



雲端列印操作手冊

Web網頁版



雲端列印網頁操作說明-網址輸入



1. 開啟瀏覽器並輸入Hi-Life雲端列印網址：
【 <https://eprint.hilife.com.tw/user> 】



雲端列印網頁操作說明-上傳文件

2. 按【文件瀏覽】並從電腦檔案中選取文件

※ 所上傳之檔案，請於72小時內至萊爾富門市取件

圖檔列印支援的規格有：jpg、jpeg、bmp、gif、png、tiff格式

文件列印支援的規格有：word、excel、powerpoint、xdw、doc、docx、ppt、pptx、xls、xlsx、txt、ini、pdf格式

檔案大小：20MB以內

不支援任何壓縮或加密檔案

The screenshot shows a web browser window at the URL <https://eprint.hillife.com.tw/user>. The page features the Fujitsu Xerox logo and a section titled "選擇要列印的文件" (Select files to print). A yellow box highlights the "2. 文件瀏覽" (2. File Browse) button. Below this, there are buttons for "刪除" (Delete) and "列印設定" (Print Settings), and a table with columns for "文件名稱" (File Name) and "頁面範圍" (Page Range). The table currently shows "未選擇文件" (No files selected). An inset window shows a Windows File Explorer with a yellow box highlighting a file named "雲端列印詳述：20170718會議紀錄" (Cloud Printing Details: 20170718 Meeting Minutes).

雲端列印網頁操作說明-列印設定

3. 按右側【列印設定】修改所需規格

The screenshot shows the Fujitsu Cloud Print web interface. The page title is "選擇要列印的文件" (Select files to print). Below the title, there is a "文件瀏覽" (Browse files) button and a list of supported file formats: Word, Excel, PowerPoint, PDF, JPEG, TIFF, and XDW. There are two tabs: "新增" (Add) and "列印設定" (Print Settings). A table lists the files available for printing:

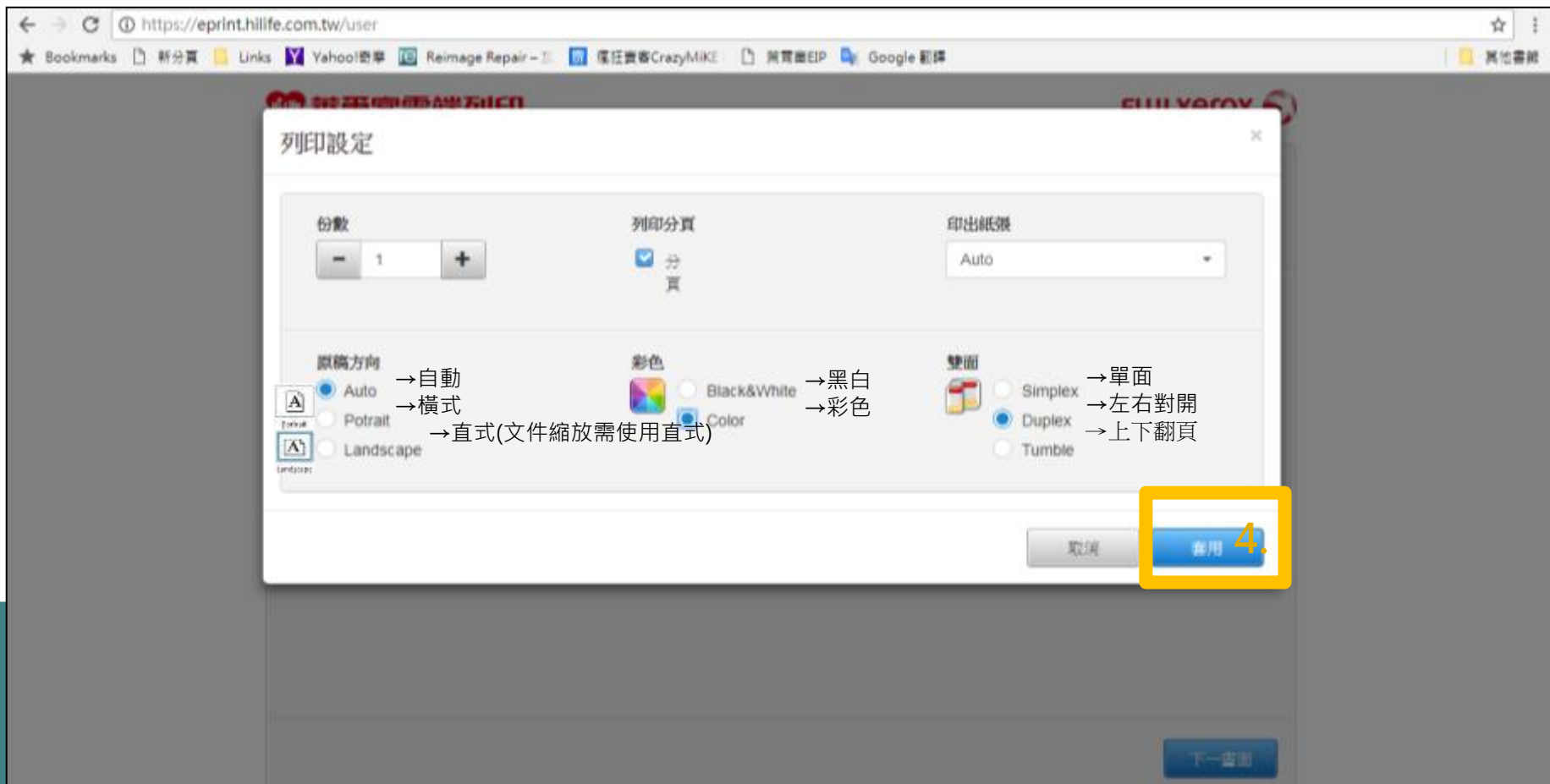
<input type="checkbox"/>	文件名稱	頁面範圍	
<input type="checkbox"/>	雲端列印操作手冊.pptx	所有頁面	<input type="button" value="開始頁面號碼"/> <input type="button" value="至頁面號碼"/>

The "列印設定" (Print Settings) button for the selected file is highlighted with a yellow box and a red "3." indicating the step. At the bottom right, there is a "下一畫面" (Next page) button.

雲端列印網頁操作說明-列印設定

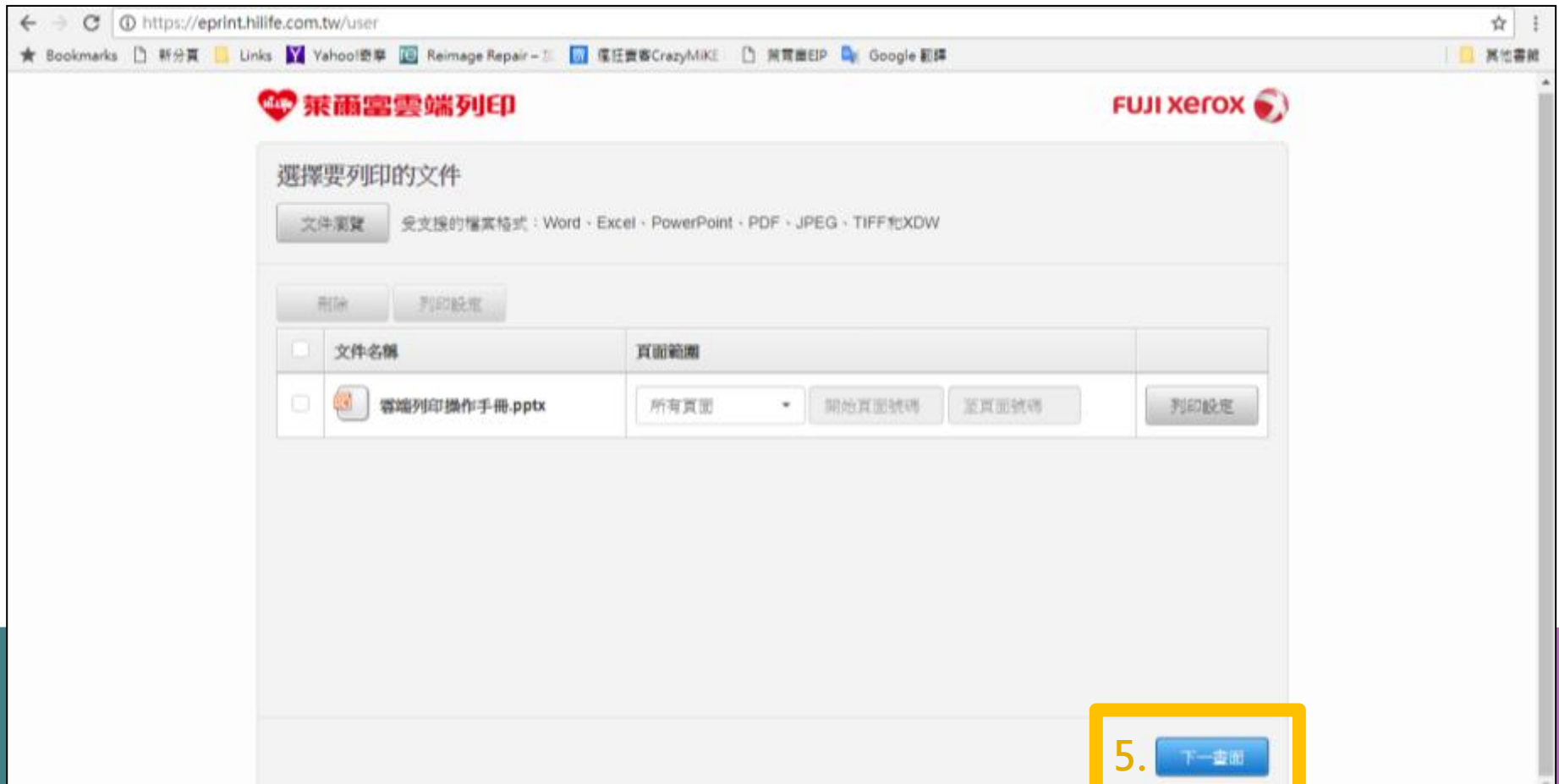
4. 依照需求修改列印設定，完成後按【套用】

※目前各門市只提供A4/A3/B4等三種尺寸，請勿選設其他尺寸來操作雲端列印服務




雲端列印網頁操作說明-列印設定

5.進入下一步驟按【下一畫面】



The screenshot shows a web browser window with the URL <https://eprint.hilife.com.tw/user>. The page header includes the Fujiflex logo and the text "FUJI XEROX". The main content area is titled "選擇要列印的文件" (Select files to print). Below the title, there is a "文件瀏覽" (Browse files) button and a note: "受支援的檔案格式: Word、Excel、PowerPoint、PDF、JPEG、TIFF和XDW".

Below the file list, there are two buttons: "刪除" (Delete) and "列印設定" (Print settings). The file list contains one entry:

<input type="checkbox"/>	文件名稱	頁面範圍	
<input type="checkbox"/>	 雲端列印操作手冊.pptx	所有頁面 <input type="text" value="開始頁面號碼"/> <input type="text" value="至頁面號碼"/>	<input type="button" value="列印設定"/>

In the bottom right corner, a yellow box highlights the "5. 下一畫面" (5. Next screen) button.

雲端列印網頁操作說明-設定密碼(選填)

6.此頁面設定密碼僅將文件加密提升安全性，可不填跳過

【由消費者自行設定】 密碼組成6~30個字元可純英數或英數參雜



The screenshot shows a web browser window with the URL <https://eprint.hillife.com.tw/user>. The page title is "機密文件" (Confidential File) and features the Fuji Xerox logo. The form is divided into two main sections: "建立密碼(選填)" (Create Password (Optional)) and "郵件地址(選填)" (Email Address (Optional)).

The "建立密碼(選填)" section is highlighted with a yellow box and contains the following text and input fields:

- 建立密碼(選填)
- 列印文件時會要求您輸入此密碼
- 輸入密碼 (至少6個字元)
- 6. 密碼
- 確認密碼

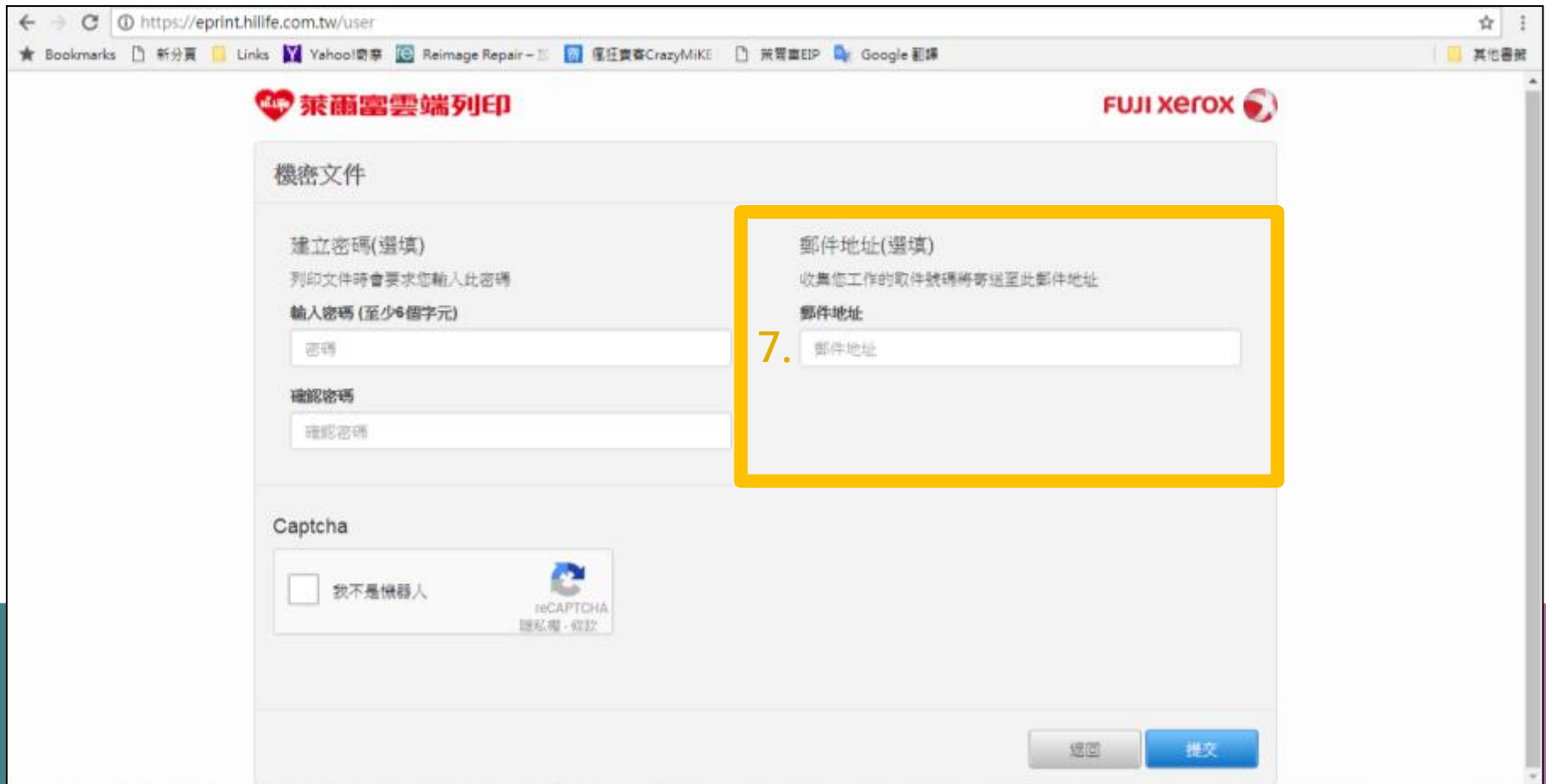
The "郵件地址(選填)" section contains the following text and input field:

- 郵件地址(選填)
- 收真您工作的取件號碼將寄送至此郵件地址
- 郵件地址

At the bottom of the form, there is a "Captcha" section with a checkbox labeled "我不是機器人" (I am not a robot) and a reCAPTCHA logo. Below the form are two buttons: "返回" (Return) and "提交" (Submit).

雲端列印網頁操作說明-設定郵件(選填)

7.設定郵件，取件號碼將寄至所設定的郵件地址，可不填跳過



The screenshot shows a web browser window with the URL <https://eprint.hillife.com.tw/user>. The page title is "機密文件" (Confidential File) and features the Fuji Xerox logo. The main content area is titled "機密文件" and contains two sections: "建立密碼(選填)" (Optional Password Creation) and "郵件地址(選填)" (Optional Email Address). The "郵件地址(選填)" section is highlighted with a yellow box and contains the text "收集您工作的取件號碼將寄至此郵件地址" (Collect your work's pickup numbers and send them to this email address) and a text input field labeled "郵件地址" (Email Address). A red "7." is placed to the left of the input field. Below the email address section is a "Captcha" section with a checkbox labeled "我不是機器人" (I am not a robot) and a reCAPTCHA logo. At the bottom right, there are two buttons: "返回" (Return) and "提交" (Submit).

機密文件

建立密碼(選填)
列印文件時會要求您輸入此密碼
輸入密碼 (至少6個字元)
密碼
確認密碼
確認密碼

郵件地址(選填)
收集您工作的取件號碼將寄至此郵件地址
郵件地址
7. 郵件地址

Captcha
 我不是機器人
reCAPTCHA
隱私權 · 條款

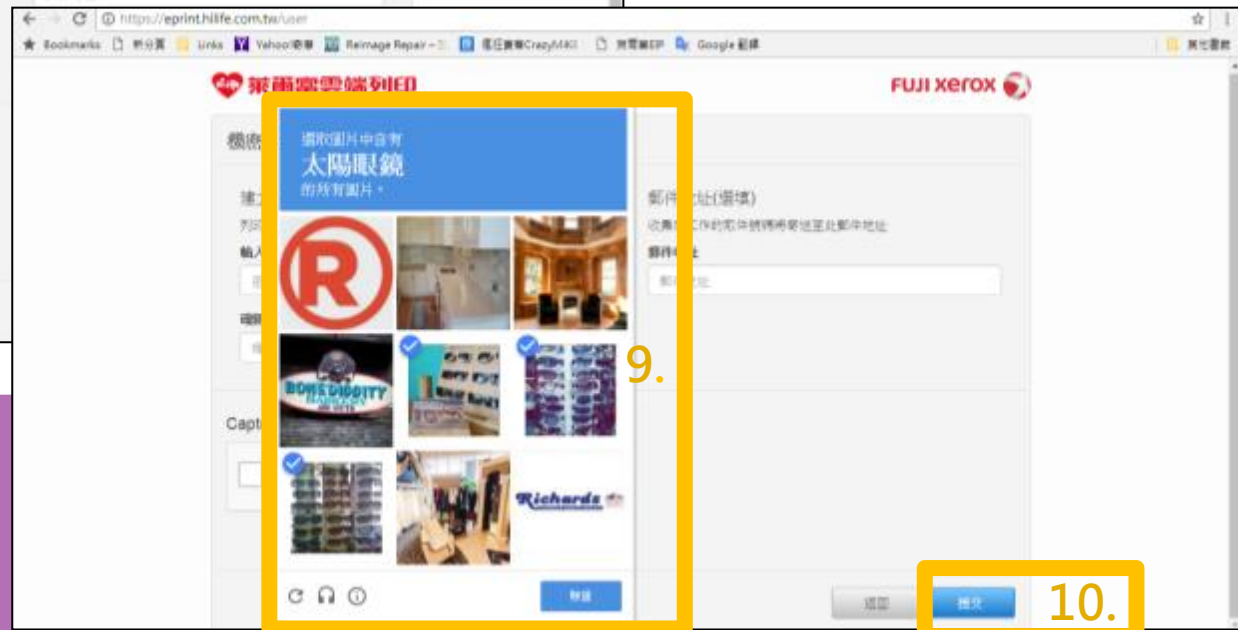
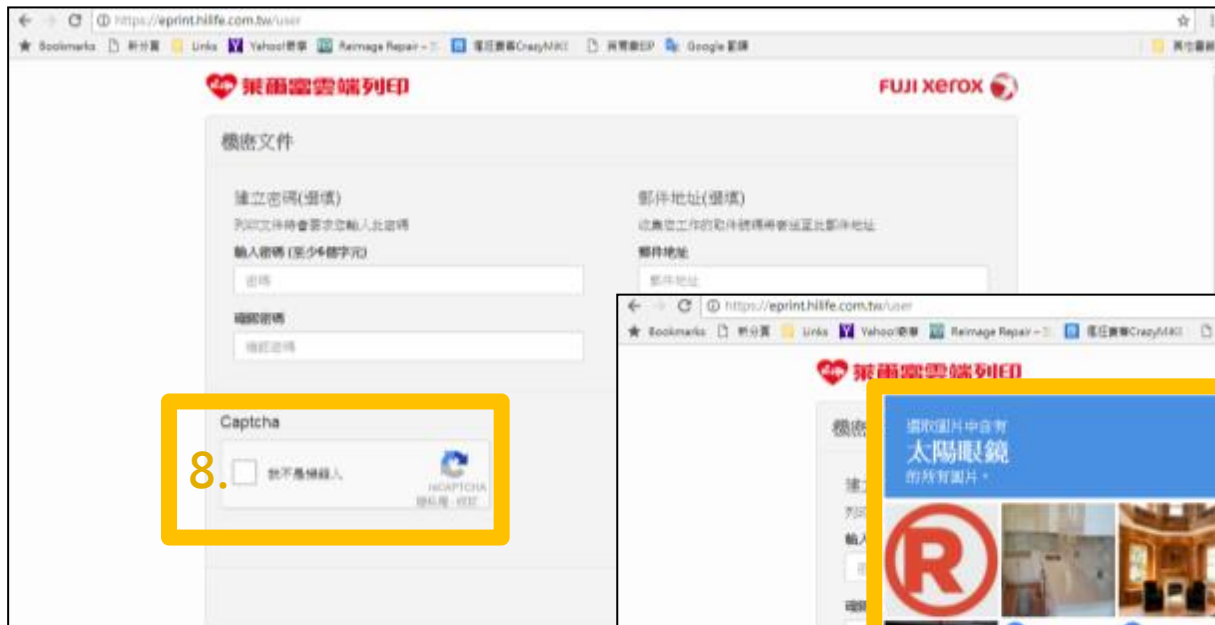
返回 提交

雲端列印網頁操作說明-網頁驗證

8.勾選【我不是機器人】

9.依照隨機題目選取正確答案按【驗證】

10.密碼設定(選填)、郵件設定(選填)及驗證確認後按【提交】



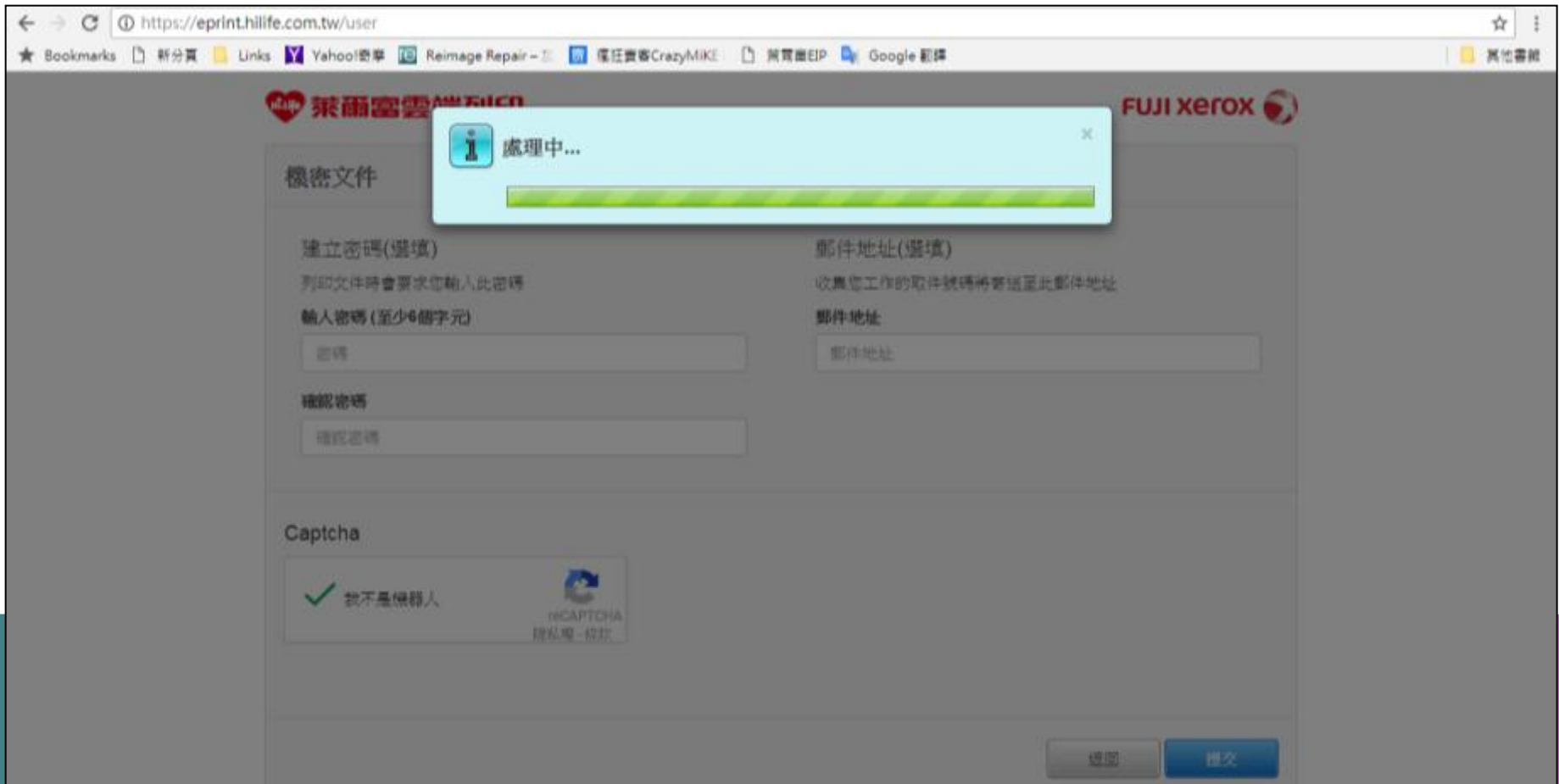
雲端列印網頁操作說明-服務條款及條件

11. HiLife雲端服務條款及條件，詳讀後按【是，我接受條款和條件】



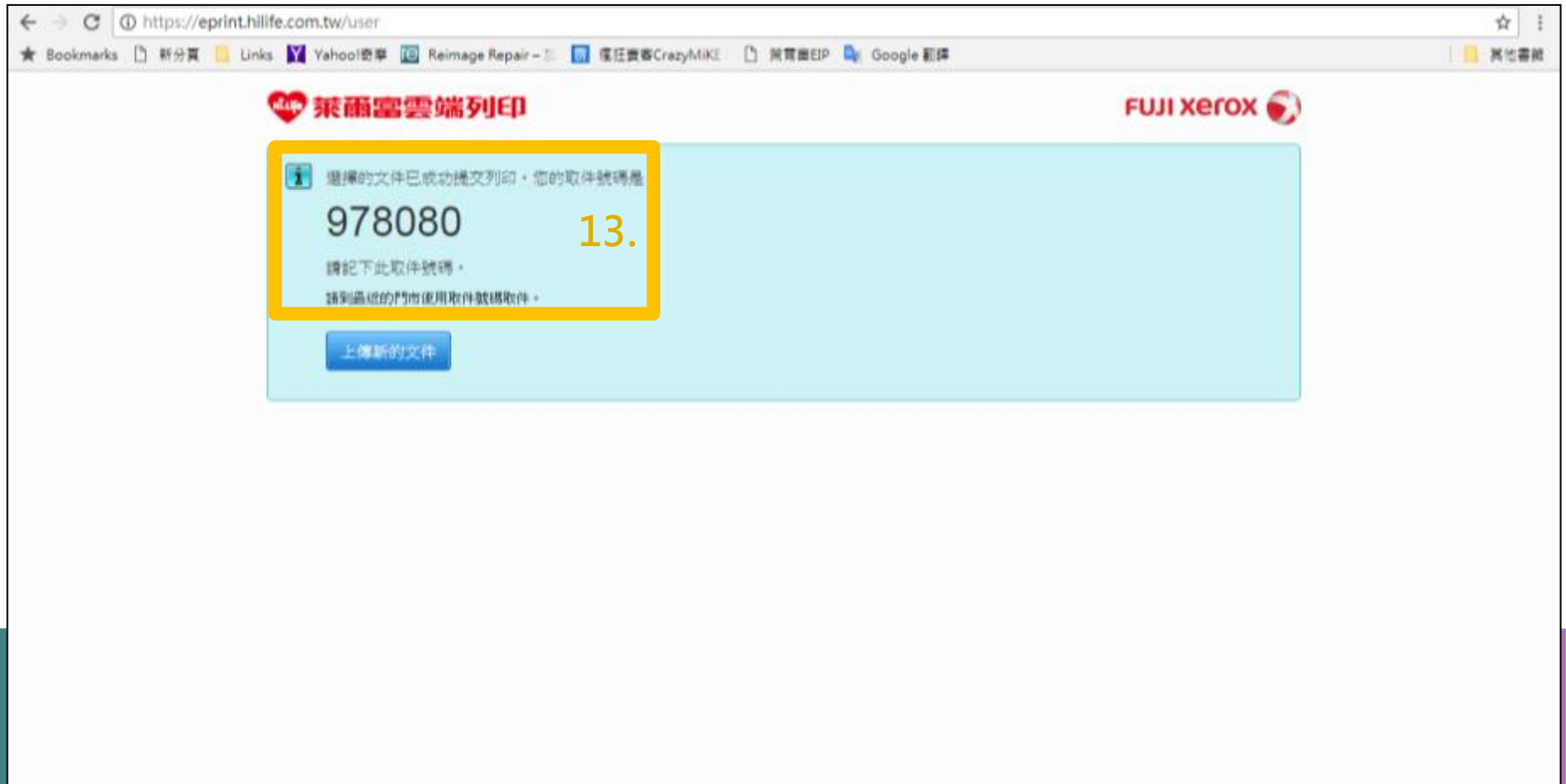
雲端列印網頁操作說明-系統處理中

12. 文件上傳系統處理中，因使用者頻寬不同約等待3~5秒



雲端列印網頁操作說明-顯示取件號碼

13.請記下此頁面的取件號碼，並在72小時內至門市複合機輸入取件號碼列印



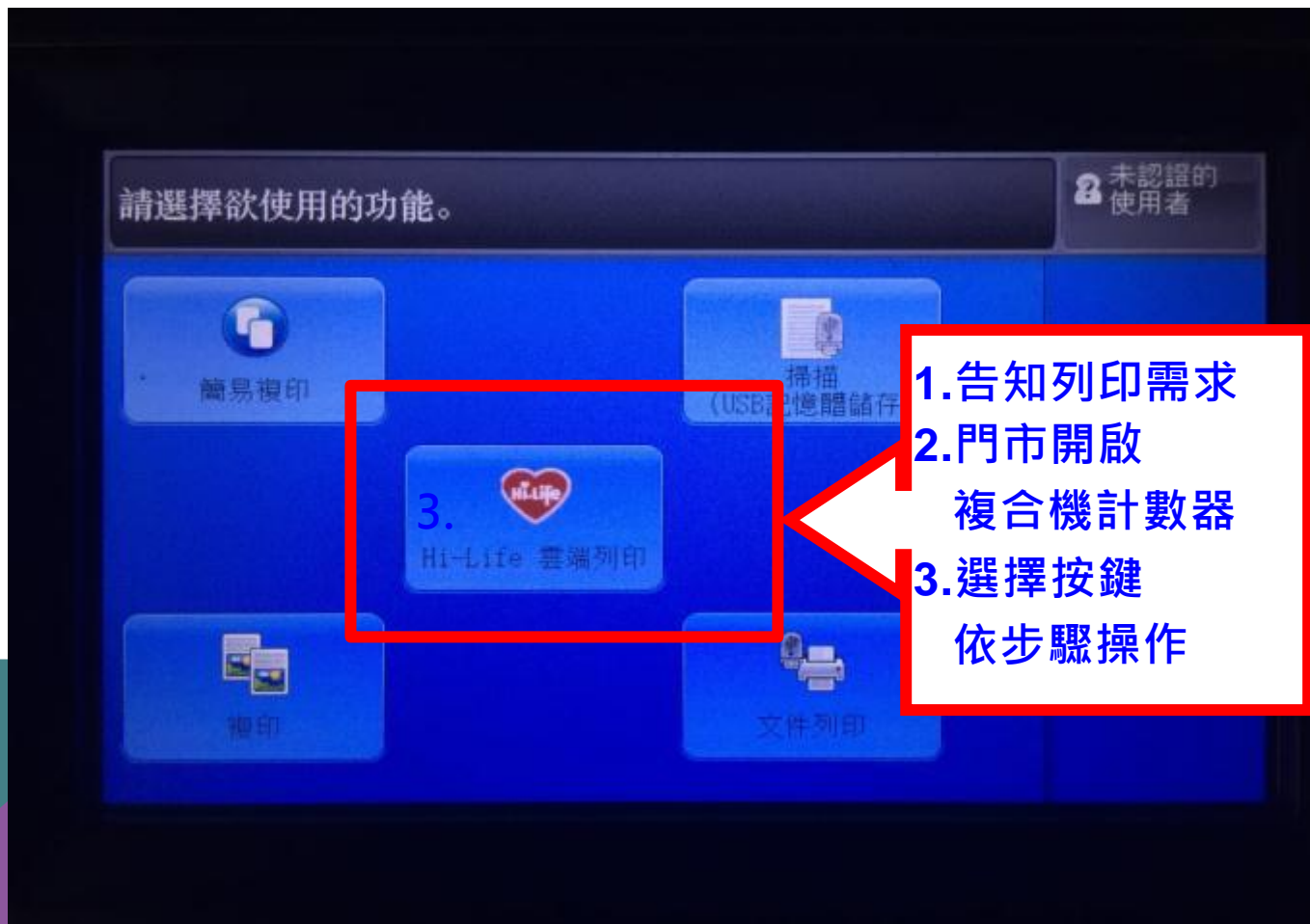
The screenshot shows a web browser window with the URL <https://eprint.hilife.com.tw/user>. The page features the Fuji Xerox logo and the text "萊爾富雲端列印". A light blue notification box contains the following information:

- 選擇的文件已成功提交列印，您的取件號碼是
- 978080**
- 13.**
- 請記下此取件號碼。
- 請到最近的門市使用取件號碼取件。

Below the notification box is a blue button labeled "上傳新的文件".

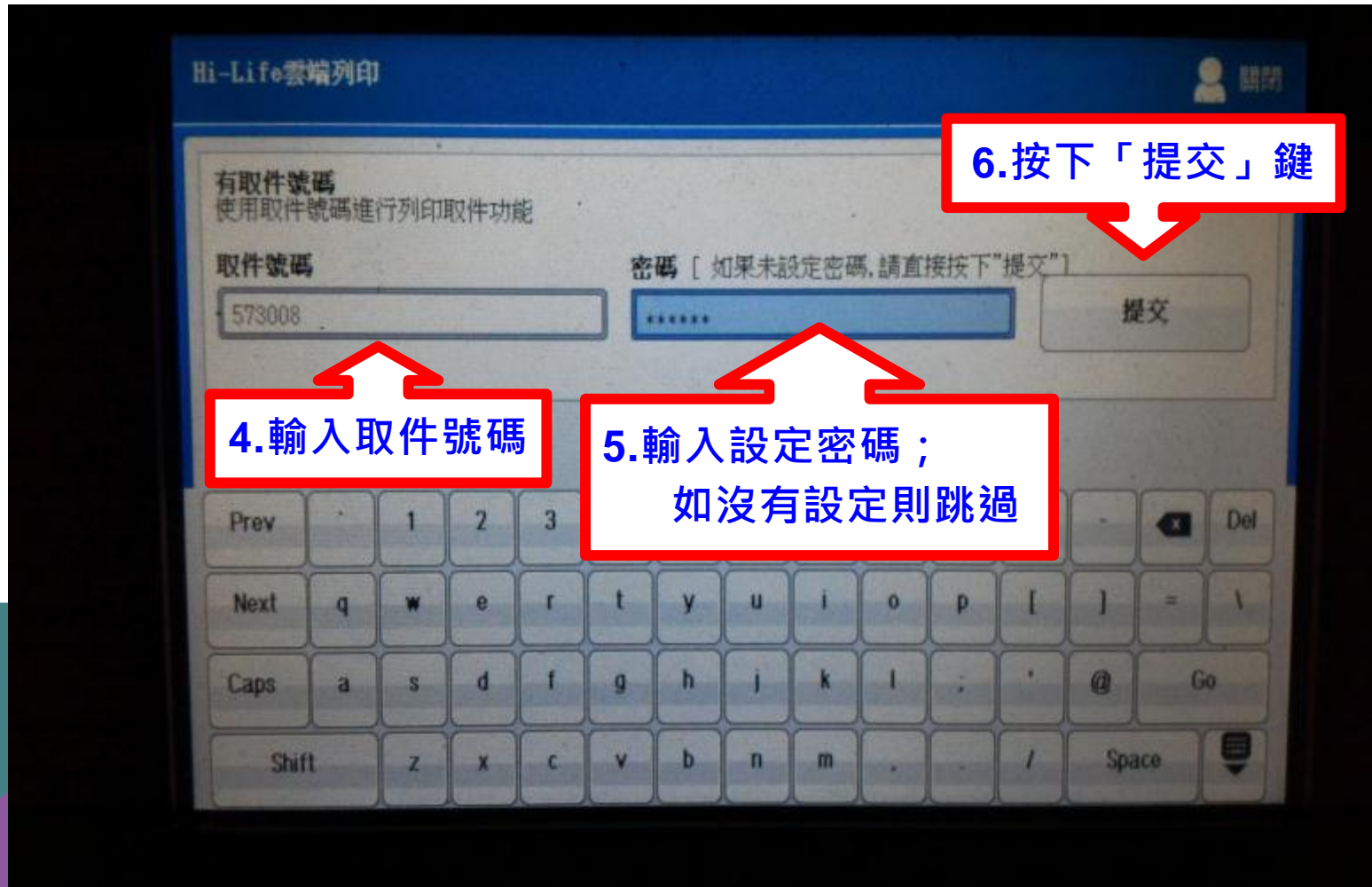
雲端列印複合機操作說明-開啟計數器

- 1.告知門市有列印需求
- 2.門市開啟複合機計數器
- 3.在【功能】中選擇【Hi-Life雲端列印】按鍵，並依後續指示操作



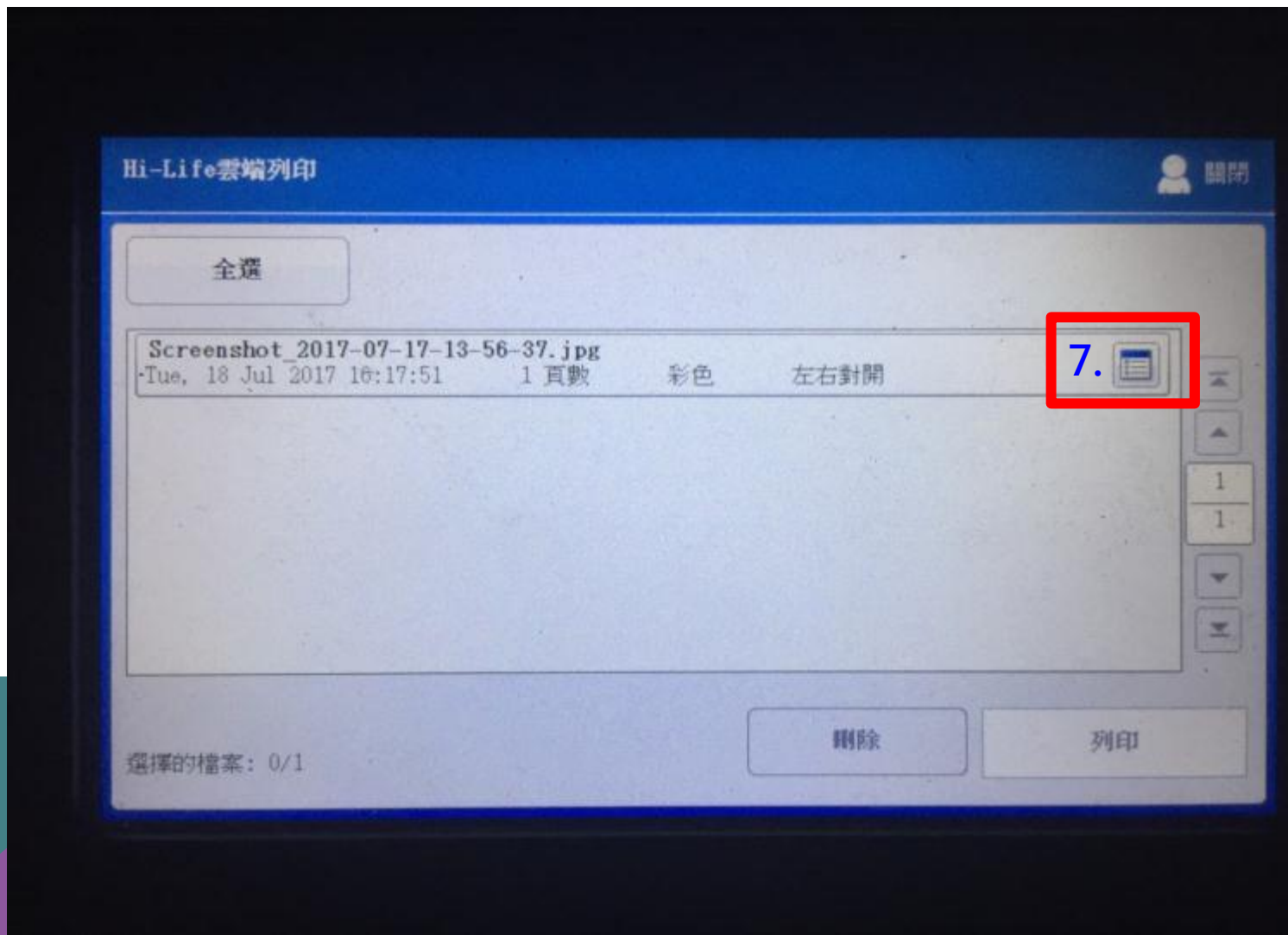
雲端列印複合機操作說明-輸入取件碼

- 4.輸入【取件號碼】
- 5.輸入【設定密碼】，如當初上傳文件時未設定則跳過
- 6.按下【提交】鍵



雲端列印複合機操作說明-列印設定

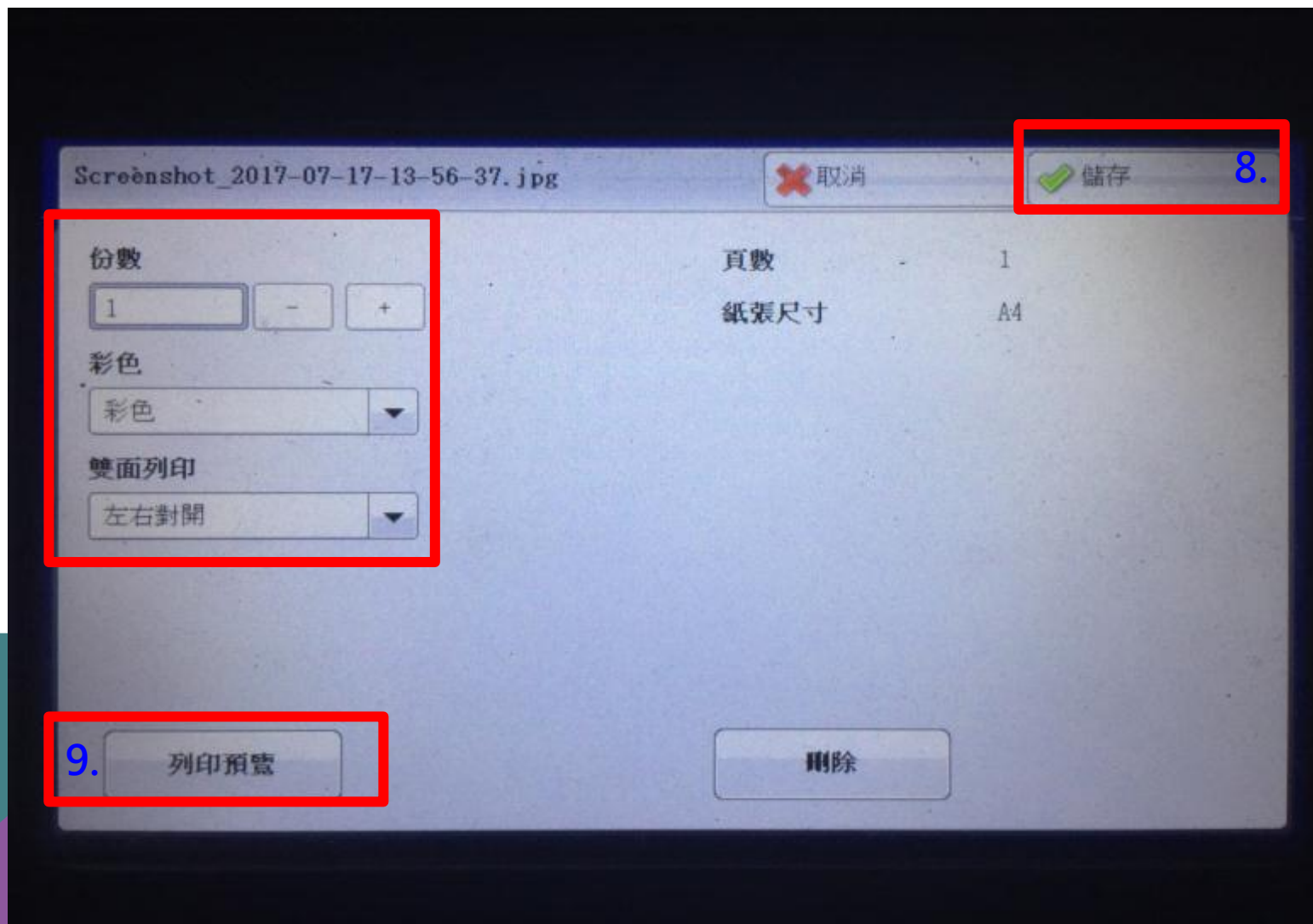
7.文件需調整列印規格或列印預覽請按右上角【小藍框】



雲端列印複合機操作說明-列印設定

8.調整列印規格，確認後按【儲存】

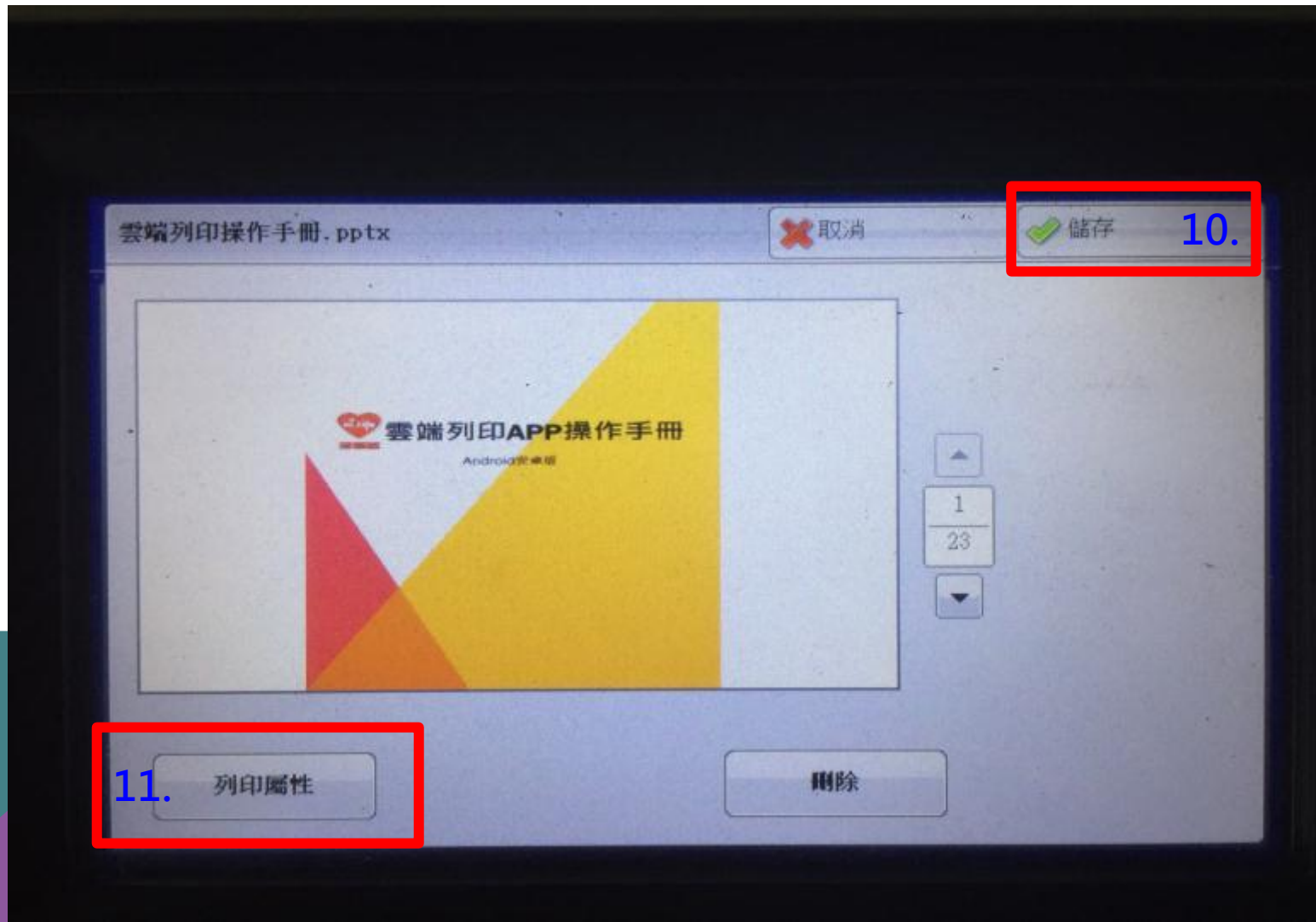
9.有預覽需求按左下方【列印預覽】



雲端列印複合機操作說明-列印預覽

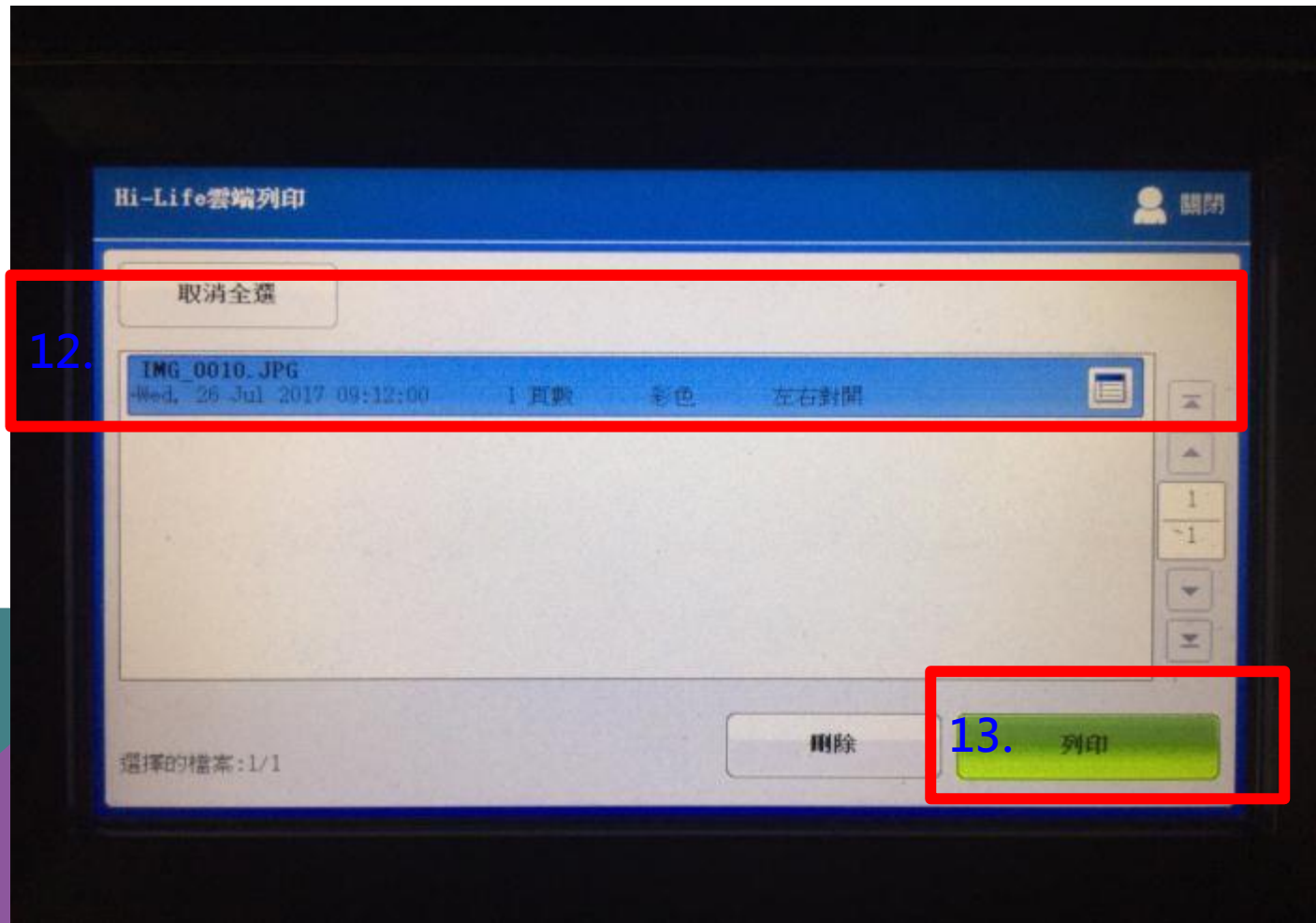
10. 欲列印文件顯示於畫面，確定後按【儲存】

11. 若需再調整列印規格可按【列印屬性】



雲端列印複合機操作說明-列印文件

- 12.點選列印文件
- 13.按【列印】
- 14.因各家門市頻寬不同約等待10-15秒文件印出
- 15.消費者至櫃檯結帳，門職由計數器判斷計費





Thank you