

## Quick Reference Notes - SCAN

### 簡易操作 - 掃描

ApeosPort®-VI C7771/C6671/C5571/C4471/C3371/C3370/C2271  
DocuCentre-VI C7771/C6671/C5571/C4471/C3371/C3370/C2271

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Scan QR Code OR Click [here](#) for more instruction.

請掃描 QR Code 或者點擊[這裡](#)查看更多使用說明。

For more online support information please visit

更多相關資料，請訪問以下網址：

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

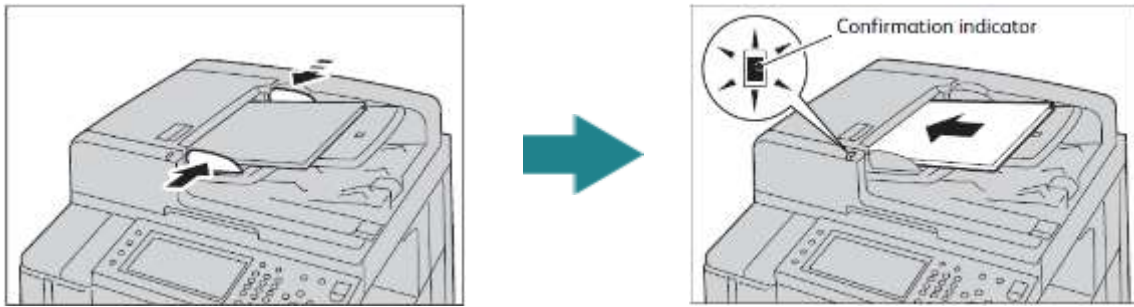


# 1 SCANNING PROCEDURE 掃描步驟

## 1.1 LOADING DOCUMENT 放置原稿

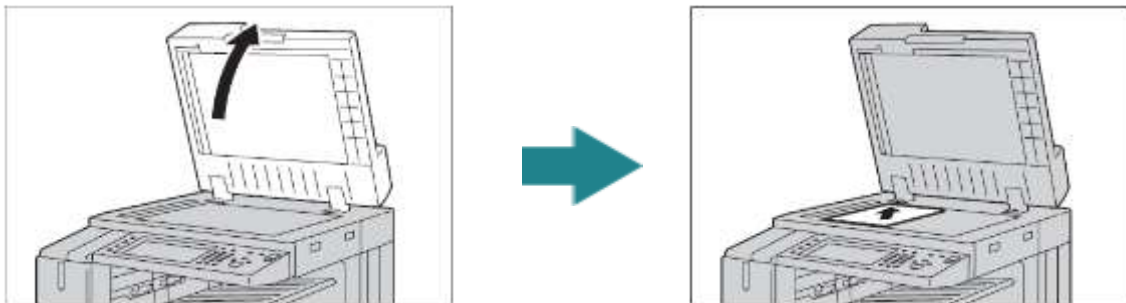
### 1.1.1 Document Feeder 自動送稿裝置

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 LOCATION 選擇掃描功能

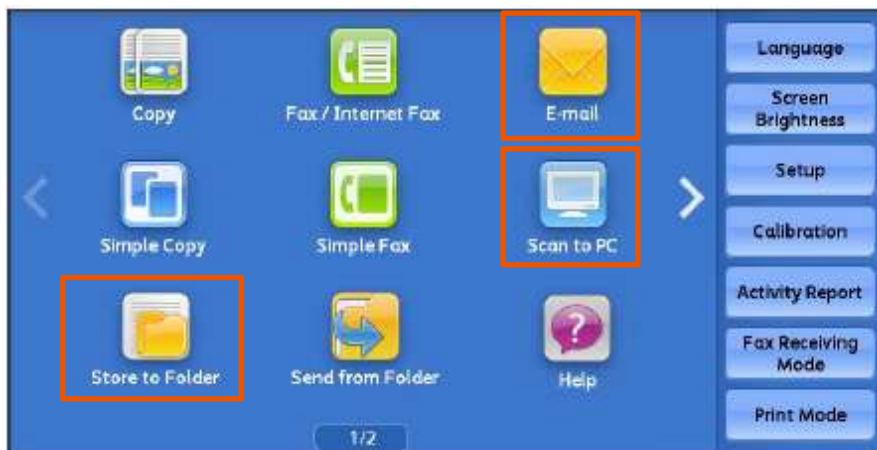
1. Press the <Service Home> button.

1. 按一下<Service Home>鍵。



2. Select a scan method.

2. 選擇掃描方法。



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)



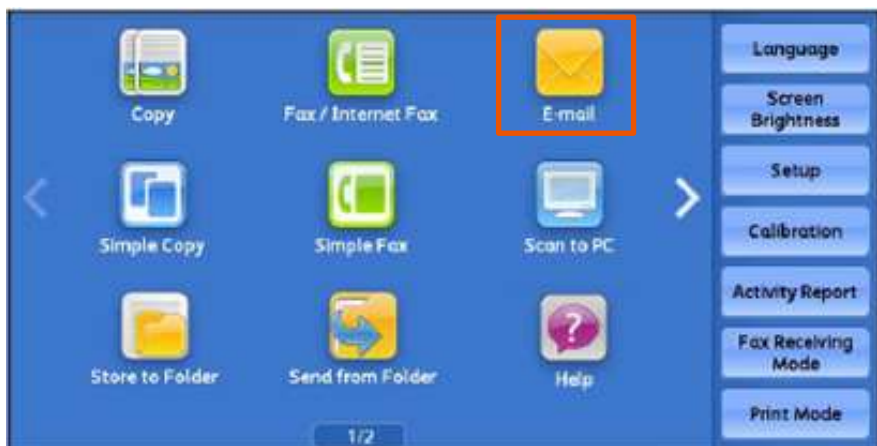
You may scan documents and save the scanned data into a folder on the machine.

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] on the Services Home screen. 1. 選擇【功能】畫面中的【掃描(郵件送信)】。

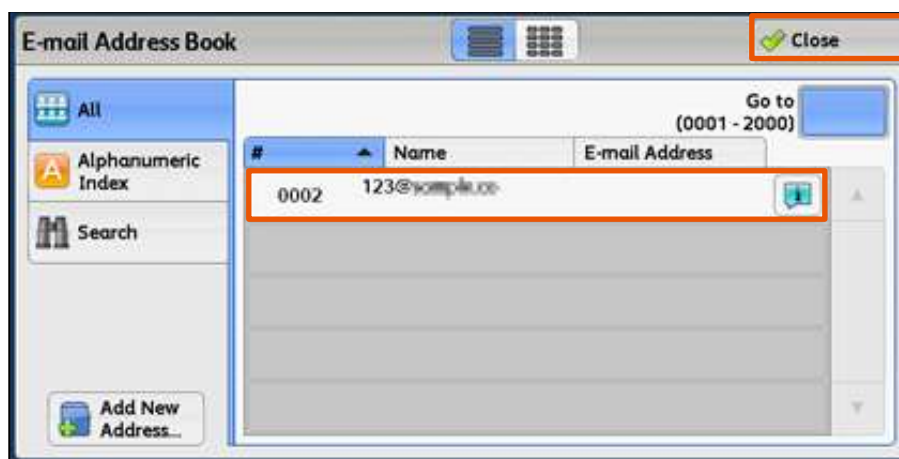


2. In the [E-mail] screen, specify recipient(s) using [Address Book] or keyboard in [New Recipient]. 2. 在【郵件通信對象】畫面，利用電話簿或鍵盤指定收件人。



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

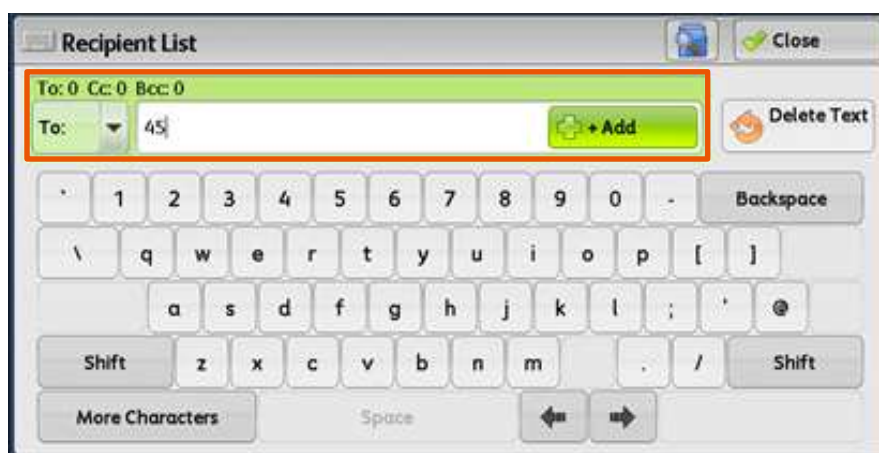
3a. 選擇【電話簿】並從地址清單選擇收件人地址，然後選擇【對象】、【CC】或【BCC】，最後按【關閉】。



OR 或

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]。



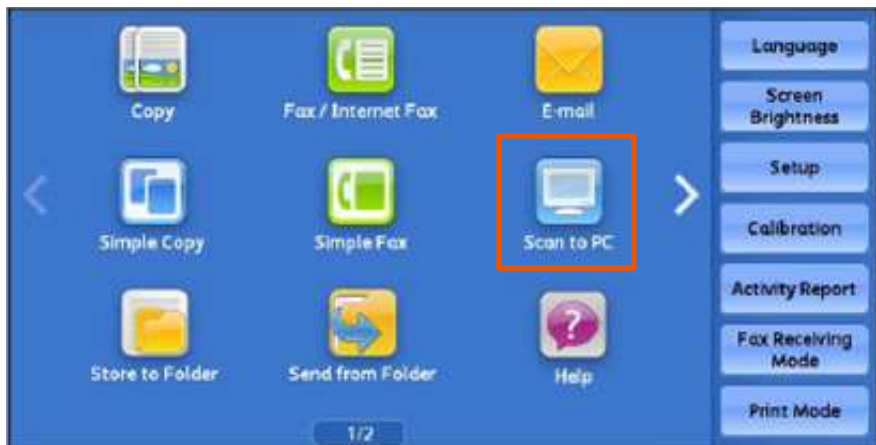
4. Press <Start> to scan.

4. 按 <Start> 開始掃描。



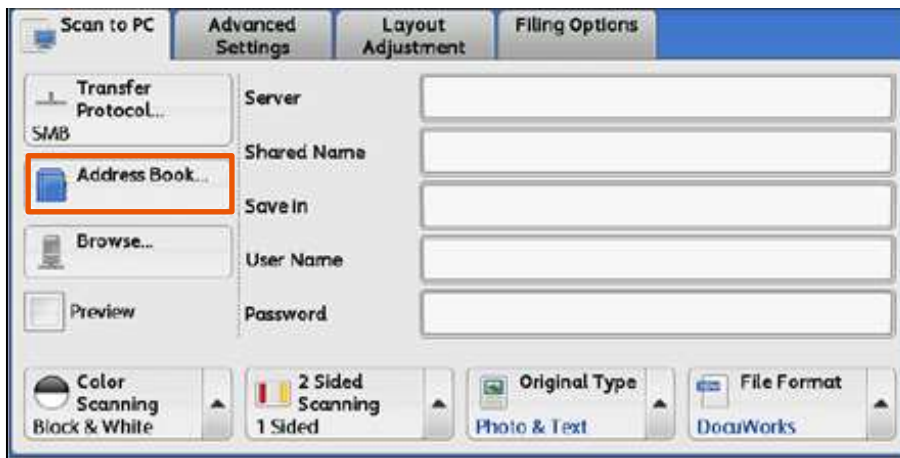
## 2.2 SCAN TO PC 掃描 (PC 儲存)

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



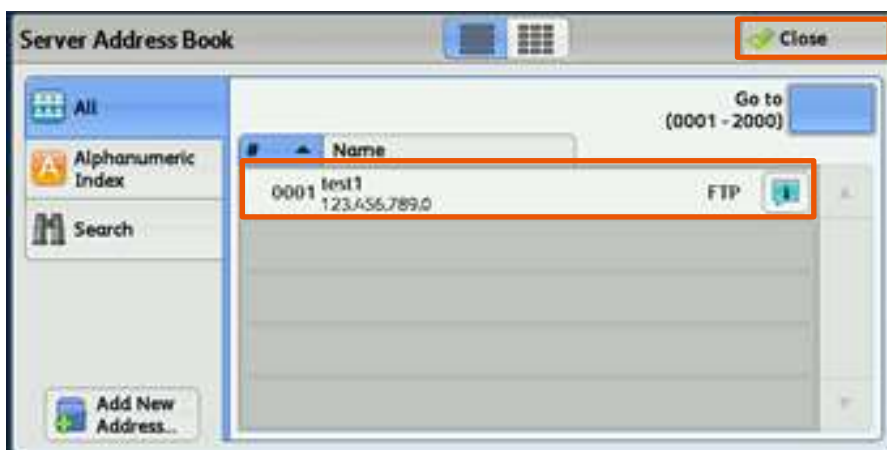
1. 由【功能】畫面中選擇【掃描 (PC 儲存)】。

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].

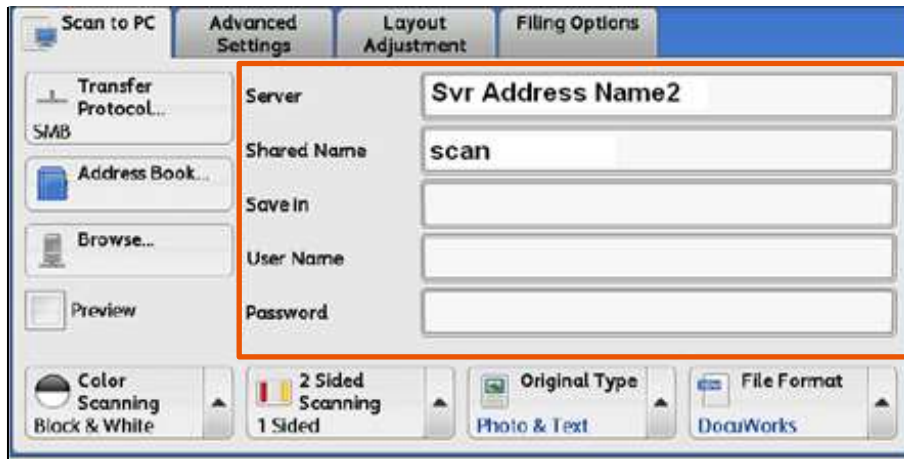


3. 選擇儲存位置，按【設定】，然後按【關閉】。



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.

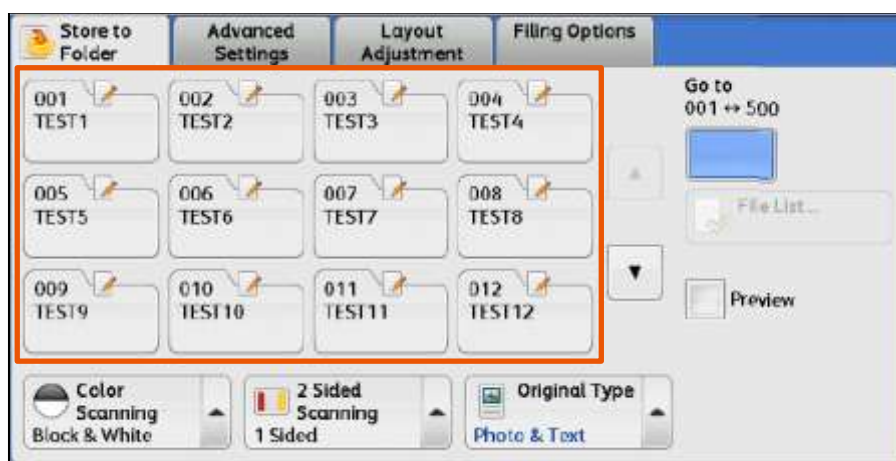
5. 設定掃描選項。詳情請參閱第 4 章掃描選項。

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 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. 確認工作狀態是「正常結束」。

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 SCANNING FEATURES 掃描選項

### 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):

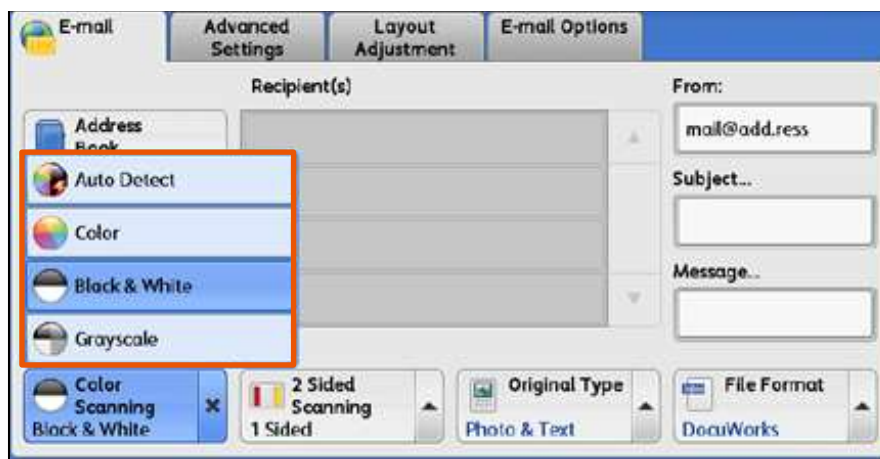
以灰階掃描原稿。適合用於含有漸層且無法以黑白(雙色)方式重現的原稿。

#### 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.

設定描雙面原稿的兩面。

### 1 Sided:

Select this to scan only 1 side of the document.

### 單面:

只掃描原稿單面時，選擇此項目。

### 2 Sided (H to H):

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

### 雙面(左右):

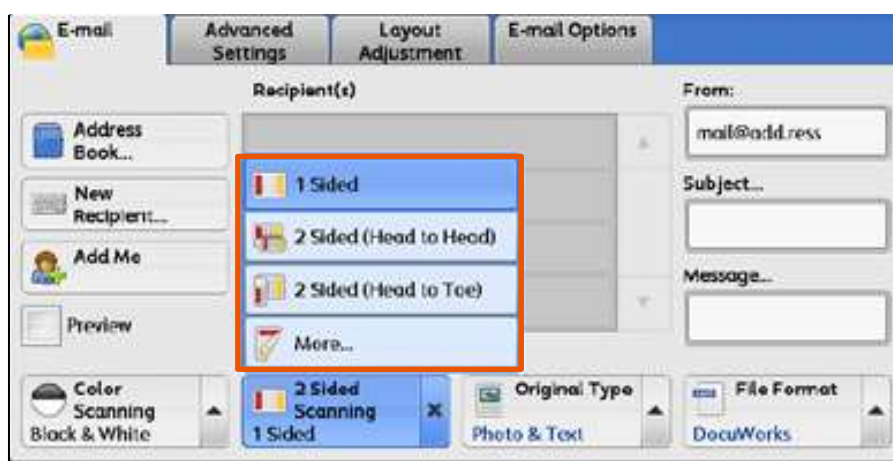
雙面原稿的兩面都在同一方向時，選擇此項目。

### 2 Sided (H to T):

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

### 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:

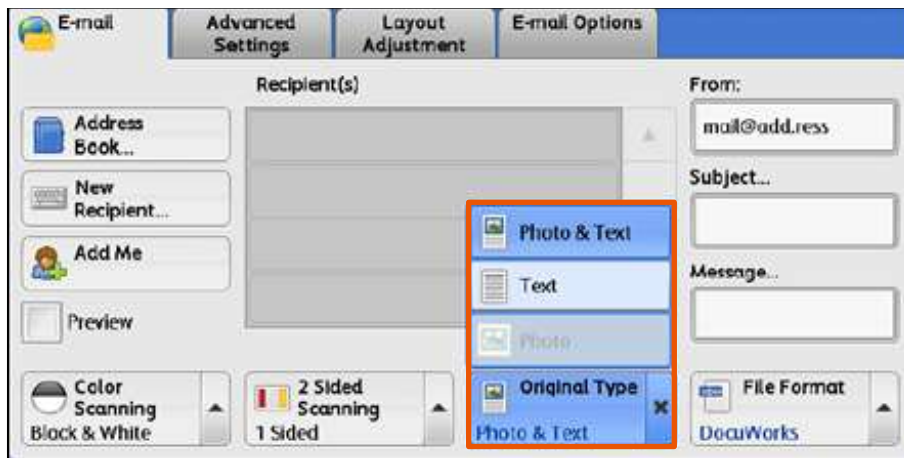
掃描包含文字及照片的原稿時選擇此項目。

### 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.

\* [File Format] is not available in [Scan to Folder].

### 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:

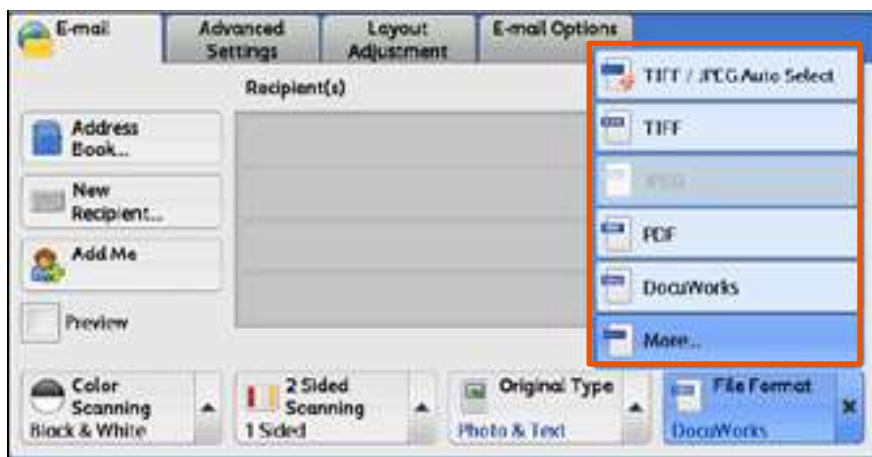
以 1 個 TIFF 檔儲存多頁。

### 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。



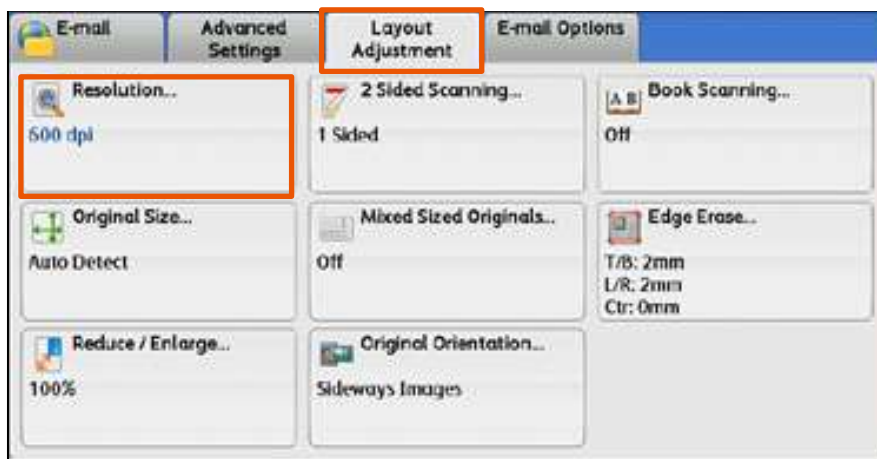
## 4.5 RESOLUTION 解析度

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】。





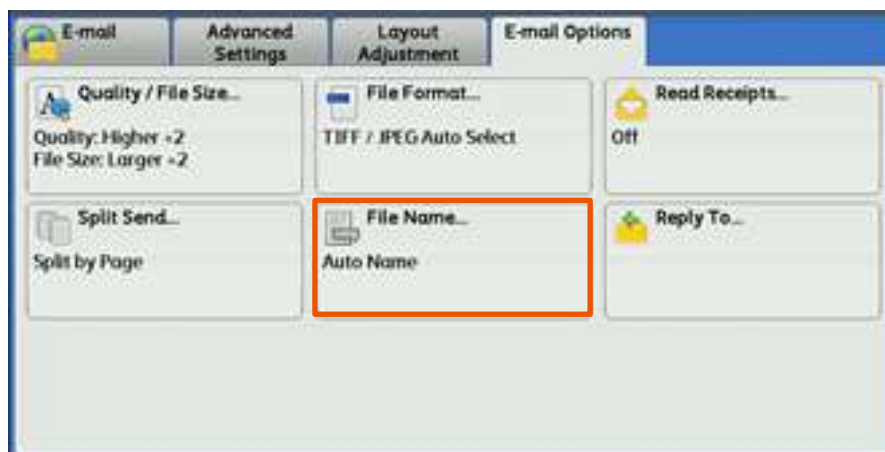
## 4.6 FILE NAME 文件名稱

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 SCAN JOB 停止掃描

1. Press either the <Stop> button on the Control Panel or [Delete] on the touch screen.



OR 或

1. 按顯示幕上的【停止】，或操作面板上的 <Stop> 鍵。



2. Select [Delete].

2. 按【中止】。



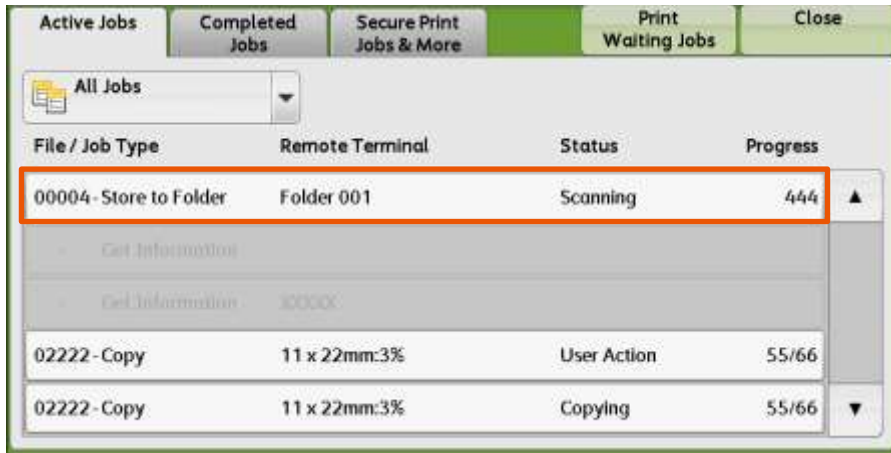
3. If the screen in procedure 2 does not appear, press the <Job Status> button.

3. 若未顯示步驟 2 中的畫面，按 <Job Status> 鍵。



4. Select the job to cancel.

4. 選擇要取消的工作。



5. Select [Delete].

5. 選擇【中止】。



6. Select [Delete].

6. 選擇【中止】。



## 5.2 PREVIEWING 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.

掃描文件時，允許您預覽掃描影像。

1. When a document starts to be read with [Preview] checked on a Scan screen, the screen on the Step 2 is displayed.

1. 在掃描畫面選擇【預覽】的狀態下開始讀取，顯示步驟 2 的畫面。



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

2. 讀取文件之後，選擇【預覽】。



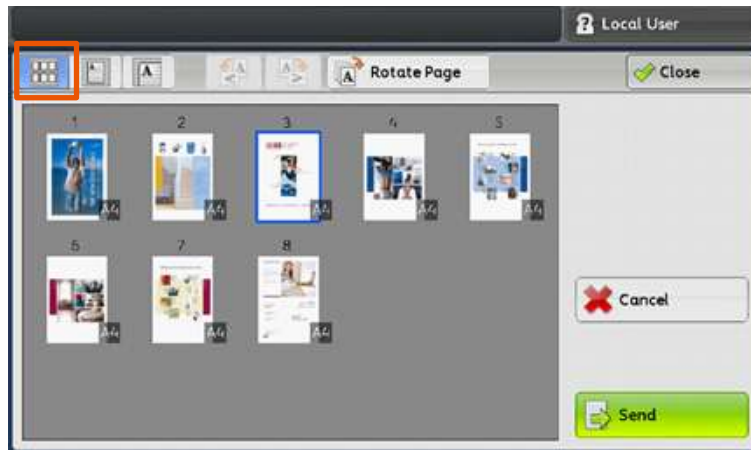
Preview image is displayed.

顯示預覽影像。



Select the thumbnail view icon.

略圖顯示鍵。



Select [Change Settings] in Step 2. You can change scan settings while scanning the document.

回到步驟 2，選擇 [掃描設定變更...]。您可變更掃描設定。



3. When finished preview document, select [Send (Last Original)].

3. 完成預覽，選擇【儲存(無下一張原稿)】。



## 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】。

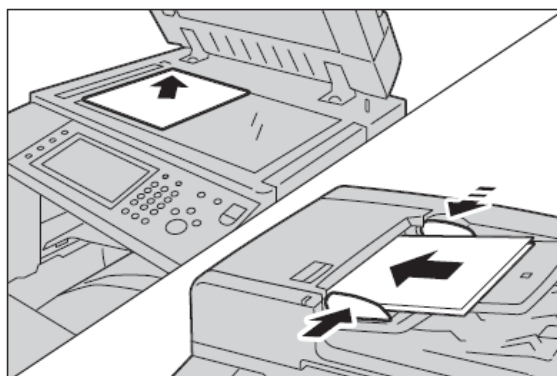
1. Select [Next Original] while scanning is in progress.

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)】。



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