



# 雲端列印操作手冊

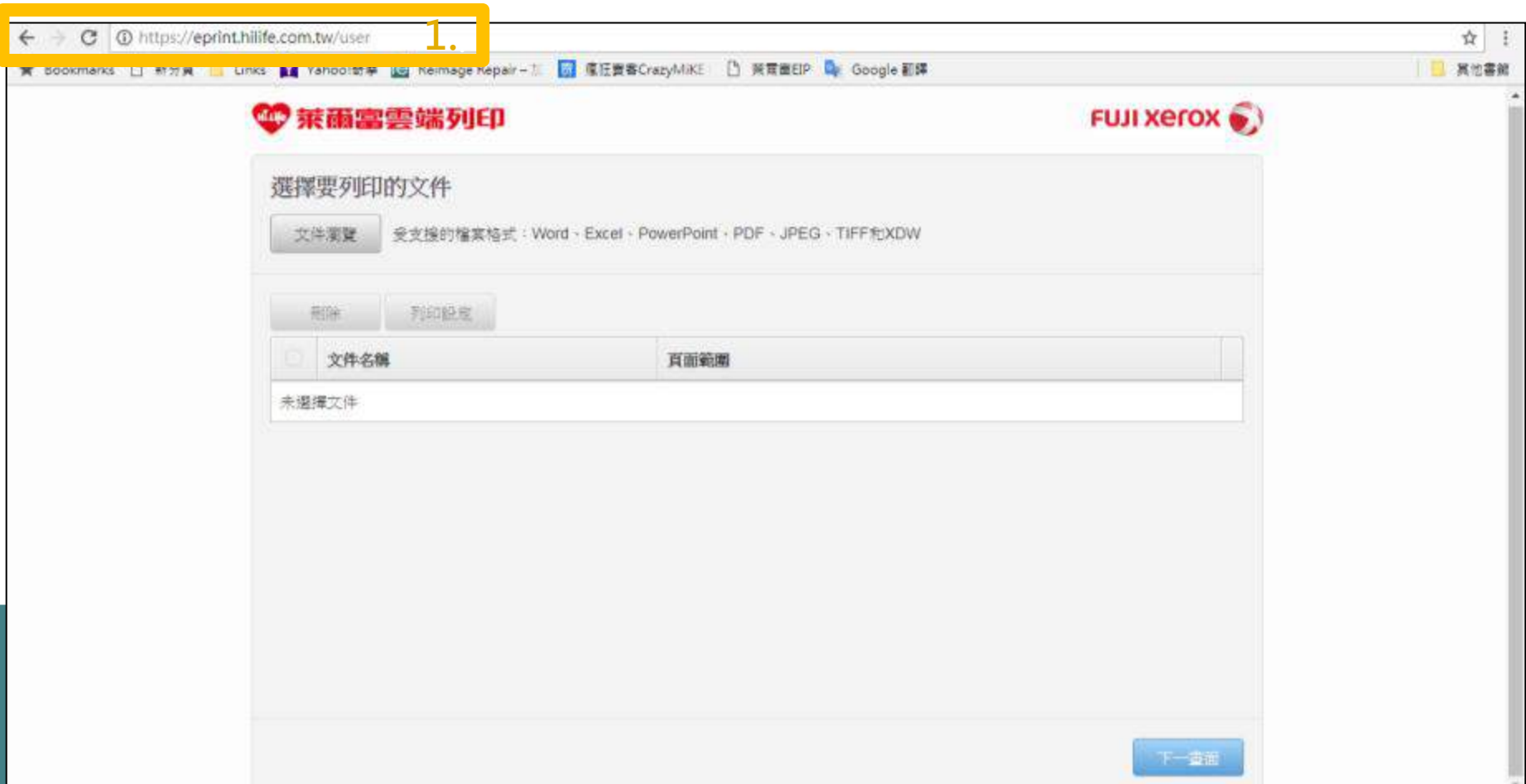
Web網頁版



# 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> 】



1.

萊爾富雲端列印 FUJI xerox

選擇要列印的文件

文件瀏覽 受支援的檔案格式：Word、Excel、PowerPoint、PDF、JPEG、TIFF和XDW

刪除 列印設定

| <input type="checkbox"/> | 文件名稱  | 頁面範圍 |
|--------------------------|-------|------|
|                          | 未選擇文件 |      |

下一畫面

# 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

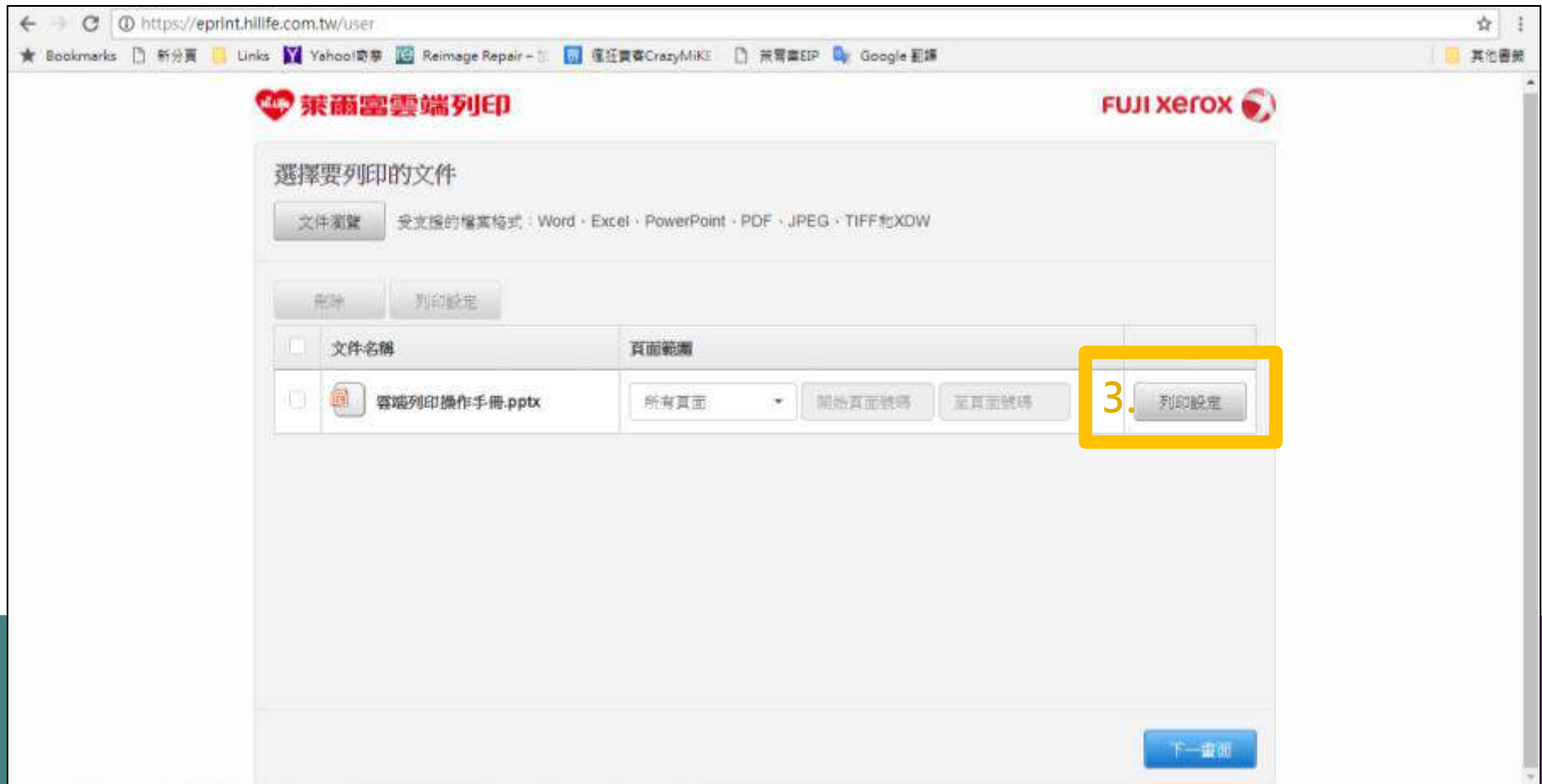
檔案大小：20MB以內

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 header features the '萊爾富雲端列印' (Lai Er Fu Cloud Printing) logo and the 'FUJI XEROX' logo. The main content area is titled '選擇要列印的文件' (Select files to print) and lists supported file formats: Word, Excel, PowerPoint, PDF. A yellow box highlights the '文件瀏覽' (Browse files) 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 '開啟檔案' (Open file) dialog box is overlaid on the right side of the browser window. The dialog box shows a file explorer view with a yellow box highlighting the file '雲端列印時處：20170718會議紀錄' (Cloud printing time: 20170718 meeting minutes). The dialog box also shows a file name field containing '雲端列印操作手冊' (Cloud printing operation manual) and a '開啟檔案(O)' (Open file) button.

# 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

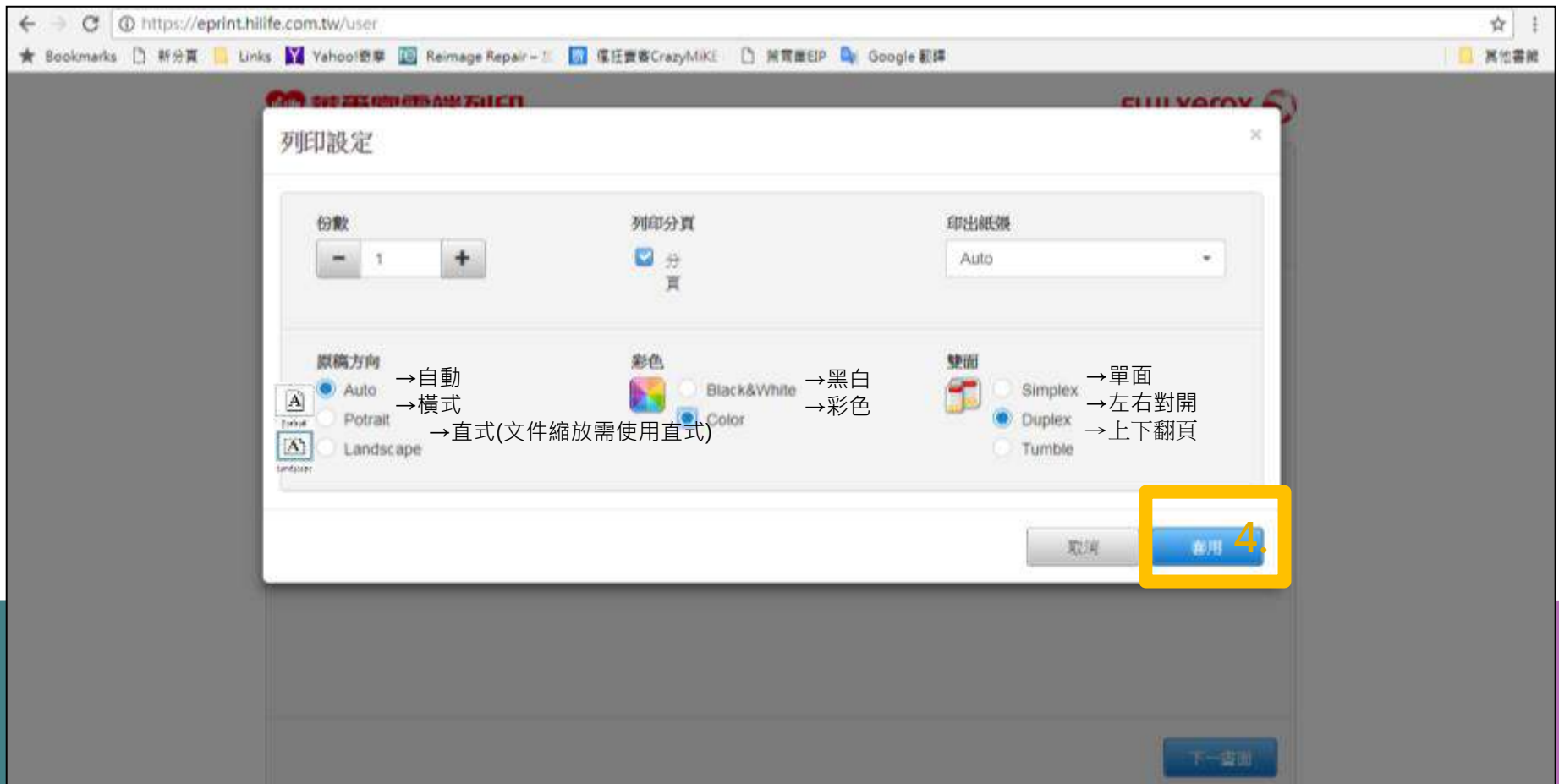


The screenshot shows the Fujitsu Cloud Print web interface. The page title is "選擇要列印的文件" (Select files to print). Below the title, there is a "文件瀏覽" (Browse files) button and a list of supported file formats: Word, Excel, PowerPoint, PDF, JPEG, TIFF, and XDW. There are two tabs: "刪除" (Delete) and "列印設定" (Print Settings). The "Print Settings" tab is active, showing a table with columns for "文件名稱" (File Name) and "頁面範圍" (Page Range). The table contains one entry: "雲端列印操作手冊.pptx" with a page range of "所有頁面" (All pages). To the right of the table, there are buttons for "開始頁面號碼" (Start page number) and "至頁面號碼" (To page number). A red "3." is placed next to the "列印設定" (Print Settings) button, which is highlighted with a yellow box. 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

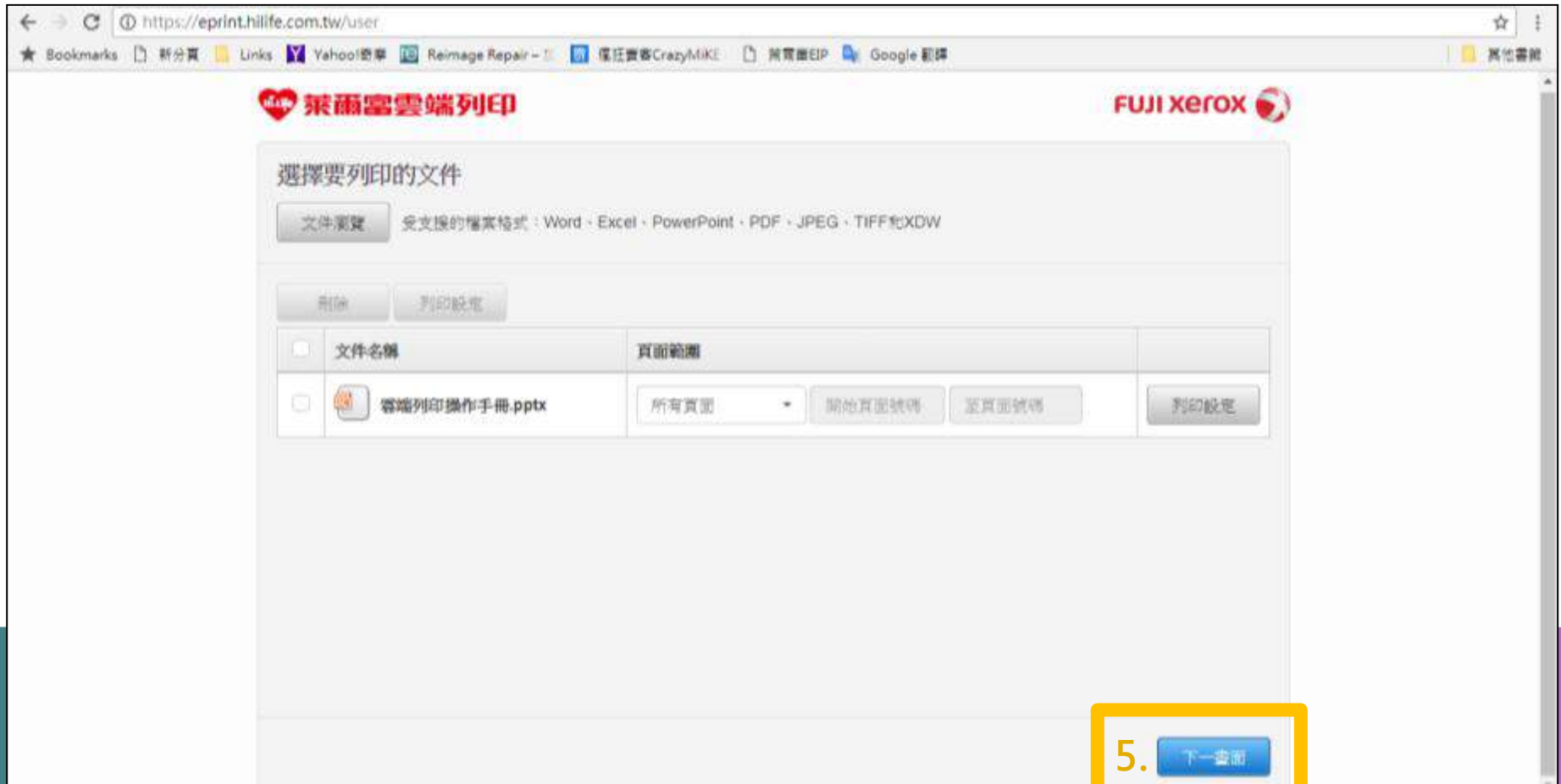
## 4.依照需求修改列印設定，完成後按【套用】

※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 Fujitsu logo and the text "FUJI XEROX". The main content area is titled "選擇要列印的文件" (Select files to print) and features a "文件瀏覽" (Browse files) button. Below this, there are "刪除" (Delete) and "列印設定" (Print settings) buttons. A table lists the selected file "雲端列印操作手冊.pptx" with a "所有頁面" (All pages) dropdown menu and "開始頁面號碼" (Start page number) and "至頁面號碼" (To page number) input fields. A "列印設定" (Print settings) button is also present. In the bottom right corner, a yellow box highlights the "5. 下一畫面" (5. Next page) button.

| <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 → 開始頁面號碼 至頁面號碼 | <input type="button" value="列印設定"/> |

# 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

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)

6. 密碼

確認密碼

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

Captcha

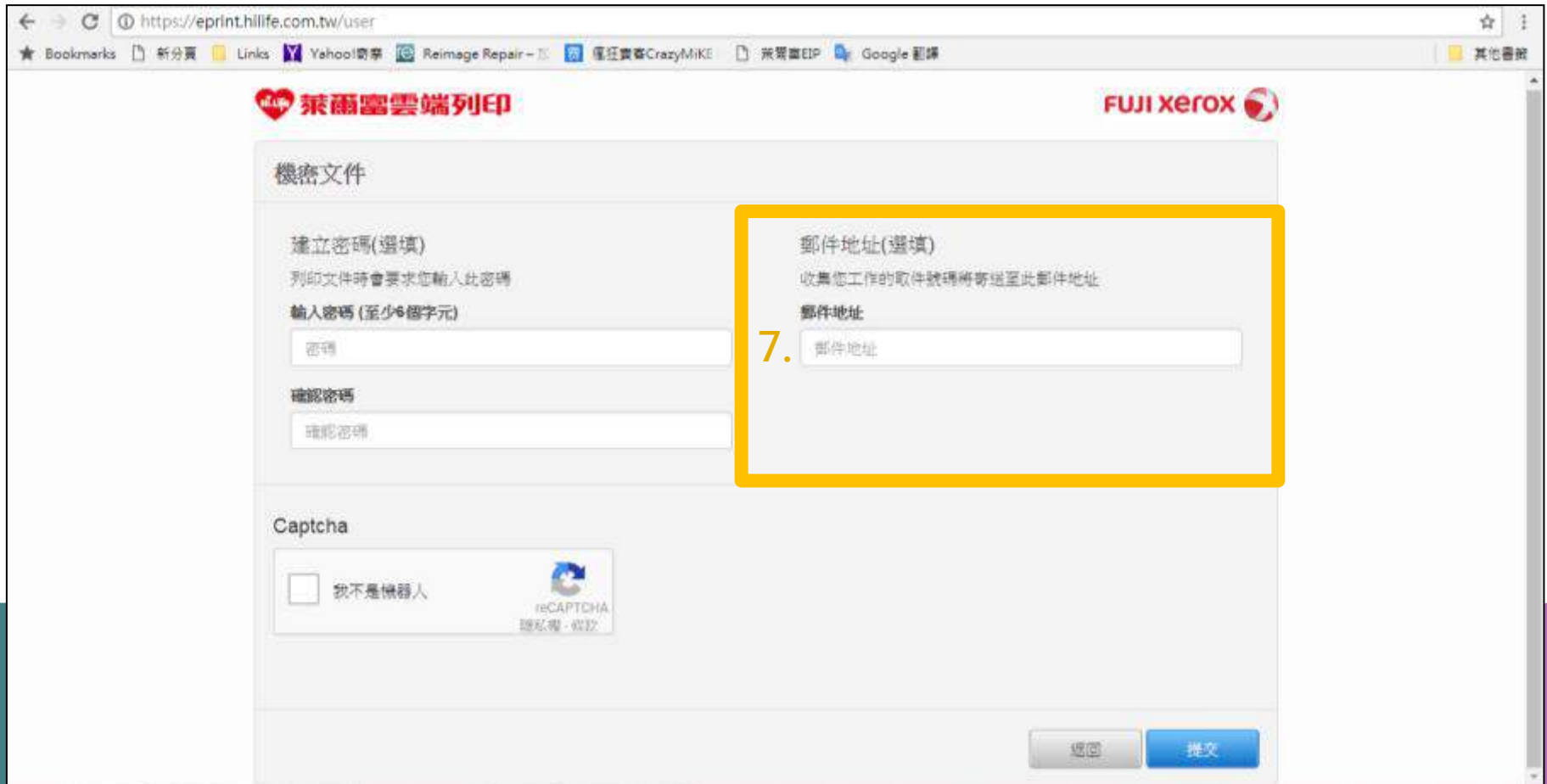
我不是機器人

reCAPTCHA  
隱私權 · 條款

返回 提交

# 雲端列印網頁操作說明-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 header includes the logo for 'hillife 萊爾富雲端列印' and 'FUJI XEROX'. The main content area is titled '機密文件' (Confidential Documents) and contains several sections:

- 建立密碼(選填)** (Optional Password Creation): Includes a sub-instruction '列印文件時會要求您輸入此密碼' (A password will be required when printing files) and a sub-label '輸入密碼 (至少6個字元)' (Enter password (at least 6 characters)). It features two input fields: '密碼' (Password) and '確認密碼' (Confirm password).
- 郵件地址(選填)** (Optional Email Address): This section is highlighted with a yellow box. It includes the sub-instruction '收獲您工作的取件號碼將寄至此郵件地址' (Job numbers from your work will be sent to this email address) and a sub-label '郵件地址' (Email address). A text input field is present with the number '7.' written in large font to its left, indicating the current step.
- Captcha**: Includes a checkbox labeled '我不是機器人' (I am not a robot) and the reCAPTCHA logo with the text 'reCAPTCHA 隱私權 · 條款' (reCAPTCHA Privacy Policy · Terms).

At the bottom right of the form, there are two buttons: '返回' (Return) and '提交' (Submit).

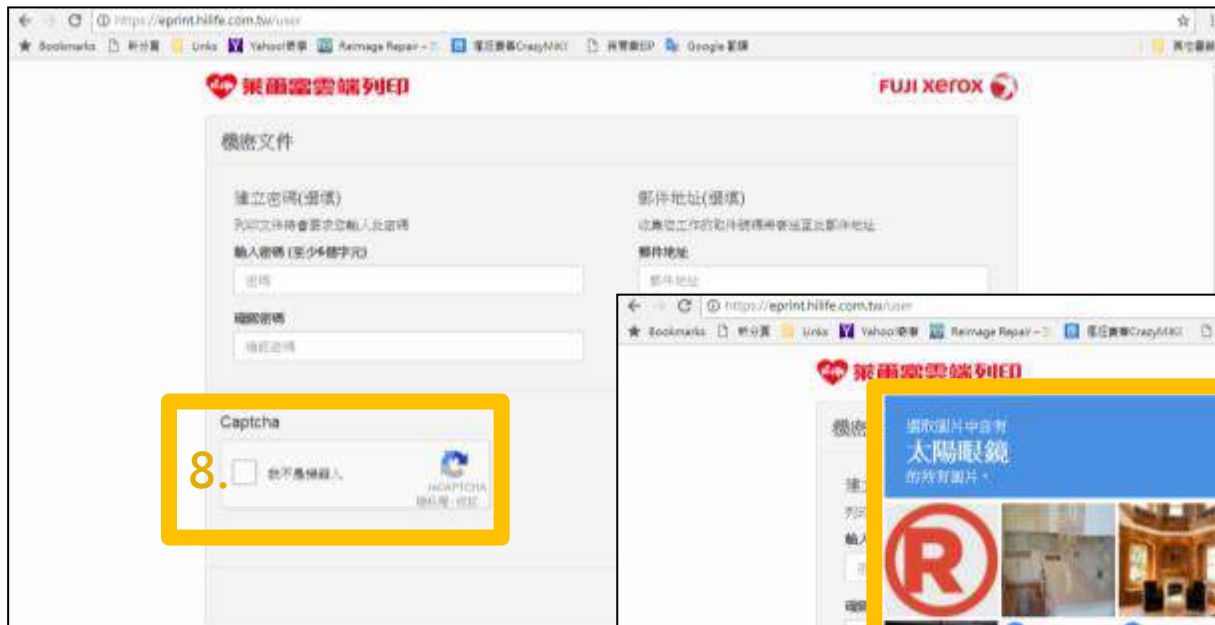


# 雲端列印網頁操作說明-網頁驗證

8.勾選【我不是機器人】

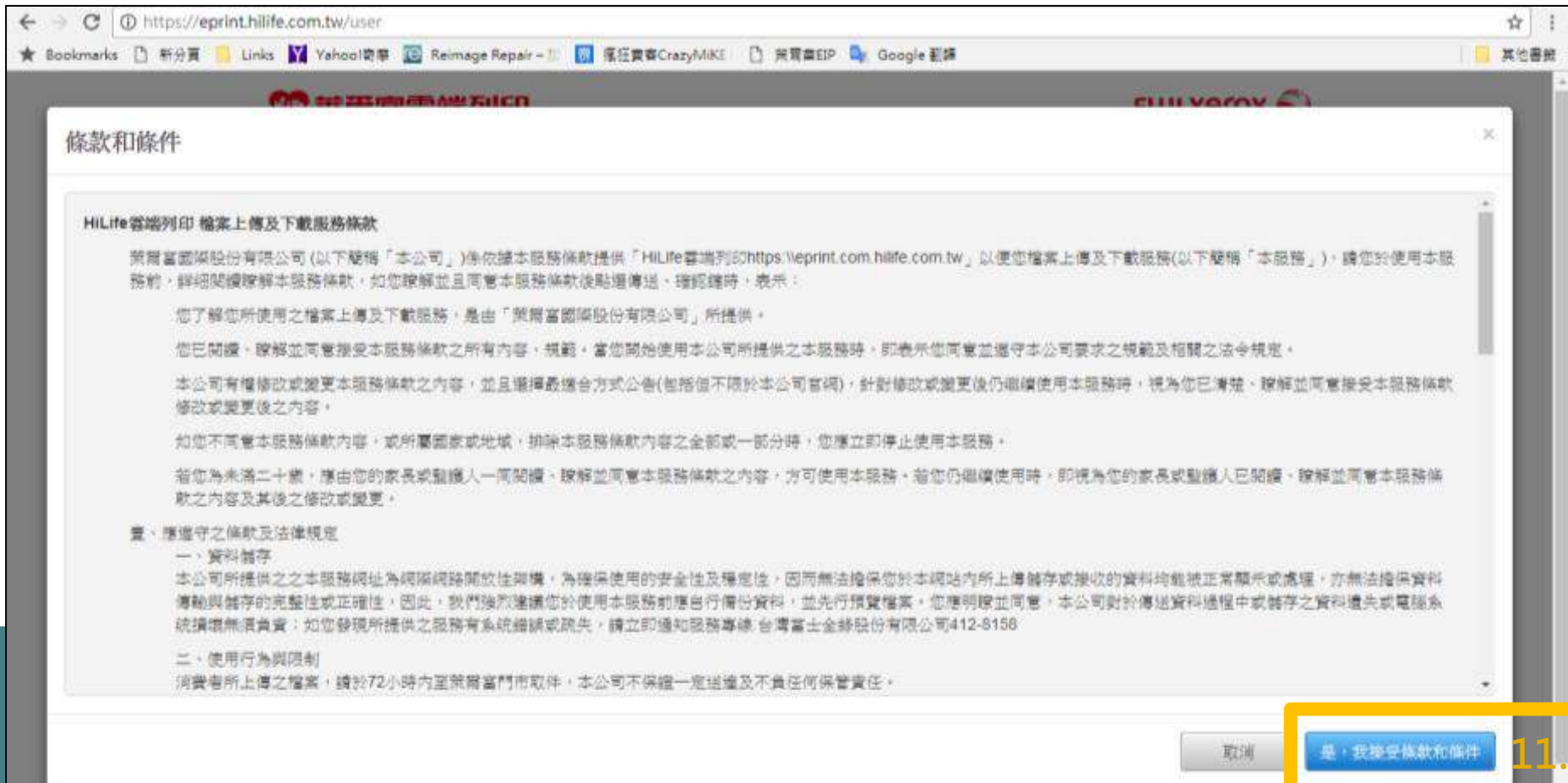
9.依照隨機題目選取正確答案按【驗證】

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

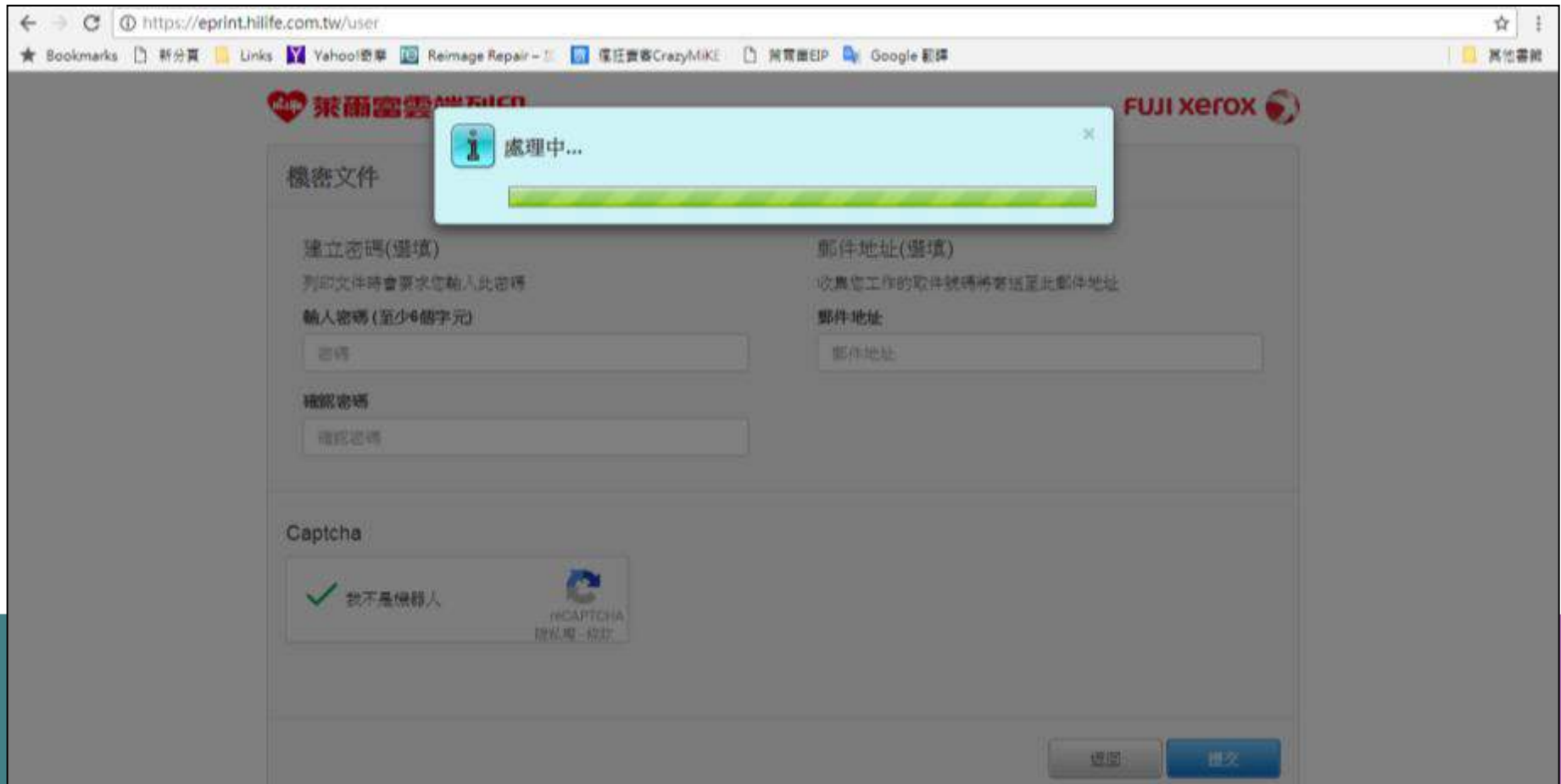
## 11. HiLife雲端服務條款及條件，詳讀後按【是，我接受條款和條件】



11.

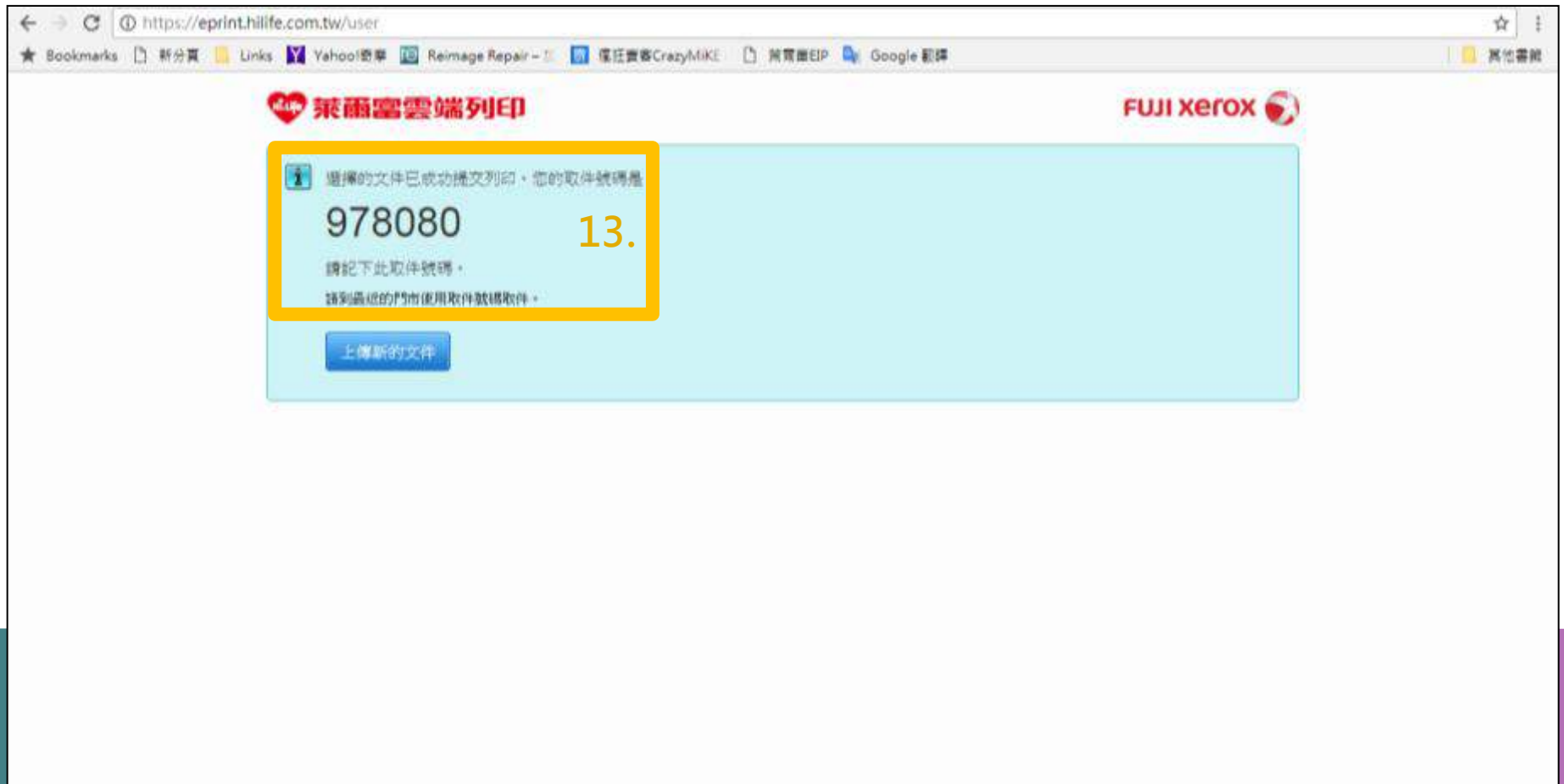
# 雲端列印網頁操作說明-系統處理中

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

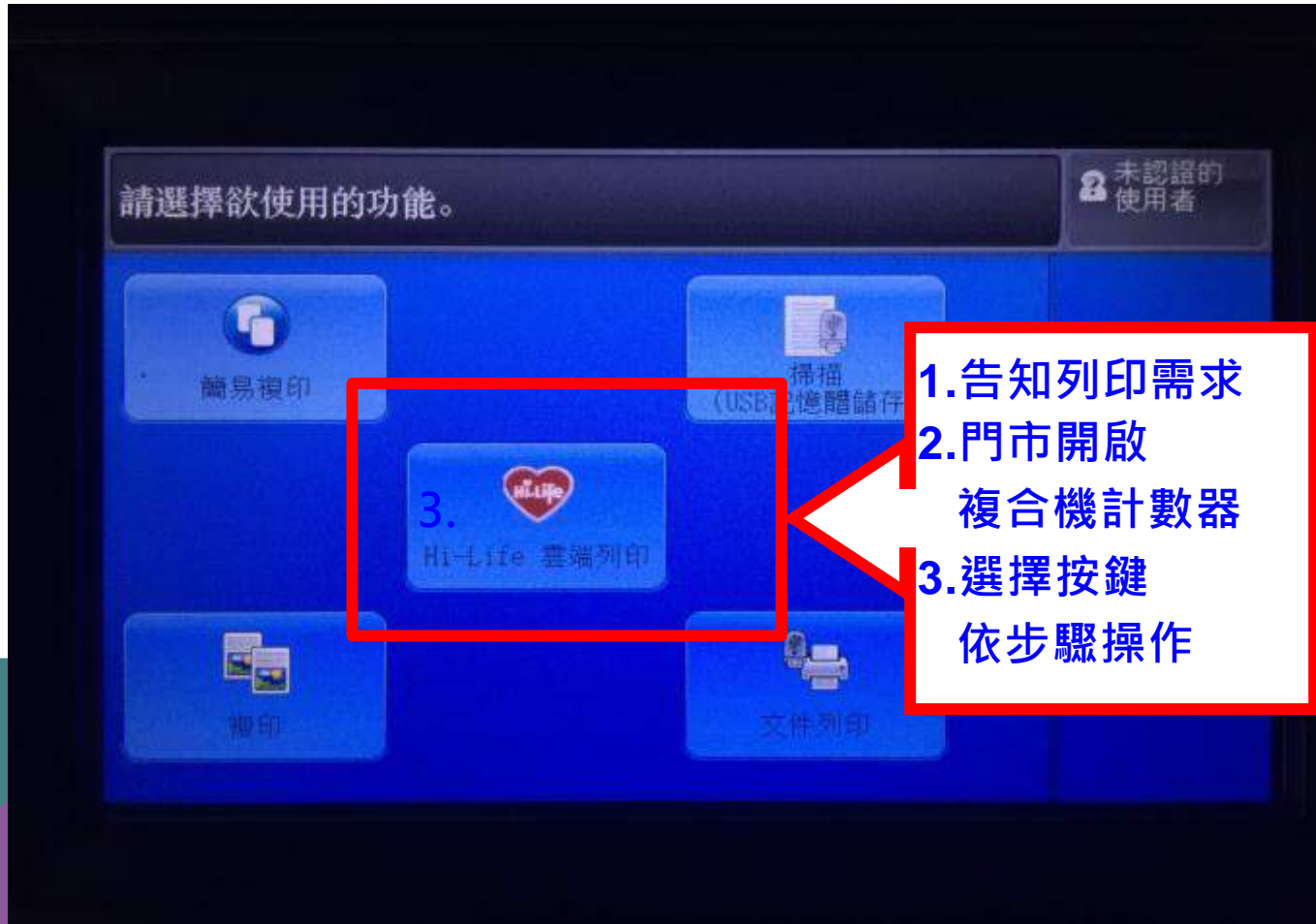


The screenshot shows a web browser window with the URL <https://eprint.hilife.com.tw/user>. The page features the Fuji Xerox logo and the text "萊爾富雲端列印". A central light blue box contains the following information:

- 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。
- 上傳新的文件

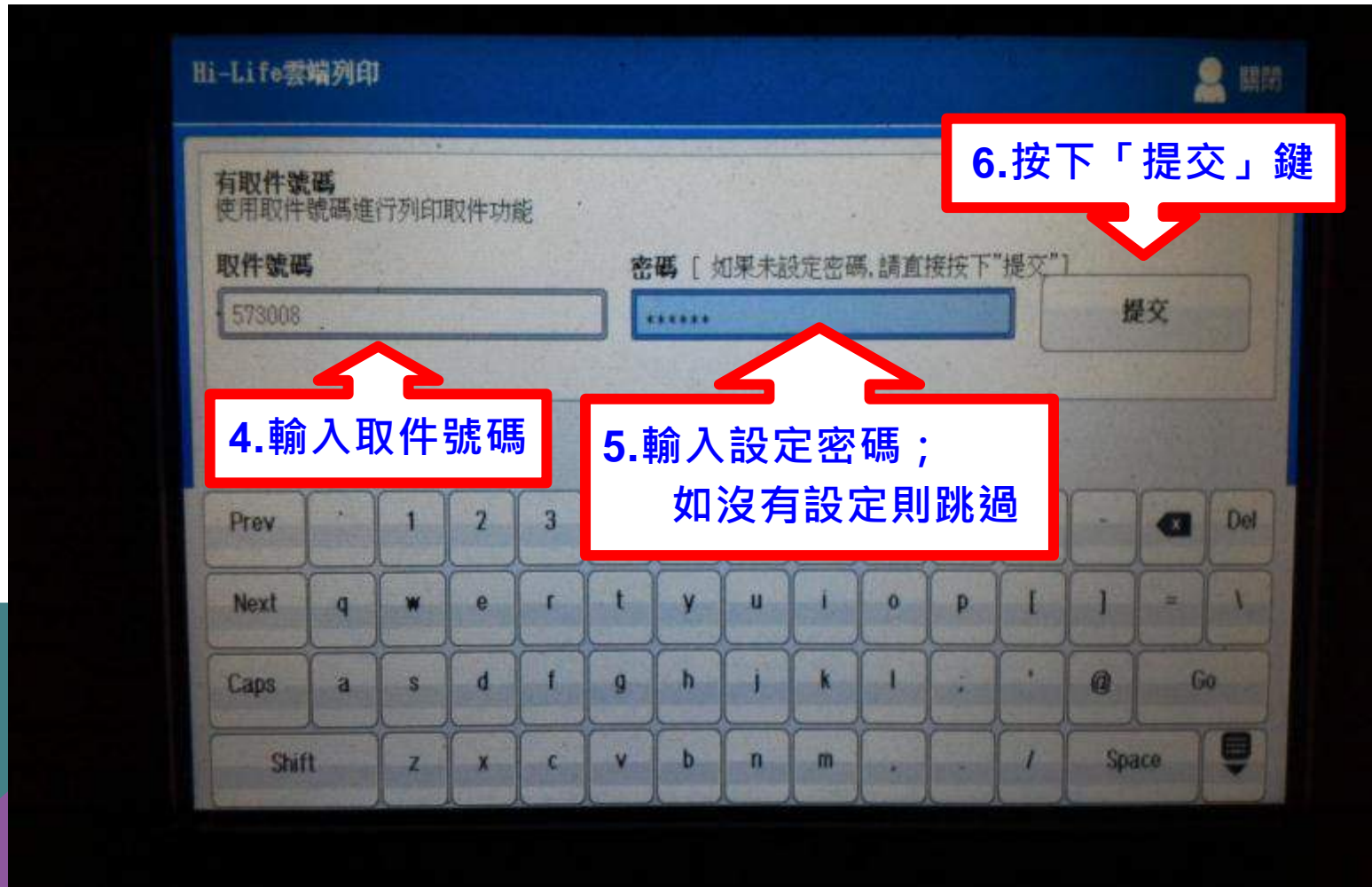
# 雲端列印複合機操作說明-開啟計數器

- 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

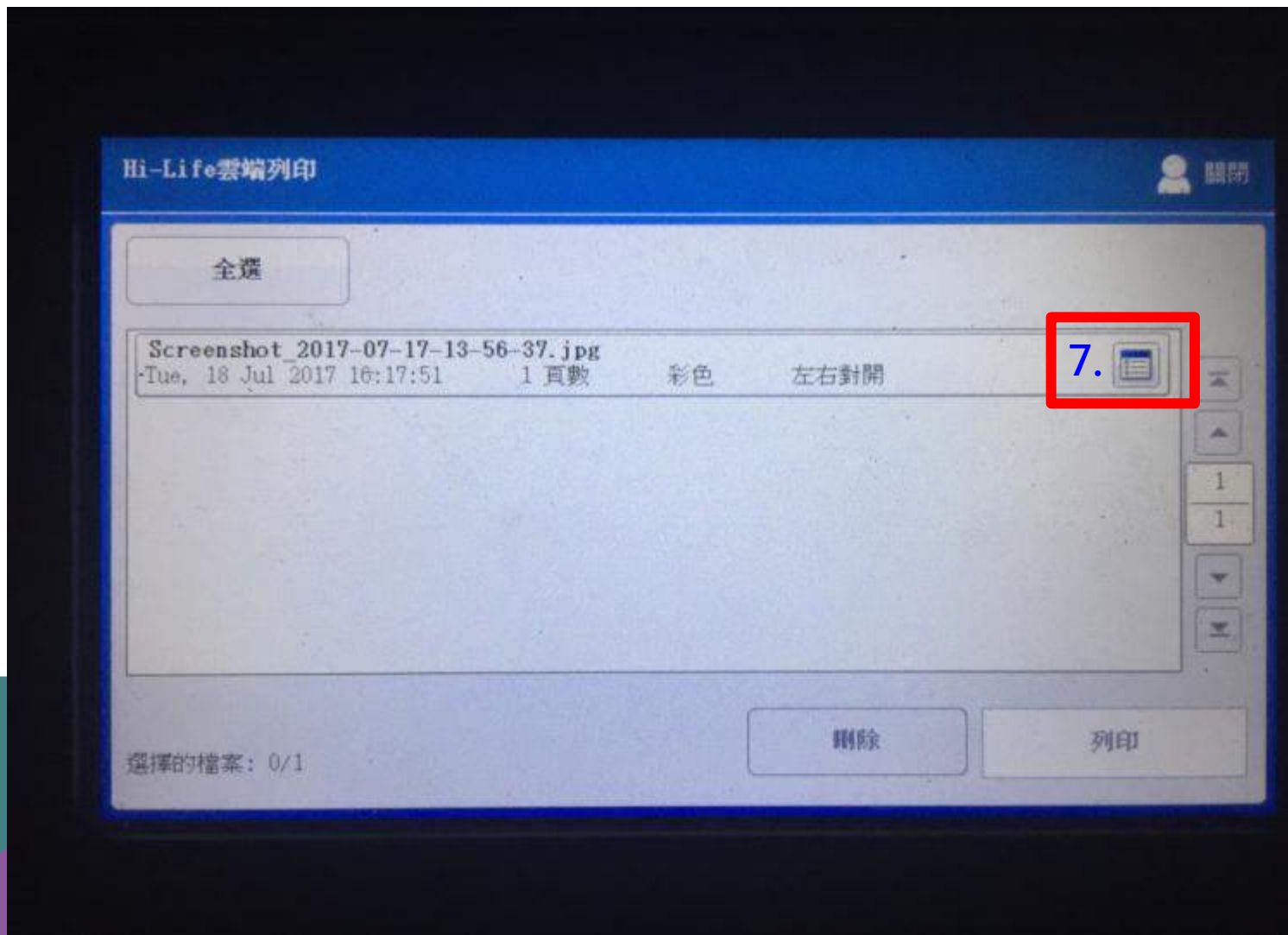
- 4.輸入【取件號碼】
- 5.輸入【設定密碼】，如當初上傳文件時未設定則跳過
- 6.按下【提交】鍵





# 雲端列印複合機操作說明-列印設定

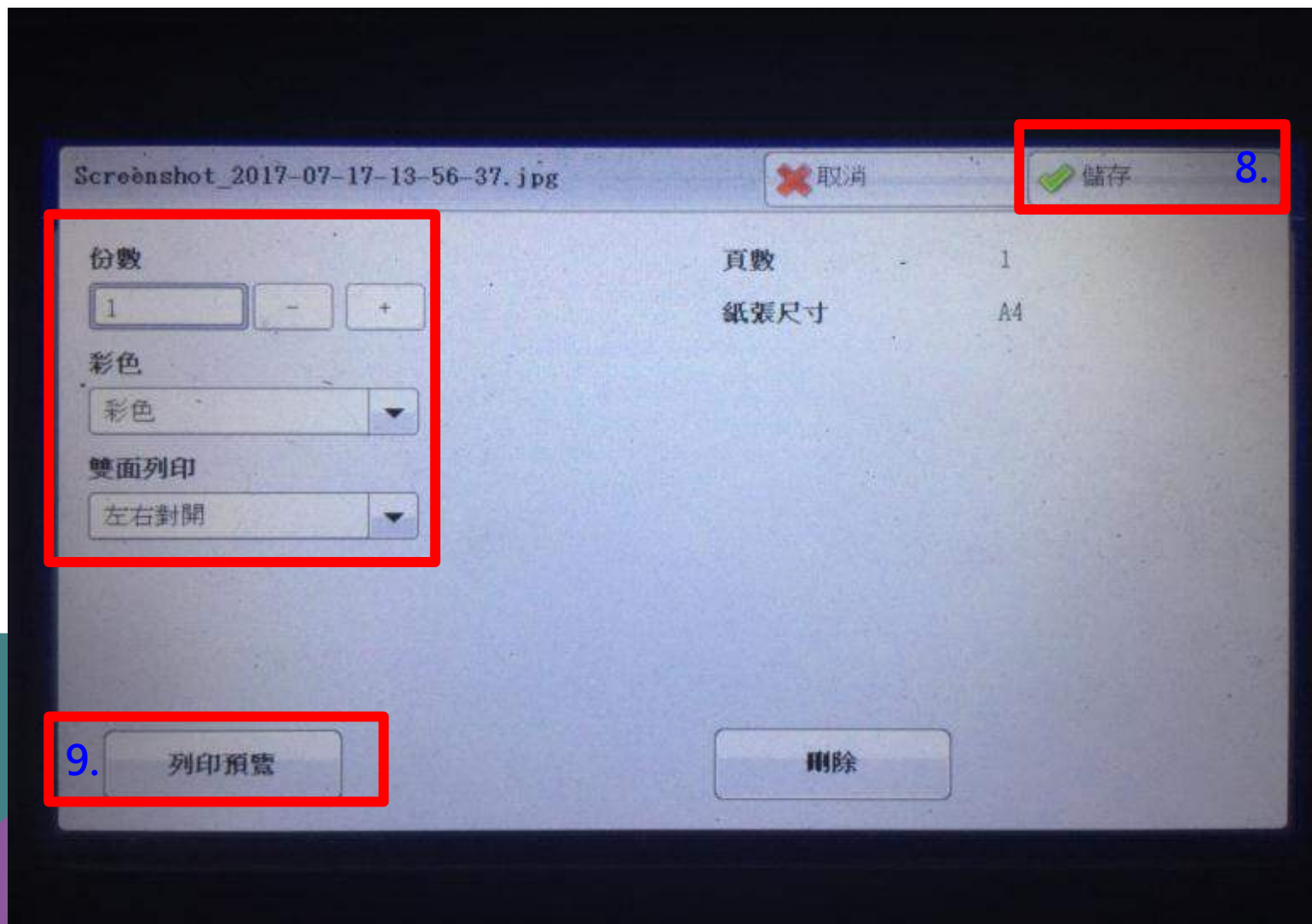
7.文件需調整列印規格或列印預覽請按右上角【小藍框】



# 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

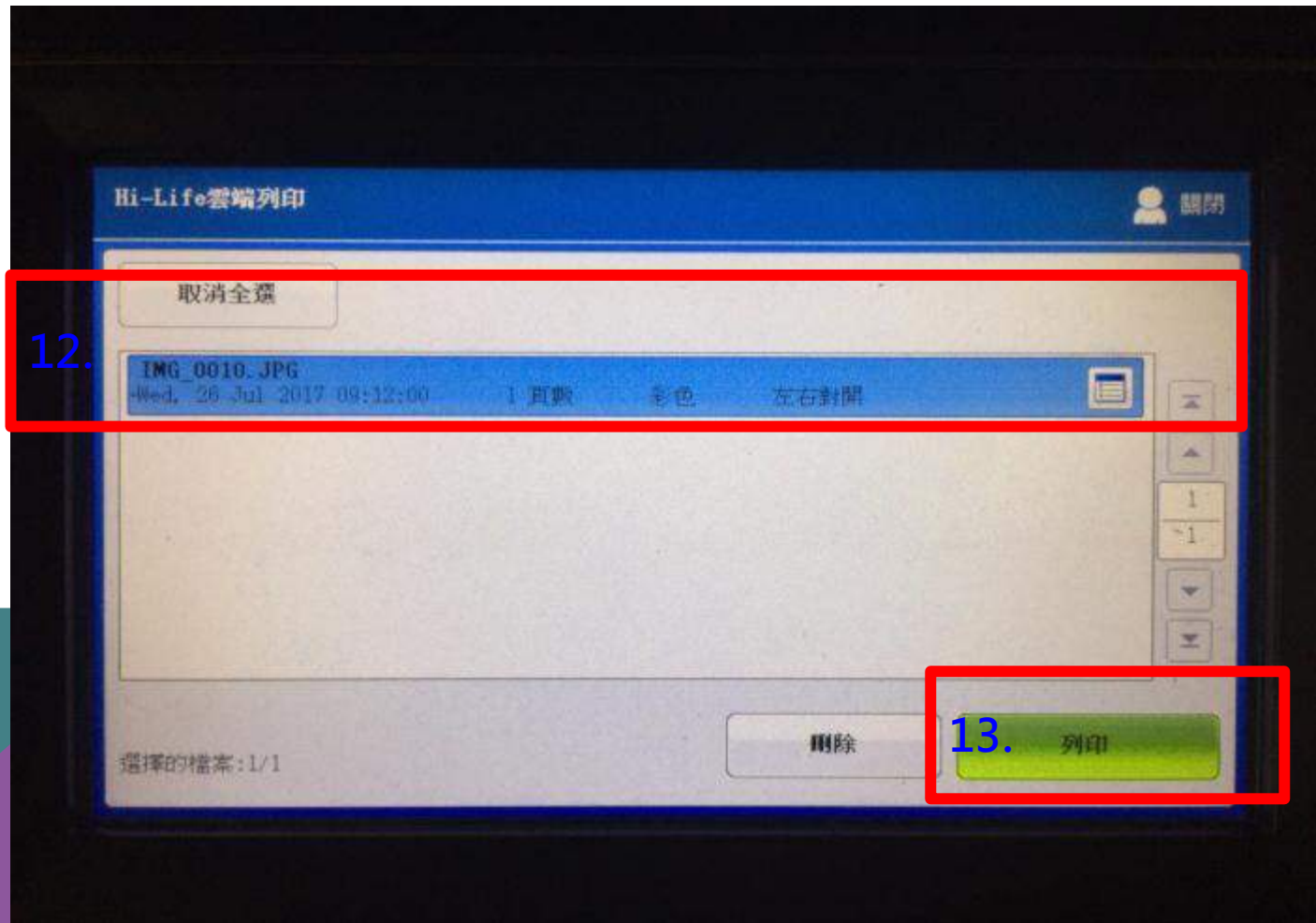
10. 欲列印文件顯示於畫面，確定後按【儲存】

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*