# Printing envelopes on a departmental Canon printer

This guide covers how to print an envelope on a Canon multi-function printer. Instructions may vary slightly when using various programs.

## Printing envelopes using the built-in envelope tray

• On the Canon Multi-Function printers, tray two is pre-designated as the envelope tray, and should be pre-loaded with size 10 envelopes.



• The envelopes will be loaded in the tray face up, with the return address in the upper right hand corner.



- To print an envelope in Word:
  - 1. First, make sure that you have selected the Canon multi-function printer in File>Print

2. Click the Mailings tab and choose Envelopes.

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Envelopes	Labels	Start Mail Merge *	Select Recipients * F	Edit Recipient List	Highlight Merge Fields		Greeting Line	Insert Merge Field -	Co Wad
Creat	te	2	Start Mail Mer	ge	5		Write & Ir	nsert Fields	

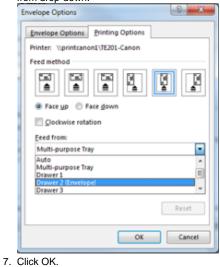
Address your Delivery address. If you aren't using pre-printed envelopes, you may also want to enter your return address.

Envelopes and Labels		8 ×
Envelopes Labels		
Delivery address:		
John Doe 123 Main Street Salisbury, MD 21801		Î
Add elegtronic postage	Omit	
Jane Doe 124 Division Avenue Salisbury, MD 21804	Preview	Feed
Verify that an envelope is loaded before Print Add to Document		ge Properties
		Cancel

Click Options.
In the Envelope Options tab, make sure Size 10 is selected.

Envelopes and Labels	
Envelopes Labels	
Delivery address:	
John Doe 123 Main Street Salisbury, MD 21801	â
Add elegtronic portage	*
Beturn address: Omit	Feed
Jane Doe J24 Division Avenue Salisbury, MD 21804	
Verify that an envelope is loaded before printing.	
Print Add to Document Options E-postage	Properties
	Cancel

6. In the Printing Options tab, make sure the Feed method is the second from the right, and then select Drawer 2 (Envelope) from the Feed from drop-down.



8. Click Print.

## Printing envelopes using the Multi-function tray

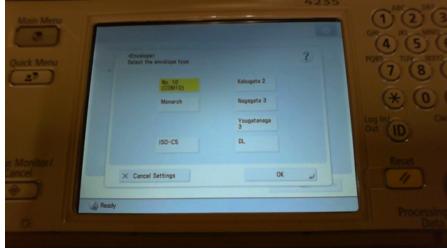
• You can also use the Multi-Function tray on the side of the Canon multifunction printer to print envelopes manually. To do this, enter your envelope in the side tray face down, with the return address on the right-side (upside down) and the opening of the envelope to the back of the printer.



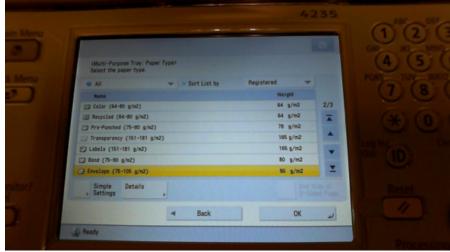
• You'll then need to tell the Canon the paper size in the Multi-function tray. Select Envelope from the display.

(Multi-Purpose Tra	ey: Paper Size)		(4) $(5)$
· Inch Size		Free Size	7 8
		Custom Size ,	20
		Envelope	$(\mathbf{X})$
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, A/B Size			
		Next >	1

• Select No. 10 (COM10).



• Then click OK.



• To print an envelope in Word:

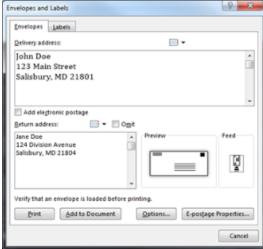
1. First, make sure th	at you have selected the Canon multi-function printer in File>Print
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Share	Printer Properties
	Printer TE201-Canon on printcanon1 Ready Printer Properties

2. Click the Mailings tab and choose Envelopes.

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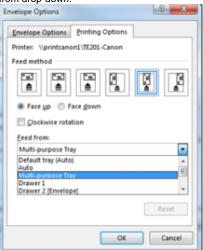
3. Address your Delivery address. If you aren't using pre-printed envelopes, you may also want to enter your return address.



Click Options.
In the Envelope Options tab, make sure Size 10 is selected.

Envelope Options		? ×
Envelope Options Pr	inting Options	
Envelope size:		
Size 10 (4	1/8 x 9 1/2 in)	
Delivery address		
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	OK	Cancel

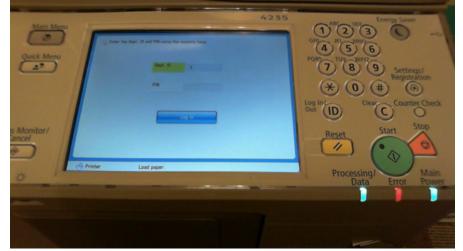
6. In the Printing Options tab, make sure the Feed method is the second from the right, and then select Drawer 2 (Envelope) from the Feed from drop-down.



7. Click OK.

8. Click Print.

• If you forgot to load paper in the tray before printing, then you'll see an error on the Canon.



• You'll have to log in with your department ID and then click the Status Monitor/Cancel button.



• Load the paper in the Multi-function tray.

Main Menu	-			02
	In The appropriate paper size. Em Select another paper size, then	velope, is not available. press [OK] to start printing.		4
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	- Details of Selected Paper	-		Reco
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• Then follow the instructions above to select Envelope, and the size of the envelope.

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### Content by label

There is no content with the specified labels