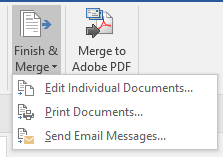
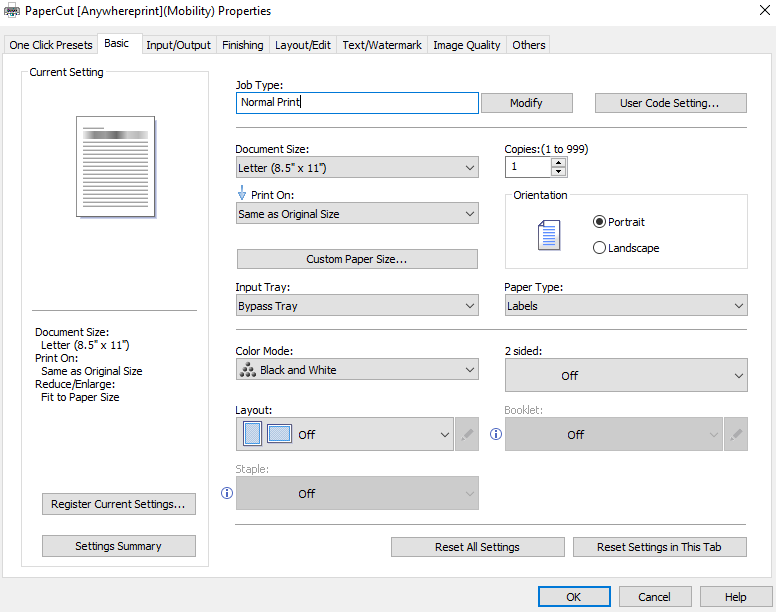
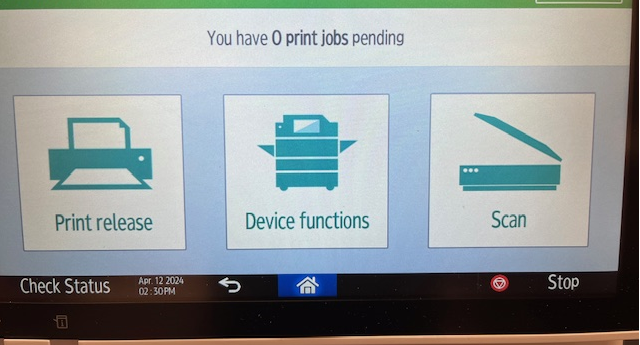
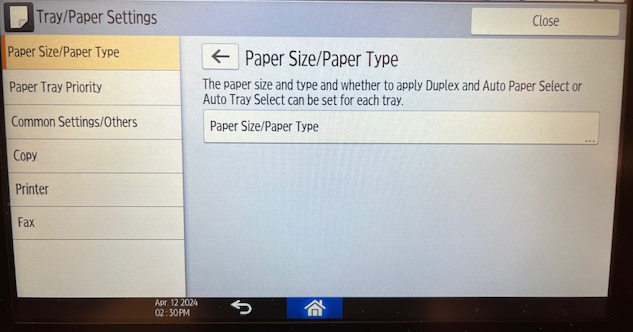
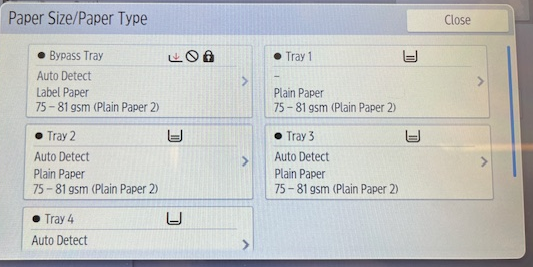
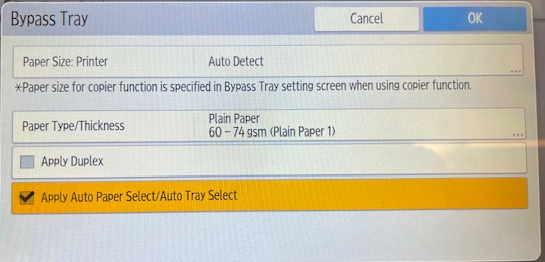
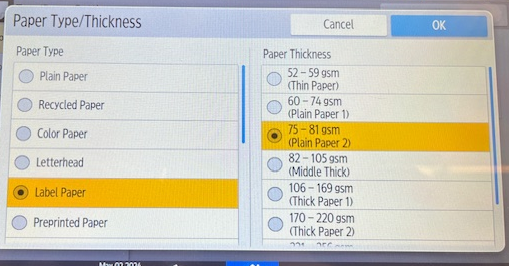
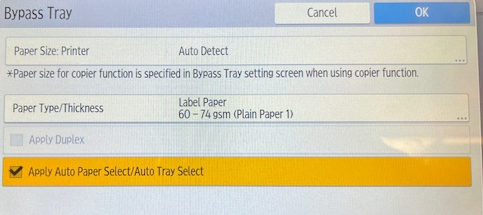
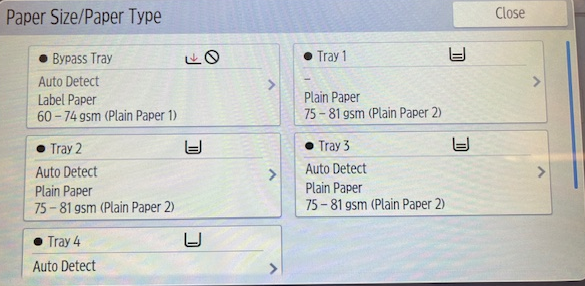
**Ricoh IM 3500 & C3510  
Non-Standard paper printing using the Bypass Tray**These instructions will provide you the steps to setup the Ricoh printer and PaperCut print driver to print envelopes, labels, letterhead or other specialty items using the side bypass tray. The instructions outlined below are an example of labels but the same process will be used for all other items.

1. From a Microsoft Word document - Select the File\_Print\_Printer Properties

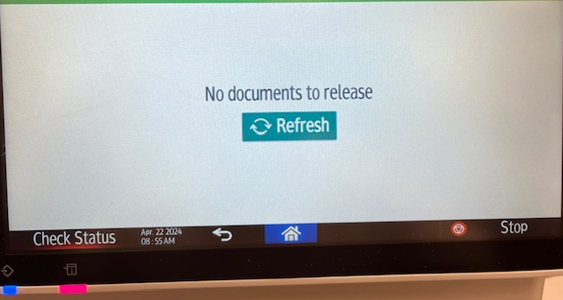
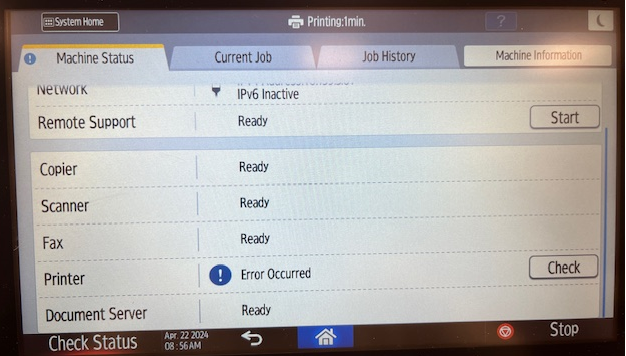
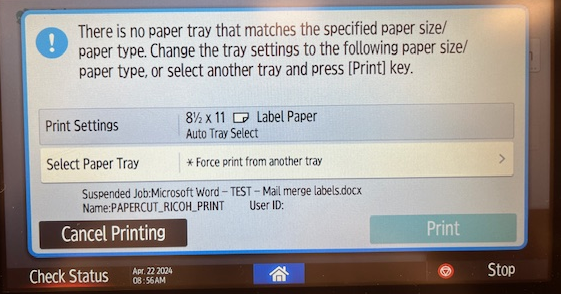
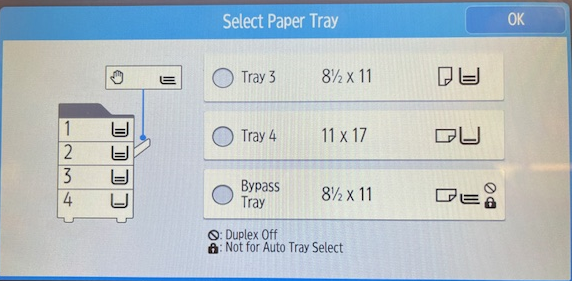
NOTE: If printing merged data files under the Mailings tab select Finish & Merge then Print Documents…

1. Before printing from your device change the printer settings under Print Properties   
    a. Document Size: see below   
    b. Input Tray: see below  
    c. Paper Type: see below  
    d. Check that Orientation is set to your preference
2. To change size, select Device functions
3. Select Tray Paper
4. Select Paper Size/Paper Type
5. Select the Bypass Tray
6. Select Paper Type/Thickness
7. Select new Paper Type/Thickness, then select OK
8. Select OK if the changes are correct. If incorrect, back arrow to step 6.

*NOTE: The Apply Auto Paper Select/Auto Tray Select box must be checked*

1. Verify the Paper Tray size is correct and select the Home icon at the bottom

**Caution:** Depending on the merged data the **“RED”** error light may come on at the printer requiring verification the correct paper type is placed in the bypass tray. If the light comes on proceed to the next steps:

1. Select Check Status on the screen
2. Scroll down and under Printer select Check
3. Select \*Force print from another tray
4. Scroll down and Select Bypass Tray and OK
5. Select Print