



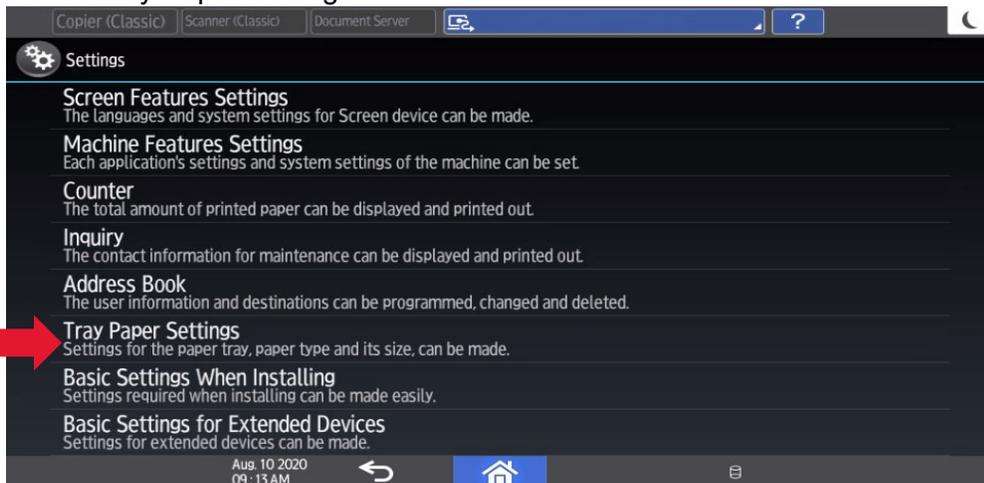
How to Change the Tray Paper Settings on Your Ricoh/Savin Device

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



2. Select Tray Paper Settings



For More Information:

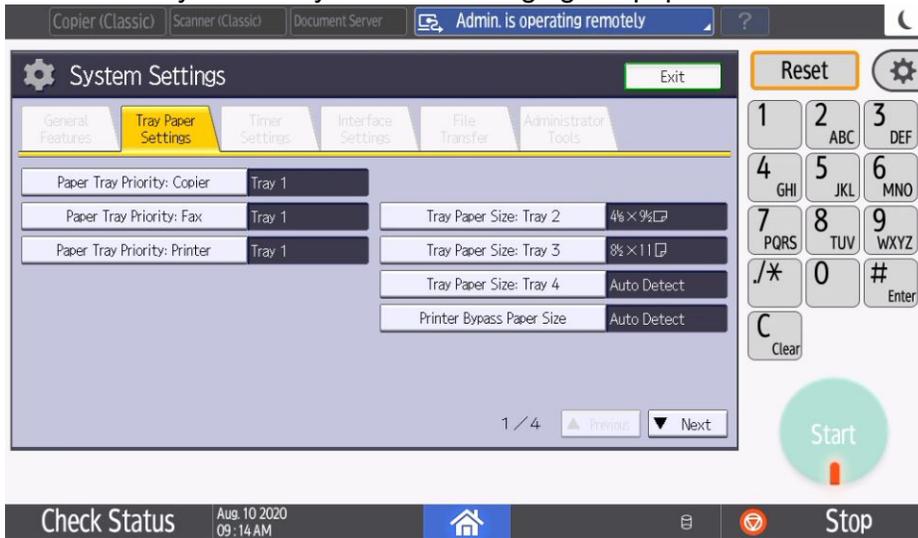
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410.628.0490 or Dispatch@advancestuff.com



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.



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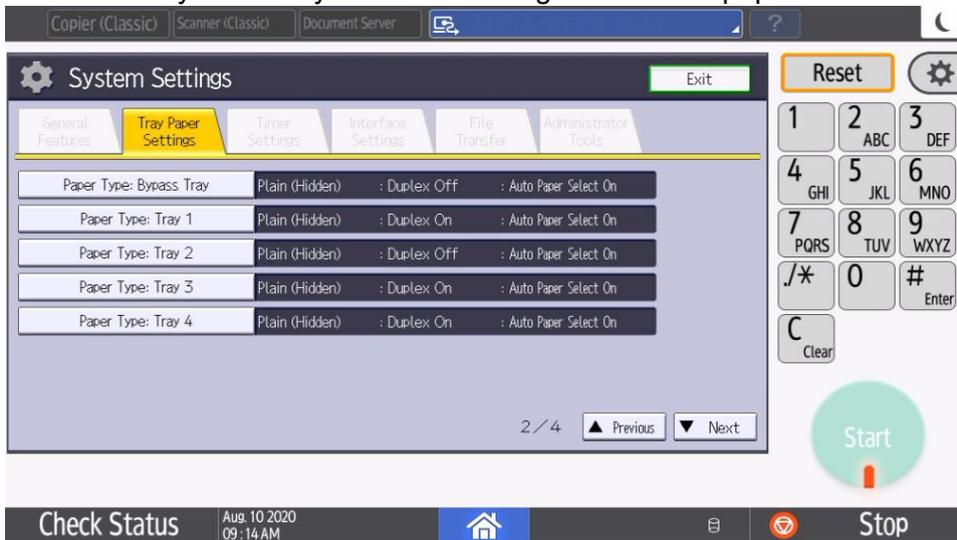


Changing Paper Type

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



6. Select the tray in which you will be loading the different paper



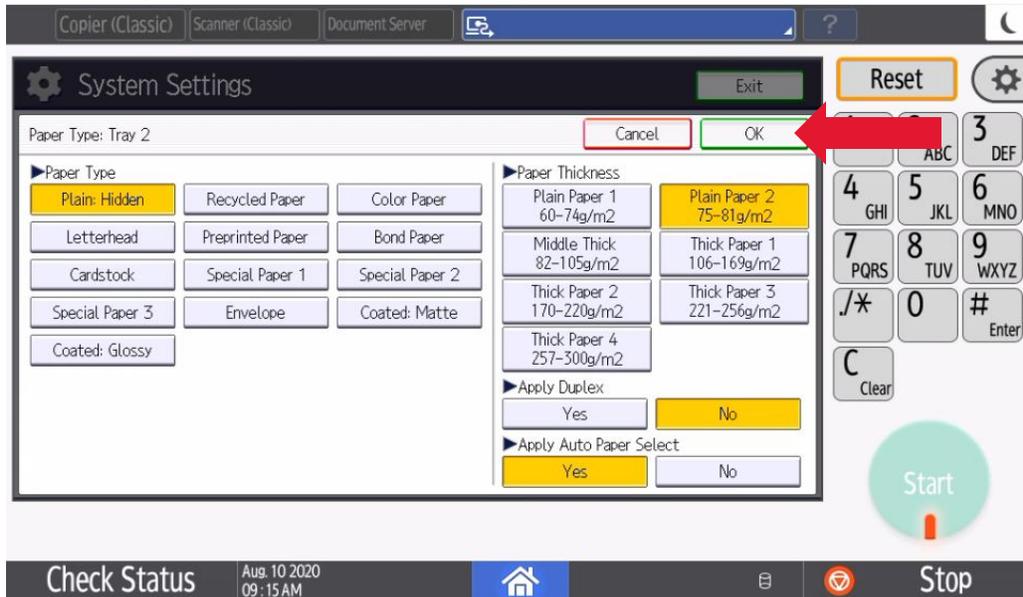
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7. Select a type that matches your new paper and then OK and then Exit to navigate to the home screen



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