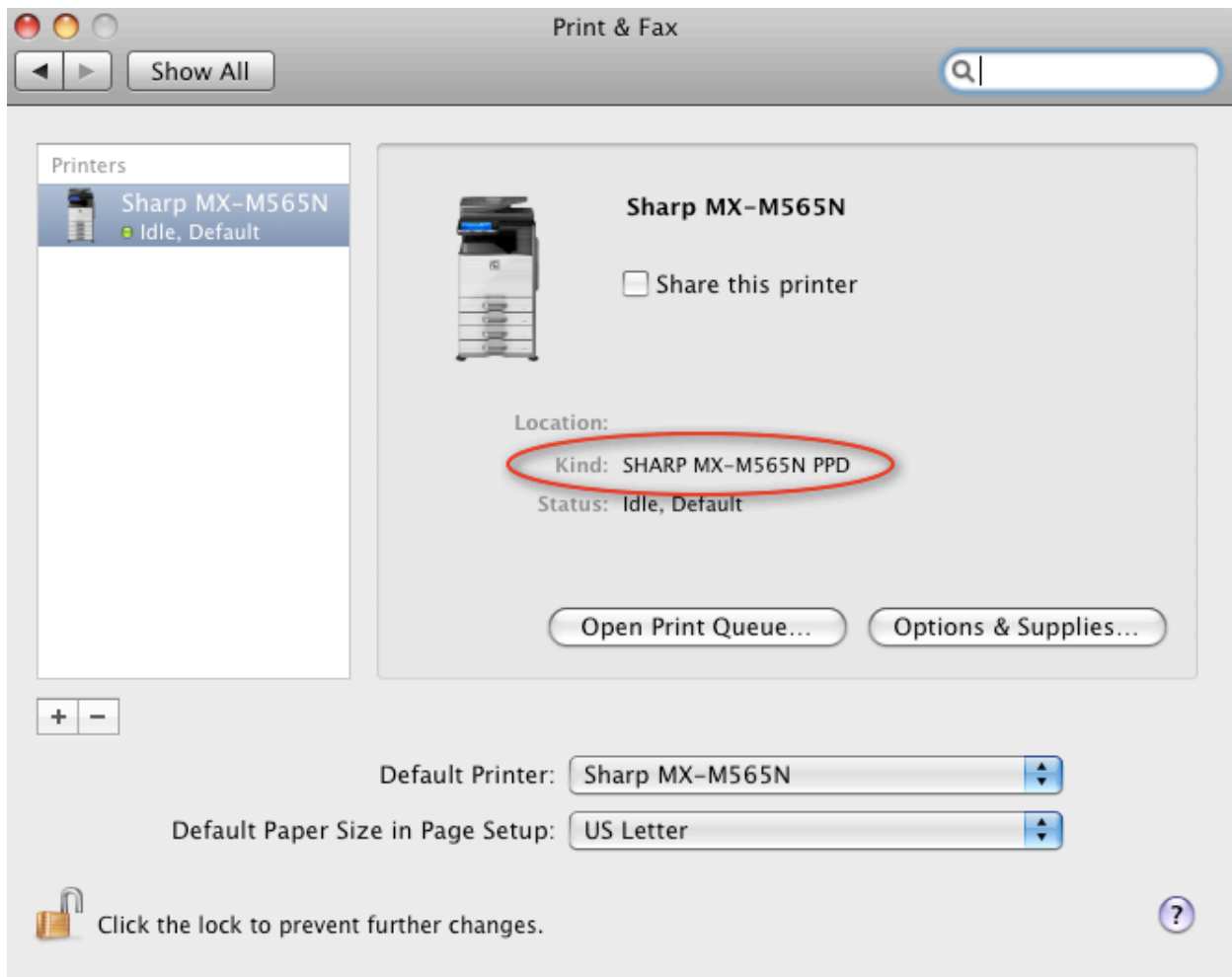


# How to print envelopes on your Sharp MFP/Copier in a Mac OS

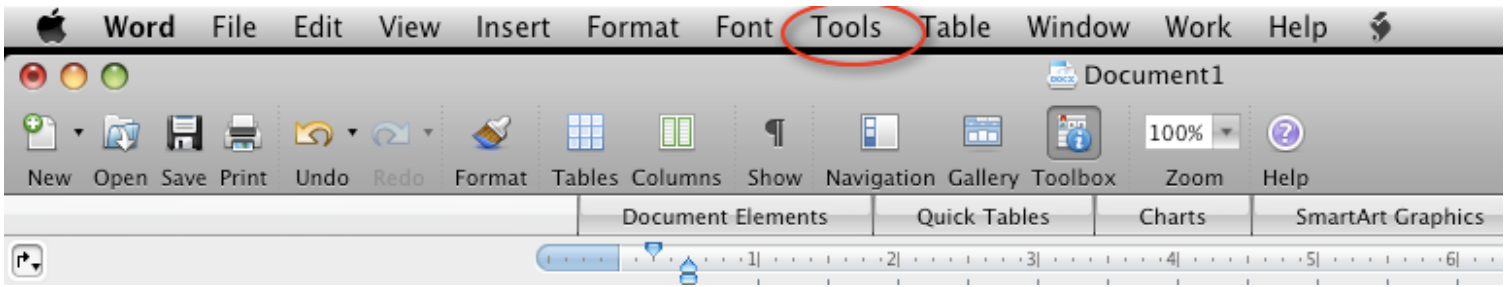
1. Confirm you are using a Sharp PPD driver. The Mac OS system driver and/or Mac Air-Print will not allow envelope printing. Go to the System Preferences menu on your Mac (see the image below)



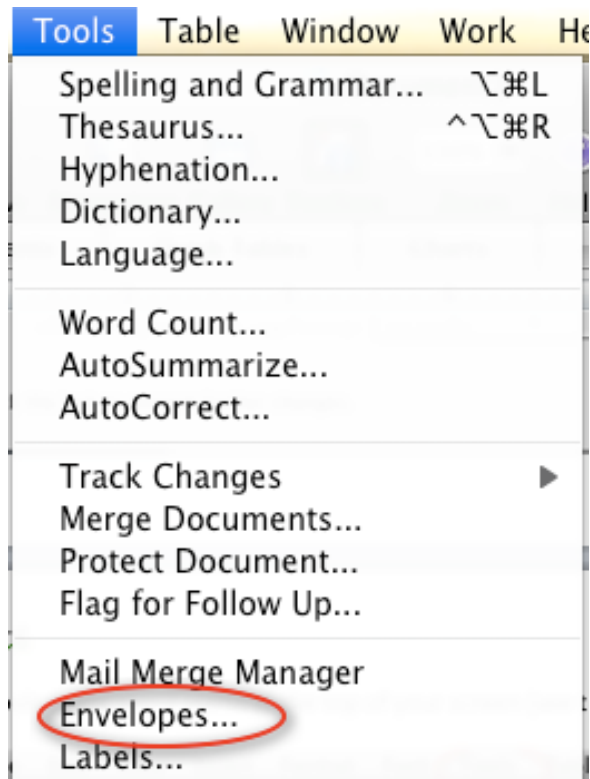
2. Click on the Print & Fax or Print & Scanner button in the System Preferences and open the Printer list on your Mac. Confirm the driver for your Sharp MFP/copier is listed as a PPD driver in the Kind area (see the image below).



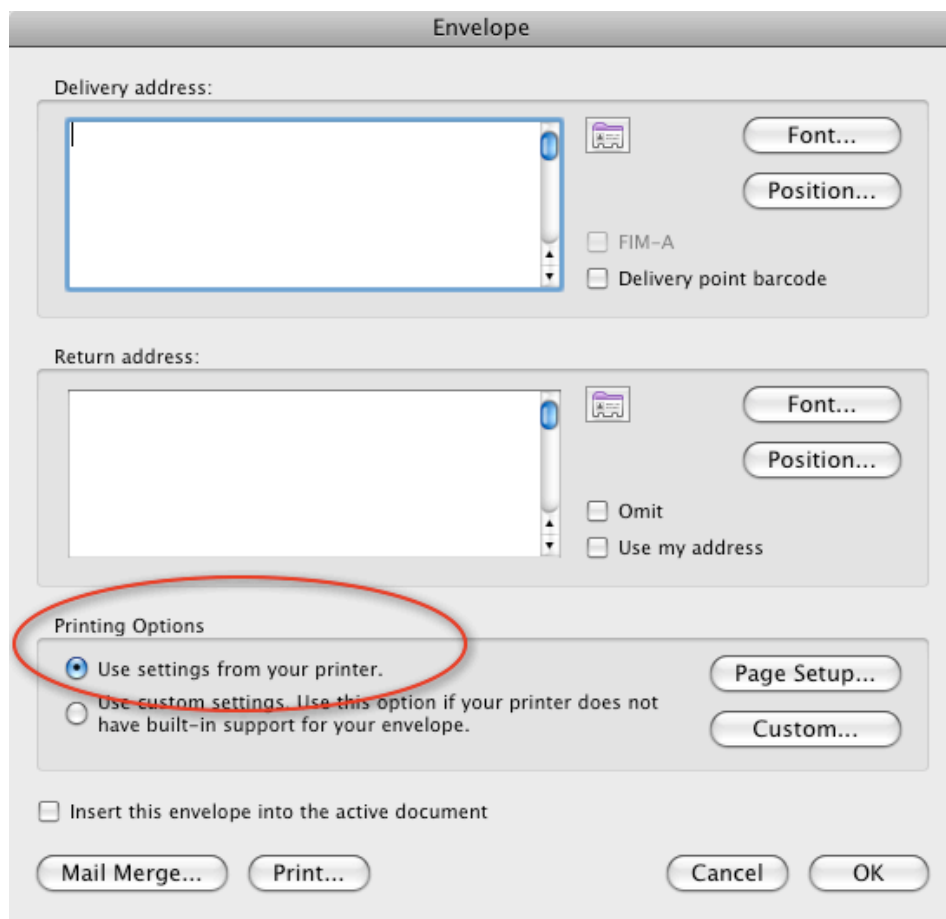
3. Open Word.
4. Click on Tools button in the Word menu at the top of your screen (see the image below).



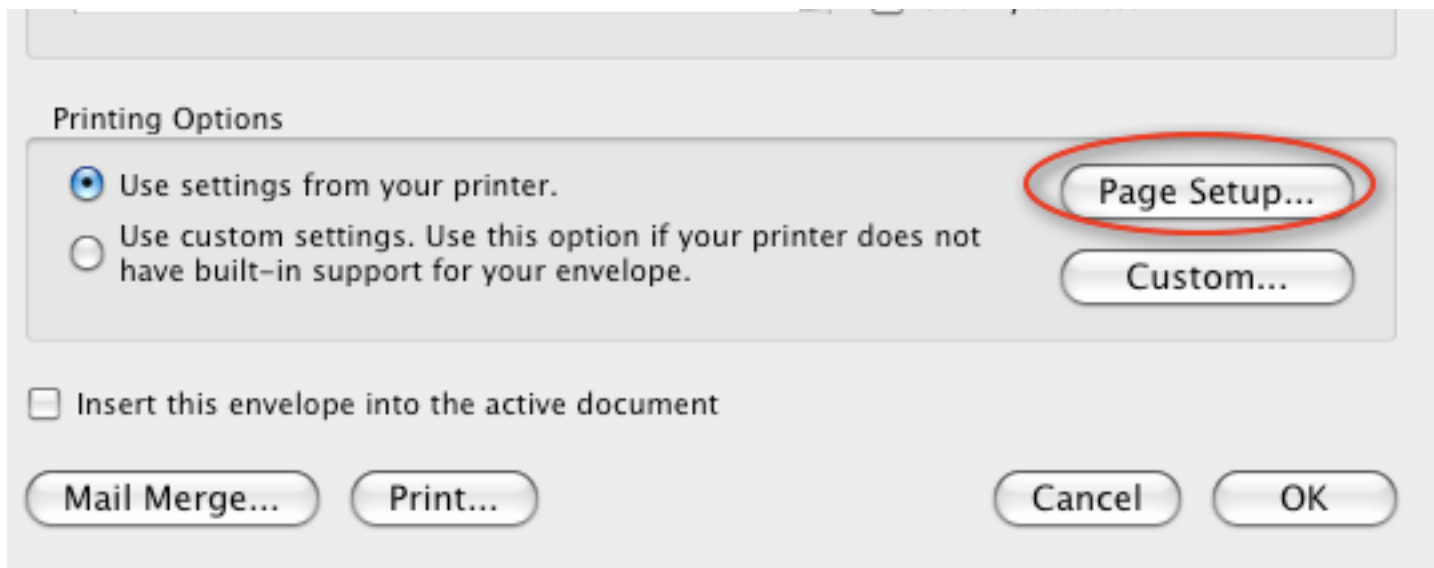
5. Click on Envelopes in the Tools menu (see the image below).



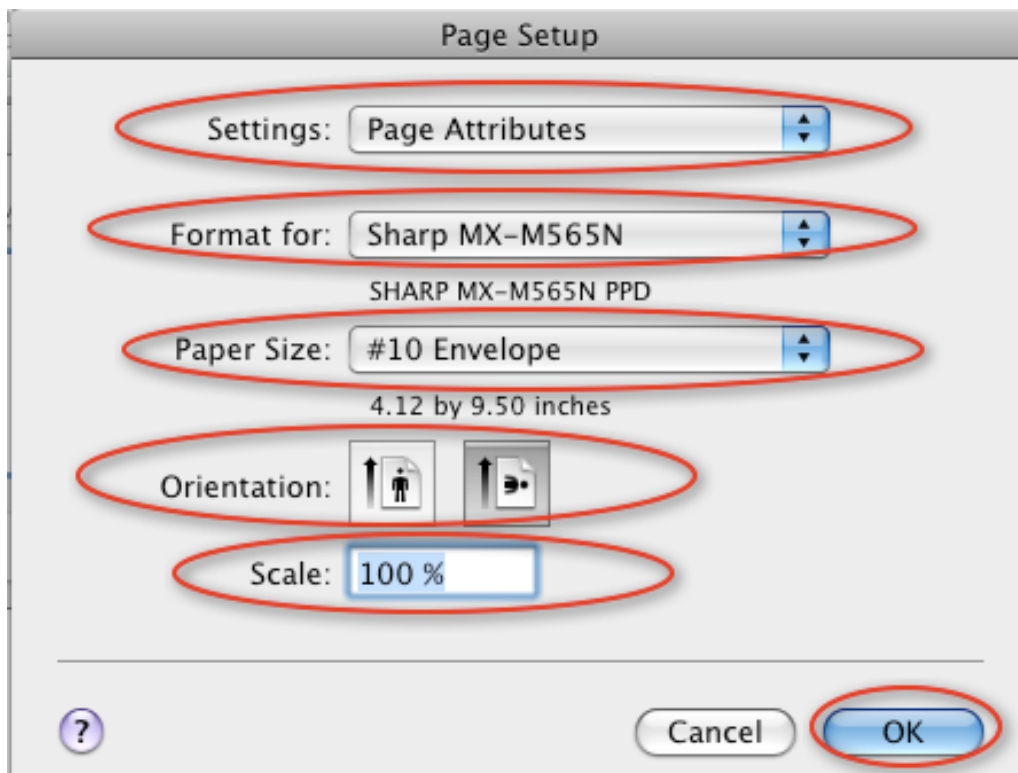
6. The Envelop window will open. Fill in your Delivery and Return address information for your envelope.
7. In the Printer Options section, select the radio button to the left of **“Use settings from your printer”** (see the image at the top of the next page)



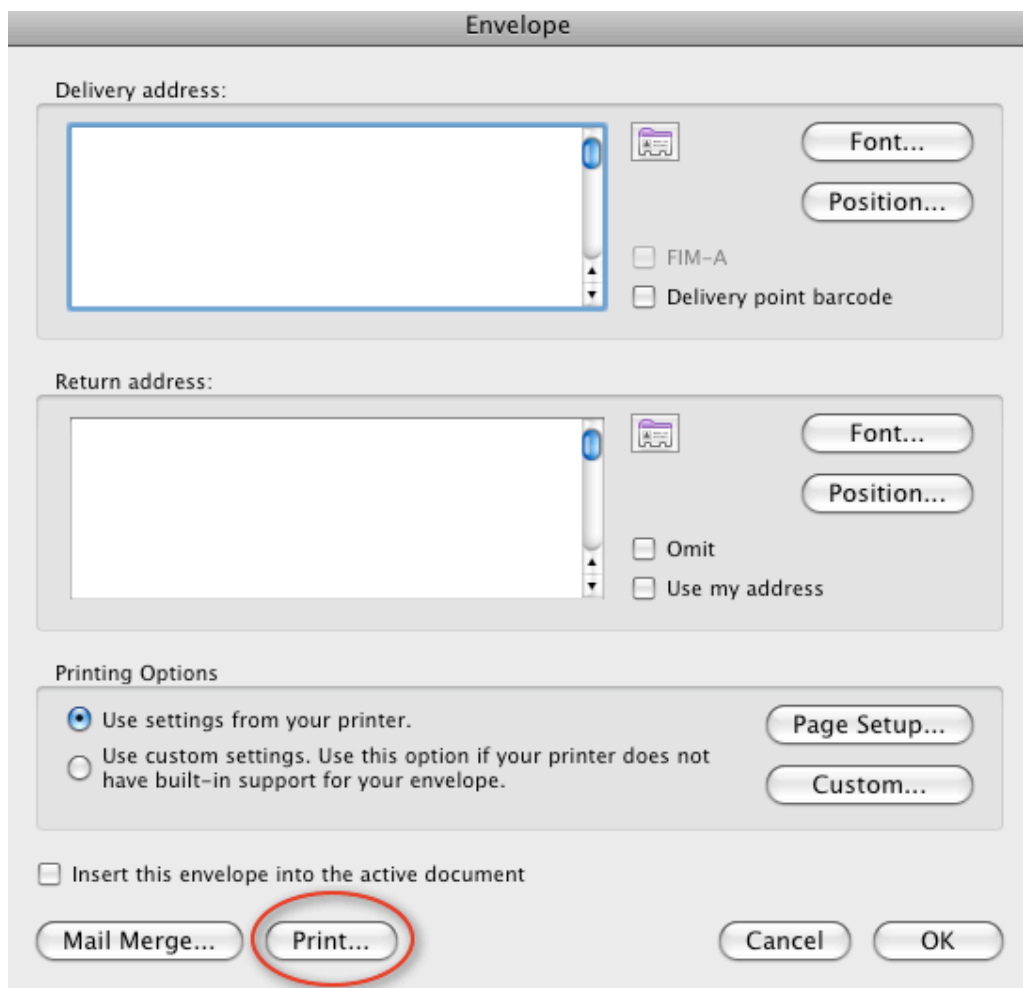
8. Click on the **Page Setup** button (see the image below)



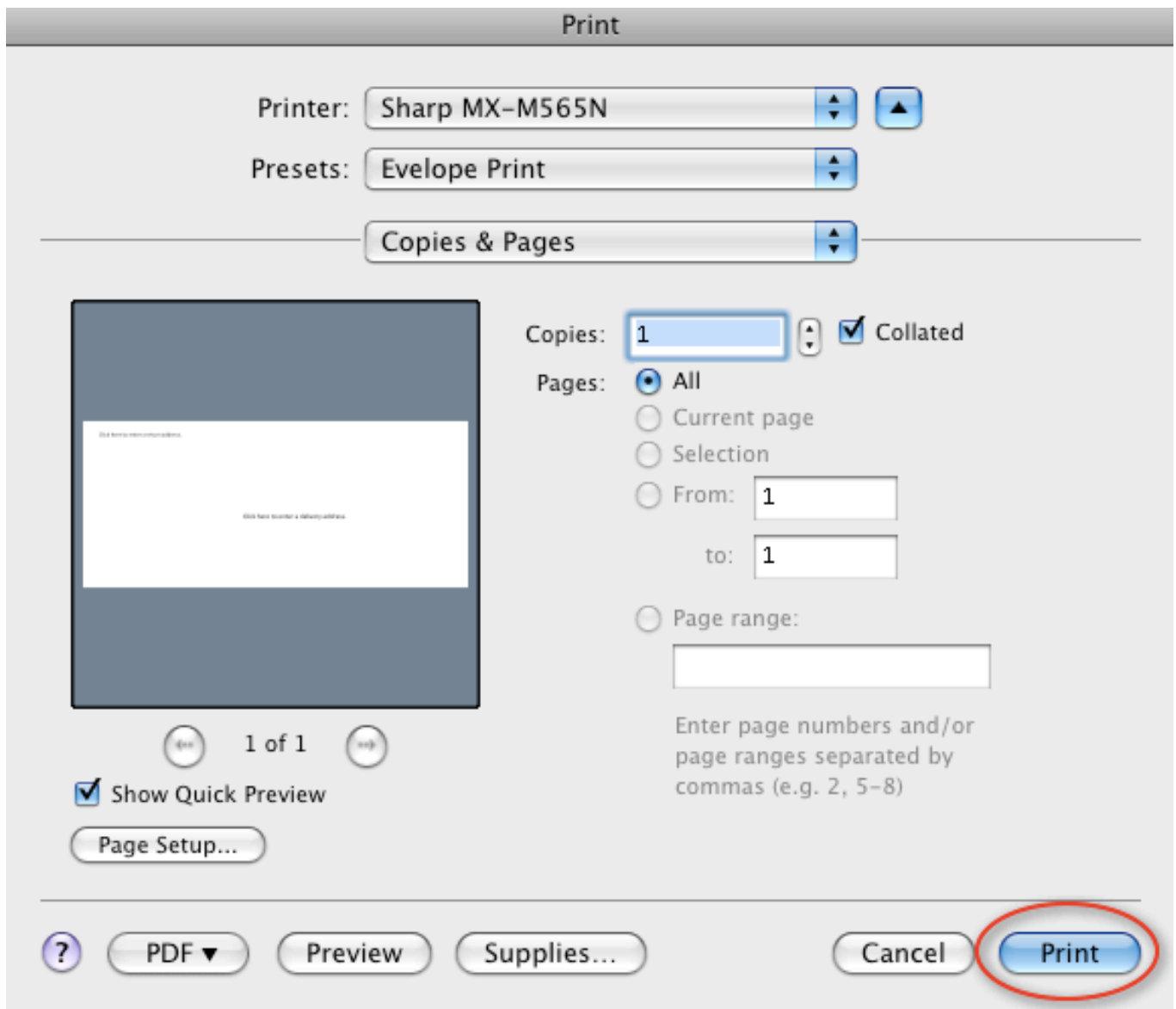
9. The Page Setup window will open. In the Setting box select **Page Attributes**. In the Format for box select your **Sharp MFP/copier**. In the Paper Size box select **#10 Envelope**. In the Orientation box select **landscape** (the button on the right). In the Scale box select **100%**. Click the **OK** button to save the settings (see the image on the next page)



10. The Envelope window will re-open. Click the Print button (see the image below)



11. The Print window will open. Click the Print button (see the image below)



***This completes the steps to print an envelope on your Sharp MFP/copier in a Mac OS.***