## **Printing to Labels**

You can print to various sized labels 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 Labels.

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FILE HOM	e insert desi	GN PAGEL	AYOUT F	REFERENCES	MAILIN	IGS	REVIEW	VIEW	Nuanc	e PDF		
Envelopes Labels	Start Mail Select Merge * Recipients *	Edit Recipient List	Highlight Merge Fields	Address Gr Block	eeting Ins Line	t Merge eld ≠	🕞 Rules - Ratch Fie C Update Li	elds abels	Antiperior Antiperi Antiperior Antiperior Antiperior Antiperior Antiperior An	Find Recipient	M	Finish & Merge ≠
Create	Start Mail M	erge		Wi	ite & Inse	ields				Preview Results		Finish

## Step 2: From the Labels Tab, enter what you would like to put in the Address Field.

- Click on the Label Location in the window and it will allow you to select the brand of labels you are printing on.
- From the Label Options, verify that the label sheets are being pulled from the Multi-purpose tray (you will be prompted to select the "Labels" option in the printer prior to starting).

Envelopes and Labels	
Envelopes Labels	
Address:	Use return address
	* *
Print	
Eul page of the same label Single label Row: 1  Column: 1	5163 Shipping L
Before printing, insert labels in your printer's manual feeder.	
Print New Document Options E-	pos <u>t</u> age Properties
	Cancel
Label Options	8 23
Printer information	
Continuous-feed printers	
Label information	
Label vendors: Avery US Letter	
Find updates on Office.com	
Product n <u>u</u> mber:	Label information
5155 Easy Peel Return Address Labels 5159 Mailing Labels 5160 Easy Peel Address Labels 5161 Easy Peel Address Labels 5162 Easy Peel Address Labels 5163 Easy Peel Address Labels 5163 Shipping Labels	Type: Shipping Labels Height: 2" Width: 4" Page size: 8.5" × 11"
Details New Label Delete	OK Cancel

## Step 3: Load your Labels into the <u>Multi-function tray</u> and click Print.

• Your labels should now be ready to pick up at your Canon device.

<u>A</u> ddress:	🔲 🔻 🔲 Use <u>r</u> eturn address
Print	Label Avery US Letter, 5163 Shipping L Shipping Labels
Row: 1 📩 Column: 1 📩	