# Envelopes

This topic includes:

■ "Guidelines for Envelopes" on page 2-49
■ "Printing Envelopes from Tray 1 (MPT)" on page 2-50
■ "Printing Envelopes from the Optional Envelope Tray" on page 2-51

## Guidelines for Envelopes

### 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:

■ Print only on the front of the envelope.
■ Perform these steps when using an application that includes a tool for creating an envelope document:
    ■ Select **facedown**.
    ■ Select the feed method with the image centered.
    ■ Clear Clockwise Rotation.
■ Load a maximum stack height of 10 mm (.4 in.) for Tray 1 (MPT) and 43 mm (1.7 in.) for the optional Envelope Tray at a time.
■ Avoid printing over the area where the envelope seams meet.
■ When using commercial flap envelopes with side seams (vs. diagonal seams) verify that the side seams are cut all the way to the corner of the envelope.
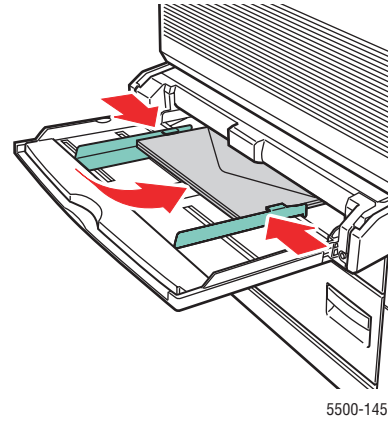
### Caution

Never use envelopes with windows or metal clasps; they can damage the printer.

# Printing Envelopes from Tray 1 (MPT)

1. Insert the envelopes in Tray 1 (MPT):
   - Place C4 envelopes **short-edge feed** in the tray.
   - Place Monarch, #10, C5, and DL envelopes **long-edge feed** in the tray.
   - Place the side to be printed **facedown**.
   - Place the envelope with the flap entering the printer **first**.



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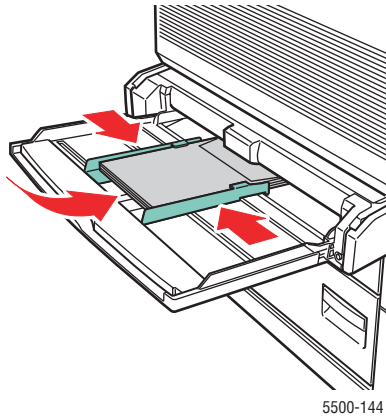
**Short-Edge Feed – C4 and Some Custom Sizes**          **Long-Edge Feed – All Other Sizes**

2. Adjust the paper guides to the size of the envelopes.
3. If prompted at the printer's front panel, press the **OK** button to accept the envelope size that is highlighted. If you have changed the paper size or type, do the following:
   a. Select **Change**, then press the **OK** button.
   b. Select **Envelope**, then press the **OK** button.
   c. Select the paper size, then press the **OK** button to save your selection.
4. In the printer driver, select **Envelope** as the paper type or **Tray 1** (**MPT**) as the paper source.

# Printing Envelopes from the Optional Envelope Tray

Videos are available with instructions for using the Envelope Tray. Videos are located on the *User Documentation CD-ROM* and at www.xerox.com/office/5500support.

## Caution

Insert the Envelope Tray in the slot for Tray 2 only. Inserting the Envelope Tray in any other tray slot will damage it.

Auto Sense should never be selected in the Tray 2 size menu when the Envelope Tray is in the printer because it does not auto-sense any size. Do not set the default Paper Source to Tray 2 while the Envelope Tray is in the printer.

1. Insert the envelopes in the Envelope Tray:
   - Place C4 envelopes **short-edge feed** in the tray.
   - Place Monarch, #10, C5, and DL envelopes **long-edge feed** in the tray.
   - Place the side to be printed **faceup**.
   - Place the envelope with the flap entering the printer **first** (**left** side of tray).
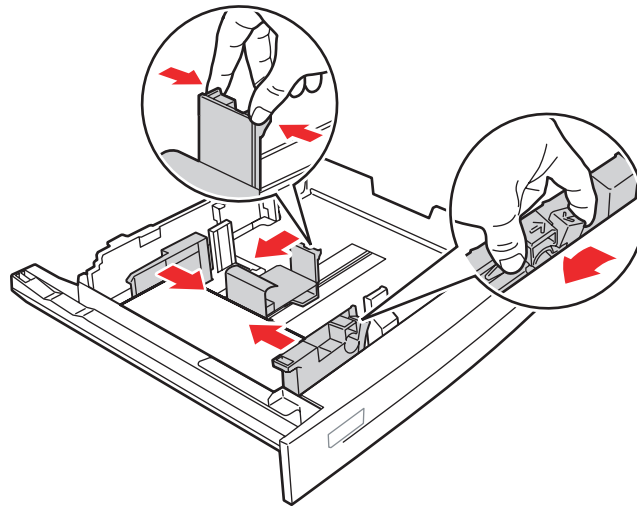


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2. Adjust the paper guides to the size of the envelopes.
3. If prompted at the printer's front panel, press the **OK** button to accept the paper size and type that are highlighted. If you have changed the paper size or type, do the following:
   a. Select **Change**, then press the **OK** button.
   b. Select **Envelope**, then press the **OK** button.
   c. Select the paper size, then press the **OK** button to save your selection.
4. In the printer driver, select **Envelope** as the paper type or **Tray 2** as the paper source.