



Quick Reference Notes - **SCAN**

簡易操作 - **掃描**

Revoria Press SC285S / SC285

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Scan QR Code OR click here: Manuals or Self Help.
請掃描二維碼，或點擊：使用說明 或 自助式故障排除。

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更多相關資料，請訪問以下網址：
<https://support-fb.fujifilm.com>



Manuals
使用說明

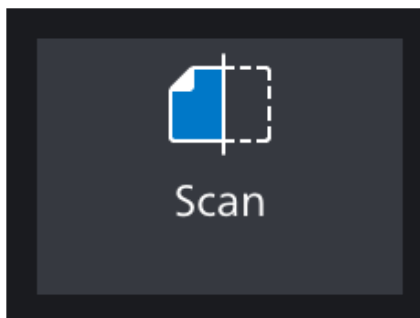


Self Help
自助式故障排除

1 OVERVIEW 前言

In this training note, the primary focus is [Scan] (methods include SMB, FTP, SFTP & email. There are various other scan methods on this model: Email, Scan to Folder, USB, Scan to Desktop etc.. To find out which scan method you are invited to use, please consult your Administrator or Fujifilm Business Innovation service representative.

本操作說明以【掃描】(掃描到 SMB、FTP、SFTP 或 電郵郵箱) 為主。本型號亦包括其他掃描方式，如：郵件送信、掃描到資料夾、USB、WSD 掃描 等等。要知道您能使用哪款掃描方式，請向 貴公司打印機管理員查詢，亦可向富士膠片商業創新服務人員了解。

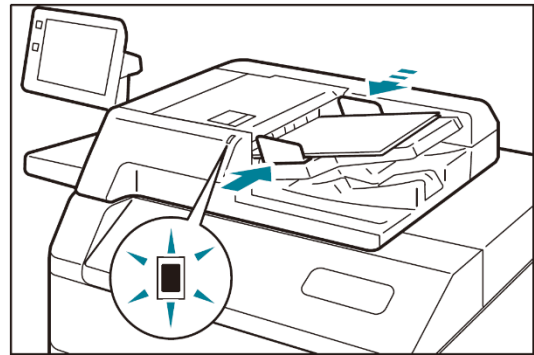
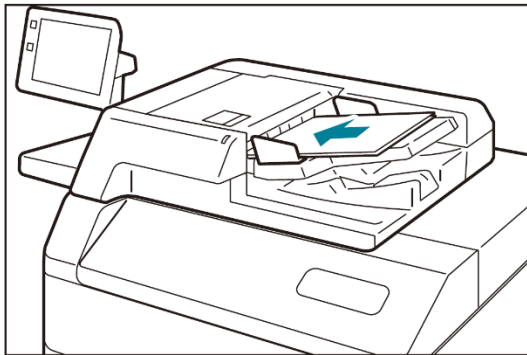


2 SCANNING PROCEDURE 掃描步驟

2.1 LOADING DOCUMENT 放置原稿

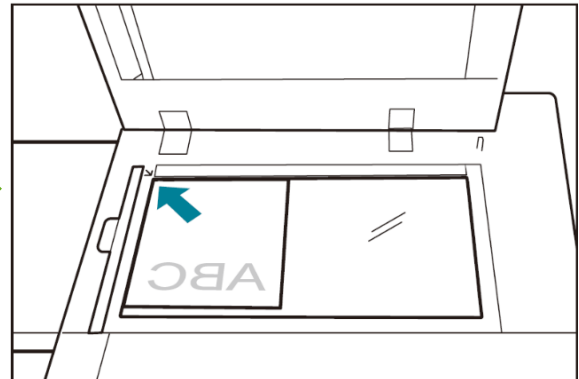
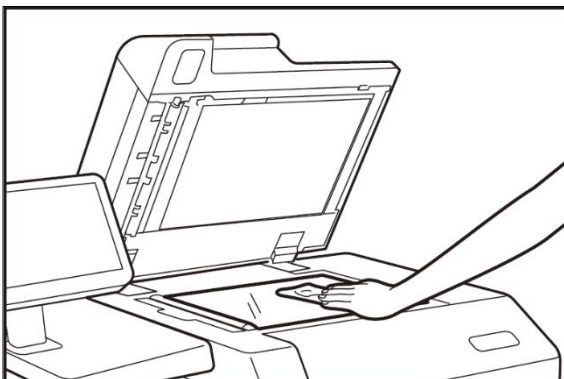
2.1.1 Document Feeder 自動送稿裝置

1. Confirm that the document is free of tag paper, adhesive tape, staples, and clips, and stretch out the document if it is wrinkled or folded.
 2. Align the upper left corner of the document so that the original size is correctly detected.
 3. Load the document face up (when the document is 2-sided, place the front side up) in the center of Document Feeder.
1. 確認原稿上沒有便利貼、膠帶、釘書針或萬字夾等物品，並將有皺褶的原稿確實整平。
 2. 對齊原稿左上角，以便正確偵測原稿尺寸。
 3. 讀取面 (雙面原稿時則為正面) 朝上，並放置於送稿裝置的中央。



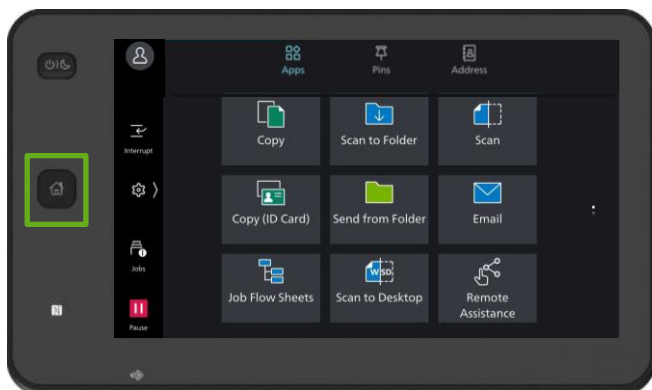
2.1.2 Document Glass 玻璃面板

1. Open the Document Cover.
 2. Load the document face down with the document aligned with the upper left corner of the Document Glass.
1. 打開原稿蓋。
 2. 將掃描面朝下，並對齊玻璃面板的左上角來放置原稿。



2.2 SELECTING SCAN LOCATION 選擇掃描儲存位置

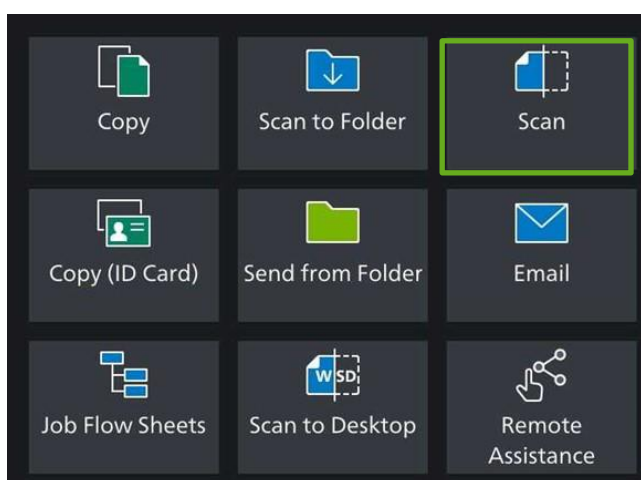
1. Press the Home button.



1. 按一下首頁按鈕。



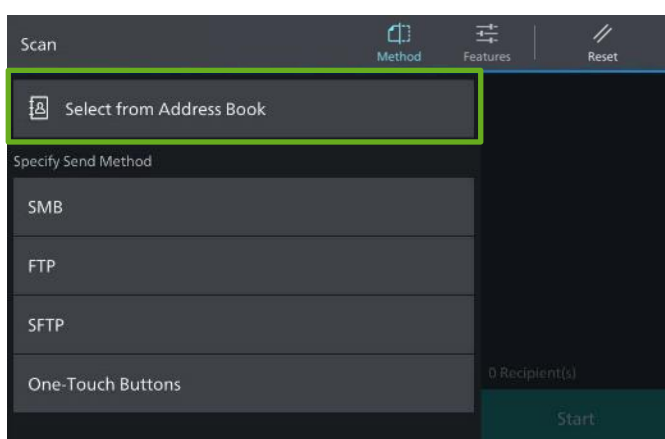
2. Tap [Scan].



2. 點選【掃描】。



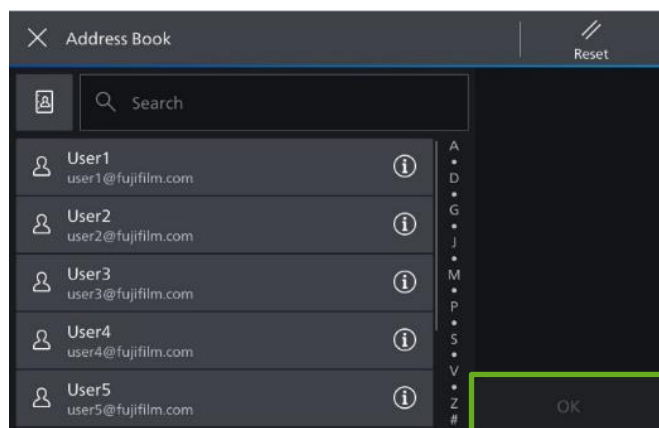
3. Tap [Select from Address Book].



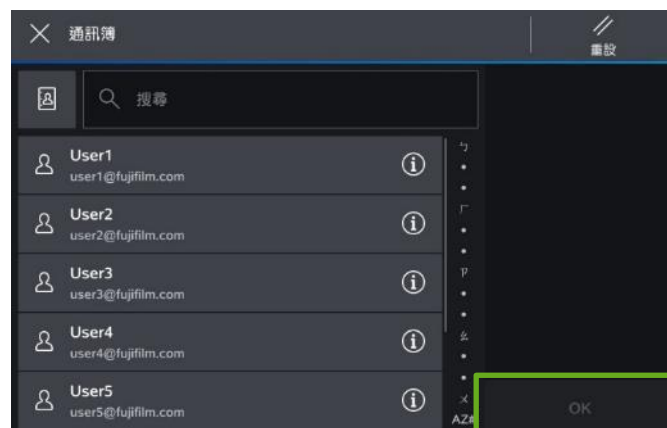
3. 點選【從通訊簿選擇】。



4. Select user's scan location and tap [OK].



4. 選擇用戶的掃描位置，然後按【OK】。

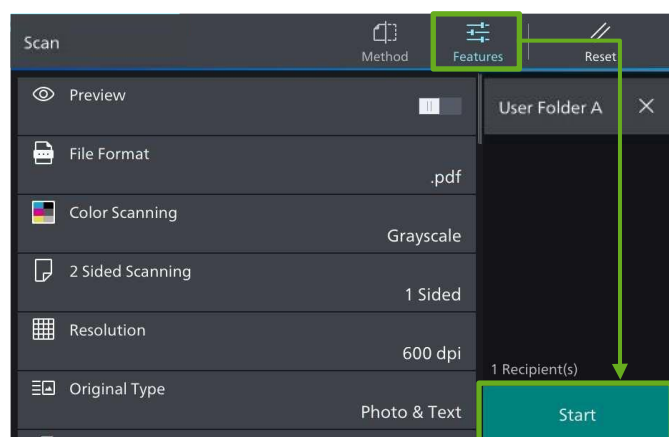


5. Tap [Features] to configure necessary features.

5. 點選【功能清單】以設置所需功能。

6. Tap [Start] to scan.

6. 點選【啟動】開始掃描。

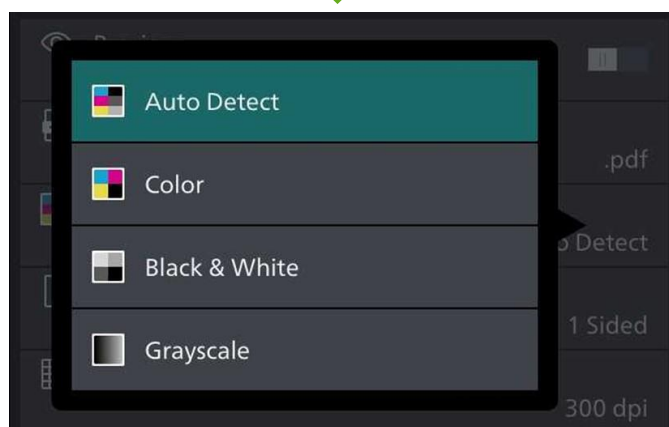
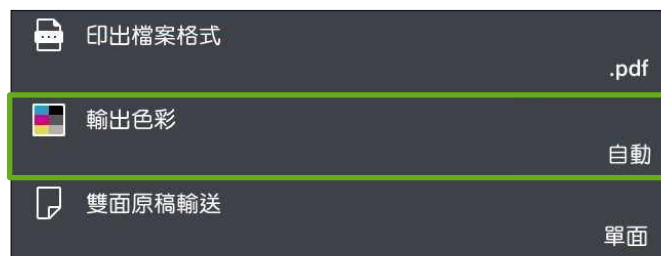
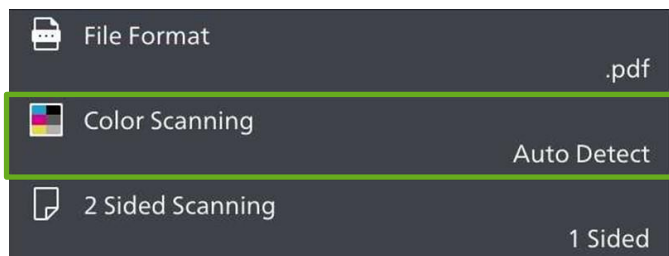


3 SCANNING FEATURES 掃描選項

3.1 SCANNING COLOR 輸出色彩

Set the scanning color for the documents to be scanned.

設定掃描原稿的色彩模式。



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.

Grayscale

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

自動

本機自動判定原稿的色彩。

全彩

選擇掃描彩色原稿。

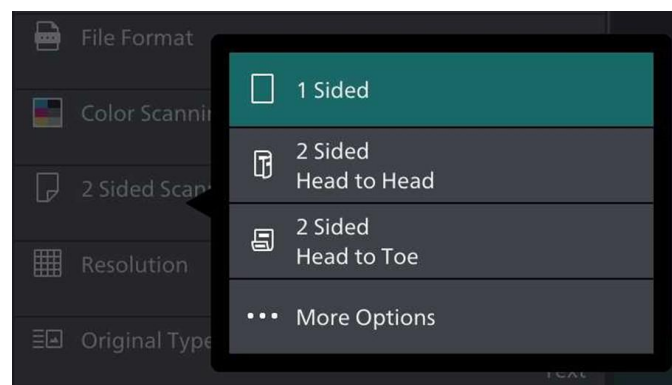
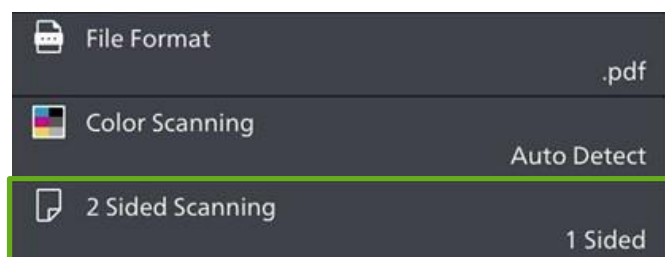
黑白 (2 色階)

以黑白雙色掃描原稿。

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



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.



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。

3.3 ORIGINAL TYPE 原稿影像品質

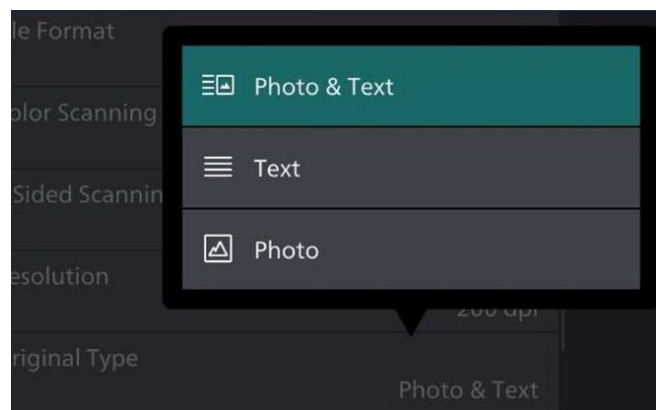
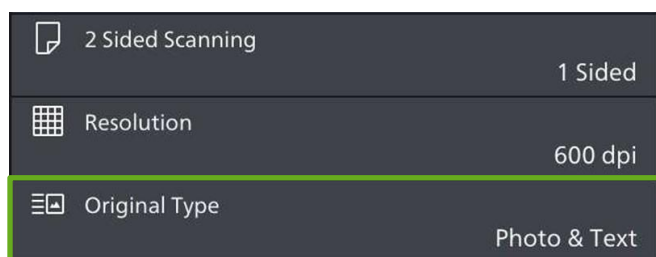


Photo & Text

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

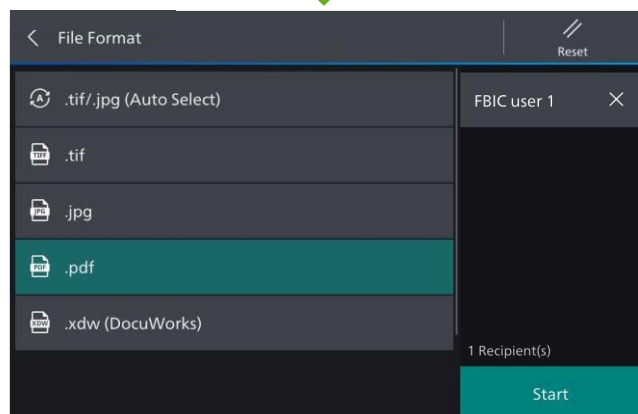
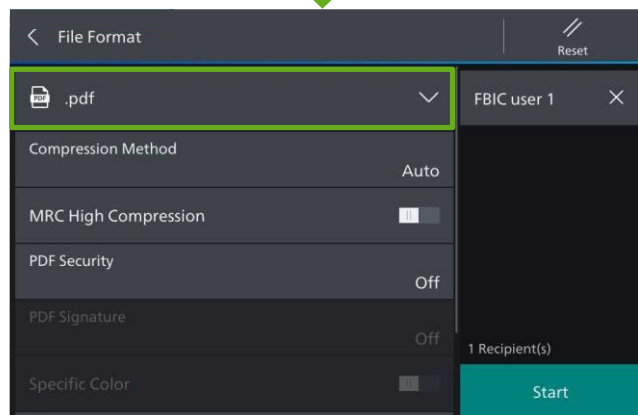
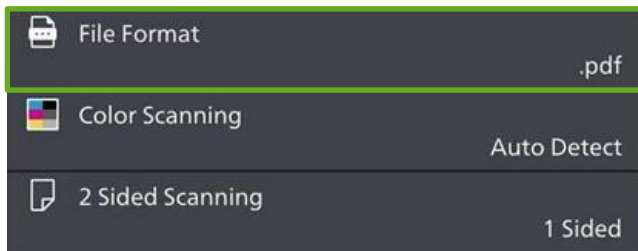
若要清晰掃描文字，請選擇此一項目。

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 scan data.



.tif/.jpg (Auto Select)

Automatically selects tif or jpg. [.tif] for black & white. [.jpg] for full color and grayscale images.

.tif

Saves multiple pages as 1 tif file.

.jpg

Saves as a jpg file.

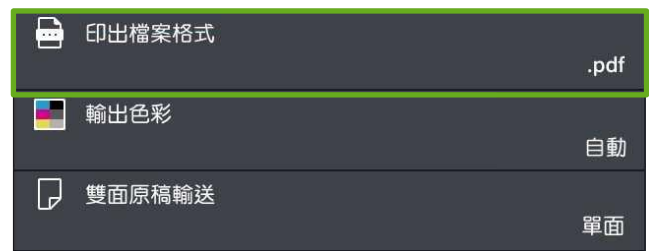
.pdf

Saves as a PDF file.

.xdw (DocuWorks)

Saves as a DocuWorks file.

選擇掃描資料的格式。



.tif/.jpg 自動

自動選取 tif 或 jpg。黑白則為【tif】，全彩與灰階影像則為【jpg】。

TIFF

以 1 個 tif 檔儲存多頁。

.jpg

以 jpg 檔儲存。

.pdf

以 pdf 檔儲存。

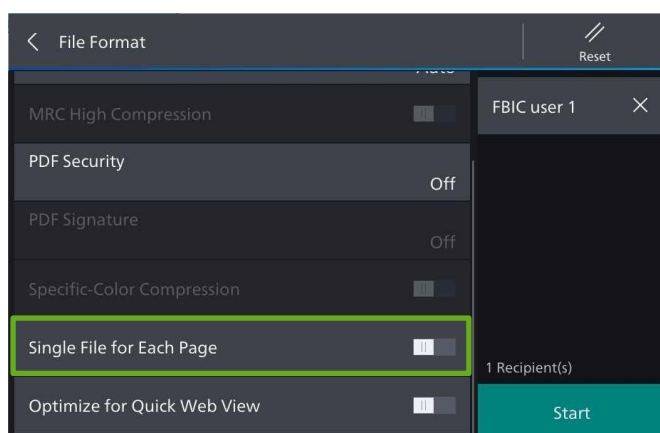
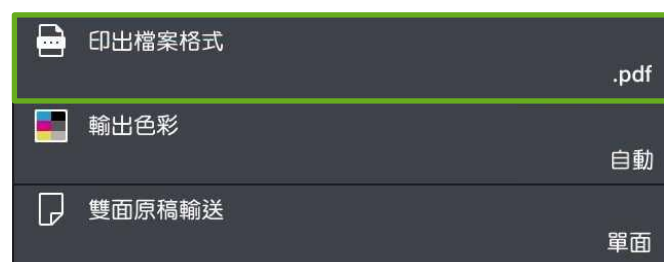
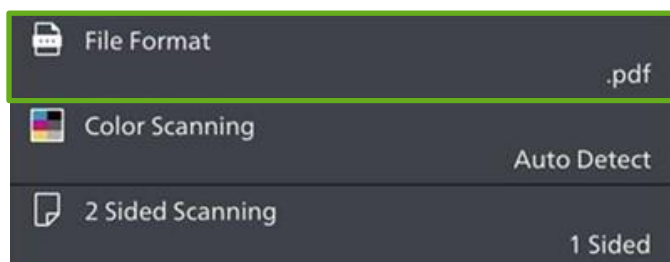
.xdw (DocuWorks)

以 DocuWorks 檔儲存。

3.5 SINGLE FILE FOR EACH PAGE 每頁皆進行分割

Set a single file for each page, and save in the specified format.

每 1 頁 1 個檔案，以指定的檔案格式儲存。



Single File for Each Page

Save each page as a single file in the specified format.

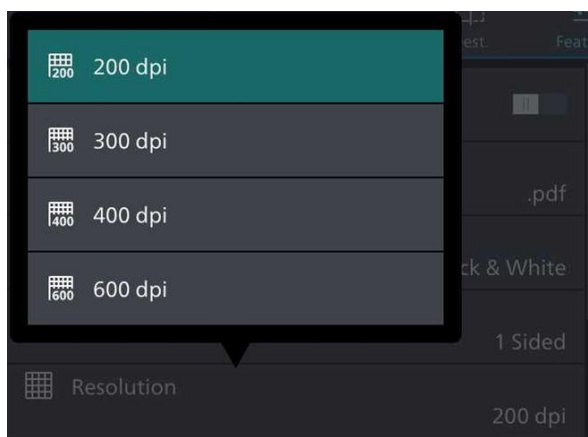
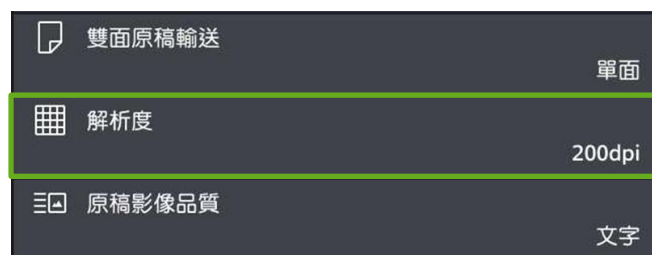
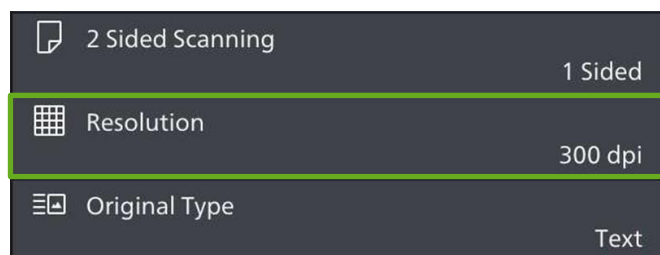
每頁皆進行分割

使用指定格式將各頁分別儲存為一個檔案。

3.6 RESOLUTION 解析度

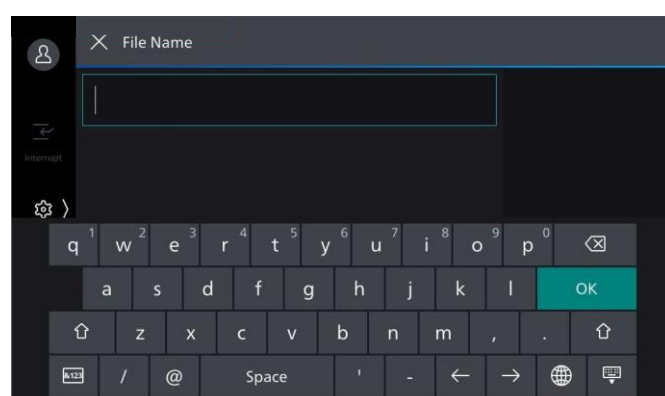
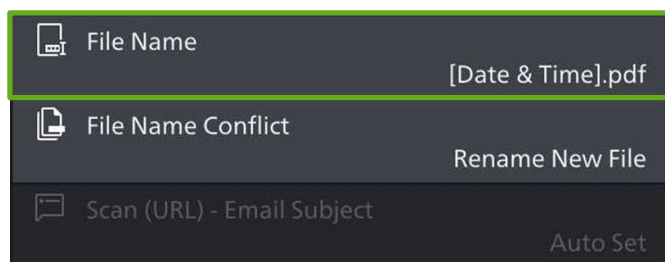
Set the resolution for the documents to be scanned.

設定掃描原稿的解析度。



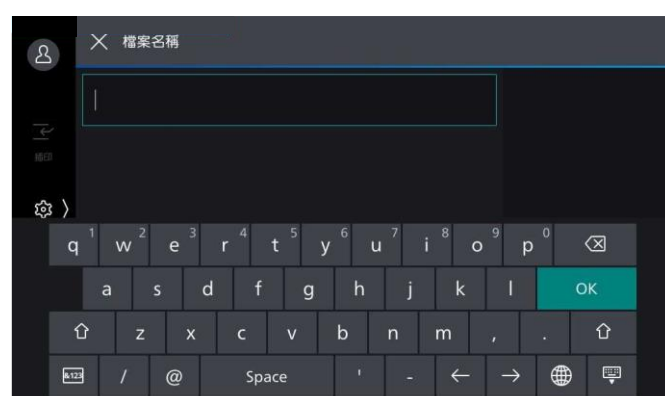
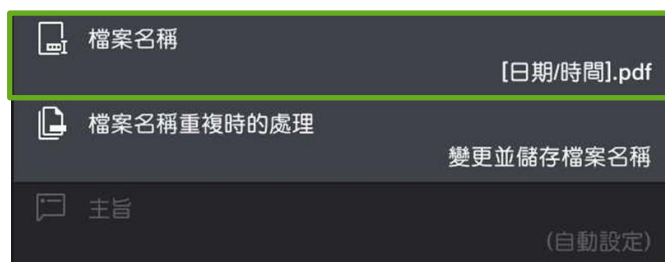
3.7 FILE NAME 檔案名稱

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



Enter a name with the displayed keyboard.
Tap [OK] to save.

使用【郵件送信】或【掃描】時，您可指定所發送檔案的名稱。

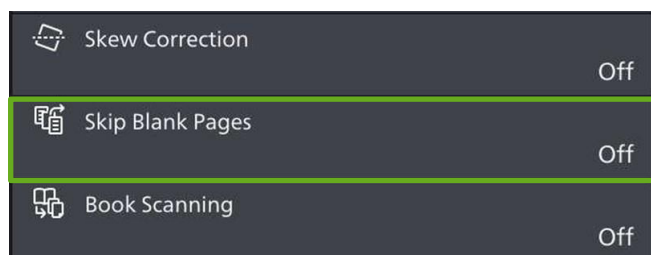


使用顯示出來的鍵盤輸入名稱，然後點選【OK】設定。

補充：留意繁體中文介面會顯示注音鍵盤，如需轉換其他輸入鍵盤可按 。

3.8 SKIP BLANK PAGES 去除空白頁

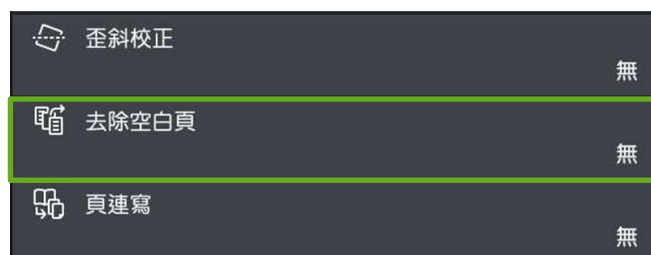
Remove the empty page(s) of the original on the output.



Tap the option. Select [On].

In some cases, the original has sheets with image on both sides while some other with image on one side only. Select as well [2 Sided] in “2 Sided Scanning” before scanning.

掃描時，在輸出檔案去除原稿的空白頁。



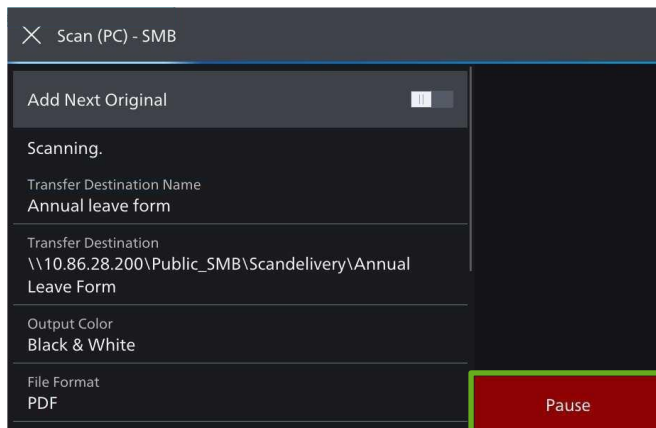
點擊此選項，選擇【有】。

有時，一份原稿既有雙面內容，亦有單面內容。使用此功能時，請緊記選擇「雙面原稿輸送」的【雙面】，方才開始掃描。

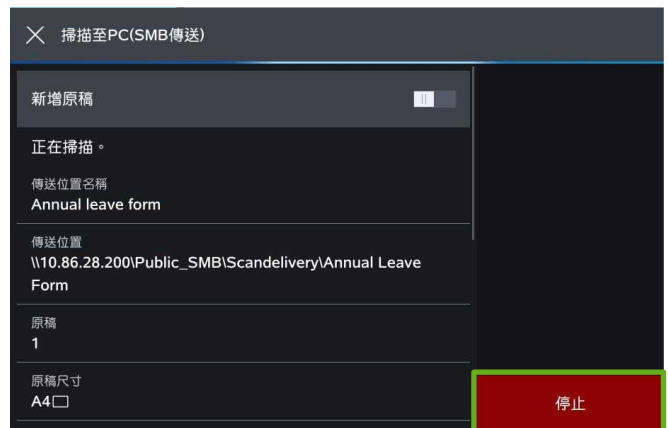
4 OPERATIONS DURING SCANNING 掃描期間的操作

4.1 STOP THE SCAN JOB 停止掃描

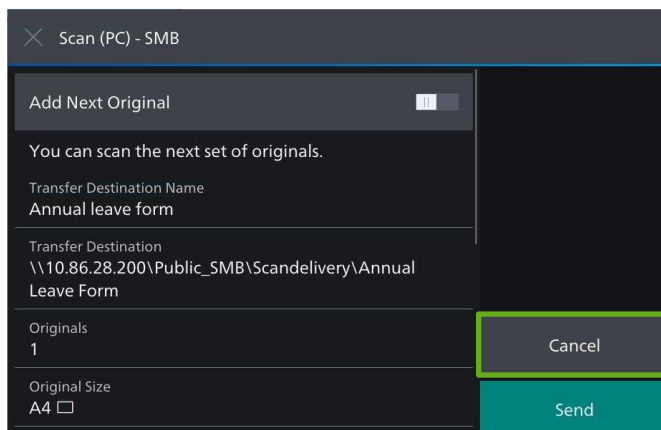
1. Tap [Pause] on the touch screen.



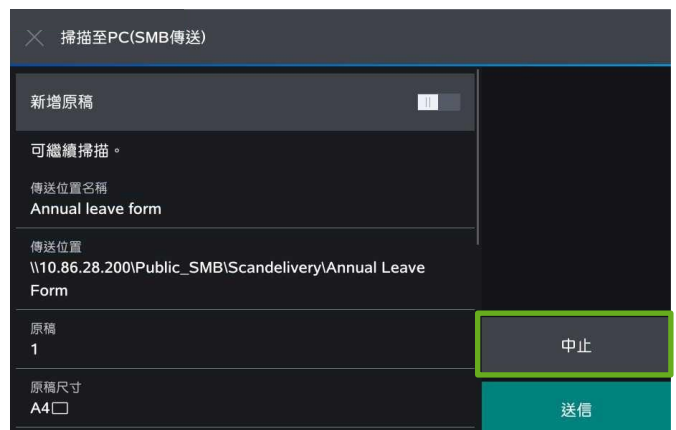
1. 點選顯示幕上【停止】。



2. Tap [Cancel].



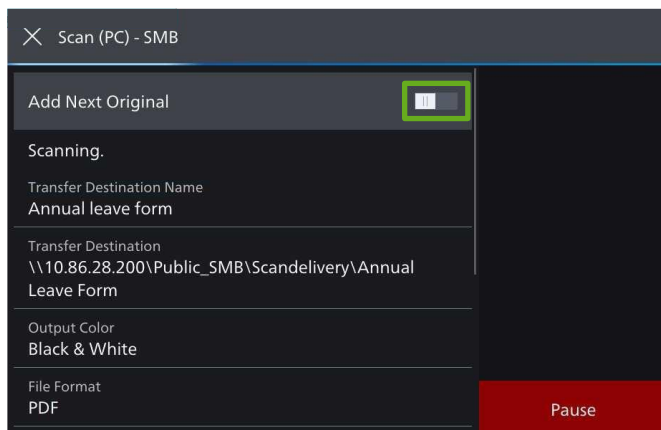
2. 再點選顯示幕上【中止】。



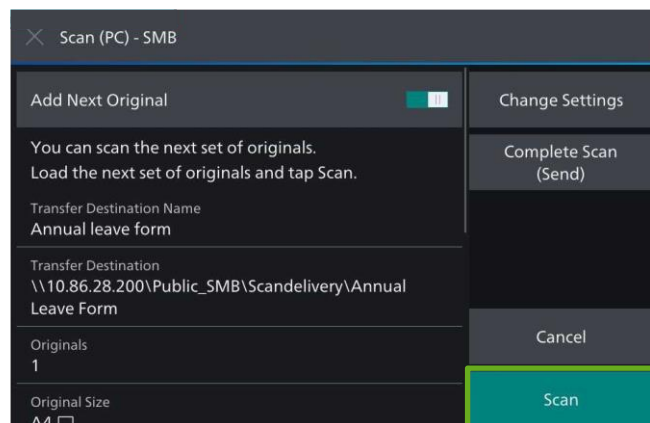
5 LOAD THE NEXT DOCUMENT 放置下一份原稿

If you have another document to scan, turn [Add Next Original] on while the current document is being scanned.

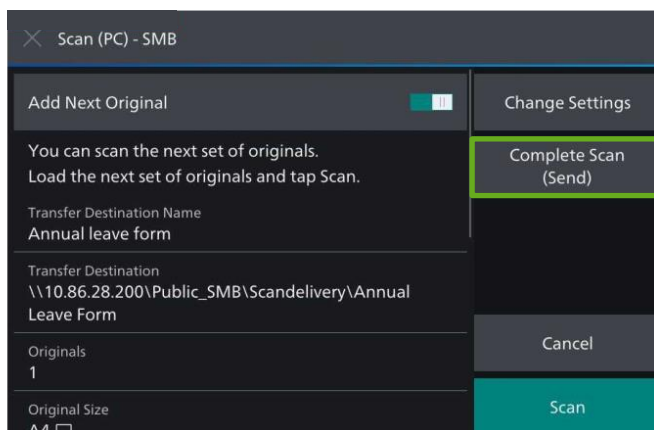
1. Select  while scanning is in progress.



2. Load the next document, and then tap [Scan].

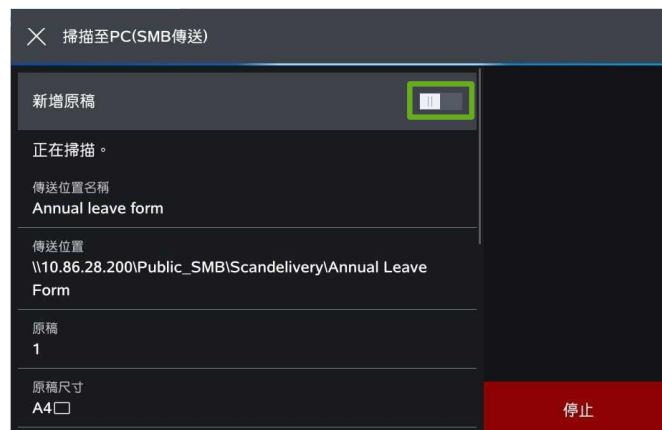


3. When all documents scanned, select [Complete Scan (Send)].

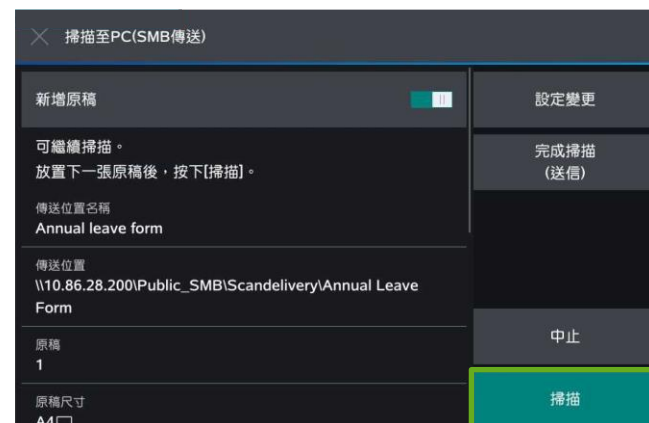


如果還有其他原稿需要掃描，請在掃描原稿時，在顯示幕上選擇【新增原稿】。

1. 請在掃描進行期間選擇 .



2. 放入下一份原稿，點選【掃描】。



3. 所有原稿掃描之後，請選擇【完成掃描 (送信)】。



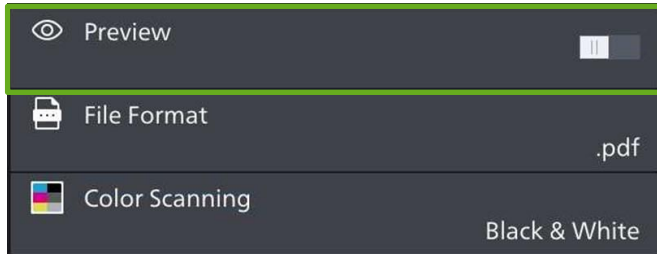
6 SPECIAL FEATURES 特別功能

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

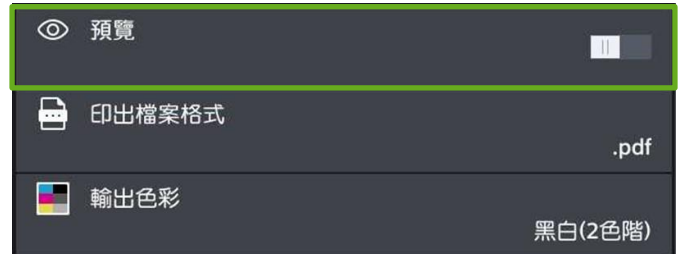
You can preview and rotate the scanned images while scanning the document.

掃描文件時，您可以預覽及旋轉掃描影像。

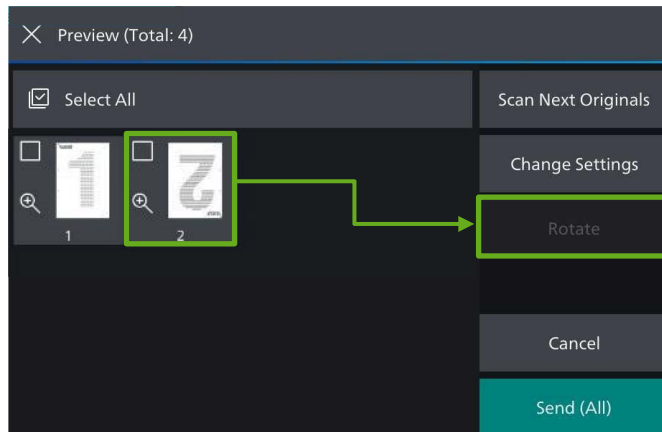
1. Tap [Preview].



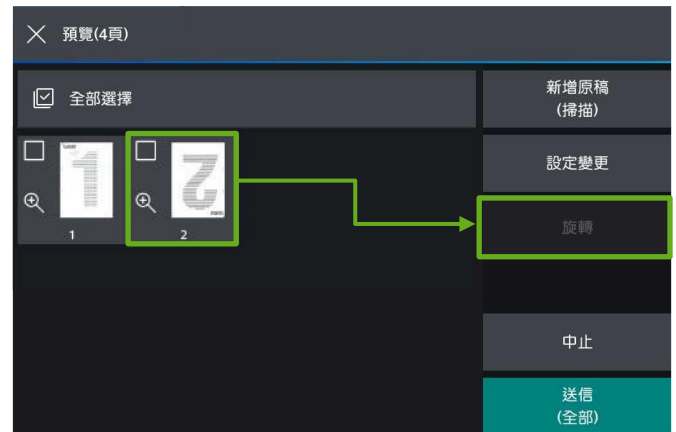
1. 點選【預覽】。



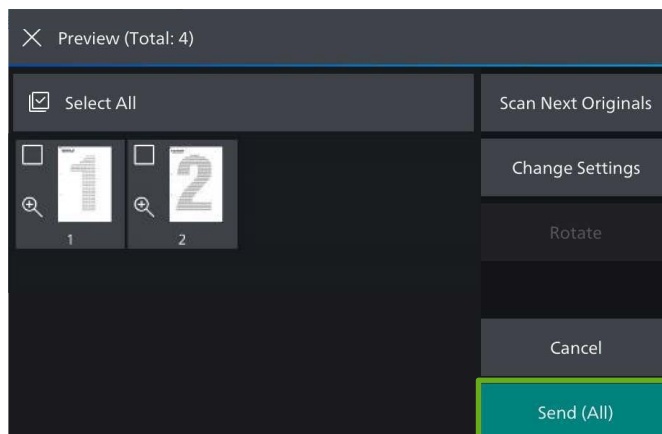
2. Select the pages and tap [Rotate] to rotate the scanned image in correct direction.



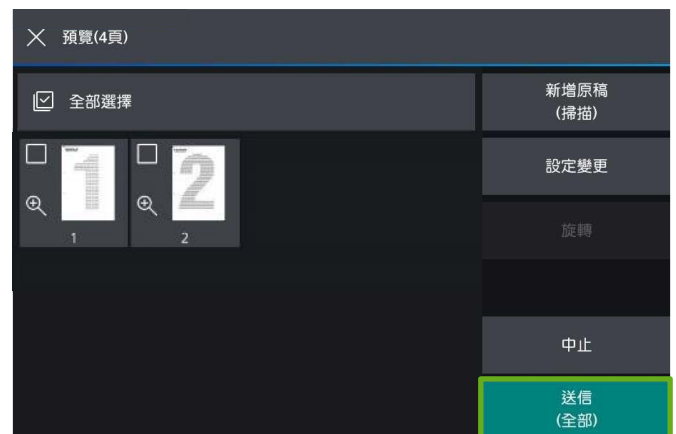
2. 選擇所需的文件頁面，然後按【旋轉】將文件頁面旋轉至正確的方向。



3. When you have finished preview and rotated the document, select [Send (All)].

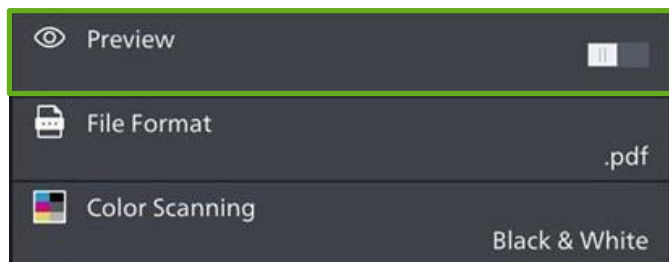


3. 當完成預覽及旋轉文件後，選擇【送信 (全部)】。

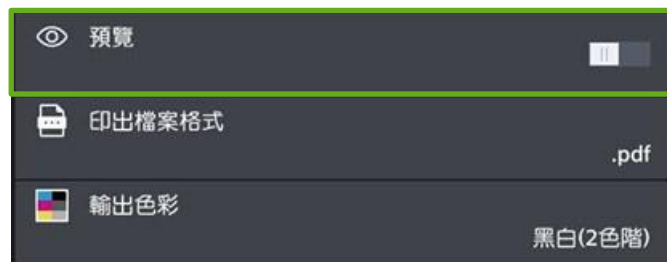


6.2 ADDING MORE ORIGINALS DURING A SCAN JOB 掃描時添加原稿

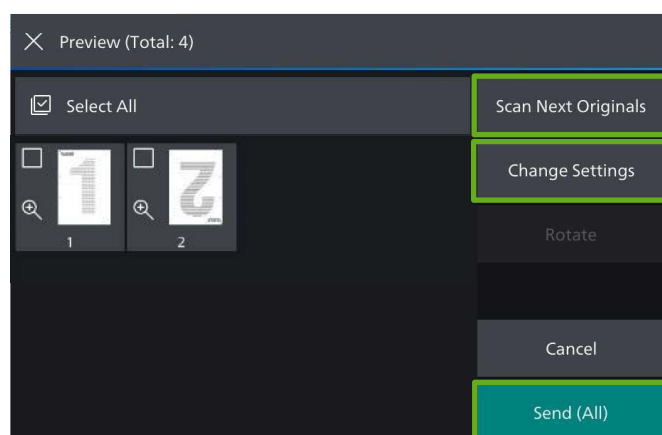
1. Tap [Preview].



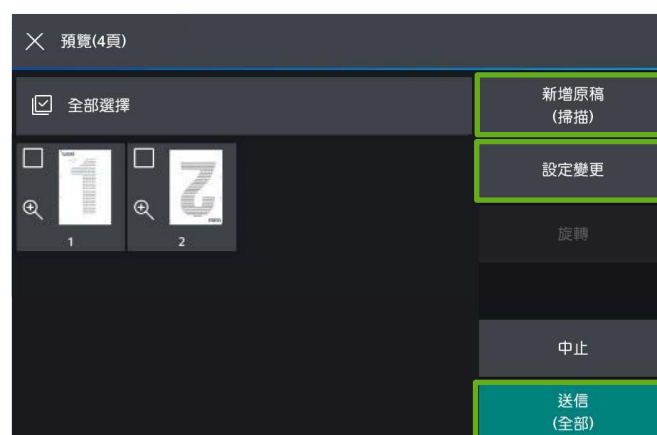
1. 點選【預覽】。



2. After the document scanned, select [Scan Next Originals]. Alternatively, select [Change Settings] to re-configure the next originals. Ensure and preview all scanned documents, then tap on [Send (All)] to complete.



2. 文件掃描之後，選擇【新增原稿】。此外，選擇【設定變更】更改往後原稿掃描設定。確定並檢視所有掃描文件的預覽影像，然後點選【送信 (全部;)】完成掃描。



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