



LES OLSON
C O M P A N Y

Printing envelopes on Sharp MX series MFPs

Note: Although these instructions show how to print envelopes using the following models: MX-C311/401, MX-B401, MX-2600/3100, MX-4101/4100/5001, MX-M363/453/503, the steps are similar enough for the majority of Sharp models.

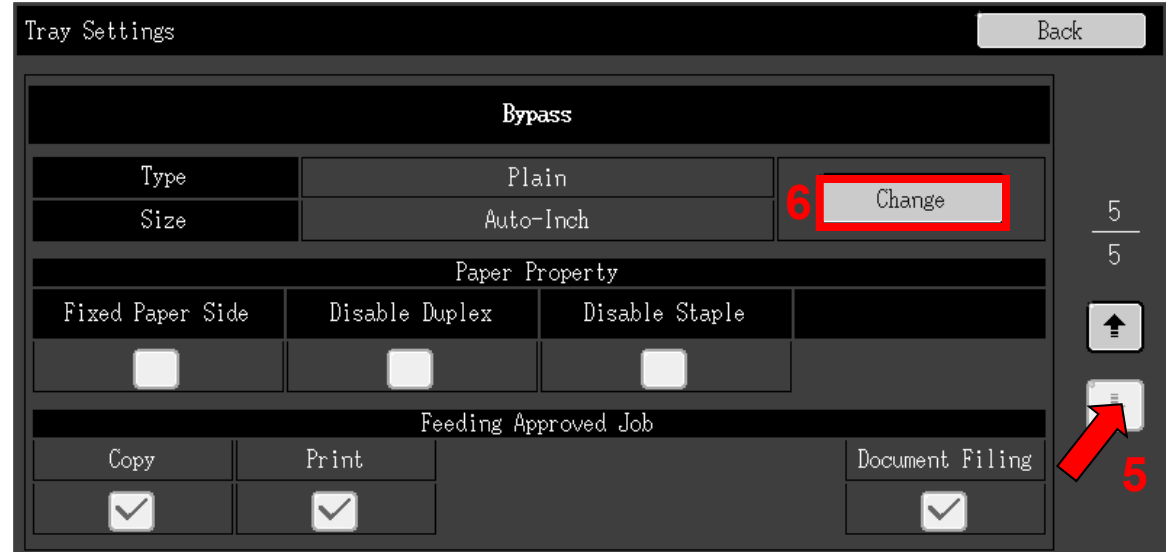
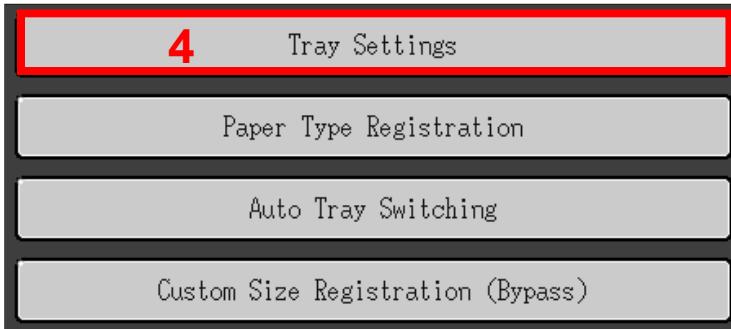
Setting Up The Bypass Tray For Envelopes

1. If the Bypass Tray is set to Envelope, the machine is ready to be printed to (skip to page 4).
2. To set the Bypass Tray to Envelope, click the System Settings (Custom Settings on older models).

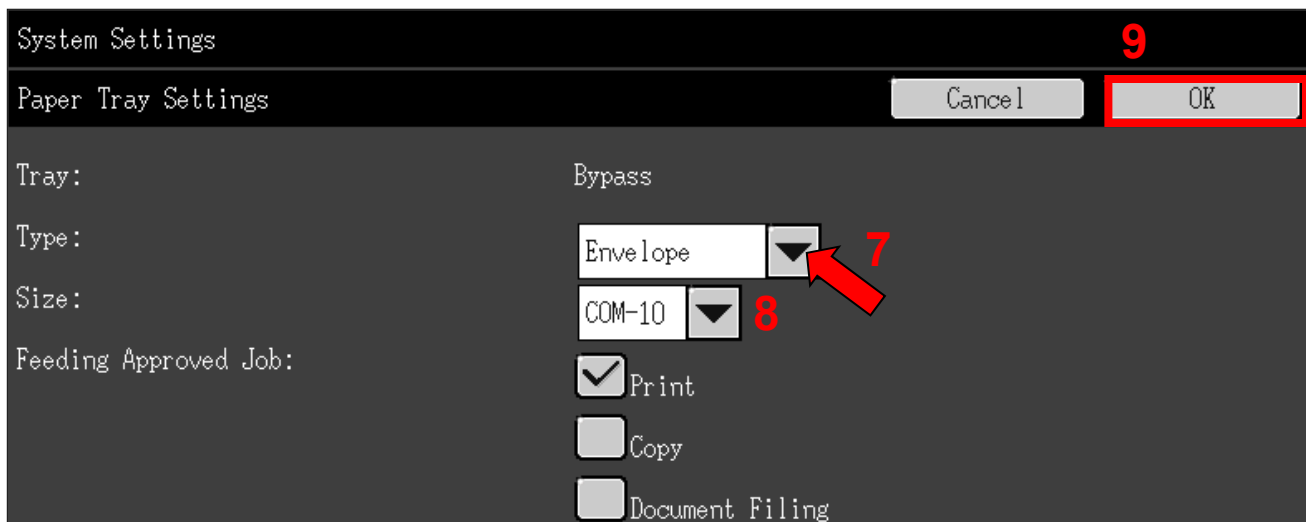




3. Click Paper Tray Settings
4. Click Tray Settings



5. Scroll down to the Bypass Tray
6. Click Change.

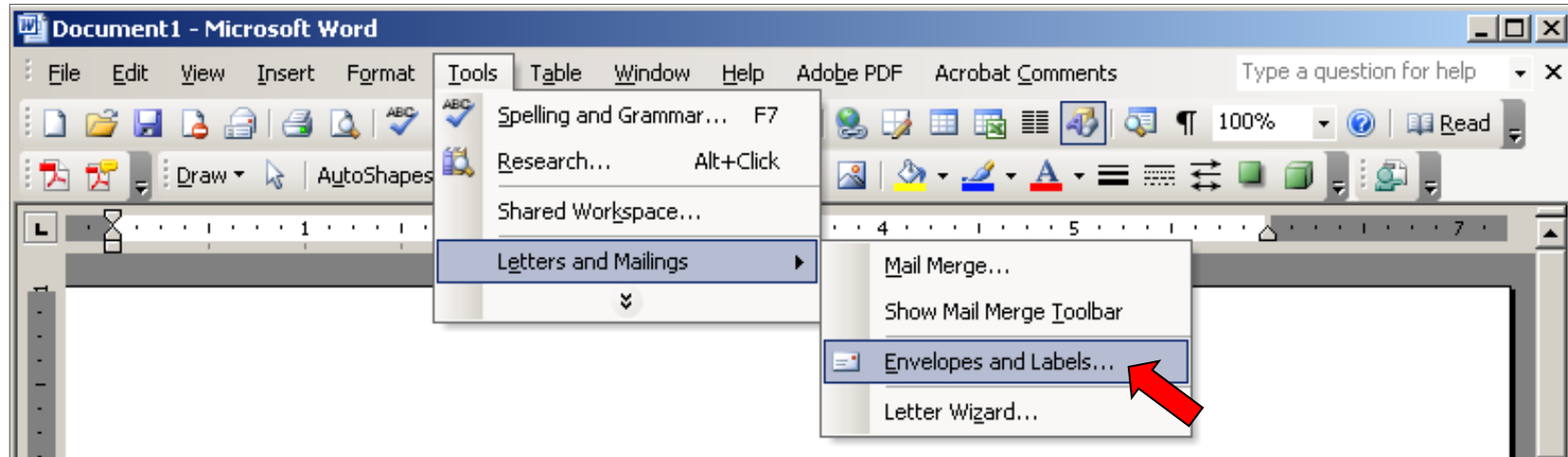


7. Scroll down to "Envelope"
8. Select the Size
9. Click OK

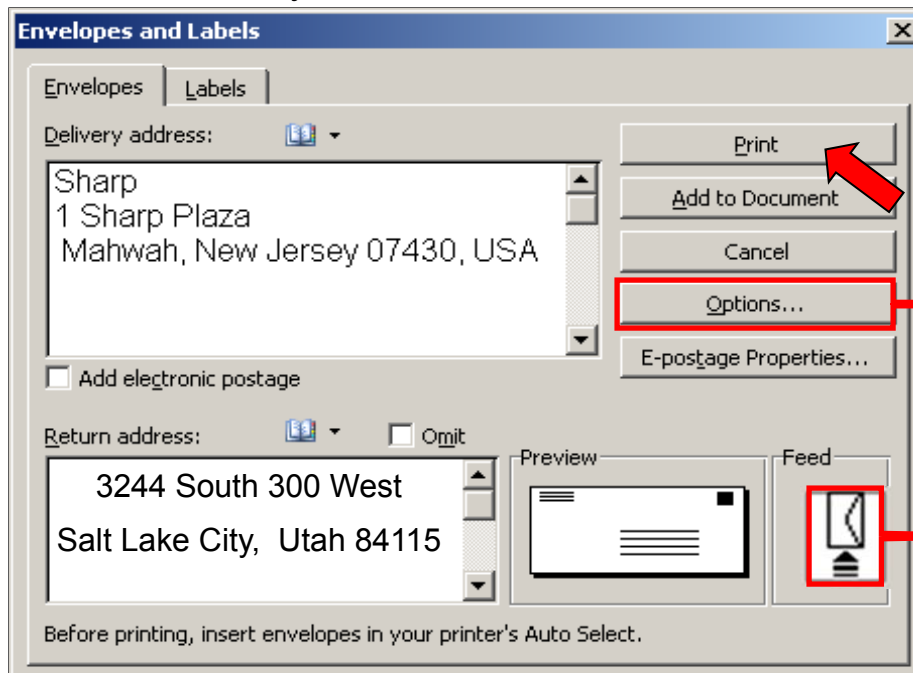
To print an Envelope from Microsoft Word

Click Tools > Letters and Mailings > Envelopes and Labels.

[MS Word 2007 Instructions](#)



Enter the Delivery and Return Addresses. Click Print .



Click to setup envelope size, orientation & paper feed tray (see next page)

Proper Feed  orientation

Envelope Options Tab

Envelope Options

Envelope Options | Printing Options

Envelope size:
Size 10 (4 1/8 x 9 1/2 in)

If mailed in the USA

Delivery point bar code
 FIM-A courtesy reply mail

Delivery address

Font... From left: Auto From top: Auto

Return address

Font... From left: Auto From top: Auto

Preview

OK Cancel

Verify Size

Verify Printer

* Adjust if necessary

Select Bypass Tray

[Tray 2 Envelope Printing](#)
(Click if required by your model)

Printing Options Tab

Envelope Options

Envelope Options | Printing Options

Printer: SHARP MX-4101N PCL6

Feed method

Face up Face down

Clockwise rotation

Feed from:
Bypass Tray

Reset

You have changed Word's default envelope handling method for this printer. These changes could be incorrect. Choose Reset to return to Word defaults.

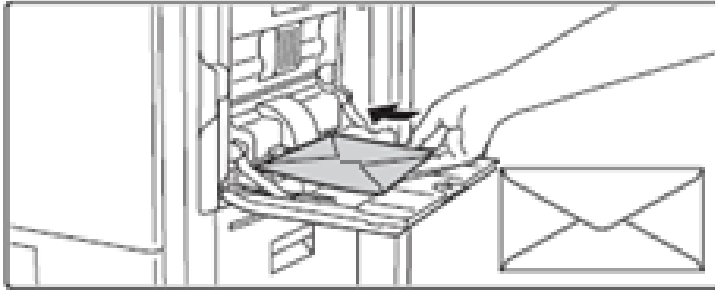
OK Cancel



* 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.

