Envelopes

This topic includes:

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■ "Printing Envelopes in Tray 1" on page 2-33
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Envelopes can be printed from Trays 1, 2, 3, or 4, depending on the type of envelope. For more information on supported envelopes, go to Reference/Printing/Supported Papers on the *User Documentation CD-ROM*.

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.
■ Do not use envelopes with windows, metal clasps, or adhesives with release strips.
■ 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.
■ Remove air "bubbles" from the envelopes before loading by setting a heavy book on top of the envelopes.
■ Wrinkling or embossing may occur in the printing process.

For more information on paper types, weights, and sizes, go to Reference/Printing/Supported Papers on the *User Documentation CD-ROM*.
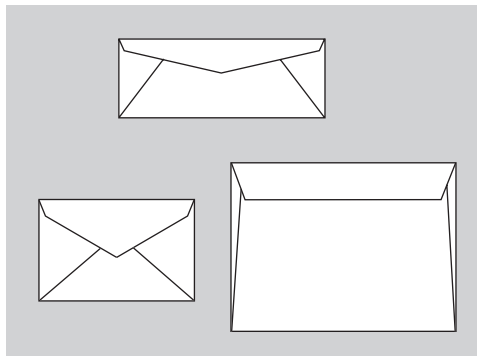
Preparing to Print

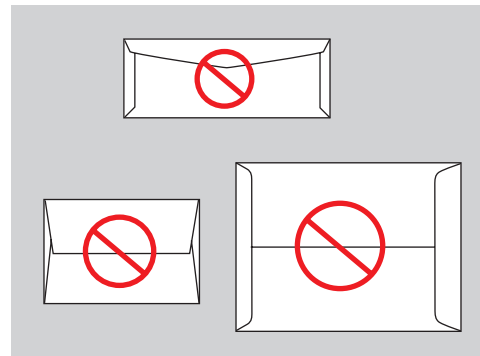Follow these guidelines if ink is missing around the envelope seams:

■ Move the location of the text to another place on the envelope.
■ Use a different envelope style.
■ Use lighter weight envelopes.

When printing custom size envelopes:

■ Use envelopes with diagonal seams, not side seams.

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Note

 Envelopes with side seams and end-flaps may jam.

■ Use lighter weight envelopes.
■ Select the **Enhanced** print quality mode in the printer driver. For more information, go to Reference/Printing/Adjusting Printing Options on the *User Documentation CD-ROM*.
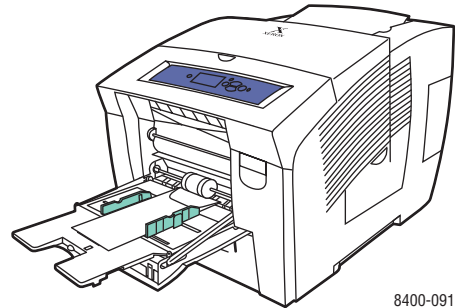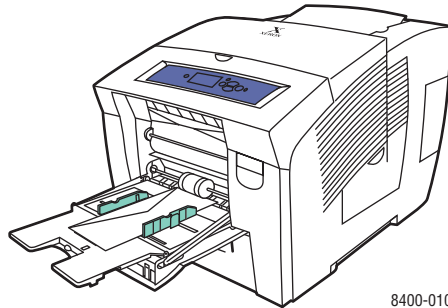
Caution

Never use envelopes with windows, metal clasps or adhesives with release strips; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

Note

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. (Free Color Printer customers are not eligible for this coverage.)

Printing Envelopes in Tray 1

1. Insert envelopes into Tray 1 as follows:

   ■ **Side-flap envelopes**: Insert the envelopes with the **flap side up** and the **flap** of the envelopes toward the left of the printer.

   ■ **End-flap envelopes**: If the end-flaps are extended, close but do not seal the flaps before placing the envelopes in the tray. Insert the envelopes with the **flap side up** and the **end-flap** of the envelope against the rollers.
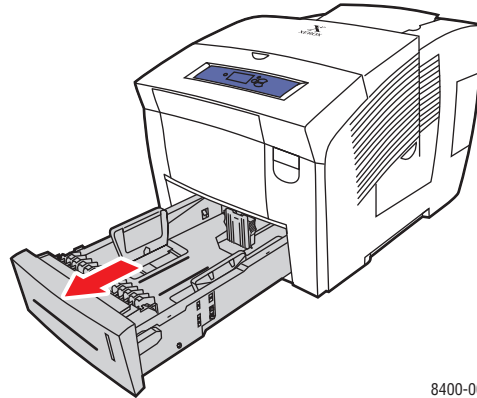

2. Adjust the paper guides to fit against the envelopes.

3. At the printer's front panel, press the **OK** button if the type of envelope is correct .

   a. If the type of envelope is not correct, select **Change**, then press the **OK** button.

   b. Select the envelope size, then press the **OK** button.

   c. Select **Plain Paper**, then press the **OK** button to save your selection.

4. In the printer driver, select either the paper size or Tray 1 as the paper source.

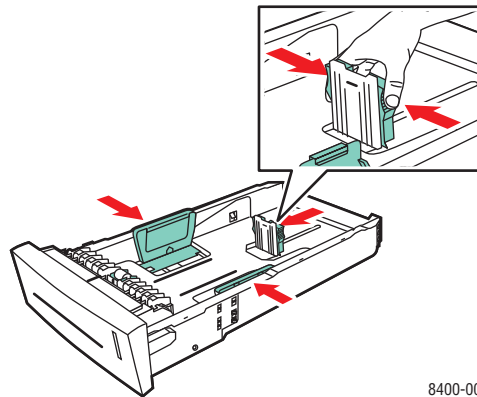For more information, go to Reference/Printing/Basic Printing on the *User Documentation CD-ROM*.

Printing Envelopes in Tray 2, 3, or 4

1. Pull the tray completely out of the printer.

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

- Press the sides of the length guide and slide the guide until the arrow on the guide matches the appropriate envelope size and clicks into place.
- Slide the side guides until the arrows on the guides match the appropriate envelope size and the guides click into place.
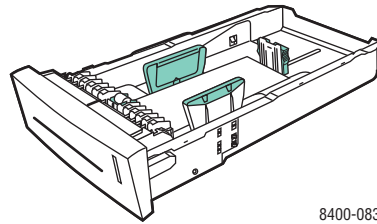
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Note

When the guides are correctly adjusted, there may be a small space between the envelopes and the paper guides.

3. Insert the envelopes into the tray, **flap side down** with the **flap** of the envelope flap toward the **left** of the printer.
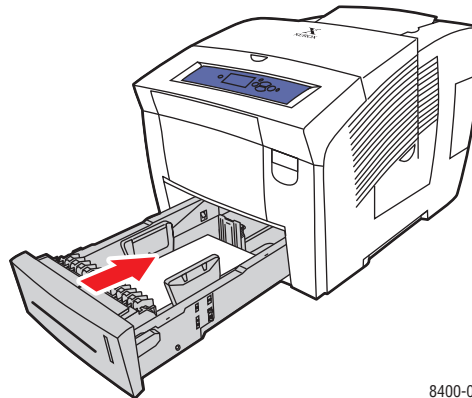

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Note

Do not load paper 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.

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5. At the printer's front panel:
   a. Select **Printer Setup**, then press the **OK** button.
   b. Select **Paper Handling Setup**, then press the **OK** button.
   c. Select **Tray 2, 3,** or **4 Paper Type**, then press the **OK** button.
   d. Select **Plain Paper**, then press the **OK** button to save your selection.
6. In the printer driver, select the appropriate tray or paper type as the paper source.

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