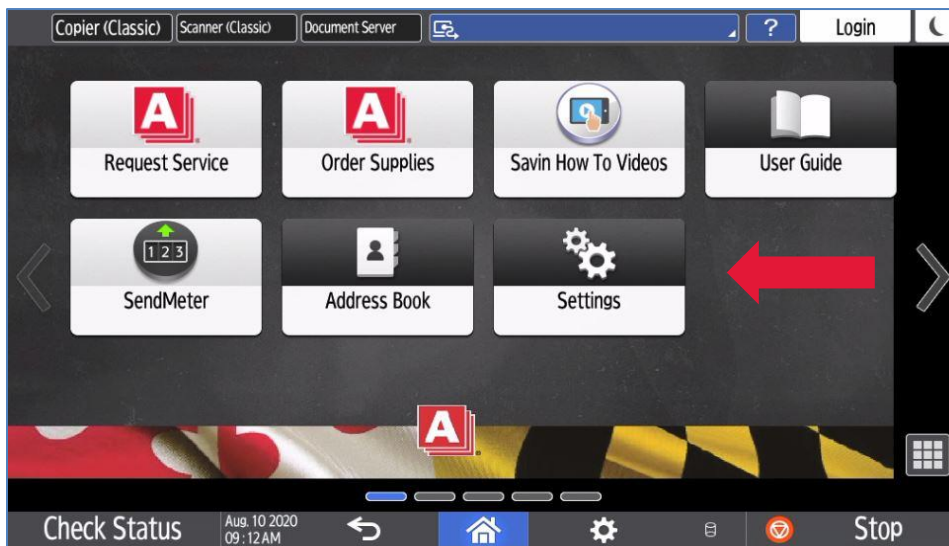




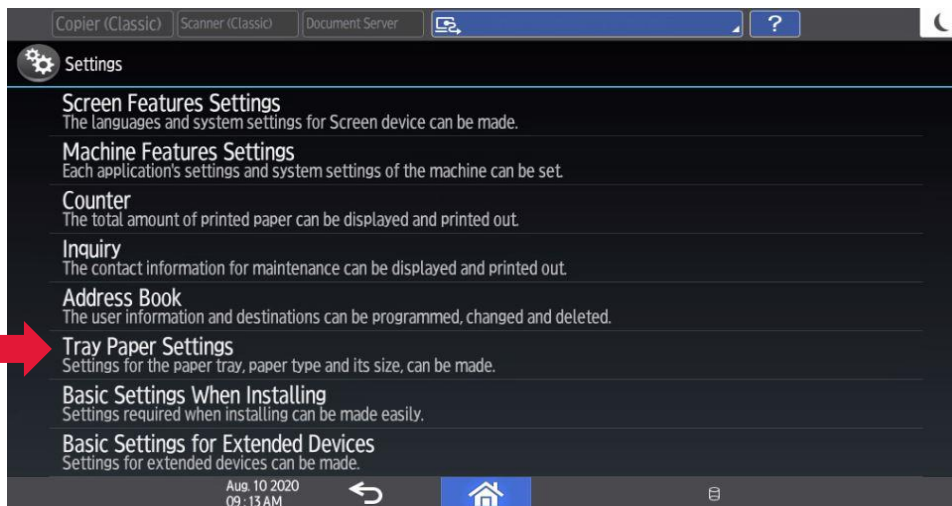
How to Print Envelopes Using the Bypass Tray on Your Ricoh/Savin Equipment

When printing envelopes, it's important to change the type of paper within your tray settings.

1. From your home screen, select **Settings** or **User Tools**



2. Select **Tray Paper Settings**



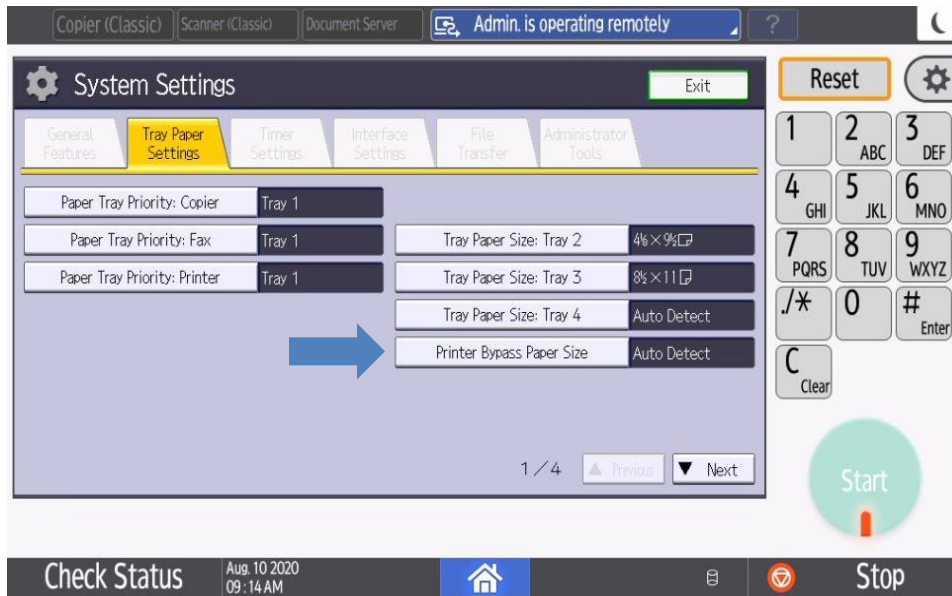
For More Information:

Contact an Advance Expert:

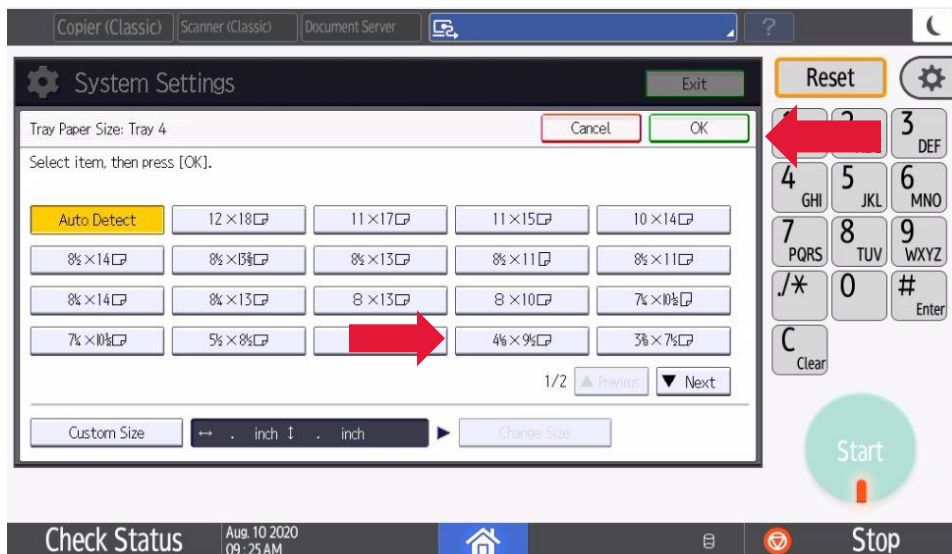
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3. Select Printer Bypass: Paper Size



4. Select the size 4 1/8 x 9 1/2 then select Ok.



For More Information:

Contact an Advance Expert:

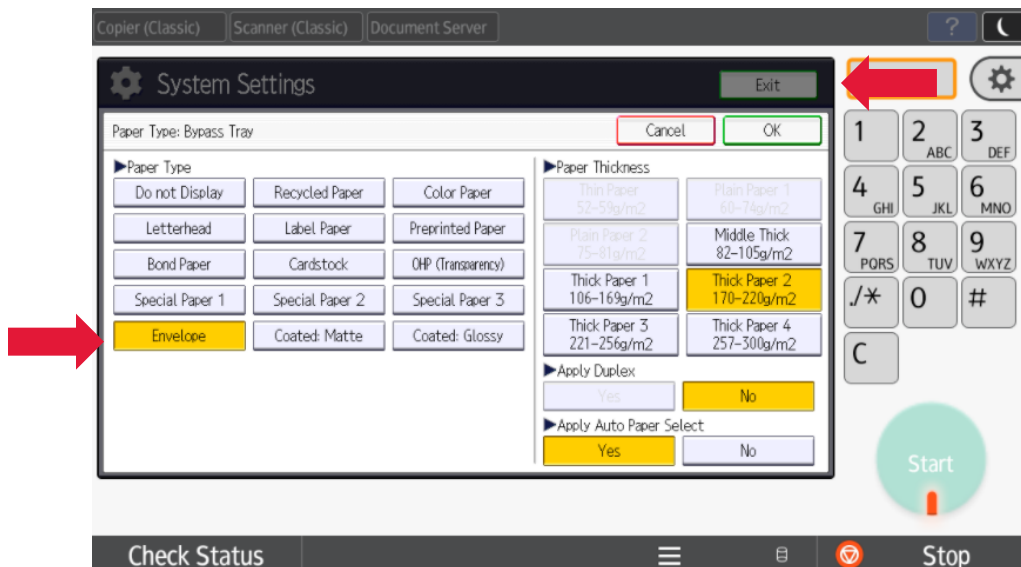
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5. Select Next to change the paper type. Select **Paper Type: Bypass Tray**



6. Select **Envelope** and then OK and then Exit to navigate to the home screen



7. Navigate to your envelope document in Microsoft Word Select **File, Print** and then **Printer Properties**



For More Information:

Contact an Advance Expert:

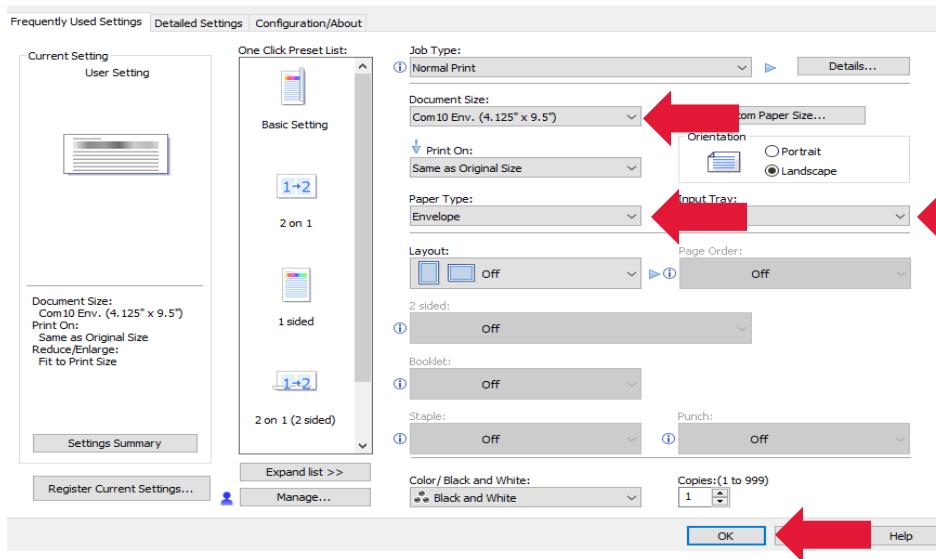
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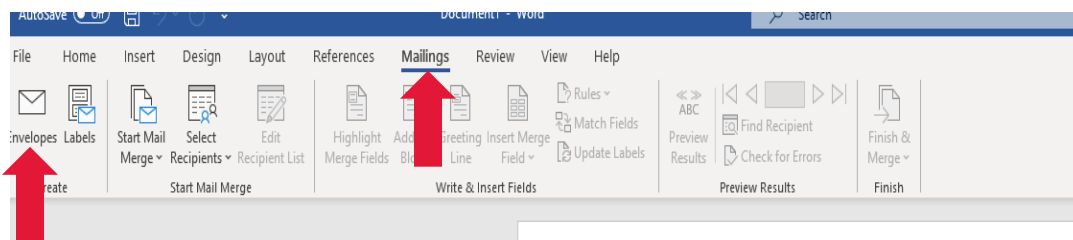
8. Select Document size as **Com 10**, Input Tray to **Bypass Tray** and Paper Type to **Envelope**. **Ok**



9. Select the arrow to return to Word



10. In Word; Select **Mailings, Envelopes**



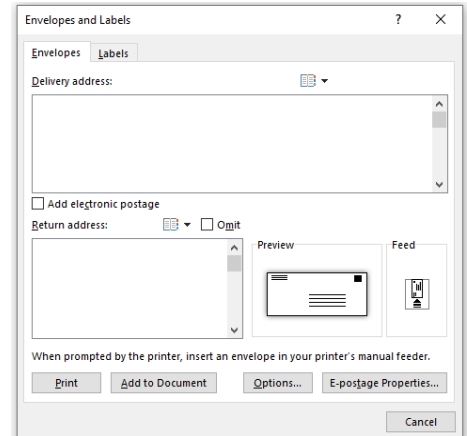
For More Information:

Contact an Advance Expert:

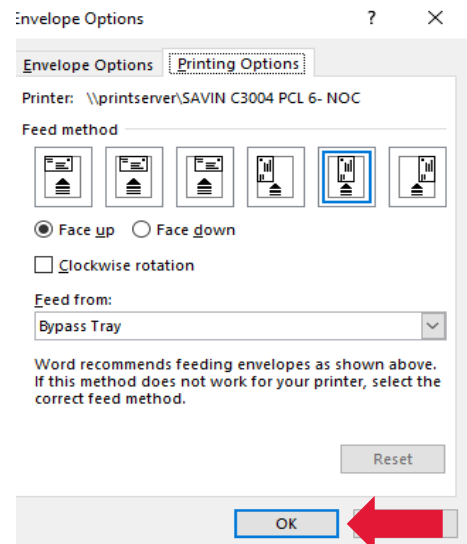
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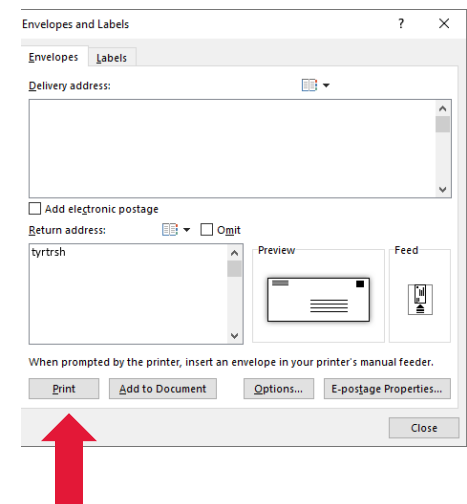
11. Type in desired information



12. Select **Printing Options** and verify Bypass Tray is selected and then select Ok



13. Select **Print**



For More Information:

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