



Quick Reference Notes - **PRINT**

簡易操作 - **列印**

ApeosPort®- VII 5021 / 4021

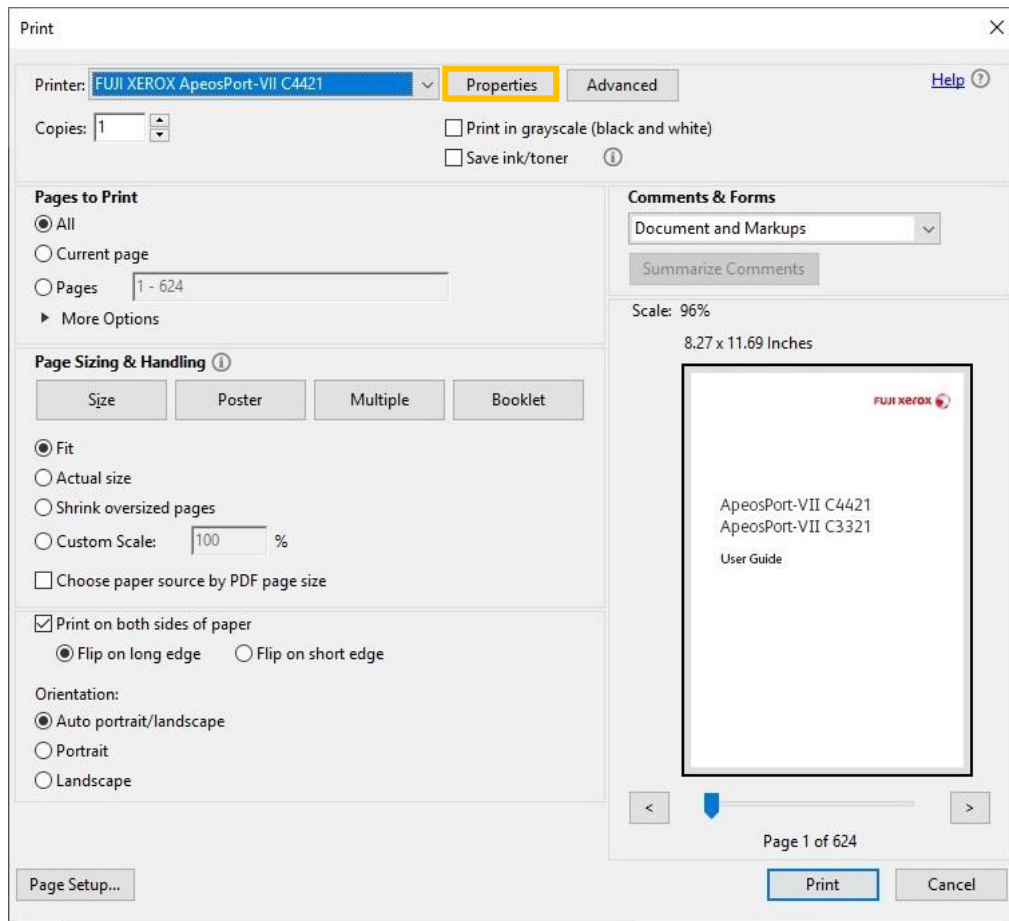
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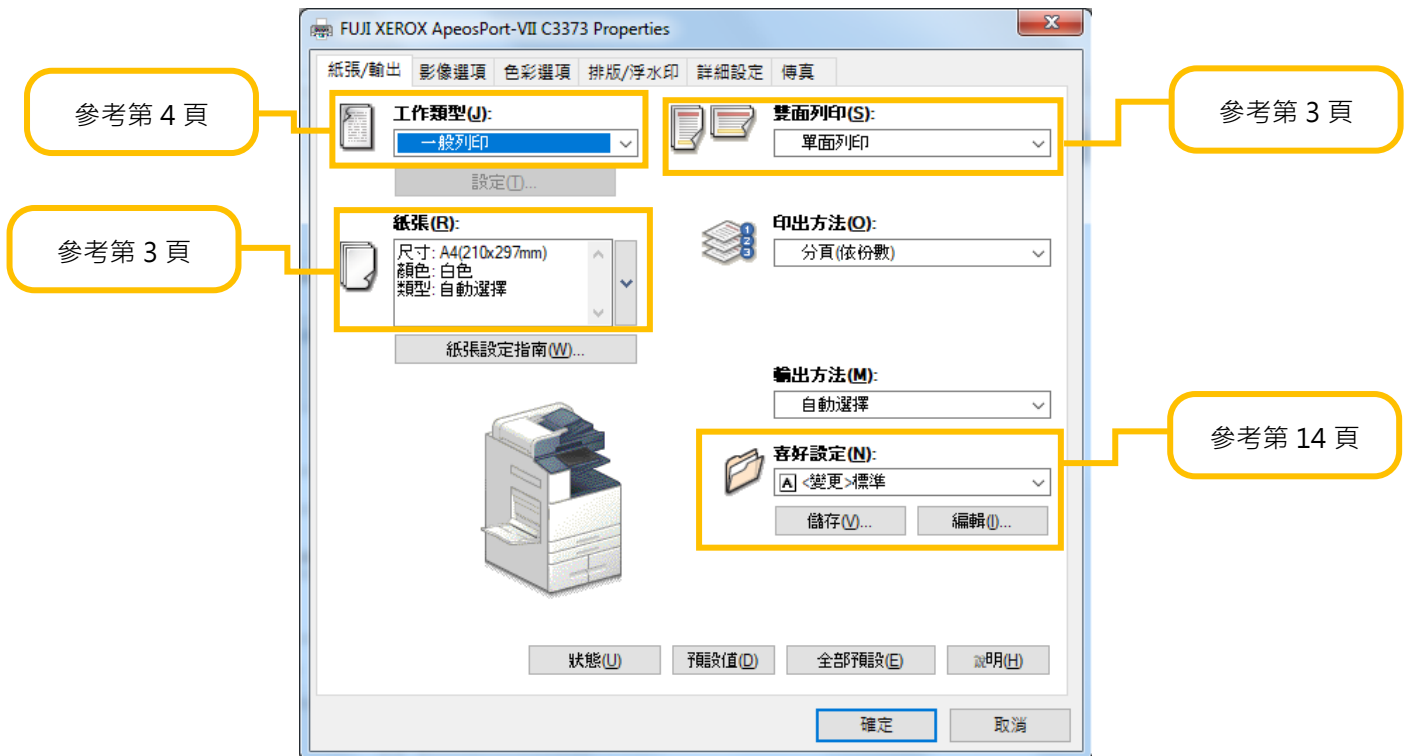
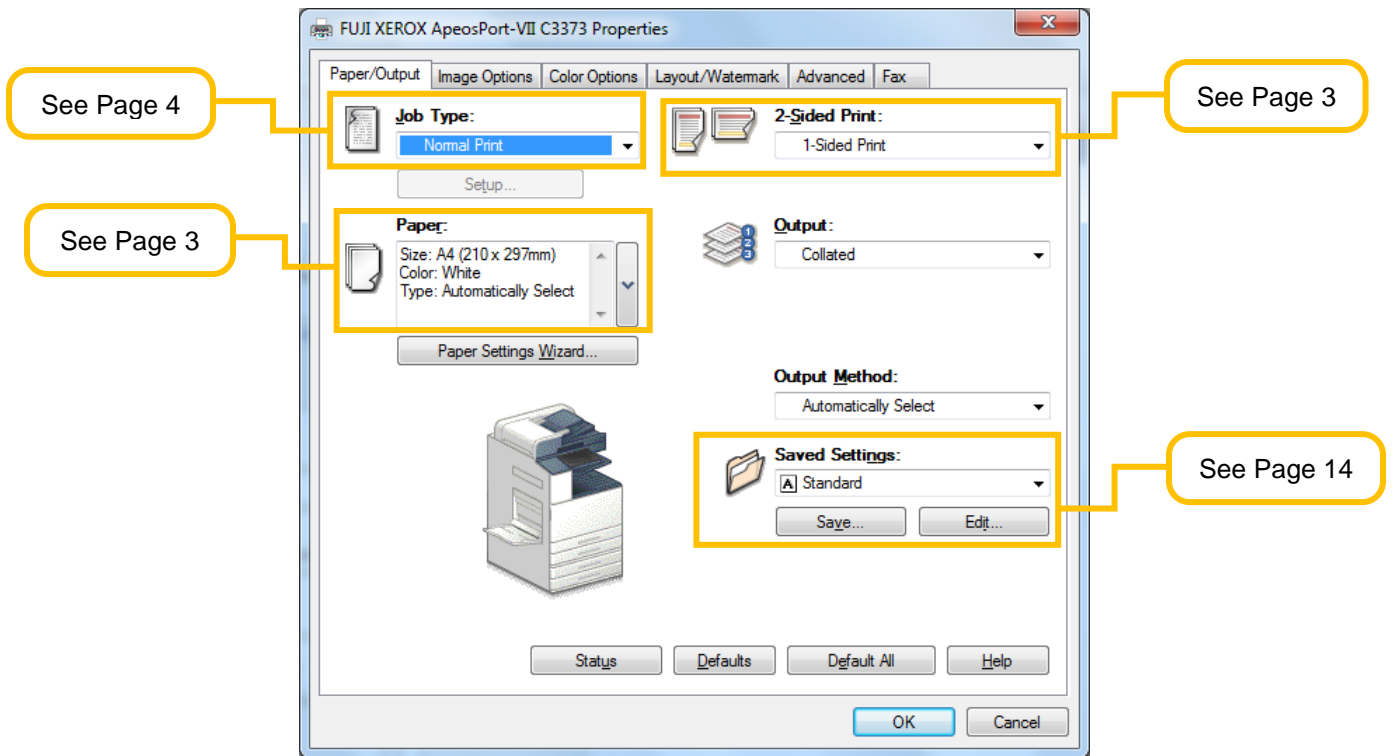
1 SELECT PRINTER 選擇印表機

1. Select [Print] from the [File] menu of the application.
 2. Choose the appropriate printer from [Printer] list.
 3. Click [Print] to send the print job, or click [Properties] to change print option.
1. 選擇應用程式【檔案】選單中的【列印】。
 2. 在印表機選單中，選擇合適的印表機。
 3. 按【列印】開始列印，或按【內容】以設定列印選項。



2 CONFIGURE PRINT 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

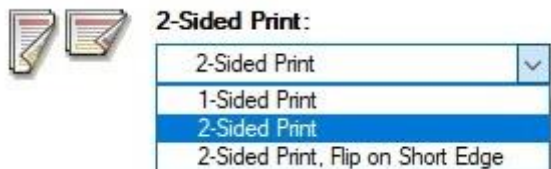
[2 Sided Print]: 2-sided print as head to head

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

【單面列印】：僅在紙張的單面上列印

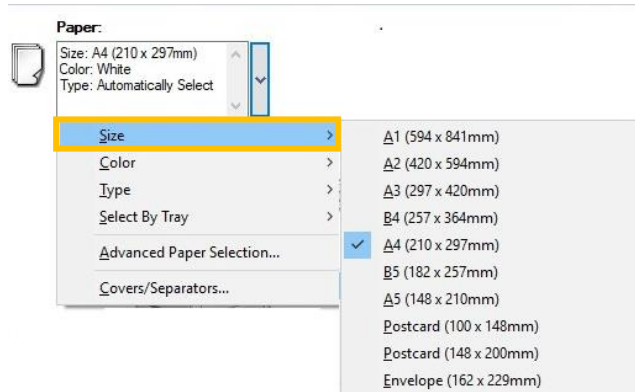
【雙面列印，長邊釘裝】：雙面列印時會以紙張的長邊對正

【雙面列印，短邊釘裝】：雙面列印時會以紙張的短邊對正

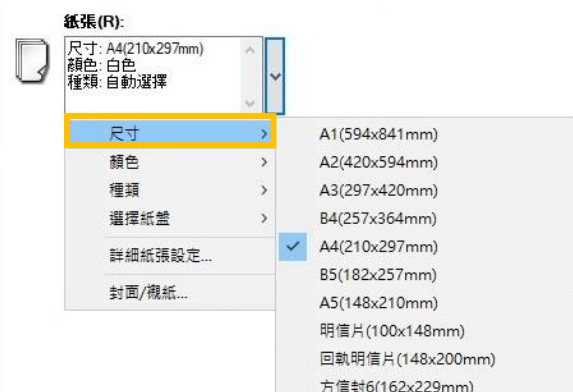


2.1.2 Select Paper Size and Paper Tray 選擇紙張尺寸及紙盤

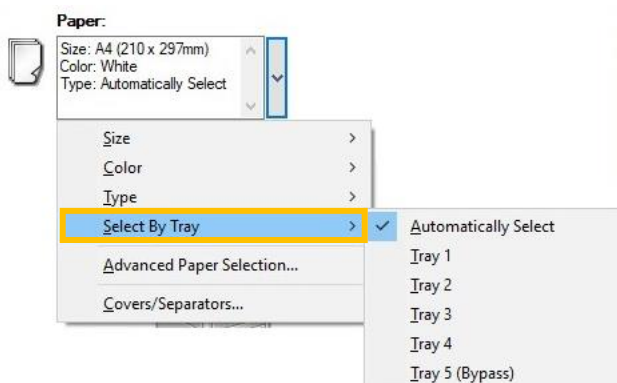
Select paper size of the original.



選擇原稿的紙張尺寸。



Select paper tray.

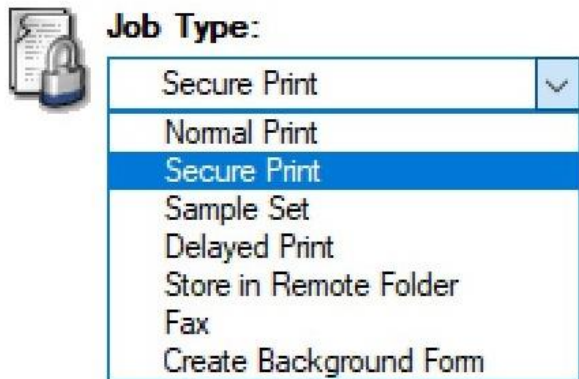


選擇紙盤。



2.1.3 Job Type 工作類型

Select Job Type.



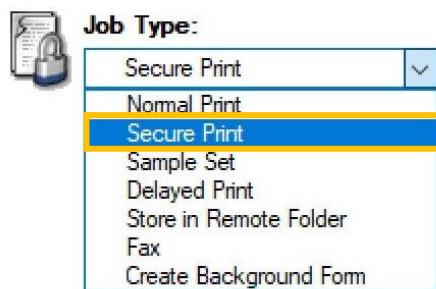
選擇工作類型。



Secure Print 機密列印

Stores a print job temporarily in memory to output at a convenient time with the control panel of the machine. This feature can be useful for printing confidential documents using a passcode.

1. Select [Secure Print].



2. Click [Setup].



此功能可供您將列印資料暫時儲存在本機，並從本機使用列印指令進行列印。此功能亦可供您設定密碼，有助於列印機密文件。

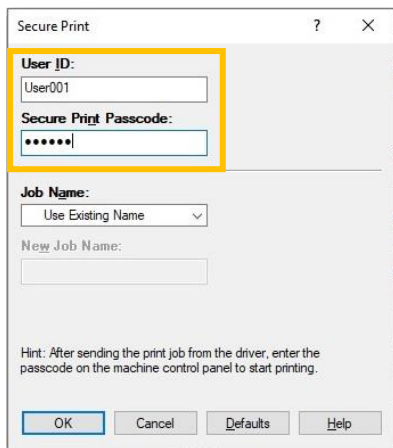
1. 選擇【機密列印】。



2. 按 [設定]。



3. Set a [User ID] (and [Password] if necessary) for the job then press [OK]. Configure other print properties if necessary and send out the print job.

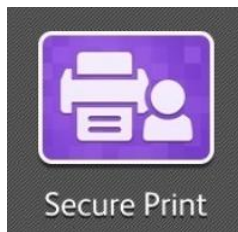


3. 設定【使用者 ID】(如需要，亦可設定【機密列印密碼】)，然後按【確定】。視乎需要設定其他列印選項，並送出列印工作。

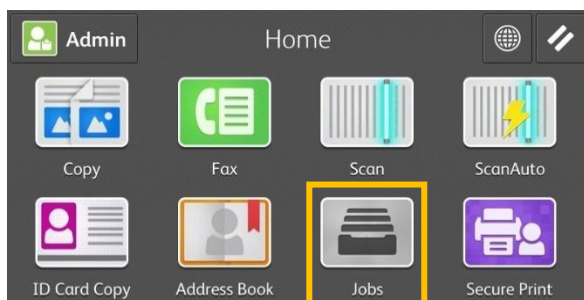


Retrieve Secure Print 列印機密文件

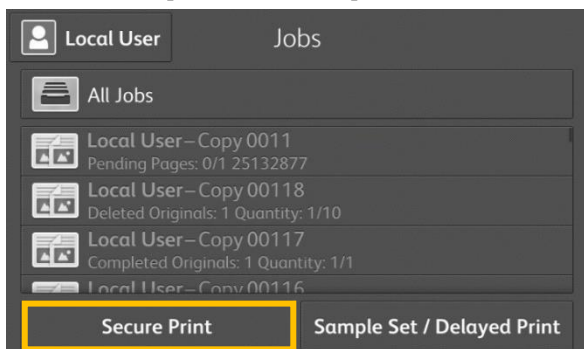
1. Press [Secure Print] button. Go to Step 3. In absence of the button, go to Step 2a.



- 2a. Click [Job Status].



- 2b. Select [Secure Print].



1. 按【機密列印】鍵。跳到步驟 3。找不到這鍵，由步驟 2a 開始。



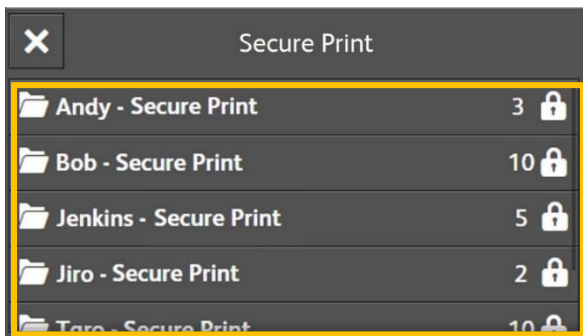
- 2a. 按【工作確認】。



- 2b. 選擇【機密列印】。



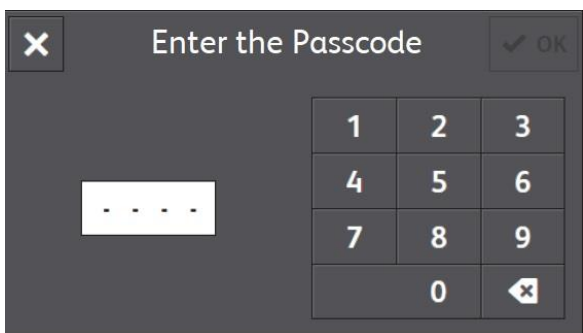
2c. Select your User ID.



2c. 選擇你的 User ID。



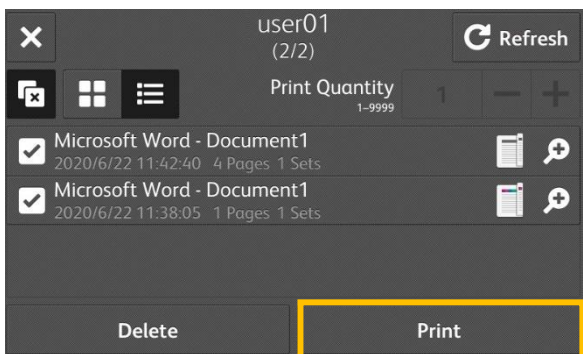
3. Enter password if you are asked to.



3. 輸入密碼，如沒有設定密碼，直接跳到步驟 4。



4. Select the document and click [Print].

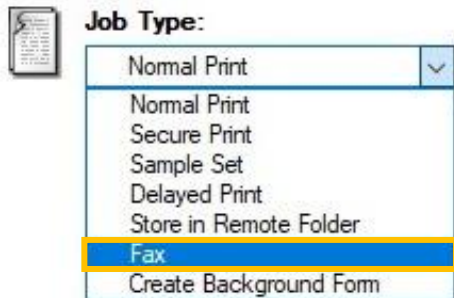


4. 選擇要列印的文件，然後按【列印】。



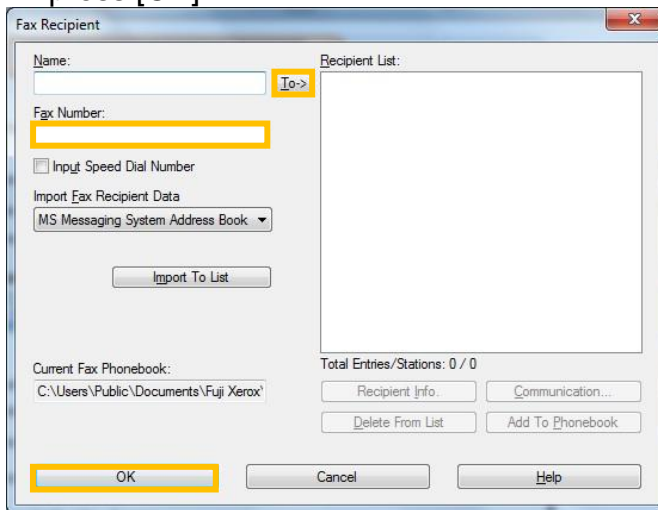
You can directly send fax documents created with application software in the same way that you print.

1. Select [Fax].

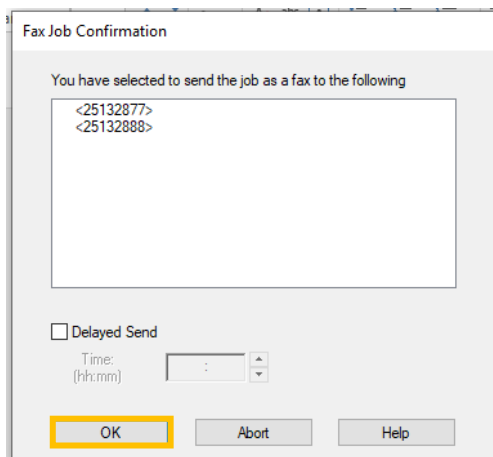


2. Press [OK] then press [Print].

3. Enter fax number in [Fax Number] field and press [To->] button to confirm, then press [OK].

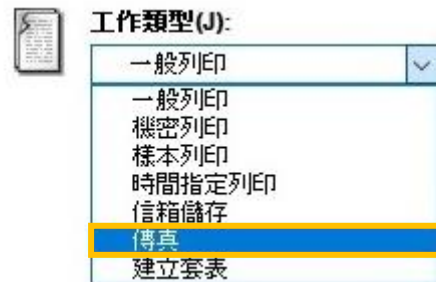


4. Press [OK] to start sending fax.



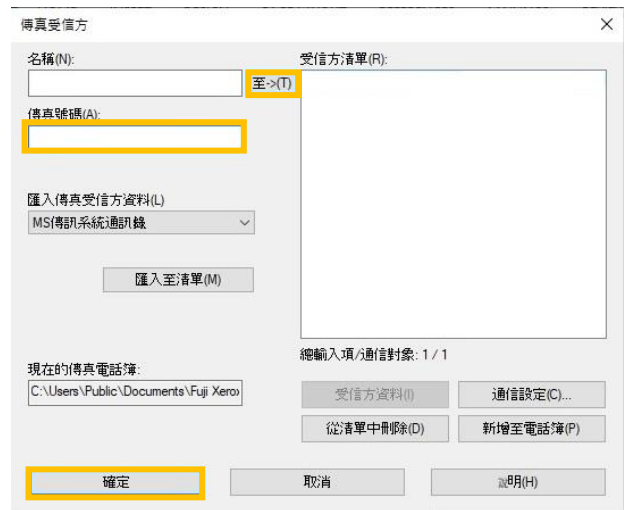
您可使用和列印相同的方式，直接傳送應用程式建立的傳真文件。

1. 選擇【傳真】。

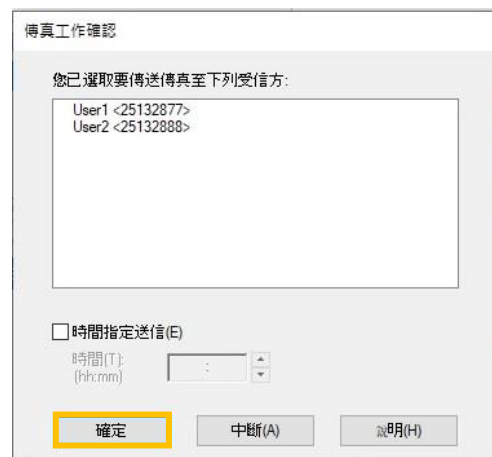


2. 按【確定】然後按【列印】。

3. 輸入傳真號碼然後按【至->】，最後按【確定】。



4. 按【確定】開始傳送。



2.2 COLOR OPTIONS 色彩選項

2.2.1 Image Quality 影像畫質

Specify the printing quality.

[Standard]: For speedy printing regardless of the image quality.

[High Quality]: For printing with the optimum resolution and gradation.

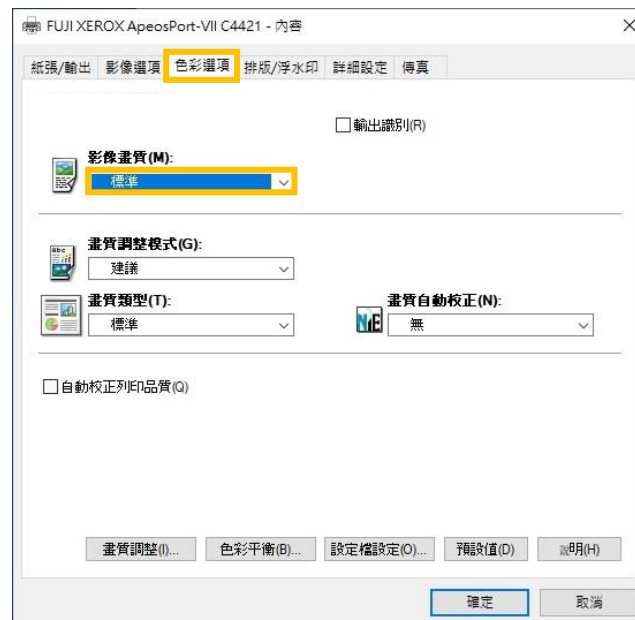
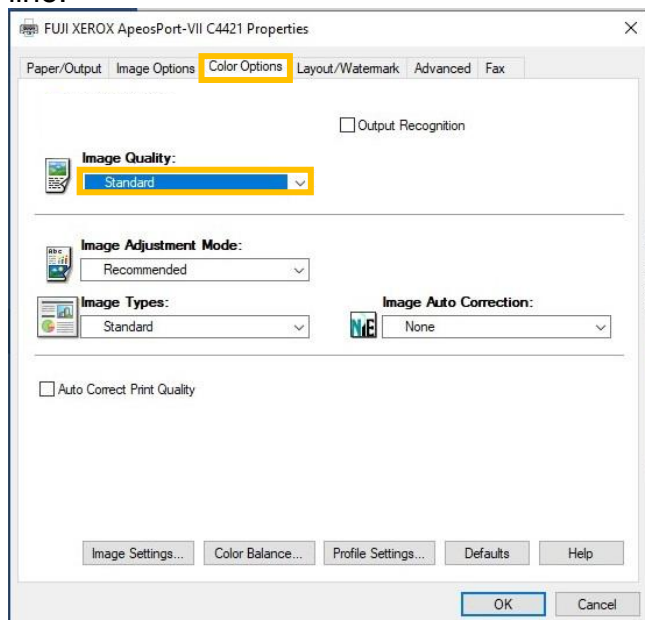
[High Resolution]: For printing fine text or line.

指定列印畫質。

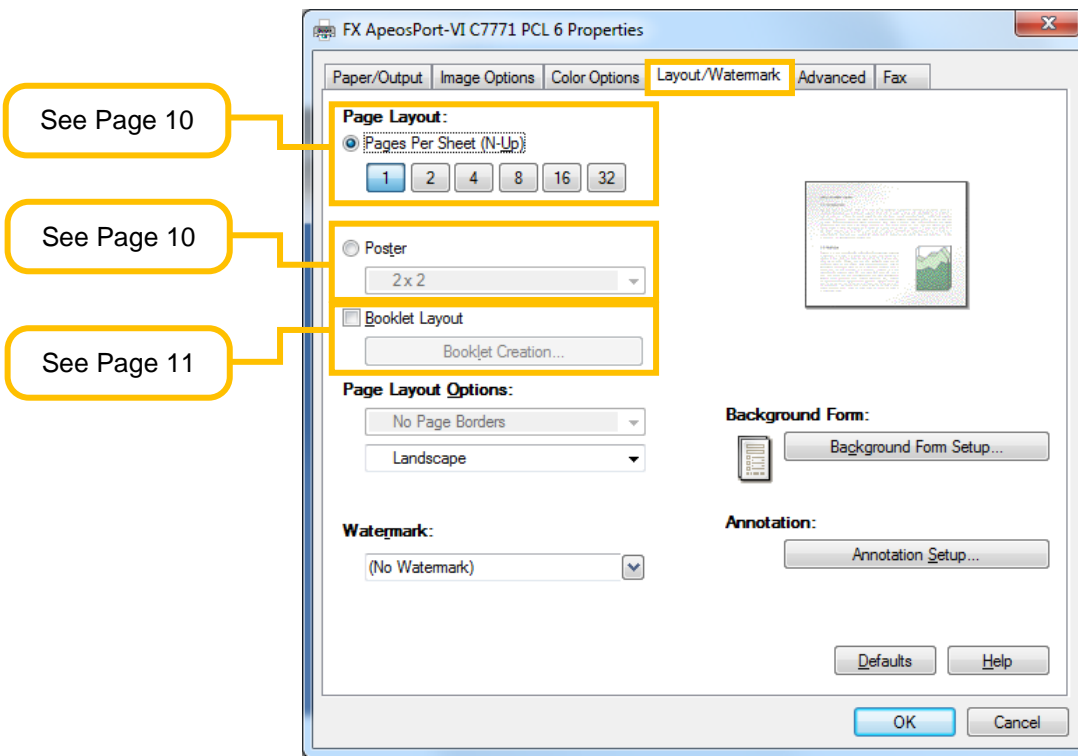
【標準】：不論影像畫質的快速列印。

【高畫質】：以最佳解析度及色階列印。

【超高畫質】：列印精細文字及細線條。



2.3 LAYOUT / WATERMARK 排版 / 浮水印



2.3.1 Pages per Sheet (N-Up) 多張合一 (N 合 1)

Prints multiple pages onto one sheet of paper.

在一張紙上列印多頁。



Select [1], [2], [4], [8], [16] or [32] to print the selected number of pages on a sheet of paper.

選擇【1】、【2】、【4】、【8】、【16】或【32】即可在一張紙上列印所選擇的頁數。

Page Layout:

Pages Per Sheet (N-Up)



頁面排版:

多張合一 (N合1)(U)



2.3.2 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. It is used to create large posters, etc.

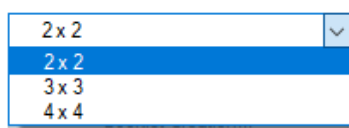
將一頁的列印資料分為好幾頁，並將列印的影像擴大符合每張紙的尺寸。用來製作大型海報等。



Choose the print size from [2x2], [3x3] or [4x4].

選擇列印尺寸為【2x2】、【3x3】或【4x4】。

Poster



海報效果 (P)

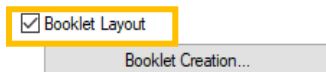


2.3.3 Booklet Layout 小冊子排版

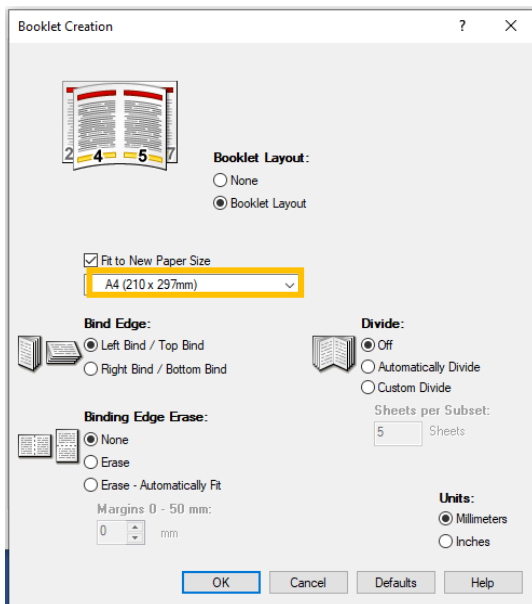
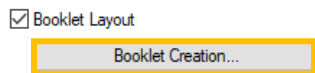
Performs 2-sided printing and page allocation for printing a booklet in the correct page order.



1. Click the [Booklet Layout] check box to enable the booklet feature.



2. Select [Booklet Creation] to change desired paper size in [Fit to New Paper Size].



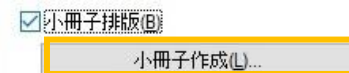
執行雙面列印及頁面配置，以按照正確的頁面順序列印小冊子。



1. 別選【小冊子排版】方塊，啟用小冊子功能。



2. 在 [小冊子作成] 中的 [與紙張尺寸相同] 選擇所需要的紙張尺寸。



3 ADVANCED FEATURES

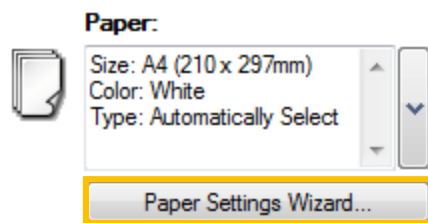
3.1 PAPER SETTING WIZARD 紙張設定指南

3.1.1 Envelope / Labels / Heavyweight / Long Paper 信封/標籤/貼紙/厚紙/長尺寸紙張

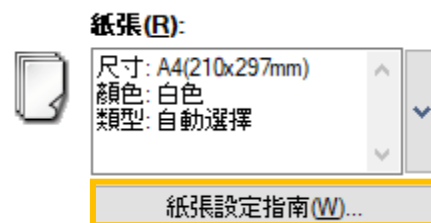
The paper settings wizard will guide you through 3 steps to adjust the settings when printing on special paper such as envelope/postcard.

通過三個簡單步驟，紙張設定指南指導您正確使用紙張尺寸/類型/方向以進行列印特別紙張，如信封/明信片等。

1. Click the [Paper Settings Wizard...] to enable feature.

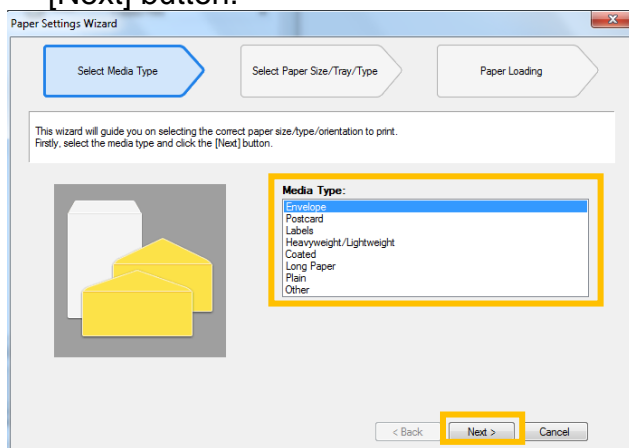


1. 按【紙張設定指南(W)】，啟用功能。



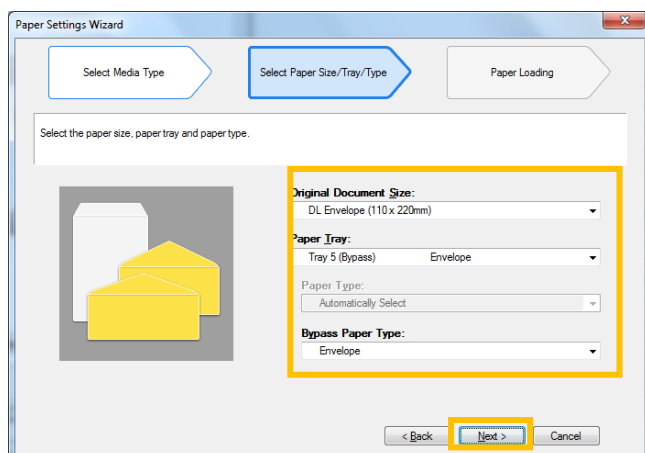
2. Select Media Type : envelope, postcard, label or heavyweight paper, etc .. Press [Next] button.

2. 選擇紙張種類: 信封、明信片、標籤貼紙或厚紙等，再按【下一步】。

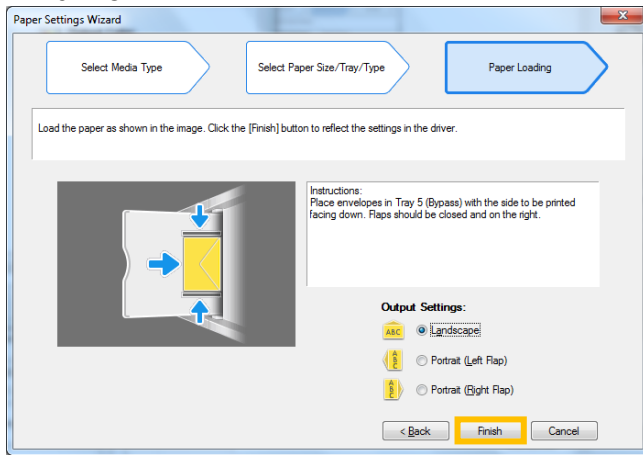


3. Select document size, tray and type. Press [Next] button.

3. 選擇紙張尺寸、紙盤及種類，再按【下一步】。



4. Load the paper as shown in the image. Click [Finish] to reflect the settings in the driver.



4. 請如圖放置紙張。按【完成】以將設定內容反映於驅動程式。

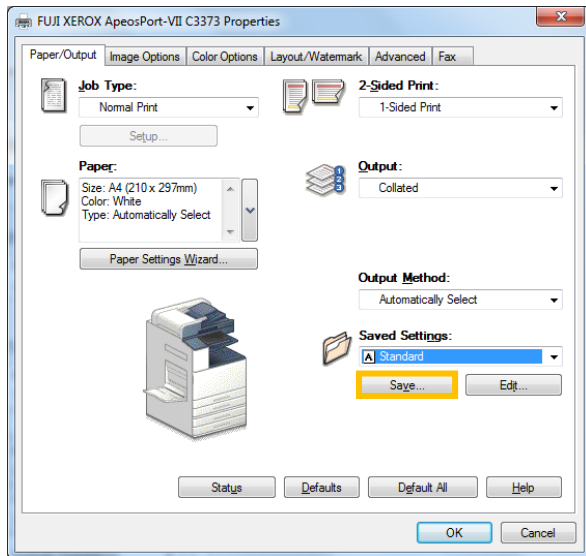


3.2 SAVED SETTINGS 喜好設定

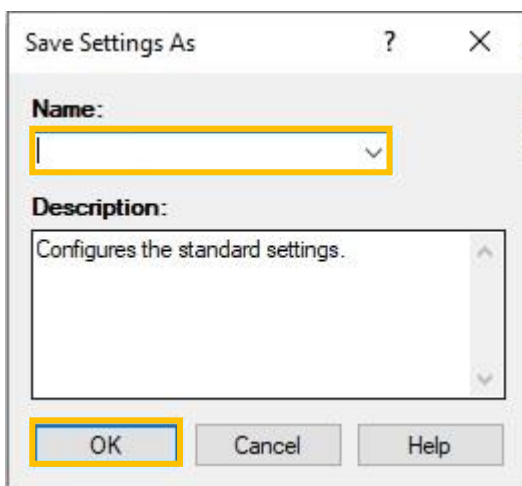
Frequently-used print driver settings can be saved.

Even if you change the print driver settings, you can simply recall your settings and do not have to bother with specifying the settings each time you print.

1. Select any print driver settings and then click [Save] button.

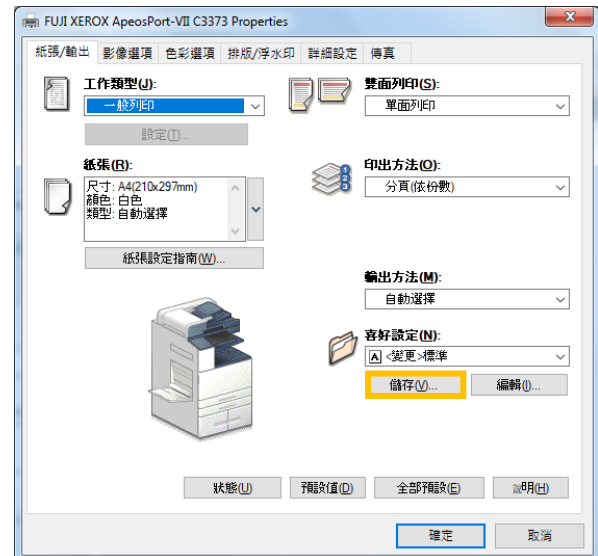


2. Enter the name in the blank field.
3. Click [OK] button.

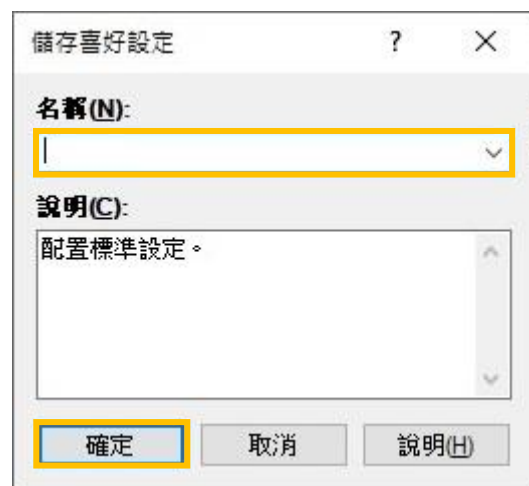


喜好設定可以儲存常用的列印功能，不必在每次列印時重新指定設定。

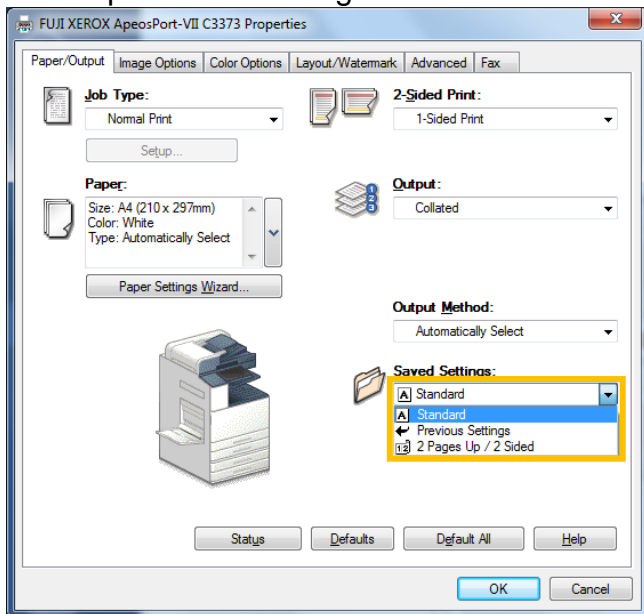
1. 選擇任何列印選項，之後按【儲存】按鈕。



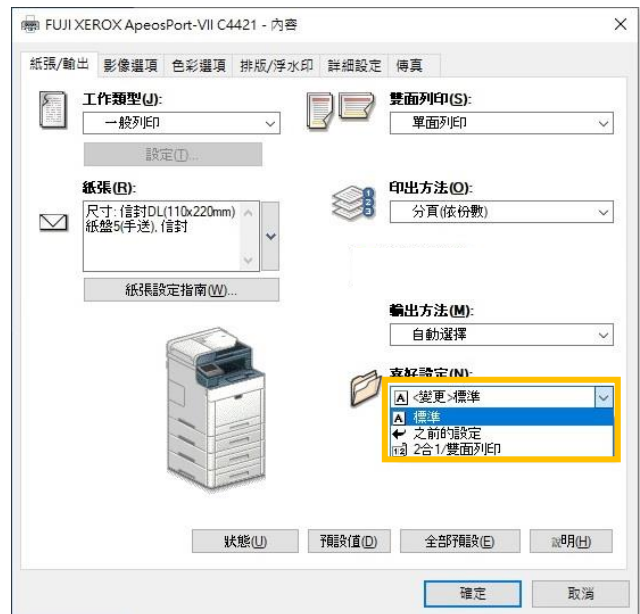
2. 在空格位置輸入喜好設定名稱。
3. 按【OK】按鈕。



4. Click [Saved Settings] button to retrieve the print driversetting.



4. 按【喜好設定】，在清單選取所需設定。



3.3 MOBILE PRINT 流動裝置列印

iPhone, iPad or Android printing without installing printer driver

流動手機及平板電腦列印



Please register our Color Application class for more details.

想知更多詳情，請參加色彩應用課程。

4 EXTRA INFORMATION 更多資訊

4.1 INSTALL A WINDOWS PRINT DRIVER 安裝視窗系統打印機驅動程式



Install a windows print driver

安裝視窗系統打印機驅動程式

Scan QR Code OR Click [here](#)

請掃描 QR Code 或者點擊[這裡](#)

4.2 INSTALL A MAC PRINT DRIVER 安裝 MAC 打印機驅動程式



Install a Mac print driver

安裝 Mac 打印機驅動程式

Scan QR Code OR Click [here](#)

請掃描 QR Code 或者點擊[這裡](#)

Customer Support Center

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