### <u>如何在MF229dw使用多用途紙盤及設定紙張大小</u> How to use MP tray and set paper size on MF229dw

### 選擇及註冊自訂紙張大小

#### Choose and register custom paper size

1. 開啟印表機資料夾,於裝在本機的圖示上按一下滑鼠右鍵,然後按一下「列印喜好設定」

(Open the printer folder , right-click the icon of the machine and click "Printing Preferences")



2. 於「Page Size」內選擇合適的紕張大小(Choose correct paper size from	"Page Size"	)
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-	Canon MF220 Series 列印喜好設定	×
Basic Settings Page Setup Finishing	g Quality	
Pro <u>f</u> ile:	Default Settings v Add( <u>1</u> )	. Edit( <u>2</u> )
Output Method:	Yrint 🗸	
	A4	Copies(Q): 1 🐳 [1 to 99] Orientation A  Portrait A  Clandscape
	Page Layout:	☐ Manual Scaling Scaling: 100 ★ % [25 to 200]
	1-sided/2-sided/Bookle <u>t</u> Printing:	Boo <u>k</u> let
	2-sided Printing V	
A4 [Scaling: Auto]	Binding Location:	
	Long Edge [Left]	G <u>u</u> tter
<u>V</u> iew Settings <u>R</u> estore Defaults	Finishing:	
	確定	取消 套用(A) 說明

3. 如要自訂紙張大小,請按「Page Setup」,再按「Custom Paper Size」

(For register custom paper size, please click "Page Setup", then click "Custom Paper Size")

æ	Canon MF220 Series 列印喜	好設定 ×
Basic Settings Page Setup Finishir	g Quality	
Pro <u>f</u> ile:	Default Settings 🗸 🗸	Add( <u>1</u> ) Edit( <u>2</u> )
Output Method:	Print v	
	Page Size:	A4 v
	Output Size:	Match Page Size
	Orientation A <pre> • Portrait</pre>	A 🔿 Landscape
	Page <u>L</u> ayout:	1 1 on 1 v
A4 [Scaling: Auto]	Ma <u>n</u> ual Scaling	
	Scalin <u>a</u> :	100 🔹 % [25 to 200]
	Paper Type:	Plain [60-90 g/m2]
<u>V</u> iew Settings	Watermark Watermark Name:	CONFIDENTIAL V Edit Watermark
	C <u>u</u> stom Paper Size Pag <u>e</u>	Options <u>R</u> estore Defaults
	[	<b>確定 取消</b> 套用( <u>A</u> ) <b>說明</b>

4. 輸入紙張名稱及大小,再按「Register」,完成後按「OK」

**Custom Paper Size Settings** Paper List: Paper Size to Register Custom Paper Size ٨ Size Name Letter Paper <u>N</u>ame: 215.9 x 279.4 • Legal 215.9 x 355.6 100mm x 250mm • Statement 139.7 x 215.9 100.0 mm [76.2 to 216.0] Executive Width: 184.2 x 266.7 <sup>•</sup> A5 148.5 x 210.0 H<u>e</u>ight: 250.0 mm [127.0 to 356.0] • B5 182.0 x 257.0 • A4 🔘 Regional Paper Size 210.0 x 297.0 \*Envelope Monar... 98.4 x 190.5 Paper Name: Envelope No. 1... 104.7 x 241.3 Oficio 6 Envelope DL 110.0 x 220.0 <sup>•</sup> Envelope C5 162.0 x 229.0 Width: 216.0 mm [76.2 to 216.0] Index Card 76.2 x 127.0 Height: 317.0 mm [127.0 to 356.0] <sup>e</sup> Custom [Name F... 210.0 x 297.0 My Envelope [C... 101.0 x 229.0 <u>U</u>nit Letter (Art 紙張 ... 215.9 x 278.2 OInch Millimeter Letter (Art 紙張... 215.9 x 278.1 <u>D</u>elete <u>R</u>egister 0K Cancel <u>H</u>elp

(Type in the paper name and paper size, then click "Register", click "OK" to finish)

# <u>註冊自訂紙張尺寸</u>

## **Registering a Custom Paper Size**

1. 按圖並點選「紙張設定」(Press 📓 and tap "Paper Set.")

▲ 首頁			
⑦紙張設定	國首頁設定		
11 新田田 11 新田田 11 11 11 11 11 11 11 11 11 11 11 11 1	2 掃描 ▶ 掃描 1		
功能表	2/4		

2. 點選「多用途紙盤」(Tap "MP Tray")

紙張設定	
自多用途紙盤	
1紙匣1	
選擇常用紙張尺寸	

3. 點選「自訂」(Tap "Custom")

紙張尺寸	
自訂	
A4	П
A5	1/3
B5	
其他尺寸	◄

4. 指定紙張尺寸(Specify the paper size)

指定 <X>(較短)邊的長度(Specify the length of the <X> (shorter) side)



指定 <Y>(較長)邊的長度(Specify the length of the <Y> (longer) side)

指定尺寸	]	設定Y長度
X: 100 mm		🆏 250 mm
Y: 0 mm		(210-356)
		▲ ▼
套用		

■ 點選「套用」	(Tap "Apply")
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指定	尺寸	-	
Χ:	100	mm	
Υ:	250	mm	

5. 選擇紙張類型(Select the paper type)

紙張類型	
普通紙 (60-89 g/m <sup>2</sup> )	
普通紙L(60-89 g/m²)	_
再生紙	1/3
彩色紙	
重磅紙 1 (90-120 g/m <sup>2</sup> )	▼

<u>在手動送紙槽中裝入紙張</u>

Loading Paper in the Manual Feed Slot

1. 打開手動送紙蓋板(Open the manual feed cover)



2. 將紙張導板向外拉開(Spread the paper guides apart)



3. 將紙張插入手動送紙槽,直至紙張停止

(Insert the paper into the manual feed slot until the paper stops)



4. 將紙張導板對齊紙張邊緣(Align the paper guides against the edges of the paper)



5. 拉出紙張擋板以打開(Pull out the paper stopper to open)



6. 設定完成後請開始列印工作(Please start to print after finish setting)

-End-