Loading envelopes into TRAY 1

Up to **70 envelopes** can be loaded into **Tray 1**.
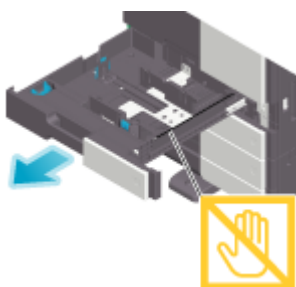
Image of a long envelope
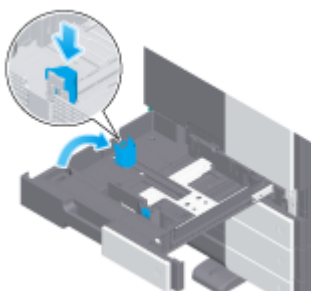
Image of a Western-style envelope

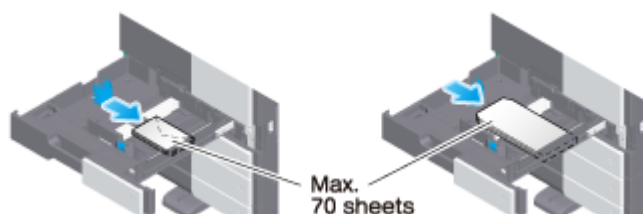- **Pull out Tray 1.**

- **When loading envelopes of which the length is 7-3/16 inches (182 mm) or less, mount the Attachment on the Lateral Guide.**

- **Position the flap part face down, and load envelopes as shown in the figure.**
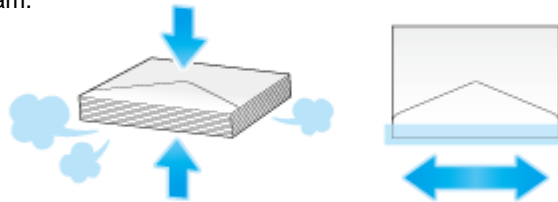 - The flap side of envelopes cannot be printed on.

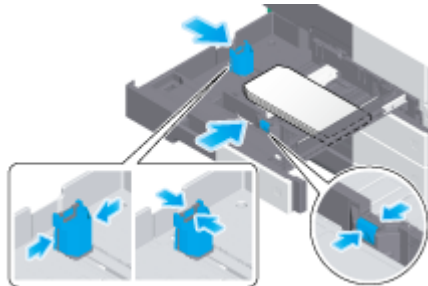Max.
70 sheets

NOTICE

- When loading envelopes into the **Tray 1**, note the following 2 points.

1. When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.

2. Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.

Slide the **Lateral Guide** to fit the size of the loaded paper.

Close **Tray 1.**

Change tray paper settings on the Paper Settings screen.

∅ Various sizes of envelopes are available. Specify the **Paper Size** for the envelopes you have loaded (see page 4).

∅ The paper type is detected automatically. **Intelligent Media Sensor** (IM-102) is required to use this function. ****Standard feature on c450i, c450i, c650i, & c750i. optional on c250i, c300i, c360i, 300i, 360i, 450i, 550i, 650i, 750i.**** See Page 3 for more details.

∅ To disable the automatic paper type detection, set [Paper type auto detection settings] or [Auto envelope detection sett.] to OFF. For details, refer to [Paper type auto detection settings] and / or [Auto envelope detection sett.] in the on-line User Guide.

∅ When not using the automatic paper type detection, manually specify the **Paper Type** (see page 4).

RECOMMENDATIONS FOR ENVELOPES

Recommended Paper Stocks			
Class.	Weight	Brand of Paper	Size
Envelopes			
Envelopes	24 lb	Preservation Wove 5789 #6 3/4	3.85" x 6.5" (98 x 165 mm)

➢ Standard envelopes with gummed edge (ie. require moisture to seal)

➢ Suggest 24 lb. envelopes

➢ Envelopes made for copiers / printers (not inkjet)

NOTICE

- When loading envelopes with flaps opened, also select the standard size that matches them. You do not have to measure the size of the envelope with the flap opened to set the size as a custom-sized envelope.
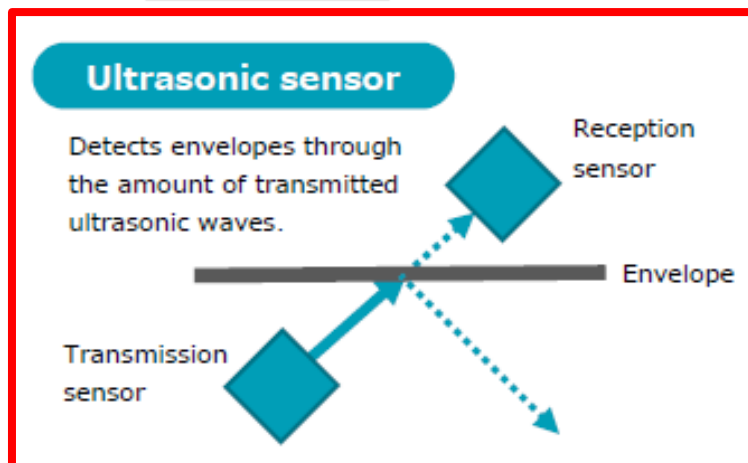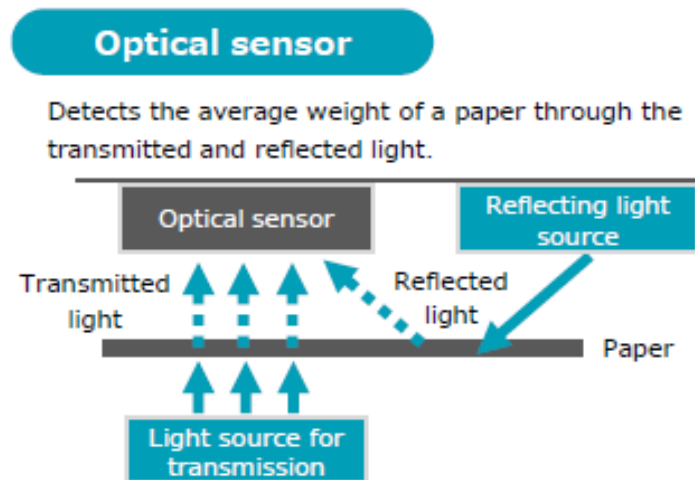
Intelligent Media Sensor (IM-102)

Paper Weight Detection:

- **Standard** on **c450i**, **c550i**, **c650**i, **c750i**
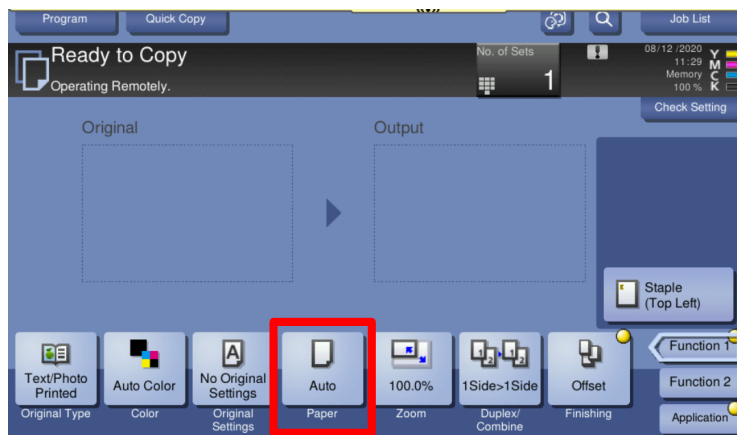- ***OPTIONAL on: c250i, c300i, c360i, 300i, 360i, 450i, 550i, 650i, 750i.**

Automatically Detects Paper Type and Weight:

- Multiple sensors determine the paper weight and auto selects the optimum paper settings.
- Paper type of 1st sheet is detected & info stored so there is no delay in feeding 2nd and subsequent papers.
- **Ultrasonic sensor detects envelopes**.

Optical sensor

Detects the average weight of a paper through the transmitted and reflected light.

Optical sensor   Reflecting light source

Transmitted light   Reflected light

Paper

Light source for transmission

Ultrasonic sensor

Detects envelopes through the amount of transmitted ultrasonic waves.
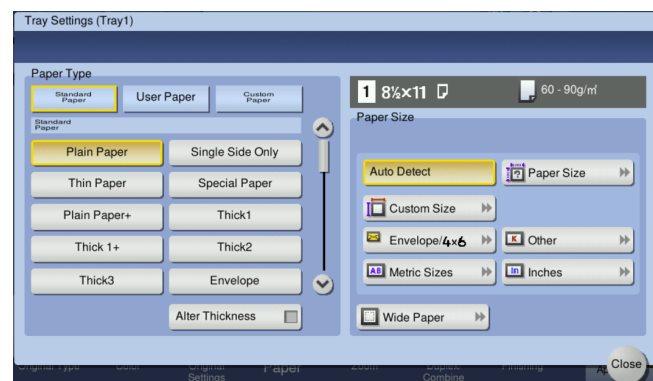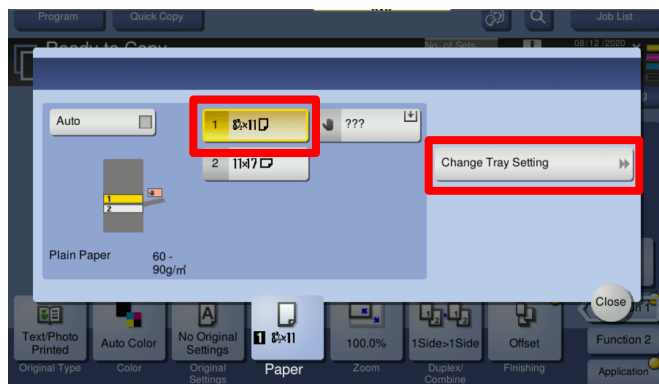
Reception sensor

Envelope

Transmission sensor

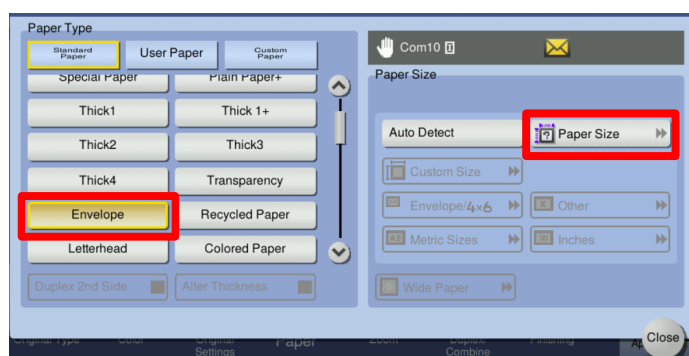## Setting up Paper Tray 1 for standard Comm 10 Envelopes (if required):

1. At the iSeries device, on the **COPY** screen (*Classic Style interface shown), select **Paper**:

2. Select **Tray 1** and then **Change Tray Setting**:

3. Select **Envelope** as **Paper Typ**e and then **Comm10** as **Paper Size** (or select Custom Paper Size):

*NOTE: Large and odd size envelopes should be done through the BYPASS TRAY (maximum 10 envelopes).