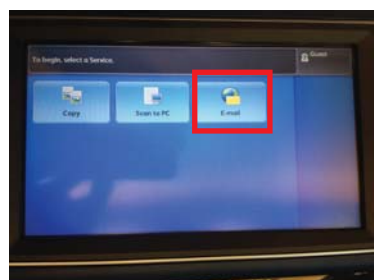
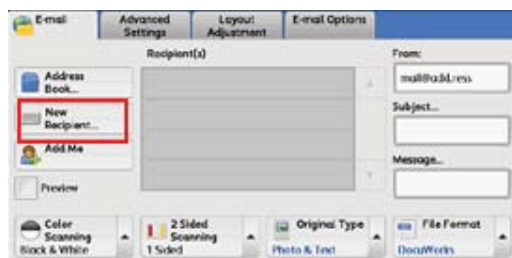


# Quick Tips on Scan to Email or Scan to PC 掃描至電郵或電腦 簡易說明

## Scan to Email 掃描至電郵



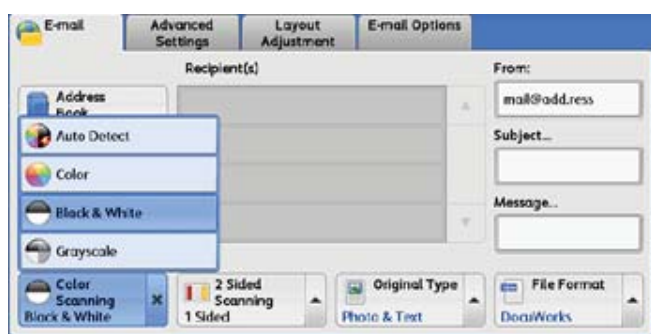
1. Select [E-mail]
1. 選擇 [電郵]



2. Select [New Recipient]
2. 選擇 [新的接收者]



3. Enter Email Address & press [Close]
3. 輸入電子郵件地址之後, 按 [關閉]

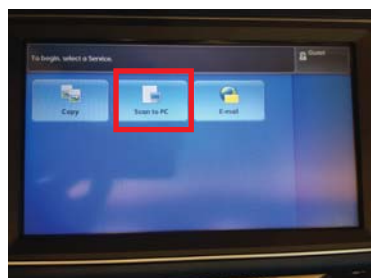


4. Select Scanning features
4. 選擇掃描功能



5. Press [Start] to scan
5. 按 [開始] 鍵進行掃描

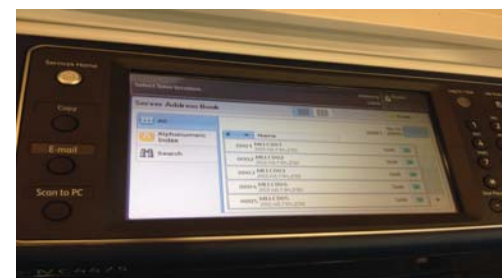
## Scan to PC 掃描至電腦



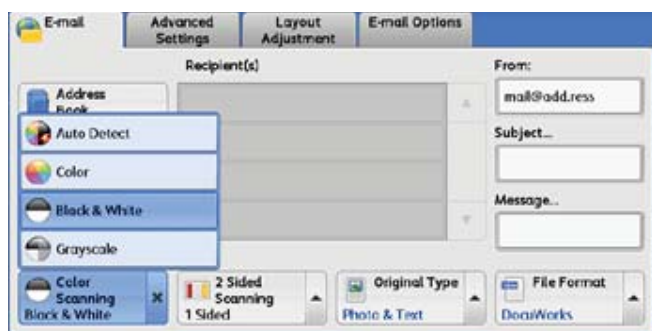
1. Select [Scan to PC]
1. 選擇 [掃描至電郵]



2. Select [Address Book]
2. 選擇 [通訊錄]



3. Enter Scan Location & press [Close]
3. 輸入掃描位置之後, 按 [關閉]



4. Select Scanning features
4. 選擇掃描功能



5. Press [Start] to scan
5. 按 [開始] 鍵進行掃描

**ALL scanning data will be deleted after the library closed.**  
所有掃描資料會於圖書館閉館後自動刪除。