



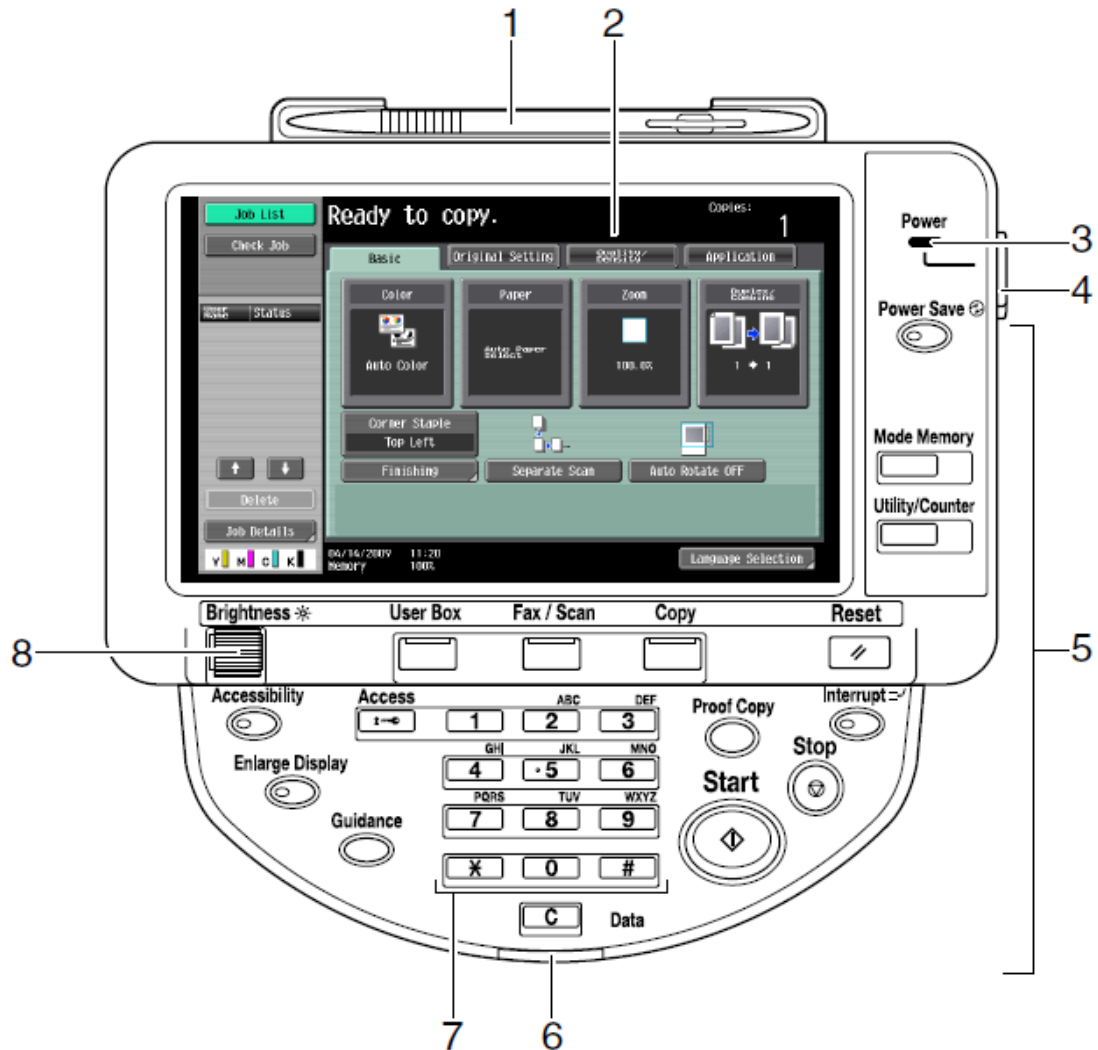
KONICA MINOLTA

bizhub C360/C280/C220

簡易說明書

Shortcut Manual





1. Touch Pen 輕觸筆
2. Touch Panel 輕觸螢光幕
3. Main Power indicator 電源指示燈
4. Sub power switch 副電源開關
5. Function key 公能鍵
6. Data indicator 資料指示燈
7. Keypad 數字鍵
8. Brightness Adjustment Dial 螢光幕亮度調整鍵



KONICA MINOLTA

Konica Minolta C360/C280/C220

如已選用共用用戶**認證功能，請跟以下步驟進入使用版面

** If device with public authentication function, please follow the below steps

☆ 彩色複印 Color Copy

1. 按【列表】選擇用戶名稱，按【確定】

Press **【User Name List】** Select user name and Press **【OK】**

2. 按【密碼】輸入密碼，按【確定】，

Press **【password】** press **【OK】**

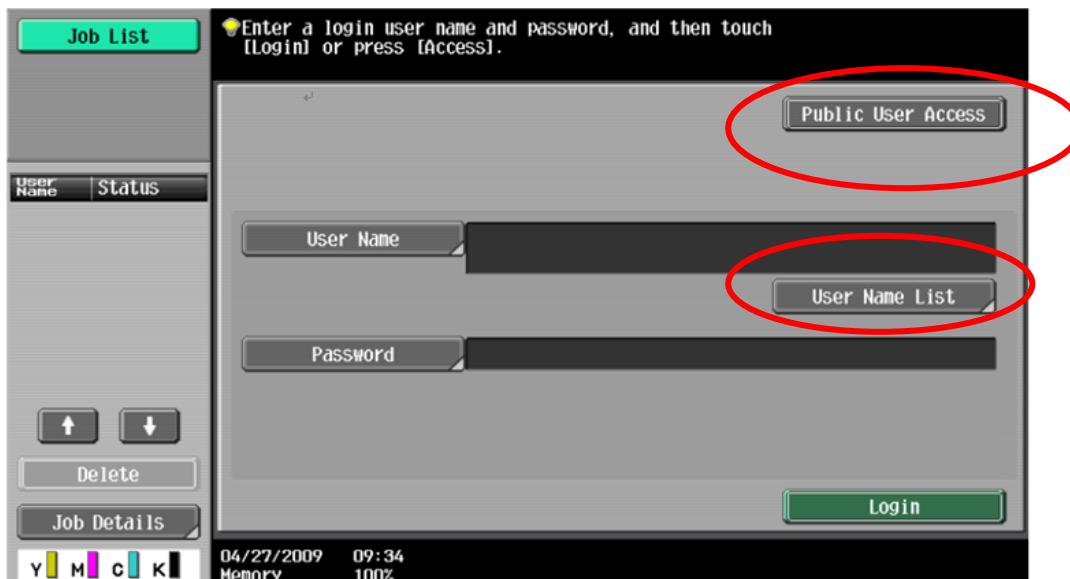
3. 按【Access】。

Press **【Access】**

☆ 黑白複印 B/W Copy

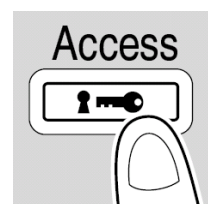
先按 [共同的使用者部門]

Press **[Public User access]**



☆ 複印後: (鎖機)請按【Access】鍵2次

Press **【Access】** twice times to logout



Basic 基本設定 (I)

1. 自動彩色 - 自動探測原稿是彩色文件或黑白文件

Auto Color - This setting to automatically detect the documents are in color or black and white



2. 全彩 - 列印彩色文件

Full Color - The copy in full color

3. 黑色 - 列印黑白文件

Black - The copy in black and white

4. 雙色 -- 如原稿圖案或文字分為黑色和彩色，可把原稿彩色的部份轉變為選擇的其中一種顏色，而黑色的部份則不變

2 Color - Print all areas of the document determined to be in color with the specified color, and print all areas determined to be black in black



5. 單色 - 可把文件的影像轉變為選擇的其中一種顏色

Single Color - Print copies in the specified color, regardless of whether the document is in color or in black and white





Basic 基本設定 (II)

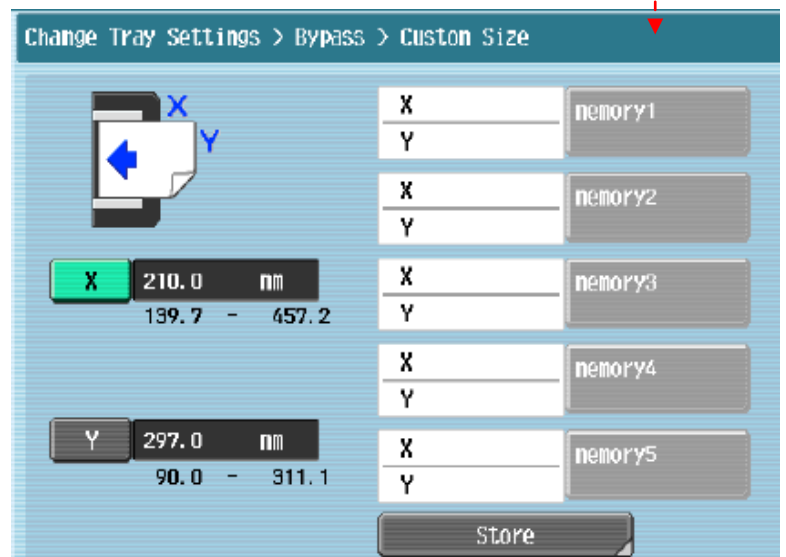
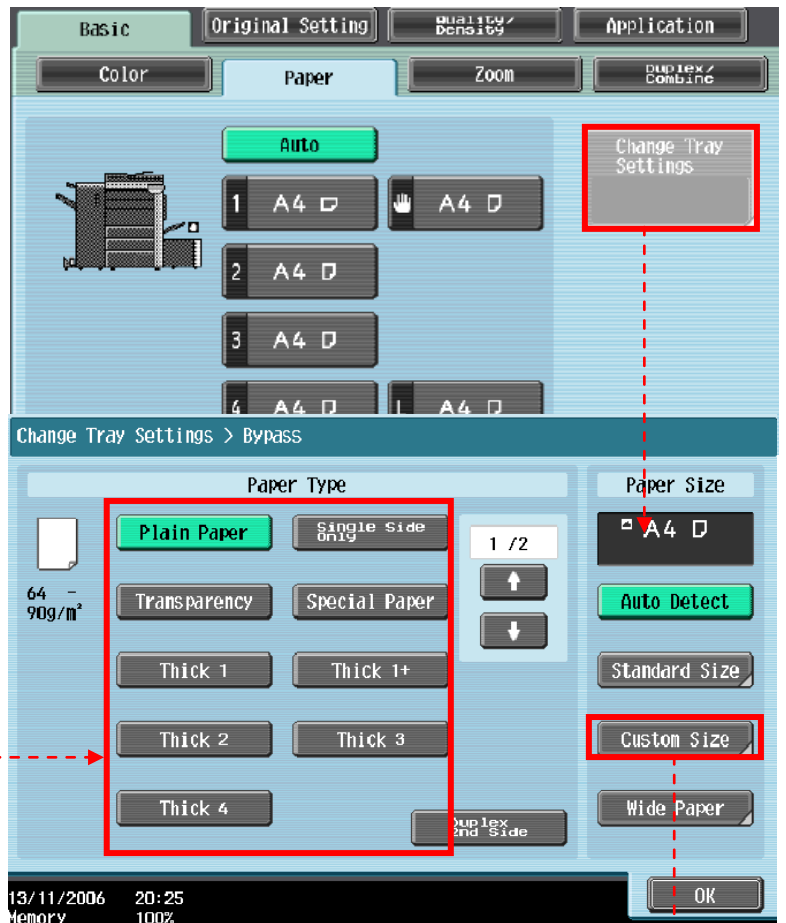
-- Paper 紙張

更改手送紙紙張尺寸

Change Bypass Tray Setting

- 1 按 **基本設定**，按 **紙張**
Press **Basic**, Press **Paper**
- 2 選擇手送紙盤
Select Paper Type
- 3 按 **紙盤變更設定**
Press **change Tray Settings**
- 4 選擇 **紙張類型**
Press **Select Paper Type**
- 5 輸入適合的尺寸
Input paper size
 - a 按 **尺寸設定**，選擇標準尺寸
Touch **Standard Size**
 - b 按 **自定尺寸** 輸入長度 X 和寬度 Y，例如 90mm 輸入 0900
(如要儲存尺寸，按 **儲存**，再選擇儲存位置 Memory1 -5)

Touch **Custom Size** input (Length) X and (width) Y, e.g. 90mm please input 0900 (If stored paper size, touch **Store**, then choose Memory1 -5)
- 6 按 **OK**
Press **OK**





Basic 基本設定 (III)

-- 倍率 Zoom

按 **倍率**

Press **ZOOM**

1 選擇一般的變焦比率
Select fixed zoom size

a 按預設的縮小 / 放大比率

例如：**A3 ▶ A4** 設定數字為 0.707

Touch Fixed zoom ratios

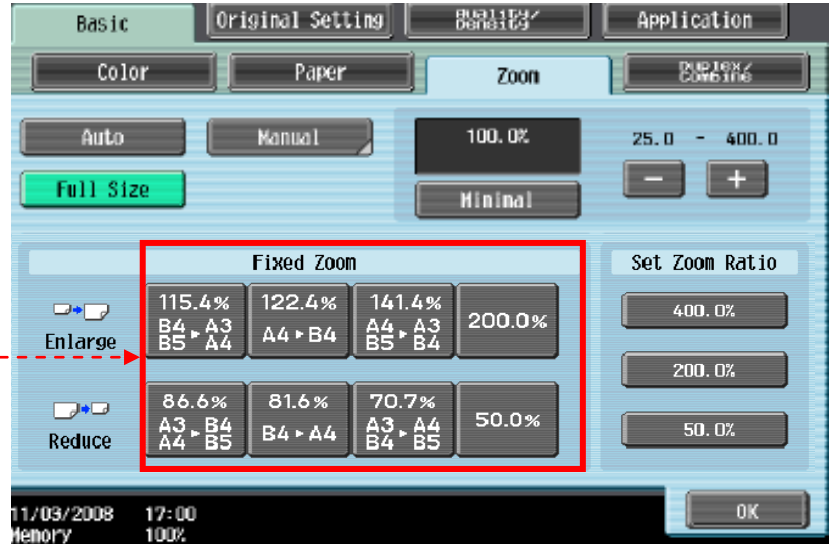
e.g. : **A3 ▶ A4** default zoom ratio is 0.707

b 按 **- +** 加減號增加或減少變焦數字

Touch **- +** to change zoom ratio

2 按 **手動** ,直接輸入變焦數字,按 **OK** 確定

Touch **Manual** , Using the keypad , type in the desired zoom ratio then touch **OK**

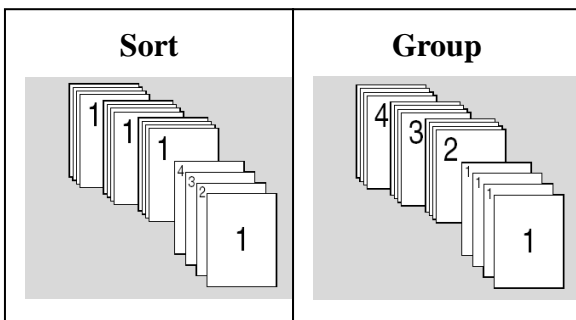
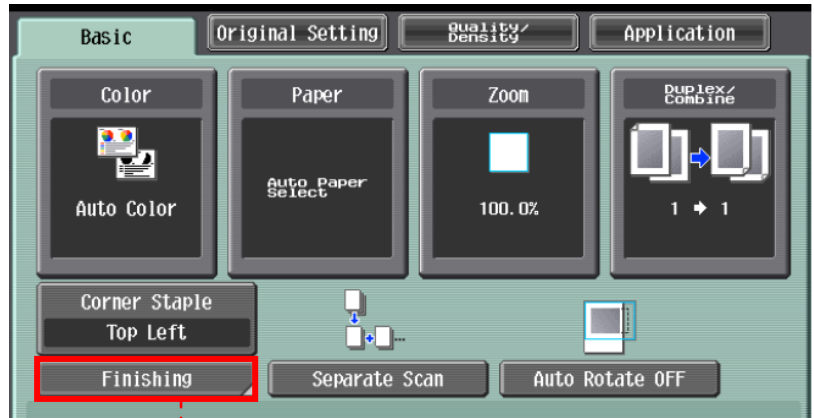




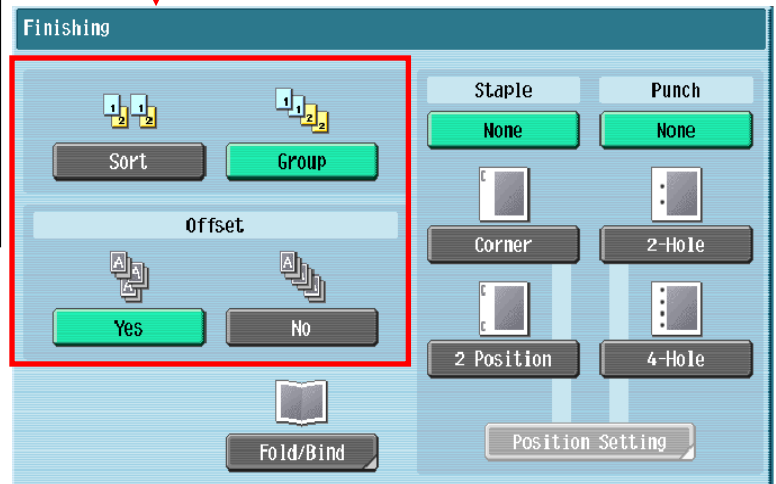
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分頁/分類 Sort/Group

1. 按分頁機
Press **Finishing**
2. 可按分頁或 群組
Press **Sort** or **Group**



3. 如沒有其他設定，按 **Start** 影印鍵
Press **Start to Copy**



位移功能 Offset

1. 按分頁機
Press **Finishing**
2. 在位移功能項目中按是
In Offset option select **Yes**
3. 如沒有其他設定，按 **Start** 影印鍵
Press **Start to Copy**

*如沒有安裝訂裝器,副本會用十字型式分隔

If no finisher is installed, printed copies are sorted in crisscross pattern



如有安裝訂裝器,副本會用前後型式分隔

- If a finisher is installed, the copies are stacked on top of each other with each set shifted to separate it





(必需加裝配件才有以下功能)

(Optional Function)

訂裝 Staple

1. 按 **分頁機**

Press **Finishing**

2. 在**訂裝**項目中按 **訂角** 或 **2個位置**

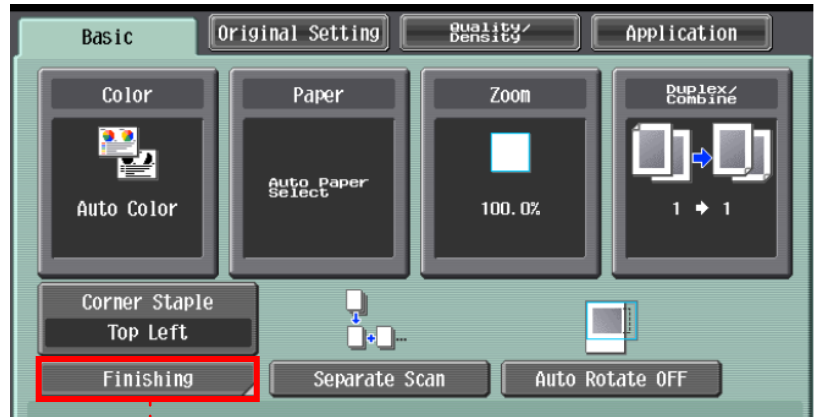
At **Staple** select **Corner** or **2position**

3. 按 **位置設定** 選擇訂裝位置

Press **position Setting** to desired staple positions

4. 如沒有其他設定，按 **Start** 影印鍵

Press **Start** to Copy



打孔 Punch

1. 按 **分頁機**

Touch **Finishing**

2. 在**訂裝**項目中按 **2孔** 或 **4孔**

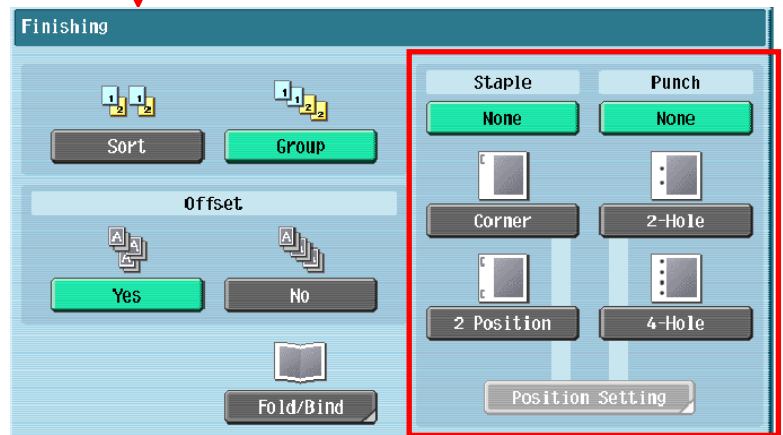
At **Staple** select **2 Hole** or **4 Hole**

3. 按 **位置設定** 選擇打孔位置

Touch **position Setting**

4. 如沒有其他設定，按 **Start** 影印鍵

Press **Start** to Copy





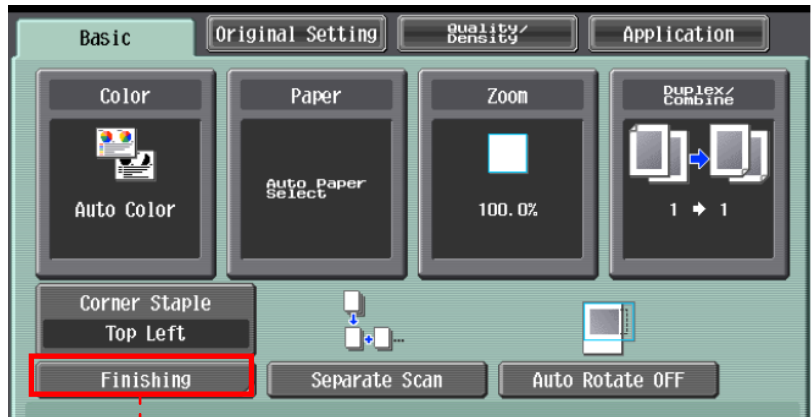
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必須加裝配件才有此功能
(Optional Parts is needed)

摺疊/書本訂裝 Fold/Bind

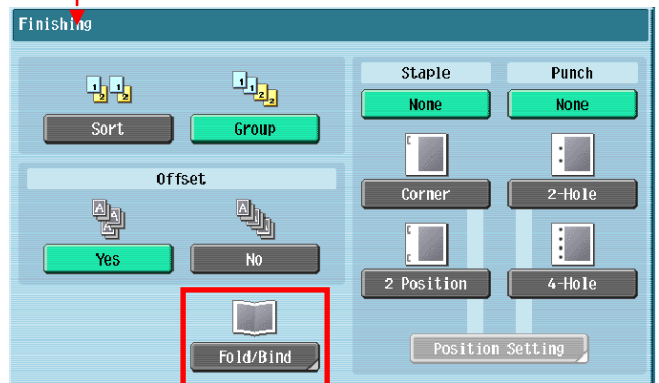
1. 按分頁機

Press **Finishing**



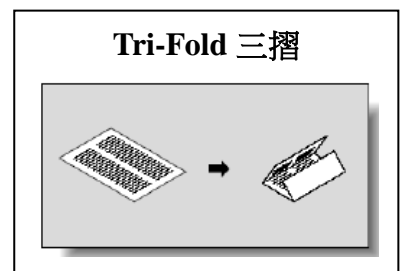
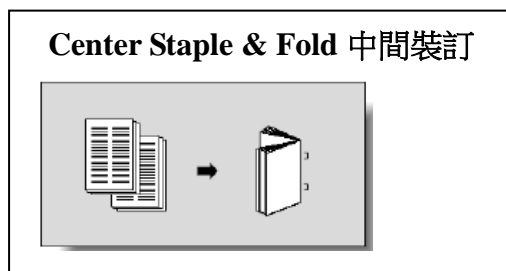
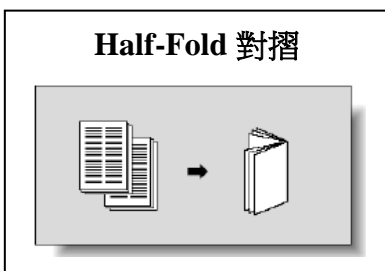
2. 在 **摺疊/裝訂** 項目中按 **Yes** 啟動功能

At **Fold/Bind** select **Yes**



3. 按 **對摺** **中間裝訂** 或 **三摺**

Touch **Half-Fold** **Center Staple & Fold** or **Tri-Fold**





Basic 基本設定 (IV)

--Duplex/Combine 雙面/組合

選擇組合

Combine function

按 **2 in 1** 合 1 兩張原稿縮為一張 或

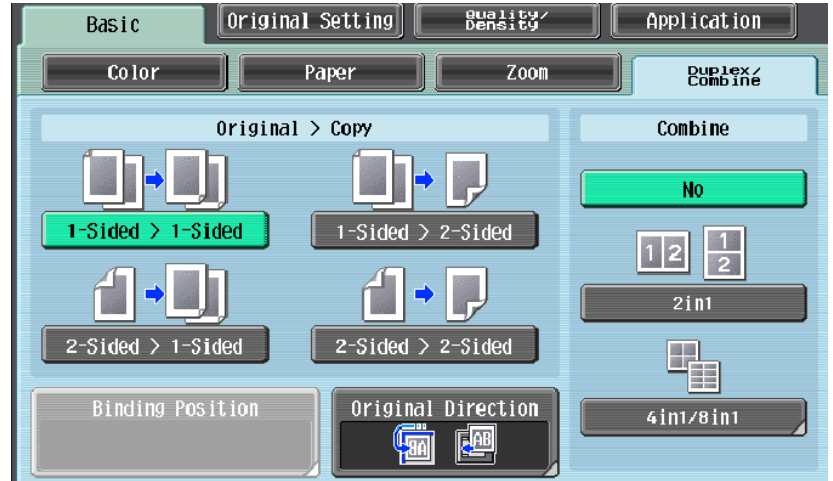
4 in 1 / **8 in 1** 合 1/8 合 1

四張/八張原稿縮為一張

Touch **2 in 1** or

Touch **4 in 1** / **8 in 1**

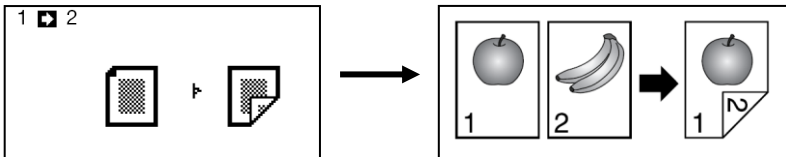
To reduce the size from 2 / 4 / 8 sheets originals into 1 sheet of copy



選擇 原稿 > 影本 **Press Original > Copy**

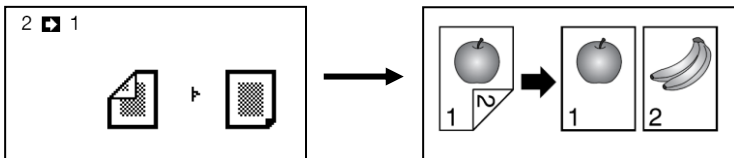
a. 單面原稿 印 雙面副本 **1-sided > 2-sided** 單面 > 雙面

1-sided > 2-sided Single-sided Original to Double-sided Copy



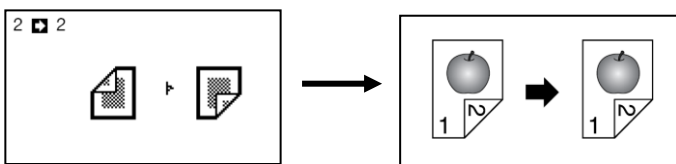
b. 雙面原稿 印 單面副本 **2-sided > 1-sided** 雙面 > 單面

2-sided > 1-sided Double-sided Original to Single-sided Copy



c. 雙面原稿 印 雙面副本 **2-sided > 2-sided** 雙面 > 雙面

2-sided > 2-sided Double-sided Original to Double-sided Copy



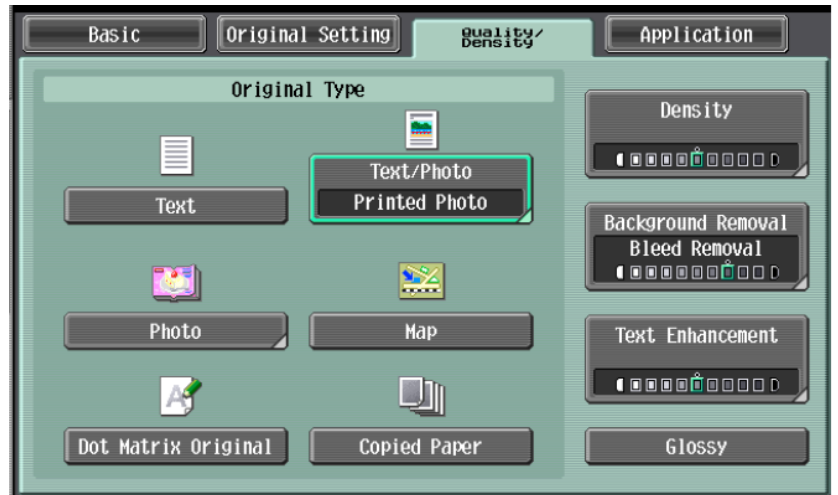


Quality/Density 品質濃淡度

1. 可在**原稿類型** 選擇適當的原稿類型

Select **Original Type** to choose

Text, **Text/Photo**, **Photo**, **Map**,
Dot Matrix Original or **Copied Paper**



2. 按 **濃淡度** 調校整份文件的深淺度

Touch **Density** – the print image can be adjusted, each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

3. 按 **底色調整** 調校原稿背景的深淺度

Touch **Background Removal** – the density of the background color of the document can be adjusted, each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level.

Paper Discoloration Adj to make adjustment for background removal for copying.

Bleed Removal to make adjustment for thin paper for copying

4. 按 **文字增強** 調校原稿文字的深淺度

Touch **Text Enhancement** – select the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs

5. 選擇 **光澤面** 開動光面效果

Touch **Glossy** – select this setting when copying images with a glossy finish



Originals Setting 原稿設定

- 1 按 **Mixed Original** 混合原稿啓動探測功能,如放在自動送紙器的原稿有不同大小的混合

Press **Mixed Original** to Loads originals of different sizes (A4 or A3) into the **ADF** and scan them at a time.

- 2 按 **Z-Folded Original** 確保 Z 摺疊過的原稿在影印時不會誤認原稿尺寸

Press **Z-Folded Original** correctly detects the original size when folded originals are loaded into the **ADF** and copied.

- 3 按 **Binding Position** 原稿空白邊設定原稿內容的方向

Press **Binding Position** specify the original binding position (page margin) to prevent the copy from being printed upside-down when scanning a 2-sided original.

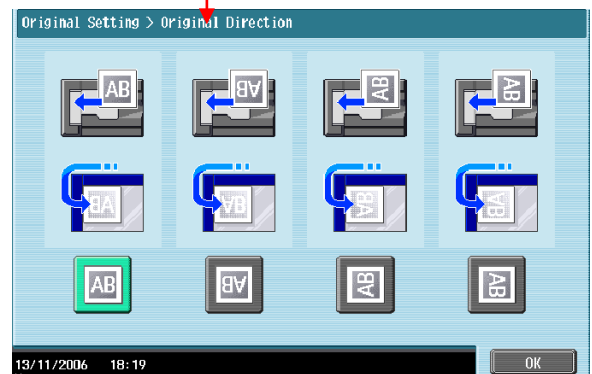
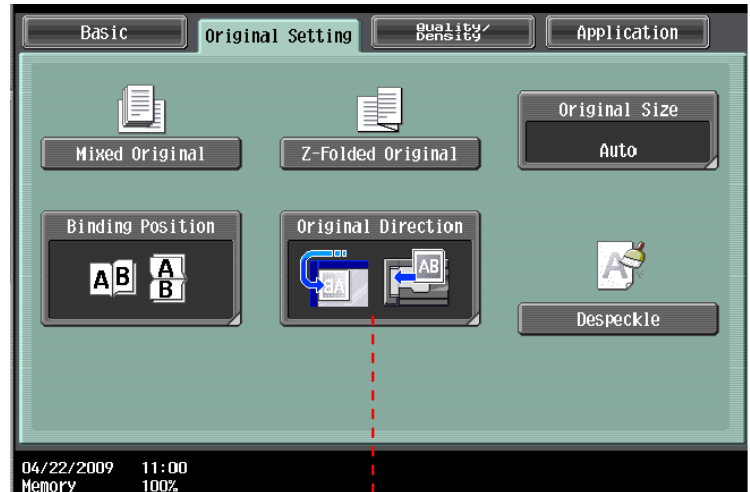
- 4 按 **Original Direction** 原稿設定方向設定預留的訂裝位置

Press **Original Direction** when copying double-sided originals or making double-sided or combined copies,

press this button to specify the direction in which the original is loaded into the **ADF** or placed on the **Original Glass**.

- 5 按 **Original Size** 原稿尺寸設定原稿大小, 預設是自動探測原稿大小

Press **Original Size** to specify the original size, the default setting is auto detect



Proof Copy

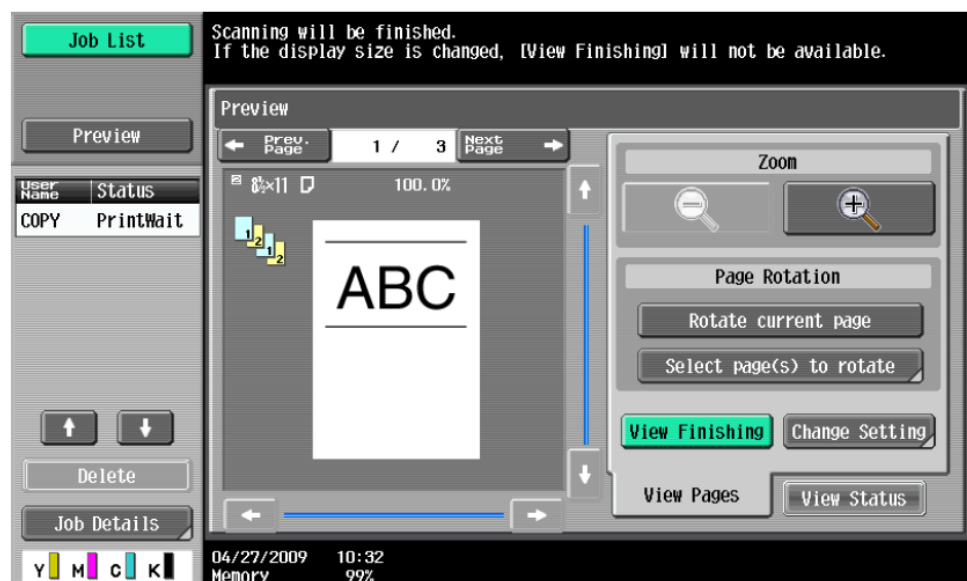
- 在做好需要的設定後, 按兩次 **Proof Copy** 鍵可預覽影印效果

Press **Proof Copy** twice to preview the image for checking the copy result

- 按 **Start** 確認並列印, 或按 **Stop** 重選覆印功能

To confirm press the

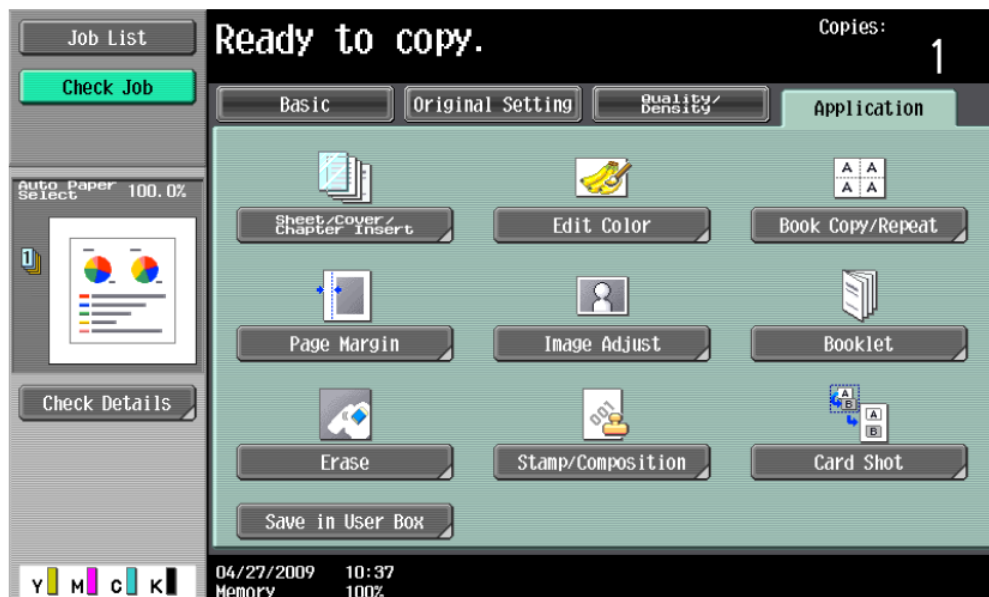
Start button to print out or press **Stop** button to go back and do more adjustment





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Application 應用功能



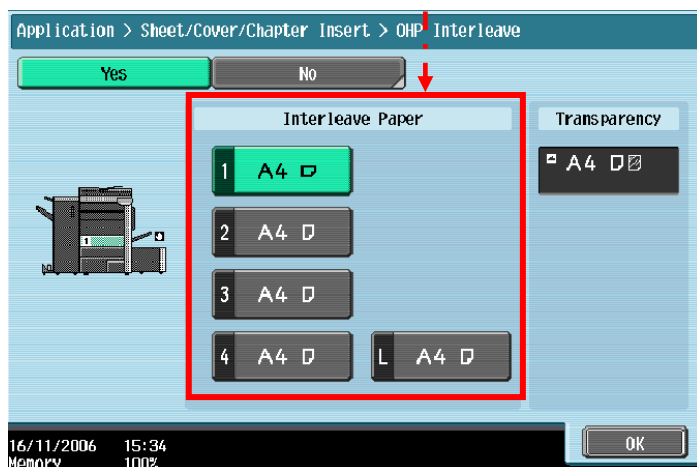
<p>插頁/封面/章節/投影片插頁/畫像插入 [Sheet/Cover/Chapter Insert]</p>	<p>在副本列印時插入特定紙張或加入特殊紙張作封面 Inserts another sheet of paper or adds a cover page to the paper for copying. Page 14 - 15</p>
<p>色彩編輯 [Edit Color]</p>	<p>調整彩色覆印的色彩效果 Inverts the contrast or gradation of the original or prints the original in the mirror image. It also adds a color in the background or adjust the quality of a color image. Page 16</p>
<p>頁連寫/重覆 [Book Copy/Repeat]</p>	<p>影印書本；將細小的原稿以密鋪平面方式重覆地印在副本上 Configure the settings for a book or catalog. An image on a single sheet of original can be repeatedly copied or divided and enlarged in parts to produce copies of the respective parts. Page 17 - 19</p>
<p>頁面空白邊 [Page Margin]</p>	<p>預留空白邊作釘裝 Select the binding margin (blank area) of the paper used for copying. Page 19</p>
<p>畫像調整 [Image Adjust]</p>	<p>當原稿的尺寸比副本的紙張為小時可調整顯示的內容方式 Configure the layout for the image when the paper is larger than the original. Page 20</p>
<p>小冊子 [Booklet]</p>	<p>自動將原稿排好排版並計算好放大縮小的比例用雙面列印功能印成一本小冊子 Automatically arranges the page order of the scanned original and makes 2-sided 2 in 1 copies to produce a page layout for a center bound book, such as a magazine. Page 21</p>
<p>消框 [Erase]</p>	<p>將原稿以外的部份留空不印在副本上 Erases unnecessary outside portion of the original body text or erases the area outside the original placed on the Original Glass. Page 22</p>
<p>戳記/構成 [Stamp/Composition]</p>	<p>在副本上加上原稿沒有的日期/時間,頁碼或戳記,亦可加上複印防護的功能 Prints the date/time, page number or a stamp printed on copies. This function also allows you to embed information for preventing unauthorized copying in a document. Page 23 - 25</p>
<p>卡片 [Card Shot]</p>	<p>影印卡片的正面和背面都印在同一張紙 Copies the contents of the front and back sides of a card-size original, for example, insurance card, driver's license, or business card, on one sheet. Page 26</p>
<p>儲存到使用者信箱 [Save in User Box]</p>	<p>將原稿儲存到影印機的硬碟內 Saves the scanned original data in a User Box. Page 26</p>



[Sheet/Cover/Chapter Insert] 插頁/封面/章節/投影片插頁/畫像插入

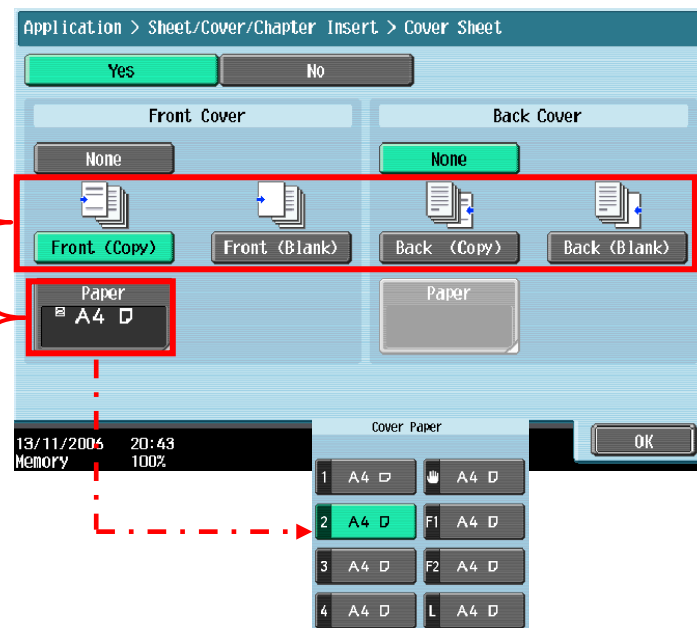
- OHP 投影片插頁

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Sheet /Cover /Chapter Insert** 插頁 / 封面 / 插入章節
Select **Sheet /Cover /Chapter Insert**
3. 按 **OHP Interleave** OHP 白紙插頁 (必須選擇黑白模式)
Select **OHP Interleave**
4. 選擇分隔紙的紙盤 }
Select the Interleave Paper
5. 把投射膠片放在手送紙盤
Place the Transparency at the bypass tray
6. 按 **OK**
Press **OK**
7. 按 **Start** 影印鍵
Press **Start**



- Cover Mode 封面

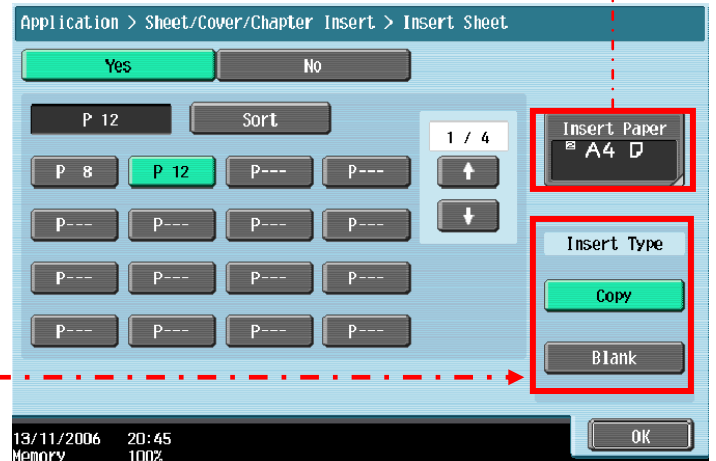
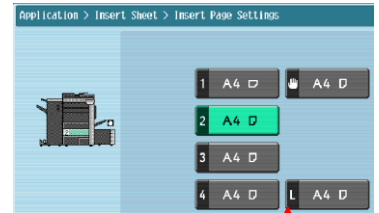
1. 按 **Application** 應用功能
Select **Application**
2. 按 **Sheet /Cover /Chapter Insert**
插頁 / 封面 / 插入章節
Select **Sheet /Cover /Chapter Insert**
3. 按 **Cover Mode** 封面
Select **Cover Mode**
4. 選擇前封面有沒有影像或後封面有沒有影像 }
Select Print Image at the Front / Back Cover or not
5. 及哪一個紙盤放置前封面紙或後封面紙 }
Also select which tray has the Front / Back Cover Paper
6. 按 **Ok**
Press **OK**
7. 按 **Start**
Press **Start**





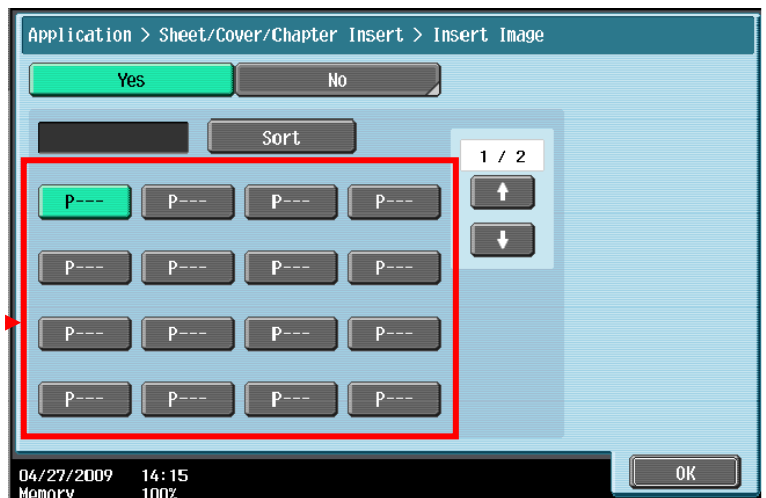
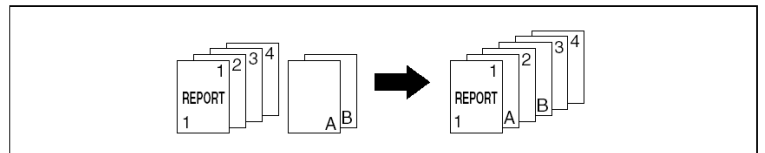
- Insert Sheet 插頁

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Sheet /Cover /Chapter Insert**
插頁 / 封面 / 插入章節
Select **Sheet /Cover /Chapter Insert**
3. 按 **Insert Sheet** 插頁
Select **Insert Sheet**
4. 按 **Copy** 複印或 **Blank** 空白選擇插入的頁數有
沒有影像
Select **Copy** or **Blank** to set up print image at
the insert pages or not
5. 輸入需插入的頁號和選擇插紙的紙盤
Key in the page no. of the insert pages then
select which tray has the insert paper
6. 按 **Ok**
Press **OK**
7. 按 **Start**
Press **Start**



- Insert Image 插入影像

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Sheet /Cover /Chapter Insert**
插頁 / 封面 / 插入章節
Select **Sheet /Cover /Chapter Insert**
3. 按 **Insert Image** 插頁
Select **Insert Image**
4. 輸入需插入的頁號
Key in the page no. of the insert image
5. 按 **Ok**
Press **OK**
6. 按 **Start**
Press **Start**

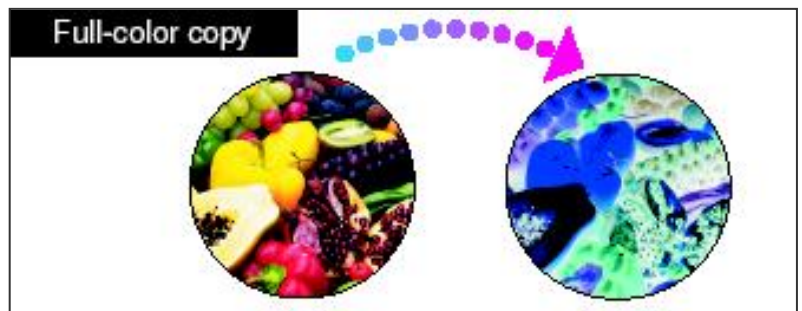




[Edit Color] 色彩編輯

- Neg. Pos. Reverse 黑白反像

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Edit Color** 色彩編輯
Select **Edit Color**
3. 按 **Neg. Pos. Reverse** 黑白反像
Select **Neg. Pos. Reverse**
4. 按 **Neg. Pos. Reverse** 黑白反像
Select **Neg. Pos. Reverse**



- Mirror Image 鏡面畫像

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Edit Color** 色彩編輯
Select **Edit Color**
3. 按 **Mirror Image** 鏡面畫像
Select **Mirror Image**



- Background Color 底色色彩

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Edit Color** 色彩編輯
Select **Edit Color**
3. 按按 **Background Color** 底色色彩設定背景顏色
Select **Background Color**





- Book Copy 書本複印

按 **Application** 應用功能

Select **Application**

1. 按 **Book Copy / Repeat** 頁連寫/重覆

Select **Book Copy / Repeat**

2. 按 **Book Copy** 書本掃描

Select **Book Copy**

3. 再按 **Separation**，同時可選擇要不要

Select **Separation**

4. **Front Cover/Back Cover** 前封面或後封面

Also you can select **Front Cover/Back Cover** to copy the front Cover or back cover of the original.

5. 把書打開放在鏡面左上角，按 **Start**

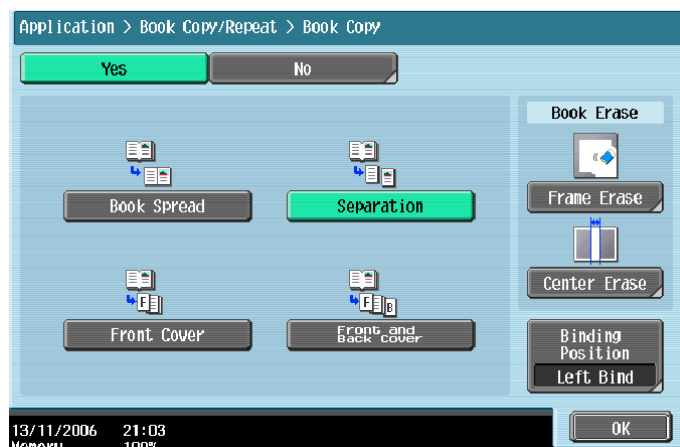
Open and place the book at the top right of the original glass and press **Start**

6. 直至掃描整本書後，按 **Finish**

Until you have scan all the original you can press **Finish**

7. 再按 **Start**

At last press the **Start** button to print out



如選擇 **Front Cover** 前封面，掃描時：

If you have select the Front Cover Function:

Fig.1. 先把前封面放在鏡面左上角，按 **Start**

Place the front cover at the top right of the original glass and press **Start**

Fig.3. 然後才揭至第一頁掃描，直至掃描整本書後，按 **Finish** 再按 **Start**

After you scan the front cover, open the book and place the 1st page to continues the scanning, until you have scan all the original you can press **Finish**, then press **Start** button to print out

如選擇 **Front Cover** 前封面和後封面 **Back Cover**，掃描時：

If you have select the Front and Back Cover Function:

Fig.1. 先把前封面放在鏡面左上角，按 **Start**

Place the front cover at the top right of the original glass and press **Start**

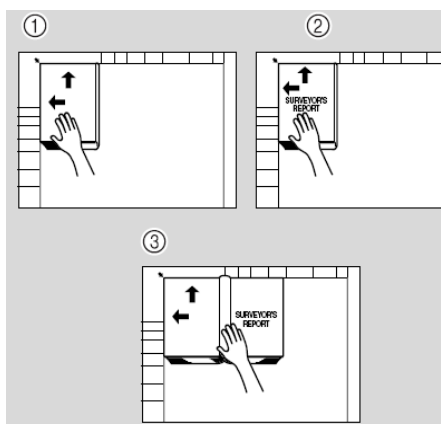
Fig.2. 再把後封面放在鏡面左上角，按 **Start**

Then place the back cover at the top right of the original glass and press **Start**

Fig.3. 然後才揭至第一頁掃描，直至掃描整本書後，按 **Finish** 再按 **Start**

After you scan the front cover, open the book and place the 1st page to continues the scanning, until you have scan all the original you can press **Finish**, then press **Start** button to print out

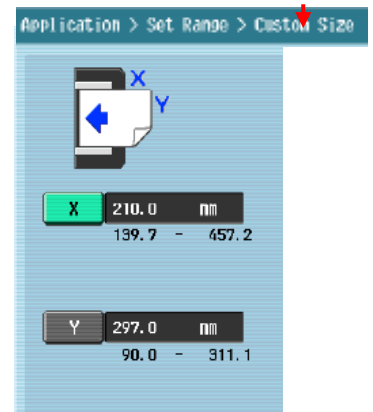
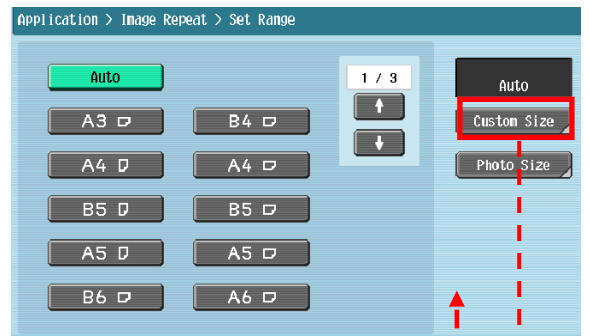
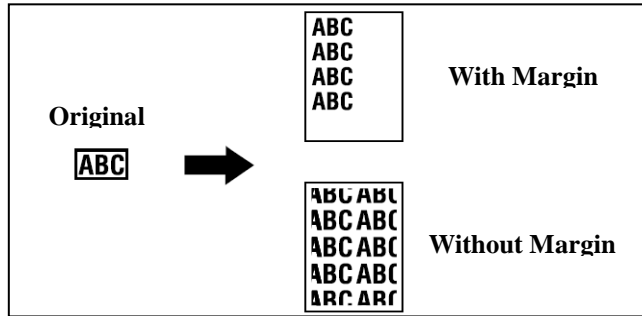
Fig.





- Image Repeat 畫像重複

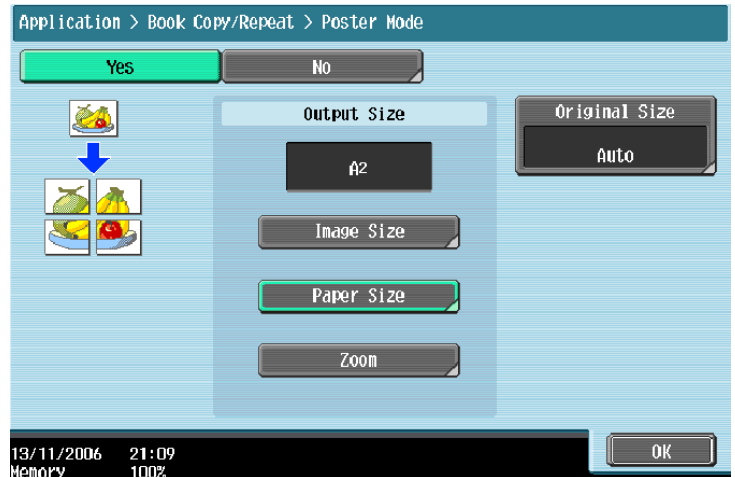
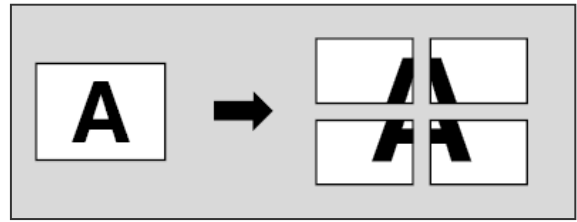
1. 按 **Application** 應用功能
Select **Application**
2. 按 **Book Copy / Repeat** 頁連寫 / 重覆
Select **Book Copy / Repeat**
3. 按 **Image Repeat** 畫像重複
Select **Image Repeat**
4. 選擇 **With Margin** / **Without Margin**
有空白邊 / 沒有空白邊
Select **With Margin** / **Without Margin**
5. 按 **Set Range** 範圍設定
Select **Set Range**
6. 按 **Custom Size** 自訂尺寸，
按 **X** 輸入長度和按 **Y** 輸入寬度
Select **Custom Size** to enter the original size, press **X** then key in the Width of the original, press **Y** then key in the Height of original.
7. 按 **OK**
Press **OK**
8. 按 **Start**
Press **Start**





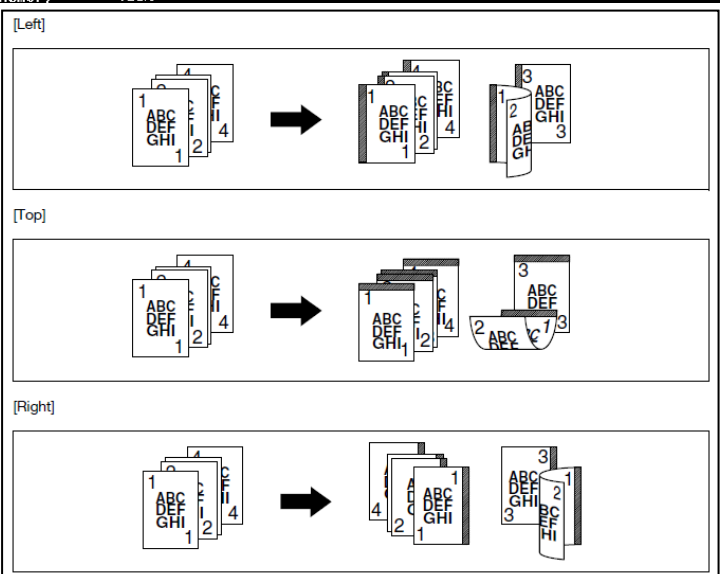
- Poster Mode 海報模式

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Book Copy / Repeat** 頁連寫/重覆
Select **Book Copy / Repeat**
3. 按 **Poster Mode** 海報模式
Select **Poster Mode**
4. 按 **Zoom** 倍率，選擇要放大的倍數
Select **Zoom** to setup the zoom ratio
5. 按 **OK**
Press **OK**
6. 按 **Start**
Press **Start**



- Page Margin 頁面空白邊

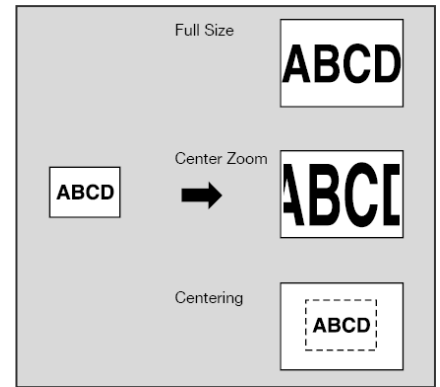
1. 按 **Application** 應用功能
Select **Application**
2. 按 **Page Margin** 頁邊的空白邊
Select **Page Margin**
3. 選擇要加裝釘線的位置 **Top** 頂端 **Left** 左側
或 **Right** 右側
Select the margin position **Top**, **Left** or **Right**
4. 於 **Adjust Value** 調整值畫像移位中輸入寬度
Setup the width of the margin by Key pad
or **+** / **-** button
5. 按 **OK**
Press **OK**
6. 按 **Start**
Press **Start**





- Image Adjustment 畫像調整

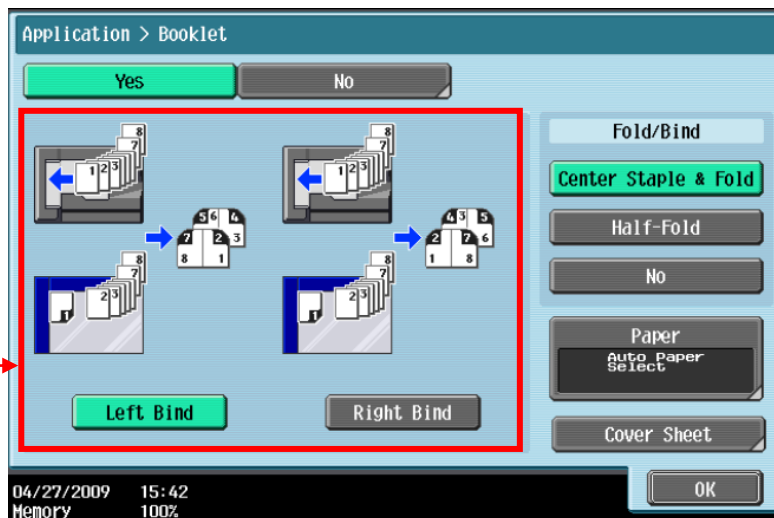
1. 按 **Application** 應用功能
Select **Application**
2. 按 **Image Adjust** 畫像調整
Select **Image Adjust**
3. 可選擇 **Full Size** 全尺寸 / **Center Zoom** 中間倍率 或 **Centering** 僅有中間
Select **Full Size**, **Center Zoom** or **Centering**
4. 按 **OK**
Press **OK**
5. 按 **Start**
Press **Start**





- Booklet 小冊子

1. 按 **Application** 應用功能
Select **Application**
2. 按 **Booklet** 小冊子
Select **Booklet**
3. 可選擇 左邊或右邊
Left Binding / **Right Binding**
Select **Left Binding** / **Right Binding**

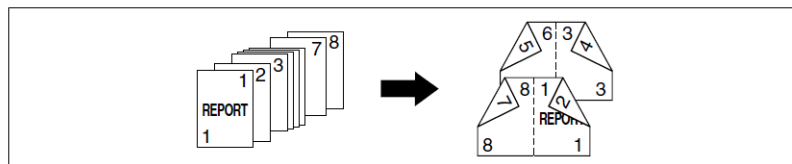


4. 按 **摺疊/裝訂** 選擇摺疊或裝訂的方式
Select **Fold/Bind** to setup the fold or bind function

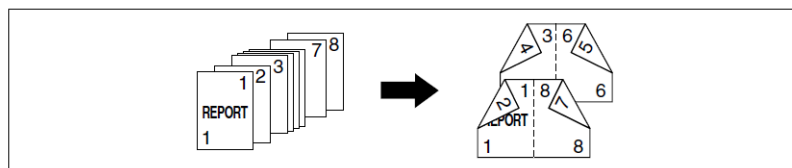
(必須加裝配件才有此功能)
(Optional Parts is needed)

- 選擇 **中間裝訂** **對摺** 或 **不裝訂**
Select **Center Staple & fold**, **Half-fold**
No

[Left Bind]

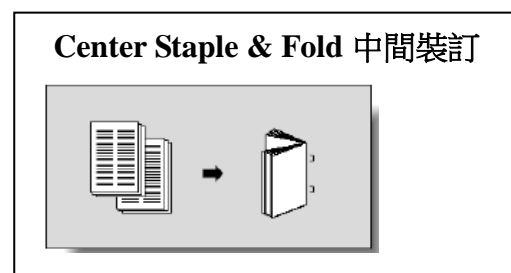
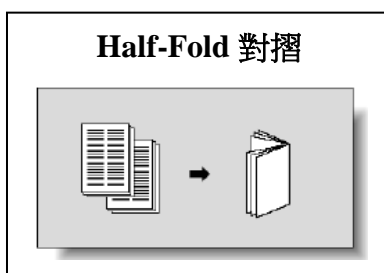


[Right Bind]



5. 按 **Paper** 選擇紙張
Press **Paper** to select the output paper

6. 按 **Cover Sheet** 插入封面
Press **Cover Sheet** to insert cover sheet
(詳情請看第 13 頁 **Cover Mode** 封面功能)
(For more details please refer to Page 13 **Cover Mode** function)

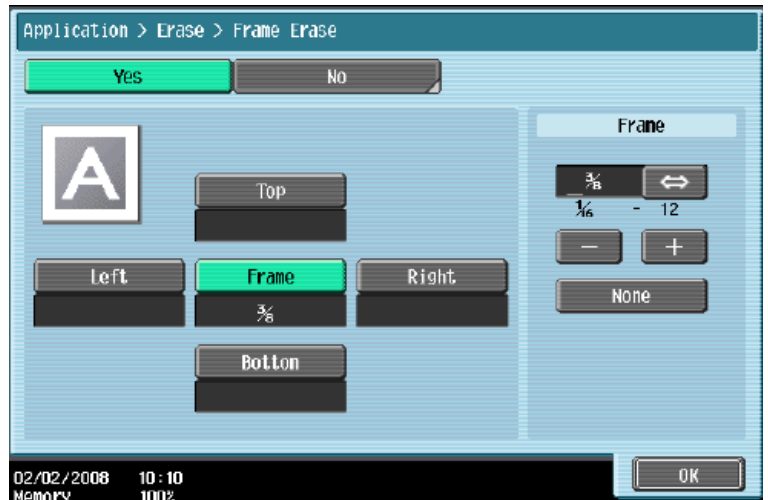


7. 按 **OK**
Press **OK**
8. 按 **Start**
Press **Start**



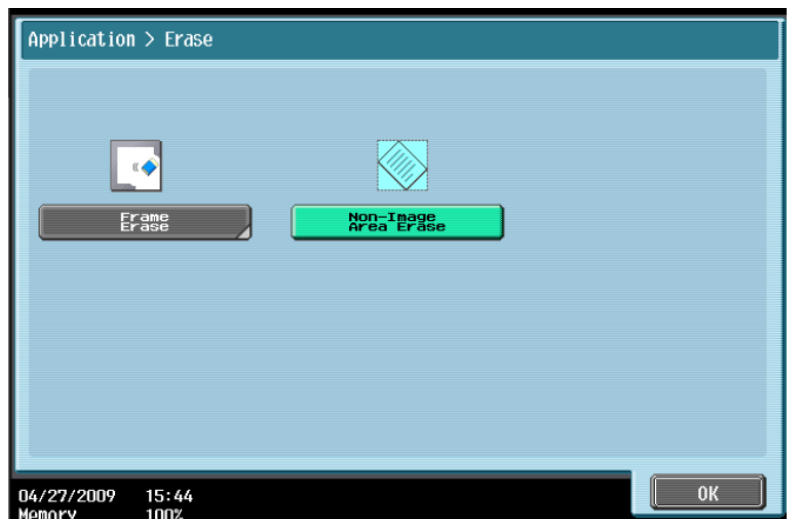
- Frame Erase 邊框刪除

1. 按 **應用功能**
Press **Application**
2. 按 **刪除**
Press **Erase**
3. 按 **邊框刪除**
Press **Frame Erase**
4. 選擇要刪除影像的位置及寬度
Select the edge and input the width
5. 按 **OK** 再按 **Start**
Press **OK** and then **Start**



- Non-Image Area Erase 非畫像影像消

- 1 按 **應用功能**
Press **Application**
- 2 按 **刪除**
Press **Erase**
- 3 按 **非畫像影像消**
Press **Non-Image Area Erase**
- 4 按 **OK** 再按 **Start**
Press **OK** and then **Start**

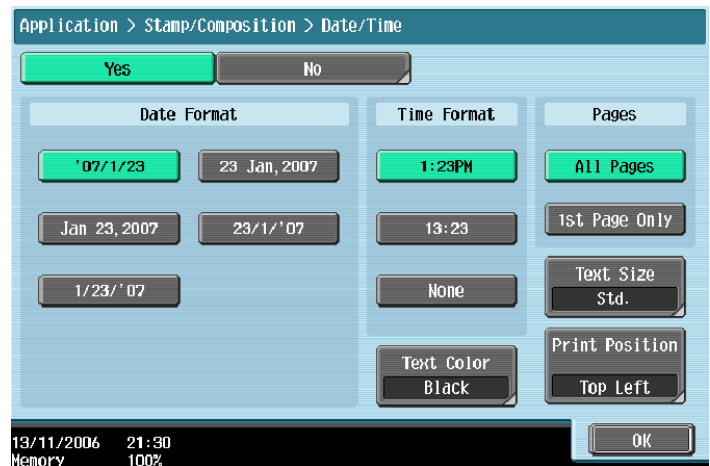
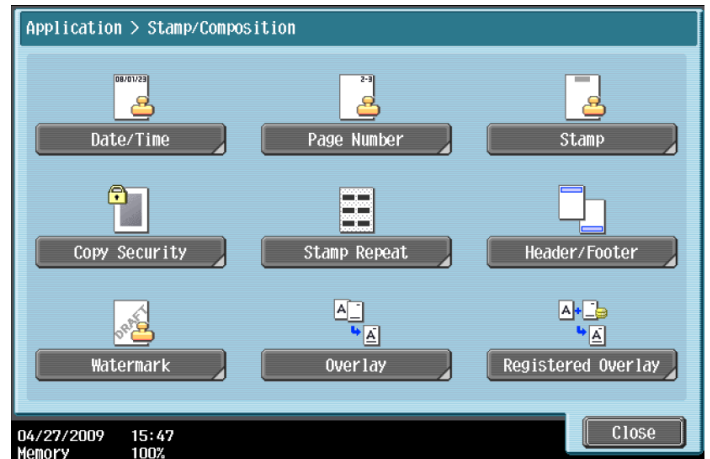




Stamp Composition 戳記構成

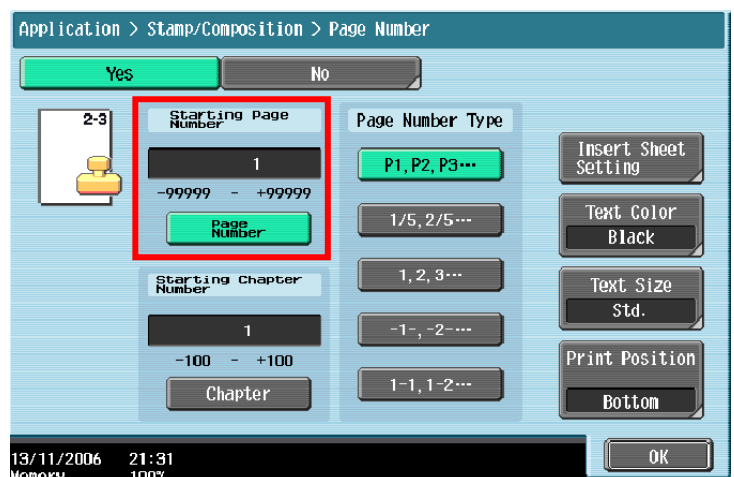
- Date / Time 日期時間

- 按 **應用功能**
Press **Application**
- 可選擇 **戳記/構成**
Select **Stamp/Composition**
- 按 **日期/時間**
Select **Date / Time**
- 按 **列印位置** 可選擇把日期打印在不同位置
Press **Print Position** set up the position of the date and time
按 **文字色彩** 可選擇把日期的顏色
Press **Text Color** set up the color of the date and time
按 **文字尺寸** 可選擇把日期的大小尺寸
Press **Text Size** set up the size of the date and time
選擇 **所有頁面** 在每一張副本上都列印日期時間
Select **All Pages** to print date/time in whole print out
選擇 **僅限首頁** 只在第一張副本上都列印日期時間
Select **1st Page Only** to print date/time on the 1st page only
- 按 **OK** , 再按 **Start**
Press **OK**, then press **Start**



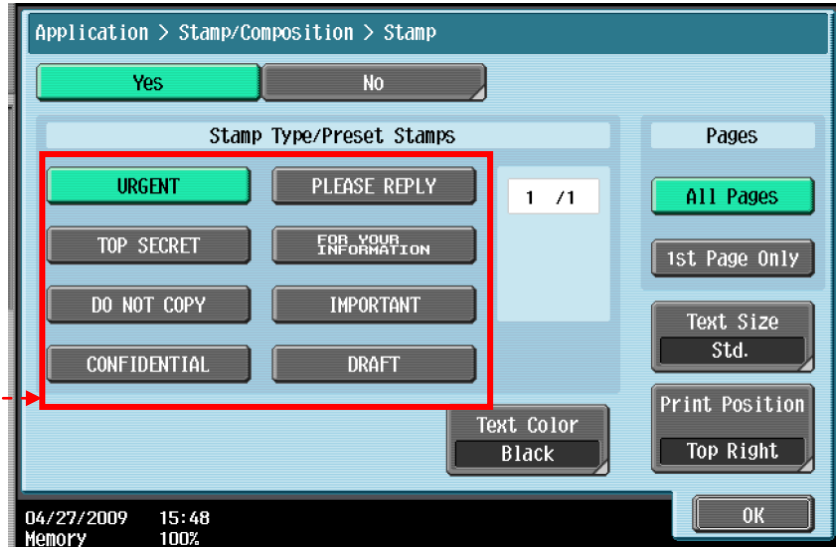
- Page # 頁碼

- 按 **應用功能**
Press **Application**
- 按 **戳記/構成**
Select **Stamp/Composition**
- 按 **頁碼**
Select **Page Number**
- 在 **首頁頁碼** 中可輸入開始號碼
Enter the starting no. at **Starting Page Number**
- 按 **列印位置** 可選擇把日期打印在不同位置 (Press **Print Position** to change the print position)
- 按 **OK** , 再按 **Start**
- Press **OK**, then press **Start**



**- Page # 頁碼**

1. 按 **應用功能**
Press **Application**
2. 按 **戳記/構成**
Select **Stamp/Composition**
3. 按 **戳記**
Select **Stamp**
4. 選擇戳記
Select the watermark message
5. 按 **列印位置** 可選擇戳記打印的位置
Press **Print Position** to change the print position
6. 按 **OK** , 再按 **Start**
Press **OK**, then press **Start**

**- Copy Protect 複印防護**

1. 按 **應用功能**
Press **Application**
2. 按 **戳記 / 構成**
Select **Stamp/Composition**
3. 按 **Copy Security**
Select **Copy Security**
4. 按 **複印防護**
Select **Copy Protect**
5. 按 **預設戳記** 選擇水印，
或按 **日期時間** 選擇日期時間，
或可按 **細節設定** 選擇顏色深淺等詳細資料
Press **Preset Stamp** to select the watermark message,
Press **Date/Time** to add the printing date & time on the output,
Press **Detail Setting** to change the copy protect image color or density setting
6. 按 **OK** 後，再按 **Start**
Press **OK**, then press **Start**



Overlay 重疊

1. 按 **應用功能**

Press **Application**

2. 按 **戳記 / 構成**，再按 **重疊**

Select **Stamp/Composition**, then select **Overlay**

3. 按 **色彩** 選擇用作重疊的原稿在列印時的顏色，

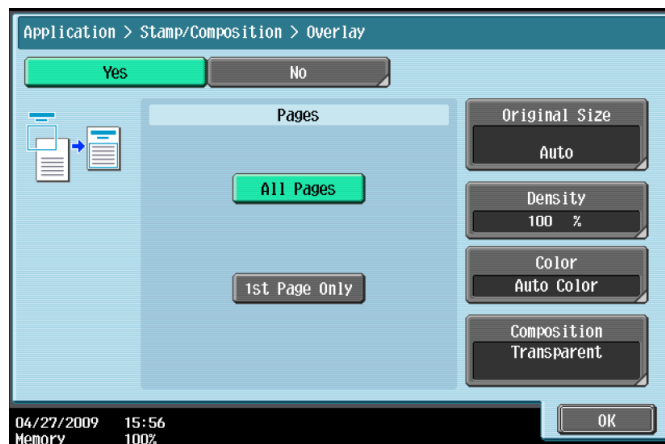
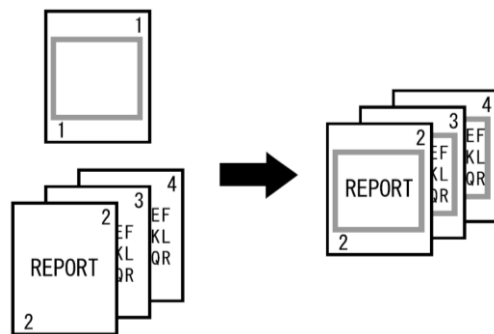
自動彩色 = 和原稿一樣的顏色，黑色 = 用黑白色
列印

Press **Color** to select the overlay image printing
color,

Auto color = same as original, Black = print in B /
W

4. 按 **OK** 後，再按 **Start**

Press **OK**, then press **Start**

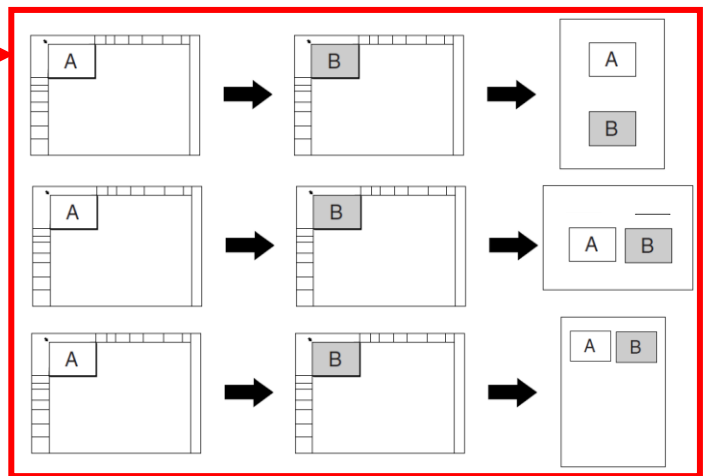
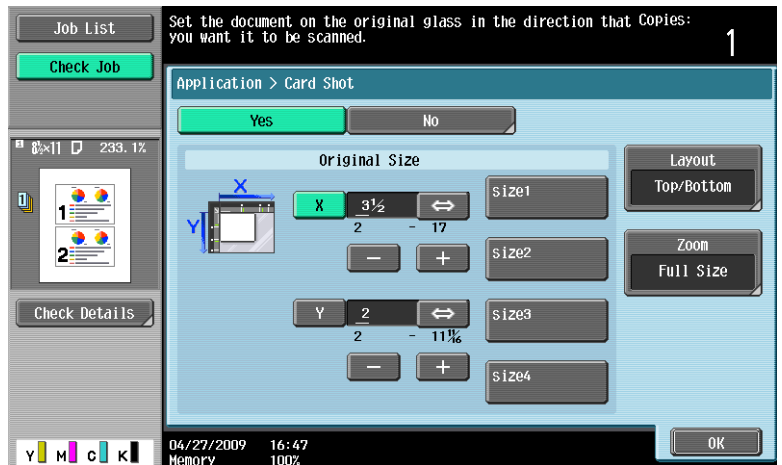




KONICA MINOLTA

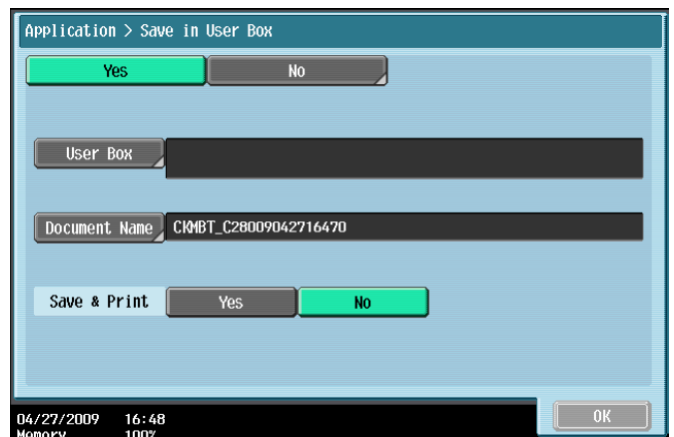
- Card Shot 卡片

1. 按 **應用功能**
Press **Application**
2. 按 **卡片**
Press **Card Shot**
3. 按[X] 和 [Y]輸入卡片的尺寸
Press [X] and [Y] and enter the size of the card
4. 按 **版面** 選擇排版方式
Press **Layout** to select the layout type of print out
5. 按 **倍率** 選擇縮放方式
Press **Zoom** to select the zoom type
全尺寸 = 1 比 1 比例 (100%)
自動 = 根據原稿尺寸自動計算放大縮小的倍率
Full Size = 1:1 (100%)
Auto = Automatically selected based on the size of original
6. 按 **Start**
Press **Start**



- Save In User Box 儲存到使用者信箱

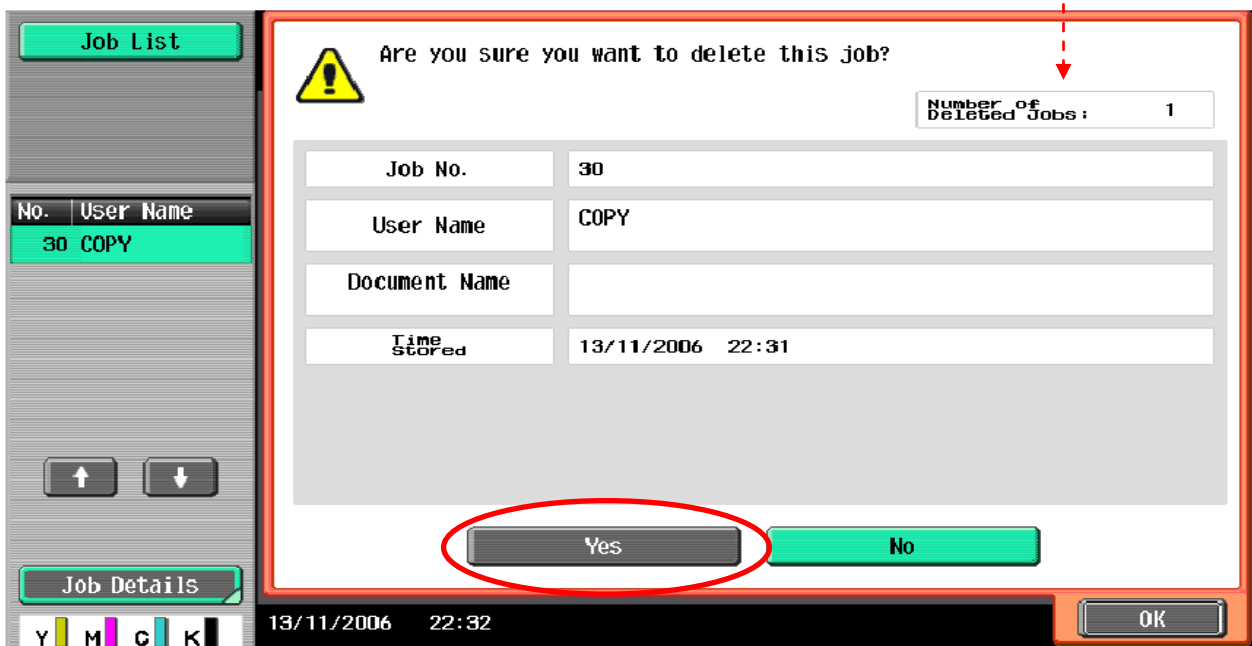
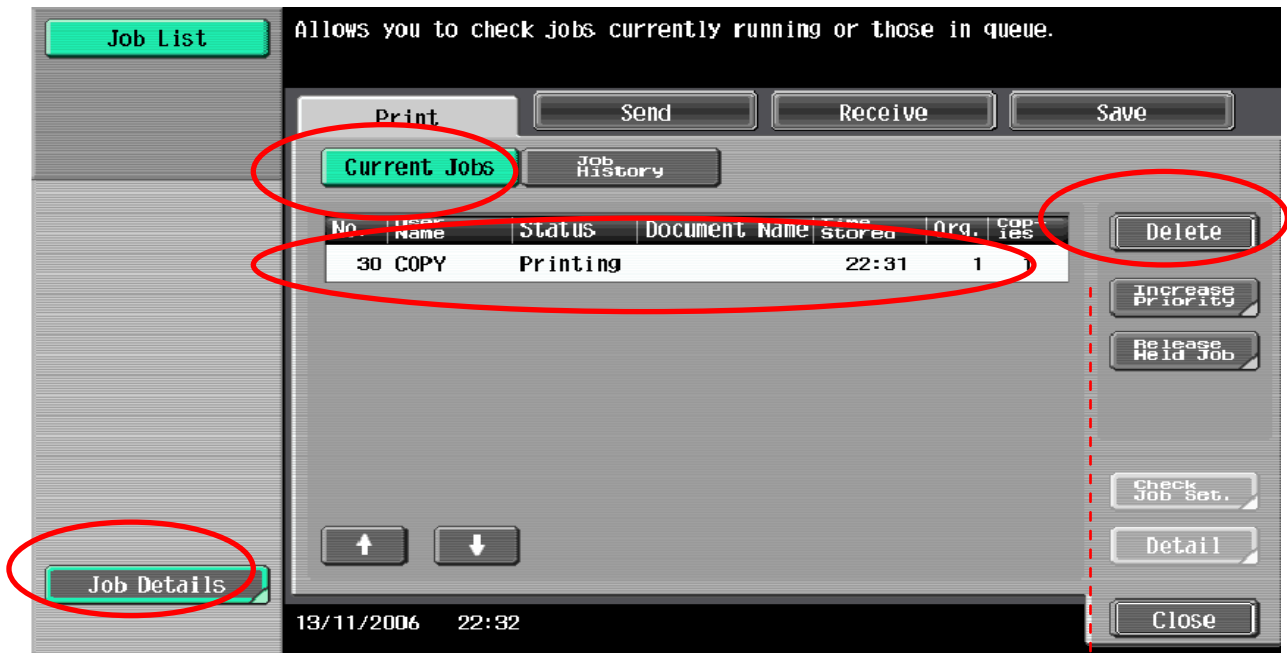
1. 按 **應用功能**
Press **Application**
2. 按 **儲存到使用者信箱**
Press **Save In User Box**
3. 按 **使用者信箱** 選擇目的地信箱
Press **User Box** to specify destination user box
4. 按 **文件名稱** 更改文件名稱
Press **Document Name** to change document name
5. 儲存列印 **是** = 在影印的同時將文件儲存到使用者信箱
儲存列印 **否** = 只將文件儲存到使用者信箱並不會覆印
Save & Print **Yes** = Save the document to the User Box & print a copy at the same time
Save & Print **No** = Save the document to the User Box only
6. 按 **Start**
Press **Start**





停止正在等候的工作 Delete the copy job in the Waiting List

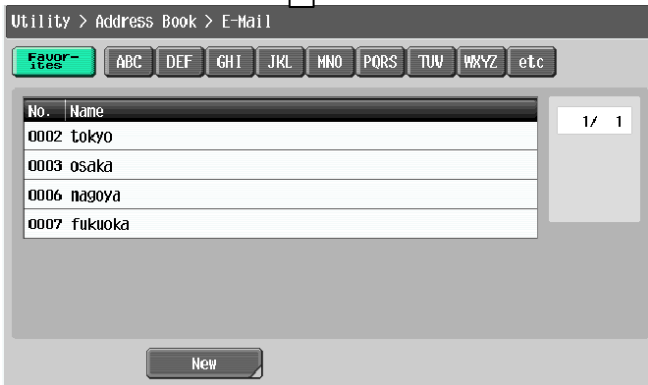
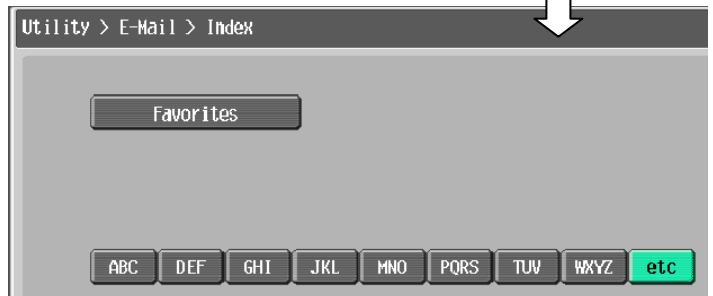
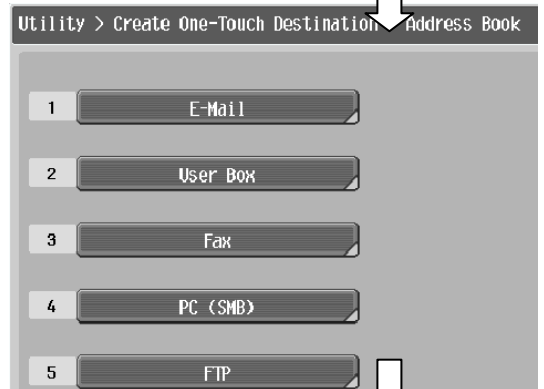
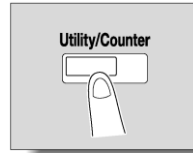
1. 按 **作業顯示**
press **Job List**
2. 按 **作業細節**
Press **Job Details**
3. 選擇正在等候的工作
Select the job you want to delete
4. 按 **刪除**
Press **Delete**
5. 按 **是** 後按 **OK** 清除工作的命令
Press **Yes** and then **OK** to delete printing job





增加電郵或傳真 Add Email or Fax

1. 按 **Utility/Counter**
Press **Utility/Counter**
2. 按 **1. 目的地/信箱的登記**
Press **1. One Touch/User Box Registration**
3. 按 **1. 掃描登錄/傳真目的地**
Press **1. Create One Touch Destination**
4. 按 **1. 地址簿(共用)**
Press **1.Address Book(Public)**
5. 按 **電郵送信** 或 **傳真傳送**
Press **E-mail or Fax**
6. 按 **新的**
Press **New**
7. 按 **名稱**，輸入名稱，按 **OK**
Press **Name** to input name and Press **OK**
8. 按輸入**電郵地址/傳真地址**，按 **OK**
Press **Address** to input email or fax address and press **OK**
9. 按 **索引**，選擇要放在哪個**索引**中,按 **OK**
Press **Index** and select **Favorites** or other **Index** and press **OK**





傳真 / 掃描功能

Fax / Scan Function

1. 按 Fax/Scan
Press Fax/Scan
2. 選擇一按鍵的索引尋找傳真或掃描的目的地
Find the destination by one-touch Index



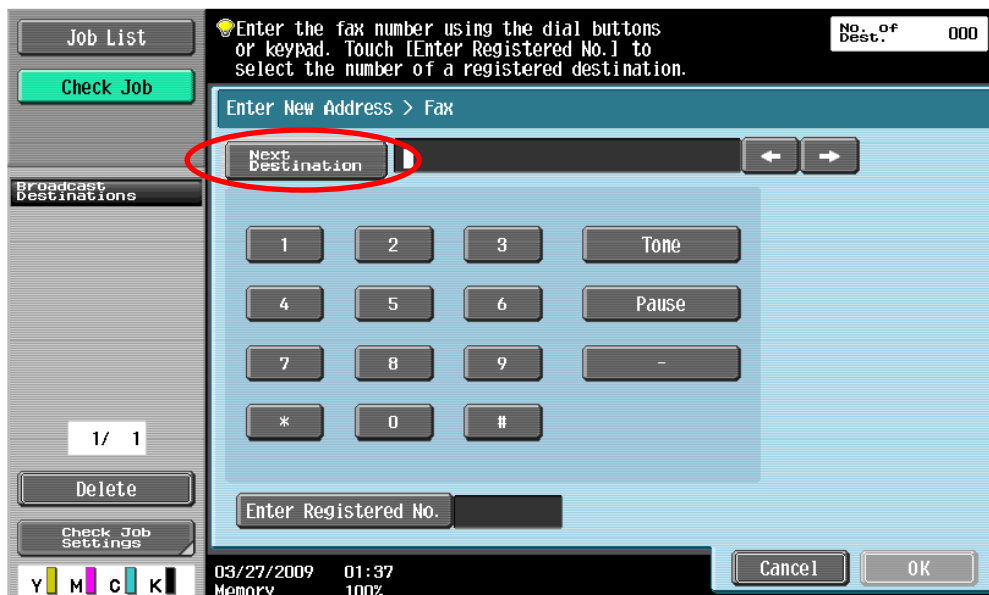
如果是傳真可直接按數字鍵輸入傳真號碼

For fax function you can also press the number key pad directly to input the fax number

如果希望將同一份文件傳真到多個目的地，可在輸入第一個地址後按 **下一個目的地** 便可繼續加入目的地

If you want to fax the same document to multiple destination you can press the **next destination** button to let you input the next destination fax number

(必須加裝傳真配件才有此功能)
(Optional Fax Parts is needed)



3. 按 **Start**
Press **Start**



掃描設定 Scan Setting

1. 按 Fax/Scan

Press Fax/Scan

2. 掃描設定 Scan Setting

A. 原稿型態 - 選擇原稿類型

Original Type - Select original type

B. 單面/雙面 - 設定原稿是單或雙面

Simplex/Duplex - Select original single-sided or double-sided

C. 解晰度 - 設定解像度

Resolution – resolution setting

D. 檔案類型 - 設定掃描後的檔案類型式

File Type – Change file format

多頁 - 把多頁的掃描文件存為一個檔案 (於 JPEG 不能使用)

Multi Page- combine all scanned original data and save as a single file (can't use if “JPEG” is select)

分頁 - 把掃描的文件分為指定的頁數儲存。(按數字鍵選擇指定的頁數)

Page Separation - divide the scanned data at a specified page. (Specified by pressing number key pad)

E. 濃淡度 - 設定深淺度

Density – Change density

F. 色彩 - 設定掃描色彩,

Color – change color mode, B/W or Color

G. 分離掃描 - 不同文件可分開掃描並合成為一檔案

Separate Scan – Originals can be separate to scan and save as a single file

3. 原稿設定 Original Setting

混合原稿 - 啟動探測功能, 如放在自動送紙器的原稿有不同大小的混合

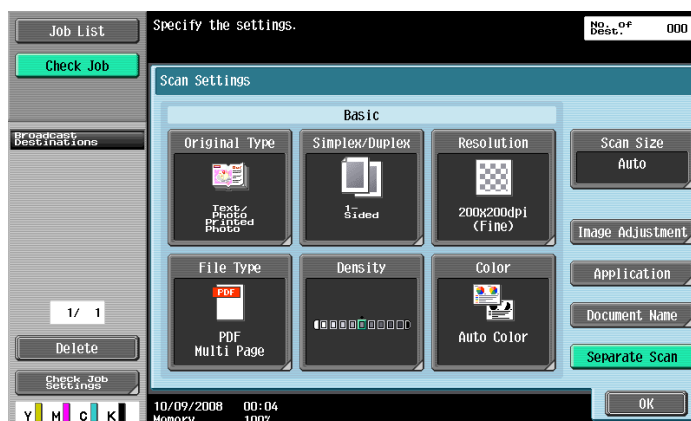
Mixed Original - Scan originals of different sizes are loaded together into the feeder

4. 選擇一按鍵的索引尋找傳真或掃描的目的

Find the destination by one-touch Index

5. 按 **Start**

Press **Start**



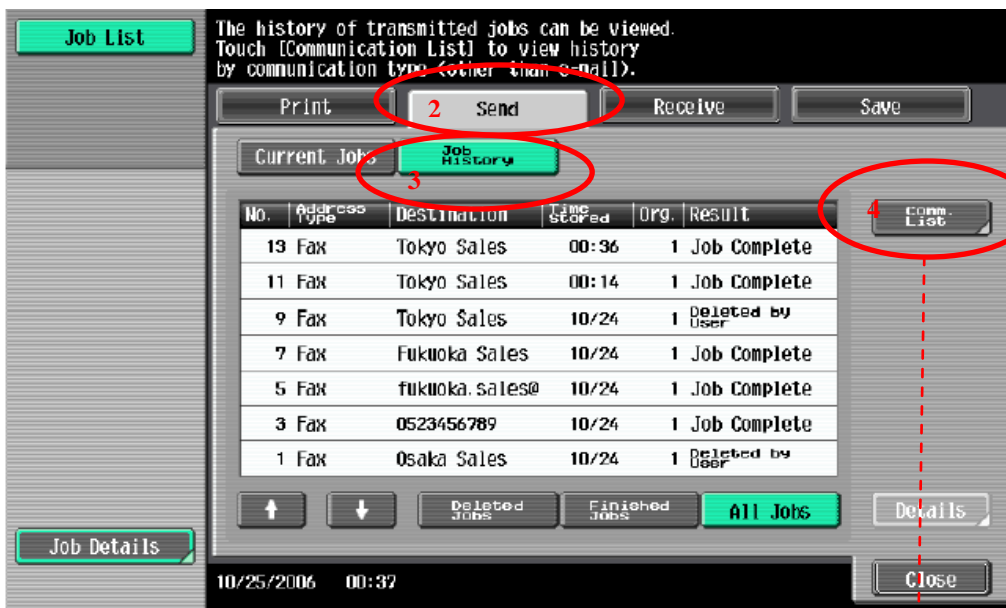


檢查傳送記錄

Display the Job History List

1. 按 作業細節
2. 按 傳送
3. 按 作業日誌
4. 按 通信清單
5. 選擇 掃描傳送報表 / 傳真傳送報表
6. 選擇要列印的報告
 - A. 動態式報表
 - B. 傳送報表
 - C. 接收報表
7. 按 Start

1. Press Job Details
2. Press Send
3. Press Job History
4. Press Comm. List
5. Select Scan TX List / Fax TX List
6. Select which report you want to print
 - A、 Activity Report
 - B、 TX Report
 - C、 RX Report
7. Press Start Button



列印使用者信箱內的文件

Print a document from User Box

1. 按 **User Box**
Press **User Box**

2. 選擇需要的使用者信箱
Select the user box

3. 按 **Use/File**
Press **Use/File**

4. 選擇需要的文件
Select the document

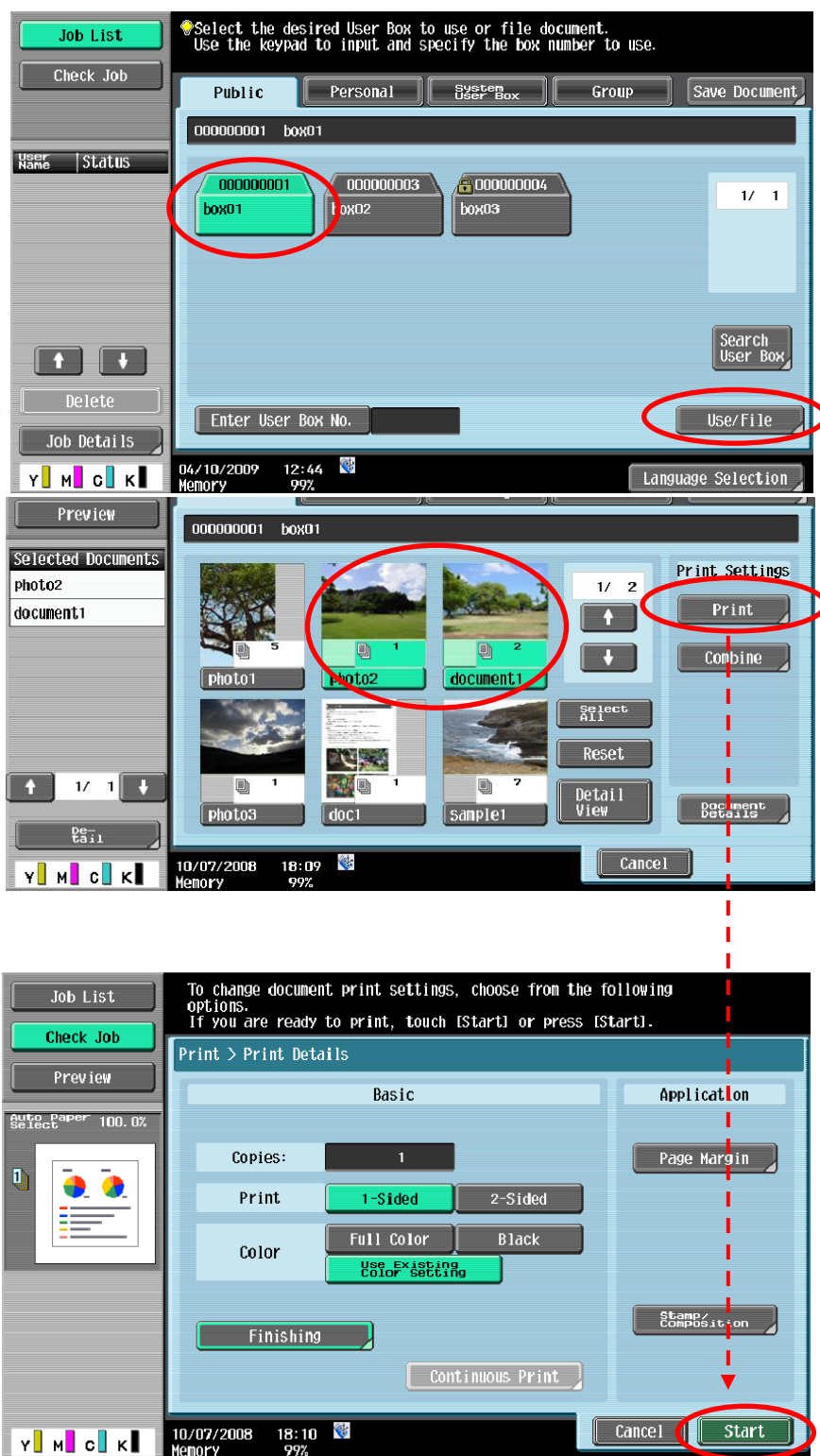
5. 按 **列印設定**
Press **Print**

A, 選擇列印份數 (按數字鍵輸入)
Select how many copies by num. key pad

B, 選擇單面 / 雙面列印
Select single / double side printing

C, 選擇全彩色 / 黑白列印
Select Color mode: Full Color / Black

6. 按 **Start**
Press **Start**



儲存文件到使用者信箱

Save a document to User Box

1. 按 **User Box**
Press **User Box**

2. 選擇需要的使用者信箱
Select the user box

3. 按 **Save Document**
Press **儲存文件**

4. 在按 **Start** 開始掃描之前可更改下列設定

You can change the below setting before you press the **Start** button to save the document to user box

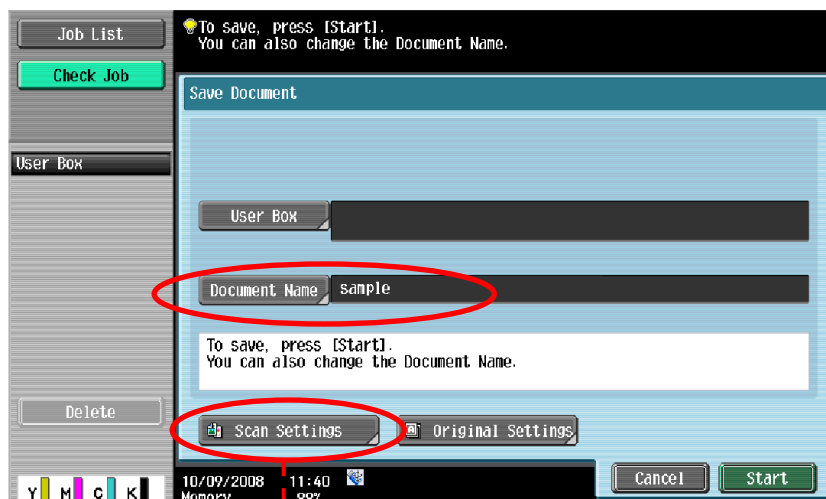
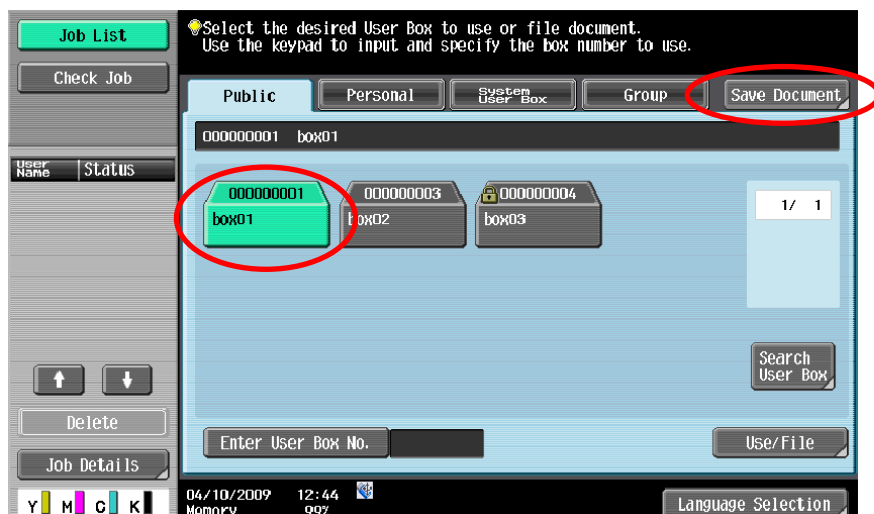
A, 按 **文件名稱** 便可更改文件名稱
Press **Document Name** to Change Document Name

B, 按 **掃描設定** 便可更改掃描設定
Press **Scan Setting** to Change Scan Setting

- 設定原稿是單面 / 雙面掃描
Select single / double side original scanning mode

- 選擇檔案格式 (PDF / JPEG / TIFF / Compact PDF)
Select file type (PDF / JPEG / TIFF / Compact PDF)

- 選擇自動彩色 / 全彩色 / 黑白灰階尺度掃描模式
Select Color mode: Auto Color / Full Color / Black / Gray Scale

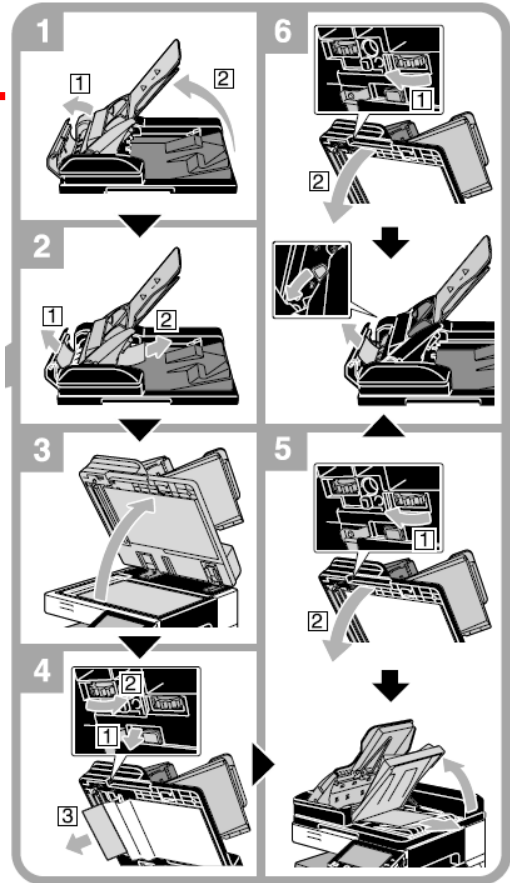
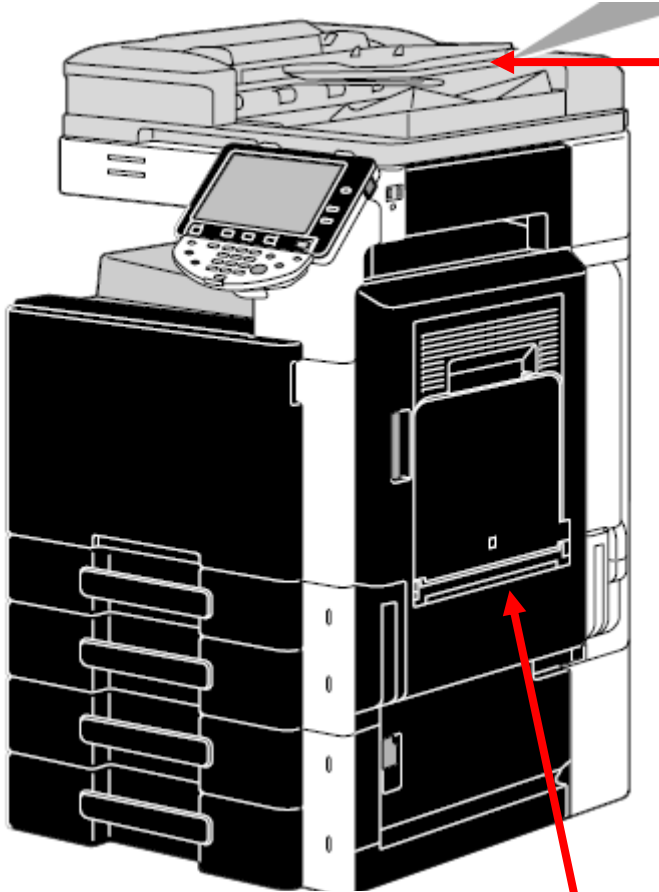




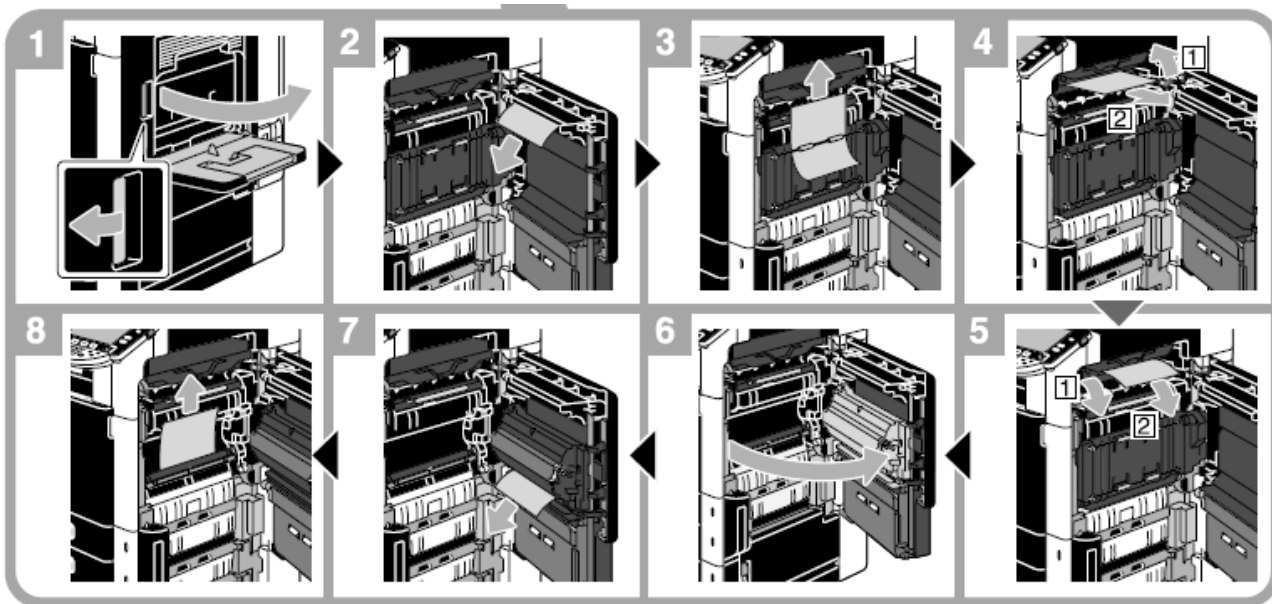
KONICA MINOLTA

Clearing paper jams 清除塞紙

Feeder



Right - Side Door





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Replacing the toner cartridge 更換碳粉

*當某碳粉接近不足時，版面會顯示右邊的提示，

*If toner near empty, Screen will show toner empty message

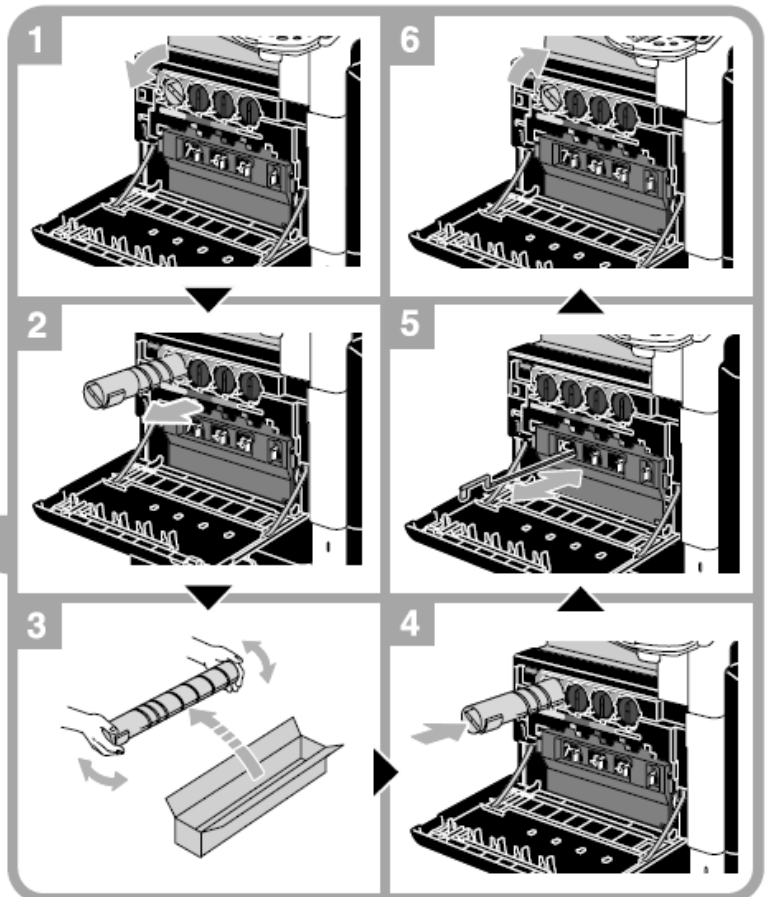
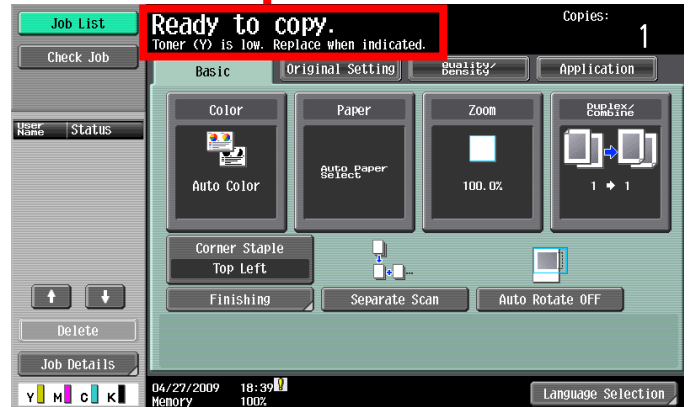
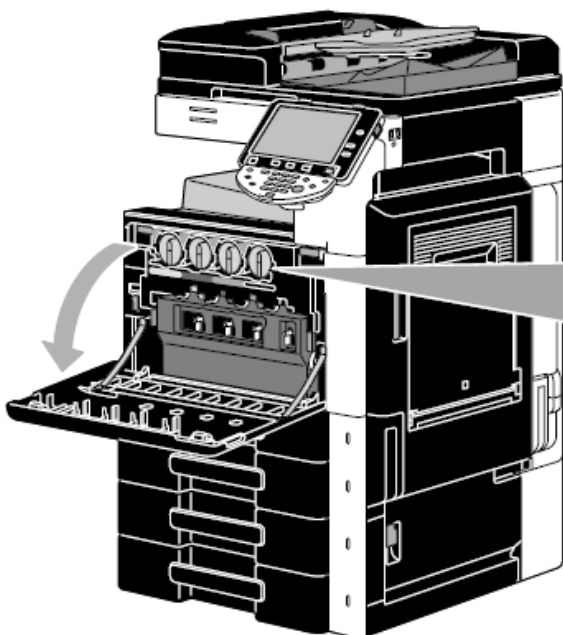
*如沒有使用數碼醫生服務，請電 25652190 安排送新的碳粉

If not join Digital Doctor Service, please call 25652190 to order new toner

- Toner Cartridge (Y) = Yellow Toner 黃色碳粉
- Toner Cartridge (M) = Magenta Toner 紅色碳粉
- Toner Cartridge (C) = Cyan Toner 藍色碳粉
- Toner Cartridge (K) = Black Toner 黑色碳粉

以下是更換碳粉之步驟

The following procedure describes how to replace the toner





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Replacing the waste toner box 更換廢棄碳粉閘

Replacing the waste toner box 更廢棄碳粉閘

*當廢棄碳粉閘將近滿時，版面會顯示右邊的提示
If waste toner box is full, screen will show replace toner box message

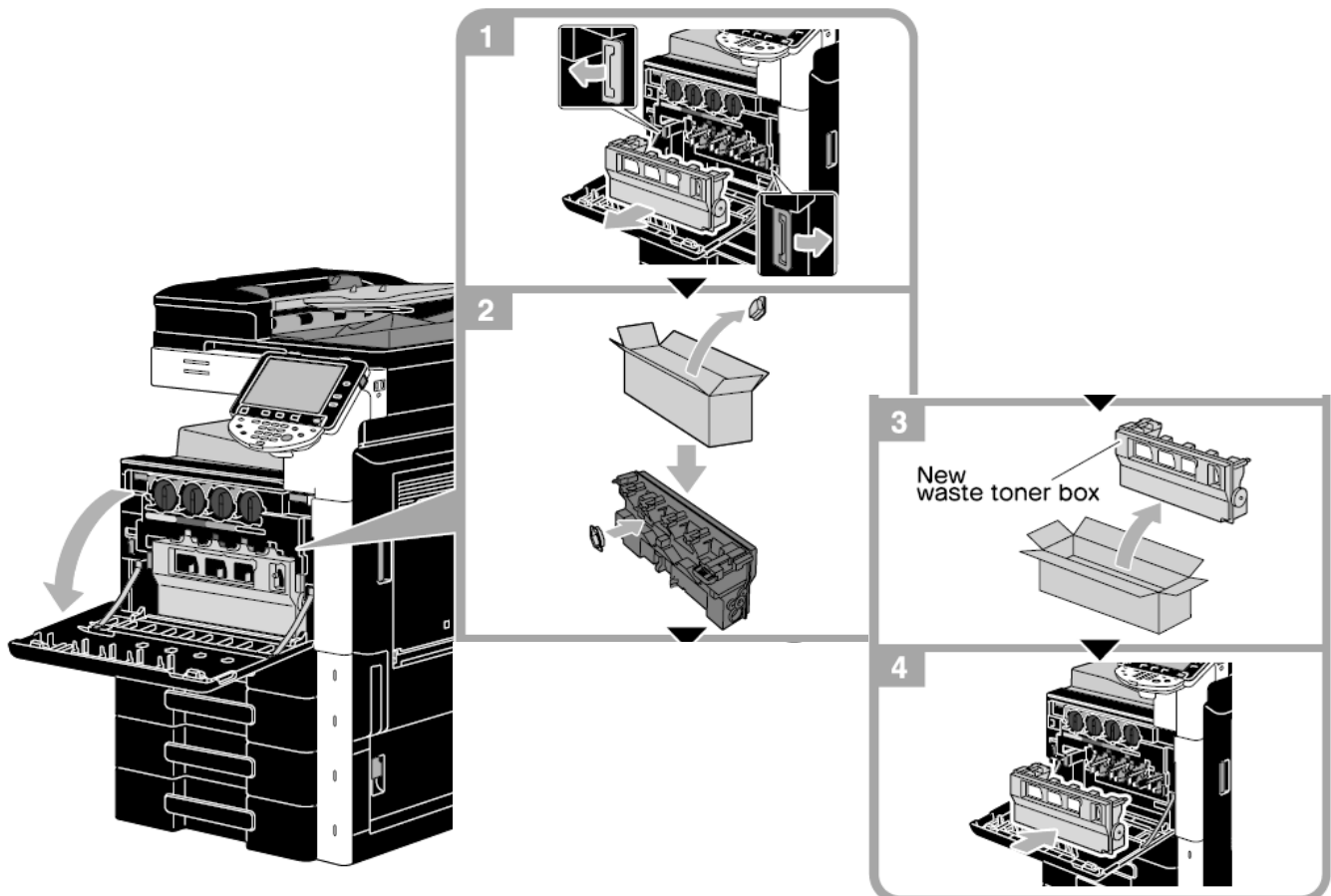
*如沒有使用數碼醫生服務，請電 25652190 安排送新的廢棄碳粉閘

If not join our Digital Doctor Service, please call 25652190 to order new waste toner box



以下是更廢棄碳粉閘之步驟

The following procedure describes how to replace the waste toner box





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報讀和打印總咪錶數 Check and Print meter list,

如沒有安裝數碼醫生,請每月把咪錶報告傳真至 2565 2128

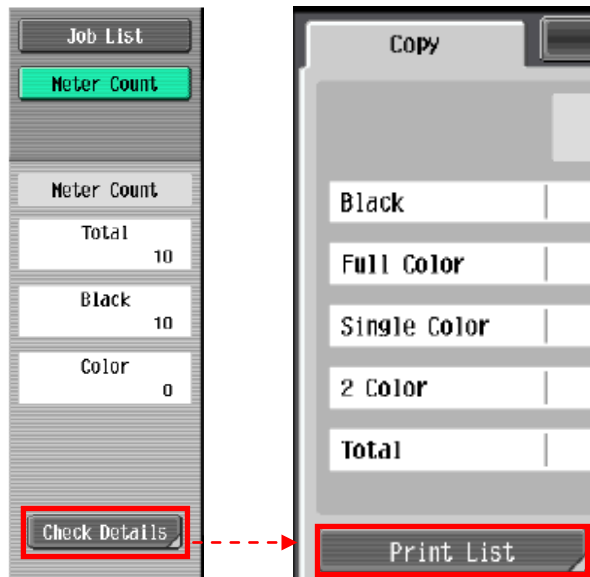
If Digital Doctor not installed, please fax the meter report to 2565 2128 monthly

1. 按 **Utility / Counter**
Press **Utility / Counter**

2. 按 **計數器**
Press **Meter Count**

3. 按 **細節檢查**
Press **Check Details**

4. 按 **列印**
Press **Print List**



5. 選擇紙盤
Select paper tray

6. 按 **Start**
Press **Start**

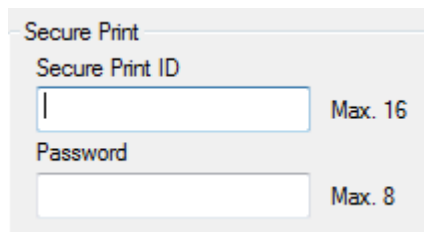
Secure print 機密列印

1. 按【檔案】→【列印】→【選擇打印機】

Click **【File】** → **【Print】** → **【Select Printer】**

3. 按【內容】

Click **【Preference】**



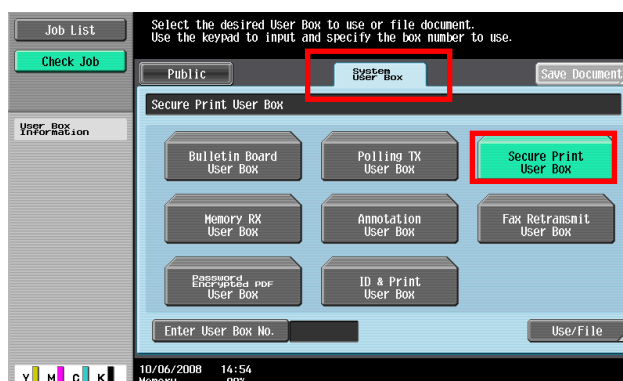
Secure Print
Secure Print ID
[Input Field] Max. 16
Password
[Input Field] Max. 8

4. 於【輸出方法】選【機密列印】輸入[機密列印 ID]和[密碼]

Click **【Output Method】** and select **【Secure Print】**, input ID and Password

5. 按【確定】

Click **【OK】**



於影印機取回機密列印文件程序

Recall a job from Copier

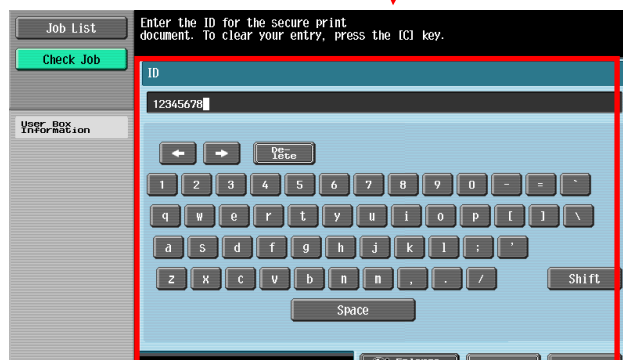
1. 按【User Box】

Press **【User Box】**

2. 按【系統】→【機密文件使用者案箱】→【使用/檔案】

Press **【System User Box】** → **【Secure print user Box】** → **【Use/File】**

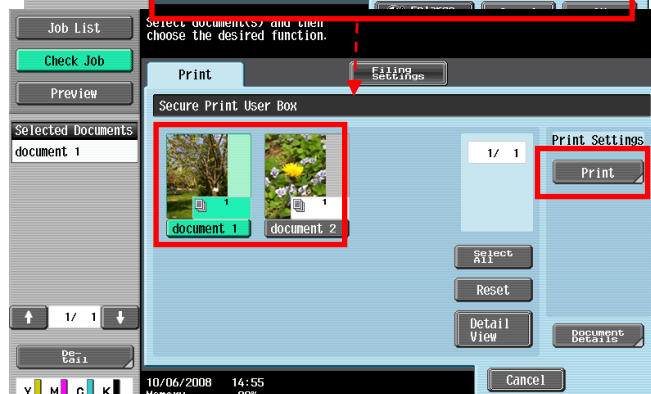
3. 於[機密列印 ID] 和 [密碼] 輸入 ID/密碼, 再按【OK】



Input ID and Password in the field of **【Secure print ID】** and **【Password】**

4. 選擇所需文件之後按【列印】再按【Start】

Select desired file, press **【print】** and then **【Start】**

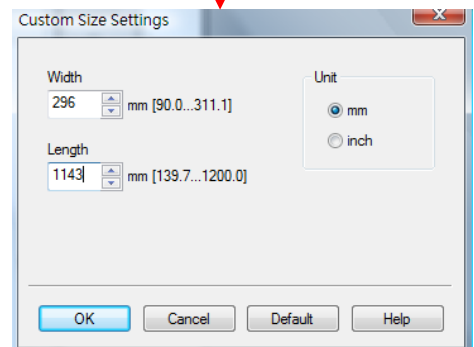
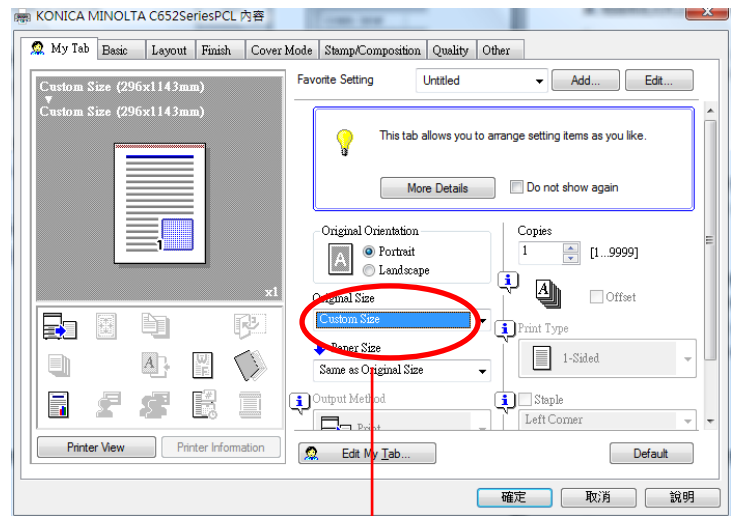


列印信封或特別尺寸紙張 Print Envelope or custom size paper

1. 先把影印機手送盤上的紙拿走
Take paper away in Bypass tray, to keep it empty.

電腦打印程序設計 Printer Driver Setting

2. 在電腦開啓文件後，選擇本印表機
Open the file , Click printer driver
3. 點選 [內容]
Click [Preferences]
4. 在[原稿尺寸]內選擇[自定尺寸]輸入原稿紙張之尺寸(如: 110mm x 220mm)
Click [Original Size] select [Custom size] then input Width and Length (e.g. : 110mm x 220mm)
5. 在[紙張尺寸] 內選 [如同原稿尺寸]
Click [Output Size] select [Same as Original Size]
6. 按 [確定]
Press [OK]
7. 手放信封或特別尺寸紙張紙張在影印機手送盤上 (正面向下)
Place envelope or custom size paper on Bypass tray (Face Down)
8. 按[完成]
Press [Complete]





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列印長紙張之簡易程序 **Banner Paper Printing User Guide**

長紙尺寸: 寬 210 - 296mm / 高 457.3 - 1200mm

Banner paper size: (Width) 210 - 296mm / (Length) 457.3 - 1200mm

☑ 請在列印長紙前，先在印表機開啟此功能 Prepare printing on Banner Paper

1. 按 **[Utility/ Counter]**

Press [Utility/ Counter]

2. 選 **[6. 長紙張]**

Press [6. Banner Printing]

3. 選 **[Allow 允許]**，再按 **[OK 確定]**

Touch [Allow]，then touch [OK]



☑ 電腦傳送文件之程序 Printer Driver Setting

4. 在電腦開啓文件後，選擇本印表機
Open the file，Click printer driver

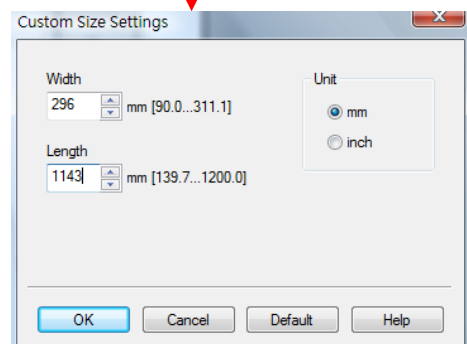
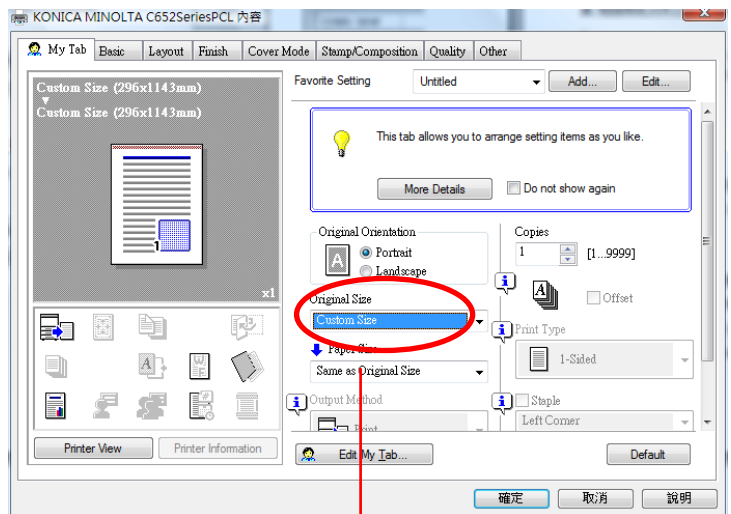
5. 點選 **[內容]**

Click [Preferences]

6. 在**[原稿尺寸]**內選擇**[自定尺寸]**輸入原稿紙張之尺寸(如: 296mm x 1143mm)

Click [Original Size] select [Custom size],

then input Width and Length(e.g. : 296mm x 1143mm)



7. 在[紙張尺寸] 內選 [如同原稿尺寸]

** 印表機裝置自動選取 手送紙盤及 紙張類型 為 厚紙 3

Click [Output Size] select [Same as Original Size]

Printer Driver automatically select to Bypass tray and Paper type automatically select to Think 3

8. 按 [確定]
Press [OK]

☰ 當印表機接收到列印文件指令時 **Printing Banner Printing**

9. 本印表機會顯示接收文件之訊息，按 [確定]

Specify the desired settings, then touch [OK]

10. 請將長紙張放於手送紙盤

Feed the banner paper to Bypass Tray

11. 列印完成後按 [Exit 離開]

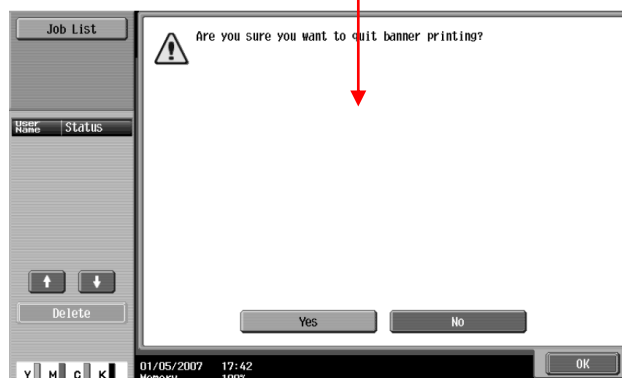
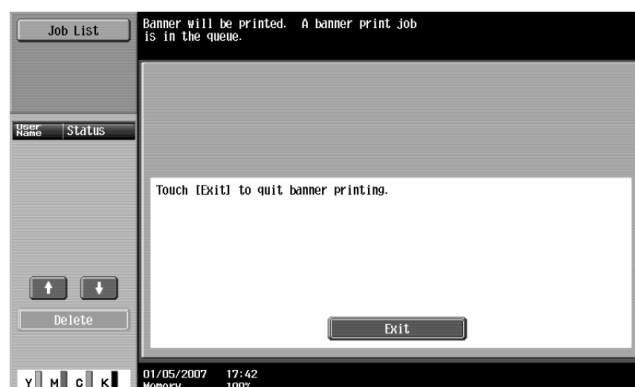
When printing is finished, touch [Exit]

12. 按 [Yes 是]

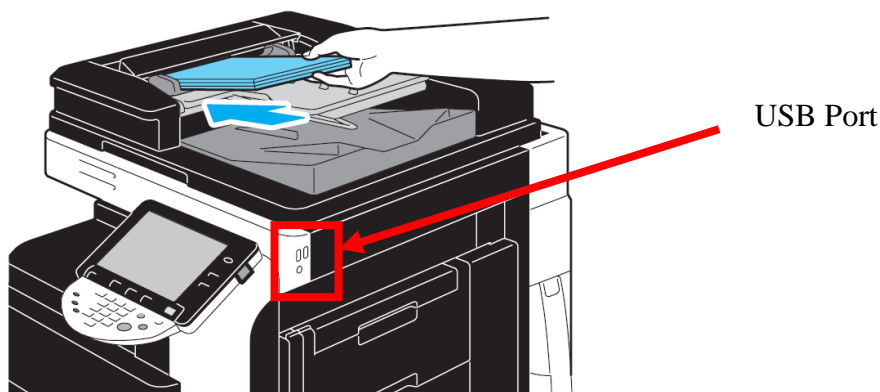
Touch [Yes]

13. 按 [OK 確定] 結束此工作，回復基本設定。

Then touch [OK] to finish banner-printing function



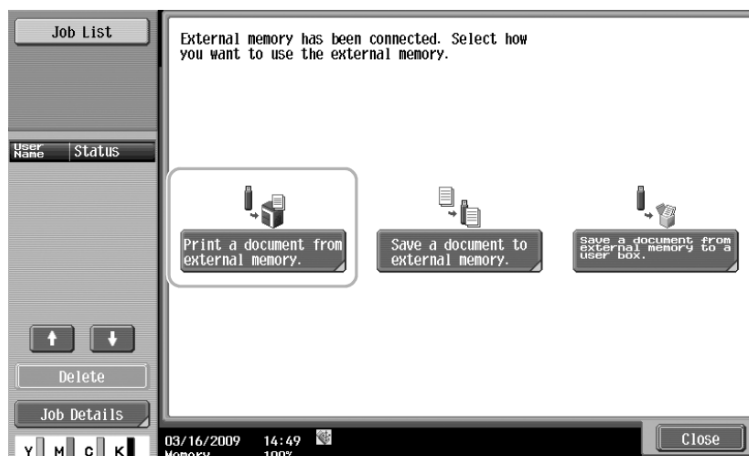
使用外置記憶體 Using External Memory



從外置記憶體打印 Print from External Memory

按[從外接記憶體打印] → 選擇要打印的檔案
→ [列印] → [Start]

Press [Print a document form external memory]
→ Select file → [Print] → [Start]



掃描到外置記憶體 scan to External Memory

(要先在管理員模式先開動此功能 Must enable in Admin mode first)

按[掃描檔案到外接記憶體] → 按[Start]

Press [Save a document to external memory] → Press[Start]



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Supplementary Notes

A series of 18 horizontal dashed lines spaced evenly down the page, providing a template for handwritten notes.



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部門熱線Particulars	聯絡方法Contact us
<p>市務科 Marketing Division</p> <ul style="list-style-type: none"> ➢ 銷售熱線Sales Hotlines <ul style="list-style-type: none"> • 查詢產品及銷售詳情 New Product and Sales Enquires 	<p>電話Tel : 2565 2111</p> <p>電郵Email : bhkg_sales@bhk.konicaminolta.hk</p>
<p>服務科 Technical Service Division</p> <ul style="list-style-type: none"> ➢ 維修熱線Repair Hotline <ul style="list-style-type: none"> • 多功能產品之維修服務 MFP Repair Services 	<p>電話Tel : 2565 2176</p> <p>傳真Fax : 2856 1024</p>
<p>服務科 Technical Service Division</p> <ul style="list-style-type: none"> ➢ 產品之技術支援熱線 <ul style="list-style-type: none"> • 軟件及網絡支援 Application, Network and System Support 	<p>電話Tel : 2565 2178</p>
<p>客戶服務Customer Service Department</p> <ul style="list-style-type: none"> ➢ 客戶服務熱線 Customer Service Hotlines <ul style="list-style-type: none"> • 保養合約查詢 Maintenance Agreement • 新客戶之產品培訓 New Customer Product Training • 賬單查詢 Invoice Enquiries • 報錶 (請於報錶結算日前報讀。) <p>Report meter reading through telephone system (Please report meter reading on or before cut-off date)</p>	<p>電話Tel : 2565 2190</p> <p>傳真Fax : 2565 2128</p> <p>電話Tel : 2856 4306</p> <p>電話Tel : 2565 8181</p> <p>English - Press “2”, then press “2”, 中文 - 按 “1” 字然後按 “2” 字</p> <p>傳真Fax : 2856 2008</p> <p>電郵Email : bhkg_csmeter@bhk.konicaminolta.hk</p>
<p>客戶服務 Customer Service Department</p> <ul style="list-style-type: none"> ➢ 用品供應熱線 Order Section Hotlines <ul style="list-style-type: none"> • 訂購消耗品如碳粉及影印紙 Ordering of Consumable Products (Toners, Paper, etc...) 	<p>電話Tel : 2565 2139</p> <p>傳真Fax : 2565 7613</p> <p>電郵Email : bhkg_csorder@bhk.konicaminolta.hk</p>
<p>財務科 Finance Division</p> <ul style="list-style-type: none"> ➢ 月結單查詢 Statement Enquiries 	<p>電話Tel : 2856 4710</p> <p>傳真Fax : 2516 9177</p>
<p>行政科 Administration Department</p> <ul style="list-style-type: none"> ➢ 客戶的建議及意見反映 Other Suggestions & Comments 	<p>電話Tel : 2565 8181</p> <p>按Press “ 0 ”</p>
<p>網上客戶服務 Online Support Services</p>	<p>http://www.konicaminolta.hk/hk/zh-hk/customer-services.php http://www.konicaminolta.hk/hk/en-us/customer-services.php</p>