

Xerox® Versant® 3100 Press

Quick Reference for Printing Envelopes

The following envelopes are supported:

Envelope	Size	Feed Direction
Monarch	3.875 x 7.5 inches	Short Edge Feed (SEF)
#10	4.125 x 9.5 inches	Short Edge Feed (SEF)
C4	229 x 324 mm	Short Edge Feed (SEF) or Long Edge Feed (LEF)
C5	162 x 229 mm	Short Edge Feed (SEF) or Long Edge Feed (LEF)
Other	Various	Envelope feeding is determined by tray limits and envelope specifications

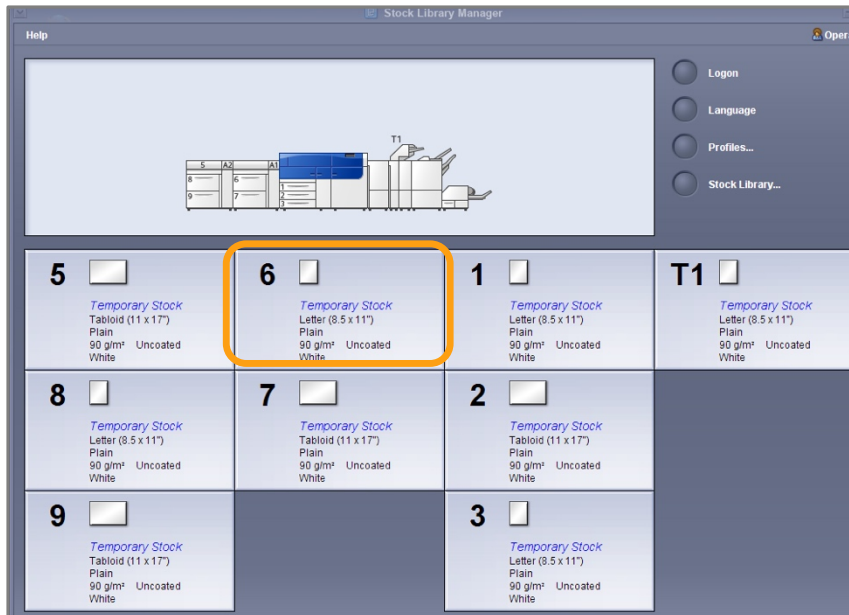
- Other size envelopes can be used, but performance is not guaranteed.
- When printing envelopes, you have two options; feeding from the Multi-Sheet Inserter or feeding from one of the Advanced High Capacity Feeder trays using the provided bracket or the Envelope Support Kit.
- Because envelopes are thicker on the side that has the flap, the stack can be tilted when you load too many. Only load the amount of envelopes that maintains a level stack.
- If you intend to run a high volume of envelopes, you should use the optional Envelope Support Kit.
- Always load envelopes with the flap closed and facing down and never load the envelopes with the flap at the trail edge. Do not use padded envelopes.
- Store unused envelopes in their original packaging to avoid the excess moisture or dryness which can affect print quality and cause wrinkling. Excessive moisture can cause the envelopes to seal before or during printing. Some wrinkling or embossing may occur when printing on envelopes. Successful envelope printing depends on the quality and construction of the envelopes. Try another envelope brand if problems occur.

To print envelopes:

1. **Load the envelopes** in either the MSI or in one of the trays of the Advanced High Capacity Feeder. If you use the Advanced High Capacity Feeder, you must install either the standard Post Card Bracket or the optional Envelope Support Kit. (See instructions below.)
 - Load envelopes with the **flaps closed** and **facing down**.
 - Load only the quantity of envelopes that maintains a **level stack**.
 - When loading for Short Edge Feed, place the flaps facing either the front or back of the press depending on your file orientation. Flaps should face the front of the press for images that are right side up, or when using the Envelope Support Kit.
 - When loading for Long Edge Feed, place the flaps facing the lead edge.
 - When using the Post Card Bracket, only load envelopes SEF.



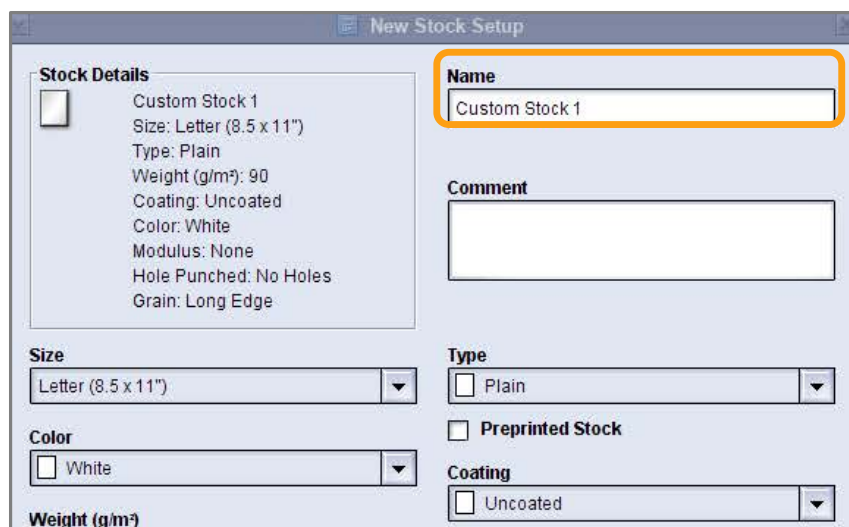
2. Open the Stock Library Manager, and select the tray where you loaded the envelopes.



3. On the Tray Stock Properties window, click **Create New Stock**.



4. Enter a **Name** for the media, or accept the default name entered by the system.



5. For Size, select **Custom**. It is at the bottom of the drop-down menu.

6. Enter the **Width** and **Height** for the envelopes. Note that the width is measured from the lead edge to the trail edge of the envelope. For Short Edge Feed you should enter the long dimension of the envelope for the **Width**. For Long Edge Feed enter the short dimension of the envelope for the **Width**

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The image shows a 'Custom Stock Size Setup' dialog box. The 'Weight (g/m²)' field is highlighted with an orange rectangle and contains the value '90'. Below this field, the range '52 - 350(g/m²)' is displayed. To the left of the weight field is a 'Color' dropdown menu set to 'White'. To the right, there are several other options: 'Preprinted Stock' (unchecked checkbox), 'Coating' (dropdown menu set to 'Uncoated'), 'Modulus' (radio button selected for 'None'), and 'Hole Punched' (dropdown menu set to 'No Holes'). At the bottom left, there are radio buttons for 'Long Edge' and 'Short Edge'.

9. Click **OK** to exit the Custom Stock Size Setup window.
10. Enter the **Weight** of the envelopes. If you don't know the weight, enter two times (2x) the paper weight used for the envelopes. If unsure of that weight, enter a heavy weight such as 220 gsm.
11. Click **OK** to exit the New Stock Setup window.
12. Click **OK** to exit the Tray Stock Properties window.
13. Minimize the Stock Library Manager.
14. Submit the job to the print server's Hold queue.
15. Double-click the job being held to open its **Properties**.
16. Make job settings on the print server.

For a Fiery Server:

- a) Submit the job to the print server's Hold queue.
- b) Double-click the job being held to open its **Properties**.
- c) On the *Media* tab, select the envelope stock that you loaded.
- d) On the *Finishing* tab, for *Output*, select the **Top tray** of either the High Capacity Stacker or the Production Ready Finisher. No other output trays should be used.
- e) On the *Finishing* tab, for *Output delivery* select **face up- normal order**.
- f) Set any other job properties requires such as the Simplex printing (Duplex = Off) and number of Copies.

For FreeFlow Print Server:

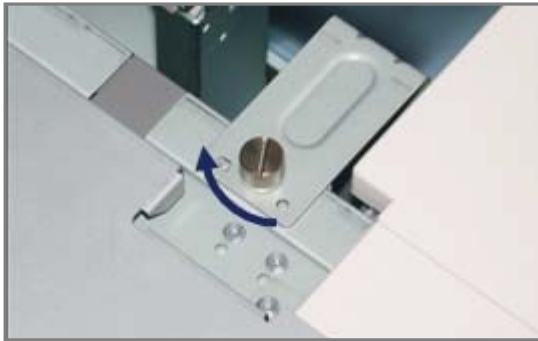
- a) On the Stock tab, for Name, select **Loaded Stocks > [your envelope stock]**.
- b) On the Output tab, select the **Stapling/Finishing** button.
- c) For Output Location, select **Top Tray**.
- d) For Output Delivery, select **Face Up**.
- e) Set any other job properties requires such as the Simplex printing and the Quantity.
- f) Click **OK**.

17. Release the job to print.

To install the Bracket for the Advanced High Capacity Feeder Tray

Every Versant press comes with a Bracket stored on the side of the Advanced High Capacity Feeder Tray. This bracket helps center and guide the envelopes as they are fed from the tray.

1. Open the top tray of the Feeder, open the paper guides to the largest position and remove any paper.
2. Remove the Bracket from its storage position on the inside the tray's front cover. It is located behind the front edge of the drawer on the lower left. Look for a thumb screw, and remove the bracket by loosening the screw.
3. Install the Bracket so that it sits on the locating pins on the upper frame and in the grooves at the bottom of the tray.
4. Tighten the thumb screw so that it locks the bracket in place.



5. Load the envelopes and adjust the paper guides against the edges.
6. Close the paper tray and set the stock properties at the Stock Library.
7. After printing with the Bracket, remove it and place it back into its storage location.

Using the Optional Envelope Support Kit

The Envelope Support Kit (497K17190) for the Advanced High Capacity Feeder enables a greater quantity of envelopes to be loaded and printed from the feeder. This optional kit consists of two plastic pieces that fit into the bottom of the tray and a bracket that attaches to the side of the tray. The plastic pieces lift one side of the stack of envelopes to offset the extra thickness of the flaps. This keeps the stack level for feeding and enables more envelopes to be fed from the tray.

To install the Envelope Support Kit:

1. Open the feeder tray, remove any paper and open the paper guides to the largest position.
2. Locate the L-shaped envelope bracket and place it so that it sits in the grooves at the bottom of the tray and on the locating pins on the frame at the top.



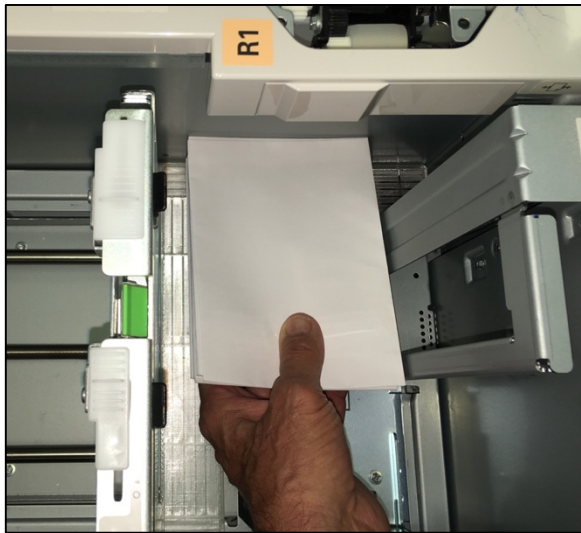
3. Tighten the thumb screw to lock the bracket in place.
4. Locate the larger of the plastic pieces and place it in the bottom of the tray so that it fits **around the ends** of the inboard paper guide.



5. Locate the shorter plastic piece and place it in the bottom of the tray so that it fits along the right side of the tray and **into the corner, to the right of the envelope bracket that you installed**. Place the **magnet** at the end of the piece **into the corner** of the tray and **facing down**. The **raised portion** of the piece at the other end should be **facing up**, and **on top of the cork pad** on the tray bottom.



6. Place envelopes **on top** of the plastic inserts, with the **flaps closed and facing down**. The flaps should always be down and positioned along the **front of the tray**. Load the envelopes until the stack is level.



7. Move the paper guides to the edges of the envelopes.



8. After printing envelopes with the kit, remove the kit components and place them into storage.

