

i-Series Envelopes From Tray 1

You need to set your settings on the copier first!

What to know before you start:

The envelopes will automatically pull from the copier without having to manually select the bypass once you have printed from the PC..

You can load tray 1 with up to 70 envelopes

To set up the Copier:

- Make sure you are in **Copy Mode**
- Place envelopes face up in tray 1 and make sure the guides are secure all the way round
- On copy screen, **Tray #1 should be highlighted** go to the bottom of the paper column & select **SETTINGS**
- Menu will pop up-under paper type leave on plain paper
 - » Under paper size choose **Envelope/4x6** then choose **Comp 10**
 - » Message: envelopes cannot be selected in this mode choose another paper
- Select **OK-Select Close**
- Go back to **Paper Type** (left side of screen) scroll or arrow up and choose **Plain Paper**
 - » (Basically your paper type should be plain and paper size should be comp 10)
- Select **Close** (right corner of screen)

Note-if you leave paper type to envelope and paper size to Comp 10 the copier will beep when you print and you and you will manually have to highlight the tray and select start for envelope to pull.

To set up on computer to print:

- In word go to **Mailings/Envelopes**
- Key in your address
- Go to **Options/Printing** options:
- Feed method-choose 5th picture over
- Choose **Face Up**
- Feed from-choose **Bypass**
- Choose **OK** and **Print**