

# PRINTING A C5 ENVELOPE

### **MacOS and Windows Guide**



Scope of Disclosure	Public
Classification	Standard
Handling	Do not copy or transfer
Document Type	Guide



### **Device List**

#### e-BRIDGE Next Series III

#### Colour

- e-STUDIO2020AC / e-STUDIO2021AC
- e-STUDIO2525AC / 3025AC / 3525AC / 4525AC / 5025AC / 6525AC
- e-STUDIO5516AC / 6516AC / 7516AC

#### Monochrome

- e-STUDIO2528A / 5528A / 6528A
- e-STUDIO7529A / 9029A

#### e-BRIDGE Next Series II

#### Colour

- e-STUDIO2010AC
- e-STUDIO2515AC / 3015AC / 3515AC / 4515AC / 5015AC
- e-STUDIO5516AC / 6516AC / 7516AC
- e-STUDIO400AC / 330AC

#### Monochrome

- e-STUDIO2518A
- e-STUDIO5518A / 7518A / 8518A

#### e-BRIDGE Next Series I

#### Colour

- e-STUDIO2000AC
- e-STUDIO2505AC / 3005AC / 3505AC / 4505AC / 5005AC
- e-STUDIO5506AC / 6506AC / 7506AC

#### Monochrome

- e-STUDIO2508A / 3508A / 4508A
- e-STUDIO5508A / 7508A / 8508A
- e-STUDIO3508LP / 4508LP
- Note: This guide can be utilised for any custom size the device will support



### Mac envelope setup

1. Open the software package where you have created your envelope size, and click on layout

	Print
Printer:	eStudio 400 AC 🗘
Presets:	Default Settings
Copies:	Two-Sided
Pages:	O All
	From: 1 to: 1
Paper Size:	A4 210 by 297 mm
Orientation:	1 : Scale: 100%
	Layout 🗘
	Pages per Sneet:
1	Layout Direction:
	Border: None
	Two-Sided: Off
	Reverse page orientation
	Flip horizontally
? PDF V Hide Det	ails Cancel Print

2. Then you need to click on Manage Custom Sizes

	Print	
Printer	8.5" SQ (8 1/2 x 8 1/2") 8K (270 x 390mm)	
Presets	12 x 18" 13" LG (8 1/2 x 13")	<b>•</b>
Copies	16K (195 x 270mm) 305 x 457mm	
Pages	320 x 450mm 320 x 460mm	
Paper Size	√ A4 A5	210 by 297 mm
Orientation	A6 Computer (10 1/8 x 14")	100%
	Envelope #10 Envelope Choukei 3	
1	Envelope DL Envelope Kaku2 Envelope Monarch Envelope You4	
	Folio JIS B4 JIS B5	
	Ledger (11 x 17") Postcard Statement	rse page orientation orizontally
? PDF 💌 Hide D	US Letter	Cancel Print
	Manage Custom Sizes	



3. You then create your C5 envelope using the settings below

		Print			
	C5 Envelope	Paper Size:	162 mm Width	229 mm Height	
		Non-Printable	Area:		
		User Defined	l	\$	
			6.35 mm		
		6.35 mm	Тор	6.35 mm	
		Left	14.11 mm	Right	
			Bottom		
	+ — Duplicate				
	?		Cancel	ОК	
	Remaining From: Aut	to (Default) 💲			
? [	PDF Y Hide Details		Ca	ncel Prin	:

4. Next ensure you have the correct choice of tray to print your envelopes

Print
Printer: eStudio 400 AC
Presets: Default Settings
Copies: 2 Two-Sided
Pages: O All
From: 1 to: 1
Paper Size: C5 Envelope 🖸 162 by 229 mm
Orientation: 👫 🎼 Scale: 100%
Finishing
Destination: Exit Tray
Media Type: Envelope
Stapling: Off
Hole Punch: Off
Pording.
? PDF ▼ Hide Details Cancel Print

5. Press Print



## Windows PC Envelope Setup

 First open your printer driver by going to control panel → devices and printers. Here go to printing preferences. Click on the "Others" tab. Then click on "Custom Paper Size"

rint lob:	Default Menu Setting:		
Normal Print V	Basic ~		> TopAccess
	☐ Toner Save ☐ Do not Print Blank Pages	Letterhead Print Off On (For 2-Sic On (For all p	: Mode ded printing only) rinting)
	SNMP Communication		SNMP Settings
	Output Devices		Add Printer
100%	Custom Paper	Size	
A4 A4	User name (Alias): JMcC	lue	• ]
Settings	Department Code:		
Profile:	Hide Department Code(Z)		
None v	Project Code(K):		
Rules Based Printing	Custom Settings File:	Import	Export
Restore Defaults	Restore All Defaults		ersion Information

2. Here create your custom size for C5 162 x 229 and click on OK

Custom Paper Size	×	Templates
Custom Paper Size	):	Letterhead Print Off On (For 2-Sic On (For all pr
Dividing	<ul> <li>              mm (148.0 - 1200.0) mm      </li> <li>             mm         </li> <li>             Cancel         </li> </ul>	Size
ОК	Cancel	
Profile:	 Hide Department Code	Z)
None 🗸 🗸 🗸	Project Code(K):	



TOSHIBA

	Original Paper Size:
📃 Normal Print 🛛 🗸 🛄	C5 (6.38 x 9.02inch)
	Print Paper Size: Image Scale:
	C5 (6.38 x 9.02inch) V 100 \$ %(25-400)
	Paper Source:
	Bypass Tray 🗸 🗸
	Paper Type:
	Thick 1 (106-163gsm) 🗸
100%	Destination:
Therease have a	A3
U1.2.3 -U1.2.3	
의 1.2.3 - 실 1.2.3 Settings	Number of Copies: 1 (1-9999)
Settings Profile:	Number of Copies: 1 (1-9999)
Settings Profile: None Save Profile Delete	A4 Number of Copies: 1 (1-9999) Orientation: ⓐ Portrait ◯ Landscape
Settings Profile: None Save Profile Rules Based Printing	A4 Number of Copies: 1 (1-9999) Orientation: I Colour: Colour:

4. Press Print