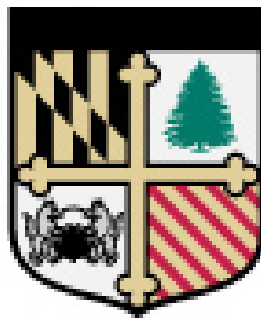


# **Printing Envelopes on your Konica Minolta MFP's**

Prepared for Loyola University of Maryland



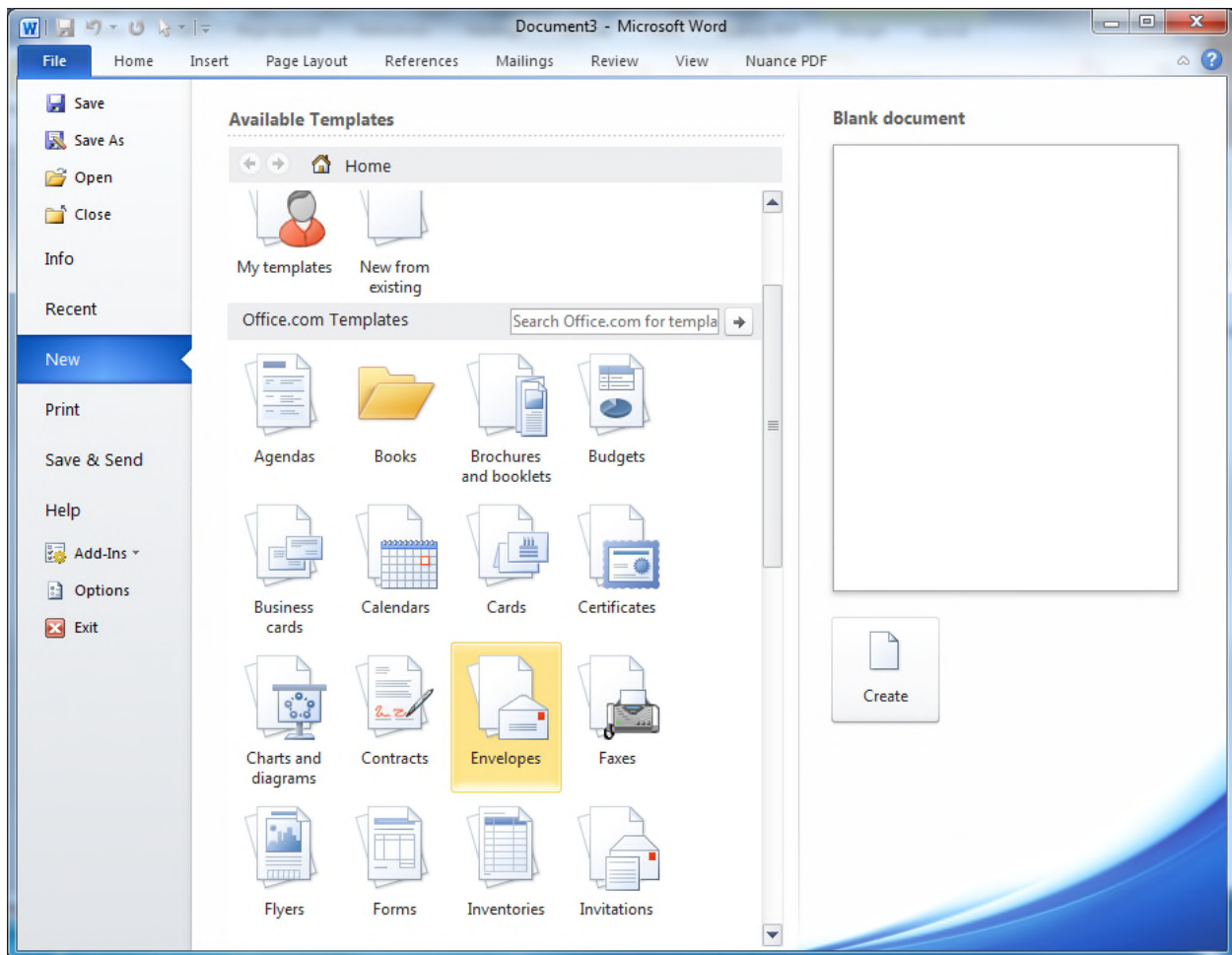
**LOYOLA**  
**UNIVERSITY MARYLAND**



# Printing envelopes on your Konica Minolta MFP

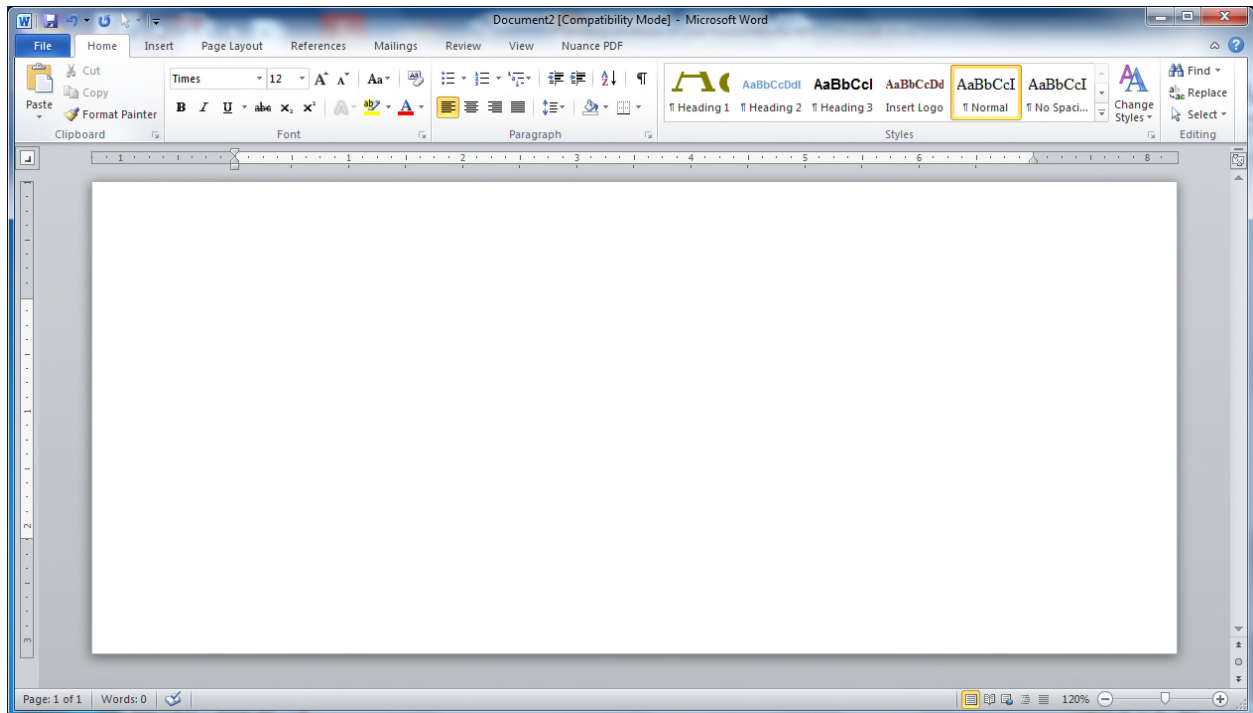
## Step 1

Access an established template from the open menu in Word



## Step 2

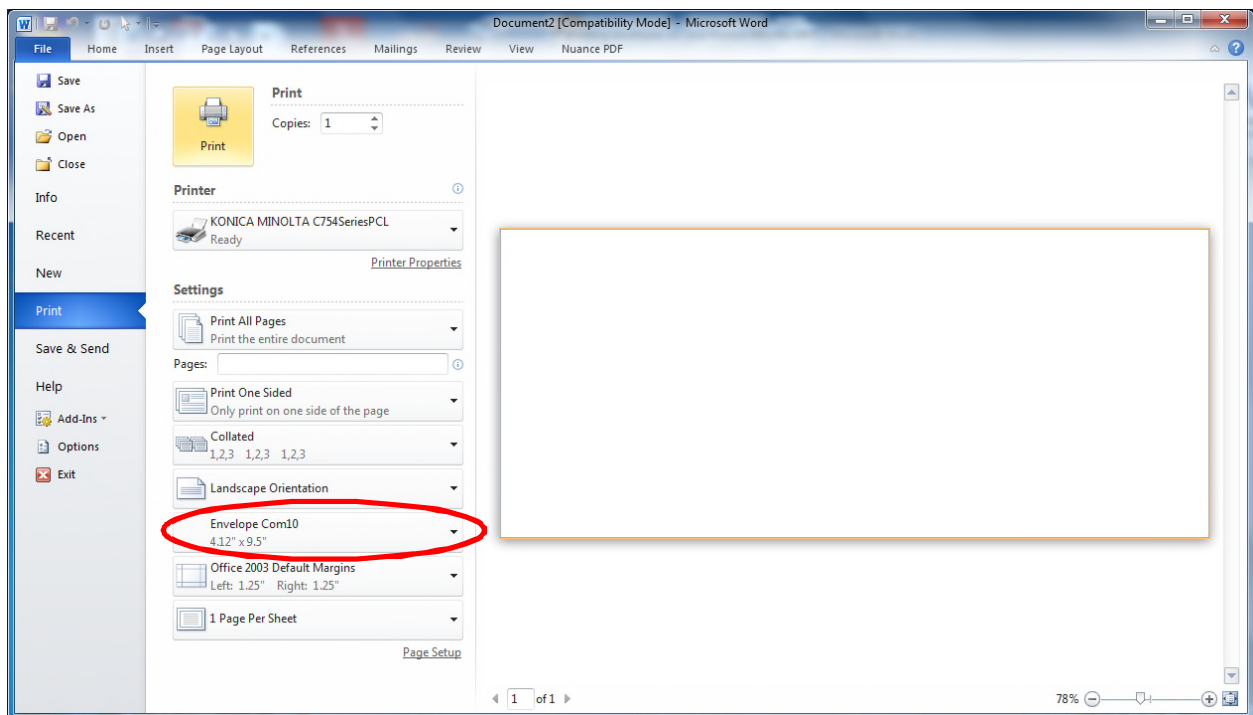
Prepare your envelope for printing



## Step 3

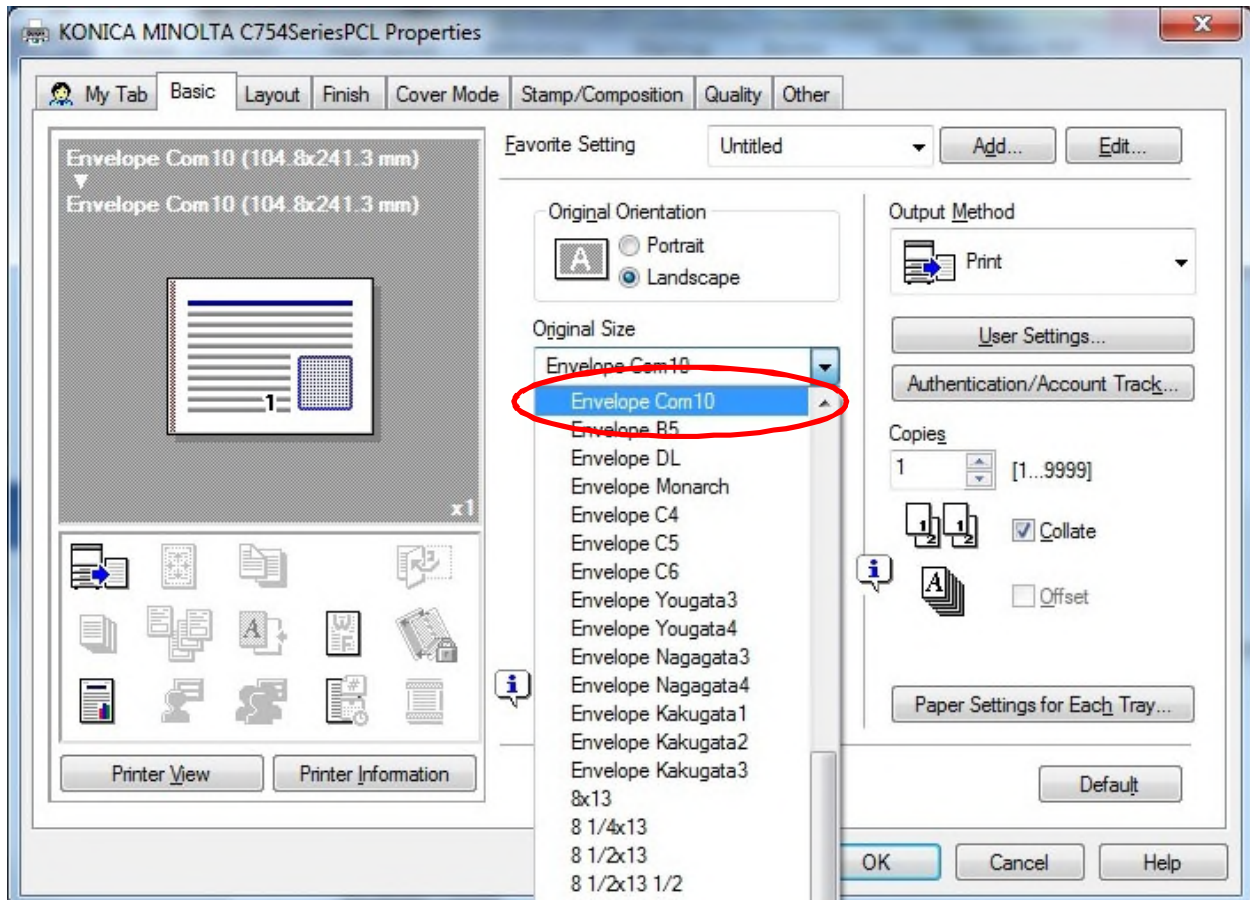
Choose your driver settings

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



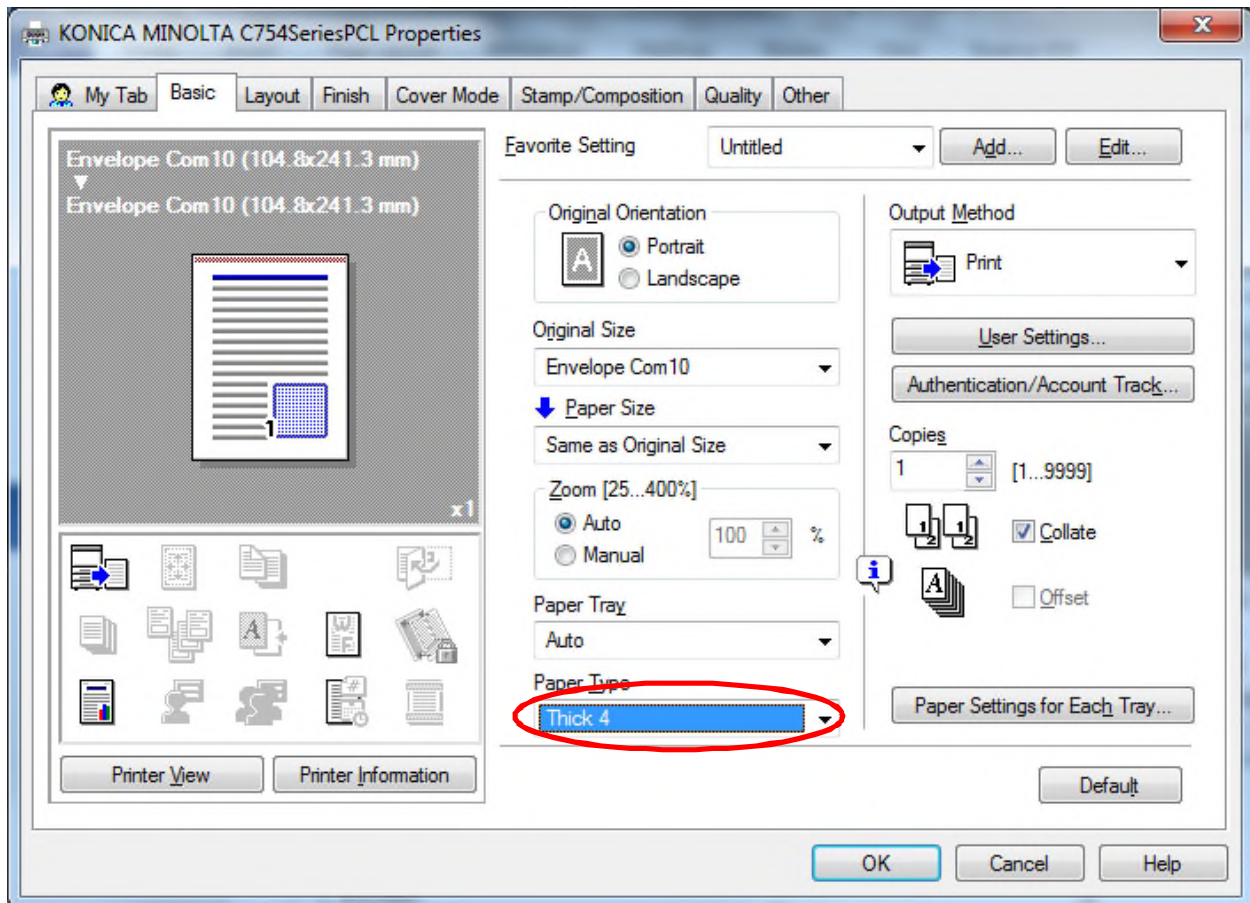
Choose your driver settings continued;

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



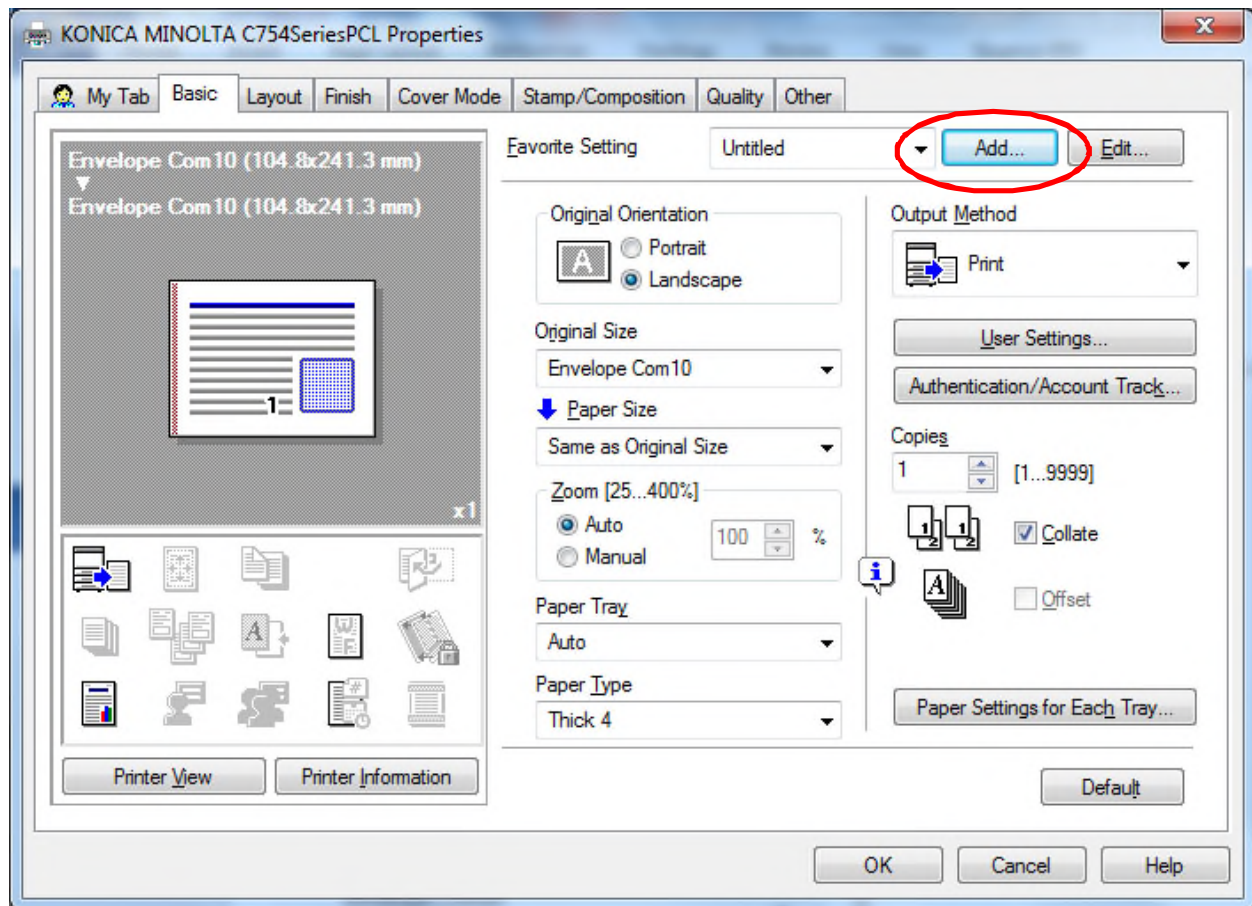
Choose your driver settings continued;

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”






Name this “favorite” setting appropriately.

**Add Favorite Setting**

Name  
EnvCom10

☒ Icon 

☒ Sharing

Comment

☐ Original Document Size, Orientation

☐ Copies

☐ Paper Type Setting [List Information]

☐ Overlay [File List Information]

☐ Per Page Setting [List Information]

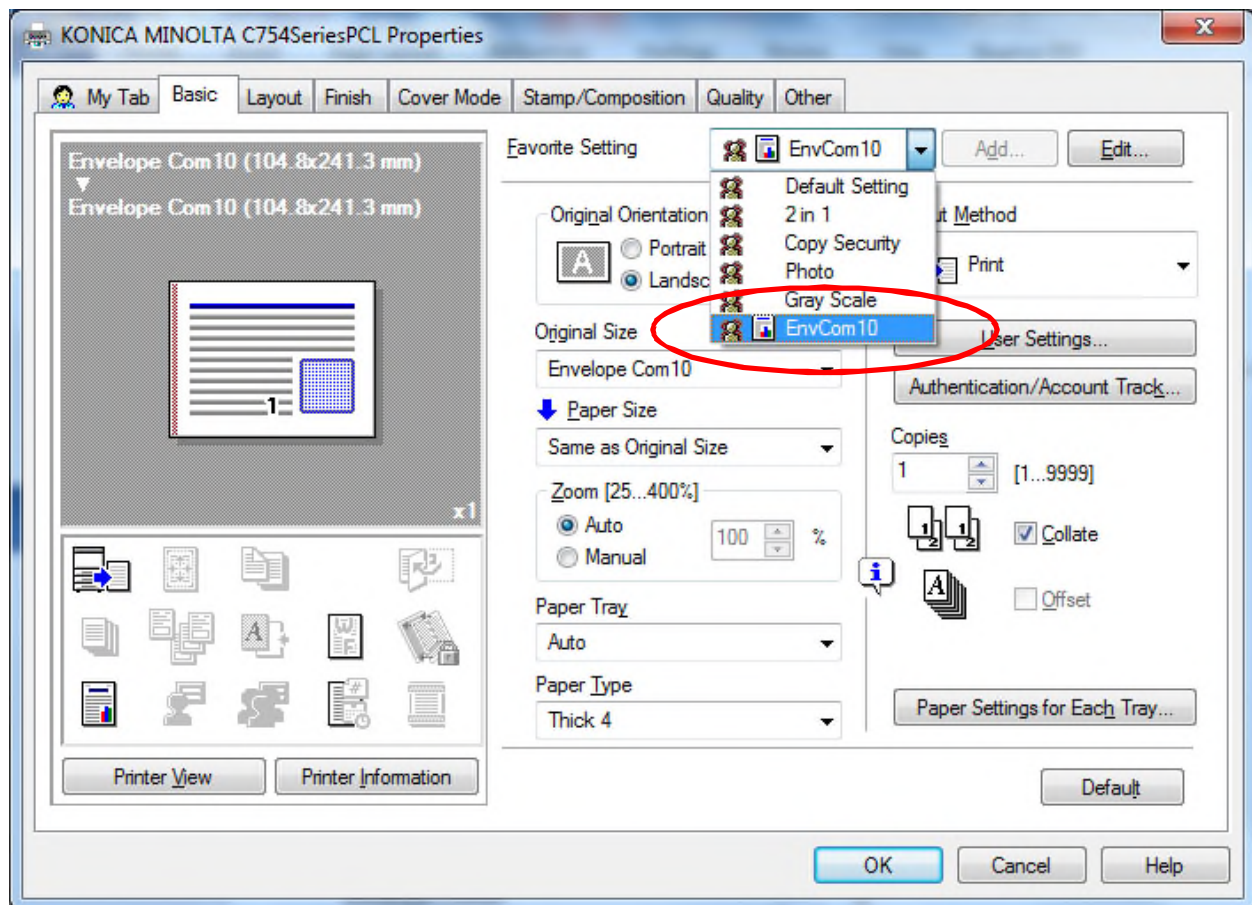
☐ Watermark [Text List Information]

☐ Restore Common Settings

Select All Default

OK Cancel Help

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



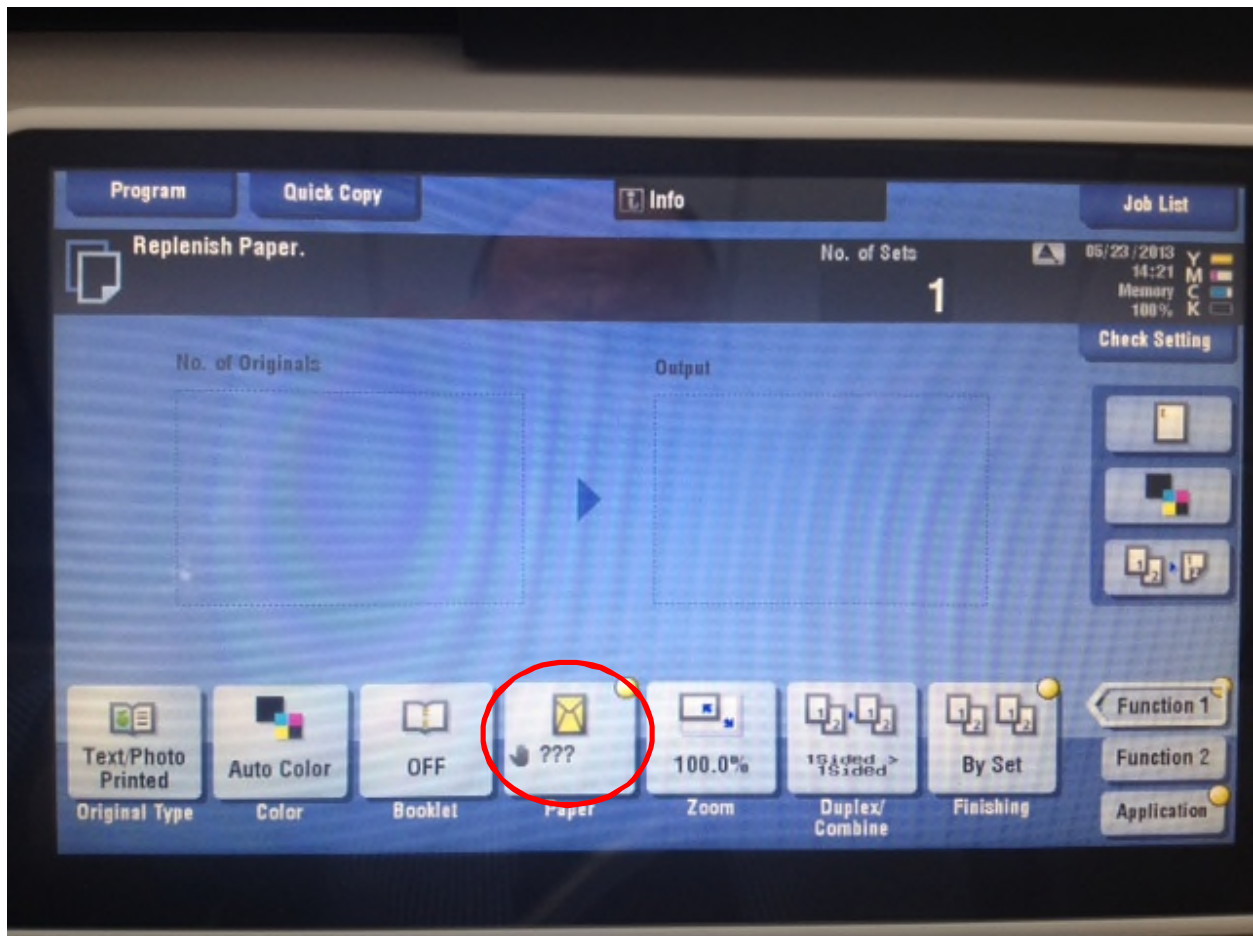
## **Step 5**

### **Setting up the MFP**

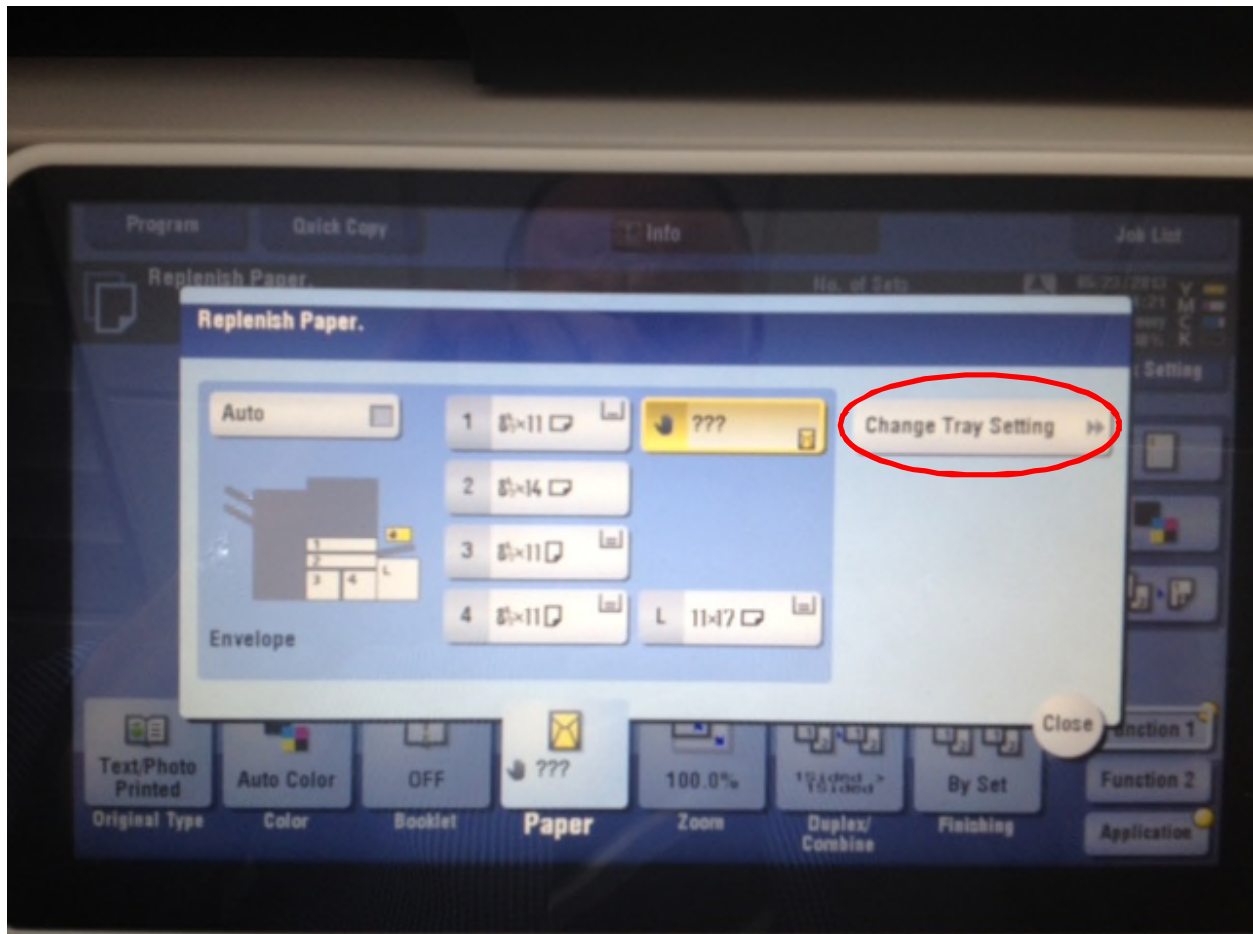
At the MFP, load the envelopes in the bypass tray with the flap up and positioned against the back guide.



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

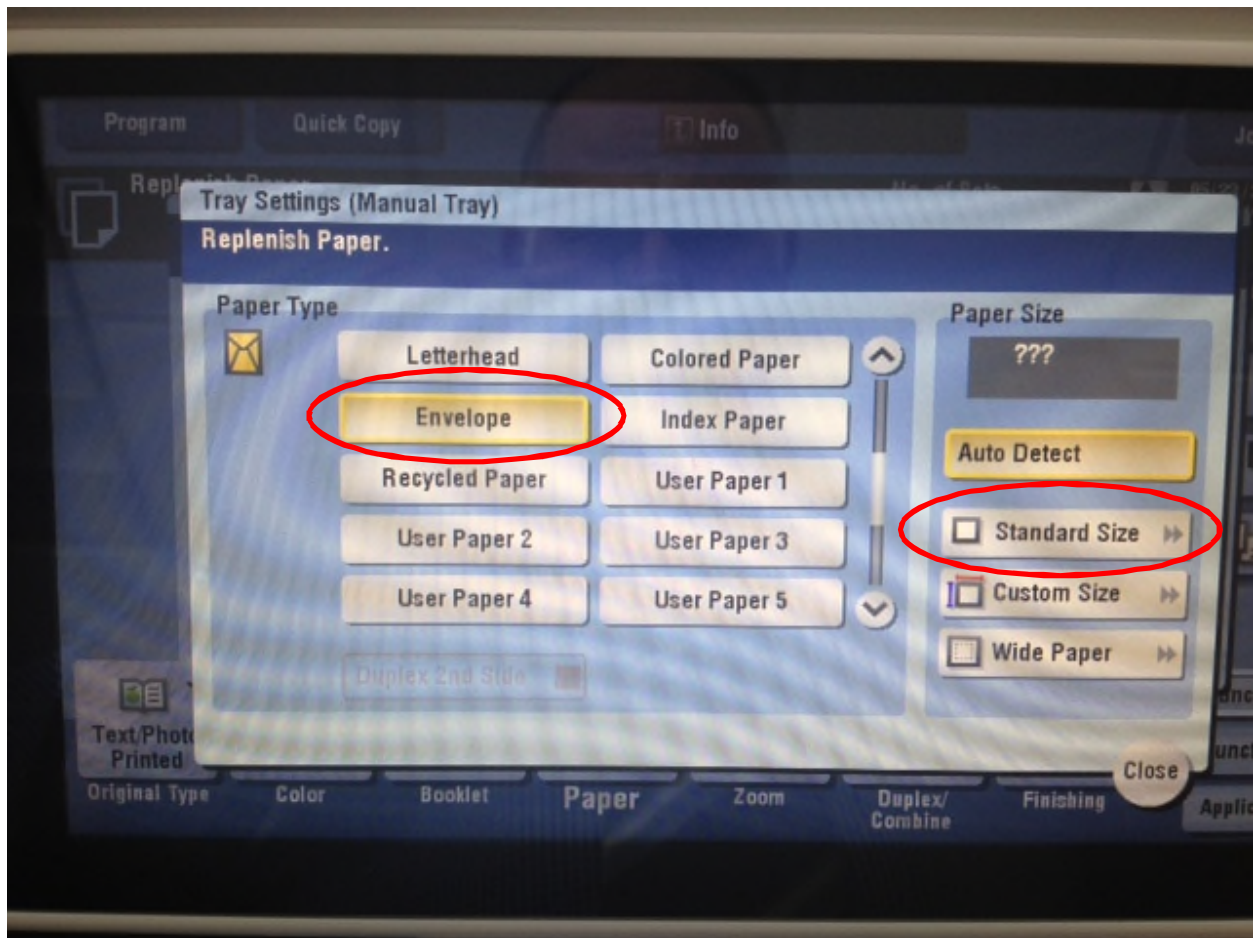


When you touch the “paper” button, the following information is displayed. It is here that we tell the copier the size of the output and the type of paper. We do this by making a change to the tray setting.

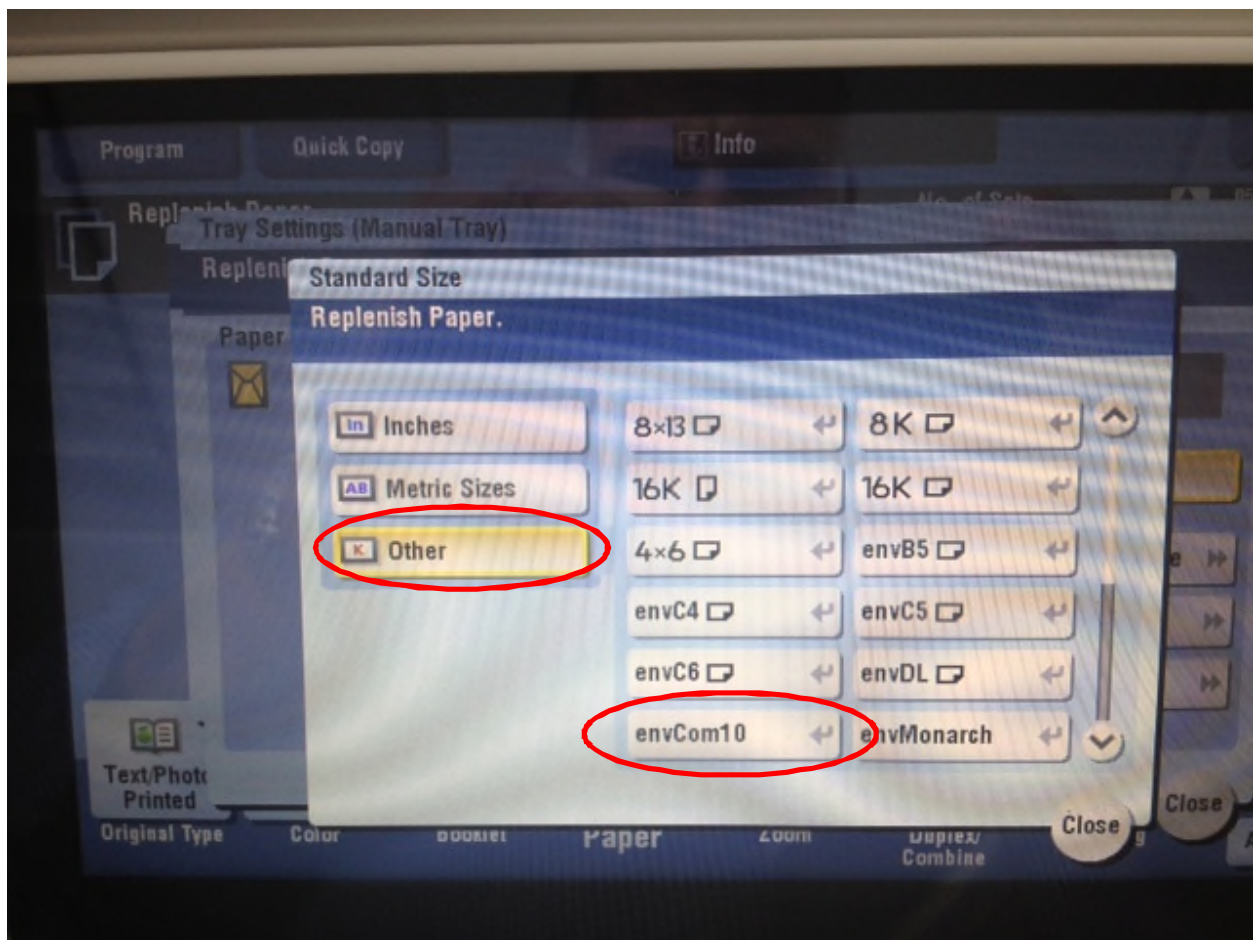




2 things to set on the initial screen, scroll down to set the paper type to envelope. Then choose standard size.

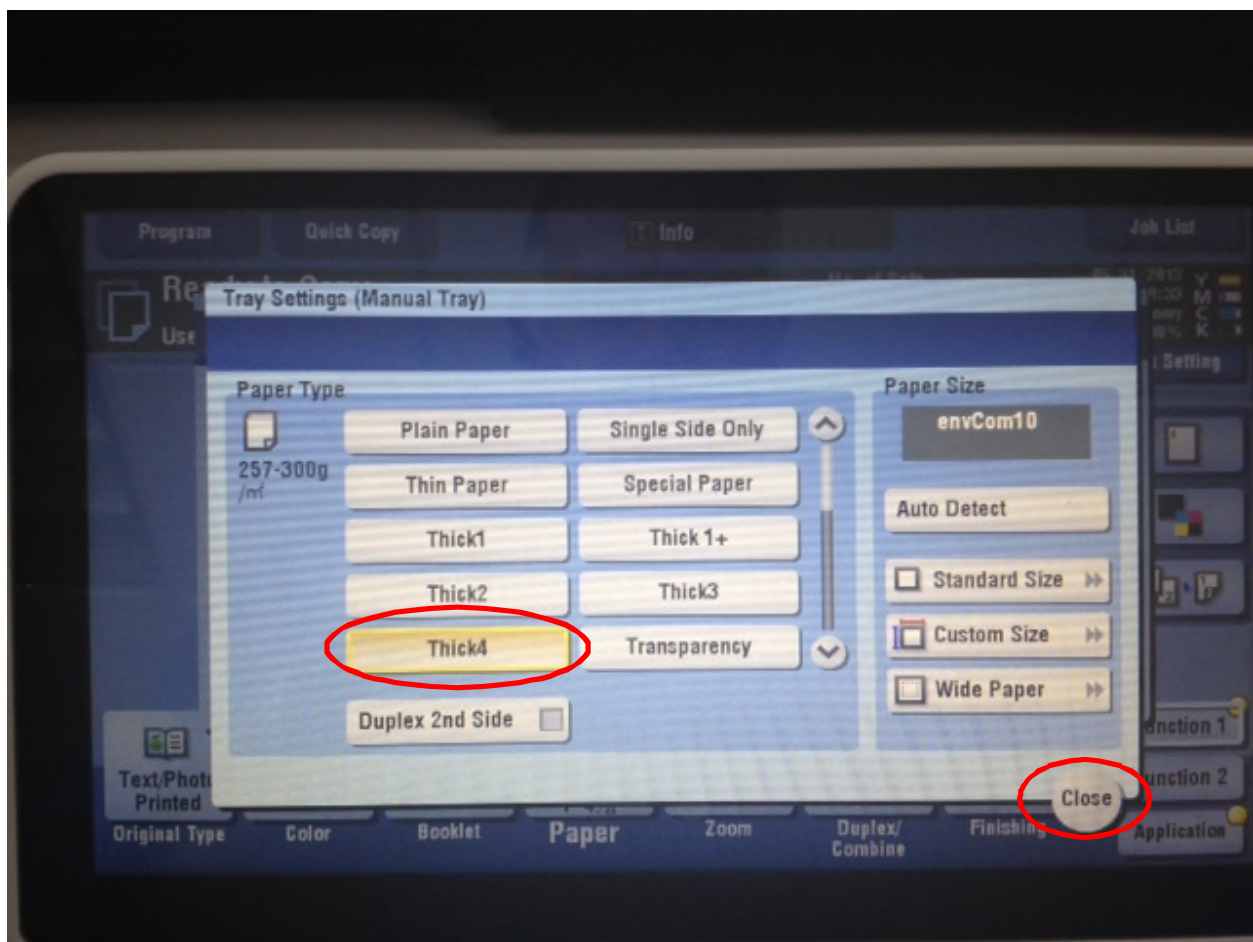


Under standard size, choose “other” on the left hand side of window. Then we want to identify the correct envelope size. In this case it is “envCom10”. Now close this window.

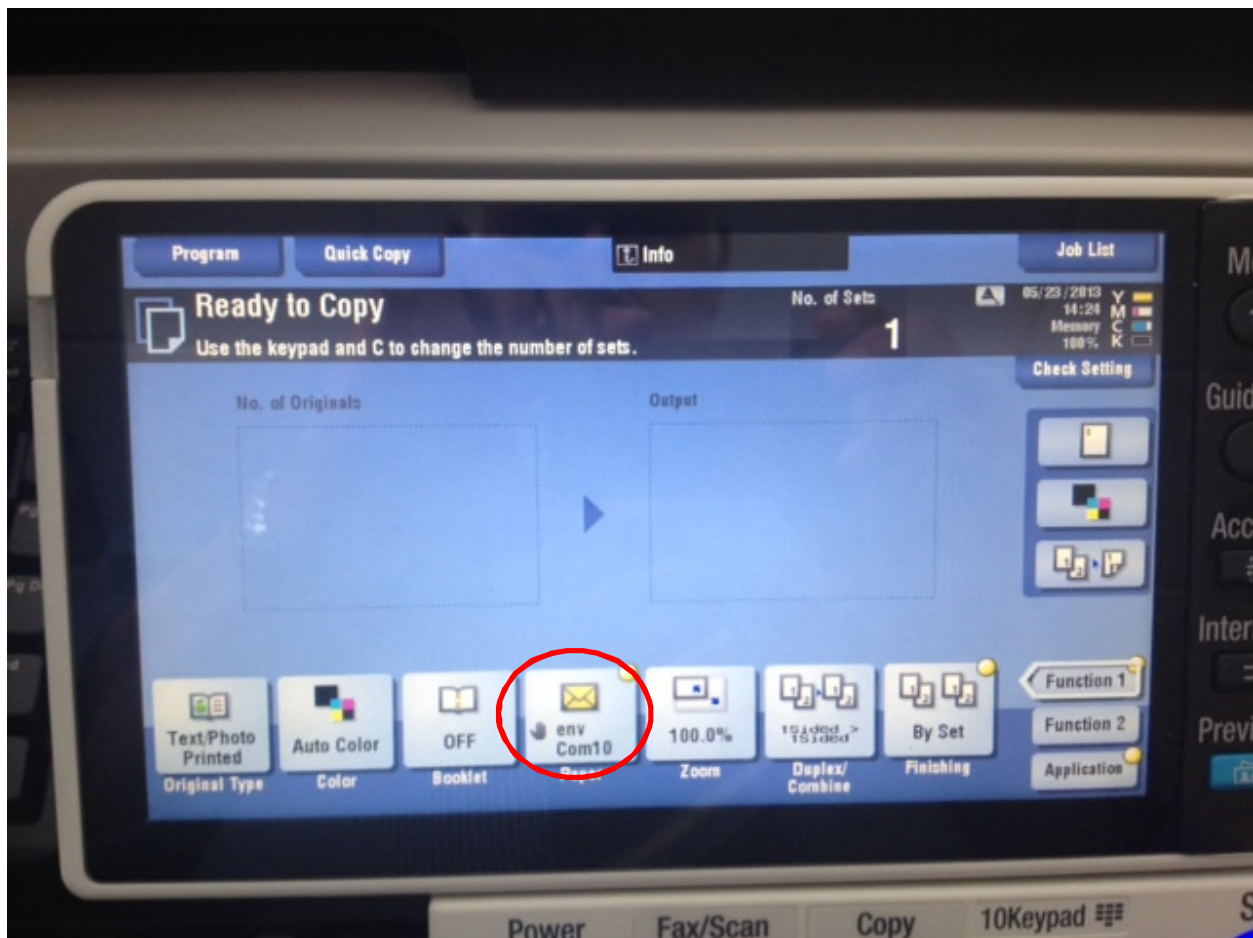




We now have to designate that the paper type to be “Thick 4” This helps to minimize creasing and wrinkles. Once this is set, close the window.



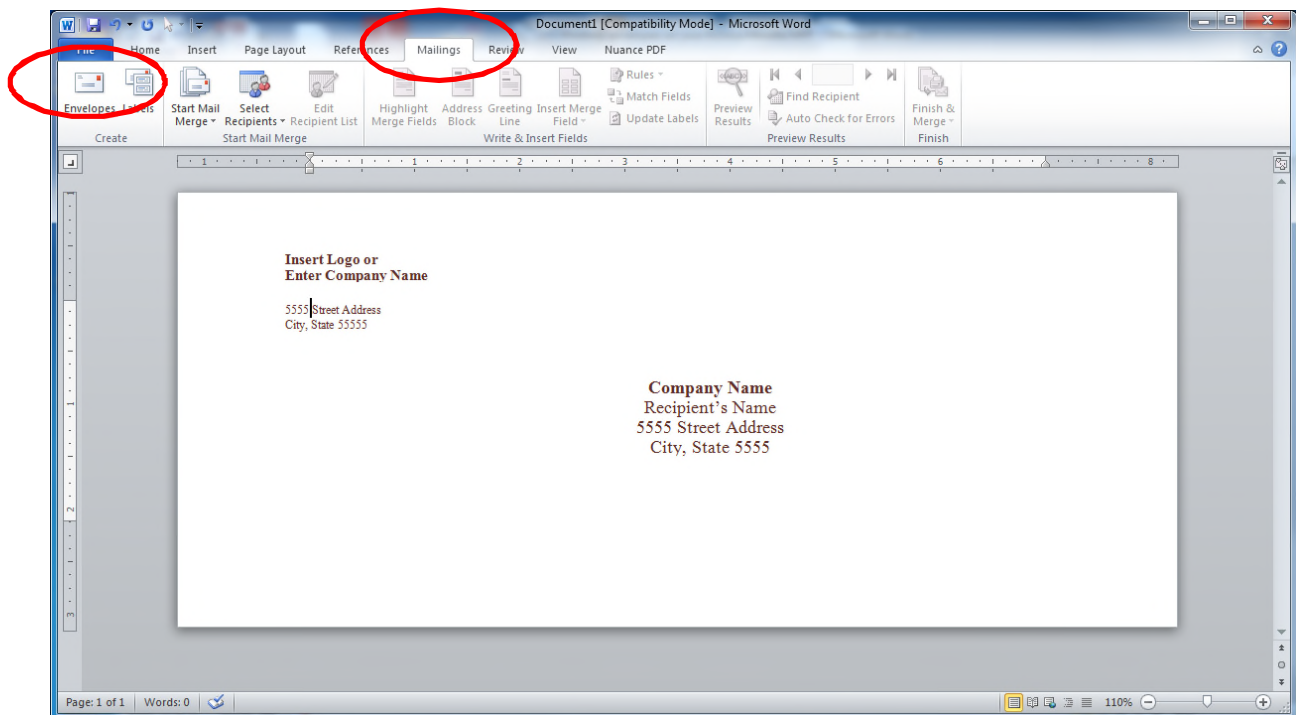
Once you have finished with these settings you should see this in the paper settings.



## Step 6

### 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  
4501 N. Charles St.  
Baltimore, MD

Preview

Feed

When prompted by the printer, insert an envelope in your printer's manual feeder.

Print Add to Document Options... E-postage Properties...

Cancel