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.

Basic Settings Page Setup Finishing	Paper Source Quality	
Profile:	efault Settings	E dit(2)
Output Method: 🚽 Print 🗸		
Letter [Scaling: Auto]	Page Size: ↓ Letter ↓ Output Size: Match Page Size Page Layout:	Copies(Q): 1 [1 to 999] Orientation A O Portrait A O Landscape
	1 on 1 ▼ 1-sided/2-sided/Booklet Printing:	Scaling: 100 🔊 % [25 to 400]
	2-sided Printing	
	Binding Location:	
	Long Edge (Top)	Gutter
View Settings Language Settings(W) Restore Defaults	Staple/Collate/Group(H):	
	Collate -	Staple Position
	Color Mode:	
	Auto [Color/B&W]	
		OK Cancel Help

- 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.