FUJIFILM
Value from Innovation

Quick Reference Notes - FAX

簡易操作 – 傳真

ApeosPort® -VII C7788 / C6688 / C5588

Prepared by Customer Training Team
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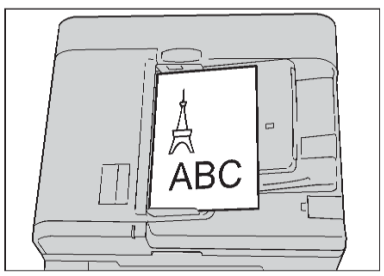
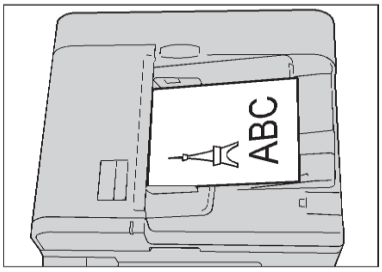
1 FAX PROCEDURE 傳真步驟

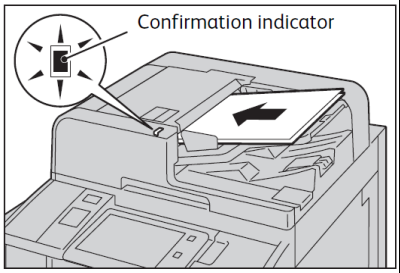
1.1 LOADING DOCUMENT 放置原稿

1.1.1 Document Feeder 自動送稿裝置

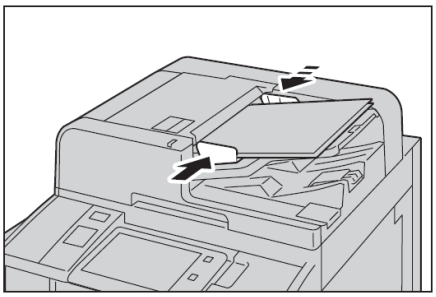
Remove any paper clips and staples before loading a document.	放置文件前，請取下萬字夾和清走打釘。
1. Load the document face up (when the document is 2- sided, place the front side up) in the center of the document feeder.	1. 將文件正面朝上 (若是雙面文件， 將正面朝上)放置在送稿裝置的中央。

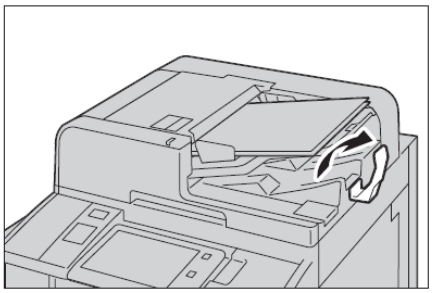






2. Adjust the document guides to match the size of the document loaded. Raise the document stopper.	2. 調整原稿調整桿至符合紙張尺寸, 抬起擋紙器。

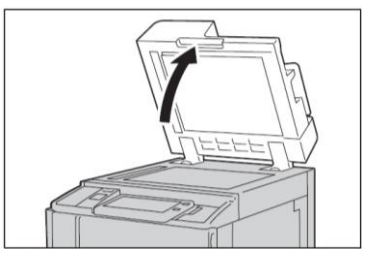


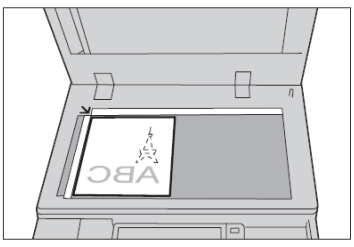


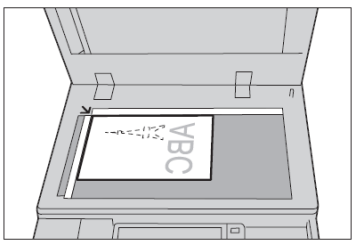
1.1.2 Document Glass 玻璃面板

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。







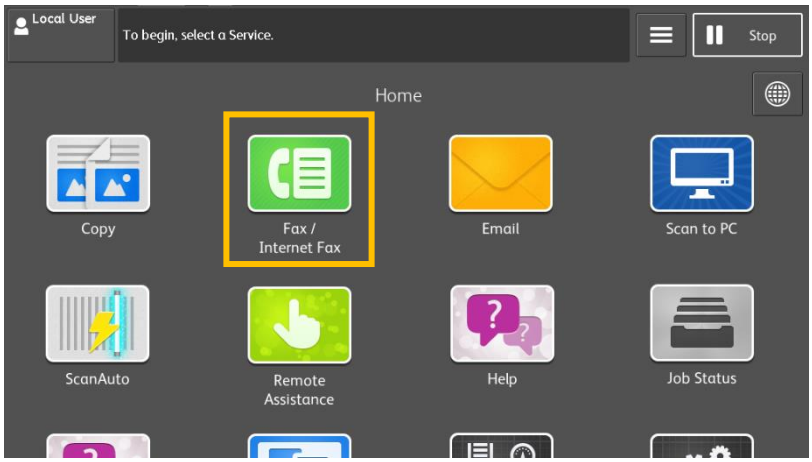
1.2 SPECIFYING DESTINATIONS 選擇指定通訊目的地

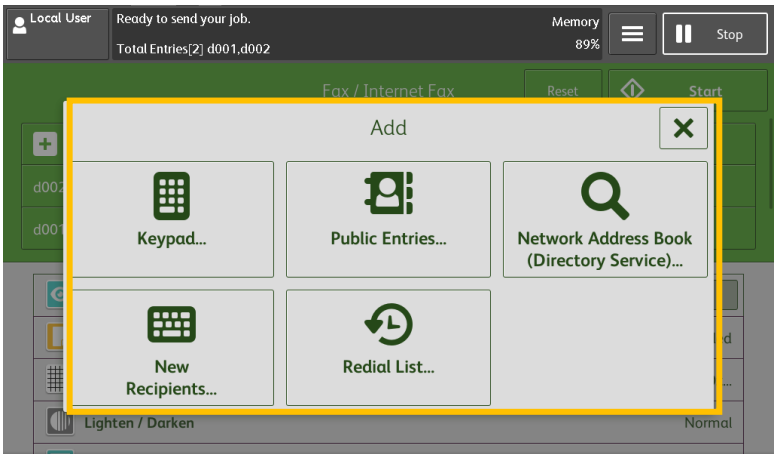
1. Press the Home button.

1. 按一下首頁按鈕。

2. Select [Fax / Internet Fax].

2. 選擇【傳真】。

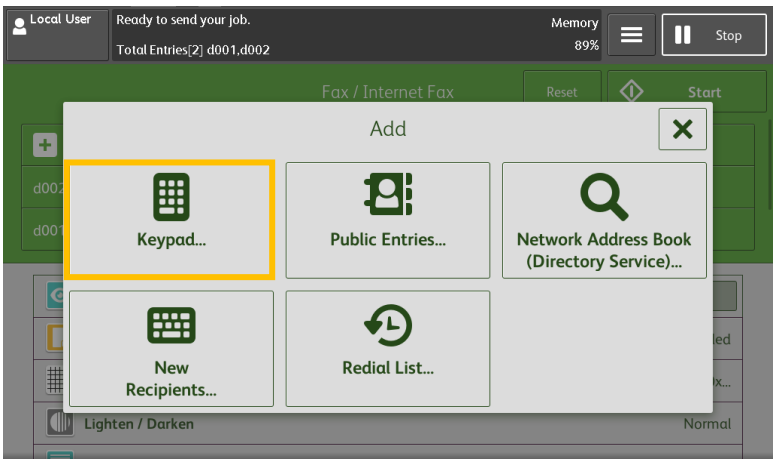




1.2.1 Using the Numeric Keypad 使用數字鍵

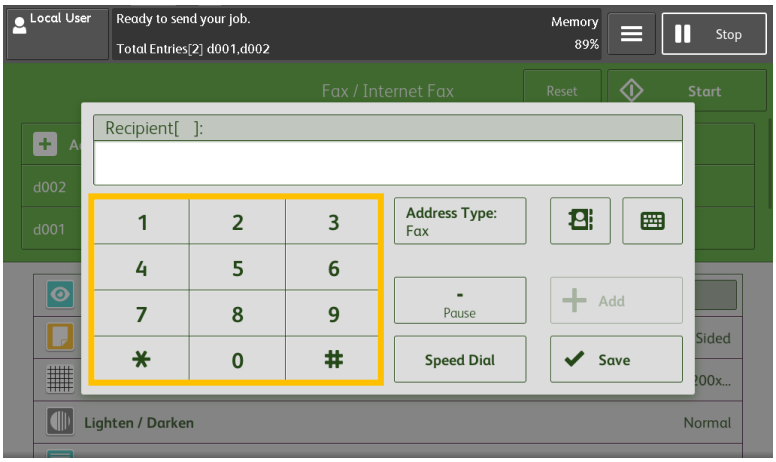
1. Select [Keypad].

1. 選擇【鍵盤】。



2. Enter a fax number using the numeric keypad.

2. 用數字鍵輸入傳真號碼。



3. If you enter an incorrect number, press the button and re-enter the correct value.

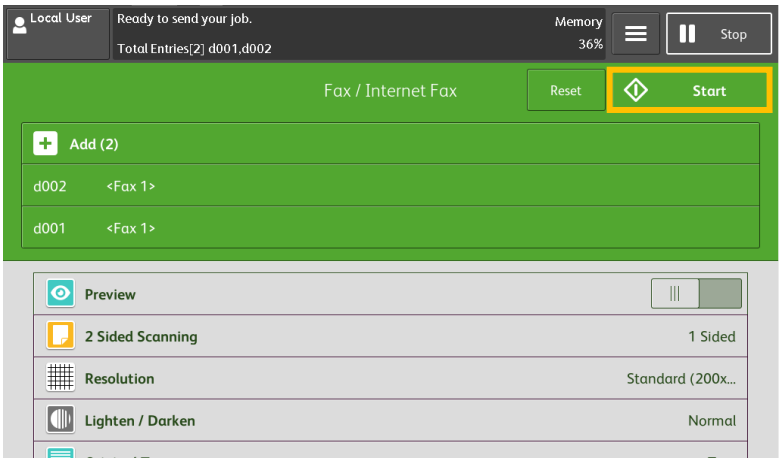
3. 如果輸入數值錯誤，按 鍵並輸入正確數值。

4. To specify multiple recipients, select [+Add] on the touch screen after each entry.

4. 若要輸入多個傳真號碼，請在顯示幕上選擇【下一通信對象】。

5. Press [Save] and then [Start] to start the fax job.

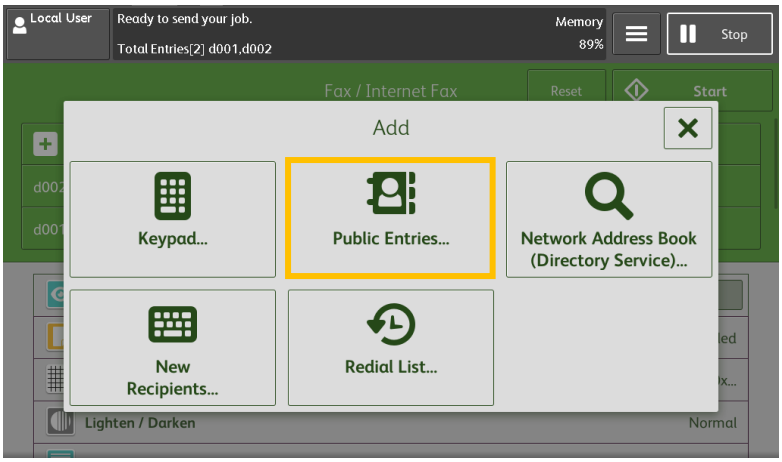
5. 按【儲存】，然後按【啓動】開始傳真工作。



1.2.2 Using the Address Book 使用電話簿

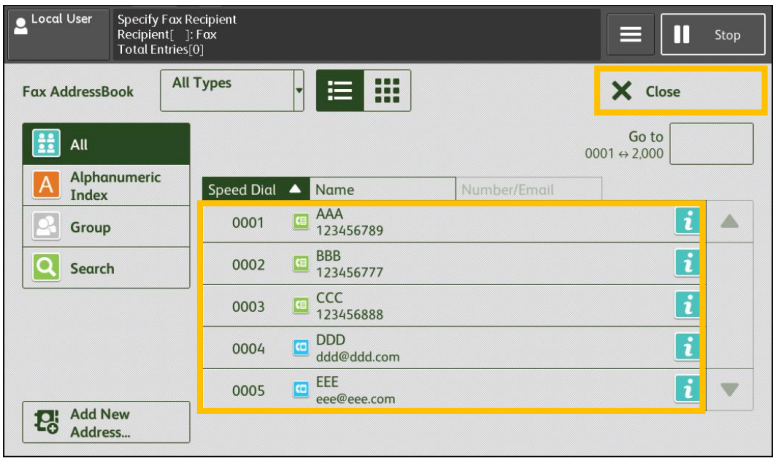
1. Select [Public Entries].

1. 選擇【裝置本體電話簿】。



2. Select the recipient numbers. Press [Close].

2. 選擇需要的傳真號碼，然後按【確認】。



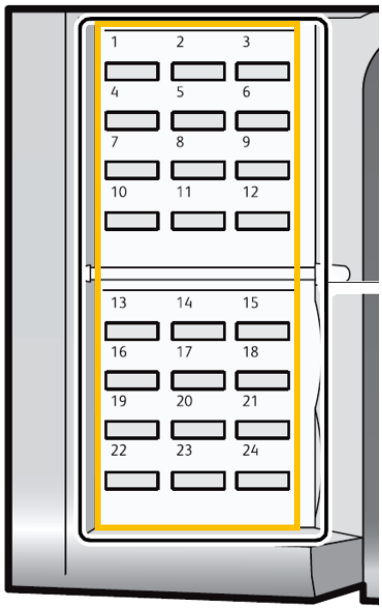
Note:
You can select multiple numbers at Step 2.

注意：
您可以在步驟 2 指定多個通信對象。

1.2.3 Using the One Touch Button 使用單鍵撥號鍵

You can use the **One Touch Buttons** to specify recipients. One touch buttons correspond to the numbers registered for the address numbers from 0001 to 0070.

可使用**單鍵撥號鍵**指定受信方。單鍵撥號鍵與短縮號碼中登記的 0001-0070 號碼對應。



Note:

To specify multiple recipients, press the one touch buttons continuously.

Turn the one touch panel over to press the one touch buttons 25 and above.

注意:

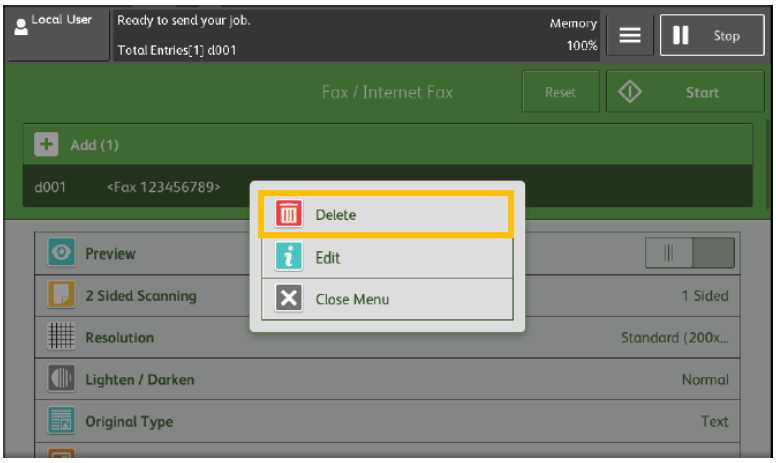
若要指定多個通信對象，請連續按所需的單鍵撥號鍵。

將單鍵撥號面板翻面後，可按 25 以後的鍵。

1.2.4 Removing Specified Recipient 刪除指定的受信方

Select the recipient to be removed then click [Delete].

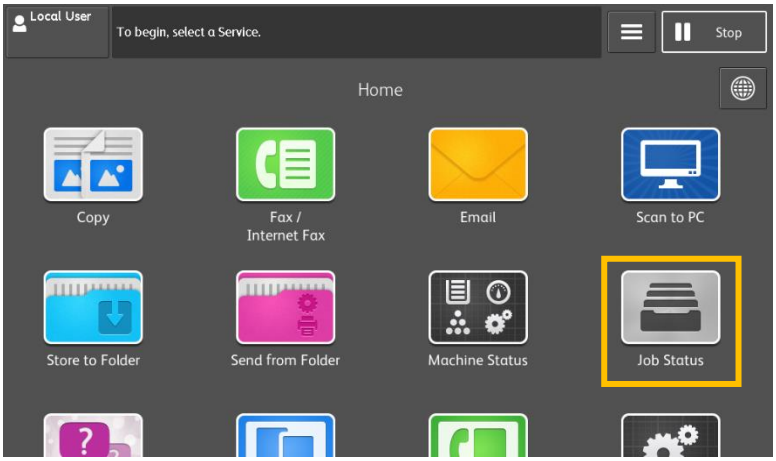
從【短縮號碼/受信方】中選擇要刪除的傳真號碼，然後按【刪除】。



1.3 CONFIRMING THE FAX JOB IN JOB STATUS 確認傳真工作

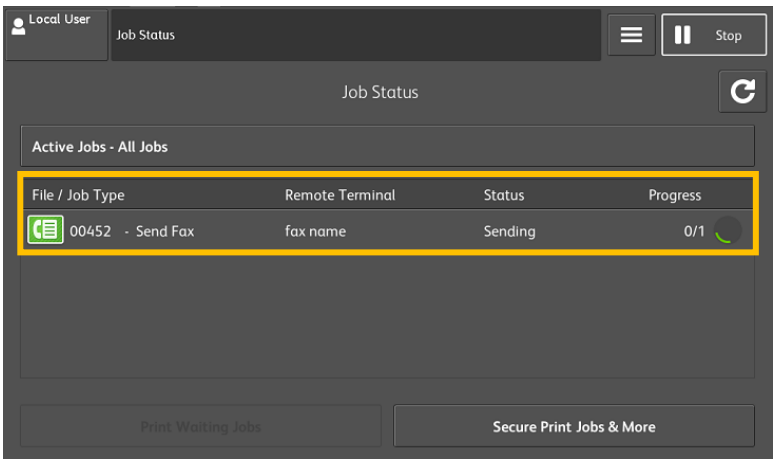
1. Press the [Job Status] button.

1. 按【工作確認】鍵。



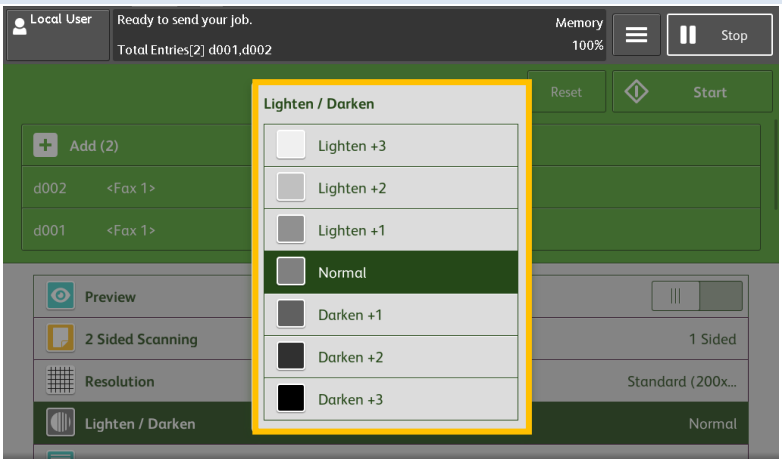
2. Confirm the job status.

2. 確認工作狀態。



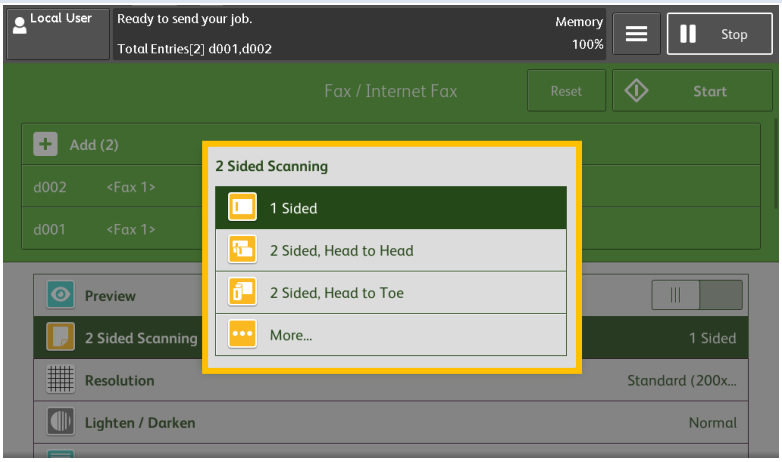
2 General Settings 基本傳真

2.1 Lighten/Darken 送信濃度



You can select one out of seven density levels. 傳真濃度有七種等級選擇。

2.2 2 SIDED SCANNING 雙面原稿輸送



1 Sided

Select to transmit 1-sided documents.

2 Sided (Head to Head)

Select to transmit 2-sided documents (head to head).

2 Sided (Head to Toe)

Select to transmit 2-sided documents (head to toe).

→ More…

2 Sided (First Page 1 Sided)

Select this option to scan the front side of the first page and both sides of the remaining pages. Use this item when the back side of the first page is blank.

2 Sided (Skip Blank Pages)

Select this option to to scan only the document pages that are not blank.

單面

傳輸單面原稿時選擇。

雙面(左右)

傳輸雙面原稿(左右)時選擇。

雙面(上下)

傳輸雙面原稿(上下)時選擇。

→ 詳細設定

雙面(僅封面為單面)

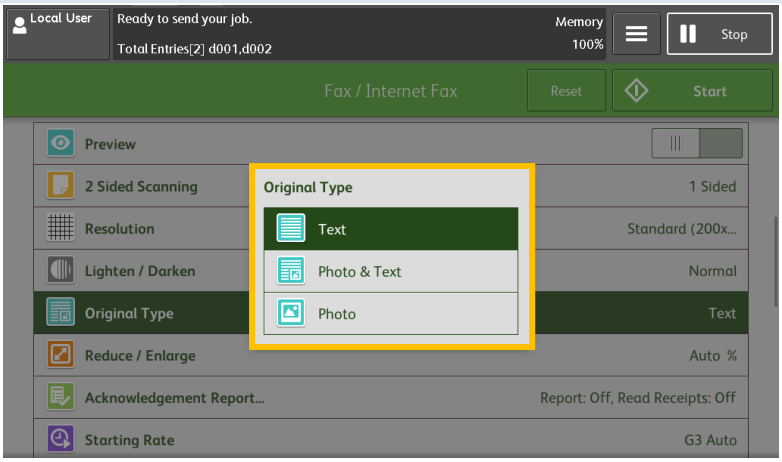
要傳送第一張的正面及其餘張數的兩面時選擇。

若第一張的背面空白時，請用這個選項。

雙面(跳過空白頁)

選擇此選項即可只掃描非空白頁的原稿頁面。

2.3 ORIGINAL TYPE 原稿畫質



Text

Transmitting a document that contains only text.

Photo & Text

Transmitting a document that contains both text and photos.

Photo

Transmitting a document that contains only photos.

文字

傳輸僅帶有文字的原稿時選擇。

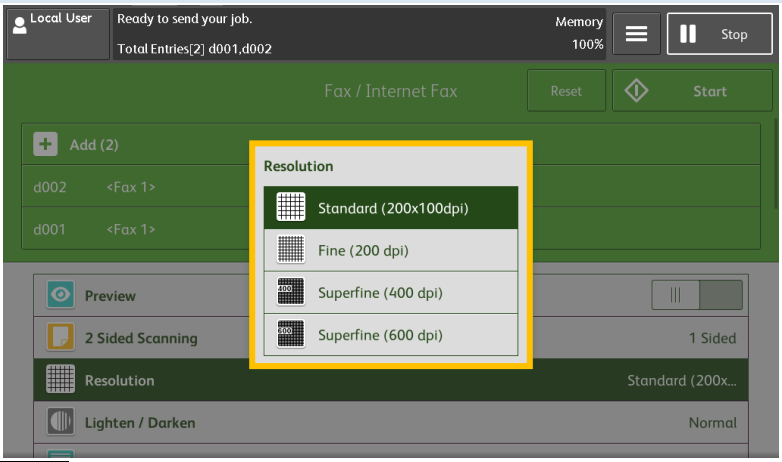
照片/ 文字

傳輸帶有文字及照片的原稿時選擇。

照片

傳輸僅帶有照片的原稿時選擇。

2.4 Resolution 送信畫質



Standard (200 x 100 dpi)

Transmitting standard documents

Fine (200dpi)

Transmitting documents with small text or detailed images.

Superfine (400dpi)

Transmitting documents with fine images

Superfine (600dpi)

Transmitting documents with extremely fine images

標準

傳輸文字清晰的普通原稿時選擇。

高畫質

傳輸小字及/或細緻影像原稿時選擇。

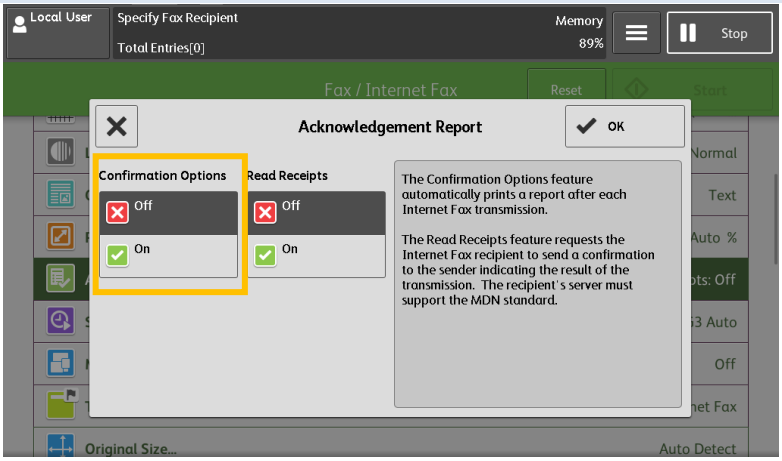
超高畫質(400 dpi)

傳輸極小字體及/或極細緻影像原稿時選擇。

超高畫質(600 dpi)

傳輸極小字體及/或極細緻影像原稿時選擇。

2.5 Acknowledgement Report 送信確認報表



Off

No Transmission Report is printed.

On

A Transmission Report is automatically printed.

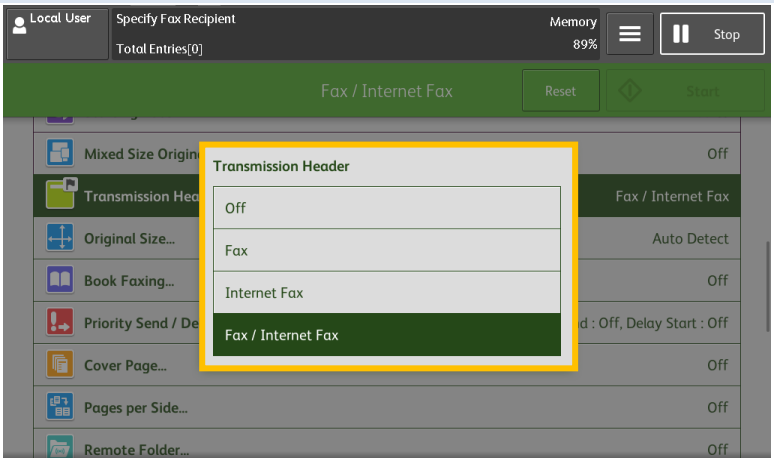
不印出

不列印送信確認報表。

印出

傳輸完成時，自動列印送信確認報表。

2.6 TRANSMISSION HEADER TEXT 發信方記錄



Off

No header information is attached.

Fax

Header information is attached.

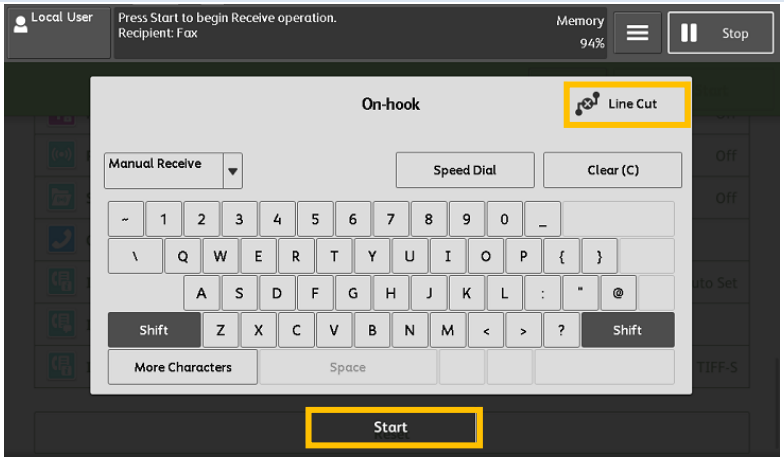
無

不附加發信方資訊。

有

附加發信方資訊。

2.7 ON-HOOK 免持聽筒



Use this feature when using Manual Send.

Entering a destination

Use alphanumeric characters to specify a destination. Then, Press the [Start] to start the fax job.

Line Cut

Cuts the line connected.

使用手動送信時，請使用此功能月已。

輸入收件人

使用英數字元指定收件人。按【啓動】開始傳真工作。

線路中斷

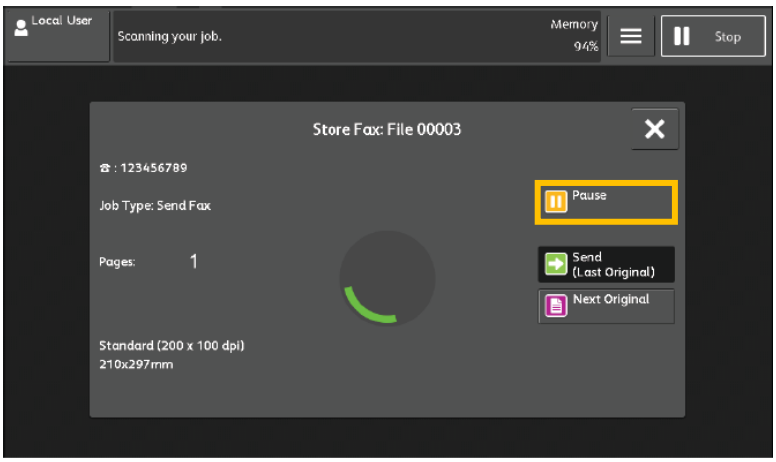
切斷連線。

3 Operations During Faxing 傳真期間的操作

3.1 Stopping the Fax Job 停止傳真

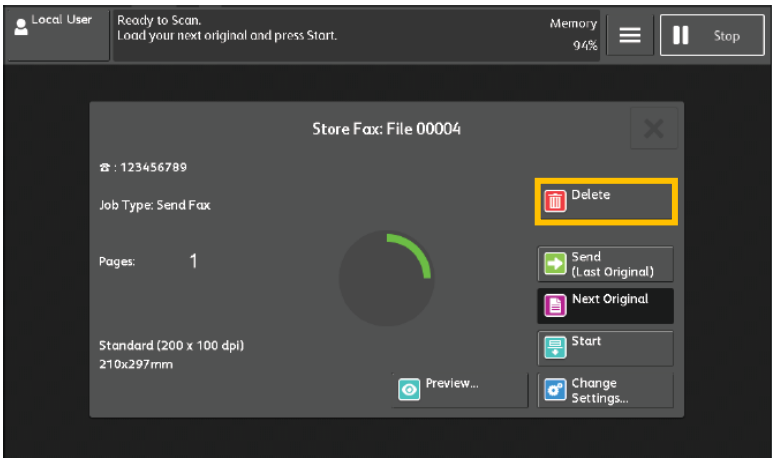
1. Press [Pause] on the touch screen.

1. 按操作面板上的【暫停】鍵。



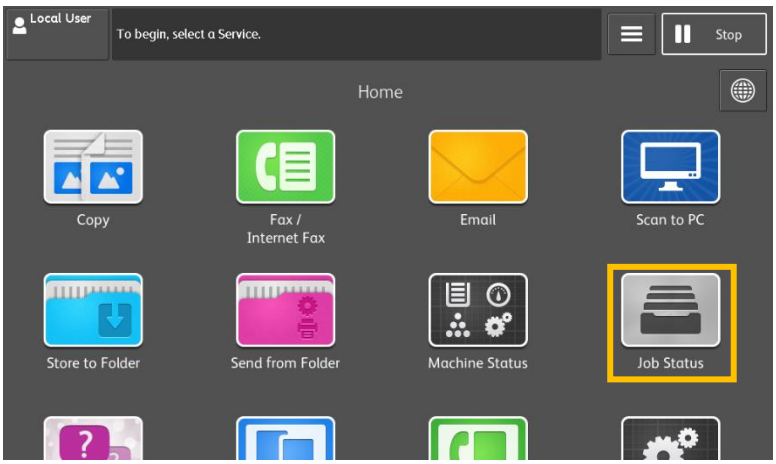
2. Select [Delete].

2. 按【中止】。



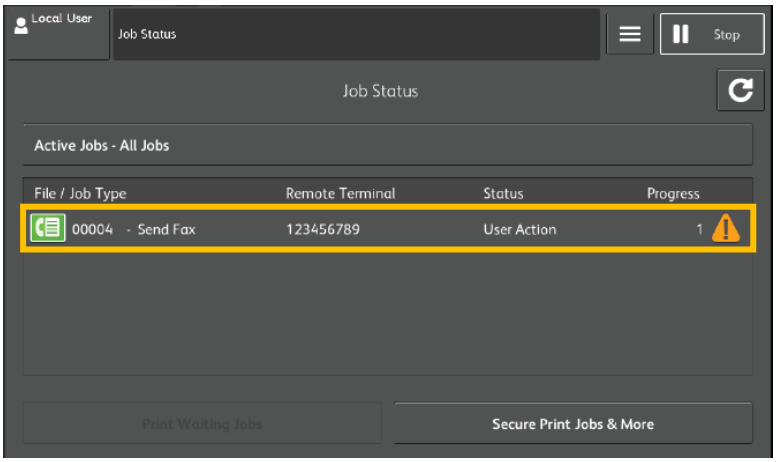
3. If the screen in step 1 or 2 does not appear, press the [Job Status] button.

3. 若未顯示步驟 1 或 2 中的畫面，按【工作確認】鍵。



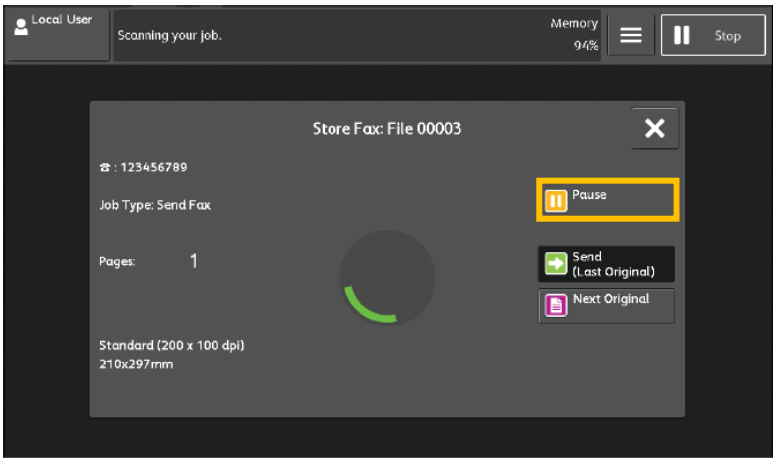
4. Select the job to cancel.

4. 選擇要取消的工作。



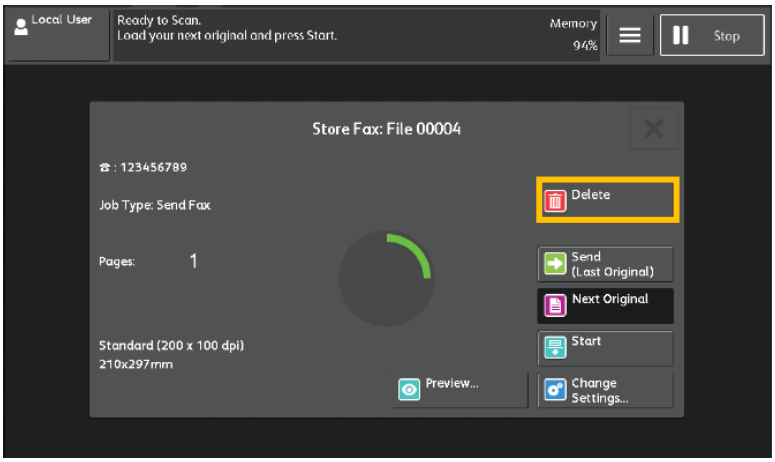
5. Select [Pause].

5. 選擇【暫停】。



6. Select [Delete].

6. 選擇【中止】。



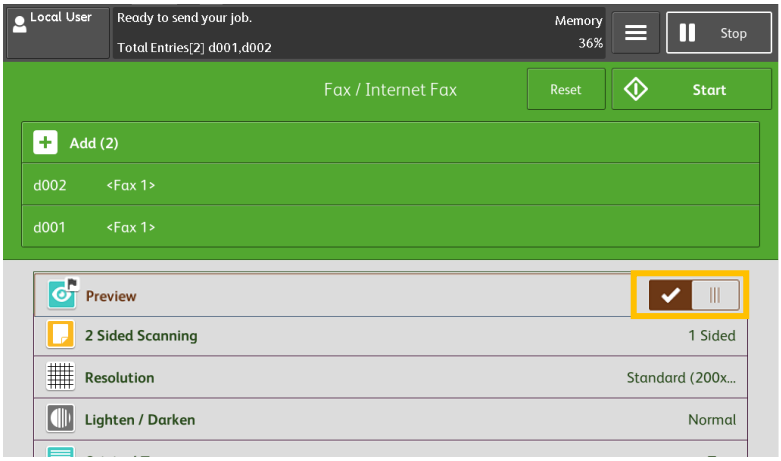
3.2 Previewing the Read Images during a Fax Job 傳真時預覽讀取的影像

You can preview the read images while reading the next document.

讀取下一個文件時，您可預覽之前讀取的影像。

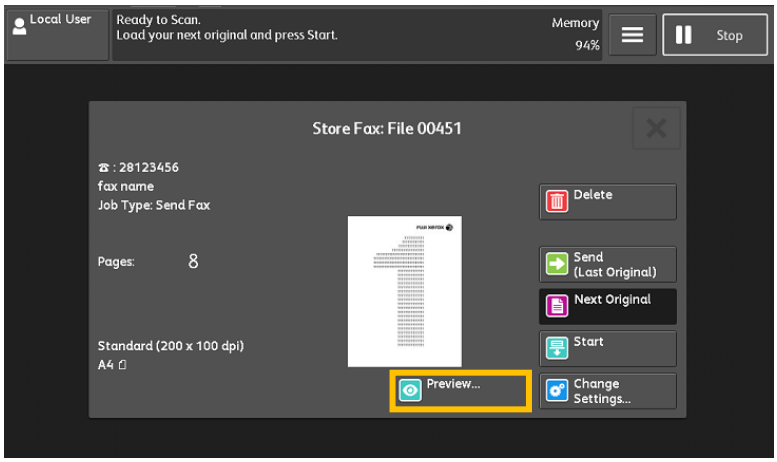
1. When a document starts to be read with [Preview] is turned on the [Simple Fax] or [Fax/Internet Fax] screen, the screen on the below No.2 picture is displayed.

1. 在【簡易傳真】或【傳真/網路傳真】畫面選擇【預覽】的狀態下開始掃描，顯示下方圖 2 的畫面。



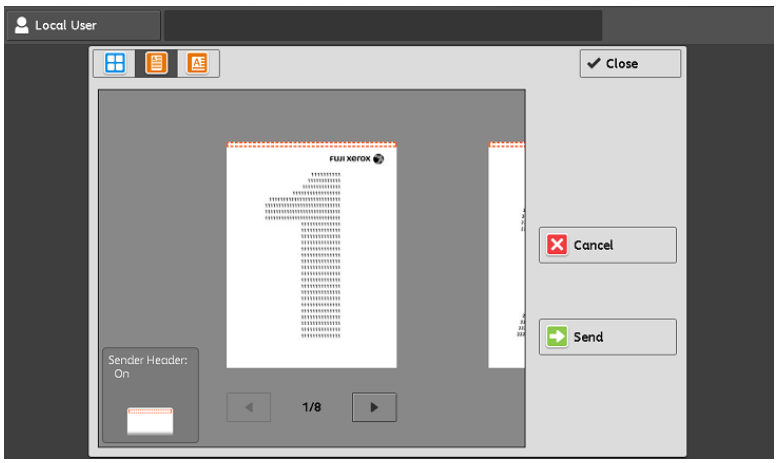
2. After the document is read, select [Preview].

2. 讀取文件之後，選擇【預覽】。



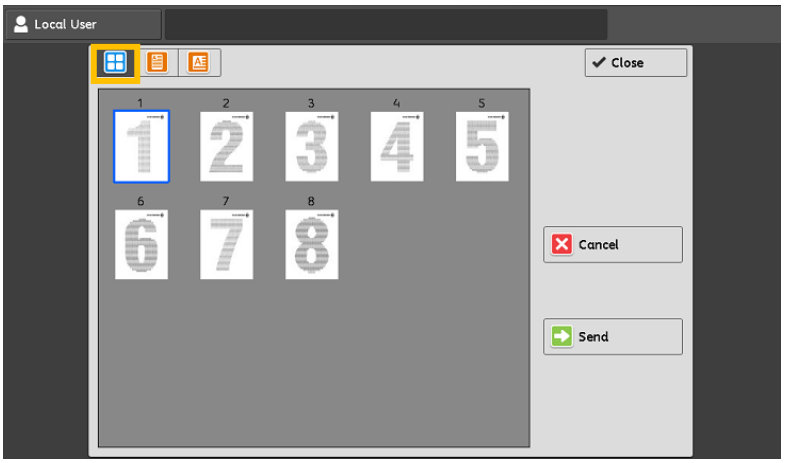
3. An entire preview image is displayed.

3. 整體顯示預覽影像。



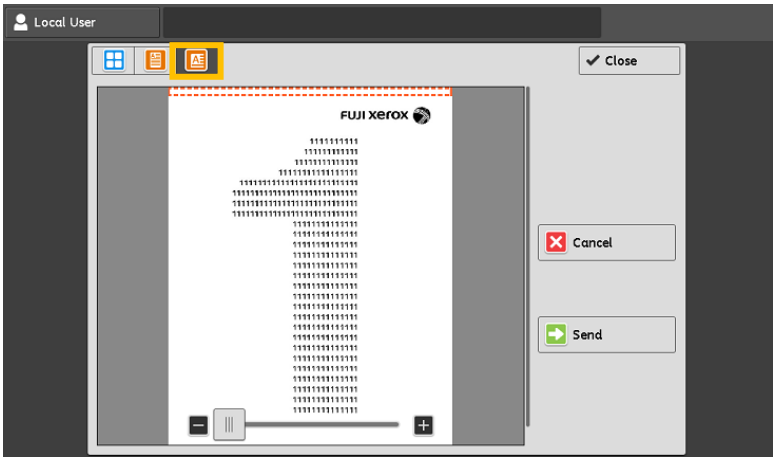
4. Select [Thumbnail view].

4. 選擇【略圖顯示】。



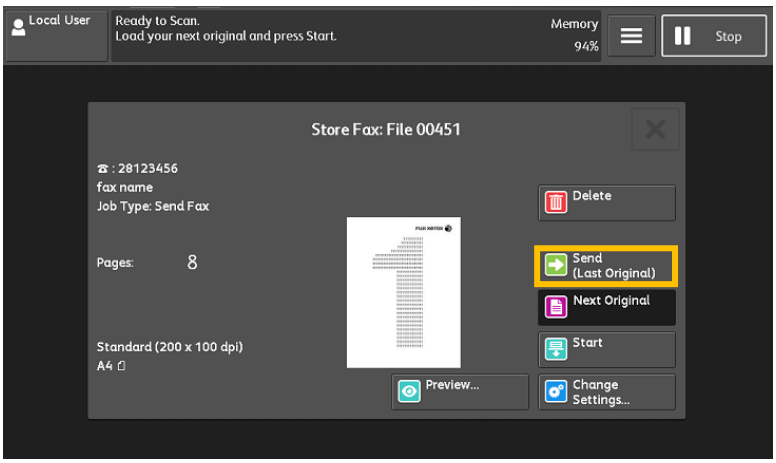
5. Select [Enlarged view].

5. 選擇【擴大顯示】。



6. When all documents have been scanned, select [Send (Last Original)].

6. 已掃描所有文件後，選擇【儲存(無下一張)】。



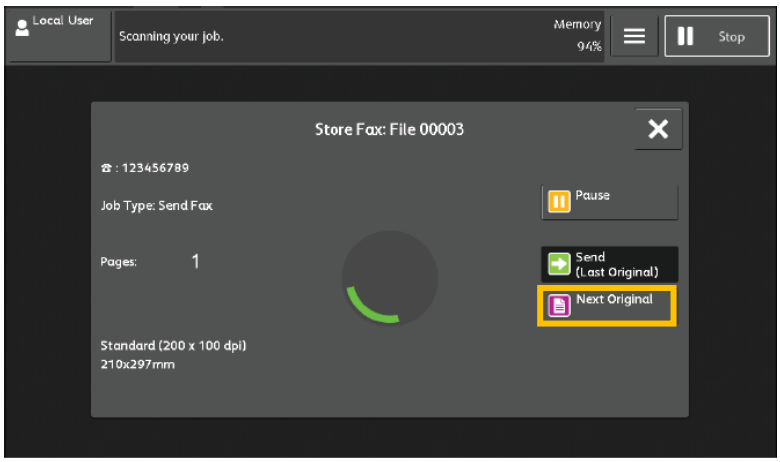
4 LOAD THE NEXT DOCUMENT 放置下一份原稿

If you have another document, select [Next Original] on the touch screen while the current document is being scanned.

如果還有其他原稿，請在掃描原稿時，在顯示幕上選擇【有下一張原稿】。

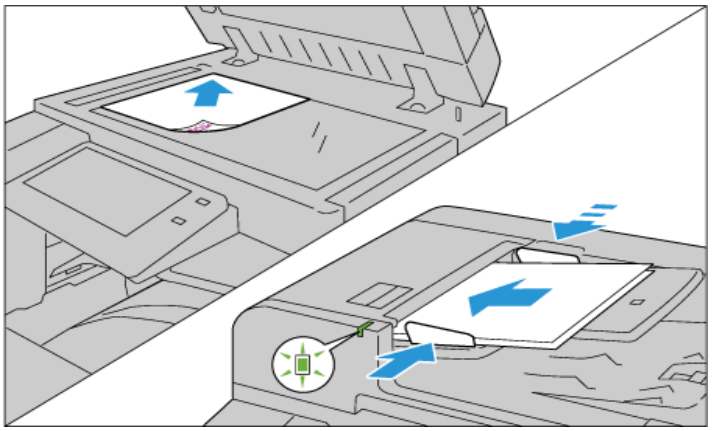
1. Select [Next Original] while scanning is in progress.

1. 請在掃描進行期間選擇【有下一張原稿】。



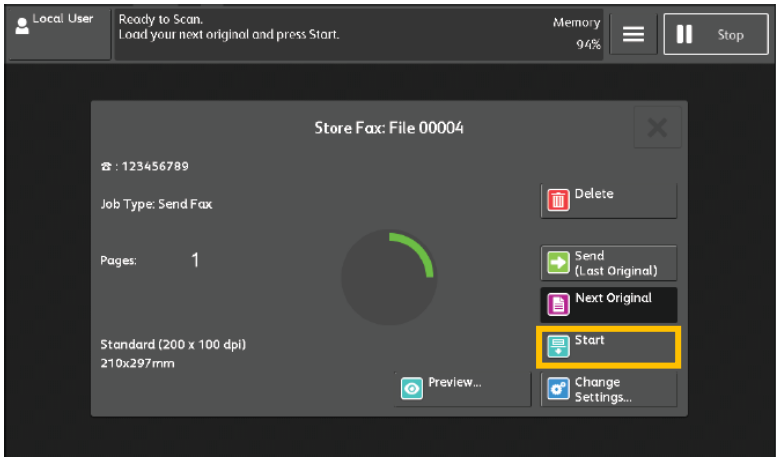
2. Load the next document.

2. 放入下一份原稿。



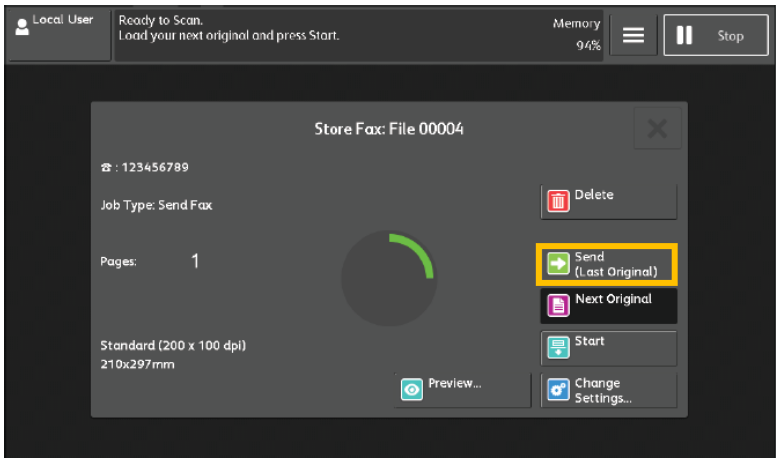
3. Press the [Start] button.

3. 按【啟動】鍵。



4. When all documents have been scanned, select [Send (Last Original)].

4. 所有原稿掃描之後，請選擇【送信(無下一張)】。



Customer Support Center

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