QUICK GUIDE



Envelope Printing

- 1. Enter the IP address (found on the top of the LCD screen of the machine) into a web browser.
- 2. Go to Paper.
- 3. Configure MP should say First. Then choose Manual Envelope, Size 10 and Type is Envelope.
- 4. Save.

Search	Settings > Paper		Import Config	ration Dip	et Configura
Select Option	Paper				
Status Settings Device Pinton Copy Fax E-mail Network/Ports FTP Flash Drive Security Reports Shortouts Books Shortouts	* Tray Configuration Default Source	Tray 1	9		
	Source	Size	Туре	Texture	Weight
	Tray 1	Universal 💌	Light Paper 💌	Normal	Light
	Tray 2	Letter	Custom Type 2 💌	Normal	Normal
	Tray 3	Universal V	Custom Type 3 💌	Normal	Normal
	Tray 4	Letter 💌	Custom Type 4 💌	Normal	Normal
	Multi-Purpose Feeder	10 Envelope	Envelope 💌	Smooth	Heavy
	Manual Paper	Letter	Plain Paper	Normal	Normal
	Manual Envelope	10 Envelope	Envelope 🔽	Smooth	Heavy
, pp a	Substitute Size	Letter/A4 🛩			
iite Map	Configure MP	First 💌			

5. When using the mailings tab in word, First go in the driver and be sure to set the preferences to 1 sided printing under Layout, go to Paper/Finishing and choose Paper size Envelope 10. Be sure the Paper Type is set to Envelope and the Source is Manual Envelope.

Paper	Finishing Output Bin:	8
Paper size: Letter (8 1/2 x 11 in)	Use ching Standard Bin Bin 1 Bin 2 Bin 3	[Settings summery]
Manage Custom Sizes	Offset:	Printer model: Lexmark XC8 100 Series Copies:
B	Staple: Use printer setting	1 Paper size: Letter (8 1/2 x 11 in) Paper type: Envelope
Envelope 🔻	Hole punch:	Paper source/tray: Automatically Select
Paper source/trav:	Use printer setting	•
Automatically Select		Load settings
Use multiple input options		(None)
Edit Settings		Save
		Manage Settings

- 6. Now, go to Mailings in Word and be sure the Printing Options are set to Manual Envelope under Feed From.
- 7. Envelope options size should be set to Com10.

velope options
Envelope Options Printing Options
Printer: Lexmark XC8160 Series PS3
Feed method
Face up Face down
Cockwise rotation
Eeed from:
Manual Envelope
You have changed Word's default envelope handing method for this printer. These changes could be incorrect. Choose Reset to return to Word defaults. Reset
OK Cancel