Quick Reference Notes – PRINT ENVELOPE

簡易操作 – 信封打印

# CONTENTS

目錄

1 SET ENVELOPE SIZE 設置信封大小

1.1 ON APPLICATION 應用程式上設定

In this note, Microsoft 365 (Word) is used as the example. Settings vary from application to application.

本操作說明書以 Microsoft 365 (Word) 示範，其他應用程式的設定會有差異。

Make sure the correct printer has been selected before the subsequent settings.

在設定之前，請確認選擇好所需印表機。
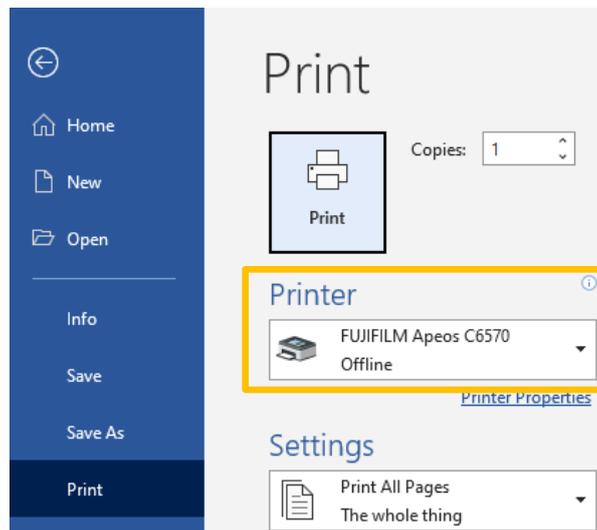
1. Click [Layout] in the toolbar.

1. 按功能區內 [版面配置]。
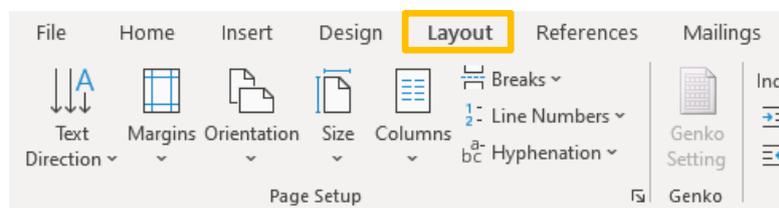
2. Click [Orientation], then select [Landscape].

2. 選擇 [方向] 內 [橫向]。
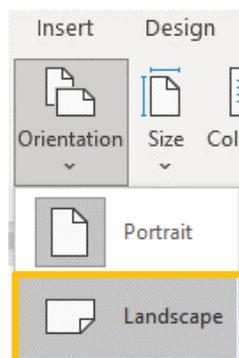
3. Select envelope size under [Size]. Click [OK] to save. Settings of Section 1.1 completed.

   If the size can not be found, click [More Paper Sizes]. Go to Step 4.

3. 選擇 [大小] 內所需信封尺寸，然後按 [確定] 儲存。至此完成 1.1 部設定。

   如果找不到所需尺寸，按 [更多紙張尺寸]，然後到步驟 4。
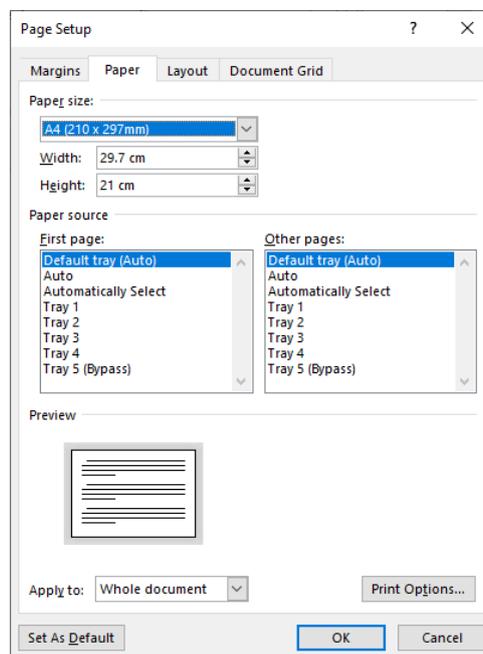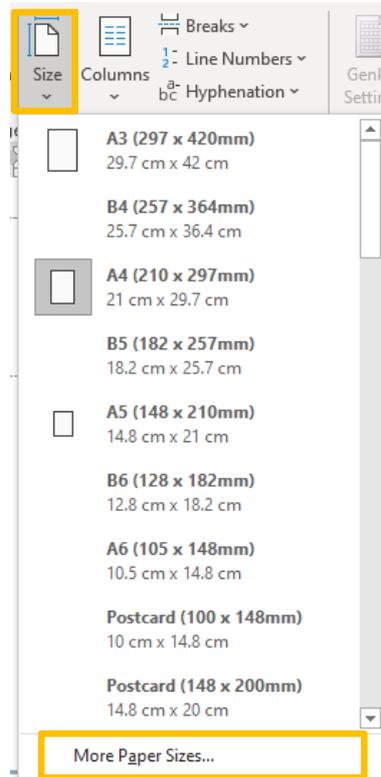
4. Click [Custom size] under "Paper Size".   4. 在「紙張尺寸」下，按 [自訂尺寸]。

Paper size:

| A4 (210 x 297mm) | ∨ |

Envelope (105 x 235mm)
Monarch Envelope (3.9 x 7.5")
No. 10 Envelope (4.1 x 9.5")
DL Envelope (110 x 220mm)
Custom size
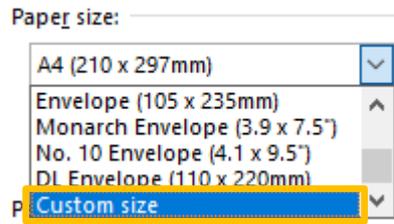
5. Enter the envelope size.   5. 輸入信封尺寸。

Paper size:

Custom size	∨
Width:	23
Height:	11.2
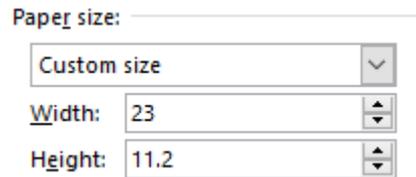
1. Click [Printer Properties].
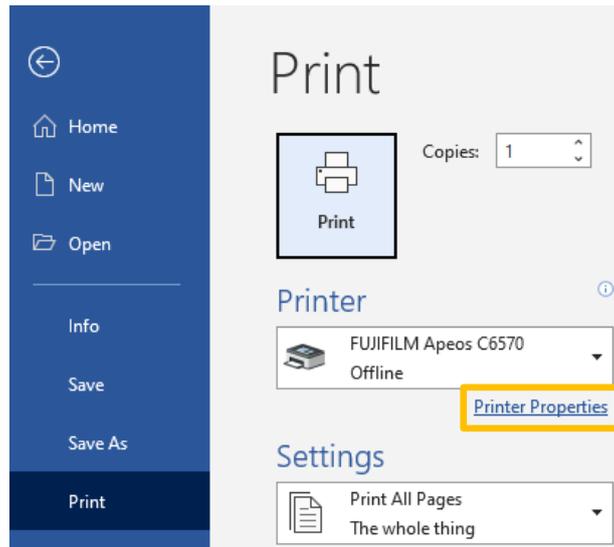
2. Select the envelope size under "Paper Size".

2. 在「紙張尺寸」選擇所需信封尺寸。
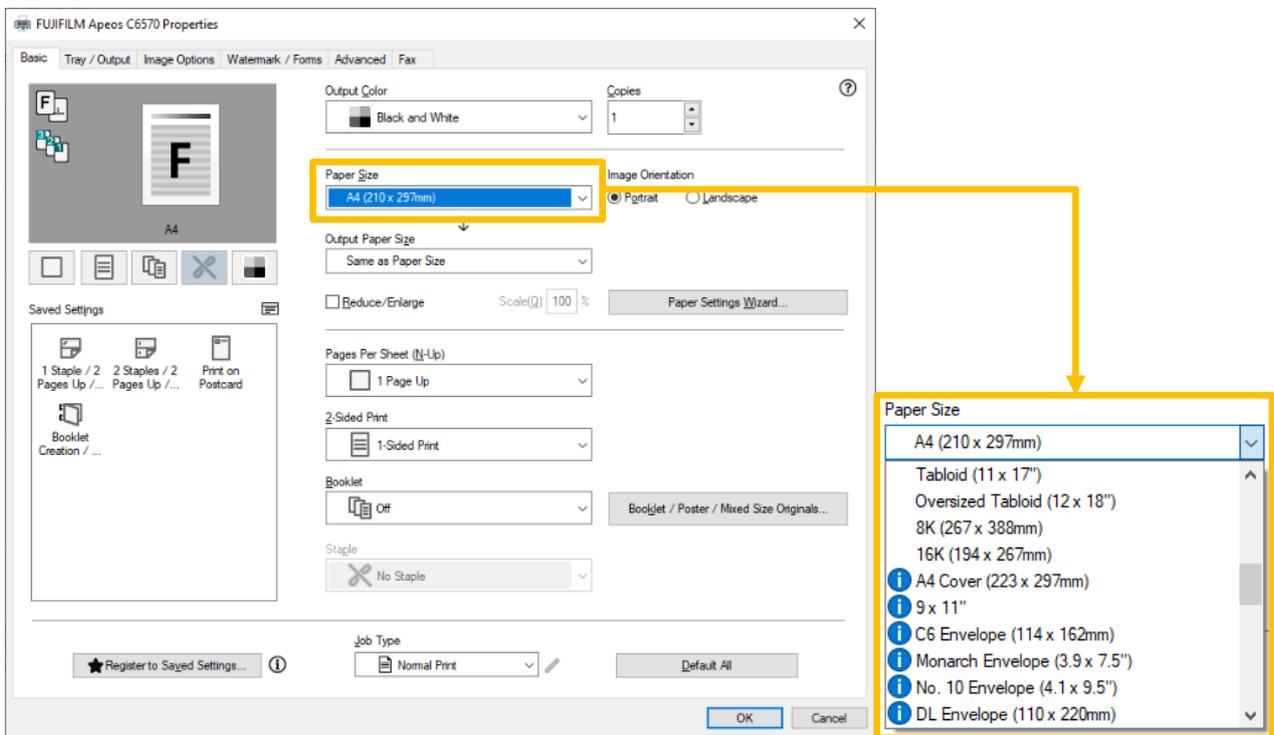
3. If no right size is available, scroll down and click [Custom].

3. 找不到所需尺寸，就拉到最底，按 [自定義尺寸]。

Paper Size

A4 (210 x 297mm)

- ⓘ A4 Cover (223 x 297mm)
- ⓘ 9 x 11"
- ⓘ C6 Envelope (114 x 162mm)
- ⓘ Monarch Envelope (3.9 x 7.5")
- ⓘ No. 10 Envelope (4.1 x 9.5")
- ⓘ DL Envelope (110 x 220mm)
- ⓘ Long Paper (210 x 900mm)
- ⓘ Long Paper A (297 x 900mm)
- ⓘ Long Paper B (297 x 1200mm)
- Custom...
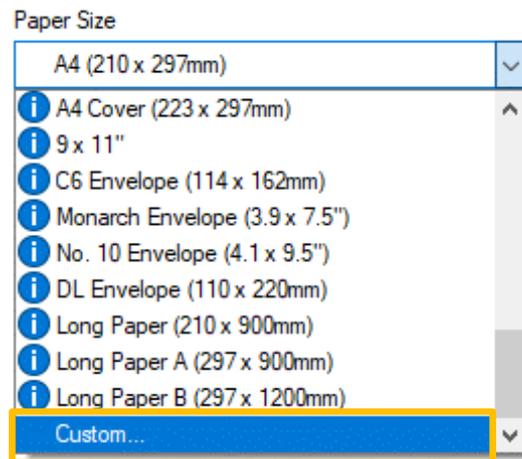
4. Set all of the followings -
   a. Select [Create a New Form].
   b. Enter the name.
   c. Select [Side Opening Envelope] or [End Opening Envelope].[Note]
   d. Enter Width (the shorter side) and Length (the longer side).
   e. Click [Save], then [OK].

Note:
- Side Opening Envelope refers to text direction on envelope as *Figure A* shows.
- End Opening Envelope refers to text direction on envelope as *Figure B* shows.

4. 設定以下所有項目：
   a. 選擇 [新登記]。
   b. 輸入名稱。
   c. 選擇 [西式信封] 或 [中式信封][註]。
   d. 輸入闊度 (即信封短邊) 及長度 (即信封長邊)。
   e. 按 [儲存]，然後按 [確定]。

註:
- 西式信封以 *Figure A* 所示打印地址。
- 中式信封以 *Figure B* 所示打印地址。

Custom Paper Size ✕

Name	Size

(a) ☑ Create a New Form ⑦

Name
(b) Envelope

Paper Type
(c) Side Opening Env ⌄

Width
(d) 112.0 ▲▼ mm

Units
⊙ Millimeters
○ Inches

Length
240.0 ▲▼ mm

Note: Specify the width between 89.0 and 320.0mm
and the length between 98.0 and 1200.0mm.

☐ Share it with Other Users

Delete

(e)

Save

OK   Cancel

Address

Figure A

地
址
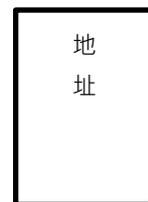
Figure B

2 SET PAPER ATTRIBUTES 設置紙張選項

The following settings should be configured automatically if all steps of Section 1.2 have been done. For precaution, make sure they are correct before submitting the job.

完成 1.2 部所有步驟，以下設定應已自動做好。惟在打印前，不妨確認清楚。

1. On [Printer Properties], click [Tray / Output] tab. Select [Tray 5 (Bypass)] under "Paper Tray".

1. 在 [內容] 內，選擇 [紙盤／輸出] 分頁，然後在「紙盤」下，選擇 [手送紙盤]。
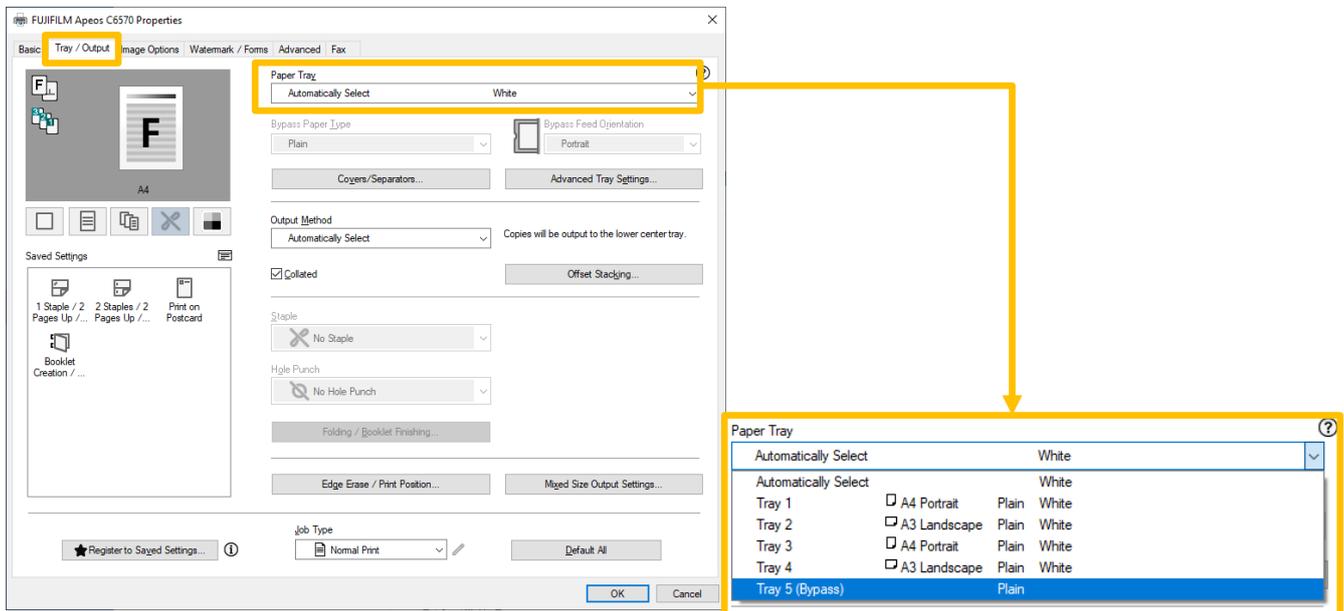
2. Select [Envelope] under "Bypass Paper Type". Document is ready to print.

2. 在「手送紙質」下，選擇 [信封]。到此可打印文件。
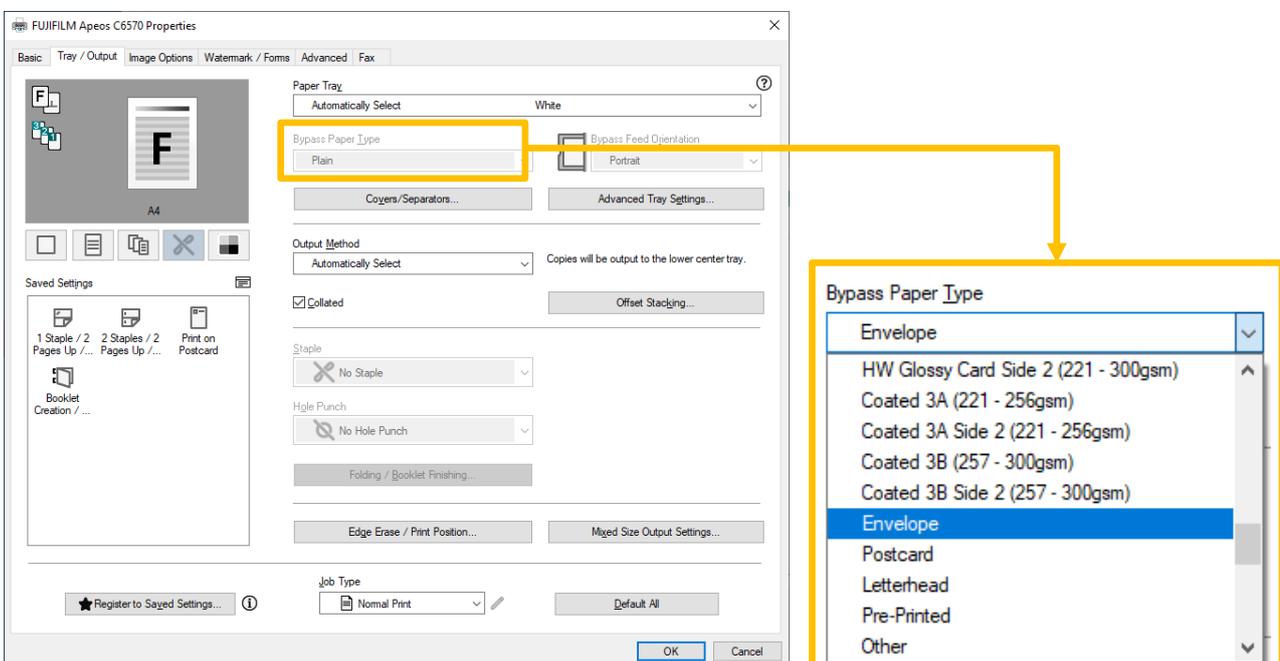
Customer Support Center
2513-2513