This document will walk you through printing onto envelopes.

Part One – At The Copier
- Place envelope(s) in the bypass tray upside-down, flap away from you.
- Log into the copier using your copy code.
- Push the Paper button on the touch screen:
  - Select the Bypass Tray, then press the Change Tray Settings button.
  - Select Plain Paper as the Paper Type.
  - Press the Custom Size button and set X = 9 1/2”; Y = 4 1/8”.
  - Press the OK button three times.
- Log out of the copier.

Part Two – At Your Computer
- Your document’s page settings should be for #10-size paper.
- From the Print dialog box, select the bizhub C451 (ie- HQ Color Copier) and click the Properties button. Make the following changes on the Basic tab:
  - Set the Orientation to Landscape.
  - Set the Original Size to Custom Size (W = 4.125”; L = 9.5”).
  - Set the Paper Size to Same as Original Size.
  - Click the Paper Settings for Each Tray... button.
    - Set the Paper Type Settings to Bypass Tray, and set the Paper Type to Plain Paper.
- Adjust any other settings, then close the Properties dialog box and print as normal.

Note – After sending the print job to the copier, you may need to confirm the use of the Bypass Tray. If this is necessary, press the Start button.