1 Gently adjust the envelope support for the size you are loading:

- Fully closed (pushed in toward the printer) for short envelopes
- Extended to the middle position for medium-length envelopes
- Fully open (extended to its full length) for long envelopes

Warning: *Do not* place objects on the envelope feeder. Avoid pressing down on it or applying excessive force.
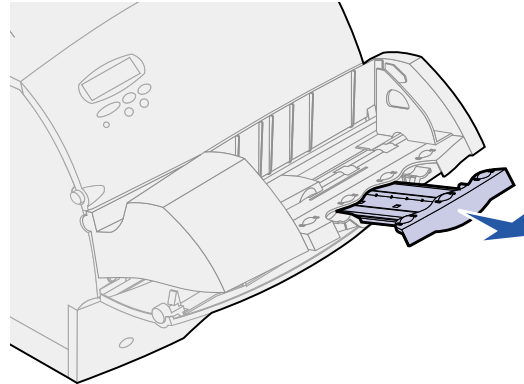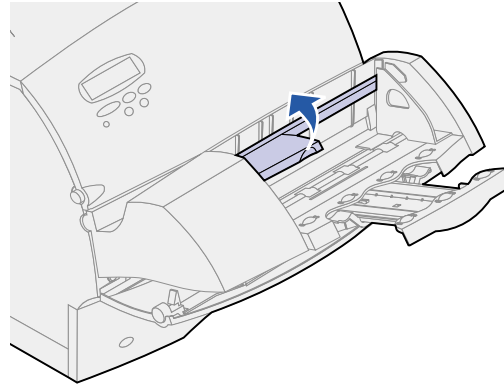
2 Lift the envelope weight back toward the printer. It stays in place.

3 Slide the envelope edge guide to the far right.
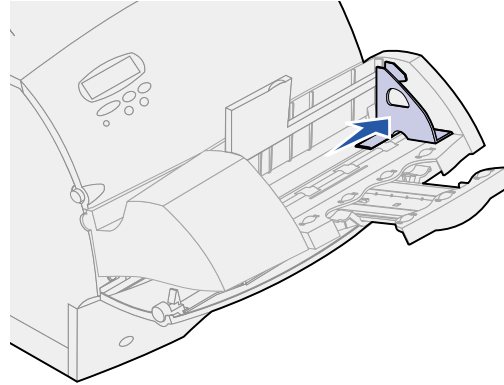
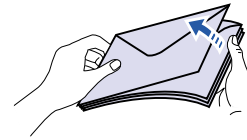**4** Flex a stack of envelopes back and forth and then straighten the edges on a level surface. Press down the corners to flatten them.
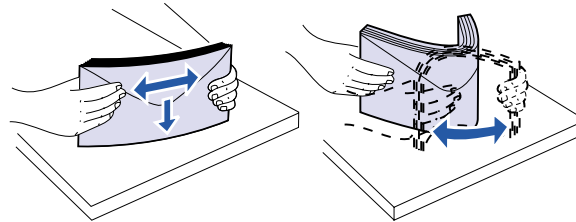
Fan the envelopes. This prevents the edges of the envelopes from sticking together and helps them feed properly.

Note: When you load envelopes, do not exceed the maximum stack height of 64.7 mm (2.55 in.). The envelope feeder holds a maximum of 85 envelopes (75 g/m^2, 20 lb bond).

5 Load the stack of envelopes flap side down with the stamp area and the flap on the left. The end of the envelopes with the stamp area enters the envelope feeder first. Let the envelopes at the bottom of the stack slide into the envelope feeder slightly more than the ones at the top of the stack.

Warning: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer. See **Choosing envelopes** for more information.
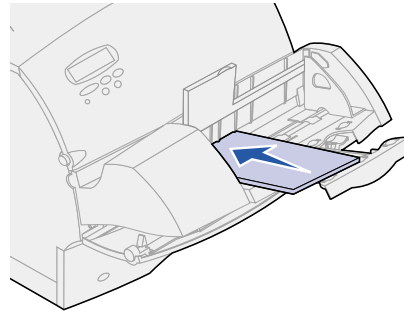
Note: Do not load more envelopes by forcing them under the envelope feeder weight. This causes jams.

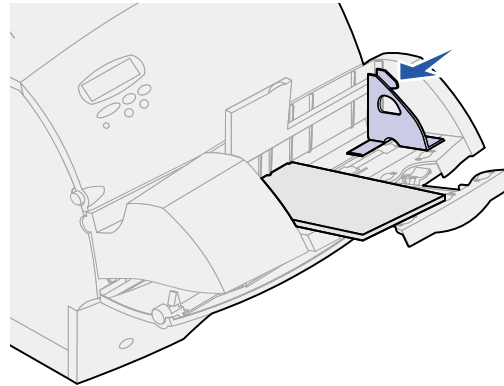**6** Slide the envelope edge guide to the left until it lightly touches the stack. Make sure the envelopes do not buckle.
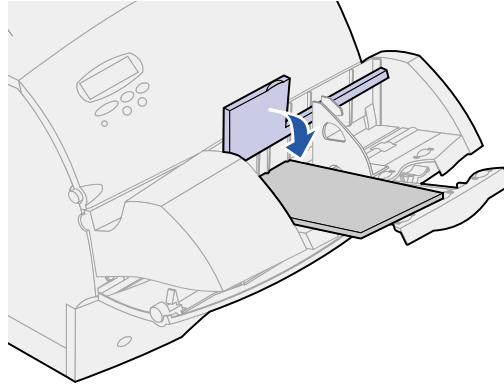
7 Lower the envelope weight to the stack.

8 Select the paper source, size, and type from your software application.

9 Select the paper size and type from printer operator panel:

    a Make sure the Paper Size for the envelope feeder (Env Feeder Size) is set to the correct envelope size you are loading. (See **Paper Size** for detailed information about this setting.)

    b Press **Go** to return to Ready.

       Note: Software settings may override operator panel settings.

If envelopes jam, see **Clearing paper jams**. ▲