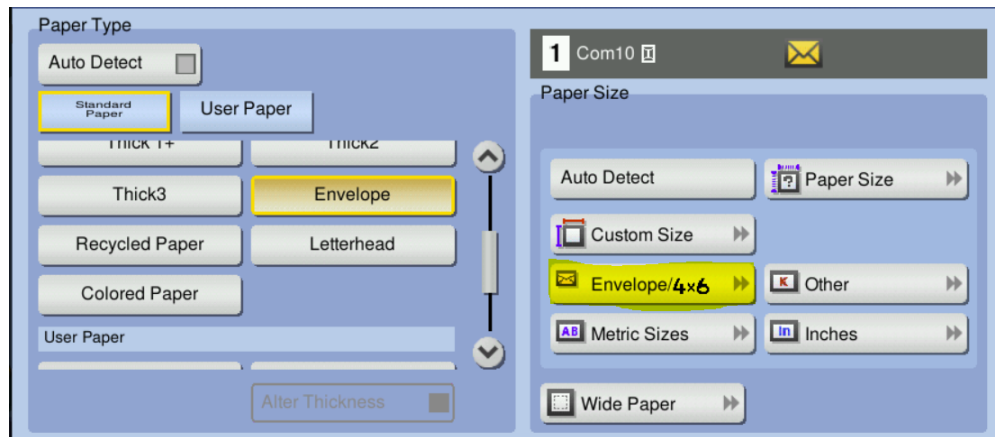


## Konica Minolta i-Series: Envelope Printing from Mac OS 13+

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

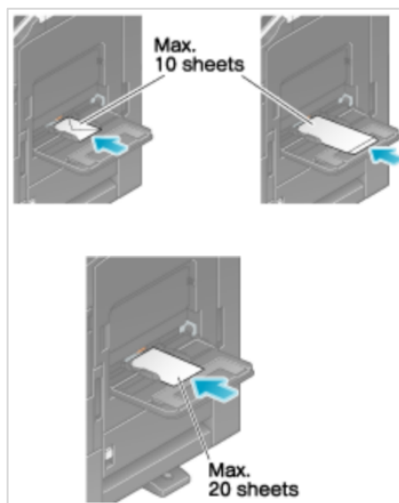
### At the machine:

- Set up the envelopes in the bypass tray by placing the envelopes in the 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...

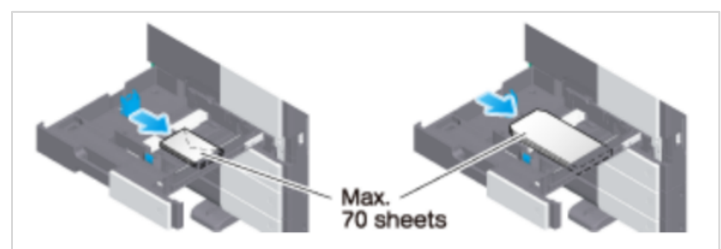


- Choose the **Paper Type – Envelope** (may have to scroll down to it).
- If using **Tray 1**, set up the envelopes using the attachment, face up, top to the back. There will be no pop-up, instead go to **Copy → Paper → Choose Tray 1 → Change Tray Setting** and follow the same steps as the bypass tray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

**Bypass Tray**

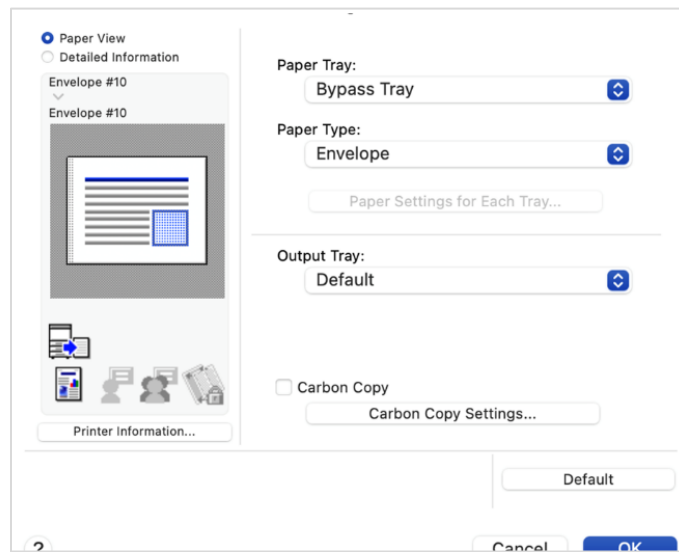


**Tray 1**



**At the computer:**

- Select **File** → **Print** → **Printer Options**
  - Enter number of copies if doing multiple.
  - Under **Layout / Finish**
    - Set **Print Type** to **1-sided**
  - Under **Paper Tray / Output Tray**
    - Set **Paper Tray** - Bypass
    - Set **Paper Type** – Envelope
  - Select **OK**.  
DO NOT PRINT YET.  
Select **Cancel**.



- In Word, select **Mailings** → **Envelope**.
- Select **Page Setup** and assure settings are appropriate for the Printer and Paper Size is the correct envelope size.
  - Select **OK**.
- Verify other settings as needed, then select **Print**.

