Printing a #10 Envelope on your Ricoh from Word

Open/setup the envelope document that you wish to print.

	Document2 - W	/ord	
LENCES MAILINGS REVIEW M Review Mailings Review M dress Greeting Insert Merge ock Line Field + Dupdate Lu Write & Insert Fields	Ids Preview Results Preview Results P	TRENTON SULLIVAN DPS-PARC BLDG 1 UNIVERSITY CIR MACOMB IL 61455-1390	

Go to Print and then select the Printer Properties (in blue) once you've selected the Ricoh as your printer.

¢	Document2 - Word
Info	Print
New Open Save	Copies 1 1 Print
Save As	Printer U
Print	Ready Printer Properties
Export	Settings
Close	Print all Pages The whole thing
Account	Pages: 0 Pint One Sided Only print on one side of thus
Options	Collated
	No Staples •
	Landscape Orientation +
	Com10 Env. (4:125° x 9.5°) 4.12° x 9.5° DDS, DARC BLDG
	Custom Margins
	TPage Per Sheet • MACOMB IL 61455-1390
	Page-Setup

Select the following properties as shown below. Job Type: Locked Print (or Normal Print if you wish) Document Size: Com 10 Env. Print On: Com 10 Env. Paper Type: Plain & Recycled (Use Thick 1 for a thicker envelope) Orientation: Portrait Input Tray: Bypass Tray Everything else should be OFF.

	COH3554-DPS Properties		
Current Setting	One Click Preset List:	Job Type: i Locked Print Details 	
	Admissions Letterhead-Tray 3	Document Size: Com 10 Env. (4.125" x 9.5") ∨ Print On: Com 10 Env. (4.125" x 9.5") ∨ Com 10 Env. (4.125" x 9.5") ∨	
Unregistered	ADM Certificate	Paper Type: Input Tray: Plain & Recycled Bypass Tray	~
Document Size: Com 10 Env. (4. 125" x 9.5") Print On: Com 10 Env. (4. 125" x 9.5") Reduce/Enlarge:		2 sided: Off ✓ ► Off ✓	~
Fit to Print Size	Scholarship Postcards	Booklet: Off ~ Staple: Punch:	
Settings Summary Register Current Settings	Unregistered V Expand list >>	Off Off Copies:(1 to 999) 1	~
	Manage	OK Cancel Hel	lp

Once all of your settings are made, you may already know that you can register settings so that you don't continuously have to choose these settings each time you go to print. Simply click the Register Current Settings.... Button on the bottom left of the dialog box above. (Highlighted in blue). A dialog box will appear and you will name these settings as you wish. In this instance, I'll name these settings "Envelope-Bypass."

equently Used Settings Detailed Se	ettings Configuration/About		
Current Setting	One Click Preset List:	Job Type:	✓ ▶ Details
	Admissions Letterhead-Tray 3	Document Size: Com 10 Env. (4. 125" x 9.5") ∨ V Print On: Com 10 Env. (4. 125" x 9.5") ∨	Orientation Portrait Clandscape
Envelope-Bypass	ADM Certificate	Paper Type: Plain & Recycled V	Input Tray: Input Tray: Imput Tray: Imput Tray:
Document Size: Com10 Env. (4.125" x 9.5") Print On: Com10 Env. (4.125" x 9.5")		Layout: Coff ~ 2 sided:	Page Order:
Reduce/Enlarge: Fit to Print Size	Scholarship Postcards	Off Booklet:	~
Settings Summary		off ~ Staple: ① off ~	Punch:
Register Current Settings	Envelope-Bypass Y Expand list >> Manage		Copies:(1 to 999)

Now, your settings show up in the One Click Preset List. From now on, you can select "Envelope Bypass" from the list, and the settings will auto-generate for your envelope print job. Hit OK, then Print. Your job is sent to the Ricoh (and held on the printer in this instance under my ecom user name, since I'm using locked print). If you use normal print, the job will print as soon as you have envelope(s) loaded in the bypass tray.

Envelope should be loaded flap-up and to the top in the bypass tray, as shown to the right.

