How to create & print envelopes through Microsoft Word

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		12" × 18" 12" × 18" 11" × 17" 8.5" × 14" 8.5" × 14" 8.5" × 11" 7.25" × 10.5" 5.1/2x8 1/2 5.5" × 8.5" 8K 10.63" × 15.35" 16K 7.68" × 10.63" Postcard 3.94" × 5.83" 4x6 Postcard 4" × 6"										
		Envelope Com10 4.12" x 9.5" More P <u>a</u> per Sizes	•									+ t o +
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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]

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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

and They				Paper Size	
3	Letterhead	Colored Paper	12	envCom10	
	Envelope	Index Paper		Auto Detect	
	Recycled Paper	User Paper 1			
	User Paper 2	User Paper 3		Standard Size H	
	User Paper 4	User Paper 5		Custom Size H	
				Wide Paper H	

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