

How to Print Envelopes Using the Bypass Tray on Your Ricoh/Savin Equipment

These free instructions will allow you to easily print envelopes on your Canon, Ricoh or Savin printer!



Step 1: Select the Settings Icon



Step 3: Select Paper Size/Paper Type



Step 2: Select Tray Paper Settings



Step 4: Select Bypass Tray

	System Home	icanner (Classic)	💽 De	ny admin.'s operation, tap l	here 』?		C
L	Paper Size/Paper Type					Close	
Pap	Bypass Tray Auto Detect Envelope	⊘	>	• Tray 1 - Plain Paper	L	>	
Сор	170 – 220 gsm (Thick Par	er 2)		82 - 105 gsm (Middl • Tray 3	e Thick)		J
Prin Fax	Auto Detect Plain Paper 82 – 105 gsm (Middle Thi	ck)	>	Auto Detect Plain Paper 75 — 81 gsm (Plain Pa	aper 2)	>	1
	• Tray 4 Auto Detect		>				
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Step 5: Select Paper Size 4 1/8 x 9 1/2

	Scanner (Classic)	E, A	dmin. is operating remotely	? (
L	Paper Size: Printer		Cancel	ОК
Рар	○ 8½ X 11	لحا	🔘 8½ X 11	LP
Pap	🔘 8¼ x 14	₽	🔘 8¼ x 13	┏
Con	🔘 8 x 13	┏	🔘 8 x 10	CP
Сор	○ 7¼ x 10½	₽	O 7¼ x 10½	C I
Prin	5½ x 8½	₽	○ 4½ x 9½	P
Fa	• • 4 1/8 x 91/2	┏	3% x 7½	D
	31% x 7½	┏	() A3	┏
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Step 7: Select OK

Step 6: Select Paper Type to Envelope



Step 8: Close then Back to Settings Menu







410.252.4800



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