

Giving Shape to Ideas

**bizhub** 

**C3110**



**KONICA MINOLTA**

**Shortcut Manual**

簡易説明書

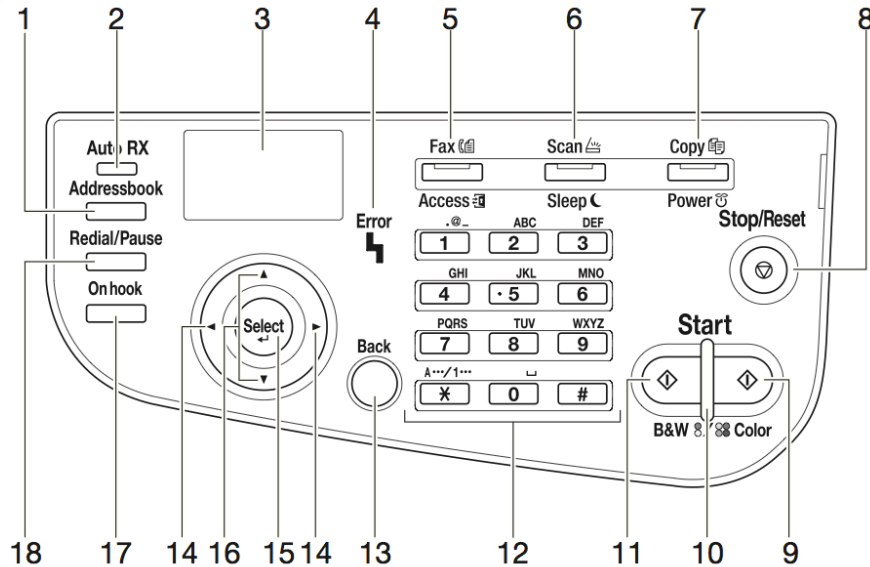


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# CONTROL PANEL



1. Addressbook
2. Auto RX Indicator
3. Message Window
4. Error Indicator
5. Fax/ Access
6. Scan/Sleep
7. Copy/Power
8. Stop/Reset
9. Start (Color)
10. Start Indicator
11. Start (B&W)
12. Keypad
13. Back
14. Right or Left button
15. Select
16. Up or Down button
17. On hook
18. Redial/ Pause

1. 地址簿
2. 自動接收指示燈
3. 信息視窗
4. 錯誤指示燈
5. 傳真/ 登入
6. 掃描/ 睡眠模式
7. 影印/ 電源
8. 停止/ 重設
9. 開始鍵(彩色)
10. 開始鍵指示燈
11. 開始鍵(黑色)
12. 數字鍵
13. 返回鍵
14. 左右鍵
15. 選擇鍵
16. 上下鍵
17. 話筒
18. 重撥/ 暫停



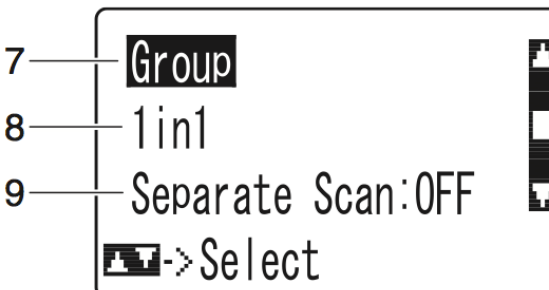
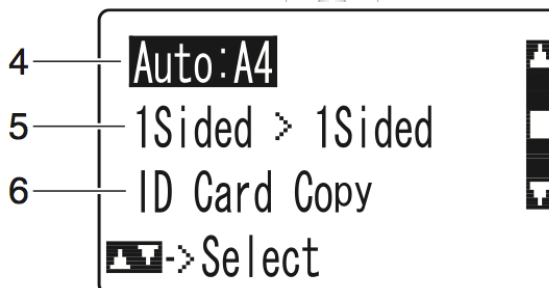
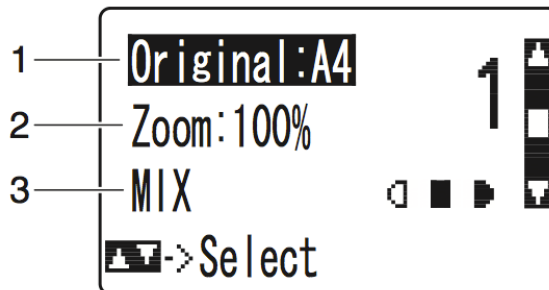
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## Copy Function

### Copy Function Overview

on [Copy Mode], press the [▲] or [▼] key to select desired copy function

1. Original Size - select the size of original
2. Zoom - Adjust the zoom ratio
3. Quality - Adjust the quality of the original or density
4. Tray Select - Specify the paper tray to make a copy
5. Original > Output - Select simplex/ duplex mode
6. ID Card Copy - copy front and back sides image on a single page
7. Finishing - Select Sort or Group when printing multiples sets of copies
8. Combine - Combine multiple pages on the same page
9. Separate Scan - Scan original in several batches and handle as one job



## 影印功能

### 影印功能概要

按 [Copy Mode] 到影印模式, 按 [▲] 或 [▼] 鍵選擇所需的影印功能

1. 原稿 - 選擇原稿尺寸
2. 縮放 - 調整縮放比例
3. 品質 - 選擇原稿品質或濃度
4. 選擇紙盤 - 選擇需要的紙盤
5. 原稿 > 輸出 - 單面或雙面模式
6. ID 卡影印 - 把卡片的前面和背面印在同一面
7. 群組/分頁 - 選擇群組或分頁
8. 組合 - 組合多張原稿在同一頁
9. 分離掃描 - 把分開掃描的原稿整合為同一個工作處理



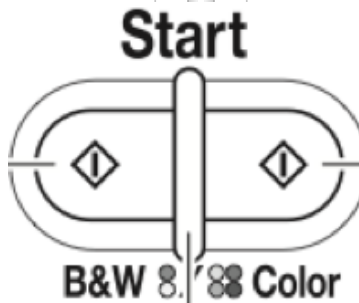
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## Copy Function

### Color

#### Select copy color mode

1. Press Start[Color] to copy color
2. Press Start[B&W] to copy black and white



## 影印功能

### 色彩

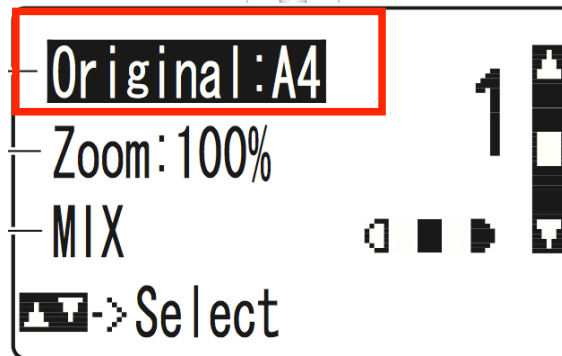
#### 選擇影印色彩模式

1. 按 Start[Color] 影印
2. 按 Start [B&W] 影印黑白

### Original Size

#### Select the size of the original to be scanned

1. Press [Copy]
2. Press [Select]
3. Select size
  - a. [Standard Size] - select standard size e.g. A4, A5 etc.
  - b. [Custom Size] - Enter the length and width of the original



### 原稿尺寸

#### 選擇原稿的掃描尺寸

1. 按 [Copy]
2. 按 [Select]
3. 選擇尺寸
  - a. [標準尺寸] - 選擇標準的尺寸. 例如. A4, A5 等等.
  - b. [自訂尺寸] - 輸入原稿的長度和寬度



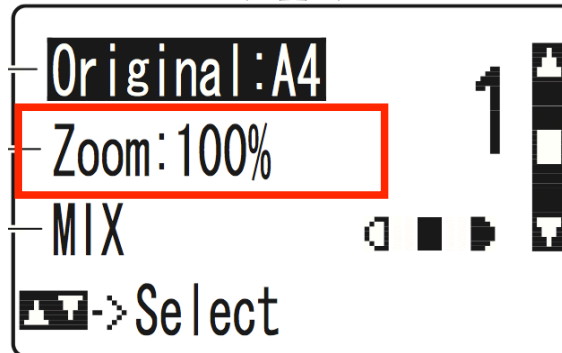
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## Copy Function

### Zoom

#### Adjust the zoom ratio

1. Press [▼] to [Zoom]
2. Press [Select]
3. Select the zoom ratio
  - a. [Full Size] - Copy on same size
  - b. [Fixed Zoom] - Copy with the fixed zoom ratio
  - c. [Manual] - Enter a zoom ratio manually from 25% to 400%



## 影印功能

### 縮放比率

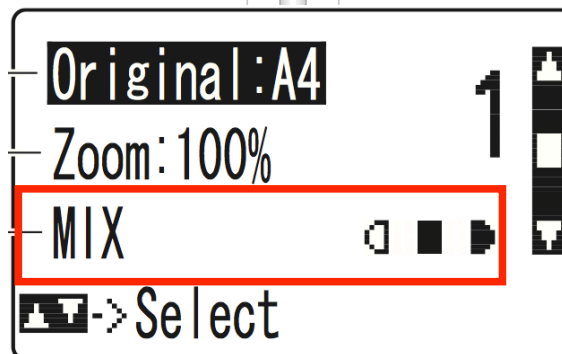
#### 調整縮放比率

1. 按 [▼] 到 [縮放]
2. 按 [Select]
3. 選擇縮放比率
  - a. [100.0%] - 影印到同一尺寸
  - b. [Fixed Zoom] - 選擇固定的比率
  - c. [手動] - 手動輸入比率由 25% 至 400%

### Original Type

#### Adjust the copy quality

1. Press [▼] twice to [Quality]
2. Press [Select]
3. Select [Original Type]
4. Select desired setting
  - a. [MIX]
  - b. [TEXT]
  - c. [PHOTO]
  - d. [FINE/MIX]
  - e. [FINE/TEXT]
  - f. [FINE/PHOTO]



### 原稿類型

#### 選擇原稿品質

1. 按 [▼] 2次到 [品質]
2. 按 [Select]
3. 選擇 [原稿類型]
4. 選擇需要的設定
  - a. [混合]
  - b. [文字]
  - c. [相片]
  - d. [精細/混合]
  - e. [精細/文字]
  - f. [精細/相片]

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## Copy Function

## 影印功能

### Density

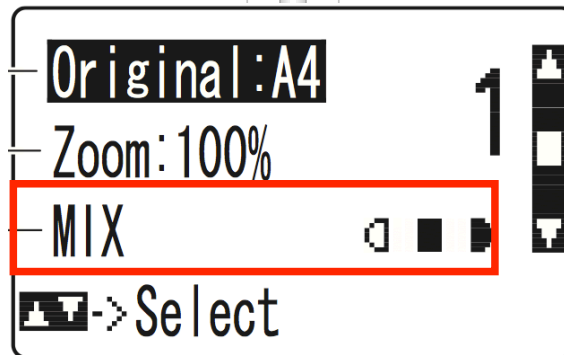
### 濃度

Adjust the copy density

調整影印濃度

1. Press [▼] twice to [Quality]
2. Press [Select]
3. Select [Density]
4. Press [◀] or [▶] to adjust the density

1. 按 [▼] 2次到 [品質]
2. 按 [Select]
3. 選擇 [濃度]
4. 按 [◀] 或 [▶] 調整濃度



### Background Removal

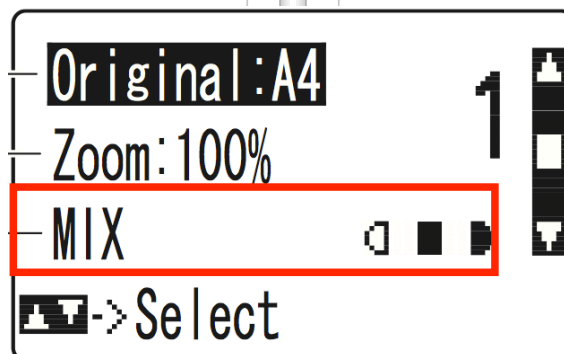
### 濃度

Adjust the copy background density

調整背景濃度

1. Press [▼] twice to [Quality]
2. Press [Select]
3. Select [Bkgd. Removal]
4. Press [◀] or [▶] to adjust the background density

1. 按 [▼] 2次到 [品質]
2. 按 [Select]
3. 選擇 [背景移除]
4. 按 [◀] 或 [▶] 調整背景濃度





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## Copy Function

## 影印功能

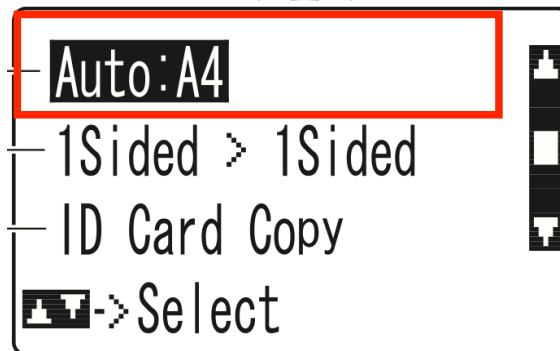
### Tray Select

### 選擇紙盤

Specify the paper tray to make a copy

指定影印紙盤

1. Press [▼] 3 times to [Tray]
2. Press [Select]
3. Select desired paper tray



1. 按 [▼] 3次到〔紙盤〕
2. 按 [Select]
3. 選擇需要的紙盤

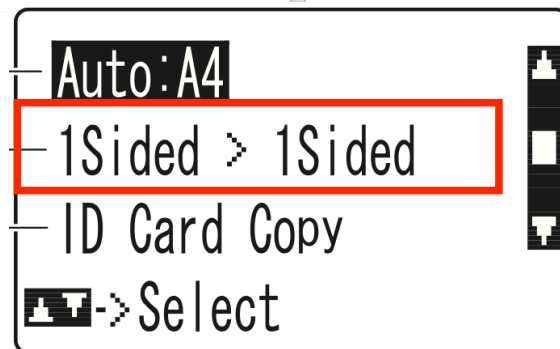
### Simplex/Duplex

### 單面/雙面

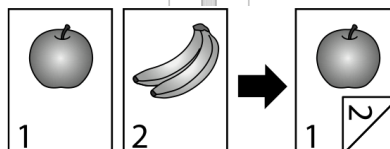
Simplex or Duplex Copy

單面或雙面影印

1. Press [▼] 4 times to [Simplex>Simplex]
2. Press [Select]
3. Select desired setting
  - a. [SIMPLEX>SIMPLEX]
  - b. [SIMPLEX>DUPLEX]
  - c. [DUPLEX>SIMPLEX]
  - d. [DUPLEX>DUPLEX]



1. 按 [▼] 4次到〔單面>單面〕
2. 按 [Select]
3. 選擇需要的設定
  - a. [單面列印>單面列印]
  - b. [單面列印>雙面列印]
  - c. [雙面列印>單面列印]
  - d. [雙面列印>雙面列印]







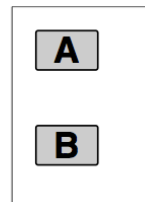
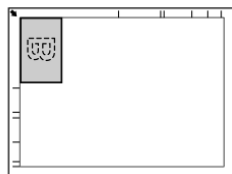
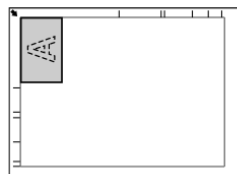
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## Copy Function

### 1D Card Copy

Copying the front and back sides of a card on the same side paper

1. Place a card on the original glass
2. Press [▼] 3 times to [Tray]
3. Press [Select]
4. Select the paper tray to copy
5. Press [▼] 2 times to [ID Card Copy]
6. Press [Select]
7. Press [Start] to scan the front side
8. Turn the card over and place it on the original glass
9. Press [Start] to scan the back side

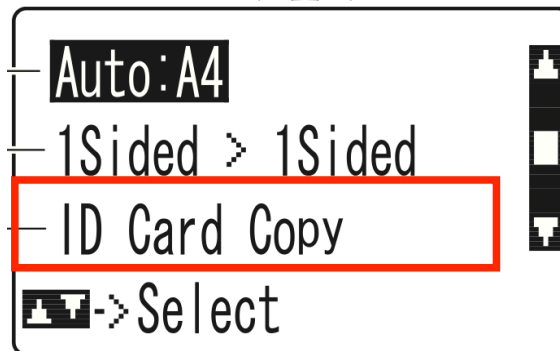


## 影印功能

### 1D 卡影印

把卡片的前面和背面印在同一面

1. 把卡片放在鏡面上
2. 按 [▼] 3次到 [紙盤]
3. 按 [Select]
4. 選擇需要的紙盤
5. 按 [▼] 2次到 [ID卡影印]
6. 按 [Select]
7. 按 [Start] 掃描第一面
8. 把鏡面上的卡片反轉
9. 按 [Start] 掃描背面





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## Copy Function

## 影印功能

### Sort/Group

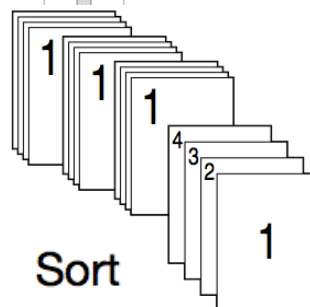
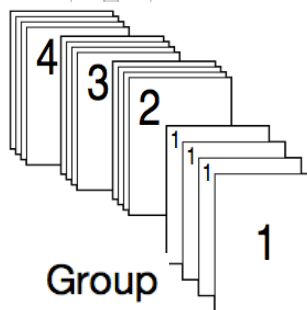
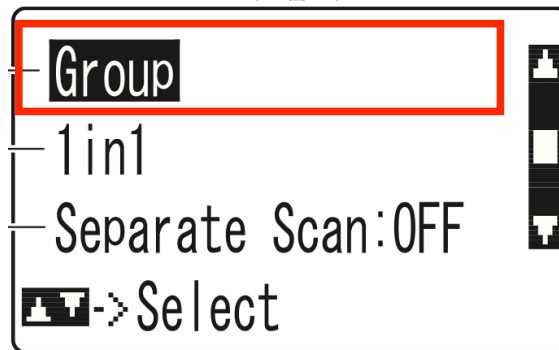
### 分頁/群組

Select whether to sort or group when printing multiple sets of copies

1. Press [▼] 6 times to [Sort/Group]
2. Press [Select]
3. Select [Sort] or [Group]

選擇印整多份時使用分頁或群組功能

1. 按 [▼] 6次到 [分頁/群組]
2. 按 [Select]
3. 選擇 [排序] 或 [群組]





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## Copy Function

## 影印功能

### Combine

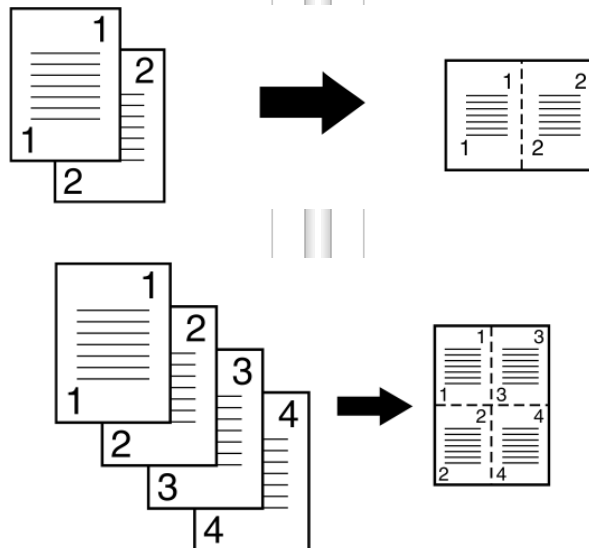
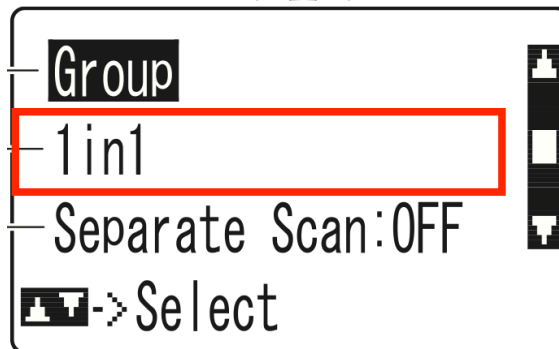
### 合併

Combine multiple pages on the same side

組合多張原稿在同一頁

1. Press [▼] 7 times to [1in1]
2. Press [Select]
3. Select
  - a. [1in1]
  - b. [2in1]
  - c. [4in1 Horizontal]
  - d. [4in1 Vertical]

1. 按 [▼] 7次到 [單面1頁]
2. 按 [Select]
3. 選擇
  - a. [單面1頁]
  - b. [單面2頁]
  - c. [4合1水平]
  - d. [4合1垂直]





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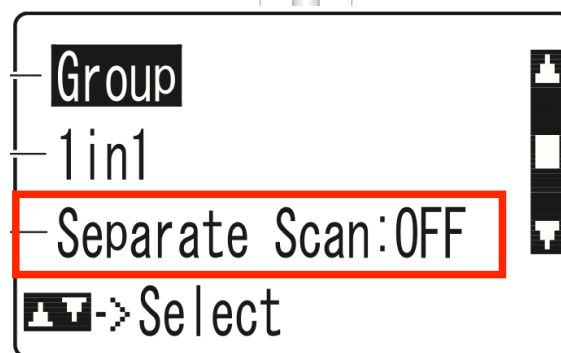
## Copy Function

### Separate Scan

Load originals in several batches and handle them as one job

\* This function is available when an optional Hard Disk is installed

1. Press [▲] 4 times to [Separate Scan]
2. Press [Select] to turn ON
3. Load the original
4. Press [Start] key to scan
5. Load the next original, then press the [Start] key.
6. After all originals have been scanned, select [Finish], then press the [Select] key



## 影印功能

### 分離掃描

把分開掃描的原稿整合為同一個工作處理

\* 此功能只適用於裝有硬碟的裝置

1. 按 [▲] 4次到 [分離掃描]
2. 按 [Select] 開啟
3. 放置原稿
4. 按 [Start] 鍵掃描
5. 放置另一份票稿再按 [Start] 鍵.

6. 完成後按 [完成], 再按 [Select] 鍵



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## Scan Function

## 掃描功能

### Scan Function Overview (Part1)

### 掃描功能概要(第一部份)

on [Scan Mode], press [Addressbook] to select scan destination, and then press the [▲] or [▼] key to select desired scan function

1. File Format

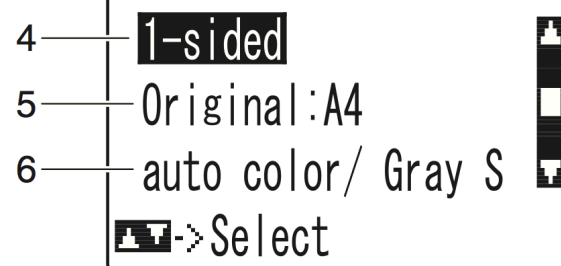
2. Quality - Adjust scan image quality

3. Scan to - specify scanning method

4. Simplex/Duplex

5. Original Size - Change the original size

6. Color Mode



在掃描模式 [Scan Mode], 按 [Addressbook] 選擇目的地, 再按 [▲] 或 [▼] 鍵選擇掃描功能

1. 檔案格式

2. 品質 - 調整掃描品質

3. 掃描到 - 指定掃描方法

4. 單面/雙面

5. 原稿尺寸 - 更改原稿尺寸

6. 色彩模式



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## Scan Function

## 掃描功能

### Scan Function Overview (Part2)

### 掃描功能概要(第二部份)

#### 7. Separate Scan -

Scan original in several batches and handle as one job (This function is available when an optional Hard Disk is installed)

7

8

9

Separate Scan:OFF

Multi Page

From

-> Select

7. 把分開掃描的原稿整合為同一個工作處理 (此功能只適用於裝有硬碟的裝置)

#### 8. Multi page or Page Separation

#### 9. From - Email sender address

#### 10. Subject - Email subject

#### 11. Body - Email Body

#### 12. Notify url - Email notify the scan destination path

10

11

12

Subject

Body

notify url

-> Select

8. 所有頁面或分頁

9. 寄件者 - 寄件者電郵地址

10. 主旨 - 電郵主旨

11. 正文 - 電郵內文

12. URL通知 - 電郵通知掃描路徑



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## Fax Function

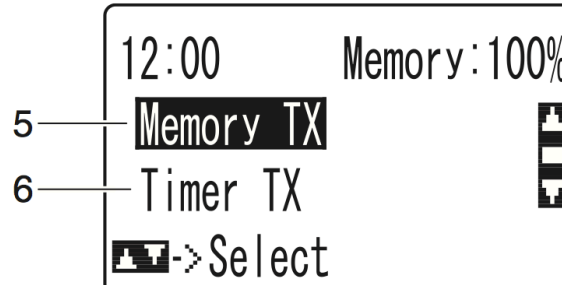
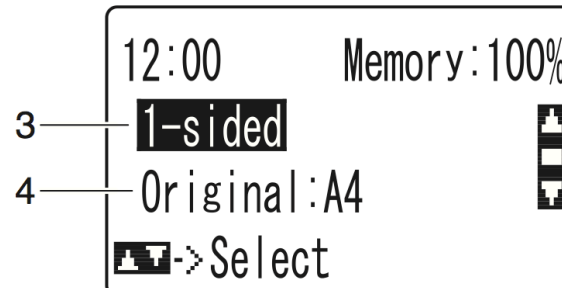
## 傳真功能

### *Fax Operation overview*

### 傳真功能概要

on [Fax Mode], use keypad to input fax number, and then press the [▲] or [▼] key to select desired fax function

1. Quality - Adjust fax image quality
2. FAX to - Displays the specified destination
3. Simplex/Duplex
4. Original size - Select the size of the original to be scanned
5. Send Mode - Switches send mode to Memory TX or Polling TX
6. Timer TX - configure the Timer TX function
7. Header Settings - Configure the sender information
8. Line Setting - Configure the ECM (Error Correction Mode), V34 and Check Dest. & Send functions.



在傳真模式 [Fax Mode], 輸入傳真號碼, 再按 [▲] 或 [▼] 鍵選擇傳真功能

- 1.品質 - 調整掃描品質
- 2.傳真到 - 顯示傳真目的地
- 3.單面/雙面
- 4.原稿尺寸 - 設定原稿的掃描尺寸
- 5.傳送模式 - 轉換傳真模式 Memory TX 或 Polling TX
- 6.定時傳送- 設定定時傳真功能
- 7.標頭設定 - 設定傳送者的標頭信息
- 8.線路設定 - 設定 ECM (Error Correction Mode), V34, 檢查傳送地址或選取功能



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## Address Book

## 地址簿

### Register address on machine

Register E-mail or Fax destination on copier's operation panel

1. Press the [▲] or [▼] to [UTILITY]
2. Press [Select]
3. Select [One-Touch Reg]
4. Select [E-mail] or [Fax]
5. Input speed dial number. If you enter the one touch dial number of the registered destination and press [Select], you can [Edit] or [Delete] the destination
6. Input destination name and destination, select [Yes] in [Favorites] if it is frequently used destination.
7. Touch [Select]

### 在機身登記地址

在機身的操作版面登記電郵或傳真目的地

1. 按 [▲] 或 [▼] 鍵 到 [公用程式]
2. 按 [Select]
3. 選 [單鍵登錄]
4. 選 [電子郵件] 或 [傳真]
5. 輸入快速撥號號碼, 再按 [Select]. 如果輸入的號碼已登記有其它地址, 可選 [編輯] 或 [刪除]
6. 輸入目的地名稱和地址, 如果是常用的一按鍵可在 [我的最愛] 選擇 [是]
7. 按 [Select]

### Selecting destination

1. Press [Scan] or [Fax] Mode
2. Press [Addressbook] key
3. Select the target destination
4. Press [Select]
5. Press [Start] to scan

### 選擇目的地

1. 按 [Scan] 或 [Fax] 模式
2. 按 [Addressbook] 鍵
3. 選擇需要的目的地
4. 按 [Select]
5. 按 [Start] 掃描





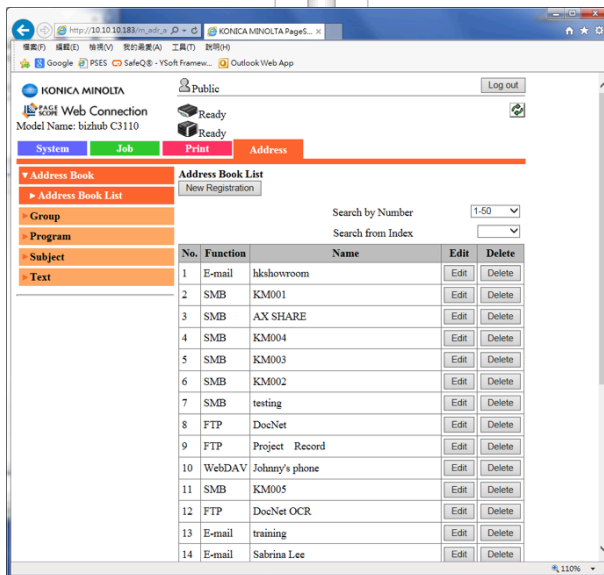
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## Address Book

### Register address on Web Browser

Register E-mail, SMB, FTP or Fax destination on computer's web connection

1. Start the web browser (e.g. Internet Explorer)
2. Input machine's IP address in the URL field, and press [Enter]. To check machine IP address, please refer to page. 19 [Check machine IP address]
3. Click [Public] and [Login]
4. Click [Address]
5. Click [Address book list]
6. Click [New Registration]
7. Select [Email], [FTP], [SMB] or [Fax] and click [Next]
8. Input [Name]
9. Select a corresponding character in [Index]
10. Click [Main] if it is frequently used destination.
11. Input related scan or fax destination information
12. Click [Apply]



## 地址簿

### 在瀏覽器登記地址

在電腦透過瀏覽器登記電郵, 電腦SMB, FTP或傳真地址

1. 開啟瀏覽器 (例如 Internet Explorer)
2. 輸入影印機網絡地址, 再按 [Enter]. 檢查影印機網絡地址, 請參照 p. 19 頁的 [檢查機器網路地址]
3. 按 [公用使用者], 再按 [登入]
4. 按 [位址]
5. 按 [預約位址]
6. 按 [新註冊]
7. 選擇 [電子郵件], [FTP], [SMB] 或 [傳真] 再按 [下一步]
8. 輸入 [名稱]
9. 在 [索引] 選擇合適的字母分類
10. 如果是常用的一按鍵, 可在 [主視窗] 打勾.
11. 輸入掃描或傳真的目的地資料
12. 按 [Apply]



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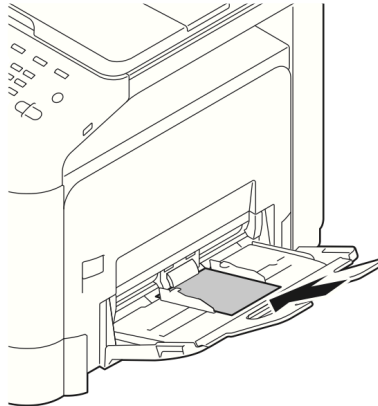
## Print Custom Size Paper

## 打印自訂尺寸紙張

### Machine Settings

### 機身設定

1. Load custom sized paper in the Manual Feed Tray
2. Press [Copy]
3. Press the [▲] or [▼] to [UTILITY] and press [Select]
4. Select [Paper Settings] and press [Select]
5. Select [Manual] and press [Select]
6. Select desired paper type and press [Select]
7. Select paper size or [Custom Size] to



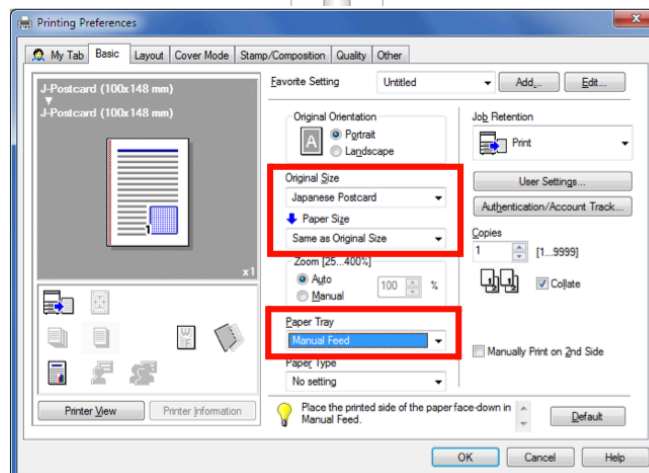
1. 把自訂尺寸紙張放在手動送紙盤
2. 按 [Copy]
3. 按 [▲] 或 [▼] 到 [應用程式], 再按 [Select]
4. 選擇 [紙張], 再按 [Select]
5. 選擇 [手動], 再按 [Select]

6. 選擇需要的紙張種類, 再按 [Select]
7. 選擇紙張大小或 [紙張尺寸] 輸入紙張的長和寬

### Computer Settings

### 電腦設定

1. Click [File] and [Print] in application
2. Click [Properties]
3. Click [Basic]
4. Select or input the custom size in [Original Size] and [Paper Size]
5. Select [Manual Feed] in [Paper Tray]
6. Click [OK] to print



1. 在程式中按 [檔案], 再按 [列印]
2. 按 [內容]
3. 按 [基本的]
4. 在 [原稿尺寸] 和 [紙張尺寸] 選擇現有尺寸或選擇 [自訂尺寸] 輸入長和寬
5. 在 [紙張來源] 選 [手動]

6. 按 [OK] 打印

Giving Shape to Ideas



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## Reporting

### *Check the fax result*

#### Check the fax result

1. Press the [▲] or [▼] key to [Report/Status]
2. Press [Select]
3. Select [TX/RX Result] to check the fax sending and receiving results (Maximum 300 jobs)
4. Press [Start] to print the result report

### *Check machine IP address*

#### Check the machine IP address

1. Press [Copy]
2. Press [▲] twice to [Report/Status]
3. Press [Select]
4. Press [▲] to [Report]
5. Press [Select]
6. Press [Configuration Page]
7. Press [Select]
8. Press [Start] to print
9. Check machine IP address in [IP Address]

## 報告

### 檢查傳真記錄

#### 檢查傳真結果

1. 按 [▲] 或 [▼] 到 [報告/狀態]
2. 按 [Select]
3. 選 [傳輸/接收結果] 檢查傳送或接收紀錄 (最多300工作)
4. 按 [Start] 可打印報告

### 檢查機器網絡地址

#### 檢查機器網絡地址

1. 按 [Copy]
2. 按 [▲] 2次到 [報告/狀態]
3. 按 [Select]
4. 按 [▲] 到 [報告]
5. 按 [Select]
6. 按 [設定頁]
7. 按 [Select]
8. 按 [Start] 打印
9. 在報告中的 [IP Address] 查看機器的網絡地址



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## Check Meter

### *Print Counter list*

1. Press [▲] 3 times to [UTILITY]
2. Press [Select]
3. Press [▲] twice to [User Settings]
4. Press [Select]
5. Press [▼] to [Printer Reports]
6. Press [Select]
7. Press [▼] to [Counter List]
8. Press [Select] twice to print the counter list

## 檢查計數器

### 列印計數值

1. 按 [▲] 3次到〔應用程式〕
2. 按 [Select]
3. 按 [▲] 2次到〔使用者設定〕
4. 按 [Select]
5. 按 [▼] 到〔印表機設定〕
6. 按 [Select]
7. 按 [▼] 到〔計數器〕
8. 按 [Select] 2次打印報告



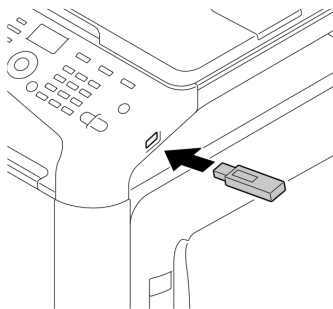
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## USB Memory Function

## USB記憶體功能

Insert USB memory into USB port

- Support: USB 1.0/2.0
- Format: FAT32
- Support file type for print: PDF, JPG, TIFF, XPS, OOXML (.docx/.xlsx/.pptx)



把 USB 記憶體插入USB埠

- 支援: USB 1.0/2.0
- 格式: FAT32
- 支援的打印檔案類型: PDF, JPG, TIFF, XPS, OOXML (.docx/.xlsx/.pptx)

### USB Memory Scan

1. Press [Scan]
2. Press the [▲] or [▼] key to [SCAN TO USB MEMORY]
3. Press [Select]
4. Press [Start] to scan

### USB記憶體掃描

1. 按 [Scan]
2. 按 [▲] 或 [▼] 到 [SCAN TO USB MEMORY]
3. 按 [Select]
4. 按 [Start] 掃描

### USB Memory Print

\* This function is available when an optional Hard Disk is installed

1. Press [Copy]
2. Press the [▲] or [▼] key to [USB/HDD], and press [Select]
3. Select [MEMORY DIRECT], then press [Select]
4. Select [File List], then press [Select]
5. Select a file to print, then press [Select]
6. Press [Start] to print

### USB記憶體打印

\* 此功能只適用於裝有硬碟的裝置

1. 按 [Copy]
2. 按 [▲] 或 [▼] 到 [USB/HDD], 再按 [Select]
3. 按 [MEMORY DIRECT], 再按 [Select]
4. 按 [File List], 再按 [Select]
5. 選擇需要的檔案, 再按 [Select]
6. 按 [Start] 打印



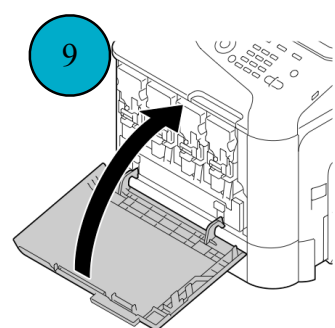
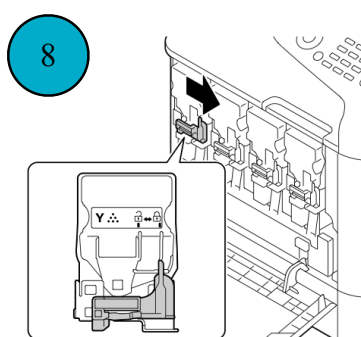
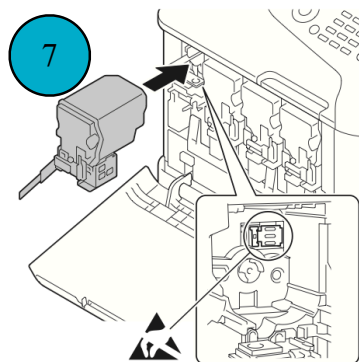
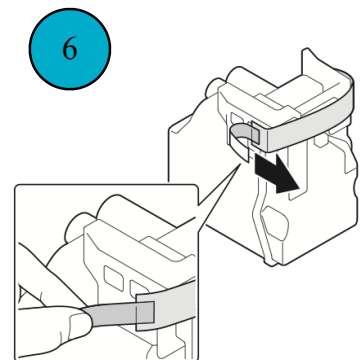
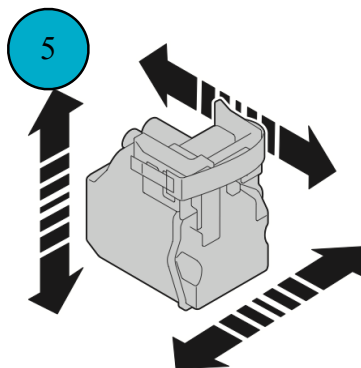
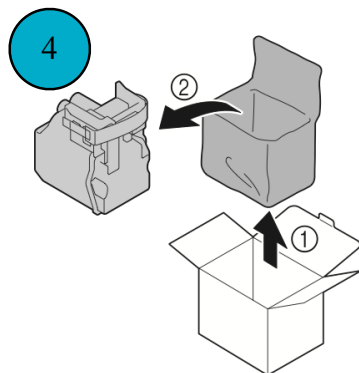
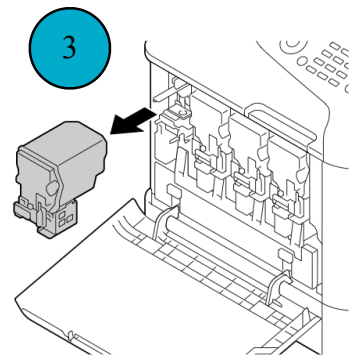
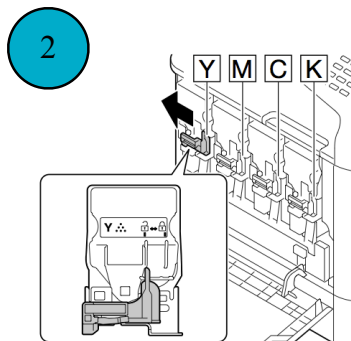
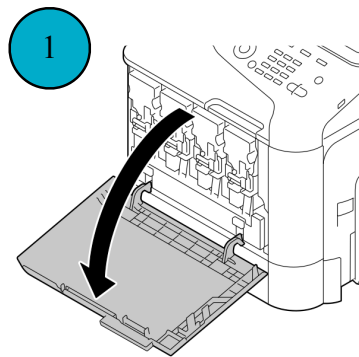
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## Change Toner Cartridge

If a toner is near empty, message will shown on the screen, please following the procedure below to change toner cartridge

## 更換碳粉

當某碳粉接近不足時，版面會顯示信息。  
請按照以下程序更換碳粉



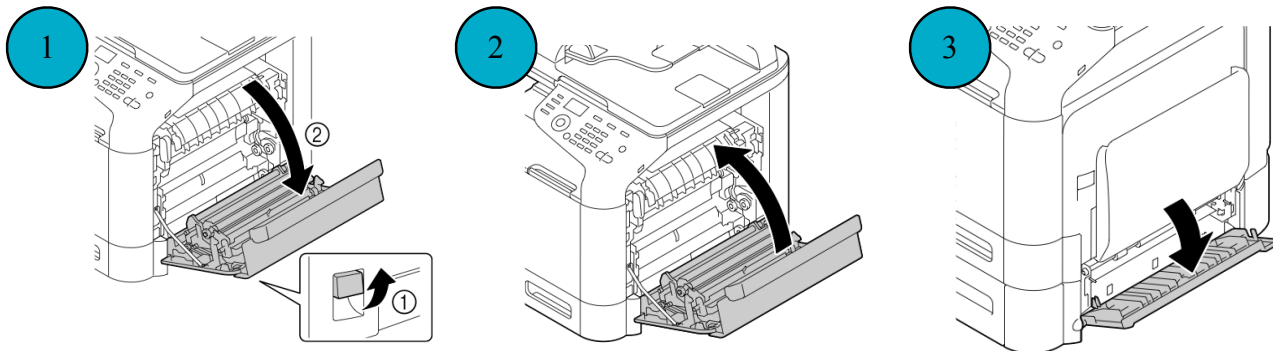
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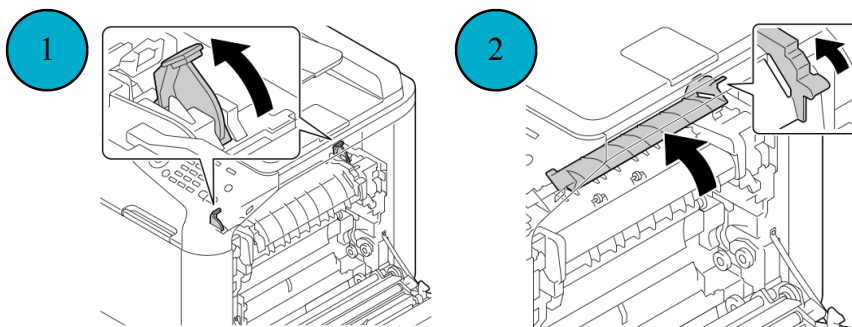
# Removed Jammed Paper

# 清除塞紙

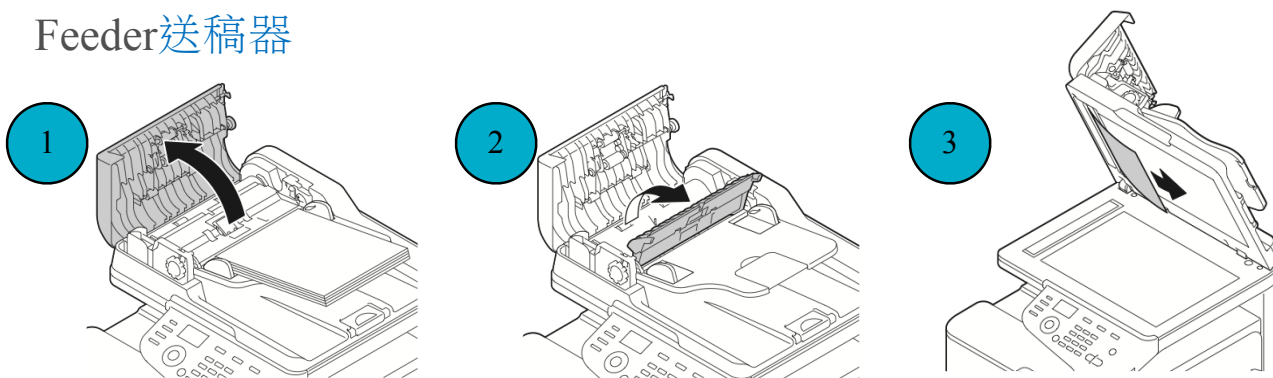
## Right Door 右側門



## Fusing Unit 定影組



## Feeder 送稿器





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部門熱線Particulars	聯絡方法Contact us
<b>市務科 Marketing Division</b> ➤ 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 : <a href="mailto:bhkg_sales@bhk.konicaminolta.hk">bhkg_sales@bhk.konicaminolta.hk</a>
<b>服務科 Technical Service Division</b> ➤ 維修熱線Repair Hotline • 多功能產品之維修服務 MFP Repair Services	電話Tel : 2565 2176 傳真Fax : 2856 1024
<b>服務科 Technical Service Division</b> ➤ 產品之技術支援熱線 • 軟件及網絡支援 Application, Network and System Support	電話Tel : 2565 2178
<b>客戶服務Customer Service Department</b> ➤ 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 (請於報錶結算日前報讀。) Report meter reading through telephone system (Please report meter reading on or before cut-off date)	電話Tel : 2565 2190 傳真Fax : 2565 2128  電話Tel : 2856 4306  電話Tel : 2565 8181 English - Press “2”, then press “3”, 中文 - 按 “1” 字然後按 “3” 字 傳真Fax : 2856 2008 電郵Email : <a href="mailto:bhkg_csmeter@bhk.konicaminolta.hk">bhkg_csmeter@bhk.konicaminolta.hk</a>
<b>客戶服務 Customer Service Department</b> ➤ 用品供應熱線 Order Section Hotlines • 訂購消耗品如碳粉及影印紙 Ordering of Consumable Products (Toners, Paper, etc...)	電話Tel : 2565 2139 傳真Fax : 2565 7613  電郵Email : <a href="mailto:bhkg_csorder@bhk.konicaminolta.hk">bhkg_csorder@bhk.konicaminolta.hk</a>
<b>財務科 Finance Division</b> ➤ 月結單查詢 Statement Enquiries	電話Tel : 2856 4710 傳真Fax : 2516 9177
<b>行政科 Administration Division</b> ➤ 客戶的建議及意見反映 Other Suggestions & Comments	電話Tel : 2565 8181 按Press “ 0 ”
<b>網上客戶服務</b> <b>Online Support Services</b>	<a href="http://www.konicaminolta.hk/hk/zh-hk/customer-services.php">http://www.konicaminolta.hk/hk/zh-hk/customer-services.php</a> <a href="http://www.konicaminolta.hk/hk/en-us/customer-services.php">http://www.konicaminolta.hk/hk/en-us/customer-services.php</a>