

Konica Minolta: Envelope Printing Printing Envelopes

At the machine:

- Set up the envelope in the bypass tray by placing the envelope in the bypass tray face down, top to the back (point of envelope flap will point to you).
- When the popup comes up that asks the size, choose standard size if common (ex: Comm10), or select custom size.
- Choose the paper type – envelope (may have to scroll down to it).
- Note: Each time you put the envelopes in the tray you will need to select this option.

At the computer:

- Set up your document to match the size of the envelope.
- Select File → Print → Printer Properties
 - On Basic Tab:
 - Choose original size dimensions – may have to create custom upon your dimensions.
 - Paper Size – Same as Original Size.
 - Zoom – Auto.
 - Paper Tray - Bypass
 - Paper Type – Envelope.
 - Once you've changed the settings, Select OK. **DO NOT PRINT AT THIS POINT.**
- Tools...Letters & Mailings...Envelopes & Labels...and print your envelope and be sure to choose the bypass tray.
- When back on main screen of document:
 - Select Tools → Letters & Mailings → Envelopes & Labels
 - Print through this feature – make sure you're choosing bypass tray!

