



# 理光多功能影印機八達通電子化支付系統 — 使用指引

## Ricoh MFP with Octopus Payment System – Operation Guide

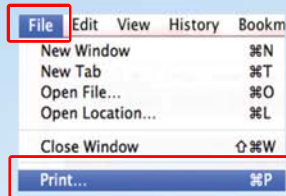
Aficio™ 彩色多功能影印機 Colour Multi-function Printers

### 於蘋果電腦操作 Operation in Mac Computer

#### 1 選擇列印功能 Select Print Function

按[File]再選擇[Print]。

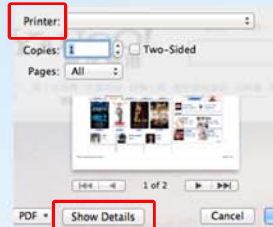
Select [File] and choose [Print].



#### 2 選擇列印設定 Select Print Settings

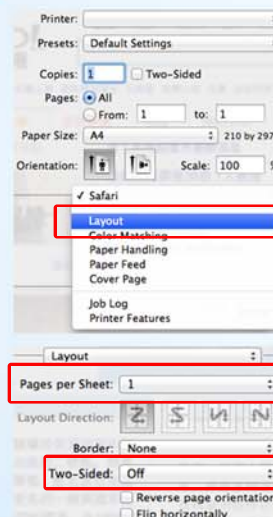
選擇所需多功能影印機  
後再按[Show Details]。

Select the desired MFP  
and press [Show Details].



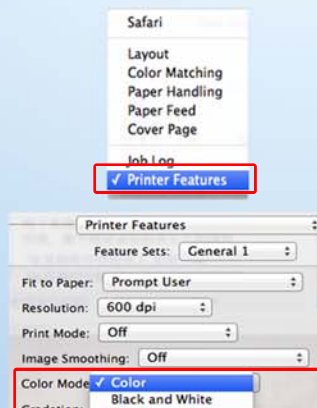
如欲更改每張紙列印  
頁數及雙面列印設定，  
請在下拉式選單選  
[Layout]。

If you want to change the  
“Pages per Sheet”  
and the “Two-sided”  
print settings, please  
choose [Layout] from  
the pull down menu.



如欲更改黑白或彩色列印  
設定，請在下拉式選單選  
[Printer Features]。

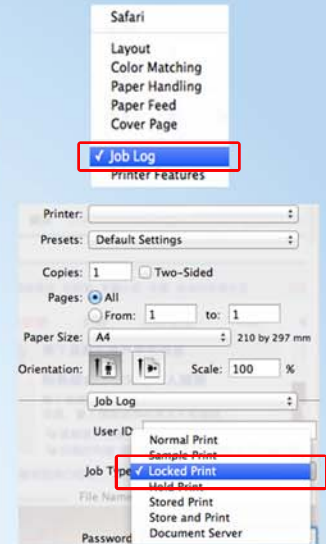
If you want to switch the  
“Color Mode”  
between Black & White  
or Color, please choose  
[Printer Features]  
from the pull down menu.



#### 3 輸入核對資料 Select Document Printing Verification Details

最後，請在下拉式  
選單選 [Job Log]，  
然後選[Locked Print]  
將文件傳送至多功能  
影印機。

Lastly, please choose  
[Job Log] and then  
[Locked Print] from  
the pull down menu  
to send the print job  
to the MFP.



在[User ID]欄位輸入4-8位的字母數字 (a-z, 0-9)。  
為分辨不同使用者的文件，請避免以111111及123456  
作為[User ID]。請考慮以學生/ 職員證號碼最後6位數字  
作為[User ID]，例如：1154876521 可輸入876521為[User ID]。

In the [User ID] field, input a 4-8 alphanumeric character  
(a-z, 0-9). In order to distinguish different user's print job,  
please avoid using 111111 or 123456 as [User ID].  
Please consider using the last 6 digits of your  
Student/Staff ID number as the [User ID], e.g. enter  
876521 if you student/Staff ID number is 1154876521.

在[Password]欄位輸  
入4-8位數字 (0-9)，  
然後按[Print]予以確定。

Input a 4-8 digit  
numbers in the  
[Password] field.  
Click [Print] to confirm.

