

TOSHIBA

How to Guide...



Mail Merge
with MS Office

Mail Merge using MS Office

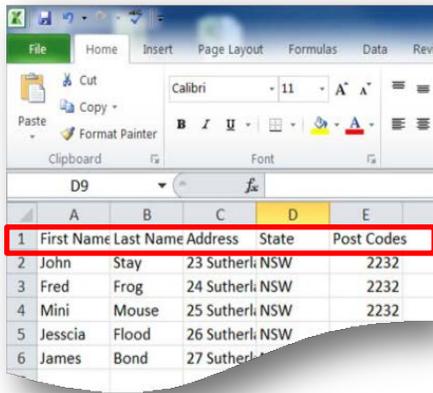
Highlight Feature

- Large amount of envelopes and documents can be continuously printed.

Pre-requisite

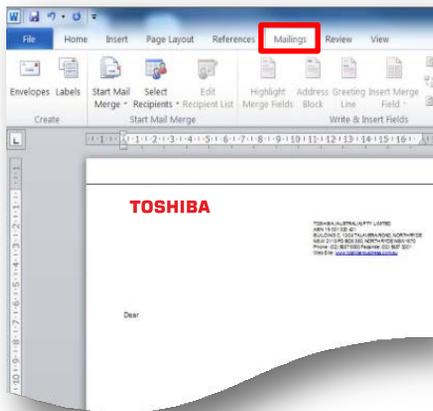
- eS2000AC, eS5005AC series, eS4508A series machines.
- Optional envelope drawer on the machine.
- Microsoft Word and Excel.
- v3 Universal Print Driver.

Step 1



In MS excel create a spreadsheet. This sheet will be used for our mail merge. You can have multiple tabs for information e.g first name,

Step 2



Open your MS word document with the letter you are going to mail merge

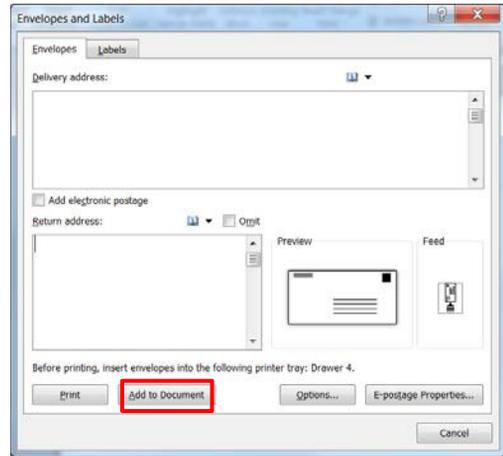
Select "Mailing"

Step 3



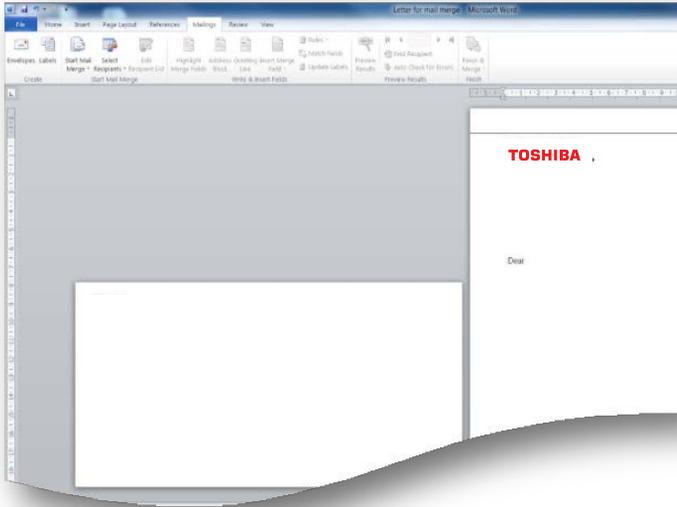
Select "Envelopes"

Step 4



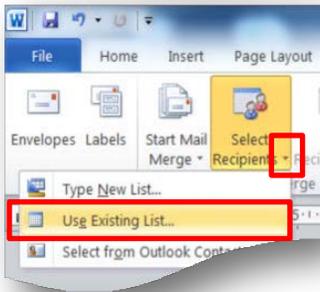
Select "Add to Document"

Step 5



You have now added the envelope to the Document

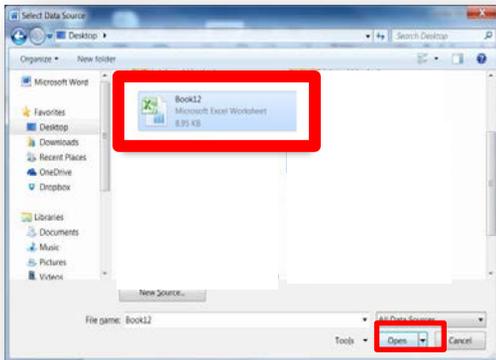
Step 6



“Select Recipients” on the down arrow

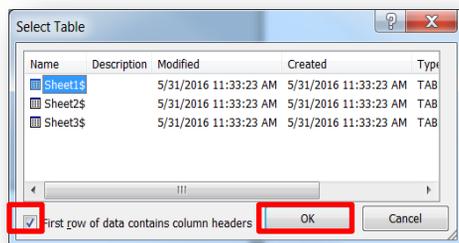
Select “Use Existing List”

Step 7



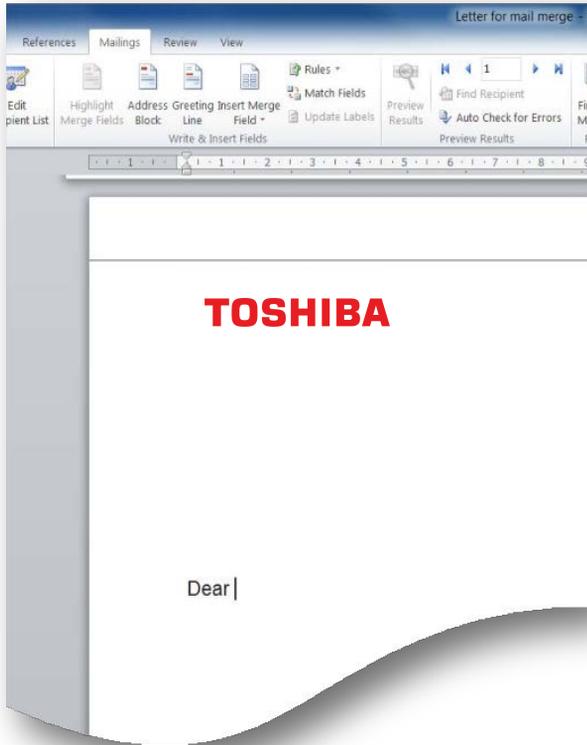
Select the list you originally created to mail merge then click on “open”

Step 8



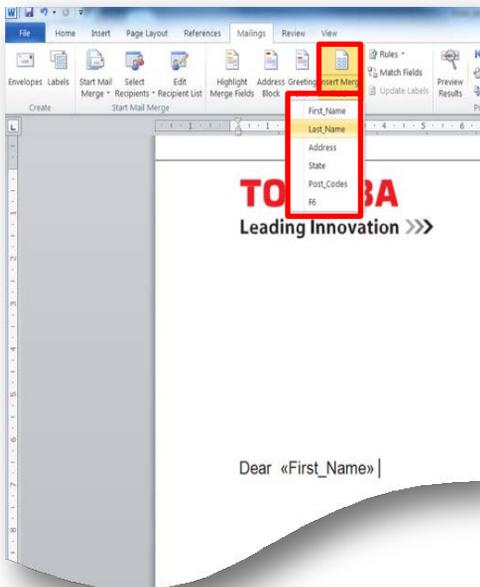
Select sheet one and click on “ok”

Step 9



Now we are going to merge the names to the document

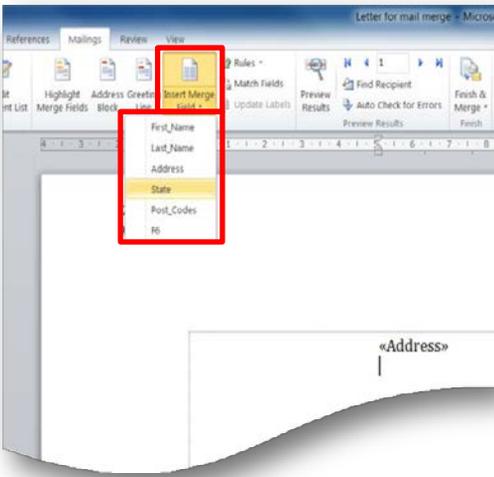
Step 10



Select on the document with your cursor where you want your first field to go. Select Insert Merge Field, you will notice the fields you have on the drop down list are the ones you created on the spread sheet. Select the first field “First_Names” then place a space and now select the field “Last_Names”.

Now we are going to add the mail merge to the envelope

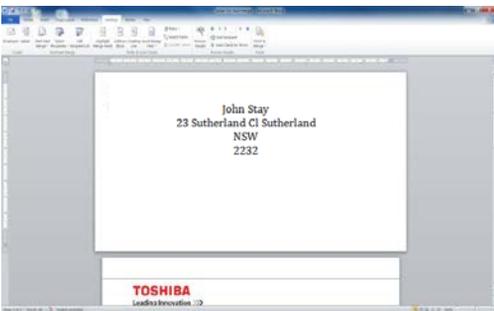
Step 11



Select on the envelope with your cursor where you want your first field to go in the blue box.

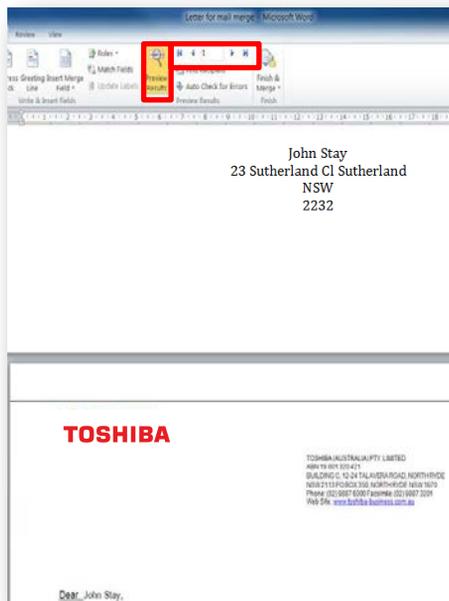
Select the field “Address” then press enter now select the other fields needed “State”, so on.

Step 12



You mail merge to your document and envelope is complete

Step 13



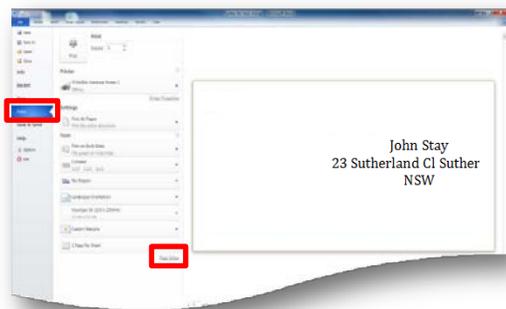
Now you can preview your mail merge via the “Preview Results”

Select the next arrow to view other names

Printing the documents

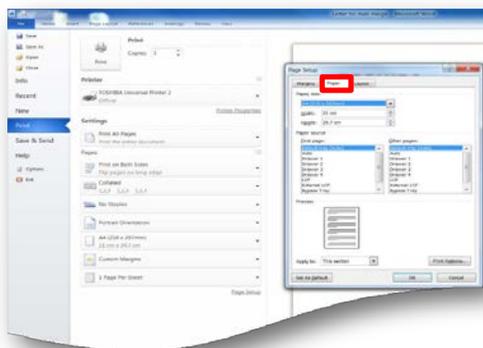
Before we print the documents a few settings need to be set.

Step 14



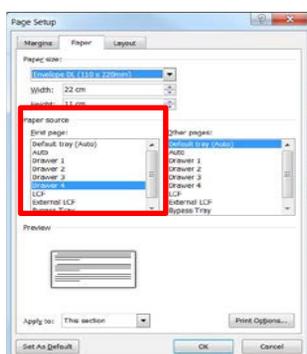
Select “File Print” With the envelope on the first page select “Page Setup”.

Step 15



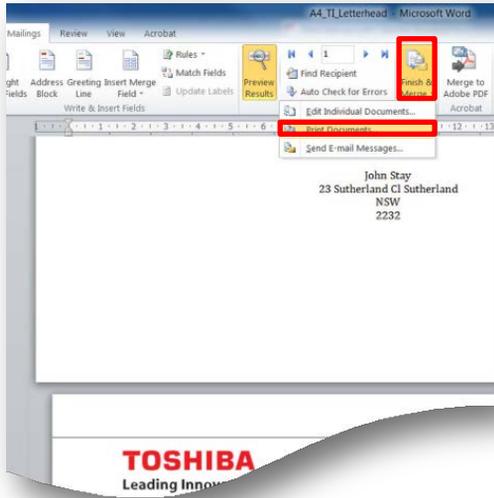
Very important to make sure you direct the envelope to the correct envelope draw. Select tab “Paper”.

Step 16



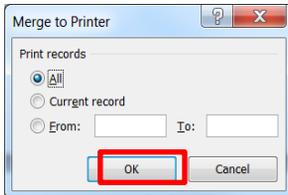
First Page must correspond to the envelope drawer location on the machine. Other pages can be set to Default tray (Auto) for the A4 document.

Step 17



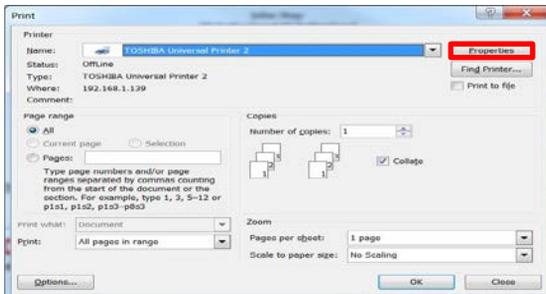
Return back to the “Mailings” tab, now you can print your document Select “Finish & Merge”

Step 18



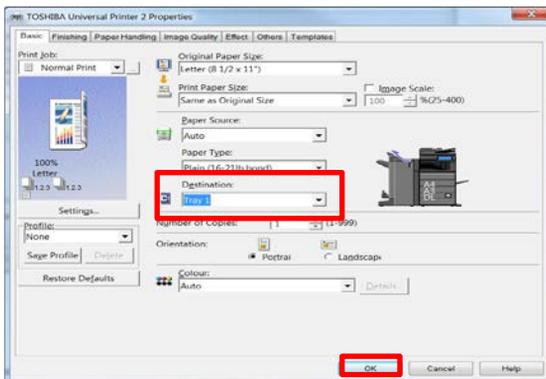
Select “ok”

Step 19



Select “Properties”

Step 20



Change Destination: “Tray 1”
And then “ok”