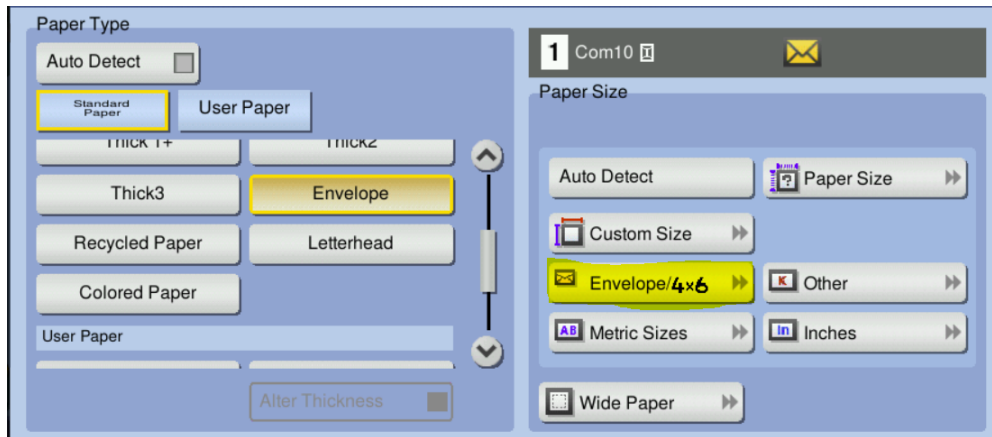


Konica Minolta i-Series: Envelope Printing from PC

This guide will review loading envelopes and printing them from Microsoft Word.

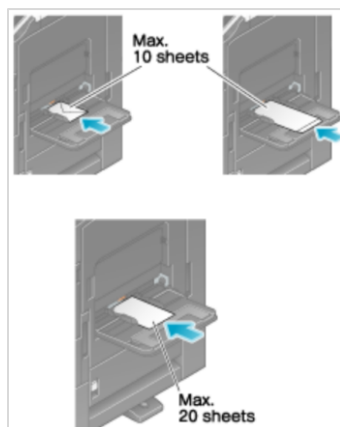
At the machine:

- Set up the envelopes in the **Bypass Tray** by placing the envelopes in the bypass tray face down, top to the back (point of envelope flap will point towards the front of the machine).
- When the pop-up appears on the copy screen that asks the **size**, on the right side choose **Envelope/4x6** and choose the appropriate size (ex: **Com10**). Or select custom size.
****Note:** If pop-up does not appear, go to the Copy Screen and select Paper Tray then choose Bypass Tray then Change Tray Setting...

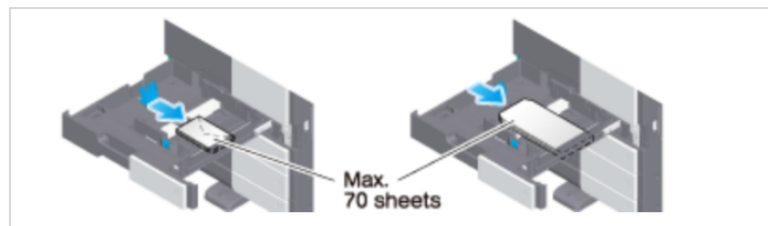


- Choose the **Paper Type – Envelope** (may have to scroll down to it).
- If using **Tray 1**, configure the envelopes using the attachment, face up, top to the back. There will be no pop-up, instead go to **Copy → Paper → Choose Tray 1 → Change Tray Setting** and follow the same steps as the bypass tray for size and paper type.

Bypass Tray

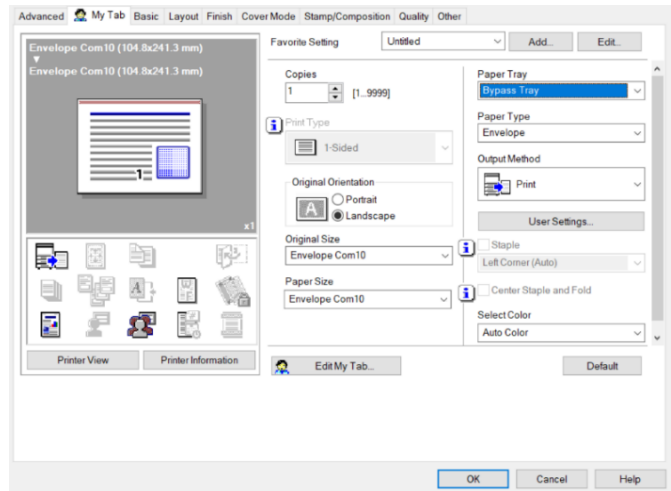


Tray 1



At the computer:

- Select **File** → **Print** → **Printer Properties**.
 - On **My Tab**:
 - **Print Type** – Must be set to 1-Sided.
 - **Original & Paper Size** – Set as size of envelope.
 - **Paper Tray** – Bypass or Tray 1.
 - **Paper Type** – Envelope.
 - Select **OK**.



DO NOT PRINT AT THIS POINT.
Use back arrow to get back to Word.

- In Word, select **Mailings** → **Envelopes**. Under **Options** → **Printing Options** select Bypass tray under **Feed from**. Verify other settings as needed. Select **OK**. **Print**.