

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.

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



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





放置文件前,請取下萬字夾和清走打釘。

 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. 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。
- 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】。

Local User	To begin, select a Service,			II Step
_		Home		۲
Eopy	Fax / Internet Fax	Email	Star	to PC
ScanAv	to Remote	Phy		itertus

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

Block & White	Output Color
1+1 Sided	🚺 2 Sided Copying
Auto Select	Poper Supply
100 %	🕗 Reduce / Enlarge
off	Pages per Side
Norma	Ughten / Darken
Auto, Right-Top Output Tray	Copy Output
Photo & Text / Printed Original	Original Type
OH	Mixed Size Originals
Upright Images	Original Orientotion



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)

使用三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





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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Head to Head

1 →1 Sided

1 →2 Sided

2 →2 Sided

2 →1 Sided

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.

Makes a copy of a 1-sided document

Makes a copy of a 1-sided document

Makes a copy of a 2-sided document

Makes a copy of a 2-sided document

on one side of the paper.

on both sides of the paper.

on both sides of the paper.

on one side of the paper.

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.

2.3 PAPER SUPPLY 紙張選擇

Output Color	Block & White
2 Sided Copying	1+1 Sided
Poper Supply	Auto Select
Reduce / Enlarge	🤞 100 N
Pages per Side.	off
Lighten / Darken	Normal
Copy Output_	Auto, Right-Tep Output Tray
Original Type	Photo & Text / Printed Original
Mixed Size Originals	OFF
Original Orientation.	Upright Images



2	Auto Select		
	1 🖬 A4	Plain	
	2 🖬 A3	Plain	
	3 lei A4	Plain	
•	5 3 Auto Detect	Plain	
	More		

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. 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。

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

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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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).

 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.



2. Select [Bypass], from [Paper Supply] screen, and then choose [Paper Type] and [Paper Size]. 無法皆入紙幣1至4的紙張·請皆入紙幣5(手送 紙盤)=進行複印。

 加置紙張,要後口或列口的一百朝上,將紙張 輕輕插入紙張進紙入口處。



	Paper Tray Att	ributes	×
Items	Current Settin	gs	
1 Tray 1	Auto Detect	@lain (64-70 gsm)	
2 Troy 2	Auto Detect	Pioin (64-70 gsm)	=
3 Troy 3	Auto Detect	Plain (64-70 gsm)	
6 Tray 4	Auto Detect	Plain (64-20 gan)	
5 Troy 5	A4 🖓	Plain (64-70 gsm)	
6 Tray 6	Auto Detect	Plain (64-70 gsm)	



Tro			iy 5	🗸 ок	
Paper Size			Paper Type		
Auto Detect	A3 0		Plain (64-76 gsm)		
Standard Size	A4 G	=	Bond (91-105 gsm)	i i	=
	A4 0		Recycled (71 82 gsm)		
Contour 220	ASG		Plain Relocded (64-70 gsn	0	
	A6 0		Hole Panched (64.70 gsm)	6	
	JIS 84 🖙	v	Letterhead (64-70 gsm)		

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。

Qutnet Color	Black & White
2 Sided Copying	1+1 Sided
Poper Supply	Auto Solici
Reduce / Enlarge	100.3
Pages per Side_	off
Lighten / Darken	Normal
Copy Output	Auto, Right Top Output Tray
Original Type	Photo & Text / Printed Original
Mixed Size Originals	Off
Original Drientation.	Upright Images
	hispidy Uchar Peditures
Reading Order	original Orientation ⇒Right / ⇒Bottom it →Left Sideways Images
2 Pages Up Two pages are copied together onto	2張→1張(2合1) 將2張原稿複印於同一張紙上。
a single page	
4 Pages Up	4 張 →1 張 (4 合 1)
Four pages are copied together onto	
a single page	
8 Pages Lin	8 連 →1 連 (8 会 1)
<u>prayes up</u>	
a single page	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(指定裝訂撿集選項)

This feature allows you to select finishing options. Note: This feature is optional.

Output Color

此功能可供您選擇裝訂撿集選項。

Black & White

注意:需額外購置。

2 Sided Copy	ing					.1+13	sido
Paper Supply	6					Auto S	eles
Induce / Enla	arge					1	00 5
Pages per Sic	de!						0
Lighten / Do	rken					No	inte
Copy Output	62				Auto	, Right Top Output	Tro
Original Type	e				Photo	& Text / Printed Ori	gir)
Mixed Size 0	Iriginals						0
Original Orie	ntation.					Upright Im	age
		Display Ot	her Features				
×		Display Dt	Output			V OK	
×	Staple	Copy	Output Hole Punct	h		✓ ok	
X Auto	Stople	Copy	Output Hole Punct	h		Cox OK	n
X Auto	Staple Off 1 Stople	Copy	Output Hole Punct	h 		Original Orientatic Upright Image	n
X Auto	Staple Off 1 Staple 2 Staples	Copy	Output Hole Punct 2 Holes 2 Holes 2 Holes	h		Original Original Original Upright Imager	
X Auto	Staple Off 1 Staple 2 Staples 2 Staples	Copy	Output Hole Punct Off 2 Holes 2 Holes 2 Holes	h		Original Orientatic Upright image Q Z Fold Half Shee	

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 numbe of copies and sorts sheets by page.



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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.

∎重

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 17 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】。

Original Orientation	Upright Images
Mixed Size Originals	OF
Original Type	Photo & Text / Printed Original
Copy Output_	Auto, Right-Top Output Tray
Ughten / Darken	Numd
Pages per Side	Off
Reduce / Enlarge	100 %
Paper Supply	Auto Select
2 Sided Copying	1+1 Sided
Output Color	Black & White

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

iginal Type	×	Origin	al Type	🖌 ок
Auto Photo &Text/Printed Original	Auto	Photo Type	Auto selects the best on settings made in System	ginal type based on Administration mode.
Text / Normal Text	🔜 Photo & Text	Photograph	Photo & Text is the best setting for most ariginals. It handles both common photos a text originals.	
Photo / Printed Original	Text	Photocopied Original	Text performs best on Black text. Photo is best for photographs, printed phot- and xerographic copies of pictures. Map makes the best copies of maps and oth intricate drawings.	lack text. prophs, printed photos, of pictures,
Map More	Photo Map			olos of maps and other

Photo & Text

C

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

Text \rightarrow Light Text

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

Photo

Select this option to make copies of photos.

Мар

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。

2. 於【原稿畫質】畫面,選擇【更多】。

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。



複印照片時,請選擇此選項**。**



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 feaure, load the documents in the document feeder.

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

1. 選擇【不同尺寸原稿】, 然後選擇【有】。

Output Color	Black & White
🚺 2 Sided Copying	1+1 Sided
Poper Supply	Auto Select
Reduce / Enlarge	<u>-100 %</u>
Poges per Side	00
Ughten / Darken	Normal
Copy Output	Auto, Right-Top Output Tray
Original Type	Photo & Text / Printed Origina
Mixed Size Originals	on
Original Orientation.	Upright Images
Display Other	Features





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

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%】。

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

Output Color

Poper Supply

Reduce / Enlarge

Pages per Side.

Lighten / Darken

Copy Output_

Original Type

Mixed Size Originals

Original Orientation.

2 Sided Copying



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

Display Other Features

3. 選擇【紙張選擇】 · 然後選擇所需紙盤 ·

Block & White	Output Color
1+1 Sided	2 Sided Copying
Auto Select	Poper Supply
<mark>100 %</mark>	Reduce / Enlarge
of	Poges per Side
Norma	Lighten / Darken
Auto, Right-Tep Output Tray	Copy Output
Photo & Text / Printed Original	Original Type
Off	Mixed Size Originals
Upright Images	Original Orientation .



×		Tro	ıy 5	🖌 ок	
Paper Size			Paper Type		
Auto Detect	A3 07		Plain (64-70 gsm)		-
Standard Size	A4 🕫	=	Bond (91-105 gsm)		=
D	A4 0		Recycled (71-82 gsm)		
Custom Size	A5 🖙		Plain Reloaded (64-70 gsr	n)	
	A6 17		Hole Punched (64-70 gsm		
	JIS 84 🖙		Letterhead (64-70 gsm)		-

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. 選擇【ID 卡複印】, 然後選擇【有】。



- 1. Select [ID Card Copying], and then choose [On].
 - Preset Report Image... Off
 D Cord Copy... Off
 Build Job... Off

×	ID Card Copy 🗸 ОК		
🔀 off 📝 On	 Copy the front of the cord as usual. Turn the card over without changing its potther cord. Note: Place the card slightly away from the transmission of the bocument Glass to capture the whole image 	isition to copy the back of up left corner of the of the card.	

- 2. Place the ID Card on document glass, then press [Start], copy the front side of the card as usual.
- Turn the card over without changing its position and press [Start] to copy the back side of the card.
- 放置文件於玻璃面板,然後按【啟動】,如常 複印文件的正面。
- 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.

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

1. 選擇【放大/縮小】 🤈 然後選擇【自動%】 🔹



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

	DALK & PING
2 Sided Copying	1+1 Sdec
Poper Supply	Auto Seinc
Reduce / Enlarge	100 %
Pages per Side	oř
Lighten / Darken	Norma
Copy Output	Auto, Right-Top Output Tray
Original Type	Photo & Text / Printed Origina
Mixed Size Originals	or
Original Orientation	Upright Image



	Paper Tray Att	ributes	×
Items	Current Settin	gs	
1 Tray 1	Auto Detect	Plain (64-70 gsm)	
2 Troy 2	Auto Detect	Plain (64-70 gsm)	
3 Tray 3	Auto Detect	Plain (64-70 gsm)	
4 Tray 4	Auto Detect	Plain (64-70 gsm)	
S Tray S	A4 0	Plain (64-70 gsm)	
6 Tray 6	Auto Detect	Piain (64-70 gsm)	

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。

Black & Whit	Output Color
1+1 Side	🚺 2 Sided Copying
Auto Selec	Poper Supply
1003	Reduce / Enlarge
0	Pages per Side
Norma	Ughten / Darken
Auto, Right-Tep Output Tea	Copy Output
Photo & Text / Printed Origins	Original Type
0	Mixed Size Originals
Upright Image	Original Orientation.



Original Size	Auto Detect
Image Options	Normal Sharpness: Normal Normal
G Image Exhancoment	Auto Suppression, Contrast: Namual
Color Effects.	Off
Color Balance	Nama
Color Shift	Normal
🛄 Book Capying	Off
2 Sided Book Copying_	Off
Edge Erase.	Top / Bottom: 2mm / 2mm, Left / Right: 2mm / 2mm,
Image Shift	Side 1: Off, Side 2: Off
8 Invert Image.	Normal Image, Positive Image
Image Rotation	On during Auto, Stople Position
Booklet Creation	ori
Covers	no
Poster.	ho
Repeat Image.	ofi
Annotations.	of
Watermark	110
Folding	off
Preset Repeat Image	on
ID Card Copy.	or
🔁 Build Job.	No
Sample Job	OH
Combine Original Sets.	Off
Delete Outside / Delete Inside_	Of
Transf Programmings.	

4. Select [Original Size], and then specify values 4 for the X and Y dimensions.

4.	選擇	【原稿尺寸輸入】	,然後輸入橫向和縱向
	的數個	直▫	

-1-	Original Size	Auto Detect
	Image Options_	Normal, Sharprees: Normal, Normal
đ	Image Enhancement	Auto Suppression, Contrast: Norma
¥	Color Effects.	of
11	Color Balance	Nama
	Color Shift	Normo
	Book Copying	of
۲.,	2 Sided Book Copying_	of
	Edge Erase .	Top / Bottom; 2mm / 2mm, Left / Hight: 2mm / 2mm, .
	Image Shift_	Side 1: Off, Side 2: Of
8	Invert Image.	Normal Image, Positive Image



×	Original Size		🗸 ок	
			15⇔297mm	
Auto Detect	A6 🖘	3.5×5" 0	Ŷ Auto	
A3 🕫	J1584 🛤	100x148mm #	15++432mm	
AA 🗆	Н585 Ф	11 x 17° 0	Auto	
A4 (1	JISBS (1	8.5x11" 🗆	- +	
A5 cl	5×7" ロ	8.5 x 11" (1		

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.

此功能可供您按更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。

Original Size_	Auto Detect
Image Options	Normal, Sharpnesa: Normal, Normal
G Image Enhancement	Auto Suppression, Contrast: Nama
Color Effects.	OF
Color Balance	Norse
Color Shift.	Norma
Book Copying	or
2 Sided Book Copying	or
Edge Erase	Top / Bottom: 2mm / 2mm, Left / Right: 2mm / 2mm,
🖸 Image Shift	Side 1. Off, Side ≥ Off





Left Page then Right

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

Right Page then Left

Copies the right page and then the left 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。

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。

£	Auto Detect
16-	Normal, Sharpriess, Normal, Norma
coment	Auto Suppression, Contrast: Norma
+	off
-	Norma
	Norma
H-	ha
Copying_	off
	Top / Bottom; 2mm / 2mm, Left / Right: 2mm / 2mm,
5	Side 1. Off, Side 2. Off
6	Normal Image, Positive Image



×		Original Size	🖌 ок
			15⇔297mm
Auto Detect	A6 c	3.5×5" @	Y Auto
A3 🕫	J1584 🛤	100x148mm ≠	+ × + 15↔432mm
AA 🗆	Н585 Ф	11 x 17° O	Auto
A4 (1	JISBS (1	8.5 x 11" 🕮	- +
A5 🗆	5x7" 🗆	8.5 x 11" 11	

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%】。



70% A3+A4, B4+B5

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。

0	utput Color	Block & White
2	Sided Copying	1+1 Sider
E P	oper Supply	Auto Seiec
R	educe / Enlarge	100 %
- P	ngas par Sida	Of
	ighten / Darken	Narma
0	opy Output	Auto, Right-Tep Output Tray
•	riginal Type	Photo & Text / Printed Origina
м	lixed Size Originals	or
Q 0	riginal Orientation	Upright Image
	Display Di	ther Features



	Paper Tray Att	ributes	×
Items	Current Settin	gs	
1 Tray 1	Auto Detect	Plain (64-70 gsm)	
2 Troy 2	Auto Detect	Plain (64-70 gsm)	-
3 Tray 3	Auto Detect	Plain (64-70 gun)	
4 Tray 4	Auto Detect	Plain (64-70 gsm)	
5 Tray 5	A4 D	Plain (64-70 gsm)	
δ Τταγ δ	Auto Detect	Plain (64-70 gan)	

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, 並記錄一系列的操作。

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 -

Local User Soler Soler	ct is Job Number and start programming. Lifegister or Start button to endprogramming.			Ш	Stop
			1	2	3
	Job Store	×	4	5	6
Stare	1. sAvabilities		7	8	9
Store Build Job	2. stealables	=	*	0	#
Defete	3. Avalable			8	Spee
	A. <avoilable></avoilable>		Posse	Orat	
Enter (Drange Name	5. Anabilitier				
Assign / Change Joon	6. «Avoliable»	•			
			\$	Ste	nt

5. Set the feature you want to register, e.g. book copying.

Note: Go to Page 18 for [Book Copying].

5. 設定要登記的功能, 例如頁連寫·

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】。

Lical User	Select a Job Number to be named.		=	11	Stop
		1	1	2	3
	Job Store	×	4	5	6
Store	1. (No Name)	A	7	8	9
Store Build Job	decembre-	-	*	0	#
Debte	3. MicRoller		- Puter	S Cher	Spee Dui
Enter / Change Name	1. shulldare				
Assign / Change licon	a, Guanna-				
			٨	Ste	rt

- 2. Select the number to change a name.
- 2. 選擇已登記的號碼更改名稱。

Lical User	elect a Job Number to Demaned.		=	11	Stop
		1.00	1	2	3
	Job Store	x	4	5	6
Store	1. (No Nume)		7	8	9
Store Balld Joh	.r. chemine		*	0	#
Delate	3. Mechanie		- Palae	Circt	Spee Dui
Enter / Change Name	1. Available				
Assign / Change licon	 Gwittitle 		<u></u>		
			\Diamond	Sto	et

- 3. Enter a name, and then select [Save].
 - 3. 輸入名稱,然後選擇【設定】。

Chan	ge N	Nam	ie							X Car	ncei.	~	Save
												×	Delete Text
S 01		2	3	4	5	6	7	8	9	0	•	Ba	kspace
- 3	q	w	e	,	1		y 1	1	i o) p	I	1	
		1	5	d	1	Ø	h.	J	k	1			
Shift	3 #	z	×	c	,	1	• r		m		1		Shift
Qwerty		abo	1			Spo	co	1	+	+			i i

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】。

	Press shart to construe	a bate o gene un an	94X = 11 X49
	2/20	Copy: File 00009	× •
	Pages 1/2		Delete
	Criginals: 3 (A4 ())		
	Black & White w1 JIS 55 C		
	Collased		51art
115		George Quantity	

- 3. If [Pause] does not appear on the screen, select [Job Status] on the Home screen.
- 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].
- 3. 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. 請在掃描進行期間選擇【有下一張原稿】。

- 1. Select [Next Original] while scanning is in progress.
 - Looil Uter Maker orginal: Copy: File 00009 Co
- 2. Load the next document, and then press [Start].
- Steed User Production and provident providence of providence of the scenario of completes.

 Image: Steed User Production of the scenario of completes.
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 Image: Steed User Production of the scenario of completes.
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- 3. When all documents have been scanned, select [Last Original].
 - Long Litter Ready to Copy: Crysteel Last Bit gives and tragend and proce Start. Crysteel Last Bit gives have been seeming completes. Copy: File 00012 Copy: File 00012
- 3. 已掃描所有文件後,選擇【無下一張原稿】。

, and then press 2. 放入下一份原稿, 按【啟動】。 Copy: File 00012 Guestian: 1/30 Fope: 1/1

Page 27 of 30

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. 在觸控屏幕上選擇【暫停】。



2. Select [Change Quantity].

2. 選擇【份數變更】。

Local Liser	Ready to Copy. Load your west coupled and pa Or, select Lost Original when a	nox Shet connieg completes	Men 348 ≡ I	Nap.
	Novalia- 1/30	Copy: File 00012		
	August 1/1		Celate	
	IA4 ()		Last Original	
	Slock & White w1 - 85 85 C 519		Next Original	
	Collated	Chonge	Start	
		UTT Quentity.	-	

- 3. Specify the number of copy sets with the numeric keypad, and then select [OK].
- 使用數字鍵指定複印份數,然後選擇 【確認】。

Enter a new quantity.		Print Quantity
The new quantity should be The Start button is unovails Of sets already printed.	e larger than number of sets already printed. able if the new quantity is some as the number	30
Number of sets printed: 2/	30	



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.

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

您可以暫時停止複印工作,讓本機先處理另一個 工作。

1. 請在主屏幕上選擇【工作確認】。



2. Select the copy job

3. Press

=

2. 選擇正在進行的複印工作。

	Job Stanu			
		Job Status		
Active Jobs	- All Jobs			
File / Job Ty	үрө	Remote Terminal	Slatus	Progress
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			Secure Print Jo	bs & More
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	Making capiess warreny: 0/30 riginals: 3 (A4 @) leack & Withs 18 solution	3. 4		r: Original

4. Select [Interrupt] -

4. 選擇【插印】。



- 5. Load a document and set features if necessary.
- 6. Press [Start].
- 7. After you have finished making the copy, select [Interrupt] again. The suspended copy job is resumed.
- 5. 視乎需要放置文件並設定功能。
- 6. 按【啟動】•
- 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 2513-2513

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