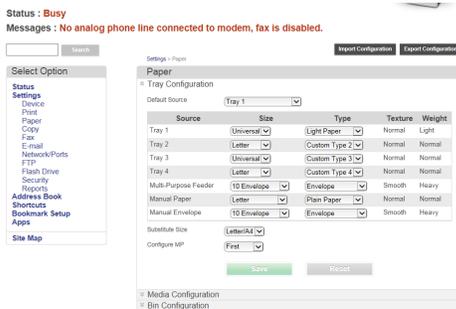
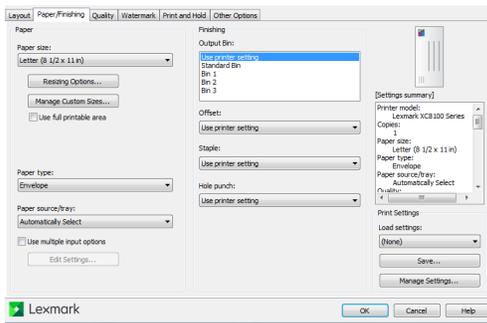


Envelope Printing

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.



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.



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.

