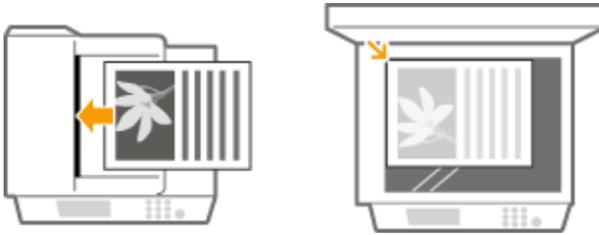**如何在印表機上控制掃描至電腦 (MF220 及 MF210 系列)**
How to scan from the printer (MF220 and MF210 Series)
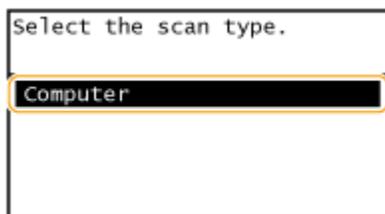

1. 放置文件於自動送稿器或玻璃面上
   Placing Documents in ADF or Platen Glass
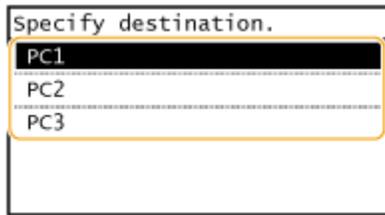

2. 按一下 主頁＜ 🏠 ＞ ，點選＜掃描＞
   Press< 🏠 >and tap <Scan>

3. 於螢光幕上點選＜電腦＞
   Select <Computer>

4. 選擇接收者電腦

   Select the destination computer

   ```
   Specify destination.
   PC1
   PC2
   PC3
   ```
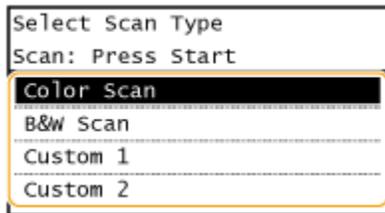
   *如果只有一台電腦透過 USB 連接本機,不會顯示此畫面

   * This screen is not displayed if only a computer is connected to the machine via USB

5. 點選掃描類型,<黑白>或<彩色>掃描

   Select the scan type, <B&W Scan> or <Color Scan>

   ```
   Select Scan Type
   Scan: Press Start
   Color Scan
   B&W Scan
   Custom 1
   Custom 2
   ```
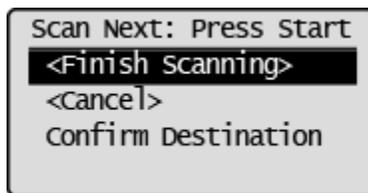
6. 按一下 <◇>開始掃描

   Press<◇> to scan

7. 如果還要掃描其他文件頁面,將下一份文件放置在原稿台玻璃上,然後按<◇>

   If there are additional pages of documents to be scanned, place the next document on the platen glass, and press <◇>

   ```
   Scan Next: Press Start
   <Finish Scanning>
   <Cancel>
   Confirm Destination
   ```

8. 選擇 <完成掃描>,然後按< OK >

   Select <Finish Scanning>, and press < OK >
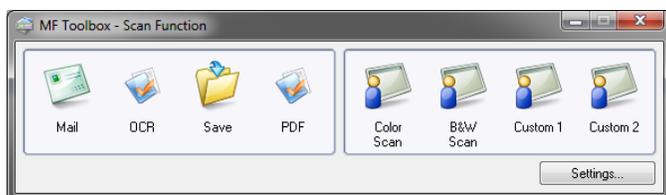
   *電腦會顯示儲存接收者資料夾

   * The save destination folder is displayed on the computer

如何在電腦上掃描(MF220 及 MF210 系列)
How to scan from the printer(MF220 and MF210 Series)

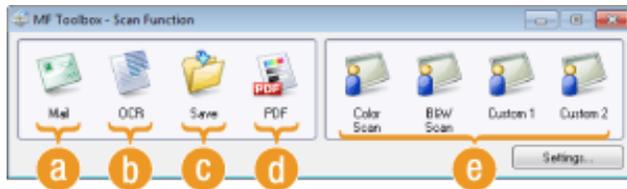1. 放置文件於自動送稿器或玻璃面上
   Placing Documents in ADF or Platen Glass

2. 開啟 ＜Canon MF Toolbox＞軟件
   Open the <Canon MF Toolbox> software

3. 選擇掃描類型
   Select the scan type

a 電子郵件

Mail font

掃描的文件會透過電子郵件附檔的方式傳送。也可以儲存到電腦，以後再手動附加到電子郵件

The scanned document is sent as an e-mail attachment. You can also save it to the computer and manually attach it to an e-mail later

b OCR

文件中的字元會透過 OCR（光學字元辨識）處理擷取成文字資料。可以使用 OCR 軟體編輯擷取的資料。請事先指定 OCR 軟體

Characters in the document are extracted as text data through OCR (optical character recognition) processing. You can edit the extracted data by using an OCR software. Specify the OCR software in advance

c 儲存

Save

掃描的文件會儲存到電腦

The scanned document is saved to the computer

d PDF

掃描的文件會轉換成 PDF 檔案。也可以將其轉傳到應用程式。根據預設，掃描的文件會轉換成可透過電腦搜尋文字的可搜尋 PDF 檔案。

The scanned document is converted into a PDF file. You can also forward it to an application. By default, the scanned document is converted into a searchable PDF file where text can be searched using a computer
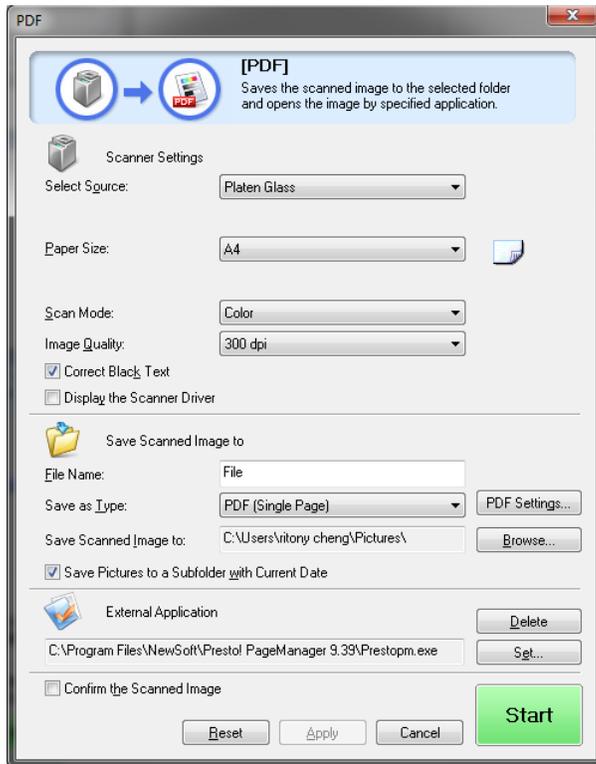
e 彩色掃描／黑白掃描]／自訂 1／自訂 2

Color Scan/B&W Scan/Custom 1/Custom 2

可以事先註冊常用設定（在 MF Toolbox 中指定掃描設定），也可以將應用程式指定為轉傳接收者。透過控制面板掃描時，將套用在這裡註冊的設定（從本機掃描 使用 <掃描->電腦> 按鈕掃描）

specify an application as a forwarding destination. When you scan by using the operation panel, the settings registered here are applied (Scanning from the Machine Scanning Using the <Scan -> PC> Button)
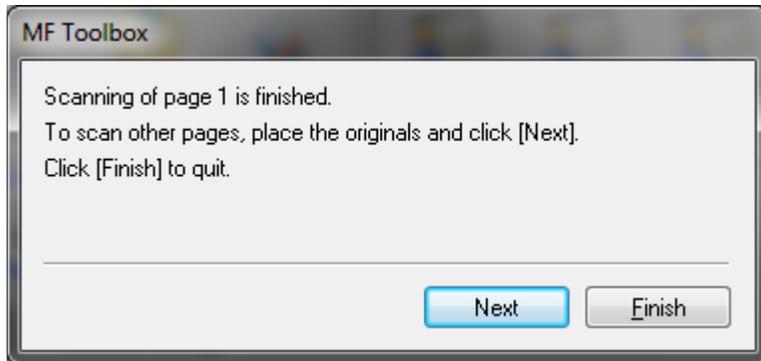
4. 按一下 ＜開始＞

Press <Start>

5. 如果還要掃描其他文件頁面，將下一份文件放置在原稿台玻璃上，然後按＜下一步＞

   （以下畫面只限於設定選單內 的"儲存種型"選擇 **PDF** （多頁）及文件放置在原稿台玻璃上才會出現）

   If there are additional pages of documents to be scanned, place the next document on the platen glass, and press <Next>

   (The below dialog box will be shown if "Save as Type" chooses PDF (Multiple Pages) in Settings and the document placed on the platen glass)
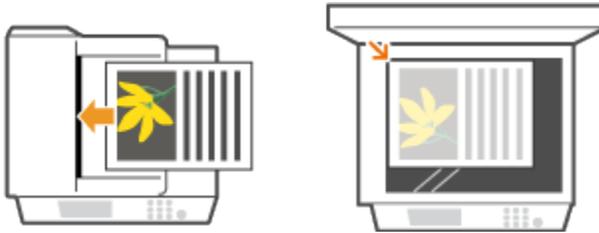
   MF Toolbox

   Scanning of page 1 is finished.
   To scan other pages, place the originals and click [Next].
   Click [Finish] to quit.

   [Next]   [Finish]
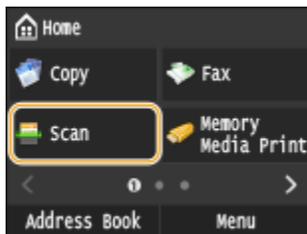
6. 按＜完成＞，結束掃描

   Press <Finish> to end the scan

如何在印表機上控制掃描至電腦 (MF729Cx 及 MF628Cw)

How to scan from the printer (MF729Cx 及 MF628Cw)
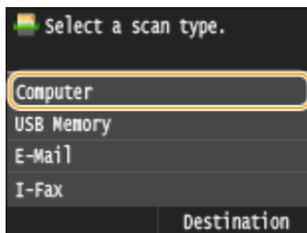
1. 放置文件於自動送稿器或玻璃面上
   Placing Documents in ADF or Platen Glass
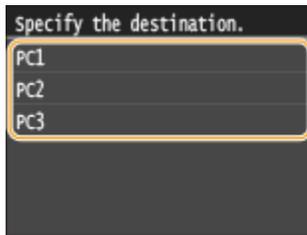

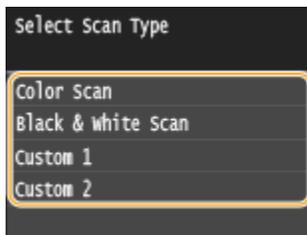2. 按一下 主頁＜🏠＞，點選＜掃描＞
   Press 🏠 and tap <Scan>

3. 點選＜電腦＞
   Tap <Computer>

4. 選擇接收者電腦

   Select the destination computer

   ```
   Specify the destination.
   PC1
   PC2
   PC3
   ```

5. 點選掃描類型，＜黑白＞或＜彩色＞掃描

   Select the scan type, <B&W Scan> or <Color Scan>

   ```
   Select Scan Type

   Color Scan
   Black & White Scan
   Custom 1
   Custom 2
   ```

6. 按一下 ＜ 🔘🔘 ＞開始掃描

   Press < 🔘🔘 > to scan

   *如需取消掃描，按＜取消＞
   *To cancel, tap <Cancel>

7. 按＜完成＞

   Tap <Finish>

   ```
   Scan Next Orig.: Press Start
   Confirm Destination



           Cancel          Finish
   ```
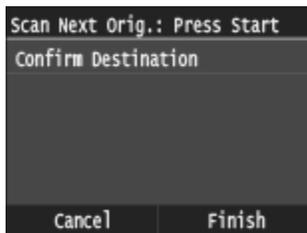
   *如有更多頁數的文件需要掃描，將文件放置在玻璃面上，按＜ 🔘🔘 ＞開始掃描下一頁（重複此步驟直至掃描所有文件）

   *If there are additional pages of documents to be scanned, place the next document on the platen glass, and press 🔘🔘 start scan. (Repeat this step until you finish scanning all of the pages)
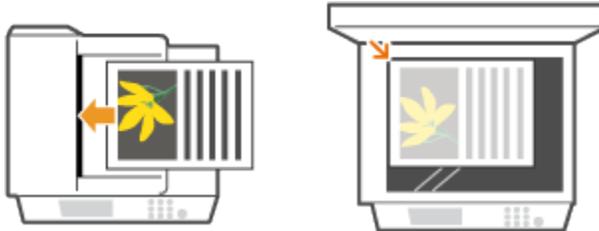
   **如果文件放置於自動送稿器上，當完成掃描所有文件，電腦會自動顯示有關文件所儲存的資料夾

   ** If You are placing documents in the feeder in Step 1, after scanning is complete, the save destination folder is displayed on the computer
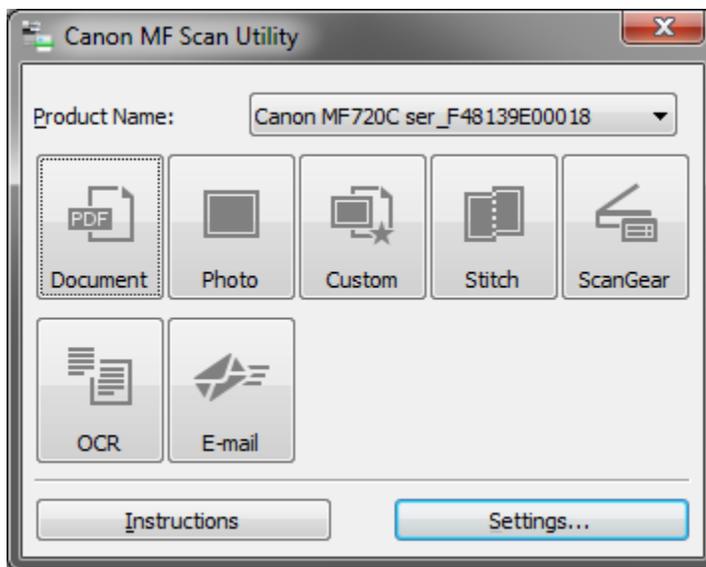
如何在電腦上掃描(MF729Cx 及 MF628Cw 系列)

How to Scan from Computer(MF729Cx 及 MF628Cw Series)

1. 放置文件於自動送稿器或玻璃面上
   Placing Documents in ADF or Platen Glass

2. 開啟＜Canon MF Scan Utility＞
   Open < Canon MF Scan Utility >

3. 選擇掃描類型（文件、相片、自訂、拼接、ScanGear、OCR、電郵）
   Select the scan type (Document, Photo, Custom, Stitch, ScanGear, OCR, Email)
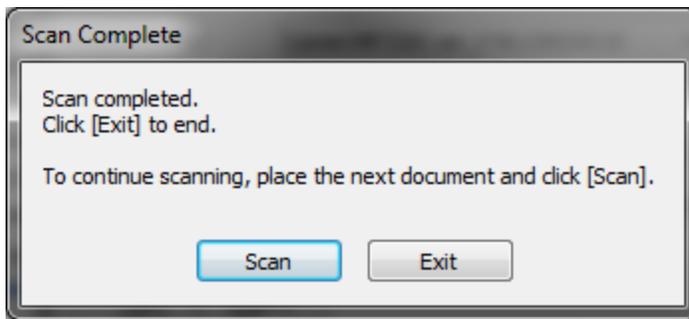
4. 按一下所選擇的掃描類型，開始掃描

    Press selected scan type, start scan

5. 如果還要掃描其他文件頁面，將下一份文件放置在原稿台玻璃上，然後按＜掃描＞

    （以下畫面只限於設定選單內 選擇" **PDF**" 及文件放置在原稿台玻璃上才會出現　）

    If there are additional pages of documents to be scanned, place the next document on the platen glass, and press <Scan>

    (The below dialog box will be shown if "Data Format" chooses PDF in Settings Menu and the document placed on the platen glass)

    Scan Complete

    Scan completed.
    Click [Exit] to end.

    To continue scanning, place the next document and click [Scan].

    [Scan]   [Exit]

6. 按一下＜退出＞，完成掃描

    Click <Exit> to end the scan

~完~
~END~