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Quick Reference Notes - SCAN 簡易操作 - 掃描

ApeosPort ®V C7785/C6685/C5585

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1 SCANNING PROCEDURE 掃描步驟

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.
- 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。
- 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。
- 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 SCAN FEATURES 選擇掃描功能

- 1. Press the <Service Home> button.
- 1. 按一下 < Service Home > 鍵。



2. Select [Scan features].

2. 選擇[掃描功能]。



i. E-mail 掃描 (郵件送信)

E-mail	Advanced Settings	Layout Adjustment	E-mail Options	
	Recipien	t(s)		From:
Address Book				mail@add.ress
New Recipient				Subject
Add Me				Message
Preview				
Color Scanning Black & White	2 Si Sca 1 Sided	ded nning	Original Type	File Format

You may scan documents and send the scanned data as an e-mail attachment.

您可以掃描原稿並以電子郵件附件發送已掃 描的資料。

ii. Scan to PC 掃描 (PC 儲存)

Scan to PC	dvanced Settings	Layout Adjustment	Filing Options	
Address Book	Server Shared No Save In			
	User Nam	e		
Preview	Password			
Color Scanning Black & White	2 Sided	ded nning	Original Type Photo & Text	File Format

You may scan documents and send the scanned data to a network computer via FTP or SMB protocol.

您可將掃描的資料轉換成不同檔案格式發 送至網路上的電腦。

iii. Store to Folder 掃描 (信箱儲存)



You may scan documents and save the scanned data into a folder on the machine.

您可以掃描原稿,並將所掃描的資料儲存 到本機的機密信箱。

2 SCANNING METHODS 掃描方法

2.1 SCAN TO E-MAIL 郵件送信

- 1. Select [E-mail] from the [Services Home] screen.
- 1. 選擇 [功能] 畫面中的 [掃描 (郵件送信)]。



2. In the [E-mail] screen, specify recipient(s) using [Address Book] or keyboard in [New Recipient].

2. 在 [郵件通信對象] 畫面,利用電話簿或鍵 盤指定收件人。

			画]日/C1X1F/	
E-mail	Advanced Settings	Layout Adjustment	E-mail Options	
Address Book	Recipien	t(s)		From: mail@add.ress
New Recipient	3b			Message
Preview				
Scanning Black & White	Sca 1 Sided	nning	Photo & Text	DocuWorks

- 3a. Select a recipient from the address list, and then select [To], [Cc], or [Bcc] from the dropdown menu. Press [Close] to confirm.
- 3a. 選擇 [電話簿] 並從地址清單選擇收件人地 址,然後選擇 [對象]、 [CC] 或 [BCC],

最後按 [關閉] 。

E-mail Address Book			🔗 Close
All		(0	Go to
🔼 Alphanumeric	# 🔺 Name	E-mail Addre	ss
Index	0002 123@mmphu	20	
Search			
Add New Address			▼

OR

3b. Enter recipients' address on keyboard by pressing [New Recipient]. If there are multiple recipients, press [+Add] to enter more address. Press [Close].

3b.使用鍵盤輸入選擇收件人地址,若要輸入 多個郵件地址,請選擇[下一通信對象]。最 後按[關閉]。

Recipient List			🖉 🖓 Close
To: 0 Cc: 0 Bcc: 0 To: 45		🕞 + Add	Delete Text
· 1 2 3	4 5 6 7	8 9 0 -	Backspace
\ q w	ertyu	i o p [
as	d f g h	j k l ;	• •
Shift z >	c v b n	/	Shift
More Characters	Space		

4. Press <Start> to scan.

4. 按 <Start> 開始掃描。



2.2 SCAN TO PC 掃描 (PC 儲存)

1. Select [Scan to PC] from the [Services Home] screen.

1. 由 [功能] 畫面中選擇 [掃描 (PC 儲存)]。



2. In [Scan to PC] menu, specify a forward destination from [Address Book].

2. 由 [儲存位置] 畫面中選擇 [電話簿] 指定轉

送的目的地。

Scan to PC	Advanced Settings	Layout Adjustment	Filing Options	
Transfer Protocol SMB	Server			
Address Book	Save in	ime		
Browse	User Nam	e 🗌		
Preview	Password			
Color Scanning Black & White	2 Si Scar 1 Sided	ded nning	Original Type Photo & Text	File Format

3. Select the destination to store the data in, then [Close].

Server Address Bool		Close
All	# 🔺 Name	Go to (0001 - 2000)
Index Search	0001 test1 123.456.789.0	FTP
Add New Address		▼

4. Double check the selected computer information.

4. 檢查所選擇之目的地資訊。

Scan to PC Ac	lvanced ettings	Laya Adjust	ment	Filing Optio	ns	
Transfer Protocol	Server Shared Name Save In		Svr A	ddress Na	ame	92
SMB			scan			
Browse	User Nam	User Name				
Preview	Password					
Color Scanning Black & White	2 Sid Scar 1 Sided	ded nning		Original Ty oto & Text	pe	File Format DocuWorks

5. Select the scanning features from each tab. Please refer to Chapter 4 Scanning Features, for more details on scan options.

6. Press the <Start> button.

5. 設定掃描選項。詳情請參閱第4章 掃描選 項。

6.按 <Start> 鍵。

2.3 STORE TO FOLDER 信箱儲存

1. Select the <Store to Folder> from the [Services Home] screen.

Language Screen Fax / Internet Fax E-mail Copy Brightness Tools > Calibration Simple Copy Simple Fax Scan to PC Activity Report Fax Receiving Mode Store to Folder Send from Folder Stored Programming Print Mode

2. Specify the folder to save the scanned document in.

Store to Advanced **Filing Options** Layout Folder Settings Adjustment Go to 004 003 001 / 1 002 001 ↔ 500 TEST4 TEST1 TEST2 TEST3 007 005 008 006 1 File List.. TEST5 TEST7 TEST6 TEST8 012 009 1 011 🦯 010 Preview TEST9 TEST10 TEST11 TEST12 2 Sided Color Original Type Scanning Scanning . . . Black & White 1 Sided Photo & Text

3. Select the scanning features from each tab. Please refer to Chapter 4 Scanning Features, for more details on scan options.

4. Press the <Start> button.

3. 設定掃描選項。詳情請參閱第4章 掃描選項。

4. 按 <Start> 鍵。

2. 指定儲存的信箱。

3 CONFIRMING THE SCAN JOB IN JOB STATUS 確認掃描工作

- 1. Press the <Job Status> button.
- 1. 選擇 [Job Status] 鍵。



2. Confirm if the job has been completed successfully at the [Completed Jobs] tab.

2.確認工作狀態於"正常結束"。

Active Jobs	Completed Jobs	Secure Print Jobs & More			Clos	;e
All Jobs	-		Gro	up Pare	ent Jobs	
File / Job Type	Remo	ote Terminal	Status		Result	
00005 - Store to	Folder Folde	er 001	Completed		1	
Сору	A4:10	00%	Completed		1/1	
Сору	A4:10	00%	Completed		1/1	

4 SCANNING FEATURES 掃描選項

4.1 SCANNING COLOR 色彩模式

Set the scanning color for the documents to be scanned.

Auto Detect:

The color of the document is determined automatically.

Color:

Select to scan a color document.

Black & White:

Scans a document in monochrome 2 tones.

設定掃描原稿時的色彩模式。

自動:

本機自動判定原稿的色彩。



選擇掃描彩色原稿。



灰階 (256 色階):

以灰階掃描原稿。適合用於含有漸層且無法以 黑白(雙色)方式重現的原稿。

黑白 (2 色階):

以黑白雙色掃描原稿。

E-mail	Advanced Settings	Layout Adjustment	E-mail Options	
	Recipien	t(s)		From:
Address				mail@add.ress
Auto Detec	:t			Subject
Color				
Black & Wh	nite			Message
Grayscale				
Color Scanning Black & White	× 2 Si Sca 1 Sided	ded nning	Original Type	File Format DocuWorks

Scans a document in grayscale. Suited to documents containing gradations that cannot be reproduced with monochrome.

4.2 2-SIDED SCANNING 雙面原稿輸送

Select to scan both sides of a 2-sided 設定描雙面原稿的兩面。 document. 1 Sided: 單面: Select this to scan only 1 side of the 只掃描原稿單面時,選擇此項目。 document. 雙面(左右對開): 2 Sided (Head to Head): Select this when both sides of the 2-sided 雙面原稿的兩面都在同一方向時,選擇此項 document are in the same orientation. 日。 2 Sided (Head to Toe): 雙面(上下對開): Select this when both sides of the 2-sided 雙面原稿的兩面相反方向時,選擇此項目。 document are in the opposite orientation. 👝 E-mail Advanced E-mail Options Layout Settinas Adjustment Recipient(s) From: Address mail@add.ress Book... 1 Sided Subject... New Recipient... 🏪 2 Sided (Head to Head) 🧙 Add Me Message... 🔃 2 Sided (Head to Toe) Preview More File Format 2 Sided Original Type Color Scanning Scanning . Black & White 1 Sided Photo & Text DocuWorks 4.3 ORIGINAL TYPE 原稿書質 Photo & Text: 文字/ 照片: Select this item when the scanning document 掃描包含文字及照片的原稿時選擇此項目。 contains both text and photos. 文字: Text: Select this item when scanning text clearly. 若要清晰掃描文字,請選擇此一項目。 照片: Photo: Select this item when scanning photos. 掃描照片時,請選擇此選項。 E-mail Options 👝 E-mail Advanced Layout Adjustment Settings Recipient(s) From: Address mail@add.ress Book ... Subject... New ------Recipient Photo & Text Add Me PL. Message. Text Preview Color Scanning 2 Sided Scanning Original Type File Format Black & White 1 Sided Photo & Text DocuWorks

4.4 FILE FORMAT 印出檔案格式

Select the format of scanned data. 選擇掃描資料的格式。 When selecting [Scan to Mailbox], [File 選擇 [掃描 (信箱儲存)] 時 [印出檔案格式] 選 Format] is disabled. 項會停用 TIFF/JPEG Auto Select: TIFF/JPEG 自動: Automatically selects JPEG or TIFF. [JPEG] 自動選取 JPEG 或 TIFF。全彩與灰階影像為 for full color and grayscale images, [TIFF] for monochrome. [JPEG],單色則為 [TIFF]。 PDF: PDF: Saves as a PDF file. 以 PDF 檔儲存。 DocuWorks: DocuWorks: Saves as a DocuWorks file. 以 DocuWorks 檔儲存。 mTIFF: 多頁 TIFF: Saves multiple pages as 1 TIFF file. 以1個 TIFF 檔儲存多頁。 XPS: XPS: Saves as a XPS file. 以 XPS 檔儲存。 Single File for Each Page: 每頁皆進行分割: Saves each page as a single file in the 使用指定格式將各頁分別儲存為一個檔案。 specified format.



4.5 RESOLUTION 掃描解析度

Set the resolution for the documents to be scanned.

1. Select the [Layout Adjustment] tab and then select [Scan Resolution]

設定掃描原稿的解析度。

2. 選擇解析度,並按 [關閉]。

1. 選擇 [掃描方法] 標籤 · 並選擇 [掃描解析 度] 。



2. Select a resolution, and press [Save].

Resolution	💥 Cancel	🛷 Save
200 dpi		
300 dpl		
400 dpi		
600 dpi		

4.6 FILE NAME 文件名稱

When using the [E-mail] or [Scan to PC] feature, you can specify the file name of the document to be sent.

1. Select the [Email Options] or [Filing Options] tab and then select [File Name].

使用[掃描(郵件送信)]或[掃描(PC 儲存)]功能 時,您可指定所發送檔案的名稱。

1. 選擇 [印出形式] 標籤,並選擇 [檔案名稱]。

E-mail	Advanced Settings	Layout Adjustment	E-mail Option	5
Quality / Fil Quality: Higher + File Size: Larger +	le Size 2 -2	File Format TIFF / JPEG Auto Sele	ect O	Read Receipts
Split Send Split by Page		File Name Auto Name		Reply To

- 2. Use the displayed keyboard to enter a name up to 28 characters.
- 2. 使用顯示出來的鍵盤輸入最多 28 個字元的 名稱。

5 OPERATIONS DURING SCANNING 掃描期間的操作

5.1 STOPPING THE SCAN JOB 停止掃描

- 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]。

I Store to Folder	File 00010	X Close
Save in: Folder 001 - User 1		
File Name: 23072013225848		Delete
Pages: 1		Save (Last Original)
A4 () Black & White		Start
200 dpi 100%	Preview	Change Settings

- 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] or [Promote Job].
- 4. 選擇要取消的工作,然後按 [停止] or

omote Job]].		[Promote	Job] 。	
Active Jobs	Completed Jobs	Secure Print Jobs & More	Prin Waiting	t Close Jobs	
All Jobs	-				
File / Job Type	Rem	ote Terminal	Status	Progress	
00004 - Store to	Folder Folde	er 001	Scanning	444	
- Get Info					
- Get Info					
02222-Сору	11 x	22mm:3%	User Action	55/66	
02222 - Сору	11 x	22mm:3%	Copying	55/66 🔻	

5. Select [Delete].



5. 選擇 [中止].

6. Select [Delete].



5.2 PREVIEWING THE SCANNED IMAGES DURING A SCAN JOB 掃描時預覽掃描影

像

You can preview the scanned images while scanning the document.

1. When a document starts to be read with [Preview] is checked on a Scan screen, the screen on the No.2 is displayed.

掃描文件時,允許您預覽掃描影像。

1. 在掃描畫面選擇 [預覽] 的狀態下開始讀

取,顯示下方圖2的畫面。

2. 讀取文件之後,選擇 [預覽]。

Scan to PC Ac	lvanced ettings	Layout Adjustment	Filing Options	
Transfer Protocol	Server			
Address Book	Shared Na	ıme		
Browse	Save in			
	User Name			
Color Scanning Black & White	2 Sic Scar 1 Sided	aning	Original Type	File Format

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

Ready to Scan. Load your next original and press Start.		Memory 2 Local User 99%
I Scan to PC (SMB)	File 00131	X Close
Save in: \\13.186.28.200\Public_SMB\C	ommon	
Pages: 8	THE NEW ESSENTIALS	Send (Last Original) Next Original Start
200 dpi 100%	Preview	Change Settings

- 3. An entire preview image is displayed.
- 3. 整體顯示預覽影像。



6 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 [Save (Last Original)].

4. 所有原稿掃描之後,請選擇 [儲存 (無下一張原稿)]。

I Store to Folder	File 00010	(X) Close
Save in: Folder 001 - User 1 File Name: 23072013225848		Delete
Pages: 1		Save (Last Original)
A4 (] Black & White 200 dpi	Preview	Start Change

7 EXTRA INFORMATION 更多資訊

7.1 SETUP AND USE SCAN TO EMAIL (設定及使用掃描至電郵)



Setup and use scan to email 設定及使用掃描至電郵

Scan QR Code OR Click <u>here</u> 請掃描 QR Code 或者點擊這裡

7.2 SETUP SCAN TO PC(SMB) 設定掃描至 PC(SMB)



Setup scan to PC(SMB) 設定掃描至 PC(SMB)

Scan QR Code OR Click <u>here</u> 請掃描 QR Code 或者點擊<u>這裡</u>

7.3 SAVE AN ADDRESS IN THE ADDRESS BOOK 儲存常用通訊至通訊簿



Save an address in the address book 儲存常用通訊至通訊簿

Scan QR Code OR Click <u>here</u> 請掃描 QR Code 或者點擊這裡

Customer Support Center 2513-2513

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