



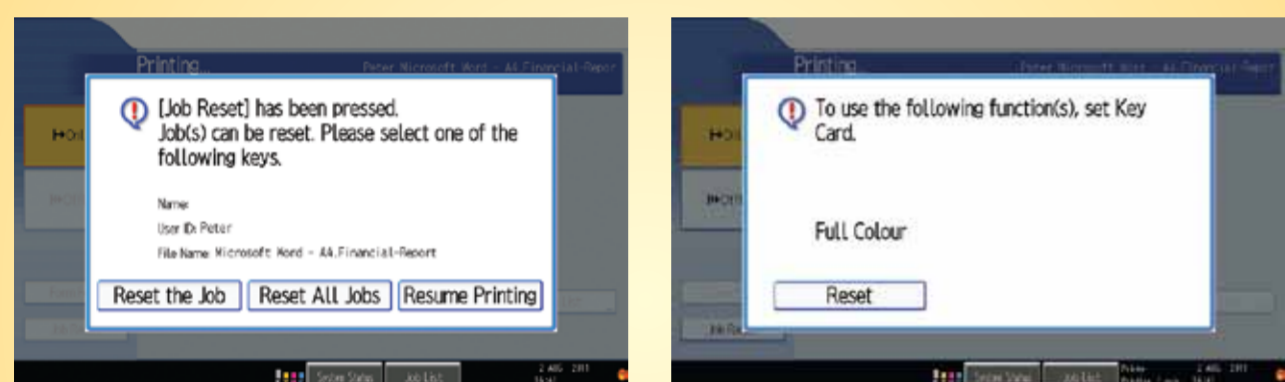
理光八達通電子支付系統 — 使用指引

Ricoh Octopus Payment System – Operation Guide

掃描功能 Scanning Function



注意 Important Note



- 如 [Printer] 按鈕顯示為紅色，請連續按 [Printer] 按鈕兩次，然後進入 [Reset Jobs] 的屏幕。
- 按 **Reset All Jobs** 及 **Yes** 以清除所有之前的工作指令。
- If [Printer] button is in red, press [Printer] button twice and go to the screen of [Reset Jobs].
- Then, press **Reset All Jobs** and **Yes** to clear all previous print jobs.

1 選擇掃描 Select Scanner

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



2 插入八達通卡及USB儲存器 Insert Octopus Card & USB Storage Device

插入八達通卡及USB儲存器
Insert Octopus Card & USB Storage Device

多功能影印機會顯示USB儲存器剩餘的儲存量
MFP will display the remaining space of your USB Storage Device

註：1. 迷你及特別版八達通卡不適用於此系統。2. 請先卸下八達通膠套。
Remarks: 1. Not applicable to mini and special edition Octopus Card. 2. Please take off the plastic cover.



3 選擇掃描功能 Select Scanning Functions

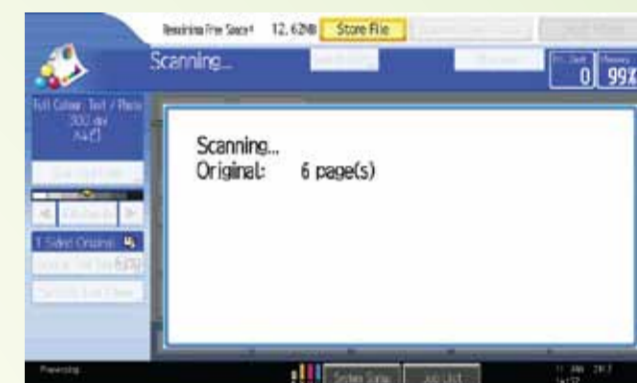
可選擇黑白或全彩掃描、文件格式及像素等等
Choose B/W or full colour scanning, file format, resolution, and etc.



4 開始掃描 Start Scanning

將文件放於自動送稿器，然後按 [Start] 按鈕
Put a document on the feeder and press [Start] button

多功能影印機會顯示掃描頁數
MFP will display the total number of scanned pages



5 載入至USB儲存器 Write to USB Storage Device

系統會自動將掃描檔案載入USB儲存器
Scanned files will be automatically written to USB Storage Device

載入成功後，會顯示確認訊息
A confirmation will be displayed after the document is written to USB Storage Device successfully



註：如掃描檔案所佔的容量大過USB儲存器剩餘的儲存量，多功能影印機將顯示錯誤訊息，請再插入另一個USB儲存器及再進行掃描。
Remarks: If the size of scanned file is larger than the remaining space of USB Storage Device, the MFP will display an error message. Please insert another USB Storage Device and scan the file again.

6 取回八達卡及USB儲存器 Remove Octopus Card & USB Storage Device

當掃描完畢後，請按鍵取回八達通卡及取下USB儲存器
Press the button to remove Octopus Card and USB Storage Device after scanning

