

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



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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



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