Printing Envelopes in the Bypass Tray (Paper Tray 5)

NOTE: Envelopes can be printed only from Tray 5 (Bypass Tray), or Tray 1 (optional Envelope Tray) when this option is installed.

Guidelines

Successful envelope printing is highly dependent on the quality and construction of the envelopes. Some wrinkling or embossing may occur when printing on envelopes. Only use paper envelopes specified in the machine.

- Print quality depends on the quality and construction of the envelopes. Try another envelope brand if you do not achieve the required results.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Avoid envelopes with heat activated glue.
- Avoid envelopes with press and seal flaps.
- Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.
- In the print driver, select [Envelope] as the paper type.

CAUTION: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

1. Open the Bypass Tray, located on the left side of the printer, by rotating it outward.

2. Load the envelopes in the tray with the flaps closed, flaps up, and flaps on the leading edge (toward the right).

3. Center the stack of envelopes, then slide the paper edge guides until they are just touching the edges of the stack.


4. Select the [Confirm] button on the Touch Screen to exit if the envelope information is correct. If the envelope information is incorrect:
   a. Select the [Change Settings] button.
   b. Select the correct envelope size and type.
   c. Select the [Save] button.
   d. Select the [Confirm] button.
5. Open the document to be printed in the application, i.e. MS Word.
6. Click on [Tools] or {Mailings}on the toolbar, select [Letters and Mailings] and then select [Envelopes and Labels].or [Envelopes}. The Envelopes and Labels window will be displayed.
7. Enter the delivery address and return address (if necessary) in the appropriate areas.
8. Click on the [Options] button and select the envelope size from the **Envelope Size** menu.
9. Click [OK].
10. Click on the [Add to Document] button. The envelope will be displayed at the top of the document.
11. Select [Print] from the **File** menu. The Print window will be displayed.

12. Select the printer and then click on the [Properties], [Preferences} or [Printer Properties} button.
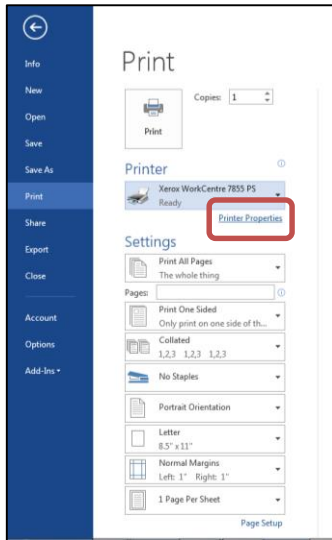
13. Click on the [Paper] tab, and then select [No. 10 Envelope, White, Envelope] in the paper drop down list **or** [Other Size]. Select [Fit to New Paper Size], [No. 10 Envelope (4.1 x 9.5).
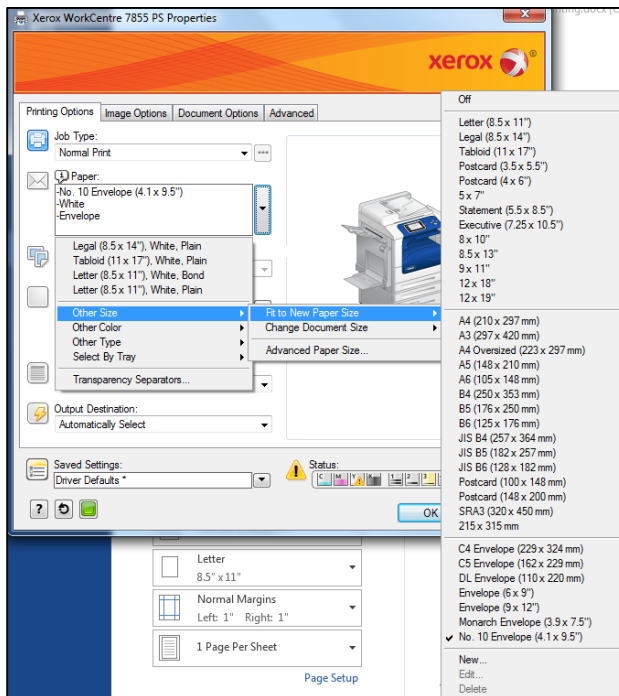
14. Click [OK] and then click [OK] to print the job.