

Printing Letters in IQ5


Market: House, Senate

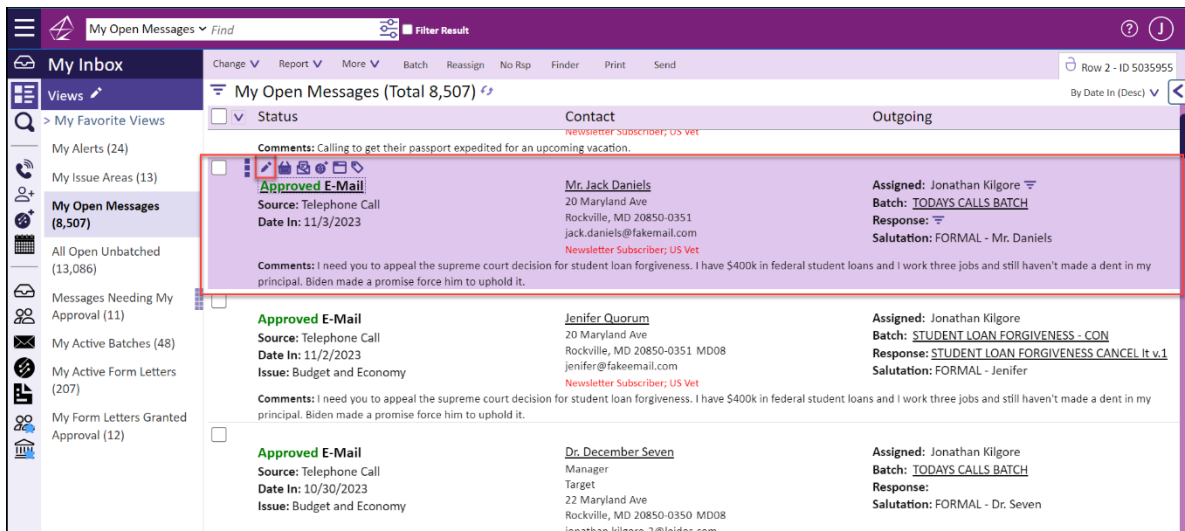
Description: These instructions teach users how to **Print Letters** to mail out to constituents as a response to their incoming emails/printed letters.

Click the link below to be brought to the following topic:

[Printing from Ready to Print Tile/View](#)

Printing a Letter

1. Navigate to the **Messages** or **My Inbox** application.
2. Click on **My Open Messages**.
3. Double click on the Message or click the  icon to print your letter as a response for the constituent.

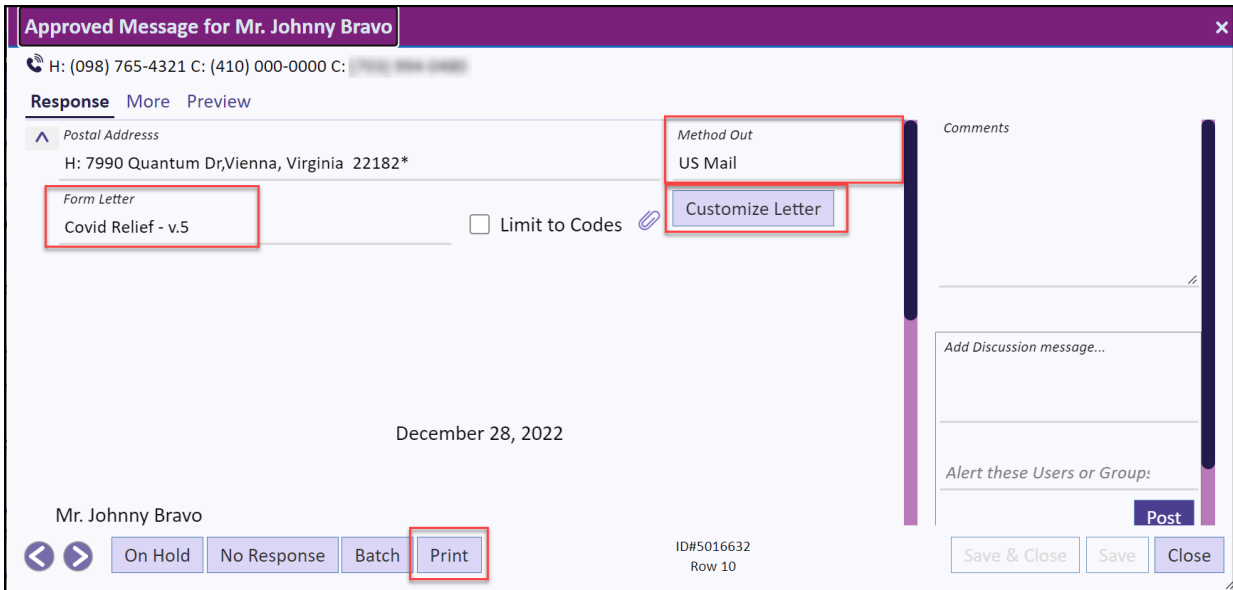


The screenshot displays the 'My Open Messages' interface. The top navigation bar includes 'My Open Messages', 'Find', and 'Filter Result'. Below the navigation, there are tabs for 'Status', 'Contact', and 'Outgoing'. The main content area shows a list of messages. The first message is highlighted with a red box and contains the following details:

- Status:** Approved E-Mail
- Source:** Telephone Call
- Date In:** 11/3/2023
- Contact:** Mr. Jack Daniels, 20 Maryland Ave, Rockville, MD 20850-0351, jack.daniels@fakeemail.com, Newsletter Subscriber; US Vet
- Outgoing:** Assigned: Jonathan Kilgore, Batch: TODAYS CALLS BATCH, Response: [dropdown], Salutation: FORMAL - Mr. Daniels

Below this message, two other messages are visible, each with similar details for Jennifer Quorum and Dr. December Seven.

4. Set **Method Out** to **US Mail**.
5. Click in the **Form Letter** field to choose a letter to print **OR** click on **Custom Reply** to type out a unique custom letter.
6. Click **Print**.

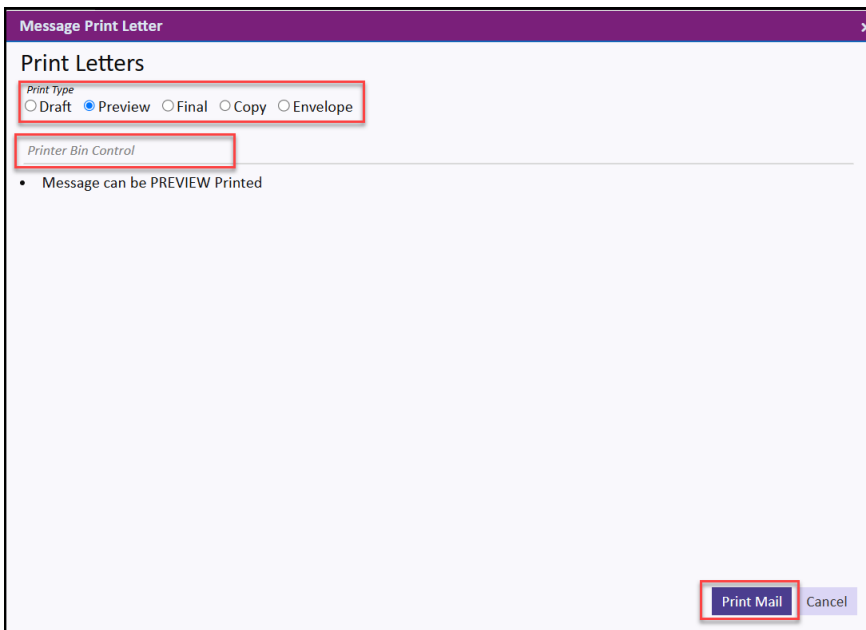


7. Choose your Print Type.

- a. It is recommended to print a **Preview** or **Draft** first to ensure the printer is working and the letter will appear as desired once printed. When ready to close the message, chose **Final**.

8. Choose the Printer.

9. Click Print Mail.

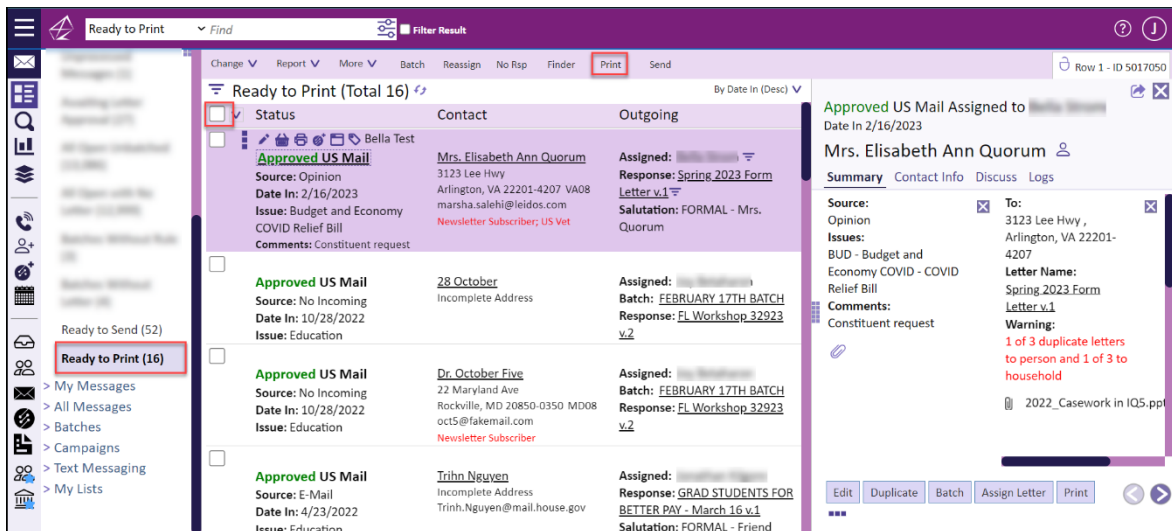


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Printing from Ready to Print Tile/View

This tile/view allows you to manually print Form Letters to mail to constituents for the whole office. A message appears here if the message Status is Approved, the Outgoing method is set to US Mail, and the Form Letter assigned is also Approved. To print the letters:

1. Click on **Ready to Print**.
2. Click the **Select All** box.
3. Click **Print**.
4. Choose your **Print Type**.
 - a. It is recommended to print a **Preview** or **Draft** first to ensure the printer is working and the letter will appear as desired once printed. When ready to close the message, chose **Final**.
5. Choose the Printer.
6. Click **Print Mail**.



Message Print Letter

Print Letters

Print Type
 Draft Preview Final Copy Envelope Label

Print Envelopes after letter download

Printer Bin Control

- Message can be DRAFT Printed

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