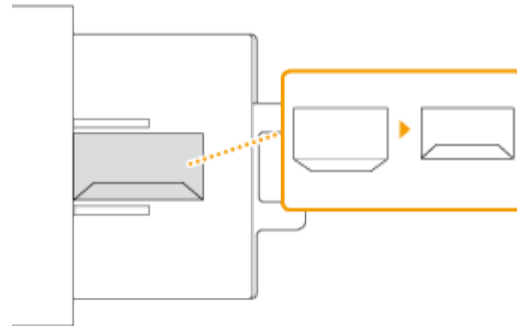


Canon ImageRUNNER Advance: Printing Envelopes using the Mailings feature in Microsoft Word.

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

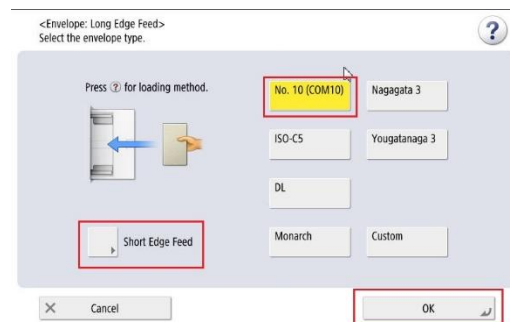
1. Set the envelopes in the bypass or multipurpose tray.
 - For envelopes, close the flaps, and load the envelopes so that their flaps are on the near side
 - Adjust the guides to fit snugly around the sides of the envelope.



2. A window opens on the front panel so the correct paper can be chosen for the multipurpose tray. Choose **Envelope**.

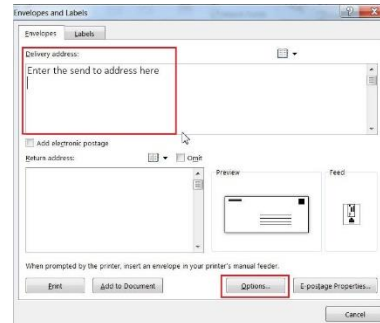
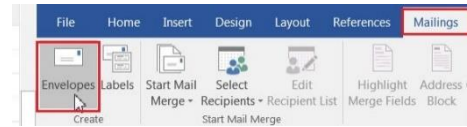


3. Select the envelope size. For example, No. 10 (COM10).
4. Select the loading method, either **Long** or **Short Edge Feed**.
5. Select **OK**.

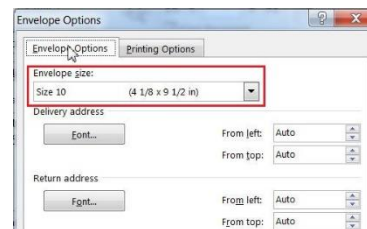


At the Computer:

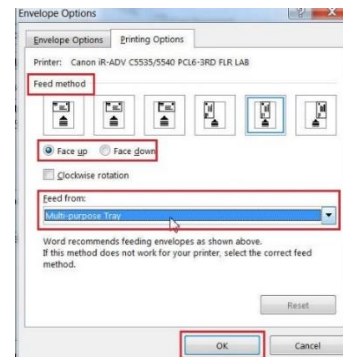
1. Open the Mailings feature in Microsoft Word.
2. Select Envelopes from the toolbar.
3. In the Envelope and Label's window, enter the delivery address.
4. Select the Options button.



5. In the **Options** window, on the **Envelope Options** tab, select the envelope size.

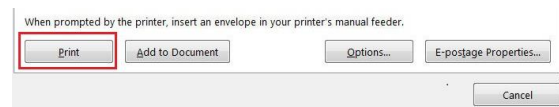


6. On the **Printing Options** tab select
 - **Feed Method:** Short or Long Edge and which position.
 - Select **Face Down**
 - **Feed from:** Multipurpose Tray.



7. Select **OK**.

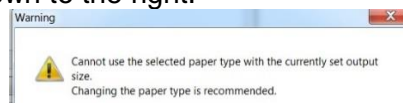
8. Select **Print**.



Troubleshooting:

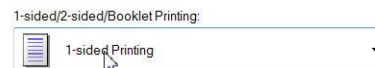
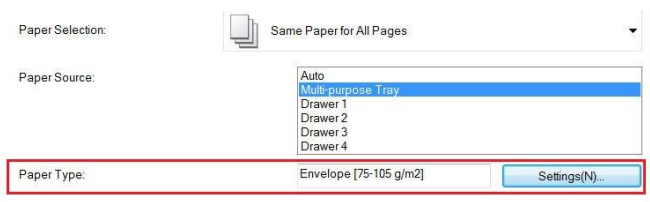
Tip #1:

If there is an error message it may be due to paper type, change the **Paper Type** under the **Paper Source** tab in the print driver to **Envelope** as shown to the right.



Tip #2

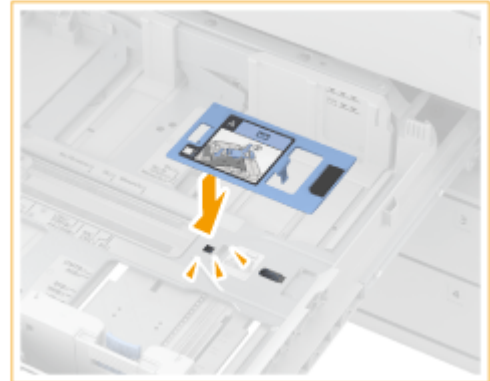
Make sure **1 sided** is selected on the **Basic** Tab in the print driver. Envelopes won't print if 2 sided is selected.



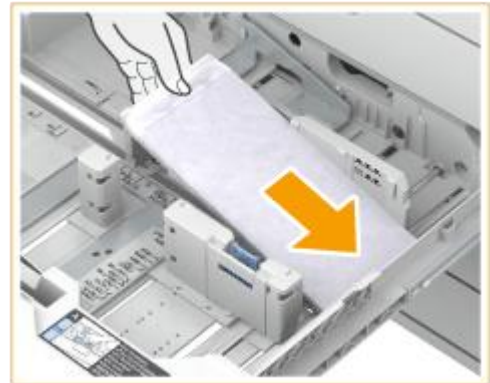
Canon ImageRUNNER Advance: Set Paper Drawer 2 to Print Envelopes

Set up a paper drawer to permanently store envelopes:

1. Insert the envelope tool in paper drawer 2.



2. Stock the drawer with envelopes facing up. The flap should be facing the bottom of the drawer. Slide the paper guides up close to the sides of the envelope and close the drawer.

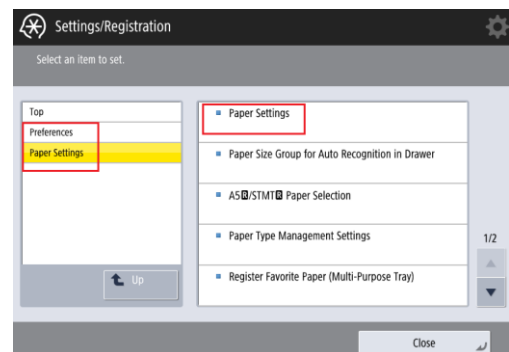


Note: Load 50 envelopes at a time.

3. Select the **Settings/Registration** button.



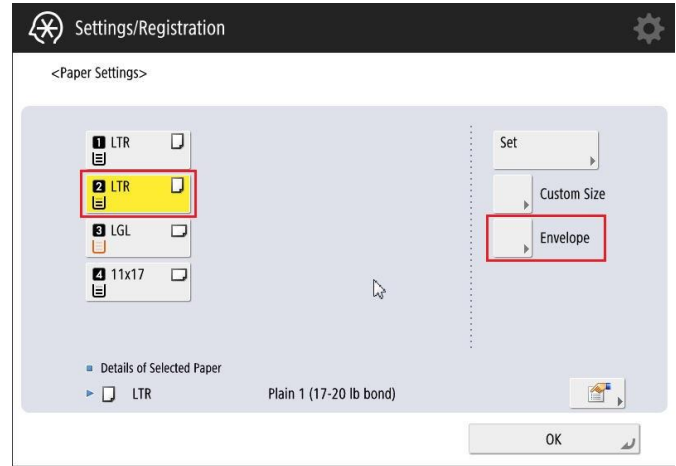
4. Select **<Preferences> <Paper Settings> <Paper Settings>**.



QUICK GUIDE

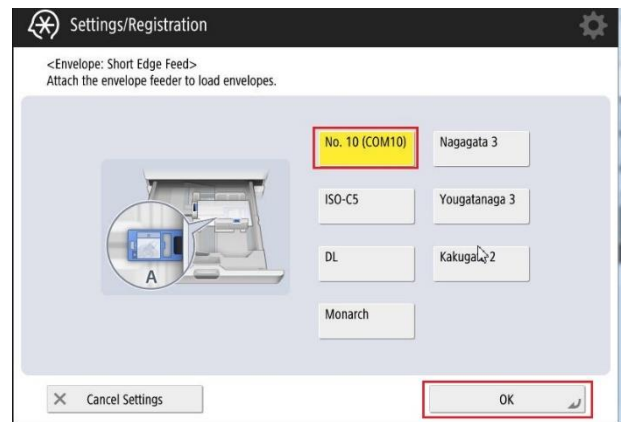
LOFFLER

5. Select the drawer and the type of paper. In this case select, **Drawer 2** and **Envelope**.

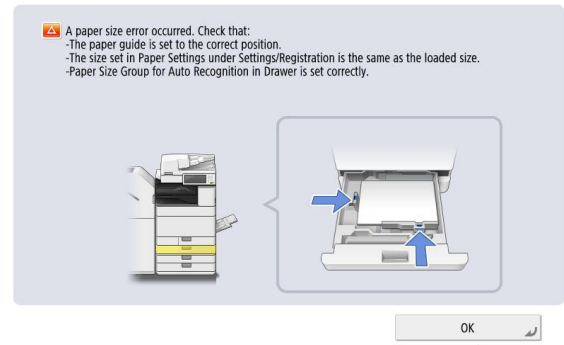


6. Select the type/size of envelopes loaded in the paper drawer

7. Select **OK**.



8. If the paper drawer is not set up for envelopes first, an error like the one shown here may occur.



9. Select **Close** to close the **Settings/Registration** window.

