To print envelopes from Microsoft Word to the Kyocera printers:

• In your Word document, select the "Mailings" tab.

W		Docu	iment1 - Word	
FILE HOME IN	ISERT DESIGN PAGE LAYOUT	REFERENCES MAILINGS REVIEW	VIEW	
Envelopes Labels Start M	ail Select Edit Highlight	Address Greeting Insert Merge	Fields	Finish &
Create	 Recipients - Recipient List Merge Field Start Mail Merge 	ls Block Line Field → L∂ Updat Write & Insert Fields	e Labels Results ⊡ Check for Errors Preview Results	Merge - Finish
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• Create Envelope opens the envelopes properties box.

Open Envelope Options to change the envelope size. Size 10 envelope is the default.

Open Printing Options to change how you feed the envelope and the tray. Feeding the envelope centered on the short edge from the MP Tray are the defaults.

• If your Word document is a letter, the address should automatically appear in the Delivery address box. If you are starting from a blank document, you can enter the address now.

Envelopes and Labels		? <mark>×</mark>			
<u>E</u> nvelopes <u>L</u> abels					
Delivery address:		·			
Mary Brown 12298 Happy Lane Smileville, FL 33100					
Add ele <u>c</u> tronic postage <u>R</u> eturn address: □					
When prompted by the printer, insert an envelope in your printer's manual feeder.					
Print Add to Document	<u>O</u> ptions	E-pos <u>t</u> age Properties			
		Cancel			

• Select Print.

Go to the Kyocera printer. The display should read "Add paper to Multi Purpose Tray".

• Open the Multi Purpose tray. Assuming no changes were made to the print options defaults, place the envelope in the tray <u>print side down</u> with the flap toward you.



- Adjust the levers to the width of the envelope.
- On the display, select "Continue".

Up to ten envelopes can be fed in the Multi Purpose tray at one time.