

Printing Letters in IQ5

Market: House, Senate

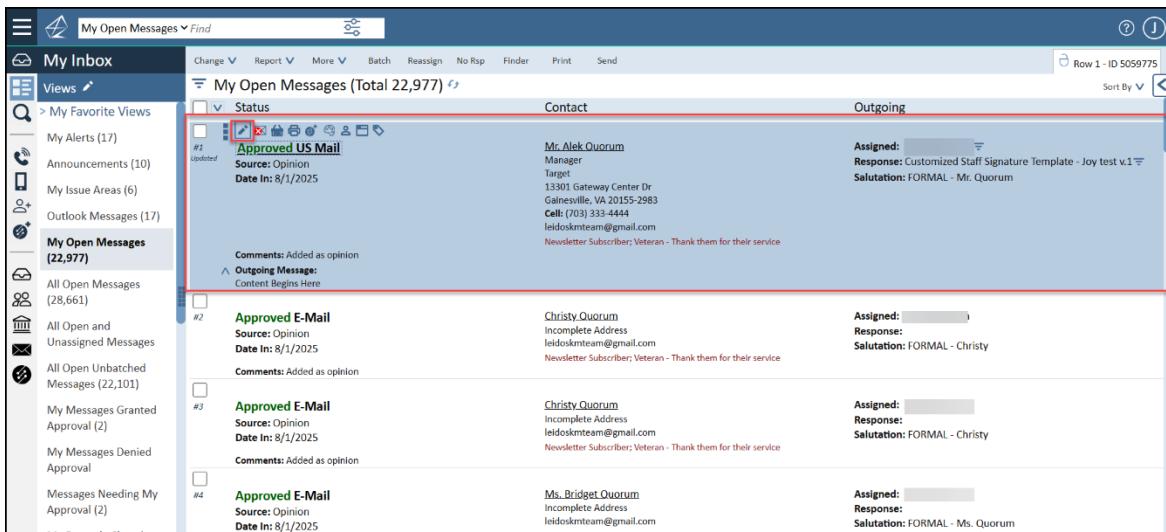
Description: These instructions teach users how to **Print Letters** to mail out to constituents as a response to their incoming emails/printed letters.

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 shows the 'My Open Messages' screen in IQ5. The left sidebar lists various message categories. The main area displays a list of messages with a red box highlighting the first message, 'Approved US Mail'. The message details are visible, including the recipient's information and a preview of the content.

Message ID	Subject	Source	Date In	Comments	Assigned	Response	Salutation
#1	Approved US Mail	Opinion	8/1/2025	Comments: Added as opinion Outgoing Message: Content Begins Here	Mr. Alek Quorum	Customized Staff Signature Template - Joy test v.1	FORMAL - Mr. Quorum
#2	Approved E-Mail	Opinion	8/1/2025	Comments: Added as opinion	Christy.Quorum		
#3	Approved E-Mail	Opinion	8/1/2025	Comments: Added as opinion	Christy.Quorum		
#4	Approved E-Mail	Opinion	8/1/2025	Comments: Added as opinion	Ms. Bridget Quorum		

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**.

Approved Message for Nozima Karimova

Response More Preview

Postal Address: H: [REDACTED], Fairfax, Virginia 22030*

Method Out: **US Mail**

Assigned To: Jonathan Kilgore

Issues: Form Letter, Response to Agriculture - v.2

Comments: Add Discussion Message...

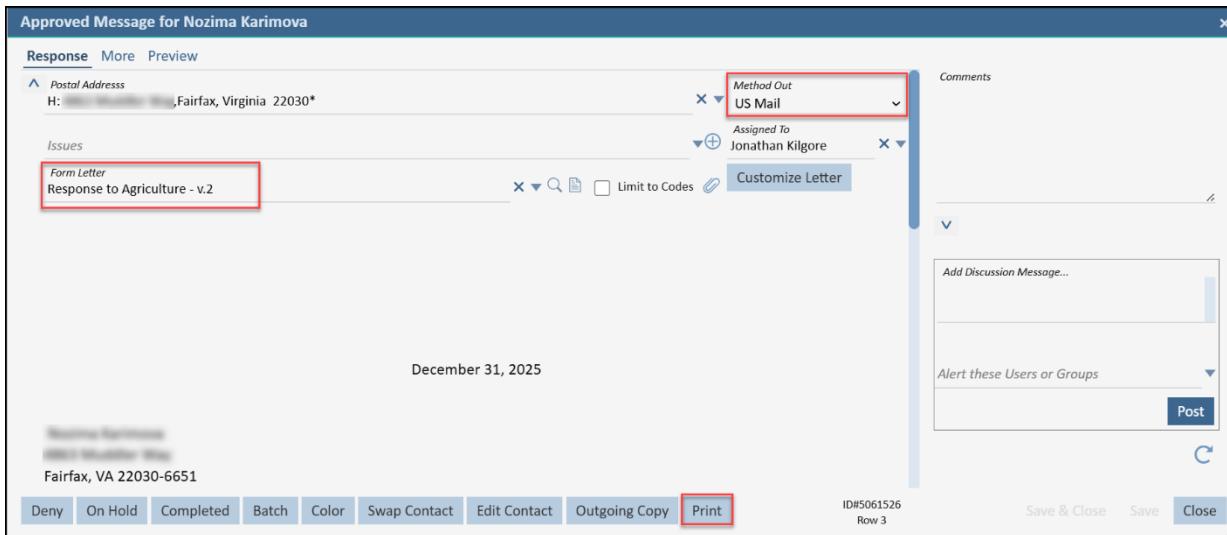
Alert these Users or Groups: Post

December 31, 2025

Fairfax, VA 22030-6651

Deny On Hold Completed Batch Color Swap Contact Edit Contact Outgoing Copy **Print** ID#5061526 Row 3

Save & Close Save Close



7. Choose your Print Type.

- 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.

Message Print Letter

Print Letters

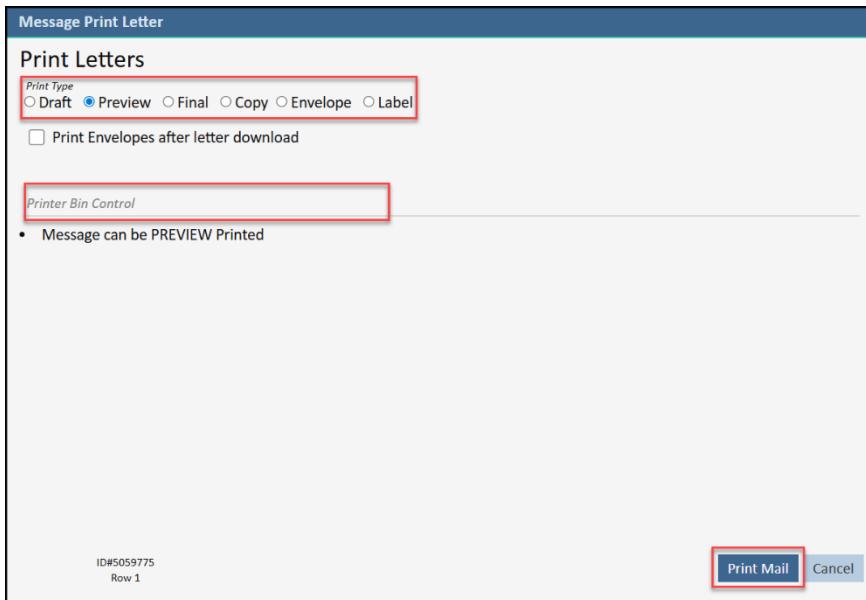
Print Type: Draft Preview Final Copy Envelope Label

Print Envelopes after letter download

Printer Bin Control: Message can be PREVIEW Printed

ID#5059775 Row 1

Print Mail Cancel



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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.**

Ready to Print Filter Result

Ready to Print (Total 9)

Status	Contact	Outgoing
Approved US Mail Source: Opinion Date In: 8/1/2025	Mr. Alek Quorum Manager Target 13301 Gateway Center Dr Gainesville, VA 20155-2983 Cell: (703) 333-4444 leidoksmteam@gmail.com Newsletter Subscriber; Veteran - Thank them for their service	Assigned: <input type="text"/> Response: COVID19 Resurgence v.1 Salutation: FORMAL - Mr. Quorum
<p>Comments: Added as opinion</p> <p>Outgoing Message: Thank you for contacting our office about COVID. We are concerned too.</p>		
Approved US Mail Source: Opinion Date In: 4/14/2025 Issue: Taxes Economy	Dr. Claire Quorum 12134 Monument Dr, Apartment 402 Fairfax, VA 22033-5531 VA11 Home: (443) 000-0000 leidoksmteam@gmail.com Newsletter Subscriber; Very Important Person; Veteran - Thank them for their service	Assigned: <input type="text"/> Response: A Sample Letter to Agency Requesting Assistance v.2 Salutation: FORMAL - Dr. Quorum
<p>Comments: The caller is concerned about the new Tariffs.</p> <p>Outgoing Message: MAILWF-PRIMARY-FIRST.MERGE MAILWF-PRIMARY-LAST.MERGE has contacted Congressman/woman XXXXXX's office in resolving a matter with which you might be able to provide assistance. Enclosed are copies of the information we have been provided on the particular situation for your review. Your prompt consideration would be greatly appreciated as MAILWF-PRIMARY-FIRST.MERGE is eager to resolve this matter as soon as possible. A copy of your response will be sent to Congressman/woman XXXXXX's constituent. If you could please send your response to: Office of Congressman/woman XXXXXX.</p>		

Approved US Mail Assigned to Row 1 - ID 5059775
Date In 8/1/2025

Mr. Alek Quorum 

[Summary](#) [Contact Info](#) [Discuss](#) [Logs](#)

Source: Opinion To: Manager , Target , 13301 Gateway Center Dr , Gainesville, VA 20155-2983

Comments: Added as opinion

Letter Name: COVID19 Resurgence v.1

Warning: 2 of 2 duplicate letters to household

August 15, 2025

Message Print Letter

Print Letters

Print Type

Draft Preview Final Copy Envelope Label

Print Envelopes after letter download

Printer Bin Control

• Message can be PREVIEW Printed

ID#5059775
Row 1

Print Mail

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