

Quick Reference Notes – Mac Print

簡易操作- Mac 機列印



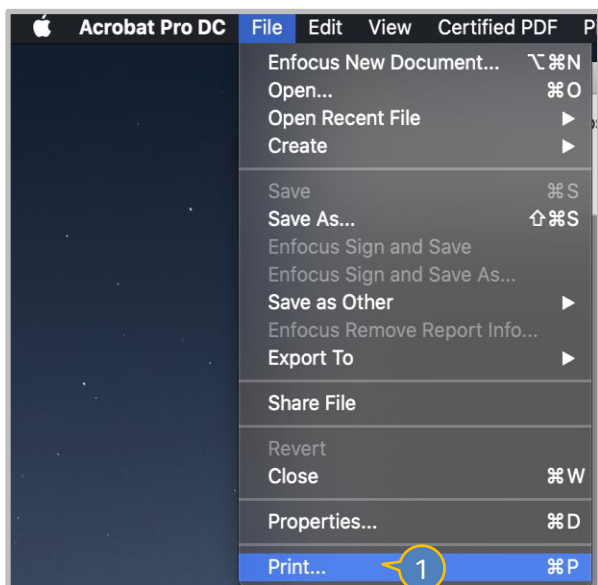
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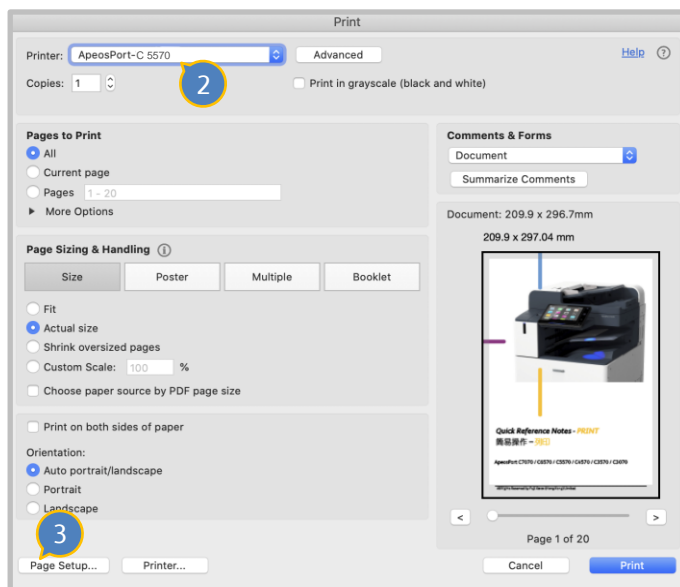
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1 SELECT PRINTER 選擇印表機

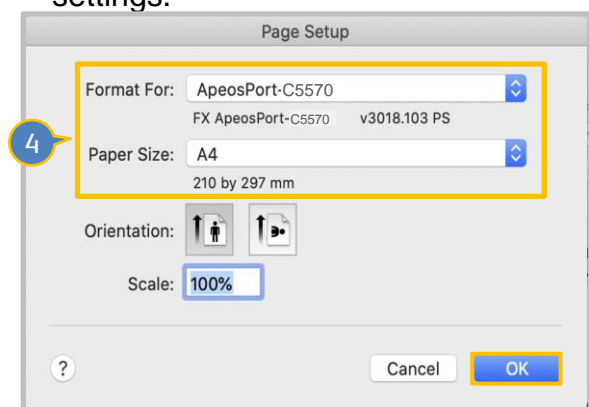
1. Select [Print] from the [File] menu of the application.
2. Choose the appropriate printer from [Printer] list.
3. Click [Page Setup].



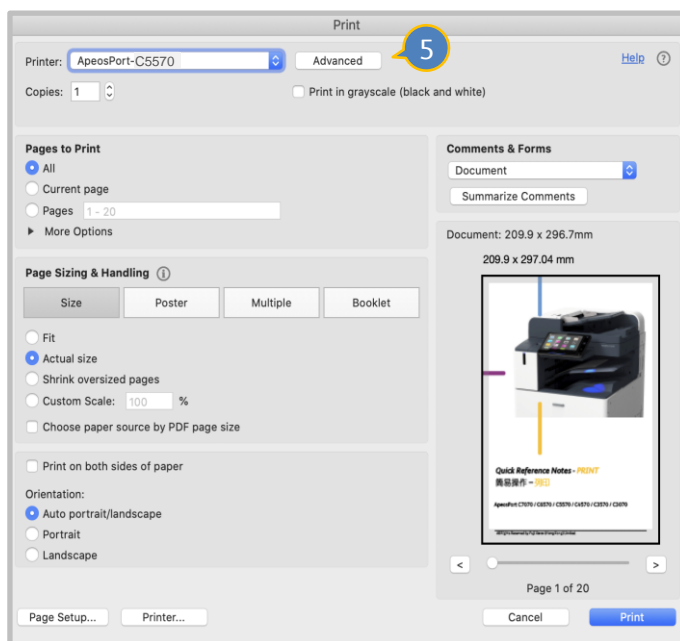
1. 選擇應用程式 [檔案] 選單中的 [列印]。
2. 在印表機選單中，選擇合適的印表機。
3. 按 [Page Setup]。



4. Select printer again and choose appropriate paper size, then press [OK].
5. Press [Printer] to configure print settings.



4. 再次選擇印表機並選擇合適的紙張尺寸，然後按[OK]。
5. 按[Printer]以設定列印功能。



2 CONFIGURE PRINT SETTINGS 設定列印功能

2.1 LAYOUT 排版

It allows to select [Two-Sided] and [Pages per Sheet].

❖ Two-Sided

Long-Edge binding : Head to head binding
Short-Edge binding : Head to Toe binding

❖ Pages per Sheet

Up to 16 pages can be fit on to a sheet of paper.

在此能選擇[Two-Sided] 及 [Pages per Sheet]。

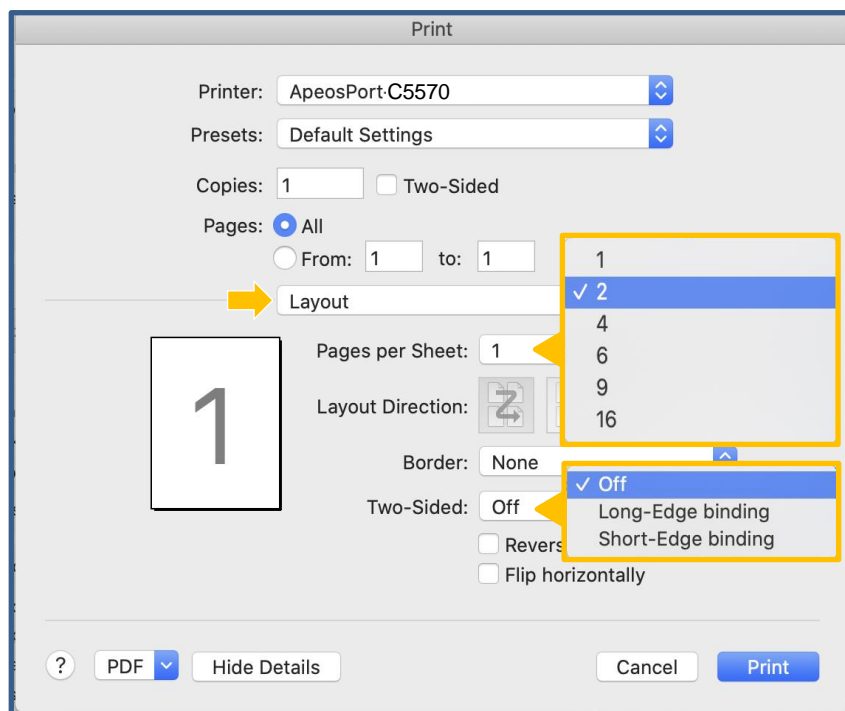
❖ 雙面列印

長邊釘裝：左右對開

短邊釘裝：上下對開

❖ 多張合一

最多可將 16 頁紙打印在同一張紙張上



2.2 PAPER FEED 紙盤選擇

It allows to select an appropriate tray for printing.

Note: Special media such as thick paper up to 300gsm, Label etc. Those have to put into tray 5. (Refer: 2.2.1)

Select [Paper Feed] and choose an appropriate paper tray.

Remark: Standard tray support size, Tray 1-4: min A5, max SRA3. Tray 5: min 89x98mm, max 320x1200mm.

Tandem tray support size: Tray 1-2 min A5, max SRA3, Tray 3-4: Letter size /A4. Tray 5: min 89x98mm, max 320x1200mm.

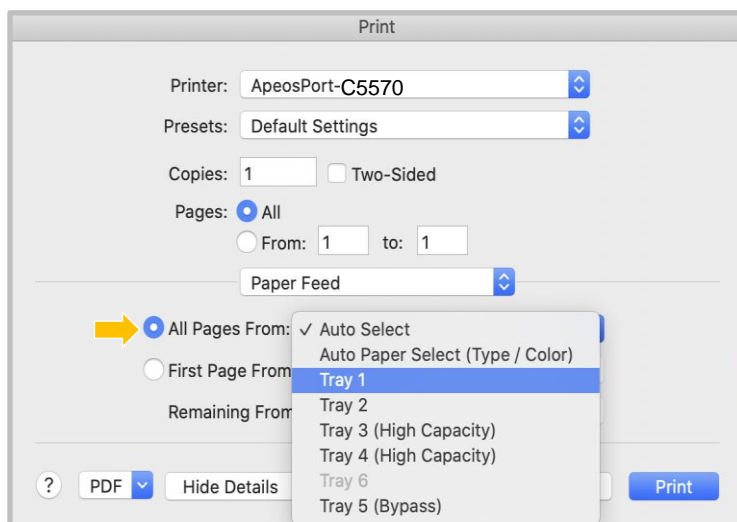
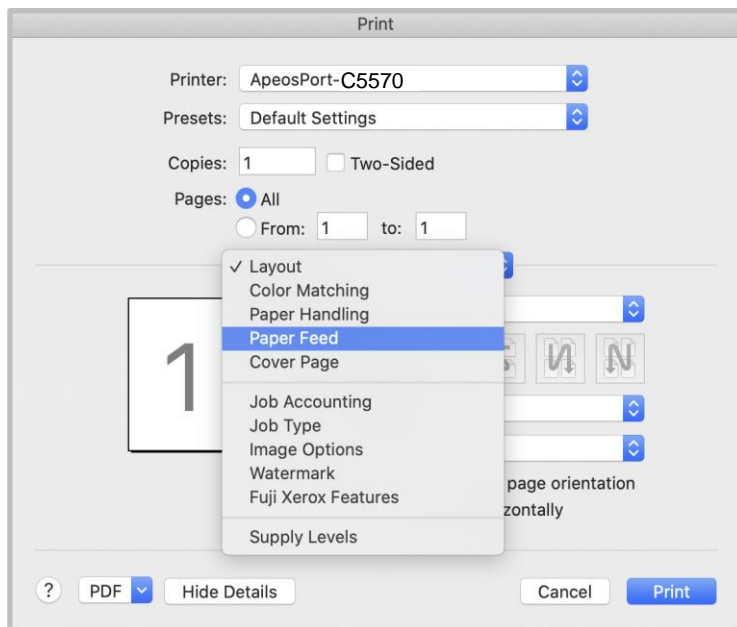
在此可選擇合適的紙盤進行打印。

注意: 特別紙張，如厚紙(最厚達 300gsm)，標籤貼紙等，必須放在紙盤 5。

選擇 [Paper Feed]，然後選取合適的紙盤。

備註: 紙盤支援的紙張尺寸，標準型: 紙盤 1-4 最少 A5；最大 SRA3，紙盤 5 最少 89x98mm；最大 320x1200mm。

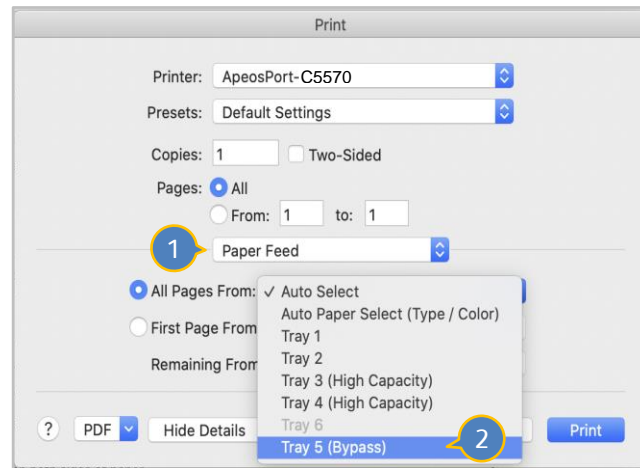
Tandem: 紙盤 1-2 最少 A5；最大 SRA3，紙盤 5 最少 89x98mm；最大 320x1200mm。



2.2.1 Special Media Settings 設置特別紙張

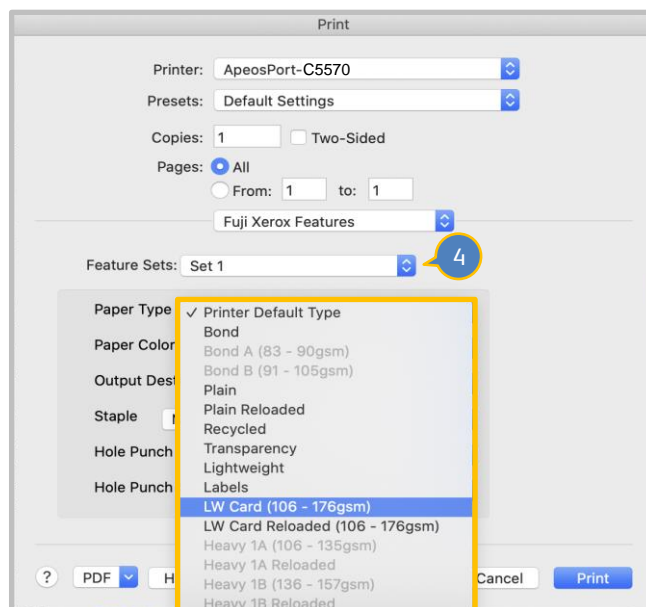
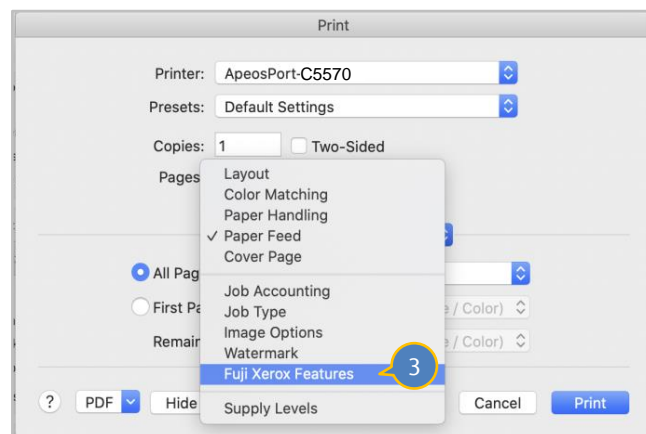
1. Go to [Paper Feed] and select Tray 5 in [All Pages From].

1. 選擇 [Paper Feed] · 在 [All Pages From] 中選擇紙盤 5。



2. Go to [Fuji Xerox Features] and select an appropriate paper media from the list of paper type in [Features Sets: Set 1]

2. 再進入 [Fuji Xerox Features], 然後在 [Features Set: Set 1] · [Paper Type] 的表列中選取合適的紙張類別。



2.3 IMAGE OPTIONS 圖像選項

It allows to change options in [Output Color] & [Image Quality].

❖ Output Color

Change Black & White to print. (Default is Color)

❖ Image Quality

[Standard](Default): 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.

在此可更改 [Output Color] 和[Image Quality] 的項設定。

❖ Output Color

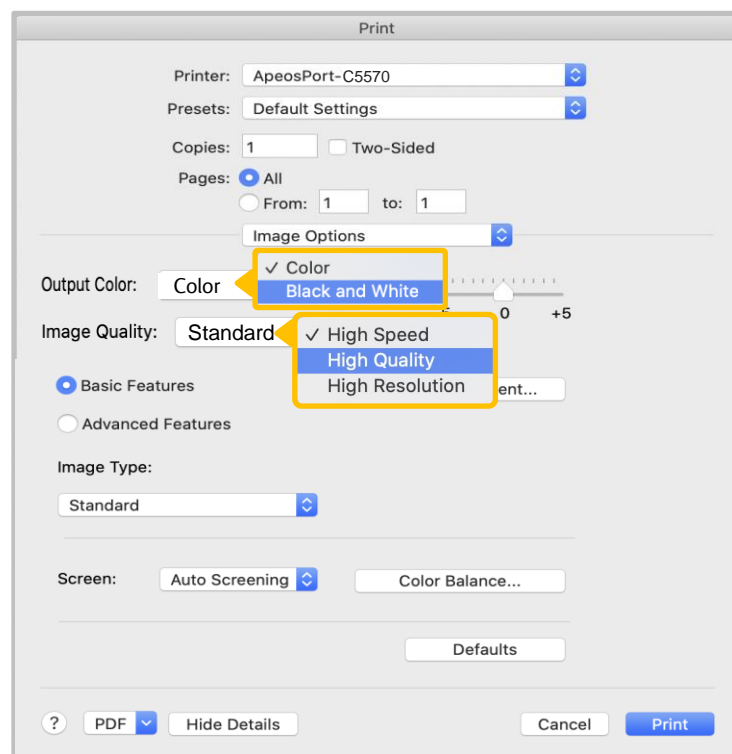
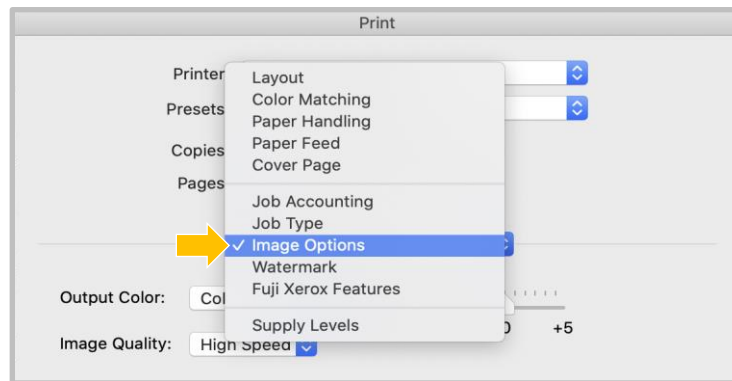
更改黑白打印。(預設是彩色打印)

❖ Image Quality

[Standard] 預設：不論影像畫質的快速列印。

[High Quality]: 以最佳解析度及色階列印。

[High Resolution]: 列印精細文字及細線條。



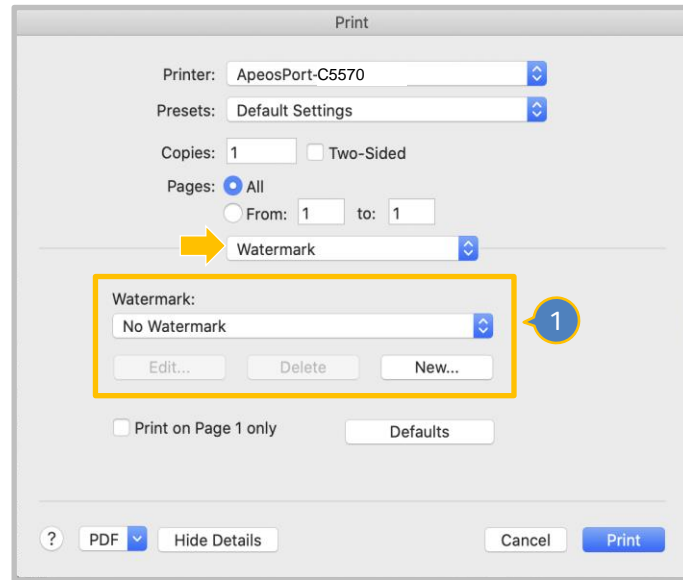
2.4 WATERMARK 浮水印

It allows to register watermarks to print overlaid on the print document.

1. Choose [Watermark] and select pre-registered watermark, or press [New] to create a new one.

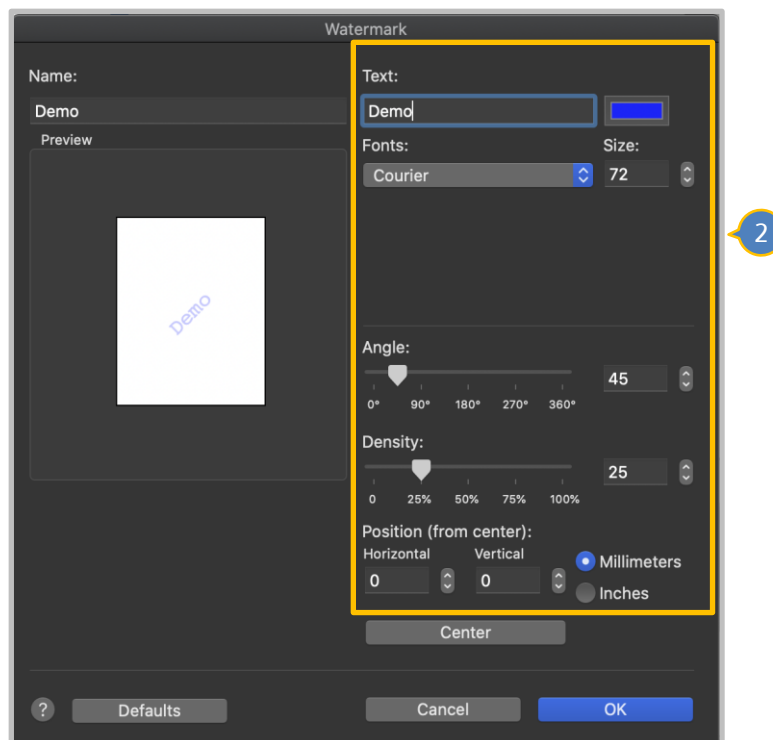
在打印文件上添加浮水印章。

1. 選擇 [Watermark] ，然後選取已預先註冊的浮水印或按 [New] 以新增。



2. Enter the text and select appropriate colour, fonts, angle, density and position.

2. 輸入文字，然後選擇合適的顏色，字體，角度和位置。



2.5 JOB TYPE 工作類型

In addition to normal printing, you have the option to store print data temporarily in the memory of the machine and print it later.

除了正常打印外，還可以選擇將打印文件暫時儲存在多功能打印機中，然後再打印。

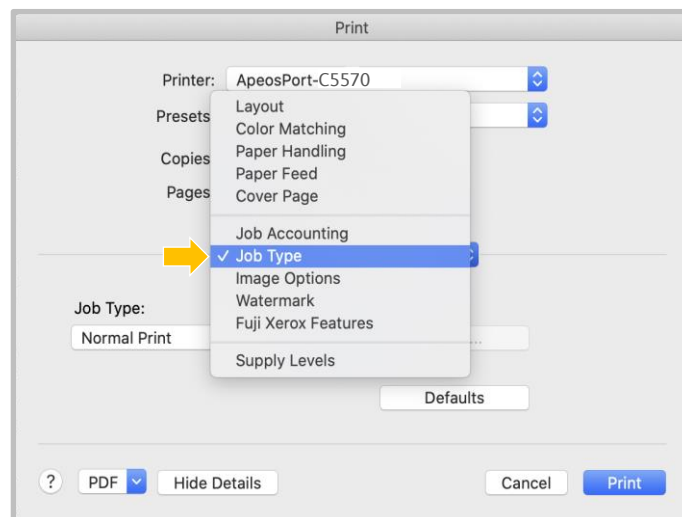
2.5.1 Secure Print 機密列印

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.

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。

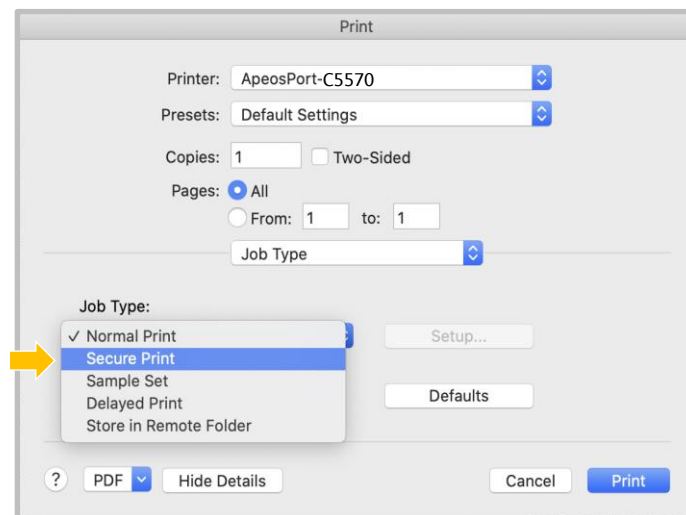
1. Select [Job Type].

1. 選擇【機密列印】。

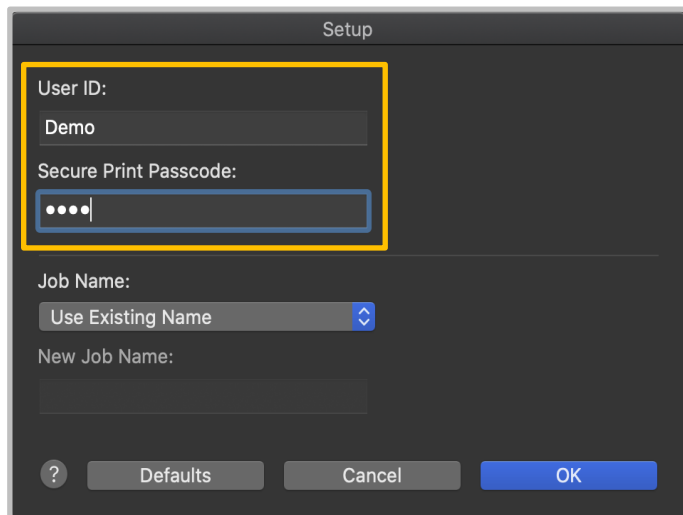


2. Click [Secure Print] in Job Type.

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.



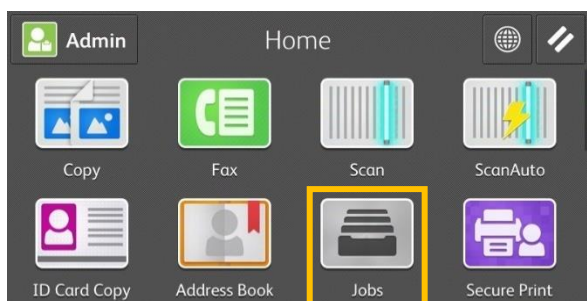
3. 設定【使用者 ID】(如需要，亦可設定【機密列印密碼】)，然後按【確定】。視乎需要設定其他列印選項，並送出列印工作。

Retrieve Secure Print 列印機密文件

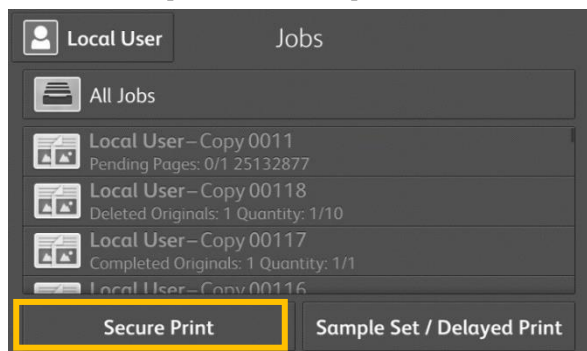
1. Press [Secure Print] button. Go to Step 3. In absence of the button, go to Step 2a.



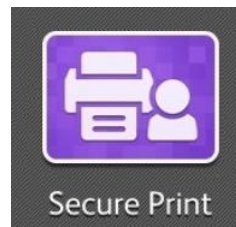
- 2a. Click [Job Status].



- 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。



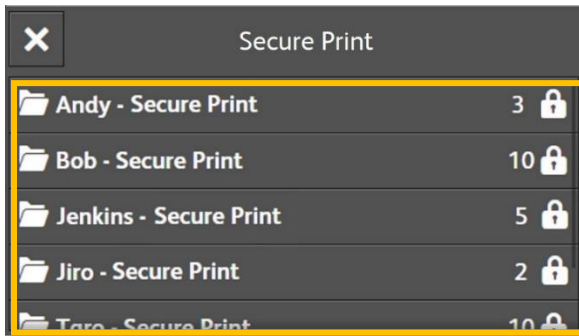
- 2a. 按【工作確認】。



- 2b. 選擇【機密列印】。



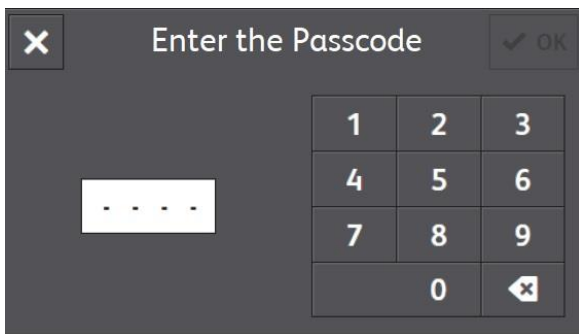
2c. Select your User ID.



2c. 選擇你的 User ID。



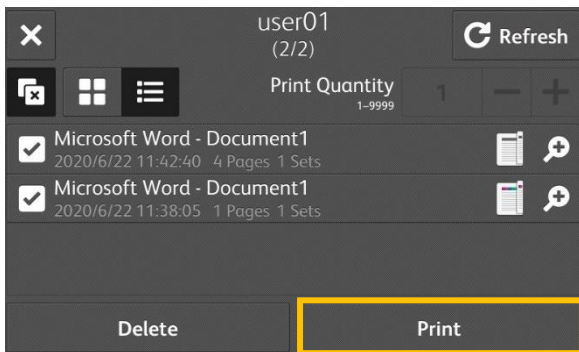
3. Enter password if you are asked to.



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】。



2.6 FUJI XEROX FEATURES

It allows to do advance settings of booklet print, Staple/Hole Punch, Folding etc.,

此選項中可選擇小冊子列印。

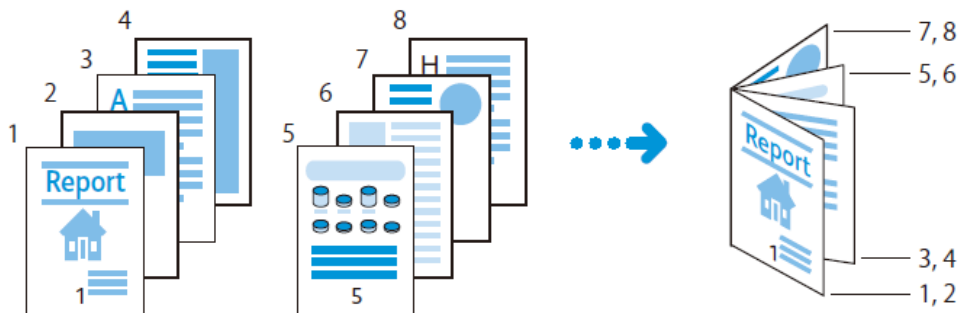
Remark: Staple/Hole Punch, Folding is an optional unit.

備註: 裝釘/打孔, 摺疊功能是額外組件。

2.6.1 Booklet Print 小冊子列印

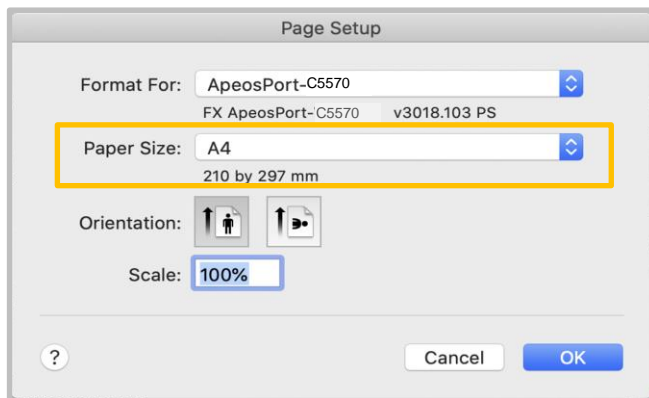
Performs 2-sided printing and page allocation for printing a booklet in the correct page order.

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。



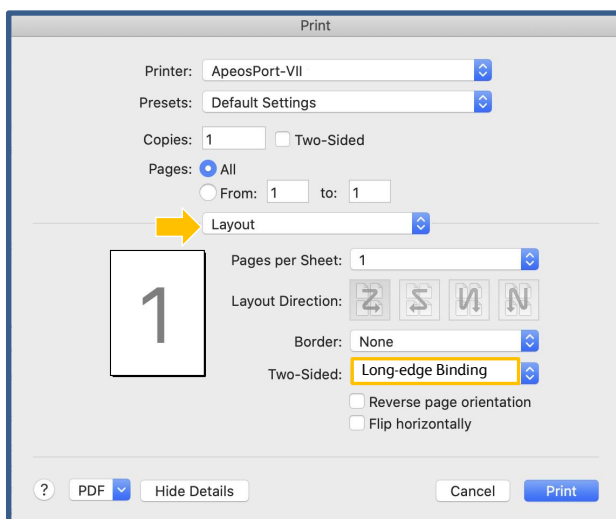
1. Select an appropriate document size in [Page Setup].

1. 在 [Page Setup] 中選取合適的紙張大小。



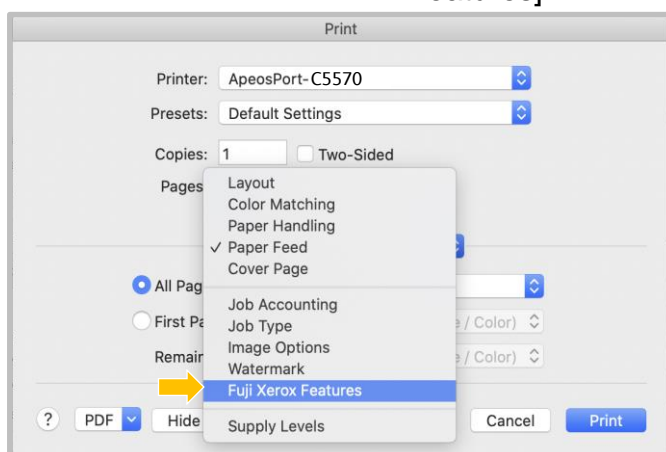
2. Select [Printer]. Go to [Layout] and select [Long-edge Binding] in Two-Sided.

2. 選擇 [Printer]，然後進入 [Layout] 並在 [Two-Sided] 中選擇 [Long-edge Binding]。



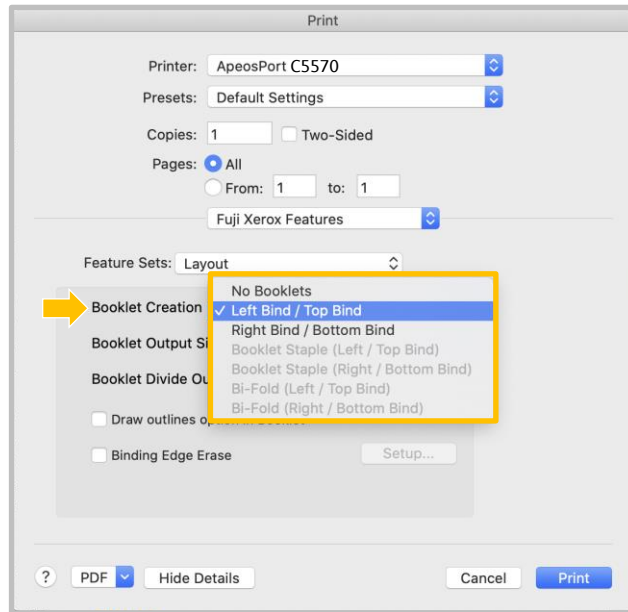
3. Select [Printer] and go to [Fuji Xerox Features].

3. 選擇 [Printer]，然後進入 [Fuji Xerox Features]



4. Select [Layout] in Features Sets and select either [Left Bind / Top Bind] or [Right Bind / Bottom Bind].

4. 在 [Feature Sets] 中 選擇 [Layout] ，然後在 [Booklet Creation] 中選擇 [Left Bind/Top Bind] 或 [Right/Bind/Bottom Bind] 。

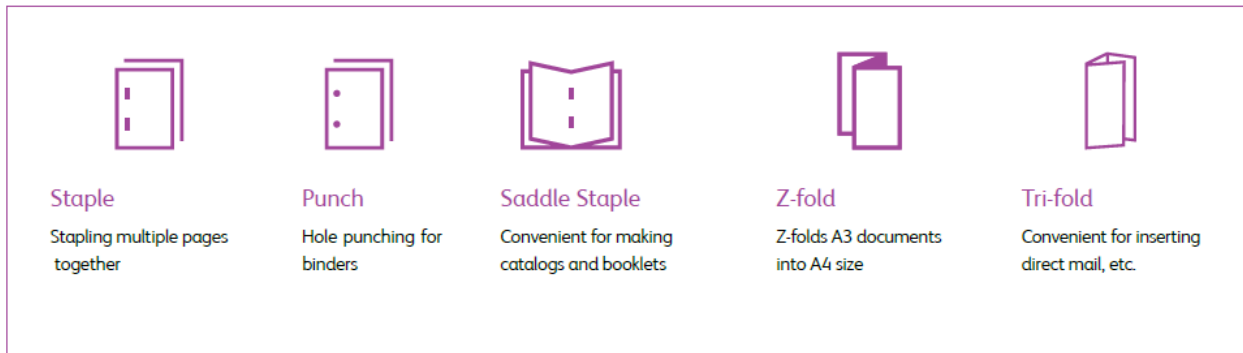


5. Select [Saddle Stitch] staple option for booklet printing if multi-function printer installed. (Please refer 2.6.2 to 2.6.5)

5. 如多功能打印機已加裝 Finisher 。 可為小冊子選擇 [Saddle Stitch] 裝釘 。 (請參閱 2.6.2 至 2.6.5)

2.6.2 Staple / Hole Punch / Fold (Optional Unit) 裝釘 / 打孔 / 摺疊 (額外組件)

It allows to staple / hole punch / fold print document. Please refer below table for details. 此選項支援裝釘 / 打孔 / 摺疊功能。詳情請參閱以下圖表。



	Finisher-A2	Finisher-B3 + Booklet Maker Unit	C3 Finisher	C3 Finisher with Booklet Maker	C3 Finisher with Booklet Maker + Folder Unit CD1
Staple capacity	50 sheets ^{*1}	50 sheets	50 sheets or 65 sheets ^{*2}	50 sheets or 65 sheets ^{*2}	50 sheets ^{*3} or 65 sheets ^{*2*}
Punch	—	2/4 holes or 2/3 holes ^{*4}	2/4 holes or 2/3 holes ^{*5}	2/4 holes or 2/3 holes ^{*5}	2/4 holes or 2/3 holes ^{*5}
Saddle Staple	—	○ ^{*6}	—	○	○
Single fold	—	○ ^{*6}	—	○	○
Tri-fold	—	—	—	—	○ ^{*7}
Z-fold	—	—	—	—	○ ^{*7}
Paper capacity ^{*3}	Output tray	—	500 sheets	500 sheets	500 sheets
	Finisher tray	500 sheets	2000 sheets	3000 sheets	1500 sheets

Note: Finisher-A2 is compatible with models up to C5570 / C4570 / C3570/C3070.

*1: A4 size. Up to 30 sheets at B4 or above.

*2: C3 Finisher Staple Unit 65 sheets required.

*3: The number of sheets that can be folded is reduced when Z-folding is mixed.

*4: 2/4 Hole or US 2/3 Hole Punch Kit for Finisher-B3 is required.

*5: 2/4 Hole or US 2/3 Hole Punch Kit for Finisher-C3 is required.

*6: Booklet Maker Unit is required. Finisher-B3 makes a crease without folding when performing saddle stapling or double-folding.

*7: Folder Unit CD1 is required.

*8: 64 gsm paper/A4 size.

Remark: Staple / hole punch / fold function depends on the finisher model installed. Please check the multi-function printer.

備註: 裝釘 / 打孔 / 摺疊功能取決於所安裝的裝釘器型號。請檢查多功能打印機。

Note: To enable Finisher option for multi-printer. Please refer figure below.

注意: 如多功能打印機已安裝釘裝器，請參考下圖以啟動此功能。

2.6.3 Normal Staple / Hole Punch 一般裝釘/ 打孔

1. Go to [Fuji Xerox Features] and choose [Set 1] in Feature Sets.

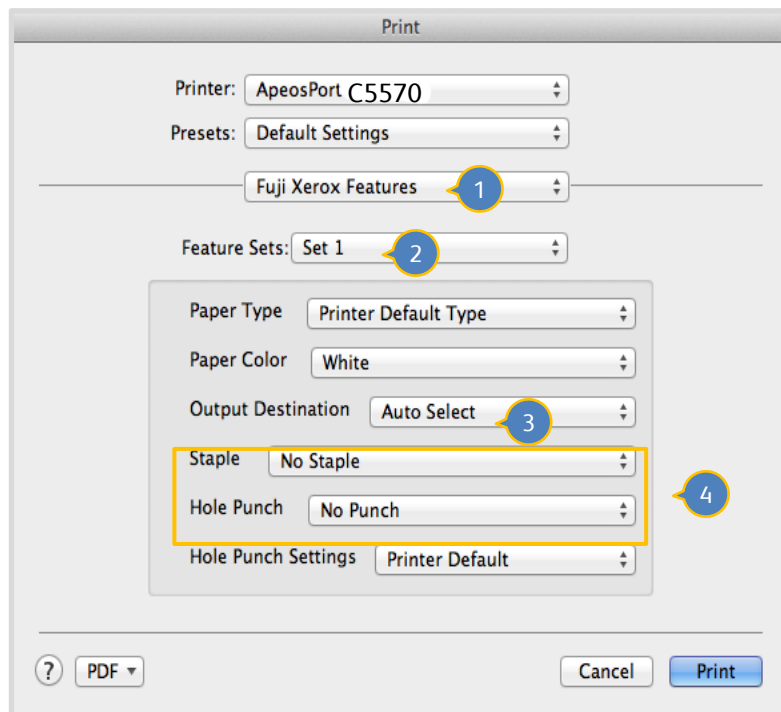
2. Select [Finisher] in Output Destination.

3. Choose an appropriate staple / hole punch.

1. 進入 [Fuji Xerox Features] 並在 Feature Sets 中選擇 [Set 1]。

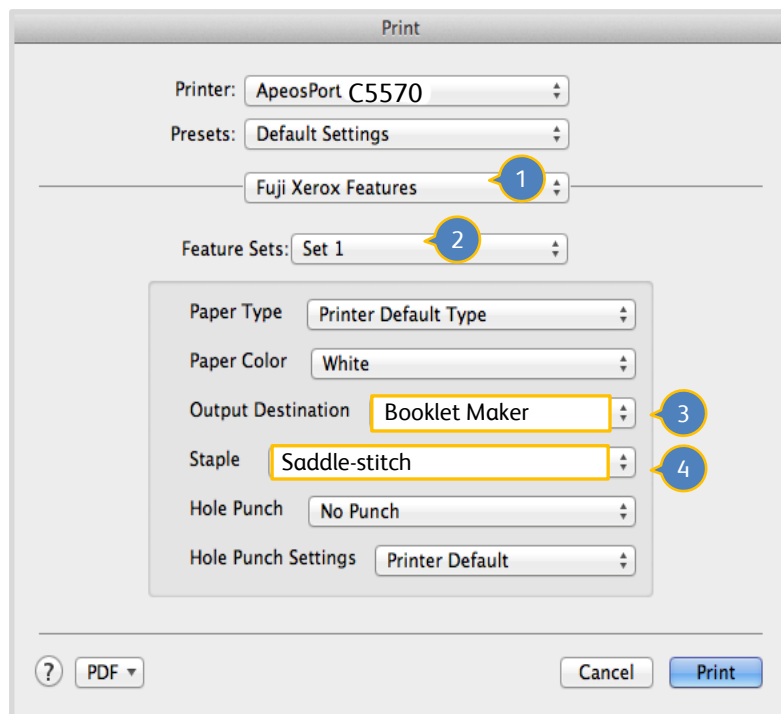
2. 在 Output Destination 中選擇 [Finisher]。

3. 選擇合適凡裝釘 / 打孔。



2.6.4 Saddle Stitch 小冊子騎釘

1. Go to [Fuji Xerox Features] and choose [Set 1] in Feature Sets.
 2. Select [Booklet Maker] in Output Destination.
 3. Choose [Saddle Stitch].
1. 進入 [Fuji Xerox Features] 並在 Feature Sets 中選擇 [Set 1]。
 2. 在 Output Destination 中選擇 [Booklet Maker]。
 3. 選擇 [Saddle Stitch]。



2.6.5 Enable Finisher Option if installed 啟動裝釘器功能 (如已安裝)

1. Select [Printer & Scanner] in System Preference.

1. 在 System Preference 中選擇 [Printer & Scanner] 。

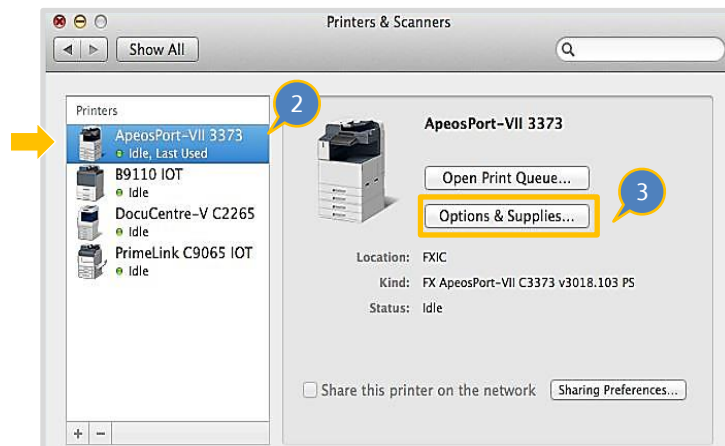


2. Select an appropriate printer which installed Finisher.

2. 選擇已裝有裝釘器功能的印表機。

3. Click on [Option & Supplies].

3. 選擇 [Option & Supplies] 。



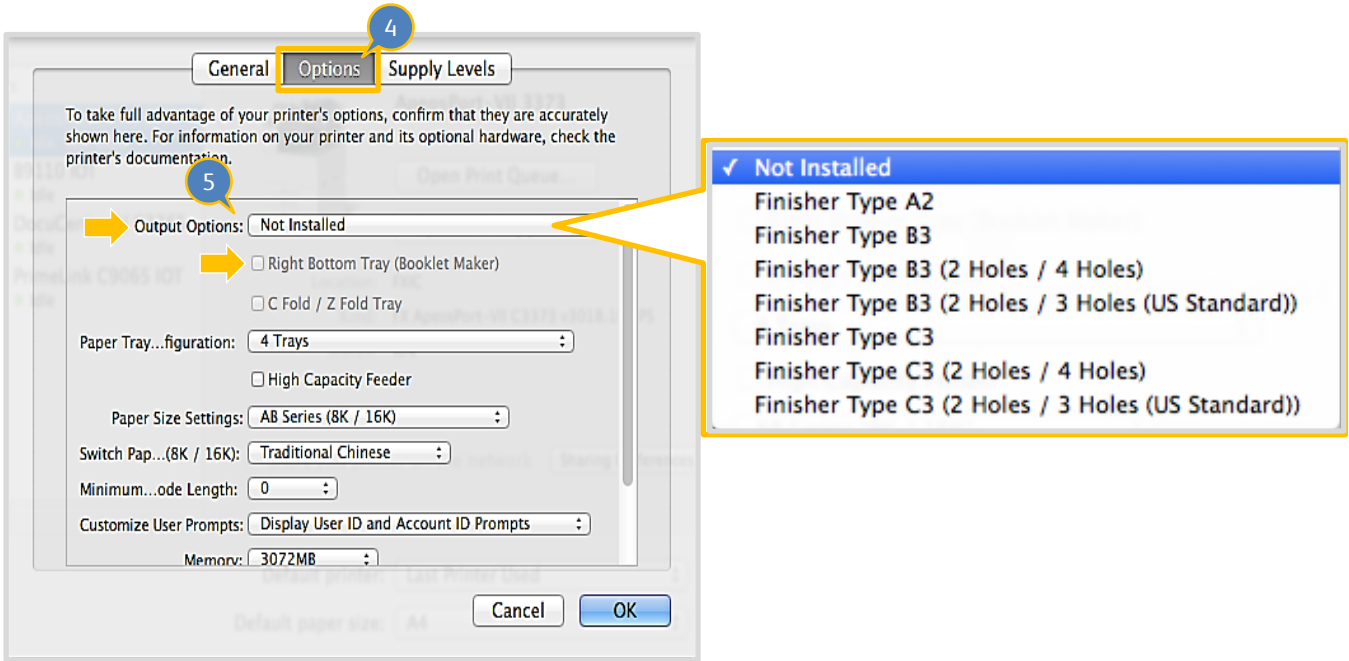
4. Go to [Options] and select appropriate Finisher module which installed.

4. 進入 [Options] 並選取合適的裝釘器型號。

5. Tick [Right Bottom Tray (Booklet Maker) if Finisher module with such module.

5. 勾選 [Right Bottom Tray (Booklet Maker) 。

如釘裝器備有小冊子騎釘功能,



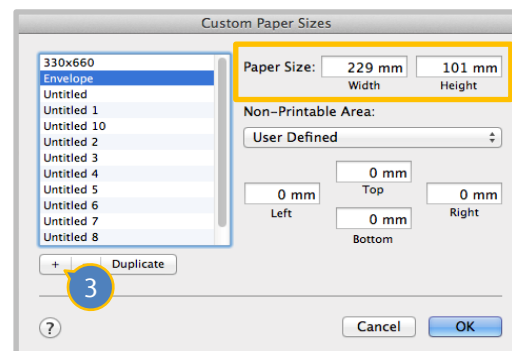
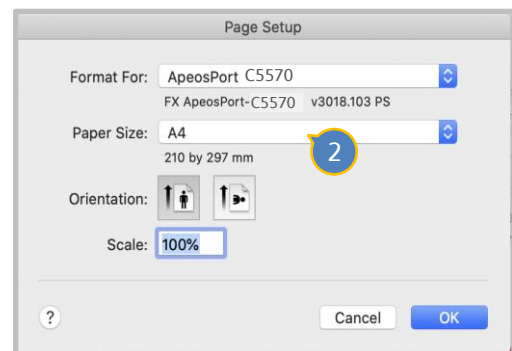
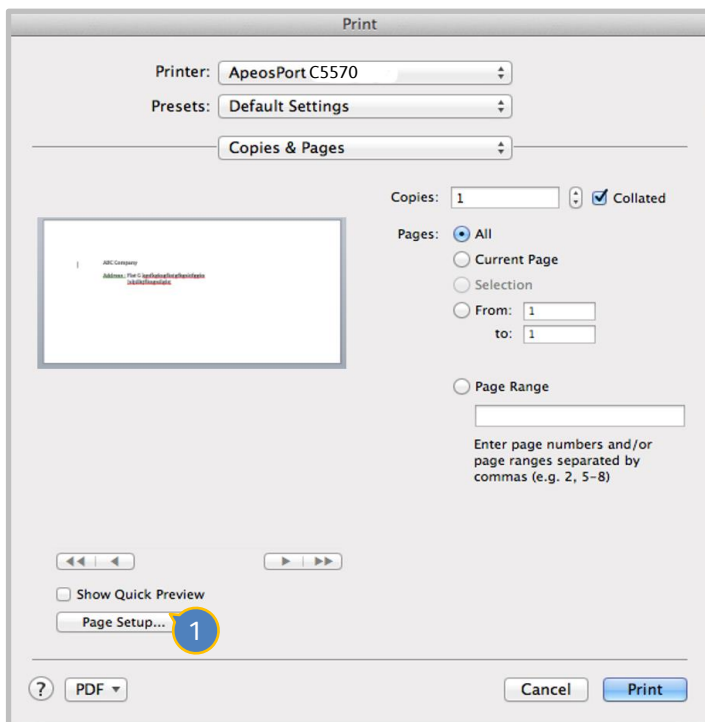
2.7 ENVELOPE PRINT 信封列印

Use Word application to print envelope.

使用 Word 文檔打印信封。

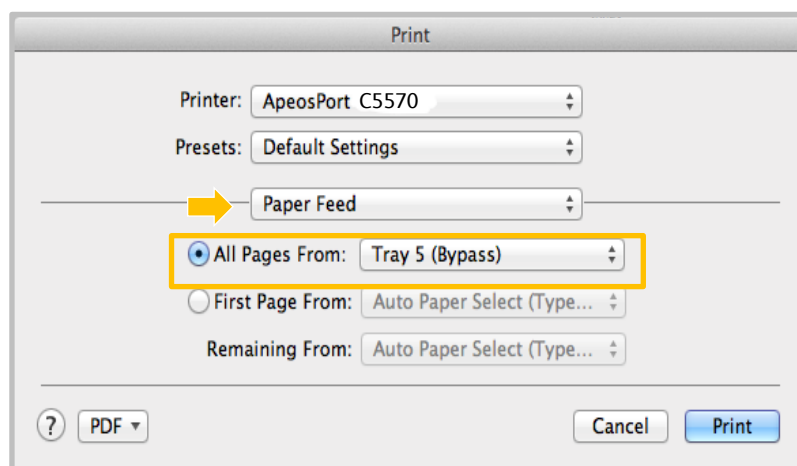
1. Go to [Page Setup] and select an appropriate printer.
2. Select [Custom Paper size] in paper size
3. Press [+] to input an envelope size and name it, then press [OK]

1. 進入 [Page Setup] 後，選擇合適的印表機。
2. 在 [Paper Size] 中選擇 [Custom Paper Size]。
3. 按 [+] 並輸入所需的信封尺寸及名稱。



4. Press [Print] and choose Tray 5 in [All Pages From:].

4. 按 [Print] 後，在 [All Pages From] 的表列中選取紙盤 5。



2.8 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。

Customer Support Center

2513-2513

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