Envelopes

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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:

■ Use only Tray 1 (MPT) to print envelopes.
■ Load envelopes facedown with the envelope flap to the right as you view the tray from the front.
■ 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 of 10 envelopes at a time. This printer is not designed to handle high-capacity production envelope printing.

■ 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. Damage caused by using non-Xerox envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

Printing Envelopes

Note

Some wrinkling or embossing may occur when printing envelopes.

1. Insert the envelopes **facedown** with the envelope flap to the **right** as you view the front of the tray. For more information, see "Basic Printing" in this section. **Maximum capacity is 10 envelopes**.

6250-010
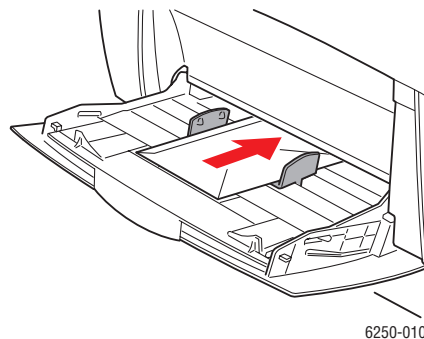
When prompted by the front panel to confirm the paper type and size:

2. If you have not changed the type or size of paper, press the **OK** button to accept the current setting for paper type and size.

3. If you have changed the paper type:

   a. At the printer's front panel, select **Change**, then press the **OK** button.

   b. Select the appropriate paper type.

   c. Press the **OK** button to save your selection.

4. If you have changed the paper size:

   a. Select the appropriate paper size.

   b. Press the **OK** button to save your selection.

5. In the printer driver, select either **Envelopes** as the paper type or **Tray 1 (MPT)** as the paper source.

6. Print a test envelope from your application to confirm that the orientation of your envelope is correct.