

# Quick Reference Notes – Print Envelope

## 簡易操作-信封打印



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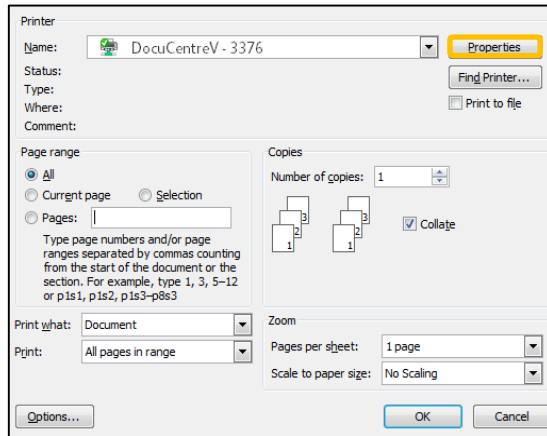
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# 1 SET ENVELOPE SIZE 設置信封大小

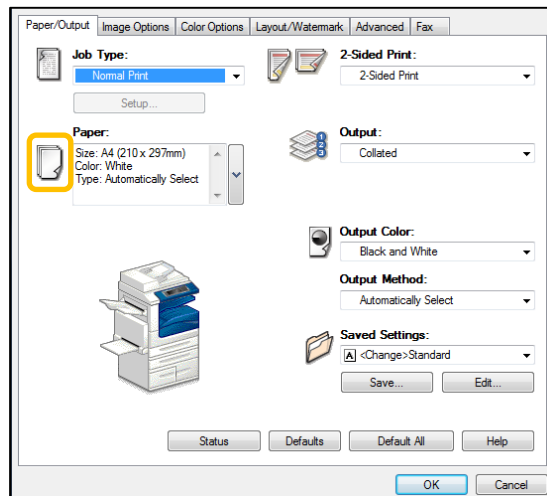
1. Select [Properties].

1. 選擇 [內容]。



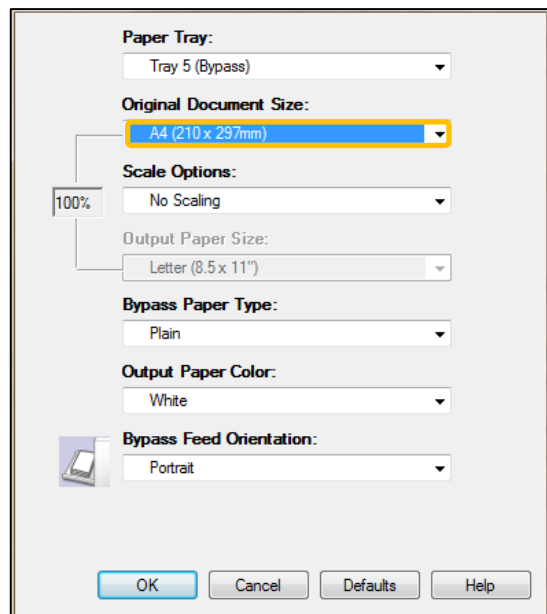
2. Select the paper icon.

2. 選擇紙張圖示。



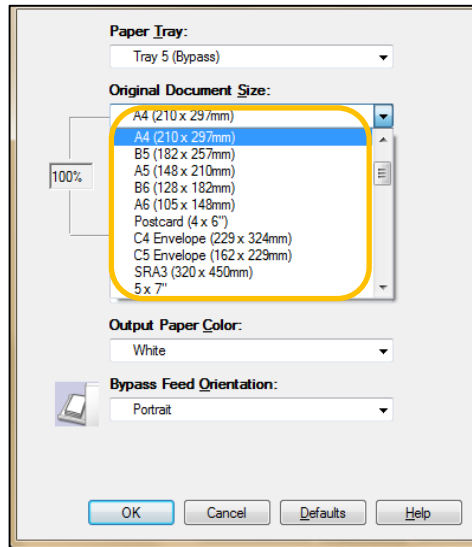
3. Select [Original Document Size].

3. 選擇 [原稿尺寸大小]。



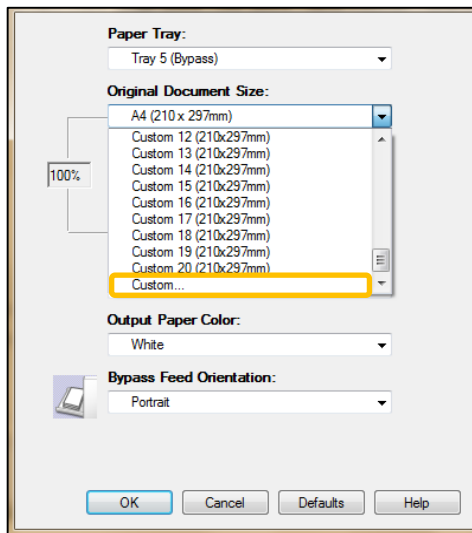
4. Select an envelope size.

4. 選擇信封大小。



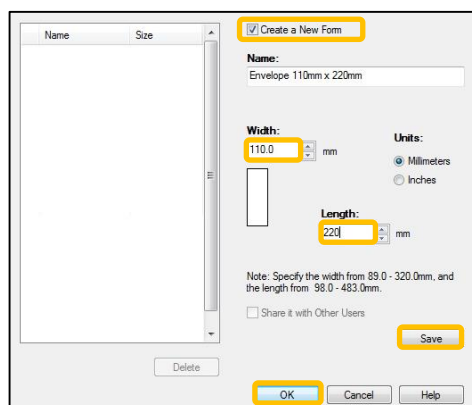
5. If no suitable size is available, scroll down and select [Custom].

5. 若信封大小不在清單內，將選項向下移及選擇 [自定大小]。



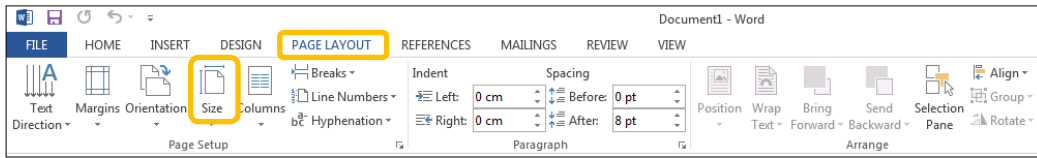
6. Select [Create a New Form]. enter length and width. Then Select [Save] and [OK].

6. 選擇 [新登記] 及輸入長度和闊度，然後選擇 [儲存] 及 [確定]。



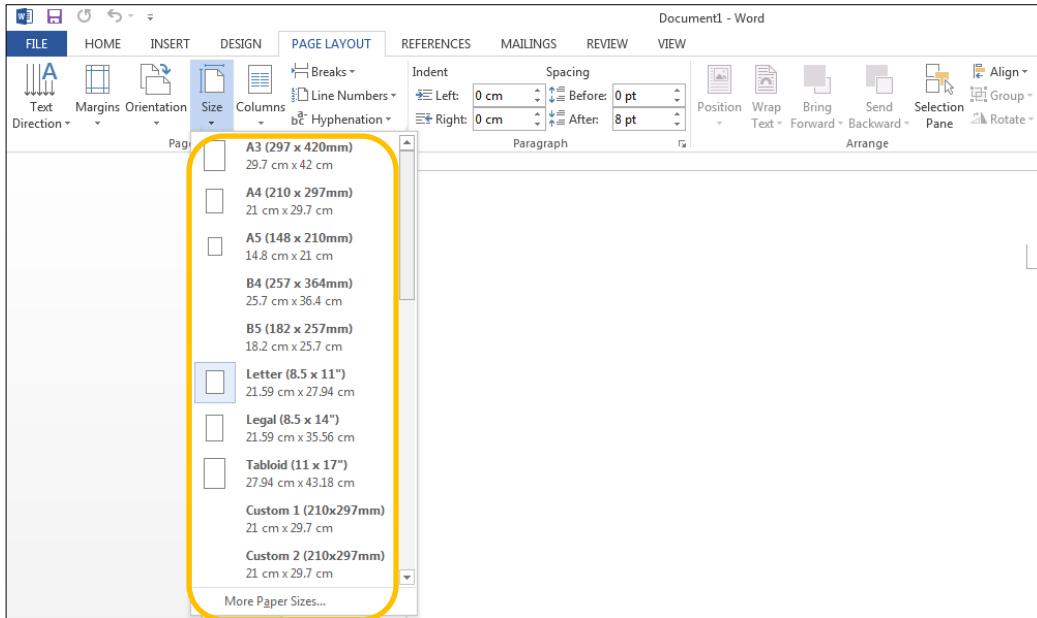
7. Select [Page Layout] and then [Size].

7. 選擇 [版面配置] 及 [大小]。



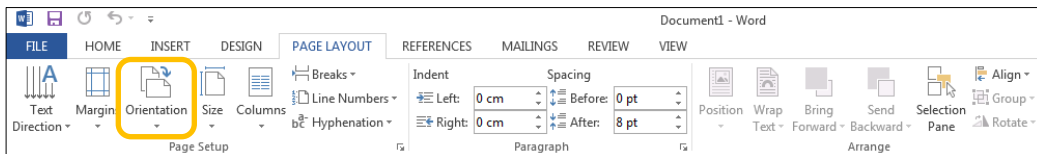
8. Select envelope size.

8. 選擇信封大小。



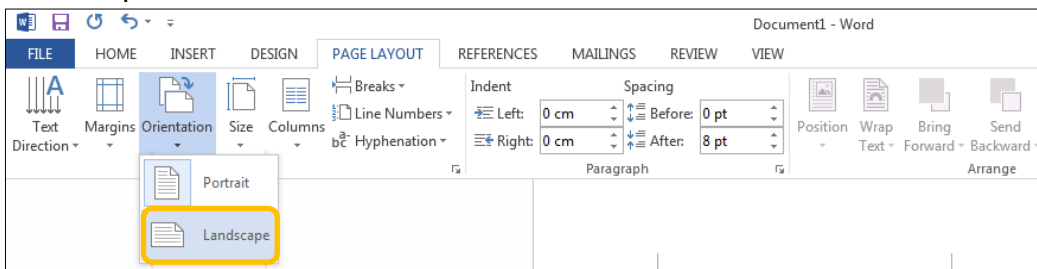
9. Select [Orientation].

9. 選擇 [方向]。



10. Select [Landscape].

10. 選擇 [橫向]。

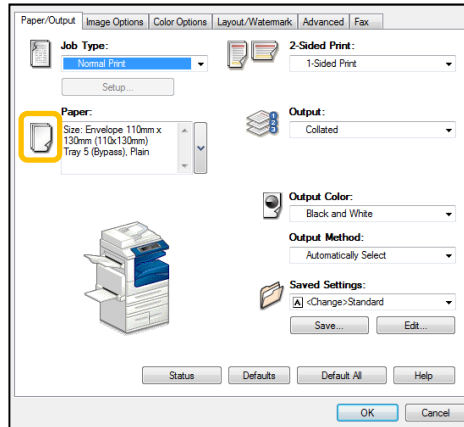


## 2 SET PAPER ATTRIBUTES 設置紙張選項

### 2.1 SELECT PAPER TYPE 選擇紙張種類

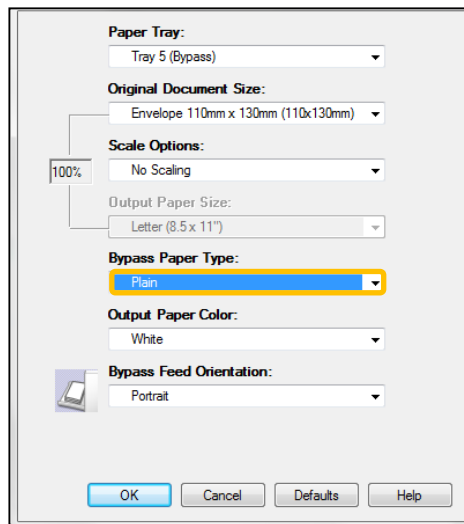
1. Click the Paper icon.

1. 選擇紙張圖示。



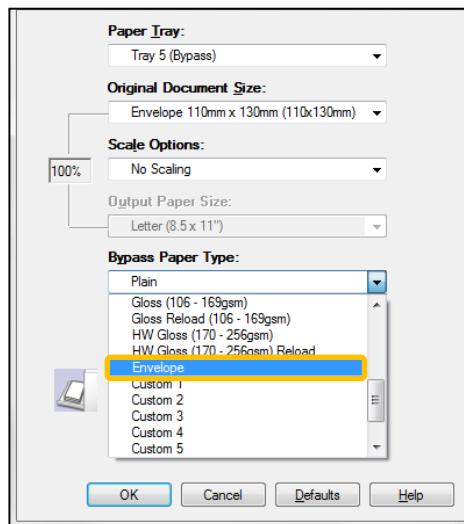
2. Select [Bypass Paper Type].

2. 選擇 [紙張種類]。



3. Scroll down and select [Envelope].

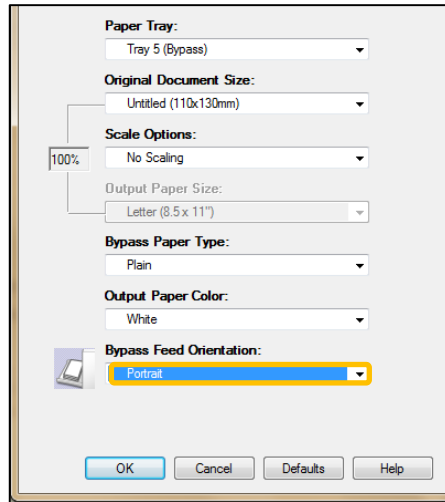
3. 將選項向下移及選擇 [信封]。



## 2.2 SELECT ORIENTATION 選擇方向

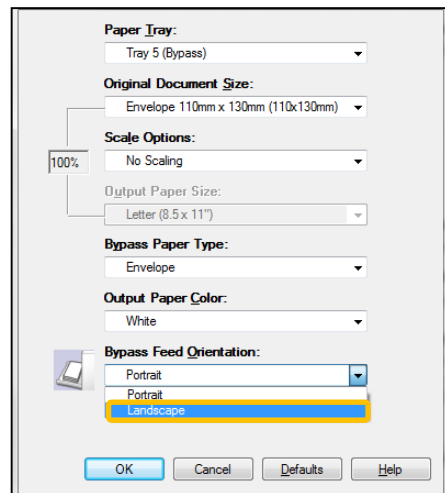
1. Select [Bypass Feed Orientation].

1. 選擇 [方向]。



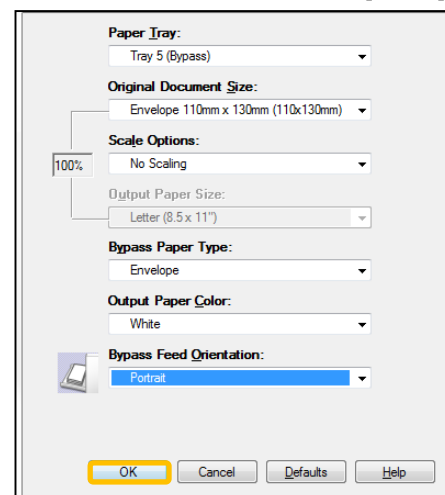
2. Select [Landscape].

2. 選擇 [橫向]。



3. Select [OK].

3. 選擇 [確認]。



**Customer Support Center**  
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