

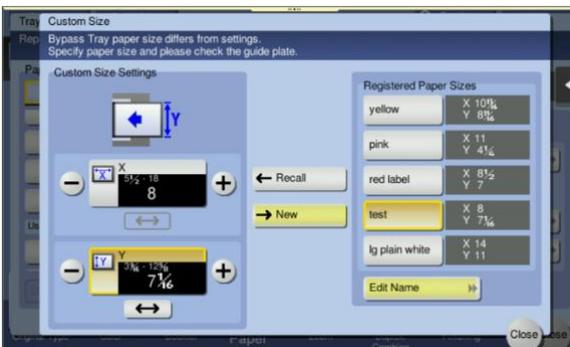
Setting a Custom Size Envelope

For use with non-standard size envelopes:

1. Load the desired envelope in the bypass tray. When the paper menu “pops” select the envelope option. On some devices, the standard envelope size menu may come up at this point. Close the envelope size menu.
2. Select the button for Custom Size.



3. Dimensions may now be entered for the desired envelope. Use the Arrows to move between whole numbers and fractions and use the +/- buttons to move to the desired number. Choose a memory button on the right and select the “new” option in the center.



4. Selecting the Edit name button in the bottom right corner will allow users to name the size.
5. When the setting is next needed, put the envelopes in the bypass tray>>select envelope for paper type (if the envelope standard sizes “pop” close the window)>>select custom size>>choose the desired button>>select Recall.

