



理光多功能影印機 — 使用指引

Ricoh MPF – Operation Guide

掃描功能 Scan Function

1 選擇掃描 Select Scanner

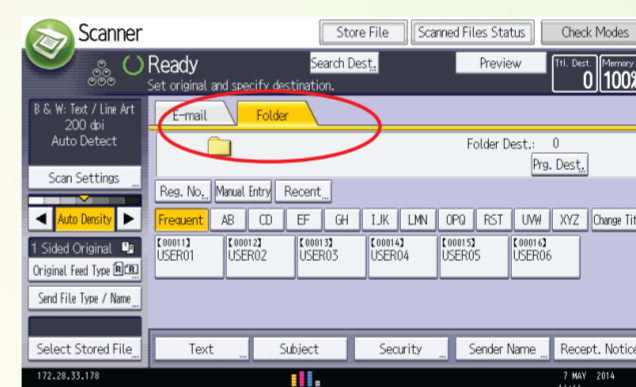
於操作板上按 [Scanner] 按鈕
Press [Scanner] button on the panel



3 選擇掃描功能 Select Scan Functions

可選擇「掃描至文件夾」或「掃描至電郵」
Choose “Scan to folder” or “Scan to email”

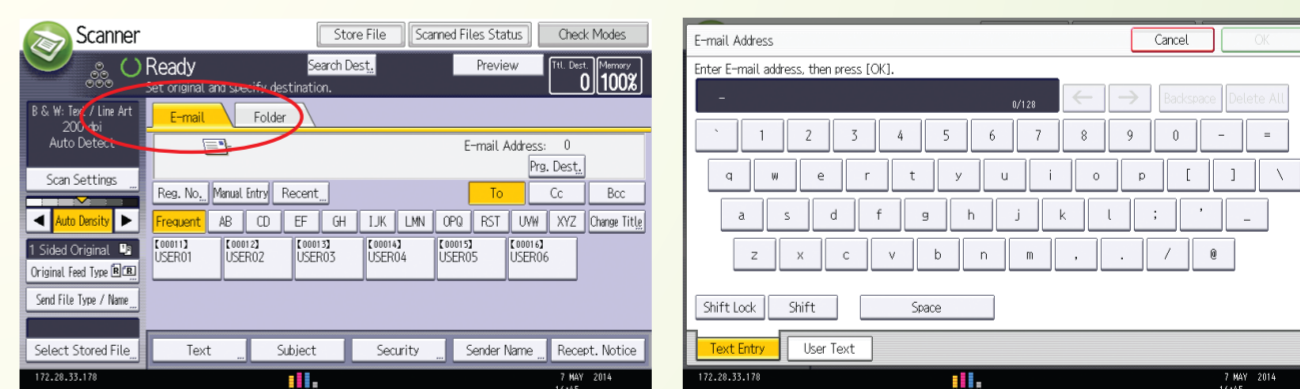
選擇正確文件夾
Select the correct folder



2 選擇掃描設定 Select Scan Settings

可選擇黑白或全彩掃描、文件格式及像素等等
Choose B/W or full colour scanning, file format, resolution, and etc

如選擇「掃描至電郵」，請輸入電郵地址
To choose “Scan to email”, please enter an email address



4 開始掃描 Start Scanning

將文件放於自動送稿器或鏡面上，然後按 [Start] 按鈕
Put a document on the feeder or original glass and press [Start] button

註：如放於鏡面上進行掃描並多於一張文件，請每掃描一張按 [Start] 按鈕一次，完成後再按 [#] 按鈕。

Remark: When scanning more than one page using the original glass, press [Start] button for each scanning page. And press [#] button once completed.

