Printing #10 Envelopes on Konica Minolta Devices

Please note that the Envelope Wizard in programs such as MS Word do not tell the device the proper paper type, only the size, so the device will not adjust for envelopes. This can cause jams and/or wrinkling. The following steps will assist you with printing envelopes.

Step 1: One-time envelope template setup in MS Word or MS Publisher.

♦ In Page Setup choose your envelope size. A **#10 envelope** (**Envelope Com10**) is a standard size. (***Note:** Templates can be created for 9x12 and 10x13 envelopes -they would be set as custom sizes.)

♦ Set up your margins, logo, return address, etc. as you want them to appear and save this blank template for future use.
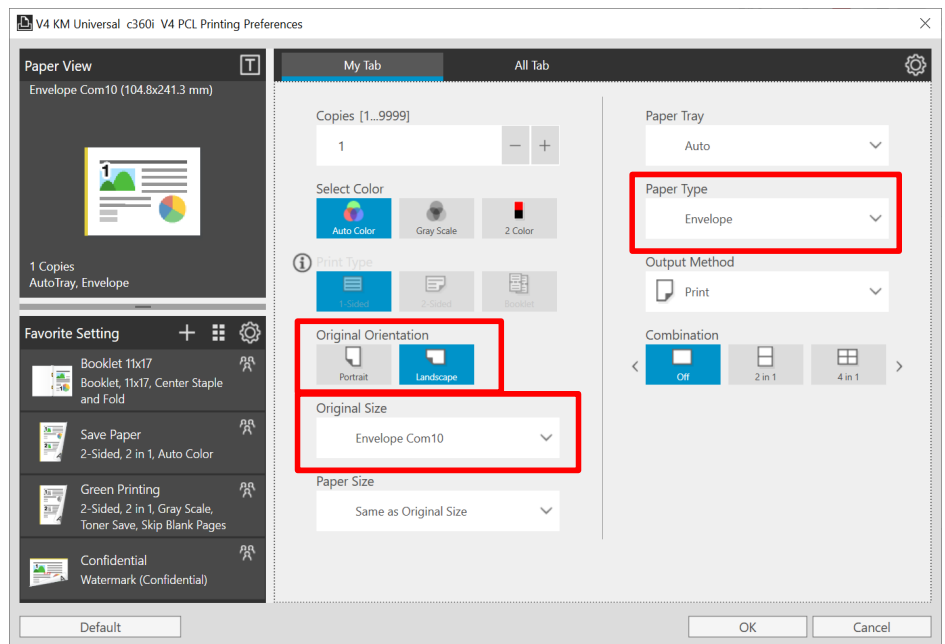
RECOMMENDATIONS FOR ENVELOPES

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)

Step 2: Printing

1. Click File, Print, then Properties to open the printer driver.

2. On the My Tab, select Original Orientation Landscape, (if it hasn't already been selected).

4. Ensure Original Size matches the size of your envelope (ie. **Envelope Com10**).

5. Select YES if there is a confirmation message saying the Paper Type will be set to Envelope.

   *Note: when you select Envelope Com10, print type is automatically set to 1-sided.

6. Click OK and send to print.

⇒ At the device you will be prompted to load your envelopes into the Bypass Tray, if not already loaded. ***Note:** If envelopes are in Tray 1 on the larger iSeries MFPs, you won't be prompted and they will automatically feed from Tray 1.

⇒ In the Bypass Tray, load envelopes print side down, with the flap pointing towards you.

⇒ The Bypass Tray will hold up to 10 envelopes. *Envelopes on all MFP models except for iSeries will only feed from the Bypass Tray. ***Note: On large iSeries models, Tray 1 can be set for envelopes and will hold up to 70.**

⇒ Make sure to run your hands over the envelopes before loading them to squeeze out as much air as possible.

⇒ ***Note:** You may encounter some wrinkling. This primarily depends on the quality and thickness of the envelopes, and the amount of air you are able to remove. Failing to specify the Paper Type as Envelope can also cause this issue.

⇒ Recommend saving the envelope settings as a **Favorite Setting** so you can recall it for future use.