



Quick Reference Notes - PRINT

簡易操作 - 列印

Apeos 7580 / 6580

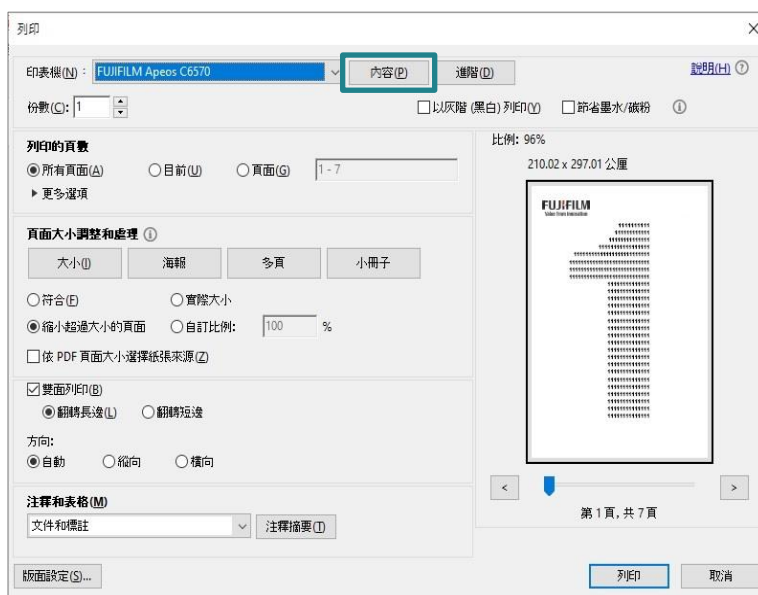
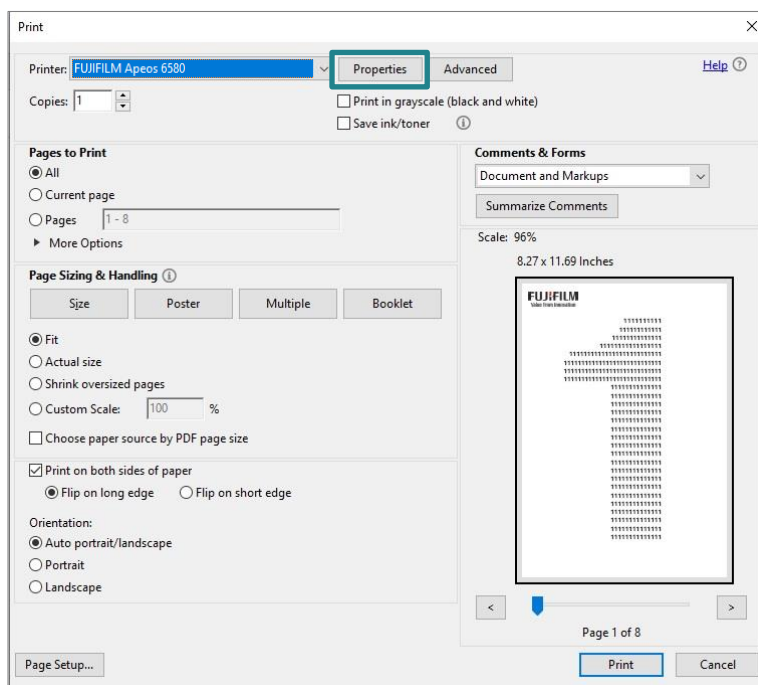
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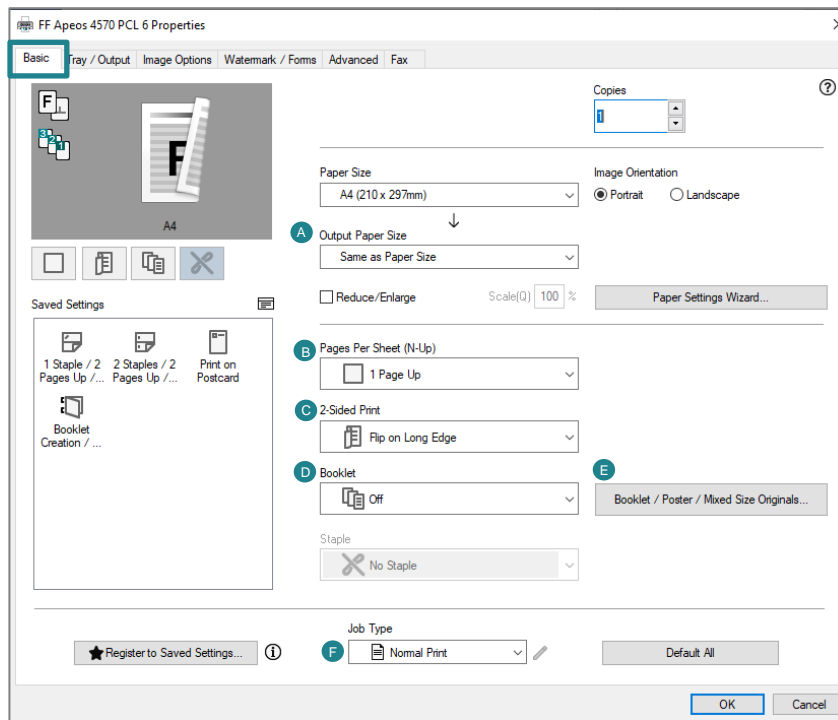
1 SELECT PRINTER 選擇印表機

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」選擇合適的打印機。
 3. 按【列印】開始列印，或按【內容】以設定列印選項。

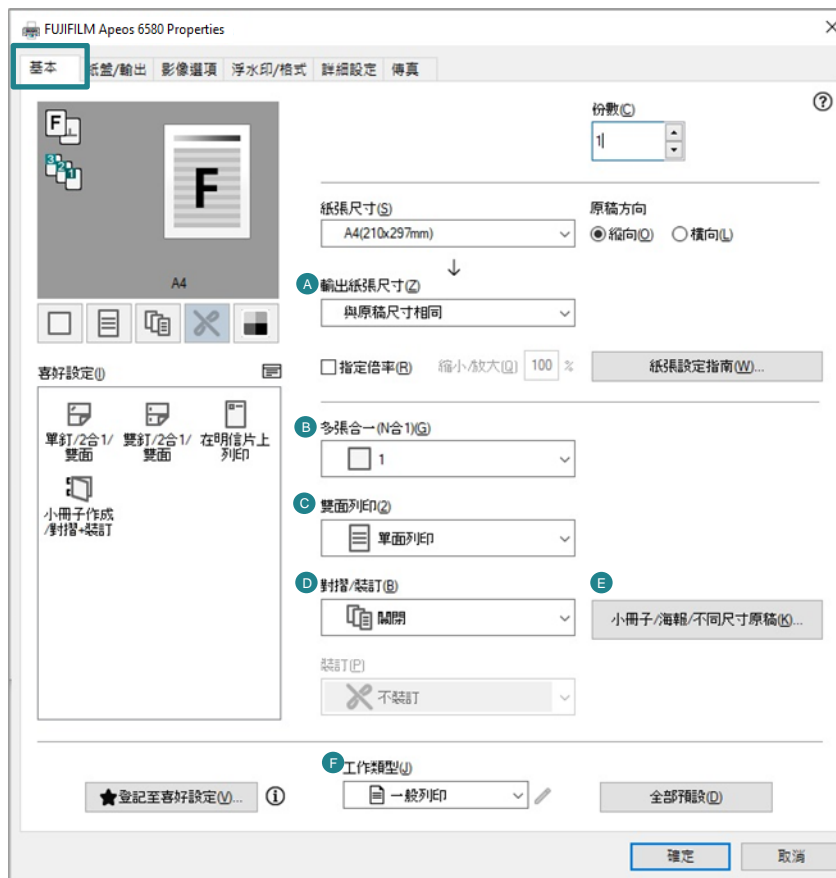


2 CONFIGURE PRINT PROPERTIES 設定列印內容

2.1 BASIC 基本



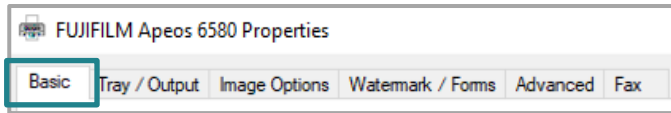
- A 2.1.1 Output Paper Size
- B 2.1.2 Pages Per Sheet (N-Up)
- C 2.1.3 2-Sided Print
- D 2.1.4 Booklet
- E 2.1.5 Poster
- F 2.1.6 Job Type



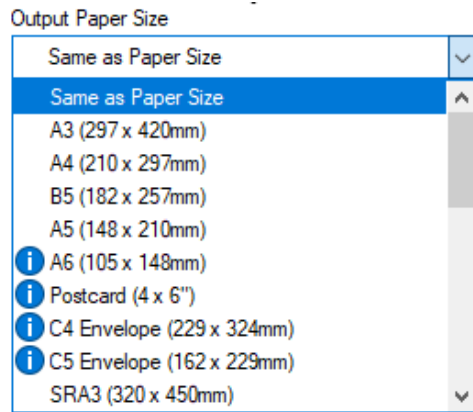
- A 2.1.1 輸出紙張尺寸
- B 2.1.2 多張合一 (N合1)
- C 2.1.3 雙面列印
- D 2.1.4 小冊子
- E 2.1.6 海報
- F 2.1.6 工作類型

2.1.1 Output Paper Size 輸出紙張尺寸

1. Under [Basic] tab.



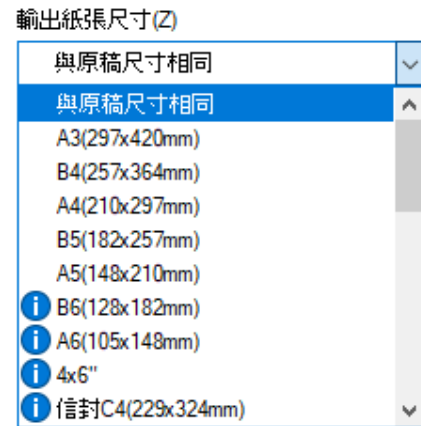
2. Select output paper size.



1. 在【基本】分頁。



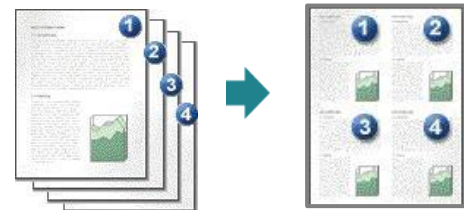
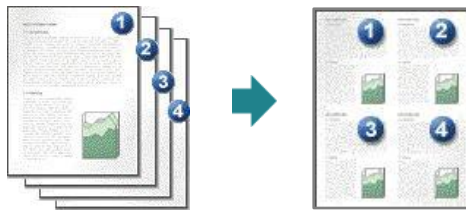
2. 選擇輸出的紙張尺寸。



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

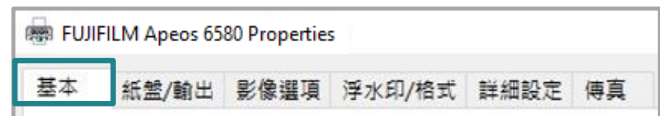
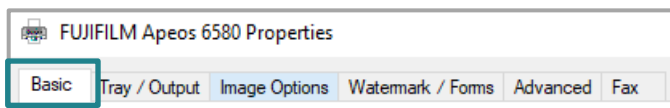
Pages per Sheet (N-Up) 多張合一 (N合1)

在一張紙上列印多頁。



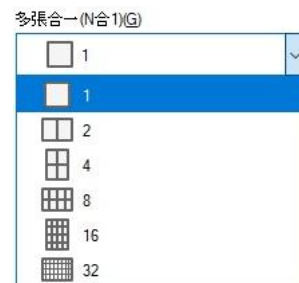
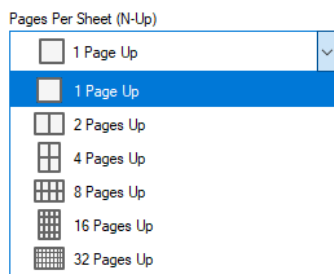
1. Under [Basic] tab.

1. 在【基本】分頁。



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

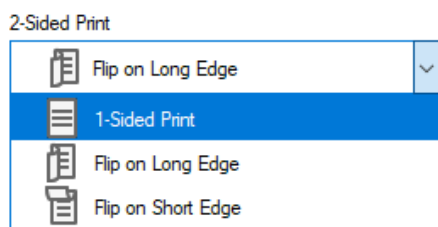
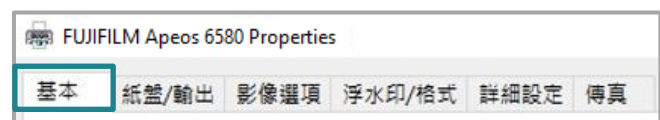
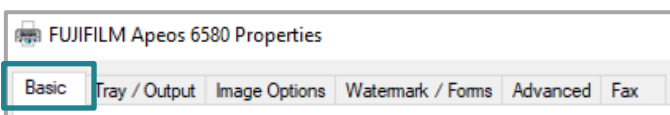
2. 選擇【1】、【2】、【4】、【8】、【16】或【32】即可在一張紙上列印所選擇的頁數。



2.1.3 2 Sided Print 雙面列印

Under [Basic] tab.

在【基本】分頁。



[1 Sided Print]: Print on single page.

【單面列印】：僅在紙張的單面上列印。

[Flip on Long Edge]: 2-sided print as head to head.

【雙面列印·長邊釘裝】：雙面列印時會以紙張的長邊對正。

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

【雙面列印·短邊釘裝】：雙面列印時會以紙張的短邊對正。

2.1.4 Booklet Layout 小冊子

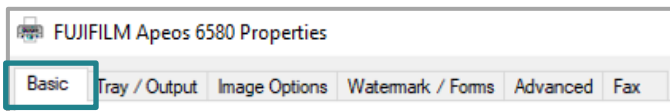
Performs 2-sided printing and page allocation for printing a booklet in the correct page order.

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。



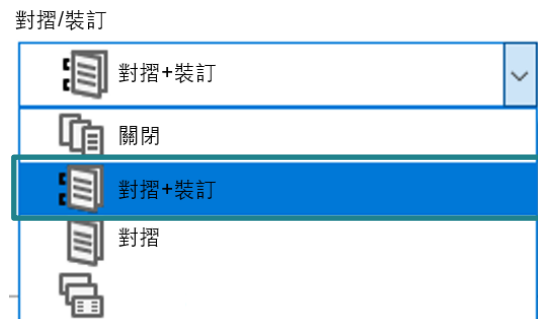
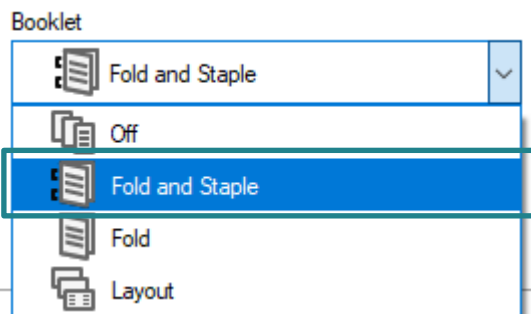
1. Under [Basic] tab.

1. 在【基本】分頁。



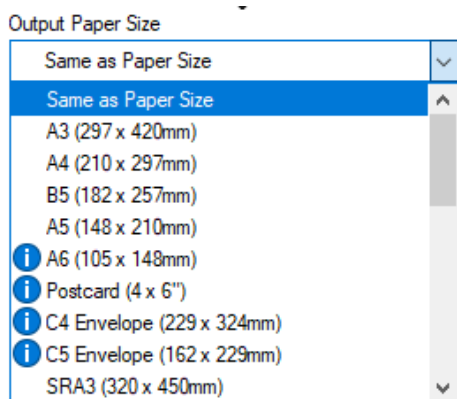
2. Select [Booklet].

2. 選擇【小冊子】。



3. Select [Output Paper Size] to change desired paper size.

3. 在【輸出紙張尺寸】選擇所需要的紙張尺寸。

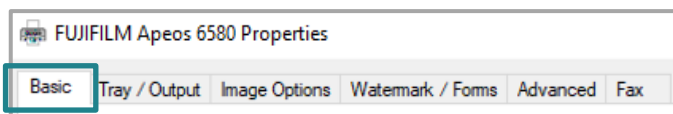


2.1.5 Poster 海報

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.



1. Under [Basic] tab.

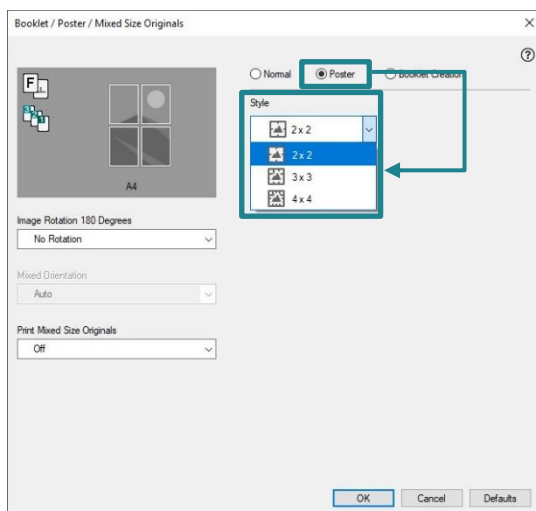


3. Select [Booklet / Poster / Mixed Size Originals].

Booklet / Poster / Mixed Size Originals...

4. Select [Poster].

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



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。



1. 在【基本】分頁。

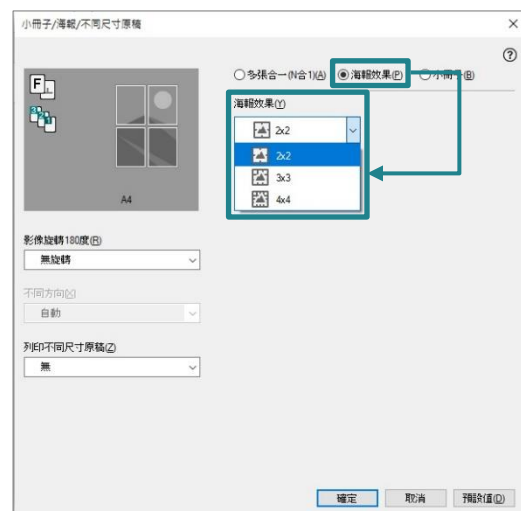


3. 選擇【小冊子 / 海報 / 不同尺寸原稿】。

小冊子/海報/不同尺寸原稿(K)...

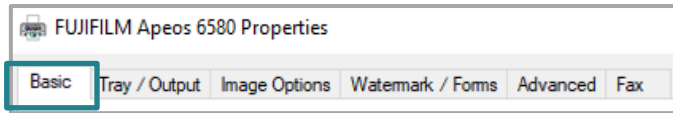
3. 選擇【海報效果】。

4. 選擇列印尺寸為【2x2】、【3x3】或【4x4】。

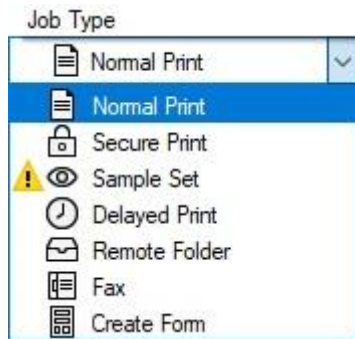


2.1.6 Job Type 工作類型

1. Under [Basic] tab.



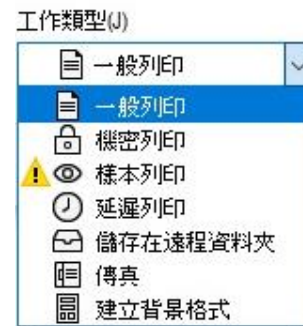
2. Select Job Type.



1. 在【基本】分頁。



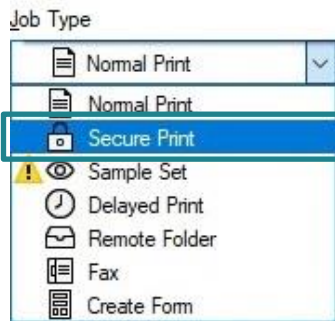
2. 選擇工作類型。



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.

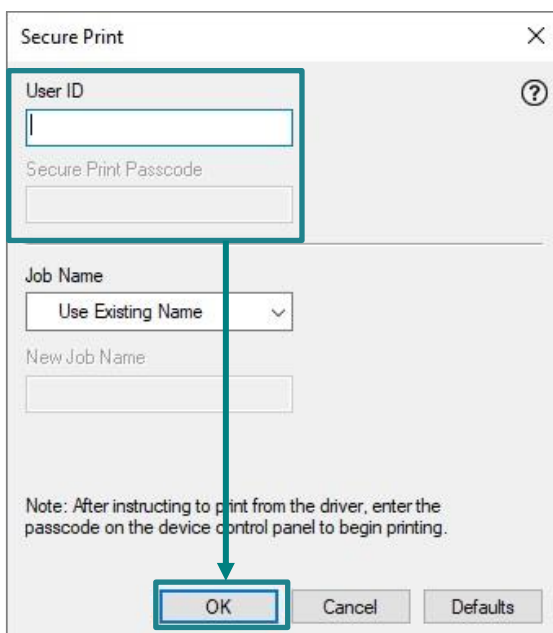
1. Select [Secure Print].



2. Press  .

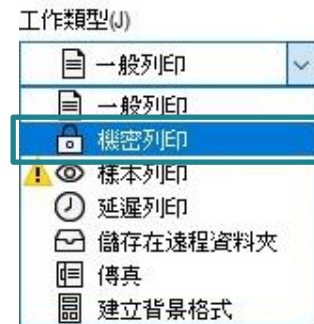



3. Set a [User ID] (and [Password] if necessary) for the job then press [OK].
4. Configure other print properties if necessary and send out the print job.



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  。

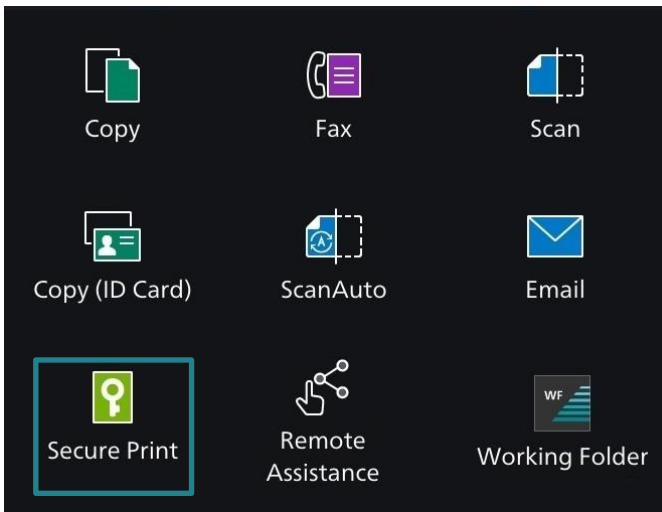


3. 設定【使用者 ID】(如需要，亦可設定【機密列印密碼】)，然後按【確定】。
4. 視乎需要設定其他列印選項，並送出列印工作。



Retrieve Secure Print 列印機密文件

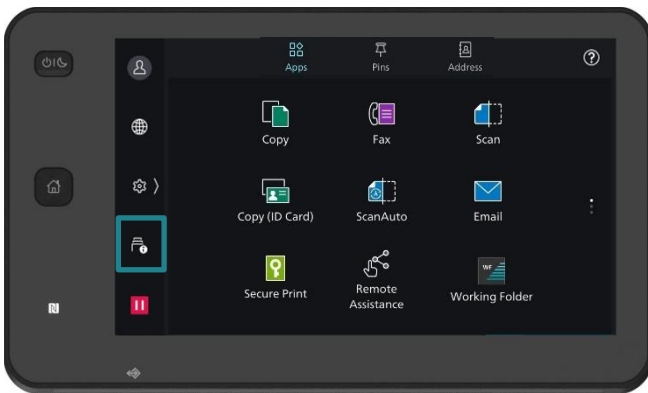
5. Press [Secure Print] button. Go to Step 6.
In absence of the button, go to Step 5a.



5. 按【機密列印】鍵。跳到步驟 6。
找不到這鍵，由步驟 5a 開始。



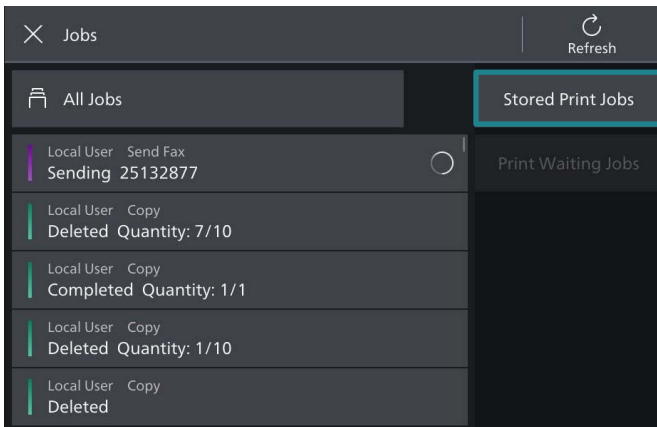
- 5.a. Press .



- 5.a. 按 .



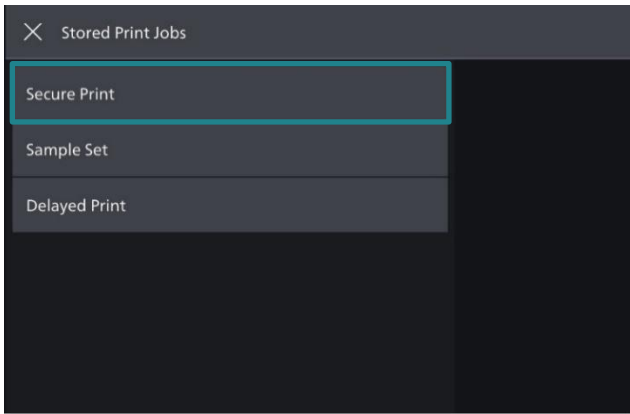
- 5.b. Select [Stored Print Jobs].



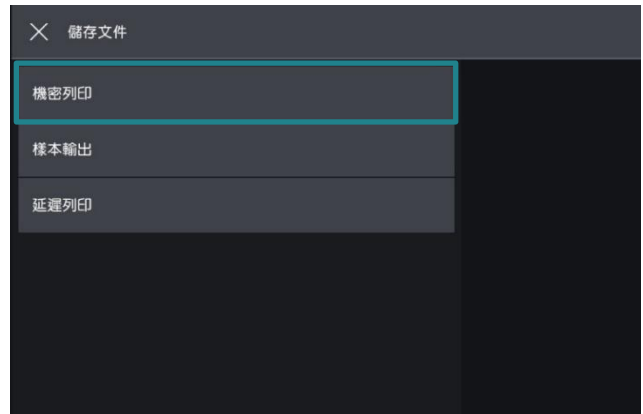
- 5.b. 選擇【儲存文件】。



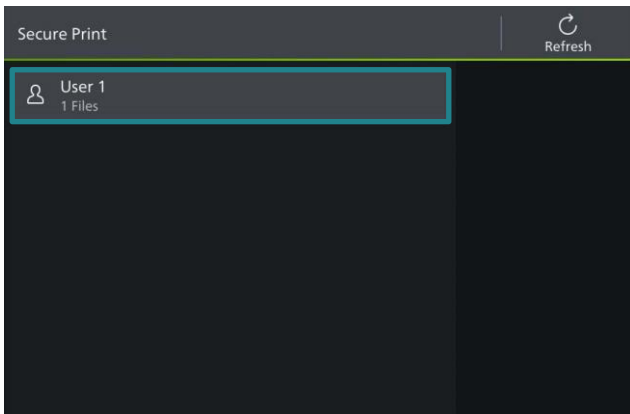
5.c. Select [Secure Print].



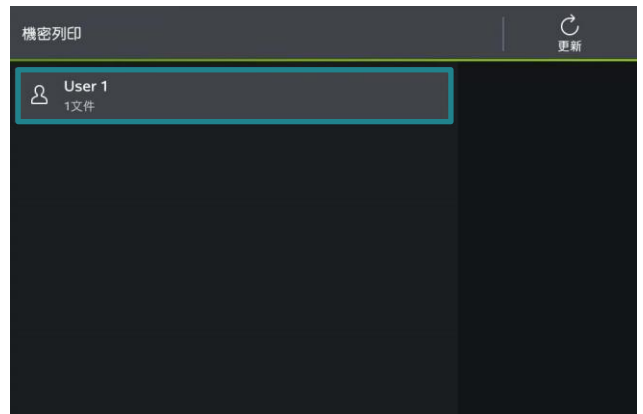
5.c. 選擇【機密列印】。



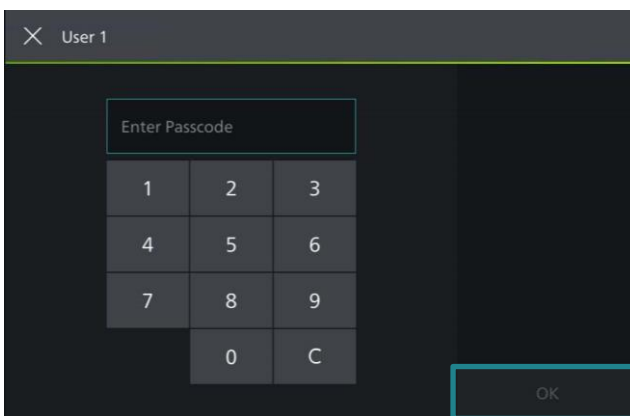
6. Select your User ID.



6. 選擇你的 User ID。



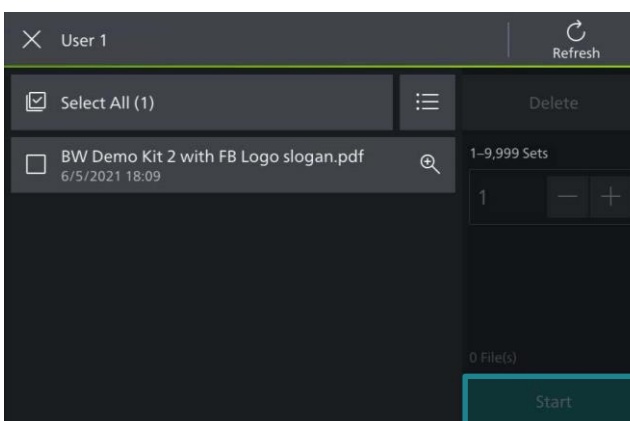
7. Enter password. Jump to Step 8 if no password was set.



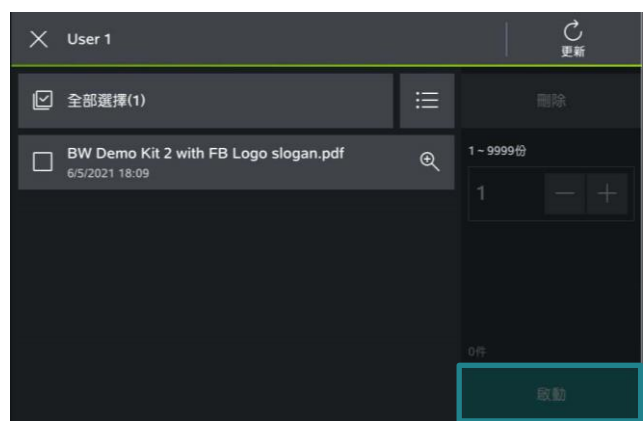
7. 輸入密碼，如沒有設定密碼，直接跳到步驟 8。



8. Select the document and press [Start].



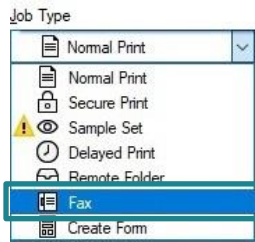
8. 選擇要列印的文件，然後按【啟動】。



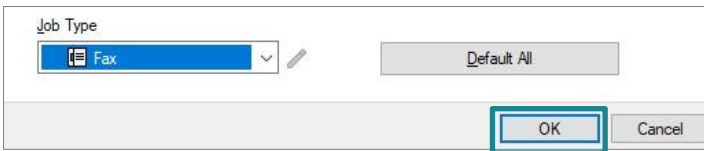
PC Fax 電腦傳真

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

1. Select [Fax].

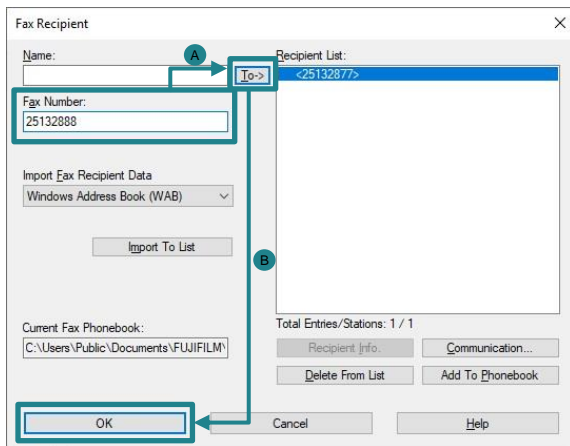


2. Press [OK] then press [Print].

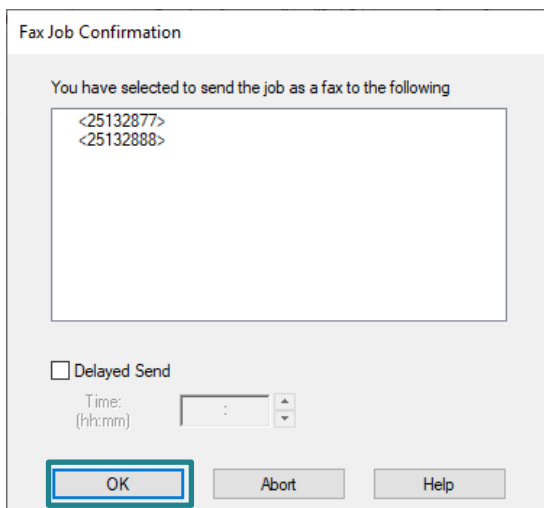


3. Enter fax number in [Fax Number] field.

4. Press **To->** to confirm, then press [OK].

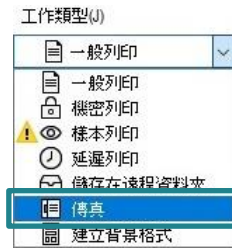


5. Press [OK] to start sending fax.

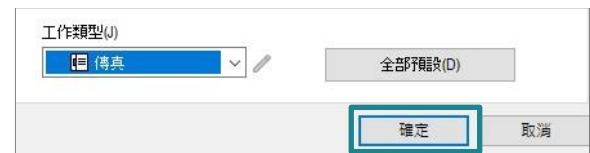


您可使用和列印相同的方式，直接傳送應用程式建立的傳真文件。

1. 選擇【傳真】。

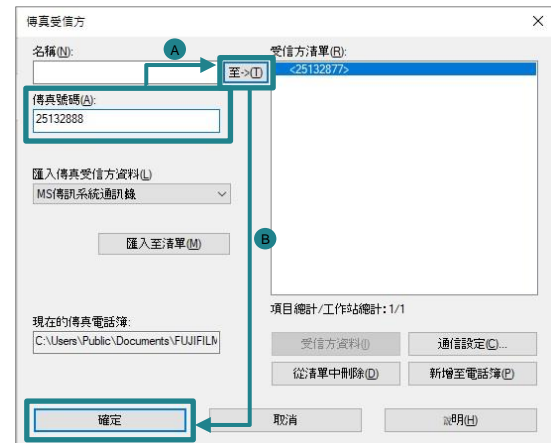


2. 按【確定】然後按【列印】。



3. 輸入傳真號碼。

4. 然後按 **至->D**，最後按【確定】。



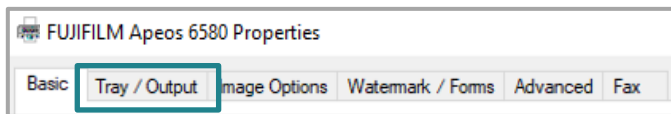
5. 按【確定】開始傳送。



2.2 TRAY / OUTPUT 紙盤 / 輸出

2.2.1 Paper Tray 選擇紙盤

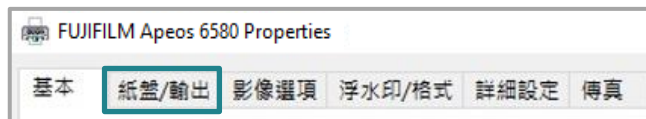
1. Under [Tray / Output] tab.



2. Select paper tray.



1. 在【紙盤 / 輸出】分頁。



2. 選擇紙盤。

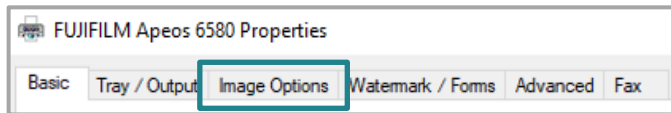


2.3 IMAGE OPTIONS 影像選項

2.3.1 Image Quality 影像畫質

Specify the printing quality

1. Under [Image Options] tab.



2. Select image 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

1. 在【影像選項】分頁。



2. 選擇影像畫質。



【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。

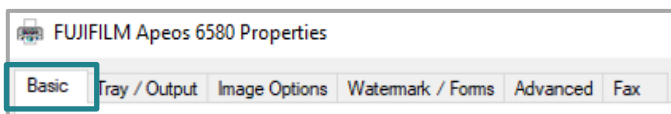
3 ADVANCED FEATURES

3.1 PAPER SETTING WIZARD 紙張設定指南

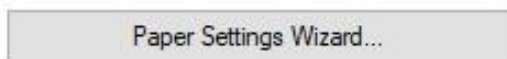
3.1.1 Envelope / Labels / Heavyweight / Long Paper 信封/標籤/貼紙/厚紙/長尺寸紙張

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

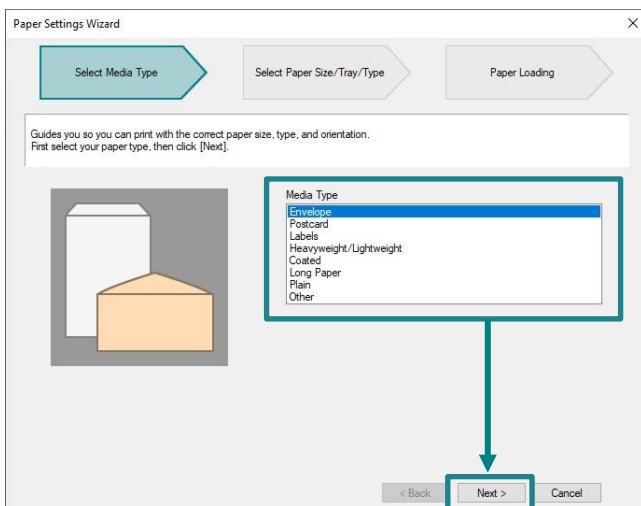
1. Under [Basic] tab.



2. Press the [Paper Settings Wizard] to enable feature.

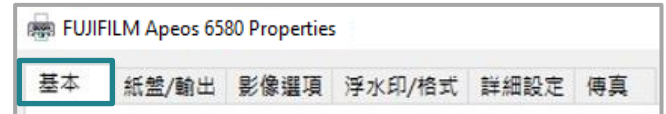


3. Select Media Type : envelope, postcard, label or heavyweight paper, etc.. Press [Next] button.

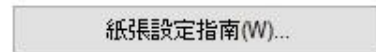


通過三個簡單步驟，紙張設定指南指導您正確使用紙張尺寸/類型/方向以進行列印特別紙張，如信封、明信片等。

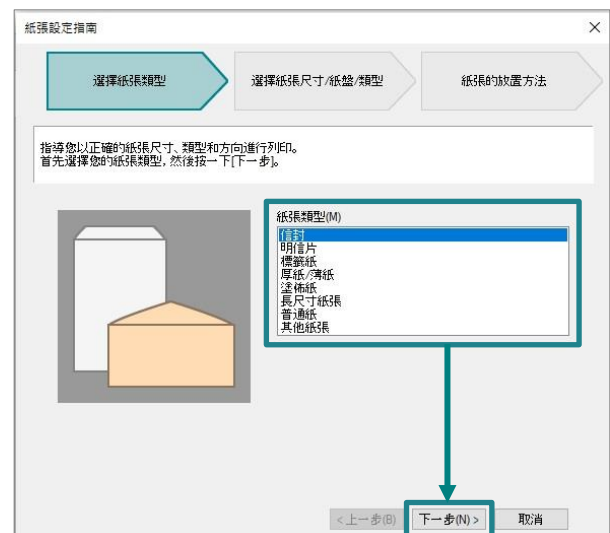
1. 在【基本】分頁。



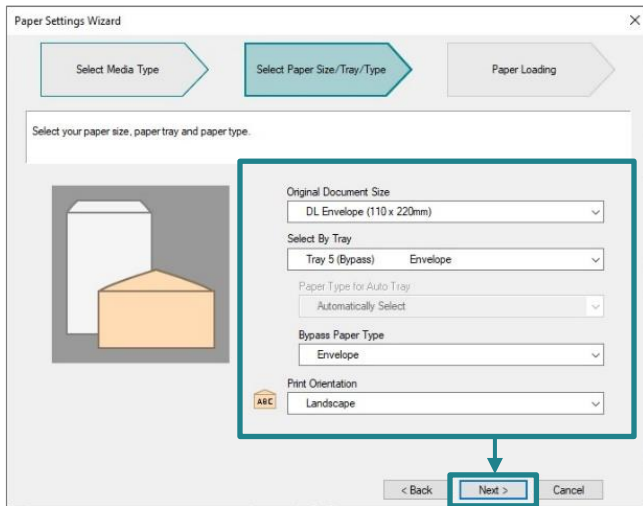
2. 按【紙張設定指南(W)】，啟用功能。



3. 選擇紙張種類: 信封、明信片、標籤貼紙或厚紙等，再按【下一步】。



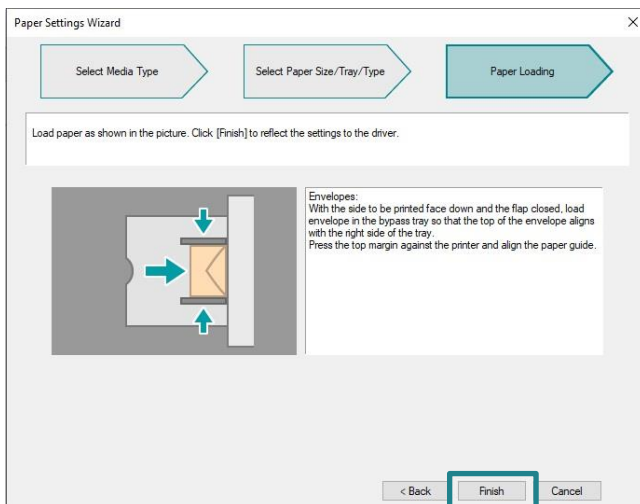
4. Select document size, tray and type.
Press [Next] button.



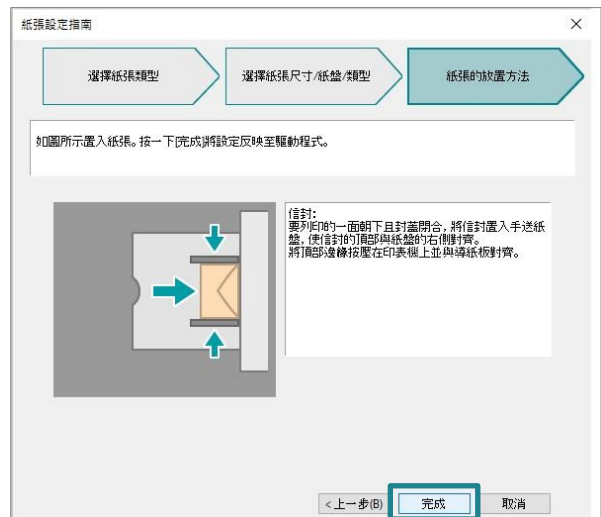
4. 選擇紙張尺寸、紙盤及種類，再按【下一步】。



5. Load the paper as shown in the image.
Press [Finish] to reflect the settings in the driver.



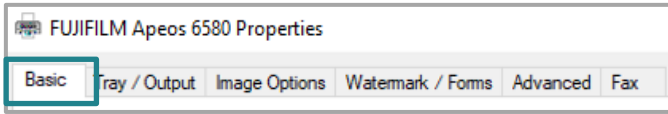
5. 請如圖放置紙張。按【完成】以將設定內容反映於驅動程式。



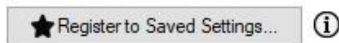
3.2 SAVED SETTINGS 喜好設定

Frequently-used print driver settings can be saved.

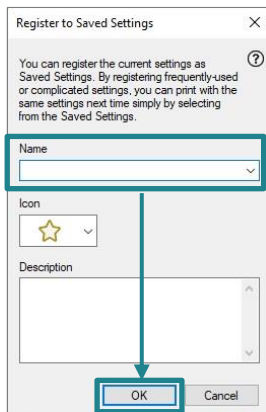
1. Under [Basic] tab.



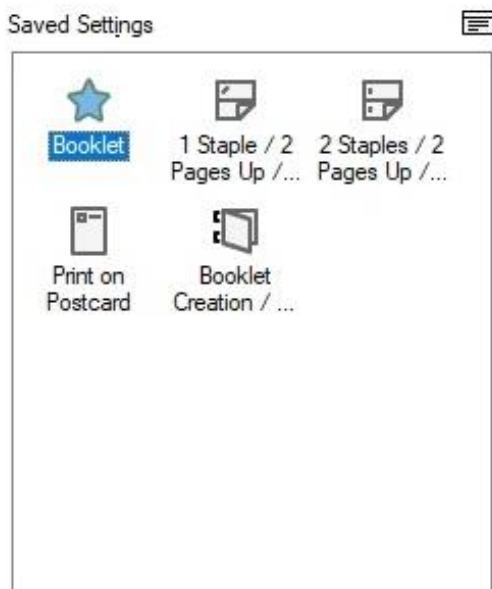
2. Select any print driver settings and then press [Register to Saved Settings] button.



3. Enter the name in the blank field.

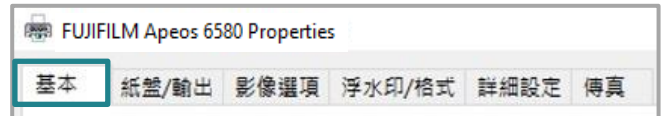


4. Select options from [Saved Settings] list to retrieve the print drive setting.

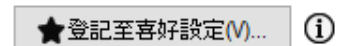


喜好設定可以儲存常用的列印功能，不必在每次列印時重新指定設定。

1. 在【基本】分頁。



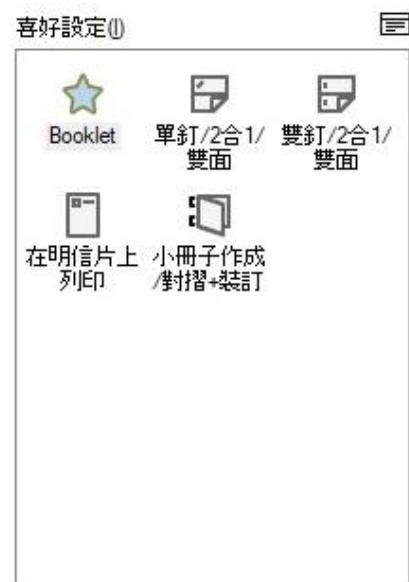
2. 選擇任何列印選項，之後按【登記至喜好設定】按鈕。



3. 在空格位置輸入喜好設定名稱。

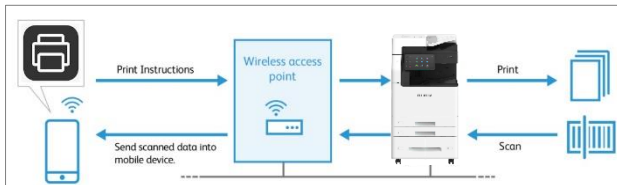


4. 在【喜好設定】清單選擇所需設定。



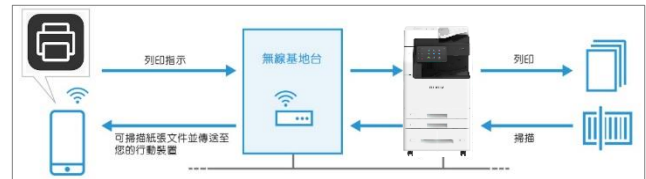
3.3 MOBILE PRINT 流動裝置列印

Print Utility V3 is a free print and scan application for iPhone, iPad or Android devices.



Please refer to other notes for more details.

Print Utility V3 是一套適用 iPhone, iPad 或 Android 裝置的免費列印及掃描應用程式。



想知更多詳情，請參考其他指南。

Customer Support Center

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