PrintServer 17 Envelope Feeder

Installation and User's Guide

This document was prepared using VAX DOCUMENT, Version 2.1.

Contents

1 Installating the Envelope Feeder

2 Loading and Printing Envelopes

Figures

Preface

The PrintServer 17 envelope feeder is an automatic envelope feeder with a capacity of up to 100 envelopes. This guide describes how to install and use the PrintServer 17 envelope feeder and is organized as follows:

Chapter	Title	Describes
Chapter 1	Installing the Feeder	How to install the envelope feeder.
Chapter 2	Loading and Printing Envelopes	How to load and print envelopes. This chapter also contains information about the types of envelopes the feeder can accept.

Conventions Used in This Guide

The following terms and conventions are used in this guide:

Term or Convention	Meaning
NOTE	Notes provide important additional information.
CAUTION	Cautions provide information required to prevent damage to equipment.
WARNING	Warnings provide information to prevent personal injury.
Check Mark (√)	A statement marked by a check mark indicates a special instruction related to a procedural step. For example:

1. Insert a small stack of paper (about 100 sheets) into the cassette first, being sure it is inserted below the bottom row of maximum height arrows on the label.

√ Make sure the paper lies perfectly flat in the cassette.

1
Installating the Envelope Feeder

After unpacking the PrintServer 17 envelope feeder according to the instructions on the box, use the following procedure to install it:

1. Power off both the front ❶ and rear ❷ power switches on the printer.
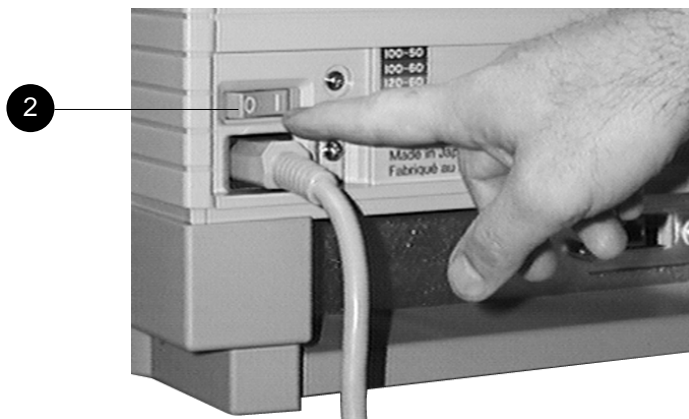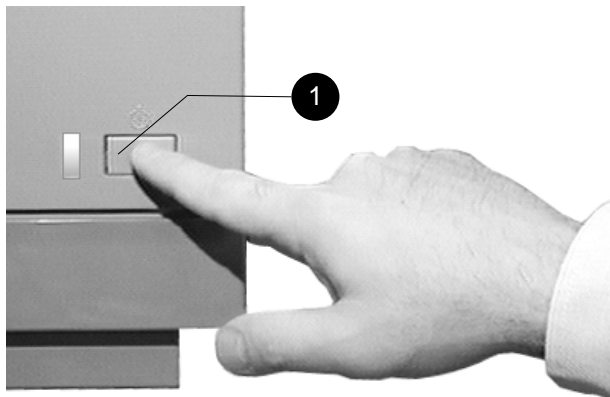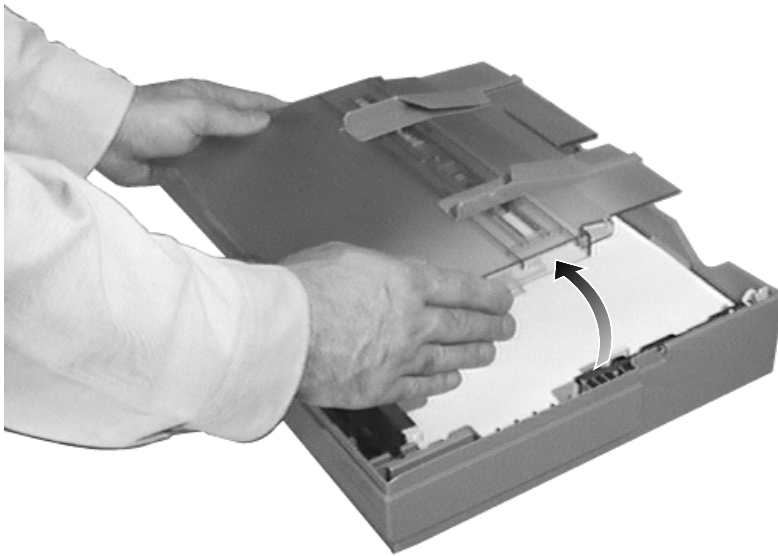
DSG-000241

2. Remove the top cassette by lifting it up slightly and then pulling it out of the printer.
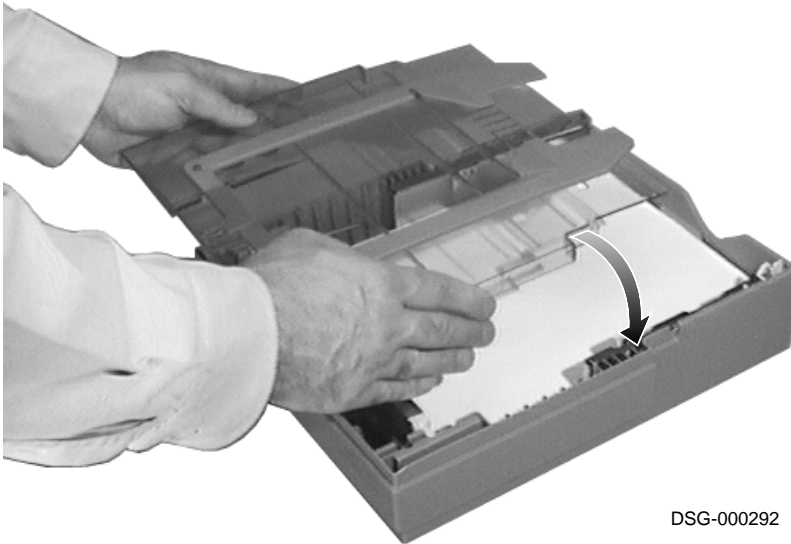

DSG-000234

3. Remove the cover from the cassette.

    √   Store the cassette cover for future use.

DSG-000291

4. Place the special envelope feeder cassette cover on the cassette.

    √ The envelope feeder only works with this special cassette cover installed on the top cassette.

    √ Be sure the cassette has paper in it.

DSG-000292

5. Remove the evelope feeder slot cover by sliding it straight down.

   √ Store the cover for future use.

DSG-000293
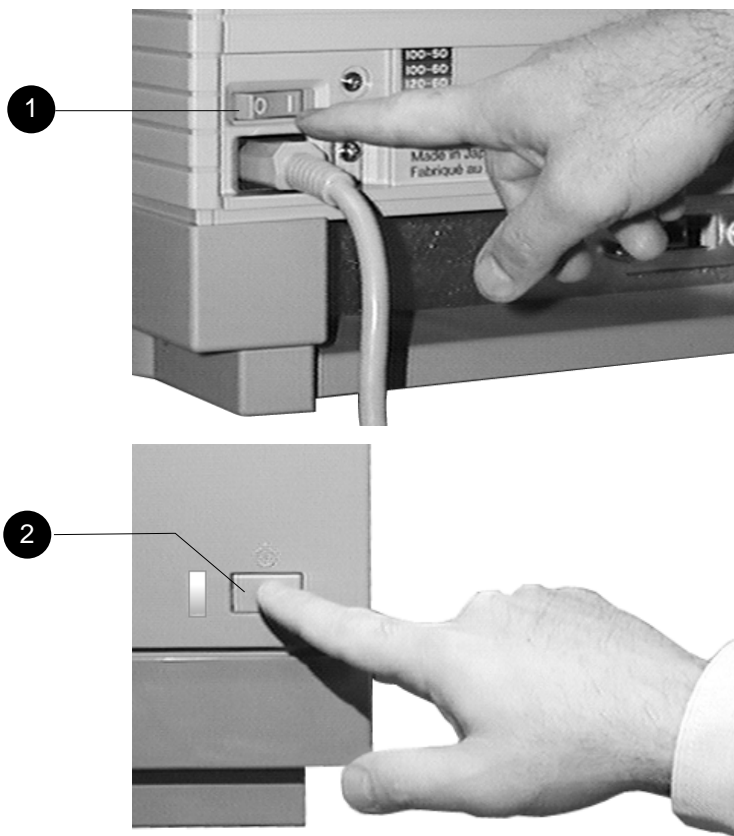
6. Insert the paper cassette into the printer.

DSG-000295

7. Slide the envelope feeder over the cassette cover and insert it into the printer.

   √ Push the envelope feeder in as far as it will go so its connector makes good contact.

DSG-000296

8. Power on the rear ❶ and front ❷ power switches.

DSG-000242

2

Loading and Printing Envelopes

The PrintServer 17 envelope feeder accepts up to 100 #10 business-size envelopes. Observe the following precautions before loading the envelopes:

- The sealing flap should run along the length of the envelope, not at the leading or trailing edges.

- The sealing flap should be folded properly with none of the glue exposed.

- The leading and trailing edges should not be more than two layers thick.

- The envelope should be folded without any wrinkles or creases.

_____ **CAUTION** _____

Envelopes must meet the same specifications as paper (see Appendix B in the *PrintServer 17 Printer Operator's Guide* for complete specifications). Do not use envelopes made of materials other than paper, or those that have fasteners or windows. Figure 2–1 shows the type of envelopes that cannot be used with the feeder.
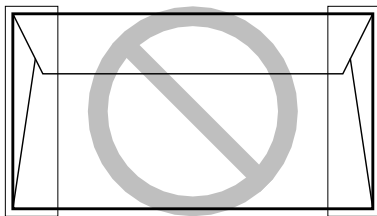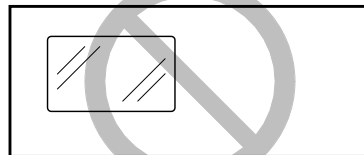
Figure 2–1   Unacceptable Envelopes
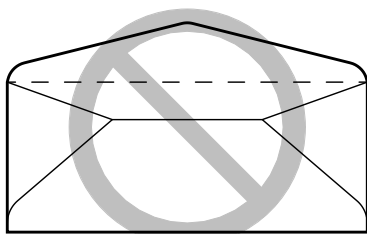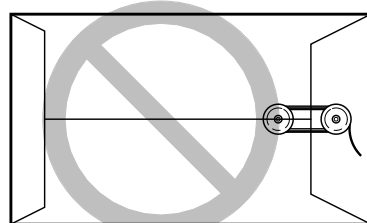

Open sealing flap

Sealing flaps at leading and
trailing edges

Three or more layers at the
leading and trailing edges

Transparent windows

Clasps, snaps, or strings

MLO-006470

2.1 Loading the Envelopes

Load envelopes into the feeder using the following procedure:

1. Prepare a stack of envelopes by pressing down on them in all directions to expel any trapped air and to remove any curling.
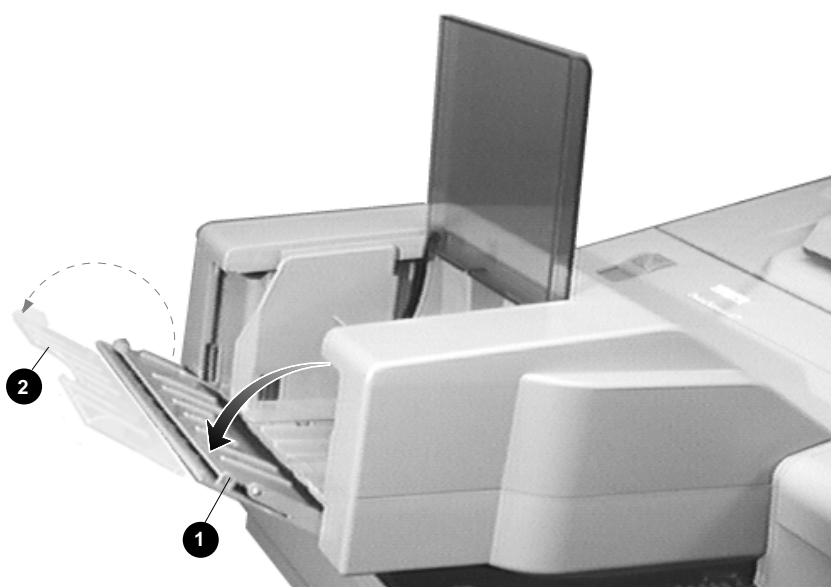
DSG-000297

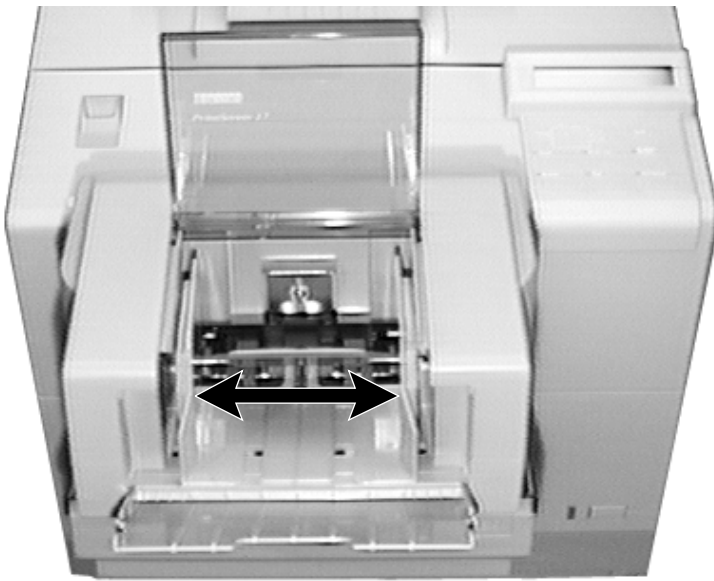2. Open the envelope feeder cover.

DSG-000298

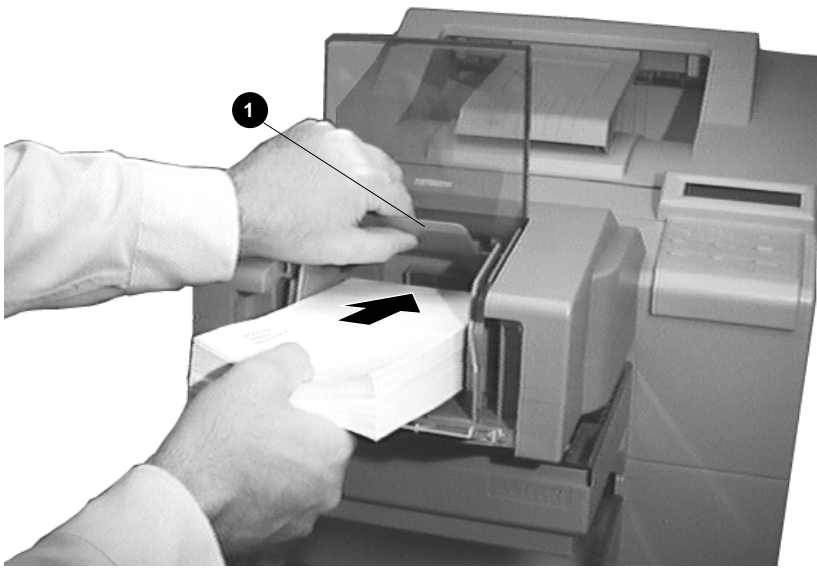3. Open the envelope tray ❶ and unfold its extension ❷.

DSG-000299

4. Open the envelope feed guides to the maximum position.

DSG-000300

5. Lift the envelope weight ❶ and insert the stack of envelopes into the feeder as far as they will go.

DSG-000301

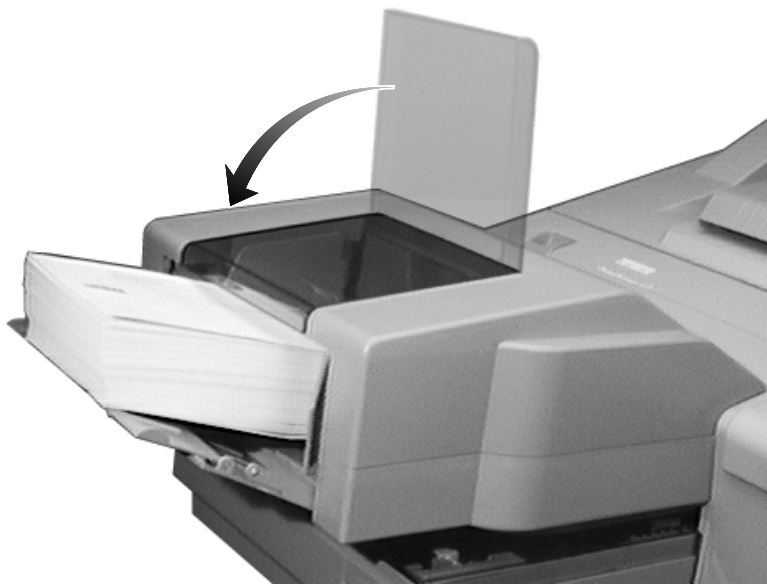6. Adjust the envelope feed guides to match the size of the envelopes.

_____ **NOTE** _____

To prevent the envelopes from jamming, do not press the feed guides too tightly against the sides of the envelopes. Adjust the feed guides so that they just touch the edges of the envelopes.

_____
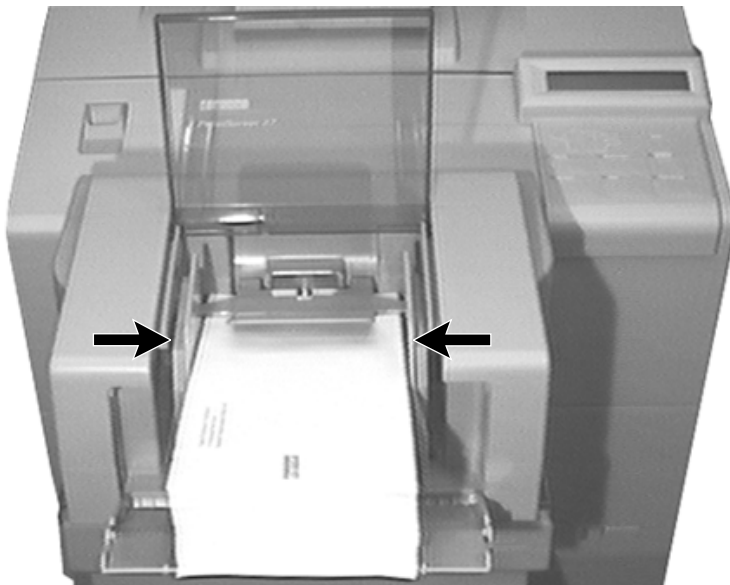
DSG-000302

7. Lower the envelope feeder cover.

DSG-000303

2.2 Printing the Envelopes

Because you need to print addresses in a particular area on envelopes, you must provide the proper print coordinates to print the addresses. Normally, the setup requirements for printing envelopes are defined by your application. Consult your application's documentation for details about printing envelopes.

Print envelopes in simplex mode (one-sided) and select the rear (face-up) output tray to prevent excessive curl.

The following are examples of the commands used to print envelopes:

VMS

```
PRINT/QUEUE=queuename/PARAM=(INPUT_TRAY=ENVELOPE_FEEDER,SIDES=1, -
OUTPUT_TRAY=FACE_UP)filename
```

ULTRIX

```
lpr -Pqueuename -Imiddle -oface-up -K1 filename
```

For additional information about using qualifiers and flags in the command line, see the *DECprint Supervisor for OpenVMS User's Guide*.