# HOW TO PRINT #10 ENVELOPES FROM WORD 2010 TRAY
# Fiery C60/C70 – Bypass Tray

## Loading the printer

1. Open the Flap and Flatten the envelopes to be used
2. Measure and note the short distance (#10 is usually at 5.8in with the flap open)
3. Load the Envelope long edge feed (LEF), Face-Up in the bypass tray (Tray 5) with the open edge towards the trail edge feeding into the machine.



4. From the Touch Screen, on the Tray 5 screen, select [Change Settings]
5. Under Paper Type, select [Heavyweight 2]
6. Under Paper Size, select [Custom Size]
7. As mentioned in step 2 the short distance is 5.8in and the width is 9.5in. Set the sizes as shown in the sample images below.
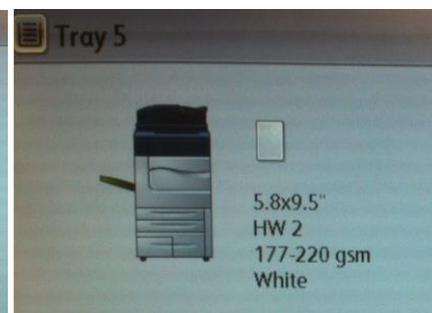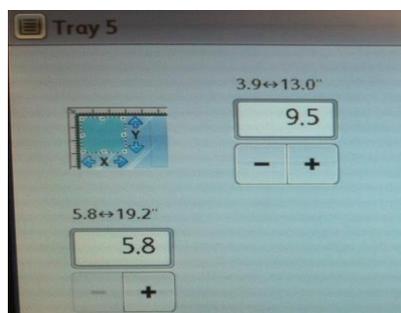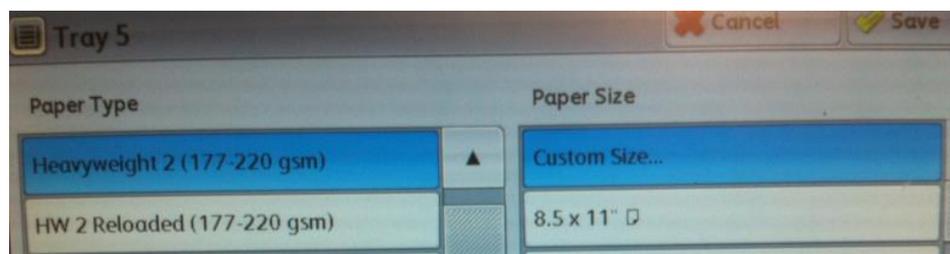




8. Confirm the changes by selecting Save.

## Setting the document in Word

1. Open a Blank Word document
2. Click on [Mailings] and then select [Envelopes]
3. Fill out the Envelope as desired
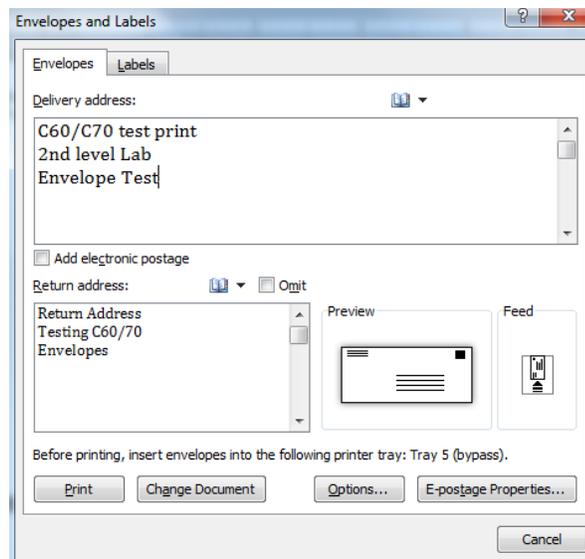


4. Click on [Options] and use the Envelope drop down to select custom size.
5. Set the Width to 9.49in and the Height to 5.83in
   **Note:** The reason for these dimensions is because the fiery detects 2 decimal places while on the printer you can only choose 1. Using Command Workstation shows you the correct dimensions.
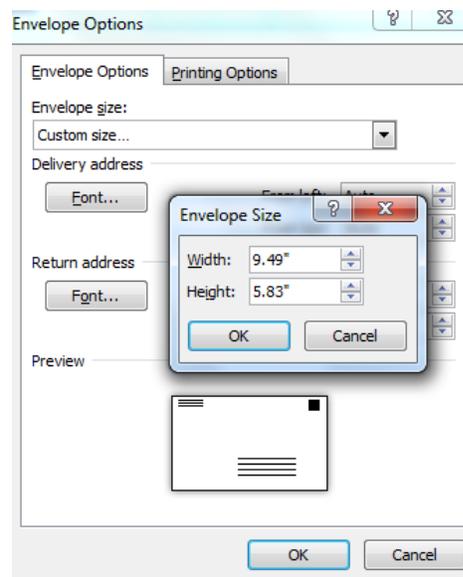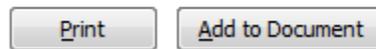


6. Click on the [Printing Options] tab and select the correct Feed Method and Face up, See the image on the next page.
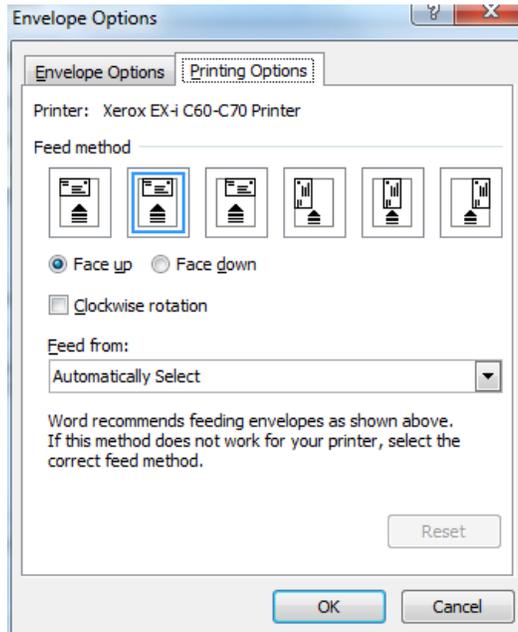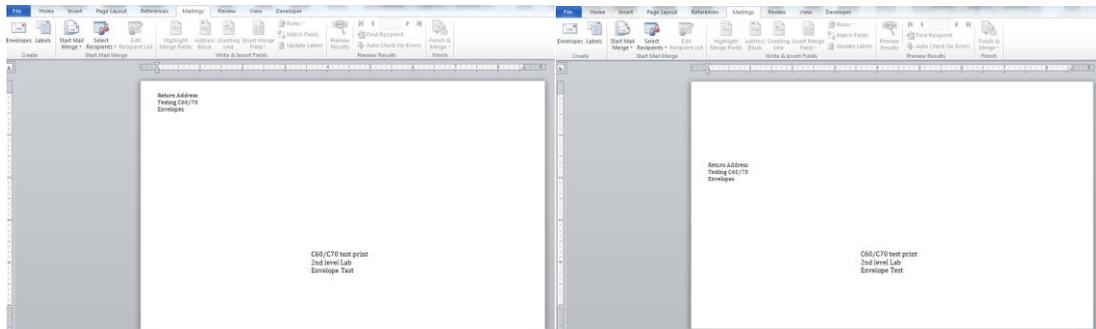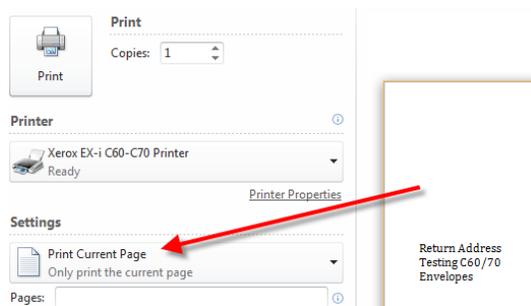
7. Click [OK] and select [Add to Document]



Verify that an envelope is loaded before pri
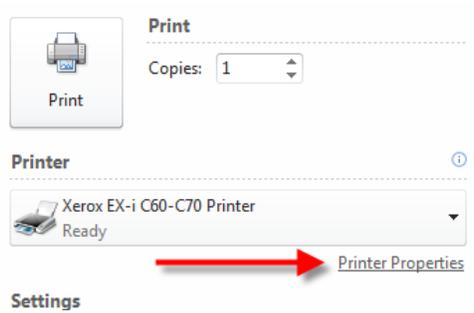
Print        Add to Document

8. To position the return address properly place your cursor in the top left of the address and hit [Enter] on the keyboard 10 times for correct position.



9. Click on File then Print, set the file to print the Current Page



Print

Copies: 1

Print

Printer

Xerox EX-i C60-C70 Printer
Ready

Printer Properties

Settings

Print Current Page
Only print the current page

Pages:

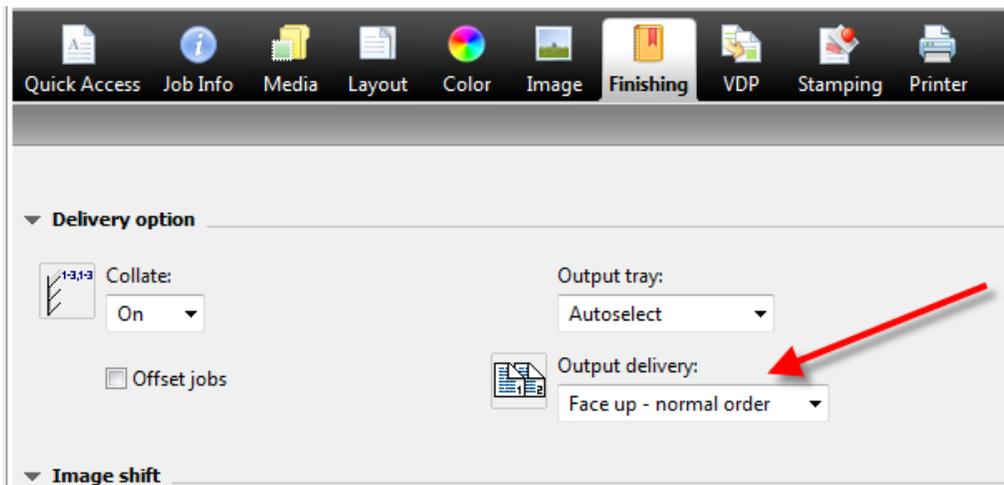Return Address
Testing C60/70
Envelopes

10. Then click on [Printer Properties]



11. On the Quick Access Tab make sure you set your Document Size and Paper Size to Custom
    The Paper Source to tray 5 (Bypass)
    The Media Type to heavyweight 2
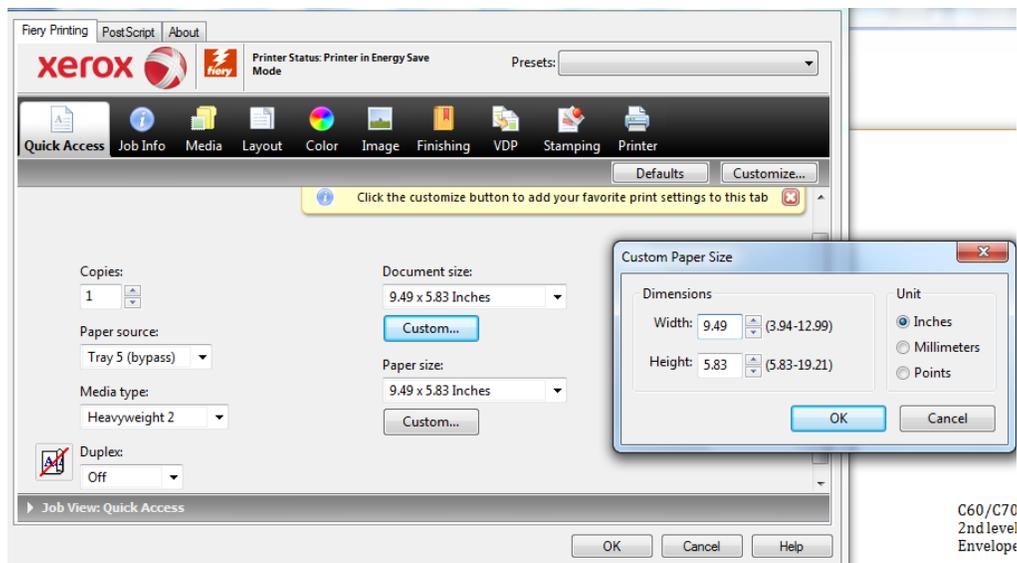


12. Click on the Finishing Tab and set the Output Delivery to Face-Up



13. Print the File.

14. The output received..