

Eco Manual

Version 2.8.3

Print&Share Eco Get more out of your Ricoh MFP



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.
	<u>Convert the print job to black & white.</u> 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 ecologica	I feature of Print&Share Eco:
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Print&Share versions				
Feature	Eco	Lite	Professional	Corporate
Convert print job to Black & White	~	\checkmark	\checkmark	~
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	1			\checkmark

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 & WhiteThe 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.

<u>Note</u>: 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).		
	Custom: 1 · Recognition(Subject:,4) Enter the page numbers and/or page ranges separated by comma (e.g. 1,2,4-5). The last page is indicated by: LastPage The second last page is indicated by: SecondLastPage QK Cancel		

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].
```

🛛 Page s	election					I X
Range	Colour requirement	Recognition	Layout requirement	Coverage]	
V Re	move all pages with t	oo much white	space			
0	Maximum percentage	e of white spac	e to page break:		95 🔶	%
Minimum required height of ink coverage: 2.0 Cm						
Ignore everything in top margin:						
v	Ignore everything in b	oottom margin:			2,0 🌲	cm
These settings apply as from the second page. The first page will never be validated against the above settings.						

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

Selection by text or image size

Colour

selection

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.

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 selectionIf 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.

Range Colour requiremen	Recognition Layout requirement Coverage
Select all pages that m	et one of the following layout requirements:
Layout requirements	
Paper Size	Orientation
A4	•
👍 Add	🔀 Delete

Optimising space used on a sheet of paper

White space
mergingWith 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.

General Rem	nove content		Example
Specify margi	ins of a page that must be excluded when so margin:	earching the content in the page:	Leen investiga Second Second S
Botto Insert whi Header Insert whi Eoster the	m margin: ite space above each page: text: ite space below each page: ext:	2.0 rm cm 0.8 rm cm Add 0.4 rm cm	Const intervities An and the second
Remove	empty space within page required white space height: t white snace within parts	0.6 × cm	en an energie en energie energie en energie energie en energie
Show wh	ere white space is removed	0,0 V CM	й н а т. т. т.

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.

	Rege merging options	
	General Remove content Specify margins of a page that must be excluded	when searching the content in the page:
	Top margin:Ø Bottom margin:	1.2 ☆ cm 2,0 ∢ cm
Insert white space	When the feature [White space merging] of the coverage calculations, Print space above the merged page.	can combine two or more pages &Share will insert the original white
	You can change the height of the inserted wh space above each page] . You have also th space below each page.	nite space using [Insert white e possibility to choose the white

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.

eneral Remove content Specify margins of a page that must be excluded when searching the content in the page: I to p margin: I seat white space above each page: I header text: Pag. <pagenr> Add I header text: Pag. <pagenr> Add I header text: Pag. <pagenr> Add Minimum required white space within page Minimum required white space height: I head white space within page Minimum required white space height: I head white space is removed Show where white space is removed</pagenr></pagenr></pagenr>	Page merging options					
Specify margins of a page that must be excluded when searching the content in the page: Top margin: Bottom margin: Issert white space above each page: Issert white space above each page: Issert white space below each page: Issert white space within page Minimum required white space height: Issert white space within page Minimum required white space height: Issert white space within page Minimum required white space within page Issert white space within page Minimum required white space is removed Show where white space is removed	General Remove content			Example		
✓ Show where white space is removed	Specify margins of a page the Top margin: Definition of the space above Header text: Definition Footer text: Definition Remove empty space wit Minimum required white space Definition Def	at must be excluded when searching the o e each page: ⁷ ag. <pagenr> r each page: thin page space height: ithin parts</pagenr>	1.2 cm 1.8 cm 0.3 cm 0.3 cm 0.3 cm 0.3 cm 0.4dd cm 0.6 cm 0.3 cm	Bidedu Bidedu con	Descent ipscurd With the second With the second W	
	Show where white space	e is removed			ОК	Cancel

Example of a result:

liew page				
× Vestibu	lum	Pag. 25		
Malesuada	Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque portitior, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi.	-		
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000%	ons how added objects age Active	Ōĸ		

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.

Rage merging options	
General Remove content	Example
Specify parts of page that must be removed	
Profile Name	
Own Signature Edit	
	Lorem ipsum
	Adver Execution: Adverter
Add 🔀 Remove	
	OK Cancel

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**.

👔 🚽 🤨 🥶 🔶 🖛 🗢 Untitled - Message	(HTML)		x
File Message Insert Options Format Text	Review		۵ 🕜
Calibri (Body) \cdot 11 $A^* A^*$ Image: Calibri (Body) Image: Calibr	Attach File Attach Item Follow Up High Importance Jignature Low Importance	Q Zoom	
Clipboard 🕞 Basic Text 🕞	Include Tags 🕞	Zoom	
To Send Subject: J My name My company me@somewhere.com My street 12 BE-1000 Brussels Tel. 123 456 789 Fax 012 345 678			

	ſ	Remove text parts				
		Name:	Own Signature			
		Specify boundarie	s of content to remove:			
		Top boundary: Value: "My Company"		Edit		
		Bottom boundary	Value: "012 345 678"	Edit		
		Specify a recognit	ion for each consecutive line to remo	ve		
		Recognition				
		Add	Remove			
		Options Extra lines of text to	remove shove specified boundary:	0		
		Extra lines of text to remove below specified boundary:				
		Maximum height of boundaries (-1 no maximum):				
				<u>Q</u> K <u>C</u> ancel		
	_	more information about Recognition and Regular Expressions see the rating Manual of Print&Share.				
	For more Operatin					
	The height of a text block is by default dynamic but can also be specified in					
		res.				
Multiple pages on 1 sheet	This setti two A5 p	is setting allows you to print one or more pages on one sheet of paper, e.g. o A5 pages on one A4 sheet.			e.g.	
	The label on one sl	in the dialog of heet".	the [Channel configu	<pre>uration] is displayed as "P</pre>	'ages	

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]**.

figuration Recognition			
ECO Print]
Channel 1 -> Printer (Toggled) Channel 2 -> Printer (Toggled) Channel 2 -> Printer (Toggled)			Add channel
Channel 4 -> Printer (Toggled)		Ignore Errors	Configure
	~	Toggle	elete channel
		Cascade	
	\$	Configure	· · · · · · · · · · · · · · · · · · ·
🔥 👎 Cascade	— ×	Delete channel	I I
	e	Add channel	
	figuration Recognition ECO Print Channel 1 -> Printer (Toggled) Channel 2 -> Printer (Toggled) Channel 3 -> Printer (Toggled) Channel 4 -> Printer (Toggled) () Cascade	figuration Recognition ECD Print Channel 1 -> Printer (Toggled) Channel 2 -> Printer (Toggled) Channel 3 -> Printer (Toggled) Channel 4 -> Printer (Toggled)	figuration Recognition ECD Print Channel 1 → Printer (Toggled) Channel 3 → Printer (Toggled) Channel 4 → Printer (Toggled) Channel 4 → Printer (Toggled) Channel 4 → Cascade Configure Delete channe Add channel

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.



🕵 Active Pages		
Choose Active Pages	To a second seco	For the second s
1/12	2/12	3/12 🗹
	Market	
Active Pages: 1 - LastPage		88 v 🕅
White space merging Pages on 1 sheet	You've saved 15 pages with the specified El	CO feature. <u>OK</u> <u>C</u> ancel

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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