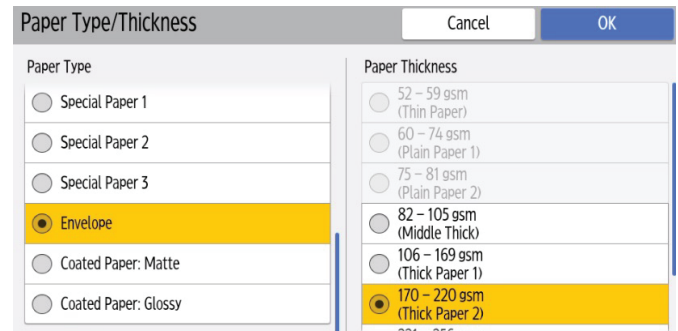
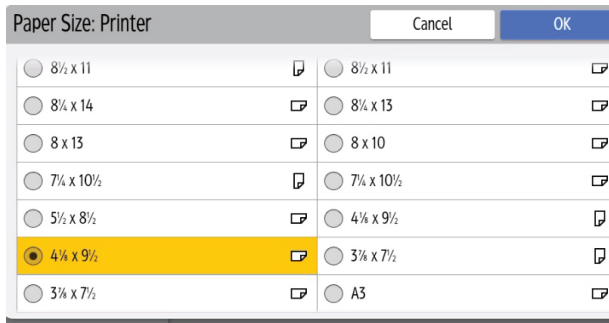
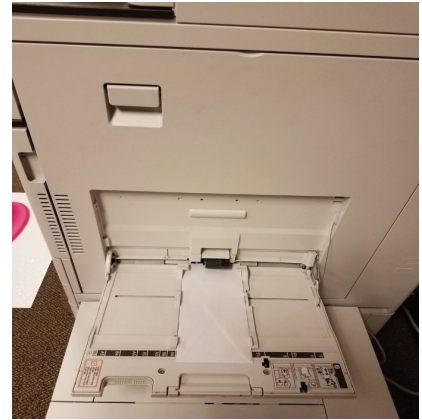


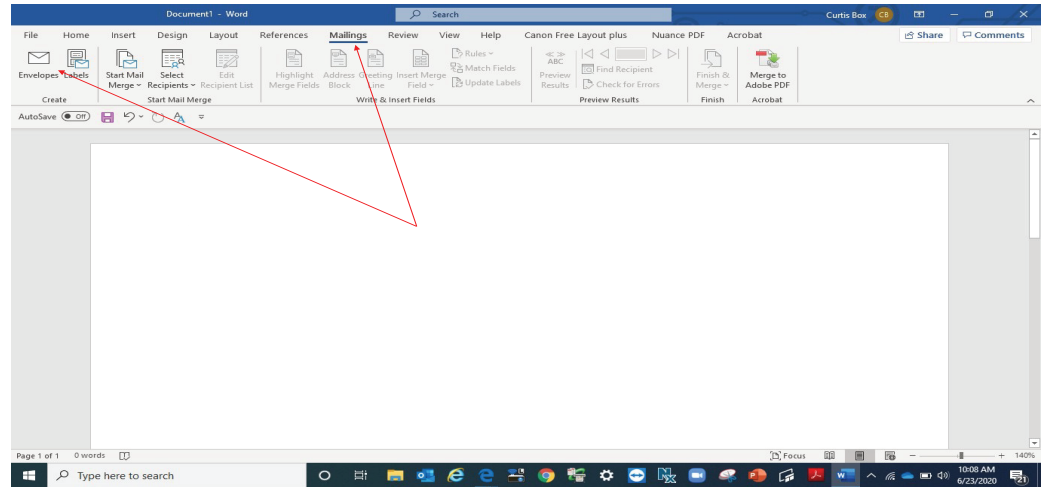
RICOH PRODUCT QUICK GUIDE

ENVELOPE PRINTING

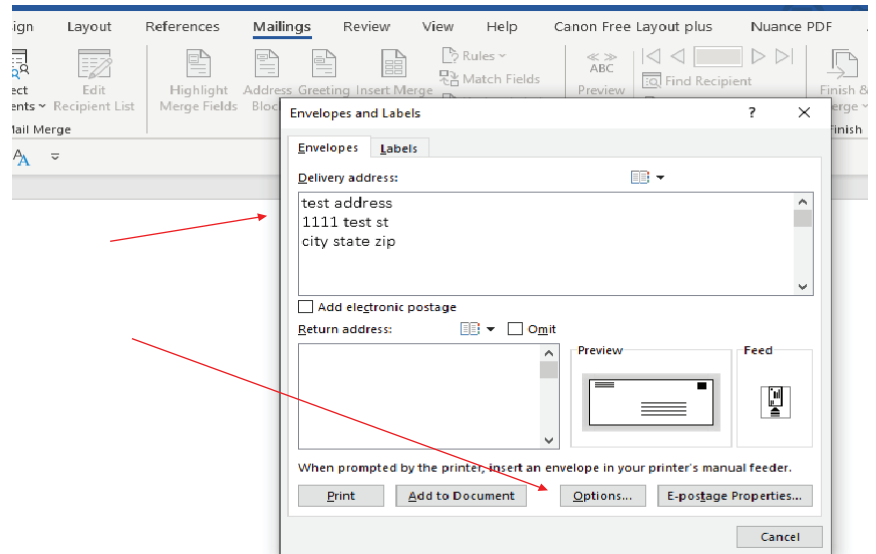
1. Open Bypass Tray and insert Com10 envelope.
Place the envelope short edge first, face down with top of flap facing towards the back of the machine.
2. Register your Envelope by
 - a. Select Settings (at the copier)
 - b. Select Tray/Paper Settings
 - c. Select Paper Size/Paper Type
 - d. Select Bypass Tray
 - e. Select Paper Size
 - f. Select 4 1/8 x 9 1/2
 - g. Select OK
 - h. Select Paper Type/Thickness
 - i. Scroll down and select envelope
 - j. The thickness will automatically change for you
 - k. Select OK



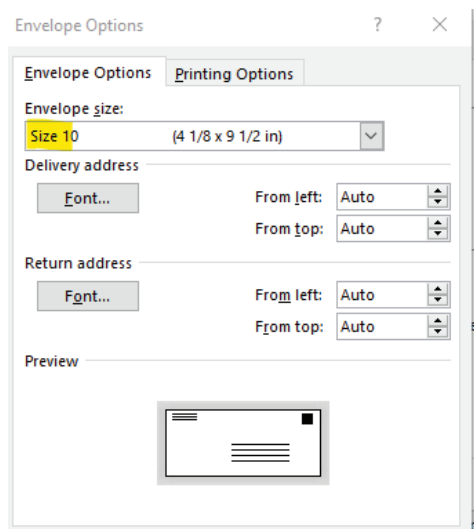
3. At your computer, Open a word document
4. Choose Mailings
5. Select Envelope



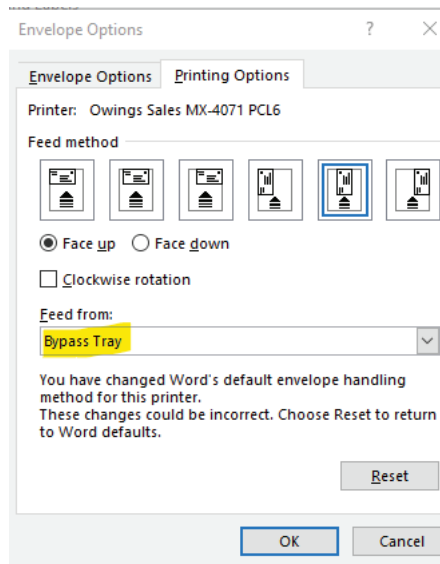
6. Enter Information
7. Click Options



8. Envelope Options: select Size 10



9. Printing Options: Select Feed From Bypass Tray



10. Select OK
11. Select Print

