



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA BIZHUB C252. You'll find the answers to all your questions on the KONICA MINOLTA BIZHUB C252 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 C252
User guide KONICA MINOLTA BIZHUB C252
Operating instructions KONICA MINOLTA BIZHUB C252
Instructions for use KONICA MINOLTA BIZHUB C252
Instruction manual KONICA MINOLTA BIZHUB C252



KONICA MINOLTA

bizhub C250 

Facsimile operations



The essentials of imaging



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Manual abstract:

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..... *For New Zealand.*

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For Europe

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... *To be sent with the edge of the character made clear*

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starting operation of the machine.

After reading this user manual, it is advisable to keep it close at hand to consult it any time when necessary in order to operate the Fax functions at their optimum condition. For correct operation, also read the User manual [Copy Operations] before starting operation. Acknowledgement KONICA MINOLTA, KONICA MINOLTA Logo, and The essentials of imaging are registered trademarks or trademarks of KONICA MINOLTA HOLDINGS, INC. PageScope and bizhub are registered trademarks or trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. Adobe, Adobe Logo, Acrobat, Acrobat Logo, PostScript and PostScript Logo are registered trademarks or trademarks of Adobe Systems, Inc. Other company names and product names used in this User manual are the registered trademarks or trademarks of their respective companies. Copyright © 2006 by KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. All Rights Reserved. Exemption - A part of this User manual may be used or duplicated without permission. - Information written in this User manual is subject to change without notice.

bizhub C250 (Phase3) 1-3 1 1.1 Special notice to user For Canada NOTICE: Introduction This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five. AVIS: Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada. L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5. For U.S.A.

FCC PART 68 REQUIREMENTS: This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company. This equipment uses certification jack USOC RJ11C. A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call.



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In most but not all areas, the sum of RENs should not exceed five (5.0). 1-4 bizhub C250 (Phase3) 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-502 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-502, 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 have specially wired alarm equipment connected to the telephone line, ensure the installation of FK-502 does not disable you alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer. The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the following steps: See "Header information" on page 11-31. bizhub C250 (Phase3) 1-5 1 WARNING/CAUTION Explained Introduction 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 [Copy Operations]. 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 [Copy Operations]. For New Zealand This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Fault Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line. This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services. 1-6 bizhub C250 (Phase3) Introduction 1 The automatic calling functions of this equipment must not be used to cause a nuisance to other customers. Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment.

3-wire might not respond to incoming ringing when connected to this port. 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. bizhub C250 (Phase3) 1-7 1 1.2 Getting started (fax) Sending Perform the following basic procedure to send a fax. Introduction 1 2 Press [Fax] on the control panel to start the fax mode. Set the functions as necessary.

Fax screen Scan Setting screen Application screen Comm. setting screen 1-8 bizhub C250 (Phase3) Introduction 1 Use the keypad to enter the fax number of the destination. If you make an incorrect entry, press [Del.] to clear your entry. Press [C] (clear) to clear the whole entry.

3 4 Place the original on the machine. For details, see "Placing the original on the machine" on page 3-7. 5 Press [Start] on the control panel. bizhub C250 (Phase3) 1-9 1 1.3 Features of the fax Imprint the total number of pages on the fax Introduction You can place the total number of pages on each page of the fax for quick memory transmission.

It is useful for the recipient, so that they can make sure whether all pages of the fax have been received.



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From: MFP01 To:123456789 2006/05/25 13:22 #138 P.001/001 ! Detail For details, see "Number of originals" on page 3-47. Send a fax at a specified time This function allows you to specify the time to start sending a fax. You can save money by specifying a transmission to start during the night or early in the morning when telephone charges are less. ! Detail For details, see "Timer transmission" on page 3-50. 1-10 bizhub C250 (Phase3) Introduction To be sent each time a page is read (Quick memory TX) This is a method by which the fax transmission is started upon a sheet of original being read. 1 ! Detail For details, see "Memory transmissions and quick memory TX" on page 3-45. Sending faxes to a foreign country You can employ a lower transmission rate if you send a fax to the location at which the communication condition is poor. ! Detail For details, see "International communication" on page 3-53.

bizhub C250 (Phase3) 1-11 1 Frame erasure mode Introduction You can send a fax by erasing dark bands sometimes created when transmitting a document bound in the form of book. You can also set the width of marginal erasure according to your preference. Width of erasure Ordinary transmission Frame erasure transmission ! Detail For details, see "Frame erase transmission" on page 7-13. 1-12 bizhub C250 (Phase3) Introduction Send a fax in original size select mode You can send a fax by designating the paper size for the document to be sent. It is useful if you want to send only a portion of the original. 1 ! Detail For details, see "Scan size" on page 7-22. bizhub C250 (Phase3) 1-13 1 Introduction Setting and sending document pages of mixed sizes in a single operation You can send pages of mixed sizes because the facsimile recognizes each size and sends pages properly when the mixed original feature is used. Transmitted and reproduced in the same size as the original pages at the destination. You set document pages of mixed sizes on the ADF. ! Detail For details, see "Mixed original" on page 7-8.

1-14 bizhub C250 (Phase3) Introduction Specify the binding style of a two-sided document 1 You can specify the appropriate binding style when transmitting two-sided documents. Binding style allows the pages of the document to be read appropriately by determining right to left or top to bottom. Top/Bottom bind Transmission Left/Right bind Destination fax ! Detail For details, see "Bind position" on page 7-10. Sending a fax when it receives a polling command from the recipient You can send a fax that has been read and stored in hard disk in the facsimile when a polling command is sent from the recipient. ! Detail For details, see "Polling reception" on page 9-7.

bizhub C250 (Phase3) 1-15 1 Sending a fax with ECM disabled Introduction You can send a fax with ECM disabled to shorten the transmission time. ! Detail For details, see "ECM OFF" on page 7-40. Polling specified document You can store documents that you want to poll in the bulletin board of the hard disk for polling transmission or polling reception. ! Detail For details, see "Bulletin" on page 9-10. 1-16 bizhub C250 (Phase3) Introduction Sending a fax with the Super G3 mode disabled 1 You can send a fax with the super G3 mode disabled if V.

34 protocol is not available because of restrictions on the Private Branch Exchange (PBX). ! Detail For details, see "V.34 OFF" on page 7-43. Relay fax You can send a fax to a recipient via an intermediate relay station. Remote station Original station Intermediate relay station Toll call Local call Remote station ! Detail For details, see "Relay transmission request (F-code TX)" on page 7-37. bizhub C250 (Phase3) 1-17 1 Use a confidential box Introduction You can use a confidential box (similar to an inbox) to exchange confidential information with specific person. Sender Classified document box Receiver ! Detail For details, see "Confidential communication (F-code TX)" on page 7-34. Sending a fax protected with a password You can send a fax protected with a password if the closed communication is set at the recipient. ! Detail For details, see "Password transmission" on page 7-31. 1-18 bizhub C250 (Phase3) Introduction To be sent with the density in the background color adjusted 1 Transmission can be made after the density in the background color of the original is adjusted.

! Detail For details, see "Background adjustment" on page 7-16. To be sent with the edge of the character made clear Transmission can be made after adjustments are made so that blurred characters are made clear to give them a smooth impression. ! Detail For details, see "Sharpness" on page 7-19. bizhub C250 (Phase3) 1-19 1 An e-mail is sent from the fax screen Introduction An original that has been read can be sent as an E-Mail from the fax screen to the computer. Mail server E-mail ! Detail For details, see "Direct input" on page 3-27. To be saved in the box An original that has been read can be saved in the box created in the internal hard disk. Furthermore, files saved in the box can be transmitted by fax. Box Hard disk ! Detail For details, see "Fax reception using the box" on page 2-18 or "Fax transmission from public user box/personal user box" on page 7-45. 1-20 bizhub C250 (Phase3) Introduction 1 1.4 Explanation of manual conventions The marks and text formats used in this manual are described below.

Safety advices 6 DANGER Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power. % Observe all dangers in order to prevent injuries. 7 WARNING Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. % Observe all warnings in order to prevent injuries and to ensure safe use of the machine. 7 CAUTION Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.

% Observe all cautions in order to prevent injuries and to ensure safe use of the machine. Sequence of action 1 2 The number 1 as formatted here indicates the first step of a sequence of actions. Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions. An illustration inserted here shows what operations must be performed. ? Text formatted in this style provides additional assistance.

% Text formatted in this style describes the action that will ensure the desired results are achieved. bizhub C250 (Phase3) 1-21 1 Tips Introduction 2 Note Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.



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2 *Reminder Text* highlighted in this manner contains information that should be reminded. ! *Detail Text* highlighted in this manner contains references for more detailed information. *Special text markings* [Stop] key The names of keys on the control panel are written as shown above. MACHINE SETTING Display texts are written as shown above. 1-22 bizhub C250 (Phase3) Introduction 1 1.5 Descriptions and symbols for documents and paper The use of words and symbols in this manual are explained below. "Width" and "Length" Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "Y" in the illustration) and the second to the length (shown as "X"). Paper orientation Lengthwise (w) If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by w.

Crosswise (v) If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by v. bizhub C250 (Phase3) 1-23 1 1.6 User manuals Introduction The following user manual have been prepared for this machine. User manual Copy operations This manual contains details on basic operations and the operating procedures for the various copy functions. - Refer to this user manual for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds. User manual Network scanner operations This manual contains details on specifying network settings for standard equipment and on operations for scanning functions. - Refer to this user manual for details on operating procedures for network functions and for using Scan to E-Mail, Scan to FTP and Scan to SMB. User manual Box operations This manual contains details on operating procedures for using the boxes. - Refer to this user manual for details on operating procedures for using the boxes on the hard disk. User manual Enlarge display operations This manual contains details on operating procedures for using copy, network scanner and fax functions in Enlarge Display mode.

- Refer to this user manual for details on operating procedures in Enlarge Display mode. User manual FK-502 Facsimile operations (this manual) This manual contains details on operating procedures for faxing. - Refer to this user manual for details on operating procedures for fax functions when the fax kit is installed. User manual Network fax operations This manual contains details on operating procedures for Network fax. - Refer to this user manual for details on operating procedures for Network fax functions (Internet Fax/IP Address Fax).

1-24 bizhub C250 (Phase3) Introduction User manual Print operations This manual contains details on operating procedures using the standard built-in printer controller. - For details on the printing functions, refer to user manual (PDF file) on User Software CD-ROM. 1 bizhub C250 (Phase3) 1-25 1 Introduction 1-26 bizhub C250 (Phase3) 2 Before use Before use 2 2.1 Before use Restriction matter 2 Note No sending or reception of a fax in color is available for this fax kit. This fax kit can be connected to phone lines as shown below.

- Local phone lines (including facsimile communication networks) - PBX (Private branch exchange Two wire system) With respect to the telephone line to be used, be sure to check the following. - A business phone cannot be connected as an outside line. - When the digital private line is multiplexed in the corporate network that is used by the customer, the facsimile communication may be subject to the following constraints. The transmission speed is restricted. Communication by the Super G3 is not available. There may occur once in a while communication errors in the setting made when the product was shipped from the factory. These constraints are due to the multiplexed device that restricts the band available for the line to the utmost limit on the assumption that voice is used. However, these constraints vary depending on a device that makes up the network. For more information, refer to the administrator of the network that you use. 2 *Reminder* Turning the power OFF/ON repeatedly may cause an fault.

After turning OFF the equipment, wait for more than 5 seconds before turning it ON again. bizhub C250 (Phase3) 2-3 2 2.2 Control panel Before use 1 Power Save 2 34 Box Access 5 Fax 6 Scan 7 Copy Reset 8 ABC DEF Interrupt Power 24 23 22 Help GHI JKL MNO Accessibility Enlarge Display Mode Memor Memory Utility/ Counter Mode Check Chec PQRS TUV WXYZ Proof Copy 9 10 11 12 Stop Start Star Contrast Data Main P er Power 21 20 19 18 17 16 15 14 13 No. 1 Name [Power Save] key Description Press to enter Low Power mode. While the machine is in Low Power mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Low Power mode, press the [Power Save] key again. Displays various screens and messages. Specify the various settings by directly touching the panel. If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine. Press to enter Box mode.

While the machine is in Box mode, the indicator on the [Box] key lights up in green. For details, refer to the User manual [Box Operations]. Press to enter Fax mode. While the machine is in Fax mode, the indicator on the [Fax] key lights up in green. Press to enter Scan mode.

While the machine is in Scan mode, the indicator on the [Scan] key lights up in green. For details, refer to the User manual [Network Scanner Operations]. Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the [Copy] key lights up in green.

For details, refer to the User manual [Copy Operations]. 2 Touch panel 3 [Access] key 4 [Box] key 5 [Fax] key 6 [Scan] key 7 [Copy] key 2-4 bizhub C250 (Phase3) Before use 2 Name [Reset] key [Interrupt] key Description Press to clear all settings (except programmed settings) entered in the control panel and touch panel. Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again. Pressed to turn on/off machine operations, for example, for copying, printing or scanning. When turned off, the machine enters a state where it conserves energy. Stops reading the original.



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Press to start the operation that is selected Box mode, Fax mode, Scan mode or Copy mode.

While in Fax mode, fax transmission is started. When this machine is ready to begin operation, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, operation cannot begin. Lights up in green when the machine is turned on with the main power switch. Lights up at the time of transmission or reception of fax and when any document is saved in the Bulletin Board User Box, Polling TX User Box, Memory RX User Box or Re-TX User Box. Not used for Fax mode. Use to type in the number. Use to type in the telephone numbers and various set values. Press to erase a value entered using the keypad. Press to display screens showing the specified settings.

Press to display the Meter Count screen and the Utility screen. Not used for Fax mode. Use to adjust the contrast of the touch panel. Press to enter Enlarge Display mode. Press to display the screen for specifying user accessibility functions.

Press to display the Help Main Menu screen, where descriptions of the various functions and details of operations can be displayed. For details, refer to User manual [Copy Operations]. No. 8 9 10 Auxiliary power button 11 12 [Stop] key [Start] key 13 14 Main Power indicator Data indicator 15 16 17 18 19 20 21 22 23 24 [Proof Copy] key Keypad [C] (clear) key [Mode Check] key [Utility/Counter] key [Mode Memory] key Contrast dial [Enlarge Display] key [Accessibility] key [Help] key bizhub C250 (Phase3) 2-5 2 2 Reminder Before use Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged. Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel. When the screen instructing you to call your service representative appears and copying is no longer possible, a malfunction may have occurred. Note the malfunction code, immediately unplug the machine, and then contact the service representative to inform them of the malfunction code. 2-6 bizhub C250 (Phase3) Before use 2 2.3 First-use settings Must-set items After installation, you must set the following items to use the facsimile functions. You will not be able to execute the fax communication if these items are not set properly. - Header Information Registers the fax number and name of this facsimile. - Telephone Line settings Sets the telephone line and the receiving method. Header information Set the following items. ! Detail For details, see "Header information" on page 11-31. Item Sender Name Description Set the name of this machine.

The name is a string of up to 30 characters. The name can contain with any alphanumeric character and symbols. Set the fax number of this machine. The fax ID is a number of up to 20 digits. The ID can contain any number between 0 and 9, the + symbol, spaces, * symbol, and # symbol. Sender Fax No. Telephone line settings Set the following items. ! Detail For details, see "Telephone line settings" on page 11-37. Item Dialing Method Receive Mode Description Select between tone dialing line and pulse dial line (PB, Pulse). Select between automatic reception and manual reception.

Select "Auto RX" for automatic reception. Select "Manual RX" if you often receive calls to an external handset connected to this machine. bizhub C250 (Phase3) 2-7 2 2.4 Useful functions Before use When the Program and Address Book has been registered. Just pressing the [Program] or [Address Book], the information of registration can be called.

Address book Registering into the [Address Book] the destination to which a message is frequently sent, you can call the information of registration only by pressing the [Address Book] key. ! Detail [Address Book], [Group] and [Program] can be also registered using the PageScope Web Connection. Using the PageScope Web Connection, setting can be changed or addresses can be registered from a computer connected to the network. Refer to the "PageScope Web Connection" on page 13-3 or User manual [Network Scanner Operations] for the method to use the PageScope Web Connection. If the Name and Search Character are registered when registering the Address Book for the Address Book, an address can be specified using a reference character.

This section describes the procedures for setting the fax number, destination name, and retrieval character of an Abbreviated Destination. 1 Press [Utility/Counter] on the control panel to open the Utility Mode screen if it is not already open. For the [Address Book], up to 2,000 addresses (0001 to 2000) can be registered including the [Address Book] of other functions of this machine. You can confirm the registered information in the Abbreviation List. 2 Press [One-Touch Registration]. For Utility Mode, the number displayed in the key can also be selected by entering it through the numeric keypad. In the case of [One-Touch Registration], enter 1 through the keypad. 2-8 bizhub C250 (Phase3) Before use 2 Press [Fax]. 3 4 5 Press [Address Book]. Press the destination to register.

The item which can be registered for the Address Book is the following three items. Abbr. Dial: Registering the fax number. E-Mail: Registering the E-Mail address. This machine can specify an E-Mail address as a fax destination. If it has been registered. This feature is convenient when transmitting a picture to an E-Mail address simultaneously with fax transmission. User Box: Registering the Box Name. This machine can specify a box in an internal hard disk as a fax destination. bizhub C250 (Phase3) 2-9 2 Before use If it has been registered.

This feature is convenient when storing a picture to a Box simultaneously with fax transmission. If Abbreviated Destination are already registered, you can press [Edit] in that screen to edit the contents of the list. For details, see "Registering the e-mail for the address book" on page 10-9. 6 7 Press [New]. Press [Name], enter the name of the Abbreviated Destination and press [OK].

For the operation of the entering character, see page 14-4. The name can be a string of up to 24 characters. 8 Enter the destination. When [Abbr. Dial] is selected in the Step 5.

Enter the fax number to the destination by the keypad. When [E-Mail] is selected in the Step 5. Press [E-Mail Address] and then enter the E-Mail address. When [User Box] is selected in the Step 5. Press [User Box Name] and then select the Box. Numbers containing up to 38 digits can be entered. Unregistered No. is displayed in the [Stored No.] field. To correct a wrong entry, use [Delete] or [C] (clear).

In order to select the box, it is necessary to register the box in advance. For the registration method of the Boxes, see User manual [Box Operations].



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2-10 bizhub C250 (Phase3) Before use 2 Press [Index] to enter the characters for search and then press [OK]. Press the Search key of the Search Character you want to register from among [Main] - [etc]. 9 10 Press [Line Setting] if necessary to select [Overseas TX], [ECM OFF] or [V.34 OFF] and then press [OK]. When [E-Mail] or [User Box] is selected in the Step 5. There is no [Line Setting]. 11 Press [OK]. Registration is performed and the registered destination is displayed on a list.

When proceeding with the registration of the Address Book, go to Step 6. 12 Press [Exit]. bizhub C250 (Phase3) 2-11 2 Program Before use Registering into the [Program] the destination and communication functions, you can call the information of registration only by pressing the [Program] key. ! Detail [Address Book], [Group] and [Program] can be also registered using the PageScope Web Connection. Using the PageScope Web Connection, setting can be changed or addresses can be registered from a computer connected to the network.

Refer to the "PageScope Web Connection" on page 13-3 or User manual [Network Scanner Operations] for the method to use the PageScope Web Connection. You can register the Scan Setting and Comm. Setting functions. For details, see "Registering the program" on page 10-25. This section describes procedures for registering into the [Program] the registration name and destination.

1 Press [Utility/Counter] on the control panel to open the Utility Mode screen if it is not already displayed. For the Program, up to 400 (001 to 400) can be registered. 2 Press [One-Touch Registration]. In the Utility Mode, it is also possible to enter a number displayed in the key through the keypad for selection. In the case of [OneTouch Registration], enter the "1" on the keypad. 3 Press [Fax]. 2-12 bizhub C250 (Phase3) Before use 2 Press [Program]. Select the Program No. you want to register and then press [Edit]. 4 5 6 Press [Name], enter the name of the Program and press [OK].

The name can be a string of up to 24 characters. For the operation of the entering character, see page 14-4. 7 Press [Destination] to select the destination.

When registering a destination that has been already registered, select [Select From Address Book] to enter it through either [Abbr. Dial], [User Box], [Group] or [E-Mail], and then press [OK]. When entering a fax number, press [Direct Input], enter a destination by selecting [Abbr. Dial], [User Box] or [E-Mail] address, and then press [OK]. To correct a wrong entry, use [Delete] or [C] (clear). In order to select a box, it is necessary to register a box in advance. bizhub C250 (Phase3) 2-13 2 Before use For the registration method of the Boxes, see User manual Box Operation.

8 Press [Close] and then press [OK]. To stop registering the Program, press [Cancel]. The list of Program is displayed. When proceeding with the registration of the Program, go to Step 5. 9 Press [Exit].

2-14 bizhub C250 (Phase3) Before use 2 2.5 Fax screen The fax screen is displayed when the fax key is pressed on the control panel. The fax screen contains [Program], [Group], [Address Book] or [Direct Input]. 1 2 3 4 5 6 7 8 9 10 11 12 13 15 14 No. 1 2 3 4 5 Name Job List Program Group Address Book Direct Input Description The list of the jobs in the queue for execution, the job history, and the error jobs is displayed.

Displays Program select screen. Displays Group select screen. Displays Address Book select screen. A screen is displayed in which dialing is made by using a special symbol such as a tone and a pause. Pressing [Scan to E-Mail] allows you to display the keyboard screen in which the E-Mail address is entered. The number of destinations to which transmission has been set is displayed. The remaining amount of memory to be used while in operation is displayed. Press when you want to TX/RX a fax manually. When you press this key, a signal noise sounds. Dest.

The display can be switched between the Name and the telephone number of the destination that is being displayed. The page of the list of Program Destination is displayed. The page of the list of Program Destination can be specified. The menu is displayed in which a method to read an original, such as Original Image Type, Resolution or Application, is set. 6 7 8 9 No. of Dest. Memory Off-Hook Name 10 11 12 Page Indicator Page List Scan Setting bizhub C250 (Phase3) 2-15 2 No. 13 14 15 Name Comm. Setting Destination Indicator Sub Area Description Before use The menu is displayed in which a method for communication such as Timer TX or Polling RX is set. The destination set is displayed.

The description according to the operations being set on the right side is displayed. For the operation of the fax, the explanation of each function and the Broadcast Destinations are displayed. 2-16 bizhub C250 (Phase3) Before use 2 2.6 User authentication and account track When using this machine, the machine may be set so that the User name, the Department name and the Password are to be entered. Entering the necessary information in the screen displayed shows the normal screen.

For particulars of the department name and the user name, contact your administrator. When the user authentication has been set ! Detail For details of the User Authentication and the Account Track, see User manual [Copy Operations]. When the account track has been set bizhub C250 (Phase3) 2-17 2 2.7 Fax reception using the box Before use Using the PC-fax RX feature and the Memory RX functions of this machine allows you to save the documents received in the box in the hard disk without printing them immediately. And when a confidential document is received, it is saved automatically in the Confidential User Box in the hard disk.

Documents saved in the box can be printed with this machine or imported into the computer on the network. In this section, a general description is given of the fax reception by means of the box. For the creation of a box and the download of documents received in the box through the PC-fax RX feature, see User manual [Box Operations]. When the box of this machine is specified as a Destination while in the fax sending, documents that have been read can be saved in the box. 1000 2000 Original Sender Hard disk 2-18 bizhub C250 (Phase3) Before use Type of boxes 2 For the hard disk of this machine, there are the Public/Personal User Box and the System User Box provided. - For the Public/Personal User Box, there is a Specified Box (No. 1 to 999999999) provided. - For the System User Box, there are 6 types of boxes available, such as Bulletin Board User Box / Polling TX User Box / Memory RX User Box / Secure Print User Box / Annotation User Box / Re-TX User Box.



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For this machine, using these boxes allows the functions listed in the table below to be used. Box Name Public User Box/Personal User Box Specified Box (Box No.

1 - 999999999) Function The Public/Personal User Box is usually made up of the Public/Personal User Box and the Confidential User Box, and a communication password can be set for the Confidential User Box. Up to 20 Confidential User Boxes can be set. When the specified box is specified as a place into which documents received are stored in the PC-fax RX feature, and when the TSI User Box Setting is specified, the documents received are saved in the box with a relevant number. In the case of the PC-fax RX feature: Saved in the box with a number specified in the subaddress by the sender. In the case of the TSI RX: Saved in the box a number corresponding to the TSI User Box Setting. The distribution of faxes received to the Confidential User Box is not available. ! Detail For details, refer to "Operations of the PC-FAX RX feature" on page 2-22 System User Box Bulletin Board User Box This is a box into which documents for perusal are registered. Documents registered in the bulletin board user box can be polling transmitted according to the polling instruction from the other party. ! Detail For details, refer to "Bulletin" on page 9-10 Polling TX User Box Originals read for the polling transmission are saved in this box. ! Detail For details, refer to "Polled transmission" on page 9-3 bizhub C250 (Phase3) 2-19 2 Box Name System User Box Memory RX User Box (Box: No.

0) Function Before use When the Memory RX is set to ON, documents received are not printed but saved in this box. ! Detail For details, refer to "Memory reception" on page 8-6 When the Memory RX User Box is specified as a place into which documents received are stored in the PC-fax RX feature, the documents received are saved in this box. ! Detail For details, refer to "Operations of the PC-FAX RX feature" on page 2-22 Secure Print User Box Secure Print Document is saved in this box. ! Detail For details of the Secure Print User Box, see User manual [Print Operations]. Annotation User Box Used when transmitting document data which was saved in the scan mode, with the attached [Date/Time] or [Page Number] through the network.

Type of characters to be attached can be set up at the time of transmission. ! Detail For details of the Annotation User Box, see User manual [Network Scanner Operations]. Re-TX User Box A document which could not be transmitted by redialing because the remote station was busy or for some other reason is saved in this box for a certain time. The document saved can be transmitted again either to the same address or after changing to a different address. !

Detail For details of the Re-TX User Box, see "Re-TX user box" on page 3-35.

2-20 bizhub C250 (Phase3) Before use 2 Function This is a box provided with a communication password by which documents are stored for relay and delivery. Registrations can be made at the Intermediate Relay Station. Up to 5 registrations are available. Box Name Relay User Box ! Detail For details of the Relay User Box, see "Registering the relay user box" on page 10-57. bizhub C250 (Phase3) 2-21 2 Operations of the PC-FAX RX feature Before use ! Detail For details, refer to "PC-Fax RX setting" on page 11-58. When setting the PC-FAX RX feature or TSI User Box Setting, documents received are saved in the Memory RX User Box (Box No.0) or Public/Personal User Box (Box No.1 to 999999999) in the hard disk. The box into which documents received are saved is set in [PC-Fax RX Setting] of the Utility Mode. For the relationship between [PC-Fax RX Setting] and the reception method, see the table below.

[PC-Fax RX Setting] of the Utility Mode PC-Fax RX Setting: OFF Reception method Documents received are not saved in the box, but printed immediately. In the following cases, however, documents received are saved in the box. 1. In the case of the Confidential RX or Relay Request RX (When the sub-address in the F-code is representing a number for the Confidential User Box or Relay User Box): The reception documents are saved in the Confidential User Box or Relay User Box regardless of the setting of the PC-FAX RX feature. When the sub address is different from a number for each box, or the password of the F code is different from a communication password for each box, a communication error results. 2. When TSI User Box Setting is set to ON: Documents received are stored in the box set by TSI User Box Setting. 3. When the Memory RX is set to ON: When not corresponding to 1. or 2. above, documents received are saved in the Memory RX User Box. Documents received are saved in the Memory RX User Box. In the following cases, however, documents received are saved in a different box. 1. In the case of the Confidential RX or Relay Request RX (When the sub-address in the F-code is representing a number for the Confidential User Box or Relay User Box): Documents received are saved in the Confidential User Box regardless of the setting of the PC-FAX RX feature.

When the sub address is different from a number for each box, or the password of the F code is different from a communication password for each box, a communication error results. PC-Fax RX Setting: ON RX Output: Memory RX User Box 2-22 bizhub C250 (Phase3) Before use 2 Reception method Documents received are saved in the Specified Box (1 to 999999999) with a number specified by the sub-address. In the following cases, however, documents received are saved in a different box. 1. When the sub-address is not specified: Documents received are saved in the Memory RX User Box. 2. When there is no appropriate Specified Box: Follow the setting in [Incorrect User Box No. Entry] of Utility Mode. 3. In the case of the Confidential RX or Relay Request RX (When the sub-address of the F-code is representing a number for the Confidential User Box or Relay User Box): Documents received are saved in the Confidential User Box or Relay User Box regardless of the setting of the PC-FAX RX feature. When the sub address is different from a number for each box, or the password of the F code is different from a communication password for each box, a communication error results. [PC-Fax RX Setting] of the Utility Mode PC-Fax RX Setting: ON RX Output: Specified Box bizhub C250 (Phase3) 2-23 2 2.8 Using an additional line for both sending and receiving Before use The Fax Multi Line allows you to send or receive documents to or from various locations at the same time with two lines. When the Fax Multi Line is installed, you should keep the following facts in mind. - No external telephone cannot be connected to the Line 2 (expansion line).

- Off-hook can be used only with the Line 1 (standard line). - The Line 2 (expansion line) allows only automatic reception.



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2-24 bizhub C250 (Phase3) Before use Using a line for both sending and receiving 2 You can speed up your faxing with Fax Multi Line. You can use the Fax Multi Line to send a document to various locations at the same time with two lines, to assign different telephone companies to each line, or to send or receive a fax while you are sending or receiving a fax. Refer to "Set the multi lines setting" on page 11-74 for more information. Line 1 (standard line) Send/Receive Line 2 (additional line) Send/Receive A telephone company B telephone company bizhub C250 (Phase3) 2-25 2 Before use ! Detail You may also use separate telephone companies for each line. For example, if one telephone company provides better rates for long distance and another provides better rates for local calls, each line may be assigned a different company with the Fax Multi Line. Using a line only for receiving You can set Line 2 (additional line) only to receive. If such is the case, Line 1 is only used to send. This is useful if you want to specify one line only for sending and the other only for receiving.

! Detail Line 1 is always used for both sending and receiving. You cannot set the line only for receiving. Refer to "Set the multi lines setting" on page 11-74 for more information. Line 1 (standard line) For both sending and receiving Line 2 (additional line) Only for receiving 2-26 bizhub C250 (Phase3) Before use Using a line only for sending You can set the Line 2 (additional line) only for sending. 2 As a result, only the Line 1 is used for receiving.

This is useful for sending or receiving separately. ! Detail Refer to "Set the multi lines setting" on page 11-74 for more information. Line 1 (standard line) For both sending and receiving Line 2 (additional line) Only for sending bizhub C250 (Phase3) 2-27 2 Before use 2-28 bizhub C250 (Phase3) 3 Transmission Transmission 3 3.1 Transmission Simple fax transmission The following is an explanation of procedures for simple fax transmission. No sending or reception of a fax in color is available.

If you want to send an E-Mail in color, use the Scan function. For more information of the Scan function, see User manual [Network Scanner Operations]. Although the explanation here covers the procedure for sending a one-sided document using the basic procedure, various functions are available for each step of the procedure to make sending facsimiles even more convenient. Refer "Transmission applications" on page 7-3 to for further details. 1 2 Press [Fax] on the control panel to open the fax screen. Press [Scan Setting] to set the function and then press [OK]. bizhub C250 (Phase3) 3-3 3 Transmission The Scan Setting in the fax screen is set as follows at the time of purchase. Original Image Type Text Density Standard Simplex/Duplex Single sided Resolution Fine For details, see "Setting transmission conditions" on page 3-12. For details, see "Opening the scan setting screen and comm. setting screen" on page 7-3.

3 Press [Comm. Setting] to set the function and then press [OK]. See "Transmission applications" on page 7-3 for detail. 3-4 bizhub C250 (Phase3) Transmission 3 Select the destination. Setting the destination is as follows. Keypad Program Group Address Book Direct Input Registering the Fax number of the destination in advance with Abbreviated Destination or Program makes it simple to select the destination. When canceling a destination that has been selected, select a destination you want to cancel once again. Press [RESET] to clear the whole entry. For details, see "Registering the address book" on page 10-5 and "Registering the program" on page 10-25. When [Manual Destination Input] in [Security Setting] of the Utility Mode is set to [Restrict], [Direct Input] is not displayed.

For the setting of [Manual Destination Input], contact your Administrator. The fax number entered is displayed in the Broadcast Destinations. 4 5 Place the original on the machine. For details, see "Placing the original on the machine" on page 3-7. bizhub C250 (Phase3) 3-5 3 6 Press [Start].

Transmission When the Destination Check Display function is set to ON, the Check Destination screen appears. Then, check the destination to see if it is correct and press [TX]. Refer to page 7-50 for details. The machine begins to scan the original and transmission starts. The following screen will appear if the TX Result Report Check screen is programmed to appear.

If you want to print the TX Report, press [Yes]. To interrupt transmission, press [STOP]. When it can not transmit, see page 5-3. If the transmission fails, TX Report is automatically output (if the TX Report is programmed to print). For details of Report Settings, see "Report settings" on page 11-70. For more information about the TX Report, see "TX report" on page 12-10. 3-6 bizhub C250 (Phase3) Transmission 3 3.2 Placing the original on the machine The ADF and platen glass can be used to scan originals with this machine. When an original is placed in the ADF, the original is automatically fed through the ADF and scanned. Using the ADF When using the ADF, multiple originals can be scanned automatically.

In addition, two-sided originals can be sent. 1 2 3 Close the ADF. Align the originals starting with the first page. Place the originals in the ADF with the side to be scanned facing up. To make a proper print of the Header Information (Sender Name/Sender Fax No.), insert the trailing edge of the original into the ADF. 4 Adjust paper guides. In Mixed Original mode, extend the paper guides to fit the largest paper size, and place the remaining originals aligned in the top left corner. bizhub C250 (Phase3) 3-7 3 Placing originals on the platen glass Transmission Use the platen glass for originals that cannot be placed in the ADF (such as a book or thick/thin originals). 1 2 Open the ADF.

Place the original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide. 3 Gently close the ADF. 3-8 bizhub C250 (Phase3) Transmission Sending multiple originals from the platen glass 3 Originals that cannot be sent with the ADF can be sent by using the platen glass. 1 2 3 4 If the fax screen is not displayed, press [Fax] on the control panel to open the fax screen. Select a destination.

Set the desired functions as necessary. Place the original on the platen glass. Press [Scan Setting] - [Separate Scan] - [OK] and then press [Start]. 5 Place the next original on the platen glass and press [Start].



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