

# 文件列印步驟 PRINTING DOCUMENT

1. 在電腦端開啟文件並送出列印後，點選工具列上的綠色列印圖示，按我要取件並記下取件碼
2. 再到多元支付機確認文件內容與費用，進行感應扣款
3. 請到列印機取件。分為1號機、或2號機

## 1. 先在電腦端送出列印 Computer to printing



提交列印文件後，點擊桌面下方圖示一下，即可打開自助列印平台



Get code

請至多元支付機，輸入取件碼並付款取件

code 取件碼：  
1234  
有效時間：  
599s  
取件碼顯示30s

## 2.再到多元支付機點選列印 Payment Platform



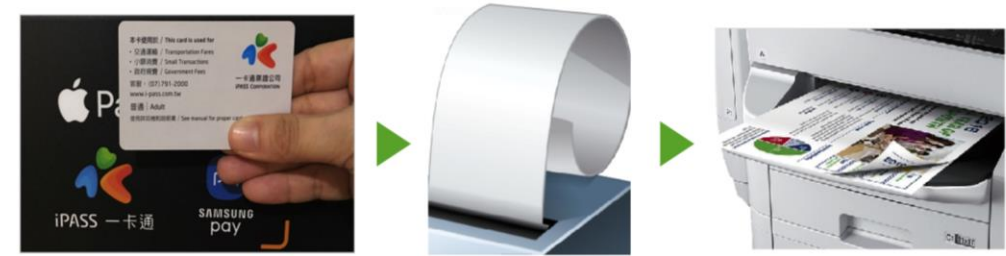
Step 1 使用滑鼠點選多元支付平台，請輸入取件碼  
Use mouse to enter the pickup code.



Step 2 確認檔名、費用  
Check filename and amount > PAY.



Step 3 確認費用，選擇支付方式  
Select one of the payment methods.



Step 4 靠卡付款>領取收據>印表機取件  
Tap card at sensor zone or using QR scanner.

### OPERATING STEPS

1. Printing document and then click printer icon in taskbar.(Select your display language-English) Get the 4-digit code and remember.
2. Go to payment platform (Select your display language-English) to Deduction.
3. Pick up document from the photo/printing machine.

# 影印步驟 PHOTOCOPY

1. 在影印機自訂功能表內，依據原始文件格式選取單/雙面原稿。
2. 利用平台送紙後按綠色啟動鈕完成傳送。若是掀蓋式影印，則需要再加按開始傳送。
3. 再到多元支付機選取文件後，進行感應扣款。至影印機取件。分為1號機、或2號機

## 1.先在影印機畫面傳送 Copy machine 直接利用平台送紙槽送紙 Platform feeding



利用掀蓋式玻璃面板  
Clamshell glass panel



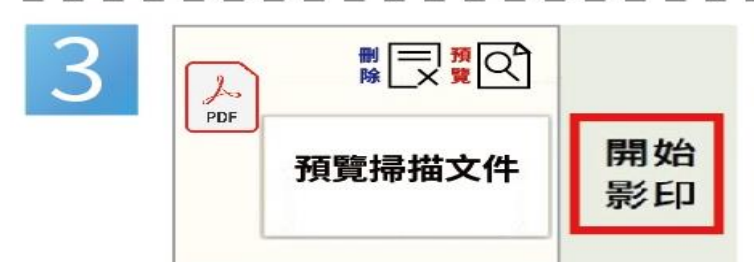
## 2.再到多元支付機點選影印 Payment Platform



滑鼠點選影印服務  
Please click COPY icon (with mouse)



滑鼠點選掃描影印並選擇影印機編號  
Please click COPY icon (with mouse)



預覽文件OK後點選開始影印  
Preview the file to start copying



依需求點選確定  
Choose your needs,OK

### OPERATING STEPS

1. Go to the copying machine to select single or double-sided, and press the start button.
2. If you use Clamshell glass panel, please add 開始傳送.
3. Go to payment platform to Deduction. (Select your display language-English) Pick up document from the copy machine.

# 雲端列印步驟 CLOUD PRINT

1. 掃描QRCODE line或mail傳送雲端獲得6碼漫遊碼
2. 到多元支付機輸入漫遊碼感應扣款。至列印機取件

### OPERATING STEPS

1. Scan QRCODE and send the cloud by line or mail to get the 6-digit code.
2. Go to payment platform(Select your display language -English) and enter the 6-digit code to Deduction. Pick up document from printing machine.

