

ApeosPort-IV 5070/4070/3070  
DocuCentre-IV 5070/4070/3070

# Quick Reference Notes – Scan

## 簡易操作-掃描



# CONTENTS

## 目錄

1	Scanning Procedure 掃描步驟.....	2
1.1	Loading Document 放置原稿.....	2
1.1.1	Document Feeder 自動送稿裝置.....	2
1.1.2	Document Glass 玻璃面板.....	2
1.2	Selecting Scan Features 選擇掃描功能.....	3
2	Scanning Methods 掃描方法.....	5
2.1	Scan to E-mail 郵件送信.....	5
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

# 1 SCANNING PROCEDURE 掃描步驟

## 1.1 LOADING DOCUMENT 放置原稿

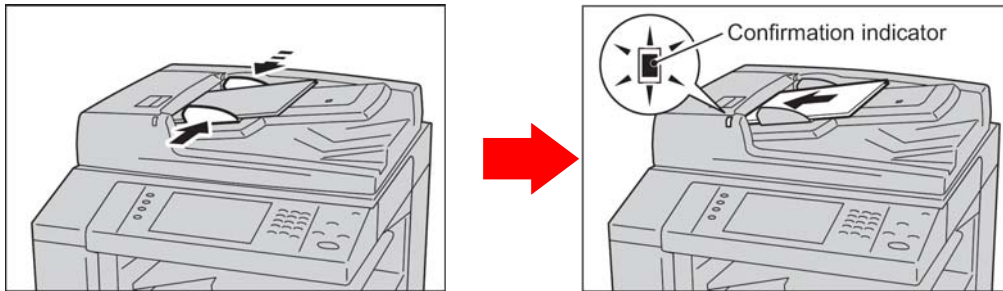
### 1.1.1 Document Feeder 自動送稿裝置

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。



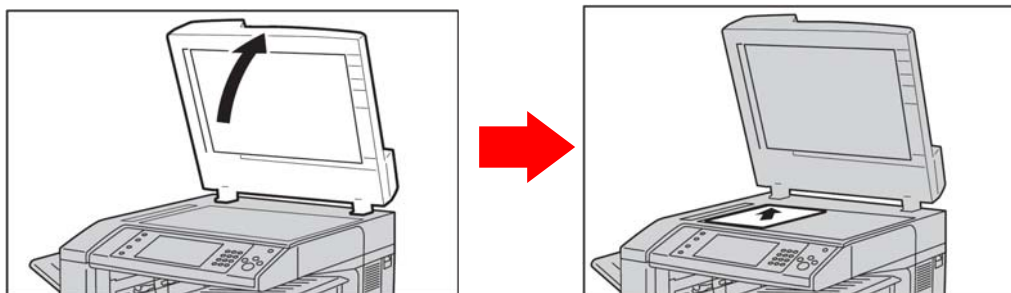
### 1.1.2 Document Glass 玻璃面板

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

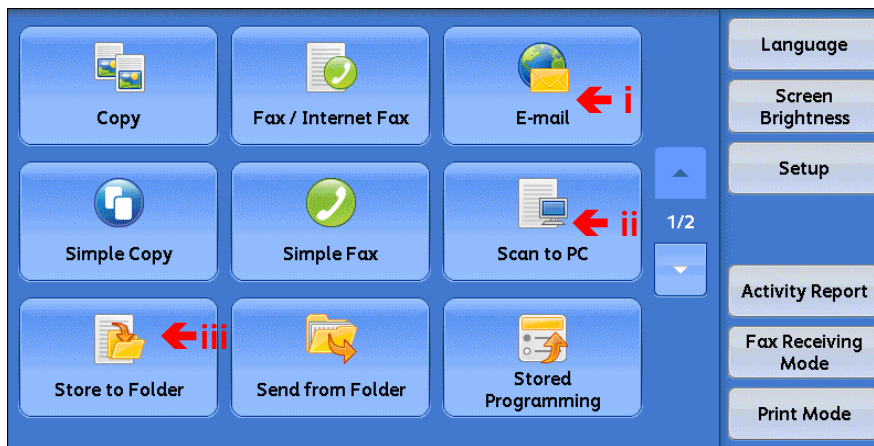
1. Press the <Service Home> button.

1. 按一下<Service Home>鍵。

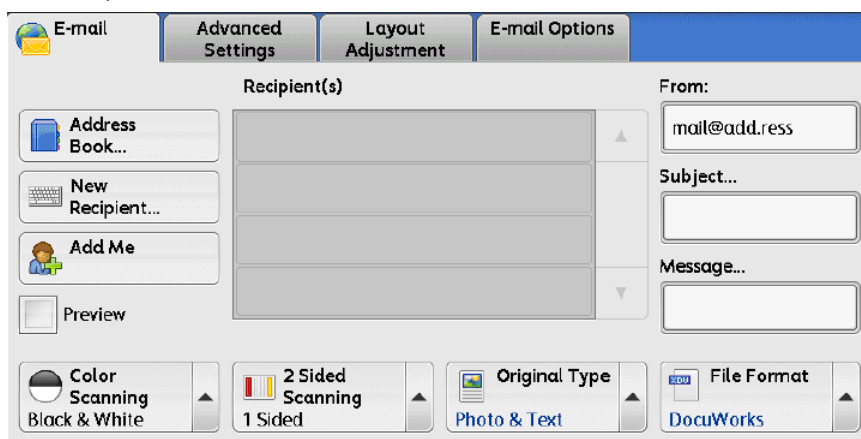


2. Select [Scan features].

2. 選擇[掃描功能]。



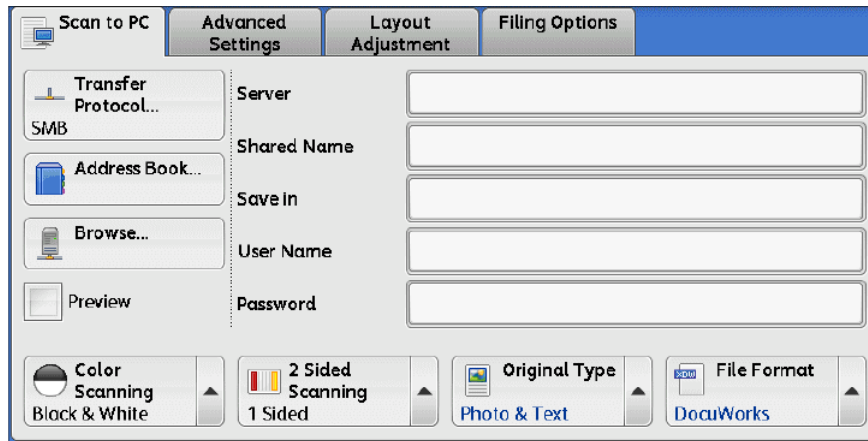
i. E-mail 掃描 (郵件送信)



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。

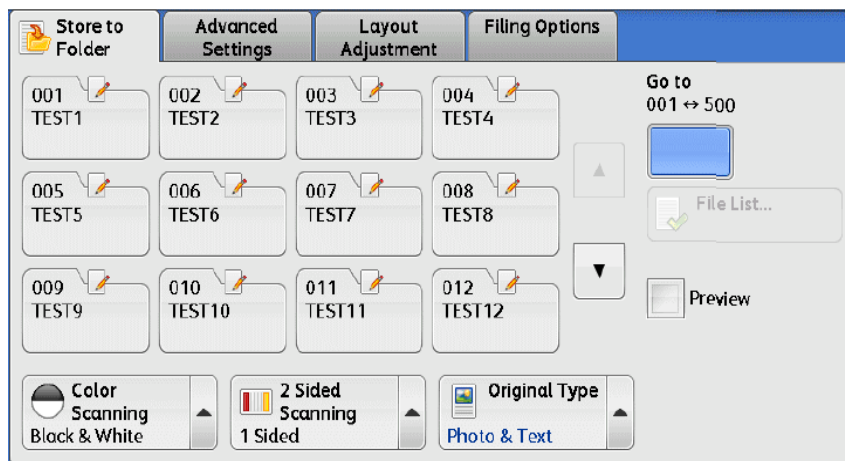
### ii. Scan to PC 掃描 (PC 儲存)



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.

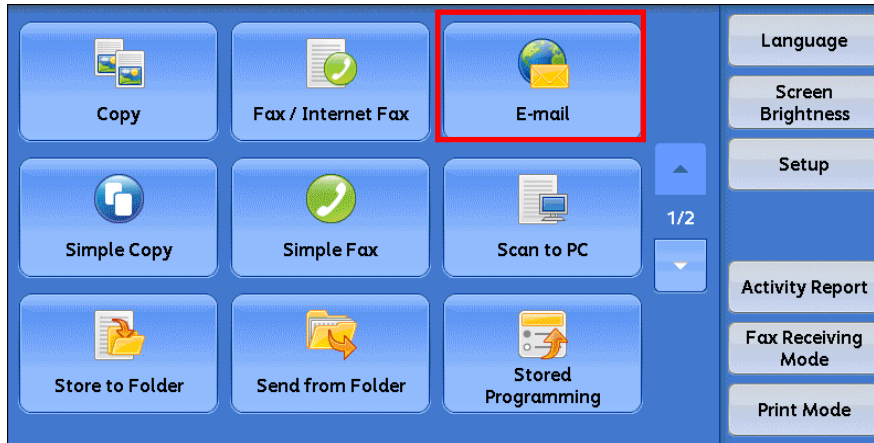
您可以掃描原稿，並將所掃描的資料儲存到本機的機密信箱。

## 2 SCANNING METHODS 掃描方法

### 2.1 SCAN TO E-MAIL 郵件送信

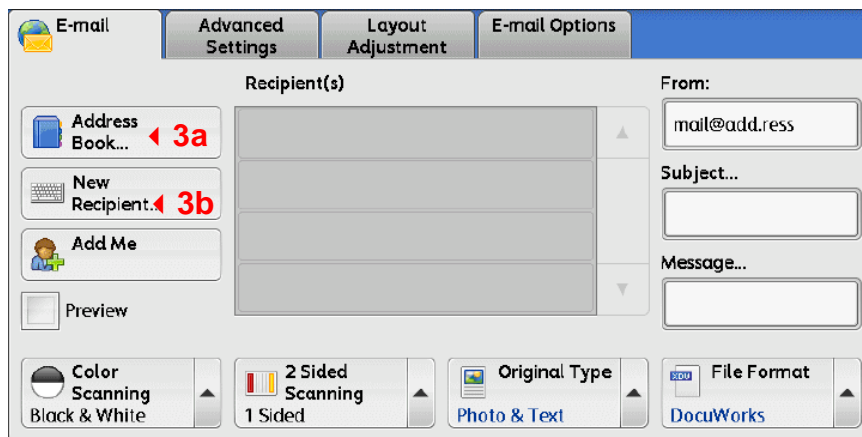
1. Select [E-mail] from the [Services Home] screen.

1. 選擇 [功能] 畫面中的 [ 掃描(郵件送信) ]。



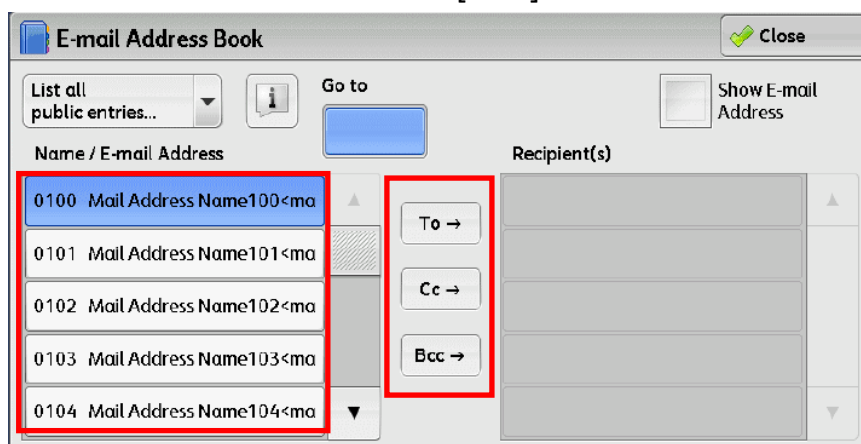
2. In the [E-mail] screen, specify recipient(s) using [Address Book] or keyboard in [New Recipient].

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 [Address Book] and choose recipient(s) from the address list by pressing [To], [CC], or [BCC]. Press [Close] to confirm.

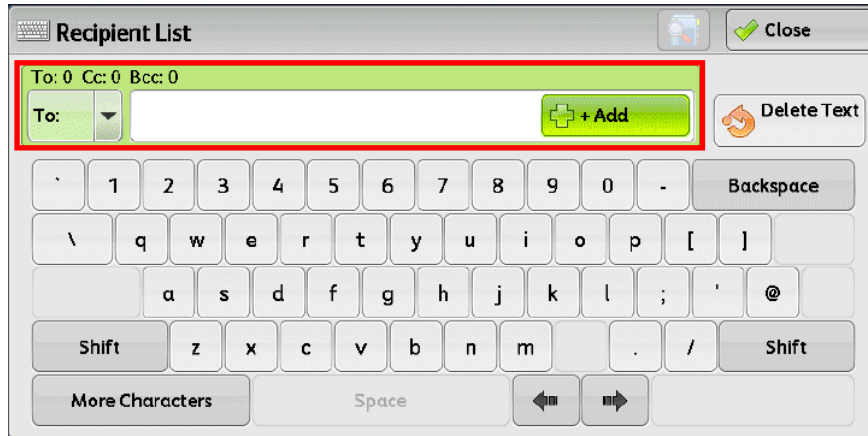
3a. 選擇 [電話簿] 並從地址清單選擇收件人地址，然後選擇[對象]、[CC]或[BCC]，最後按[關閉]。



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]。



5. Press [Start] to scan.

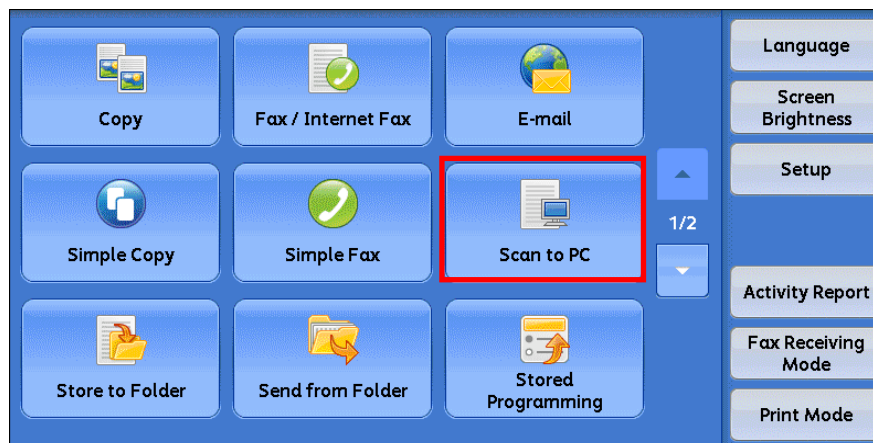
5. 按[Start] 開始掃描。



## 2.2 SCAN TO PC 掃描 ( PC 儲存 )

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

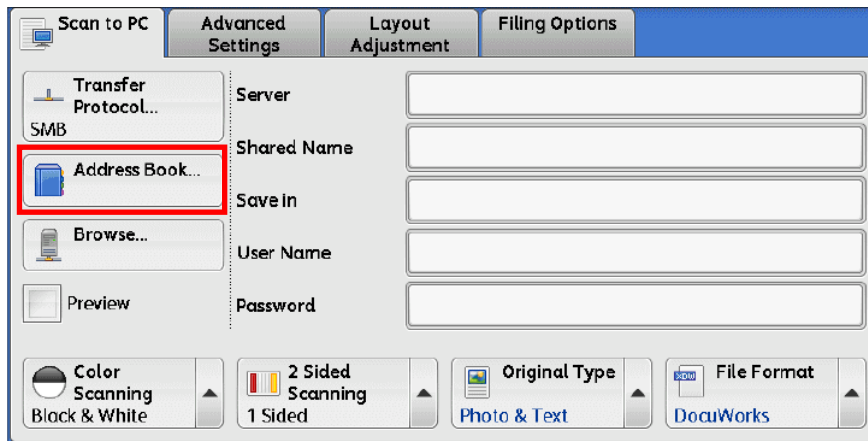
1. 由 [功能]畫面中選擇[掃描 (PC 儲存)]。





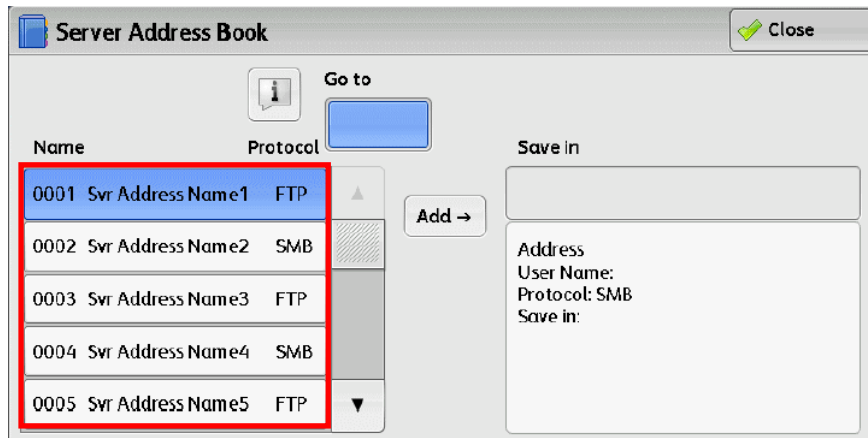
2. In [Scan to PC] menu, specify a forward destination from [Address Book].

2. 由 [儲存位置] 畫面中選擇 [電話簿] 指定轉送的目的地。



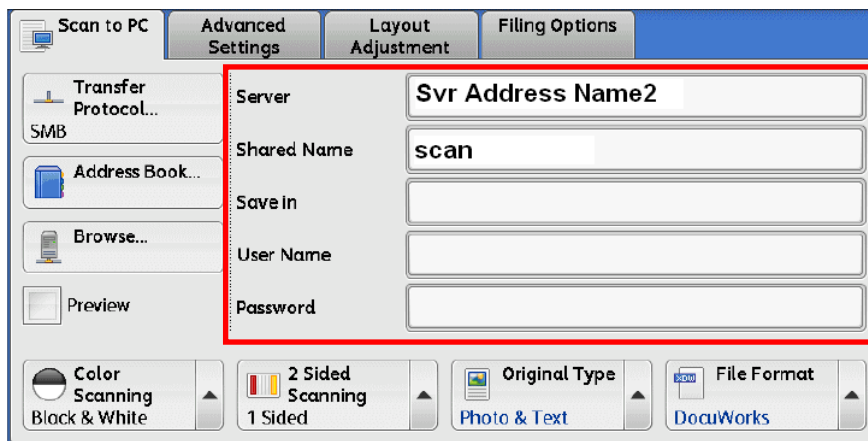
3. Select the destination and press [Add], then [Close].

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.

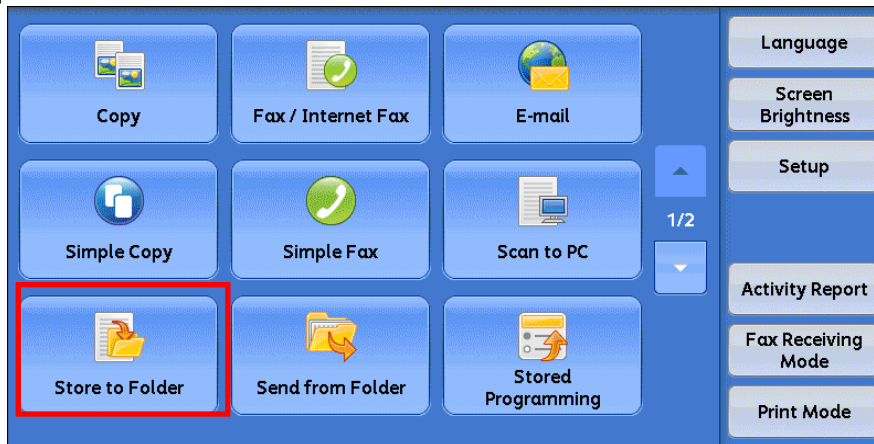
6. 按 <Start> 鍵。



## 2.3 STORE TO FOLDER 信箱儲存

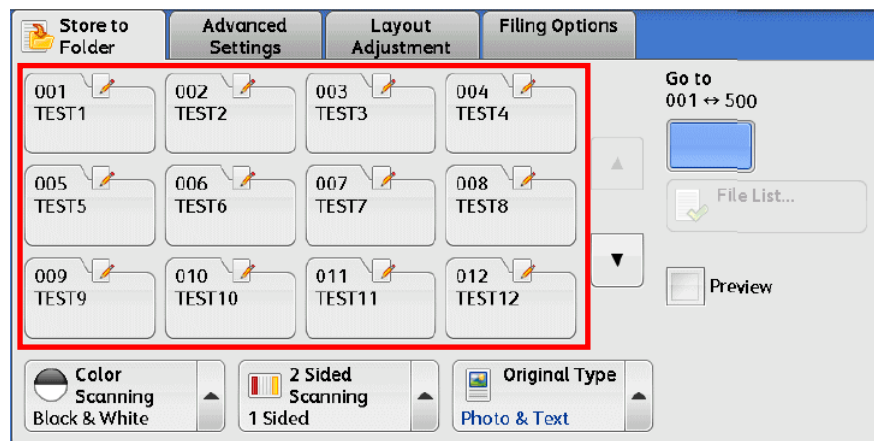
1. Select the <Store to Folder> from the [Services Home] screen.

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.

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):**

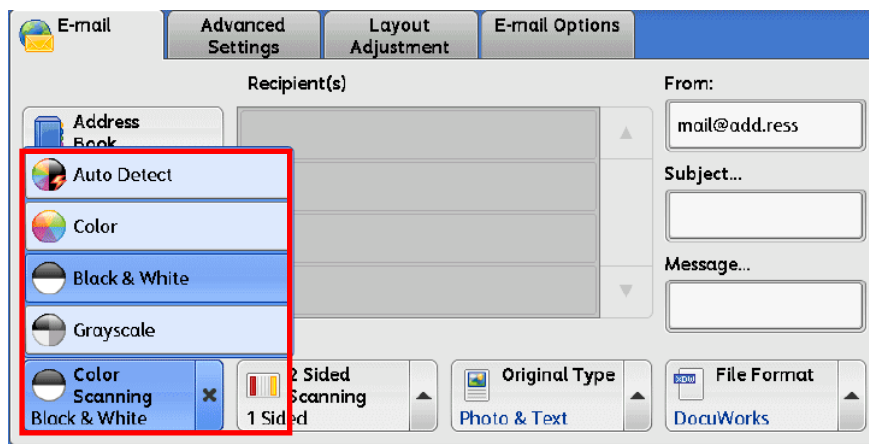
以灰階掃描原稿。適合用於含有漸層且無法以黑白(雙色)方式重現的原稿。

**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):

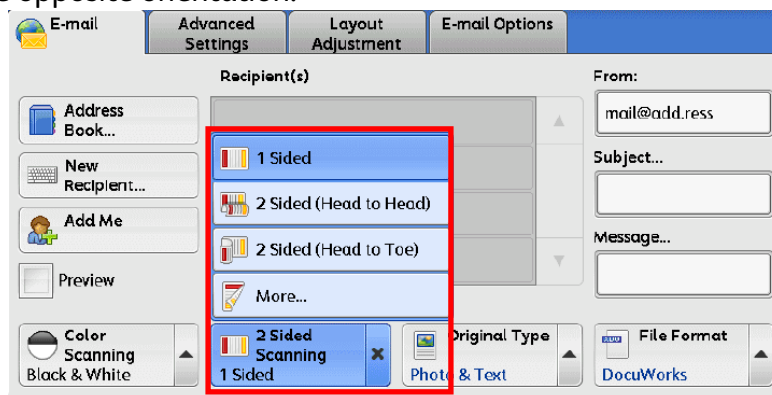
雙面原稿的兩面都在同一方向時，選擇此項目。

### 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.

### 文字/ 照片:

掃描包含文字及照片的原稿時選擇此項目。

### Text:

Select this item when scanning text clearly.

### 文字:

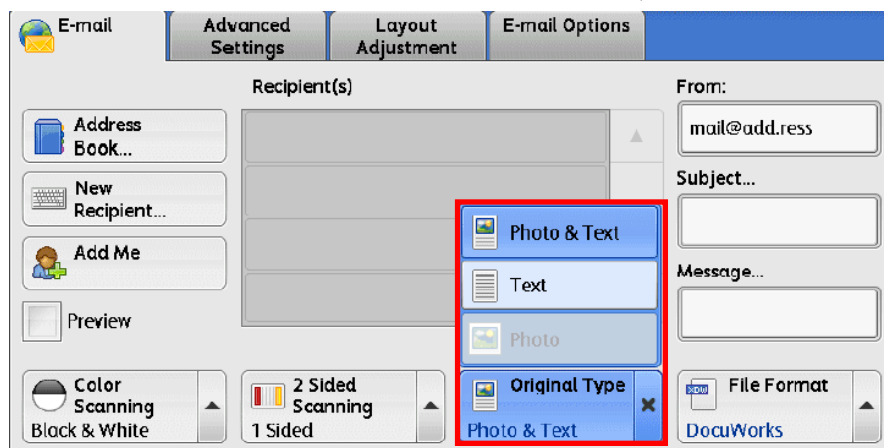
若要清晰掃描文字，請選擇此一項目。

### Photo:

Select this item when scanning photos.

### 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.

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:

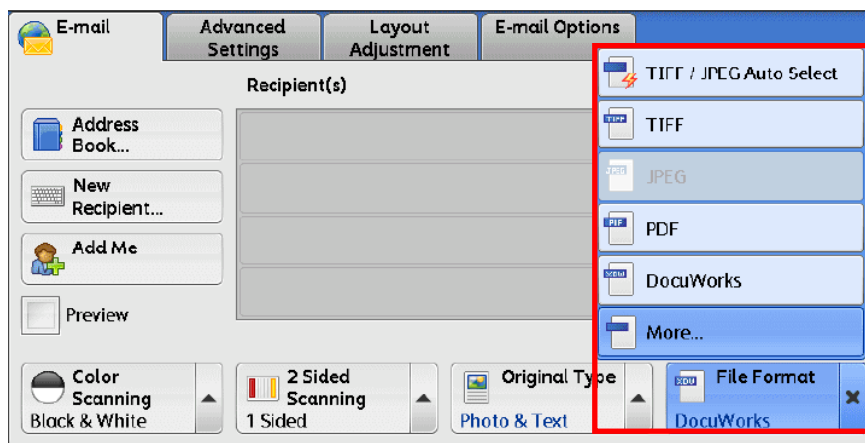
以 DocuWorks 檔儲存。

### 多頁 TIFF:

以 1 個 TIFF 檔儲存多頁。

### XPS:

以 XPS 檔儲存。



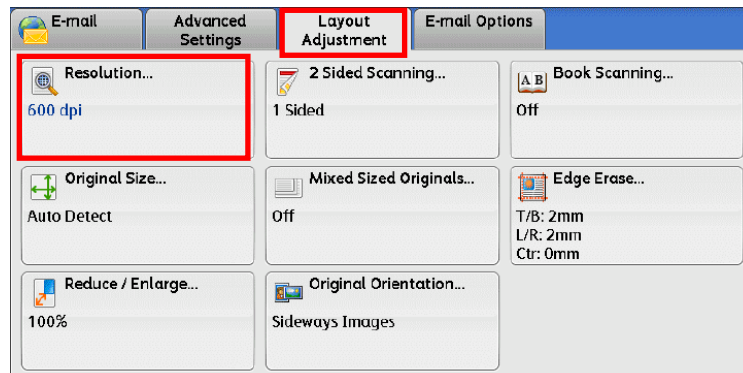
## 4.5 RESOLUTION 掃描解析度

Set the resolution for the documents to be scanned.

設定掃描原稿的解析度。

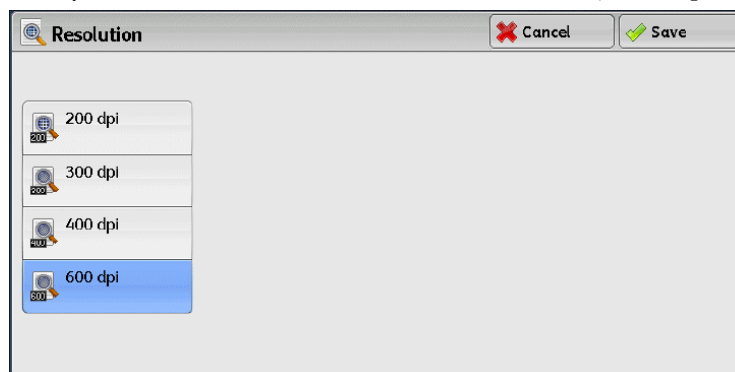
1. Select the [Layout Adjustment] tab and then select [Scan Resolution]

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]。



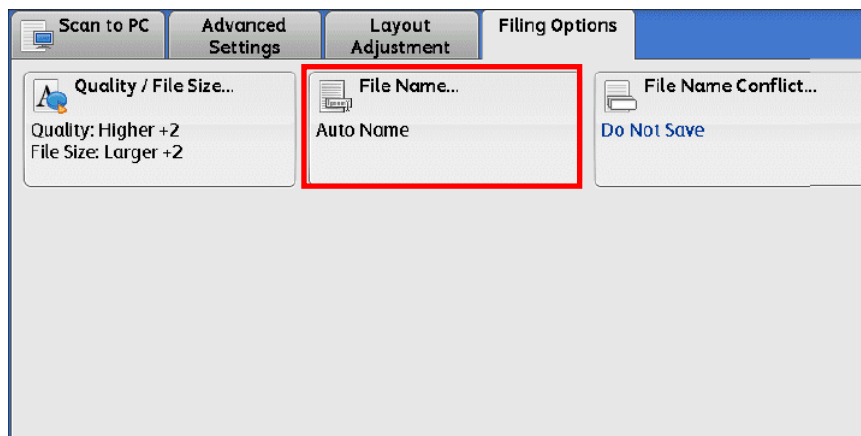
## 4.6 FILE NAME 文件名稱

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] tab and then select [File Name]

1. 選擇 [印出形式] 標籤，並選擇 [檔案名稱]。



2. Enter a name of up to 128 characters using the displayed keyboard.

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

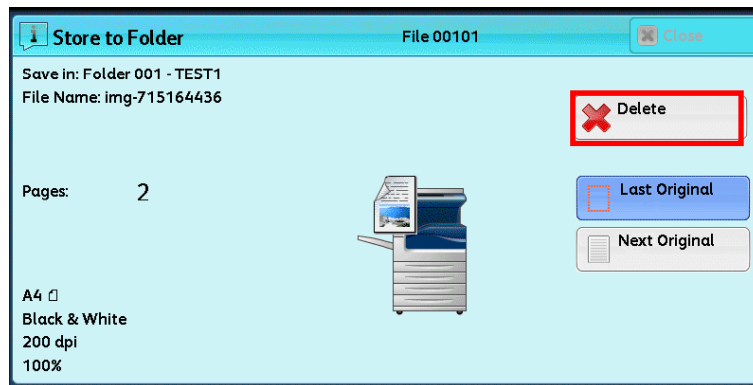
### 5.1 STOPPING THE SCAN JOB 停止掃描

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。

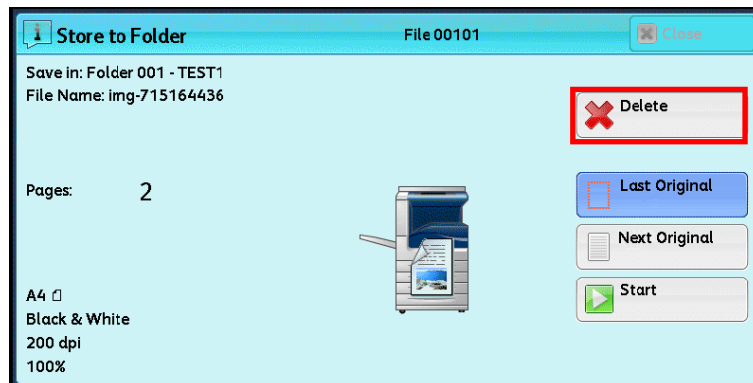


OR



2. Select [Delete].

2. 按[中止]。



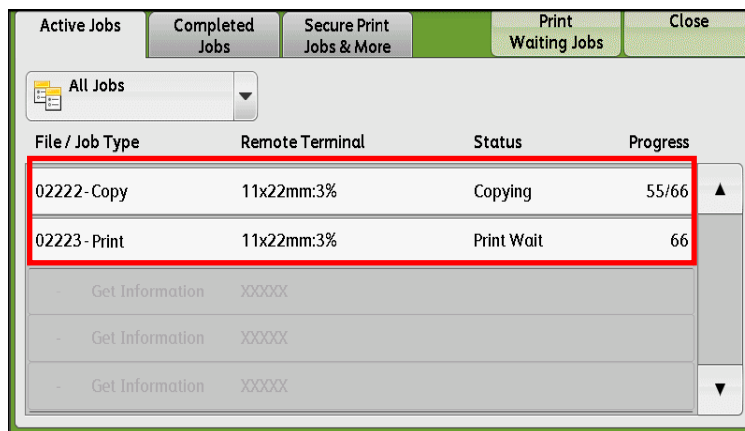
3. If the screen in procedure 2 does not appear, press the <Job Status> button.

3. 若未顯示步驟 2 中的畫面，按<Job Status> 鍵。



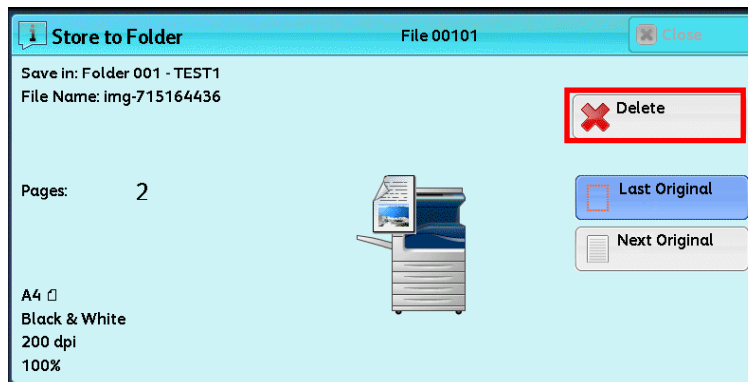
4. Select the job to cancel, and then select [Delete] or [Promote Job].

4. 選擇要取消的工作，然後按[停止] or [Promote Job]。



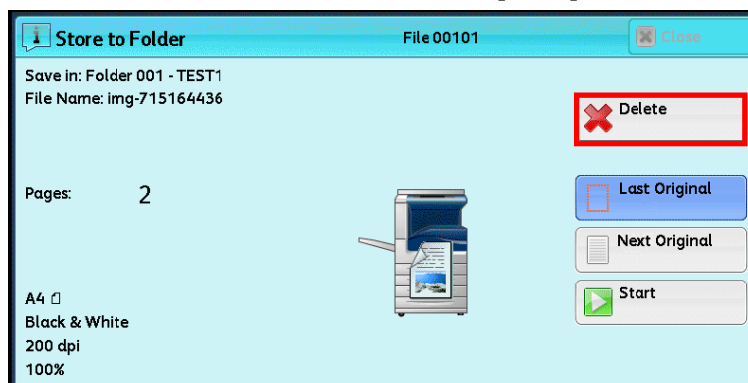
5. Select [Delete].

5. 選擇[中止].



6. Select [Delete].

6. 選擇[中止].



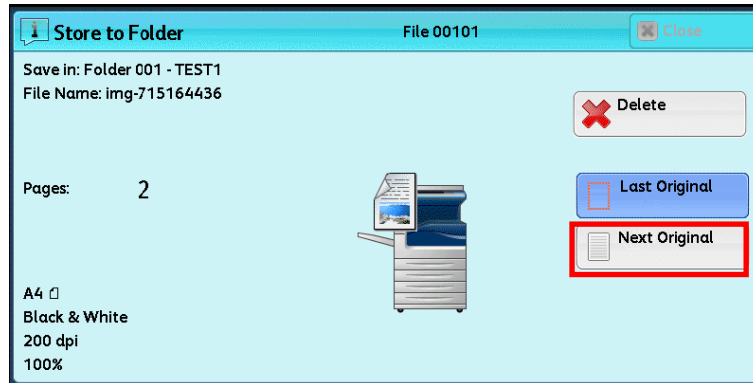
## 6 LOAD THE NEXT DOCUMENT 放置下一份原稿

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.

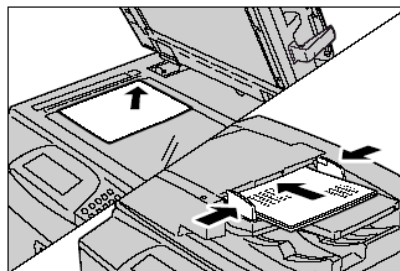
如果還有其他原稿，請在掃描原稿時，在顯示幕上選擇 [有下一張原稿]。

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。



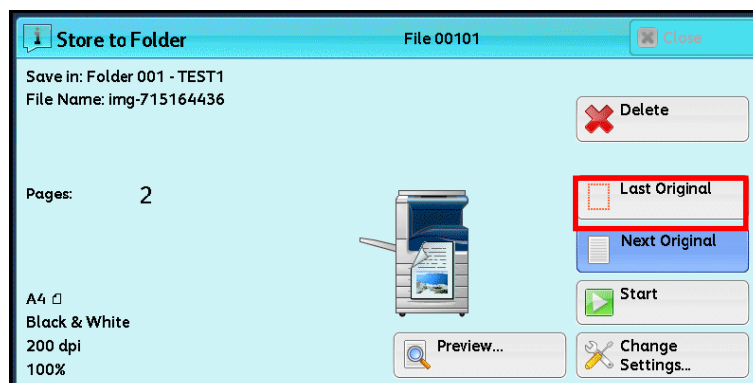
3. Press the <Start> button.

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]。



**Customer Attention Centre:**  
**2513-2513**