

RICOH PRODUCT QUICK GUIDE

REGISTER THE BYPASS TRAY - IM SERIES

At the copier:

Select Settings

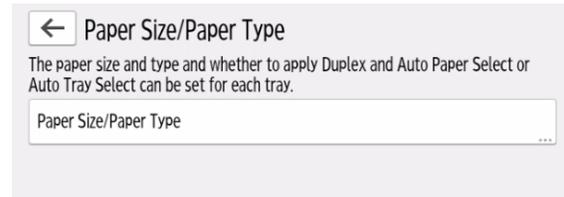
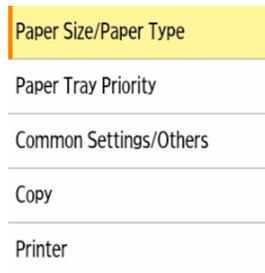
Select Tray/Paper Settings



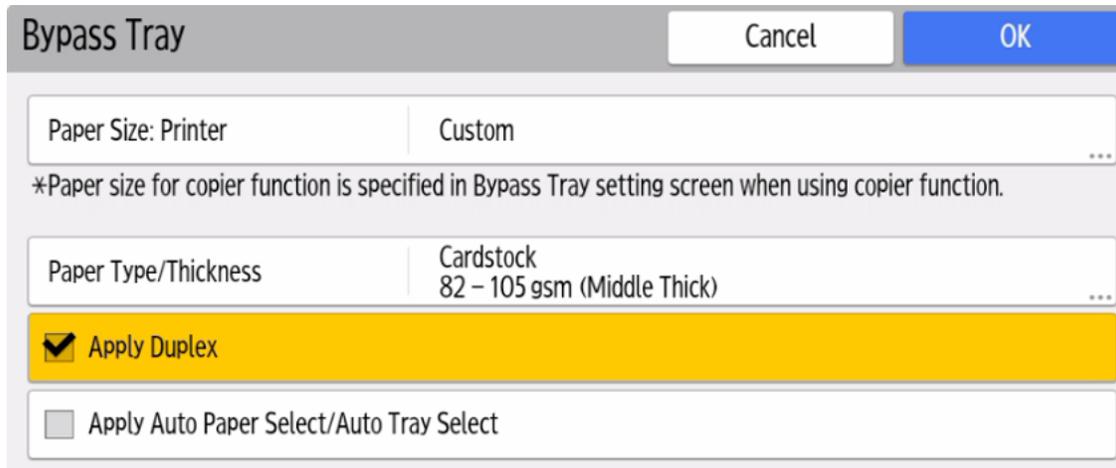
Select Paper Size/Paper Type

Select Paper Size/Paper Type again

Select Bypass Tray



If you are using a paper size other than standard sizes (Letter, Legal or Ledger), select Paper Size: Printer



Select the size that you are using. If you are using a custom size, scroll to the bottom of the size selections and select custom size

Paper Size: Printer

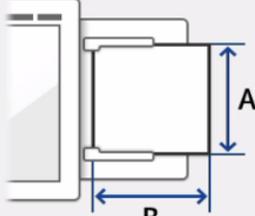
<input type="radio"/> SRA4	<input type="radio"/> SRA4
<input type="radio"/> C5 Env	<input type="radio"/> C5 Env
<input type="radio"/> C6 Env	<input type="radio"/> C6 Env
<input type="radio"/> DL Env	<input type="radio"/> DL Env
<input type="radio"/> 8K	<input type="radio"/> 16K
<input type="radio"/> 16K	

Custom A 6.00 inch B 6.00 inch

Enter the dimensions of your paper and select OK

Custom Size

Enter the paper size.
* If A exceeds the specified value then the range of values of B will be changed, and vice versa.
Check the range of values which are displayed.



A: 6.00 inch <3.55-12.59>

B: 6.00 inch <5.83-49.60>

Select Paper Type/Thickness

Bypass Tray

Paper Size: Printer Custom

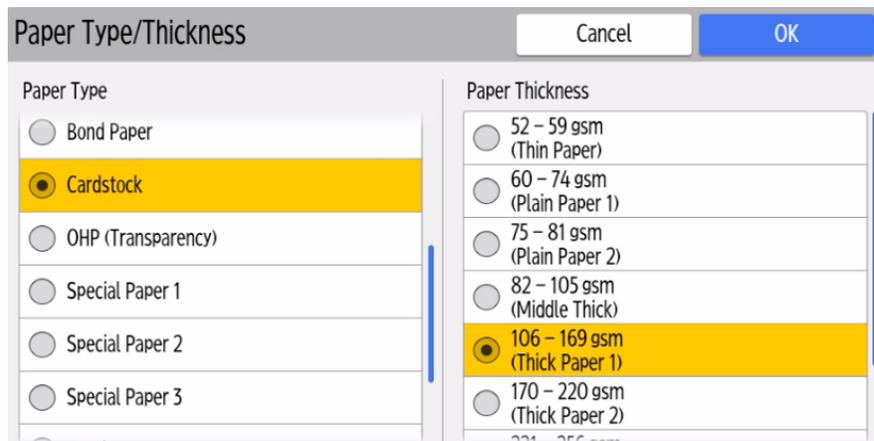
*Paper size for copier function is specified in Bypass Tray setting screen when using copier function.

Paper Type/Thickness Cardstock
82 - 105 gsm (Middle Thick)

Apply Duplex

Apply Auto Paper Select/Auto Tray Select

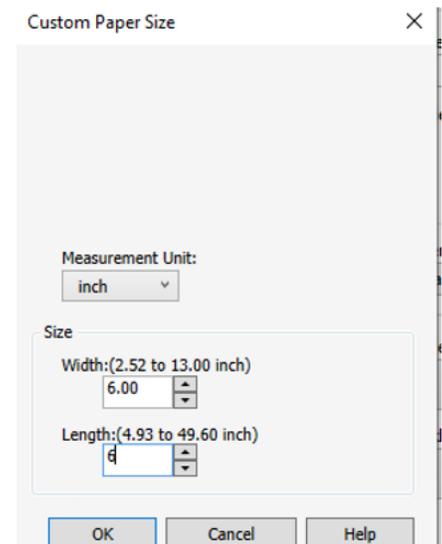
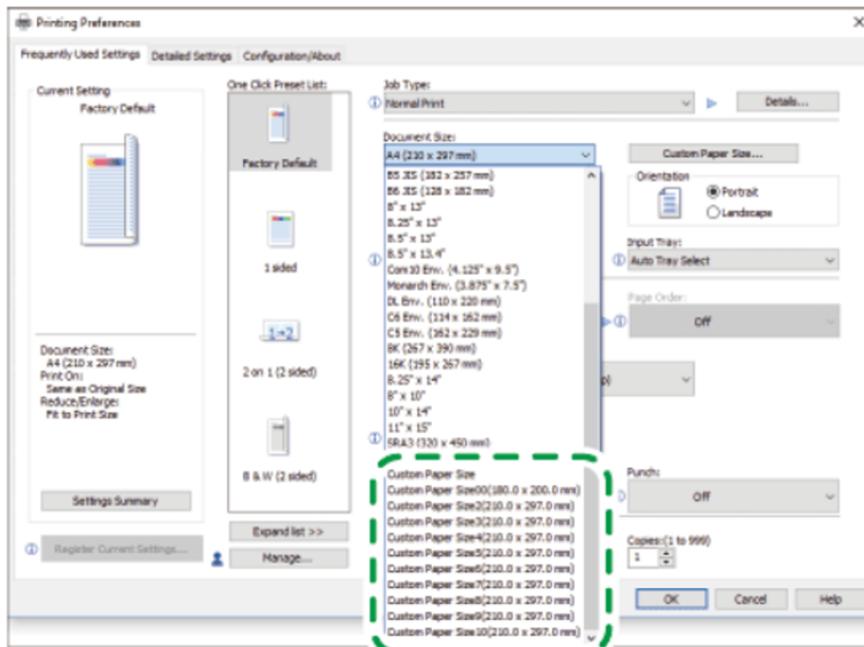
Select the type of paper you are using ex. Cardstock, glossy, labels...etc. You will also register the thickness of the paper. This should be listed on the paper packaging as a gsm number. Select OK



Select OK, Close, then select the Home Menu button

Setting the Printer Settings

Select File, Select Print, Select Printer Properties
Under Document Size select custom size, if needed.
Select Custom Paper size to the right
Put in the dimensions of your custom size



Select OK
Select Bypass Tray for the input tray
Select Print