



# 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**



The essentials of imaging

**bizhub** C450/C351/C252/C250 

**User's Guide [Network Fax Operations]**



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1.1 1.1.1 Special Notice to User For Canada NOTICE: This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence

Number is an indication of the maximum number of devices allowed to be connected to a telephone interface.

The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five. AVIS: Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada. L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une

combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5. 1.

1.2 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 de- Network Fax Introduction 1 Chapter 1 Introduction vices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5).

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

1-4 Network Fax Introduction 1 Chapter 1 Introduction (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 10-44. WARNING/CAUTION Explained WARNING The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading the Copier User's Guide. CAUTION The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading the Copier User's Guide. 1.1.3 For New Zealand 1. This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing.

There is no guarantee that Telecom lines will always continue to support pulse dialing. 2. 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. 3. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.



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4. 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.
5. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers. Network Fax 1-5 1 Chapter 1 Introduction 7. 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.

Introduction 1.1.4 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. 1-6 Network Fax Introduction 1 Chapter 1 Introduction 1-7 1.2 Features of the FAX The explanation here is given of what can be done with the network fax function. Checking the icons to see if the Internet Fax and the IP Address Fax are corresponding to each function.

Corresponding to the Internet Fax Corresponding to the IP Address Fax Frame erasure mode 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. ! Detail For details, see "Frame Erase Transmission" on page 7-12. Network Fax 1 Chapter 1 Send a FAX in original size select mode Introduction 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. Introduction ! Detail For details, see "Scan Size" on page 7-21. 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 sizes 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 7-7.

1-8 Network Fax Introduction Specify the binding style of a two-sided document 1 Chapter 1 Introduction 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. ! Detail For details, see "Bind Position" on page 7-9. To be sent with the density in the background color adjusted. Transmission can be made after the density in the background color of the original is adjusted.

! Detail For details, see "Background Adjustment" on page 7-15. Network Fax 1-9 1 Chapter 1 To be sent with the edge of the character made clear. Introduction Transmission can be made after adjustments are made so that blurred characters are made clear to give them a smooth impression. Introduction ! Detail For details, see "Sharpness" on page 7-18. Send it in color A fax in color can be sent or received.

! Detail For details, see page 3-14. Memory RX User Box When [Memory RX] is set as [ON] by the Utility Mode, a receiving document is saved in the Memory RX User Box. ! Detail For details, see p. 9-28. 1-10 Network Fax Introduction 1 Chapter 1 3 3-31 1.3 How to Use This User's Guide Title Transmission 3.10 Confirming Reserved Documents Confirming Reserved Documents Transmission reservation documents stored in memory can be confirmed on the job list screen. 1 Press [JOB LIST] on the FAX Basic screen. Shows the view of the touch screen at the operation. 7 Warning 7WARNING Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

Observe all warnings in order to ensure safe use of the machine. 7CAUTION Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. Observe all cautions in order to ensure safe use of the machine. WARNING % % % Failure to observe instructions highlighted in this manner may result in fatal or critical injuries. Observe all warnings in order to ensure safe use of the machine. Caution 2... Reminder Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

! Detail Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections. 2...

Note Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully. Network Fax 2...

Reminder Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information. ! Detail Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections. 2... Note Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully. This page does not exist in the document.

Network Fax 1-11 Introduction [ ] Names highlighted as shown above indicate keys on the control panel and keys in the touch panel. 1 Chapter 1 Introduction 1.4 1.4.1 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").



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*Introduction 1.4.2 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.*

*1-12 Network Fax Introduction 1 Chapter 1 1-13 1.5 User's Guides The following User's Guides have been prepared for this machine. User's Guide [Copy Operations] This manual contains details on basic operations and the operating procedures for the various copy functions. - Refer to this User's Guide 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's Guide [Network Scanner Operations] This manual contains details on specifying network settings for standard equipment and on operations for scanning functions.*

*- Refer to this User's Guide for details on operating procedures for network functions and for using Scan to E-Mail, Scan to FTP and Scan to SMB. User's Guide [Box Operations] This manual contains details on operating procedures for using the boxes. - Refer to this User's Guide for details on operating procedures for using the boxes on the hard disk. User's Guide [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's Guide for details on operating procedures in Enlarge Display mode.*

*User's Guide [FK-502 Facsimile Operations] This manual contains details on operating procedures for faxing. - Refer to this User's Guide for details on operating procedures for fax functions when the fax kit is installed. User's Guide [Network Fax Operations] <this manual> This manual contains details on operating procedures for network faxing. - Refer to this User's Guide for details on operating procedures for network fax functions (Internet Fax/IP Address Fax). Network Fax Introduction 1 Chapter 1 User's Guide [Print Operations] Introduction Introduction This manual contains details on operating procedures using the standard built-in printer controller. - For details on the printing functions, refer to User's Guide (PDF file) on User Software CD-ROM. Quick Guide [Print Operations] This manual contains details on operating procedures using the standard built-in printer controller. - Refer to this User's Guide for basic operating procedures for the printing functions. 1-14 Network Fax 2 Before Use Before Use Chapter 2 2 2 Chapter 2 Before Use Before Use Operating Environment (Internet Fax) 2.1 2 Note Before Use When using the Internet fax function, this requires the service engineer to make the setting.*

*For details, contact your service representative. The Internet Fax functions can be operated in the following environment: - The copier is connected to the network and set up to allow the reception of E-mail. - [Internet Fax] in [Utility/Counter] - [Administrator Setting] - [Network Setting] - [Network Fax Setting] - [Network Fax Function Settings] is set to [ON]. 2.2 Transmission and Reception of E-Mail Documents transmitted (files attached to E-mail) may be damaged due to network condition. Be sure to check the documents transmitted for damage. Even though "----" is marked on the transmission result screen (Job List > FAX TX > Job History > Comm. Setting) or in the space for the result of activity report, the E-mail may not arrive at the receiver due to a trouble on the internet. The "----" mark on the transmission result screen or activity report signifies that the transmission has successfully reached your server. When sending or receiving important information, confirm the result with Message Disposition Notification (MDN) or by other means.*

*When Message Disposition Notification (MDN) is received, "OK" is marked in the space for the Transmit result screen or activity report. - 2-2 Network Fax Before Use 2 Reminder 2 Turning the power OFF/ON repeatedly may cause a fault. After turning OFF the equipment, wait for more than 5 seconds before turning it ON again. Network Fax 2-3 Before Use Chapter 2 2 2.3 Operating Environment (IP Address Fax) Before Use 2 Chapter 2 Note When using the IP Address Fax function, this requires the service engineer to make the setting.*

*For details, contact your service representative. To use the IP Address Fax function, this machine is required to be provided with a fax kit. (However, the use of an extension line is not allowed.) The IP address fax operates only between model types that are corresponding to our machine. No guarantee is given of the operation when using a model type other than corresponding ones.*

*Before Use 2 Reminder Turning the power OFF/ON repeatedly may cause a fault. After turning OFF the equipment, wait for more than 5 seconds before turning it ON again. 2-4 Network Fax Before Use 2 2.4 Features and System Configuration of Internet Fax In the Internet fax, a document that is read is sent and received as an attached file (in TIFF format) by way of the intranet and the Internet. Since the communication is made by way of the intranet/Internet, the communication cost can be significantly reduced as compared to the normal fax communication. 2 Note A mail server is required. Original E-Mail + attached file (TIFF format) Intranet/Internet Mail-receiving Internet Fax-receiving SMTP POP - A transmission is made with the E-mail address of the receiver specified. A mail is received from the mail server. Network Fax 2-5 Before Use Chapter 2 2 2.5 Before Use Features and System Configuration of IP Address Fax The IP address fax is a fax that can be used on the IP network for communication.*

*Chapter 2 With the IP address or host name of the other party specified, transmit a message. SMTP is used as a protocol for transmission and reception. The use only in the Internet is available. No mail server is required as with the Internet fax. A fax in color can be sent or received. Before Use With the IP address or host name of the other party specified, transmit a message. SMTP Intranet 2-6 Network Fax Before Use 2 2.6 2.6.1 Control Panel Control Panel Chapter 2 Reset Interrupt Interrupt GHI JKL MNO 1 Power Save er Sa 2 34 Bo Box Access 5 Fax ax 6 Scan 7 Copy Cop 24 23 22 Help Power er Accessibility Enlarge Display Displa Mode Memor Memory Utility/ Counter Mode Chec Check PQRS TUV WXYZ Proof Copy Cop Stop Start Contrast Contrast 11 12 Data Main Power 21 No.*

*1 Name [Power Save] key 20 19 18 17 16 15 14 13 Description Press to enter Low Power mode.*



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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's Guide (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's Guide (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's Guide (Copy Operations). 2 Touch panel 3 [Access] key 4 [Box] key 5 [Fax] key 6 [Scan] key 7 [Copy] key Network Fax 2-7 Before Use ABC DEF 8 9 10 2 No. 8 9 Name [Reset] key [Interrupt] key Description Before Use 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. 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's Guide (Copy Operations). Chapter 2 10 Auxiliary power button Before Use 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 2-8 Network Fax Before Use 2 Reminder 2 Chapter 2 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. Network Fax 2-9 2 2.

7 FAX Screen Before Use Chapter 2 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 Before Use 15 9 10 11 12 13 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. When using the Internet fax, press [Internet Fax TX]. When using the IP Address Fax, press [IP Address Fax TX].

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. Not used for Network Fax mode.

Dest./Color Name Dest.: The display can be switched between the Name and the telephone number of the destination that is being displayed. Color: When using the IP address fax, a selection is made to decide if it is sent in color. The page of the list of Program Destination is displayed.

The page of the list of Program Destination can be specified. 6 7 8 No. of Dest. Memory Off-Hook 9 Name 10 11 Page Indicator Page List 2-10 Network Fax Before Use 2 Name Scan Setting Description The menu is displayed in which a method to read an original, such as Original Image Type, Resolution or Application, is set. Not used for Network Fax mode. 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. No. 12 13 14 15 Comm.

Setting Destination Indicator Sub Area Network Fax 2-11 Before Use Chapter 2 2 2.8 2.8.1 Chapter 2 Before Use First-Use Settings Must-Set Items (Internet Fax) ! Detail When using the Internet fax function, this requires the service engineer to make the setting. For details, contact your service representative. For details, see "Utility Mode" on page 10-2. After installation, you must set the following items to use the internet fax functions. You will not be able to execute the FAX communication if these items are not set properly. - Administrator/Machine Setting Input Machine Address E-Mail - Network Setting TCP/IP Setting Network Fax Function Settings > Internet Fax (ON/OFF\*) The Network Fax Setting is displayed on the 2/2 screen of the Network Setting. E-Mail Setting E-Mail TX (SMTP) E-Mail RX (POP) - Fax Setting Header Information The Header Information is normally shared with the G3 fax.



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Network Fax Setting Internet Fax RX Ability I-Fax Advanced Settings Report Settings Network Fax RX Error Report (ON\*/OFF) MDN Message (Do not Print/Print\*) DSN Message (Do not Print\*/Print) Receipt Mail Text (Do not Print/Print\*) \* indicates factory default setting. Before Use 2-12 Network Fax Before Use 2.2.8.2 Must-Set Items (IP Address Fax) ! When using the IP Address Fax function, this requires the service engineer to make the setting. For details, contact your service representative.

For details, see "Utility Mode" on page 10-2. After installation, you must set the following items to use the IP address fax functions. You will not be able to execute the FAX communication if these items are not set properly. - Administrator/Machine Setting Administrator Registration E-Mail Address - Network Setting TCP/IP Setting Network Setting>Network Fax Setting>Network Fax Function Settings > IP Address Fax (ON/OFF\*) Network Fax Setting SMTP TX Setting (Port No., Connection Timeout) SMTP RX Setting (SMTP RX (ON\*/OFF), Port No.

, Connection Timeout) - Fax Setting Network Fax Setting Black Compression Level (MH\*/MR/MMR) Report Settings Network Fax RX Error Report (ON\*/OFF) Header Information The Header Information is normally shared with the G3 fax. \* indicates factory default setting. Network Fax 2-13 Before Use Chapter 2 Detail 2.2.9 User Authentication and Account Track Before Use Chapter 2 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. 2.9.1 When the User Authentication has been set Before Use ! Detail For details of the User Authentication and the Account Track, see "User's Guide" (Copy Operations). 2.

9.2 When the Account Track has been set 2-14 Network Fax Transmission 3 Transmission Chapter 3 3 3.1 Transmission Transmission Simple FAX Transmission (Internet Fax) Simple FAX Transmission The following is an explanation of procedures for E-mail transmission with the Internet Fax function. 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 7-2 to for further details. Transmission Chapter 3 1 2 Press [Fax] on the control panel to open the FAX screen. Press [Direct Input] and then press [Internet Fax TX]. The following method can be used for the specification of the other party. Program Group Address Book 3 Enter the E-Mail address of the destination. 3-2 Network Fax Transmission 3 On the screen displayed by pressing [Receiver RX Ability], select Compression Type, Paper Size and Resolution according to the reception ability of the other party, and then press [OK].

4 5 Press [OK] to display Direct Input screen. The destination that has been specified is displayed in the Broadcast Destinations. 6 Press [Scan Setting] to set the function and then press [OK]. Network Fax 3-3 Transmission The initial value is set as shown below: Compression Type MH Paper Size A4 Resolution Fine/Std. Chapter 3 3 The initial value is set as shown below: Original Image Type Text Density Standard Simplex/Duplex Single sided Resolution Fine Transmission Chapter 3 Transmission For details, see "Setting Transmission Conditions" on page 3-16.

For details, see "Transmission Applications" on page 7-2. 7 Press [Application] to set the items on the FAX Application screen as required and press [OK] twice. For details, see "Transmission Applications" on page 7-2. 3-4 Network Fax Transmission 3 Place the original on the machine. For details, see "Placing the Original on the Machine" on page 3-9.

8 9 Press [Start]. The machine begins to scan the original and transmission starts. 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 p. 7-27 for details. To interrupt transmission, press [STOP]. When it can not transmit, see page 5-2. 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 10-60.

2 Note When the SMTP server capacity has been set for the network E-Mail TX (SMTP) and the set size is exceeded, an error results and the mail cannot be transmitted. Refer to p. 10-33 for details. Network Fax 3-5 Transmission Chapter 3 3.2 Simple FAX Transmission (IP Address Fax) Simple FAX Transmission Transmission 1 2 Chapter 3 Press [Fax] on the control panel to open the FAX screen. When sending a message in the color mode, select [Color]. Transmission 3 Specify the IP address of the other party or the Host Name. The following method can be used for the specification of the other party. Program Group Address Book Direct Input With [IP Address Fax TX] pressed, set the IP address of the other party or the Host Name. 3-6 Network Fax Transmission 3 Press [Scan Setting] to set the function and then press [OK].

4 For details, see "Setting Transmission Conditions" on page 3-16. For details, see "Transmission Applications" on page 7-2. 5 Press [Application] to set the items on the FAX Application screen as required and press [OK] twice. For details, see "Transmission Applications" on page 7-2. Network Fax 3-7 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 Chapter 3 3 6 Place the original on the machine. For details, see "Placing the Original on the Machine" on page 3-9. Transmission Transmission Chapter 3 7 Press [Start]. The machine begins to scan the original and transmission starts. When the Destination Check Display function is set to ON, the Check Destination screen appears.

Then select the destination and press [TX]. To interrupt transmission, press [STOP]. When it can not transmit, see page 5-2. 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 10-60.



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3-8 Network Fax Transmission 3 3.3 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. 3.3.

1 Using the ADF When using the ADF, multiple originals can be scanned automatically. In addition, two-sided originals can be sent. Using the ADF 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. Network Fax 3-9 Transmission Chapter 3 3 3.

3.2 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). Placing Originals on the Platen Glass 1 2 Chapter 3 Open the ADF. Place the original FACE DOWN in the left rear corner, aligning the edge with the left measuring guide. Transmission 3 3.

3.3 Gently close the ADF. Sending Multiple Originals from the Platen Glass Originals that cannot be sent with the ADF can be sent by using the platen glass. Sending Multiple Originals from the Platen Glass 1 2 3 If the FAX screen is not displayed, press [Fax] on the control panel to open the FAX screen. Specify a destination.

Set the desired functions as necessary. 3-10 Network Fax Transmission 3 Place the original on the platen glass. Press [Scan Setting] - [Separate Scan] - [OK] and then press [Start]. 4 5 Place the next original on the platen glass and press [Start]. Repeat this procedure until all originals to be sent have been scanned. The scanned originals are stored in memory. 6 7 Press [Finish]. The Document reading mode is canceled. Press [Start]. Transmission begins.

Box Access GHI Fax Scan Copy Reset ABC DEF Interrupt Power JKL MNO Mode Memor Memory Utility/ Counter Mode Check Chec PQRS TUV WXYZ Proof Copy Stop Start Data Main P Power Network Fax 3-11 Transmission Chapter 3 3 3.3.4 Transmission Transmitting Originals by Using both the ADF and the Platen Glass You can scan originals by using both the ADF and the platen glass and you can also scan the large amounts of originals by placing them on the ADF in several times. Transmitting Originals by Using both the ADF and the Platen Glass Chapter 3 1 2 3 4 If the FAX screen is not displayed, press [Fax] on the control panel to open the FAX screen. Specify 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]. Document placed on the ADF will take precedence over those on the platen glass.

Transmission 5 Place the next original on the ADF or the platen glass and press [Start].

Repeat this procedure until all originals to be sent have been scanned. The scanned originals are stored in memory. 6 Press [Finish]. The Document reading mode is canceled. 3-12 Network Fax Transmission 3 Press [Start].

Transmission begins. Box Access GHI 7 Fax Scan Copy Reset ABC DEF Interrupt Power JKL MNO Mode Memor Memory Utility/ Counter Mode Check Chec PQRS TUV WXYZ Proof Copy Stop Start Data Main P Power Network Fax 3-13 Transmission Chapter 3 3 3.4 Set the transmission mode (IP Address Fax) Transmission Set the color transmission mode/monochrome transmission mode. When using the color transmission mode, set the mode by following the steps given below. Chapter 3 0 A fax in color can be sent or received only when using the IP Address Fax.

0 For the Internet Fax, a fax in color cannot be sent or received. 1 2 Press [Fax] on the control panel to open the FAX screen. Press [Color]. Transmission 3 Press [Scan Setting]. 3-14 Network Fax Transmission 3 Press [Color]. 4 5 Select transmission mode. Auto: Full Color: Gray Scale: The color of an original is automatically judged and a scanning is made according to the original. A scanning is made in full color. A selection is made when there is a lot of half-tone as with a black-and-white picture. 6 7 8 Press [OK].

Scann Setting screen will be restored. Press [OK]. Fax Basic screen will be restored. Set the desired function as necessary. Network Fax 3-15 Transmission Chapter 3 3 3.5 Setting Transmission Conditions Transmission Original Image Type, Density, Simplex/Duplex and Resolution are displayed when [Scan Setting] is pressed on the FAX screen. These can be used to set transmission conditions according to the type of original to be sent. ! Detail The condition for transmission cannot be set in units of page. Chapter 3 Setting Transmission Conditions 1 2 Press [Scan Setting] on the FAX screen. Press the key desired to be set.

In the case of the monochrome mode Transmission In the case of the color mode Display on the screen varies depending on the country. ! Detail For more information about File Type or Color, see page 3-14. The use of the color mode is available only for the IP Address Fax. 3-16 Network Fax Transmission 3 3.5.

1 Original Image Type Set Quality according to the contents of the original. There are 4 types of Quality settings. Text is default at the time of purchase. Text/Photo Press this when scanning originals containing both text and photographs (half-tone). Select this mode in either case when both characters and pictures are contained in one page, and when both pages of characters and those of pictures are contained in one document. Press this when scanning originals containing photographs (Halftone) only. Press this when scanning originals containing text which are thinly written in pencil as a whole. Photo Dot Matrix Network Fax 3-17 Transmission Text Press this when scanning originals containing text only. If this mode is selected and an original of pictures is scanned, neutral tints of the pictures turn black without being reproduced. Chapter 3 3 3.5.2 Density Transmission Set Density according to the lightness or darkness of the original. Density can be set in 9 steps. [Std.] is set at the time of purchase.

Chapter 3 Transmission Light Std. Dark Press to scan originals so that they are lighter than the density detected with Standard. Press to scan originals at a density that is between Darker and Lighter. Used when returning to the default setting. Press to scan originals so that they are darker than the density detected with Standard.



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*! Detail In the color mode, [Density] is not displayed. 3.5.3 Simplex/Duplex This is used to set the manner in which originals are scanned according to the type of original. There are 3 types.*

*Single sided is set at the time of purchase. Single sided Double sided Cover + 2-Sided Press this when scanning one-sided originals. Press this when scanning two-sided originals. Press this button when scanning cover and two-sided originals. 3-18 Network Fax Transmission 3 3.*

*5.4 Resolution This is used to set the fineness at which originals are to be scanned. The following 4 settings are available for Resolution. Fine is set at the time of purchase. Std.*

*Fine Super Fine Ultra Fine Press this when the sending time is cut short. Press this when scanning normal originals. Press this when scanning originals containing small graphics or text. Press this when scanning originals containing especially fine graphics or text. ! Detail As originals are scanned with increasing fineness, the amount of data that is sent also increases, and more time is required for transmission. When Ultra Fine or Super Fine has been selected and the receiving machine is not equipped with the resolution, originals are sent at a resolution corresponding to the reception capability of the receiving machine. Network Fax 3-19 Transmission Chapter 3 3 3.5.5 Transmission Confirming Settings and Communication Results The settings and communication results of the FAX screen and FAX Application screen can be confirmed by using [Mode Check] on the control panel. Confirming Settings and Communication Results 1 Chapter 3 Press [Fax] on the control panel.*

*Press [Mode Check] on the control panel. Press a key of setting you want to confirm. 2 3 Transmission 4 Confirm the settings. The four kinds of the setting as follows can be confirmed. Destination Confirming the destination. Pressing [Dest.] in the screen shown by pressing [Details] allows you to change the destination. 3-20 Network Fax Transmission 3 Scan Setting Confirming the Scan Setting. Press each setting key in the screen, and the Scan Setting screen corresponding to each appears, and the setting can be change. For details of the Scan Setting screen, see "Opening the Scan Setting Screen" on page 7-2. Pressing [Fwd. ] to display the next screen, pressing [ Back] to display the previous screen. E-Mail Setting In the case of the Internet Fax, the [Subject] and the [Text] can be changed. In the case of the IP Address Fax, [E-mail Setting] is not used. For the From (mail address of the sender) in the Internet fax, an Email address of the copier is used.*

*This cannot be changed. For details of E-mail address of the copier, see page 10-29. For details of the Default of the Subject and Text, see page 9-20, page 9-26. 5 Press [Close] twice after completion of confirmation. The FAX screen will be restored.*

*! Detail When the Scan Setting or Communication Setting is changed, It moves to the Scan Setting screen or Communication Setting screen. It does not return to the Mode Check screen. Network Fax 3-21 Transmission Chapter 3 3 3.5.6 Transmission Registering the Address Book from the Mode Check screen A destination that is shown on the Mode Check screen can be registered in [Address Book]. Registering from the Mode Check screen 1 Chapter 3 Press [Fax] on the control panel. Press [Mode Check] on the control panel. Press [Destination]. 2 3 Transmission 4 5 Select destination that you want to register in [Address Book], and then press [Details]. Press [Save in Address Book].*

*In case of Internet Fax In case of IP Address Fax When the destination has been already registered, [Save in Address Book] is not displayed. Addresses that can be changed are limited only to those specified in the Direct Input. Network Fax 3-22 Transmission 3 Press [Search Name] to set the Character to Search, and then press [OK]. In case of Internet Fax 6 In case of IP Address Fax 7 8 9 Press [Name] to enter the registration name, and then press [OK]. When there is no trouble found with the entries, press [Yes]. When canceling the registration, press [No]. Press [Close] three times to return to the FAX screen. A selected destination is registered in [Address Book]. Network Fax 3-23 Transmission Chapter 3 3 3.6 Method for Specifying Addresses Transmission Mail address can be specified either by selecting one from registered addresses or entering a mail address manually.*

*You can also specify multiple mail addresses for multi-station transmission. 3.6.1 Specifying only One Mail Address (Internet Fax) The following methods can be used when specifying 1 destination. - Direct Input - Program - Address Book Direct Input Chapter 3 1 Transmission Press [Fax] on the control panel to open the FAX screen.*

*Press [Direct Input] and then press [Internet Fax TX]. 2 3 Enter the E-Mail address of the destination and then press [OK]. The destination that has been specified is displayed in the Broadcast Destinations. 3-24 Network Fax Transmission 3 Place the original on the machine. For details, see "Placing the Original on the Machine" on page 3-9.*

*4 5 Press [Start]. Transmission begins. Box Access Fax Scan Copy Reset ABC DEF Interrupt Power GHI JKL MNO Mode Memor Memory Utility/ Counter Mode Check Chec PQRS TUV WXYZ Proof Copy Start Data Main P Power Network Fax 3-25 Transmission Stop Chapter 3 3 Program Transmission When a destination has been registered for program, it can be selected by pressing Program. 1 2 Chapter 3 Press [Program] in the FAX screen. Select the programmed destination you want to use. Transmission The setting for the registered function is activated. Press or when desiring to display the next or previous screen. The destination that has been specified is displayed in the Broadcast Destinations. 3 Press [Start]. Transmission begins.*

*3-26 Network Fax Transmission Address Book A destination can be selected by searching among the names in the destination list registered for Address Book. 3 1 Press [Address Book] on the FAX screen. 2 Press the search character to search. Searching in [Detail Search] Press [Detail Search]. Press [Name], [FAX Number] or [E-Mail] and enter an item you want to make a search for. Press [OK]. The results of the search will be displayed. Each time the [Name Dest.] is pressed, the display switches between the fax number and the registration name. Tow or more Destination can be specified. A search is made when the characters at the beginning coincide each other. Network Fax 3-27 Transmission Chapter 3 3 3 Transmission Press the key of the destination name to which you want to send the Internet Fax.*



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Chapter 3 An alphabet shown before the key represents the following description. A Dial B Box E E-Mail I Internet Fax P IP Address Fax The destination that has been specified is displayed in the Broadcast Destinations. Transmission 4 Press [Start].

Transmission begins. 3-28 Network Fax Transmission 3 3.6.2 Specifying only destination (IP Address Fax) The following methods can be used when specifying 1 destination. - Program - Address Book - Direct Input Program When a destination has been registered for program, it can be selected by pressing Program.

1 2 Press [Program] in the FAX screen. When sending a message in the color mode, select [Color]. When [Color] is selected, addresses (Address Book, Group, Program) displayed are limited only to those in which the model type of the other party is set to [Color]. 3 Select the programmed destination you want to use. Press or when desiring to display the next or previous screen. The destination that has been specified is displayed in the Broadcast Destinations. 4 Press [Start]. Transmission begins. Network Fax 3-29 Transmission Chapter 3 3 Address Book Transmission A destination can be selected by searching among the names in the destination list registered for Address Book. 1 2 Chapter 3 Press [Address Book] on the FAX screen.

When sending a message in the color mode, select [Color]. Transmission 3 Press the search character to search. Searching in [Detail Search] Press [Detail Search]. Press [Name], [FAX Number] or [E-Mail] and enter an item you want to make a search for. Press [OK]. The results of the search will be displayed. Two or more Destination can be specified. A search is made when the characters at the beginning coincide each other. 3-30 Network Fax Transmission 3 Press the key of the destination name to which you want to send the Internet Fax. 4 An alphabet shown before the key represents the following description.

A Dial B Box E E-Mail I Internet Fax P IP Address Fax The destination that has been specified is displayed in the Broadcast Destinations. 5 Press [Start]. Transmission begins. Network Fax 3-31 Transmission Chapter 3 3 Direct Input The address of the IP address fax can be directly input. Transmission 0 To use the IP address fax function, [IP Address Fax] is required to be set to ON in [Network Fax Function Settings] of the Utility Mode.

For details, see p. 10-38. 0 When [Manual Destination Input] in [Security Setting] of the Utility Mode is set to [Restrict], [Direct Input] is not displayed. For details of the setting of [Manual Destination Input], contact your administrator. Chapter 3 1 Press [Direct Input] in the FAX screen.

Transmission 2 When sending a message in the color mode, select [Color]. 3 When using IP Address Transmission, press [IP Address Fax TX] and then set the IP address of the other party or the Host Name. Abbr. Dial Enter the Abbreviated dialing number (up to 2,000 from 0001 to 2000) through the keypad and specify the destination registered in the Address Book. On the screen, A abbr. number: Destination name is displayed as seen in the example "A0001: FAX1". Group Enter the Group number (up to 100 from 00, 01 to 99) through the keypad and specify the destination registered in the Group. 3-32 Network Fax Transmission 3 On the screen, G group number: Destination name is displayed as seen in the example "G01: FAX1". For more information about registering the Address Book, see p. 9-3.

For more information about registering the Group, see p. 9-8. 4 Place the original on the machine. For details, see "Placing the Original on the Machine" on page 3-9. 5 Press [Start]. Transmission begins. Box Access Fax Scan Copy Reset ABC DEF Interrupt Power GHI JKL MNO Mode Memor Memory Utility/Counter Mode Check Chec PQRS TUV WXYZ Proof Copy Stop Start Data Main P Power Network Fax 3-33 Transmission Chapter 3 3 3.6.3 Selecting Multiple Destinations Transmission Internet Faxes can be sent to multiple destinations in a single operation. This function is referred to as sequential multiple station transmission.

! Detail Chapter 3 In the case of the IP Address Fax, when addresses in which the model type of the other party is set to [Color] are mixed with those in which the model type of the other party is set to [Black], a fax is sent in monochrome. While in the broadcast transmission of the Internet fax, the transmission of the MDN/DSN Requests is not made. Transmission Broadcast transmission of the Internet faxes only 505 faxes in total of 500 in the abbreviated form and 5 in the Direct Input form. They are transmitted with the Compression Type, the Paper Size, and the Resolution fixed at the lowest ability (MH/A4/Fine or Standard). 605 faxes in total of 500 in the Address Book and 105 in the Direct Input (5 Internet fax addresses and 100 G3 fax addresses).

For Internet addresses, they are transmitted with the Compression Type, the Paper Size, and the Resolution fixed at the lowest ability (MH/A4/Fine or Standard). 505 faxes in total of 500 in the abbreviated form and 5 in the Direct Input form. However, the mixing of color and monochrome is not allowed. 605 faxes in total of 500 in the Address Book and 105 in the Direct Input (5 IP Address Fax and 100 G3 fax addresses). However, restricted only to monochrome. 605 faxes in total of 500 in the Address Book and 105 in the Direct Input (5 Internet Fax/IP Address Fax addresses and 100 G3 fax addresses). However, restricted only to monochrome. Broadcast transmission mixed of the Internet faxes and the G3 faxes Broadcast transmission of the IP Address Fax only Broadcast transmission mixed of the IP Address Fax and the G3 faxes Broadcast transmission mixed of the Internet faxes, IP Address Fax and the G3 faxes The following methods can be used to select multiple destinations. - Keypad - Group - Address Book - Direct Input They can also be used in combination.

3-34 Network Fax Transmission Selecting Multiple Destination 3 Specify as many destinations as necessary to which you want to send a message. (See "Specifying only One Mail Address (Internet Fax)" on page 3-24.) In case of IP Address Fax, when sending a message in the color mode, select [Color]. When [Color] is selected, addresses (Address Book, Group, Program) displayed are limited only to those in which the model type of the other party is set to [Color]. In case of Group Press [Group] in the FAX screen. Press the group number key.

Press the key for the destination in the group. To select all numbers within the Group, press the [Select All]. The specification can also be made by entering the Group No. (01 to 99, 00) with [Group] pressed in [Direct Input].



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