

一、下載驅動程式

1.請同仁先登入鹽中 G-Suite 信箱，到雲端硬碟→共用雲端硬碟→鹽中雲端硬碟



The screenshot shows the Google Drive web interface. At the top left is the Drive logo and the text "雲端硬碟". A search bar contains the text "搜尋雲端硬碟". On the right, there are icons for help, settings, and a user profile labeled "G Suite 哲豪". Below the header, the main area is titled "共用雲端硬碟" (Shared Drives). On the left, a sidebar menu includes "新增" (New), "優先專區" (Priority areas), "我的雲端硬碟" (My Drive), "共用雲端硬碟" (Shared Drives), "與我共用" (Shared with me), and "近期存取" (Recent). The "共用雲端硬碟" section is active. A tooltip is displayed over a shared drive card, containing the text: "小組雲端硬碟現更名為共用雲端硬碟" (Group Drive is now called Shared Drive) and "透過共用雲端硬碟確保團隊的所有檔案有條不紊。成員可以開啟共用雲端硬碟中的任何檔案。" (Using Shared Drives ensures all team files are organized. Members can open any files in the Shared Drive). The card itself is titled "鹽中雲端硬碟" (Sun Chung Shared Drive) and shows "61 位使用者" (61 users).

2.教務處→資訊組→驅動程式→驅動-C554e...zip 將其下載，解壓縮

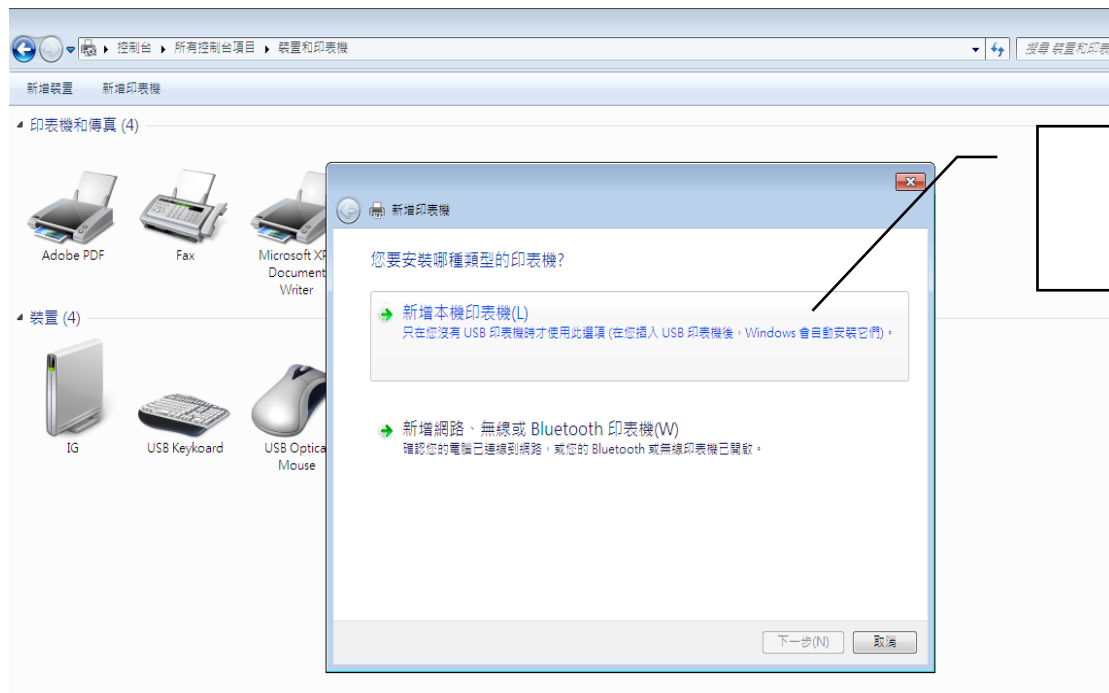
The screenshot displays the OneDrive web interface for a user named '鹽中雲端硬碟' (61 users). The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as '新增' (Add), '優先專區' (Priority areas), '我的雲端硬碟' (My OneDrive), '共用雲端硬碟' (Shared OneDrive), '與我共用' (Shared with me), '近期存取' (Recent), '已加星號' (Starred), '垃圾桶' (Recycle bin), and '儲存空間' (Storage space, 27.4 GB used).
- Main Content Area:** Shows a file named '驅動-C554e_C364e_PCL_T.zip' with a download icon and the text '你在今天上傳了這份文件'. Below it, a '資料夾' (Folders) section lists various folders: '9.處室活動照片(請先...', '8.教師專用文件區', '7.會計室', '6.人事室', '5.總務處', '4.輔導室', '3.學務處', '2.教務處', and '1.校長室'. A '上次修改時間' (Last modified) column is also visible.
- Right Sidebar:** Includes icons for '通知' (Notifications), '搜尋' (Search), and '設定' (Settings).
- Bottom Section:** A '檔案' (Files) section shows a preview of the '驅動-C554e_C364e_PCL_T.zip' file with a download icon and the file name.

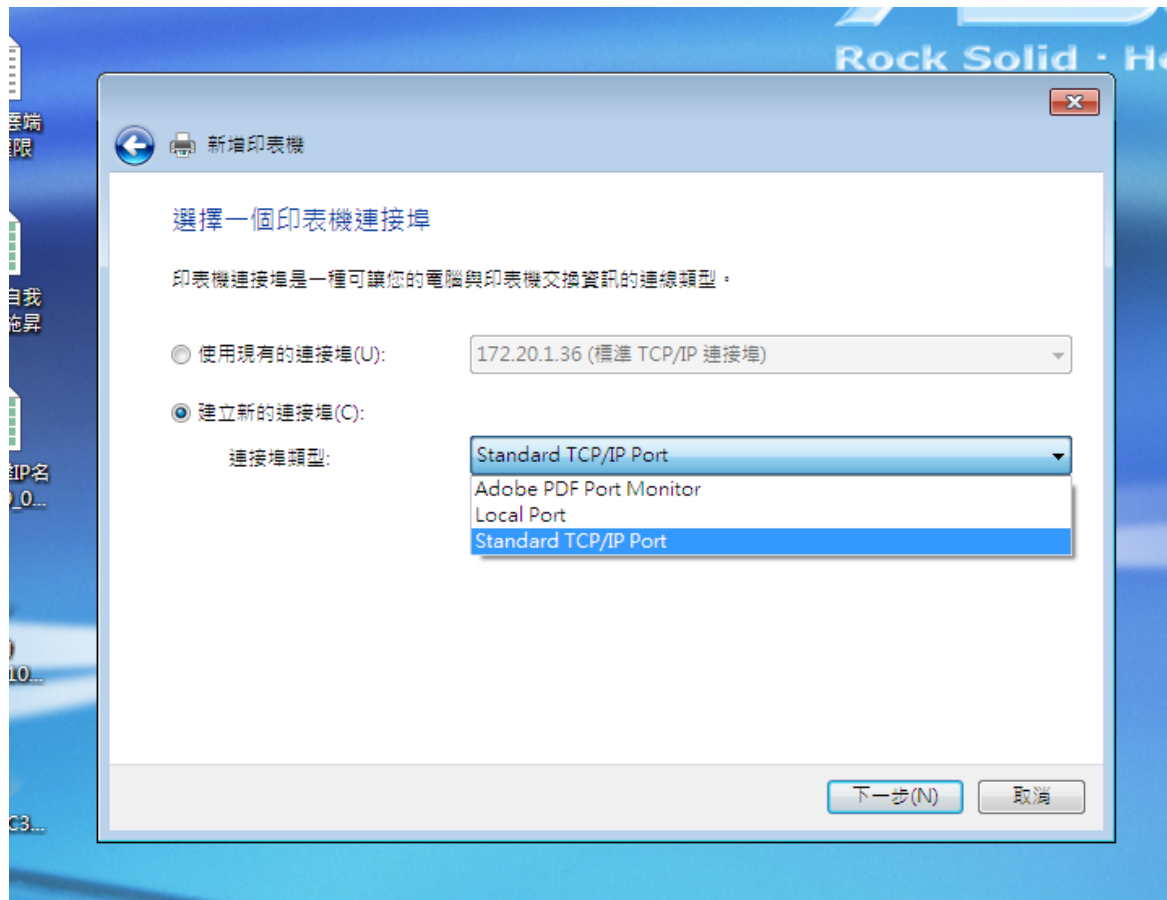
二、新增印表機步驟

1.請先將筆電連線至校網

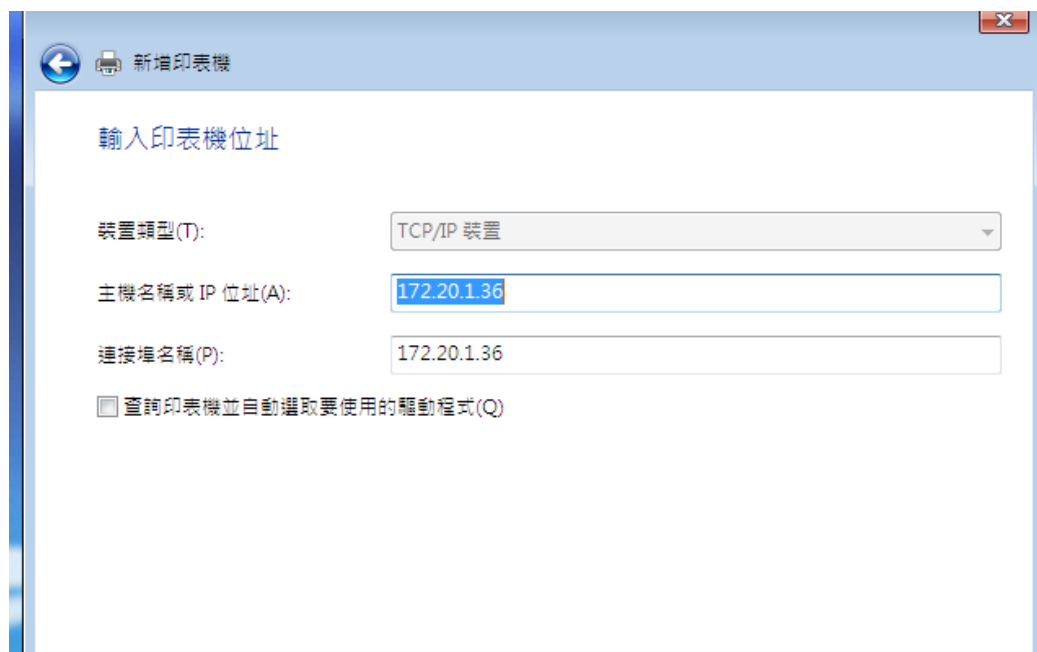
2.請先「新增印表機」→新增本機印表機



3.建立新的連接埠→可選「Standard TCP/…」或選使用原有連接埠(172.20.1.36)取代



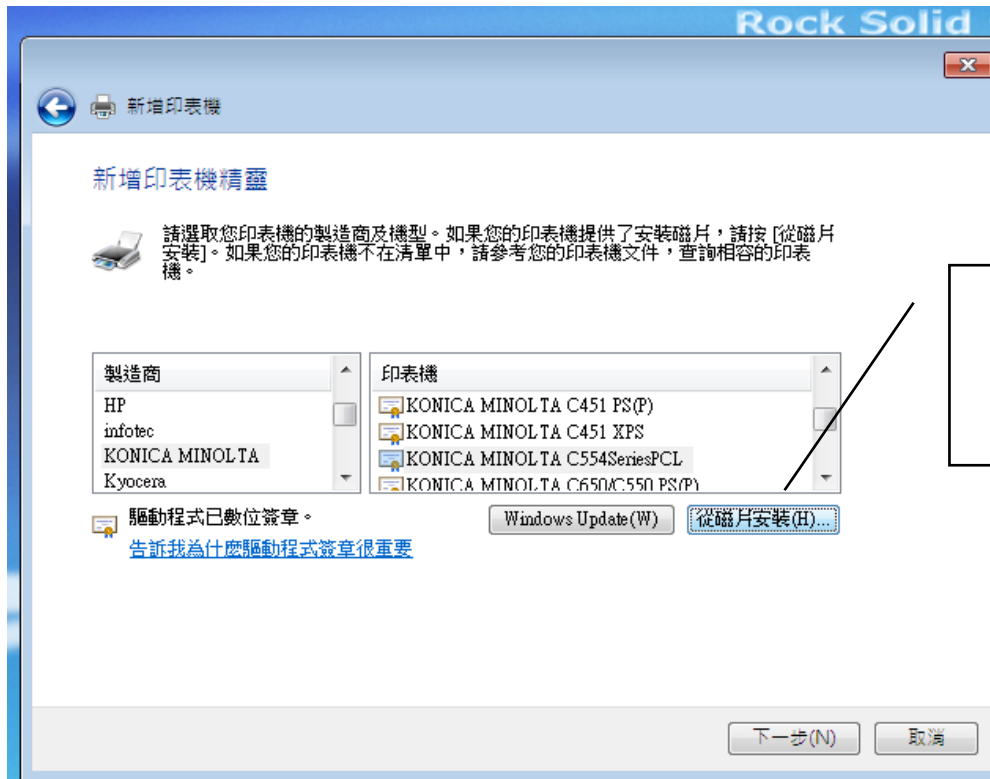
4.導師室印表機 ip : 172.20.1.36



The screenshot shows a Windows 'Add Printer' wizard window titled '新增印表機'. The window has a blue header bar with a back arrow icon and a close button. The main content area is white and contains the following fields and options:

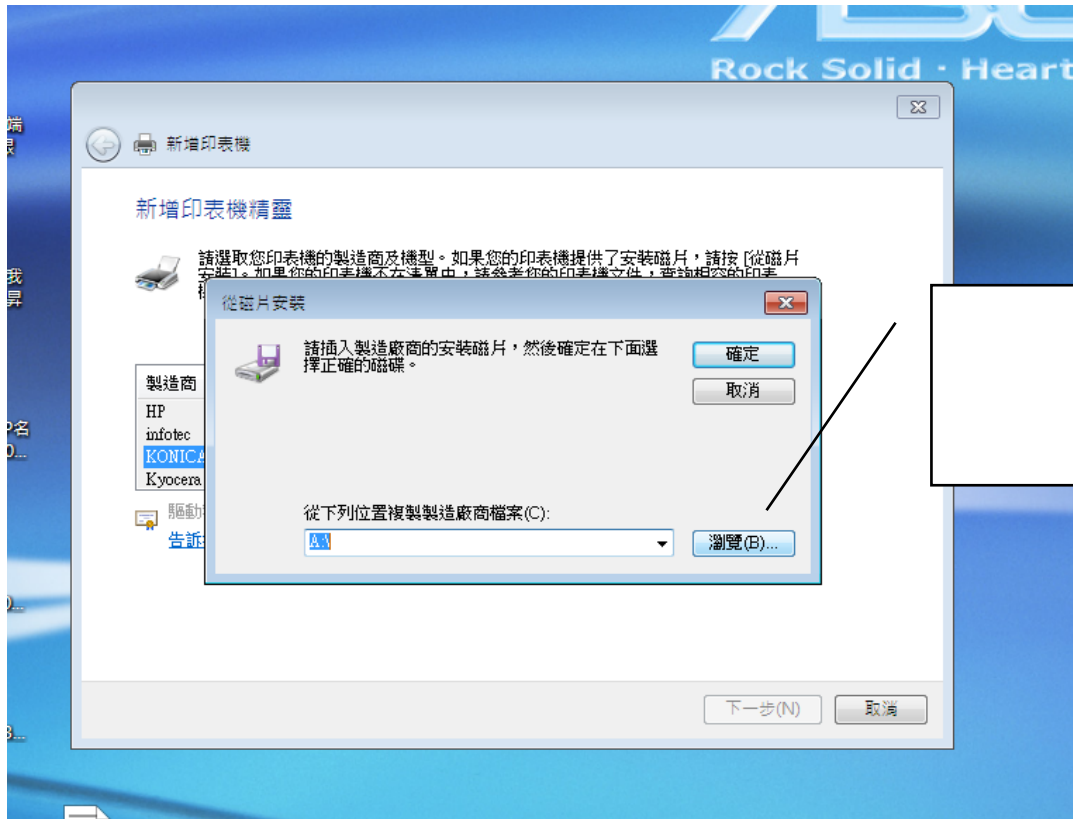
- 輸入印表機位址** (Enter printer address)
- 裝置類型(T):** (Device type) dropdown menu set to 'TCP/IP 裝置' (TCP/IP device).
- 主機名稱或 IP 位址(A):** (Host name or IP address) text box containing '172.20.1.36'.
- 連接埠名稱(P):** (Port name) text box containing '172.20.1.36'.
- 查詢印表機並自動獲取要使用的驅動程式(Q)** (Search for the printer and automatically get the driver to use).

5.選「從磁片安裝」



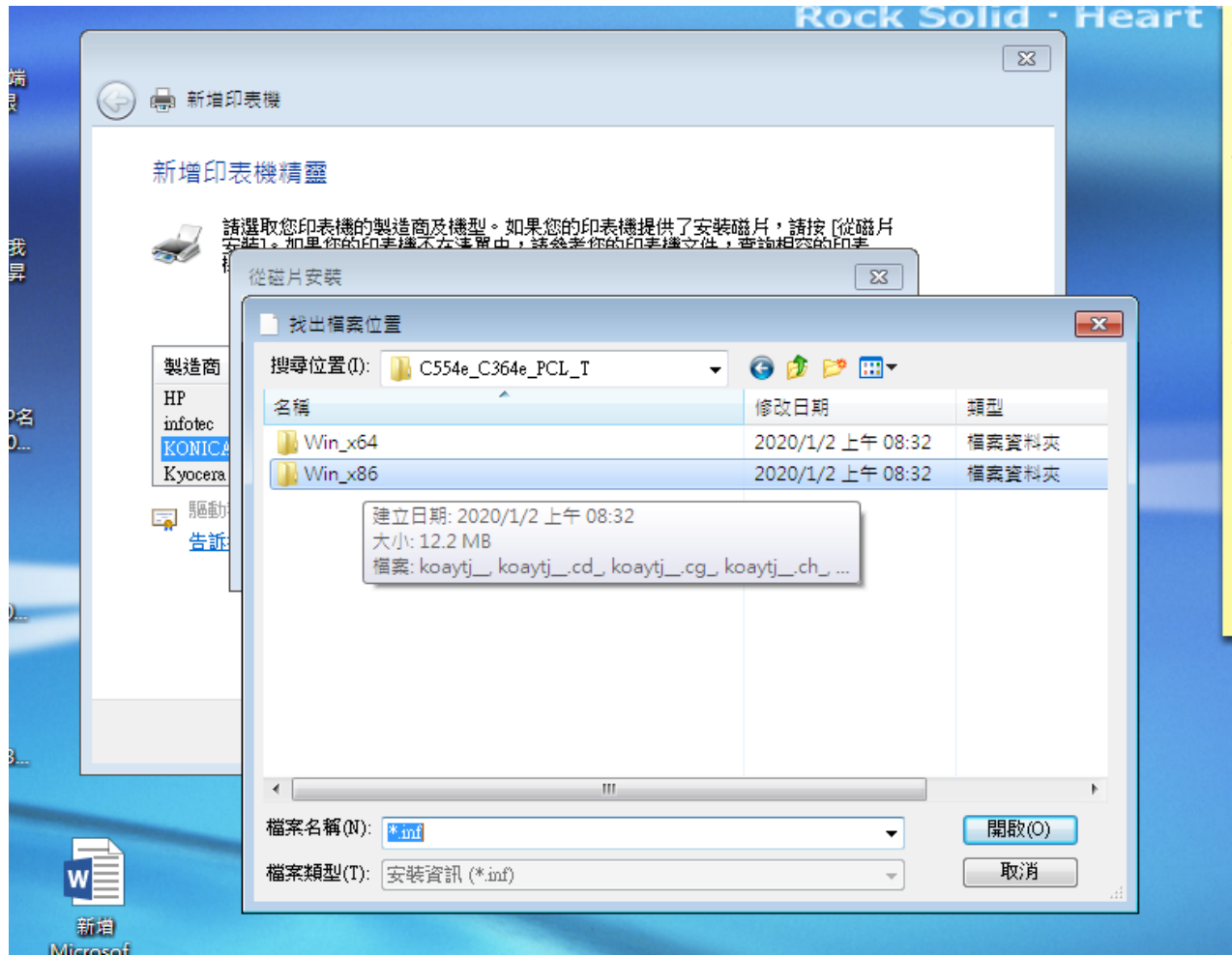
選此

6.選「瀏覽」

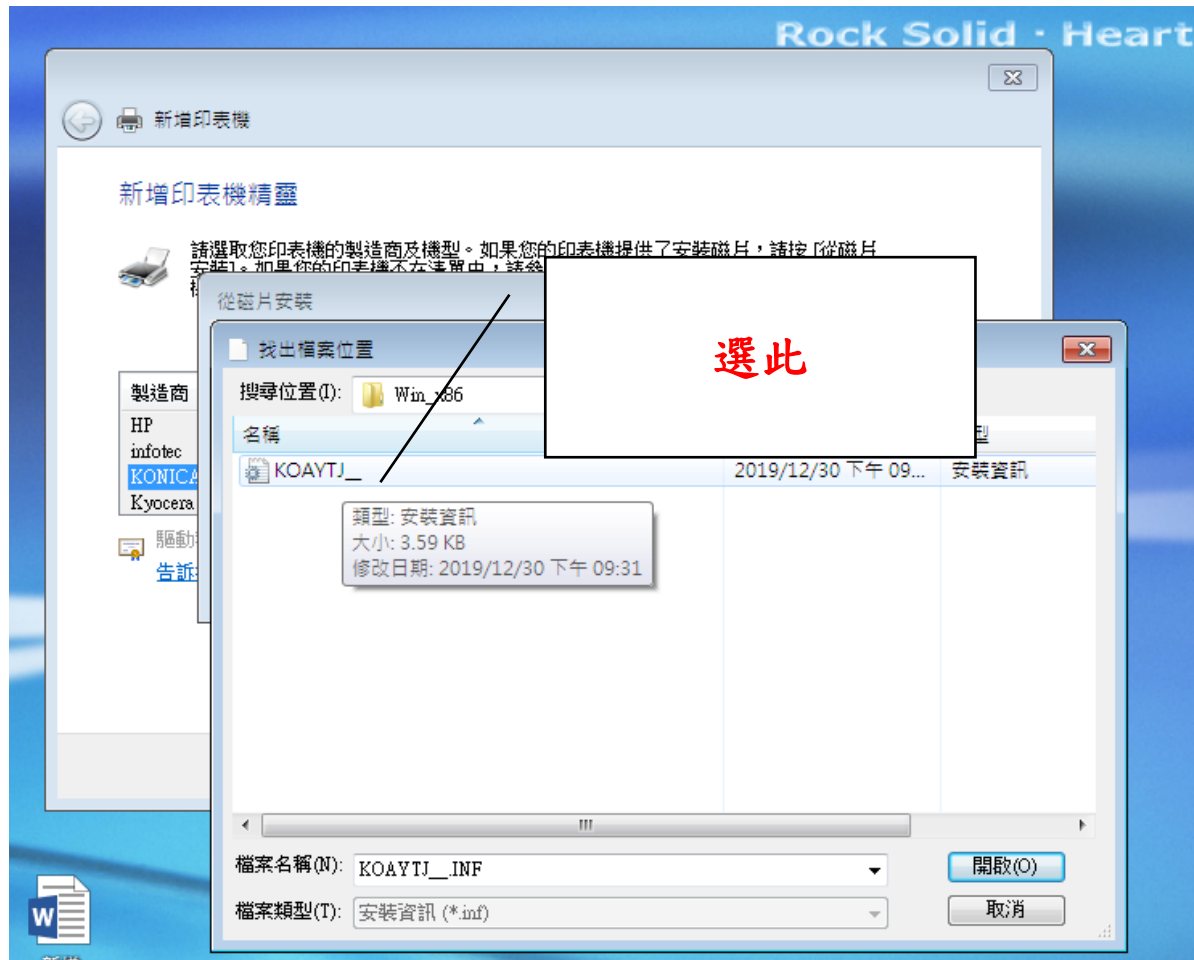


選此

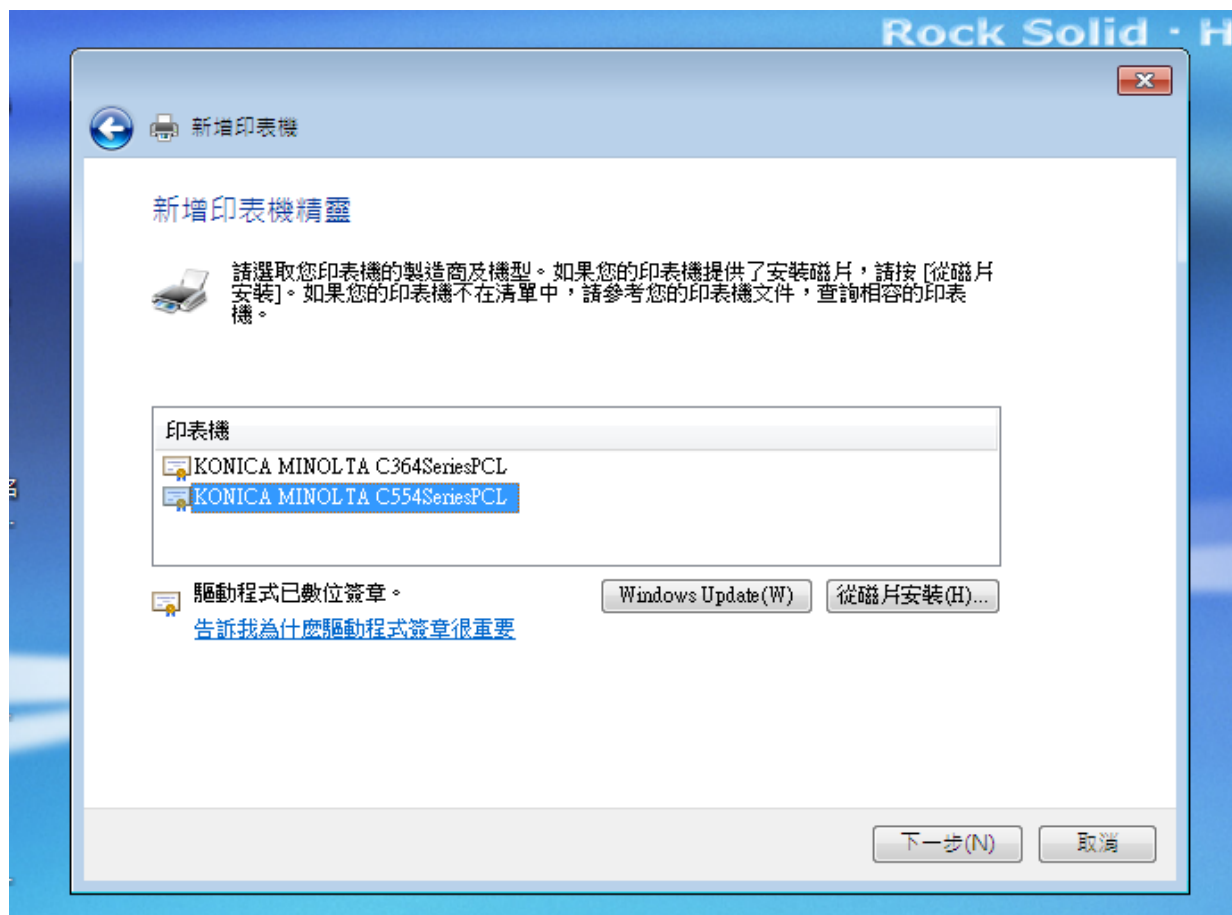
7.選「系統位元」：64 位元者選 Win_x64; 32 位元者選 Win_x86



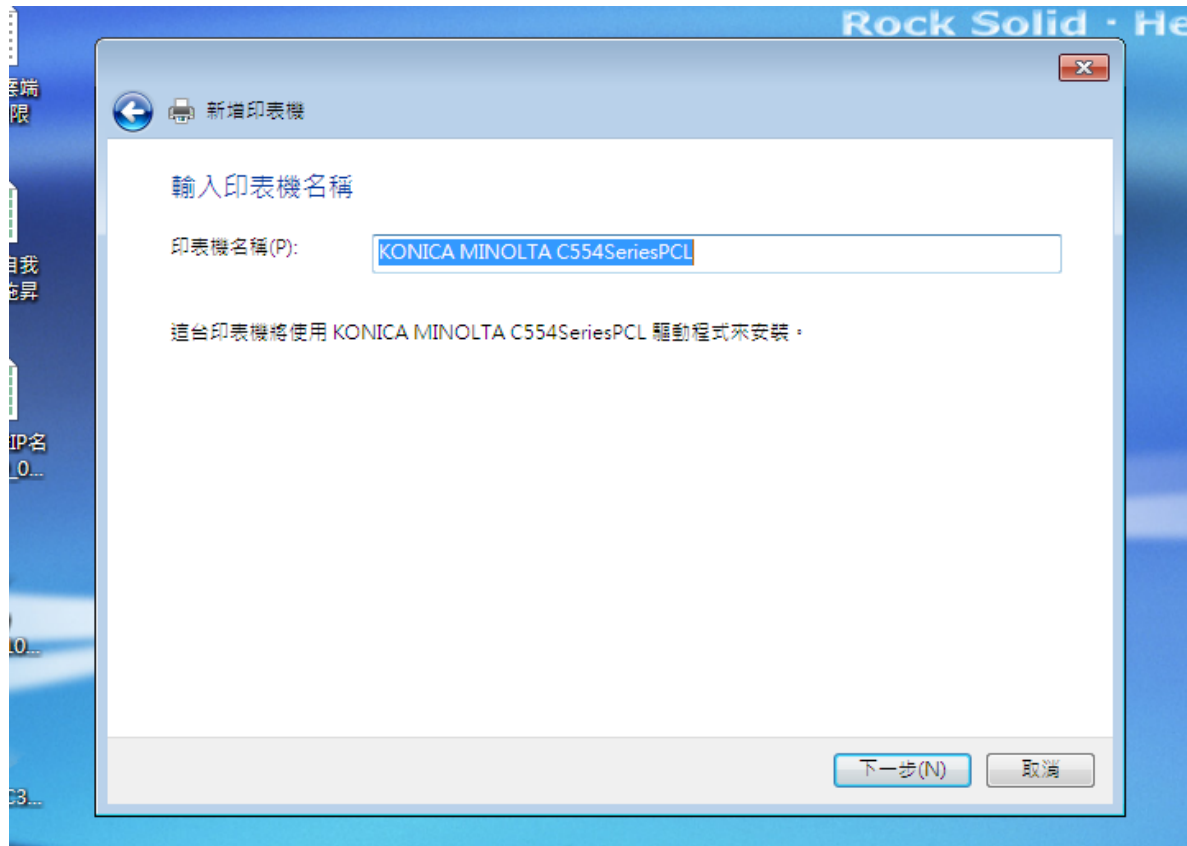
8.點選此「安裝資訊」



9. 選 C554(依型號選取)



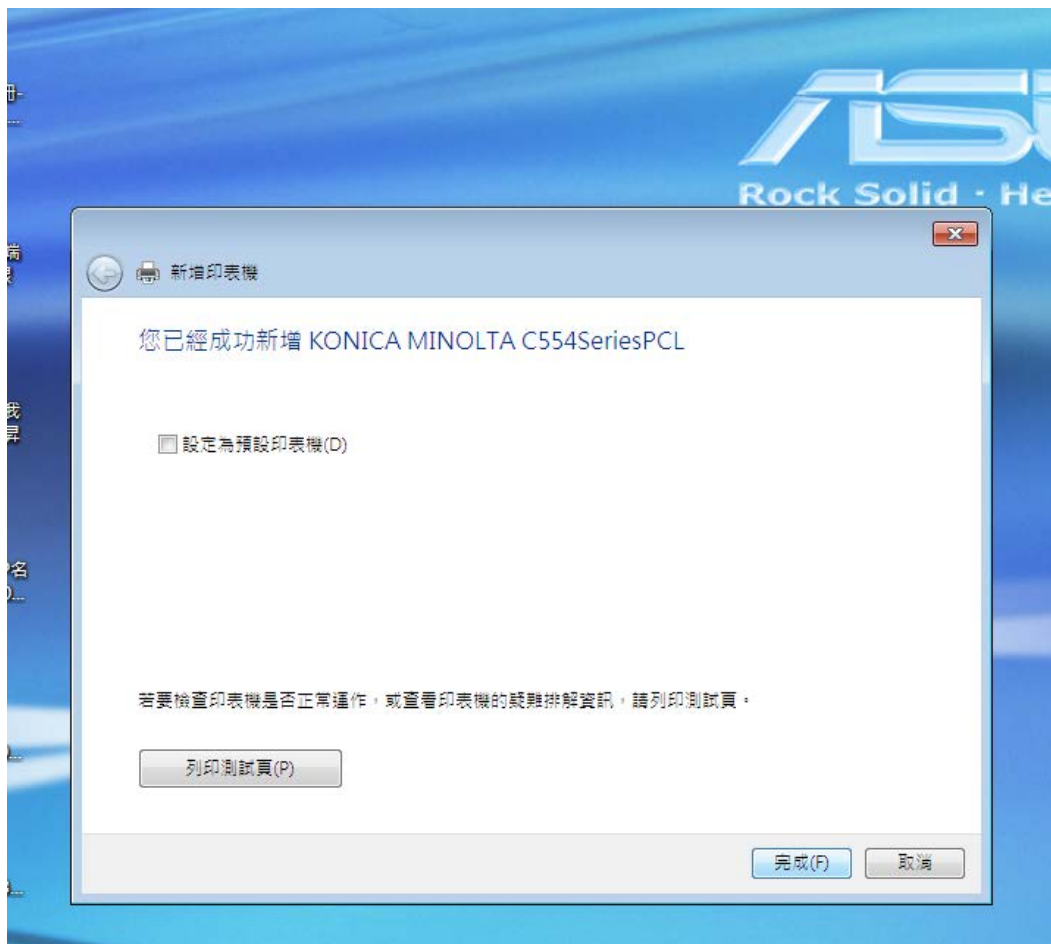
10.印表機名稱可先自行修改→下一步



11.選「不共用」



11.按「完成」，初步安裝完成

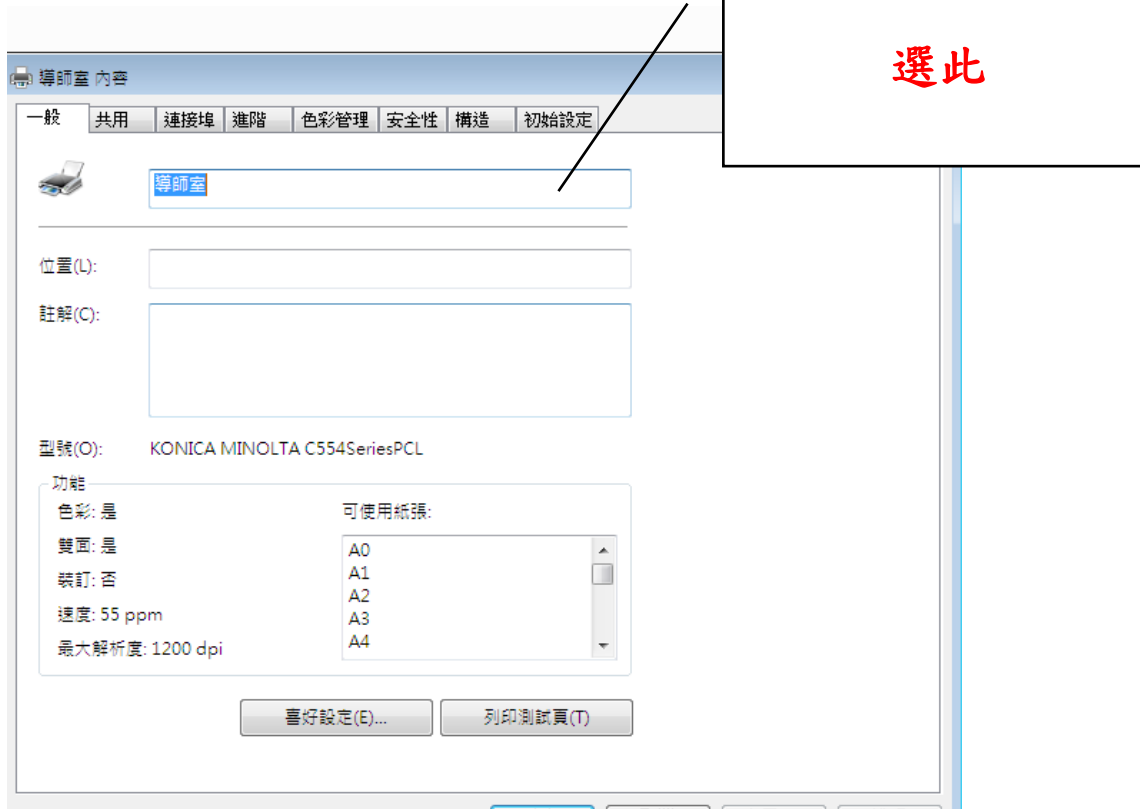


三、最後設定(不調整會影響列印品質及張數計算，務必調整)

1.選新安裝的印表機右鍵開啟→選「印表機內容」



2.選「一般」→打想要變更的名稱(可不改)



The image shows a printer configuration window titled "導師室 內容". The "一般" (General) tab is selected. The name field contains "導師室". A callout box with the text "選此" (Select this) points to the name field. Below the name field are fields for "位置(L):" and "註解(C):". The model number is "KONICA MINOLTA C554SeriesPCL". The "功能" (Features) section includes checkboxes for "色彩: 是", "雙面: 是", and "裝訂: 否", along with "速度: 55 ppm" and "最大解析度: 1200 dpi". A "可使用紙張:" (Supported Paper) list shows A0, A1, A2, A3, and A4. Buttons for "喜好設定(E)..." and "列印測試頁(T)" are at the bottom.

導師室 內容

一般 共用 連接埠 進階 色彩管理 安全性 構造 初始設定

導師室

位置(L):

註解(C):

型號(O): KONICA MINOLTA C554SeriesPCL

功能

色彩: 是 可使用紙張:

雙面: 是 A0

裝訂: 否 A1

速度: 55 ppm A2

最大解析度: 1200 dpi A3

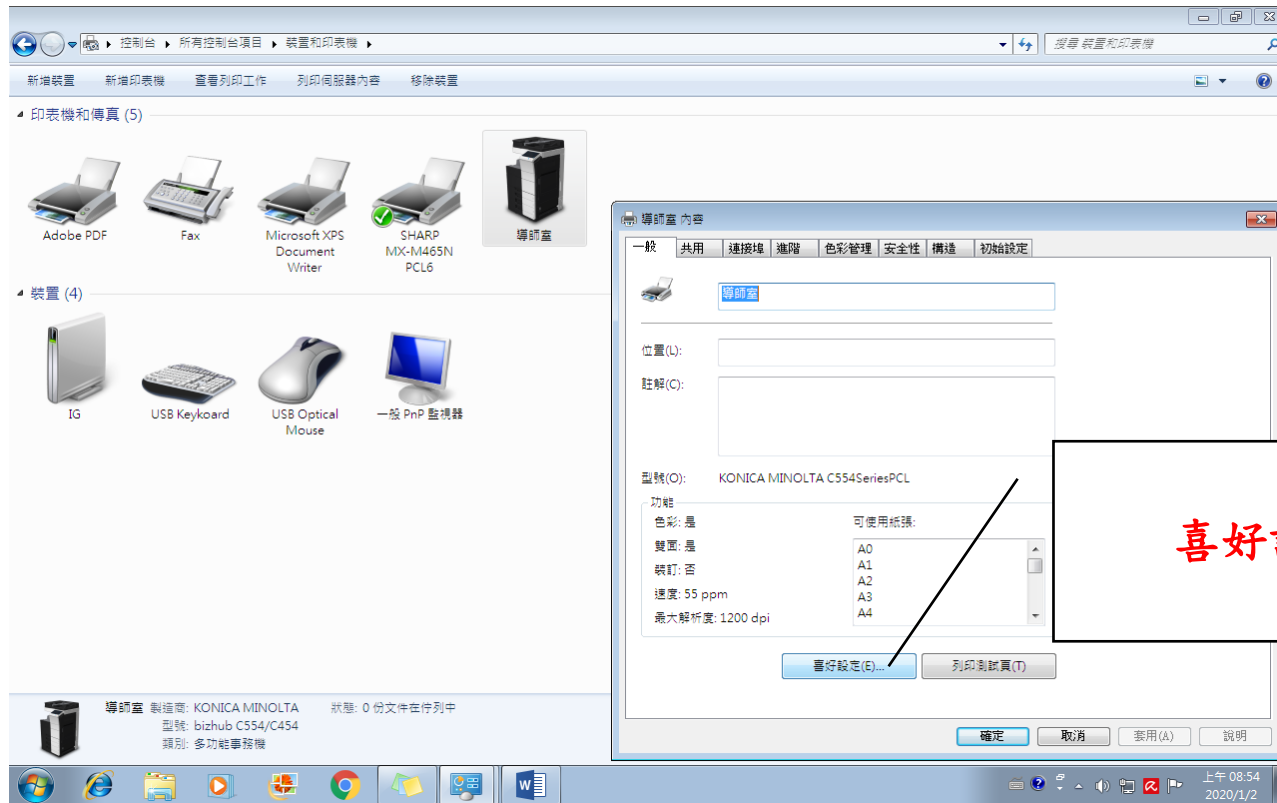
A4

喜好設定(E)...

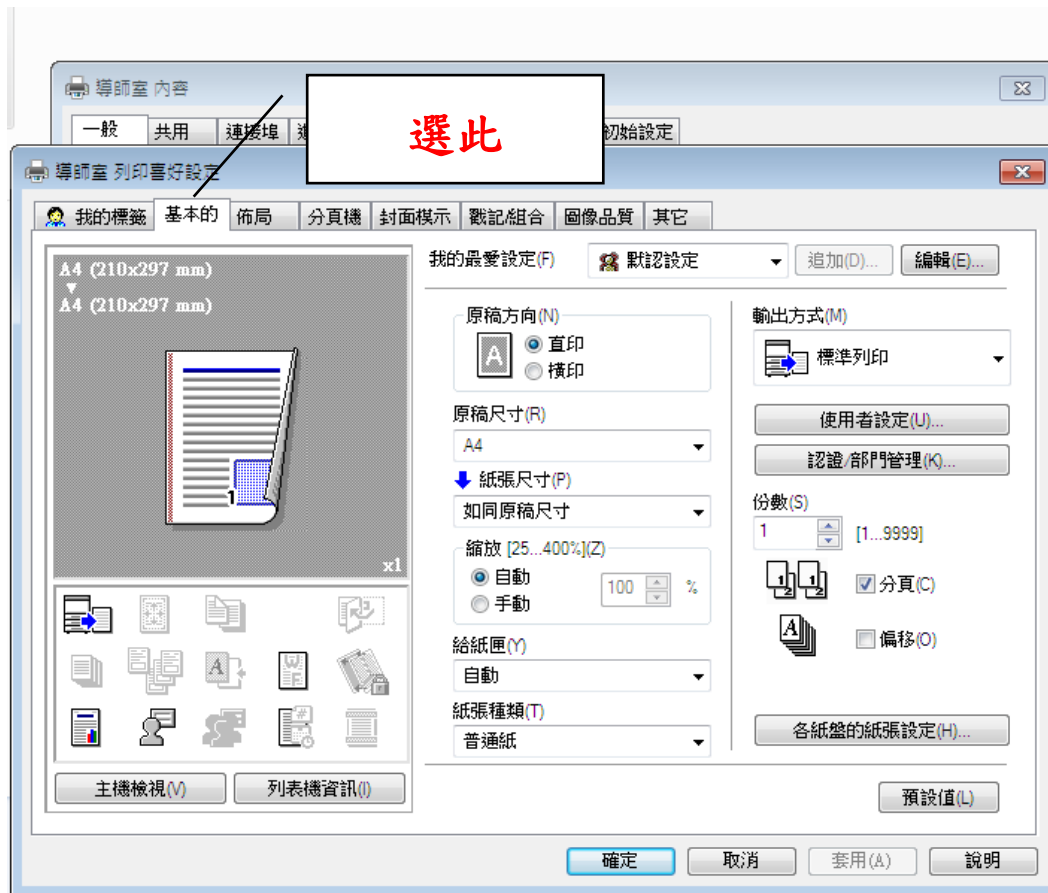
列印測試頁(T)

選此

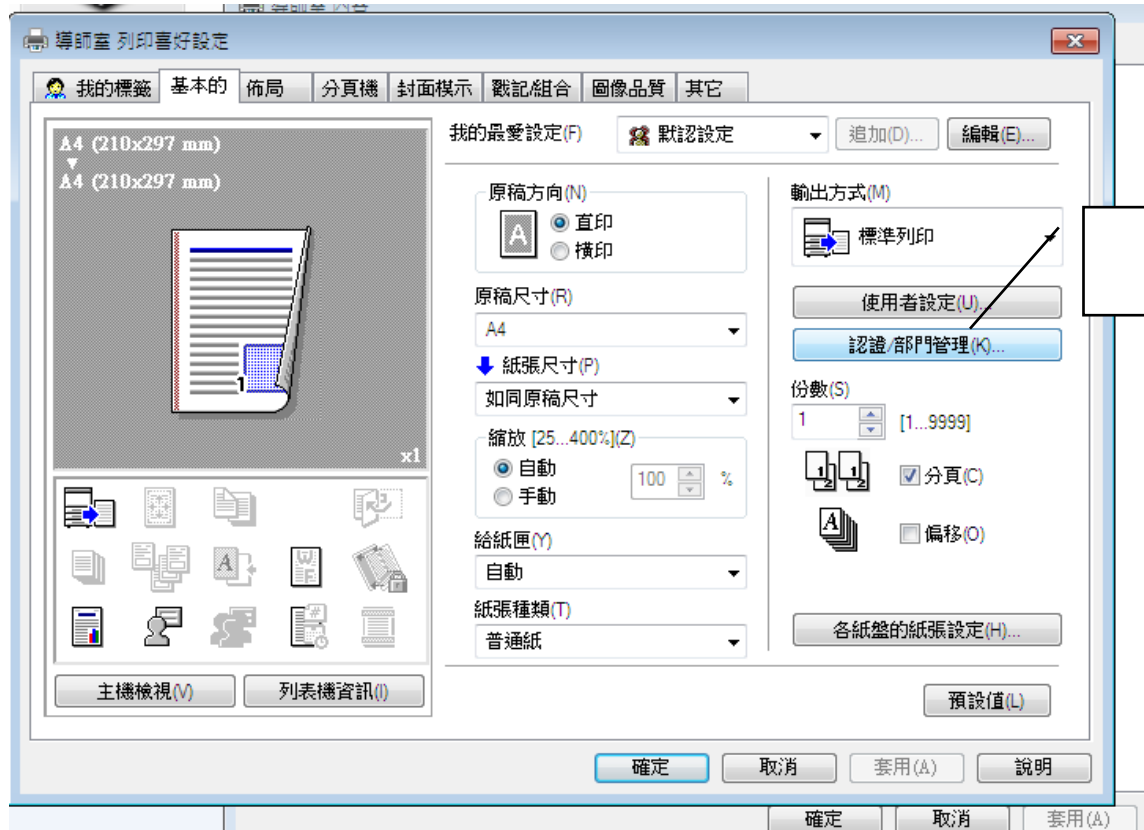
2. 點選「喜好設定」



3.選「基本的」



4.點選「認證/部門管理」



4. 勾選「共用使用者」後按「確定」

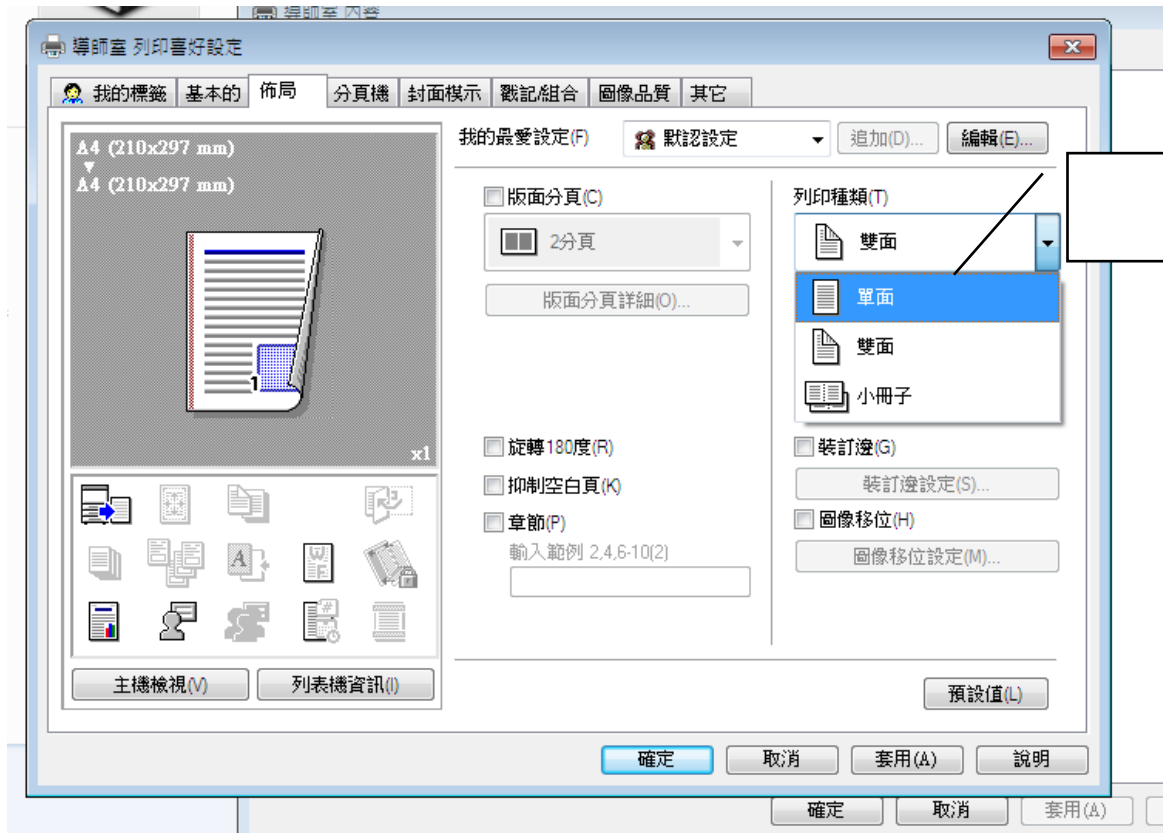


5.選「佈局」

選此

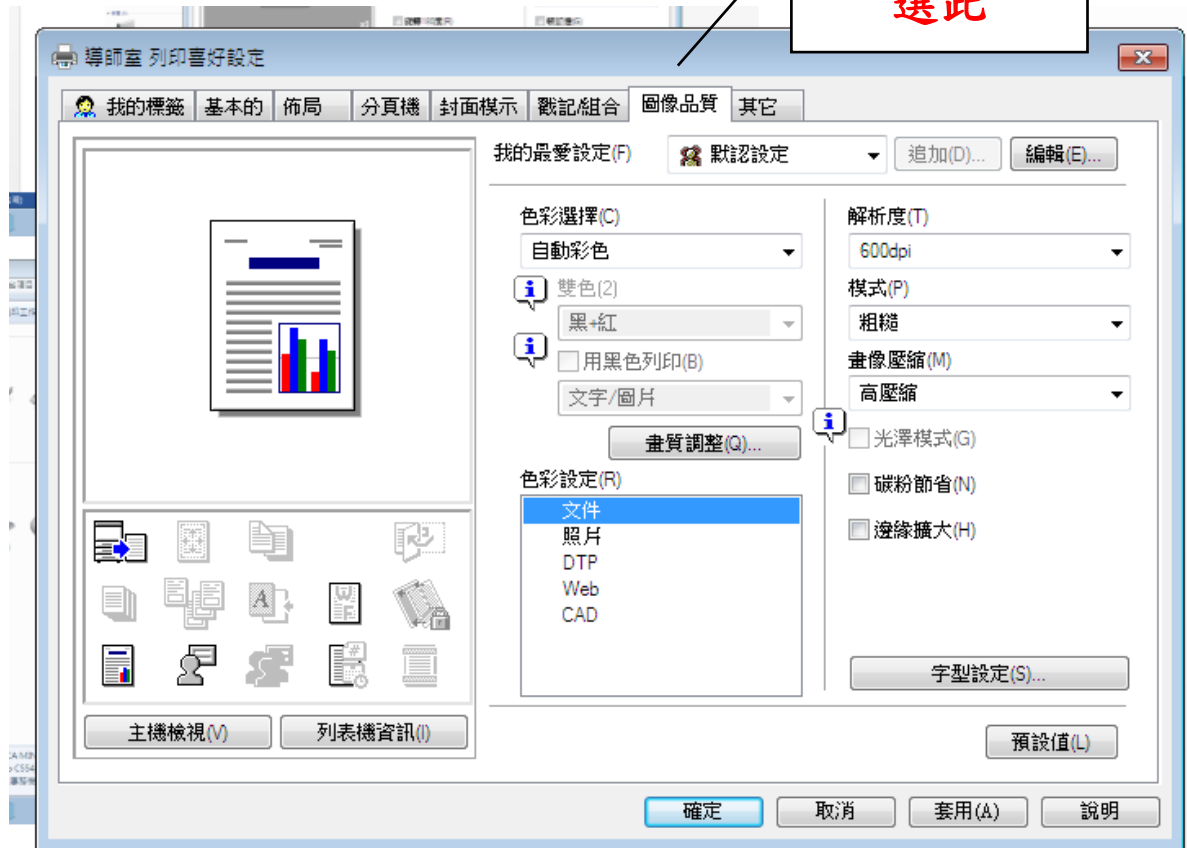


6. 列印種類 → 選「單面」

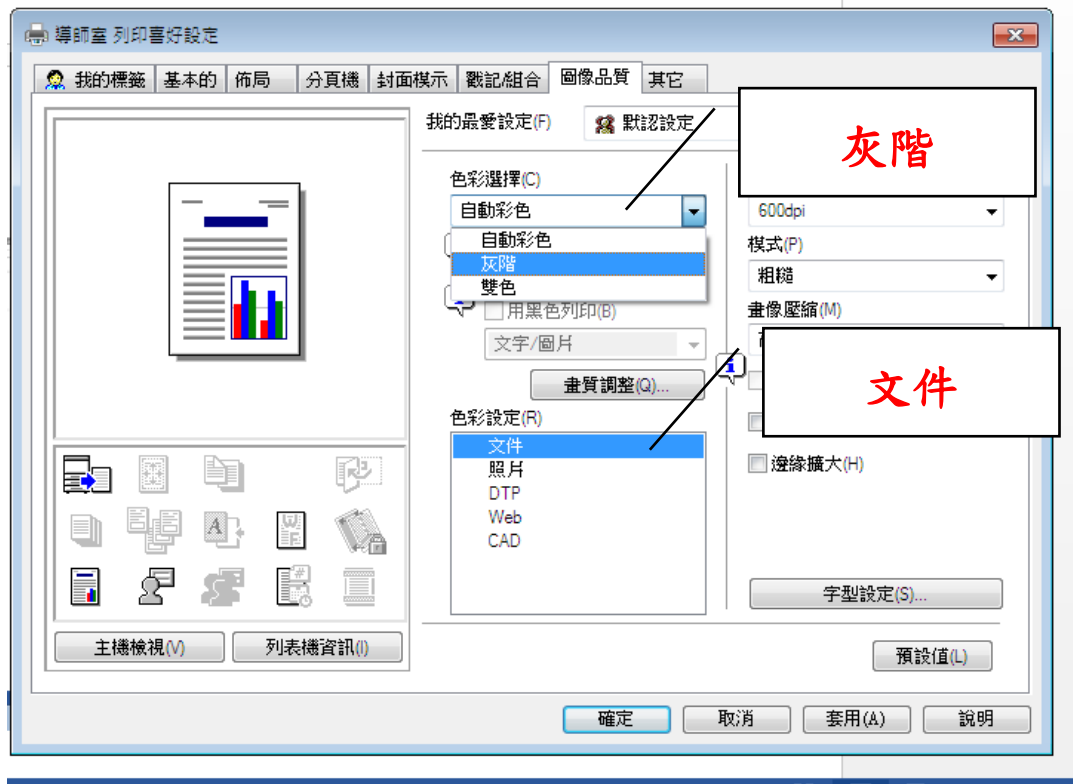


7.選「圖像品質」

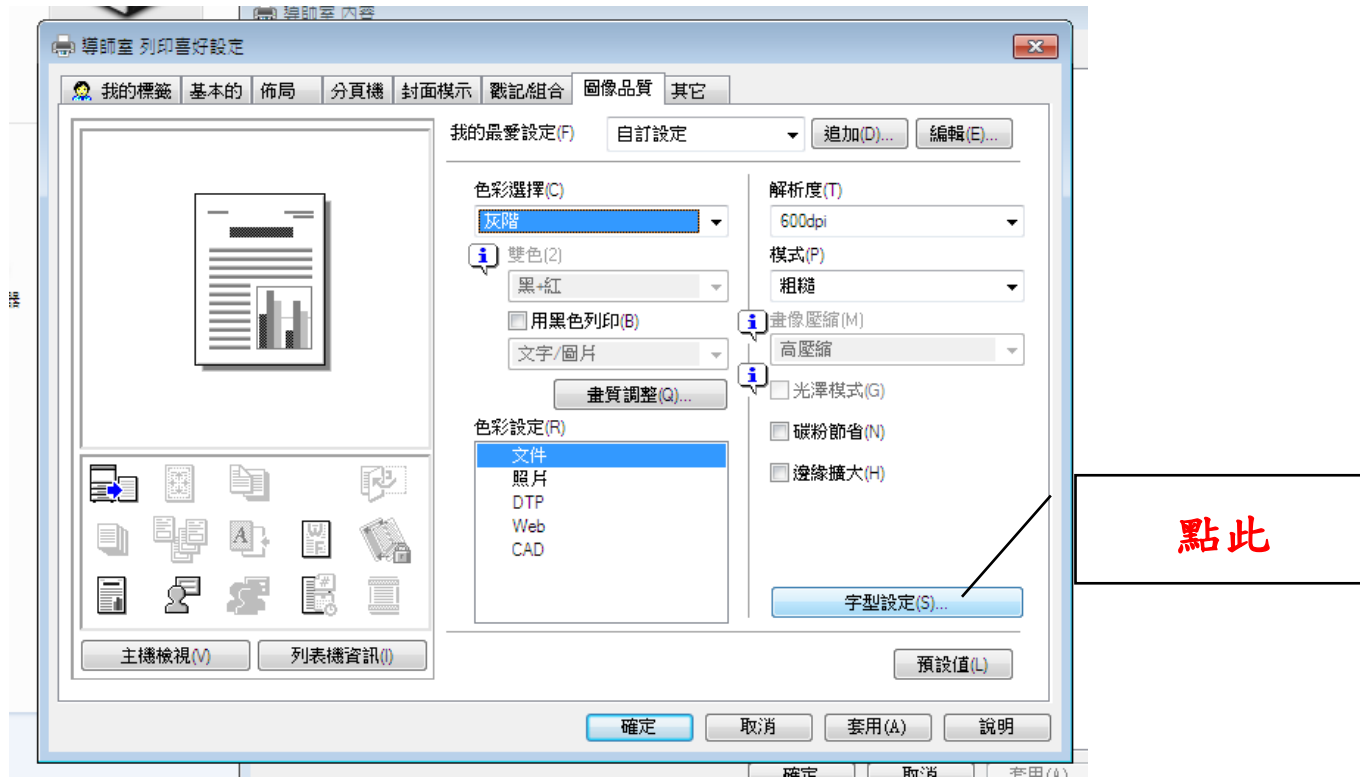
選此



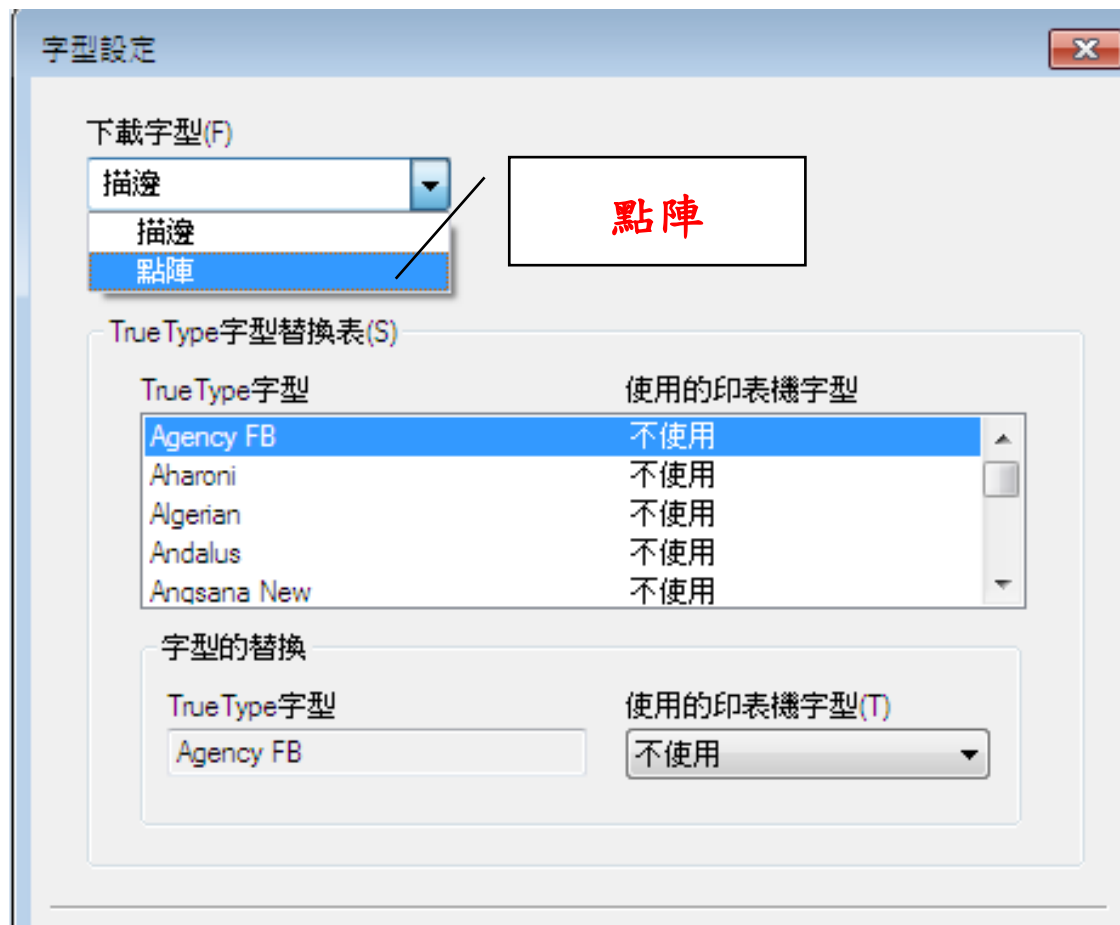
8. 色彩選擇選「灰階」；色彩設定選「文件」



9.點選「字型設定」



10. 下載字型選「點陣」



11.取消「使用印表機字型」後按「確定」



12.選「其它」



12.將「Excel 作業控制」、「去除白底」兩欄位取消後，按「確定」便完成

