

Using the Local Envelope Printer at 2420 near room 207

1. Connect the USB cord from the printer to a USB port on your laptop
 - a. You should hear a beep and see a pop up that a new device is being set up
 - b. To verify that it is in your list of printers, either open an application, click on print and see if it's in your list of printers, or click on Start, type *printer*, scroll up to Printers & Scanners and verify that it's in your list of printers
 - c. If you don't see it, try disconnecting and reconnecting the USB cord and/or powering the printer off and back on and then rechecking your list of printers again
2. Envelopes go in Tray 2 (face down with the flap on the left) - there is a picture of the proper layout in the tray
3. Make sure that your Word document is set to the correct envelope size
4. From Word/envelopes, click on Print and choose the HP OfficeJet Pro 9020 Series printer
5. Check your Print Settings (no code needed)
 - a. The printer should recognize the size of your envelope, but double-check this setting to be sure
6. Hit Print
 - a. The printer should know to pull from Tray 2
 - b. If by chance, it pulls from Tray 1 (Letter paper), pull Tray 1 out and try printing again

IMPORTANT: Do not print to this printer unless you're connected to it via the USB cord.

After printing to it the first time, the printer may stay listed in your list of printers. However, if you try to print to it while not connected via the USB cord, it will lock up. If this occurs, please try clearing out the print jobs on the printer and your laptop and try printing again. If this doesn't work, please contact Lori.

Additional ink cartridges for the envelope printer are located in one of our supply cabinets. If you're taking the last one, please let Lori know.