

Printing Envelopes

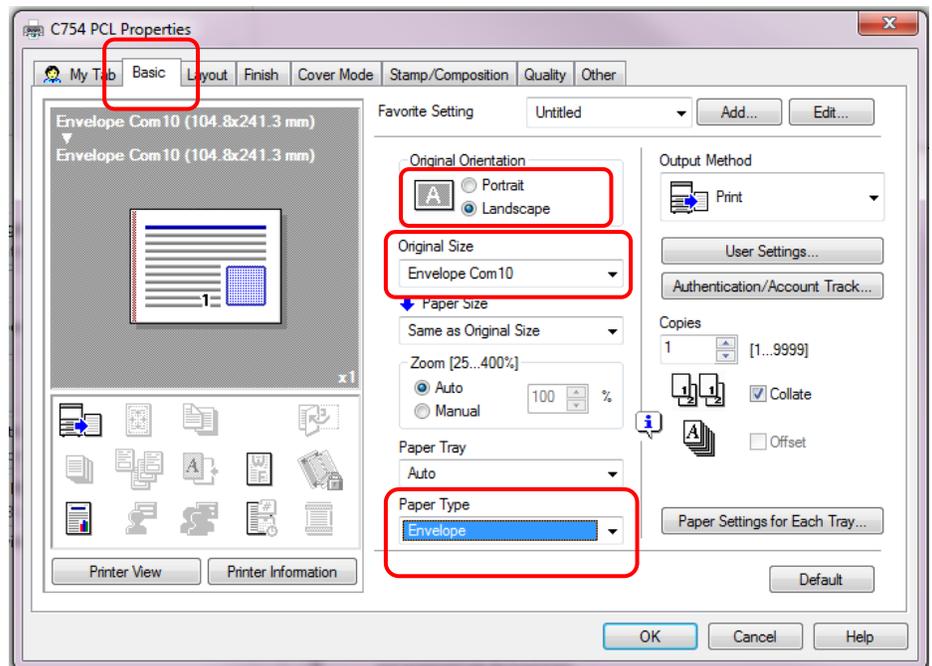
Please note that the Envelope Wizard in programs such as MS Word do not tell the device the proper paper type, only the size, so the device will not adjust for envelopes, causing jams or wrinkling. The following steps will assist you with printing envelopes.

Step 1: One-time envelope template setup in MS Word or MS Publisher.

- ◆ In Page Setup choose your envelope size. A #10 envelope (Envelope Com #10) is a standard size. 9x12 and 10x13 envelopes can be set as custom sizes.
- ◆ Set up your margins, logo, return address, etc. as you want them to appear and save this blank template for future use.

Step 2: Printing

- ◆ Click File, Print, then Properties to open the printer driver.
- ◆ Match the Original Size to the size of your envelope.
- ◆ Leave Paper Tray setting on Auto.
- ◆ From the Paper Type menu select Envelope.
- ◆ Click OK and send to print.
- ◆ At the device you will be prompted to load your envelope(s) into the bypass tray.
- ◆ Load the envelopes print side down with the flap pointing towards you.



- ⇒ The bypass tray will hold up to 10 envelopes at a time.
- ⇒ Make sure to run your hands over the envelopes before feeding them to squeeze out as much air as possible.
- ⇒ Please be aware, as this is not considered an envelope printer, but simply a multifunctional device, you may encounter some wrinkling. This primarily depends on the quality and thickness of the envelopes, and the amount of air squeezed out.