but only require the first few responses. With this feature you can reduce the number of pages printed by selecting a page range which contains, for example, a maximum of up to 4 replies.

To limit the page range to up to 4 replies, you can recognize the label "Subject" four times.

This feature is an extension of the page selection features and can be accessed through the recognition function in dialog box by selecting the **[Page selection]** button in the **channel configuration** window.

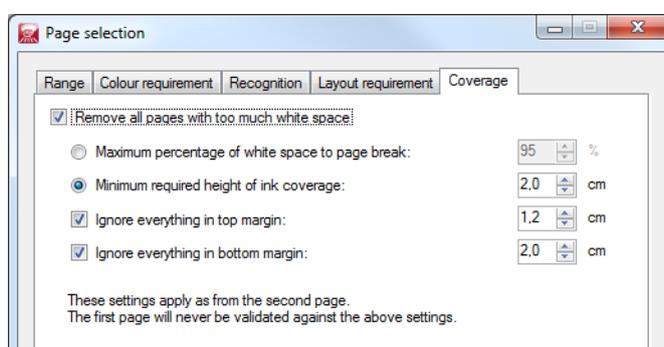
Select the radio button **[Custom]** and enter, for example, the function: 1 - Recognition(Subject:,4).



Function:	Recognition(Text, Occurrence, By page)
Whereby:	
Text	A string representing the text to search in the document (i.e. Subject:)
Occurrence	n Times to find the Text to limit the page range.
By page	0 or not specified = multiple occurrences per page. 1 = one occurrence per page is counted.

Deselect on white space

Pages can be automatically deselected in a print job if they contain a lot of white space. The white space threshold for the page can be user-defined (%). You will find the setting by using the **[Page selection]** button in the dialog **[channel configuration]** and choose the tab **[Coverage]**.



These page selection features will only affect the second page and following pages.

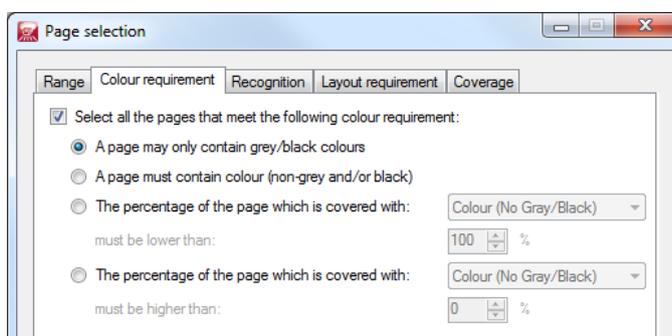
Selection by text or image size

Pages can also be automatically selected by measuring the amount of space **[minimum required height of ink coverage]** will check individual pages for minimum ink coverage (in centimetres) in black or in colour.

Select the **[Page selection]** button in the dialog **[channel configuration]** and choose the **[Coverage]** tab to use this feature.

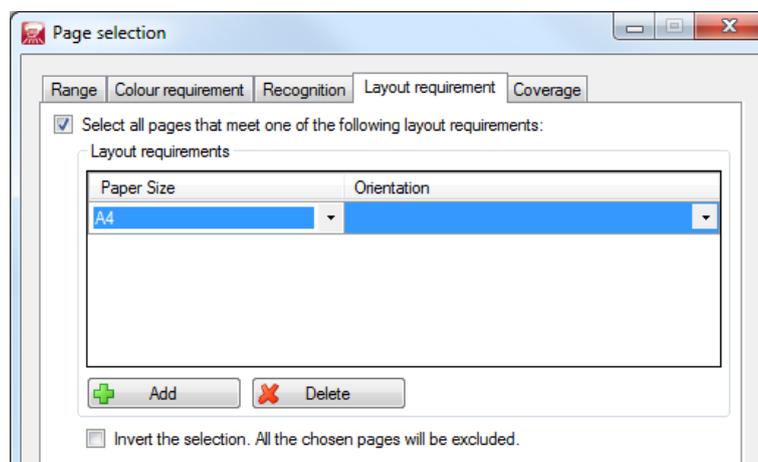
Colour selection

You can automatically select pages which meet some colour requirements.



To print only pages with black and white coverage, select **[A page may only contain gray/black colours]**.

Paper selection If your documents are composed of A4 and A3 pages and you only want to print A4 pages you can select these pages from the **[Layout requirement] tab**.

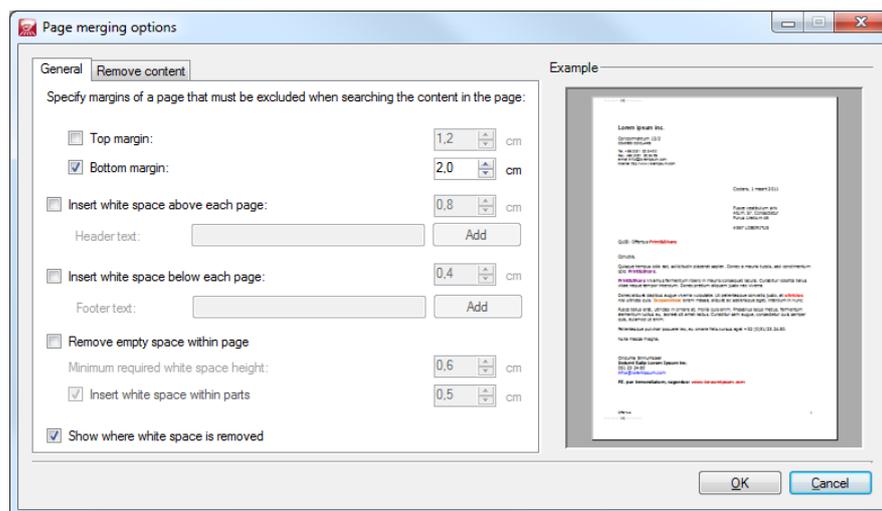


Optimising space used on a sheet of paper

White space merging

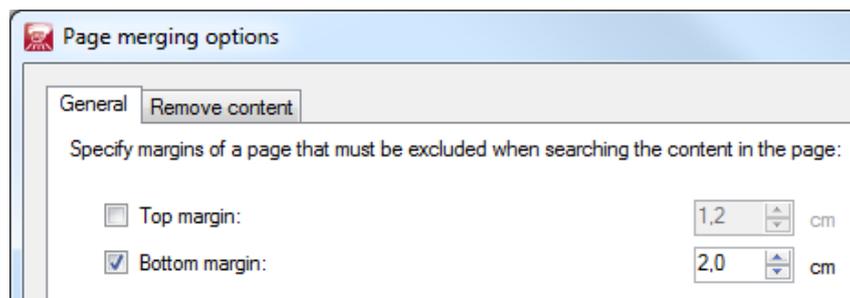
With this eco feature you can combine multiple pages onto one sheet of paper. Print&Share calculates the white space on the current page and the print coverage on the next page. Depending of the result, Print&Share will combine the pages.

To use this feature you have to select the option **[Channel configuration]** and activate the checkbox **[white space merging]**. The hyperlink opens the dialog for the individual **White space merging** settings.



Remove headers and footers

To use the three previous features, it may be necessary to remove or exclude headers and footers in your document. Click on text **[White space merging]** to specify the height of the top, and the bottom margin to exclude from the document.



Insert white space

When the feature **[White space merging]** can combine two or more pages depending of the coverage calculations, Print&Share will insert the original white space above the merged page.

You can change the height of the inserted white space using **[Insert white space above each page]**. You have also the possibility to choose the white space below each page.

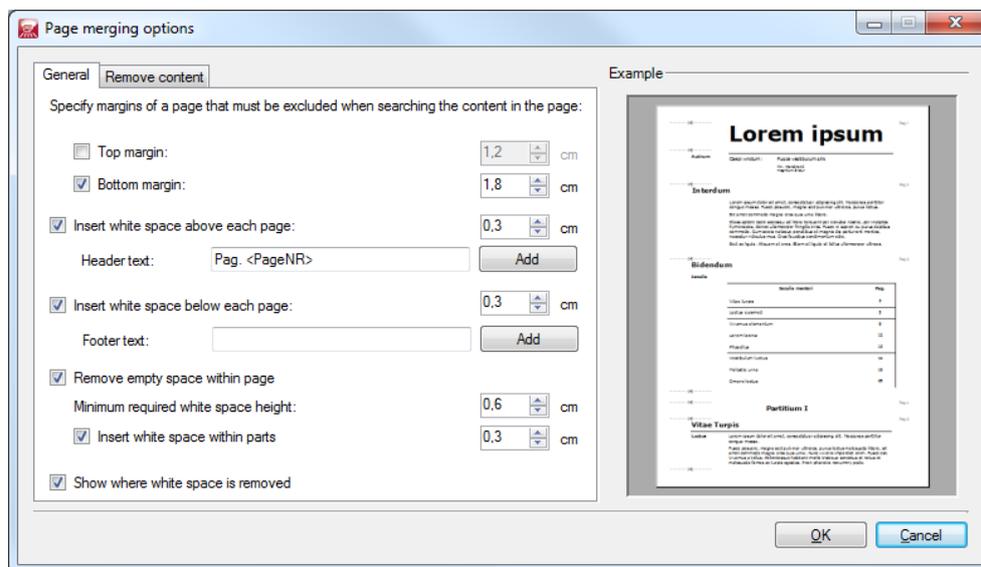
This inserted white space can contain a **[Header text]** or a **[Footer text]**, e.g. a page number.

Remove empty space

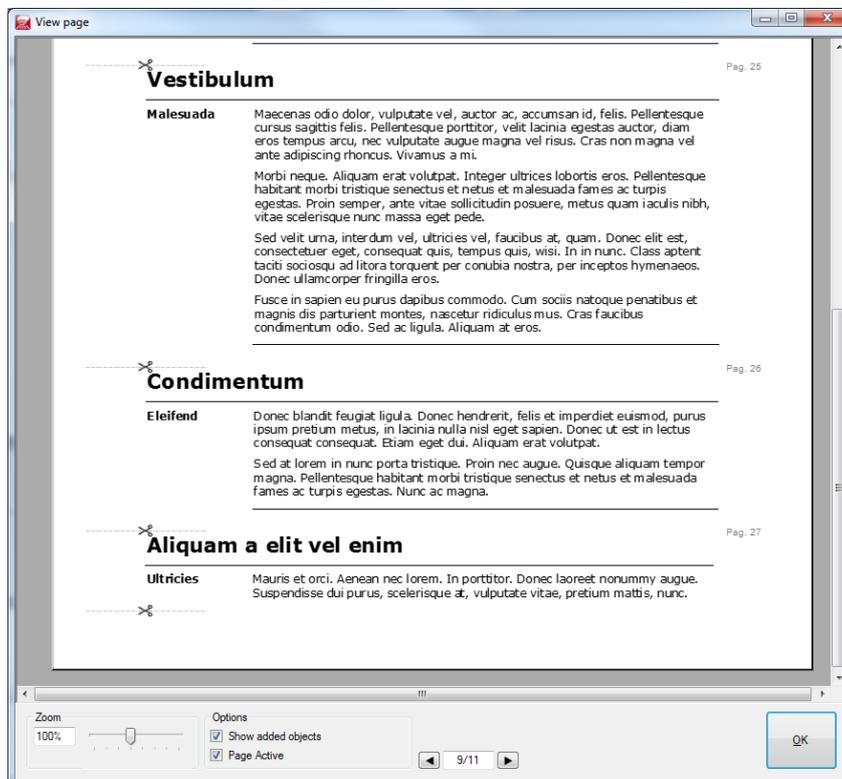
This feature is a powerful option of White space merging.

Using this feature you can remove white space between text on all pages.

You can select a minimum required height of white space before the feature will remove that white space. Once removed you can insert again a minimum white space including a symbol to show where white space was removed.



Example of a result:

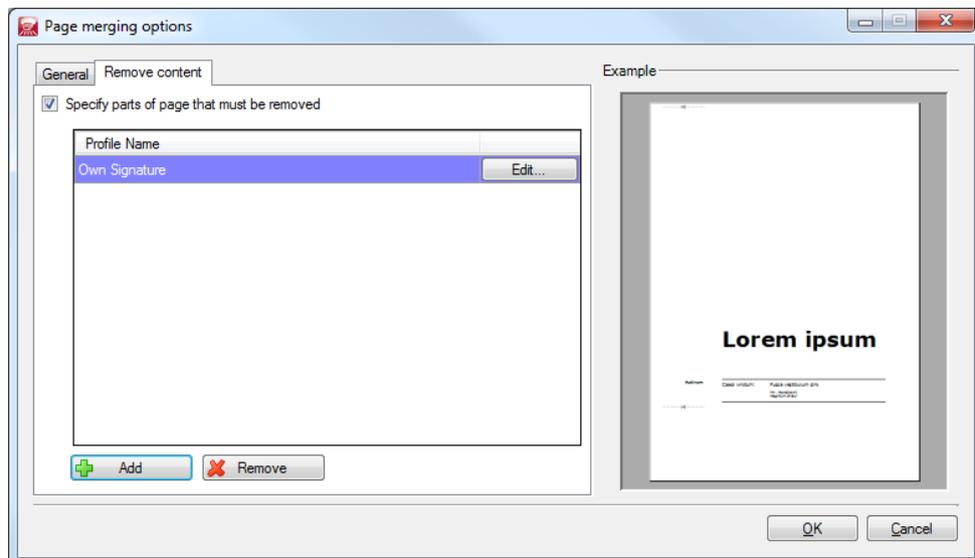


Remove content

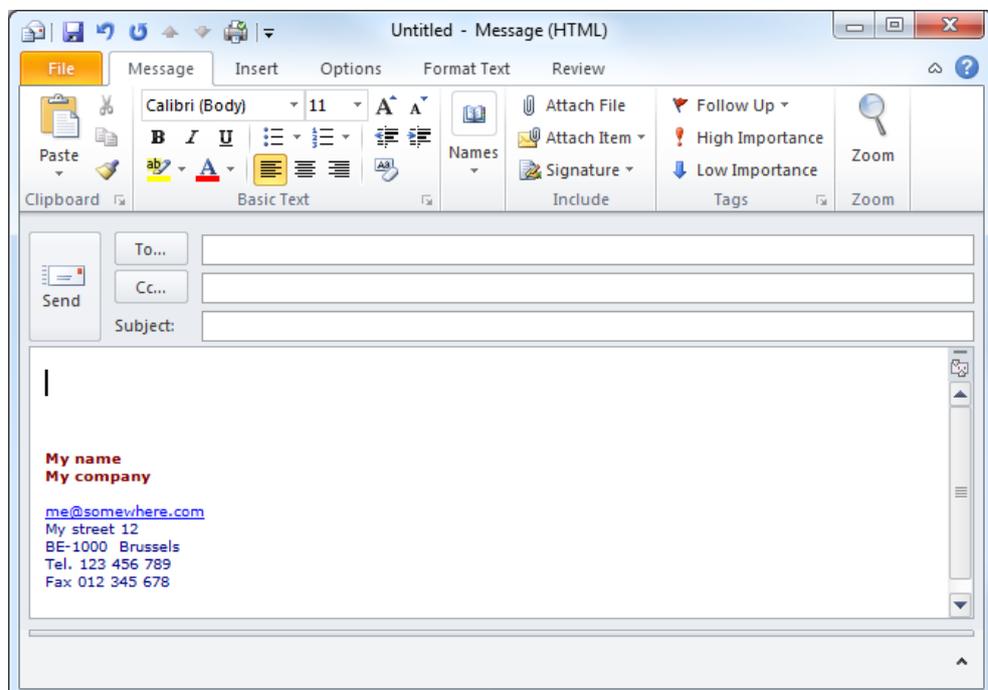
In the second tab **[Remove content]** of the dialog you can specify text that must be removed from the print out. Typical examples of text to remove from email printouts are signatures and legal texts of the footer.

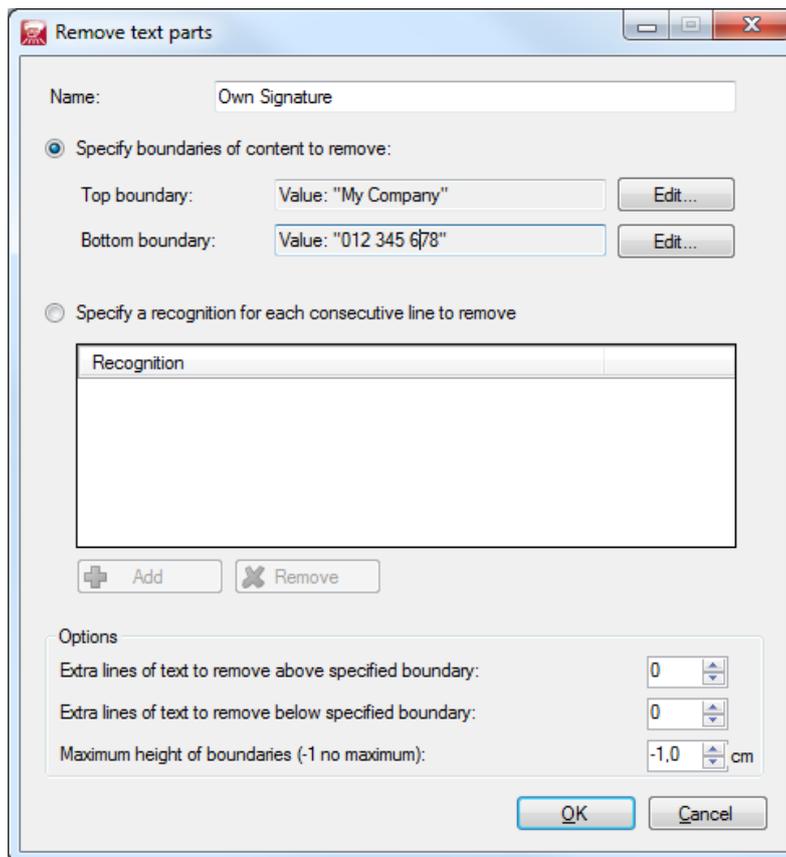
You can choose to remove a text block or a single line.

Click the button **[Add]** to create a new profile wherein you can determine boundaries of the block to be removed.



For example if you would like to remove your own signature from your email printouts, except your name (see example below), you can specify, using the regular expressions, "My company" for the **top boundary** and "012 345 678" as **bottom boundary**.





For more information about **Recognition** and **Regular Expressions** see the Operating Manual of Print&Share.

The height of a text block is by default dynamic but can also be specified in centimetres.

Multiple pages on 1 sheet

This setting allows you to print one or more pages on one sheet of paper, e.g. two A5 pages on one A4 sheet.

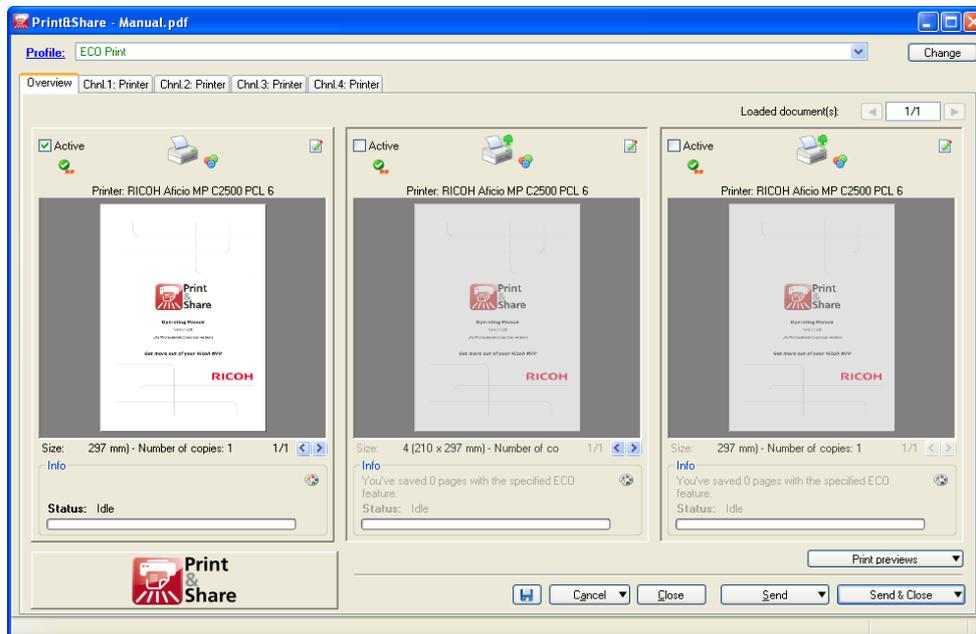
The label in the dialog of the **[Channel configuration]** is displayed as "Pages on one sheet".

Easy to use ECO features

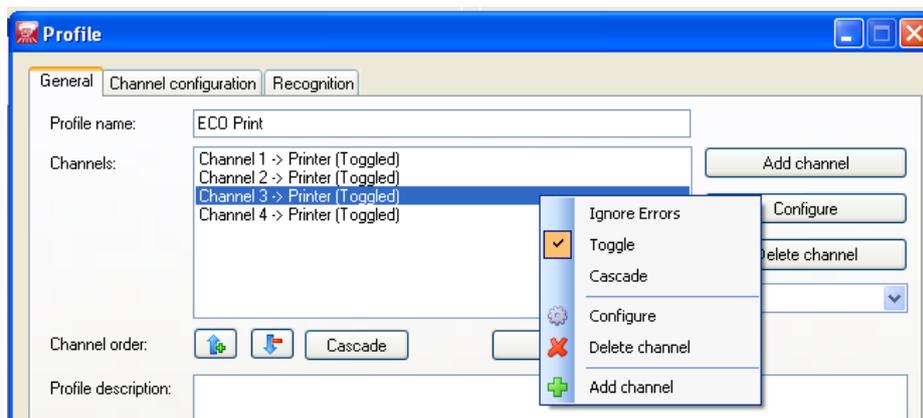
Easy Toggle

Profiles of Print&Share can be configured to have an easy choice for using one of the available channels in the profile.

A single click on the preview in the **Basic window** will select the channel. The other available channels will be automatically inactive.



To setup toggling between channels, click with the right mouse button on a channel line of the general profile configuration and select the menu item **[Toggle]**.

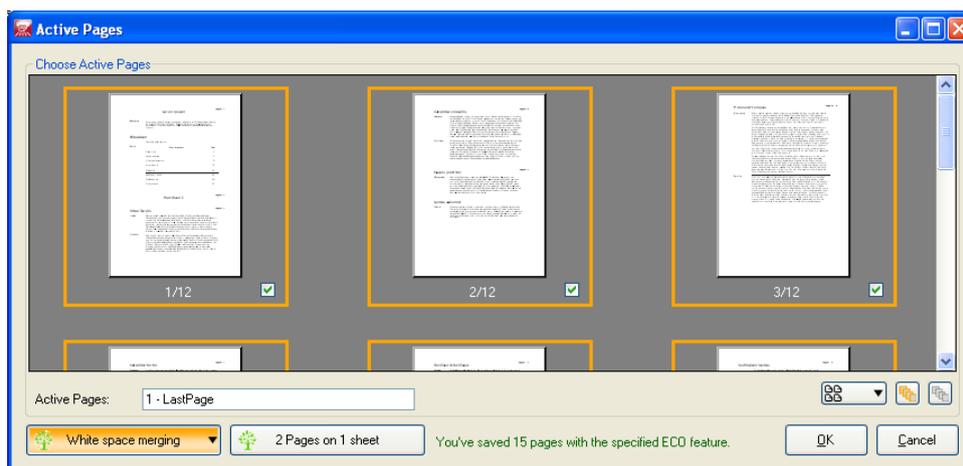


Easy switch

In Print&Share Eco you can easily switch between two eco features **White space merging** and **2 pages on 1 sheet**.

This is possible in the overview of **Active pages**.

Open the window **Active pages** via an icon that appears in the upper right hand corner in the background of the **[Overview]** window if you move your mouse over this area.



Select the button **[White space merging]** or **[2 Pages on 1 sheet]** for the appropriated functionality.

Easy combine

In Print&Share you can also easily combine the features **White space merging** and **2 pages on 1 sheet** in the dialog **Active pages**.

Select the two buttons **[White space merging]** and **[2 Pages on 1 sheet]** to combine the functionality.

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