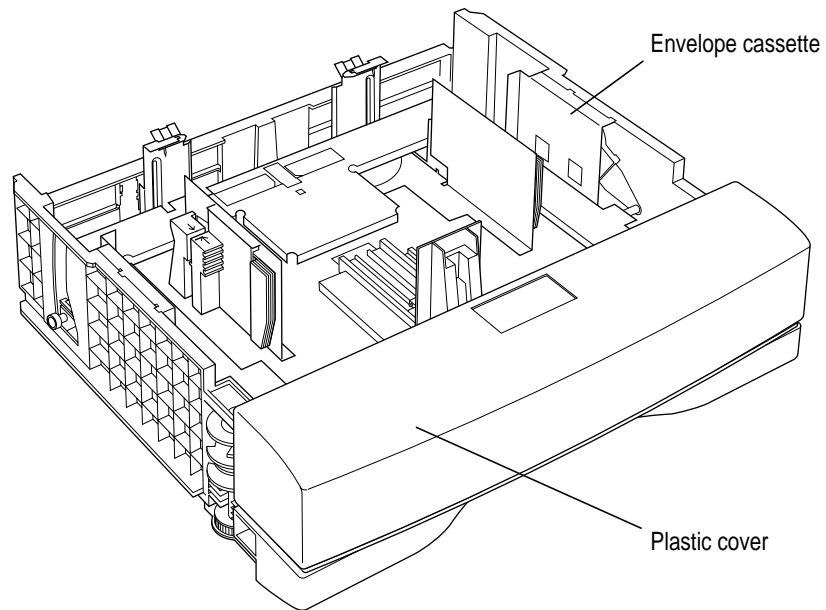# Installing the Envelope Cassette

The envelope cassette can replace any 500-sheet cassette.

1   **Unpack the envelope cassette and remove all packing materials and packing tape.**

2   **Remove the 500-sheet cassette and insert the envelope cassette.**

Envelope cassette

Plastic cover

3 **Configure your printer software to use the envelope cassette.**

For configuration instructions, see "Configuring Your Printer Software for New Options," in Chapter 5 of the *LaserWriter 8500 User's Manual.*

For information about printing options:

■ See Chapter 6 of the *LaserWriter 8500 User's Manual* if you are using the Mac OS.

■ See Chapter 7 of the *LaserWriter 8500 User's Manual* if you are using Windows 3.1 or DOS.

■ See Chapter 8 of the *LaserWriter 8500 User's Manual* if you are using Windows 95 or Windows NT.

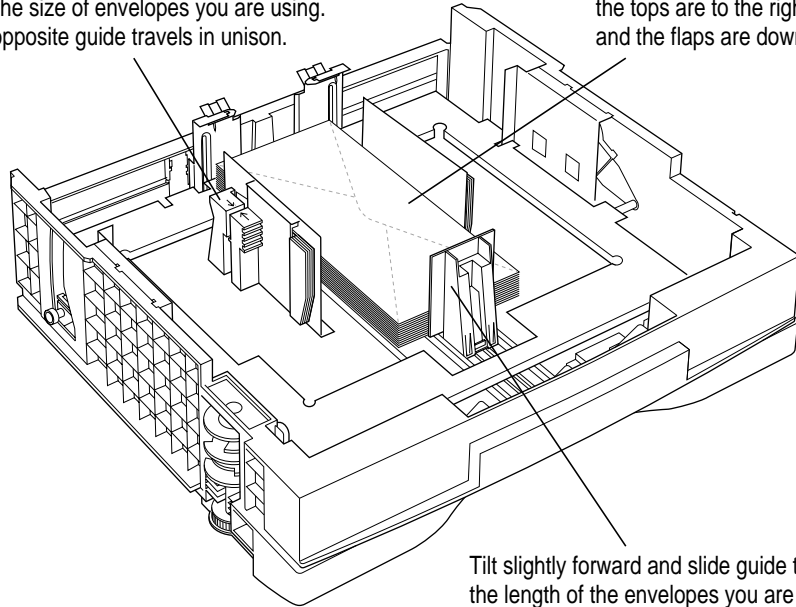## Filling the optional envelope cassette

1 **Slide the envelope cassette out of the 500-sheet feeder.**

2 **Remove the plastic cover.**

3 **Lift the back of the envelope cassette and move the envelope length to its maximum setting. Make sure the tab fits into one of the marked slots.**

4 **Pinch the colored tab (located on the right side of the envelope cassette) and move the envelope width to its maximum setting.**

5 **Insert the envelopes into the cassette with the flap side down and the top edge to the right.**

Squeeze handles together and slide guide to fit the size of envelopes you are using. The opposite guide travels in unison.

Stack the envelopes so that the tops are to the right and the flaps are down.

Tilt slightly forward and slide guide to fit the length of the envelopes you are using.

6 **Adjust the length and width guides so that they fit snugly against the envelope, but not so tightly that they might cause binding.**

To avoid envelope jams, always set the length and width guides to the correct positions for your particular envelope.

7 **Attach the plastic cover and insert the envelope cassette into the 500-sheet feeder.**

Note: If the multipurpose tray and the optional envelope cassette have the same size envelopes when automatic tray switching is turned on, the printer will use the multipurpose tray first (if the multipurpose tray is set to the envelope size). To use the envelope cassette, do one of the following:

- Choose the envelope cassette as the paper source in the Print dialog box.

- Set the multipurpose tray to a size other than the one used by the envelope cassette. (You can do this with the Apple Printer Utility for the Mac OS or the Apple LaserWriter Utility for Windows.)

- Change the optional envelope cassette to "Installed and Preferred" in the Setup dialog box. (You can view the Setup dialog box by selecting the desktop printer icon and choosing Change Setup from the Printing menu.)

033-0399-A
Printed in U.S.A.

Apple
LaserWriter 8500

● ●

Envelope cassette installation instructions