RISO News Flash
Corporate Technical Services and Support

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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.

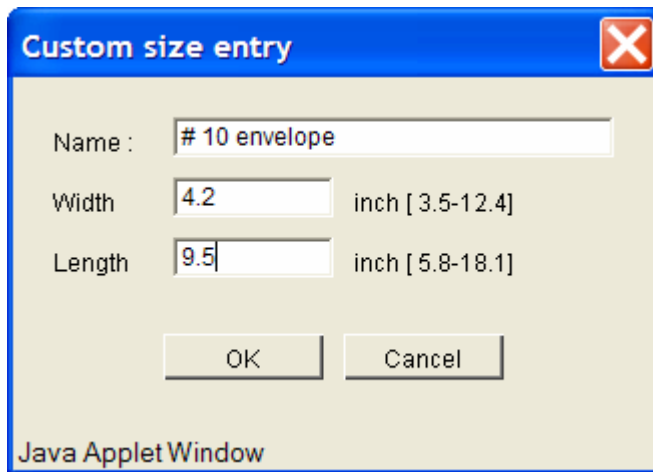|	
Commercial - #10 4.2" x 9.5"	Booklet - #91/2 9" x 12"
#9 3.8" x 8.8"	#10 9.5" x 12.7"
#8 3.8" x 7.5"	#13 10" x 13"

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.
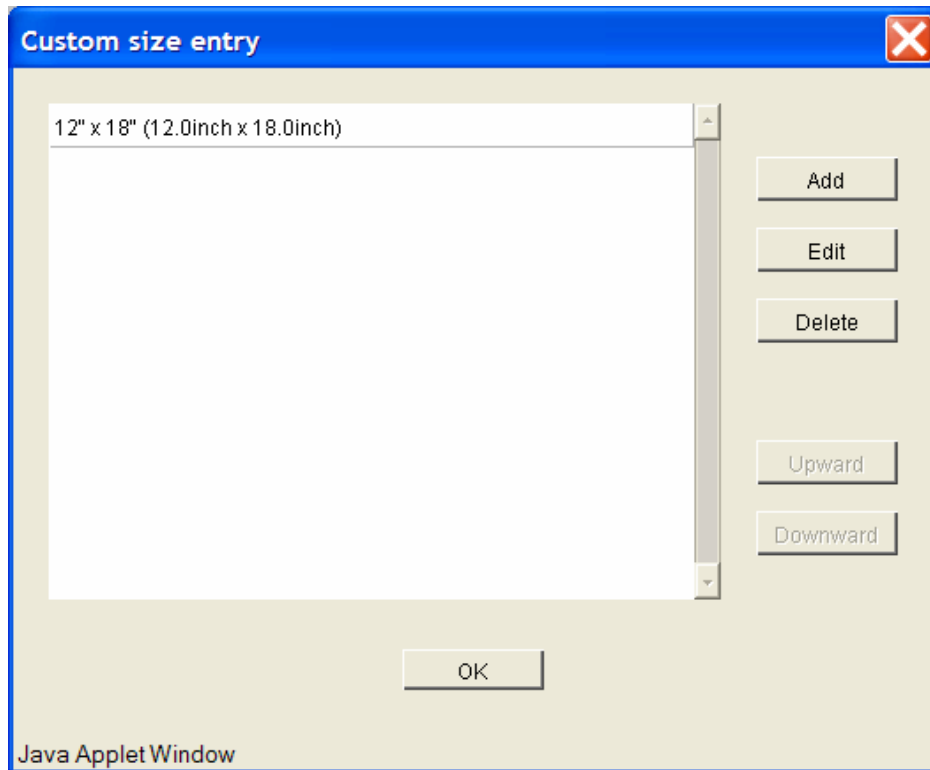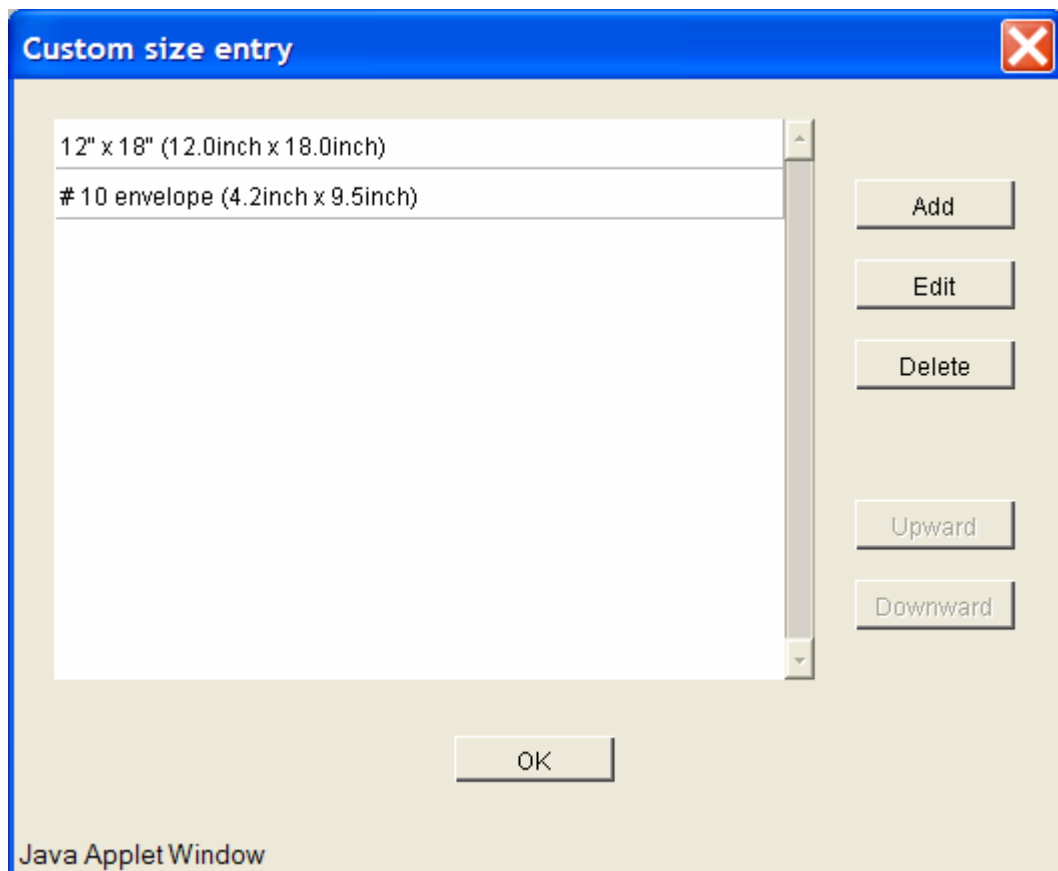

Click on 'Add' and in this example we will enter a #10 commercial envelope size.

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Custom size entry

Name : # 10 envelope

Width 4.2 inch [3.5-12.4]

Length 9.5 inch [5.8-18.1]

OK   Cancel

Java Applet Window

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

Custom size entry

12" x 18" (12.0inch x 18.0inch)

10 envelope (4.2inch x 9.5inch)

Add

Edit

Delete

Upward

Downward

OK

Java Applet Window

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

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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.