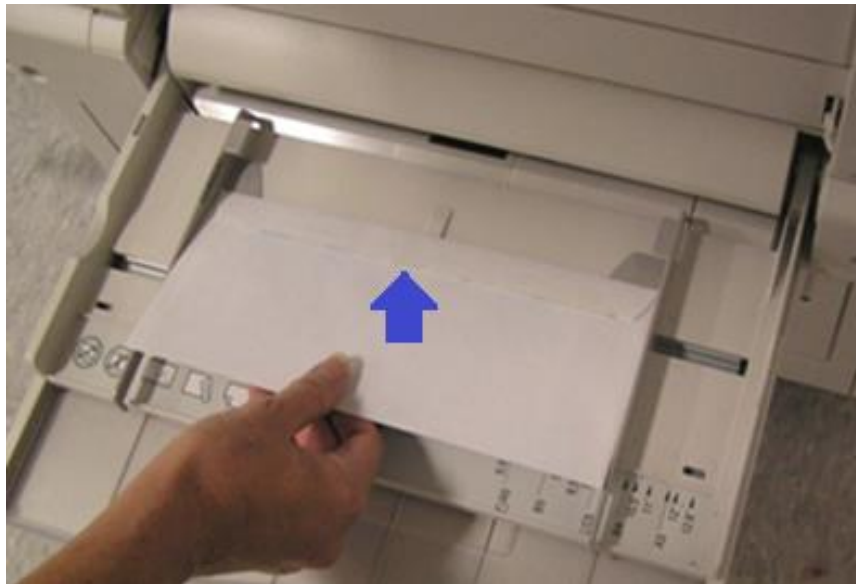# XEROX

Envelope in the Bypass Tray (Tray 5)

At the Copier:

1. Load the envelopes in the tray with the **flaps closed > flaps up >** and **flaps on the leading edge** (towards the right).
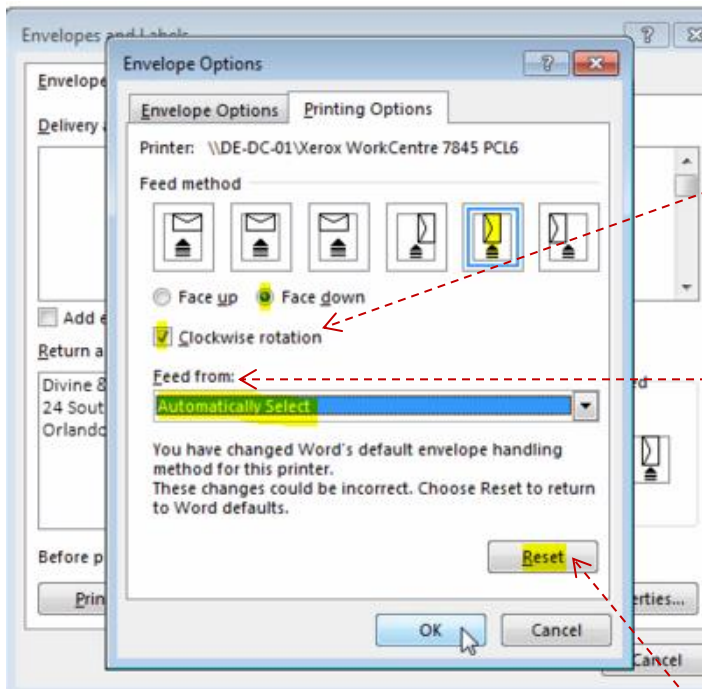

2. Center the stack of envelopes, then slide the paper edge guides until they are just touching the edges of the stack.

3. **Confirm the following of the Envelope**:

   a. **Size**: Correct **Envelope** Size.

   b. **Type**: **Envelope**

   c. **Color**: **If** other than White

   d. **Confirm**: Upper (right corner of screen).

XEROX

Envelope in the Bypass Tray (Tray 5)

At the computer:

Configure Word application Envelop Options > Printing Options Tab settings to print to the Xerox MFP as per the figure below.

NOTE 1:

Clockwise Rotation: Try "Unchecked" **first >** If address prints **upside down >** then "Check" box

NOTE 2:

Feed from: "Automatically Select" does **not** print the envelope, **>** Select Tray 5 (Bypass).

NOTE 3:

If o**riginal** envelope **settings** do **not** print the envelope correctly, **>** Press the **Reset** button to return to Word defaults **>** Re-select the settings **>** OK **>** Print.