RISO University

Quarterly Meeting

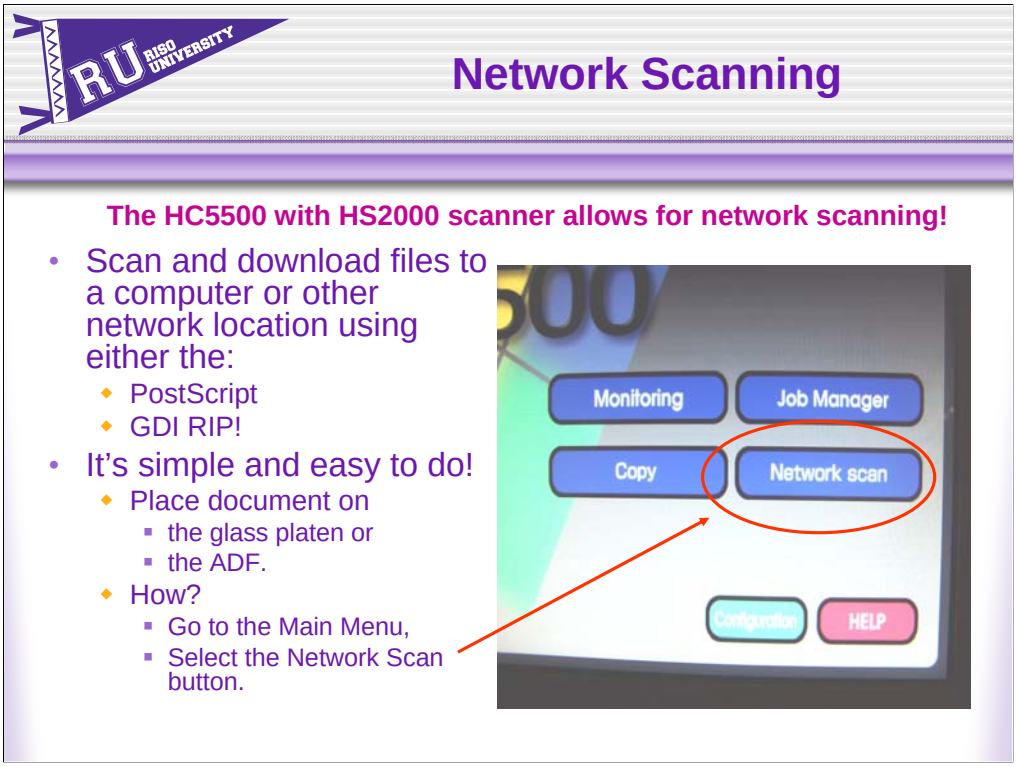
Training

January 17, 2007

- Network Scanning
- Mail Merge Using *MS Word*
  - *Letter*
  - *#10 Envelope*
  - *9 x 12 Envelope*

Network Scanning
With HC5500 and HS2000 Scanner

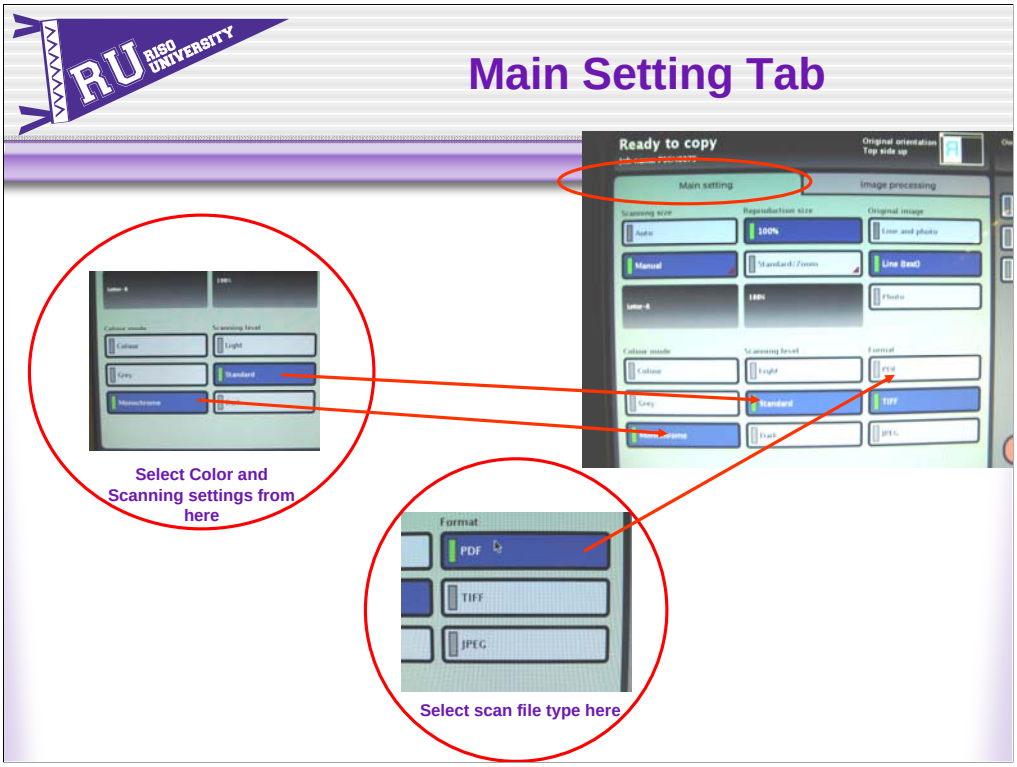
Presented by:
Maria Wooldridge



The HC5500 with HS2000 scanner allows for network scanning!

The HC5500 enables users to scan files and download them from either the PostScript or GDI RIP to a computer or other network location!

It's simple and easy to do. Here's how! Place the document you want to scan on the glass platen or in the ADF. On the Touch Panel Display, touch the Top button to bring you to the main menu. Select the Network Scan button. This will display an interface similar to the Copy function or scanning to storage



There are two tabs with various features and settings.

Under the Main Settings tab users can select settings such as:

- •scanning level;
- •color, monochrome or grey scale; and
- •original image.

In addition, users can select the file type to scan the document to. Those file format selections are:

- • PDF
- •TIFF
- •JPEG.

Image Processing Tab

- Image Processing tab:
  - Select settings:
    - scanning resolution which include:
      - 200 dpi,
      - 300 dpi,
      - 400 dpi
      - 600 dpi
    - gamma controls for CYMK,
    - duplex scanning
    - original orientation
    - image details.

Under the Image Processing tab users can select settings such as:

•scanning resolution which includes

•200 dpi,

•300 dpi,

•400 dpi

•600 dpi,

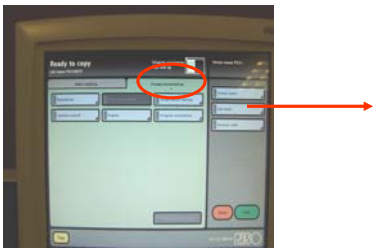
•gamma controls for CYMK,

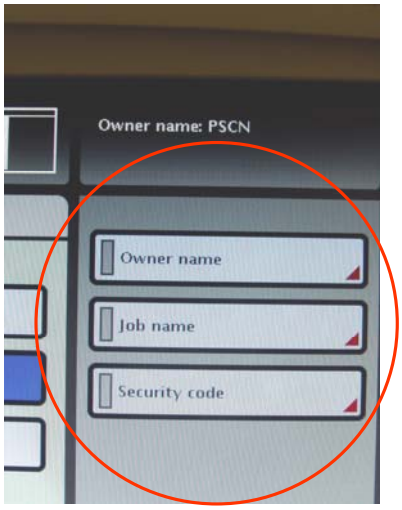
•duplex scanning, original orientation, and

•image details.

Image Processing Tab

- Scanning Controls: input
  - a user name
  - a job/file name
  - a security code





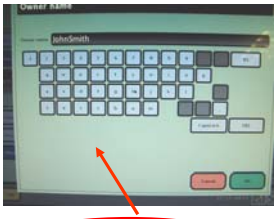
The scanning controls are on the right side of the screen.

Users can put a user name and file name to the document by touching the box and typing in a name.

A security code can also be applied to the scan.

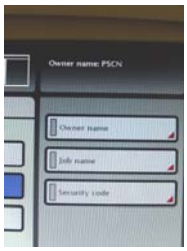
Digital Key Pads

Digital Key pad:



Input user and job name using digital key pad

- Security Code Key pad



Input security code using digital key pad

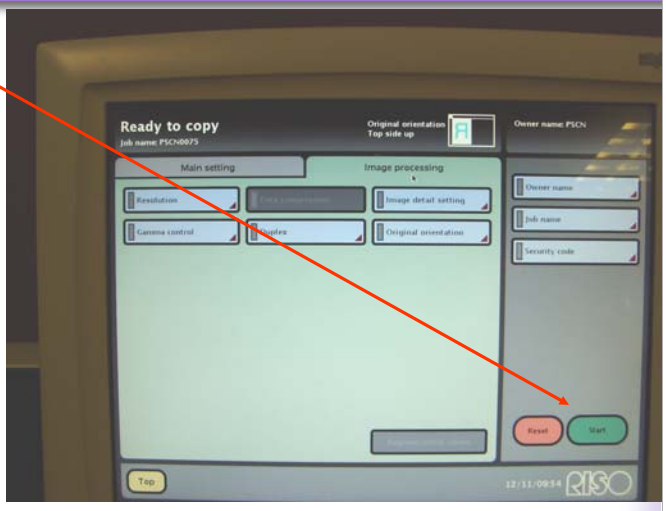
Use the digital Key pads to input a user name, or apply a name to a job or file. Or to apply a security code.

Scanning

Touch “Start”

- If using the ADF:
  - the entire document will scan.
- If scanning from the glass:
  - the display panel will ask if you want to scan additional pages.
  - Select Scan to scan additional pages or Close to finish.

Your document is now stored on the HC’s RIP.



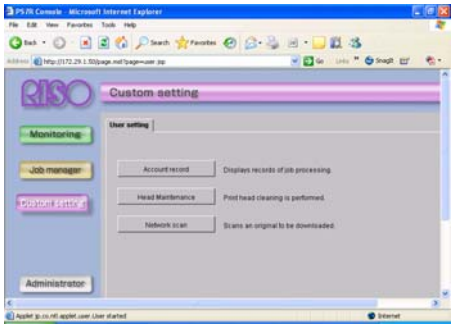
Note: Multi-page TIFF and JPEG documents are downloaded as individual pages).

After all of the settings and naming are done, select the Start button. If using the ADF, the entire document will scan. If scanning from the glass the display panel will ask if you want to scan additional pages. Select Scan to scan additional pages or Close to finish. (Note: Multi-page TIFF and JPEG documents are downloaded as individual pages). Your document is now stored on the HC’s RIP, whether it is the HC3R-5000 or the HC&r-9000. This file can be downloaded off the RIP to any networked location.

Download a Scanned Job

From your computer:

- Access RISO Console
- Click “Custom setting”
- Click “Network scan”



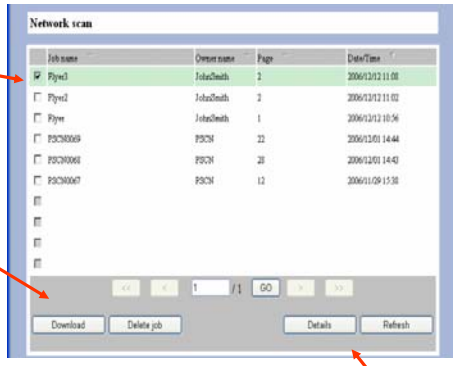
To download a scanned file from the RIP, the user would go back to their networked computer.

Using an internet browser access the RISO Console feature.

Click the Custom Settings button on the Console and click on Network Scan.

Download a Scanned Job

- Select the desired job
  - Check the box
- Touch “Download”

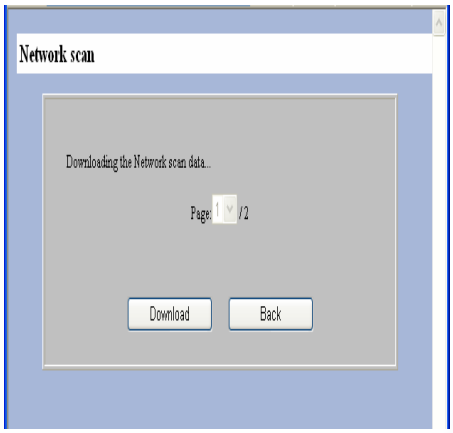


Note the “Details” button shows all of the details of the scanned job including scan resolution, gamma details, zoom, scanning level, original orientation and more.

This brings up a dialog box with all the documents scanned using the Network Scan feature with information such as job name, owner name, number of pages and date and time of scan. Check the box next to the document you want to download and select Download. (Note the details button shows all of the details of the scanned job including scan resolution, gamma details, zoom, scanning level, original orientation and more).

Downloading a Scanned Job

- Dialog Box appears
- Select
  - “Open” or
  - “Save”



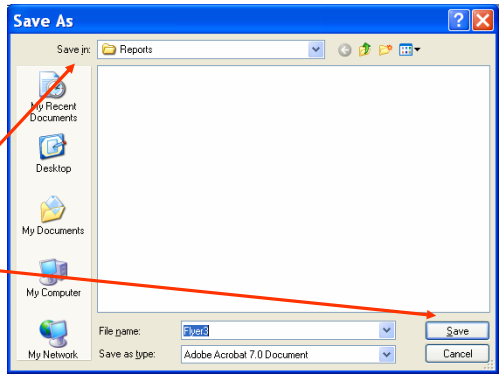
For TIFF and JPEG documents you will need to download pages individually for multi-page scans. Select Download.

For TIFF and JPEG documents you will need to download pages individually for multi-page scans. Select Download. You will be prompted to Open or Save the document.

Saving a Download

Dialog box appears

- Select desired location
- Click Save



Note: The HC5500, scanner and RIP must have the latest firmware versions installed.

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HS2000 Scanner Workshop

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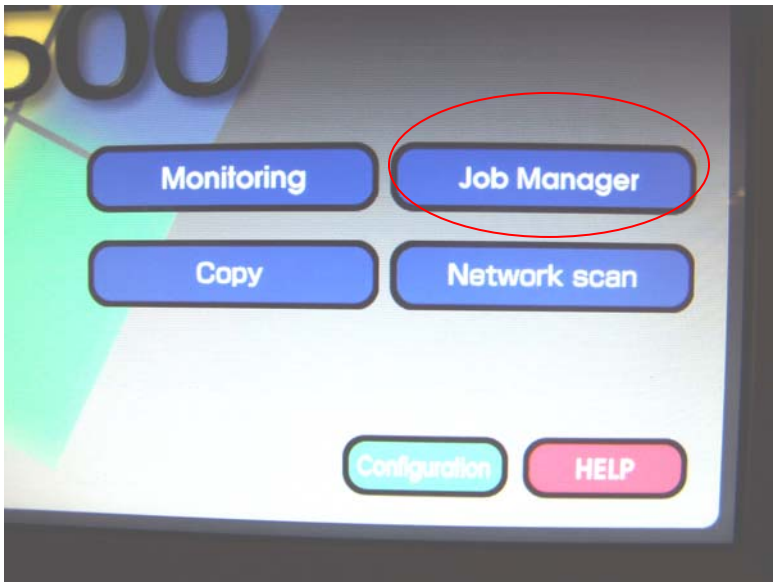
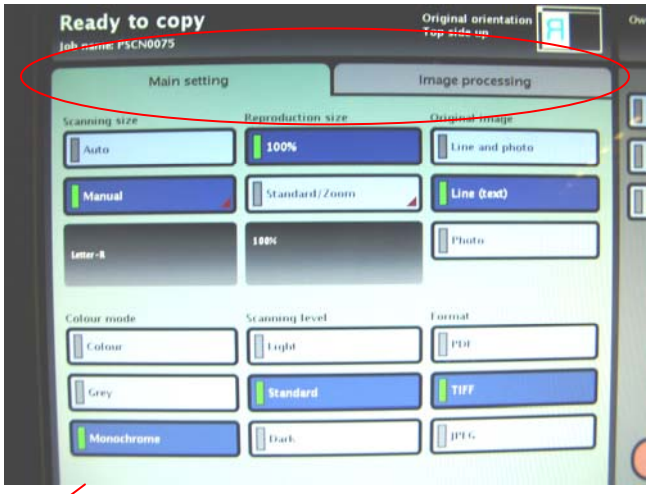
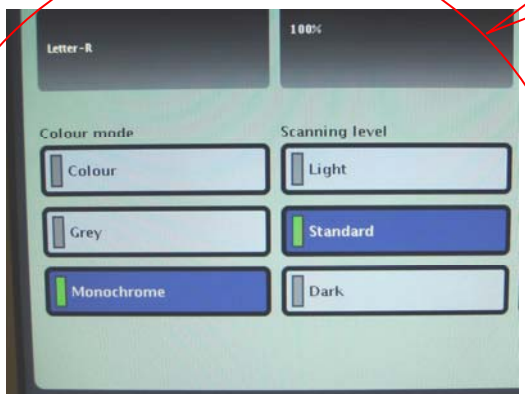


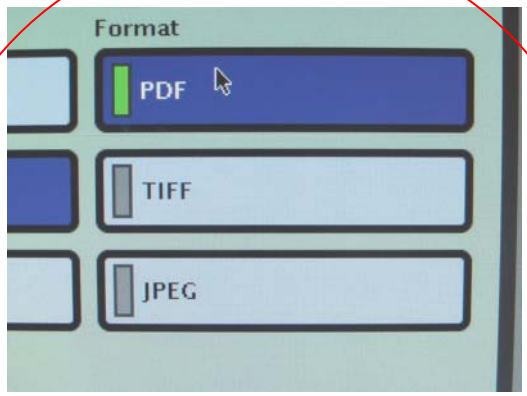
Place the document you want to scan (use the 3 page newsletter "Solutions" in the back of your workbook) on the glass platen or in the ADF. On the Touch Panel Display, touch the Top button to bring you to the main menu. Select the Network Scan button. This will display an interface similar to the Copy function or scanning to storage.

There are two tabs with various features and settings. Under the Main Settings tab users can select settings such as scanning level; color, monochrome or grey scale; and original image. In addition, users can select the file type to scan the document to. Those selections are PDF, TIFF and JPEG. You will do this workshop twice, once to scan as a PDF and later to scan as a JPEG.





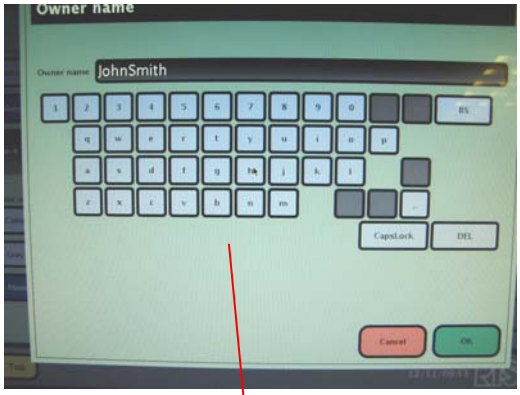
Select Color and Scanning settings from here
Select Standard



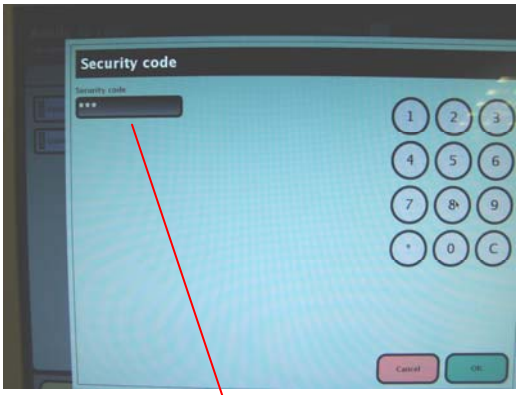
Select scan file type here
1. as PDF
2. as JPEG

Under the Image Processing tab users can select settings such as scanning resolution which includes 200 dpi, 300 dpi, 400 dpi and 600 dpi, gamma controls for CYMK, duplex scanning, original orientation, and image details. Scan at 300 dpi, select Duplex

On the right side of the screen are the controls for scanning. Users can put a user name and file name to the document by touching the box and typing in a name. A security code can also be applied to the scan.



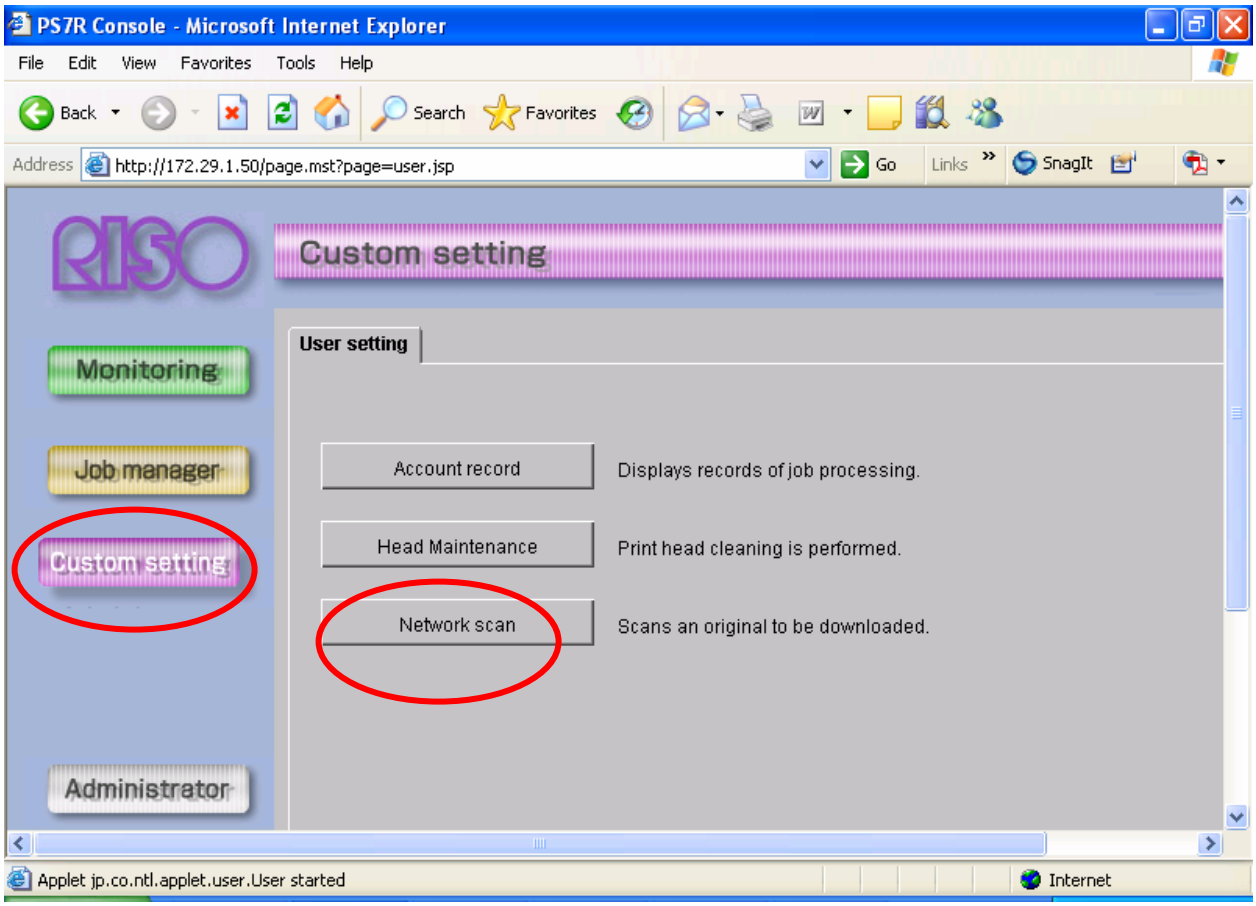
Input your name as user and your branch name as the job name using digital key pad.



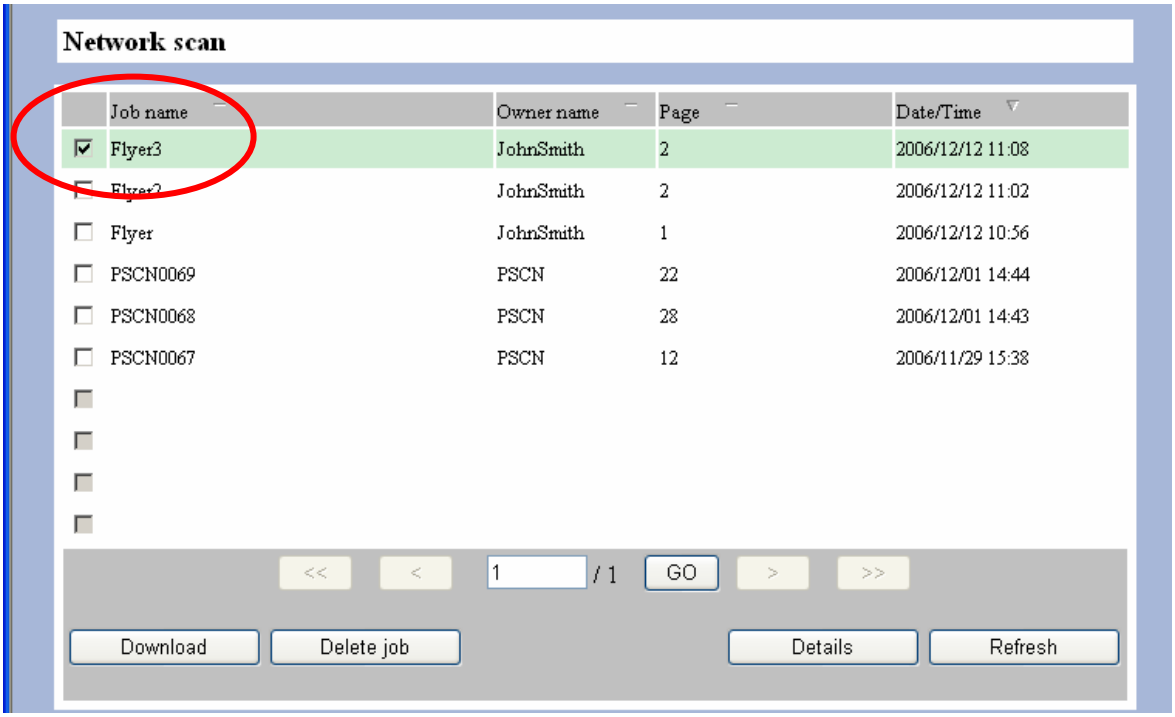
Input security code using digital key pad. Write the security code here:_____

After all of the settings and naming are done, select the Start button. If using the ADF, the entire document will scan. If scanning from the glass the display panel will ask if you want to scan additional pages. Select Scan to scan additional pages or Close to finish. (Note: Multi-page TIFF and JPEG documents are downloaded as individual pages). Your document is now stored on the HC's RIP. This file can be downloaded off the RIP to any networked location.

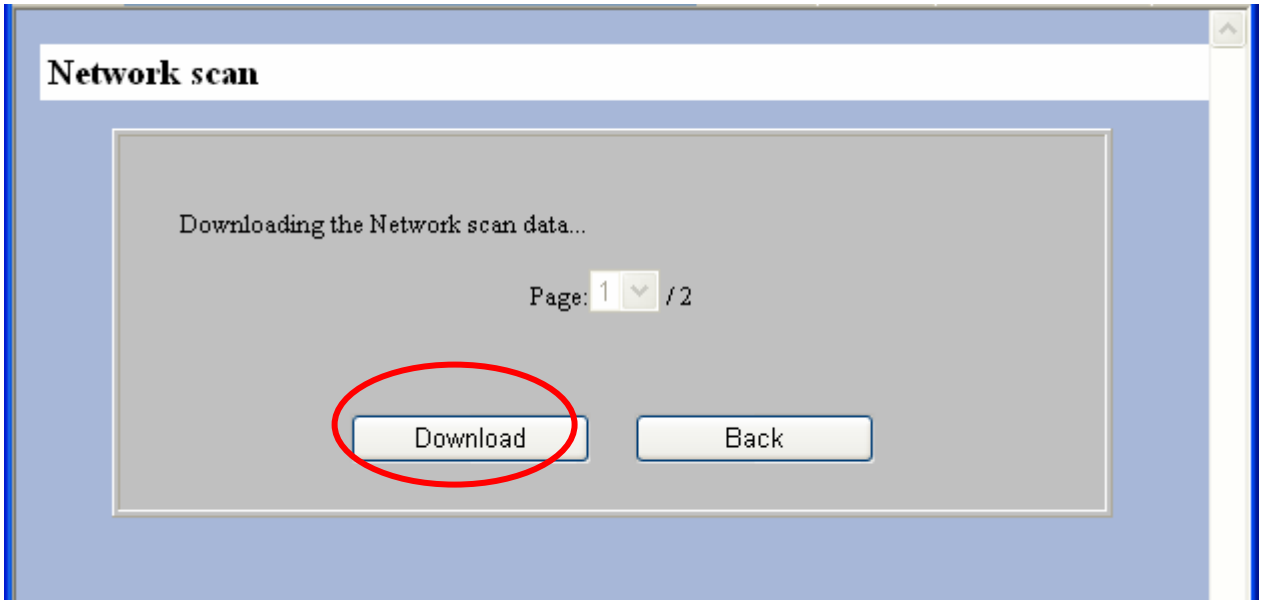
To download a scanned file from the RIP, go back to the networked computer and using an internet browser access the RISO Console feature. Click the Custom Settings button on the Console and click on Network Scan.



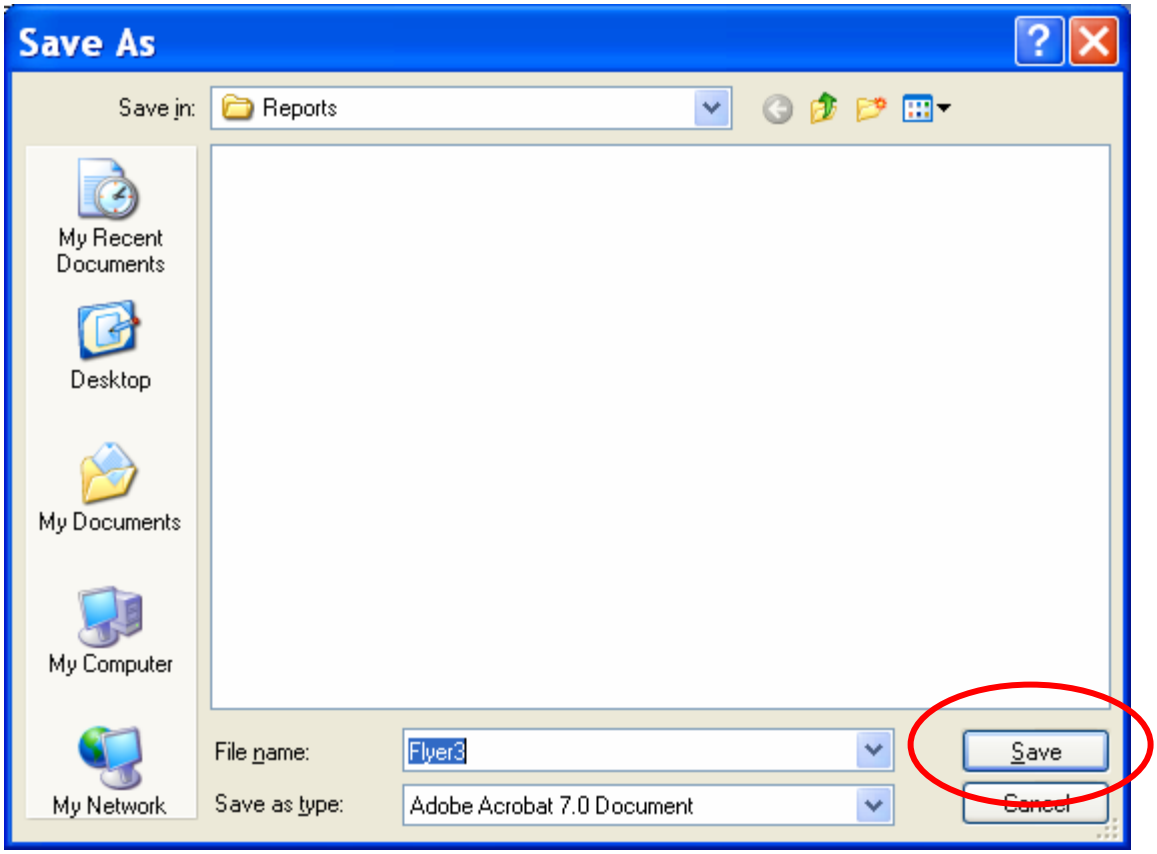
This brings up a dialog box with all the documents scanned using the Network Scan feature with information such as job name, owner name, number of pages and date and time of scan. Check the box next to the document you want to download and select Download. (Note the details button shows all of the details of the scanned job including scan resolution, gamma details, zoom, scanning level, original orientation and more).



For TIFF and JPEG documents you will need to download pages individually for multi-page scans. Select Download. You will be prompted to Open or Save the document.



If you select Save, a dialog box will come up allowing you to select any location on the computer or network. Save to a Scan Folder on the Desktop.



Click Save and the document is now saved in the location you selected.
Repeat the Workshop using JPEG as the file format.

Note: The HC5500, scanner and RIP must have the latest firmware versions installed. Consult your technician for compatibility. For customers using RISO Data Tools this feature is not available.

RISO University

MS Word

Mail-merge

Presentation

Mail Merge Using *MS Word*

Letter

#10 Envelope

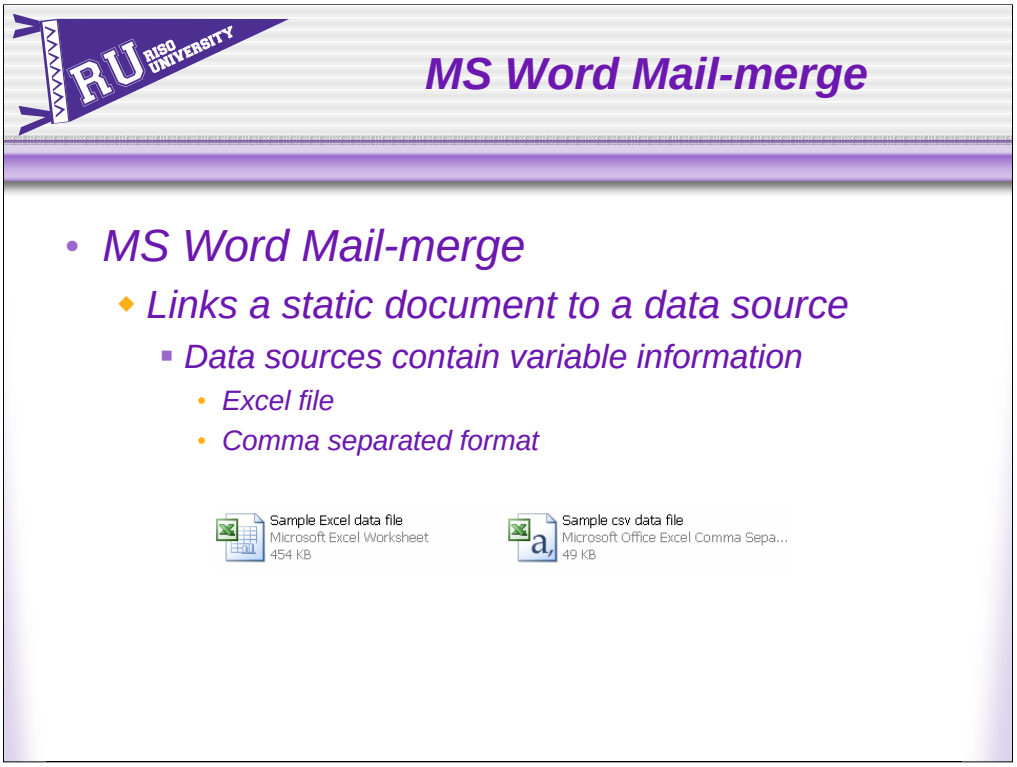
9 x 12 Envelope

Training Purpose

- Master the use of *MS Word* Mail-merge tools.
  - Introduction to *MS Word* mail-merge tools
  - Visual presentation of the process
  - Extensive hands-on workshops

MS Word

- Why use *MS Word* for mail-merge?
  - Logical starting point for training skills
  - *MS Word* is resident on most user's computers
  - Prospects are comfortable working with it
  - Mail-merge Wizard is easy to use
    - Letters
    - Envelopes



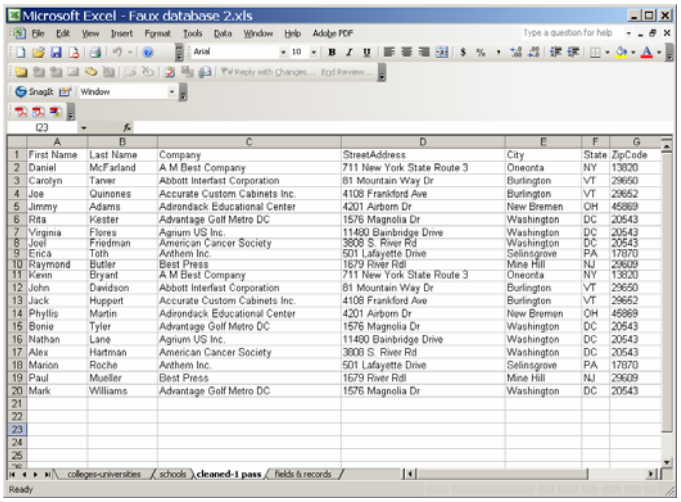
The first thing you need to do a mail merge is a data file with the variable information you want to print such as names and addresses.

The best data file types to use for Microsoft Word is a .CSV (comma separated) or Excel file.

Consult *MS Word help* for a complete list of supported data files.

Excel Data Base

- This is an example of an *Excel* data base



	A	B	C	D	E	F	G
1	First Name	Last Name	Company	StreetAddress	City	State	ZipCode
2	Daniel	McFarland	A M Best Company	711 New York State Route 3	Oneonta	NY	13820
3	Carolyn	Tarver	Abbott Interfast Corporation	81 Mountain Way Dr	Burlington	VT	29650
4	Joe	Quinones	Accurate Custom Cabinets Inc.	4108 Frankford Ave	Burlington	VT	29652
5	Jimmy	Adams	Adirondack Educational Center	4201 Airborn Dr	New Bremen	OH	45869
6	Rita	Kester	Advantage Golf Metro DC	1576 Magnolia Dr	Washington	DC	20543
7	Virginia	Flores	Agrium US Inc.	11480 Bainbridge Drive	Washington	DC	20543
8	Joel	Friedman	American Cancer Society	3808 S. River Rd	Washington	DC	20543
9	Erica	Toth	Anthem Inc.	501 Lafayette Drive	Selinsgrove	PA	17870
10	Raymond	Butler	Best Press	1679 River Rdl	Mina Hill	NJ	29609
11	Kevin	Bryant	A M Best Company	711 New York State Route 3	Oneonta	NY	13820
12	John	Davidson	Abbott Interfast Corporation	81 Mountain Way Dr	Burlington	VT	29650
13	Jack	Huppert	Accurate Custom Cabinets Inc.	4108 Frankford Ave	Burlington	VT	29652
14	Phyllis	Martin	Adirondack Educational Center	4201 Airborn Dr	New Bremen	OH	45869
15	Bonie	Tyler	Advantage Golf Metro DC	1576 Magnolia Dr	Washington	DC	20543
16	Nathan	Lane	Agrium US Inc.	11480 Bainbridge Drive	Washington	DC	20543
17	Alex	Hartman	American Cancer Society	3808 S. River Rd	Washington	DC	20543
18	Marion	Roche	Anthem Inc.	501 Lafayette Drive	Selinsgrove	PA	17870
19	Paul	Mueller	Best Press	1679 River Rdl	Mina Hill	NJ	29609
20	Mark	Williams	Advantage Golf Metro DC	1576 Magnolia Dr	Washington	DC	20543
21							
22							
23							
24							
25							

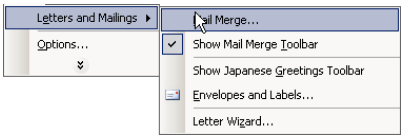
Data files should set the first row to be the column headers which identify the data fields such as First Name, Last Name, Company Name, etc. This allows for easier field matching when you merge in MS Word.

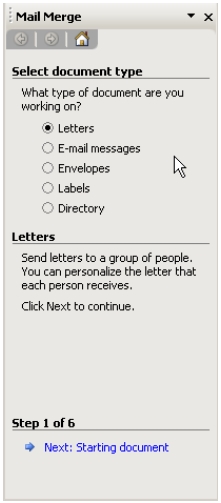
MS Word Mail-merge

- Static documents:
  - Text in a letter
  - Product announcement
  - Invitation text
  - Return address information
  - Mailing indicia information
  - Form letters

MS Word Mail-merge Tools

- *MS Word* Wizard





- Walks you through the process when creating a new publication

MS Word Mail-merge Tools

- MS Word mail-merge toolbar provides short-cut icons to reprint an already linked document quickly.

- The reprinted document automatically reflects any updates made to the linked data source.

Mail-merge toolbar contains the short-cut icons used to reprint an already data-linked job. The data-link will reflect any additions/deletions to the data source since the last printing

Workshop Exercises

- In the training workshops you will use *MS Word* Mail-merge tools to:
  - Create a new mailing of a letter
  - Reprint an already linked document
  - Merge to envelopes
    - #10
    - 9 x 12

Video Presentation

Mail-merge to a letter document

Training Tools

- Workbooks contain
  - The presentation pieces
  - Workshop exercises:
    - Merging to a letter
    - Reprinting a document already linked to a data source
    - Merging to a #10 envelope
    - Merging to a 9 x 12 envelope

Training Tools

- CDs contain
  - Video demonstrations of each of the mail-merge exercises
  - Workbooks
  - PowerPoint presentations
  - Sample files

Mail Merge Workshops

- Go to the workshop section of your workbook.

RISO University

HC5500
Workshops

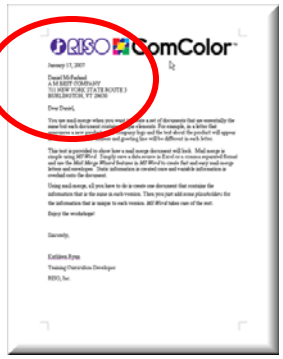
Mail Merge Using *MS Word*
- *Letter*
- *#10 Envelope*
- *9 x 12 Envelope*

Using ***MS Word*** Mail-Merge Tools

MS Word provides multiple, yet specific tools to guide you through the mail-merge process: ***MS Word Help Wizard*** and *Mail-merge icons* which appear on the upper tier of the *MS Word* toolbar. Use the *MS Word Help Wizard* to create new documents for mail-merge and the *MS Word* Mail merge toolbar to reprint documents already associated (linked) to a data source.

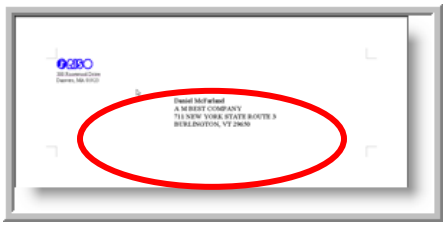
Refer to the workshop CD for a video demonstration of each of the following workshops.

***Workshop 1A*:** Create an *MS Word* mail-merge Letter document using the *MS Word Mail-merge Wizard Help.*



Workshop 1B: Reprint a linked document using the *MS Word toolbar*.

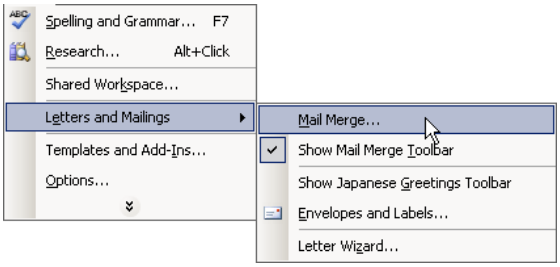
***Workshop 2*:** Print a #10 envelope using *MS Word Mail-merge Wizard Help.*



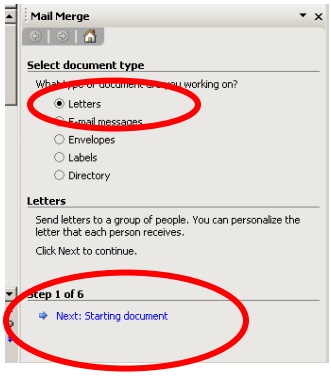
Workshop 3: Print a 9 x 12 envelope using the *MS Word Mail-merge Wizard Help.*

Workshop 1A: Using the *MS Word Help* Screen to create a letter mailing.

1. Open the document, *Workshop Letter Text.doc* on the *Desktop/CD*
2. On the toolbar, go to: *Tools -> Letters and Mailings->Mail Merge*



A *Help* screen will appear on the right of the screen.

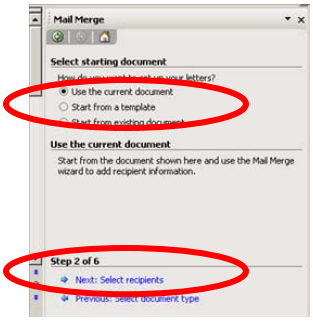


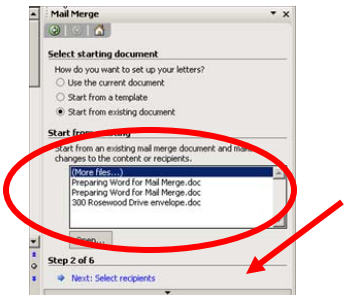
In this workshop we will create a Letter for mail-merge. Notice that there will be 6 steps to this process.

1. Select *Letters*
2. Click *Next: Starting document* to move to Step 2.

Step 2 is all about the static document, in this case, a letter.

You can develop a letter from an open current document, a template, or an existing document. For this workshop we will use the current open document, *Workshop Letter Text.doc*. A box appears showing recent *MS Word* documents. If the file, *Workshop Letter Text.doc* is not open, select (More files…) and browse for the desired file which is on the Desktop/CD.





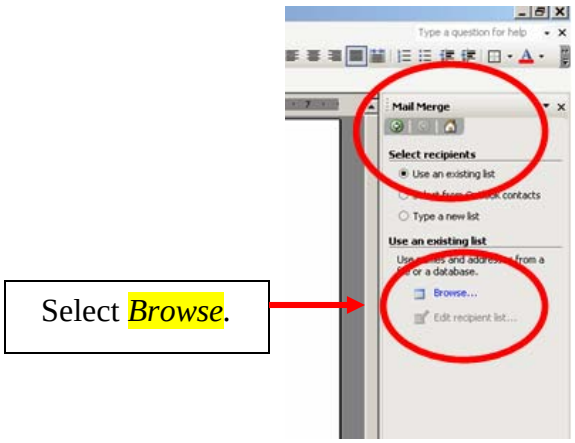
Click: *Next: Selecting recipients* to move to the next step (*Step 3*)

Step 3 is about selecting your list of recipients.

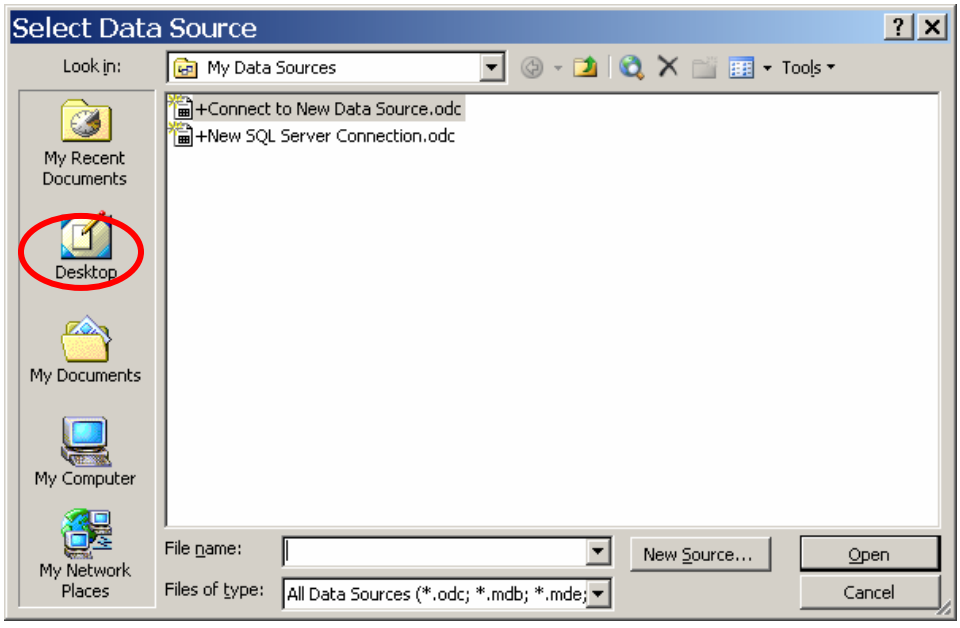
You can select to:

- Type a new list
- Select from Outlook contacts or
- Use an existing list

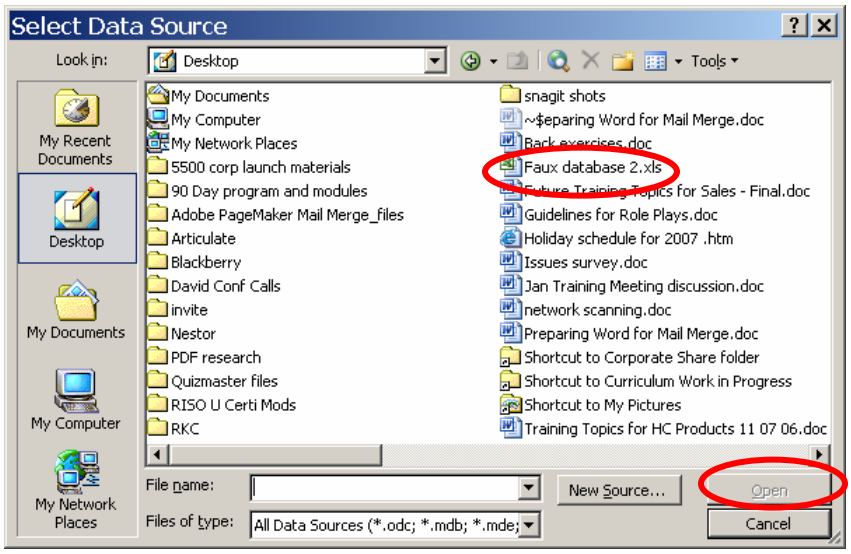
For this workshop, we will use an existing list on the *Desktop/CD:*



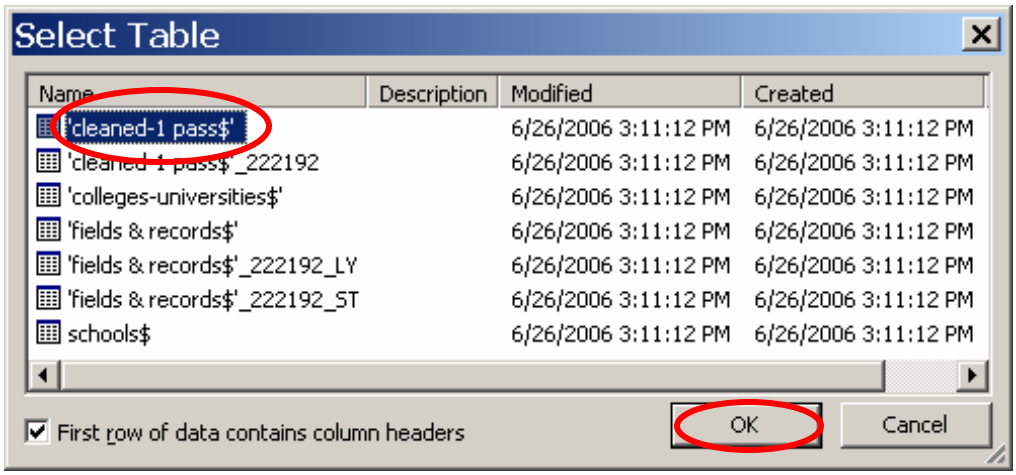
A *Select Data Source* screen appears. The default folder opens to *My Data Sources.* Our file is not in this folder. Change to the *Desktop/CD* screen to access the workshop file *Faux database2.xls*



Select the *Faux database2.xls* file. Double click the file or select *Open*.

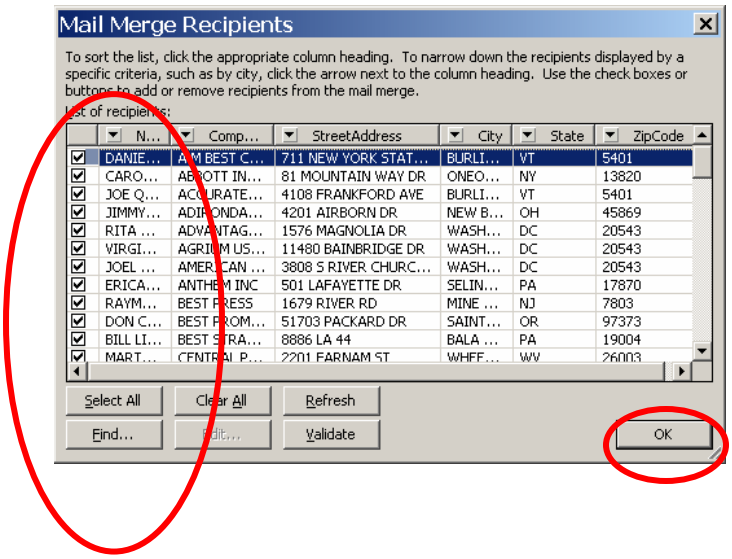


A *Select Table* screen appears. For this workshop, we will use the first table, *cleaned-1 pass$.* Select the table, double click or touch *Open* to display the table.



The database opens.

You have the ability to choose which names to use for your mailing. For this workshop we will use *Select All*. A check mark appears by each name.

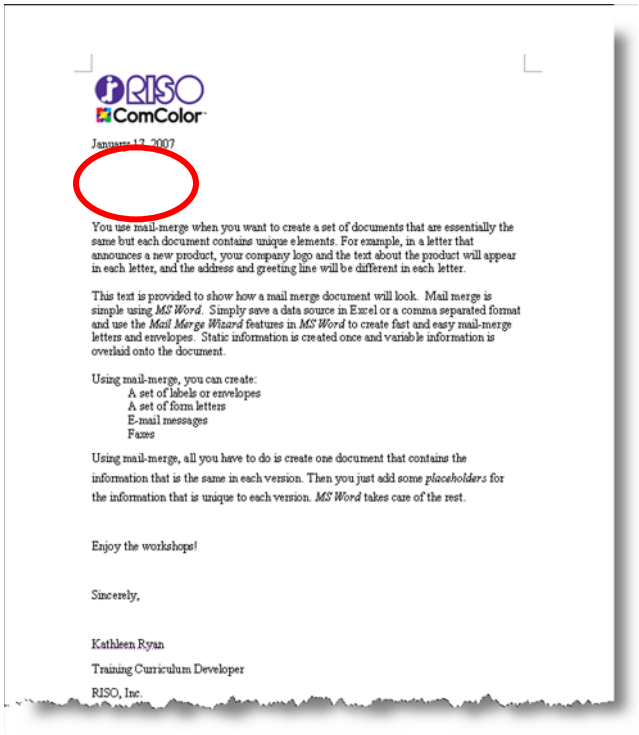


Touch *OK* to return to the mail-merge wizard.

Click *Next: Write your letter* to move to *Step 4*.

Step 4 is used to personalize your letter.

1. You need to identify the area where the address should be placed.
    a. To properly place the address data, drop down 4 levels from the Date line using the *down arrow key* or the *Enter* button on your keypad.
    b. Now tell *MS Word* what kind of recipient information the data is: Go to the right hand screen, select *Address block…*


RISO
ComColor

January 12, 2007

You use mail-merge when you want to create a set of documents that are essentially the same but each document contains unique elements. For example, in a letter that announces a new product, your company logo and the text about the product will appear in each letter, and the address and greeting line will be different in each letter.

This text is provided to show how a mail merge document will look. Mail merge is simple using *MS Word*. Simply save a data source in Excel or a comma separated format and use the *Mail Merge Wizard* features in *MS Word* to create fast and easy mail-merge letters and envelopes. Static information is created once and variable information is overlaid onto the document.

Using mail-merge, you can create:
A set of labels or envelopes
A set of form letters
E-mail messages
Faxes

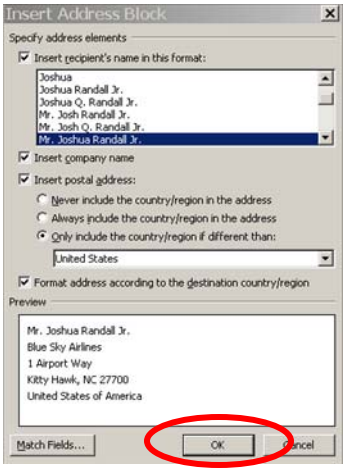
Using mail-merge, all you have to do is create one document that contains the information that is the same in each version. Then you just add some *placeholders* for the information that is unique to each version. *MS Word* takes care of the rest.

Enjoy the workshops!

Sincerely,

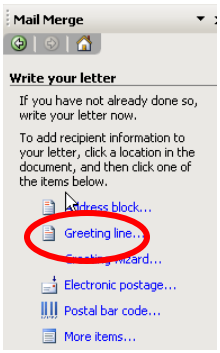
Kathleen Ryan
Training Curriculum Developer
RISO, Inc.

A screen appears: this screen shows you the data fields which can be displayed in your *Address block*. For this workshop, we will use all the data fields as originally created. Click *OK*.



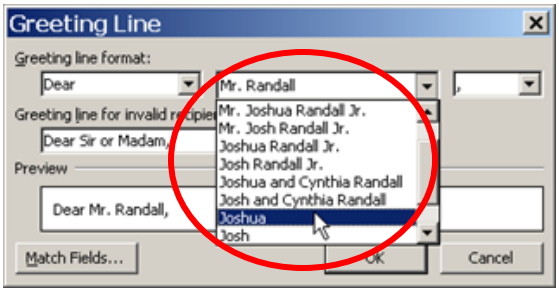
To include the personalized greeting, repeat Step 4

2. You need to identify the area where the greeting information should be placed.
    a. To properly place the *Greeting Line*, drop down 2 levels from the *Address Block* space using the *down arrow key* or the *Enter* button on your keypad.
    b. Now tell *MS Word* what kind of recipient information the data is: Go to the right hand screen, select *Greeting Line…*



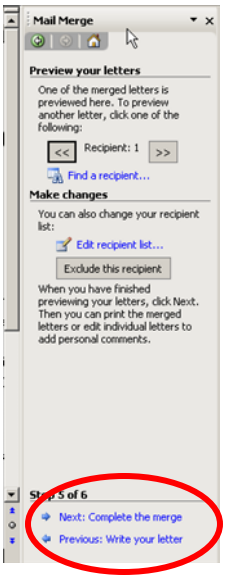
The *Greeting Line* dialog box opens. The default is set to display a formal greeting; *Mr. Randall*. For this workshop, you want to personalize this letter to use the first name as the greeting; *Joshua*

1. Use the drop-down menu to scroll to the desired format, *Joshua*
2. Touch *OK.*



After you click OK, *MS Word* will begin to merge the data base with the document.

The window changes to show where the information will be placed.



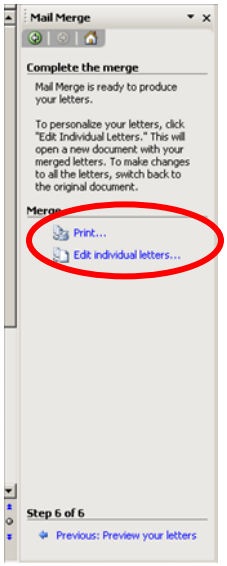
Click *Next: Complete the merge* to move to *Step 5*.

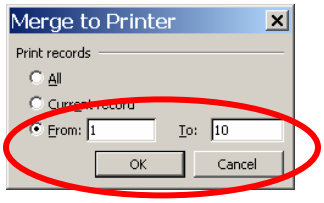
Step 5 allows you to preview your letters by scrolling through the recipients. Scroll through the list for accuracy.

Click*: Next: Complete the merge* to move to *Step 6*.

Step 6: MS Word completes the merge process. Your letter is ready for printing.

Touch *Print…* This icon does not actually send the job to the printer; rather it merges the data in preparation to be sent to a desired printer for output.





Select the records you want to print. For this exercise:

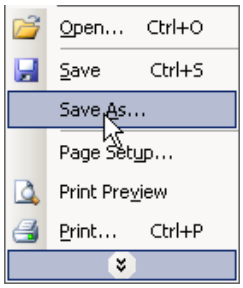
1. Select *From: 1 To:10*
2. Touch *OK*

Now you are ready to send this job to the HC5500 for printing.

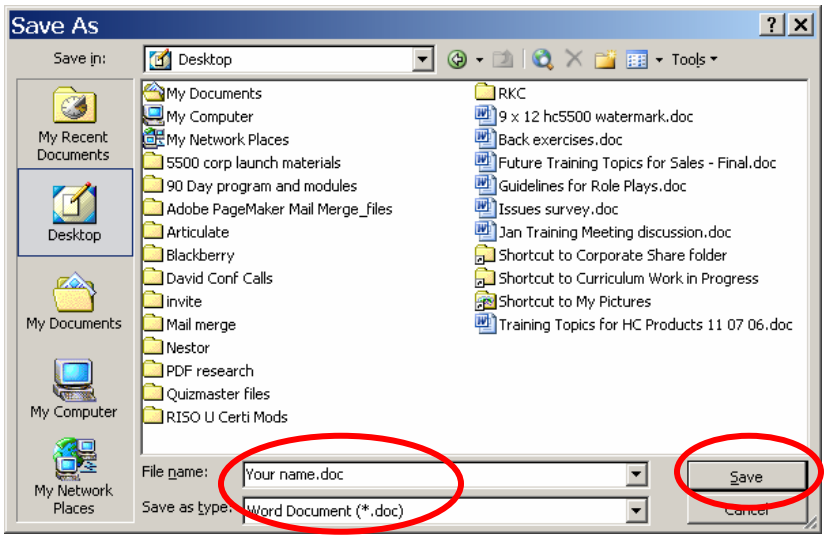
1. Go to: *File->Print*
2. Select the HC5500 and follow normal printing procedures
3. Send as *Direct Print*

Finally, close the *MS Word* document.

1. Go to File->Save As…



2. Name the file with your name. Save to the *Desktop*. Click *Save*.

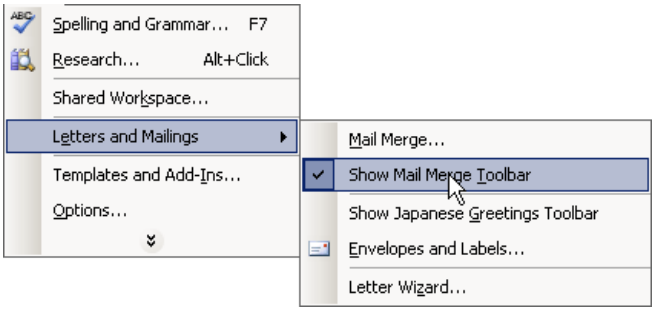


This file is now permanently saved and is available for reprinting. Since the document is linked to this data source, all future mailings will reflect any changes made to the linked data source *cleaned-1 pass$.*

Workshop 1B: Use the *MS Word* toolbar to reprint an already linked document.

Prepare the *MS Word* toolbar: Make sure the toolbar is visible on the screen.

1. Go to *Tools*
2. Scroll to *Letters and Mailings*
3. Check *Show Mail Merge Toolbar*

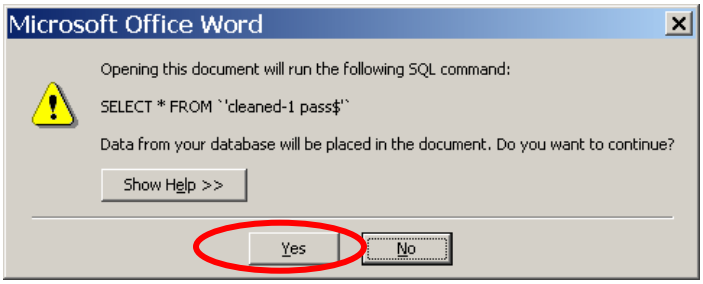


The Mail-merge Toolbar will appear:

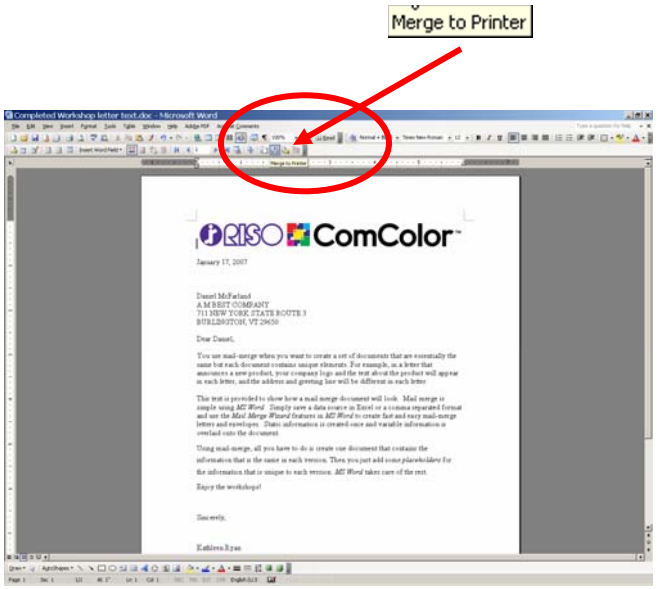
Mail-merge toolbar contains the short-cut icons used to reprint an already data-linked job. The data-link will reflect any additions/deletions to the data source since the last printing.

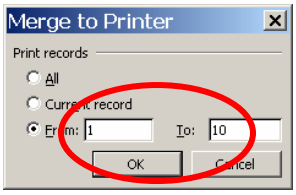
To begin:

1. Open an *MS Word* document (*your name.doc)* from Workshop 1A on the Desktop
2. Your document opens with an active window. This active window reminds you that this document is linked to a data source, *cleaned-1 pass$*. Click *Yes* to continue.



The document appears. Use the shortcut on the toolbar to quickly merge to printer.

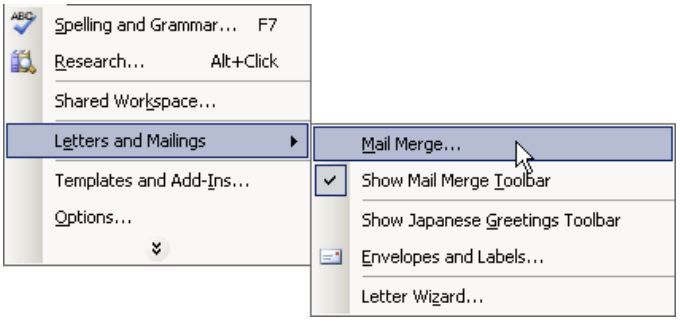




The Mail-merge toolbar offers many shortcut options. Place your cursor over each of the icons to reveal the function of the icon. For purposes of this workshop, we will only use the *Merge to printer* icon.

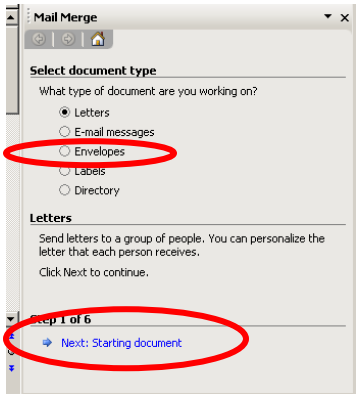
Workshop 2: Print a #10 envelope using the *MS Word Mail-merge Wizard Help*

1. On the tool bar go to: *Tools -> Letters and Mailings->Mail Merge*



A *Help* screen will appear on the right of the screen.

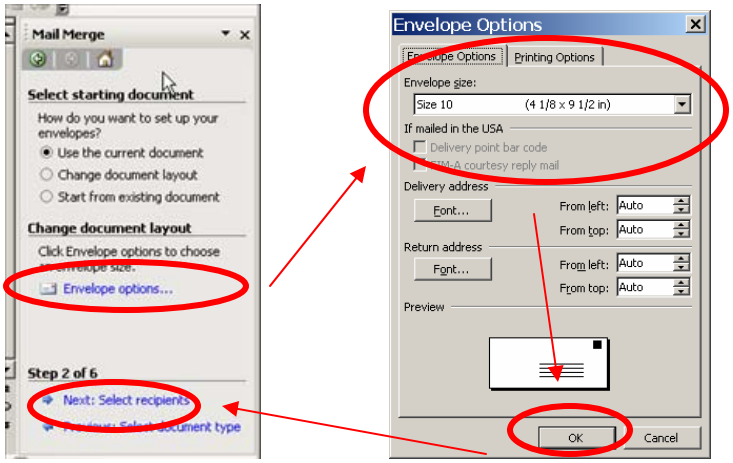
2. Select *Envelopes*



3. Click *Next: Starting document* to move to the next step (*Step 2)*

Step 2: Touch: *Envelope options…*
A window opens, from the drop down menu, select *Size 10.*

Touch *OK* then select *Next: Select recipients* and move to Step 3.



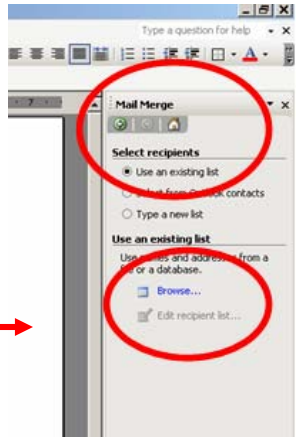
Step 3 is about selecting your list of recipients.

You can select to:

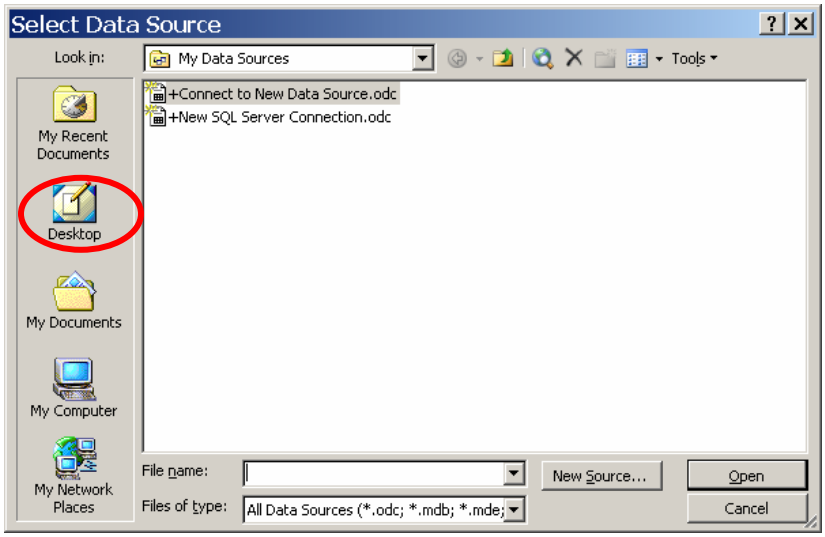
- Type a new list
- Select from Outlook contacts or
- Use an existing list

For this workshop, we will use an existing list on the *Desktop/CD:*

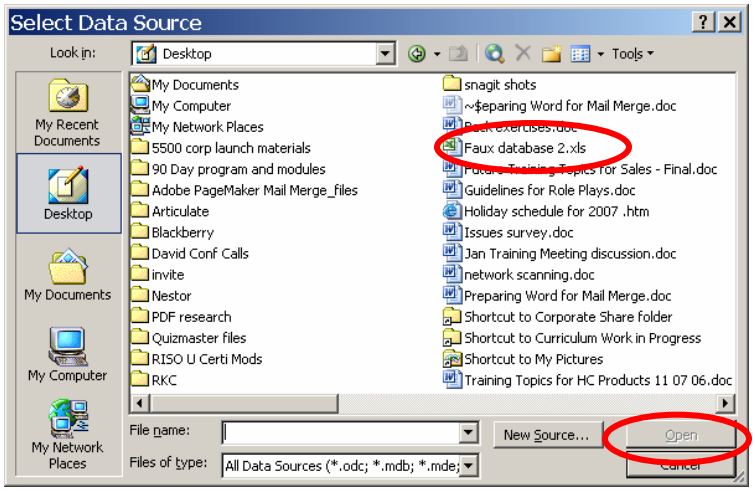
Select *Browse*.



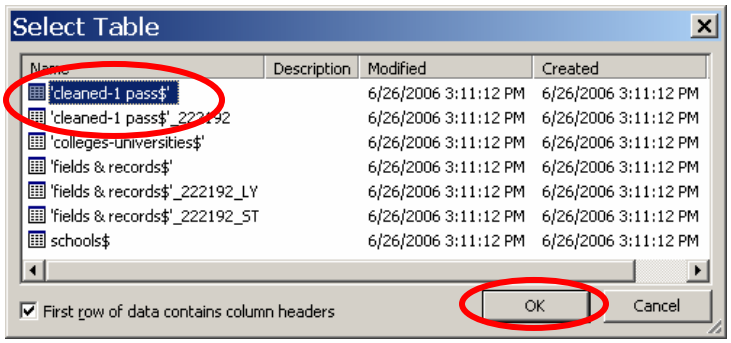
A *Select Data Source* screen appears. The default folder opens to *My Data Sources.* Our file is not in this folder. Change to the *Desktop/CD* screen to access the workshop file *Faux database2.xls*



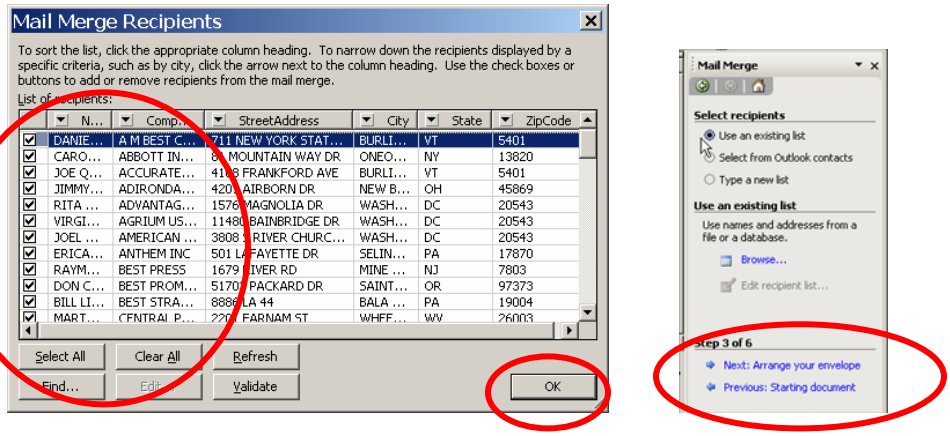
Select the *Faux database2.xls* file. Double click the file or select *Open*.



A *Select Table* screen appears. For this workshop, we will use the first table, *cleaned-1 pass$*. Select the table, double click or touch *Open* to display the table.



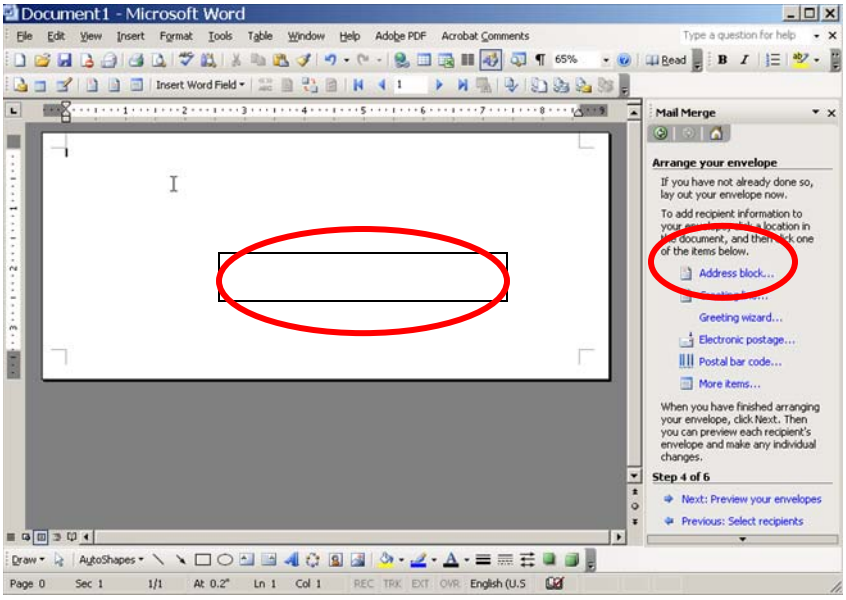
The database opens. You have the ability to choose which names to use for your mailing. For this workshop we will use *Select All*. A check mark appears by each name.

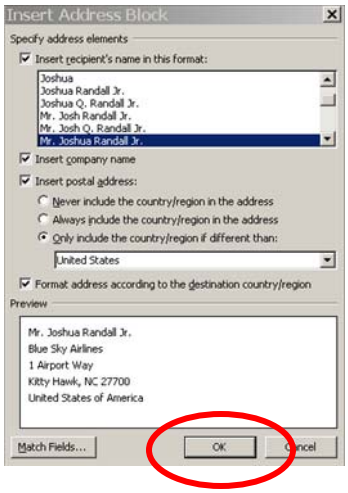


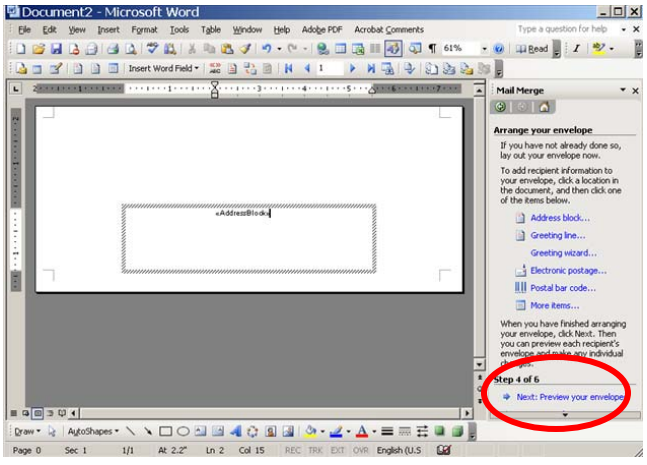
Touch *OK* to return to the mail-merge wizard.
Click *Next: Arrange your envelope* to move to *Step 4*.

Step 4: Place your Address Block:

1. Touch the *arrow down buttons* on your keypad, until a text box appears on the envelope.
2. Reposition the text box if it is not where you want it: *right click* the text box to move it to where it needs to be. Remember to keep the bottom margin at 1”
3. Now tell *MS Word Wizard* that this text box is for the *Address Block*

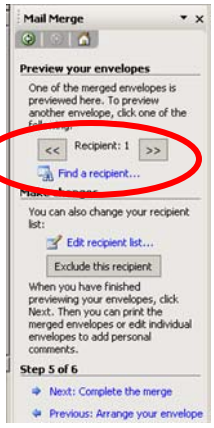


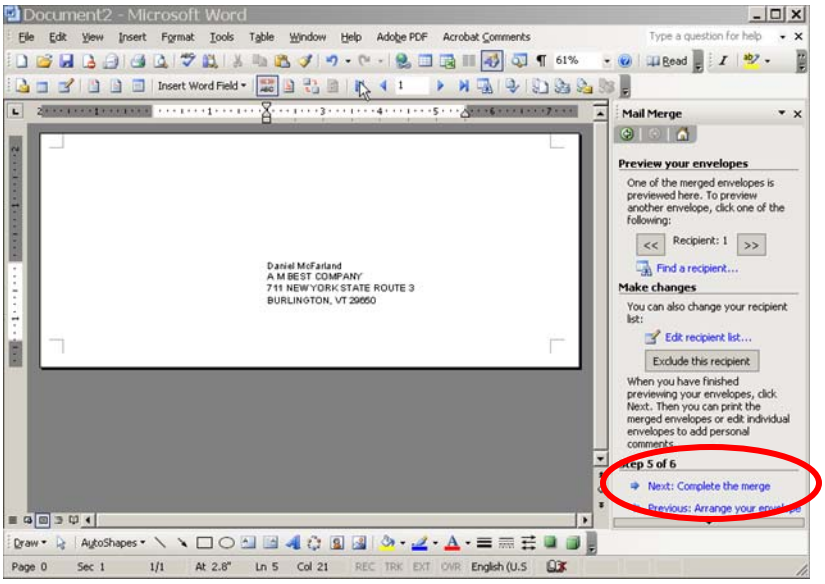




A screen appears: this screen shows you the data fields which can be displayed in your *Address block*. For this workshop, we will use all the data fields as originally created.
Click *OK*.
Touch *Next: Preview your envelopes* to move to Step 5.

Step 5 allows you to preview your envelopes by scrolling through the recipients. Scroll through the list for accuracy.

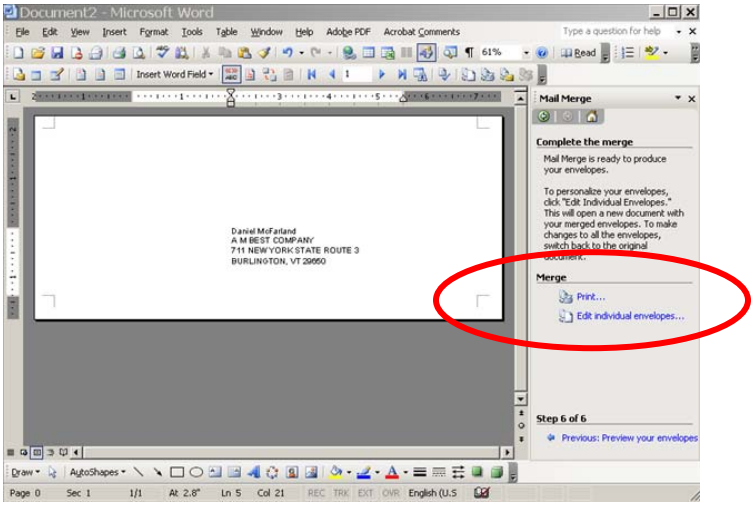


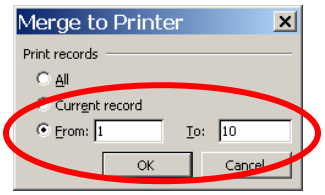


Click*: Next: Complete the merge* to move to *Step 6.*

Step 6: MS Word completes the merge process. Your envelope is ready for printing.

Touch *Print*. This icon does not actually send the job to the printer; rather it merges the data in preparation to be sent to a desired printer for output.



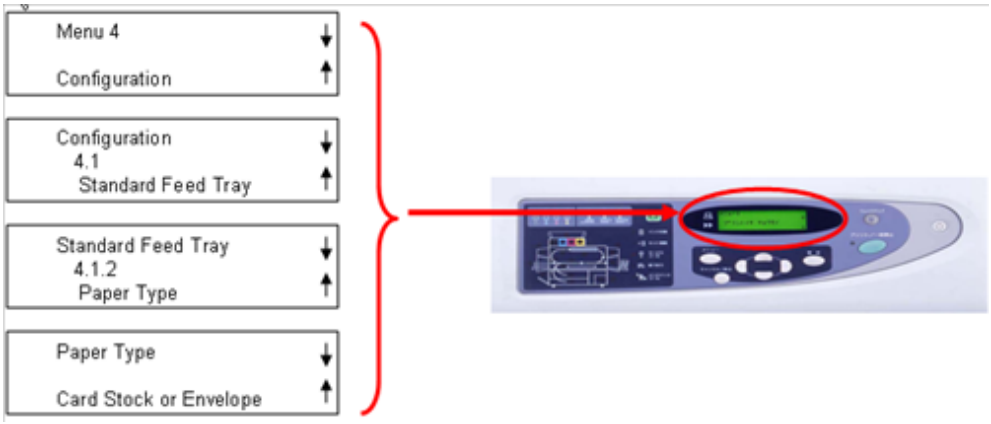


Select the records you want to print. For this exercise: Select 1. *From: 1 To:10*
2. Touch *OK*

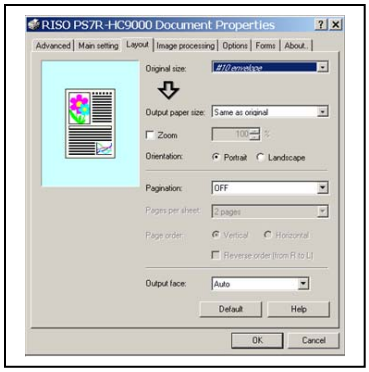
Now you are ready to send this job to the HC5500 for printing.

Prepare the HC5500 to accept envelope stock:

1. Place the RISO #10 envelope stock in the feed tray.
2. Program the control panel to make the necessary spacing adjustments for the HC5500 unit to accept card stock.
    a. Select Menu 4 Configuration and then Standard Feed Tray.
    b. Menu 4.1.2 asks for Paper Type. Select envelope



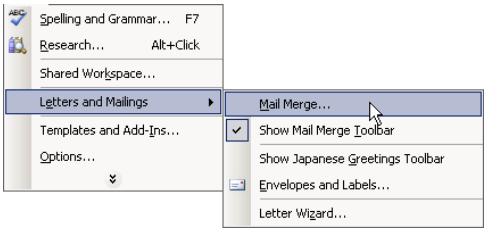
3. Go to: *File->Print*
4. Select the HC5500
5. Touch Properties
6. Go to the Layout tab
7. *Original Size:* (#10)must be selected
8. Output Paper Size: *"Same as Original"*



Note: Envelope sizes must be registered in the Console Settings under Custom Paper Size

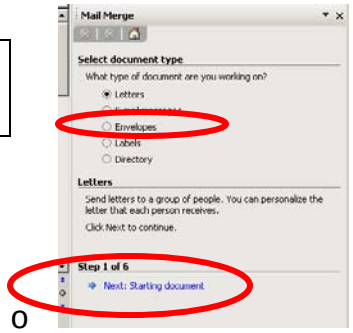
Workshop 3: Print a 9 x 12 envelope using the *MS Word Mail-merge Wizard Help*

1. Open a blank *MSWord* document.
2. On the tool bar go to: *Tools -> Letters and Mailings->Mail Merge*



A *Help* screen will appear on the right of the screen.

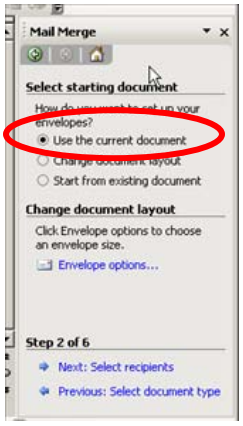
3. Select *Envelopes*

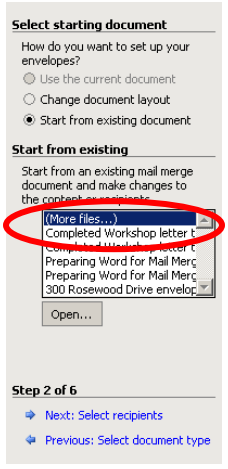


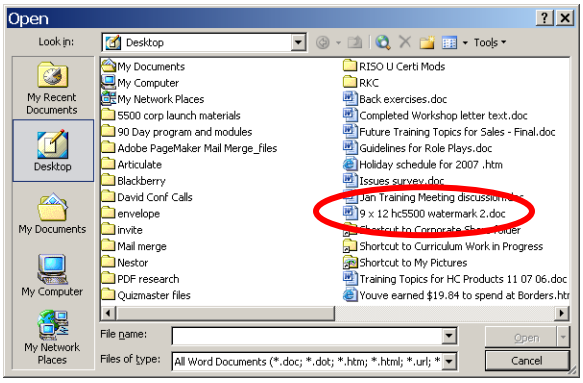
4. Click *Next: Starting document* to move to the next step (*Step 2)*

Step 2 is used to select your envelope type.

1. Select: *Start from existing document*

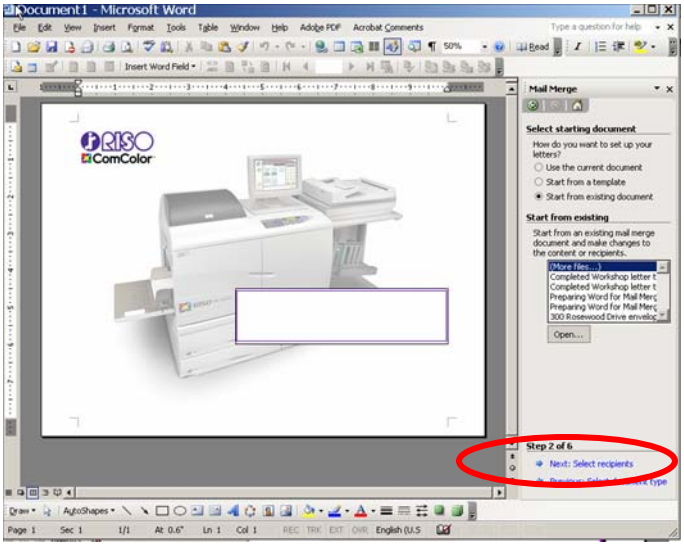






2. Open file: *9x 12 hc5500 watermark…*

on the *Desktop/CD*.



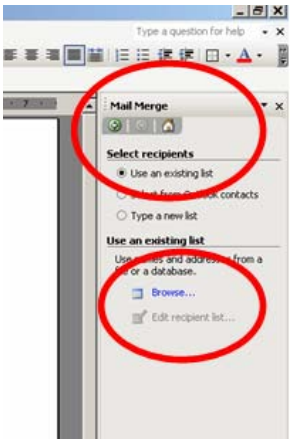
3. Click Next: Select recipients to move to Step 3.

Step 3 is about selecting your list of recipients.

You can select to:

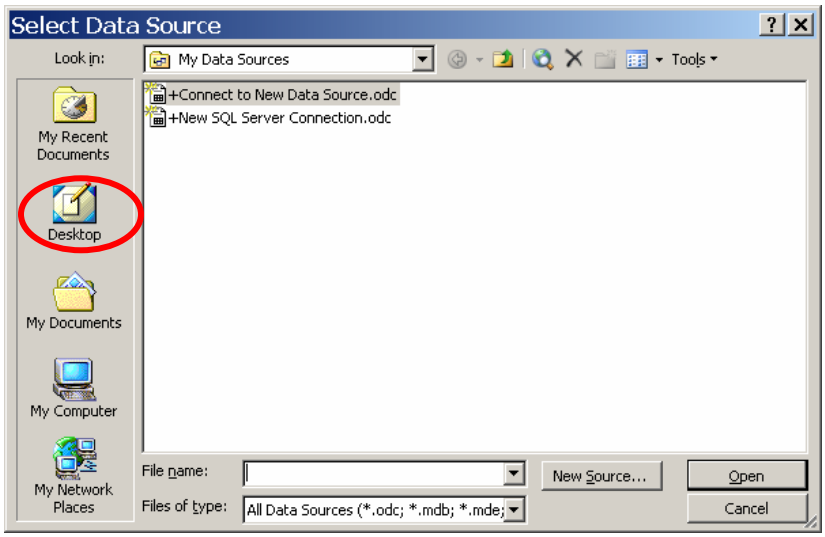
- Type a new list
- Select from Outlook contacts or
- Use an existing list

For this workshop, we will use an existing list on the *Desktop/CD:*

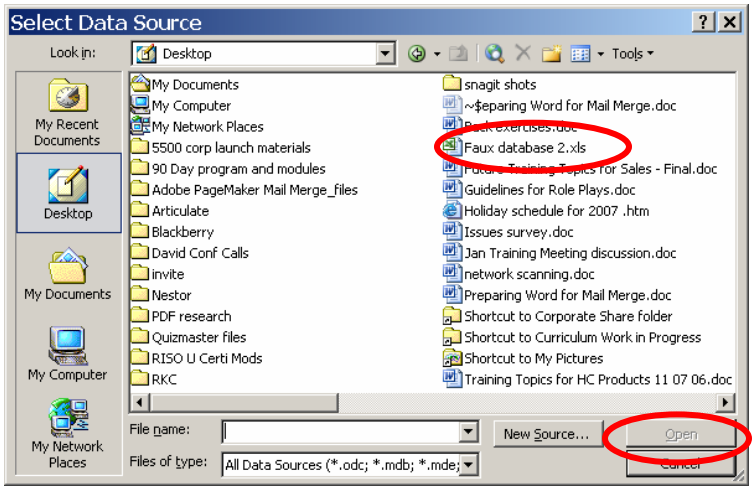


Select *Browse*.

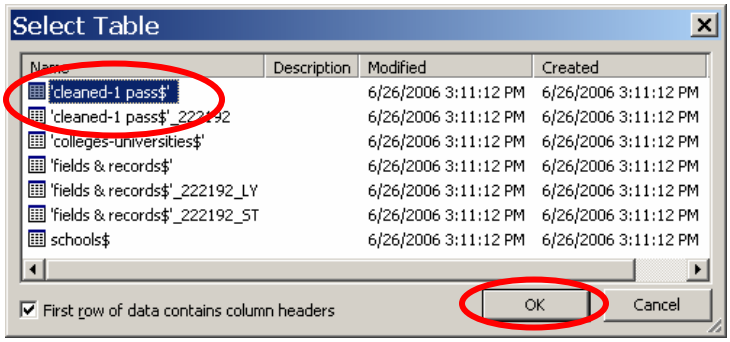
A *Select Data Source* screen appears. The default folder opens to *My Data Sources.* Our file is not in this folder. Change to the *Desktop/CD* screen to access the workshop file *Faux database2.xls*



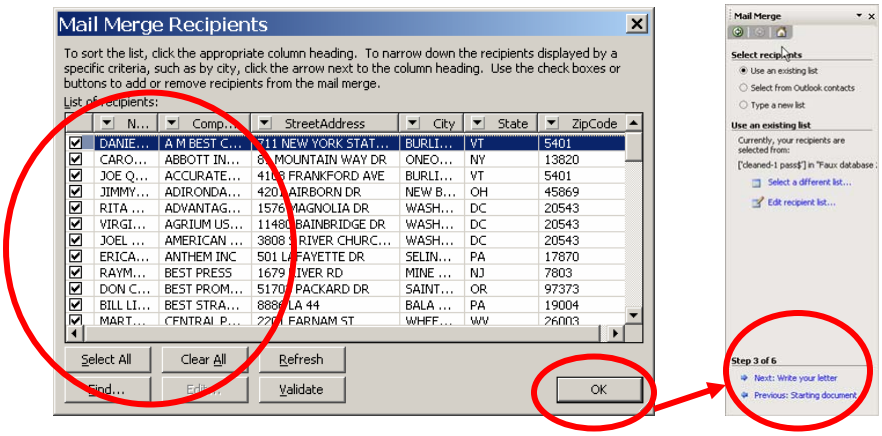
Select the *Faux database2.xls* file. Double click the file or select *Open*.



A *Select Table* screen appears. For this workshop, we will use the first table, *cleaned-1 pass$*. Select the table: double click or touch *Open* to display the table.



The database opens. You have the ability to choose which names to use for your mailing. For this workshop we will use *Select All*. A check mark appears by each name.

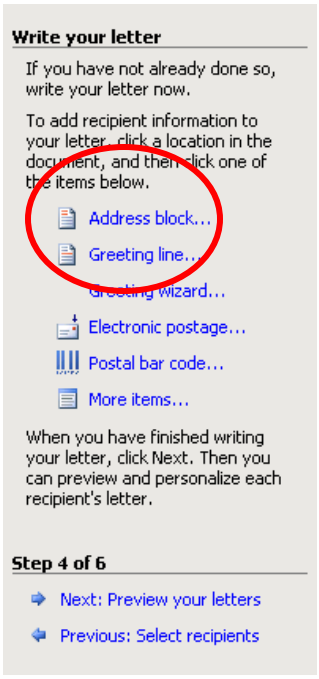


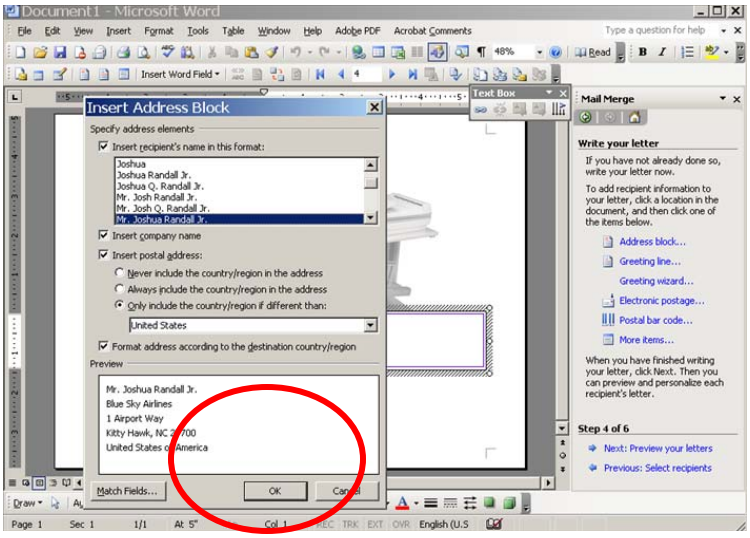
Touch *OK* to return to the mail-merge wizard.

Click *Next: Write your letter* to move to Step 4.

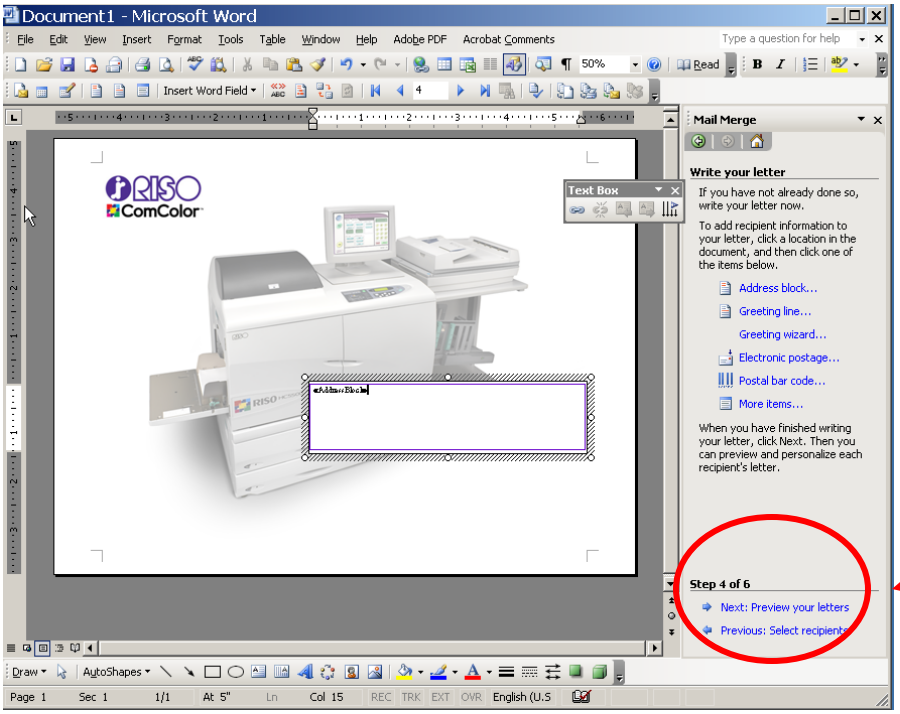
Step 4: Indicate where the address data should be placed.

Now tell MS Word what kind of data goes into this space. Select Address block…



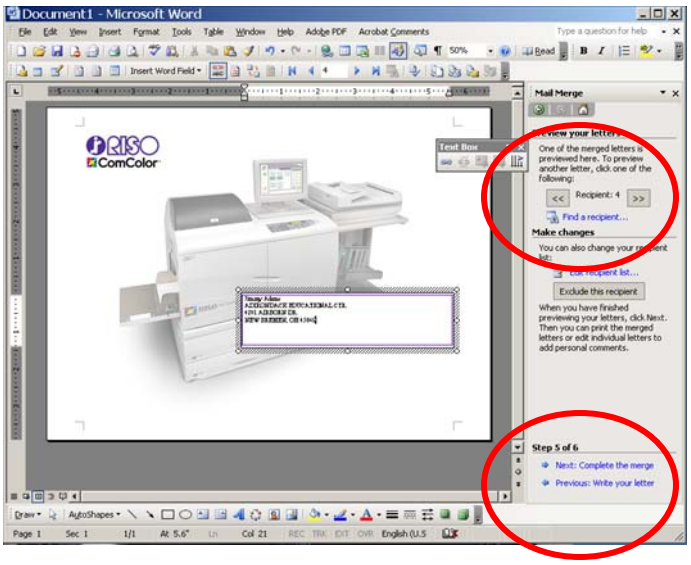


A screen appears: this screen shows you the data fields which can be displayed in your *Address block*. For this workshop, we will use all the data fields as originally created. Click *OK*.



Click: Preview your letters to move to Step 5.

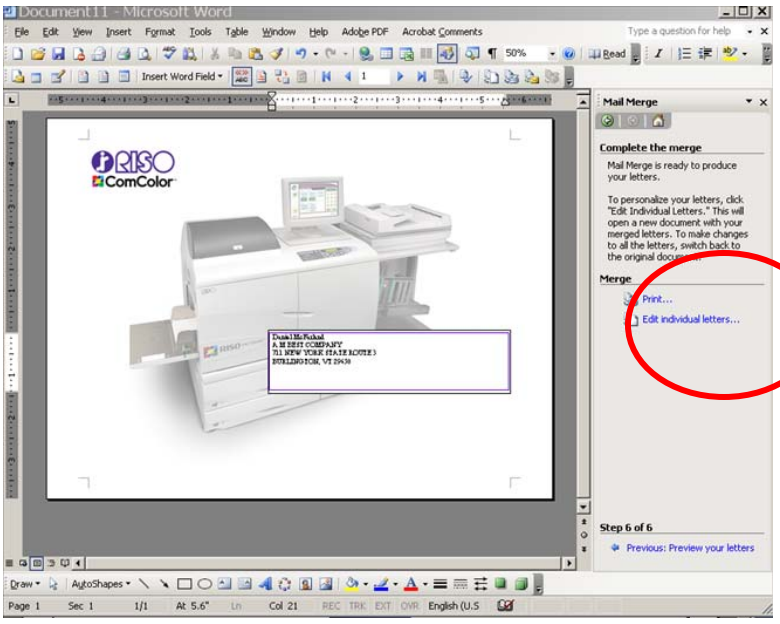
Step 5 allows you to preview your mailing.

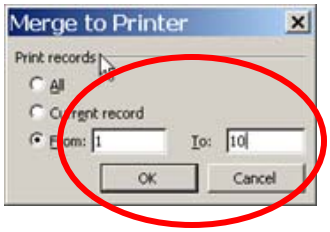


Scroll through for accuracy, then click: Next: Complete the merge to move to Step 6

Step 6: MS Word completes the merge process. Your envelope is ready for printing.

Touch *Print*. This icon does not actually send the job to the printer; rather it merges the data in preparation to be sent to a desired printer for output.



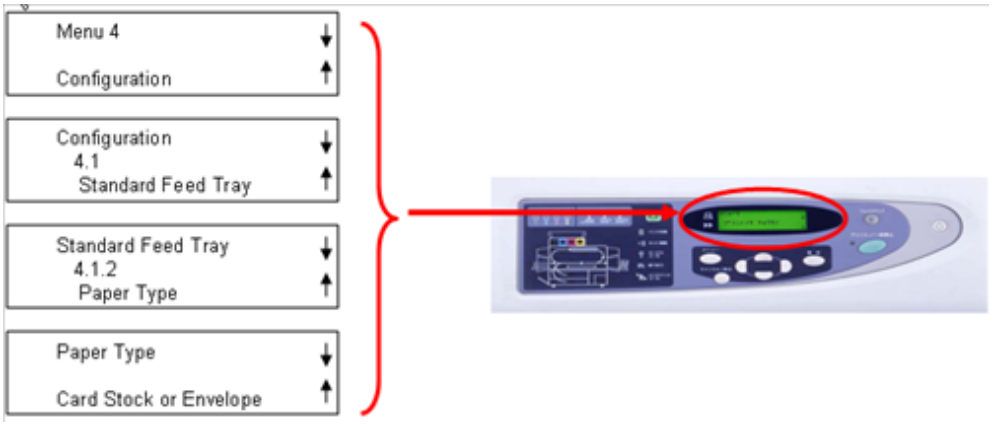


Select the records you want to print. For this exercise: Select 1. *From: 1 To:10*
2. Touch *OK*

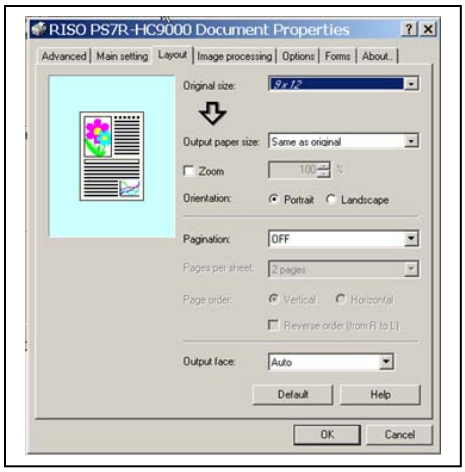
Now you are ready to send this job to the HC5500 for printing.

Prepare the HC5500 to accept envelope stock:

9. Place the 9 x 12 envelope stock in the feed tray.
10. Program the control panel to make the necessary spacing adjustments for the HC5500 unit to accept card stock.
    a. Select Menu 4 Configuration and then Standard Feed Tray.
    b. Menu 4.1.2 asks for Paper Type. Select envelope



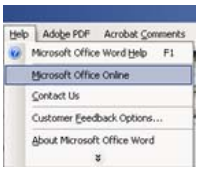
11. Go to: *File->Print*
12. Select the HC5500
13. Touch Properties
14. Go to the Layout tab
15. *Original Size:* (9 x 12)must be selected
16. Output Paper Size: *"Sam*



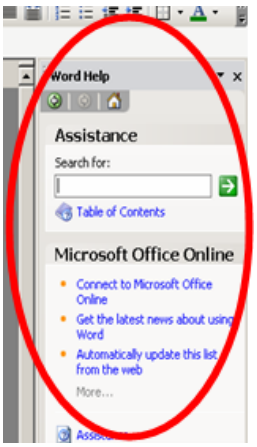
Note: Envelope sizes must be registered in the Console Settings under Custom Paper Size

For more in-depth knowledge about Mail-merge, or creating your own databases, you can access *Microsoft On-Line Help:*

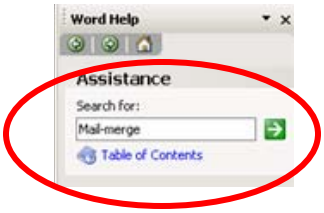
1. Make sure you have an internet connection
2. Access ***MS Word***'s *Help*



Microsoft On-Line Help appears on the right hand side of your screen.

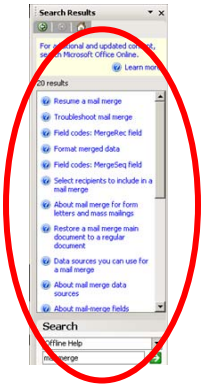


Type *Mail-merge* in the *Search* box, touch the white arrow in the green box.

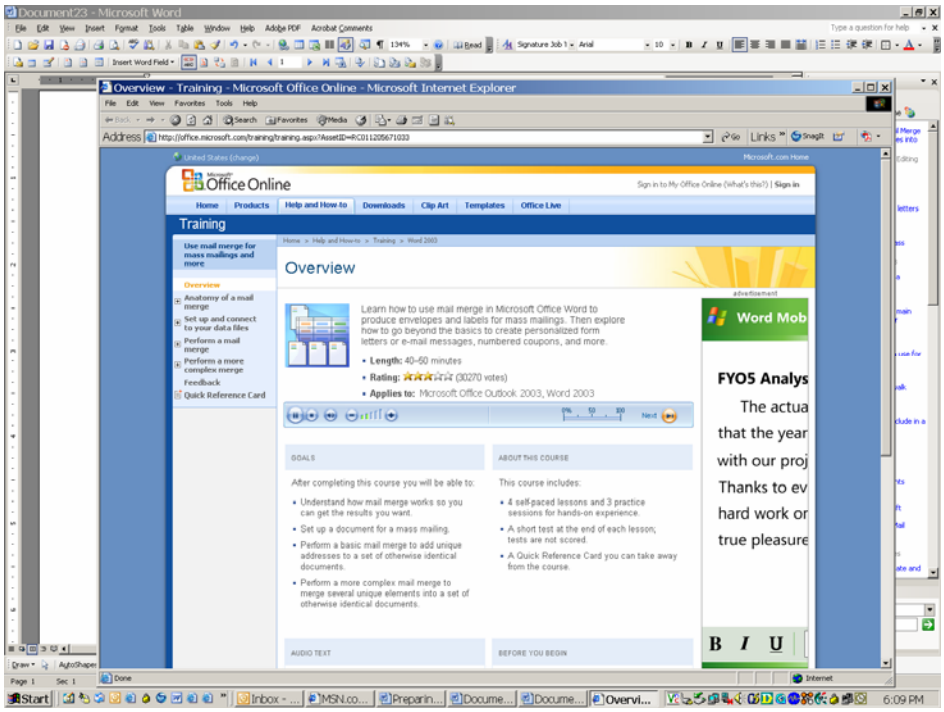


A list of *Help* topics appears.

Select any appropriate topic to learn how to create data files in *MS Word*



This topic is
“Use mail merge for mass mailings and more”.



RISO News Flash
Corporate Technical Services and Support

TSS- 044 **November 13, 2006**

Printing Envelopes with the HC5500
Setup and Printing Procedure

This procedure will assist with printing envelopes using the HC5500.

Setup

First: When installing the HC5500 the Technician should always check **Test Mode 5.8.26 'Envelope Margin'.** The default for this is **42 mm**. Change the margin to **12 mm**. The setting range is 12 mm to 72 mm. 12 mm is the lowest margin adjustment at this present time.

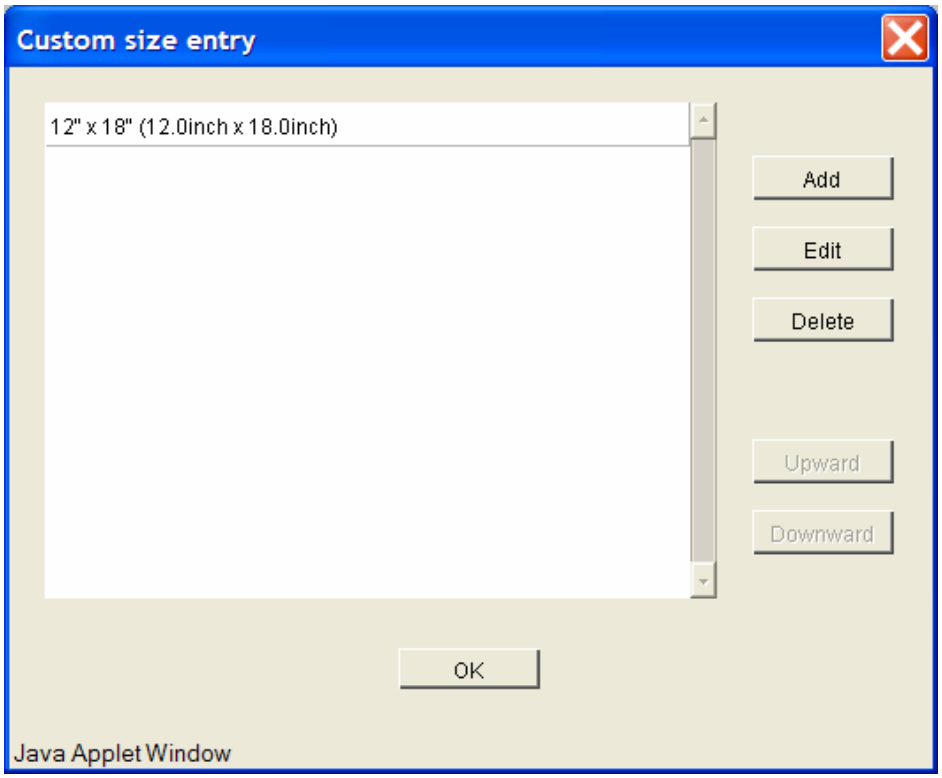
Second: After you install the Print Driver you will have to register the envelope sizes that the customer will be using. Some of the common US envelope sizes are listed below.

Commercial - #10 4.2" x 9.5"	Booklet - #91/2 9" x 12"
#9 3.8" x 8.8"	#10 9.5" x 12.7"
#8 3.8" x 7.5"	#13 10" x 13"

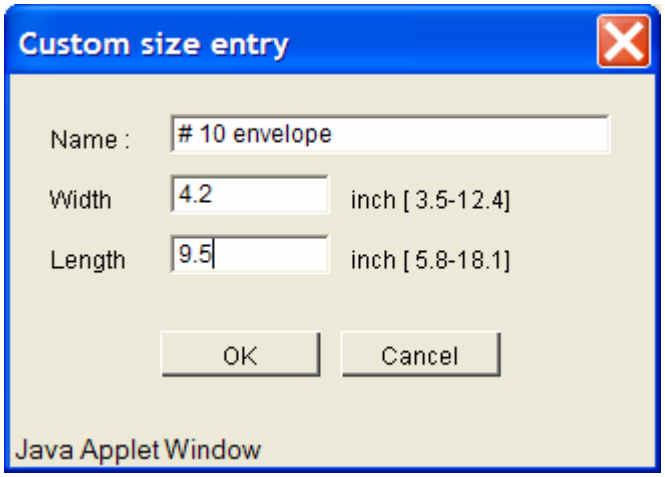
Riso, Inc. consecutive winner of the prestigious Omega NorthFace Award

Setup (cont.)

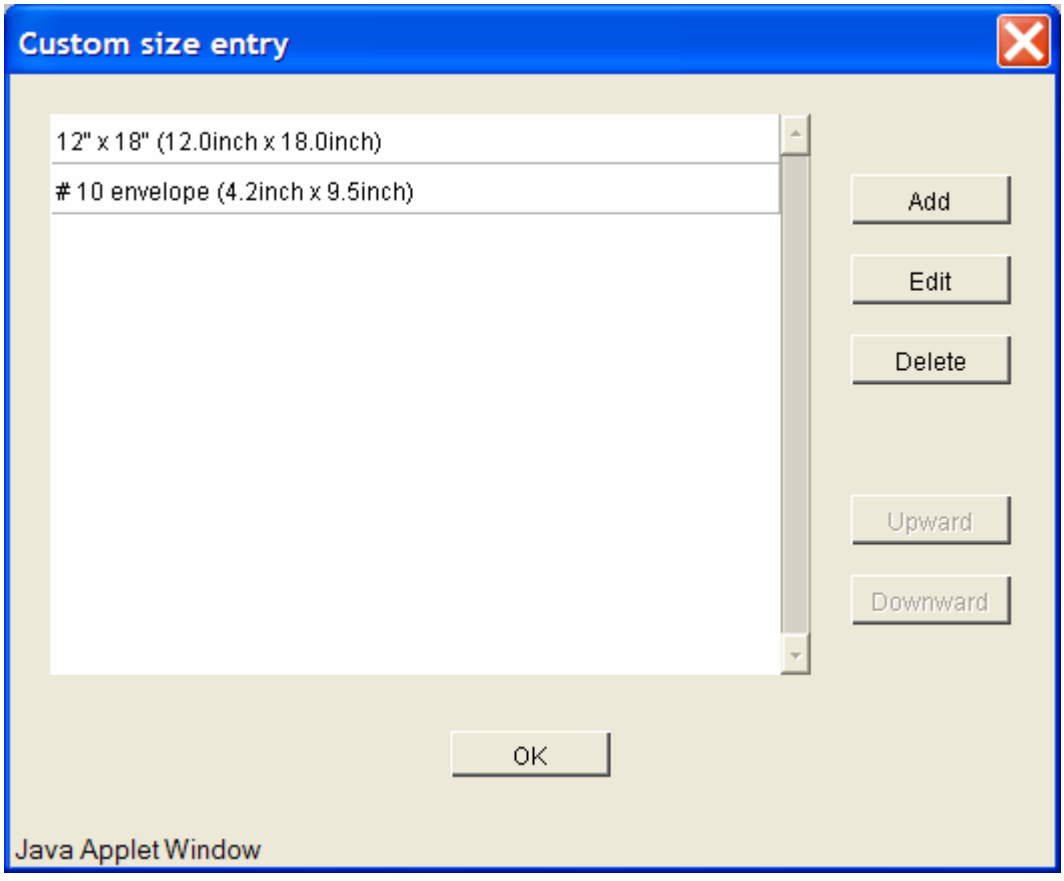
To register the envelope sizes go to the Webpage of the HC5500 and then log into ‘Administrator’. Go to the ‘Controller Setting 2’ tab and click on ‘Custom size entry’ to see the screen below.



Click on ‘Add’ and in this example we will enter a #10 commercial envelope size.



After entering the name and size click on ‘OK’. Do this for all the different envelopes that will be used.



Now the setup is complete. Next will be printing procedure of an envelope.

Envelope Printing Procedure

Always remember that when you are going to print envelopes, they have to be feed from the 'Standard Feed Tray' ONLY.

With the envelopes loaded in the Standard Feed Tray, go to the HC5500 panel and press the 'Menu' button. This will bring you into the menus of the HC5500. Next press the DOWN arrow key till you get to 'Menu 4 Configuration' and press the 'OK' button. After pressing OK you will see '4.1 Standard Feed Tray' press the 'OK' button. Now you will see '4.1.1 Paper Size', press the DOWN arrow once to get to '4.1.2 Paper Type' and press 'OK'. Press the DOWN arrow till you see 'Envelope' and then press 'OK'. Now press the green button ('Print/Pause') to put the HC5500 back on line.
The 5500 is now ready to print envelopes.

IMPORTANT: After you are finished with printing your envelopes put the HC5500 back to 'Standard Paper' for printing on normal paper stock.

January 17, 2007

Virginia Flores
AGRIUM US INC
11480 BAINBRIDGE DR
WASHINGTON, DC 20543

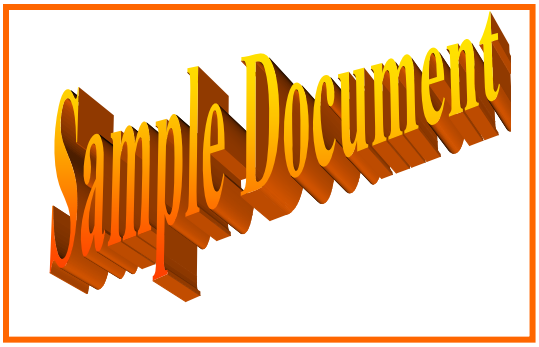
Dear Virginia ,

You use mail-merge when you want to create a set of documents that are essentially the same but each document contains unique elements. For example, in a letter that announces a new product, your company logo and the text about the product will appear in each letter, and the address and greeting line will be different in each letter.

This text is provided to show how a mail merge document will look. Mail merge is simple using *MS Word*. Simply save a data source in Excel or a comma separated format and use the *Mail Merge Wizard* features in *MS Word* to create fast and easy mail-merge letters and envelopes. Static information is created once and variable information is overlaid onto the document.

Using mail-merge, all you have to do is create one document that contains the information that is the same in each version. Then you just add some *placeholders* for the information that is unique to each version. *MS Word* takes care of the rest.

Enjoy the workshops!



Sincerely,

Kathleen Ryan

Training Curriculum Developer

RISO, Inc.