

Giving Shape to Ideas

bizhub 

C3110



KONICA MINOLTA

Shortcut Manual

簡易說明書

Giving Shape to Ideas

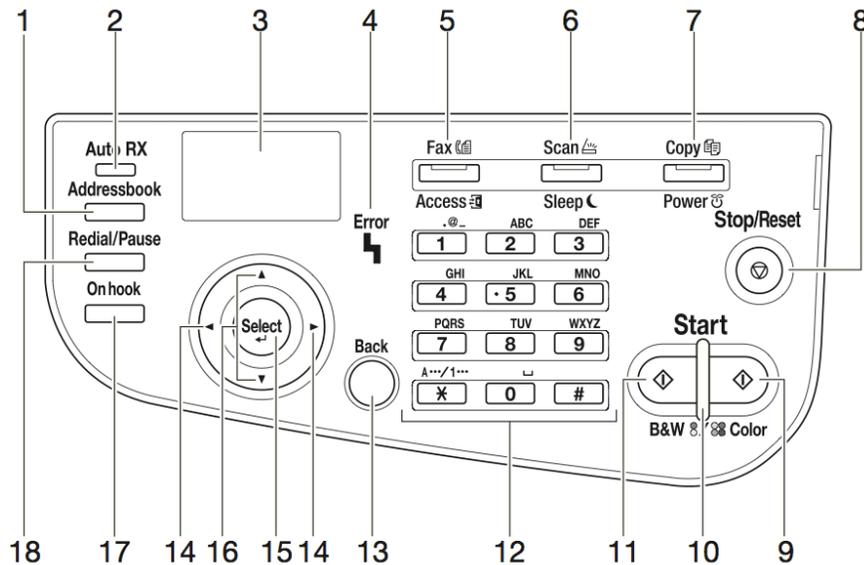


KONICA MINOLTA



KONICA MINOLTA

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



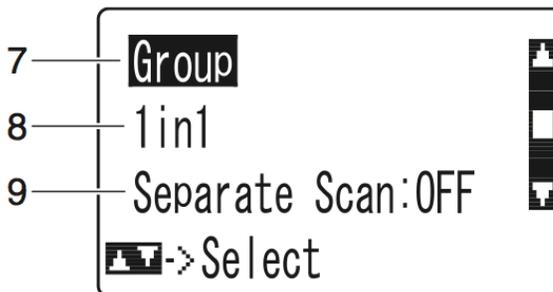
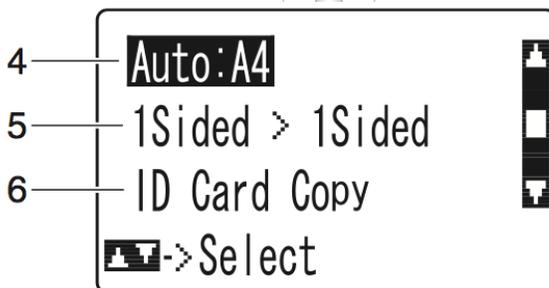
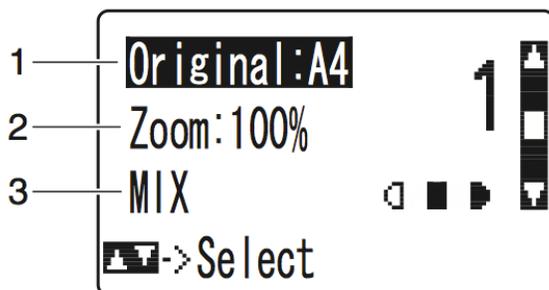
Copy Function

影印功能

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

影印功能

Color

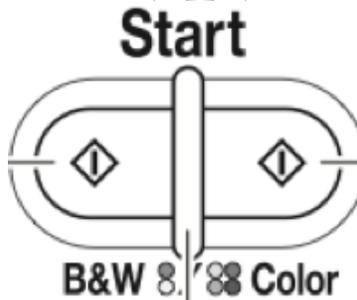
色彩

Select copy color mode

選擇影印色彩模式

1. Press Start (Color) to copy color
2. Press Start (B&W) to copy black and white

1. 按 Start (Color) 影印
2. 按 Start (B&W) 影印黑白



Original Size

原稿尺寸

Select the size of the original to be scanned

選擇原稿的掃描尺寸

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

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





Copy Function

影印功能

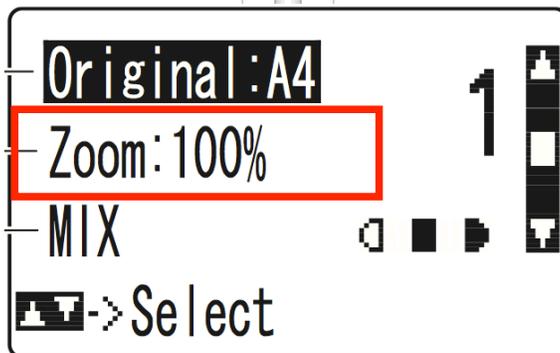
Zoom

縮放比率

Adjust the zoom ratio

調整縮放比率

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%



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%

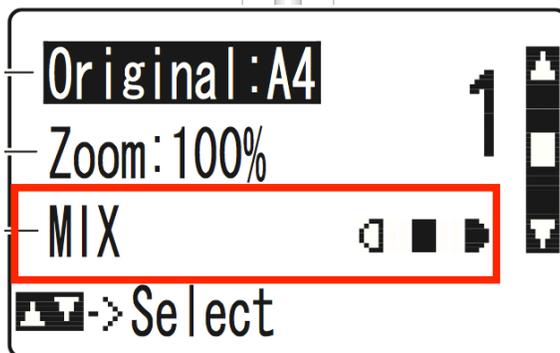
Original Type

原稿類型

Adjust the copy quality

選擇原稿品質

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]



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]



Copy Function

影印功能

Density

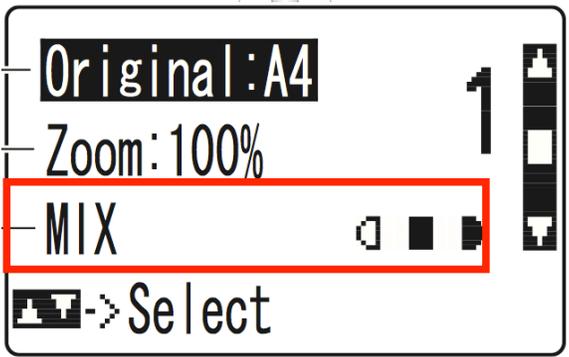
濃度

Adjust the copy density

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

調整影印濃度

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



Background Removal

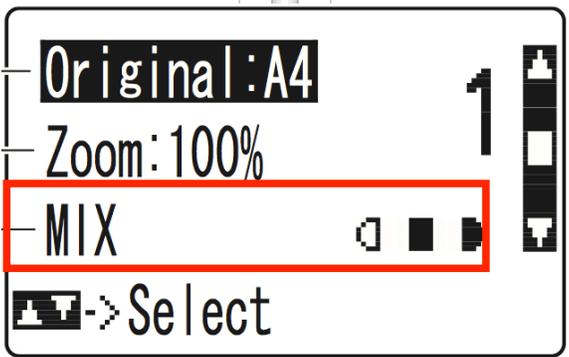
濃度

Adjust the copy background density

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

調整背景濃度

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

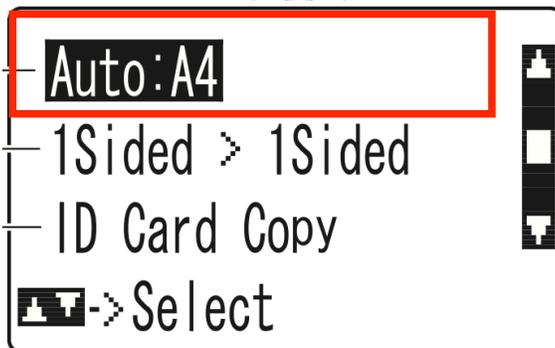
選擇紙盤

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

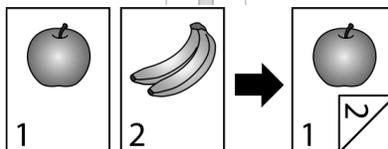
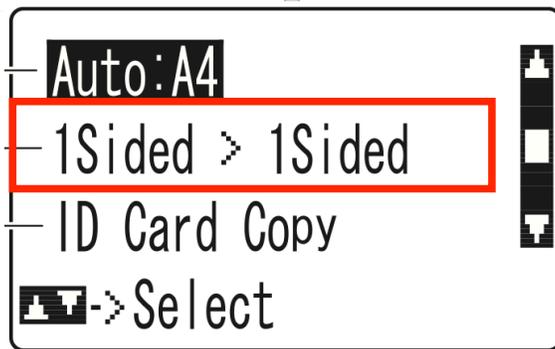
單面/雙面

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

影印功能

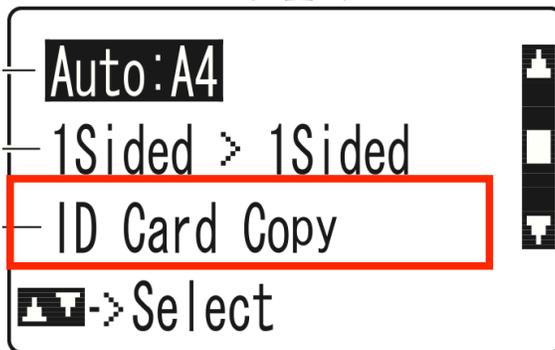
1D Card Copy

1D 卡影印

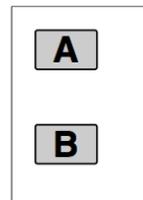
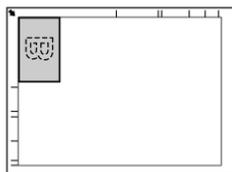
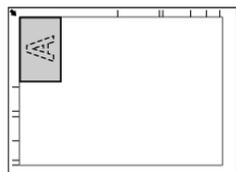
Copying the front and back sides of a card on the same side paper

把卡片的前面和背面印在同一面

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



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

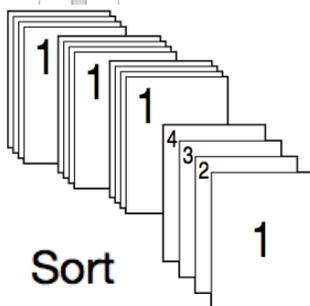
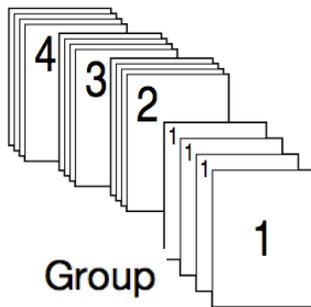
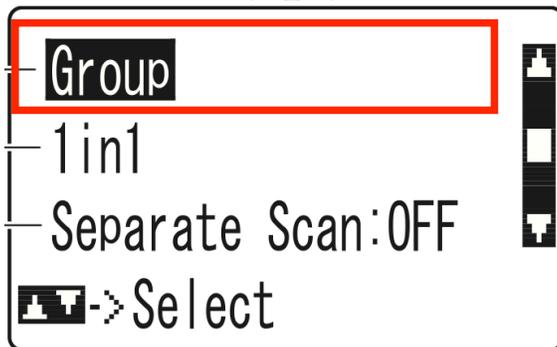
分頁/群組

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

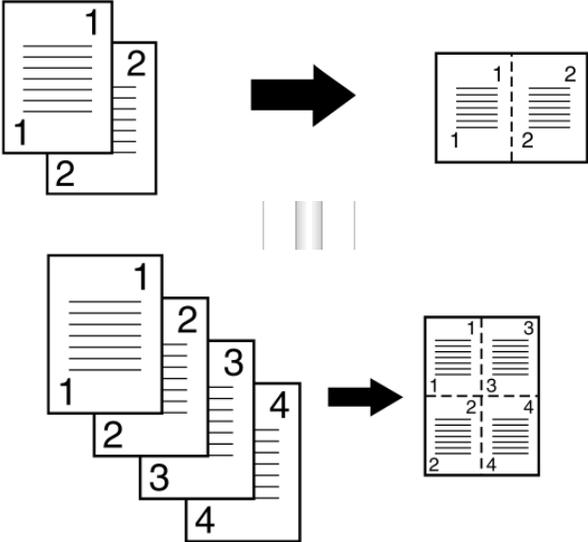
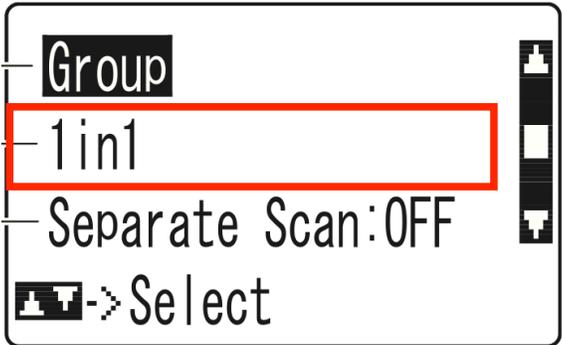
合併

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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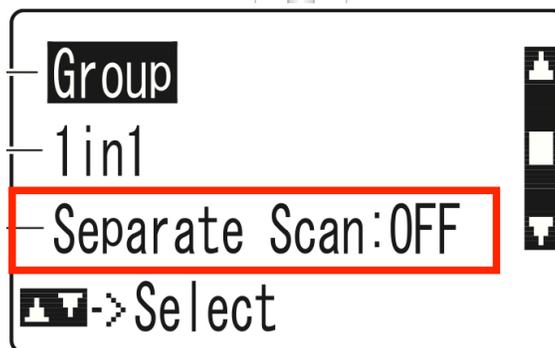
Copy Function

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 (Part 1)

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

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. 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

1. 檔案格式

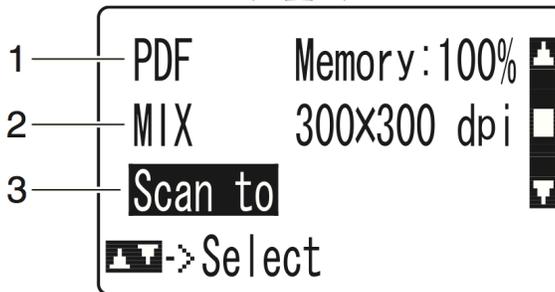
2. 品質 - 調整掃描品質

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





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)

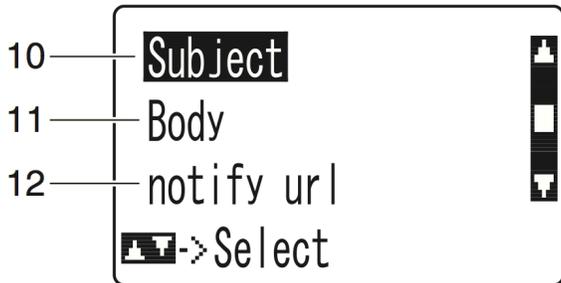
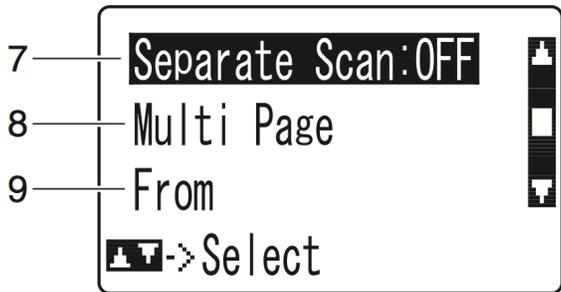
8. Multi page or Page Separation

9. From - Email sender address

10. Subject - Email subject

11. Body - Email Body

12. Notify url - Email notify the scan destination path



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. 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



Fax Function

傳真功能

Fax Operation overview

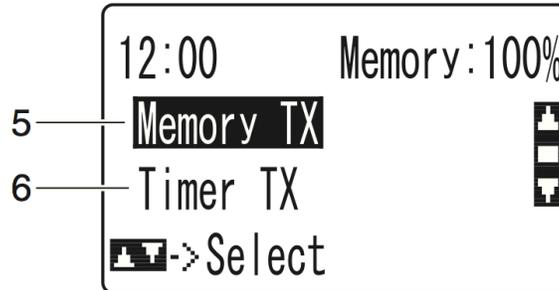
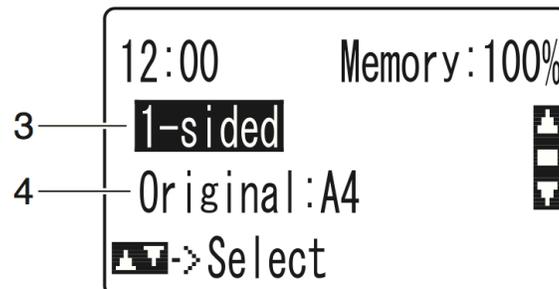
傳真功能概要

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

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

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.

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





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

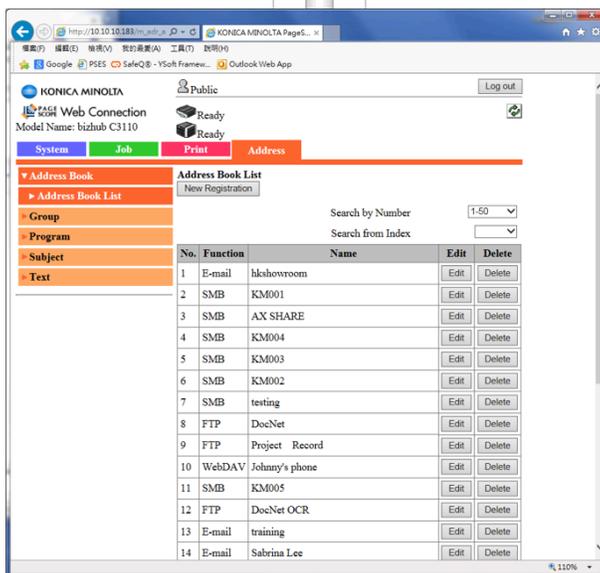


Address Book

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]



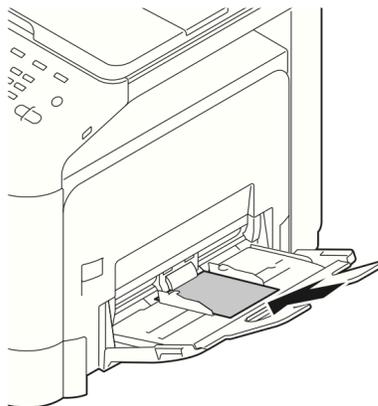
Print Custom Size Paper

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



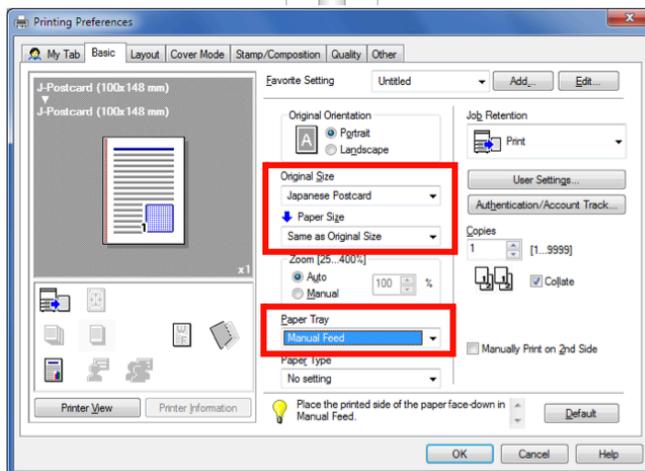
1. 把自訂尺寸紙張放在手動送紙盤
2. 按 [Copy]
3. 按 [▲] 或 [▼] 到 [應用程式], 再按 [Select]
4. 選擇 [紙張], 再按 [Select]
5. 選擇 [手動], 再按 [Select]

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 [自訂尺寸] 輸入長和寬
5. 在 [紙張來源] 選 [手動]

6. 按 [OK] 打印



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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



Check Meter

檢查計數器

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

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

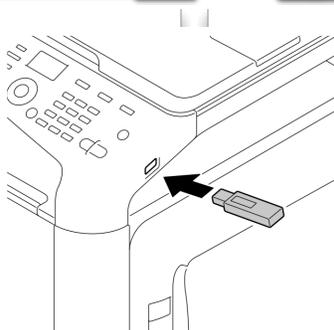


USB Memory Function

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



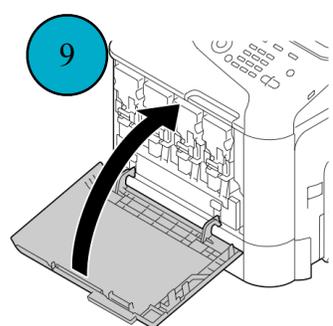
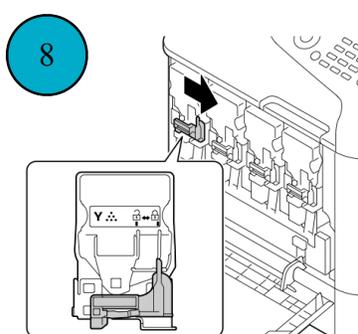
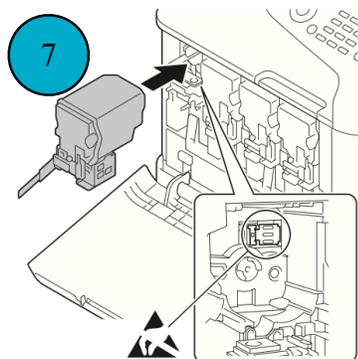
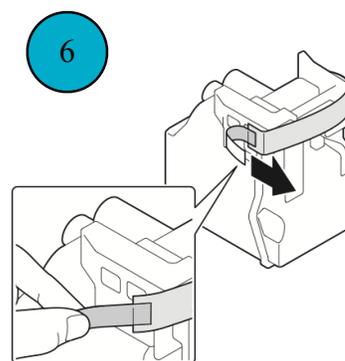
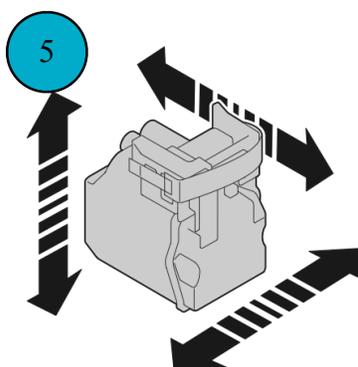
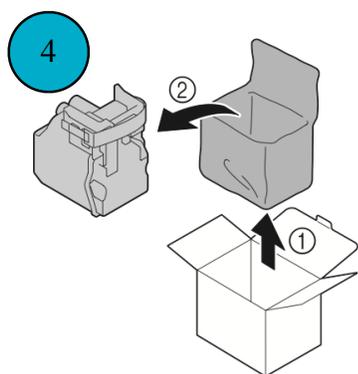
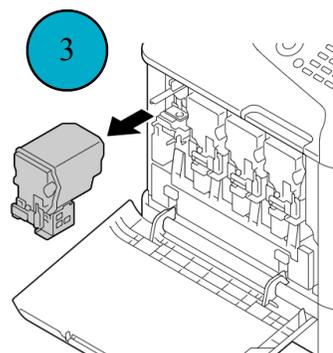
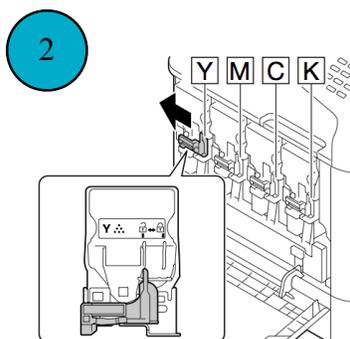
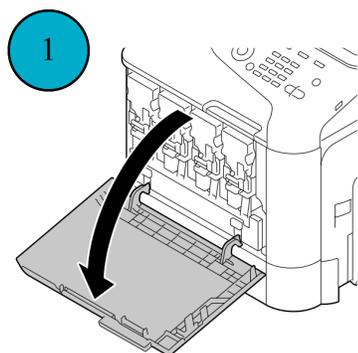
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Change Toner Cartridge

更換碳粉

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

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



Giving Shape to Ideas

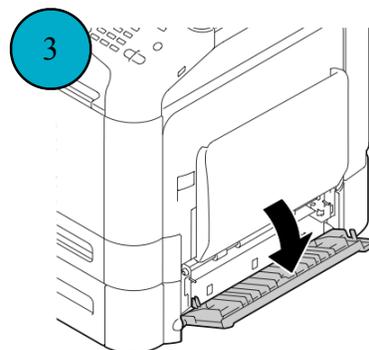
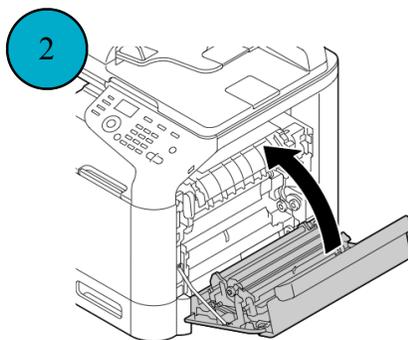
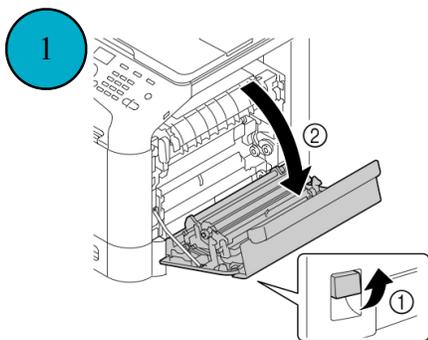


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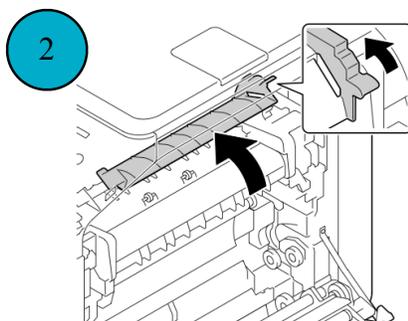
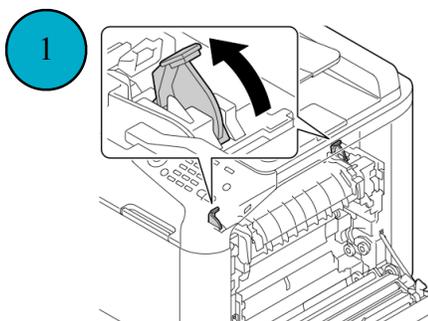
Removed Jammed Paper

清除塞紙

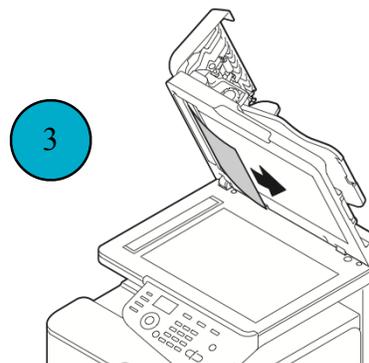
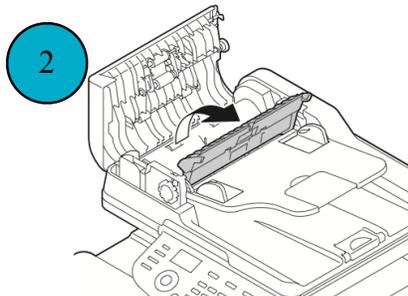
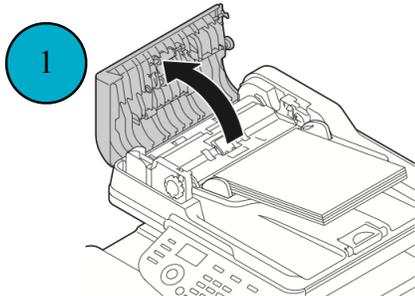
Right Door 右側門



Fusing Unit 定影組



Feeder 送稿器





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部門熱線Particulars	聯絡方法Contact us
<p>市務科 Marketing Division</p> <ul style="list-style-type: none"> ➢ 銷售熱線Sales Hotlines <ul style="list-style-type: none"> • 查詢產品及銷售詳情 <p>New Product and Sales Enquires</p>	<p>電話Tel : 2565 2111</p> <p>電郵Email : bhkg_sales@bhk.konicaminolta.hk</p>
<p>服務科 Technical Service Division</p> <ul style="list-style-type: none"> ➢ 維修熱線Repair Hotline <ul style="list-style-type: none"> • 多功能產品之維修服務 <p>MFP Repair Services</p>	<p>電話Tel : 2565 2176</p> <p>傳真Fax : 2856 1024</p>
<p>服務科 Technical Service Division</p> <ul style="list-style-type: none"> ➢ 產品之技術支援熱線 <ul style="list-style-type: none"> • 軟件及網絡支援 <p>Application, Network and System Support</p>	<p>電話Tel : 2565 2178</p>
<p>客戶服務Customer Service Department</p> <ul style="list-style-type: none"> ➢ 客戶服務熱線 Customer Service Hotlines <ul style="list-style-type: none"> • 保養合約查詢 <p>Maintenance Agreement</p> <ul style="list-style-type: none"> • 新客戶之產品培訓 <p>New Customer Product Training</p> <ul style="list-style-type: none"> • 賬單查詢 Invoice Enquiries • 報錶 (請於報錶結算日前報讀。) <p>Report meter reading through telephone system (Please report meter reading on or before cut-off date)</p>	<p>電話Tel : 2565 2190</p> <p>傳真Fax : 2565 2128</p> <p>電話Tel : 2856 4306</p> <p>電話Tel : 2565 8181</p> <p>English - Press “2”, then press “3”, 中文 - 按 “1” 字然後按 “3”字</p> <p>傳真Fax : 2856 2008</p> <p>電郵Email : bhkg_csmeter@bhk.konicaminolta.hk</p>
<p>客戶服務 Customer Service Department</p> <ul style="list-style-type: none"> ➢ 用品供應熱線 Order Section Hotlines <ul style="list-style-type: none"> • 訂購消耗品如碳粉及影印紙 <p>Ordering of Consumable Products (Toners, Paper, etc...)</p>	<p>電話Tel : 2565 2139</p> <p>傳真Fax : 2565 7613</p> <p>電郵Email : bhkg_csorder@bhk.konicaminolta.hk</p>
<p>財務科 Finance Division</p> <ul style="list-style-type: none"> ➢ 月結單查詢 <p>Statement Enquiries</p>	<p>電話Tel : 2856 4710</p> <p>傳真Fax : 2516 9177</p>
<p>行政科 Administration Division</p> <ul style="list-style-type: none"> ➢ 客戶的建議及意見反映 <p>Other Suggestions & Comments</p>	<p>電話Tel : 2565 8181</p> <p>按Press “ 0 ”</p>
<p>網上客戶服務 Online Support Services</p>	<p>http://www.konicaminolta.hk/hk/zh-hk/customer-services.php http://www.konicaminolta.hk/hk/en-us/customer-services.php</p>