



Quick Reference Notes - Print Basics

簡易操作 - 基本列印

ApeosPro C750 / C650

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Scan QR Code OR Click here for more instruction.

請掃描 QR Code 或者點擊這裡查看更多使用說明。

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<https://support-fb.fujifilm.com>



1 CLIENT PRINT DRIVER 列印驅動程式

1.1 INTRODUCTION 注意事項

Client Print Driver should be installed on user's computer.

列印驅動程式應該安裝在用家的電腦。

In this note, Windows driver is used.

在此使用的是視窗系統列印驅動程式。

1.2 SELECT PRINTER 選擇印表機

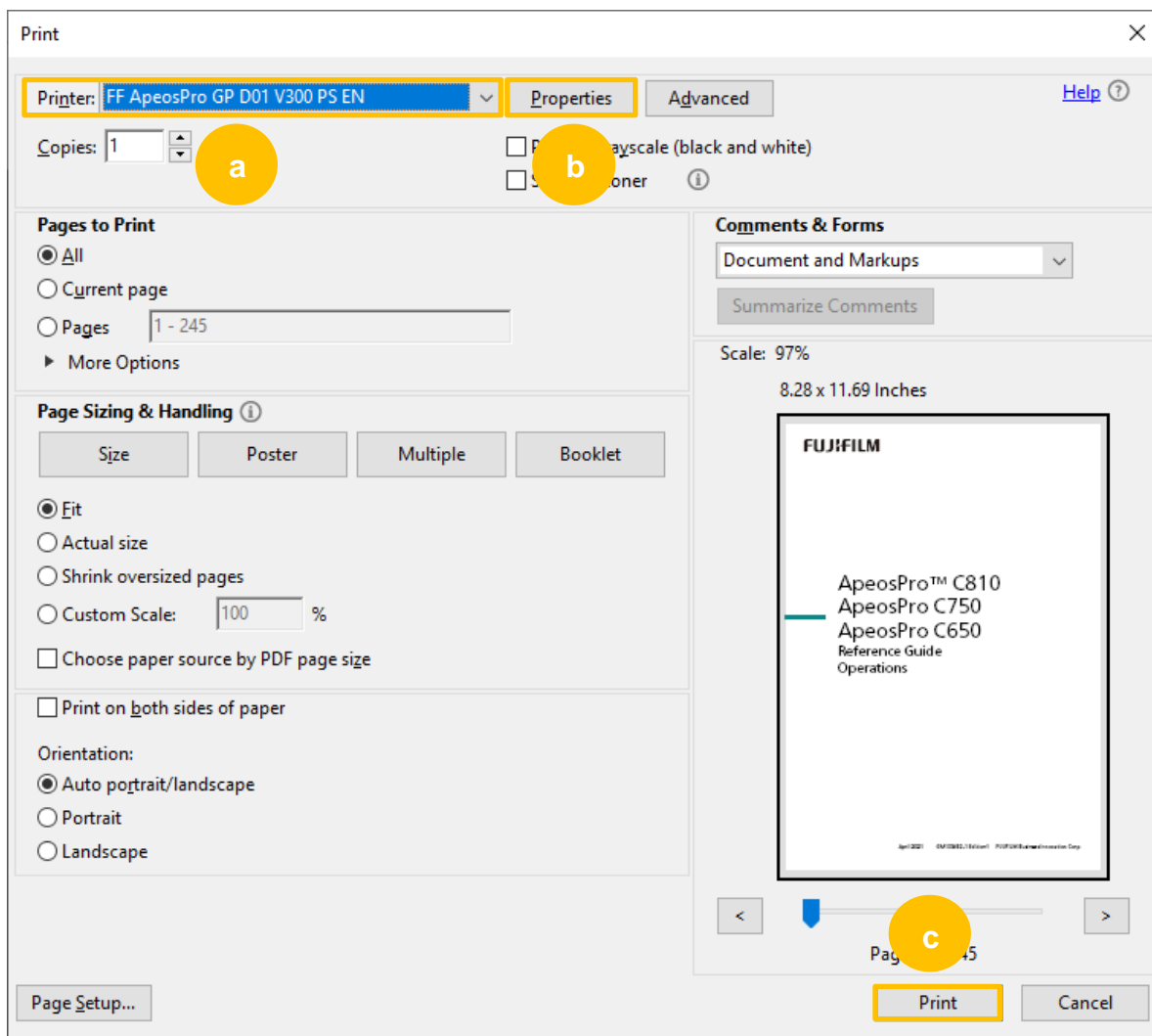
Open print screen of the document.

開啟文件的列印畫面。

(Print screen may vary on applications. Here, Adobe Acrobat Reader DC is used.)

(不同應用程式的列印畫面會有差別。在此使用的是 Adobe Acrobat Reader DC。)

- a) Select the printer.
 - b) Click [Properties] for feature settings.
(Refer to Chapter 2 for details.)
 - c) Click [Print] to submit the print job.
- a) 選擇印表機。
 - b) 按 [內容] 改動列印選項。
(請參考第 2 章了解更多。)
 - c) 按 [列印] 開始列印。



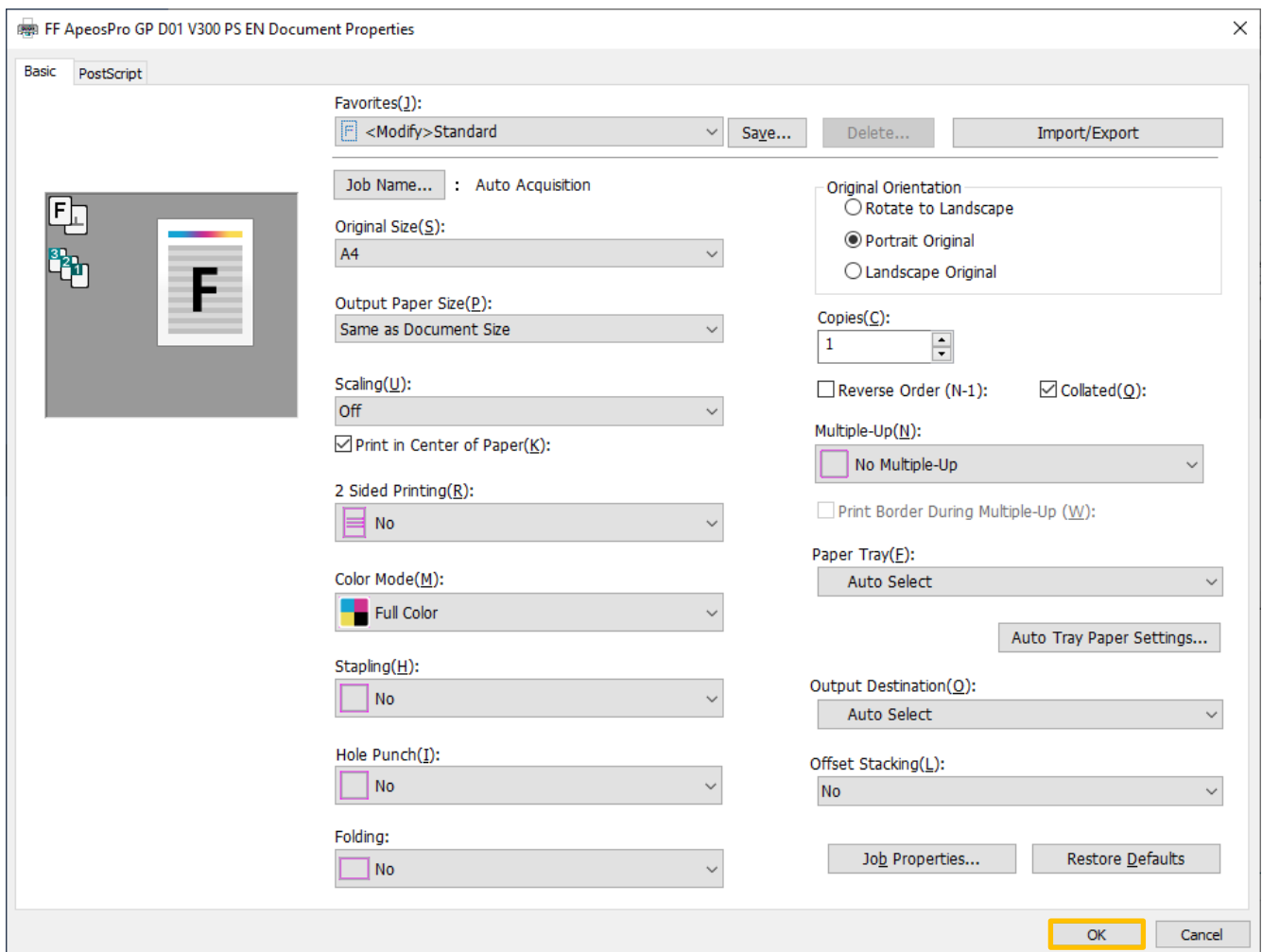
1.3 PRINTING PREFERENCES 列印喜好設定

1.3.1 Basic Settings 基本設定

Printing Preferences contains the basic settings, e.g. Color Mode, 2 Sided Printing. Change the settings. Click [OK] to save the settings and return to the print screen.

列印喜好設定顯示基本設定選項，如：色彩模式、雙面列印。

更改選項，然後按 [確定] 儲存設定，回到列印畫面。



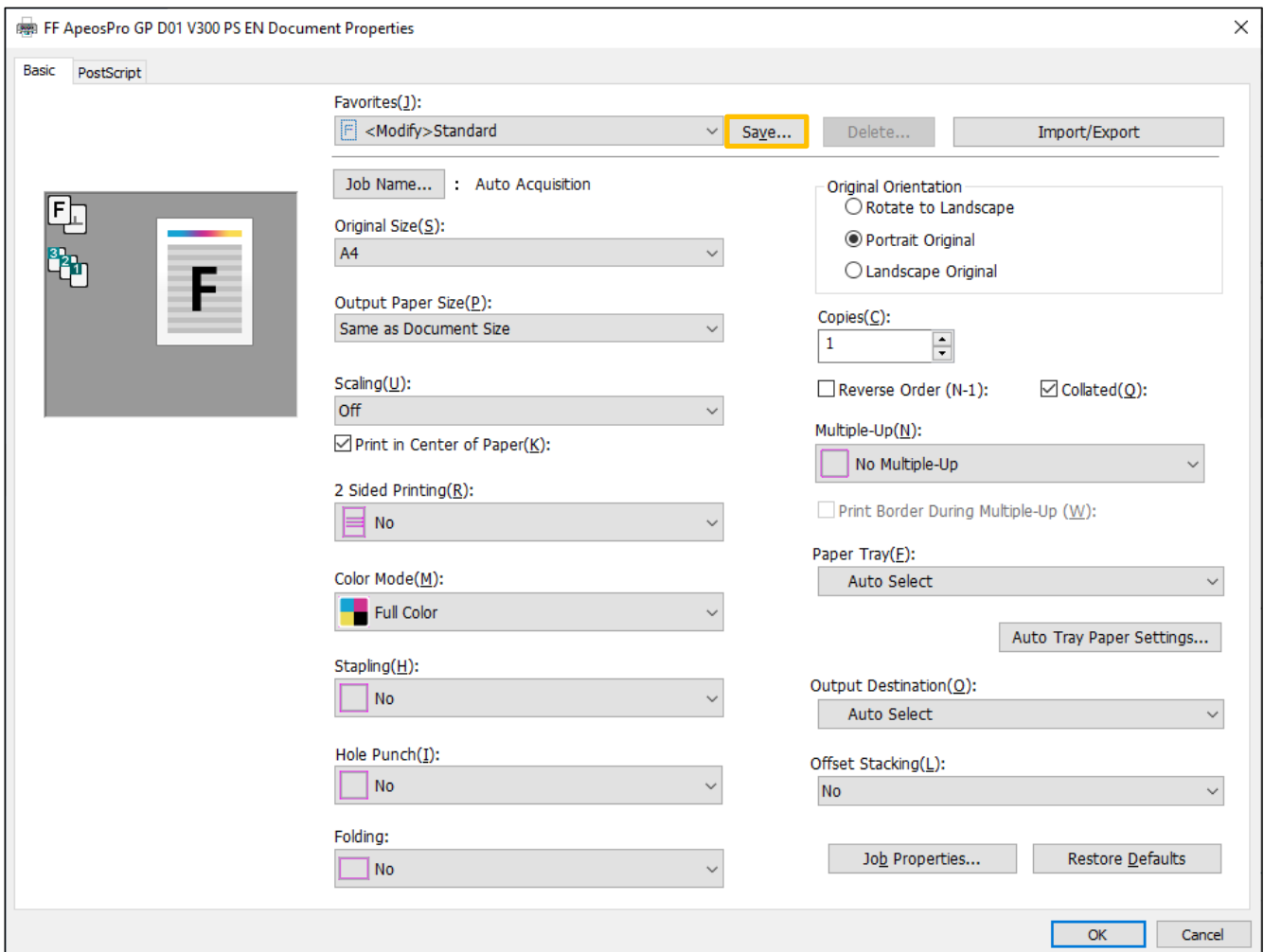
1.3.2 Favorite 我的最愛

The changed settings do not stay after the document is closed. Consider using “Favorites” to save the settings for future use.

文件關閉後，更改的設定不會保留。使用“我的最愛”可以儲存設定日後重用。

1) Change the settings. Click [Save].

1) 確定更改了選項，然後按 [儲存]。

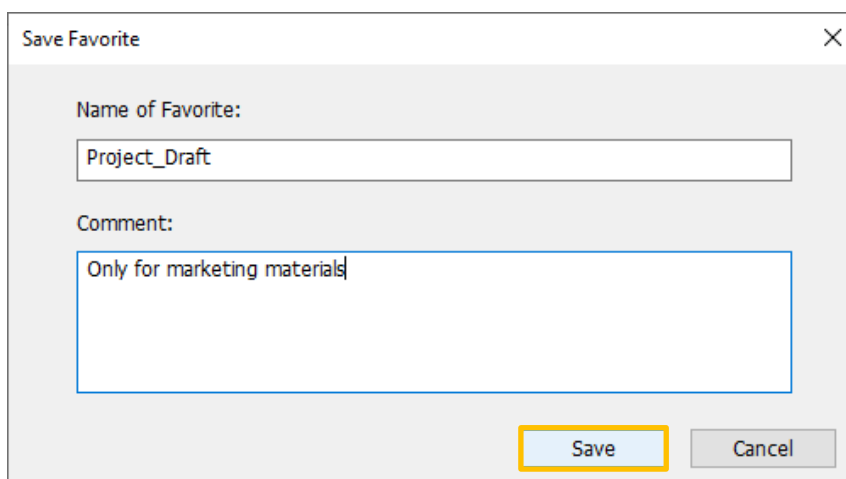


2) Enter [Name of Favorite] and [Comment].

2) 輸入 [我的最愛名稱] 及 [註釋]。

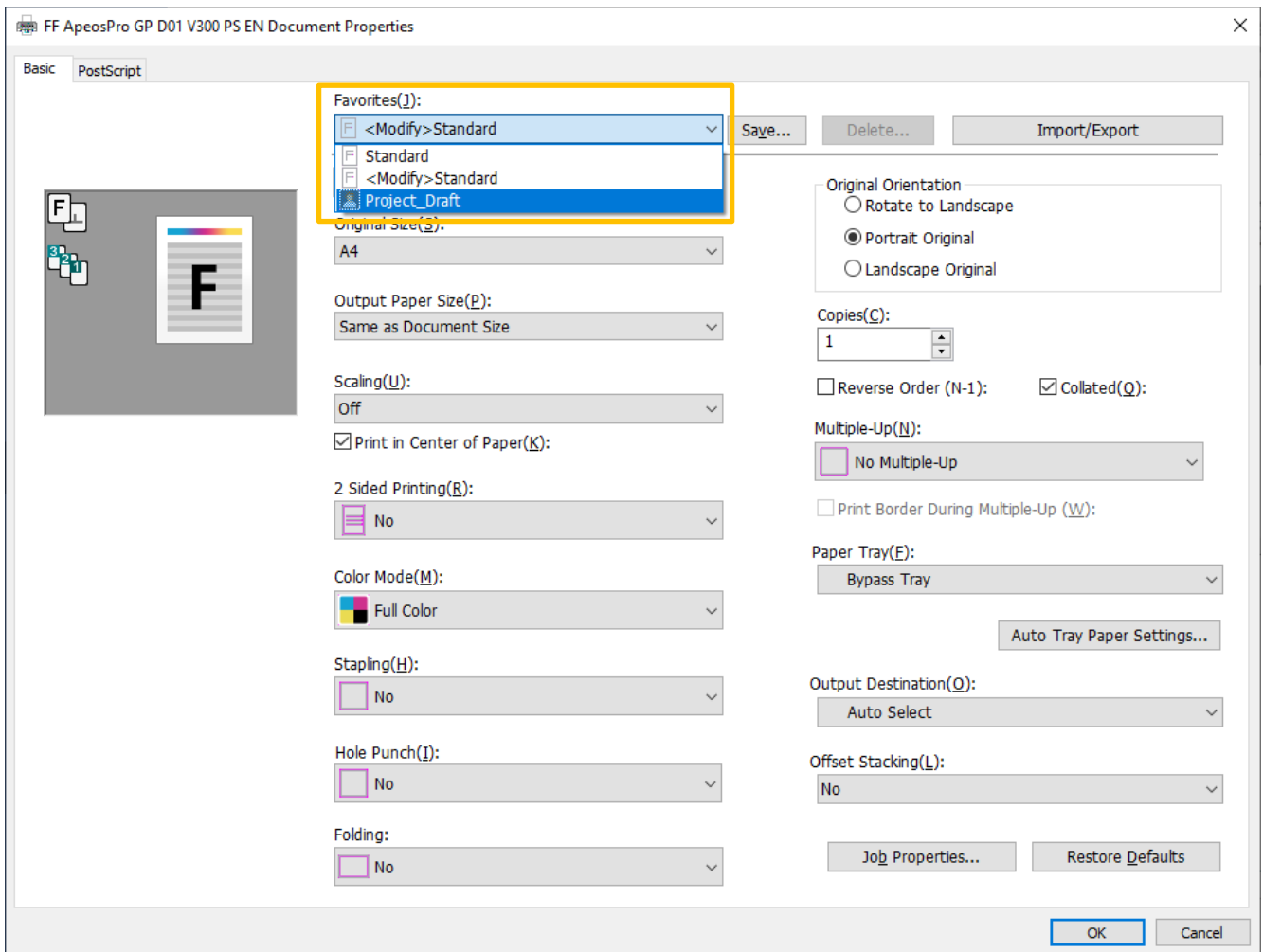
3) Click [Save].

3) 按 [儲存]。



To use the favorite, select from “Favorites”.

使用“我的最愛”時，選擇所需設定。



1.3.3 Color Mode 色彩模式

Select:

[Grayscale] - black & white output.

[Full Color] - color output.

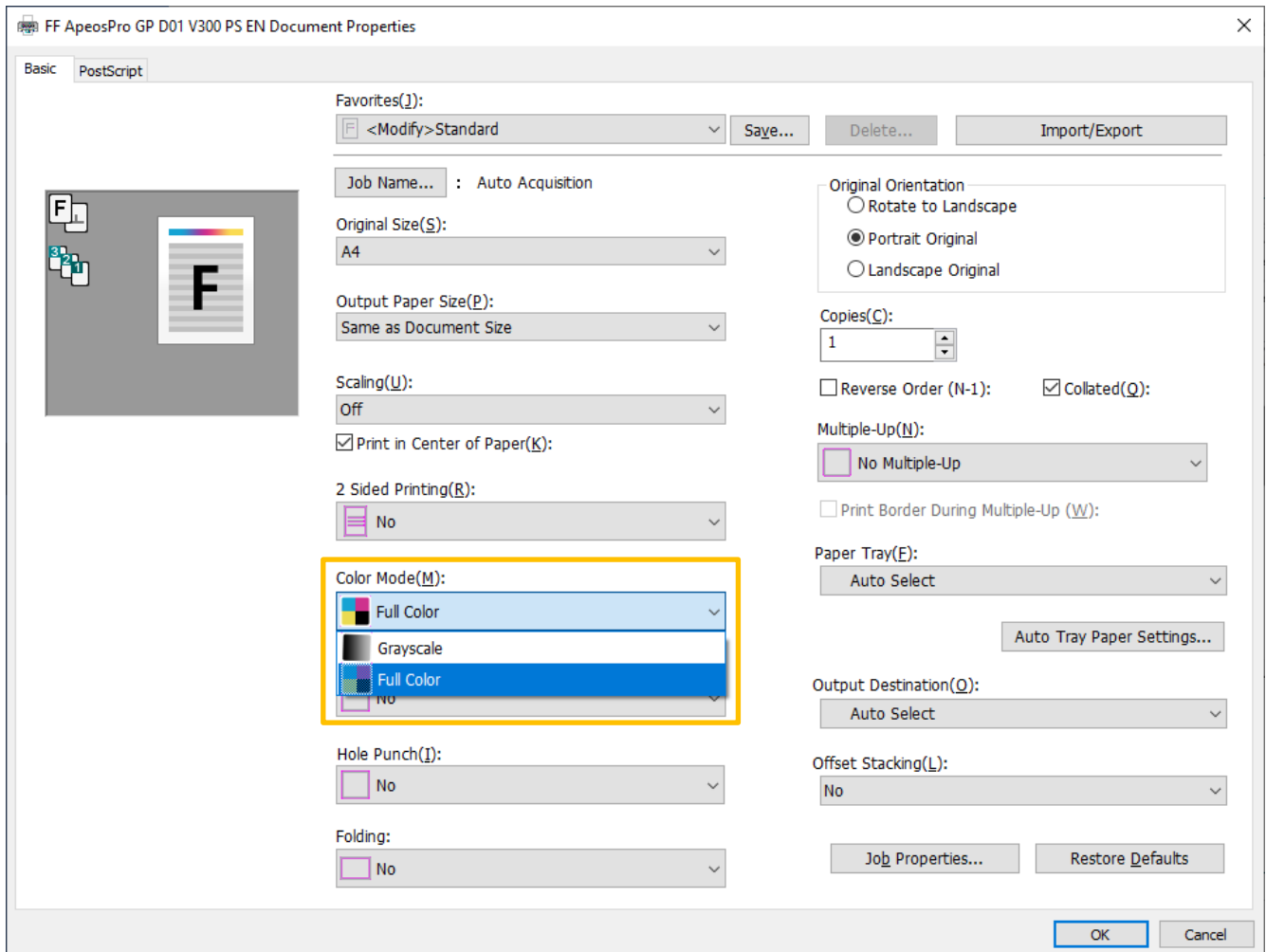
([Full Color] is selected by default.)

選擇：

[灰階] - 輸出黑白。

[全彩] - 輸出彩色。

(預設是 [全彩]。)



1.3.4 2-Sided Printing 雙面列印

Select:

[Flip on Long Edge]

- the head of front and back images match.

[Flip on Short Edge]

- the head of front image matches with the toe of back.

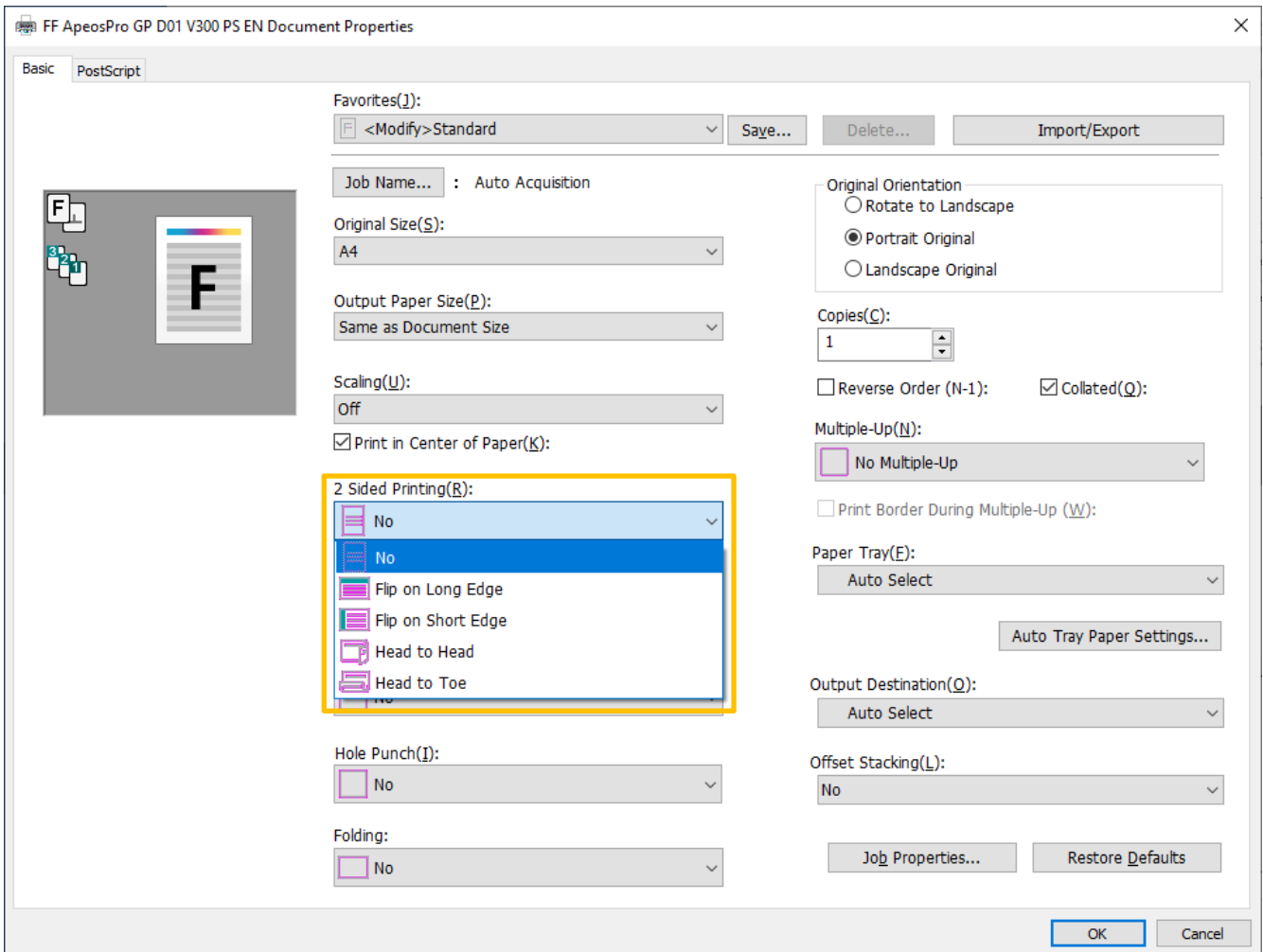
選擇：

[長邊翻轉]

- 雙面列印時會以紙張的長邊對正。

[短邊翻轉]

- 雙面列印時會以紙張的短邊對正。



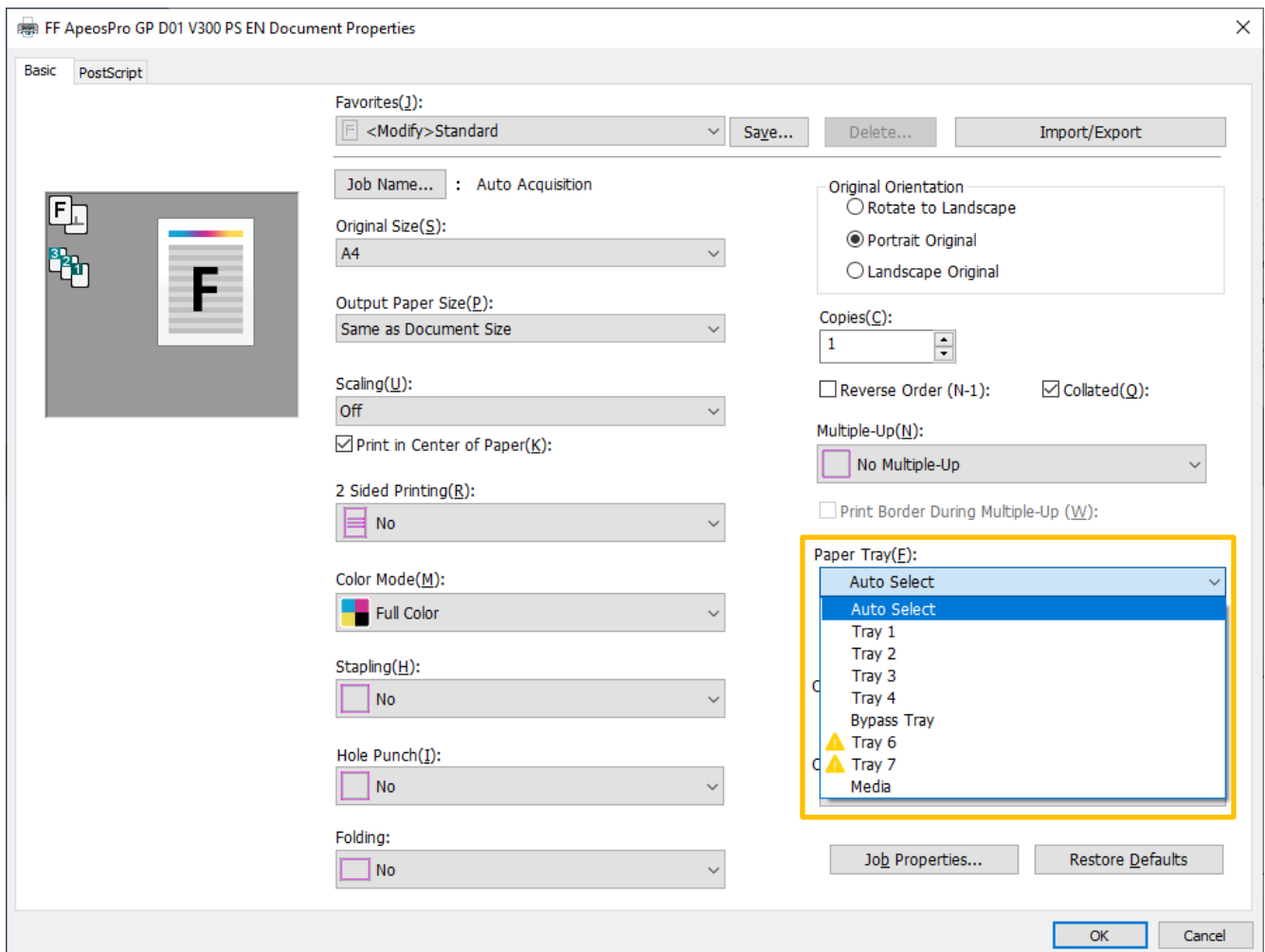
1.3.5 Paper Tray 紙盤

Select a paper tray.

([Auto Select] is selected by default.)

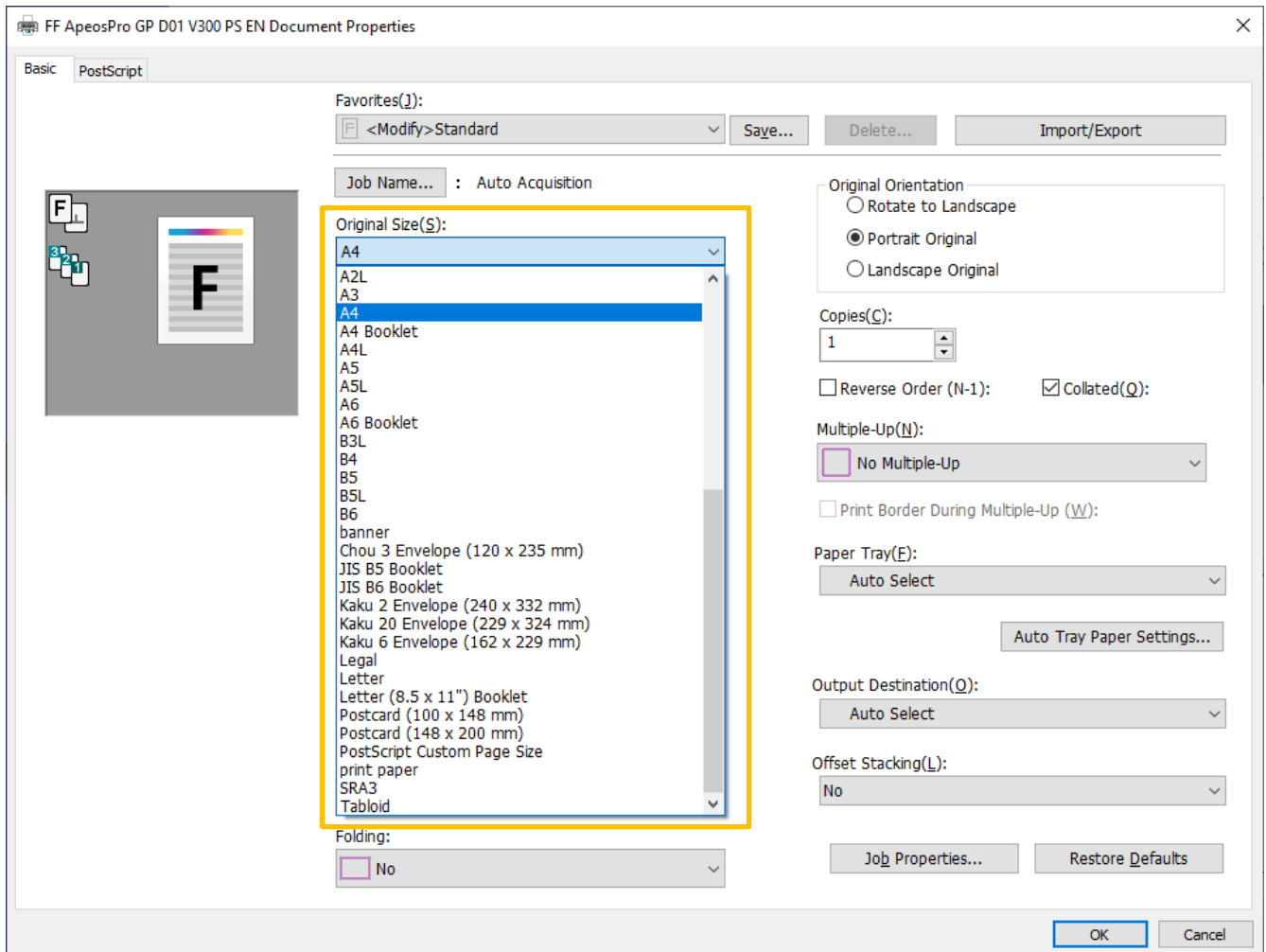
選擇紙盤。

(預設是 [自動選擇]。)



1.3.6 Original Size 原稿尺寸

Select the actual size of original document. 選擇原稿尺寸。



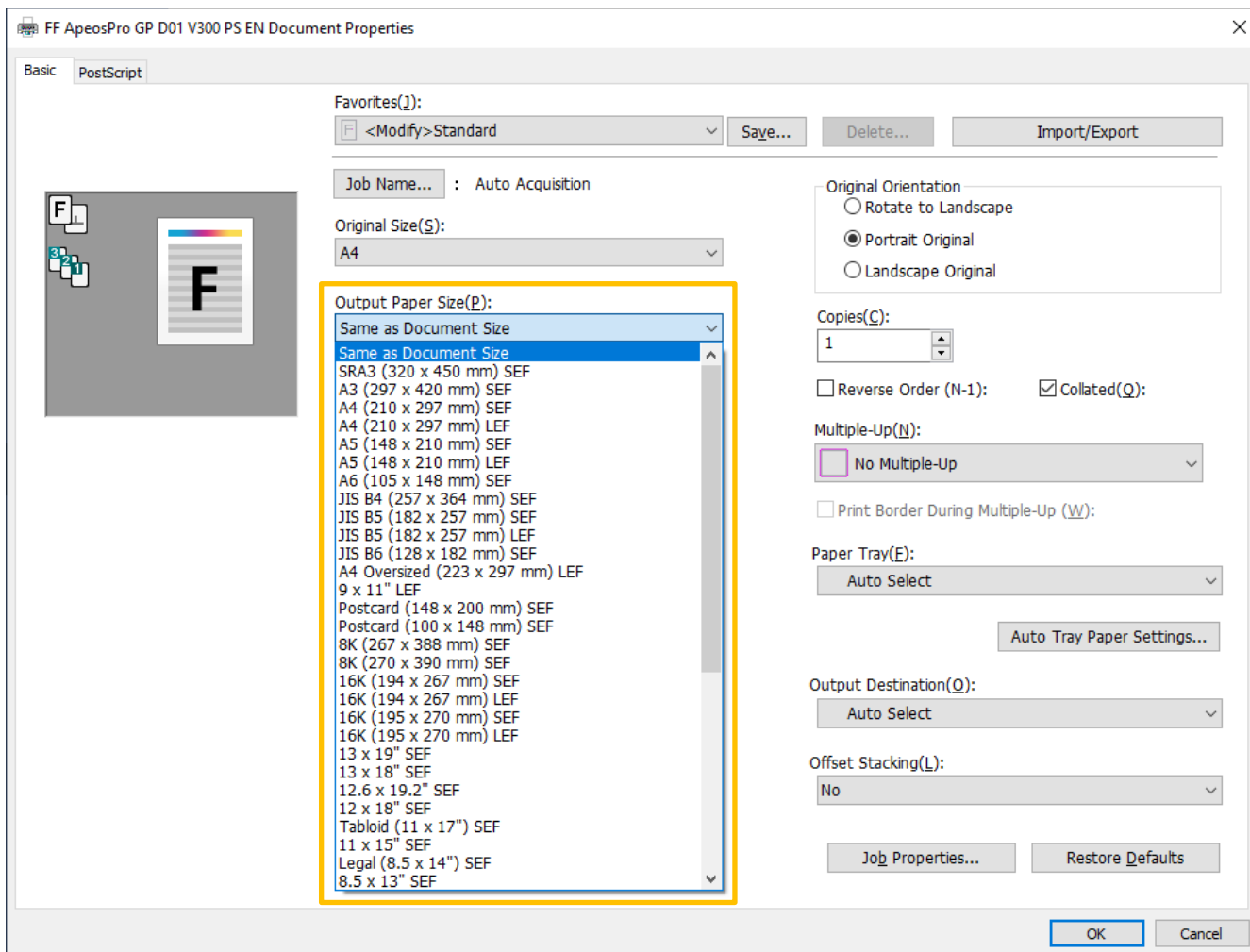
1.3.7 Output Paper Size 輸出紙張尺寸

Select the size of paper for print output.

選擇輸出紙張尺寸。

(“Same as Document Size” is selected by default.)

(預設是“與原稿尺寸相同”。)



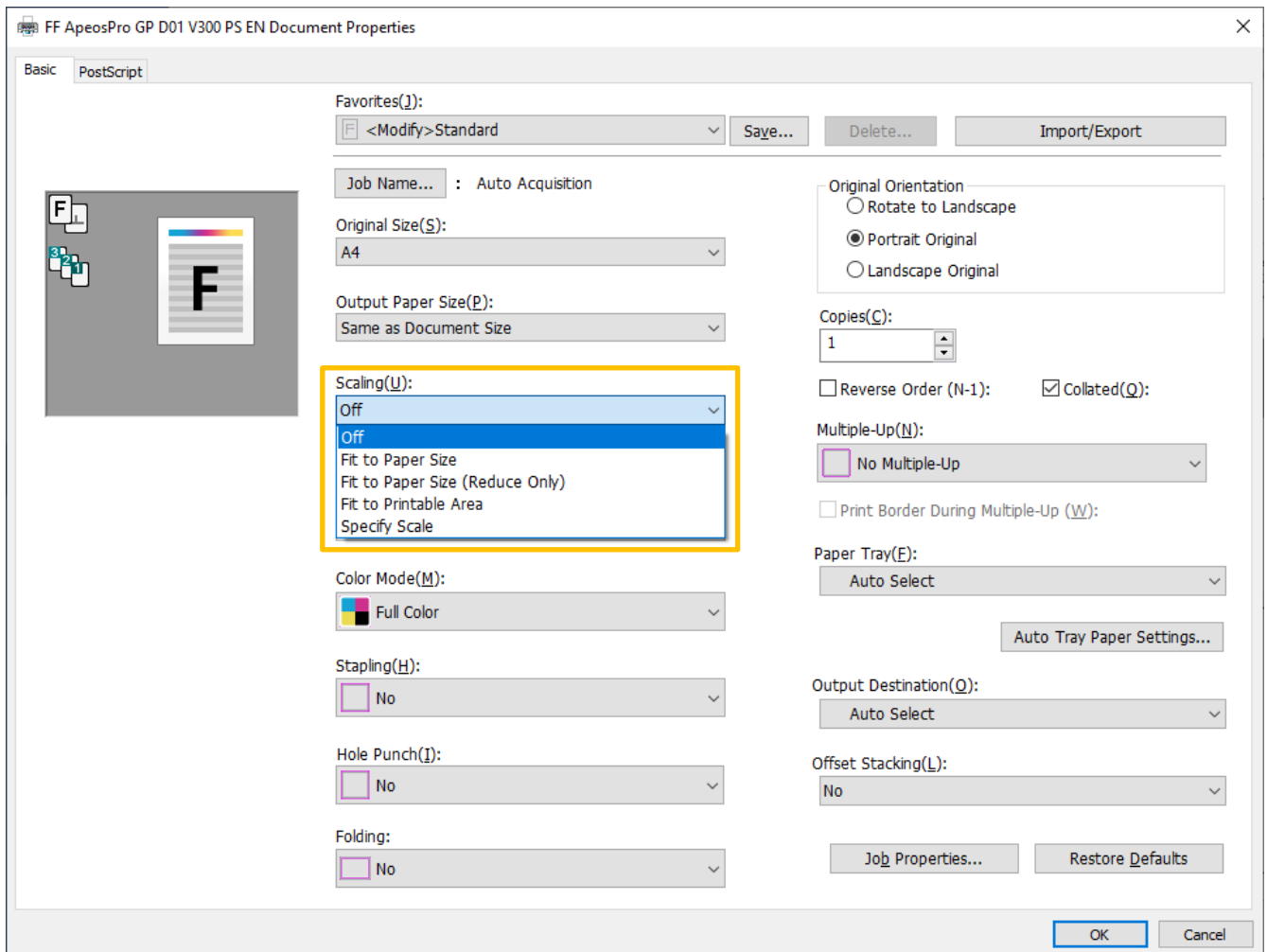
1.3.8 Scaling 縮放

Select [Fit to Paper Size] to scale the document image to the output paper size.

("Off" is selected by default.)

選擇 [適合紙張尺寸] 調整文件影像到輸出紙張尺寸。

(預設是“否”。)



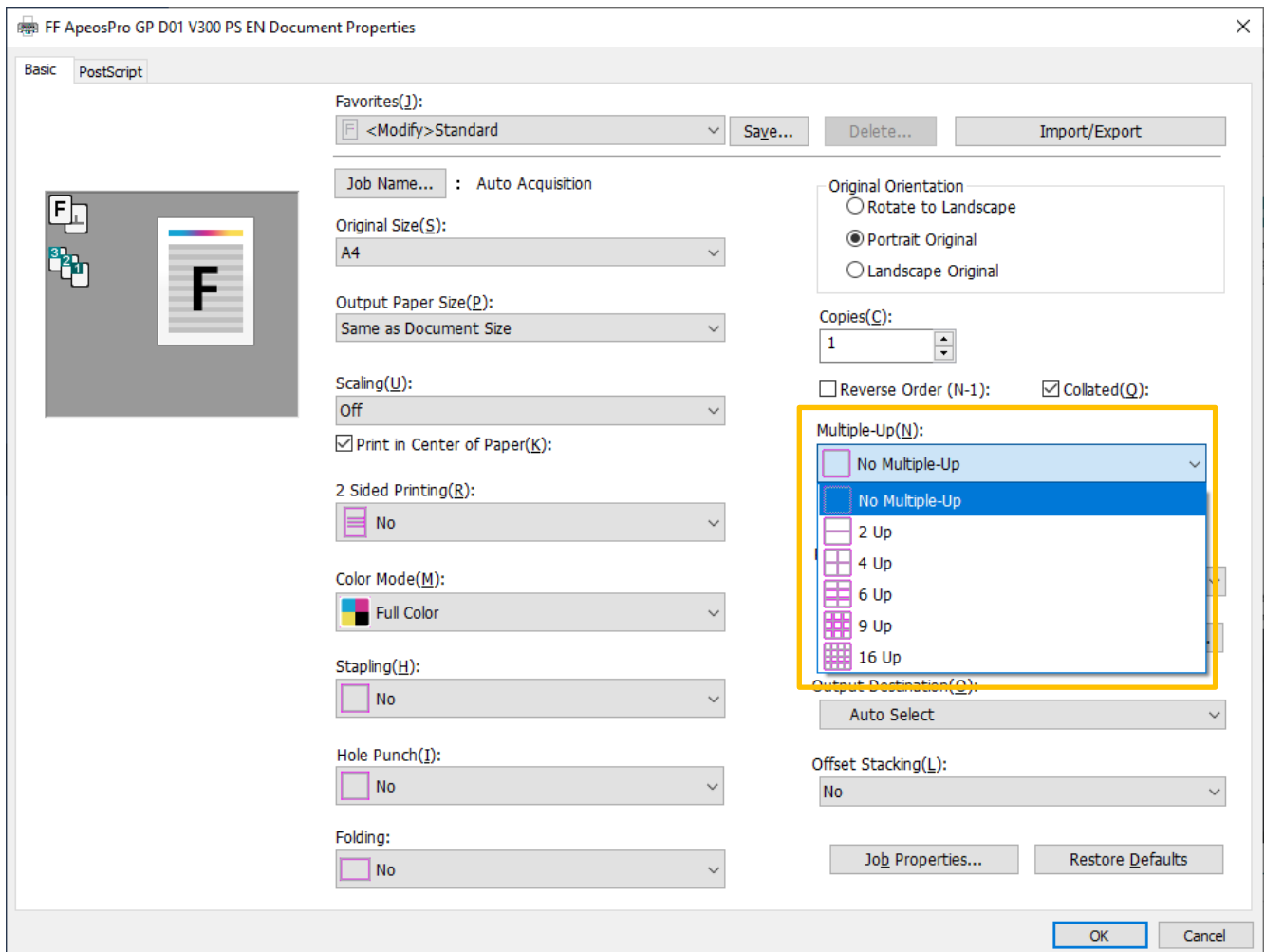
1.3.9 Multiple-Up 多頁合一

Select [2 Up] to fit two pages of document equally on the same output page.

(“No Multiple-Up” is selected by default.)

選擇 [2 合 1] 以合併文件兩頁在同一輸出頁上面。

(預設是“不進行 N 合 1”。)



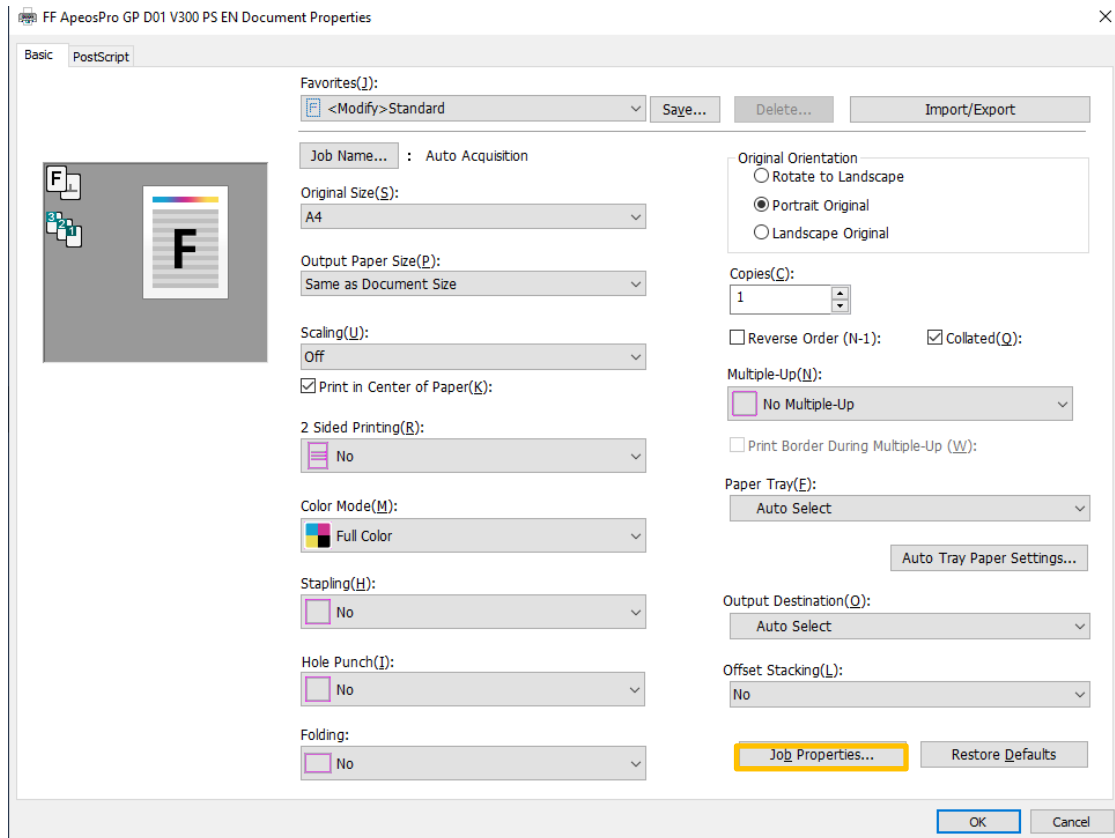
2 ADVANCED FEATURES 特別功能設定

Job Properties contains more feature settings than Printing Preferences.

Click [Job Properties].

比較起列印喜好設定，作業內容顯示更多設定選項。

按 [作業內容]。

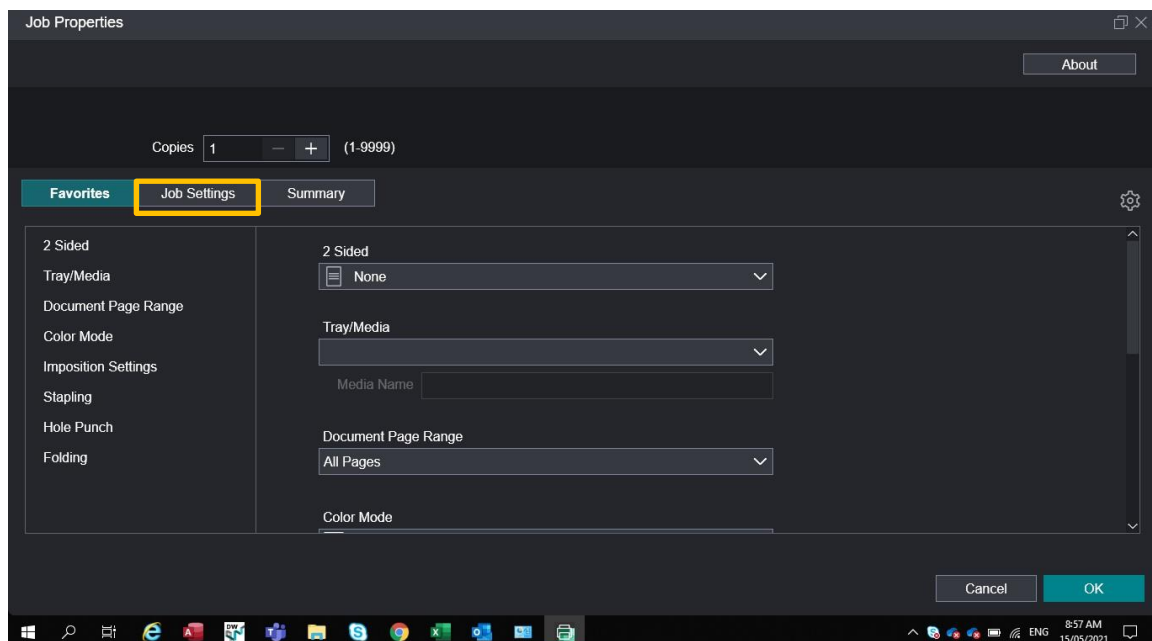


A new screen appears. Click [Job Settings].

For details of feature settings, refer to the rest of this chapter.

顯示新畫面，然後按 [進階設定]。

詳細功能選項，請參考本章餘下部份。



2.1 PRINT BOOKLET 小冊子

The booklet feature converts multi-page document to a collated set. Special paper for cover page can be included (mentioned towards the end of this section).

The output could also be saddle-stitched by finisher of proper units (mentioned towards the end of this section).

Setting steps as follows:

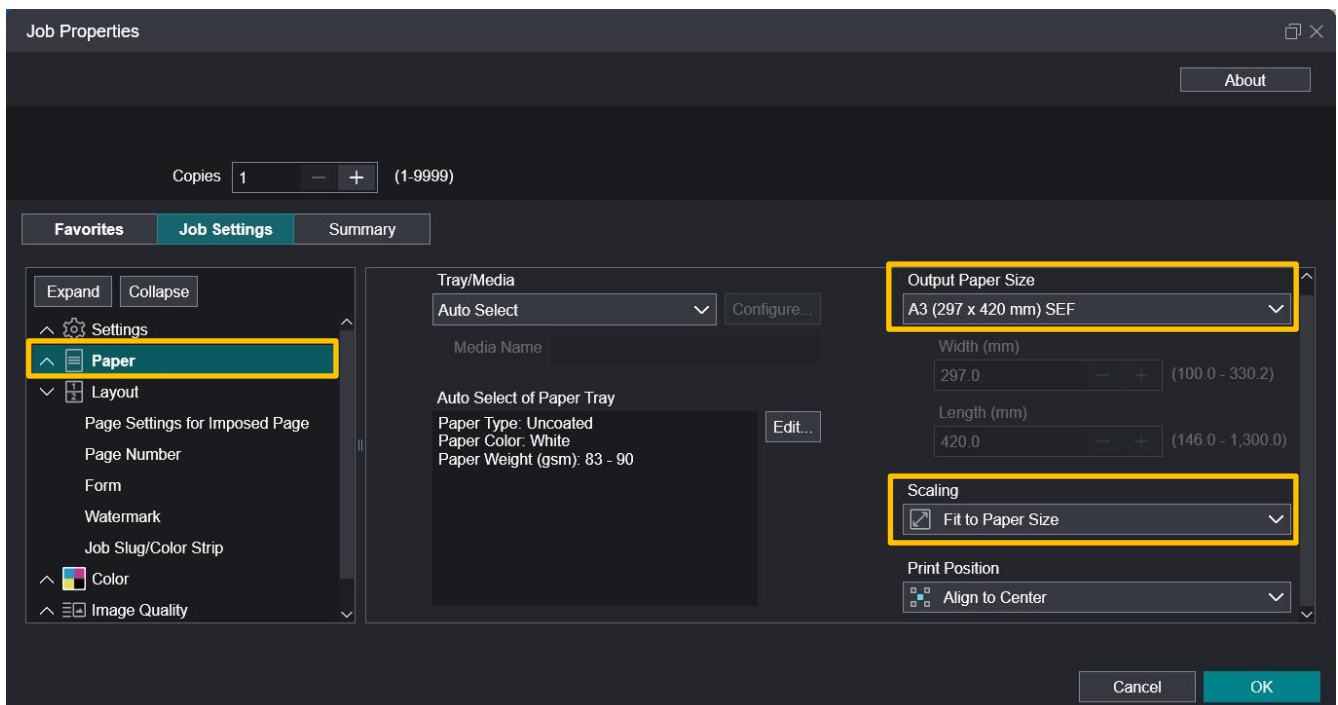
- 1) Click [Paper].
- 2) Select an output paper size.
- 3) Select [Fit to Paper Size] under “Scaling”.

小冊子功能將多頁文件變成按序排列的小冊子。在本最後部份，會講解使用特別紙做封面及封底。

在本節最後部份，亦會講解在安裝了相應釘裝機設備後可以在小冊子上裝上騎馬釘。

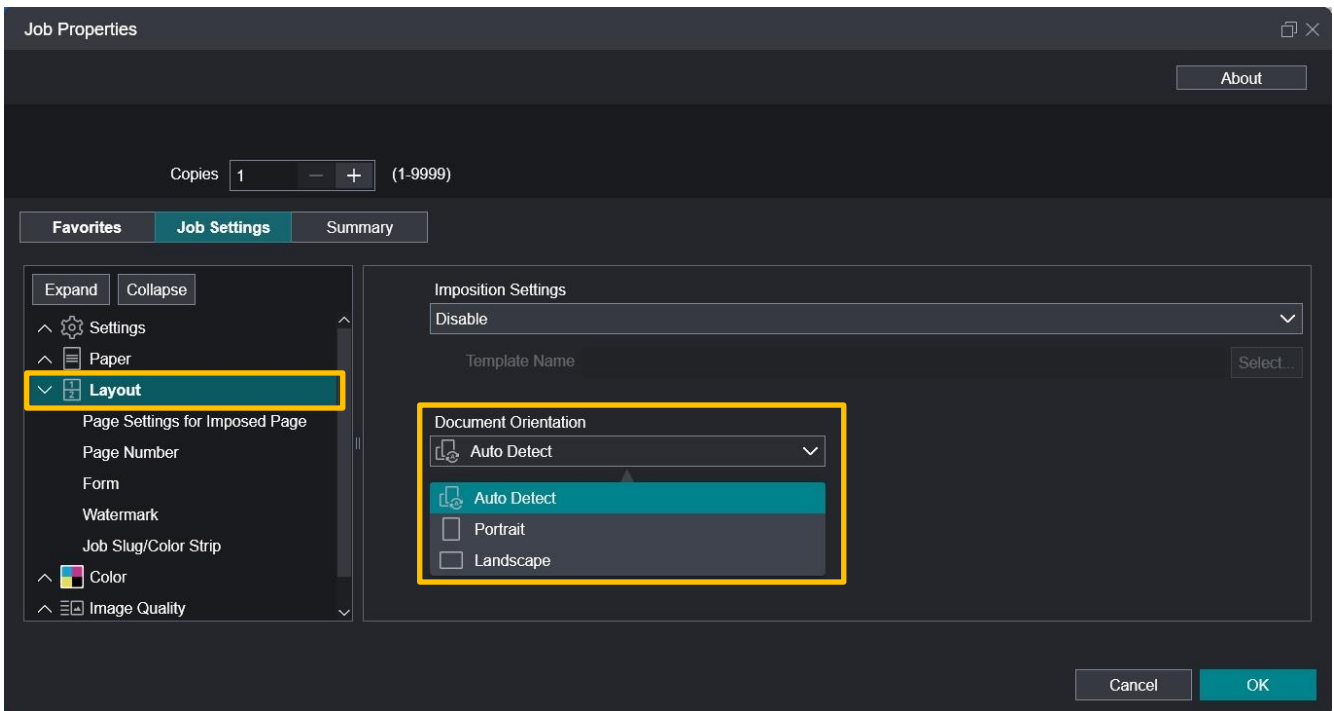
設置步驟如下：

- 1) 按 [紙張]。
- 2) 選擇輸入紙張尺寸。
- 3) 在“縮放”選擇 [適合紙張尺寸]。



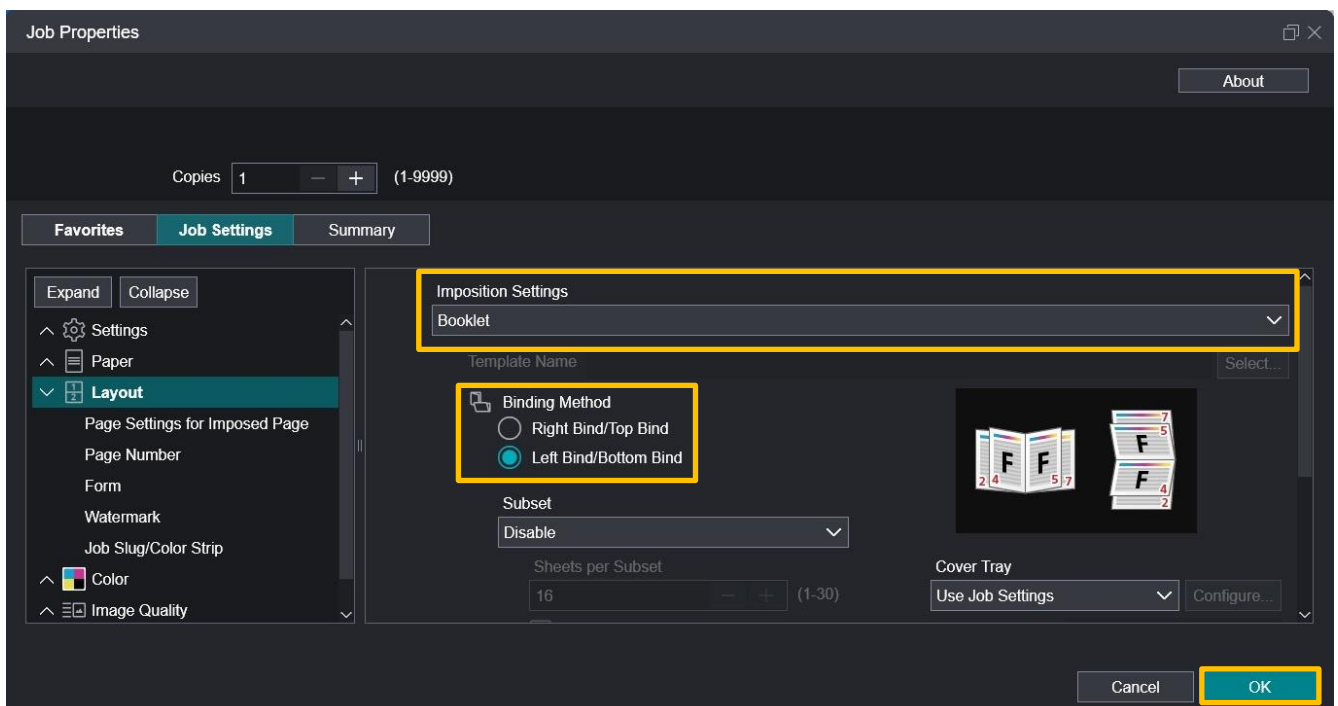
- 4) Click [Layout].
- 5) Select “Portrait” or “Landscape” under “Document Orientation”.

- 4) 按 [排版]。
- 5) 在“原稿方向”選擇“縱向”或“橫向”。



- 6) Select “Booklet” under “Imposition Settings”.
- 7) Select “Left Bind/Bottom Bind” or “Right Bind/Top Bind” under “Binding Method”.
- 8) Click [OK] to proceed to job submission.

- 6) 在“拼版設定”選擇“小冊子”。
- 7) 在“裝訂方式”選擇“左邊裝訂/上邊裝訂”或“右邊裝訂/下邊裝訂”。
- 8) 按 [確定] 準備列印。

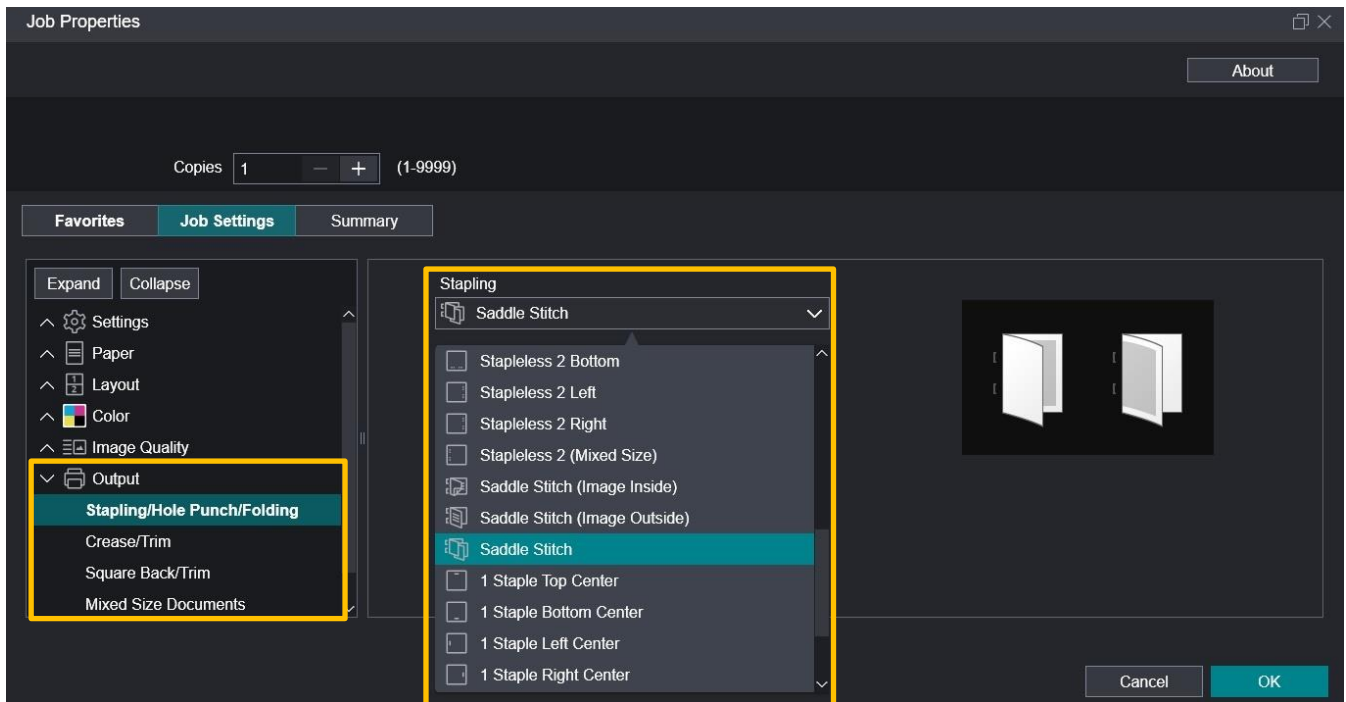


For saddle stitch:

- 1) Click to expand the menu of [Output].
- 2) Click [Stapling/Hole Punch/Folding].
- 3) Select "Saddle Stitch" under "Stapling".

安裝騎馬釘，須加上以下設定：

- 1) 打開 [輸出]。
- 2) 按 [裝釘/打孔/摺頁]。
- 3) 在“裝釘”選擇“騎馬訂”。

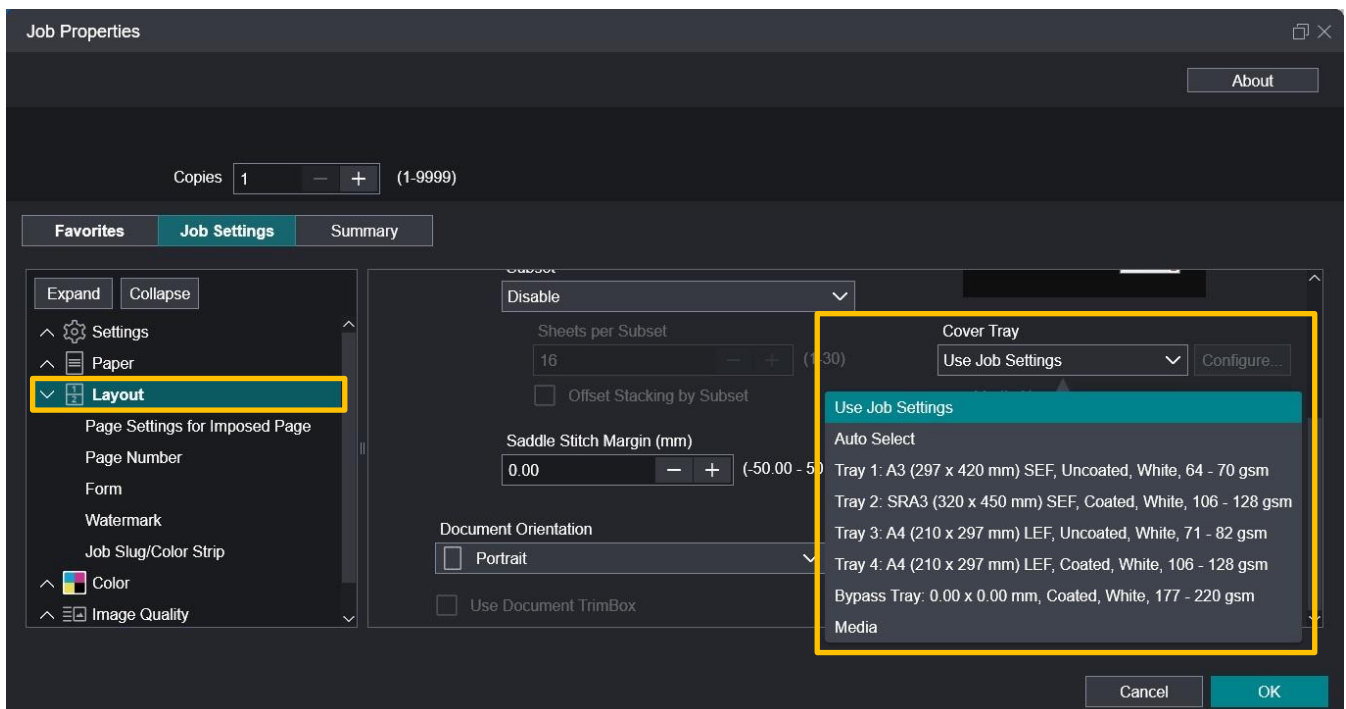


For booklet cover made of special paper:

- 1) Click [Layout].
- 2) Select "Bypass Tray" under "Cover Tray".

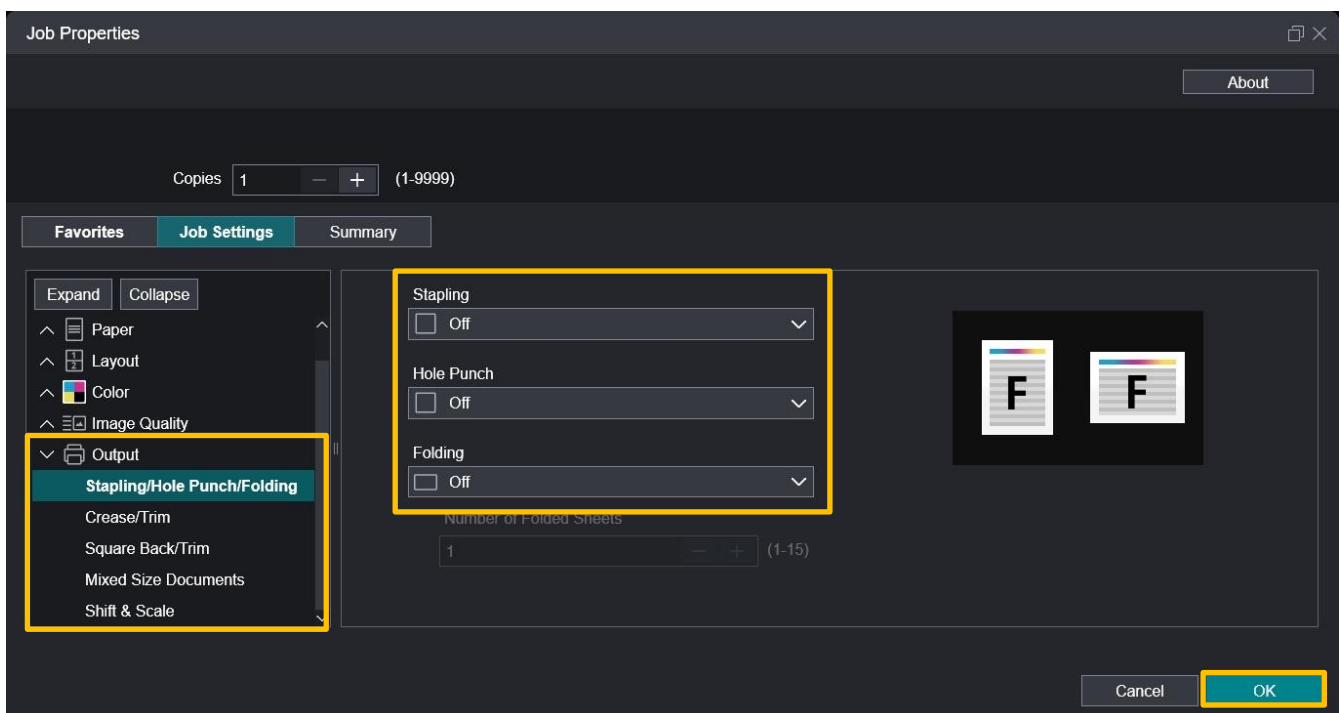
小冊子封面底用上特別紙，須加上以下設定：

- 1) 按 [排版]。
- 2) 在“封頁紙盤”選擇“手送紙盤”。



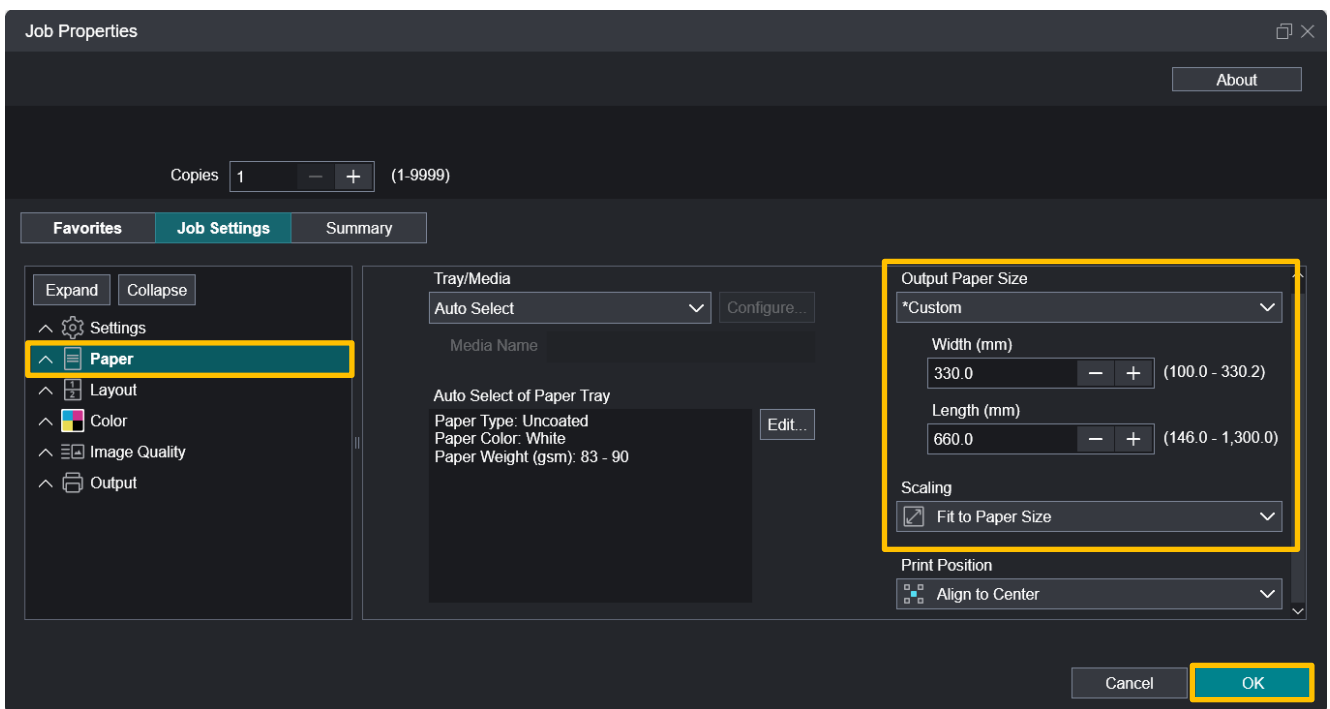
2.2 STAPLING/HOLE PUNCH/FOLDING 裝釘/打孔/摺頁

- 1) Click expand the menu of [Output].
 - 2) Click [Stapling/Hole Punch/Folding].
 - “Stapling” -
select 1 or 2 staples with specified position.
 - “Hole Punch” -
select 2 or 4 punch holes with specified position.
 - “Folding” -
select “Single Fold”, “Single Fold (Image Inside)”
or Single Fold (Image Outside)”.
 - 3) Click [OK] to proceed to job submission.
- 1) 打開 [輸出] 。
 - 2) 按 [裝釘/打孔/摺頁] 。
 - “裝釘” -
選擇單釘或雙釘及指定位置 。
 - “打孔” -
選擇雙孔或四孔及指定位置 。
 - “摺頁” -
選擇 “單摺”、單摺 (內側列印) 或
單摺 (外側列印) 。
 - 3) 按 [確定] 準備列印 。



2.3 PRINT TO SPECIAL SIZE PAPER 特別尺寸列印

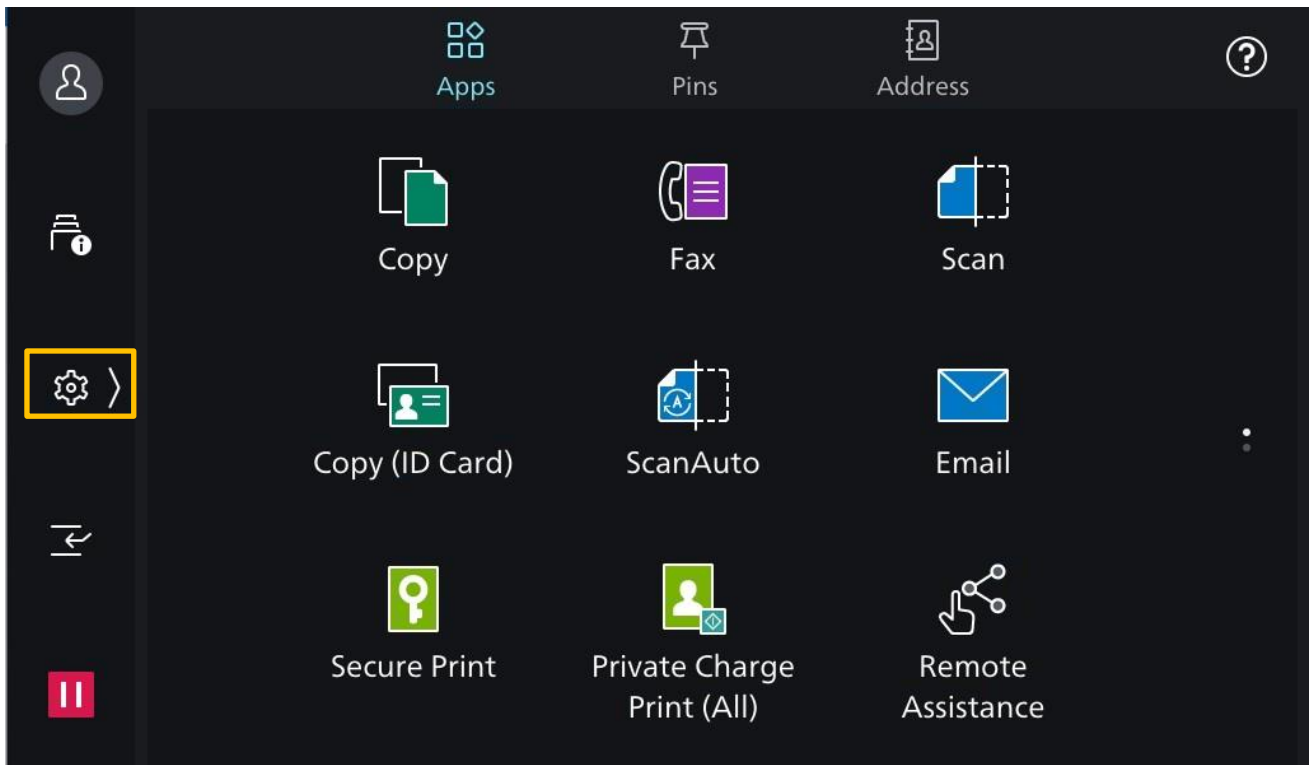
- 1) Click [Paper].
 - 2) Select “Custom” under “Output Paper Size”.
 - 3) Enter the width and the length of the output paper.
 - 4) Select “Fit to Paper Size” under “Scaling”.
 - 5) Click [OK] to proceed to job submission.
- 1) 按 [紙張]。
 - 2) 在 “輸出紙張尺寸” 選擇 “自定義尺寸”。
 - 3) 輸入紙張闊度及長度。
 - 4) 在 “縮放” 選擇 “適合紙張尺寸”。
 - 5) 按 [確定] 準備列印。



2.4 CHANGE PAPER TRAY ATTRIBUTE 更改紙盤屬性

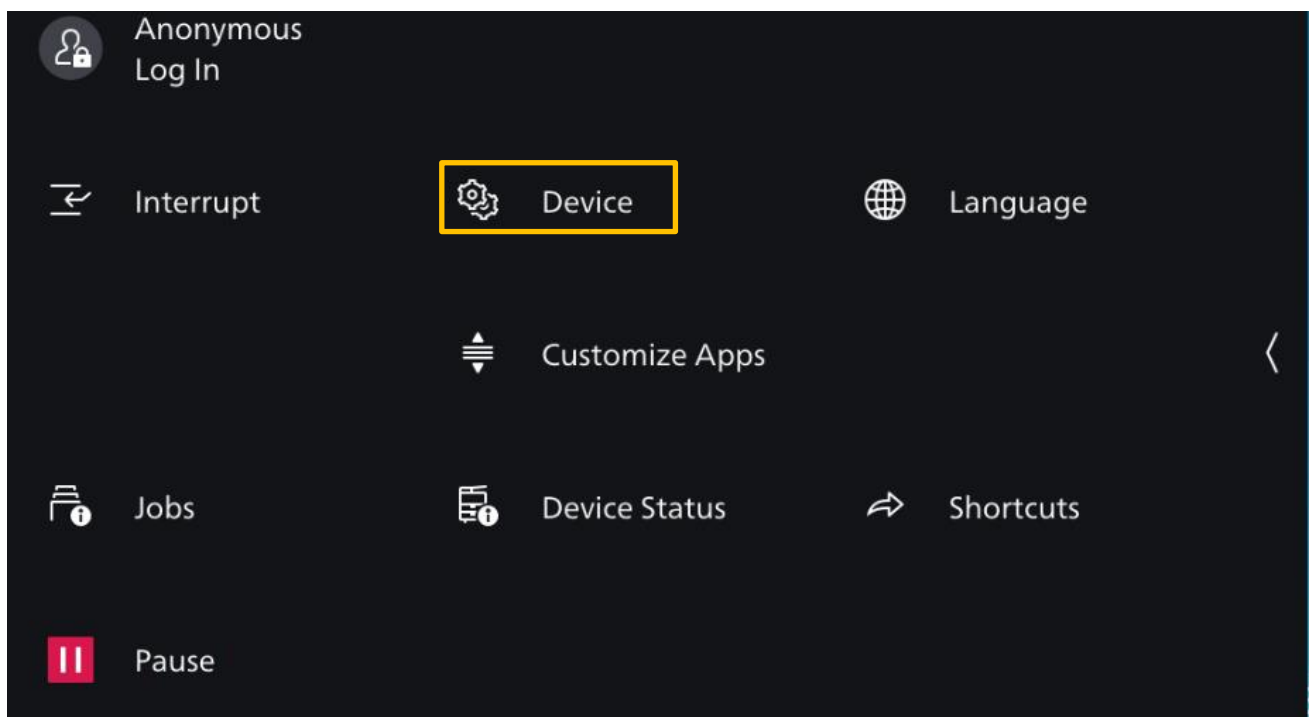
1) Tap the gearbox icon on the left of multifunctional printer panel.

1) 在多功能打印機螢幕上，按左邊的齒輪鍵。



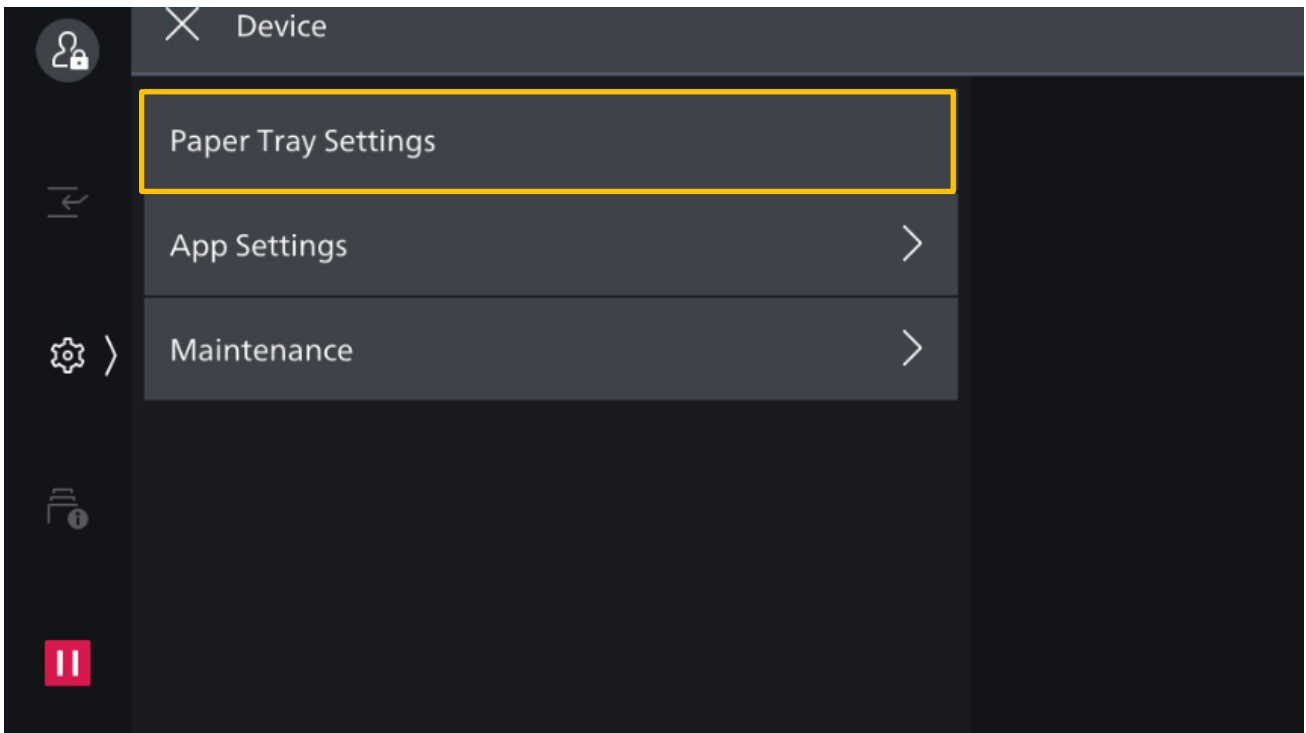
2) Tap [Device].

2) 按 [設定]。



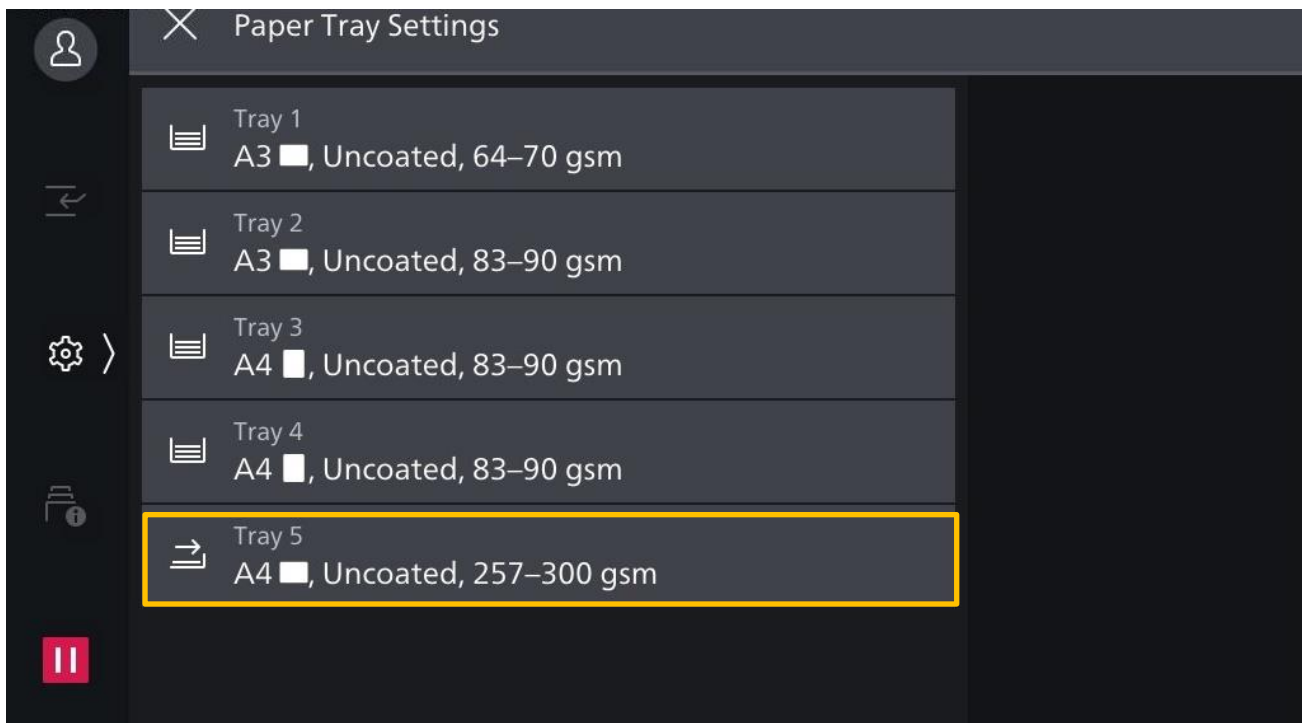
3) Tap [Paper Tray Settings].

3) 按 [紙盤設定]。



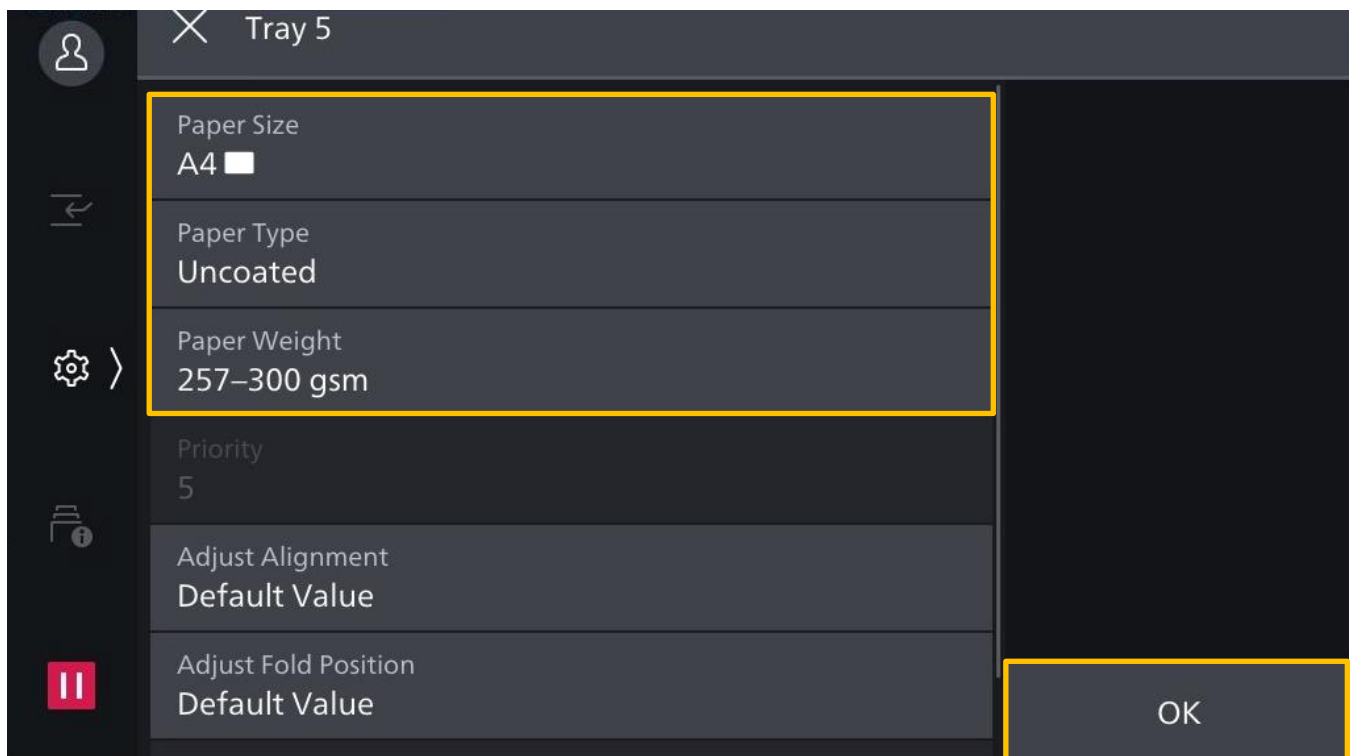
4) Tap the tray. Bypass Tray is used as the example here.

4) 按一下所需紙盤。這裏以手送紙盤作例子。



- 5) Tap [Paper Size], [Paper Type] and [Paper Weight] to adjust the value.
- 6) The values must match with the settings on the print driver.
- 7) Tap [OK] to save.

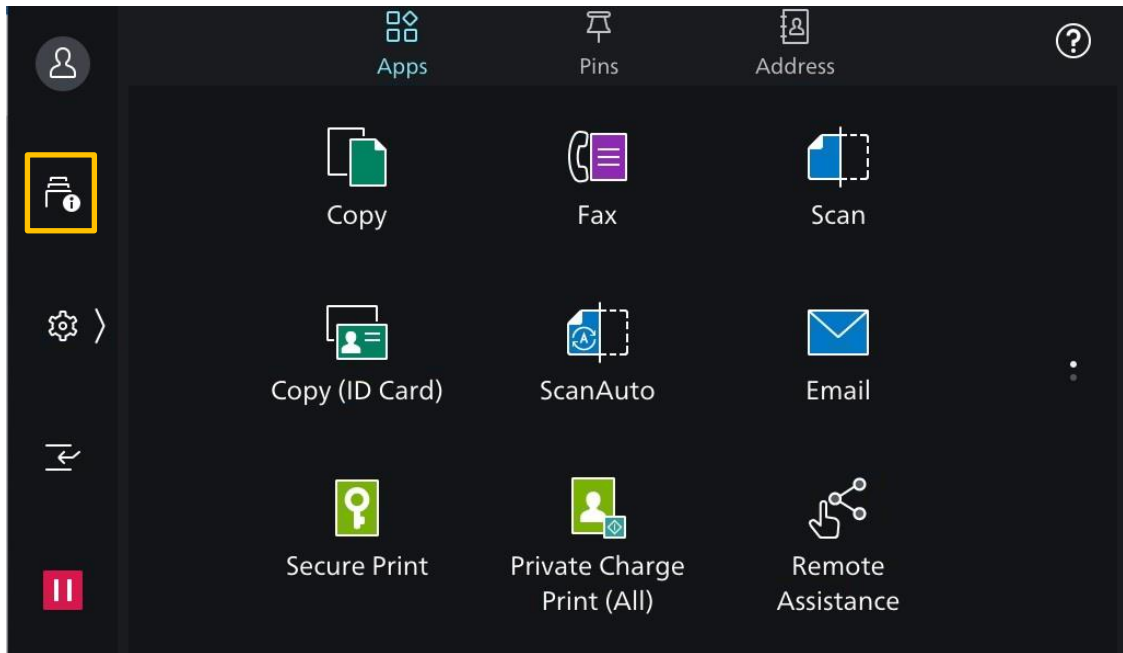
- 5) 按 [紙張尺寸]、[紙張種類] 和 [紙張基重] 更改數值。
- 6) 數值必須與列印驅動程式相符。
- 7) 最後按 [OK] 儲存。



3 JOB STATUS 查看文件列印狀態

Tap the [Jobs] icon.

按 [工作資料] 鍵。

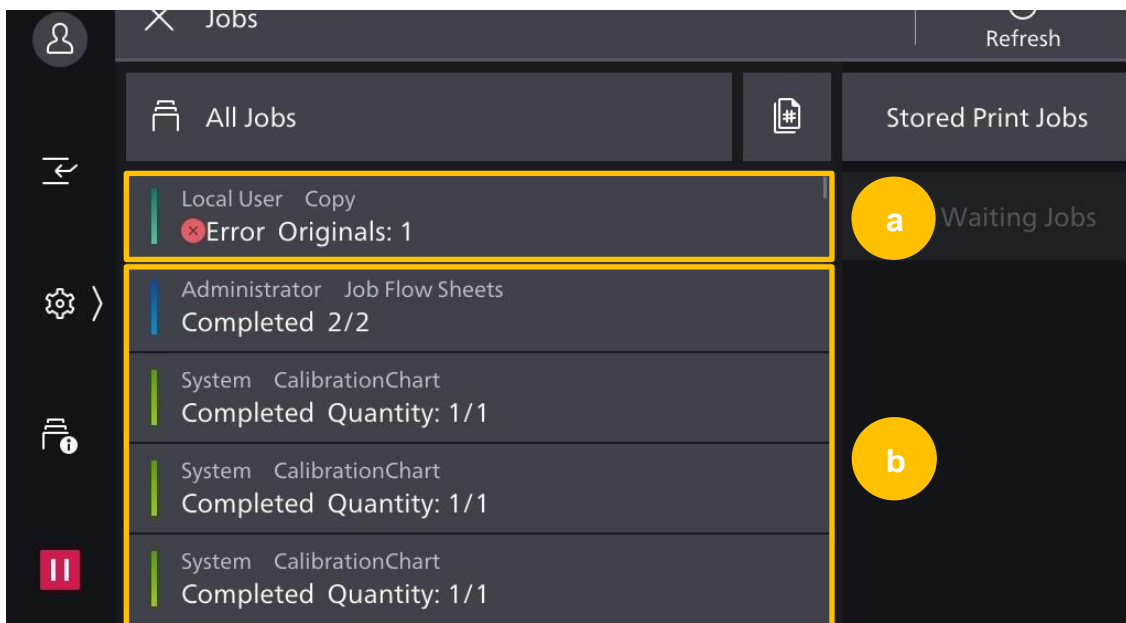


Status of all types of jobs is displayed.

畫面會顯示所有工作種類的狀態。

- a) Active jobs occupy the top of the list.
 - * Note the red-cross symbol – it means an error has occurred and awaits operator to tap and process.
- b) Completed jobs are listed in chronological sequence (latest on top) below the active jobs.

- a) 列印中或待印工作會顯示在最頂。
 - * 留意紅色交叉符號，代表工作出現錯誤，請按入處理。
- b) 已完成工作會按時序 (最近在上) 排在下方。



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