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-Set "Ruler's" right indent mark to 7".

-Skip one line, type Return Address.

-Skip 6 lines, tab to $2^1/_4$", type address (its easier if the ruler's left indent marker is set to $2^1/_4$"). The asterisk in this template indicates where you should start typing the address.

-On "Page Setup", set "Left margin" to .25, leave other settings as they are.

-Set printer to cut sheet .

-Set the *Paper Thickness Lever* at the right of the printer's carrier rod to the lowest setting.

-Align envelope's side edge with *single-sheet icon* on top of the printer's back cover.

-Set red alignment mark on the paper guide to the edge of the envelope flap.

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(picture)"(picture)#†°†ç†ç†É˘-When you select " Print " set the "Paper Feed " to " Automatic " *do not* set to "Cut Sheet".

-Enjoy....................................