



KONICA MINOLTA

Printing on Envelopes from PC's

Make & Models:

Konica Minolta bizhub: All A3/11x17. Does not apply to Letter/Legal (A4) models.



What's It Do?

The Mailings Wizard (or Envelope Wizard) in MS Word is designed for small desktop printers, and does not work well on full size copiers. Using MS Word's built in envelope wizard will result in heavy wrinkling of your envelope, sealed envelopes, and frequent jamming.

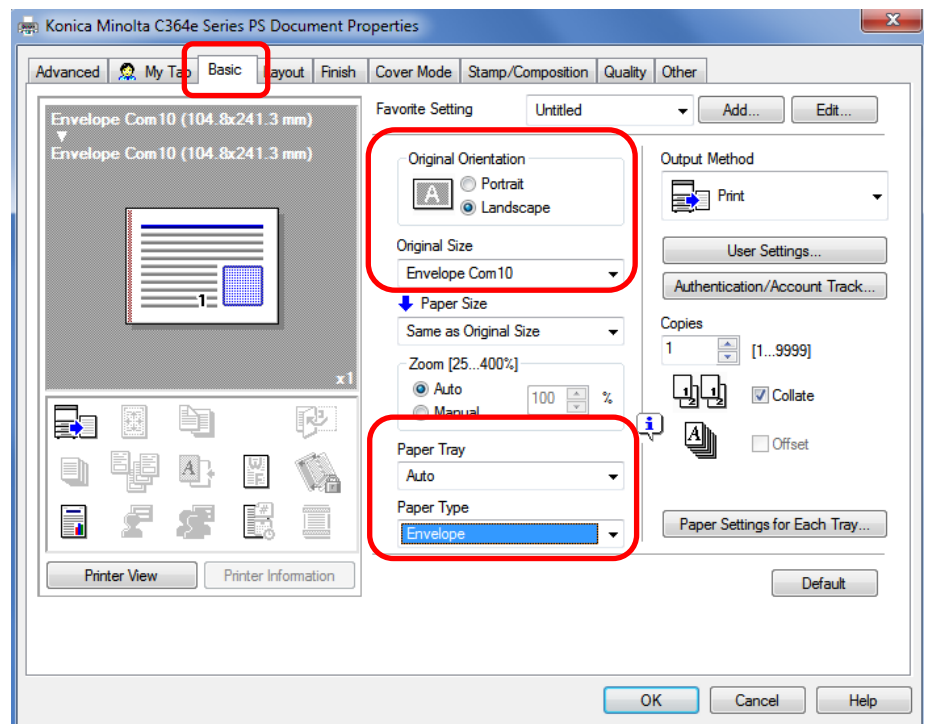
Use the steps below to reliably print envelopes of any size on your Konica Minolta bizhub.

Step 1: One-time envelope template setup in MS Word or MS Publisher.

- ◆ In **Page Setup/Page Layout** choose your envelope size. If unsure how to do this, see the reverse of this cheat sheet for step by step instructions.
- ◆ Set up your margins, logo, return address, etc. as you want them to appear and save this blank template in an easy to find spot on your computer for future use.

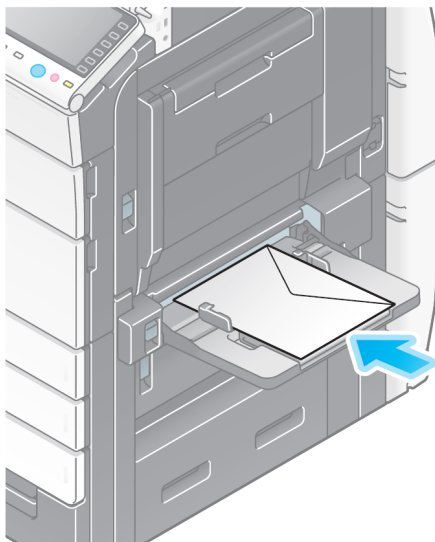
Step 2: Printing

- 1) Click File, Print (or Ctrl P) to open the print dialogue box. Click Properties/Printer Properties/Printing Preferences to open the printer driver.
- 2) **BASIC Tab:** Match the **Original Size** and **Orientation** to your envelope design. (Should already be detected if you have selected a standard envelope size like Envelope Com 10).
- 3) From the **Paper Type** menu select Envelope. NOTE: **Leave the Paper Tray selection on AUTO.**
- 4) Click OK and send to print.



At the Device

- 5) **When prompted**, load the envelopes with the print side down, and the flap on top, pointing towards you. (See below).



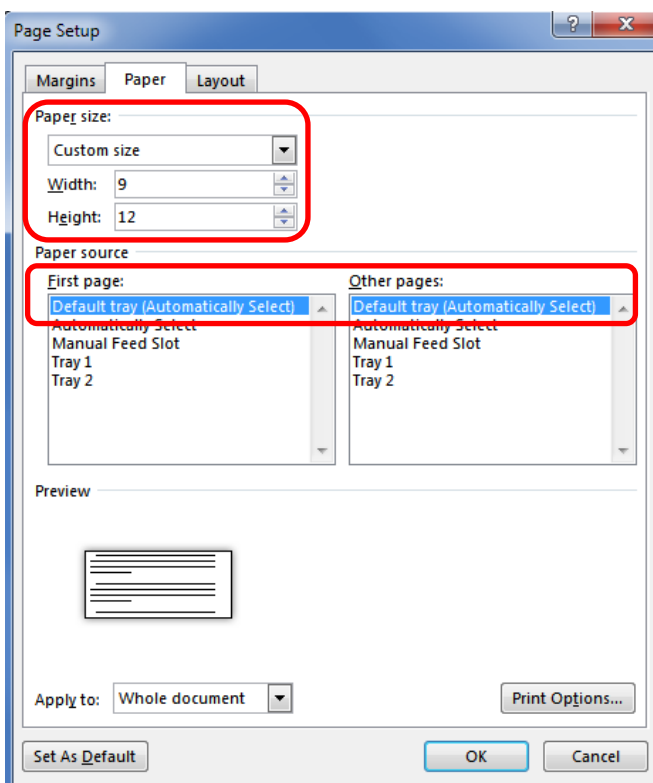
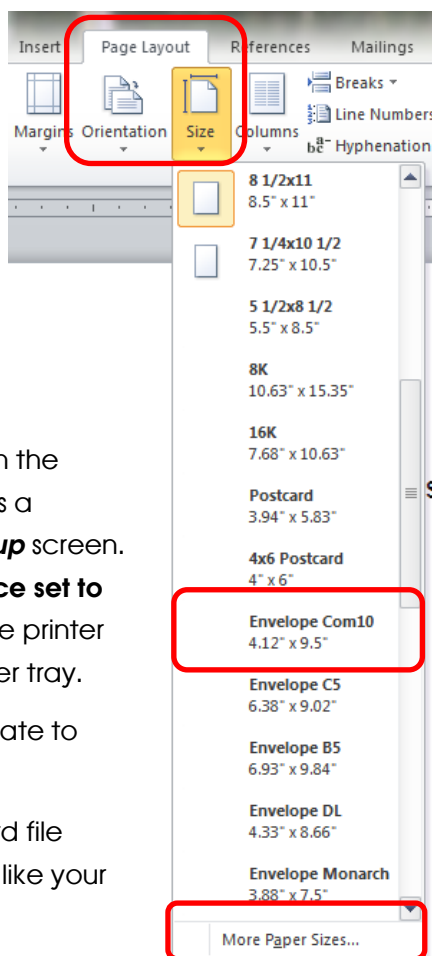
Tips & Tricks

- ◆ The bypass tray will hold up to 10 envelopes at a time.
- ◆ Make sure to run your hands over the envelopes before feeding them to squeeze out as much air as possible.
- ◆ All copiers have limits on the thickness of paper that can feed through and print properly. Envelopes are 3 layers of paper! Thick, craft paper envelopes (like those for invitations and cards) may be too thick to feed through properly. General purpose office envelopes will work best.
- ◆ If you wish to pre-print your logo on window envelopes, make sure to purchase ones designed for copiers and/or laser printers. Most are not, and the plastic window will melt when going through the fuser of your device.



Designing Envelope Templates

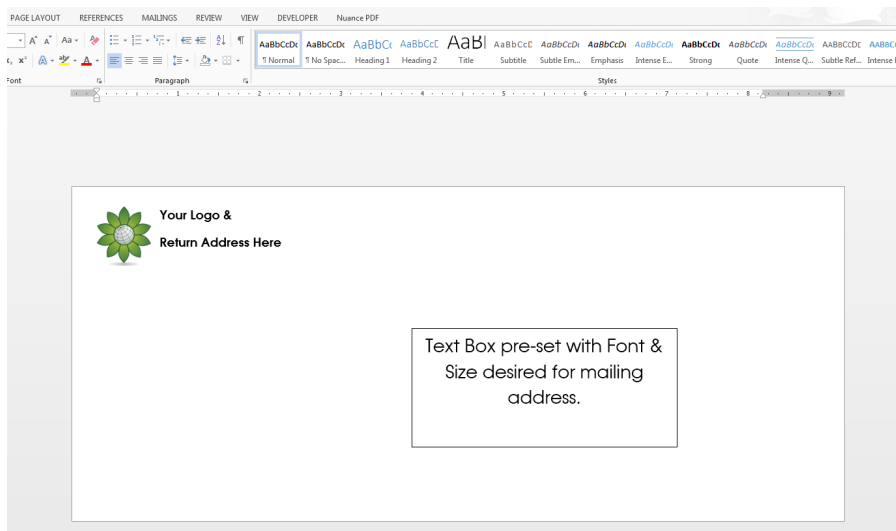
- 1) Click on the **Page Layout** tab at the top of MS Word or Publisher.
- 2) From the **Size** pull-down menu select your envelope size (the #10 Envelope is a standard size on this menu), or scroll to the bottom and click on **More Paper Sizes**.



If your envelope size is not on the main menu, simply enter it as a **Custom Size** in the **Page Setup** screen.

NOTE: Leave the Paper Source set to Default Tray, which allows the printer driver to determine the paper tray.

- 3) Design your envelope template to look as you want it.
- 4) Save the envelope as a Word file somewhere easy to access, like your desktop.



Tips & Tricks — Measurement System (cm vs. inches)

- ◆ Sometimes when installing Windows and/or MS Office in Canada the measurement system will automatically be set to centimeters, even though all paper in Canada is measured in inches like in the USA. If the custom paper sizes are showing in centimeters use the steps below to change the settings in Word so as to have the proper settings when printing.
- ◆ In Word click on File, then in the blue menu along the left side select Options (at the bottom of the list). Click on Advanced, then scroll down the list of options until you find the Display section. From the "Show Measurements In Units Of" menu select Inches. Click OK to save the settings.