

Printing Envelopes on a RISO Inkjet Printer

This guide is designed to give guidance on the feeding and printing of envelopes on a RISO Inkjet ComColor, ComColor X1, FW, GD, FT and GL Series of full colour inkjet printers.

In this guide you will find instructions and the necessary specifications to ensure that firstly the recommended type of envelope stock for the particular machine is being used and secondly the RISO printer is in the required configuration.

It is vital that any instructions are fully adhered to as any deviation will almost certainly result in poor feeding, jams and potential damage to the inkjet heads of the printer.

The envelope type recommended in this guide are based on successful internal tests and experience in live installations. However, due to the wide variation in envelope manufacturing, quality and storage conditions we cannot fully guarantee any envelope's performance.

MACHINE CONFIGURATION

To print and deliver envelopes on any of the RISO Inkjet Printer one of the optional **Auto Control Stacking Tray or Wide Stacking Tray** delivery trays **must** be fitted:

The above are the only delivery trays are suitable for this purpose, you **should not** use a High Capacity Stacker, Face Down Tray, Face Down Offset Stapler, Face Down Finisher, Multifunctional Finisher or FW Internal Delivery Tray to deliver envelopes

SUITABLE ENVELOPES

Envelopes are manufactured in a vast number of different combinations of size, weight, adhesive and flap type not all of which are suitable for overprinting on RISO Inkjet devices.

We have conducted a series of evaluation tests to determine which envelope types can be recommended for use and the results are shown in the charts shown overleaf.

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ENVELOPE TYPES

ENVELOPE ADHESIVE			FLAP TYPE				OTHER TYPES		
GUMMED	SELF SEAL	PEEL & SEAL	OPEN	CLOSED	WALLET	POCKET	WINDOW	BOARD BACK	GUSSET
YES	NO	NO	YES <small>Note 1</small>	YES	YES	YES	YES <small>Note 2</small>	NO	NO
ENVELOPE SIZES FROM STANDARD FEED TRAY			ENVELOPE WEIGHTS						
Min C6	up to	Max C4 ***	up to 100gsm		over 100gsm				
			YES		Not Recommended				

Note 1: Open flap Self Seal are not considered suitable as the adhesive can transfer onto machine parts

Note 2: Although these type envelopes have fed successfully it is important the window does not interfere with the feeding process.

***RISO A4 Inkjet models will print with an approximate 10mm side border on a C4 envelope.

FEEDING AND PRINTING

Envelopes should only be fed from the **Standard Feed Tray**, in the case of the **ComColor X1, GD and GL Series** the optional **High Capacity Feeder** can also be used

The exact number of envelopes that can be stacked on the Standard Feed Tray will depend on the size and flap type but as a general rule expect this to be in the region of 120 to 200 maximum and use of the High Capacity Feeder will not increase this figure.

Printing on envelopes must be **simplex or single sided only**, no attempt should be made to print duplex or double sided as damage to the machine may well occur.

Any envelope with a closed flap must fed with the flap face down to avoid any contact with the printheads.

Please note that the image quality when printing onto envelopes may differ to that achieved with standard papers.

MACHINE ADJUSTMENTS

Before printing on envelopes the operator must ensure the "Paper Type / Thickness" of the Standard Feed Tray is configured to "Envelope" and the "Paper Size" matches that of the envelope. If necessary an appropriate "Custom Paper Size" should be set up on the machine and then selected. For full details please refer to the User Guides

Please note that when in "Envelope" mode the RISO Inkjet will run at a reduced speed.

ENVELOPE CONDITION

The condition of any envelope to be printed is absolutely critical, curl normally attributed to the stocks age and or to poor storage is often the biggest issue.

Curled or "dog eared" stock will inevitably create problems inside the printer with a high risk of jamming and damage due to impact with the printheads.