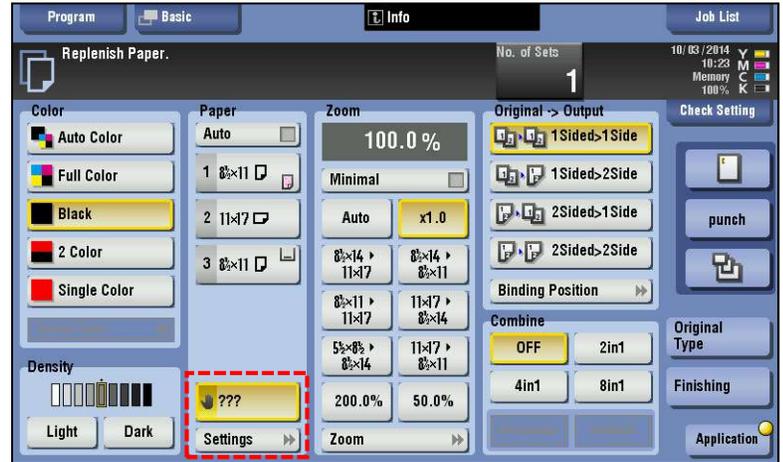
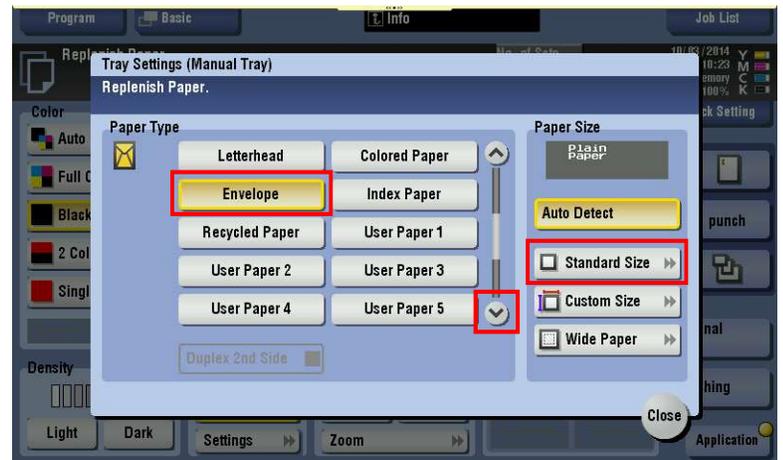


1. Put the envelopes in the **Bypass tray**

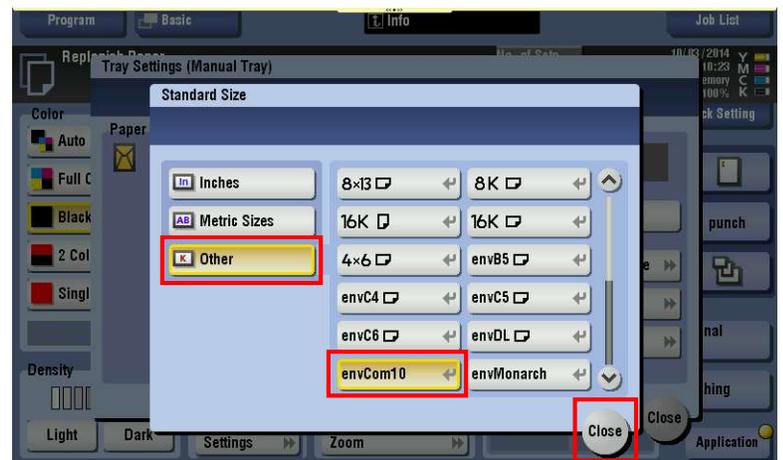
*Note: If the window doesn't pop up touch the **manual feed paper tray** and touch **Settings***



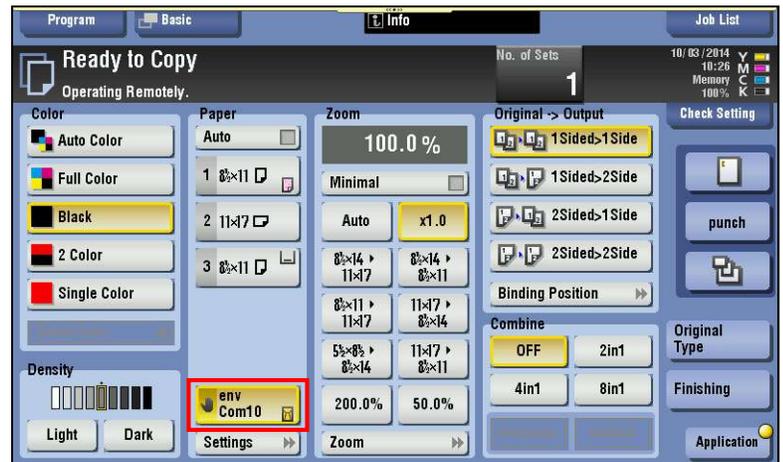
2. Touch **Down** and touch **Envelope**
3. Touch **Standard Size**



4. Touch **Other**
5. Touch the correct envelope size
6. Touch **Close**
7. Touch **Close**

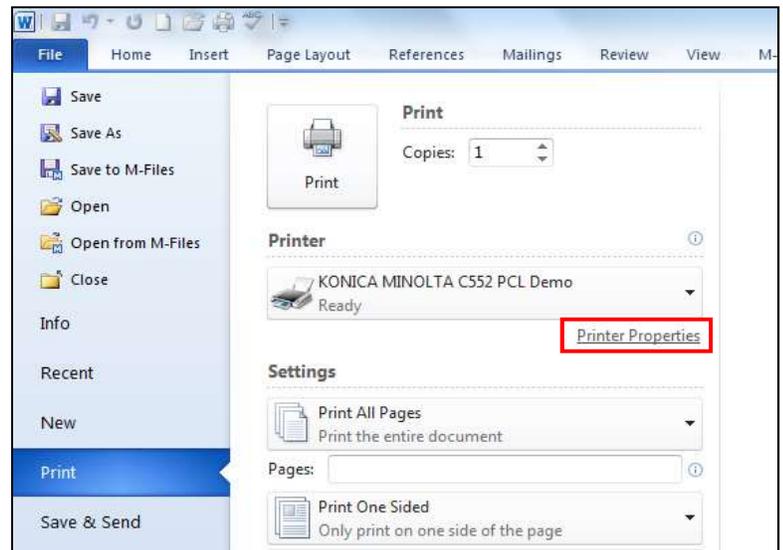


You should see this layout on the screen



Print the envelope from your computer

1. Click **Printer Properties**



2. Click **Basic** tab
3. Click and change **Paper Type** to **Envelope**
4. Click **OK**
5. Click on **Mailings** at the top of Microsoft Word to continue the envelope entry process

