



## Quick Reference Notes - **SCAN**

### 簡易操作 - **掃描**

DocuCentre V C2265 / C2263

# CONTENTS

## 目錄

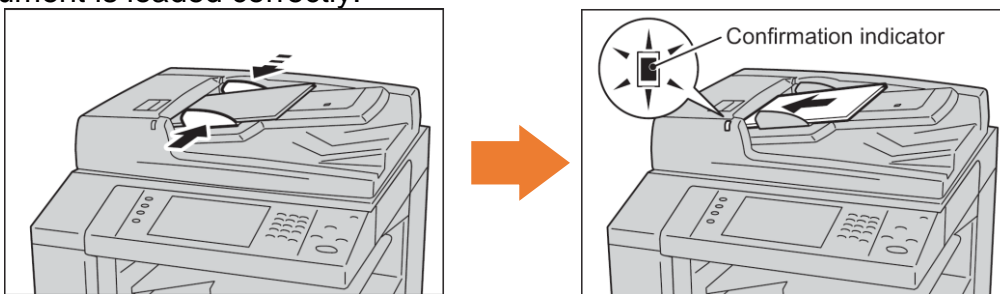
|       |  |    |
|-------|--|----|
| 1     | Scanning Procedure 掃描步驟 .....                      | 1  |
| 1.1   | Loading Document 放置原稿 .....                        | 1  |
| 1.1.1 | Document Feeder 自動送稿裝置 .....                       | 1  |
| 1.1.2 | Document Glass 玻璃面板 .....                          | 1  |
| 1.2   | Selecting Scan Features 選擇掃描功能 .....               | 2  |
| 2     | Scanning Methods 掃描方法 .....                        | 4  |
| 2.1   | Scan to E-mail 郵件送信 .....                          | 4  |
| 2.2   | Scan to PC 掃描 ( PC 儲存 ) .....                      | 6  |
| 2.3   | Store To Folder 信箱儲存 .....                         | 8  |
| 3     | Confirming the Scan Job in Job Status 確認掃描工作 ..... | 9  |
| 4     | Scanning Features 掃描選項 .....                       | 10 |
| 4.1   | Scanning Color 色彩模式 .....                          | 10 |
| 4.2   | 2-Sided Scanning 雙面原稿輸送 .....                      | 11 |
| 4.3   | Original Type 原稿畫質 .....                           | 11 |
| 4.4   | File Format 印出檔案格式 .....                           | 12 |
| 4.5   | Resolution 掃描解析度 .....                             | 13 |
| 4.6   | File Name 文件名稱 .....                               | 13 |
| 5     | Operations During Scanning 掃描期間的操作 .....           | 14 |
| 5.1   | Stopping The Scan Job 停止掃描 .....                   | 14 |
| 6     | Load the Next Document 放置下一份原稿 .....               | 16 |
| 7     | Setup Scan to Email 設定掃描至電郵 .....                  | 17 |

# 1 SCANNING PROCEDURE 掃描步驟

## 1.1 LOADING DOCUMENT 放置原稿

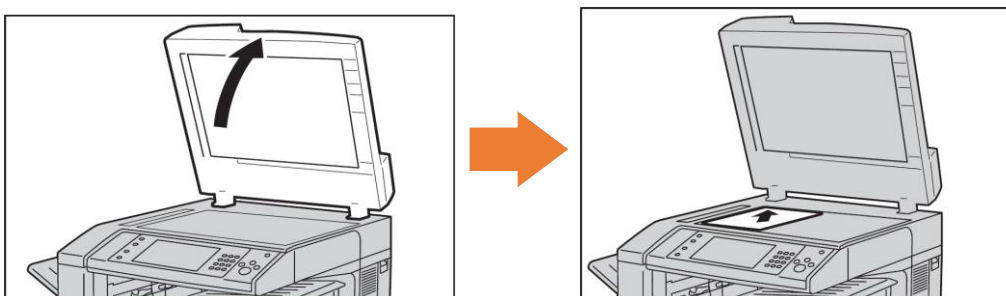
### 1.1.1 Document Feeder 自動送稿裝置

1. Adjust the document guides to match the size of the document loaded.
  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 SCAN FEATURES 選擇掃描功能

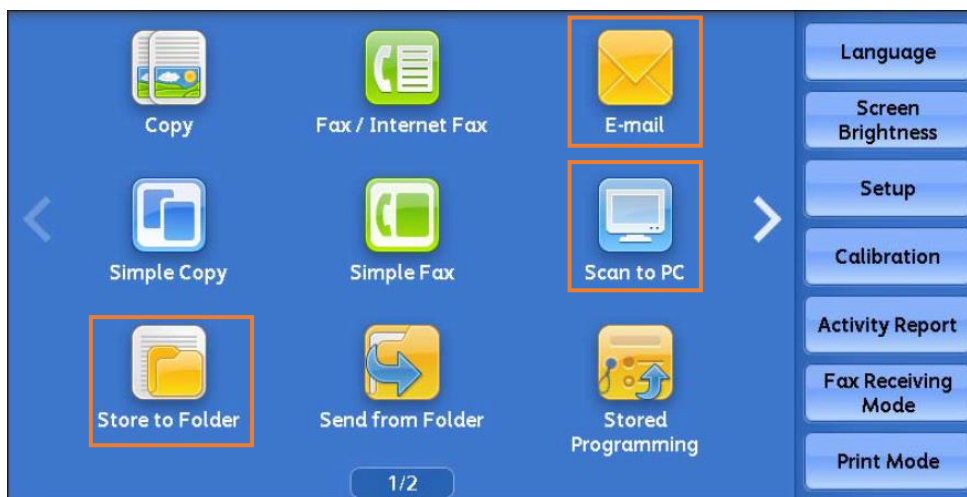
1. Press the <Service Home> button.

1. 按一下<Service Home>鍵。

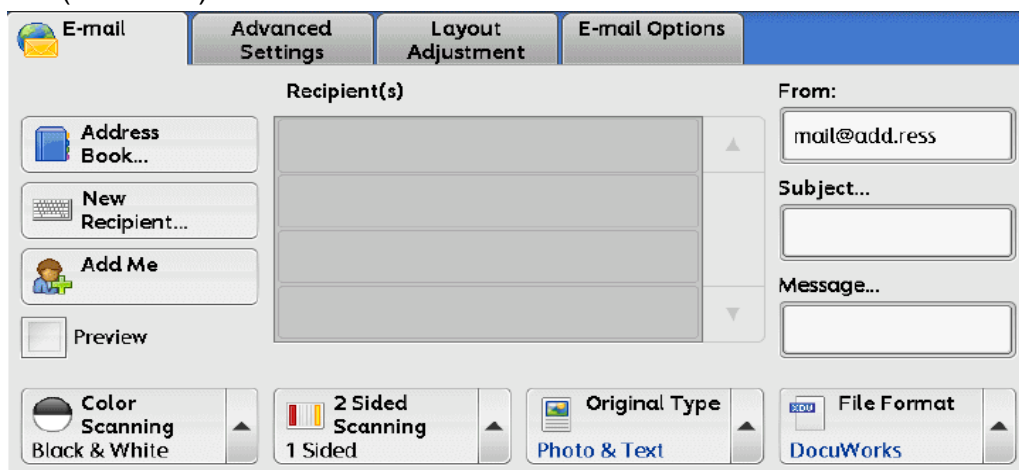


2. Select [Scan features].

2. 選擇 [掃描功能]。



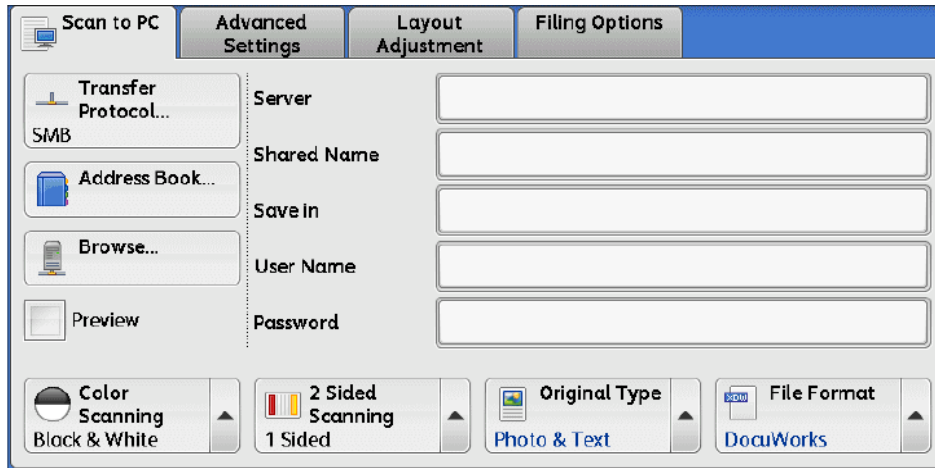
i. E-mail 掃描 (郵件送信)



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。

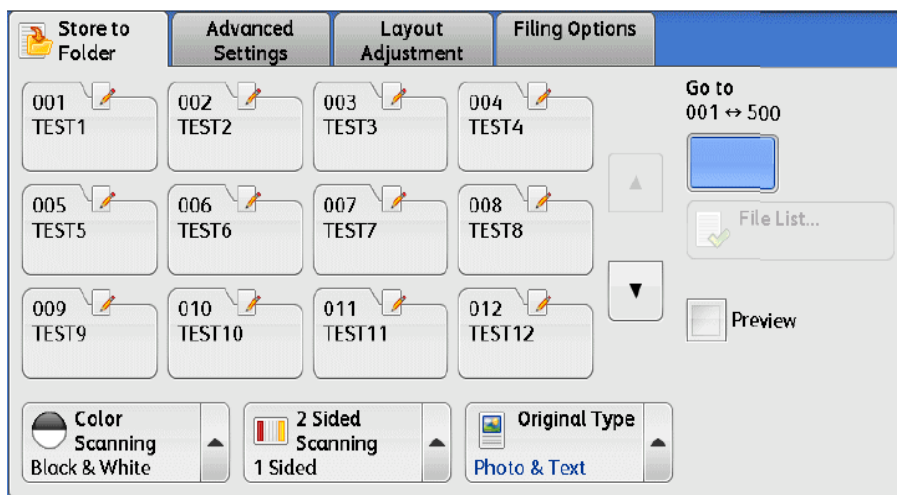
## ii. Scan to PC 掃描 (PC 儲存)



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

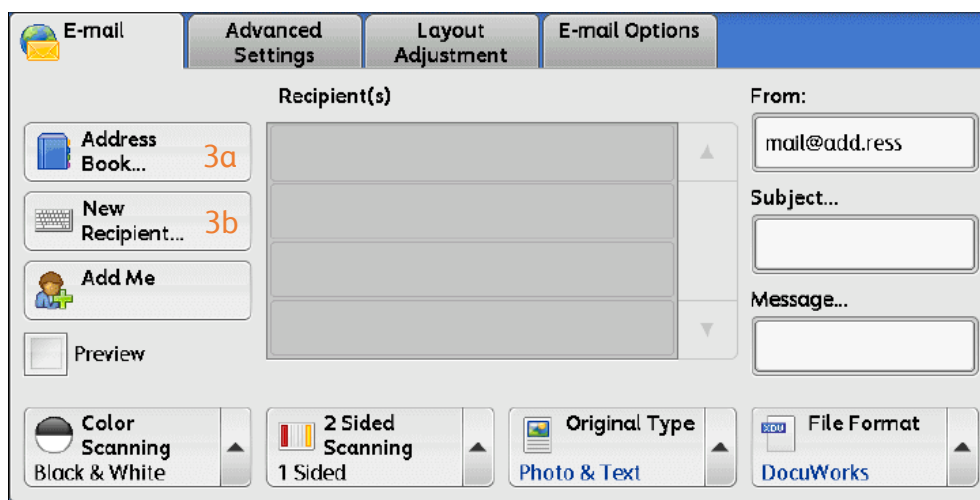
1. Select [E-mail] from the [Services Home] screen.

1. 選擇 [功能] 畫面中的 [ 掃描(郵件送信) ] 。



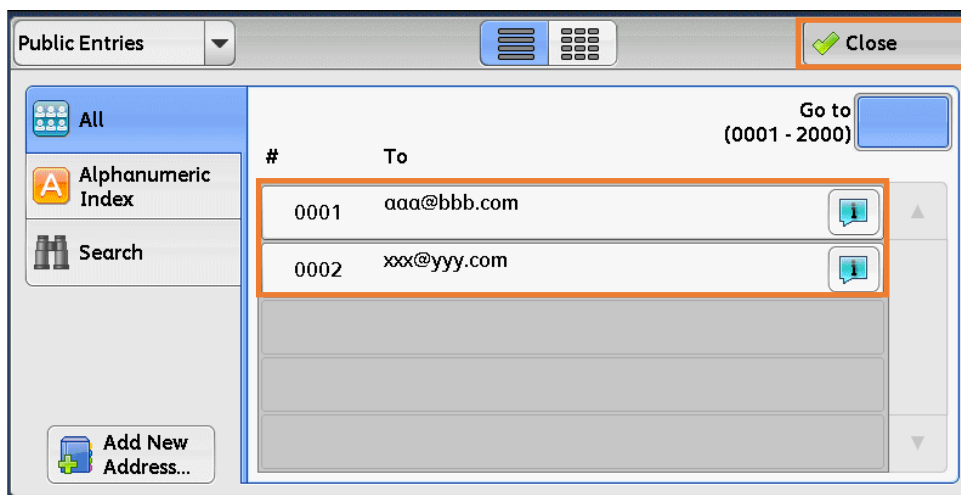
2. In the [E-mail] screen, specify recipient(s) using [Address Book] or keyboard in [New Recipient].

2. 在 [郵件通信對象] 畫面，利用電話簿或鍵盤指定收件人。



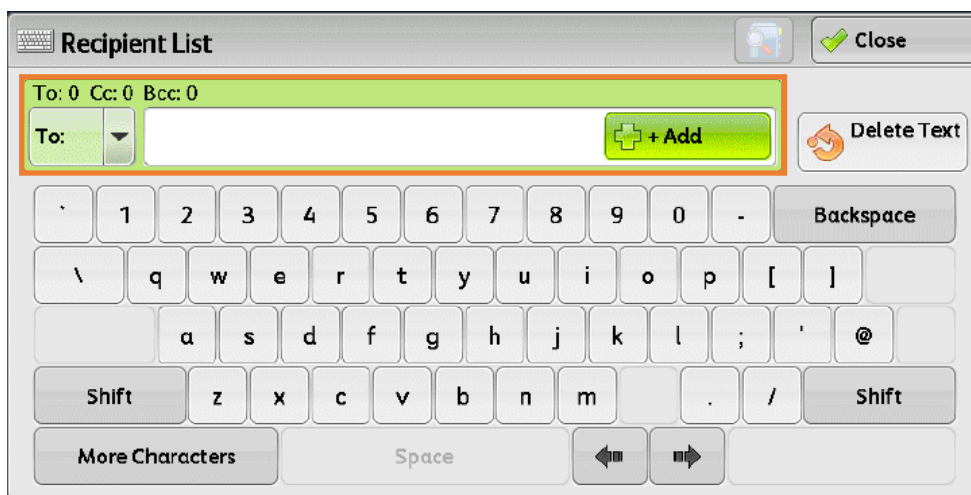
3a. Select a recipient from the address list, and then select [To], [Cc], or [Bcc] from the dropdown menu. Press [Close] to confirm.

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]。



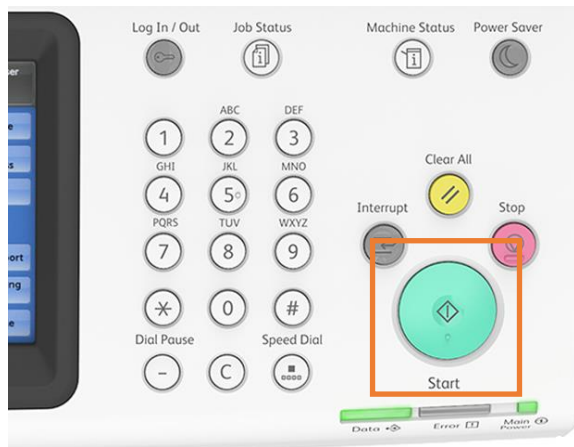
3b. Enter recipients' address on keyboard by pressing [New Recipient]. If there are multiple recipients, press [+Add] to enter more address. Press [Close].

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]。



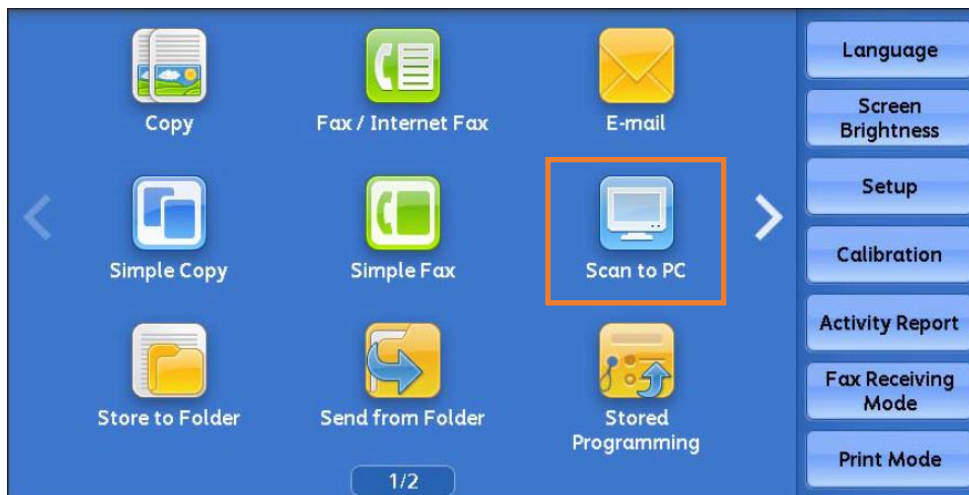
4. Press <Start> to scan.

4. 按 <Start> 開始掃描。



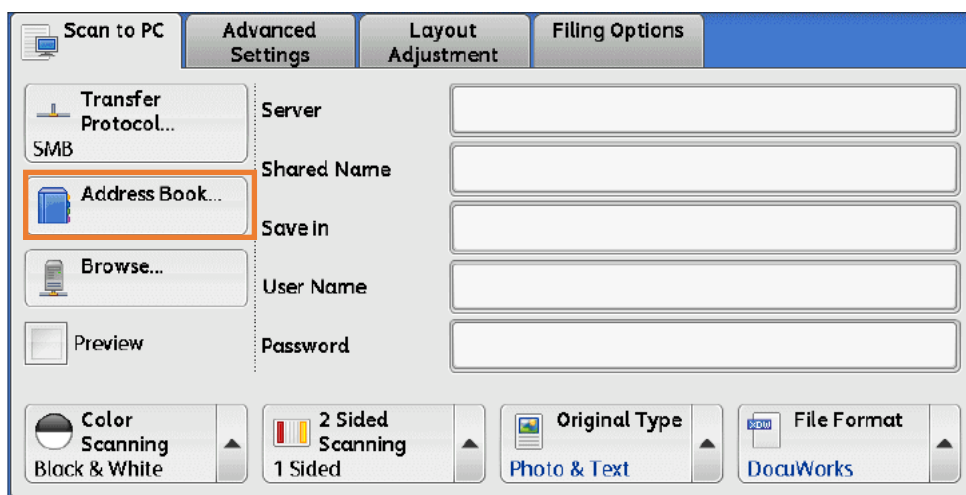
## 2.2 SCAN TO PC 掃描 ( PC 儲存 )

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



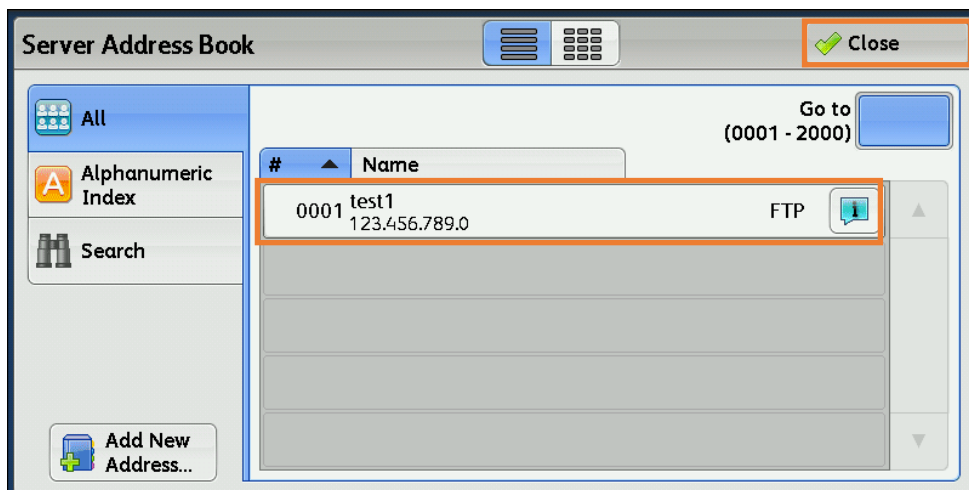
1. 由 [功能] 畫面中選擇 [掃描 (PC 儲存)]。

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。

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

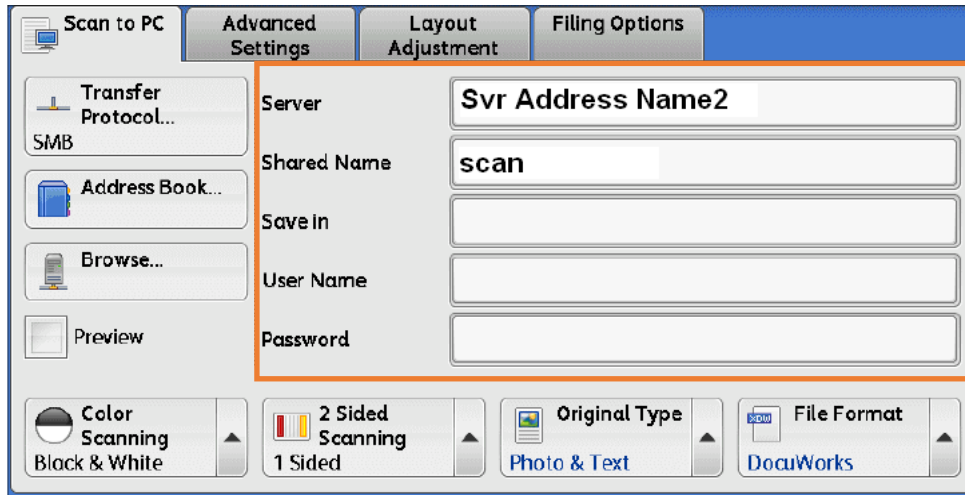


3. 選擇儲存位置，按 [設定]，然後按 [關閉]。



4. Double check the selected computer information.

4. 檢查所選擇之目的地資訊。



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

5. 設定掃描選項。詳情請參閱第 4 章 掃描選項。

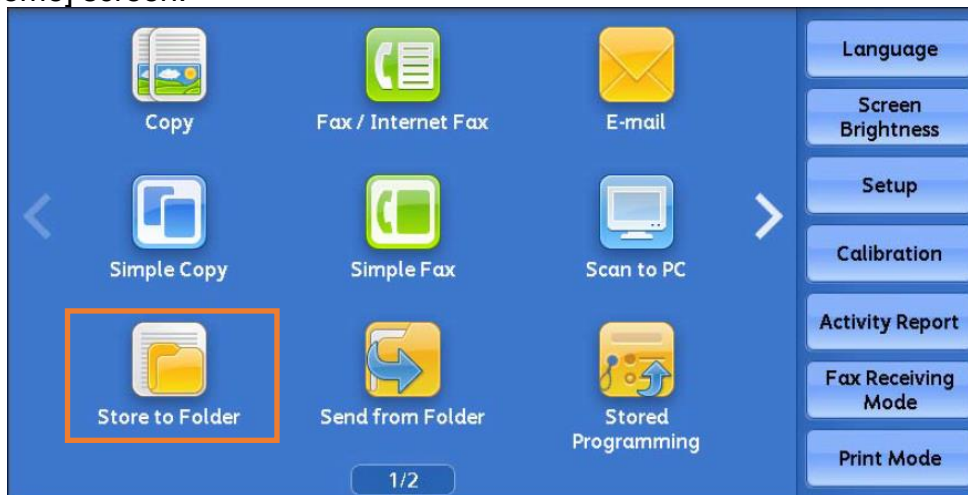
6. Press the <Start> button.

6. 按 <Start> 鍵。

## 2.3 STORE TO FOLDER 信箱儲存

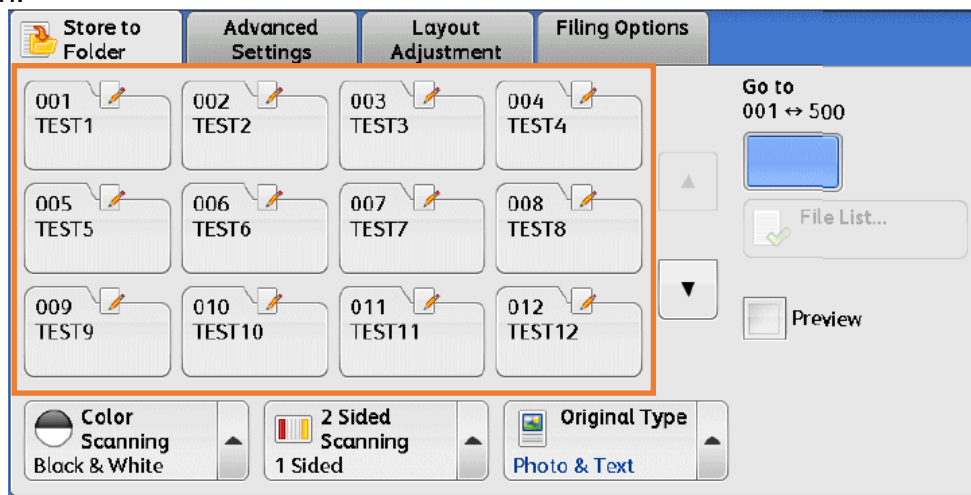
1. Select the <Store to Folder> from the [Services Home] screen.

1. 按下 <掃描 (信箱儲存)> 鍵。



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

2. 指定儲存的信箱。



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

3. 設定掃描選項。詳情請參閱第 4 章 掃描選項。

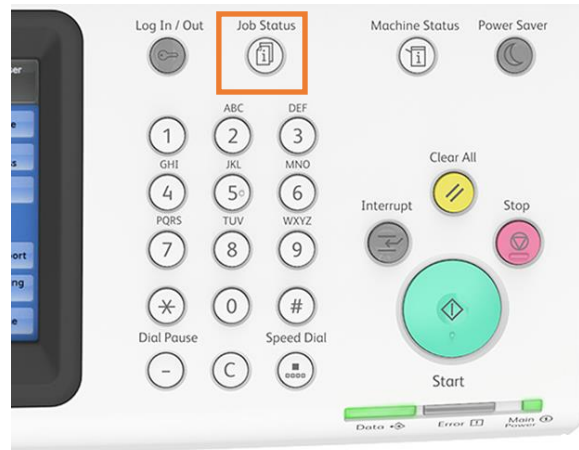
4. Press the <Start> button.

4. 按 <Start> 鍵。

### 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” 。

| File / Job Type           | Remote Terminal    | Status    | Pages |
|---------------------------|--------------------|-----------|-------|
| - - Copy                  | A4                 | Completed | 1/1   |
| - - Secure Print          | BARUTAN:HOST NAME  | Completed | 2/3   |
| 33333 - Print Fax         |                    | Completed |       |
| 22222 - Print Fax         | Fax Received       | Completed |       |
| 02222 - Receive Fax Relay | FAX_TRNSMSSN_RCV11 | Completed |       |

## 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.

#### Grayscale:

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

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。

#### 全彩:

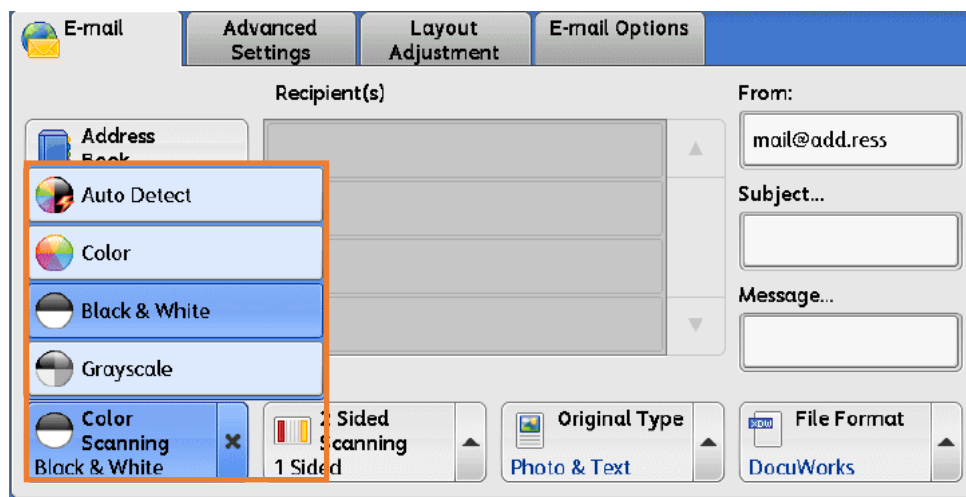
選擇掃描彩色原稿。

#### 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。



## 4.2 2-SIDED SCANNING 雙面原稿輸送

Select to scan both sides of a 2-sided document.

### 1 Sided:

Select this to scan only 1 side of the document.

### 2 Sided (H to H):

Select this when both sides of the 2-sided document are in the same orientation.

### 2 Sided (H to T):

Select this when both sides of the 2-sided document are in the opposite orientation.

設定描雙面原稿的兩面。

### 單面:

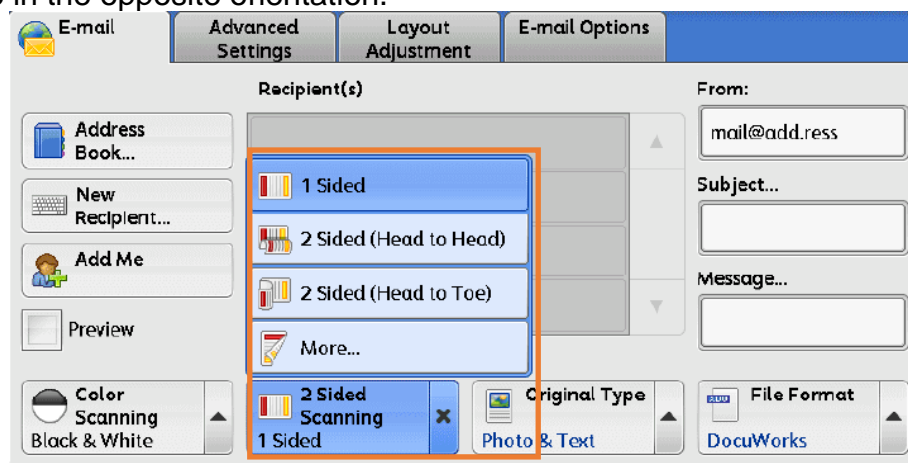
只掃描原稿單面時，選擇此項目。

### 雙面(左右):

雙面原稿的兩面都在同一方向時，選擇此項目。

### 雙面(上下):

雙面原稿的兩面相反方向時，選擇此項目。



## 4.3 ORIGINAL TYPE 原稿畫質

### Photo & Text:

Select this item when the scanning document contains both text and photos.

### Text:

Select this item when scanning text clearly.

### Photo:

Select this item when scanning photos.

### 文字/照片:

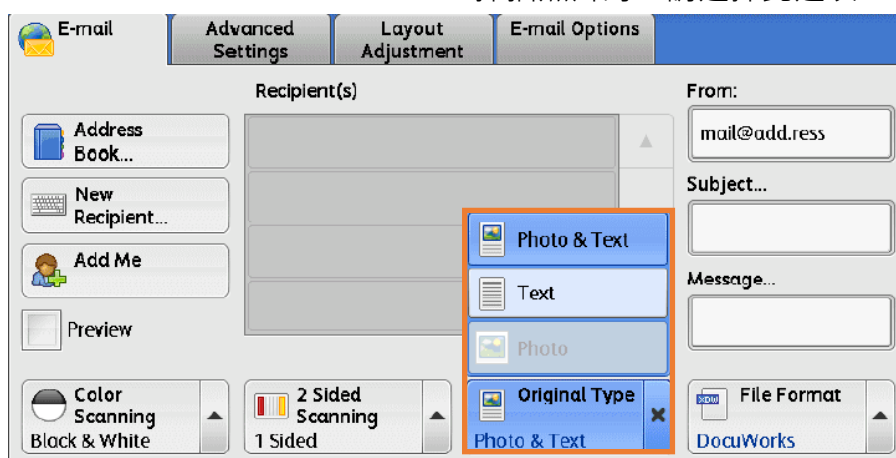
掃描包含文字及照片的原稿時選擇此項目。

### 文字:

若要清晰掃描文字，請選擇此一項目。

### 照片:

掃描照片時，請選擇此選項。



## 4.4 FILE FORMAT 印出檔案格式

Select the format of scanned data. When selecting [Scan to Mailbox], [File Format] is disabled.

### TIFF/JPEG Auto Select:

Automatically selects JPEG or TIFF. [JPEG] for full color and grayscale images, [TIFF] for monochrome.

### PDF:

Saves as a PDF file.

### DocuWorks:

Saves as a DocuWorks file.

### mTIFF:

Saves multiple pages as 1 TIFF file.

### XPS:

Saves as a XPS file.

### Single File for Each Page:

Saves each page as a single file in the specified format.

選擇掃描資料的格式。選擇 [掃描 (信箱儲存)] 時 [印出檔案格式] 選項會停用

### TIFF/JPEG 自動:

自動選取 JPEG 或 TIFF。全彩與灰階影像為 [JPEG]，單色則為 [TIFF]。

### PDF:

以 PDF 檔儲存。

### DocuWorks:

以 DocuWorks 檔儲存。

### 多頁 TIFF:

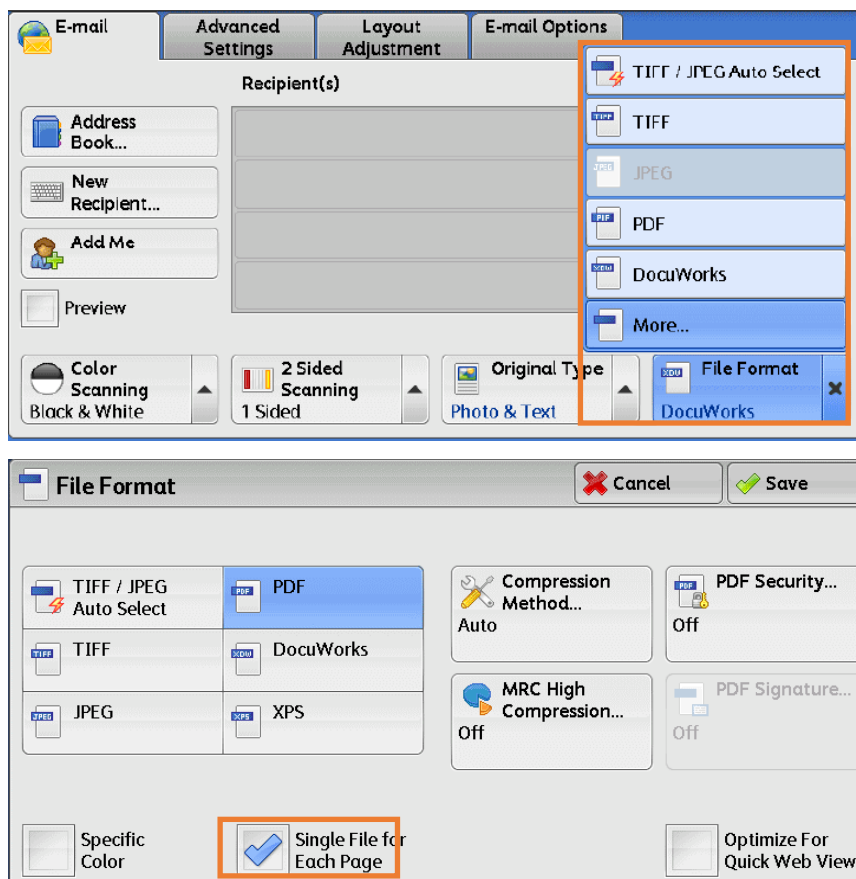
以 1 個 TIFF 檔儲存多頁。

### XPS:

以 XPS 檔儲存。

### 每頁皆進行分割:

使用指定格式將各頁分別儲存為一個檔案。



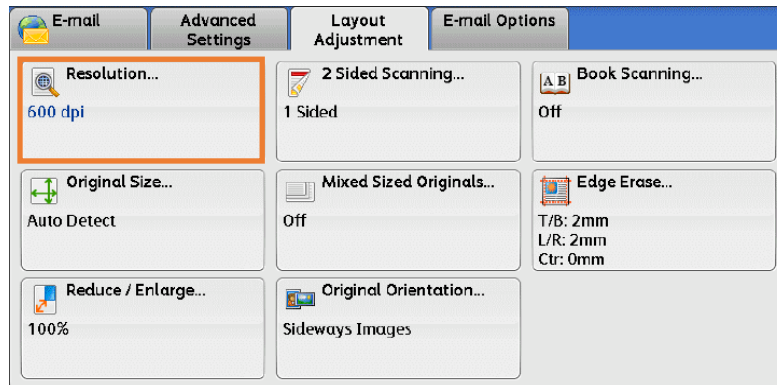
## 4.5 RESOLUTION 掃描解析度

Set the resolution for the documents to be scanned.

設定掃描原稿的解析度。

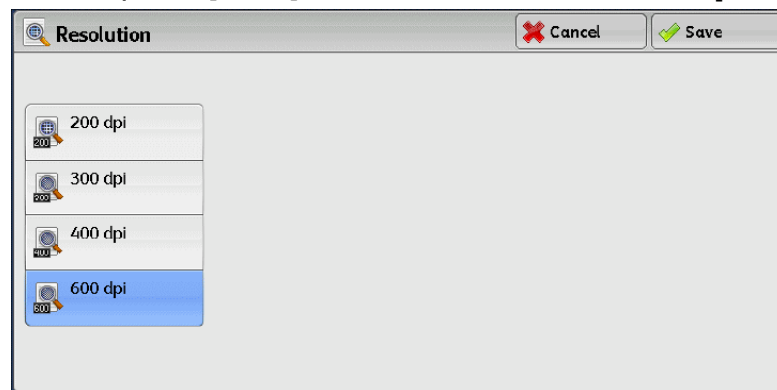
1. Select the [Layout Adjustment] tab and then select [Scan Resolution]

1. 選擇 [掃描方法] 標籤，並選擇 [掃描解析度]。



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

2. 選擇解析度，並按 [關閉]。



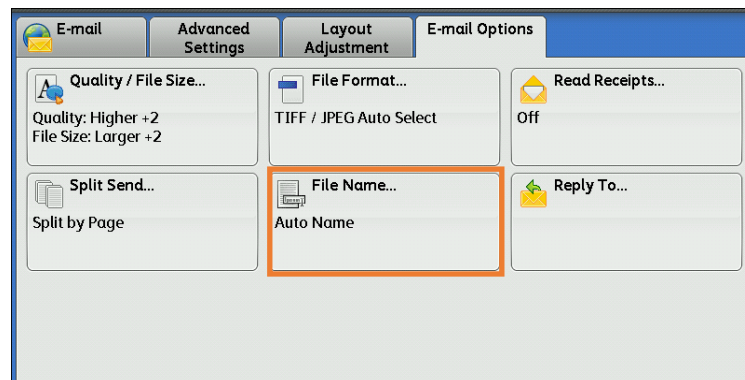
## 4.6 FILE NAME 文件名稱

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

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

1. 選擇 [印出形式] 標籤，並選擇 [檔案名稱]。



2. Use the displayed keyboard to enter a name up to 28 characters.

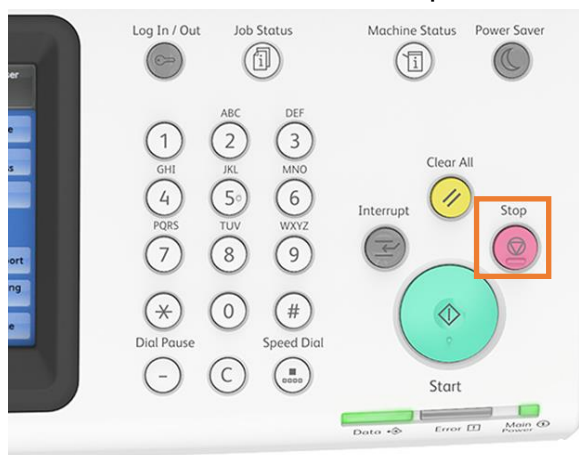
2. 使用顯示出來的鍵盤輸入最多 28 個字元的名稱。

## 5 OPERATIONS DURING SCANNING 掃描期間的操作

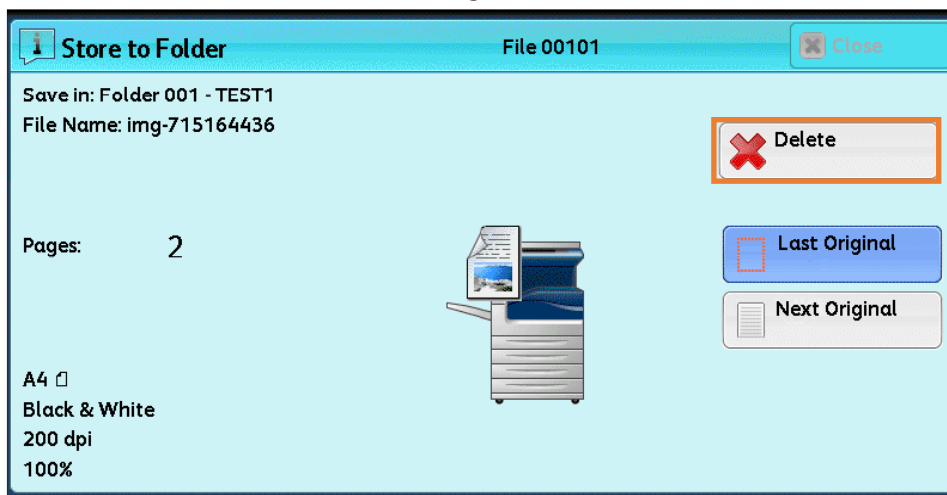
### 5.1 STOPPING THE SCAN JOB 停止掃描

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。

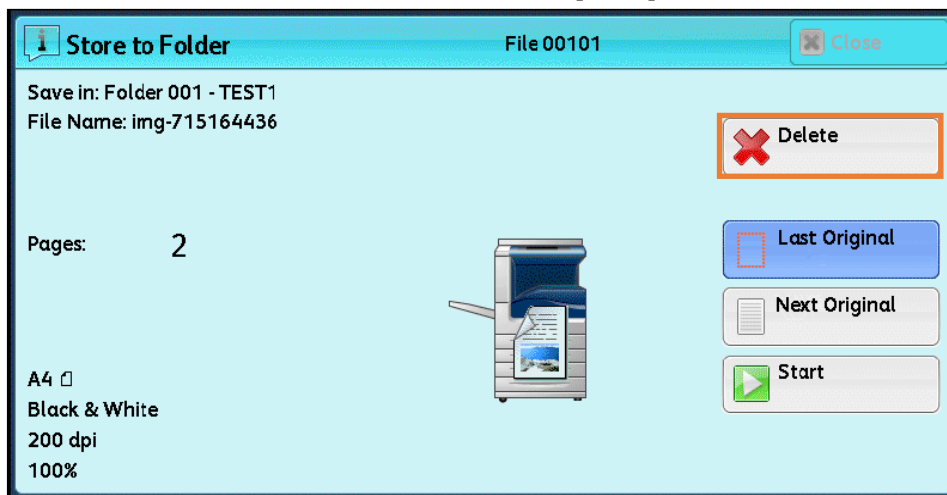


OR



2. Select [Delete].

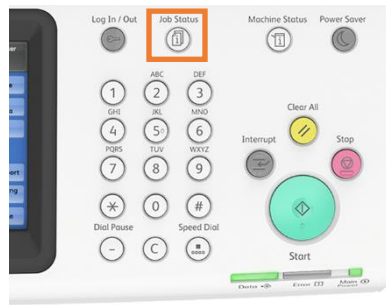
2. 按 [中止]。





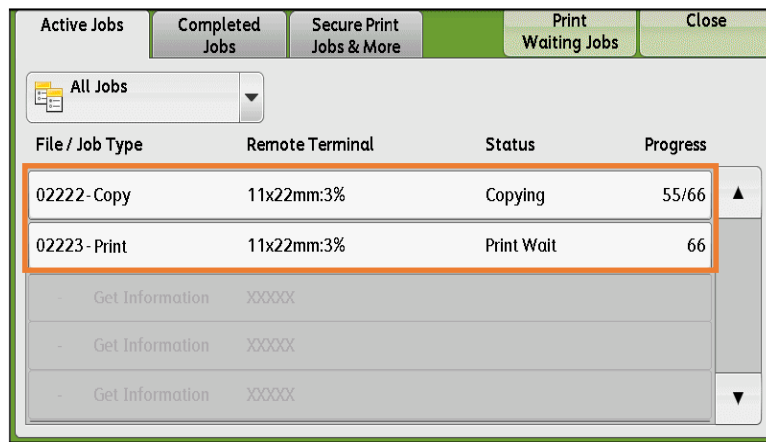
3. If the screen in procedure 2 does not appear, press the <Job Status> button.

3. 若未顯示步驟 2 中的畫面，按 <Job Status> 鍵。



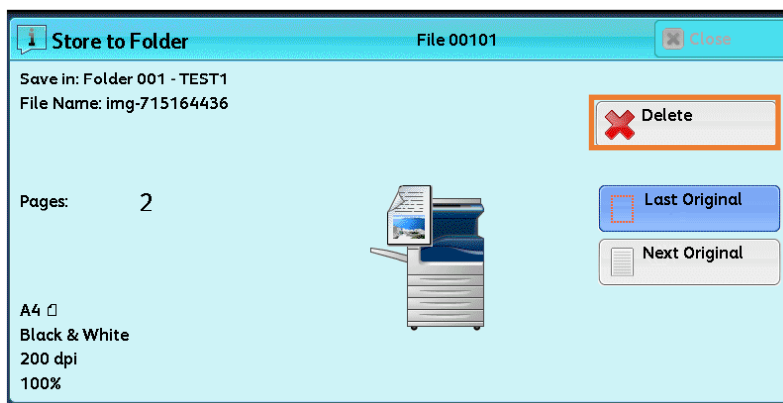
4. Select the job to cancel, and then select [Delete] or [Promote Job].

4. 選擇要取消的工作，然後按 [停止] 或 [Promote Job]。



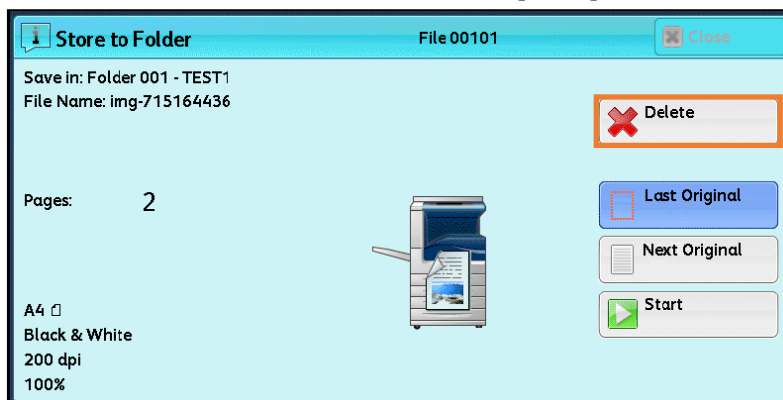
5. Select [Delete].

5. 選擇 [中止]。



6. Select [Delete].

6. 選擇 [中止]。



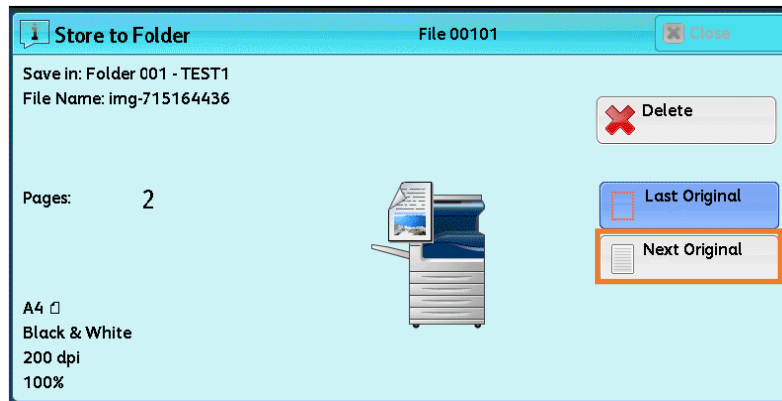
## 6 LOAD THE NEXT DOCUMENT 放置下一份原稿

If you have another document, select [Next Original] on the touch screen while the current document is being scanned.

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

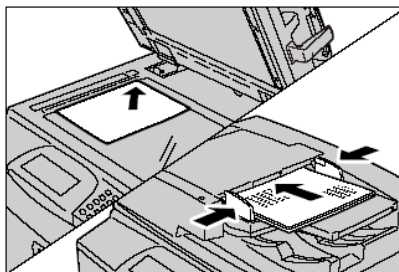
如果還有其他原稿，請在掃描原稿時，在顯示幕上選擇 [有下一張原稿]。

- 1.請在掃描進行期間選擇 [有下一張原稿]。



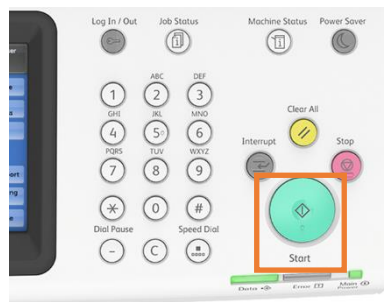
2. Load the next document.

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]。



## 7 SETUP SCAN TO EMAIL 設定掃描至電郵



### Setup scan to email

設定掃描至電郵

Scan QR Code OR Click [here](#)

請掃描 QR Code 或者點擊[這裡](#)

# **Customer Support Center**

## **2513-2513**

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