## **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].

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

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

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6. Click [OK].

Z. Execute printing.

The following screen is displayed.

Please insert pa Paper	per in Bypass Tray or select a Paper Tray. Postcard 🗗 Thick.3
Job No. 1	4 1 \$\$×110 ↓ 2 \$\$×110 ↓ 3 \$\$×110 ↓ 4 \$\$×110 ↓ Complete
Next Box Job	Next Fax/Scan Job Next Copy Job

- 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.



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

NOTICE

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.





➡ 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.

Preserves a Paper	Postcard 🗗 Thick3	Job List
Job No. 2		
	1 \$\$×11 □ □ 2 \$\$×11 □ □ 3 \$\$×11 □ □ 4 \$\$×11 □ □	Complete
Next Box Job	Next Fax/Scan Job	Next Copy Job