

Last Update: 2025 Jun

## User Guide for Scan

1. Operate on the console next to the Multi-Function Photocopiers (MFP).



2. Select "Scan / Copy" on the console. FUJIFILM COctopus





3. Select "Octopus".



4. Insert Octopus Card and tap "Continue".

FUJIFILM Octopus	
Staff L	ogin Octopus
	Please insert your Octopus card into the card reader 情將你的八達通卡放入讀卡器 Cancel 取消 繼續
Previous 上一步	Eject card 退出八達通卡

5. Insert USB Drive to the console.





6. Go to Multi-Function Photocopiers (MFP) Home screen and select "Scan".



7. Select "scan", tap "OK".

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8. Tap "Features" to select Scan options.





9. To scan multiple pages, turn on "Next Original" in the Scan features. Tap "Start".



10. Tap "Scan" (A) for each scanning operation on Platen Glass or Document Feeder. Finally tap "Complete Scan (Send)" (B).

🔀 Scan (PC) - SMB	
Add Next Original	Change Settings
You can scan the next set of originals. Load the next set of originals and tap Scan. Transfer Destination	Complete Scan (Send)
***** Originals 1	
Original Size A4	Cancel
Output Color Black & White	Scan

11. After scanning, go back to the console to view the page count. Tap "Finish".





12. Tap "Next".



13. Select each of the scanned file(s) you want to save. Tap "Next".

FUJIFILM CCotopus	You are logged as 1 Login Time: 登入時間	12345670 2019/12/24 12:26:50
Select scanned document 選擇已掃描文件	No. of selected file(s) 근실하려도와	Gunta NCA RCB Octopus S100.0
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	Next F-#	5350.0

14. Tap "USB Flash Drive".

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- 15. The total charge is displayed. Tap "Complete and Logout".

16. Tap "Print Receipt" if necessary, then tap "Confirm".

	You are logged as 你已登入為 12345678
Octopus	Login Time 登入時間 2025/06/06 10:26:21
Payment Method 付款方法	Quota 配額 N/A
Total Charge 總收費 \$0.2	Octopus 八進通 \$100.0
	Autopay 自動增值 \$250.0
✓ 0se Octopus to pay 使用八達通付款	Printed 毛列印 \$0.2
	Copied 已影印 \$0.0
Print Receipt 別印收據	Scanned 已掃描 \$0.0
*ILX*HEC	Charge 收費 \$0.2
Confirm 確定	Available Balance 可用結餘
	\$349.8
	完成

17. Get back Octopus Card and USB Drive. Tap "Confirm".





18. Finally tap "Finish".

UJIFILM CCtopus	
Octopus Transacted 八達通交易	Octopus Card No. 八達通卡號碼
Amount \$0.2	12345678
收費 ゆうし しょう しょう しょう しょう しょう しょう しょう しょう しょう し	Octopus Device No. 八達通閱讀器機號
Balance \$99.7	1
ed.28	Transaction Date / Time 交易日期 / 時間
Last Add Value by AAVS on 2017-10-27	2025/05/19 11:24:02
上一次於 2017-10-27 自動增值	Receipt No. 收據號碼
	6B71
	Print Console 控制台
	Console01
The chargeable amount is rounded to the closest 10 cents for the limitation on Octopus Card 因為"八達通"卡的限制,收費金額將四捨五入至1毫	Finish 完成