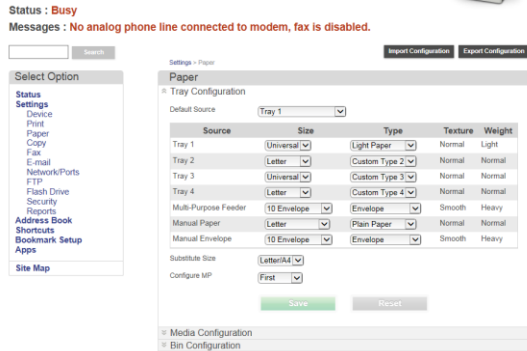
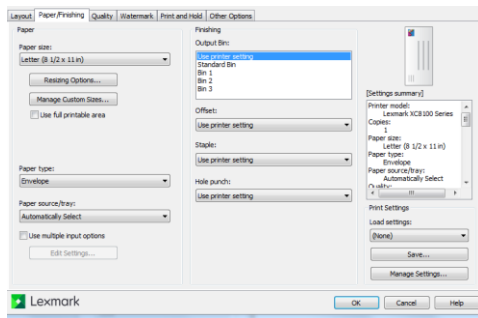


## Lexmark - Envelope Printing

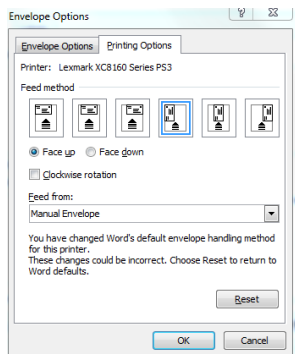
1. Enter the IP address (found on the top of the LCD screen of the machine) into a web browser.
2. Select "Paper."
3. Choose options for Manual Envelope: "Size 10" for size, and "Envelope" for type, then "Save."



4. When using the mailings tab in Microsoft Word, it is important to first set the printing preferences prior to using the setting. (File → Print → Printing Preferences/Properties)
  - a. Layout Tab: 1-Sided Printing.
  - b. Paper/Finishing: Size - Envelope 10, Source – Manual Envelope.

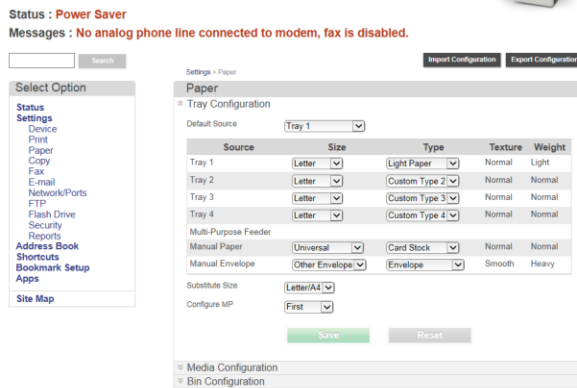


5. After preferences have been set, go to the "Mailings" tab, select "Envelopes," and be sure the Printing Options are set to Manual Envelope under "Feed From."
  - a. Printing Options: Feed from "Manual Envelope."
  - b. Envelope Options: Size should read "Com10."

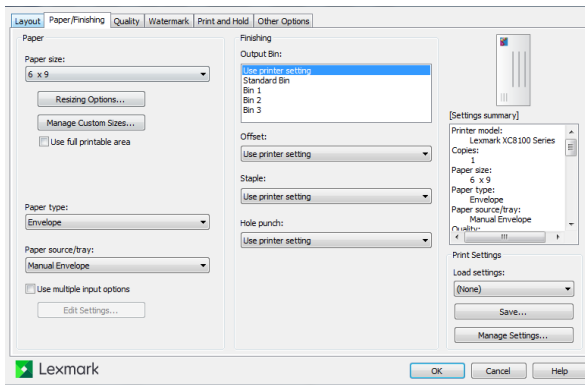


**For Envelopes Other than Com 10:**

1. In the Web Interface set the Manual Envelope size to “Other,” and the Type to “Envelope.”



2. When using the mailings tab in Microsoft Word, it is important to first set the printing preferences prior to using the setting. (File → Print → Printing Preferences/Properties)
  - a. Layout Tab: 1-Sided Printing.
  - b. Paper/Finishing: Size – Create a custom size (ex: 6x9) under “Manage Custom Sizes,” Source – Manual Envelope.



3. After preferences have been set, go to the “Mailings” tab, select “Envelopes,” and be sure the Printing Options are set to Manual Envelope under “Feed From.”
  - a. Printing Options: Feed from “Manual Envelope.”
  - b. Envelope Options: Select “Custom size...” and type dimensions.

