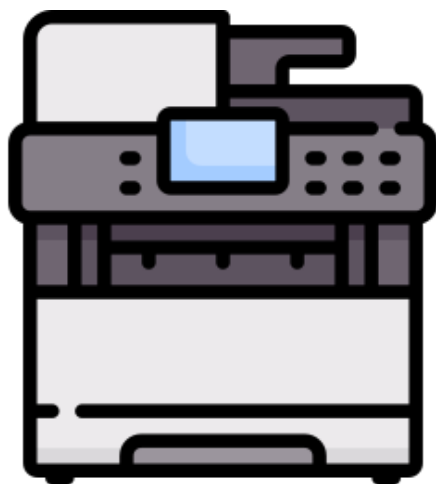


賀維雅學習資源中心

Alistair Harvey Learning Resources Centre / IVE (TY)

列印/影印/掃描 Printing/Copying/Scanning

使用手冊 User Guides



列印 Print



影印 Copy

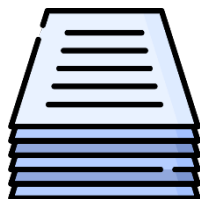


掃描 Scan

列印 Print.....	1
列印 Print > 配額列印 Quota Print.....	2
查看剩餘配額以及列印工作狀態 Check Print Quota Balance and Print Job Status	3
列印 Print > 配額列印 Quota Print > 工作站電腦 PC Workstation	4
查看剩餘配額 Check Remaining Print Quota.....	4
列印 Print > 配額列印 Quota Print > 蘋果手機 iPhone.....	5
列印 Print > 配額列印 Quota Print > 安卓手機 Android Phone.....	7
列印 Print > 配額列印 Quota Print > 使用 個人手提電腦 Personal Laptop	9
列印 Print > 收費列印 Charge Print	11
收費列印價目表 Charge print price list	11
列印 Print > 收費列印 Charge Print > 工作站電腦 PC Workstation.....	12
列印 Print > 收費列印 Charge Print > 蘋果手機 iPhone.....	13
列印 Print > 收費列印 Charge Print > 使用 Android Phone.....	15
影印 Copy	17
列印及影印收費 Charges for charge printing and Copying.....	17
影印 Copy > 一般影印 Normal Copy.....	18
影印 Copy > ID 卡影印 ID Card Copy.....	19
掃描 Scan	20
掃描 Scan > 打印機 Printer	21
掃描 Scan > 書本掃描器 Book Scanner.....	22



列印 Print



配額列印 Quota Print



收費列印 Charge Print

- 每個學年開始時，所有 IVE(TY) 學生將獲分配 **500 個 A4 列印配額**，僅供 IVE(TY)校園使用
All TY students are allocated **500 units A4 printing quota** at the beginning of each academic year for use in TY campus only

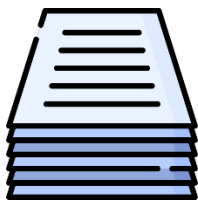
所需配額數量 Number of units required	
黑白 Black & White	彩色 Color
1 /頁 page	7 per page

- 需要實體八達通卡才能使用收費列印及影印服務

Physical Octopus card is required to use the charge printing and photocopying services

列印及影印收費 Charges for charge printing and photocopying		
	黑白 Black & White	彩色 Color
A4	\$0.30	\$2.00
A3	\$0.60	\$4.00

- 為確保資源有效利用，配額**不能**用於**列印空白紙張**以取得紙張作其他用途。一經發現，有關學生在整個修讀期間的剩餘配額將會被取消
To ensure efficient utilization of resources, the quota **should NOT be used to print out blank sheets of paper** in order to simply obtain the paper for other uses. If found, the remaining quota of the student concerned will be cancelled for the entire period of study



列印 Print > 配額列印 Quota Print



工作站電腦
PC Workstation



蘋果手機
iPhone



安卓手機
Android Phone



個人手提電腦
Personal Laptop

提示 Note :

- 配額列印只可列印 A4 尺寸文件
Only A4 size document is supported
- 黑白每面扣 1 個配額；彩色每面扣 7 個配額
1 quota for printing 1 side of a B&W document; 7quotas for printing one side of a color document
- 配額只供列印之用，影印不能使用配額
Print quota is for printing only, not for photocopying
- 學習資源中心不會賠償用戶因個人設定失誤而導致的損失
LRC will not compensate if user wrongly set up the printer properties



查看剩餘配額以及列印工作狀態
Check Print Quota Balance & Print Job Status



查看剩餘配額以及列印工作狀態 Check Print Quota Balance and Print Job Status

1. 確保您已連線至 **VTC Wi-Fi 網路**。如果您不知道如何連接，請造訪以下網站：
Make sure you are connected to **VTC Wi-Fi network**. If you do not know how to connect, visit the following website:
<http://wlan.vtc.edu.hk/setup.html>
2. 造訪以下網站 Visit the following website :
<http://172.19.32.241:9191/>
3. 輸入您的 **CNA 和密碼** Input your **CNA and password** :



未經審批的打印工作

1 打印工作等待審批以及費用 1.00 自動更新 (48) 立刻更新

你的餘額為:500.00 **Remaining Print Quota 剩餘配額**

取消所有的打印工作

Print Job Status 列印工作狀態

提交時間: ↓	打印機	文件	客戶端	頁數	費用	操作
2024年8月26日 下午02:57:51	tylrcpqs2019\PrintQuotaxMONO	Photo	10.106.120.25	1	1.00	[取消]

提示 Note :

- 費用是指列印工作所需的配額
The Cost refers to the quota required for the printing job
- 如無法列印並費用顯示 1000 或以上，即代表列印工作並不是 A4 尺寸文件，請取消列印工作並調整列印設置重新列印
If you are unable to print and the cost show 1000 or more, it means the printing job is not an A4 size document. Please cancel the printing job and adjust the print settings before printing again
- 如遇到問題，請向 LRC 職員尋求協助
If you encounter any issues, please ask for assistance from the LRC staff





列印 Print > 配額列印 Quota Print > 工作站電腦 PC Workstation

1. 打開你要列印的文件

Open the document you want to print

2. 從列印選項中選擇正確的打印機：

Choose the right printer from the print options:

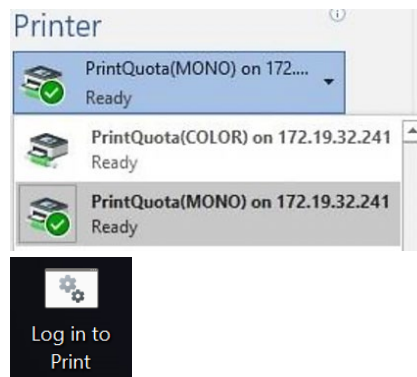
- 黑白 B&W - **PrintQuota (MONO)**
- 彩色 Color - **PrintQuota (COLOR)**
- 如果沒有 **PrintQuota** 打印機可選擇，請按電腦桌面上的 **Log in to Print** 圖標重新安裝

If there is **no PrintQuota printers** can be chosen, please double click

Log in to Print icon on the desktop for re-installation

3. 如有需要，調整列印設置，然後按【列印】

Adjust settings, if necessary, then press **[Print]**



4. 前往設有讀卡器的打印機

Head to the printer with a card reader

5. 在讀卡器上拍一拍你的學生 / 職員證

Tap your student/staff ID card once on the card reader



注意 Reminder：

- 黑白每面扣 1 個配額；彩色每面扣 7 個配額

1 quota for printing 1 side of a B&W document; 7 quotas for printing one side of a color document

- 如果列印失敗，會聽到咄咄聲並看到紅燈。常見原因包括：

If the print job fails, you will hear a beep and see a red light. Common reasons include:

重複拍卡 Tap the card multiple times

列印配額不足 Not enough print quotas

文件尺寸不是 A4 Document is not in A4 size

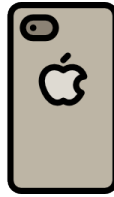
If you encounter any issues, please ask for assistance from the LRC staff. This service is exclusively for IVE(TY) staff and students.

如遇到問題，請向 LRC 職員尋求協助。服務僅供 IVE(TY)的員工和學生使用。

查看剩餘配額 Check Remaining Print Quota

<http://172.19.32.241:9191/>





列印 Print > 配額列印 Quota Print > 蘋果手機 iPhone

1. 連接 VTC Wi-Fi

Connect to VTC Wi-Fi

2. 透過「相機」app 掃碼或開啟 Safari 輸入 <http://172.19.32.241:9163/setup>

Scan the QR code through the "Camera" app

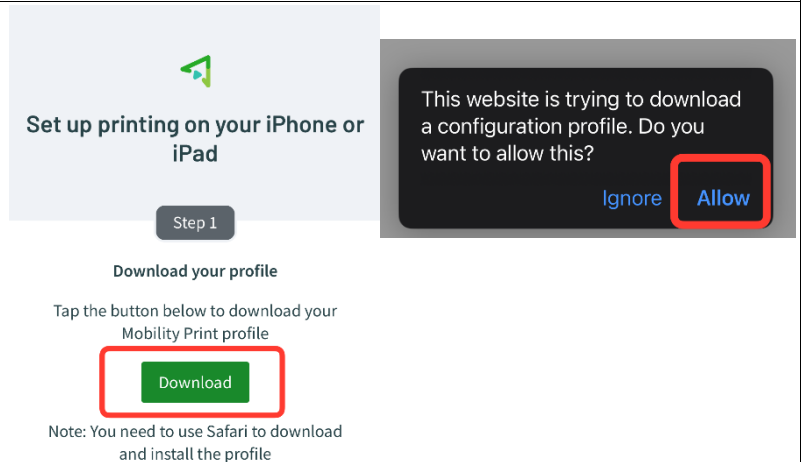
or open **Safari** and enter <http://172.19.32.241:9163/setup>

不要透過「微信」掃碼 Do not scan the QR code through WeChat



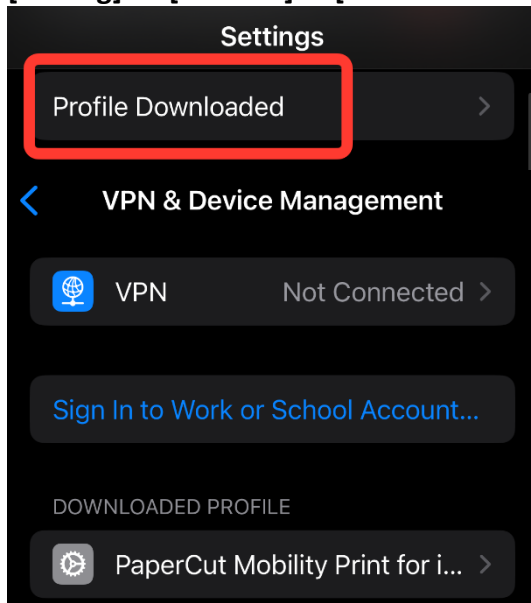
3. 點選【下載】移動列印描述檔，然後按一下【允許】

Tap **[Download]** the mobile printing profile, then click **[Allow]**



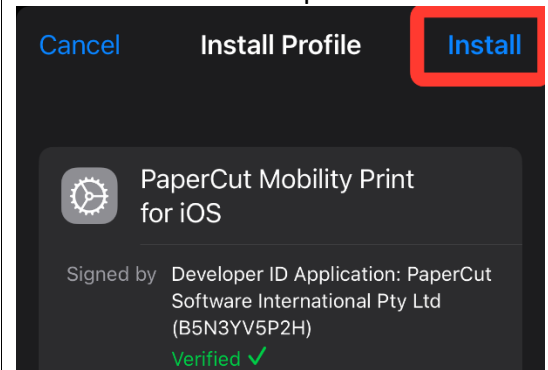
4. 前往【設定】-> 點擊【已下載描述檔】或前往【設定】->【VPN 和裝置管理】

Go to **[Setting]** -> Click the **[Downloaded Profile]** Or Go to **[Setting]** -> **[General]** -> **[VPN and Device management]**



5. 點擊【安裝】，然後輸入您的 iOS 行動裝置密碼

Click **[Install]** and then input your iOS mobile device password



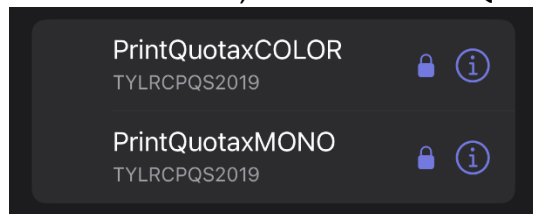
6. 開啟需列印的文檔，然後按【列印】

Open your document and then press [Print]



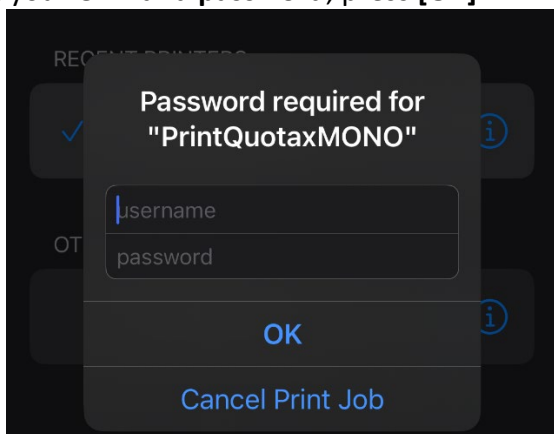
7. 點選「打印機」，然後選擇 PrintQuotaxMONO (黑白) 或 PrintQuotaxCOLOR (彩色)

Click the "Printer", then select PrintQuotaxMONO (Black&White) or PrintQuotaxCOLOR (Color)



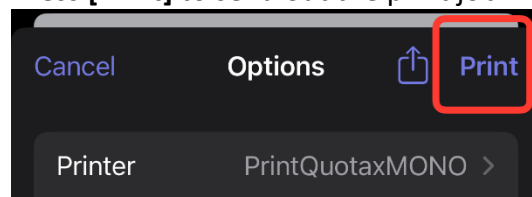
8. 輸入您的 CNA 和密碼，按【OK】

Input your CNA and password, press [OK]



9. 點選【列印】傳送列印作業

Press [Print] to send out the print job



10. 前往設有讀卡器的打印機

Head to the printer with a card reader

11. 在讀卡器上拍一拍你的學生 / 職員證

Tap your student/staff ID card once on the card reader



如遇到問題，請向 LRC 職員尋求協助。服務僅供 IVE(TY)的員工和學生使用。

If you encounter any issues, please ask for assistance from the LRC staff. This service is exclusively for IVE(TY) staff and students.

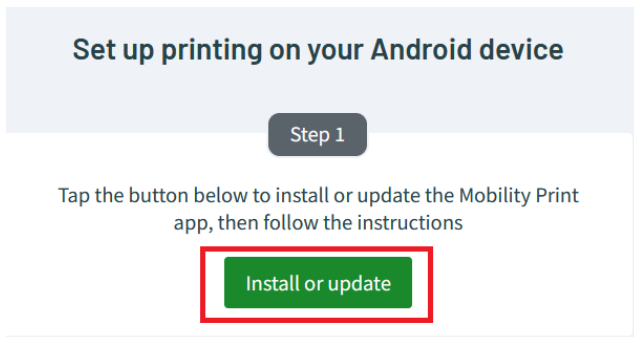


列印 Print > 配額列印 Quota Print > 安卓手機 Android Phone

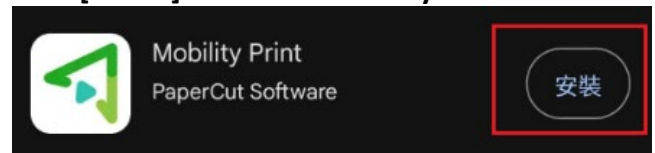
1. 連接 VTC Wi-Fi
Connect to VTC Wi-Fi
2. 透過「相機」app 掃碼或開啟瀏覽器輸入 <http://172.19.32.241:9163/setup>
Scan the QR code through the "Camera" app or open browser and enter <http://172.19.32.241:9163/setup>
不要透過「微信」掃碼 Do not scan the QR code through WeChat



3. 點選【Install or update】

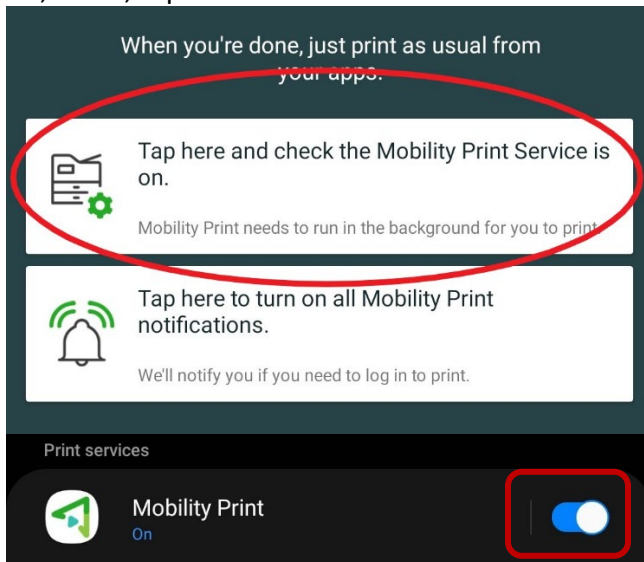


4. 點選【安裝】以安裝「Mobility Print」
Click [Install] to install "Mobility Print"

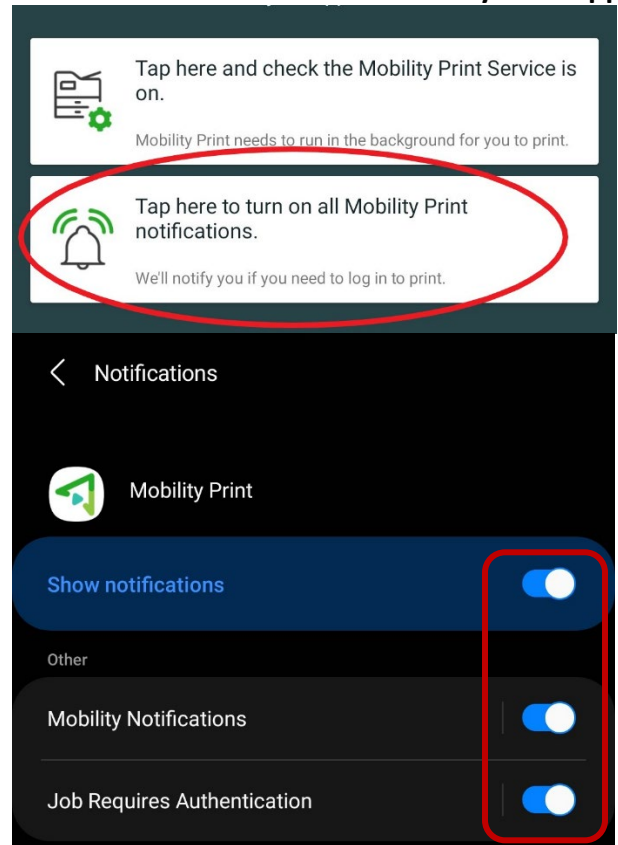


不要在 Play 商店自行安裝 Do not install through Play Store

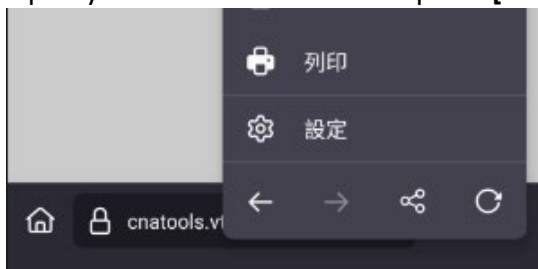
5. 開啟應用程式點選【檢查 Mobility Print 服務】以確認行動列印服務已啟用，如果沒有，請點擊以啟用
Open the app, click [Checking Mobility Print Service] to confirm that Mobility Print Service is on, if not, tap to enable



6. 啟用所有 Mobility Print 通知
Turn on all notifications for Mobility Print app



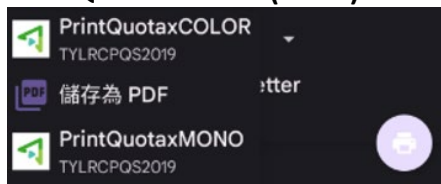
7. 開啟需列印的文檔，然後按【列印】
Open your document and then press [Print]



9. 點選彈出訊息
Click on the popup message



8. 選擇 PrintQuotaxMONO (黑白) 或
PrintQuotaxCOLOR (彩色)
Select PrintQuotaxMONO (Black&White) or
PrintQuotaxCOLOR (Color)



10. 輸入您的 CNA 和密碼，然後按一下【登入並
列印】以啟動行動列印

Enter your **CNA and password** and then click
[Login and Print] to launch the mobility printing.

11. 彈出列印作業提交成功的訊息
It shows a popup message that the print job is
submitted successfully



12. 前往設有讀卡器的打印機，在讀卡器上拍一拍
你的學生 / 職員證

Head to the printer with a card reader, **tap your
student/staff ID card once** on the card reader



如遇到問題，請向 LRC 職員尋求協助。服務僅供 IVE(TY)的員工和學生使用。

If you encounter any issues, please ask for assistance from the LRC staff. This service is exclusively for IVE(TY) staff and students.





列印 Print > 配額列印 Quota Print > 使用 個人手提電腦 Personal Laptop

1. 連接 VTC Wi-Fi

Connect to VTC Wi-Fi

2. 瀏覽網站 Visit website

<http://tytt.vtc.edu.hk/papercut/ty.html>

3. 預設頁面設定為 Windows，您可以透過點擊該頁面底部的圖示變更為 Mac 或 Chromebook
The default page is set for Windows, you may change to **Mac** or **Chromebook** by clicking on the icons at the bottom of that page

You should receive a notification when your printers are installed.
You're then done with this page - you can close it.

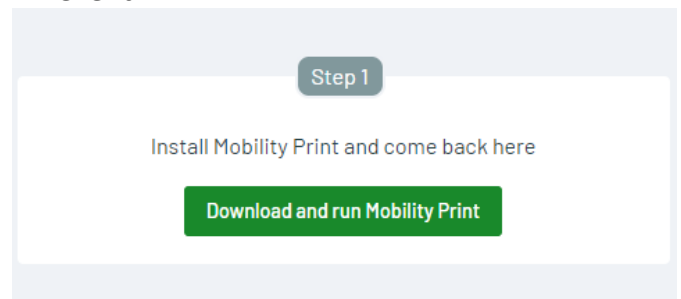
When it's time to print, just print like you normally do

Not your operating system? Try one of these!



4. 當出現瀏覽器訊息時，按一下【Download and run Mobility Print】

Click on [Download and run Mobility Print] to download and Install "PaperCut Mobility Print Client"



安裝「PaperCut Mobility Print Client」



後，工作列中會出現一個圖標

After installed the "PaperCut Mobility Print Client" there will be an icon show up in your taskbar

5. 回到

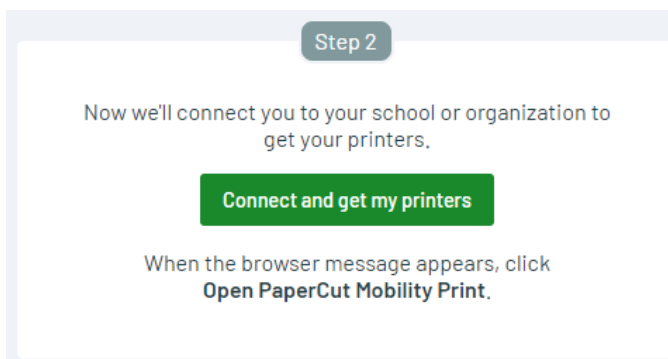
<http://tytt.vtc.edu.hk/papercut/ty.html>

按一下【Connect and get my printers】

Go back to

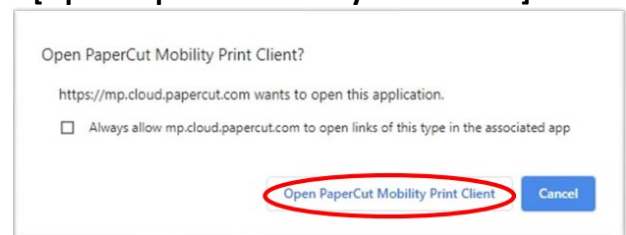
<http://tytt.vtc.edu.hk/papercut/ty.html>

Click on [Connect and get my printers]



6. 當出現瀏覽器訊息時，按一下【Open PaperCut Mobility Print Client】

When the browser message appears, click on [Open PaperCut Mobility Print Client]



以下印表機已新增至您的裝置：

The following printers are added to your device:



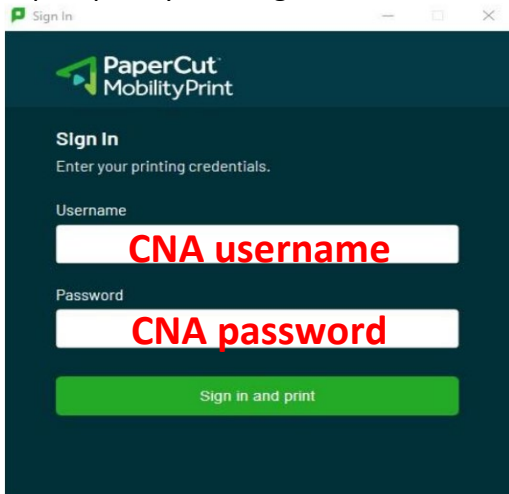
PrintQuota:COL
OR
[TYLRC PQS](Mo
bility)



PrintQuota:MO
NO
[TYLRC PQS](Mo
bility)

7. 當您選擇使用其中一台「**PaperCut Mobility Print**」印表機列印時，將會跳出要求您登入的視窗：

When you selected to print with one of the “**PaperCut Mobility Print**” printer, there will be a pop-up request you to sign in:



8. 前往設有讀卡器的打印機，在讀卡器上**拍**一拍你的學生 / 職員證

Head to the printer with a card reader, **tap your student/staff ID card once** on the card reader



如遇到問題，請向 LRC 職員尋求協助。服務僅供 IVE(TY)的員工和學生使用。

If you encounter any issues, please ask for assistance from the LRC staff. This service is exclusively for IVE(TY) staff and students.





列印 Print > 收費列印 Charge Print



工作站電腦
PC Workstation



蘋果手機
iPhone



安卓手機
Android Phone

收費列印價目表 Charge print price list

	黑白 Black & White	彩色 Color
A4	\$0.30	\$2.00
A3	\$0.60	\$4.00





列印 Print > 收費列印 Charge Print > 工作站電腦 PC Workstation

適用於列印 A3 尺寸文件 Suitable for printing A3 size documents

1. 打開你要列印的文件

Open the document you want to print.

2. 從列印選項中選擇正確的打印機：

Choose the right printer from the print options:

- 黑白 B&W – TYLRC OCTOPUS MONO #
- 彩色 Color - TYLRC OCTOPUS COLOR #

3. 設定好後點擊【列印】

Click [Print] after setting up.



TYLRC_OCTOPUS_MONO_#1
Ready



TYLRC_OCTOPUS_MONO_#2
Ready



TYLRC_OCTOPUS_MONO_#5
Ready



TYLRC_OCTOPUS_COLOR_#1
Ready



TYLRC_OCTOPUS_COLOR_#2
Ready



TYLRC_OCTOPUS_COLOR_#3
Ready



TYLRC_OCTOPUS_COLOR_#4
Ready



TYLRC_OCTOPUS_COLOR_#5
Ready

4. 輸入【Billing ID】和【Passcode】(自訂)

Input [Billing ID] and [Passcode] (Self-Assigned)

5. 前往你選擇的打印機，在八達通收費器按【八達通付款】

Head to your selected printer, press [Use Octopus] at the Octopus control panel



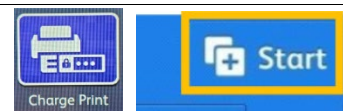
6. 插入八達通卡，然後按【繼續】

Insert Octopus card and press [Continue]



7. 選擇【收費列印】，然後選擇你的列印工作，然後按【開始】列印

Select [Charge Print], then select your printing job and print features, then press [Start] to print



8. 完成後，在八達通收費器按【完成影印】

When completed, press [Finish Copying] at the Octopus control panel



9. 按【完成並登出】。等待八達通卡彈出並發出「TICK」聲後取回八達通卡和文件

Press [Complete and Logout]. Wait the Octopus card is ejected with a "TICK" sound and take back the Octopus card and your document



如遇到問題，請向 LRC 職員尋求協助。

If you encounter any issues, please ask for assistance from the LRC staff.





列印 Print > 收費列印 Charge Print > 蘋果手機 iPhone

1. 連接 VTC Wi-Fi

Connect to VTC Wi-Fi

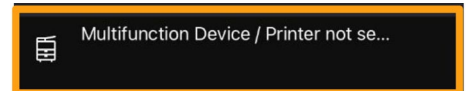
2. 從 App Store 下載【Print Utility V3】

Download [Print Utility V3] from App Store



3. 按【不指定多功能裝置/印表機】。你可選擇透過 NFC 功能或輸入 IP 以登記影印機

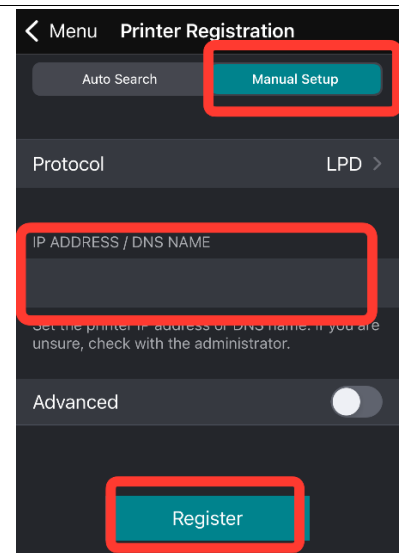
Press [Multifunction Device/Printer not set]. You could register photocopiers by NFC function or input the IP of photocopiers



4. 選擇【手動設定】並輸入打印機的 IP, 完成後按【登記】

Please choose [Manual Search] and enter the IP Address of the photocopiers. Tap [Register] when finished

Location	Photocopies	IP Address
4/F	Octopus #1	172.19.41.61
	Octopus #2	172.19.41.62
	Octopus #5	172.19.40.75
5/F	Octopus #3	172.19.41.31
	Octopus #4	172.19.41.32

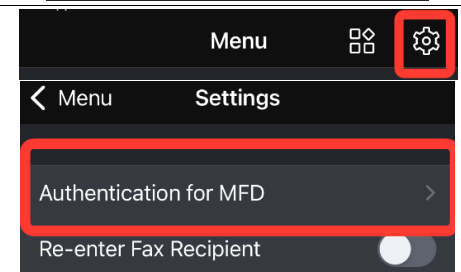


5. 按右上角的圖標 

Press the icon on the upper right hand corner

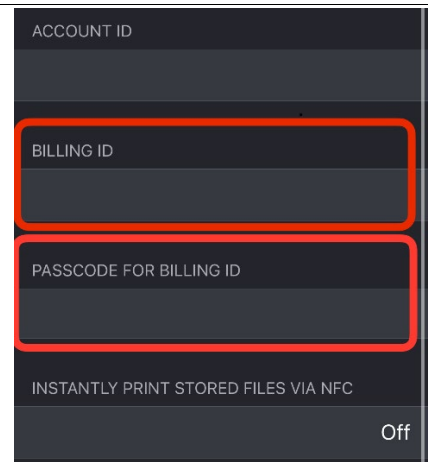
6. 按【複合機的驗證資訊】

Press [Authentication for MFD]

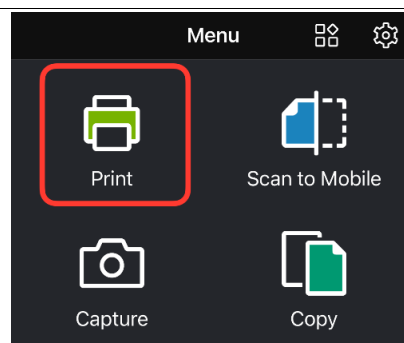


7. 開啓【認證資料】，然後在輸入自訂的 ID 和 Passcode，按【儲存】

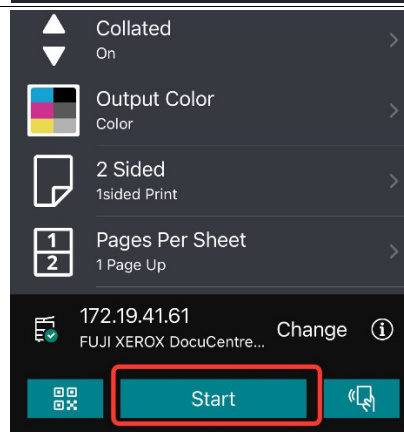
Turn on [Accounting], enter self-assigned ID and Passcode, then tap [Save]



8. 按【<】返回主畫面，然後按【列印】選擇文件。
Press [<] go back to Main Menu and press [Print] to select the document.



9. 按【列印設定】，選取你所需要的設定，按【開始】以進行列印
Press [Settings], select print features if necessary, press [Start] to print



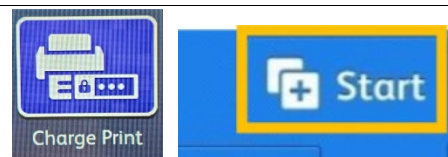
10. 前往你選擇的打印機，在八達通收費器按【八達通付款】
Head to your selected printer, press [Use Octopus] at the Octopus control panel



11. 插入八達通卡，
然後按
【繼續】
Insert Octopus card and press [Continue]



12. 選擇【收費列印】，然後選擇你的列印工作，然後按【開始】
Select [Charge Print], then select your printing job and print features, then press [Start] to print



13. 完成後，在八達通收費器按【完成影印】
When completed, press [Finish Copying] at the Octopus control panel



14. 按【完成並登出】。等待八達通卡彈出並發出「TICK」聲後取回八達通卡和文件
Press [Complete and Logout]. Wait the Octopus card is ejected with a "TICK" sound and take back the Octopus card and your document



如遇到問題，請向 LRC 職員尋求協助。

If you encounter any issues, please ask for assistance from the LRC staff.





列印 Print > 收費列印 Charge Print > 使用 Android Phone

1. 連接 VTC Wi-Fi

Connect to VTC Wi-Fi

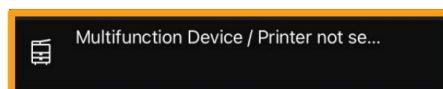
2. 從 Play 商店下載【Print Utility V3】

Download [Print Utility V3] from Play Store



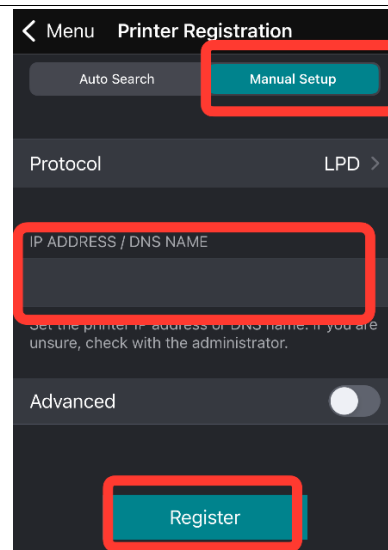
3. 按【不指定多功能裝置/印表機】。你可選擇透過 NFC 功能或輸入 IP 以登記影印機

Press [Multifunction Device/Printer not set]. You could register photocopiers by NFC function or input the IP of photocopiers



4. 選擇【手動設定】並輸入打印機的 IP, 完成後按【登記】
Please choose [Manual Search] and enter the IP Address of the photocopiers. Tap [Register] when finished

Location	Photocopies	IP Address
4/F	Octopus #1	172.19.41.61
	Octopus #2	172.19.41.62
	Octopus #5	172.19.40.75
5/F	Octopus #3	172.19.41.31
	Octopus #4	172.19.41.32

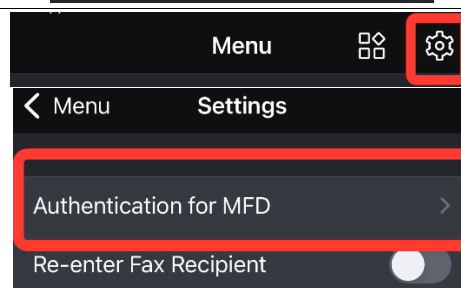


5. 按右上角的圖標 

Tap the icon on the upper right hand corner

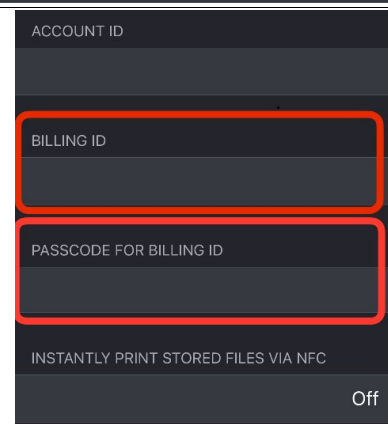
6. 按【複合機的驗證資訊】

Tap [Authentication for MFD]



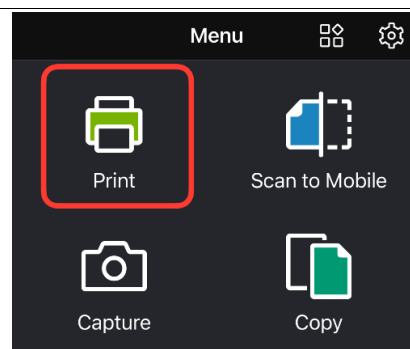
7. 開啓【認證資料】，然後在輸入自訂的 ID 和 Passcode，按【儲存】

Turn on [Accounting], enter self-assigned ID and Passcode, then tap [Save]



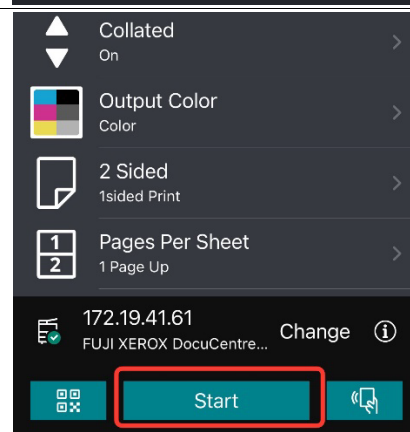
8. 按【<】返回主畫面，然後按【列印】選擇文件。

Press [<] go back to Main Menu and press [Print] to select the document.



9. 按【列印設定】，選取你所需要的設定，按【開始】以進行列印

Press [Settings], select print features if necessary, press [Start] to print



10. 前往你選擇的打印機，在八達通收費器按【八達通付款】

Head to your selected printer, press [Use Octopus] at the Octopus control panel



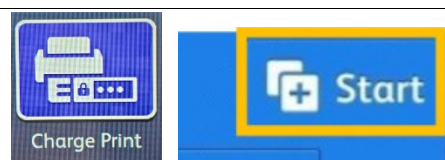
11. 插入八達通卡，然後按【繼續】

Insert Octopus card and press [Continue]



12. 選擇【收費列印】，然後選擇你的列印工作，然後按【開始】列印

Select [Charge Print], then select your printing job and print features, then press [Start] to print



13. 完成後，在八達通收費器按【完成影印】

When completed, press [Finish Copying] at the Octopus control panel



14. 按【完成並登出】。等待八達通卡彈出並發出「TICK」聲後取回八達通卡和文件

Press [Complete and Logout]. Wait the Octopus card is ejected with a "TICK" sound and take back the Octopus card and your document



如遇到問題，請向 LRC 職員尋求協助。

If you encounter any issues, please ask for assistance from the LRC staff.





影印 Copy



一般影印 Normal Copy



ID 卡影印 ID Card Copy

- 需要實體八達通卡才能使用收費列印及影印服務

Physical Octopus card is required to use the charge printing and photocopying services

- 此功能可供您將無法偵測的小型文件 (如身份證) 的正背面複印至同一面紙張上

This feature allows you to copy both sides of a small undetectable original, such as an ID card, onto one side of paper

列印及影印收費

Charges for charge printing and Copying

	黑白 Black & White	彩色 Color
A4	\$0.30	\$2.00
A3	\$0.60	\$4.00



BACK



影印 Copy > 一般影印 Normal Copy

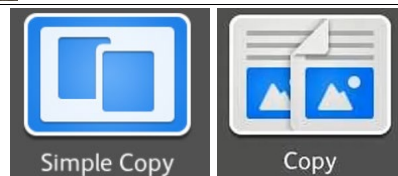
1. 在八達通收費器按【八達通付款】
Press **[Use Octopus]** at the Octopus control panel



2. 插入八達通卡，然後按
【繼續】
Insert Octopus card and press
[Continue]



3. 在控制面板選擇【簡易複印】或【複印】
Select **[Simple Copy]** or **[Copy]** on the control panel



4. 如有需要，調整複印設置，然後按【開始】
Configure the required features, if necessary, then
press **[Start]**



5. 完成後，在八達通收費器按【完成影印】
When completed, press **[Finish Copying]** at the
Octopus control panel



6. 按【完成並登出】。等待八達通卡彈出並發出
「TICK」聲後取回八達通卡和文件
Press **[Complete and Logout]**. Wait the Octopus
card is ejected with a "TICK" sound and take back
the Octopus card and your document



如遇到問題，請向 LRC 職員尋求協助。

If you encounter any issues, please ask for assistance from the LRC staff.





影印 Copy > ID 卡影印 ID Card Copy

此功能可供您將無法偵測的小型文件 (如身份證) 的正背面複印至同一面紙張上。

This feature allows you to copy both sides of a small undetectable original, such as an ID card, onto one side of paper.

1. 在八達通收費器按【八達通付款】

Press [Use Octopus] at the Octopus control panel



2. 插入八達通卡，然後按【繼續】

Insert Octopus card and press [Continue]



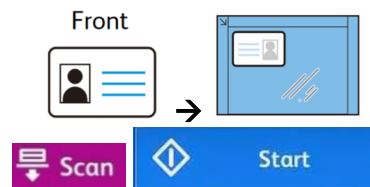
3. 在控制面板選擇【ID 卡複印】或選擇【複印】，向下捲動選擇【顯示其他功能】，選擇【ID 卡複印】，然後選擇【有】

Select [ID Card Copy] on the control panel or select [Copy], scroll down and click select [Display Other Features], select [ID Card Copy] and choose [On]



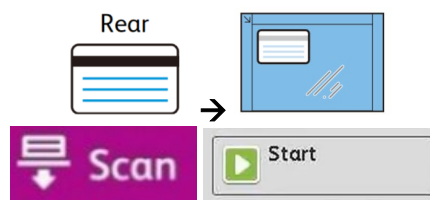
4. 如右圖所示放置文件於玻璃面板，然後按【掃描】或【開始】，複印文件的正面。

Place the ID card on the glass as shown in the right image, then press [Scan] or [Start], copy the front side of the card.



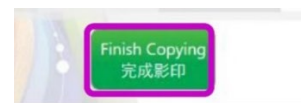
5. 翻轉文件於正面相同位置上，按【掃描】或【開始】複印文件的背面。

Turn the card over without changing its position and press [Scan] or [Start] to copy the back side of the card.



6. 完成後，在八達通收費器控制台按【完成影印】。

When completed, press [Finish Copying] at the Octopus control panel



7. 按【完成並登出】。等待八達通卡彈出並發出「TICK」聲後取回八達通卡和文件

Press [Complete and Logout]. Wait the Octopus card is ejected with a "TICK" sound and take back the Octopus card and your document



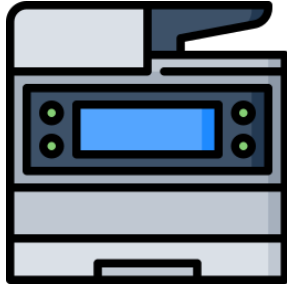
如遇到問題，請向 LRC 職員尋求協助。

If you encounter any issues, please ask for assistance from the LRC staff.

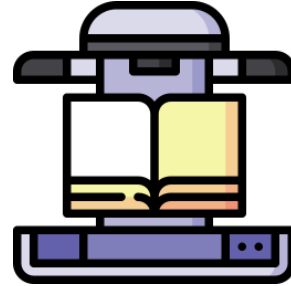




掃描 Scan

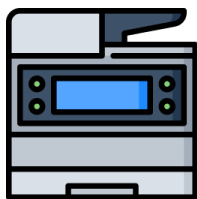


打印機 Printer



書本掃描器 Book Scanner





掃描 Scan > 打印機 Printer

1. 在八達通收費器按【八達通付款】

Press **[Use Octopus]** at the Octopus control panel



2. 插入八達通卡，然後按

【繼續】

Insert Octopus card and press **[Continue]**



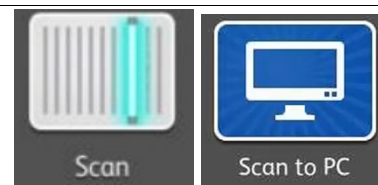
3. 在八達通收費器插入 USB

Insert the USB driver to the Octopus control panel



4. 在打印機面版按【掃描】或【掃描至 PC】

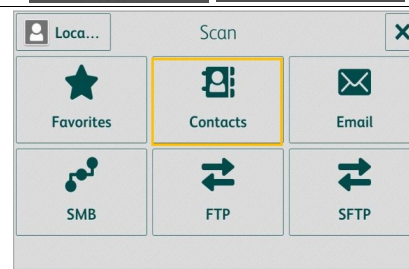
Select **[Scan]** or **[Scan to PC]** on printer panel



5. 選擇【聯絡人】，選擇【Scan to USB】，按【確定】，然後按

【開始】進行掃描

Select **[Contact]**, choose **[Scan to USB]**, press **[OK]** and then click **[Start]** to scan



6. 完成後，在八達通收費器按【完成影印】

When completed, press **[Finish Copying]** at the Octopus control panel



7. 按【完成並登出】。等待八達通卡彈出並發出「TICK」聲後取回八達通卡和文件

Press **[Complete and Logout]**. Wait the Octopus card is ejected with a "TICK" sound and take back the Octopus card and your USB



如遇到問題，請向 LRC 職員尋求協助。

If you encounter any issues, please ask for assistance from the LRC staff.





掃描 Scan > 書本掃描器 Book Scanner

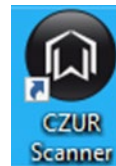
1. 按下掃描器背面的電源按鈕啟動掃描器

Turn on the scanner by pressing the power button on the back of the scanner



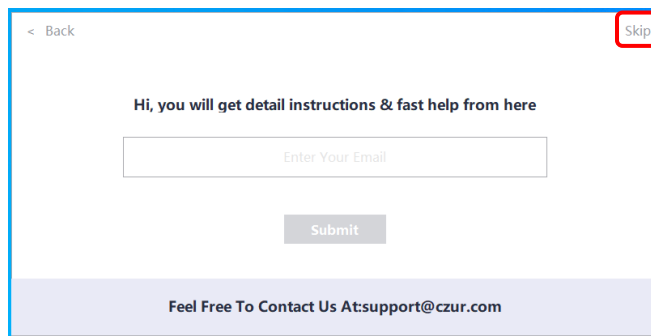
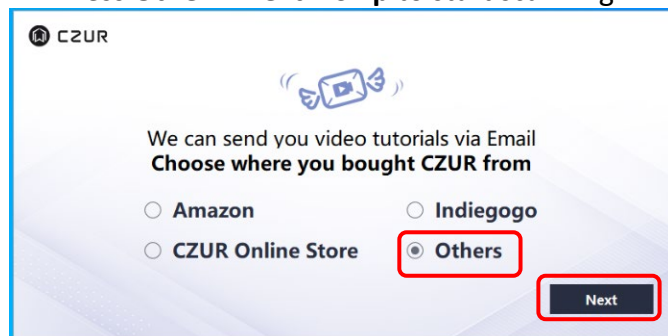
2. 開啟並登入連接掃描器的 PC，然後開啟應用程式 [CZUR Scanner]

Turn on and log into the PC connected to the scanner, then open the application [CZUR Scanner]



3. 依次序按 **Other > Next > Skip**，開始掃描

Press **Other > Next > Skip** to start scanning



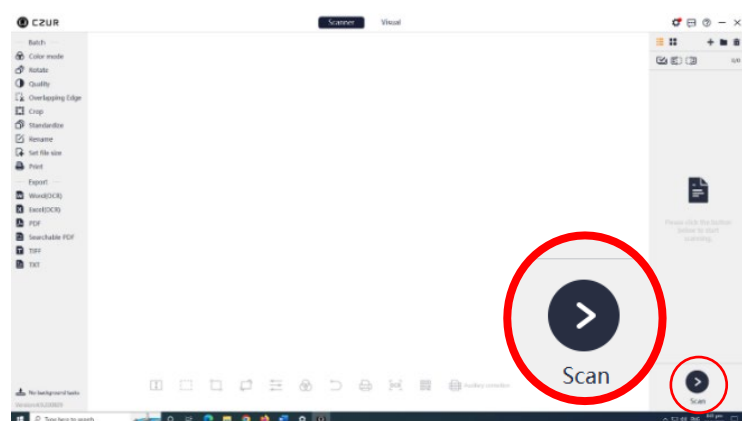
4. 將文件放在黑色膠氈範圍內

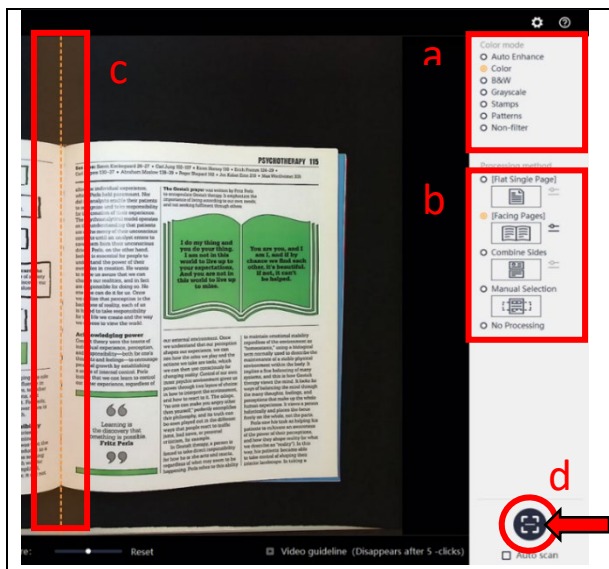
Place the document within the black pad



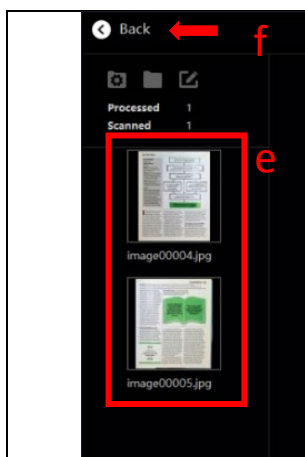
5. 按右下角 [Scan]

Press [Scan] in the lower right corner

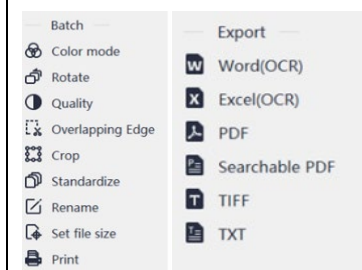




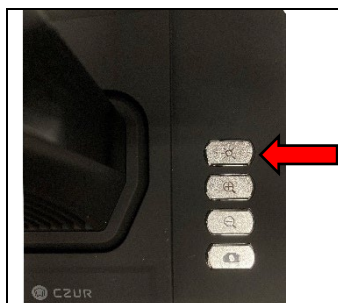
- 選擇掃描文件的顏色設定
Select the color setting of scanned documents
- 選擇掃描文件的方式：
Choose scanning mode:
 - 掃描單頁，選擇 **[Flat Single Page]**
 - 掃描書本，選擇 **[Facing Pages]**
- 如選擇**[Facing Pages]**，畫面中會顯示分界線，將書脊移到分界線上
If you choose **[Facing Pages]**, the dividing line will be displayed on the screen. Move the spine of the book to the dividing line.
- 按此掃描 Click here to scan



- 掃描完成後，程式會自動將書本左右頁記錄成個別的檔案
After the scanning is completed, the program will automatically record the left and right pages of the book into separate files
- 如要進行存檔或編輯已掃描的文件，按左上方的 **[Back]** 回到主畫面
If you want to archive or edit scanned files, press **[Back]** on the upper left to return to the main screen



- 在主畫面左側有編輯工具及存檔選項，可按需要對已掃描的文件進行編輯
Scanned documents can be edited as needed by the editing tools and archiving options on the left side of the main screen
- 如欲將已掃描的文件儲存成 Word 或是 Excel 文件，需要花較長時間
If you want to save the scanned document into a Word or Excel file, it will take a long time



掃描器備有照明燈，可因應需要調節光度
The scanner is equipped with an illumination light that can be adjusted as needed



在電腦旁已接駁簡易 **Scan 按鈕**，方便在掃描模式下按鍵掃描
A simple **Scan button** is connected next to the computer to facilitate key-press scanning in scan mode

如遇到問題，請向 LRC 職員尋求協助。

If you encounter any issues, please ask for assistance from the LRC staff.

