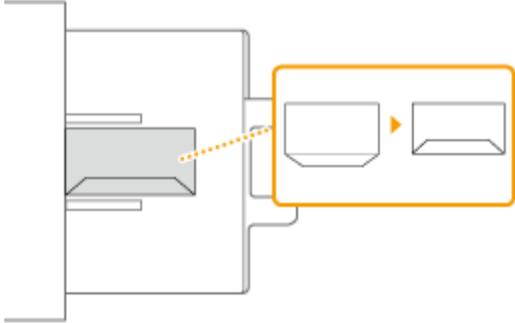# Canon ImageRUNNER Advance DX: Printing Envelopes with the Mailings Feature in Microsoft Word
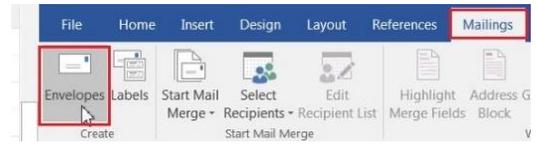
Printing envelopes from the Mailings feature in Microsoft Word is a two-step process. First, setting up the multipurpose tray with envelopes. Second, printing from the Mailings feature in Microsoft Word.

At the Copier	
1. Set the envelopes in the multipurpose tray • Close the flaps and load envelope per picture on bypass tray • Adjust the guides to fit snuggly around the sides of the envelope **Note:** Orientation may vary per machine	
2. A prompt will appear on the main screen for paper size; choose **Envelope**	
3. Select the envelope size **4.** Select the loading method. The default loading method when using MS Word is the **Short Edge Feed** **5.** Select **OK**	

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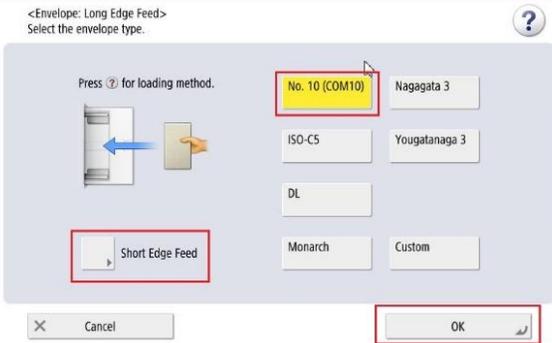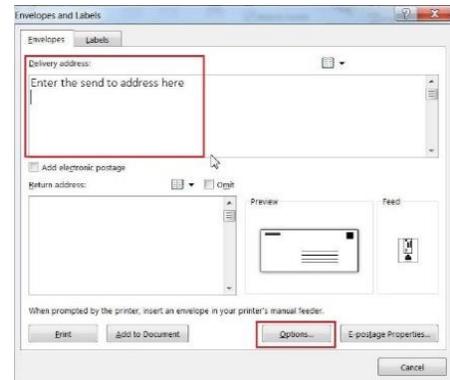
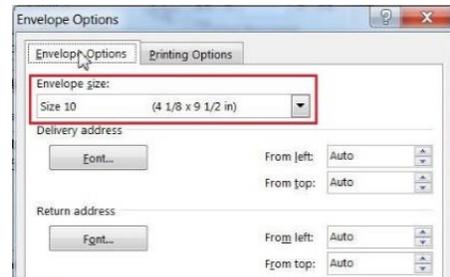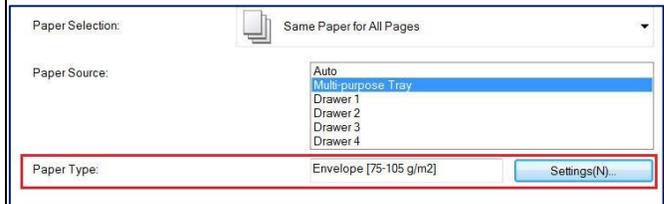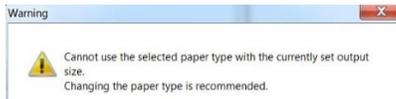|	
At the Computer: *Printing an envelope with the MS Word feature uses the default printer.*	
1. Open the Mailings feature in Microsoft Word **2.** Select **Envelopes** from the toolbar	
3. In the Envelope tab, enter the delivery address **4.** Select the **Options** button	
5. Select the envelope size	

6. On the **Printing Options** tab select
 	
  • **Feed Method**: Short or Long Edge and which position
 	
  • Select **Face Down**
 	
  • **Feed from**: Multipurpose Tray
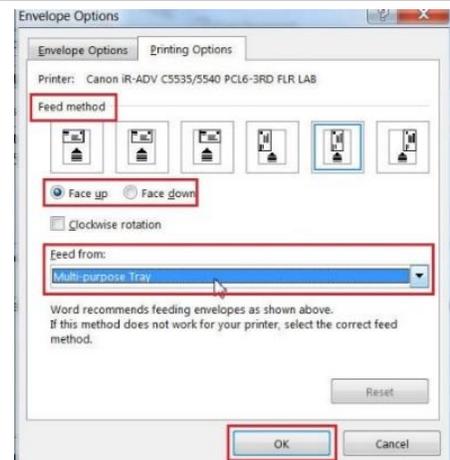 	
7. Select **OK**	

8. Select **Print**.	

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Troubleshooting:

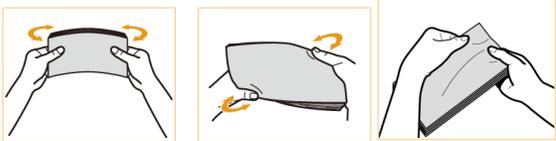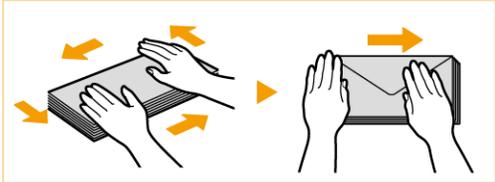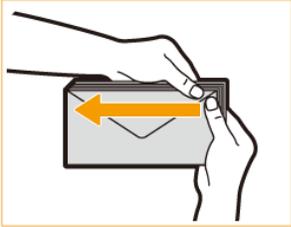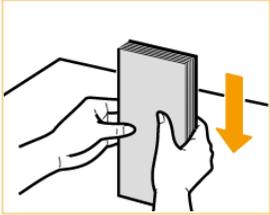|	
Tip 1: If there is an error message it may be due to paper type selected. Change the **Paper Type** under the **Paper Source** tab in the print driver to **Envelope** as shown to the right. Warning: Cannot use the selected paper type with the currently set output size. Changing the paper type is recommended.	Paper Selection: Same Paper for All Pages Paper Source: Auto / Multi-purpose Tray / Drawer 1 / Drawer 2 / Drawer 3 / Drawer 4 Paper Type: Envelope [75-105 g/m2] Settings(N)...
Tip 2: Make sure **1 sided** is selected on the **Basic** Tab in the print driver. Envelopes won't print if 2 sided is selected.	1-sided/2-sided/Booklet Printing: 1-sided Printing

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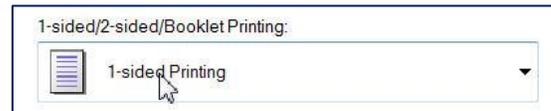
Canon ImageRUNNER Advance: Set Paper Drawers to Print Envelopes

Set up a paper drawer to permanently store envelopes. Drawer 1 is set up differently than Drawer 2, these instructions address both drawers.
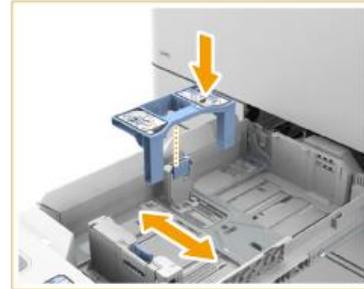
Preparing for envelopes: *Best Practices*	
Important: *Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit. Envelopes may become creased, depending on the type of envelopes or the condition in which they are stored. Streaks may appear where envelopes overlap.*	
Flatten any curls. Pick up about five envelopes. Flatten any curls and loosen the stiff areas in the four corners.	
Smooth the envelopes out and remove any air inside them. Place the envelopes on a flat surface and push in the direction of the arrows to remove the air inside the envelopes.	
Press down on the four sides.	
Align the envelopes on a flat surface. **Note:** Check that no envelopes are tucked underneath the flap of the envelope above or below them.	

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Preparing the Paper Drawers: *Affix the appropriate envelope tools in the drawer. Drawer 1 uses both Envelope Tools A and B, while Drawer 2 only uses Envelope Tool A.*	
In Drawer 1: Fit Envelope Tool B around the paper guides. Face the side of the tool that does not indent towards the left of the drawer.	
Remove the Envelope Feeder Attachment A stored in paper drawer 2.	
Attach the Envelope Feeder Attachment A by aligning the protruding areas with the holes located on the bottom of the paper drawer.	
The two Envelope tools work together to align the envelopes.	

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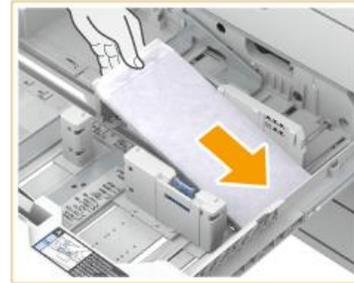
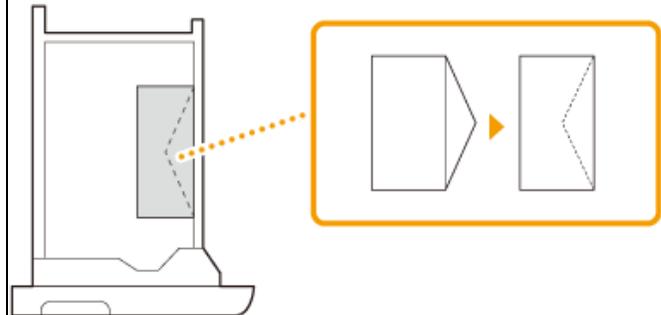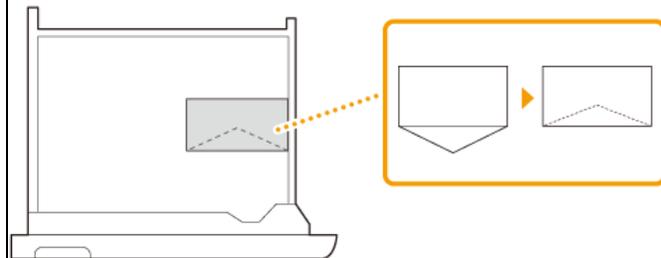|	
In Drawer 2: Drawer 2 supports "Short Feed" envelopes. All envelopes require **Envelope attachment type A** Attach the **Envelope Feeder Attachment A** by aligning the protruding areas with the holes located on the bottom of the paper drawer.	
Load the envelopes with the front side of the envelopes (the side without the glued areas) face up. Load up to 50 envelopes at a time.	

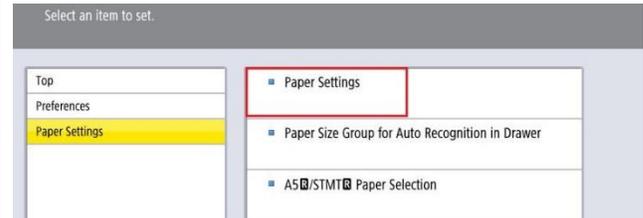|	
Drawer 1: COM10 No. 10, Yougatanaga 3, DL, ISO-C5. Close the flaps and load the envelopes so flaps are on the right side.	
Drawer 2: COM10 No. 10, Monarch, DL, ISO-C5. Close the flaps and load the envelopes so flaps are on the near side.	

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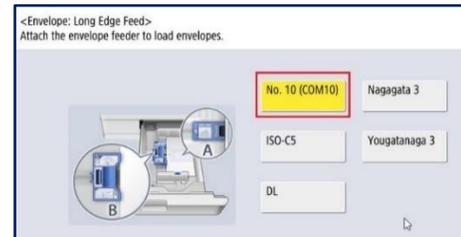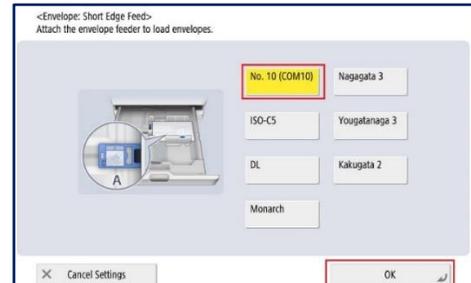| **Register the Type of Envelope in the Paper Drawer:**	
1. Select **Settings/Registration**	
2. Select **Preferences** → **Paper Settings** → **Paper Settings**	
3. Select the paper drawer in which the envelope is loaded and press Envelope	Drawer 1 Drawer 2
4. Select the type of envelopes loaded in the paper drawer	Drawer 1 Drawer 2

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