

Canon ImageRUNNER Advance DX: Printing Envelopes in Microsoft Word from a MAC

Printing envelopes from the Mailings feature in Microsoft Word is a two-step process. First, setting up the multipurpose tray or paper drawers with envelopes. Second, printing from the Mailings feature in Microsoft Word.

Best Practices:

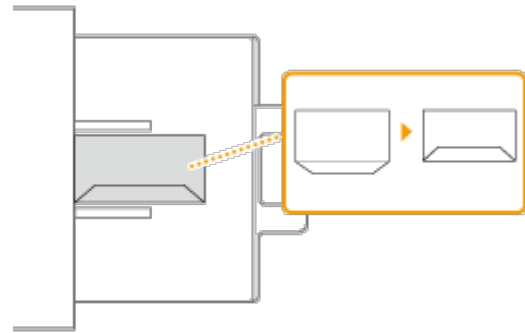
Flatten any curls, smooth envelopes out to remove any air, and align the envelopes on a flat surface. Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit. Envelopes may become creased, depending on the type and the condition in which they are stored.

At the Copier:

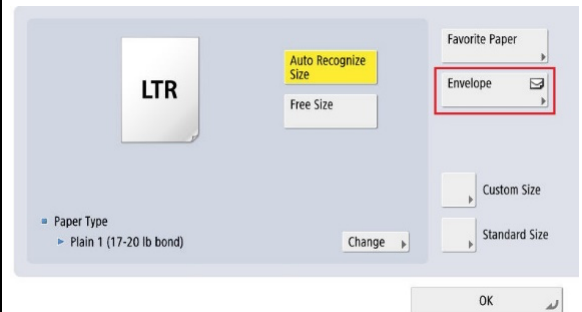
Setting Multi-purpose Tray up for envelopes.

- Set the envelopes in the multipurpose tray **face down (flap up)**.
 - Close the flaps and load envelope per picture of multipurpose tray.
 - Adjust the guides to fit snugly around the sides of the envelope.

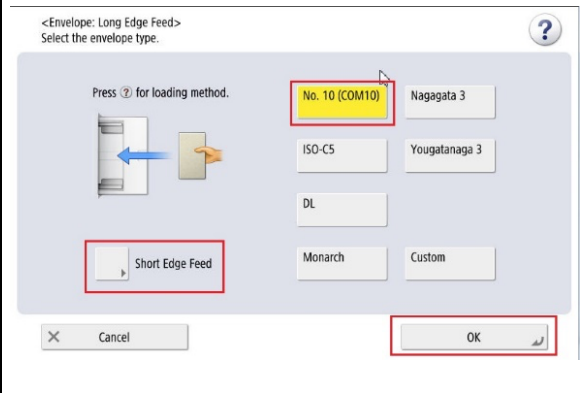
Note: Orientation may vary per machine



- A prompt will appear on the main screen for paper size, choose **Envelope**.



- Select the envelope size.
- Select the loading method. The default loading method when using MS Word is the **Short Edge Feed**.
- Select **OK**.

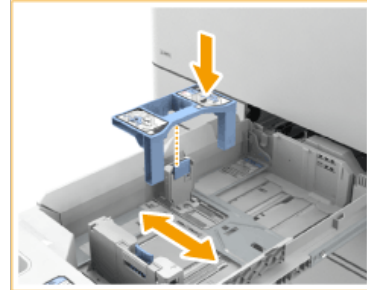


Preparing the Paper Drawers Part 1:

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:

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.



2. Remove the Envelope Feeder Attachment A stored in paper drawer 2.



3. Attach the Envelope Feeder Attachment A by aligning the protruding areas with the holes located on the bottom of the paper drawer.

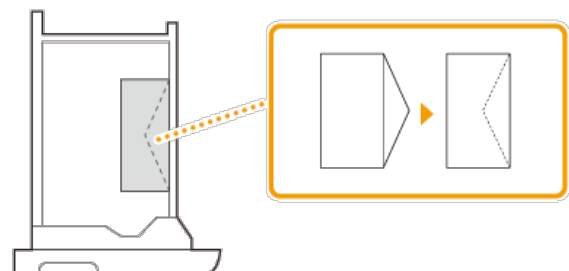


4. The two Envelope tools work together to align the envelopes.



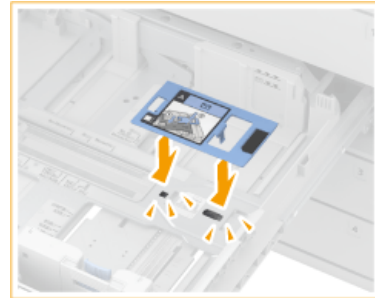
5. Close the flaps and load the envelopes so flaps are on the right side. **Face up (flap down).**

This example is for COM10 envelopes.

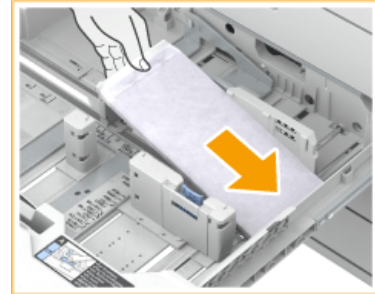
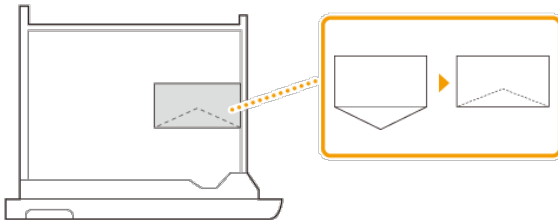


In Drawer 2:

1. Drawer 2 supports “Short Feed” envelopes. All envelopes require **Envelope attachment type A**.
2. Attach the **Envelope Feeder Attachment A** by aligning the protruding areas with the holes located on the bottom of the paper drawer.



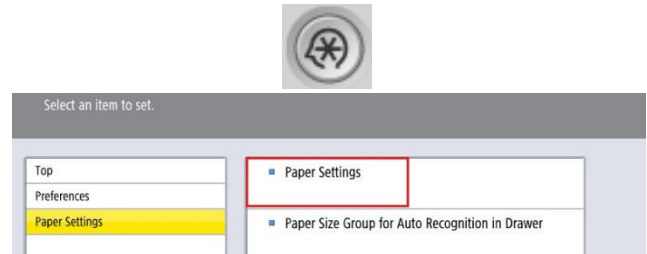
3. Close the flaps and load the envelopes so flaps are on the near side. **Face up (flap down)**. Load up to 50 envelopes at a time.
This example is for COM10 envelopes.



Preparing the Paper Drawers Part 2:

Register the Type of Envelope in the Paper Drawer.

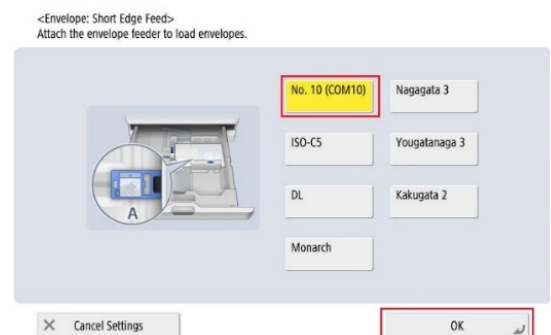
1. Select **Settings/Registration → Preferences → Paper Settings → Paper Settings**.



2. Select the drawer in which the envelope is loaded and press **Envelope**.



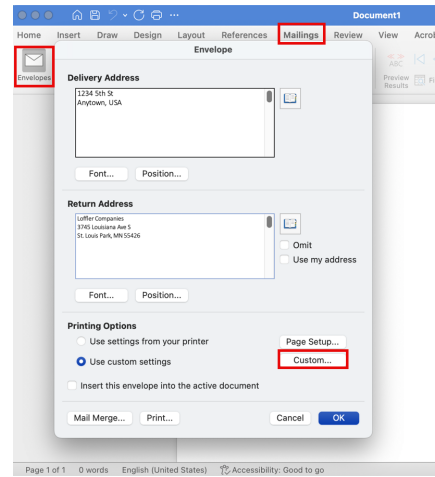
3. Select the size of envelope loaded in the drawer.
4. Select **OK**.



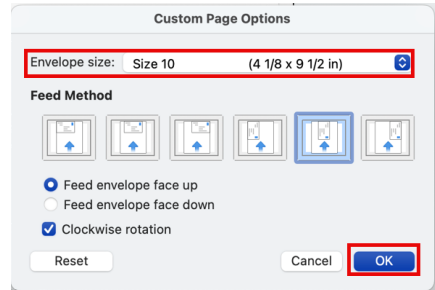
At the Computer:

Printing an envelope with the Microsoft Word feature.

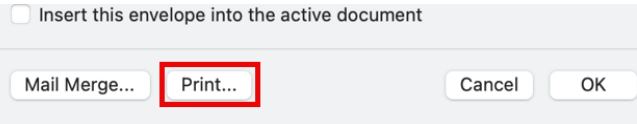
1. Open the **Mailings** feature in Microsoft Word.
2. Select **Envelopes** from the toolbar.
3. In the Envelope tab, enter the delivery address and/or return address.
4. Select the **Custom** button.



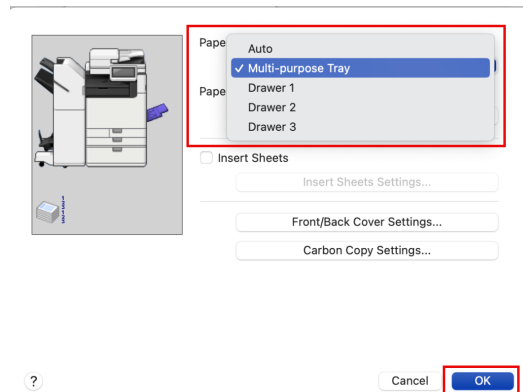
5. Select correct Envelope Size.
Note: Feed Method can be changed here if needed.
6. Select **OK**.



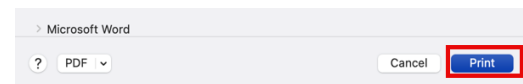
7. Select **Print** to be brought to the print driver.



8. Go to **Printer Options** → **Paper Source**.
9. Select the correct paper source from the dropdown menu.
10. Leave **Paper Type** to Auto.
11. Select **OK**.



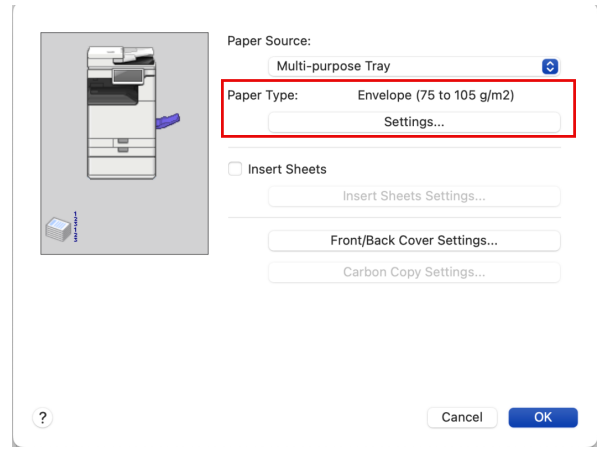
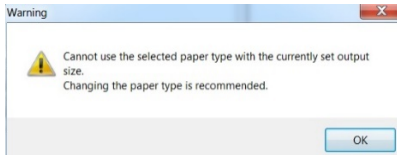
12. When all other desired settings are applied in the print driver, select **Print**.



Troubleshooting (Print Driver):

Tip 1:

Leaving paper type as Auto is typically OK, but if there is an error message it may be due to paper type selected. Go to **Printer Options** → **Paper Source** → **Paper Type** and change to **Envelope** as shown to the right.



Tip 2:

Make sure **1 sided** is selected. Go to **Printer Options** → **Finishing** → **Print Style: 1-sided Printing**. Envelopes won't print if 2 sided is selected.

