i-Series Envelopes From The Bypass

You need to set your settings on the copier first!

What to know before you start:

The envelopes will automatically pull from the copier without having to manually select the bypass once you have printed from the PC.

You can load up to 10 envelopes in bypass

To set up the copier:

❏ Make sure you are in copy mode

❏ Place envelopes in by-pass face side down, short end into copier

❏ Menu will pop up (left side of screen is paper type, right side of screen to paper size)

» Under paper type - **leave on plain paper**

» Under paper size - choose **Envelope/4x6** then choose **Comp 10**

❏ Message: Envelopes cannot be selected in this mode choose another paper

❏ Select **OK** - Select **Close**

❏ Go back to paper type (left side of screen) scroll or arrow up and choose **Plain Paper**

Note: Basically your paper type should be plain and paper size should be comp 10

❏ Select **Close** (right corner of screen)

On the computer:

❏ Using MS Word, go to **Mailings/Envelopes**

❏ Key in **your address**

❏ Go to **Options/Printing** options:

» Feed method - choose **5th picture over**

» Choose - **Face Down**

» Feed from - choose **Bypass**

❏ Choose **OK** and **Print**