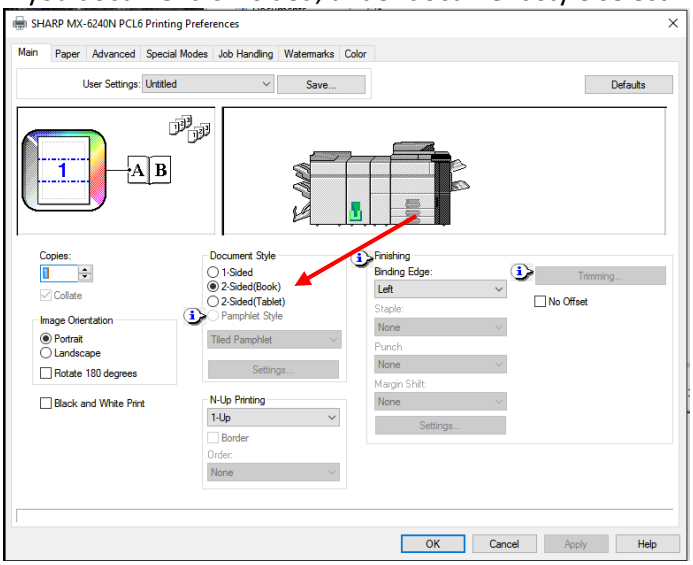
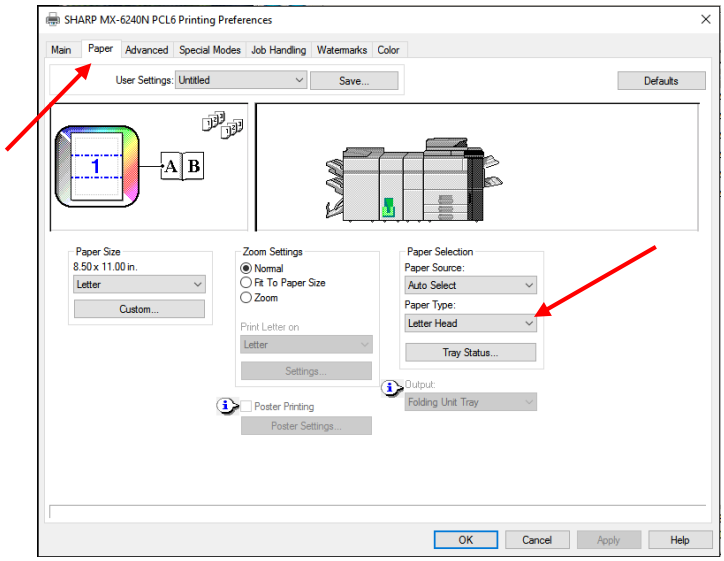
Completing a mail merge with folding

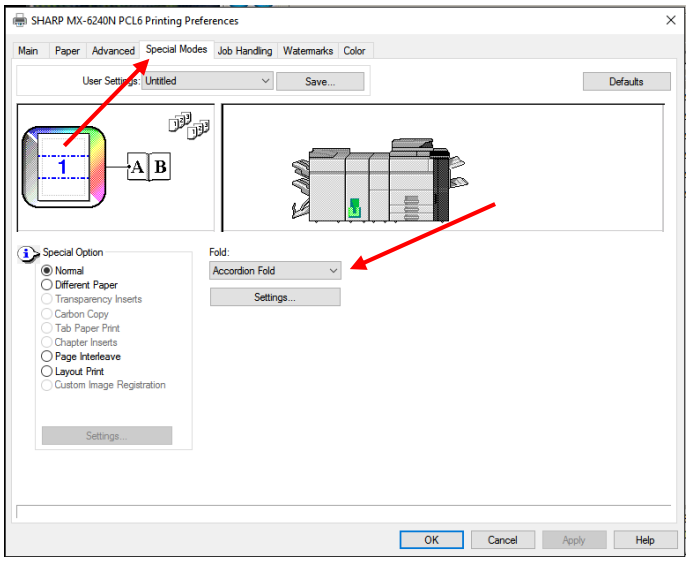
1. Go to the printer and enter your department code.
2. Select Tray Settings
3. Press bypass tray
4. Select Letter Head
5. Press ok – then press ok again
6. Now you need to setup your printer on your computer.
7. A printer shortcut has been placed on your desktop. Right click Sharp MC6240N and select Printing Preferences.
8. If you document is 2 sided, under document style select 2 sided book.



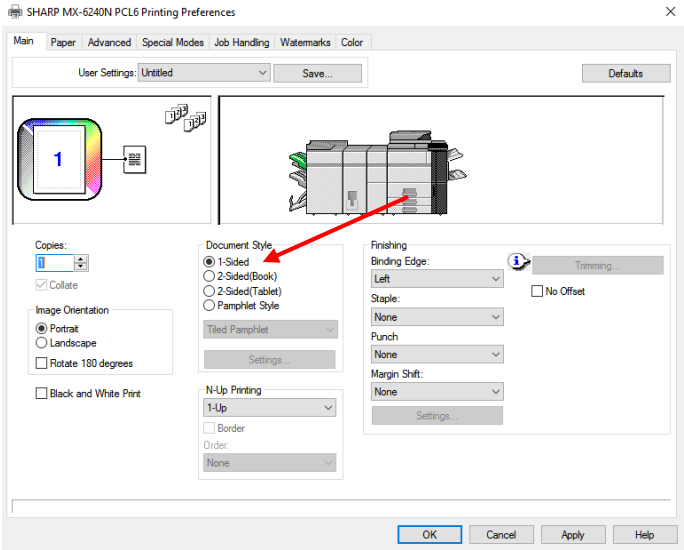
9. Select the paper tab and under paper type choose letter head.



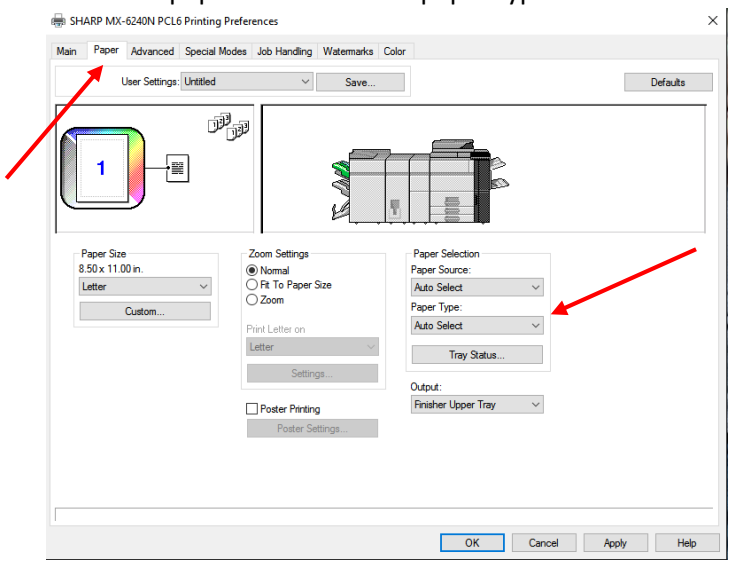
10. If you are folding this letter for mailing, select the special modes tab and under fold select accordion fold.



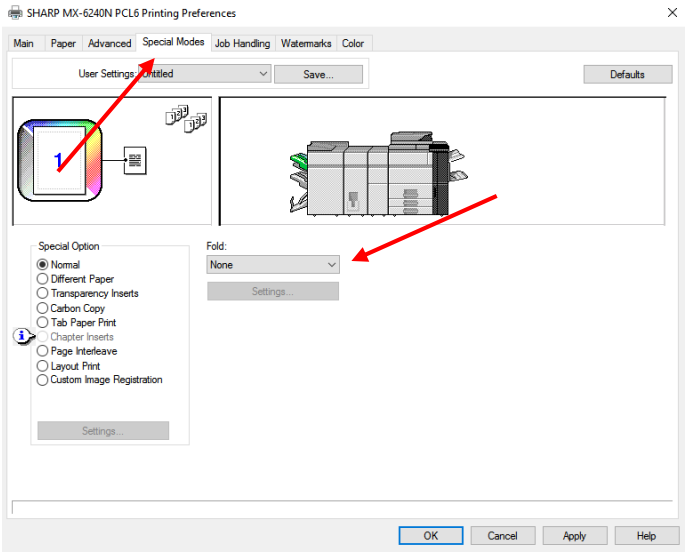
11. Press OK.
12. Open your mail merge and print. No settings need to be changed in the print box.
13. After you have completed your print job you must return your print settings back to default.
14. Go to the printer shortcut on your desktop. Right click Sharp MC6240N and select Printing Preferences.
15. Switch your document style back to 1-Sided.



16. Select the paper tab and under paper type choose Auto Select.



17. Select the special modes tab and under fold select None.



18. Press OK.