

## SHARP PRODUCT QUICK GUIDE

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### ENVELOPE PRINTING

If your envelope was compiled using the Letters and Mailings/Envelopes - Label template in Microsoft Word:

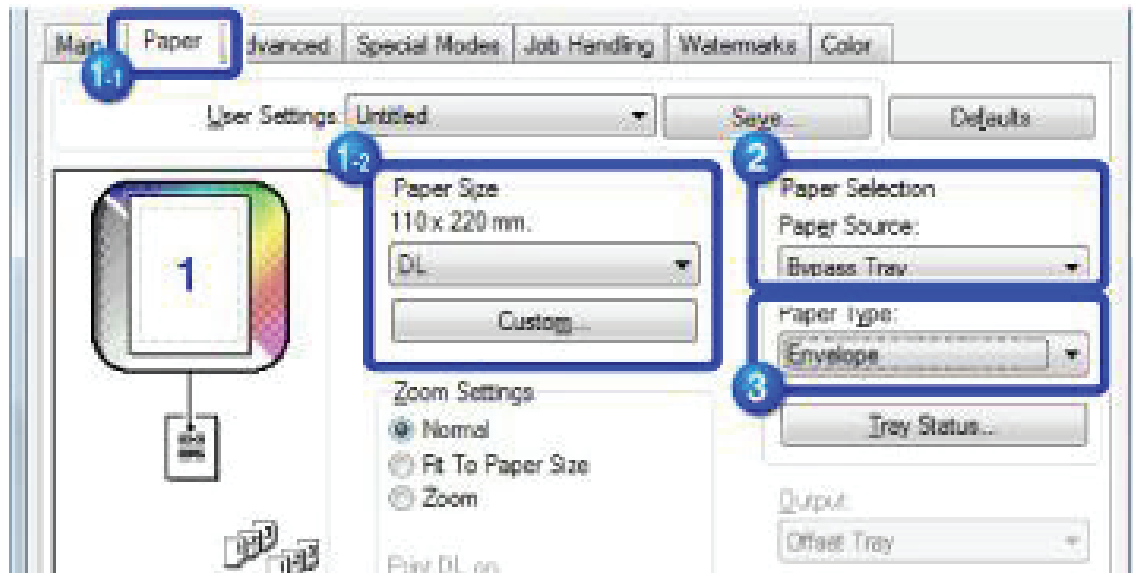
\*\*Note: to use these steps, your SHARP product must be set as your default printer\*\*

1. Load envelope into the Bypass Tray (located on the right panel of the copier) face-down.
2. Press {Paper Select} and select the Bypass Tray.
3. Press the button under the Bypass Tray selection to be taken to the Paper Registration screen.
4. From this screen, select the type of paper loaded into the bypass tray (in this case, Envelope)
5. You will be asked to select the envelope size. When finished, continue pressing OK to return to the main copy screen.
6. Return to your computer and enter address in the Envelope template, accessed by opening Microsoft Word – selecting “Tools” “Letters and Mailing” “Envelopes and Labels”.
7. Once address is entered, select the “Options” button.
8. Under the “Envelope” options tab, use the drop-down menu at the top of the screen to select an envelope (note- common envelope sizes are COM 10)
9. Click into the “Printing Options” tab.
10. Select which paper orientation matches how your envelope is loaded in the Bypass Tray.
11. Using the drop-down menu under the “Feed From” section, select BYPASS TRAY.
12. Select “OK” at the bottom of the window
13. This will take you back to your original envelope template. From here, select “PRINT” to begin printing.



If your envelope was compiled using a standard Microsoft Word document:

1. Load envelope into the Bypass Tray (located on the right panel of the copier) face-down.
2. Press {Paper Select} and select the Bypass Tray.
3. Press the blank button under the Bypass Tray selection to be taken to the Paper Registration screen.
4. From this screen, select the type of paper loaded into the bypass tray (in this case, Envelope)
5. You will be asked to select the envelope size. When finished continue pressing OK to return to the main copy screen.
6. Enter the address in the Word document.
7. Select "File" "Print"
8. Using the drop-down menu, select your SHARP machine's print driver.
9. Click "Properties"
10. Once in properties, click into the "Paper" tab
11. Under the "Paper Size" section, use the drop-down menu to select your envelope type (note: common business envelope sizes are COM10 – also, this size must match the size input into your copier from step 5).
12. Under the "Paper Source" section, use the drop-down menu to select the Bypass Tray.
13. Press "OK" at the bottom of the screen.
14. Press "OK" from the main print window to begin printing.



- Enter Desired Information {Email Address, Fax Number or Folder Destination}
- Select {Go to Next}
- Select {OK}

1 2 3  
 Basic Information   Email Destination   Confirm Registration

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**Step2.Email Destination**

Enter the email address.

■ Email Address(Required) :

Register as both a destination and a sender

To edit an existing contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin; no password
- Select {Device Management}
- Select {Address Book}
- Select the check box next to the contact you wish to edit.
- Select {Change}
- Select each box of information you wish to edit.
- Select {Go to Next}
- Enter or edit the information
- The name entered in [Key Display] will be displayed on the destination key on the control panel.
- Review the information and select {OK}

To delete a contact:

- Enter the IP address into the URL.
- Select {Login} in the top right corner.
- Username: admin ; no password
- Select {Device Management}
- Select {Address Book}
- Select the contact you wish to delete.
- Select {Delete}
- Select {OK}
- Select {OK}