



LES OLSON
C O M P A N Y

Printing Envelopes On Sharp MFPs

Models: MX-2610/2640/3110/3140/3610/3640/4110/4140/4111/4141/5110/5140/5111/5141

If the Bypass Tray is set to Envelope (see image below), skip to page 5.

See page 3 to set the Bypass Tray to Envelope.



1. Touch the Home button.



2. Click the Settings icon.



Continued on next page.

Administrator Login

Top Page

Status

Address Book

Update

User Control

System Settings

Network Settings

Application Settings

Energy Save

E-mail Alert and Status

Job Log

Security Settings

Top Page

Status

Address Book

User Control

System Settings

Total Count

Print Update

Updated Time: 2011/09/27 08:31:40

Paper Tray Settings

Submit Update

Auto Switching of Tray

Tray	Type	Size	Feeding Approved Job			Paper Property			
			Print	Copy	Document Filing	Fixed Paper Side	Disable Duplex	Disable Staple	Disable Punch
Tray 1	Plain	Auto-Inch	*	*	*	-	-	-	-
Tray 2	P								
Tray 3	P								
Tray 4	P								
Bypass	P								

Tray Registration

Submit Back

Tray: Bypass

Type: **Envelope**

Size: COM-10

Feeding Approved Job:

Print

Copy

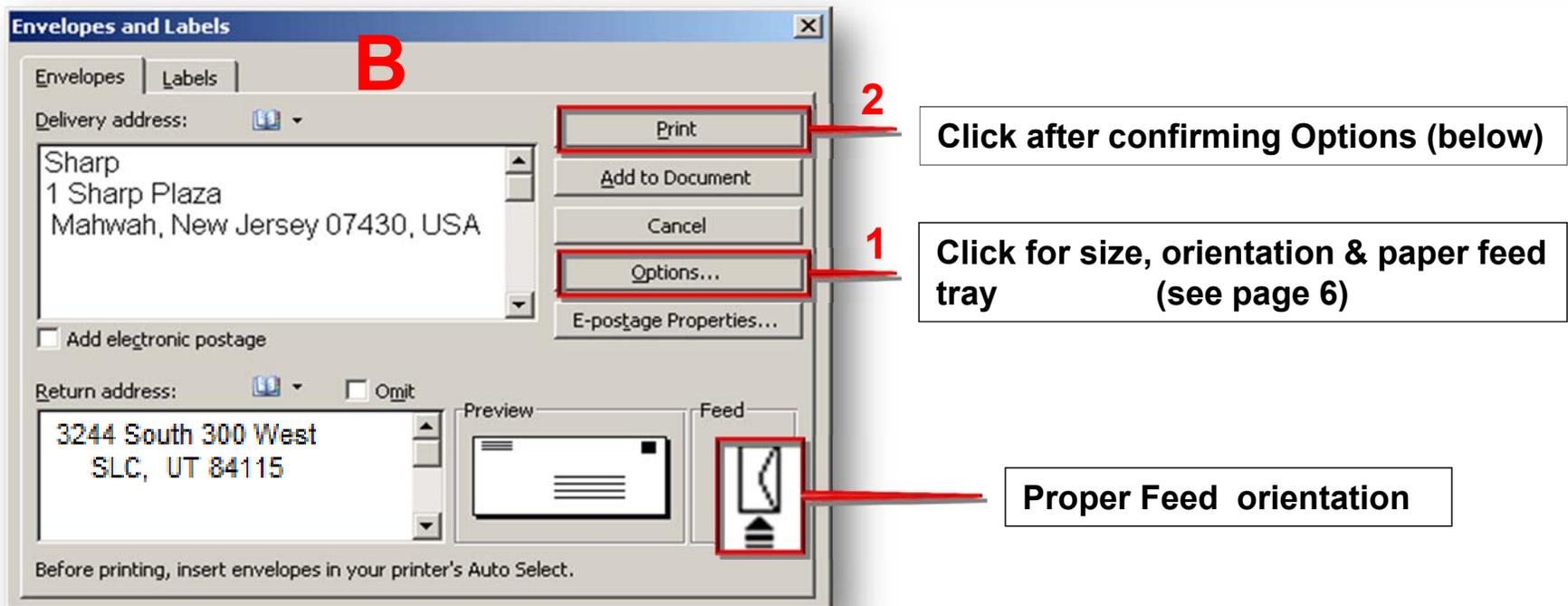
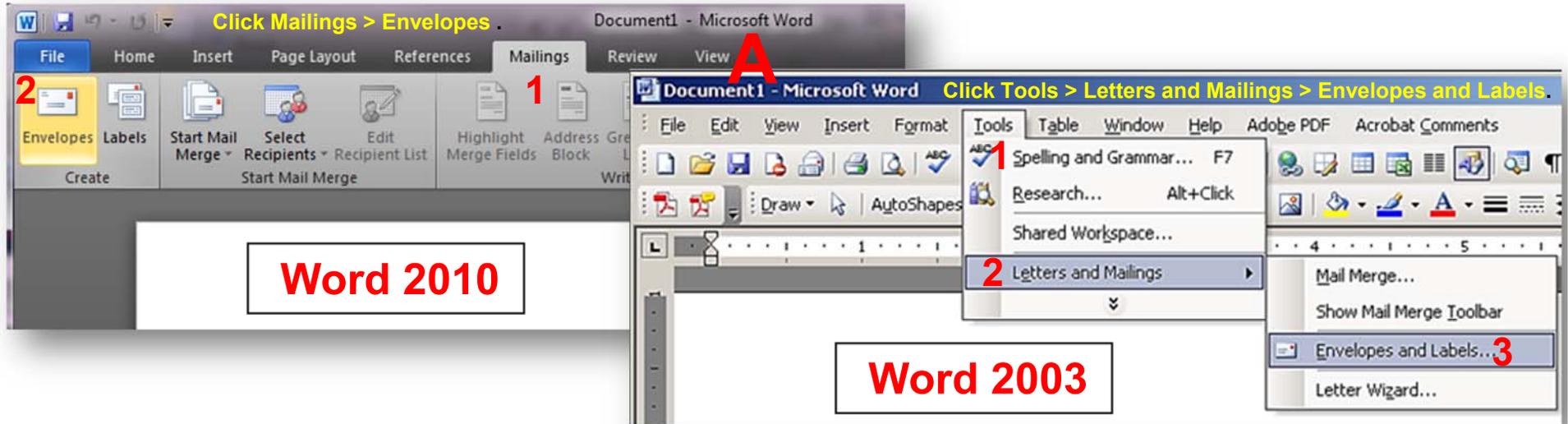
Document Filing

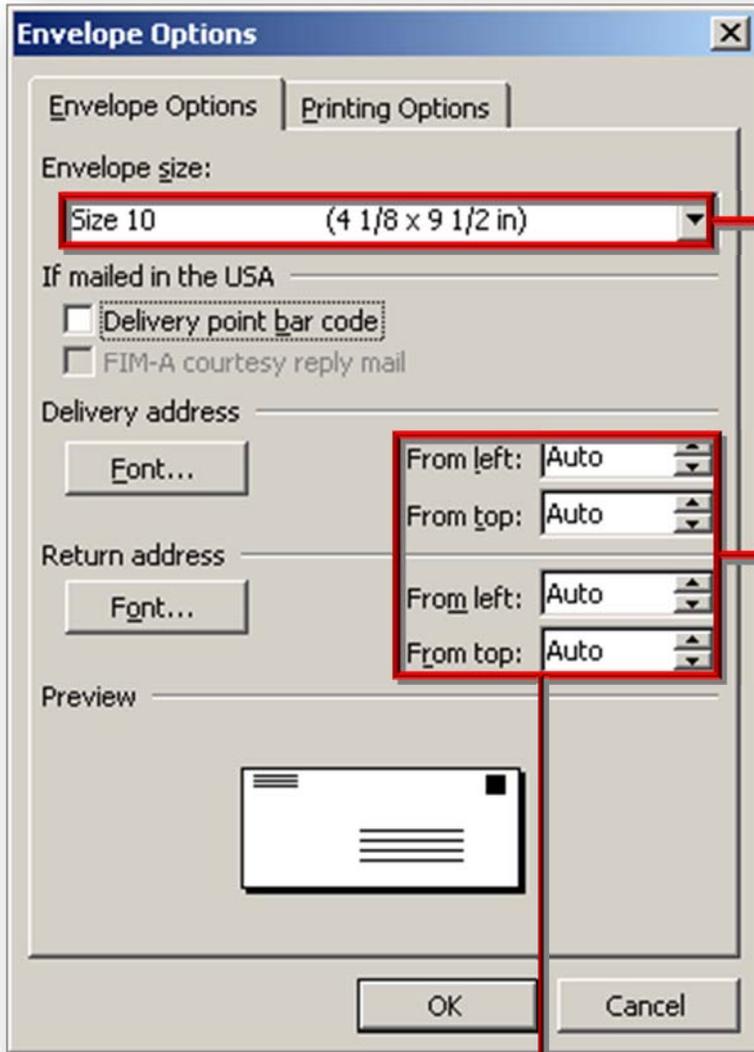
Back to the Top on This Page

Submit Back

1. Select System Settings.
2. Select Paper Tray Settings.
3. Select Bypass
4. Select Envelope from drop-down menu.
5. Submit

Printing an Envelope from Microsoft Word

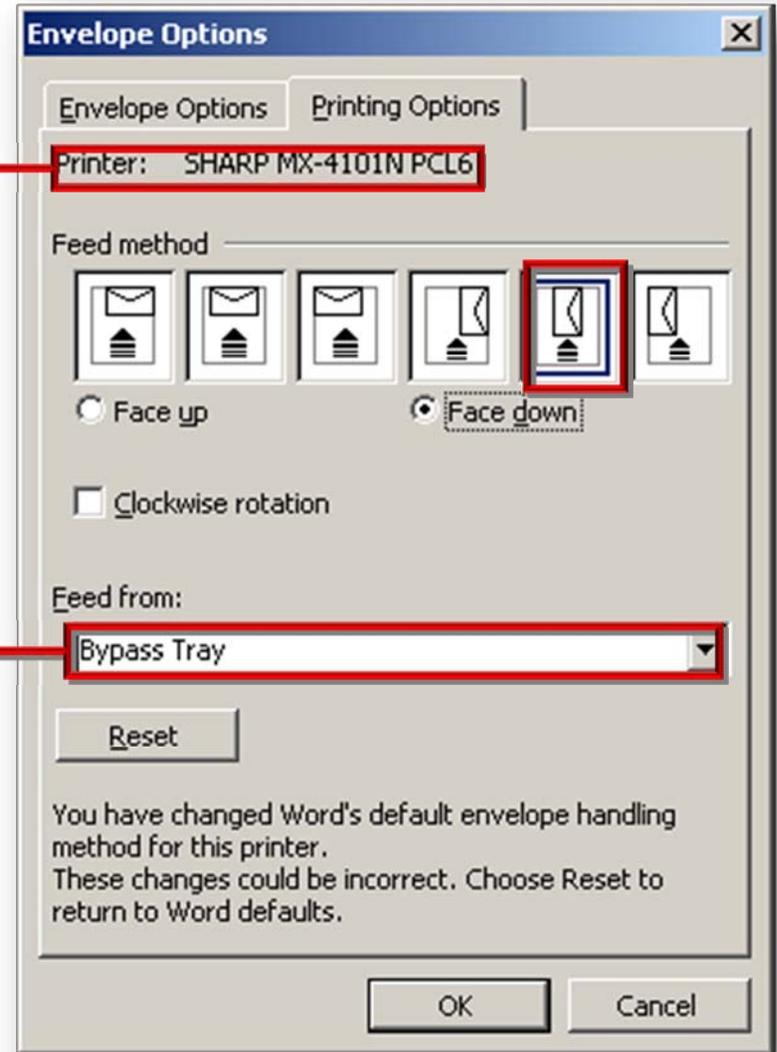




Verify Printer
Verify Size

* Adjust if necessary

Select Bypass Tray



* If the placement of the Delivery or Return address need to be adjusted, click the proper up/down arrow.

Envelope Tips

When inserting envelopes in the bypass tray, place them aligned to the left side in the orientation shown below. Only the front side of envelopes can be printed on. Be sure to place the front side face down.



COM - 10: (4 1/8 inches by 9 1/2 inches). Business or letter-size envelope.
Monarch: (3 7/8 inches by 7 1/2 inches). Used with executive letterhead.
DL, C5: European sizes.

Important points when using envelopes

- Do not print on both sides of an envelope. This may result in misfeeds or poor print quality.
- Restrictions apply to some types of envelopes. For more information, consult a qualified service technician.
- Some operating environments may cause creasing, smudging, misfeeds, poor toner fusing, or machine failure.
- Do not use the following envelopes:
Envelopes with metal clasps, plastic hooks, or ribbon hooks; envelopes closed with string, envelopes with windows or backing, envelopes with an uneven front surface due to embossing, double-layer envelopes, envelopes with an adhesive for sealing, hand-made envelopes, envelopes with air inside, envelopes with creases or fold marks, torn or damaged envelopes
- Envelopes with an incorrectly aligned corner gluing position on the back cannot be used as creasing may result.
- Print quality is not guaranteed in the area 13/32" (10 mm) around the edges of the envelope.
- Print quality is not guaranteed on parts of envelopes where there is a large step-like change of thickness, such as on four-layer parts or parts less than three layers.
- Print quality is not guaranteed on envelopes having peel off flaps for sealing the envelopes.

