

DC125_110_95

Quick Reference Notes
Print

簡易操作-列印



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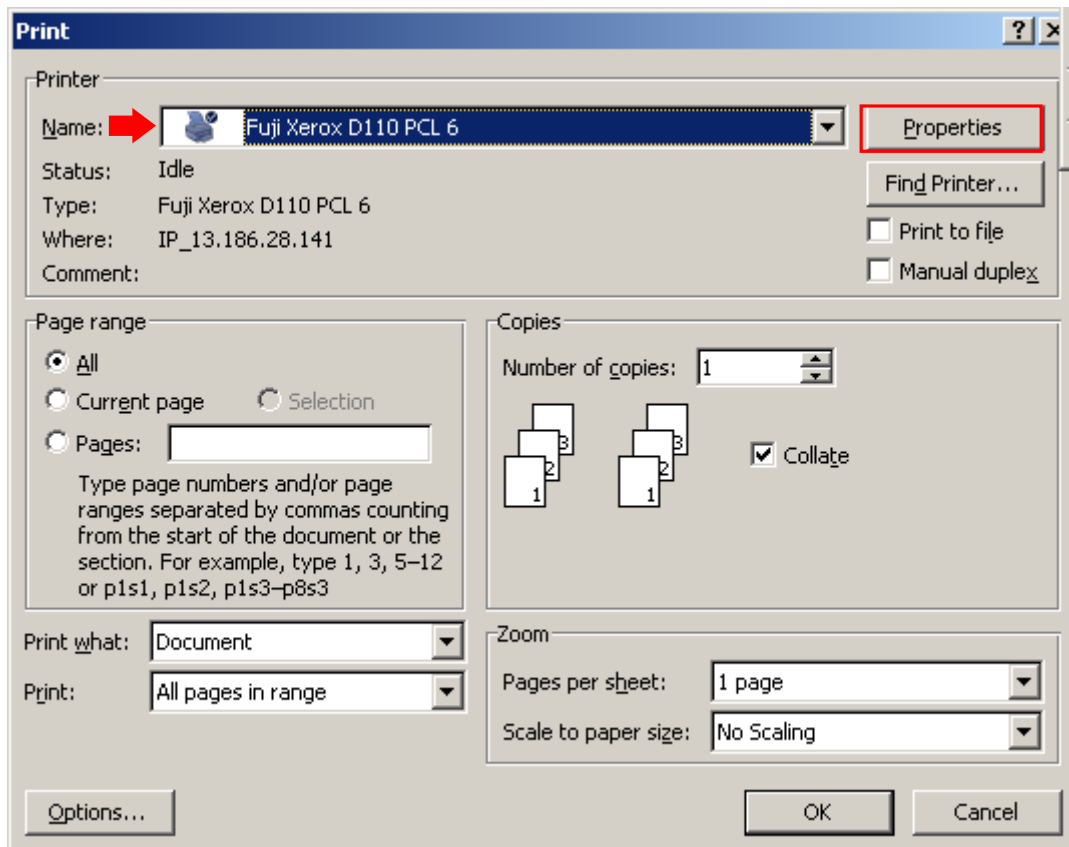
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1. SELECT PRINTER 選擇印表機

1. Select [Print] from the [File] menu of the application
2. Choose an appropriate printer from [Name:] list
3. Click [OK] to send print job.
4. Or, click [Properties] to change print option

1. 選擇應用程式[檔案]選單中的[列印]。
2. 在印表機 [名稱] 選單，選擇合適的印表機。
3. 按 [確定] 開始列印。
4. 或按 [內容] 以設定列印選項。



2. CONFIGURE THE PROPERTIES 設定列印內容

2.1 PRINTER/OUTPUT 紙張輸出

2.1.1 2 Sided Print 雙面列印

1 Sided Print : Print on single page

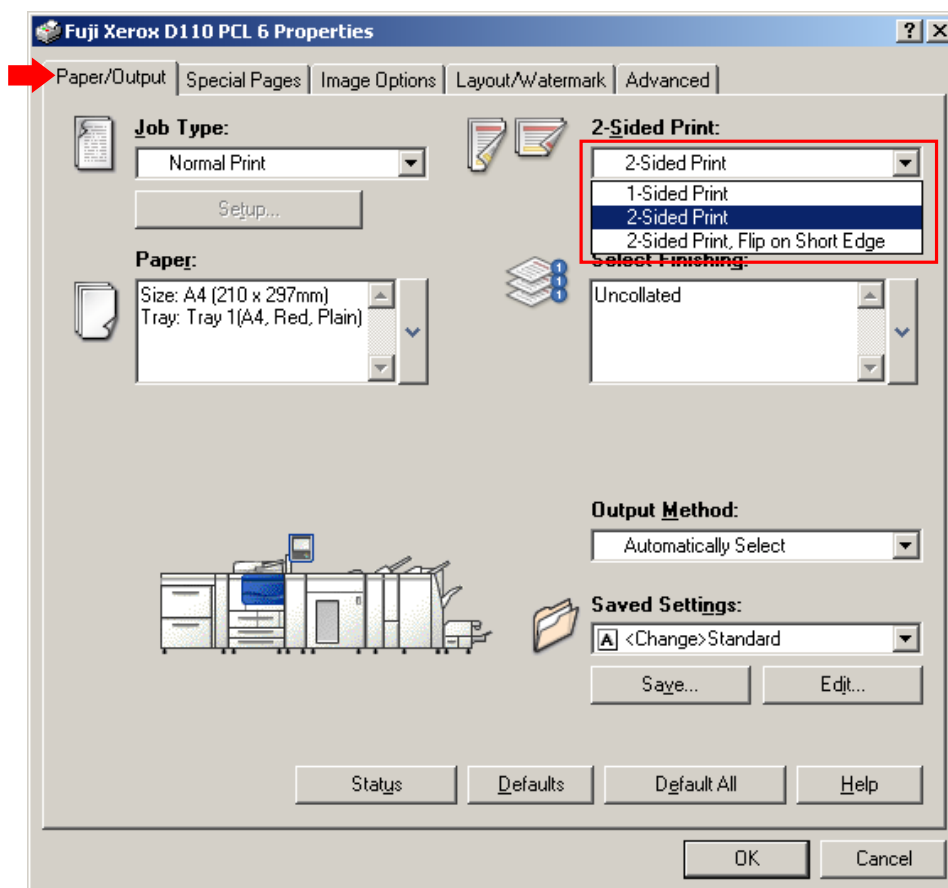
單面列印：僅在紙張的單面上列印

2 Sided Print : 2 sided print as head to head


雙面列印：雙面列印時會以紙張的長邊來對正


2 Sided, Flip on Short Edge : 2 sided print as head to toe

雙面列印，短邊釘裝：雙面列印時會以紙張的短邊來對正



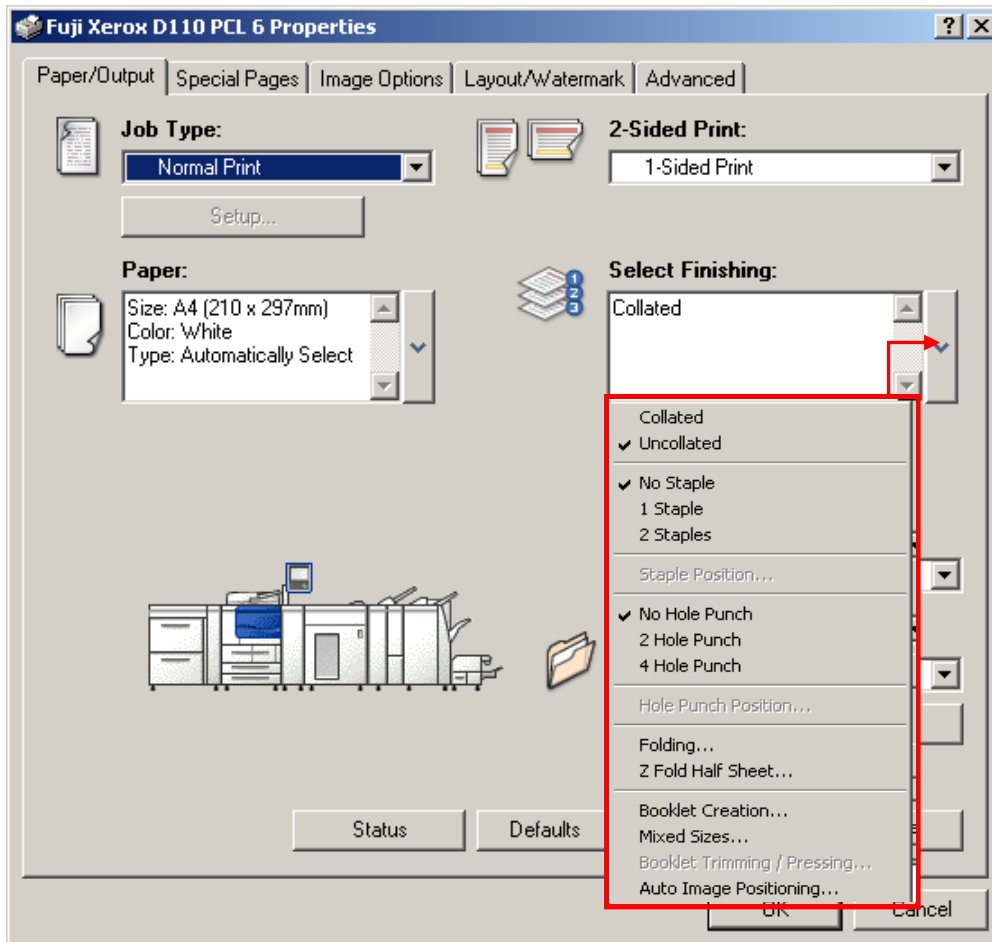
2.1.2 Stapling / Punching 裝訂/打孔

Click  button under “Select Finishing” .


1. 按  選擇裝訂的位置。


Select Staple / Hole punch or Folding option
From the list.

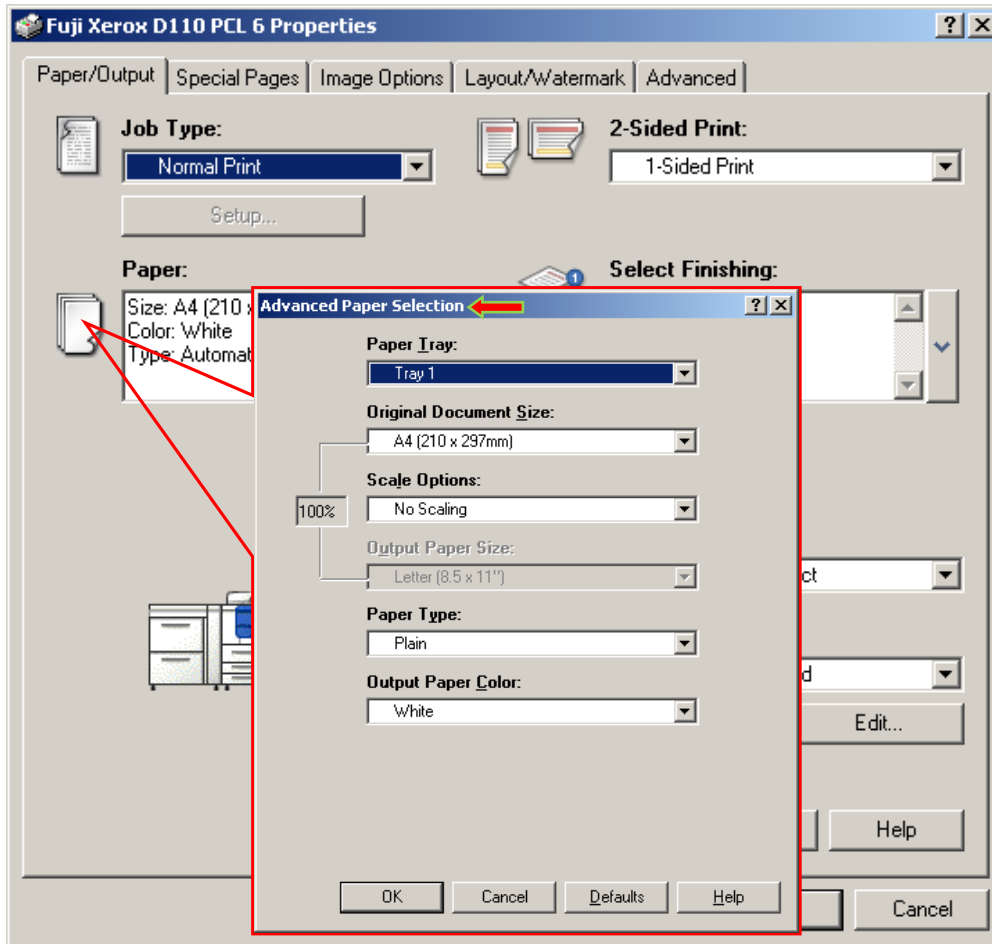
2. 選擇裝訂/ 打孔/ 摺疊(額外配置)的位置。




2.1.3 Select Paper Size and Paper Tray 選擇紙張尺寸及紙盤

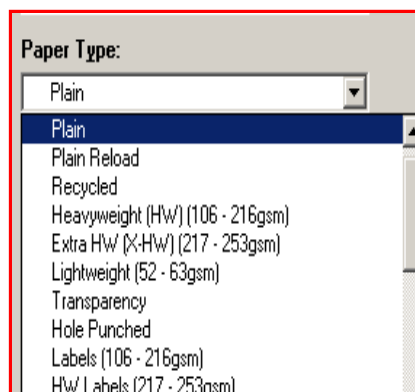
Click  button to go to “Advanced Paper Selection”. 5 items available. [Paper Tray / Original Document Size / Scale Options / Output Paper Size / Paper Type].

1. 按  以進入”詳細紙張設定”。五項關於紙張的設定可在此更改。[紙盤選擇 / 原稿文件尺寸 / 比率選擇 / 輸出紙張尺寸 / 紙張種類]。



Remark: After choosing Tray 5, more special media will be available from the list of [Paper Type]. Click  get a pull down list as below:

註解：當選擇紙盤 5 後，其他特別紙張類別可在〔紙張種類〕的列表中選擇。如下圖：



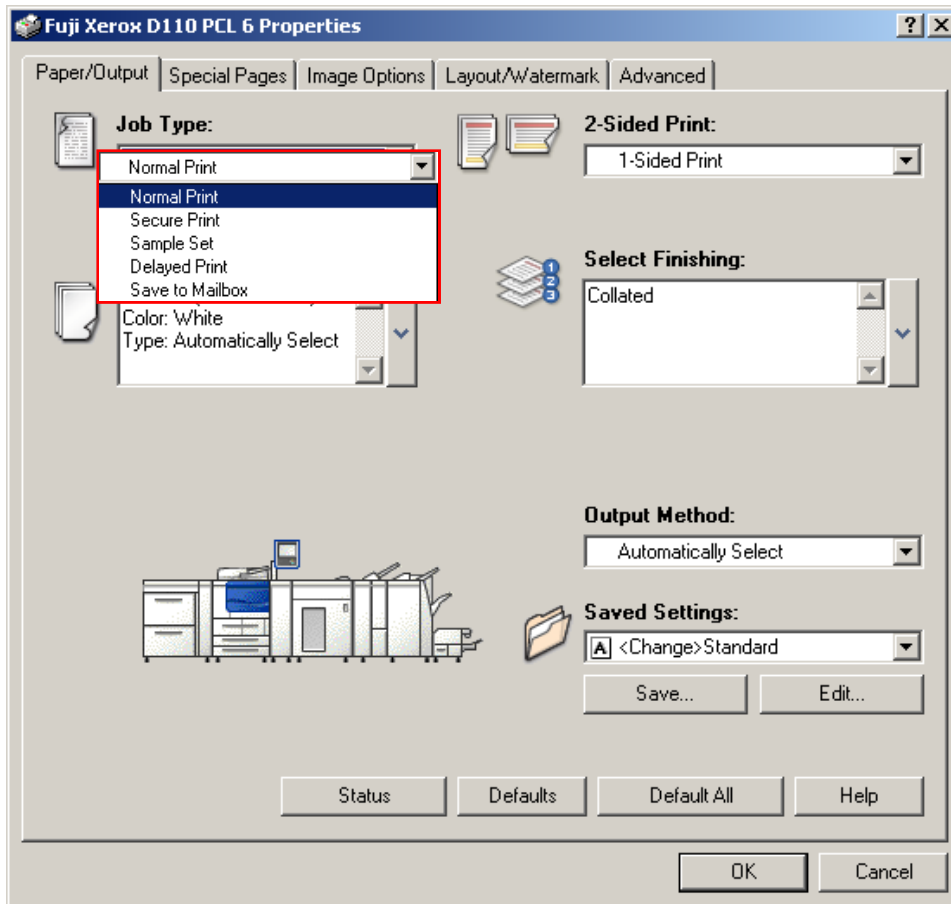
2.1.4 Job Type 工作類型

Select from:

[Normal Print],
 [Secure Print],
 [Sample Set],
 [Delayed Print] and
 [Save to Mailbox]

可以選擇:

[一般列印]
 [機密列印]
 [樣本列印]
 [時間指定列印] 及
 [儲存至信箱]



- i. Normal Print
一般列印
- ii. Secure Print
機密列印

Configure the properties if necessary
Press [OK] to print

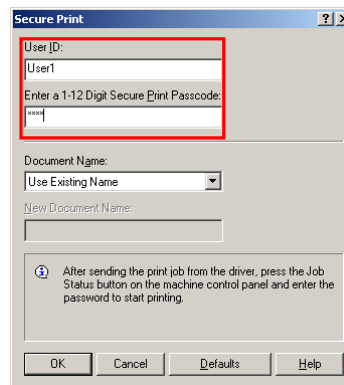
Temporarily stores the print data on the machine, to print it with the print command from the machine side. This feature allows you to set a password, which is helpful to print confidential documents

1. Select [Secure Print]
2. Set a [User ID] and [Password] for the print job then press [OK]

視需要設定內容
再按[確定]列印

將列印資料暫時儲存在機器中，從機器端的列印命令執行列印。本功能允許您設定密碼，有助於列印機密文件。

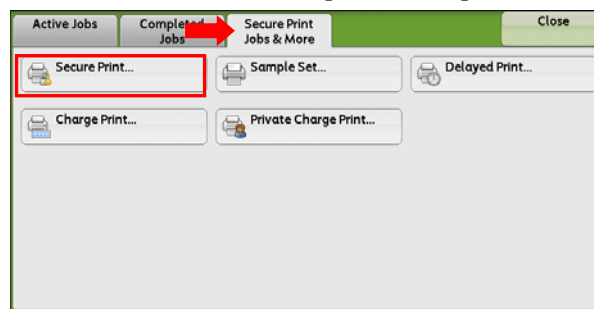
1. 選擇 [機密列印]。
2. 設定 [使用者] 及 [密碼] 然後按 [確定]。



Retrieve Secure Print 列印機密文件

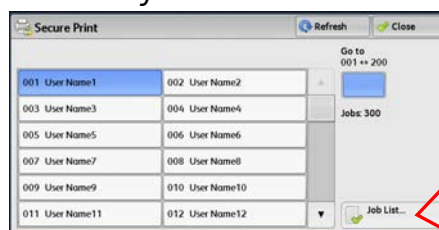
1. Press [Job Status] button from the machine, select [Secure Print Jobs & More] tab and select [Secure Print]

1. 按控制版面上的 [Job Status] 按鈕。選擇 [機密列印及其他] 一頁，然後按 [機密列印]。



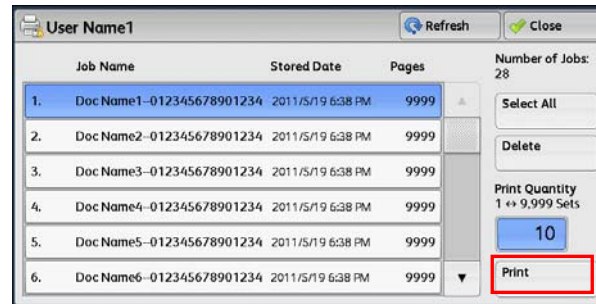
3. Select your User ID and press [Document List] button, enter password if you are asked to.

2. 選擇你的 User ID，然後按 [文件確認]，並輸入密碼。



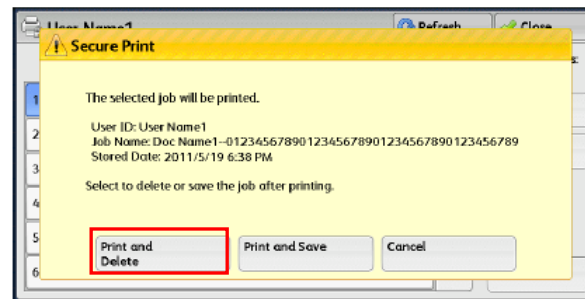
3. Select document and press [Print]

3. 選擇要列印的文件，然後按 [列印]。



4. Press [Print and Delete] button to start print.

4. 選擇 [列印後刪除] 以開始列印。



iii. Sample Set 樣本列印

Before printing multiple sets of a document, you can first print one copy for trial, and then print the rest from the machine side

列印多份文件時，您可以先列印一份樣本作為試驗，再由本機列印其餘部份。

iv. Delayed Print 時間指定列印

Temporarily stores the print data on the machine to print it at specified time

將列印資料暫存在本機上，並於指定時間列印。

v. Print to Mailbox 儲存至信箱

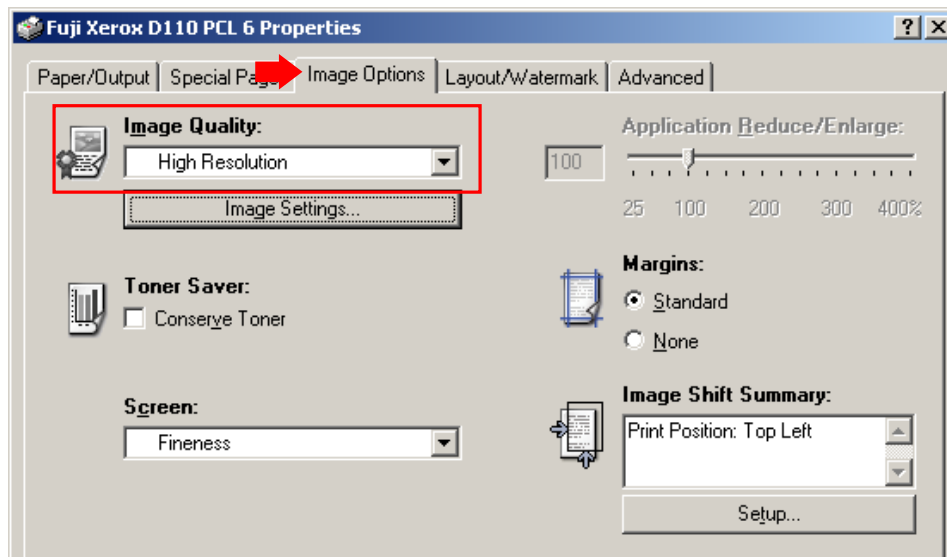
Temporarily stores the print data in a registered mailbox, to print it with the print command from the machine side

將列印資料暫時儲存在登記的機密信箱中，從機器端的列印命令執行列印。

3. IMAGE OPTIONS 影像選項

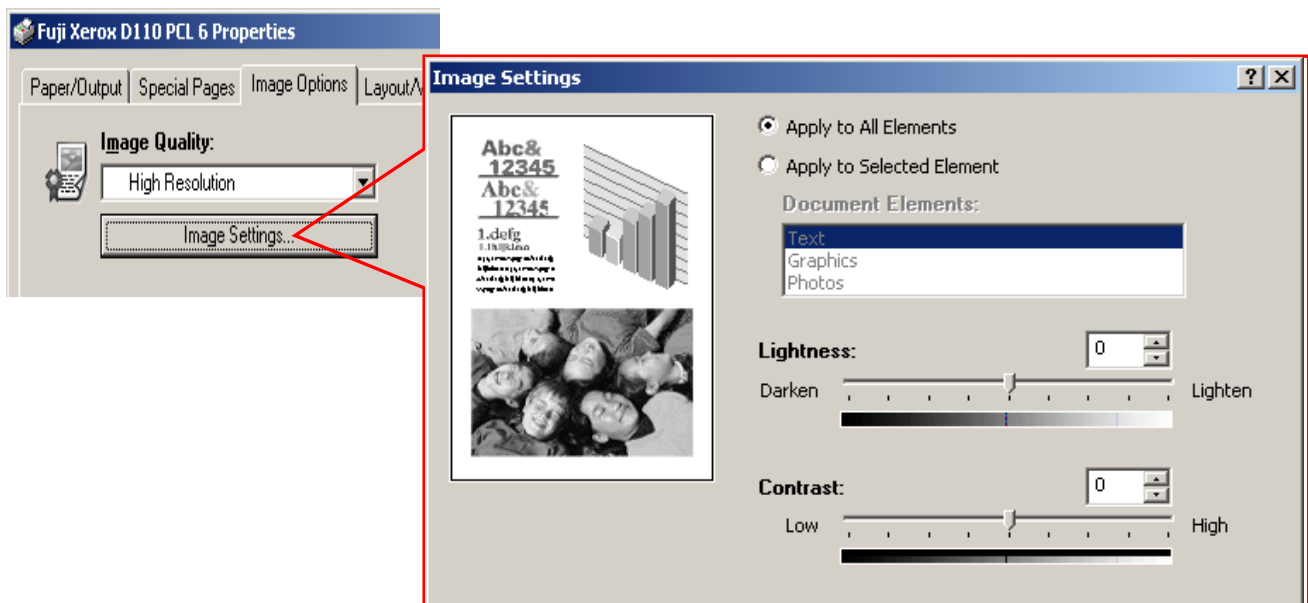
3.1 Image Quality 影像畫質

You can specify the print quality of the document 可指定列印的畫質
 Select [Standard] or [High Resolution] 選擇 [Standard] 或 [High Resolution] 。



3.2 Image Settings 影像設定

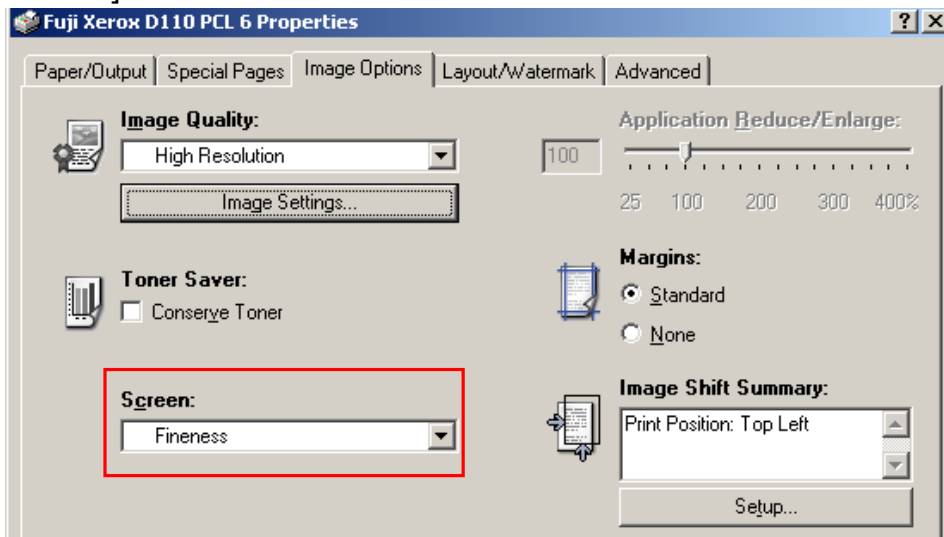
Under [Image Settings], you can change the setting of [Lightness / Contrast]. 在 [Image Settings] 中，可調教 [Lightness / Contrast]。



3.3 Screen 畫面

You can change the black and white output screen parameters by selecting either [Gradation (standard)] or [Fineness]

可以選擇 [Standard] 或 [Fineness] 變更黑白輸出畫面參數。



4. LAYOUT 排版

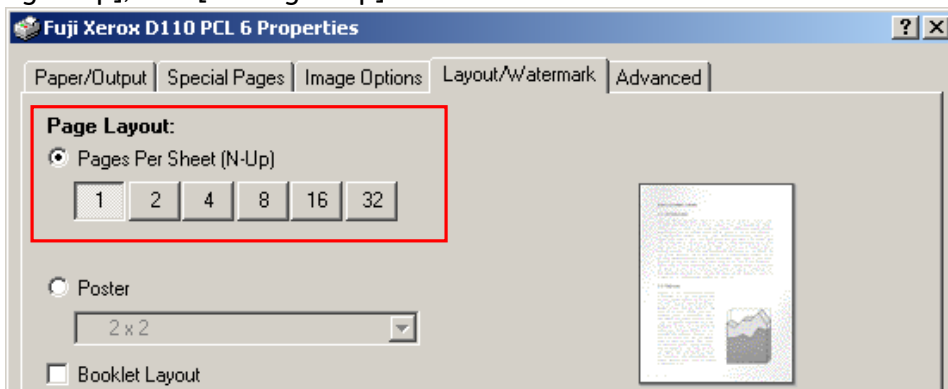
4.1 Multiple-Up 多張合一

Prints multiple pages onto one sheet of paper

Select the number of pages to be printed on a single page from [2 Pages Up], [4 Pages Up], [8 Pages Up], [16 Pages Up], and [32 Pages Up]

在一張紙上列印多頁。

從 [2 合 1]、[4 合 1]、[8 合 1]、[16 合 1] 及 [32 合 1] 中，選擇每張紙列印的頁數。



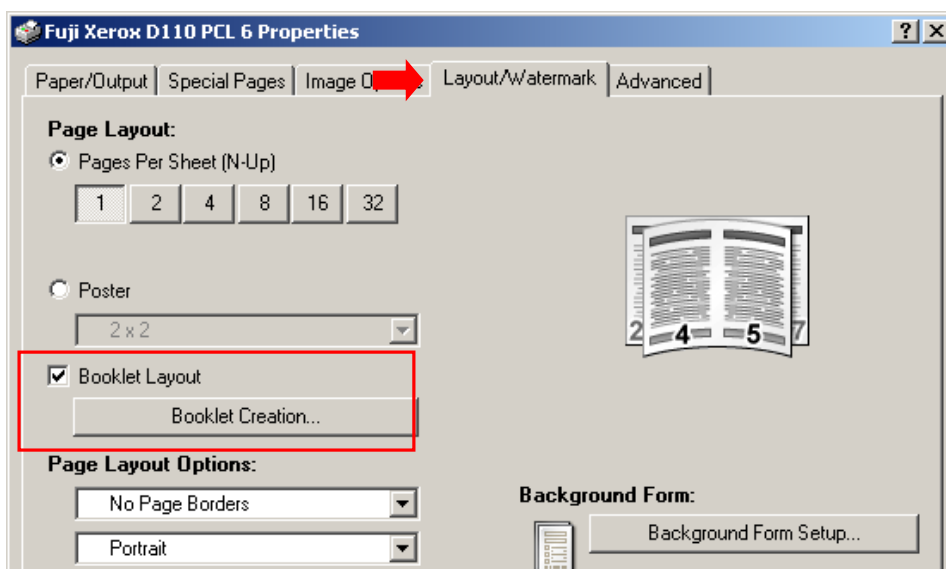
4.2 Booklet Creation 小冊子作成

Performs 2-sided printing and page allocation for printing a booklet in the correct page order

1. Press [Layout / Watermark] button
2. Select [Booklet Creation]

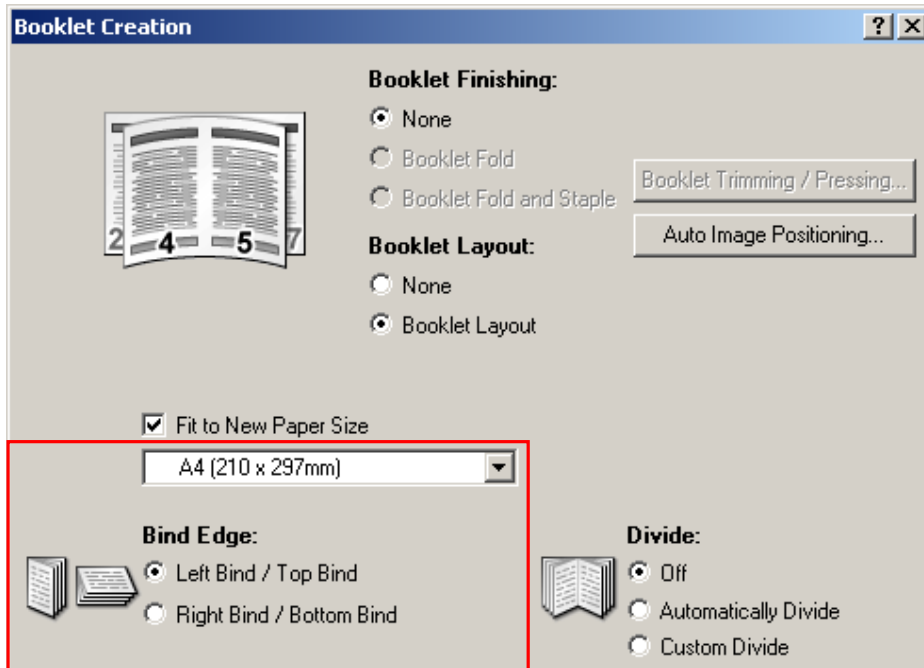
執行雙面列印及頁面配置，以按照正確的頁面順序列印小冊子。

1. 選擇 [Layout / Watermark]。
2. 選擇 [Booklet Layout]。



3. Select [Left Bind] or [Right Bind]
4. Choose desired paper size from [Fit to New Paper Size]
5. Press [OK] to print.

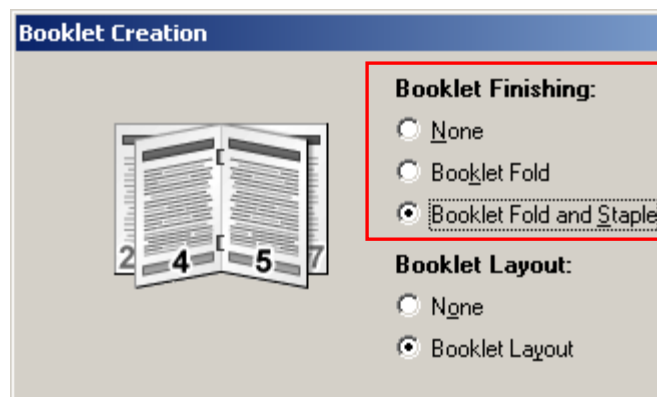
3. 選擇 [在左裝訂] 或 [在右裝訂]。
4. 從 [Fit to New Paper Size], 選擇所需打印的紙張。
5. 按 [OK]。



4.3 Booklet Finishing (Optional) 小冊子摺疊及訂裝 (額外配置)

After selecting [Booklet Creation], go to [Booklet Finishing] and choose [Booklet Fold and Staple].

在 [Booklet Finishing] 中，選擇 [Booklet Fold and Staple]。



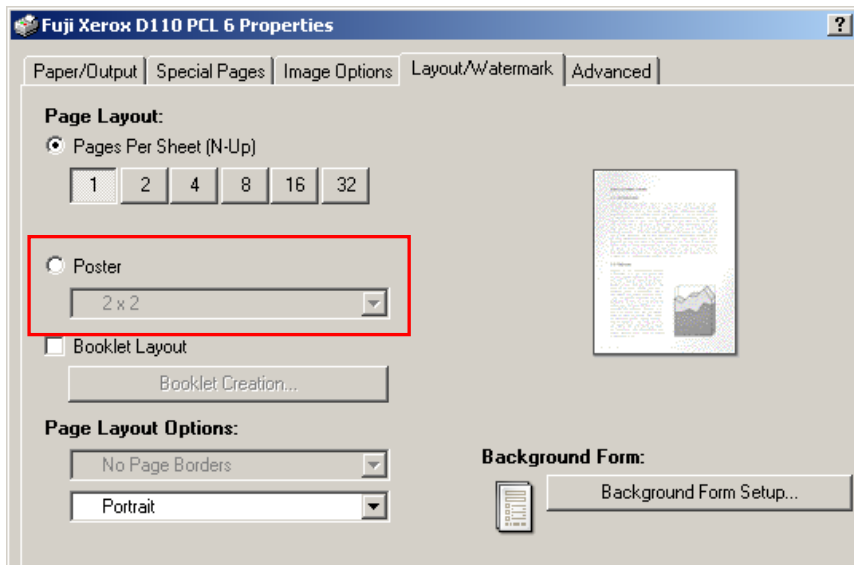
4.4 Poster 海報

Splits one page of print data into multiple sheets of paper and expands the printed image to fit the size of each sheet. Used to create large posters, etc.

1. Select [Poster] from the [Layout / Watermark] menu
2. Choose the print size from [2x2], [3x3] or [4x4]
3. Press [OK]

將一頁的列印資料分為好幾頁，並將列印的影像擴大符合每張紙的尺寸。用來製作大型海報等。

1. 在 [Layout / Watermark] 畫面中，選擇 [Poster]。
2. 選擇列印尺寸為 [2x2], [3x3] 或 [4x4]。
3. 按 [OK]。



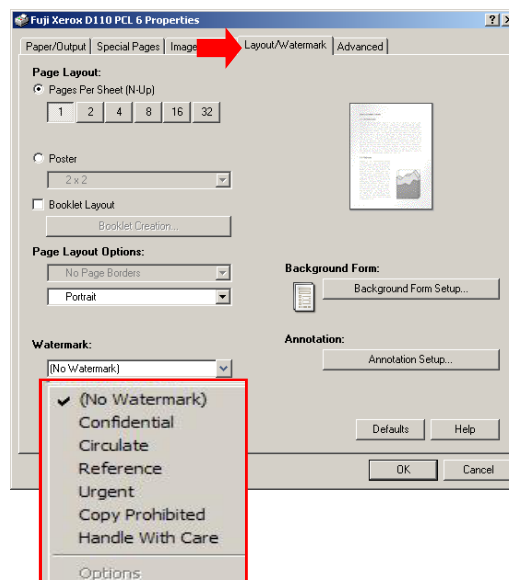
4.5 Watermarks 浮水印

Configures settings for printing a watermark over a file

1. Select standard watermark from list box or press [New] button to create custom watermark.

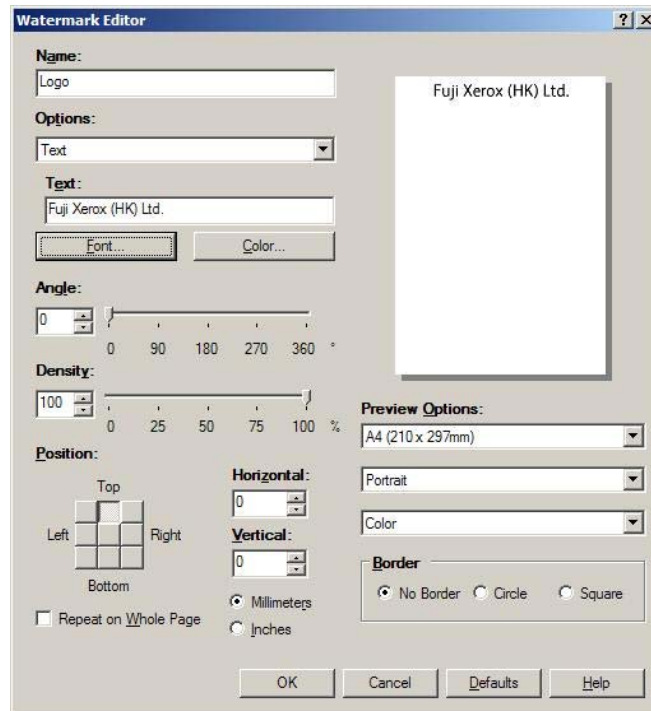
設定在列印文件，加入浮水印效果。

1. 從清單中選擇標準浮水印，或按 [New] 建立自訂浮水印。



2. Enter the text to be print as watermark in [Text]
3. Modify the watermark effect, include [Font], [Color], [Angle] and [Density] etc.

2. 在 [輸入文字] 輸入用作浮水印的文字。
3. 設定浮水印效果，包括 [字型]、[色彩]、[角度] 及[濃度] 等。



Customer Attention Centre:
2513-2513