

## Configuring

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# Setting up Ricoh PDF, TASKalfa, or Custom PDF printers to print PDF banner pages

RICOH ProcessDirector can print PDF header pages and trailer pages for a job sent to a Ricoh PDF, TASKalfa, or Custom PDF printer. Header pages print before the first data pages of a job. Trailer pages print after the last data pages of a job.

To set up a Ricoh PDF, TASKalfa, or Custom PDF printer to print PDF banner pages:

1. In the Printers Portlet, find the Ricoh PDF, TASKalfa, or Custom PDF printer that you want to use to print jobs with PDF banner pages. If the printer is enabled, right-click it and select **Disable**.
2. Open the properties notebook by clicking the printer name.
3. Display the banner page properties for the printer by clicking the **Banner Pages** tab.
4. Make sure that the desired banner pages are enabled for your printer:
  - To use header pages, set the **Enable header pages** property to **Yes**.
  - To use trailer pages, set the **Enable trailer pages** property to **Yes**.
5. Specify values for the **Merge banner pages into PDF print file** and **Banner page input tray** properties.
6. Click **OK**.
7. Right-click the printer and select **Enable**.
8. Repeat these steps for any other Ricoh PDF, TASKalfa, or Custom PDF printers that you want to set up to print banner pages with jobs.

### Note:

- For header and trailer pages to print, the values of the **Header copies** and **Trailer copies** properties for the job must be set to **1** or greater. If the values of those job properties are set to **0**, the printer does not print a header page or a trailer page for a specific job, even if these types of banner pages are enabled on the printer.
- If the Ricoh PDF, TASKalfa, or Custom PDF printer is on an application server, you must change the values of the **Header page configuration file** and **Trailer page configuration file** properties for the job. Those properties must specify the drive letter that the application server uses to connect to the `/aiw` directory on the primary computer. For example, the application server uses `Z:` to connect, and the file path to the header page configuration file on the primary computer is `/aiw/aiwl/control_files/banner_pages/header.jrxml`. This value must specify `Z:\aiwl\control_files\banner_pages\header.jrxml`.
- To make sure that a job and its banner pages print together, set the **Merge banner pages into PDF print file** property to **Yes**. If you set it to **No**, another job sent to the printer at the same time can print between the job and its banner pages.
- You can set the **Merge banner pages into PDF print file** property to **Yes** for jobs that include page exceptions for sides, media, and stapling when your printer supports these page exceptions. If you have other finishing options in the JDF job ticket, such as punching or binding, set the property to **No**.
- If you print a PDF 2.0 file with banner pages, the file is converted to PDF 1.7 format which is required for the banner pages.

Parent topic: [PDF banner pages](#)