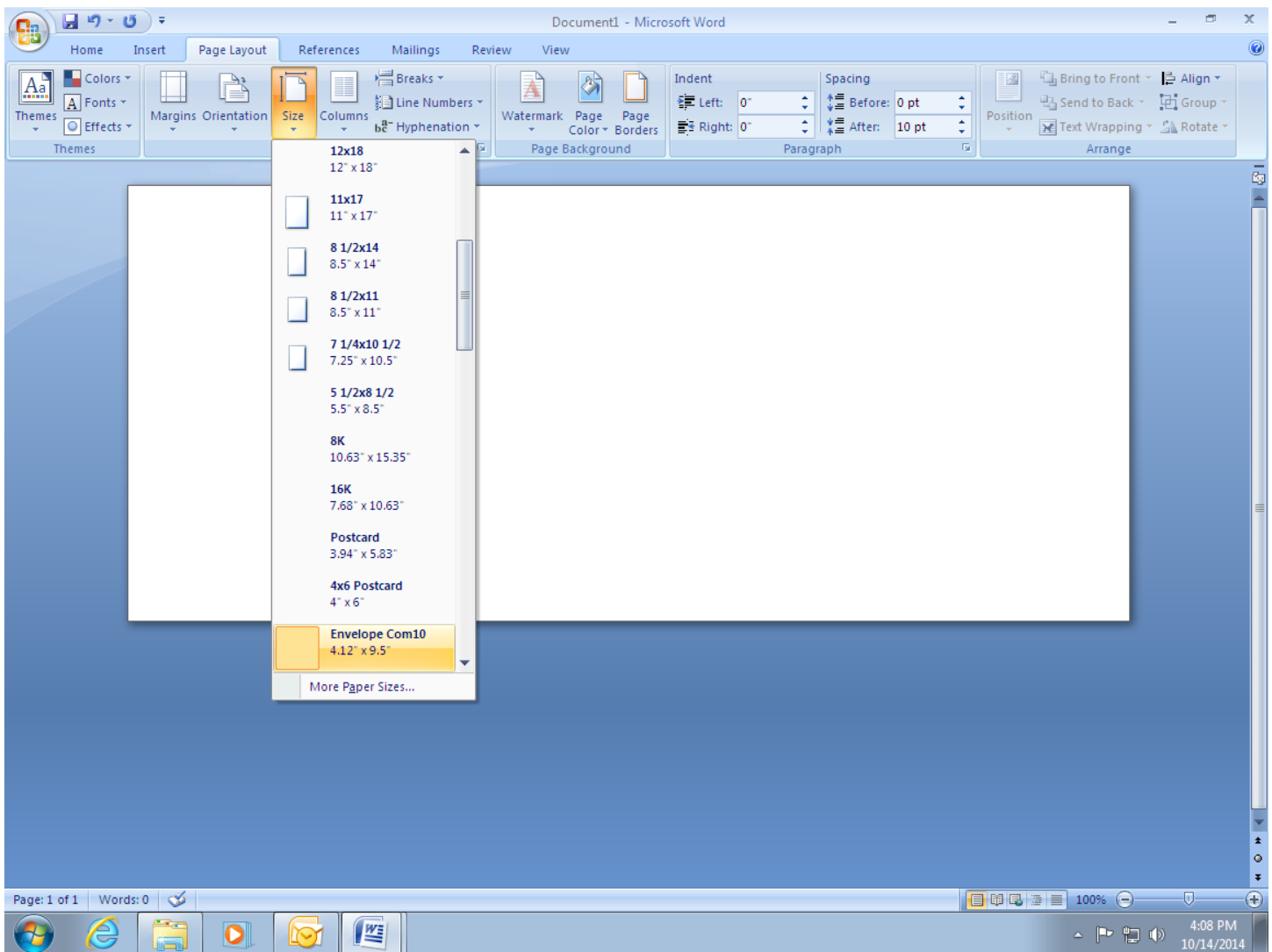


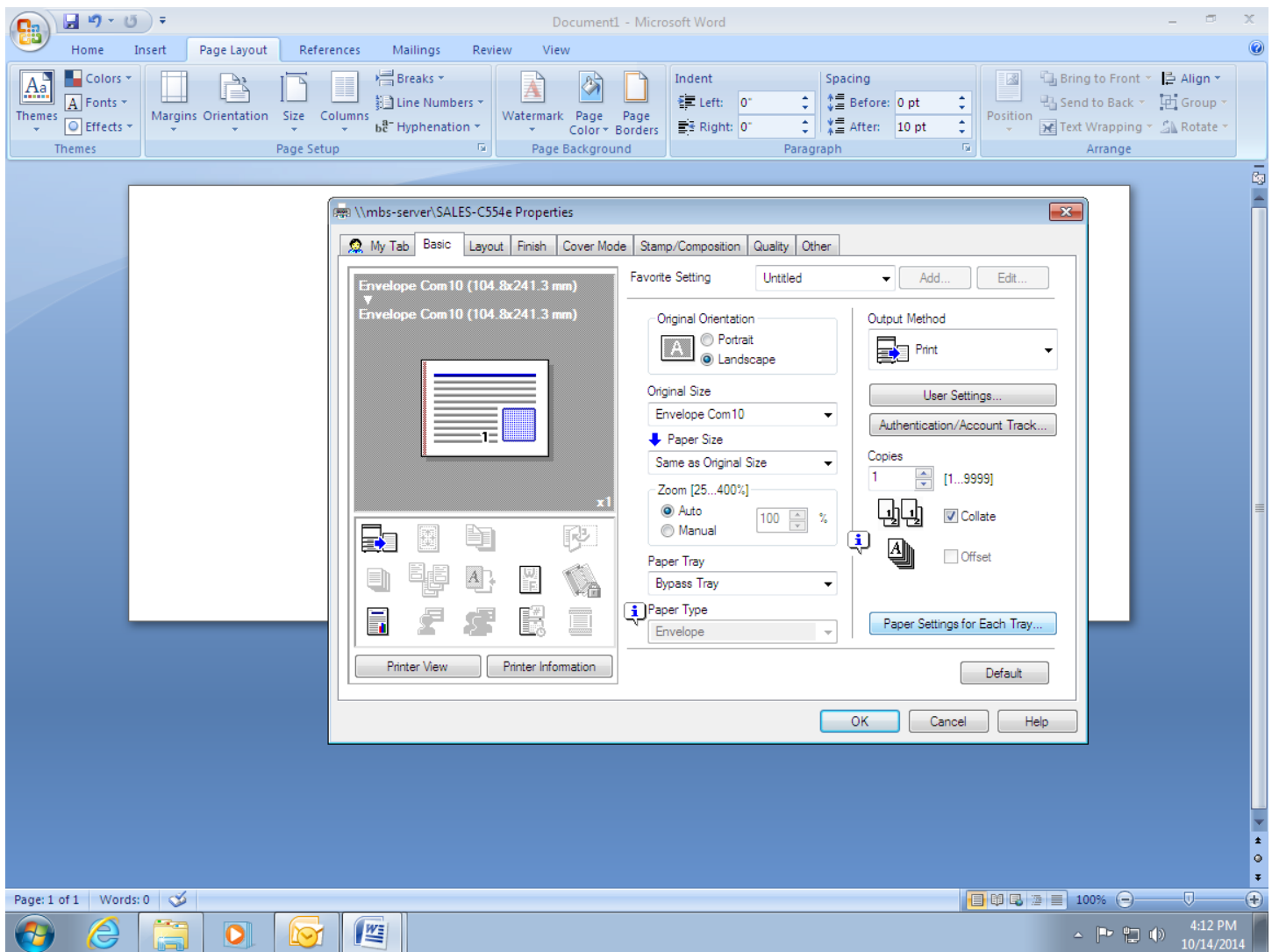
## How to create & print envelopes through Microsoft Word



### Create Envelope

- 1) Open a blank Word document
- 2) Select [Page Layout]
- 3) Select [Orientation]
- 4) Select [Landscape]
- 5) Select [Size]
- 6) Select [Envelope Com10]
- 7) Enter your desired [return mailing address], if needed
- 8) Enter your desired [delivery mailing address]

## How to create & print envelopes through Microsoft Word



## Printing the Envelopes

- 9) Select [File/Print]
- 10) Select [Konica Minolta bizhub MFP] as printer
- 11) Select [Properties]
- 12) Select [Basic]
- 13) Select [Original Size] and scroll down to [Envelope Com10]
- 14) Select [Paper Tray] as [Bypass Tray]
- 15) Select [Paper Settings for Each Tray]
- 16) Select [Paper Type] as [Envelope]
- 17) Select [OK]
- 18) Hold, do NOT print your Envelopes yet



## At the MFP

- 19) Select [Copy] mode
- 20) Load [Bypass Tray] with the envelopes face down  
(The bizhub will only pull envelopes from the Bypass Tray about a dozen at a time)
- 21) The [Bypass Tray Settings] will appear
- 22) Select [Envelope] in menu 2/3 display using down arrow icon
- 23) Select [Standard Size]
- 24) Select [Other]
- 25) Select [envCom10]
- 26) Select [Close]
- 27) Return to your Word document, Select [Print]
- 28) Return to the bizhub MFP to retrieve your printed envelopes