

Loading envelopes into TRAY 1

Up to **70 envelopes** can be loaded into **Tray 1**.

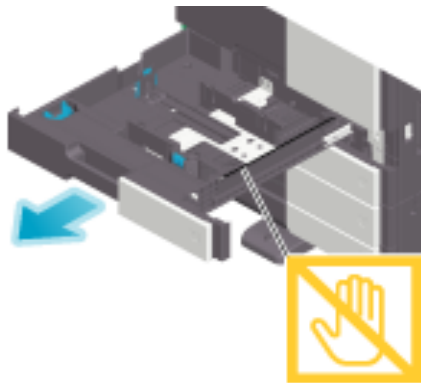
Image of a long envelope



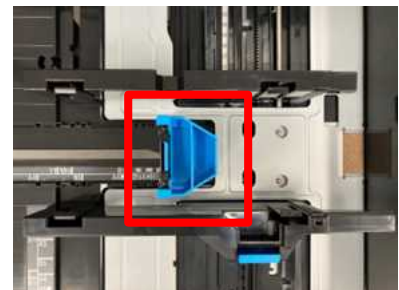
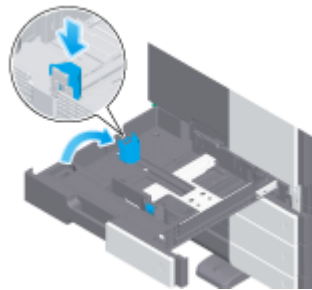
Image of a Western-style envelope



- Pull out Tray 1.

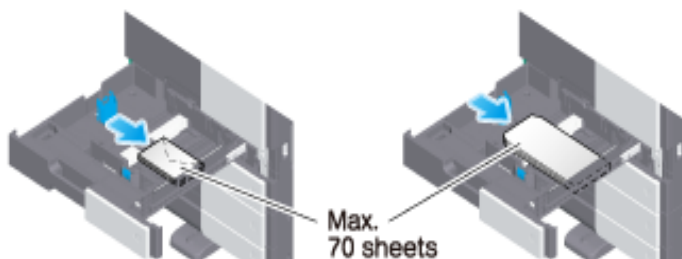


- When loading envelopes of which the length is 7-3/16 inches (182 mm) or less, mount the **Attachment** on the **Lateral Guide**.



- Position the flap part face down, and load envelopes as shown in the figure.

- The flap side of envelopes cannot be printed on.

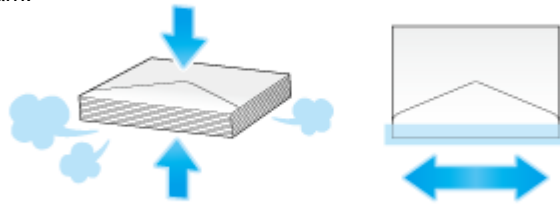




NOTICE

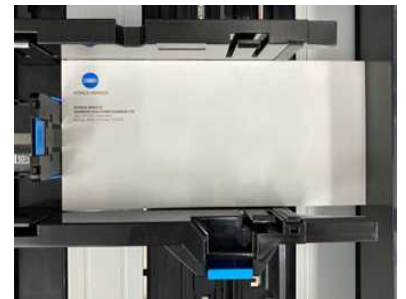
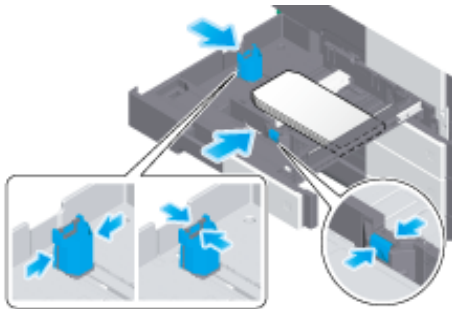
- When loading envelopes into the **Tray 1**, note the following 2 points.

1. 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.



2. 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.

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



Close Tray 1. Change tray paper settings on the Paper Settings screen.

- Ø Various sizes of envelopes are available. Specify the **Paper Size** for the envelopes you have loaded (see page 3).
- Ø The paper type may be detected automatically if the device has an **Intelligent Media Sensor (IM-102)**.
****Standard feature on c450i, c450i, c650i, c750i, 850i & 950i (optional on c250i, c300i, c360i, 300i, 360i, 450i, 550i, 650i, and 750i).****
- Ø **To disable the automatic paper type detection:** set [Paper type auto detection settings] AND [Auto envelope detection sett.] to OFF. For details, refer to [Paper type auto detection settings] and / or [Auto envelope detection sett.] in the **on-line User Guide**. ****Administrator access will be required.****
- Ø When not using the automatic paper type detection, manually specify the **Paper Type** (see page 3).

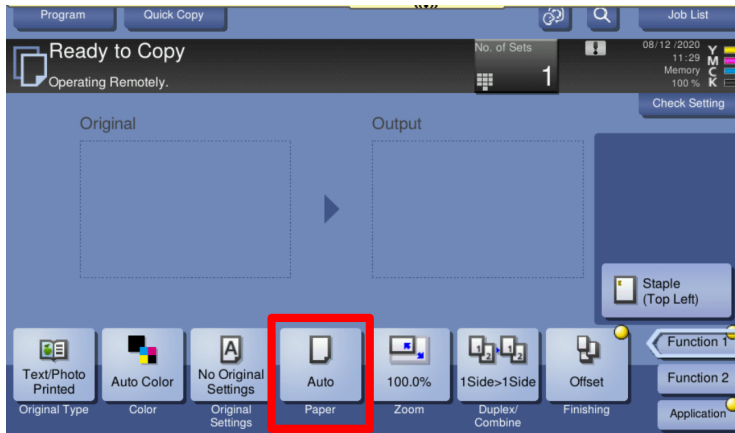
RECOMMENDATIONS FOR ENVELOPES

Recommended Paper Stocks			
Class.	Weight	Brand of Paper	Size
Envelopes			
Envelopes	24 lb	Preservation Wove 5789 #6 3/4	3.85" x 6.5" (98 x 165 mm)

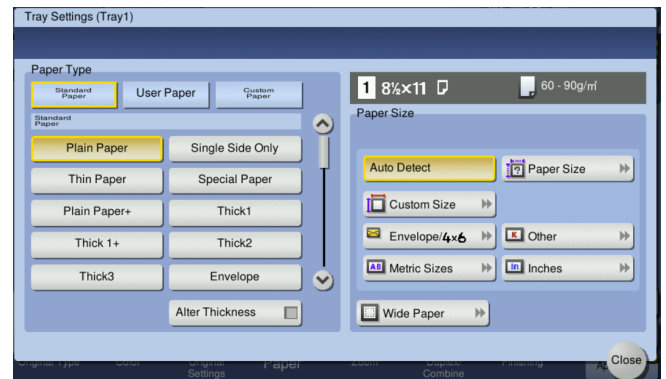
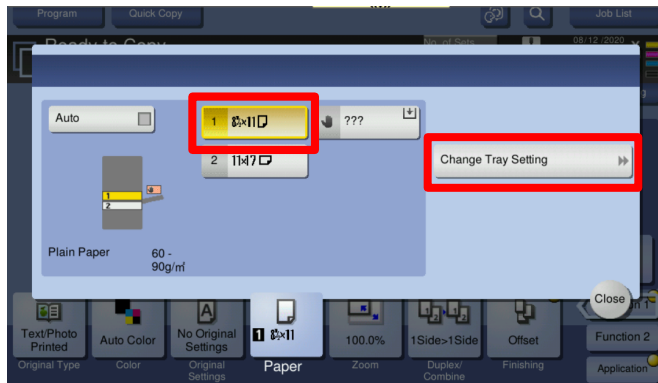
- Standard envelopes with gummed edge (ie. require moisture to seal)
- Suggest 24 lb. envelopes
- Envelopes made for copiers / printers (not inkjet)

Setting up Paper Tray 1 for standard Comm 10 Envelopes (if required):

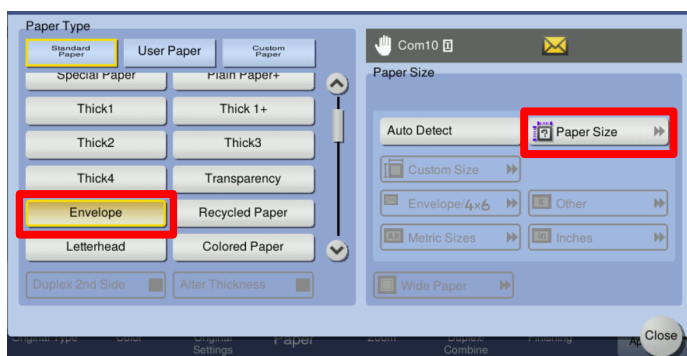
1. At the iSeries device, on the **COPY** screen (*Classic Style interface shown), select **Paper**:



2. Select **Tray 1** and then **Change Tray Setting**:



3. Select **Envelope** as **Paper Type** and then **Comm10** as **Paper Size** (or select Custom Paper Size):



***NOTE:** Large and odd size envelopes can also be run in **Tray 1** and would need to be set up as "Custom Size". They can also be done in the **BYPASS TRAY** (*maximum 10 envelopes in Bypass Tray).