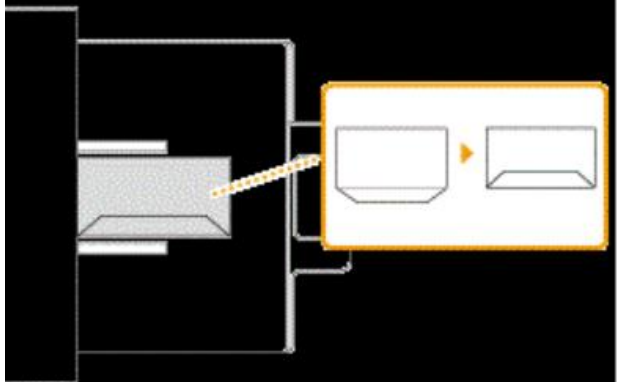
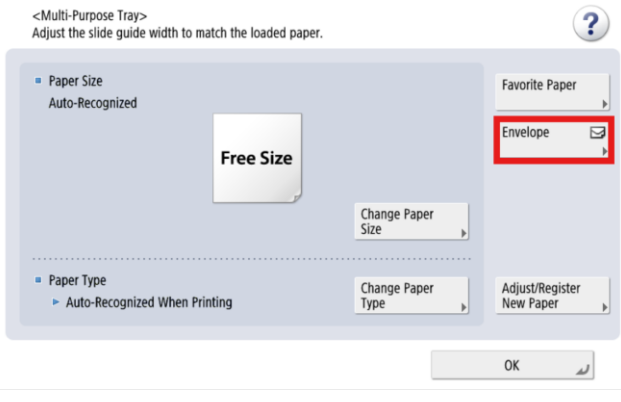
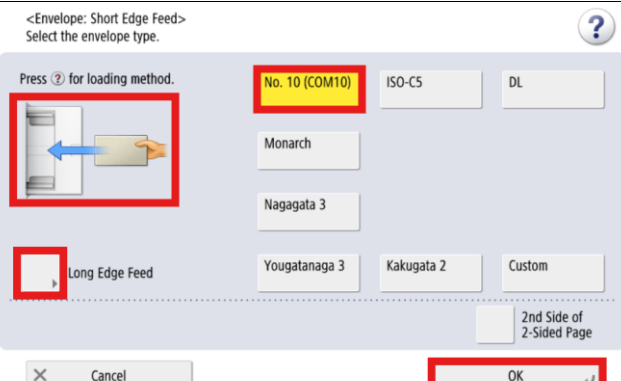


Canon ImageFORCE: Print Envelopes from PC

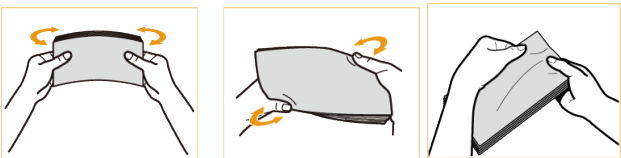
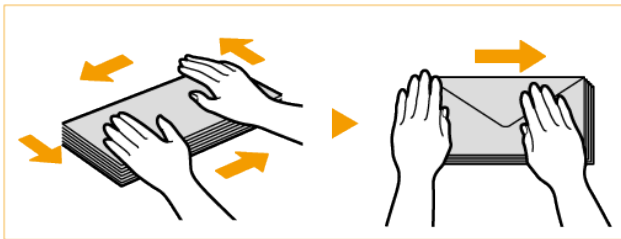
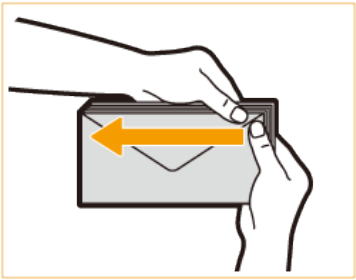
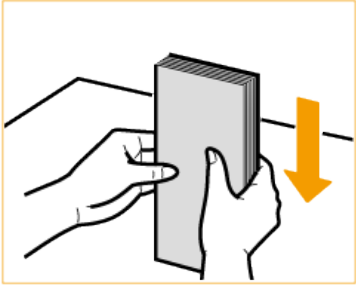
Printing envelopes from the mailings feature in Microsoft Word is a two-step process. First setting up in the multipurpose tray or drawers with envelopes. Second, printing from a template or the mailings features in Microsoft Word.

At the machine through Multi-Purpose Tray:

Note: Custom Size envelopes can only be printed from the multipurpose tray

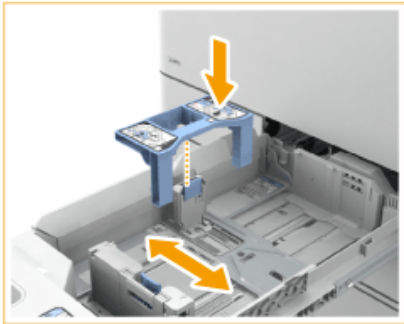

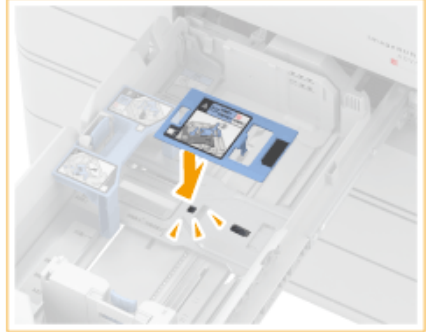

<ol style="list-style-type: none"> Set the envelopes in the multi-purpose tray <ul style="list-style-type: none"> Close the flaps and load the envelope per the picture on your bypass tray Adjust the guides to fit snugly on the sides of the envelope <p>Note: Orientation may vary per the machine</p> 	
<ol style="list-style-type: none"> A prompt will appear on the main screen for paper size, choose Envelope 	
<ol style="list-style-type: none"> Select the envelope size Choose a loading method: Long Edge Feed or Short Edge Feed. Suggested to do Long Edge Feed. Select OK 	

At the machine through Paper Drawers:

<p>Preparing for envelopes: <i>Best Practices</i></p>	
<p>Important: <i>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.</i></p>	
<p>Flatten any curls. Pick up about five envelopes. Flatten any curls and loosen the stiff areas in the four corners</p>	
<p>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</p>	
<p>Press down on the four sides</p>	
<p>Align the envelopes on a flat surface Note: Check that no envelopes are tucked underneath the flap of the envelope above or below them.</p>	

Preparing the Paper Drawers:

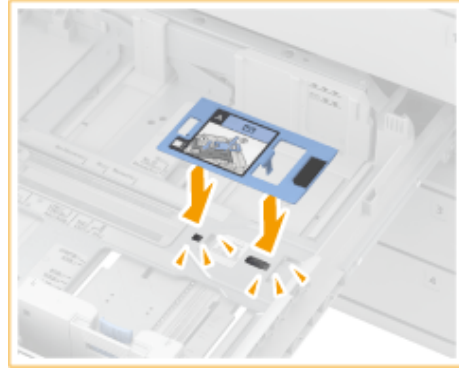
Affix the appropriate envelope tools in the drawer. Drawer 1 uses both Envelope Tools A and B, while Drawer 2 only uses Envelope Tool A

<p>In Drawer 1:</p> <p>Fit Envelope Tool B around the paper guides. Face the side of the tool that does not indent towards the left of the drawer</p>	
<p>Remove the Envelope Feeder Attachment A stored in paper drawer 2</p>	
<p>Attach the Envelope Feeder Attachment A by aligning the protruding areas with the holes located on the bottom of the paper drawer</p>	
<p>The two Envelope tools work together to align the envelopes</p>	

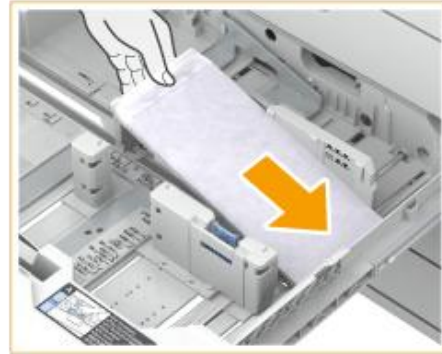
In Drawer 2:

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

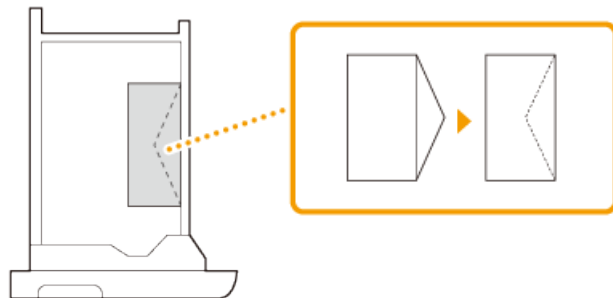


Load the envelopes with the front side of the envelopes (the side without the glued areas) face up. Load up to 50 envelopes at a time



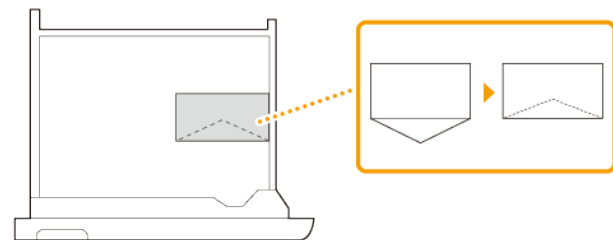
Drawer 1: COM10 No. 10, Yougatanaga 3, DL, ISO-C5

Close the flaps and load the envelopes so flaps are on the right side


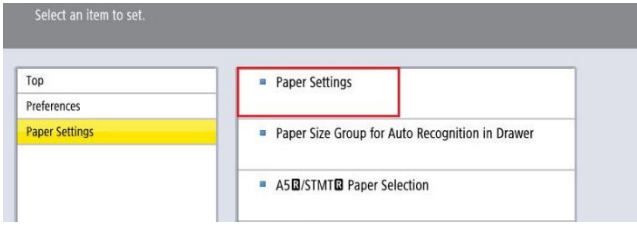

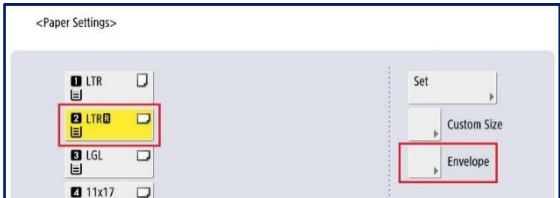
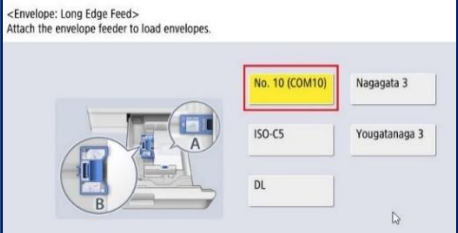
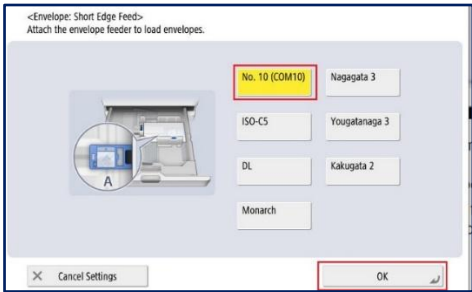


Drawer 2: COM10 No. 10, Monarch, DL, ISO-C5

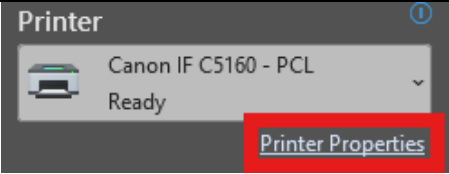
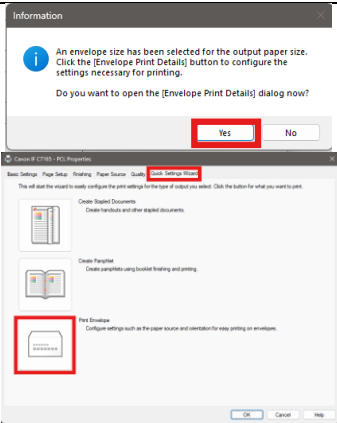
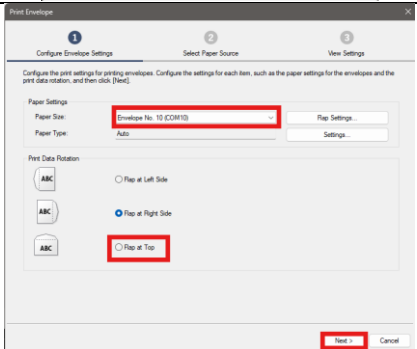
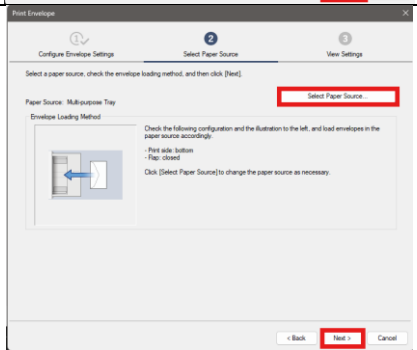
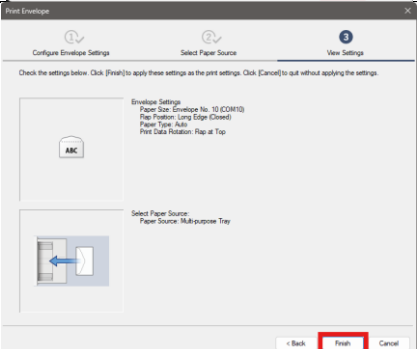
Close the flaps and load the envelopes so flaps are on the near side



Register the Type of Envelope in the Paper Drawer:

<p>1. Select Settings/Registration</p>	
<p>2. Select Preferences → Paper Settings → Paper Settings</p>	
<p>3. Select the paper drawer in which the envelope is loaded and press Envelope</p>	<div style="text-align: center;">  <p>Drawer 1</p>  <p>Drawer 2</p> </div>
<p>4. Select the type of envelopes loaded in the paper drawer</p>	<div style="text-align: center;">  <p>Drawer 1</p>  <p>Drawer 2</p> </div>

At the computer (Using the Wizard):

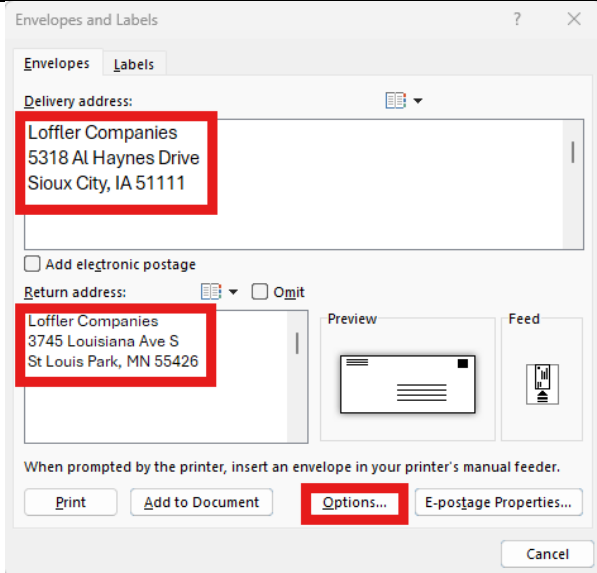
<p>1. Select File → Print → Printer Properties</p>	
<p>2. Once Envelope is set as the Paper Type, a pop up will appear, Click OK to be brought to the Wizard</p> <p>OR</p> <p>Select the Quick Settings Wizard tab, then Print Envelope</p>	
<p>3. Configure Envelope Settings</p> <ul style="list-style-type: none"> • Choose the Paper Size • Choose the Paper Type • Select the proper Print Data Rotation <p>4. Select Next</p>	
<p>5. Confirm envelopes are loaded in the proper tray</p> <p>Note: If the picture appears incorrect, disregard it if the Print Data Rotation is correct.</p> <p>6. Select Next</p>	
<p>7. View Settings</p> <p>8. Select Finish when ready</p> <p>9. Changes have been applied in the driver, select OK → Print to complete the job</p> <p>Note: If you are using the mailing feature in word, remember to NOT print yet, go back and into the mailing feature shown in the section above</p>	

At the Computer (Not Using the Wizard):

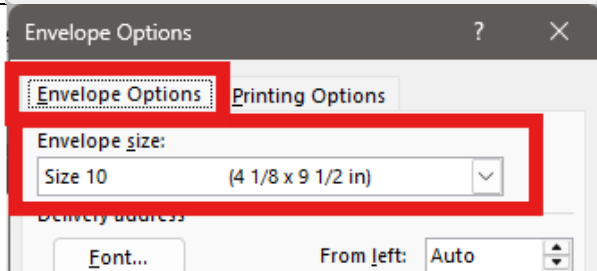
<p>1. Select File → Print → Printer Properties</p>																																																																																											
<p>2. In the Basic Settings Tab:</p> <ul style="list-style-type: none"> • Make sure Page Size shows the correct envelope size • Set 1-sided/2-sided/Booklet Printing to 1-sided • Make sure orientation and preview picture look correct 																																																																																											
<p>3. In the Paper Source Tab:</p> <p>Set Paper Source to Multi-Purpose Tray if using it as it is a “choose it to use it” If using a drawer, either select the Drawer or can keep it to Auto</p> <p>OR</p> <p>Set Paper Type to Envelopes</p> <p>4. If you are printing a template that already includes a return address: Select OK, then Print. Skip the remaining steps</p> <p>If using Microsoft Word’s Mailings feature: Select OK, but do NOT print yet</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Category</th> <th>Basis Wei...</th> <th>Type</th> <th>Finish</th> <th>Color</th> </tr> </thead> <tbody> <tr><td>Heavy 6 [221-256 g/m2]</td><td>Standard</td><td>239g/m2</td><td>Normal</td><td>Uncoated</td><td>White</td></tr> <tr><td>Heavy 7 [257-300 g/m2]</td><td>Standard</td><td>279g/m2</td><td>Normal</td><td>Uncoated</td><td>White</td></tr> <tr><td>Transparency [121-220 g/m2]</td><td>Standard</td><td>171g/m2</td><td>Normal</td><td>Transparency</td><td>Clear</td></tr> <tr><td>Clear Film [121-220 g/m2]</td><td>Standard</td><td>171g/m2</td><td>Normal</td><td>Film</td><td>Clear</td></tr> <tr><td>Labels [118-185 g/m2]</td><td>Standard</td><td>152g/m2</td><td>Normal</td><td>Label</td><td>White</td></tr> <tr><td>Transp. [64.81 g/m2]</td><td>Standard</td><td>72g/m2</td><td>Normal</td><td>Vellum</td><td>White</td></tr> <tr><td>Envelope [75-105 g/m2]</td><td>Standard</td><td>90g/m2</td><td>Envelope</td><td>Uncoated</td><td>White</td></tr> <tr><td>Tab 1 [91-105 g/m2]</td><td>Standard</td><td>96g/m2</td><td>Tab Paper</td><td>Uncoated</td><td>White</td></tr> <tr><td>Tab 2 [106-128 g/m2]</td><td>Standard</td><td>117g/m2</td><td>Tab Paper</td><td>Uncoated</td><td>White</td></tr> <tr><td>Tab 3 [129-150 g/m2]</td><td>Standard</td><td>140g/m2</td><td>Tab Paper</td><td>Uncoated</td><td>White</td></tr> <tr><td>Tab 4 [151-220 g/m2]</td><td>Standard</td><td>186g/m2</td><td>Tab Paper</td><td>Uncoated</td><td>White</td></tr> <tr><td>1-sided Coated 1 [106-163 g/m2]</td><td>Standard</td><td>135g/m2</td><td>Normal</td><td>1-sided Coated</td><td>White</td></tr> <tr><td>1-sided Coated 2 [164-220 g/m2]</td><td>Standard</td><td>192g/m2</td><td>Normal</td><td>1-sided Coated</td><td>White</td></tr> <tr><td>1-sided Coated 3 [221-256 g/m2]</td><td>Standard</td><td>239g/m2</td><td>Normal</td><td>1-sided Coated</td><td>White</td></tr> </tbody> </table>	Name	Category	Basis Wei...	Type	Finish	Color	Heavy 6 [221-256 g/m2]	Standard	239g/m2	Normal	Uncoated	White	Heavy 7 [257-300 g/m2]	Standard	279g/m2	Normal	Uncoated	White	Transparency [121-220 g/m2]	Standard	171g/m2	Normal	Transparency	Clear	Clear Film [121-220 g/m2]	Standard	171g/m2	Normal	Film	Clear	Labels [118-185 g/m2]	Standard	152g/m2	Normal	Label	White	Transp. [64.81 g/m2]	Standard	72g/m2	Normal	Vellum	White	Envelope [75-105 g/m2]	Standard	90g/m2	Envelope	Uncoated	White	Tab 1 [91-105 g/m2]	Standard	96g/m2	Tab Paper	Uncoated	White	Tab 2 [106-128 g/m2]	Standard	117g/m2	Tab Paper	Uncoated	White	Tab 3 [129-150 g/m2]	Standard	140g/m2	Tab Paper	Uncoated	White	Tab 4 [151-220 g/m2]	Standard	186g/m2	Tab Paper	Uncoated	White	1-sided Coated 1 [106-163 g/m2]	Standard	135g/m2	Normal	1-sided Coated	White	1-sided Coated 2 [164-220 g/m2]	Standard	192g/m2	Normal	1-sided Coated	White	1-sided Coated 3 [221-256 g/m2]	Standard	239g/m2	Normal	1-sided Coated	White
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<p>5. In Microsoft Word, select the Mailings feature</p> <p>6. Select Envelopes from the toolbar</p>																																																																																											

7. In the **Envelope** tab, enter the return address and the delivery address

8. Select the **Options** button



9. Select the envelope size



10. On the **Printing Options** tab, select:

- **Feed Method:** Short or Longe Edge and which position
- Select **Face Down**
- **Feed from:** Multi-purpose Tray (Or Drawer if using that)

11. Select **OK**

12. Select **Print**

