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- Set "Ruler's" right indent mark to 7".
 - Skip one line, type Return Address.
 - Skip 7 lines, tab to 3 9/16" , type address (its easier if the ruler's left indent marker is set to 3 9/16"). 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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- When you select " Print " set the "Paper Feed " to " Automatic " *do not* set to "Cut Sheet".
 - Enjoy.....