

DocuCentre-IV 3060/2060

## Quick Reference Notes – COPY

簡易操作-複印



# CONTENTS

## 目錄

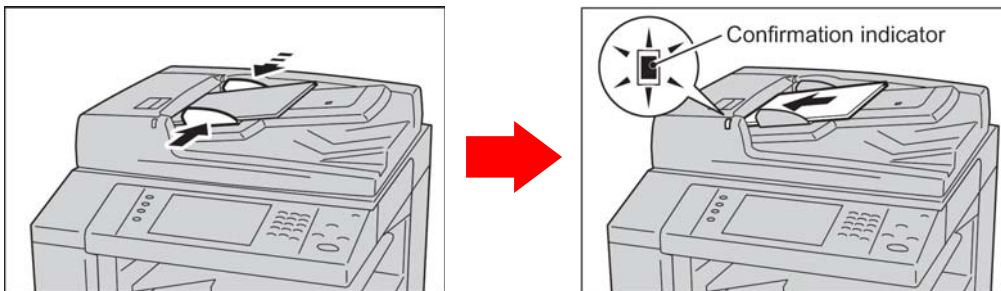
1	Copy Procedure 複印步驟.....	2
1.1	Loading Documents 放置原稿.....	2
1.1.1	Document Feeder 自動送稿裝置.....	2
1.1.2	Document Glass 玻璃面板.....	2
1.2	Selecting Features (Copy) 選擇功能 (複印).....	3
1.3	Entering the Quantity 輸入複印份數.....	4
2	Basic Copy Features 基本複印功能.....	5
2.1	Paper Supply 紙張選擇.....	5
2.1.1	Tray 5 (Bypass) 紙盤 5 (手送紙盤).....	6
2.2	Reduce/Enlarge 倍率選擇.....	7
2.3	Lighten/Darken 複印濃度.....	8
2.4	2 Sided Copying 雙面/單面選擇.....	8
2.5	Multiple-Up 多張合一 (N 合 1).....	10
2.6	Original Type 原稿畫質.....	11
2.7	Original Size 原稿尺寸輸入.....	13
2.8	Copy Output 輸出形式 (分頁/堆疊).....	14
2.9	ID Card Copying / ID 卡複印.....	15
3	Operations During Copying 複印期間的操作.....	16
3.1	Stopping the Copy Job 停止複印.....	16
4	Load the next document 放置下一份原稿.....	18
4.1	Changing the Number of Copies 變更複印份數.....	19
4.2	Interrupting the Copy Job 中斷複印.....	21

# 1 COPY PROCEDURE 複印步驟

## 1.1 LOADING DOCUMENTS 放置原稿

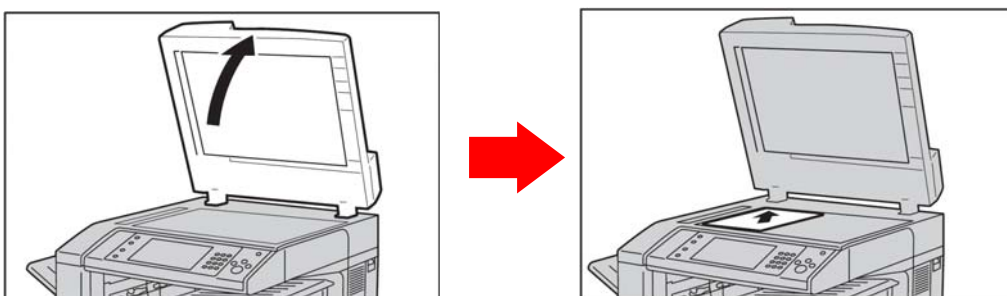
### 1.1.1 Document Feeder 自動送稿裝置

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Adjust the document guides to match the size of the document loaded.</li> <li>2. Place the document face up in the centre of the document feeder. The &lt;Confirmation&gt; indicator lights up when the document is loaded correctly.</li> </ol> | <ol style="list-style-type: none"> <li>1. 調整原稿調整桿至符合紙張尺寸。</li> <li>2. 將原稿面朝上放入送稿器中央。&lt;確認&gt;指示燈會亮起。</li> </ol> |
|--|--|



### 1.1.2 Document Glass 玻璃面板

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Open the document cover.</li> <li>2. Place the document face down and align it against the top left corner of the document glass.</li> </ol> | <ol style="list-style-type: none"> <li>1. 開啟原稿外蓋。</li> <li>2. 將原稿的掃描面向下，對準玻璃面板的左上角放置並關閉原稿外蓋。</li> </ol> |
|--|---|



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

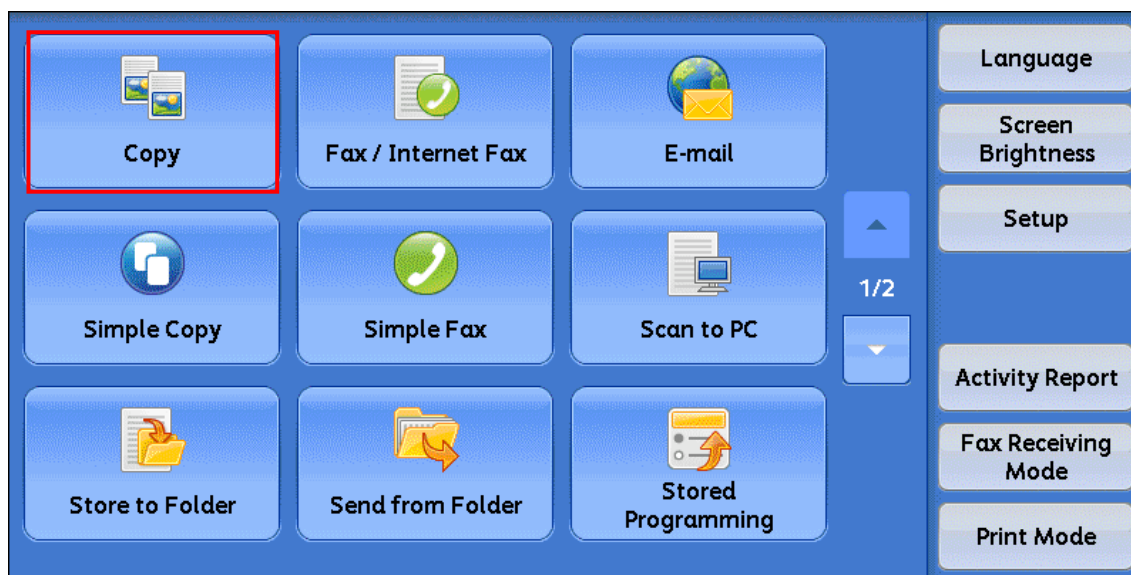
1. Press the <Services Home> button.

1. 按一下<Services Home>鍵。



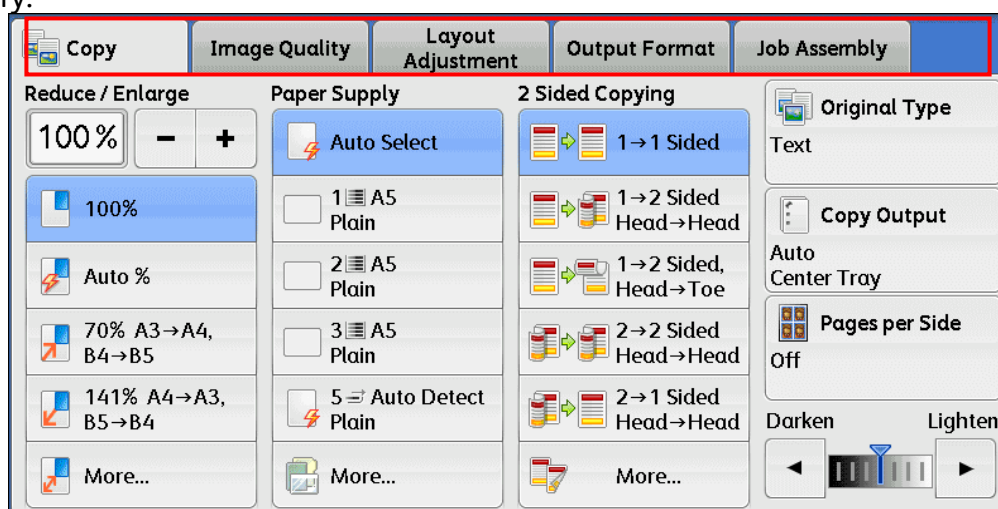
2. Select [Copy].

2. 選擇 [複印]。



3. Select the features from each tab as necessary.

3. 可利用各個標籤設定複印功能。



### 1.3 ENTERING THE QUANTITY 輸入複印份數

Enter the number of copies using the numeric keypad. The number of copies entered appears on the upper right part of the touch screen.

使用數字鍵輸入複印份數，輸入的複印份數將顯示於顯示幕的右上角。



If you enter an incorrect value, press the <C> button and enter the correct value.

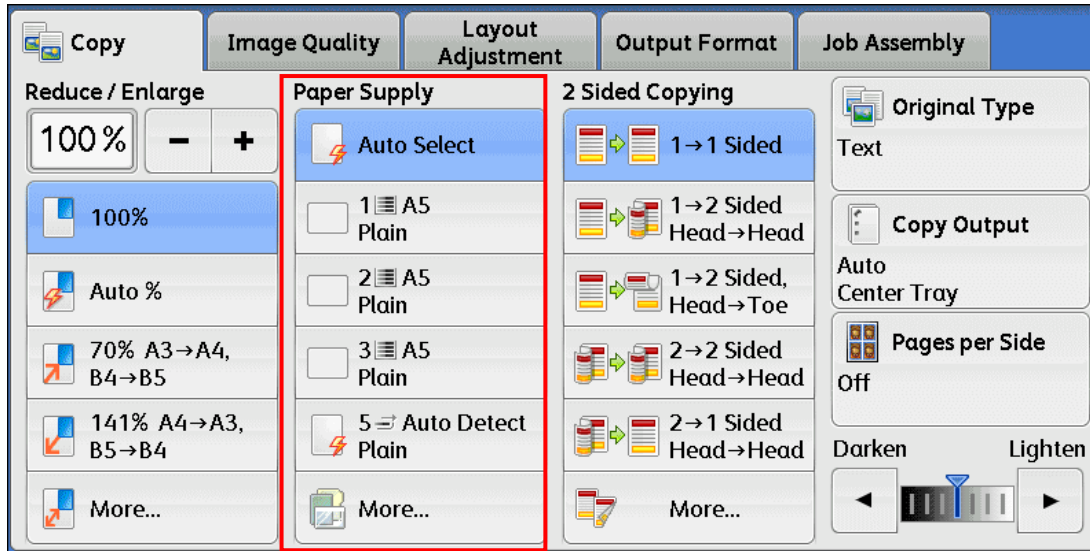
如輸入錯誤數值，按<C>鍵並輸入正確的數值。

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 PAPER SUPPLY 紙張選擇



#### Auto

Automatically determines the tray holding the appropriate paper, based on the document size and the specified copy ratio.

#### More...

Display the [Paper Supply] screen.

#### 自動

根據原稿尺寸設定倍率自動選擇紙張進行複印。

#### 其他紙盤...

顯示 [紙張選擇] 畫面。

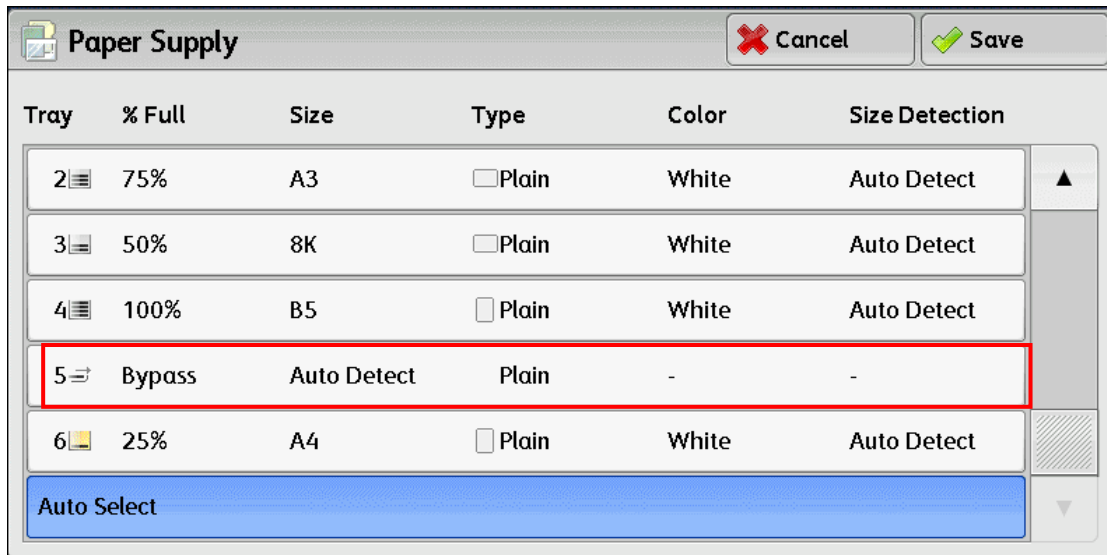
## 2.1.1 Tray 5 (Bypass) 紙盤 5 (手送紙盤)

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

無法置入紙盤 1 至 4 的紙張，請置入紙盤 5 (手送紙盤) 中進行複印。

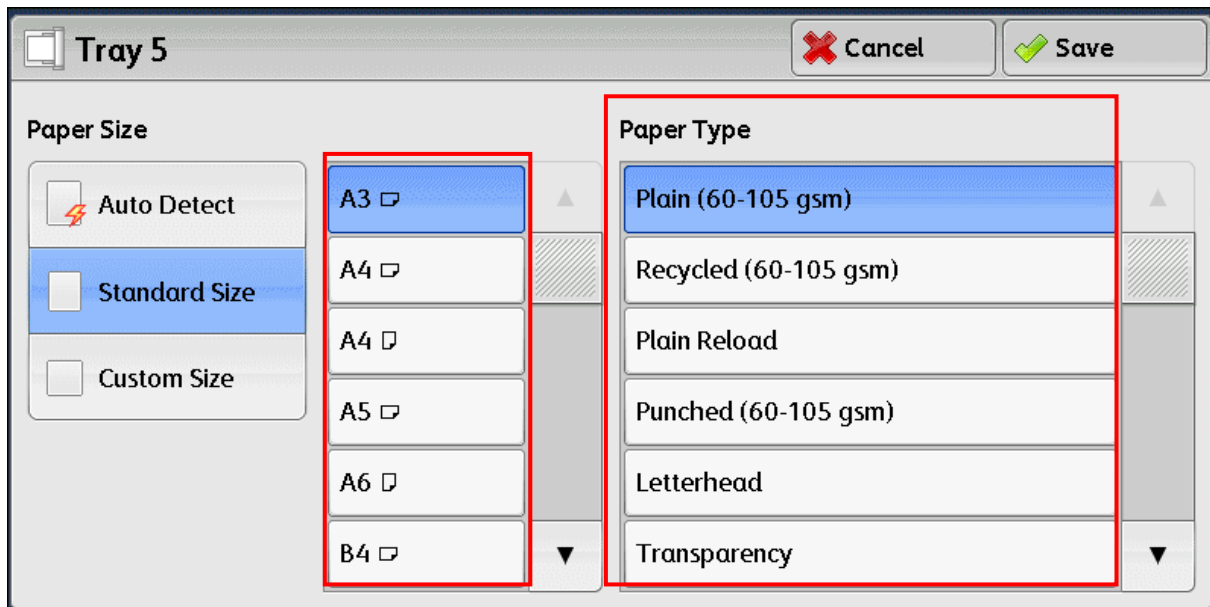
1. Select [Tray 5 (Bypass)] or [More] from [Paper Supply] screen.

1. 於[紙張選擇]畫面，選擇 [紙盤 5(手送紙盤)]。

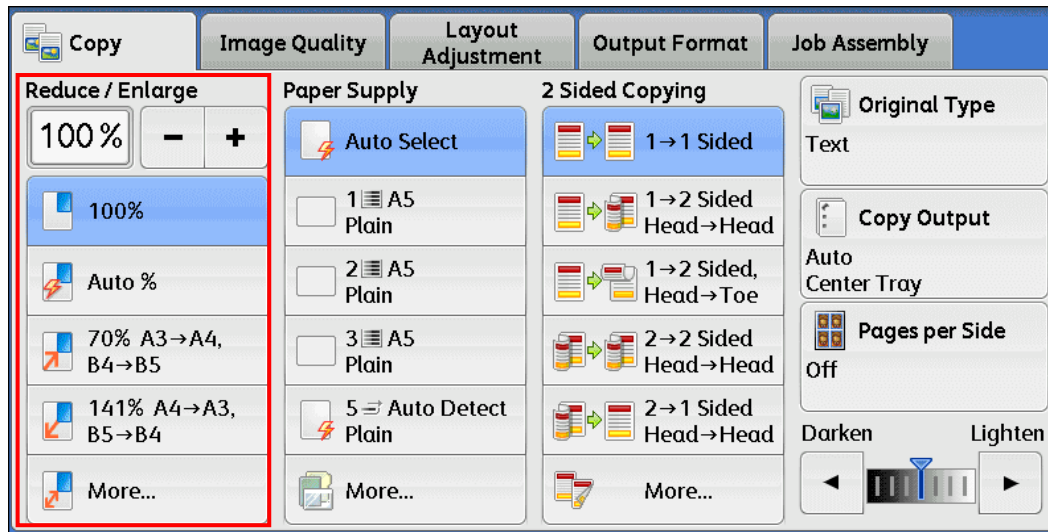


2. Select the [Paper Size] or/and [Paper Type].

2. 選擇[紙張尺寸] 或/及 [紙張種類]。



## 2.2 REDUCE/ENLARGE 倍率選擇



**100 %**

Copies are made at the same size as the original document

**Auto %**

The copy ratio is automatically set based upon the paper sizes, and fit in the selected paper.

**More...**

Display the [Reduce/Enlarge] screen.

**100 %**

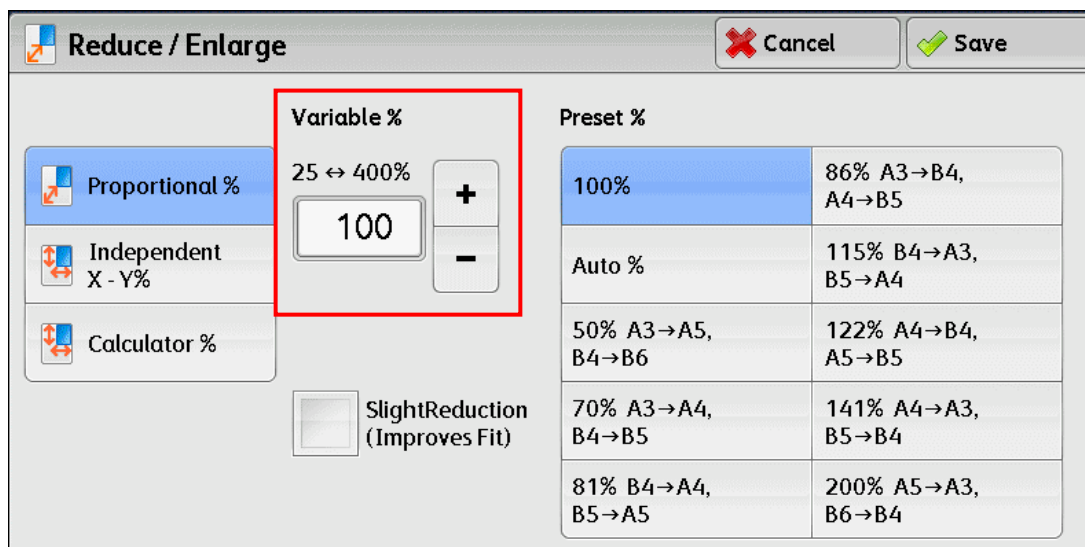
原稿相同的尺寸複印。

**自動 %**

根據原稿與紙張的尺寸自動設定複印倍率。

**其他倍率...**

顯示[固定倍率]畫面。



Entering the Ratio: Touch the window displaying the value, and use the numeric keypad to specify a ratio within the range of 25 to 400 % in 1 % increments.

輸入倍率: 觸摸顯示數值的螢幕, 然後在 25-400 % 範圍內以 1 % 為設定單位。

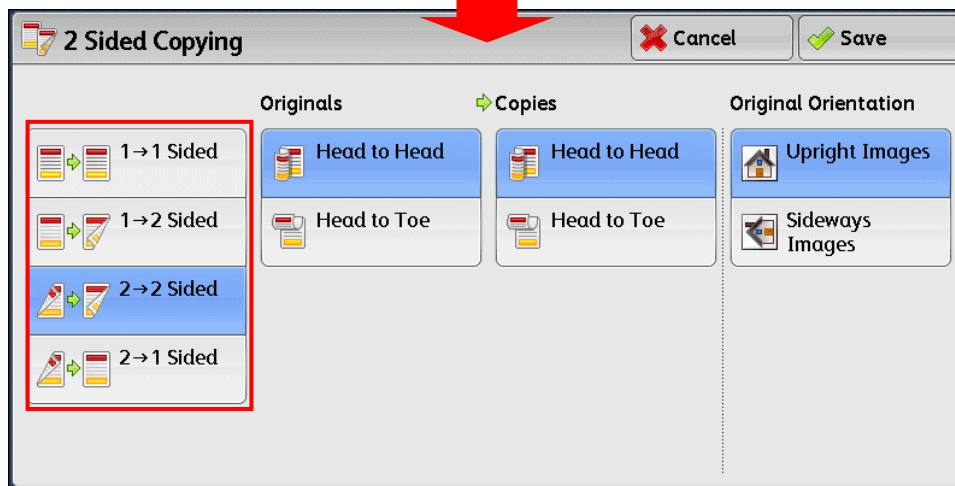
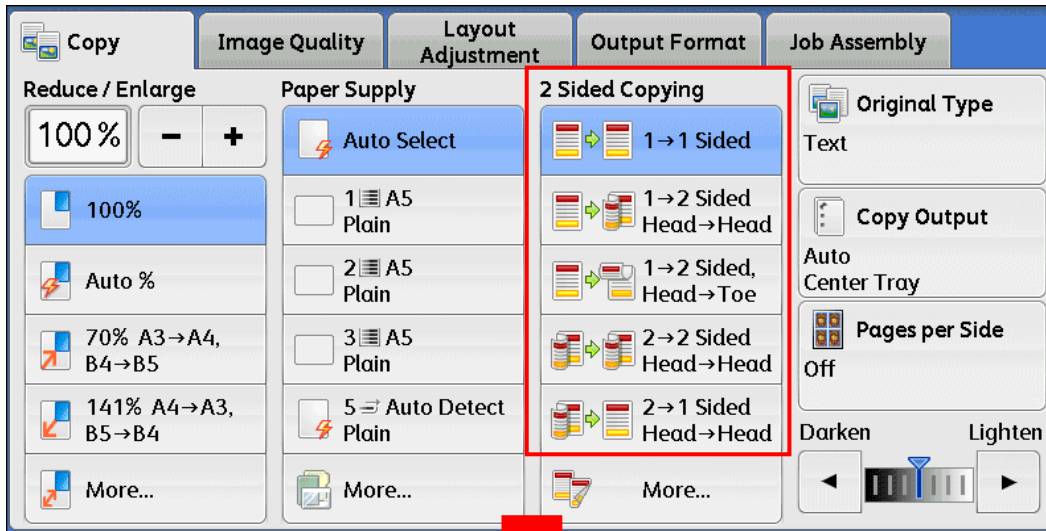


## 2.3 LIGHTEN/DARKEN 複印濃度



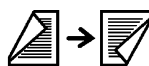
Use [◀] and [▶] to select from 7 density levels. 使用[◀]和[▶]選擇 7 種濃度等級。

## 2.4 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.



### 單面→單面

將單面原稿複印於紙張的單面。



### 1→2 Sided

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



### 單面→雙面

將單面原稿複印於紙張的兩面。



### 2→2 Sided

### 雙面→雙面

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



將雙面原稿複印於紙張的兩面。



**2→1 Sided**

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



**雙面→單面**

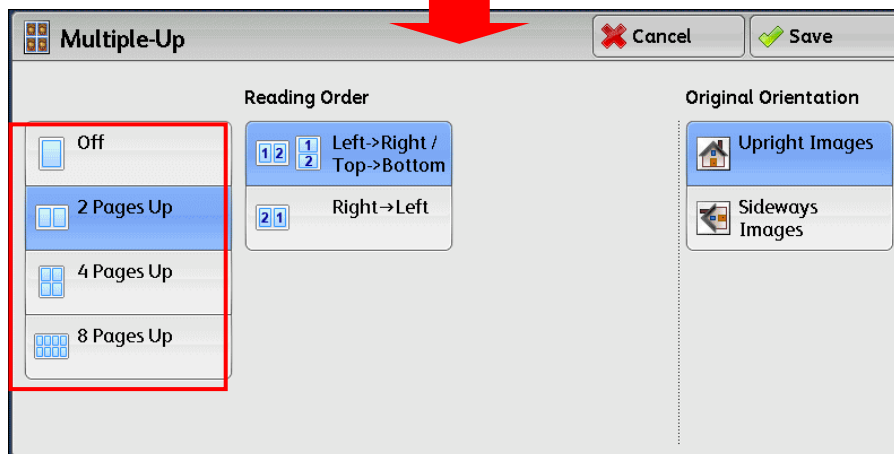
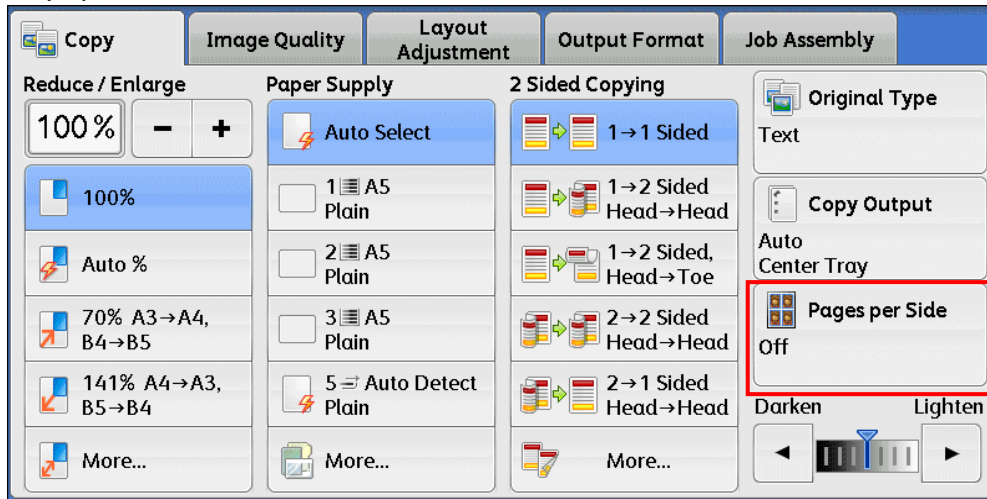
將雙面原稿複印於紙張的單面。



## 2.5 MULTIPLE-UP 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。



**Off**

Multiple Up is not applied.

**無**

不使用 [多張合一(N 合 1)] 功能。

**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

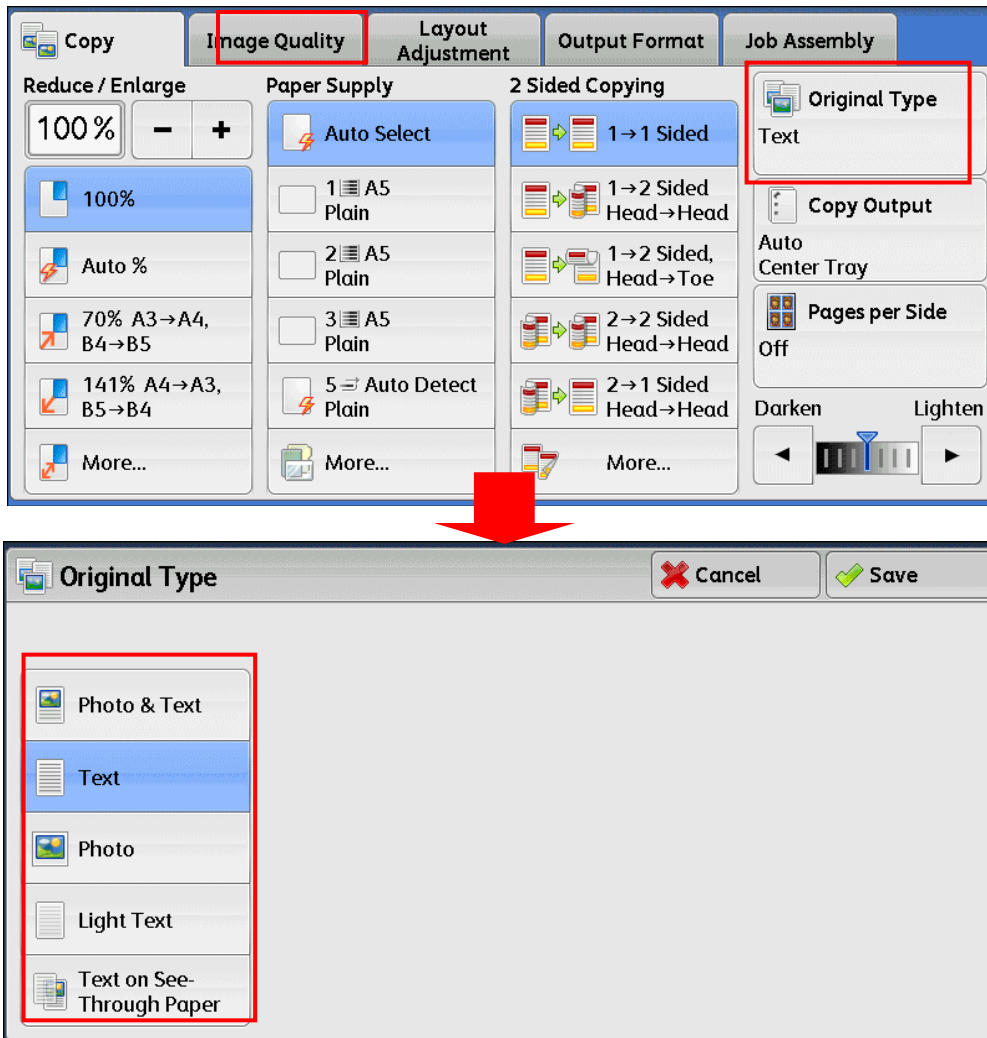
**8 張 → 1 張 (8 合 1)**

將 8 張原稿複印於同一張紙上。

## 2.6 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.

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。



### Photo & Text

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

### 文字/ 照片

文件包含文字和照片時，請選擇此選項。

### Text

Select this option to copy text areas of the document sharply.

### 文字

選擇此選項可加強複印文件的文字清晰度。

### Text → Light Text

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

### 文字 → 鉛筆文字

若文字須要加強，例如以鉛筆書寫的文字，請選擇此選項。

### Photo

### 照片

Select this option to make copies of photos.

複印照片時，請選擇此選項。

**Text on See-Through Paper**

**薄紙原稿**

Select this option to reduce blurring for tracing paper documents or to suppress background shadows of lightweight documents.

選擇此選項可降低描寫紙文件的模糊度，或消除薄紙文件的背景色。

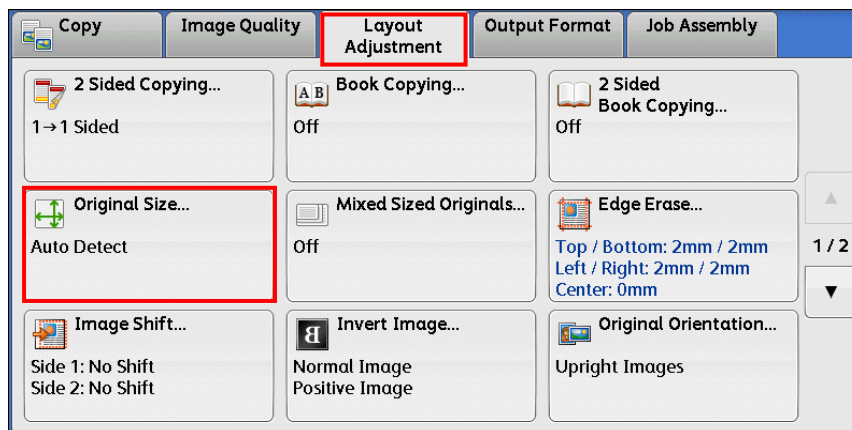
## 2.7 ORIGINAL SIZE 原稿尺寸輸入

This feature allows you to specify the scan size for a document. Use this feature when a document is a non-standard size.

此功能可供您設定文件的掃描尺寸。文件為規格以外尺寸時，請使用此功能。

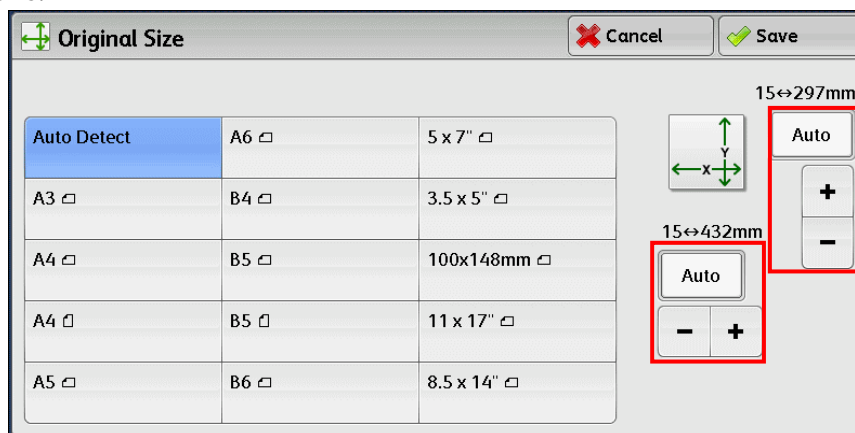
1. Select [Layout Adjustment] and then [Original Size].

1. 選擇 [掃描方法]，再按 [原稿尺寸輸入]。



2. Select the size of the document. If you select a non-standard size, specify values for the X and Y directions.

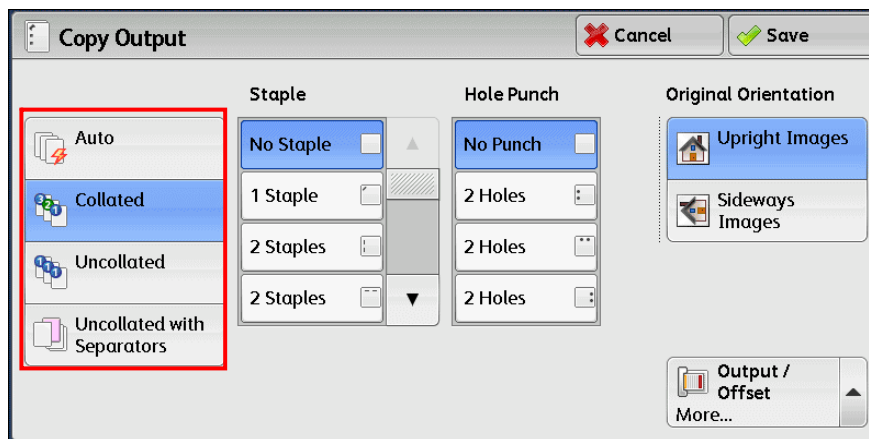
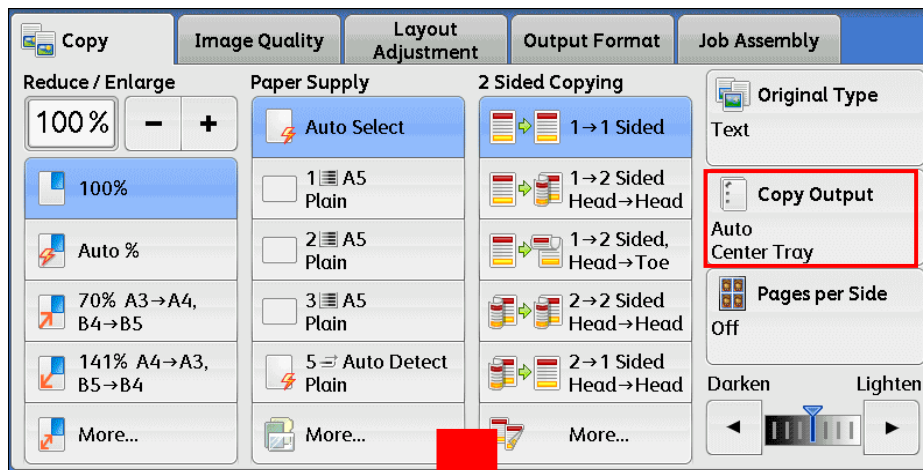
2. 選擇原稿的尺寸。若您選擇的是規格以外尺寸，請指定橫向和縱向的數值。



Note: If you also turn on [Auto %] option of [Reduce / Enlarge], the machine will resize the original to fit output paper size automatically. (See Page 7 for [Auto %] option)

補充: 配合 [自動 %] 功能，可令指定尺寸的原稿，自動調整至輸出紙張的大小。(有關 [自動 %] 設定，請參閱 Page 7)

## 2.8 COPY OUTPUT 輸出形式 (分頁/堆疊)



### Auto

Copies are output collated when using auto document feeder

### 自動

使用送稿裝置時複印將分頁印出。

### Collated

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

### 分頁 (依份數)

按照頁碼順序分頁輸出複本。

### Uncollated

The machine can output the specified number of copies and sort sheets by page.

### 堆疊 (依頁號)

輸出指定的複本數量，並按頁碼順序分頁。

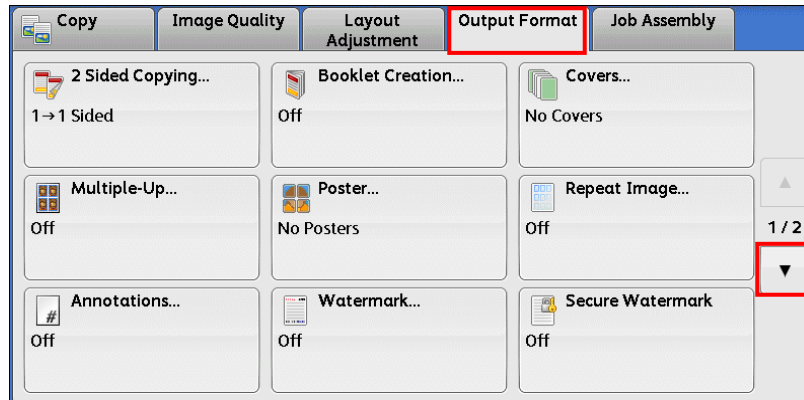
## 2.9 ID CARD COPYING / ID 卡複印

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 ID 卡) 的正背面複印至同一面紙張上。

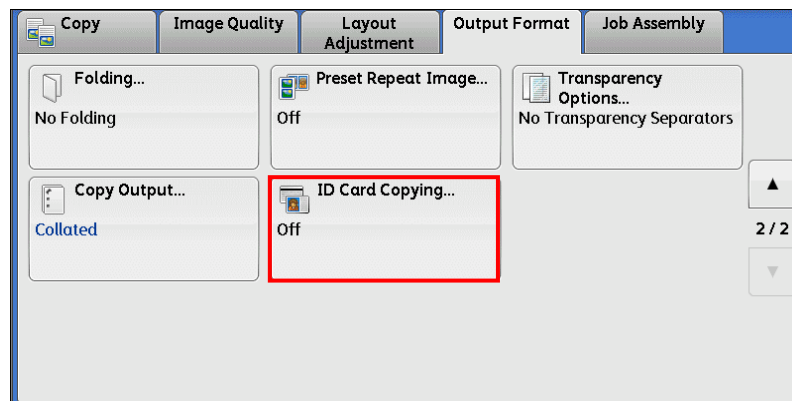
1. Select [Output Format] and the down arrow.

1. 選擇 [印出形式] 並按向下箭號。



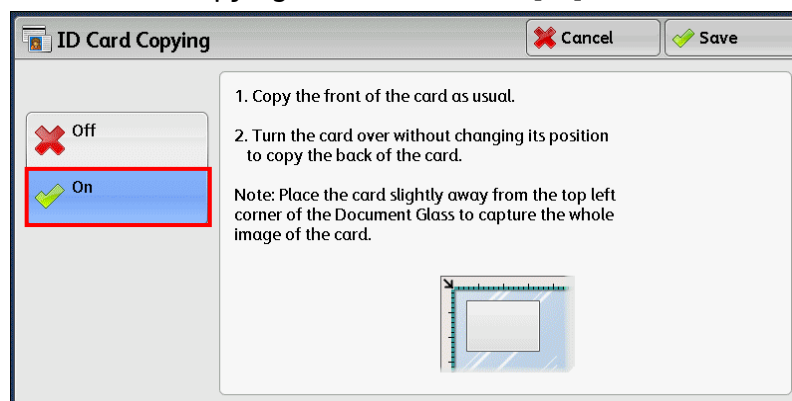
2. Select [ID Card Copying].

2. 選擇 [ID 卡複印]。



3. Select [On] to enable ID card copying.

3. 選擇 [有] 啟用 ID 卡複印。



4. Place the ID Card on document glass, then press [Start], copy the front side of the card as usual.

4. 放置 ID 卡於玻璃面板，然後按 [Start]，如常複印 ID 卡的正面。

5. Turn the card over without changing its position and press [Start] to copy the back side of the card.

5. 翻轉 ID 卡於正面相同位置上，按 [Start] 複印 ID 卡的背面。



### 3 OPERATIONS DURING COPYING 複印期間的操作

#### 3.1 STOPPING THE COPY JOB 停止複印

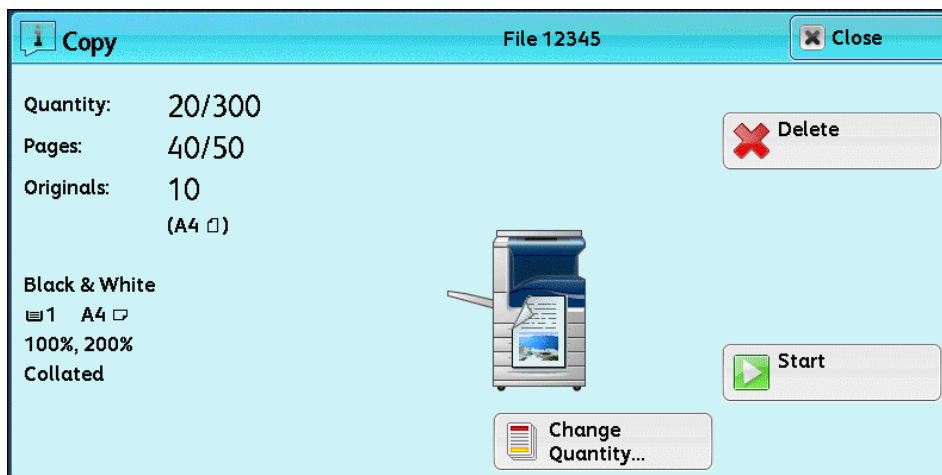
1. Press the <Stop> button on the Control Panel.

1. 按操作面板上的<Stop>鍵。



2. Select [Delete] on the touch screen.

2. 按觸控屏幕上的 [停止]。



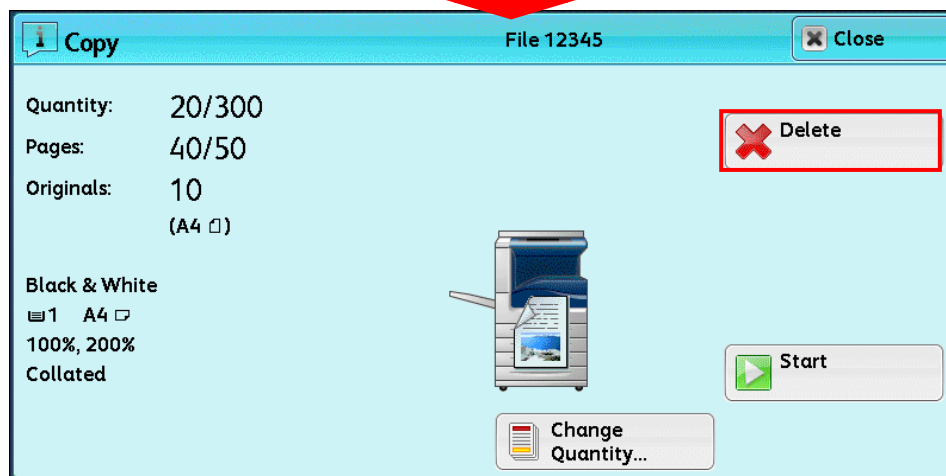
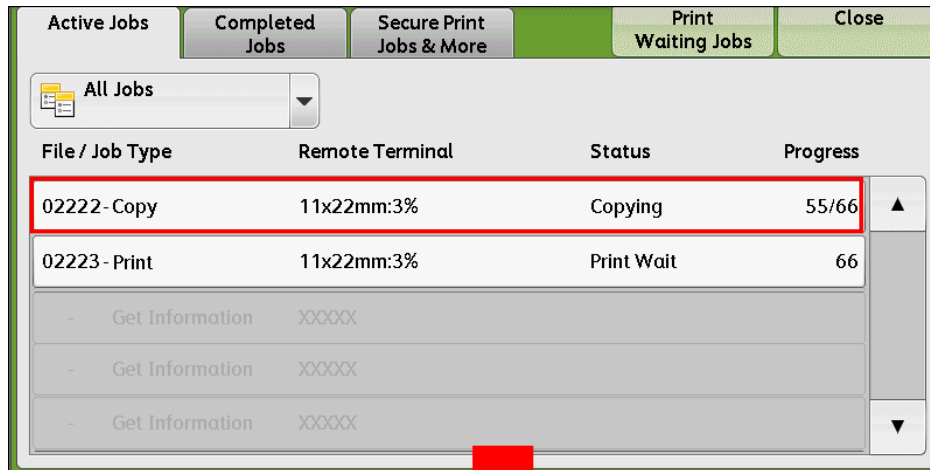
3. If the screen in procedure 2 does not appear, press the <Job Status> button.

3. 若未顯示步驟 2 中的畫面，按<Job Status> 鍵。



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

4. 選擇要取消的工作，然後按 [停止]。



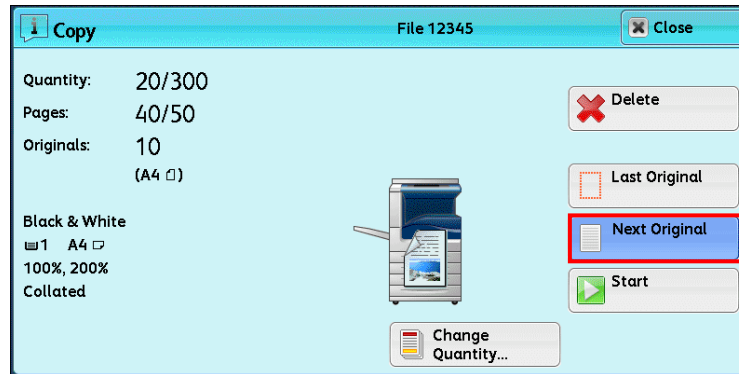
## 4 LOAD THE NEXT DOCUMENT 放置下一份原稿

If you have another document, select the [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]。

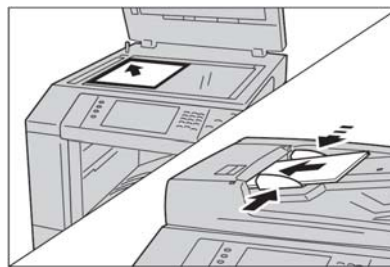
1. Select [Next Original] while scanning is in progress.

1. 請在掃描進行期間選擇[有下一張原稿]。



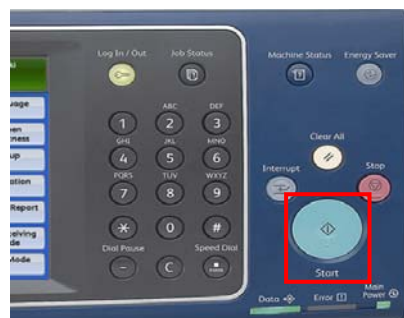
2. Load the next document.

2. 放入下一份原稿。



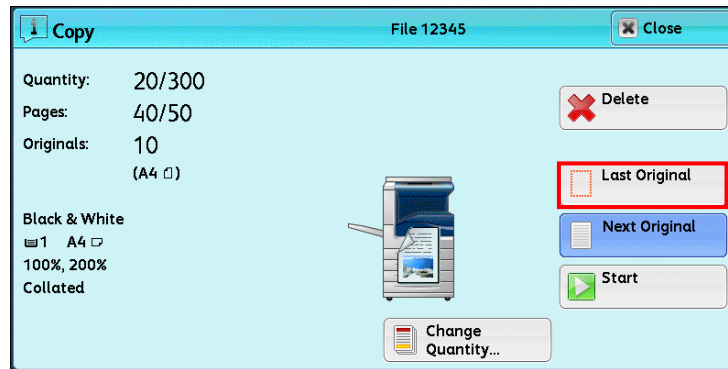
3. Press the <Start> button.

3. 按 <Start> 鍵。



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

3. 所有原稿掃描之後，請選擇 [無下一張原稿]。



## 4.1 CHANGING THE NUMBER OF COPIES 變更複印份數

You can change the number of copies during copying of the document.

您可以在複印期間變更複印的份數。

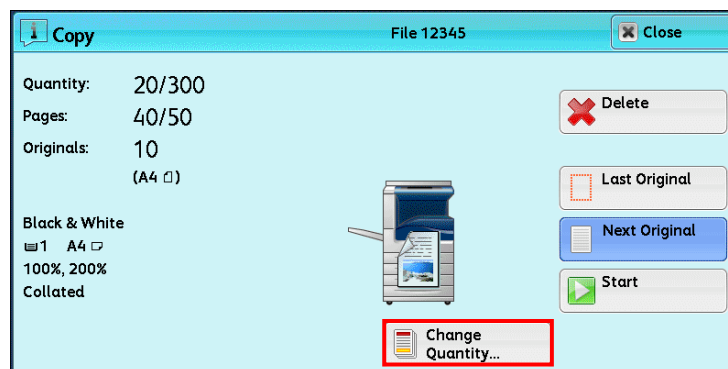
1. Press the <Stop> button on the Control Panel.

1. 按操作面板上的<Stop>鍵。



2. Select [Change Quantity...].

2. 選擇[份數變更]。



3. Set the number of copies with the numeric keypad and press the <Start> button.

3. 設定複印份數，然後按<Start>鍵。



## 4.2 INTERRUPTING THE COPY JOB 中斷複印

You can temporarily suspend the current copy job to give another job higher priority.

您可以暫停目前的複印工作，並給予另一更高優先處理權的工作。

1. Press the <Interrupt> button. The interrupt indicator lights up to indicate the machine is in the job interrupt mode.

1. 按<Interrupt>鍵。中斷指示燈亮起，表示機器處於工作中斷模式。



2. Load the interrupt document.
3. Set the number of copies.
4. Press the <Start> button.
5. After you have finished making the interrupt copy, press the <Interrupt> button to cancel interrupt and the interrupt indicator goes out.
6. Press the <Start> button.

2. 放置另一原稿並設定功能。
3. 設定複印份數。
4. 按<Start>鍵。
5. 完成複印後，按 <Interrupt > 鍵取消中斷模式使中斷指示燈熄滅。
6. 按<Start>鍵。

**Customer Attention Centre:**  
**2513-2513**