

雲端文件管理及共享

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Your trusted ICT partner in providing leading Document and Communication Services


Fuji Xerox (Hong Kong) Limited 富士施樂(香港)有限公司

分享文件予其他公司的傳統方法



如果我們分享掃描文件時, 同時可以...

- 設定文件分享的時限及讀取的次數
- 套用唯讀限制(文件只能在線瀏覽, 不可下載)
- 在文件上加上電子水印
- 記錄讀取統計
- 瀏覽過去被分享過的文件或在當中進行搜尋

並直接由多功能影印機發送至雲端 

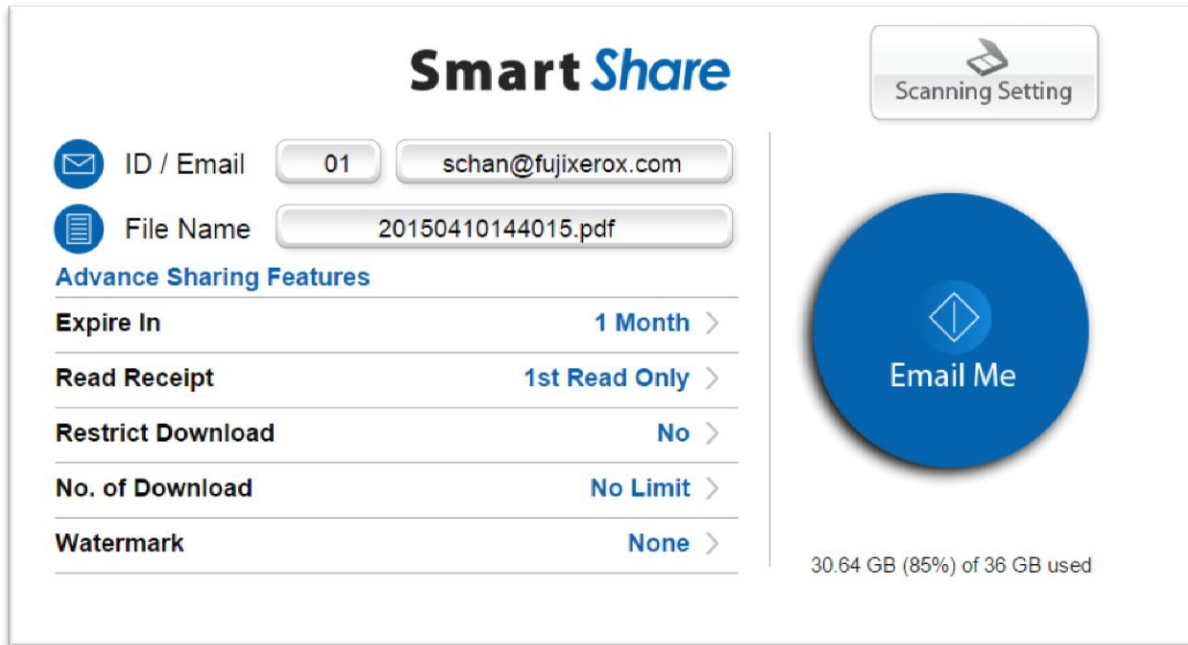


The most brilliant function is here

Now you know whether people have read your

Brilliant

SmartShare for MFD – 特點



The screenshot shows the SmartShare interface. At the top left is the 'Smart Share' logo. Below it are input fields for 'ID / Email' (with '01' and 'schan@fujixerox.com') and 'File Name' (with '20150410144015.pdf'). A section titled 'Advance Sharing Features' contains a table of settings:

Feature	Value
Expire In	1 Month >
Read Receipt	1st Read Only >
Restrict Download	No >
No. of Download	No Limit >
Watermark	None >

To the right of the table is a 'Scanning Setting' button and a large blue circular button labeled 'Email Me'. Below the 'Email Me' button, it indicates '30.64 GB (85%) of 36 GB used'.

- 直接掃描至雲端
- 當收件人瀏覽或下載文件時，發件人可收到通知並即時跟進
- 唯讀模式下，只容許收件人瀏覽（不能下載）
- 設定分享期限，避免收件人瀏覽過時的資訊
- 可在文件上加上水印
- 查看文件被瀏覽或下載的統計
- 可於流動裝置瀏覽或下載文件

如何操作？

Smart Share

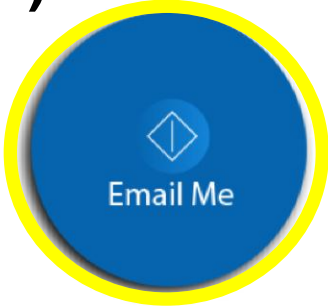
Scanning Setting

ID / Email: 01 schan@fujixerox.com

File Name: 20150410144015.pdf

Advance Sharing Features

Expire In	1 Month >
Read Receipt	1st Read Only >
Restrict Download	No >
No. of Download	No Limit >
Watermark	None >

1) 

30.64 GB (85%) of 36 GB used

2)

轉發電郵
(文件鏈接)

簡單操作兩步曲

SmartShare for MFD如何提升傳統的掃描功能

掃描(自用)

- 在掃描前已可自定檔案名稱
- 直上雲端, 方便讀取
- 掃描高清/彩色文件而不用擔心檔案大小
- 於流動裝置讀取文件
- 日後可直接分享

無須額外工序

分享非敏感文件

- 兩步曲簡化分享流程
- 可追蹤文件已被瀏覽或下載, 提升溝通效率
- 分享高清/彩色文件而不用擔心檔案大小
- 查閱文件瀏覽或下載記錄

無須添加
硬件設置

分享敏感資料

- 除一般掃描及分享功能外, 再加上以下的效益:
- 設定及控制分享期限或下載次數限制
 - 唯讀模式下限制文件被再分發
 - 掃描時在電子文件上已直接蓋上水印
 - 掃描後亦可簡易地更改分享設定及限制

使用者管理界面

SmartShare MFD

Smart Share

Sarah Li ▾
Account Settings
User Maintenance
Audit Trail
Logout

User Maintenance

Registered Users: 15 (Max. Users: 30)

Create User

ID	Name	E-mail Address	Status	Storage Used	Last Updated	
01	Chan Tai Man	chantaiman@abc-company.com	Active	15 MB	05/02/2015 13:45	Disable
02	Wong Mei Ling	wongmeiling@abc-company.com	Active	95 MB	05/02/2015 13:45	Disable
03	Lo Kwan Yi	lokwany_i@abc-company.com	Inactive	102 MB	05/02/2015 13:45	Enable
04	Chris Wong	chriswong@abc-company.com	Active	965 KB	05/02/2015 13:45	Disable
05	Chan Siu Ming	chansiuming@abc-company.com	Active	38 MB	05/02/2015 13:45	Disable
06	Lo Kwan Yi	lokwany_i@abc-company.com	Locked	25 MB	05/02/2015 13:45	Enable
07	Chan Tai Man	chantaiman@abc-company.com	Active	65 MB	05/02/2015 13:45	Disable
08	Wong Mei Ling	wongmeiling@abc-company.com	Active	0 KB	05/02/2015 13:45	Disable
09	Lo Kwan Yi	lokwany_i@abc-company.com	Inactive	15 MB	05/02/2015 13:45	Enable
10	Chris Wong	chriswong@abc-company.com	Active	20 MB	05/02/2015 13:45	Disable

Page 1 of 2
5 GB of 30 GB used (15%)

























雲端文件管理界面

SmartShare MFD

Smart Share Sarah Li

- Account Settings
- User Maintenance
- Audit Trail
- Logout

All Active Expired

 20150217123456.PDF · 2.2 MB Shared on 17/02/2015 Expire in 10 days	56 clicks	  	>
 HKFX-INVOICE.PDF · 275 KB Shared on 17/02/2015 Expire in 1 month	123 clicks	  	>
 Magazine Scanning.PDF · 1.2 MB Shared on 16/02/2015 Expire in 3 weeks	9 clicks	  	>
 DSAT UAT Form.PDF · 1.2MB Shared on 17/02/2015 Expire in 10 days	63 clicks	  	>
 ParaDM-Q4235654.PDF · 785 KB Shared on 13/02/2015 Expire in 3 months	99 clicks	  	>
 20150211867462.PDF · 3.2 MB Shared on 11/02/2015 Expired on 17/02/2015	1 clicks	  	>

Page 1 of 2

5 GB of 30 GB used (15%)

文件讀取記錄

SmartShare MFD

Smart Share

Sarah Li ▾
Account Settings
User Maintenance
Audit Trail
Logout

Audit Trail External Access Log

Date & Time ▾	IP Address	Action	Document
05/03/2015 12:34	202.143.19.138	View	20150305123456.PDF
05/03/2015 11:58	192.168.0.123	View	HKFX-INVOICE.PDF
05/03/2015 09:34	13.65.164.205	Download	DSAT UAT Form.PDF
04/03/2015 21:32	13.65.164.205	View	DSAT UAT Form.PDF
04/03/2015 20:11	13.65.164.201	View	DSAT UAT Form.PDF
04/03/2015 19:00	192.168.0.123	View	ParaDM-Q4235654.PDF
04/03/2015 18:23	192.168.0.123	View	ParaDM-Q4235654.PDF
04/03/2015 17:55	202.143.19.138	Download	20150211867462.PDF
04/03/2015 17:12	202.143.19.138	View	20150211867462.PDF
04/03/2015 16:55	192.168.0.123	View	ParaDM-Q4235654.PDF
04/03/2015 15:43	192.168.0.123	View	ParaDM-Q4235654.PDF

Page 1 of 2
5 GB of 30 GB used (15%)

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Thank You