

Question

How to print envelopes from Microsoft® Word using either the **Letters and Mailings** feature or the Word application.

Answer

To print envelopes from Microsoft® Word using the **Letters and Mailings** feature, perform the following.

When at the machine:

1. Load the envelope paper into the bypass tray.
2. From the Copy Screen on the operation panel, select Paper.
3. Select the bypass tray.
4. Select Change Tray settings.
5. Select Normal for the paper type (do not select Envelope for paper type).
6. Select Custom size.
7. Enter the envelope size.
8. Select Ok three times to return to the copy screen.

From Microsoft® Word:

1. Open Microsoft® Word.
2. From the Tools menu, select **Letters and Mailings**, then **Envelopes and Labels**.
3. Enter the desired Delivery and Return addresses.
4. Click the Options tab.
5. Select the correct envelope size.
6. Select OK, then print.

CAUTION: This method can cause unacceptable levels of creasing on some envelope stock. If that occurs then envelopes should be printed using the following procedure.

These steps that follow describe the procedure to print on a standard #10 business envelope. To print other size envelopes change sizes as needed.

1. Place a #10 envelope on the bypass tray of the MFP.
2. Register the paper size and paper type of bypass tray using the MFP control panel:
Custom paper size → X=9½, Y=4? and Paper type → Envelope
3. Install the Driver on a PC running Microsoft® Windows XP.
4. Open the Microsoft® Word file, and select **Envelope Com10** on the Page Setup menu.
5. Set the printer driver setting as:

Original size → Com10

Paper tray → bypass tray

Paper type → Envelope