FUJIFILM
Value from Innovation

Quick Reference Notes - SCAN
簡易操作 – 掃描

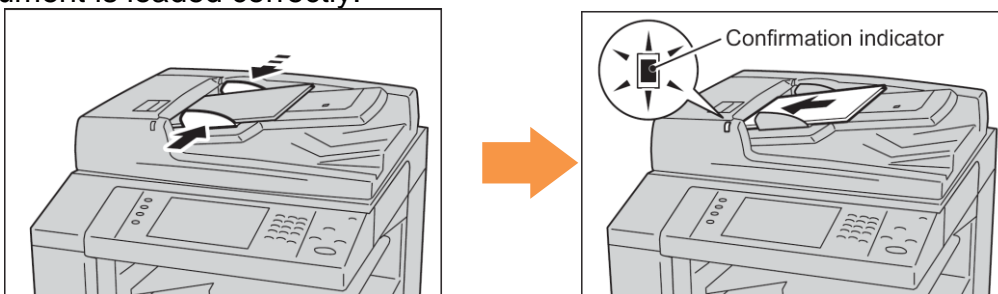ApeosPort ®V C7785/C6685/C5585

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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.

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。
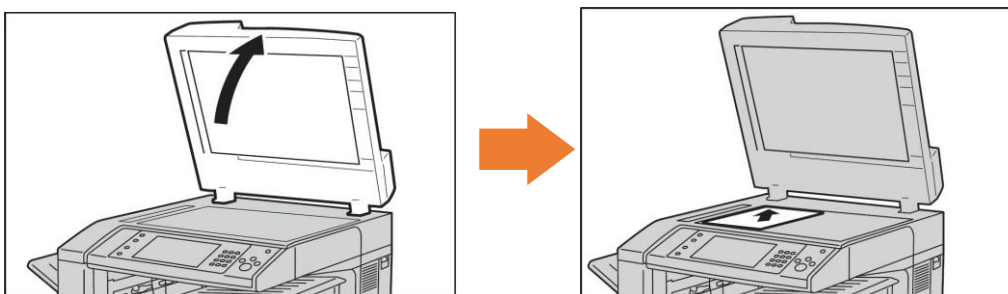
1.2 SELECTING SCAN FEATURES 選擇掃描功能
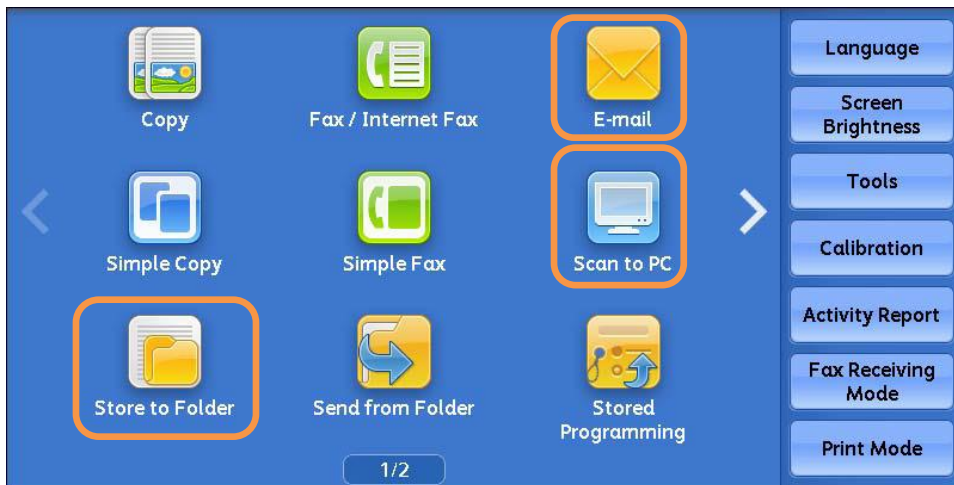
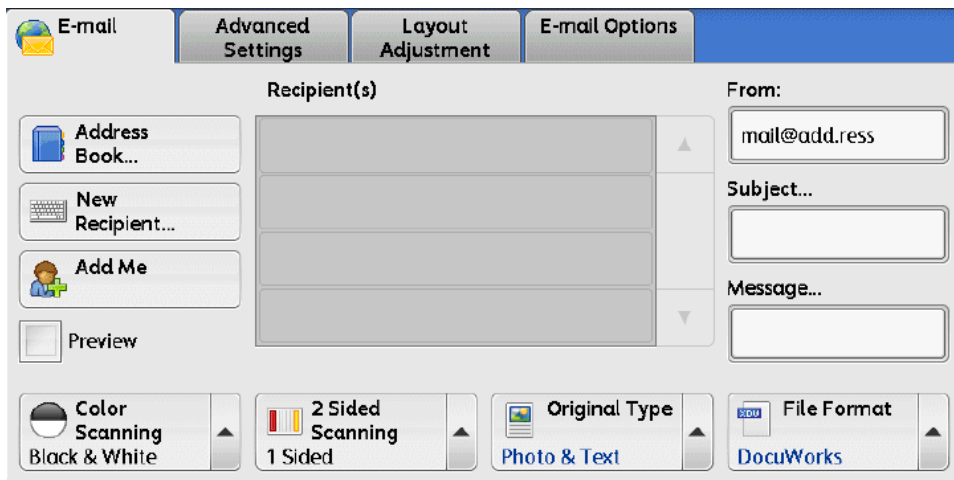1. Press the <Service Home> button.　　　　1. 按一下<Service Home>鍵。

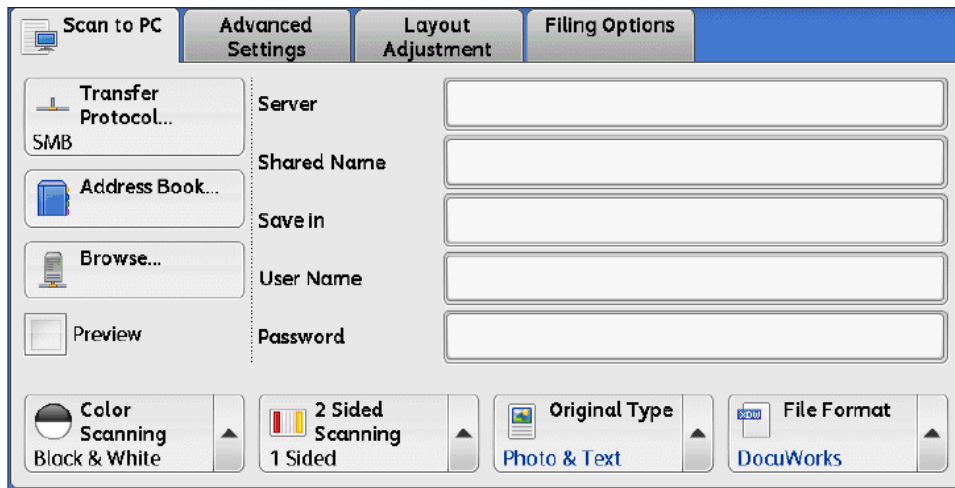2. Select [Scan features].　　　　　　　　2. 選擇[掃描功能]。

i. E-mail 掃描 (郵件送信)

You may scan documents and send the scanned data as an e-mail attachment.
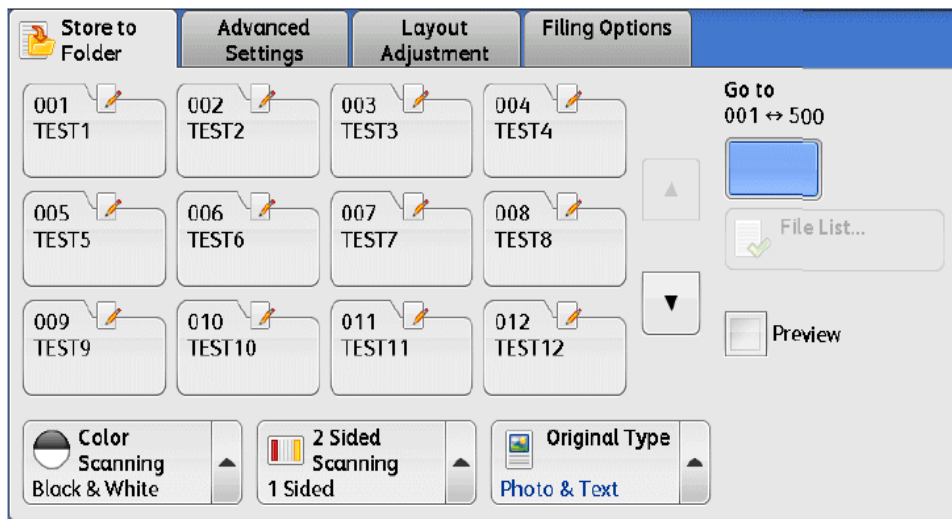
您可以掃描原稿並以電子郵件附件發送已掃描的資料。

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.
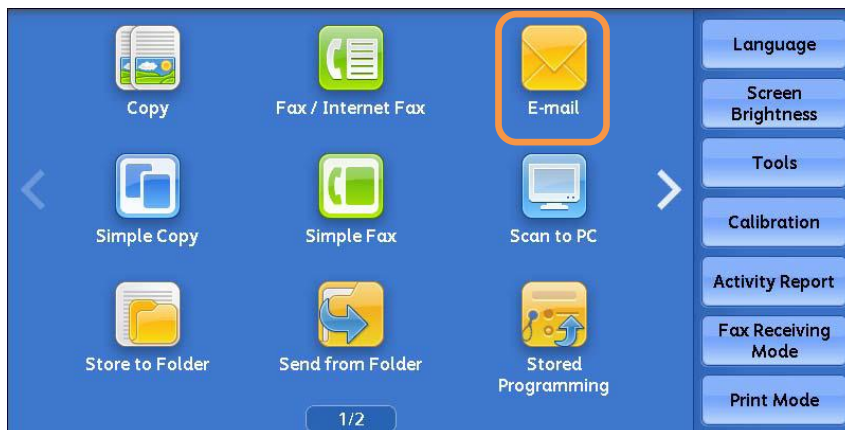
您可以掃描原稿，並將所掃描的資料儲存到本機的機密信箱。

2 SCANNING METHODS 掃描方法

2.1 SCAN TO E-MAIL 郵件送信

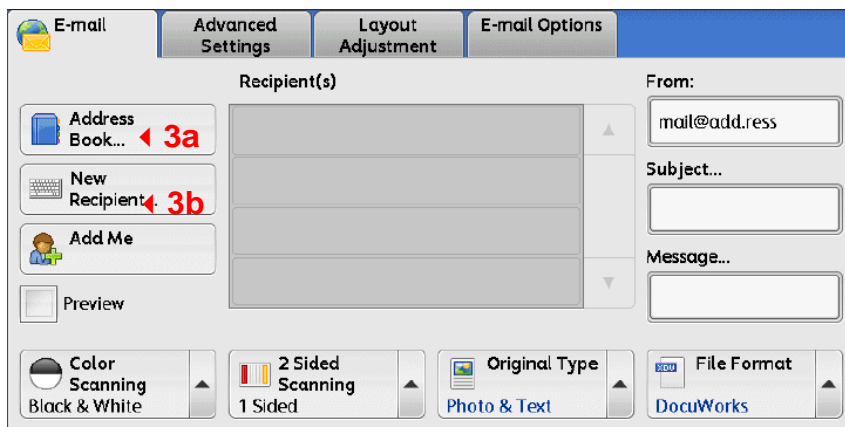1. Select [E-mail] from the [Services Home] screen.

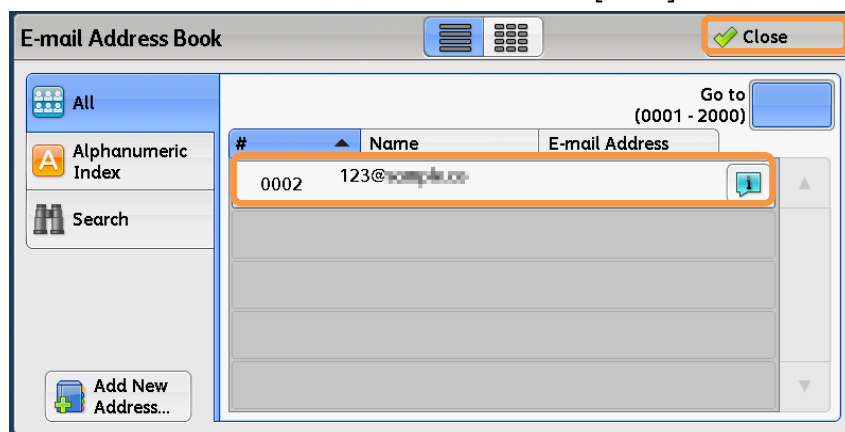1. 選擇 [功能] 畫面中的 [掃描 (郵件送信)]。

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]。

OR

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

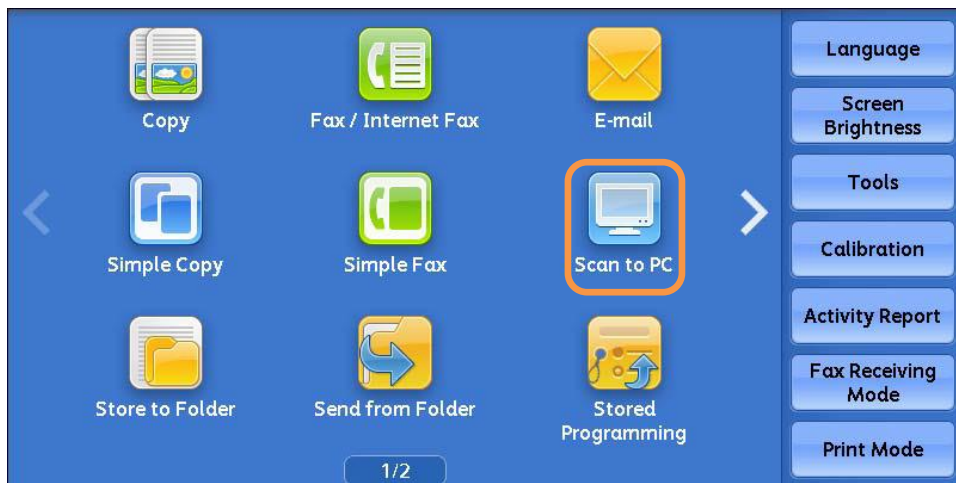3b.使用鍵盤輸入選擇收件人地址，若要輸入多個郵件地址，請選擇 [下一通信對象]。最後按 [關閉]。
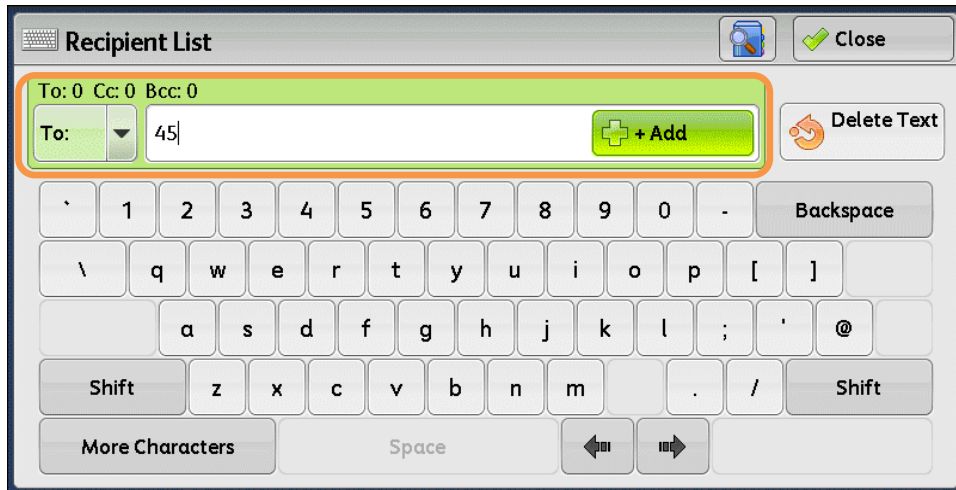
4. Press <Start> to scan.

4. 按 <Start> 開始掃描。
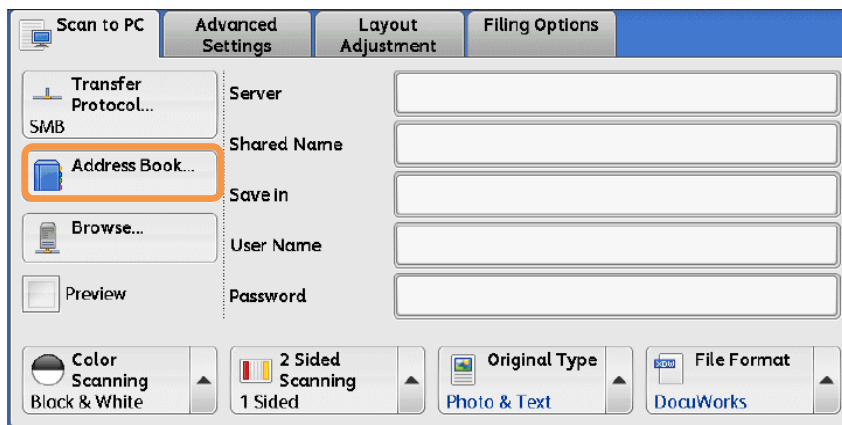

2.2 SCAN TO PC 掃描（PC 儲存）

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] 。
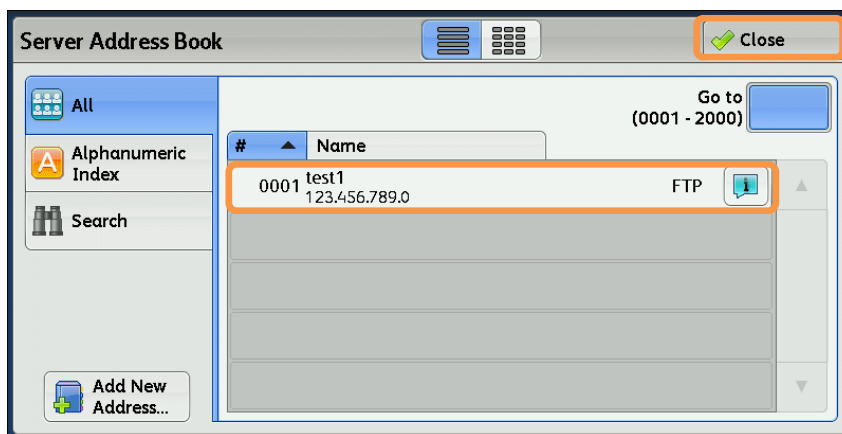
4. Double check the selected computer information.

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.

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.
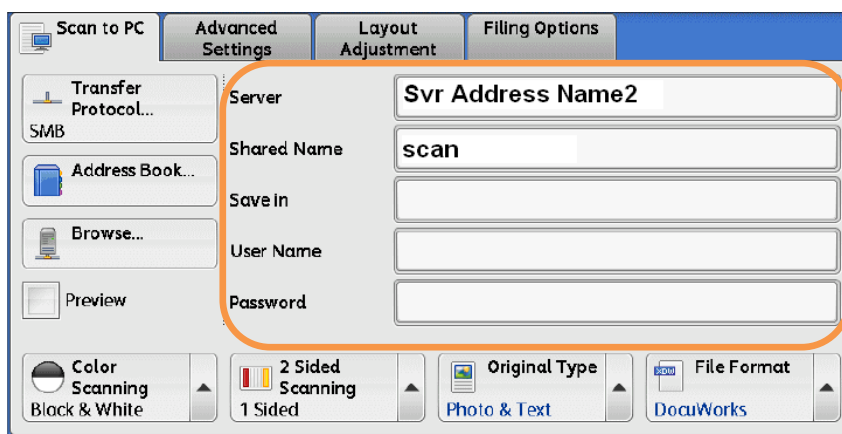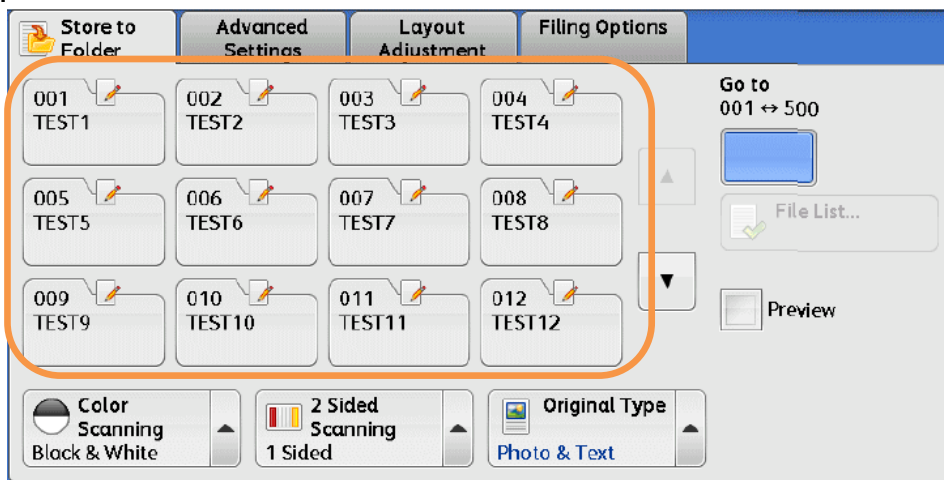
1.按下 <掃描 (信箱儲存)> 鍵。

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。

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		Close
All Jobs ▼			✓ Group Parent Jobs	
File / Job Type	Remote Terminal	Status	Result	
00005 - Store to Folder	Folder 001	Completed	1	▲
- - Copy	A4:100%	Completed	1/1	
- - Copy	A4:100%	Completed	1/1	
				▼

4.1 SCANNING COLOR 色彩模式

Set the scanning color for the documents to be scanned.

設定掃描原稿時的色彩模式。

Auto Detect:
The color of the document is determined automatically.

自動:
本機自動判定原稿的色彩。

Color:
Select to scan a color document.

全彩:
選擇掃描彩色原稿。

Black & White:
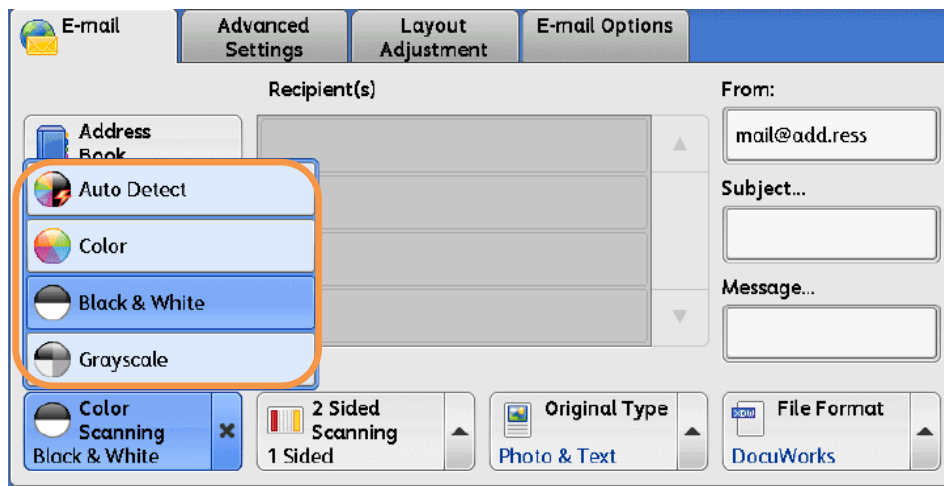Scans a document in monochrome 2 tones.

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。

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

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 (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.
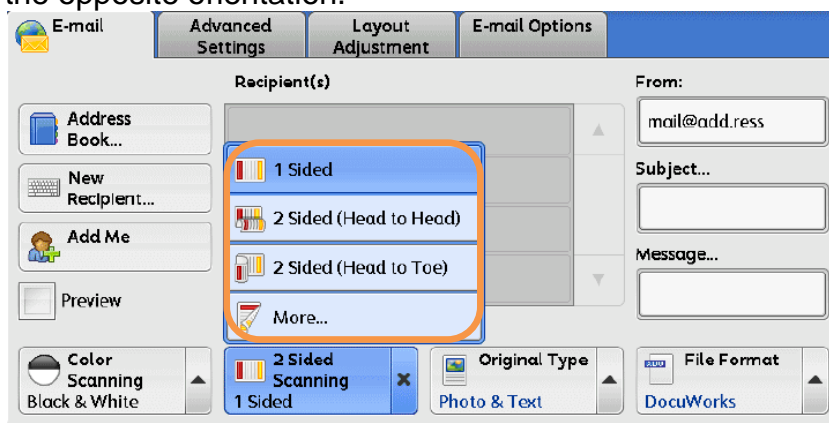
設定描雙面原稿的兩面。

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。

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.
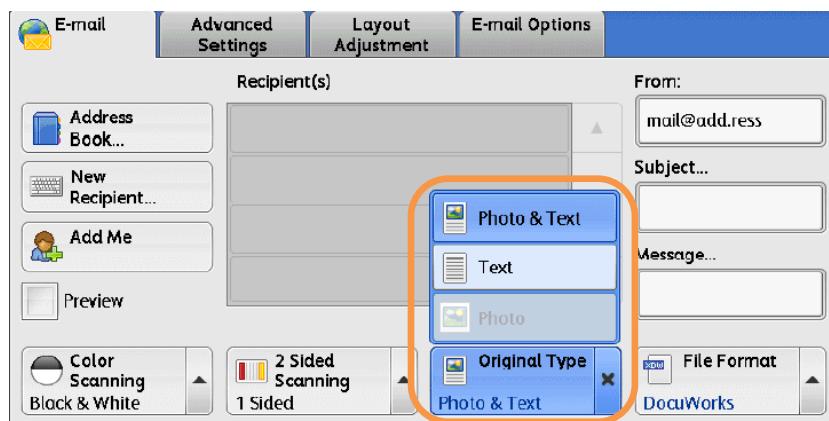
Photo:
Select this item when scanning photos.

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。

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

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

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:
Saves as a PDF file.

PDF:
以 PDF 檔儲存。

DocuWorks:
Saves as a DocuWorks file.

DocuWorks:
以 DocuWorks 檔儲存。

mTIFF:
Saves multiple pages as 1 TIFF file.

多頁 TIFF:
以 1 個 TIFF 檔儲存多頁。

XPS:
Saves as a XPS file.

XPS:
以 XPS 檔儲存。

Single File for Each Page:
Saves each page as a single file in the specified format.

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。
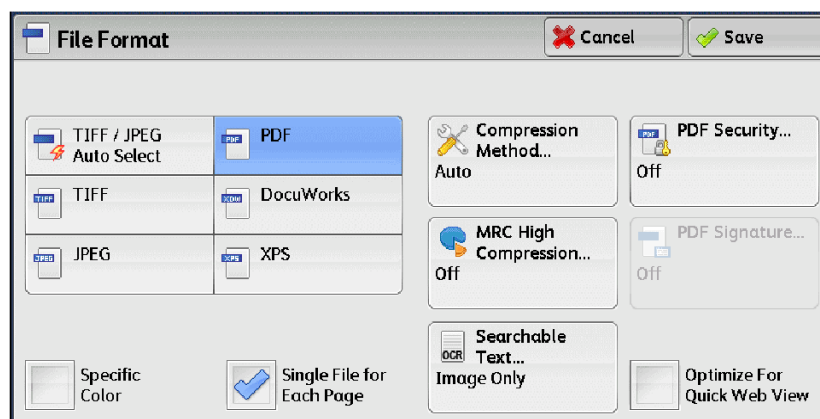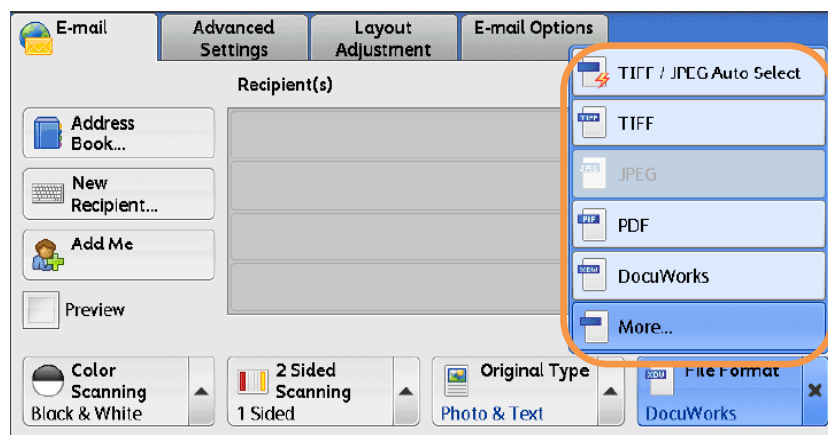
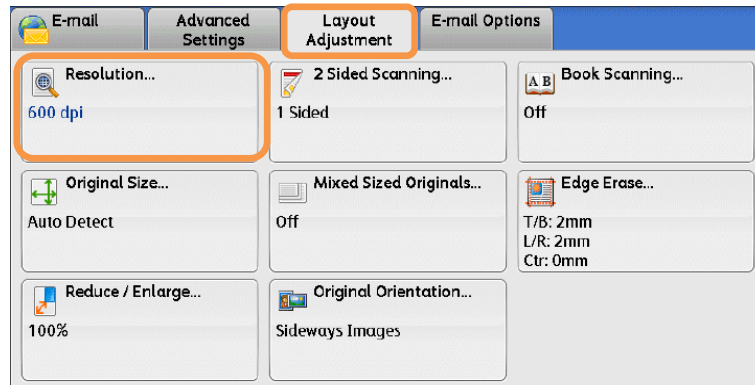## 4.5 RESOLUTION 掃描解析度

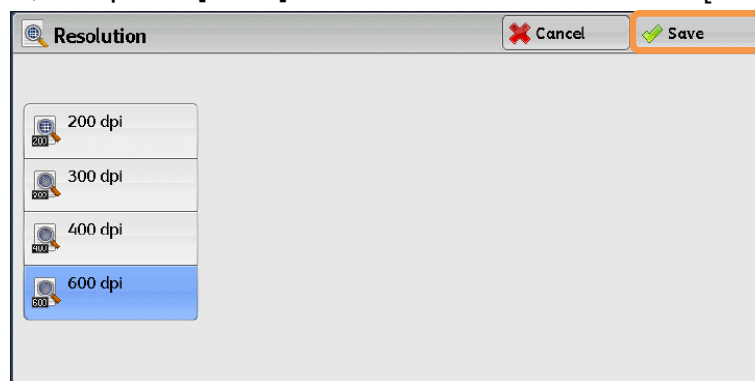Set the resolution for the documents to be scanned.

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

設定掃描原稿的解析度。

1. 選擇 [掃描方法] 標籤，並選擇 [掃描解析度]。

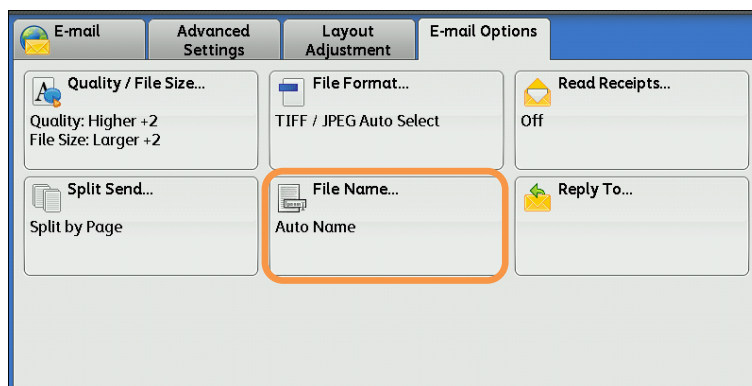2. Select a resolution, and press [Save].

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.

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]。

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

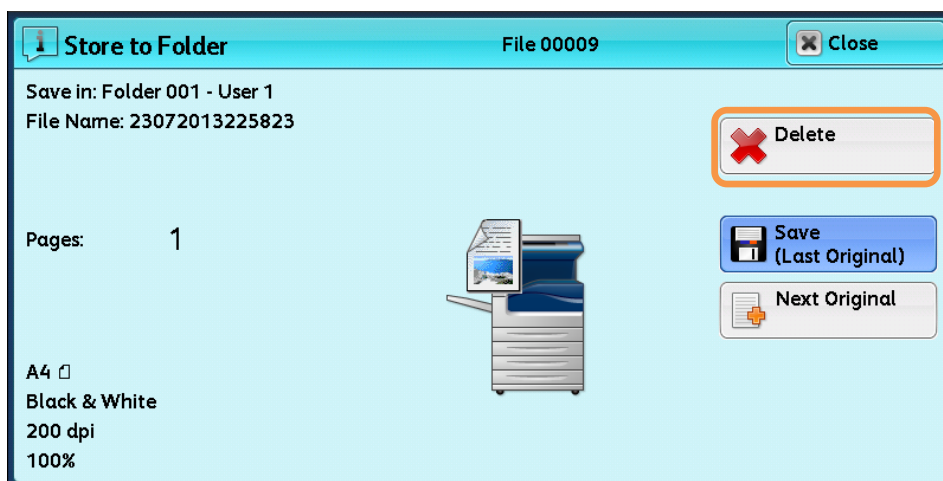2. 使用顯示出來的鍵盤輸入最多 28 個字元的名稱。

5.1 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].
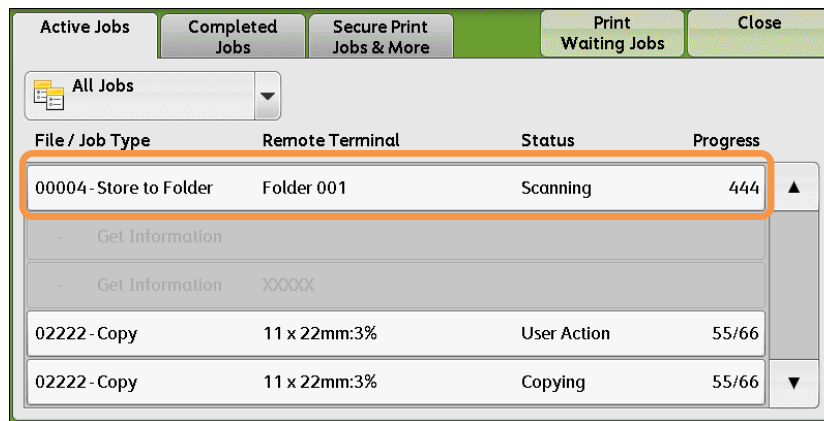
2. 按[中止]。

3. If the screen in procedure 2 does not appear, press the <Job Status> button.
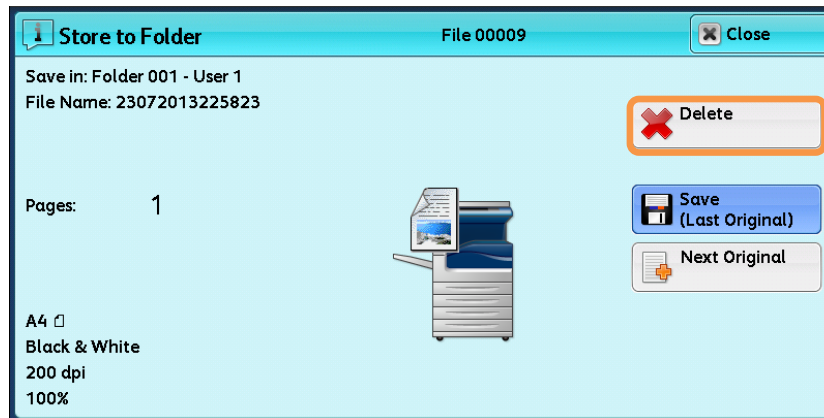
3. 若未顯示步驟 2 中的畫面，按<Job Status>鍵。

4. Select the job to cancel, and then select [Delete] or [Promote Job].
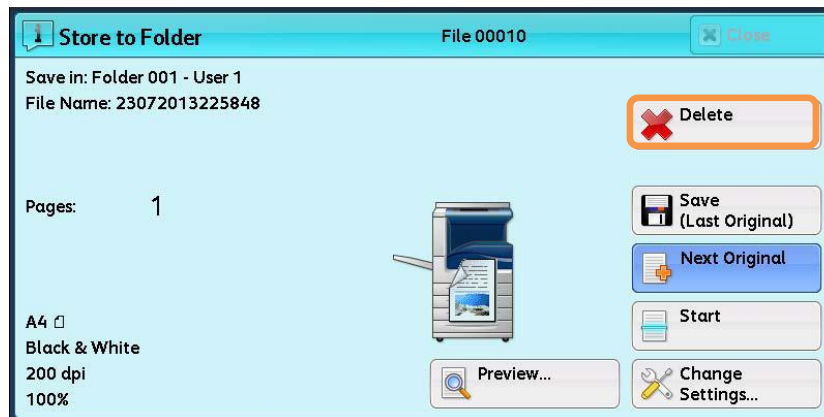
4. 選擇要取消的工作，然後按 [停止] or [Promote Job] 。

5. Select [Delete].

5. 選擇 [中止].
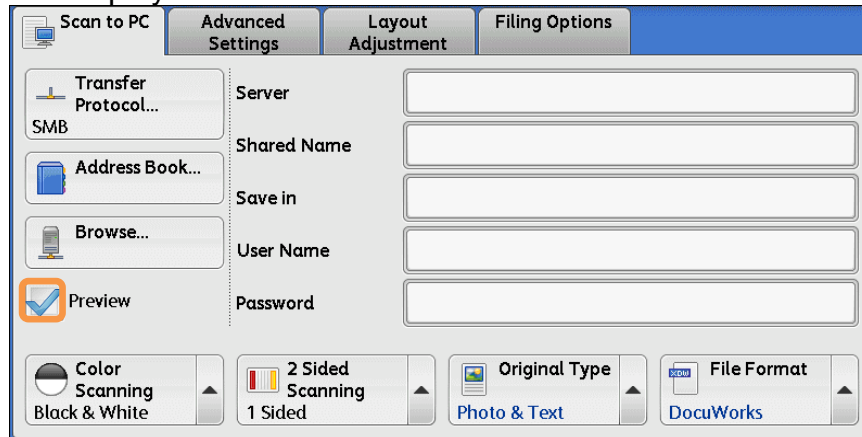

6. Select [Delete].

6. 選擇 [中止].

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。
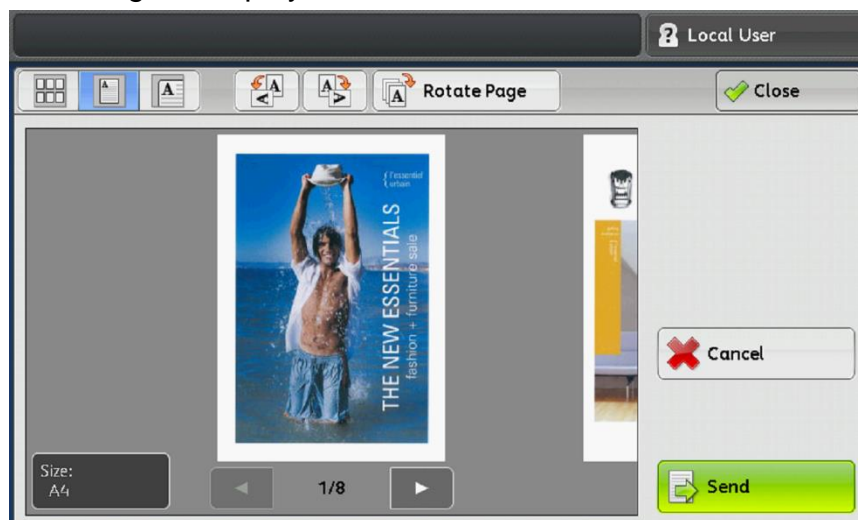
1. 在掃描畫面選擇 [預覽] 的狀態下開始讀取，顯示下方圖2的畫面。

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

2. 讀取文件之後，選擇 [預覽]。

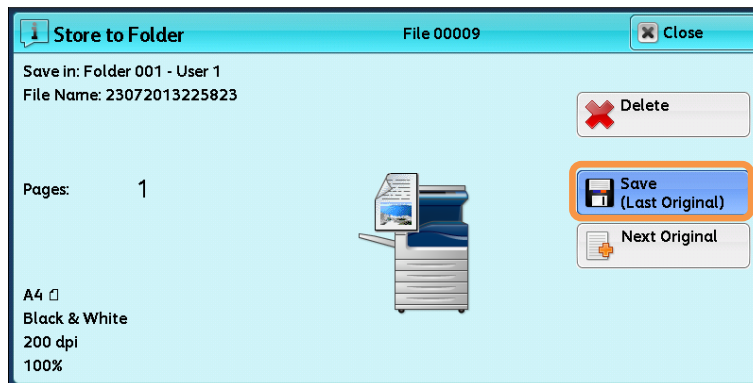3. An entire preview image is displayed.

3. 整體顯示預覽影像。

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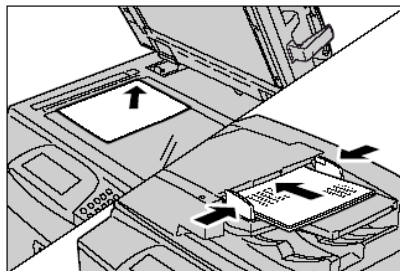
1. Select [Next Original] while scanning is in progress.

1.請在掃描進行期間選擇 [有下一張原稿] 。

2. Load the next document.
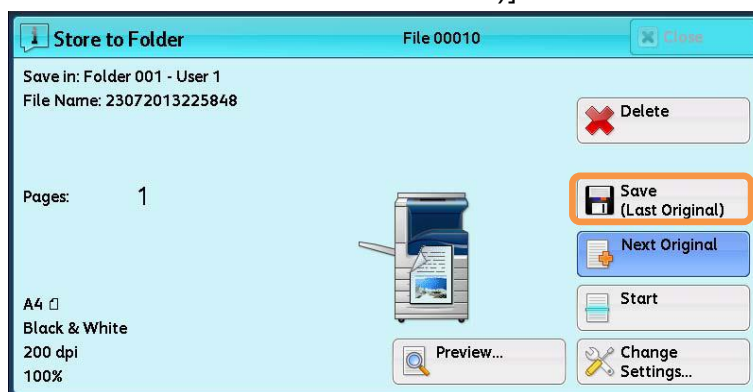
2. 放入下一份原稿。

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)] 。

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 here
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 here
請掃描 QR Code 或者點擊這裡

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 here
請掃描 QR Code 或者點擊這裡

Customer Support Center
2513-2513