Printing Envelopes on your Konica Minolta MFP's

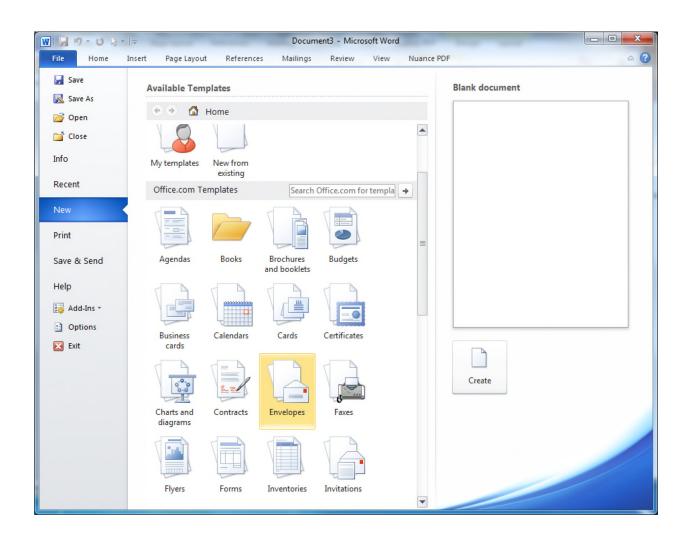
Prepared for Loyola University of Maryland



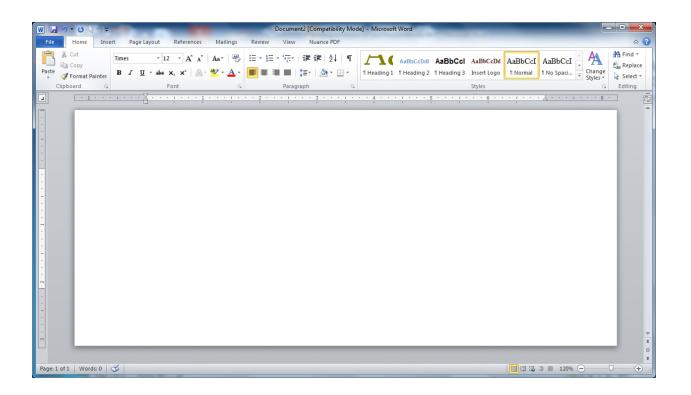
Printing envelopes on your Konica Minolta MFP

Step 1

Access an established template from the open menu in Word

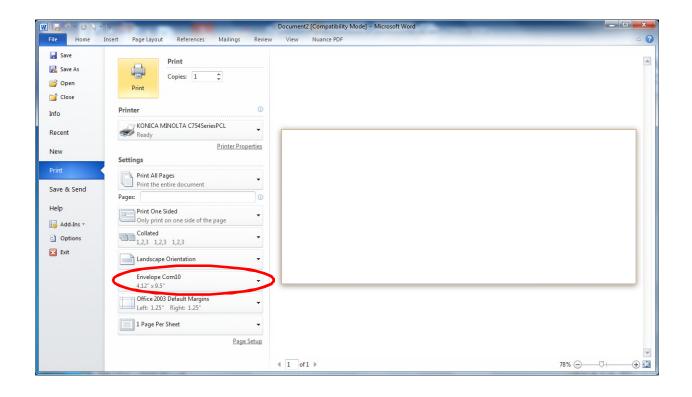


Prepare your envelope for printing



Choose your driver settings

Make sure to choose the correct envelope setting, then click on the "printer properties"



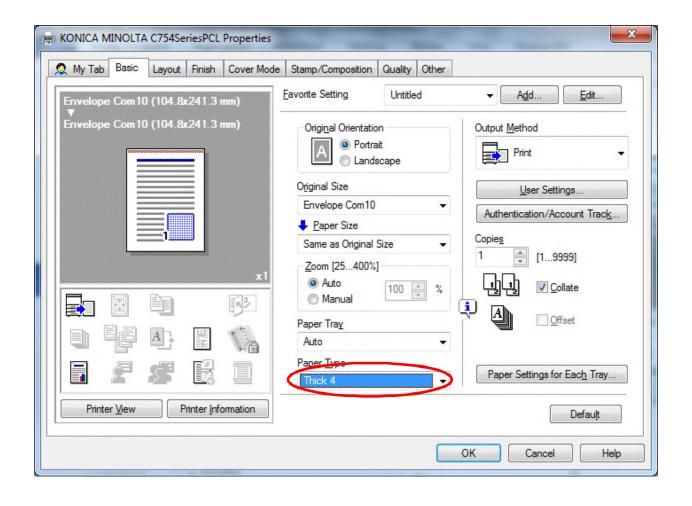
Choose your driver settings continued;

In the properties of the printer, under the basic tab, you will also need to set the correct envelope setting.

KONICA MINOLTA C754SeriesPCL Properties		-	x
My Tab Basic Layout Finish Cover Mode	Stamp/Composition	Quality Other	
Envelope Com 10 (104.8x241.3 mm)	Eavorite Setting	Untitled	✓ A <u>d</u> d <u>E</u> dit
Envelope Com 10 (104.8x241.3 mm)	Origi <u>n</u> al Orientatio Original Orientatio Original Size Envelope Com Envelope Com Envelope R5 Envelope DL	it cape	Dutput Method Print User Settings Authentication/Account Track Copies 1 [19999]
	Envelope Mon Envelope C4 Envelope C5 Envelope C6 Envelope Youg Envelope Youg Envelope Nag Envelope Nag Envelope Kaku	lata3 lata4 lagata3 lagata4 lgata1	LIL Collate
Printer View Printer Information	Envelope Kaku Envelope Kaku 8x13 8 1/4x13 8 1/2x13 8 1/2x13 8 1/2x13 1/2	-	Default Cancel Help

Choose your driver settings continued;

Under the basic tab, you must also choose the correct paper thickness so that the envelopes will be picked up from the correct tray. This assures that the printing of the envelope will not introduce unwanted creases or wrinkles.



Under the basic tab, we now want to save this as a preset, so at the top right we will click "Add"

KONICA MINOLTA C754SeriesPCL Properties			×	
👷 My Tab Basic Layout Finish Cover Mode	e Stamp/Composition	Quality Other		
Envelope Com 10 (104.8x241.3 mm)	Eavorite Setting	Untitled	 ✓ Add Edit 	
Envelope Com 10 (104.8x241.3 mm)	Origi <u>n</u> al Orientation	t	Output Method	
	Original Size		User Settings	
	Envelope Com10	•	Authentication/Account Track	
	Paper Size Same as Original S	ize 🔻	Copies	
	Zoom [25400%]		1 [19999]	
	 Auto Manual 	100 🔺 %		
	Paper Tray			
	Auto	•		
	Paper <u>T</u> ype Thick 4	•	Paper Settings for Each Tray	
Printer View Printer Information			Defauļt	
OK Cancel Help				

Name this "favorite" setting appropriately.

Add Favorite Setting			
Name	Restore Items (The Items Below Can Be Selected)		
EnvCom10	Original Document Size, Orientation		
☑ Icon 🖬 🗸	Copies		
✓ Sharing	Paper Type Setting [List Information]		
Comment	Overlay [File List Information]		
*	Per Page Setting [List Information]		
	Watermark [Text List Information]		
	Restore Common Settings		
-			
	Select All Default		
OK Cancel <u>H</u> elp			

It's now stored as part of the driver and can be retrieved for use whenever you are printing envelopes of this variety.

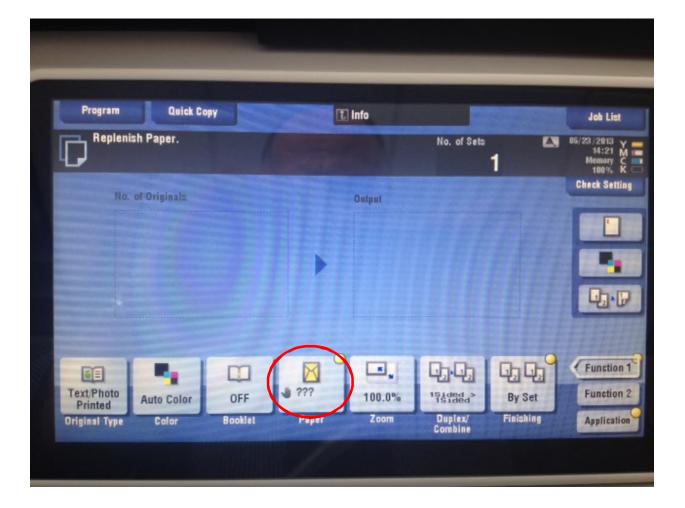
KONICA MINOLTA C754SeriesPCL Properties			
My Tab Basic Layout Finish Cover Mode	e Stamp/Composition Quality Other		
Envelope Com 10 (104.8x241.3 mm)	Eavorite Setting		
Envelope Com 10 (104.8x241.3 mm)	Original Orientation Image: Copy Security Image: Orientation		
	Original Size R EnvCom 10 Ser Settings		
	Envelope Com10 Authentication/Account Track		
	Zoom [25400%]		
	Auto 100 [™] % [™] Collate		
	Paper Tray		
	Auto 👻		
	Paper Type Thick 4 Paper Settings for Each Tray		
Printer View Printer Information	Defau <u>i</u> t		
	OK Cancel Help		

Setting up the MFP

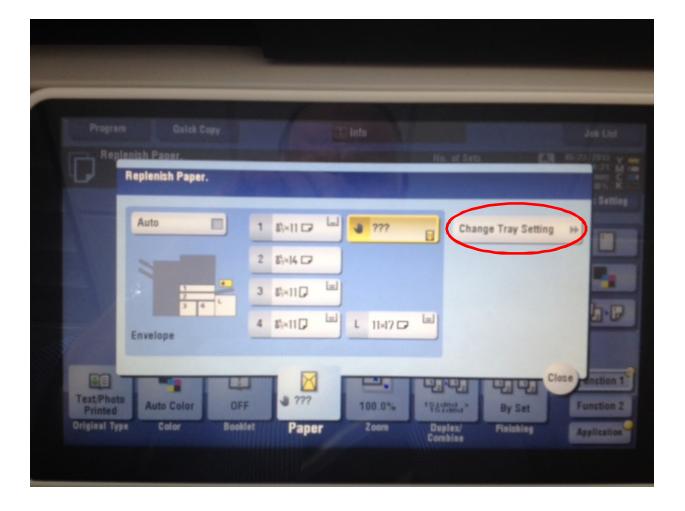
At the MFP, load the envelopes in the bypass tray with the flap up and positioned against the back guide.



The machine will indicate that it does not know what paper has been loaded.



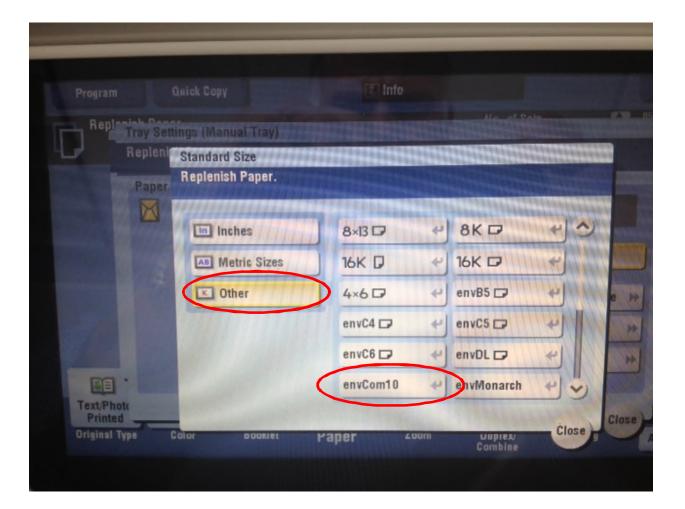
When you touch the "paper" button, the following information is displayed. It is here that we tell the copier the size of the output and the type of paper. We do this by making a change to the tray setting.



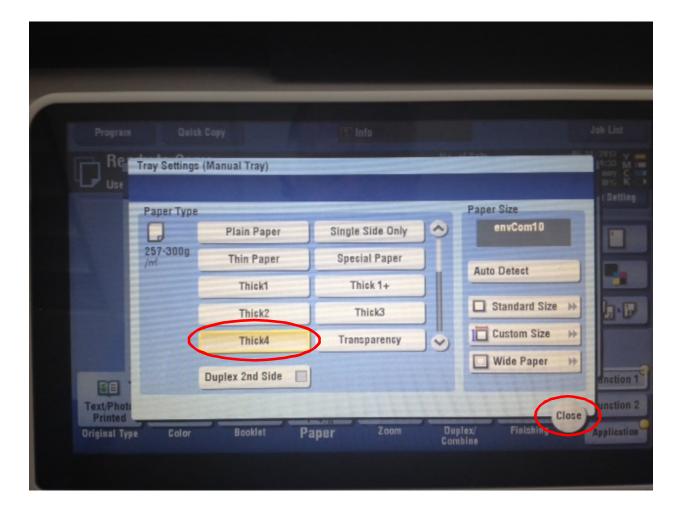
2 things to set on the initial screen, scroll down to set the paper type to envelope. Then choose standard size.

U .	Replenish Pa	(Manual Tray) per.		
	Paper Type	Call State		Paper Size
		Letterhead	Colored Paper	???
		Envelope	Index Paper	Auto Detect
	NEI ALE	Recycled Paper	User Paper 1	Auto Deleot
	MALLER	User Paper 2	User Paper 3	Standard Size 🗰
	ALL DESCRIPTION OF THE OWNER OWNER OF THE OWNER	User Paper 4	User Paper 5	[☐ Custom Size →
	100000			☐ Wide Paper ⇒

Under standard size, choose "other" on the left hand side of window. Then we want to identify the correct envelope size. In this case it is "envCom10". Now close this window.



We now have to designate that the paper type to be "Thick 4" This helps to minimize creasing and wrinkles. Once this is set, close the window.

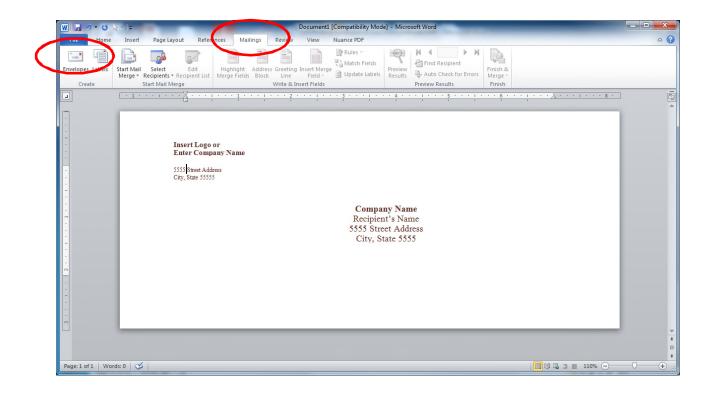


Once you have finished with these settings you should see this in the paper settings.



Back to Word

In Word click on Mailings, then choose envelopes.



Complete the address needs for your mailing and tell it to print.

Envelopes and Labels	? ×
Envelopes Labels	
Delivery address:	
John Doe	^
1234 AAA Street Baltimore, MD	
	-
Add electronic postage Return address: Omit	
Loyola University	Feed
4501 N. Charles St. Baltimore, MD	- 1
When prompted by the printer, insert an envelope in your printer's manual feed	er.
Print Add to Document Options E-postage Pr	operties
	Cancel