Envelopes

This topic includes:

■ "Guidelines" on page 2-51
■ "Printing Envelopes" on page 2-52

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.
■ 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. 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

1. Insert the envelopes in Tray 1 (MPT):
   - Place C4 envelopes **short-edge feed** in the tray.
   - Place #10, A7, B5, C5, C6, 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**.
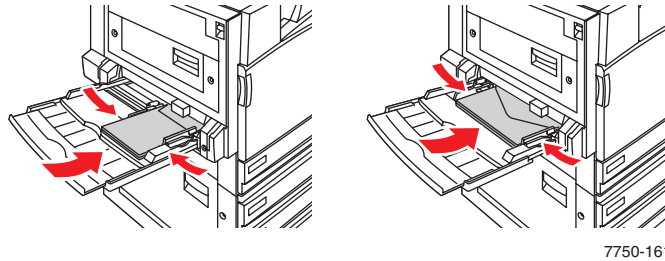
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2. Adjust the paper guides to the size of the envelopes.

Selecting Front Panel Settings to Print Envelopes

1. At the printer's front panel, do one of the following:
   - Press the **OK** button if both **Envelopes** and the correct envelope size are selected. Go to Step 4.
   - Select **Change** if a different paper type or incorrect envelope size is selected, then press the **OK** button. Go to Step 2.
2. Select **Envelope**, then press the **OK** button.
3. Select the correct envelope size, then press the **OK** button to save your selection.
4. In the printer driver, select either **Envelopes** as the paper type or **Tray 1 (MPT)** as the paper source.