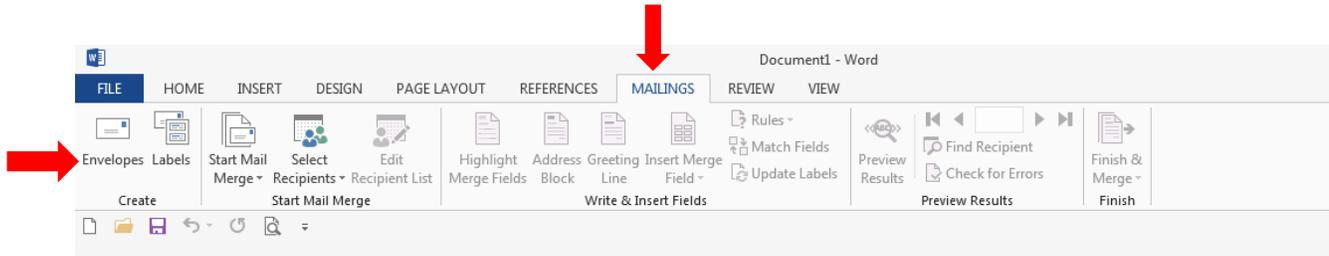


Printing envelopes

To print envelopes from Microsoft Word to the Kyocera printers:

- In your Word document, select the “Mailings” tab.

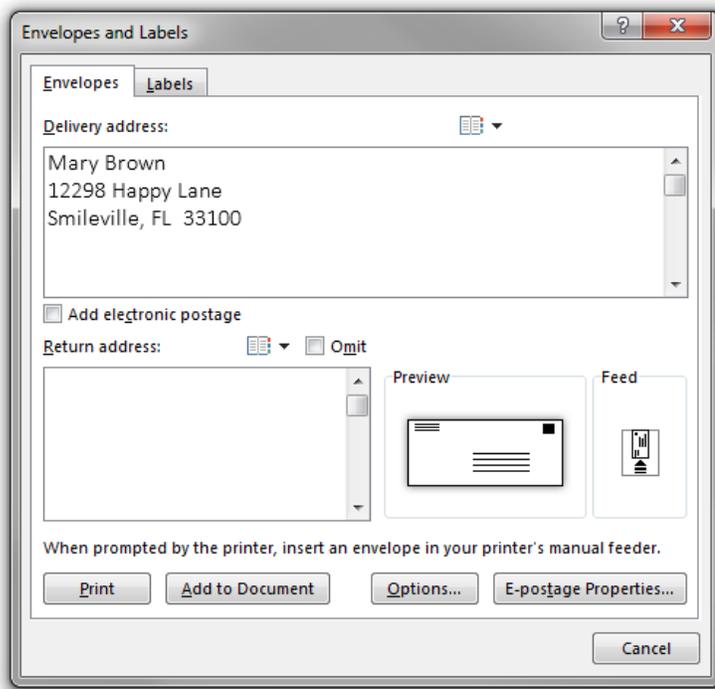


- Create Envelope opens the envelopes properties box.

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.

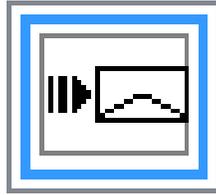
- If your Word document is a letter, the address should automatically appear in the Delivery address box. If you are starting from a blank document, you can enter the address now.



- 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 print side down 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.