

# bizhub C210

快速指南 [复印/打印/传真/扫描操作]



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## 安全信息

本节介绍关于操作和维护本机的详细操作说明。要让本机取得最佳使用效果，所有操作人员均应仔细阅读并遵守本使用说明书中的操作说明。

在连接机器与电源之前，请阅读下列部分。它包含与用户安全及防止设备故障相关的重要信息。

请将本使用说明书存放在机器附近便于取阅的位置。

请务必遵照本使用说明书各章节中的所有注意事项进行操作。

KM\_Ver.02C





备注


本节内容的有些部分可能会与购买的产品无法一一对应。

### 警告与注意符号

注意标志或本手册使用下列标识进行安全注意事项的等级分类。

 <b>警告</b>	无视此警告可能会导致严重人身伤害甚至死亡。
 <b>注意</b>	无视此注意事项可能会导致人身伤害或财物损坏。

### 符号的含义

-  三角形表示危险，应采取相应预防措施。
-  此符号警告可能会导致灼伤。
-  对角线表示禁止采取该操作。
-  此符号就拆解设备给出警告。
-  黑色圆圈表示必须采取该操作。
-  此符号表示必须切断设备电源。

### 拆卸与改装

#### 警告

- 请勿试图拆卸固定在本机上的盖子和面板。有些产品内部配有高压零件或激光束光源，如此可能会导致电击或致盲。



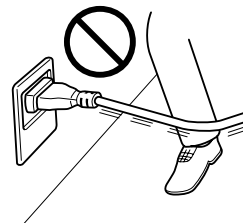
- 请勿改装本机，否则可能会导致火灾、电击或停机。如果本机采用了激光器，擅自改装本机，激光束光源可能会致盲。



## 电源线

### ⚠ 警告

- 仅应使用产品包装箱内附带的电源线。如果未附带电源线，仅应使用“电源线技术规格”中规定的电线和插头。如果未能使用此种电源线，可能会导致火灾或电击。
- 产品包装箱内附带的电源线仅应用于本机，切勿将它用于任何其它产品。如果未能遵照此注意事项，可能会导致火灾或电击。
- 请勿刮伤、磨损、加热、扭曲、弯折、拉伸、损坏电源线，或在上面放置重物。使用损坏的电源线（电芯暴露、电线破损等）可能会导致火灾或停机。如果发现任何上述情况，请立即关掉电源开关，从电源插座拔下电源线插头，然后致电授权维修技术人员报修。



## 电源

### ⚠ 警告

- 仅应使用规定的电源电压。如果未能如此，可能会导致火灾或电击。
- 将电源插头直接插入与插头配置相同的电源插座中。使用适配器会导致产品所连接的电源不适当（电压、电流容量、接地），并可能造成火灾或触电。如未配备适当的电源插座，顾客应请具有资格的电气技师进行安装。
- 原则上不要使用多重插座适配器或延长线。使用适配器或延长线可能会导致火灾或触电。如果必须使用延长线，请与授权维修技术人员联系。
- 在同一电源插座上连接其他设备之前，请咨询授权的维修技术人员。过载可能会导致火灾。



### ⚠ 注意

- 插座必须靠近设备并易于接近。否则不能在发生紧急情况时拔出电源插头。





## 电源插头

### ⚠ 警告

- 请勿在手潮湿时插、拔电源线，否则可能会导致电击。



- 将电源线插头完全插入电源插座。如果未能如此，可能会导致火灾或电击。



### ⚠ 注意

- 拔出插头时不要拖拉电源线。直接拉电源线可能会损坏它，并因此导致火灾或电击。



- 每年至少一次从插座上拔出电源插头，并清洁插头端子之间的区域。插头端子之间积聚的灰尘可能会导致火灾。



## 接地

### ⚠ 警告

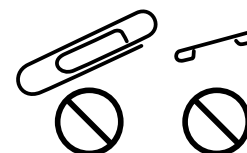
- 将电源插头插入配备接地端子的电源插座。



## 安装

### ⚠ 警告

- 请勿将花瓶或其它盛水的容器、金属夹或其它小件金属物品放在本机上。如果不慎将水泼入或金属物品掉入本机内部，可能会导致火灾、电击或停机。如果小金属件、水或其它类似异物不慎进入本机，请立即关掉电源开关，从电源插座拔下电源线插头，然后致电授权维修技术人员报修。



### ⚠ 注意

- 安装本机之后，请将它放到稳固的基座上。如果本机发生移位或翻倒，可能会导致人身伤害。



- 请勿将本机放在多尘或有煤烟、蒸汽的位置，也不要放在厨房灶台、浴室或增湿器旁边。否则可能会导致火灾、电击或停机。



- 请勿将本机放在不稳或倾斜的工作台面上，也不要放在大幅抖动和震动的位置。否则它可能会掉落或翻倒，并因此导致人身伤害或机械故障。



- 请勿用任何物体堵住本机的通风孔。否则本机内部可能会聚集热量，并因此导致火灾或故障。



- 请勿在本机附近使用易燃喷雾剂、液体或气体，否则可能会导致火灾。



## 通风

### ⚠ 注意

- 在通风不佳的房间内长时间使用本机或者大量进行复印 / 打印的情况下，有可能出现排气异味，请充分通风。



## 对故障采取的对策

### ⚠ 警告

- 如果本机变得异常灼热、冒烟、散发异味、产生异常噪音，请勿继续使用。此时请立即关掉电源开关，从电源插座拔下电源线插头，然后致电维修技术人员报修。如果不管这些继续使用，可能会导致火灾或电击。



- 如果本机不慎掉落或壳盖损坏，请勿继续使用。此时请立即关掉电源开关，从电源插座拔下电源线插头，然后致电维修技术人员报修。如果不管这些继续使用，可能会导致火灾或电击。



### ⚠ 注意

- 本机内部存在高温区，可能会导致灼伤。检查本机内部故障（如送纸故障）时，请勿触摸贴有“Caution HOT”注意标签的位置（定影单元周围等）。



## 耗材

### ⚠ 警告

- 请勿将碳粉盒或碳粉扔入明火。碳粉受热可能会飞散，并因此导致灼伤或其它伤害。



### ⚠ 注意

- 请勿将碳粉单元或感光鼓单元遗留在儿童方便触及的位置。舔食或吞咽这些物品可能会损害健康。



- 请勿将碳粉单元和PC感光鼓单元放在软盘或手表等易受磁力影响的物体旁边。否则会导致这些产品发生故障。



## 移动机器时

### ⚠ 注意

- 只要移动本机，请务必拔出电源线和其它电缆线。如果未能如此，可能会损坏电源线或电缆线，并因此导致火灾、电击或停机。



- 移动本机时，请务必拿住用户指南或其它文件中指明的位置。如果本机不慎翻倒，可能会导致严重人身伤害。同时本机也可能被损坏或发生故障。



未安装选购的 FK-507 传真装置时：

## 在连续假期之前

### ⚠ 注意

- 如长时间不使用本产品，应将插头拔出。



## 规定注意事项

### **CE Marking (Declaration of Conformity) for users of the European Union (EU)**

This product complies with the following EU directives:  
2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

NOTE: Optional Authentication Unit AU-201 (IC Card Reader/Writer)

This product is wireless system equipment (Short-Range Device) which the R & TTE directive (1999/5/EC) covers. Frequency of operation is 13.56 MHz.

### **USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)**

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

### **INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users)**

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

对于不受 B 级规定约束的国家中的用户

#### **警告**

这是 A 级产品。在民用环境中本产品可导致射频干扰，此时用户可能需要采取适当的措施。

本机必须使用带屏蔽的接口电缆。使用非屏蔽电缆可能会干扰无线电通信，这在 CISPR 及地方规定中是被禁止的。

#### **激光安全**

本机属于使用激光器进行工作的数字设备。根据本使用说明书中的操作说明使用本机提供的激光器，没有可能导致任何危险。

由于激光器辐射的放射线被完全限制在保护罩内，在用户操作的任何阶段，激光束均无法从本机逸出。

本机经鉴定属于 1 级激光产品：这意味着本机不会产生危险的激光辐射。

#### **内部激光辐射**

最大平均辐射功率：打印头单元的激光孔径为 6.4  $\mu$ W。

波长：775-800 nm

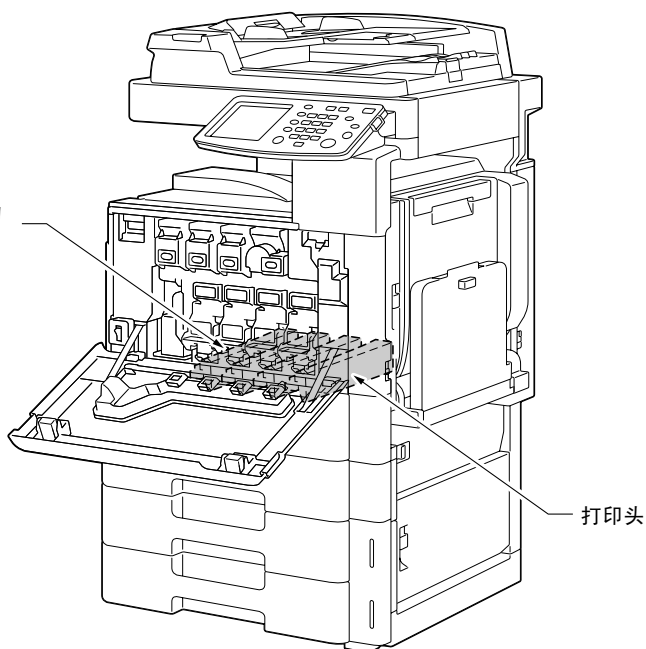
本机采用会辐射不可见激光束的 3B 类激光二极管。

打印头单元内配备激光二极管和扫描多棱镜。

打印头单元 “不属于现场维修品”：

因此，在任何情况下切勿打开打印头单元。

打印机头单元内的  
激光小孔



#### CDRH 规定

根据 1990 年颁布的“食品、药物及化妆品法案”，本机经鉴定属于“辐射性能标准”下的 1 类激光产品。对于在美国销售的激光产品，必须申请合格证，并且应报告给“设备与辐射卫生中心”（CDRH），该中心隶属美国“卫生与公共事业部”（DHHS）下辖的“美国食品与药物管理局”。这表示本机不会产生危险激光辐射。

第 x-36 页所示的标签表示符合 CDRH 规定，该标签必须张贴到在美国销售的激光产品上。

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#### 注意

进行本使用说明书规定以外的控制、调节或操作步骤可能会受到危险的照射。

本机激光器属于半导体激光器。激光二极管的最大功率为 15 mW，波长为 770-800 nm。

#### 供欧洲用户

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#### CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 15 mW and the wavelength is 770-800 nm.

#### 供丹麦用户

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#### ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770-800 nm.

#### 供芬兰、瑞典用户

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LOUKAN 1 LASERLAITE  
KLASS 1 LASER APPARAT

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#### VAROITUS!

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkyvättömälle la-sersäteilylle.

Tämä on puolijohdelaser. Laserdiodin suurin teho on 15 mW ja aallonpituus on 770-800 nm.

---

**VARNING!**

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 15 mW och våglängden är 770-800 nm.

---

**VARO!**

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

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**VARNING!**

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

供挪威用户

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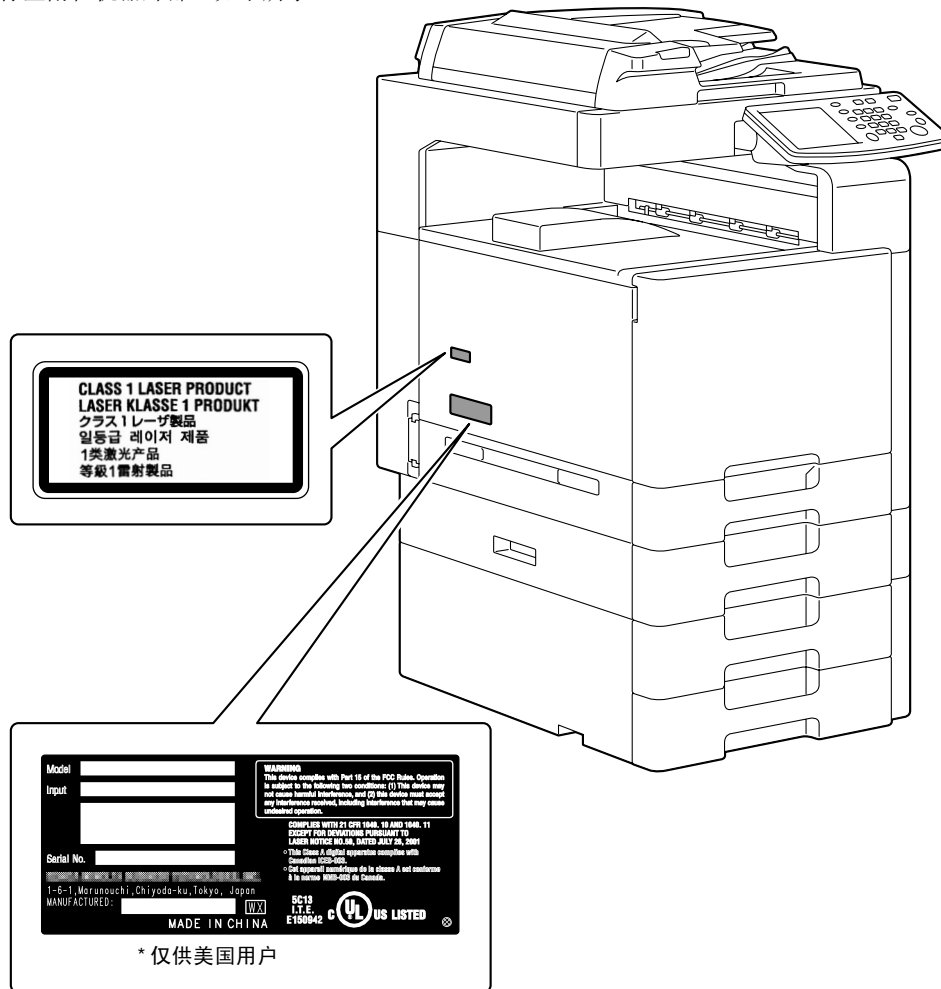
**ADVARSEL**

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølge-lengde er 770-800 nm.

## 激光安全标签

激光安全标签附在机器外部，如下所示。



## 臭氧排放

将机器放在通风良好的房间内

正常使用本机的过程中，会产生微量臭氧。但是，如果本机在通风不良的房间内长时间运转，可能会产生令人不快的异味。为了营造舒适、健康和安全的操作环境，建议将安装使用该机器的房间保持良好的通风。

Placer l'appareil dans une pièce largement ventilée

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

## Acoustic noise (for European users only)

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

## Notification for US only

Contains Mercury in the LCD control panel backlighting lamp, and/or in the scanning unit lamp. Dispose According to Local, State or Federal Laws.

## Notification for California Customers

This product uses a CR Lithium Battery which contains perchlorate material.

This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

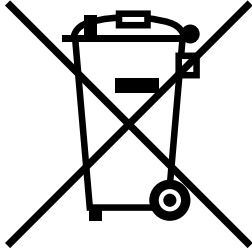
"Perchlorate Material - Special handling may apply, See [www.dtsc.ca.gov/hazardouswaste/perchlorate](http://www.dtsc.ca.gov/hazardouswaste/perchlorate)."

## Recycling batteries ( For Taiwan Users Only )

根據地方規定處理使用的電池。



### For EU member states only



This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regarding the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.



### For EU member states only

This product complies with RoHS (2002/95/EC) Directive.

This device is not intended for use at a video workstation in compliance with BildscharbV.

Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäß BildscharbV vorgesehen.

# 安全警告注意事项和标签

安全警告注意事项和标签出现在本机的下列位置上。  
注意不要在进行像清除卡纸的操作时发生意外事故。

**TONER** Net Wt. 465g (16.4oz)  
BLACK / SCHWARZ Toner made in Japan  
NOIR / ブラック Assembled in China  
JSP-Label A0D7156100

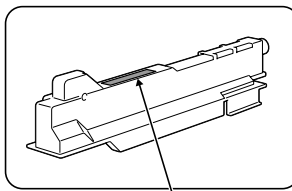
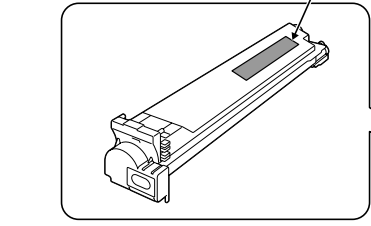
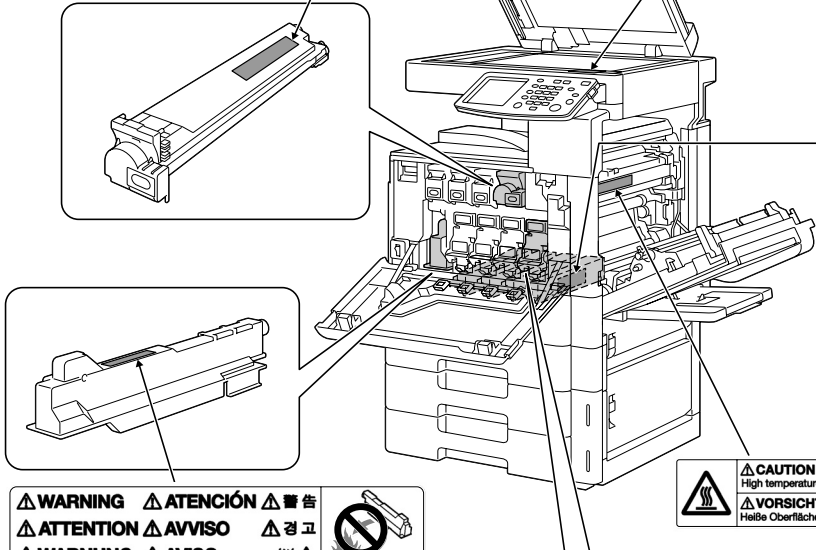
⚠ <b>WARNING</b>	⚠ <b>ATTENTION</b>	🚫
⚠ <b>WARNUNG</b>	⚠ <b>警告</b>	
⚠ <b>ATENCIÓN</b>	⚠ <b>경고</b>	
⚠ <b>AVISO</b>	⚠ <b>اخطار</b>	

**警告**  
切勿燃烧废碳粉盒。  
从火中飞溅出的碳粉  
很危险。

Legal Restrictions on Copying  
Certain types of documents shall never be copied by this copier for the purpose or with the intent to pass copies of such documents other than the original. The following is not a complete list but is meant to be used as a guide to responsive copying.

Financial Instruments	Legal Documents	General
Financial Checks	Wills	Identification Cards, Badges, or Signings
Insurance Policies	Notarized Documents (such as contracts)	Government Documents
Medical Records	Patents	Patents of Copyright
Real Estate Documents	Securities Documents	Records of Government Proceedings
Securities Documents	Trade Secrets	Records of Proceedings of a Court of Law
Securities Documents	Trade Secrets	Records of Proceedings of a Court of Law
Securities Documents	Trade Secrets	Records of Proceedings of a Court of Law

**注意**  
复制某些类型的文档是  
非法的。切勿复制这些  
文档。



⚠ <b>CAUTION</b>	⚠ <b>ATTENTION</b>	⚠ <b>PRECAUCIÓN</b>	⚠ <b>注意</b>	⚠ <b>注意</b>
⚠ <b>VORSICHT</b>	⚠ <b>ADVERTENCIA</b>	⚠ <b>ATTENTION</b>	⚠ <b>注意</b>	⚠ <b>注意</b>
⚠ <b>AVVERTIMENTO</b>	⚠ <b>ATTENTION</b>	⚠ <b>ATTENTION</b>	⚠ <b>注意</b>	⚠ <b>注意</b>
⚠ <b>AVVERTIMENTO</b>	⚠ <b>ATTENTION</b>	⚠ <b>ATTENTION</b>	⚠ <b>注意</b>	⚠ <b>注意</b>

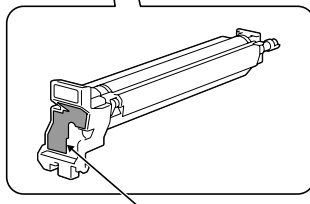
**注意**  
切勿改动或取下安装在  
本机上的任一盖板或面  
板，否则可能会使您暴  
露于激光辐射下。

⚠ <b>WARNING</b>	⚠ <b>ATENCIÓN</b>	⚠ <b>警告</b>	🚫
⚠ <b>ATTENTION</b>	⚠ <b>AVISO</b>	⚠ <b>경고</b>	
⚠ <b>WARNUNG</b>	⚠ <b>AVISO</b>	⚠ <b>اخطار</b>	
⚠ <b>警告</b>	⚠ <b>警告</b>	⚠ <b>警告</b>	

**警告**  
请勿将废碳粉盒竖直或倾  
斜放置于末端，否则碳粉  
可能会飞溅。

**注意**  
切勿燃烧废碳粉盒。  
从火中飞溅出的碳粉很  
危险。

⚠ <b>CAUTION</b>	⚠ <b>ATTENTION</b>	⚠ <b>PRECAUCIÓN</b>	⚠ <b>注意</b>	⚠ <b>注意</b>
⚠ <b>VORSICHT</b>	⚠ <b>ADVERTENCIA</b>	⚠ <b>ATTENTION</b>	⚠ <b>注意</b>	⚠ <b>注意</b>
⚠ <b>AVVERTIMENTO</b>	⚠ <b>ATTENTION</b>	⚠ <b>ATTENTION</b>	⚠ <b>注意</b>	⚠ <b>注意</b>
⚠ <b>AVVERTIMENTO</b>	⚠ <b>ATTENTION</b>	⚠ <b>ATTENTION</b>	⚠ <b>注意</b>	⚠ <b>注意</b>



**注意**  
定影单元周围的部分非常  
烫。触摸没有标示的  
任何部分都可能引起灼  
伤。

**警告**  
切勿燃烧旧成像单元。  
从火中飞溅出的碳粉很  
危险。

**提醒**

请勿取下注意标志与标签。如果注意标志与标签被弄脏，请清洁使其清晰。如果没有使注意标志与标签清晰，或如果损坏了注意标志与标签，请联系维修人员。



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## 用户特殊注意事项

供加拿大用户

NOTICE:

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

AVIS:

Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada.

L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5.

供美国用户

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX.. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment FK-507 and ML-504 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment FK-507 and ML-504 , for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

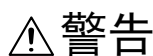
Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-507 and ML-504 does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

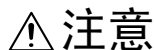
In order to program this information into your FAX machine, you should complete the following steps: See chapter 9.6, "Fax Settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].

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WARNING/CAUTION Explained



The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading this Quick Guide.



The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading this Quick Guide.

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#### 供新西兰用户

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Fault Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port.

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供欧洲用户

The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

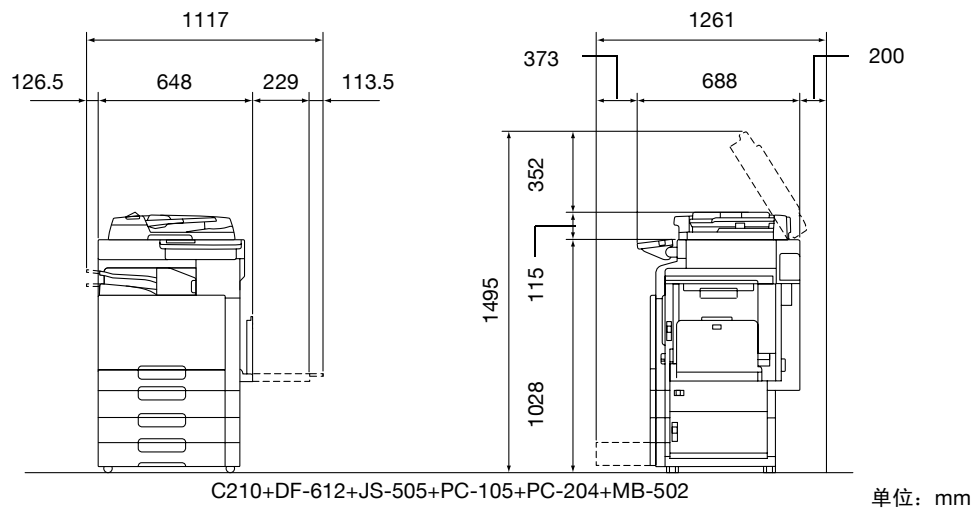
In the event of problems, you should contact your equipment supplier in the first instance.



The CE marking must be affixed to the product or to its data plate. Additionally it must be affixed to the packaging, if any, and to the accompanying documents.

## 空间要求

为了确保可以轻松进行机器操作、耗材补充、零件更换以及定期维修，请遵守下述详细建议的空间要求。



### 提醒

未安装选购件时，请务必在本机后部保留 200 mm 或更大的间隙用于铺设通风管道。

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## 操作注意事项

为了保证本机的最佳性能，请遵守下述注意事项。

### 电源

电源要求如下：

- 电压波动：最大± 10%（220 到 240V AC 时）
- 频率波动：最大± 3 Hz（50 Hz/60 Hz 时）
- 尽可能使用电压或电流波动较小的电源。

### 操作环境

正确操作机器的环境要求如下。

- 温度：10 °C 到 30 °C，每小时波动范围在 10 °C 内
- 湿度：15% 到 85%，每小时波动范围在 10% 内

### 复印件的存储

若要存储复印件，请按照下列建议。

- 需要长时间保存的复印件应保存在不暴露在光线的地方，以防止褪色。
- 含有溶剂的粘合剂（例如，喷洒胶）可能会将复印件上的碳粉溶解。
- 彩色复印件上的碳粉层比普通黑白复印件要厚一些。因此，折叠彩色复印件时，折痕上的碳粉可能会脱落。

## 关于复印的法律限制

复印特定类型的文件时，不得将此类文件的复印件用于原稿一样的目的或意图。

下表所列项目尚不完备，但对于负责任的复印者，可以将其用作参考。

### < 财务文件 >

- 个人支票
- 旅行支票
- 汇票
- 存款单
- 债券或其它借据
- 证券

### < 法律文件 >

- 粮票
- 邮票（已盖戳或未盖戳的）
- 政府机构开具的支票或汇票
- 国内印花税票（已盖戳或未盖戳的）
- 护照
- 移民证
- 机动车牌照和驾驶证
- 房屋与地产的产权证和转让证

### < 一般文件 >

- 身份证、胸卡或徽章
- 未经版权所有者授权的版权保护作品

此外，在任何情况下均严禁复印本国货币或外国货币，或在未经版权所有者授权的情形下复印艺术作品。

如果对文件性质存在疑问，请咨询法律顾问。



#### 细节

为防止非法复制某些文件，如纸张货币，本机具有防伪功能。

由于本机具有防伪功能，图像可能会失真。

## 使用说明书的介绍

本机的使用说明书包括本书和使用说明书 CD。

本使用说明书以书籍形式提供，包含了可让您立即操作本机的说明。有关功能或维修操作的详细说明，请参见使用说明书 CD 上的使用说明书。

### 说明书介绍

#### 快速指南 [复印 / 打印 / 传真 / 扫描操作]

本快速指南包含最常用功能的操作步骤和说明，可以立即使用本机。

此外，本快速指南包含有关安全使用本机的备注和注意事项。

务必在使用本机前阅读本说明书。

### 使用说明书 CD 的介绍

使用说明书 CD 附带在本机中。在初始画面中，选择要查看的使用说明书，然后检查各种功能的详细资料。



#### 使用说明书 [复印操作]

本使用说明书包括复印模式操作和本机维护的说明。

有关纸张与原稿、使用方便应用功能复印、更换耗材和故障排除操作（例如清除卡纸）的详细资料，请参见本使用说明书。

#### 使用说明书 [打印操作]

本使用说明书包括用标准内置打印机控制器指定的打印功能的详细资料。

有关使用打印机功能操作步骤的详细资料，请参见本使用说明书。

#### 使用说明书 [网络扫描 / 传真 / 网络传真操作]

本使用说明书包含了网络扫描、G3 传真和网络传真操作的详细资料。

有关通过电子邮件、G3 传真、Internet 传真、IP 地址传真和 IP 中继操作使用网络扫描的步骤，请参见本说明书。

要使用 G3 传真、Internet 传真、IP 地址传真和 IP 中继功能，必须单独购买选购的传真组件。

#### 使用说明书 [传真驱动程序操作]

本使用说明书包含了可用来直接从计算机发送传真的传真驱动程序功能的详细信息。

有关使用 PC- 传真功能的操作步骤，请参见本使用说明书。

要使用传真功能，必须单独购买选购的传真组件。

#### 使用说明书 [网络管理员]

本使用说明书包含了指定用于连接和在网络下使用本机的设置，更改软件开关设置，以及使用 Assistant tool 的详细资料。

有关网络设置、软件开关设置和 Assistant tool 的说明，请参见本使用说明书。

### 商标 / 版权所有

本说明书包含有关商标和版权所有的详细资料。

务必在使用本机前阅读本说明书。

### 如何打开使用说明书光盘主菜单

在 Windows 系统中，将光盘插入计算机的 CD 驱动器，主菜单便会自动显示。

在 Macintosh OS9/OSX 系统中，双击桌面上的光盘图标，再双击 index\_mac 打开主菜单。



#### 备注

查看这些使用说明书需要 Adobe Reader。



## 可用功能

bizhub C210 是一款数码彩色多功能复合机，可减少工作流程并满足多种应用或办公环境。除了任何公司中最重要的复印、传真、扫描和打印功能，本机还具有网络功能支持更有效的文档管理。



## 复印操作

能以高速打印高质量复印件。可制作出鲜艳色彩、黑白或其它单色复印件以满足任何需求。许多应用功能可大大降低办公成本并提高效率。

## 打印操作

从计算机打印时，可以指定各种设置，例如纸张尺寸、图像质量、色调和布局。使用机密打印功能，可以用密码保护重要文档的打印。可以从附带的光盘轻松安装打印机驱动程序。

## 传真操作

使用本机不仅可以扫描原稿，也可以将计算机数据发送传真。可以将一份传真同时发送到多个目的地，并且也可以转发已接收的传真。



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### 备注

要使用传真功能，必须安装选购的传真组件FK-507。

## 网络操作

可以通过网络连接进行打印。使用本机扫描的数据可以轻松通过网络传送。通过使用控制面板指定目的地，可以将数据传送到FTP服务器或其他网络计算机，也可以将其作为电子邮件附件发送，或使用因特网发送传真。



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### 备注

要使用Internet传真功能、IP地址传真功能和IP中继功能，必须安装选购的传真组件FK-507。

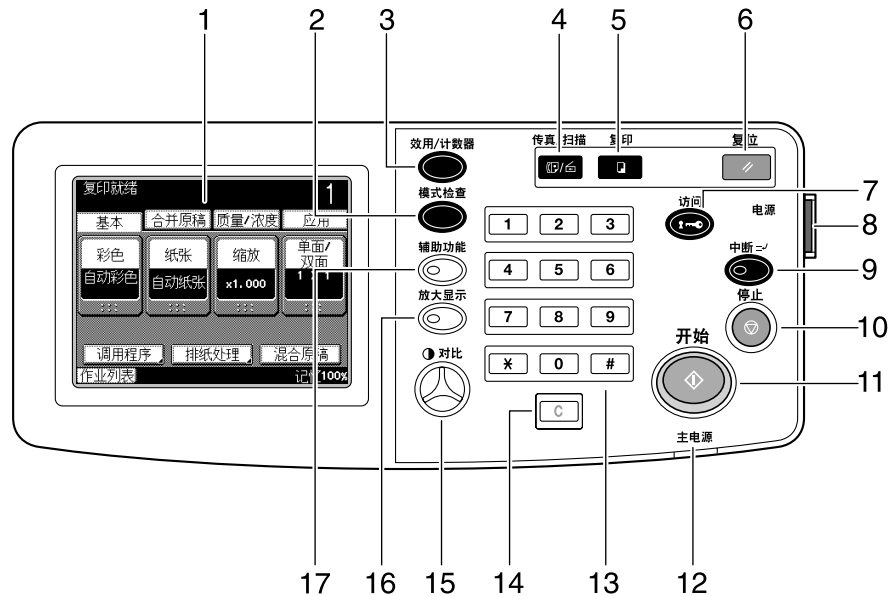
## 扫描操作

纸张文件可以快速转换为数字数据。这种转换的数据可方便地通过网络传送。此外，使用各种TWAIN兼容应用程序可以将本机用作扫描器。

## 控制面板

控制面板包括触摸面板（可用来指定各种功能设置）和各种按键，如 [开始] 键和 [停止] 键的设置。可以使用这些键执行的操作如下所述。

在本说明书中，[ ] 表示控制面板上的按键以及触摸面板上的按钮。



号码	零件名称	说明
1	触摸面板	显示各种屏幕与信息。 直接触摸面板以指定各种设置。
2	[模式检查] 键	按此键来检查各种设置。
3	[效用 / 计数器] 键	按此键以显示效用屏幕和用量计数器屏幕。
4	[传真 / 扫描] 键	按此键进入传真 / 扫描模式。 当机器处于传真 / 扫描模式时，[传真 / 扫描] 键上的指示灯会发绿光。
5	[复印] 键	按此键进入复印模式。（作为默认值，机器处于复印模式。） 当机器处于复印模式时，[复印] 键上的指示灯会发绿光。
6	[复位] 键	按此键以清除所有在控制面板与触摸面板上输入的设置（编程设置除外）。
7	[访问] 键	应用了账户跟踪设置时，输入账户名和密码后按此键登录到注册的账户，或者从账户注销。
8	副电源开关	按此键打开 / 关闭机器操作。关闭后，机器进入节能状态。
9	[中断] 键	按此键可以进入中断模式。当机器处于中断模式时，[中断] 键上的指示灯会亮起绿光，且触摸面板上出现“现在处于中断模式”信息。要取消中断模式，请再按一次 [中断] 键。
10	[停止] 键	复印时按此键将停止操作。正执行的复印作业被删除。 如果在扫描或拨号过程中按下了 [停止] 键，则会出现请求确认删除作业的屏幕。在确认屏幕中，选择要删除的作业。
11	[开始] 键	按此键开始复印、扫描或传真操作。当本机准备开始操作时，[开始] 键上的指示灯会亮起蓝光。如果 [开始] 键上的指示灯亮起橙光，则不能开始操作。 按此键以重新开始被停止的作业。
12	主电源指示灯	当用主电源开关打开本机时亮起绿光。
13	数字键盘	用于输入需要制作的份数。 用于输入缩放比率。 用于输入各种设置。
14	[C]（清除）键	按本键以删除用数字键盘输入的数值（例如份数、缩放比率或尺寸）。
15	[对比] 旋钮	用于调整触摸面板的对比度。
16	[放大显示] 键	按本键进入放大显示方式。
17	[辅助功能] 键	按此键以显示用于指定用户操作设置功能设置的屏幕。

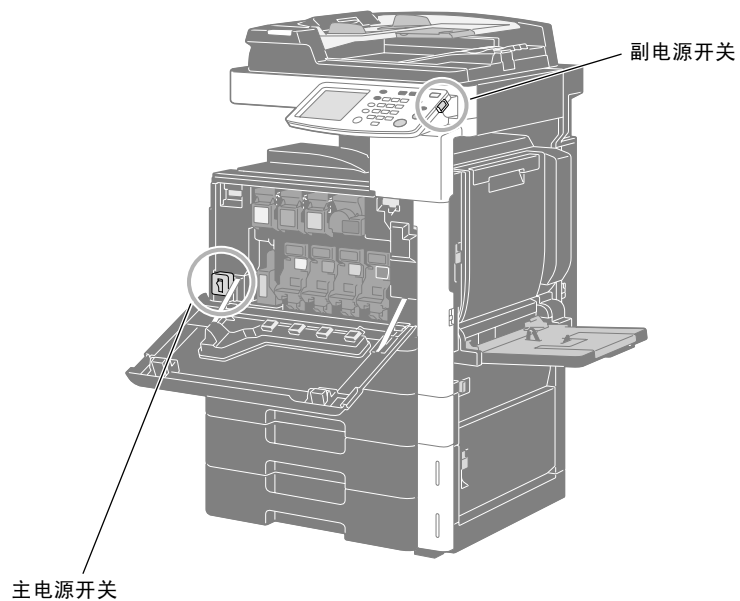


### 备注

有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。

## 打开 / 关闭机器电源

本机具有两种电源控制：主电源开关和副电源开关。



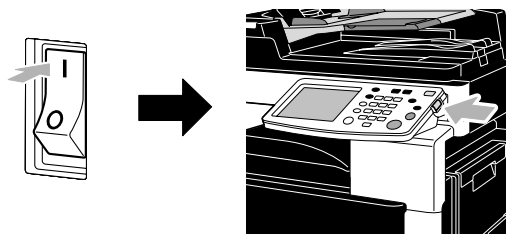
### 主电源开关

该开关可打开 / 关闭机器的所有功能。通常情况下主电源开关打开。

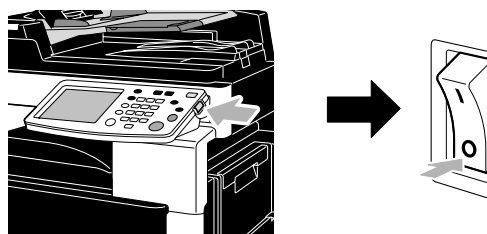
### 副电源开关

按此键打开 / 关闭机器操作。关闭后，机器进入节能状态。

### 打开机器电源



### 关闭机器电源





#### 细节

关机后再打开机器时，请在关闭后等待至少 10 秒钟再打开机器。如果关机后在很短时间内开机，本机可能工作不正常。

本机正在打印时请不要关闭，否则可能会发生卡纸。

本机正在运行时请不要关闭，否则正在扫描或传送或排队作业的数据可能会被删除。



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#### 备注

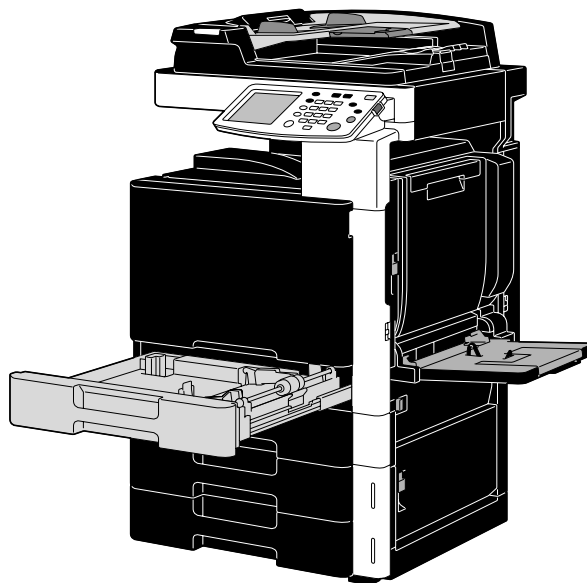
有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。

## 装入纸张

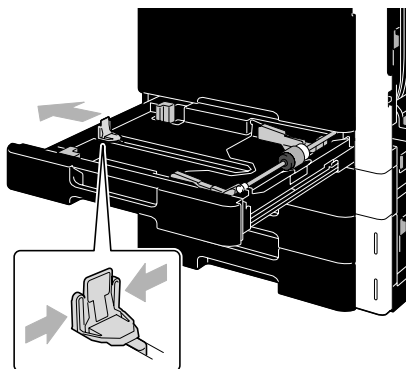
按照下述步骤将纸张装入各种纸盒。

### 将纸张装入纸盒 1

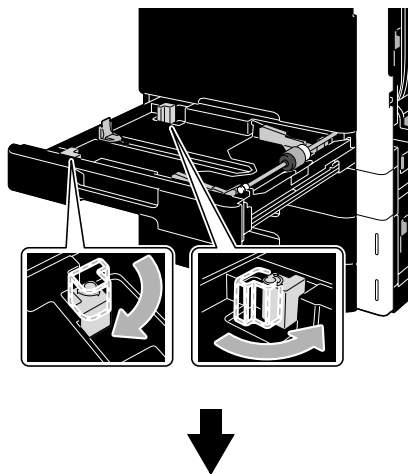
按照下述步骤将纸张装入纸盒 1。

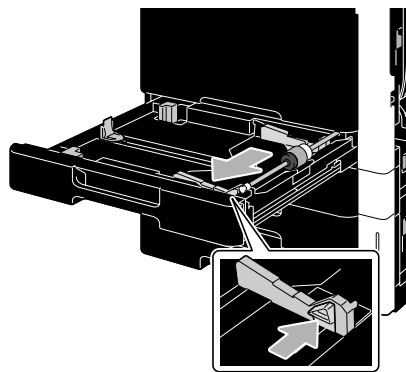
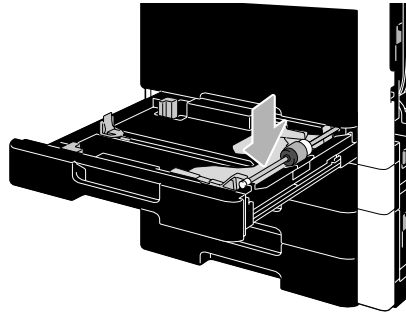


- 1 将横向导板滑动到适合要装入的纸张尺寸的位置。

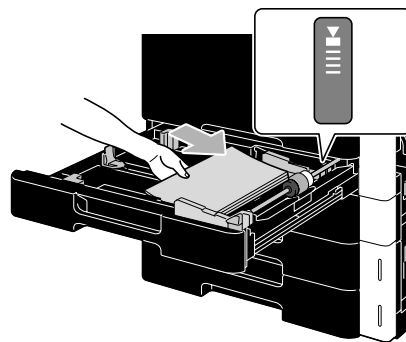


- 对于大于 A3 尺寸的纸张  
装入大于 A3 尺寸的纸张时，请如图所示调整导板。





**2** 在纸盒中装入纸张。



- 装入纸张，使要打印的一面朝上。
- 装入多页纸张时，纸堆的顶部不得超过 ▼ 标记。
- 最多可以装入 250 张普通纸。

3 在触摸面板中，选择纸张类型。



- 按 [↑] 和 [↓] 直到出现需要的纸张类型。
- 如果装入标签纸，选择“厚纸1”。
- 如果装入非标准尺寸纸张，请指定纸张尺寸设置。
- 有关指定纸张尺寸和纸张类型设置的详细资料，请参见使用说明书 [复印操作] 的第6章“复印纸/原稿”。
- 在 OHP 胶片上只可用黑色打印。



细节

纸盒1 中可装入下列类型和数量的纸张。

普通纸 (60 g/m<sup>2</sup> 到 90 g/m<sup>2</sup>): 最多 250 张  
厚纸1 (91 g/m<sup>2</sup> 到 150 g/m<sup>2</sup>): 最多 20 张  
厚纸2 (151 g/m<sup>2</sup> 到 209 g/m<sup>2</sup>): 最多 20 张  
厚纸3 (210 g/m<sup>2</sup> 到 256 g/m<sup>2</sup>): 最多 20 张

OHP 胶片: 最多 20 张

信封: 最多 20 个

标签纸: 最多 20 张

纸盒1 可指定下列尺寸的纸张。

标准尺寸纸张: A3 到 B6 、A6 、12-1/4 × 18 \*<sup>1</sup>、12 × 18 \*<sup>1</sup> 到 5-1/2 × 8-1/2 / 、4 × 6   
8 × 13 \*<sup>2</sup>、16K / 、8K

非标准尺寸纸张: 宽度: 90.0 mm 到 311.1 mm ; 长度: 139.7 mm 到 457.2 mm

\*<sup>1</sup> 这是大于 A3 的尺寸。12-1/4 × 18 相当于 311.1 mm × 457.2 mm，12 × 18 相当于 304.8 mm × 457.2 mm。

\*<sup>2</sup> 有 5 种 Foolscap 尺寸: 220 × 330 mm 、8-1/2 × 13 、8-1/4 × 13 、8-1/8 × 13-1/4 和 8 × 13 。  
可以选择这些尺寸中的任何一个。有关详细资料，请与维修人员联系。



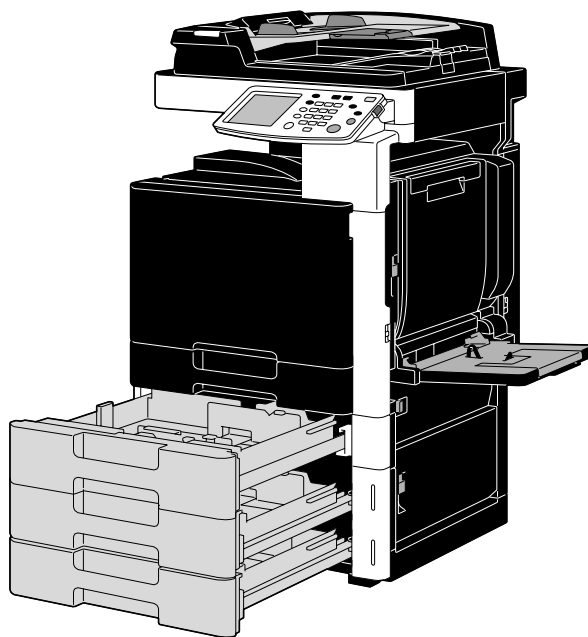
备注

有关详细资料，请参见使用说明书 [复印操作] 的第1章“开始复印之前”。

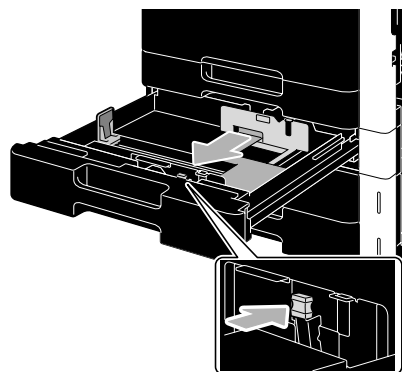
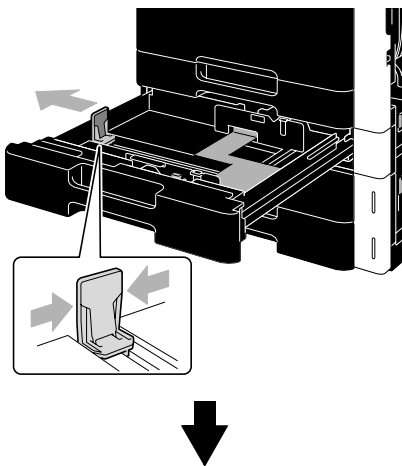


## 将纸张装入纸盒 2/3/4

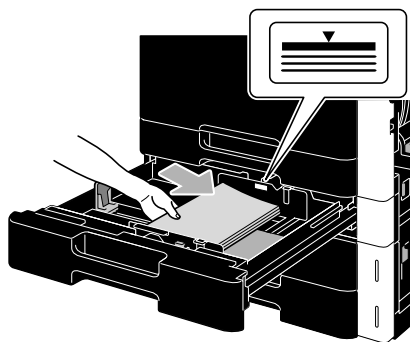
按照下述步骤将纸张装入纸盒 2、纸盒 3 和纸盒 4。纸盒 2、3 和 4 是选购件。



- 1 将横向导板滑动到适合要装入的纸张尺寸的位置。



## 2 在纸盒中装入纸张。



- 装入纸张，使要打印的一面朝上。
- 装入多页纸张时，纸堆的顶部不得超过 ▼ 标记。
- 最多可以装入 500 张普通纸。有关指定可以装入厚纸张数的详细资料，请参见使用说明书 [复印操作] 的第 6 章“复印纸 / 原稿”。



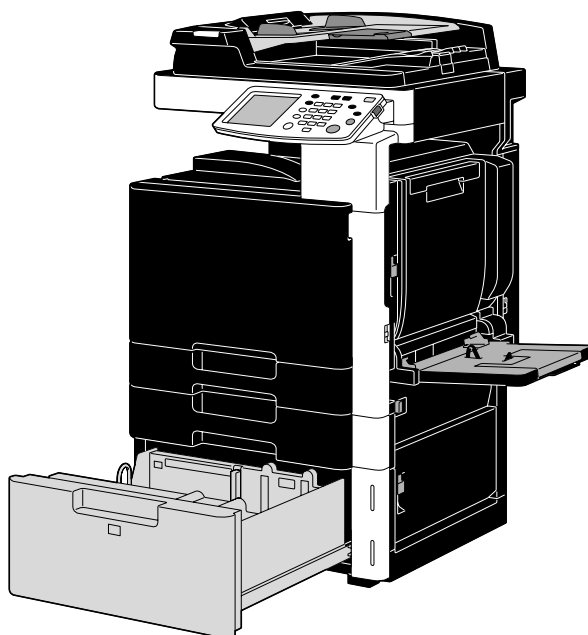
...

### 备注

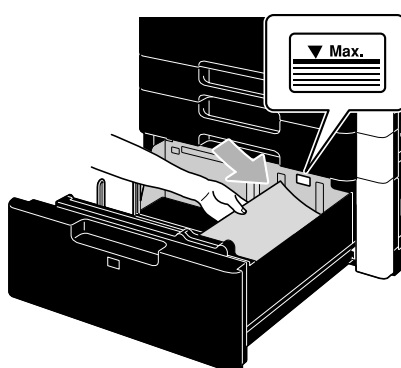
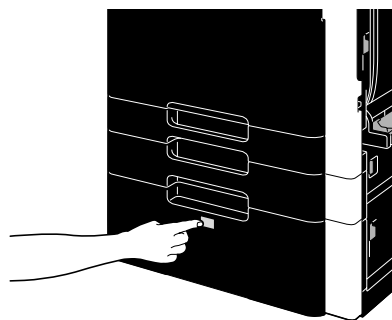
有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。

### 在 LCT 中装入纸张

按照下述步骤将纸张装入 LCT。LCT 是选购件。



在纸盒中装入纸张。



- 按纸盒释放按钮拉出 LCT。
- 装入纸张，使要打印的一面朝上。
- 装入多页纸张时，纸堆的顶部不得超过 ▼ 标记。
- 最多可以装入 2,500 张普通纸。有关指定可以装入厚纸张数的详细资料，请参见使用说明书 [复印操作] 的第 6 章 “复印纸 / 原稿”。



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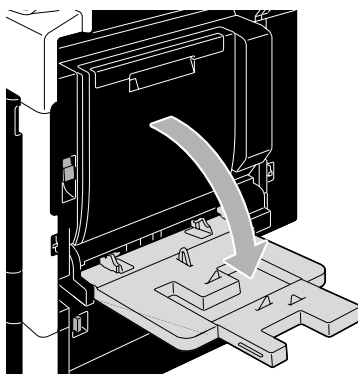
**备注**

有关详细资料，请参见使用说明书 [复印操作] 的第 1 章 “开始复印之前”。

## 将纸张装入手送进纸盒

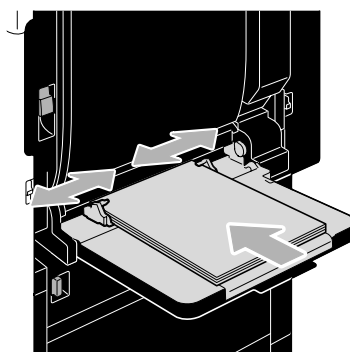
如果想要打印到未装入纸盒中尺寸的纸张，可以通过手送进纸盒手动送纸。手送进纸盒是选购件。按照下述步骤将纸张装入手送进纸盒。

### 1 打开手送进纸盒。



- 装入大尺寸纸张时，拉出纸盒扩展器。

### 2 在纸盒中装入纸张。



- 装入纸张，使要打印的一侧朝下。
- 装入多页纸张时，纸堆的顶部不得超过 ▼ 标记。
- 最多可以装入 100 张普通纸。
- 将横向导板滑动到适合要装入的纸张尺寸的位置。

### 3 在触摸面板中，选择纸张类型。



- 按 [↑] 和 [↓] 直到出现需要的纸张类型。
- 如果装入标签纸, 选择“厚纸 1”。
- 如果装入非标准尺寸纸张, 请指定纸张尺寸设置。
- 有关指定纸张尺寸和纸张类型设置的详细资料, 请参见使用说明书 [复印操作] 的第 6 章“复印纸 / 原稿”。
- 在 OHP 胶片上只可用黑色打印。



#### 细节

手送进纸盒中可装入下列类型和数量的纸张。

普通纸 (60 g/m<sup>2</sup> 到 90 g/m<sup>2</sup>): 最多 100 张

厚纸 1 (91 g/m<sup>2</sup> 到 150 g/m<sup>2</sup>): 最多 20 张

厚纸 2 (151 g/m<sup>2</sup> 到 209 g/m<sup>2</sup>): 最多 20 张














厚纸 3 (210 g/m<sup>2</sup> 到 256 g/m<sup>2</sup>): 最多 20 张

OHP 胶片: 最多 20 张

信封: 最多 10 个






标签纸: 最多 20 张

手送进纸盒可指定下列尺寸的纸张。

标准尺寸纸张: A3  到 B6 、A6 、12-1/4 × 18 <sup>\*1</sup>、12 × 18 <sup>\*1</sup> 到 5-1/2 × 8-1/2 、4 × 6   
8 × 13 <sup>\*2</sup>、16K 、8K 

非标准尺寸纸张: 宽度: 90.0 mm 到 311.1 mm ; 长度: 139.7 mm 到 457.2 mm

<sup>\*1</sup> 这是大于 A3 的尺寸。12-1/4 × 18 相当于 311.1 mm × 457.2 mm, 12 × 18 相当于 304.8 mm × 457.2 mm。

<sup>\*2</sup> 有 5 种 Foolscap 尺寸: 220 × 330 mm 、8-1/2 × 13 、8-1/4 × 13 、8-1/8 × 13-1/4  和 8 × 13 。  
可以选择这些尺寸中的任何一个。有关详细资料, 请与维修人员联系。

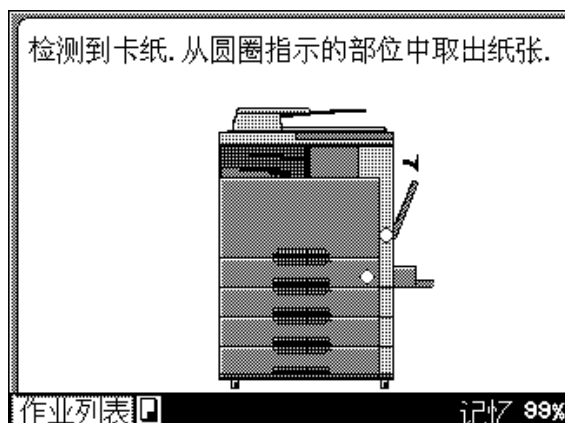


#### 备注

有关详细资料, 请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。

## 清除卡纸

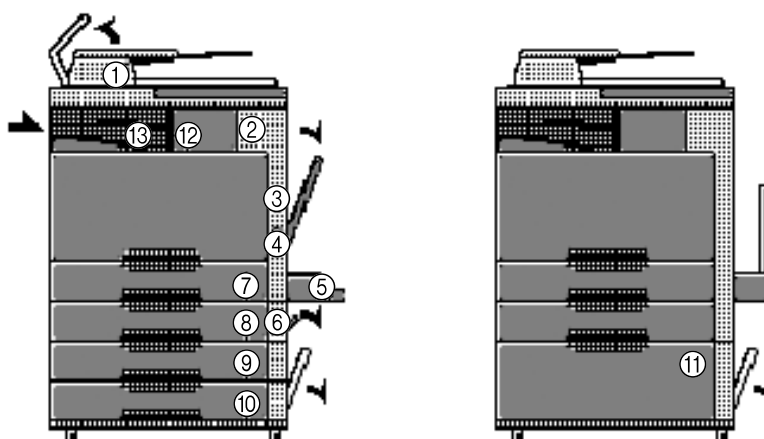
如发生卡纸，出现显示卡纸位置的如下所示屏幕之一。若要清除卡纸，请检查屏幕上显示的位置，然后执行必要的操作。



闪烁的“○”指示卡纸位置。

亮起的“○”指示可能发生卡纸、应进行检查的区域。

### 卡纸位置



有关卡纸 1 到 11 的详细资料，请参见本说明书上的第 x-61 页并执行适当的操作。

有关卡纸 12 和 13（分离器）的详细资料，请参见本说明书上的第 x-62 页并执行适当的操作。



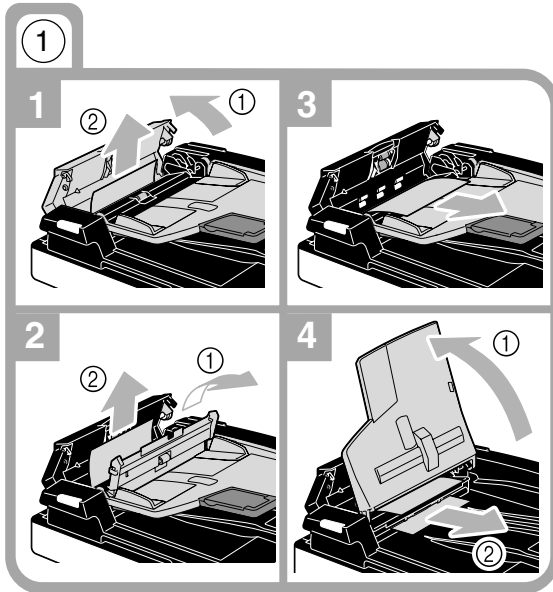
#### 备注

有关清除卡纸步骤的详细资料，请参见使用说明书 [复印操作] 的第 4 章“故障排除”。

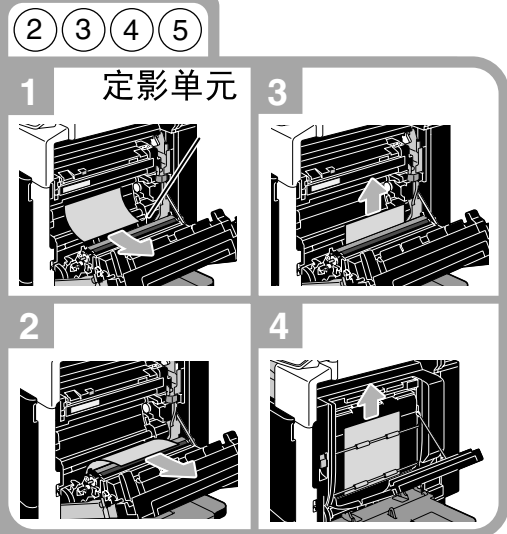
## 清除卡纸（主机）

下列步骤介绍了如何清除在 ADF、右上侧门或纸盒中发生的卡纸。

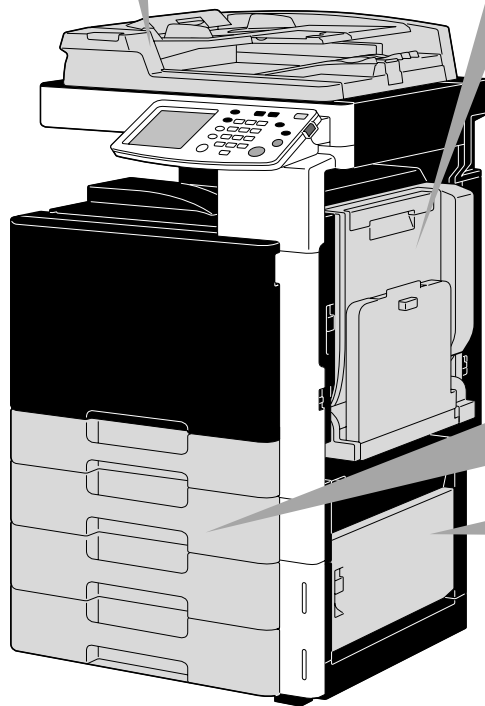
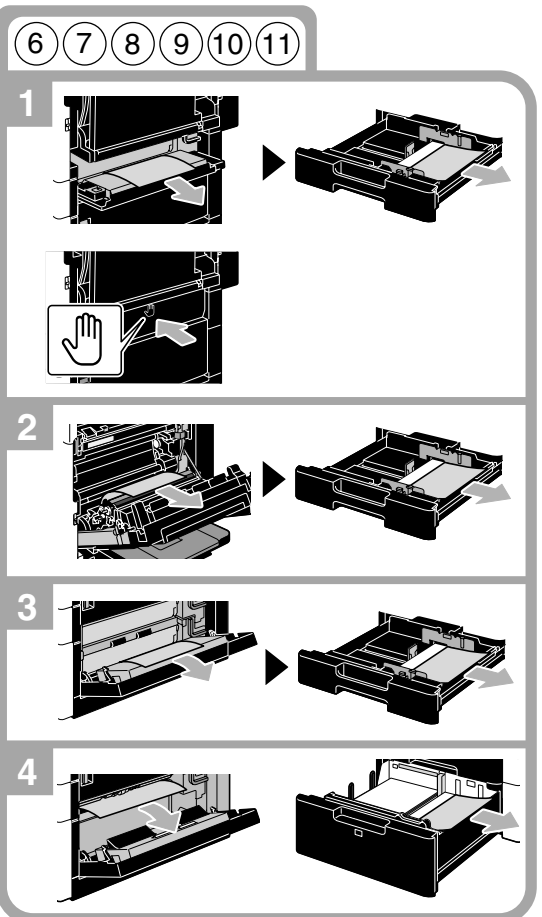
### ADF



### 右上侧门单元



### 纸盒



\* 上面的插图表示安装了选购的 ADF、双面器组件、手送进纸盒、附加纸盒纸柜和双纸盒纸柜的主机。

## ⚠ 注意

在定影组件周围的部位会非常烫。

→ 触摸除所示拉杆与旋钮以外的任何部分均可能造成灼伤。如果不慎灼伤，请立即用冷水给皮肤降温，然后到专业医师处就诊。

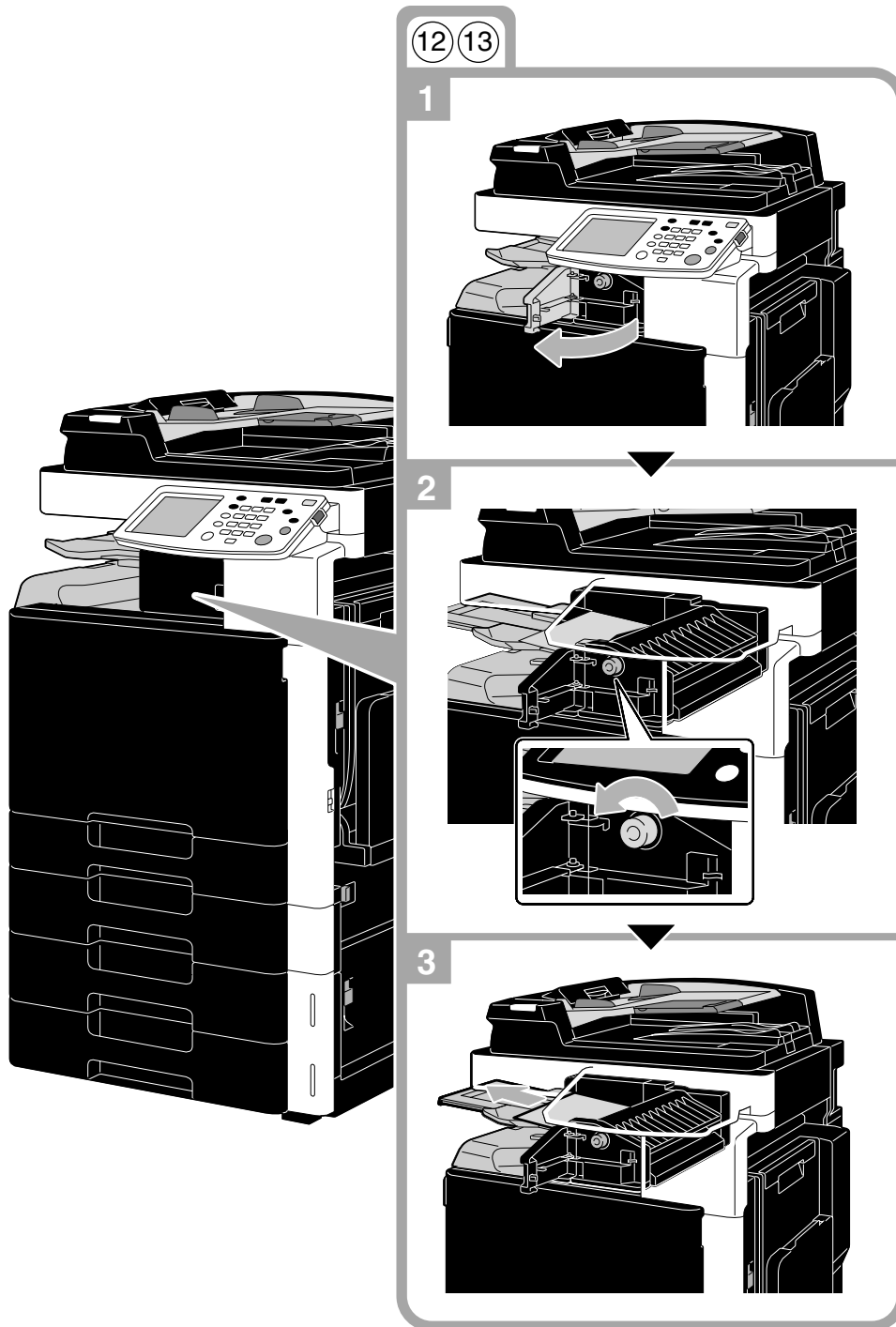
## ⚠ 注意

碳粉飞溅注意事项。

- 注意不要让碳粉撒落到机器内或沾染到衣服或手上。
- 如果手上沾染了碳粉，请立即用肥皂和水清洗。
- 如果碳粉进入眼睛，请立即用水冲洗，然后到专业医师处就诊。

### 清除卡纸（分离器）

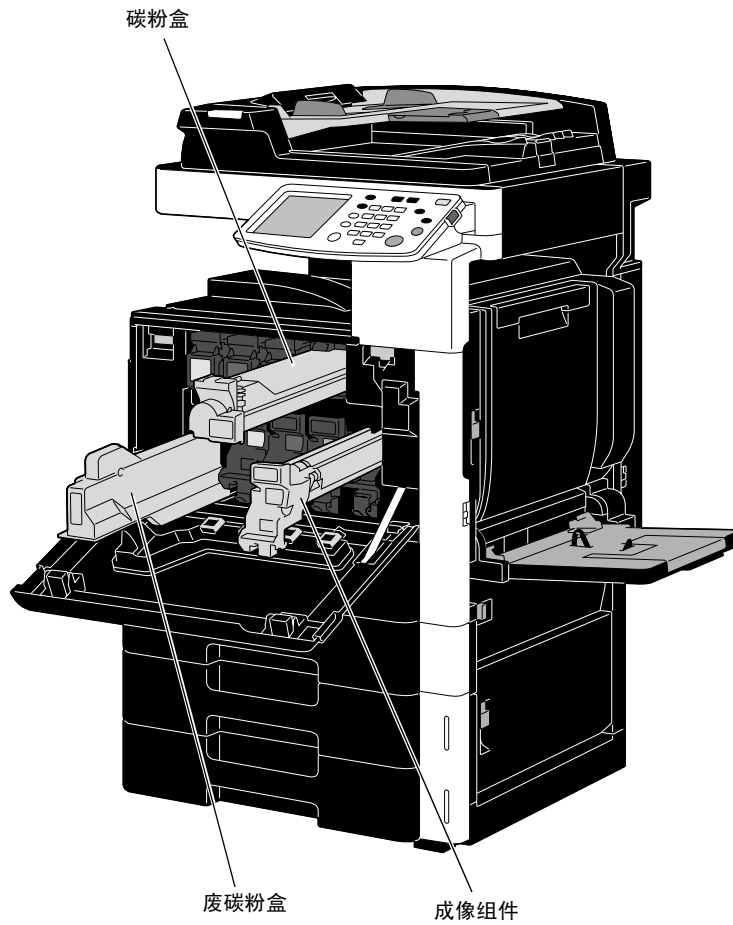
下列步骤介绍了如何清除在分离器中发生的卡纸。





## 更换耗材

需要更换耗材时，例如，碳粉盒已空或者废碳粉盒已满时，则会出现表示应更换的信息。出现这种信息时，请按照相应步骤更换。



备注

有关详细资料，请参见使用说明书 [复印操作] 的第8章“更换碳粉盒 / 废碳粉盒 / 成像组件”。

当碳粉快用完时，会出现下列信息（如果由用户更换）。



细节

有关更换步骤的详细资料，请参见本说明的第x-65页。

当废碳粉盒已满时，会出现下列信息（如果由用户更换）。



细节

有关更换步骤的详细资料，请参见本说明的第 x-66 页。

需要更换成像组件时，会出现下列信息（如果由用户更换）。



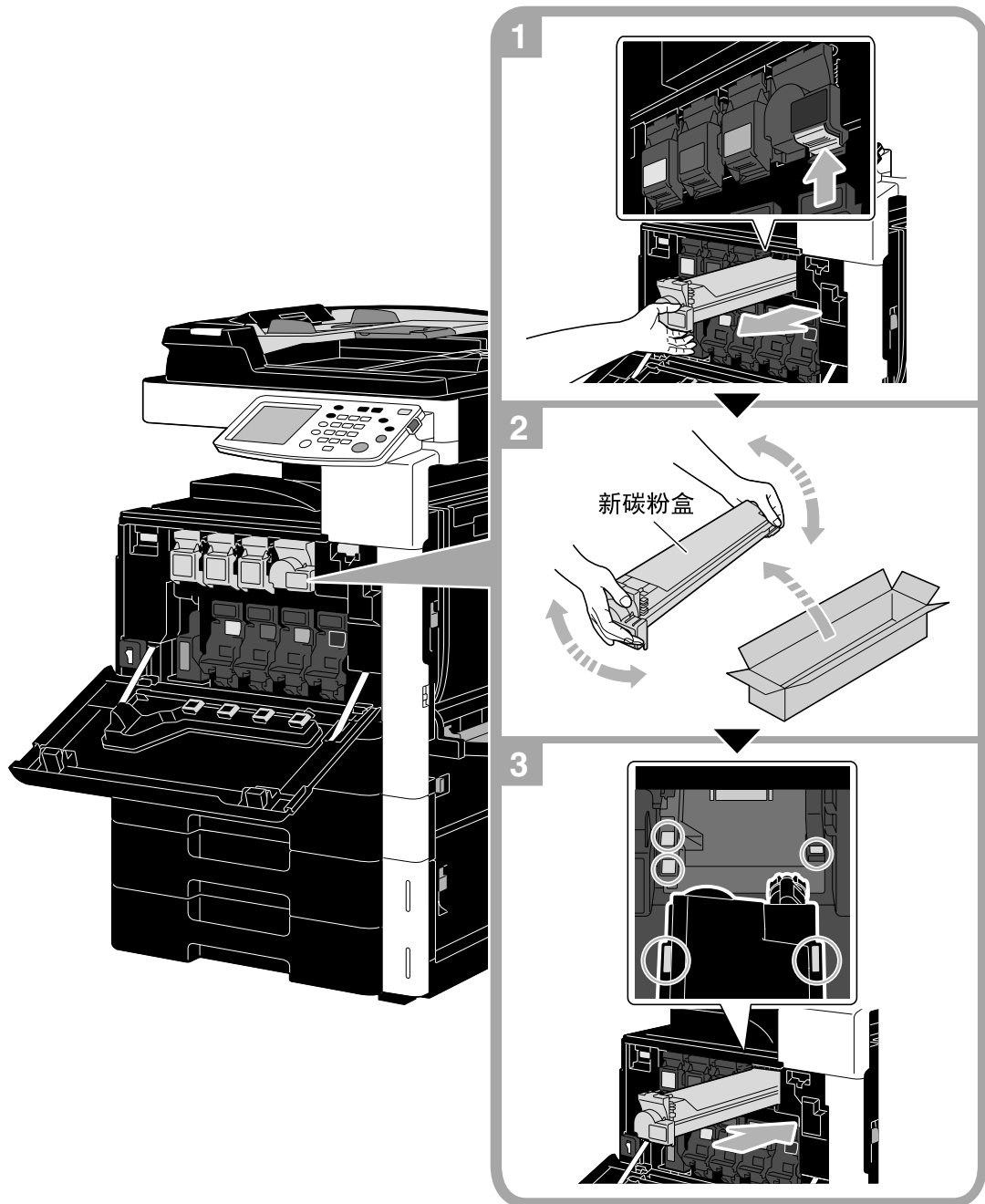
细节

有关更换步骤的详细资料，请参见本说明的第 x-68 页。

## 更换碳粉盒

下列步骤说明如何更换碳粉盒。

对于所有颜色的碳粉，更换碳粉盒的步骤是相同的。作为示例，下面介绍了更换黑色碳粉盒的步骤。



### 备注

安装新的碳粉盒之前，请上下摇晃五到十分钟。

将用过的碳粉盒放在盒子中的塑料袋里，由维修人员回收。

## ⚠ 注意

### 处理碳粉和碳粉盒

- 切勿点燃碳粉或碳粉盒。
- 从火中飞出的碳粉可能会引起烧伤。

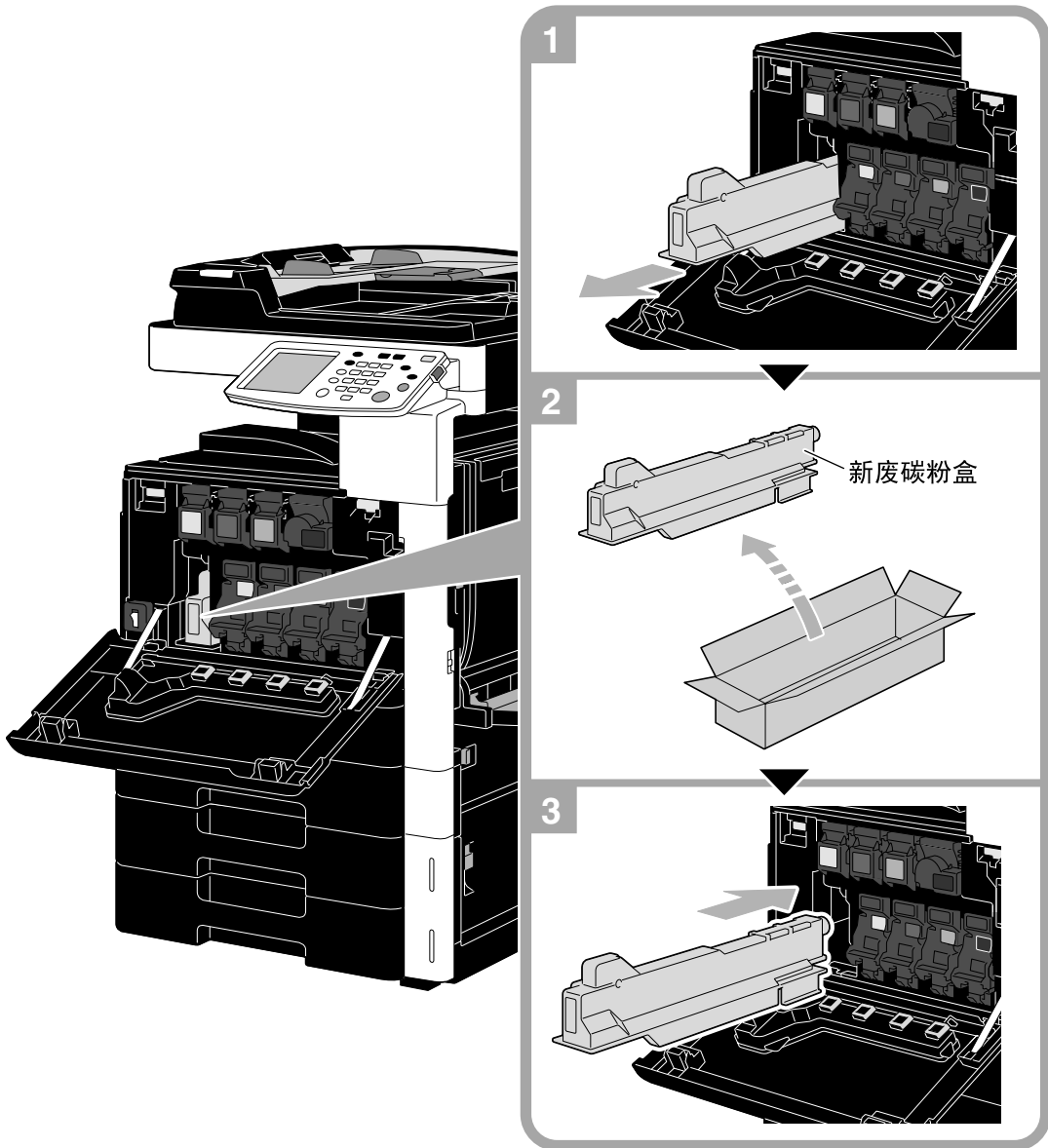
## ⚠ 注意

### 碳粉飞溅注意事项

- 注意不要让碳粉撒落到机器内或沾染到衣服或手上。
- 如果手上沾染了碳粉，请立即用肥皂和水清洗。
- 如果碳粉进入眼睛，请立即用水冲洗，然后到专业医师处就诊。

### 更换废碳粉盒


下列步骤说明如何更换废碳粉盒。




### 备注

将用过的废碳粉盒放在盒子中的塑料袋，由维修人员回收。

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 **注意****处理碳粉和废碳粉盒**

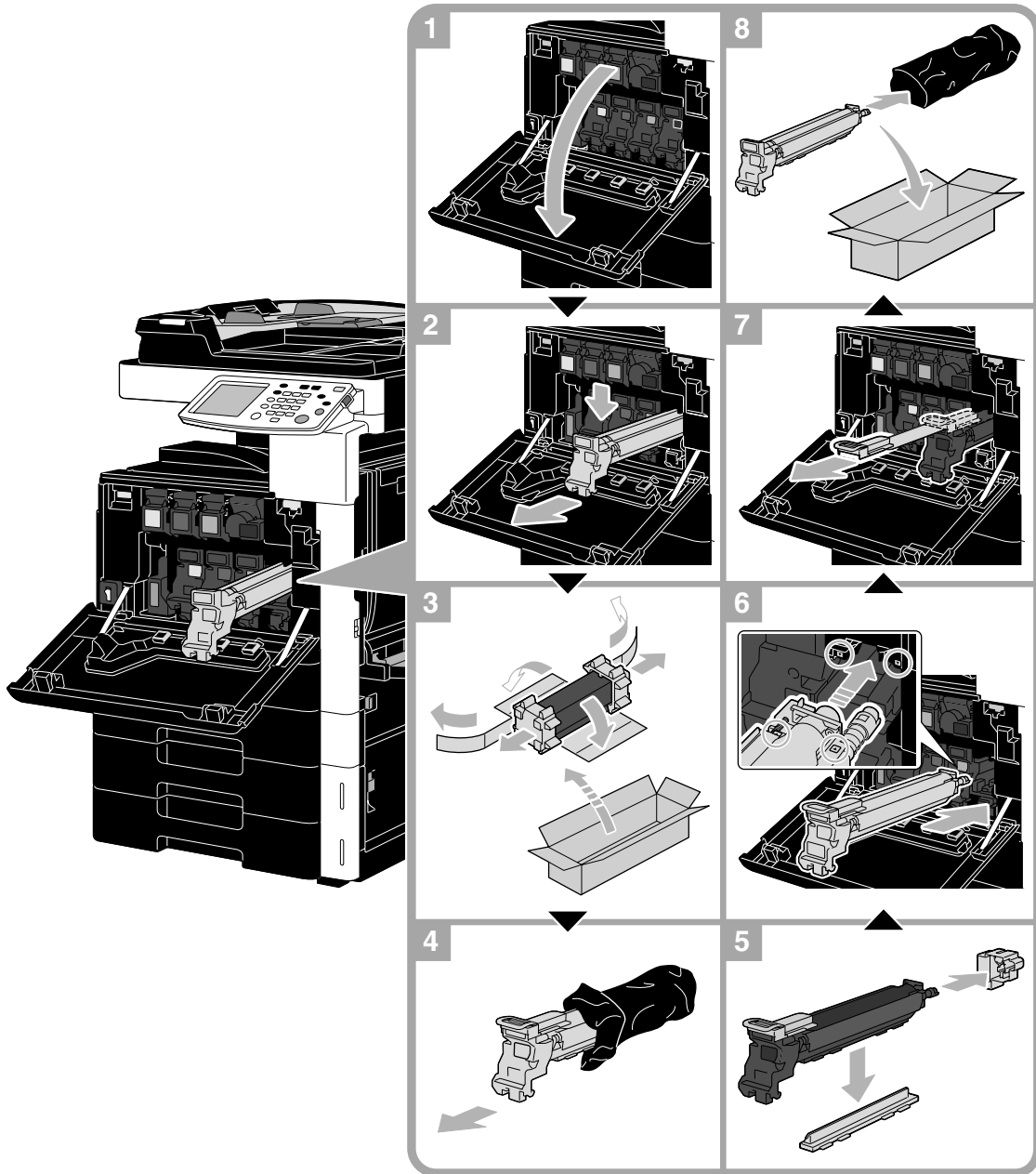
- 切勿点燃碳粉或废碳粉盒。
  - 从火中飞出的碳粉可能会引起烧伤。
- 

 **注意****碳粉飞溅注意事项**

- 注意不要让碳粉撒落到机器内或沾染到衣服或手上。
  - 如果手上沾染了碳粉，请立即用肥皂和水清洗。
  - 如果碳粉进入眼睛，请立即用水冲洗，然后到专业医师处就诊。
-

## 更换成像组件

下列步骤说明如何更换成像组件。



✎ ....

### 备注

更换成像组件时，将新的成像组件倾斜到左侧并按照倾斜方向轻轻摇动两次，然后将成像组件倾斜到右侧并按照倾斜方向轻轻摇动两次。

将用过的成像组件放在盒子中的黑色塑料袋，由维修人员回收。

## ⚠ 注意

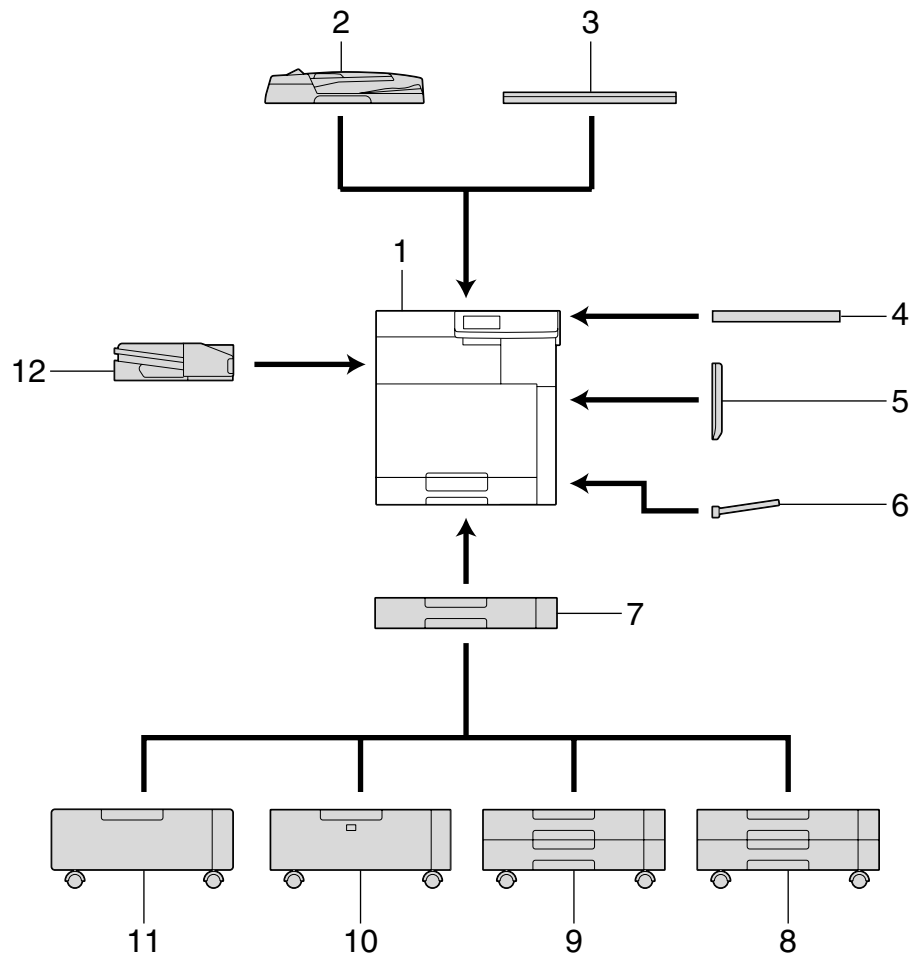
### 碳粉飞溅注意事项

- ➔ 注意不要让碳粉撒落到机器内或沾染到衣服或手上。
- ➔ 如果手上沾染了碳粉，请立即用肥皂和水清洗。
- ➔ 如果碳粉进入眼睛，请立即用水冲洗，然后到专业医师处就诊。

## 选购件

本部分介绍了本机上所安装选购件的配置。

添加选购件后，可以满足各种办公需求。



号码	零件名称	说明
1	主机	用扫描仪部分扫描文件，而通过打印机部分来打印所扫描的图像。 在本使用说明书中通篇称为“机器”、“主机”或“C210”。
2	自动双面输稿器 DF-612	一次自动送入一张文件进行扫描，然后自动翻转双面文件进行扫描。 在本使用说明书中通篇称为“ADF”。
3	原稿盖板 OC-508	按下装入的文件，将其保持在位置。 在本使用说明书中通篇称为“原稿盖板”。
4	物品托盘 WT-503	提供一个临时放置文件或其它材料的地方。
5	双面器 AD-505	翻转打印页，将双面页自动打印。 在本使用说明书中通篇称为“双面器组件”。
6	旁路送纸器 MB-502	最多可装入 100 张纸。 在本使用说明书中通篇称为“手送进纸盘”。
7	单纸盒纸柜 PC-105	最多可装入 500 张纸。 在本使用说明书中通篇称为“附加纸盒纸柜”。
8	单纸盒纸柜 PC-104	顶部纸盒最多可装入 500 张纸，底部纸盒可用作存放。 在本使用说明书中通篇称为“单纸盒纸柜”。
9	双纸盒纸柜 PC-204	顶部和底部纸盒最多可分别装入 500 张纸。 在本使用说明书中通篇称为“双纸盒纸柜”。
10	大容量纸盒 PC-405	最多可装入 2,500 张纸。 在本使用说明书中通篇称为“LCT”。
11	工作台 DK-504	允许本机在地面上安装。 在本使用说明书中通篇称为“工作台”。

号码	零件名称	说明
12	作业分离托盘 JS-505	安装在出纸盘上时，可以用来分离打印页。 在本使用说明书中通篇称为“分离托盘”。
13	Assist handle AH-101 <sup>*1</sup>	用于关闭原稿盖板或 ADF。
14	传真组件 FK-507 <sup>*2</sup>	允许本机用于传真。
15	多线传真安装组件 ML-504 <sup>*2</sup>	允许增加可进行传真的电话线路。
16	印记组件 SP-503 <sup>*2</sup>	为已被扫描的文件加盖印记。
17	备用发送印记 MS-501 <sup>*2</sup>	用来更换印记组件中的印记。
18	扩展内存 EM-310 <sup>*2</sup>	允许内存扩展 512 MB。 它便于通过使用打印机的各功能进行双面打印、安全打印、分页打印和直接打印 PDF 文件。此外，它还便于通过 TWAIN 驱动器扫描文件而无需压缩数据，并可以在安装了分离托盘后输出打印纸张。

<sup>\*1</sup> 以这种方式标记的部分未在图中显示。

<sup>\*2</sup> 以这种方式标记的部分为内部选购件，因此未在图中显示。



...

备注

有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。



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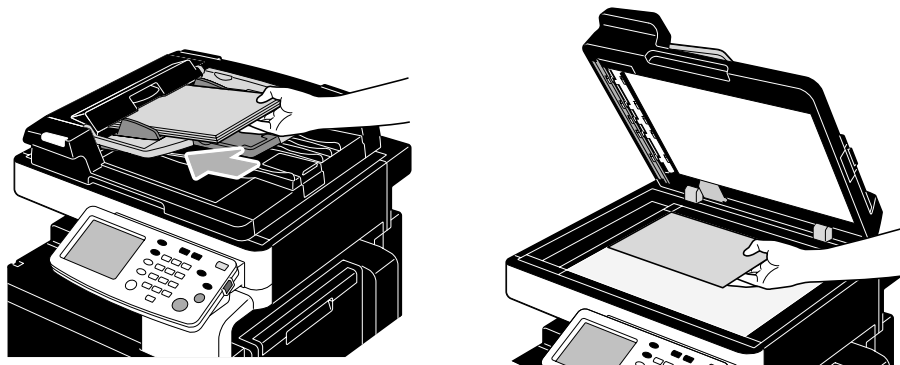
基本操作

## 1 基本操作

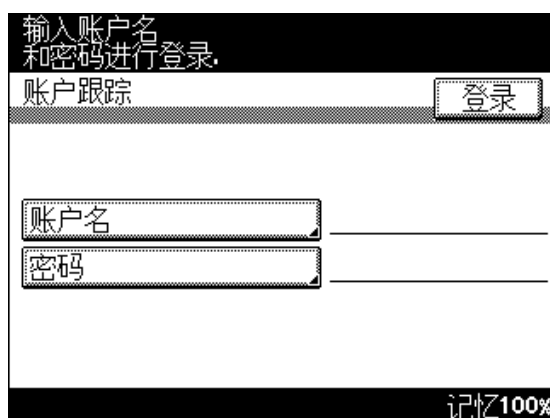
### 1.1 基本复印操作

本节包含有关复印操作的信息。

#### 1 放置要复印的原稿。



- 如果出现输入账户名和密码的屏幕，请输入必要的信息，然后触摸 [登录] 或按 [访问] 键。有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。



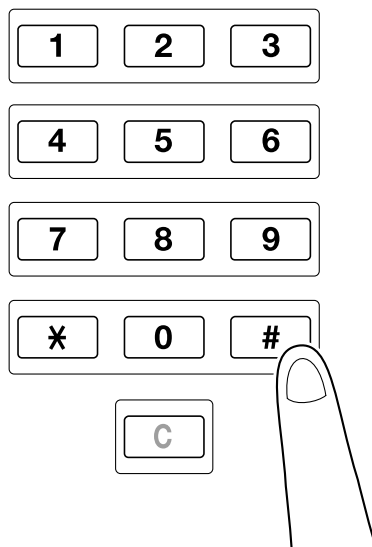
#### 2 选择基本屏幕设置。



- 彩色：选择原稿将以彩色还是以黑白复印。出厂默认情况下选择“自动彩色”。
- 纸张：选择要使用的纸盘。出厂默认情况下选择“自动纸张”。
- 缩放：进行放大/缩小复印时，更改缩放比率。出厂默认情况下选择“× 1.000”（满幅）。
- 单面/双面：复印双面原稿时或者对单面原稿进行双面复印时更改设置。出厂默认情况下选择“1>1”。
- 调用程序：可以调用编程的复印设置再次用来复印。

- 排纸处理：打印页可以按页或按份分类。
- 混合原稿：不同尺寸的原稿可以一起装入要进纸的 ADF 中并自动逐张扫描。另外，如果折叠原稿已装入 ADF 中进行复印，可以正确检测到原稿尺寸。
- 有关详细资料，请参见使用说明书 [复印操作] 的第 2 章“基本复印操作”和第 3 章“附加的复印操作”。

### 3 输入所需的份数。

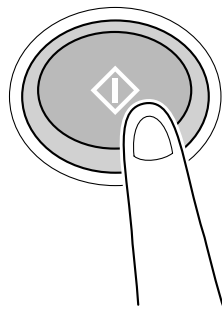


- 若要更改份数，按 [C]（清除）键，然后输入所需份数。
- 若要使用各种复印功能，触摸 [应用]，然后指定所需设置。有关详细资料，请参见使用说明书 [复印操作] 的第 7 章“应用功能”。



## 4 按 [开始] 键。

## 开始



- 使用原稿台玻璃扫描多张文件页时（例如，打印组合复印件时），放置要扫描的第二张文件页，然后按 [开始] 键。重复该步骤直到扫描完所有页。扫描最后一页后，触摸 [结束]，然后按 [开始] 键。



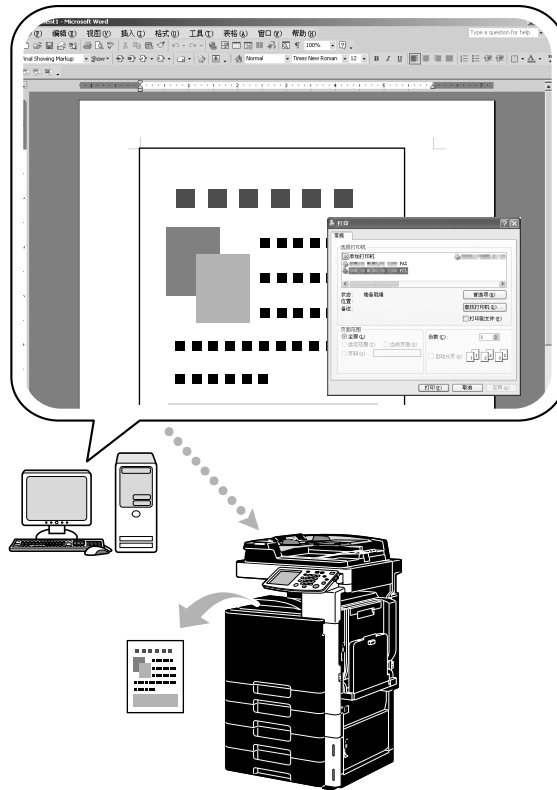
- 若要停止扫描或复印，按 [停止] 键。
- 若要中断复印作业，按 [中断] 键。
- 有关停止复印的详细资料，请参见使用说明书 [复印操作] 的第2章“基本复印操作”。
- 有关中断复印的详细资料，请参见使用说明书 [复印操作] 的第3章“附加的复印操作”。

## 1.2 基本打印操作

本节包含有关打印操作的信息。

### 发送打印数据

在计算机上从应用程序通过打印机驱动程序将打印数据发送到本机。



本机可以使用下列打印机驱动程序。

#### *Windows:*

柯尼卡美能达 PCL 驱动程序

柯尼卡美能达 PostScript 驱动程序

#### *Macintosh:*

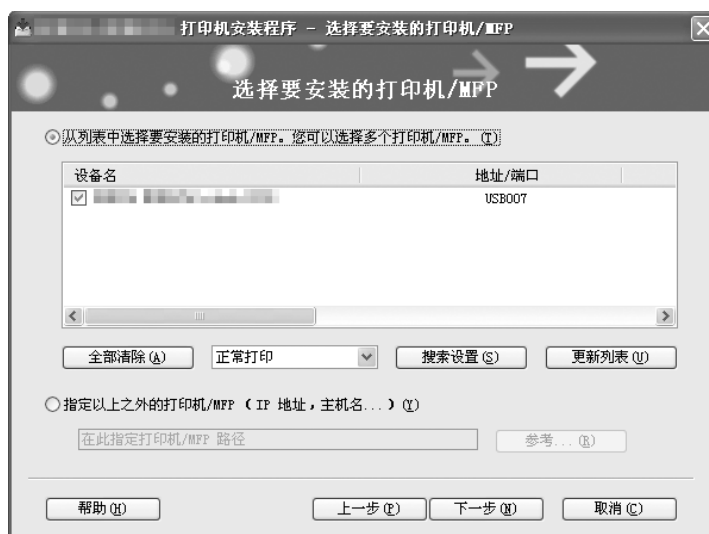
OS X PostScript PPD 驱动程序

OS 9 PostScript PPD 驱动程序

## 打印之前

若要打印，必须首先在计算机上安装打印机驱动程序进行使用。

打印机驱动程序可以使用附带光盘上的安装程序轻松安装。（适用于 Windows）



### 细节

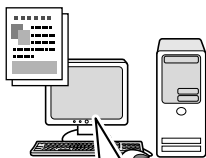
若要打印，必须首先指定网络设置。

应由管理员来指定网络设置。

有关详细资料，请参见使用说明书 [网络管理员] 的第 1 章“指定网络设置”。

## 打印

- 1 在应用程序中创建文件，然后选择打印命令。



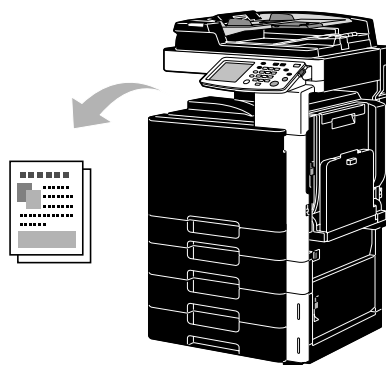
在打印对话框中，选择打印机。



- 如有必要，显示打印机驱动程序设置对话框，然后指定打印设置。



- 2 将打印指定页和份数。



- 如果从打印机驱动程序中的“输出方式”下拉列表中选择“机密打印”，打印作业会作为机密文件打印作业保存在本机上。使用机器控制面板打印文件。



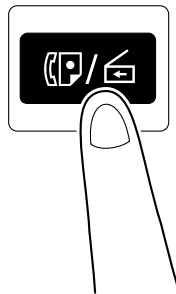


### 1.3 基本传真操作

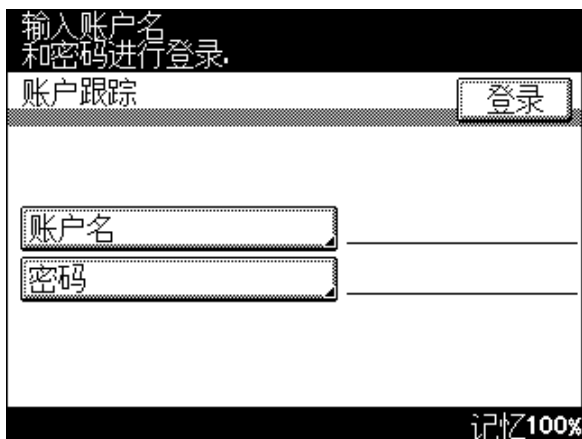
本节包含有关传真操作的信息。

#### 1 更改模式。

#### 传真/扫描



- 如果出现输入账户名和密码的屏幕，请输入必要的信息，然后触摸 [登录] 或按 [访问] 键。有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。



#### 2 选择目的地。



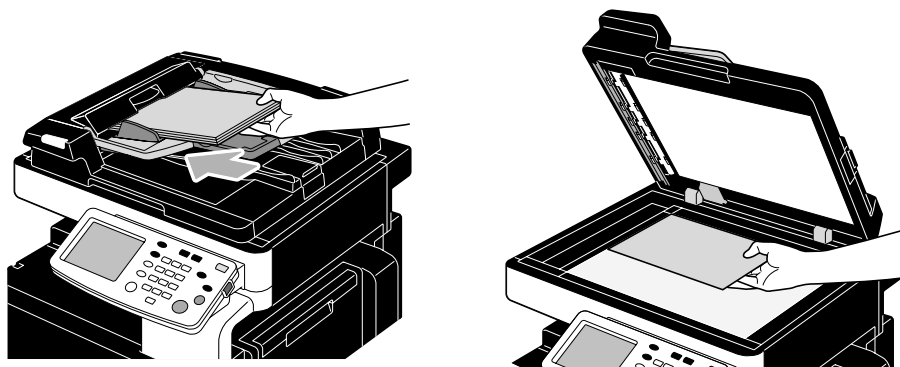
- 如果已经登录了传真号码，则可以选择注册目的地。有关注册目的地的详细资料，请参见本说明书的第 4-2 页。

- 直接输入传真号码时，触摸 [拨号]，然后使用数字键盘输入号码。



- 一份原稿可同时被发送到多个目的地（广播传送）。有关将原稿发送到多个目的地的详细资料，请参见本说明书的第 4-9 页。
- 如有必要，触摸 [质量] 或 [FAX 菜单]，然后指定所需设置。有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章“传送数据”。

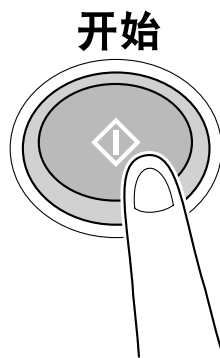
### 3 放置要传真的原稿。



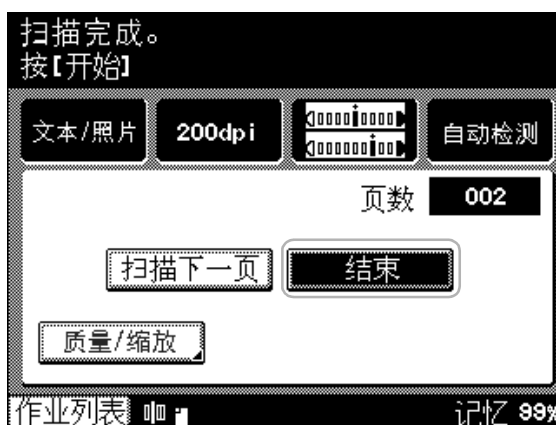
- 若要发送无法装入 ADF 的原稿（厚原稿或者在薄纸上原稿），请将其放在原稿玻璃上。
- 将原稿正面朝上放在 ADF 中，同时将原稿上边插入进纸槽。
- 若要检查为功能指定的目的地和设置，请按 [模式检查] 键。有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 2 章“控制面板 / 触摸面板”。



## 4 按 [开始] 键。



- 使用原稿台玻璃扫描多页原稿时，请放置第二页然后按 [开始] 键。重复该步骤直到扫描完所有页。扫描最后一页后，触摸 [结束]，然后按 [开始] 键。



## 细节

若要在按 [开始] 键后停止传送，触摸 [作业列表]，再触摸 [类型]，然后删除要停止的作业。有关详细资料，请参见使用说明书 [网络扫描/传真/网络传真操作] 的第 2 章“控制面板/触摸面板”。



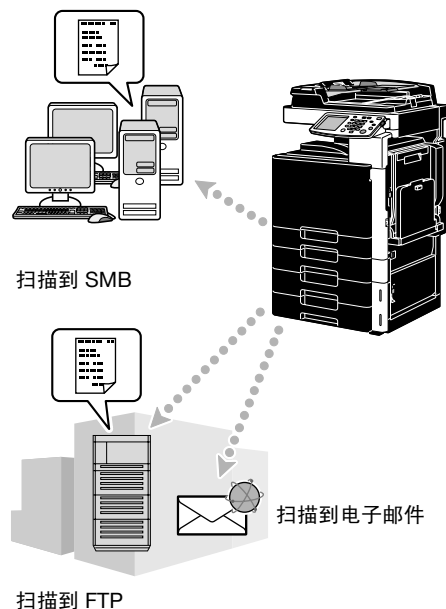
## 1.4 基本扫描操作

本节包含有关发送扫描数据的信息。

### 扫描数据传送

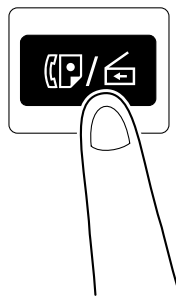
可以将本机扫描的原稿作为数据文件发送。有下列传送方式。

- 扫描到电子邮件：将扫描数据作为附件发送至电子邮件信息。
- 扫描到 FTP：将扫描数据发送到 FTP 服务器。
- 扫描到 SMB：将扫描数据发送到网络的计算机中的共享文件夹。



- 1 更改模式。

### 传真/扫描



- 如果出现输入账户名和密码的屏幕，请输入必要的信息，然后触摸 [登录] 或按 [访问] 键。有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。

输入账户名  
和密码进行登录。

账户跟踪 登录

---

账户名

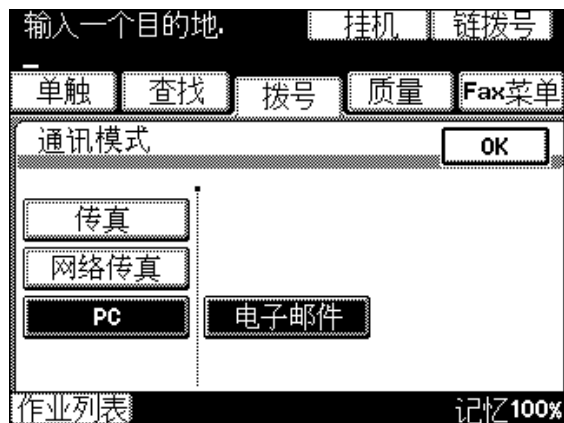
密码

记忆100%

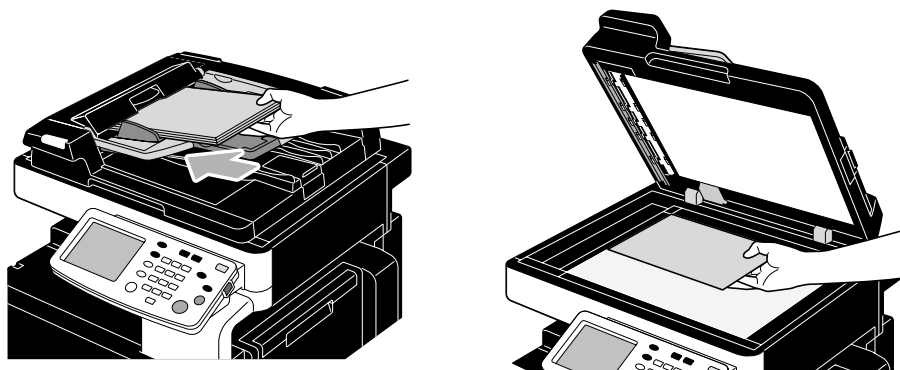
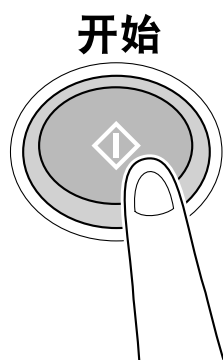
## 2 选择目的地。



- 如果已经登录了目的地，则可以选择注册目的地。有关注册目的地的详细资料，请参见本说明书的第 5-2 页。
- 若要直接输入电子邮件传送的目的地地址，触摸拨号选项中的 [更改模式]，选择传送方式，然后输入目的地地址。
- 如果未安装选购的传真组件，则会出现 [地址] 而不是 [拨号]。



- 一份原稿可同时被发送到多个目的地（广播传送）。有关将原稿发送到多个目的地的详细资料，请参见本说明书的第 5-15 页。
- 如有必要，触摸 [质量] 或 [FAX 菜单]，然后指定所需设置。有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章“传送数据”。

**3** 放置要扫描的原稿。**4** 按 [开始] 键。

- 使用原稿台玻璃扫描多页原稿时，请放置第二页然后按 [开始] 键。重复该步骤直到扫描完所有页。扫描最后一页后，触摸 [结束]，然后按 [开始] 键。

**细节**

在可以发送扫描数据之前，必须指定网络设置。

应由管理员来指定网络设置。

为了轻松操作，请事先根据所需应用指定除了网络设置之外的设置。

有关详细资料，请参见使用说明书 [网络管理员] 的第2章“指定机器功能（软件转换设置）”。

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## 有用的复印操作

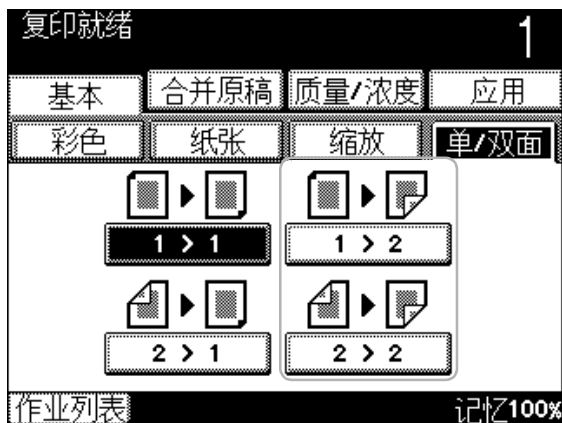
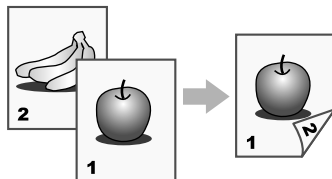
## 2 有用的复印操作

### 2.1 复印时减少纸张使用

双面复印（在纸张两面上打印）和组合复印（减少多页并将其一起打印在一张纸上）可方便地减少纸张使用并降低用来存放的办公室空间。

#### 双面复印

打印很多张单面原稿时，双面打印可降低纸张使用的一半。







**细节**

只有安装选购的双面器组件时才可以**使用双面复印**。

只有在安装选购的ADF时才可以**使用“2>1”和“2>2”**。

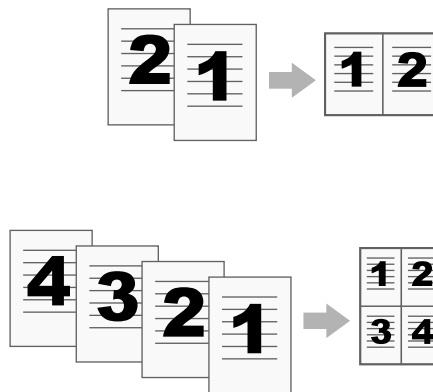


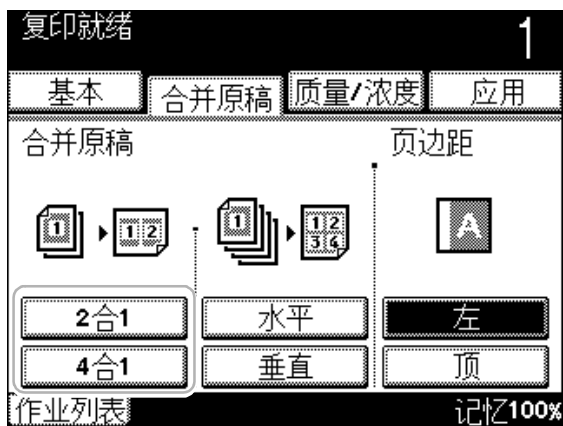
**备注**

有关详细资料，请参见使用说明书 [复印操作] 的第2章“基本复印操作”。

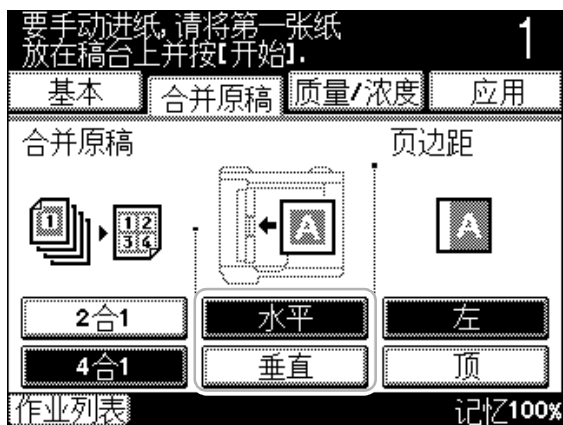
**组合复印**

根据可在一张纸上打印的页数，选择“2合1”或“4合1”。将这些设置结合双面复印一起使用可进一步降低纸张使用。





如果选择了“4合1”，则可以选择纸张排列。



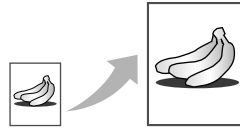
备注

有关详细资料, 请参见使用说明书 [复印操作] 的第2章“基本复印操作”。

## 2.2 在不同尺寸的纸张放大 / 缩小打印

### 自动缩放

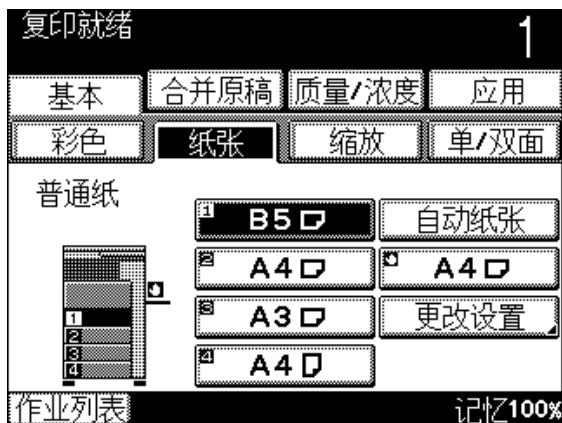
可根据装入原稿的尺寸以及所指定的纸张尺寸自动选择缩放比率进行复印。



### 提醒

在比原稿大的纸张上复印时，请装入与纸张相同方向的原稿。

如果选择了“自动”缩放设置，则无法选择“自动纸张”设置。选择装入所需纸张尺寸的纸盒。



...  
备注

有关详细资料，请参见使用说明书 [复印操作] 的第2章“基本复印操作”。

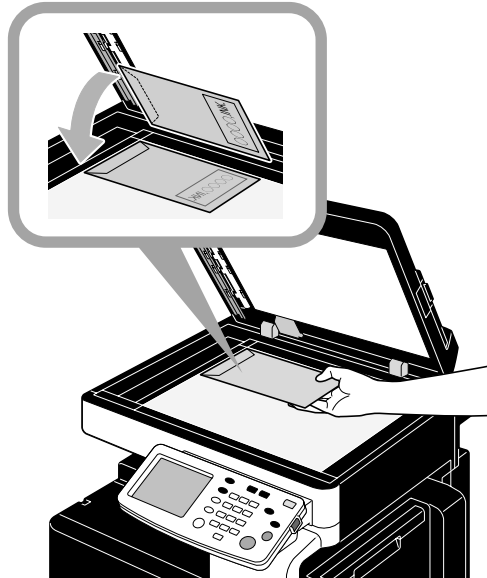
## 2.3 在信封上复印

### 纸盒 1 / 手送进纸盒

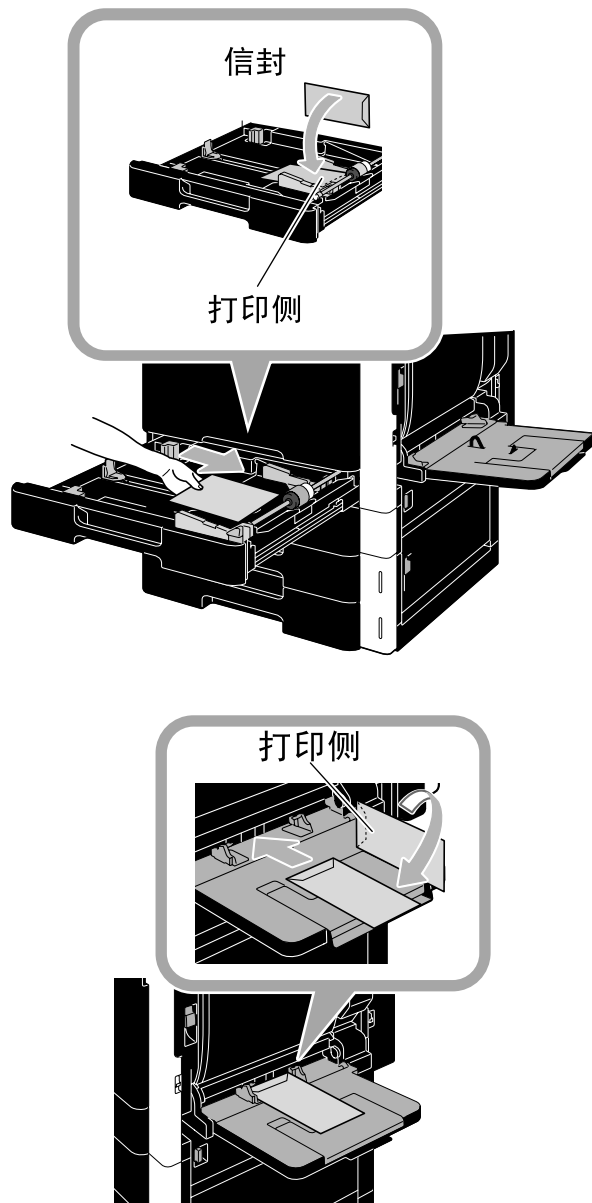
在信封上复印时选择纸盒 1 或手送进纸盒。

在信封上复印时，原稿和纸张的方向特别重要。

#### 1 放置原稿。

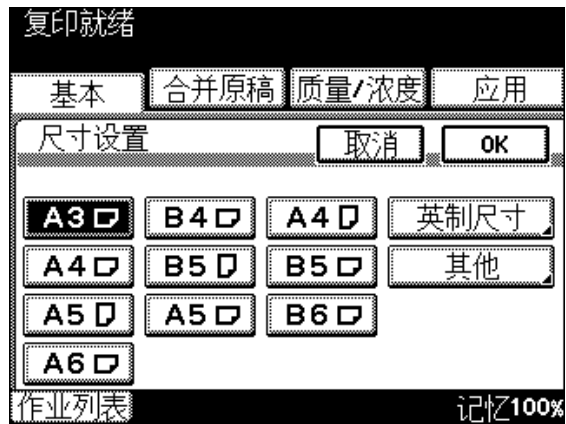


2 在纸盒中装入纸张。



- 将介质装入纸盒 1，使要打印的一侧朝上。将介质装入手送进纸盒，使要打印的一侧朝下。

## 3 指定纸张类型和尺寸。



- 如果装入了信封，请选择“信封”纸张类型设置。选择符合所装入信封尺寸的尺寸。



备注

有关详细资料，请参见使用说明书 [复印操作] 的第1章“开始复印之前”。

## 2.4 轻松调出经常使用的功能

注册 / 调出程序

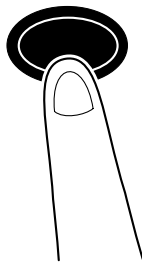
经常使用的功能可作为复印程序注册。注册的复印程序可被轻松调出和使用。

注册程序

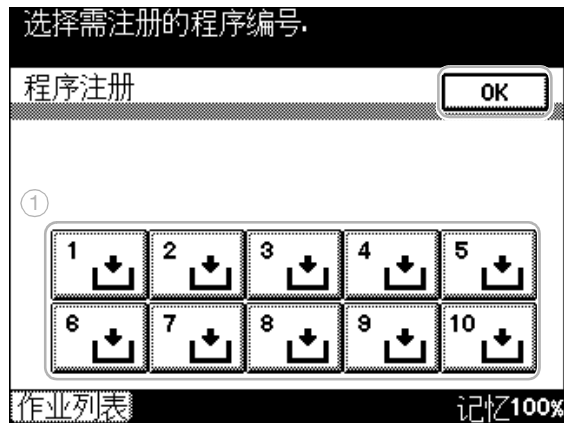
首先，指定要注册的功能。



模式检查







细节

最多可以注册 10 个复印程序。

调出程序





...

备注

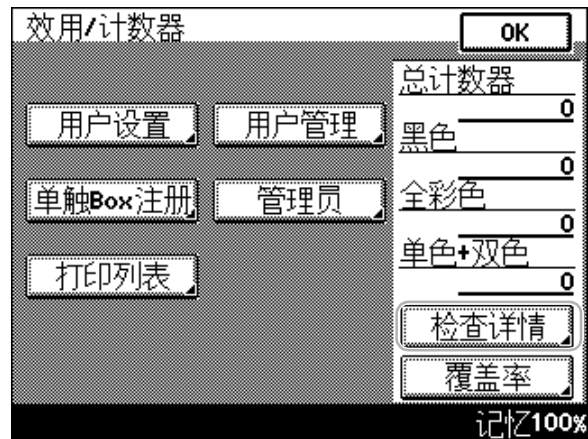
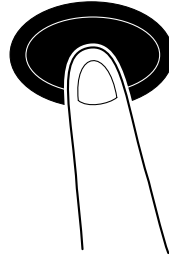
有关详细资料，请参见使用说明书 [复印操作] 的第3章“附加的复印操作”。

## 2.5 检查打印数

### 用量计数器

可以检查各种功能的打印总页数和详细打印计数，例如黑白打印的数量。

### 效用/计数器



下列信息可以在复印选项中查看。



总计：显示使用“黑色”设置、“全彩色”设置、“单色”设置、“双色”设置进行复印的总数，以及所有彩色设置的总数。

大尺寸：显示使用“黑色”设置、“全彩色”设置、“单色”设置、“双色”设置在大尺寸纸张上进行复印的总数，以及所有彩色设置的总数。

+ 打印：显示使用“黑色”设置、“全彩色”设置和“双色”设置进行复印和打印的总页数。



细节

如需打印列表，触摸 [打印表]。



备注

有关详细资料，请参见使用说明书 [复印操作] 的第9章“机器的维护”。

## 2.6 降低电量消耗

本机具有可节省能量的节能功能。

在管理员模式中指定这些功能的设置。

### LCD 背光关闭 / 低耗电模式 / 睡眠模式

如在指定时间内未在机器上进行任何操作，则机器自动进入节能模式。如果在 1 分钟内未在机器上进行任何操作，触摸面板和 LCD 背光熄灭。过 10 分钟后，机器进入低耗电模式。如果在 20 分钟内未进行任何操作，机器进入节能效果更大的睡眠模式（出厂默认设置）。



...

**备注**

有关详细资料，请参见使用说明书 [复印操作] 的第 1 章“开始复印之前”。



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## 有用的打印操作

## 3 有用的打印操作

### 3.1 选择纸张

#### 原稿方向

选择“纵向”或“横向”作为在纸张上打印的方向。



纵向



横向

Windows PCL/PS 驱动程序：基本选项

Macintosh OS X 驱动程序：页面属性

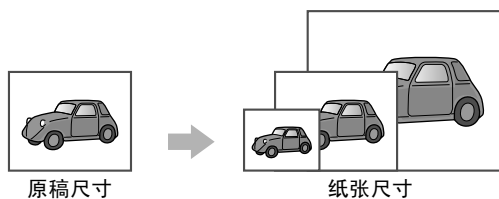


#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第7章“适用于Windows的PCL/PS驱动程序的打印功能”和第8章“Mac OS X的打印功能”。

#### 原稿尺寸和纸张尺寸

选择原稿的纸张尺寸和要打印纸张的尺寸。



Windows PCL/PS 驱动程序：基本选项

Macintosh OS X 驱动程序：页面属性



#### 备注

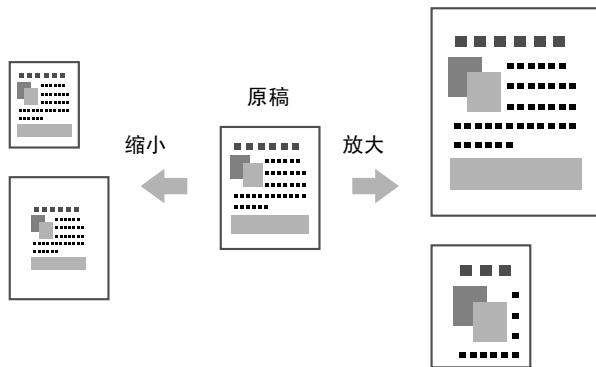
有关详细资料，请参见使用说明书 [打印操作] 的第7章“适用于Windows的PCL/PS驱动程序的打印功能”和第8章“Mac OS X的打印功能”。



### 缩放

指定放大或缩小比率。

原稿与“原稿尺寸”设置中不同并且“缩放”设置为“自动”时，原稿被自动放大或缩小为此处指定的尺寸。



Windows PCL/PS 驱动程序：基本选项

Macintosh OS X 驱动程序：页面属性



#### 细节

Windows PCL/PS 驱动程序也具有“细线支持”功能，在以缩小尺寸打印时可防止细线变模糊。（其它选项）

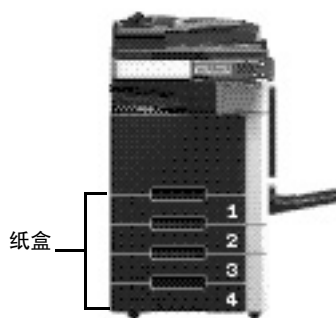


#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第 7 章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”和第 8 章“Mac OS X 的打印功能”。

### 纸盒（纸张类型）

选择要使用的纸盒。如果纸盒中装入了不同类型的纸张，可以通过选择不同的纸盒来选择所需纸张类型。



Windows PCL/PS 驱动程序：基本选项

Macintosh OS X 驱动程序：纸盒



#### 细节

可选项目因安装的选购件而异。



...

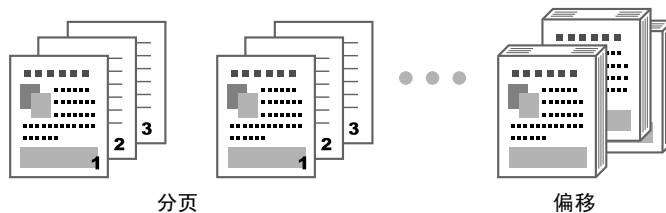
备注

有关详细资料，请参见使用说明书 [打印操作] 的第7章“适用于Windows的PCL/PS 驱动程序的打印功能”和第8章“Mac OS X 的打印功能”。

### 复印和分页 / 偏移

打印多份时，选择“分页”功能将每份作为一整套打印（1, 2, 3, ..., 1, 2, 3, ...）。

另外，如果选择了“偏移”功能，每套复印件输出时会向前或向后偏移。



Windows PCL/PS 驱动程序：基本选项

Macintosh OS X 驱动程序：输出方式



细节

只有安装选购的扩展内存时才可以使用“分页”功能。

只有安装选购的分离托盘和扩展内存时才可以使用“偏移”功能。



...

备注

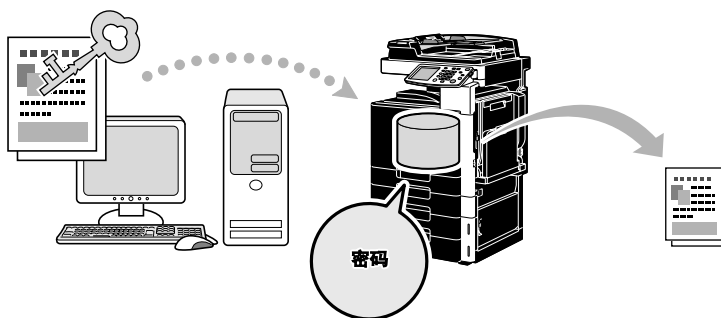
有关详细资料，请参见使用说明书 [打印操作] 的第7章“适用于Windows的PCL/PS 驱动程序的打印功能”和第8章“Mac OS X 的打印功能”。

### 3.2 管理和限制打印

#### 机密打印

可以为文件指定密码。

由于除非在机器控制面板中输入密码否则无法检索文件，该功能在打印机密文件时非常有用。



Windows PCL/PS 驱动程序：基本选项

Macintosh OS X 驱动程序：输出方式



#### 细节

只有安装选购的扩展内存时才可以使使用“机密打印”功能。

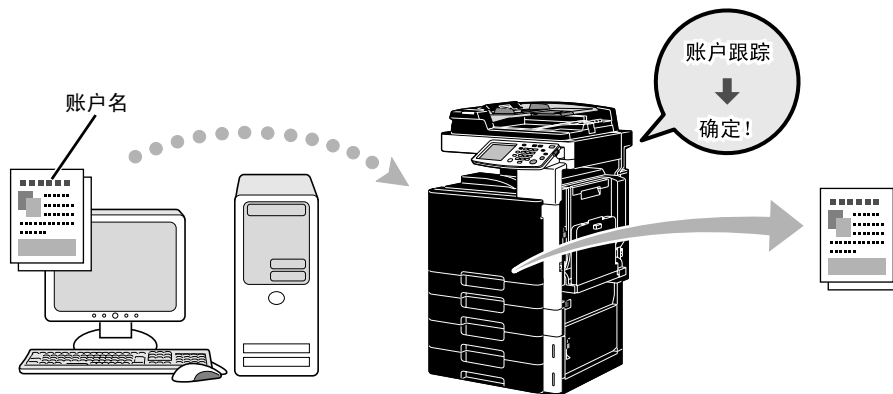


#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第 10 章“功能详细说明”。

#### 账户跟踪

如果在机器上指定了账户跟踪设置，在打印机驱动程序中注册账户信息可让机器检查已发送的打印作业是否从注册账户中发送的数据。



Windows PCL/PS 驱动程序：基本选项

Macintosh OS X 驱动程序：输出方式



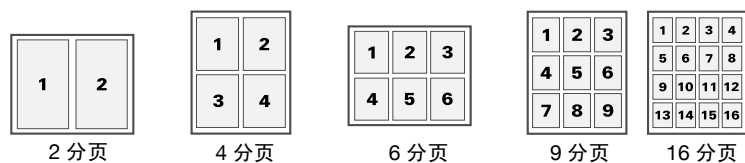
#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第 10 章“功能详细说明”。

### 3.3 打印时减少纸张使用

#### 组合

N 分页打印，可减少多页文件页数并可将其一起打印在一张纸上，可有效节省打印页的数量。



Windows PCL/PS 驱动程序：布局选项



...

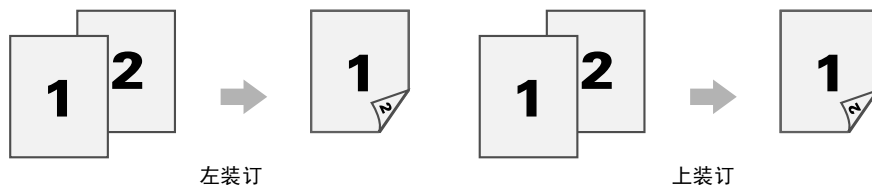
#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第 7 章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”。

#### 双面打印

文件页面可以在纸张的两面上打印。

该功能适用于装订多页文件。



Windows PCL/PS 驱动程序：布局选项

Macintosh OS X 驱动程序：布局



#### 细节

只有安装选购的双面器组件和扩展内存时才可以使使用双面打印。

“抑制空白页”功能，在从 Windows PCL 驱动程序中打印时不会打印空白页，可有效减少纸张使用。



...

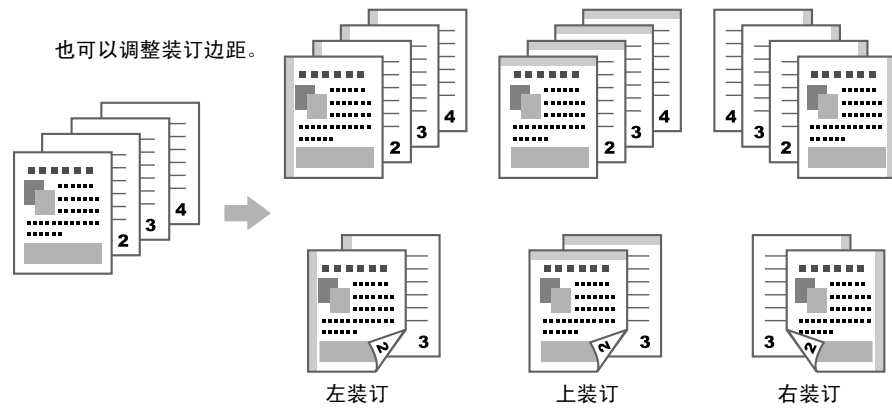
#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第 7 章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”和第 8 章“Mac OS X 的打印功能”。

### 3.4 调整打印位置

#### 装订方向和装订边距

指定装订位置进行装订文件。使用 Windows PCL/PS 驱动程序时，也可以调整页边距量。



Windows PCL/PS 驱动程序：布局选项

Macintosh OS X 驱动程序：布局



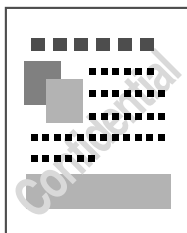
#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第7章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”和第8章“Mac OS X 的打印功能”。

### 3.5 打印时添加文字和图像

#### 水印

文件可以重叠水印（文字印记）来打印。



Windows PCL/PS 驱动程序：印记 / 排版选项

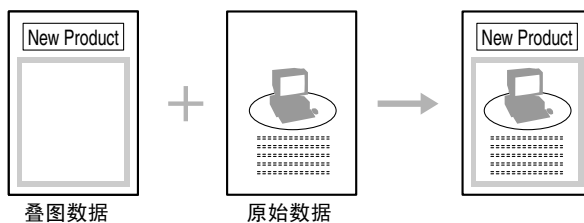


#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第7章“适用于Windows的PCL/PS驱动程序的打印功能”。

#### 叠图

文件可以重叠单独的叠图数据来打印。



Windows PCL/PS 驱动程序：印记 / 排版选项



#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第7章“适用于Windows的PCL/PS驱动程序的打印功能”。

### 3.6 调整图像质量

#### 选择颜色和质量调整

文件可灰度级打印，或者可以调整图像质量，如色调。



Windows PCL/PS 驱动程序：图像品质选项

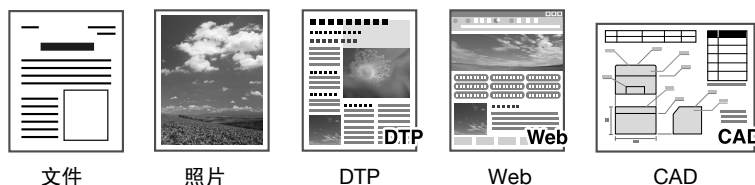
Macintosh OS X 驱动程序：图像品质

...  
备注

有关详细资料，请参见使用说明书 [打印操作] 的第 7 章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”和第 8 章“Mac OS X 的打印功能”。

#### 颜色设置

文件可以使用适用于文件内容的图像质量打印。



Windows PCL/PS 驱动程序：图像品质选项

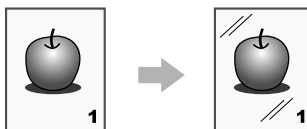
Macintosh OS X 驱动程序：图像品质

...  
备注

有关详细资料，请参见使用说明书 [打印操作] 的第 7 章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”和第 8 章“Mac OS X 的打印功能”。

#### 光泽模式

文件可以使用光泽外观来打印。



Windows PCL/PS 驱动程序：图像品质选项

Macintosh OS X 驱动程序：图像品质

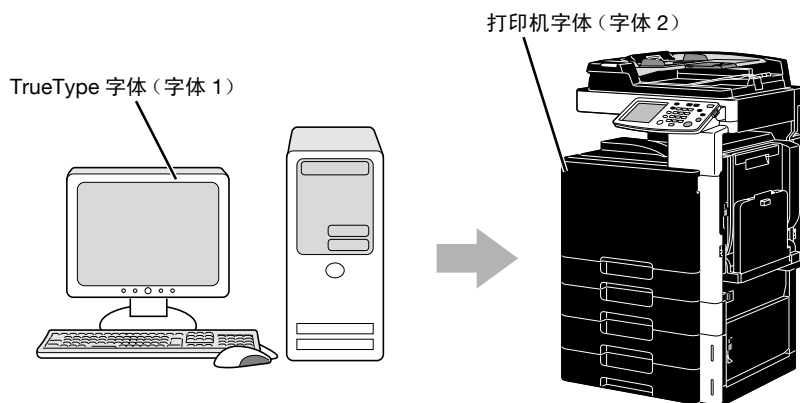
...  
备注

有关详细资料，请参见使用说明书 [打印操作] 的第 7 章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”和第 8 章“Mac OS X 的打印功能”。

## 3.7 使用打印机字体

### 字体设置

可以使用打印机字体替代 TrueType 字体来打印文件。



Windows PCL/PS 驱动程序：图像品质选项



#### 细节

使用打印机字体时，可减少打印时间，但在所显示文件和打印结果之间可能会有差别。



#### 备注

有关详细资料，请参见使用说明书 [打印操作] 的第 7 章“适用于 Windows 的 PCL/PS 驱动程序的打印功能”。



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有用的传真操作

## 4 有用的传真操作

### 4.1 注册经常使用的传真号码

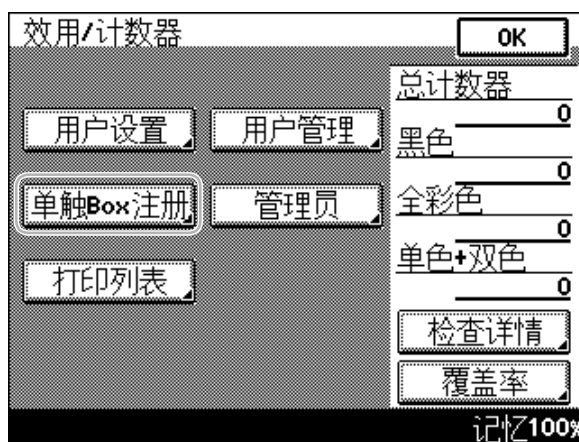
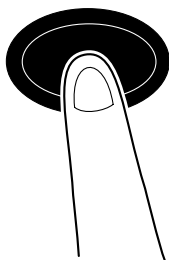
可以注册经常使用的目的地。

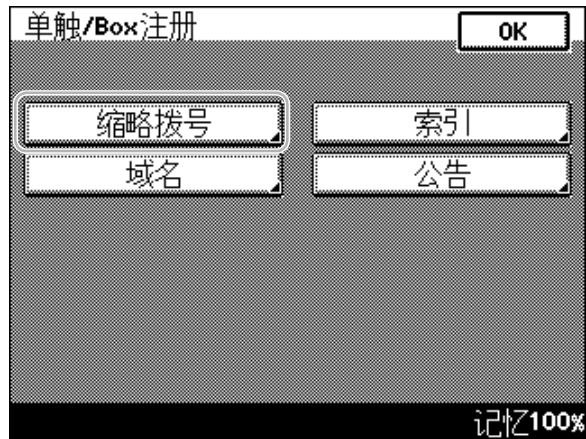
#### 单触键

在单触键中注册经常使用的目的地，只要触摸以下单触键便可调出目的地。

*选择要编程的按钮*

#### 效用/计数器



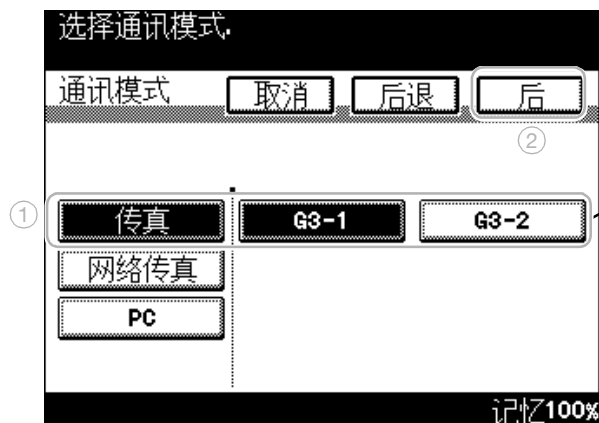


...  
备注

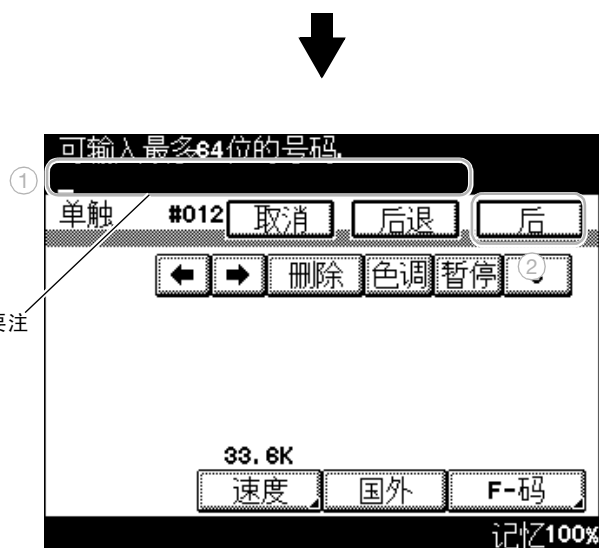
如果已注册了要搜索的 LDAP 服务器，可以将 LDAP 服务器上注册的地址注册为单触目的地。

注册传真号码





若要注册传真号码, 触摸 [传真]。



使用数字键盘, 输入要注册的传真号码。



备注

有关详细资料, 请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第2章 “控制面板 / 触摸面板” 和第8章 “用户设置 / 用户管理 / 单触 / Box 注册”。

### 注册程序

只需一个按钮便可注册扫描设置、传送设置和目的地。



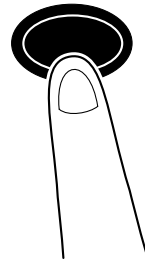
#### 细节

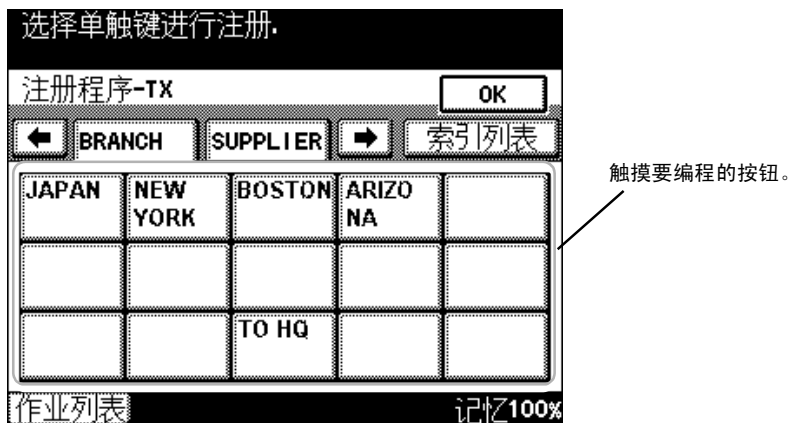
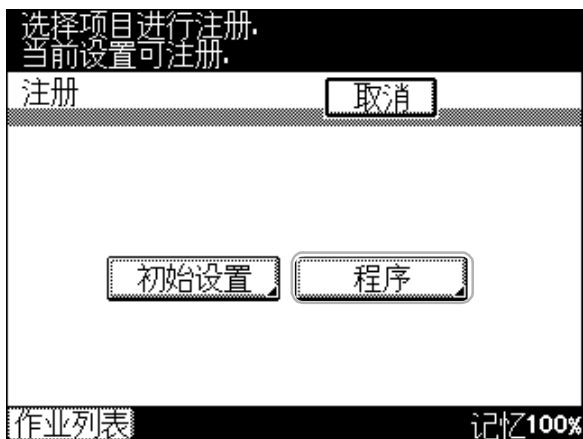
触摸单触拨号按钮可以指定目的地。

指定质量、传真菜单和拨号选项上的设置。



### 模式检查





....  
备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第8章 “用户设置 / 用户管理 / 单触 / Box 注册”。

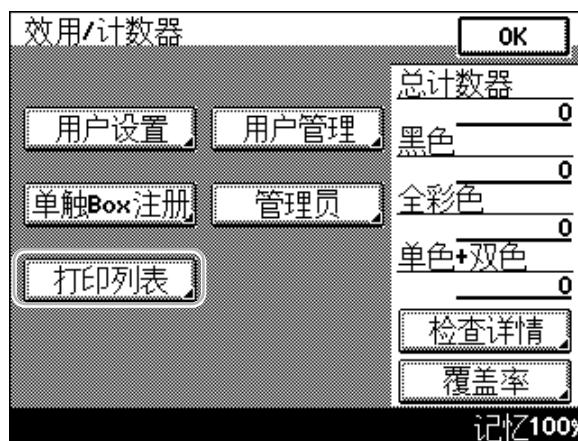
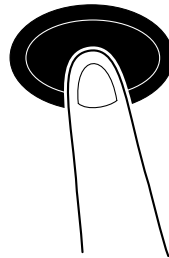
## 4.2 检查目前为止执行的传真操作

### 通信列表

可以在报告中查看传送和接收的日志并打印。

通信列表中有传送报告、接收报告以及综合了传送和接收报告的活动报告。可以手动打印传送报告和接收报告。

### 效用/计数器



选择要打印的报告。

**细节**

每进行 50 次传送和接收作业后将打印活动报告。

可以定期打印传送报告和接收报告。

从管理员管理屏幕中指定打印报告的设置。

无法发送的文件可从作业列表中选择并手动发送。有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章 “传送数据”。



...

**备注**

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络 / 网络传真操作] 的第 7 章 “报告 / 列表的说明”。



### 4.3 同时向多个收件人传送

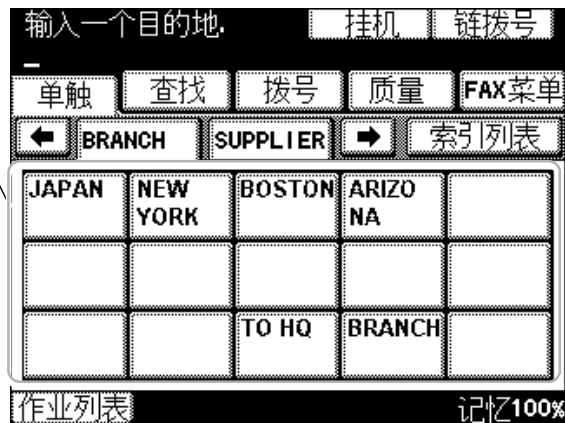
只要一次操作便可将原稿发送到多个收件人。这叫做“广播传送”。

#### 广播传送

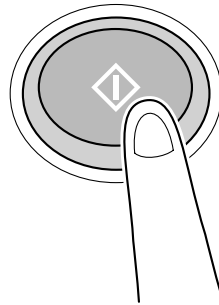
可以使用数字键盘输入目的地或者从单触键中选择来指定收件人。另外，可以组合这两种方法来指定收件人。

#### 从单触键中选择

选择要发送传送的多个目的地。



开始





检查作业详细

注册

#000	JAPAN	123451234
#001	NEW YORK	123123123
#002	BOSTON	123456789

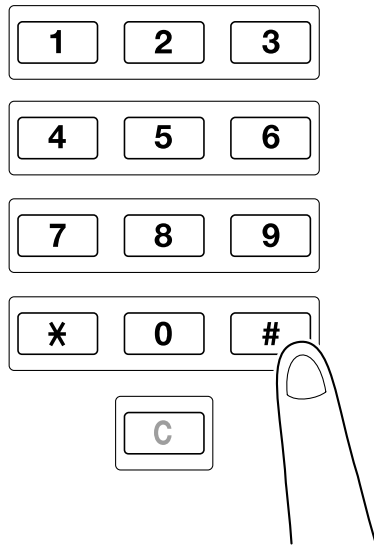
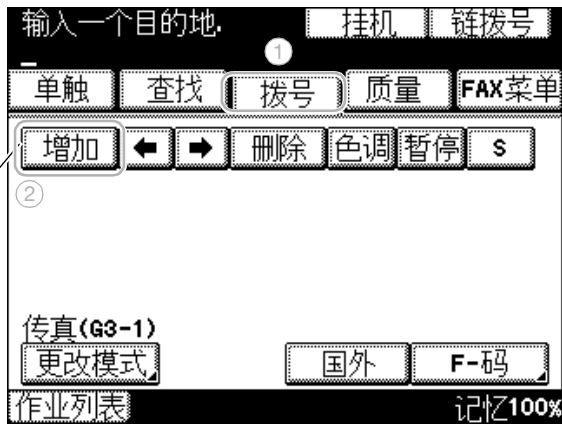
1/1 目的地: 3 下地址

质量 菜单

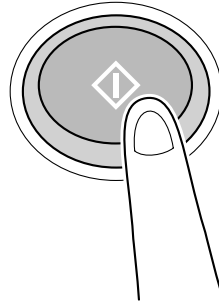
作业列表 记忆100%

使用数字键盘输入目的地

触摸 [增加] 显示输入备用目的地的屏幕。



开始





#### 细节

最多可以指定 210 个目的地。使用数字键盘时最多可以指定 12 个目的地。



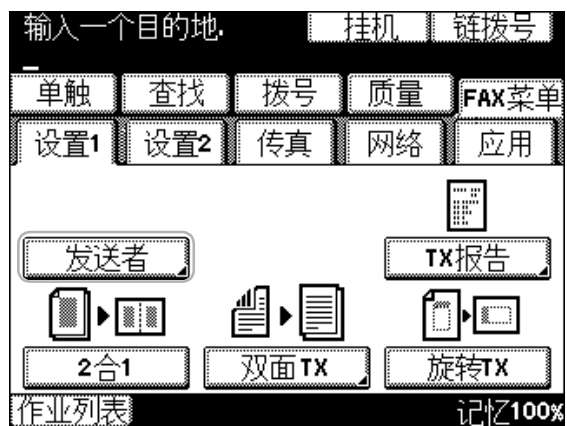
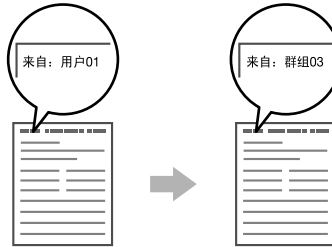
#### 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章 “传送数据”。

### 4.4 选择注册的传送源信息

#### 传真传送信息设置

可以选择并更改注册传送源信息（传送源名称和传真 ID）。





#### 细节

传送源信息在管理员管理屏幕中指定。与机器管理员确认管理员密码。  
 传送源信息是由管理员注册的。与机器管理员确认注册的信息。  
 管理员可在原稿外部或内部设置打印传送源信息的位置。



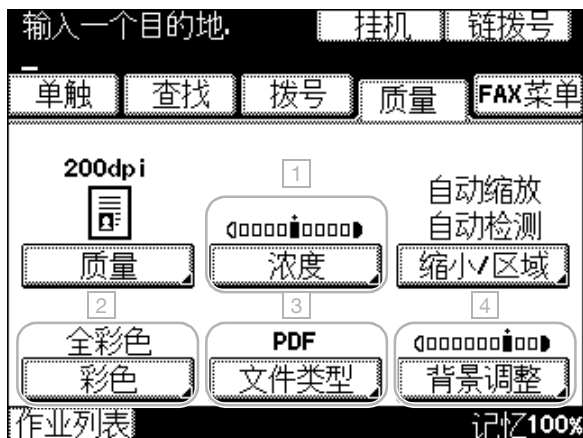
#### 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

### 4.5 扫描要发送的原稿

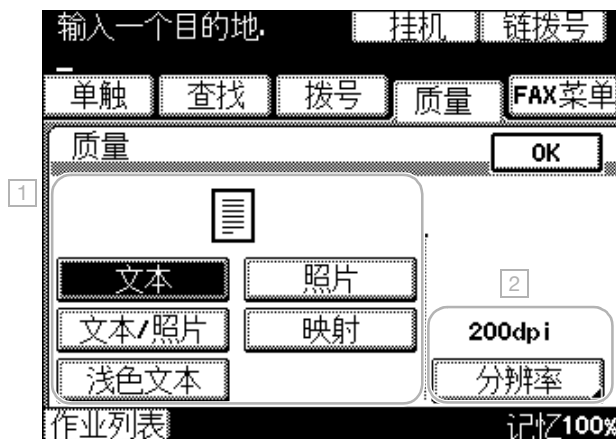
#### 质量

在质量屏幕中，可以更改像图像质量、扫描原稿的分辨率和浓度的设置。



号码	参数	说明
1	浓度	选择让扫描数据的颜色变深还是变浅。
2	彩色	该参数在向传真号码发送时无法使用。
3	文件类型	该参数在向传真号码发送时无法使用。
4	背景调整	可以调节彩色原稿背景的浓度。

## 质量



号码	参数	说明
1	质量	可以根据内容扫描原稿。
2	分辨率	数字越大，图像便越清晰。

## 缩小 / 区域



号码	参数	说明
1	缩放	缩放比率可根据装入收件人机器中的纸张尺寸自动选择，或者可以将文件切割为适合纸张尺寸（不缩小）。
2	扫描范围	指定要扫描文件的区域。



## 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

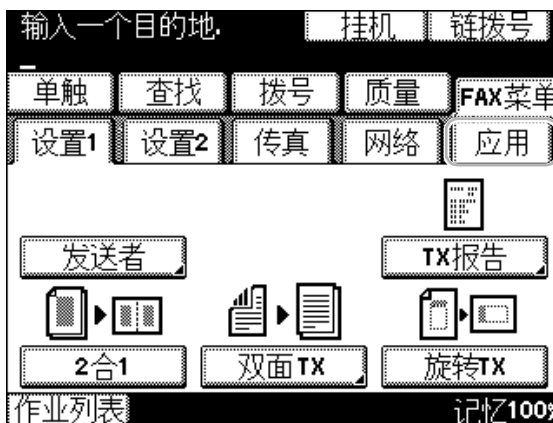
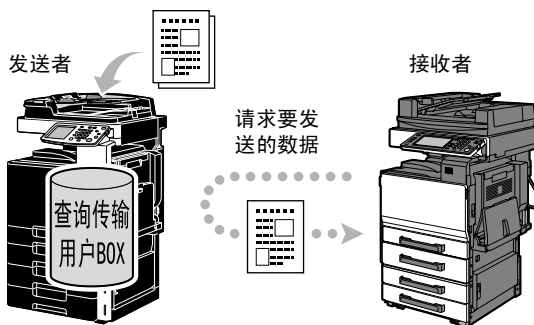


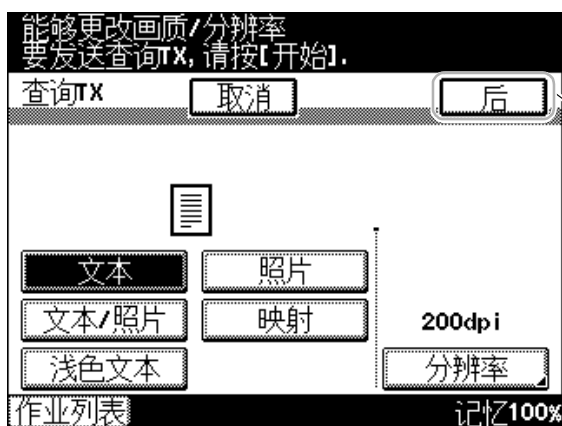
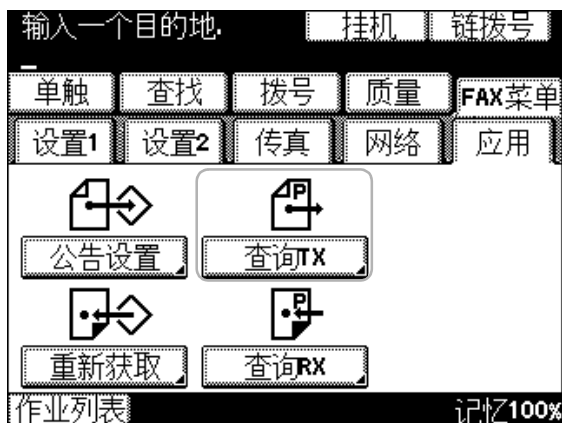
### 4.6 使用从收件人发出的命令发送文件

#### 查询传送

将扫描原稿数据保存在发送者的机器上并使用收件人的请求发送叫做“查询传送”。

使用本机的“查询TX”功能发送的文件保存在本机内存中并且在从收件人接收到请求时发送。





若要指定浓度和传送设置，触摸 [后]。



#### 细节

使用查询传送，接收者可节省传送成本。

若要请求机器发送使用查询传送保存的数据，触摸传真菜单选项上应用选项的 [查询RX]，然后指定发送者以便接收数据。



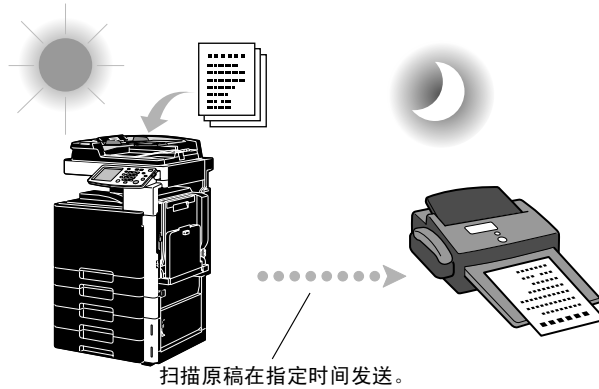
#### 备注

有关详细资料，请参见使用说明书 [网络扫描/传真/网络传真操作] 的第4章“传送数据”。

### 4.7 降低通信成本

使用深夜传送成本传送（定时器传送）

可以在白天指定目的地设置并扫描原稿，然后可以指定在电话费较低的深夜发送传送。



细节

为了在深夜发送传真，必须指定发送原稿时的定时器传送。

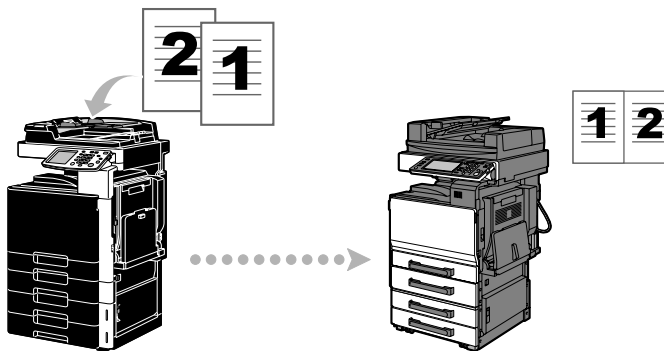


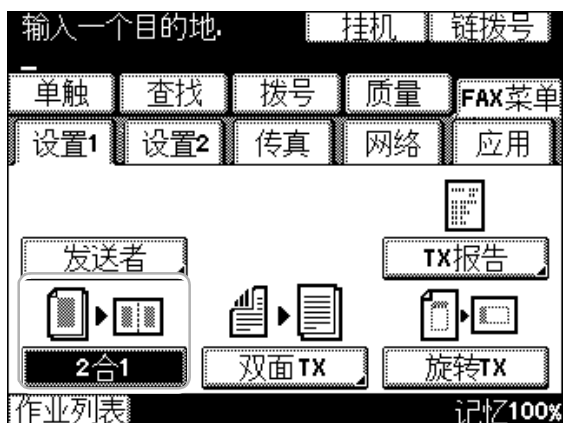
备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

#### 2合1传送

使用 ADF 扫描的两页文件可被缩小并以单页发送。





细节

2合1 传送只有在安装选购的ADF 时可用。

只有 A5、B5 和 A4 尺寸的文件可以使用 2 合 1 传送功能。



...

备注

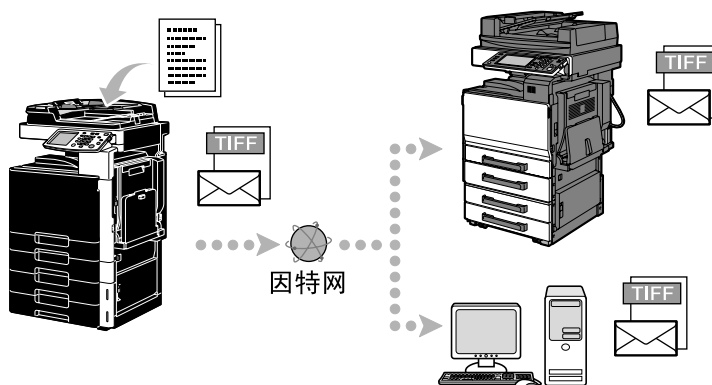
有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章 “传送数据”。

## 4.8 降低通信成本（使用 Internet/ 内联网）

### Internet 传真

使用 Internet，可以将扫描原稿作为电子邮件附件发送。

传送成本包括在 Internet 费用中。



#### 细节

文件附件为 TIFF 格式。

即使扫描了彩色原稿，发送的数据也将是黑白的。

有关发送 Internet 传真的详细资料，请参见本说明书的第 4-23 页。

可以使用 Internet 传真之前，必须由管理员指定各种设置。

如果未安装选购的传真组件而且发生了停电或使用主电源开关将本机关闭，所有保存在存储器中收到的或发送的 Internet 传真数据将被删除。

例如，如果在缺纸时收到了 Internet 传真，数据会被保存在机器的存储器中而不会被打印。此时，如果使用主电源开关将本机关闭，存储器中的数据将被删除并且无法进行打印。

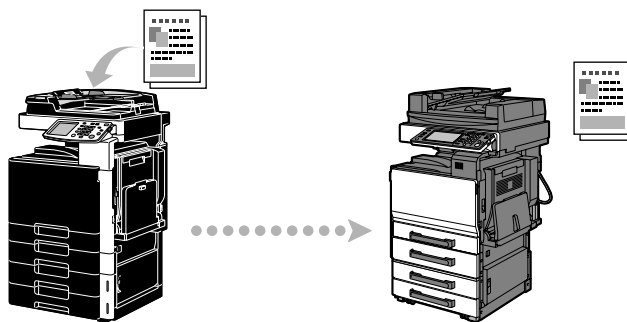


#### 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 1 章 “使用网络扫描 / 传真 / 网络传真功能之前”。

### IP 地址传真

可以选择目的地机器的 IP 地址，然后在公司内的内联网上发送传真。



#### 细节

可以使用 IP 地址传真之前，必须由管理员指定各种设置。

IP 地址传真只可以在柯尼卡美能达兼容机型之间进行。其它兼容机型我们无法保证正确操作。

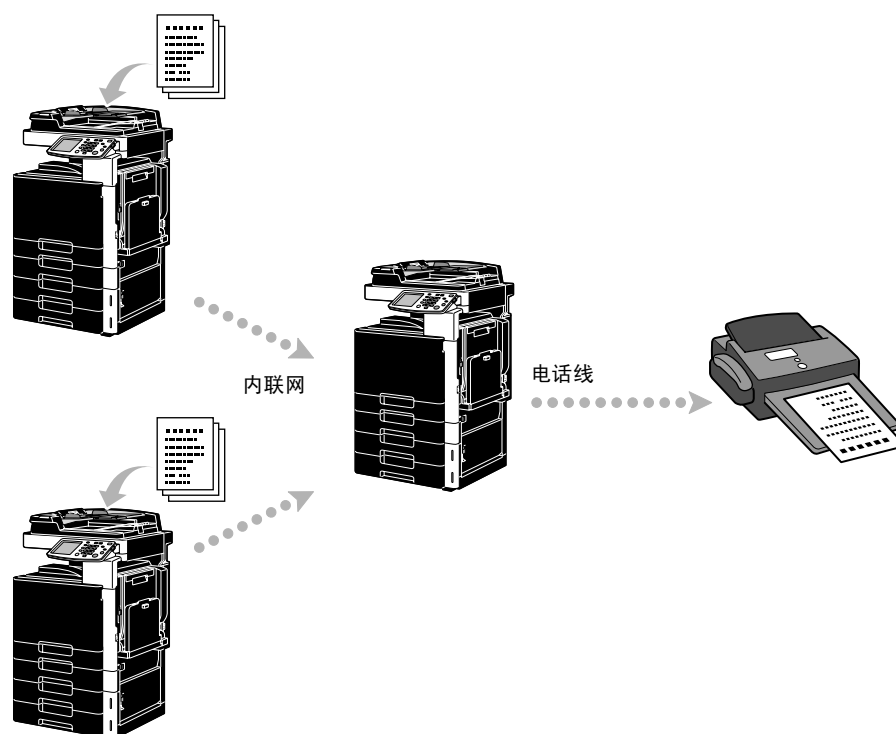


#### 细节

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 1 章 “使用网络扫描 / 传真 / 网络传真功能之前”。

## IP 中继

传真可以通过连接到 LAN 的中继站发送。如果内联网中的中继站连接到电话线，则可以从任何一台连接到 LAN 的机器上发送传真。



### 细节

数据可以使用 IP 中继传送发送之前，必须指定中继站设置和网络设置。



### 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章 “传送数据”。

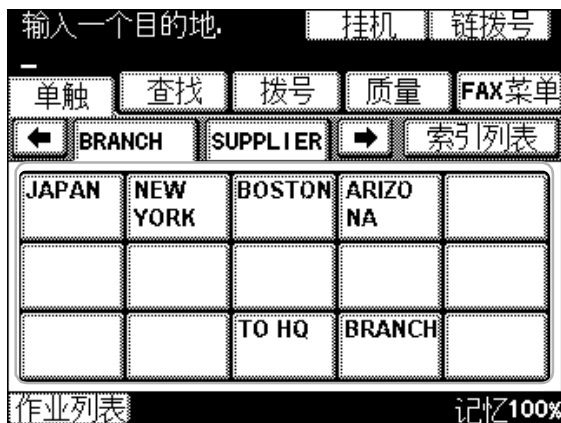
### 4.9 通过电子邮件发送原稿

#### Internet 传真

使用 Internet，可以将扫描原稿作为电子邮件附件发送。

传送成本包括在 Internet 费用中。

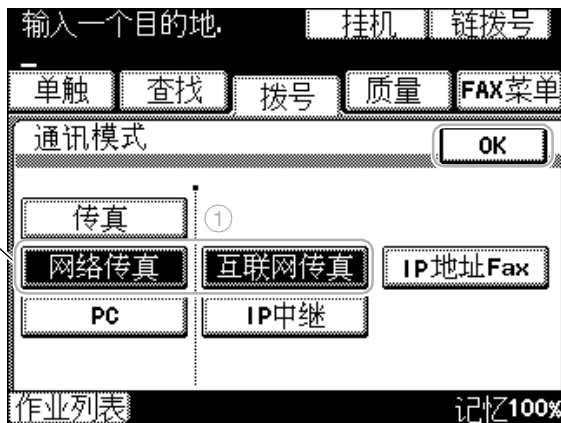
从单触键中选择



使用数字键盘输入目的地



为了发送互联网传真，请指定网络传真和互联网传真设置。





 ...  
备注

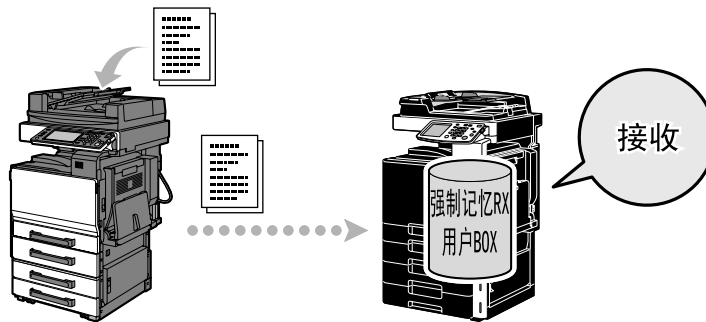
有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。



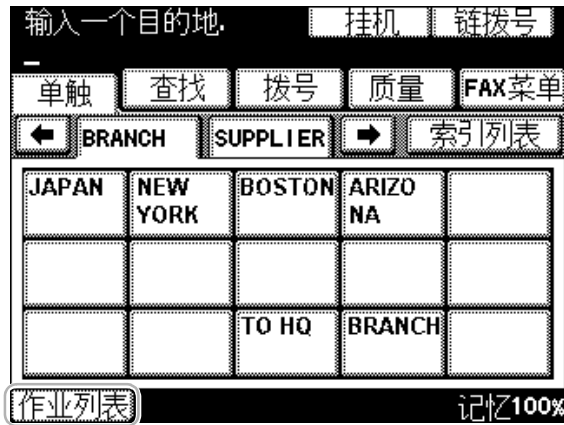
### 4.10 降低打印成本

#### 文件管理（记忆 RX）

接收到的传真可作为数据保存在用户 Box 中并在需要时打印。  
 在所有接收的传真文件中仅打印必要的传真文件可增强安全性并降低打印成本。



打印保存的传真数据





选择要打印的传真数据。



#### 细节

可以为 RX 文件用户 Box 指定密码。

从管理员管理屏幕中指定文件管理设置。指定设置时需要管理员密码。



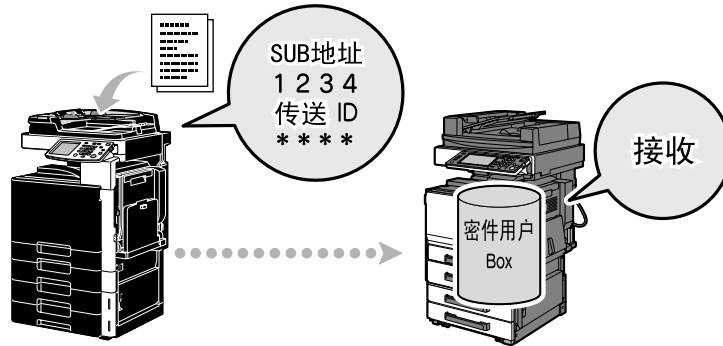
#### 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 6 章 “有用的功能 (G3 / IP / I-FAX)”。

### 4.11 发送机密文件

#### F-码传送

发送文件时，除了传真号码之外，可以指定机密用户 Box (SUB) 和传送密码 (SID/PWD)，以保持文件的机密性。



输入一个目的地 挂机 | 链拨号

单触 查找 拨号 质量 FAX菜单

F-码 OK

F-码 (SUB) 12345

F-码 (SEP)

F 码 p/w(SID/PWD) \*\*\*\*\*

作业列表 记忆100%



#### 细节

为了执行 F- 码传送，必须在收件人的传真机上指定机密 Box 和传送密码。  
只有收件人的传真机支持 F- 码功能时才可以使⤵用 F- 码传送。



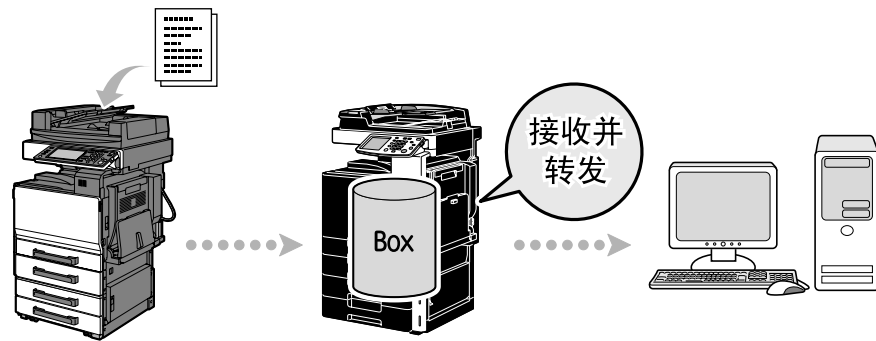
#### 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章 “传送数据”。

## 4.12 转发接收数据

### 文件管理（转发）

接收的传真数据可被转发到之前指定的目的地。



#### 细节

从管理员管理屏幕中指定文件管理设置。指定设置时需要管理员密码。  
在管理员管理屏幕中，也可以指定设置转发接收传真数据并使用本机打印数据。



...

#### 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第6章 “有用的功能 (G3 / IP / I-FAX)”。

## 4.13 直接从计算机传真数据

## 计算机传真

在计算机上创建的数据可以使用相同的设置发送到目的地传真机，如同打印一样。

为了使用计算机传真，必须安装传真驱动程序。

可以指定传真文件设置。



可以从地址簿中选择目的地。



.....  
备注

有关详细资料，请参见使用说明书 [传真驱动程序操作] 的第3章“设置传真驱动程序 (Windows)”。

## 4.14 从计算机注册单触目的地

### Assistant tool

使用 Assistant tool，可以从计算机注册单触目的地和传真程序。

在网络浏览器的“地址栏”中输入本机的 IP 地址来使用 Assistant tool 与本机连接。

扫描就绪  
准备打印

管理员密码:

系统 作业 打印 传真/扫描

单触键登录  
传真程序登录  
域名注册

索引

Index1	Index2	---	---
---	---	---	---
---	---	---	---
---	---	---	---
---	---	---	---

注册索引:

<input type="checkbox"/> #000 abc	<input type="checkbox"/> #001 aaa	#002 ---	#003 ---	#004 ---
#005 ---	#006 ---	#007 ---	#008 ---	#009 ---
#010 ---	#011 ---	#012 ---	#013 ---	#014 ---

### 关于 Assistant tool

Assistant tool 是一种集成到本机中的设备管理实用程序。使用连接到网络的计算机上的网络浏览器访问 Assistant tool 以指定机器设置。

使用 Assistant tool 可以执行下列基本操作。

- 检查各种机器信息和打印机设置。
- 检查作业。
- 注册和编辑单触拨号目的地和传真程序。
- 注册 / 编辑账户。
- 指定各种机器环境、打印机、传送 / 接收和网络设置。



### 备注

有关详细资料，请参见使用说明书 [网络管理员] 的第 3 章 “Assistant tool”。





---

# 5

## 有用的网络扫描操作

## 5 有用的网络扫描操作

### 5.1 注册经常使用的目的地

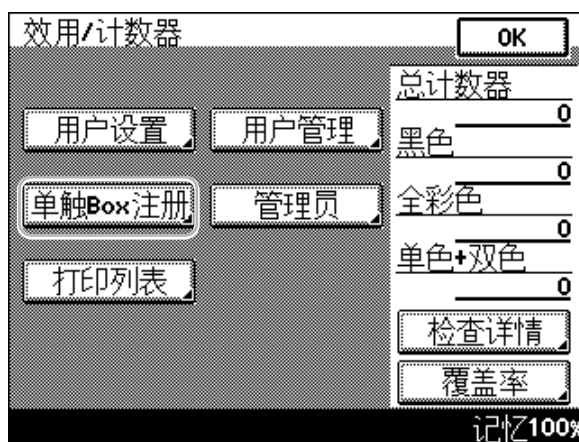
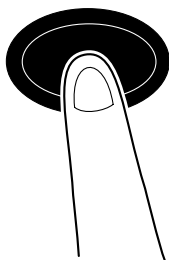
可以注册经常使用的目的地。

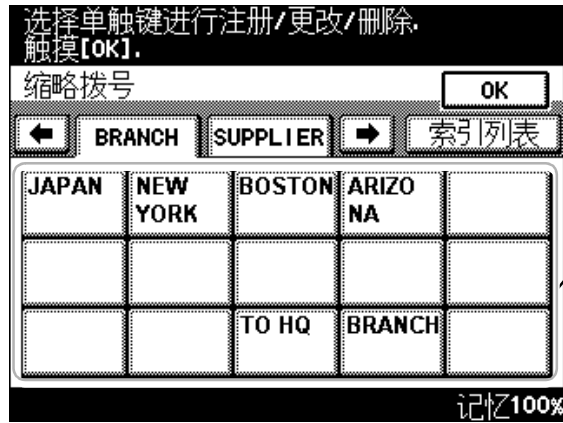
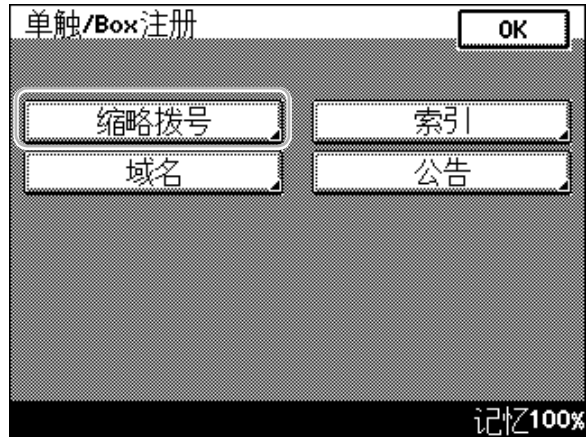
#### 单触键

在单触键中注册经常使用的目的地，只要触摸一下单触键便可调出目的地。

*选择要编程的按钮*

#### 效用/计数器

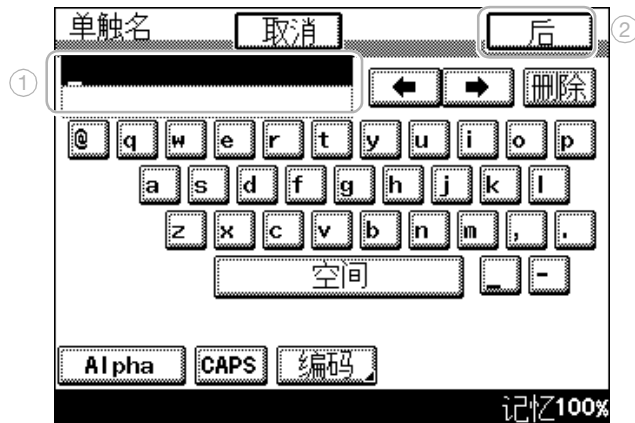


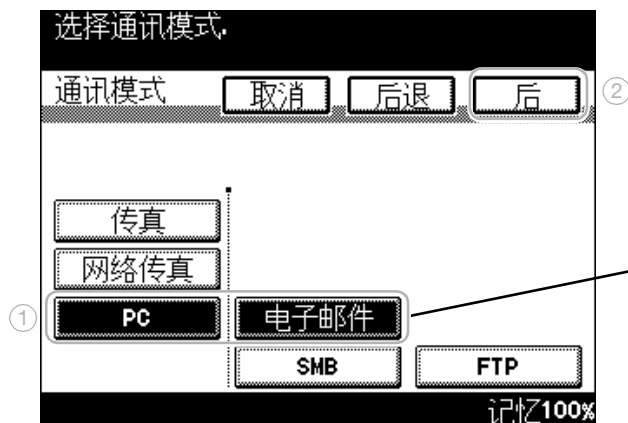


...  
备注

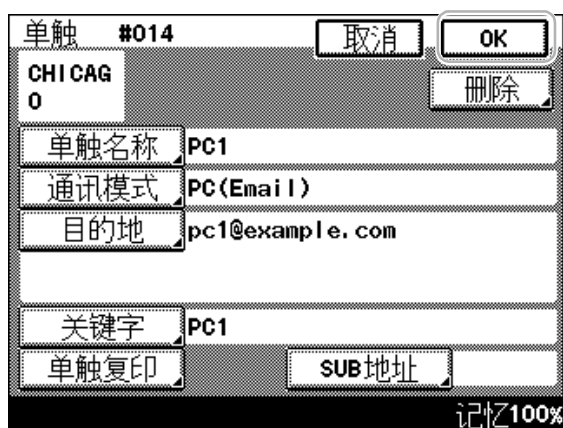
如果已注册了要搜索的LDAP服务器，可以将LDAP服务器上注册的地址注册为单触目的地。

注册电子邮件地址





若要注册电子邮件地址，请指定 PC 和电子邮件设置。



....  
备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 2 章 “控制面板 / 触摸面板” 和第 8 章 “用户设置 / 用户管理 / 单触 / Box 注册”。

### 注册程序

只需一个按钮便可注册扫描设置、传送设置和目的地。



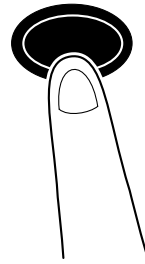
#### 细节

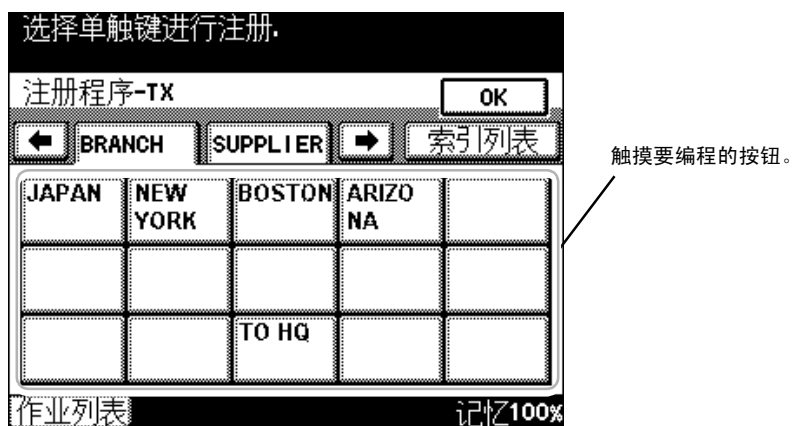
触摸单触拨号按钮可以指定目的地。

指定质量、传真菜单和拨号选项上的设置。



### 模式检查





....  
备注

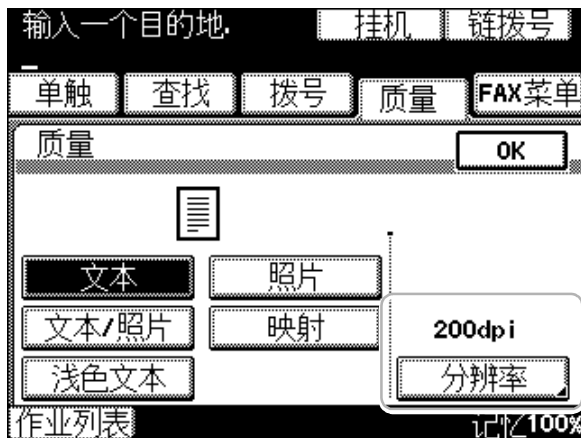
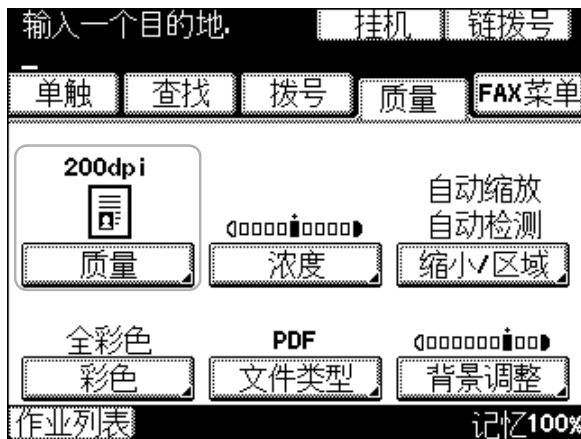
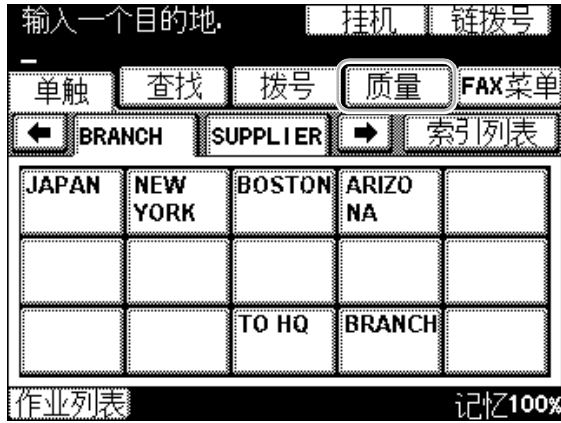
有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第8章 “用户设置 / 用户管理 / 单触 / Box 注册”。

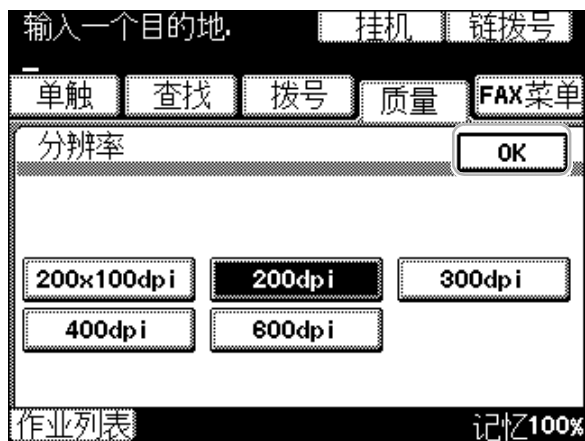
### 5.2 传送精细文字和清晰图像

扫描原稿时可以指定细节量（分辨率）和扫描方式（根据原稿包含文字还是图像）。高质量的原稿可以使用这些设置的组合来发送。

#### 调节分辨率

传送精细文字和图像时，指定较高分辨率可以发送更高质量的图像。





#### 细节

分辨率越高，数据会变得越大。



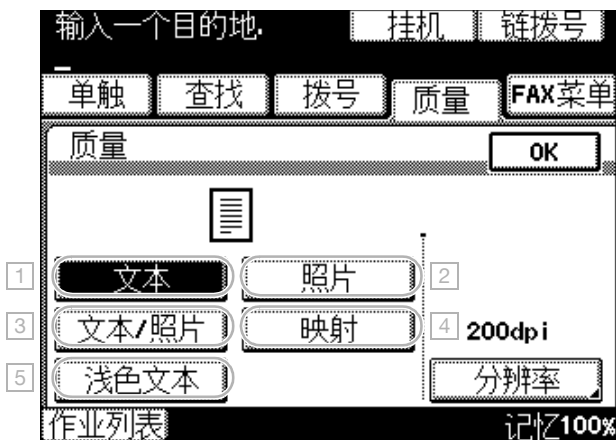
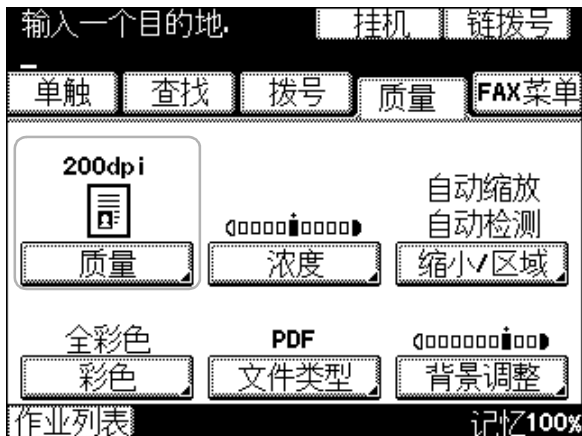
#### ... 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。



选择原稿类型设置。

选择适合原稿文本和图像类型的扫描方式。



号码	参数	说明
1	文本	为仅包含文字的原稿选择该设置。
2	照片	为仅包含照片的原稿选择该设置。
3	文本 / 照片	为包含文字和照片的原稿选择该设置。
4	映射	为包含铅笔标记或精细彩色线条或有背景颜色的原稿，如地图，选择该设置。
5	浅色文本	为包含文字显得比较虚弱的原稿选择该设置。



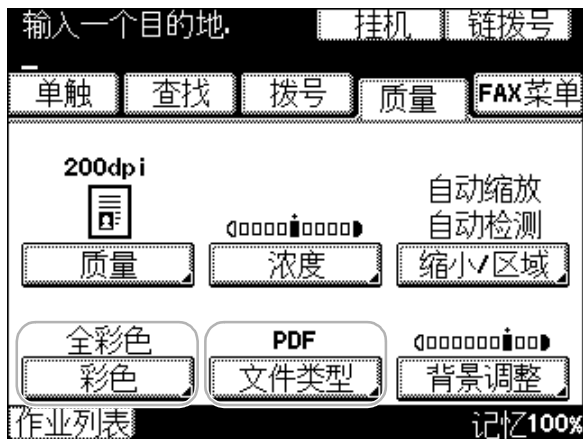
...

备注

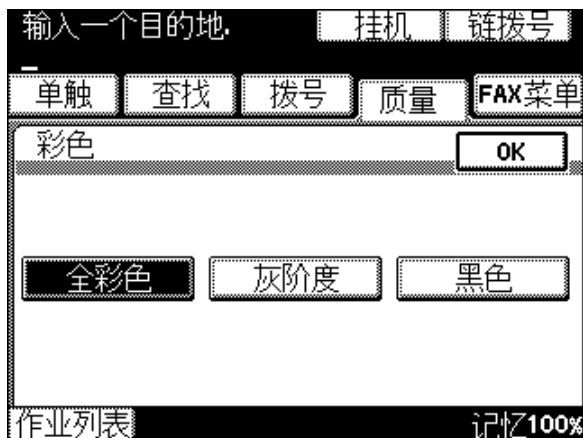
有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

### 5.3 使用所选颜色和文件类型设置传送

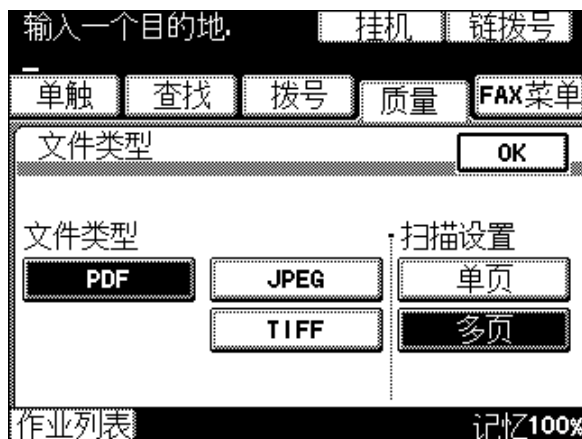
选择颜色和文件类型设置



彩色



## 文件类型



文件类型	说明
PDF	这种文件可以在 Adobe Reader 中显示。
JPEG	选择该设置将数据以 JPEG 格式保存。原稿每页都会创建一个文件。
TIFF	选择该设置将数据以 TIFF 格式保存。



...

## 备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章 “传送数据”。

## 选择文件类型和颜色设置

根据要扫描原稿的类型选择颜色设置。但是，根据所选的传送方式和文件类型设置，一些设置可能无法使用。

文件类型设置 颜色设置	PDF	JPEG	TIFF
全彩色	○	○	—
灰阶度	○	○	—
黑色	○	—	○

通过电子邮件发送数据时，或者在网络上传送数据时可以使用颜色设置。传真或使用 Internet 传真时无法使用颜色设置。



...

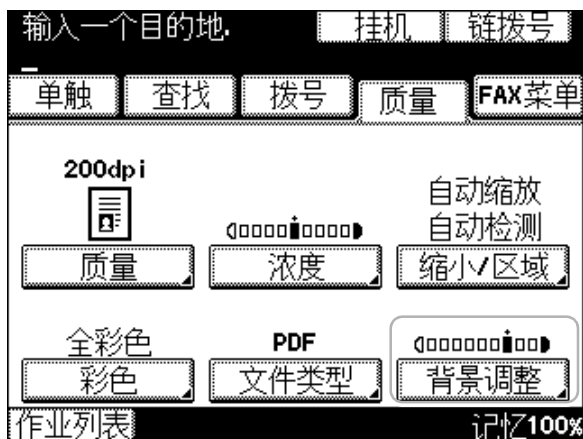
## 备注

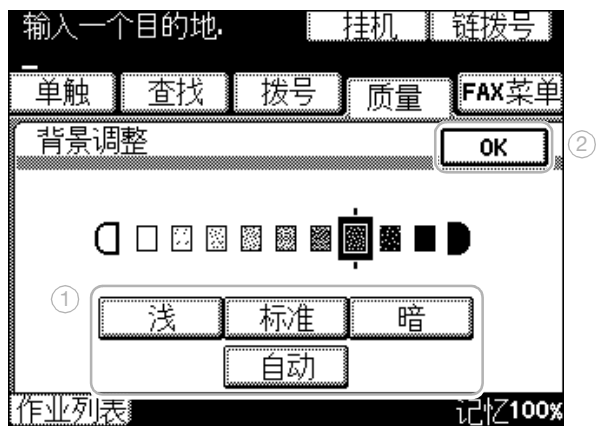
有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第 4 章 “传送数据”。

### 5.4 使用已调节背景颜色传送

#### 背景调整

扫描有彩色背景的原稿时，增亮背景可创建出更干净的扫描。





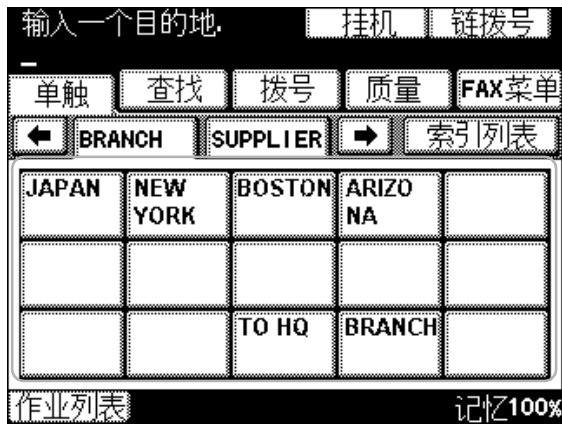
...  
备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

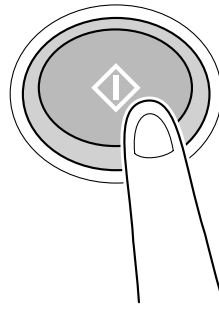
### 5.5 向多个收件人传送

搜索注册目的地

选择要发送数据的目的地。



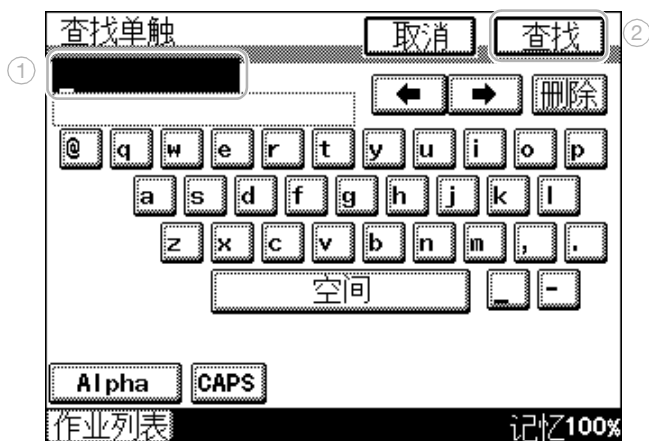
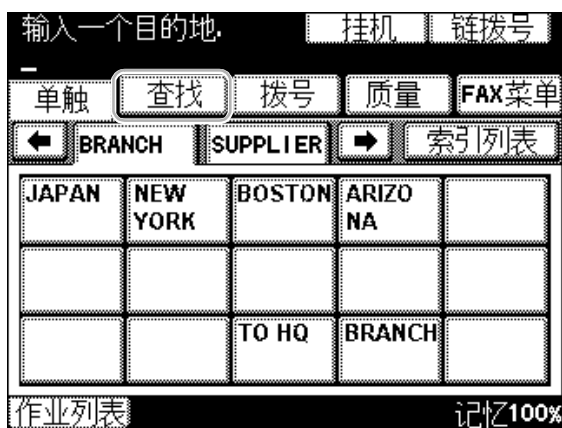
开始





也可以从拨号选项中直接输入目的地。

可以搜索并选择注册目的地。







如果已在管理员模式中注册了 LDAP 服务器，则可以搜索在 LDAP 服务器上注册的目的地。有关注册和搜索 LDAP 服务器的详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作]。

程序是之前一起注册的多个目的地，在选择目的地时非常有用。



**细节**

确认设置后，可以删除不需要的目的地或者将设置更改。



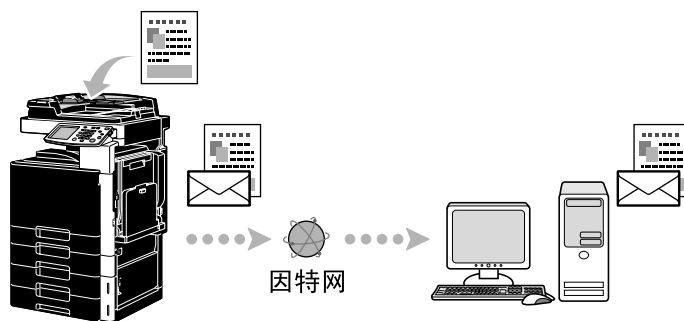
**备注**

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

## 5.6 通过电子邮件发送文件

### 电子邮件传送

指定电子邮件地址便可将扫描数据作为电子邮件附件发送。



选择注册目的地，或者直接输入电子邮件地址。

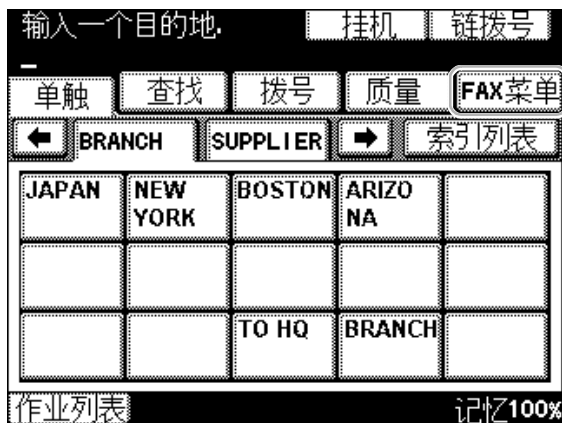


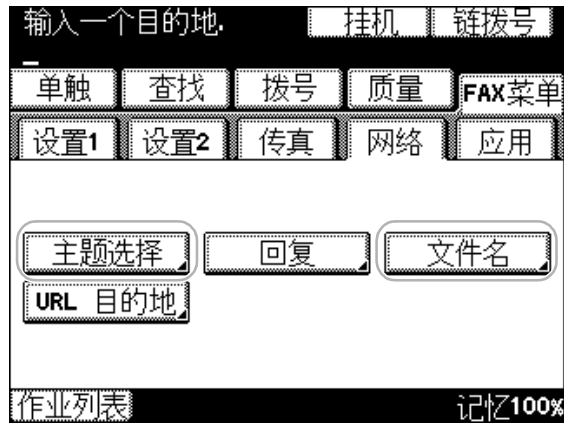
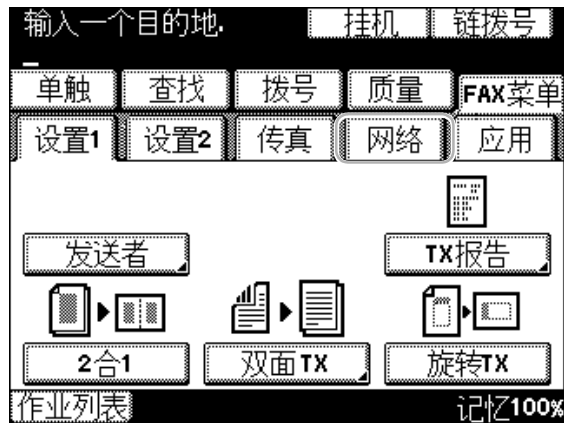
备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

### 更改电子邮件主题或附件文件的名称

电子邮件的主题和文件名可在通过电子邮件发送扫描数据时更改。





主题选择：可以更改电子邮件的主题。从管理员管理屏幕中注册主题。  
 文件名： 可以更改附件文件的名称。



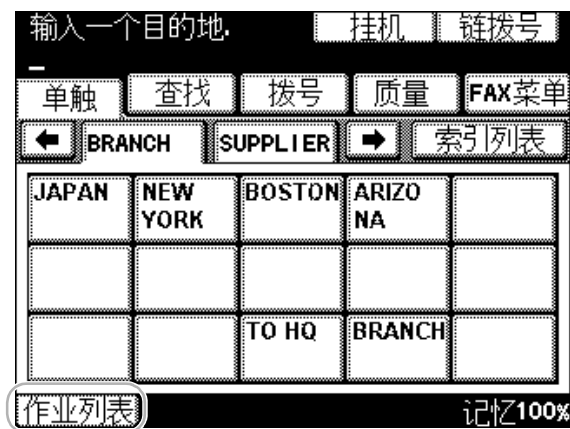
备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第4章“传送数据”。

## 5.7 检查目前为止执行的传送

作业列表（类型）

显示传送作业的详细资料和传送结果。



可以选择显示的传送作业。

RX 文档: 显示接收作业的详细资料和接收结果。



备注

有关详细资料，请参见使用说明书 [网络扫描 / 传真 / 网络传真操作] 的第2章“控制面板 / 触摸面板”。



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# 6

## 故障排除

## 6 故障排除

### 6.1 故障排除

本章以问答形式介绍了普通的故障排除步骤。如果问题未能修正，即使在执行上述步骤后，请联系维修人员。

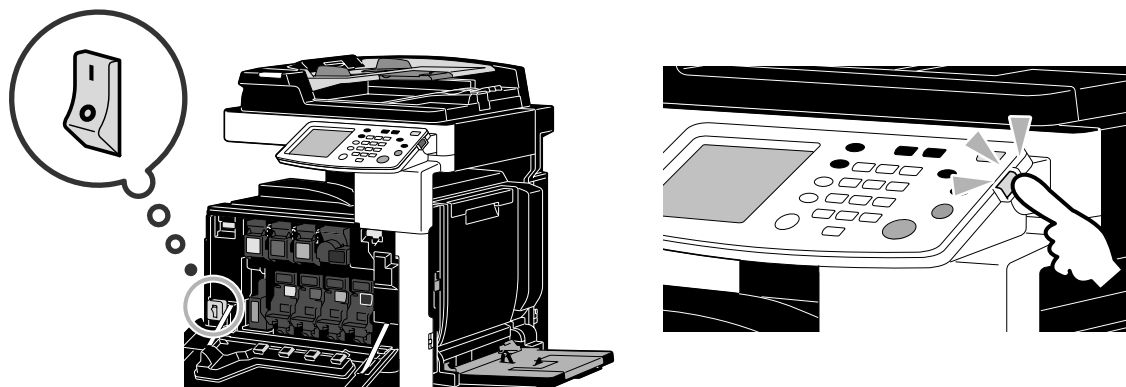
为什么无法打开机器？

本机有两个开关。

**答案**

请确认下列项目。

- 确认机器电源插头已牢固插入电源插座中。另外，确认电路断路器未发生滑动。
- 确认机器已使用辅助电源开关和主电源开关打开。

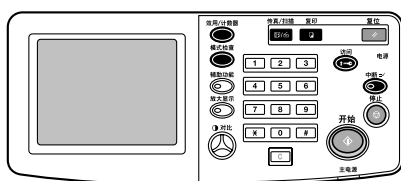


...  
提醒

如果在确认所示项目后机器仍未能打开，请联系维修人员。

为什么在触摸面板中未出现屏幕？

如在指定时间内未进行任何操作，则触摸面板熄灭并且机器自动进入节能模式。

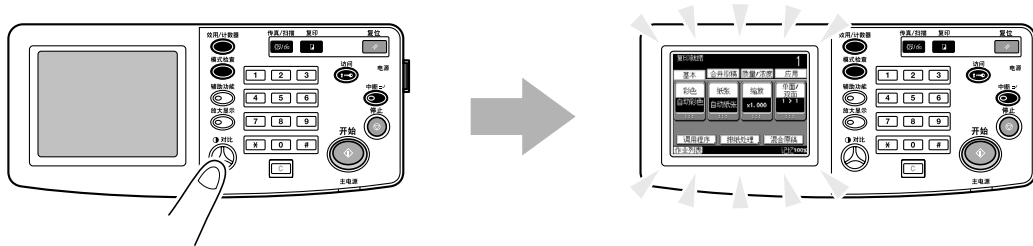




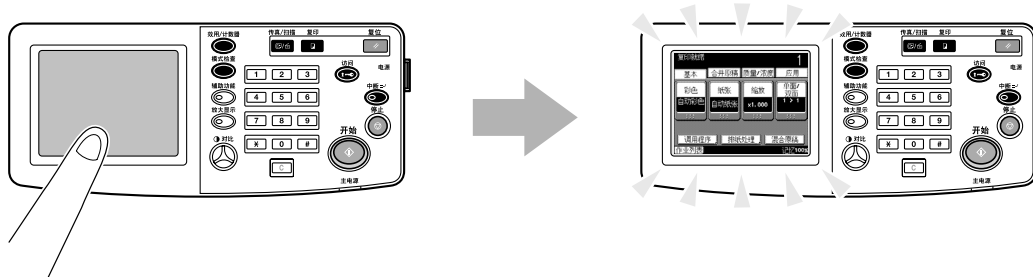
答案

请确认下列项目。

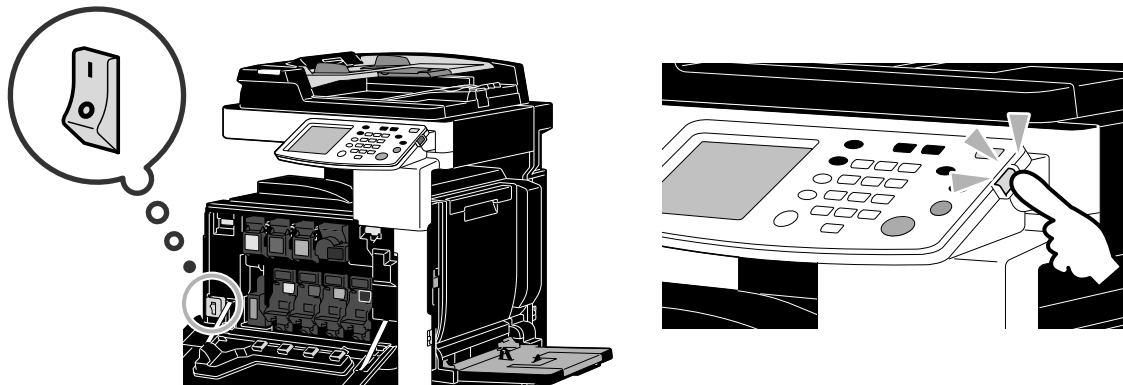
- 使用控制面板中的 [对比] 旋钮在触摸面板中调整屏幕的亮度。



- 触摸触摸面板。如果触摸面板亮起，则说明没有问题。机器处于节能模式时，触摸触摸面板或者按下控制面板中的按键可取消节能模式。打开 ADF 或原稿盖板也会取消节能模式。



- 确认机器已使用辅助电源开关和主电源开关打开。



提醒

如果在确认所示项目后触摸面板中仍没有屏幕出现，请联系维修人员。

为什么出现必须更换耗材的信息？

本机使用的耗材即将用尽时，将出现有关更换期的警告。



#### 答案

请更换指定的耗材。

出现应更换耗材的信息时耗材即将用尽。出现该信息后可以在短时间内进行复印，但应尽快去准备耗材。

- 对于碳粉盒

出现信息“碳粉量 (X) 低。”后，会出现信息“更换粉盒。”。请根据维修协议更换碳粉盒。

- 对于成像组件

出现信息“需更换成像单元。”时，请根据维修协议准备更换成像组件。

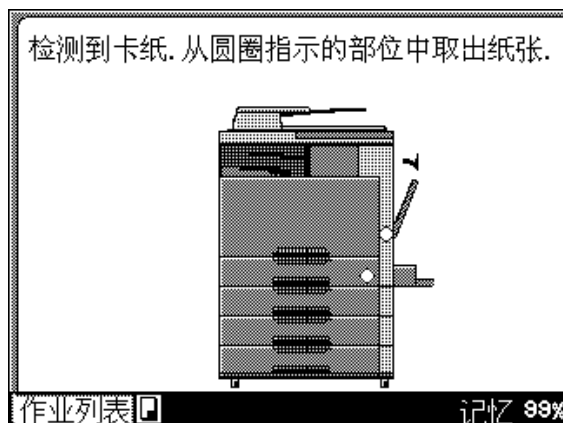


提醒

如果在更换所示项目后仍显示该信息，请联系维修人员。

为什么仍会显示卡纸信息？

发生卡纸的位置可能在屏幕中所示位置之外。检查所示屏幕中的位置。



#### 答案

请确认下列项目。

- 确认在触摸面板屏幕中○所示部位没有破损的纸张。如果无法清除纸张，请联系维修人员。
- 打开，然后关闭触摸面板屏幕中○所示的门。执行过该操作后，该信息可能不会保持显示。



提醒

如果在检查所示项目后仍显示卡纸警告信息，请联系维修人员。

### 什么是图像稳定？

为了将本机保持稳定的颜色再现，本机具有可自动调整复印质量的功能。调整复印质量叫做“图像稳定”。



### 答案

进行大量复印后或者本机内温度或湿度发生变化时，便会执行图像稳定。

图像稳定完成时，请等待直到复印自动继续。



### 提醒

如果等待一段时间后图像稳定操作仍未完成，请联系维修人员。

### 为什么会出现错误信息？

如果用户无法修复出现的故障，则会出现信息“检测到故障。通知维修代表错误代码。”（呼叫维修人员屏幕）



### 答案

请注意屏幕中出现的故障代码，从电源插座中拔下机器电源线，然后联系维修人员。



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# 7

## 用户设置参数

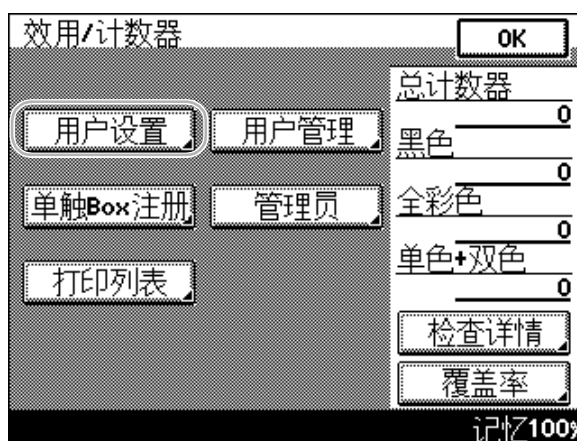
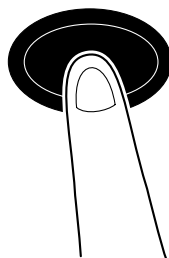
## 7 用户设置参数

使用用户设置参数，可以根据运行条件和环境更改普通机器设置和特定功能的设置。

### 7.1 显示用户设置屏幕

可以在用户设置屏幕中指定各种设置。

#### 效用/计数器

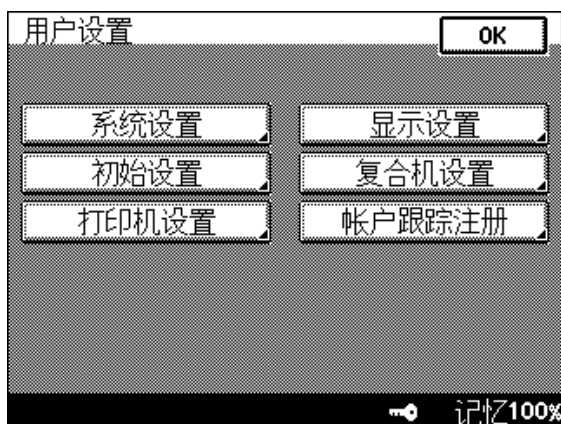


.....  
备注

有关详细资料，请参见使用说明书 [复印操作] 的第11章“效用模式”。

## 7.2 可以指定的设置

在用户设置屏幕上可以为下列六种类别的参数指定设置。



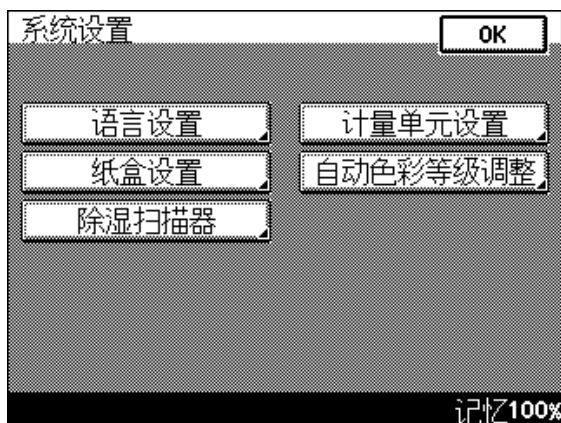
### 备注

有关复印机设置参数的详细资料，请参见使用说明书 [复印操作] 的第11章“效用模式”。

有关打印机设置参数的详细资料，请参见使用说明书 [打印操作] 的第11章“控制面板上的设置”。

### 系统设置

可以更改触摸面板的显示语言和度量单位。



### 显示设置

机器运行之前显示的第一个屏幕叫做待机屏幕。可以选择待机屏幕的显示屏幕。



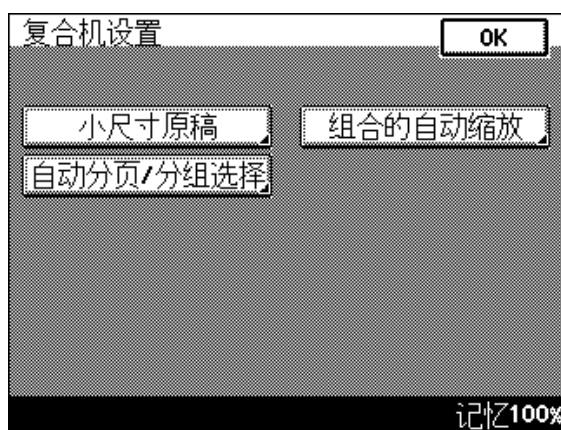
### 初始设置

可一个更改复印模式和传真 / 扫描模式中的默认设置。



### 复合机设置

可以更改复印功能的设置，这样便可以轻松执行各种操作。





### 打印机设置

可以更改打印功能的设置，这样便可以轻松执行各种操作。



### 账户跟踪注册

已经指定账户跟踪设置并且用户已使用注册账户登录时，会出现该项目。可以为已登录的账户更改密码。根据所指定的软件开关设置，还可以更改 SMTP 认证密码和 POP3 密码。





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# 8

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## 8 索引

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