

Quick Reference Notes - **COPY**

簡易操作 - **複印**

ApeosPort® -VII C7788 / C6688 / C5588

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1 COPY PROCEDURE 複印步驟

1.1 LOADING DOCUMENTS 放置原稿

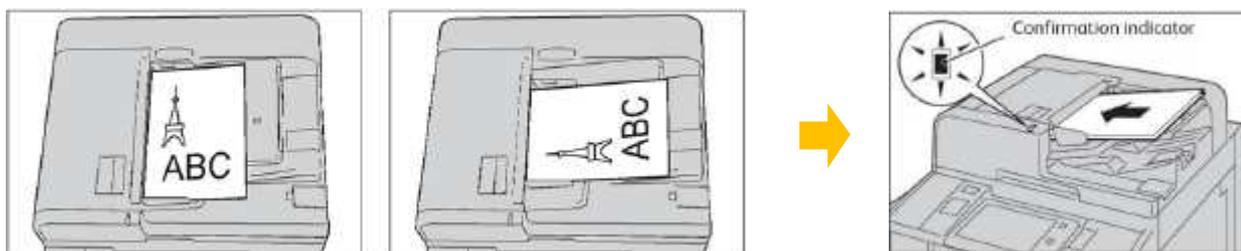
1.1.1 Document Feeder 自動送稿裝置

Remove any paper clips and staples before loading a document.

放置文件前，請取下萬字夾和清走打釘。

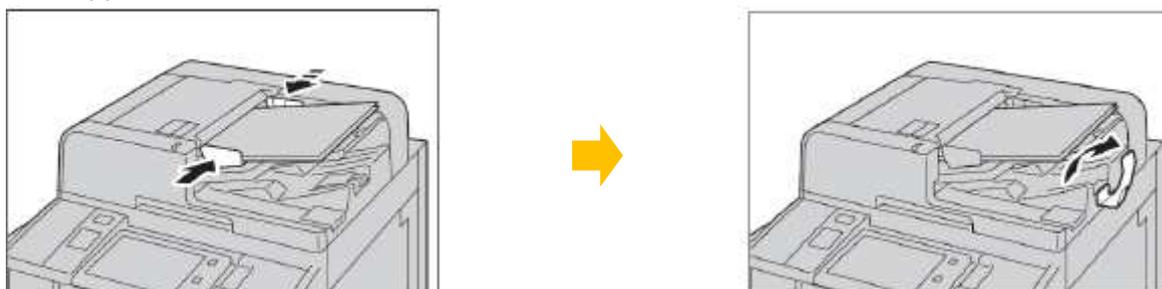
1. Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.

1. 將文件正面朝上 (若是雙面文件，將正面朝上) 放置在送稿裝置的中央。



2. Adjust the document guides to match the size of the document loaded. Raise the document stopper.

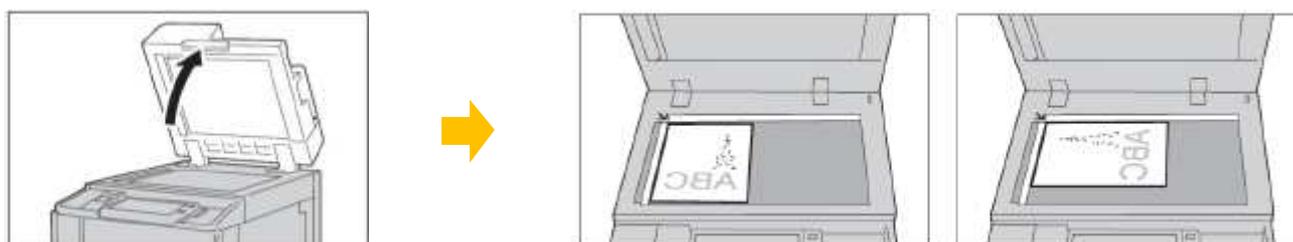
2. 調整原稿調整桿至符合紙張尺寸，抬起擋紙器。



1.1.2 Document Glass 玻璃面板

1. Open the document cover.
2. Load the document face down, and align it against the top left corner of the document glass. Close the document cover.

1. 開啟原稿外蓋。
2. 將文件的正面朝下，對準玻璃面板的左上角放置並關閉原稿外蓋。



1.2 SELECTING FEATURES (COPY) 選擇功能 (複印)

1. Press the Home button.

1. 按一下首頁按鈕。



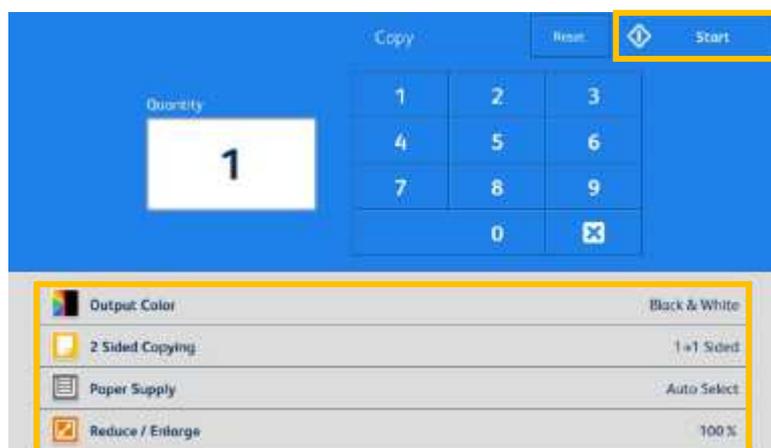
2. Select [Copy].

2. 選擇【複印】。



3. Configure necessary features.

3. 設置所需功能。



4. Press [Start] to copy.

4. 按【啟動】開始複印。

1.3 ENTERING THE QUANTITY 輸入複印份數

Entering the number of copies. The number of copies entered appears on the top left part of the touch screen.

輸入複印份數，輸入的複印份數將顯示於觸摸屏的左上方。



If you have entered an incorrect value, press  and enter the correct value.

如輸入錯誤數值，按  並輸入正確的數值。

Note: You can enter up to 999 for the number of copies.

補充：最多可輸入 999 複印數。

2 BASIC COPY FEATURES 基本複印功能

2.1 OUTPUT COLOR 色彩模式



Auto Detect

Make copies in full color if the original is color, and in one color (black) if the document is black and white.

Color

Copies in full color.

Black & White

Black & white output only.

Dual Color, Red/Black

Output copy in two preset colors.

Single Color, Red

Copies color documents using one color.

自動

本機自動判定原稿的色彩，讓彩色原稿進行全彩複印，讓黑白原稿進行單色 (黑色) 複印。

全彩

以全彩複印。

黑白

以黑白複印。

雙色 (紅色/ 黑色)

使用二種顏色複印彩色原稿。

單彩 (紅色)

以單一顏色複印彩色原稿。

2.2 2 SIDED COPYING 雙面/單面選擇



1 → 1 Sided

Makes a copy of a 1-sided document on one side of the paper.

1 → 2 Sided

Makes a copy of a 1-sided document on both sides of the paper.

2 → 2 Sided

Makes a copy of a 2-sided document on both sides of the paper.

2 → 1 Sided

Makes a copy of a 2-sided document on one side of the paper.

Head to Head

Select this option when you want the orientation of the front and back sides of the copy to be the same as that of the document.

Head to Toe

Select this option when you want the orientation of the front and back sides of the copy to be the opposite of that of the document.

單面 → 單面

將單面原稿複印於紙張的單面。

單面 → 雙面

將單面原稿複印於紙張的兩面。

雙面 → 雙面

將雙面原稿複印於紙張的兩面。

雙面 → 單面

將雙面原稿複印於紙張的單面。

左右對開

當您希望複本的正面和反面的方向與文件方向相同時，請選擇此項。

上下對開

當您希望複本的正面和反面的方向與文件方向相反時，請選擇此項。



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2.3 PAPER SUPPLY 紙張選擇



Auto

The paper type of all the trays are default as plain paper, if one tray is out of paper, it will select the tray with the same paper size automatically.

Note: If the original size is different from the paper tray, you must select the tray.

自動

所有紙盤的紙張類型默認為普通紙，如果一個紙盤缺紙，則會自動選擇相同紙張尺寸的紙盤。

注意：如果原稿尺寸與紙盤的紙張尺寸不同，則必須選擇紙盤。



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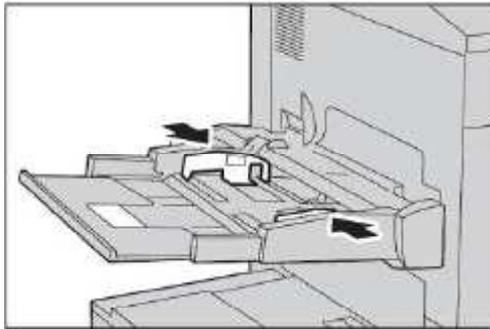
更多相關資料，請訪問以下網址：

<https://support-fb.fujifilm.com>

2.3.1 Tray 5 (Bypass) 紙盤 5 (手送紙盤)

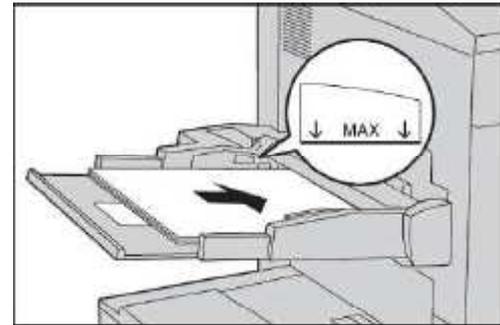
If you want to make copies on paper that cannot be loaded in the Trays 1 to 4, use the Tray 5 (Bypass).

1. Load paper with the side to be copied or printed on facing up. Insert the paper until its edge lightly touches against the paper feed entrance.



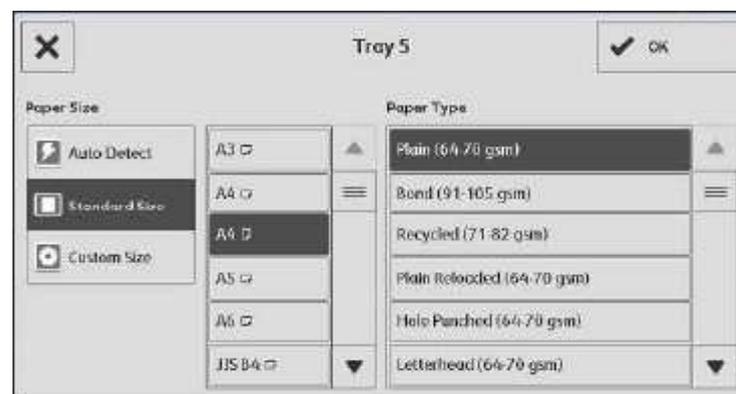
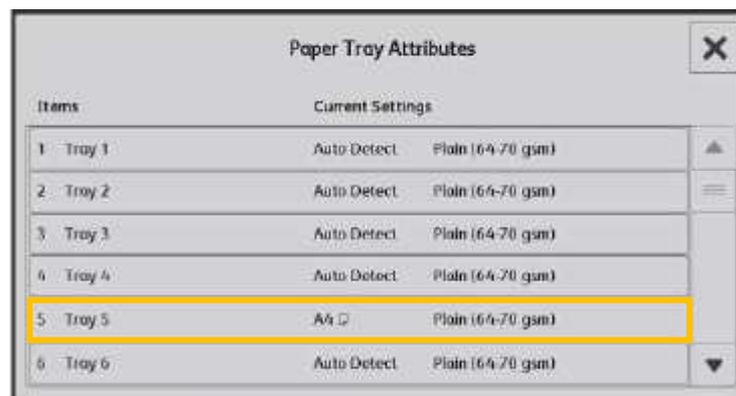
無法裝入紙盤 1 至 4 的紙張，請裝入紙盤 5 (手送紙盤) 進行複印。

1. 放置紙張，要複印或列印的一面朝上，將紙張輕輕插入紙張進紙入口處。



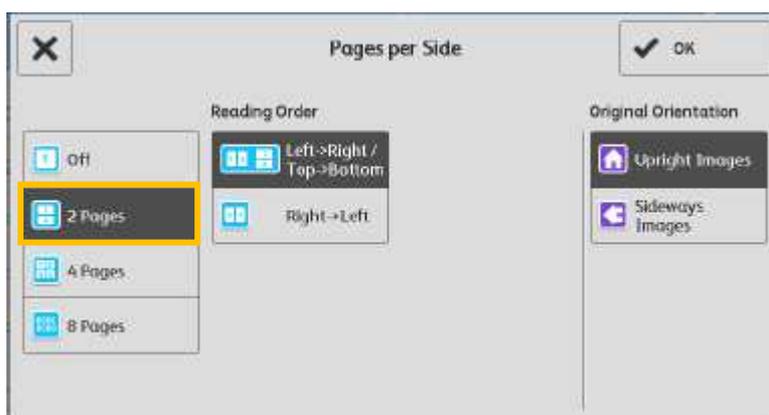
2. Select [Bypass] from [Paper Supply] screen, and then choose [Paper Type] and [Paper Size].

2. 於【紙盤】畫面，選擇【手送紙盤】，然後選擇【紙張尺寸】或及【紙張種類】。



2.4 PAGES PER SIDE 多張合一 (N 合 1)

This feature allows you to copy two, four, or eight pages of a document together onto a single sheet of paper. 此功能可將 2 頁、4 頁或 8 頁複印在同一張紙上。



2 Pages Up

Two pages are copied together onto a single page



2 張 → 1 張 (2 合 1)

將 2 張原稿複印於同一張紙上。



4 Pages Up

Four pages are copied together onto a single page



4 張 → 1 張 (4 合 1)

將 4 張原稿複印於同一張紙上。



8 Pages Up

Eight pages are copied together onto a single page



8 張 → 1 張 (8 合 1)

將 8 張原稿複印於同一張紙上。



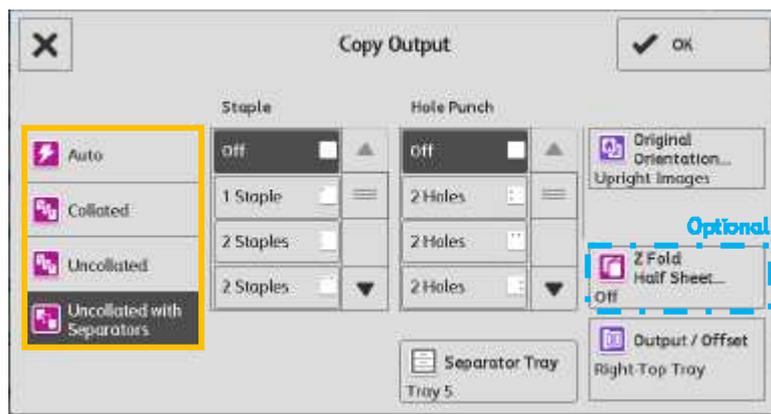
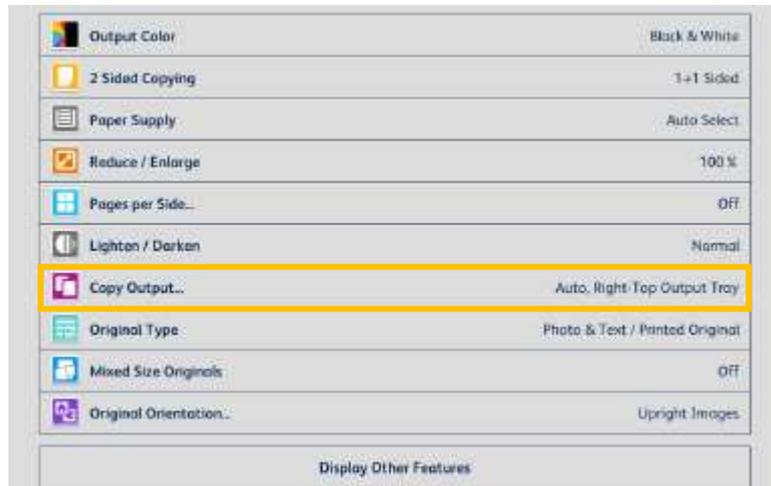
2.5 COPY OUTPUT (SPECIFYING FINISHING OPTIONS) 分頁/堆疊/裝訂(指定裝訂檢集選項)

This feature allows you to select finishing options.

Note: This feature is optional.

此功能可供您選擇裝訂檢集選項。

注意：需額外購置。



Auto

Copies are output collated when using auto document feeder

Collated

The machine outputs sheets sorted into sets that are arranged in page order. 

Uncollated

The machine outputs the specified number of copies and sorts sheets by page. 

Staple / Hole Punch

Staple - The number of sheets that can be stapled is 2 – 50. (when 80 gsm paper is used)

Hole Punch – 2 holes or 4 holes is available for selection.

自動

當原稿放置在送稿裝置中時，複本將分頁。

分頁 (依份數)

本機會依頁面順序分頁輸出整份複本。 

堆疊 (依頁號)

本機會輸出指定的複本數量，並依頁面順序排序。 

裝訂/打孔

裝釘 – 可裝訂的張數為 2-50 張 (使用 80 gsm 紙張時)。

打孔 – 兩孔或四孔可選擇。

2.6 ORIGINAL TYPE 原稿畫質

This feature allows you to select the type of documents, such as text and photos. By selecting a document type, you can make copies at optimum image quality.

1. Select [Original Type].



此功能可供您選擇文件種類，例如文字和照片。藉由選擇文件種類，您可使用最理想的畫質進行複印。

1. 選擇【原稿畫質】。

2. Select [More] from [Original Type] screen.

2. 於【原稿畫質】畫面，選擇【更多】。

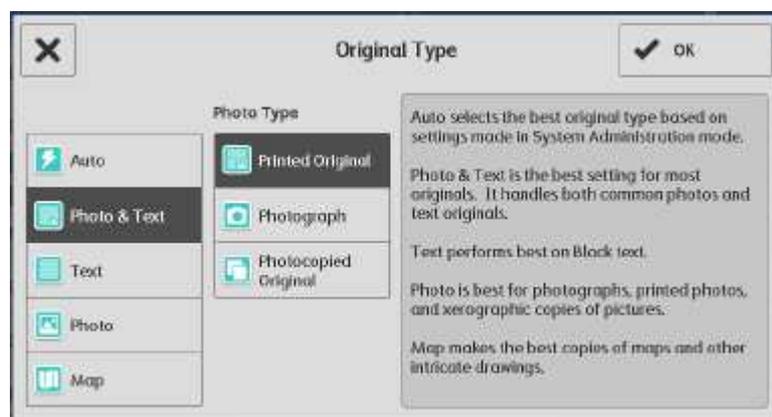
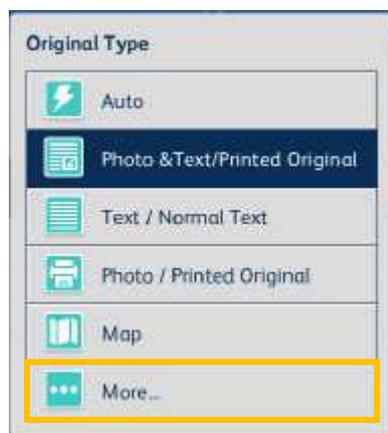


Photo & Text

Select this option when the document contains both text and photos.

Text → Light Text

Select this option for text that requires enhancement, such as handwritten pencil text.

Photo

Select this option to make copies of photos.

Map

Select this option for lines that requires enhancement, such as graphic.

文字/ 照片

文件包含文字和照片時，請選擇此選項。

文字 → 鉛筆文字

若文字須要加強，例如用顏色紙列印的文字，請選擇此選項。

照片

複印照片時，請選擇此選項。

地圖

若線條須要加強，例如圖則，請選擇此選項。

2.7 MIXED SIZE ORIGINALS 不同尺寸原稿

This feature allows you to scan documents of various sizes simultaneously and make copies of the corresponding sizes or of one selected size.

Note: To use this feature, load the documents in the document feeder.

1. Select [Mixed size originals], and then choose [On].

此功能可供您同時掃描不同尺寸的文件，並使用對應尺寸或單一尺寸的紙張進行複印。

注意：若要使用此功能，請將原稿放置在送稿裝置上。

1. 選擇【不同尺寸原稿】，然後選擇【有】。



If you want to make copies of one selected size, follow the steps below:

2. Select [Reduce / Enlarge], and then choose [Auto%].

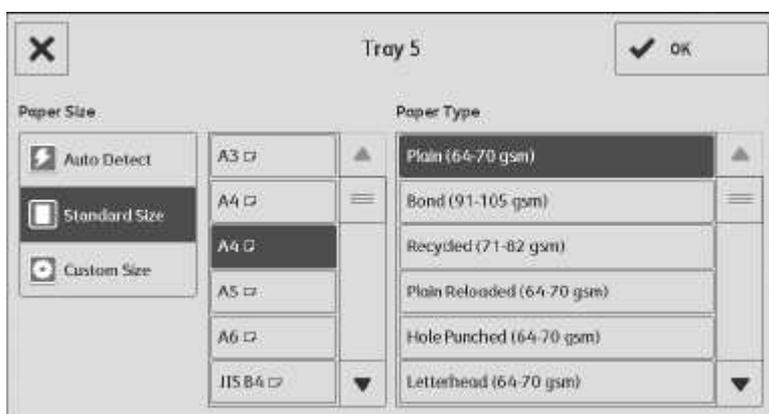
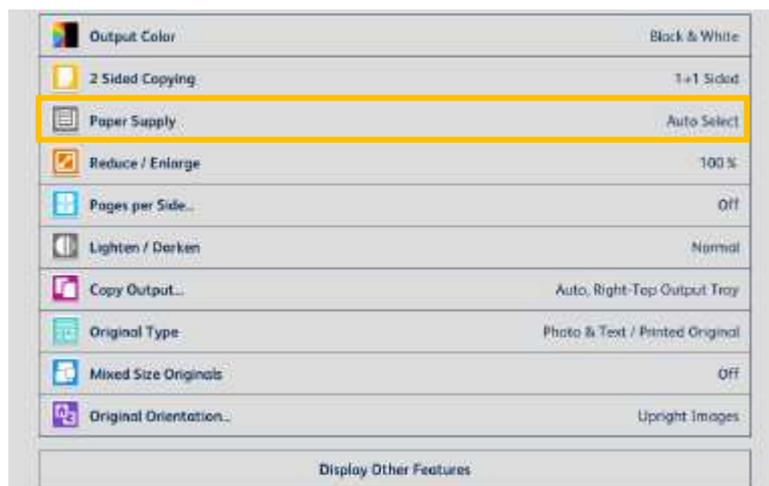
若您需要單一尺寸的紙張進行複印，請繼續一下操作：

2. 選擇【放大/縮小】，然後選擇【自動%】。



3. Select [Paper Supply], and then choose the tray you need.

3. 選擇【紙張選擇】，然後選擇所需紙盤。

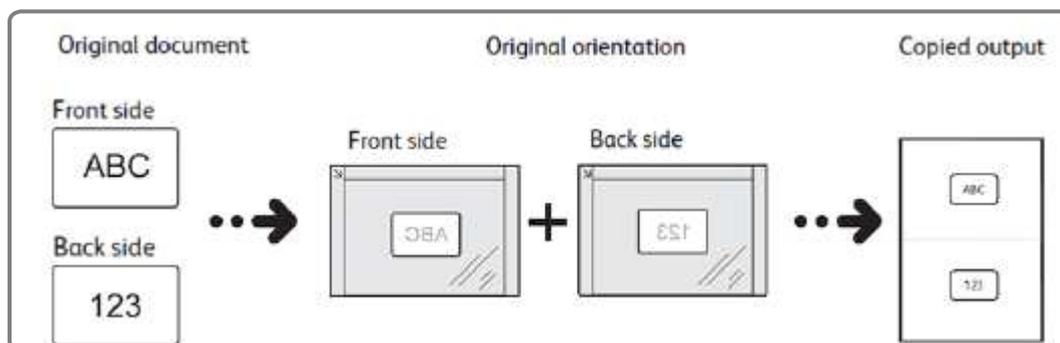


Note: The original orientation must be as same as that of the output tray.
注意：原稿放置方向必須與選擇紙盤一致。

2.8 ID CARD COPYING / ID 卡複印

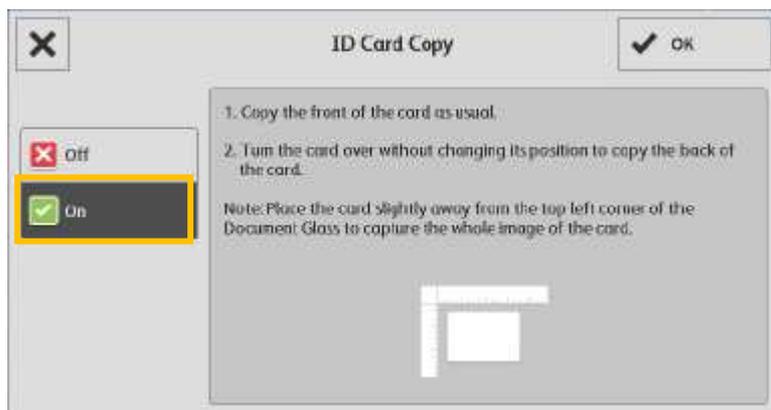
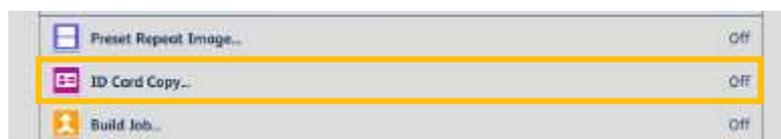
This feature allows you to copy both sides of a small undetectable original, such as an ID card, onto one side of paper.

此功能可供您將無法偵測的小型文件 (如身份證) 的正背面複印至同一面紙張上。



1. Select [ID Card Copying], and then choose [On].

1. 選擇【ID 卡複印】，然後選擇【有】。



2. Place the ID Card on document glass, then press [Start], copy the front side of the card as usual.
3. Turn the card over without changing its position and press [Start] to copy the back side of the card.

2. 放置文件於玻璃面板，然後按【啟動】，如常複印文件的正面。
3. 翻轉文件於正面相同位置上，按【啟動】複印文件的背面。



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2.9 NON-STANDARD SIZE ORIGINAL 規格以外的原稿尺寸

When a document is of non-standard size, and the output needs fit to the paper size, follow the steps below.

1. Select [Reduce / Enlarge], and then choose [Auto%].



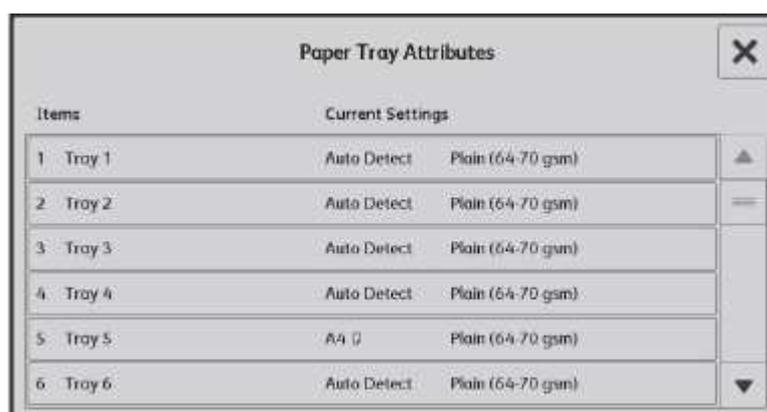
當文件為規格以外的尺寸，而複本需要符合紙盤的紙張大小時，請根據以下操作。

1. 選擇【放大/縮小】，然後選擇【自動%】。



2. Select [Paper Supply], and then choose the tray you need.

2. 選擇【紙張選擇】，然後選擇所需紙盤。

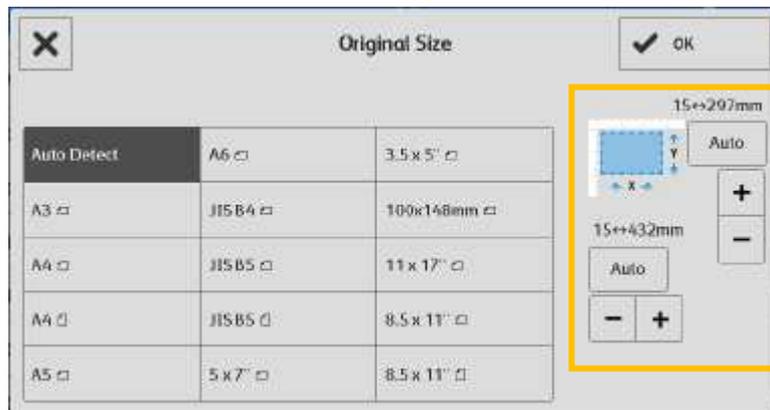


3. Select [Display Other Features] to display more options.

3. 選擇【顯示其他功能】可選擇更多功能。



4. Select [Original Size], and then specify values for the X and Y dimensions. 4. 選擇【原稿尺寸輸入】，然後輸入橫向和縱向的數值。



Note: The original orientation must be as same as that of the output tray.
 注意：原稿放置方向必須與選擇紙盤一致。

5. Press [Start] to copy. 5. 按【啟動】開始複印。

2.10 BOOK COPYING 頁連寫

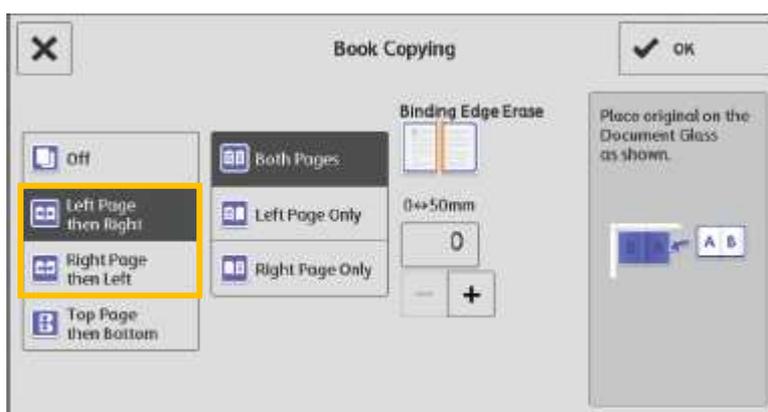
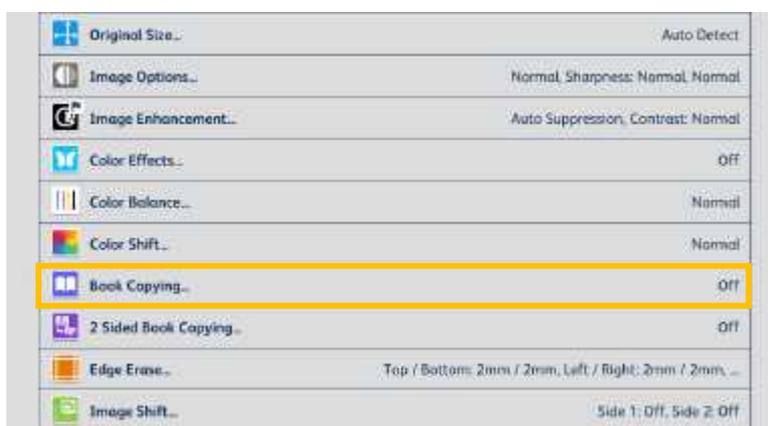
This feature allows you to copy facing pages of a document on separate sheets of paper in page order. Place the original in the Top Left of document glass.

此功能可供您按頁碼順序分頁複印文件的相對頁。
請將原稿放置在鏡面的左上角。



1. Select [Book Copying], and then select the option you need.

1. 選擇【頁連寫】，然後選擇所需選項。



Left Page then Right

Copies the left page and then the right page of facing pages.

左邊裝訂原稿(橫式書寫)

複印左頁，然後複印相對頁的右頁。

Right Page then Left

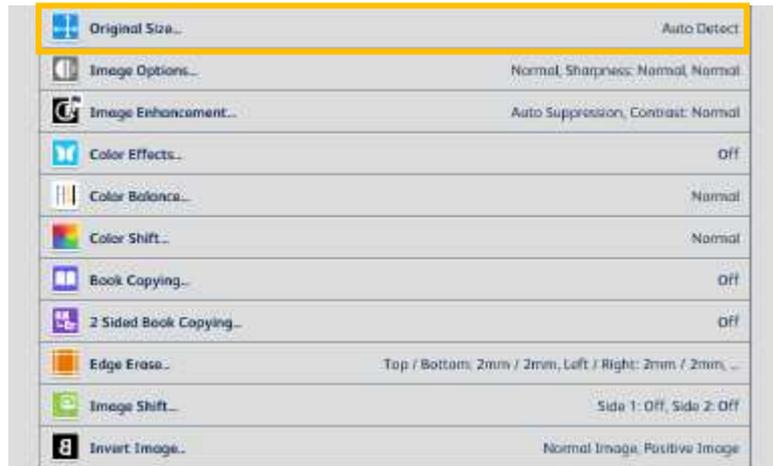
Copies the right page and then the left page of facing pages.

右邊裝訂原稿(直式書寫)

複印右頁，然後複印相對頁的左頁。

2. Select [Original Size], and then specify values for the X and Y dimensions.

2. 選擇【原稿尺寸輸入】，然後輸入橫向和縱向的數值。

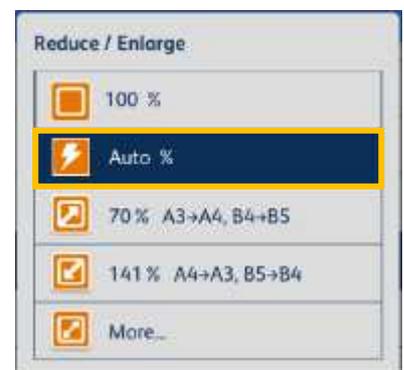


Note: The original size is the open book size.

注：原稿尺寸是打開的書本大小。

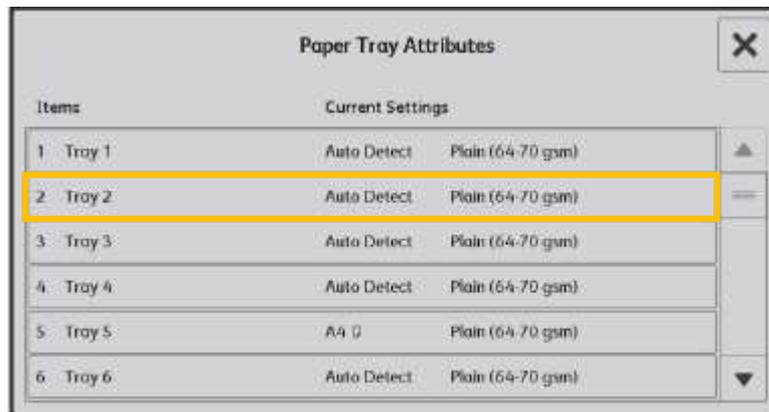
3. Select [Reduce / Enlarge], and then choose [Auto%].

3. 選擇【放大/縮小】，然後選擇【自動%】。



4. Select [Paper Supply], and then choose the tray you need.

4. 選擇【紙張選擇】，然後選擇所需紙盤。



5. Press [Copy] to copy.

5. 按【啟動】開始複印。

2.11 STORED PROGRAMMING...工作記憶登記

2.11.1 Registering Stored Programs 登記工作記憶

The Stored Programming feature allows you to register frequently used settings and to record a series of operations.

工作記憶登記功能可供您登記經常使用的設定，並記錄一系列的動作。

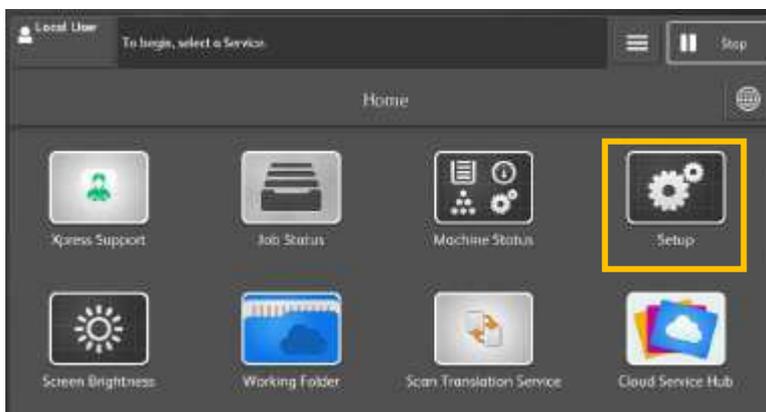
1. Press the Home button.

1. 按一下首頁按鈕。



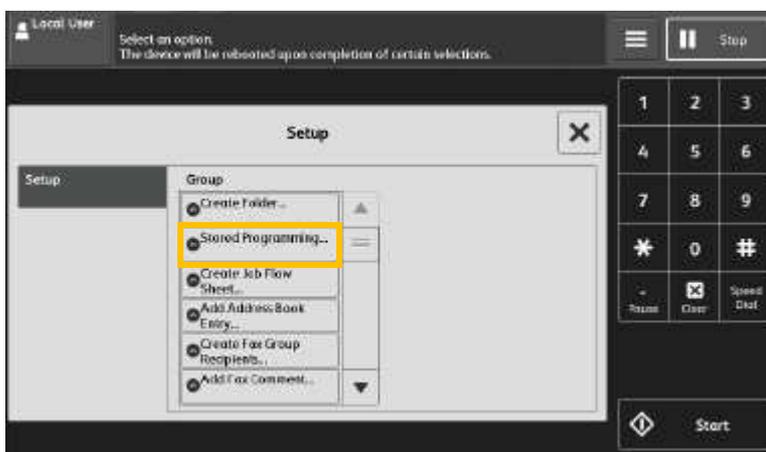
2. Select [Setup].

2. 選擇【設定】。



3. Select [Stored Programming].

3. 選擇【工作記憶】。



4. Select a number to register a stored program. 4. 選擇要登記的號碼。



5. Set the feature you want to register, e.g. book copying. 5. 設定要登記的功能, 例如頁連寫。
Note: Go to Page 18 for [Book Copying]. 注意: 有關【頁連寫】設定, 請參閱第 18 頁。
6. Press [Start] to Save. 6. 按【Start】儲存登記。

2.11.2 Entering/Changing a Stored Program Name 登記/變更工作記憶名稱

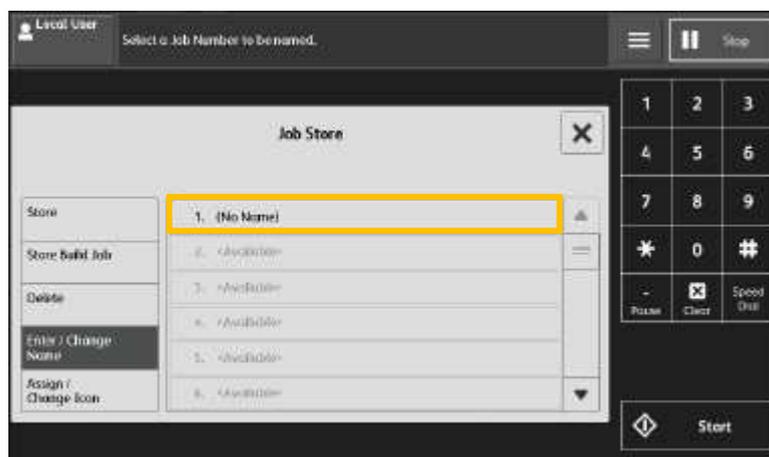
1. Select [Enter/Change Name].

1. 選擇【名稱登記/變更】。



2. Select the number to change a name.

2. 選擇已登記的號碼更改名稱。



3. Enter a name, and then select [Save].

3. 輸入名稱，然後選擇【設定】。



2.11.3

Calling a Stored Program Name 呼叫工作記憶名稱

1. Press the Home button.

1. 按一下首頁按鈕。



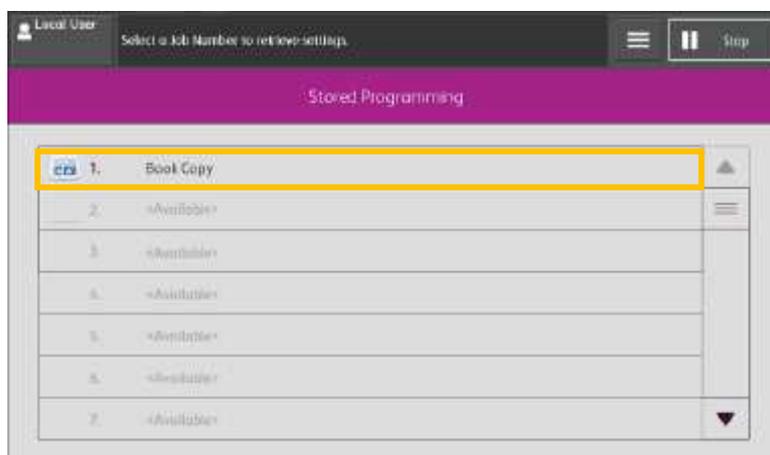
2. Select [Stored Programming].

2. 選擇【工作記憶】。



3. Select a stored program containing the function you want to use.

3. 選擇所需的工作記憶。



4. Press [Start] to copy.

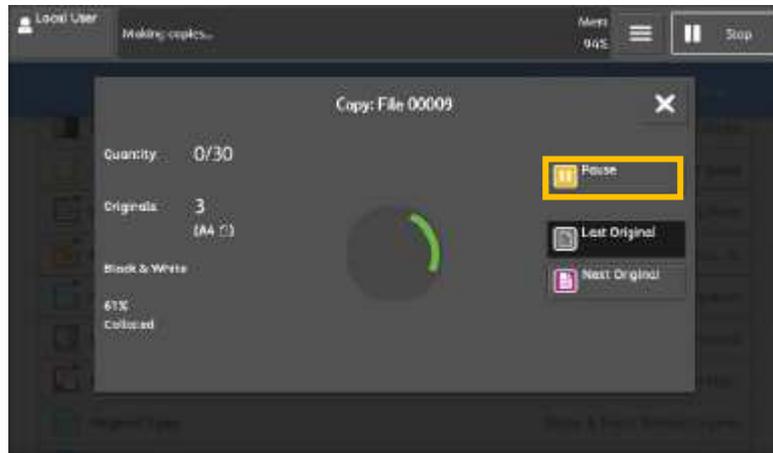
4. 按【啟動】開始複印。

2.12 OPERATIONS DURING COPYING 複印期間的操作

2.12.1 Stopping the Copy Job 停止複印

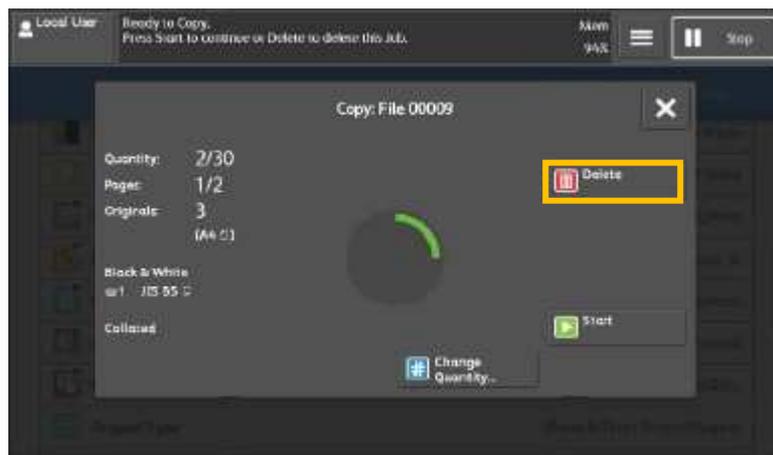
1. Select [Pause] on the touch screen.

1. 在觸控屏幕上選擇【暫停】。



2. Select [Delete] on the touch screen.

2. 在觸控屏幕上選擇【停止】。



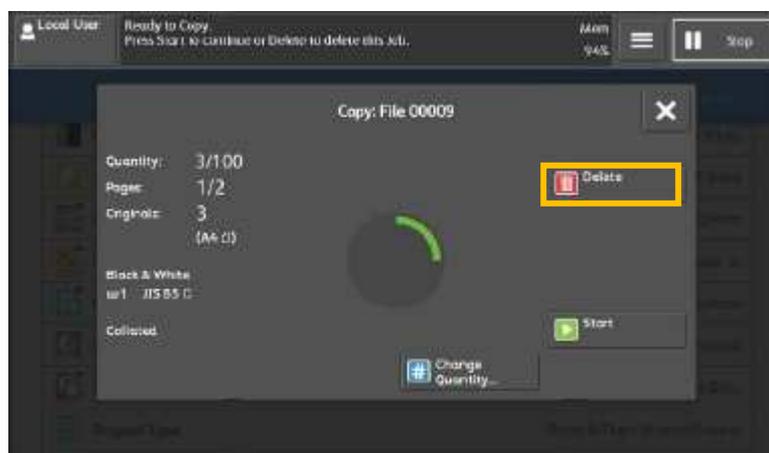
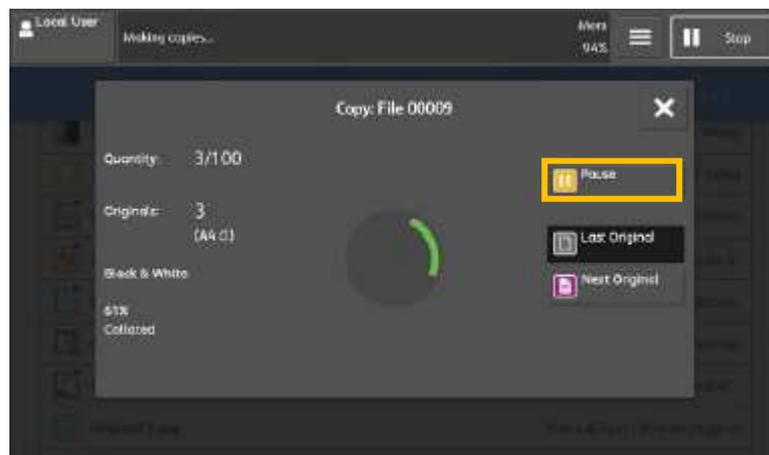
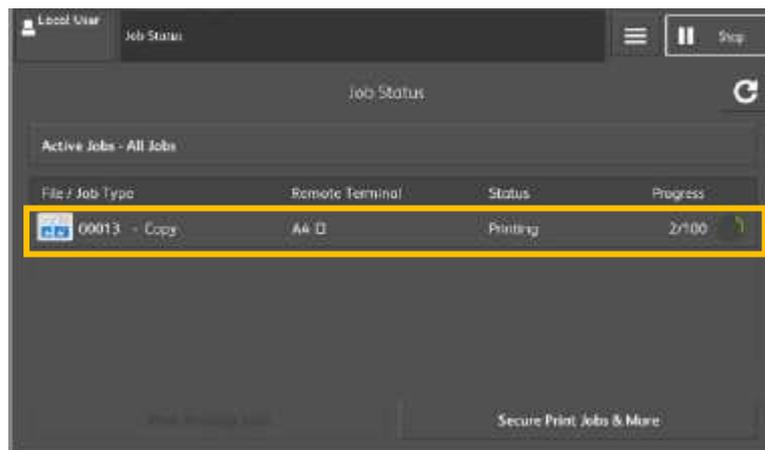
3. If [Pause] does not appear on the screen, select [Job Status] on the Home screen.

3. 如果屏幕上未顯示【暫停】，請在主屏幕上選擇【工作確認】。



4. Select the job to cancel, select [Pause], and then select [Delete].

4. 選擇要取消的工作，選擇【暫停】，然後再選擇【停止】。



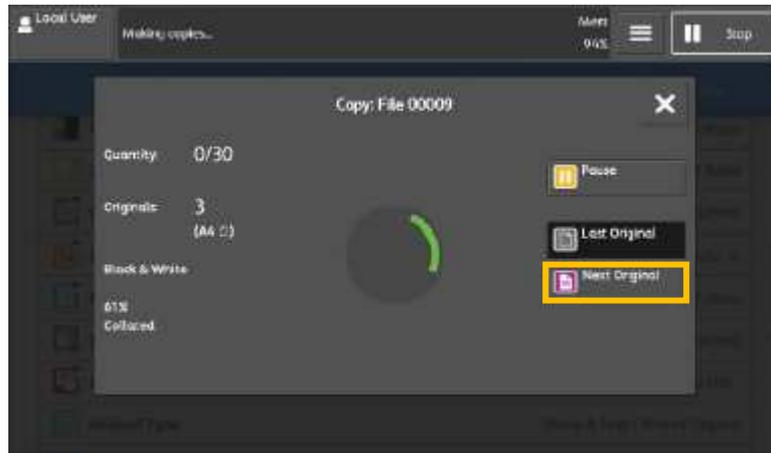
2.12.2 Load the Next Document 放置下一份原稿

If you have more documents to copy, select [Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

若還有其他文件要影印，請在掃描文件時在觸控式顯示面板上選擇【有下一張原稿】。如此可將文件視為一份資料而進行掃描。

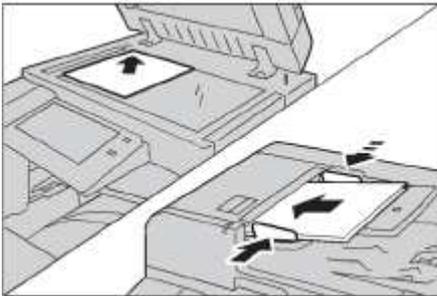
1. Select [Next Original] while scanning is in progress.

1. 請在掃描進行期間選擇【有下一張原稿】。



2. Load the next document, and then press [Start].

2. 放入下一份原稿，按【啟動】。



3. When all documents have been scanned, select [Last Original].

3. 已掃描所有文件後，選擇【無下一張原稿】。



2.12.3 Changing the Number of Copies 變更複印份數

To change the number of copy sets during scanning or copying, use the following procedure.

掃描或複印文件時，您可使用下列步驟變更複印份數。

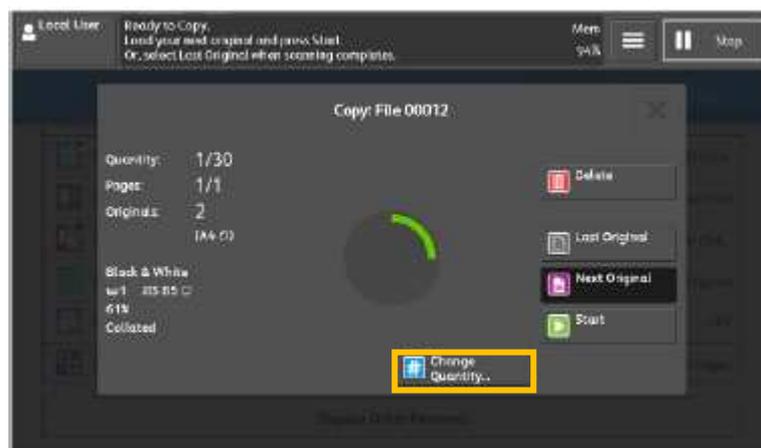
1. Select [Pause] on the touch screen.

1. 在觸控螢幕上選擇【暫停】。



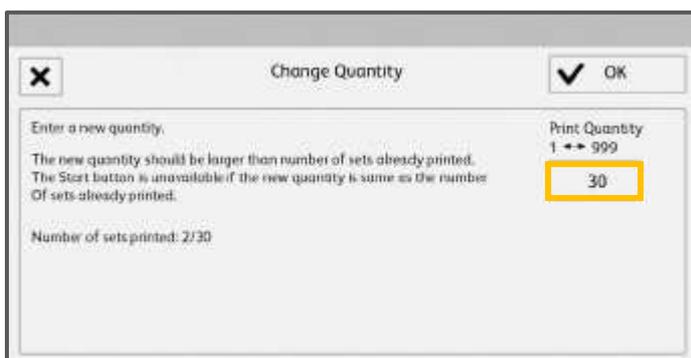
2. Select [Change Quantity].

2. 選擇【份數變更】。



3. Specify the number of copy sets with the numeric keypad, and then select [OK].

3. 使用數字鍵指定複印份數，然後選擇【確認】。



2.12.4 Interrupting the Copy Job 插印作業

You can temporarily stop the copy job to let the machine process another job first.

您可以暫時停止複印工作，讓本機先處理另一個工作。

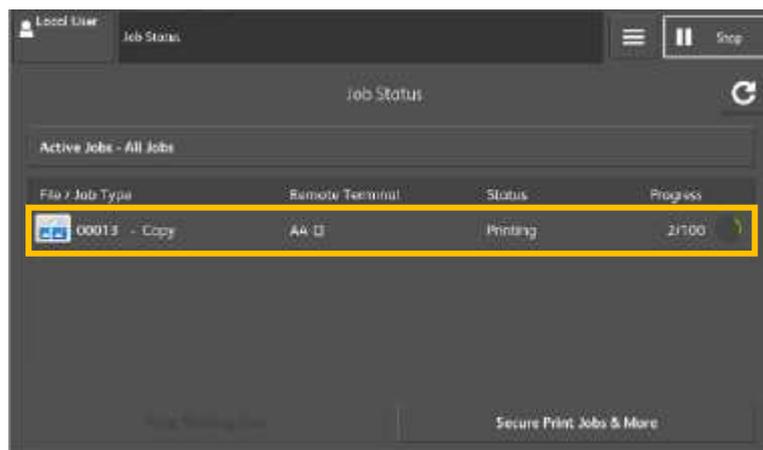
1. Select [Job Status] on the Home screen.

1. 請在主屏幕上選擇【工作確認】。



2. Select the copy job

2. 選擇正在進行的複印工作。



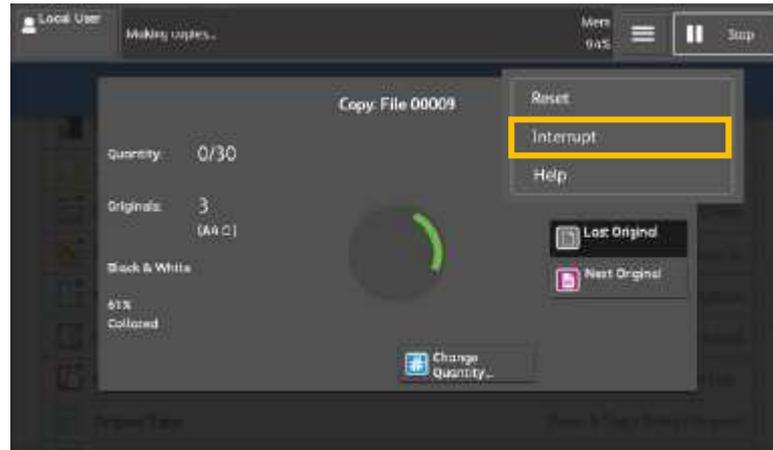
3. Press  .

3. 按  。



4. Select [Interrupt] ▫

4. 選擇【插印】 ▫



5. Load a document and set features if necessary.

5. 視乎需要放置文件並設定功能 ▫

6. Press [Start].

6. 按【啟動】 ▫

7. After you have finished making the copy, select [Interrupt] again. The suspended copy job is resumed.

7. 完成插印作業之後，再選擇一次【插印】，即恢復中斷的複印工作 ▫

Customer Support Center

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