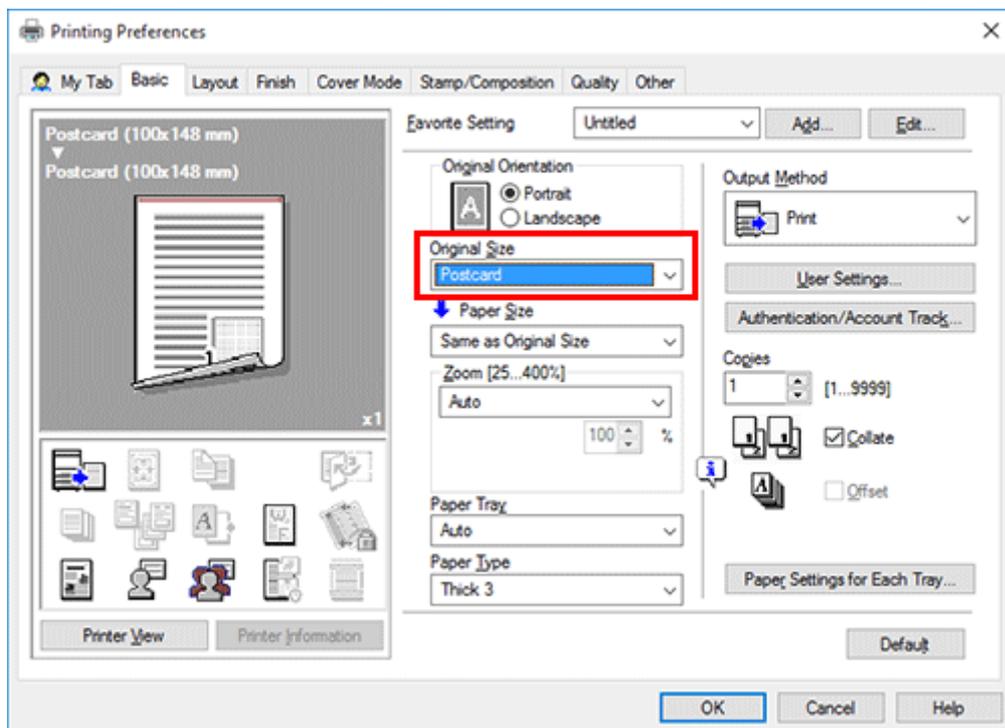


Printing on Envelopes or Postcards

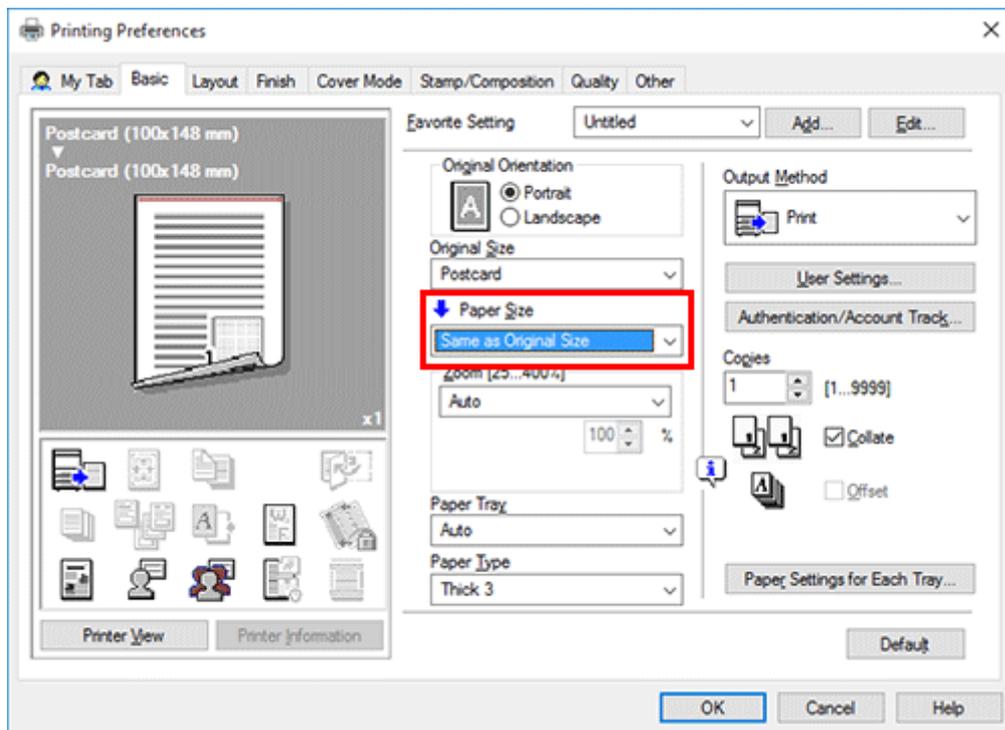
Execute a print job on your computer then load envelopes or postcards into this machine to execute a print job on it.

The following explains how to print on standard-size envelopes or postcards loaded into the **Bypass Tray**.

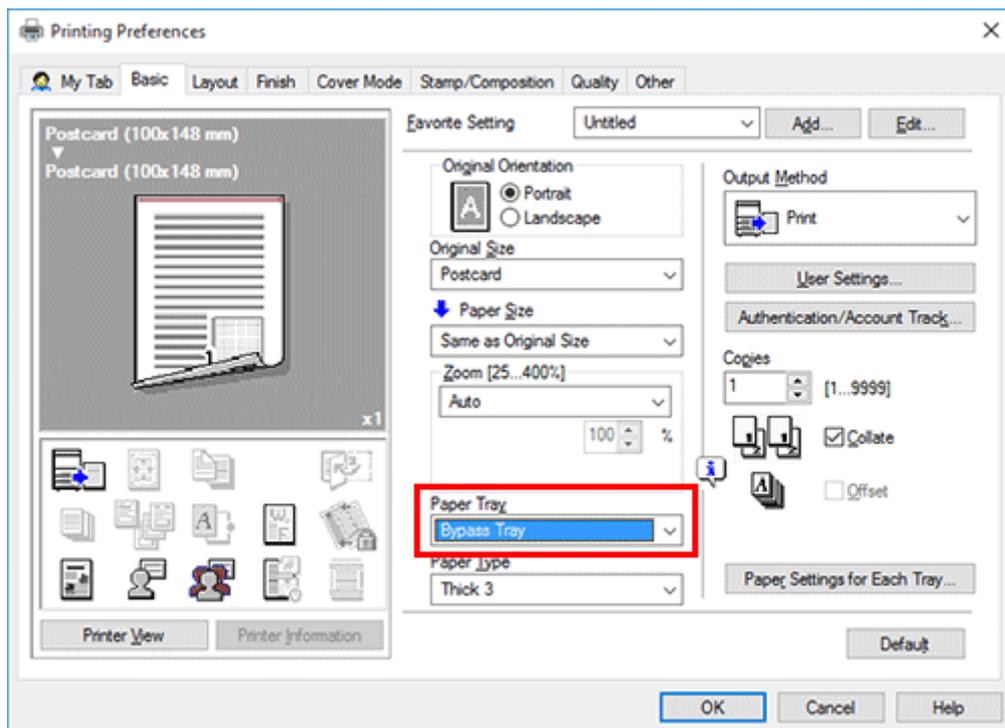
1. Open the file in the application, and click [File]. Then click [Print] from the menu.
2. Select this product from [Select Printer] (or [Printer Name]), and click [Preferences] (or [Properties]).
3. In [Original Size] on the [Basic] tab, select [Envelope] or [Postcard].
 - ➔ Various sizes of envelopes are available. Select the correct paper size for the envelopes you have loaded.
 - ➔ If [Postcard] is selected, [Paper Type] is automatically set to [Thick 3]. If [Envelope] is selected, [Paper Type] is automatically set to [Envelope].



4. Check that [Paper Size] is set to [Same as Original Size].



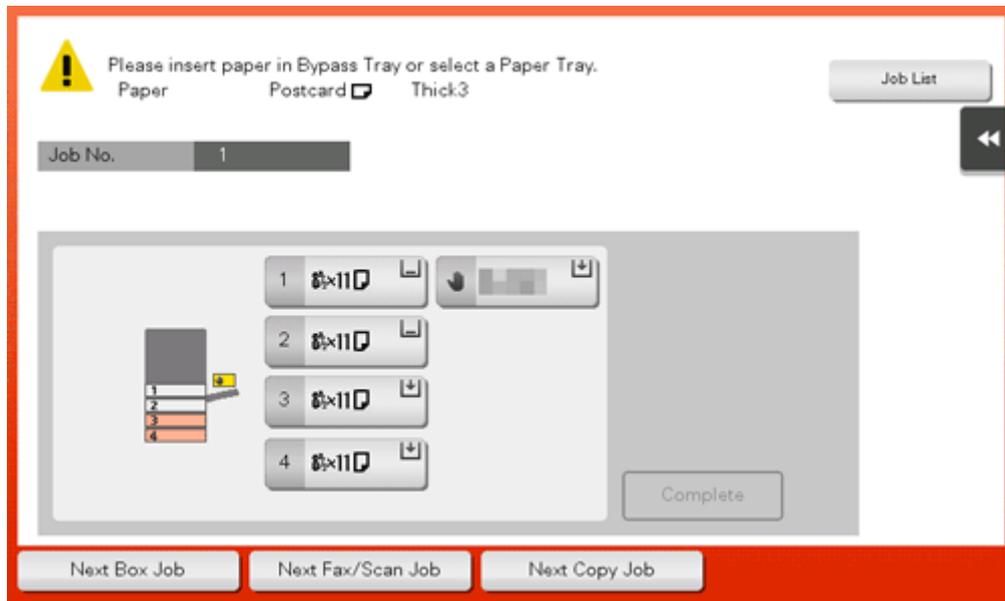
5. Select [Bypass Tray] from [Paper Tray].



6. Click [OK].

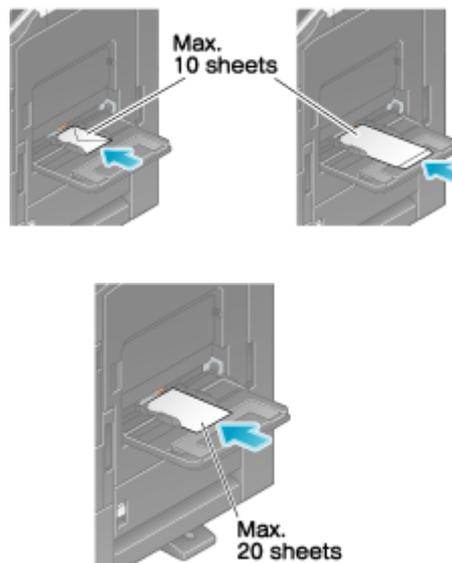
7. Execute printing.

The following screen is displayed.



8. Load envelopes or postcards into the **Bypass Tray** with the print side facing down.

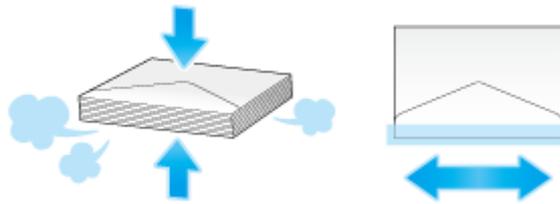
➔ Insert envelopes or postcards into the tray until their edges are pressed against the back.



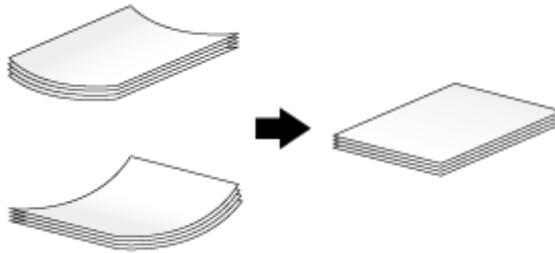
NOTICE

❏ When loading envelopes or postcards into the **Bypass Tray**, note the following points.

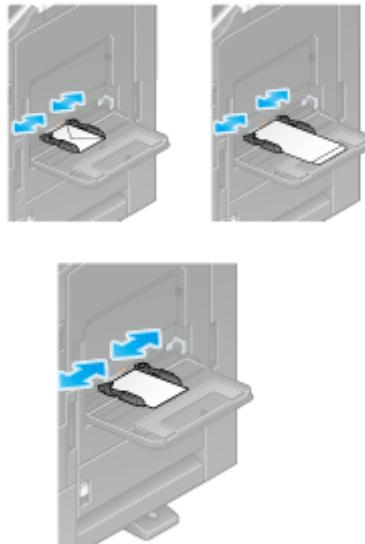
➔ When loading envelopes, remove air from them, and securely press along the flap fold line. Otherwise, it will result in an envelope wrinkle or paper jam.



- ➔ Do not use envelopes that have glue or release paper on the flap or the part covered by the flap on the body. Otherwise, the machine may be damaged or a failure may occur.
- ➔ When loading curled postcards, uncurl the postcards as shown in the figure in advance.



9. Slide the **Lateral Guide** to fit the size of the loaded paper.



NOTICE

- ✘ When using the **Bypass Tray**, note the following points.

- ➔ Do not put spare envelopes into the **Bypass Tray**. Doing so causes a size detection error.



➔ Do not put spare postcards in the **Bypass Tray**. Doing so causes a size detection error.



10. Tapping [Complete] starts printing.

➔ If you cannot tap [Complete], check whether the paper setting of the printer driver matches that of the main unit. In addition, remove envelopes or postcards loaded in the **Bypass Tray**, then reload them.

