



WorkCentre 7220/7225 Support & Drivers



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Software Version 073.xxx.xxx.xxxxx: Load Envelopes in the Bypass Tray (Paper Tray 5)

Envelopes can be printed only from Tray 5 (Bypass Tray), or from Tray 1 if the optional envelope tray is installed.

Guidelines

Successful envelope printing is highly dependent on the quality and construction of the envelopes. Some wrinkling or embossing may occur when printing on envelopes. Only use paper envelopes specified in the machine.

- Print quality depends on the quality and construction of the envelopes. Try another envelope brand if you do not achieve the required results.
- Maintain constant temperatures and relative humidity.
- Store unused envelopes in their packaging to avoid the effects of moisture and dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing.
- Avoid padded envelopes; purchase envelopes that lie flat on a surface.
- Avoid envelopes with heat activated glue.
- Avoid envelopes with press and seal flaps.
- Remove air bubbles from the envelopes before loading them into the tray by setting a heavy book on top of them.
- In the print driver, select [Envelope] as the paper type.

CAUTION: Never use envelopes with windows or metal clasps; they can damage the printer. Damage caused by using unsupported envelopes is not covered under the Xerox warranty, service agreement, or Total Satisfaction Guarantee.

1. Open Tray 5 and remove any paper that is a different size or type.



2. Move the width guides to the edges of the tray.





3. Load the envelopes face-down with the flaps closed:
 - Load envelopes up to 297 mm (11.7 in.) long-edge feed, with the flaps leading into the printer.
 - Load C4 and custom-size envelopes longer than 297 mm (11.7 in.) short-edge feed, with the flaps leading into the printer or toward the back, and define a custom size at the Control Panel.
4. Adjust the width guides to fit the envelopes.



5. Do one of the following:
 - To confirm the paper size, type, and color when a tray is set to Fully Adjustable, select [Confirm]. To select a new paper size, select [Size]. To select a new paper type, select [Type]. To select a new paper color, select [Color]. When finished, select [Confirm].
 - To change the paper size, type, or color when the tray is set to Dedicated mode:
 - a. Login as the System Administrator. See the **Related Content** for additional information.
 - b. Press the [Machine Status] button on the Control Panel and then select the [Tools] tab on the Touch Screen.
 - c. Select [Device Settings] and then [Paper Management].
 - d. Select [Tray Settings] and then select a dedicated tray.
 - e. To modify the tray settings, select [Edit].
 - f. Select [Size], [Type], or [Color] to change the paper size, paper type, or paper color.
 - g. Select [OK].

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