



Quick Reference Notes - **COPY**

簡易操作 - **複印**

Revoria Press SC285S / SC285

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



Manuals
使用說明



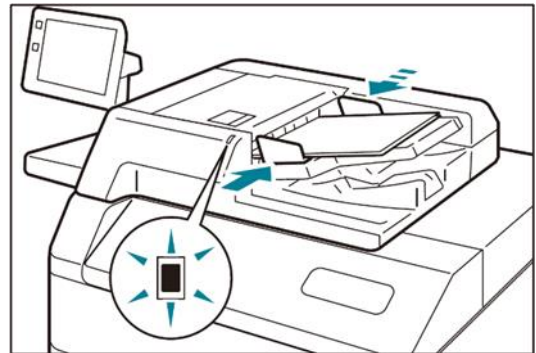
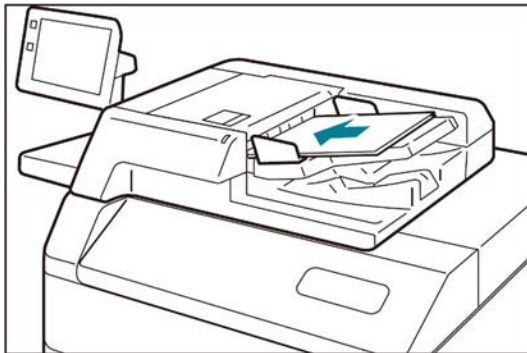
Self Help
自助式故障排除

1 COPY PROCEDURE 複印步驟

1.1 LOADING DOCUMENTS 放置原稿

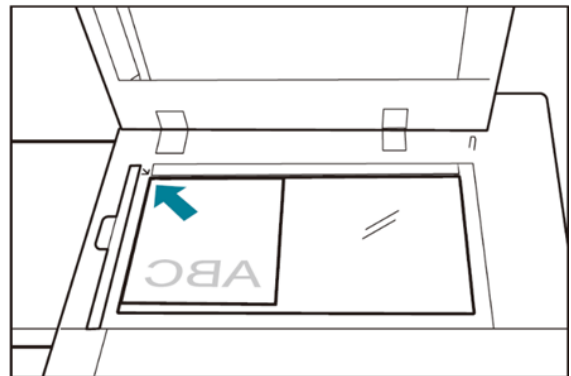
1.1.1 Document Feeder 自動送稿裝置

1. Confirm that the document is free of tag paper, adhesive tape, staples, and clips, and stretch out the document if it is wrinkled or folded.
1. 確認原稿上沒有便利貼、膠帶、釘書針或萬字夾等物品，並將有皺褶的原稿確實整平。
2. Align the upper left corner of the document so that the original size is correctly detected.
2. 對齊原稿左上角，以便正確偵測原稿尺寸。
3. Load the document face up (when the document is 2-sided, place the front side up) in the center of Document Feeder.
3. 讀取面(雙面原稿時則為正面)朝上，並放置於送稿裝置的中央。



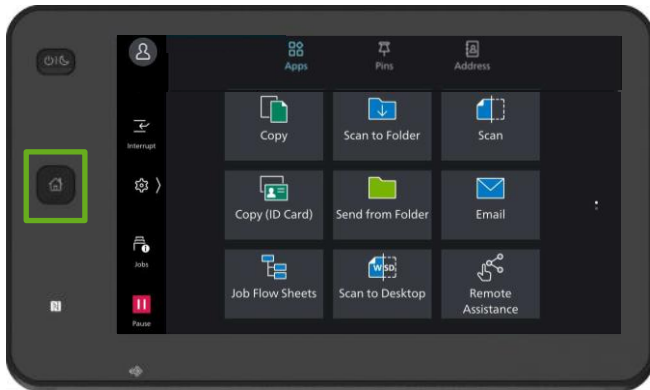
1.1.2 Document Glass 玻璃面板

1. Open the Document Cover.
1. 打開原稿蓋。
2. Load the document face down with the document aligned with the upper left corner of the Document Glass.
2. 將掃描面朝下，並對齊玻璃面板的左上角來放置原稿。



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

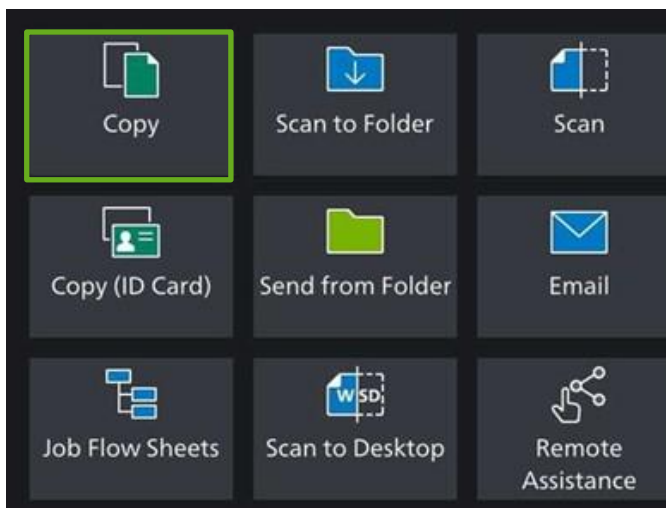
1. Press the Home button.



1. 按一下首頁按鈕。



2. Tap [Copy].

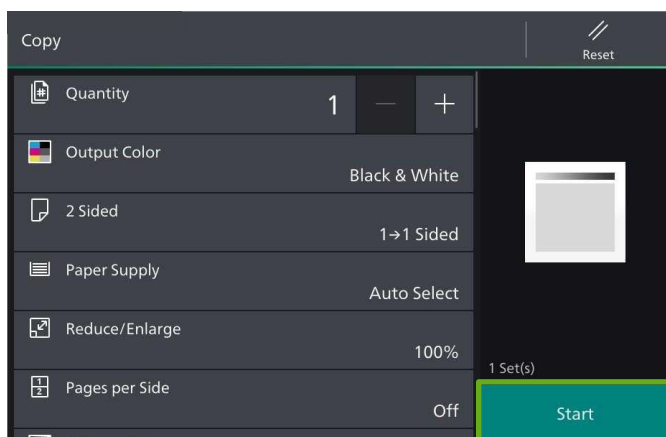


2. 點選【複印】。



3. Configure necessary features.

4. Tap [Start] to copy.



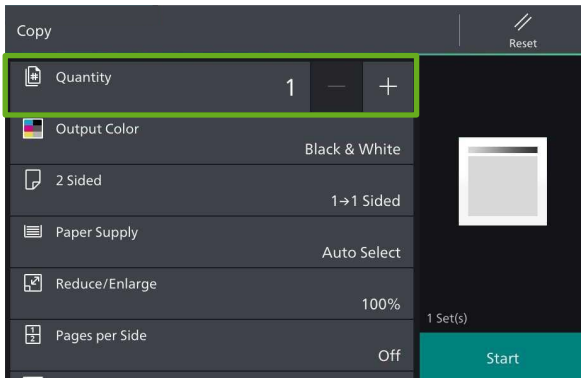
3. 設置所需功能。

4. 點選【啟動】開始複印。

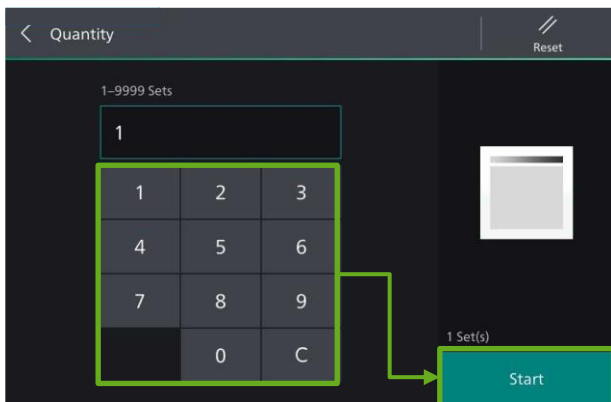


1.3 ENTERING THE QUANTITY 輸入複印份數

1. Adjust the quantity with the plus/minus icon. Tap [Start]. Otherwise, tap [Quantity] for the number pad (Step 2).



2. Enter the number of copies.
3. Tap [Start].



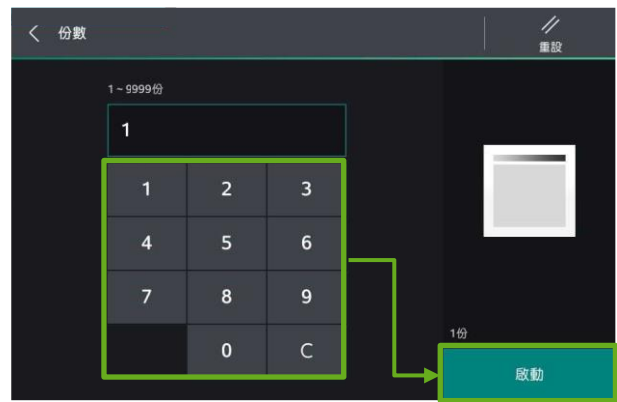
If you have entered an incorrect value, tap **C** and enter the correct value.

Note: Enter up to 9999 for the number of copies.

1. 使用加減鍵調整份數，然後點選【啟動】；亦可點選【份數】，顯示數字鍵盤 (到 步驟二)。



2. 輸入複印份數。
3. 點選【啟動】。

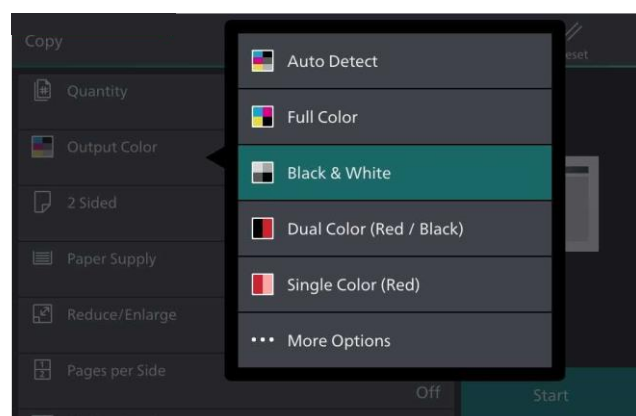
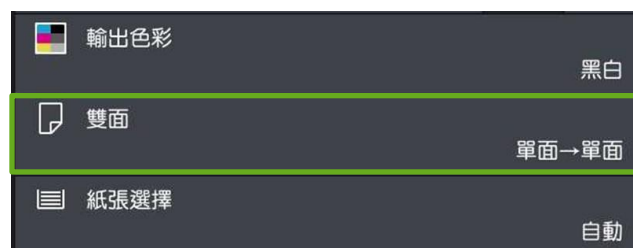


如輸入錯誤數值，點選 **C**，然後輸入正確的數值。

補充：最多可輸入 9999 複印數。

2 BASIC COPY FEATURES 基本複印功能

2.1 OUTPUT COLOR 輸出色彩



Auto Detect

Make copies in full color if the original is color, and in one color (black) if the document is black and white.

Full Color

Output in full color.

Black & White

Black & white output only.

Dual Color

Output copy in two preset colors.

Single Color

Output color in 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。

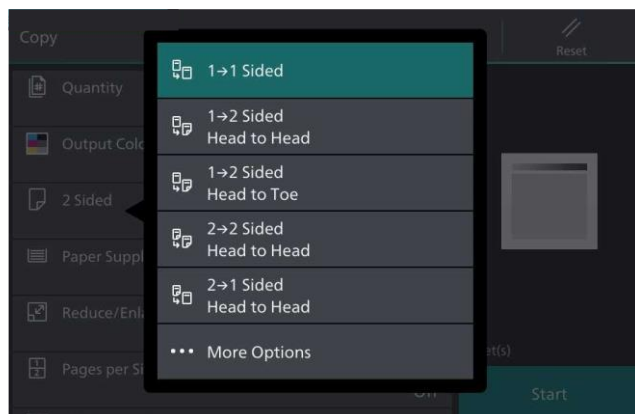
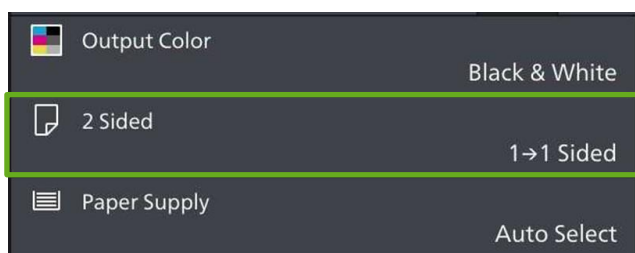
雙色

使用兩種顏色複印彩色原稿。

單彩

以單一顏色複印彩色原稿。

2.2 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.

1→2 Sided Head to Head

Makes a copy of a 1-sided document on both sides of the paper. The orientation of the front and back sides of the copy will be the same as that of the document.

1→2 Sided Head to Toe

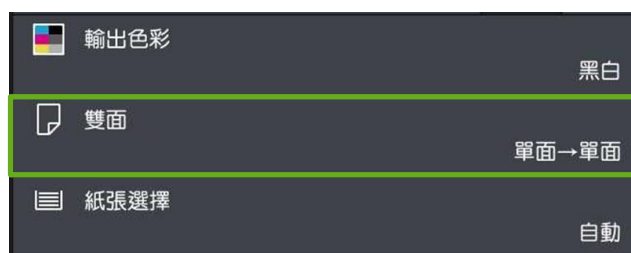
Makes a copy of a 1-sided document on both sides of the paper. The orientation of the front and back sides of the copy will be the opposite of that of the document.

2→2 Sided Head to Head

Makes a copy of a 2-sided document on both sides of the paper. The orientation of the front and back sides of the copy will be the same as that of the document.

2→1 Sided Head to Head

Makes a copy of a 2-sided document on one side of the paper. The orientation of the front and back sides of the copy will be the same as that of the document.



單面→單面

將單面原稿複印於紙張的單面。

單面→雙面 左右對開

將單面原稿複印於紙張的兩面。複本的正面和反面的方向與文件方向相同。

單面→雙面 上下對開

將單面原稿複印於紙張的兩面。複本的正面和反面的方向與文件方向相反。

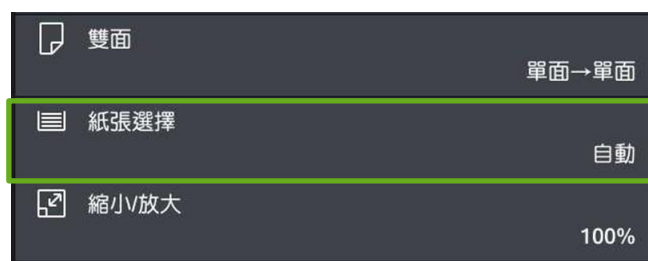
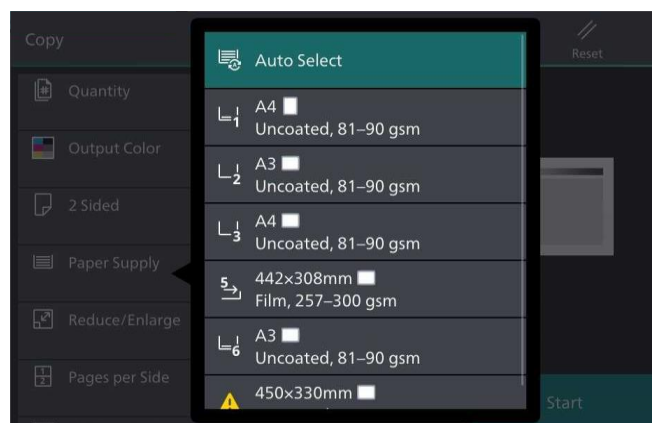
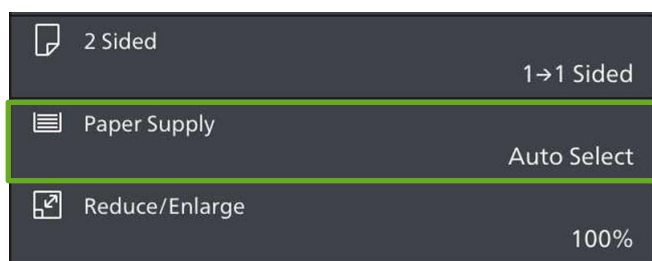
雙面→雙面 左右對開

將雙面原稿複印於紙張的兩面。複本的正面和反面的方向與文件方向相同。

雙面→單面 左右對開

將雙面原稿複印於紙張的單面。複本的正面和反面的方向與文件方向相同。

2.3 PAPER SUPPLY 紙張選擇



Auto Select

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.

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

自動

所有紙盤的紙張類型預設為普通紙，如果一個紙盤缺紙，則會自動選擇相同紙張尺寸的紙盤。

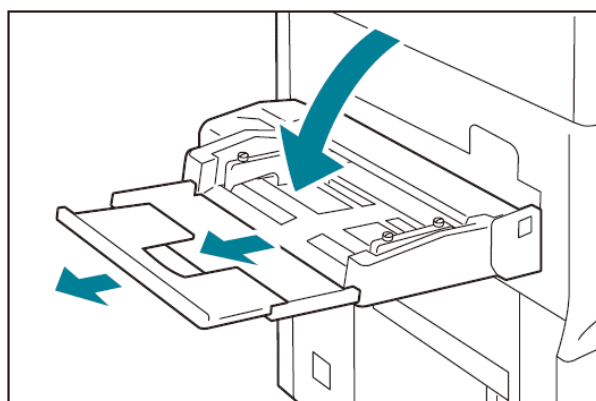
注意：如果原稿尺寸與紙盤的紙張尺寸不同，則必須選擇紙盤。

2.3.1 Tray 5 (Bypass) 紙盤 5 (手送紙盤)

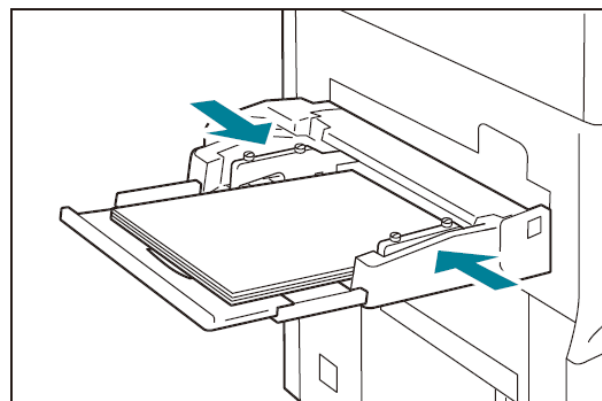
Load paper in Bypass tray (Tray 5) when it cannot be used in Tray 1, Tray 2 or Tray 3.

無法置入紙盤 1、2 及 3 的紙張，請置入手送紙盤 (紙盤 5) 進行複印。

1. Load paper with the side to be copied or printed on facing upward. Insert the paper until its edge lightly touches against the paper feed entrance.



1. 放置紙張，要複印或列印的一面朝上，將紙張輕輕插入紙張進紙入口處。



2. Adjust the Tray 5 (bypass) setting on the screen. Tap [OK] to save.

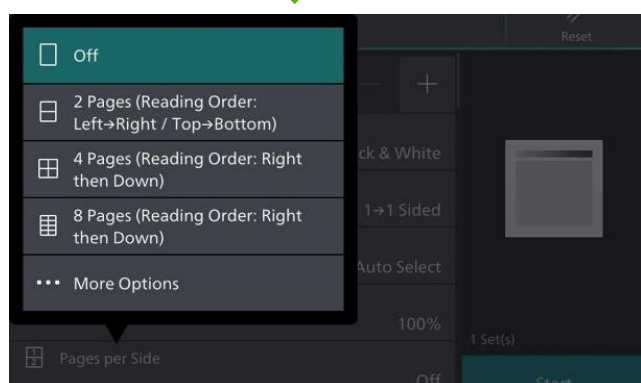
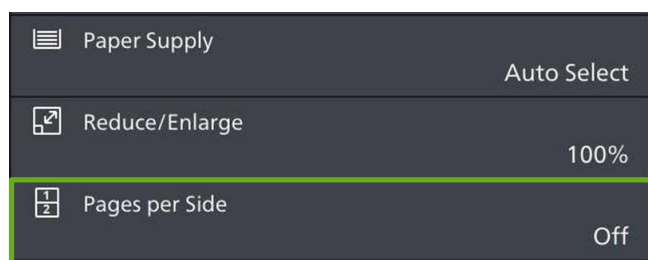
2. 在畫面調整手送紙盤設定，然後按【OK】儲存。



2.4 PAGES PER SIDE 多張合一 (N 合 1)

This feature copies two, four, or eight pages of a document together onto one side of 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。



2 Pages

Two pages are copied together onto a single page.

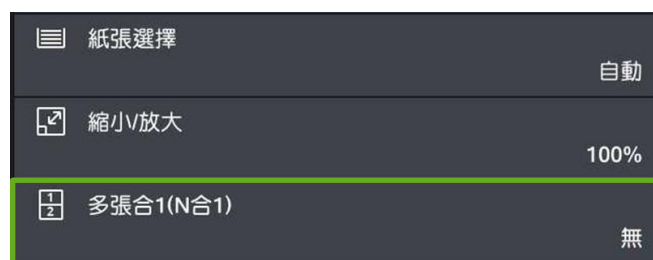
4 Pages

Four pages are copied together onto a single page.

8 Pages

Eight pages are copied together onto a single page.

Note: Change the Reading Order in [More Options].



2 張合 1

將 2 張原稿複印於同一張紙上。

4 張合 1

將 4 張原稿複印於同一張紙上。

8 張合 1

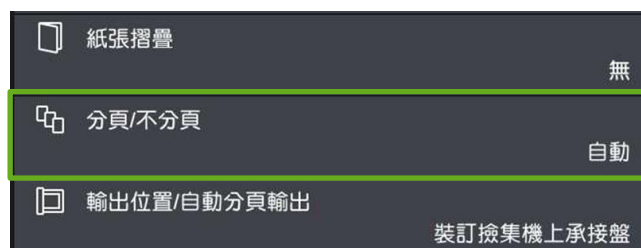
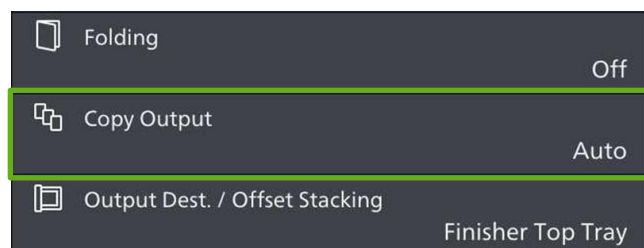
將 8 張原稿複印於同一張紙上。

注意：點選【其他設定】更改排版順序。

2.5 COPY OUTPUT 分頁/不分頁

Set the printing order of paper output.

設定輸出紙張的次序。



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 number of copies and sorts sheets by page.

Uncollated with Separators

The machine outputs copies with inserting blank sheets as a separator and sorts sheets by page.

自動

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。

不分頁(依頁號)

本機會輸出指定的複本數量，並依頁面順序排序。

不分頁+襯紙

本機會在輸出的複本中插入空白紙作為襯紙，並按照頁面順序排序。

2.6 STAPLE (OPTIONAL) 裝訂(額外購置)

This feature sets the position for stapling.

Note: This feature is optional.

此功能提供裝訂位置的選擇。

注意：需額外購置。

 Staple	Off
 Hole Punch	Off
 Folding	Off



☐ Off
☐ 1 Staple Top Left
☐ 2 Staples Left
☐ 4 Staples Left
☐ 2 Staples Top
☐ 4 Staples Top

 裝訂	無
 打孔	無
 紙張摺疊	無



☐ 無
☐ 左上單釘
☐ 左邊雙釘
☐ 左邊4釘
☐ 上邊雙釘
☐ 上邊4釘

The range of number of sheets eligible for stapling is 2 - 100 (when 90 gsm paper is used.).

最少裝訂張數為 2，最多為 100 (使用 90 gsm 紙張時)。

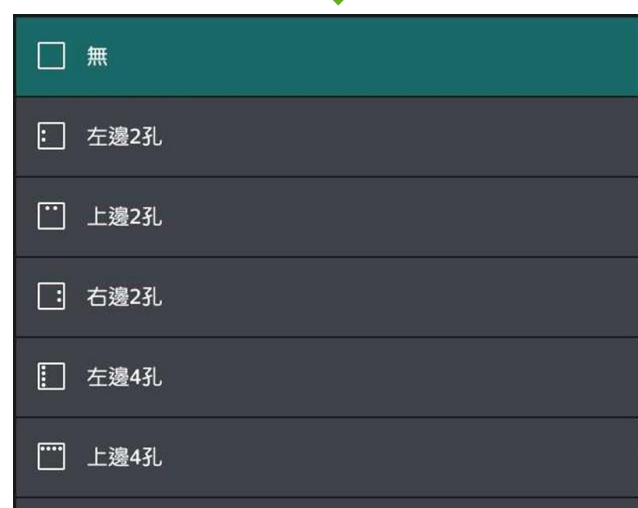
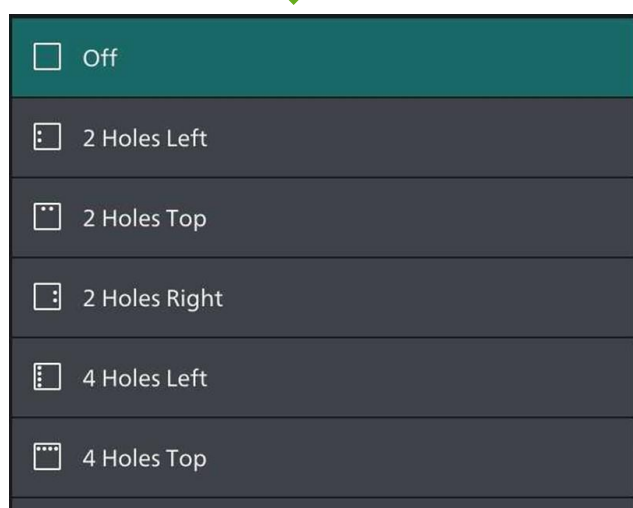
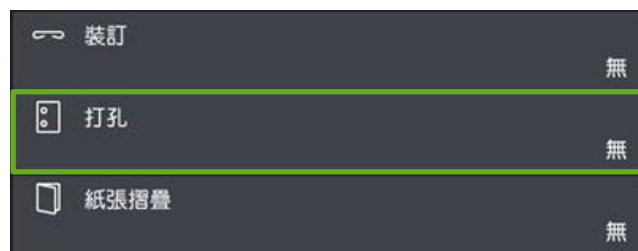
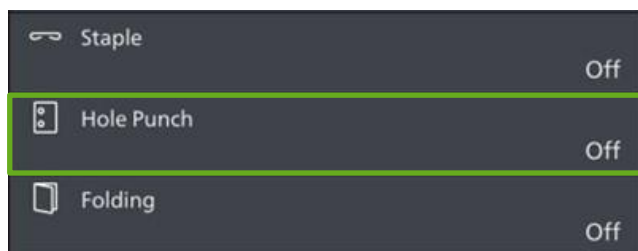
2.7 HOLE PUNCH (OPTIONAL) 打孔 (額外購置)

This feature sets the position of the hole punch.

此功能提供打孔位置的選擇。

Note: This feature is optional.

注意：需額外購置。



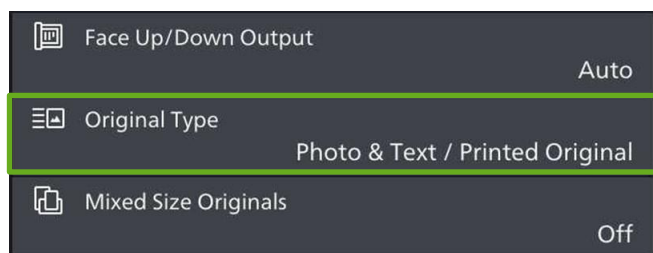
There is no maximum number of sheets for Hole Punch.

打孔沒有紙張數量上限。

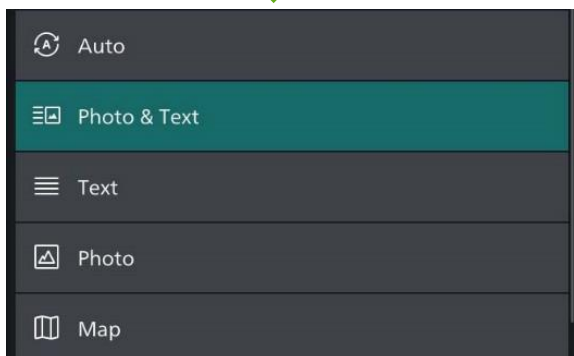
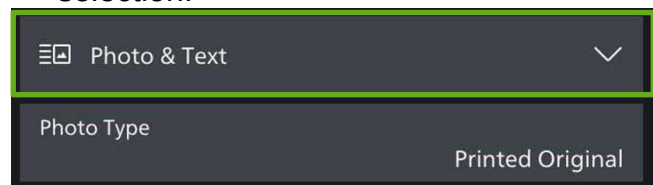
2.8 ORIGINAL TYPE 原稿類型

This feature selects the type of documents, such as text and photos. By selecting a document type, you can make copies at optimum image quality.

1. Tap [Original Type].



2. Tap the down arrow to reveal the selection.



Auto

Select this option when the type is based on Output Color setting.

Photo & Text

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

Text

Select this option to make copies of text.

Photo

Select this option to make copies of photos.

Map

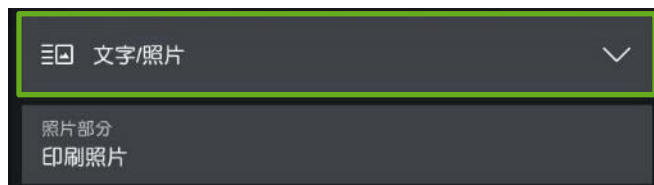
Select this option to make copies of elaborate documents such as map.

此功能提供文件種類的選擇，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. 點選【原稿類型】。



2. 點選向下箭嘴打開選項表。



自動

依據輸出色彩設定，請選擇此選項。

文字/ 照片

文件包含文字和照片時，請選擇此選項。

文字

複印文字原稿時，請選擇此選項。

照片

複印圖像或照片時，請選擇此選項。

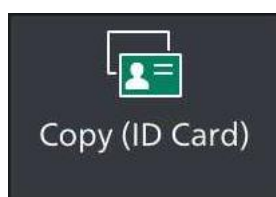
地圖

複印帶精細內容文件 (如：地圖) 時，請選擇此選項。

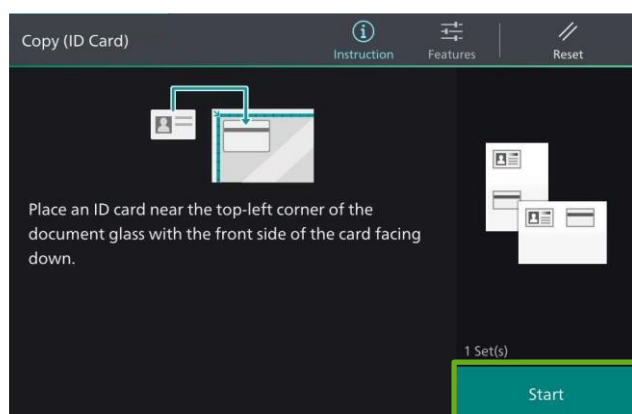
2.9 COPY (ID CARD) ID 卡複印

This feature copies both sides of a small undetectable original, such as an ID card, onto one side of paper.

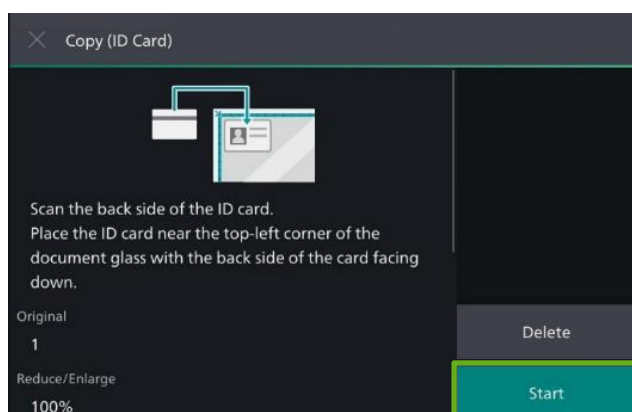
1. Tap [Copy (ID Card)].



2. Place the ID Card on document glass, front side downwards. Put on the cover and tap [Start].



3. Turn over the card without changing its position. Tap [Scan] to copy the back side of the card.



此功能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. 點選【ID 卡複印】。



2. 放置文件於玻璃面板，正面內容向下。蓋好上蓋，然後點選【啟動】。



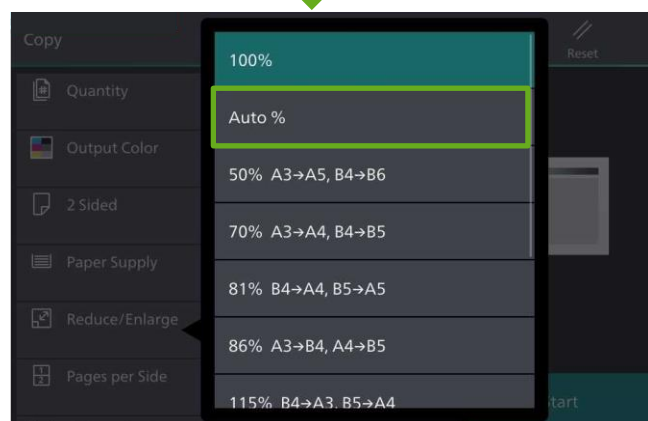
3. 翻轉文件，放在相同位置。點選【啟動】複印文件的背面。



2.10 NON-STANDARD SIZE ORIGINAL 規格以外的原稿尺寸

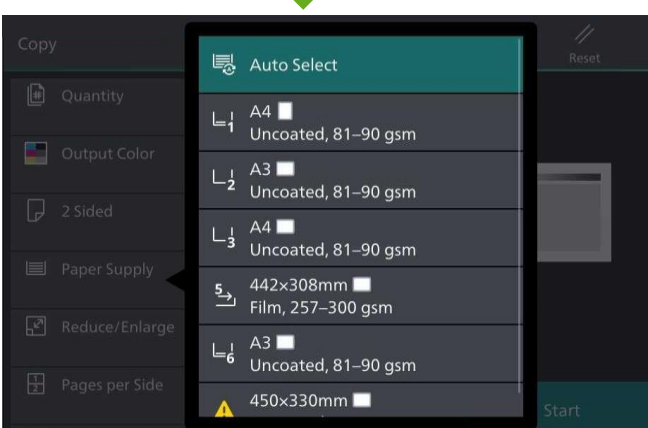
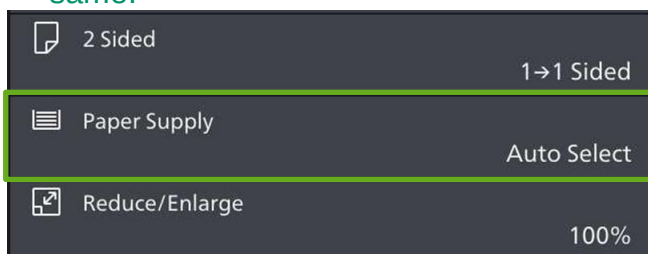
When a document is of non-standard size, and the output needs fit to the paper size, follow the steps below.

1. Tap [Reduce/Enlarge], and then select [Auto %].



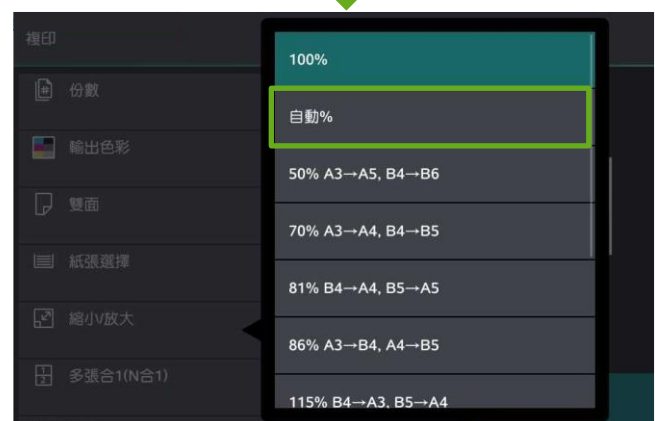
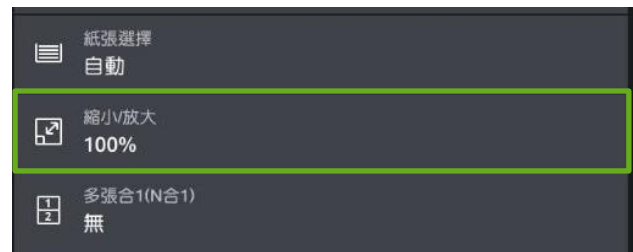
2. Tap [Paper Supply], and then choose the tray you need.

Note: For Bypass (Tray 5), the orientation of the original and the paper must be the same.



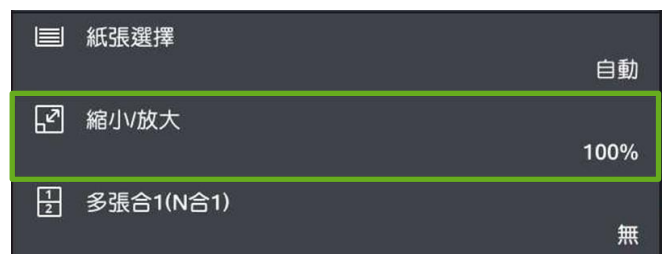
當文件為規格以外的尺寸，而複本需要符合紙盤的紙張大小時，請根據以下操作。

1. 點選【縮小/放大】，然後選擇【自動 %】。

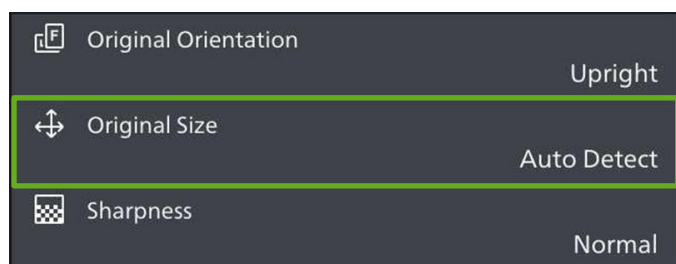


2. 點選【紙張選擇】，然後選擇所需紙盤。

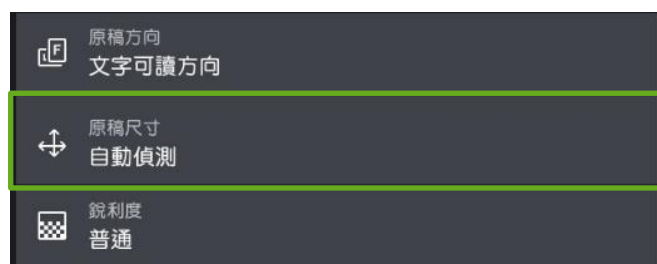
注意：使用手送紙盤上紙時，原稿和用紙放置方向必須一致。



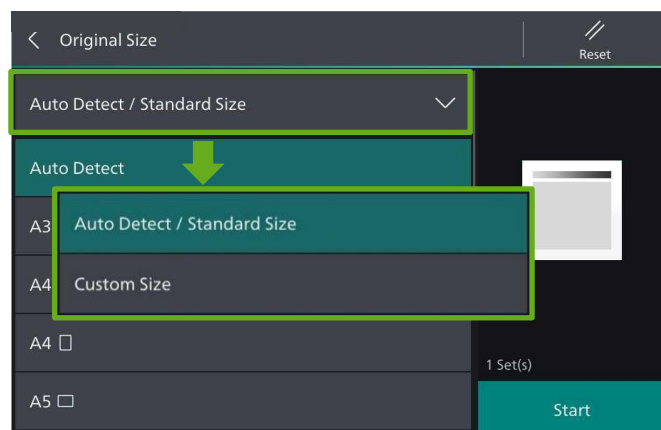
3. Tap [Original Size].



3. 點選【原稿尺寸】。



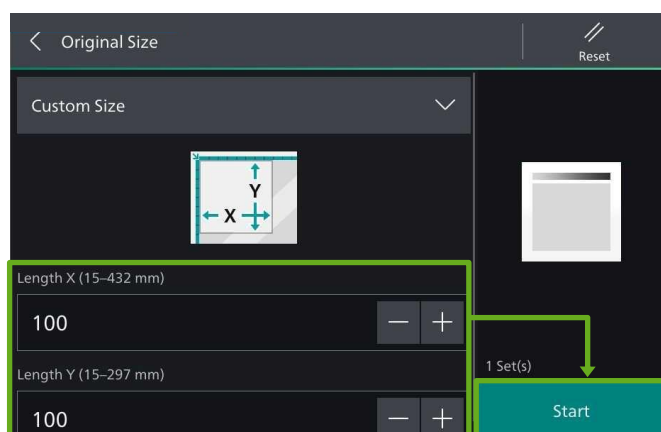
4. Tap the down arrow to reveal the selection. Select [Custom Size].



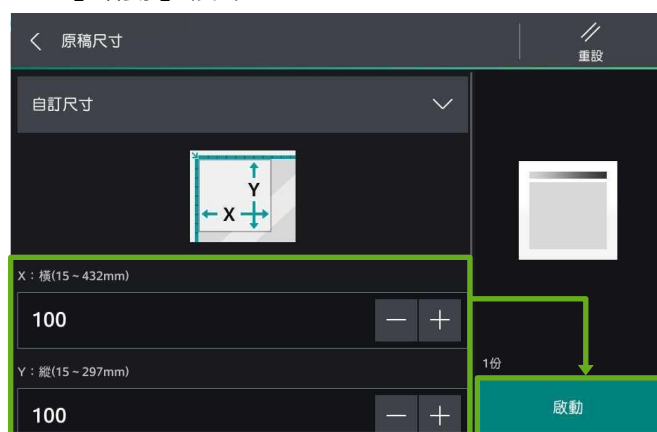
4. 點選向下箭嘴打開選項表，再選擇【自訂尺寸】。



5. Enter the values of X and Y dimensions.
Tap [Start] to copy.



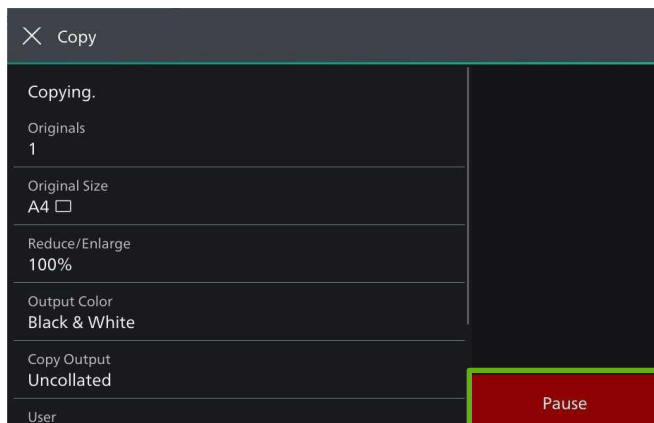
5. 輸入橫向和縱向的數值，然後點選【啟動】複印。



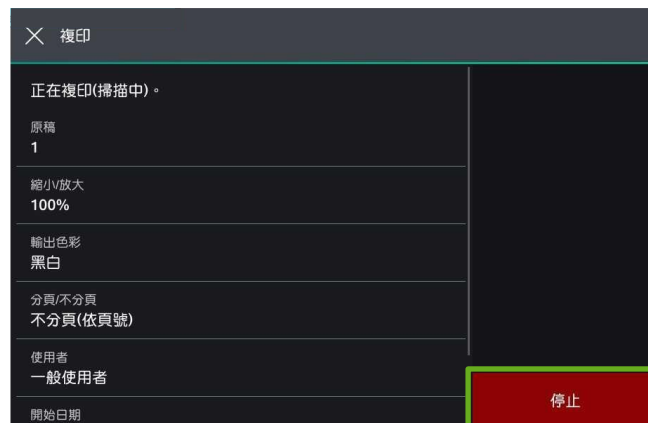
2.11 OPERATIONS DURING COPYING 複印期間的操作

2.11.1 Stopping and Cancelling the Copy Job 停止並清除複印工作

1. Tap [Pause].



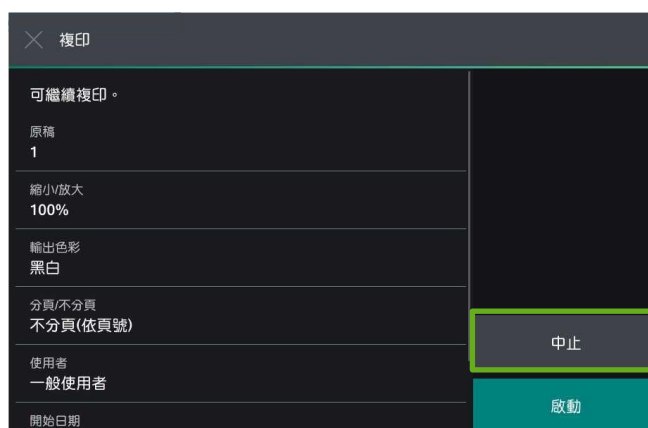
1. 點選【停止】。



2. Tap [Cancel].



2. 點選【中止】。

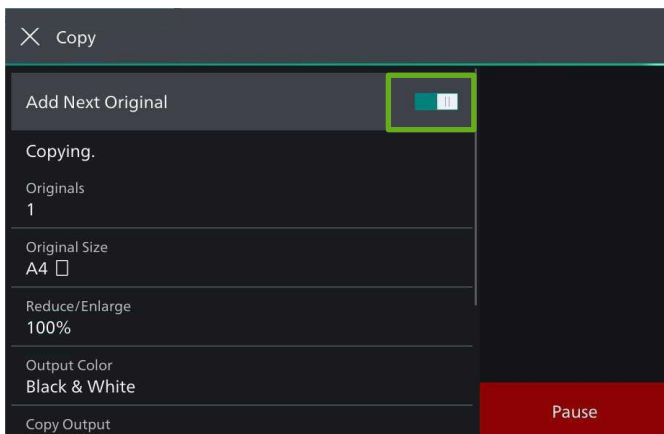


2.11.2 Load the Next Document 放置下一份原稿

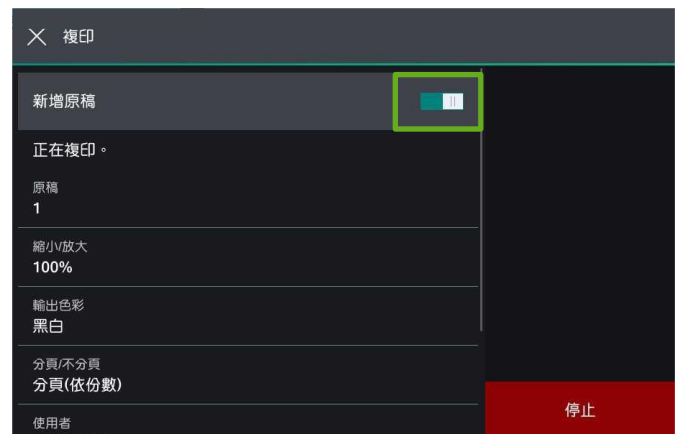
If you have more documents to copy, select [Add Next Original] on the touch screen while the current document is being scanned. This allows you to scan the documents as a single set of data.

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【新增原稿】，如此可將文件視為一份資料而進行掃描。

1. Select  while scanning is in progress.

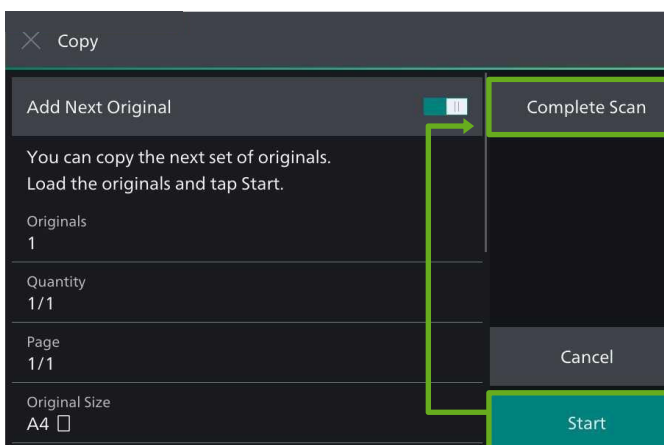


1. 請在掃描進行期間選擇 。



2. Load the next document, and then tap [Start].
3. When all documents have been scanned, select [Complete Scan].

2. 放入下一份原稿，點選【啟動】。
3. 已掃描所有文件後，選擇【完成掃描】。

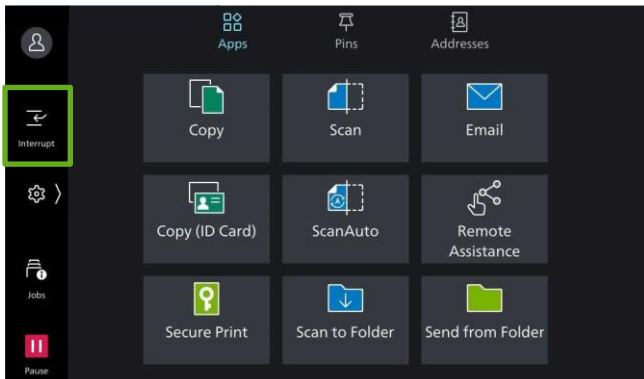


2.11.3 Interrupting the Copy Job 插印作業

Interrupt suspends all copy and print jobs in process and prioritises the jobs started during the interruption.

插印暫時停止複印和列印工作，轉而優先處理插印期間開始的工作。

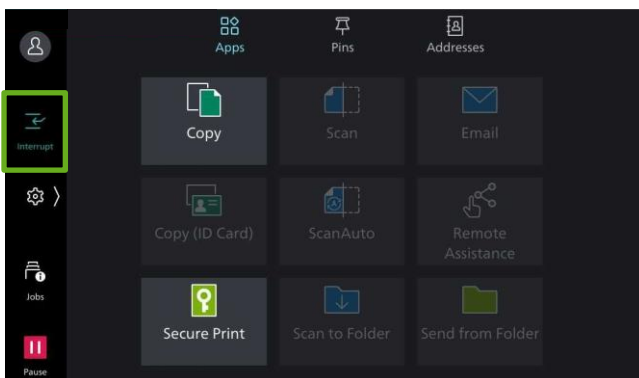
1. Tap [Interrupt] during a job. The machine will stop printing.



1. 在工作中，點選【插印】，本機會暫停打印。



2. Tap [Copy] or [Secure Print] to proceed. On completion, tap [Interrupt]. All suspended jobs will start again.



2. 點選功能執行工作 (【複印】或【機密列印】)。完成後，點選【解除插印】。先前暫停的工作會重新開始。



Customer Support Center

Telephone

Hong Kong (852) 2513-2513
Macau (853) 2855-8008

Email

shm-fbhk-csc@fujifilm.com

Live Chat

<https://www.fujifilm.com/fbhk/en>
(Find Chat with Us! in the bottom right)