

How to Print Envelopes*

1. Create envelope in Microsoft Word by entering a delivery address and, if necessary, a return address. The return address is not necessary if using pre-printed envelopes.
2. Click "Print."
3. Enter your PaperCut credentials.
4. Login at the selected printer.
5. Insert the envelope into the bypass tray according to the envelope diagram on the tray itself.
 - a. Use the green lever on the bypass tray to open the rollers to allow the envelope to slide in.
 - b. Close the rollers after the envelope is inserted.
6. Look for the flashing "Job Status" indicator button at the bottom right of the LCD screen.
7. Press the "Job Status" indicator button.
8. Select "envelope" from the displayed paper choices.
9. Press the Start button.
10. Retrieve your envelope(s) from the tray just under the LCD screen.

*Envelopes can only be printed from Black and White printers. If you are unsure whether your printer is a black and white model, look at the model number. Three numbers indicates a black and white printer while four numbers indicates a color printer.