



## Quick Reference Notes - **PRINT**

### 簡易操作 - **列印**

DocuCentre V C2265 / C2263

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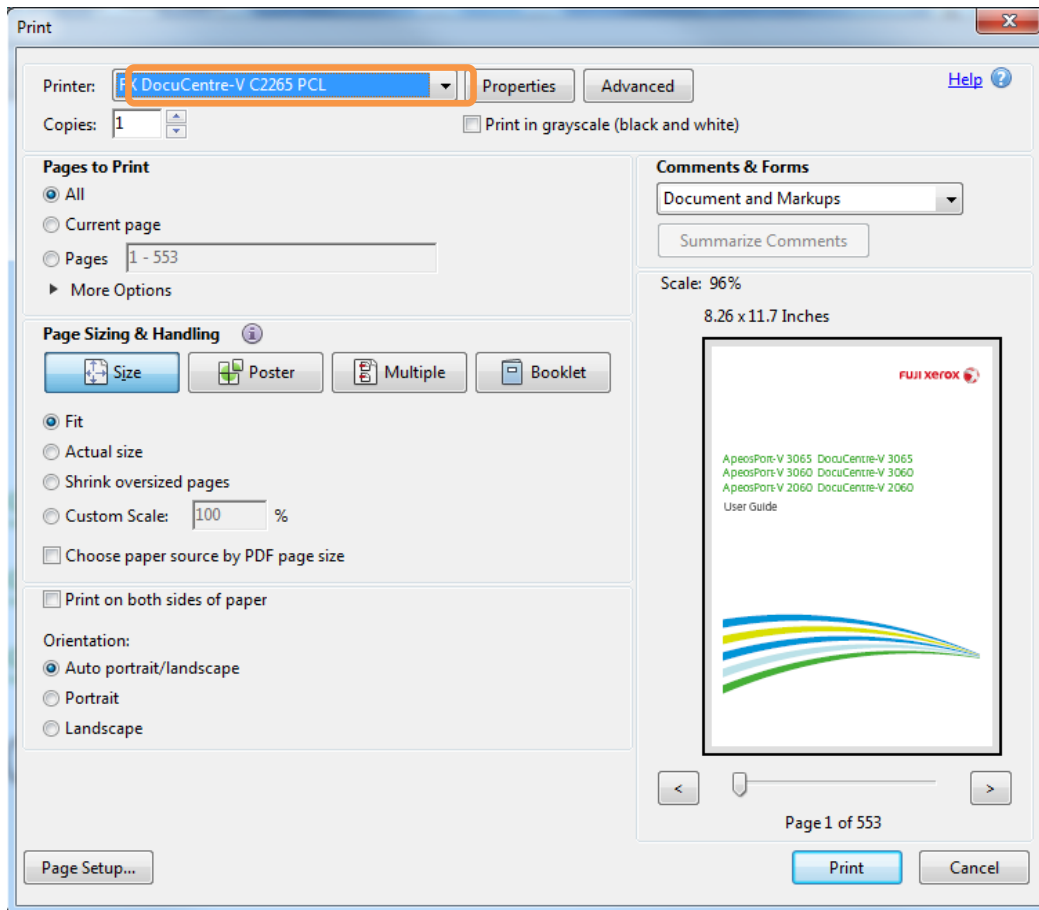
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# 1 SELECT PRINTER 選擇印表機

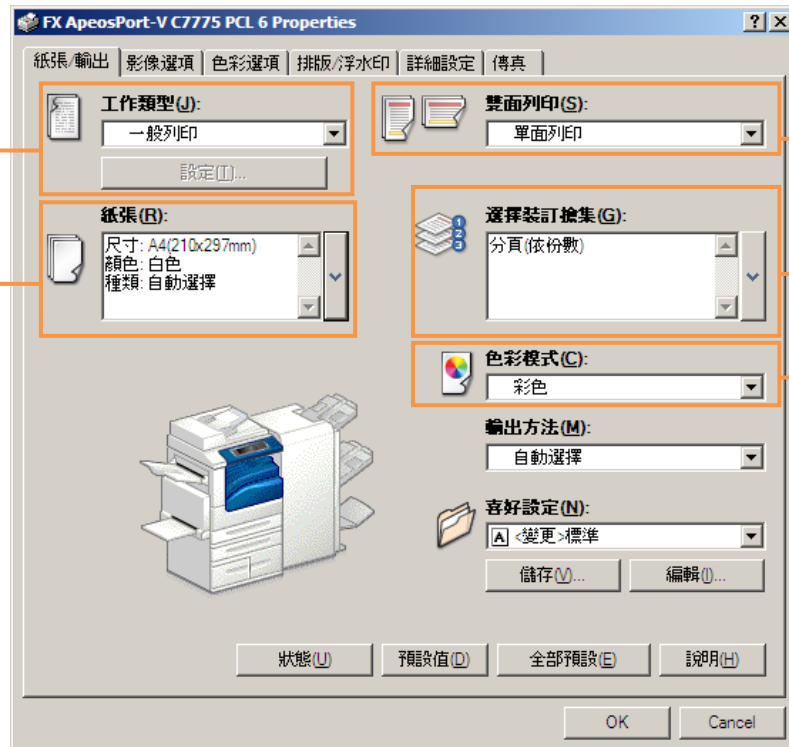
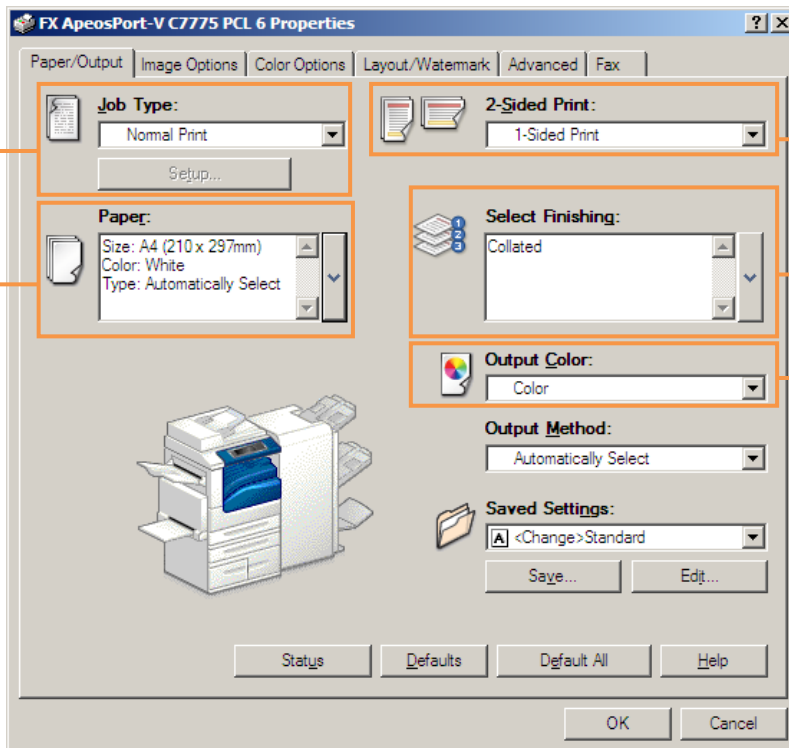
1. Select [Print] from the [File] menu of the application.
2. Choose the appropriate printer from [Name:] list.
3. Click [OK] to send the print job, Or click [Properties] to change print option.

1. 選擇應用程式 [檔案] 選單中的 [列印] 。
2. 在印表機 [名稱] 選單，選擇合適的印表機。
3. 按 [確定] 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

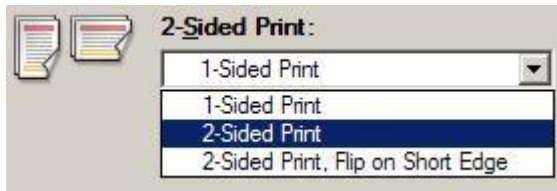
### 2.1 PRINTER/OUTPUT 紙張輸出



## 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

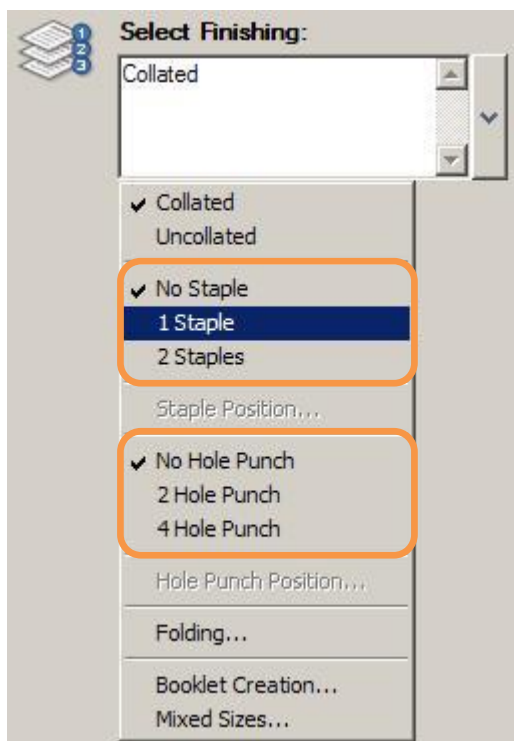
[單面列印]: 僅在紙張的單面上列印  
[雙面列印]: 雙面列印時會以紙張的長邊來對正  
[雙面列印·短邊釘裝]: 雙面列印時會以紙張的短邊來對正



## 2.1.2 Stapling and Hold Punch 裝訂 / 打孔

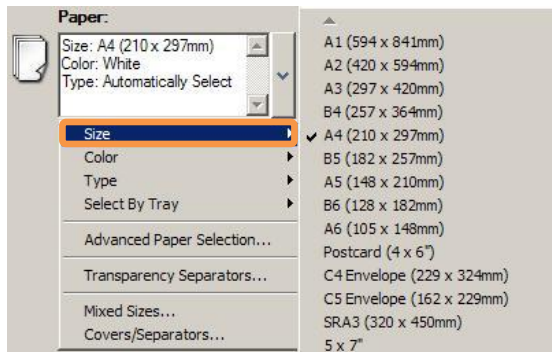
Use the finishing list box to select how you want to staple and hold punch the output.

選擇裝訂及打孔的位置。

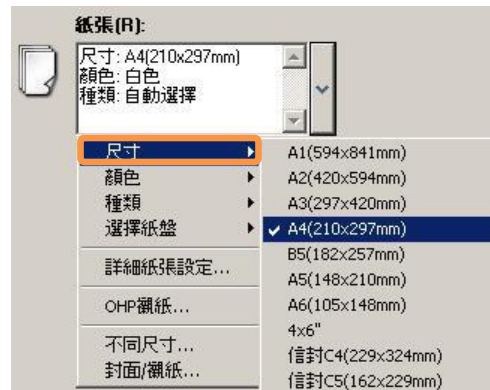


## 2.1.3 Select Paper Size and Paper Tray 選擇紙張尺寸及紙盤

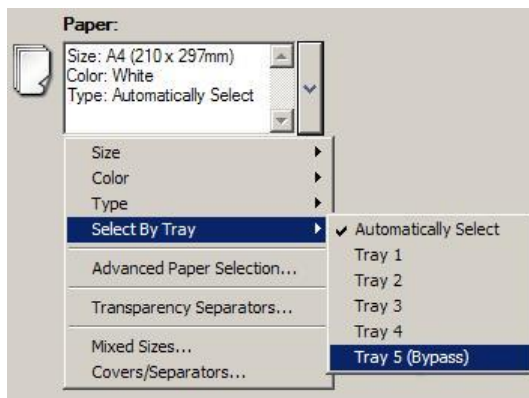
Select paper size of the original.



選擇原稿的紙張尺寸。



Select paper tray.



選擇紙盤。



## 2.1.4 Output Color 色彩模式

Specify the output color.

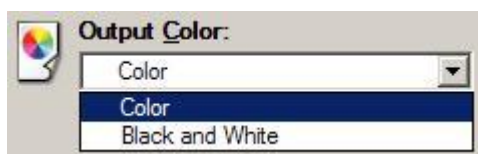
[Color]: Printer automatically switches between color and black based on the colors used on each page.

[Black]: All colors including black will be printed in black.

指定輸出色彩。

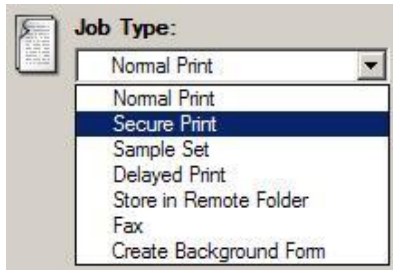
[彩色]：印表機會依照各頁所使用的色彩，自動切換彩色和黑白。

[黑白]：所有色彩(包括黑色)將會以黑白列印。

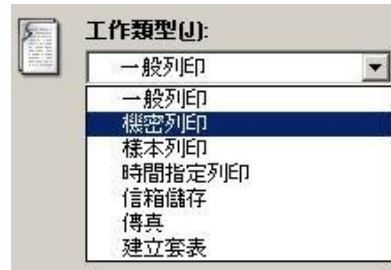


## 2.1.5 Job Type 工作類型

Select Job Type.



選擇工作類型。

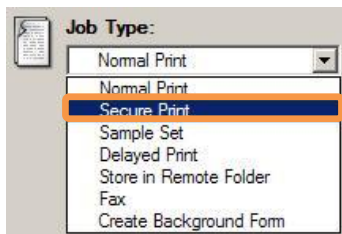


### Secure Print 機密列印

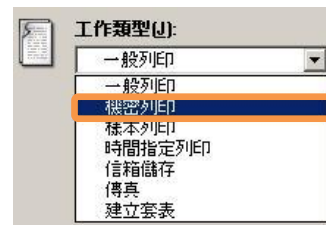
Stores a print job temporarily in memory to output at a convenient time with the control panel of the machine. This feature can be useful for printing confidential documents using a passcode.

您可將列印工作暫存在記憶體上，方便時再使用機器的控制面板輸出。此功能可使用密碼來列印機密文件。

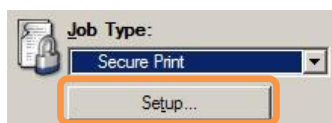
1. Select [Secure Print].



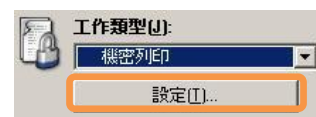
1. 選擇 [機密列印]。



2. Click [Setup].



2. 按 [設定]。

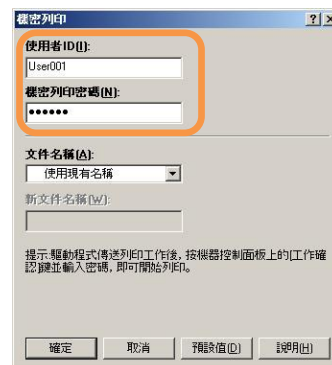
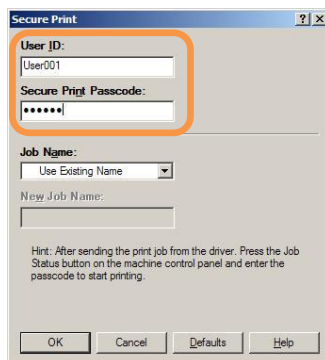


3. Set a [User ID] and/or [Password] for the job then press [OK].

Configure other print properties if necessary and send out the print job.

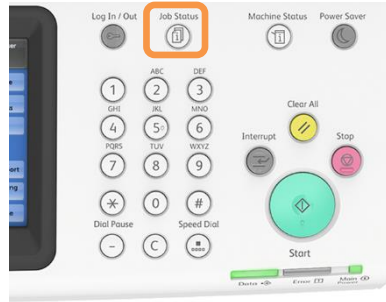
3. 設定 [使用者] 及 [密碼] 然後按 [確定]。

視需要設定其他列印內容，並送出列印工作。



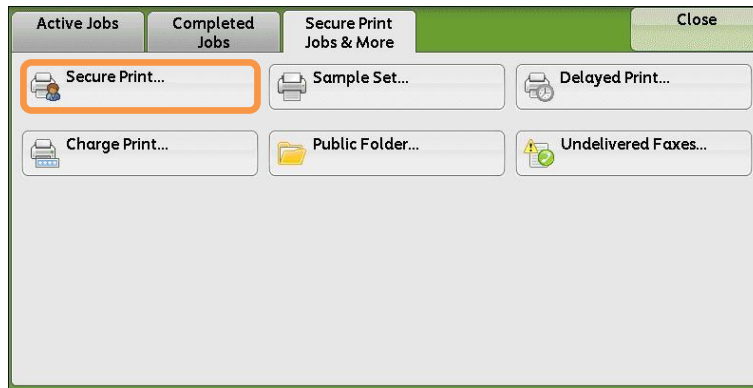
## Retrieve Secure Print 列印機密文件

1. Press [Job Status] button.



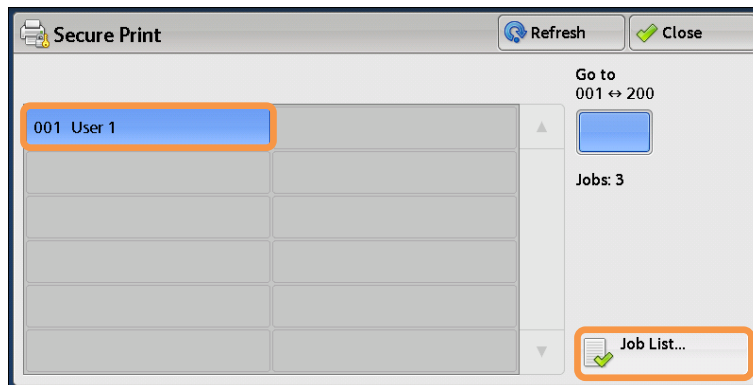
1. 按 [Job Status] 鍵。

2. Select [Secure Print Jobs & More] and click [Secure Print].



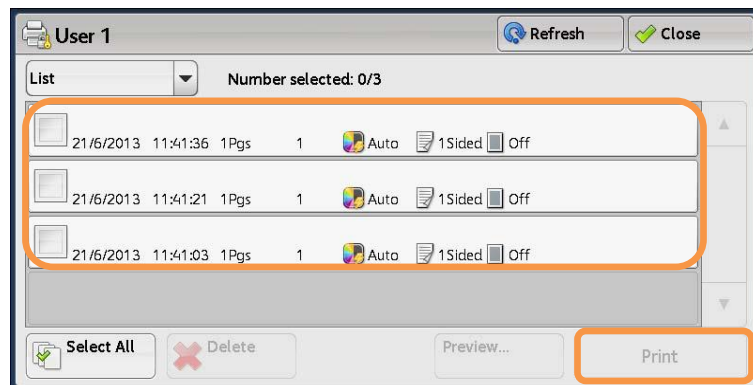
2. 選擇 [儲存文件]，按 [機密列印]。

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



3. 選擇你的 User ID，然後按 [文件確認 / 列印]，並輸入密碼。

4. Select the document and press [Print], press [Print and Delete] button to start printing.



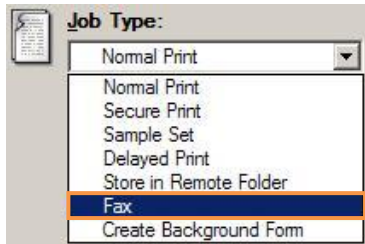
4. 選擇要列印的文件，然後按 [列印]，選擇 [列印後刪除] 以開始列印。



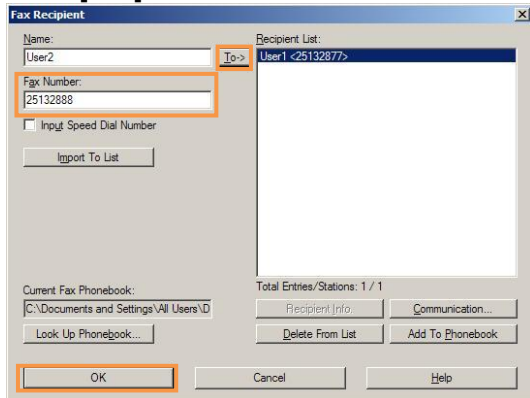
## Fax 傳真

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

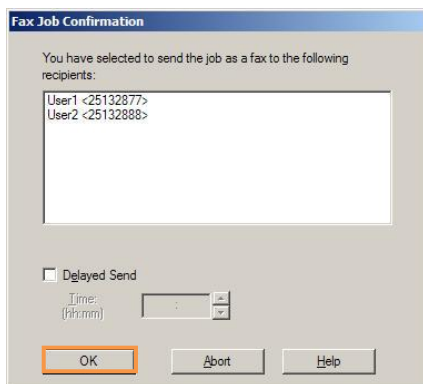
1. Select [Fax] and press [OK] button.



2. Press [OK] to start print.
3. Enter fax number in [Fax number] field and press [To>] button to confirm, then press [OK].

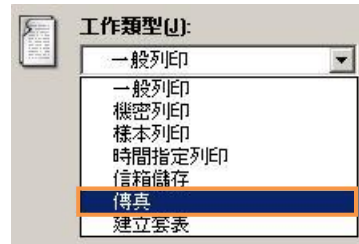


4. Press [OK] to start sending fax.



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] 然後按 [確定] 。



2. 按 [確定] 以開始列印。
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 high quality printing.

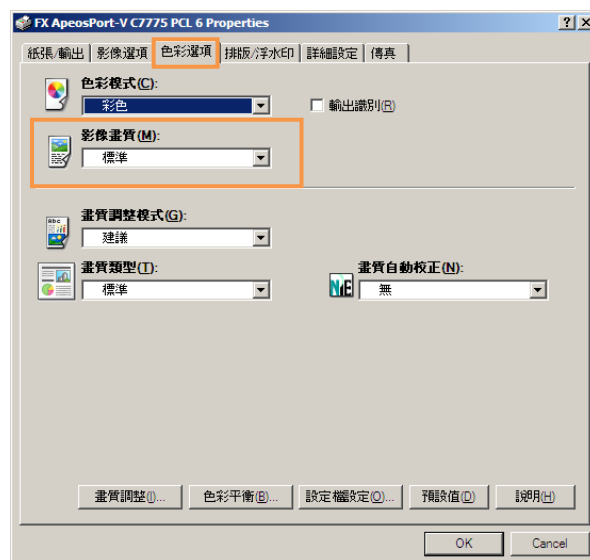
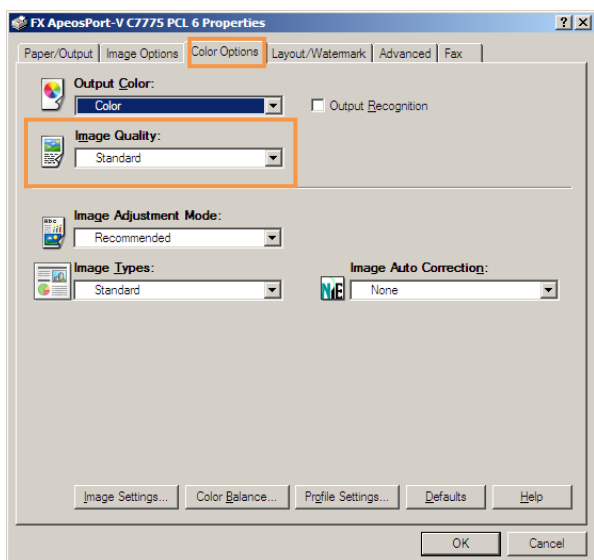
[High Resolution]: For printing fine line.

指定列印畫質。

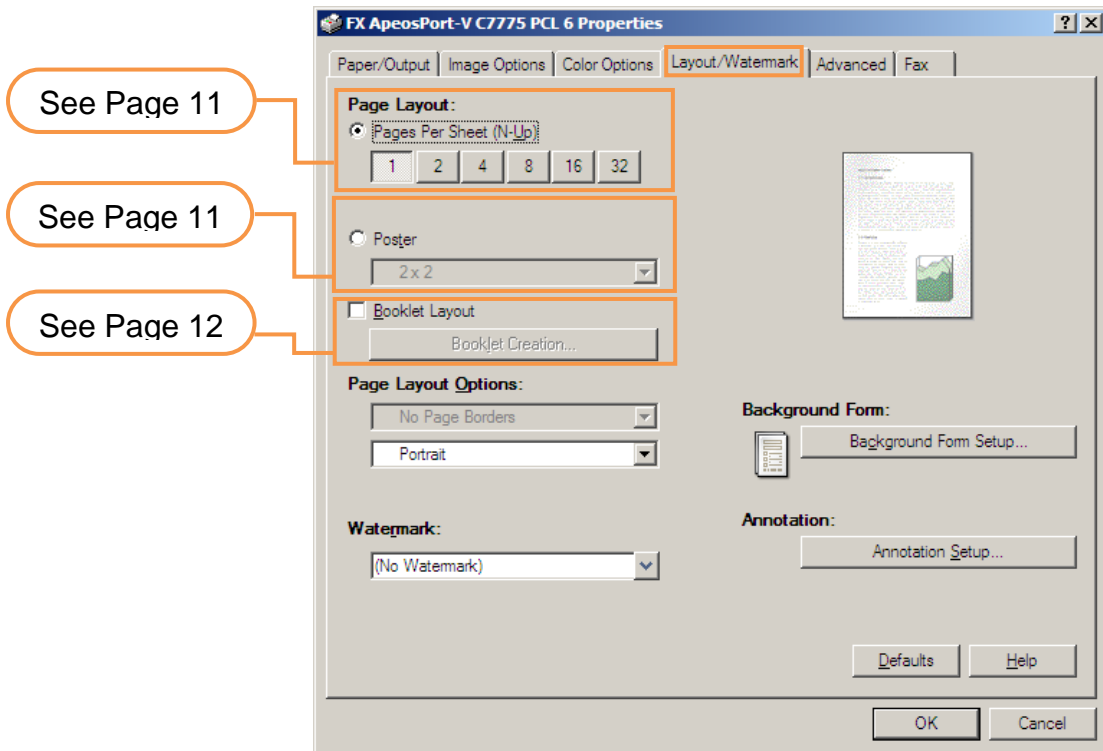
[標準]: 不論影像畫質的快速列印。

[高畫質]: 高畫質列印。

[超高畫質]: 列印細線。



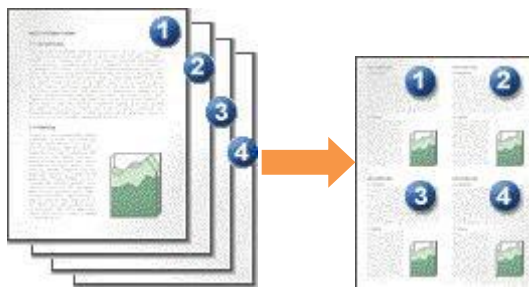
## 2.3 LAYOUT / WATERMARK 排版 / 浮水印



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

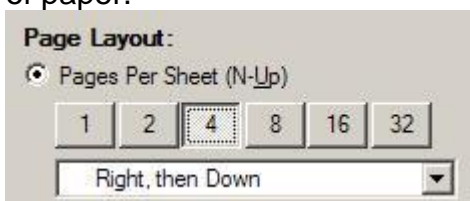
Prints multiple pages onto one sheet of paper.

在一張紙上列印多頁。



Selecting [1], [2], [4], [8], [16] or [32] enables 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。



### 2.3.2 Poster 海報

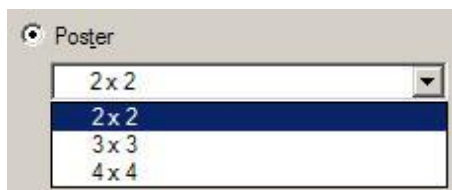
Splits one page of print data into multiple sheets of paper and expands the printed image to fit the size of each sheet. Used to create large posters, etc.

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]。



### 2.3.3 Booklet Layout 小冊子排版

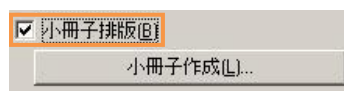
Performs 2-sided printing and page allocation for printing a booklet in the correct page order.

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。



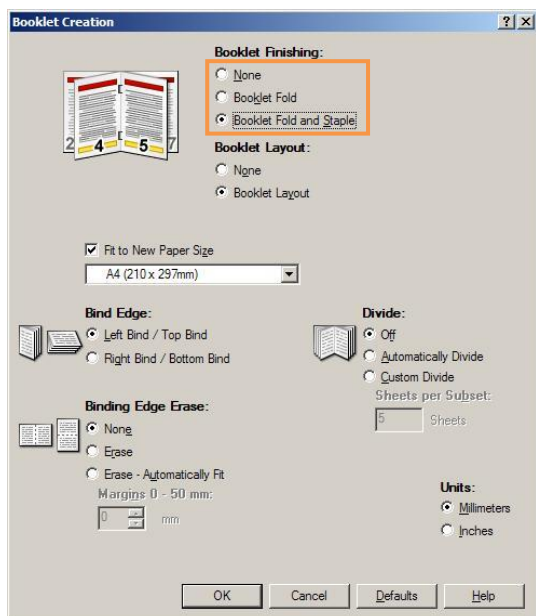
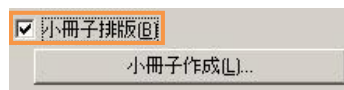
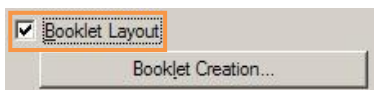
Click the [Booklet Layout] check box to enable the booklet feature.

點選[小冊子排版]方塊，啟用小冊子功能。



If the device is installed with [Booklet Maker Module], you can click the [Booklet Creation] button and choose to apply [Booklet Fold and Staple] output option.

如機器裝有[中間裝訂組件]，可按[小冊子作成]按鈕，選擇[對摺+裝訂]的輸出選項。



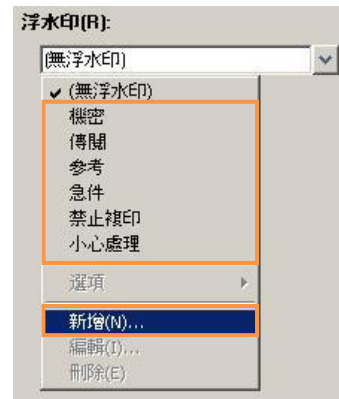
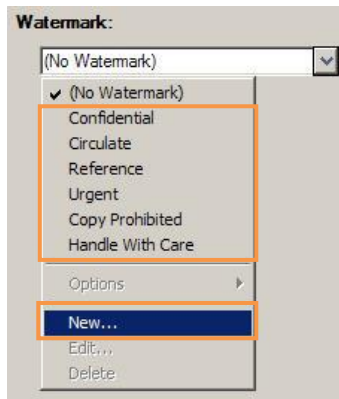
## 2.3.4 Watermark 浮水印

Configures settings for printing a watermark over a file.

設定在列印文件，加入浮水印效果。

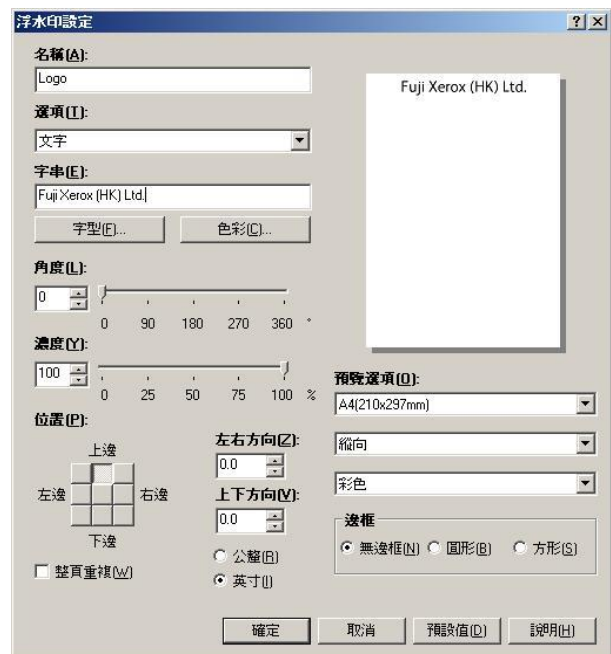
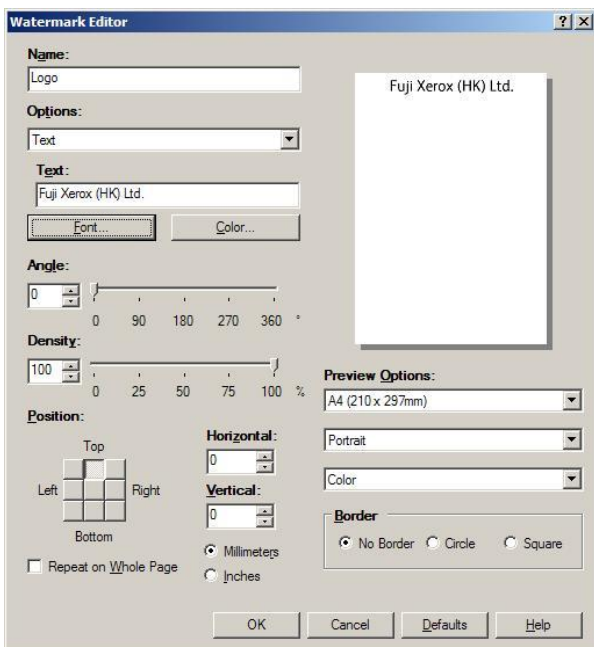
1. Select standard watermark from list box or press [New] button to create custom watermark.

1. 從清單中選擇標準浮水印，或按 [新增] 建立自訂浮水印。



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

2. 在 [字串] 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 Support Center**

## **2513-2513**

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