R&R Report Writer *Technical Bulletin*

LaserJet Envelopes

Product: R&R Report Writer for DOS®   **Oper Sys:** DOS®
Version: 3 and 4

Summary

Following the instructions given below, you can use R&R Report Writer to print envelopes on any HP® LaserJet printer that will accept either an HP envelope tray or envelope feeder.[*] If you don't have either of these printer accessories, you can feed single envelopes into the printer manually.

The procedure involves three steps:

1. Customize the printer configuration by adding a printer control sequence that specifies paper source, envelope size, and top margin spacing.

2. Create the report layout.

3. Select the appropriate print options and print the report.

How you perform these steps varies slightly depending on which version of R&R Report Writer you use. This technical bulletin provides instructions for versions 3 and 4.

Using the Envelope Feeder

Hewlett-Packard® makes two envelope feeders, one for the LaserJet IID (HP part number 33457A) and one for the LaserJet IIID (HP part number 33458A). Both are stack feeders that can hold up to 50 envelopes at a time and that attach above the printer's topmost paper tray. They support three envelope sizes:

- Commercial 10 (4 1/8" x 9 1/2")

- Monarch (3 7/8" x 7 1/2")

- International DL (110 mm x 220 mm).

The examples in this technical bulletin use the IIID feeder filled with Commercial 10 envelopes on a LaserJet IIID.

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[*] If you have a non-HP printer with a similar envelope tray or feeder, you may be able to use the techniques explained here, substituting your printer's control sequences for those given.

Customizing the Printer Configuration

In order to use either envelope feeder with R&R Report Writer, you must first customize your printer configuration.

R&R Report Writer, Version 4

1. Run RRSETUP and select the Configuration option.

2. Select the configuration file you want to customize.

3. Select the Printers command and select the LaserJet IIID (either Duplex or Simplex) or add it to your list of printers.

4. Select Customize, and press PgDn twice to display the screen with the auxiliary paper bin fields.

5. Enter the following printer control sequence in either of the "Auxiliary paper bin" fields, being careful to use the letter l (lower-case L) after the ampersand, the number 1 (one) after the number 8, and the number 0 (zero) instead of the letter o:

    27,"&l81a6h0e0L"

    In this sequence, the 81a selects the Commercial 10 envelope size. If you want to use Monarch size, use 80a instead. For DL envelopes, use 90a. The other parts of the sequence should remain the same no matter what envelope size you use: 6h selects the envelope feeder as the paper source; 0e sets the top margin to 0 lines; 0L disables the perforation skip.

R&R Report Writer, Version 3

1. Run RRSETUP to modify your configuration file. Since you will create a custom driver especially for envelopes, select an empty slot in your printer list and add the LaserJet 500/+/II. Select CUSTOM as the printer type (this will allow you to modify the printer control sequence fields). You should also change the printer name to something like "HP Envelope", which will enable you to identify the driver easily.

2. Enter the following printer control sequences in the following fields, being careful to use the letter l (lower-case L) after the ampersand; the number 1 (one) after the l, after the c, and after the 8; and the number 0 (zero) instead of the letter o:

    6 lines/inch: Mode   27,"&l6D"
    8 lines/inch: Mode   27,"&l8D"
    Form feed: 12
    Landscape on:
     27,38,108,49,79,27,"&l14c1E",27,"&l81a6h0e0L"

    Change the 81a in the landscape sequence as indicated above if you want to use envelopes other than Commercial 10.

Create the Layout—Either Version

Next, create the report layout using the same procedure for either **R&R Version 3 or 4**. Insert name and address fields from your database or type names and addresses as text fields. If your envelopes do not have a printed return address, you can add the return address to the layout. In most cases, the address fields should be on body lines. The last line of the report should be a body line which is a new-page line (use the /Line Print New-Page command). Figure 1 shows a sample envelope report layout that includes a return address.

```
                                      Line:  4  Col:   1   -   READY
Type / for command menu.   Press F1 for help, F10 to insert field
Format: Left
        [.........1.........2.........3.........4.........5.........6.........7.
  Body  │Concentric·Data·Systems,·Inc.
  Body  │110·Turnpike·Road
  Body  │Westborough,·MA····01581
► Body
  Body                               'XX 'XXXXXXXXXXXXX·'XXXXXXXXXXXXXX
  Body                               'XXXXXXXXXXXXXXXXXXXXXXXXXX
  Body                               'XXXXXXXXXXXXXXXXXXXXXXXXXX
  Body                               'XXXXXXXXXXXXX,·'X···'XXXXXXXX
  Body  ─────────────────────────────────────────────────────────────────────
```

Figure 1. Sample Envelope Report Layout

Printing the Report

Before you print the report, select the following /POP print options for either version 3 or 4:

- **Page length:** envelope length; for example, 4 inches for COM 10.

- **Lines per inch:** whatever you want

- **Top margin:** whatever you want; for example, 0.6 inches for envelopes on which you will print return addresses and 2 inches for envelopes with the return address already printed (HP recommends at least 0.6 inch).

- **Bottom margin:** doesn't matter

- **Printer indent:** whatever you want; for example, 0.6 inches for envelopes on which you will print return addresses and 3.5 inches for envelopes on which you print only the mailing address (again, HP recommends at least 0.6 inch).

- **Pitch/Ruler pitch:** whatever you want

- **Right margin:** doesn't matter

- **Orientation:** Landscape

For Version 4 only, select the bin with the envelope sequence as the /POC "Paper feed" option.

Finally, fill the envelope feeder as explained in the HP manual. Envelopes will be face up, with the top edge flush against the *left* side of the paper guide.

Using the Envelope Tray

Hewlett-Packard makes several envelope trays, one for the LaserJet II or IID (HP part number 92295F), which also works on the LaserJet III, and one for the LaserJet IIP (HP part number 92275F), which will not work unless the IIP has the optional Lower Cassette. For this article, we used a LaserJet II tray with Commercial 10 envelopes on both a LaserJet II and LaserJet III. This tray can hold up to 15 envelopes and is inserted in place of the printer's regular paper tray. It supports envelopes from 3.4" x 7" to 7.4" x 10.5" (this includes Commercial 10, Monarch, International DL, and C5 envelope sizes).

In order to use this envelope tray with R&R, follow the instructions given above for using the envelope feeder with your version of R&R. However, substitute the following printer control sequence for the **Version 4** auxiliary paper bin sequence:

> 27,"&*l*81a0e0L"

If you are using **Version 3**, substitute the following sequence for the landscape sequence:

> 27,38,108,49,79,27,"&*l*14c1E",27,"&*l*81a0e0L"

As indicated earlier, for printing envelopes that are not Commercial 10, replace 81a in either sequence with the sequence for the envelope size you are using: 80a for Monarch, 90a for DL, or 91a for C5.

Before you print the report, fill the envelope tray as explained in the HP manual. Envelopes will be face up, with the top edge flush against the *left* side of the paper guide.

Using Manual Feed

If you print so few envelopes that you don't want to invest in any printer accessories, you can hand feed single envelopes into your printer by following the instructions given above for using the envelope tray. However, substitute the following printer control sequence for the **Version 4** auxiliary paper bin sequence:

> 27,"&*l*81a2h0e0L"

If you are using **Version 3**, substitute the following sequence for the landscape sequence:

27,38,108,49,79,27,"&l14c1E",27,"&l81a2h0e0L"

Again, if you are using envelopes that are not Commercial 10, replace 81a in either sequence with the sequence for the envelope size you are using: 80a for Monarch, 90a for DL, or 91a for C5.

Before you print your report, place a single envelope in the printer's manual feed slot as explained in the HP manual. Adjust the paper guides to hold the envelope, which should be face up with its top edge against the *left* paper guide. After this first envelope has printed, the printer Control Panel will display a message asking you to insert another envelope of the specified size. For example, since we were using Commercial 10 envelopes, the message was PE FEED COM-10. Insert envelopes as you are prompted for them.

Hints and Cautions

In using all three methods of printing envelopes, there are only two potential problems. First, you may get a top margin slightly larger (by about a tenth of an inch) than the one you specify. We compensated for this by specifying a smaller top margin than we actually wanted.

Second, the quality of print on the envelopes may be significantly poorer than the quality of print on regular paper. Hewlett Packard's manuals give very specific guidelines for selecting envelopes and adjusting the printer to improve print quality. We strongly suggest that you follow these instructions.