KONICA MINOLTA

The essentials of imaging

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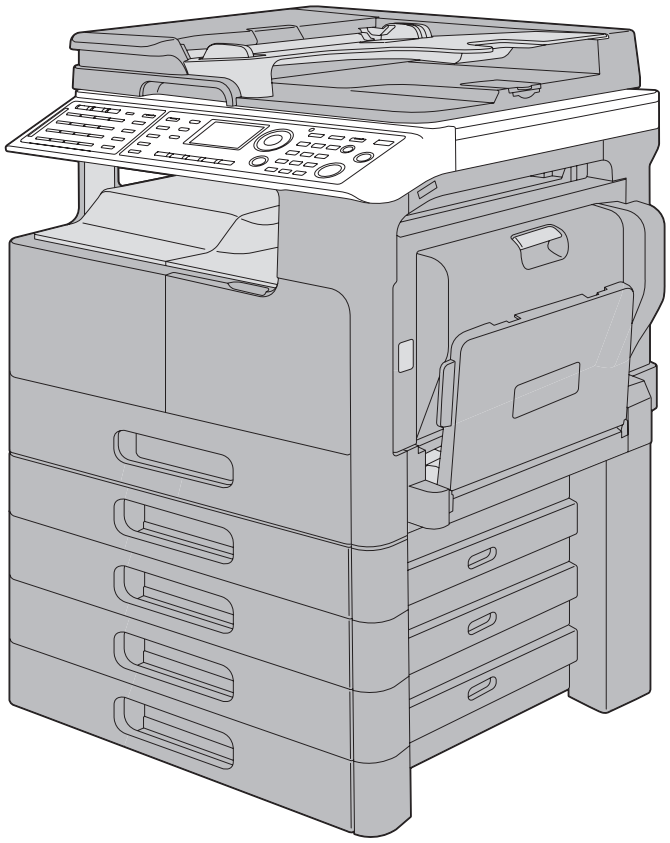
Quick Guide [Copy/Print/Fax/Scan Operations]



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1 Introduction

1 Introduction

This [Quick Guide Copy/Print/Fax/Scan Operations] uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on the various functions, refer to the User's Guides on the User's Guide CD included with this machine.

In order to operate the machine safely and properly, be sure to read the safety information on page 1-12 of this manual before use.

For details on trademarks and copyrights, refer to "Trademarks and copyrights" on page 1-3 of this manual.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine

The illustrations used in this manual may appear slightly different from views of the actual equipment.

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What is an ENERGY STAR® Product?

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Cyrus SASL

CMU libsasl

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This package contains the following materials provided by KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. (KMBT): software included as part of the printing system ("Printing Software"), the digitally-encoded machine-readable outline data encoded in the special format and in the encrypted form ("Font Programs"), other software which runs on a computer system for use in conjunction with the Printing Software ("Host Software"), and related explanatory written materials ("Documentation"). The term "Software" shall be used to describe Printing Software, Font Programs and/or Host Software and also include any upgrades, modified versions, additions, and copies of the Software.

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3. You may make one backup copy of the Host Software, provided your backup copy is not installed or used on any computer. Notwithstanding the above restrictions, you may install the on any number of computers solely for use with one or more printing systems running the Printing Software.
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6. You agree that you will not attempt to alter, disassemble, decrypt, reverse engineer or decompile the Software.
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12. You agree that you will not export the Software in any form in violation of any applicable laws and regulations regarding export control of any countries.

1.4 Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.04OE

Tips

- Some parts of the contents of this section may not correspond with the purchased product.

Warning and precaution symbols

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.

⚠WARNING	Ignoring this warning could cause serious injury or even death.
⚠CAUTION	Ignoring this caution could cause injury or damage to property.

Meaning of symbols

A triangle indicates a danger against which you should take precaution.

This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A solid circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

Disassemble and modification

⚠WARNING

- Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness.

- Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.

Power cord

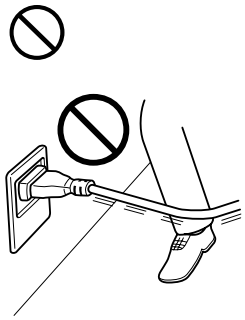
⚠WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.

- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.

Power cord

- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
  Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



Power source

⚠WARNING

- Use only the power source voltage specified on the machine. Failure to do that could result in a fire or electrical shock.
- Do not use a multiple outlet adapter to connect any other appliances or machines.
  Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
- Do not use an extension cord in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.

⚠CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.

Power plug

⚠WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

⚠CAUTION

- Do not place any objects around the power plug, as the power plug may be difficult to pull out when an emergency occurs.
- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.
- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

Grounding

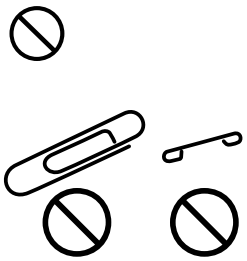
⚠WARNING

- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

Installation

⚠WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown.
  Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



- Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.

⚠CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.

- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.

- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.

- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.

Ventilation

⚠CAUTION

- Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.

Actions in response to troubles

⚠WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

⚠CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns.
  When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

Consumables

⚠WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

⚠CAUTION

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.

- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.

When moving the machine

⚠CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.

- When moving this product, always hold it at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

When using the machine

⚠CAUTION

- When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.

Papers

⚠CAUTION

- Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.

When the Fax is not installed:

Before successive holidays

⚠CAUTION

- Unplug the product when you will not use the product for long periods of time.

1.5 Regulation notices

CE Marking (Declaration of Conformity) for users of the European Union (EU)

This product complies with the following EU directives:
2009/125/EC, 2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users)

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

For users in countries not subject to class B regulations

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Laser safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in the manuals.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

Internal laser radiation

Maximum Average Radiation Power: 6.9 µW (bizhub 215) at the laser aperture of the print head unit.

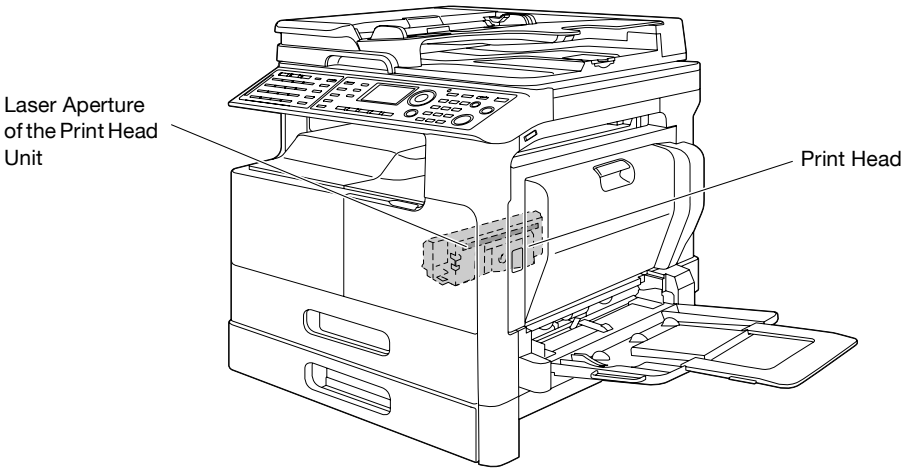
Wavelength: 770-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



The laser opening can be found in the device with the drum unit removed.

CDRH regulations

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-20 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 7 mW and the wavelength is 770-800 nm.

For European users

CAUTION

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 7 mW and the wavelength is 770-800 nm.

For Denmark users

ADVARSEL

Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funk-tion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 7 mW og bølgelængden er 770-800 nm.

For Finland, Sweden users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

VAROITUS!

Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle la-sersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 7 mW ja aallonpituus on 770-800 nm.

VARNING!

Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 7 mW och våglängden är 770-800 nm.

VARO!

Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

VARNING!

Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

For Norway users

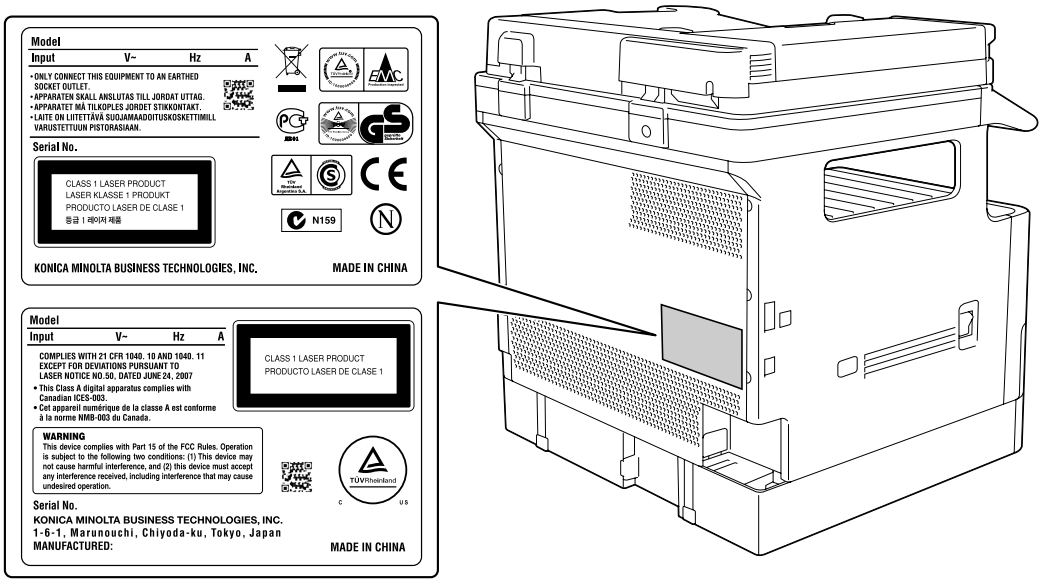
ADVARSEL

Dersom apparatet brukes på annen måte enn spesifisert i denne bruksan-visning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 7 mW og bølge-lengde er 770-800 nm.

Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.



Ozone release

Locate the Machine in a Well-Ventilated Room
A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée
Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

Acoustic noise (for European users only)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

Notification for US only

Contains Mercury in the LCD control panel backlighting lamp, and/or in the scanning unit lamp. Dispose According to Local, State or Federal Laws.

Notification for California Customers

This product uses a CR Lithium Battery which contains perchlorate material.

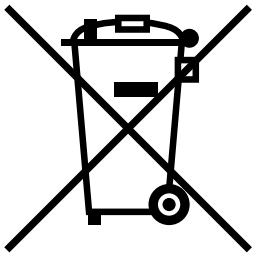
This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

"Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/hazardouswaste/perchlorate."

Recycling batteries （For Taiwan Users Only）

根據地方規定處理使用的電池。

For EU member states only



This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

For EU member states only

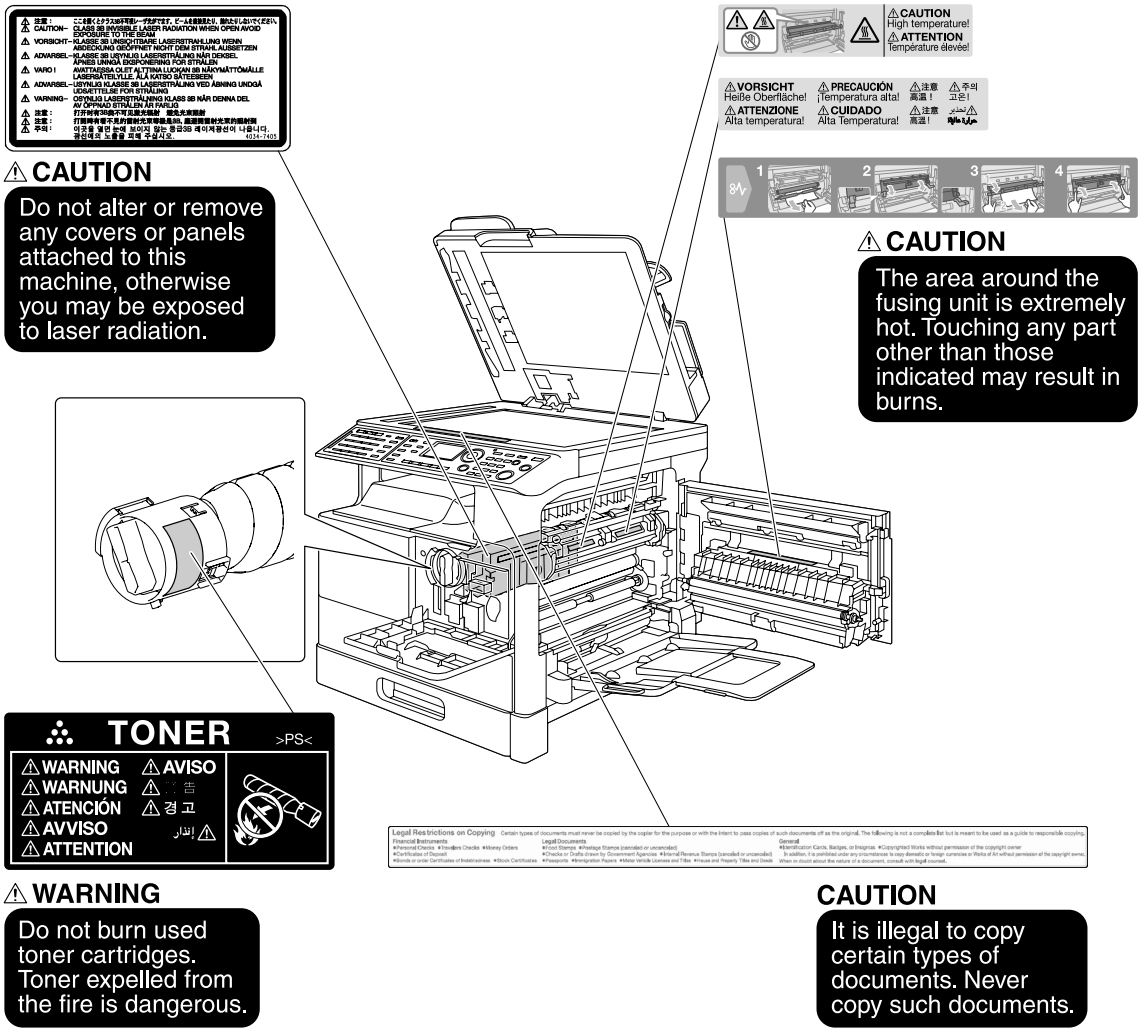
This product complies with RoHS (2002/95/EC) Directive.

This device is not intended for use in the direct field of view at visual display workplaces.
To avoid incommoding reflections at visual display workplaces this device must not be placed in the direct field of view.

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen.
Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

1.6 Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions. Be very careful that an accident does not occur when operations such as removing paper jams and staple jams are performed.



NOTICE

Do not remove caution labels or notations. If any caution label or caution notation is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or notation is damaged, please contact your service representative.

1.7 Special Notice to User

For Canada

NOTICE:

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

AVIS:

Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada.

L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5.

For U.S.A.

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX.. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment FK-510 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment FK-510, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If you home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-510 does not disable you alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: See chapter 2.3.6, "Registering a sender name", of the User's Guide [Fax Operations].

WARNING/CAUTION Explained

⚠WARNING

The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading this Quick Guide.

⚠CAUTION

The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading this Quick Guide.

For New Zealand

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Fault Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port.

[UTILITY] - [FAX RX OPERATION] - [NO. of RINGS] setting must be configured between 3 and 10.

For Europe

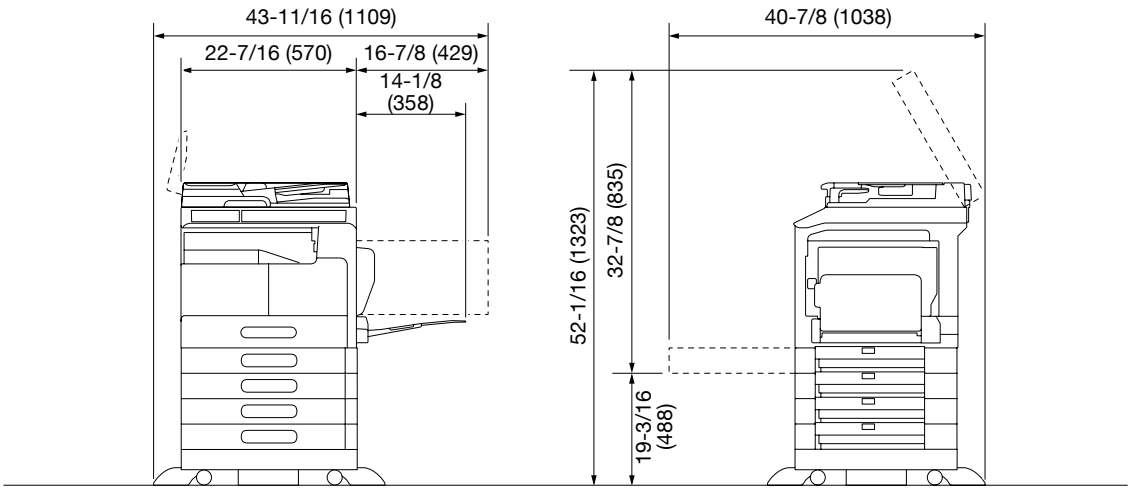
The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of problems, you should contact your equipment supplier in the first instance.

CE

1.8 Space requirements

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.



Unit: inch (mm)

NOTICE

Be sure to allow a clearance of 3-15/16 inches (100 mm) or more at the back of this machine for the ventilation duct.

1.9 Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

Power source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ± 10% (at AC 110 to 120 V/AC 220 to 240 V), + 6/- 10% (at AC 127 V)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)

– Use a power source with as little voltage or frequency fluctuations as possible.

Operating environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 50°F (10°C) to 86°F (30°C) with fluctuations of no more than 18°F (10°C) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Storage of copies

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

1.10 Legal restrictions on copying

Certain types of originals must never be copied with the purpose or intent to pass copies of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

NOTICE

This machine provides the forgery prevention function in order to pre-vent financial instruments from being copied illegally.

We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.

1.11 About the User's Guide

The User's Guide for this product is composed of book manuals and the "User's Guide CD".

The book manuals showcase points that will enable you to start using this machine quickly. For more details on functions or maintenance procedures, refer to the User's Guide contained on the "User's Guide CD".

Printed manual

[Quick Guide Copy/Print/Fax/Scan/Operations]

This manual describes operating procedures and the most frequently used functions to enable you to begin using this machine immediately.

User's guides contained on the CD

[User's Guide Copy Operations]

This manual describes details on copy mode operations and the settings of this machine.

- Specifications of originals and copy paper
- Copy function
- Maintaining this machine
- Troubleshooting

[User's Guide Fax Operations]

This manual describes details on fax functions.

- G3 fax function
- Internetwork fax
- PC-FAX

[User's Guide Print Operations]

This manual describes details on printer functions.

- Printer function
- Setting the printer driver

[User's Guide Scan Operations]

This manual describes details on scan functions.

- Scan Function
- Setting the TWAIN/WIA scan driver
- Network scan (E-mail TX, FTP TX, and SMB TX)
- Scan to USB

[User's Guide Network Administrator]

This manual describes details on setting methods for each function using the network connection.

- Network settings
- Settings using PageScope Web Connection

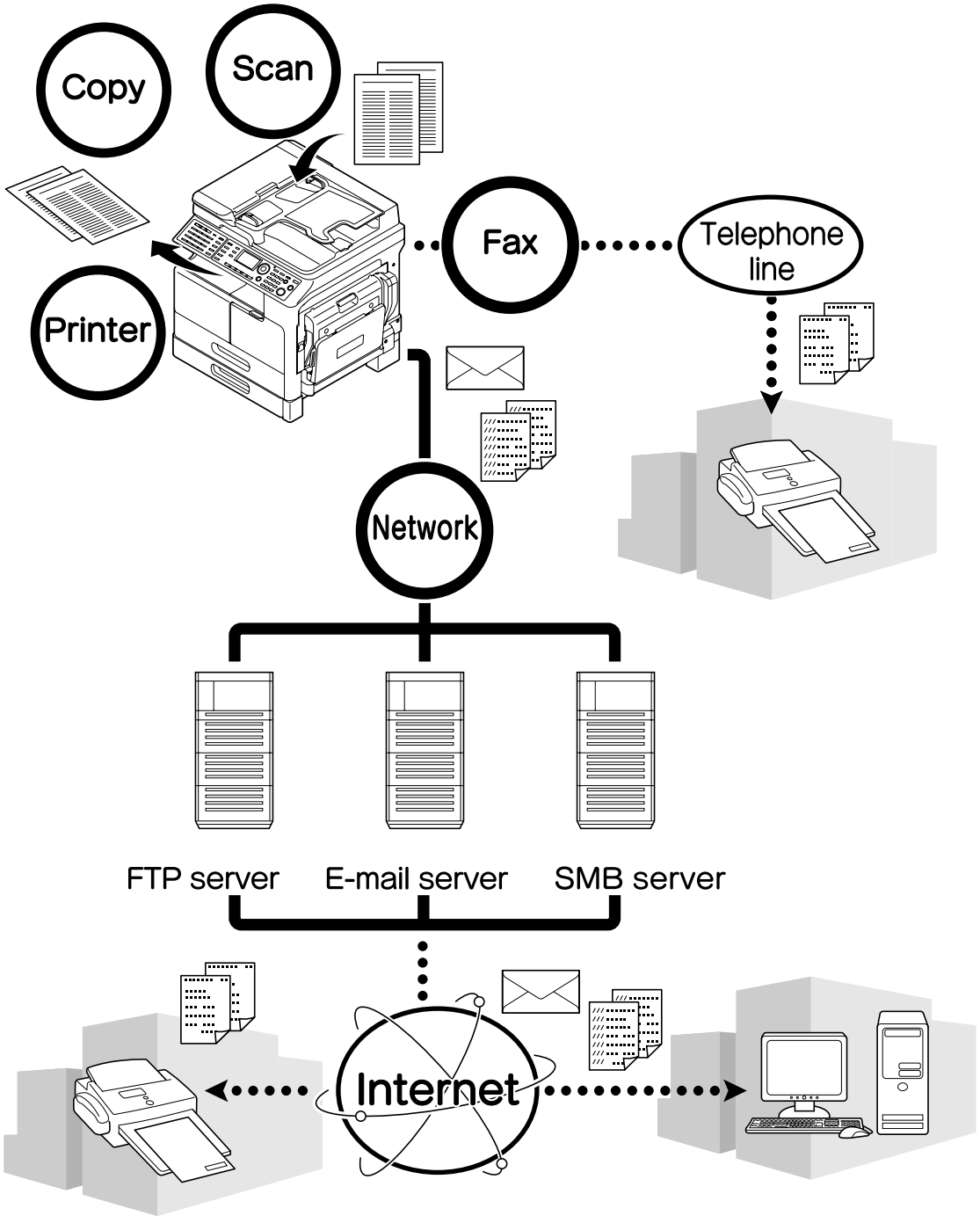
[Trademarks/Copyrights]

This manual describes details on trademarks and copyrights.

- Trademarks and copyrights

1.12 Functions of this machine

The **bizhub 215** are digital monochrome MFPs that make your workflow more efficient in any application or office environment. These MFPs provide copy, fax, scanner, and printer functions that are critical to business operations, and they also have a network function that aids in efficient document management.



Copy function

This function outputs copies containing high-quality images at high speed. Furthermore, a variety of functions enable you to reduce costs and improve efficiency in your office.

Printer function

This function allows you to freely print data from a computer via the USB interface or network as a shared printer. When printing data, you can configure various settings such as the paper size, image quality, and layout. The printer driver can be installed easily from the CD-ROM supplied with this machine.

Fax function

This function sends the original scanned by this machine to a destination. You can send an original as an E-mail attachment using the Internet fax transmission function. You can also send it to multiple destinations at one time or forward received faxes.

By installing the fax driver, you can directly send a fax from a computer. To use the fax function, optional **FAX Kit FK-510** and **Extended Operation Panel MK-733** are required.

Network function

This function allows you to use this machine as a shared printer or to easily send data scanned by this machine to a destination via the network. You can use the **Control Panel** to send data to the FTP server or send it as an E-mail attachment.

To use the network function, the optional **Network Card NC-504** or **Image Controller IC-209** and **Extended Operation Panel MK-733** are required.

Scan function

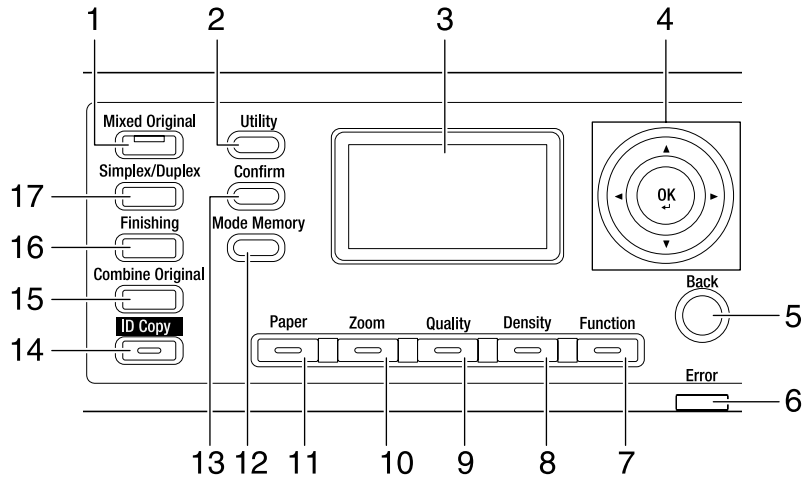
This function quickly converts paper documents into color digital data. You can easily send the converted data via a network. This machine can be used as a scanner with various application software products that are compatible with the TWAIN interface.

To use the scan function, the optional **Network Card NC-504** or **Image Controller IC-209** and **Extended Operation Panel MK-733** are required.

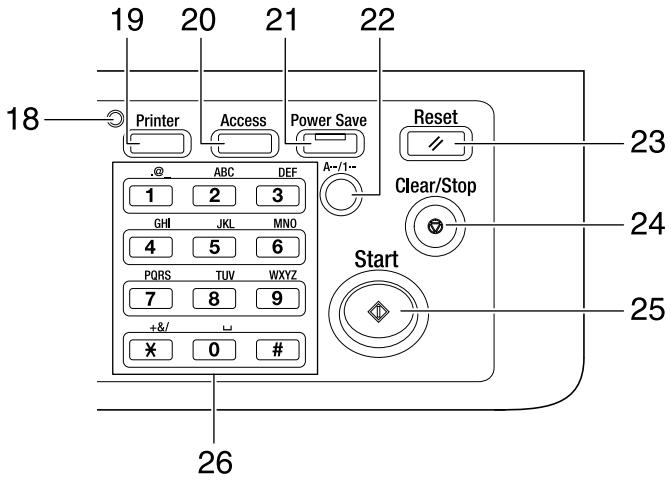
1.13 Control Panel

Name and function of each component of the Control Panel

The **Control Panel** has a **Display** area that displays messages and hardware keys such as **Start** and **Clear/Stop**. This section describes the functions of these keys.

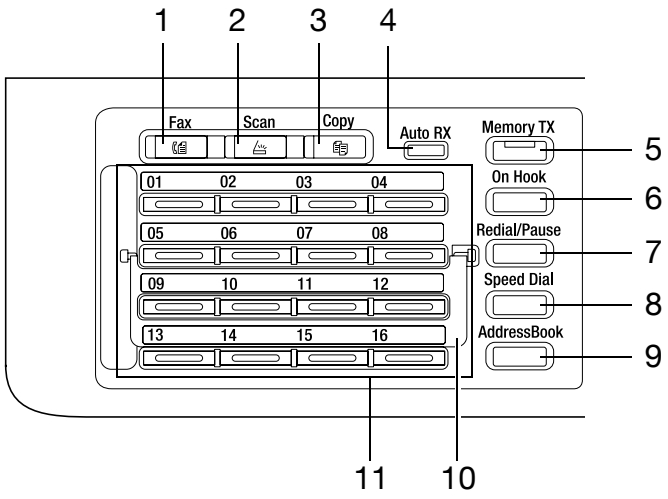


No.	Name	Function
1	**Mixed Original**	Press this key to specify the mixed original mode.
2	**Utility**	In the Utility screen, you can configure the following settings: Machine setting, paper source setup, custom size memory, drum dehumidify, admin. management, copy setting 1, and copy setting 2, dial registration, fax registration, fax tx operation, fax rx operation, reporting, scan setting
3	**Display**	Displays the number of copies, zoom ratio, Utility screen, icons, and error messages.
4	**▲, ▼, ◀, ▶** **OK**	Use ▲, ▼, ◀, or ▶ to move an option item in the **Display** or to change settings. Press **OK** to determine settings.
5	**Back**	Press this key to return to the previous screen.
6	**Error**	This lamp lights up or flashes when an error occurs.
7	**Function**	Press this key to configure the advanced copy settings such as copying with a binding position.
8	**Density**	Press this key to specify the density with which to scan the original to be copied.
9	**Quality**	Press this key to select the image quality of the original from [TEXT], [PHOTO], and [TEXT/PHOTO].
10	**Zoom**	Press this key to enlarge or reduce an image in copy mode.
11	**Paper**	Press this key to select a paper tray to be used.
12	**Mode Memory**	Press this key to register or recall the configured copy function.
13	**Confirm**	Press this key to confirm the counter or communication result, or print out a report.
14	**ID Copy**	Press this key to copy the contents of the front and back sides of a card-size original such as a driver's license, onto one sheet.
15	**Combine Original**	Press this key to copy a multi-page original onto one sheet.
16	**Finishing**	Press this key to select the copy finishing mode.
17	**Simplex/Duplex**	Press this key to use the 1-sided or 2-sided printing function.



No.	Name	Function
18	**Printer Indicator**	This indicator lights up green when the machine is in printer mode.
19	**Printer**	Press this key to use the printer mode.
20	**Access**	Press this key to use account track.
21	**Power Save**	Press this key to switch to sleep mode.
22	**A.../1...**	Press this key to switch between numerals and letters you enter from the **Keypad**.
23	**Reset**	• Press this key to reset all settings you entered on the **Control Panel**. (Excluding the registered settings) • Press this key to erase the jobs you are currently configuring.
24	**Clear/Stop**	• Press this key to clear the digit your are currently entering. • Press this key to stop continuous copy operations. • Press this key to stop PC printing.
25	**Start**	• Press this key to start a copy operation. • Pressing this key while the machine is warming up starts the Next Copy Job function. • This key lights up blue when the machine is ready to accept a copy job, and lights up orange when the machine is not ready to start a copy operation.
26	**Keypad**	• Specify the number of copies. • Enter various settings.

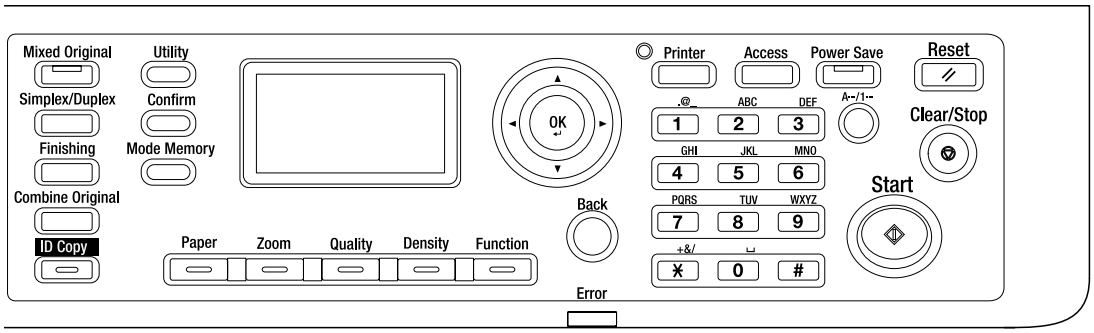
Extended Operation Panel MK-733 (Option)



No.	Name	Function
1	**Fax**	Press this key to switch to fax mode. The lamp lights up green to indicate that the machine is in fax mode.
2	**Scan**	Press this key to switch to scan mode. The lamp lights up green to indicate that the machine is in scan mode. (This function is available only when **Network Card NC-504** or **Image Controller IC-209** is installed.)
3	**Copy**	Press this key to switch to copy mode. The lamp lights up green to indicate that the machine is in copy mode.
4	**Auto RX Indicator**	This indicator lights up green when the machine is set in Auto RX mode.
5	**Memory TX**	Press this key to configure a Memory TX. This lamp lights up green when the Memory TX mode is set to ON.
6	**On Hook**	Press this key to set the machine in the state where the phone can be taken off the hook. Repressing this key returns the machine to the state where the phone can be hung up.
7	**Redial/Pause**	• Press this key to redial the last recipient you called. • This function is available in the wait time to make a call from an extension line to an external line, or to receive information from an information service.
8	**Speed Dial**	Press this key to dial a fax number pre-registered in the speed dial.
9	**AddressBook**	Press this key to display the information registered in the One-touch Dial, group dial, and speed dial.
10	**Switching Plate**	Use this plate to switch the **One-Touch Dial Key** numbers. When the **Switching Plate** is closed downward, One-touch Dial keys 01 to 16 are available. When it is opened upward, One-touch Dial keys 17 to 32 are available.
11	**One-Touch Dial Key**	• Press this key to dial a pre-registered destination. • Use keys 01 to 32 to configure **One-Touch Dial Key** and group dial settings. • Use keys 29 to 32 to configure program dial settings.

1.14 Operations on the Control Panel

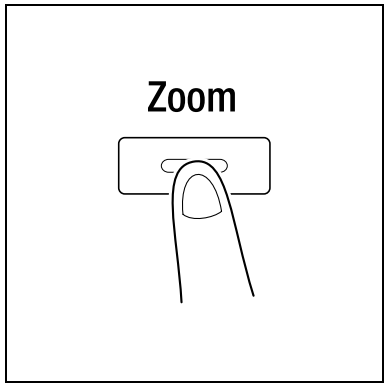
When changing a setting, use ▲, ▼, ◀, or ▶ on this machine to move the cursor. To determine the setting you have selected, press **OK**.



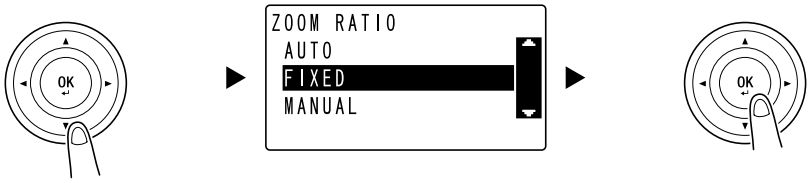
Specifying the zoom ratio

The following describes operations on the **Control Panel**, using the procedure for specifying the zoom ratio as an example.

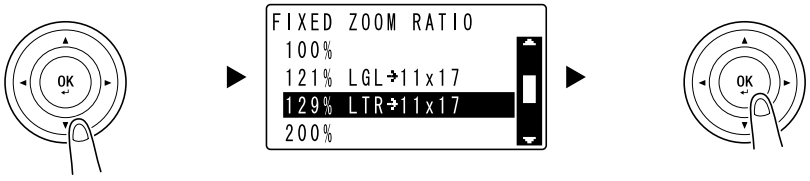
1 Press the **Zoom** button.



2 Press ▼ once, then press **OK**.



3 Press ▼ twice, then press **OK**.



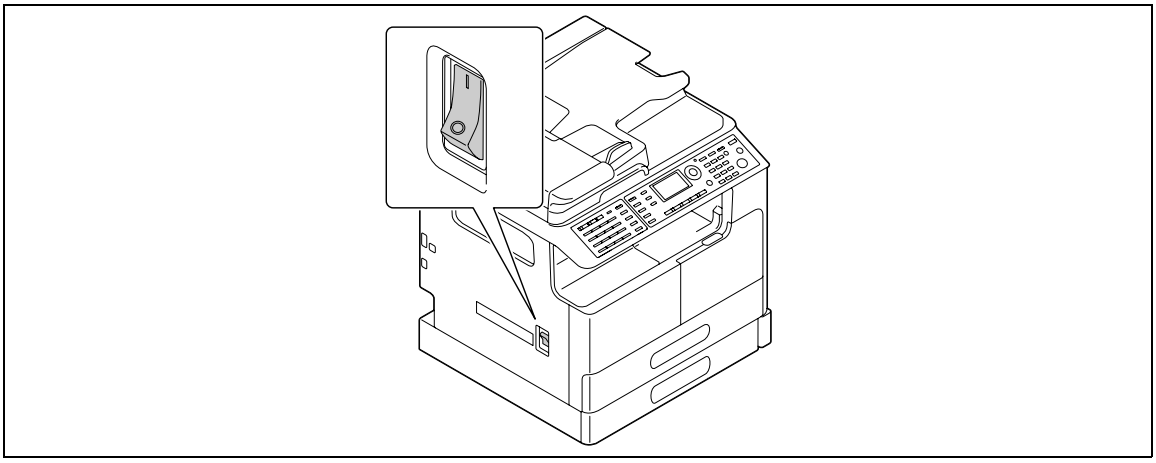
The zoom ratio has been specified.

Tips

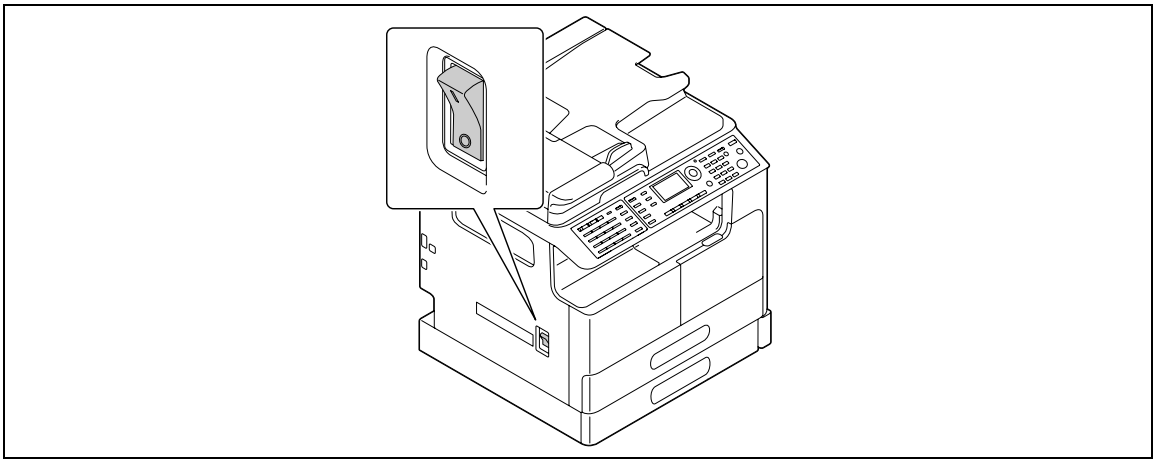
- In this document, the procedure described above is written as "Use ▲▼ to select, then press **OK**". To correct the action you have carried out, press **Back** to return to the previous screen.

1.15 Turning the power on/off

Turning on the power



Turning off the power



Tips

- In sleep mode, **Power Save** lights up green and the **Display** on the **Control Panel** turns off. This machine exits sleep mode when you press any key on the **Control Panel**. You do not need to turn the power off and on.
- Do not turn off the power when using the fax function. Otherwise, fax reception fails.
- Do not turn off the power during printing. Otherwise, a paper jam may occur.
- If you turn off the power while this machine is operating, the data being scanned, transmitted, or received, and jobs waiting to be performed, are deleted.

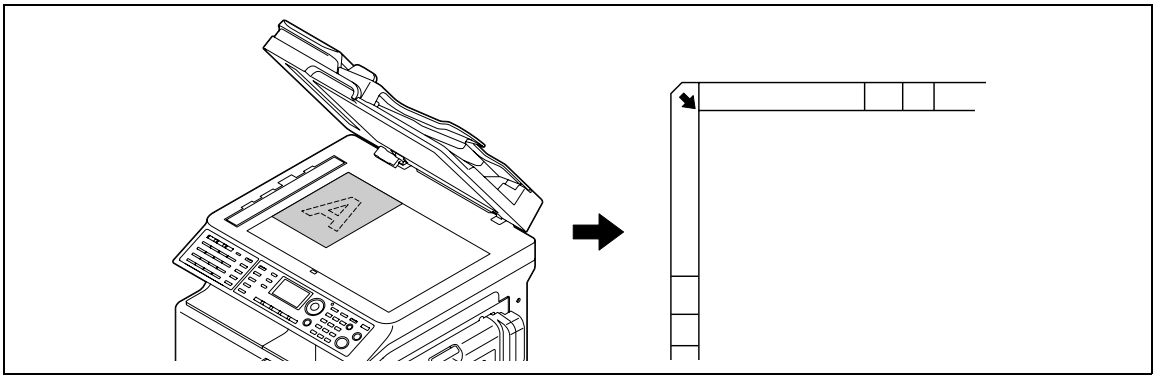
Reference

For details on turning the power on/off, refer to Chapter 2 of the [User's Guide Copy Operations].

1.16 Original Set

You can load originals into this machine by placing them sheet by sheet onto the **Original Glass** or by putting multiple sheets into the **ADF** .

Loading the original onto the Original Glass



1 Open the **ADF** and load the original on it.

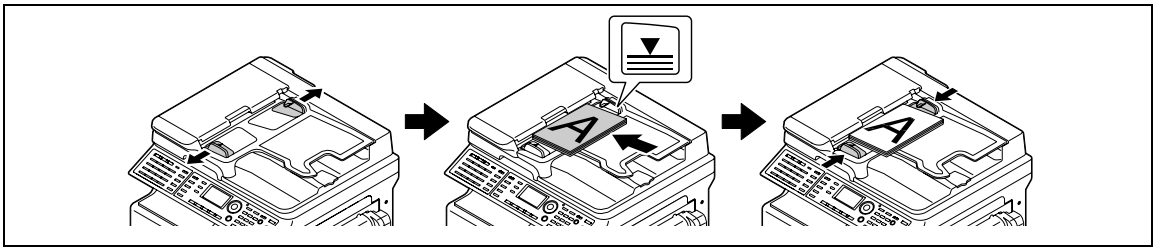
- ➔ Load the original with the side you want to copy facing down.
- ➔ Load the original along the **Original Scales** on the left and at the top of the **Original Glass**.
- ➔ When loading a transparent original (such as OHP transparencies) or a thin original (tracing paper), place white paper on the original.
- ➔ For sizes of originals that can be loaded onto the **Original Glass**, refer to Chapter 3 of the [User's Guide Copy Operations].

2 Gently close the **ADF**.

You can also load a book original onto the **Original Glass**.

For details on the procedure, refer to Chapter 3 of the [User's Guide Copy Operations].

Loading the original into the ADF



1 Open the **Lateral Guide** and load the original.

- ➔ Load the original with the side you want to copy facing up.
- ➔ Do not load more than 70 sheets into the **ADF** at a time, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Otherwise, a paper jam may occur or the originals or the machine may be damaged.
- ➔ For sizes of originals that can be loaded into the **ADF**, refer to Chapter 3 of the [User's Guide Copy Operations].

2 Adjust the **Lateral Guide** to the original size.

- ➔ If the original is not loaded correctly, it may not be fed in straight.
- ➔ You can also load mixed originals into the **ADF**. For details on the procedure, refer to Chapter 3 of the [User's Guide Copy Operations].

Reference

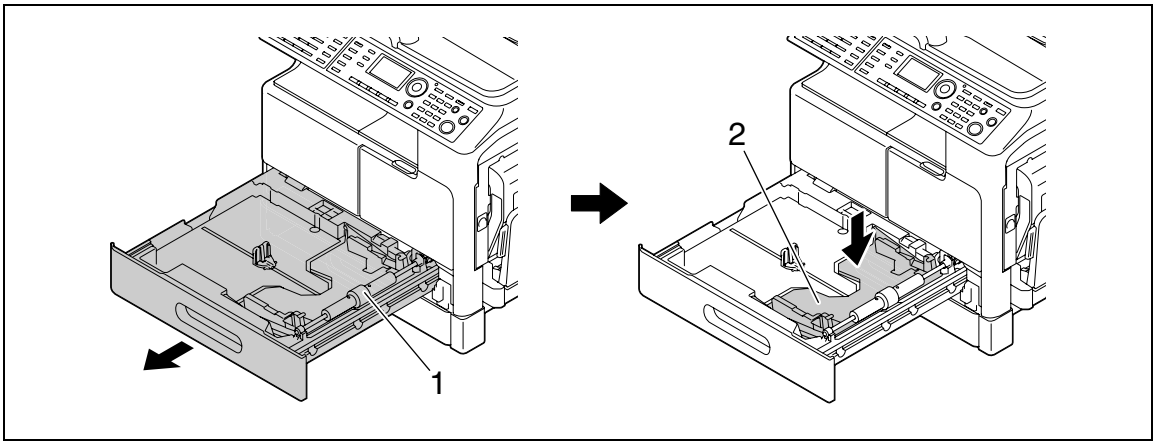
If the orientation in which the original is loaded differs from the orientation in which paper is loaded into the paper tray, specify the original direction (orientation of loading the original). Otherwise, part of the images on the original may not be printed. For details on the orientation of the original, refer to Chapter 4 of the [User's Guide Copy Operations].

1.17 Loading paper

Loading paper into Tray 1

1 Pull out **Tray 1**.

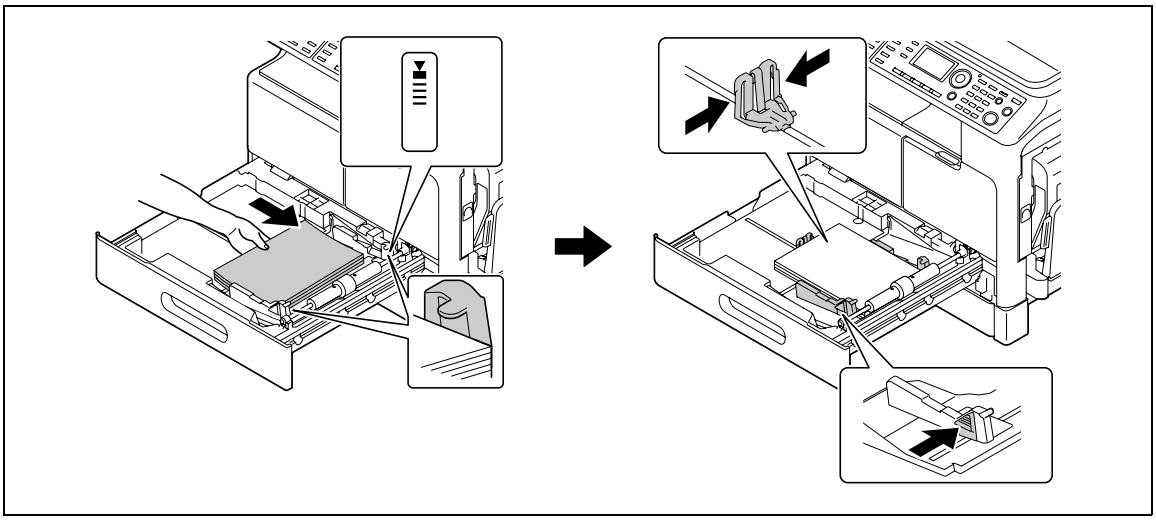
➔ Press the lifter plate down until it "clicks" into position.



1 Paper take-up roller
2 Lifter plate

NOTICE
Be careful not to touch the surface of the paper take-up roller with your hand.

2 Load the paper and adjust the lateral guide.



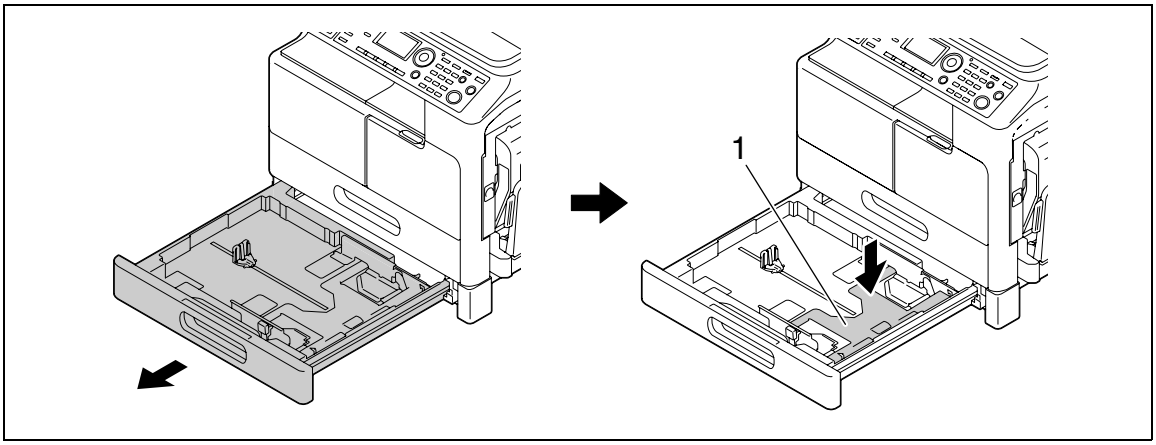
➔ Slide the lateral guide to the size of the paper.
➔ Load the paper so that the side on which you want to print is facing up.
➔ Be sure to load the paper below the tab, so that the stack height does not exceed the ▼ mark.
➔ Up to 250 sheets of plain paper can be loaded.
➔ Up to 20 sheets of thick paper can be loaded.
➔ Up to 10 OHP transparencies can be loaded.
➔ Up to 10 envelopes can be loaded.

Reference
For details on how to load paper into Tray 1, refer to Chapter 3 of the [User's Guide Copy Operations].

Loading paper into Tray 2, Tray 3, Tray 4, or Tray 5 (optional)

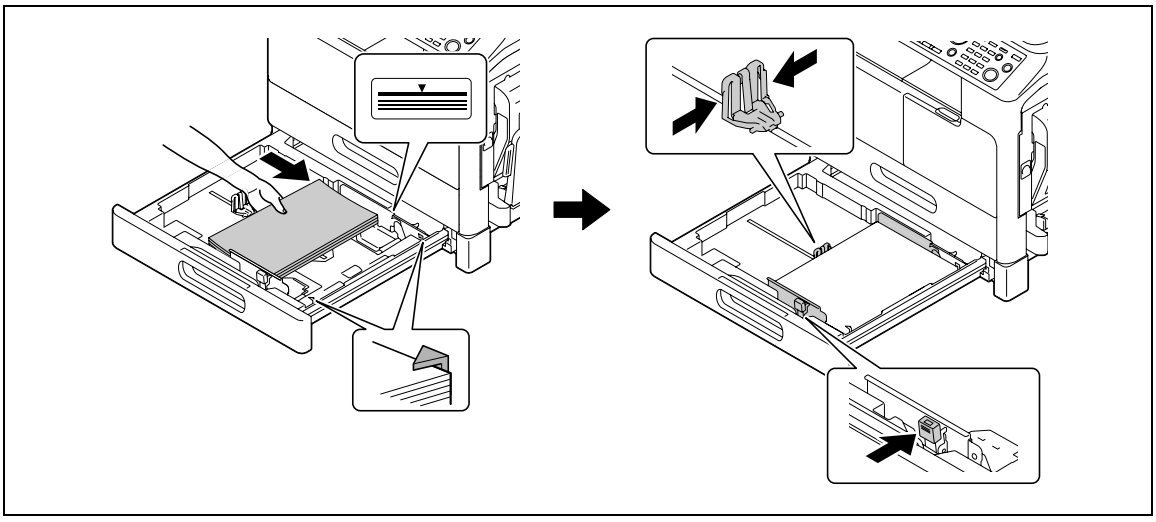
1 Pull out the tray.

➔ Press the lifter plate down until it "clicks" into position.



1 Lifter plate

2 Load the paper and adjust the lateral guide.



➔ Slide the lateral guide to the size of the paper.
➔ Load the paper so that the side on which you want to print is facing up.
➔ Be sure to load the paper below the tab, so that the stack height does not exceed the ▼ mark.
➔ Up to 250 sheets of plain paper can be loaded.
➔ Special paper (thick paper, OHP transparencies, or envelopes) cannot be loaded.

Reference

*For details on how to load paper into **Tray 2**, **Tray 3**, **Tray 4**, or **Tray 5**, refer to Chapter 3 of the [User's Guide Copy Operations].*

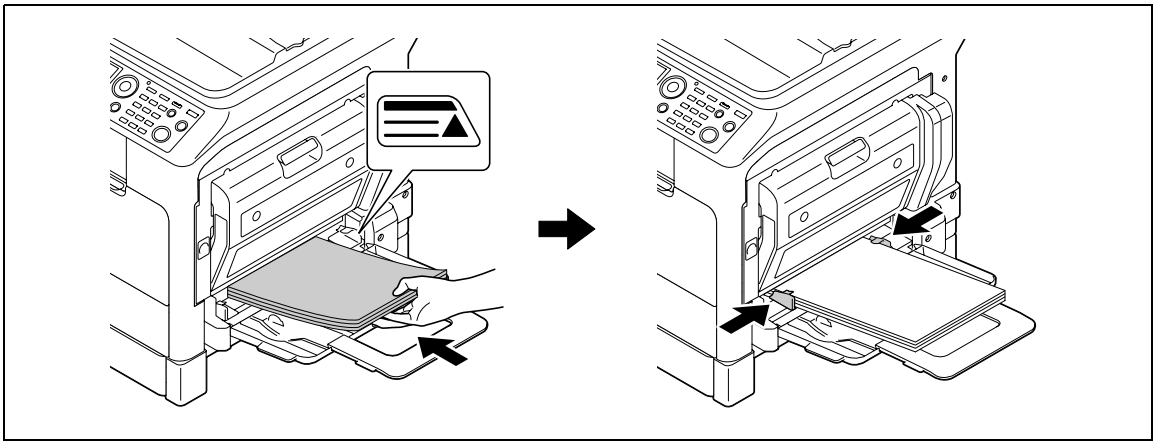
Loading paper into the Bypass Tray (optional)

You can load plain paper, OHP transparencies, envelopes, or other paper in the **Bypass Tray**. The following describes the procedure for loading plain paper into the **Bypass Tray**.

Tips

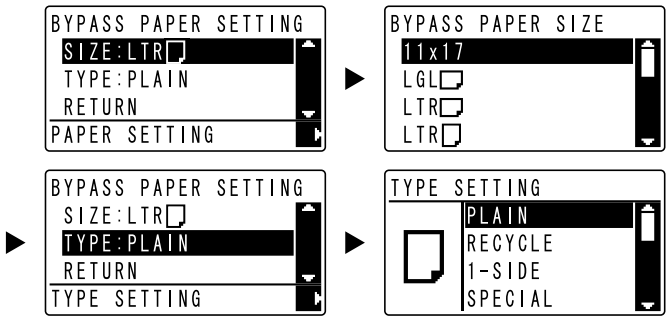
- If you load paper other than plain paper, you must specify the paper type on the **Control Panel**.

1 Load the paper and adjust the lateral guide.



➔ Load the paper so that the side to be used for copying is facing down.
➔ Be sure that all paper is flat before loading it.
➔ Slide the guide to the size of the paper.
➔ Do not load the sheets up to the point where the top of the stack is higher than the ▲ mark.
➔ Up to 100 sheets of plain paper can be loaded.
➔ Up to 20 sheets of thick paper can be loaded.
➔ Up to 10 OHP transparencies can be loaded.
➔ Up to 10 envelopes can be loaded.

2 On the **Control Panel**, specify the paper.



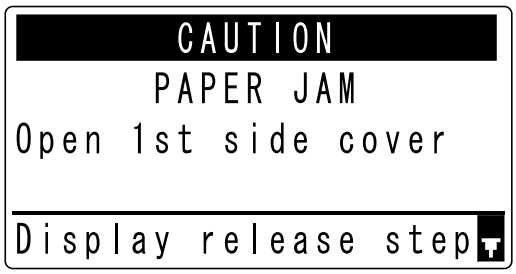
➔ Use ▲▼ to select [SIZE], then press ▶.
➔ Use ▲▼ to select the paper size, then press **OK**.
➔ Use ▲▼ to select [TYPE], then press ▶.
➔ Use ▲▼ to select the paper type, then press **OK**.

Reference

*For details on how to load paper into the **Bypass Tray**, refer to Chapter 4 of the [User's Guide Copy Operations].*

1.18 Removing a jam

If a paper jam occurs in this machine, **Error** on the **Control Panel** lights up and a message appears. Be sure to see the **Display** to check the location of the jam before removing the jam.

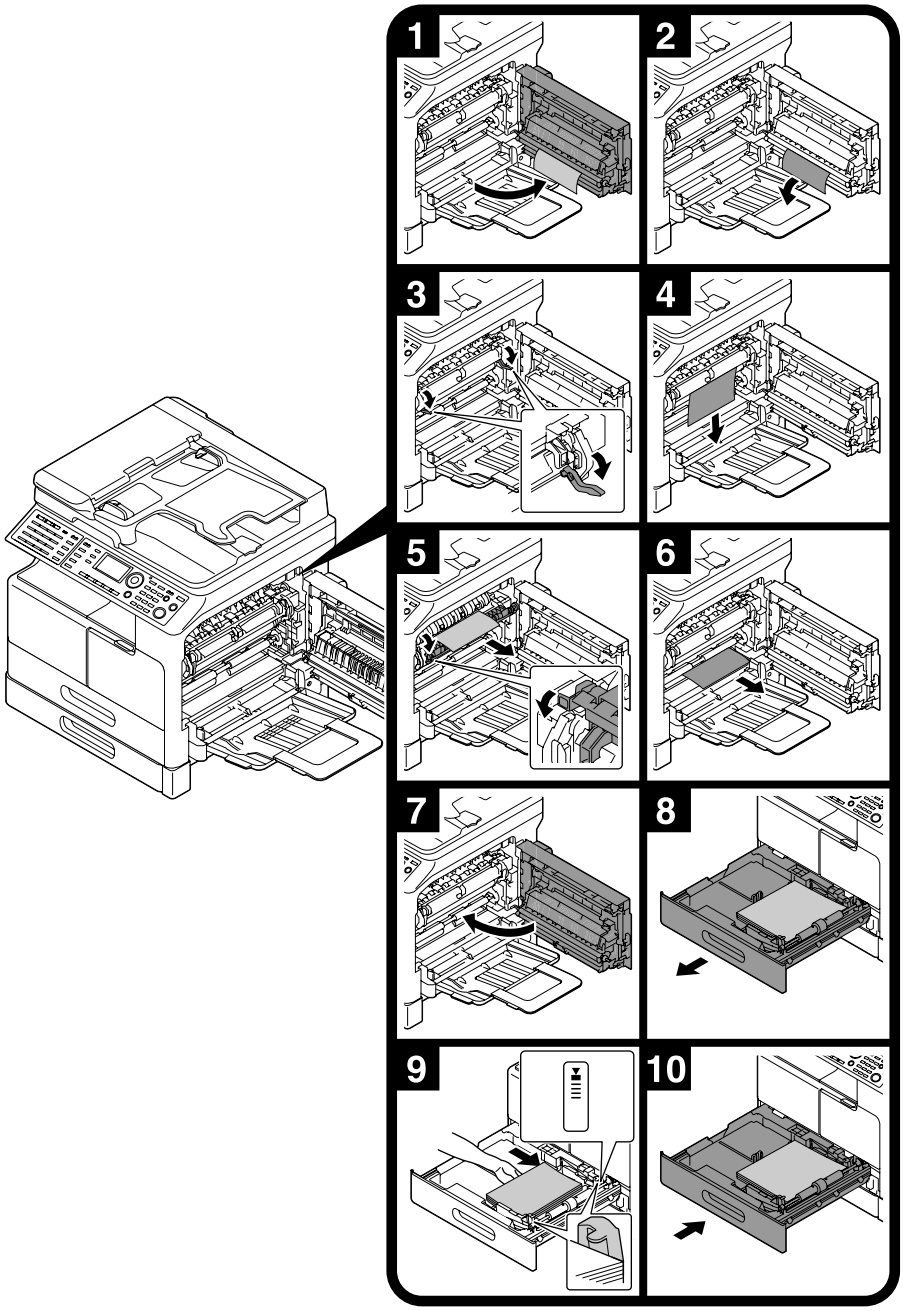


A message indicating the location of the jam appears in the **Display**.

Message	Location of the jam
[Open 1st side cover]	• Inside the main unit • **Bypass Tray** • **Tray 1**
[Open 2nd side cover]	**Tray 2**
[Open 3rd side cover]	**Tray 3**
[Open 4th side cover]	**Tray 4**
[Open 5th side cover]	**Tray 5**
[Open doc. feed cover]	**ADF**
[Open duplex cover]	**Automatic Duplex Unit**

Removing a paper jam in the main unit, Bypass Tray, or Tray1

The following describes the procedure for removing a paper jam in the main unit, **Bypass Tray**, or **Tray 1**.

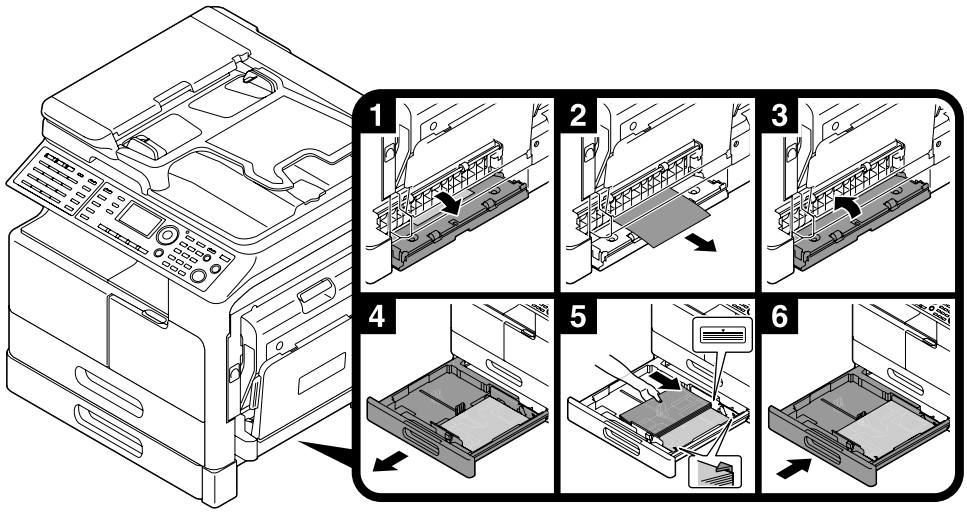


Tips

- Areas around the fusing unit are hot. To prevent burns, do not touch any parts other than those specified in the procedure. If you touch a hot component, immediately cool the skin with cool water and consult a physician.
- Touching the surface of the transfer roller can deteriorate the image quality of copies. Be careful not to touch the surface of the transfer roller with your hand.
- When releasing the pressure-bonding lever, hold the green part of the lever.
- Touching the surface of the PC drum can deteriorate the image quality of copies. Be careful not to touch the surface of the PC drum with your hand.

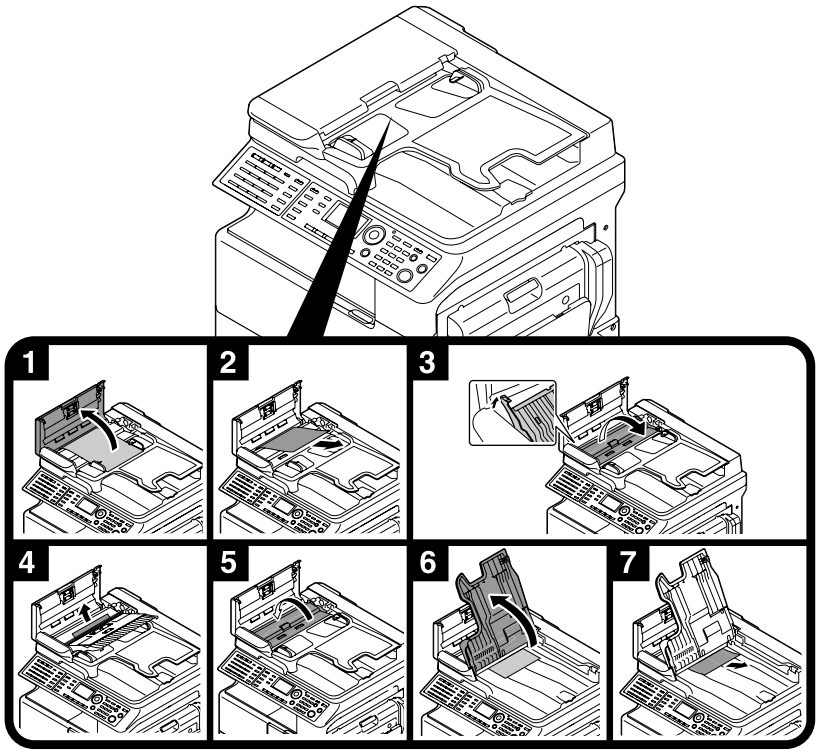
Removing a paper jam in Tray 2, Tray 3, Tray 4, or Tray 5

The following describes the procedure for removing a paper jam from **Tray 2**, **Tray 3**, **Tray 4**, or **Tray 5**. **Tray 2** is used according to the following explanation. For **Tray 3**, **Tray 4**, and **Tray 5**, use the same procedure.



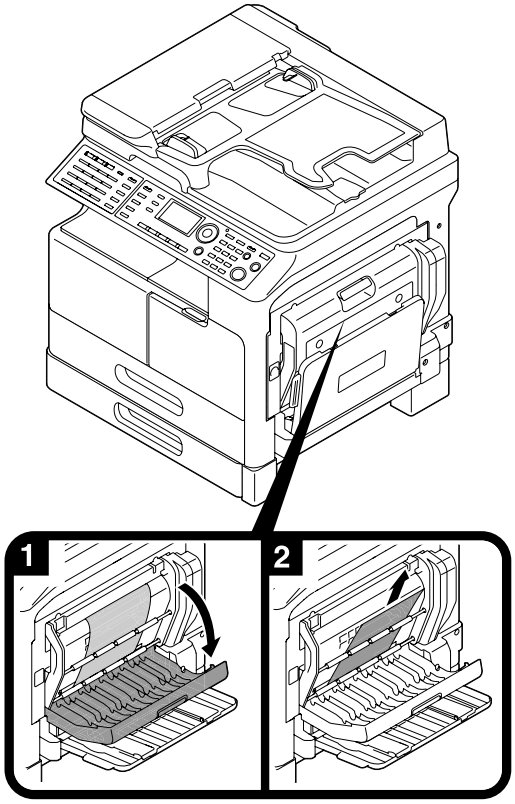
Removing a paper jam in the ADF

The following describes the procedure for removing a paper jam in the **ADF**.



Removing a jam in the Automatic Duplex Unit

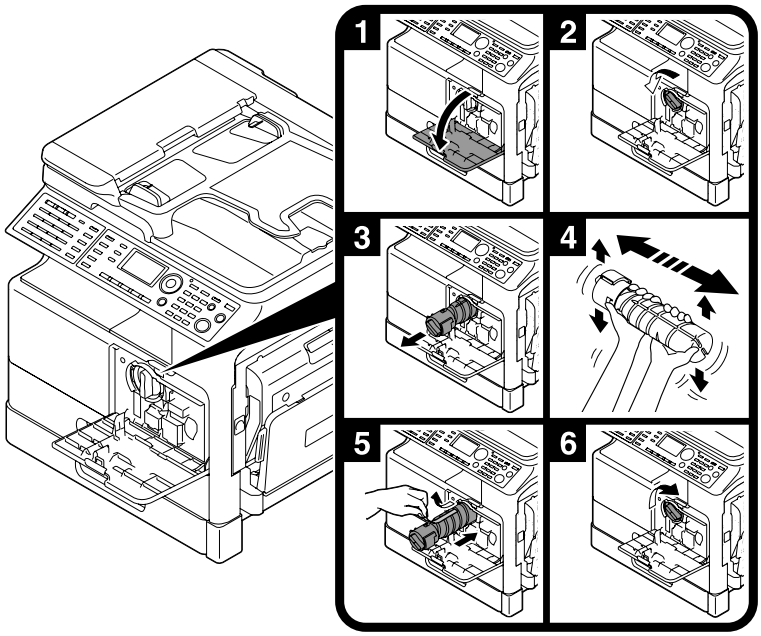
The following describes the procedure for removing a paper jam in the **Automatic Duplex Unit**.



1.19 Replacing consumables

Replacing the Toner Bottle

When toner becomes exhausted, **Error** on the **Control Panel** lights up and a message appears. When the message appears, replace the **Toner Bottle** with a new one.



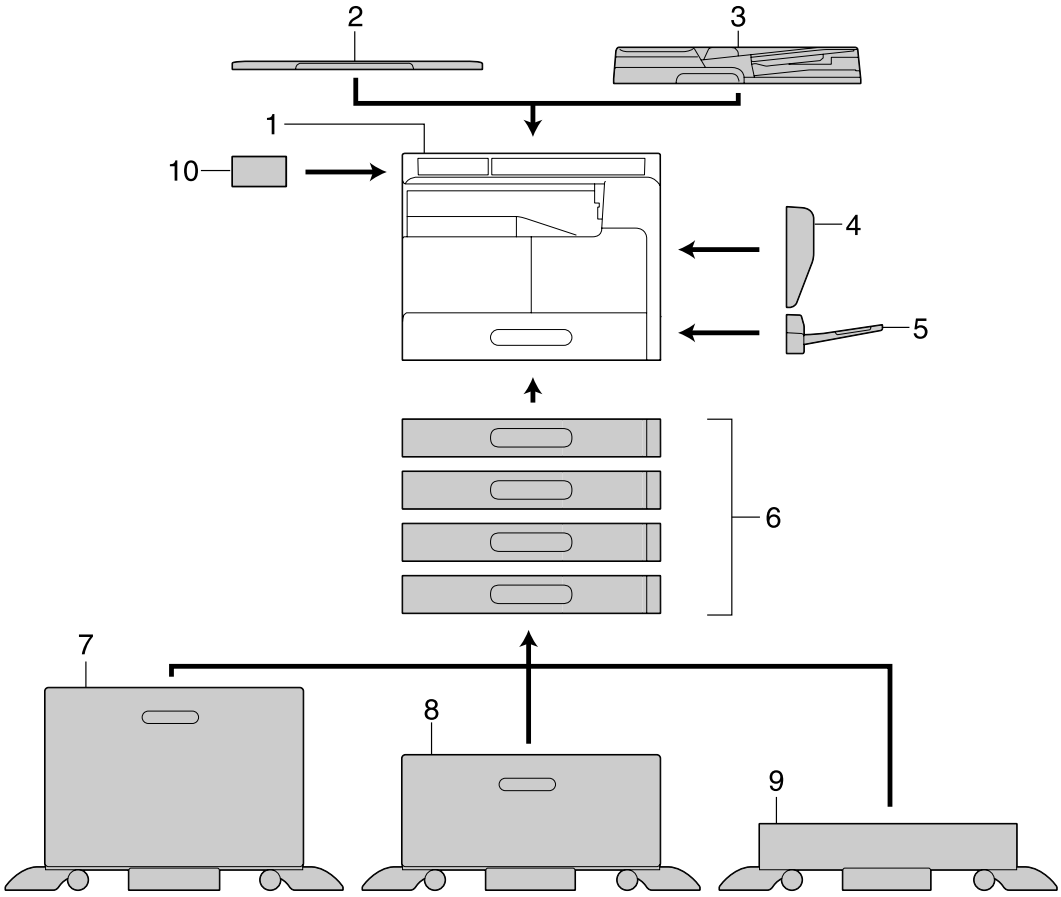
Tips

- For **Toner Bottle**, be sure to use a **Toner Bottle** dedicated for this machine. Use of another **Toner Bottle** will result in a failure. For details, contact your service representative.
- Your service representative collects empty **Toner Bottle**. Store empty toner bottles in the individual packaging box. Do not dispose of the bottles.
- Before installing a new **Toner Bottle**, give it a good shake approximately 5 to 10 times from side to side and up and down.

1.20 Option configuration

This section describes the options that can be installed on this machine.

By adding options, you will be able to meet the various requirements of your office.



No.	Name	Description
1	Main unit	The original is scanned by the scanner section, and the scanned image is printed by the printer section. The main unit is hereinafter referred to as "this machine", "main unit", or **bizhub 215** throughout this manual.
2	**Original Cover OC-512**	Fixes the loaded originals. This unit is hereinafter referred to as the **Original Cover** throughout this manual.
3	**Reverse Automatic Document Feeder DF-625**	Automatically feeds and scans originals by page. This unit automatically reverses and scans 2-sided originals. This unit is hereinafter referred to as the **ADF** through the manual.
4	**Automatic Duplex Unit AD-509**	This unit allows 1-sided printing or 2-sided printing of 2-sided original.
5	**Multi Bypass Tray MB-505**	This is a multi manual paper feed unit that can hold up to 100 sheets. This unit is hereinafter referred to as **Bypass Tray**.
6	**Paper Feeder Unit PF-507**	Up to 250 sheets can be loaded on this paper feeder unit. Up to four trays can be added to this machine. The unit is hereinafter referred to as **Tray 2/Tray 3/Tray 4/ Tray 5**.
7	**Desk DK-706**	This machine can be installed on this desk. By using the desk, you can install this machine on the floor. One tray can be added on this desk. This desk is hereinafter referred to as the **Desk** throughout this manual.

No.	Name	Description
8	**Desk DK-707**	This machine can be installed on this desk. By using the desk, you can install this machine on the floor. Up to three trays can be added on this desk. This desk is hereinafter referred to as the **Desk** throughout this manual.
9	**Desk DK-708**	This machine can be installed on this desk. By using the desk, you can install this machine on the floor. Up to four trays can be added to this desk. This desk is hereinafter referred to as the **Desk** throughout this manual.
10	**Extended Operation Panel MK-733**	An address book registration number and address can be registered or recalled while using fax and scanning functions.
11	**Image Controller IC-209***	This is a built-in printer controller that enables you to; • Use this machine as a PC printer (PCL or GDI); or • Scan an original to send its data to a computer or send it as an E-mail attachment. For details, refer to [User's Guide Print Operations].
12	**Network Card NC-504***	This is a built-in network card that enables you to; • Use this machine as a network printer; or • Send the scanned original as an E-mail attachment to a computer. For details, refer to the [User's Guide Network Administrator].
13	**FAX Kit FK-510***	Allows this machine to function as a fax machine. Alternatively, it allows more telephone lines to be connected.
14	**Mechanical Counter MC-504***	Displays the total number of copied/printed sheets.

* Indicates a built-in option that is not shown in the above figure.

2 Using as a Copy Machine

2 Using as a Copy Machine

2.1 Copying an original

This section describes basic procedures for loading and copying an original.

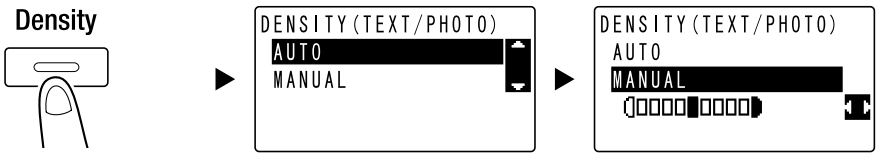
1 Press **Copy** and load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Specify the image quality.

➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ For originals containing both text and a photo, select [TEXT/PHOTO].
➔ For originals containing only text, select [TEXT].
➔ For originals containing only photos, select [PHOTO].

3 Specify the density.



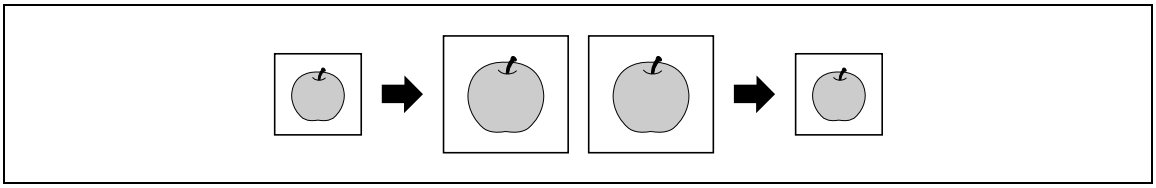
➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ When you select [MANUAL], use ◄► to select the appropriate density, then press **OK**.
➔ In manual setting, you can select the density from nine different levels.
➔ You cannot specify the automatic density control and the [PHOTO] image quality setting at the same time.

4 Use the **Keypad** to specify the number of copies, then press **Start**.

➔ When you load the original onto the **Original Glass**, repeat Steps 1 to 4.
➔ To interrupt the copy operation being performed, press **Clear/Stop**. For details, refer to page 2-8.

2.2 Enlarging or reducing the original to a different size

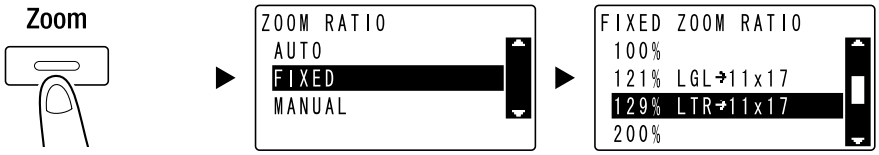
When the size of the original differs from the printing paper size, you can specify the zoom ratio for copying.



1 Press **Copy** and load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Press **Zoom**, then select [FIXED].



➔ Use ▲▼ to select the correct zoom ratio, then press **OK**.

➔ Select the zoom ratio from 25%, 50%, 64%, 78%, 100%, 121%, 129%, 200%, and 400%.

➔ When you want to specify the zoom ratio from the **Keypad**, select [MANUAL].

3 Use the **Keypad** to specify the number of copies, then press **Start**.

➔ To interrupt the copy operation being performed, press **Clear/Stop**. For details, refer to page 2-8.

➔ When you load the original onto the **Original Glass**, repeat Steps 1 to 3.

Specifying the zoom ratio manually

Use ▲▼ to select [MANUAL], then press **OK**.

Use ▲▼, or the **Keypad** to enter the value, then press **OK**.

Tips

- Pressing **Clear/Stop** deletes the value you have entered.

Reference

For details on setting the portrait and landscape zoom ratios, refer to Chapter 4 of the [User's Guide Copy Operations].

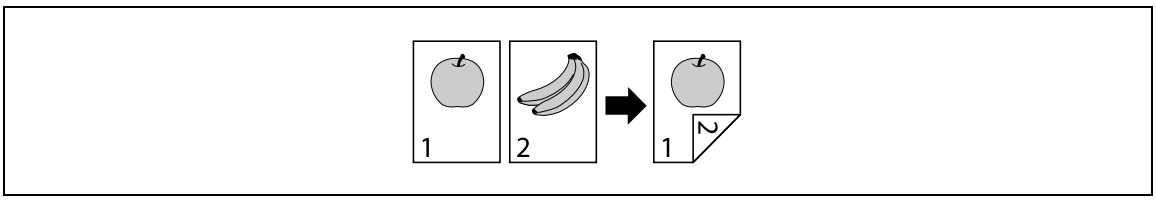
2.3 Saving paper used for copying

This section describes procedures for printing on both sides of paper (2-sided copying) and for printing multiple reduced pages onto a single sheet (combined copying).

2-sided copying

When copying a large number of 1-sided originals, copying them onto both sides of each sheet reduces the amount of paper used by 50%.

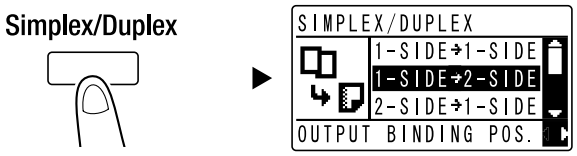
The 2-sided copy function is available only when the optional **Automatic Duplex Unit AD-509** is installed.



1 Press **Copy** and load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Configure the settings for 2-sided copying.



➔ Use ▲▼ to select [1-SIDE → 2-SIDE], and press **OK**.

➔ When you select [1-SIDE → 2-SIDE] and press ▶, you can specify the binding position for the printed sheets.

Tips

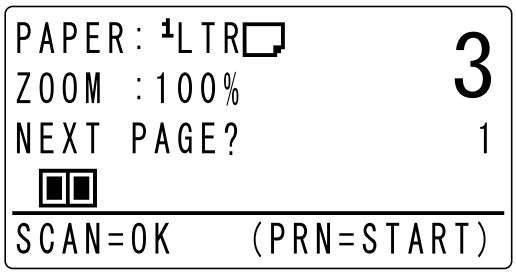
For [1-SIDE → 2-SIDE], [1-SIDE] refers to a 1-sided original, and [2-SIDE] refers to a 2-sided copy.

3 Use the **Keypad** to specify the number of copies, then press **Start**.

➔ To interrupt the copy operation being performed, press **Clear/Stop**. For details, refer to page 2-8.

➔ When you have loaded the original onto the **Original Glass**, go to Step 4.

4 When a message appears, load the next original then press **OK**.



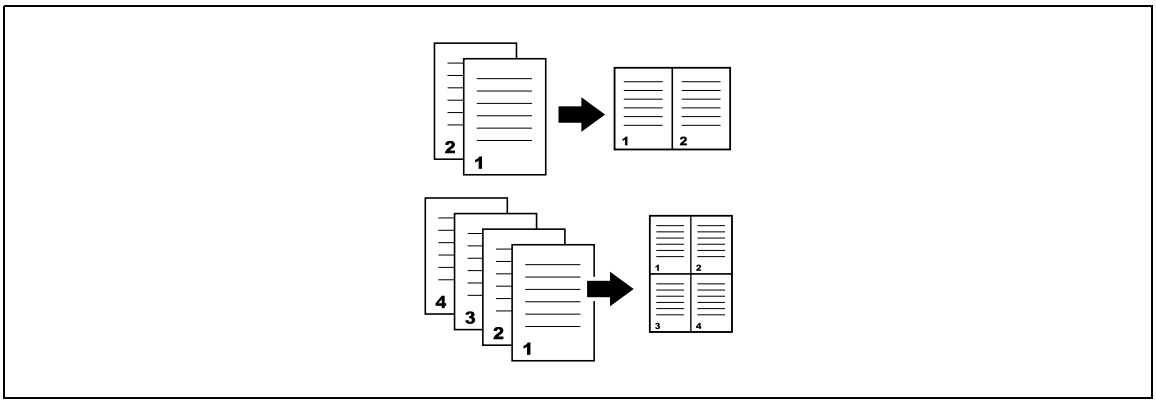
5 When all originals have been scanned, press **Start**.

Tips

- The number of scanned pages is displayed under the number of copies.

Combined copying

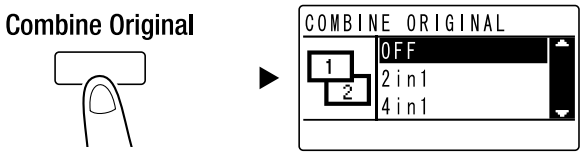
The following describes the procedure for combining and printing multiple originals (two or four pages) onto a single page.



1 Press **Copy** and load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Press **Combine Original** and select [2in1] or [4in1].



➔ When you select [2in1] and press ▶, you can specify the original direction.

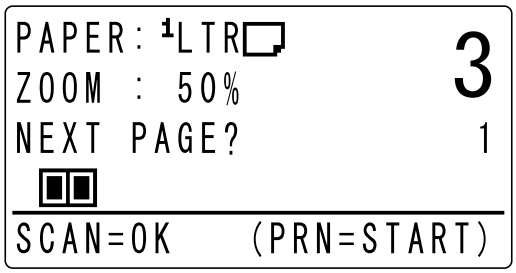
➔ When you select [4in1] and press ▶, you can specify the page order. When you press ▶ next, you can specify the original direction.

3 Use the **Keypad** to specify the number of copies, then press **Start**.

➔ To interrupt the copy operation being performed, press **Clear/Stop**. For details, refer to page 2-8.

➔ When you have loaded the original onto the **Original Glass**, go to Step 4.

4 When a message appears, load the next original then press **OK**.



5 When all originals have been scanned, press **Start**.

Tips

- The number of scanned pages is displayed under the number of copies.

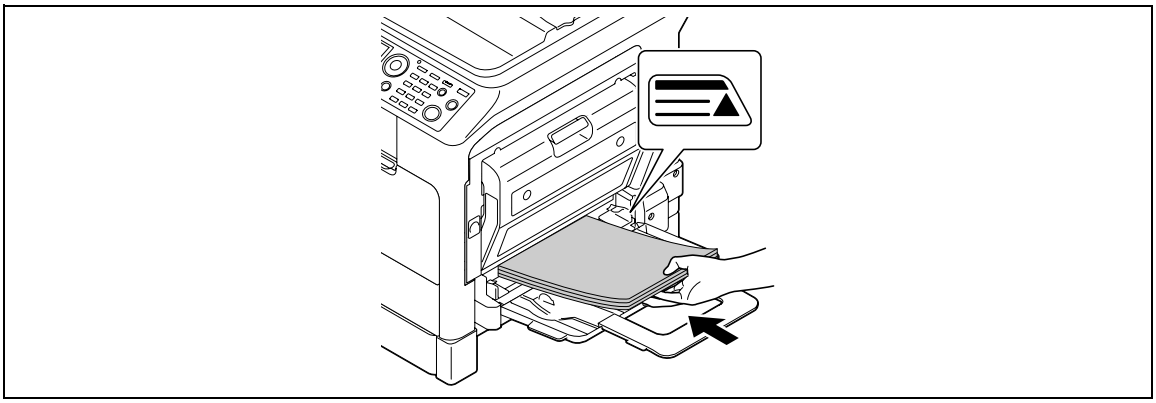
2.4 Copying on custom sized paper

You can load custom sized paper into the **Bypass Tray** and **Tray 1**. As an example, this section describes procedures for loading paper into the **Bypass Tray** and copying the original onto the paper.

1 Press **Copy** and load the original.

➔ For details on how to load the original, refer to page 1-37.

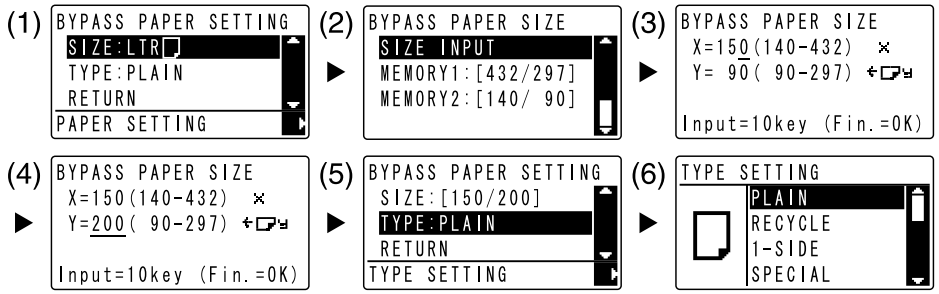
2 Load paper into the **Bypass Tray**.



➔ Up to 100 sheets can be loaded into the **Bypass Tray**. Do not load the sheets of paper up to the point where the top of the stack is higher than the ▲ mark.

➔ When paper is loaded into the **Bypass Tray**, a screen for selecting the paper in the bypass tray appears on the **Control Panel**. Go to Step 3 to configure the settings for the custom sized paper.

3 Configure the settings for the custom sized paper.



➔ Use ▲▼ to select [SIZE], then press ►. (1)

➔ Use ▲▼ to select the correct setting, then press **OK**. (2)(6)

➔ Use the **Keypad** to specify the paper size, then press **OK**. (3)(4)

➔ Use ▲▼ to select [TYPE], then press ►. (5)

➔ Press **Back** to return to the basic screen.

➔ If you are not sure about the size of the custom sized paper, measure the X and Y lengths using the **Original Scale**.

4 Use the **Keypad** to specify the number of copies, then press **Start**.

Reference

*For details on configuring the settings for paper in **Tray 1**, refer to Chapter 6 of the [User's Guide Copy Operations].*

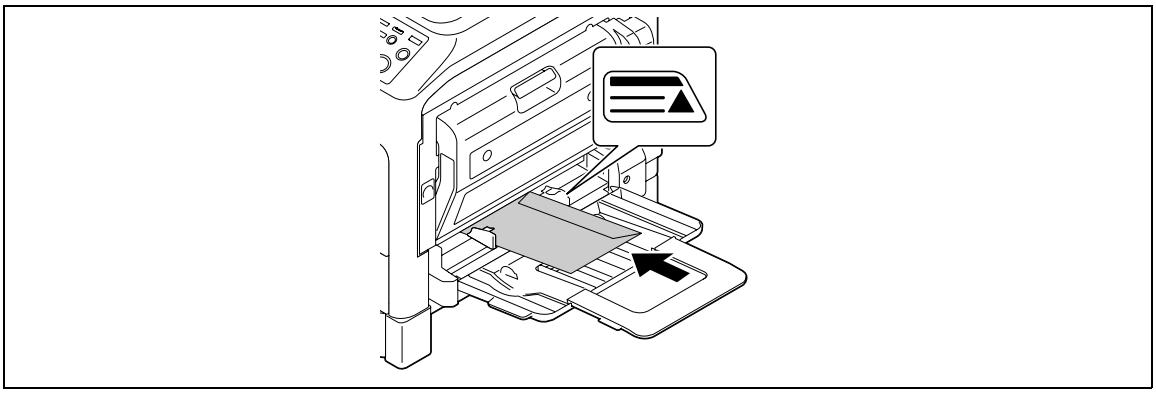
2.5 Making copies on envelopes

You can load envelopes into the **Bypass Tray** and **Tray 1**. As an example, this section describes procedures for loading envelopes into the **Bypass Tray** and copying the original onto the envelopes.

1 Press **Copy** and load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Load envelopes into the **Bypass Tray**.

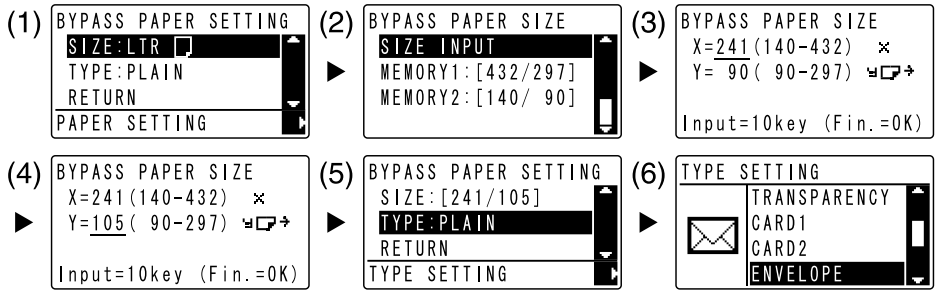


➔ Load the envelopes with the flap side facing up, so that the side on which you want to copy the original is facing down.

➔ Up to 10 envelopes can be loaded into the **Bypass Tray**. Do not load the envelopes up to the point where the top of the stack is higher than the ▲ mark.

➔ When envelopes are loaded into the **Bypass Tray**, a screen for specifying the paper appears on the **Control Panel**. Go to Step 3 to configure the settings.

3 Configure the settings for the envelopes.



➔ Use ▲▼ to select [SIZE], then press ►. (1)

➔ Use ▲▼ to select the correct setting, then press **OK**. (2)

➔ Use the **Keypad** to specify the envelope size, then press **OK**. (3)(4)

➔ Use ▲▼ to select [TYPE], press ► and select [ENVELOPE]. (5)(6)

➔ Press **Back** to return to the basic screen.

➔ If you are not sure about the size of the envelopes, measure the X and Y lengths using the **Original Scale**.

4 Use the **Keypad** to specify the number of copies, then press **Start**.

Reference

*For details on configuring the settings for paper in **Tray 1**, refer to Chapter 6 of the [User's Guide Copy Operations].*

2.6 Canceling the ongoing copy operation

This section describes the procedure for canceling the copy operation that has been started by pressing **Start**.

1 Configure the copy settings then press **Start**.

2 Press **Clear/Stop** during copy operation.

The [Please wait] message appears and the job stops.

3 Use ▲▼ to select [YES], then press **OK**.

➔ Selecting [NO] restarts the stopped job.

3 Using as a Fax Machine

3 Using as a Fax Machine

3.1 Sending a fax

This section explains how to send a fax.

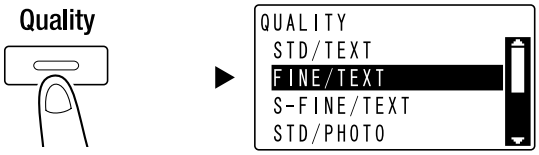
This machine supports the G3 fax function. Its sending and receiving are applicable only to G3-base remote machines.

1 Press **Fax**.

2 Load the original.

➔ For details on how to load the original, refer to page 1-37.

3 Specify the image quality.



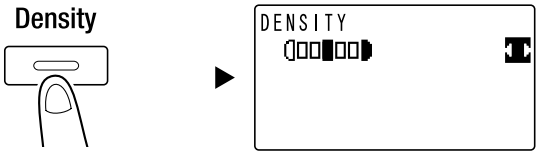
➔ Use ▲▼ to select the correct setting, then press **OK**.

➔ When sending a photo original, select [STD/PHOTO], [FINE/PHOTO], or [S-FINE/PHOTO].

➔ If [S-FINE/TEXT] or [S-FINE/PHOTO] is selected, the original may not be sent as specified. In this case, the original is sent with [FINE/TEXT] or [STD/PHOTO].

➔ When [FINE/PHOTO] or [S-FINE/PHOTO] is specified, if the original size is larger than the paper size of the destination, the image quality may be degraded depending on the performance of the destination fax machine.

4 Specify the density.



➔ Use ◀▶ to specify the appropriate density, then press **OK**.

5 Enter a fax number using the **Keypad**, then press **Start**.

➔ In the **Address Book**, you can find numbers registered in One-touch Dial or the speed dial.

➔ When the desired number is registered in One-touch Dial, select the destination from One-touch Dial.

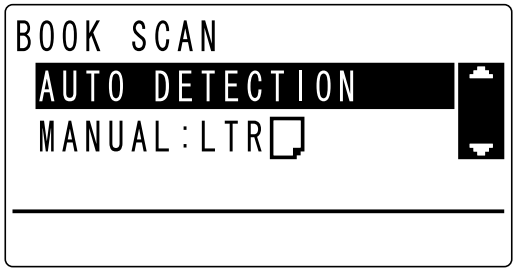
➔ To specify a number registered in the speed dial, press **Speed Dial** then specify the speed dial number using the **Keypad**.

➔ To interrupt the transmission, press **Clear/Stop** and select [YES] in the displayed screen. For details, refer to page 3-10.

➔ When you have loaded the original onto the **Original Glass**, go to Step 6.

6 Use ▲▼ to select [AUTO DETECTION] or [MANUAL], then press **OK**.

➔ If [MANUAL] is selected, specify the paper size.



7 To start scanning, press **OK**.

8 When continuously scanning the original, load the next original, then press **OK**.

9 When scanning of all originals has been completed, press **Start**.

➔ To interrupt the transmission, press **Clear/Stop** and select [YES] in the displayed screen. For details, refer to page 3-10.

3.2 Sending a fax to multiple destinations at the same time

Sequential broadcast transmission

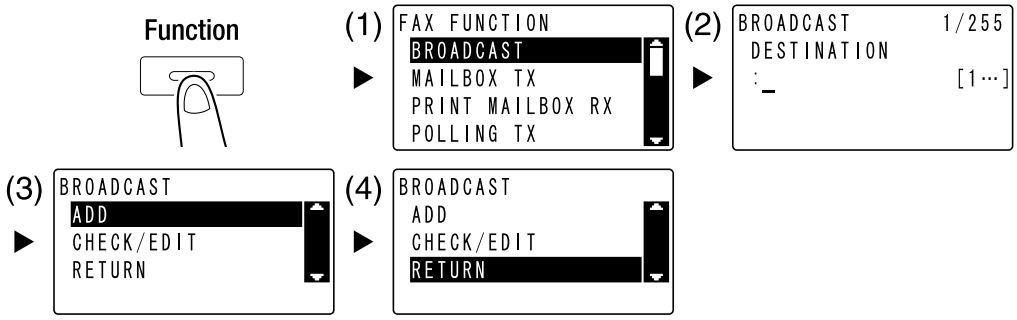
The original can be sent to multiple destinations by one operation. This function is referred to as a sequential broadcast transmission.

You can specify multiple destinations using two methods. One is to enter the destinations using the **Keypad**, and the other is to select them from those registered. You can combine these two methods.

1 Press **Fax** and load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Specify the destinations.



➔ Use ▲▼ to select [BROADCAST], then press **OK**. (1)
➔ Specify a destination, then press **OK**. (2)
➔ Use ▲▼ to select [ADD], then press **OK**. (3)
➔ Repeat Steps (1) to (3) to specify all destinations.
➔ When you have specified all destinations, select [RETURN] then press **OK**. (4)
➔ To check the destinations, select [CHECK/EDIT].

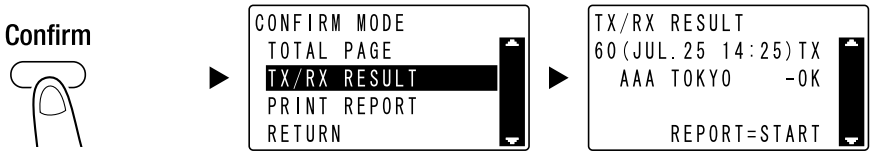
3 Configure the other necessary settings then press **Start**.

➔ When you have loaded the original onto the **Original Glass**, specify the scanning size. For details, refer to page 3-2.
➔ To interrupt the transmission, press **Clear/Stop** and select [YES] in the displayed screen. For details, refer to page 3-10.

3.3 Checking fax communication results

After originals have been sent or received, communication result information (up to 60 items) are recorded.

1 Check the communication result.

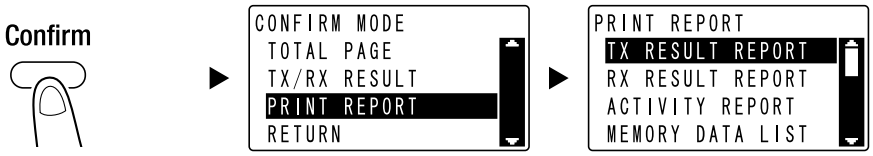


➔ Use ▲▼ to select [TX/RX RESULT], then press **OK**.

➔ Use ▲▼ to view the desired communication result.

➔ To print a communication result report, press **Start**. After a communication result report has been printed, the basic screen appears.

2 Configure the settings for printing the report.



➔ Use ▲▼ to select [PRINT REPORT], then press **OK**.

➔ Use ▲▼ to select the report you want to output, then press **OK** or **Start**.

➔ The following paper sizes are supported for printing out a report.
5-1/2 × 8-1/2 ▯, 5-1/2 × 8-1/2 ▭/▯, 8-1/2 × 11 ▭/▯, 8-1/2 × 14 ▭, 11 × 17 ▭, A5 ▯, B5 ▭/▯, A4 ▭/▯, B4 ▭, and A3 ▭

3 Press **Start**.

3.4 Registering frequently used fax destinations

You can register frequently used destinations. You can register destinations in the One-touch Dial, speed dial, group dial, and program dial. This section describes how to register destinations in the One-touch Dial and speed dial.

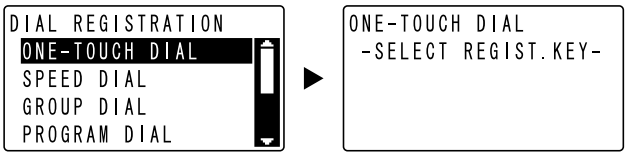
Registering destinations in One-touch Dial

Register a destination in One-touch Dial; you can specify a destination easily and accurately without entering a fax number using the **Keypad**.

1 Press **Utility**, and select [DIAL REGISTRATION].

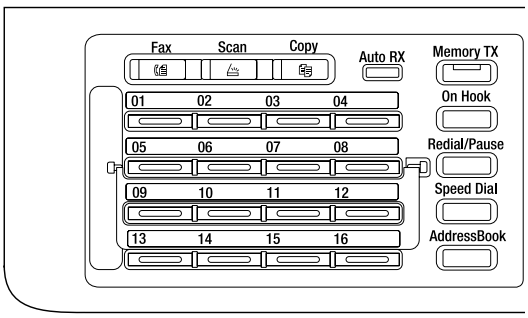
➔ Use ▲▼ to select it, then press **OK**.

2 Select [ONE-TOUCH DIAL].



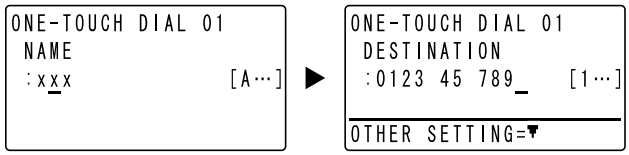
➔ Use ▲▼ to select it, then press **OK**.
➔ For details on how to register destinations in the group dial, refer to Chapter 7 of the [User's Guide Fax Operations].

3 Press the **One-Touch Dial Key** to register a destination in.



➔ Up to 32 stations can be registered in One-touch Dial.
➔ When the LDAP setting has been configured, select [MANUAL SETTING].

4 Enter the name and fax number of the destination using the **Keypad**, then press **OK**.



➔ For how to enter characters, refer to page 3-9.

➔ To configure the F-Code TX, baud rate, or transmission time setting, refer to Chapter 7 of the [User's Guide Fax Operations].

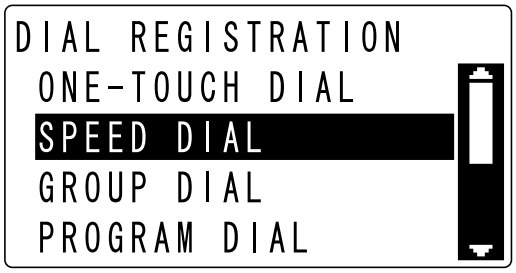
Registering destinations in the speed dial

Register a destination in the speed dial; you can specify a destination easily and accurately without entering a fax number using the **Keypad**.

1 Press **Utility**, and select [DIAL REGISTRATION].

➔ Use ▲▼ to select it, then press **OK**.

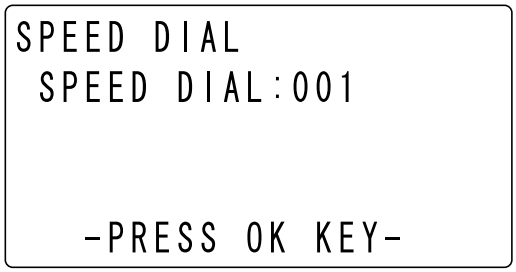
2 Select [SPEED DIAL].



➔ Use ▲▼ to select it, then press **OK**.

➔ For details on how to register destinations in the group dial, refer to Chapter 7 of the [User's Guide Fax Operations].

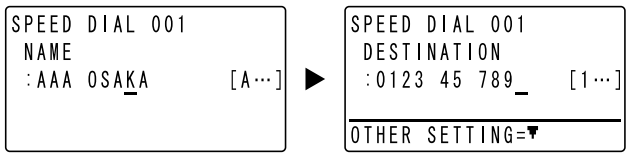
3 Enter a desired 3-digit speed dial number using the **Keypad**, then press **OK**.



➔ Up to 250 stations (001 to 250) can be registered in the speed dial.

➔ When the LDAP setting has been configured, select [MANUAL SETTING].

4 Enter the name and fax number of the destination using the **Keypad**, then press **OK**.



➔ For how to enter characters, refer to page 3-9.

➔ To configure the F-Code TX, baud rate, or transmission time setting, refer to Chapter 7 of the [User's Guide Fax Operations].

3.5 Entering characters

Use **A.../1...** to select the character to be entered. You can enter numerals (**1...**) and alphabetical letters (**A...**). Select and enter the character using the **Keypad**.

Entering characters using the Keypad

Example: Characters that can be entered by pressing **2**

[1...]**:** For entering numerals

Number of times pressed	1
Character entered	2

[A...]**:** For entering characters

Number of times pressed	1	2	3	4	5	6	7
Character entered	A	B	C	2	a	b	c

List of characters that can be entered from the Keypad

Keypad	**Character entered**	
	1...	**A...**
1	1	. (period), @, _ (underscore), - (hyphen), 1
2	2	A, B, C, 2, a, b, c
3	3	D, E, F, 3, d, e, f
4	4	G, H, I, 4, g, h, i
5	5	J, K, L, 5, j, k, l
6	6	M, N, O, 6, m, n, o
7	7	P, Q, R, S, 7, p, q, r, s
8	8	T, U, V, 8, t, u, v
9	9	W, X, Y, Z, 9, w, x, y, z
0	0	(space), 0
*	*	(+), &, /, *, =, !, ?, ( ), %, [ ], ^, `, ?, { }, |, ~, $, , (comma), :, ;, <, >, "
#	#	#

Entering more than one character

After entering a character, press ◀▶ to move the cursor.

After entering all necessary characters, press **OK**.

Tips

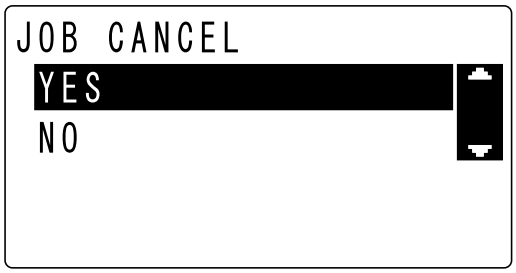
- To delete all characters you have entered, press **Back** to return to the previous screen.
- To delete one character, move the cursor to the character you want to delete, then press **Clear/Stop**.

3.6 Canceling the ongoing transmission

This section describes procedures for stopping the transmission that has been started by pressing **Start** or for canceling the transmission during redialing.

1 Press **Clear/Stop** during transmission.

2 Use ▲▼ to select [YES], then press **OK**.

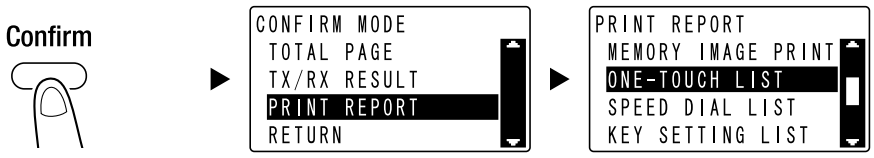


➔ Selecting [NO] restarts the fax transmission.
A transmission result report is printed out.

3.7 Checking the registered destinations

You can print a list of destinations that are registered in the One-touch Dial or speed dial on this machine. This section describes the procedure for printing a report on the destinations that are registered in this machine.

1 Check the registered destinations.



- ➔ Use ▲▼ to select [PRINT REPORT], then press **OK**.
- ➔ Select [ONE-TOUCH LIST] to check the destinations registered in the One-touch Dial list.
- ➔ Select [SPEED DIAL LIST] to check the destinations registered in the speed dial list.
- ➔ Select [KEY SETTING LIST] to check the settings of the group dial numbers and program dial numbers registered in the One-touch Dial keys.
- ➔ The following paper sizes are supported for printing out a report.
  5-1/2 × 8-1/2 ▯, 5-1/2 × 8-1/2 ▭/▯, 8-1/2 × 11 ▭/▯, 8-1/2 × 14 ▭, 11 × 17 ▭, A5 ▯, B5 ▭/▯, A4 ▭/▯, B4 ▭, and A3 ▭

2 Press **Start**.

3.8 Sending data in the computer directly as a fax without leaving the desk

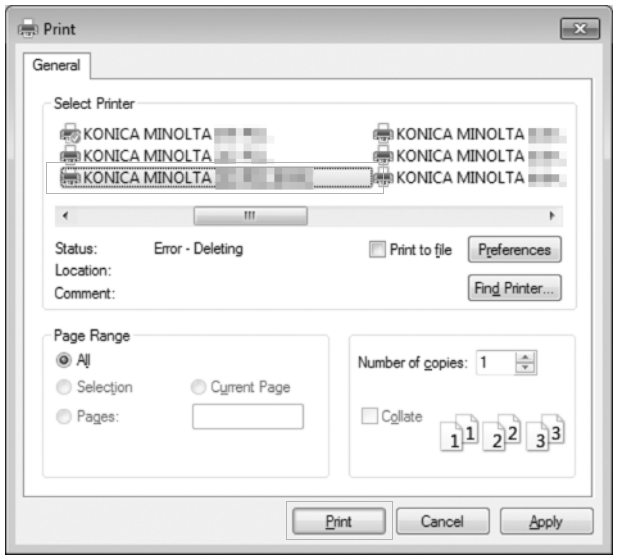
PC-FAX

You can send data created in your computer to a destination fax machine using an operation similar to that for printing the data.

To use the PC-FAX function, you must install the fax driver.

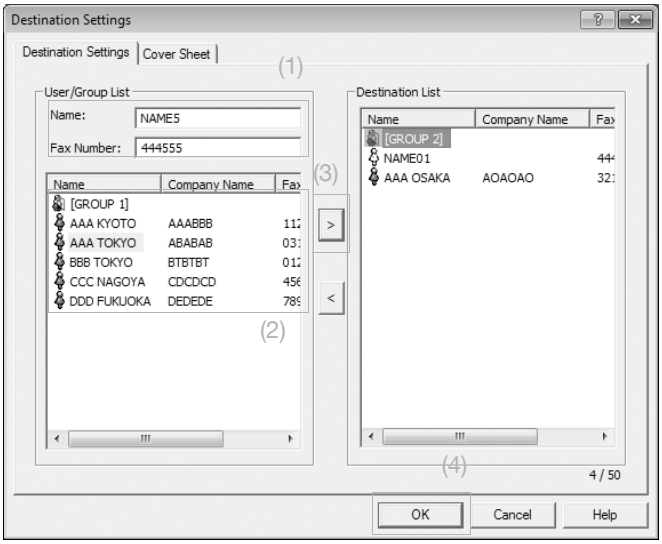
To perform PC-FAX TX, **FAX Kit FK-510** and **Extended Operation Panel MK-733** are required.

1 Select the fax driver from the [Print Menu] of applications, and click [Print].



➔ If necessary, click [Preferences] (or [Properties]), and configure the fax driver.

2 Specify the destination.



➔ To directly enter a destination, type the name and fax number into [Name] and [Fax Number], and click [>] . (1)(3)

➔ To search for a destination in the address book, select a target from the list, then click [>] . (2) (3)

➔ Right-click the group name of the address book to display the users registered in the group.

3 To specify multiple destinations, repeat Step 2.

4 Click [OK]. (4)

3.9 If you suspect a failure then do the following

If fax transmission or reception fails, check the corresponding item in the following table.

Cannot send a fax correctly

Fax status	Major cause	Correction action
The original is not scanned.	Is the original too thick?	Load the original onto the **Original Glass**. For details, refer to [User's Guide Copy Operations].
	Is the original too thin or small?	Load the original onto the **Original Glass**. For details, refer to [User's Guide Copy Operations].
	Is the **Original Glass** dirty?	Wipe the **Original Glass** with a soft, dry cloth.
The original is scanned obliquely.	Does the **Lateral Guide** match the original width?	Adjust the **Lateral Guide** to the original width. For details, refer to [User's Guide Copy Operations].
An unclear image has been received at a destination.	Is the original positioned correctly?	Position the original correctly. For details, refer to [User's Guide Copy Operations].
	Is the **Original Glass** dirty?	Wipe the **Original Glass** with a soft, dry cloth.
	Is the original text too faint?	Specify the scanning density. For details, refer to [User's Guide Fax Operations].
	Is there a problem with the line status or destination fax?	Make a copy in this machine to check the result. If a copy image is clear, send a fax again.
A blank image has been received at a destination.	Is the original loaded, turning down the original side to be sent? (in use of **ADF**)	Load the original, turning up the original side to be sent. Then, send the original again. For details, refer to [User's Guide Copy Operations].
Cannot send a fax automatically.	Was the number called correct?	Check the number.
	Did you call a telephone-dedicated number?	Check the number.
	Was there any problem at the recipient end? (Paper out, Auto RX is disabled, the power is not turned off, and other causes)	Check with the sender.

Cannot receive a fax correctly

Fax status	Major cause	Correction action
The received image is not clear.	Was the specified paper used?	Use the specified paper.
	Is the paper damp?	Replace with new paper.
	Is there a sufficient amount of toner?	Install a new **Toner Bottle**. For details, refer to page 1-46.
	Is there a problem with a destination fax?	Make a copy in this machine to check the result. If a copy image is clear, ask the sender to send the fax again.
Blank paper is received.	Is there a sufficient amount of toner?	Install a new **Toner Bottle**. For details, refer to page 1-46.
	Did the sender load the original the wrong way?	Check with the sender.
A fax is not received automatically.	Is Receive Mode set to Manual RX?	Set to Auto RX. For details, refer to [User's Guide Fax Operations].
	Is the memory full?	If a paper out occurs, add paper and print out files saved in the memory.
	Is a message displayed?	Release the message as instructed in the screen.
Black lines have been printed on the received paper.	Is there a problem with a destination fax?	Make a copy in this machine to check the result. If a copy image is clear, ask the sender to send the fax again.

Cannot call correctly

Fax status	Major cause	Correction action
No sound is heard through an external phone.	Is the telephone cord connected to this machine?	Connect the telephone cord to this machine.
	Is the line cable connected to this machine?	Connect the line cable to this machine.
	During communication.	After a communication has ended, check the connection again.
Cannot hear no tone after dialing.	Is the line type specified correctly?	Specify the correct line type. For details, refer to [User's Guide Fax Operations].
Difficult to hear the recipient's voice in on-hook dial mode.	Is the monitor volume low?	Adjust the monitor volume to the higher level. For details, refer to [User's Guide Fax Operations].
The phone ring volume is low or high.	Is the ring volume of the external phone set to a low or high level?	Adjust the ring volume of the external phone.

4 Using as a Printer

4 Using as a Printer

4.1 Before Printing

To print from your computer, you must install the printer driver in your computer in advance.

You can easily install the printer driver using the installer contained on the accompanying CD-ROM.

Reference

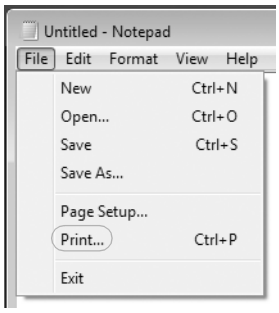
For details on how to install the printer driver, refer to Chapter 3 of the [User's Guide Print Operations].

4.2 Printing

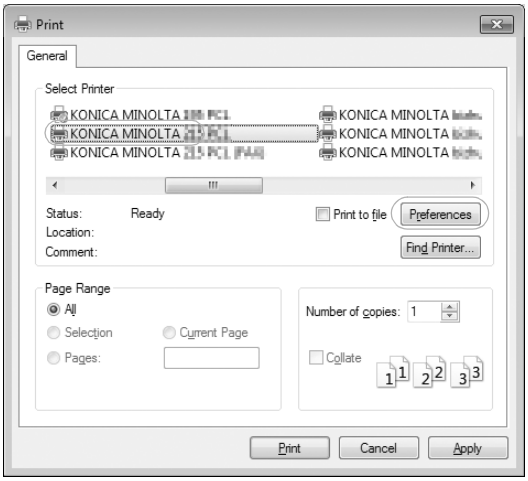
Printing data

The following describes the procedure for printing data in your computer from this machine.

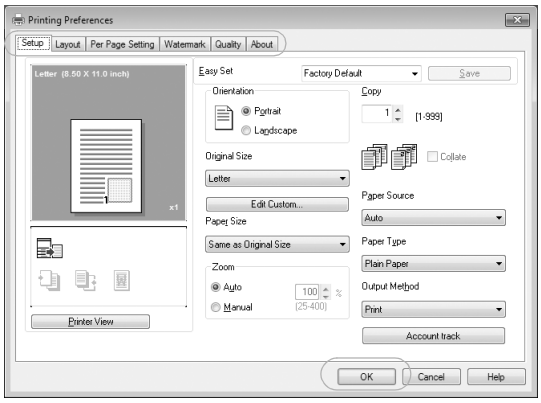
1 In the software, select the Print menu.



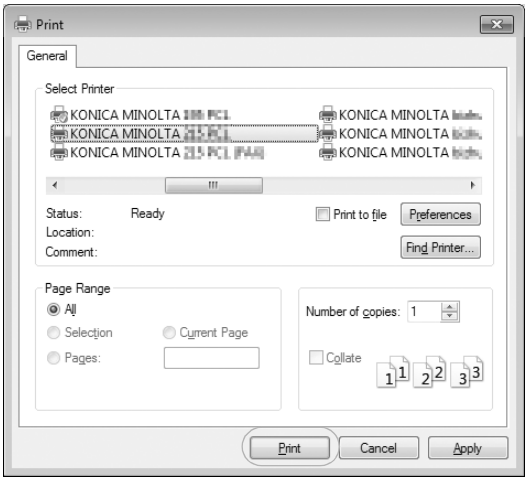
2 Select the printer and open [Preferences] (or [Properties]).



3 Configure the print settings then click [OK].



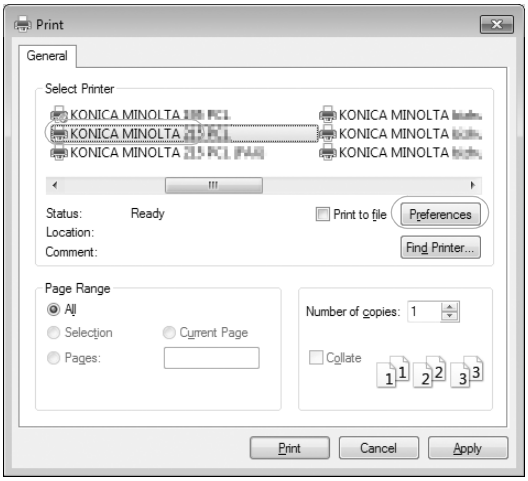
4 Click [Print].



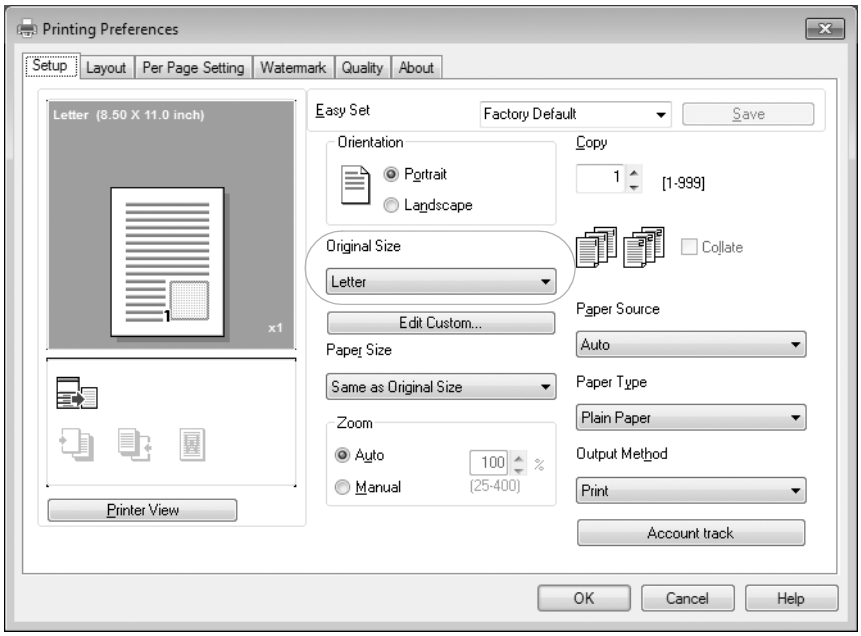
4.3 Enlarging or reducing the original to fit the paper size

By specifying the paper size set for the data in the computer and the paper size to be set in the driver, you can enlarge or reduce the original to the paper size.

1 Select the printer and open [Preferences] (or [Properties]).

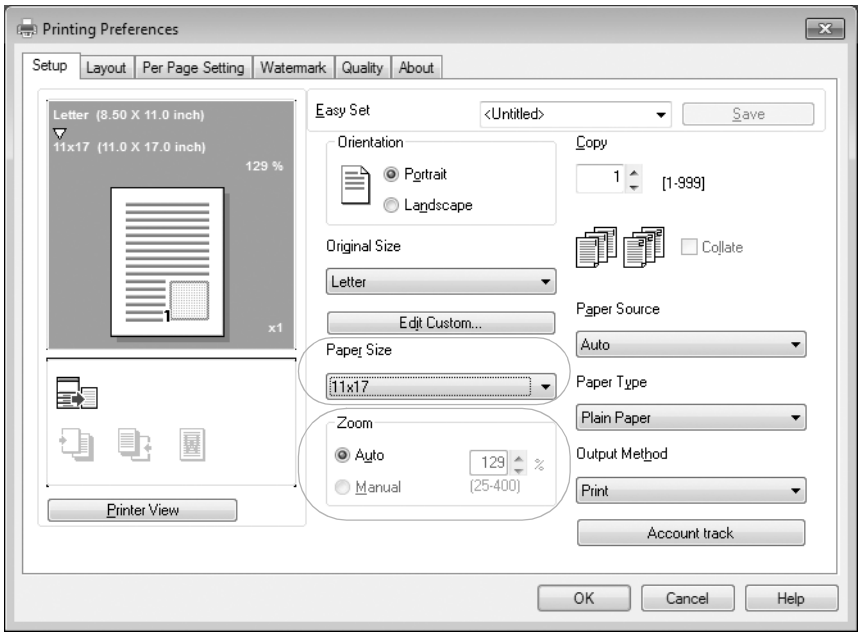


2 Select the original size.



➔ In [Original Size], specify the original size.

3 Specify the output paper size or zoom ratio.



➔ To specify the zoom ratio, select [Manual] and specify the zoom ratio.

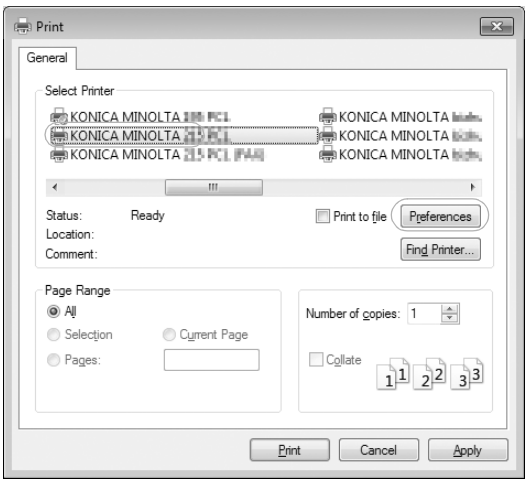
4 Click [OK].

4.4 Saving paper used for printing

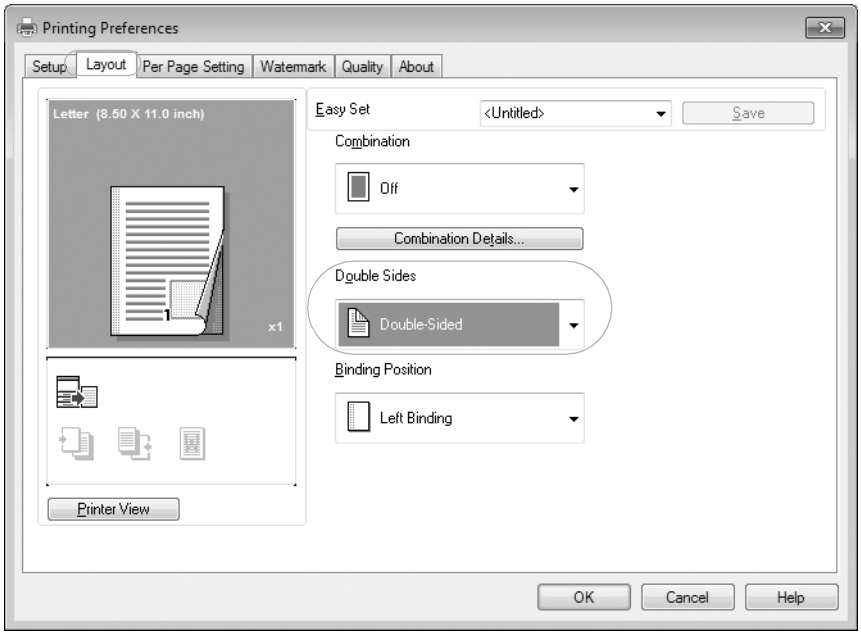
2-sided printing

Documents can be printed on both sides of paper.

1 Select the printer and open [Preferences] (or [Properties]).



2 Configure the settings for 2-sided printing.



➔ Select [Layout] and configure the [Double Sided] setting.
➔ Selecting [Double Sided] prints the document on both sides of paper.
➔ Selecting [Single Sided] prints the document on one side of paper.

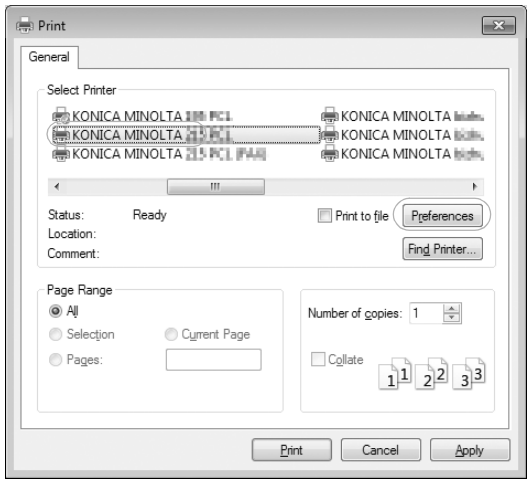
3 Click [OK].

Combined printing

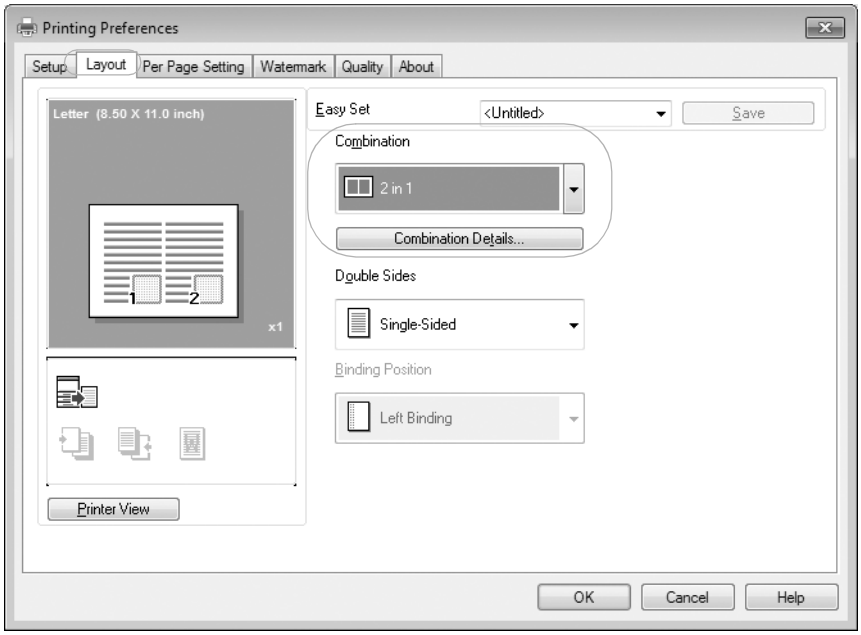
When printing multiple pages, you can select the number of pages to be printed onto a single sheet.

You can print 2, 4, 6, 9, or 16 pages of an original onto a single sheet.

1 Select the printer and open [Preferences] (or [Properties]).

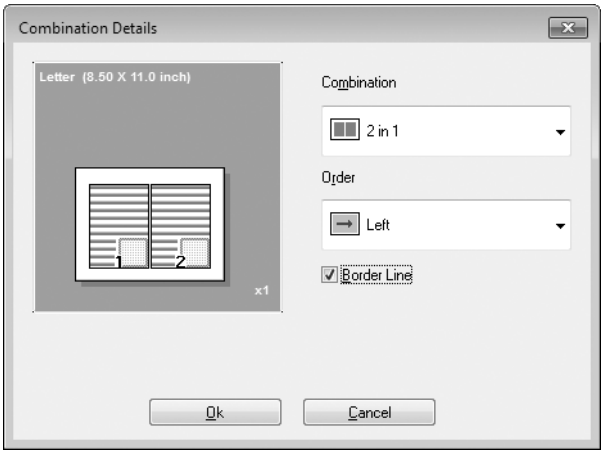


2 Configure the settings for combined printing.



➔ Select [Layout] and configure the [Combination] setting.

➔ To specify the detailed settings for combination, click [Combination Details...].



➔ In [Combination], you can specify the number of pages of the original to be printed on one page.
➔ In [Order], you can specify the order of combined pages.
➔ Select the [Border Line] check box to enclose each original page with a frame.

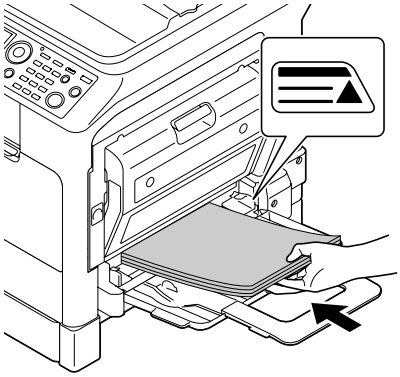
3 Click [OK].

4.5 Printing on custom sized paper

When printing on custom sized paper, load the paper into the **Bypass Tray** or **Tray 1**.

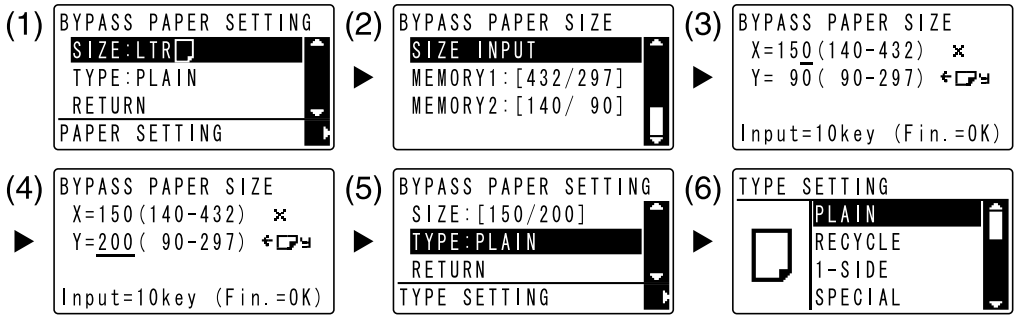
When using the Bypass Tray

1 Load paper.



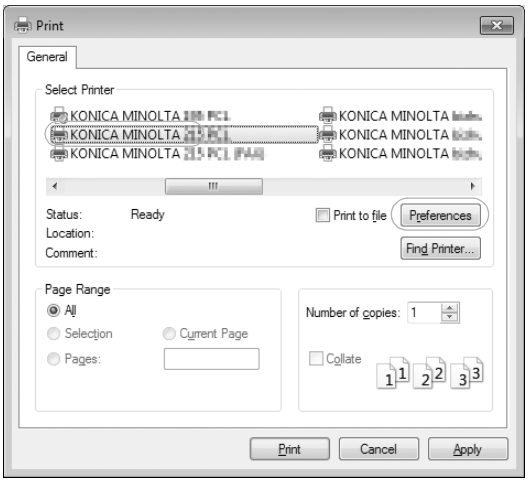
➔ When the paper is loaded, a screen for specifying the paper in the **Bypass Tray** appears on the **Control Panel**. Go to Step 2 to configure the settings for the custom sized paper.

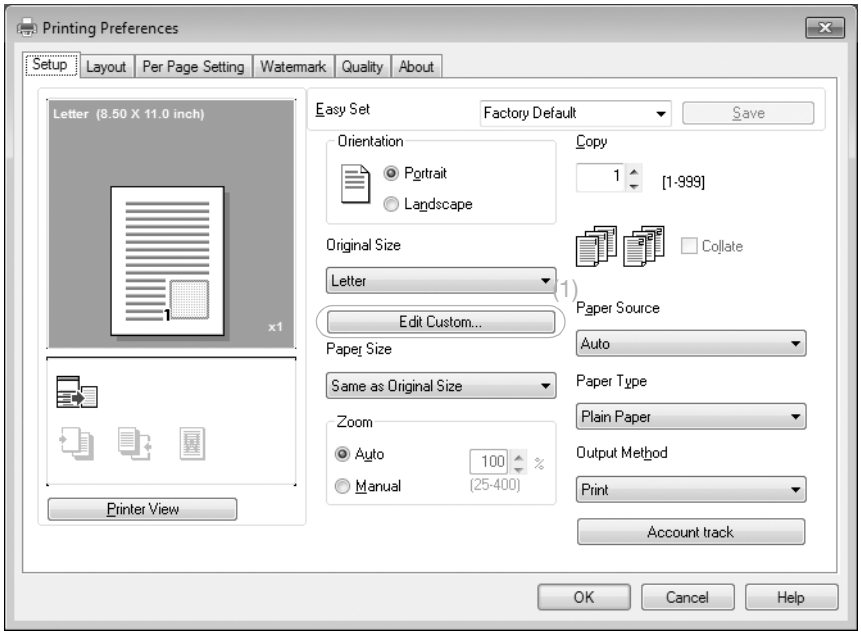
2 Configure the settings for the custom sized paper.

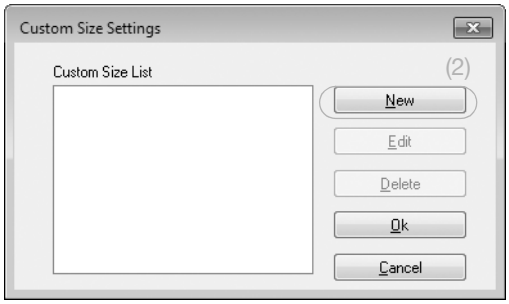


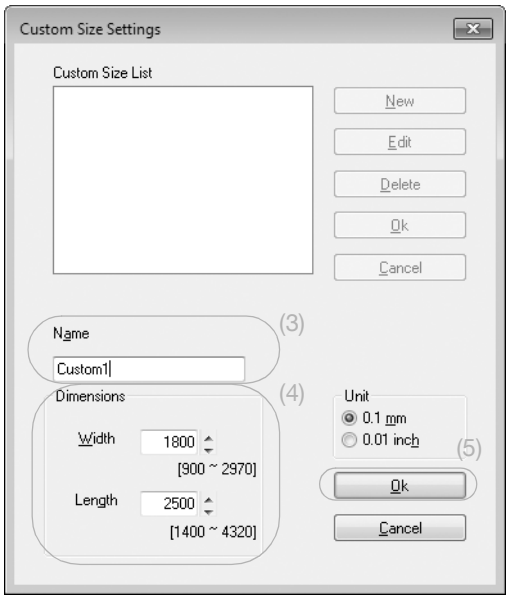
➔ Use ▲▼ to select [SIZE], then press ▶. (1)
➔ Use ▲▼ to select the correct setting, then press **OK**. (2)(6)
➔ Use the **Keypad** to enter the paper size, then press **OK**. (3)(4)
➔ Use ▲▼ to select [TYPE], then press ▶. (5)
➔ Press **Back** to return to the basic screen.
➔ If you are not sure about the size of the custom sized paper, measure the length (X) and width (Y) using the **Original Scale**.

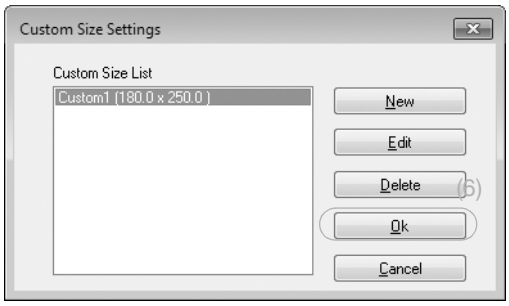
3 Select the printer and open [Preferences] (or [Properties]).

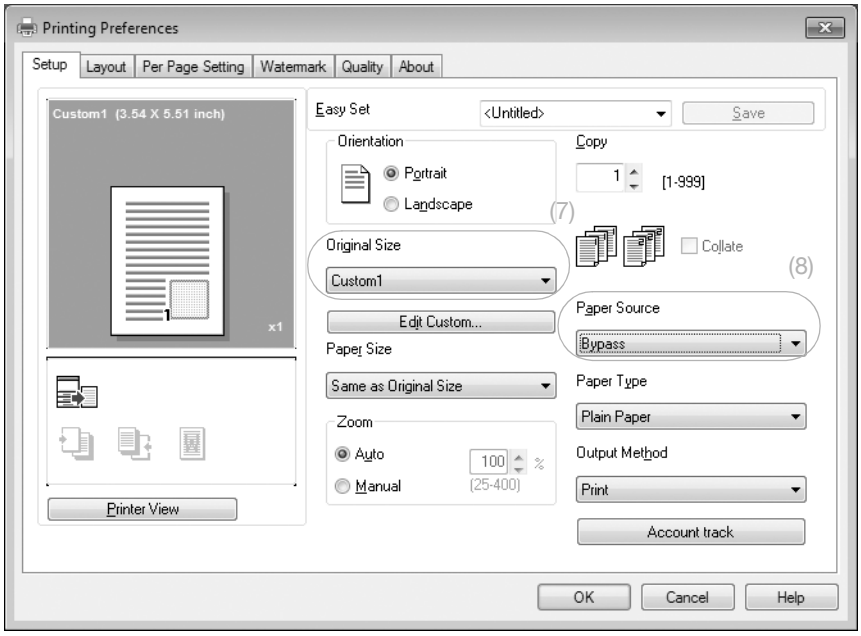

Print
General
Select Printer
KONICA MINOLTA
KONICA MINOLTA
KONICA MINOLTA
KONICA MINOLTA
KONICA MINOLTA
Status: Ready
Location:
Comment:
Print to file
Preferences
Find Printer...
Page Range
All
Selection
Current Page
Pages:
Number of copies: 1
Collate
Print
Cancel
Apply


Printing Preferences
Setup
Layout
Per Page Setting
Watermark
Quality
About
Letter (8.50 X 11.0 inch)
Easy Set
Factory Default
Save
Orientation
Portrait
Landscape
Copy
1
[1-999]
Original Size
Letter
Collate
(1)
Edit Custom...
Paper Source
Auto
Paper Size
Same as Original Size
Paper Type
Plain Paper
Zoom
Auto
Manual
100
(25-400)
Output Method
Print
Printer View
Account track
OK
Cancel
Help


Custom Size Settings
Custom Size List
(2)
New
Edit
Delete
Ok
Cancel


Custom Size Settings
Custom Size List
New
Edit
Delete
Ok
Cancel
(3)
Name
Custom1
(4)
Dimensions
Width
1800
[900 ~ 2970]
Length
2500
[1400 ~ 4320]
Unit
0.1 mm
0.01 inch
(5)
Ok
Cancel


Custom Size Settings
Custom Size List
Custom1 (180.0 x 250.0)
New
Edit
Delete
(6)
Ok
Cancel


Printing Preferences
Setup
Layout
Per Page Setting
Watermark
Quality
About
Custom1 (3.54 X 5.51 inch)
Printer View
Easy Set
<Untitled>
Save
Orientation
Portrait
Landscape
Copy
1
[1-999]
(7)
Collate
(8)
Original Size
Custom1
Edit Custom...
Paper Source
Bypass
Paper Size
Same as Original Size
Paper Type
Plain Paper
Zoom
Auto
Manual
100
(25-400)
Output Method
Print
Account track
OK
Cancel
Help

➔ When the size of the loaded paper is not registered, select [Edit Custom] (1) and register the paper size specified in the main unit. Click [New] (2), enter the name in [Name] (3) and dimensions in [Dimensions] (4), then click [OK] (5). Select the registered paper size then click [OK] (6).

➔ In [Original Size] (7), select the custom sized paper that is registered.

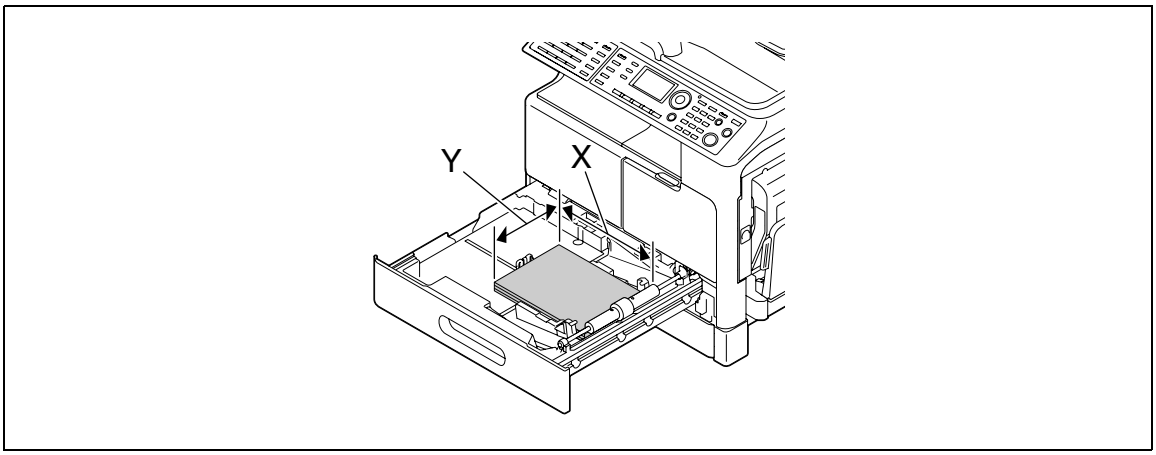
➔ In [Paper Source], select [Bypass] (8).

➔ Check that [Paper Size] is set to the same size as the paper setting for the data to be printed.

4 Press [OK].

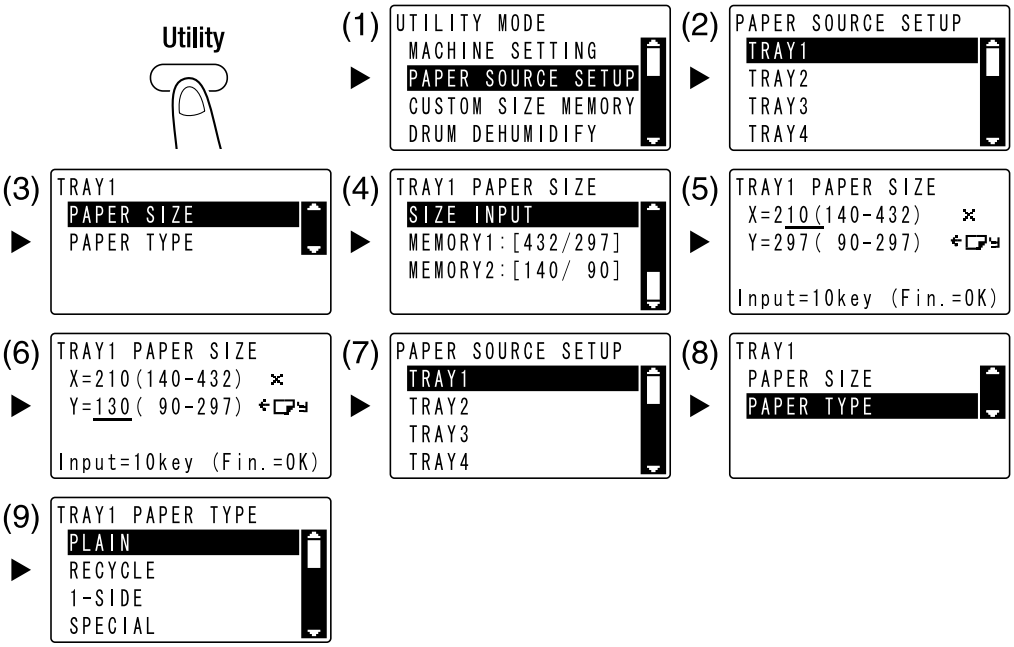
When using Tray 1

1 Load paper.



➔ If you are not sure about the size of the custom sized paper, measure the length (X) and width (Y) using the **Original Scale**.

2 Configure the settings for the custom sized paper.

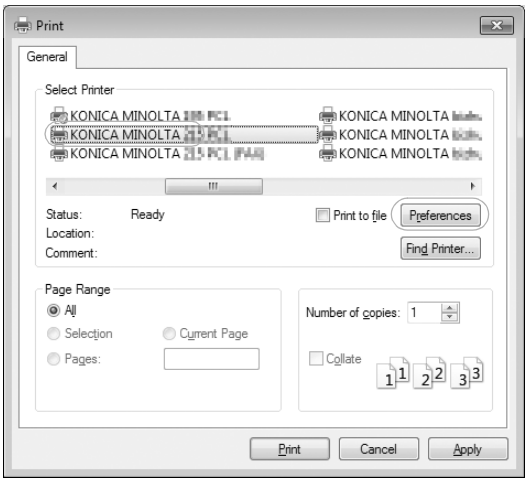


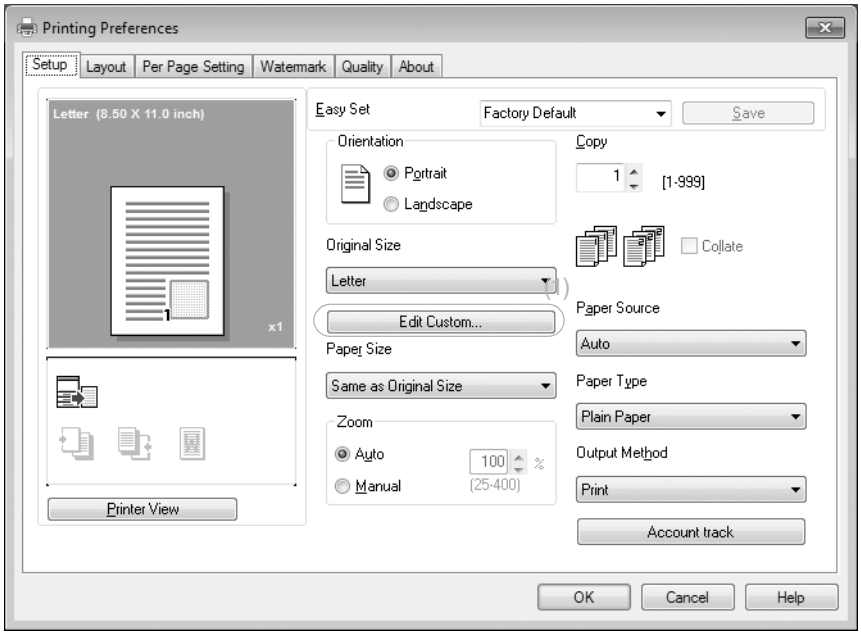
➔ Use ▲▼ to select the correct setting, then press **OK**. (1)(2)(3)(4)(7)(8)(9)

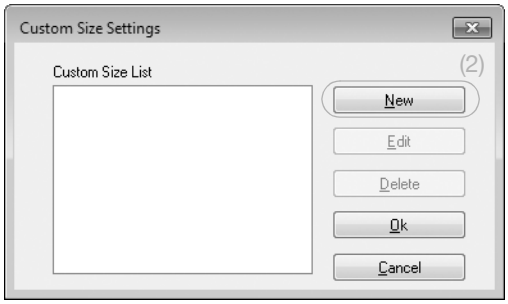
➔ Use the **Keypad** to enter the paper size, then press **OK**. (5)(6)

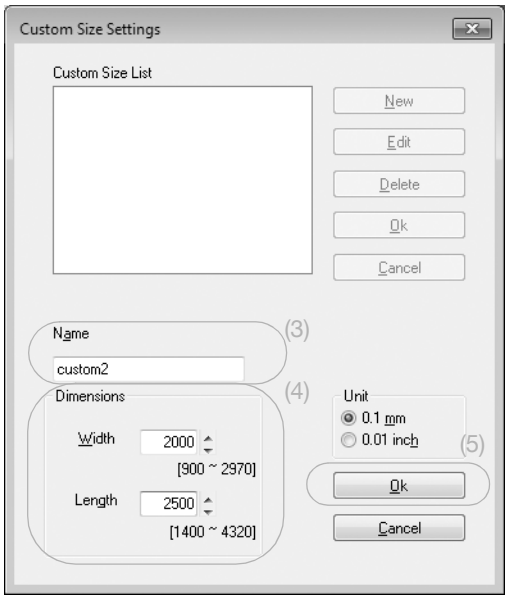
➔ If you are not sure about the size of the custom sized paper, measure the length (X) and width (Y) using the **Original Scale**.

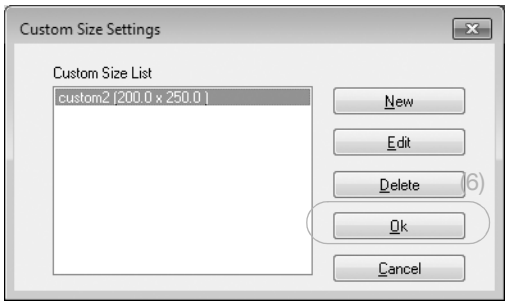
3 Select the printer and open [Preferences] (or [Properties]).

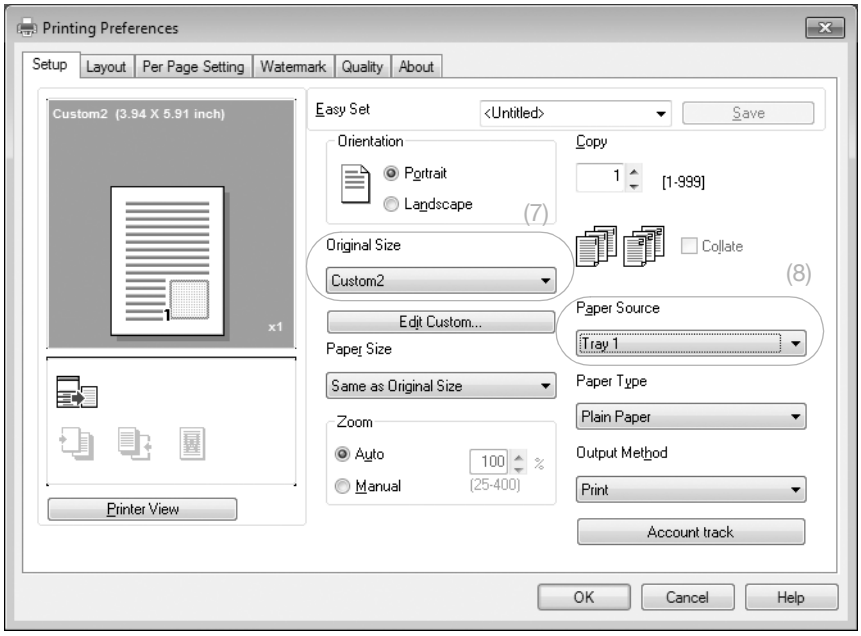

Print
General
Select Printer
KONICA MINOLTA
KONICA MINOLTA
KONICA MINOLTA
KONICA MINOLTA
KONICA MINOLTA
Status: Ready
Location:
Comment:
Print to file
Preferences
Find Printer...
Page Range
All
Selection
Current Page
Pages:
Number of copies: 1
Collate
Print
Cancel
Apply


Printing Preferences
Setup
Layout
Per Page Setting
Watermark
Quality
About
Letter (8.50 X 11.0 inch)
Easy Set
Factory Default
Save
Orientation
Portrait
Landscape
Copy
1
[1-999]
Collate
Original Size
Letter
Edit Custom...
Paper Source
Auto
Paper Size
Same as Original Size
Paper Type
Plain Paper
Zoom
Auto
Manual
100
(25-400)
Output Method
Print
Account track
Printer View
OK
Cancel
Help


Custom Size Settings
Custom Size List
(2)
New
Edit
Delete
Ok
Cancel


Custom Size Settings
Custom Size List
New
Edit
Delete
Ok
Cancel
Name
(3)
custom2
Dimensions
(4)
Width
2000
[900 ~ 2970]
Length
2500
[1400 ~ 4320]
Unit
0.1 mm
0.01 inch
(5)
Ok
Cancel


Custom Size Settings
Custom Size List
custom2 [200.0 x 250.0]
New
Edit
Delete
(6)
Ok
Cancel


Printing Preferences
Setup
Layout
Per Page Setting
Watermark
Quality
About
Custom2 (3.94 X 5.91 inch)
Printer View
Easy Set
<Untitled>
Save
Orientation
Portrait
Landscape
(7)
Copy
1
[1-999]
Collate
(8)
Original Size
Custom2
Edit Custom...
Paper Size
Same as Original Size
Paper Source
Tray 1
Paper Type
Plain Paper
Zoom
Auto
Manual
100
(25-400)
Output Method
Print
Account track
OK
Cancel
Help

➔ When the size of the loaded paper is not registered, select [Edit Custom] (1) and register the paper size specified in the main unit. Click [New] (2), enter the name in [Name] (3) and dimensions in [Dimensions] (4), then click [OK] (5). Select the registered paper size then click [OK] (6).

➔ In [Original Size] (7), select the custom sized paper that is registered.

➔ In [Paper Source], select [Tray 1] (8).

➔ Check that [Paper Size] is set to the same size as the paper setting for the data to be printed.

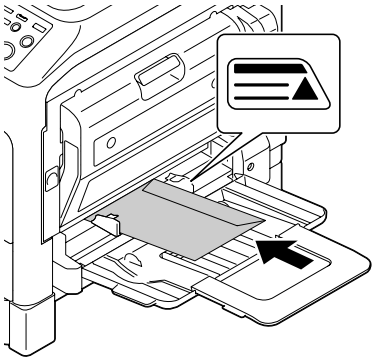
4 Click [OK].

4.6 Printing on envelopes

To print on envelopes, you need to specify the size and type of paper in **Control Panel** and select the envelope size in the data to be printed or in the printer driver.

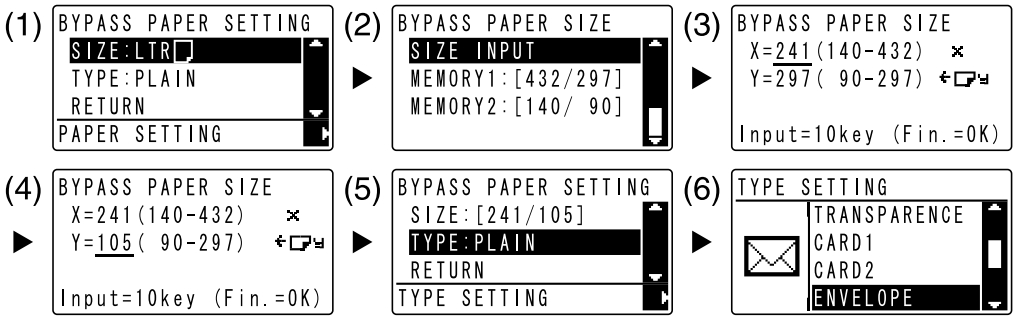
When using the Bypass Tray

1 Load envelopes.



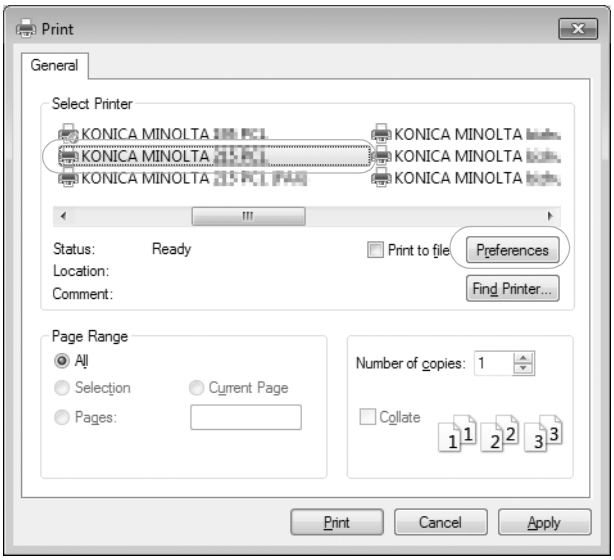
➔ Load the envelopes with the flap side facing up.
➔ Up to 10 envelopes can be loaded.
➔ When the paper is loaded, a screen for specifying the paper in the **Bypass Tray** appears on the **Control Panel**. Go to Step 2 to configure the settings for the envelopes.

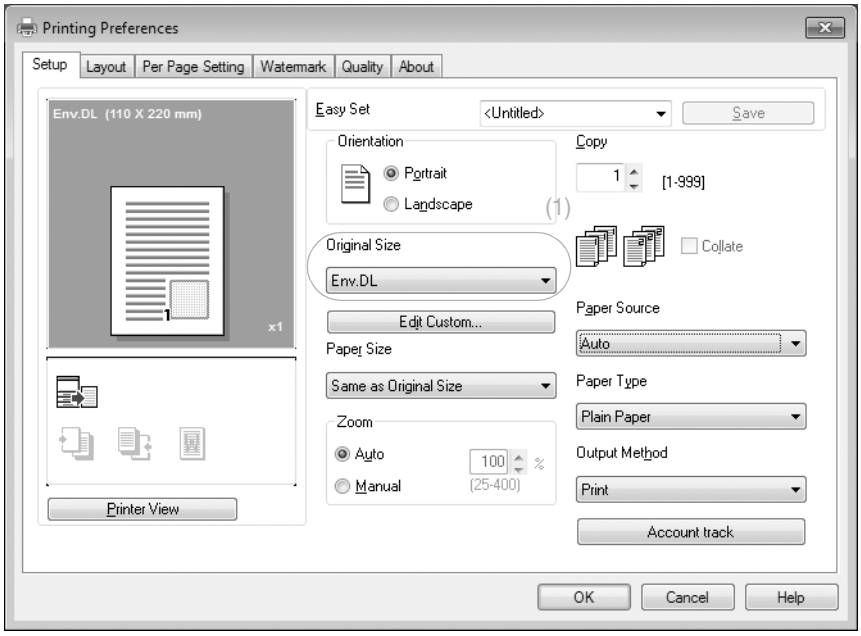
2 Configure the settings for the envelopes.

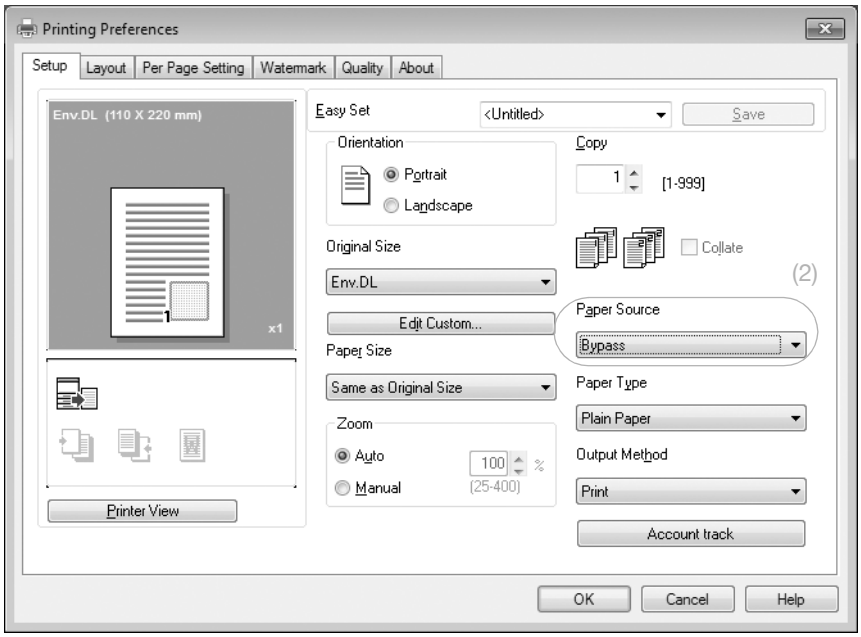


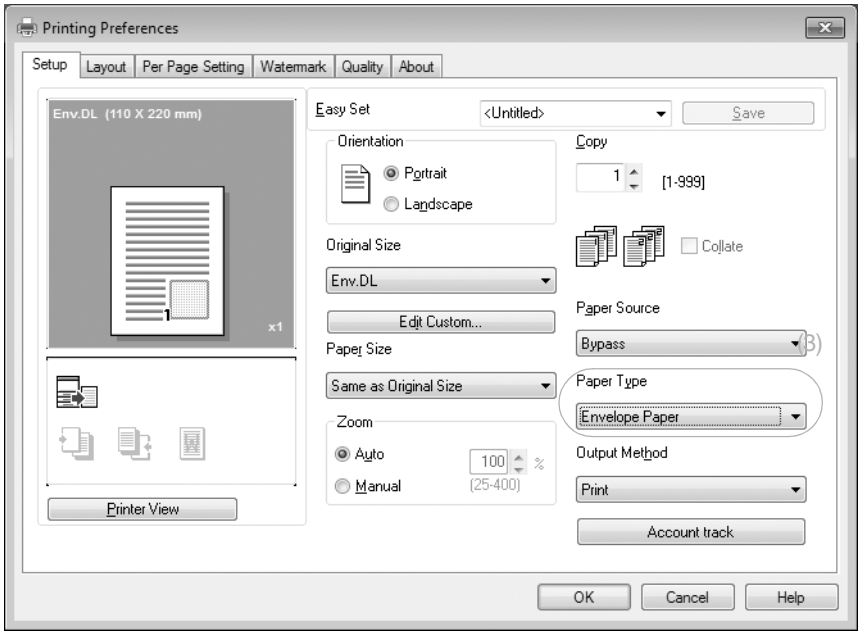
➔ Use ▲▼ to select [SIZE], then press ▶. (1)
➔ Use ▲▼ to select the correct setting, then press **OK**. (2)
➔ Use the **Keypad** to enter the paper size, then press **OK**. (3)(4)
➔ Use ▲▼ to select [TYPE], then select ▶. (5)
➔ Select [ENVELOPE]. (6)
➔ Press **Back** to return to the basic screen.
➔ If you are not sure about the size of the envelopes, measure the length (X) and width (Y) using the **Original Scale**.

3 Select the printer and open [Preferences] (or [Properties]).







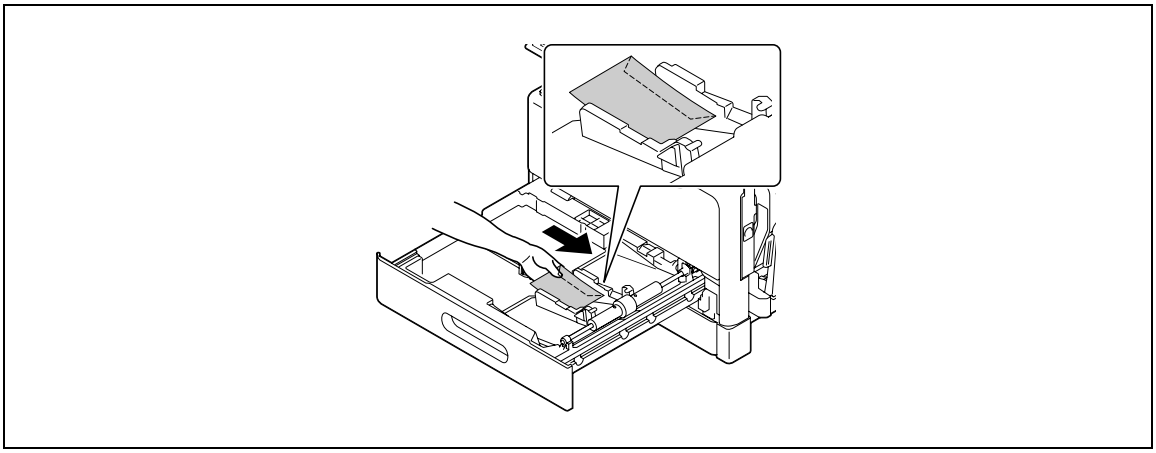


➔ The envelope sizes registered in the printer driver are [Env.Com10], [Env.C6 3/4], [Env.C6], and [Env.DL].
➔ In [Original Size], select the envelope size. (1)
➔ In [Paper Source], select [Bypass]. (2)
➔ In [Paper Type], select [Envelope Paper]. (3)
➔ Check that [Paper Size] is set to the same size as the paper setting for the data to be printed.

4 Click [OK].

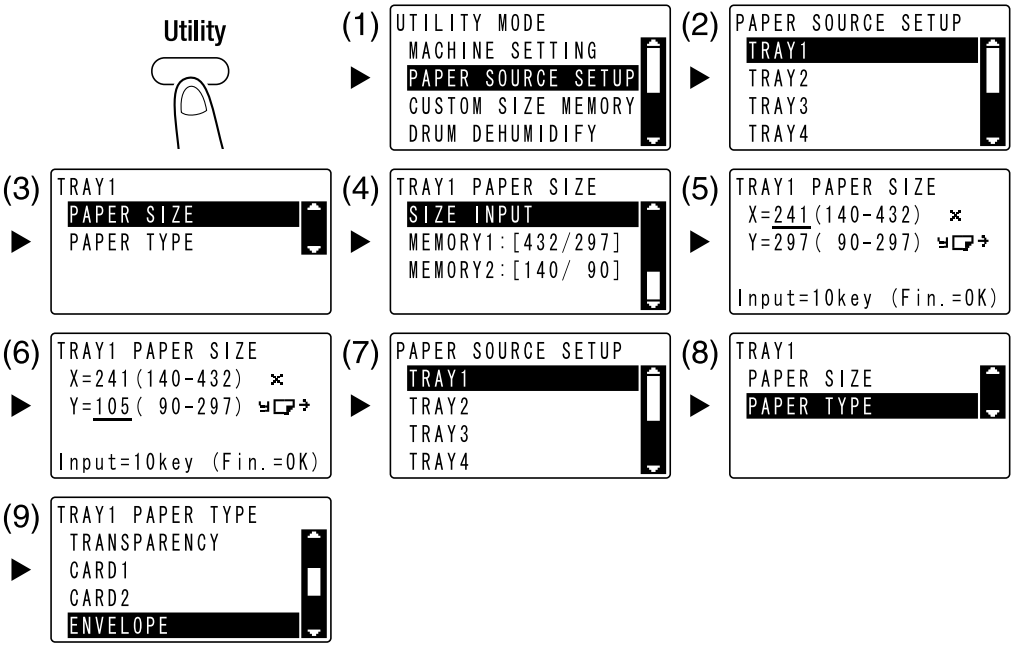
When using Tray 1

1 Load envelopes.



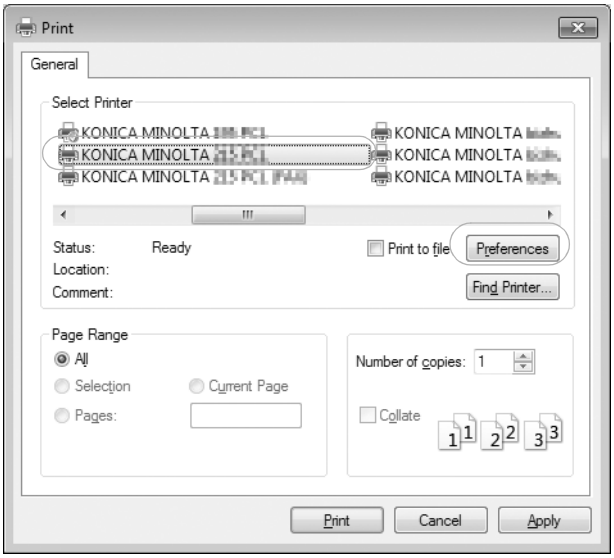
➔ Load them with the side you want to print facing up.
➔ Up to 10 envelopes can be loaded.

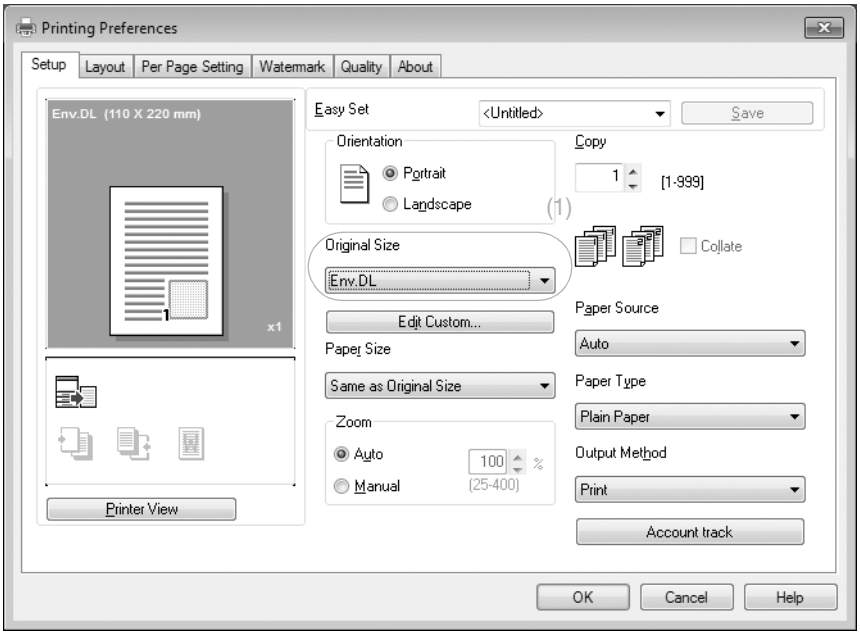
2 Configure the settings for the envelopes.

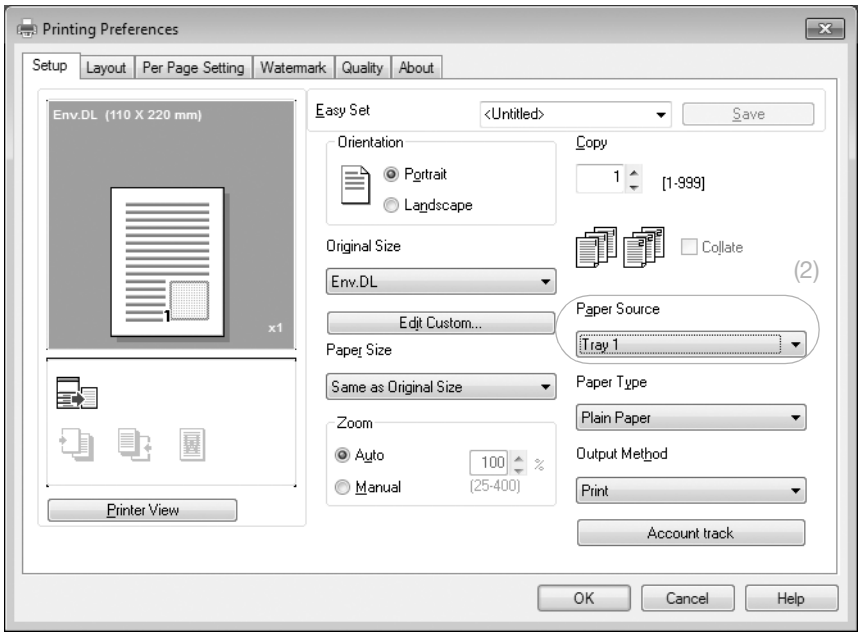


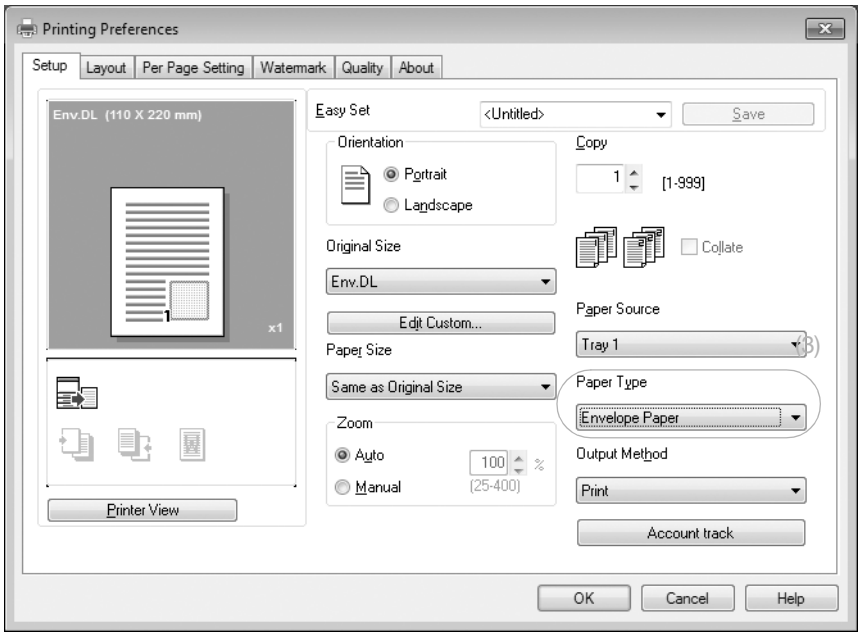
➔ Use ▲▼ to select the correct setting, then press **OK**. (1)(2)(3)(4)(7)(8)(9)
➔ Use the **Keypad** to enter the paper size, then press **OK**. (5)(6)
➔ If you are not sure about the size of the envelopes, measure the length (X) and width (Y) using the **Original Scale**.

3 Select the printer and open [Preferences] (or [Properties]).









➔ The envelope sizes registered in the printer driver are [Env.Com10], [Env.C6 3/4], [Env.C6], and [Env.DL].
➔ In [Original Size], select the envelope size. (1)
➔ In [Paper Source], select [Tray 1]. (2)
➔ In [Paper Type], select [Envelope Paper]. (3)
➔ Check that [Paper Size] is set to the same size as the paper setting for the data to be printed.

4 Click [OK].

5 Using as a Scanner

5 Using as a Scanner

5.1 Sending scanned data

Scanned data can be sent via an E-mail or to the FTP or SMB server.

To send scanned data, **Extended Operation Panel MK-733** combined with **Network Card NC-504** or **Image Controller IC-209** is required.

Sending an E-mail

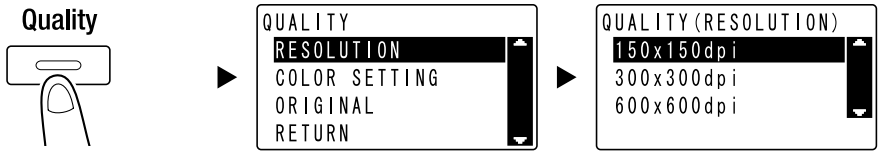
The following describes the procedure for sending scanned data via an E-mail.

1 Press **Scan**.

2 Load the original.

➔ For details on how to load the original, refer to page 1-37.

3 Specify the resolution setting.

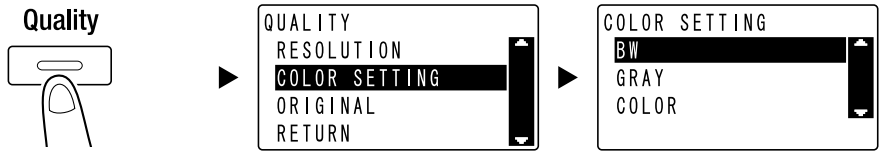


➔ Use ▲▼ to select the correct setting, then press **OK**.

➔ Select [150×150dpi], [300×300dpi], or [600×600dpi].

➔ When [Color] or [Gray] is specified for the color setting, [600×600dpi] is not displayed.

4 Specify the color setting.

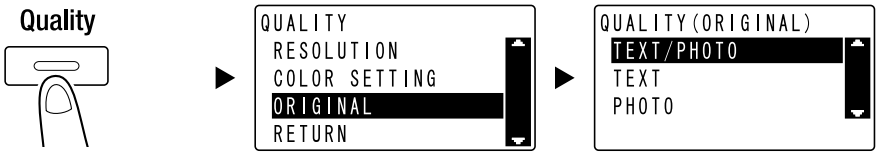


➔ Use ▲▼ to select the correct setting, then press **OK**.

➔ Select [BW], [GRAY], or [COLOR].

➔ If [BW] is selected with [Image Format] set to [JPEG], [PDF] is automatically selected.

5 Specify the image quality.



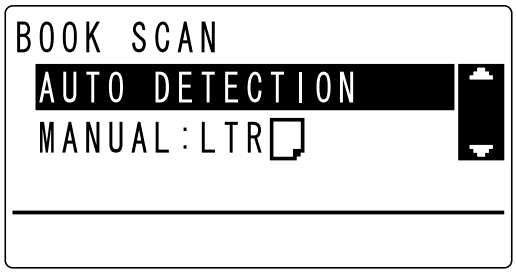
➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ Select [TEXT/PHOTO], [TEXT], or [PHOTO].

6 Enter the E-mail address using the **Keypad**, then press **Start**.

➔ The subject, CC address, file format, and compression coding method can be specified.
➔ One-touch Dial can be used to select the destination.
➔ The speed dial can be used to select the destination.
➔ The phone book can be used to select the destination.
➔ To interrupt the transmission, press **Clear/Stop** then select [YES] in the displayed screen. For details, refer to page 5-10.
➔ For details on each setting, refer to Chapter 5 of the [User's Guide Scan Operations].
➔ When you have loaded the original onto the **Original Glass**, go to Step 7.

7 Use ▲▼ to select [AUTO DETECTION] or [MANUAL], then press **OK**.

➔ When you select [MANUAL], you can specify the scanning size.



8 To start scanning, press **OK**.

9 When continuously scanning the original, load the next original, then press **OK**.

10 When scanning of all originals has been completed, press **Start**.

➔ To interrupt the transmission, press **Clear/Stop** and select [YES] in the displayed screen. For details, refer to page 5-10.

Sending scanned data to the FTP/SMB server

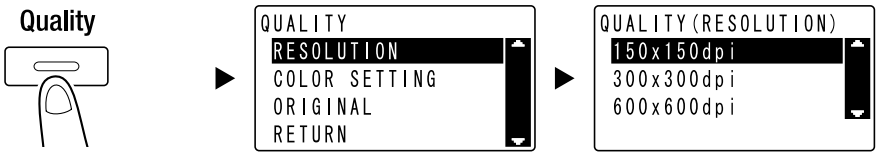
The following describes the procedure for sending scanned data to the FTP/SMB server.

1 Press **Scan**.

2 Load the original.

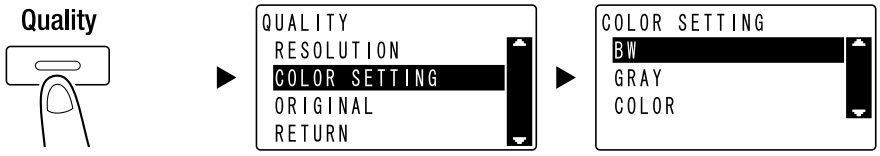
➔ For details on how to load the original, refer to page 1-37.

3 Specify the resolution setting.



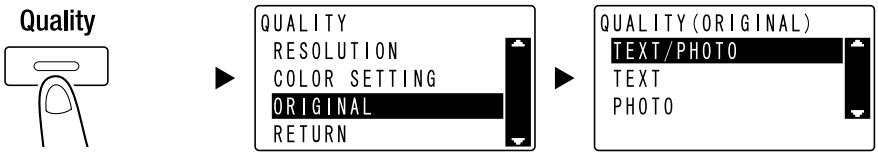
➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ Select [150×150dpi], [300×300dpi], or [600×600dpi].
➔ When [Color] or [Gray] is specified for the color setting, [600×600dpi] is not displayed.

4 Specify the color setting.



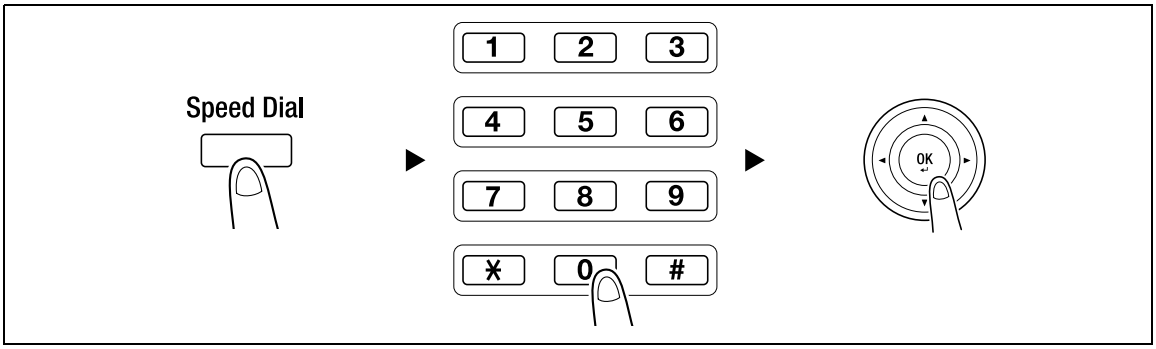
➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ Select [BW], [GRAY], or [COLOR].
➔ If [BW] is selected with [Image Format] set to [JPEG], [PDF] is automatically selected.

5 Specify the image quality.



➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ Select [TEXT/PHOTO], [TEXT], or [PHOTO].

6 Press **Speed Dial**. Enter a 3-digit dial number using the **Keypad**, then press **OK**.



➔ Before sending data to the server, register the FTP/SMB server address using a number between [251 and 300] on the speed dial.

➔ The file format and compression coding method can be specified. For details, refer to Chapter 6 of the [User's Guide Scan Operations].

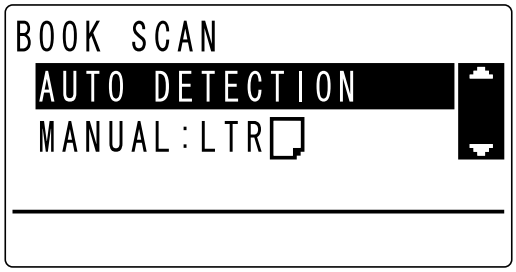
7 Press **Start**.

➔ To interrupt the transmission, press **Clear/Stop** then select [YES] in the displayed screen. For details, refer to page 5-10.

➔ When you have loaded the original onto the **Original Glass**, go to Step 8.

8 Use ▲▼ to select [AUTO DETECTION] or [MANUAL], then press **OK**.

➔ When you select [MANUAL], you can specify the scanning size.



9 To start scanning, press **OK**.

10 When continuously scanning the original, load the next original, then press **OK**.

11 When scanning of all originals has been completed, press **Start**.

➔ To interrupt the transmission, press **Clear/Stop** and select [YES] in the displayed screen. For details, refer to page 5-10.

5.2 Registering frequently used destinations

You can register frequently used destinations. You can register destinations in the One-touch Dial, speed dial, group dial, and program dial. This section describes how to register destinations in the One-touch Dial and speed dial.

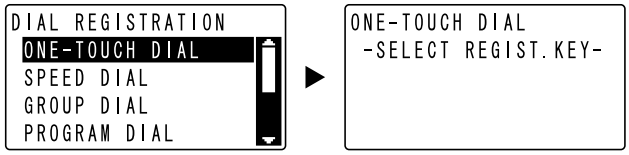
Registering destinations in One-touch Dial

Register a destination in One-touch Dial; you can specify a destination easily and accurately without entering an E-mail address using the **Keypad**.

1 Press **Utility**, and select [DIAL REGISTRATION].

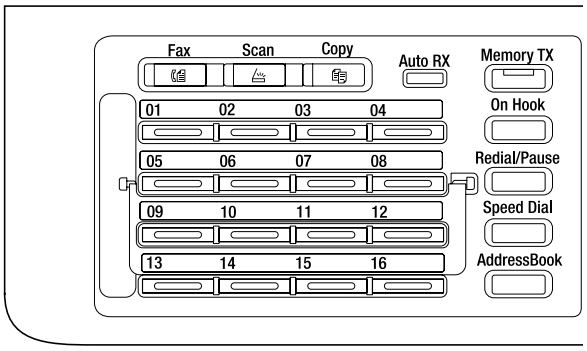
➔ Use ▲▼ to select it, then press **OK**.

2 Select [ONE-TOUCH DIAL].



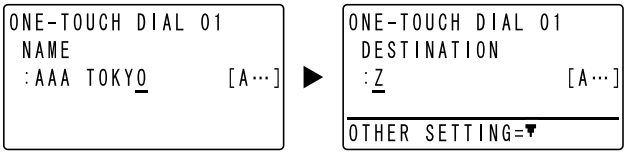
➔ Use ▲▼ to select it, then press **OK**.

3 Press the **One-Touch Dial Key** to register a destination in.



➔ Up to 32 stations can be registered in One-touch Dial.
➔ When the LDAP setting has been configured, select [MANUAL SETTING].

4 Enter the name and E-mail address of the destination using the **Keypad**, then press **OK** .



➔ You can specify the transmission size, resolution, and other settings. For details, refer to Chapter 4 of the [User's Guide Scan Operations].

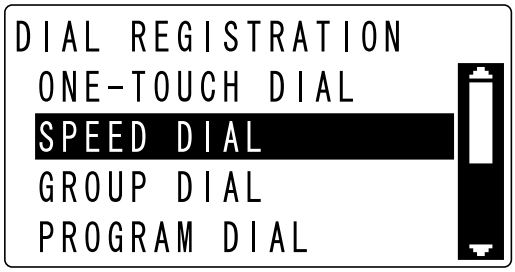
Registering destinations in the speed dial

Register a destination in the speed dial; you can specify a destination easily and accurately without entering an E-mail address using the **Keypad**.

1 Press **Utility**, and select [DIAL REGISTRATION].

➔ Use ▲▼ to select it, then press **OK**.

2 Select [SPEED DIAL].

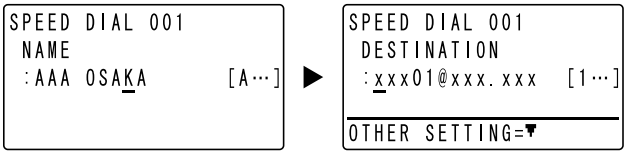


➔ Use ▲▼ to select it, then press **OK**.

3 Enter a desired 3-digit speed dial number using the **Keypad**, then press **OK**.

➔ Up to 250 stations (001 to 250) can be registered in the speed dial.
➔ When the LDAP setting has been configured, select [MANUAL SETTING].

4 Enter the name and E-mail address of the destination using the **Keypad**, then press **OK** .



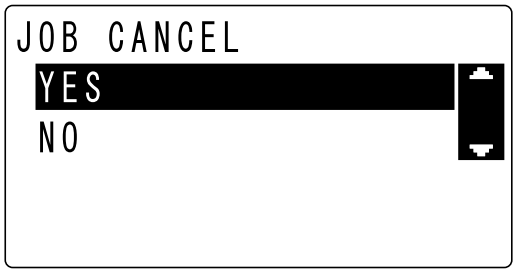
➔ To specify the transmission size, resolution, or other settings, refer to Chapter 4 of the [User's Guide Scan Operations].

5.3 Canceling the ongoing transmission

This section describes the procedure for stopping the transmission that has been started by pressing **Start**.

1 Press **Clear/Stop** during transmission.

2 Use ▲▼ to select [YES], then press **OK**.



➔ Selecting [NO] restarts the transmission of the scanned data.
A transmission result report is printed out.

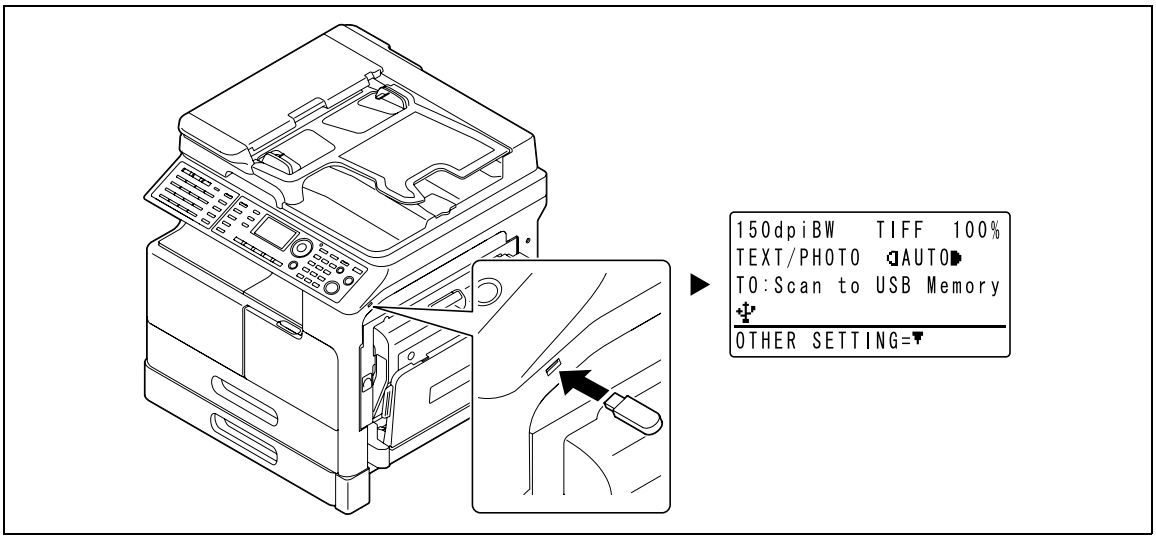
5.4 How to use Scan to USB

This chapter describes how to store scanned data on the USB memory.

1 Load the original.

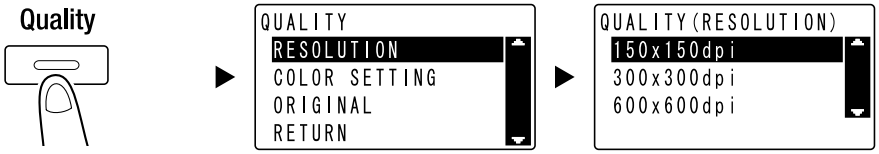
➔ For details on how to load the original, refer to page 1-37.

2 When a USB memory device is connected to this machine, the machine mode changes to scan mode and [TO: Scan to USB Memory] is displayed.



➔ The file format and compression coding method can be specified. For details, refer to Chapter 7 of the [User's Guide Scan Operations].

3 Specify the resolution setting.

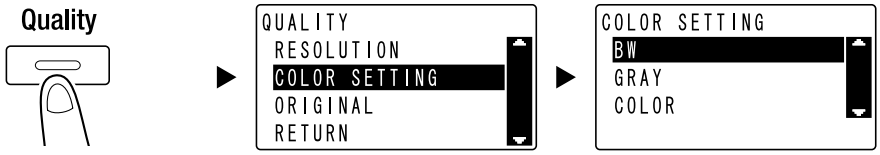


➔ Use ▲▼ to select the correct setting, then press **OK**.

➔ Select [150×150dpi], [300×300dpi], or [600×600dpi].

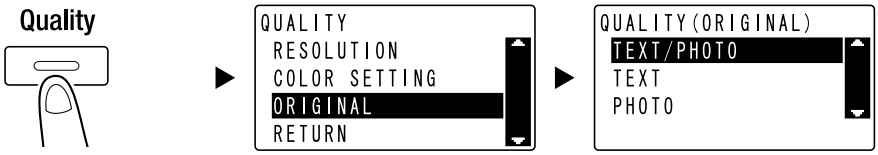
➔ When [Color] or [Gray] is specified for the color setting, [600×600dpi] is not displayed.

4 Specify the color setting.



➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ Select [BW], [GRAY], or [COLOR].
➔ If [BW] is selected with [Image Format] set to [JPEG], [PDF] is automatically selected.

5 Specify the image quality.

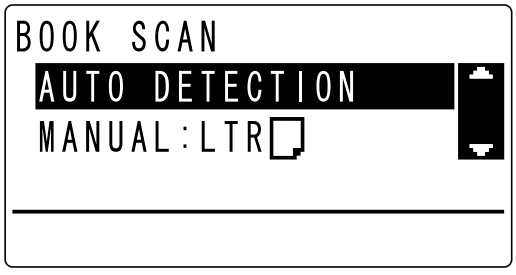


➔ Use ▲▼ to select the correct setting, then press **OK**.
➔ Select [TEXT/PHOTO], [TEXT], or [PHOTO].

6 Press **Start**.

Scanned original is stored in the USB memory.
➔ When you have loaded the original onto the **Original Glass**, go to Step 7.

7 Use ▲▼ to select [AUTO DETECTION] or [MANUAL], then press **OK**.
➔ When you select [MANUAL], you can specify the scanning size.



8 To start scanning, press **OK**.

9 When continuously scanning the original, load the next original, then press **OK**.

10 When scanning of all originals has been completed, press **Start**.
➔ To interrupt the transmission, press **Clear/Stop** then select [YES] in the displayed screen. For details, refer to page 5-10.

5.5 Scanning using a TWAIN driver

When a TWAIN driver is installed in your computer, you can use this machine to scan originals as data and import it into the computer.

In the "Pull Scan" method, scanning is started from the computer screen, and in the "Push Scan" method, scanning is started by pressing **START** on this machine.

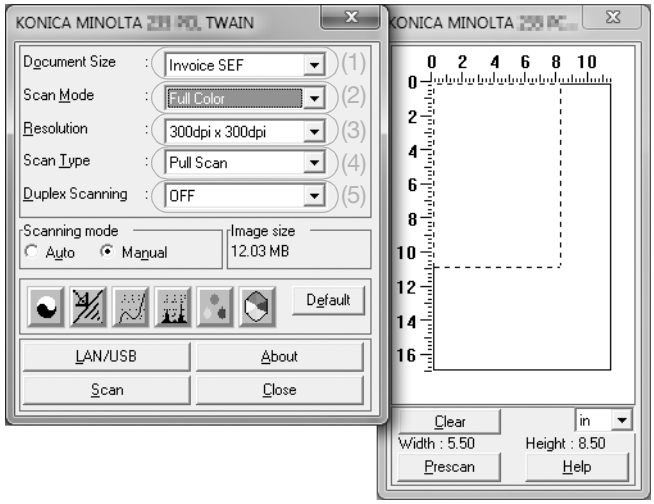
The operation method differs depending on the application to be used.

1 Load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Start the image processing application on the computer side.

3 Configure the scanning settings.



➔ In [Document Size], specify the size of the original to be scanned. (1)
If the image to be scanned is greater than the size specified in Original Size, the areas outside the specified size are deleted.

➔ In [Scan Mode], specify the image quality of the original. (2)
Switching [Scan Mode] displays icons. Press these icons to specify the color brightness or contrast.

➔ In [Resolution], specify the resolution. (3)
If [Scan Mode] is set to [Full Color] or [Gray], [600dpix600dpi] is not displayed.

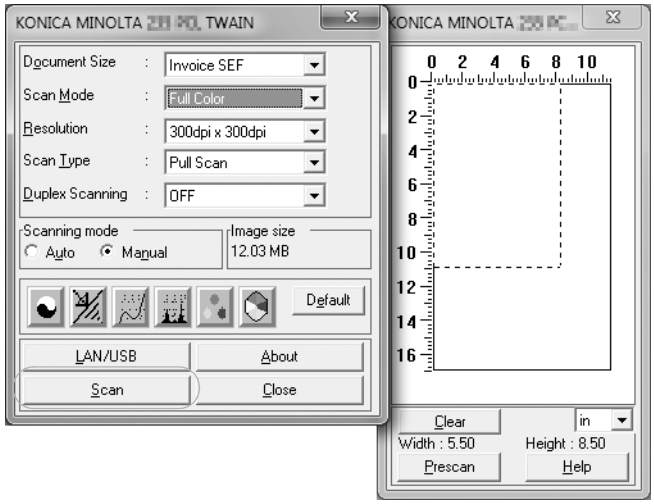
➔ In [Scan Type], specify the scanning method. (4)

➔ In [Duplex Scanning], turn on or off the 2-sided scanning function. (5)
[Duplex Scanning] is displayed when the optional ADF is installed.

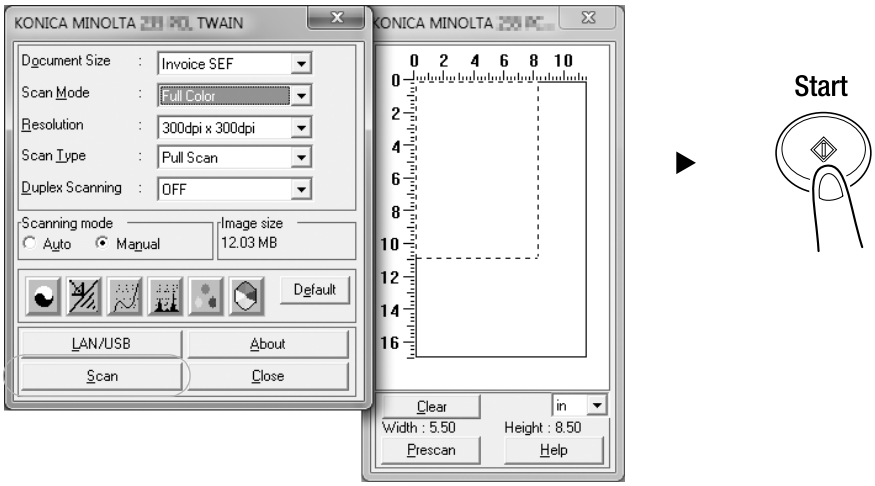
➔ Click [Prescan] to display the scanned original in the pre-scan window.

4 Scan the original.

➔ For Pull Scan, click [Scan]. Scanning starts.



➔ For Push Scan, press [Scan] then press **Start** on the **Control Panel**. Scanning starts.



5.6 Scanning using a WIA driver

Scanning is enabled using an application that supports WIA.

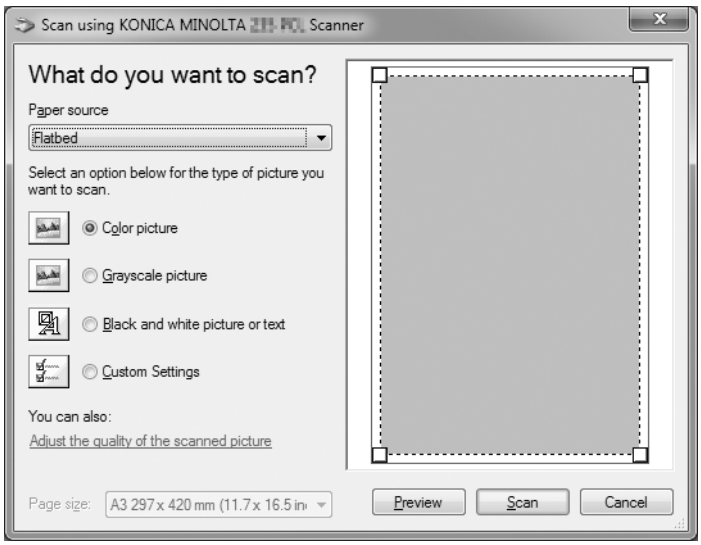
The operation method differs depending on the application to be used.

1 Load the original.

➔ For details on how to load the original, refer to page 1-37.

2 Start the image processing application on the computer side.

3 Configure the scanning settings.



➔ In [Paper source], select the scanning method for the original.

➔ Select the type of the image to be scanned.

➔ Using [Select an option below for the type of picture you want to scan.], you can specify the image quality.

➔ Click [Preview] to display the scanning result.

4 Click [Scan].

Scanning starts.

6 Troubleshooting

6 Troubleshooting

This chapter describes troubleshooting operations against typical problems.

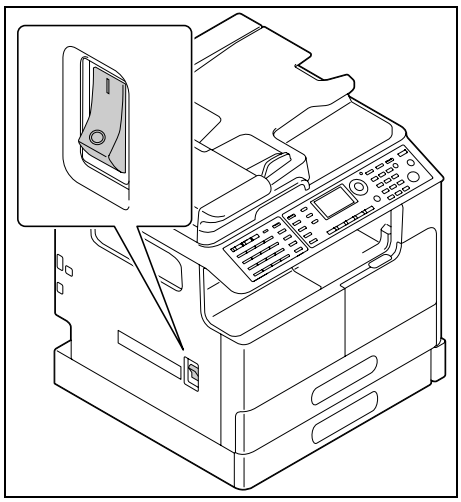
If the problem is not corrected after the described operation is performed, contact your service representative.

The power does not turn on

Check the following:

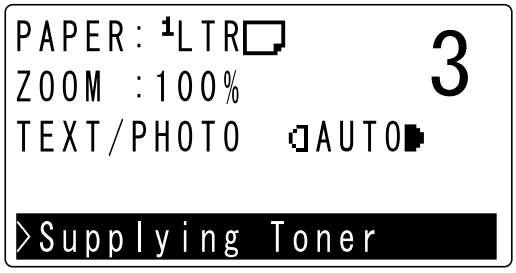
- Check that the power cord of this machine is correctly plugged into an outlet. Also check that the circuit breaker is not tripped.
- Check that the power switch is turned on.

Tips
If the power still does not turn on after checking, contact your service representative.



A message prompting you to replace consumables has appeared

When the remaining amount of a consumable item becomes low, a message is displayed to inform you of when to carry out a replacement.



A message prompting replacement means that consumables are nearly exhausted. You can make several copies after the message is displayed. However, we recommend that you procure consumables before you need to use them.

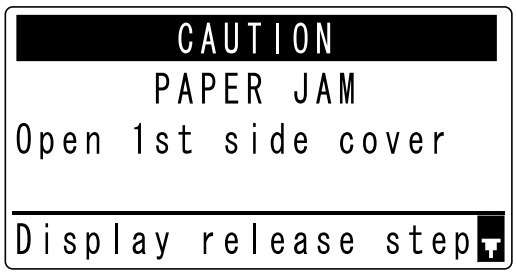
Tips
If the message remains displayed after replacement, contact your service representative.

The paper jam message does not disappear

Another paper jam may have occurred in a location other than that indicated in the **Display**.

Check the locations other than that indicated in the **Display**.

- Check whether a piece of paper has not been removed from a deeper area of the location indicated in the **Display**. If it is difficult for you to remove the jammed paper, do not try too hard. Contact your service representative.
- The door may not be closed correctly. Open and close the door again in the location indicated in the **Display**. Doing this may cause the message to disappear.

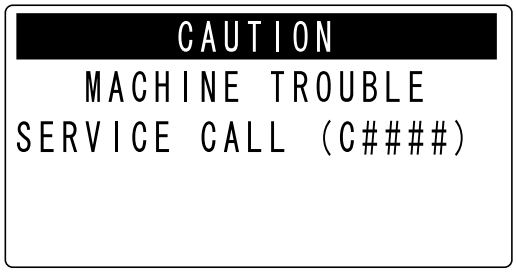


Tips
If the paper jam message still persists after checking, contact your service representative.

An error message has appeared

If there is a problem that cannot be remedied by the customer, the [MACHINE TROUBLE SERVICE CALL (C####)] message appears.

In the Service Call screen, an error code that usually begins with C appears.



If this message appears in the **Display**, turn off the power switch, wait for about 10 seconds, then turn on the power switch again.

If the message remains displayed, check the error code displayed in the **Display**, disconnect the power cord from the outlet, then contact your service representative.

7 Utility

7 Utility

In Utility, you can specify the default value of each function to meet your conditions or environment.

To change the settings, press **Utility** on the **Control Panel**.

No.	Name	Description
1	[MACHINE SETTING]	Configure the settings for the operating environment of this machine.
2	[PAPER SOURCE SET-UP]	Specify the size and type of the paper loaded in **Tray 1**. You can also specify the unit of paper size and paper type loaded in **Tray2**-**Tray5**.
3	[CUSTOM SIZE MEMO-RY]	Register up to two custom sizes.
4	[DRUM DEHUMIDIFY]	Performs the drum drying operation to remove dew condensation around the PC of the photo conductor, preventing deterioration of functions.
5	[ADMIN. MANAGE-MENT]	Configure the remote monitor settings or settings for the administrator to manage each account.
6	[COPY SETTING 1]	Configure the default settings for each copy function.
7	[COPY SETTING 2]	
8	[DIAL REGISTRATION]	Register destinations in One-touch Dial, speed dial, and group dial.
9	[FAX REGISTRATION]	Configure the default settings for each fax function.
10	[FAX TX OPERATION]	Configure the default settings for transmission operations.
11	[FAX RX OPERATION]	Configure the default settings for receiving operations.
12	[REPORTING]	Configure the default settings for each report function.
13	[SCAN SETTING]	Configure the default settings for the scan function.

Tips

- Some items cannot be configured depending on which optional device is installed in this machine. If an unavailable item is selected, an error message appears.
- For details, refer to the relevant operation guide.

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