

RICOH PRODUCT QUICK QUIDE

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

Paper Size: Printer		Cancel	ОК
	P	O 8½ x 11	₽
🔘 8¼ x 14	┏	O 8¼ x 13	₽
0 8 x 13	P	O 8 x 10	P
71/4 x 101/2	D	─ 7¼ x 10½	₽
51/2 x 81/2	P	○ 4½ x 9½	₽
● 4% x 9½	P	◯ 3½ x 7½	₽
3 ³ / ₈ x 7 ¹ / ₂	₽	() A3	P

Paper Type/Thickness	Cancel	ОК
Рарег Туре	Paper Thickness	
Special Paper 1	52 – 59 gsm (Thin Paper)	
Special Paper 2	60 - 74 gsm (Plain Paper 1)	
Special Paper 3	75 - 81 gsm (Plain Paper 2)	
• Envelope	82 – 105 gsm (Middle Thick)	
Coated Paper: Matte	06 - 169 gsm (Thick Paper 1)	
Coated Paper: Glossy	 170 - 220 gsm (Thick Paper 2) 	



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- 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

Envelope Options		?	×
<u>E</u> nvelope Options	Printing Options		
Envelope size:			-
Size 10	(4 1/8 x 9 1/2 in)	\sim	
Delivery address			- 1
<u>F</u> ont	From left:	Auto	*
	From top:	Auto	-
Return address			
F <u>o</u> nt	Fro <u>m</u> left:	Auto	-
	F <u>r</u> om top:	Auto	÷ ee
Preview			
)e

9. Printing Options: Select Feed From Bypass Tray

Envelope Options		?	×
Envelope Options	Printing Options		
Printer: Owings Sa	les MX-4071 PCL6		
Feed method			
● Face <u>u</u> p ○ F	ace <u>d</u> own		
Clockwise rota	tion		
<u>F</u> eed from:			
Bypass Tray			\sim
You have changed method for this p These changes co to Word defaults.	l Word's default env rinter. uld be incorrect. Cho	elope hand oose Reset	lling to return
		Ē	<u>R</u> eset
	ОК		Cancel

10. Select OK 11. Select Print

