

# **Quick** Guide

For

MX-6240N/ MX-5141N/ MX-4141N/ MX-3640N/ MX-2640N

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### Panel Overview 面板概覽



主頁按鈕 [Home Screen] key



- 1. Mode Shortcut 模式捷徑
- 2. Job Status 工作狀態
- 4. Action Panel 快捷選項
- 5. Settings 設定

3. Modes 工作模式







#### Tap Copy mode from Home Screen 點擊主螢幕的影印模式

 $\Rightarrow$  Place your original on document glass or document feeder

將文件置於玻璃面或送紙器

- ⇒ Tap B/W Start or Color Start to copy or continue to configure 點擊[黑白/彩色啟動]開始影印
- 1. Copy Settings 影印選項

或繼續修改設定

- 2. No. of Copies 影印份數
- 3. Other functions 其他功能
- 4. Selected paper 所選紙張
- 5. Scan and preview 預覽
- 6. Clear settings 重設選項
- 7. Start buttons 啟動鍵

#### Original Size 原稿尺寸

- ⇒ To set the size of original manually, tap Original
  - 點擊 [ 原稿 ]
- ⇒ Select the size accordingly 選擇原稿大小



#### Paper Select 選擇紙張

- ⇒ Tap Paper Select 點擊 [ 紙張選擇 ]
- ⇒ Select paper tray 選擇紙盤
- ⇒ Configure paper type 揀選紙張類別



#### Changing Copy Ratio 放大或縮小

- ⇒ Tap Copy Ratio 點撃 [影印倍率]
- ⇒ Choose the preset zoom options such as A4 to A3

揀選預設倍率

⇒ Or enter ratio manually 或手動鍵入倍率



#### Duplex Copying 雙面影印

- $\Rightarrow$  Tap 2-sided copy
  - 點擊 [ 雙面影印 ]
- ⇒ Select the desired action 選擇所需操作

Сору FTP/ Desktop HDD File retrieve Job Status ОК Others . Send as well as print Group Gutput Tray Exposure Program Registration Register Current Settin 🕌 Multi Shot 📕 Margin Shift Erase Quick File Store Data Tempo Transparency Inserts Pamphlet Cop Covers/Inserts File Blank Page Skip Card Shot Position Image Call Eco Program Dual Page Tab Copy Book Copy Book Divide 🚄 Stamp 当 Custom Image Hidden Patte Print Multi-Page Enlargement Repeat Layout 1 B/W Colou A4R = Star Bac



- ⇒ For more functions, tap Others (Page 1)
  - 點擊 [其他]以使用更多功能

(第一頁)

- ⇒ Please go to P.9 for more information
  - 第9頁印有詳盡解說
- $\Rightarrow$  For more functions, tap Others

(Page 2)

點擊 [其他]以使用更多功能

(第二頁)



#### Adjusting Exposure 曝光調節

- ⇒ Tap Exposure
  - 點擊 [ 曝光 ]
- $\Rightarrow$  Choose the pre-set exposure settings at the bottom

選擇預設曝光度

 $\Rightarrow~$  Or adjust manually by moving the bar at the right hand side

或手動調較曝光度



# You can always save frequently used settings for quick access

- 您可以選擇儲存常用選項為捷徑
- ⇒ Tap Program Registration

點擊程式登錄





⇒ Enter a name for it and tap OK 輸入名稱然後按 OK

 $\Rightarrow$  Register for Home or Favorite

登錄到主螢幕或常用設定



## Copy 影印 - Other functions 其他功能



#### Erase 消除週邊陰影

⇒ Tap the desired erase mode and select one of the 4 erase modes

此功能可消除書脊或較厚原稿 週邊的陰影



#### Dual Page Copy 雙頁影印

Produces separate copies of two document pages that are placed side by side on the document glass

此功能可將書冊左右兩頁分別印在

紙上、亦可印在雙面單張影印紙上



#### Margin Shift 加空白邊 (預留釘裝線)

⇒ Adjust the margin by shifting the copy image right, left or down.

Useful when you wish to bind the copies with a string or in a binder.

此功能將影印影像移位以騰出釘裝 空間,方便於綑綁或釘裝成書籍

# Copy 影印 - Other functions 其他功能



#### Pamphlet Copy 書冊影印

⇒ Arrange copies into an attractive booklet or pamphlet

> 此功能可影印並摺疊成書冊,如有 安裝中央釘裝分頁機,可自動釘裝 摺成書冊



#### Multi Shot 多頁合併

⇒ Use this function to present multiple pages in a compact format, or show a view of all pages on one sheet

> 此功能可將兩張至四張原稿印在單 面影印紙上



#### Card Shot 卡片合併

⇒ Make copies for identification purposes and helps save paper

此功能可同時影印卡片的正反兩

面於單張影印紙的中央

## Scan 掃描



Tap Scan mode from Home Screen 點選主頁的掃描模式





- 1. Destination 傳送位址
- 2. Scan Settings 掃描設定
- 3. Other functions 其他功能
- 4. Start 啟動

#### Original 原稿

- ⇒ Tap original to select scan and send size
  - 點擊 [原稿]選擇掃描尺寸
- $\Rightarrow$  You can also change the orientation

您亦可以切換橫向和豎向

### Scan 掃描



#### File Format 檔案格式

 $\Rightarrow$  Tap Color Mode to select black and white or full color scan

選擇彩色戓黑白掃描

- ⇒ Select file format 選擇檔案格式
- ⇒ Select Compression Ratio 選擇壓縮比例



⇒ You may configure pages per file by altering the number inside the box

設定每檔指定頁面方便掃描大量文件



#### Destination 傳送位址

⇒ Tap Address Book to select destination

從[位址目錄]選取目的地

⇒ Drag or tap the navigation bar to search for recipients

滑動或點擊導航欄找尋收件人

# Scan 掃描



- ⇒ For more functions, tap Others (Page 1)
  - 點擊 [其他]以使用更多功能

(第一頁)



- ⇒ For more functions, tap Others
   (Page 2)
   點擊 [其他]以使用更多功能
  - (第二頁)



#### Blank Page Skip 刪除空白頁

⇒ To skip blank pages of original in order to create a more concise file

> 刪除空白頁功能可避免掃描空白頁 面 · 縮減檔案大小

### Document Filing 文書管理



#### Scan to Hard Disk 掃描至硬碟

⇒ To store file on MFP's hard disk for further processing, tap Scan to HDD

要儲存檔案留待稍後使用,點

擊 [掃描至硬碟]



- ⇒ Enter file name 輸入檔案名稱
- ⇒ Choose destination 選擇存檔位址
- ⇒ Tap Start

點擊開始

## Document Filing 文書管理



#### Retrieve Files 讀取檔案

 $\Rightarrow$  To access saved files, tap HDD File Retrieve from Home Screen

> 點擊[硬碟檔案取得]讀取已儲存 檔案



⇒ Select desired file and print 選取所需檔案並列印



#### Scan to USB Flash Drive

#### 掃描至 USB 硬碟

⇒ To scan to USB Flash Drive, select Scan to Ext. Memory and follow the steps of normal scanning

要儲存檔案至 USB 硬碟可選取 [ 掃描

至 USB 記憶裝置 ]

### Fax 傳真



⇒ Tap Fax mode from Home Screen 從主書面點擊傳真模式



- ⇒ Select recipients from Address Book
  - 從[位址目錄]選擇收件人
- $\Rightarrow$  Or enter fax number

或輸入傳真號碼

## Fax 傳真



#### Transaction Report 傳送報告

⇒ To retrieve transaction report, tap Special Mode

> 如要獲取傳送報告·請點擊[其 他]

 $\Rightarrow$  Tap Transaction Report

點擊 [ 傳送報告 ]

 $\Rightarrow$  You may choose to print at error or always print

您可以選擇於 [傳送錯誤時列印]

或[每次列印]

59846870	🛷 Fax	HDD File retrieve			Job Status
Others			ок	•	
Transaction Report			ок	H	
	Do n	ot Print			
	Print	at Error			
	Alwa	ys Print			
Print Original Ime	age			PI	CA
Back		reception memory:	99%		

### Print 列印



#### N-Up Printing 多頁合併

⇒ Use this function to present multiple pages in a compact format

此功能可將兩張至四張原稿印在單面影印紙上



Mam Paper	Advanced Special Modes Job Handling	Watermarks	Color	
Use	• Settings: Untitled •	Save	Defaults	
Create PDF for PC Brown      Control PG PG      Control			User Authentication User Authentication Pessword User Number Default Job ID User Name Solo Name	
u c c c	Print and Send	) 🕩	Notify Job End	

#### Retention Printing 保留列印工作

- $\Rightarrow$  Click Job Handling
  - 點擊 Job Handling
- $\Rightarrow$  Check the box Retention

點擊 Retention

 $\Rightarrow$  Choose Hold Only

點擊 Hold Only 以保留列印文件於影印機硬碟內

### Print 列印

dam   Faper   Advanced	Special Modes Sob Hallithing We	termarks   Color
User Settings:	Untitled •	Save Defaults
1	Retention     Retention Settings     Hold Only     Hold After Print     Sample Print	User Authentication Company Login Name Password
	Password Create PDF for PC Browsing	User Number
	Document Filing Settings     Quick File     Main Folder	Default Job ID User Name
	Custom Folder	Job Name
<u>ا</u>	Print and Send	Auto Job Control Review

⇒ To enhance security, you may set a password to protect your file

設定五位數字密碼以保護檔案不被他人列印或 刪除

 $\Rightarrow\,$  Change Document Filing Settings to where you want your file to be stored

您亦可以改變檔案儲存在硬碟那一個文件夾



#### Duplex 雙面列印

 $\Rightarrow$  Select 2-Sided (Book) or 2-sided (Tablet)

根據揭頁方向選擇 Book 或 Tablet



Toner Remain and Total Count 碳粉量及打印張數

Сору	FTP/ Desktop	HDD File retrieve	Job Status
Total Count/Toner Qu	antity Display		ок
		Total	
Total Count	B/W:	00.001.279	
	Full Colour:	00,007,546	
	2.0-1	~~ ~~ ~~ ~~	
		00,000,000	
	Single Colour:	00,000,000	
Toner	[Bk]: 75-50%		
Remaining	[C]: 100-75%		
	[M]: 100-75%		
	[Y]: 25-0%		
			ver01.00.R2

 $\Rightarrow$  To check toner remain, simply hold the Home Screen Button

The count can also be shown here

按住主頁按鈕以查閱剩餘碳粉量及打印張數

### Toner Remain and Total Count 碳粉量及打印張數

💱 🕺 Settings		PRINTER	▼	Cancel	Job Status	
System Settings > Total Count						<b>^</b>
• Top Page					Administrator Login	
	Total Count					
Address Book	Print Update					
	Updated Time:	2014	05/0			
Billing Code Setting	Total Count		Co	unt Number		
Cuture Collins	Black & White		12	:79		
* <u>System Settings</u>	Full Colour		75	46		
■ <u>Total Count</u>	2 Colour					
Default Settings	Single Colour					
List Print (User)						
Paner Tray Settings						
Paper may becomes	Job Name				Count Number	
Paper Type Registration			Black	& White		
	Copy		Full C	olour	1762	-

For detailed count, tap Settings from Home Screen

查詢詳細用量可從主畫面點擊 [設定]

 $\Rightarrow$  Tap System Settings

點擊 [ 系統設定 ]

 $\Rightarrow$  Tap Total Count

點擊 [ 總張數 ]

<table-of-contents> 🕺 Settings</table-of-contents>		R V Cancel	Job Status		
System Settings > Total Count			▲		
Printer Condition Settings		Plack & White	202		
	Printer	Full Colour	5730		
	Fax Receive	Fax Receive			
Operation Settings		Black & White	13		
Device Control	Drinte (Decument Filing)	Full Colour	30		
Conv Eugstion Settings	Prints (Document Printg)	2 Colour	0		
Copy Function Settings		Single Colour	0		
Printer Settings	Others	Black & White	79		
	Others	Full Colour	24		
Document Filing Settings	Scan Sand	Black & White	259		
I ist Print	Scan Serio	Full Colour	570		
	Fax Send	48			
Sharp USA Settings		Black & White	36		
	Scan to HDD	Full Colour	48		
Data Backup		2 Colour	6		

⇒ Scroll down for details or print the report

向下滑動查看更多或列印報告

### Jam Solution 夾紙處理



When a paper misfeed occurs, "Paper Jam" message will appear

- $\Rightarrow$  Tap the [Check how to remove misfeeds] button
- $\Rightarrow$  Follow instructions until misfeed is cleared, the message will disappear right away.

當影印機出現夾紙訊息時,點擊 [如何清除夾紙],並依指示移除問題紙張





Do not touch the Fusing Unit or you may burn yourself.

為免灼傷皮膚·移除夾紙時請避免觸 碰左圖中的 Fusing Unit

# Contact Us 🕻 聯絡我們

Sales Enquiry Hotline

查詢及銷售熱線

Tel: 2822 9395

Fax: 2866 9593

Service Hotline

文件系統服務熱線

Tel: 2427 5563

Fax: 2410 8911

7/F, Blk B & D, Roxy Industrial Centre, 58-66 Tai Lin Pai Road,

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