

Giving Shape to Ideas



**bizhub**

**C650i/C550i/C450i/C360i/C300i/C250i**



**KONICA MINOLTA**

**Shortcut Manual**

簡易說明書



KONICA MINOLTA

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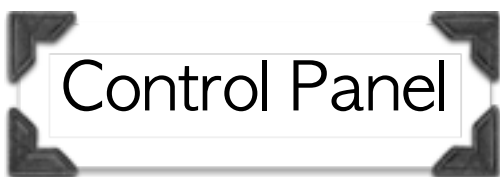


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**Optional Device KP-102**



- |                             |                                |
|-----------------------------|--------------------------------|
| <b>1. Touch Panel</b>       | <b><u>KP-102(Optional)</u></b> |
| <b>2. Warning Indicator</b> | <b>10. Login/ Logout</b>       |
| <b>3. Power On/ Off</b>     | <b>11. Display Help</b>        |
| <b>4. Power Indicator</b>   | <b>12. Voice Guide</b>         |
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|                             | <b>18. Start</b>               |

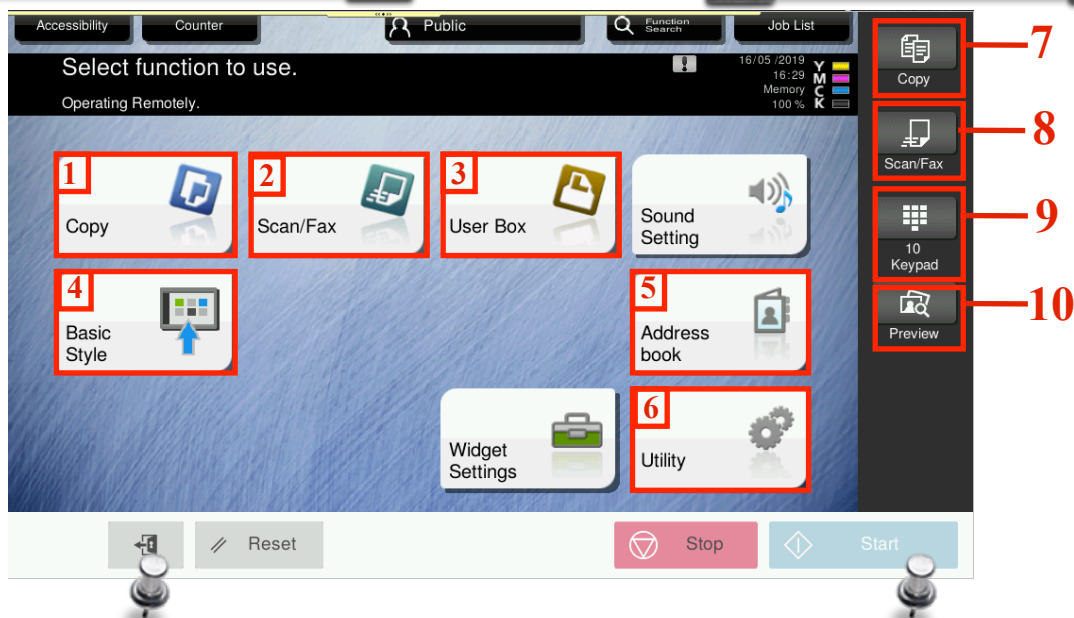
- |                  |                          |
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| <b>2. 指示燈</b>    | <b>10. 登入/ 登出</b>        |
| <b>3. 電源鍵</b>    | <b>11. 幫助</b>            |
| <b>4. 電源指示燈</b>  | <b>12. 語音指南</b>          |
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| <b>9. 啟動</b>     | <b>17. 停止</b>            |
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User interface  
(Classic Style)

使用者介面  
(經典樣式)



Manual

清單

### 1. Copy Function

### 2. Scan/ Fax Function

### 3. User Box

- The Box function enables user to store data in the storage built in this machine and also retrieve it when needed

### 4. Basic Style

- The Basic Style is a standard operation screen.  
- This Mode provides the simple screen layout and instinctive operability

### 5. Address book

- This displays a list of destinations registered on this machine

### 6. Utility

- Enables users to change setting

### 7. Copy Function

### 8. Scan/Fax Function

### 9. 10 Keypad

- 10 keypad is to input the number

### 10. Preview

- Select conditions to display a preview image

### 1. 複印功能

### 2. 掃描/ 傳真功能

### 3. 檔案箱

- 檔案箱能夠讓使用者儲存資料在裝置的內存中，並在需要時取回列印

### 4. 基本風格

- 基本風格是一個擁有基本功能的操作介面  
- 這模式提供了簡單易明的版面佈局，易於操作

### 5. 地址簿

- 地址簿的版面列出所有在裝置註冊了的目的地

### 6. 實用功能

- 讓使用者更改裝置設定

### 7. 複印功能

### 8. 掃描/ 傳真功能

### 9. 10個按鍵的鍵盤

- 在按鍵盤輸入數字

### 10. 校對複印

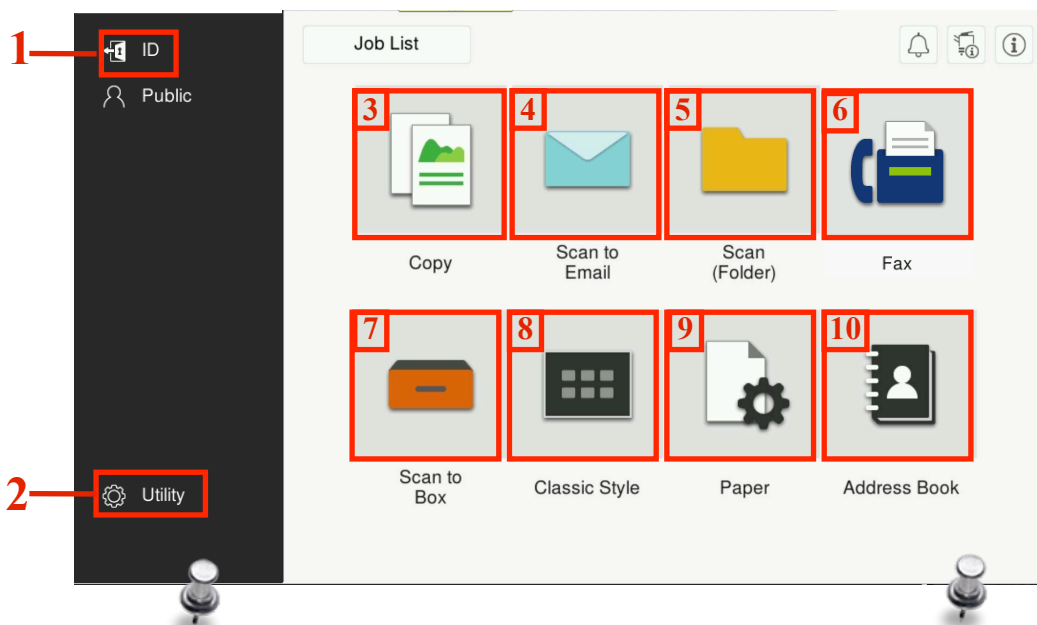
- 選擇預覽影像



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# User interface (Basic Style)

# 使用者介面 基本風格



## Manual

## 清單

### 1. Login/Logout

– Login and Logout functions with user account

### 2. Utility

– Enables users to change setting

### 3. Copy Function

### 4. Scan to Email Function

### 5. Scan (Folder) Function

### 6. Fax Function

### 7. Scan to Box

– The Box function enables user to store data in the storage built in this machine and also retrieve it when needed

### 8. Classic Style

– The Classic Style is a operation screen with full functions

### 9. Paper

– Paper selection and custom size setting

### 10. Address Book

– It displays a list of destinations registered

### 1. 登入/ 登出

– 登入或登出使用者帳戶

### 2. 實用功能

– 讓使用者可以更改裝置設定

### 3. 複印功能

### 4. 掃描至電郵功能

### 5. 掃描至文件功能

### 6. 傳真功能

### 7. 掃描至檔案箱功能

– 能夠讓使用者儲存資料在裝置的內存中，並在需要時取回列印

### 8. 經典樣式

– 經典樣式是一個擁有完整功能的操作介面

### 9. 紙張

– 改變紙張和給紙盤的設定

### 10. 地址簿

– 地址簿列出所有在裝置註冊了的目的地



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# Copy Function

# 影印功能

## Color Selection

## 色彩選擇

### COLOR

1. [Auto Color]- Detect the document color automatically to make color copy or black only copy accordingly
2. [Full Color]- make full color copy
3. [Black]-make black only copy
4. [2 color Text Priority] - choose particular color for presenting text document's color session and all black sessions remain unchanged
5. [2 color Photo Priority] - choose particular color for presenting photo's color session and all black sessions remain unchanged
6. [Single Color] - choose particular color for making copies



### 彩色

1. [自動色] - 自動偵測原稿色彩來決定用彩色或黑白來複印文件
2. 全彩 - 複印彩色文件
3. 黑色 - 複印黑白文件
4. 2色 (文字優先) - 如文字原稿包含黑色和彩色, 可把原稿的彩色部份轉為另一種指定的顏色, 而黑色的部份則維持黑色不變
5. 2色 (照片優先) - 如照片原稿包含黑色和彩色, 可把原稿的彩色部份轉為另一種指定的顏色, 而黑色的部份則維持黑色不變
6. 單色 - 把文件的影像用所選擇的一種顏色複印出來





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# Copy Function

# 影印功能

## Density

## 濃淡度

Adjust the density of whole document

1. Touch [Light] or [Dark] to adjust the density either lighter or darker



調校整份文件的深淺度

1. 按 [較淺] 或 [黑的] 調校整份文件的深淺度

## Paper Selection and Custom Size Setting

## 紙張選擇和自訂尺寸設定

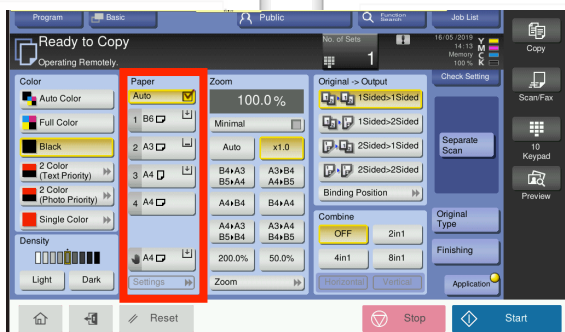
### Paper

You can touch your desired paper tray for copying instead of using auto paper selection.

If you want to use bypass tray for copying, please follow those steps:

- Loading paper face down into the bypass tray

1. Select desired paper type
2. If it cannot detect correct size, touch [Custom Size]
3. Touch [X] and [Y] to input custom size value



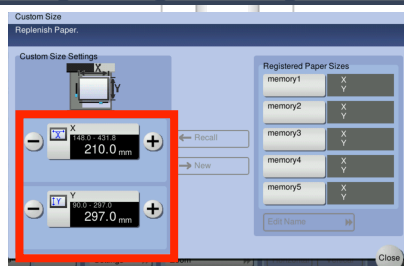
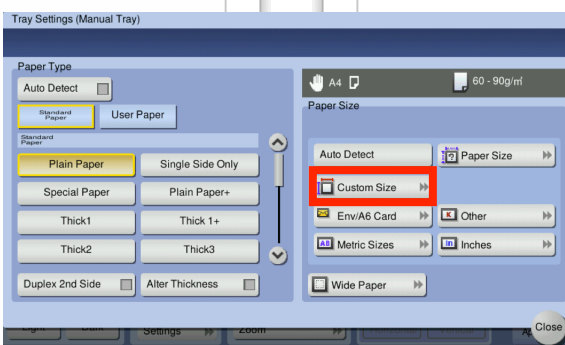
### 紙張

可輕觸特定紙盤來複印代替自動選擇紙盤

或依照以下步驟改用手動紙盤複印:

- 把紙張白面向下放在手動送紙盤

1. 選擇紙張種類
2. 如不能偵測適當尺寸, 按 [自定規格]
3. 按 [X] 和 [Y] 輸入自定尺寸數值





KONICA MINOLTA

# Copy Function

# 影印功能

## Auto Detection of Paper Type

## 自動偵測紙張種類

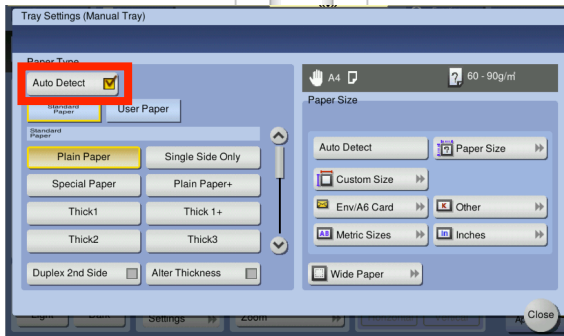
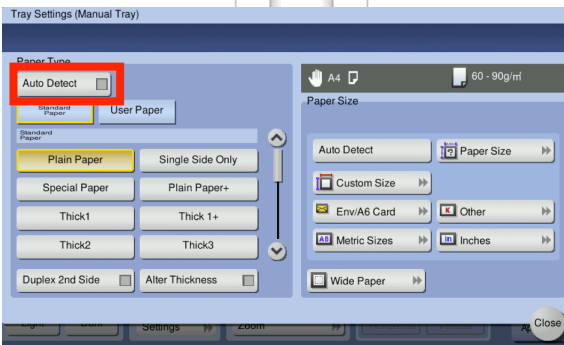
### Bypass tray

\* For C450i/C550i/C650i only

If you want to use bypass tray for copying, you can use auto detection instead of selecting desired paper type.

1. Select the bypass Tray
2. Touch [Setting]
3. Touch [Auto Detect]

\* Also can turn on the [Auto Detect] function when using the computer prints out the job.



### 手動紙盤

\* 只適用於 C450i/C550i/C650i

如使用手動紙盤複印，可選擇自動偵測代替選擇紙張種類

1. 選擇手動紙盤
2. 按 [設定]
3. 按 [自動偵測]

\* 進行電腦打印時，亦可開啟此 [自動偵測] 功能



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# Copy Function

# 影印功能

## Zoom

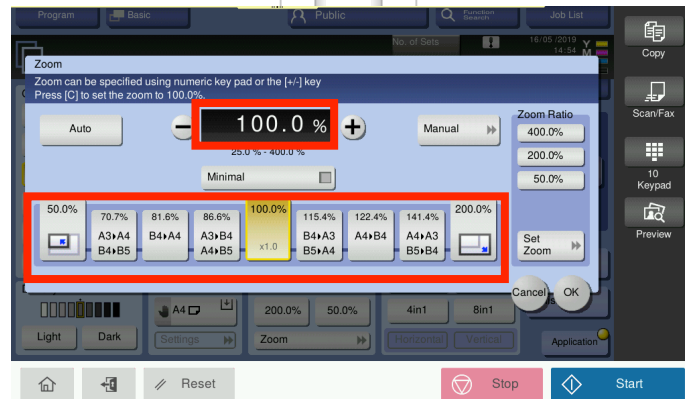
## 倍率

### Zoom

(A) Fixed Zoom - Touch [Zoom] to select fixed zoom size, \*e.g. [A4 ▶ A3]

(B) Manual Zoom - Touch [Zoom] ➔ Touch the current zoom value to input desired zoom value.

(C) Auto Zoom - Touch [Auto] to zoom original image to specified paper in paper tray



### 倍率

(A) 固定倍率 - 按 [倍率], 再選擇固定的倍率, \*例如 [A4 ▶ A3]

(B) 手動倍率 - 按 [倍率], ➔ 按一下現在的倍率數值並輸入需要的倍率

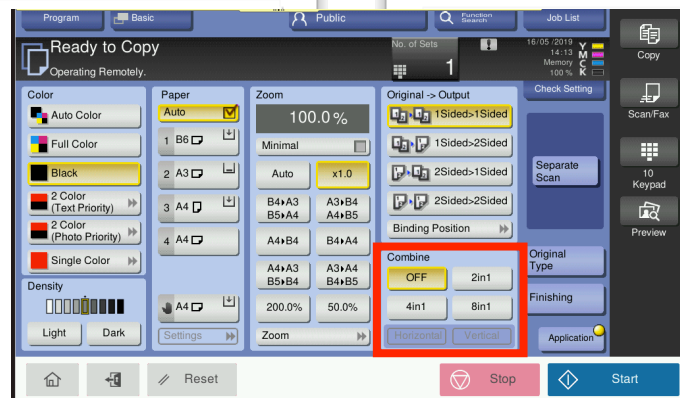
(C) 自動倍率 - 按 [自動], 再選擇指定尺寸的紙盤

## Combine

## 組合

Print multiple pages on the same side

1. Select
  - [2in1],
  - [4in1] or
  - [8in1]



把多頁印在同一面上

1. 按
  - [2合1]、
  - [4合1] 或
  - [8合1]



KONICA MINOLTA

# Copy Function

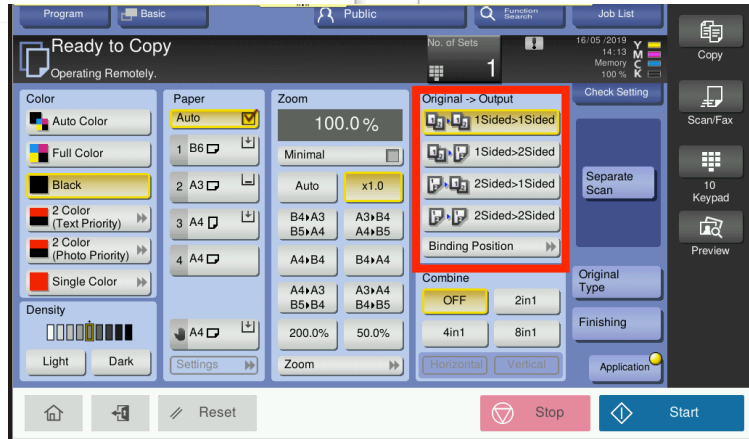
# 影印功能

Simplex/Duplex

單 / 雙面

## Choose Simplex or Duplex

1. Touch [1Sided>1Sided], [1Sided>2Sided], [2Sided>1Sided] or [2Sided>2Sided]

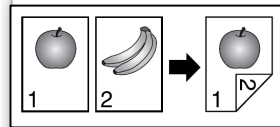
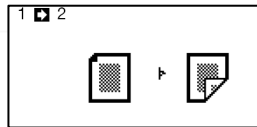


## 選擇單面或雙面

1. 選擇 (單面>單面), (單面>雙面), (雙面>單面) 或 (雙面>雙面)

### a. 1Sided > 2Sided

Single-sided Original to Double-sided Copy

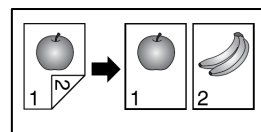
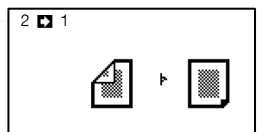


### a. 單面>雙面

單面原稿 印 雙面副本

### b. 2Sided > 1Sided

Double-sided Original to Single-sided Copy

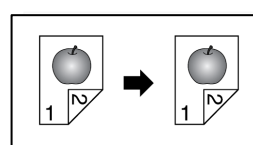
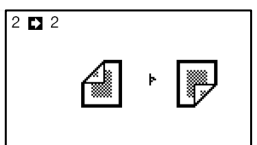


### b. 雙面>單面

雙面原稿 印 單面副本

### c. 2Sided > 2Sided

Double-sided Original to Double-sided Copy



### c. 雙面>雙面

雙面原稿 印 雙面副本



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# Copy Function

# 影印功能

## Original Type

## 原稿類型

Choose Original Type to enhance the copy quality

選擇原稿類型優化影印效果

1. Touch [Original Type]

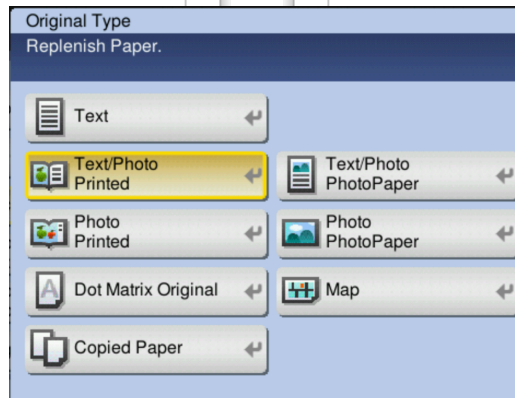
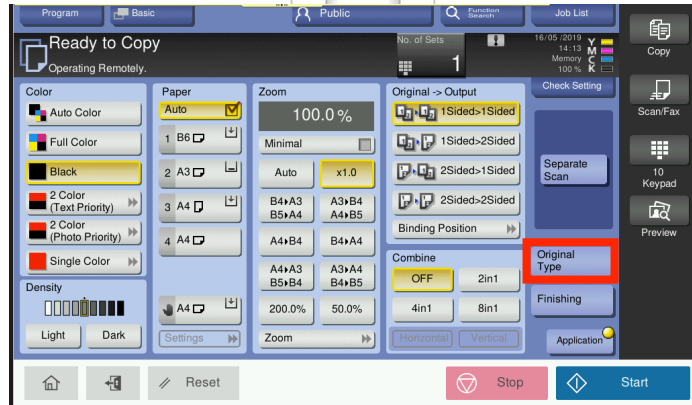
1. 按 [原稿類型]

2. Choose either:

2. 有以下選擇:

- [Text],
  - [Text/Photo Printed],
  - [Photo Printed],
  - [Dot Matrix Original],
  - [Copied Paper],
  - [Text/Photo PhotoPaper],
  - [Photo PhotoPaper]
- OR
- [Map]

- [文字],
  - [文字/圖片列印],
  - [相片印刷相片紙],
  - [點陣原稿],
  - [影本],
  - [文字/圖片相片紙]
  - [相片相片紙]
- 或
- [地圖]

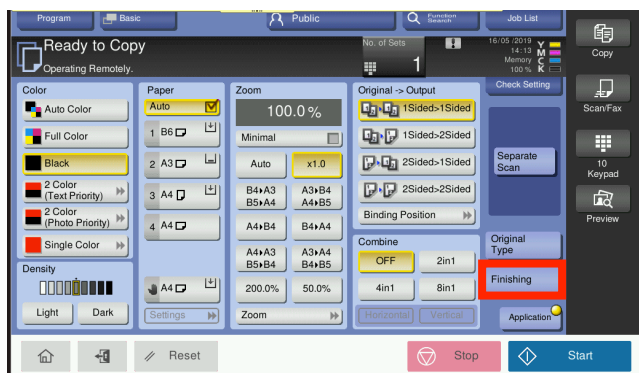




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# Copy Function

# 影印功能

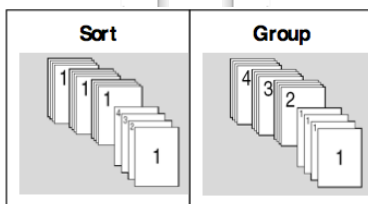


## Sort/Group

## 分組/分頁

Auto sorting or grouping for output copies

1. Touch [Finishing]
2. Select [Sort] or [Group]



文件自動分組或分頁

1. 按 [分頁機]
2. 選擇 [分組] 或 [分頁]

## Offset

## 位移功能

Separate each set of copy

1. Touch [Finishing]
2. Touch [Offset]



分隔每套文件

1. 按 [分頁機]
2. 選擇 [位移功能]



KONICA MINOLTA

# Copy Function

# 影印功能

## Stapling

## 裝訂

### Staple Sheets

\* Optional function

1. Touch [Finishing]
2. Select [Corner] or [2 position] for stapling



### 文件裝訂

\*需要另加配件的功能

1. 按 [分頁機]
2. 選擇 [角落] 或 [2點]



## Punch

## 打孔

### Punch Sheets

\* Optional function

1. Touch [Finishing]
2. Select [2-Hole] or [4-Hole]



### 文件打孔

\* 需要另加配件的功能

1. 按 [分頁機]
2. 選擇 [2孔] 或 [4孔]





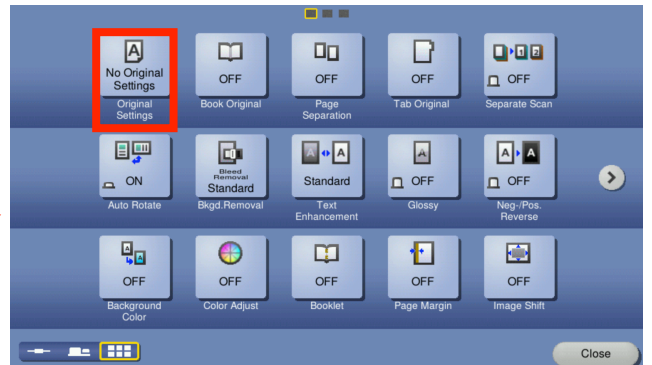
KONICA MINOLTA

# Copy Function

## Mixed Original

# 影印功能

## 混合原稿

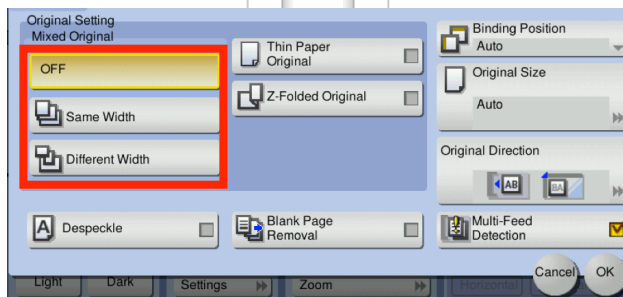


Scanning originals of different sizes at one time

1. Touch [Application]
2. Touch [Original Settings]
3. Select [Same Width] or [Different Width] in mixed original setting

一次過掃描不同尺寸的原稿

1. 按 [應用]
2. 按 [原稿設定]
3. 在混合原稿中選 [相同寬度] 或 [不同寬度]



## Blank Page Removal

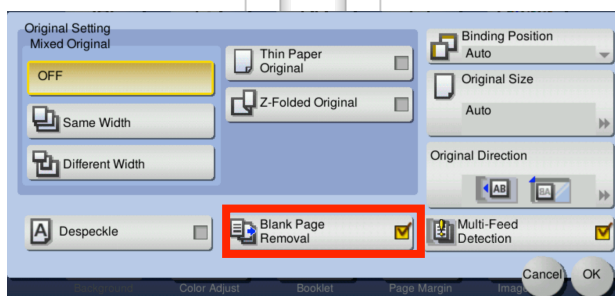
Skip blank pages in the originals

1. Touch [Application]
2. Touch [Original Settings]
3. Touch [Blank Page Removal]

## 除去空白頁

刪除原稿中的空白頁

1. 按 [應用]
2. 按 [原稿設定]
3. 按 [除去空白頁]







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# Copy Function

# 影印功能

## Book Original

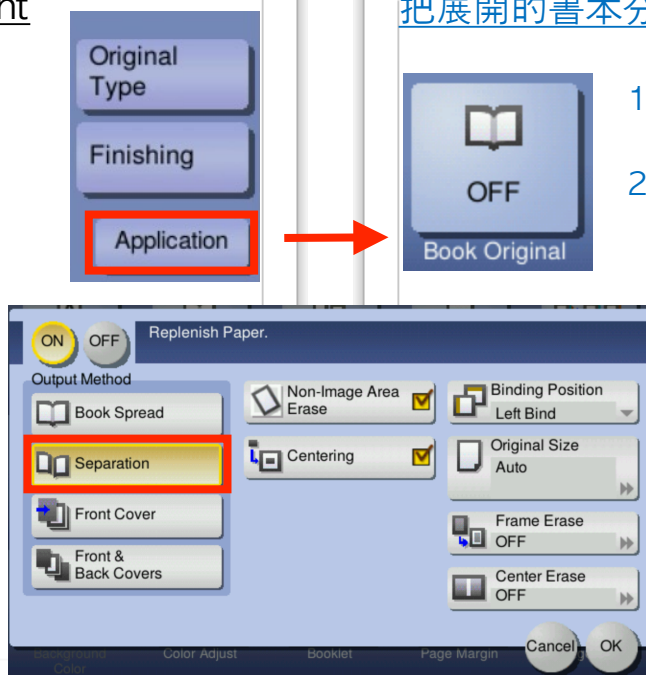
## 書本原稿

Splitting the left and right pages of book and catalog

把展開的書本分離到左右兩頁

1. Touch [Application]
2. Touch [Book Original]
3. Touch [ON]
4. Touch [Separation]

1. 按 [應用]
2. 按 [書本原稿]
3. 按 [開啟]
4. 按 [分離]



## Background Removal

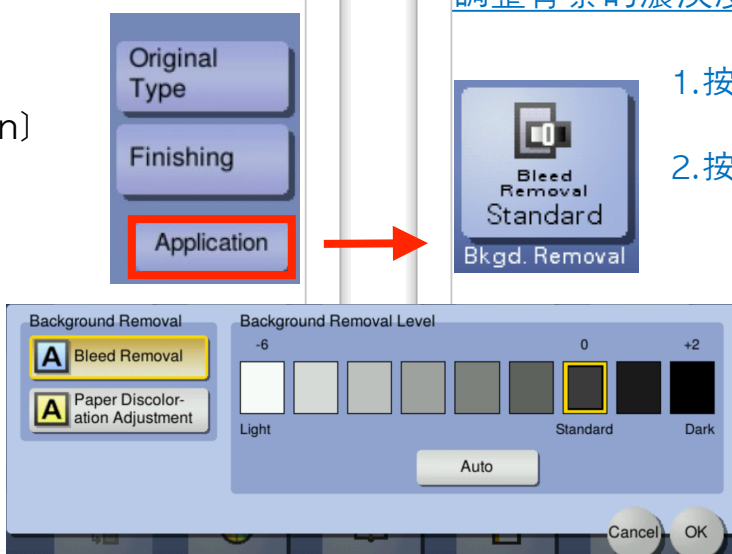
## 背景移除

Adjust density of background color

調整背景的濃淡度

1. Touch [Application]
2. Touch [Bkgd. Removal]
3. Adjust density of background color

1. 按 [應用]
2. 按 [背景移除]
3. 調整背景的濃淡度





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# Copy Function

# 影印功能

## Text Enhancement

## 文字增強

### Adjust density of text

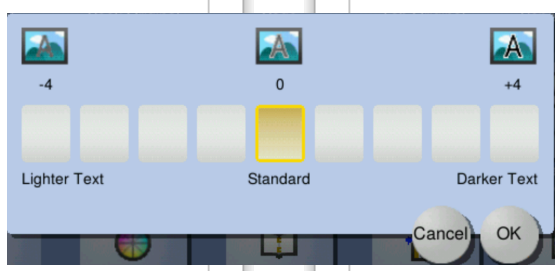
1. Touch [Application]
2. Touch [Text Enhancement]
3. Adjust density of text



### 調整文字的濃淡度



1. 按 [應用]
2. 按 [文字增強]
3. 調整文字的濃淡度



## Glossy

## 亮面

### Images are copied with a glossy finish

1. Touch [Application]
2. Touch [Glossy] to ON or OFF



### 用亮面打印文件



1. 按 [應用]
2. 按 [亮面] 控制 [開啟] 或 [關閉]



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# Copy Function

# 影印功能

## Neg-Pos. Reverse

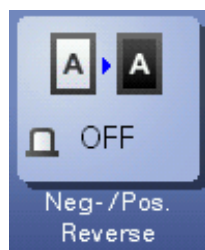
## 正負像

Copy the originals with contrast and color reserved

1. Touch [Application]
2. Touch [Neg-Pos. Reverse] to ON or OFF



把原稿的對比和顏色反轉



1. 按 [應用]
2. 按 [正/負像] 控制 [開啟] 或 [關閉]

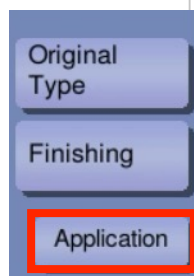
## Background Color

## 背景色

Make copies using the selected background color

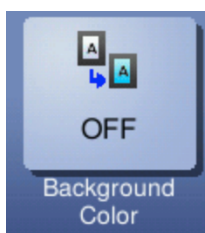
\*blank areas only

1. Touch [Application]
2. Touch [Background Color]
3. Touch [ON]
4. Choose the color for the background

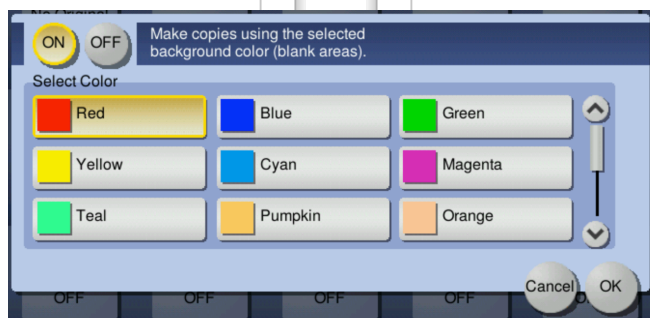


使用選擇的背景色影印

\* 只限空白區



1. 按 [應用]
2. 按 [背景色]
3. 按 [開啟]
4. 選擇背景色彩





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# Copy Function

# 影印功能

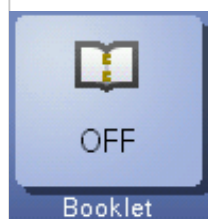
## Booklet

## 小冊子

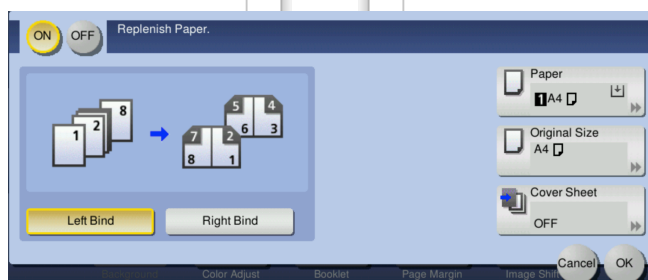
The original is printed in booklet format

原稿用小冊子排版打印

1. Touch [Application]
2. Touch [Booklet]
3. Touch [ON]
4. Touch [Left Bind] or [Right Bind]



1. 按 [應用]
2. 按 [小冊子]
3. 按 [開啟]
4. 按 [左翻] 或 [右翻]



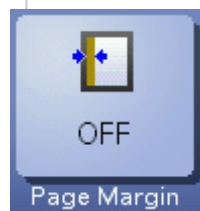
## Page Margin

## 裝訂邊距

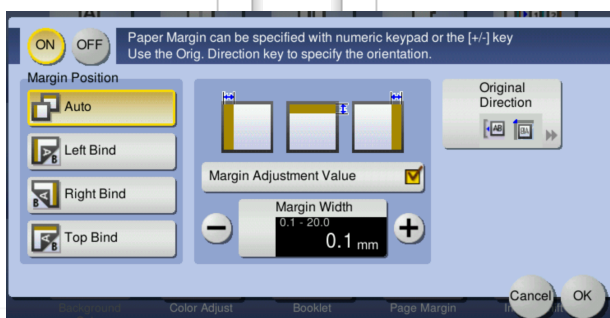
Add margin on output copies

在複印本上預留訂裝邊

1. Touch [Application]
2. Touch [Page Margin]
3. Touch [ON]
4. Configure the desired settings for page margins.



1. 按 [應用]
2. 按 [裝訂邊距]
3. 按 [開啟]
4. 選擇需要的裝訂邊距設定





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# Copy Function

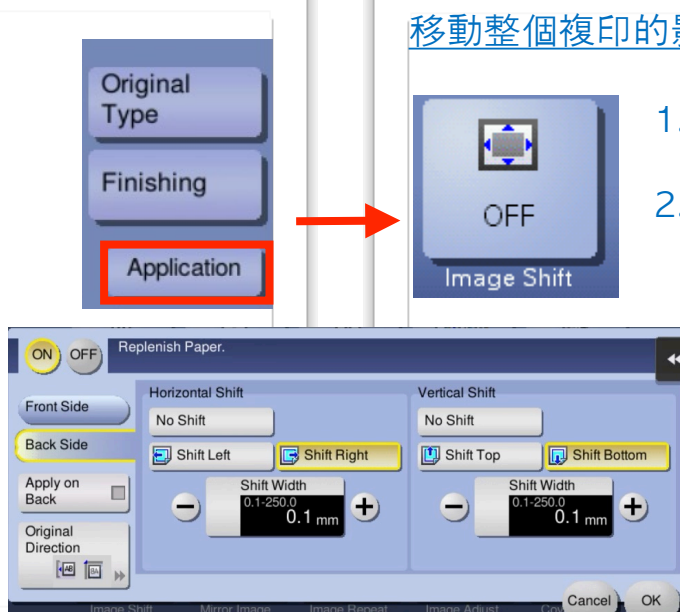
# 影印功能

## Image Shift

## 圖片移動

Adjust output copies image position

1. Touch [Application]
2. Touch [Image Shift]
3. Touch [ON]
4. Configure the desired settings for page margins.



移動整個複印的影像

1. 按 [應用]
2. 按 [圖片移動]
3. 按 [開啟]
4. 選擇需要的設定

## Mirror Image

## 鏡像

Turn the copies with mirror effects

1. Touch [Application]
2. Touch [Mirror Image]
3. Touch [ON]
4. Configure the desired settings for page margins.



用鏡像效果列印複印本

1. 按 [應用]
2. 按 [鏡像]
3. 按 [開啟]
4. 選擇需要的設定



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# Copy Function

## Image Repeat

Repeat an original image on output copies

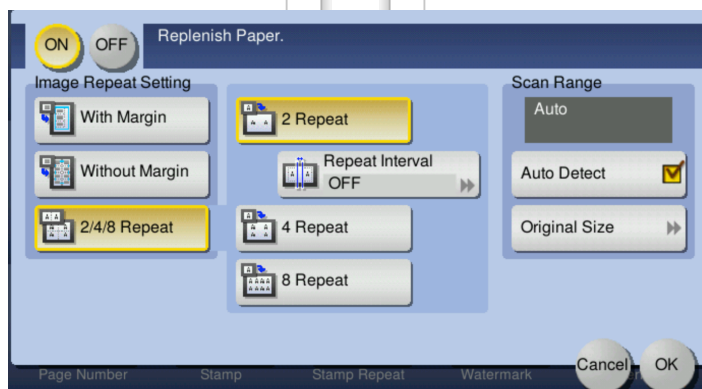
1. Touch [Application]

2. Touch [Image Repeat]

3. Touch [ON]

4. Touch [With Margin], [Without Margin] or [2/4/8 Repeat]

5. [Auto Detect] is the default, however if you want to set the scan range by yourself, touch [Original Size] and touch [Custom Size], then touch [X] and [Y] to input custom size



# 影印功能

## 影像重複

把原稿的影像重複在複印本上

1. 按 [應用]

2. 按 [影像重複]

3. 按 [開啟]

4. 選擇  
- [有邊框],  
- [無邊框] 或  
- [2/4/8重複]

5. 預設是 [自動偵測], 如需要自訂掃描範圍, 輕觸 [原稿規格] 再點選 [自訂規格], 輸入 [X] 和 [Y] 掃描尺寸

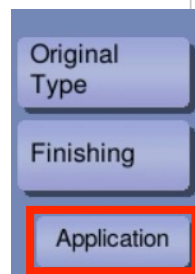


## Image Adjust

Adjust the originals to the centre

1. Touch [Application]

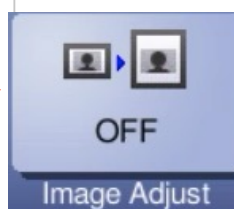
2. Touch [Image Adjust] to ON or OFF



移動原稿至中心

1. 按 [應用]

2. 按 [影像調整] 控制 [開啟] 或 [關閉]



## 影像調整



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# Copy Function

## Date/Time

# 影印功能

## 日期 / 時間

Print date and time on output copies

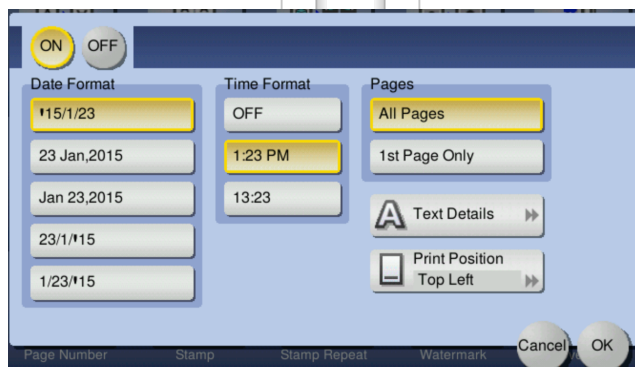
1. Touch [Application]
2. Touch [Date/Time]
3. Touch [ON]
4. Select date time format and position



添加日期時間於複印本上



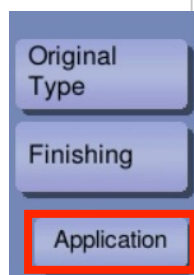
1. 按 [應用]
2. 按 [日期/時間]
3. 按 [開啟]
4. 選擇時間日期的格式和位置



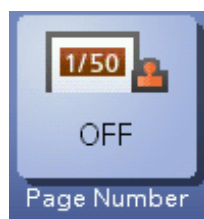
## Page Number

Print page number on output copies

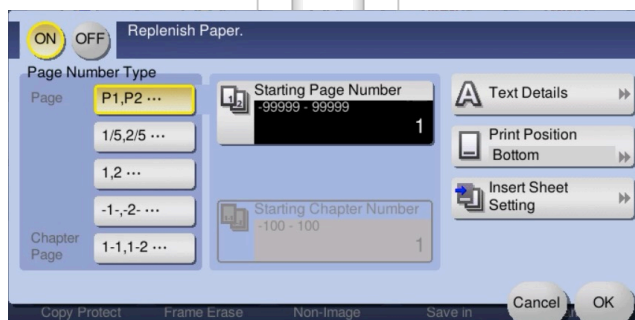
1. Touch [Application]
2. Touch [Page Number]
3. Touch [ON]
4. Select number format and position



添加頁碼於複印本上



1. 按 [應用]
2. 按 [頁碼]
3. 按 [開啟]
4. 選擇頁碼的格式和位置





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# Copy Function

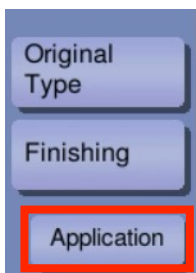
# 影印功能

## Stamp

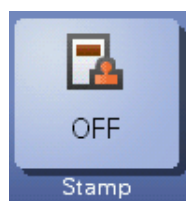
## 戳印

Add stamp text on output copies

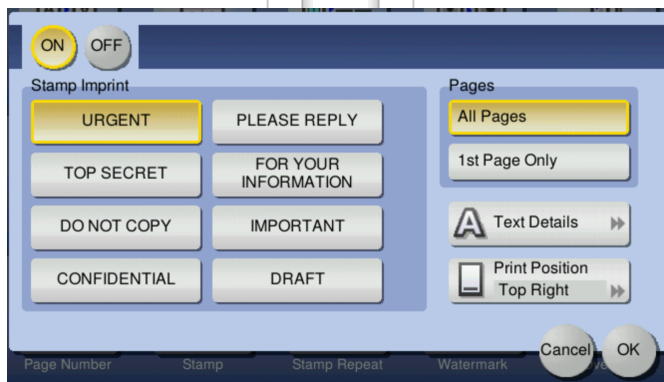
1. Touch [Application]
2. Touch [Stamp]
3. Touch [ON]
4. Select stamp you want to print



添加文字戳印於複印本上



1. 按 [應用]
2. 按 [戳印]
3. 按 [開啟]
4. 選擇需要打印的戳印。



## Watermark

## 浮水印

Add watermark text on output copies

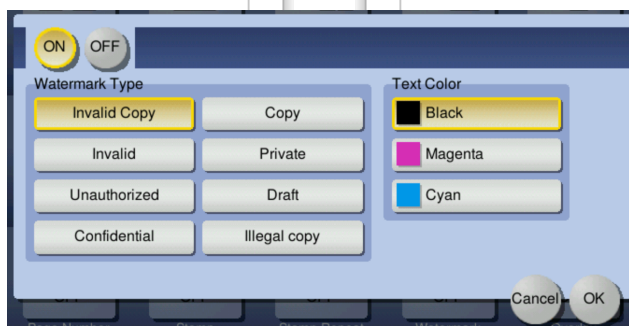
1. Touch [Application]
2. Touch [Watermark]
3. Touch [ON]
4. Select watermark you want to print



添加浮水印到複印本上



1. 按 [應用]
2. 按 [浮水印]
3. 按 [開啟]
4. 選擇需要打印的浮水印







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# Copy Function

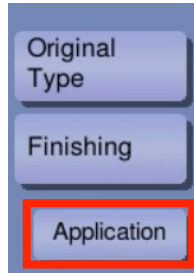
# 影印功能

## Frame Erase

## 邊框消除

### White out the edge of output copies

1. Touch [Application]
2. Touch [Frame Erase]
3. Touch [ON]

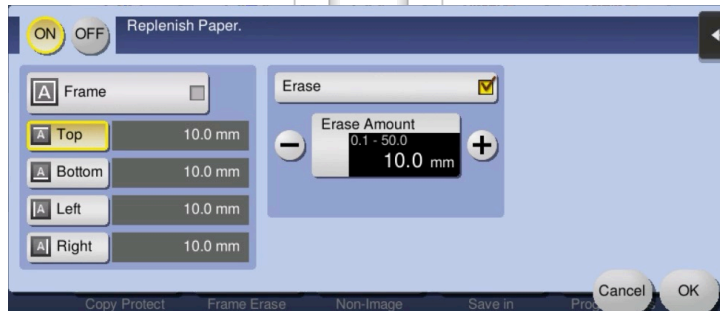


### 消除複印本邊框

1. 按 [應用]
2. 按 [邊框消除]
3. 按 [開啟]



4. Select
  - [Frame] to erase same width of 4 edges or
  - Erase 4 edges of the original with different widths. Touch [Top]/[Bottom]/[Left]/[Right] and touch [Erase Amount] to input value.



4. 選擇
  - [框架] 消除相同的寬度, 或
  - 消除4邊不同寬度, 按 [上]/[底部]/[左]/[右], 再按 [清除範圍] 並輸入數值.



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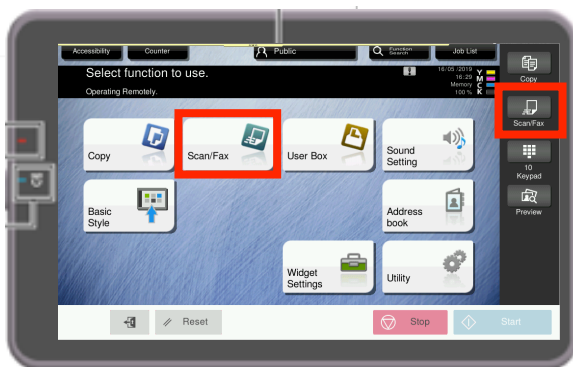
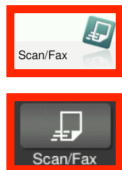
# Scan/ Fax Function

# 掃描/傳真功能

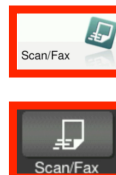
## Destination Selection

## 選擇傳送地址

1. Touch or Touch



1. 按或按



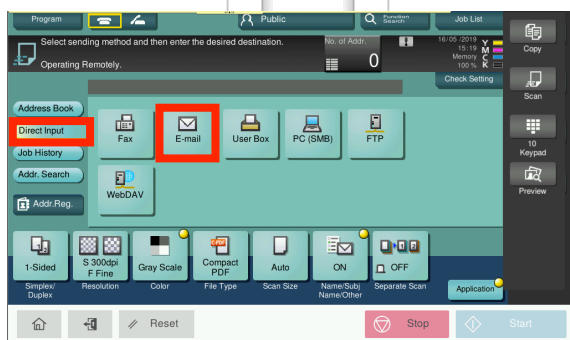
2. Select destination in address book.



2. 於地址簿選擇已登記之目的地

3. Direct input destination selection

a. For direct input "Scan to email" address, Touch [Direct Input] → [Email] to input email address

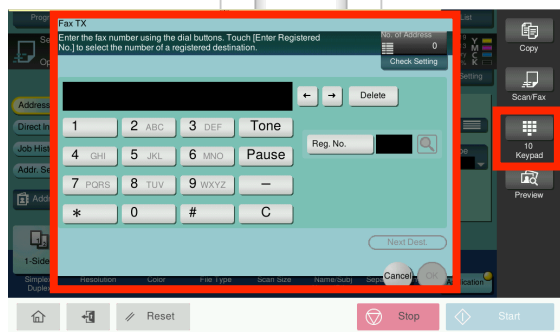


3. 直接輸入傳送地址  
a. 直接輸入電郵地址：  
按[直接輸入]，選[電郵]，輸入電郵地址。

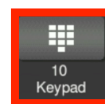
b. For "Outgoing Fax", touch



to use keypad to input fax number directly



b. 直接按數字鍵輸入傳真號碼





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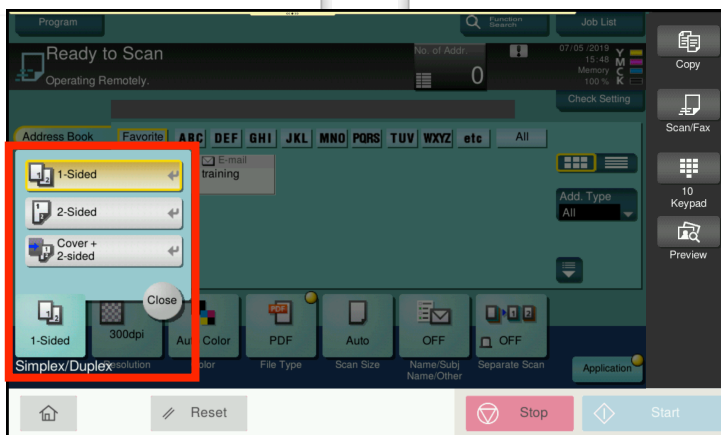
# Fax/Scan Function

# 傳真/掃描功能

## Simplex/Duplex

## 單面 / 雙面

1. Touch (Simplex/Duplex)
2. Select
  - {1-sided} : scan one side original
  - or
  - {2-sided} : scan both side original

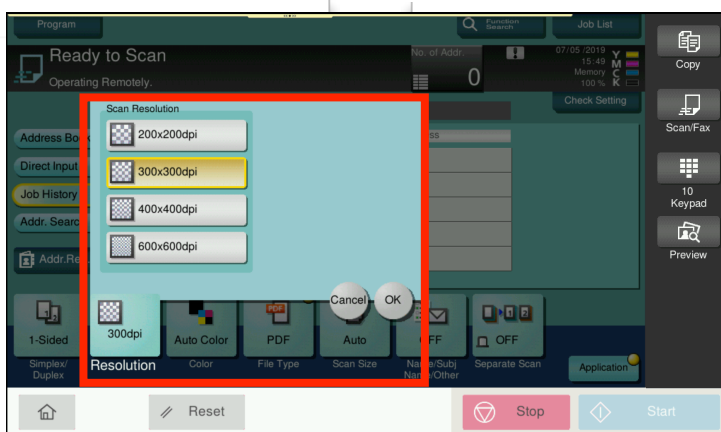


1. 按〔單面/雙面〕
2. 選擇
  - 〔單面〕－單面原稿
  - 或
  - 〔雙面〕－雙面原稿

## Resolution

## 解析度

1. Touch (Resolution)
2. Select desired resolution on scan or fax transmission



1. 按〔解析度〕
2. 選擇需要的掃描或傳真解析度



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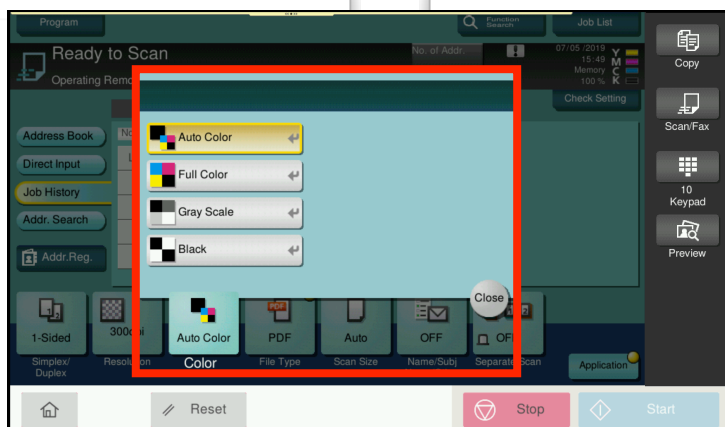
# Fax/Scan Function

# 傳真/掃描功能

## Color

## 彩色

1. Touch [Color]
2. Select
  - [Auto Color],
  - [Full Color],
  - [Gray Scale]
 OR
  - [Black]

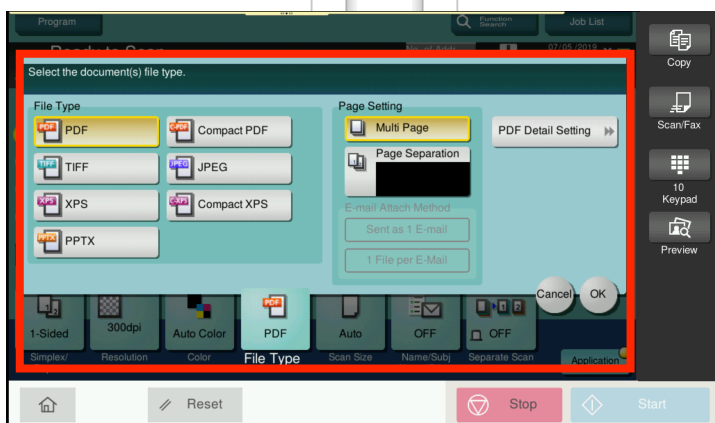


1. 按 [彩色]
2. 選擇
  - [自動色彩],
  - [全彩],
  - [灰階]
 或
  - [黑色]

## File Type

## 檔案格式

1. Touch [File Type]
- a. Select desired file type for scan transmission
- b. Page setting:
  - \* [Multi Page] - convert the originals in a file;
  - \* [Page Separation] - convert the originals divided as desired number of pages per file.



1. 按 [檔案格式]
- a. 選擇需要的檔案格式
- b. 頁面設定:
  - \* [多頁檔案] - 把原稿(多頁)轉化為一個電子檔案;
  - \* [頁面分離] - 把原稿按指定頁數分開為多個電子檔案。



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# Fax/Scan Function

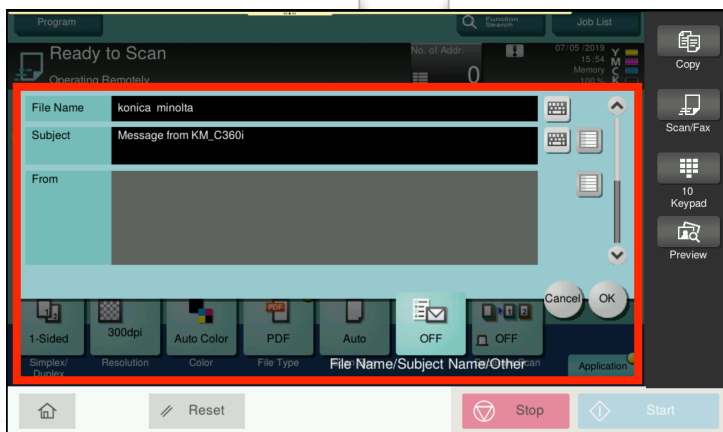
# 傳真/掃描功能

## Change File Name

## 更改檔案名稱

1. Touch (Name/Subject Name/Other)

2. Touch  to change the file name



1. 按 (文件名稱/主題/其他)

2. 按  更改檔案名稱

## Separate Scan

## 分離掃描

Switch to place original between the feeder and platen glass and combine them into a single file

文件可於自動送稿器或鏡面交替掃描並合併為一個檔案

1. Touch (Separate Scan)

2. Touch (Start)

3. Load the next originals and then touch (Start); Repeat these steps to complete whole set of document.

4. After all originals are scanned, touch (Finished) and touch (Start)



1. 按 (分離掃描)

2. 按 (啟動)

3. 放置下一張原稿,再按 (啟動); 重複以上動作去完成餘下的原稿。

4. 完成掃描後, 按 (完成),再按 (啟動)




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# Fax/Scan Function

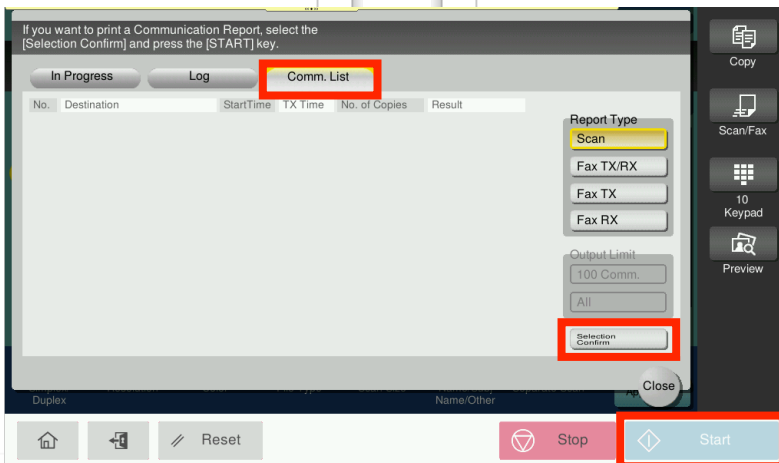
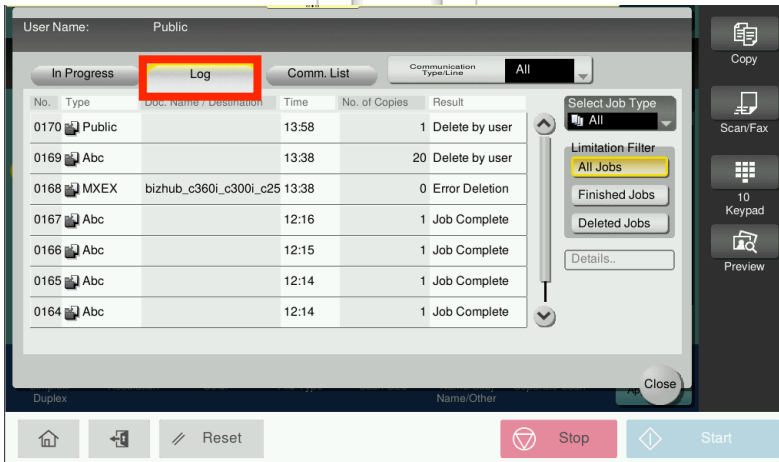
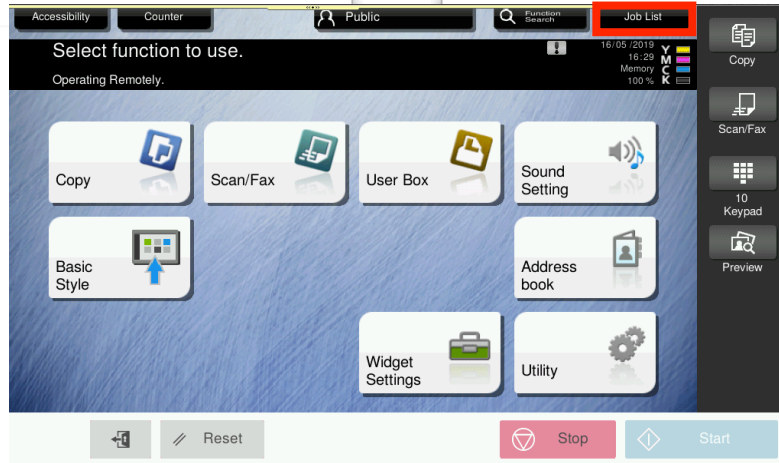
# 傳真/掃描功能

## Display / Print the Job History List

## 檢查/打印傳送記錄

1. Press 
2. Touch [Job list]
3. Touch [Log]
4. To print job history, touch [Comm.List]
5. Select desired report type
6. Touch [Selection Confirm]
7. Touch [Start]

1. 按 
2. 按 [作業清單]
3. 按 [歷程]
4. 如要打印工作記錄, 按 [傳送清單]
5. 選擇需要的報告種類
6. 按 [選擇確認]
7. 按 [啟動]





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# Print Function

# 列印功能

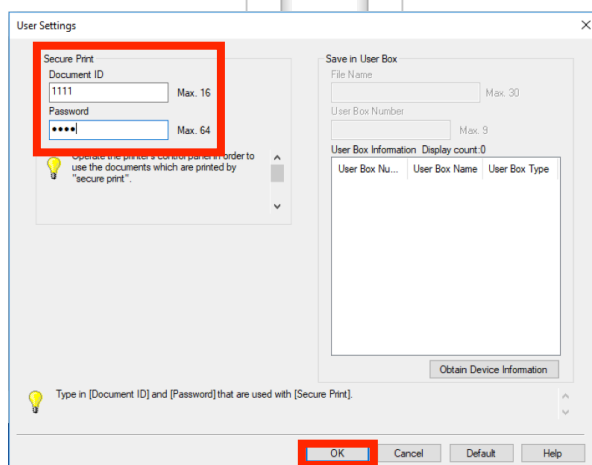
## Secure Print

## 機密列印

### Send secure print job

### 傳送機密列印工作


1. Open the document file in your computer.
2. Go to the printer driver.
3. Click [Basic] ➔ [Output Method] ➔ [Secure Print]
4. Input secure print ID and Password (User define)
5. Execute printing

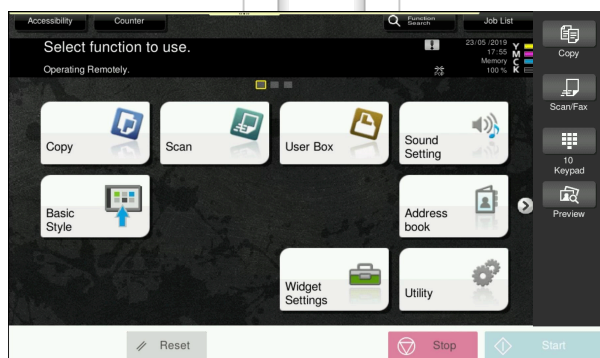


1. 在電腦打開文件
2. 到打印機驅動程式
3. 按〔基本的〕，於【輸出方式】選【機密列印】
4. 輸入機密列印 ID和密碼(用戶自訂)
5. 執行列印

### Recall a job from machine

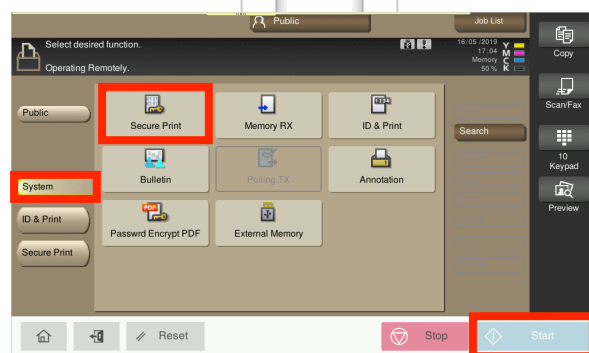
### 於裝置取回機密列印

6. Touch  to main menu
7. Touch [User Box]
8. Touch [System]
9. Touch [Secure print]



6. 按  去功能選單
7. 按〔檔案箱〕
8. 按〔系統〕
9. 按〔安全列印〕

10. Input document ID and password, then touch [OK]



10. 輸入文件編號和密碼，再按〔OK〕
11. 選擇文件，再按〔列印〕
12. 按〔啟動〕

11. Select secure print document, then touch [Print]
12. Touch [Start]



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# Print Function

# 列印功能


## Banner Printing (Part1)

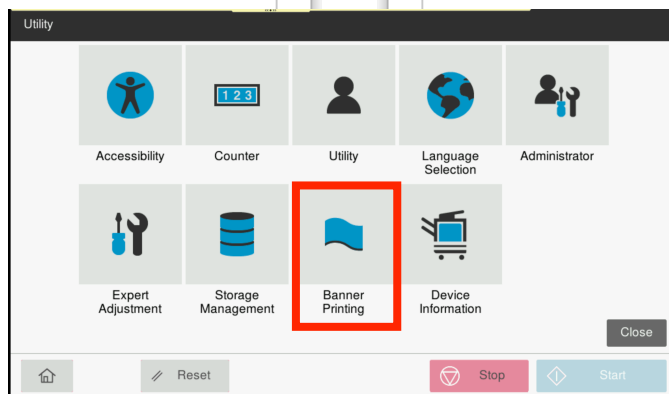
## 長紙張列印 (第一部分)

Regular banner paper size:  
296mm X 1194mm (Width X Length)

一般長紙尺寸：  
296mm X 1194mm (寬 x 高)

### Prepare Printing on Banner Paper

1. Touch  , then touch [Utility]
2. Touch [Banner Printing]
3. Touch [Allow] and [OK], to check that the screen waiting for banner printing



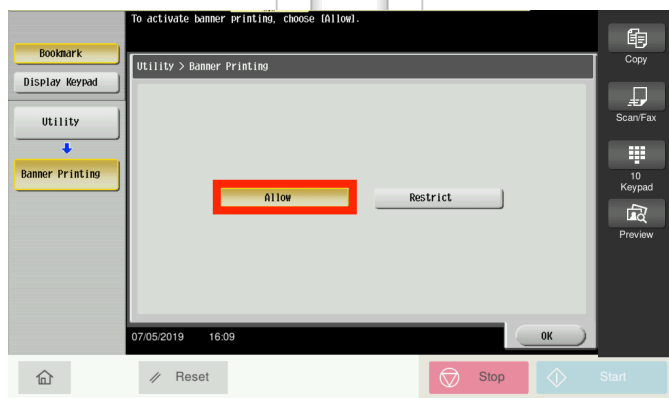
1. 按  ,再按 [實用功能]

2. 按 [長紙張列印]

3. 按 [允許], 再按 [確定], 並確定等待長紙列印的畫面顯示.

### Printer Driver Setting

4. Open the file in the application and click [File], then click [Print]
5. Select machine and click [Preferences] or [Properties]



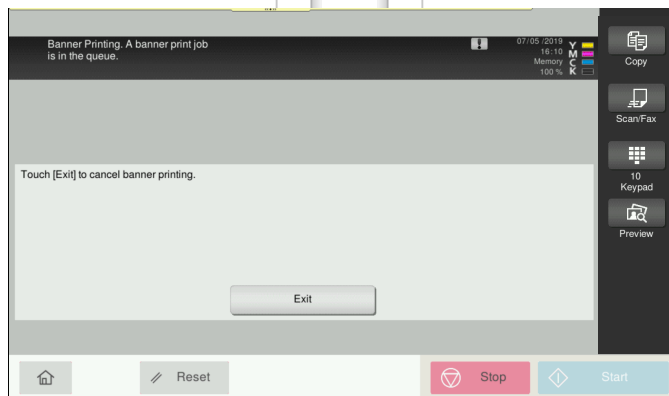
### 列印驅動程式設定

4. 在電腦開啟文件, 選 [檔案], 再按 [列印]

5. 選擇裝置, 再按 [喜好設定] 或 [內容]

\* Printable banner paper size range :  
(Width) 210 - 296mm  
(Length) 457.3 - 1200mm

\*長紙張可列印尺寸：  
寬210-296mm  
高457.3-1200mm







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# Print Function

# 列印功能

## Banner Printing (Part 2)

## 長紙張列印 (第二部分)

6. Click [Basic]

7. Select [Custom Size] in [Original Size]

8. Input value for [Width] and [Length]

(e.g 296 X 1194mm), then click [OK]

9. Check the paper tray and paper type settings automatically changed, then click [Yes]

10. Click [OK]

11. Click [Print]

12. Load banner paper on bypass tray once machine screen changed as Fig. 1, and touch [Complete]

13. When printing is finished, Touch [Exit] and then touch [Yes]

6. 按 [基本的]

7. 於 [原稿尺寸] 選 [自定尺寸]

8. 輸入 [寬度] 和 [長度] (例如: 296X1194mm) 再按 [確定]

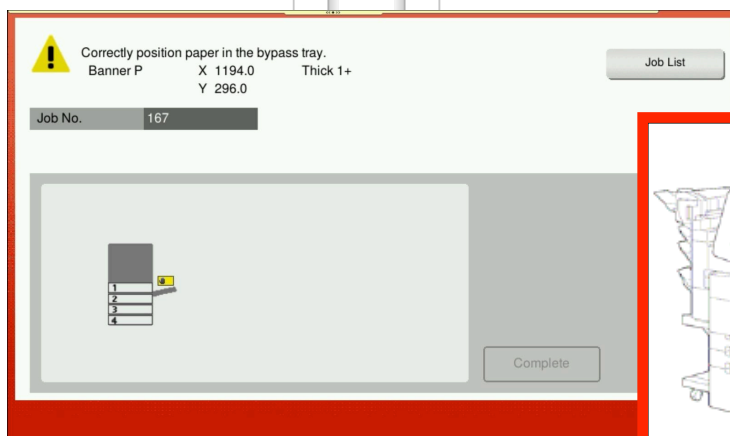
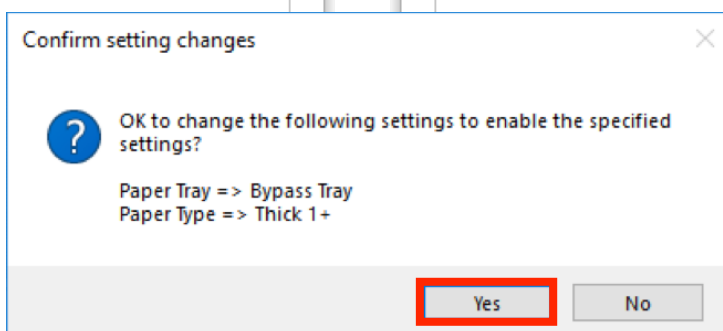
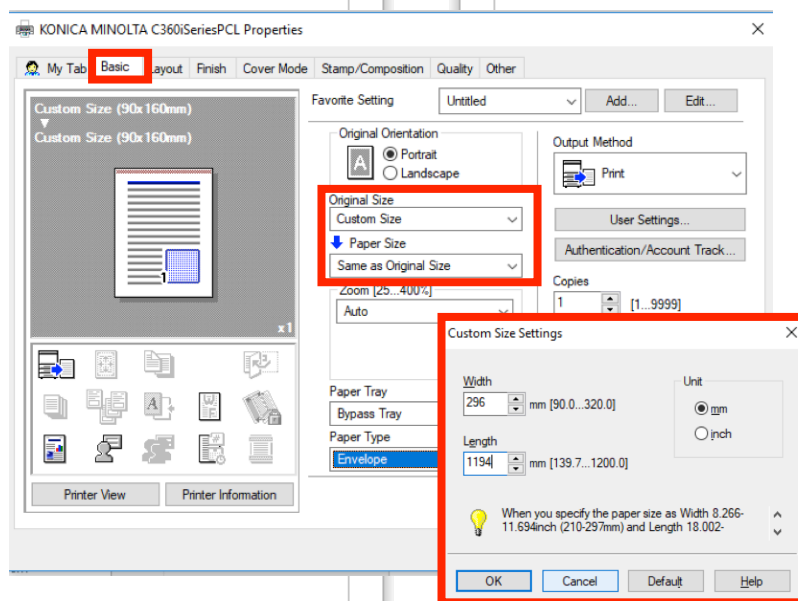
9. 確定紙張來源, 紙張種類等設定已自動轉換, 再按 [是]

10. 按 [確定]

11. 按 [列印]

12. 當裝置屏幕如 Fig. 1, 把長紙張放在手送紙盤上, 然後按 [完成]

13. 當列印完成後, 按 [離開], 再按 [是]





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# Print Function

# 列印功能

## Print Envelope or Custom Size Paper

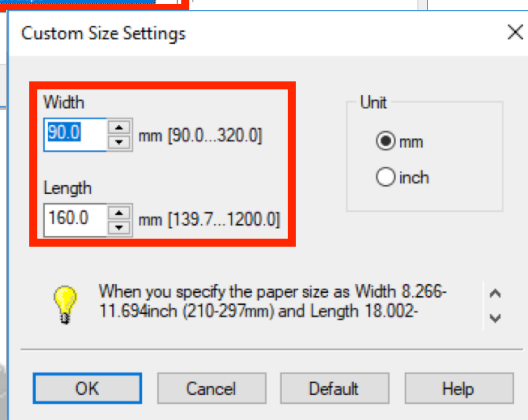
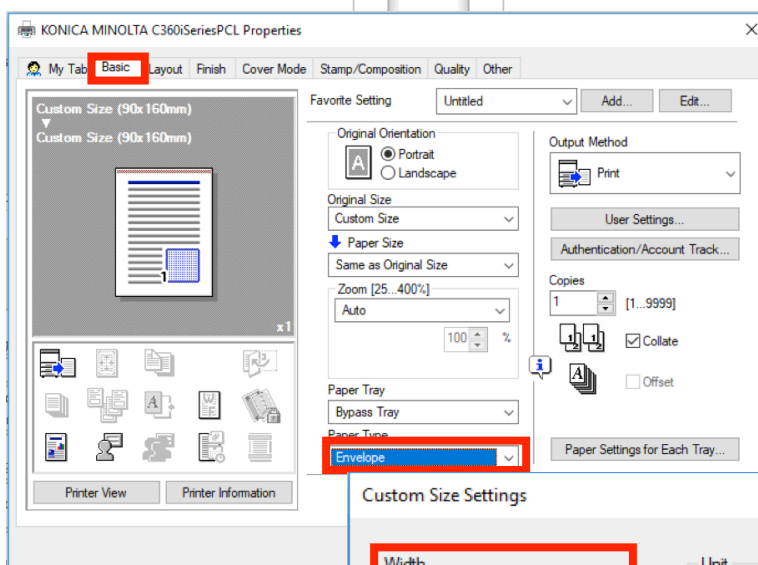
## 列印信封或自定尺寸紙張

### Printer Driver Setting

### 列印驅動程式設定

1. Open the document file in your computer.
2. Go to the printer driver.
3. Click [Basic]
4. Select [Custom Size] in [Original Size]
5. Input custom size value [Width] & [Length]
6. When printing envelope, select [Envelope] in Paper Type.
7. Execute printing

1. 在電腦打開文件
2. 到打印機驅動程式
3. 按〔基本的〕
4. 於〔原稿尺寸〕選〔自定尺寸〕
5. 輸入〔寬度〕和〔長度〕
6. 印信封時，於紙張種類選〔信封〕
7. 執行列印

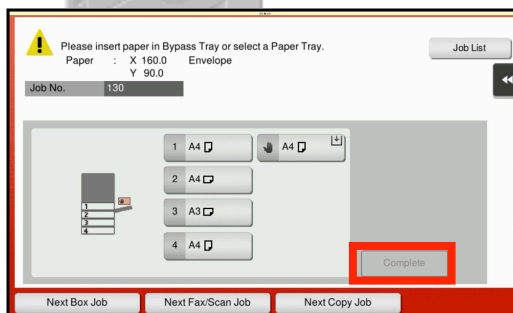


### Machine Setting

8. Load paper face down on bypass tray and touch

### 裝置設定

8. 把要印的一面向下放在手送紙盤，並按〔完成〕進行打印





# Background Customization

# 背景自訂

## Background Setting (Part 1)

## 背景設定 (第一部分)

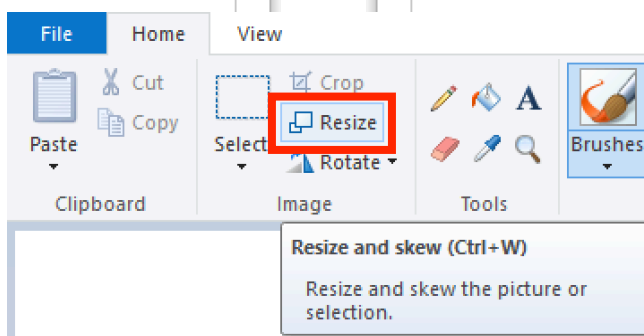
You can customize a background of the main menu. Up to three background images can be registered.

你可自訂主畫面的背景圖像。最多可登記3個背景圖像。

1. Prepare a image file to import
  - \* File type: PNG
  - \* File size: 1.5 MB or less
  - \* Display size: 1024pixels X 600 pixels

### 1. 準備圖像檔案

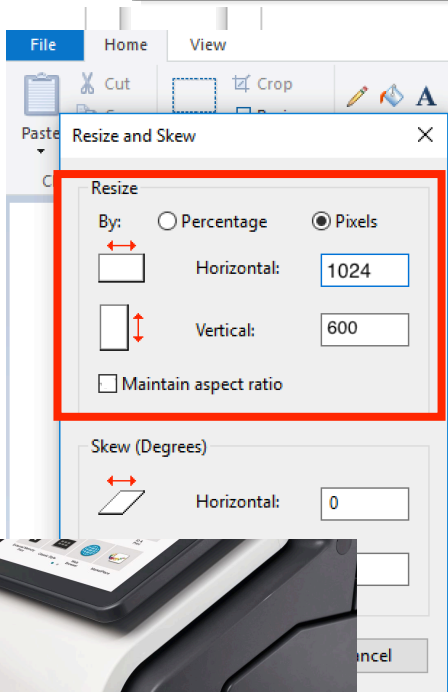
- \*檔案格式:PNG
- \*檔案大小: 1.5MB 或以下
- \*顯示尺寸: 1024像素 X 600像素



\*你可以用視窗上的“小畫家”程式修改圖像的尺寸和儲存為PNG格式

\* You can use a Windows program called “Paint” to resize and save it as PNG format.

- a. Open a image file by “Paint”
- b. Click [Resize]
- c. Select [Pixels] radio box
- d. Uncheck [Maintain aspect ratio]
- e. Input value 1024 in Horizontal and 600 in Vertical
- f. Click [OK]
- g. Click [File], and then [Save as]
- h. Select [PNG image]
- i. Input file name, and click [Save]



- a. 用Microsoft的“小畫家”程式開啟圖像
- b. 按 [調整大小]
- c. 選 [像素]
- d. 取消 [維持外觀比例] 的選項
- e. 輸入 [水平] 為 1024, [垂直] 為 600
- f. 按 [確定]
- g. 按 [檔案], 並選 [另存新檔]
- h. 選擇 [PNG 圖片]
- i. 輸入檔案名稱, 再按 [存檔]



### 2. 把存儲有背景圖像的USB記憶體插到裝置上

2. Connect the USB memory, which contains the desired background files



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# Background Customization

## Background Setting (Part 2)

# 背景自訂

## 背景設定 (第二部分)

3. Touch 

4. Touch [Utility]

5. Touch [Administrator] (Administrator password required)

6. Touch [System Settings]

7. Touch [Main Menu Display Settings]

8. Select preset background or registered background.

9. Touch [Register] to import desired background file from USB memory.

\* Maximum 3 background images can be registered. If it is full, please delete one of background before register.

10. Select desired background, and touch [OK]

3. 按 

4. 按 [實用功能]

5. 按 [管理者] (需要管理者密碼)

6. 按 [系統設定]

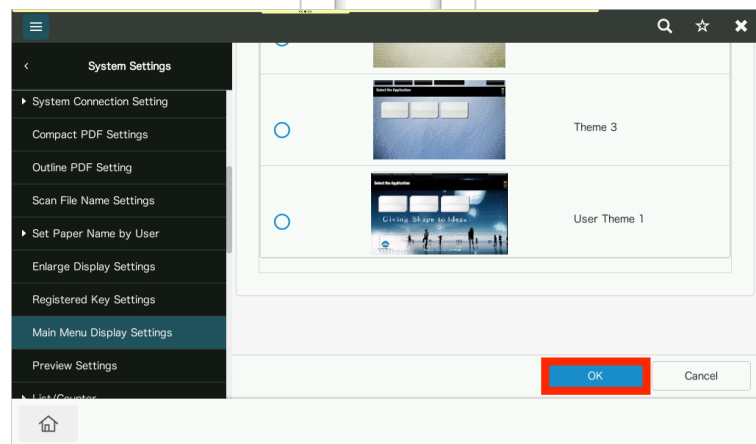
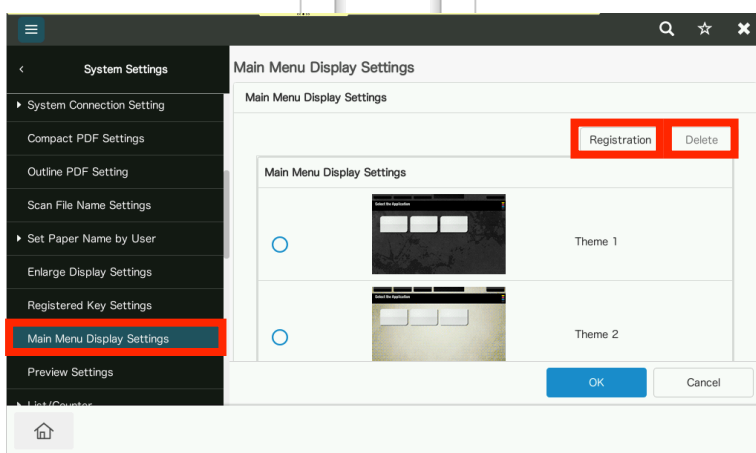
7. 按 [主畫面顯示設定]

8. 選擇預設的背景圖或選擇已註冊的背景圖。

9. 按 [註冊] 並選擇要從USB記憶體導入的背景圖。

• 最多可註冊3個背景圖。如已滿請在新註冊前刪除舊有的背景圖。

10. 選擇需要的背景圖,再按 [OK]





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# Widget Settings


# 圖示設定

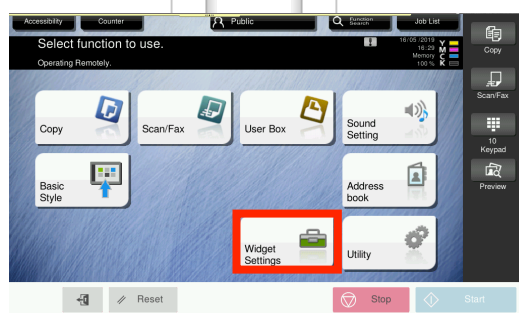
## Widget Setting (Part 1)

## 圖示設定 (第一部分)

You can arrange text icons, GIF animations, and other items as widgets at desired positions on the screen

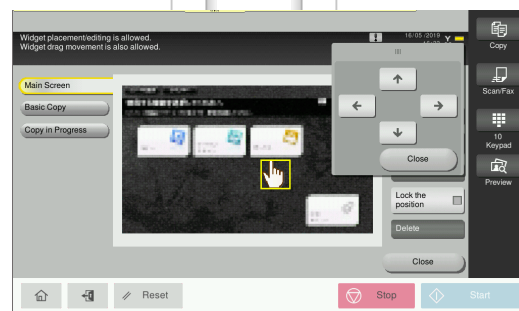
你可以把文字，圖示或GIF動態圖像放到需要的畫面

1. Touch 
2. Touch [Widget Settings]
3. Select the screen to arrange a widget. [Main Screen], [Basic Copy] or [Copy in Progress]





1. 按 
2. 按 [規範設定]

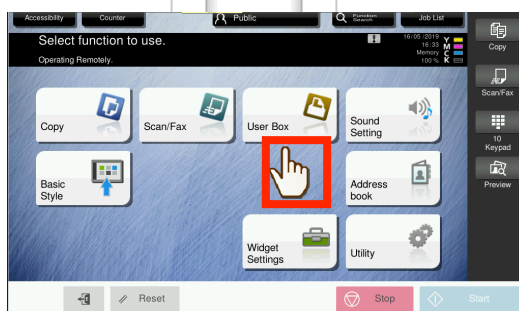
4. Touch [Add new widget]  
\*If you can't see this icon, please contact administrator to apply the following settings:





3. 選擇需要放到的畫面. [主畫面], [基本複印] 或 [複印進行中]

4. 按 [新增規範]  
\*如此圖示未能出現, 請聯絡管理員完成以下設定:

- a.  > Utility > Administrator (Password required) > System Settings > Widget Settings > Enable
  - b.  > Utility > Administrator (Password required) > System Settings > Main Menu Default Settings > Select one of main menu key > [Edit] > Widget Settings
5. Select the type of the widget. [Icon], [GIF Animation] or [Text]
  6. Select standard Icon/GIF Animation/Text



- a.  > 實用功能 > 管理者 (需要密碼) > 系統設定 > 顯示自訂設定 > 規範設定 > 開啟
- b.  > 實用功能 > 管理者 (需要密碼) > 系統設定 > 預設主選單 > 選擇未有使用的主選單鍵 > 按 [編輯] > 規範設定

5. 選擇種類 [圖示], [GIF動畫] 或 [文字]
6. 選擇標準的 [圖示], [GIF動畫] 或 [文字]



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## Widget Settings

### Widget Setting (Part2)

7. To register a new Icon/GIF animation, connect the USB memory device which contains the file, then touch [Register]
8. Select desired image files from USB memory

#### Icon file specifications

- \* File type: PNG
- \* File size: 1 MB or less
- \* Display size: 1024 pixels or less X 1024 pixels or less
- \* Number of items able to be registered: Max. 10

#### GIF animation file specifications

- \* File type: GIF
- \* File size: 512KB or less
- \* Display size: 512 pixels or less X 512 pixels or less
- \* Number of items able to be registered: Max.3



## 圖示設定

### 圖示設定 (第二部分)

7. 如要登記新的圖示，把存儲有圖示的USB記憶體插到裝置上，再按[登錄]
8. 選擇要從USB記憶體導入的圖像

#### 圖示檔規格

- \* 檔案格式: PNG
- \* 檔案大小: 1 MB 或以下
- \* 顯示尺寸: 1024像素或更少 X 1024像素或更少
- \* 可登記的數量: 最多10個

#### GIF動態檔規格

- \* 檔案格式: GIF
- \* 檔案大小: 512KB 或以下
- \* 顯示尺寸: 512像素或更少 X 512像素或更少
- \* 可登記的數量: 最多3個



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# USB Drive Function

# USB記憶體功能

Insert USB memory into USB port

- Support: USB 2.0/ 1.1, FAT32
- File Type: PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx)/PPML



插入記憶體於USB埠

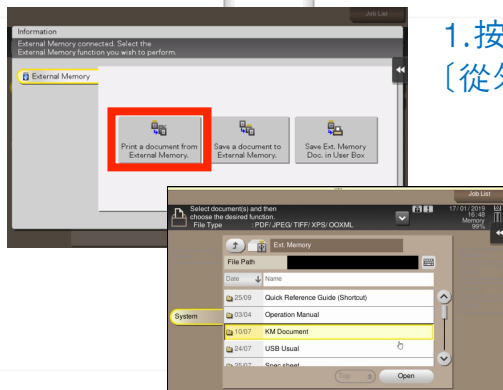
- 支援: USB 2.0/ 1.1, FAT32
- 檔案類型: PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OOXML (.docx/.xlsx/.pptx)/PPML



## Print from USB Drive

## 外置記憶體打印

- 1.Touch (Print a document from External Memory)
- 2.Select file and touch (Print)
- 3.Press (Start)



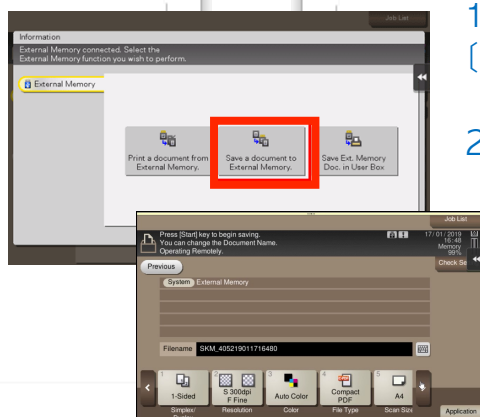
- 1.按 (從外接記憶體列印文件)
- 2.選擇檔案, 再按 (列印)
- 3.按 (啟動)

## Scan to USB

## 掃描到外置記憶

- 1.Touch (Save a document to External Memory)
- 2.Touch (Start)

\*Contact administrator if you cannot see (Scan a document to External Memory) icons



- 1.按 (儲存檔案到隨身碟)
- 2.按 (啟動)

\*如裝置未能出現 (掃描到外接記憶體)的圖示, 請聯絡相關同事



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# Check meter


# 檢查計數器

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

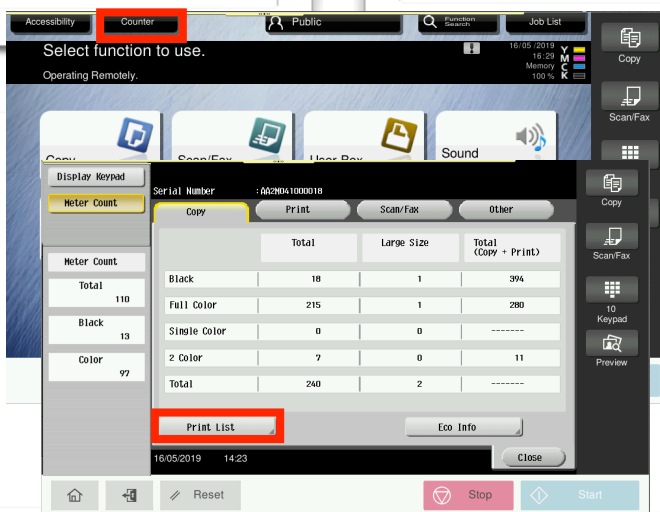
如沒有安裝數碼醫生,請每月把咪錶報告傳真至 2565-2128

## On Copier

## 機身讀取

1. Touch 
2. Touch (Counter)
3. Touch (Print List)
4. Select paper tray
5. Touch (Start)

1. 按 
2. 按 (計數值)
3. 按 (列印)
4. 選擇紙盤
5. 按 (啟動)



## On Computer

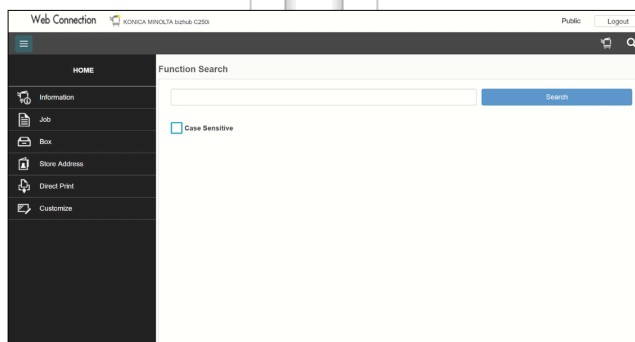
OR

## 電腦讀取


1. Start the Web browser (e.g. Internet Explorer)
2. Input machine's IP address in the URL field, and press (Enter) to go to Web Connection
3. Touch (Information)
4. Touch (Device Information)
5. Touch (Meter Count)

1. 開啟瀏覽器


- (例: Internet Explorer)
2. 在瀏覽列上輸入裝置的 IP address, 再按 (輸入) 進入 Web Connection 介面
  3. 按 (訊息)
  4. 按 (設備資訊)
  5. 按 (計數值)



Get machine's IP address by:

1. Touch 
  2. Touch (Utility) on screen
  3. Touch (Device Information)
- You can see machine's IP

取得裝置的 IP address 資料

1. 按 
  2. 點 (實用功能)
  3. 點 (裝置資訊)
- 你會看見裝置的 IP address 資料

Counter

| Total Counter |                           |        |
|---------------|---------------------------|--------|
| Total Counter | Total                     | 686    |
|               | Total Duplex              | 256    |
|               | Duplex Rate               | 60.377 |
|               | # of Originals            | 680    |
|               | Paper Counter             | 424    |
|               | No. of Total Pages Output | 680    |
|               | A3                        | 6      |
|               | A4                        | 417    |
|               | B4                        | 0      |





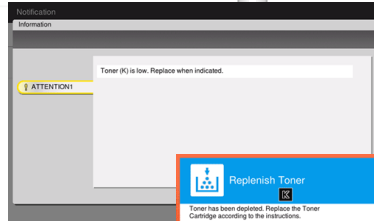
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# Change Toner Cartridge

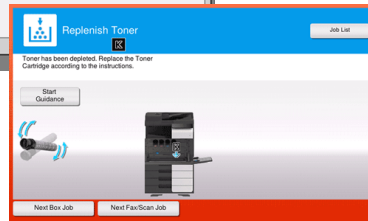
# 更換碳粉

If a toner is near empty, the screen will show a toner empty message

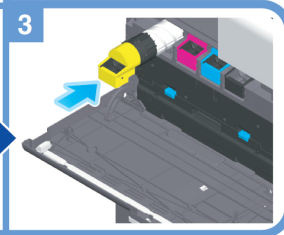
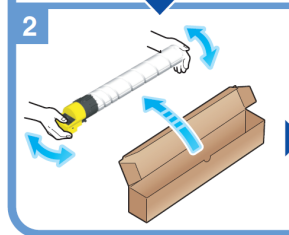
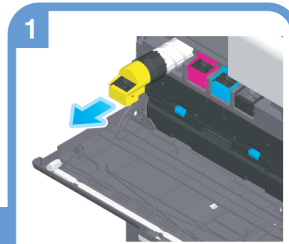
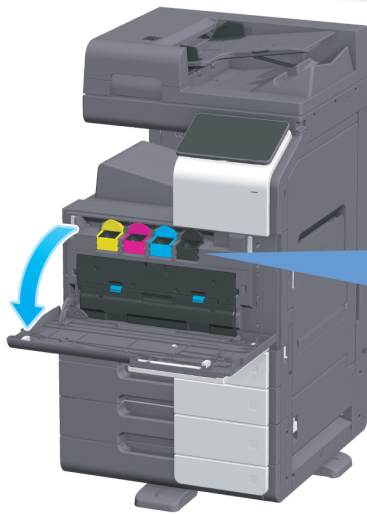
If not join Digital Doctor Service, please call 2565-2190 to order new toner



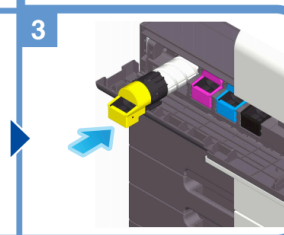
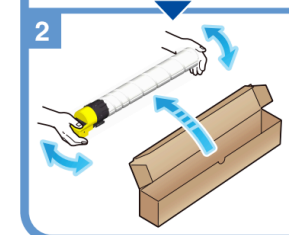
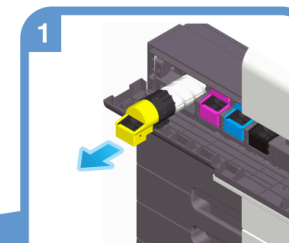
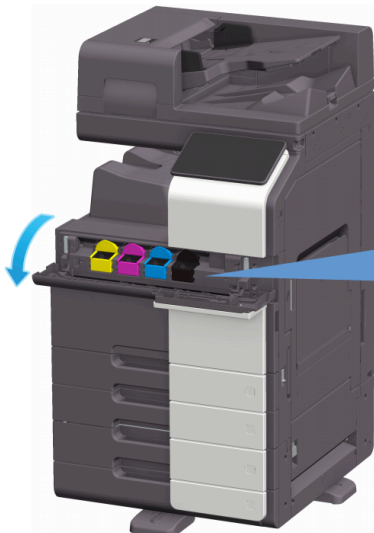
當某碳粉接近不足時，版面會顯示以下的提示



如沒有使用數碼醫生服務，請電 2565-2190 安排送新的碳粉



## bizhub C360i/C300i/C250i



## bizhub C650i/C550i/C450i



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# Remove Jammed Paper

# 清除塞紙

## bizhub C360i/C300i/C250i

For ADF DF-714

For ADF DF-632

Optional Dual Scan Document Feeder

**The location number for the section with a paper jam: 23, 24, 25**  
Open the left cover and slowly remove the misted paper. Then close the left cover.

End Guidance

**The location number for the section with a paper jam: 21, 22, 24, 25**  
Open the left cover, hold lever (DP1) and then open the jam removal guide. Slowly remove the misted paper.

End Guidance

**The location number for the section with a paper jam: 22**  
Slowly remove the misted paper.

End Guidance

**The location number for the section with a paper jam: 25**  
Rotate dual (DF2) counter clockwise and carefully remove the misted paper.

End Guidance



**The location number for the section with a paper jam: 23**  
Open the left cover and slowly remove the misted paper. Then close the left cover.

End Guidance

**The location number for the section with a paper jam: 23, 24, 25**  
Open the left cover and slowly remove the misted paper. Then close the left cover.

End Guidance

**The location number for the section with a paper jam: 22, 25**  
Slowly remove the misted paper.

End Guidance

### Paper Jam at Right-side Door

**The location number for the section with a paper jam: 13**  
Press on lever (M1) to open the fusing unit cover. Remove the paper carefully and close the top right door.

End Guidance

**The location number for the section with a paper jam: 9**  
Pull out Tray 2, remove misted paper and reload the remaining paper. Adjust the levers to set the paper size.

End Guidance

**The location number for the section with a paper jam: 9**  
Remove the paper. Close the top right door.

End Guidance

**The location number for the section with a paper jam: 13**  
Press on lever (M1) to open the fusing unit cover. Remove the paper carefully and close the top right door.

End Guidance

**The location number for the section with a paper jam: 11**  
Carefully remove the paper. Close the top right door.

End Guidance

**The location number for the section with a paper jam: 6, 14**  
Hold handle (M2) to open the center door and slowly remove the paper downwards.

End Guidance

**The location number for the section with a paper jam: 6, 14**  
Rotate dual (M2) in the direction of the arrow and slowly remove the paper. Close the top right door.

End Guidance



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# Remove Jammed Paper

# 清除塞紙

## bizhub C650i/C550i/C450i

For ADF DF-714



Paper Jam at Right-side Door

**The location number for the section with a paper jam: 23**  
Open the left cover and slowly remove the misted paper. Then close the left cover.

End Guidance

**The location number for the section with a paper jam: 23, 24, 25**  
Open the left cover and slowly remove the misted paper. Then close the left cover.

End Guidance

**The location number for the section with a paper jam: 22, 25**  
Slowly remove the misted paper.

End Guidance

|                                                                                                                                                                                                               |                                                                                                                                                                                                                |                                                                                                                                                                                                            |                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>The location number for the section with a paper jam: 13</b></p> <p>Press on lever (M1) to open the fusing unit cover. Remove the paper carefully and close the top right door.</p> <p>End Guidance</p> | <p><b>The location number for the section with a paper jam: 9</b></p> <p>Pull out Tray 2, remove misted paper and reload the remaining paper. Adjust the levers to set the paper size.</p> <p>End Guidance</p> | <p><b>The location number for the section with a paper jam: 9</b></p> <p>Remove the paper. Close the top right door.</p> <p>End Guidance</p>                                                               | <p><b>The location number for the section with a paper jam: 13</b></p> <p>Press on lever (M1) to open the fusing unit cover. Remove the paper carefully and close the top right door.</p> <p>End Guidance</p> |
| <p><b>The location number for the section with a paper jam: 11</b></p> <p>Carefully remove the paper. Close the top right door.</p> <p>End Guidance</p>                                                       | <p><b>The location number for the section with a paper jam: 6, 14</b></p> <p>Hold handle (M2) to open the center door and slowly remove the paper downwards.</p> <p>End Guidance</p>                           | <p><b>The location number for the section with a paper jam: 6, 14</b></p> <p>Rotate dial (M3) in the direction of the arrow and slowly remove the paper. Close the top right door.</p> <p>End Guidance</p> |                                                                                                                                                                                                               |



KONICA MINOLTA

**客戶服務熱線**

**25658181**

| <b>部門熱線<br/>Particulars</b>                          | <b>聯絡方法<br/>Contact us</b>                                                                                                                                    |
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