



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB 211. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB 211 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KONICA MINOLTA BIZHUB 211**  
**User guide KONICA MINOLTA BIZHUB 211**  
**Operating instructions KONICA MINOLTA BIZHUB 211**  
**Instructions for use KONICA MINOLTA BIZHUB 211**  
**Instruction manual KONICA MINOLTA BIZHUB 211**



KONICA MINOLTA

The essentials of imaging

**FK-506**

**User Manual**



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*Manual abstract:*

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*that could cause an electrical shock or blindness. · Do not modify this product, as a fire, electrical shock, or breakdown could result.  
If the product employs a laser, the laser beam source could cause blindness. Symbol FK-506 1-11 1 Power cord Introduction 7 WARNING Ignoring this  
warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · Use only the power cord supplied in the package. If a  
power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION.  
Failure to use this cord could result in a fire or electrical shock.*



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· Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. · Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. Symbol 1-12 FK-506 Introduction Power source 1 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · Use only the specified power source voltage.

Failure to do that could result in a fire or electrical shock. Symbol · Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation. · Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required. · Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire. 7

CAUTION Ignoring this cautions could cause injury or damage to property.

% Do not ignore this safety advices. Caution · The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs. Symbol FK-506 1-13 1 Power plug Introduction 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices.

Warning · Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result. Symbol · Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock. 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices.

Caution · Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock. · Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire. Symbol Grounding 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning ·

Connect the power cord to an electrical outlet that is equipped with a grounding terminal. Symbol 1-14 FK-506 Introduction Installation 1 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices. Warning · Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product.

Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. Symbol 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices.

Caution · After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. Symbol · Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. · Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.

· Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. · Do not use flammable sprays, liquids, or gases near this product, as a fire could result. FK-506 1-15 1 Ventilation Introduction 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices.

Caution · Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. Symbol Actions in response to troubles 7 WARNING Ignoring this warnings could cause serious injury or even death. % Do not ignore this safety advices.

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

Symbol 1-16 FK-506 Introduction 1 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.

) which are indicated by a "Caution HOT" caution label. Symbol Consumables 7 WARNING Ignoring this warnings could cause serious injury or even death.

% Do not ignore this safety advices. Warning · Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage. Symbol 7 CAUTION Ignoring this cautions could cause injury or damage to property. % Do not ignore this safety advices. Caution · Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health. · Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism.

They could cause these products to malfunction. Symbol FK-506 1-17 1 When moving the machine Introduction 7 CAUTION Ignoring this cautions could cause injury or damage to property.



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*% Do not ignore this safety advices. Caution · Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.*

*· When moving this product, always hold it by the locations specified in the user manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. Symbol 1-18 FK-506 Introduction 1 1.5 Special notice to user For Canada NOTICE: This product meets the applicable Industry Canada technical specifications.*

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

*Disconnect TNV circuit connectors before disconnecting power. Use only the attached telephone cord (Listee's No. E66597, Part No. 127A9002). CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (e.g., 24 AWG) UL Listed or CSA Certified Telecommunication Line Cord IMPORTANT SAFETY INSTRUCTIONS - When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following: 1.*

*Do not use this product near water for example, near a bathtub, washbowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. 2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning. 3. Do not use the telephone to report a gas leak in the vicinity of the leak. 4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode.*

*Check with local codes for possible special disposal instructions. SAVE THESE INSTRUCTIONS" AVIS: Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada. L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5. FK-506 1-19 1 IMPORTANTES MEASURES DE SÉCURITÉ Introduction Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de cho électrique et de blessures.*

*En voici quelquesunes: 1. Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine. 2.*

*Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre. 3. Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite. 4. Utiliser seulement le cordon d'alimentation et le type de piles Indiqués dans ce manuel. Ne pas jeter les piles dans le feu: eles peuvent exploser. Se conformer aux réglemens pertinents quant à l'élimination des piles. CONSERVER CES INSTRUCTIONS For U.S.*

*A. FCC PART 68 REQUIREMENTS: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company. This equipment uses certification jack USOC RJ11C. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. The REN is used to determine the number of devices that may be connected to a telephone line.*

*Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). 1-20 FK-506 Introduction 1 To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX..*

*The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label. If this equipment FK-506 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service. If trouble is experienced with this equipment FK-506, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If you home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-506 does not disable you alarm equipment.*

*If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer. The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.*



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(The telephone number provided may not be a 900 number or any FK-506 1-21 1 Introduction other number for which charges exceed local or long-distance transmission charges.) Disconnect TNV circuit connectors before disconnecting power. Use only the attached telephone cord (Listee's No. E66597, Part No. 127A9002). CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (e.g.

, 24 AWG) UL Listed or CSA Certified Telecommunication Line Cord IMPORTANT SAFETY INSTRUCTIONS - When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following: 1. Do not use this product near water for example, near a bathtub, washbowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. 2. Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

3. Do not use the telephone to report a gas leak in the vicinity of the leak. 4. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire.

They may explode. Check with local codes for possible special disposal instructions. SAVE THESE INSTRUCTIONS" 7 WARNING The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. % Be sure to focus your attention on the Warning headings when reading the user manual for the copier. 7 CAUTION The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. % Be sure to focus your attention on the Caution headings when reading the user manual for the copier.

1-22 FK-506 Introduction For New Zealand 1 1. This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing. 2.

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances. 3. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services. 4. The automatic calling functions of this equipment must not be used to cause a nuisance to other customers. 5.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port. 6. The Reception Operation - No.

of Rings Setting must be configured between 4 and 10. For Europe The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point. In the event of problems, you should contact your equipment supplier in the first instance. The CE marking must be affixed to the product or to its data plate.

Additionally it must be affixed to the packaging, if any, and to the accompanying documents. FK-506 1-23 1 Introduction 1-24 FK-506 2 Precaution Precaution 2 2.1 Precaution Part names and their functions Main unit 1 7 6 2 5 3 4 13 8 9 10 11 12 FK-506 2-3 2 No. 1 2 3 Part name Copy output tray Front door 1st paper drawer Description Precaution Collects copies and printouts fed out facing down. Opened when replacing the toner bottle. · Can be loaded with up to 250 sheets of paper. · The paper size can be adjusted freely. · Special paper can be loaded. · Used for manually feeding paper for making copies. · Load only one sheet of paper at a time.

· Special paper can be loaded. Used to open/close the right-side door. Opened when clearing paper misfeeds. Indicates the total number of copy and printout pages that were printed. Used for connecting the network cable when this machine is used for network printing. Used for connecting a USB cable from the computer. Used for connecting the telephone cord from the wall jack. Used for connecting the cord from a telephone. Used to turn the machine on and off.

Used to start copying or sending or to specify various settings.

(See p. 2-5.) 4 Manual bypass tray 5 6 7 8 9 10 11 12 13 Right-side door release lever Right-side door Mechanical counter RJ45 connector for networking (optional) USB connector Telephone line connector (LINE) Telephone jack (TEL) Power switch Control panel 2-4 FK-506 Precaution 2 2.2 Control panel parts and their functions Names of control panel parts and their functions 1 2 3 4 5 6 21 20 19 7 8 9 18 17 16 15 14 13 12 11 10 No. 1 2 3 Part name [Power Save] key/indicator [Mixed Original] key/indicator [Simplex/Duplex] key/indicator Description Press to enter Power Save mode.

Press to select the "Mixed Original" setting. Press to select double-sided copying. Select "1SIDE%1-SIDE", "1-SIDE%2-SIDE", "2-SIDE%1-SIDE" or "2-SIDE%2-SIDE". If any setting other than 1SIDE%1-SIDE is selected, the indicator lights up. Displays the number of copies, zoom ratio, fax mode, setting menus and error messages.

Press the [+], [,], [\*] and [)] keys to select menu items in the display and change their settings. Press the [OK] key to apply the setting. This indicator lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the user manual for the printer driver. Press when account track settings have been applied. Press to register frequently used fax numbers and addresses, and to recall them during transmissions. Press to display the information programmed for onetouch dialing, group dialing and speed dialing. Press to return to the previous screen. This indicator lights up or flashes if an error has occurred. For details, refer to "Troubleshooting" on page 7-3.

Press to select the scanning density of copies and fax documents.



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4 5 Display [+], [,], [\*] and [)] keys [OK] key [Printer] key/indicator 6 7 8 9 10 11 [Access] key [Speed Dial] key [Phone Book] key [Back] key "Caution" indicator 12 [Density] key FK-506 2-5 2 No. 13 Part name [Quality] key Description Precaution Press to select the document quality. In Copy mode, select "TEXT", "PHOTO" or "TEXT/PHOTO". In Fax mode, select "TEXT" or "PHOTO", combined with "STD", "FINE" or "S-FINE". Press to specify whether to enlarge or reduce the image when copying. Press to select the paper drawer that is to be used. Press to specify settings for advanced copy operations and useful fax transmission/reception functions, such as copying with a binding margin added and sending/receiving confidential documents. Press to select a copy Finishing function. Specify settings to copy multiple (2 or 4) document pages together within a single sheet of paper (2in1 or 4in1).

Press to view the counters or communication results, or to print a communication results report. Press to specify settings in Utility mode. MACHINE SETTING, PAPER SOURCE SETTING, CUSTOM SIZE MEMORY, USER MANAGEMENT, ADMIN. MANAGEMENT, COPY SETTING 1, COPY SETTING 2, DIAL REGISTRATION, FAX REGISTRATION, FAX TX OPERATION, FAX RX OPERATION, REPORTING Press to register specified copy programs and recall them. 14 15 16 [Zoom] key [Paper] key [Function] key/indicator 17 18 [Finishing] key/indicator [Combine Original] key/indicator 19 20 [Confirm] key [Utility] key 21 [Mode Memory] key 22 23 24 25 26 27 28 30 29 2-6 FK-506 Precaution 2 Part name [Fax] key/indicator Description Press to enter Fax mode.

The indicator on the key lights up in green to indicate that the machine is in Fax mode. Press to enter Scan mode. The indicator on the key lights up in green to indicate that the machine is in Scan mode. (Available only when network interface card NC-503 or image controller IC-206 are installed) Press to enter Copy mode. The indicator on the key lights up in green to indicate that the machine is in Copy mode.

Press to switch between number input mode and letter input mode. · Press to clear all settings (except programmed settings) entered from the control panel. · The currently specified job is canceled. (Pressing this key does not switch the machine to Copy or Fax mode.) Press to enter Interrupt mode. The indicator on the key lights up in green to indicate that the machine is in Interrupt mode. Press the key again to cancel Interrupt mode and return to the mode before Interrupt mode was entered. If this key is pressed while a received fax or computer document is being printed, printing stops so that the interrupting copy job can be performed. Press this key again to continue printing the received fax or computer document. . . . Press to erase the entered letters and numbers.

Press to stop a continuous copy operation. Press to stop the transmission/reception of the fax. Press to stop the print job from the computer. No. 22 23 [Scan] key/indicator 24 [Copy] key/indicator 25 26 [123/ABC] key [Reset] key 27 [Interrupt] key/indicator 28 [Clear/Stop] key 29 [Start] key/indicator · Press to start a copy operation. · Press to start sending a fax. · If this key is pressed while this machine is warming up, the next copy job is queued. · The key lights up in green to indicate that copy jobs can be queued, and the key lights up in orange to indicate that the machine is not ready to begin copy operations. . . .

Use to type in the number of copies to be produced. Use to type in the various settings.

Use to type in fax numbers. Use to type in speed dial numbers and text. In Fax mode, the [ ] key is used for tone transmissions (pulse dialing), and the [#] key is used for accessing an outside line. 30 Keypad FK-506 2-7 2 31 32 33 34 Precaution 35 36 No. 31 32 Part name "Auto RX" indicator [Memory TX] key/indicator Description This indicator lights up when the automatic reception function is selected.

Press to select the memory transmission function. This indicator lights up in green when the memory transmission function is selected. Press to answer the call. Press this key again to hang up. · Press to redial the last recipient called.

· While dialing, this key is used to generate a pause when transferring from an internal to an external line or receiving information services. · Use to dial previously registered fax numbers. · Use [01] through [32] for specifying one-touch dialing and group dialing settings. · Use keys [29] through [32] for specifying program dialing settings. Switches the numbers assigned to the one-touch dial keys. When the switching plate is closed in the lower position, the keys are numbered 01 through 16. When the switching plate is open in the upper position, the keys are numbered 17 through 32. 33 34 [On Hook] key [Redial/Pause] key 35 One-touch dial keys 36 Switching plate 2-8 FK-506 Precaution Display indications Fax mode screen 1 2 2 6 Memory:100%

QUALITY:STD/TEXT 01234\_ OTHER SETTING= 3 4 5 No. 1 2 Display indication Time Available memory Description Indicates the time currently specified on the machine. Indicates the percentage of the memory that is not used.

When the amount of memory available is near 0%, it may not be possible to scan new documents since the memory is full. Indicates the selected Quality setting. Indicates that the "STD/TEXT" setting is selected. Indicates that the "FINE/TEXT" setting is selected. Indicates that the "S-FINE/TEXT" setting is selected. Indicates that the "STD/PHOTO" setting is selected. Indicates that the "FINE/PHOTO" setting is selected. Indicates that the "S-FINE/PHOTO" setting is selected. Indicates the currently selected input mode. Indicates that the number input mode is selected.

Indicates that the letter/symbol input mode is selected. Displays instructions for displaying the "FAX OTHER SETTING" menu and the status of operations, such as computer printing, while the machine is in Fax mode. Displays the fax number or e-mail address being entered. 3 Image quality STD/TEXT FINE/TEXT S-FINE/TEXT STD/PHOTO FINE/PHOTO S-FINE/PHOTO 4 Input mode [1..

] [A...] 5 Messages 6 Fax number/e-mail address FK-506 2-9 2 Fax mode icons Symbol Dialing Description A fax number is being dialed.

Precaution Ringing The machine is being called. Sending The document is being sent. Receiving A document is being received. In standby for timer transmission In standby for polling transmission In standby for mailbox reception Memory reception A document is queued for timer transmission.



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A document is queued for polling transmission. A mailbox reception document is ready to be printed. A document is being received and stored in the memory or has been received and stored in the memory. 2-10 FK-506 Precaution 2 2.3 Power supply Default settings The settings that are automatically selected when the machine is turned on or when the settings are reset are called the "default settings". These settings serve as a reference for all functions.

2 Note The default settings can be changed from Utility mode. (Refer to page 6-3.) Fax mode - Quality: TEXT - Density: STD - Transmission setting: MEMORY TX - Reception setting: AUTO RX FK-506 2-11 2 2.4 Entering text Precaution Follow the procedure described below to enter text when specifying the user name or programming one-touch dial keys with the recipient name. Changing the input mode Each press of the [123/ABC] key switches between number input mode and letter/symbol input mode. [1...]: Numbers can be entered. [A.

..]: Letters and symbols can be entered. Key operation Using the keypad, type in numbers, letters and symbols. Switch between numbers and letters/symbols by pressing the [123/ABC] key.

When "[1...]" appears in the display, numbers will be entered. When "[A..]" appears in the display, letters/symbols will be entered. The following characters can be entered with each key in the keypad. Characters that can be entered with keypad Keypad Available characters [1...] 1 2 3 4 5 6 7 8 9 0 1 2 3 4 5 6 7 8 9 0 \* # # [A...

] . (period) @ \_ (underscore) - (hyphen) 1 ABC2abc DEF3def GHI4ghi JKL5jkl MNO6mno PQRS7pqrs TUV8tuv WXYZ9wxyz (space) 0 + & /\* = ! ? ( ) % [ ] ^ ' { } | ~ \$ , ; < > " # 2-12 FK-506 Precaution 2 Detail ! Repeatedly press the keypad to scroll through the corresponding characters and symbols listed until the desired character appears in the display. FK-506 2-13 2 Text input example When entering a name: Office 01 Press the [123/ABC] key until input mode [A...] is selected. Precaution \*The cursor ( ) flashes alternately in the display with the character at its current location. ONE-TOUCH DIAL NAME : \_ Press the [6] key three times. ONE-TOUCH DIAL NAME : O Press the [3] key seven times. ONE-TOUCH DIAL NAME : Of 2-14 FK-506 Precaution Press the [ ] key.

2 ONE-TOUCH DIAL NAME : Of \_ Press the [3] key seven times. ONE-TOUCH DIAL NAME : Off Press the [4] key seven times. ONE-TOUCH DIAL NAME : Offi FK-506 2-15 2 Press the [2] key seven times. Precaution ONE-TOUCH DIAL NAME : Offic Press the [3] key six times. ONE-TOUCH DIAL NAME : Office Press the [0] key.

ONE-TOUCH DIAL NAME : Office \_ 2-16 FK-506 Precaution Press the [123/ABC] key. 2 ONE-TOUCH DIAL NAME : Office \_ Press the [0] key. ONE-TOUCH DIAL NAME : Office 0 Press the [1] key. ONE-TOUCH DIAL NAME : Office 01 FK-506 2-17 2 Correcting text and input precautions Precaution To delete an entered character % Press the [\*] or [ ] key to move the cursor ( ) below the character to be deleted, and then press the [Clear/Stop] key. To add a character within text % Press the [\*] or [ ] key to move the cursor ( ) below the character where a character is to be added, and then type in the new character.

(The new character is inserted in front of the character at the cursor's position.) To enter text with the keypad % To enter a character with the same key used to enter the previously entered character, press the [ ] key before entering the next character. (Refer to "Text input example" on page 2-14.) To enter a space % Press the [123/ABC] key until input mode [A...] is selected, and then press the [0] key in the keypad. To stop entering text % Press the [Reset] key. 2-18 FK-506 Precaution 2 2.5 Selecting and checking initial settings In order to take advantage of this machine's many functions, certain settings including the one-touch dialing settings and the time, which is described below, must first be specified.

In addition, several settings, such as when the various reports are printed, are specified during production, but can be changed as required. Before starting to operate this machine, check these settings. Required settings Before using the machine, settings must be specified for the following. - Current date/time - Machine's fax number - Telephone dialing system - Telephone wiring (external/internal) system If settings are specified for the following, the machine can be used more efficiently. We recommend specifying the appropriate settings. - Transmission source (your name and fax number) - One-touch dialing - Speed dialing - Program dialing Checking the initial settings Since settings have been specified for each function during production, the settings should be checked, then changed as necessary. (Refer to "6 Utility mode/Fax mode parameters".) FK-506 2-19 2 Setting the current date and time ("DATE&TIME" parameter)

Precaution 1 Press the [Utility] key. The "UTILITY MODE" menu appears. 2 Press the [+ ] or [, ] key until "ADMIN.

MANAGEMENT" is selected, and then press the [OK] key. UTILITY MODE USER MANAGEMENT ADMIN. MANAGEMENT COPY SETTING 1 3 Use the keypad to type in the administrator access code, and then press the [OK] key. The default administrator access code is "000000". ADMIN.

MANAGEMENT ADMIN. NO. : \*\*\*\*\* The "ADMIN. MANAGEMENT" menu appears. 2-20 FK-506 Precaution 2 Press the [+ ] or [, ] key until "USER SETTING" is selected, and then press the [OK] key.

4 ADMIN. MANAGEMENT REMOTE MONITOR COMM.SETTING USER SETTING 5 Press the [+ ] or [, ] key until "DATE&TIME" is selected, and then press the [OK] key. USER SETTING DATE&TIME USER FAX NO. USER NAME 6 Use the keypad to type in time and date, and then press the [OK] key. Enter the time in the 24-hour format. For the year, enter the last two digits. DATE&TIME TIME DATE ZONE GMT+ FK-506 2-21 2 7 Precaution Press the [+ ] or [, ] key until the desired time zone is selected, and then press the [OK] key. This setting is required only if optional image controller IC-206 or optional network interface card NC-503 is installed on the machine. DATE&TIME TIME DATE ZONE GMT+ The "USER SETTING" menu appears again.

To return to the main screen, press the [Reset] key. 2-22 FK-506 Precaution Specifying the machine's fax number ("USER FAX NO." parameter) 2 Press the [Utility] key. The "UTILITY MODE" menu appears. 1 2 Press the [+ ] or [, ] key until "ADMIN. MANAGEMENT" is selected, and then press the [OK] key. UTILITY MODE USER MANAGEMENT ADMIN. MANAGEMENT COPY SETTING 1 3 Use the keypad to type in the administrator access code, and then press the [OK] key. ADMIN. MANAGEMENT ADMIN.



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NO.:\*\*\*\*\* The "ADMIN. MANAGEMENT" menu appears. FK-506 2-23 2 4 Precaution Press the [+] or [,] key until "USER SETTING" is selected, and then press the [OK] key. ADMIN.

MANAGEMENT REMOTE MONITOR COMM.SETTING USER SETTING 5 Press the [+] or [,] key until "USER FAX NO." is selected, and then press the [OK] key. USER SETTING DATE&TIME USER FAX NO. USER NAME 6 Use the keypad to type in the fax number, and then press the [OK] key.

For details on entering text, refer to "Entering text" on page 2-12. A maximum of 20 digits can be entered for the fax number. Characters that can be entered: Numbers (0 through 9), spaces, + and - USER FAX NO. :012\_ The "USER SETTING" menu appears again. 2-24 FK-506 Precaution Programming the transmission source name ("USER NAME" parameter) 2 The transmission source name is the name that will appear in the header of faxes sent from this machine. ! Detail The transmission source name is printed at the top of sent documents. Faxes can also be sent without adding the transmission source name. 1 Press the [Utility] key. The "UTILITY MODE" menu appears. 2 Press the [+] or [,] key until "ADMIN.

MANAGEMENT" is selected, and then press the [OK] key. UTILITY MODE USER MANAGEMENT ADMIN. MANAGEMENT COPY SETTING 1 FK-506 2-25 2 3 Precaution Use the keypad to type in the administrator access code, and then press the [OK] key. The default administrator access code is "000000". ADMIN. MANAGEMENT ADMIN. NO.:\*\*\*\*\* The "ADMIN. MANAGEMENT" menu appears. 4 Press the [+] or [,] key until "USER SETTING" is selected, and then press the [OK] key.

ADMIN. MANAGEMENT REMOTE MONITOR COMM.SETTING USER SETTING 5 Press the [+] or [,] key until "USER NAME" is selected, and then press the [OK] key. USER SETTING DATE&TIME USER FAX NO. USER NAME 2-26 FK-506 Precaution 2 Use the keypad to type in the user name, and then press the [OK] key.

For details on entering text, refer to "Entering text" on page 2-12. A maximum of 32 characters can be entered for the transmission source name. 6 USER NAME :ABC The "USER SETTING" menu appears again. FK-506 2-27 2 Precaution Selecting the telephone dialing system ("TONE/PULSE" parameter) There are two types of telephone dialing systems: tone dialing (PB) and pulse dialing (DP10pps or DP20pps). Faxes cannot be sent if this machine is not set to the system used by your telephone line.

Select the correct setting after checking which type of dialing system is used. 1 Press the [Utility] key. The "UTILITY MODE" menu appears. 2 Press the [+] or [,] key until "ADMIN. MANAGEMENT" is selected, and then press the [OK] key. UTILITY MODE USER MANAGEMENT ADMIN. MANAGEMENT COPY SETTING 1 3 Use the keypad to type in the administrator access code, and then press the [OK] key. ADMIN. MANAGEMENT ADMIN. NO.

:\*\*\*\*\* The "ADMIN. MANAGEMENT" menu appears. 2-28 FK-506 Precaution 2 Press the [+] or [,] key until "COMM. SETTING" is selected, and then press the [OK] key. 4 ADMIN. MANAGEMENT REMOTE MONITOR COMM.SETTING USER SETTING 5 Press the [+] or [,] key until "TONE/PULSE" is selected, and then press the [OK] key. COMM.SETTING TONE/PULSE LINE MONITOR PSTN/PBX 6 Press the [+] or [,] key until "TONE" or "PULSE" is selected, and then press the [OK] key. The "COMM.

SETTING" menu appears. FK-506 2-29 2 Precaution Selecting the telephone wiring system ("PSTN/PBX" parameter) The connected wiring system can be set to either "PSTN" (Public Switched Telephone Network) or "PBX" (Private Branch Exchange). If "PBX" is selected, the outside line access number (or extension number) must be specified. The outside line access number (or extension number) is programmed with the [#] key. 1 Press the [Utility] key.

The "UTILITY MODE" menu appears. 2 Press the [+] or [,] key until "ADMIN. MANAGEMENT" is selected, and then press the [OK] key. UTILITY MODE USER MANAGEMENT ADMIN. MANAGEMENT COPY SETTING 1 3 Use the keypad to type in the administrator access code, and then press the [OK] key.

ADMIN. MANAGEMENT ADMIN. NO.:\*\*\*\*\* The "ADMIN. MANAGEMENT" menu appears. 2-30 FK-506 Precaution 2 Press the [+] or [,] key until "COMM. SETTING" is selected, and then press the [OK] key. 4 ADMIN. MANAGEMENT REMOTE MONITOR COMM.SETTING USER SETTING 5 Press the [+] or [,] key until "PSTN/PBX" is selected, and then press the [OK] key.

COMM.SETTING TONE/PULSE LINE MONITOR PSTN/PBX 6 Press the [+] or [,] key until "PSTN" or "PBX" is selected, and then press the [OK] key. PSTN/PBX PSTN PBX FK-506 2-31 2 Precaution If "PBX" was selected, type the outside line access number in the next screen that appears, and then press the [OK] key. PBX PRE-FIX NO.:1\_ The "COMM. SETTING" menu appears again. 2-32 FK-506 3 Faxing Faxing 3 Faxing General transmission operation This section contains information on the general operation for sending a fax. 3 3.1 2 Note This is a G3 fax machine. Faxes can only be sent or received with this machine if the recipient's or sender's machine complies with the G3 standard.

1 Press the [Fax] key. The machine enters Fax mode, and the Fax mode screen appears. 2 Position the document to be faxed. For details on positioning the document, refer to "Positioning the document" on page 3-6. FK-506 3-3 3 3 Select the Quality setting.

Faxing For details on selecting the Quality setting, refer to "Selecting the fax quality" on page 3-10. 4 Type in the fax number of the recipient. For details on specifying the recipient, refer to "Specifying a recipient" on page 3-12. Memory:100% QUALITY:STD/TEXT 01234\_ OTHER SETTING= 5 Press the [Start] key. If the document is loaded into the document feeder, the machine starts scanning the document and sending the fax.

When the transmission is finished, a beep is sounded. To stop the transmission, press the [Clear/Stop] key, and then select "YES" in the screen that appeared. If the document is placed on the original glass, continue with step 6. 6 Press the [+] or [,] key until "AUTO DETECTION" or "MANUAL" is selected, and then press the [OK] key. BOOK SCAN AUTO DETECTION MANUAL: If "MANUAL" was selected, specify the paper size. 3-4 FK-506 Faxing 3 7 To begin scanning, press the [OK] key. To change the size of paper to be scanned, press the [,] key, and then specify the size.



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Memory:100% QUALITY:STD/TEXT SCAN BOOK(AUTO) SCAN=OK (SIZE= ) 8 To continue scanning document pages, position the next document page, and then press the [OK] key. Repeat this step until all document pages have been scanned. Memory:100% QUALITY:STD/TEXT NEXT PAGE?(AUTO) SCAN=OK (TX=START) 9 After all document pages have been scanned, press the [Start] key.

The transmission begins. When the transmission is finished, a beep is sounded. To stop the transmission, press the [Clear/Stop] key, and then select "YES" in the screen that appeared. ! Detail For details on canceling the transmission of a scanned document, refer to "Canceling (deleting) a queued transmission" on page 3-35. If the fax could not be sent, a transmission report is printed. For details, refer to "Checking communication results (reports/lists)" on page 3-39. FK-506 3-5 3 3.2 Positioning the document Loading the document into the document feeder Faxing 2 Reminder Document pages bound with staples or paper clips can damage the machine. Be sure to remove all staples and paper clips before faxing a document. 1 Press the [Fax] key.

The machine enters Fax mode, and the Fax mode screen appears. 2 Load the document into the document feeder with the side to be scanned facing up. A maximum of 50 sheets of plain A3-size paper can be loaded. Only a single page can be loaded if the document has a length of 432 mm (17 inches) or more. 3-6 FK-506 Faxing 3 3 Slide the document guides to fit the size of document being loaded.

Non-standard-sized documents with the following maximum sizes can be scanned. Maximum size 297 mm (11-3/4 inch) Minimum size 210 mm (Sizes less than 210 mm are scanned as 210 mm.) 1000 mm (39-1/4 inch) 139.7 mm Paper feed direction (5-1/2 inch) Paper feed direction FK-506 3-7 3 Faxing ! Detail If the memory does not contain data for received faxes or polling reception, a maximum of 280 standard A4-size document pages can be scanned and stored in the memory at one time. However, if the optional expanded memory unit is installed, a maximum of 1,024 scanned pages can be stored.

The scanned document is sent with a width of A4 w, B4 w or A3 w, (Letter w, Legal w, Ledger w) whichever is closest to but greater than the width of the document. If the length of the document exceeds 1,000 mm (39-1/4 inches), this machine may determine that a document misfeed occurred and stop scanning. Any part of the image within a 2-mm (1/16-inch) border around the edge of the document cannot be scanned. When a document with an A3-size (Ledger-size) width is scanned with the "S-FINE" setting, a document with a maximum length of 900 mm (35 1/2 inches) can be scanned. 3-8 FK-506 Faxing Placing the document on the original glass 3 1 Press the [Fax] key. The machine enters Fax mode, and the Fax mode screen appears. 2 Lift open the document feeder, and then place the document on the original glass with the side to be scanned facing down. Align the document on the scales above and to the left of the original glass. 3 Close the document feeder. FK-506 3-9 3 3.

3 Selecting the fax quality Faxing Selecting one of the following image quality settings to match the type of document (whether it contains a large amount of small print, detailed illustrations or photos) to be faxed will produce a sharper result. Document type Text documents (TEXT), or photo documents (PHOTO) Quality setting STD/FINE/S-FINE 3-10 FK-506 Faxing Selecting a Quality setting 3 1 2 3 Press the [Fax] key. The machine enters Fax mode, and the Fax mode screen appears. Position the document to be faxed. Press the [Quality] key. 4 Press the [+ ] or [, ] key until the desired Quality setting is selected, and then press the [OK] key. QUALITY STD/TEXT FINE/TEXT S-FINE/TEXT ! Detail Depending on the recipient's fax machine, it may not be possible to send faxes using the "S-FINE/TEXT" or "S-FINE/PHOTO" setting. In this case, the fax is sent with the "FINE/TEXT" or "FINE/PHOTO" setting. If the "PHOTO" or "S-FINE/PHOTO" setting is selected, the fax may have a decreased image quality, depending on the quality of the recipient's fax machine or on whether the document size is larger than the paper loaded in the recipient's fax machine. FK-506 3-11 3 3.

4 Specifying a recipient Specifying a single recipient Use any of the following methods to specify a single recipient. - Manual dialing - One-touch dialing - Speed dialing - Group dialing - Program dialing - Phone book dialing Faxing As an example, the following procedures describe how to send faxes using the document feeder. ! Detail If the country code and recipient's fax number are entered immediately after the prefix for an international call (001, 0061 or 0041) when sending international faxes, not enough time may be allowed for establishing a connection, causing a busy signal to be heard. If this is the case, press the [Redial/Pause] key twice before entering the country code and fax number so that there is a pause of about 6 seconds after the prefix for international calls is dialed. If a connection still cannot be established, send the fax manually.

For details, refer to "Faxing after completing a telephone call (manual faxing)" on page 3-33. 3-12 FK-506 Faxing Manual dialing 3 1 2 3 Press the [Fax] key to enter Fax mode. Position the document to be faxed. Refer to "Positioning the document" on page 3-6. If necessary, select the Quality setting.

For details on selecting the Quality setting, refer to "Selecting the fax quality" on page 3-10. 4 Using the keypad, type in the fax number of the recipient. F-codes (SUB and SID) can also be entered. Refer to "Using Fcodes" on page 4-3. Memory:100% QUALITY:STD/TEXT 01234\_ OTHER SETTING= 5 Press the [Start] key. Scanning and transmission begin. ! Detail A maximum of 30 digits can be entered for the fax number. Characters that can be entered: Numbers (0 through 9), #, spaces, and pauses For details on entering text, refer to "Entering text" on page 2-12. If the [Redial/Pause] key is pressed while entering the fax number, a 3second pause is added. A pause appears as "P" in the display.

If the machine is connected to a PBX line and the outside line access number has been specified as described in "Selecting the telephone wiring system ("PSTN/PBX" parameter)" on page 2-30, enter "#" to dial the outside line access number automatically. FK-506 3-13 3 One-touch dialing Faxing If one-touch dial keys have already been programmed with fax numbers, the fax number of a recipient can be specified simply by pressing the corresponding one-touch dial key.



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