

## How to print onto # 10 envelopes

At the Copier, load up to ten envelopes as shown below

Adobe Reader - [Operators Manual c350.pdf]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Search Select Text

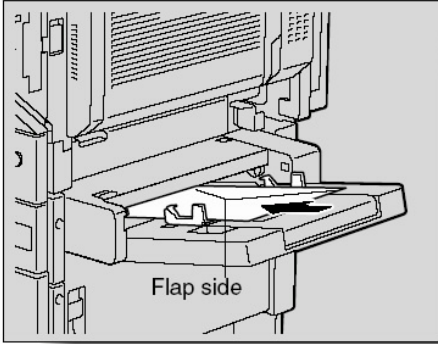
172%

eBooks


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Before

*When loading envelopes, load them with the flap side up, as shown in the illustration. If the envelopes are loaded with the flap side down, a paper misfeed may occur. The flap side of envelopes cannot be printed on.*



Flap side

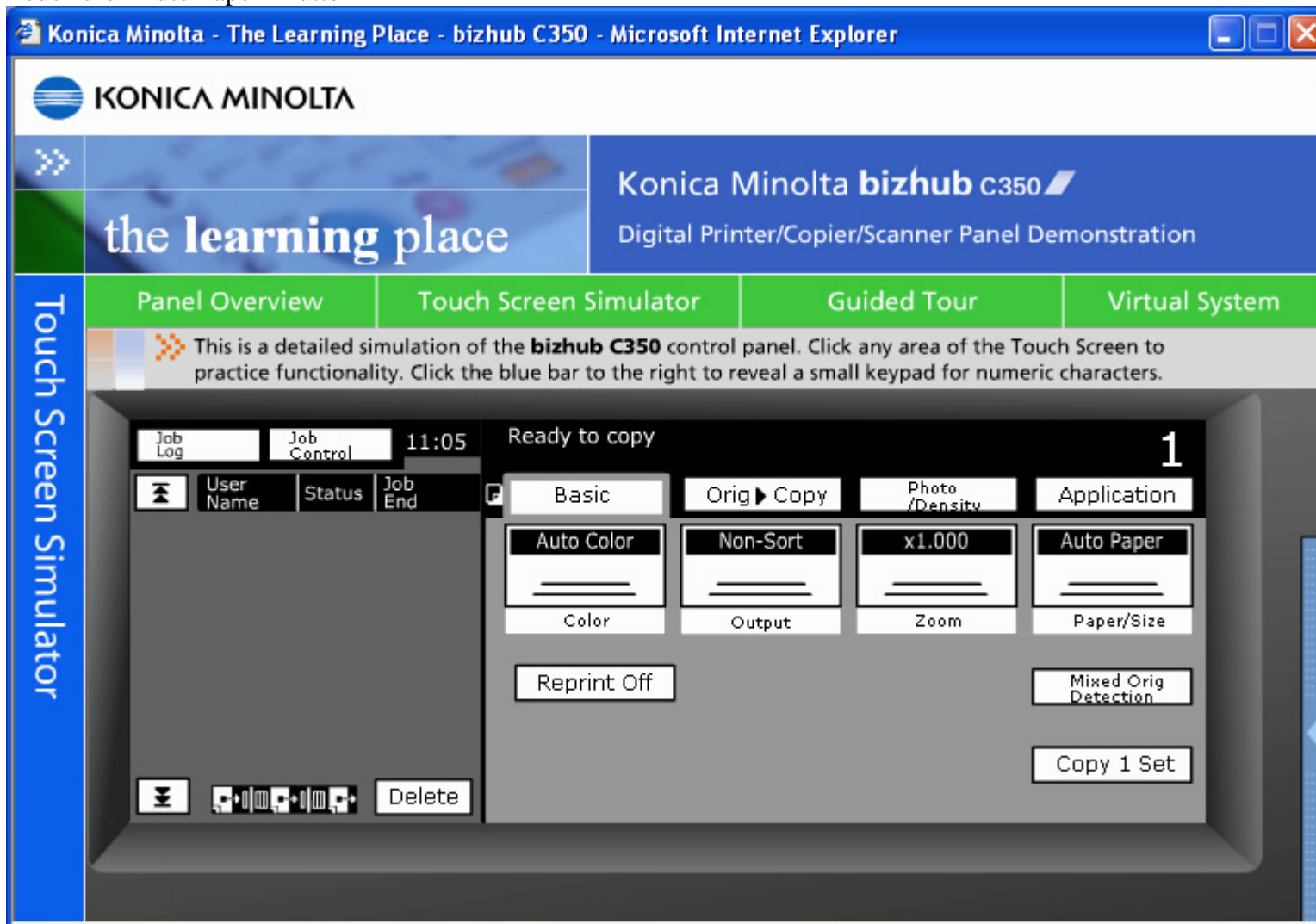


5.82 x 8.28 in

81 of 496

start launcher Internet Explorer Inbox - Microsoft Mail Di2010 seri... TEMP Down... Adobe Rea... 11:20 AM

At the copier, Program Manual Bypass tray for # 10 envelopes (4 1/8" x 9 1/2")  
Touch the "Auto Paper" Button



Touch the Bypass Tray icon

Konica Minolta - The Learning Place - bizhub C350 - Microsoft Internet Explorer

KONICA MINOLTA

the learning place

Konica Minolta **bizhub c350**  
Digital Printer/Copier/Scanner Panel Demonstration

Panel Overview Touch Screen Simulator Guided Tour Virtual System

This is a detailed simulation of the **bizhub C350** control panel. Click any area of the Touch Screen to practice functionality. Click the blue bar to the right to reveal a small keypad for numeric characters.

Job Log Job Control 11:06 Ready to copy 1

User Name Status Job End

Basic Orig Copy Photo/Density Application

Auto Color Non-Sort x1.000 Letter

Auto Paper Select 1 Letter Size Change

2 11x17

3 Letter

4 Letter

Bypass Letter Bypass Reserve

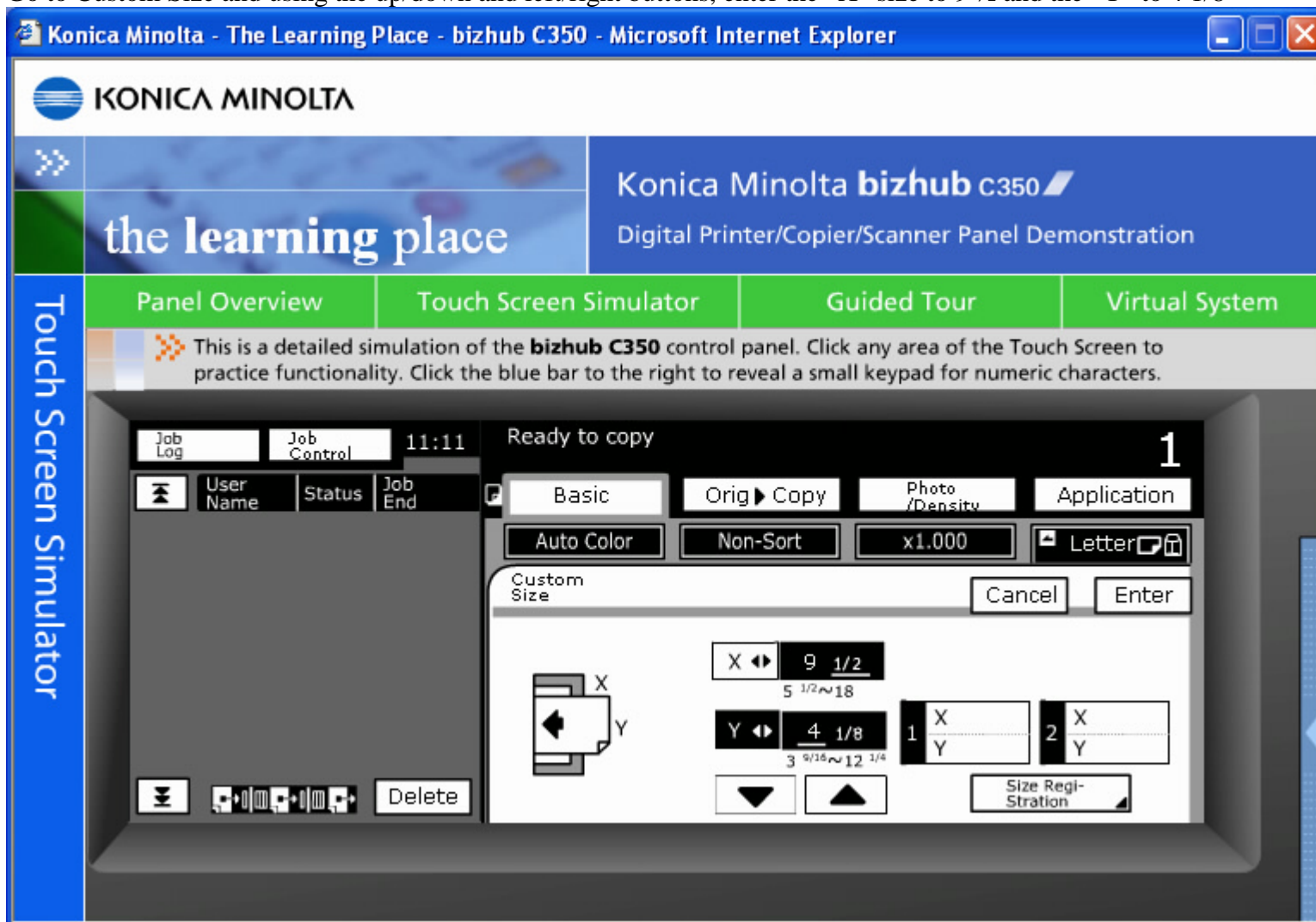
Delete

Touch Screen Simulator

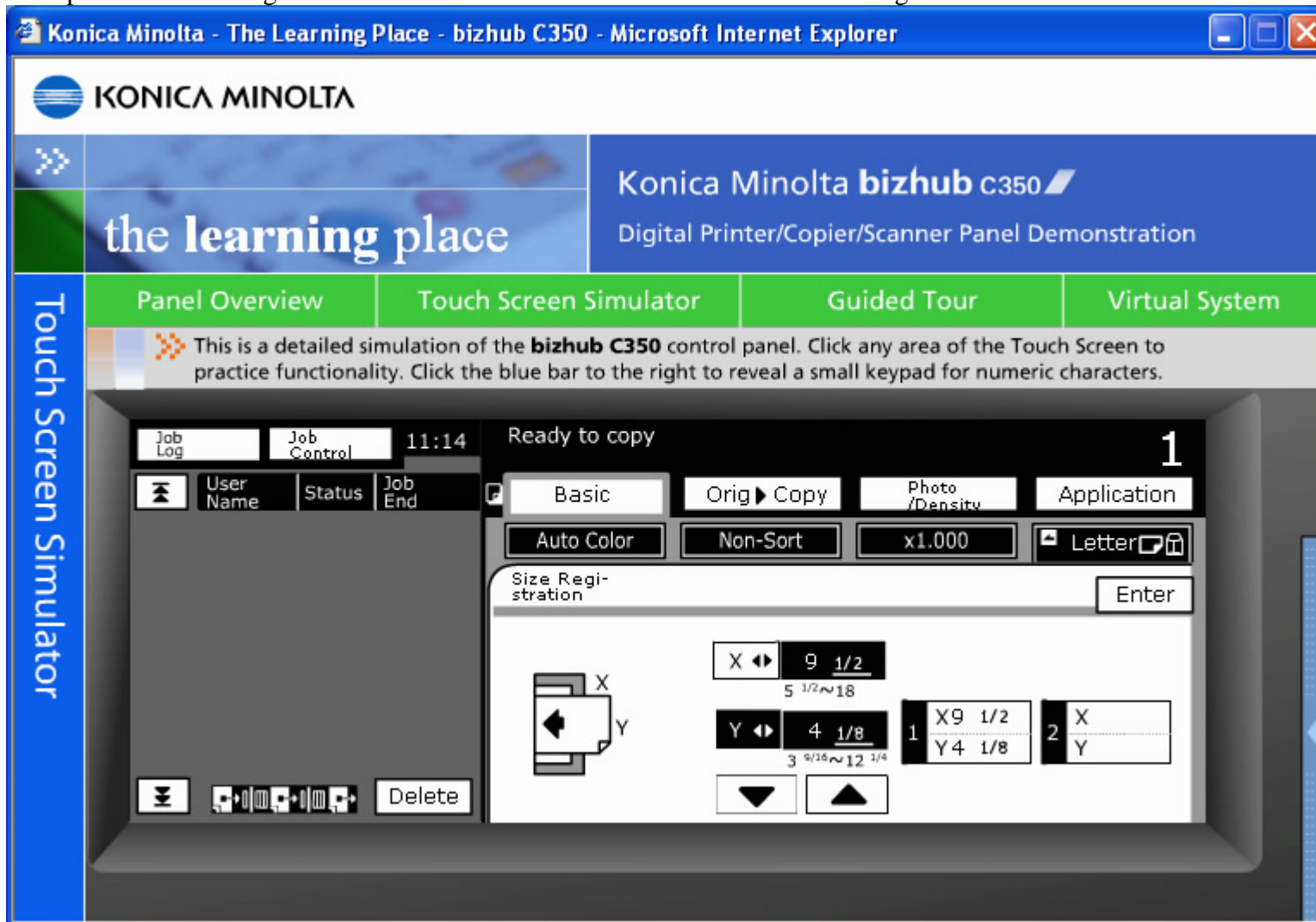
Set the paper Type to "Envelope"

The screenshot shows a web browser window titled "Konica Minolta - The Learning Place - bizhub C350 - Microsoft Internet Explorer". The page features the Konica Minolta logo and the text "the learning place" and "Konica Minolta bizhub c350 Digital Printer/Copier/Scanner Panel Demonstration". A navigation bar includes "Panel Overview", "Touch Screen Simulator", "Guided Tour", and "Virtual System". A message states: "This is a detailed simulation of the bizhub C350 control panel. Click any area of the Touch Screen to practice functionality. Click the blue bar to the right to reveal a small keypad for numeric characters." The main simulation area displays a control panel with a status bar at the top showing "Job Log", "Job Control", "11:09", "Ready to copy", and a job number "1". Below the status bar are buttons for "Basic", "Orig Copy", "Photo/Density", and "Application". Further down are "Auto Color", "Non-Sort", "x1.000", and "Letter" (with a lock icon). A "Paper Type" selection menu is open, showing an envelope icon and buttons for "Normal", "Thick1", "OHP", "Thick2", "Envelope" (highlighted), "Thick3", and "2nd-Side". An "Enter" button is located to the right of the "Paper Type" label. On the left side of the simulation, there is a vertical blue bar labeled "Touch Screen Simulator" and a "Delete" button at the bottom.

Go to Custom Size and using the up/down and left/right buttons, enter the “X” size to 9 1/2 and the “Y” to 4 1/8



Next push the “Size Registration” button and then the 1 XY box to store Size Registration



Press Enter

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Job Log Job Control 11:15 Ready to copy 1

User Name Status Job End

Basic Orig Copy Photo/Density Application

Auto Color Non-Sort x1.000 X 9 1/2 Y 4 1/8

Paper Input Size Cancel Enter

11x17 Letter 5 1/2 x 8 FLS. Paper Type Envelope

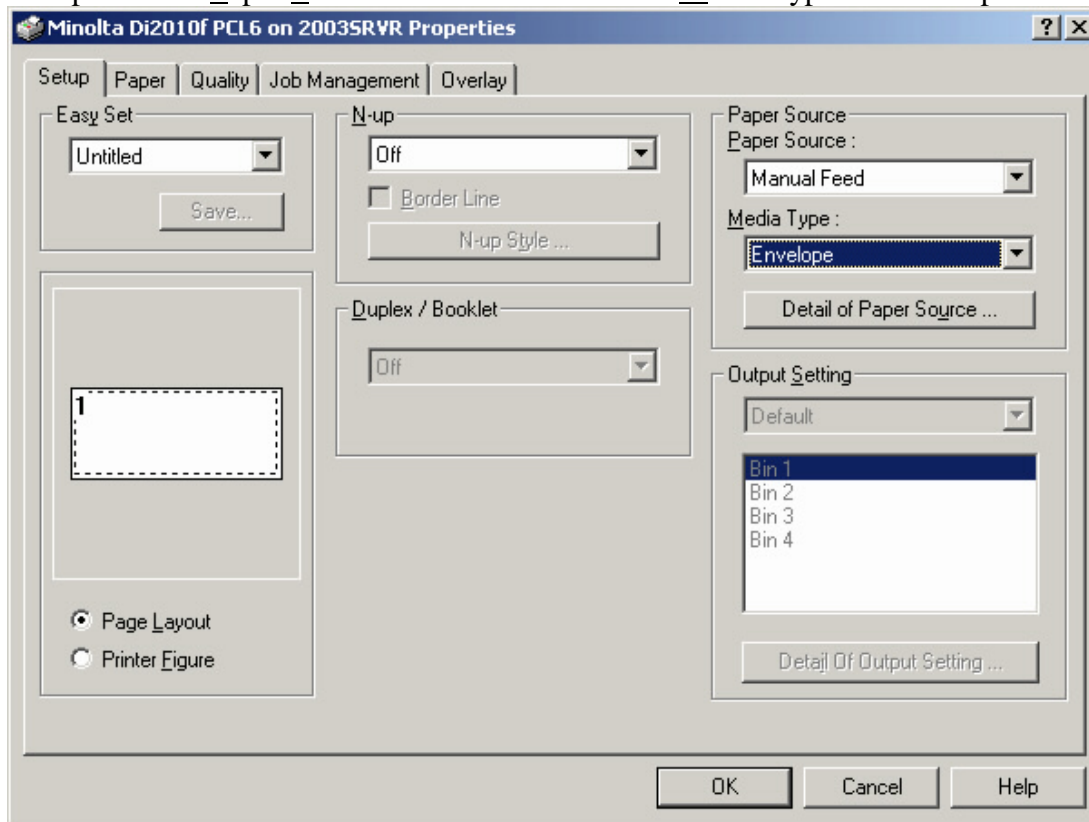
11x14 Letter Exe. 12x18 Custom Size

Legal 5 1/2 x 8 Exe. 4x6 Other Sizes

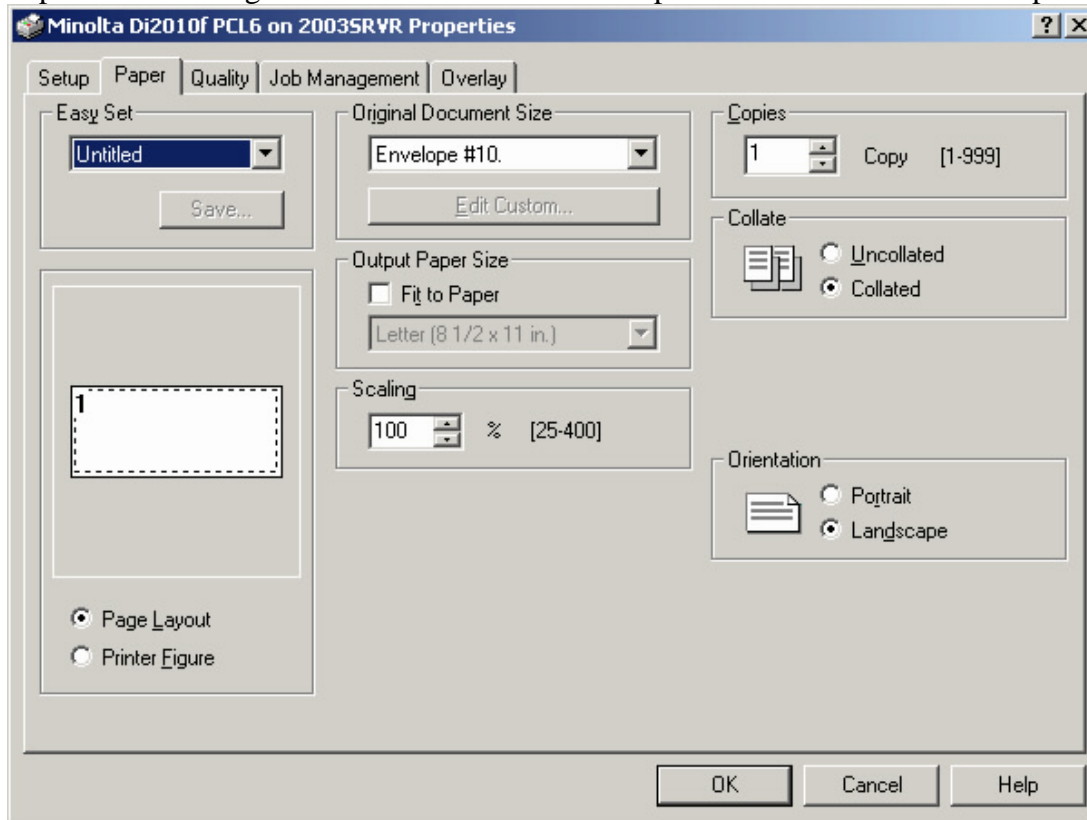
Delete

Touch Screen Simulator

From computer application – File>Print>chose proper print driver>Properties  
Set up tab – set Paper Source to “Manual Feed” and Media Type to “Envelope”

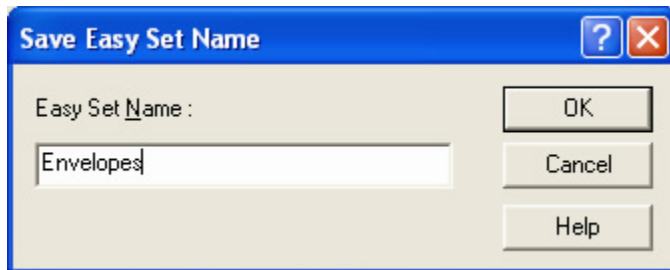


Paper tab – set Original Document size to “Envelope #10” then click “OK” and print

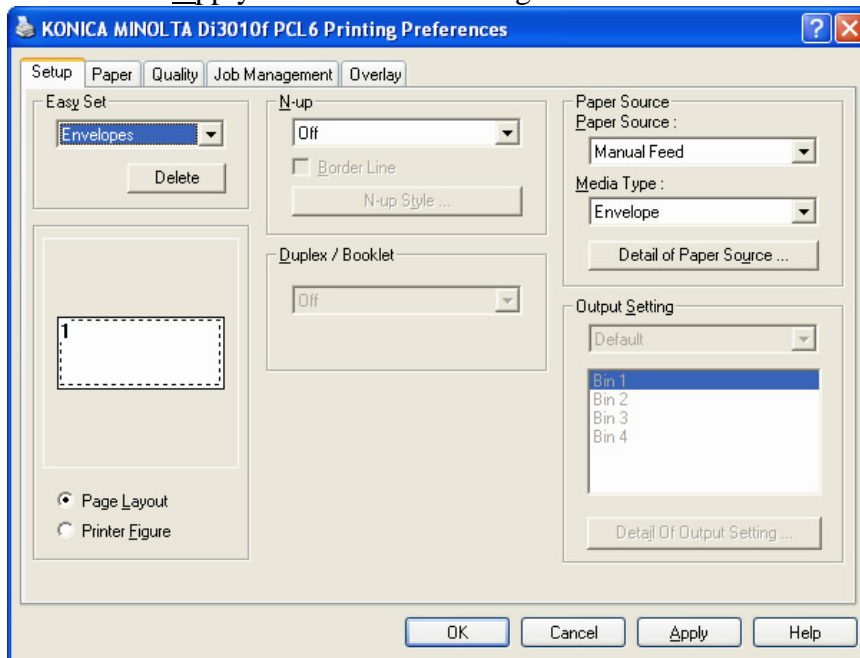


**NOTE: After setting up the print driver to run envelopes, you can save these settings under “Easy Set” to be recalled when needed**

Under “Easy Set” click “Save...”



Give this Easy Set an appropriate name such as “Envelopes”  
Then Click “Apply” to save these settings



Now when envelopes need to be printed, use the drop down choice in Easy Set. Other print jobs can be set up as well.