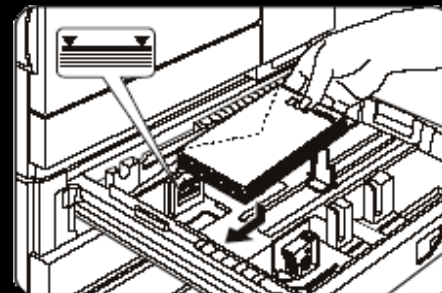


Envelope Printing from AR-M280, AR-M350, AR-M450, AR-M355, AR-M455, MX-M350, MX-M450

These models of Sharp printers were designed to print envelopes from tray 2.

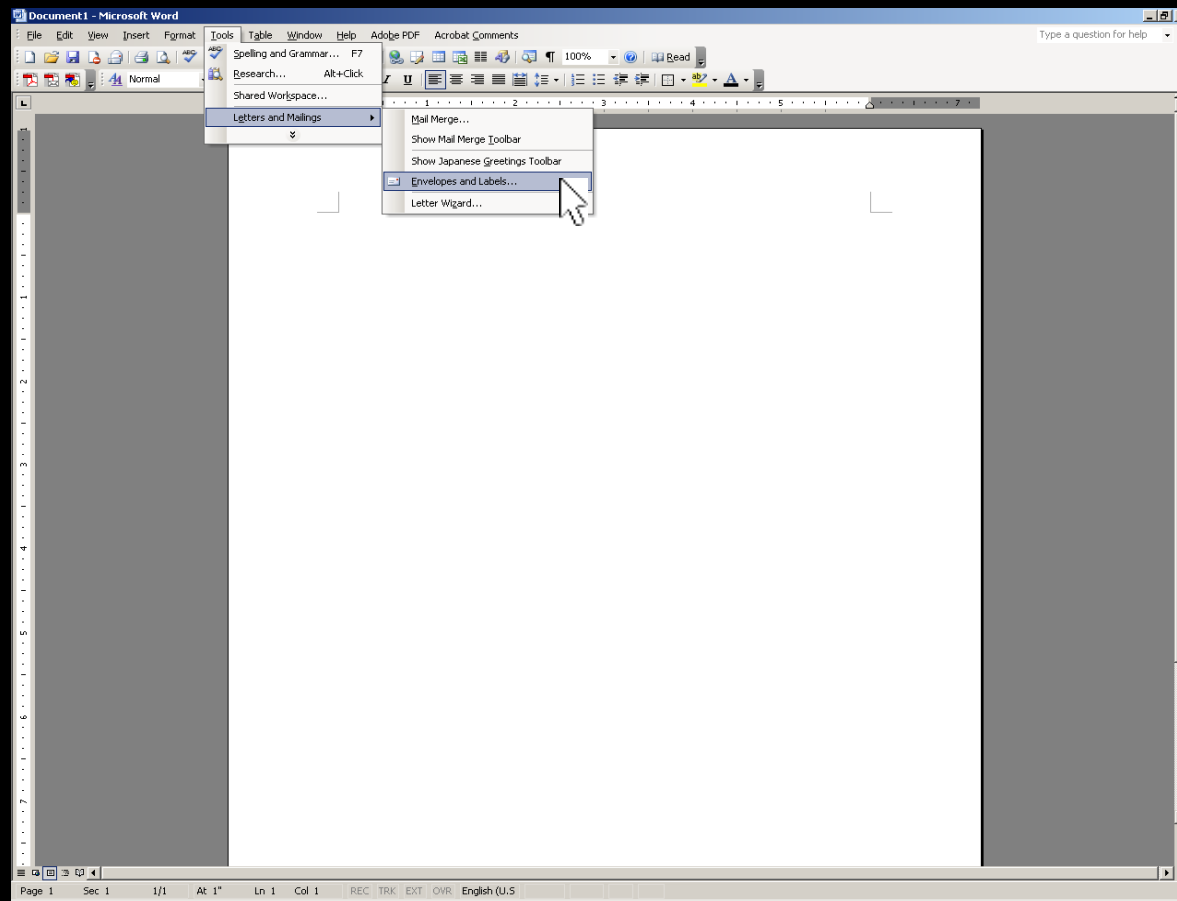
This tutorial uses Microsoft Word, but the same principles apply for other word processing programs.

Be sure to set up tray 2 for envelope printing from the display panel (Custom/System Settings>Paper Tray Setting>Scroll down to Tray 2>Touch Plain/Auto-Inch>Envelope>Com-10 is most common. The envelopes must go in **face up** (top of envelope towards the rear of the copier).



Envelope Printing from AR-M280, AR-M350, AR-M450, AR-M355, AR-M455, MX-M350, MX-M450

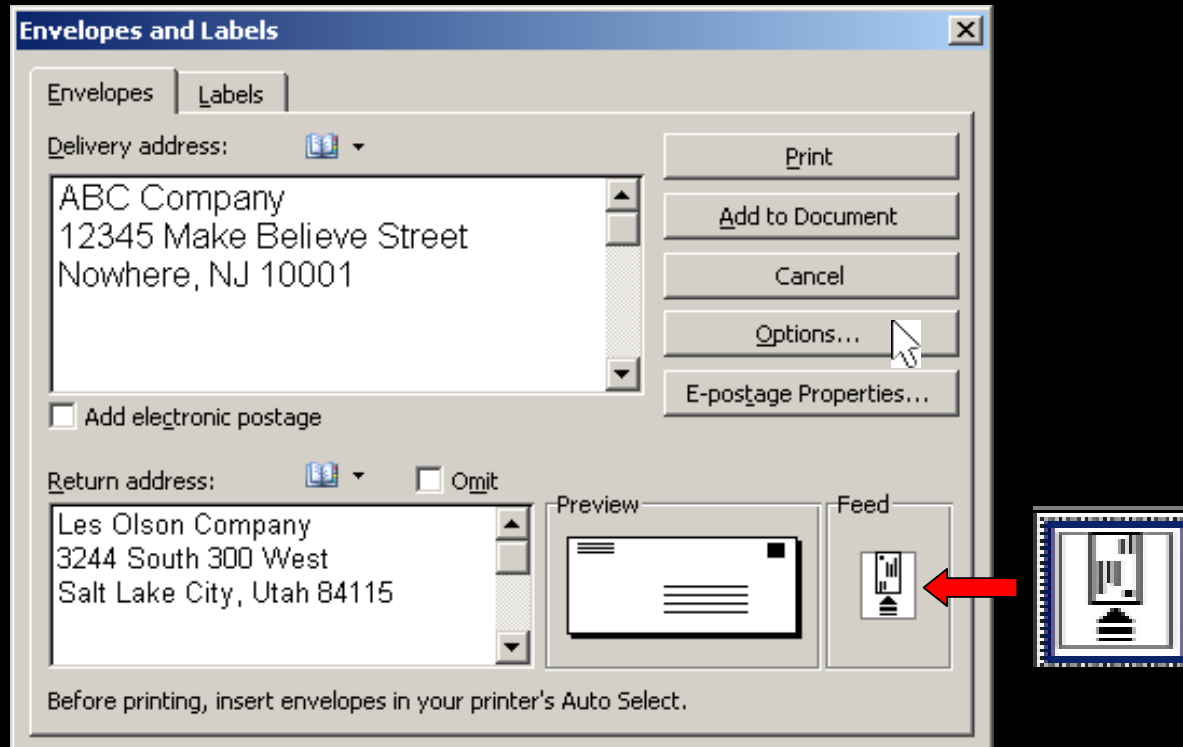
In Word, select “Tools” > “Letters and Mailings” > “Envelopes and Labels...”



Envelope Printing from AR-M280, AR-M350, AR-M450, AR-M355, AR-M455, MX-M350, MX-M450

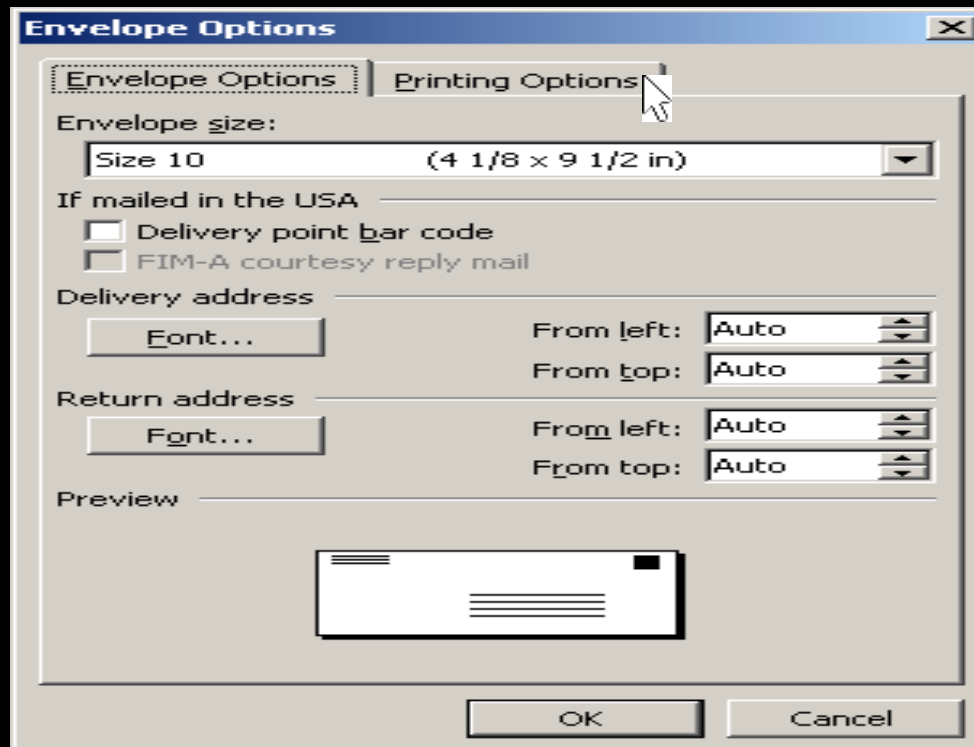
Type the Delivery and Return address information and click “Options...” if the “Feed” image icon below is incorrect. If it is correct click “Print”.

Note: The “Feed” image icon should like the bigger one on the right side.



Envelope Printing from AR-M280, AR-M350, AR-M450, AR-M355, AR-M455, MX-M350, MX-M450

Confirm the correct size of envelope in the “Envelope Options” tab. Click the “Printing Options” tab.

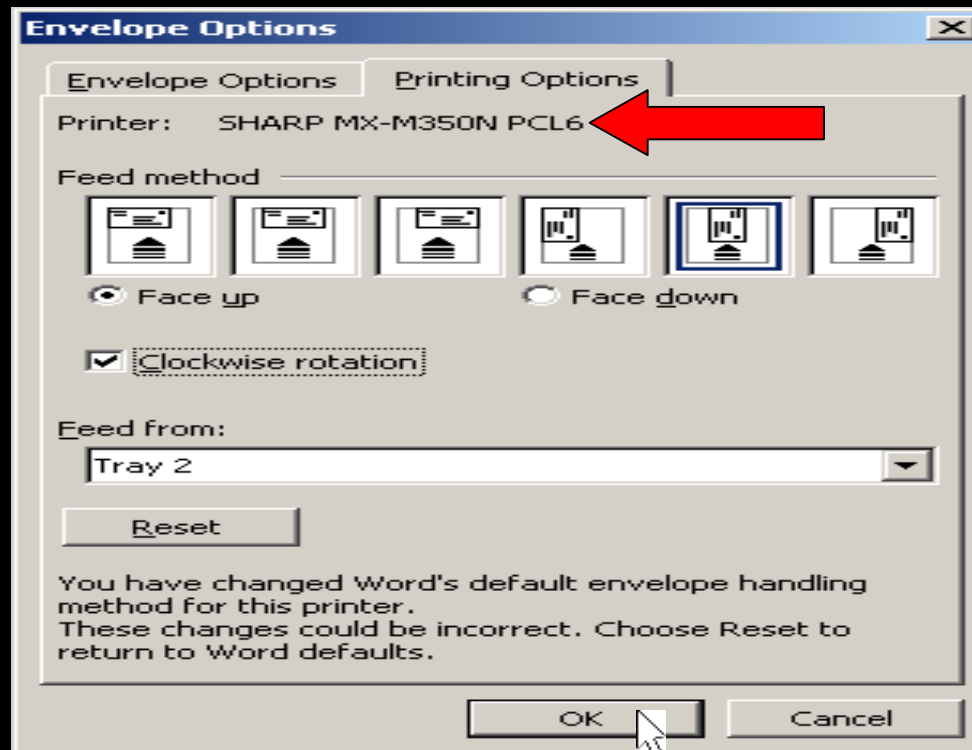


Envelope Printing from AR-M280, AR-M350, AR-M450, AR-M355, AR-M455, MX-M350, MX-M450

Confirm that the settings are exactly like the image below. Click “OK”.

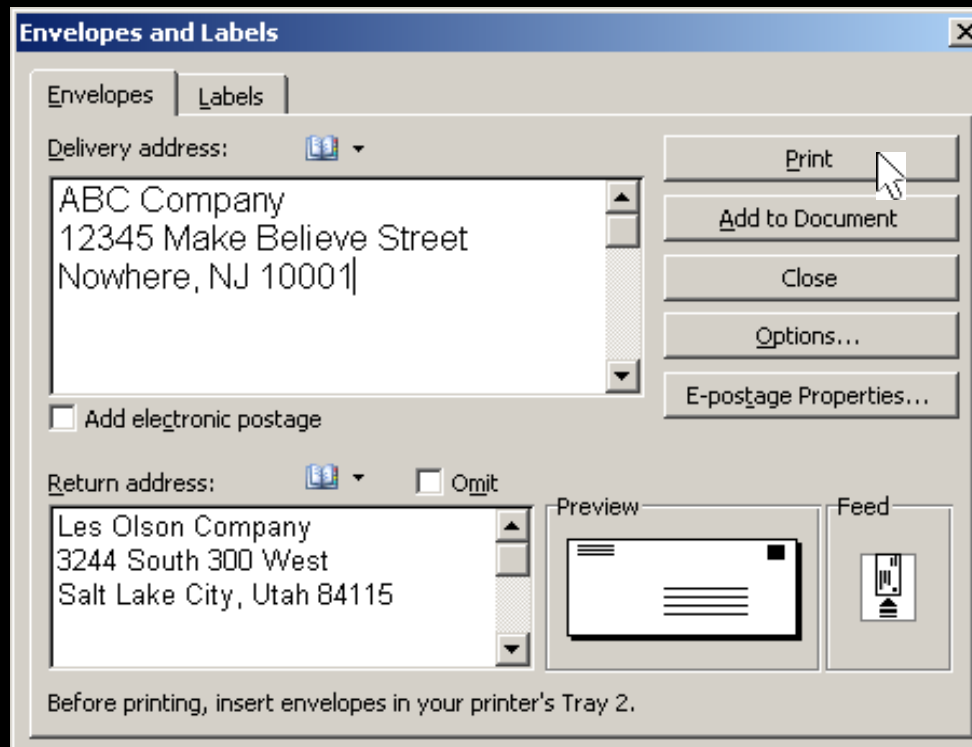
Note: After choosing “Tray 2” in the “Feed from:” field the “Clockwise rotation” box may uncheck itself. Simply check it if this happens.

Note: Confirm that the correct “Printer” is selected.



Envelope Printing from AR-M280, AR-M350, AR-M450, AR-M355, AR-M455, MX-M350, MX-M450

Click "Print".



Envelope Printing from AR-M280, AR-M350, AR-M450, AR-M355, AR-M455, MX-M350, MX-M450

Printing onto envelopes tips

- Do not use envelopes that have metal clasps, plastic snaps, string closures, windows, linings, self-adhesive patches or synthetic materials. Attempting to print on these may cause misfeeds, inadequate toner adherence or other trouble.
- Creases or smudging may occur. This is especially true of embossed surfaces and other irregular surfaces.
- Under high humidity and temperature conditions the glue flaps on some envelopes may become sticky and be sealed closed when printed.
- Use only envelopes which are flat and crisply folded. Curled or poorly formed envelopes may be poorly printed or may cause misfeeds.