

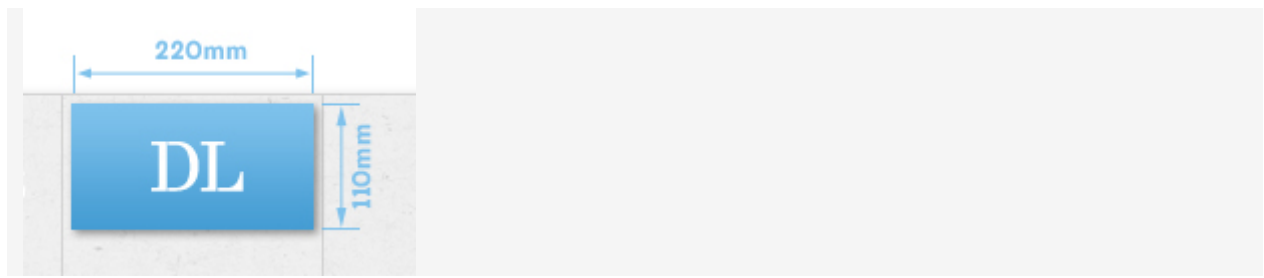
## **Envelope Printing**

1. Login in to the copier home page using the IP address. (Type in the IP address of the copier in the web browser of your computer.)
2. Go to System Settings <paper tray settings< bypass tray
3. Make sure the Type: is set to Envelope
4. Make sure the Size: is set to the size of envelope you will be using. (COM-10, Monarch, DL, C5)
5. When choosing to print the envelope, make sure to specify that you are also printing to the bypass tray.

See below for images of envelope sizes of DL and C5 options:

### **DL Envelope Size Measures:**

220 mm x 110 mm (w x h) / 22 cm x 11 cm / 8.66 inches x 4.33 inches



### **C5 Envelope Size measures:**

162 mm x 229 mm (w x h) / 16.2 cm x 22.9 cm / 6.4 inches x 9 inches

