

Printing Letters in IQ5

Market: House, Senate

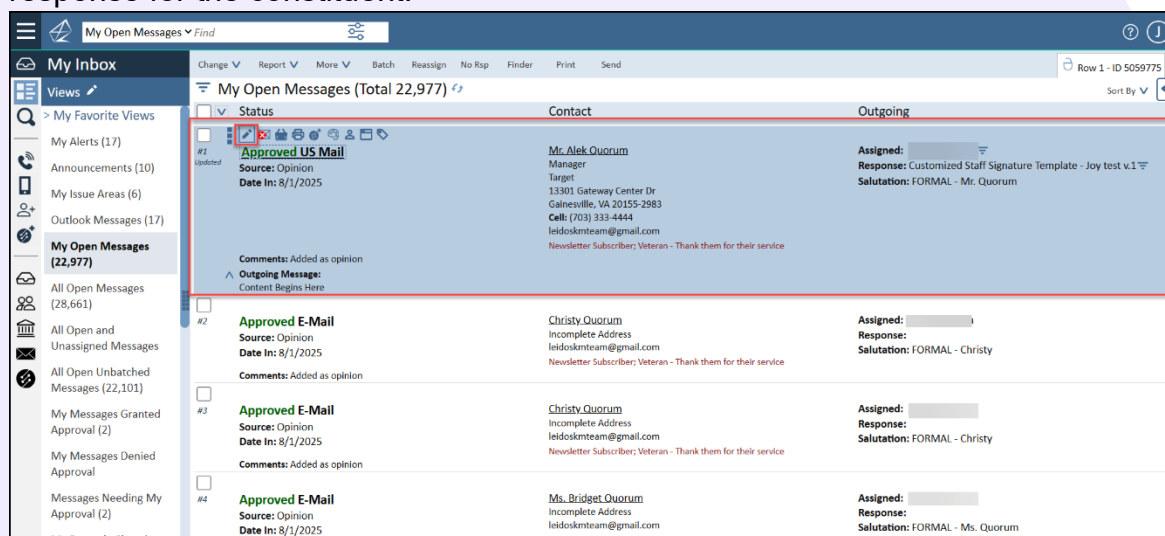
Description: These instructions teach users how to **Print Letters** to mail out to constituents as a response to their incoming emails/printed letters.

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.



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**.

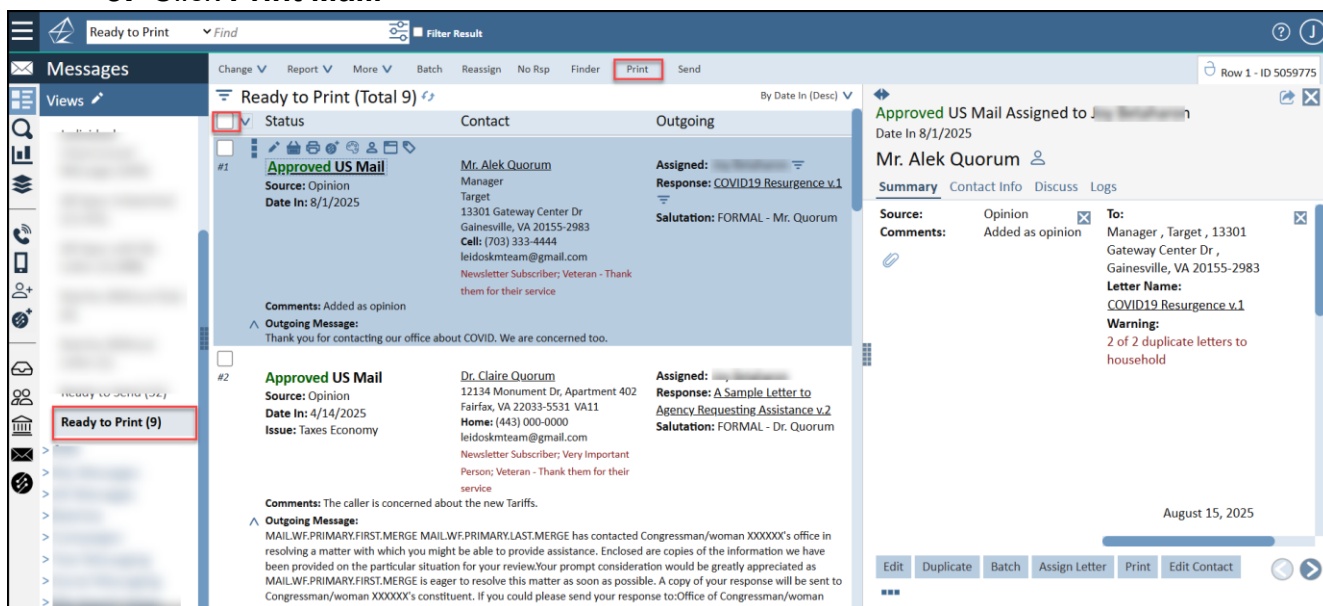
7. Choose your **Print Type**.
 - a. It is recommended to print a **Preview** or **Draft** first to ensure the printer is working and the letter will appear as desired once printed. When ready to close the message, chose **Final**.
8. Choose the Printer.
9. Click **Print Mail**.

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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 PREVIEW Printed

ID#5059775
Row 1

Print Mail

Cancel

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