



## Quick Reference Notes – Print Utility V3

### 簡易操作 - Print Utility V3

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# 1 PRINT UTILITY

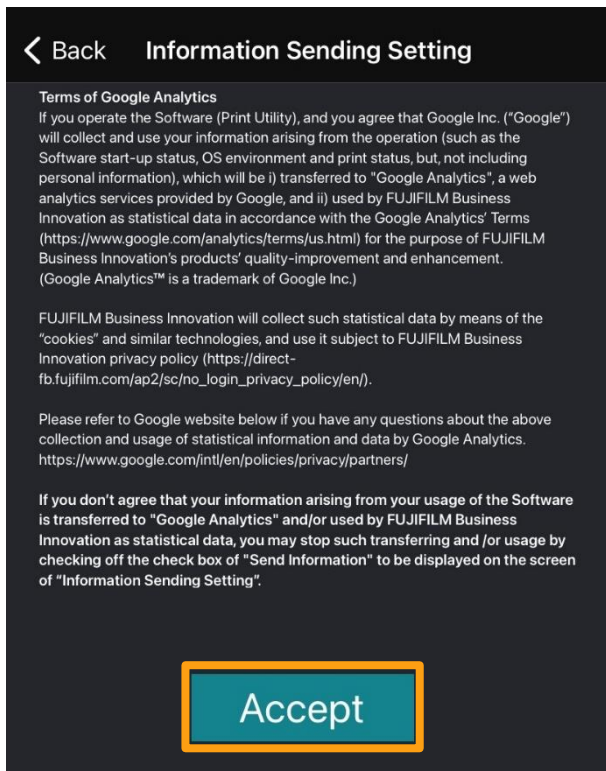
## 1.1 INSTALLATION 安裝應用程式

### 1.1.1 Download 下載應用程式

1. Download 【Print Utility V3】 from App store or Play store.



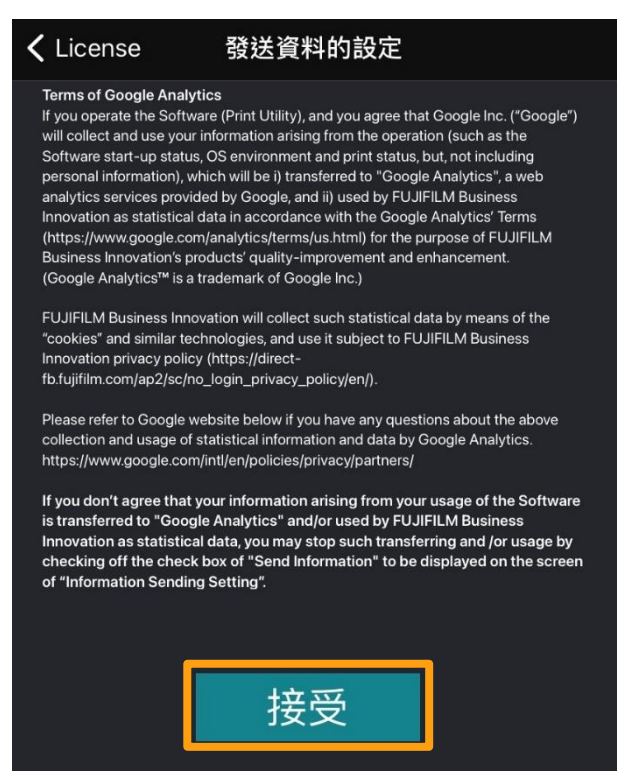
2. Tap 【Accept】.



1. iPhone 用家請從 App Store 或 安卓用家請從 Google Play 下載【Print Utility V3】。

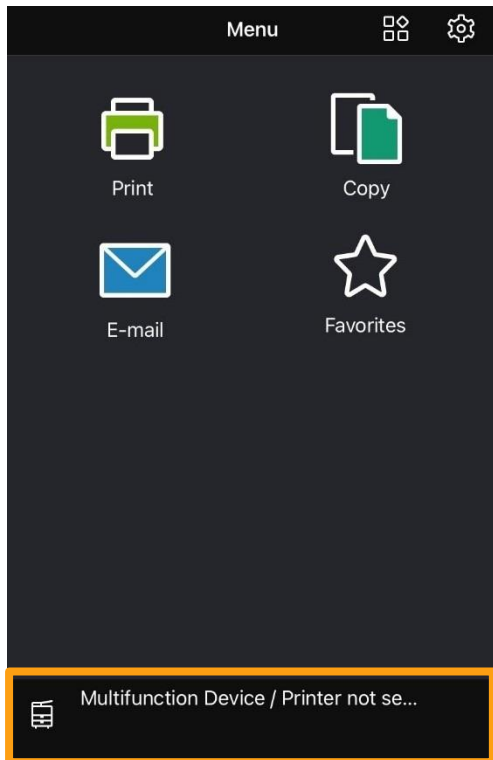


2. 按【接受】。

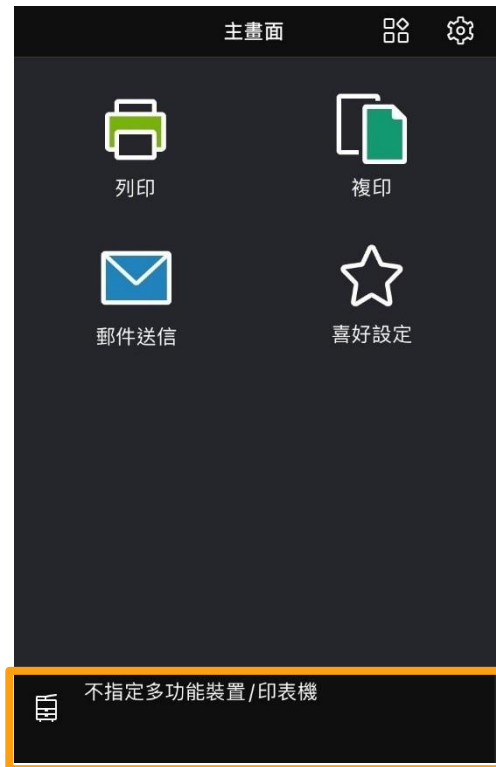


## 1.2 MAPPING PRINTER 登記打印機

1. Connect your mobile device to WiFi. Tap **【Multifunction Device/Printer not set】**.



1. 連接手提裝置到無線網絡。按 **【不指定多功能裝置/印表機】**。



### Note:

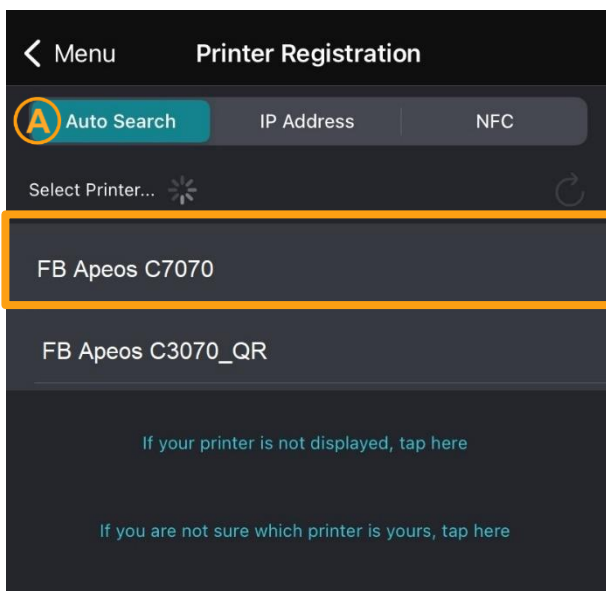
You can choose the following methods.

A. All available printers are displayed. Tap the printer to map.

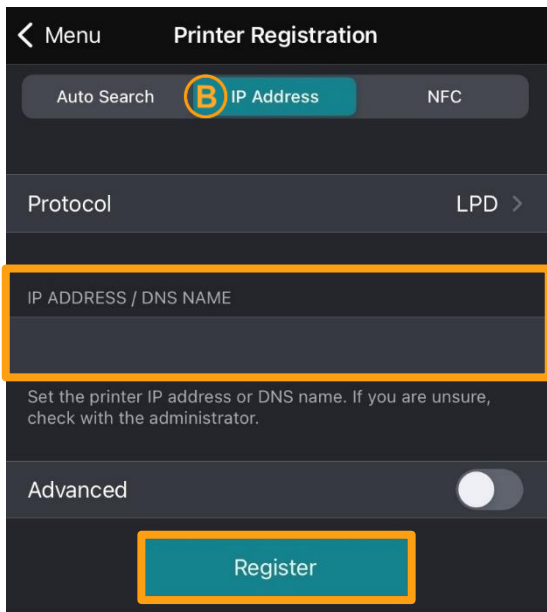
### 注意：

你可以選擇以下幾種方法。

A. 所有網內有效的打印機會出現，按下需要的那部打印機。



B. Enter the IP Address of the printer under 【IP Address】. Tap 【Register】 when finished.



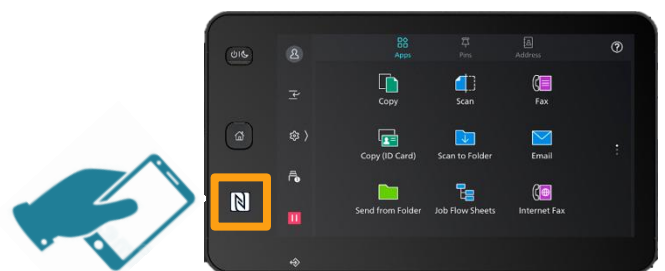
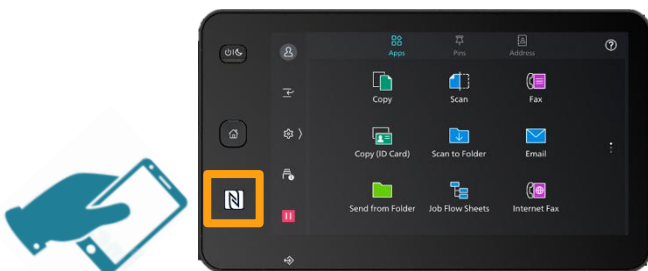
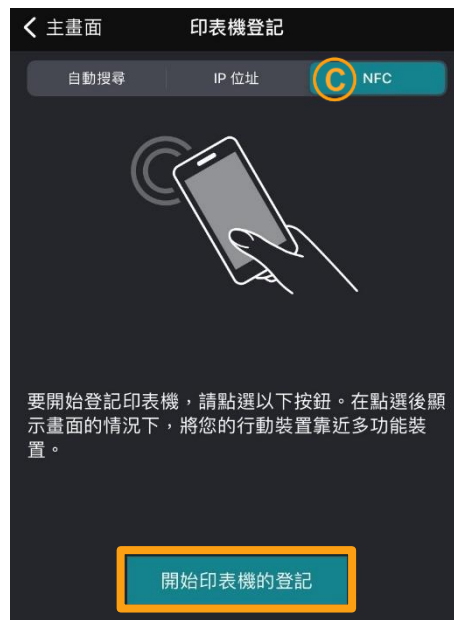
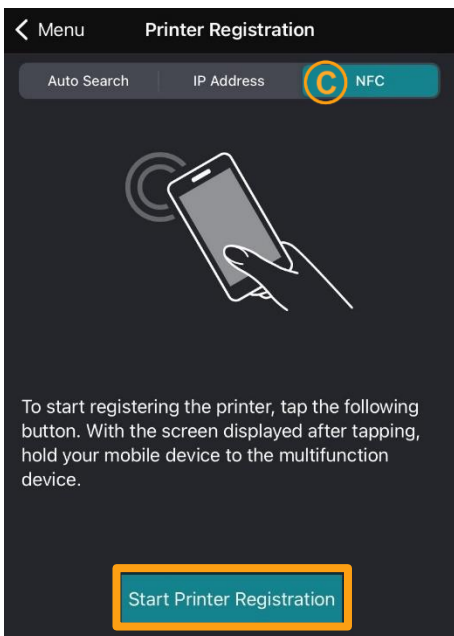
B. 在【IP 地址】選項輸入打印機的 IP, 完成後按【登記】。



OR

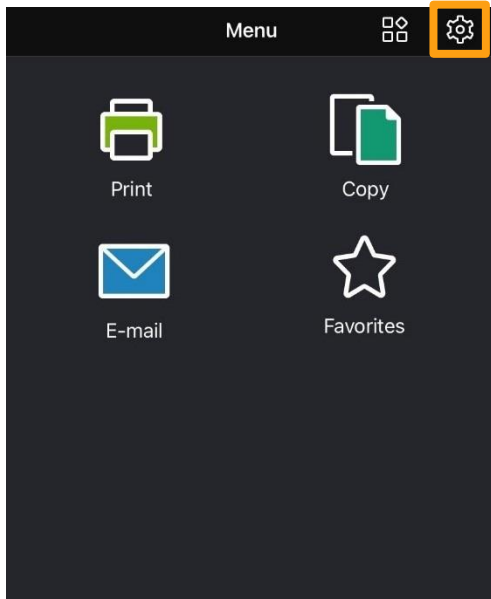
C. Tap 【NFC】, and then tap 【Start Print Registration】. With the screen displayed after tapping, hold your mobile device to the multifunction device.


C. 按【NFC】, 然後點選【開始印表機的登記】。在點選後顯示畫面的情況下, 將行動裝置靠近多功能裝置。

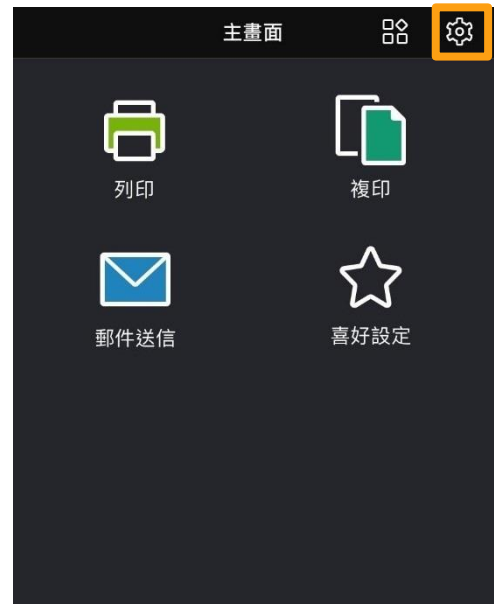


## 1.3 AUTHENTICATION SETTINGS 認證設定

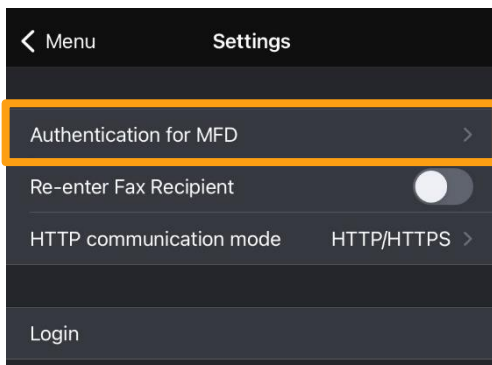
1. Tap  on the upper right hand corner.



1. 按右上角的 。



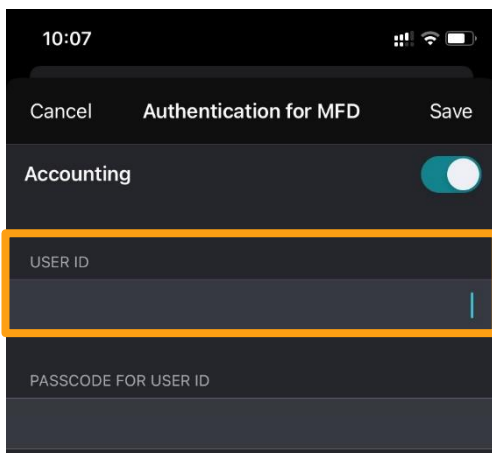
2. Tap **【Authentication for MFD】**.



2. 按 **【複合機的驗證資訊】**。



3. Turn on **【Accounting】**, enter credentials in [User ID]. Tap **【Save】**.



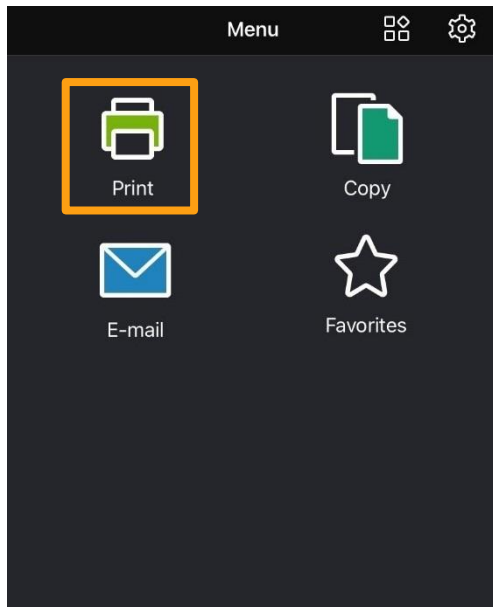
3. 開啓 **【認證資料】**，然後在[使用者 ID]輸入認證賬號，按 **【儲存】**。



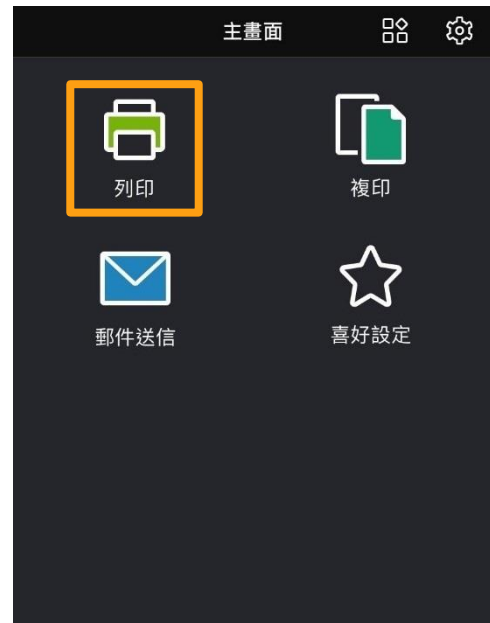
## 2 PRINT 列印

### 2.1 PRINT FROM PRINT UTILITY 從 PRINT UTILITY 列印

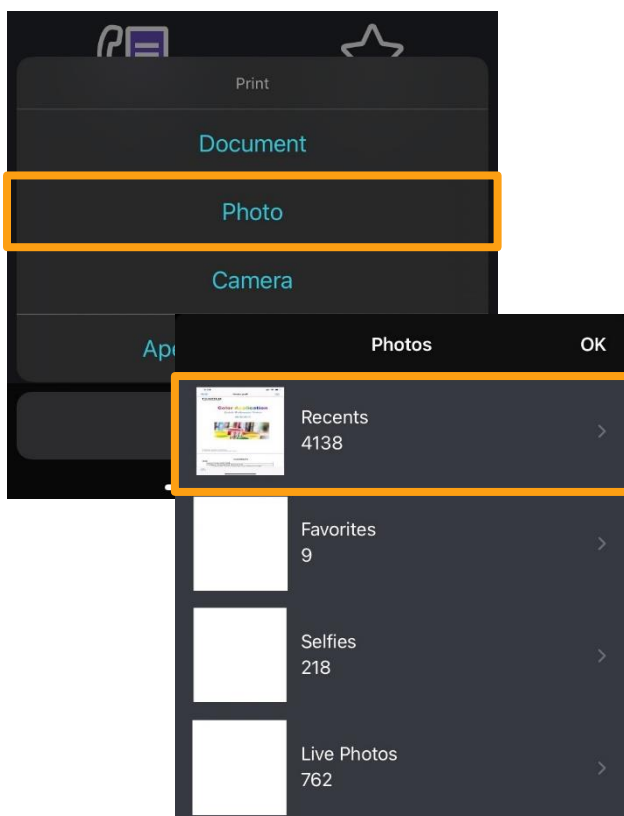
1. Tap 【Print】.



1. 按【列印】。



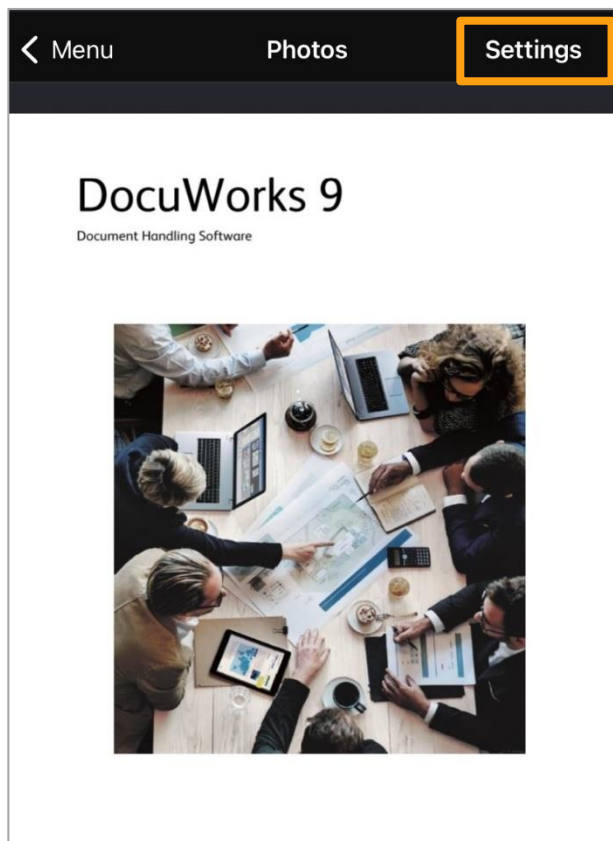
2. Tap 【Photo】 to select the desired photos, and then Tap 【OK】



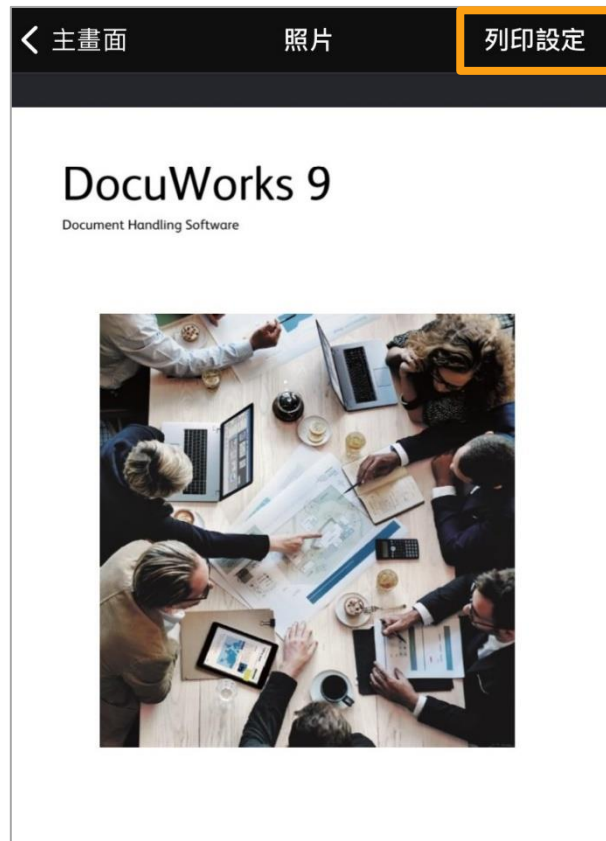
2. 按【照片】，選擇所需照片，然後按【確定】。



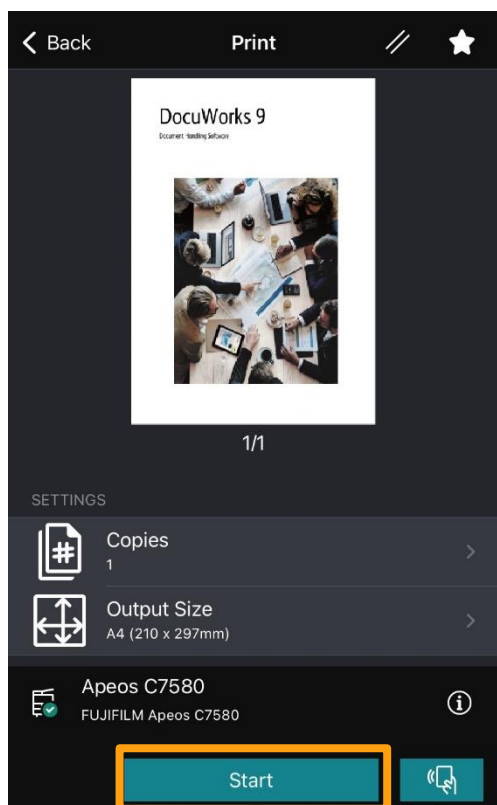
3. Tap 【Settings】.



3. 按【列印設定】。



4. Select print features if necessary.  
Tap 【Start】 to print.



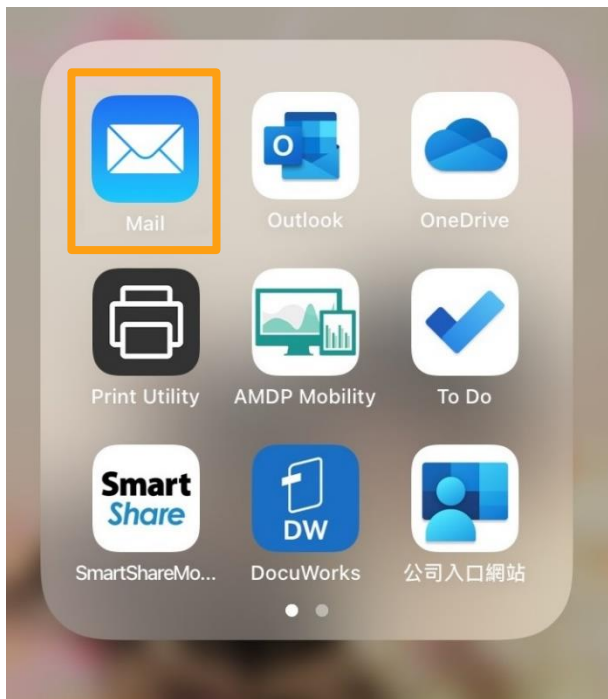
4. 選擇需要的列印功能，按【開始】。



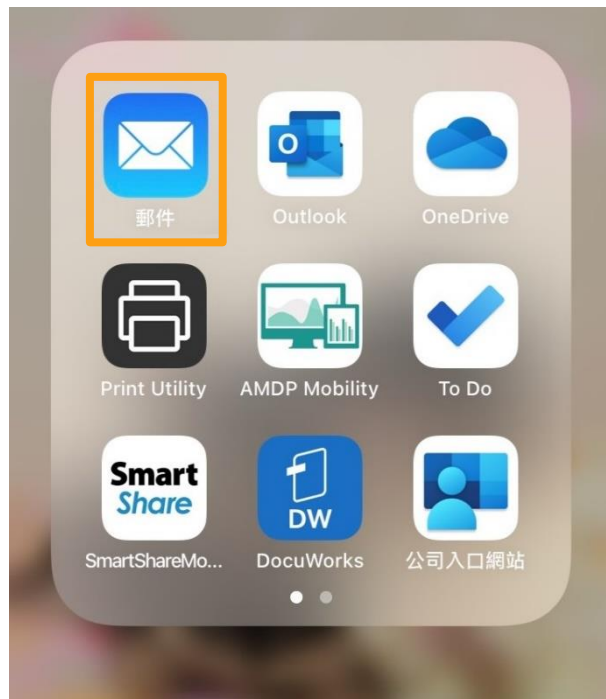


## 2.2 PRINT FROM APPLICATION 從應用程式列印

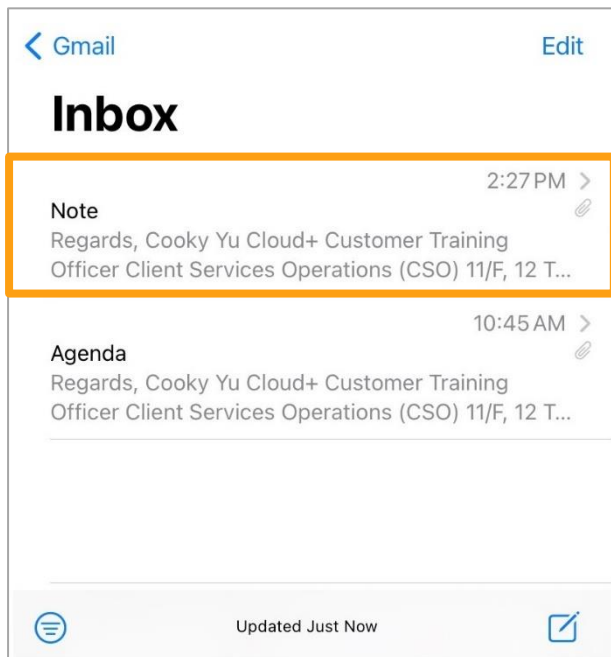
1. Select the file source, for example: Mail.



1. 選擇文件來源，例如：郵件。



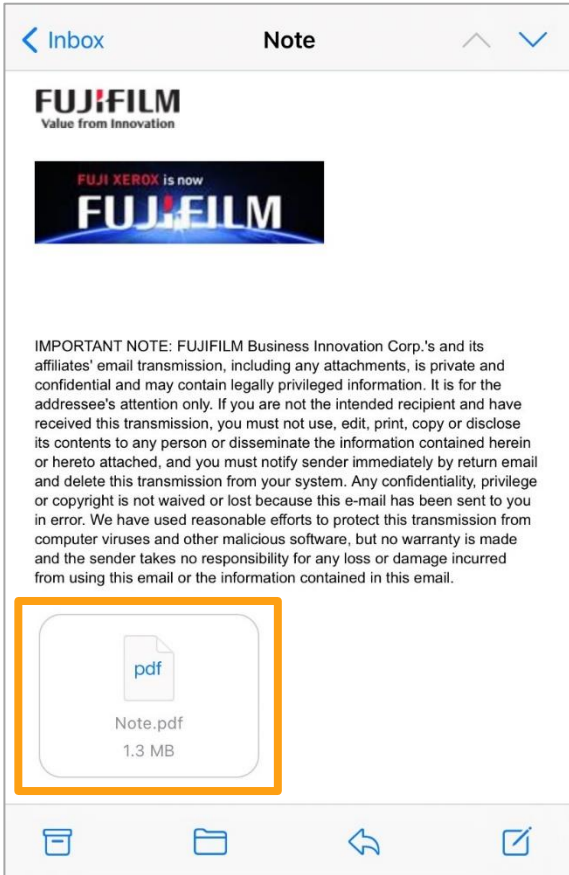
2. Open the mail



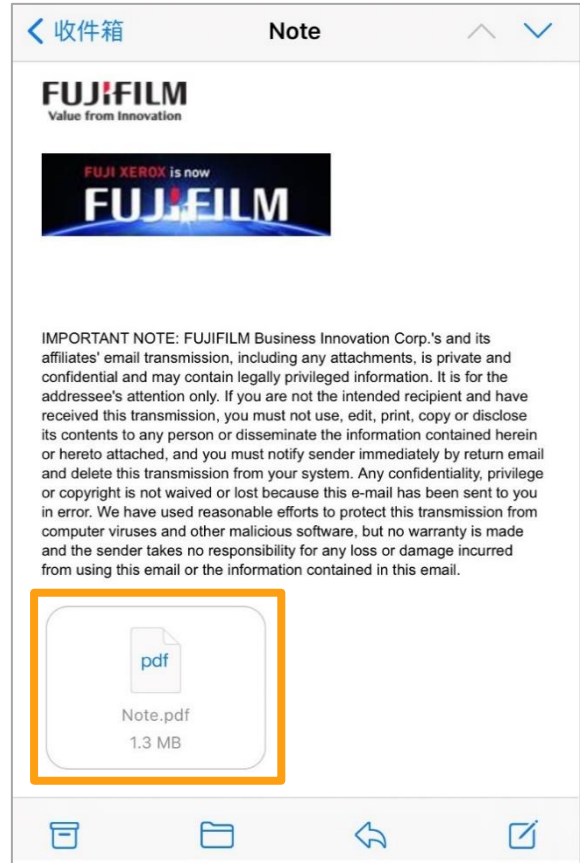
2. 打開郵件。



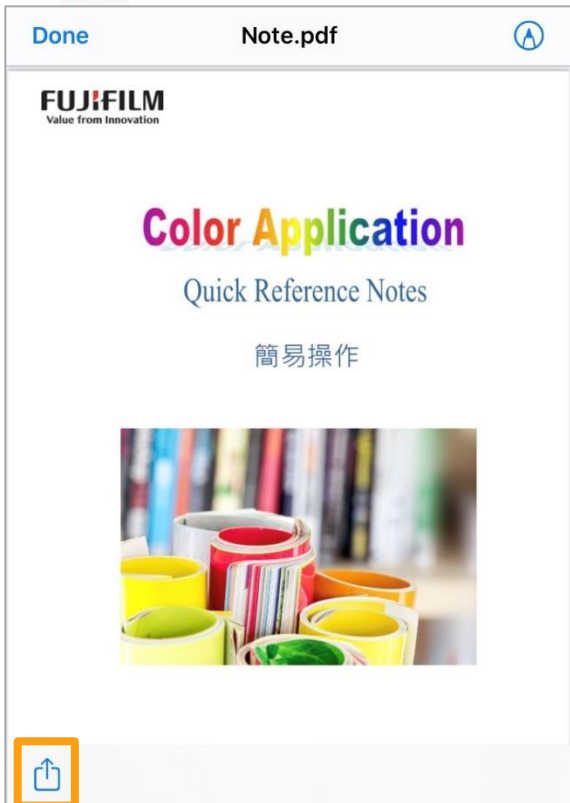
### 3. Select the desired file



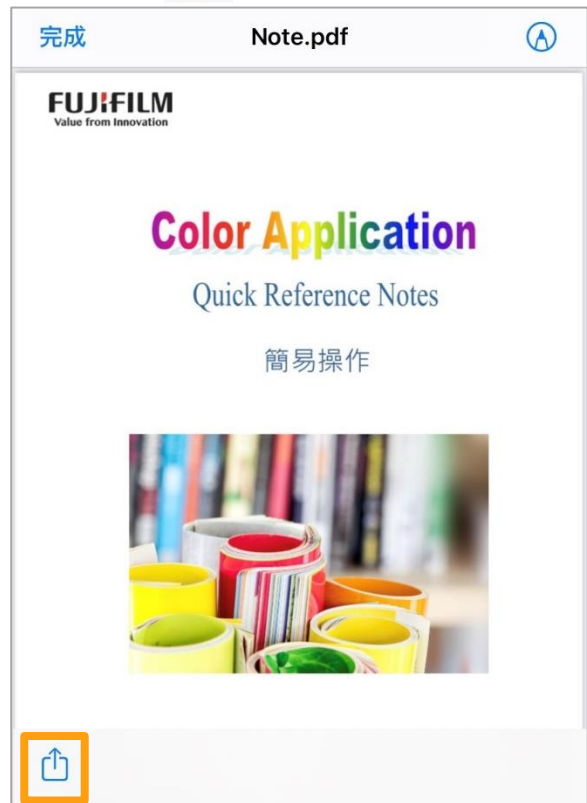
### 3. 選擇所需文件。



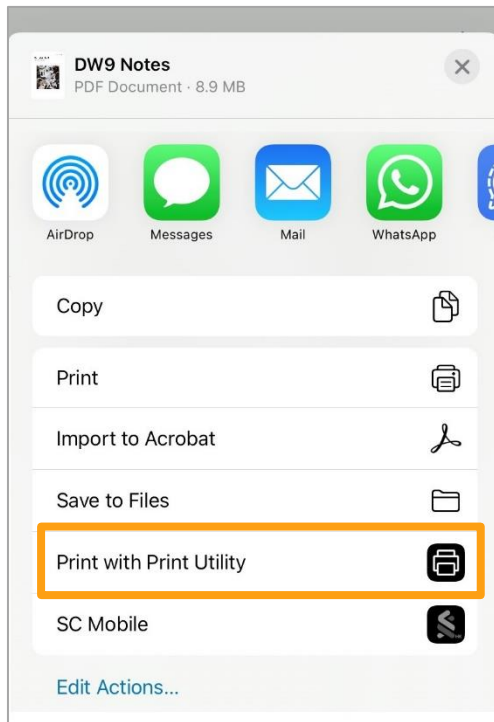
### 4. Tap on the lower left hand corner.



### 4. 按左下角的 。



5. Tap 【Print with Print Utility】.

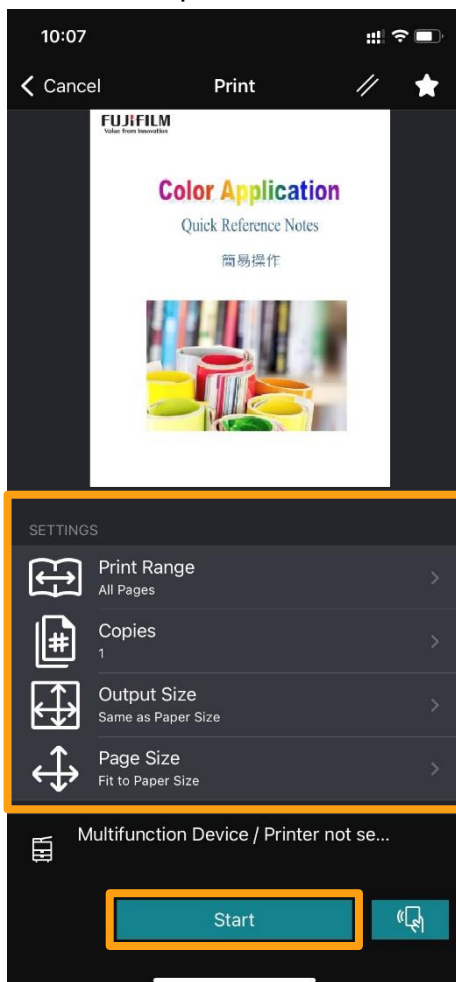


5. 選擇【Print Utility】。



6. Select print features if necessary.

Tap 【Start】 to print.

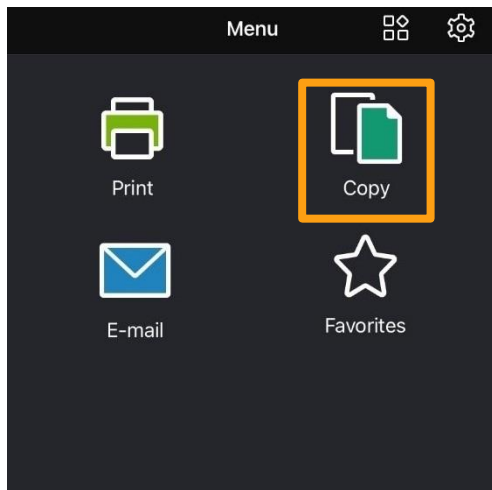


3. 選擇需要的列印功能，按【開始】。

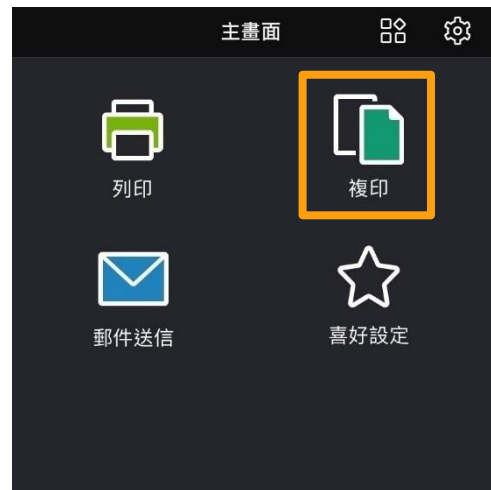


### 3 COPY 複印

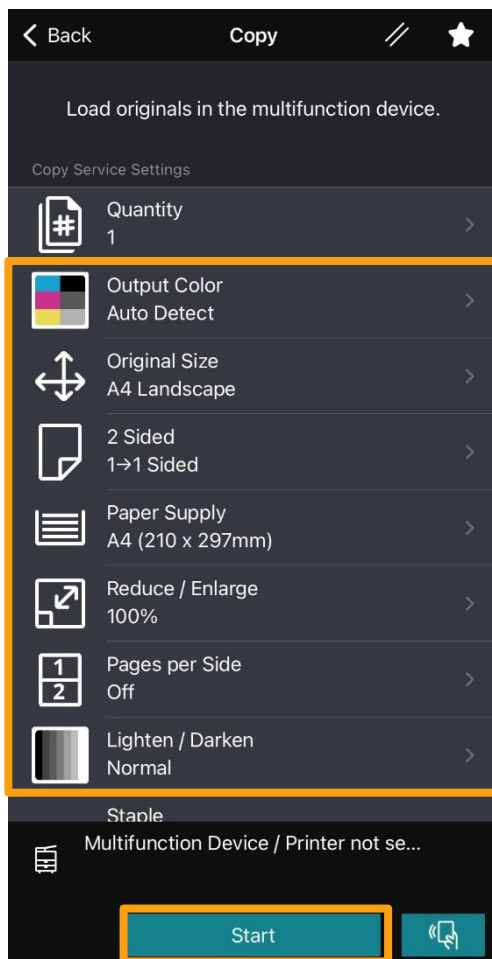
1. Tap 【Copy】.



1. 按【複印】。



2. Select copy features if necessary.  
Tap 【Start】 to copy.

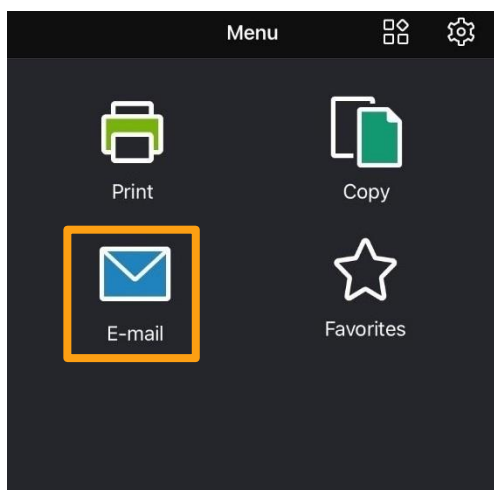


2. 選擇需要的複印功能，按【開始】。



## 4 E-MAIL 郵件送信

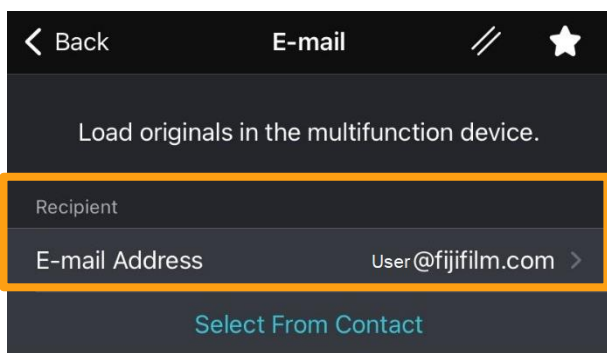
1. Tap 【E-mail】.



1. 按【郵件送信】。



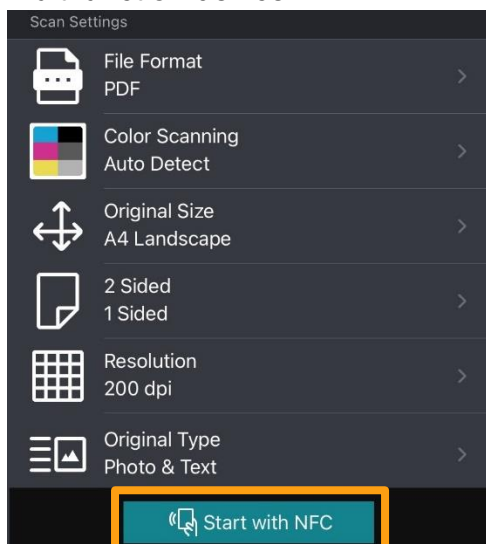
2. Enter the recipient or select from Contact.



2. 輸入收件人或從聯繫人中選擇。



3. Tap 【NFC】 , with the screen displayed after tapping, hold your mobile device to the multifunction device.




3. 按【從 NFC 開始】，在點選後顯示畫面的情況下，將行動裝置靠近多功能裝置。

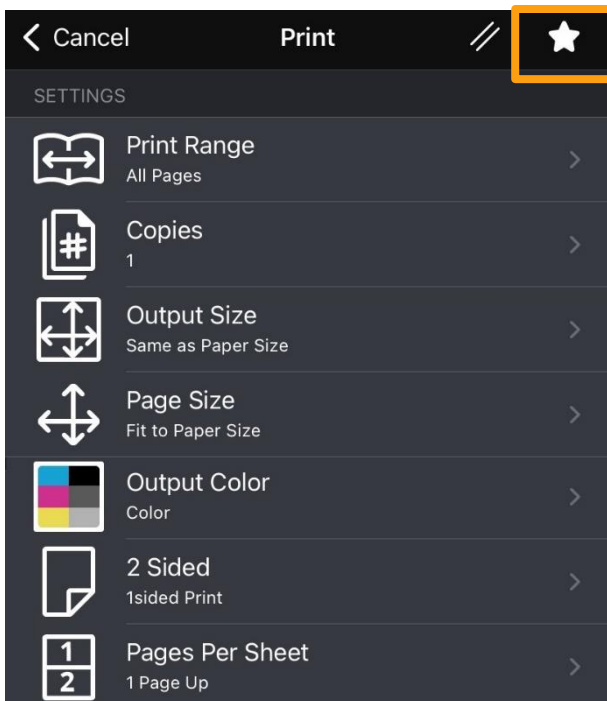


## 5 FAVORITES 喜好設定

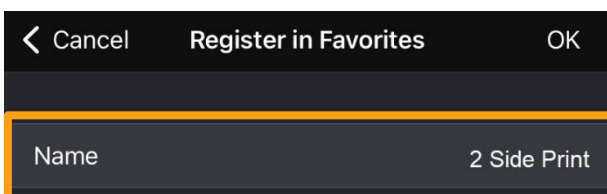
### 5.1 SAVE TO FAVORITES 儲存設定

Save necessary settings to Favorites to recall settings faster.


1. Select and change settings in **Print / Copy / Scan to Mobile** or **E-mail**, and then tap  on the top right. for example: [Print].



2. Enter a name for the favorite setting, Tap **【OK】**

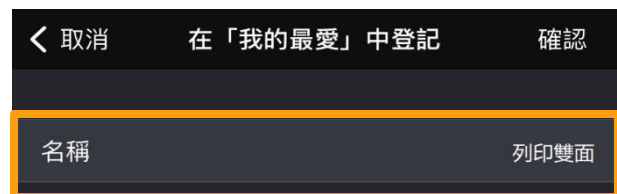


每次使用時，爲了不需要重新設定選項，可以預先儲存到喜好設定。

1. 在**列印/複印/掃描至手機/郵件送信**選擇及調整所需功能，然後按右上角  例如：[列印]

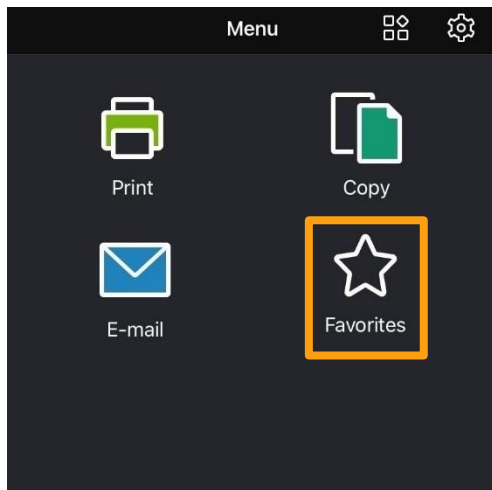


2. 輸入喜好設定的名字，按**【確認】**。



## 5.2 RETRIEVE FAVORITES 選取喜好設定

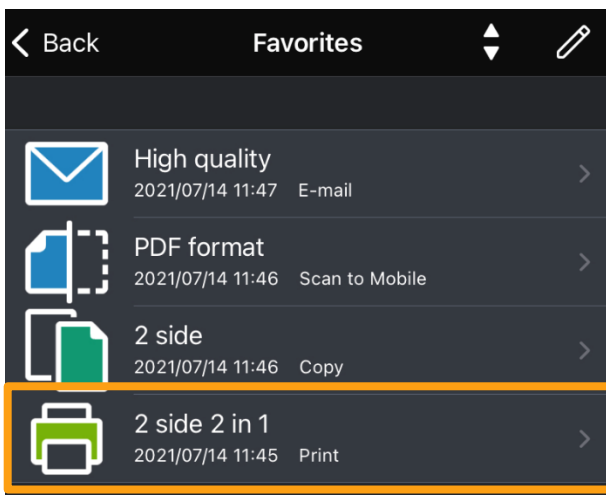
1. Tap 【Favorites】.



1. 按【喜好設定】。



2. Select the favorite



2. 選擇所需的喜好設定。



It will go to the settings screen. For details, please refer to Chapter.2-5.

選擇後會回到功能畫面，詳情請參閱章節 2-5。

# Customer Support Center

## 2513-2513