Envelopes

This topic includes:

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Guidelines

Buying and Storing Envelopes

■ Use only paper envelopes specified in the Supported Papers table. Successful envelope printing is highly dependent on the quality and construction of the envelopes. Use envelopes made specifically for laser printers.
■ It is recommended that you 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.
■ Remove air "bubbles" from the envelopes before loading by setting a heavy book on top of the envelopes.
■ If wrinkling or embossing problems occur, use a different brand of envelopes made specifically for laser printers.
■ For more information, go to Reference/Printing/Supported Papers on the *User Documentation CD-ROM*.

Preparing to Print
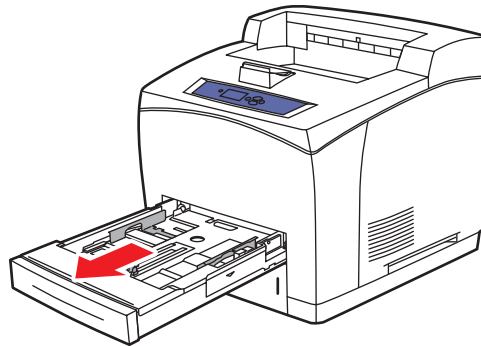
Follow these guidelines to prevent wrinkling problems:

■ Load envelopes **faceup** with the envelope flap to the **left** as you view the tray from the front.
■ Print only on the front of the envelope.
■ Load a maximum of 10 envelopes in Tray 1 and 75 envelopes in Trays 2-4 at any time.

Caution

Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using non-Xerox envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas, please contact your local representative for details.
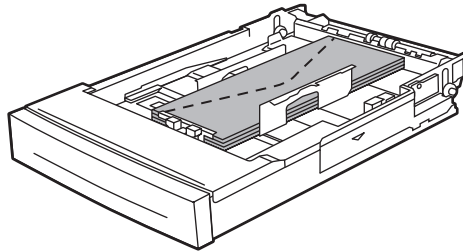
Printing Envelopes from Trays 1-4

1. Pull the tray completely out of the printer.

4500-001

2. Insert the envelopes into the tray, **faceup** with the **flap** of the envelope toward the **left** side of the tray.
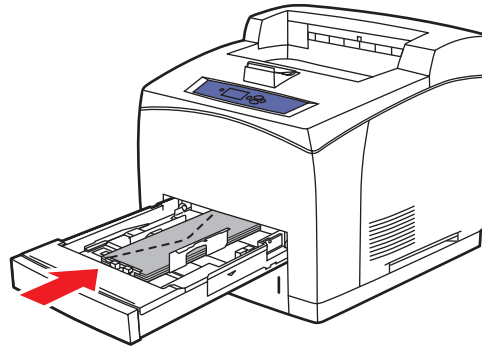
4500-082

3. Adjust the paper guides to match the size of the envelopes.

Note

Do not load envelopes above the fill line inside the tray.

4. Insert the tray into the printer tray slot and push it completely to the back of the printer.

4500-104

5. At the printer's front panel, press the **OK** button to accept the paper size and type highlighted on the Front Panel.

Follow these steps if the paper size and type loaded is different than the paper size and type highlighted on the Front Panel:

a. Select **Change Paper Size**, then press the **OK** button.

b. Select **[Type of envelope] (w x h)**, then press the **OK** button.

c. Press the **Back** button.

d. Select **Change Paper Type**, then press the **OK** button.

e. Select **Envelope**, then press the **OK** button to save your selection.

6. In the printer driver, select the appropriate tray or paper type.

For more information, go to Reference/Printing/Basic Printing on the *User Documentation CD-ROM*.