

HP Color LaserJet Enterprise 5700, 5800, 6700, 6701, 6800, 6801, X55745, X57945, X654, X677 - Load and print envelopes

To print on envelopes, use only Tray 1 (multipurpose tray). Tray 2 and the optional 550-sheet trays do not support envelopes. Tray 1 (multipurpose tray) holds up to 10 envelopes.

In addition to the instructions provided in this document, you can view the following video of how to load envelopes in the printer.



[View a video of how to load envelopes in the printer](#)

Print envelopes

To print envelopes using the manual feed option, follow these steps to select the correct settings in the print driver, and then load the envelopes into the tray after sending the print job to the printer.

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click the **Properties** or **Preferences** button to open the print driver.



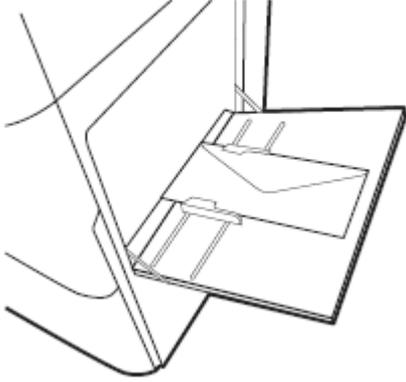
NOTE: The name of the button varies for different software programs.

3. Click the **Paper/Quality** tab.
4. In the **Paper size** drop-down list, select the correct size for the envelopes.
5. In the **Paper type** drop-down list, select **Envelope**.
6. In the **Paper source** drop-down list, select **Manual feed**.
7. Click the **OK** button to close the **Document Properties** dialog box.
8. In the **Print** dialog box, click the **OK** button to print the job.

Envelope orientation

Envelopes need to be loaded in a specific manner in order to print correctly.

Table 1 Envelope orientation

Tray	Envelope size	How to load envelopes
Tray 1	Envelope #9, Envelope #10, Envelope Monarch, Envelope DL, Envelope B5, Envelope C5 (wallet), Envelope C6	Face-down Top edge toward the back of the printer 
Tray 1	Envelope B5, Envelope C5 (pocket)	Face-down Bottom edge leading into the printer; top flap open 