

Quick Reference Notes – ADDRESS BOOK

簡易操作 – 通訊簿

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Scan QR Code OR Click here for more instruction.

請掃描 QR Code 或者點擊這裡查看更多使用說明。

For more online support information please visit

更多相關資料，請訪問以下網址：

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



1 ADDRESS BOOK 通訊簿

1.1 INTRODUCTION 簡介

Address book accepts the following types:

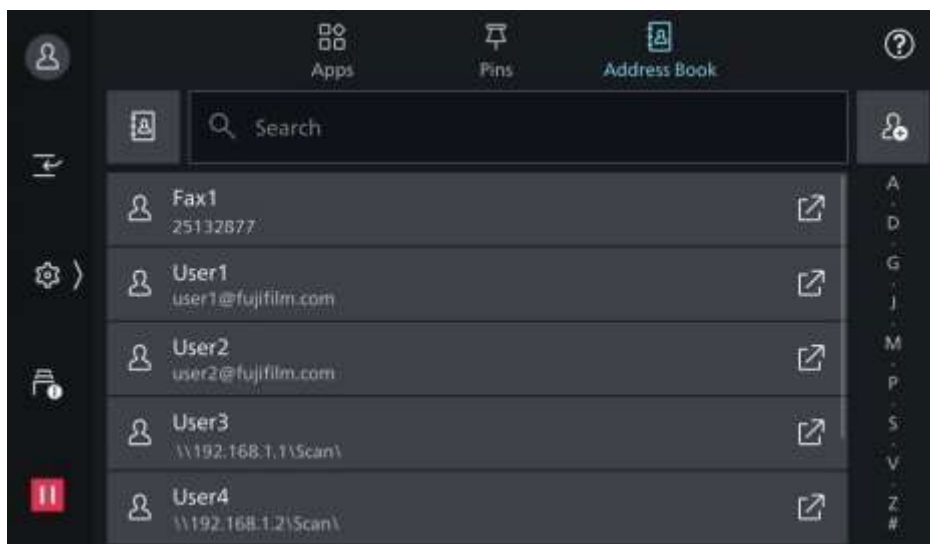
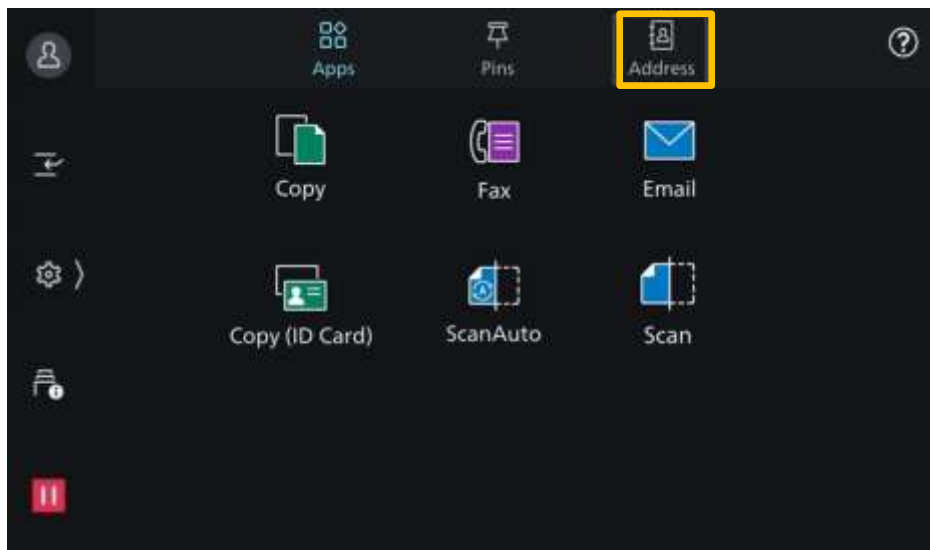
- Email address
- SMB address
- FTP address
- SFTP address
- Fax number

通訊簿包括以下類別：


- 電郵地址
- SMB 地址
- FTP 地址
- SFTP 地址
- 傳真號碼


Address book is accessed on the multifunction printer Home Screen.

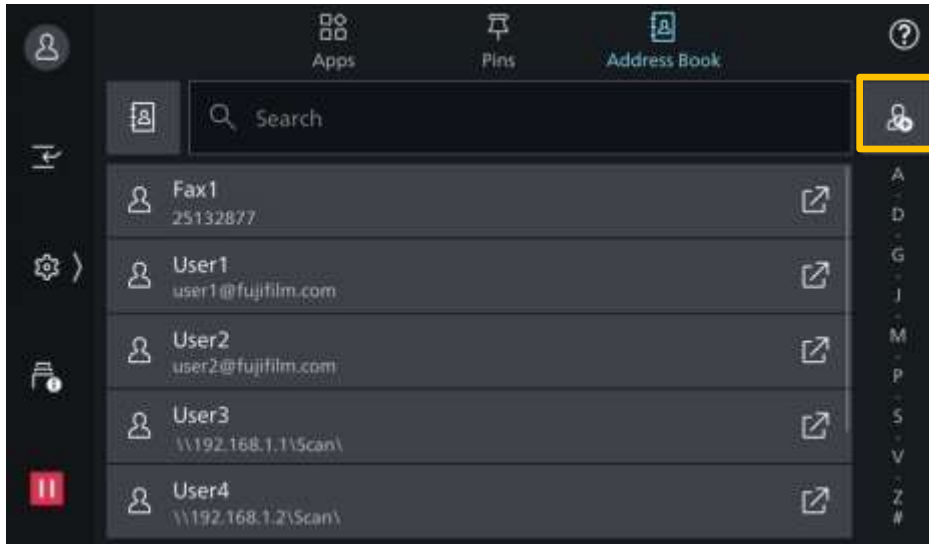
在多功能打印機的主頁畫面進入通訊簿。



1.2 ADD CONTACT 添加聯絡人

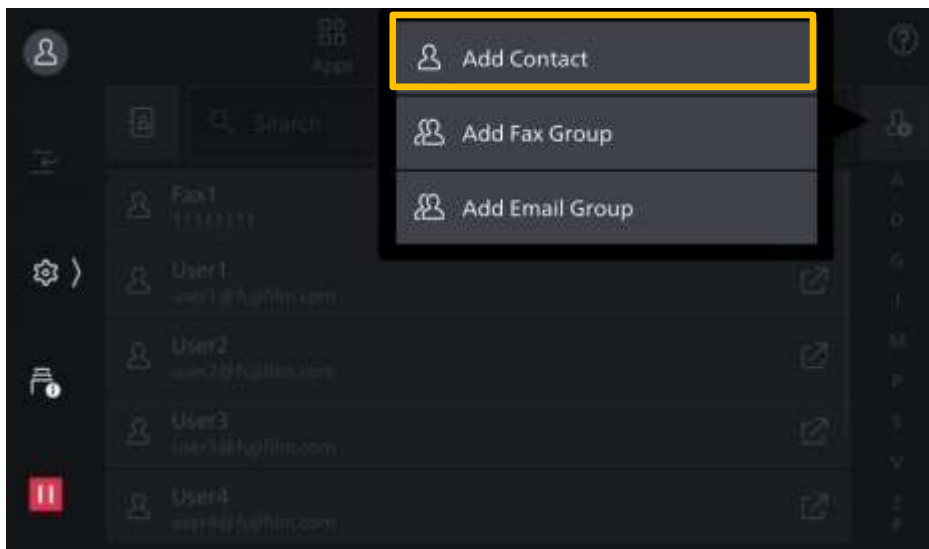
1. In [Address Book], tap .

1. 在 [通訊簿] 畫面，按 .



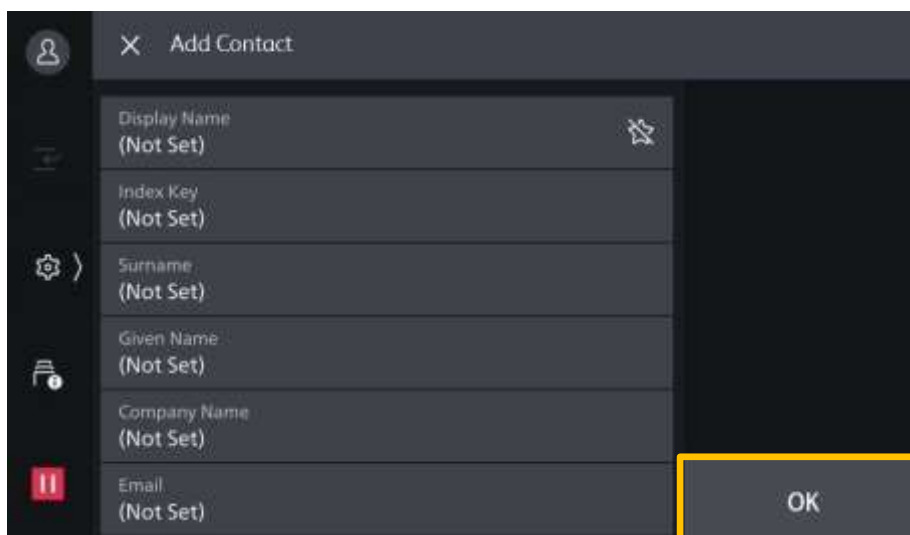
2. Tap [Add Contact].

2. 按 [新增聯絡人]。



3. Enter the fields. Tap [OK] to save.

3. 在欄位填入資料，按 [OK] 儲存。



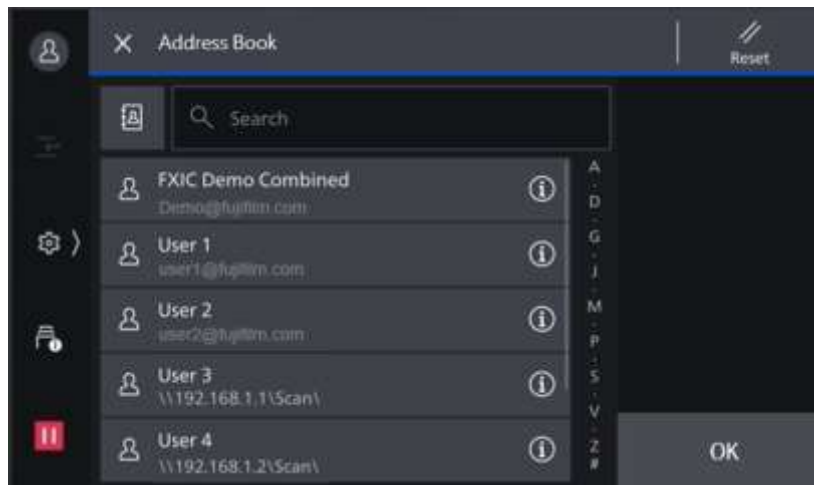
1.3 ADDRESS BOOK DISPLAY IN APP 通訊簿顯示模式

[Scan], [Email] or [Fax] can display addresses in one of the following modes:

通訊簿可以在 [掃描]、[郵件送信] 和 [傳真] 內以其中一款模式顯示：

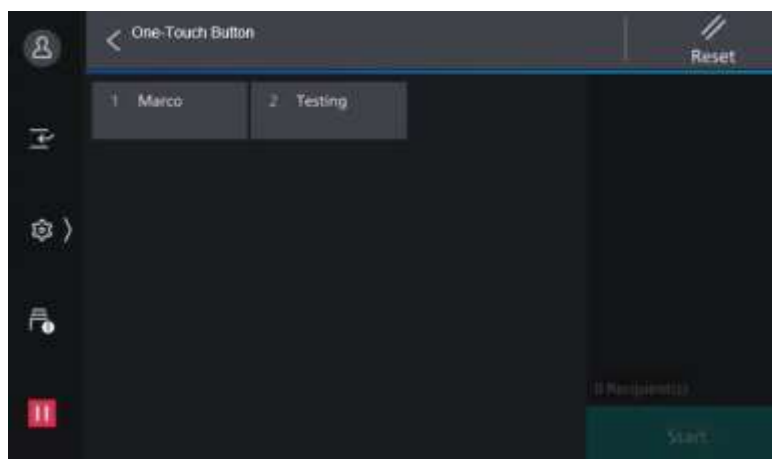
(1) Default

(1) 預設模式



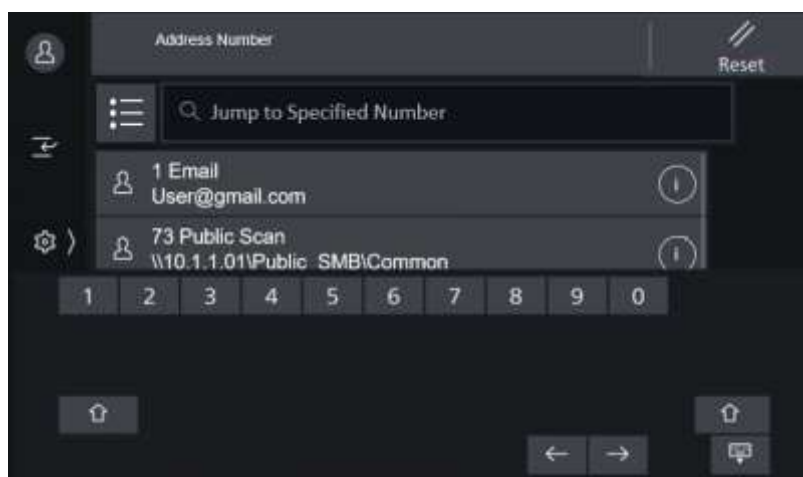
(2) One-Touch Button

(2) 單鍵撥號按鍵模式



(3) Address Number

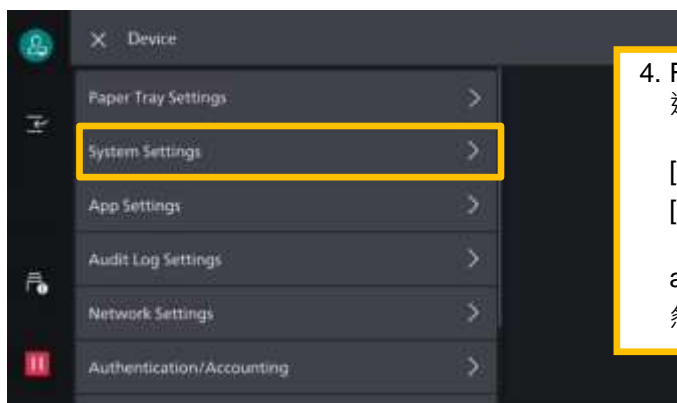
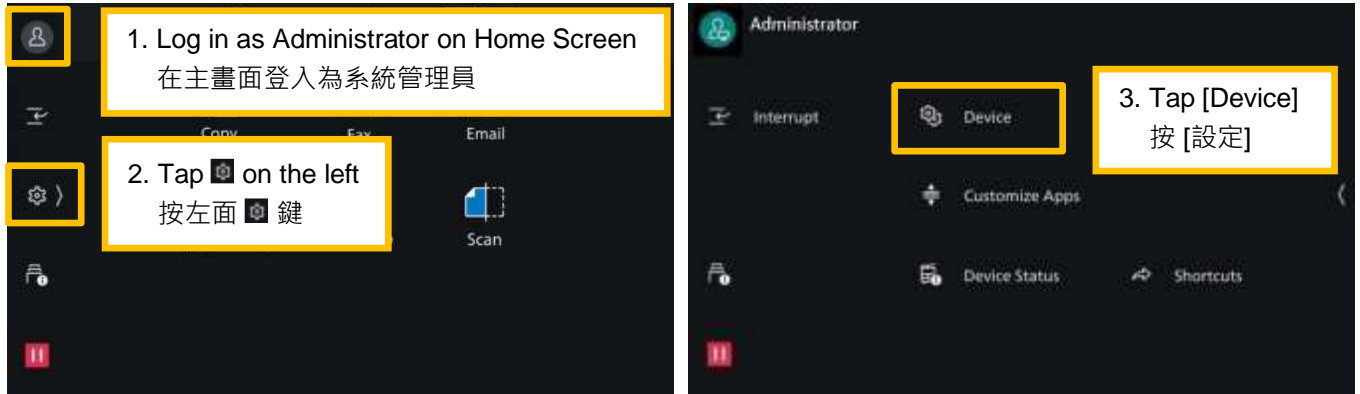
(3) 登記號碼模式



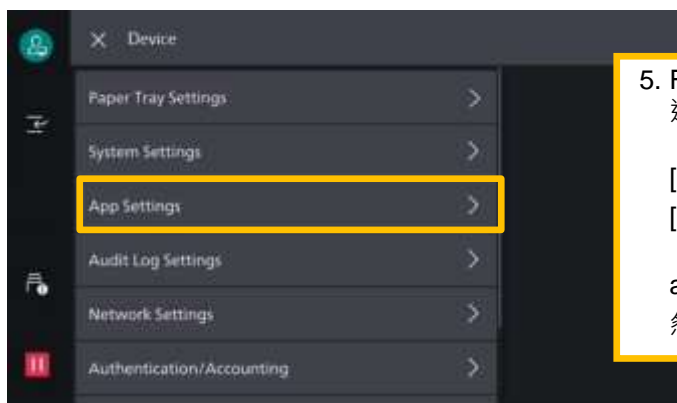
1.4 ONE-TOUCH BUTTON 單鍵撥號模式

One-Touch Button arranges the address in the more compact display. It can contain up to 72 addresses. Make sure the addresses/numbers are already entered in Address Book.

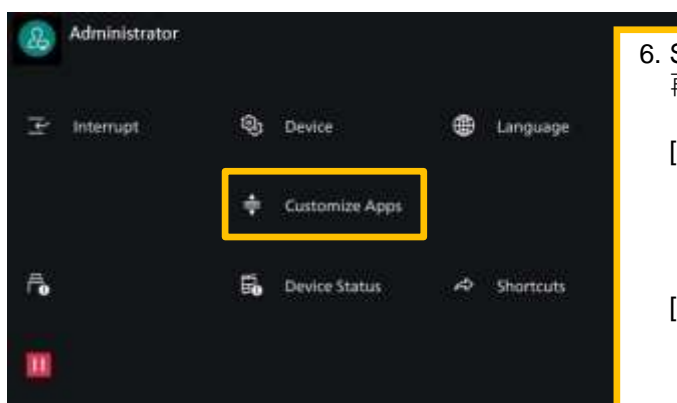
單鍵撥號模式的畫面比較密集 (每格比較細小)，可顯示最多 72 個地址或號碼。設定前，先確認通訊簿的地址或號碼已齊備。



4. Follow this path:
進入以下位置：
[System Settings] > [Screen/Button Settings]
[系統設定] > [畫面/按鍵的設定]
and turn on [Display One-Touch Buttons]
然後啟用 [單鍵撥號按鍵的顯示]



5. Follow this path:
進入以下位置：
[App Settings] > [One-Touch Button Settings]
[App 設定] > [單鍵撥號鍵設定]
and add address/number in an available field
然後在空格加入地址或號碼

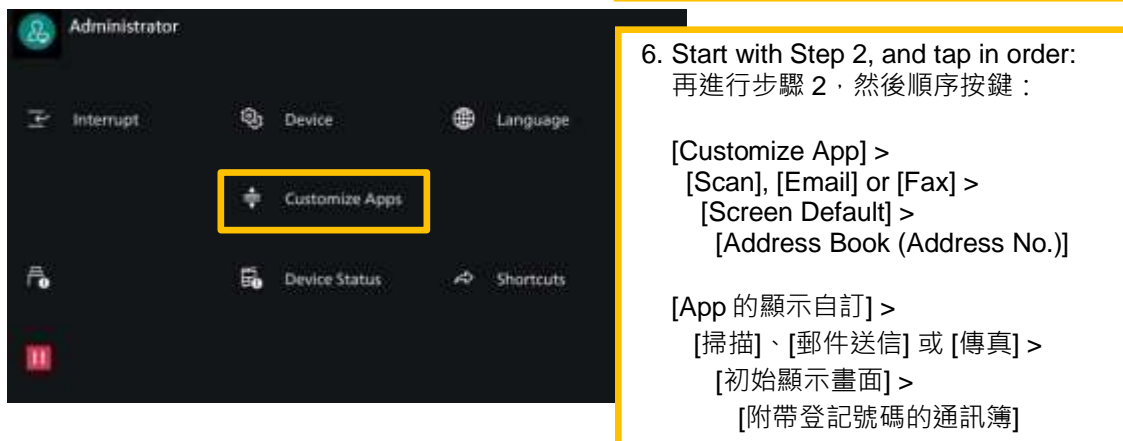
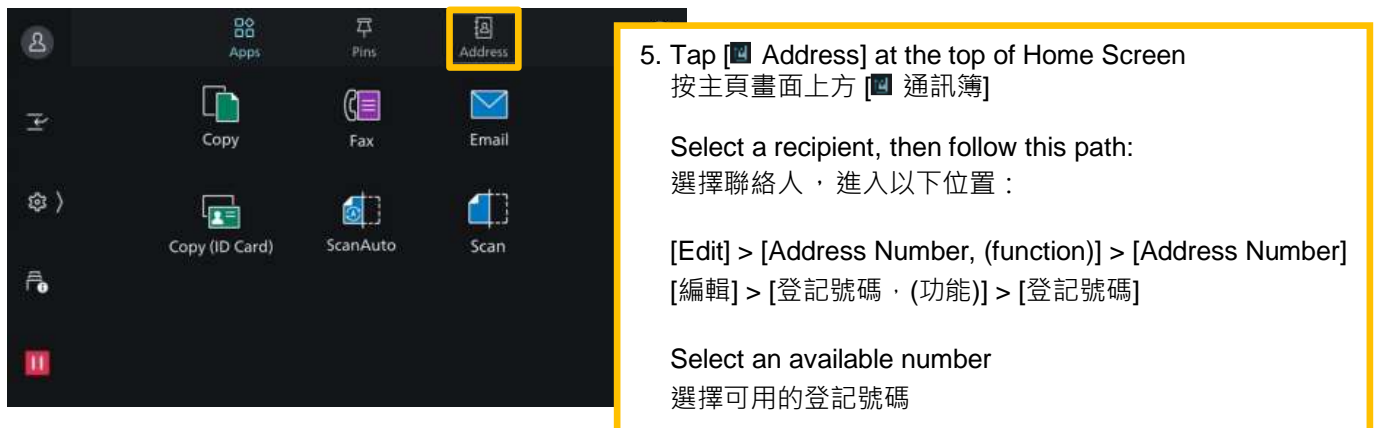
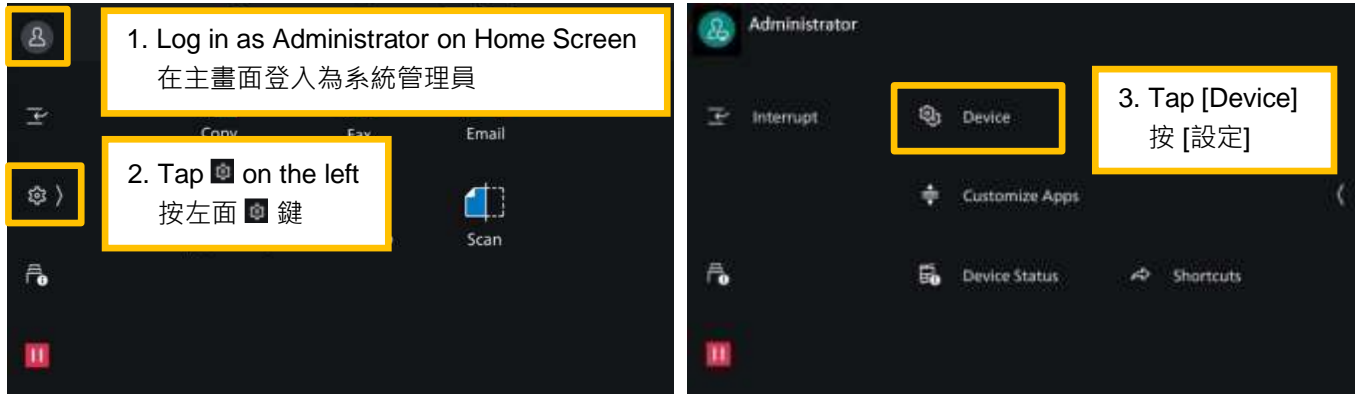


6. Start with Step 2, and tap in order:
再進行步驟 2，然後順序按鍵：
[Customize App] >
[Scan] or [Fax] >
[Screen Default] >
[One-Touch Buttons]
[App 的顯示自訂] >
[掃描] 或 [傳真] >
[初始顯示畫面] >
[單鍵撥號按鍵]

1.5 ADDRESS NUMBER 登記號碼模式

Address Number allows quick retrieval of the address/number according to the number it is assigned to. Make sure the addresses/numbers are already entered in Address Book.

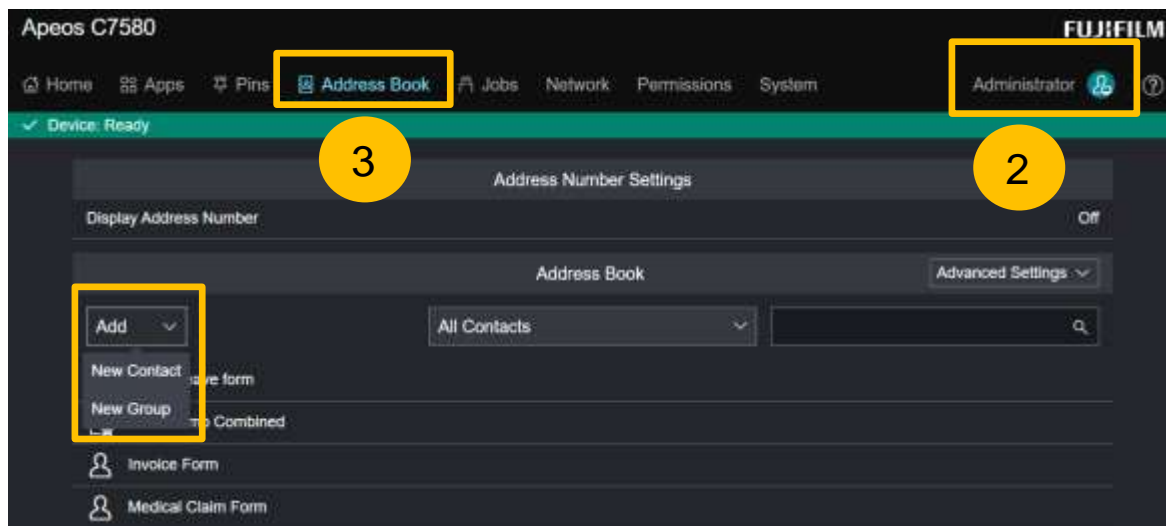
登記號碼模式以編號代表地址或號碼，使用快捷方便。設定前，先確認通信簿的地址或號碼已齊備。



2 OPERATION ON INTERNET SERVICE 通過 INTERNET SERVICE 的操作

2.1 BASIC OPERATION 基本操作

1. Enter the IP address of the multifunction printer in a web browser.
1. 在瀏覽器輸入多功能打印機的 IP 地址。
2. Log in as administrator. Remember to log out at the end.
(Under some configuration, a prompt message may already ask for the credentials straight after Step 1).
2. 登入為系統管理員，緊記完成後登出。
(視乎設定，在步驟一之後可能會彈出信息框，要求登入。)
3. Click [Address Book].
 - All existing recipients are displayed and can be clicked into for editing.
 - To add a new recipient, click [Add] then click [New Contact].3. 按 [通訊簿]。
 - 這裏找到所有已登記的聯絡人，按入去可以更改資料。
 - 添加新聯絡人，按 [新增聯絡人]，再按清單內 [新增聯絡人]。



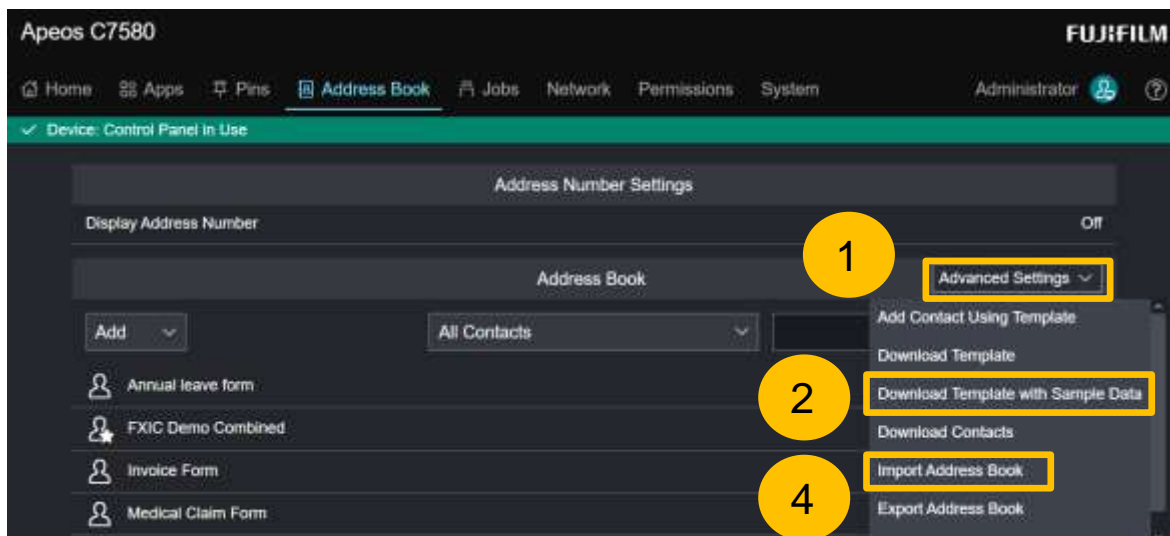
2.2 BATCH UPLOAD 同時登記多個聯絡人

Make sure the multifunction printer is in Power Saving mode and will not be in use until after the following action completed.

1. Click [Advanced Settings].
2. Click [Download Template with Sample Data] to download the .csv file.

進行以下步驟前，先確認多功能打印機已進入節電模式，並確保完成前，打印機沒有任何工作。

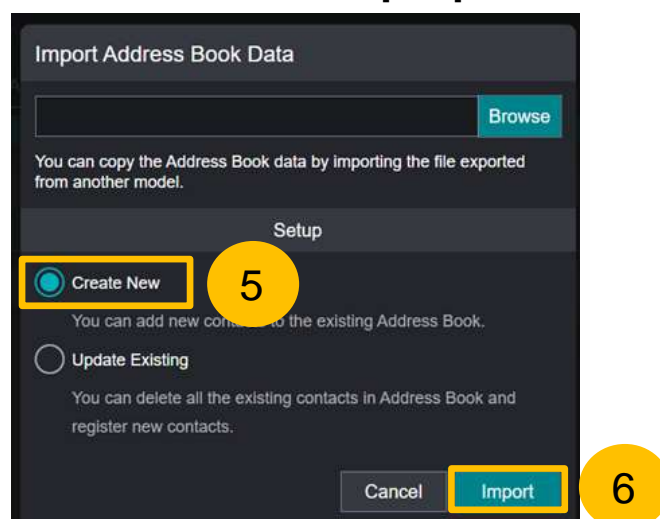
1. 按 [更多設定]。
2. 按清單內 [下載附帶範例的登記用範本] 下載 CSV 格式檔案。



3. Samples of recipient with different functions (e.g. e-mail address) are already entered in the file. Follow suit to complete your recipient list. Remember to remove the sample rows before saving the file.
4. Click [Import Address Book] on the browser.
5. Select [Create New].
6. Click [Import].

檔案內已載有不同功能範例 (如 電郵地址)，依此在下面輸入所有聯絡人，最後在儲存前刪除所有範例的行列 (row)。

4. 回到瀏覽器畫面，按 [匯入通訊簿]。
5. 按 [新增登記]。
6. 按 [匯入]。



Customer Support Center

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