

How to Change the Tray Paper Settings on Your Ricoh/Savin Device

Your equipment is pre-configured to print on a specific type of paper. If you wish to change the type of paper within your machine, it is important to always remember to change the tray paper settings on your device in order to achieve the best result.



1. From your home screen, select Settings



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Changing Paper Size

3. Select the tray in which you will be changing the paper size



4. Select the size of your new paper then select Ok.

Copier (Classic)	Scanner (Classic)	ocument Server	Ē.,		?
🔹 System S	ettings			Exit	Reset 🔅
Tray Paper Size: Tray 4	1		Can	cel OK	2 ABC 3
Select item, then pres	s [OK].				4 5 6
Auto Detect	12×18⊡	11×17⊡	11×15D	10×14D	
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8%×14₽	8%×13⊡	8×13G	8×10 	7%×10₺₽	/* 0 #
7%×10₺₽	5½×8½₽	4%×9½₽	4%×95₽	3%≈75₽	
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Changing Paper Type

5. Repeat steps 1 & 2. Select Next to choose your paper type

Copier (Classic) Scanner (Classic) Document Serve	er 🛛 🔄 Admin. is operating remotely	? (
🕸 System Settings	Exit	Reset 🔅
General Tray Paper Timer Interfu Features Settings Settings	ace File Administrator res Transfer Tools	1 2 _{ABC} 3 _{DEF}
Paper Tray Priority: Copier Tray 1		4 GHI 5 JKL 6 MNO
Paper Tray Priority: Fax Tray 1	Tray Paper Size: Tray 2 4%×9½□	7 8 9
Paper Tray Priority: Printer Tray 1	Tray Paper Size: Tray 3 85×11 ₽	PQRS TUV WXYZ
	Tray Paper Size: Tray 4 Auto Detect	./* 0 #
	Printer Bypass Paper Size Auto Detect	
		Clear
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6. Select the tray in which you will be loading the different paper

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🔹 System Settings			Exit	Reset	*
General Features Settings S	Timer Interface F Settings Settings Tran	le Administrator Isfer Tools			3 DEF
Paper Type: Bypass Tray	Plain (Hidden) : Duplex Off	: Auto Paper Select On		4 5 JKL	6 MNO
Paper Type: Tray 1	Plain (Hidden) : Duplex On	: Auto Paper Select On		7 8	9
Paper Type: Tray 2	Plain (Hidden) : Duplex Off	: Auto Paper Select On		PQRS TUV	WXYZ
Paper Type: Tray 3	Plain (Hidden) : Duplex On	: Auto Paper Select On		./* 0	
Paper Type: Tray 4	Plain (Hidden) : Duplex On	: Auto Paper Select On		C	
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		2∕4 ▲ Previous	Next		
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- TRAINING
- 7. Select a type that matches your new paper and then OK and then Exit to navigate to the home screen

Copier (Classic) Scanner (Classic) Document Serv	er Ez,	4	?
🕸 System Settings		Exit	Reset 🔅
Paper Type: Tray 2 Paper Type Plain: Hidden Recycled Paper Letterhead Preprinted Paper Cardstock Special Paper 1	Paper Thickness Plain Paper 1 60-74g/m2 Paper Middle Thick 82-105g/m2 Thick Paper 2	OK Plain Paper 2 75-81g/m2 Thick Paper 1 106-169g/m2 Thick Paper 3	ABC 3 DEF 4 GHI 5 JKL 6 MNO 7 PQRS TUV WXYZ
Special Paper 3 Envelope Coated: Coated: Glossy	Matte 170-220g/m2 Thick Paper 4 257-300g/m2 >Apply Duplex Yes	221-256g/m2	C
	► Apply Auto Paper Sele Yes	No	Start
Check Status Aug. 10 2020 09:15 AM	一合	8	💿 Stop

For More Information:

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