

**SHARP**

BUSINESS | 文件系統

---

## Quick Guide

For

MX-3114N/ MX-2614N/ MX-2314N/ MX-2010U/

MX-M502N/ MX-M452N/ MX-M314U



**SHARP**

SHARP-ROXY (HONG KONG) LTD.

Level 26, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, NT

Hotline: 28229395

Fax: 28669593

[www.sharp.com.hk](http://www.sharp.com.hk)

---

Contact Us  聯絡我們

---

Sales Enquiry Hotline	Tel: 2822 9395
查詢及銷售熱線	Fax: 2866 9593

---

Service Hotline	Tel: 2427 5563
文件系統服務熱線	Fax: 2410 8911

---

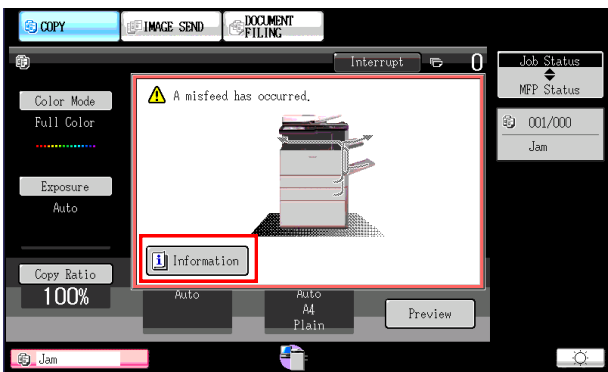
Customer Service Center	7/F, Blk B & D, Roxy Industrial Centre, 58-66 Tai Lin Pai Road, Kwai Chung, New Territories
客戶服務中心	香港新界葵涌大連排道 58-66 號樂聲工業中心 B, D 座 7 樓

---

KCC Office Showroom	Level 26, Tower 1, Kowloon Commerce Centre, 51 Kwai Cheong Road, Kwai Chung, New Territories
文件管理系統陳列室	香港新界葵涌葵昌路 51 號九龍貿易中心 1 座 26 樓

---

## Jam Solution 夾紙處理

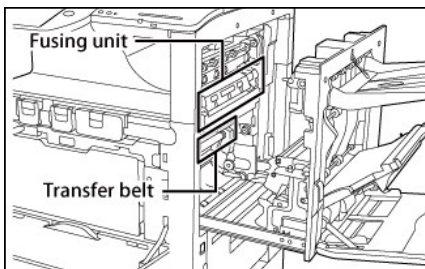


When a paper misfeed occurs, "Paper Jam" message will appear

⇒ Tap the [Information] button

⇒ 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 [ 訊息 ]，並依指示移除問題紙張



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

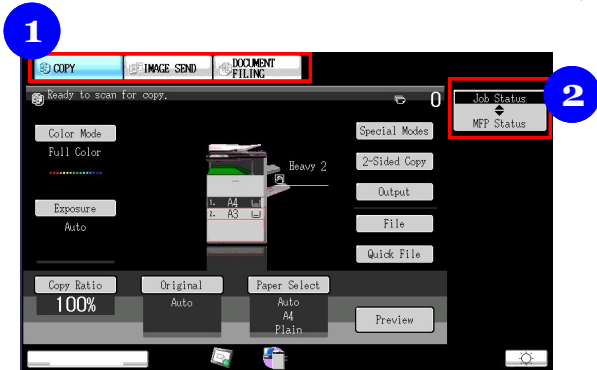
為免灼傷皮膚，移除夾紙時請避免觸

碰左圖中的 Fusing Unit

## Table of Contents 目錄

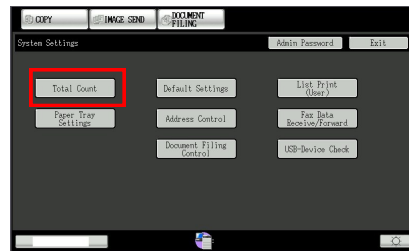
Panel Overview 面板概覽 .....	4
Copy 影印 .....	5
Scan 掃描 .....	11
Document Filing 文書管理 .....	14
Fax 傳真 .....	16
Print 列印 .....	18
Toner Remain and Total Count 碳粉量及打印張數 .....	20
Jam Solution 夾紙處理 .....	22
Contact Us 聯絡我們 .....	23

## Panel Overview 面板概覽



1. Mode Shortcut 模式捷徑
2. Job Status 工作狀態

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



For detailed count, tap Settings from Home Screen

查詢詳細用量可從主畫面點擊 [ 設定 ]

⇒ Tap System Settings

點擊 [ 系統設定 ]

⇒ Tap Total Count

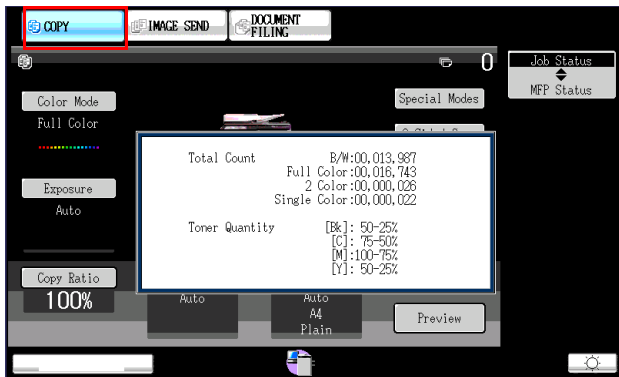
點擊 [ 總張數 ]



⇒ Scroll down for details or print the report

向下滑動查看更多或列印報告

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

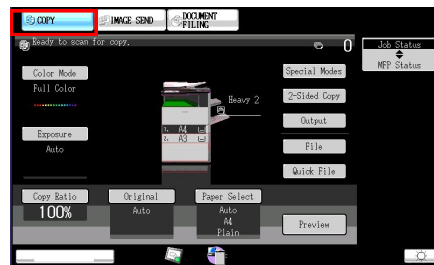


⇒ To check toner remain, simply hold the Copy Button

The count can also be shown here

按住影印按鈕以查閱剩餘碳粉量及打印張數

## Copy 影印



Tap Copy mode from Home Screen

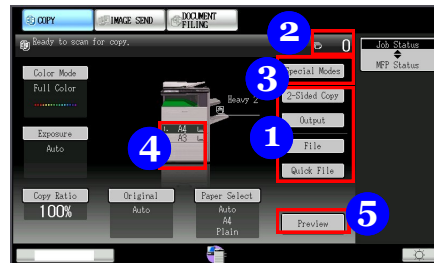
點擊主螢幕的影印模式

⇒ 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 ] 開始影印或繼續修改設定



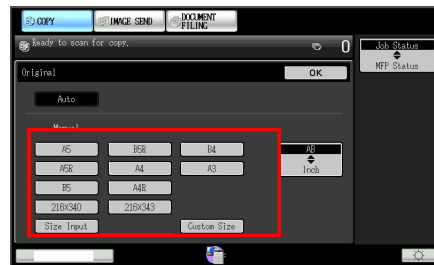
1. Copy Settings 影印選項

2. No. of Copies 影印份數

3. Special Mode 特殊功能

4. Display selected paper 所選紙張

5. Scan and gives a preview 預覽



Original Size 原稿尺寸

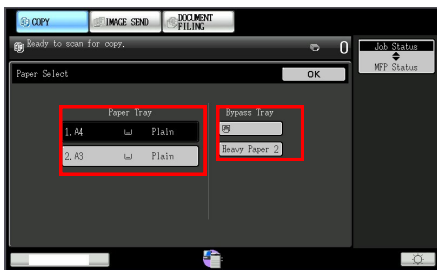
⇒ To set the size of original manually, tap Original

點擊 [ 原稿 ]

⇒ Select the size accordingly

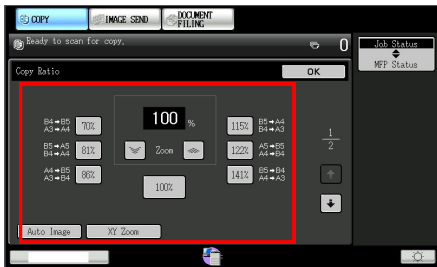
選擇原稿大小

## Copy 影印



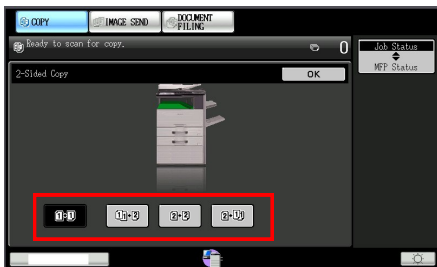
### Paper Select 選擇紙張

- ⇒ 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

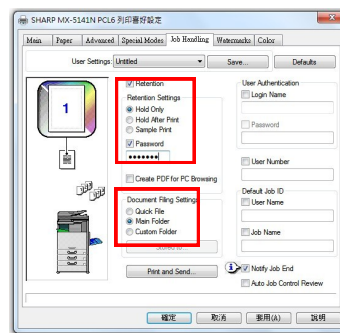
- ⇒ Tap Copy Ratio  
點擊 [ 影印倍率 ]
- ⇒ Choose the preset zoom options  
such as A4 to A3  
揀選預設倍率
- ⇒ Or enter ratio manually  
或手動鍵入倍率



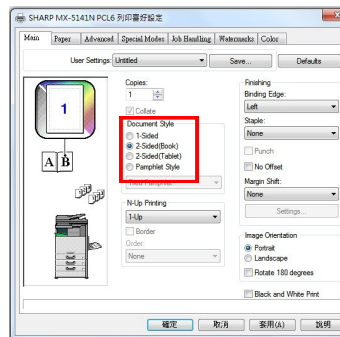
### Duplex Copying 雙面影印

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

## Print 列印



- ⇒ 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
- ⇒ Change Document Filing Settings to where  
you want your file to be stored  
您亦可改變檔案儲存在硬碟那一個文件夾

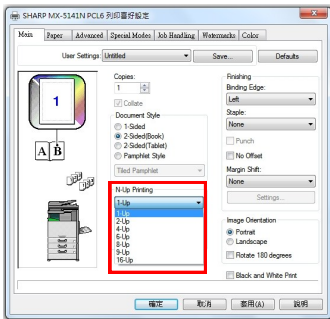


### Duplex 雙面列印

- ⇒ Select 2-Sided (Book) or 2-sided (Tablet)  
根據揭頁方向選擇 Book 或 Tablet



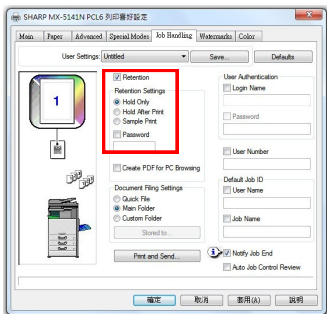
## Print 列印



### 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



### Retention Printing 保留列印工作

⇒ Click Job Handling

點擊 Job Handling

⇒ Check the box Retention

點擊 Retention

⇒ Choose Hold Only

點擊 Hold Only 以保留列印文件於影印機硬碟內

## Copy 影印

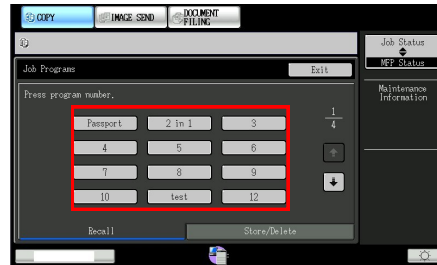


You can always save frequently used settings for quick access

您可以選擇儲存常用選項為捷徑

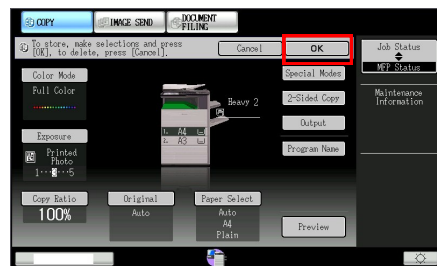
⇒ Tap Program Registration

點擊 [ 程式登錄 ]



⇒ Tap the empty lot in Program Key

點擊常用設定中的空白方格



⇒ Enter a name for it and tap OK

輸入名稱然後按 OK

## Copy 影印



### Adjusting Exposure 曝光調節

- ⇒ Tap Exposure  
點擊 [ 曝光 ]
- ⇒ Choose the pre-set exposure settings at the bottom  
選擇預設曝光度
- ⇒ Or adjust manually by moving the bar at the right hand side  
或手動調節曝光度



- ⇒ For more functions, tap Special Modes (Page 1)  
點擊 [ 特殊功能 ] 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



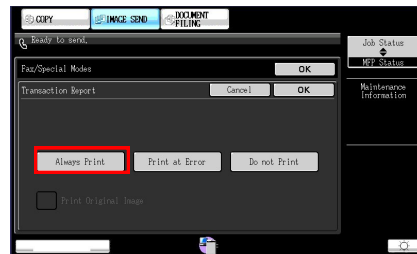
- ⇒ For more functions, tap Special Modes (Page 2)  
點擊 [ 特殊功能 ] 以使用更多功能 (第二頁)

## 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 [ 特殊功能 ]
- ⇒ Tap Transaction Report  
點擊 [ 傳送報告 ]



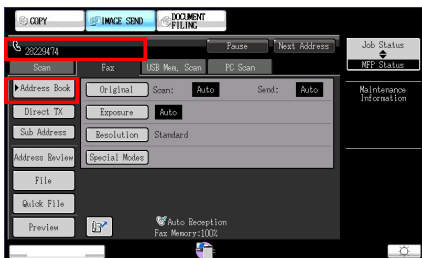
- ⇒ You may choose to print at error or always print  
您可以選擇於 [ 傳送錯誤時列印 ] 或 [ 每次列印 ]



## Fax 傳真

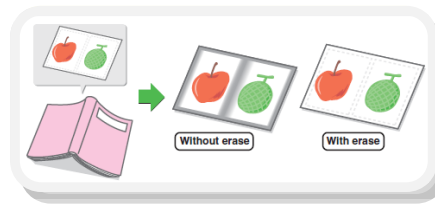


- ⇒ Tap Fax mode from Home Screen  
從主畫面點擊傳真模式



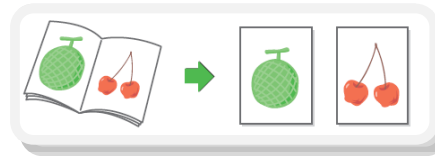
- ⇒ Select recipients from Address Book  
從 [ 位址目錄 ] 選擇收件人
- ⇒ Or enter fax number  
或輸入傳真號碼

## Copy 影印 - Special Modes 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

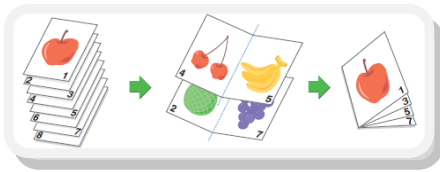
- ⇒ Produces separate copies of two document pages that are placed side by side on the document glass  
此功能可將書冊左右兩頁分別印在紙上·亦可印在雙面單張影印紙上



### 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·方便於細綁或釘裝成書籍

## Copy 影印 - Special Modes 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

## Document Filing 文書管理



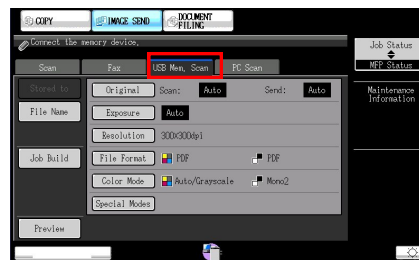
## Retrieve Files 讀取檔案

⇒ 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 ]

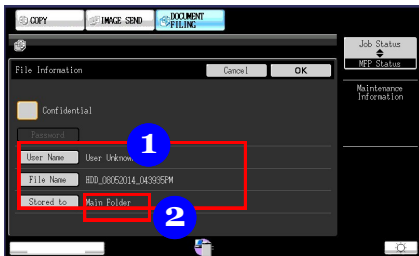
## Document Filing 文書管理



## 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 ]



1. Enter file name  
輸入檔案名稱

2. Store to  
選擇存檔位址

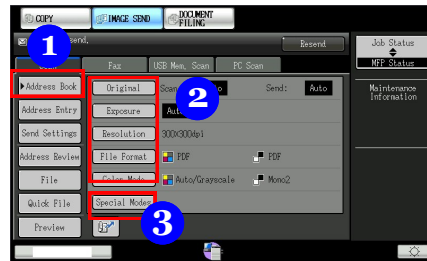
⇒ Tap Start  
點擊開始

## Scan 掃描

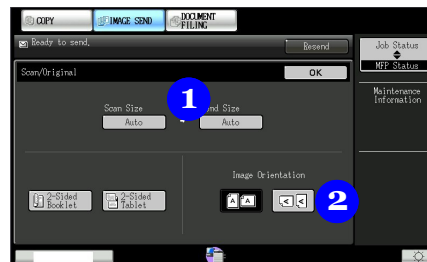


⇒ Tap Image Send mode from Home Screen

點選主頁的掃描模式



1. Address Book 傳送位址
2. Scan Settings 掃描設定
3. Special Mode 特殊功能



## Original 原稿

1. Tap original to select scan and send size  
點擊 [ 原稿 ] 選擇掃描尺寸
2. You can also change the orientation  
您亦可以切換橫向和豎向

## Scan 掃描

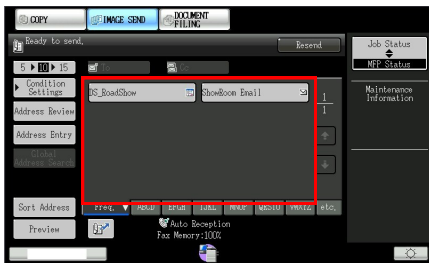


## File Format 檔案格式

1. Tap Color Mode to select black and white or full color scan  
選擇彩色或黑白掃描
2. Select file format  
選擇檔案格式



- ⇒ 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

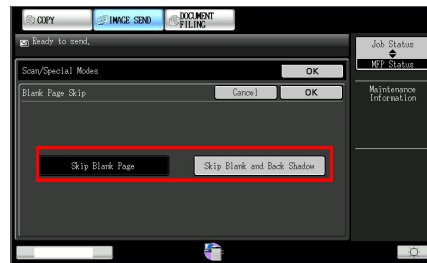
## Scan 掃描



- ⇒ Tap Special Mode for more functions  
⇒ 點擊 [ 其他 ] 以使用更多功能



## 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