



KONICA MINOLTA

bizhub C35

簡易說明書

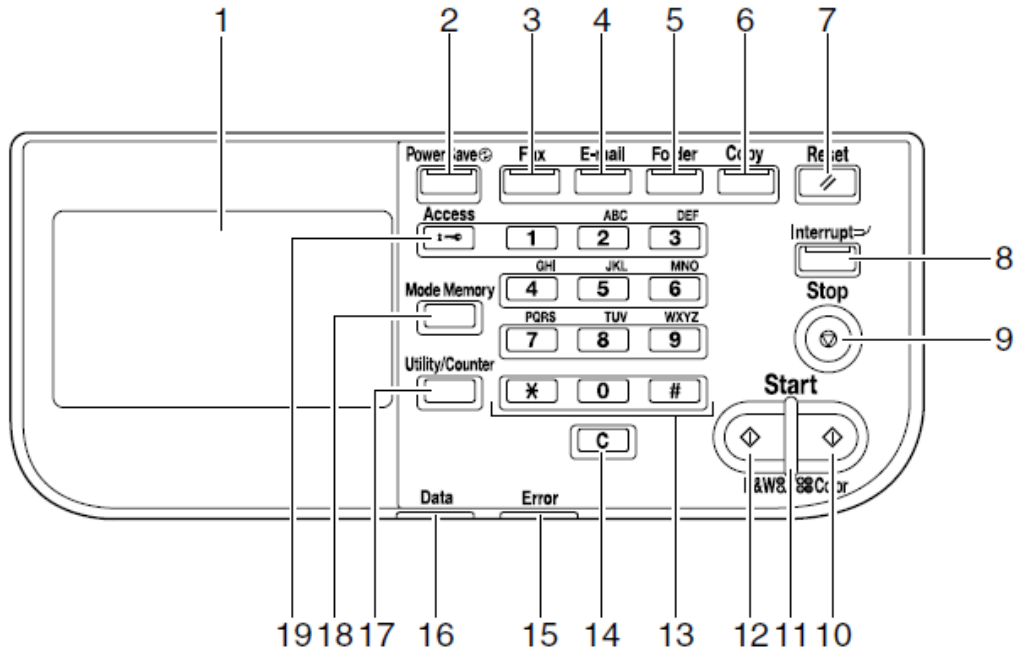
Shortcut Manual





KONICA MINOLTA

Control Panel 控制面板



1. Touch Panel 輕觸螢光幕

2. [Power Save] 省電開關

3. [Fax] 傳真

4. [Email] 掃描到電郵

5. [Folder] 掃描到資料夾

6. [Copy] 影印

7. [Reset] 重設

8. [Interrupt] 插隊

9. [Stop] 停止

10. [Start (Color)] 開始鍵(彩色)

11. [Start] Indicator 開始指示燈

12. [Start (B&W)] 開始鍵(黑白)

13. Keypad 數字鍵

14. [C] Clear Key 清除

15. [Error] Indicator 錯誤指示燈

16. [Data] Indicator 資料指示燈

17. [Utility/Counter] 公用設定/錶數

18. [Mode Memory] 模式記憶

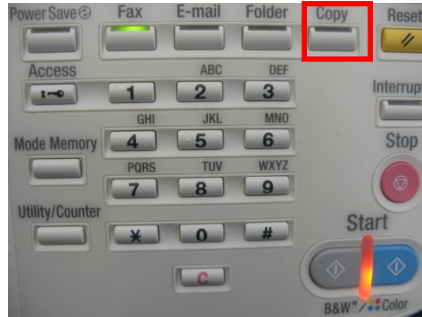
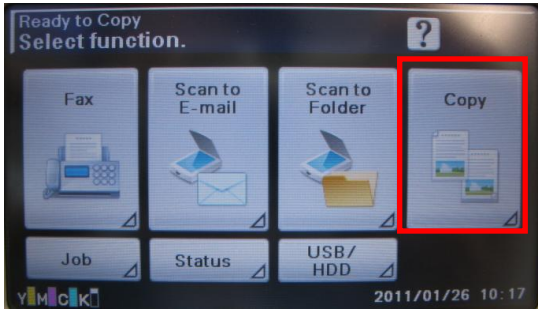
19. [Access] 密碼鍵



KONICA MINOLTA

Copy Function 影印功能

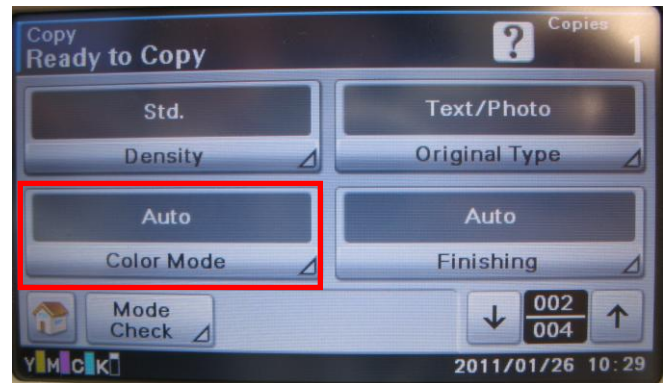
Touch [Copy] on touch screen or Press [Copy] on panel
於螢光幕內點 [影印] 或 控制版面上按[Copy]



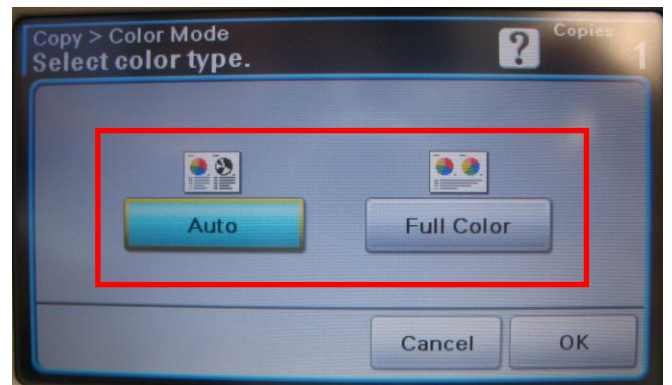
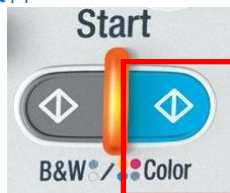
[Color Setting 彩色設定]

Color Copy 彩色影印

1. Touch [Copy]
按[影印]
2. Touch [↓]
按 [↓]
3. Touch [Color Mode]
按[色彩模式]
 - [Auto Color] This setting to automatically detect the documents are in color or black and white
[自動彩色] 自動探測原稿是彩色文件或黑白文件
 - [Full Color] Copy in full color
[全彩] 影印彩色文件



4. Press [Start (Color)]
按 [Start (Color)]



Copy B/W 黑白影印

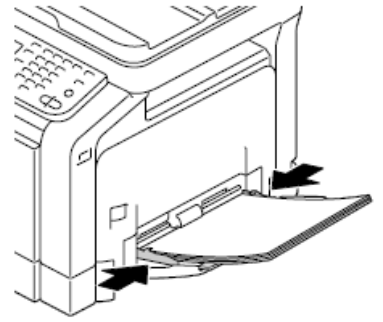
1. Press [Start (B&W)]
按 [Start (B&W)]





Copy Function 影印功能

[Paper size and paper type setting 紙張尺寸和類型設定]

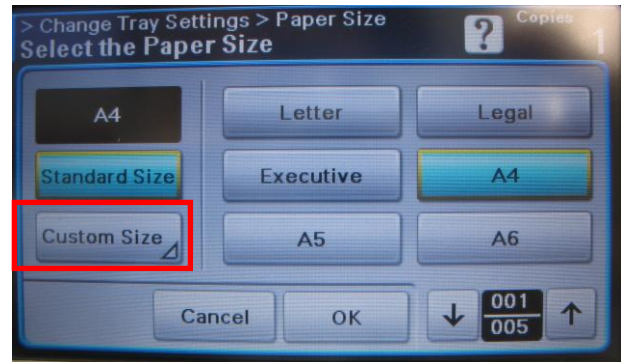


1. Load the paper face down in the tray 1 (bypass tray)
把影印頁面向下放在紙盤 1(手送紙盤)上
2. Touch [Paper]
按[紙張]
3. Touch [Tray 1]
按[紙盤 1]
4. Touch [Paper tray setting]
按[變更紙匣設定]
5. Touch [Paper Size] or [Paper Type]
按[紙張大小] 或 [紙張類型]



Custom paper size 自訂尺寸

1. Touch [Paper Size]
按[紙張大小]
2. Touch [Custom Size]
按[自訂大小]
3. Input size to [X] and [Y]
輸入[X]和[Y]的尺寸
4. Touch [OK] 2 times
按[確定]兩次



Paper Type 紙張類型

1. Touch [Paper Type]
按[紙張類型]
2. Select different paper type and press [OK] 2 times
選擇不同的紙張類型再按[確定]兩次

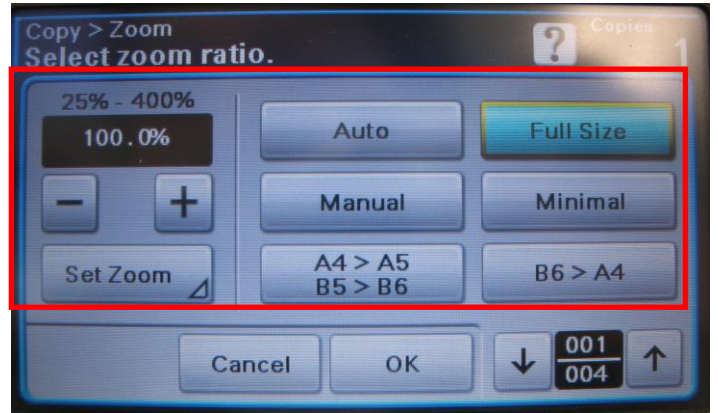
- | | |
|---|---------------------------------------|
| ■ Plain paper (60 to 90 g/m ²) | ■ 普通紙 (60 到 90 g/m ²) |
| ■ Recycled (60 to 90 g/m ²) | ■ 回收紙 (60 到 90 g/m ²) |
| ■ Envelopes | ■ 信封 |
| ■ Letterhead | ■ 信頭紙 |
| ■ Label | ■ 標籤紙 |
| ■ Thick 1 (91 to 150 g/m ²) | ■ 厚紙 1 (91 到 150 g/m ²) |
| ■ Thick 2 (151 to 210 g/m ²) | ■ 厚紙 2 (151 到 210 g/m ²) |
| ■ Postcard | ■ 明信片 |
| ■ Glossy 1 (100 to 128 g/m ²) | ■ 光面紙 1 (100 到 128 g/m ²) |
| ■ Glossy 2 (129 to 158 g/m ²) | ■ 光面紙 2 (129 到 158 g/m ²) |
| ■ Single side only (60 to 90 g/m ²) | ■ 僅單面 (60 到 90 g/m ²) |
| ■ Special paper (60 to 90 g/m ²) | ■ 特殊紙張 (60 到 90 g/m ²) |



Copy Function 影印功能

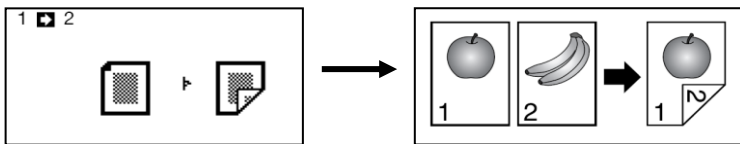
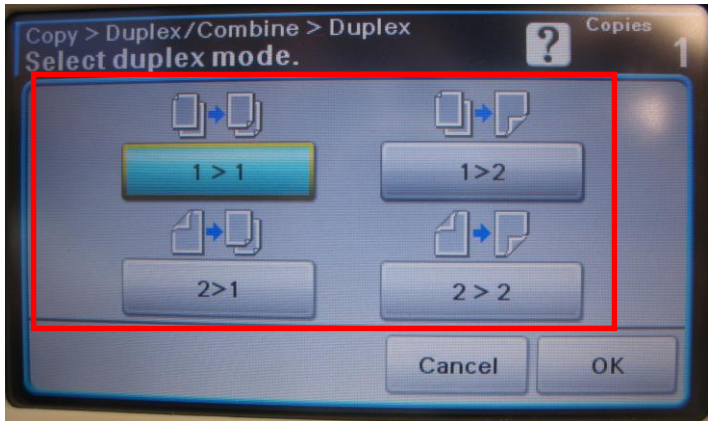
[Zoom Setting 縮放設定]

1. Touch [Zoom]
按[縮放]
2. Touch [+]/[-] Specify the zoom ratio of the copy (25.0% to 400.0%)
按[+]/[-]設定縮放尺寸(25.0 到 400.0%)
3. Select a preset zoom ratio
選擇預設的縮放倍率
4. Touch [Manual] to enter a custom zoom ratio.
按[手動] 並輸入需要的縮放尺寸

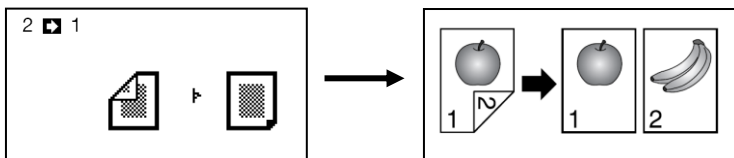


[Duplex 雙面]

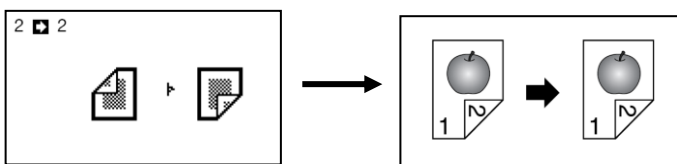
- A. Touch [Duplex/Combine]
按[雙面/組合]
- B. **1 > 2** Single-sided Original to Double-sided Copy
單面原稿 印 雙面副本 **1 > 2** 單面 > 雙面



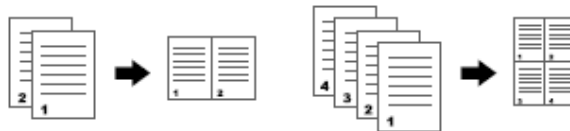
- C. **2 > 1** Double-sided Original to Single-sided Copy
雙面原稿 印 單面副本 **2 > 1** 雙面 > 單面



- D. **2 > 2** Double-sided Original to Double-sided Copy
雙面原稿 印 雙面副本 **2 > 2** 雙面 > 雙面

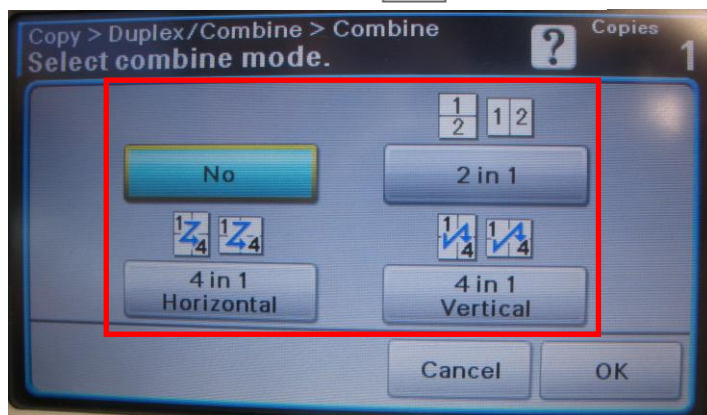


Copy Function 影印功能



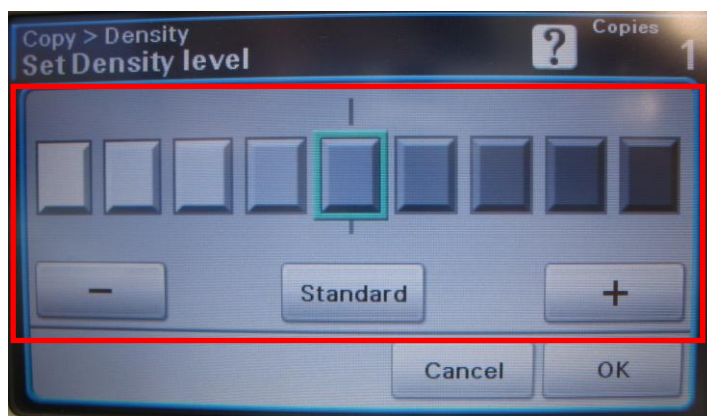
[Combine 多合一]

1. Touch [Duplex/Combine]
按[雙面/組合]
2. Touch [Combine]
按[組合]
3. Touch [2in1], [4in1 Horizontal] or [4in1 Vertical]
按[二合一], [單面 4 頁水平] 或 [單面 4 頁垂直]



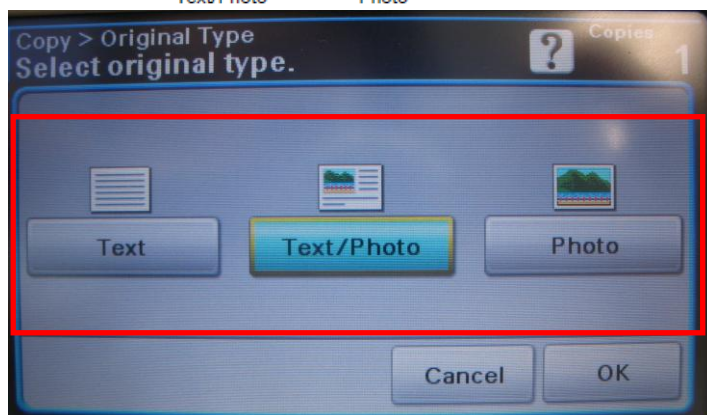
[Density 密度]

1. Touch [↓] to page 2
按[↓] 到第二頁
2. Touch [Density]
按[密度]
3. Touch [+]/[-] to adjust density
按[+]/[-]調整密度



[Original Type 原稿類型]

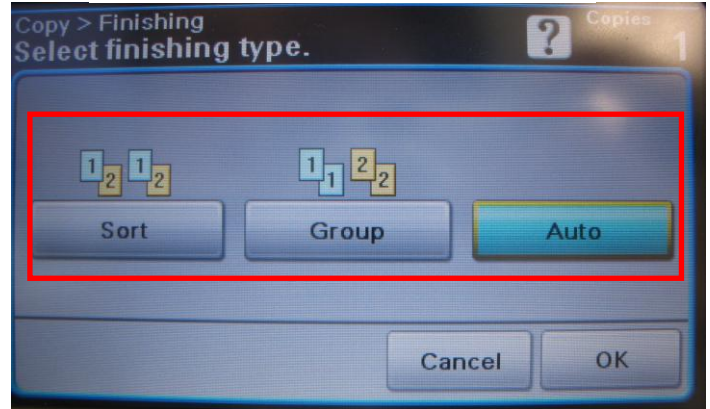
1. Touch [↓] to page 2
按[↓] 到第二頁
2. Touch [Original Type]
按[原稿類型]
3. Touch [Text], [Text/Photo] or [Photo]
按[文字], [文字/相片]或 [相片]



Copy Function 影印功能

[Finishing 完成]

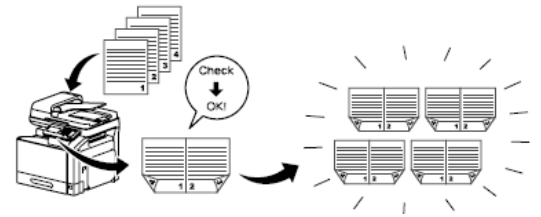
1. Touch [↓] to page 2
按[↓] 到第二頁
2. Touch [Finishing]
按[完成]
3. Touch [Sort], [Group] or [Auto]
按[分頁], [群組] 或 [自動]



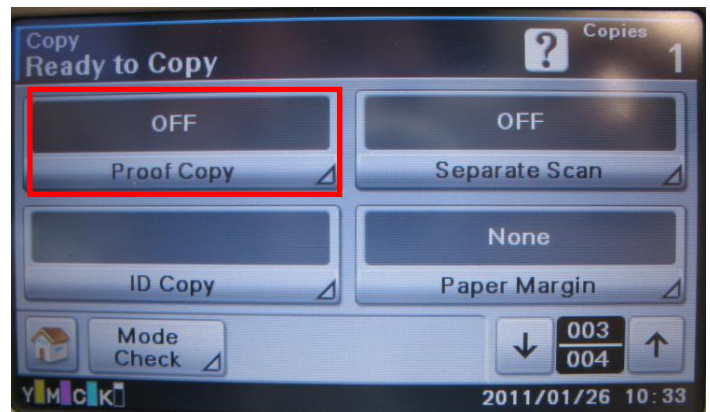
[Proof copy 校正副本]

Before printing a large number of copies, a single proof copy can be previewed.

在列印大量副本之前，可以先列印一份校正副本以預覽效果



1. Touch [↓] 2 times to page 3
按[↓]兩次到第三頁
2. Touch [Proof copy]
按[校正副本]
3. Touch [ON]
按[開]
4. Touch [OK]
按[確定]

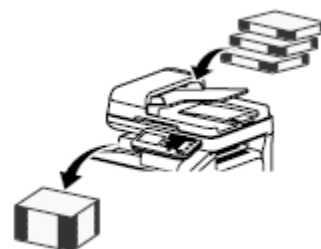


Copy Function 影印功能

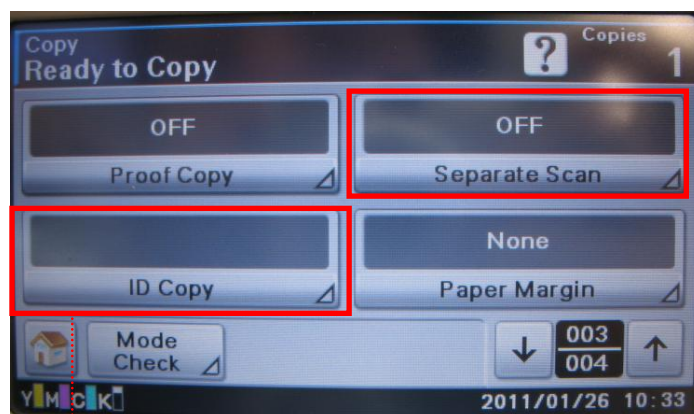
[Separate Scan 單獨掃描]

The document can be divided into batches, which are scanned separately. After all document pages are scanned, the copies can be printed together.

文件可分為多個批次進行掃描。掃描完所有文件頁面之後，即可一併列印。



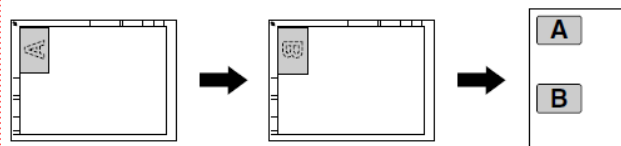
1. Touch [↓] 2 times to page 3
按[↓]兩次到第三頁
2. Touch [Separate Scan]
按[單獨掃描]
3. Touch [ON]
按[開]
4. Touch [OK]
按[確定]



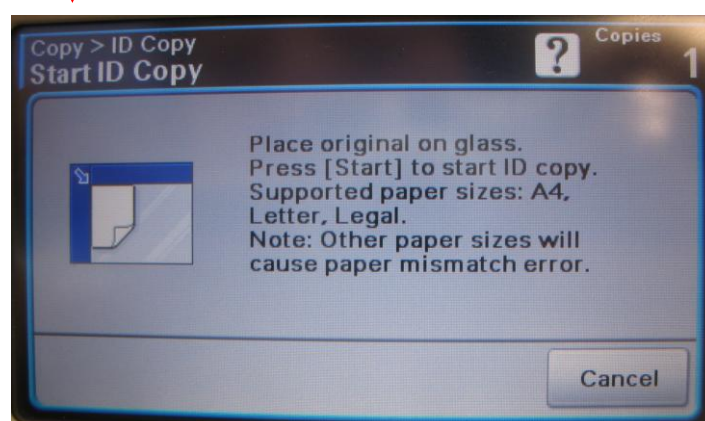
[ID Copy ID 影印]

The front and back sides of a card, such as business card, can be scanned separately and printed together on a single page.

可以分別掃描卡片的正反面，並全部列印在同一頁上。



1. Touch [↓] 2 times to page 3
按[↓]兩次到第三頁
2. Touch [ID Copy] and follow the instructions on the screen
按[ID 影印] 並按照螢幕的指示



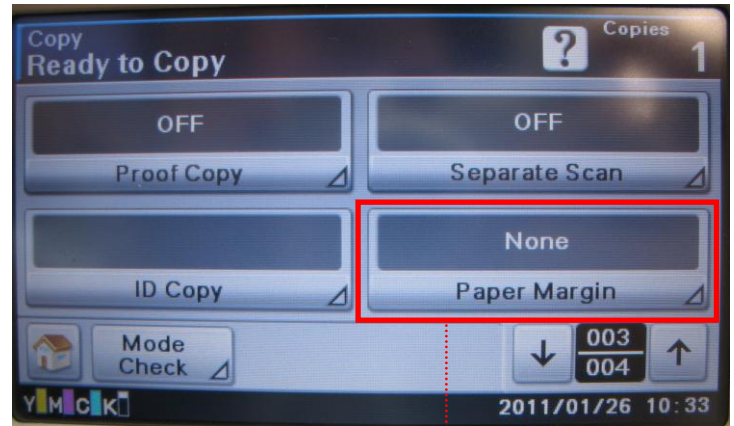


Copy Function 影印功能

[Page Margin 紙張留邊]

Print the copies with a binding margin
預留裝訂邊在副本上

1. Touch [↓] 2 times to page 3
按[↓]兩次到第三頁
2. Touch [Page Margin]
按[紙張留邊]
3. Touch [+]/[-] or number key pad to specify the margin
按[+]/[-] 或 數字鍵設定留邊距離
4. Touch [OK]
按 [確定]

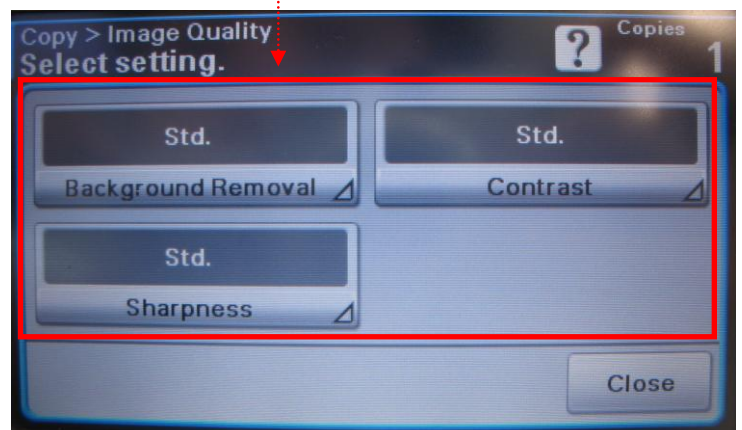


[Image Quality 影像品質]

The quality can be adjusted for the document to be scanned
調整要掃描文件的品質

調整要掃描文件的品質

1. Touch [↓] 3 times to page 4
按[↓]三次到第四頁
 2. Touch [Background Removal], [Contract] and [Sharpness] and Touch [+]/[-] to adjust
按[背景去除], [對比度], [清晰度] 再按 [+]/[-] 調整
- [Background removal] Adjust the background density
[背景去除] 整背景密度
 - [Contrast] Adjusted to make it softer or sharper
[對比度] 調整影像以使其更柔和或更清晰
 - [Sharpness] Adjust the sharpness of text and image outlines
[清晰度] 調整文字和影像輪廓的清晰度



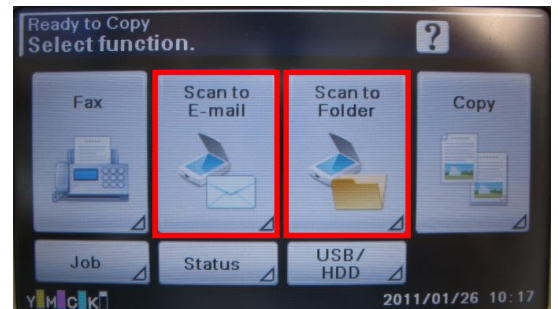


KONICA MINOLTA

Scan to Folder/Email 掃描至電子郵件/掃描至資料夾

1. Touch [Scan to E-mail] or Press the [E-mail] key
按[掃描至電子郵件] 或 按[Email]鍵

Touch [Scan to Folder] or Press the [Folder] key
按[掃描至資料夾] 或 [Folder]鍵



2. Select registered destinations 選擇已登記的地址

A. Select from the [Favorites]
在[我的最愛]選擇

B. Select with an index search, 在索引搜尋

Touch 



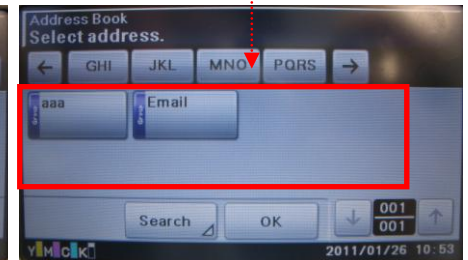
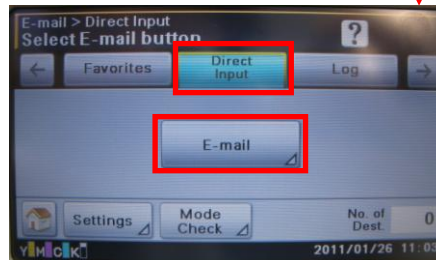
C. Direct Input Email 直接輸入電子郵件

1. Touch [Direct input]
按[直接輸入]

2. Touch [E-mail]
按[電子郵件]

3. Touch [Address]
按[地址]

4. Input Email address and touch [OK]
輸入電子郵件並按[確定]



Scan Setting 掃描設定

Touch [Settings] to specify scan settings

按 [設定] 轉變掃描設定

A. Simplex/Duplex 單面/雙面

Touch [Simplex/Duplex] to select [1-sided], [2-sided] or [cover + 2 sided]

按 [單面/雙面] 選擇 [單面], [雙面] 或 [封面+雙面]

B. Original Size 原稿大小

Touch [Original Size] to select or input original size

按 [原稿大小] 選擇或輸入原稿大小

C. Separate Scan - Originals can be separate to scan and save as a single file

單獨掃描 - 不同文件可分開掃描並合成為一檔案

Touch [Original Settings]→[Separate Scan]→[ON]

按 [原稿設定]→[單獨掃描]→[開]

D. Color Mode 色彩模式

i. Color Scan 彩色掃描

Touch [Color Mode] to select [Auto] or [Full Color] then press [Start (Color)]

按 [色彩模式] 選擇 [自動] 或 [全彩] 再按 [Start (Color)]

ii. B/W Scan 黑白掃描

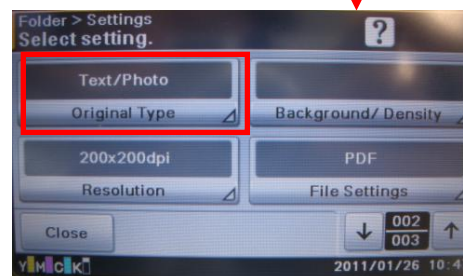
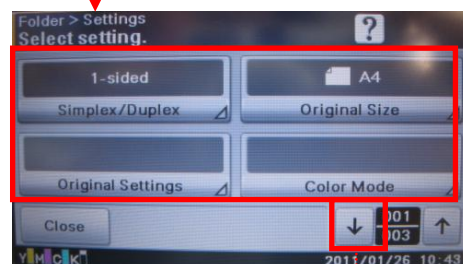
Touch [Start (B/W)]

按 [Start (B/W)]

E. Original Type 原稿類型

Touch [↓] to page 2. → [Original Type] select [Text], [Text/Photo] or [Photo]

按 [↓] 到第二頁 → [原稿類型] 選擇 [文字], [文字/相片] 或 [相片]



F. File Type 檔案類型

Touch [↓] to page 2. → [File Settings] → [File Type] Select [PDF], [Compact PDF], [TIFF], [JPEG] or [XPS]

按[↓]到第二頁 → [檔案設定] → [檔案類型] 選 [PDF], [壓縮PDF], [TIFF], [JPEG] 或 [XPS]

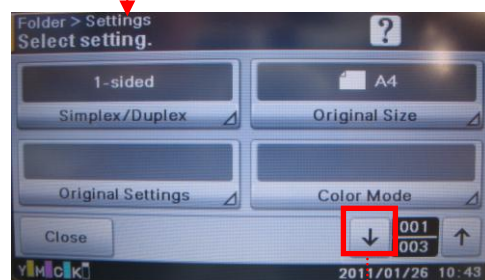


G. Single Page/Multi Page 單頁/多頁

Touch [↓] to page 2. → [File Settings] → [Scan Settings] select [Single Page] / [Multi Page]

按[↓]到第二頁 → [檔案設定] → [掃描設定] 選[單頁]/[多頁]

- i. Multi Page-Combine all scanned original data and save as a single file (can't use if "JPEG" is select)
多頁-把多頁的掃描文件存為一個檔案 (於 JPEG 不能使用)
- ii. Single Page - divide the scanned data to single file.
單頁- 把掃描的文件儲存為單頁檔案



H. Density 密度

Touch [↓] → [Background/Density] → [Density] touch [+]/[-] to adjust
按 [↓] → [背景>密度] → [密度] 用[+]/[-]調教

I. Resolution 解晰度.

Touch [↓] → [Resolution] to select [150x150dpi], [200x200dpi], [300x300dpi] or [600x600dpi]

按 [↓] → [解晰度] 選擇 [150x150dpi], [200x200dpi], [300x300dpi] 或 [600x600dpi]

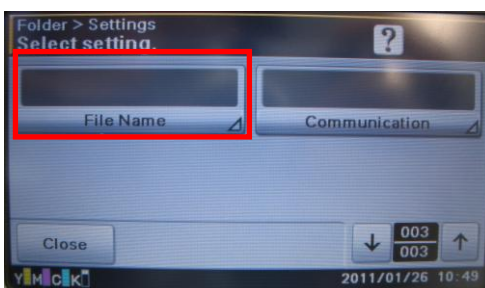
J. File Name 檔案名稱

- i. Change [Scan to Folder] file name

Touch [↓] 2 times → [File Name]

更改[掃描至資料夾]的檔案名稱

按[↓] 兩次 → [檔案名稱]

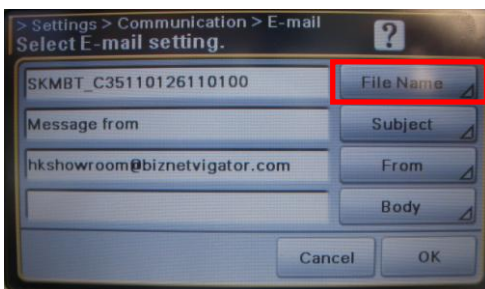


- ii. Change [Scan to Email] file name

Touch [↓] 2 times → [Communication] → [Email] → [File Name]

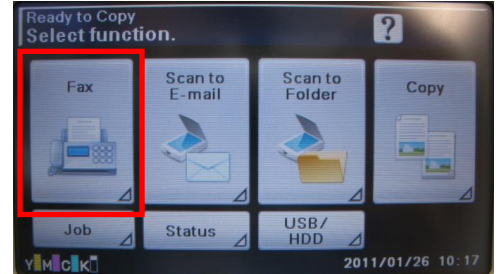
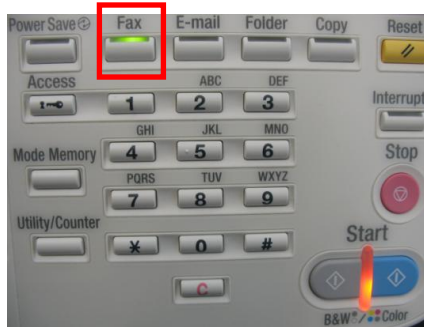
更改[掃描至電子郵件]的檔案名稱

按[↓] 兩次 → [通訊] → [電子郵件] → [檔案名稱]

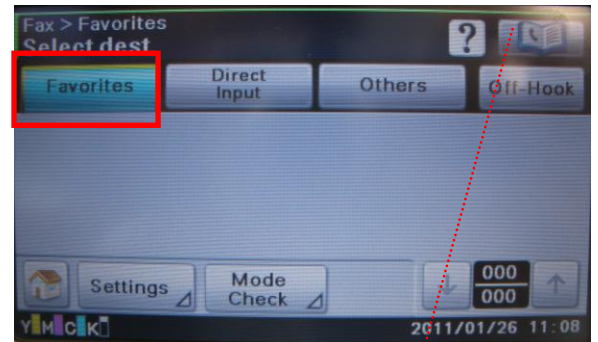


Fax Function 傳真功能

Touch [Fax] or press the [Fax] key
按[傳真] 或 按[Fax]鍵

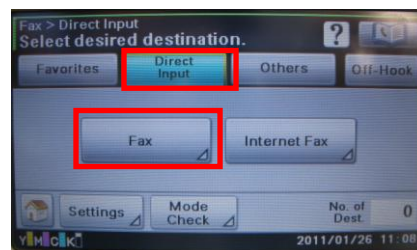


A. Select from the [Favorites]
在[我的最愛]選擇



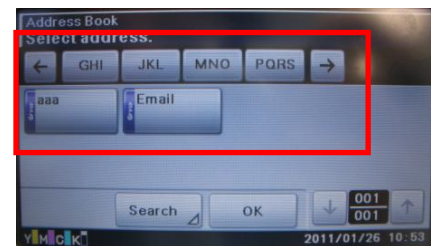
B. Select with an index search 在索引搜尋

Touch 
按



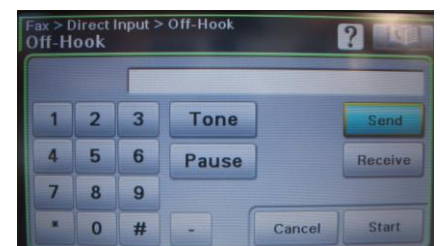
C. Direct Input Fax number 直接輸入傳真號碼

1. Touch [Direct input]
按[直接輸入]
2. Touch [Fax]
按[傳真]
3. Input fax number
輸入傳真號碼
4. Touch [OK]
按[確定]



D. Off-Hook Fax 拿話筒傳真

1. Touch [Off-Hook]
按[摘機狀態]
2. Input fax number
輸入傳真號碼



Fax Setting 傳真設定

Touch [Settings] to specify Fax settings

按 [設定] 轉變掃描設定

A. Simplex/Duplex 單面/雙面

Touch [Original Setting] → [Simplex/Duplex] to select [1-sided], [2-sided] or [cover + 2 sided]

按 [原稿設定] → [單面列印/雙面列印] 選擇 [單面], [雙面] 或 [封面+雙面]

B. Resolution 解晰度

Touch [Scan Settings] → [Resolution] to select [Standard], [Fine] or [Super Fine]

按 [掃描設定] → [解晰度] 選擇 [標準], [精細] 或 [超精細]

C. Separate Scan - Originals can be separate to scan and fax together

單獨掃描 - 不同文件可分開掃描並合成為一傳真工作

Touch [Scan Setting] → [Separate Scan] → [ON]

按 [掃描設定] → [單獨掃描] → [開]

D. Density 密度

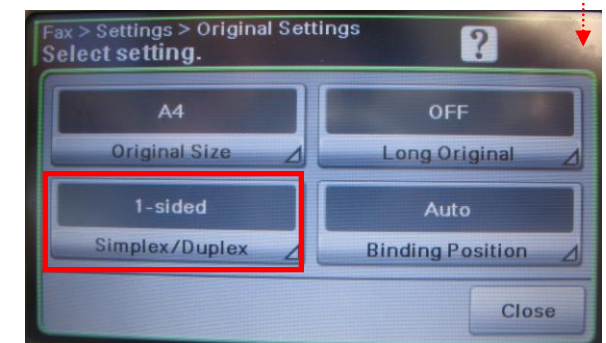
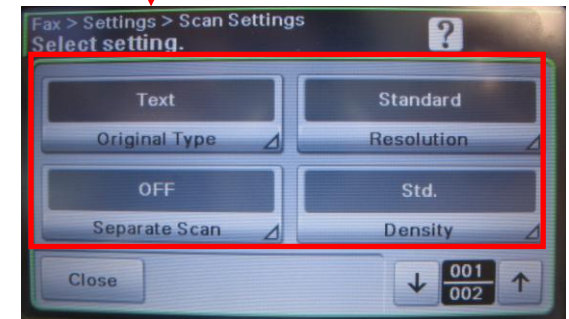
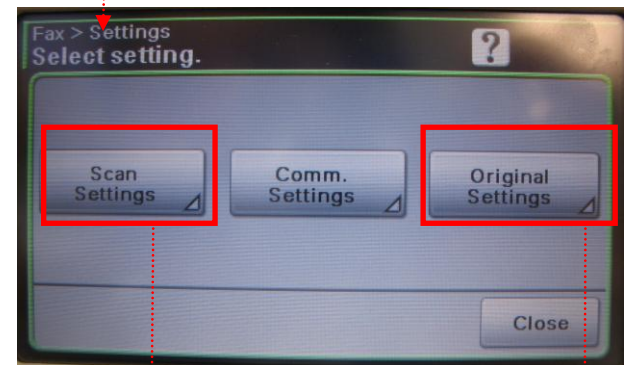
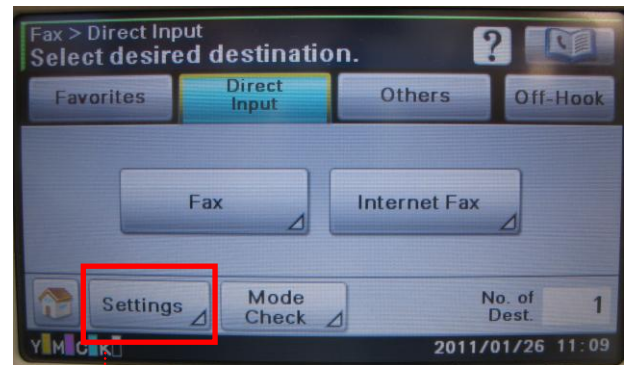
Touch [Scan Setting] → [Density] → touch [+] / [-] to adjust

按 [掃描設定] → [密度] 用 [+] / [-] 調教

E. Original Type 原稿類型

Touch [Scan Settings] → [Original Type] select [Text], [Text/Photo] or [Photo]

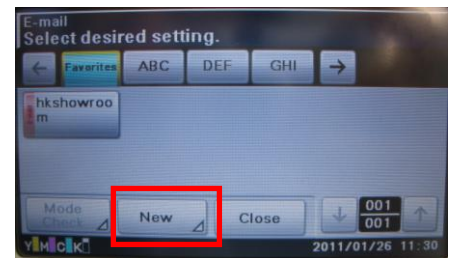
按 [掃描設定] → [原稿類型] 選擇 [文字], [文字/相片] 或 [相片]





Add Scan to Email, Folder or Fax 增加掃描到電郵,資料夾或傳真

1. Press [Utility/Counter] 按[Utility/Counter]
2. Touch [Address Registration] 按[位址註冊]
3. Select [E-mail], [Fax] or [SMB] 選[電子郵件],[傳真] 或 [SMB]



A. [E-mail] [電子郵件]

- i. Touch [New] 按[新]
- ii. Touch [Name] input one touch name 按[名稱]輸入一按鍵名稱
- iii. Touch [Email Address] input Email address
按[電子郵件]輸入電郵地址
- iv. If set to favorites(Main page), Touch [Favorites]→[ON]→[OK]
如要設定為我的最愛(主頁)按[我的最愛]→[開]→[確定]
- v. Touch 按[↓]
- vi. Touch[Index]select index type 按[索引]選擇索引類別
- vii. Touch [OK] 2 times 按[確定] 兩次

B. [Fax] [傳真]

- i. Touch [New] 按[新]
- ii. Touch [Name] input one touch name 按[名稱]輸入一按鍵名稱
- iii. Touch [Fax Number] input fax number
按[傳真號碼]輸入傳真號碼
- iv. If set to favorites(Main page), Touch [Favorites]→[ON]→[OK]
如要設定為我的最愛(主頁)按[我的最愛]→[開]→[確定]
- v. Touch 按[↓]
- vi. Touch[Index]select index type 按[索引]選擇索引類別
- vii. Touch [OK] 2 times 按[確定] 兩次

C. SMB 掃描到資料夾

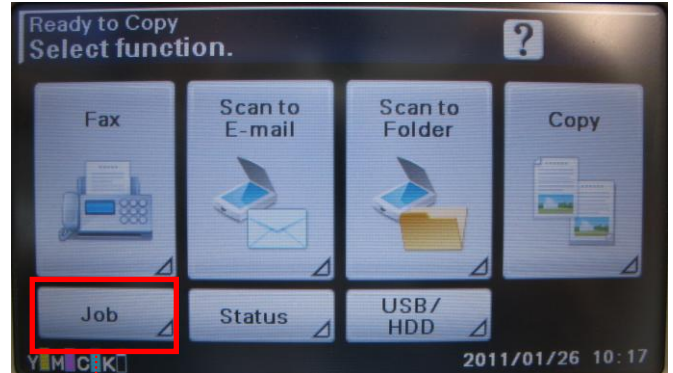
- i. Touch [New] 按[新]
- ii. Touch [Name] input one touch name 按[名稱]輸入一按鍵名稱
- iii. Touch [Connect]and input below information 按[連接]並輸入以下資料
 - [Host Name]Computer name or IP address [主機名稱] 電腦名稱或 IP 地址
 - [Scan Path]Share folder name [檔案路徑] 共享資料夾名稱
 - [User ID] [Password] [使用者 ID],[密碼]
- iv. Touch [OK] 按[確定]
- v. If set to favorites(Main page), Touch [Favorites]→[ON]→[OK]
如要設定為我的最愛(主頁)按[我的最愛]→[開]→[確定]
- vi. Touch 按[↓]
- vii. Touch[Index]select index type 按[索引]選擇索引類別
- viii. Touch [OK] 2 times 按[確定] 兩次



Check Job Log 检查工作記錄

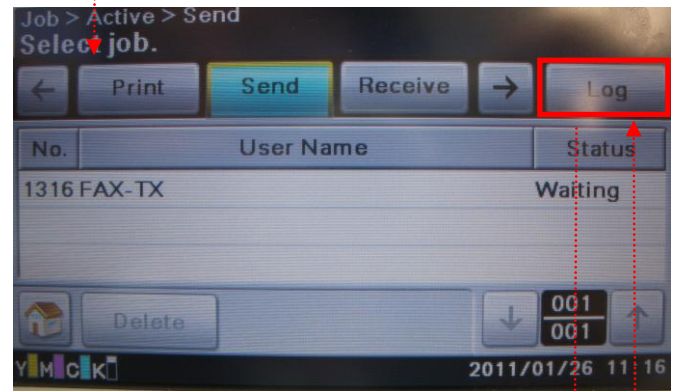
A. Check print job log 檢查列印工作記錄

1. Touch [Job]
按[工作]
2. Touch [Print]
按[列印]
3. Touch [Log] to display history jobs
按[記錄]顯示過去的工作記錄
4. Touch [Active] to display current job
按[活動]顯示進行中的工作記錄



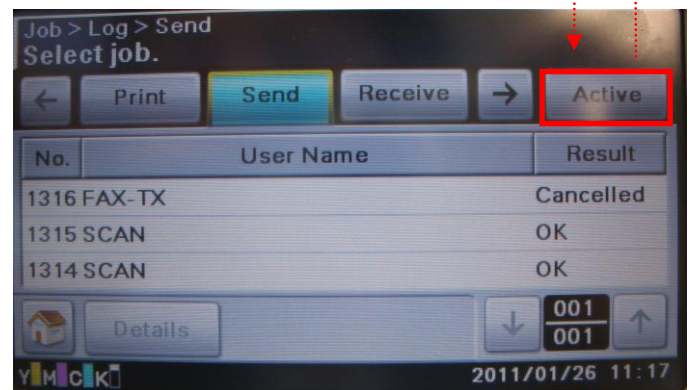
B. Check scan job log 檢查掃描工作記錄

1. Touch [Job]
按[工作]
2. Touch [Send]
按[傳送]
3. Touch [Log] to display history jobs
按[記錄]顯示過去的工作記錄
4. Touch [Active] to display current job
按[活動]顯示進行中的工作記錄



C. Check receive job log 檢查接收工作記錄

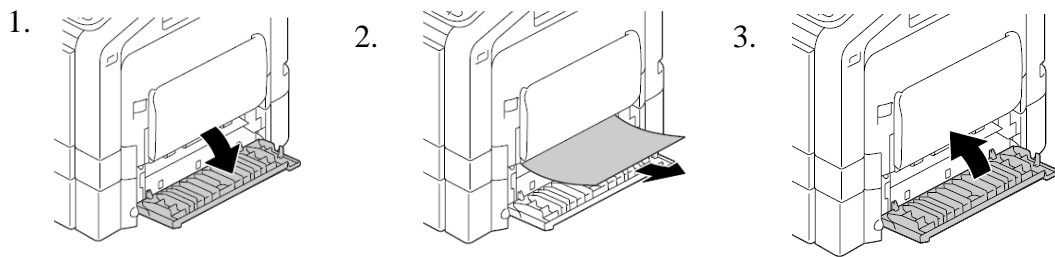
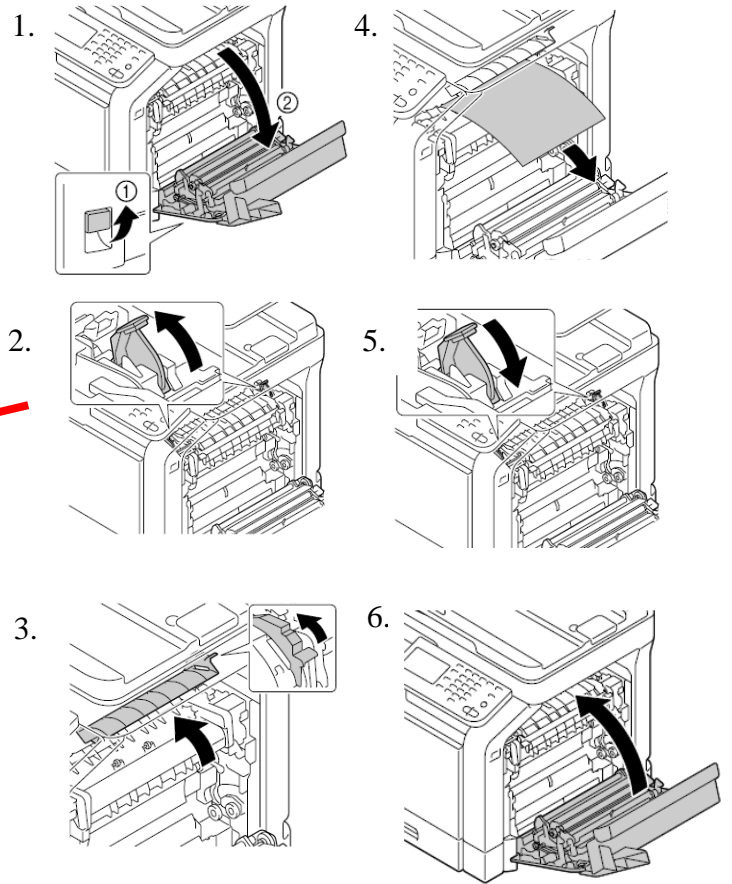
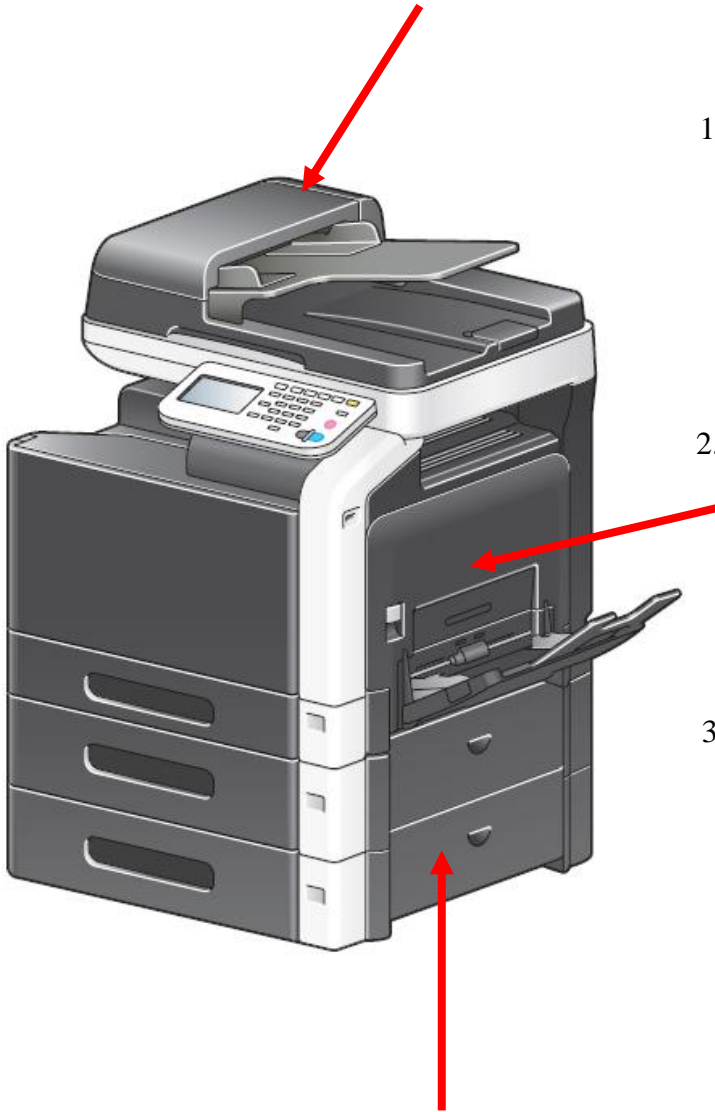
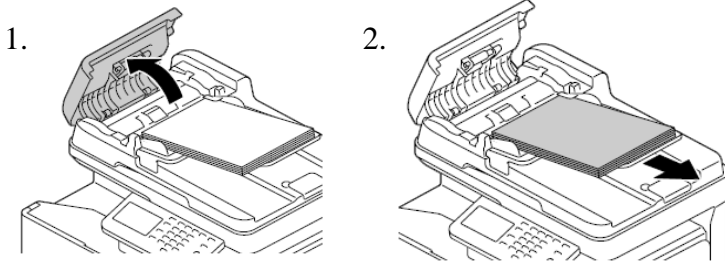
1. Touch [Job]
按[工作]
2. Touch [Receive]
按[接收]
3. Touch [Log] to display history jobs
按[記錄]顯示過去的工作記錄
4. Touch [Active] to display current job
按[活動]顯示進行中的工作記錄





KONICA MINOLTA

Remove Jammed Paper 清除塞紙





KONICA MINOLTA

Change Toner Cartridge 更換碳粉

* When the toner is empty, the message [Replace Toner (x)] appears in the touch panel

如果碳粉用盡，則在控制面板中會出現 [更換碳粉 (x)] 訊息

- Toner Cartridge (Y) = Yellow Toner 黃色碳粉

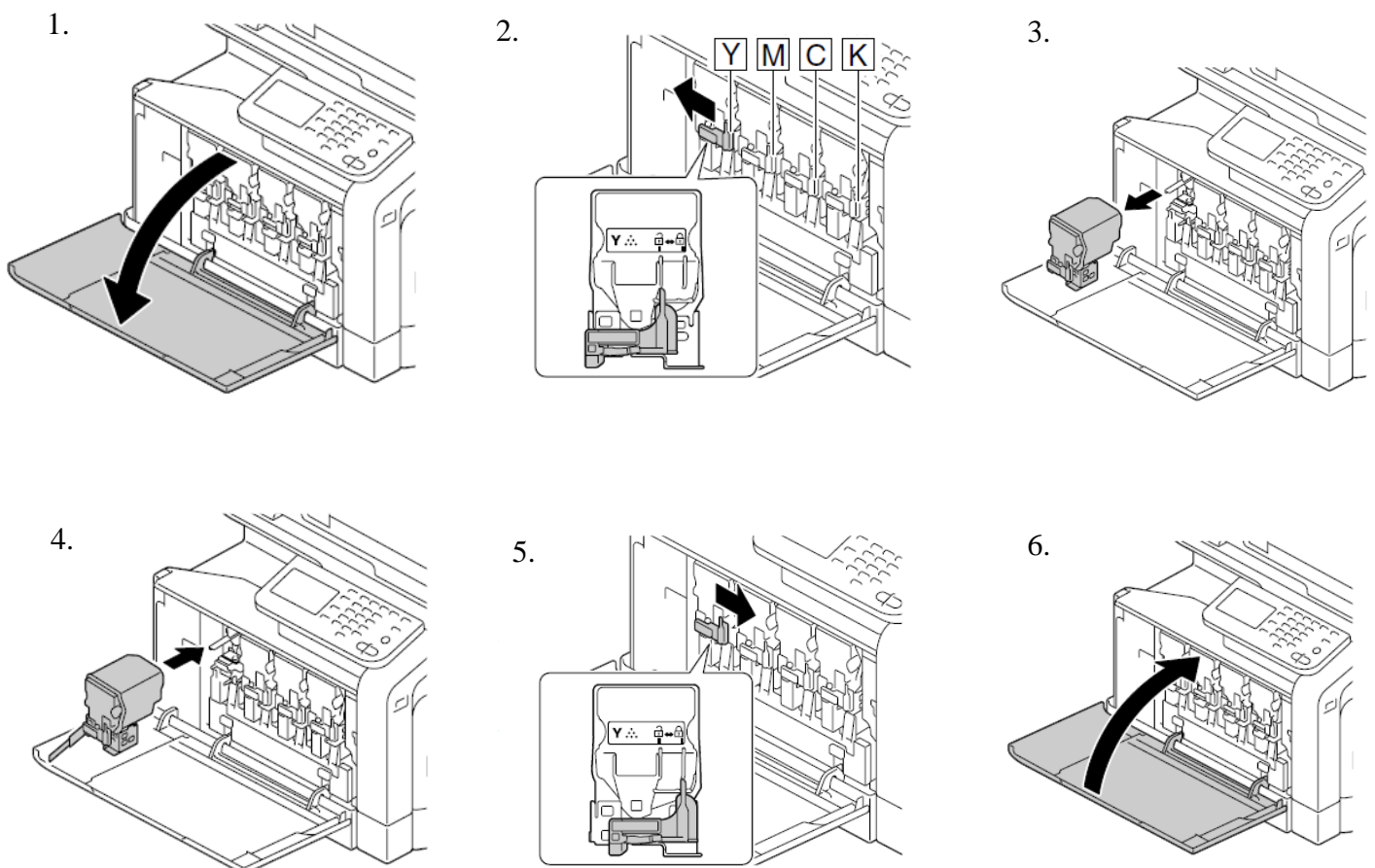
- Toner Cartridge (M) = Magenta Toner 紅色碳粉

- Toner Cartridge (C) = Cyan Toner 藍色碳粉

- Toner Cartridge (K) = Black Toner 黑色碳粉

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

打開前機門,抽走已用完的碳粉匣,並放入新的碳粉匣





KONICA MINOLTA

Check and Print meter list 報讀和打印總咪錶數

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

如沒有安裝數碼醫生,請每月把咪錶報告傳真至 2565 2128

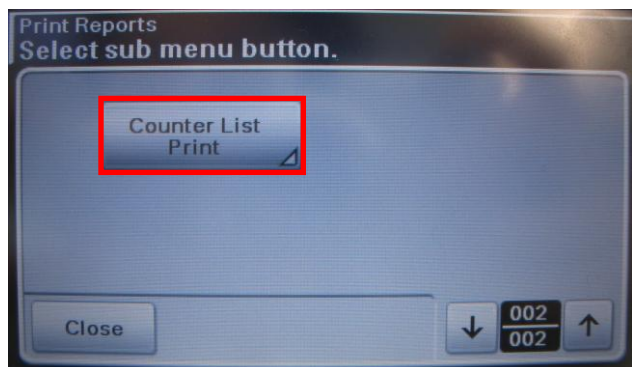
4. Press [Utility/Counter]
按[Utility/Counter]



5. Touch [User Settings]
按[使用者設定]

6. Touch [Print Settings]
按[列印報告]

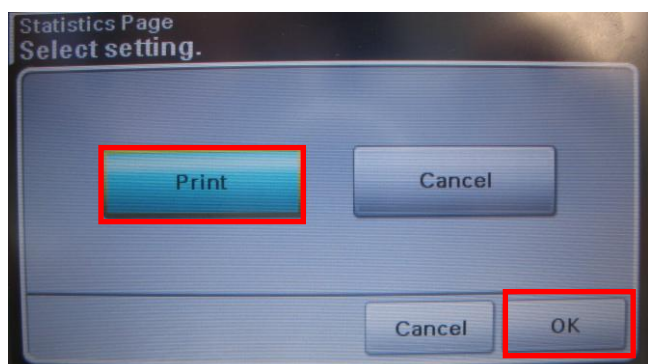
7. Touch [Print Reports]
按[列印報告]



8. Touch [↓] to page 2.
按[↓]到第二頁

9. Touch [Counter List Print]
按[計數器清單]

10. Touch [Print]
按[列印]

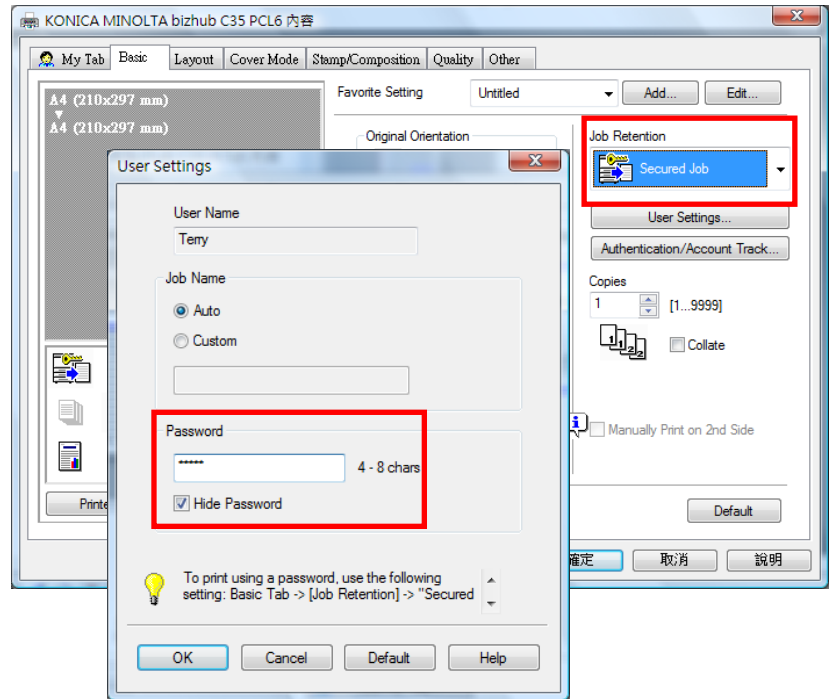


11. Touch [OK]
按[確定]

Secure print 機密列印

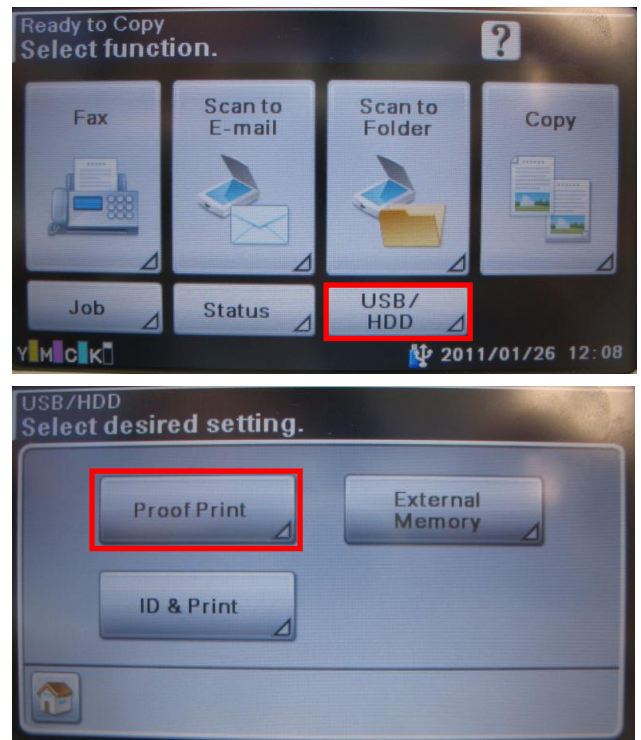
Printer Driver Setting 電腦打印程式設定

1. Open the file , Click printer driver
在電腦開啓文件後，選擇本印表機
2. Click **[Preferences]**
點選 **[內容]**
3. Select **[Secure Job]** in **[Job retention]**
於**[Job retention]**選**[機密工作]**
4. Input secure print password(4-8chars)
輸入機密列印密碼(4-8位文字)
5. Touch **[OK]** 2 times
按**[確定]** 兩次



Retrieve secure print job 取回機密列印工作

6. In the home screen, Touch **[USB/HDD]**
於主頁按**[USB/HDD]**
7. Touch **[Proof/Print]**
按**[校正列印]**
8. Select a user
選擇用戶
9. Touch **[OK]**
按**[確定]**
10. Select the job to be printed
選擇要列印的工作
11. Touch **[Print]**
按**[列印]**
12. Input secure job password
輸入工作密碼
13. Touch **[OK]**
按**[確定]**



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

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

電腦打印程式設定 Printer Driver Setting

- 6 Open the file , Click printer driver

在電腦開啓文件後，選擇本印表機

3. Click [Preferences]

點選 [內容]

4. Click [Original Size] select [Custom size] then input Width and Length (e.g. : 110mm x 220mm)

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)

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

在[紙張尺寸] 內選 [如同原稿尺寸]

- 6 Press [OK]

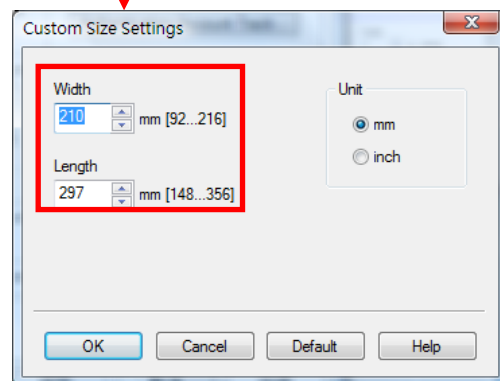
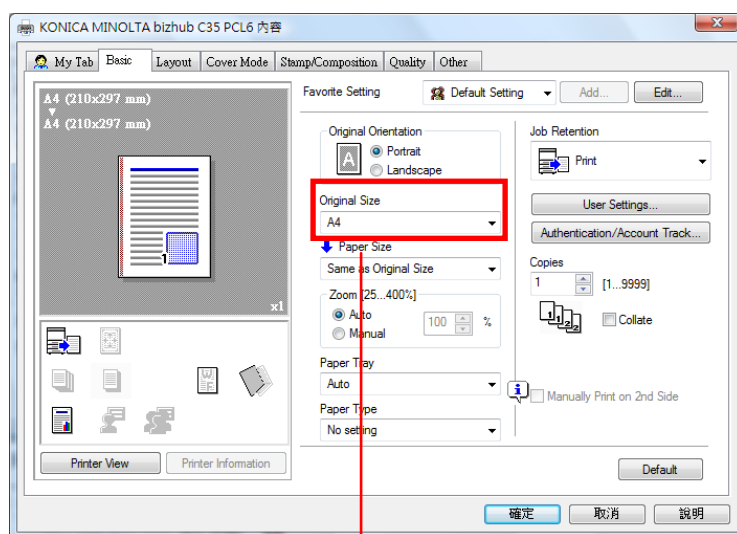
按 [確定]

6. Place envelope or custom size paper on Bypass tray (Face Down)

把信封或特別尺寸紙張紙張在影印機手送盤上 (正面向下)

7. Press [Complete]

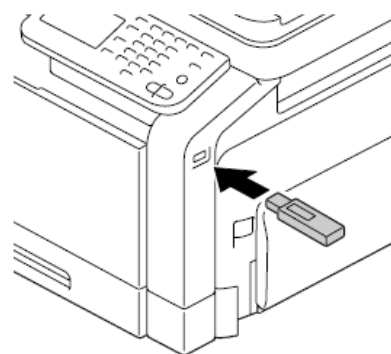
按[完成]



External Memory 外部記憶體

Support PDF, XPS, JPEG and TIFF files

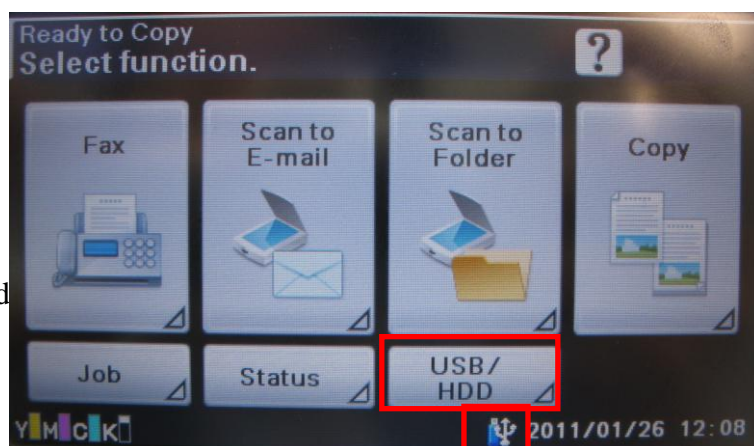
支援 PDF, XPS, JPEG and TIFF 檔案



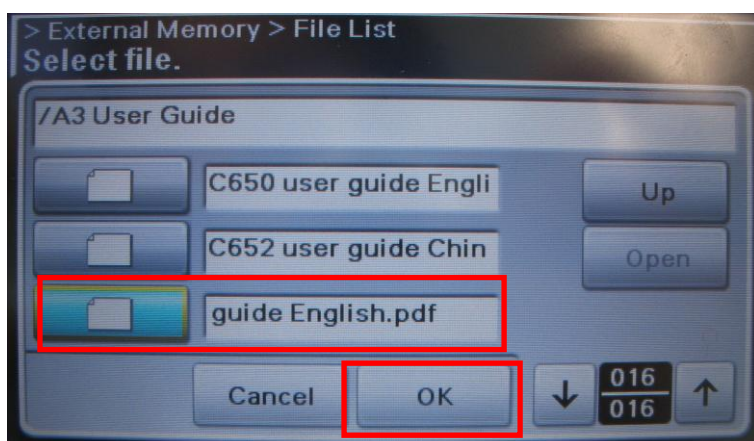
Printing from a connected USB memory device 列印USB記憶體內的文件

1. Plug the USB memory device into the USB HOST port.  Appears at the bottom of the screen
把USB記憶體插到USB端口,  會顯示於螢幕底下

2. In the home screen, Touch [USB/HDD]
於主頁按[USB/HDD]
3. Touch [External Memory]
按[外部記憶體]
4. Touch [File List] and select the file to be printed
按[檔案清單] 並選擇要列印的文件
5. Touch [OK]
按[確定]



6. Specify the print settings.
指定列印設定
7. Touch [Print]
按[列印]





KONICA MINOLTA

柯尼卡美能達商業系統(香港)有限公司
Konica Minolta Business Solutions (HK) Limited



KONICA MINOLTA

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	電話 Tel : 2565 2111 電郵 Email: bhkg_sales@bhk.konicaminolta.hk
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	電話 Tel :2565 2176 傳真 Fax:2856 1024
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 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 (此服務只適用於黑白影印機， 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” 電郵 : bhkg_csmeter@bhk.konicaminolta.hk
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 電郵 : bhkg_csorder@bhk.konicaminolta.hk
財務科 > 月結單查詢 Statement Enquiries	電話 Tel :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	電話 :2565 8181 後按“0” Tel: 2565 8181 then press “0”
網上客戶服務 Online Support Services	http://konicaminolta.com.hk/bt/chi/form