

Instructions for using the Rena CS or Neopost AS-510C Printer with Microsoft Word.

If you are printing from Microsoft Word, the user manual is out of date so follow these instructions instead. You don't have to do anything else to the default page size settings in printer preferences or Word. This guide assumes that you already have the driver properly installed and your envelope printer is set as the default printer.

Do the following in MS Word (not in the printer preferences). These instructions are for Word 2010 so it may be slightly different in newer versions.

If not using mail merge:

- 1) Go to Mailings>Envelopes.
- 2) Click Options, and then select the proper Envelope Size and the proper Feed Method (all the way left). Refer to pictures on page 2.
- 3) Click "Add to Document."
- 4) Now to add graphics, click where you want the graphic and use the Insert menu to place graphics.
- 5) Click Print and print away. You don't need to change any other settings.

If you get a blank envelope between each envelope you print, you need to go to the print menu and select "Print Current Page" so it doesn't try to print the blank space that is below your envelope layout.

If using mail merge:

- 1) Click Mailings> Start Mail Merge>Envelopes
- 2) Select the proper Envelope Size and the proper Feed Method (all the way left). Refer to pictures on page 2.
- 3) Now use the mail merge wizard to design and print your envelopes

