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Quick Reference Notes – Fax

簡易操作-傳真



CONTENTS

目錄

| | | |
|-------|--|----|
| 1 | Fax Procedure 傳真步驟..... | 2 |
| 1.1 | Loading Document 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 Fax Features 選擇掃描功能..... | 3 |
| 1.3 | Specifying Destinations 指定通信目的地 | 4 |
| 1.3.1 | Using the Numeric Keypad 使用數字鍵..... | 4 |
| 1.3.2 | Using the Address Book 使用電話簿 | 5 |
| 1.3.3 | Using the One Touch Button 使用單鍵撥號鍵 | 6 |
| 1.3.4 | Removing Specified Recipient 刪除指定的受信方 | 6 |
| 1.4 | Confirming the Fax Job in Job Status 確認傳真工作..... | 7 |
| 2 | General Settings 基本傳真..... | 8 |
| 2.1 | Lighten/Darken 送信濃度 | 8 |
| 2.2 | 2 Sided Scanning 雙面原稿輸送..... | 8 |
| 2.3 | Original Type 原稿畫質..... | 9 |
| 2.4 | Resolution 送信畫質..... | 9 |
| 3 | Operations During Faxing 傳真期間的操作 | 10 |
| 3.1 | Stopping the Fax Job 停止傳真 | 10 |
| 3.2 | Previewing the Read Images during a Fax Job 傳真時預覽讀取的影像 | 12 |
| 4 | Load the Next Document 放置下一份原稿..... | 14 |

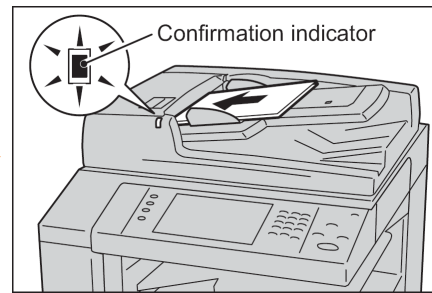
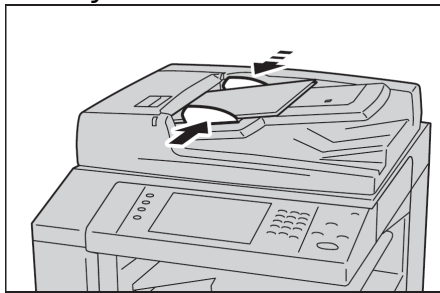
1 FAX PROCEDURE 傳真步驟

1.1 LOADING DOCUMENT 放置原稿

1.1.1 Document Feeder 自動送稿裝置

1. Adjust the document guides to match the size of the document loaded.
2. Place the document face up in the centre of the document feeder. The <Confirmation> indicator lights up when the document is loaded correctly.

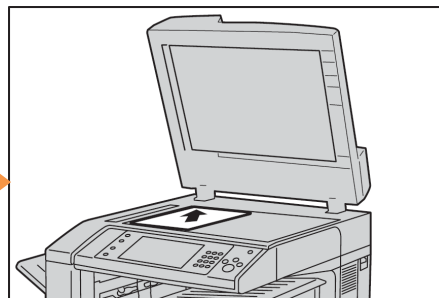
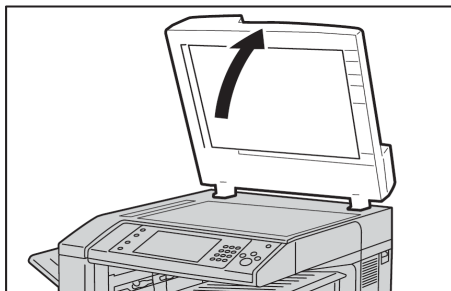
1. 調整原稿調整桿至符合紙張尺寸。
2. 將原稿面朝上放入送稿器中央。〈確認〉指示燈會亮起。



1.1.2 Document Glass 玻璃面板

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

1. 開啟原稿外蓋。
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。



1.2 SELECTING FAX FEATURES 選擇掃描功能

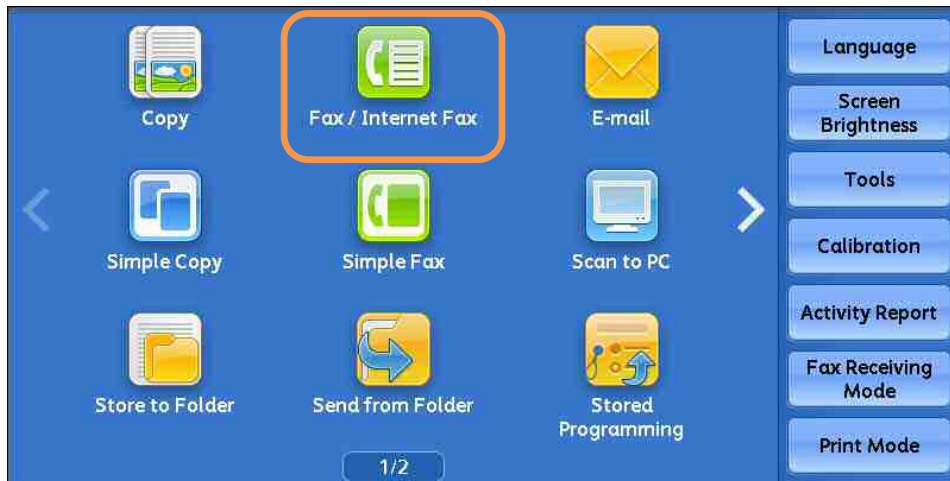
1. Press the <Services Home> button.

1. 按一下<Service Home>鍵。



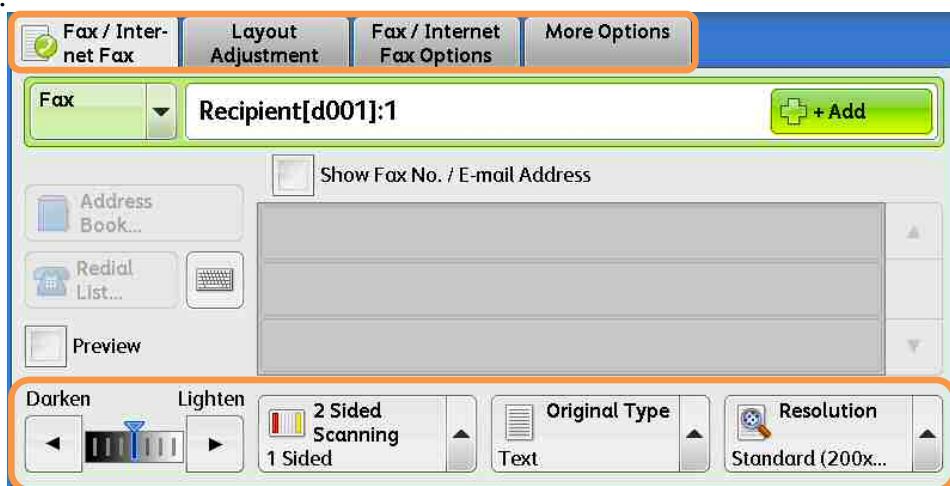
2. Select [Fax/Internet Fax].

2. 選擇[傳真]。



3. Select the features from each tab as necessary.

3. 可利用各個標籤設定傳真功能。



1.3 SPECIFYING DESTINATIONS 指定通信目的地

1.3.1 Using the Numeric Keypad 使用數字鍵

1. Enter a fax number using the numeric keypad.

1. 用數字鍵輸入傳真號碼。



2. If you enter an incorrect number, press the <C> button and re-enter the correct value.
3. To specify multiple recipients, select [+Add] on the touch screen after each entry.

2. 如果輸入數值錯誤，按<C>鍵並輸入正確的數值。
3. 若要輸入多個傳真號碼，請在顯示幕上選擇[下一通信對象]。



4. Press the <Start> button to start the fax job.

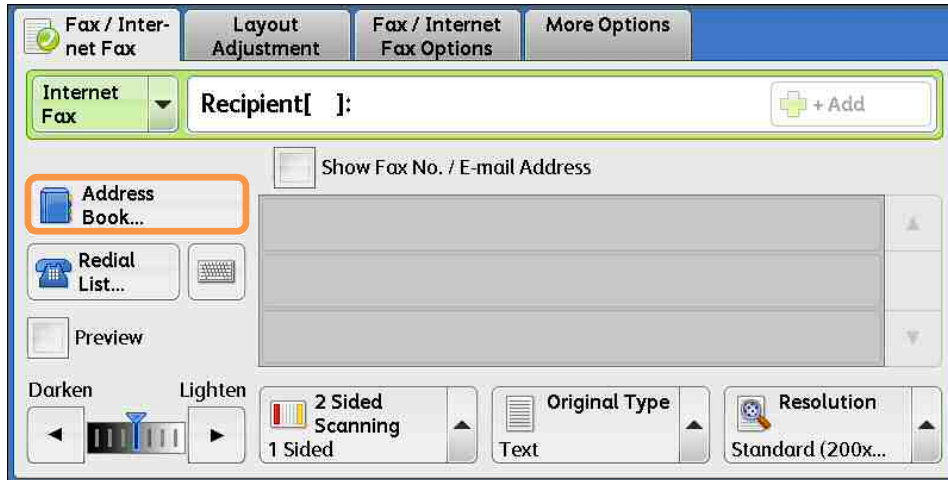
4. 按<START>鍵開始傳真工作。



1.3.2 Using the Address Book 使用電話簿

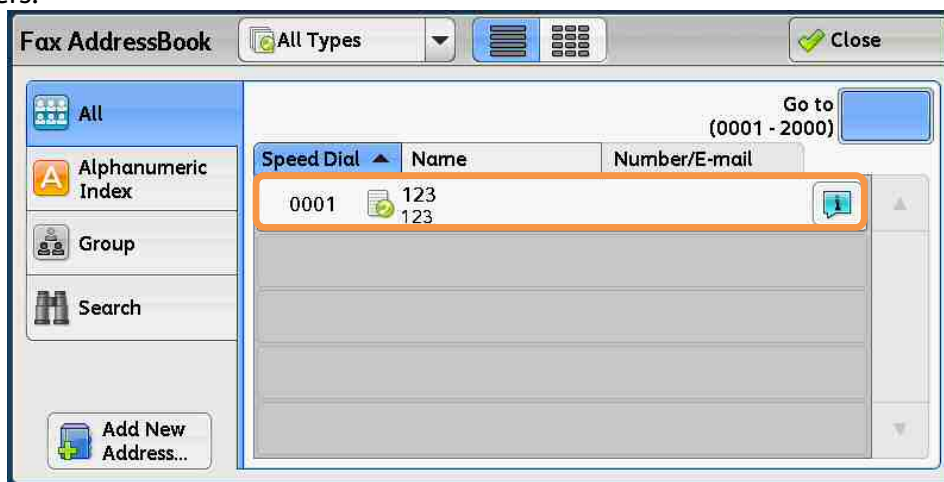
1. Select [Address Book].

1. 選擇[電話簿]。



2. From the pull-down menu of [Address Books], select [List all public entries] which will display the list of registered recipients fax numbers.

2. 按一下需要的傳真號碼，勾選相關的核取方塊。



3. Select the item you want to set for a recipient, and select [Add]. To specify multiple recipients, specify the recipients one after another.

3. 選擇您要設定通信對象的項目，然後選擇 [設定]。若您要指定多個通信對象，請一個一個指定。

4. Repeat steps 2 and 3 to specify multiple recipients.

4. 若要指定多個通信對象，請重複步驟 2 和 3。

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

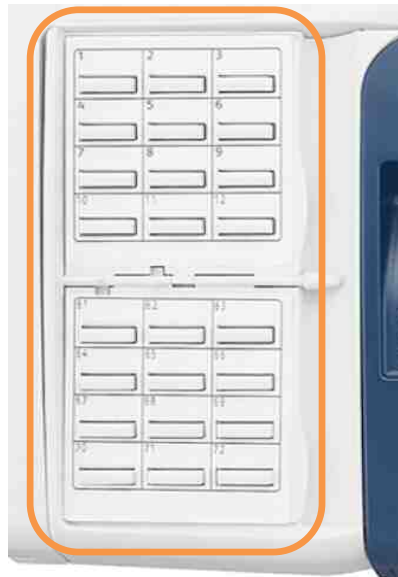
3. You can use the **One Touch Buttons** to specify recipients. One touch buttons correspond to the numbers registered for the address numbers from 0001 to 0070.

3. 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.



補充:

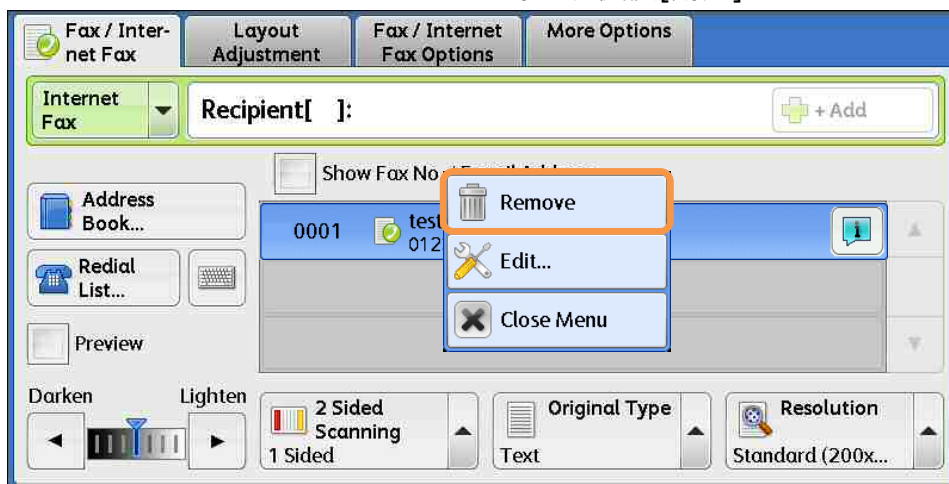
若要指定多個通信對象，請連續按單鍵撥號鍵。

將單鍵撥號面板翻面後，可按 25 以後的鍵。

1.3.4 Removing Specified Recipient 刪除指定的受信方

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

從[短縮號碼/受信方]中選擇要刪除的傳真號碼，然後按[刪除]。



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

1. Press the <Job Status> button.

1. 按<Job Status> 鍵。



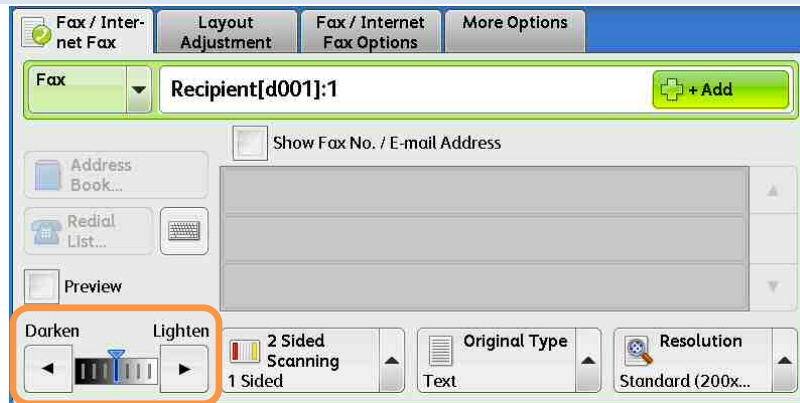
2. Confirm the job status.

2. 確認工作狀態

| Active Jobs | Completed Jobs | Secure Print Jobs & More | Print Waiting Jobs | Close |
|------------------|-----------------|--------------------------|--------------------|-------|
| All Jobs | | | | |
| File / Job Type | Remote Terminal | Status | Progress | |
| 00103 - Send Fax | 012-345-6789 | Send Wait | 0/1 | ▲ |
| 03344 - Send Fax | 012-345-6788 | Send Wait | 0/1 | |
| | | | | ▼ |

2 GENERAL SETTINGS 基本傳真

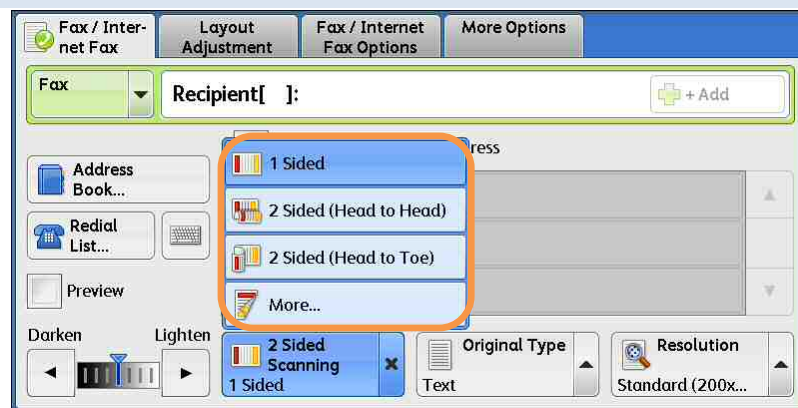
2.1 LIGHTEN/DARKEN 送信濃度



Use [◀] and [▶] to select the density levels.

使用[◀]和[▶]選擇濃度等級。

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.

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)

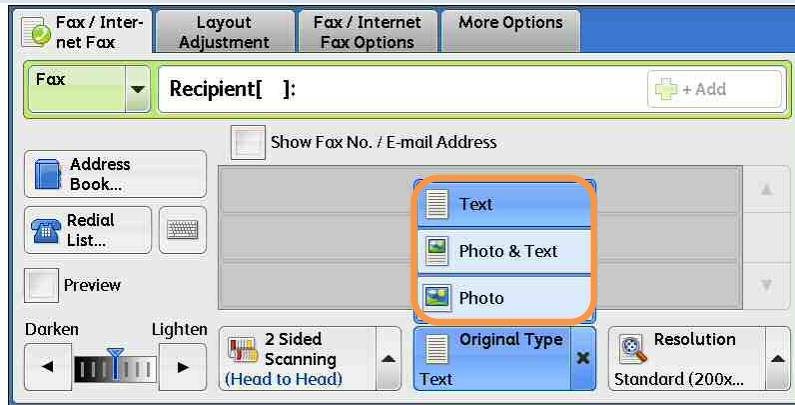
傳輸雙面原稿 (上下) 時選擇。

→ 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。

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。

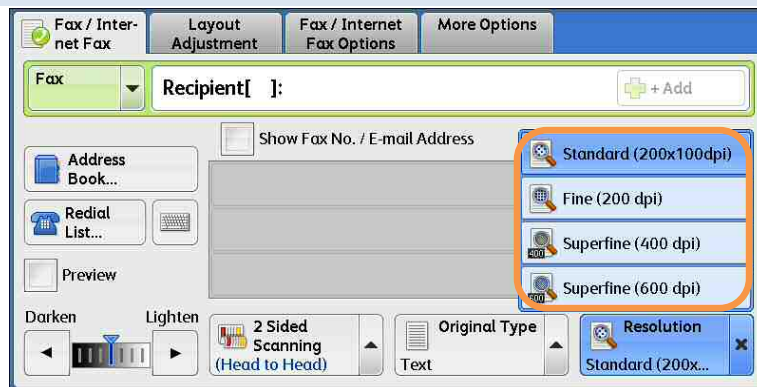
照片 / 文字

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。

3 OPERATIONS DURING FAXING 傳真期間的操作

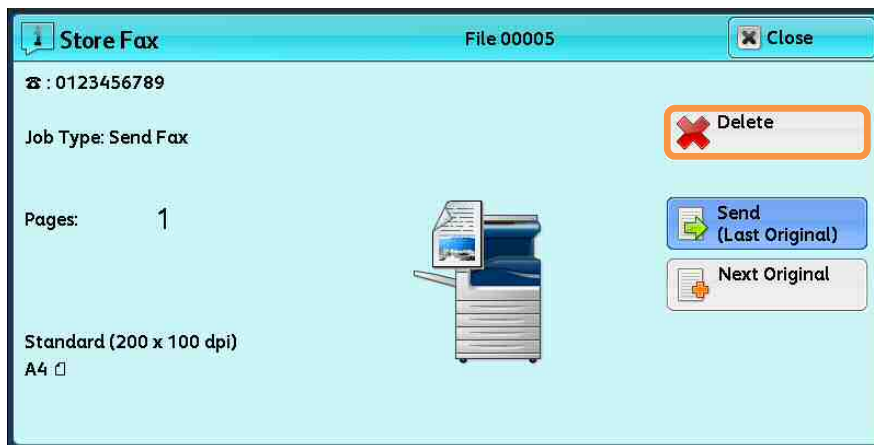
3.1 STOPPING THE FAX JOB 停止傳真

1. Press either the <Stop> button on the Control Panel or [Delete] on the touch screen.

1. 按顯示幕上的 [停止]，或操作面板上的 <Stop> 鍵。

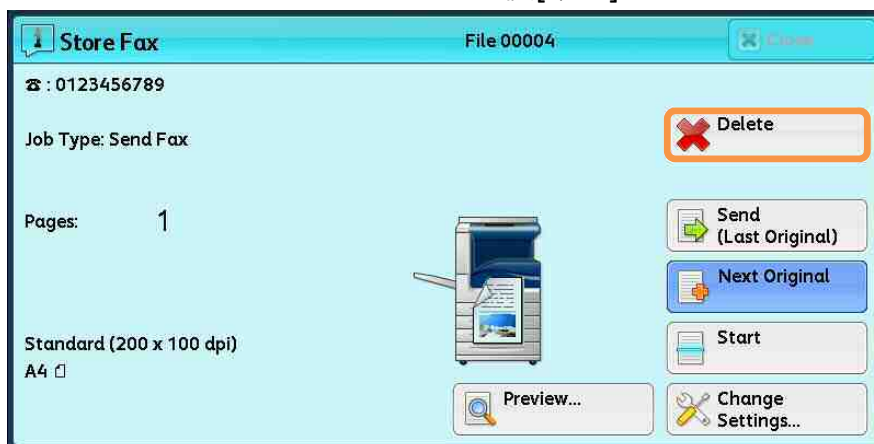


OR



2. Select [Delete].

2. 按[中止]。



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。



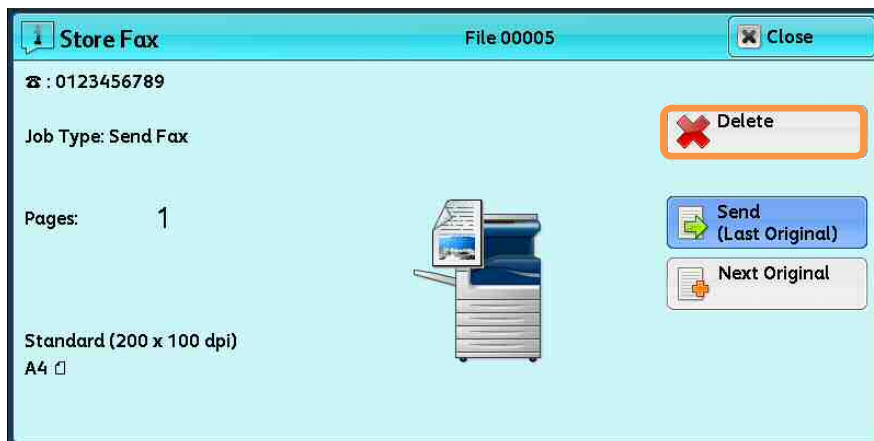
4. Select the job to cancel.

4. 選擇要取消的工作。

| Active Jobs | Completed Jobs | Secure Print Jobs & More | Print Waiting Jobs | Close |
|------------------|-----------------|--------------------------|--------------------|-------|
| All Jobs | | | | |
| File / Job Type | Remote Terminal | Status | Progress | |
| 00103 - Send Fax | 012-345-6789 | Send Wait | 0/1 | ▲ |
| 03344 - Send Fax | 012-345-6788 | Send Wait | 0/1 | |

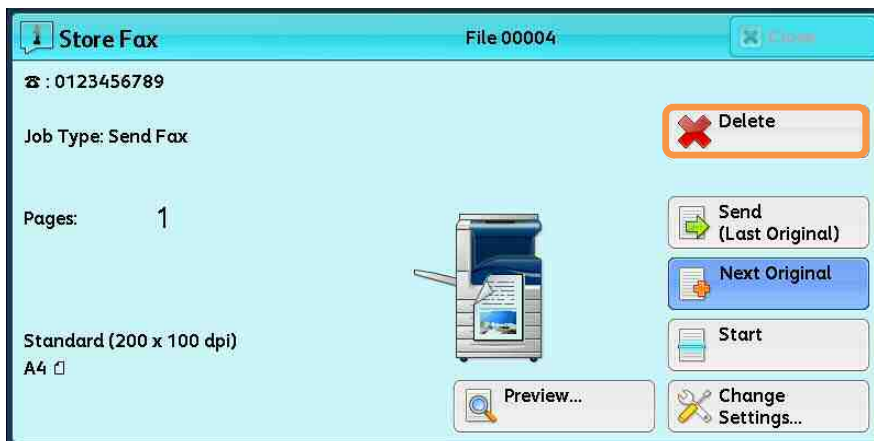
5. Select [Delete].

5. 選擇 [中止].



6. Select [Delete].

6. 選擇 [中止].



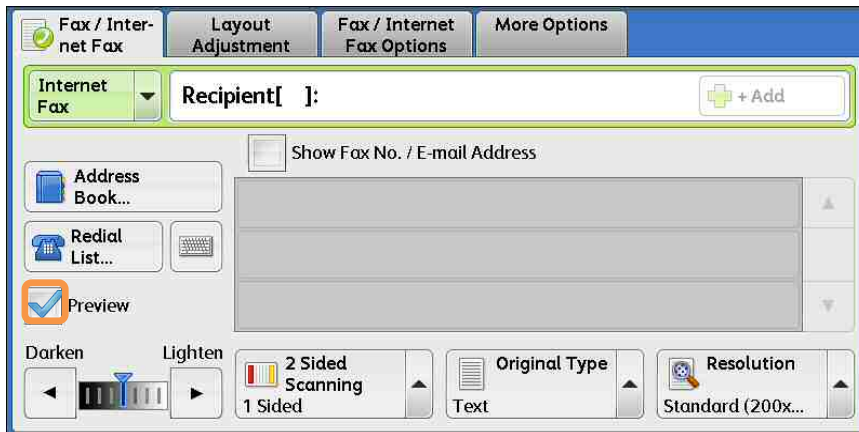
3.2 PREVIEWING THE READ IMAGES DURING A FAX JOB 傳真時預覽讀取的影像

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

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

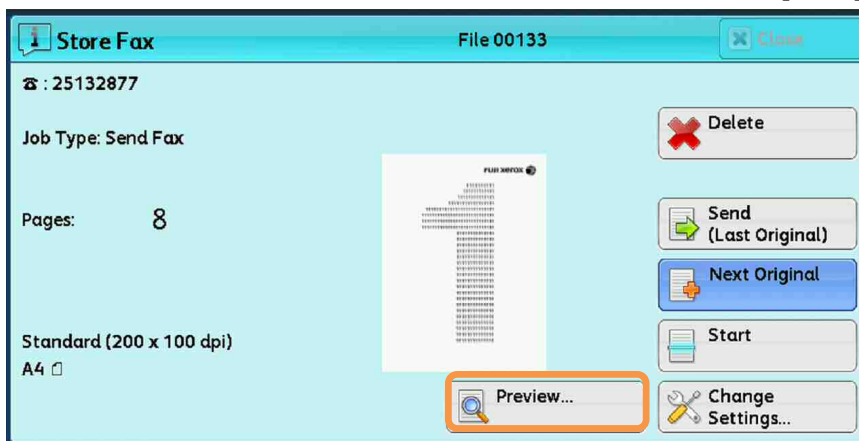
讀取下一個文件時，您可預覽之前讀取的影像。

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。



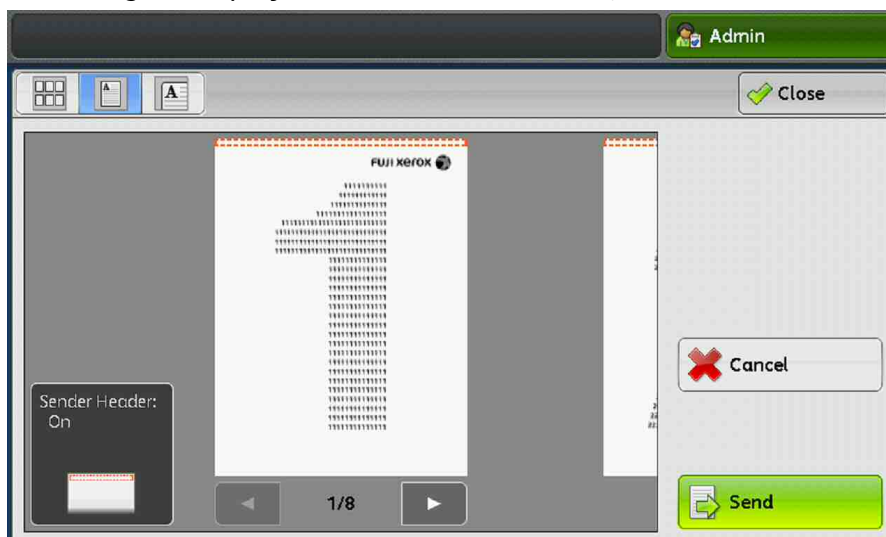
2. After the document is read, select [Preview].

2. 讀取文件之後，選擇 [預覽]。



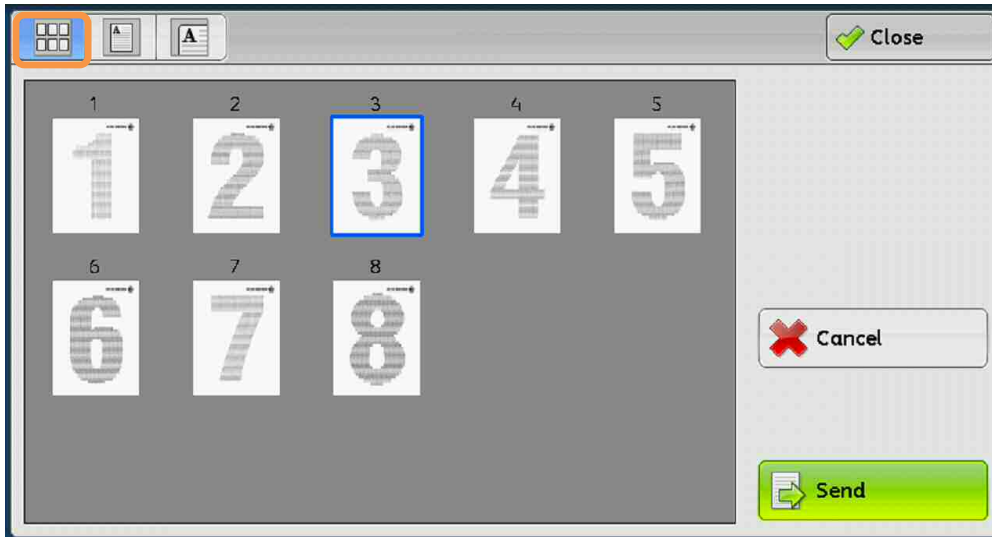
3. An entire preview image is displayed.

3. 整體顯示預覽影像。



4. Select [Thumbnail view].

4.選擇 [略圖顯示]。



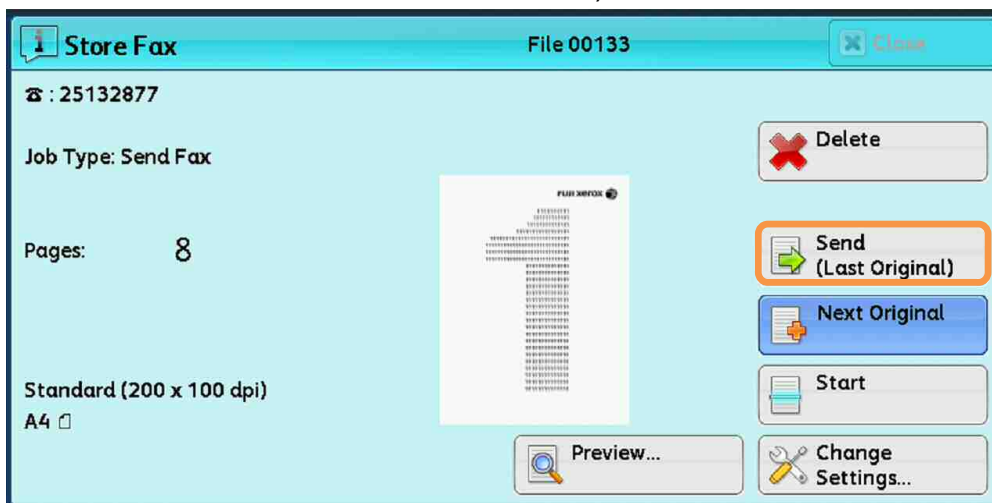
5. Select [Enlarged view].

4.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 (無下一張原稿)]。



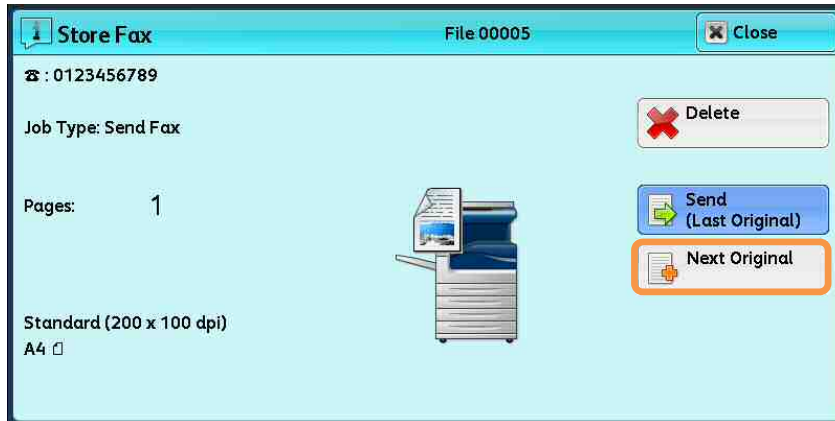
4 LOAD THE NEXT DOCUMENT 放置下一份原稿

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]。

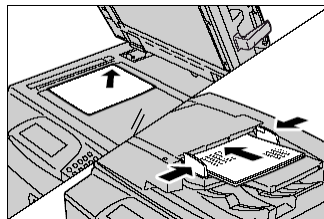
1. Select [Next Original] while scanning is in progress.

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。



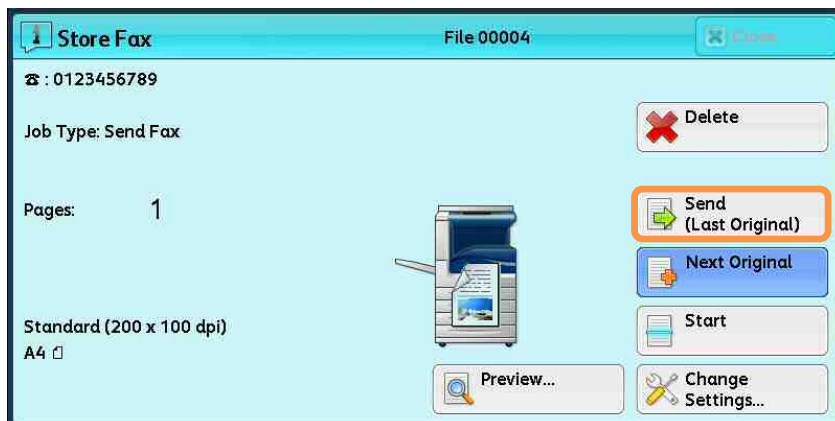
3. Press the <Start> button.

3. 按 <Start> 鍵



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

4. 所有原稿掃描之後，請選擇 [無下一張原稿]。



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