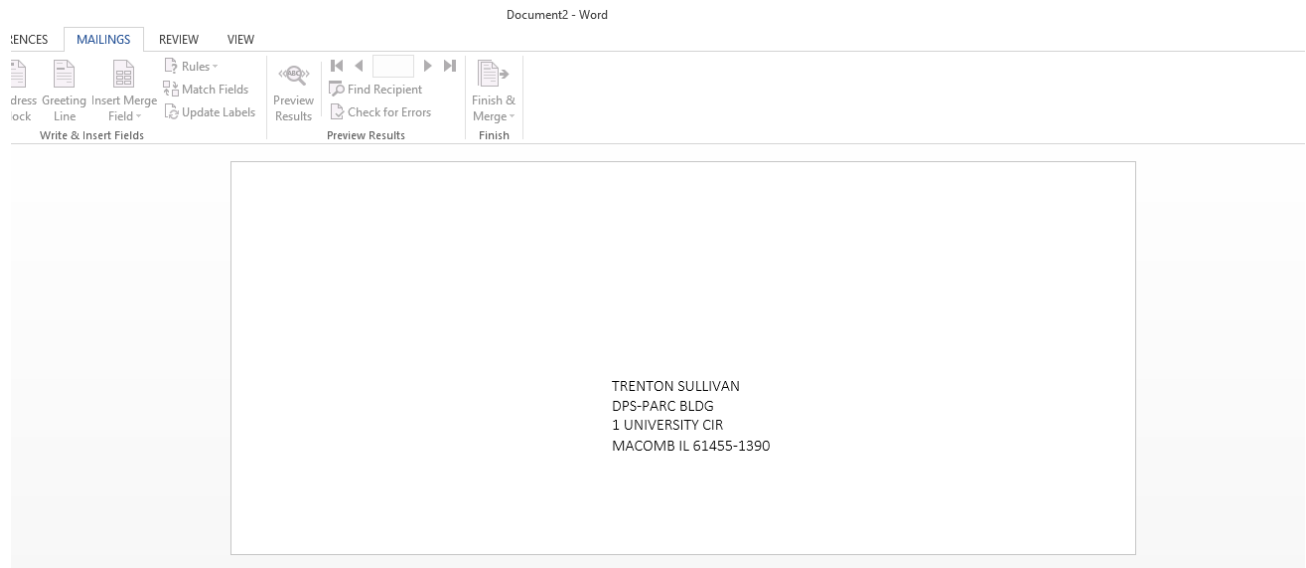
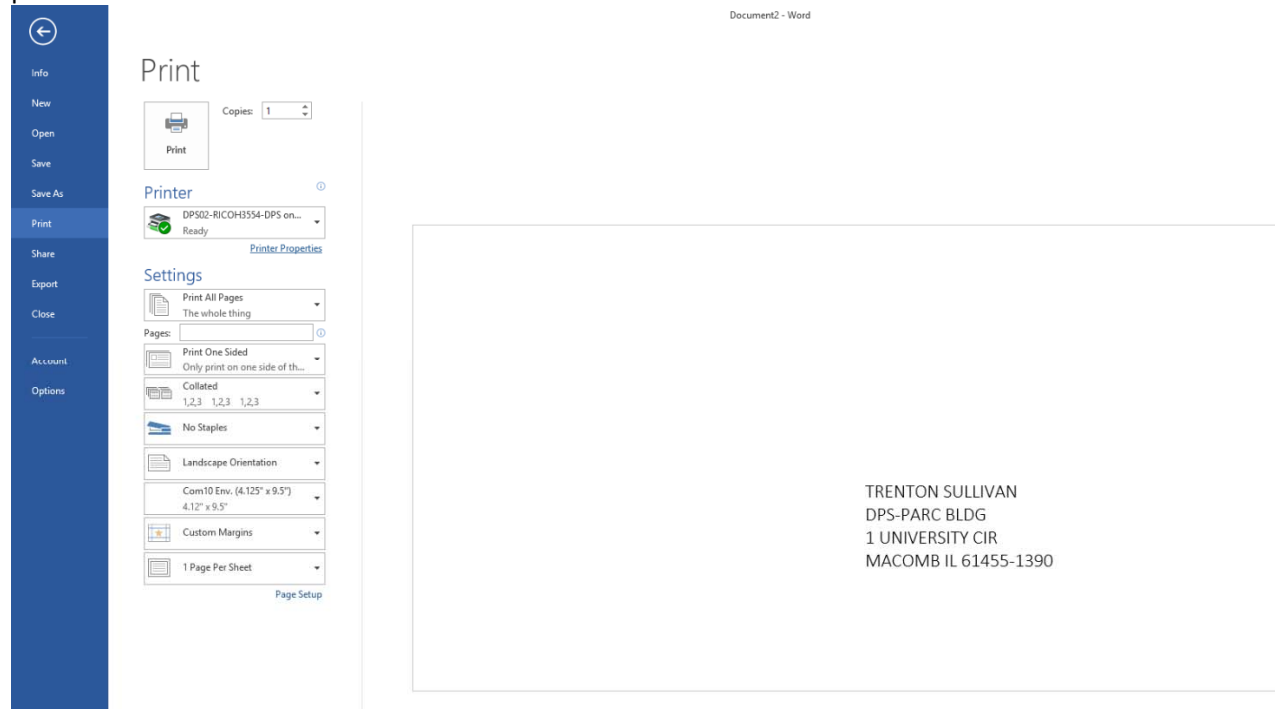


Printing a #10 Envelope on your Ricoh from Word

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



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



Select the following properties as shown below.

Job Type: Locked Print (or Normal Print if you wish)

Document Size: Com 10 Env.

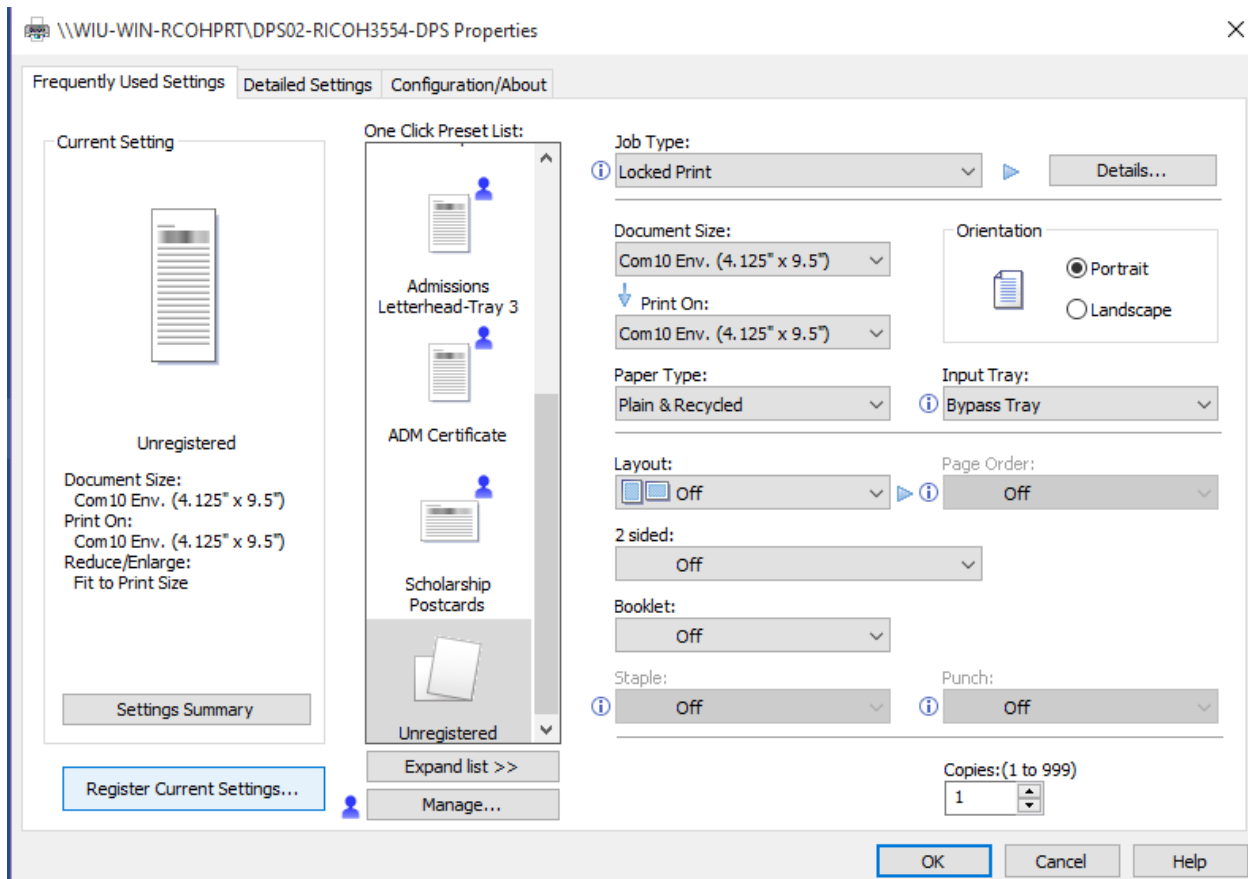
Print On: Com 10 Env.

Paper Type: Plain & Recycled (Use Thick 1 for a thicker envelope)

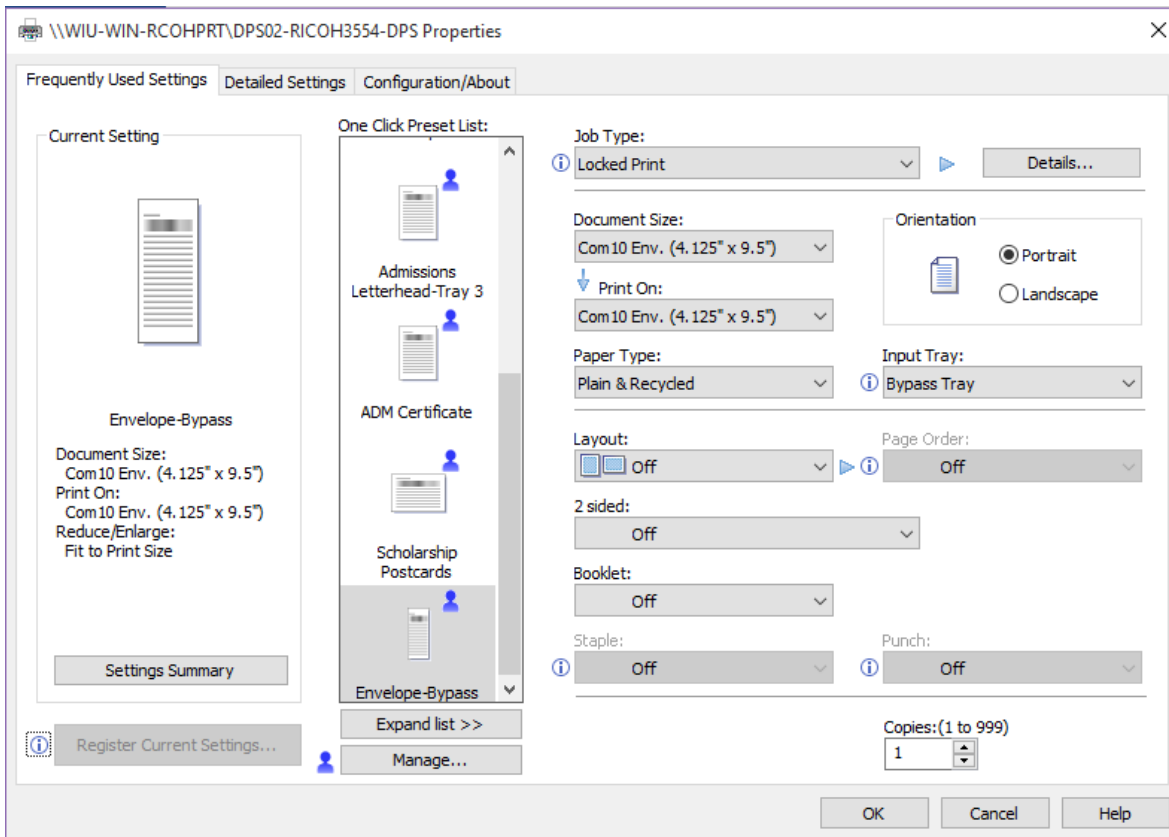
Orientation: Portrait

Input Tray: Bypass Tray

Everything else should be OFF.



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."



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.

