

## Quick Reference Notes - SCAN

### 簡易操作 - 掃描

ApeosPort®-VII C7773/C6673/C5573/C4471/C3373/C3372/C2273  
DocuCentre-VII C7773/C6673/C5573/C4471/C3373/C3372/C2273

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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

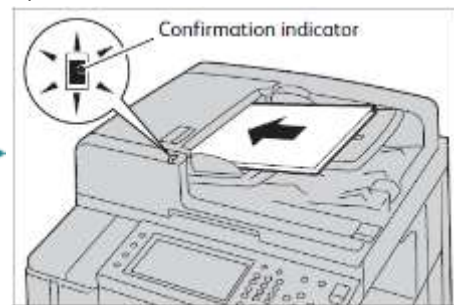
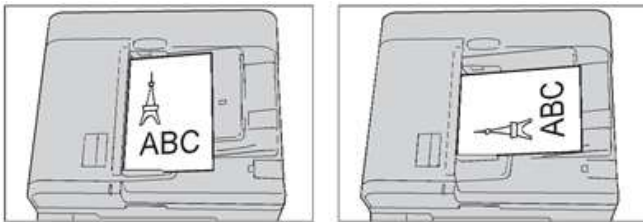
### 1.1.1 Document Feeder 自動送稿裝置

Remove any paper clips and staples before loading a document.

放置文件前，請取下萬字夾和清走打釘。

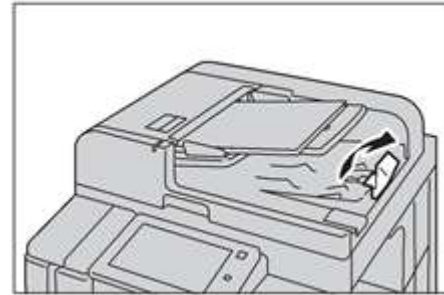
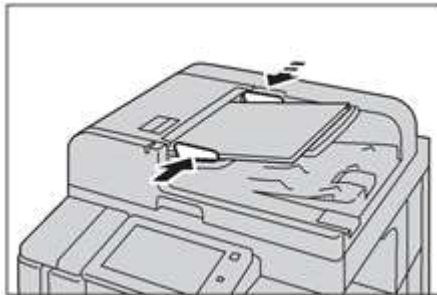
1. Load the document face up (when the document is 2-sided, place the front side up) in the center of the document feeder.

1. 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。



2. Adjust the document guides to match the size of the document loaded. Raise the document stopper.

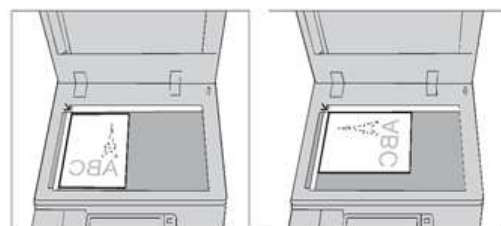
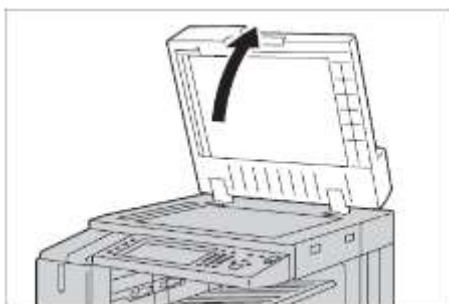
2. 調整原稿調整桿至符合紙張尺寸，抬起擋紙器。



### 1.1.2 Document Glass 玻璃面板

1. Open the Document Cover.
2. 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 Home button.

1. 1. 按一下首頁按鈕。



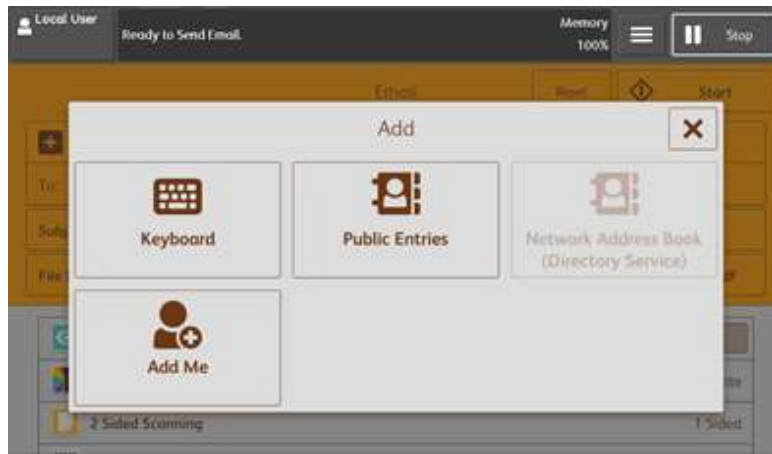
2. Select a scan feature.

2. 選擇掃描功能。



i. Email

i. 掃描 (郵件送信)

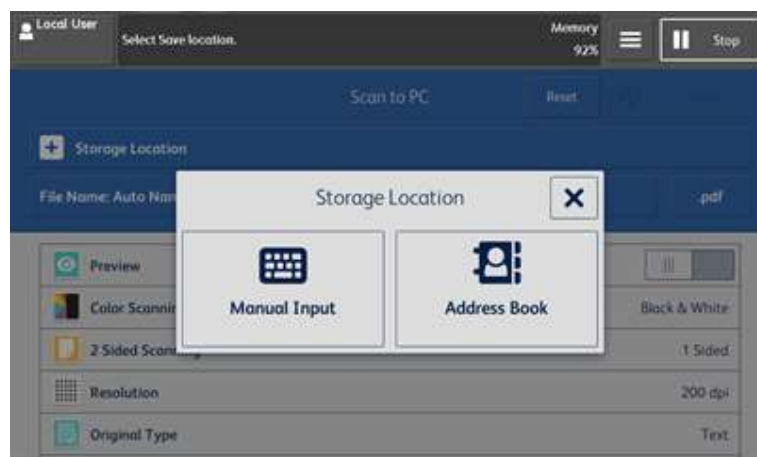


You may scan documents and send the scanned data as an e-mail attachment.

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

ii. 掃描 (PC 儲存)



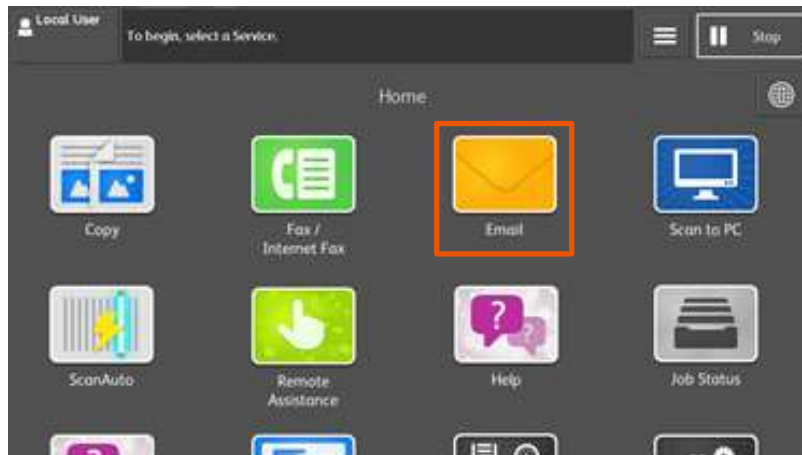
You may scan documents and send the scanned data to a network computer via FTP or SMB protocol.

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。

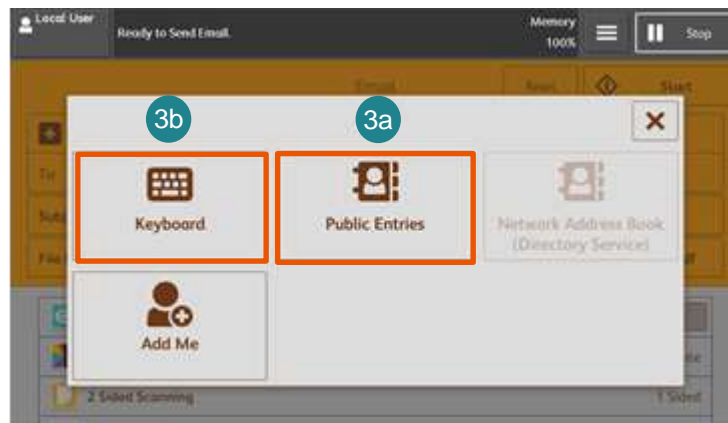
## 2 SCANNING METHODS 掃描方法

### 2.1 SCAN TO EMAIL 郵件送信

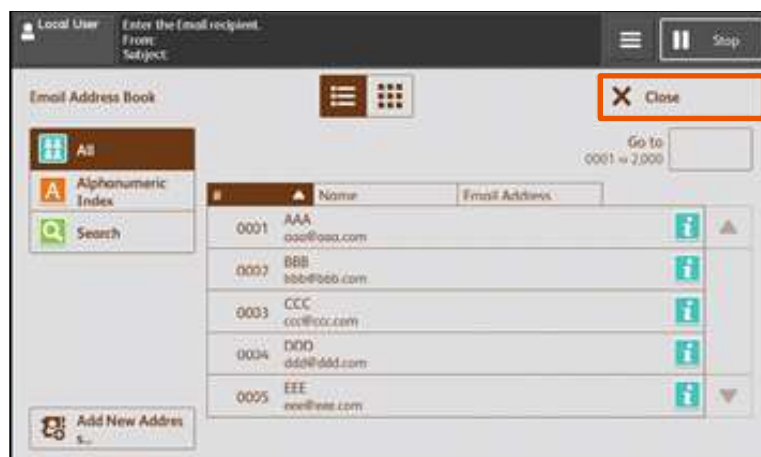
1. Press [Email] on the Home screen. 1. 從首頁畫面中按【掃描 (郵件送信)】。



2. In the [Add] screen, specify recipient(s) using [Public Entries] or type a new recipient using [Keyboard]. 2. 在【新增】畫面，利用【裝置本體電話簿】或【鍵盤】指定收件人。



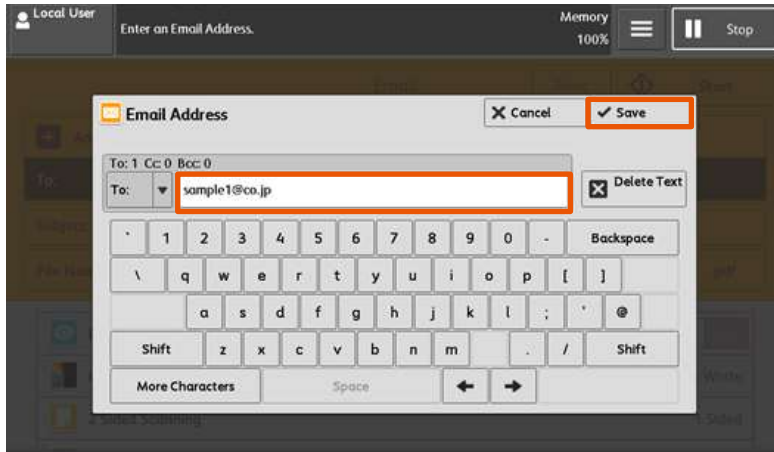
- 3a. Select a recipient from the email address book. Press [Close] to confirm. 3a. 選擇【電話簿】並從地址清單選擇收件人地址，然後選擇傳送對象，按【確認】。



OR 或

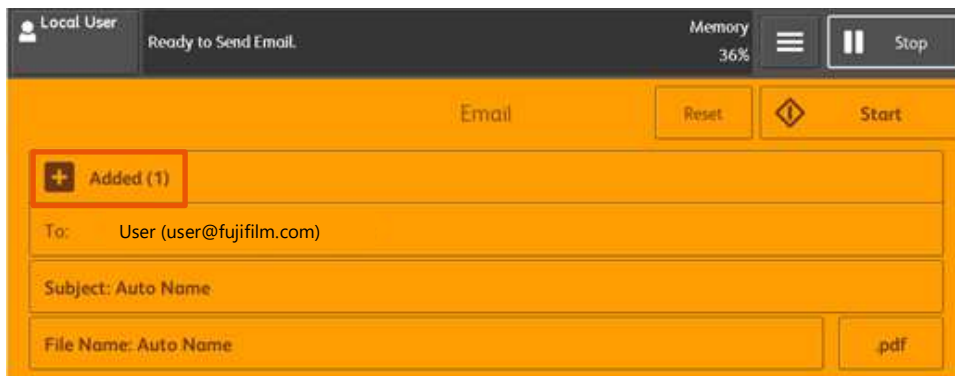
3b. (1) Enter recipients' address on keyboard by pressing [Keyboard]. Press [Save] to finish.

3b. (1) 使用鍵盤輸入選擇收件人地址，最後按【關閉】。



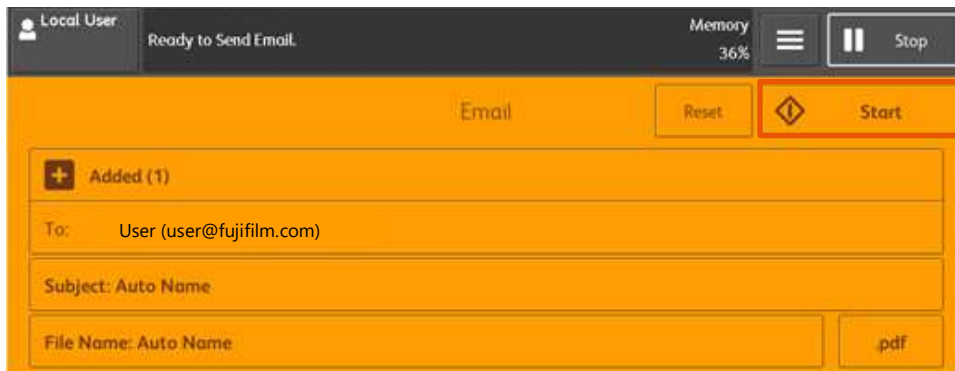
3b. (2) If there are multiple recipients, press [Added] to enter more address.

3b. (2) 若要輸入多個郵件地址，請選擇【已新增】，然後輸入。



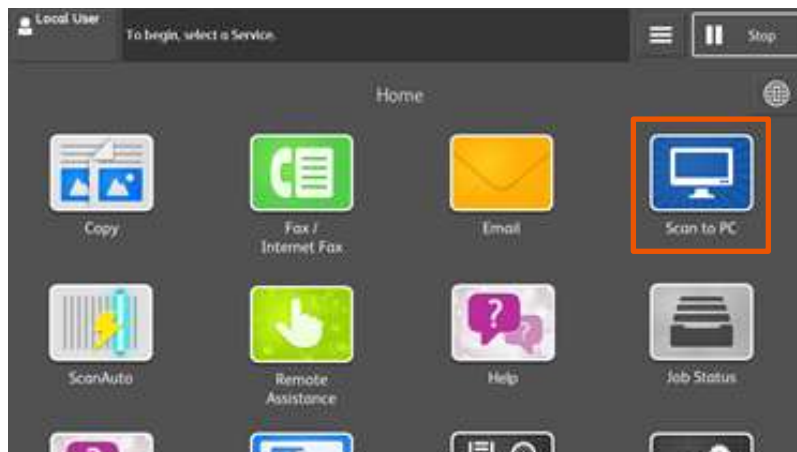
4. Press [Start] to scan.

4. 按【啟動】開始掃描。

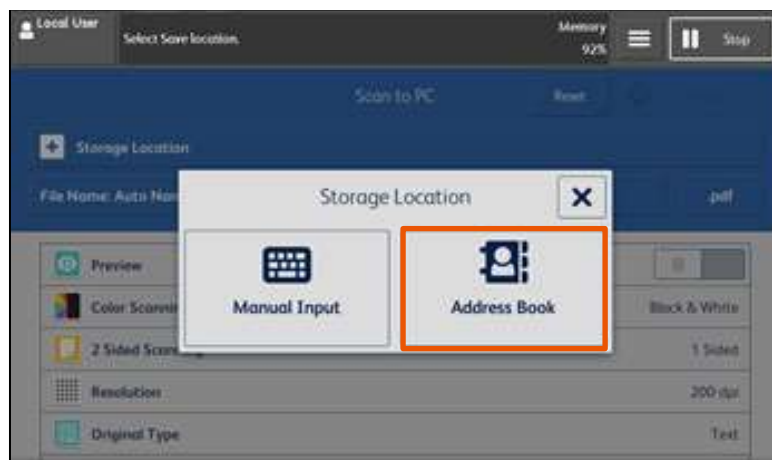


## 2.2 SCAN TO PC 掃描 (PC 儲存)

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]. 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 press [Close]. 3. 選擇儲存位置，然後按【關閉】。



4. Select the scanning features. Please refer to Chapter 3 for more details. 4. 設定掃描選項。詳情請參閱第 3 章。
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.

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。

#### **Grayscale:**

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

#### **黑白 (2 色階):**

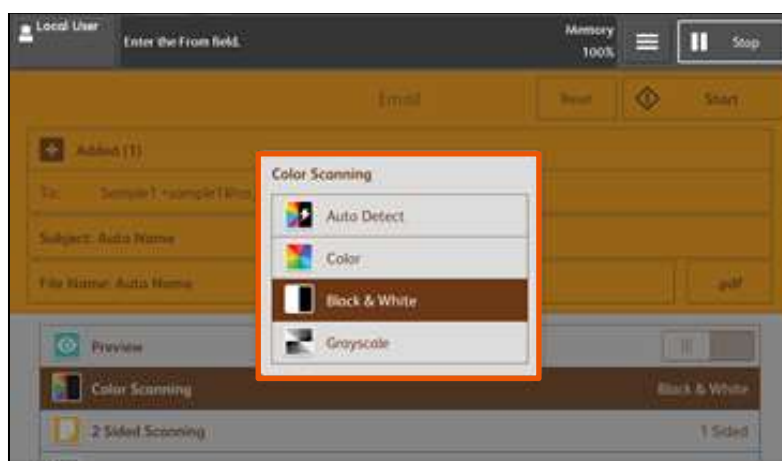
以黑白雙色掃描原稿。

#### **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。



## 3.2 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 (Head to Head):

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

### 雙面(左右):

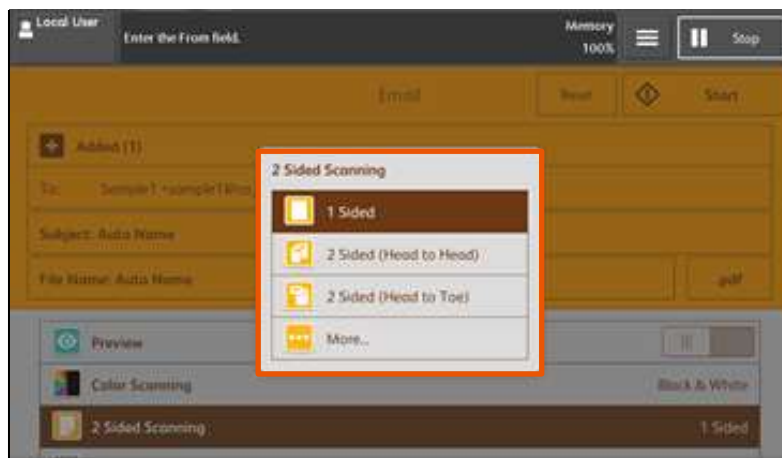
雙面原稿的兩面都在同一方向時，選擇此項目。

### 2 Sided (Head to Toe):

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。



### 3.3 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:

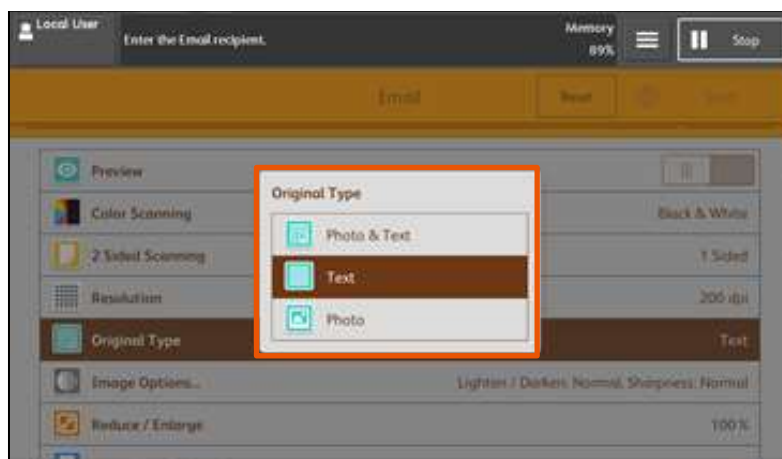
掃描包含文字及照片的原稿時選擇此項目。

#### 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。



### 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.

**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.

**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]。

**PDF:**

以 PDF 檔儲存。

**DocuWorks:**

以 DocuWorks 檔儲存。

**多頁 TIFF:**

以 1 個 TIFF 檔儲存多頁。

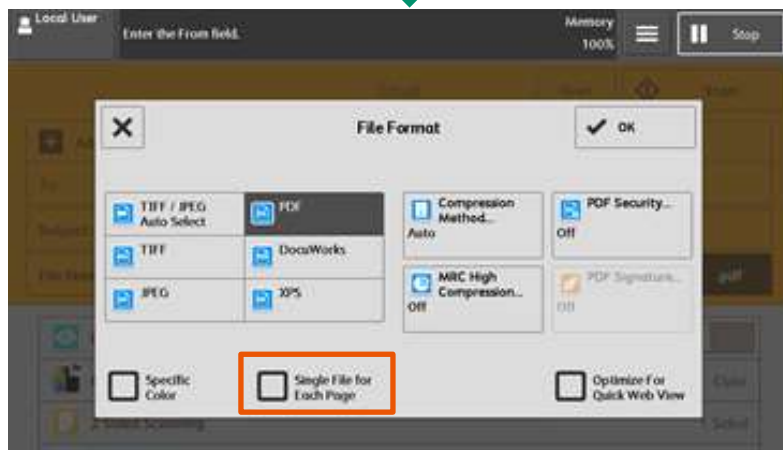
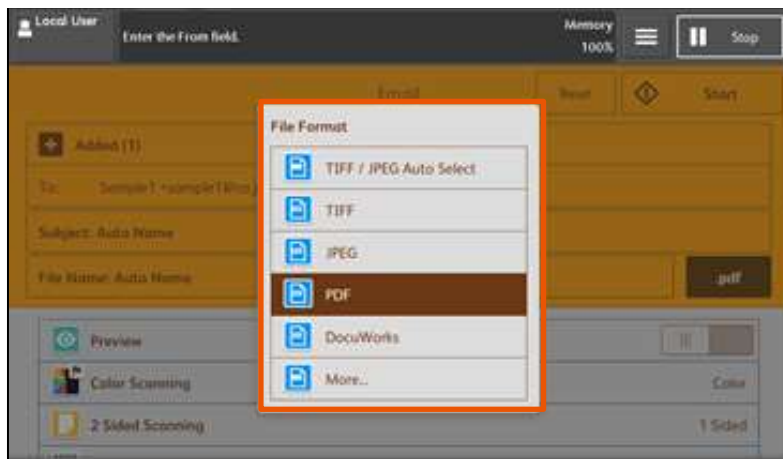
**XPS:**

以 XPS 檔儲存。

**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。



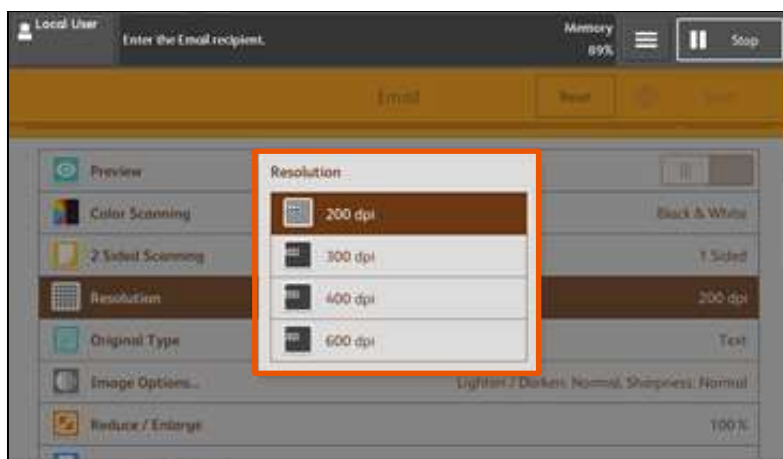
### 3.5 RESOLUTION 掃描解析度

Set the resolution for the documents to be scanned.

設定掃描原稿的解析度。

1. Select [Resolution].

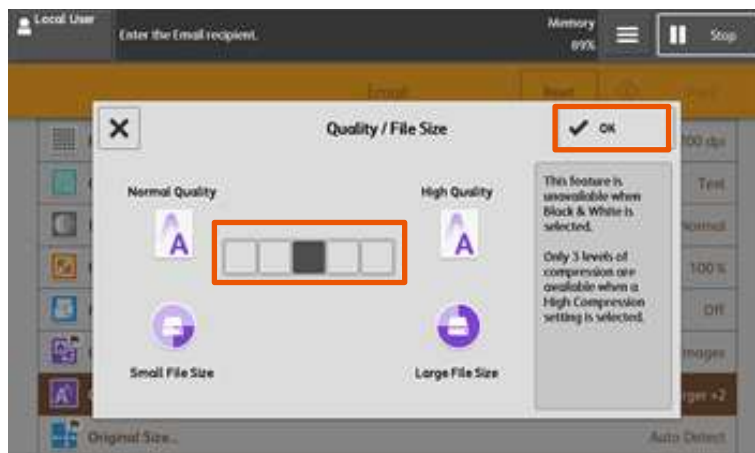
1. 選擇【掃描解析度】。



## 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]. 1. 選擇【畫質/檔案大小】。
2. Select a quality/file size level. Press [OK]. 2. 選擇畫質/檔案大小程度，然後按【關閉】。



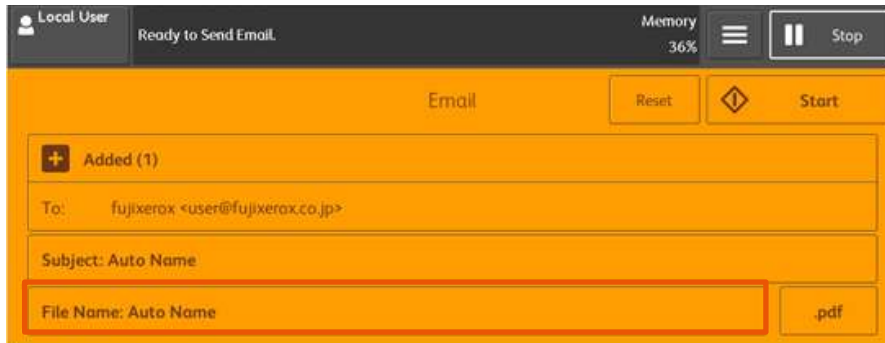
## 3.7 FILE NAME 文件名稱

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。

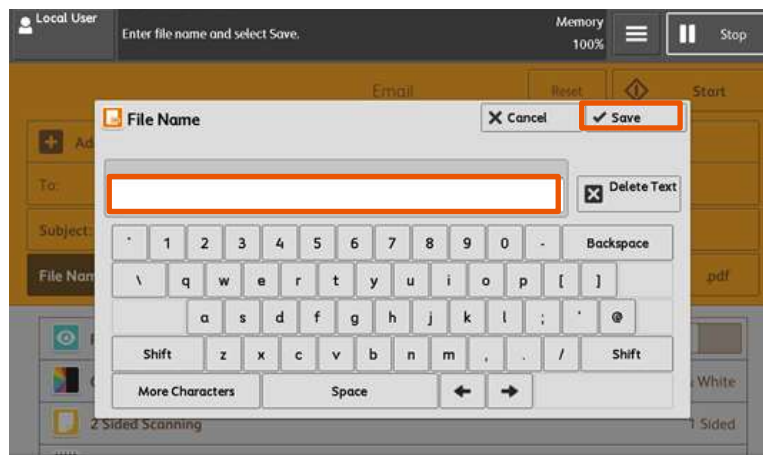
1. Select [File Name].

1. 選擇【檔案名稱】。



2. Use the displayed keyboard to enter a name up to 28 characters. Press [Save] when finished.

2. 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】。



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

### 4.1 STOPPING SCAN JOB 停止掃描

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





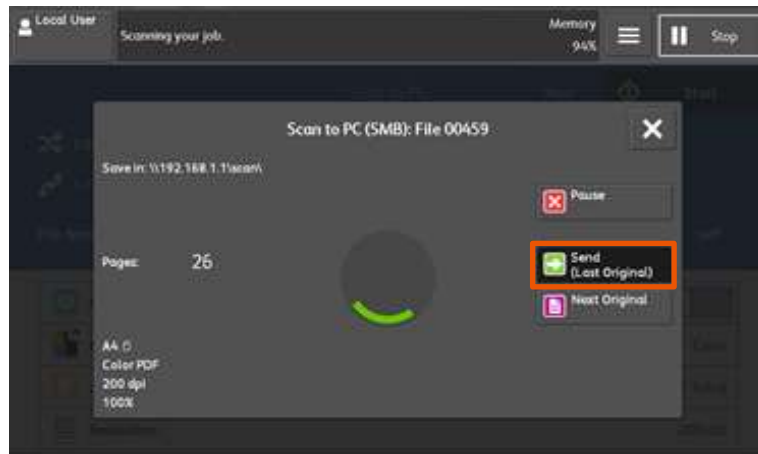
## 5 LOAD THE NEXT DOCUMENT 放置下一份原稿

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】。

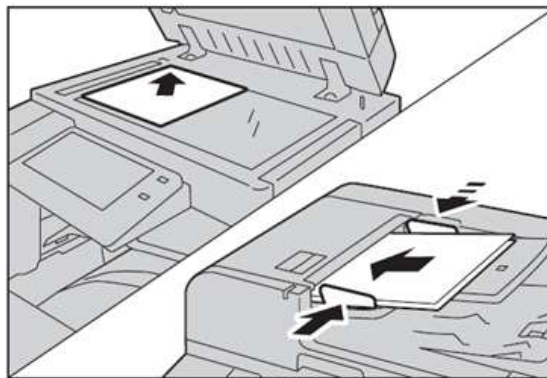
1. Select [Next Original] while scanning is in progress.

1. 請在掃描進行期間選擇【有下一張原稿】。



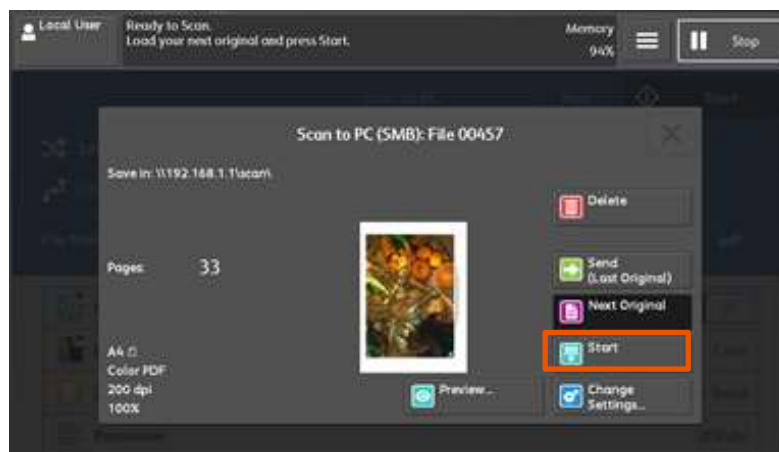
2. Load the next document.

2. 放入下一份原稿。

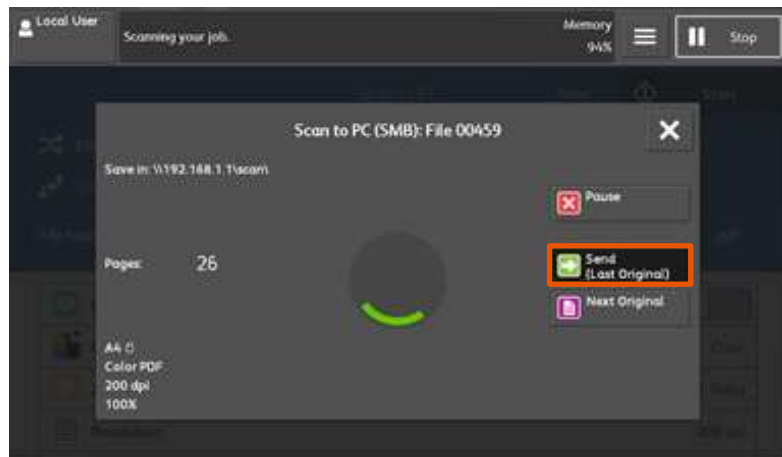


3. Press [Start].

3. 按【掃描開始】。



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



## 6 SPECIAL FEATURES 特別功能

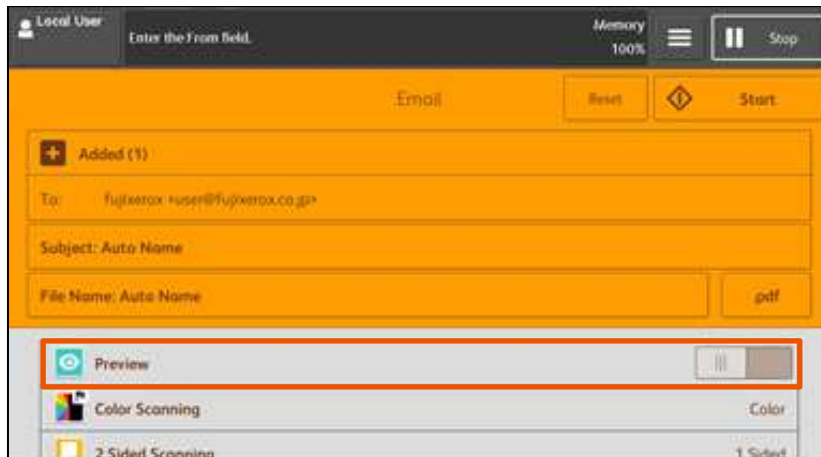
### 6.1 PREVIEWING SCANNED IMAGES DURING A SCAN JOB 掃描時預覽掃描影像

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

掃描文件時，您可以預覽及旋轉掃描影像。

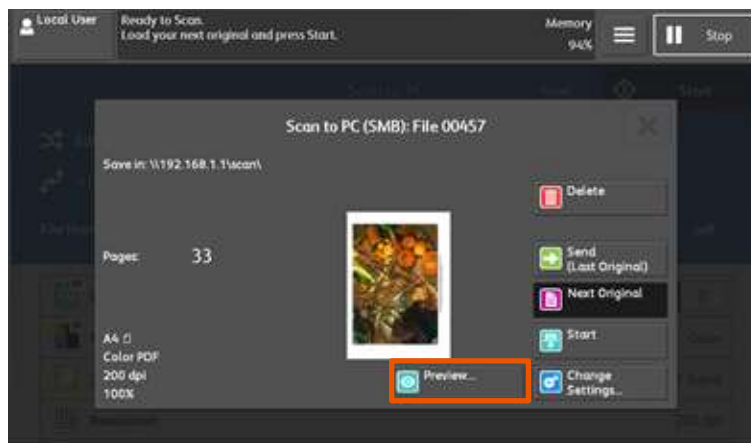
1. Select [Preview] and press [Start].

1. 選擇【預覽】並按【啟動】。



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

2. 讀取文件之後，選擇【預覽】。



3. Preview image is displayed.

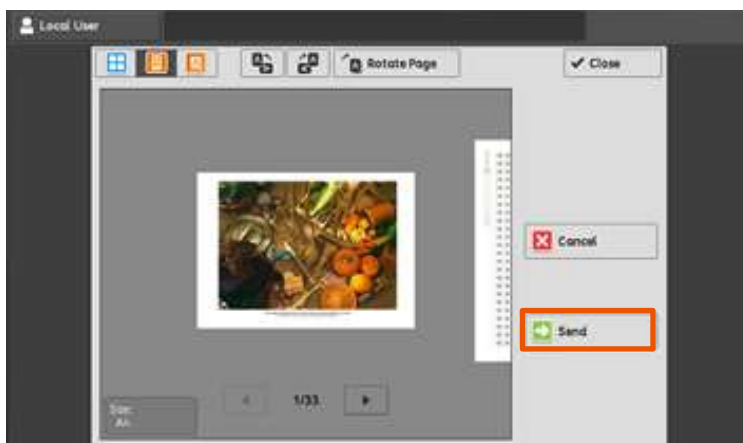
3. 顯示預覽影像。



4. Select  or  to rotate the scanned image in anticlockwise or clockwise direction.
4. 選擇  或 ，掃描的影像會逆時針或順時針方向旋轉。



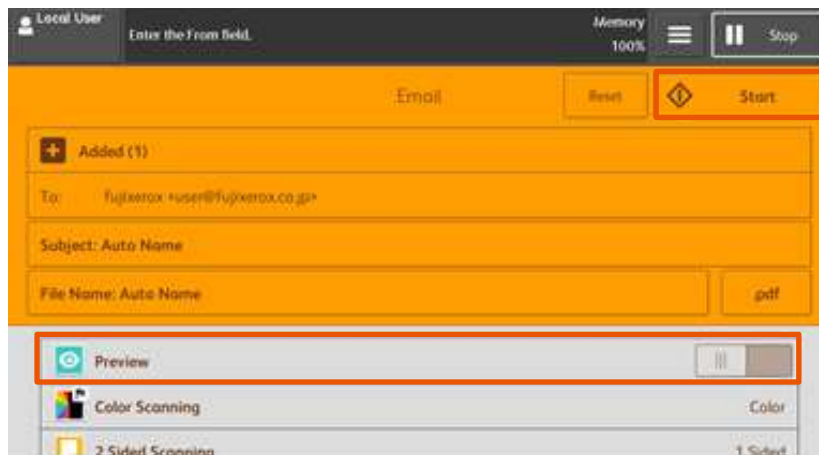
5. When you have finished preview and rotate the document, select [Send].
5. 當完成預覽及旋轉文件後，選擇【送信】。



## 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】。



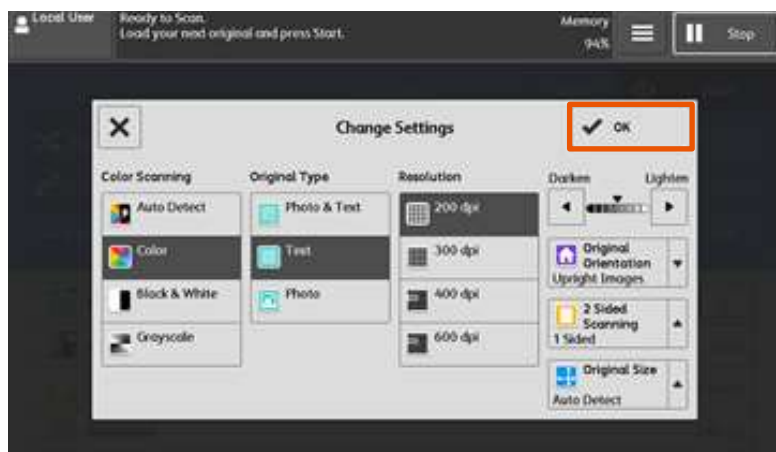
2. After the document is read, select [Change Settings].

2. 讀取文件之後，選擇【設定變更】。

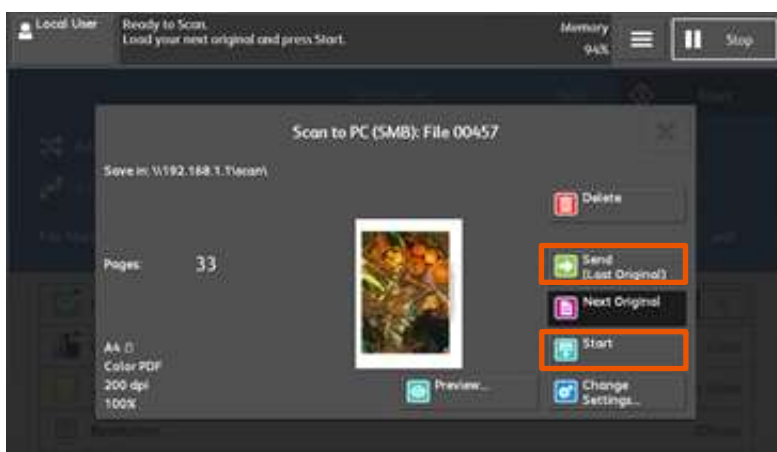


3. Change the scan settings, then press [OK].

3. 變更掃描設定，按【確認】。



4. Press [Start] to scan the next image with the new settings OR press [Send (Last Original)] to complete the scan.
4. 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。



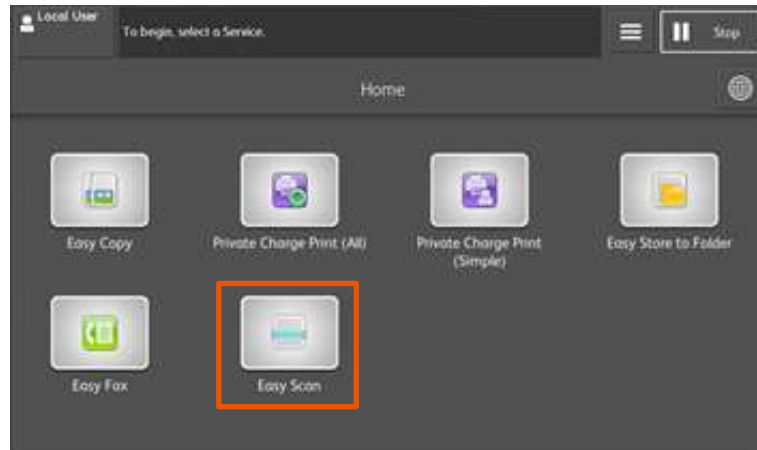
## 6.3 EASY SCAN 簡便掃描

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。

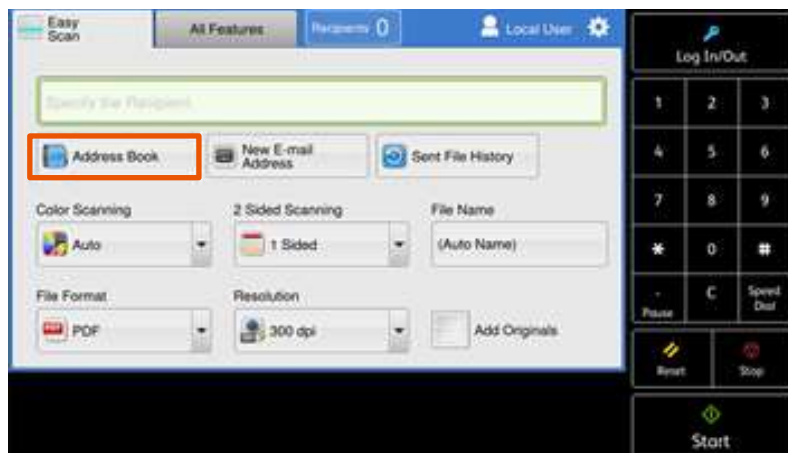
1. Select [Easy Scan].

1. 選擇【簡便掃描】。



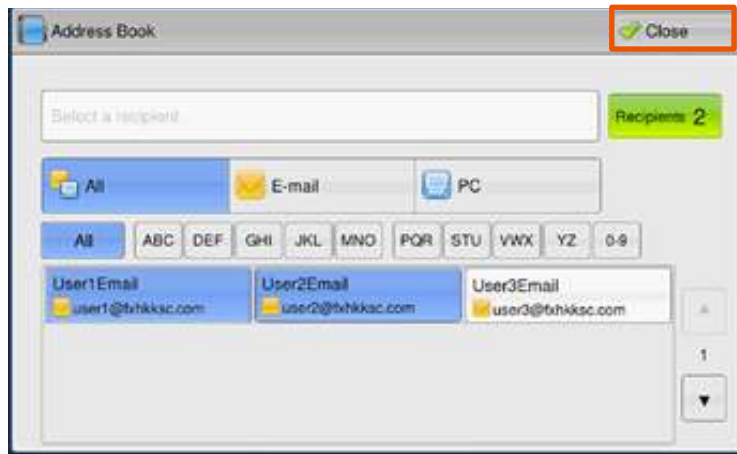
2. Specify recipient(s) using [Address Book].

2. 選擇【郵件地址電話簿】並從地址清單選擇收件人地址。



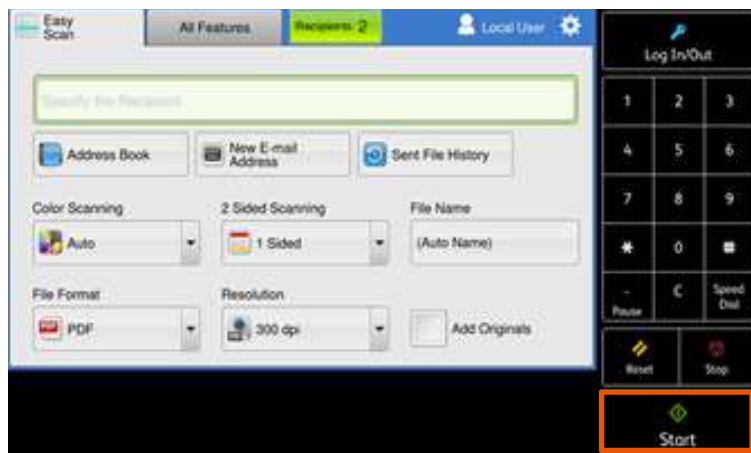
3. Choose the receipt(s) and press [Close].

3. 選擇通訊對象並按【關閉】。



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.
2. Load the next document.
3. Press the [Start] button.
4. When all documents have been scanned, select [Send (Last Original)].

1. 請在掃描進行期間選擇【有下一張原稿】。
2. 放入下一份原稿。
3. 按【掃描開始】鍵。
4. 所有原稿掃描之後，請選擇【送信 (無下一張)】。



# Customer Support Center

## 2513-2513

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