

RICOH PRODUCT QUICK QUIDE

REGISTER THE BYPASS TRAY - IM SERIES

At the copier: Select Settings Select Tray/Paper Settings

Tray/Paper Settings

Select Paper Size/Paper Type Select Paper Size/Paper Type again Select Bypass Tray

Paper Size/Paper Type

Paper Tray Priority

The paper size and type and whether to apply Duplex and Auto Paper Sele Auto Tray Select can be set for each tray.	ct or
Paper Size/Paper Type	

• Bypass Tray 😑 🔒		• Tray 1
Custom Cardstock 82 – 105 gsm (Middle Thick)	>	– Plain Paper 75 – 81 gsm (Plain Paper 2)
• Tray 2		
Auto Detect Plain Paper 75 – 81 gsm (Plain Paper 2)	>	

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

Bypass Tray		Cancel	ОК
Paper Size: Printer	Custom		
*Paper size for copier function is specif	ied in Bypass Tray setting	screen when using copie	er function.
Paper Type/Thickness	Cardstock 82 – 105 gsm (Middle	Thick)	
Market Apply Duplex			
Apply Auto Paper Select/Auto Tra	ay Select		





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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			Cancel	ОК
SRA4	P	O SR/	44	┏
C5 Env	₽	O C5	Env	₽
C6 Env	₽	○ C6	Env	☞
O DL Env	₽	🔘 DL	Env	☞
─ 8K	┏	16k	[₽
◯ 16K	┏			
• Custom	1 A 6.00	inch 🔶	B 6.00 inch	

Enter the dimensions of your paperand select OK

Custom Size			Cancel	ОК
Enter the paper size. * If A exceeds the specified value the Check the range of values which are d	n the range of isplayed.	f values of B v	vill be changed, and vio	ze versa.
	1 A	6.00	inch	
				<3.55-12.59>
	↔ B	6.00	inch	
				<5.83-49.60>

Select Paper Type/Thickness

Bypass Tray		Cancel	ОК	
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)		
Market 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

Paper Type/Thickness	Cancel	ОК
Paper Type	Paper Thickness	
Bond Paper	52 – 59 gsm (Thin Paper)	
Cardstock	60 - 74 gsm (Plain Paper 1)	
OHP (Transparency)	75 – 81 gsm (Plain Paper 2)	
Special Paper 1	82 – 105 gsm (Middle Thick)	
Special Paper 2	106 - 169 gsm (Thick Paper 1)	
Special Paper 3	170 – 220 gsm (Thick Paper 2)	
	221 256 0000	

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