HOW TO PRINT #10 ENVELOPES FROM WORD 2010
# Standalone 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.
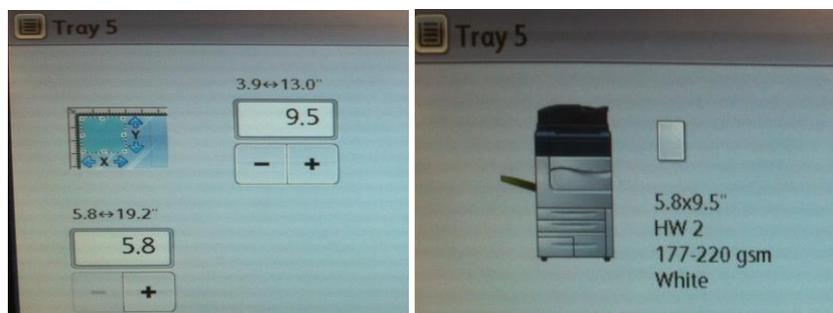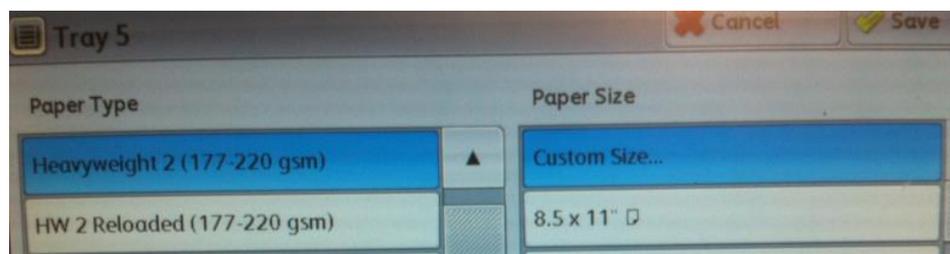
8. Confirm the changes by selecting Save.

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
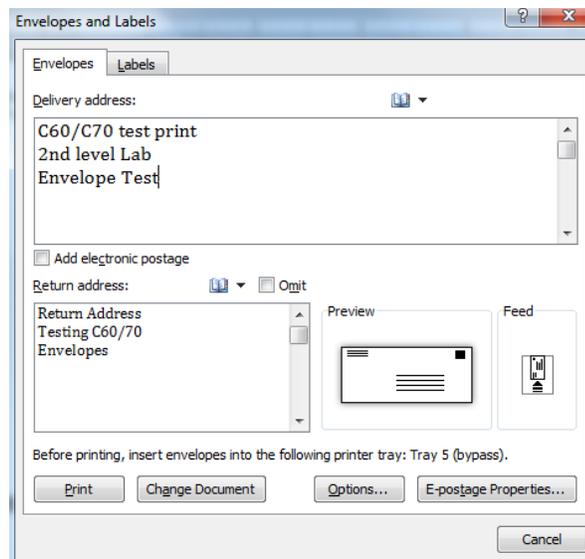
4. Click on [Options] and use the Envelope drop down to select custom size.
5. Set the Width to 9.49in and the Height to 5.83in
   Note: The reason for these dimensions is because the fiery detects 2 decimal places while on the printer you can only choose 1. Using Command Workstation shows you the correct dimensions.
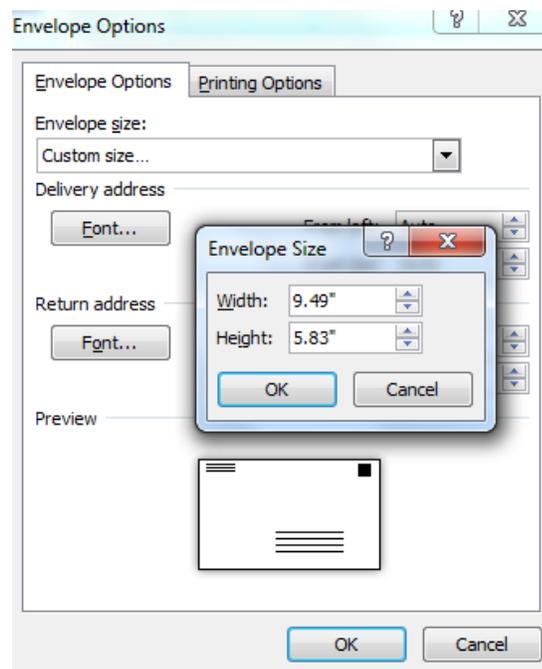
6. Click on the [Printing Options] tab and select the correct Feed Method and Face up, and the feed from to Bypass Tray. See the image below.
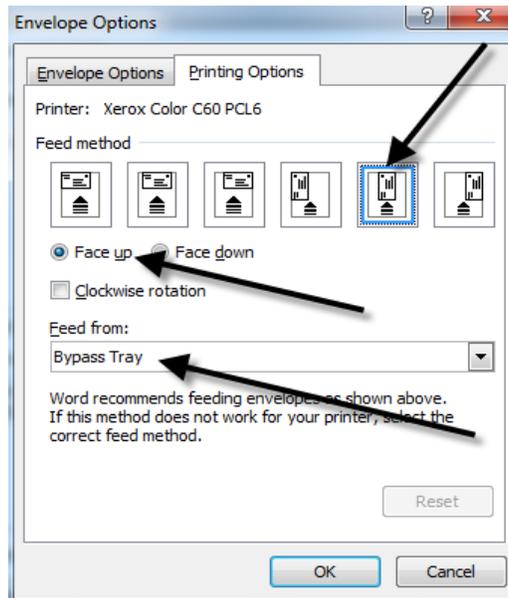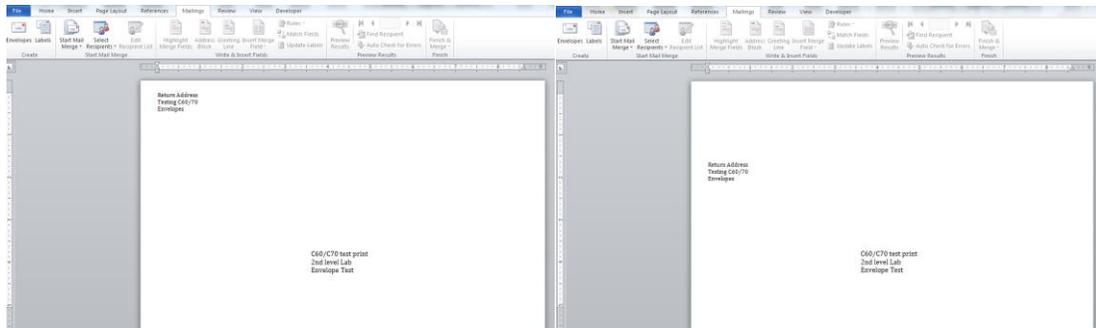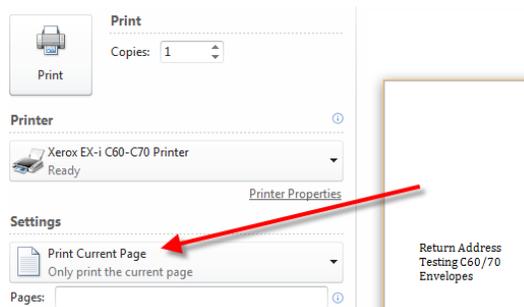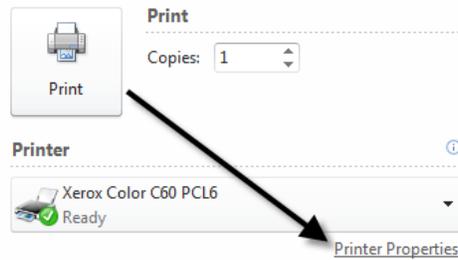

7. Click [OK] and select [Add to Document]

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.
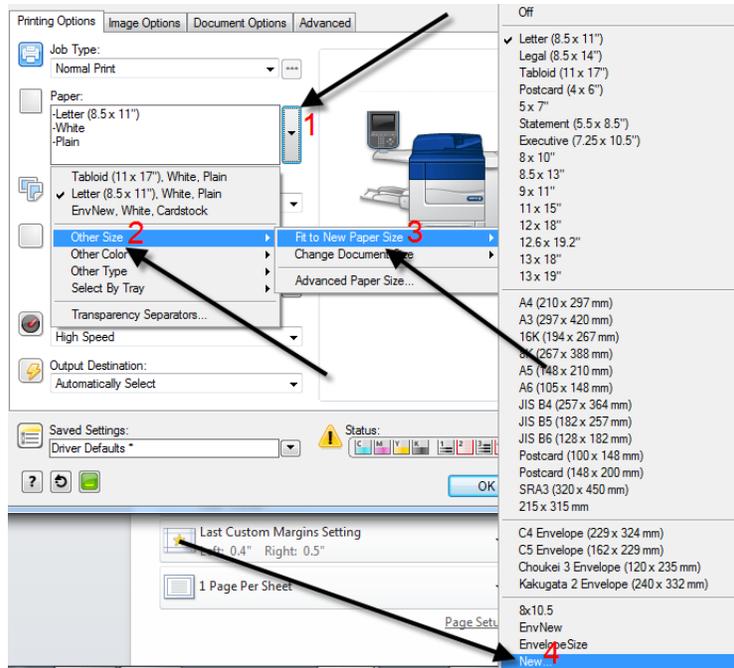

9. Click on File then Print, set the file to print the Current Page
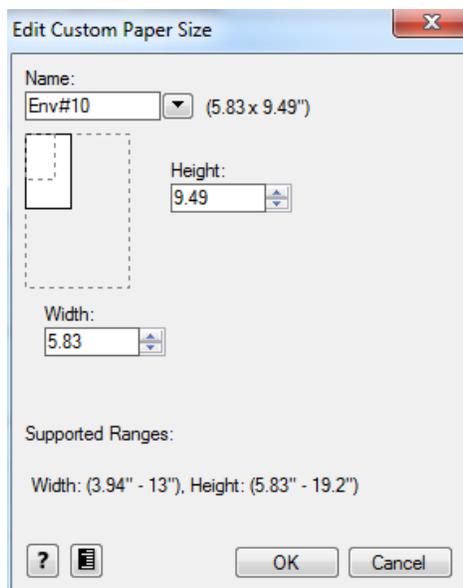
10. Then click on [Printer Properties]

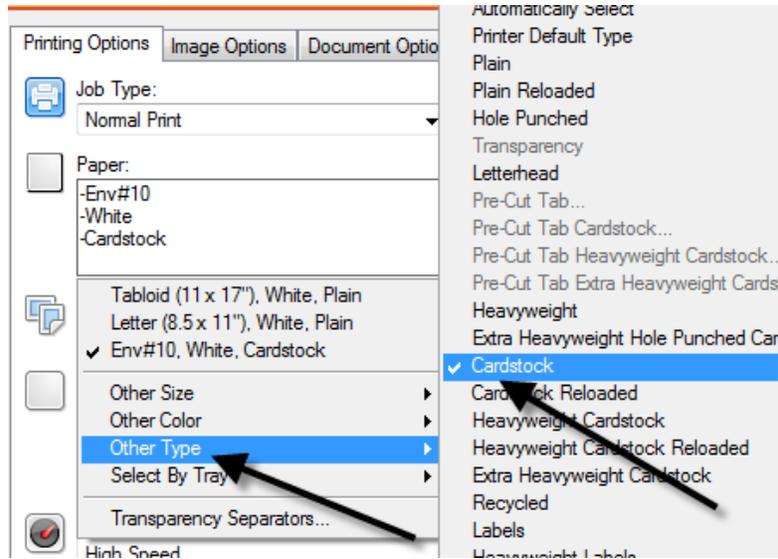11. Use the drop down for Paper, select [Other Size], Fit to New Paper Size, New.

12. Type in a name for the Custom Page Size (Ex. Env#10)
13. Type 9.49in for the Height and 5.83in for the Width. Click OK
    Note: Once this is saved, instead of selecting New just select the Custom Size Name.

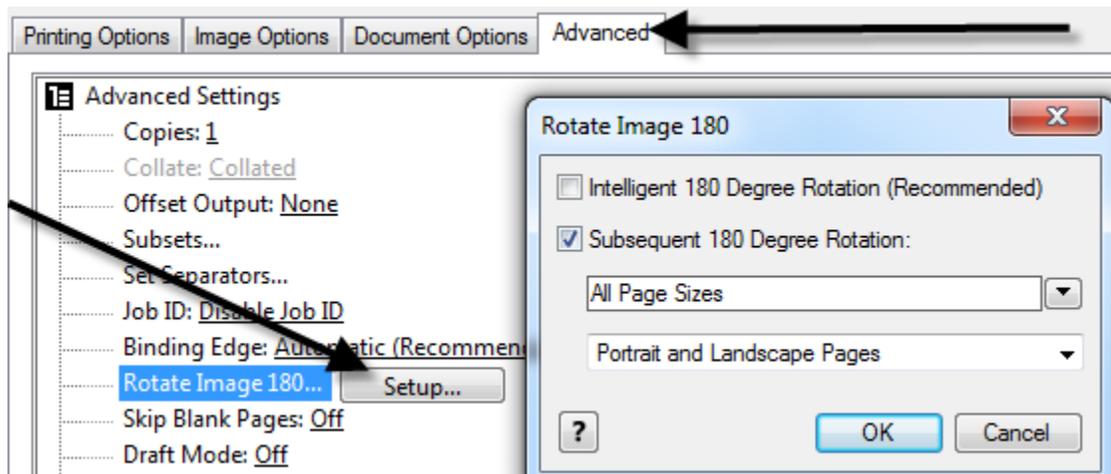14. Use the drop down for Paper, select [Other Type], Cardstock

15. Click on the Advanced Tab
16. Click on Setup for Rotate Image 180…
17. Uncheck the Intelligent 180 Degree, Place a check for Subsequent 180 Degree Rotation
18. Use the drop down and select [All Page Sizes], click OK

19. Click OK to close the print window and Click Print to send the job to the machine.
20. The output received..

Note: A preset can be saved and used for later jobs.