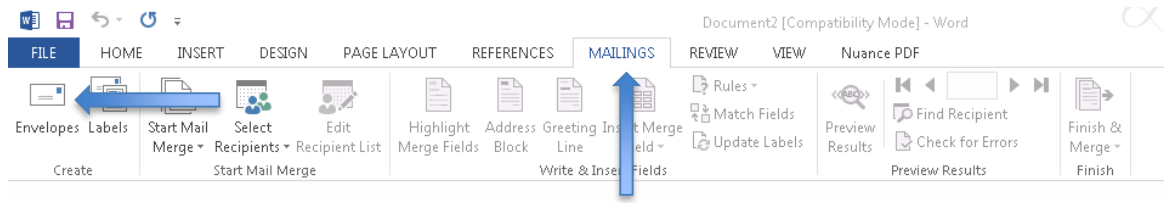


Printing to Envelopes

You can print to various sized labels as well as envelopes on your Canon device using the Multi-purpose tray.

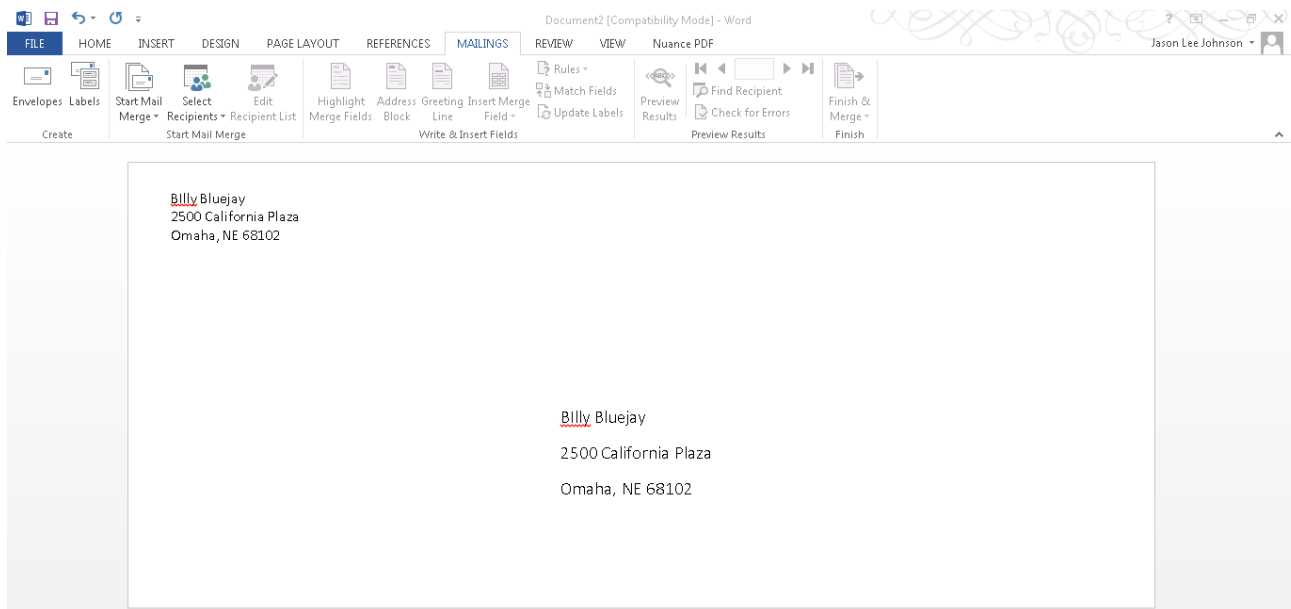
Step 1: From a Microsoft Word document, select the Mailings Tab.

- From the Mailings Tab, select Envelopes.



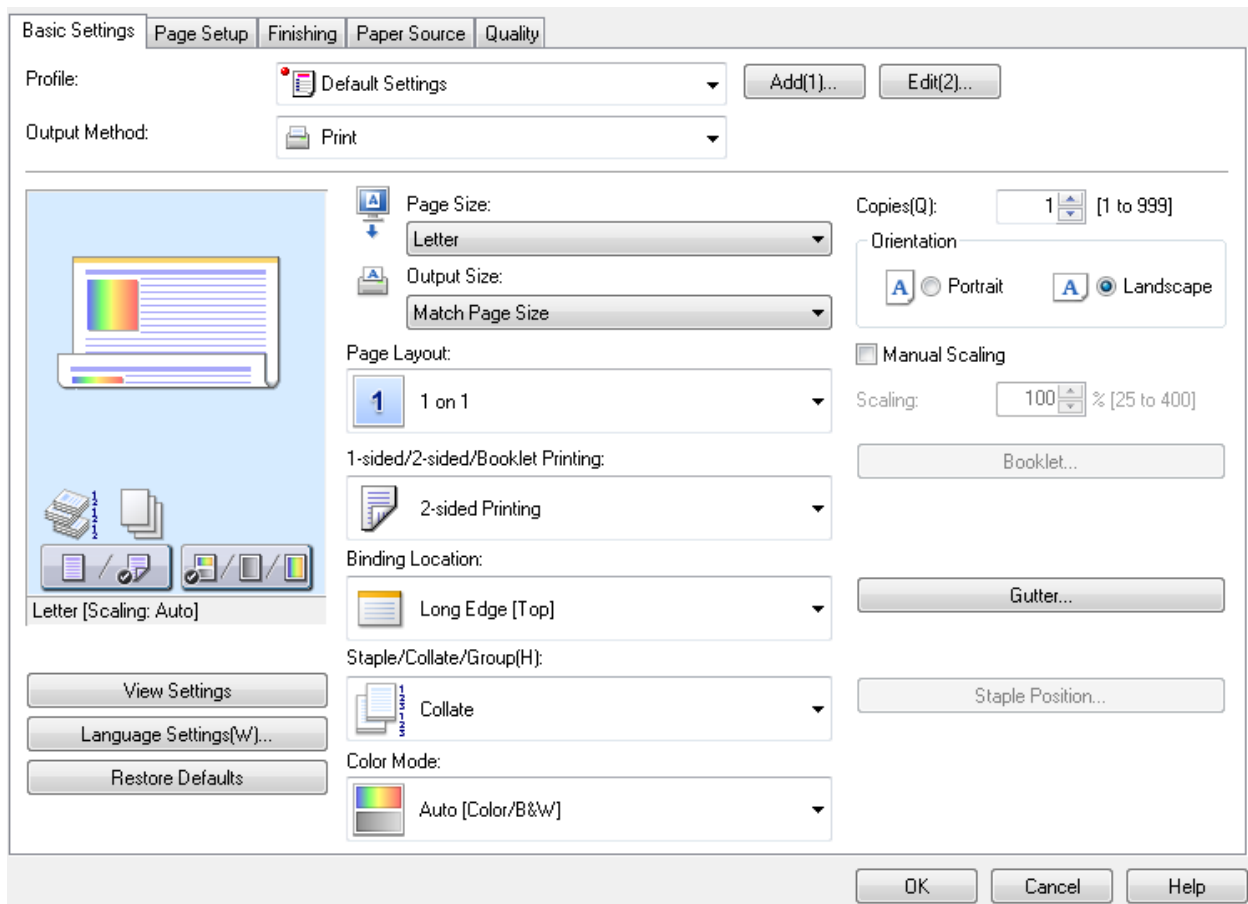
Step 2: From the Envelope Tab, enter the Delivery and Return Addresses in the appropriate field.

- Click Add to Document, and you will be prompted if you would like to add the Return Address as the default Return Address.



Step 3: Review your Destination and Return Address

- Click File, Print and Click on the Printer Properties.



- Click the Page Size and select you appropriate Envelope Size.
- Click Paper Source and select the Multi-purpose tray.
- You can enter up to ten envelopes in to the Multi-purpose tray (**you will be prompted at the device to select the appropriate envelope size**).
- Your envelopes should be ready to print.