



理光多功能影印機「澳門通」電子化支付系統 — 使用指引 Ricoh MFP with "Macau Pass" Electronic Payment System – Operation Guide

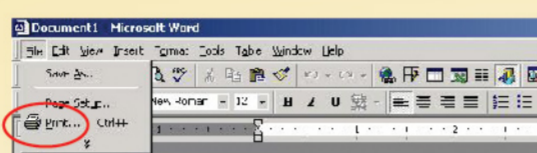
Aficio™ 彩色多功能影印機 Colour Multi-function Printers



於電腦操作 Operation in Computer

1 選擇列印功能 Select Print Function

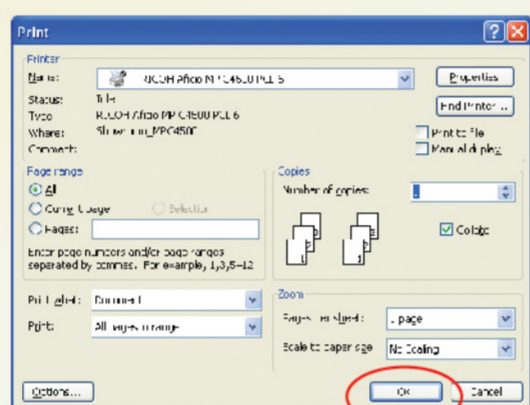
按 [File] 再選擇 [Print]
Click [File] and select [Print]



然後按 **OK** 予以確定
Then, click **OK** to confirm

2 選擇列印設定 Select Print Settings

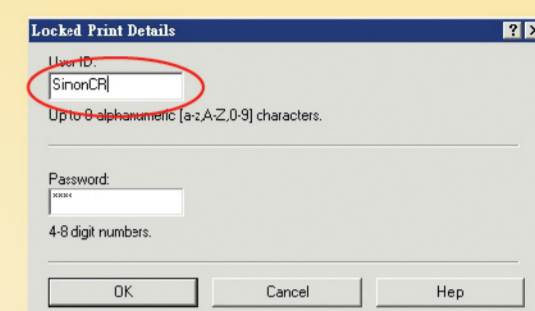
根據文件列印顏色選擇多功能影印機
Select MFP according to printing colour



選擇列印設定，然後按 **OK** 予以確定
Select Print Settings and then click **OK** to confirm

3 輸入核對資料 Select Document Printing Verification Details

屏幕將顯示 [Locked Print Details] 視窗
The [Locked Print Details] window will pop up



輸入 [User ID] 及 [Password]
Input [User ID] and [Password]

然後按 **OK** 予以確定
Then, click **OK** to confirm



注意 Important Note

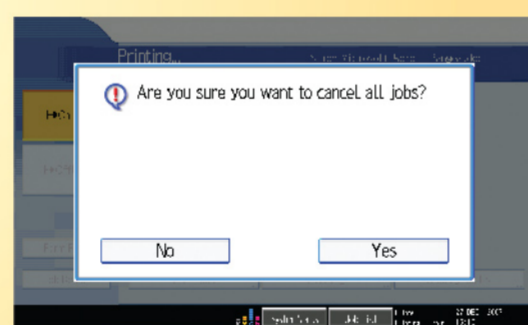
- 請使用不同的 "UserID" 分開打印彩色及黑白文件。例如要打印彩色文件時，請設定 "UserID" 為 "XXXX.CR"；打印黑白文件時，則設定為 "XXXX.BW"。
- Please use different "UserID" for printing colour and B/W document. For example, if you print colour documents, please set the "UserID" as "XXXX.CR"; if you print B/W documents, please set the "UserID" as "XXXX.BW".

於多功能影印機操作 Operation in MFP



注意 Important Note

- 如 [Alert] 按鈕亮起及 [Printer] 按鈕顯示為紅色，請連續按 [Printer] 按鈕兩次，然後進入 [Reset Jobs] 的屏幕。
- If the [Alert] button is on and [Printer] button is in red, press [Printer] button twice and go to the screen of [Reset Jobs].
- 按 **Reset All Jobs** 及 **Yes** 以清除所有工作指令。
- Then, press **Reset All Jobs** and **Yes** to clear all jobs.



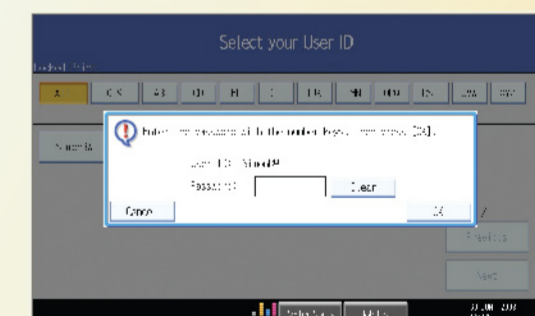
3 選擇使用者 Select User ID

選擇使用者
Select User ID



4 輸入密碼 Input Password

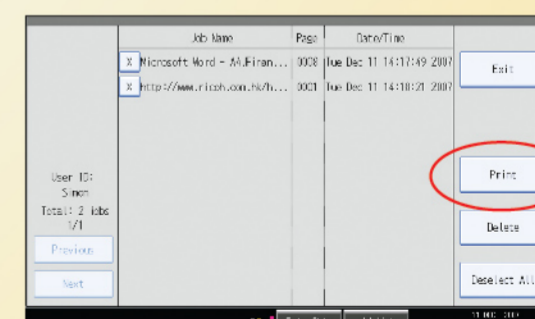
輸入密碼
Input Password



然後按 **OK** 予以確定
Then, click **OK** to confirm

5 確認列印 Confirm Printing

於屏幕上按 [Print] 按鈕
Press [Print] button on the panel

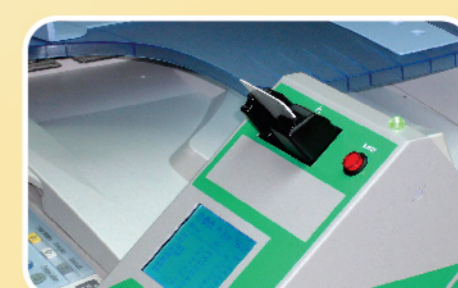


註：**X** 表示該檔案已被系統預選，如不想列印此檔案，請於 **X** 上再按一次便可取消預選。

Remark: The file with **X** has been pre-selected by the system. If you do not need to print this file, please click on **X** to cancel the default selection.

6 取回「澳門通」卡 Remove "Macau Pass" Card

當列印完畢後，請按鍵鈕取回「澳門通」卡
Press the button to remove "Macau Pass" Card after printing



1 選擇列印 Select Printer

於屏幕上按 [Printer] 按鈕
Press [Printer] button on the panel



2 插入「澳門通」卡 Insert "Macau Pass" Card

插入「澳門通」卡
Insert "Macau Pass" Card

