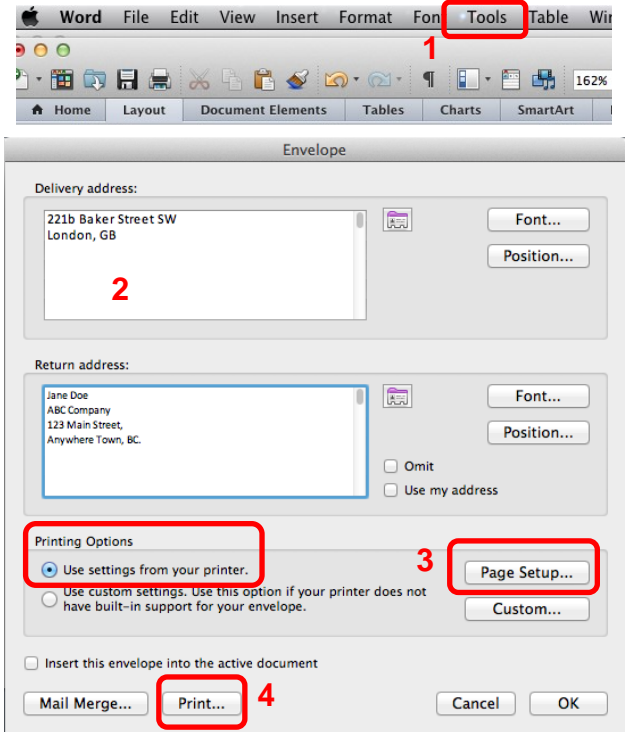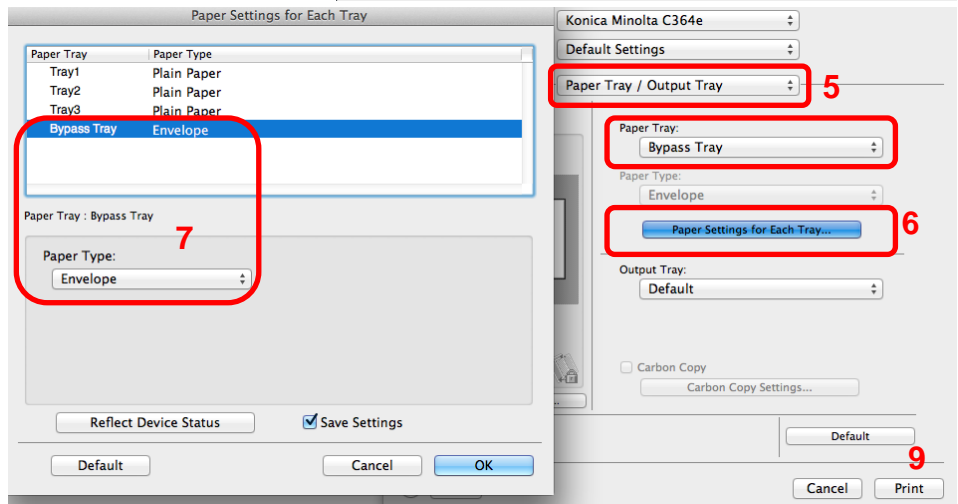| **Make & Models:**	Konica Minolta bizhub: INFO-Palette Series copiers (model numbers ending in 4, 4e, 7, 8, 8e, 9, & large MFP copier/printer **i**-Series).
What's It Do?	Use the steps below to reliably print envelopes of any size on your Konica Minolta bizhub using Word for Mac.

Step 1: Envelope Settings in MS Word for Mac.

1) Click on the Tools menu and select Envelopes.

2) Set up your delivery & return address, etc. as you want them to appear.

3) Click on Page Setup to select your envelope size. If your size is not listed on the menu select Manage Custom Sizes to create a custom paper size (eg. 9"x12" or 10"x13" envelopes). In Printing Options ensure Use settings from your printer is selected.
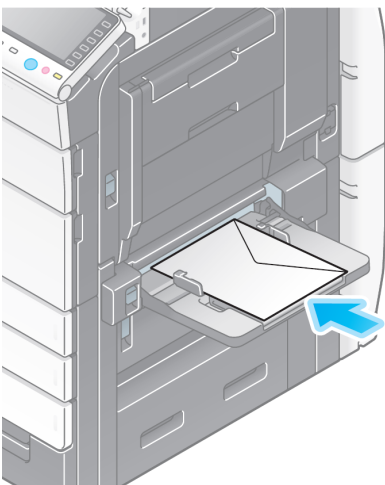
Step 2: Print Settings

4) Click on the Print button.

5) From the Paper Tray/Output Tray menu select Bypass Tray.

6) Click on Paper Settings for Each Tray. (See Tips & Tricks section below if this is grayed out).

7) Select the Bypass Tray from the list of trays, and Envelope from the Paper Type pull-down menu. Click OK to return to the print options.

8) From the Paper Handling menu ensure the paper size option is your envelope size (should be grayed out).

At the Device

10) <u>When prompted</u>, load the envelopes with the print side down, with the flap on top and pointing towards you. (As pictured 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.

♦ ***Note:** On large iSeries multi-function devices, up to **70** envelopes can be run in **Tray 1**. *Refer to the document *"Loading Envelopes in Tray 1 on on iSeries"* for loading instructions.