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bizhub C20 Facsimile User's Guide

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Manual abstract:

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Inserts a pause when a number is dialed. For details, refer to "Using the Redial Function" on page 47. 4 On hook key Sends and receives transmissions with the receiver on the hook. For details, refer to "Sending a Fax Manually Using the On Hook Key" on page 55 or "Receiving Faxes Manually" on page 66.



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4 About the Control Panel No. 5 Part Name Message window Description Displays settings, menus, and messages. For details, refer to "Fax Mode Screen" on page 7. 6 +/- keys Moves up and down through menus, options, or choices. For details, refer to "Specifying Settings in Utility Menu" on page 34. 7 *) keys Moves left and right through menus, options, or choices.

For details, refer to "Specifying Settings in Utility Menu" on page 34. 8 Select key Press to select the setting that is currently displayed. For details, refer to "Specifying Settings in Utility Menu" on page 34. 9 Error indicator Indicates an error condition. For details, refer to "Error Messages on the Message Window" on page 93.

10 Back key Clears the specified number of copies and entered text. Press to return to the previous screen. Press to cancel the setting that is currently displayed. For details, refer to "Specifying Settings in Utility Menu" on page 34 and "Entering Text" on page 97. 11 Keypad Enters desired number of copies. Enters fax numbers, mail addresses, and names of recipients. For details on dialing a destination, refer to "Specifying a Recipient" on page 43. For details on entering text, refer to "Entering Text" on page 97. About the Control Panel 5 No. 12 Part Name Fax key LED Description Enters Fax mode. Lights up in green to indicate that the machine is in Fax mode. For details, refer to "Fax Mode Screen" on page 7. 13 Scan key LED Enters Scan mode (Scan to E-mail, Scan to FTP, Scan to a shared folder on a computer, Scan to PC, or Scan to USB Memory). Lights up in green to indicate that the machine is in Scan mode. For details, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.

14 Copy key LED Enters Copy mode. Lights up in green to indicate that the machine is in Copy mode. For details, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. 15 Start (B&W) key Starts monochrome copying, scanning or faxing. For details, refer to "Basic Fax Operation" on page 38 or "Receiving Faxes Manually" on page 66. 16 Start indicator Lights up in blue when copying and fax transmission are possible. Lights up in orange when copying and fax transmissions are not possible, for example, during warm-up or if an error has occurred. 17 Start (Color) key Starts color copying, scanning or faxing. For details, refer to "Basic Fax Operation" on page 38 or "Receiving Faxes Manually" on page 66. 18 Stop/Reset key Returns the settings to their defaults and stops functions.

For details, refer to "Basic Fax Operation" on page 38. 6 About the Control Panel Fax Mode Screen Main Screen 1 2 3 4 No. 1 Indication Time Description Displays the time currently specified with ADMIN. MANAGEMENT/USER SETTING/DATE&TIME in the UTILITY menu. Indicates the percentage of memory available for scanning and fax operations.

Allows the current settings to be checked and the various settings to be changed. For details, refer to "Fax settings" on page 8. Depending on the situation, the machine status or an error message may appear. 2 3 Available memory Fax settings 4 Status Fax Mode Screen 7 Fax settings 1 2 Press +/, 3 4 Press +/, 5 6 Press +/, 7 8 No. 1 Indication Fax quality Description Indicates the fax quality that is selected.

For details on selecting the fax quality, refer to "FAX TX OPERATION" on page 28 and "Adjusting the Image Quality" on page 42. Indicates the specified fax destination. For details on specifying the destination, refer to "Specifying a Recipient" on page 43 and "Specifying Multiple Recipients" on page 47. If no destination has been specified, FAX TO appears. 2 Fax destination 8 Fax Mode Screen No. 3 Indication TIMER TX Description Select this menu item to specify the time when the fax is to be sent. For details on specifying settings for a timer transmission, refer to "Sending a Fax at a Specified Time (Timer Transmission)" on page 50. Indicates the fax transmission mode that is selected. For details on the transmission mode RA DIRECT USB SETTING COMM. SETTING TONE/PULSE LINE MONITOR PSTN/PBX 16 Configuration Menu Overview USER SETTING PTT SETTING DATE&TIME DATE FORMAT PRESET ZOOM USER FAX NUMBER USER NAME AUTO REDIAL NUMBER OF REDIAL INTERVAL SUPPLIES REPLACE TRANSFER BELT FUSER UNIT TRANSFER ROLLER COPY SETTING PAPER PRIORITY QUALITY PRIORITY DENSITY PRIORITY DENSITY LEVEL AUTO MANUAL OUTPUT PRIORITY Configuration Menu Overview 17 4IN1 COPY ORDER DUPLEX COPY DIAL REGISTER FAVORITE SPEED DIAL GROUP DIAL FAX TX OPERATION DENSITY LEVEL QUALITY PRIORITY DEFAULT TX HEADER FAX RX OPERATION MEMORY RX MODE NO.

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Utility Menu 21 TONER EMPTY Settings STOP / BW CONTINUE Select whether or not printing, copying and faxing stop when the toner has run out. STOP: Printing, copying and faxing stop when the toner has run out. BW CONTINUE: Monochrome printing, monochrome copying and fax reception can continue when one or more color toners run out while black toner still remains. For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.

Settings ON / OFF Select whether to continue or stop printing if a paper size error occurs during printing.

ON: Printing continues even if a paper size error has occurred. OFF: Printing stops if a paper size error has occurred. For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. TONER NEAR EMPTY I-UNIT NEAR EMPTY AUTO CONTINUE CALIBRATION 22 Utility Menu ADMIN. MANAGEMENT Specify machine administrator settings, such as network settings, by selecting ADMIN. MANAGEMENT in the UTILITY menu. The ADMIN. MANAGEMENT menu is accessible only by the administrator. To display the settings for this menu, select ADMIN. MANAGEMENT, use the keypad to type in the 6-digit administrator access code (default: 000000), and then press the Select key. ADMINISTRATOR NO. REMOTE MONITOR NETWORK SETTING For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. For details on specifying settings, refer to the Reference Guide on the Documentation CD/ DVD. For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. For details on specifying settings, refer to the Reference Guide on the Documentation CD/ DVD.

For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. E-MAIL SETTING LDAP SETTING CAMERA DIRECT USB SETTING Utility Menu 23 COMM. SETTING TONE/ PULSE Settings TONE / PULSE Select the dialing system. If this parameter is not correctly set to the type of dialing system used, faxes cannot be sent and received. Select the correct setting after checking which type of dialing system is used by your telephone line. If PTT SETTING in the USER SETTING menu is set to U.S.A, CANADA or NEW ZEALAND, the settings cannot be changed. Settings OFF / LOW / HIGH Select the volume of the monitoring sound of the transmission signal. Even when OFF is selected, the monitoring sound can be heard when the On hook key is pressed.

Settings PSTN / PBX Select either PSTN or PBX, depending on the environment being used. PSTN: Select this setting if there is no telephone switchboard in the environment being used. PBX: Select this setting if there is a telephone switchboard in the environment being used or if an internal phone system is used. If PBX is selected, specify the outside line access number. LINE MONITOR PSTN/PBX 24 Utility Menu USER SETTING PTT SETTING DATE & TIME DATE FORMAT PRESET ZOOM USER FAX NUMBER ARGENTINA / AUSTRALIA / AUSTRIA / BELGIUM / BRAZIL / CANADA / CHINA / CZECH / DENMARK / EUROPE / FINLAND / FRANCE / GERMANY / GREECE / HONG KONG/ HUNGARY / IRELAND / ISRAEL / ITALY / JAPAN / KOREA / MALAYSIA / MEXICO / THE NETHERLANDS / NEW ZEALAND / NORWAY / PHILIPPINES / POLAND / PORTUGAL / RUSSIA / SAUDI ARABIA / SINGAPORE / SLOVAKIA / SOUTH AFRICA / SPAIN / SWEDEN / SWITZERLAND / TAIWAN / TURKEY/ U.

S.A / UNITED KINGDOM / VIETNAM Select the country where this machine is installed. Settings TIME: 00:00-23:59 (Default: 00:00) DATE: '07/01/01-'32/12/31 (Default: '07/01/01) ZONE: GMT+12:00-GMT-12:00 (in 30-minute intervals) (Default: GMT+00:00) Use the keypad to specify the current date, time and time zone. If PTT SETTING is set to U.S. A or CANADA, the time changes automatically for daylight saving time. (Starts: Second Sunday of March at 2 a.m.; Ends: First Sunday of November at 2 a.m.) Settings MM/DD/YY / DD/MM/YY / YY/ MM/DD Select the display format for reports and lists. For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. Enter your fax number. A maximum of 20 characters (consisting of numbers, spaces, + and -) can be entered. The specified number is printed in the header of outgoing faxes.

The default setting is blank. Settings Utility Menu 25 USER SETTING USER NAME AUTO REDIAL NUMBER OF REDIAL INTERVAL SUPPLIES REPLACE TRANSFER BELT FUSER UNIT TRANSFER ROLLER Enter your name. A maximum of 32 characters can be entered. The specified name is printed in the header of outgoing faxes. The default setting is blank. Settings 1-10 (Default: Depends on PTT SETTING) Specify the number of times a redial is attempted if there is no answer, for example, when the line is busy. Settings 2-99 min (Default: Depends on PTT SETTING) Specify the interval between redial attempts. For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD. 26 Utility Menu DIAL REGISTER Register addresses in the favorite list, as speed dial destinations or as group dial destinations by selecting DIAL REGISTER in the UTILITY menu.

FAVORITE Frequently specified speed dial destinations and group dial destinations can be registered in the favorite list.

Press the Addressbook key, and then press the + or , key to quickly select the desired destination. A maximum of 20 destinations can be registered in the favorite list. SPEED DIAL For details, refer to "Favorite List" on page 76. Program speed dial numbers with fax numbers, allowing the recipient to be specified easily without the need to manually enter the number using the keypad. A maximum of 220 fax numbers can be programmed. For details on specifying speed dial numbers, refer to "Speed Dialing" on page 78. Frequently specified broadcast destinations can be registered as a group dial destination. Multiple destinations can be recalled simply by specifying the group dial number. A maximum of 50 destinations can be registered with one group. With group dial destinations, a maximum of 20 destinations can be specified.

For details, refer to "Group Dialing" on page 80. GROUP DIAL Utility Menu 27 FAX TX OPERATION Specify settings related to fax transmissions by selecting FAX TX OPERATION in the UTILITY menu. DENSITY LEVEL Settings (Light) (Dark) QUALITY PRIORITY Specify the density for scanning a document. To change the density during transmission from the default setting specified here, refer to "Adjusting the Image Quality" on page 42. Settings STD/TEXT, FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO, S-FINE/PHOTO Select the default scanning resolution (fax document quality). STD/TEXT: Select this setting for documents containing handwriting or for computer printouts.



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FINE/TEXT: Select this setting for documents containing small print. S-FINE/TEXT: Select this setting for documents containing small print, such as newspapers, and documents containing detailed illustrations. STD/PHOTO: Select this setting for photo documents containing regular photos. FINE/PHOTO: Select this setting for photo documents containing fine images.

S-FINE/PHOTO: Select this setting for photo documents containing finer images. To change the resolution during transmission from the default setting specified here, refer to "Adjusting the Image Quality" on page 42. 28 Utility Menu DEFAULT TX Settings MEMORY TX / DIRECT TX Select the desired method for sending documents. MEMORY TX: With this method, the fax transmission starts after the entire document is scanned and stored in the memory. The total number of pages is automatically printed with the page number in the header. However, the memory may become full if there are many pages in the document or if the data is large due to the fine image quality (resolution). DIRECT TX: With this method, the transmission is performed in real time in the transmission sequence of the destinations. If there are many pages in the document, the fax can be sent with this method without the memory becoming full. To change the method for sending documents during transmission from the default setting specified here, refer to "Memory Transmission and Direct Transmission" on page 52. Settings OFF / ON Select whether or not to print transmission source information (date/time of transmission, sender's name, sender's fax number, session number and page number) for the machine in the transmitted document.

If PTT SETTING in the USER SETTING menu is set to U.S.A, CANADA and KOREA, the settings cannot be changed. HEADER Utility Menu 29 FAX RX OPERATION Specify settings related to fax receptions by selecting FAX RX OPERATION in the UTILITY menu. MEMORY RX MODE Settings OFF / ON Select whether to allow (ON) memory reception or not (OFF).

Select ON not to print when receiving confidential faxes or when no one is around, for example, at night. The received documents can be stored in memory and printed at a specified time or when memory reception is turned off (this function is set to OFF). A password can be set to specify the starting time or ending time of memory reception, or to cancel the function. The set starting time and ending time are valid every day until memory reception is turned off. For details on specifying settings, refer to "Setting Up the Memory RX Mode" on page 35.

Settings 1-16 (Default: Depends on PTT SETTING) Enter the number of rings (between 1 and 16) until the machine automatically begins receiving the fax when an external telephone is connected. Settings OFF / ON / CUT Select whether documents longer than the current paper size are printed reduced, split, or discarded. ON: The document is printed at a reduced size. OFF: The document is printed at full size and split onto multiple pages. CUT: The document is printed, but any part that does not fit within the page is erased. For details on the relationship between the length of the received document and the document that is actually printed, refer to "Printing Received Faxes" on page 67. NO. of RINGS REDUCTION RX 30 Utility Menu RX PRINT Settings MEMORY RX / PRINT RX Select whether the fax is printed only after all document pages have been received or printing begins as soon as the first page of the document is received. MEMORY RX: Printing begins after all pages have been received. PRINT RX: Printing begins after the first page has been received.

Settings AUTO RX / MANUAL RX Select whether the reception mode is set to automatic reception or manual reception. AUTO RX: Automatically begins receiving the fax after the set number of rings. MANUAL RX: Does not automatically receive the fax. Reception begins after making a connection by picking up the telephone receiver or pressing the On hook key, then pressing the Start key. For details on manual reception, refer to "Receiving Faxes Manually" on page 66. Settings OFF / ON / ON (PRINT) Select whether or not to forward received fax documents. OFF: Select this setting to not forward the document.

ON: Select this setting to forward the received fax document to the specified fax number or e-mail address. ON (PRINT): Select this setting to forward the received fax document to the specified fax number or e-mail address at the same time that the machine prints it. For details on specifying settings, refer to "Specifying Forwarding Settings" on page 36.

Settings OFF / ON Select whether or not the reception information (date received, number of pages, etc.) is printed at the bottom of each received document. RX MODE FORWARD FOOTER Utility Menu 31 SELECT TRAY TRAY1: DISABLE / ENABLE TRAY2: DISABLE / ENABLE TRAY3: DISABLE / ENABLE Select which paper tray can be used to supply paper when printing received documents or transmission reports. A paper tray that cannot be used for supplying paper can also be specified. If a lower feeder unit is not installed, TRAY3 does not appear.

Settings 32 Utility Menu REPORTING Specify report settings by selecting REPORTING in the UTILITY menu. ACTIVITY REPORT Settings OFF / ON After every 60 transmissions/receptions, a report can be printed to show the results of the transmissions/receptions. Select whether the report is printed automatically when the 60th transmission/reception is reached. Settings ON / ON(ERROR) / OFF Select whether the report showing the result of a transmission is printed automatically after the transmission is finished. ON: Prints the report after each transmission.

ON(ERROR): Prints the report after a transmission only if an error occurred. OFF: Does not print the report after each transmission, even if an error has occurred. The transmission result report is normally printed after a broadcast transmission. Settings ON / ON(ERROR) / OFF Select whether the report showing the result of a reception is printed automatically after the reception is finished. ON: Prints the report after each reception. ON(ERROR): Prints the report after a reception only if an error occurred. OFF: Does not print the report after each reception, even if an error has occurred. TX RESULT REPORT RX RESULT REPORT Utility Menu 33 Specifying Settings in Utility Menu General Procedure for Specifying Settings in Utility Menu 1 2 3 4 Press the + or , key to select UTILITY, and then press the Select key. Press the + or , key to select the desired menu, and then press the Select key to display the selected menu.

Refer to the menu configuration on page 11 to display the desired menu.

*To select a setting, press the +, ,, * or) key. To enter a setting, use the keypad to type in the number. Press the Select key. The setting is applied. To cancel the settings, press the Back key. Memory Reception Received faxes can be stored in the memory and printed at a specified time.*



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This is convenient, for example, when confidential documents are received. Memory reception can be used with the following settings. Start/end time settings: Not set MEMORY RX MODE function is normally set to ON. To print a fax saved in memory, set MEMORY RX MODE function to OFF.

Start/end time settings: Set Memory reception mode begins and ends at the specified time. Example 1: When ON TIME setting is set to 18:00 and OFF TIME setting is set to 8:00 The machine is in memory reception mode from 18:00 to 8:00 and in normal reception mode, where faxes are printed after being received, from 8:00 to 18:00. Example 2: When ON TIME setting is set to 12:00 and OFF TIME setting is set to 12:00 (the start time and end time are the same) MEMORY RX MODE function is normally set to ON; however, faxes saved in memory are printed at 12:00. 34 Specifying Settings in Utility Menu Setting Up the Memory RX Mode 1 2 3 4 5 Press the + or , key to select UTILITY, and then press the Select key. Press the + or , key to select FAX RX OPERATION, and then press the Select key.

Check that MEMORY RX MODE is selected, and then press the Select key. Using the + or , keys, select ON, and then press the Select key. Use the keypad to type in the time when memory reception mode begins, and then press the Select key. The ending time input box appears. To specify no start time, press the Select key without specifying a time.

The password input box appears. Continue with step 7. Use the keypad to type in the time when memory reception mode ends, and then press the Select key. The password input box appears. Enter the password, and then press the Select key. Memory reception mode is set. The password is required for turning off memory reception mode or changing the start/end times. Enter a 4-digit number. To specify no password, press the Select key without specifying a password. 6 7 Specifying Settings in Utility Menu 35 Turning Off the Memory RX Mode 1 2 3 4 5 Press the + or , key to select UTILITY, and then press the Select key.

Press the + or , key to select FAX RX OPERATION, and then press the Select key. Check that MEMORY RX MODE is selected, and then press the Select key. Using the + or , keys, select OFF, and then press the Select key. The password input box appears. If no password was specified, memory reception mode is canceled. Enter the password, and then press the Select key. Memory reception mode is canceled. If faxes are saved in memory, printing of the faxes begins. Specifying Forwarding Settings 1 2 3 4 5 Press the + or , key to select UTILITY, and then press the Select key. Press the + or , key to select FAX RX OPERATION, and then press the Select key.

Press the + or , key to select FORWARD, and then press the Select key. The FORWARD setting appears. Press the + or , key to select ON or ON (PRINT), and then press the Select key. Enter the destination, or select from the speed dial destinations. To select from the speed dial destinations, press the Addressbook key, type in the speed dial number, and then press the Select key.

6 An e-mail address can also be specified. Press the Select key. The forwarding settings are specified. 36 Specifying Settings in Utility Menu Sending Faxes Basic Fax Operation This section contains basic information of fax transmission. Documents with the following paper sizes can be faxed.

Maximum size: Legal (when using the original glass) Width: 140 to 216 mm Length: 148 to 500 mm (when using the ADF) Sending a Fax Using the ADF If the ADF is used, original documents containing multiple pages can be automatically scanned. Do not load original documents that are bound together, for example, with paper clips or staples. Do not load more than 50 sheets; otherwise an original document misfeed or damage to the document or machine may occur. If the original document is not loaded correctly, it may not be fed in straight, or an original document misfeed or damage to the document may occur.

Do not open the ADF cover while documents loaded into the ADF are being scanned. Press the Fax key to enter Fax mode. If the initial mode (UTILITY - MACHINE SETTING - INITIAL MODE) is set to FAX, this step can be skipped. Make sure that there is no document on the original glass. Put the document into the ADF document feed tray face up. 1 2 3 38 Basic Fax Operation 4 5 6 Adjust the document guides to the document size.

Adjust the document image quality. For details on adjusting the document image quality, refer to "Adjusting the Image Quality" on page 42. Specify the fax number of the recipient in one of the following ways: Direct dialing Using the favorite list Using the Speed Dial function Using the Group Dial function Using the Phone Book function Using the Redial/Pause key For details on specifying the recipient, refer to "Specifying a Recipient" on page 43. For details on using the Redial/Pause key, refer to "Using the Redial Function" on page 47. A transmission can also be sent to multiple recipients with the Broadcast function. For details on sending a broadcast transmission, refer to "Sending a Fax to Multiple Recipients (Broadcast Transmission)" on page 47. 7 Press the Start key. The document is scanned, and then the fax is sent. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting.

Select YES, and then press the Select key. If the fax could not be sent (for example, because the line was busy), the automatic redial function will try sending the transmission again. If the fax could not be sent with the automatic redial function, a TX Result Report can be printed. For details, refer to "TX RESULT REPORT" on page 85. If you want to cancel a scanned document queued for transmission or a fax waiting to be redialed, select CANCEL RESERV.

from the menu. For details, refer to "Cancelling a Queued Transmission" on page 57. Basic Fax Operation 39 If memory is nearly full, scanning of the document is stopped and a message appears, allowing you to select whether to start the transmission or cancel that transmission job. If the selection is made to cancel the job, the pages of the document that have been scanned for that job are deleted. If the selection is made to begin the transmission, transmission begins.

After the scanned pages have been sent, scanning of the document starts again. Sending a Fax Using the Original Glass 1 2 3 4 5 6 7 Press the Fax key to enter Fax mode. If the initial mode (UTILITY - MACHINE SETTING - INITIAL MODE) is set to FAX, this step can be skipped. Remove all documents from the ADF. If you are using the original glass to scan, do not load any documents into the ADF. Lift to open the ADF cover. Place the original document face down on the original glass and align the document on the scales above and to the left of the original glass. Gently close the ADF cover. Closing it too quickly may cause the document to move on the original glass.



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Adjust the document image quality.

For details on adjusting the document image quality, refer to "Adjusting the Image Quality" on page 42. Specify the fax number of the recipient in one of the following ways: Direct dialing Using the favorite list Using the Speed Dial function Using the Group Dial function Using the Phone Book functions Using the Redial/Pause key For details on specifying the recipient, refer to "Specifying a Recipient" on page 43. For details on using the Redial/Pause key, refer to "Using the Redial Function" on page 47. 40 Basic Fax Operation 8 9 A transmission can also be sent to multiple recipients with the Broadcast function. For details on sending a broadcast transmission, refer to "Sending a Fax to Multiple Recipients (Broadcast Transmission)" on page 47. Press the Start key. A screen appears, requesting confirmation of the scanning area. To scan the displayed scanning area, press the Select key. The document is scanned. To change the displayed scanning area, press the + or , key, select the desired scanning area.

Press the Select key again to start scanning. To scan multiple pages from the original glass, check that the message NEXT PAGE? appears, replace the document, and then press the Select key. When scanning of the document is finished, press the Start key. The document is scanned, and then the fax is sent. To stop the transmission, press the Stop/Reset key.

A message appears, requesting confirmation to cancel the setting. Select YES, and then press the Select key. If the fax could not be sent (for example, because the line was busy), the automatic redial function will try sending the transmission again. If the fax could not be sent with the automatic redial function, a TX Result Report can be printed. For details, refer to "TX RESULT REPORT" on page 85.

If you want to cancel a scanned document queued for transmission or a fax waiting to be redialed, select CANCEL RESERV. from the menu. For details, refer to "Cancelling a Queued Transmission" on page 57. If memory is nearly full, scanning of the document is stopped and a message appears, allowing you to select whether to start the transmission or cancel that transmission job. If the selection is made to cancel the job, the pages of the document that have been scanned for that job are deleted. If the selection is made to begin the transmission, transmission begins. After the scanned pages have been sent, scanning of the document starts again. 10 Basic Fax Operation 41 Adjusting the Image Quality The image quality of a document can be adjusted before it is sent as a fax. Adjusting the Resolution 1 Press the + or , key to select the current fax image quality, and then press the Select key. STD/TEXT, FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO or S-FINE/PHOTO may appear, depending on the setting selected for FAX TX OPERATION in the UTILITY menu.

Check that QUALITY (ORIGINAL) is selected, and then press the Select key. Press the + or , key to select the fax resolution, and then press the Select key. The resolution is adjusted. Select the resolution appropriate for the document. - STD/TEXT: Select this setting for documents containing handwriting or for computer printouts. - FINE/TEXT: Select this setting for documents containing small print. - S-FINE/TEXT: Select this setting for documents containing small print, such as newspapers, and documents containing detailed illustrations. - STD/PHOTO: Select this setting for photo documents containing regular photos. - FINE/PHOTO: Select this setting for photo documents containing fine images. - S-FINE/PHOTO: Select this setting for photo documents containing finer images.

The resolution returns to the default setting after the document is scanned with a normal transmission or after transmission after manual transmission. The default setting can be changed. This is useful for specifying a frequently used resolution setting as the default. For details, refer to "FAX TX OPERATION" on page 28. 2 3 42 Adjusting the Image Quality Adjusting the Scan Density 1 Press the + or , key to select the current fax image quality, and then press the Select key.

STD/TEXT, FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO or S-FINE/PHOTO may appear, depending on the setting selected for FAX TX OPERATION in the UTILITY menu. Press the + or , key to select DENSITY, and then press the Select key. Press the * or) key to select the scan density, and then press the Select key. The scan density is adjusted. 2 3 Specifying a Recipient The recipients can be specified in any of the following ways.

Direct dialing: Directly type in the fax number. Using the favorite list: Recall a speed dial destination or group dial destination registered on the favorite list. Using the Speed Dial function: Specify a recipient registered with a speed dial. Using group dial numbers: Recall a registered group dial destination. Using the phone book functions: List or search for recipients registered as speed dial numbers or group dial numbers, and then select a recipient. Using the Redial/Pause key: Specify the number of the recipient dialed last. Specifying a Recipient 43 Directly Entering a Fax Number 1 Use the numeric keypad to type in the fax number for the recipient. The keys that can be used to enter the fax number are: the number keys (0 through 9), and #. If the Redial/Pause key is pressed while entering the fax number, a 2.5-second pause is added.

A pause appears as P in the message window. If the machine is connected to a PBX line and the prefix number (outside line access number) has been specified in the COMM. SETTING, enter "#" to dial the outside line access number automatically. To erase the entered number, hold down the Back key for about one second, or press the Stop/Reset key. Press the Select key. Press the + or , key to select FINISH, and then press the Select key. The destination is specified. To erase the selected destinations, press the Stop/Reset key. 2 3 Using the Favorite List If frequently specified speed dial destinations and group dial destinations are registered in the favorite list, press the Addressbook key, and then press the + or , key to quickly select the desired destination. The destination must have been previously registered on the favorite list.

For details, refer to "Registering Destinations in the Favorite List" on page 76. Press the Addressbook key. @@Press the + or , key to select the desired destination, and then press the Select key. If a destination was incorrectly selected, press the Back key, press the Addressbook key, and then select the correct destination. Press the Select key again.

Press the + or , key to select FINISH, and then press the Select key. The destination is specified. 1 2 3 4 44 Specifying a Recipient If a group dial destination was selected, multiple destinations are specified. To erase the selected destinations, press the Stop/Reset key.



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Using the Speed Dial Function If a recipient has been registered with a speed dial number, the recipient's fax number can be dialed simply by pressing a speed dial number key.

The recipient must have been registered with a speed dial in advance. For details, refer to "Registering a Speed Dial Destination" on page 78. Press the Addressbook key twice. @@Use the keypad to type in the speed dial number(1-220), and then press the Select key. If a number was incorrectly entered, press the Back key, and then type in the correct number of the speed dial destination. If the entered speed dial number is not registered with a fax number, the message NOT FAX NO. appears. In addition, if the entered speed dial number is not registered with a recipient, the message NOT REGISTERED! appears. Enter a speed dial number registered with a fax number. When EDIT=SELECT appears, press the Select key again.

Press the + or , key to select FINISH, and then press the Select key. The destination is specified. To erase the selected destinations, press the Stop/Reset key. 1 2 3 4 Using the List Function of the Phone Book If a recipient is registered with a speed dial number or a group dial number, the recipient can be found by using the List or Search function of the phone book. Follow the procedure described below to search using the List function of the phone book. 1 Press the Addressbook key four times. Specifying a Recipient 45 2 3 4 5 Check that LIST is selected, and then press the Select key. The list of programmed speed dial numbers and group dial numbers is displayed. Press the + or , key to select the desired destination, and then press the Select key. If a destination was incorrectly selected, press the Back key, and then perform the operation again from step 1.

When EDIT=SELECT appears, press the Select key again. Press the + or , key to select FINISH, and then press the Select key. To erase the selected destinations, press the Stop/Reset key. Using the Search Function of the Phone Book If a recipient is registered with a speed dial number or a group dial number, the recipient can be found by using the List or Search function of the phone book. Follow the procedure described below to search using the Search function of the phone book.

1 2 3 Press the Addressbook key four times. @@Press the + or , key to select SEARCH, and then press the Select key. A screen appears, allowing you to enter the text to be searched for. Using the keypad, enter the first few characters of the name programmed for the desired recipient. Enter the name programmed in the speed dial number or the group dial number.

For details on entering text, refer to "Entering Text" on page 97. 4 Text up to 10 characters long can be entered. Press the Select key. The number of names beginning with the text entered in step 3 is displayed. If no names beginning with the entered text are found, NOT FOUND is displayed. Press the + or , key to select the desired destination, and then press the Select key. 5 46 Specifying a Recipient 6 7 If the desired recipient name does not appear in the search results, press the Back key to return to the screen allowing you to enter the text to be searched for, and then try searching for different text. When EDIT=SELECT appears, press the Select key again. Press the + or , key to select FINISH, and then press the Select key. To erase the selected destinations, press the Stop/Reset key.

Using the Redial Function To send a fax to the last number dialed, press the Redial/Pause key to recall the fax number. 1 Press the Redial/Pause key. Check that the desired fax number appears in the message window. Specifying Multiple Recipients A fax can be sent to multiple recipients in a single transmission. There are two methods for sending a fax to multiple recipients in a single transmission. Using group dial function Using Broadcast function Sending a Fax to Multiple Recipients (Broadcast Transmission) Directly type in multiple destinations, or select from the favorite list, speed dial destinations or address book. A maximum of 236 destinations can be specified at one time. With the transmission result report, you can check whether the fax was sent to all recipients. For details on the transmission result report, refer to "Checking the Transmission/Reception Result From the Message Window" on page 84 and "About the Reports and Lists" on page 85. Position the document to be faxed.

If desired, adjust the image quality. The document image quality can be adjusted. For details, refer to "Adjusting the Image Quality" on page 42. Specify the fax number of the recipient. 1 2 3 Specifying Multiple Recipients 47 Direct dialing: Enter the fax number of the recipient directly using the keypad.

@@@@@@@@@@@@@@@@@@@@After the destination is deleted, press the Back key. The Addressbook key can be used if Can Use AddressBook is displayed. Press the Start key. The document is scanned, and then the fax is sent. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting. Select YES, and then press the Select key. @@@@Press the Addressbook key three times. @@@@ appears. @@ appears. Enter a group dial number registered with a fax number. When EDIT=SELECT appears, press the Select key again. Press the + or , key to select FINISH, and then press the Select key. To erase the selected destinations, press the Stop/Reset key. Press the Start key.

The document is scanned, and then the fax is sent. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting. Select YES, and then press the Select key. @@@@For details on specifying the time, refer to "ADMIN. @@Position the document to be faxed. If desired, adjust the image quality. The document image quality can be adjusted. For details, refer to "Adjusting the Image Quality" on page 42. Press the + or , key to select TIMER TX, and then press the Select key.

The TIMER TX SETTING screen appears. Using the keypad, enter the desired transmission time, and then press the Select key. The time is set in the 24-hour format. If you want to correct the time, press the Back key, and then enter the correct time. Specify the fax number of the recipient.

Refer to "Specifying a Recipient" on page 43. To send a broadcast transmission to multiple destinations, refer to "Sending a Fax to Multiple Recipients (Broadcast Transmission)" on page 47. After all recipients have been specified, press the Start key to begin scanning. After scanning is finished, the machine with enter a standby state. If the specified speed dial number is registered with batch transmission settings, the fax will be sent at the time specified for the batch transmission.

5 50 Sending a Fax at a Specified Time (Timer Transmission) 6 Press the Start key to begin scanning, and then the machine enters transmission standby mode.



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appears in the screen when the machine is in standby mode. If you want to cancel a timer transmission, select CANCEL RESERV.. For details, refer to "Cancelling a Queued Transmission" on page 57. Sending a Batch Transmission Multiple documents can be scanned and stored in the memory of this machine to be sent together to a single destination at a specified time. From the UTILITY menu, batch transmission settings (transmission time) must have been registered with a speed dial number in advance. For details, refer to "Using the Speed Dial Function" on page 45. Position the document to be faxed. If desired, adjust the image quality.

For details, refer to "Adjusting the Image Quality" on page 42. Select destinations for the batch transmission from the favorite list, or specify their speed dial number. For details on selecting destinations from the favorite list, refer to "Using the Favorite List" on page 44. For details on specifying destinations by their speed dial number, refer to "Using the Speed Dial Function" on page 45. Press the Start key to begin scanning, and then the machine enters transmission standby mode. appears in the screen when the machine is in standby mode. To cancel a batch transmission, select CANCEL RESERV.. For details, refer to "Cancelling a Queued Transmission" on page 57. 1 2 3 4 Sending a Batch Transmission 51 Memory Transmission and Direct Transmission There are two methods for sending documents with this machine: memory transmission and direct transmission.

Memory Transmission With this method, the fax transmission starts after the entire document is scanned and stored in the memory. The total number of pages is automatically printed with the page number in the header. However, the memory may become full if there are many pages in the document or if the data is large due to the fine image quality (resolution). Direct Transmission With this method, the transmission is performed in real time in the transmission sequence of the destinations. If there are many pages in the document, the fax can be sent with this method without the memory becoming full.

As a default, MEMORY TX (memory transmission) is selected. The default setting can be changed from the UTILITY menu. For details, refer to "FAX TX OPERATION" on page 28. Direct transmission cannot be used together with duplex (double-sided) document transmission. Changing the Transmission Method 1 2 3 The transmission method can be temporarily changed from the default setting.

Position the document to be faxed. If desired, adjust the image quality. The document image quality can be adjusted. For details, refer to "Adjusting the Image Quality" on page 42. Press the + or , key to select the current transmission method, and then press the Select key. The TX MODE screen appears. If memory transmission has been specified as the default, MEMORY TX appears. If direct transmission has been specified as the default, DIRECT TX appears. 52 Memory Transmission and Direct Transmission 4 5 Press the + or , key to select the desired transmission method, and then press the Select key. Specify the fax number of the recipient.

Refer to "Specifying a Recipient" on page 43. To send a broadcast transmission to multiple destinations, refer to "Sending a Fax to Multiple Recipients (Broadcast Transmission)" on page 47. Press the Start key to begin scanning and sending the fax. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting. Select YES, and then press the Select key. The transmission method returns to the default setting after the document is scanned with a normal transmission or after transmission with a manual transmission. It is useful if the most frequently used transmission method is selected as the default. For details, refer to "FAX TX OPERATION" on page 28. 6 Sending a Duplex (Double-Sided) Document Transmission Both sides of the document pages can be scanned and sent.

Duplex (double-sided) document transmission cannot be used together with direct transmission. Position the document to be faxed. If desired, adjust the image quality. The document image quality can be adjusted. For details, refer to "Adjusting the Image Quality" on page 42.

Press the + or , key to select the current simplex (single-sided)/duplex (double-sided) fax setting, and then press the Select key. The SIMPLEX/DUPLEX screen appears. If simplex (single-sided) transmission has been specified as the default, 1-SIDE appears. If duplex (double-sided) transmission has been specified as the default, 2-SIDE appears. Press the + or , key to select 2-SIDE, and then press the Select key.

The ORIGINAL TYPE screen appears. 1 2 3 4 Sending a Duplex (Double-Sided) Document Transmission 53 5 6 Press the + or , key to select LONG EDGE or SHORT EDGE, and then press the Select key. Select LONG EDGE if the pages are laid out to flip horizontally. Select SHORT EDGE if the pages are laid out to flip vertically. Specify the fax number of the recipient. Refer to "Specifying a Recipient" on page 43. To send a broadcast transmission to multiple destinations, refer to "Sending a Fax to Multiple Recipients (Broadcast Transmission)" on page 47. Press the Start key to begin scanning and sending the fax. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting.

Select YES, and then press the Select key. 7 Sending a Fax Manually Sending a Fax Manually After Using the Telephone If the machine is connected to a telephone and the same line is used for both phoning and faxing, the document can simply be sent after talking with the recipient over the phone. This is useful, for example, if you want to tell the recipient that you are sending a fax. Manual transmission cannot be used together with duplex (double-sided) document transmission. Load the document into the ADF. When sending a fax manually, load the document into the ADF. An error will occur if the document is placed on the original glass. For details on loading the document into the ADF, refer to "Sending a Fax Using the ADF" on page 38. If desired, adjust the image quality. The document image quality can be adjusted.

For details, refer to "Adjusting the Image Quality" on page 42. Pick up the handset and check that the dial tone can be heard. 1 2 3 54 Sending a Fax Manually 4 Specify the fax number of the recipient by using the telephone to dial the fax number. The fax number of the recipient can also specified using the keypad in the control panel of this machine. If Pulse is selected as the telephone line type, press the porarily change the line type to Tone. key to tem- 5 6 7 After finishing talking on the phone, the recipient should press the necessary key to start receiving the fax. Once the recipient's fax machine is ready, a beep is sounded.



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Press the Start key to begin scanning and sending the fax. Replace the handset to its cradle. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting. Select YES, and then press the Select key. Sending a Fax Manually Using the On Hook Key
1 Manual transmission cannot be used together with duplex (double-sided) document transmission. Load the document into the ADF. When sending a fax manually, load the document into the ADF. An error will occur if the document is placed on the original glass. For details on loading the document into the ADF, refer to "Sending a Fax Using the ADF" on page 38. If desired, adjust the image quality. The document image quality can be adjusted. For details, refer to "Adjusting the Image Quality" on page 42.

Press the On hook key. Specify the fax number of the recipient. The keys for registered destinations can be used even if the On hook key has been pressed. For details, refer to "Specifying a Recipient" on page 43. (Group dial destinations cannot be specified.) If Pulse is selected as the telephone line type, press the porarily change the line type to Tone. key to tem- 2 3 4 Sending a Fax Manually 55 5 Press the Start key to begin scanning and sending the fax. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting. Select YES, and then press the Select key.

Sending a Fax to a Combination of Fax Numbers (Chain Dial) Multiple fax numbers can be combined to specify the recipients. This is called "chain dialing". For example, if the phone number and the extension number of a recipient are registered as different speed dial destinations, the fax number of the recipient can be specified by combining the two numbers. Position the document to be faxed. If desired, adjust the image quality.

The document image quality can be adjusted. For details, refer to "Adjusting the Image Quality" on page 42. Press the On hook key. Directly type in the first number, or select it from the favorite list or speed dial destinations. Refer to "Specifying a Recipient" on page 43.

Directly type in the second number, or select it from the favorite list or speed dial destinations. Press the Start key to begin scanning and sending the fax. To stop the transmission, press the Stop/Reset key. A message appears, requesting confirmation to cancel the setting. Select YES, and then press the Select key. 1 2 3 4 5 6 56 Sending a Fax to a Combination of Fax Numbers (Chain Dial) Cancelling a Queued Transmission Of the documents stored in memory and waiting to be sent, a specific document can be selected and deleted. 1 2 Press the + or , key to select CANCEL RESERV., and then press the Select key. The CANCEL RESERV. screen appears.

If no jobs have been queued in memory, the message NONE appears. Using the + or , key, select the job to be deleted. The following types of job are displayed. MEMORY: Normal transmission queued in memory BROADCAST: Broadcast transmission TIMER TX: Timer transmission (fax) FORWARD: Forwarding transmission 3 4 To check the recipients for the currently displayed broadcast transmission job, press the) key. After checking, press the Back key to return to the previous screen. Press the Select key. A message requesting confirmation to delete the job appears. Check that YES is selected, and then press the Select key. The job is deleted. Cancelling a Queued Transmission 57 About the Fax Header If transmission source information is set in Header setting to be printed, information such as the sender's name, fax number, transmission date/time, session number and page number can be printed by the recipient.

The following items in the header. Element Transmission date/time Fax number Sender's name Session number Page number Description Shows the date/time that the fax was sent. The time is indicated in the 24-hour format. Shows the sender's fax number. Shows the sender's name.

Shows the session number used to manage the sent fax. Shows the page number. Shown as page number/total number of pages. With a transmission using the telephone or the On hook key or with a direct transmission, multiple pages are not shown. To print the header, specify the transmission source settings with ADMIN.

MANAGEMENT/USER SETTING in the UTILITY menu, and then set FAX TX OPERATION/HEADER to ON. For details refer to "FAX TX OPERATION" on page 28. 58 About the Fax Header Faxing From a Computer (PC-FAX) Sending a Fax Directly From a Computer (PC-FAX) A fax can be sent directly from a computer, instead of the computer document being printed, then loaded to be faxed. In order to perform a PC-FAX operation, the fax driver must be installed.

For details on installing the driver, refer to the Installation Guide. The fax driver is not compatible with IPP (Internet Printing Protocol). PC-FAX Settings Common Buttons The buttons described below appear on each tab. OK: Click to exit the Printing Preferences dialog box, saving any changes made. Cancel: Click to exit the Printing Preferences dialog box without saving any changes made. Apply: Click to save all changes without exiting the Printing Preferences dialog box.

Help: Click to view the help. Settings Tab The Settings tab allows you to Specify the paper size Specify the paper orientation Specify the resolution Sender Information Tab The Sender Information tab allows you to Enter sender information (for example, the sender name and sender fax number) 60 Sending a Fax

Directly From a Computer (PC-FAX) Address Book Tab The Address Book tab allows you to Register frequently used destinations Register multiple frequently used destinations Edit/delete recipient information Import/export recipient information Displaying PC-FAX Settings Windows Vista 1 2 From the Start menu, select Control Panel, and then click Hardware and Sound to select Printers. Right-click the KONICA MINOLTA bizhub C20 (FAX) printer icon, and then select Printing Preferences. Windows XP Home Edition 1 2 From the Start menu, click Control Panel, then Printers and Other Hardware, and then click Printers and Faxes to display the Printers and Faxes folder. Right-click the KONICA MINOLTA bizhub C20 (FAX) printer icon, and then click Printing Preferences. Windows XP Professional/Server 2003 1 2 From the Start menu, select Printers and Faxes to display the Printers and Faxes folder. Right-click the KONICA MINOLTA bizhub C20 (FAX) printer icon, and then select Printing Preferences. Windows 2000 1 2 From the Start menu, select Settings, and then select Printers to display the Printers folder. Right-click the KONICA MINOLTA bizhub C20 (FAX) printer icon, and then select Printing Preferences. Displaying PC-FAX Settings 61 Basic PC-FAX Transmissions 1 Click Print in the menu of the document to be faxed.

2 3 4 Click the Print button.



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