# bizhub 25e

**Plain-paper digital Fax/Copier/Printer/Scanner**

# Scanner and Fax Guide

Chapter 1 Basic scan functions 1

Chapter 2 Advanced scan functions 2

Chapter 3 Basic fax functions 3

Chapter 4 Advanced fax functions 4

Chapter 5 Specifying destinations 5

Chapter 6 Communication management 6

Chapter 7 Machine settings 7

Chapter 8 Troubleshooting 8

# Contents

**How to read this manual** ..... **v**
Symbols ..... v
Key descriptions ..... v
Descriptions for paper and documents ..... v
Screens ..... vi

## Chapter 1 Basic scan functions

**Basic scanning** ..... **1-2**
Scanning to e-mail address ..... 1-2
Scanning to shared PC folders ..... 1-4
Scanning to FTP servers ..... 1-8
Scanning to USB memory device ..... 1-12
Scanning to an Evernote address ..... 1-15
Scanning to a printer ..... 1-17
**Basic scan settings** ..... **1-19**
Resolution ..... 1-19
Color ..... 1-20
**Scanning with a TWAIN driver** ..... **1-21**

## Chapter 2 Advanced scan functions

**Introduction to advanced functions** ..... **2-2**
**Advanced scan functions** ..... **2-4**
Document type (Doc.Type) ..... 2-4
Contrast ..... 2-5
File name ..... 2-6
Scan size ..... 2-9
Stamp (Option) ..... 2-11
Next document setting (Next Doc.) ..... 2-12
Duplex scan ..... 2-14
Broadcast ..... 2-16
Batch scan ..... 2-18
File format ..... 2-19
e-mail subject ..... 2-22
Color adjustment (Color Adjust) ..... 2-24
DocIndex ..... 2-28

## Chapter 3 Basic fax functions

**Basic faxing** ..... **3-2**
Transmitting faxes ..... 3-2
Manual transmission ..... 3-4
Redialing ..... 3-5

Broadcasting (Broadcast) ..... 3-6
Basic transmission settings ..... 3-8
Canceling / Checking faxes ..... 3-13
Receiving faxes ..... 3-18
Operations during reception ..... 3-21
Storing received documents ..... 3-22
**Making a phone call ..... 3-24**
Making a phone call ..... 3-24
Receiving a phone call ..... 3-24
Adjusting the speaker volume ..... 3-25
**Transmitting faxes from a computer ..... 3-26**
**Receiving internet faxes ..... 3-31**

# Chapter 4 Advanced fax functions

**Introduction to advanced functions ..... 4-2**
**Scanner related settings ..... 4-5**
Scan Size ..... 4-5
Next document setting (Next Doc.) ..... 4-7
Duplex scan ..... 4-9
Stamp (Option) ..... 4-10
**Transmission related settings ..... 4-11**
Cover page ..... 4-11
Delayed transmission (Delayed Tx) ..... 4-14
Sending the sender name (TTI) ..... 4-16
E-mail gateway (E Gateway) ..... 4-17
**Security fax functions ..... 4-18**
Closed communications ..... 4-18
Registering a passcode ..... 4-20
ID check Tx ..... 4-22
Destination confirmation function ..... 4-23
Confirmation dial ..... 4-24
Prohibiting broadcasting ..... 4-25
Security reception ..... 4-26
PIN masking ..... 4-29
**Useful reception function ..... 4-31**
Auto distribution ..... 4-31

# Chapter 5 Specifying destinations

**Specifying destinations ..... 5-2**
Selecting from the address book ..... 5-2
Searching for server destinations ..... 5-6
Entering the destination directly ..... 5-11
Selecting destination from the history ..... 5-13
**Checking specified destinations ..... 5-15**
Checking with destination confirmation function ..... 5-15
Checking specified destinations manually ..... 5-16

# Chapter 6 Communication management

**Checking the transmission report ..... 6-2**
Issuing the transmission report ..... 6-2
Reading the transmission report ..... 6-4
**Printing journals ..... 6-5**
Printing the journal manually ..... 6-6
Printing the journals automatically ..... 6-7
Reading the journals ..... 6-9

# Chapter 7 Machine settings

**Registering destinations ..... 7-2**
Address book destinations ..... 7-2
Registering or editing groups ..... 7-10
Registering / Editing folder shortcuts ..... 7-13
Registering / Editing FTP server shortcuts ..... 7-17
Registering favorite destinations ..... 7-21
Registering color printer ..... 7-22
**Initial setup (User Install) ..... 7-28**
Opening the user install screen ..... 7-29
Registering the user install ..... 7-30
**Specifying default settings ..... 7-35**
Specifying default scanner settings ..... 7-35
Specifying default scan to e-mail settings ..... 7-39
Specifying default fax settings ..... 7-41
**Registering other settings ..... 7-44**
Registering / Editing templates ..... 7-44
Registering / Editing file names ..... 7-46
Registering / Editing domain names ..... 7-47

# Chapter 8 Troubleshooting

**Error messages ..... 8-2**
Communication errors ..... 8-2
**Troubleshooting ..... 8-8**
Cannot transmit faxes ..... 8-8
Cannot receive faxes ..... 8-9
Cannot scan ..... 8-10

# How to read this manual

## Symbols

In this manual, the following symbols are used with the items where important operational and safety information must be observed.

| Symbol | Meaning |
|---|---|
| ⚠WARNING | Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully. |
| ⚠CAUTION | Notes a caution to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully. |
| IMPORTANT | Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations. |
| NOTE | Describes reference information and additional notes for operation. |

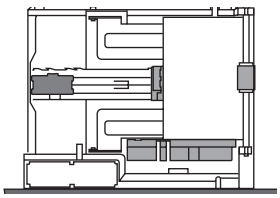
## Key descriptions

In this manual, the operating keys are described as follows:

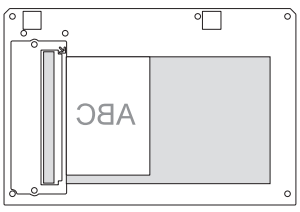
< > : Keys on the control panel
For example, the start key → <Start>
[ ] : Buttons on the display and computer
For example, the "Setting" button → [Setting]

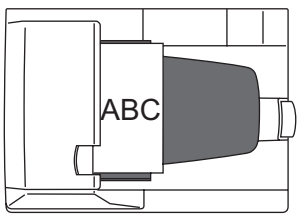
## Descriptions for paper and documents

symbol : This shows that paper should be set with the shorter side positioned at the top.



symbol : This shows that the document should be set with the shorter side positioned at the top.



# Screens

This manual uses the screens of the bizhub 25e standard model, unless otherwise stated. The screens you see may differ, depending on the options installed.

# Chapter 1

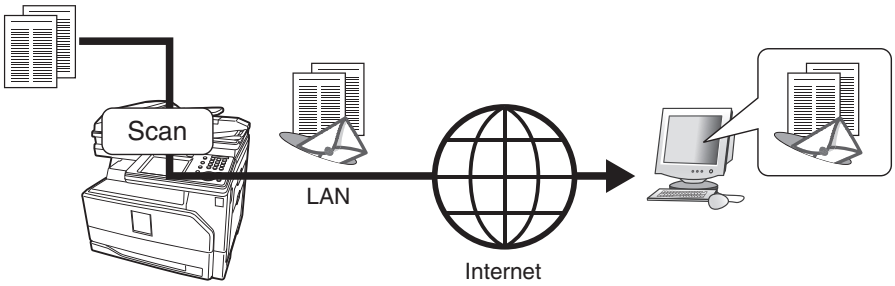
# Basic scan functions

**Basic scanning ..... 1-2**
Scanning to e-mail address ..... 1-2
Scanning to shared PC folders ..... 1-4
Scanning to FTP servers ..... 1-8
Scanning to USB memory device ..... 1-12
Scanning to an Evernote address ..... 1-15
Scanning to a printer ..... 1-17
**Basic scan settings ..... 1-19**
Resolution ..... 1-19
Color ..... 1-20
**Scanning with a TWAIN driver ..... 1-21**

# Basic scanning

## Scanning to e-mail address

You can attach the scanned document to an e-mail for transmission.



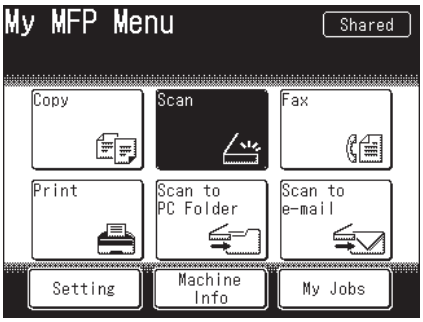

**NOTE**

To scan to e-mail, you should connect the machine to a network, and setup the "TCP/IP Settings", SMTP settings in "E-mail Settings", and add an e-mail address to the machine in advance.
For details on the network setting, see chapter 2, "Specifying the network settings" in the Administrator's Guide, and chapter 3, "Setting the e-mail environment" in the Message Board Guide.

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

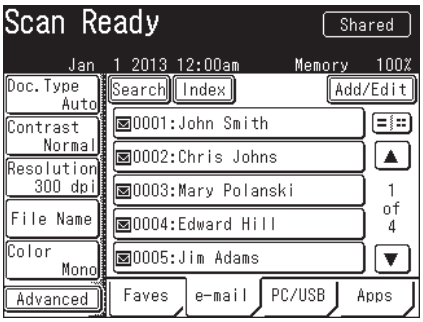
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.




**3** Set the resolution and color, as necessary.

For details, see "Resolution" (page 1-19) and "Color" (page 1-20).

**4** Press [e-mail].

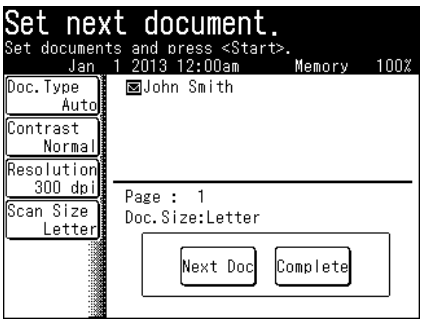



**5** Select the desired destination.

- For details on specifying the destinations, see "Specifying destinations" (page 5-2).
- To use the personal address book, log in to the machine in advance.
- If you have selected a destination from the address book, scanning starts immediately.

**6** Press <Start>.

- This step is not necessary when you have selected the destination from the address book.
- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, the following message will appear when the first page of the document is scanned.




**7** Load the next document, and press [Next Doc].

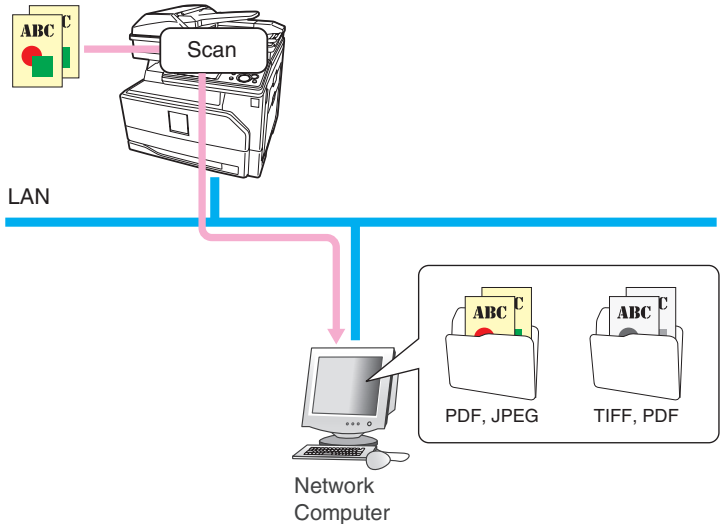
To finish scanning, press [Complete].

**8** Repeat step 7 to scan all the documents.

To finish scanning, press [Complete].

# Scanning to shared PC folders

You can save a scanned document to a shared folder in a computer on the network.




**NOTE**

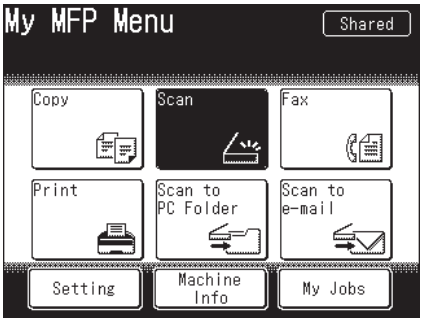
- To scan to folder, you should connect the machine to a network and setup the “TCP/IP Settings” in advance.
  See chapter 2, “TCP/IP settings” in “Specifying the network settings” in the Administrator’s Guide.
- The folder shortcuts should be registered to your machine in advance. For details on registering the folder shortcuts, see “Registering / Editing folder shortcuts” (page 7-13).
- The folder you specify directly should have shared folder settings on the computer in advance.

## ■ Scanning to a shared PC folder using folder shortcut

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

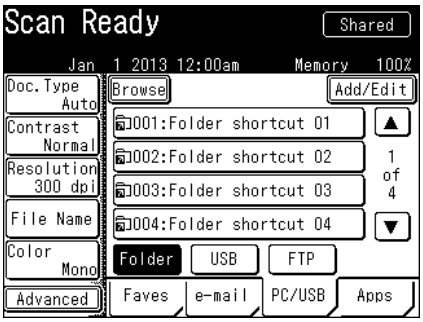
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.




**3** Set the resolution and document type, as necessary.

For details, see “Resolution” (page 1-19) and “Color” (page 1-20).

**4** Press [PC/USB], and then [Folder].




**5** Select the desired folder shortcut.

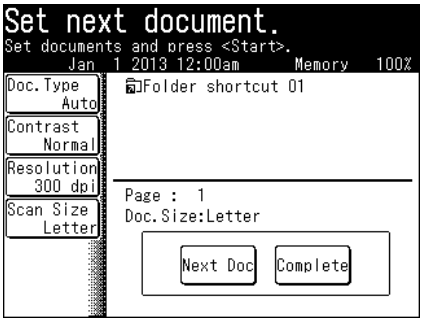
**6** Enter the user name to access the folder, and press [Enter].

When no authentication is required to access the folder, proceed to step 8.

**7** Enter the password to access the folder, and press [Enter].

**8** The document will be scanned.

- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, the following message will appear when the first page of the document is scanned.




**9** Load the next document, and press [Next Doc].

To finish scanning, press [Complete].

**10** Repeat step 9 to scan all the documents.

To finish scanning, press [Complete].

## ■ Scanning to a shared PC folder by directly specifying the folder

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

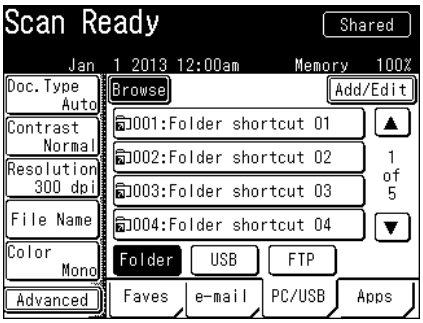
**3** Set the resolution and document type, as necessary.

For details, see “Resolution” (page 1-19) and “Color” (page 1-20).

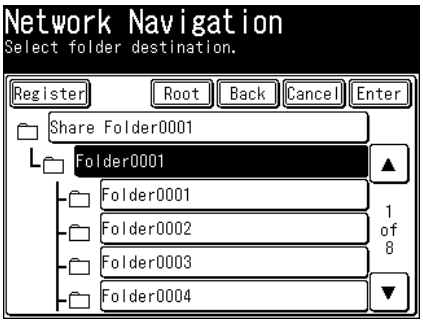
**4** Press [PC/USB], and then [Folder].

**5** Press [Browse].

The list of computers or networks is displayed.




**6** Specify the shared folder to save the data, and press [Enter].




- The specified folder will be highlighted.
- Press [Root] to return to the list of computers or networks.
- Press [Back] to return to the previous screen.
- Press [Cancel] to close the screen.

**7** Enter the user name to access the folder, and press [Enter].

When no authentication is required or the to access the folder, proceed to step 9.

**8** Enter the password to access the folder, and press [Enter].

**9** Press <Start>.

- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, a message will appear when the first page of the document is scanned.

**10** Load the next document, and press [Next Doc].

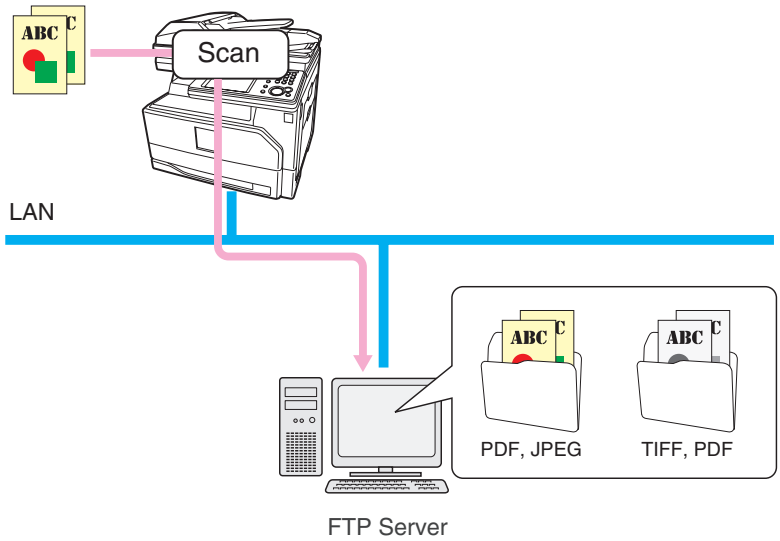
To finish scanning, press [Complete].

**11** Repeat step 10 to scan all the documents.

To finish scanning, press [Complete].

# Scanning to FTP servers

You can save a scanned document to a specific folder on an FTP (File Transfer Protocol) server.




**NOTE**

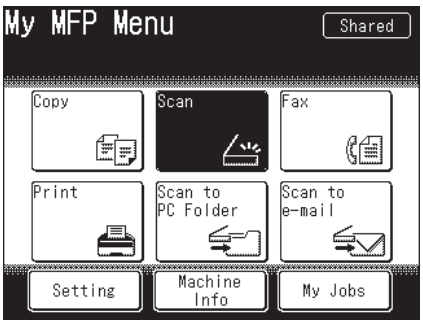
- To scan to FTP server, you should connect the machine to a network and setup the "TCP/IP Settings" in advance.
  See chapter 2, "TCP/IP settings" in "Specifying the network settings" in the Administrator's Guide.
- The FTP shortcuts should be registered to your machine in advance. For details on registering the folder shortcuts, see "Registering / Editing FTP server shortcuts" (page 7-17).

## ■ Scanning to a FTP server using FTP shortcut

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

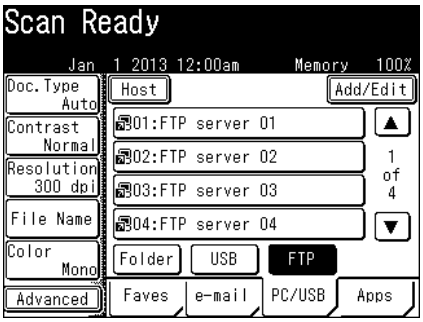
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.




**3** Set the resolution and document type, as necessary.

For details, see "Resolution" (page 1-19) and "Color" (page 1-20).

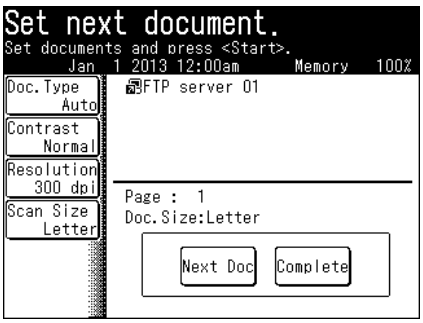
**4** Press [PC/USB], and then [FTP].




**5** Select the desired FTP server shortcut.

**6** The document will be scanned.

- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, the following message will appear when the first page of the document is scanned.




**7** Load the next document, and press [Next Doc].

To finish scanning, press [Complete].

**8** Repeat step 7 to scan all the documents.

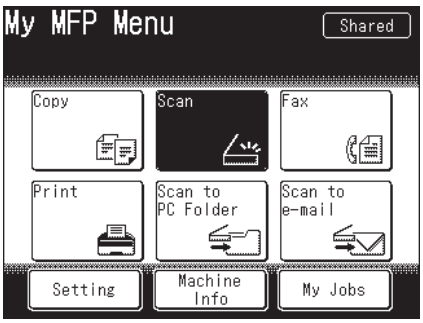
To finish scanning, press [Complete].

## ■ Scanning to an FTP server by directly specifying it

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

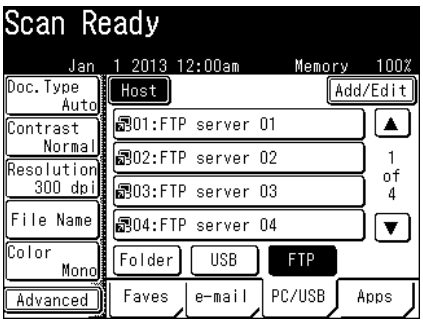



**3** Set the resolution and document type, as necessary.

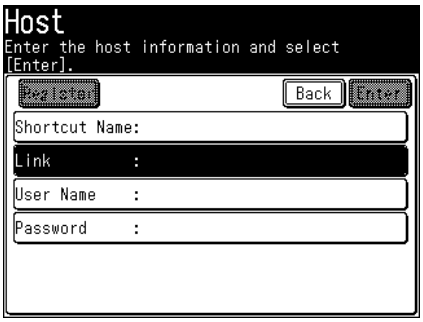
For details, see “Resolution” (page 1-19) and “Color” (page 1-20).

**4** Press [PC/USB], and then [FTP].

**5** Press [Host].




**6** Press [Link].




**7** Enter the link to the FTP server, and press [Enter].

- Start the link with two slashes (“//”).
- For details on entering characters, see chapter 1, “Entering characters” in the Administrator’s Guide.

**8** Press [User Name].

**9** Enter the user name, and press [Enter].

- Up to 64 characters can be entered.
- For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**10** Press [Password].

**11** Enter the password, and press [Enter].

- Up to 28 characters can be entered.
- For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**12** Press <Start>.

- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, a message will appear when the first page of the document is scanned.

**13** Load the next document, and press [Next Doc].

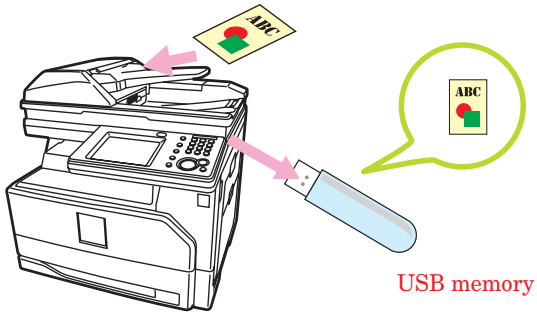
To finish scanning, press [Complete].

**14** Repeat step 13 to scan all the documents.

To finish scanning, press [Complete].

# Scanning to USB memory device

You can save a scanned document to a USB memory connected to the machine.



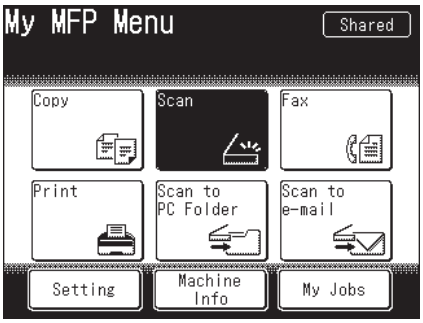

**NOTE**

- Only USB memory with no security function can be used.
- The scanned data are save on the root of the USB memory.
- Memory card readers connected via USB, USB memory via an extension cable and USB hub, and USB memory that does not meet the USB standards, are all unsupported.
- If the USB memory becomes full while the data is being saved, the data that is being written is all deleted. Therefore, make sure that the USB memory has enough free space in advance.

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

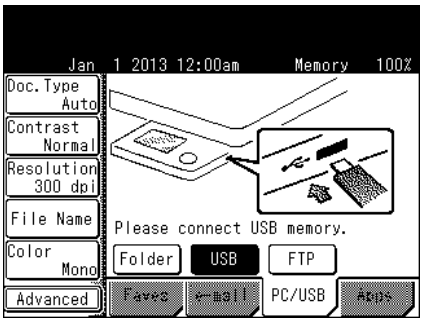
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.



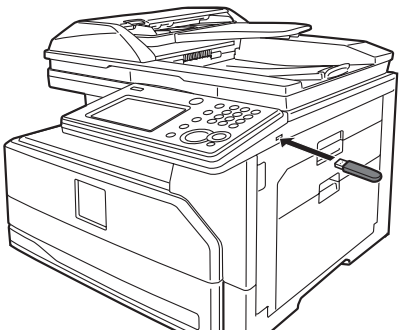

**3** Set the resolution and document type, as necessary.

For details, see “Resolution” (page 1-19) and “Color” (page 1-20).

**4** Press [PC/USB], and then [USB].




**5** Connect the USB memory to the machine.



**6** Press <Start>.

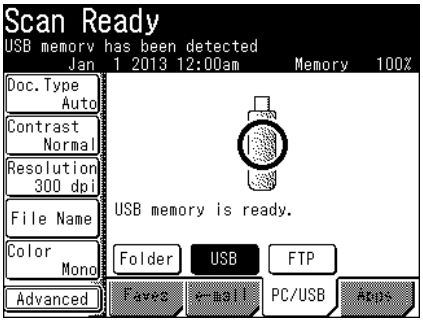
- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, a message will appear when the first page of the document is scanned.

**7** Load the next document, and press [Next Doc].

**8** Repeat step 7 to scan all the documents.

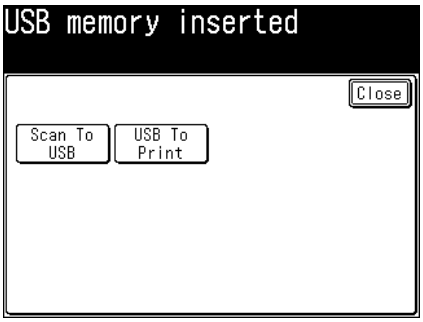
To finish scanning, press [Complete].

**9** When the message “Scan Ready” is displayed, disconnect the USB memory.



**NOTE**

If you connect USB memory when the machine is in the ready state, the following display will appear. Select [Scan To USB]. Then follow the procedures from step 6.



# Scanning to an Evernote address



You can save a scanned document to Evernote, and then access to Evernote using your smart phone or other devices and see the data.

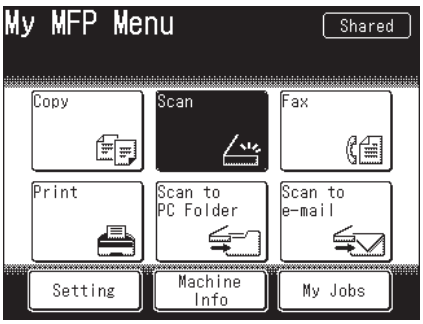
**NOTE**

- To use this feature, you need to have an Evernote account. Access to the Evernote website to create an account.
- This feature uses e-mail addresses of Evernote that are registered in the address book or found using the LDAP server. Register the e-mail address in the address book (page 7-2) or set up the LDAP server in advance. For details on how to set up LDAP server, see chapter 2, "Registering LDAP servers" in "Specifying the network settings" in the Administrator's Guide.

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

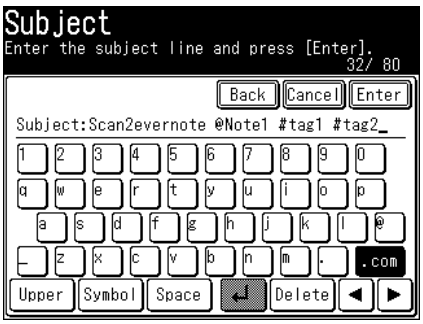



**3** Set the resolution and document type, as necessary.

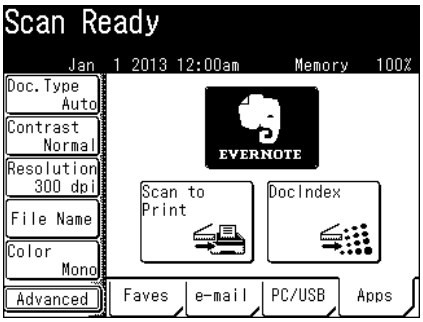
For details, see "Resolution" (page 1-19) and "Color" (page 1-20).

**4** To specify a notebook or apply tags, edit the e-mail subject.

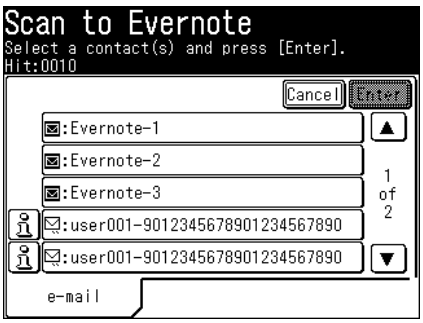
- For details on editing the e-mail subject, see "e-mail subject" (page 2-22).
- To specify a notebook, enter a space, then "@" and enter the notebook name at the subject.
- To apply tags, enter a space, then "#" and enter the tag at the subject.
- Notebook and tag can be entered up to 20 characters including spaces and symbols.



**5** Press [Apps], and then [EVERNOTE].




**6** Select the destination, and press [Enter].




- The addresses on LDAP server have [i] on the left of their name. Press [i] to check the details for that destination. Press [Close] to close the confirmation screen.
- You can select multiple destinations.

**7** Confirm the destinations, and press [Enter].

- To delete a selected destination, select the destination to delete, and press [Delete].
- You can change the destination from "To" to "Cc" or "Bcc". Press [To] to switch to a "To", "Cc", or "Bcc" destination.
- Press [Sort] to sort the destinations in order of "To", "Cc", or "Bcc".

**8** Press <Start>.

- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, a message will appear when the first page of the document is scanned.

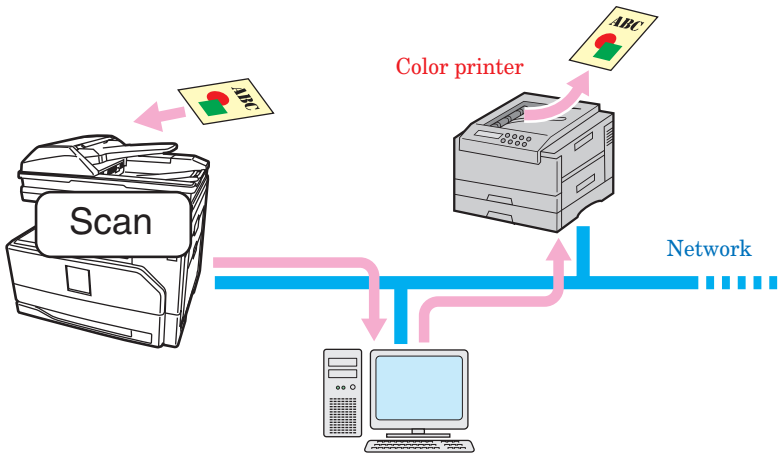
**9** Load the next document, and press [Next Doc].

**10** Repeat step 9 to scan all the documents.

To finish scanning, press [Complete].

# Scanning to a printer

You can transmit a scanned document to another printer for printing via a computer.



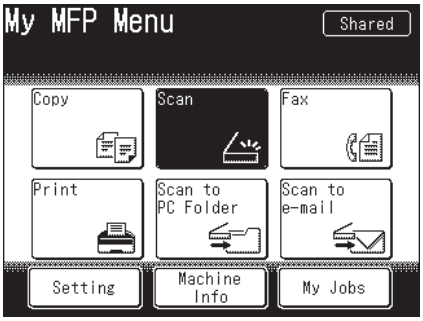

**NOTE**

- To use this function , it is necessary to install the “Scan to Print Monitor” utility software in a computer in advance, and register the printer and MFP to use in Scan to Print Monitor. For details, see “Registering color printer” (page 7-22).
- Even if the Scan to Print Monitor is not started, you may be able to use the Scan to Print function. In this case, the printed documents will be printed again when the Scan to Print Monitor is started.
- If you press [Scan to Print], the scan format is automatically set to color.

**1** Load the document.

**2** Press [Scan] on My MFP Menu screen.

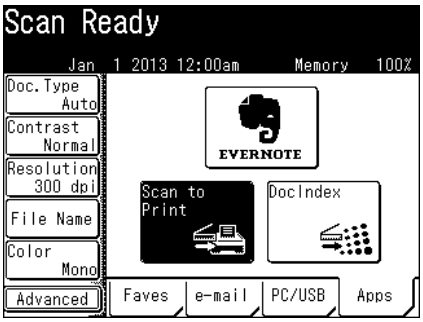
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.




**3** Set the resolution, as necessary.

For details, see “Resolution” (page 1-19) .

**4** Press [Apps], and then [Scan to Print].




**5** Select the printer.

**6** To sort the output, press [Sort].

**7** Enter the number of copies to print using the numeric keys.

**8** Press <Start>.

- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, a message will appear when the first page of the document is scanned.

**9** Load the next document, and press [Next Doc].

To finish scanning, press [Complete].

**10** Repeat step 9 to scan all the documents.

To finish scanning, press [Complete].

# Basic scan settings

You can set the resolution and mono/color for scanning.

**NOTE**

You can change the default settings, as necessary. For details, see "Specifying default scanner settings" (page 7-35).

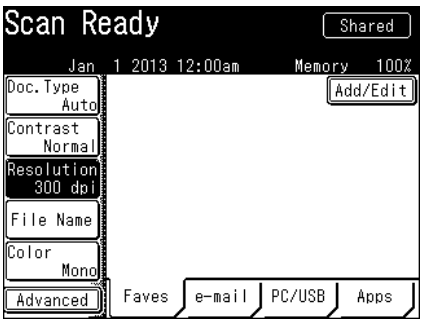
## Resolution

**1** Press [Scan] on My MFP Menu screen.

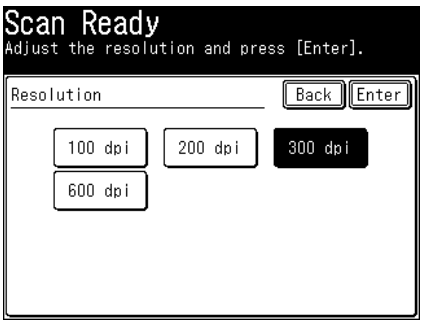
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Resolution].

If [Resolution] is not displayed, press [Advanced] and then [Resolution].




**3** Select the desired resolution, and press [Enter].




**NOTE**

- If you set a high resolution, the document will be scanned clearly, but the size of the created file will be large.
- You cannot select 600 dpi when both color scan (page 1-20) and duplex scan (page 2-14) are set.

# Color

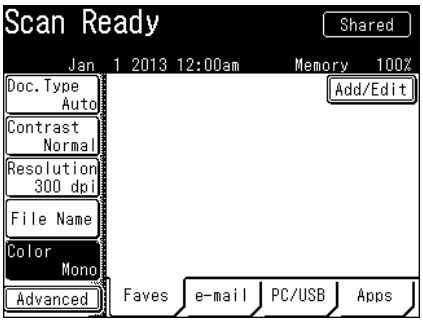
You can set whether to scan the document in color or monochrome.

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Color].

- The button switches between “Mono” and “Color” each time you press [Color].
- If [Color] is not displayed, press [Advanced] and then [Color].




- Mono : Select this setting to scan the document in black and white.
- Color : Select this setting to scan the document in color.

**NOTE**

You cannot select color scan when both 600 dpi resolution (page 1-19) and duplex scan (page 2-14) are set.

# Scanning with a TWAIN driver

You can use a TWAIN-compliant Windows application on your computer to scan a document.

**NOTE**

- Install the TWAIN scanner driver to the computer before using this function. For details on installing the driver, see chapter 1, "Installing to Windows" in the Printer Guide.
- To scan a document with a TWAIN driver, you should connect the machine either to a network and setup the "TCP/IP Settings", or directly with an USB cable.
- Since the operation procedure differs according to the application software you are using, refer to the documentation for the application software for details.

**1** Load the document.

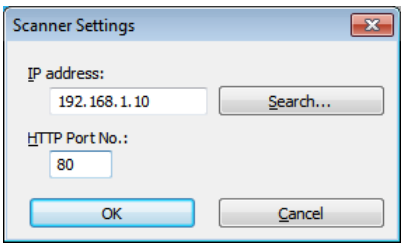
**2** Start the application software that supports TWAIN on your computer.

**3** Click [Scan] and select "KONICA MINOLTA bizhub25e NSCN".

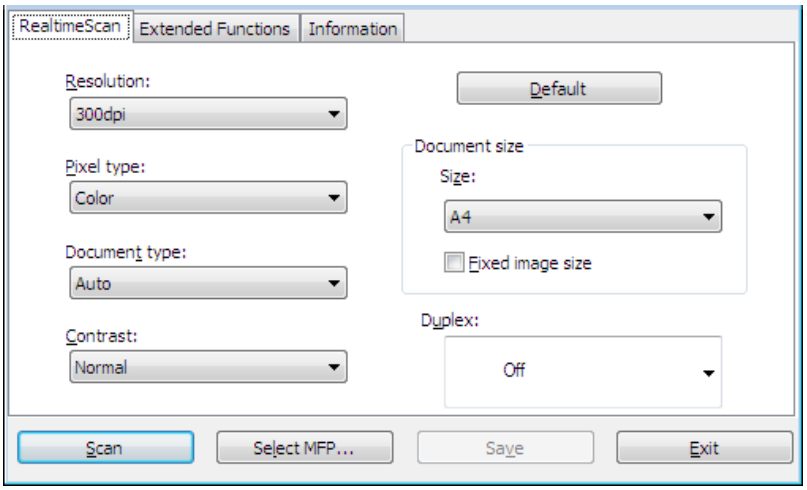
- This command may differ according to the application you are using.
- If you have connected the computer and the machine with a USB cable, select "KONICA MINOLTA bizhub25e Scan". Proceed to step 5.

**4** Enter the IP address of the machine, and click [OK].

- This procedure is required only for the first time.
- If you do not know the IP address, you can detect the IP address of the connected devices on "Device Search" screen. First, click [Search] to display the device search screen. Next, click [Refresh]. If the "Windows Security Alert" screen is displayed, click [Unblock] or [Allow access], and then click [Refresh] again. Select the device name from the list, and click [OK]. (The "Windows Security Alert" screen is not displayed from the second time you perform this operation.)
- Enter the HTTP port number, if necessary.

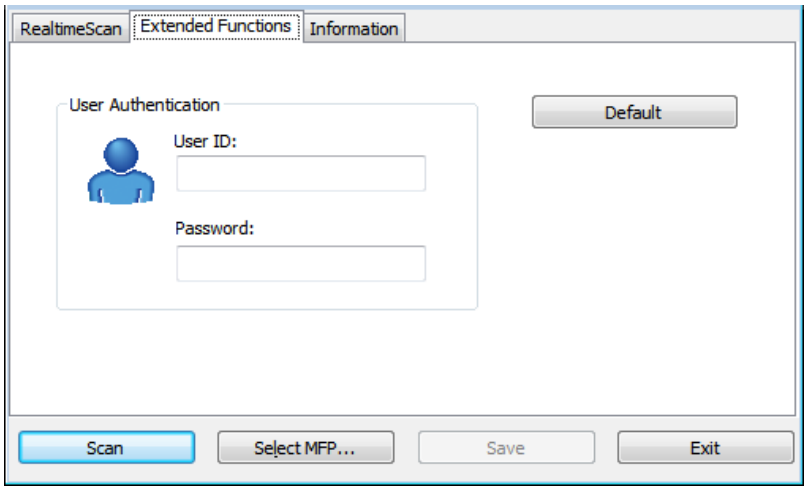


**5** Select the setting.




| Item | Description |
|---|---|
| Resolution | This setting may be required, depending on the application software. Set it as required. (Normally it is not necessary to change this setting from its default value.) |
| Pixel type | Select to scan in color, B/W (black and white) or grayscale. |
| Document type | Select the document type. |
| Contrast | Select the contrast. |
| Document size | |
| Size | The default scan size of the machine is displayed. Select the document size. |
| Fixed image size | This setting may be required, depending on the application software. Set it as required. (Normally it is not necessary to change this setting from its default value.) |
| Duplex | When you want to scan both sides of a document, select the binding position of the document. For details, see (page 2-15). |
| [Default] | Click to return the settings to the factory defaults. |
| [Scan] | Click to start scanning. |
| [Select MFP] | Click to change the scanner or when the IP address of the machine has changed, etc. This is for network scanning only. |
| [Save] | Click to save the current settings. This cannot be clicked unless the settings have been changed. |
| [Exit] | Click to close the screen. |
| [Extended Functions] tab | See the next step. |
| [Information] tab | Displays the version information for the scanner driver. |

**6** Click [Extended Functions] tab, and enter the setting if necessary.




| Item | | Description |
|---|---|---|
| User Authentication | | To use the machine as an authenticated user, enter the user ID and password. |
| | User ID | Enter the user ID. |
| | Password | Enter the password if necessary. |
| [Default] | | Click to returns the settings to the factory defaults. |
| [Scan] | | Click to start scanning. |
| [Select MFP] | | Click to change the scanner or when the IP address of the machine has changed, etc.<br>This is for network scanning only. |
| [Save] | | Click to save the current settings.<br>This cannot be clicked unless the settings have been changed. |
| [Exit] | | Click to close the screen. |
| [Realtime Scan] tab | | See the former step. |
| [Information] tab | | Displays the version information for the scanner driver. |

**7** Click [Scan].

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# Chapter 2

# Advanced scan functions

**Introduction to advanced functions** ..... **2-2**
**Advanced scan functions** ..... **2-4**
Document type (Doc.Type) ..... 2-4
Contrast ..... 2-5
File name ..... 2-6
Scan size ..... 2-9
Stamp (Option) ..... 2-11
Next document setting (Next Doc.) ..... 2-12
Duplex scan ..... 2-14
Broadcast ..... 2-16
Batch scan ..... 2-18
File format ..... 2-19
e-mail subject ..... 2-22
Color adjustment (Color Adjust) ..... 2-24
DocIndex ..... 2-28

# Introduction to advanced functions

This product includes the following scan functions.

### *Resolution*
You can set the resolution for scanning (page 1-19).

### *Color*
You can set whether to scan the document in color or monochrome (page 1-20).

### *Document type (Doc.Type)*
You can set the document type to scan with according to the document (page 2-4).

### *Contrast*
You can set the contrast to scan with according to the document (page 2-5).

### *File name*
You can edit the file name for the scanned image data. You can also enter the file name using a file name registered in advance (page 2-6).

### *Scan size*
You can transmit or save an image scanned using a scan size set in advance. This is useful when you want to scan a part of the document or to specify the document size (page 2-9).

### *Stamp (Option)*
You can stamp on a document that has been scanned (or transmitted) using the automatic document feeder and check it has been scanned (page 2-11).

### *Next document setting (Next Doc.)*
You can transmit or save separate documents scanned in a row as a single set of data. Since you can scan using both the document glass and the automatic document feeder, this is useful for transmitting / saving a combination of documents such as an invoice and a map together (page 2-12).

### *Duplex scan*
You can transmit or scan both sides of a document (page 2-14).

### *Broadcast*
You can transmit to multiple destinations with a single operation. You do not need to scan the document repeatedly for each individual destination (page 2-16).

### *Batch scan*
When the “Batch Scan” function is on, it means that all scanned pages will be saved as one file. If you turn this function off, each scanned page will be saved as an individual file (page 2-18).

### *File format*
You can select the file format (TIFF, PDF, etc) for sending (page 2-19).

### *e-mail subject*
When transmitting a scanned image via e-mail, you can edit the body and subject of the e-mail you're sending. You can also enter the body of the e-mail using a template registered in advance (page 2-22).

### *Color adjustment (Color Adjust)*
When performing color scanning, you can adjust the image to suit your requirements (page 2-24).

### *Speed-dial*
For details, see chapter 5 "Using speed-dial numbers" (page 5-4).

### *Mail address*
For details, see chapter 5 "Entering e-mail addresses" (page 5-12).

### *Mail history*
For details, see chapter 5 "Using mail history" (page 5-14).

### *Group transmission (Group Tx)*
For details, see "Using groups" (page 5-5).

### *DocIndex*
The DocIndex feature allows you to enter and send a metadata tag automatically to a network computer (page 2-28).

# Advanced scan functions

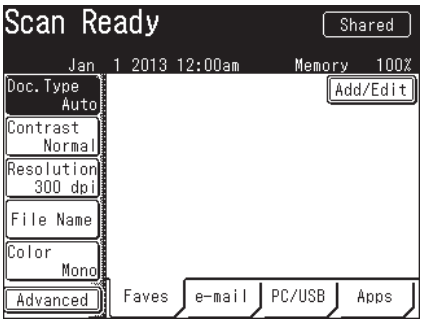
## Document type (Doc.Type)

**1** Press [Scan] on My MFP Menu screen.

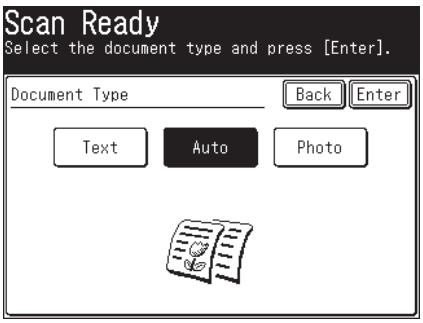
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Doc. Type].

If [Doc. Type] is not displayed, press [Advanced] and then [Doc. Type].




**3** Select the document type to scan with according to the document, and press [Enter].




Text: Select this when you want to scan text.

Auto: Select this when you want to set the document type automatically.

Photo: Select this when you want to scan photos.

**4** Specify the destinations, and press <Start>.

For details on the procedure, see “Basic scanning” (page 1-2).

# Contrast

You can set the contrast to scan with according to the document.

Lightest: Select to scan with the lightest contrast.

Lighter: Select to scan with a contrast between the normal contrast and the lightest contrast.

Normal: Select to scan with the normal contrast.

Darker: Select to scan with a contrast between the normal contrast and the darkest contrast.

Darkest: Select to scan with the darkest contrast.

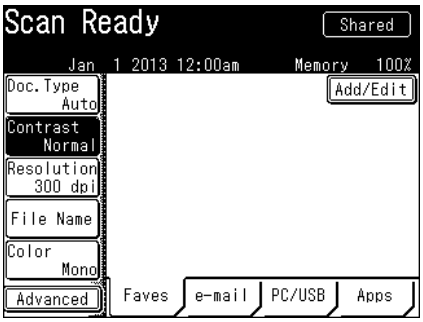


**1** Press [Scan] on My MFP Menu screen.

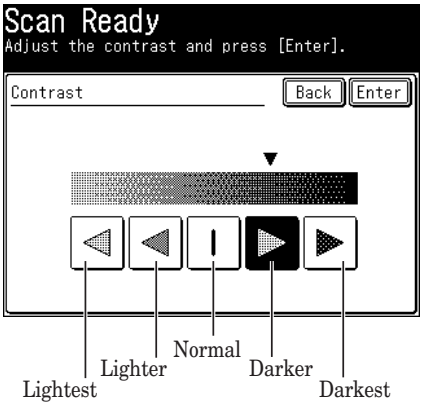
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Contrast].

If [Contrast] is not displayed, press [Advanced] and then [Contrast].




**3** Select the desired contrast, and press [Enter].




**4** Specify the destinations, and press <Start>.

For details on the procedure, see "Basic scanning" (page 1-2).

# File name

You can edit the file name for the scanned image data. You can also enter the file name using a file name registered in advance.

**NOTE**

- If you do not edit the file name, the current year, month, day, and time are automatically used as the file name when the data is transmitted or saved. For example, the file name for a TIFF file created at 13:30:50 on the 15th of Jan., 2012 will be "20130115133050.tif".
- You can register file names in advance. For details on registering the file names, see "Registering / Editing file names" (page 7-46).
- You can edit the file name for the currently scanning document, but not save it on the machine to use it later.

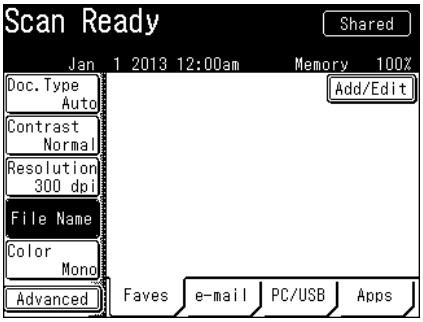
## ■ Entering a file name

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [File Name].

If [File Name] is not displayed, press [Advanced] and then [File Name].




**3** Enter the file name, and press [Enter].

- Up to 80 characters can be entered for the file name.
- For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.
- To check the entered text, press [File Name] and then [ViewText]. To close the screen, press [Edit].

**4** Specify the destinations, and press <Start>.

For details on the procedure, see "Basic scanning" (page 1-2).

## ■ Using a registered file name

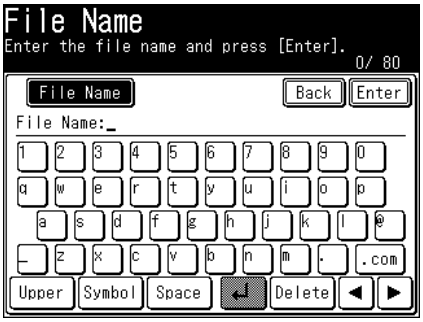
**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

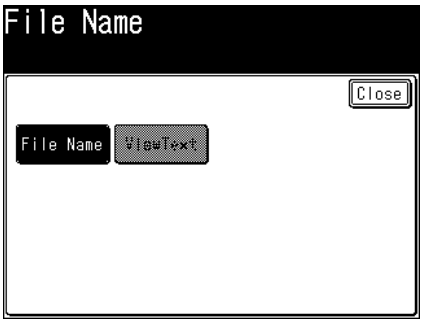
**2** Press [File Name].

If [File Name] is not displayed, press [Advanced] and then [File Name].

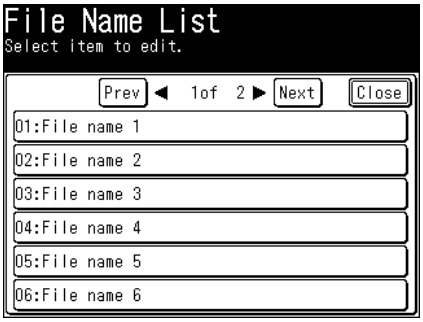
**3** Press [File Name].




**4** Press [File Name].




**5** Select the file name you want to use.



**6** Edit the file name as necessary, and press [Enter].

- Up to 80 characters can be entered for the file name.
- For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.
- To check the entered text, press [File Name] and then [ViewText]. To close the screen, press [Edit].

**7** Specify the destinations, and press <Start>.

For details on the procedure, see "Basic scanning" (page 1-2).

# Scan size

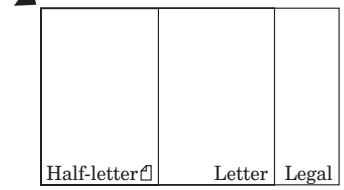
You can transmit or save an image scanned using a scan size set in advance. This is useful when you want to scan a part of the document or to specify the document size.

**NOTE**

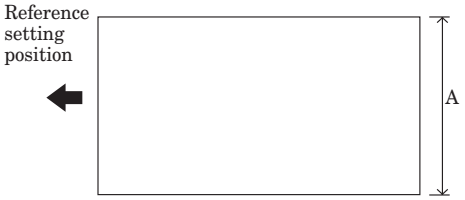
- When you scan using the document glass, only an area from the reference setting position equal to the set scan size is scanned.
- When you scan using the automatic document feeder, only an area from the center with a width equal to the set scan size is scanned. The whole length of the document is scanned.

**Document glass**

Reference setting position

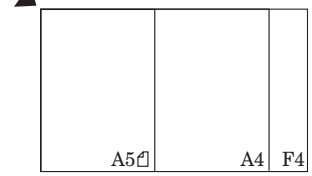



**Automatic document feeder**




A: Legal / Letter / Half-letter

Reference setting position



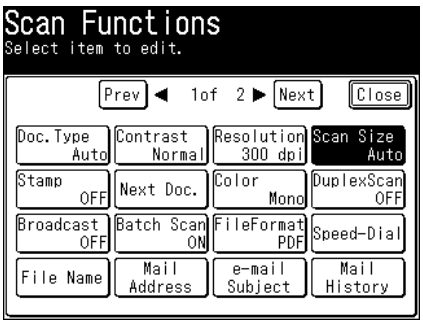
A: A4 / A5 / F4

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

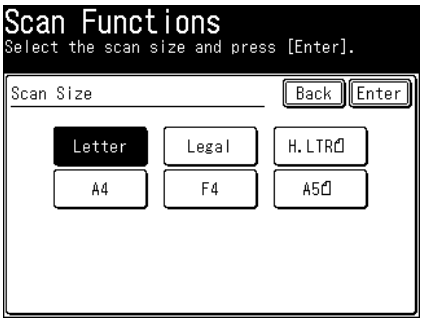
**2** Press [Advanced].

**3** Press [Scan Size].




If you loaded the document in the automatic document feeder, "Auto" is selected.

**4** Select the scan size, and press [Enter].




**5** Press [Close].

**6** Specify the destinations, and press <Start>.
For details on the procedure, see "Basic scanning" (page 1-2).

# Stamp (Option)

You can stamp on a document that has been scanned using the automatic document feeder and check it has been scanned.

**NOTE**

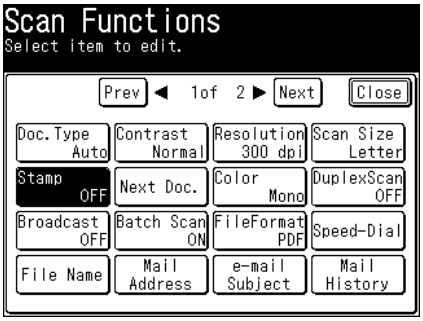
- The stamp function is optional.
- This setting is only available with the automatic document feeder.

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Advanced].

**3** Select [Stamp].




**4** Select [ON], and press [Enter].

Select [OFF] to deselect the setting.

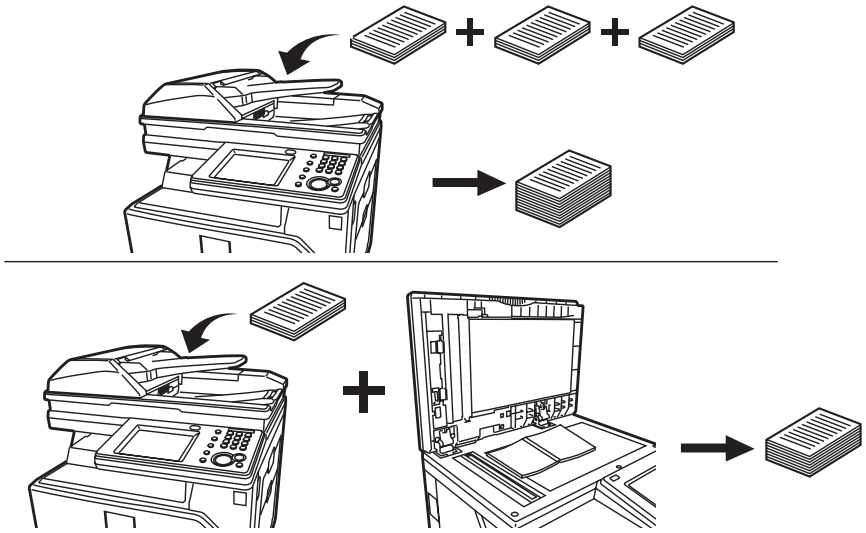
**5** Press [Close].

**6** Specify the destinations, and press <Start>.

For details on the procedure, see "Basic scanning" (page 1-2).

# Next document setting (Next Doc.)

If you need to scan a large volume of documents that cannot all fit into the automatic document feeder at once, turn “Next Doc.” on to divide scanning. You can scan both through the automatic document feeder and on the document glass.



**NOTE**

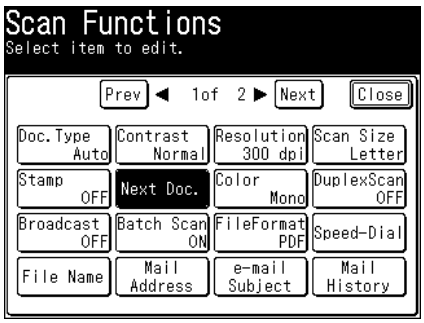
The next document settings can be set separately for the automatic document feeder (ADF) and the document glass (FBS).

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [Next Doc.].



**4** Select [ON], and press [Enter].

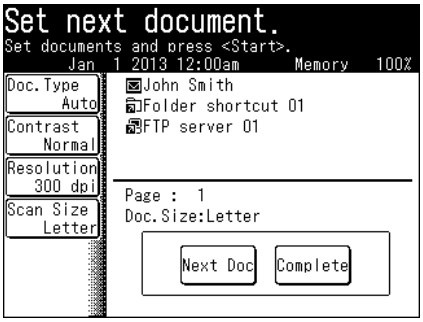
Select [OFF] to deselect the setting.

**5** Press [Close].

**6** Specify the destinations, and press <Start>.

- For details on the procedure, see "Basic scanning" (page 1-2).
- The display shows "Set next document." when scanning is over.

**7** Load the next document, and press [Next Doc].




**8** Repeat step 7 to scan all the documents.

**9** To finish scanning, press [Complete].

# Duplex scan

You can easily scan a two-sided document using this mode. Just load the duplex document in the automatic document feeder, and press <Start>.

**NOTE**

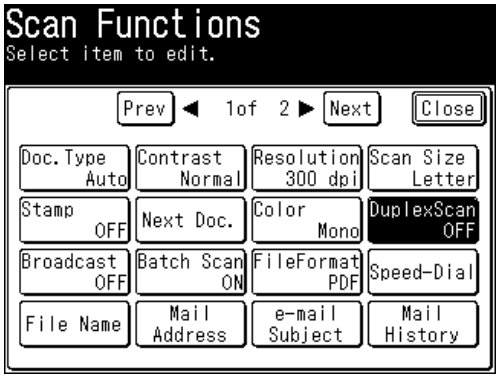
- This setting is only available with the automatic document feeder.
- You cannot scan duplex document when both 600 dpi resolution (page 1-19) and color scan (page 1-20) are set.

**1** Press [Scan] on My MFP Menu screen.

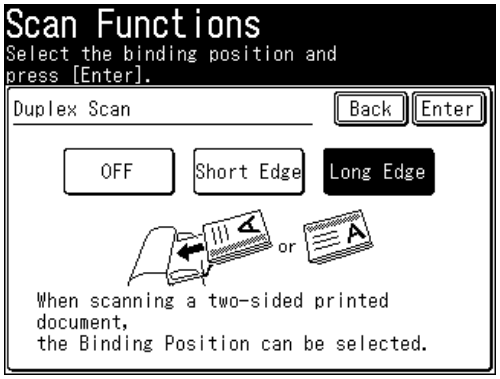
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [Duplex Scan].




**4** Select [Long Edge] or [Short Edge], and press [Enter].




- Select [OFF] to deselect the setting.
- Refer to the display and set the document in the right direction.

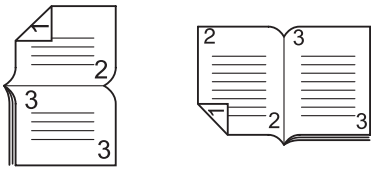
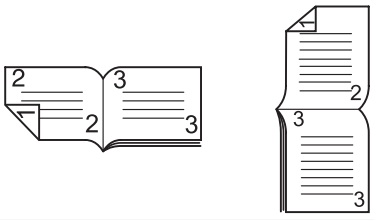
**5** Press [Close].

**6** Specify the destinations, and press <Start>.

- For details on the procedure, see "Basic scanning" (page 1-2).
- The display shows "Set next document." when scanning is over.

**NOTE**

Refer to the illustration below to select the binding position.

| Image | Binding position |
|---|---|
|  | Long edge |
|  | Short edge |

# Broadcast

You can transmit to multiple destinations with a single operation. You do not need to scan the document repeatedly for each individual destination.

**NOTE**

- USB memory cannot be included into the broadcast destinations.
- If you want to specify destinations using address book or shortcuts, set the "Broadcast" setting to ON in advance. Specifying destinations using other than the address book or shortcuts, the "Broadcast" setting will be turned ON automatically when you specify multiple destinations.
- The number of destinations that can be transmitted to for a single broadcast is indicated below.

| Destinations | Number |
|---|---|
| Address book destinations and groups | 1,000 |
| Manually entered e-mail addresses | 30 |
| Shared folders | 300 |
| FTP servers | 20 |

## ■ Using other than the address book or shortcuts

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Specify the destination.

For details on specifying the destinations, see the following pages:

- To specify an e-mail, see "Specifying destinations" (page 5-2).
- To specify a folder, see "Scanning to a shared PC folder by directly specifying the folder" (page 1-6).
- To specify a FTP, see "Scanning to an FTP server by directly specifying it" (page 1-10).

**3** Repeat step 2 to specify all the destinations.

You can confirm or delete the specified destinations. For details, see "Checking specified destinations" (page 5-15).

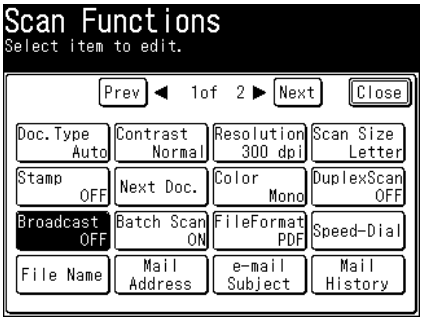
## ■ Using the address book or shortcuts

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [Broadcast].




**4** Select [ON], and press [Enter].

Select [OFF] to deselect the setting.

**5** Specify the destinations using the address book or shortcuts.

**6** Repeat step 5 to specify all the destinations.

You can confirm or delete the specified destinations. For details, see “Checking specified destinations” (page 5-15).

# Batch scan

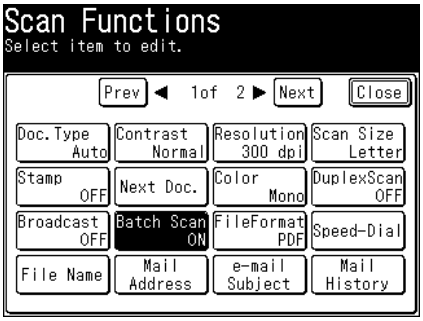
When this function is on, it means that all scanned pages will be saved as one file. If you turn this function off, each scanned page will be saved as an individual file.

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [Batch Scan].




**4** Select [OFF], and press [Enter].

If you select [ON], the batch scan setting is enabled.

**5** Press [Close].

**6** Specify the destinations, and press <Start>.

For details on the procedure, see "Basic scanning" (page 1-2).

# File format

You can select the file format for sending.

### *Available File Formats*

For monochrome scanning: TIFF, PDF, or PDF w/Password (encrypted PDF)

For color scanning: JPEG, PDF, or PDF w/Password (encrypted PDF)

### *Encrypted PDF Settings*

When you have selected PDF w/Password (encrypted PDF) for the file format, you can also specify the following settings.

| Item | Description |
|---|---|
| Encryption Level *1 | Select Low (40-bit RC4), High (128-bit RC4), or High (128-bit AES). |
| Printing Allowed | Select whether to allow the file to be printed. |
| Editing Allowed | Select whether to allow the file to be edited. |
| Copying Allowed | Select whether to allow the file to be copied. |
| Open Password | If you set this password, the password must be entered when opening the created PDF file.<br>Up to 28 alphanumeric characters and symbols can be entered for the password.<br>Set the password after pressing <Start>. |
| Permissions Password | If you set this password, the password must be entered when printing or editing the created PDF file. The operations for which the password is required can be set in Printing Allowed, Editing Allowed, and Copying Allowed.<br>Up to 28 alphanumeric characters and symbols can be entered for the password.<br>Set the password after pressing <Start>. |

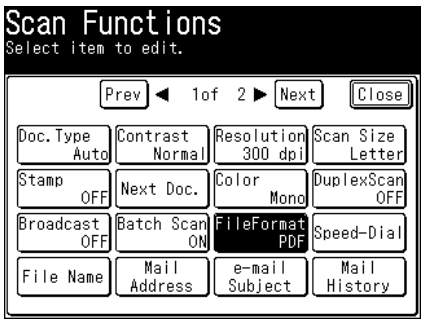
*1 The encryption levels in order of strength are Low (40-bit RC4), High (128-bit RC4), and High (128-bit AES).40-bit RC4 is supported by Acrobat 4.0 (PDF 1.3) or later, 128-bit RC4 is supported by Acrobat 6.0 (PDF 1.5) or later, and 128-bit AES is supported by Acrobat 7.0 (PDF 1.6) or later.

**1** Press [Scan] on My MFP Menu screen.

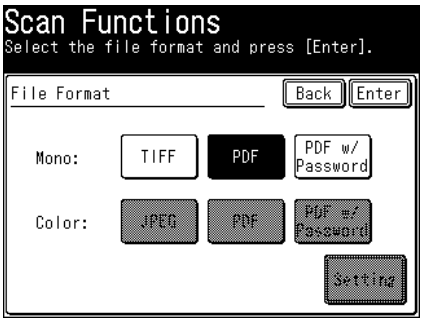
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [File Format].



**4** Select file format, and press [Enter].




The selectable items differ according to the file format. For details, see "Color" (page 1-20).

**5** If you have selected [PDF w/Password] in step 4, press [Setting] to change the encryption settings.

Otherwise, proceed to step 8.

**6** Set the detailed encryption settings, as necessary.

**7** Press [Close].

**8** Press [Enter].

**9** Press [Close].

**10** Specify the destinations, and press <Start>.

- For details on the procedure, see "Basic scanning" (page 1-2).
- If you have selected a file format other than PDF w/Password (encrypted PDF) the procedure is completed.

**11** To set a password for opening the document, enter the password and press [Enter].

If you do not want to set a password for opening the document, press [Enter] without entering a password.

**12** Enter the password set in step 11 again, and press [Enter].

If you did not enter a password in step 11, this screen is not displayed.

**13** To set a permissions password, enter the password and press [Enter].

If you do not want to set a permissions password, press [Enter] without entering a password.

**14** Enter the password set in step 13 again, and press [Enter].

If you did not enter a password in step 13, this screen is not displayed.

# e-mail subject

When transmitting a scanned image via e-mail, you can edit the mail text and subject of the e-mail you are sending. You can also enter the mail text of the e-mail using a template registered in advance.

**NOTE**

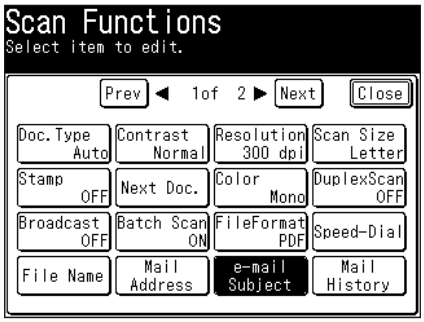
- For details on registering the e-mail templates, see "Registering / Editing templates" (page 7-44).
- You can edit the message for the currently scanning document, but not save it on the machine to use it later.
- This function can be used with "Scan to e-mail".

**1** Press [Scan] on My MFP Menu screen.

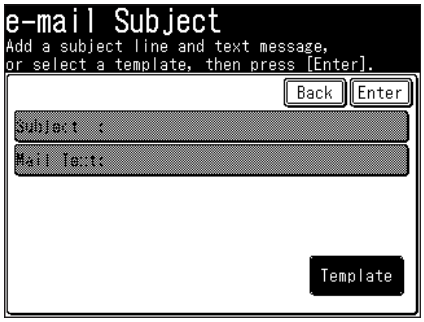
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [e-mail Subject].




**4** Press [Template].




**5** Select the template to use, and press [Enter].

- If you selected "A1:Auto Subject + Text", you cannot edit the subject and mail text. Proceed to step 10.
- If you selected "A2:Auto Subject", you can only edit the mail text. Proceed to step 8.

**6** If you want to edit subject, press [Subject].

Otherwise, go to step 8.

**7** Enter the subject, and press [Enter].

- Up to 80 characters can be entered for the subject.
- For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**8** If you want to edit mail text, press [Mail Text].

Otherwise, go to step 10.

**9** Enter the mail text, and press [Enter].

- Up to 1,024 characters can be entered for the message.
- For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.
- Press [↵] to enter a line break. A line break takes up two characters.
- Press [ViewText] to confirm the mail text that has been entered. After confirming, press [Edit] to return to the entry screen.

**10** Press [Enter].

**11** Press [Close].

**12** Specify the destinations, and press <Start>.

For details on the procedure, see "Basic scanning" (page 1-2).

# Color adjustment (Color Adjust)

When you scan in color, you can adjust the image to suit your requirements.

**NOTE**

- The color can only be adjusted when “Color” is set. For details, see “Color” (page 1-20).
- Images shown in this manual are sample data, which may be different from the actual images.

## ■ Adjusting the contrast

You can set the image contrast (the difference between light and dark) to seven different levels, from -3 (low) to +3 (high).

– :The difference between brightness and darkness reduces and the whole image becomes dark.

+ :The light parts become lighter, and the dark parts darker.

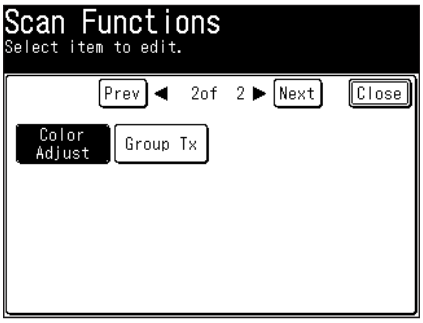
-3 -2 -1 0 +1 +2 +3

**1** Press [Scan] on My MFP Menu screen.

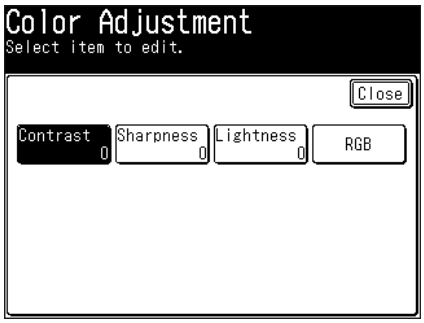
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [Color Adjust].



4 Press [Contrast].



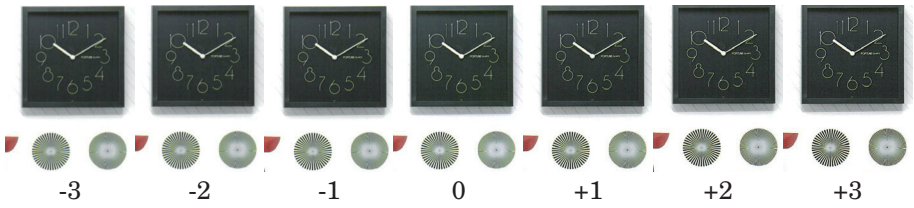

5 Select the contrast, and press [Enter].

6 Press [Close] repeatedly until the “Scan Ready” screen is displayed.

7 Specify the destinations, and press <Start>.
For details on the procedure, see “Basic scanning” (page 1-2).

## ■ Adjusting the sharpness

You can set the image sharpness (the sharpness or softness) to seven different levels, from -3 (low) to +3 (high).
–: Softens texts and lines.
+: Sharpens texts and lines.




1 Press [Scan] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

2 Press [Advanced].

3 Press [Color Adjust].

4 Press [Sharpness].

5 Select the sharpness, and press [Enter].

6 Press [Close] repeatedly until the “Scan Ready” screen is displayed.

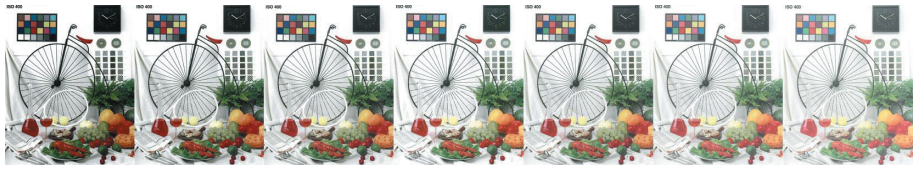
7 Specify the destinations, and press <Start>.
For details on the procedure, see “Basic scanning” (page 1-2).

## ■ Adjusting the lightness

You can set the image lightness (brightness and darkness) to seven different levels, from -3 (low) to +3 (high).

–: Darkens the entire image.

+: Lightens the entire image.



-3 -2 -1 0 +1 +2 +3

NOTE

To adjust lightness, set the contrast to “Normal”. For details, “Contrast” (page 2-5).

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [Color Adjust].

**4** Press [Lightness].

**5** Select the lightness, and press [Enter].

**6** Press [Close] repeatedly until the “Scan Ready” screen is displayed.

**7** Specify the destinations, and press <Start>.

For details on the procedure, see “Basic scanning” (page 1-2).

## ■ Adjusting the RGB

You can set the ratio of R (red) to seven different levels, from -3 to +3.

–: Lessens red, and enhances cyan.

+: Enhances red, and lessens cyan.

-3 -2 -1 0 +1 +2 +3

You can set the ratio of G (green) to seven different levels, from -3 to +3.

–: Lessens green, and enhances magenta.

+: Enhances green, and lessens magenta.

-3 -2 -1 0 +1 +2 +3

You can set the ratio of B (blue) to seven different levels, from -3 to +3.

–: Lessens blue, and enhances yellow.

+: Enhances blue, and lessens yellow.

-3 -2 -1 0 +1 +2 +3

**1** Press [Scan] on My MFP Menu screen.

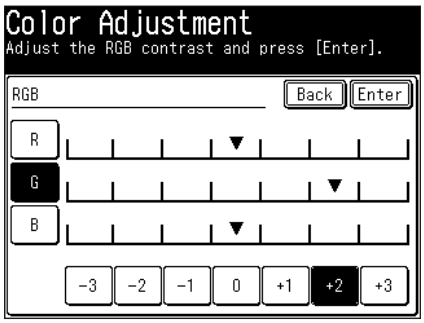
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [Color Adjust].

**4** Press [RGB].

**5** Select [R], [G], or [B] you want to adjust, select the color ratio, and press [Enter].




**6** Press [Close] repeatedly until the "Scan Ready" screen is displayed.

**7** Specify the destinations, and press <Start>.

For details on the procedure, see "Basic scanning" (page 1-2).

# DocIndex

The DocIndex feature allows you to create image data and metadata (data indicating the attributes and processing method of the image file) in a single scan. The image data and metadata will be sent automatically to a network computer.

**NOTE**

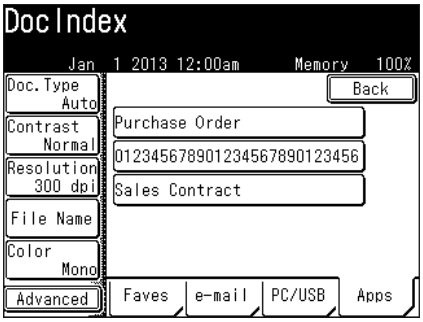
- This function is available only when it is activated. To enable it, contact your local technical representative.
- Set DocIndex before using this function. For details, refer to Chapter 4, "Setting DocIndex" in the Message Board Guide.

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Apps], and then [DocIndex].

**3** Select the DocIndex setting you wish to use.

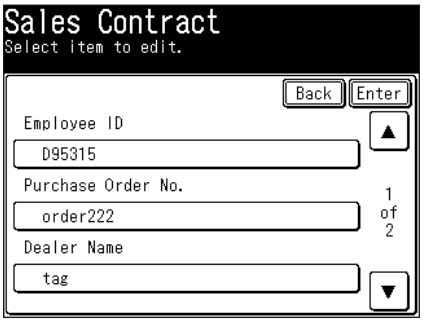



**4** Set the tag.

- If the selected DocIndex setting has been defined as requiring user authentication and you have not logged in, the login screen will appear. For details on logging in, refer to Chapter 1, "Logging In / Logging Out" in the Administrator's Guide.
- If the tag entry has been set to "List Input", the defined text strings will appear as keys. Select a value from the list. (If the text string is defined as editable, the character entry screen will appear. Change the value (if needed) and then press [Enter].)
- If the tag entry has been set to character entry, enter the appropriate text string manually, and then press [Enter].

**5** Confirm the entered values, and press [Enter].

If you want to correct a value, select the value and correct it.



6 Confirm the entered values and press [Enter].

7 Press <Start>.

8 Press [Yes] to scan another document using the tag settings in step 4.
Press [No] to complete the operation or specify different tag settings.

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# Chapter 3
# Basic fax functions

**Basic faxing.....3-2**
Transmitting faxes.....3-2
Manual transmission.....3-4
Redialing.....3-5
Broadcasting (Broadcast).....3-6
Basic transmission settings.....3-8
Canceling / Checking faxes.....3-13
Receiving faxes.....3-18
Operations during reception.....3-21
Storing received documents.....3-22
**Making a phone call.....3-24**
Making a phone call.....3-24
Receiving a phone call.....3-24
Adjusting the speaker volume.....3-25
**Transmitting faxes from a computer.....3-26**
**Receiving internet faxes.....3-31**

# Basic faxing

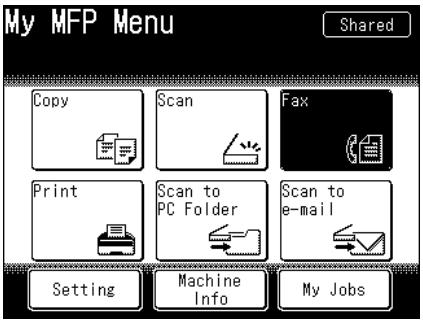
## Transmitting faxes

This section describes the often-used basic procedure for transmitting faxes.

**1** Load the document.

**2** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.




**3** Set the resolution and contrast, as necessary.

For details, see "Setting the resolution" (page 3-8) and "Setting the contrast" (page 3-9).

**4** Specify the destination.

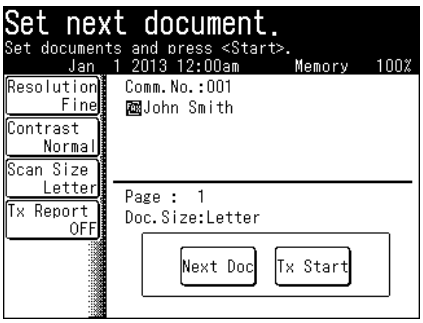
- For details on specifying the destinations, see "Specifying destinations" (page 5-2).
- To use the personal address book, log in to the machine in advance.
- If you have selected a destination from the address book, scanning starts immediately.

**5** Repeat step 4 to specify all the destinations.

You can confirm or delete the specified destinations. For details, see "Checking specified destinations" (page 5-15).

**6** Press <Start>.

- When you have loaded the document on the automatic document feeder, this will conclude the operation.
- When you have loaded the document on the document glass, the following message will appear when the first page of the document is scanned.



**7** Load the next document, and press [Next Doc].

To finish scanning and start the transmission, press [Tx Start].

**8** Repeat step 7 to scan all the documents.

To finish scanning and start the transmission, press [Tx Start].

**NOTE**

- For details on canceling the transmission, see "Canceling / Checking faxes" (page 3-13).
- Transmissions can be reserved while the machine is communicating. The reserved transmission will start when the current job is completed. Up to 30 transmissions can be reserved.

# Manual transmission

Use this method when the other fax machine uses manual reception.

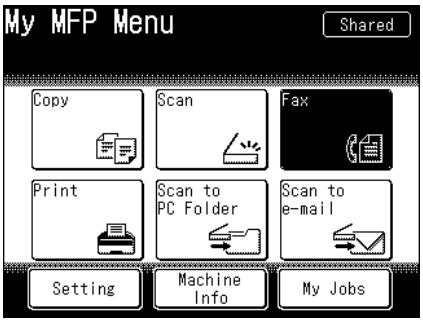
**NOTE**

Manual transmission cannot be performed from the document glass.

**1** Load the document in the automatic document feeder.

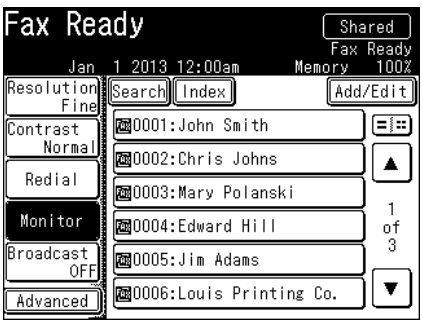
**2** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.




**3** Press [Monitor].

If [Monitor] is not displayed, press [Advanced] and then [Monitor].




**4** Specify the destination.

For details on specifying the destinations, see “Specifying destinations” (page 5-2).

**5** When you hear the beep from the other fax machine, press <Start>.

# Redialing

"Redialing" refers to the process of transmitting to a previous destination again.
The machine supports the following two types of redialing:

- Manual redialing
- Automatic redialing

### *Manual redialing*

The machine memorizes the latest 10 destinations transmitted using the numeric keys on the control panel. You can recall the memorized numbers to transmit a fax again. For details, see "Using dialing history (Redial)" (page 5-13).

### *Automatic redialing*

When transmission was not successful during automatic transmission because the line was busy, the number is automatically redialed at regular interval.
If the transmission was not successful even after the set number of redials, the document stored in the memory will be deleted and an error message will be printed.

**NOTE**

- You cannot use manual redialing or automatic redialing when performing manual transmission.
- Redialing cannot be performed with real time transmission (page 3-12).
- The automatic redialing frequency and interval can be set from 0 to 14 times and 0 to 5 minutes, respectively. For details, see "List of other default settings" (page 7-42).
- For details on canceling the transmission waiting for redialing, see "Canceling or checking reserved fax job" (page 3-14).

# Broadcasting (Broadcast)

This function enables you to transmit the same fax to many destinations in one operation, thereby eliminating the need to scan and transmit the fax to each individual destination.

**NOTE**

- When you want to specify destinations using the address book, set the "Broadcast" setting to ON. When you specify destinations using other than the address book, the "Broadcast" setting will be turned ON automatically when you specify multiple destinations.
- You can specify up to 1,000 fax destinations including both address book destinations and groups. You can specify up to 30 fax destinations using the numeric keys.
- You can change the default value to always have broadcast transmission enabled. For details, see "Setting the broadcast transmission option" (page 7-31).

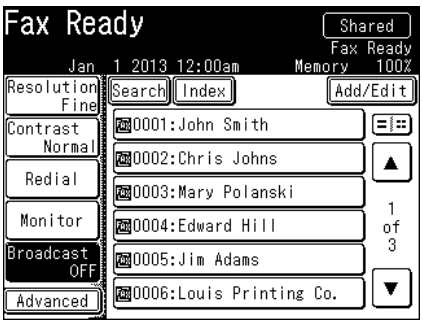
**1** Load the document.

**2** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**3** Press [Broadcast].

- The button switches between "ON" and "OFF" each time you press [Broadcast].
- If [Broadcast] is not displayed, press [Advanced] and then [Broadcast].




**4** Specify the destination.

For details on specifying the destinations, see "Specifying destinations" (page 5-2).

**5** Repeat step 4 to specify all the destinations.

You can confirm or delete the specified destinations. For details, see "Checking specified destinations" (page 5-15).

**6** Confirm the destination, then press <Start>.

- If you loaded the document in the automatic document feeder, this concludes the procedure.
- If you loaded the document on the document glass, the message "Set next document." is displayed when the loaded documents have been scanned. Load the next document, and press [Next Doc]. Press [Tx Start] to start transmission.

NOTE

- For details on canceling the transmission, see “Canceling / Checking faxes” (page 3-13).
- When the broadcast function is prohibited by security communication setting (page 4-25), or when you sending a fax by manual transmission, you cannot use the broadcast function.

NOTE

You can change the default settings, as necessary. For details, see "Address book destinations" (page 7-2).

## ■ Setting the resolution

You can set the resolution to scan with according to the document.

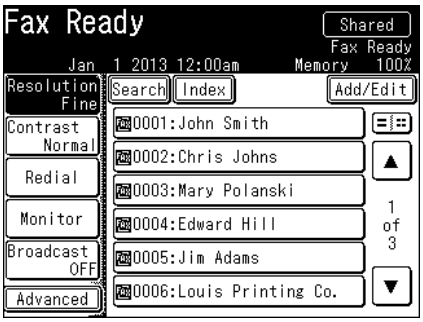
| | |
|---|---|
| Normal: | Select to scan a document with normal text. |
| Fine: | Select to scan a document with small text, such as a newspaper. |
| Super Fine: | Select to scan a document with detailed illustrations or fine text. |
| Photo: | Select this to scan photos. |
| Background: | Select this to scan while erasing the background (background pattern) of the document. |

**1** Load the document.

**2** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**3** Press [Resolution].




If [Resolution] is not displayed, press [Advanced] and then [Resolution].

**4** Select the desired resolution, and press [Enter].

**5** Specify the destinations, and press <Start>.

- For details on specifying the destinations, see "Specifying destinations" (page 5-2).
- If you loaded the document in the automatic document feeder, this concludes the procedure.
- If you loaded the document on the document glass, the message "Set next document." is displayed when the loaded documents have been scanned. Load the next document, and press [Next Doc]. Press [Tx Start] to start transmission.

NOTE

- The "Super Fine" mode may not be supported by the destination machine. In this case, the optimal resolution will be automatically selected.
- The communication time differs according to the selected resolution.

## ■ Setting the contrast

You can set the contrast to scan with according to the document.

Lightest: Select to scan with the lightest contrast.

Lighter: Select to scan with a contrast between the normal contrast and the lightest contrast.

Normal: Select to scan with the normal contrast.

Darker: Select to scan with a contrast between the normal contrast and the darkest contrast.

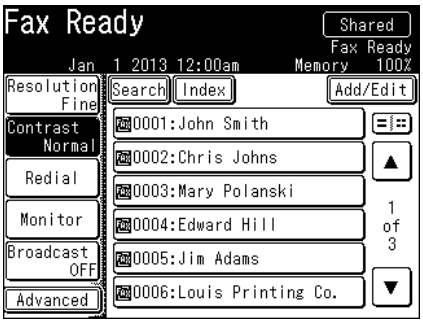
Darkest: Select to scan with the darkest contrast.

**1** Load the document.

**2** Press [Fax] on My MFP Menu screen.

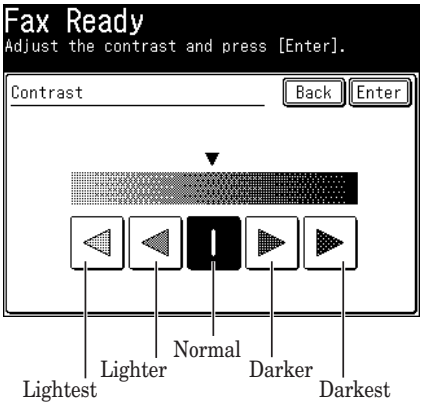
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**3** Press [Contrast].




If [Contrast] is not displayed, press [Advanced] and then [Contrast].

**4** Select the desired contrast, and press [Enter].




**5** Specify the destinations, and press <Start>.

- For details on specifying the destinations, see "Specifying destinations" (page 5-2).
- If you loaded the document in the automatic document feeder, this concludes the procedure.
- If you loaded the document on the document glass, the message "Set next document." is displayed when the loaded documents have been scanned. Load the next document, and press [Next Doc]. Press [Tx Start] to start transmission.

## ■ Dialing options

You can insert dialing options when entering fax numbers or when registering address book destinations.

| Name | Option*1 | Functions and Applications |
|---|---|---|
| Hyphen | — | Makes the entered fax number easier to see.<br>(Example) 111-1111-1111 |
| Tone | /T | This is used to switch from pulse-dialing to tone-dialing. This option may not be available in some countries and regions. |
| Pause | /P | This is used to open a space between dials. To increase the pause time, enter multiple pause options.<br>The time for each pause can also be changed in the settings. For details, see "List of other default settings" (page 7-42). |
| Prefix | /N | This is used to enter a prefix number. A prefix number can only be used when specifying the destination using the numeric keys.<br>To use a prefix number, it is necessary to register it in advance.<br>For details, see "List of other default settings" (page 7-42). |

*1 To enter dialing options in PC fax, enter the options indicated in the option column.

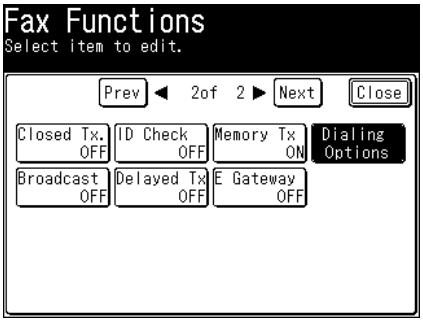
**1** Load the document.

**2** Press [Fax] on My MFP Menu screen.

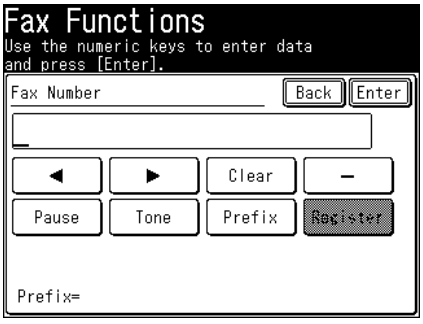
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**3** Press [Advanced].

**4** Press [Dialing Options].




**5** Enter the desired dialing option, and press [Enter].




Dialing options can also be inserted from the fax number entry screen.

**6** Specify the destinations, and press <Start>.

- For details on specifying the destinations, see "Specifying destinations" (page 5-2).
- If you loaded the document in the automatic document feeder, this concludes the procedure.
- If you loaded the document on the document glass, the message "Set next document." is displayed when the loaded documents have been scanned. Load the next document, and press [Next Doc]. Press [Tx Start] to start transmission.

## ■ Setting the memory transmission / real time transmission

There are two types of automatic transmission; memory transmission, which starts transmission after the document is scanned, and real time transmission, which performs transmission while the document is being scanned.
This explanation indicates the procedure for selecting either transmission method for a single fax transmission.

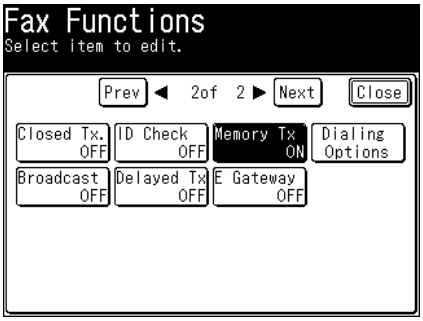
- Memory transmission transmits the document after scanning the document into memory. This allows you to take the document and leave without waiting for the transmission to end, enabling you to save time.
- Real time transmission directly transmits the document to the other fax machine without scanning the document into memory. Transmission starts after the transmission operation, which allows you to easily confirm that the fax is sent to the other machine.

**1** Load the document.

**2** Press [Fax] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**3** Press [Advanced].

**4** Press [MemoryTx].




**5** Select [ON] to perform memory transmission or [OFF] to perform real time transmission, and press [Enter].

**6** Press [Close].

**7** Specify the destinations, and press <Start>.
- For details on specifying the destinations, see "Specifying destinations" (page 5-2).
- If you loaded the document in the automatic document feeder, this concludes the procedure.
- If you loaded the document on the document glass, the message "Set next document." is displayed when the loaded documents have been scanned. Load the next document, and press [Next Doc]. Press [Tx Start] to start transmission.

**NOTE**

To send the fax using real time transmission, load the document into the auto document feeder. Even if real time transmission is set, the machine will automatically switch to memory transmission for broadcast or when the document is loaded on the document glass.

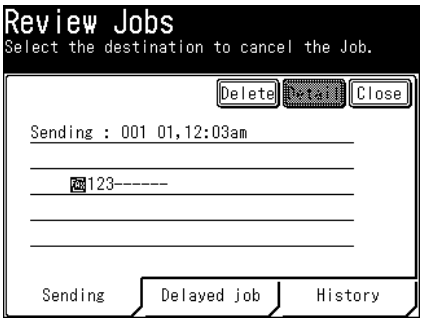
# Canceling / Checking faxes

If you want to cancel a fax transmission or check currently reserved transmission, press <Job Confirm. ▶Fax Cancel>. You can also check the communication result of the latest fax jobs.

## ■ Canceling or checking the currently sending fax job

**1** During fax transmission, press <Job Confirm. ▶ Fax Cancel>.

**2** If you want to cancel the currently sending fax job, press [Delete].
If you do not wish to cancel the job, press [Close].




**NOTE**

When you broadcasting, "Broadcast" is displayed on the screen.

- When you want to delete all the broadcasting destinations at once, press [Delete].
- To individually check or delete destinations for the broadcast, press [Detail]. For details, see "Canceling or checking parts of a broadcast" (page 3-15).

## ■ Canceling or checking reserved fax job

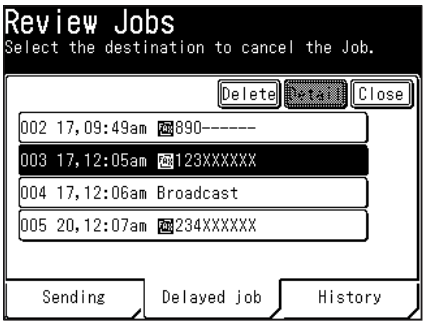
You can check and cancel reserved fax job for delayed transmission or waiting to be redialed because the destination was busy.

**1** Press <Job Confirm. ▶ Fax Cancel>.

**2** If there are any fax jobs currently being transmitted, information for the current destinations is displayed. Press [Delayed job].

If there are no fax job currently being transmitted, proceed to step 3.

**3** Check the reserved documents. To cancel a reserved document, select the job to cancel, and press [Delete].




- Reserved documents are displayed in chronological order.
- When you are broadcasting, "Broadcast" is displayed on the screen. To individually check or delete destinations for the broadcast, press [Detail]. For details, see "Canceling or checking parts of a broadcast" (page 3-15).

**4** When you are prompted, press [Yes].

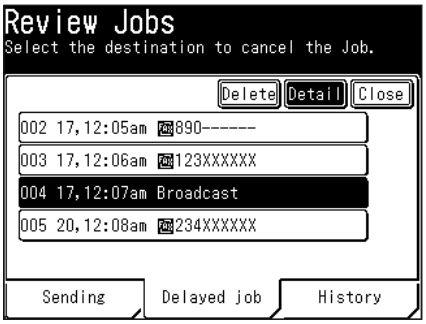
## ■ Canceling or checking parts of a broadcast

You also can review or cancel certain numbers within a broadcast.

**1** Press <Job Confirm. ▶ Fax Cancel>.

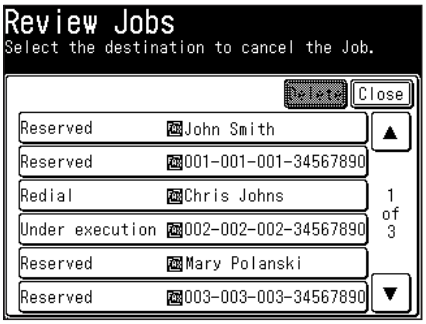
**2** When you want to cancel a reserved job, press [Delayed job].

**3** Select the broadcast job you want to delete, and press [Detail].




**4** Select the destination you want to cancel, and press [Delete].

If you do not want to cancel a destination, press [Close].




On the "Detail" screen the following statuses are displayed for each destination.

| | |
|---|---|
| Reserved : | Displayed for a destination that has not yet started transmission. |
| Under execution : | Displayed for the destination currently being transmitted to. |
| Completed : | Displayed for a destination that has finished transmission. |
| Deleting : | Displayed after deleting a destination until the actual deletion process is complete. |
| Redial : | Displayed for a destination that is waiting for redialing. |

**5** Press [Close].

## ■ Checking or printing the communication result

You can check or print the transmission result for the past 100 jobs. This enables you to check the result of transmitting via scan to folder or scan to FTP, in addition to checking the result of transmitting via fax and e-mail.

**NOTE**

- The transmission history of jobs older than the last 100 jobs are automatically deleted.
- For details on printing the transmission history, see "Printing the journal manually" (page 6-6).

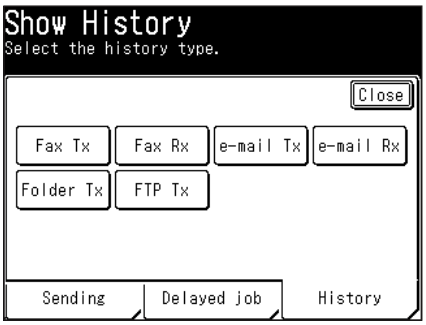
**1** Press <Job Confirm./ ▶ Fax Cancel>.

**2** If there are any fax jobs currently being transmitted, information for the current destinations is displayed.

If there are no fax job currently being transmitted, proceed to step 3.

**3** Press [History].

**4** Select the item to display the communication history for.



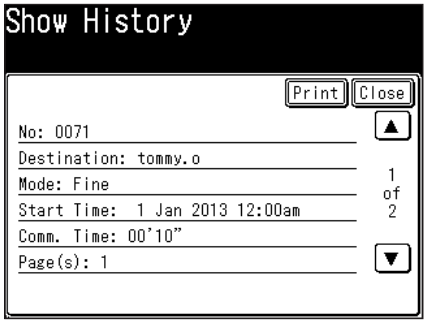

| | |
|---|---|
| Fax Tx : | Displays the fax transmission history. |
| Fax Rx : | Displays the fax reception history. |
| e-mail Tx : | Displays the transmission history for scan to e-mail jobs. |
| e-mail Rx : | Displays the e-mail reception history. |
| Folder Tx : | Displays the transmission history for scan to folder jobs. |
| FTP Tx: | Displays the transmission history for scan to FTP jobs. |

The transmission history is displayed in order from the latest to oldest.

**5** To check the details on the transmission result, select the transmission result to check, and press [Detail].

**6** Check the transmission result.

Here the procedure for displaying the fax transmission history is described as an example.




- To print a transmission result, press [Print] and then [Yes].
- For details on reading the transmission results, see "Reading the journals" (page 6-9).

**NOTE**

You can automatically print or specify a time for printing the latest communication history. For details, see "Printing the journals automatically" (page 6-7).

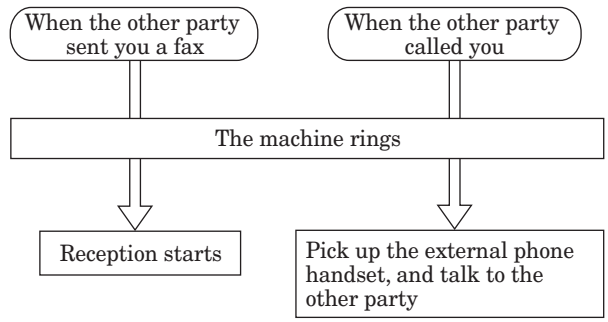
# Receiving faxes

You can choose from five reception methods according to your needs.

## ■ Operating tips

- Set the reception mode in the initial setup. For details, see "Setting the fax reception mode" (page 7-31).
- To receive a phone call, an external phone needs to be connected.
- The machine can be set to ring even if a handset is not connected. For details on setting the beep sound, see chapter 1, "Specifying default settings" in the Administrator's Guide.

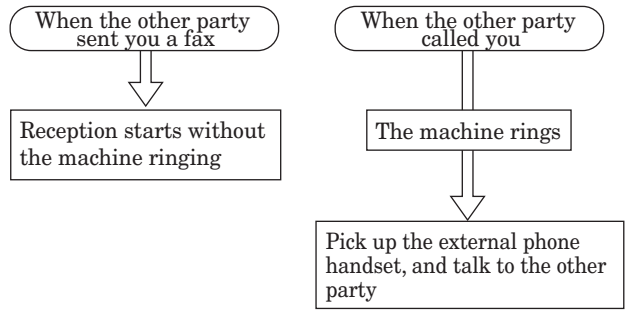
## ■ Auto reception for fax only (Fax Ready)




**NOTE**

- You can set the machine to ring between 0 and 10 times. For details, see "List of other default settings" (page 7-42).
- You can pick up the external phone handset while the machine is ringing to talk on the phone.

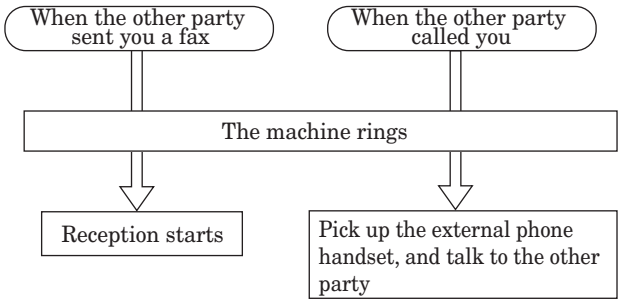
## ■ Prioritizing fax reception (Fax/Tel Ready)




**NOTE**

- You can set the machine to ring between 0 and 10 times. For details, see "List of other default settings" (page 7-42).
- Since the machine rings after the call is received when the other party is using a phone, the other party will be made to wait and call charges will increase.

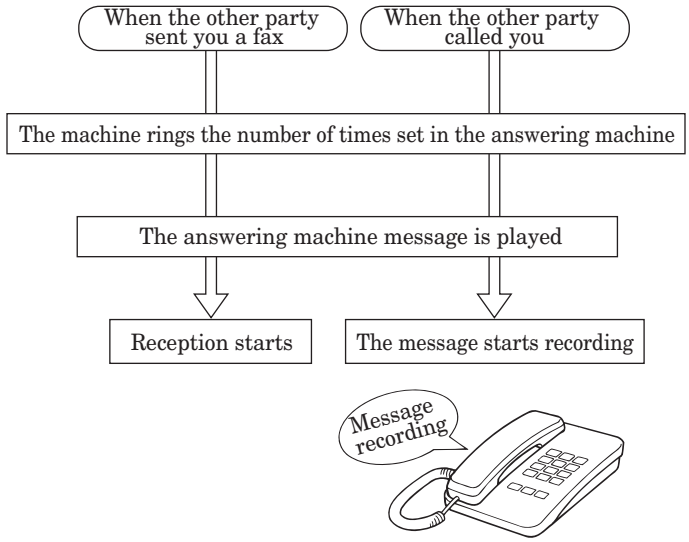
## ■ Prioritizing call reception (Tel/Fax Ready)




**NOTE**

- You can set the machine to ring between 0 and 10 times. For details, see "List of other default settings" (page 7-42).
- When the other party is using a phone, the machine will continue to ring after reception starts. Call charges will be accrued during this time.

## ■ Using both the answering machine and fax (Ans/Fax Ready)




**NOTE**

- The automatic answering machine/fax switch may not work, depending on the type of answering machine.
- Automatic reception may not be possible, depending on the other fax machine.
- If the answering machine does not answer, the fax cannot be received.

## ■ Primarily using the phone (Tel Ready)

When the other party is calling, pick up the handset of the external phone and talk.
When the other parting is sending you a fax, press <Start> to start reception.

**NOTE**

Remove any documents from the automatic document feeder when receiving faxes. If there is a document remaining, transmission will start when <Start> is pressed.

## ■ Setting the auto reception / manual reception

In addition to setting the reception mode, you can also set manual reception or automatic reception on the screen.

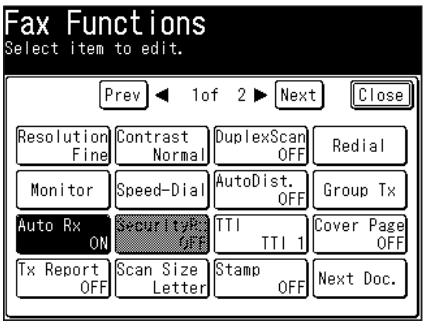
- Auto reception: This method automatically receives faxes.
- Manual reception: See "Primarily using the phone (Tel Ready)" above.

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [Auto Rx].




**4** Select [ON] to set automatic reception or [OFF] to set manual reception, and press [Enter].

## ■ Receiving faxes manually

**1** When the machine is called, press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Press [Monitor].

You will hear a beeping sound or hear nothing, it signifies a fax.

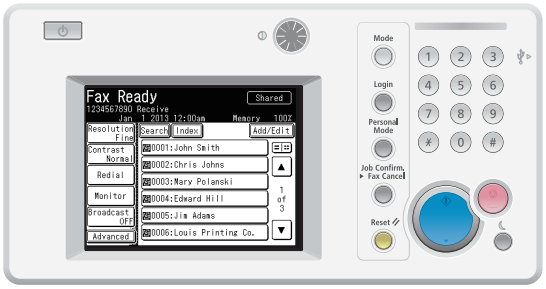
**3** Press <Start>.

**NOTE**

To sound the beep tone, press [Setting] on My MFP Menu screen → [Default Settings] → [Sound Settings] → [Beep] → [ON]. For details, see chapter 1, "Specifying default settings" in the Administrator's Guide.

# Operations during reception

## ■ Indicators during reception




If the other party has registered their name and fax number in their machine, that information is displayed on the fax ready screen.
The display is in the following order of priority.
1 The other party's name (When the other party uses our products)
2 The other party's fax number
3 Blank (When no name and fax number are registered in the other party's machine.)

**NOTE**

- Do not pull out the paper cassette during printing. This may cause a paper jam.
- Reception will be canceled if the memory becomes full during reception. Contact the other party and ask them to transmit the fax again.
- Make sure that too much paper does not accumulate in the paper output tray. This may make it difficult for paper to be output, and cause a paper jam.

## ■ Out-of-paper reception

Out-of-paper reception is a function that stores the received document in memory when paper has run out. When the problem preventing the document from being printed is resolved, the stored document is automatically printed.

**NOTE**

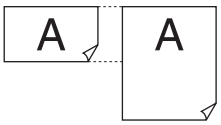
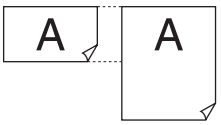
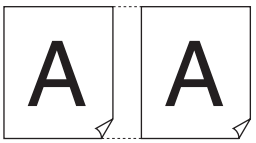
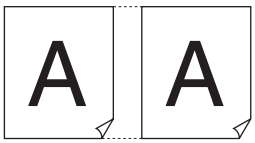
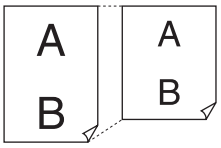
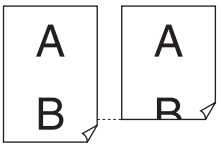
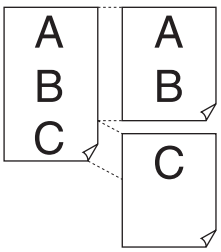
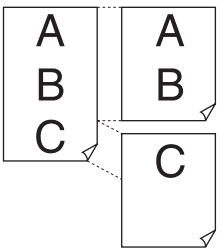
- When the memory becomes full during memory reception, the fax reception will be canceled and an error message is displayed. When the problem preventing the document from being printed is resolved, the portion of the received document that could be stored will be printed. Contact the other party and ask them to transmit the fax again.
- When the machine has not enough memory, you cannot receive faxes. Clear the memory by printing out documents or in other ways.
- If printing cannot be performed due to a device error such as a paper jam or running out of paper, the information lamp illuminates orange.

# Storing received documents

There are various recording methods available according to the specified settings.

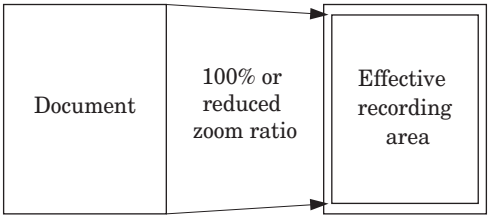
## ■ List of recording methods

The recording method differs according to the reception reduction rate. For details on the reception reduction rate setting, see “List of other default settings” (page 7-42).

| Rx Reduction Rate<br>Received document size | | Auto | 100% |
|---|---|---|---|
| Small document | |  <br>As with original size |  <br>As with original size |
| Standard size document | |  <br>As with original size<br>(Might be slightly reduced.) |  <br>As with original size |
| Long document | When the length exceeding the effective recording area is within the reduction margin |  <br>Reduced to fit onto one sheet |  <br>Received in each original size, with the area that does not fit onto one sheet cut off |
| | When the length exceeding the effective recording area is larger than the reduction margin |  <br>Received in each original size, the area which does not fit on one sheet will be printed separately on another sheet. |  <br>Received in each original size, the area which does not fit on one sheet will be printed separately on another sheet. |

## ■ Effective recording area

Printing is not possible on the area approximately 0.12" (3 mm) around the edge of the paper. For this reason, the received document may be reduced in size or cut off during printing. The area which can be printed is referred to as the “Effective recording area”.




## ■ Reduction margin

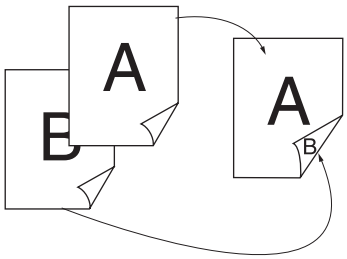
The reduction margin is the value that determines whether to cut off an edge or reduce the document to fit on one sheet when the received document will not fit in the effective recording area. When a document that is longer than the loaded paper is received, only the blank margin may be printed on the next page, which can be prevented by setting the “Reduction margin”.
When the document length exceeds the effective recording area but is within the reduction margin, the document is reduced or cut off to fit onto one sheet, but when the document is longer than the reduction margin, the page is divided into multiple sheets.
For details, see “List of recording methods” (page 3-22).

**NOTE**

You can set the reduction margin to a value between 0 and 3.3" (85 mm), according to the length of the margin for the type of documents that are received most frequently.
For details on setting the reduction margin, see “List of other default settings” (page 7-42).

## ■ Paper saving settings

In order to save paper, you can set the duplex printing.
Two documents received in succession can be printed on both sides of the paper.




**NOTE**

For details on setting the duplex reception, see “List of other default settings” (page 7-42).

# Making a phone call

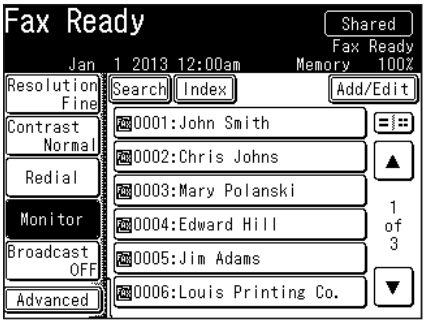
This section describes the procedure for making phone calls.

**NOTE**

To make a phone call, an external phone needs to be connected.

## Making a phone call

**1** Pick up the external phone handset.
Or press [Monitor] on fax ready mode.




If [Monitor] is not displayed, press [Advanced] and then [Monitor].

**2** Dial the telephone number.
For details on specifying the destinations, see "Specifying destinations" (page 5-2).

**3** When the connection is established, talk with the other party.
When [Monitor] is pressed, you can pick up the external phone handset to talk.

## Receiving a phone call

**1** When the machine rings, pick up the external phone handset.

**2** When the connection is established, talk with the other party.
If you hear a beeping sound from the other party or hear nothing, it signifies a fax. Press <Start> to receive the fax.

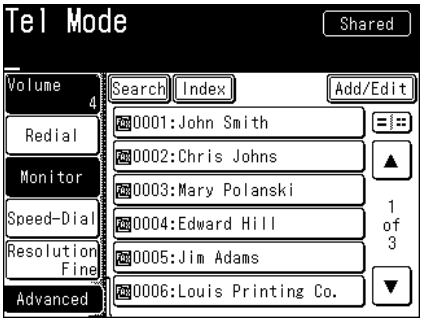
# Adjusting the speaker volume

**1** Press [Fax] on My MFP Menu screen.

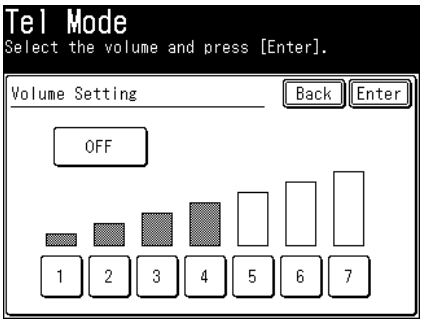
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

**2** Press [Monitor].

**3** Press [Volume].




**4** Select the desired volume, and press [Enter].




**5** Press [Monitor] to hang up.

# Transmitting faxes from a computer

Documents created with application software can be transmitted by fax without printing them.

**NOTE**

- Install the fax driver to the computer before using this function.
  For details on installing the driver, see chapter 1, “Installing to Windows” in the Printer Guide.
- The procedure for a document created with Microsoft WordPad is described here as an example. The procedures may differ, according to the software you are using. For details, see the manual of that software.

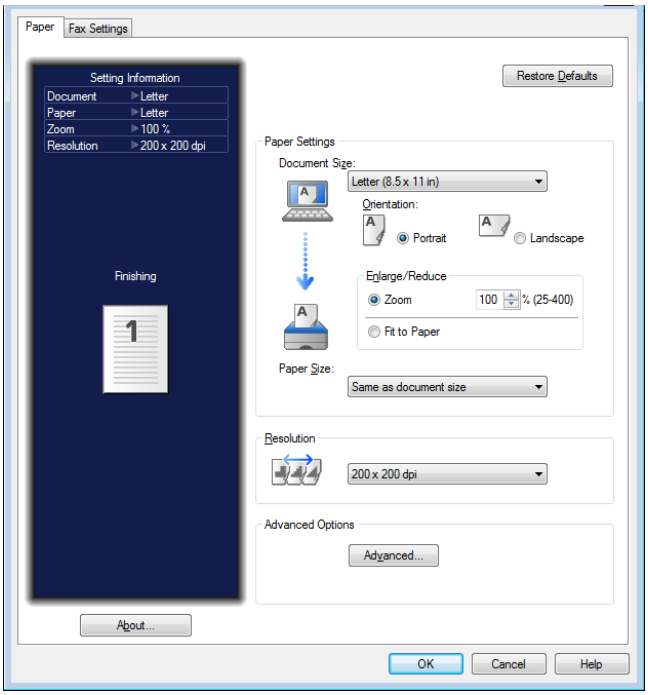
**1** Create and edit the document to transmit.

**2** Execute a print command.

**3** Select “KONICA MINOLTA bizhub 25e Fax” as the printer.

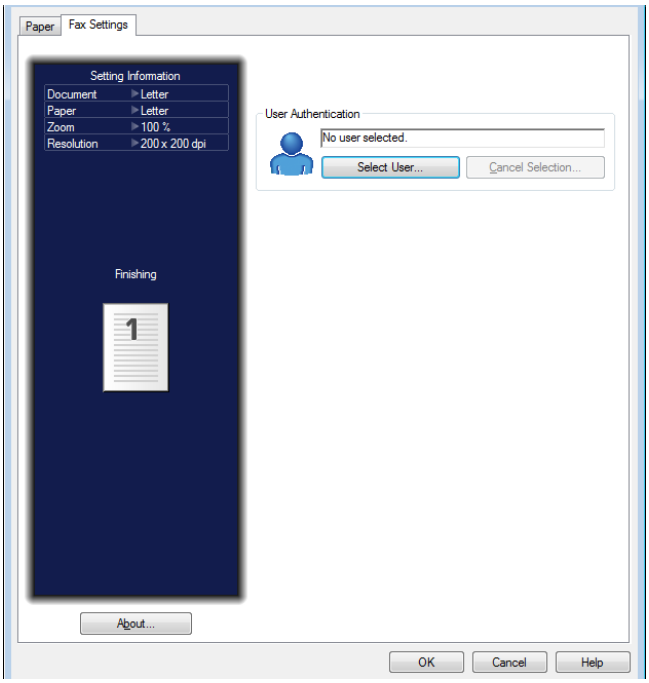
**4** Click [Preferences] to open the printing preference screen.
When you do not change the default settings, proceed to step 9.

**5** Click the [Paper] tab, and specify the detailed settings, as necessary.




| Item | | Description |
|---|---|---|
| Paper Settings | Document Size | Select the size of the document you created. |
| | Orientation | Select the orientation of the document you created. |
| | Enlarge/ Reduce | Change this setting to enlarge or reduce the document before transmitting it.<br>"Zoom":<br>Select the zoom ratio to specify, between 25% and 400%.<br>"Fit to Paper":<br>The zoom ratio is automatically set by specifying the document size and paper size. |
| | Paper Size | Select the paper size to transmit with.<br>If you select "Same as document size," the document will be transmitted with the same paper size as the document size. |
| Resolution | | 200 × 200 dpi: Equivalent to setting the resolution to "Fine" when transmitting from the machine.<br>400 × 400 dpi: Equivalent to setting the resolution to "Super Fine" when transmitting from the machine. |
| Advanced Options | Advanced | The processing of the image data may become slower or the printing may not be performed correctly, depending on the application.<br>In such cases, printing may be able to be performed correctly by enabling this setting.<br>However, it is recommended that you usually use the machine with this setting disabled because it may cause printing to not be performed correctly. |

**6** Click the [Fax Settings] tab.




**7** If it is necessary to change the user authentication, click [Select User] and select the user.

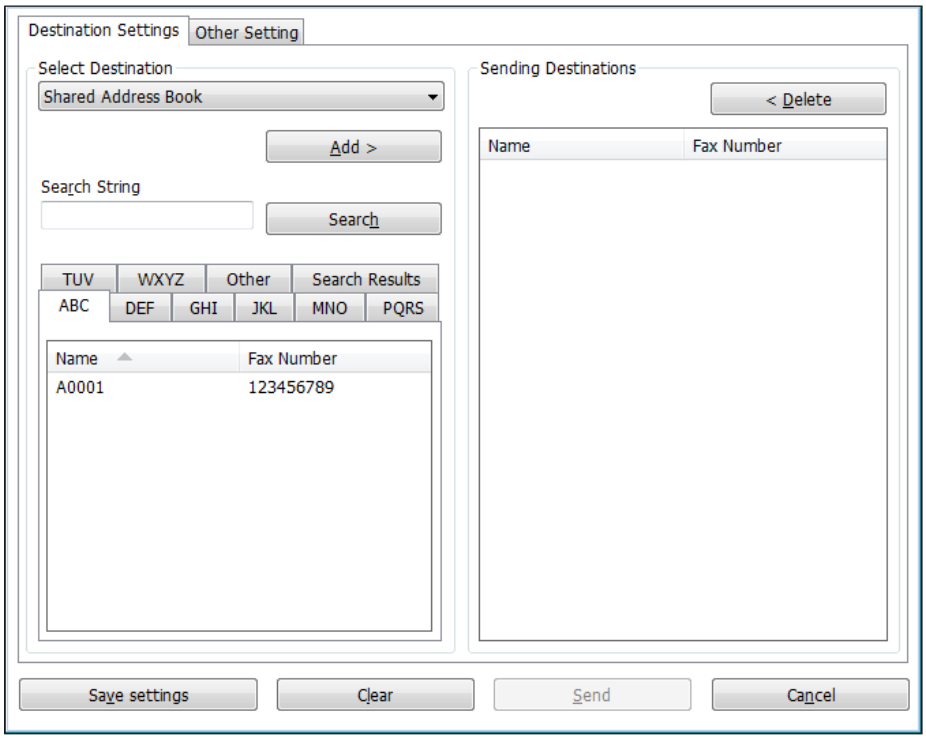
When you click [Select User], a list of users will be displayed. Select the desired user, enter password in box under the list, and click [OK].

**8** Click [OK] to close the printing preference screen.

**9** Click [Print].

The "KONICA MINOLTA bizhub 25e Fax" screen is displayed.

**10** Enter a destination on the “Destination Settings” tab.



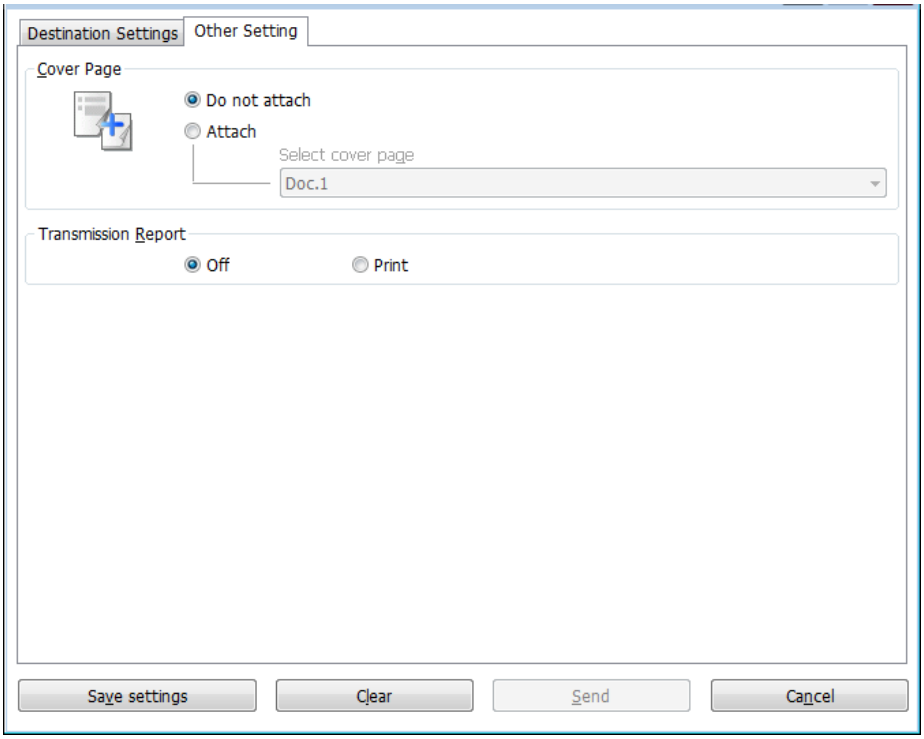

You can enter a destination with the following ways.

- Select either “Shared Address Book”or “Personal Address Book” from the pull-down menu, and select the destination from the address book, and click [Add>]. When no user is selected in step 7, you can choose only “Shared Address Book”.
- Select “Direct Input” from the pull-down menu, and directly enter the fax number for the destination in the “Fax Number” entry box, and click [Add>]. Pauses and other dialing options can be also entered using the keyboard. For details on the dialing options, see “Dialing options” (page 3-10).

| Item | | Description |
|---|---|---|
| Select Destination | Pull-down menu | Select either “Shared Address Book”, “Personal Address Book” or “Direct Input”.<br>When no user is selected in step 7, you can choose only “Shared Address Book” or “Direct Input”. |
| | Search String | To search the address book, enter a keyword here. |
| | [Search] | Click [Search] to search with the keyword entered in “Search String”. The search result will be displayed in “Search Results” tab. |
| | Index | The address book is displayed in alphabetical order. |
| [Add>] | | Click after entering a destination in “Select Destination” or selecting a destination in “Address Book” to specify the entered or selected destination as a fax destination. |
| Sending Destinations | | Displays the specified fax destinations. |
| [Save settings] | | Saves the current settings in the [Destination Settings] tab and the [Other Settings] tab. This is useful for saving settings that you use frequently. |
| [Clear] | | Erases the current settings in the [Destination Settings] tab and the [Other Settings] tab. |
| [Send] | | Click [Send] to start transmission. |
| [Cancel] | | Click this to close the screen. |

**11** Repeat step 10 to specify all the destinations.

**12** To set cover page and transmission report settings, click [Other Setting] tab.




| Item | | Description |
|---|---|---|
| Cover Page | Do not attach / Attach | Sets whether to attach a cover page.<br>When you select “Attach”, you can choose the cover page format. |
| | Select cover page | Select which cover page to use. |
| Transmission Report | | Sets whether to print a transmission report. |
| [Save settings] | | Saves the current settings in the [Destination Settings] tab and the [Other Setting] tab. This is useful for saving settings that you use frequently. |
| [Clear] | | Erases the current settings in the [Destination Settings] tab and the [Other Setting] tab. |
| [Send] | | Click [Send] to start transmission. |
| [Cancel] | | Click this to close the screen. |

**13** Check the destinations in the “Sending Destinations” field.

**14** Click [Send].

To delete destinations, select the destination to delete, and click [<Delete].

# Receiving internet faxes

There are two methods for receiving internet faxes; automatic reception at a specified interval, and manual reception performed by the user.

**NOTE**

To receive internet faxes, you should connect the machine to a network, and setup the "TCP/IP Settings" and "E-mail Settings" in advance.
For details on the network setting, see chapter 2, "Specifying the network settings" in the Administrator's Guide, and chapter 3, "Setting the e-mail environment" in the Message Board Guide.



## ■ Manual reception

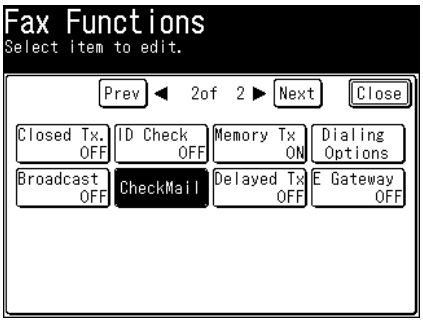
If you receive only a few documents each day, or you want to check the reception immediately, use manual reception.

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [CheckMail].




## ■ Automatic reception

For details on setting to automatically receive e-mail at a specified interval, refer to Chapter 3, "SMTP/POP settings"in "Setting the e-mail environment" in the Message Board Guide.

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# Chapter 4

# Advanced fax functions


**Introduction to advanced functions ..... 4-2**
**Scanner related settings ..... 4-5**
Scan Size ..... 4-5
Next document setting (Next Doc.) ..... 4-7
Duplex scan ..... 4-9
Stamp (Option) ..... 4-10
**Transmission related settings ..... 4-11**
Cover page ..... 4-11
Delayed transmission (Delayed Tx) ..... 4-14
Sending the sender name (TTI) ..... 4-16
E-mail gateway (E Gateway) ..... 4-17
**Security fax functions ..... 4-18**
Closed communications ..... 4-18
Registering a passcode ..... 4-20
ID check Tx ..... 4-22
Destination confirmation function ..... 4-23
Confirmation dial ..... 4-24
Prohibiting broadcasting ..... 4-25
Security reception ..... 4-26
PIN masking ..... 4-29
**Useful reception function ..... 4-31**
Auto distribution ..... 4-31

# Introduction to advanced functions

This product includes the following fax functions.

### *Resolution*
You can set the resolution to scan with according to the document.
For details, see “Setting the resolution“ (page 3-8).

### *Contrast*
You can set the contrast to scan with according to the document.
For details, see “Setting the contrast” (page 3-9).

### *Duplex scan*
You can transmit both sides of a document. See “Duplex scan” (page 4-9).

### *Redial*
“Redialing” refers to the process of transmitting to a previous destination again. See “Redialing“ (page 3-5).

### *Monitor*
For details, see “Manual transmission” (page 3-4).

### *Speed-dialing (Speed-dial)*
For details, see “Using speed-dial numbers” (page 5-4).

### *Auto distribution (Auto Dist.)*
When a fax is received, it is distributed to a specified destination if its information matches the conditions registered in advance. Up to 200 distribution settings can be registered. For details, see “Auto distribution” (page 4-31).

### *Group transmission (Group Tx)*
For details, see “Using groups” (page 5-5).

### *Auto reception (Auto Rx)*
You can set manual reception or automatic reception.
For details, see “Setting the auto reception / manual reception” (page 3-20).

### *Security reception (Security Rx)*
If security reception is set, documents received after the specified security reception starting time are stored in memory and not printed. Since it is necessary to enter a passcode to print the documents, this prevents received documents from being taken away (page 4-26).

### *TTI*
You can select from three types of sender names registered in advance. You can also transmit without adding a sender name (page 4-16).

### *Cover page*
A cover page containing a simple message can be automatically attached to the documents. You can either enter a subject and message or use a template registered in advance to insert the cover page document. For details, see “Cover page” (page 4-11).

### *Transmission confirmation report (Tx Report)*
For details, see "Checking the transmission report" (page 6-2).

### *Scan size*
You can transmit an image scanned using a scan size set in advance. This is useful when you want to scan a part of the document or want to specify the document size. For details, see "Scan Size" (page 4-5).

### *Stamp (Option)*
You can stamp on a document that has been scanned (or transmitted) using the automatic document feeder and check it has been scanned (or transmitted). For details, see "Stamp (Option)" (page 4-10).

### *Next document setting (Next Doc.)*
If you need to transmit a large volume of documents that cannot all fit into the automatic document feeder at once, turn "Next Doc" on to divide scanning. You can scan both through the automatic document feeder and on the document glass (page 4-7).

### *Closed transmission (Closed Tx)*
When closed transmission is set, fax messages cannot be transmitted to machines other than this product. If a passcode is set, faxes can only be transmitted to machines that are the same product that have the same passcode registered (page 4-18).

### *ID check transmission (ID Check)*
ID check transmission limits fax transmission to when the lower four digits of the fax number you dialed and those registered in the destination machine match (page 4-22).

### *Memory transmission (Memory Tx)*
For details, see "Setting the memory transmission / real time transmission" (page 3-12).

### *Dialing options (Dialing Opt.)*
For details, see "Dialing options" (page 3-10).

### *Broadcast transmission (Broadcast)*
This function enables you to transmit the same fax to many destinations in one operation, thereby eliminating the need to scan and transmit the fax to each individual destination. For details, see "Broadcasting (Broadcast)" (page 3-6).

### *Delayed transmission (Delayed Tx)*
You can use this function to specify the date and time to perform transmission. For details, see "Delayed transmission (Delayed Tx)" (page 4-14).

### *E-mail gateway (E Gateway)*
You can transmit to a fax server as if you were transmitting to a regular telephone line. For details, see "E-mail gateway (E Gateway)" (page 4-17).

### *Location*
You can check or delete the specified destinations at transmission. For details, see "Checking specified destinations manually" (page 5-16).

### *Confirmation dial*

When the confirmation dial function is set, a screen requiring you to reenter the destination will be displayed before starting transmission. Transmission is allowed only when the first and second numbers match. Entering the destination twice enables you check whether there has been a mistake when entering the number. This prevents faxes from being transmitted to the wrong destination by mistake (page 4-24).

# Scanner related settings

## Scan Size

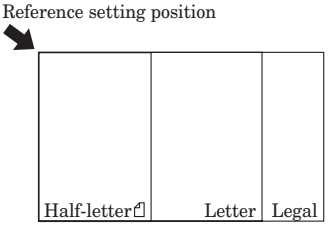
You can transmit an image scanned using a scan size set in advance. This is useful when you want to transmit a part of the document or want to specify the document size.

**NOTE**

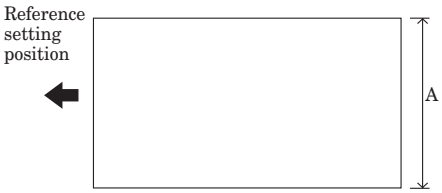
- When you scan using the document glass, only an area from the reference setting position equal to the set scan size is scanned.
- When you scan using the automatic document feeder, only an area from the center with a width equal to the set scan size is scanned. The whole length of the document is scanned.

**Document glass**

Reference setting position

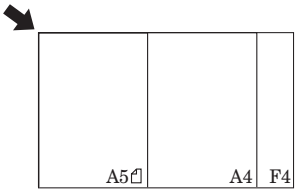



**Automatic document feeder**




A: Legal / Letter / Half-letter

Reference setting position



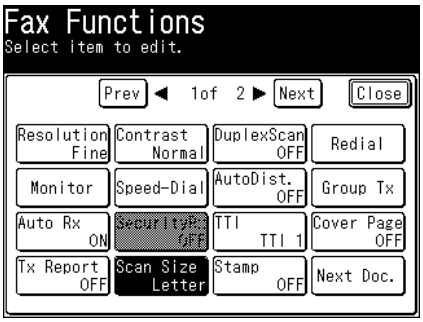
A: A4 / A5 / F4

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

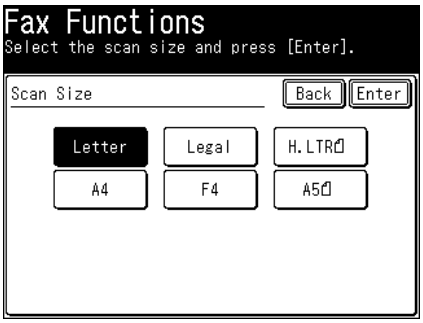
**2** Press [Advanced].

**3** Press [Scan Size].




If you loaded the document in the automatic document feeder, “Auto” is selected.

**4** Select the scan size, and press [Enter].

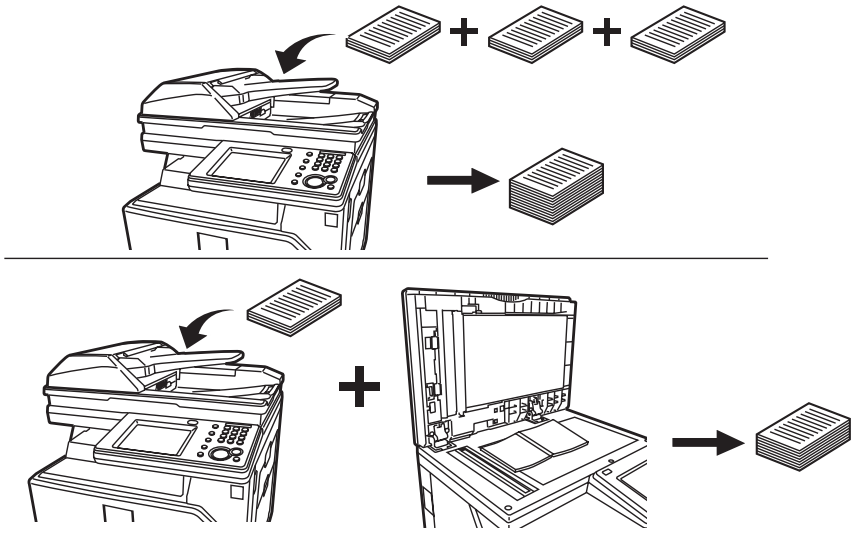



**5** Specify the destinations, and press <Start>.

For details on specifying the destinations, see “Specifying destinations” (page 5-2).

# Next document setting (Next Doc.)

If you need to transmit a large volume of documents that cannot all fit into the automatic document feeder at once, turn “Next Doc” on to divide scanning. You can scan both through the automatic document feeder and on the document glass.



**NOTE**

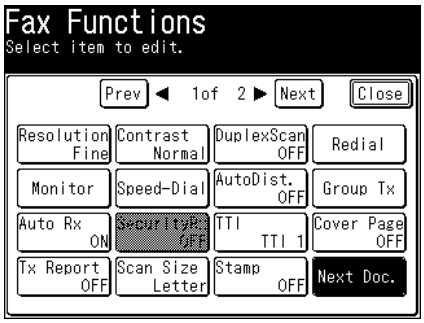
The next document settings can be set separately for the automatic document feeder (ADF) and the document glass (FBS).

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [Next Doc.].




**4** Select [ON], and press [Enter].

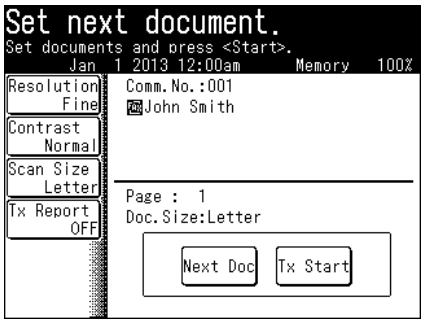
Select [OFF] to deselect the setting.

**5** Press [Close].

**6** Specify the destinations, and press <Start>.

- For details on specifying the destinations, see "Specifying destinations" (page 5-2).
- If you loaded the document in the automatic document feeder, this concludes the procedure.
- When the loaded documents have been scanned, the message "Set next document." is displayed.

**7** Load the next document, and press [Next Doc.].




**8** Repeat step 7 to scan all the documents.

**9** When you have finished scanning all the documents, press [Tx Start].

# Duplex scan

You can transmit both sides of a document.

**NOTE**

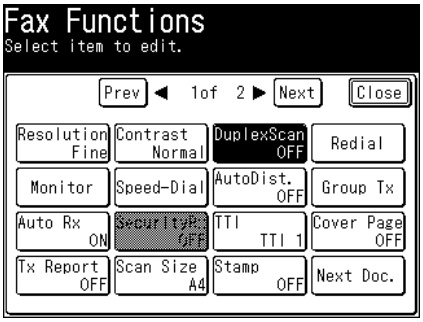
This setting is only available with the automatic document feeder.

**1** Press [Fax] on My MFP Menu screen.

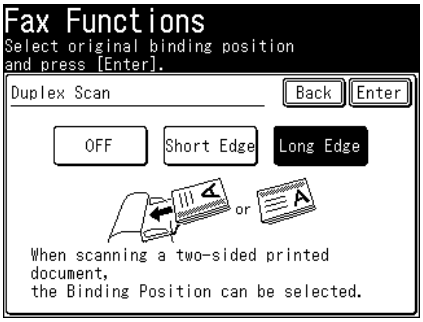
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Press [Advanced].

**3** Select [DuplexScan].




**4** Select [Long Edge] or [Short Edge], and press [Enter].




- Refer to the display and set the document in the right direction.
- To confirm the binding type of your document, see "Refer to the illustration below to select the binding position." (page 2-15).
- Select [OFF] to deselect the setting.

**5** Press [Close].

**6** Specify the destinations, and press <Start>.

For details on specifying the destinations, see "Specifying destinations" (page 5-2).

# Stamp (Option)

You can stamp on a document that has been scanned (or transmitted) using the automatic document feeder and check it has been scanned (or transmitted).

**NOTE**

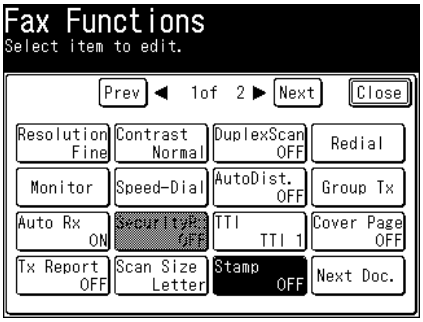
- The stamp function is optional.
- This setting is only available with the automatic document feeder.

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [Stamp].




**4** Select [ON], and press [Enter].

Select [OFF] to deselect the setting.

**5** Press [Close].

**6** Specify the destinations, and press <Start>.

For details on specifying the destinations, see "Specifying destinations" (page 5-2).

# Transmission related settings

## Cover page

A cover page containing a simple message that can be automatically attached to the documents.

**NOTE**

A cover page cannot be attached when performing manual transmission(page 3-12), or when using an e-mail gateway(page 4-17).

### ■ Registering cover page message

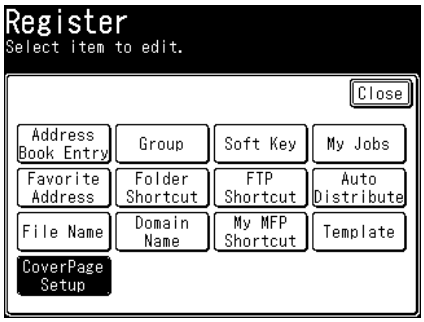
You can register up to three types of message.

**1** Press [Setting] on My MFP Menu screen.

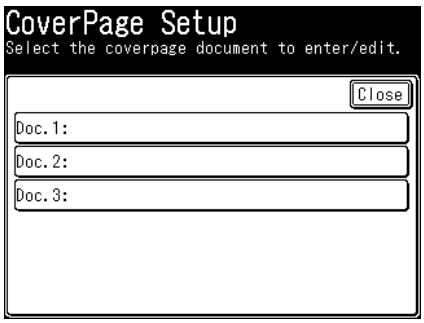
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [CoverPage Setup].




**4** Select a document number you want to register.



**5** Enter a message, and press [Enter].

- Up to 120 characters can be entered. For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.
- To insert a line break, press [↵]. A line break is counted as two characters.
- You can check the entered message by pressing [ViewText]. After checking, press [Edit] to return to the entry screen.

**6** Press [Close].

## ■ Printing the cover page

To confirm that the cover page is set correctly, print a sample cover page from your machine.

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [List].

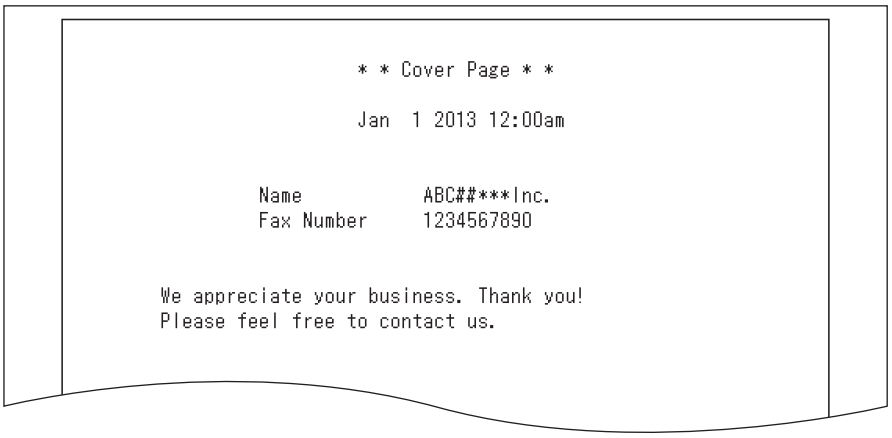
**3** Press [Cover Page].

**4** Select a document number you want to print.

**5** Press [Yes].

Select [ON] to enable duplex printing, or [OFF] to disable it.

Printout sample




The name and fax number that are registered in the initial setup will be printed. For details on the initial setup, see "Initial setup (User Install)" (page 7-28).

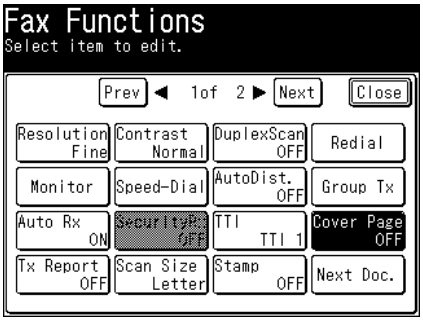
## ■ Turning the cover page on

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

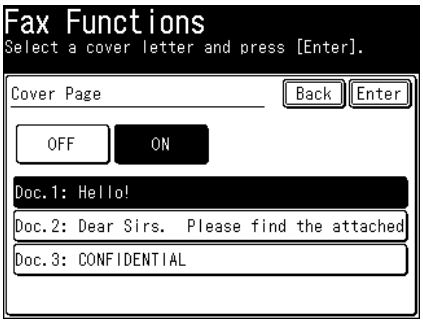
**2** Press [Advanced].

**3** Press [Cover Page].




**4** Select [ON].

Select [OFF] to deselect the setting.




**5** Select document number you want to use, and press [Enter].

**6** Press [Close].

**7** Specify the destinations, and press <Start>.

For details on specifying the destinations, see “Specifying destinations” (page 5-2).

# Delayed transmission (Delayed Tx)

You can use this function to specify the date and time to send the fax.

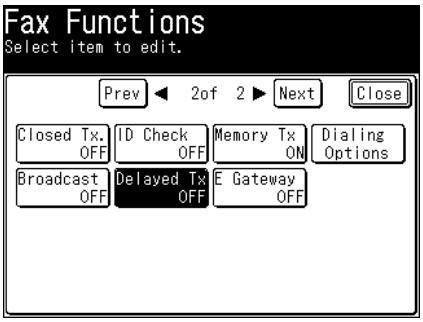
- You can specify a time and date up to a month ahead. The document for delayed transmission is stored in memory until the specified time, at which point transmission will start.
- If real time transmission is specified, the document will remain loaded until the specified time, so you will not be able to copy, scan, or transmit other faxes.
- This function can be also specified in combination with other functions (such as broadcasting, etc.).

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Press [Advanced].

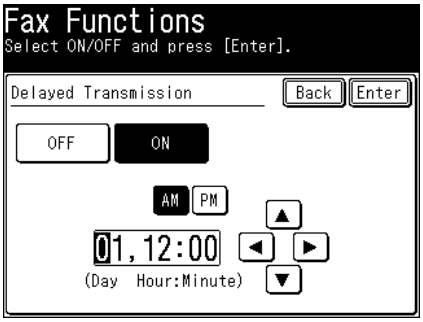
**3** Press [Delayed Tx].




**4** Select [ON].

Select [OFF] to deselect the setting.

**5** Enter the transmission date and time, and press [Enter].




- Press [PM] or [AM] and enter the time in 12 hour format.
- You can use [◀], [▶], [▲], [▼], and numeric keys.

**6** Press [Close].

**7** Specify the destinations, then press <Start>.

For details on specifying the destinations, see "Specifying destinations" (page 5-2).

NOTE

- After scanning the document, you can check or delete the reserved transmission by pressing <Job Confirm. ▶ Fax Cancel> (page 3-14).
- To change the specified time after scheduling the transmission, you need to delete the delayed transmission and then set transmission date again.

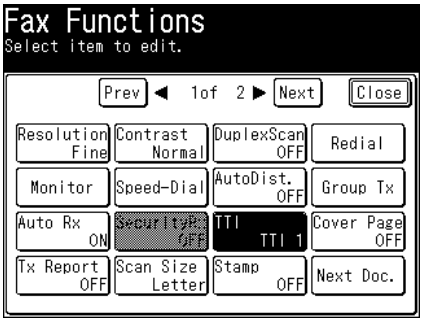
# Sending the sender name (TTI)

You can select from three types of sender names registered in advance. You can also transmit without adding a sender name.
For details on registering the sender names, see “Registering your name or company name (TTI)” (page 7-32).

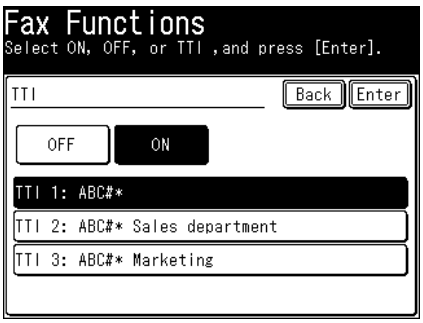
**1** Press [Fax] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [TTI].




**4** Select [ON].
Select [OFF] to deselect the setting.




**5** Select the sender name, and press [Enter].

**6** Press [Close].

**7** Specify the destinations, then press <Start>.
For details on specifying the destinations, see “Specifying destinations” (page 5-2).

# E-mail gateway (E Gateway)

You can transmit to a fax server as if you were transmitting to a regular telephone line. The e-mail gateway settings need to be registered in advance.
For details on registering the e-mail gateway, see chapter 2, “Setting an e-mail gateway” in “Specifying the network settings” in the Administrator’s Guide.

**NOTE**

This function cannot be used in the following cases:

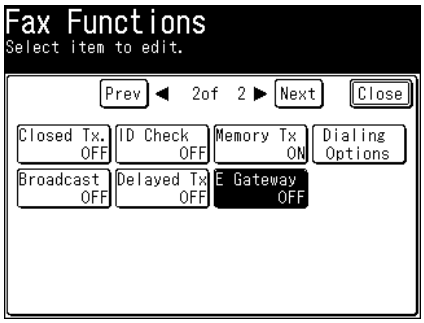
- Real time transmission
- Closed transmission
- ID check transmission
- Attaching a cover page

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [E Gateway].




**4** Select [ON], and press [Enter].

Select [OFF] to deselect the setting.

**5** Press [Close].

**6** Specify the destinations, then press <Start>.

For details on specifying the destinations, see “Specifying destinations” (page 5-2).

# Security fax functions

## Closed communications

When closed communication is set, fax messages are transmitted and received between the same model only (excluding some models).
Closed communication can be set separately for transmission and reception.

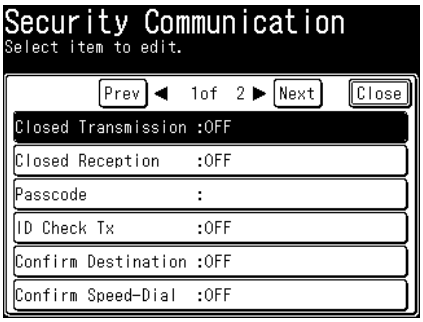
### ■ Setting the closed transmission

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].
If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Press [Closed Transmission].




**5** Select [ON] to perform closed transmission, and press [Enter].
Select [OFF] to deselect the setting.

**6** Press [Close].

**NOTE**

- If a passcode is set, faxes can only be transmitted to the same model that also have a security function and have the same passcode registered. For the passcode setting, see "Registering a passcode" (page 4-20).
- For details on the communication range using closed communication and passcode, see "Communication and range of passcodes" (page 4-21).
- When using manual transmission (page 3-4), the closed transmission function is disabled, even if you set it to ON.
- Even if this setting is ON, you can set the closed transmission OFF only for one transmission when you set the setting off from the advanced settings.

## ■ Setting the closed reception

**1** Press [Setting] on My MFP Menu screen.

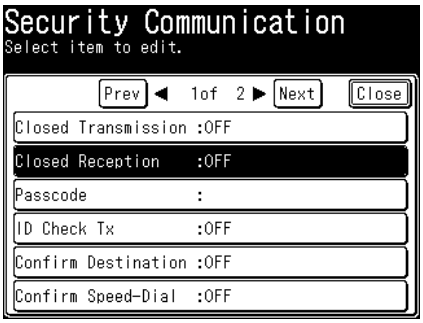
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].

If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Press [Closed Reception].




**5** Select [ON] to perform closed reception, and press [Enter].

Select [OFF] to deselect the setting.

**6** Press [Close].

**NOTE**

- If a passcode is set, faxes can only be received from the same model that also have a security function and have the same passcode registered. For the passcode setting, see "Registering a passcode" (page 4-20).
- For details on the communication range using closed communication and passcodes, see "Communication and range of passcodes" (page 4-21).

# Registering a passcode

## ■ Registering a passcode

You can set the passcode required for closed transmission and closed reception.
You can use closed transmission and reception without setting a passcode; however, setting a passcode is recommended to strengthen the security function.

**NOTE**

- If a passcode is set, faxes can only be transmitted to or received from the same model that also have a security function and have the same passcode registered.
- For details about the closed communication and the communication range specified by a passcode, see "Communication and range of passcodes" (page 4-21).

**1** Press [Setting] on My MFP Menu screen.

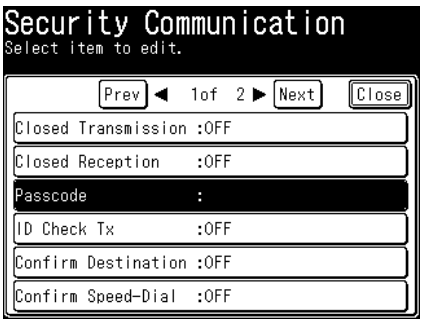
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].

If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Press [Passcode].




**5** Enter the four digit passcode using the numeric keys, and press [Enter].

Enter a number other than "0000". If you enter "0000", the passcode setting is disabled.

**6** Press [Close].

## ■ Communication and range of passcodes

### *Communication range of closed transmission*

- When closed transmission is set, fax messages cannot be transmitted to machines other than this model.
- If the passcode set on your machine does not match the passcode set on the other machine, faxes cannot be transmitted. See the following table (example of when the passcode is set to "1234").
- The closed transmission function of this machine is not compatible with the closed transmission function of our earlier machines. If the destination machine has an earlier version of the closed transmission function set, transmission cannot be performed even if the passcodes match.

| Passcode set in the machine | Destination machine (receiver machine) | Passcode set in receiver machine | Result |
|---|---|---|---|
| Not set (0000) | Other brand machine | — | Communication error |
| | This model | — | Communication OK |
| Set (Example: 1234) | Other brand machine | — | Communication error |
| | This model (Without security function) | | Communication error |
| | This model (With security function) | Does not match with the passcode set on your machine | Communication error |
| | | Match with the passcode set on your machine | Communication OK |

### *Communication range of closed reception*

- When closed reception is set, fax messages cannot be received from machines other than this model.
- If the passcode set on your machine does not match the passcode set on the other machine, faxes cannot be received. See the following table (example of when the passcode is set to "1234").
- In the case of our earlier machines with the closed communication function, if the other machine has an earlier version of the closed communication function set, closed reception can be performed in the same manner as "with security function".

| Passcode set in the machine | Destination machine (sender machine) | Passcode set in sender machine | Result |
|---|---|---|---|
| Not set (0000) | Other brand machine | — | Communication error |
| | This model | — | Communication OK |
| Set (Example: 1234) | Other brand machine | — | Communication error |
| | This model (Without security function) | | Communication error |
| | This model (With security function) | Does not match with the passcode set on your machine | Communication error |
| | | Match with the passcode set on your machine | Communication OK |

# ID check Tx

ID check transmission limits fax transmission to when the lower four digits of the fax number you dialed and those registered in the destination machine match.

**NOTE**

- When using manual transmission (page 3-4), the ID check transmission function is disabled, even if you set it to ON.
- When the lower four digits of the fax number registered in the other machine do not match the lower four digits of the number you entered, or when a fax number is not registered in the other machine, a communication error occurs and transmission fails.
- Even if this setting is ON, you can set the ID check transmission OFF only for the next transmission when you set the setting off from the advanced settings.

**1** Press [Setting] on My MFP Menu screen.

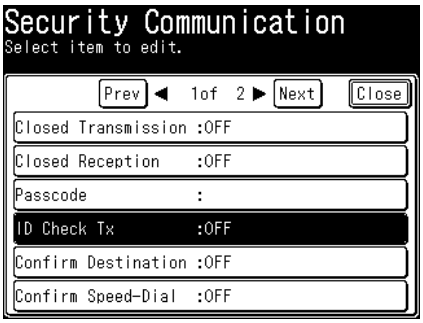
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].

If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Press [ID Check Tx].




**5** Select [ON] to perform ID check transmission, and press [Enter].

Select [OFF] to deselect the setting.

**6** Press [Close].

# Destination confirmation function

You can check the entered destinations on the display at transmission. For details, see "Checking with destination confirmation function" (page 5-15).

**1** Press [Setting] on My MFP Menu screen.

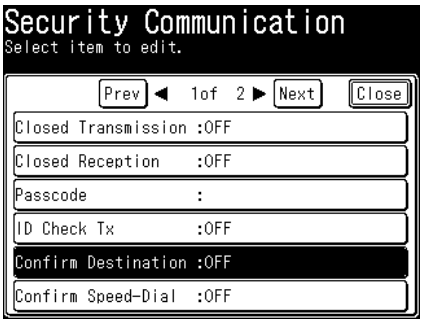
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].

If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Press [Confirm Destination].




**5** Select desired setting, and press [Enter].

| | |
|---|---|
| OFF : | Do not display the confirmation screen. |
| ON : | Display the confirmation screen every time at transmission. |
| Broadcast Only : | Display the confirmation screen when there are two or more destinations. |

**6** Press [Close].

# Confirmation dial

When the confirmation dial function is set, a screen requiring you to reenter the destination will be displayed at transmission. Transmission is allowed only when the first and second enter match. Entering the destination twice enables you to check whether there has been a mistake when entering the number.

There are two types of confirmation settings:
• Confirm Speed-Dial
This will allow you to prevent sending faxes to undesired destinations by mistake, by reentering the destinations that are entered using the speed-dial number and one-touch keys.
• Confirm Numeric keys
This will allow you to prevent sending faxes to undesired destinations by mistake, by reentering the fax numbers. When the destination includes a dialing option like pause (/P), you need to re-enter it exactly as entered previously including the dialing option.

**NOTE**

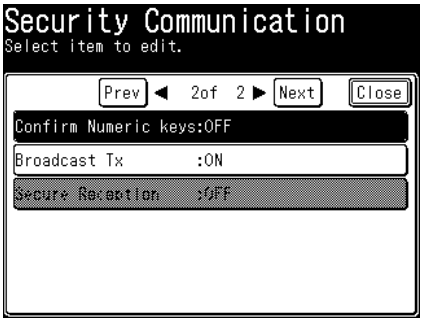
When using manual transmission (page 3-4), the confirmation dial function is disabled, even if you set it to ON.

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].
If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Select [Confirm Speed-Dial] or [Confirm Numeric keys] you want to set.




**5** Select [ON] to perform the confirm dial function, and press [Enter].
Select [OFF] to deselect the setting.

**6** Press [Close].

# Prohibiting broadcasting

You can prohibit the entering of multiple destinations to prevent transmitting to unintentional destinations.

**1** Press [Setting] on My MFP Menu screen.

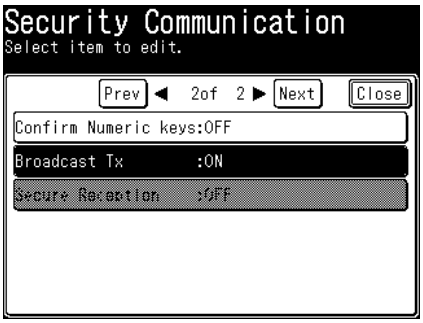
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].

If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Press [Broadcast Tx].




**5** To allow broadcasting select [ON], or [OFF] to prohibit, and press [Enter].

**6** Press [Close].

# Security reception

This allows documents received after the security reception start time to be stored in memory without being printed.
To print the documents stored in memory, you need to enter the protect passcode.

**NOTE**

- To set security reception, it is necessary to set a protect passcode in advance. For details, see chapter 2, in "Setting the protect passcode" in "Setting security codes" in the Administrator's Guide.
- When the protect passcode is deleted, this function will be turned off.
- When security reception is set, it will start at the preset start time every day.
- When documents have been received during security reception, the message "Security Reception document exists" is displayed and the information lamp illuminates green.
- Even if it is not the start time, you can set this function ON from the advanced settings.

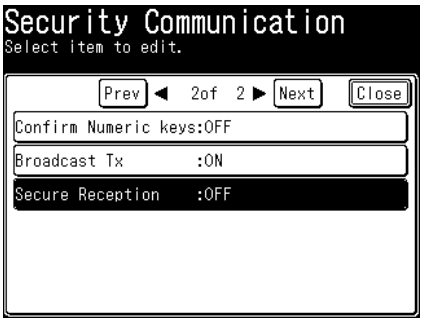
## ■ Setting security reception

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].
If an administrator password is set, enter the password and press [Enter].

**3** Press [Security Communication].

**4** Press [Secure Reception].




**5** Enter the protect passcode, and press [Enter].

**6** Press [ON] to perform the security reception.
Press [OFF] to deselect the setting. Proceed to step 8.

**7** Set the security reception starting time, and press [Enter].

- Press [PM] or [AM] and enter the time in 12 hour format.
- You can use [◀], [▶], [▲], [▼], and numeric keys.

**8** Press [Close].

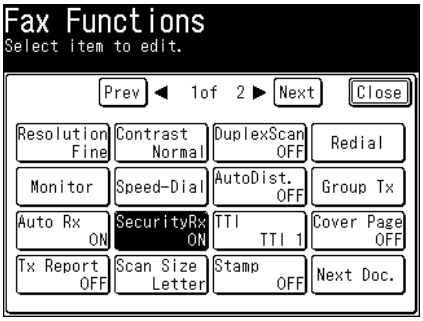
## ■ Printing security reception documents

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [Security Rx].




**4** Enter the protect passcode using the numeric keys, and press [Enter].

**5** Press [OFF].

- The function is turned off when the documents are printed.
- The function is turned off even there are no documents stored.

**NOTE**

When the documents are printed, the security reception is turned off, and is turned on automatically when the start time comes.
To cancel this function, press [OFF] to deselect this function. For details, see “Setting security reception” (page 4-26).

# PIN masking

To prevent unauthorized long-distance calls, some PBX (private branch exchanger) systems require a PIN (personal identification number) entry when dialing a number. Your machine's PIN masking feature helps you keep that PIN private.
With PIN masking activated, you can dial a number plus a PIN, but the PIN will not appear in the journal, error message printout, delayed command list or transmission report. The PIN may contain up to eight characters including the * or # symbols. You can enter them from the numeric keys.

There are three possible PIN masking settings:

| | |
|---|---|
| Off: | Deactivates PIN masking. Any PIN you enter will appear on the display and/or printouts which show the number you dial. |
| Mode 1: | Each remote fax machine has a PIN access code per department. |
| Mode 2: | Each fax user has a PIN access code per department. |

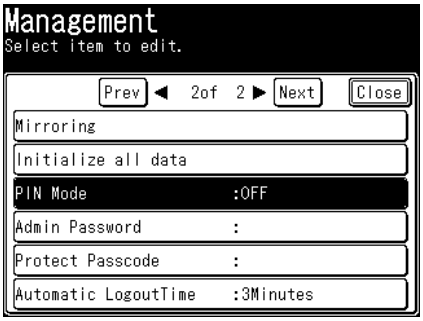


## ■ Activating the PIN mask

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].
If an administrator password is set, enter the password and press [Enter].

**3** Press [PIN Mode].




**4** Press [Mode1] or [Mode2], and press [Enter].
Press [OFF] to deselect the setting.

## ■ Dialing in PIN mask mode 1

**NOTE**

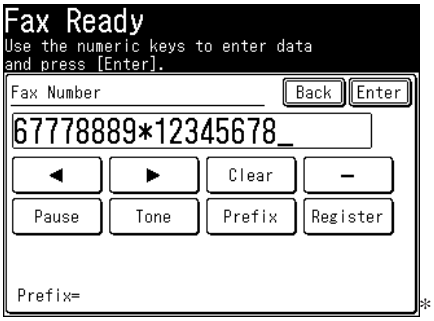
If you have set mode 1, the PIN should be registered to the address book to use them. For details, see "Address book destinations" (page 7-2).

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Enter the phone number, press * ("star") and enter the PIN.

The PIN always follows the fax number. For example, to dial 67778889 with a PIN of "12345678", enter 67778889*12345678.




**3** Press [Enter].

**4** Press <Start>.

## ■ Dialing in PIN mask mode 2

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Specify the destination.

- If the destination was specified using the address book, proceed to step 4. However, if you specify multiple destinations, proceed to step 3.
- If the destination was specified using other ways than address book, proceed to step 4.

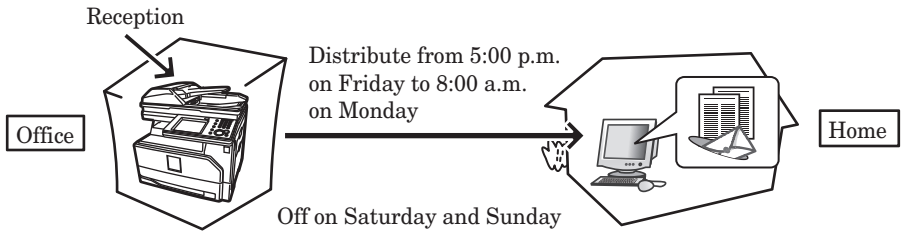
**3** Press <Start>.

**4** Use the numeric keys to enter the PIN number, and press [Enter].

# Useful reception function

## Auto distribution

When a fax is received, it is distributed to a specified destination if its information matches the conditions registered in advance. Up to 200 distribution settings can be registered.




**NOTE**

- Faxes cannot be distributed when the reception mode is set to the "Tel Ready" mode. Use a reception mode other than the "Tel Ready" mode. For details on checking the currently set reception mode, see "Setting the fax reception mode" (page 7-31).
- When you receive a fax manually during auto distribution time, the fax will be distributed to the destination.
- Since faxes can only be distributed to destinations registered in the address book, register the destinations to distribute to in the address book in advance.

### ■ Registering / Editing individual distributing conditions

You can register individual distributing conditions to determine whether to forward a received fax. Enter as follows:

| | | |
|---|---|---|
| Setting | | Select whether to enable this distributing condition individually when automatic distribution is set. If disabled, distribution will not be performed with this condition, even if automatic distribution is set. |
| Name | | The distributing condition name.<br>Up to 30 characters can be entered. |
| Destination | | The destination to distribute to. You can specify the fax numbers and e-mail addresses that are registered in the address book.<br>Up to 1,000 destinations can be specified. |
| Priority | | You can set one of three priority levels. |
| | High | When the received document matches multiple distributing conditions, this condition is given priority. |
| | Middle | When the received document matches multiple distributing conditions, this condition is given priority if no other matching conditions are set to [High]. |
| | Low | When the received document matches multiple distributing conditions, this condition is given priority if no other matching conditions are set to [High] or [Middle]. |

| | | |
|---|---|---|
| Conditions | | Set the conditions for determining whether to distribute a received document. |
| | Fax Number | Set this to only distribute documents received from a specific fax number. Up to 24 digits can be entered. Numerals and "+" can be entered. |
| | Matching Method | Select the matching method for the fax number.<br>Equal : Distribute when the entered and received fax number fully match.<br>Initial : Distribute when the received fax number starts with the entered number.<br>Final : Distribute when the received fax number ends with the entered number.<br>Any : Distribute when the received fax number includes the entered number. |
| Schedule | | Set up the schedule for auto distributions.<br>Set up the day of the week, start time, and end time. |
| Auto Print | | Enable to also print the received document on this machine. |

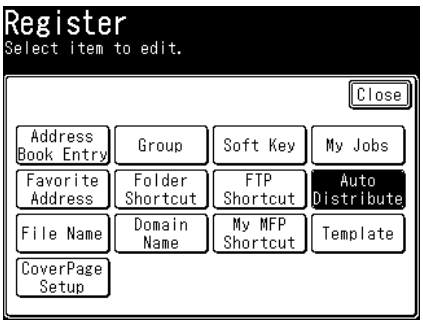
This section describes the procedure for registering distributing conditions. When editing, select the distributing condition you want to edit in step 4, and press [Edit]. Select the item to change, and change it while referring to the procedure for registration.

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

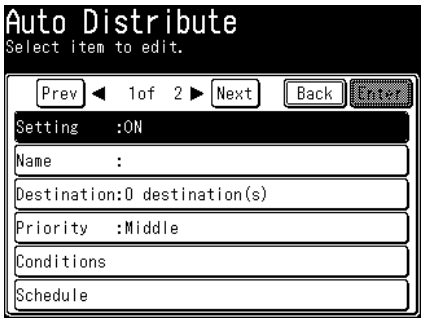
**3** Press [Auto Distribute].




**4** Press [Add].

When editing, select the distributing condition you want to edit, and press [Edit].

**5** Press [Setting].




**6** Select [ON], and press [Enter].

Select [OFF] to deselect the setting.

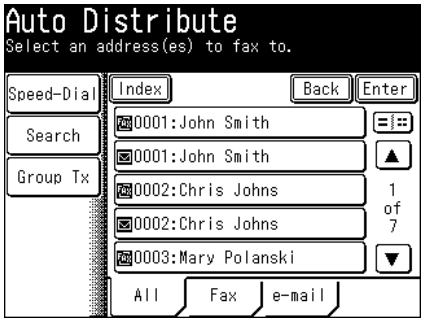
**7** Press [Name].

**8** Enter the name, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**9** Press [Destination].

**10** Select the destination, and press [Enter].




- Press [Fax] to display registered fax number destinations.
- Press [e-mail] to display registered e-mail address destinations.
- Press [All] to display all registered destinations.
- Press [Speed-Dial] to select a destination using a speed-dial number. For details, see "Using speed-dial numbers" (page 5-4).
- Press [Search] to search a destination from address book. For details, see "Searching for server destinations" (page 5-6).
- Press [Group Tx] to select a group. For details, see "Using groups" (page 5-5).

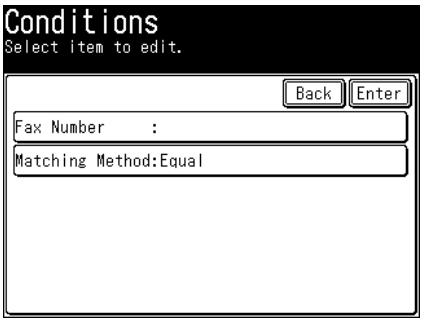
**11** Press [Priority].

**12** Select the priority level, and press [Enter].

**13** Press [Conditions].

If you do not register distribution conditions, proceed to step 19.

**14** Press [Fax Number].




**15** Enter the fax number using the numeric keys, and press [Enter].

- Press [Clear] to delete one of the entered digits.
- Press [All Clear] to delete all of the entered digits.

**16** Press [Matching Method].

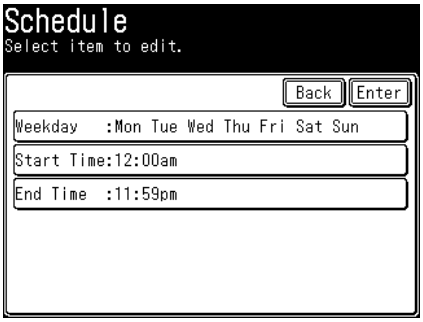
**17** Select the matching method, and press [Enter].

**18** Press [Enter].

**19** Press [Schedule].

**20** Set up the schedule for distribution.

Set up the day of the week, start time, and end time.




**21** Press [Enter].

**22** Press [Auto Print].

**23** Select [ON], and press [Enter].

Select [OFF] to deselect the setting.

**24** Press [Enter].

- To continue to register distributing conditions, and repeat the procedures from steps 4.
- It is necessary to set auto distribution to enable it (page 4-36).

NOTE

When you want to set the schedule for several days of the week, register multiple settings. For example, to distribute fax from Friday 17:00 to Monday 8:00, register three settings with the following schedules. The conditions other than the schedule should be registered as the same.

Schedule 1 : Weekday: Friday
Start time: 5:00 p.m.
End time: 11:59 p.m..
Schedule 2 : Weekday: Saturday and Sunday
Start time: 12:00 a.m.
End time: 11:59 p.m.
Schedule 3 : Weekday: Monday
Start time: 12:00 a.m.
End time: 8:00 a.m.



## ■ Printing the distributing condition list

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Auto Distribute].

**4** Press [List].

**5** Press [Yes].
Select [ON] to enable duplex printing, or [OFF] to disable it.

NOTE

The distribution condition list can also be printed from [Setting] → [List] → [Auto Distribute] → [Yes].

## ■ Deleting distributing conditions

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Auto Distribute].

**4** Select the distributing condition you want to delete, and press [Delete].

**5** When you prompted, press [Yes].
Press [No] to close the screen without deleting.

## ■ Setting auto distribution

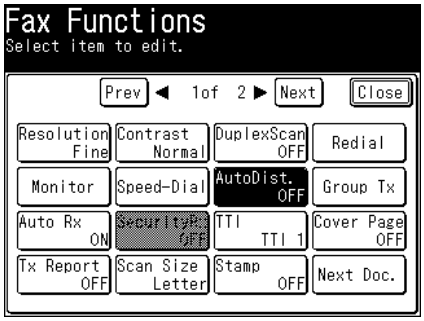
If auto distribution is enabled, the forwarding conditions set individually are enabled and faxes will be distributed according to the registered conditions.

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [AutoDist.].




**4** Select [ON] to enable auto distribution or [OFF] to disable, and press [Enter].

# Chapter 5

# Specifying destinations

**Specifying destinations.....5-2**
Selecting from the address book.....5-2
Searching for server destinations.....5-6
Entering the destination directly.....5-11
Selecting destination from the history.....5-13
**Checking specified destinations.....5-15**
Checking with destination confirmation function.....5-15
Checking specified destinations manually.....5-16

# Specifying destinations

Destinations can be specified using the following methods.

- Selecting registered destination in the address book
  - Selecting from the address book
  - Using speed-dial numbers
  - Using groups
- Searching from the server
- Entering the destination directly
  - Entering fax number
  - Entering e-mail address
- Selecting destination from the history
  - Using dialing history (Redial)
  - Using mail history

**NOTE**

To use the address book, speed-dial number, and group transmission function, destinations should be registered in the address book in advance. For details, see "Address book destinations" (page 7-2).

## Selecting from the address book

### ■ Selecting from the address book

**1** Press [Scan] or [Fax] on My MFP Menu screen.

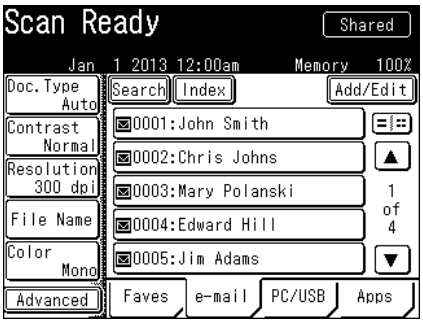
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" or "Fax Ready" screen is displayed.

**2** To use the personal address book, log in to the machine.

For details on logging in, see chapter 1, "Logging in / Logging out" in the Administrator's Guide.

**3** On scan ready screen, press [e-mail] to display the address book.

**4** Select the destination from the address book.




- Press [=] to switch the number of destinations to be displayed.
- When you select a destination, scanning the document starts.
- When you are logged in, the address book switches between "Shared" and "Personal" each time you press <Personal Mode>.

NOTE

- In the address book, an icon is displayed at the head of each destination, indicating the type of destination that is registered.
  - : Fax number or fax number group
  - : E-mail address or e-mail address group
- If you enable the broadcast function in advance, you can specify multiple destinations (page 2-16 and 3-6.)

## ■ Using the [Index] function

When there are many destinations registered, you can press [Index] to sort or filter the displayed destinations.

| | |
|---|---|
| [ABC] to [WXYZ]: | Lists the destination names starting with the selected alpha characters. |
| Others: | Lists the destination names starting with a symbol or number. |
| Group: | Lists the registered group names. |
| All: | Goes back to address book screen. |

**1** Press [Scan] or [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" or "Fax Ready" screen is displayed.

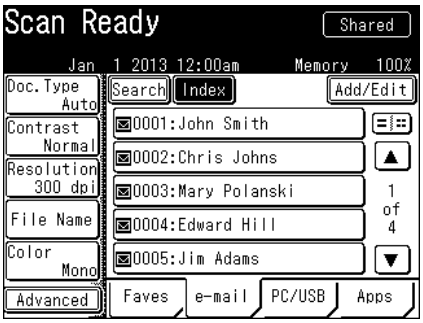
**2** To use the personal address book, log in to the machine.

For details on logging in, see chapter 1, "Logging in / Logging out" in the Administrator's Guide.

**3** On scan ready screen, press [e-mail] to display the address book.

**4** When you are logged in, press <Personal Mode> to switch the address book between "Shared" and "Personal".

**5** Press [Index].




**6** Press the desired button.

**7** Select the destination.

- When you select a destination, scanning the document starts.
- When you are logged in, the address book switches between "Shared" and "Personal" each time you press <Personal Mode>.

NOTE

If you enable the broadcast function in advance, you can specify multiple destinations (page 2-16 and 3-6.)

## ■ Using speed-dial numbers

**1** Press [Scan] or [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” or “Fax Ready” screen is displayed.

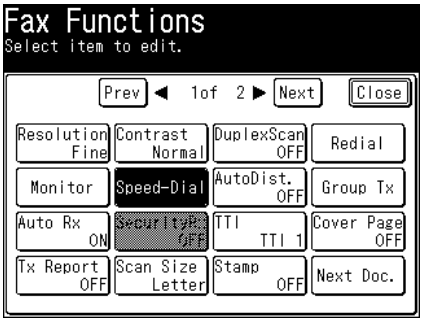
**2** To use the personal address book, log in to the machine.

For details on logging in, see chapter 1, “Logging in / Logging out” in the Administrator’s Guide.

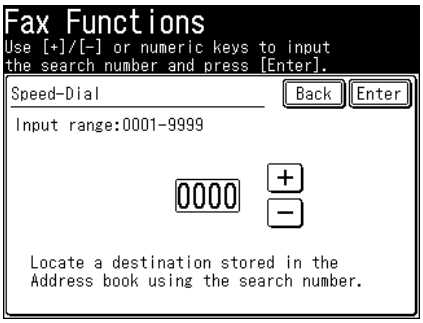
**3** When you are logged in, press <Personal Mode> to switch the address book between “Shared” and “Personal”.

**4** Press [Advanced].

**5** Press [Speed-Dial].




**6** Enter the speed-dial number, and press [Enter].




You can enter the number using [+], [-], and the numeric keys.

## ■ Using groups

When you often transmit to the same multiple destinations, you can specify them in one operation by registering them as a group.

**NOTE**

To use this function, register group numbers in advance. For details, see "Registering or editing groups" (page 7-10).

**1** Press [Scan] or [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" or "Fax Ready" screen is displayed.

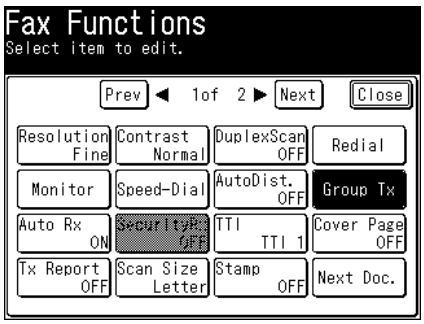
**2** To use the personal address book, log in to the machine.

For details on logging in, see chapter 1, "Logging in / Logging out" in the Administrator's Guide.

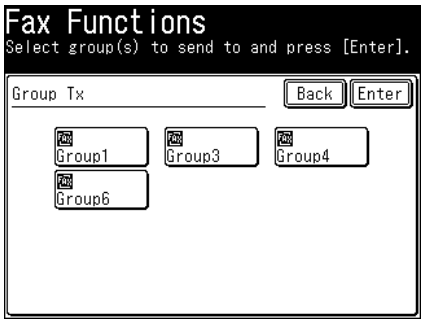
**3** When you are logged in, press <Personal Mode> to switch the address book between "Shared" and "Personal".

**4** Press [Advanced].

**5** Press [Group Tx].




**6** Select your desired group and press [Enter].



# Searching for server destinations

You can search for and select destinations from an LDAP (Lightweight Directory Access Protocol) server and address book destinations. There are two methods for searching for destinations; "simple search", which enables you to search by entering part of the destination, and "advanced search", which enables you to search by setting detailed conditions.

**NOTE**

- Register the LDAP server in advance. For details, see chapter 2, "Registering LDAP servers" in "Specifying the network settings" in the Administrator's Guide.
- When the [?] icon is displayed on the screen, press it to see description of the screen.

## ■ Simple searching

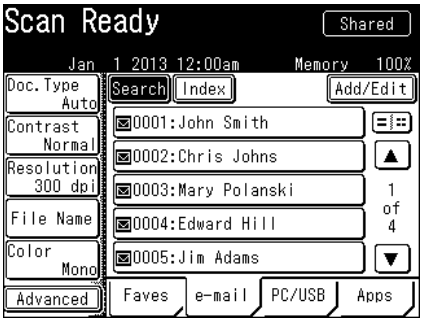
Enter part of the name or e-mail address to search for.

**1** Press [Scan] or [Fax] on My MFP Menu screen.

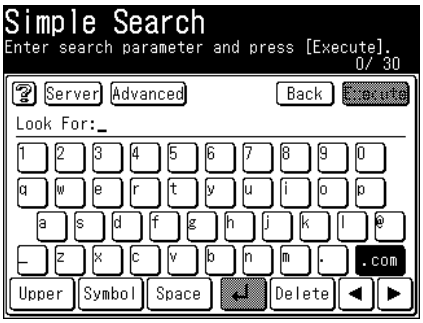
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" or "Fax Ready" screen is displayed.

**2** On scan ready screen, press [e-mail] to display the address book.

**3** Press [Search].

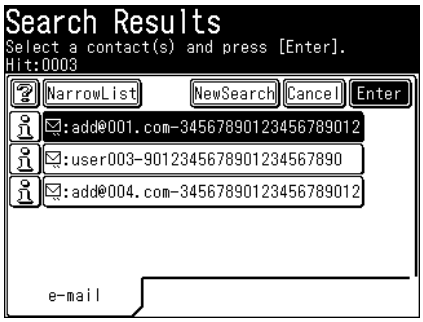



**4** Enter part of the name or the e-mail address to search for, and press [Execute].




- Up to 30 characters can be entered.
- For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.
- You can press [Server] on the search screen to change the server to perform searching. Normally perform searching using the specified server.

**5** Select the destination to specify from the search results, and press [Enter].




- You can select multiple destinations.
- Press [i] to check the details for that destination. Press [Close] to close the confirmation screen.
- If there are no corresponding destinations, no destinations are displayed.
- To further search within the search results, press [NarrowList], and repeat steps 2 to 3.
- To perform another search, press [NewSearch], and repeat steps 2 to 3.



## ■ Advanced searching

Specify detailed conditions at searching.

| Item | | Description |
|---|---|---|
| [AND], [OR] | | [AND].....Searches for destinations that meet all the specified conditions.<br>[OR].....Searches for destinations that meet at least one of the specified conditions. |
| Search Items | Name | Enter to search for destinations by name. |
| | Fax | Enter to search for destinations by fax number. |
| | e-mail | Enter to search for destinations by e-mail address. |
| | Co. | Enter to search for destinations by company name.<br>Cannot be specified as a search condition by itself. Specify it in combination with a name, fax number, or e-mail address.<br>This item will no be displayed when you search a destination on address book for auto distribution, group or My Jobs. |
| Search Method | Not Use | Specify this to not use the search item. |
| | Any | Specify this to search for destinations that include the search item. |
| | Initial | Specify this to search for destinations that start with the search item. |
| | Final | Specify this to search for destinations that end with the search item. |
| | Equal | Specify this to search for destinations that equal the search item. |

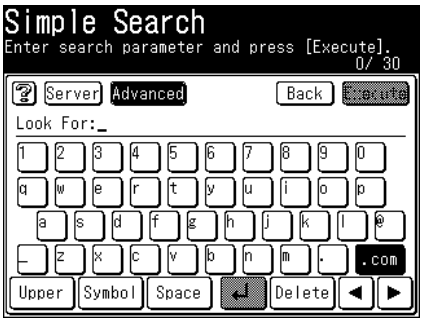
**1** Press [Scan] or [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” or “Fax Ready” screen is displayed.

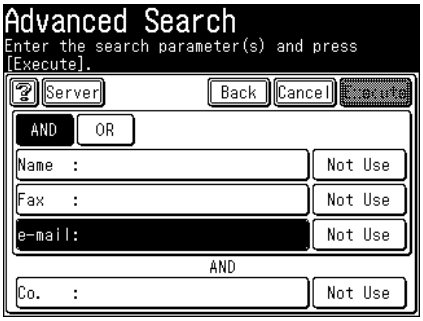
**2** On scan ready screen, press [e-mail] to display the address book.

**3** Press [Search].

**4** Press [Advanced].




**5** Press the search item box for the search condition you want to enter.

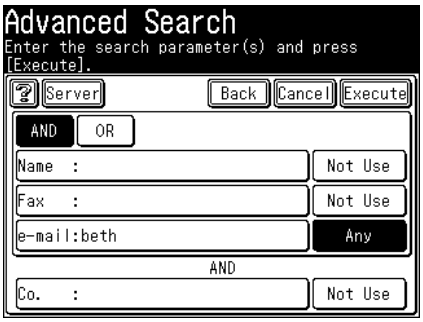



- In this example, [e-mail] is selected.
- You can press [Server] on the search screen to change the server to perform searching. Normally perform searching using the specified server.

**6** Enter the search condition, and press [Enter].

- You can press [CopyName] to copy the string entered in “Name” or “e-mail”.
- For details on entering characters, see chapter 1, “Entering characters” in the Administrator’s Guide.

**7** To select a search condition other than “Any”, press the search condition box next to the search item you entered.



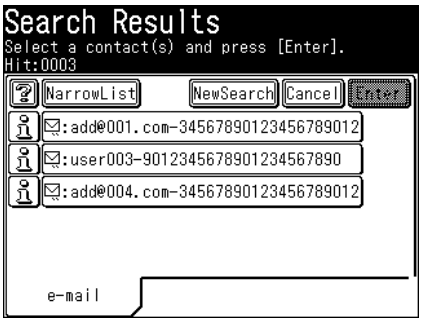

If you do not want to change the search condition, proceed to step 9.

**8** Select the search condition, and press [Enter].

**9** To continue entering search conditions, repeat the operation in steps 5 to 8.
If the search condition is set, proceed to step 10.

**10** Press [Execute].

**11** Select the destination to specify from the search results, and press [Enter].




- You can select multiple destinations.
- Press [i] to check the details for that destination. Press [Close] to close the confirmation screen.
- If there are no corresponding destinations, no destinations are displayed.
- To further search within the search results, press [NarrowList], and repeat steps 5 to 10.
- To perform another search, press [NewSearch], and repeat steps 5 to 10.

### *Regarding search results*

An icon is displayed in front of destinations in the search results.

| Icon | Description |
|---|---|
| | A fax number on an LDAP server. |
| | An e-mail address on an LDAP server. |
| | A fax number registered in the address book. |
| | An e-mail address registered in the address book. |

**Note**

Press [i] to check the details for that destination. Press [Close] to close the confirmation screen. Press [Enter/Edit] to register the displayed destination in the address book. For details, see "Useful registration method 4 Registering a search result" (page 7-8).

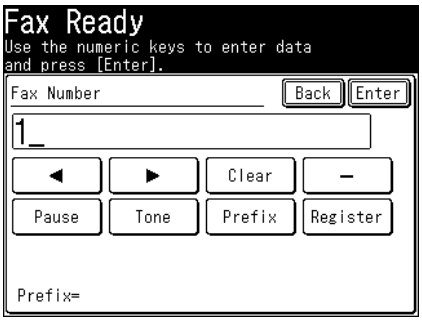
# Entering the destination directly

## ■ Entering fax number

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Enter the fax number using the numeric keys, and press [Enter].




- Up to 40 digits can be entered.
- Press [Clear] to delete the digit at the position of the cursor.
- Dialing options can be entered. For details on the dialing options, see "Dialing options" (page 3-10).

**3** When there are multiple destinations, repeat step 2.

**NOTE**

When you press [Register] after entering a fax number, you can register the displayed fax number in the address book. For details, see "Useful registration method 2 Registering a number entered with the numeric keys" (page 7-6).

## ■ Entering e-mail addresses

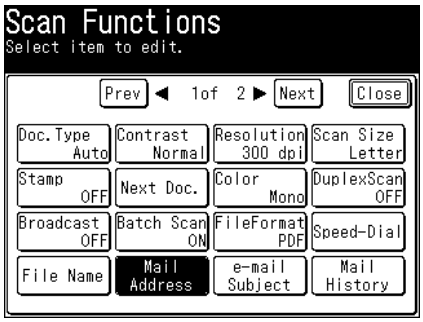
When transmitting with scan to e-mail, enter the e-mail address.

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [Mail Address].




**4** Enter the e-mail address, and press [Enter].

- Up to 50 characters can be entered.
- For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**5** When there are multiple destinations, repeat the procedures from step 3.

**NOTE**

When you press [Register] after entering an e-mail address, you can register the displayed e-mail address in the address book. For details, see "Useful registration method 3 Registering an entered e-mail address" (page 7-7).

# Selecting destination from the history

## ■ Using dialing history (Redial)

When transmitting a fax, you can select a destination from the history of the last 10 destinations entered using the numeric keys. You can also edit the selected history before using it as a destination.

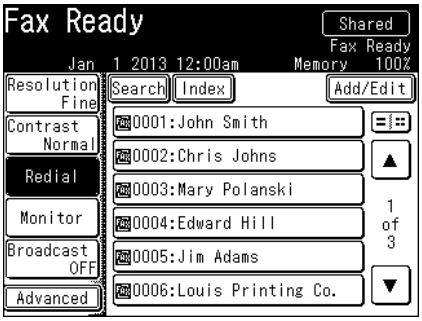
**NOTE**

Transmission using destinations registered in the address book are not displayed in the dial history.

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**2** Press [Redial].




If [Redial] is not displayed, press [Advanced] and then select [Redial].

**3** Select the destination you want to specify.

**4** To change the fax number, edit the number, and press [Enter].

To use the displayed fax number as it is, press [Enter] without editing it.

**5** When there are multiple destinations, repeat the procedures from step 2.

## ■ Using mail history

When transmitting using scan to e-mail, you can select a destination from the history of the last 20 e-mail addresses entered. You can also edit the selected e-mail address before using it as a destination.

**NOTE**

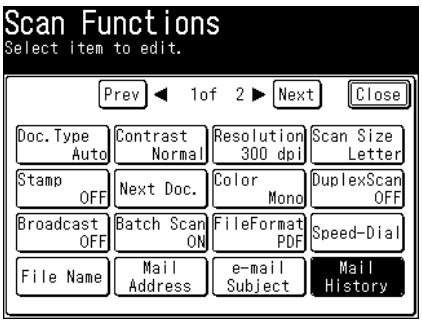
Transmission using destinations registered in the address book are not displayed in the e-mail history.

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Scan Ready" screen is displayed.

**2** Press [Advanced].

**3** Press [Mail History].




**4** Select the destination you want to specify.

**5** To change the e-mail address, edit the address, and press [Enter].

- To use the displayed e-mail address as it is, press [Enter] without editing it.
- For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**6** When there are multiple destinations, repeat the procedures from step 2.

# Checking specified destinations

You can check or delete the specified destinations at transmission. Either check them every time you press <Start>, or check them manually as necessary.

**NOTE**

An icon is displayed in front of the specified destinations in the confirmation screen. When you set an e-mail address as the destination, it is set as a "To" destination. To set the destination as a "Cc" or "Bcc" destination, change the setting on the confirmation screen.

: Fax number
: E-mail address
: Folder
: FTP server

## Checking with destination confirmation function

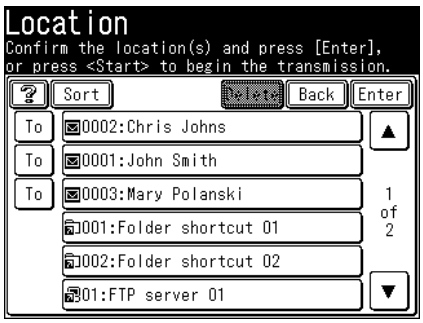
When the confirm destination function is enabled, a screen to confirm or delete the destinations is displayed every time when you press <Start> after specifying the destinations.

**NOTE**

See "Destination confirmation function" (page 4-23) how to setup the function.

**1** A screen to confirm or delete the destinations is displayed when you press <Start>. Confirm the destinations, and press <Start> or [Enter].

(Example: Scanner screen)



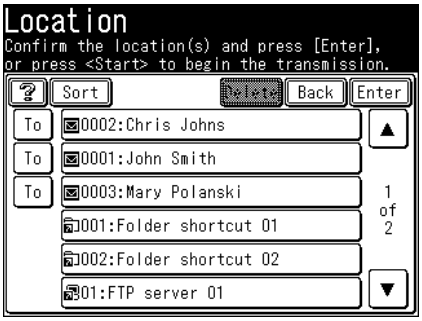

- To delete a selected destination, select the destination to delete, and press [Delete].
- You can change the destination from "To" to "Cc" or "Bcc". Press [To] to switch to a "To", "Cc", or "Bcc" destination.
- Press [Sort] to sort the destinations in order of "To", "Cc", or "Bcc".

# Checking specified destinations manually

**1** When all the desired destinations are specified, press [Close] until the ready screen is displayed.

**2** Press [Location].
(Example: Scanner screen)

**3** Confirm the destinations.




- To delete a selected destination, select the destination to delete, and press [Delete].
- You can change the destination from "To" to "Cc" or "Bcc". Press [To] to switch to a "To", "Cc", or "Bcc" destination.
- Press [Sort] to sort the destinations in order of "To", "Cc", or "Bcc".

# Chapter 6

# Communication management

**Checking the transmission report ..... 6-2**
Issuing the transmission report ..... 6-2
Reading the transmission report ..... 6-4
**Printing journals ..... 6-5**
Printing the journal manually ..... 6-6
Printing the journals automatically ..... 6-7
Reading the journals ..... 6-9

# Checking the transmission report

You can print or e-mail the transmission results of faxes.

**NOTE**

You can also set to always print a transmission report. For details, see "Specifying default fax settings" (page 7-41).

## Issuing the transmission report

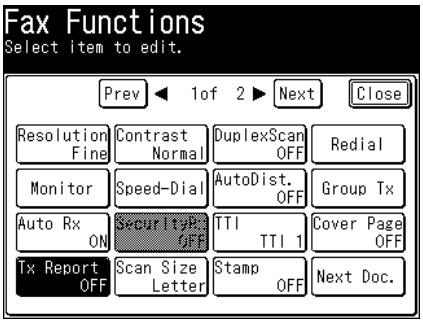
**1** Load the document.

**2** Press [Fax] on My MFP Menu screen.

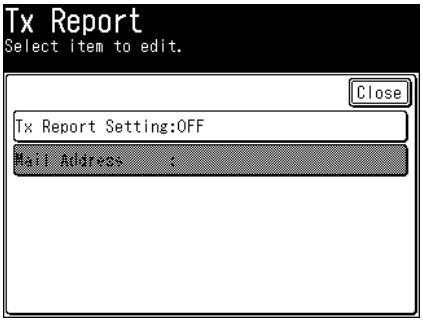
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Fax Ready" screen is displayed.

**3** Press [Advanced].

**4** Press [Tx Report].




**5** Press [Tx Report Setting].




**6** Select the method for checking the transmission result, and press [Enter].

If you selected "OFF" or "Print", press [Enter] and proceed to step 8.

**7** If you selected “e-mail”, specify the destination for transmission report, and press [Enter].

- Up to 50 characters can be entered.
- To delete one of the entered characters, press [Delete].

**8** Press [Close] repeatedly until the “Fax Ready” screen is displayed.

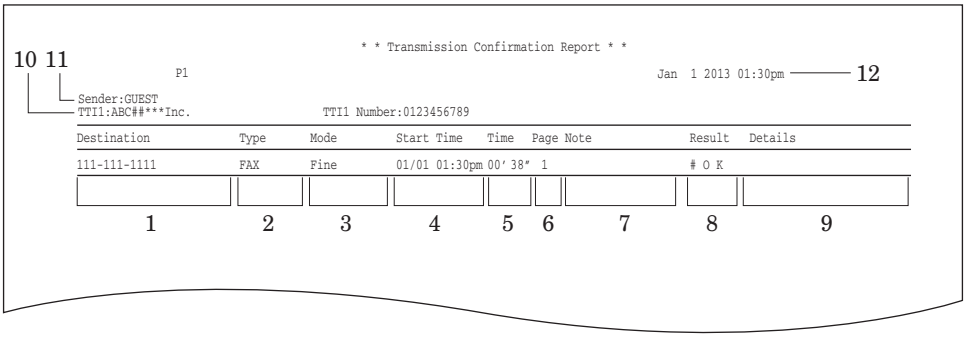
**9** Specify the destinations, and press <Start>.

For details on specifying the destinations, see “Specifying destinations” (page 5-2).

**NOTE**

You can change the transmission report settings while scanning to other than sending e-mail. Press [Tx Report] on the screen displayed while scanning, and change the states.

# Reading the transmission report




| Number | Item | Description | |
|---|---|---|---|
| 1 | Destination | The destination name, fax number, or e-mail address | |
| 2 | Type | FAX: Fax transmission | |
| 3 | Mode | The resolution used for the communication | |
| 4 | Start Time | The time the communication started | |
| 5 | Time | The time that elapsed from when the communication started until when the communication ended | |
| 6 | Page | The number of pages transmitted | |
| 7 | Note | The type of communication is printed for the following types of communication:<br>• Manual Tx<br>• Broadcast<br>• PC-Fax Tx | |
| 8 | Result | OK: | Completed normally |
| | | * : | ECM Mode transmission |
| | | # : | Super G3 transmission |
| | | Code : | The communication error code *1 |
| 9 | Details | Blank when the communication ends without an error.<br>When a communication error occurs, the error message is printed *1 | |
| 10 | TTI and TTI Number | The registered TTI and TTI number | |
| 11 | Sender | The user name (only when a user is logged in) | |
| 12 | – | The date and time the report was printed | |

*1 When a communication error code and error message is printed, confirm the content of the error and perform the transmission again. For details, see "Communication errors" (page 8-2).

# Printing journals

You can print journals that record the communication history of fax and scanner jobs. You can print the journals either manually or automatically on the time you have registered in advance.

### *Types of journals*

The following types of journals are printed by the machine.

- Fax transmission journal
- Fax reception journal
- Fax transmission and reception journal
- e-mail transmission journal (Scan to e-mail transmission history)
- e-mail reception journal
- e-mail transmission and reception journal
- Folder transmission journal (Scan to Folder transmission history)
- FTP transmission journal (Scan to FTP transmission history)

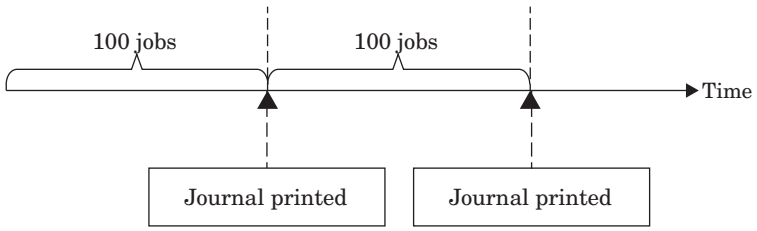
### *Printing the journal manually*

You can print the latest 100 jobs of each type of the journal. Jobs older than the latest 100 cannot be printed.

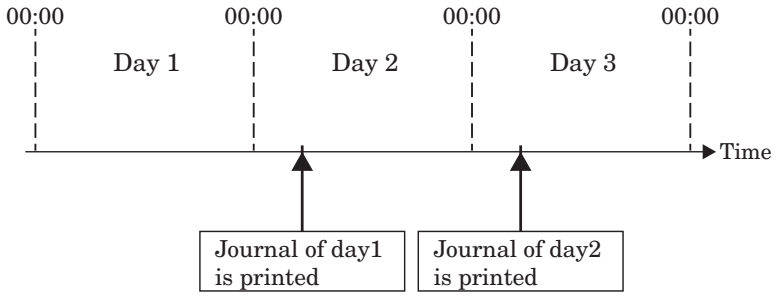
### *Printing the journal automatically*

You can set the machine to print out the journal at every 100 jobs, or at a specified time of the day (Reserve print).

When you specify the machine to print out the journal at every 100 jobs:




When you specify the time of the day (Reserve print), the machine prints out the journal of the former day at the specified time everyday:




If the jobs of a day reaches 500, the machine prints out the journal at that time. The rest of the jobs will be printed on the next day at the specified time. If the machine is holding the journal of the former day when the job of the day reaches 500, the journal of the former day will also be printed at that time and not at the specified time.

NOTE

- When you print the journals automatically, all the journals are printed even if there is no history.
- For automatic printing without a time specified and manual printing, the history for the latest 100 jobs is always retained.

# Printing the journal manually

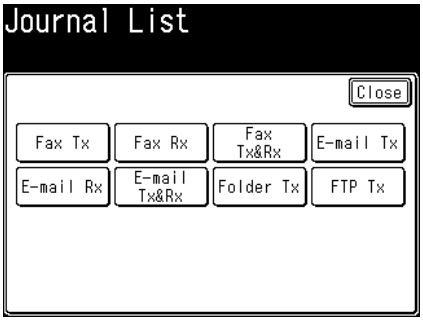
You can print the history of the latest 100 jobs for the specified type of journal.

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [List].

**3** Press [Journal List].

**4** Select the type of journal to print.




**5** Press [Yes].
Select [ON] to enable duplex printing, or [OFF] to disable it.

# Printing the journals automatically

You can set to print the journal when there is transmission history for 100 jobs, or every day at a specified time.

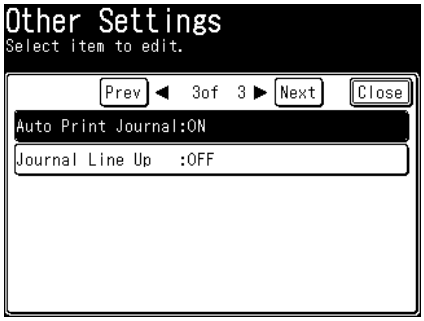
**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Default Setting].

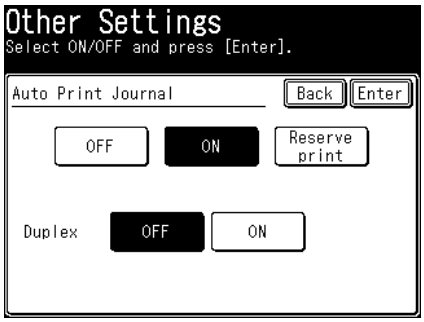
**3** Press [Fax Settings].

**4** Press [Other Settings].

**5** Press [Auto Print Journal].

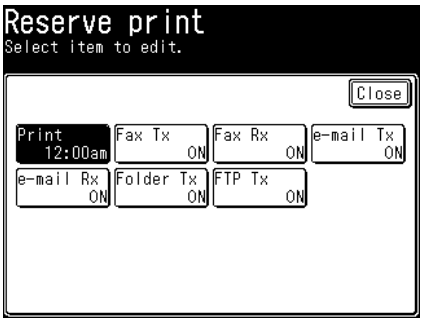



**6** Select when to print the journals.




- To print the journals when there are transmission histories for 100 jobs, select [ON] and press [Enter]. In this case, the procedure concludes when you press [Enter].
- To print the journals every day at a specified time, press [Reserve print] and go to step 7.
- If you select [OFF], the procedure is completed when you press [Enter].
- Select [ON] for "Duplex" to enable duplex printing, or [OFF] to disable it.

**7** Press [Print].




**8** Enter the printing time, and press [Enter].

- Press [AM] or [PM], and enter the time in 12 hour format.
- You can use [◀], [▶], [▲], [▼], and numeric keys.

**9** Select the type of journal to print.

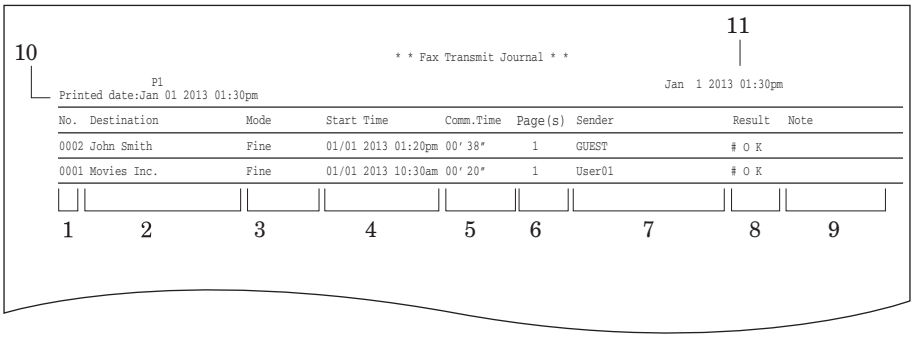
**10** Select [ON], press [Enter].

- If you select [OFF], the type of journal will not be printed.
- To continue selecting types of journal, repeat from step 9.

**11** Press [Close].

## ■ For fax communication

### *Example of a transmission journal*

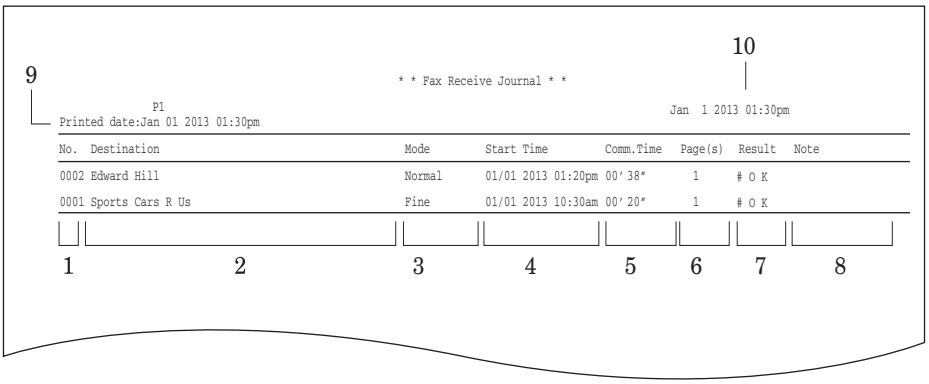



| Number | Item | Description |
|---|---|---|
| 1 | No. | The job number |
| 2 | Destination | The destination name or fax number |
| 3 | Mode | The resolution used for the communication |
| 4 | Start Time | The time the communication started |
| 5 | Comm.Time | The time required from start to finish for the communication |
| 6 | Page(s) | The number of pages transmitted |
| 7 | Sender | (User name) : Only when a user is logged in<br>GUEST : When transmission is performed without logging in to the machine<br>When the machine sends a fax automatically by auto distribution function, machine name registered using Message Board will be printed as "Sender." |
| 8 | Result | OK: Completed normally<br>*: ECM Mode transmission<br>#: Super G3 transmission<br>Code: The communication error code *1 |
| 9 | Note | The type of communication is printed for the following types of communication: Nothing is printed for other types of communication.<br>• Manual Tx<br>• Broadcast<br>• PC-Fax Tx |
| 10 | Printed date *2 | The date and time that the journal was reserved printing |
| 11 | – | The date and time that the journal was printed, or the date and time that communication history was prepared for reserve printing |

*1 When a communication error code is printed, confirm the content of the error and perform the transmission again. For details, see "Error messages" (page 8-2).

*2 Only printed at reserve print.

## *Example of a reception journal*



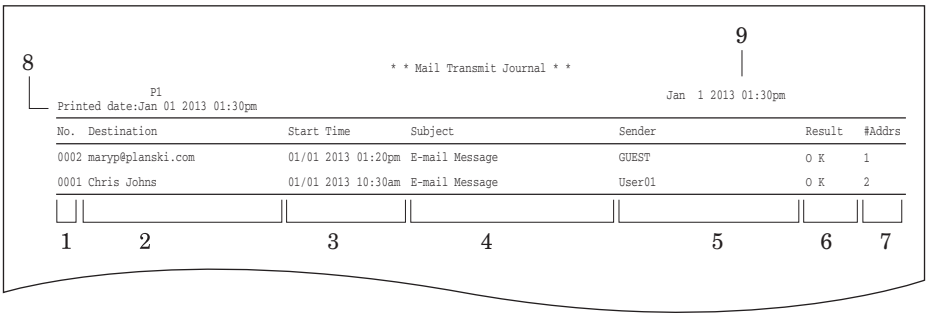

| Number | Item | Description |
|---|---|---|
| 1 | No. | The job number |
| 2 | Destination | The sender's name or fax number |
| 3 | Mode | The resolution used for the communication |
| 4 | Start Time | The time the communication started |
| 5 | Comm.Time | The time that elapsed from when the communication started until when the communication ended |
| 6 | Page(s) | The number of pages transmitted |
| 7 | Result | OK: Completed normally<br>*: ECM Mode reception<br>#: Super G3 reception<br>Code: The communication error code *1 |
| 8 | Note | The type of communication is printed for the following types of communication: Nothing is printed for other types of communication.<br>• Manual Rx |
| 9 | Printed date *2 | The date and time that the journal was reserved printing |
| 10 | – | The date and time that the journal was printed, or the date and time that communication history was prepared for reserve printing |

*1 When a communication error code is printed, confirm the content of the error and perform the transmission again. For details, see "Error messages" (page 8-2).

*2 Only printed at reserve print.

## ■ Scan to e-mail

### *Example*



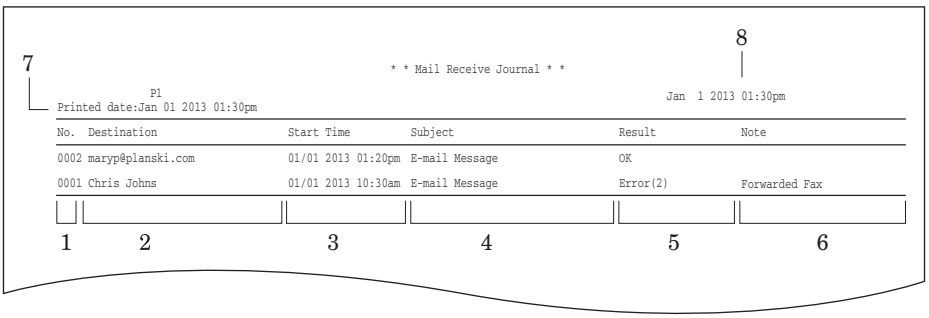

| Number | Item | Description |
|---|---|---|
| 1 | No. | The job number |
| 2 | Destination | The destination name or e-mail address |
| 3 | Start Time | The time the transmission started |
| 4 | Subject | The subject of the communication |
| 5 | Sender | (User name) : Only when a user is logged in<br>GUEST : When transmission is performed without logging in to the machine<br>(Model name) : When the machine performed transmission with a function such as sending transmission report to an e-mail address |
| 6 | Result | OK : Completed normally<br>Code: The communication error code *1 |
| 7 | Number of addresses | The number of destinations transmitted to |
| 8 | Printed date *2 | The date and time that the journal was reserved printing |
| 9 | – | The date and time that the journal was printed, or the date and time that communication history was prepared for reserve printing |

*1 When a communication error code is printed, confirm the content of the error and perform the transmission again. For details, see "Error messages" (page 8-2).

*2 Only printed at reserve print.

## ■ e-mail reception

### *Example*



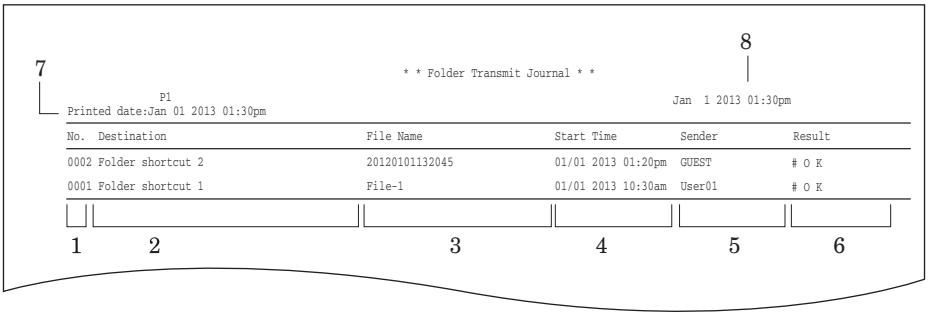

| Number | Item | Description |
|---|---|---|
| 1 | No. | The job number |
| 2 | Destination | The destination name or e-mail address |
| 3 | Start Time | The time the transmission started |
| 4 | Subject | The subject of the communication |
| 5 | Result | OK : Completed normally<br>Code: The communication error code *1 |
| 6 | Note | When the machine performs on the following operations, it is displayed in the Note field.<br>• Fax forwarding:<br>An e-mail was received and forwarded as a fax.<br>• Error Mail (MDN):<br>A reception error occurred and the MDN response was transmitted.<br>• Error Mail (Forwarding):<br>A reception error occurred and the received e-mail was forwarded.<br>• Error Mail (Reply):<br>A reception error occurred and the received e-mail was replied to.<br>• Error Mail (Size over):<br>A reception error occurred due to the e-mail size being too large and a notification e-mail was transmitted.<br>• Erase:<br>A reception error occurred and the received e-mail was erased. |
| 7 | Printed date *2 | The date and time that the journal was reserved printing |
| 8 | – | The date and time that the journal was printed, or the date and time that communication history was prepared for reserve printing |

*1 When a communication error code is printed, confirm the content of the error. For details, see "Error messages" (page 8-2).

*2 Only printed at reserve print.

## ■ Scan to Folder / Scan to FTP

### *Example*




| Number | Item | Description |
|---|---|---|
| 1 | No. | The job number |
| 2 | Destination | The shortcut name or folder path / server path |
| 3 | File Name | The file name |
| 4 | Start Time | The time the communication started |
| 5 | Sender | (User name) : Only when a user is logged in<br>GUEST : When transmission is performed without logging in to the machine |
| 6 | Result | OK : Completed normally<br>Code: The communication error code *1 |
| 7 | Printed date *2 | The date and time that the journal was reserved printing |
| 8 | – | The date and time that the journal was printed, or the date and time that communication history was prepared for reserve printing |

*1 When a communication error code is printed, confirm the content of the error and perform the transmission again. For details, see "Error messages" (page 8-2).

*2 Only printed at reserve print.

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# Chapter 7

# Machine settings


**Registering destinations.....7-2**
Address book destinations.....7-2
Registering or editing groups.....7-10
Registering / Editing folder shortcuts.....7-13
Registering / Editing FTP server shortcuts.....7-17
Registering favorite destinations.....7-21
Registering color printer.....7-22
**Initial setup (User Install).....7-28**
Opening the user install screen.....7-29
Registering the user install.....7-30
**Specifying default settings.....7-35**
Specifying default scanner settings.....7-35
Specifying default scan to e-mail settings.....7-39
Specifying default fax settings.....7-41
**Registering other settings.....7-44**
Registering / Editing templates.....7-44
Registering / Editing file names.....7-46
Registering / Editing domain names.....7-47

# Registering destinations

## Address book destinations

Destinations can be registered in the address book for easy use. Up to 1,000 frequently used destinations can be registered. The following items can be registered for each destination.

| Item | Description |
|---|---|
| Speed-dial number | The number for the destination. When transmitting a fax or e-mail, enter this number to select the destination. For details, see "Using speed-dial numbers" (page 5-4).<br>Since any number between 1 and 9999 can be set, you can select the number to one that is easy to remember. |
| Name | The name for the destination.<br>Up to 30 characters can be entered. |
| Fax number | The fax number of the destination. Pause and other dialing options can be entered in addition to numerals. Also register the prefix number if you want to use a prefix. For details on the dialing options and prefix number, see "Dialing options" (page 3-10).<br>Up to 40 digits can be entered. |
| E-mail address | The e-mail address of the destination.<br>Up to 50 characters can be entered. |
| Super G3 | Set whether to transmit with Super G3. |
| PIN | If "Mode 1" is set for the PIN mode, register a PIN. |

**NOTE**

- Either a fax number or e-mail address must be registered.
- For details on setting the PIN mode, see "PIN masking" (page 4-29).
- You can register the shared address book destinations using the control panel.

## ■ Registering or editing destinations

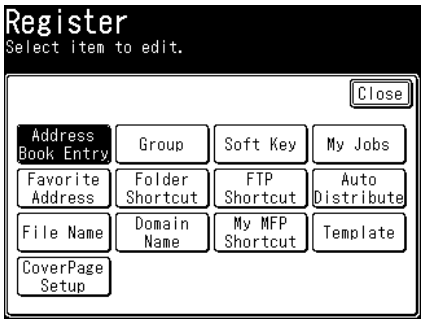
This section describes the procedure for registering address book destinations. When editing, delete or overwrite items, select them at the corresponding steps.

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

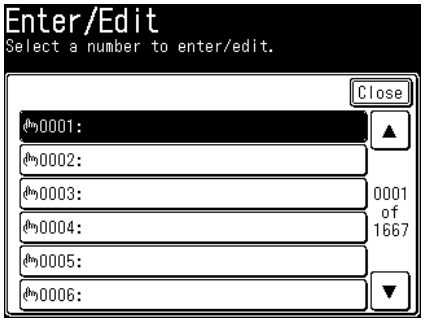
**3** Press [Address Book Entry].




**4** Press [Enter/Edit].

**5** Select a free number.

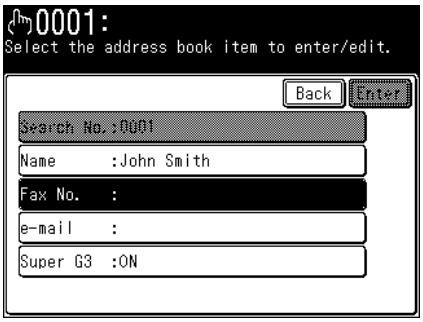
To change a destination that is already registered, select the destination you want to change.




**6** Enter the name, and press [Enter].

For details on entering characters, see chapter 1, “Entering characters” in the Administrator’s Guide.

**7** Press [Fax No.].




If you do not want to register a fax number, proceed to step 9.

**8** Use the numeric keys to enter the fax number, and press [Enter].

Also register dialing options if you want to use them (page 3-10).

**9** Press [e-mail].

If you do not want to register an e-mail address, proceed to step 11.

**10** Enter the e-mail address, and press [Enter].

**11** Press [Super G3].

**12** Select [ON] to enable transmission with Super G3 or [OFF] with G3, and press [Enter].

**13** If "Mode 1" is set for the pin mode, press [PIN].

Otherwise, proceed to step 15.

**14** Enter the PIN, and press [Enter].

**15** Press [Enter].

To continue to register or edit address book destinations, repeat the procedure from step 5.

## ■ Useful registration method 1
## Registering from the scanner or fax ready screen

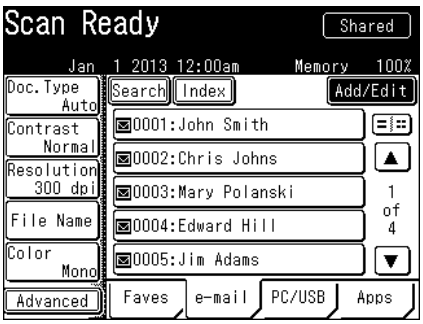
**1** Press [Scan] or [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” or “Fax Ready” screen is displayed.

**2** On scanner screen, press [e-mail].

For the fax screen, proceed to step 3.

**3** Press [Add/Edit].




**4** Select a free number.

**5** The procedure is then the same as for registering an address book destination. Continue from step 6 of “Registering or editing destinations” (page 7-3).

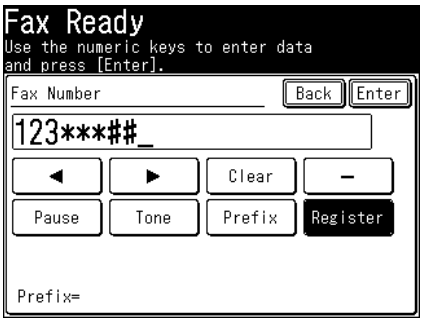
## ■ Useful registration method 2
## Registering a number entered with the numeric keys

**1** Press [Fax] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Fax Ready” screen is displayed.

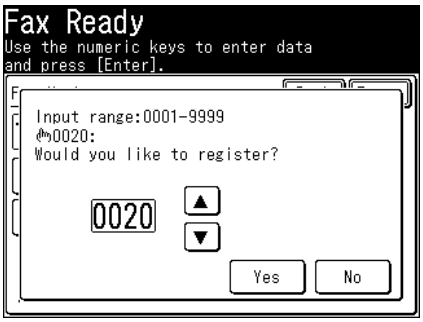
**2** Use the numeric keys to enter the destination fax number.

**3** Press [Register].




**4** Select a free number and, press [Yes].

The lowest available number will be displayed.




**5** The procedure is then the same as for registering an address book destination. Continue from step 6 of “Registering or editing destinations” (page 7-3).

## ■ Useful registration method 3
## Registering an entered e-mail address

**1** Press [Scan] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Scan Ready” screen is displayed.

**2** Press [Advanced].

**3** Press [Mail Address].

**4** Enter the destination e-mail address.

**5** Press [Register].

**6** Select a free number and, press [Yes].

The lowest available number will be displayed.

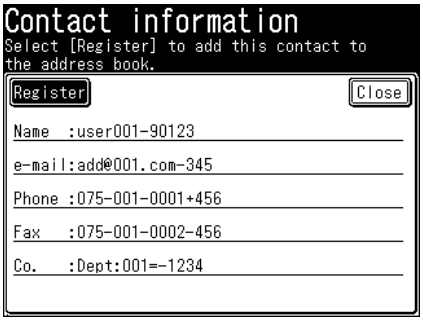
**7** The procedure is then the same as for registering an address book destination. Continue from step 6 of “Registering or editing destinations” (page 7-3).

## ■ Useful registration method 4 Registering a search result

**1** Search for a destination.
For details, see "Searching for server destinations" (page 5-6).

**2** Press [i] on the screen displaying the search results.

**3** Press [Register].




**4** Select a free number and, press [Yes].
The lowest available number will be displayed.

**5** The procedure is then the same as for registering an address book destination.
Continue from step 6 of "Registering or editing destinations" (page 7-3).

## ■ Deleting destinations

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Address Book Entry].

**4** Press [Delete].

**5** Select the destination you want to delete.

**6** Press [Yes].

- Press [No] to close the screen without deleting the data.
- To continue deleting data, repeat the procedures from step 5.

## ■ Printing the address book destination list

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [List].

**3** Press [Address].

**4** Press [Number] or [Alphabet].

- Number: The destinations will be printed in speed-dial number order.
- Alphabet: The destinations will be printed in alphabetic order.

**5** Press [Yes].

Select [ON] to enable duplex printing, or [OFF] to disable it.

# Registering or editing groups

When transmitting to many destinations, you can transmit to a group of address book destinations. Up to 100 groups can be registered.

| Item | Description |
|---|---|
| Name | The group name.<br>Up to 50 characters can be entered. |
| Group Members | The destinations registered in the group.<br>Up to 1,000 address book destinations can be specified. |

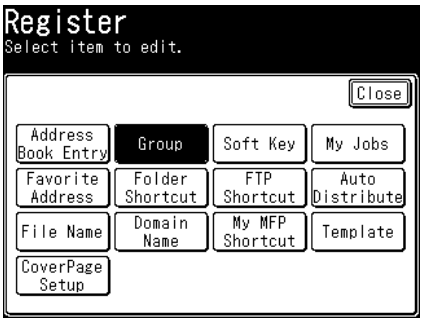
## ■ Registering or editing groups

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Group].



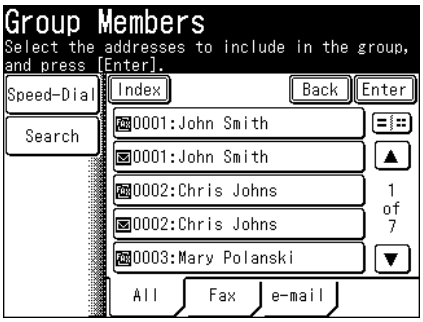

**4** Press [Add].

**5** Enter the name, and press [Enter].

For details on entering characters, see chapter 1, “Entering characters” in the Administrator’s Guide.

**6** Press [Group Members].

**7** Select the destinations to register from the address book, and press [Enter].




- Select a destination that is already selected to deselect it.
- Press [Fax] to display registered fax number destinations.
- Press [e-mail] to display registered e-mail address destinations.
- Press [All] to display all registered destinations.
- Press [Speed-Dial] to select a destination using a speed-dial number. For details, see "Using speed-dial numbers" (page 5-4).
- Press [Search] to search a destination from address book. For details, see "Searching for server destinations" (page 5-6).
- You can confirm or delete the specified destinations by pressing [Location].

**8** Press [Enter].

To continue to register or edit groups, repeat the procedure from steps 4.

## ■ Deleting groups

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Group].

**4** Select the group you want to delete, and press [Delete].

**5** Press [Yes].

## ■ Printing a group list

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Group].

**4** Select a group which you want to print, and press [List].

**5** Press [Number] or [Alphabet].
- Number: The destinations will be printed in speed-dial number order.
- Alphabet: The destinations will be printed in alphabetic order.

**6** Press [Yes].
Select [ON] to enable duplex printing, or [OFF] to disable it.

**NOTE**

The group list can also be printed from [Setting] → [List] → [Group List] →select your desired group → [Yes].

# Registering / Editing folder shortcuts

Up to 300 frequently used shared folders can be registered as shortcuts.

**NOTE**

- The folder to register must have shared folder settings specified on the computer you are using in advance.
- You can register personal folder shortcuts. For details on registering personal settings, see chapter 1, "Using personal settings" in the Administrator's Guide.

## ■ Registering / Editing

The following items can be registered for each folder shortcut.

| Item | Description |
|---|---|
| Shortcut Name | This is the button name displayed on the screen. Up to 24 characters can be entered.<br>If you do not register a name, the link will be displayed on the shortcut key. When the link is too long to be displayed on the key, it will be omitted at the center with "." and only the beginning and ending of the link will be displayed. |
| Link | To specify the link to the folder, enter the link manually, or browse to the desired folder. The link must be registered.<br>Up to 128 characters can be entered. |
| User Name | Register a user name when it is required to access the folder.<br>Up to 64 characters can be entered. |
| Password | Register a password when it is required to access the folder. Up to 28 characters can be entered. Only ASCII characters are available. |
| Automatic Network Login | You can set whether to perform a user login when using shortcuts. |

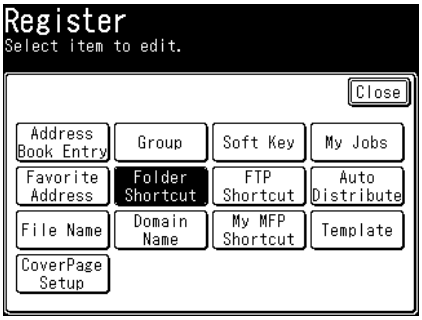
This section describes the procedure for registering folder shortcuts. When editing, select the folder shortcut you want to edit in step 4, and press [Edit]. Select the item you want to edit.

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Folder Shortcut].

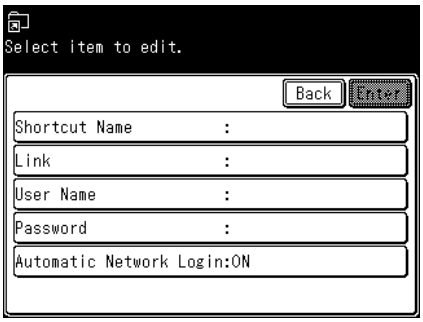


**4** Press [Add].

To change a shortcut that is already registered, select the name of the shortcut you want to change , and press [Edit].

**5** Press [Shortcut Name].

If you do not want to register or edit the shortcut name, proceed to step 7.

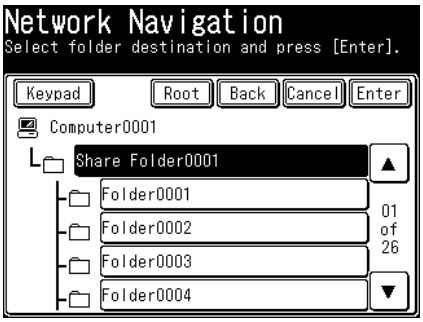



**6** Register or edit the shortcut name, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**7** Press [Link].

**8** Browse to the folder you want to register, specify the folder, and press [Enter].




- Press [Keypad] to manually enter or edit the link. After entry, press [Enter]. Start the link with two slashes ("//").
- Press [Root] to return to the list of computers or networks.
- Press [Back] to return to the previous screen.

**9** Press [User Name].

If user name and password are not required, proceed to step 15.

**10** Enter the user name, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**11** Press [Password].

**12** Enter or edit the password, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**13** Press [Automatic Network Login].

**14** Select [ON] to set the automatic network login function or [OFF] to disable it, and press [Enter].

**15** Press [Enter].
To continue to register or edit shortcuts, repeat the procedure from step 4.

## ■ Deleting

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Folder Shortcut].

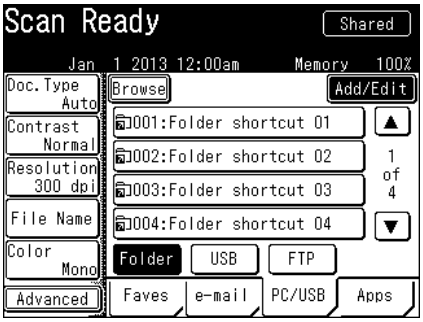
**4** Select the name of the shortcut to delete, and press [Delete].

**5** Press [Yes].
Press [No] to close the screen without deleting the shortcut.
To continue deleting shortcuts, repeat the operation from step 4.

## ■ Registering from an operation screen

**1** On the screen for specifying a shared folder, press [Add/Edit].

For details, see "Scanning to shared PC folders" (page 1-4) step 1 to 6.



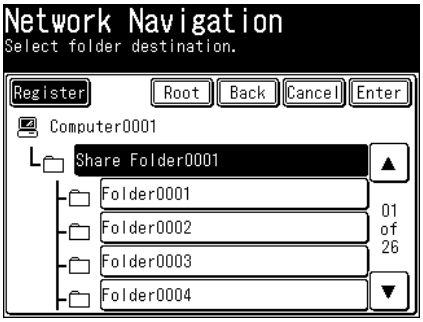

**2** Refer to the procedure from step 4 of "Registering / Editing" (page 7-13).

## ■ Registering a browsed folder

**1** Specify a folder.

For details, see "Scanning to a shared PC folder by directly specifying the folder" (page 1-6) step 1 to 8.

**2** Press [Register].




**3** Press [Yes] to proceed.

Press [No] to close the screen without registering the shortcut.

**4** Refer to the procedure from step 5 of "Registering / Editing" (page 7-13).

# Registering / Editing FTP server shortcuts

Up to 20 frequently used FTP servers can be registered as FTP server shortcuts. Shortcuts can also be registered from the screen for entering an FTP server.

## ■ Registering / Editing

The following items can be registered for each FTP server shortcut.

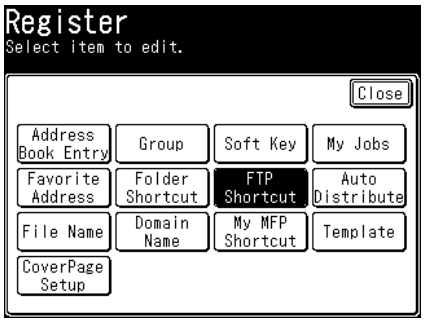
| Item | Description |
|---|---|
| Shortcut Name | This is the button name displayed on the screen. Up to 24 characters can be entered.<br>If nothing is registered, the first 24 characters of the link are displayed instead. |
| Link | Enter the link to the FTP server. The link must be registered.<br>Up to 128 characters can be entered. |
| User Name | Register a user name when it is required to access the FTP server.<br>Up to 64 characters can be entered. |
| Password | Register a password when it is required to access the FTP server.<br>Up to 28 characters can be entered. |

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [FTP Shortcut].

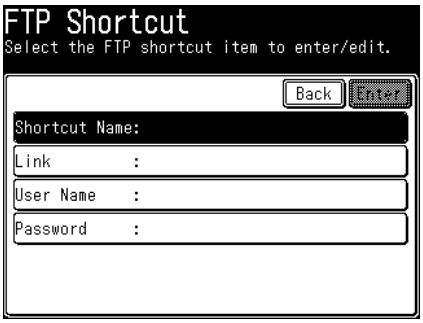



**4** Press [Add].

To change a shortcut that is already registered, select the name of the shortcut you want to change , and press [Edit].

**5** Press [Shortcut Name].

If you do not want to register or edit the shortcut name, proceed to step 7.




**6** Register or edit the shortcut name, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**7** Press [Link].

If you do not want to change the link, proceed to step 9.

**8** Enter or edit the link to the FTP server you want to register, and press [Enter].

Start the link with two slashes ("//").

**9** Press [User Name].

**10** Enter or edit the user name, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**11** Press [Password].

**12** Enter or edit the password, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**13** Press [Enter].

To continue to register or edit shortcuts, repeat the procedure from step 4.

## ■ Deleting

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

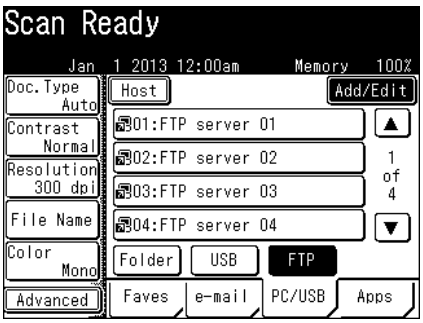
**3** Press [FTP Shortcut].

**4** Select the name of the shortcut to delete, and press [Delete].

**5** Press [Yes] to proceed with the deletion.
- Press [No] to close the screen without deleting the shortcut.
- To continue deleting shortcuts, repeat the operation from step 4.

## ■ Registering from an operation screen

**1** On the screen for specifying an FTP server, press [Add/Edit].
For details, see "Scanning to FTP servers" (page 1-8) step 1 to 4.



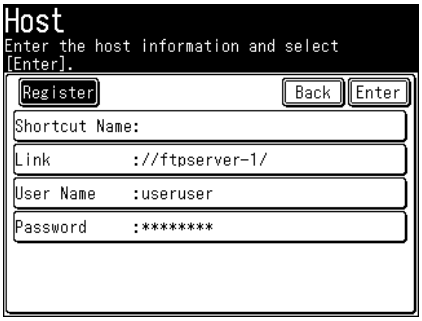

**2** Refer to the procedure from step 4 of "Registering / Editing" (page 7-17).

## ■ Registering an entered FTP Server

**1** Specify an FTP Server.

For details, see "Scanning to an FTP server by directly specifying it" (page 1-10) step 1 to 11.

**2** Press [Register].




**3** Press [Yes].

Press [No] to close the screen without registering the shortcut.

**4** Refer to the procedure from step 5 of "Registering / Editing" (page 7-17).

# Registering favorite destinations

You can register up to 10 destinations to display in the [Faves] tab.

**NOTE**

- Destinations registered in the [Faves] tab must already be registered in the address book or as a shortcut.
- Destinations registered in the [Faves] tab cannot be deleted without first deleting them from the [Faves] tab.

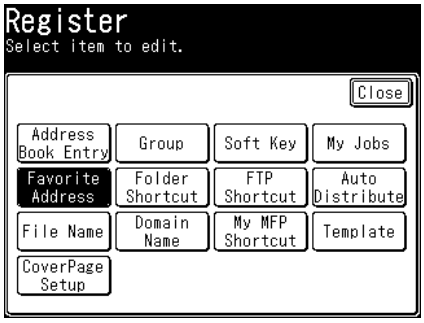
## ■ Registering / Editing

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Favorite Address].




**4** Press [Add].

To edit a registered favorite, select the favorite you want to edit, and press [Edit].

**5** Select the destination you want to register, and press [Enter].

- You can press [e-mail], [Folder], or [FTP] to filter the destinations.
- To continue to register or edit favorites, repeat the procedure from step 4.

**NOTE**

You can press [Add/Edit] in the [Faves] tab to jump to the procedure for registering or editing favorites. Perform steps 4 and 5 to register the favorite destinations.

# Registering color printer

To use the Scan to Printer function, it is necessary to install the “Scan to Print Monitor” utility software in a computer in advance, and register the shared folder and color printer to use in Scan to Print Monitor.

Set the following items in Scan to Print Monitor.

| Setting | Description | Reference page |
|---|---|---|
| Folder Settings | Register the shared folder and printer to use with the Scan to Printer function. Must be registered. | 7-23 |
| General | You can set the following four items.<br>• Print Log<br>• Display print errors in popup window<br>• Delete printed document<br>• Limit memory size | 7-25 |
| Network Settings | The following items are set when installing the Scan to Print Monitor, but can be changed as necessary.<br>• IP Address<br>• HTTP Port No.<br>• HTTPS Port No.<br>• Perform secure communications | 7-26 |

**NOTE**

- This function is available only when it is activated. To enable it, contact your local technical representative.
- For details on installing the Scan to Print Monitor, see Chapter 1, “Installing to Windows” the Printer Guide.

## ■ Starting the Scan to Print Monitor

**1** Click [Start] on your computer.

If you created a shortcut to the Scan to Print Monitor when installing it, you can double-click the shortcut icon to start the print monitor.

**2** Select “Scan to Print Monitor” from “All Programs”.

## ■ Setting folders and printers

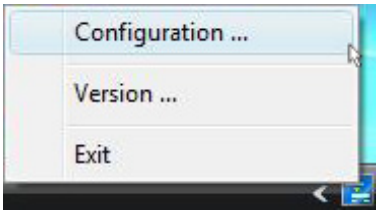
Register the shared folder and printer to use with the Scan to Printer function.

| Item | Description |
|---|---|
| Shared Folder | Specify the shared folder to use for the Scan to Printer function. Scanned document data is saved in this folder, and is then forwarded to the printer by the Scan to Print Monitor function.<br>**NOTE**<br>•It is necessary to create a Scan to Printer shared folder that is separate from the folder used for the Scan to Folder function.<br>•Be sure that the shared folder allows "Full control" at "Permissions for Everyone" in security setting. |
| Printer | Register the printer.<br>You can register a printer installed in the computer you are using. |
| Margin | With some printers, the document may be reduced when printed to avoid the margin where printing cannot be performed. You can register that margin to prevent the document from being reduced.<br>For details on the margin value, see the instruction manual for the printer you are using. |
| Name | This is the button name displayed on the panel.<br>Up to 24 characters can be entered. |
| Account | Register an account when it is required to access the shared folder. |
| Password | Register a password when it is required to access the shared folder. Only ASCII characters are available. |

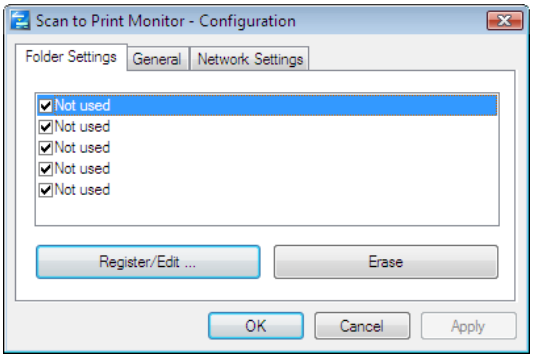
**1** Start Scan to Print Monitor.

Fore details, see "Starting the Scan to Print Monitor" (page 7-22).

**2** Right-click the task tray icon of the Scan to Print Monitor, and select "Configuration".



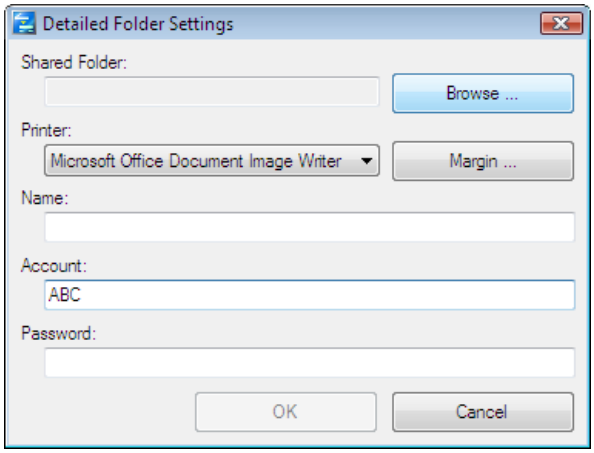

**3** Select the [Folder Settings] tab.



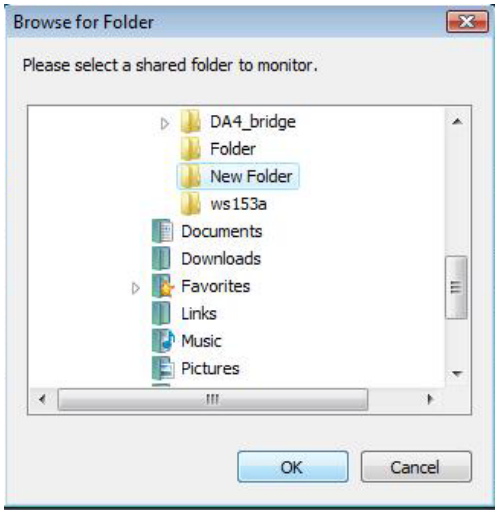
**4** To register a new printer, select an unregistered item, and click [Register/Edit].

- If the message “Cannot connect to the server.” is displayed, specify the “Network Settings” first (page 7-26).
- To change registered information, select the item you want to change, and click [Register/Edit].

**5** Click [Browse].




**6** Browse to the shared folder you created in “Browse for Folder”, and click [OK].




**7** Click the “Printer” list button, and select a color printer registered in the computer.

**8** Click [Margin] and register the margin, if necessary.

**9** Click [OK] to close the screen.

**10** Place the cursor in the “Name” entry box, and register the printer name.

**11** Change the account name, as necessary.

**12** Change the password, as necessary.

**13** Click [OK].

## ■ Registering other settings

You can register the following items.

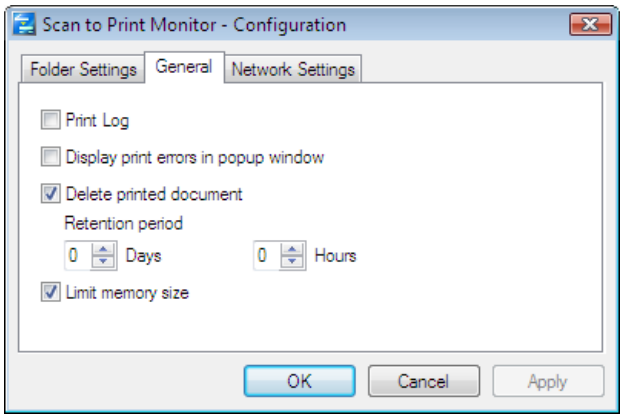
| Item | Description |
|---|---|
| Print Log | Outputs the print log (record) to the folder in which the executable file for the Scan to Print Monitor is located (the "Scan to PM" folder). |
| Display print errors in popup window | Displays a popup message when a print error occurs. |
| Delete printed document | Automatically deletes files after they are printed.<br>Also set the retention period for the files. |
| Limit memory size | May enable you to perform printing when printing cannot be performed correctly due to the document size or resolution settings. |

**1** Start Scan to Print Monitor.

Fore details, see "Starting the Scan to Print Monitor" (page 7-22).

**2** Right-click the task tray icon of the Scan to Print Monitor, and select "Configuration".

**3** Press the [General] tab.




**4** Select the required items.

**5** Click [OK].

**NOTE**

If "Delete printed document" is not selected, printed image files will remain in the program installation folder (normally "C:\Program Files\KONICA MINOLTA/Message Board/ScantoPrintMonitor\Temp"). In this case, delete the images in the above folder periodically to prevent the disc space of the computer from becoming full. Print files saved in the shared folder specified in "Folder Settings" are automatically deleted after printing, regardless of this setting.

## ■ Specifying the network settings

The following items are set when installing the Scan to Print Monitor, but can be changed as necessary.

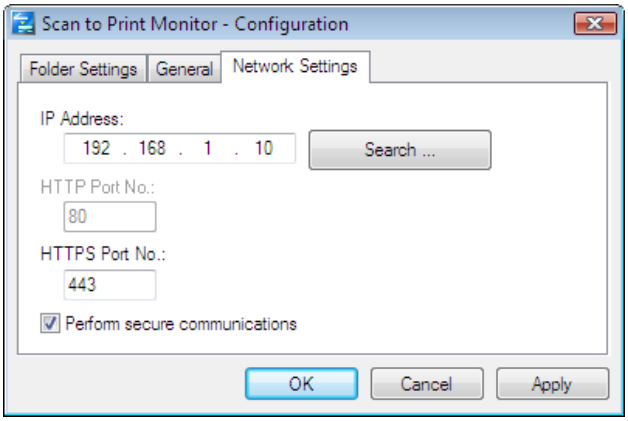
| Item | Description |
|---|---|
| IP Address | Set the IP address of the machine. |
| HTTP Port No. | This setting is enabled when “Perform secure communications” is deselected.<br>Set the HTTP port number set in Message Board.<br>This is normally set to “80”. |
| HTTPS Port No. | This setting is enabled when “Perform secure communications” is selected.<br>Set the HTTPS port number set in Message Board.<br>This is normally set to “443”. |
| Perform secure communications | Select this to perform SSL communications. |

**1** Start Scan to Print Monitor.

Fore details, see “Starting the Scan to Print Monitor” (page 7-22).

**2** Right-click the task tray icon of the Scan to Print Monitor, and select “Configuration”.

**3** Select the [Network Settings] tab.




**4** To change the IP address of the machine, enter the IP address.

Click [Search] to automatically search for copiers on the network and select the MFP to use. Select the IP address of this machine from the search results, and click [OK].

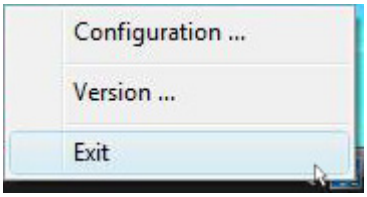
**5** Edit the HTTPS port and HTTP port numbers.

- To edit the HTTP port number, deselect “Perform secure communications” first.
- To edit the HTTPS port number, select “Perform secure communications” first.

**6** Click [OK].

## ■ Closing the Scan to Print Monitor

Right-click the task tray icon of the Scan to Print Monitor, and select “Exit”.




NOTE

To use the Scan to Printer function, the Scan to Print Monitor must be started.

# Initial setup (User Install)

In some countries you are required by law to indicate the sender name and fax number on every fax you send.
**YOU MUST THEREFORE STORE THE SENDER NAME AND FAX NUMBER IN YOUR MACHINE BEFORE USING IT.**
Every fax page you send arrives at the receiving machine with a single line of text at the very top of the page. This text lists a sender name, called the Transmit Terminal Identifier (TTI), and a fax number.

Under "User install", you can setup the following items including your name and fax number. These settings can be changed at any time.

### *Language*
Select the language to use.

### *Current date and time*
Set the correct date and time. This setting is applied to all fax operations, such as the delayed transmission and communication management options.

### *Communication line*
Set the dialing type needed for transmission, either "Tone" or "Pulse". If the wrong setting is made, telephoning and faxing cannot be performed.

### *Automatic daylight saving time detection*
Adjust the clock automatically in the summer time period.

### *Broadcasting*
Set the broadcast transmission option.

### *Fax reception mode*
Select the desired reception mode from the Fax mode, Tel/Fax mode, Fax/Tel mode, Answering/Fax mode, or Tel mode options.
For details on the reception modes, see "Receiving faxes" (page 3-18).

### *Dial tone detection*
Set the dial tone detection.

### *Sender name (TTI) registration*
This makes it easy to show the sender's name to the receiving party, to print the name on the document received by the receiving party, and for the receiving party to know where the document came from. Up to 22 characters can be entered, and three names can be registered.

### *Default TTI*
The most commonly-used TTI among three possible registered TTIs can be designated as the default TTI.

### *Your fax number*
The fax number of this machine can be told to the receiving party, or printed on the document received. Up to 20 digits can be entered.

### *Time zone*

A time zone is a region that adopts the same time differences as the ones from the Royal Observatory, Greenwich, England (from– 12 hours to + 13 hours), usually regarded as standard time around the world.

### *Caller ID*

Set this mode to ON to display the caller number (Caller ID) on the display while the machine is being called. This is an optional service provided by your telephone company.

**NOTE**

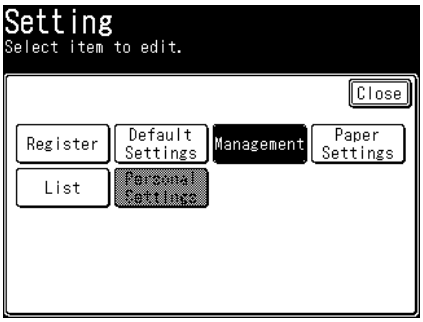
Print out the "Settings List" to ensure that your settings are correct. For details, see chapter 1, "Checking the machine information" in the Administrator's Guide.

## Opening the user install screen

**1** Press [Setting] on My MFP Menu screen.

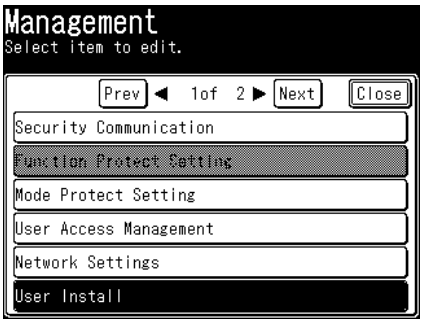
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Management].




If an administrator password is set, enter the password and press [Enter].

**3** Press [User Install].



# Registering the user install

## ■ Setting the language

Select the language on display. The selected language will be applied to the list printouts as well.

**1** Open the user install screen (page 7-29).

**2** Press [Language].

**3** Select the language, and press [Enter].

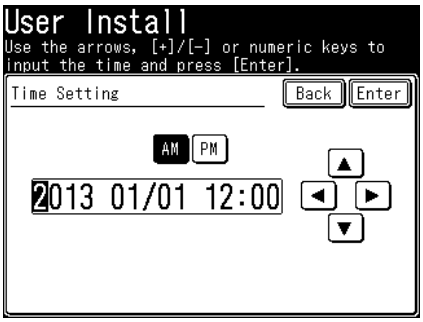
## ■ Setting the date & time

Set the current time in the order of year (4 digits), month (2 digits), day (2 digits), hour (2 digits), and minutes (2 digits).

**1** Open the user install screen (page 7-29).

**2** Press [Time Setting].

**3** Enter the current date and time, and press [Enter].




- Press [AM] or [PM], and enter the time in 12 hour format.
- You can use [◀], [▶], [▲], [▼], and numeric keys.

## ■ Setting communication line

Set the dialing type needed for the fax machine, either “Tone” or “Pulse”.

**1** Open the user install screen (page 7-29).

**2** Press [Communication Line].

**3** Select [Tone] or [Pulse], and press [Enter].

## ■ Setting daylight saving

Select the validity for the daylight saving time.

1 Open the user install screen (page 7-29).

2 Press [Set Daylight Saving].

3 Select [ON] or [OFF], and press [Enter].

## ■ Setting the broadcast transmission option

Select whether to start transmission when registered destination is selected (“OFF”), or when <Start> is pressed with all destinations selected (“ON”).

**NOTE**

The broadcast setting is enabled for both scan to e-mail and fax transmission.

1 Open the user install screen (page 7-29).

2 Press [Broadcast].

3 Select [ON] or [OFF], and press [Enter].

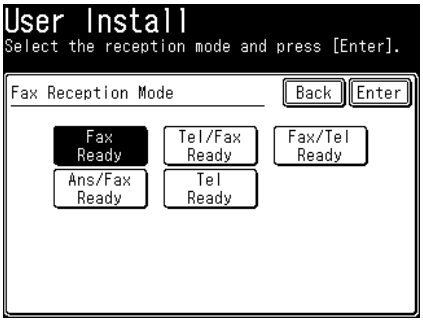
## ■ Setting the fax reception mode

Select the reception mode that best matches the machine usage.

1 Open the user install screen (page 7-29).

2 Press [Fax Reception Mode].

3 Select the reception mode, and press [Enter].



## ■ Setting the dial tone detection

Select ON if you want to set the dial tone detection. When you set to ON, you cannot transmit the faxes through a line that cannot acquire a dial tone. Normally, select OFF.

**1** Open the user install screen (page 7-29).

**2** Press [Dial Tone Detect].

**3** Select [ON] or [OFF], and press [Enter].

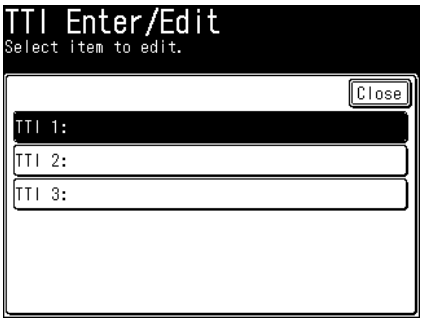
## ■ Registering your name or company name (TTI)

You can register three TTIs (Transmit Terminal Identifier).

**1** Open the user install screen (page 7-29).

**2** Press [TTI Enter/Edit].

**3** Press [TTI 1].




**4** Enter the sender name (your name or company name), and press [Enter].

- You can enter up to 22 characters for the sender name.
- For details on entering the characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**5** To register TTI 2 and TTI 3, select [TTI 2] or [TTI 3] in step 3, and repeat step 4.

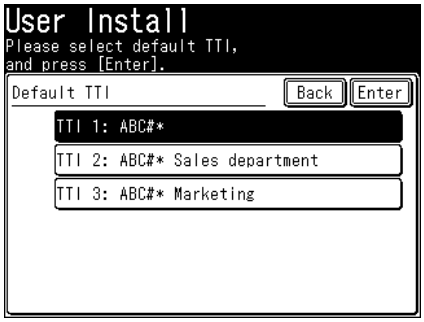
## ■ Selecting the default TTI

Select the TTI that will be used most often.

**1** Open the user install screen (page 7-29).

**2** Press [Default TTI].

**3** Select the TTI, and press [Enter].

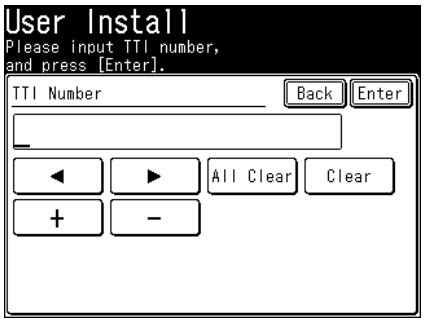



## ■ Entering your fax number

**1** Open the user install screen (page 7-29).

**2** Press [TTI Number].

**3** Use the numeric key to enter the TTI number, and press [Enter].




- TTI number can contain up to 20 characters.
- To enter "+" symbol before your country code, press [+]. To make long numbers easier to read, press [–] to enter it.
- To erase a number, press [Clear].
- To change just one number, move the cursor using [◀] or [▶] then press [Clear] to erase the number. Then re-enter the correct number.

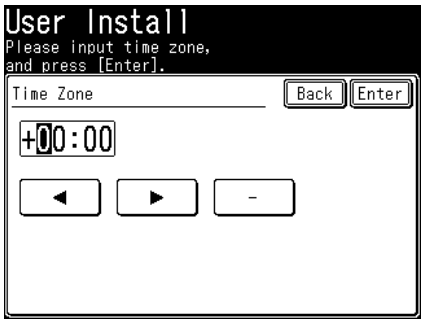
## ■ Time zone

"Time zones" refer to the difference in time (from– 12 hours to + 13 hours) between countries from the Greenwich Observatory in England, which is taken to be standard time, and to regions that use the same difference.

**1** Open the user install screen (page 7-29).

**2** Press [Time Zone].

**3** Enter your time zone, and press [Enter].




Change the "–" and "+", by pressing [–] or [+].

**NOTE**

Example of Time Zone:
- (GMT –11:00) Midway Island
- (GMT –10:00) Hawaii
- (GMT –09:00) Alaska
- (GMT –08:00) Pacific Time (US & Canada)
- (GMT –07:00) Mountain Time (US & Canada)
- (GMT –06:00) Central Time (US & Canada)
- (GMT –05:00) Eastern Time (US & Canada)
- (GMT –04:00) Atlantic Time (Canada)
- (GMT –03:30) Newfoundland
- (GMT) Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London
- (GMT +01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna
- (GMT +01:00) Belgrade, Bratislava, Budapest, Ljubljana, Prague
- (GMT +01:00) Brussels, Copenhagen, Madrid, Paris
- (GMT +09:00) Osaka, Sapporo, Tokyo, Seoul
- (GMT +10:00) Guam

## ■ Setting caller ID

Set this mode to ON to display the caller number (Caller ID) on the display while the machine is being called. This is an optional service provided by your telephone company. Consult your telephone company for the service details.

**1** Open the user install screen (page 7-29).

**2** Press [Caller ID].

**3** Select [ON] or [OFF], and press [Enter].

# Specifying default settings

The default values are those used when you press <Reset> to return to the ready screen. The machine returns to the default settings if it is left without any operation for a designated period of time. Changing the default values of often-used functions can shorten the time required to adjust settings.

**NOTE**

You can set the time it takes to return to the default settings. For details, see chapter 1, "Specifying default settings" in the Administrator's Guide.

## Specifying default scanner settings

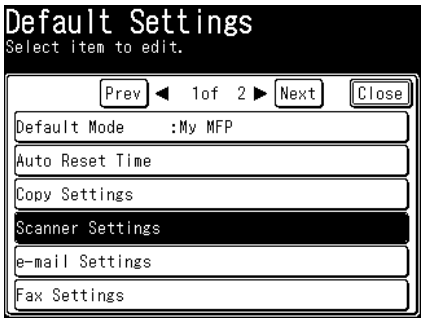
### ■ Setting procedures

**1** Press [Setting] on My MFP Menu screen.

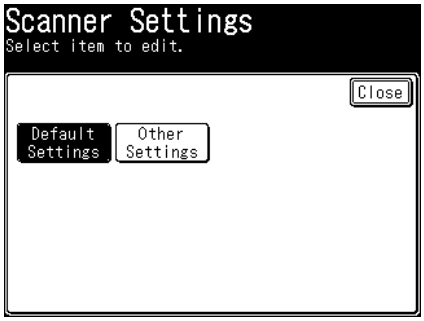
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Default Setting].

**3** Press [Scanner Settings].




**4** Press [Default Settings].




**5** Select the function to set, and press [Enter].

For details, see "List of default scanner settings" (page 7-36).

**6** Select the default value, and press [Enter].

**7** Press [Close].

## ■ List of default scanner settings

| Function | Description | Settings |
|---|---|---|
| Doc. Type | Set the default document type setting. | Text, Auto, Photo |
| Contrast | Set the default contrast setting. | Lightest<br>Lighter<br>Normal<br>Darker<br>Darkest |
| Color | Set whether to scan in monochrome or in color. | Mono<br>Color |
| Resolution | Set the default resolution setting. | 100 dpi<br>200 dpi<br>300 dpi<br>600 dpi |
| Scan Size | Set the default scan size setting. | Letter, Legal, H.LTR, A4, F4, A5 |
| Stamp [*1] | You can stamp on a document that has been scanned using the automatic document feeder and check it has been scanned. | OFF, ON |
| Next Doc. | You can scan a series of separate documents and transmit them as a single document. | ADF (Automatic document feeder): OFF<br>ON<br>FBS (Document glass): OFF<br>ON |
| Color Adjust | Set the default color adjustment setting. | Contrast<br>-3 / -2- / -1 / 0 / +1 / +2 / +3<br><br>Sharpness<br>-3 / -2- / -1 / 0 / +1 / +2 / +3<br><br>Lightness<br>-3 / -2- / -1 / 0 / +1 / +2 / +3<br><br>RGB<br>R -3 / -2- / -1 / 0 / +1 / +2 / +3<br>G -3 / -2- / -1 / 0 / +1 / +2 / +3<br>B -3 / -2- / -1 / 0 / +1 / +2 / +3 |
| Sort | Set the default setting for whether to perform sorting with the Scan to Print function. | No Sorting<br>Sort |

| Function | Description | Settings |
|---|---|---|
| File Format | This sets the default file format used when a scanned document is saved.<br><br>**NOTE**<br>If you have changed the file format in the default e-mail settings (page 7-40), this setting is also changed. | Mono: TIFF<br>PDF<br>PDF w/Password<br><br>Color: JPEG<br>PDF<br>PDF w/Password<br><br>PDF w/ Password<br>Encryption Level: Low (40-bit RC4), High (128-bit RC4), High (128-bit AES)<br>Printing: Allowed, Not allowed<br>Editing: Allowed, Not allowed<br>Copying: Allowed, Not allowed |

*1 Stamp function is optional.

**NOTE**

Underlined values are the default settings specified at the time of shipment.

## ■ Specifying JPEG compression default

This sets the compression rate used when performing color scanning with the JPEG file format.

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Default Setting].

**3** Press [Scanner Settings].

**4** Press [Other Settings].

**5** Press [JPEG Compression].

**6** Select the default value, and press [Enter].

| | |
|---|---|
| Low : | Decreases the compression rate. This option reduces image degradation, but the data size will be larger. |
| Normal : | Normal compression rate. This value is set at shipment. |
| High : | Suppresses the data size and shortens the forwarding time, but increases the level of image degradation. |

**7** Press [Close].

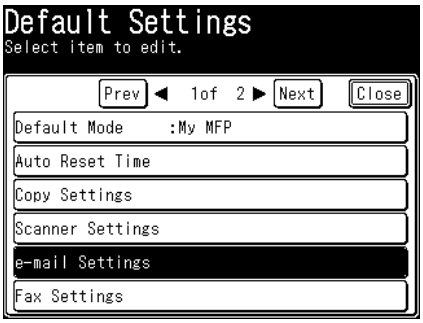
# Specifying default scan to e-mail settings

## ■ Setting procedures

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Default Setting].

**3** Press [e-mail Settings].




**4** Select the function to set.

**5** Select the item to set.
For details, see "List of default e-mail settings" (page 7-40) and "List of default template settings" (page 7-40).

**6** Select the default value, and press [Enter].

**7** Press [Close].

## ■ List of default e-mail settings

| Function | Description | Settings |
|---|---|---|
| File Format | This sets the default file format used when a scanned document is saved.<br><br>**NOTE**<br>If you have changed the file format in the default scanner settings (page 7-37), this setting is also changed. | Mono: TIFF<br>PDF<br>PDF w/Password<br><br>Color: JPEG<br>PDF<br>PDF w/Password<br><br>PDF w/ Password<br>Encryption Level: Low (40-bit RC4), High (128-bit RC4), High (128-bit AES)<br>Printing: Allowed, Not allowed<br>Editing: Allowed, Not allowed<br>Copying: Allowed, Not allowed |
| Batch Scan | Set the default batch scan setting. | OFF, ON |

**NOTE**

Underlined values are the default settings specified at the time of shipment.

## ■ List of default template settings

| Function | Description | Settings |
|---|---|---|
| Template | You can change the default e-mail subject and message settings used at scan to e-mail functions.<br>Frequently used text can be registered in templates 1 to 10. For details, see "Registering / Editing templates" (page 7-44). | OFF<br>ON<br><br>Default Template Settings<br>A1: Auto Subject + Text<br>A2: Auto Subject<br>Template 1 to Template 10 |

**NOTE**

Underlined values are the default settings specified at the time of shipment.

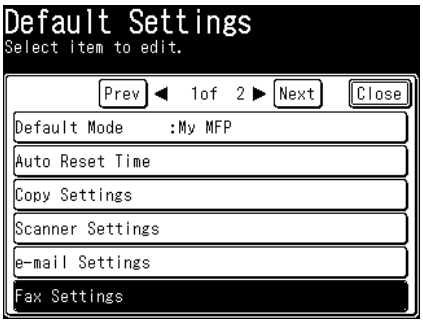
# Specifying default fax settings

## ■ Setting procedures

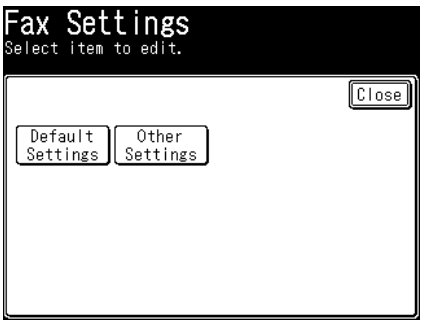
**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Default Setting].

**3** Press [Fax Settings].




**4** Select the function to set.




**5** Select the item to set.
For details, see "List of default transmission settings" (page 7-42) and "List of other default settings" (page 7-42).

**6** Select the default value, and press [Enter].

**7** Press [Close].

## ■ List of default transmission settings

| Function | Description | Settings |
|---|---|---|
| Resolution | This sets the default resolution when a document is scanned. | Normal<br>Fine<br>Super Fine<br>Photo<br>Background |
| Contrast | This sets the default contrast when a document is scanned. | Lightest<br>Lighter<br>Normal<br>Darker<br>Darkest |
| Scan Size | Set the default scan size setting. | Letter, Legal, H.LTR□, A4, F4, A5□ |
| Stamp *1 | You can stamp on a document that has been scanned (or transmitted) using the automatic document feeder and check it has been scanned (or transmitted). | OFF<br>ON |
| Next Doc. | You can scan a series of separate documents and transmit them as a single document.<br>ADF stands for automatic document feeder.<br>FBS stands for document glass (Flat Bed Scanner). | ADF: OFF<br>ON<br>FBS: OFF<br>ON |
| TTI | The sender name printed at the top of a document received at the destination. | OFF<br>ON |
| Cover Page | A cover page containing a simple message can be attached to the documents. | OFF<br>ON<br>Doc.1<br>Doc.2<br>Doc.3 |
| Tx Report | The transmission result is printed. Or can be checked via e-mail. | OFF<br>Print<br>e-mail |
| Memory Tx | This sets whether to give the priority to memory transmission or to real-time transmissions when sending faxes. | OFF<br>ON |

*1 Stamp function is optional.

**NOTE**

Underlined values are the default settings specified at the time of shipment.

## ■ List of other default settings

| Function | Description | Settings |
|---|---|---|
| Redial Attempts | This sets the number of redials when the other machine cannot be connected to, for example, when the other line is busy. Set the redial interval in “Redial Interval”. | 0 - 14 time(s):<br>2 time(s) |
| Redial Interval | This sets the redial interval. | 0 - 5 Minutes :<br>1 Minute |
| Number of Rings | This sets the number of times the machine rings until fax reception starts when the reception mode is set to Fax. The number of rings becomes more than the set number when the machine is in the sleep mode. | 0 - 10 time(s):<br>2 time(s) |

| Function | Description | Settings |
|---|---|---|
| Dialing Pause | This sets the default dialing interval used when the pause option is input. | 0 - 10 Seconds:<br>2 Seconds |
| Rx Reduction Rate | Select from “Auto” which automatically selects the magnification according to the length of the document being received, or “100%” to have all faxes printed out at the same rate of reduction.<br>For details, see “List of recording methods” (page 3-22). | Auto<br>100 % |
| Reduction Margin | This sets at what point the document printout will extend to the following page if the document being received cannot fit within the effective recordable area.<br>For details, see “Reduction margin” (page 3-23). | 0 - 3.3 ":<br>1.6 " |
| Paper Saving | This sets the print method for received documents. | OFF<br>Duplex Rx |
| Quick Memory Tx | If this is set to “ON”, fax transmission for multiple documents will begin in order of page when it has been scanned and stored. | OFF<br>ON |
| ECM Mode | This mode enables any part of a fax that was not transmitted correctly due to a line error will automatically be resent. (The destination machine must also have the same function.) | OFF<br>ON |
| Service Mode | Do not set this. | OFF<br>ON |
| Prefix | By registering frequently used fax numbers, you can enter a fax number simply by pressing a button.<br>Up to 40 digits can be entered for a prefix number. Numbers, #, *, /P (Pause), and /T (Tone) can be entered.<br>For details, see “Dialing options” (page 3-10). | (Not registered) |
| Receive Time Stamp | Prints the time that documents are received. This enables you to accurately manage the arrival time of received documents. | OFF<br>ON |
| Auto Print Journal | You can print a list of communication jobs. | OFF<br>ON<br>Reserve print<br><br>Duplex:<br>OFF<br>ON |
| Journal Line Up | You can select whether to arrange printed journal reports in order of job or in order of communication number. | OFF<br>ON |

**NOTE**

Underlined values are the default settings specified at the time of shipment.

# Registering other settings

You can register other functions used with scanner functions.

## Registering / Editing templates

You can register ten default subjects and messages of the e-mail used when transmitting a fax with a cover page, attaching a scanned document to an e-mail for transmission (Scan to e-mail).

### ■ Registering / Editing

You can register and edit the following three items.

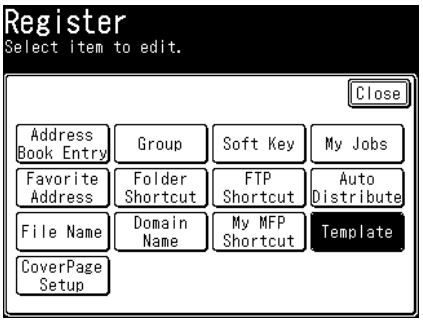
Title: The title of the registered template. Up to 40 characters can be entered.
Subject: The subject entered here is used as the subject for the e-mail to transmit. Up to 80 characters can be entered.
Text: The text entered here is used as the message for the e-mail to transmit. Up to 1024 characters can be entered.

This section describes the procedure for registering templates. When editing, select the template you want to edit in step 4, and press [Edit]. After the screen in step 5 is displayed, select the item to change, and change it while referring to the procedure for registration.

**1** Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

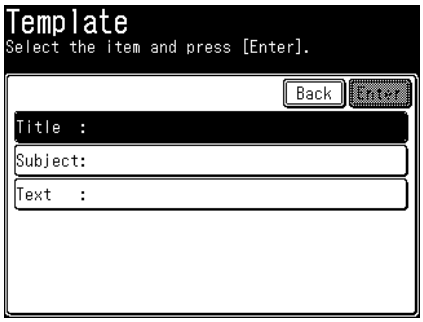
**2** Press [Register].

**3** Press [Template].




**4** Press [Add].
To edit a registered template, select the template you want to edit, and press [Edit].

**5** Press [Title].




**6** Edit the title, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**7** To enter a subject, press [Subject].

If you do not want to enter a subject, proceed to step 9.

**8** Enter the subject, and press [Enter].

For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.

**9** To enter the message, press [Text].

If you do not want to enter the message, proceed to step 11.

**10** Enter the message, and press [Enter].

- For details on entering characters, see chapter 1, "Entering characters" in the Administrator's Guide.
- Press ↵ to enter a line break. A line break takes up two characters.

**11** Press [Enter].

To continue to register or edit templates, repeat the procedure from step 4.

## ■ Deleting

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Template].

**4** Select the template you want to delete, and press [Delete].

**5** Press [Yes].

To continue deleting templates, repeat the operation from step 4.

# Registering / Editing file names

You can register up to 20 file names to use for scanned image data in advance.

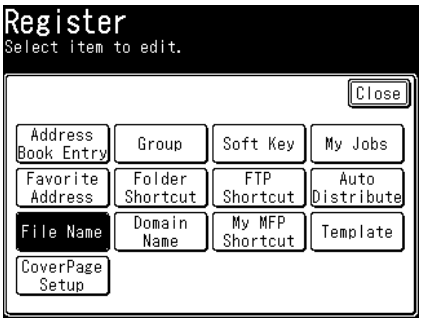
## ■ Registering / Editing

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [File Name].




**4** Select a new button.

To change a file name that is already registered, select the file name you want to change.

**5** Enter the file name, and press [Enter].

- Up to 80 characters can be entered.
- For details on entering characters, see chapter 1, “Entering characters” in the Administrator’s Guide.
- To continue to register or edit file names, repeat the procedure from step 4.

## ■ Deleting

Delete all the characters in step 4 of “Registering / Editing”, and press [Enter].

# Registering / Editing domain names

The domain name buttons displayed in the “Alphanumeric Display” screen on the character entry screen can use registered domain names. You can register up to 10 types of domain names in advance.

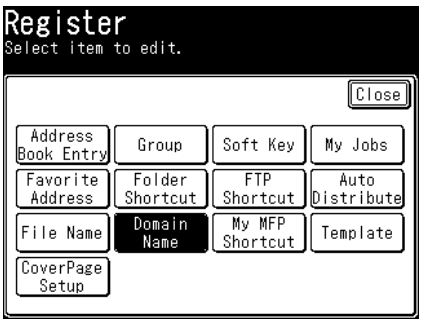
## ■ Registering / Editing

**1** Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

**2** Press [Register].

**3** Press [Domain Name].




**4** Select a new button.

To change a domain name that is already registered, select the domain name you want to change.

**5** Enter the domain name, and press [Enter].

- Up to 20 characters can be entered.
- For details on entering characters, see chapter 1, “Entering characters” in the Administrator”s Guide.
- To continue to register or edit domain names, repeat the procedure in steps 4 to 5.

## ■ Deleting

Delete all the characters in step 4 of “Registering / Editing”, and press [Enter].

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# Chapter 8

# Troubleshooting

**Error messages.....8-2**
Communication errors .....8-2
**Troubleshooting.....8-8**
Cannot transmit faxes .....8-8
Cannot receive faxes .....8-9
Cannot scan .....8-10

# Error messages

When a communication error occurs or there is a problem with the machine, the information lamp will illuminate in orange and an error message will be displayed or printed. There are errors which you can and cannot clear when you press <Stop>. Please solve the problem which cannot be cleared by pressing <Stop> with the help of the error message. When the error is cleared, the information lamp turns off.

***Errors that will clear by pressing <Stop>:***

- Communication errors
- When the memory becomes full while receiving faxes
- When the memory becomes full while storing a document

***Errors that will not clear by pressing <Stop>:***

- When the paper runs out or when a paper jam or document jam occurs
- When the toner runs out
- When a cover or cassette is open
- When a fatal error occurs in the machine

## Communication errors

When a communication error occurs, a message indicating the cause and countermeasure for the error is printed. Check the error code and message, and solve the problem.

### ■ Fax communication errors

| Error code | Error message | Countermeasure |
|---|---|---|
| D.0.1 | Sending stopped. Please try again. | Transmit the document again. |
| D.0.2 | The line was busy. Please try again. | |
| D.0.3 | Fax job was cancelled by user. | |
| D.0.7 | Check condition of remote fax. | Check the fax reception method used by the receiving party. |
| D.0.8 | No dial tone detection. Check line connection. | Check whether the modular cable is connected correctly. |
| | | Check the dial tone detection settings in the user install mode. |
| | | Check the location where the pause is entered, and transmit the document again. These symbols may not be required, depending on the switchboard. |
| T.1.1 | Confirm the remote fax. | Check the correct fax number and transmit the document again. |
| T.1.4 | Fax job was cancelled by user. | Transmit the document again. |
| T.2.1 | Confirm the remote fax. | Check the settings on the other machine. |

| Error code | Error message | Countermeasure |
|---|---|---|
| T.2.2 | Confirm the remote fax. | Transmit the document again. If this error continues to occur, contact your local technical representative. |
| | ID check Tx error. ID does not matched. | Check the settings on the other party's machine. |
| | ID check Tx error. No fax number stored on remote fax. | |
| | Transmission error. Remote fax is not compatible. | |
| | Transmission error. No passcode stored in remote fax. | |
| | Transmission error. Passcode does not matched. | |
| | Confirm the remote fax. | Transmit the document again. If this error continues to occur, contact your local technical representative. |
| T.2.3 | Cannot send with minimum speed. | Transmit the document again. If this error continues to occur, contact your local technical representative. |
| T.3.1 | Scanning error. | Transmit the document again. |
| | | If you transmitted a document longer than 35.4" (900 mm), cut the document so that it is within 35.4" (900 mm) and transmit it again. |
| | | If the screen "Lamp error. Checkout error" is displayed after the error occurs, turn the power of the machine OFF and then ON again, and try making a copy. If the screen disappears, transmit the document again. If the screen does not disappear, contact your local technical representative. |
| T.4.1 | Confirm the remote fax. | Transmit the document again. If this error continues to occur, contact your local technical representative. |
| T.4.2 | The remote machine could not receive document. | The transmitted pages were received but some of them might have had poor image quality. Check the image quality of the document received on the other party's machine. |
| T.5.1 | Confirm the remote fax. | Transmit the document again. If this error continues to occur, contact your local technical representative. |
| T.5.2 | Confirm the remote fax. | |
| T.5.3 | Cannot send at minimum speed. | |
| T.8.1 | Cannot send a fax in Super G3 mode. | |
| T.8.10 | | |
| T.8.11 | | |
| R.1.1 | Confirm the remote fax. | The sending party may have made an operational mistake. If you know who the sending party is, ask them to transmit the document again. |

| Error code | Error message | Countermeasure |
|---|---|---|
| R.1.2 | Confirm the remote fax. | If you know who the sending party is, ask them to transmit the document again. If this error continues to occur, contact your local technical representative. |
| | Reception error. Remote fax is not compatible. | The remote fax could not receive the fax because the security function is set. For details, see "Security fax functions"(page 4-18). |
| | Reception error. No passcode stored on remote fax. | |
| | Reception error. Passcode does not match. | |
| | Confirm the remote fax. | Check the settings on the other party's machine. |
| | Confirm the remote fax. | If you know who the sending party is, ask them to transmit the document again. If this error continues to occur, contact your local technical representative. |
| R.2.3 | Confirm the remote fax. | If you know who the sending party is, ask them to transmit the document again. If this error continues to occur, contact your local technical representative. |
| R.3.1 | | |
| R.3.3 | Reception was stopped. | |
| R.3.4 | Cannot receive at minimum speed. | |
| R.3.6 | Some pages were not received correctly. | |
| R.4.1 | Inbound document cannot be received. | If you know who the sending party is, request them to cut the document and transmit it again. |
| R.4.4 | Memory overflow. | Print the stored documents in memory or take other measures to make more free memory. If you know who the sending party is, ask them to transmit the document again. |
| R.4.2 | Confirm the remote fax. | If you know who the sending party is, ask them to transmit the document again. If this error continues to occur, contact your local technical representative. |
| R.5.1 | | |
| R.5.2 | | |
| R.8.1 | Cannot send a fax in SuperG3 mode. | |
| R.8.10 | | |
| R.8.11 | | |

## ■ Scan to e-mail communication errors

| Error code | Error message | Countermeasure |
|---|---|---|
| 980, 984, 985, 986, 991, 992, 993, 996, 999 | Not able to transmit. Please transmit the message again. | Transmit the document again. |
| 987, 988, 990, 997 | Not able to transmit. Please confirm setting. | In the mail settings, check whether the SMTP / POP settings are specified correctly. |
| 989 | Not able to transmit. Please confirm e-mail address. | Check whether the e-mail address specified for the destination is entered correctly. |
| 994 | No reply from the e-mail server. | Check the network connection. |
| 995 | Not able to transmit. Mail server cannot be found. | Check the DNS settings. |
| 1002 | Not able to transmit. Stopped. | The <Stop> key was pressed during transmission. |

## ■ Scan to folder , Scan to Printer, and DocIndex communication errors

| Error code | Error message | Countermeasure |
|---|---|---|
| 9999 | System error occurred. | An error occurred because the system memory was temporarily insufficient. Wait a while, and perform the operation again. |
| 1001, 1003, 1008, 1013, 1016, 1017, 1032, 1033, 1080, 1087, 1123, 1230, 1231, 1232, 1233, 1234, 2001 | Cannot connect. | Check whether there is a computer with the same name as the host name of the machine on the network. |
| | | In the TCP/IP settings, check whether the DNS server address, DNS suffix, and WINS server address are set correctly. |
| | | Check whether the destination computer name is registered in the DNS server. |
| | | Check whether WINS is set correctly in the destination computer. |
| 1002, 1004, 1006, 3019, 3021, 3022, 3023, 3024, 3026, 3027, 3031, 3034, 3035, 3039 | Cannot read or write to the file. | Check whether the shared folder on the destination computer has writing prohibited. |
| 1005, 1012, 2002, 2004, 2006, 2007, 2049, 2050, 2051, 2052, 2065, 2067, 2069, 2088, 2089, 2090 | Not able to log in. | Check whether the user name and password for logging in to the shared folder specified as the destination are entered correctly. If you are using Windows 2003, enter the name and password of a user with write privileges for logging in. |
| 1018 | Not a shared folder. | Check whether the file specified as the file to attach exists. |

## ■ Scan to FTP and DocIndex communication errors

| Error code | Error message | Countermeasure |
|---|---|---|
| 9000, 9999 | System error occurred. | An error occurred because the system memory was temporarily insufficient. Wait a while, and perform the operation again. |
| 17, 33, 56, 210, 211, 212, 213, 214, 219 | Cannot connect. | In the TCP/IP settings, check whether the DNS server address is set correctly. |
| | | Check whether the destination FTP server is registered in the DNS server. |
| 10, 217, 218, 221 | Cannot read or write to the file. | Check whether the destination FTP server has writing prohibited. |
| 7, 220, 222 | Not able to log in. | Check whether the user name and password for logging in to the FTP server specified as the destination are entered correctly. |

## ■ Internet fax reception results

These single digit codes are displayed in the "Result" field of reception journal reports and the Message Board communication history.

| Error code | Countermeasure |
|---|---|
| 2 | The image attached to the received e-mail does is not supported by the machine. Request the other party to attach the file in a format supported by the machine and transmit the file again. |
| 3 | The fax forwarding request was denied for the received e-mail.<br>Check the fax forwarding request settings in "E-mail Settings > Optional E-mail Settings" in Message Board. |
| 4 | Cannot connect to the POP3 server.<br>In "E-mail Settings > SMTP/POP Settings" in Message Board, check whether the POP3 server address, POP3 port number, SSL, and POP3S port number settings are correctly specified. |
| 5 | The POP3 server could not be found.<br>Check the DNS server address setting in the TCP/IP settings. In "E-mail Settings > SMTP/POP Settings" in Message Board, check whether the POP3 server address, POP3 port number, SSL, and POP3S port number settings are correctly specified. |
| 6 | Authentication failed for the POP3 server.<br>In "E-mail Settings > SMTP/POP Settings" in Message Board, check whether the authentication method, POP3 user name, and POP user password settings are correctly specified. |

## ■ Resolving Internet fax reception errors

This information is displayed in the “Note” field of reception journal reports and the Message Board communication history.
A message is displayed in the reception journal reports but only a single digit code is displayed in the Message Board communication history.

| Error code | Error message | Description |
|---|---|---|
| 2 | Forwarded Fax | When a fax forwarding destination was set for the received e-mail, a fax was forwarded to the set destination. |
| 4 | MDN Error | When the received e-mail was requesting a Message Disposition Notification (MDN), the results of the confirmation were printed. |
| 5 | Forwarding Error | The received e-mail was forwarded according to the “When an e-mail that cannot be analyzed is received” setting in Message Board. |
| 6 | Mail Returned Error | The received e-mail was returned to the sender according to the “When an e-mail that cannot be analyzed is received” setting in Message Board. |
| 7 | Mail Notification Error | An error notice was transmitted to the sender according to the “When an e-mail that cannot be analyzed is received” setting in Message Board. |
| 8 | Mail Size Over Error | The e-mail could not be received because the size was too large. A notice was transmitted to the sender. |
| 9 | Mail Deleted | The received e-mail was erased. |

# Troubleshooting

Read this section if trouble occurs with the machine. Contact your local technical representative if the following steps do not solve the problem.

## Cannot transmit faxes

| Status | Things to check | Countermeasure |
|---|---|---|
| Cannot transmit | Is your transmission procedure correct? | Check the procedure and try again. For details, see “Basic faxing”(page 3-2). |
| | Is the destination fax number correct? | If you are using an address book destination, make sure the number is registered correctly by printing out the list. For details, see “Printing the address book destination list”(page 7-9). |
| | Is there something wrong with the remote machine? | Ask the other party to prepare the machine for reception. (Power, paper, etc.) |
| Documents are not transmitted continuously | Are the documents loaded with the edges of the paper all lined up? | Reload the documents. |
| | Do the loaded documents include pages smaller than the minimum width (4.7")? | These pages should be loaded on the document glass and kept separate from the other pages. |
| Cannot transmit even though the number is dialed | Is the fax number correct? | Dial the correct fax number. |
| | Is the other party’s line busy? | Wait until the line is available and try again. |
| The document cannot be scanned when using memory transmission | Is the document loaded correctly? | Load the document correctly. |
| | Is the memory full? | Check the memory. |
| Cannot transmit a document created in an application on a computer | Have you checked the network environment? | For details, see chapter 4, “Cannot connect to the network” in “Troubleshooting” in the Administrator’s Guide. |
| | Is “KONICA MINOLTA bizhub 25e Fax” installed? | Install “KONICA MINOLTA bizhub 25e Fax”. For details, see chapter 1, “Installing to Windows” in the Printer Guide. |
| | Is “KONICA MINOLTA bizhub 25e Fax” selected as the printer? | Select “KONICA MINOLTA bizhub 25e Fax” as the printer in the print menu of the application. |
| | Is the port setting of “KONICA MINOLTA bizhub 25e Fax” incorrect? | Check that the port is correct. |

# Cannot receive faxes

| Status | Things to check | Countermeasure |
|---|---|---|
| Cannot receive faxes | Is the machine in the auto reception mode? | Check the reception mode. For details, see "Initial setup (User Install)"(page 7-28). |
| | Does the machine have paper loaded? | Load paper. For details, see "Loading paper" in the User's Guide. |
| | Is there a paper jam? | Check the error message and remove the jammed paper. For details, see "Clearing paper jams" in the User's Guide. |
| | Is the modular cable connected to both the main unit and the wall outlet? | Make sure the line is connected correctly. For details, see "Part names" in the User's Guide. |
| | Is the memory full? | Check the memory. |

# Cannot scan

| Status | Things to check | Countermeasure |
|---|---|---|
| Cannot scan | Have you checked the network environment? | For details, see chapter 2, “Specifying the network settings” in the Administrator’s Guide. |
| | Is the size of the data too large? | The maximum amount of data that can be scanned at once is 20 MB. If the size of the data is too large, change the scan resolution or disable the batch transmission function. |
| Cannot use the Scan to e-mail function | Is the size of the data too large? | The maximum amount of data that can be scanned at once is 20 MB. If the size of the data is too large, change the scan resolution or disable the batch transmission function. If the e-mail settings of the destination has a limit on the size of data that can be received, check that the limit is not being exceeded. |
| | Are the account and password for the mail server correct? | Open Message Board and correctly set the account and password for the mail server. For details, see chapter 3, “Setting the e-mail environment” in the Message Board Guide. |
| Cannot use the Scan to Folder function | Is there a firewall set? | Firewall software may be stopping the file sharing function of Windows. Change the settings of the firewall to enable the computer you are using to use the file sharing function. |
| | Are the shared folder settings correct? | In environments where domain authentication is used for the network, the Scan to Folder function cannot be used, even if you set access privileges to domain users. Assign folder access privileges to local users. |
| Cannot use Scan to USB function | Is the USB memory formatted? | You can use only USB memories with no security functions that are formatted with FAT12, FAT16, or FAT32. |
| Cannot scan using the TWAIN driver | Is “KONICA MINOLTA bizhub 25e Scan” or “KONICA MINOLTA bizhub 25e NSCN” displayed as the scanner device in the application software? | Install the TWAIN driver correctly. For details, see chapter 1, “Installing to Windows” in the Printer Guide. |
| | Is “KONICA MINOLTA bizhub 25e Scan” or “KONICA MINOLTA bizhub 25e NSCN” selected as the scanner device in the application software? | Select “KONICA MINOLTA bizhub 25e Scan” or “KONICA MINOLTA bizhub 25e NSCN” as the scanner device in the application software. |

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