This document will walk you through printing onto envelopes.

**Part One – At The Copier**
- Log into the copier using your copy code.
- Place envelope(s) in the bypass tray upside-down, flap near you.
- The Copier will prompt you for paper size and type:
  - Press the Change Tray Settings button on the touch screen.
  - Press the Custom Size button, select the Envelope Com 10 preset, and then press the OK button.
  - Press the ▼ button, select Labels as the paper type, and then press the OK button.
  - Press the OK button again.
- Log out of the copier.

**Part Two – At Your Computer**
- From the Print dialog box, select the bizhub 361 (ie- Library MFP) and click the Properties button.
- Select Bypass Tray as the Paper Tray, then click the Paper Settings for Each Tray... button.
  - Select Label as the Paper Type, then click OK.
- Click OK to close the Properties dialog box.
- Adjust any other settings, then print as normal.