



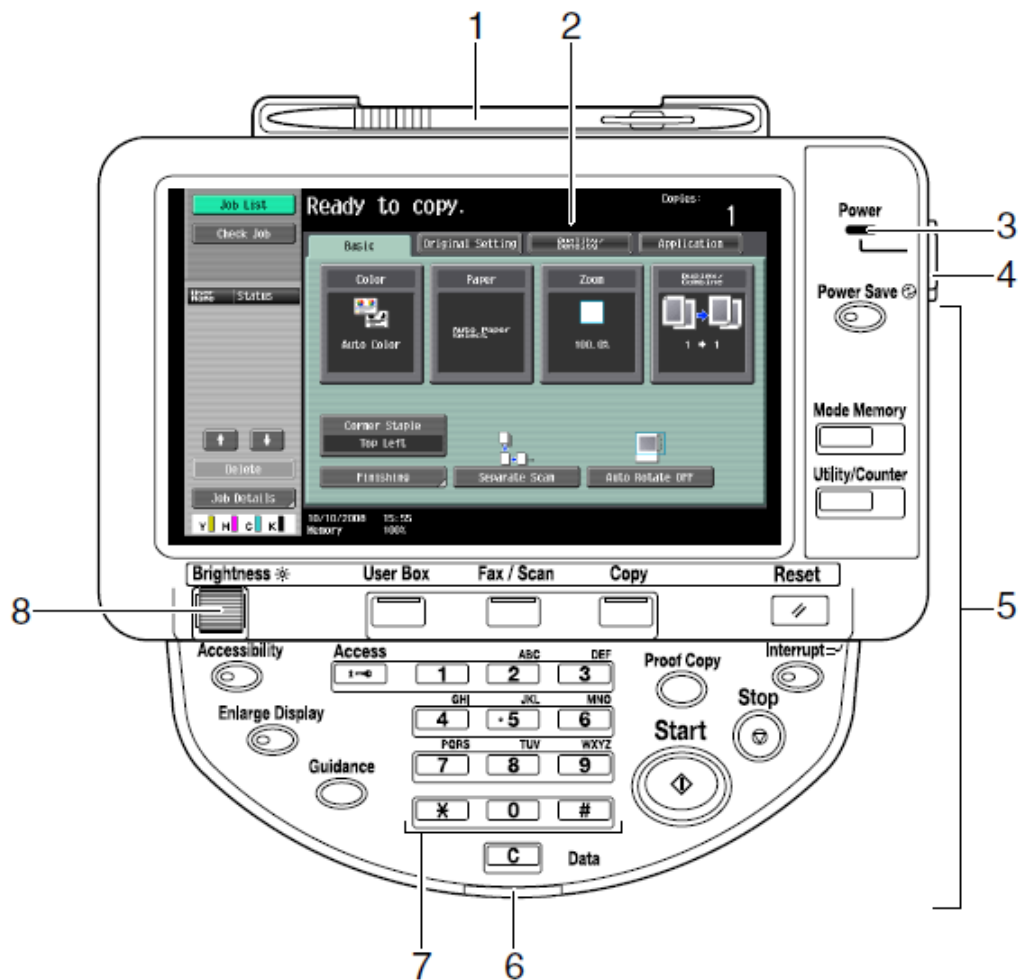
KONICA MINOLTA

bizhub C220/C280/C360

中文簡易說明書

Shortcut Manual





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

Konica Minolta

C220/C280/C360

如已選用共用用戶**認證功能，請跟以下步驟進入使用版面

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

☆ 彩色複印 Color Copy

1. 按【列表】選擇用戶名稱，按【確定】

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

2. 按【密碼】輸入密碼，按【確定】，

Press **【password】** press **【OK】**

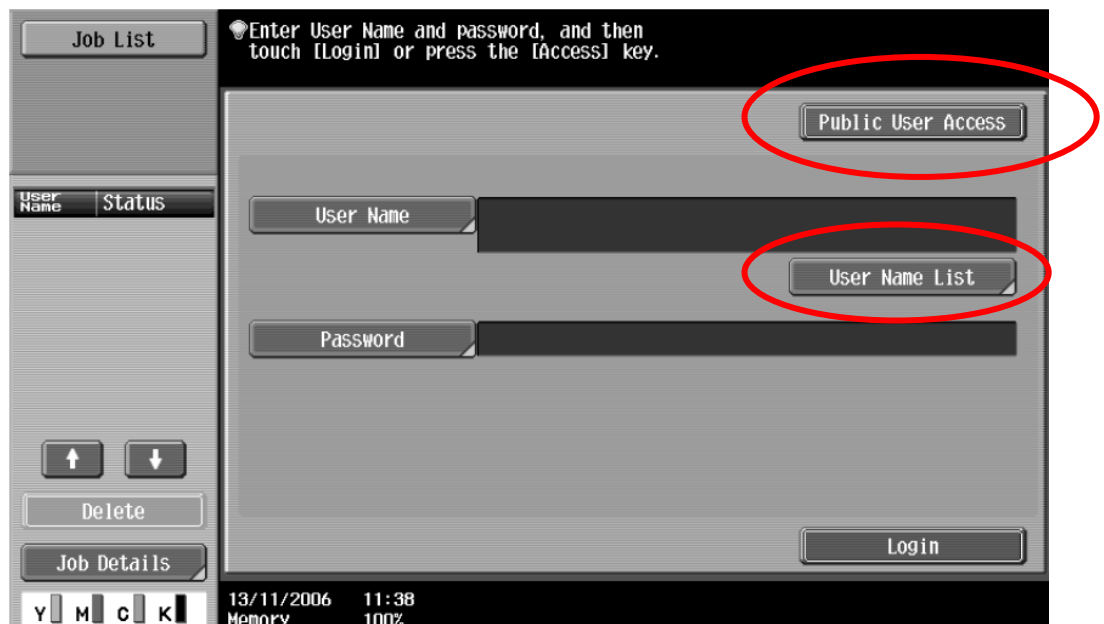
3. 按【Access】。

Press **【Access】**

☆ 黑白複印 B/W Copy

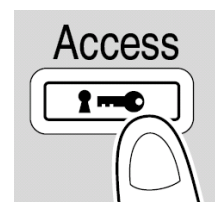
先按 [共同的使用者部門]

Press **【Public User access】**



☆ 複印後: (鎖機)請按【Access】鍵2次

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



Basic 基本設定 (I)

1. **自動彩色** - 自動探測原稿是彩色文件或黑白文件

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



2. **全彩** - 列印彩色文件

Full Color - The copy in full color

3. **黑色** - 列印黑白文件

Black - The copy in black and white

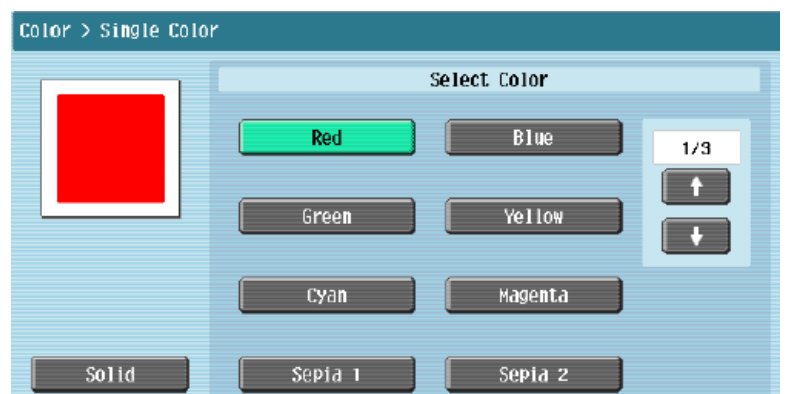


4. **雙色** -- 如原稿圖案或文字分為黑色和彩色，可把原稿彩色的部份轉變為選擇的其中一種顏色，而黑色的部份則不變

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

5. **單色** - 可把文件的影像轉變為選擇的其中一種顏色

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



Basic 基本設定 (II)

-- Paper 紙張

更改手送紙紙張尺寸

Change Bypass Tray Setting

- 1 按 **基本設定**，按 **紙張**
Press **Basic**, Press **Paper**

- 2 選擇手送紙盤
Select Paper Type

- 3 按 **紙盤變更設定**
Press **change Tray Settings**

- 4 選擇紙張類型
Press **Select Paper Type**

- 5 輸入適合的尺寸
Input paper size

- a 按 **尺寸設定**，選擇標準尺寸

Touch **Standard Size**

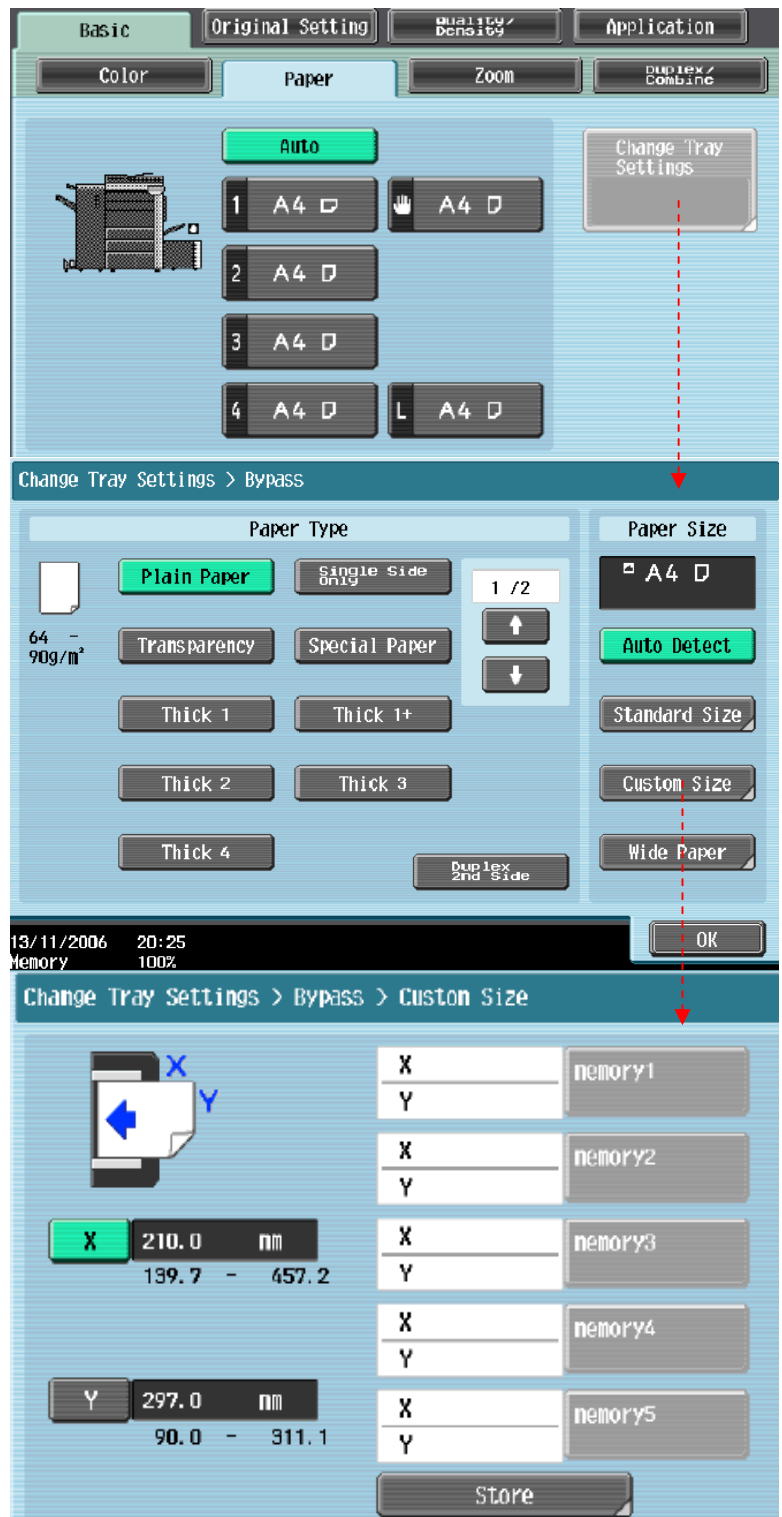
- b 按 **自定尺寸** 輸入長度 X 和寬度 Y，例如 90mm 輸入 0900 (如要儲存尺寸，按 **儲存**，再選擇儲存位置 Memory1 -5)

Touch **Custom Size** input

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

- 6 按 **OK**

Press **OK**



Basic 基本設定 (III)

-- 倍率 Zoom

按 **倍率**

Press **ZOOM**

- 1 選擇一般的變焦比率
Select fixed zoom size

a 按預設的縮小 / 放大比率

例如：**A3 ▶ A4** 設定數字為
0.707

Touch default zoom ratios

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

b 按 **- +** 加減號增加或減少變焦數字

Touch **- +** to change zoom ratio

- 2 按 **手動** ,直接輸入變焦數字，按 **OK** 確定

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



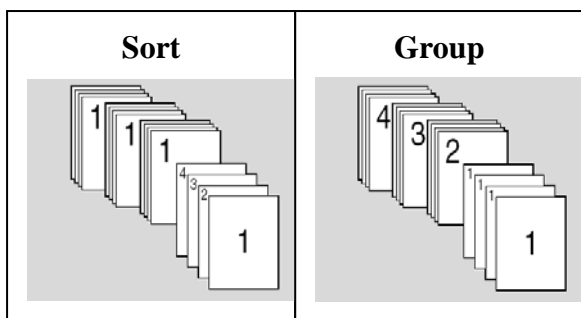
分頁/分類 Sort/Group

1. 按 **分頁機**

Press **Finishing**

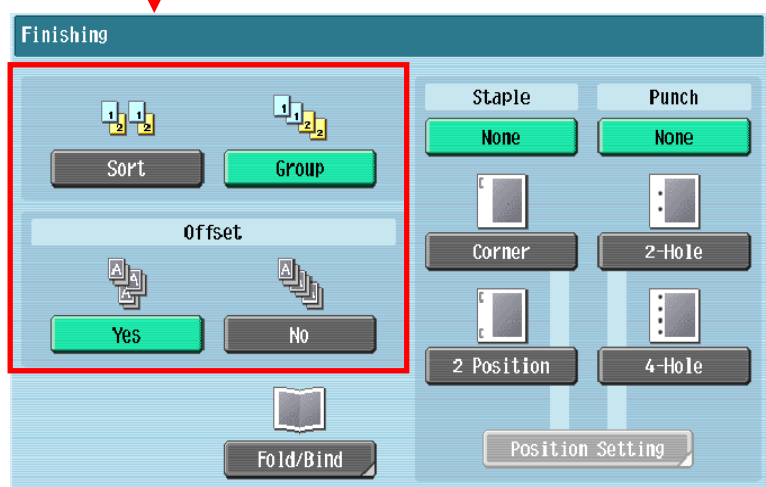
2. 可按 **分頁** 或 **群組**

Press **Sort** or **Group**



3. 如沒有其他設定，按 **Start** 影印鍵

Press **Start to Copy**



位移功能 Offset

1. 按 **分頁機**

Press **Finishing**

2. 在 **位移功能** 項目中按 **是**

In **Offset option** select **Yes**

3. 如沒有其他設定，按 **Start** 影印鍵

Press **Start to Copy**



*如沒有安裝訂裝器，副本會用十字型式分隔

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

如有安裝訂裝器，副本會用前後型式分隔

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



(必需加裝配件才有以下功能)

(Optional Function)

訂裝 Staple

1. 按 **分頁機**

Press **Finishing**

2. 在**訂裝**項目中按 **訂角** 或 **2 個位置**

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

3. 按 **位置設定** 選擇訂裝位置

Press **position Setting** to desired staple positions

4. 如沒有其他設定，按 **Start** 影印鍵

Press **Start** to Copy



打孔 Punch

1. 按 **分頁機**

Touch **Finishing**

2. 在**訂裝**項目中按 **2 孔** 或 **4 孔**

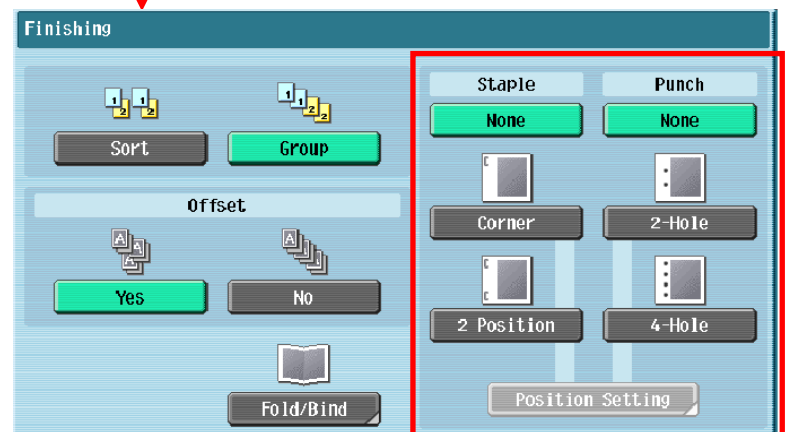
At **Staple** select **2 Hole** or **4 Hole**

3. 按 **位置設定** 選擇打孔位置

Touch **position Setting**

4. 如沒有其他設定，按 **Start** 影印鍵

Press **Start** to Copy



摺疊/書本訂裝 Fold/Bind

1. 按分頁機

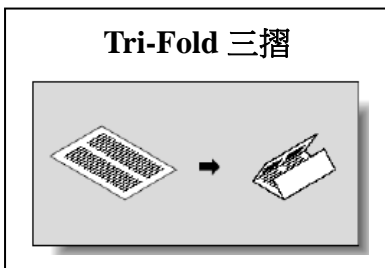
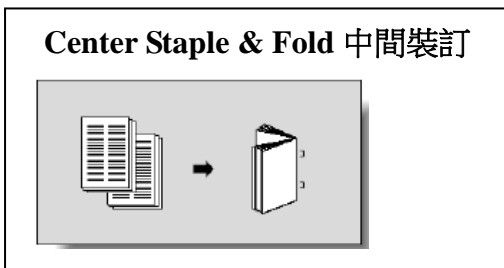
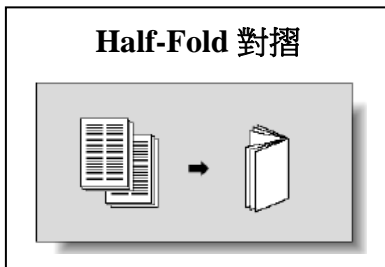
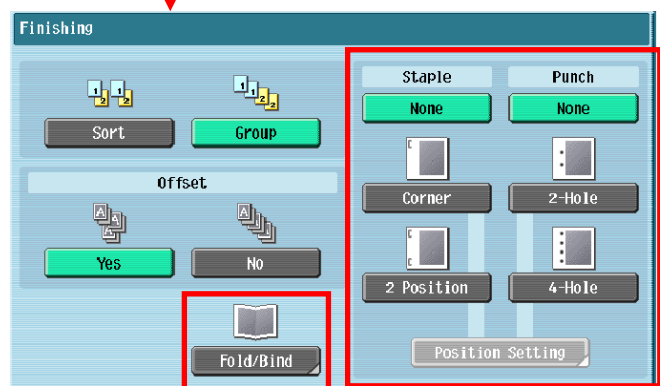
Press **Finishing**

2. 在 **摺疊/裝訂** 項目中按 **Yes** 啟動功能

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

3. 按 **對摺** **中間裝訂** 或 **三摺**

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



Basic 基本設定 (IV)

--Duplex/Combine 雙面/組合

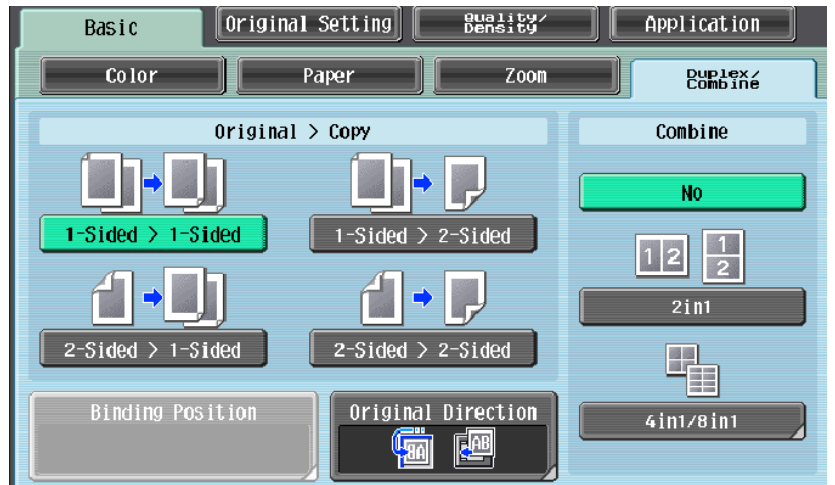
選擇組合

Combine function

按 **2 in 1** 合 1 兩張原稿縮為一張 或

4 in 1 / 8 in 1 合 1/8 合 1

四張/八張原稿縮為一張



Touch **2 in 1** or

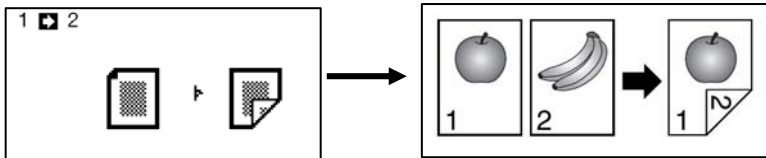
Touch **4 in 1 / 8 in 1**

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

選擇 原稿 > 影本 **Press Original > Copy**

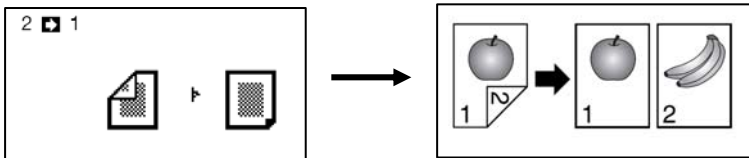
a.單面原稿 印 雙面副本 **1-sided > 2-sided** 單面 > 雙面

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



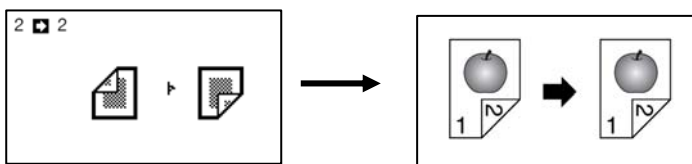
b.雙面原稿 印 單面副本 **2-sided > 1-sided** 雙面 > 單面

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



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

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



Quality/Density 品質濃淡度

1. 可在**原稿類型** 選擇適當的原稿類型

Select **Original Type** to choose

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

2. 按 **濃淡度** 調校整份文件的深淺度

Touch **Density** – the print image can be adjusted, each time

[Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

3. 按 **底色調整** 調校原稿背景的深淺度

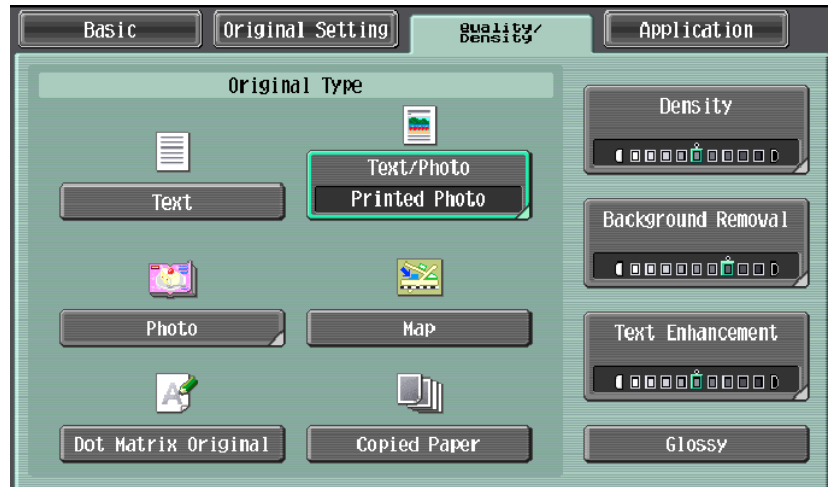
Touch **Background Removal** – the density of the background color of the document can be adjusted, each time [Light] or [Dark] is touched, the background density is lightened or darkened by one level.

4. 按 **文字增強** 調校原稿文字的深淺度

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

5. 選擇 **光澤面** 開動光面效果

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



Application 應用功能

- Frame Erase 邊框刪除

1. 按 **應用功能**

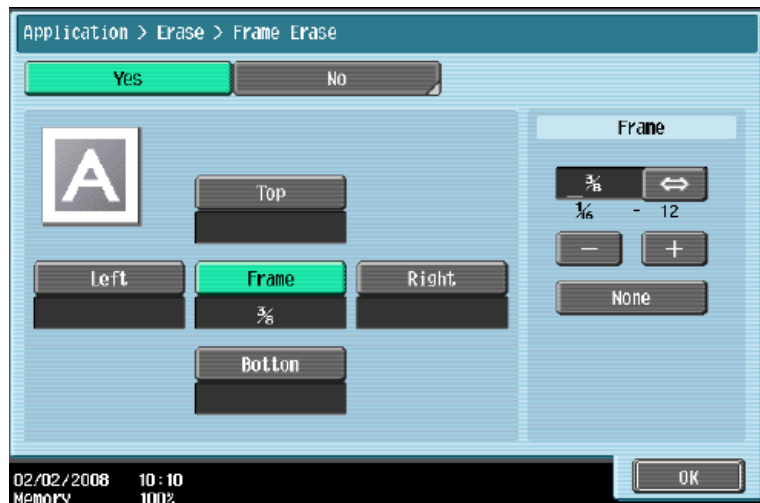
Press **Application**

2. 按 **刪除**

Press **Erase**

3. 按 **邊框刪除**

Press **Frame Erase**



4. 選擇要刪除影像的位置及寬度
Select the edge and input the width

5. 按 **OK** 再按 **Start**

Press **OK** and then **Start**

- Page Margin 裝訂邊

1. 按 **應用功能**

Press **Application**

2. 按 **頁邊的空白邊**

Press **Page Margin**



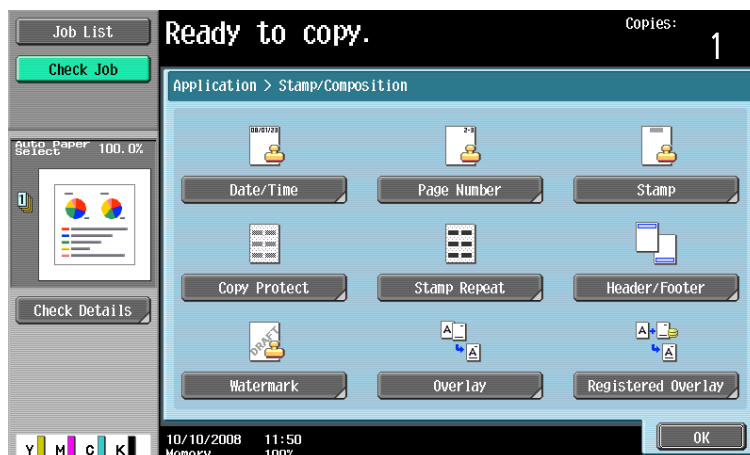
3. 選擇要加裝釘線的位置 **頂端** **左側** 或 **右側**, 再於 **調整值畫像移位** 中輸入寬度
Touch **Page Margin** select **Top**, **Left** or **Right** and Input **Adjust Value**

4. 按 **OK** 再按 **Start**

Press **OK** and then **Start**

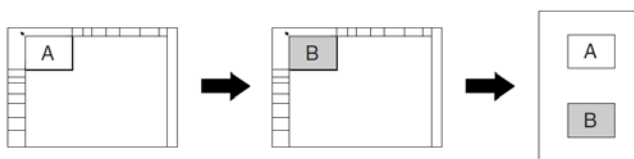
- 戳記構成 Stamp Composition

1. 按 **應用功能**
Press **Application**
2. 可選擇 **日期/時間**或**頁碼**或**戳記**
等
Select **Date/Time** , **Page Number**
or **Stamp** etc.

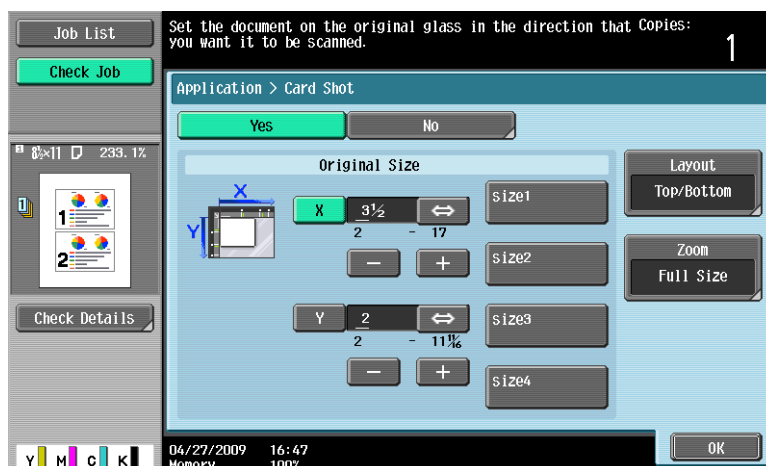


3. 按 **Start**
Press **Start**

- Card Shot 卡片

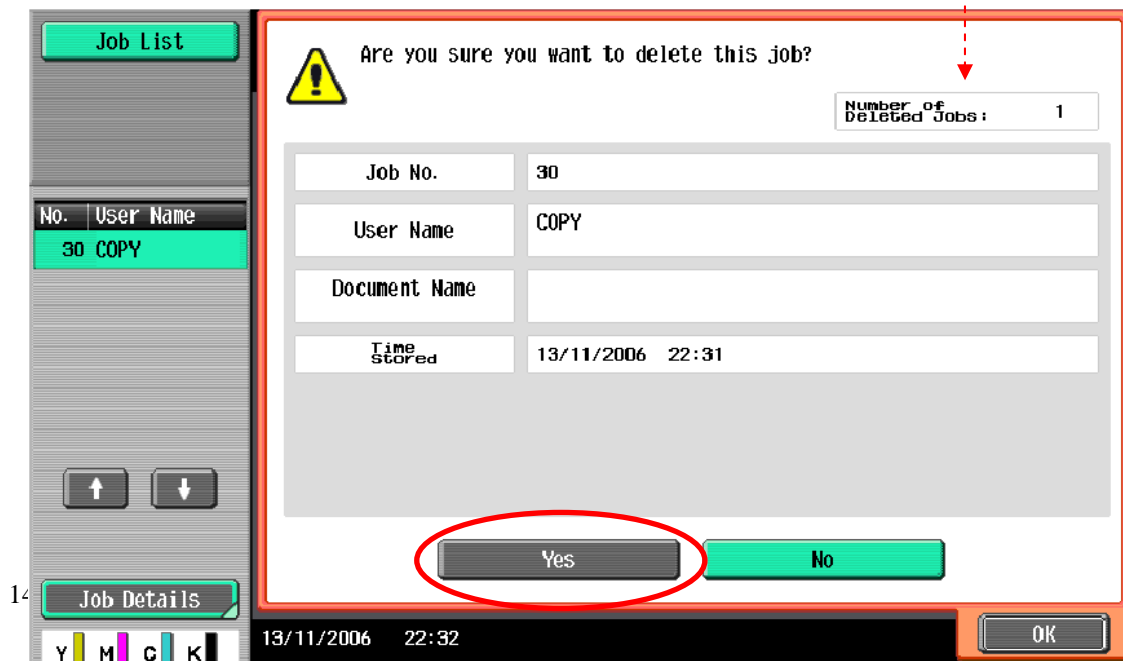
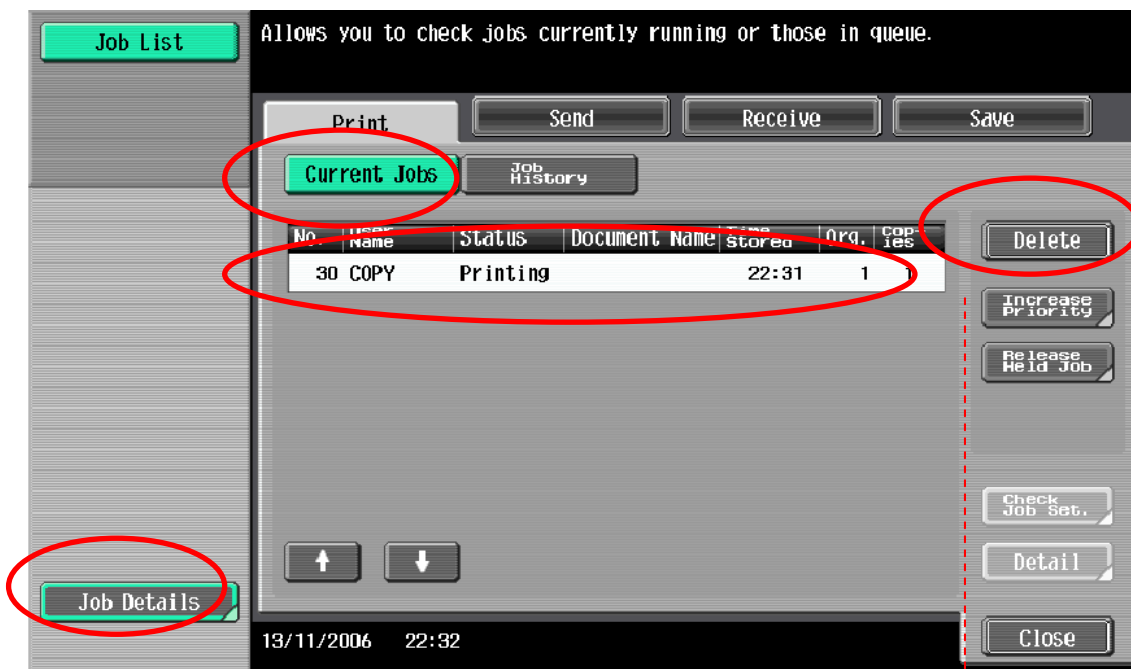


1. 按 **應用功能**
Press **Application**
2. 按 **卡片**
Press **Card Shot**
3. 按[X] 和 [Y]輸入卡片的尺寸
Press [X] and [Y] and enter the
size of the card
4. 按 **Start**
Press **Start**



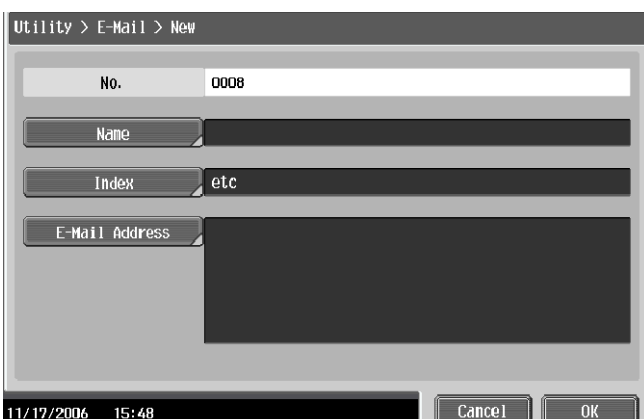
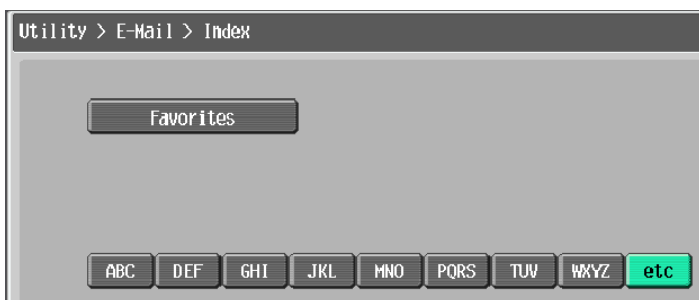
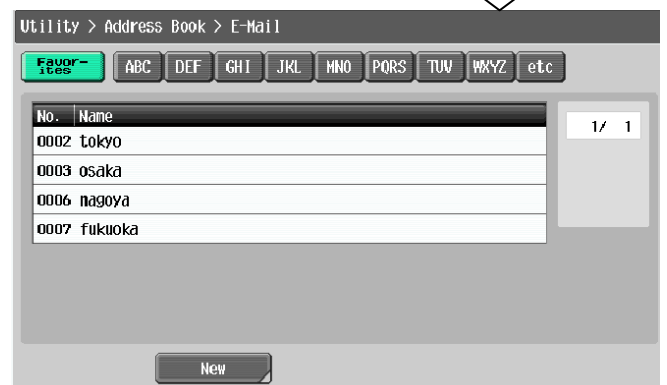
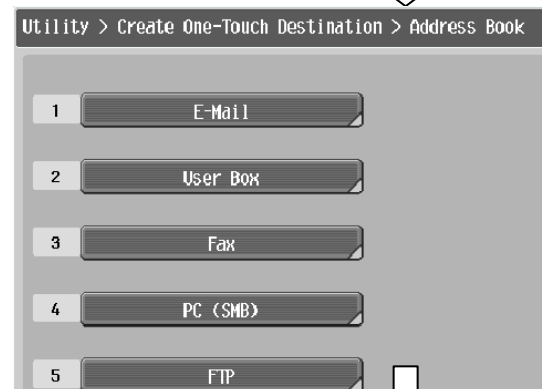
停止正在等候的工作 Delete the copy job in the Waiting List

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



增加電郵或傳真 Add Email or Fax

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



11/19/2006 15:48

Cancel OK

掃描設定 **Scan Setting**

1. 按 **Fax/Scan**

Press Fax/Scan

2. 選擇一按鍵的索引及名稱

Select one-touch Index and Name

3. 掃描設定 **Scan Setting**

A. 原稿型態 - 選擇原稿類型

Original Type - Select original type

B. 單面/雙面 - 設定原稿是單或雙面

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

C. 解晰度 - 設定解像度

Resolution – resolution setting

D. 檔案類型 - 設定掃描後的檔案類型式

File Type – Change file format

多頁 - 把多頁的掃描文件存為一個檔案 (於 JPEG 不能使用)

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

分頁 - 把掃描的文件分為指定的頁數儲存.

Page Separation - divide the scanned data at a specified page.

E. 濃淡度 - 設定深淺度

Density – Change density

F. 色彩 - 設定掃描色彩,

Color – change color mode, B/W or Color

G. 分離掃描 - 不同文件可分開掃描並合成為一檔案

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

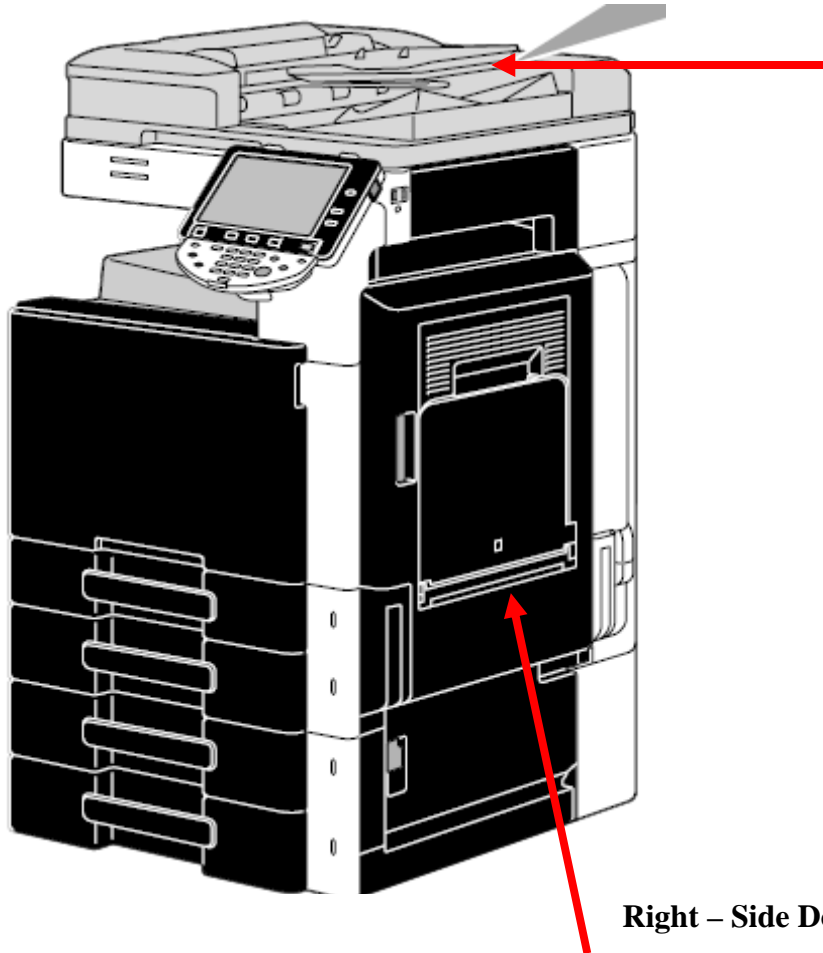
4. 原稿設定 **Original Setting**

混合原稿 - 啟動探測功能, 如放在自動送紙器的原稿有不同大小的混合

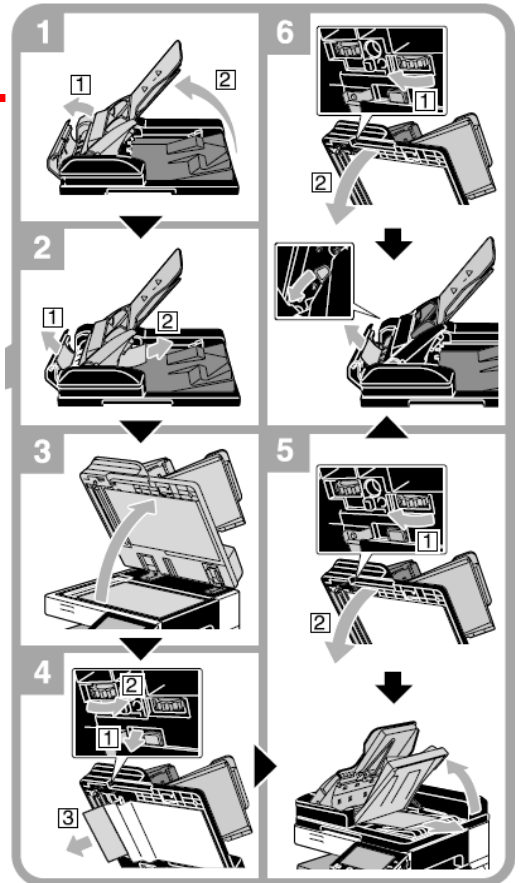
Mixed Original – Scan originals of different sizes are loaded together into the feeder



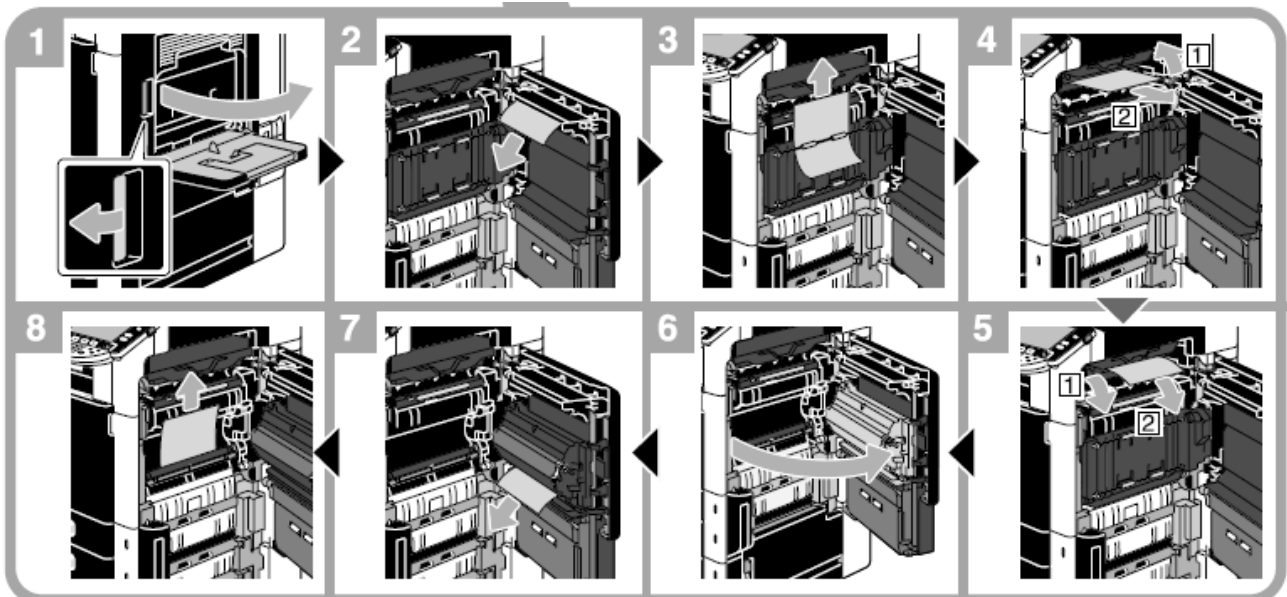
Clearing paper jams 清除塞紙



Feeder



Right - Side Door



Replacing the toner cartridge 更換碳粉

*當某碳粉接近不足時，版面會顯示右邊的提示，

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

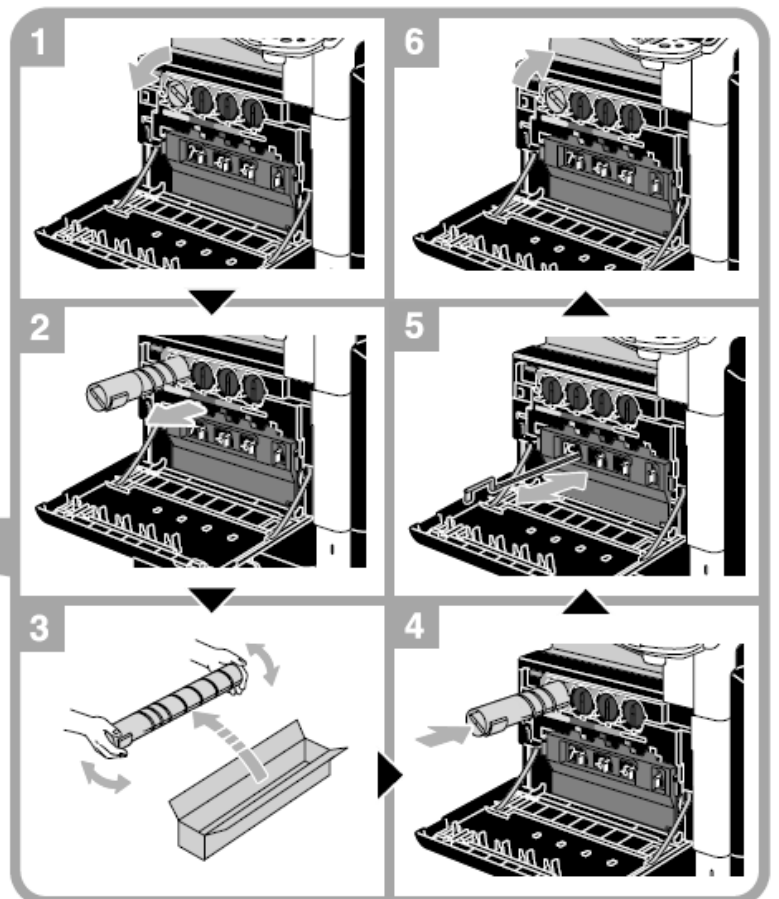
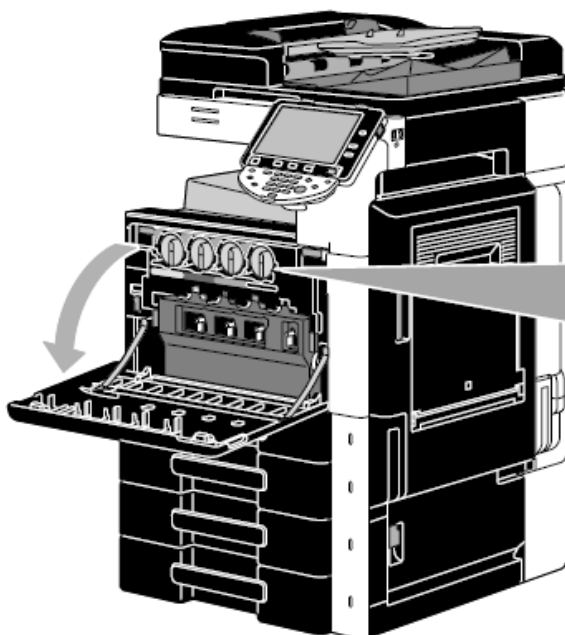
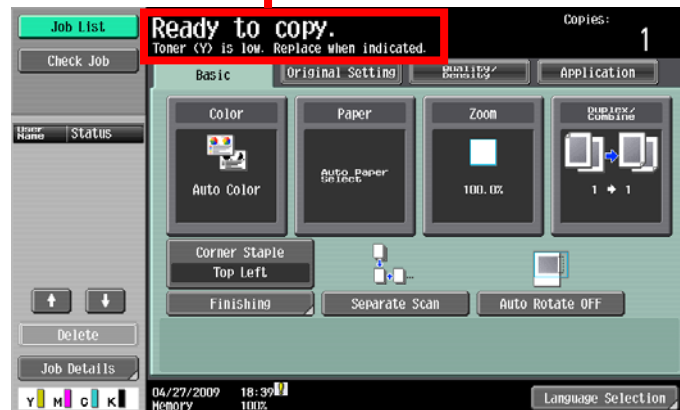
*如沒有使用數碼醫生服務，請電 25652190 安排送新的碳粉

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

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

以下是更換碳粉之步驟

The following procedure describes how to replace the toner



Replacing the waste toner box 更廢棄碳粉閘

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

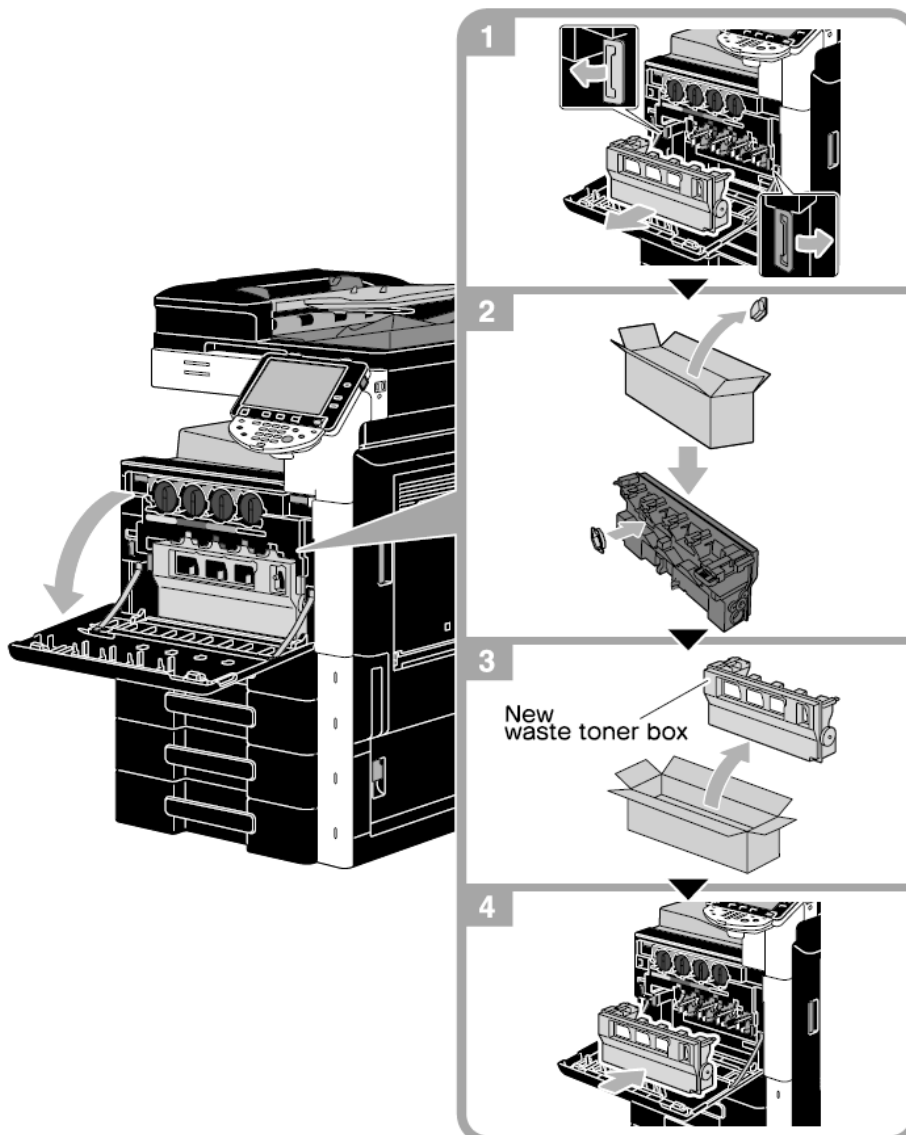
*如沒有使用數碼醫生服務，請電 25652190 安排送新的廢棄碳粉閘

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



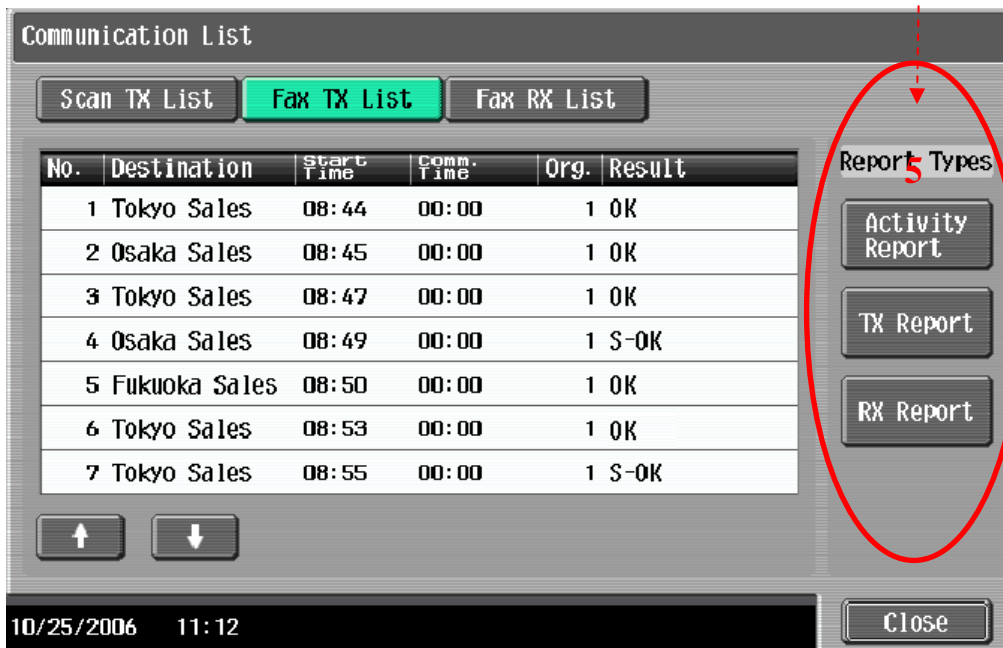
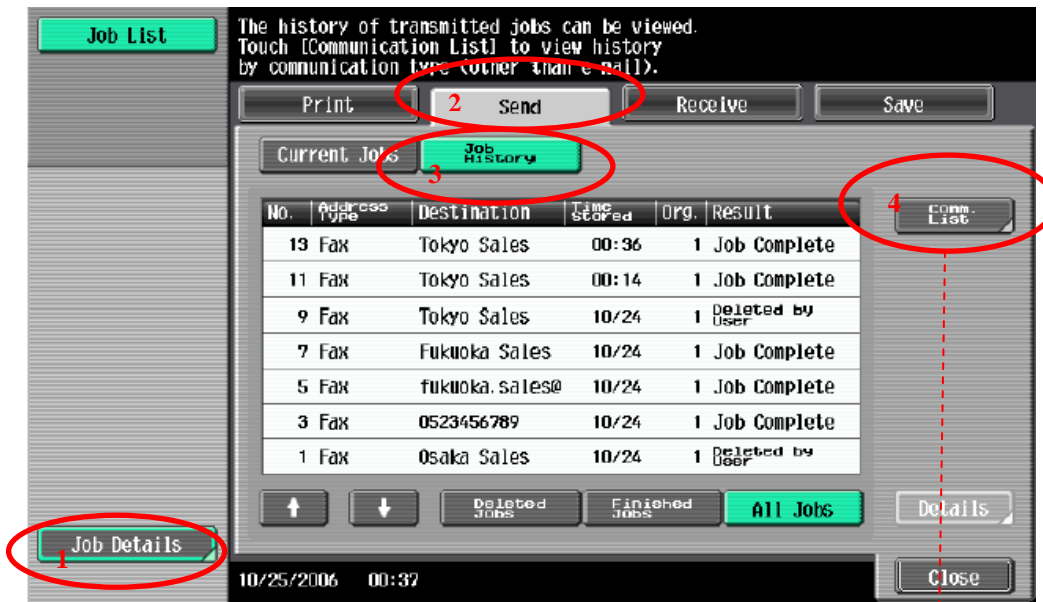
以下是更廢棄碳粉閘之步驟

The following procedure describes how to replace the waste toner box



Display the Job History List 檢查傳送記錄

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



報讀和打印總咪錶數 Check and Print meter list,

如沒有安裝數碼醫生,請每月把咪錶報告傳真至 2565 2128

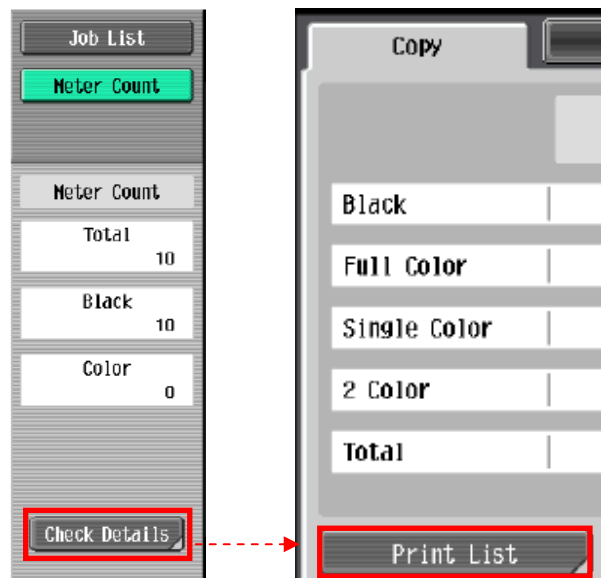
If Digital Doctor not installed, please fax the meter report to 2565 2128 monthly

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

2. 按 **計數器**
Press Meter Count

3. 按 **細節檢查**
Press Check Details

4. 按 **列印**
Press **Print List**



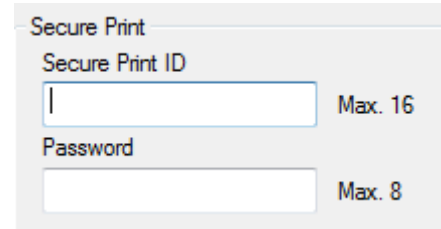
5. 選擇紙盤
Select paper tray

6. 按 **Start**
Press **Start**

Secure print 機密列印

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

- 按【內容】
Click【Preference】



Secure Print

Secure Print ID
 Max. 16

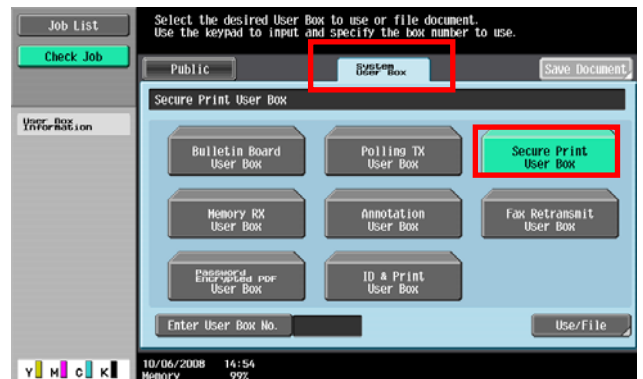
Password
 Max. 8

- 於【輸出方法】選【機密列印】輸入[機密列印 ID]和[密碼]
Click【Output Method】and select【Secure Print】 ,input ID and Password

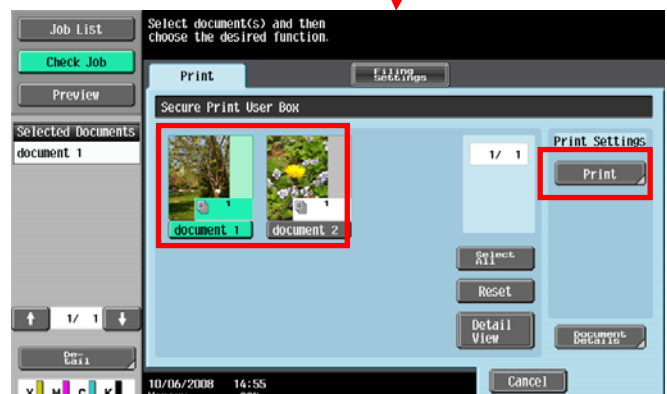
- 按【確定】
Click【OK】

於影印機取回機密列印文件程序 Recall a job from Copier

- 按【User Box】
Press【User Box】
- 按【系統】→【機密文件使用者案箱】→【使用/檔案】
Press【System User Box】→【Secure print user Box】→【Use/File】
- 於[機密列印 ID] 和 [密碼] 輸入 ID/密碼，再按【OK】
Input ID and Password in the field of【Secure print ID】 and【Password】



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



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

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

電腦打印程序設計 **Printer Driver Setting**

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

3. 點選 [內容]
Click [Preferences]

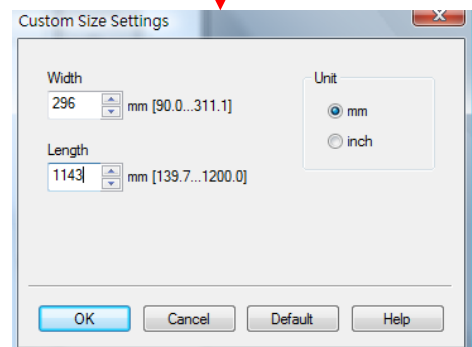
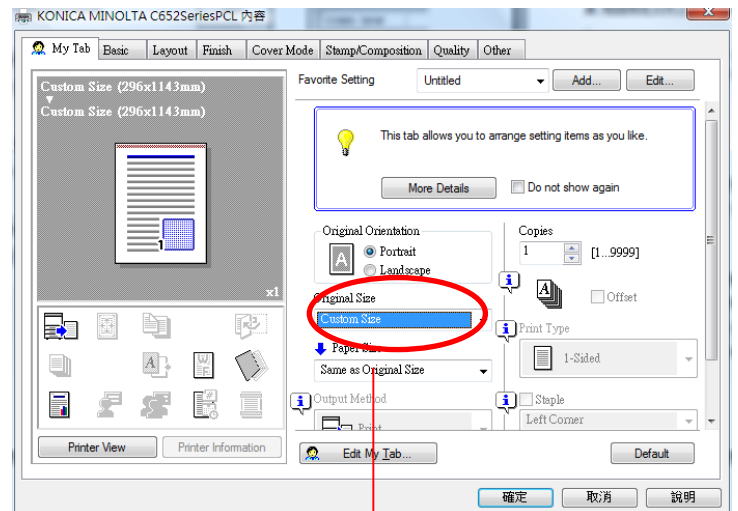
4. 在[原稿尺寸]內選擇[自定尺寸]輸入原稿紙張之尺寸(如: 110mm x 220mm)
Click [Original Size] select [Custom size] then input Width and Length (e.g. : 110mm x 220mm)

5. 在[紙張尺寸] 內選 [如同原稿尺寸]
Click [Output Size] select [Same as Original Size]

6. 按 [確定]
Press [OK]

7. 手放信封或特別尺寸紙張紙張在影印機手送盤上 (正面向下)
Place envelope or custom size paper on Bypass tray (Face Down)

8. 按[完成]
Press [Complete]



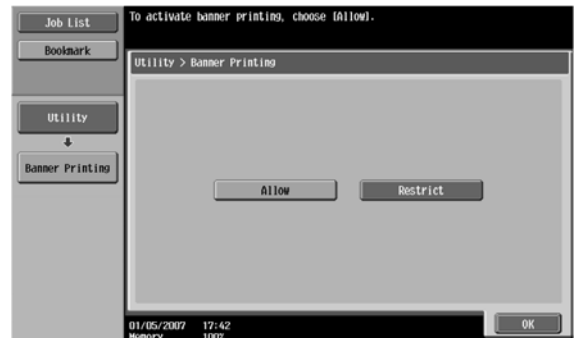
列印長紙張之簡易程序 **Banner Paper Printing User Guide**

長紙尺寸: 寬210 - 296mm / 高 457.3 -1200mm

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

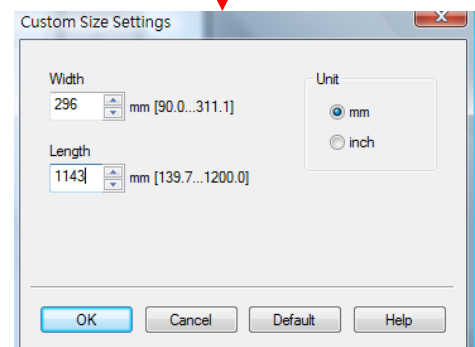
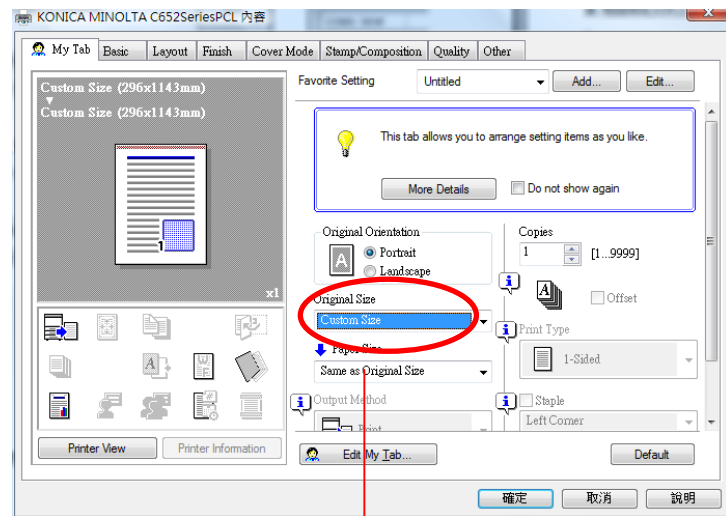
☑ 請在列印長紙前，先在印表機開啟此功能 Prepare printing on Banner Paper

1. 按 **[Utility/ Counter]**
Press [Utility/ Counter]
2. 選 **[6. 長紙張]**
Press [6. Banner Printing]
3. 選 **[Allow 允許]**，再按 **[OK 確定]**
Touch **[Allow]**，then touch **[OK]**



電腦傳送文件之程序 Printer Driver Setting

4. 在電腦開啓文件後，選擇本印表機
Open the file，Click printer driver
5. 點選 **[內容]**
Click **[Preferences]**
6. 在**[原稿尺寸]**內選擇**[自定尺寸]**輸入原稿紙張之尺寸(如: 296mm x 1143mm)
Click **[Original Size]** select **[Custom size]** then input Width and Length(e.g. : 296mm x 1143mm)



7. 在[紙張尺寸] 內選 [如同原稿尺寸]

** 印表機裝置自動選取 手送紙盤及 紙張類型 為 厚紙 3

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

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

8. 按 [確定]

Press [OK]

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

9. 本印表機會顯示接收文件之訊息，按 [確定]

Specify the desired settings, then touch

[OK]

10. 請將長紙張放於手送紙盤

Feed the banner paper to Bypass Tray

11. 列印完成後按 [Exit 離開]

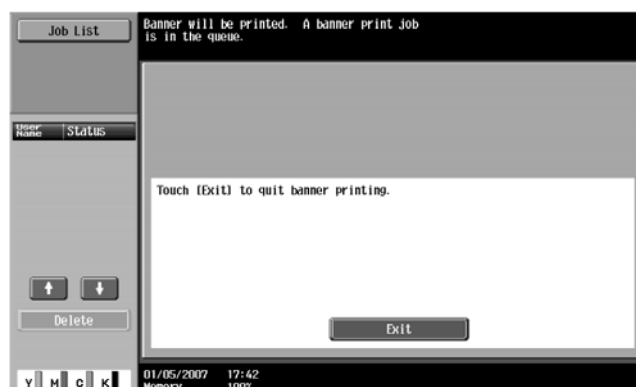
When printing is finished, touch [Exit]

12. 按 [Yes 是]

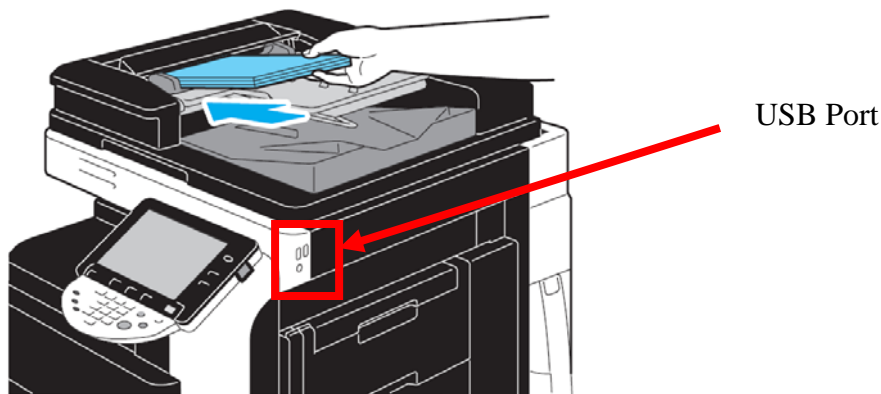
Touch [Yes]

13. 按 [OK 確定] 結束此工作，回復基本設定。

Then touch [OK] to finish banner-printing function



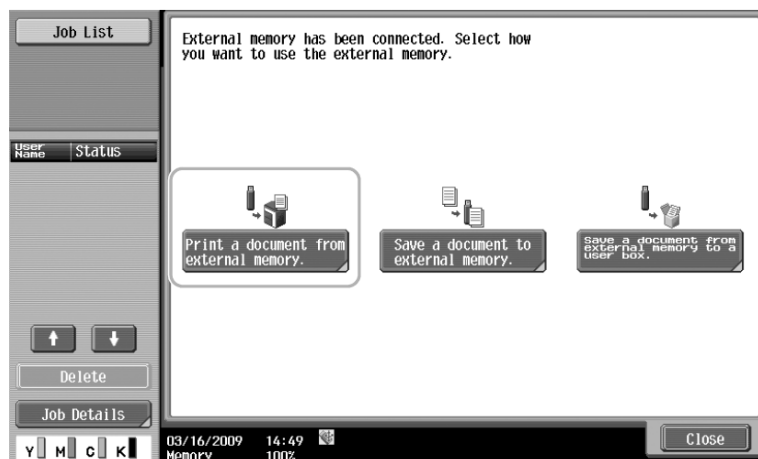
使用外置記憶體 Using External Memory



從外置記憶體打印 Print from External Memory

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

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



掃描到外置記憶體 scan to External Memory

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

按[掃描檔案到外接記憶體] → 按[Start]

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

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: kmenquiry@corp.konicaminolta.com.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”
服務科 Technical Service Division > 用品供應熱線 Order Section Hotlines ■ 訂購消耗品如碳粉及影印紙 Ordering of Consumable Products (Toners, Paper etc)	電話 Tel: :2565 2139 傳真 Fax :2565 7613
財務科 > 月結單查詢 Statement Enquiries	電話 Te; :2856 4710 傳真 Fax :2516 9177
行政科 Administration Division > 客戶的建議及意見反映 Other Suggestions & Comments	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



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