

Quick Reference Notes – SCAN 簡易操作 – <mark>掃描</mark>

ApeosPort ® -VII C7788 / C6688 / C5588

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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

Remove any paper clips and staples before loading a document.

 Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder. 放置文件前,請取下萬字夾和清走打釘。

 將文件正面朝上(若是雙面文件,將正面朝 上)放置在送稿裝置的中央。

Confirmation indicator





- 2. Adjust the document guides to match the size of the document loaded. Raise the document stopper.
- 2. 調整原稿調整桿至符合紙張尺寸, 抬起擋紙器。







1.1.2 Document Glass 玻璃面板

- 1. Open the document cover.
- 2. Load the document face down, and align it against the top left corner of the document glass. Close the document cover.



- 1. 開啟原稿外蓋。
- 將文件的正面朝下,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 Home button.

1. 按一下首頁按鈕。

Local User	To begin, select a Service.		≡ II Stop	U
		Home		
Copy		Email	Machine Status	
			A	ш
Scan to	PC Store to Poider	Send from Folder	Job Status	ŝ
?			344 ⁰	
	_			\$

2. Select a scan feature.

2. 選擇掃描功能。



i. Email

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

i. 掃描 (郵件送信)

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

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

ii. 掃描 (PC 儲存)

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。



2 SCANNING METHODS 掃描方法

2.1 SCAN TO EMAIL 郵件送信

1. Press [Email] from the Home screen.



- In the [Add] screen, specify recipient(s) using [Public Entries] or type a new recipient using [Keyboard].
- 在【新增】畫面,利用【裝置本體電話簿】或
 【鍵盤】指定收件人。



- 3a. Select a recipient from the email address book. Press [Close] to confirm.
- 3a. 選擇【電話簿】並從地址清單選擇收件人地 址,然後選擇傳送對象,按【確認】。

Local User	Enter the En From: Subject:	nail recipient.				Stop
Email Addre	ss Book		≡ =		X Close	
🔡 All					Go to 0001 ⇔ 2,000	
Alpha Inde	anumeric c	#	A Name	Email Address		
Searc	:h	0001	AAA aao@aaa.com		1	-
		0002	BBB bbb@bbb.com		i	
		0003	CCC ccc@ccc.com		i	
		0004	DDD ddd@ddd.com		i	
		0005	EEE eee@eee.com		i	v
Add I	New Addres					

1. 從首頁畫面中按【掃描 (郵件送信)】。

- 3b.1. Enter recipients' address on keyboard by pressing [Keyboard]. Press [Close] to finish.
- 3b.1. 使用鍵盤輸入選擇收件人地址,最後按 【關閉】。

	Con eil	Adda							-		Cance	al l	A Sava	Silan
3		Addro	ess							^	curre	at	- Suve	
1	To: 1 Cc:	Bcc: ()									1		3
25	To: 🔻	sam	ple1@	co.jp									Delete Text	
object	•	2	З		4	5	6	7	8 9	C)	- [Backspace	
in Nor		q	w	e	r	t	у	u	i	0	p	1		1 007
		a			d	f	g	h	j k	1		;	· @	
	Shif	:	z	×	c	v	Ь	n	m		÷	1	Shift	
<u>.</u> K	More	Chara	cters			Sp	ice		+		*			White

3b.2. If there are multiple recipients, press [Added] to enter more address. Press [Close] to finish.

3b.2. 若要輸入多個郵件地址,請選擇 【已新增】,然後輸入,最後按【關閉】。

Local User	Ready to Send Email.		Memory 36%	E Stop
		Email	Reset	Start Start
+ Adde	d (1)			
To: U	user <sample1@co.jp></sample1@co.jp>			
Subject: A	uto Name			
File Name:	Auto Name			.pdf

4. Press [Start] to scan.

4. 按【啟動】開始掃描。

Local User	Ready to Send Email.		Memory 36%		Stop
		Email	Reset	♦	Start
+ Adde	i (1)				
To: u	ser <sample1@co.jp></sample1@co.jp>				
Subject: Au	ito Name				
File Name:	Auto Name				.pdf

2.2 SCAN TO PC 掃描 (PC 儲存)

- 1. Select [Scan to PC] from the Home screen.
- 1. 從首頁畫面中選擇【掃描 (PC 儲存)】。



- 2. In [Storage Location] menu, specify a forward destination from [Address Book].
- 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, 3. 選擇儲存位置,按【確認】。 then press [OK].

Local User	Select Save loco	tion.		^{Метоту} = 🔳	Sto
ierver Addre	ess Book		≡ :::	X Close	
🚹 All				Go to 0001 ↔ 2000	
Alphe Inde	anumeric x	#	▲ Name		
Sear	ch	0007	SERVER1 /123.456.789/	FTP 🚺	
		0008	SERVER2 /123:456.777/	FTP 🚺	
		0009	SERVER3 \\123.456.888\888\	SMB [
		0010	SERVER4 \\123.456.999\999\	SMB 🚺	
		0011	SERVER5 /123.456.666/	FTP 🚺	
R Add	New '				

- 4. Select the scanning features. Please refer to Chapter 3 (Scanning Features) for more details on scan options.
- 4. 設定掃描選項。詳情請參閱第3章(掃描選項)。

5. Press the [Start] button.

5. 按【啟動】鍵。

3 SCANNING FEATURES 掃描選項

3.1 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。



本機自動判定原稿的色彩。



選擇掃描彩色原稿。



以黑白雙色掃描原稿。

Grayscale:

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

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。



3.2 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 (Head to Head):

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

2 Sided (Head to Toe):

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

設定掃描雙面原稿的兩面。



只掃描原稿單面時,選擇此項目。

雙面 (左右對開):

雙面原稿的兩面都在同一方向時,選擇此項目。

雙面 (上下對開):

雙面原稿的兩面相反方向時,選擇此項目。



3.3 ORIGINAL TYPE 原稿類型

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.



掃描包含文字及照片的原稿時選擇此項目。



若要清晰掃描文字,請選擇此一項目。



掃描照片時,請選擇此選項。



3.4 FILE FORMAT 印出檔案格式

Select the format of scanned data.

TIFF/JPEG Auto Select:

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

TIFF:

Saves multiple pages as 1 TIFF file.

JPEG:

Saves as a JPEG file.

PDF:

Saves as a PDF file.

DocuWorks: Saves as a DocuWorks file.

More...

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

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]。

TIFF:

以1個TIFF 檔儲存多頁。

JPEG:

以 JPEG 檔儲存。

PDF:

以 PDF 檔儲存。

DocuWorks:

以 DocuWorks 檔儲存。

其他印出檔案格式

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。





3.5 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 [Resolution].

1. 選擇【掃描解析度】。



3.6 QUALITY / FILE SIZE 畫質/檔案大小

Set the quality / file size for the documents to be scanned.

設定掃描原稿的解析度。

- 1. Select [Quality / File Size], and then press [OK].
- 1. 選擇【畫質/檔案大小】,然後按【關閉】。



3.7 FILE NAME 檔案名稱

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

1. Select the [File Name: Auto 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【檔案名稱:(自動設定)】。

Local User	Ready to Send Email.		Memory 36%	=[Stop
		Email	Reset	♦	Start
+ Added	1(1)				
To: us	er <sample2@co.jp></sample2@co.jp>				
Subject: Au	to Name				
File Name:	Auto Name				.pdf

- 2. Use the displayed keyboard to enter a name up to 28 characters. Press [Save] when finished.
- 使用顯示出來的鍵盤輸入最多 28 個字元的名
 稱,然後按【關閉】。

Local User	Enter file name	e and sel	ect Sav	e.					Me	mory 100% =	Stop
- Ad	File Name				Emi	ait		× Cano	Rese	✓ Save	Start
To:									- 2	Delete Tex	d
Subject:	• 1	2 3	4	5	6 7	8	9	0	-	Backspace	
File Nan	\ q	w	e d	r t	y a b	u	i	о р	1	<u> </u>]	.pdf
	Shift	z	×	c v	b		 m	, [.	, /	Shift	
	More Char ded Scanning	acters		Spo	ice		+	•			White I Sided
(11111)		0									

4 OPERATIONS DURING SCANNING 掃描期間的操作

4.1 STOPPING THE SCAN JOB 停止掃描

- 1. Press the [Stop] button or [Delete] button on 1. 按顯 the touch screen.
 - 1. 按顯示幕上的【停止】或【暫停】。



5 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 [Start].

3. 按【掃描開始】。



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

所有原稿掃描之後,請選擇
 【送信(無下一張)】。



6 SPECIAL FEATURES 特別功能

6.1 PREVIEWING AND ROTATING THE SCANNED IMAGES 預覽掃描及旋轉影像

You can preview and rotate the scanned images 漏描3 while scanning the document.

掃描文件時·您可以預覽及旋轉掃描影像。

- 1. Select [Preview] and press [Start].
- 1. 選擇【預覽】並按【啟動】。

Local User	Enter the From field.		Memory 100%	≡ II Stop
		Email	Reset.	Start Start
+ Adde	c (1)			
To: L	ser <sample1@co.jp></sample1@co.jp>			
Subject: A	uto Name			
File Name	Auto Name			.pdf
Pro Pro	wiew			
1 Co	lor Scanning			Color

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 or clockwise direction.
- 4. 選擇 3 或 4 , 掃描的影像會逆時針或順 時針方向旋轉。



5. When you have finished preview and rotate 5. 當完成預覽及旋轉文件後,選擇【送信】。 the document, select [Send].



6.2 CHANGING THE SCAN SETTINGS DURING A SCAN JOB 掃描時改變掃描設定

- 1. Select [Preview] and press [Start].
- 1. 選擇【預覽】·然後按【啟動】。
- 2. After the document is read, select [Change Settings].
- 2. 讀取文件之後·選擇【設定變更】。



3. Change the scan settings, then press [OK]. 3. 變更掃描設定,按【確認】。

Color Scanning Original Type Resolution Darken Lighten Color Scanning Original Type Resolution Original Color Photo & Text Color Text Color Photo Color Text Color Text Color			- united	
Color Scanning Original Type Resolution Darken Lighten Auto Detect Photo & Text 200 dpl Image: Color Col	×	Char	ige Settings	🖌 ок
Image: Color I	Color Scanning	Original Type	Resolution	Darken Lighten
Color Text. 300 dpl Orientation Black & White Photo 400 dpl 2 Staded Crayscale 600 dpl 1 Staded	Auto Dete	ct Photo & Text	200 dpi	
Black & White Photo If 400 dpi Crayscale Groyscale Scanning Scannin	Color	Text	300 dpi	Original Orientation
Crayscole and the scanning 1 Sided	Black & W	hite Photo	400 dpi	2 Sided
	Grayscale	X	600 dpi	1 Sided

- 4. Press [Start] to scan the next image with the new settings OR press [Send (Last Original)] to complete the scan.
- 按【掃描開始】,用新的設定掃描下一個影像 或按【送信(無下一張)】完成掃描。



6.3 EASY SCAN 簡便掃描

Easy Scan can skip the blank pages and rotate the pages into correct orientation automatically.

簡便掃描能自動把白頁去除及把頁面自動正立。

1. Select [Easy Scan].

1. 選擇【簡便掃描】。



- 2. Specify recipient(s) using [Address Book].
- 選擇【郵件地址電話簿】並從地址清單選擇收 件人地址。

Easy Scan	All Features	Recipients 0	💄 Local User 🔅	L	₽ og In/C	Jut	
Specify the Recipier	W.C.			1	2	3	
Address Book	The Recipient. Iress Book Image: Address Image: Sent File History Image: Sent File History Image: Sent File History Image: Sent File History File Name (Auto Name) at Resolution File	Sent File History	4	5	6		
Color Scanning	2 Sided	Scanning	File Name	7	8	9	
Muto	- = 15	Sided -	(Auto Name)	*	0	#	
File Format	Resolutio	'n		Pause	с	Spee	
PDF	30	Add Originals		Reset		() Stop	
					() Start	2	

3. Choose the receipent(s) and press [Close]. 3. 選擇通訊對象並按【關閉】。

Select a recipient				ients
All	(E-mail	PC	
All ABC	DEF		STU VWX YZ 0-9	
User1Email	.com	User2Email	User3Email	

4. Press [Start].

4. 按【啟動】。



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【掃描開始】鍵。



- 4. When all documents have been scanned, select [Send (Last Original)].
- 所有原稿掃描之後,請選擇
 【送信(無下一張)】。



7 EXTRA INFORMATION 更多資訊



How to setup Scan to PC (SMB) for Windows 如何設置掃描至電腦

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



How to setup and use Scan to Email 如何設置和使用"掃描到電子郵件"

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



How to setup WIFI Direct 如何設置 WIFI 列印

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

Customer Support Center 2513-2513

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