

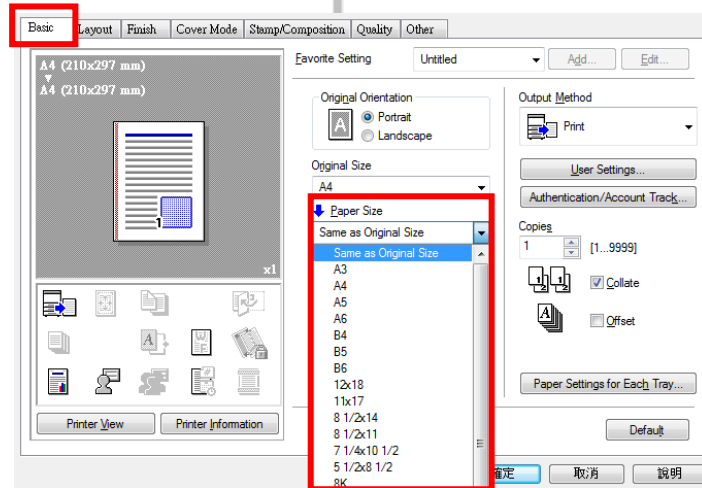
Print Function

列印功能

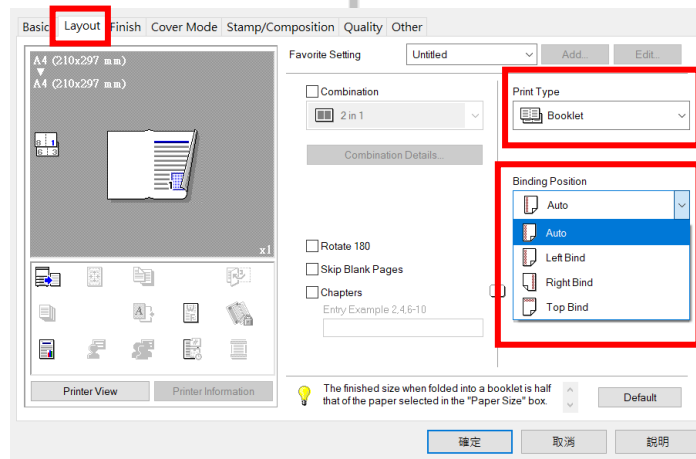
Print Booklet (Windows OS)

列印小冊子 (Windows OS)

1. Open the document file
2. Click [Print] to select printer driver
3. Click [Printer Properties]/[Properties]
4. Click [Basic] → Choose A4 at [Paper Size] for A5 booklet
****Choose A3 at [Paper Size] for A4 booklet**
5. Click [Layout] → Choose Booklet at [Print Type]
6. Choose Left Bind, Right Bind or Top Bind at [Binding Position]



1. 開啟文件
2. 按[列印]，選擇印表機
3. 按[印表機內容]/[內容]
4. 按[基本的]，於[紙張尺寸]選擇 A4 打印 A5 小冊子
****如需打印 A4 小冊子，於[紙張尺寸]選擇 A3**



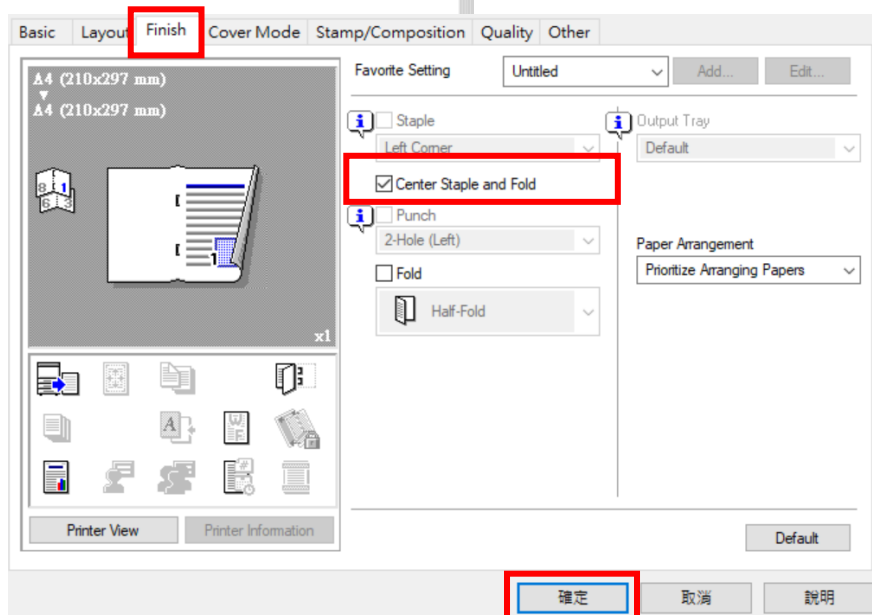
5. 按[佈局]，於[列印種類]選擇小冊子
6. 於[裝訂位置]選[左側裝訂]，[右側裝訂]或[頂端裝訂]

Print Booklet (Windows OS)

7. Click [Finish] →
tick [Center Staple and Fold]

****Optional accessories are
required for Center Staple and
Fold**

8. Click [OK] to execute
printing



列印小冊子 (Windows OS)

7. 按 [分頁機]，別選
[中間裝訂 & 摺疊]
**** 中間裝訂 & 摺疊功能
需加裝配件**

8. 按[確定]執行列印