# Print Envelopes Using the Bypass Tray
# MX and DX "N" Models

## (Models Excluded: MX-M850/950/1100, MX-M550/620/700, MX-M753N)

## 1. Print a single or multi-page document from default tray & addressed envelope

When printing an envelope, a single blank page will automatically print if you open a new Microsoft® Word document. You can key text such as a letter, note, memo etc on the single page to include in your envelope.

You also have the option to print an envelope with a one page or multi-page document with no blank page.

**At the PC:**

1.   Open:   **New Microsoft Word Document** and key text <u>or</u> **open a multi-page document**.

2.   Select:   **Tools** from the header bar.

3.   Click:   **Letters and Mailings** from the menu.

4.   Choose: **Envelopes and Labels**.

5.   Select:   **Envelope** tab.

6.   Type:    **Delivery address** for the recipient in the <u>Delivery address</u> box.

7.   Type:    **Return address** for the sender in the <u>Return address</u> box.
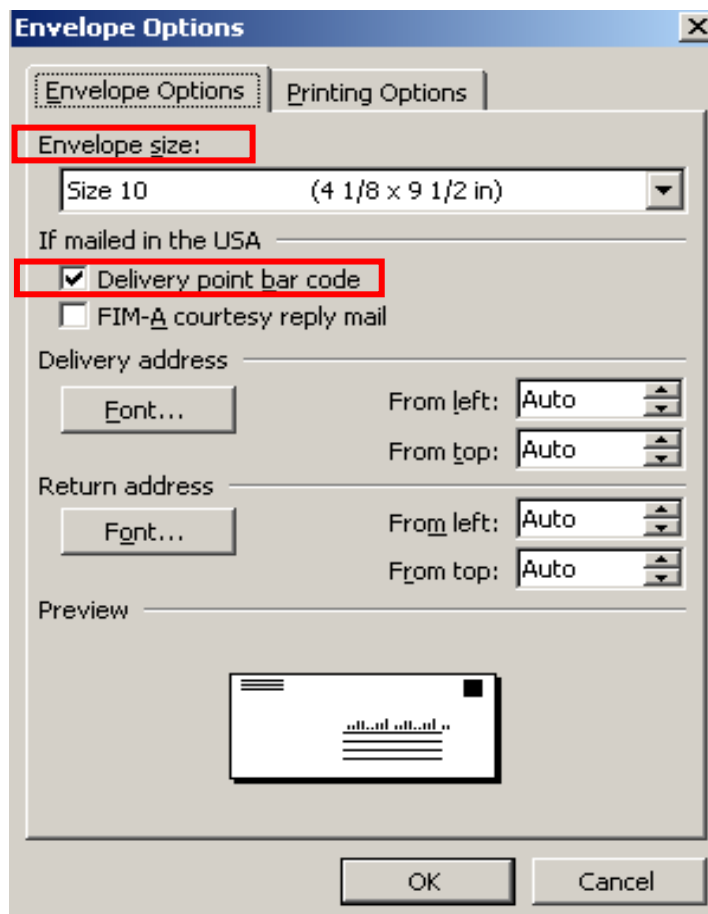
**8.**   Click:   **Options** button.
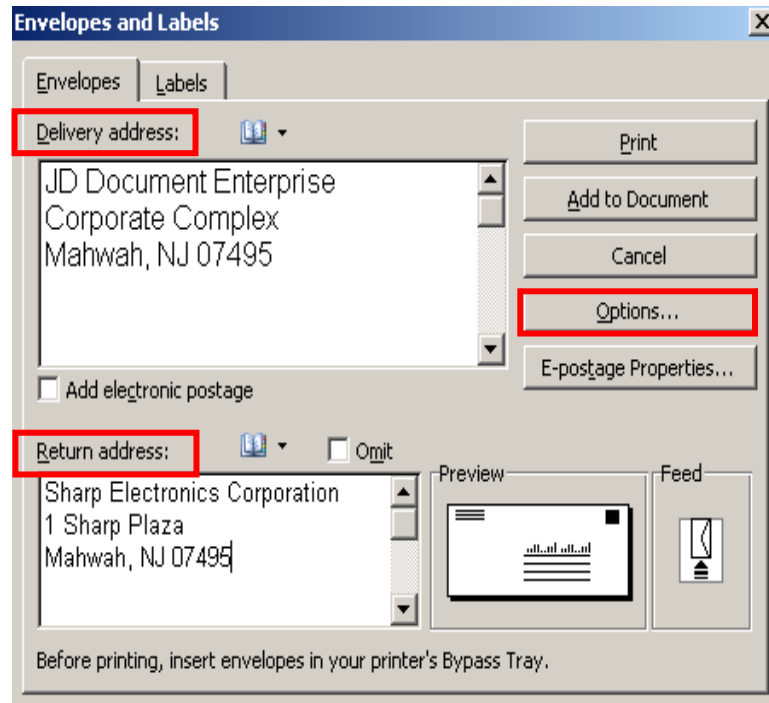


**9.**   Click:   **Envelope Options** tab.
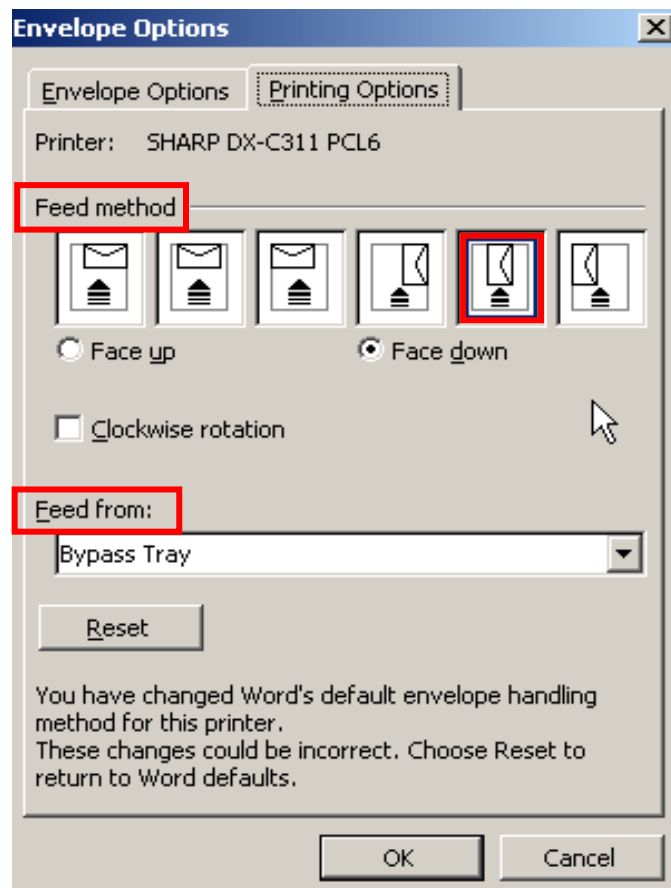
**10.** Select: **Size 10 or COM 10** from the <u>Envelope Size</u> drop-down.

**11.** Click:  **Delivery point bar code** box under <u>If mailed in the USA</u>.


**\*You can change the font attributes for the Delivery address and
the Return address by clicking the appropriate Font button.**



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**12.** Select: **Printing Options** button.

**13.** Click: **Face down** radio button from <u>Feed Method</u>.

**14.** Click: **2<sup>nd</sup> to last icon** representing envelope image face-down in the center of the box.

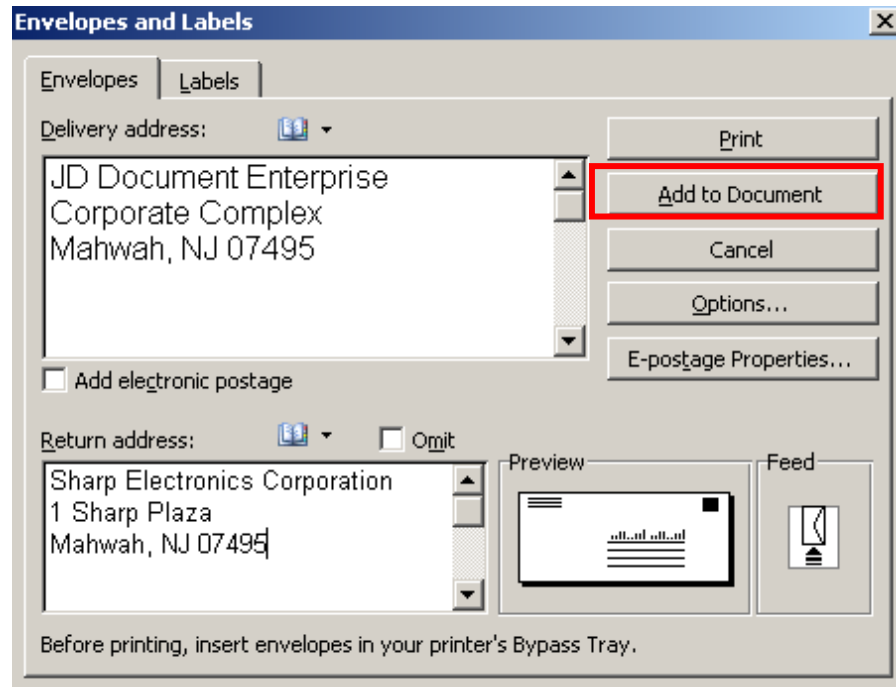**15.** Select: **Bypass tray** from the <u>Feed from</u> drop-down.
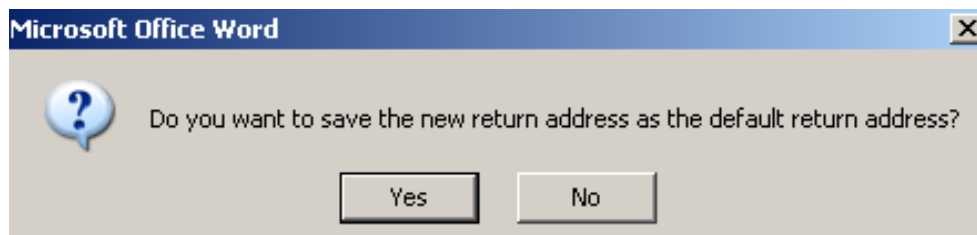


**16.** Click: **OK** button.

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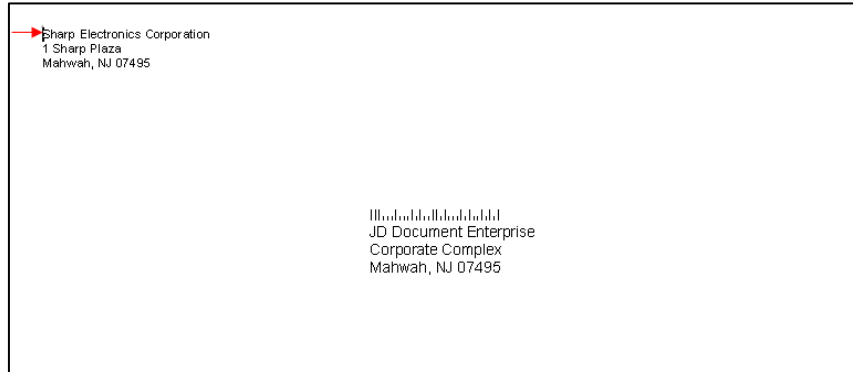**17.** Click: **Add to Document** in the Envelopes and Labels dialogue window.



**18.** Click: **NO** when the pop-up message appears.

**19.** Place: **Cursor** on the return address on the envelope so that it is blinking.

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Sharp Electronics Corporation
1 Sharp Plaza
Mahwah, NJ 07495




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                                    JD Document Enterprise
                                    Corporate Complex
                                    Mahwah, NJ 07495
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**20.** Click: **File** and then **Page Setup** from the File menu.

**21.** Select: **Paper** tab.

**22.** Select: **COM 10 or Size 10** under the Paper size drop-down list.

**23.** Select: **Bypass tray** from the drop-down list under first page.

**24.** Check: **Default tray** is highlighted in the Other pages drop-down box.
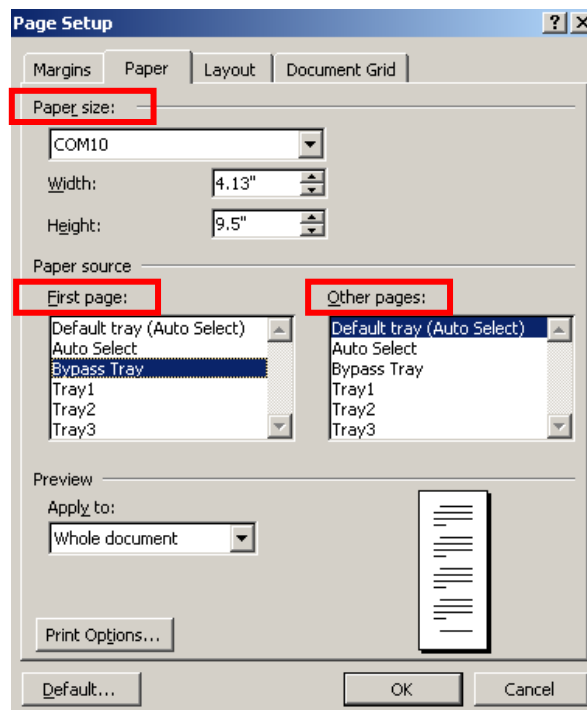
**Continued on Next Page**

**25.** Click: **OK**.

**21.** Click: **File**.

**22.** Select: **Print**.

**23.** Select: **Sharp printer** you will use to print.

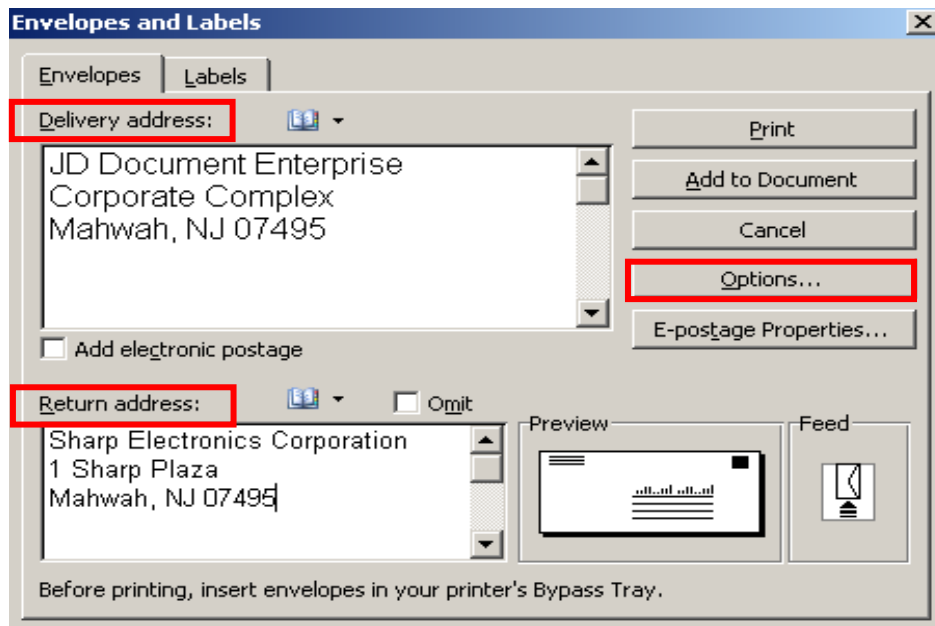**24.** Click: **OK** after completing the Bypass tray Paper Select setup on the MFP.


**At the MFP:**

**1.** Add: **Envelope** facing in the designated position in the Bypass tray.

**2.** Touch: **Paper Select** on the LCD panel.

**3.** Touch: The **paper type** in the button under Bypass.

**4.** Touch: **Envelope**.

**5.** Touch: **COM-10**.

**6.** Touch: **OK** twice. The Bypass is now set up for Envelopes.

**7.** Return: **Paper Select** option to original setup after printing is completed.

## 2. Print a multi-page document from a specified tray & addressed envelope

You can print a multi-page document and print the first page from a specified tray. (E.g. colored paper, cover page, letterhead etc.).

**At the PC:**

1.  Open:     **Multi-page Microsoft Word Document**.

2.  Select:  **Tools** from the header bar.

3.  Click:     **Letters and Mailings** from the menu.

4.  Choose: **Envelopes and Labels**.

5.  Select:   **Envelope** tab.

6.  Type:    **Delivery address** for the recipient in the <u>Delivery address</u> box.

7.  Type:    **Return address** for the sender in the <u>Return address</u> box.
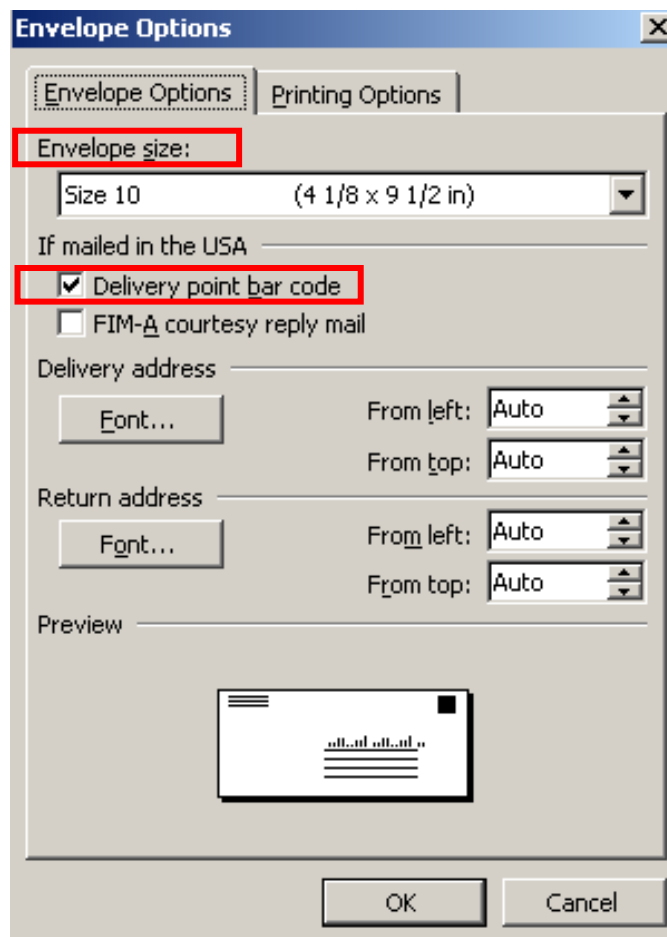
8.  Click:    **Options** button.

**Envelopes and Labels**

Envelopes | Labels

Delivery address:

JD Document Enterprise
Corporate Complex
Mahwah, NJ 07495

☐ Add electronic postage

Return address:                              ☐ Omit

Sharp Electronics Corporation
1 Sharp Plaza
Mahwah, NJ 07495

Print
Add to Document
Cancel
Options...
E-postage Properties...

Preview

Feed

Before printing, insert envelopes in your printer's Bypass Tray.

**9.** Click: **Envelope Options** tab.

**10.** Select: **Size 10 or COM 10** from the Envelope Size drop-down.

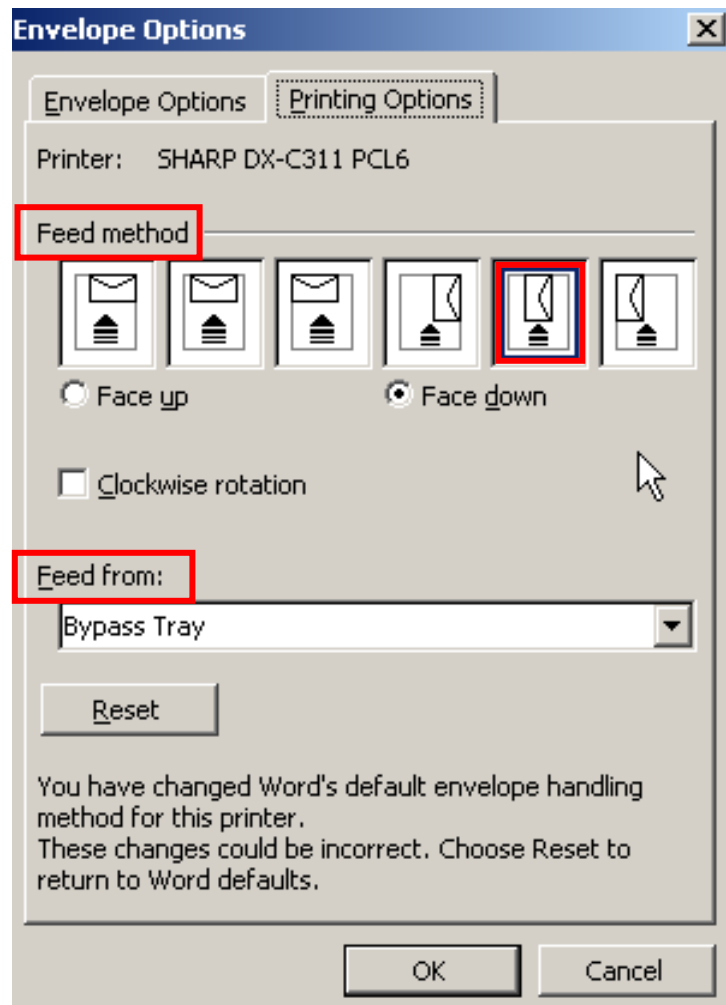**11.** Click: **Delivery point bar code** box under If mailed in the USA.

> **\*You can change the font attributes for the Delivery address and
> the Return address by clicking the appropriate Font button.**



**12.** Select: **Printing Options** button.
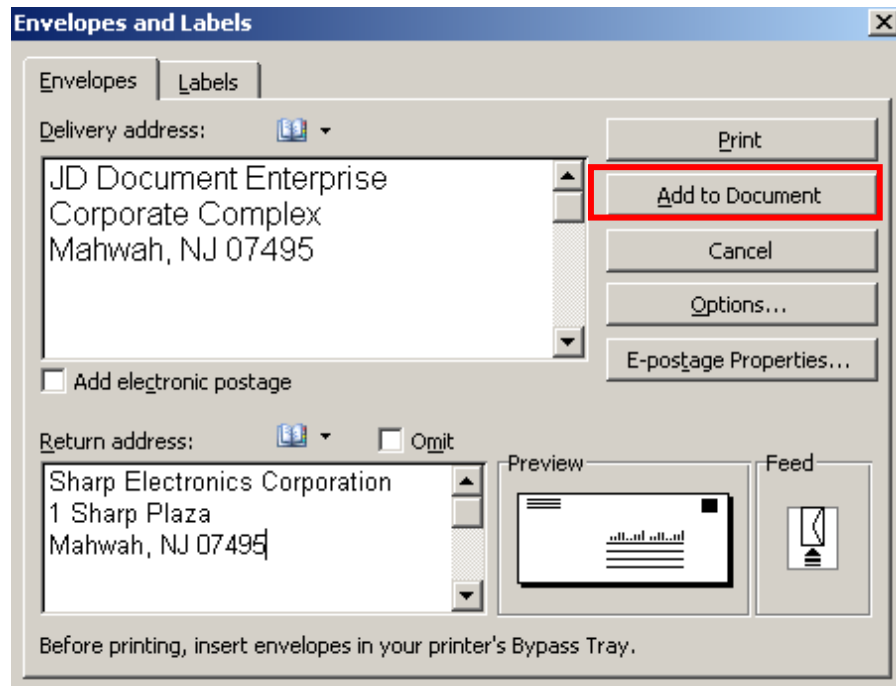
**13.** Click: **Face down** radio button from <u>Feed Method</u>.

**14.** Click: **2<sup>nd</sup> to last icon** representing envelope image face-down in the center of the box.

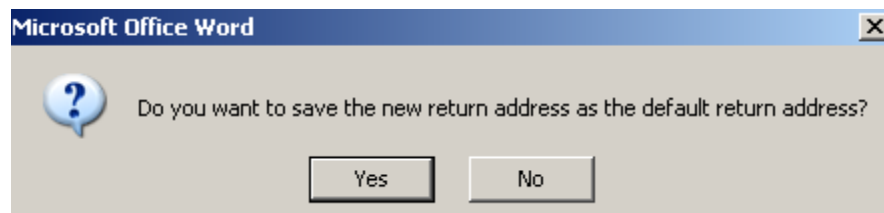**15.** Select: **Bypass tray** from the <u>Feed from</u> drop-down.



**16.** Click: **OK** button.

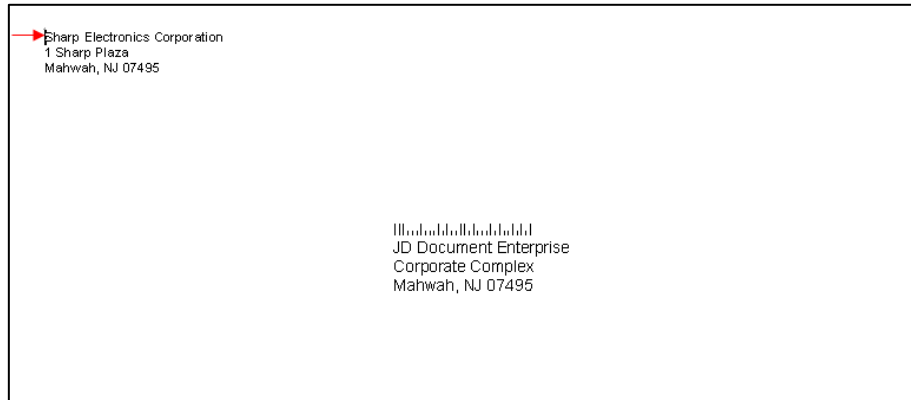**17.** Click: **Add to Document** in the Envelopes and Labels dialogue window.



**18.** Click: **NO** when the pop-up message appears.



**19.** Place: **Cursor** on the return address on the envelope so that it is blinking.

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Corporate Complex
Mahwah, NJ 07495

Sharp Electronics Corporation
1 Sharp Plaza
Mahwah, NJ 07495

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Corporate Complex
Mahwah, NJ 07495

**20.** Click: **File** and then **Page Setup** from the File menu.

**21.** Select: **Paper** tab.

**22.** Select: **COM 10 or Size 10** under Paper size drop-down list.

**23.** Select: **Bypass tray** from the drop-down list under first page.
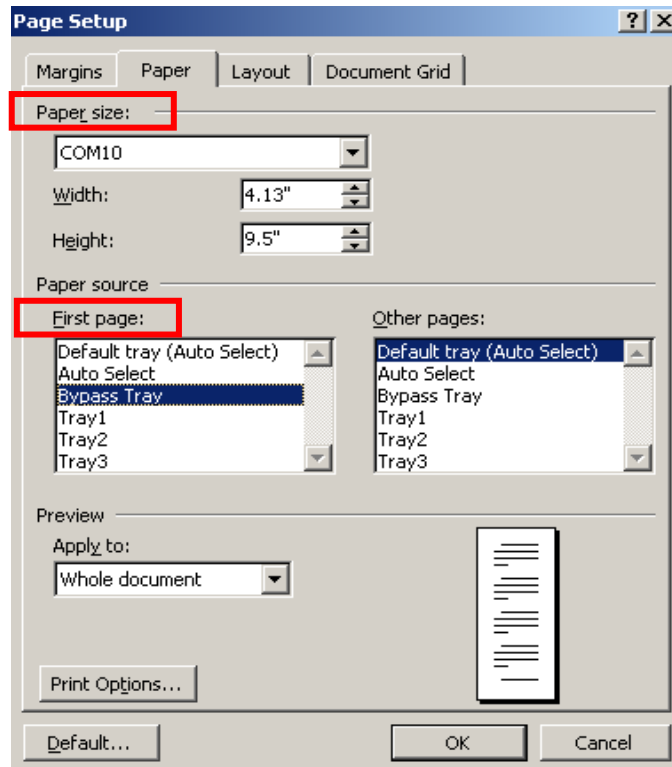
**24.** Click: **OK**.

**25.** Move: **Cursor** so that it is blinking on the text of the <u>first page of the document</u>.

**26.** Click: **File**.

**27.** Select: **Page Setup**.

**28.** Select: **Letter** from the <u>Paper size</u> drop-down.

**29.** Select: **Tray 2 or another tray.** This selection will print using paper (E.g. colored paper) from the tray selected. If you want all remaining pages to print from this tray, select the same tray under <u>Other pages;</u> otherwise leave the setting for Other pages as Default.

**30.** Click: **OK**.
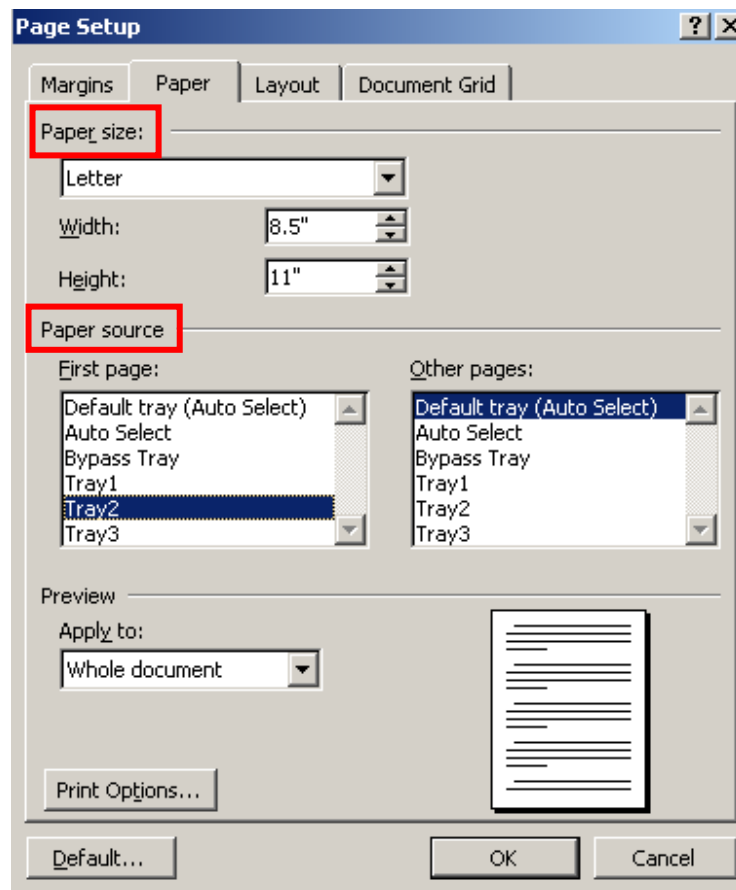
**31.** Click: **File**.

**32.** Select: **Print**.

**33.** Select: **Sharp printer** you will use to print.

**34.** Click: **OK** after completing the Bypass tray Paper Select setup on the MFP.

**At the MFP:**

**1.** Add: **Envelope** in the designated position to the Bypass tray and check that the specified tray has the appropriate paper for printing the first page..

**2.** Touch: **Paper Select** on the LCD panel.

**3.** Touch: The **paper type** in the button under Bypass.

**4.** Touch: **Envelope**.

**5.** Touch: **COM-10**.

**6.** Touch: **OK** twice. The Bypass is now set up for Envelopes.

**7.** Return: **Paper Select** option to original setup after printing is completed.
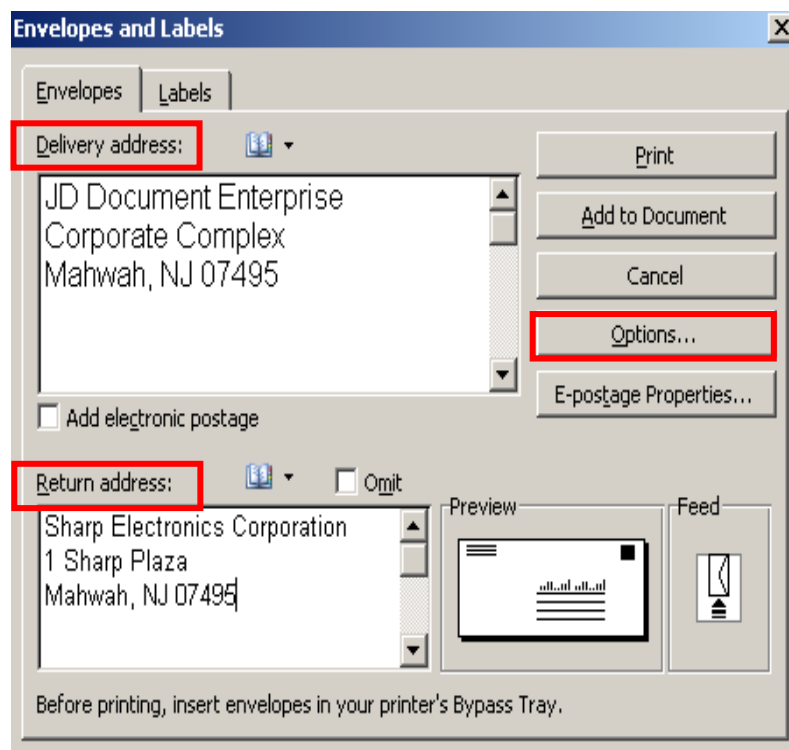
## 3. Print a single envelope or multiple envelopes only

You can print a single addressed envelope or multiple envelopes with the <u>same address</u> only.

Printing multiple envelopes saves time when you have to use an envelope for mailing to the same address over a period of time.

**At the PC:**

1.  Open:    **New Microsoft Word Document.**

2.  Select:   **Tools** from the header bar.

3.  Click:    **Letters and Mailings** from the menu.

4.  Choose: **Envelopes and Labels**.

5.  Select:   **Envelope** tab.

6.  Type:    **Delivery address** for the recipient in the <u>Delivery address</u> box.

7.  Type:    **Return address** for the sender in the <u>Return address</u> box.
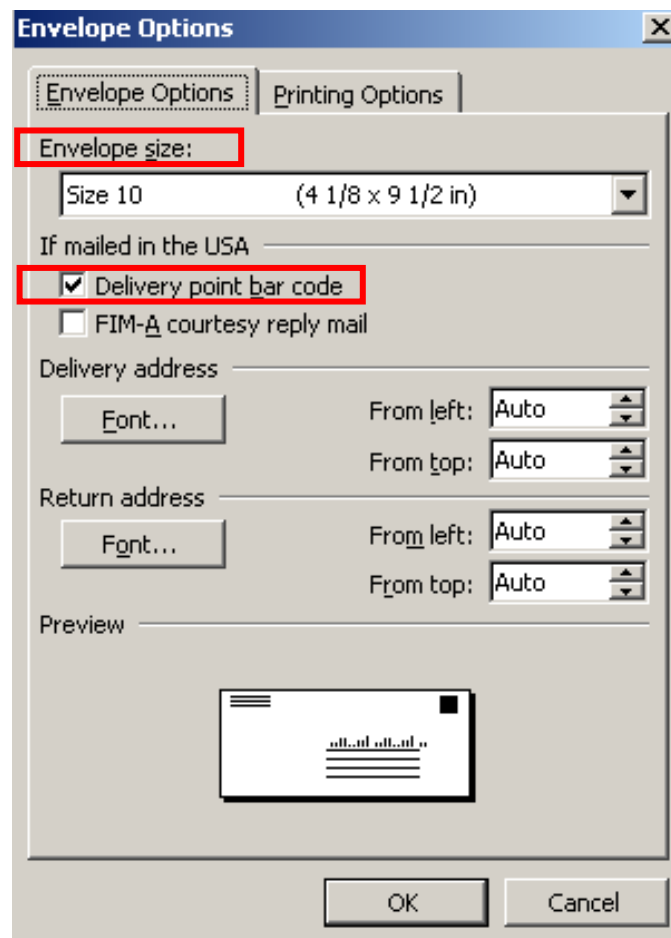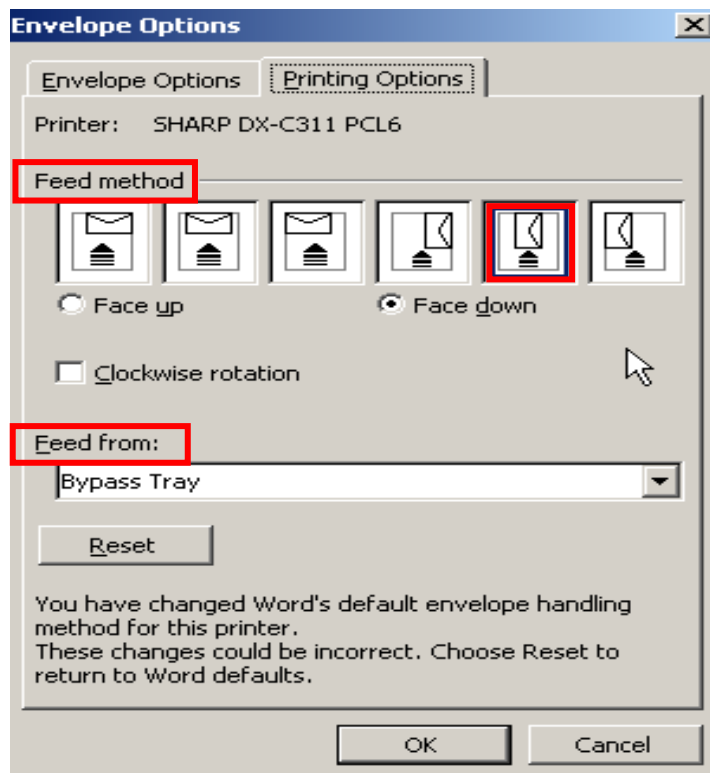
8. Click: **Options** button.

9. Click: **Envelope Options** tab.

10. Select: **Size 10 or COM 10** from the <u>Envelope Size</u> drop-down.

11. Click: **Delivery point bar code** box under <u>If mailed in the USA</u>.

**\*You can change the font attributes for the Delivery address and
the Return address by clicking the appropriate Font button.**

**12.** Select: **Printing Options** button.

**13.** Click: **Face down** radio button from <u>Feed Method</u>.

**14.** Click: **2<sup>nd</sup> to last icon** representing envelope image face-down in the center of the box.

**15.** Select: **Bypass tray** from the <u>Feed from</u> drop-down.
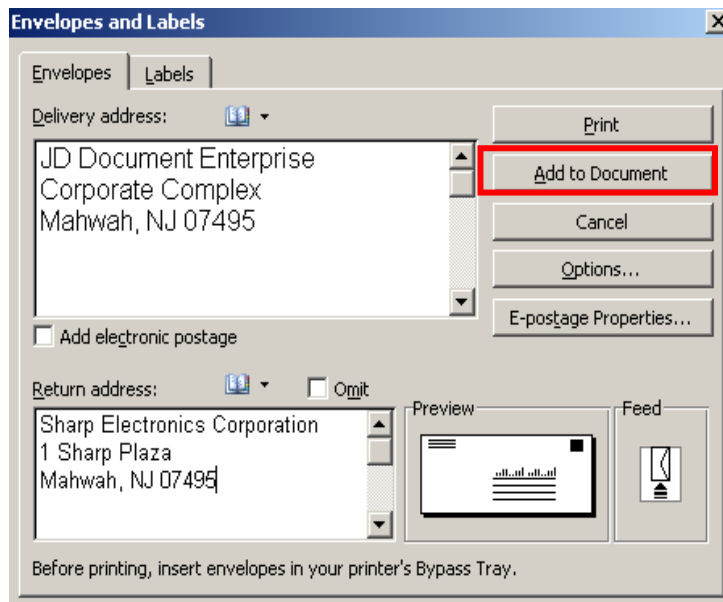


**16.** Click: **OK** button.

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**17.** Click: The **Print** button to print just <u>**one envelope**</u>. The envelope will automatically print.
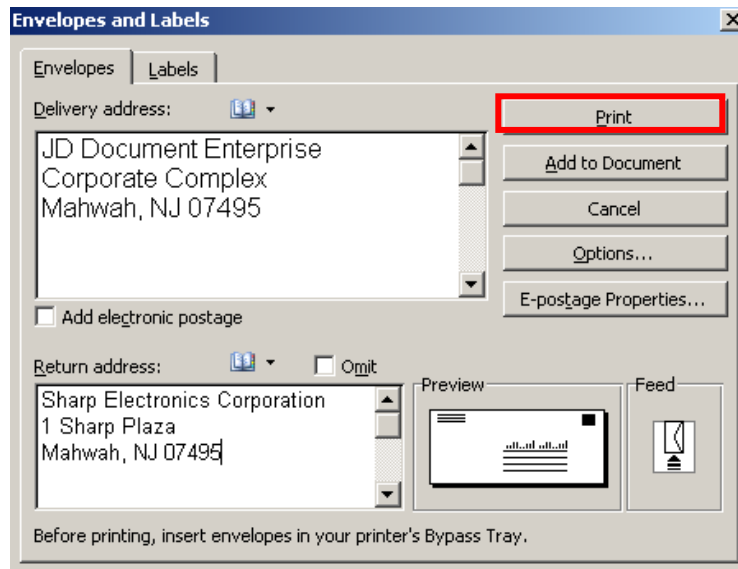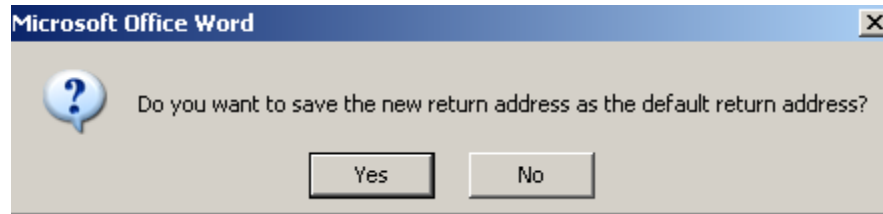


**OR**

**18.** Click: **Add to Document** in the <u>Envelopes and Labels dialogue window</u> to setup printing <u>**multiple envelopes**</u> with the same address.
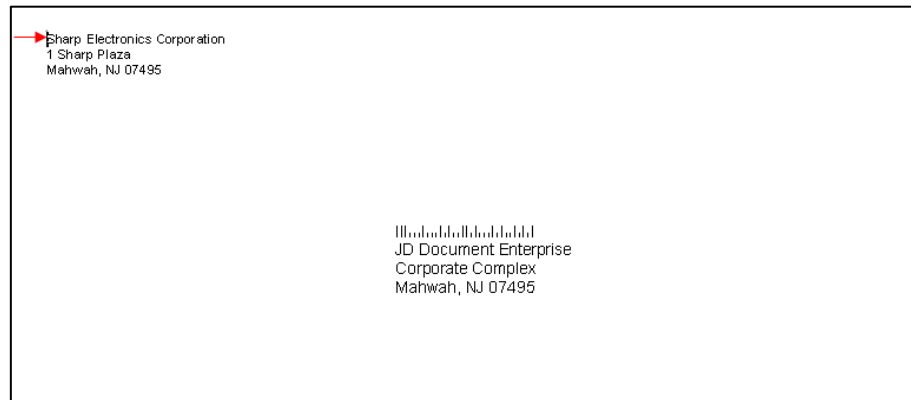
**19.** Click: **NO** when the pop-up message appears.



**20.** Place: **Cursor** on the return address on the envelope so that it is blinking.
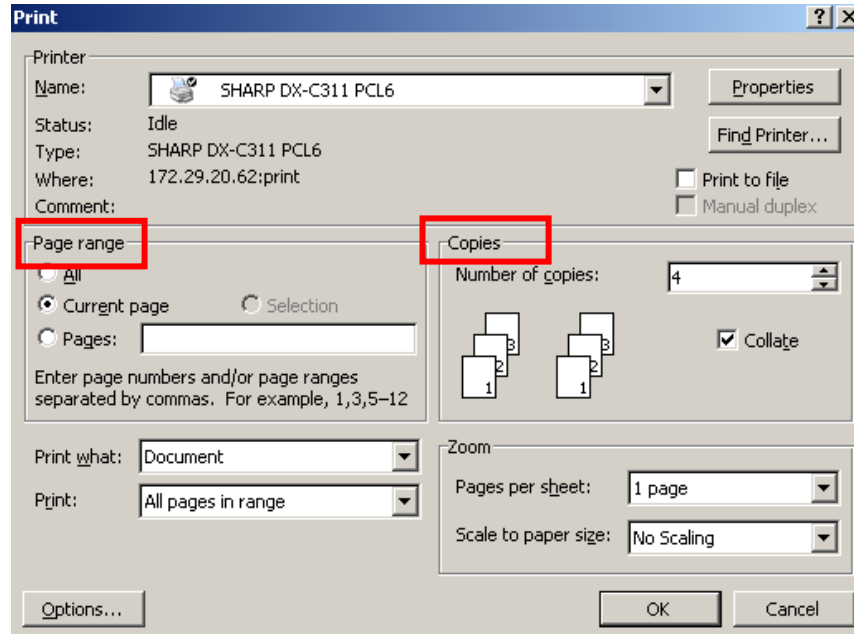


**21.** Click: **File**.

**22.** Select: **Print**.

**23.** Select: **Sharp printer** you will use to print.

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**24.** Select: **Current Page** under Page Range.

**25.** Select: The **Number** of copies you want to print under Copies.



**25.** Click: **OK** after completing the Bypass tray Paper Select setup on the MFP.

**At the MFP:**

**1.** Add: **Envelope(s)** in the designated position on the Bypass tray.

**2.** Touch: **Paper Select** on the LCD panel.

**3.** Touch: The **paper type** in the button under Bypass.

**4.** Touch: **Envelope**.

**5.** Touch: **COM-10**.

**6.** Touch: **OK** twice. The Bypass is now set up for Envelopes.

**7.** Return: **Paper Select** option to original setup after printing is completed.

## 4. Envelope printing for MX-M350 & MX-M450

If you are not using the DU4 Duplex Unit with attached Bypass, you can print envelopes for this model using "Tray 2″ in the desk unit. The paper settings differ from the other MX models instructions.

**At the PC:**

**1.** Open: **New Microsoft Word Document.**

**2.** Select: **Tools** from the header bar.

**3.** Click: **Letters and Mailings** from the menu.

**4.** Choose: **Envelopes and Labels**.

**5.** Select: **Envelope** tab.

**6.** Type: **Delivery address** for the recipient in the <u>Delivery address</u> box.

**7.** Type: **Return address** for the sender in the <u>Return address</u> box.
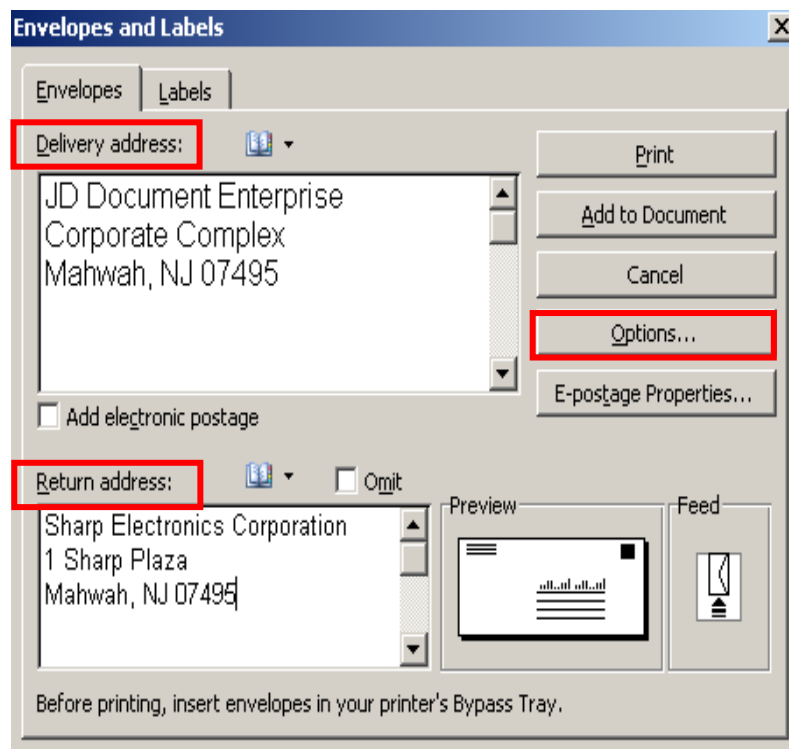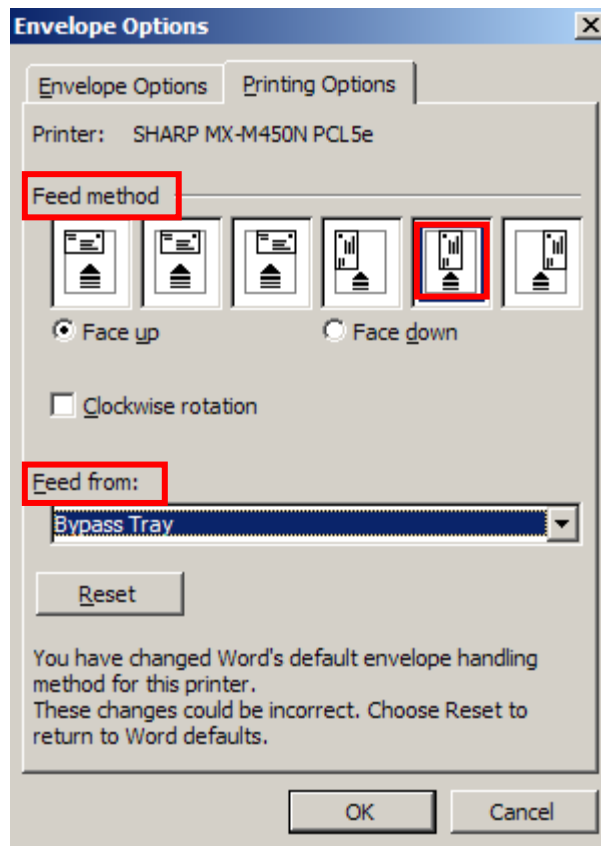


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**8.** Click:   **Options** button.

**9.** Click:   **Envelope Options** tab.

**10.** Select: **Size 10 or COM 10** from the Envelope Size drop-down.

**11.** Click:   **Delivery point bar code** box under If mailed in the USA.

         **i.** **\*You can change the font attributes for the Delivery address and the Return address by clicking the appropriate Font button.**
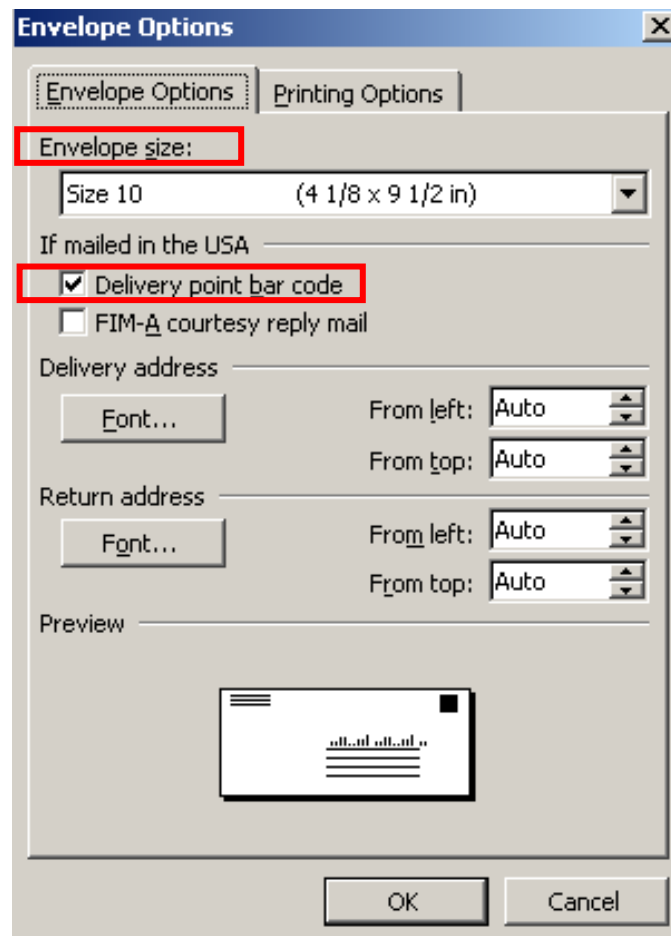
**12.** Select: **Printing Options** button.

**13.** Click: **Face up** radio button from Feed Method.

**14.** Click: **2nd to last icon** representing envelope image face-down in the center of the box.

**15.** Select: **Bypass tray, if using the DU4 Duplex Unit with attached Bypass,** from the Feed from drop-down.
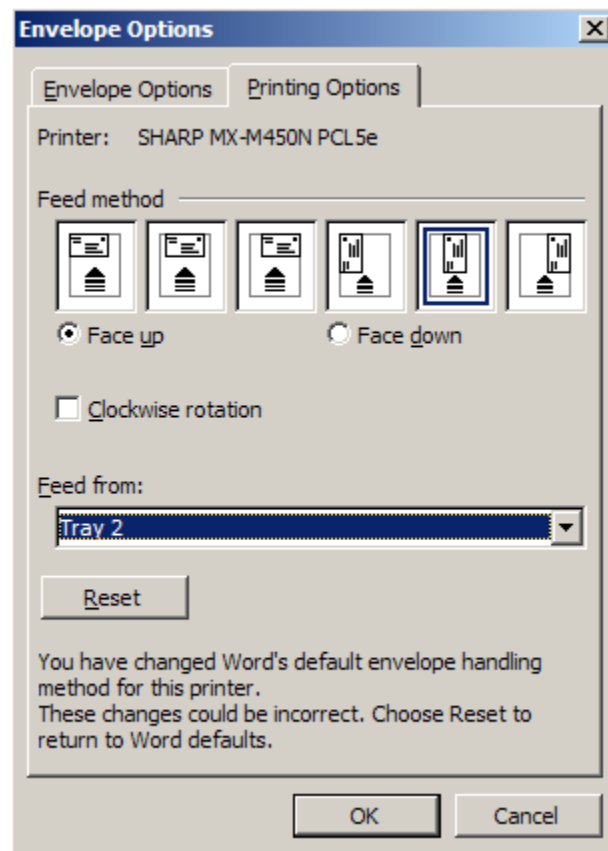


**16.** Click: **OK** button.

**OR**

**17.** Click: **Face up** radio button from <u>Feed Method</u>.

**18.** Click: **2<sup>nd</sup> to last icon** representing envelope image face-down in the center of the box.

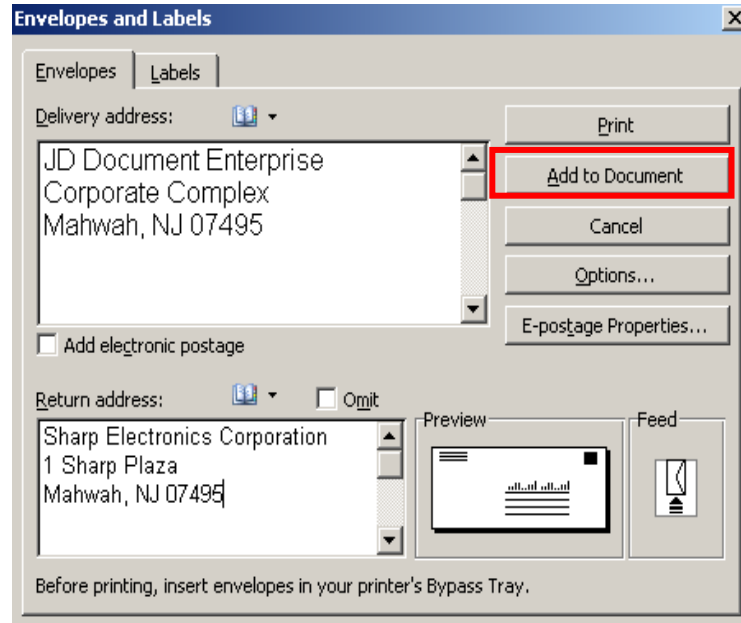**19.** Select: **Tray "2", if there is no Bypass,** from the <u>Feed from</u> drop-down.
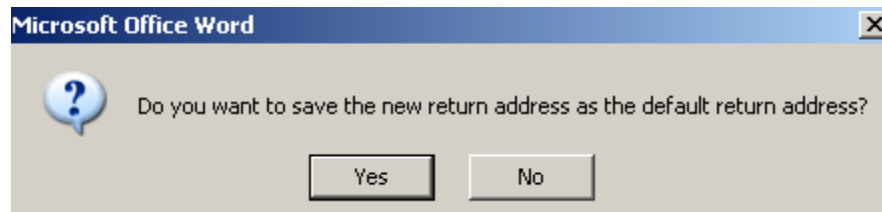


**20.** Click: **OK** button.

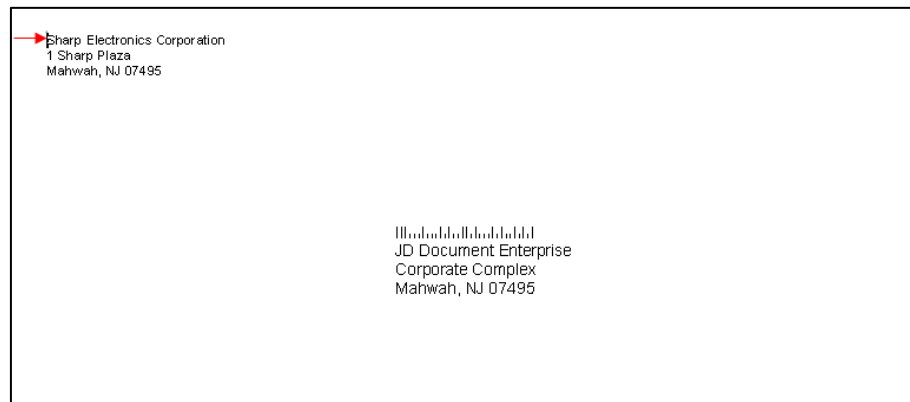**21.** Click:   **Add to Document** in the Envelopes and Labels dialogue window.



**22.** Click:   **NO** when the pop-up message appears.

**23.** Place: **Cursor** on the return address on the envelope so that it is blinking.

```
Sharp Electronics Corporation
1 Sharp Plaza
Mahwah, NJ 07495




                          IllnuludaltllnnlaldaI
                          JD Document Enterprise
                          Corporate Complex
                          Mahwah, NJ 07495
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**24.** Click: **File**.

**25.** Select: **Page Setup**.

**26.** Select: **Letter** from the Paper size drop-down.

**27.** Select: **Bypass Tray,** if using the Bypass **OR Tray "2"** if you are not using the Bypass Tray.

**28.** Click: **OK**.

**NOTE: Before printing, you must first release the fuser pressure.**

**29.** Click: **File**.

**30.** Select: **Print**.

**31.** Select: **Sharp printer** you will use to print.

**32.** Click: **OK** after completing the Bypass tray Paper Select setup on the MFP.


**At the MFP:**

**1.** Add: **Envelope(s)** in the designated position on the Bypass tray for printing envelopes from the Bypass Tray.

**2.**   Touch: **Paper Select** on the LCD panel.

**3.**   Touch: The **paper type** in the button under <u>Bypass</u>.

**4.**   Touch: **Envelope**.

**5.**   Touch: **COM-10**.

**6.**   Touch: **OK** twice. The Bypass is now set up for Envelopes.

<p align="center">**OR**</p>

**7.**   Add:   **Envelope(s)** in the designated position in Tray "2" for printing envelopes from Tray "2".

   **NOTE:**  **The envelope diagram in Tray "2" illustrates how to position the envelope. The dotted line indicates that the envelope is face-up.**



**8.**   Close:  **Tray "2"**. The tray is now set up for Envelopes.

**7.**   Return: **Paper Select** option to original setup after printing is completed.

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24/7 EDUCATION ONLINE WITH YOU
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e-mail: sharp-pc@sharpsec.com  www.sharp-start.com