

bizhub C452/C552/C652

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

C452/552/C652

**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]

Job List	<pre>@Enter User Name and password, and then touch [Login] or press the [Access] key.</pre>
	Public User Access
Name Status	User Name
	User Name List
	Password
Delete	Login
Y M C K	13/11/2006 11:38 Memory 100%

☆ 複印後: (鎖機)請按 【Access 】 鍵 2 次 Press 【Access 】 twice times to logout



Basic 基本設定 (I)

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

- **黑色** 列印黑白文件
 Black The copy in black and white
- 4. 兩色 -- 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

Color > 2 Color

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	Original Setting	Quality/ Density	Applic
Color	Paper	Zoom	j [88
	Auto Color		
			2
	Full Color	2 C 0	lor
			2
	Black	Single	Color

Select Color		
Black + Red	Black + Blue	
Black + Green	Black + Yellow	
Black + Cyan	Black + Magenta	

Basic 基本設定 (II)

-- Paper 紙張

更改手送紙紙張尺寸 Change Bypass Tray Setting

- 按 基本設定 , 按 紙張 1 Press Basic, Press Paper
- 2 選擇手送紙盤 Select Paper Type
- 按 紙盤變更設定 3 Press change Tray Settings
- 選擇紙張類型 4 Press Select Paper Type
- 輸入適合的尺寸 5

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 Origi	nal Setting	Buality/ Density	Application
Color	Paper	Zoom	Duplex/ Combine
	Auto	😃 A4 D	Change Tray Settings
3	A4 D A4 D		
4 Change Tray Settings > By	A4 D IPass	L A4 D	•
Pi	aper Type		Paper Size
Plain Paper		Side 1 /2	
90g/m ² Thick 1	Thick	1+	Standard Size
Thick 2	Thick	3	Custom Size
Thick 4		Duplex 2nd Side	Wide Paper
13/11/2006 20:25 Memory 100%			ОК
Change Tray Settings	> Bypass >	Custon Size	¥.
× Y		X Y	nemory1
		X Y	nemory2
X 210.0 1 139.7 -	1m 457.2	X Y	nemory3
V 202 0	nm	X Y	nemory4
90.0 -	311. 1	X Y	nemory5
		Store	

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

Basic	Or	iginal Setti	ing 📃	問品:段/	Application
Colo	r I	Paper		Zoon	Birlink
Auto		Manual		100.0%	25.0 - 400.0
Full Siz	e			Mininal	
		Fixed Zoon			User Preset Zoon
	121.4% 8½×14	129.4% 8%×11	154.5% 5½×8½	200.0%	400. 02
Enlarge	►11×17	▶11×17	►8½×14		200. 0X
Reduce	78.5% 8½×14 ▶8½×11	77.2% 11≍17 ►8½×14	64.7% 11≍17 ►8½×11	50.0%	50. OX
11/03/2008 Henory	17:00 100%				ОК

- Touch default 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

7

*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

Press Finishing 2. 在位移功能项目中按是

- In Offset option select Yes
- 3. 如沒有其他設定,按 **Start** 影印鍵 Press **Start** to Copy

位移功能 Offset

1. 按**分頁機**

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

Group

分頁/分類 Sort/Group

Press Finishing

可按分頁或 群組

Sort

Press Sort or Group

1. 按 分頁機

2.









訂裝 Staple

1. 按 **分頁機**

Press Finishing

- 在訂裝項目中按 訂角 或 2 個位置
 At Staple select Corner or
 2position
- 按位置設定選擇訂裝位置
 Press position Setting to desired staple positions
- 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**
- 在訂裝項目中按2孔或4孔
 At Staple select 2 Hole or 4 Hole
- 按 位置設定</mark>選擇打孔位置
 Touch position Setting
- 如沒有其他設定,按 Start 影印鍵
 Press Start to Copy



摺疊/書本訂裝 Fold/Bind

1. 按**分頁機**

Press Finishing

- 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





Center Staple & Fold 中間裝訂



Finishing > Fold/Bind Yes No	Sort Offs Yes	Group set No Fold/Bind	Staple None Corner 2 Position Positio	Punch None
Half-Fold Center Staple & Fold Tri-Fold	rinishing > Fold/Bind Yes Malf-Fold	No No Center Stap]]]e & Fold	L Tri-Fold

Basic 基本設定 (IV)

--Duplex/Combine 雙面/組合

選擇組合

Combine function

按2in12合1兩張原稿縮為一張 或

4 in 1/ 8 in 1<mark>4 合 1/8 合 1</mark>

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





Originals Setting 原稿設定

- 按 Z 摺疊原稿</mark>使摺疊的原稿能準確感應
 Press Z-Folded Original to detect the original size when folded originals correctly
- 按**原稿空白邊**設定原稿內容的方向
 Touch Binding Direction select
 copy-binding direction
- 4. 按**原稿設定方向**設定預留的訂裝位置
 Touch Original Direction select original direction
- 5. 按**原稿尺寸**設定原稿大小

Touch Original Size select original size





Quality/Density 品質濃淡度

1. 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

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.

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

Application 應用功能

- Frame Erase 邊框刪除
- 1. 按應用功能 Press Application
- 2. 按删除 PressErase
- 3. 按邊框刪除 Press Frame Erase
- 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
- Page Margin 裝訂邊
- 1. 按應用功能 Press Application
- 2. 按<mark>頁邊的空白邊</mark> Press Page Margin





- 選擇要加裝釘線的位置頂端 左側 或 右側, 再於調整值畫像移位中輸入寬度
 Touch Page Margin select Top , Left or Right and Input Adjust Value
- 4. 按 OK 再按 Start Press OK and then Start

- Booklet 小冊子

- 1. 按 **應用功能** Press **Application**
- 2. 按<u>小冊子</u> Press **Booklet**
- 3. 可選擇 左邊或右邊 裝訂 02/02/2008 10:10 Select left bind or right bind Left Binding /Right Binding
- 4. 按 Start

Press **Start**

- 戳記構成 Stamp Composition

1. 按 **應用功能**

Press Application

- 可選擇 日期/時間或頁碼或戳記
 等
 Select Date/Time, Page Number
- 3. 按 Start

Press Start

or Stamp etc.



Job List	Ready to copy.		Copies:
Check Job	Application > Stamp/Compos	sition	
Auto Paper 100.0%	60/01/20 C	2	
U 🚡 🍙	Date/Time	Page Number	Stamp
Check Details	Copy Protect	Stamp Repeat	Header/Footer
	and a	A • A	A+ • A
	Watermark	Overlay	Registered Overlay
	10/10/2008 11:50		ОК

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

- 1. 按<mark>作業顯示</mark> press Job List
- 2. 按<mark>作業細節</mark> Press **Job Details**
- 選擇正在等候的工作
 Select the job you want to delete
- 4. 按**删除** 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	坛 Litility/Countor	Utility
1.		Utility/Counter
2.	Fress ounty/Counter 按 1. 目的地/信箱的登記	1 One-Touch/User Box Registration
	Press 1. One Touch/User Box	2 User Settings
	Registration	
3.	按 1. 掃瞄登錄/傳真目的地	3 Administrator Settings
	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	Utility > One-Touch/User Box Registration
	Press E-mail or Fax	
6.	按新的	Create Ope-Touch
	Press New	Destination
7.	按名稱,輸入名稱,按OK	2 Create User Box
	Press Name to input name and Press OK	
8.	按輸入電郵地址/傳真地址,按 OK	3 Limiting Access to Destinations
	Press Address to input email or fax addre	ss and
	press OK	
9.	按 索引 ,選擇要放在哪個索引中,按OK	Utility > One-Touch/User Box Registration > Create One-Touch Destination
	Press Index and select Favorites or other	1 Address Book
	Index and press OK	
	Index and press OK	2 Group
Utility > I	Index and press OK	2 Group 3 E-Mail Settings
Utility > I	Index and press OK	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book
Utility > I	Index and press OK -Mail > Index Favorites	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book
Utility > I	Index and press OK	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail
Utility ≻ I	Index and press OK	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box
Utility ≻ I	Index and press OK -Mail > Index Favorites C DEF GHI JKL MNO PQRS TUV WXYZ etc	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box
Utility > I	Index and press OK	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax
Utility > I	Index and press OK -Mail > Index Favorites C DEF GHI JKL MNO PQRS TUV HXYZ etc	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax 4 PC (SMB)
Utility > I	Index and press OK -Mail > Index Favorites PC DEF GHI JKL MNO PQRS TUV WXYZ etc I I E-Mail > New	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax 4 PC (SMB) 5 FTP
Utility > I	Index and press OK -Mail > Index Favorites C DEF GHI JKL MNO PQRS TUV WXYZ etc C E-Mail > New No. 0008	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax 4 PC (SMB) 5 FTP
Utility >	Index and press OK	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax 4 PC (SMB) 5 FTP Utility > Address Book > E-Mail
Utility >	Index and press OK -Mail > Index Favorites C DEF GHI JKL MNO PQRS TUV WXYZ etc C DEF GHI JKL MNO PQRS TUV WXYZ etc	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax 4 PC (SMB) 5 FTP Utility > Address Book > E-Mail Form AbC DEF GHI JKL HND PORS TUV WXYZ etc
Utility > 1	Index and press OK -Mail > Index Favorites C DEF GHI JKL MNO PQRS TUV WXYZ etc C DEF GHI JKL MNO PQRS TUV WXYZ etc C DEF GHI JKL MNO PQRS TUV WXYZ etc 1 dddress	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax 4 PC (SMB) 5 FTP Utility > Address Book > E-Mail FEREF ABC DEF GHI JKL HHO PORS TUV HKYZ etc No. Name DDZ tokyo
Utility > I	Index and press OK -Mail > Index Favorites C DEF GHI JKL MNO PQRS TUV WXYZ etc C DEF GHI JKL MNO PQRS TUV WXYZ etc	2 Group 3 E-Mail Settings Utility > Create One-Touch Destination > Address Book 1 E-Mail 2 User Box 3 Fax 4 PC (SMB) 5 FTP Utility > Address Book > E-Mail Stever ARC DEF GHI JKL HNO PORS TW WKYZ etc No. Name DOZ Tokyo DOZ TOKYO D
Utility > 1	Index and press OK	2 Group 3 E-Hail Settings Utility > Create One-Touch Destination > Address Book 1 E-Hail 2 User Box 3 Fax 4 PC (SHB) 5 FP Utility > Address Book > E-Hail Feese Ac Def GHI JKL HHO PORS TUV WXZ etc No. Name DOI2 Tokyoo DOI3 osaka DOI6 nagoya DOI7 Tukuoka
Utility > 1	Index and press OK	2 Group 3 E-Hail Settings Vtility > Create One-Touch Destination > Address Book 1 E-Hail 2 User Box 3 Fax 4 PC (SMB) 5 FP Vtility > Address Book > E-Hail Feer Act DEF (H1 JKL HND PORS TUV WKYZ etc No Mare DOD 2 tokyo DOD 3 osaka DOD 5 tokyoa DOD 5 tokyoa
Ut il ity > 1 At Ut il ity > At Il / 17/2006	Index and press OK -Hail > Index Favorites C DEF GHI JKL MNO PORS TUV WXYZ etc f E-Hail > New No. 0008 Name Index etc il Address f 15:68	2 Group 3 E-Hail Settings Vtility > Create One-Touch Destination > Address Book 1 E-Hail 2 User Box 3 Fax 4 PC (SHB) 5 FTP Vtility > Address Book > E-Hail Free Act Def GH JKL HHO PORS TUV WK2 etc N Name DO22 tolkyo DO30 saka DO30 saka DO30 saka DO30 saka DO30 saka

掃瞄設定 Scan Setting

- 1. 按 Fax/Scan Press Fax/Scan
- 選擇一按鍵的索引及名稱
 Select one-touch Index and Name
- 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** 設定掃瞄後的檔案類型式 File Type – Change file format

多頁 - 把多頁的掃瞄文件存為一個檔案 (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 - 把掃瞄的文件分為指定的頁數儲存.
Page Seperation - divide the scanned data at a specified page.

- E. 濃淡度 設定深淺度 Density – Change density
- F. 色彩 設定掃瞄色彩,
 Color change color mode, B/W or Color
- G. 分離掃瞄 不同文件可分開掃瞄並合成為一檔案

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

4. 原稿設定 Original Setting

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

<u>Remove Jammed Paper 清除塞紙</u>

*版面顯示塞紙位 Remove misfeed at circle



1. 打開出紙位置之綠色鍵後, 拉出紙張

Pull up the upper right side door release lever, and then open the upper right side door





如雙面器塞紙,請打開雙面器後拉出紙張
 Open the door of the automatic duplex unit





3. 如手送紙盤或紙盤上紙位,請參考以下步驟 Open the door of the Bypass Tray





<u>Change Toner Cartridge 更換碳粉</u>

*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

- 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

Ready to UU Copies: Ready to copy Application puality/ Density Original Setting Color Paper Zoon Duplex/ Combine **1** Auto pa Sclect Auto Color 100. 0% 13:20

- 打開前機門,抽走已用完的碳粉匣,並放入新的碳粉匣

- Open the machine's upper front door, pull out empty toner cartridge toner then insert the new toner





請依照以下步驟更換廢棄碳粉閘:

1, 準備好廢棄碳粉閘更擙套裝,在廢棄碳粉閘更擙套裝內有以下四樣配件:



2, 打開影印機下前方的門

3, 將位於左右兩方的保險制向外拉 便可取出需要更換的廢棄碳粉閘。





 取出新的廢棄碳粉閘防漏閘蓋, 並將它與剛剛在影印機中取出的 廢棄碳粉閘組合。



 安裝新的廢棄碳粉閘到影印機, 並將位於左右兩方的保險制扣好。



5, 將已蓋上閘蓋的廢棄碳粉閘放進 回收廢棄碳粉閘保護袋內。



7, 將門關上



注意事項:

不要搖動或用力撞擊已經使用過的廢棄碳粉閘,在更換後應立即放進膠袋並放回廢棄碳粉閘更擙套裝的包裝紙箱內等待柯尼卡美能達送遞人員回收。 22

<u>Display the Job History List 檢查傳送記錄</u>

- 1. 按 Job Details 作業細節
- 2. 按 Send 傳送
- 3. 按 Job History 作業日誌
- 4. 按 Comm. List 通信清單
- 5. 選擇 Scan TX List / Fax TX List 後
- 6. 選擇要列印的報告
 - A. Activity Report 動態式報表
 - B. TX Report 傳送報表
 - C. RX Report 接收報表
- 7. 按 Start



Communication List				
Scan TX List	ax TX Lis	st Fax	RX List	The second secon
No. Destination	Start Time	Comm. Time	Org. Result	Report Types
1 Tokyo Sales	08:44	00:00	1 OK	Activity
2 Osaka Sales	08:45	00:00	1 OK	Report
3 Tokyo Sales	08:47	00:00	1 OK	
4 Osaka Sales	08:49	00:00	1 S-OK	IX Report
5 Fukuoka Sales	08:50	00:00	1 OK	
6 Tokyo Sales	08:53	00:00	1 OK	RX Report
7 Tokyo Sales	08:55	00:00	1 S-0K	
				\bigcirc
10/25/2006 11:12				Close

報讀和打印總咪錶數 Check and Print meter list,

<u>如沒有安裝數碼醫生,請每月把咪錶報告傳真至 2565 2128</u> If Digital Doctor not installed, please fax the meter report to 2565 2128 monthly</u>

1. 按 Utility / Counter

Press Utility / Counter

2. 按 **計數器**

Press Meter Count

- 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

Job List	Сору	
Neter Count	ĺ	_
Neter Count	Black	1
Total 10	Full Color	
Black 10	Single Color	İ
Color	2 Color	1
Ū	Tatal	
	IULAI	
Check Details	 Print List	

Secure print 機密列印

- 技【檔案】→【列印】→【選手打印機】
 Click【File】→【Print】→【Select Printer】
- 3. 按【內容】

Click [Preference]

Max. 16
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]

```
<u>於影印機取回機密列印文件程序</u>
<u>Recall a job from Copier</u>
```

- 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] \rightarrow [Use/File]

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]

選擇所需文件之後按【列印】再按【Start】
 Select desired file, press 【print】and then【Start】



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

1. 先把影印機手送盤上的紙拿走

Take paper away in Bypass tray, to keep it empty.

国電腦打印程序設計PrinterDriverSetting

- 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]
- 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)

- 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]



<u>列印長紙張之簡易程序 Banner Paper Printing User Guide</u>

長紙尺寸: 寛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]
- 選 [6. 長紙張]
 Press [6. Banner Printing]
- 選 [Allow 允許],再按 [OK 確定]
 Touch [Allow], then touch [OK]

旦 電腦傳送文件之程序 Printer Driver Setting

- 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)

Job List	To activate banner printing, choose [Allow].
	Utility > Banner Printing
Utility	
Banner Princing	Allow Restrict
	01/05/2007 17:42 Webny 1002



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]

<u> 昌 當印表機接收到列印文件指令時 Printing Banner Printing</u>

- 本印表機會顯示接收文件之訊息,按【確定】
 Specify the desired settings, then touch

 [OK]
- 請將長紙張放於手送紙盤
 Feed the banner paper to Bypass Tray
- 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



<u>從外置記憶體打印 Print from External Memory</u>

按[User Box]→[系統] → [外接記憶體]→[使用/檔案]→ 選擇要打印的檔案→[列印]→[Start]

Press [User Box] \rightarrow [System user box] \rightarrow [External Memory] \rightarrow [Use/file] \rightarrow Select file \rightarrow [Print] \rightarrow [Start]



<u>掃瞄到外置記憶體 scan to External Memory</u>

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

按[User Box]→[儲存文件] → [外接記憶體] →[Start]

Press [User Box]→[Save document] → [External Memory]→ [Start]



部門熱線 Particulars	新號碼 New Contract No.
 市務科 Marketing Division > 銷售熱線 Sales Hotlines 查詢產品及銷售詳情 New Product and Sales Enquires 服務科 Technical Service Division > 維修熱線 Repair Hotline 多功能產品之維修服務 Repair Services of MFPs 服務科 Technical Service Division > 產品之技術支援熱線 Imaging Support Group 軟件及網絡支援 Software and Network Support 	電話 Tel : 2565 2111 電郵 Email: kmenquiry@corp.konicaminolta.com.hk 電話 Tel :2565 2176 傳真 Fax:2856 1024 電話 Tel :2565 2178
服務科 Technical Service Division ▶ 客戶服務熱線 Customer Service Hotlines ■ 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 Meter Reading ■ 電話系統報錶 (此服務只適用於黒白影印機, 及必須於合約生效日期前報讀。) Meter Reading Reporting Service for Telephone System (The service initially covers the black and white copier ONLY)	電話 Tel :2565 2190 傳真 Fax:2565 2128 電話 Tel :2565 8181 按 "1"字然後按 "3"字 ,再按 "1"字, 請跟話音系統指示。(例如: 輸入客戶號碼、 機身編號,咪錶讀數) Tel: 2565 8181 Press "2", then press "3" and "1"
 服務科 Technical Service Division ▶ 用品供應熱線 Order Section Hotlines ■ 訂購消耗品如碳粉及影印紙 Ordering of Consumable Products (Toners, Paper etc) 	電話 Tel: :2565 2139 傳真 Fax :2565 7613
 財務科 ▶ 月結單查詢 Statement Enquiries 	電話 Te; :2856 4710 傳真 Fax :2516 9177
 行政科 Administration Division ▶ 客戶的建議及意見反映 Other Suggestions & Comments 網上客戶服務 	電話 :2565 8181 後按 "0" Tel: 2565 8181 then press "0"
Online Support Services	http://konicaminolta.com.hk/bt/chi/form



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Konica Minolta Business Solutions (HK) Limited