



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA FK-502. You'll find the answers to all your questions on the KONICA MINOLTA FK-502 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 FK-502
User guide KONICA MINOLTA FK-502
Operating instructions KONICA MINOLTA FK-502
Instructions for use KONICA MINOLTA FK-502
Instruction manual KONICA MINOLTA FK-502



The essentials of imaging

bizhub C650 

User's Guide [FK-502 Fax Operations]



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<http://yourpdfguides.com/dref/594238>

Manual abstract:

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..... 12-6 12.3 13 Index 7 **WARNING** Text highlighted in this manner indicates the actions which when not observed may lead to fatal or serious injury due to wrong handling. % Be sure to pay attention to the Warning headings when reading the Quick Guide [Copy/Print/Fax/Scan/Box Operations]. C650 x-8 Contents 7 **CAUTION** Text highlighted in this manner indicates the actions which when not observed may lead to slight injury, moderate damage, or property damage due to wrong handling. % Be sure to pay attention to the Warning headings when reading the Quick Guide [Copy/Print/Fax/Scan/Box Operations].

C650 x-9 Contents Introduction Thank you for choosing this machine. This User's Guide describes operating procedures and precautions to be followed when using the fax functions. Please be sure to read this Guide. To ensure that this machine is used correctly and safely, carefully read the Quick Guide [Copy/Print/Fax/Scan/Box Operations] before using the machine. **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, the Adobe logo, Acrobat and PostScript are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Other company names and product names used in this User's Guide are the registered trademarks or trademarks of their respective companies. **COPYRIGHT © 2007 by KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. All Rights Reserved.**

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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.



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Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). 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. C650 x-11 Contents 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 a specially wired alarm equipment connected to the telephone line, ensure the installation of FK-502 does not disable your 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 "Registering transmission source name and fax number (Header Information)" on page 10-38. 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 Quick Guide [Copy/Print/Fax/Scan/Box Operations]. 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 Quick Guide [Copy/Print/Fax/Scan/Box 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. 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. C650 x-12 Contents 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. C650 x-13 Contents Send a fax (Faxing) The basic procedure for sending a fax is described below. Sending a fax 0 In order to use the fax functions, the optional fax kit must be installed.

Press [Fax/Scan] key on the control panel to enter fax mode. The Fax/Scan screen is displayed. 1 2 Load the original to be faxed. For details on loading the original, refer to "Loading the original" on page 2-6. C650 x-14 Contents 3 Specify functions to be used if required. Scan Settings screen For details on scan settings, refer to "Specifying scanning conditions" on page 2-9 or "Scan Settings" on page 6-2. Original Settings screen For details on original settings, refer to "Original Settings" on page 6-3. Communication Settings screen For details on communication settings, refer to "Communication Settings" on page

6-4.



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C650 x-15 Contents 4 Enter the fax number of the recipient on the keypad. If an incorrect number has been entered, touch [Delete] and then correct the number.

When [C] (clear) key is pressed, all entered numbers are deleted. 5 Press [Start] key on the control panel. If you are unable to send a fax, refer to "Fax cannot be sent" on page 4-2. C650 x-16 Contents Available features Attaching and sending the total page count The total page count for the number of pages in the original sent can be attached to and sent with the original when using Quick Memory TX. This is useful for confirming whether the entire original has been correctly sent or not. For details, refer to page 2-44. From : 012345678 2005 / 01 /20 10:01 #12 P.005 / 010 Sending a fax at a specified time A fax can be sent at a specified time. Sending faxes at discounted calling times, such as at night or early in the morning, can help to reduce costs. For details, refer to page 2-46.

Sending one scanned page at a time (Quick Memory TX) With this feature, the machine starts to transmit the fax after 1 page of the original has been scanned. For details, refer to page 2-42. Overseas faxing When faxing to a location where fax communication conditions are poor, a slower transmission speed can be set to ensure that the fax is successfully transmitted. For details, refer to page 2-48. Confirming whether the original has been scanned or not A stamp can be affixed to a successfully scanned original to confirm it has been scanned.

For details, refer to page 6-22. Front surface of original Original transmitting direction Stamp position C650 x-17 Contents Erasing shadows Shadows that appear on the top, bottom, left and right of originals when faxing items such as booklets can be erased. For details, refer to page 6-10. Width of erasure Ordinary transmission Frame erasure transmission Specifying a scanning area size on the original It is possible to specify a scanning area size for originals to be faxed. This is useful when you want to fax only a portion of the original.

For details, refer to page 6-17. RUSSIA RUSSIA MONGOLIA NORTH KOREA SOUTH KOREA MONGOLIA NORTH KOREA SOUTH KOREA CHINA BHUTAN LADESH NMAR LAOS THAILAND CAMBODIA VIETNAM BRUNEI Taiwan JAPAN BHUTAN LADESH NMAR LAOS PHILIPPINES CHINA JAPAN Taiwan THAILAND CAMBODIA VIETNAM BRUNEI PHILIPPINES MALAYSIA SINGAPORE MALAYSIA SINGAPORE INDONESIA PAPUA NEW GUINEA Indian Ocean AUSTRALIA Sending originals of different sizes with one operation Faxes of different sizes can be sent by loading the differently-sized originals and enabling the machine to correctly recognize original sizes and to send faxes accordingly. For details, refer to page 6-24. Transmitted and reproduced in the same sizes as the original pages at the destination. You set original pages of mixed sizes on the ADF. C650 x-18 Contents Sending an original with fold lines Originals with original sizes that cannot be correctly detected due to fold lines can still be sent at the correct size. For details, refer to page 6-26. Sending long originals Originals longer than 432 mm (17 inch) can be sent. For details, refer to page 6-28. Sending double-paged originals When sending a book or catalog, left and right pages can be divided and sent as single pages.

For details, refer to page 6-13. SURVEYOR'S REPORT SURVEYOR'S REPORT Specifying the binding position of double-sided originals It is possible to send faxes after specifying a binding position for the original and adjusting the position of the back face of the original. For details, refer to page 6-30. Top bind 2 1 3 2 1 3 Transmission Left bind 1 2 3 Destination FAX C650 x-19 Contents Sending faxes by command from the recipient An original loaded or stored on the machine can be sent when a command is made by the recipient. For details, refer to page 8-6. Receiver Sender Releasing ECM mode This function allows you to release ECM mode and send faxes to reduce transmission time. For details, refer to page 6-33. Specifying an original for polling An original that you want for others to view can be stored in the bulletin board box and sent by polling. In addition, originals can be received from external bulletin board boxes via polling. For details, refer to page 8-8.

Viewing Bulletin board Polling Registering Releasing Super G3 Mode Faxes can be sent after releasing Super G3 Mode (V. 34) in situations where Super G3 Mode (V. 34) cannot be used due to restrictions caused by private branch exchanges (PBX) etc. For details, refer to page 6-35. Specifying a relay destination Once an original has been sent to a relay station, broadcast to recipients from the relay station is possible.

For details, refer to page 6-48. Terminating station Originating station Relay station Local Call Toll Call Terminating station C650 x-20 Contents Using a confidential box An original to be sent to or received by a specific person can be transmitted using a confidential box. For details, refer to page 6-46. Sender Confidential Receiver box Sending password-protected faxes If the receiving machine is set up for closed communication, it is possible to send a password-protected fax to the recipient. For details, refer to page 6-44.

Adjusting the background color density It is possible to adjust the background color density of faxed originals. For details, refer to page 6-6. Emphasizing character edges It is possible to make adjustments for faxed originals so that blurred characters are more defined and the overall appearance of the original is clearer. For details, refer to page 6-8. C650 x-21 Contents Saving to a box A scanned original can be saved from the Fax/Scan screen to a box created in the hard disk of this machine. The box is specified as the destination instead of a fax number. Files saved in a box can also be sent as faxes. For details, refer to page 1-11. Hard disk Box C650 x-22 Contents Explanation of manual conventions C650 x-23 Contents C650 x-24 Contents Descriptions of original documents and paper The descriptions used in this manual for documents and paper are explained below. Whenever document and paper dimensions are mentioned in this manual, the value shown as Y in the illustration refers to the width, and the value shown as X refers to the length.

If the length (X) is longer than the width (Y), the paper orientation is indicated by w. If the length (X) is shorter than the width (Y), the paper orientation is indicated by v. C650 x-25 Contents User's guides This machine is provided with printed manuals and PDF manuals on the User's Guide CD. Printed manuals Quick Guide [Copy/Print/Fax/Scan/Box Operations] This manual contains operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.



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In addition, this manual contains notes and precautions that should be followed for safe use of the machine. Be sure to read this manual before using the machine. User's Guide [Enlarge Display Operations] This manual contains details on operating procedures in Enlarge Display mode. Refer to this manual for details on using copy, network scanner and fax functions in Enlarge Display mode. User's Guide CD manuals User's Guide [Copy Operations] This manual contains descriptions of the Copy mode operations and machine maintenance. Refer to this manual for details on the paper and documents, copy procedures using convenient Application functions, replacing consumables, and troubleshooting operations such as clearing paper misfeeds.

User's Guide [Print Operations] This manual contains details of the printing functions that can be specified with the standard built-in printer controller. Refer to this manual for operating procedures on using the printing functions. User's Guide [Box Operations] This manual contains operating procedures for using the user boxes on the hard disk. Refer to this manual for details on saving data in user boxes, retrieving data from user boxes and transferring data.

User's Guide [Network Scanner Operations] This manual contains descriptions on specifying network settings for standard equipment and operating procedures for scanning functions.

Refer to this User's Guide for details on using network functions and the Scan to E-Mail, Scan to FTP and Scan to SMB operations. User's Guide [PageScope Web Connection Operations] This manual contains descriptions on the machine settings that can be specified remotely with PageScope Web Connection from a Web browser on a computer. Refer to this manual for details on operating procedures for using PageScope Web Connection. User's Guide [Fax Operations] (this manual) This manual contains descriptions of the G3 fax operations. Refer to this manual for details on using the G3 fax operations when the optional fax kit is installed.

In order to use the fax functions, the optional fax kit must be purchased separately. User's Guide [Network Fax Operations] This manual contains details on the network fax functions. Refer to this manual for operating procedures on Internet faxing and IP address faxing. User's Guide [Fax Driver Operations] This manual contains details of the fax driver functions that can be used to send a fax directly from a computer. Refer to this manual for operating procedures on using the PC-FAX functions. In order to use the fax functions, the optional fax kit must be purchased separately. User's Guide [Advanced Function Operations] This User's Guide describes overview and usage of functions that become available by registering the optional license kit and enabling its function, and functions that become available by connecting the MFP with applications. In order to use the functions effectively, please read this User's Guide. The following models support the advanced function. bizhub C650/C550/C451/C353/C253/C203 C650 x-26 1 Before using this machine Before using this machine 1 1 1.

1 Before using this machine Precautions This machine cannot transmit or receive color faxes. The following types of telephone lines can be connected to this machine. Local telephone lines (Including fax communication networks) PBX (Private branch exchange two-line systems) Be sure to check the following for the telephone line to be used. A business phone is not connected as an external telephone on the line. A call waiting service is not being used on the line. If a digital line is multiplexed in a corporate network used by customers, fax communications may be subject to the following limitations. Limited transmission speeds Fax communications via Super G3 are not possible Although rare, communication errors may sometimes be caused by factory default settings. This results from the multiplexing device placing extreme restrictions on the band used for the line on the assumption that it will be used for voice transmissions. In addition, these restrictions may vary depending on the devices that make up the network. For details, contact your network administrator.

2 Reminder When the machine is turned off, then on again with the main power switch, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turn on immediately after being turned off. C650 1-2 Before using this machine 1 1.2 Using the control panel Control panel 1 2 3 4 5 22 21 20 19 18 17 16 15 6 7 8 14 13 12 11 10 9 No. 1 2 3 4 Name Touch panel Main Power indicator Sub power switch [Mode Memory] key Description Displays various setting screens and messages.

Lights up in green when the [Main Power switch] is ON. Used to turn power ON/OFF to the control panel. When turned off, the machine enters a state where it conserves energy. Desired fax settings can be registered as a program destination, and used to send faxes by recalling the registered program destination. (page 2-24, page 9-14) Press to switch between the Utility mode screen and the sales counter screen.

Press to clear all settings (except registered settings) entered in the control panel or 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 "Interrupted" appears on the touch panel. To release Interrupt mode, press [Interrupt] key again. Press to stop scanning of the original. If the [Proof Copy] key is pressed before the [Start] key is pressed, a finished preview with the currently specified settings applied is displayed in the touch panel. (page 2-52) Press to begin operation of the mode selected: box, Fax/Scan or copying. If Fax/Scan mode is selected, transmission will begin. When the machine is ready to begin the operation, the indicator on the [Start] key lights up in blue. If the [Start] key indicator lights up in orange, the selected operation is unable to begin.

Flashes blue while print job or fax is being received. Lights up blue while print job or fax is in printing queue or is being printed. Press to erase a value entered using the keypad or characters entered using the screen keyboard. Use to enter numbers. These keys can be used when entering telephone numbers or setting values. Press to display the Help screen. Explanations and operating procedures for this machine's functions can be displayed on the screen. 5 6 7 [Utility/Counter] key [Reset] key [Interrupt] key 8 9 [Stop] key [Proof Copy] key 10 [Start] key 11 12 13 14 [Data] indicator [C] (clear) key Keypad [Help] key C650 1-3 Before using this machine 1 Description Press to enter Enlarge Display mode.If authentication is performed with PageScope Authentication Manager, it does not enter Enlarge Display mode.



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For details, refer to the User's Guide [Enlarge Display Operations].

Press to display the screen for specifying user accessibility functions. For details, refer to the User's Guide [Copy Operations]. Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To release Power Save mode, press [Power Save] key again.

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. Use to adjust the luminance of the touch panel. Press to enter Box mode. While the machine is in Box mode, the indicator on the [User Box] key lights up in green. For details, refer to the User's Guide [Box Operations].

Press to enter to Fax/Scan mode. While Fax/Scan mode is being used, the indicator on the [Fax/Scan] key lights up in green. For details on the scan functions, refer to the User's Guide [Network Scanner Operations]. Press to enter to 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]. No. 15 Name [Enlarge Display] key 16 17 [Accessibility] key [Power Save] key 18 [Access] key 19 20 [Brightness] dial [User Box] key 21 [Fax/Scan] key 22 [Copy] key 2
Reminder To prevent damage to the touch panel, do not push down on the touch panel with force. Also, do not push down on the touch panel using hard or sharp objects.

If the service call screen (page 4-5) is displayed and operations are not possible, write down the trouble code, unplug the main power supply and immediately contact your technical representative, as there may be a risk of breakdown. When contacting your technical representative, inform them of the trouble code you recorded at the time the problem occurred. C650 1-4 Before using this machine Fax Mode screens The Fax/Scan screen appears when the [Fax/Scan] key on the control panel is pressed. The displayed destination or function can be selected by using your finger to lightly touch the button displayed on the screen. 1 2 3 4 5 6 7 8 9 17 1 10 16 15 14 13 12 11 No. 1 2 3 4 5 6 7 8 9 Name [Check Job] button [Job List] button [Address Book] tab Message display area [Direct Input] tab [Job History] tab [Address Search] tab No. of destinations [Off-Hook] button Description Displays a list of selected destinations in the left panel of the screen. Displays a list of jobs being executed and a list of pending jobs in the left panel of the screen. Displays a screen for selecting a registered destination. (page 2-13) Displays machine status and operating procedures that need to be carried out at that time.

Displays a screen for entering destinations directly. (page 2-17) Displays a screen for selecting destinations from the Job History. (page 2-18) Displays a screen for searching for destinations on the LDAP server. (page 2-18, page 2-20) Displays the no. of destinations specified. This is touched for manual transmission or reception. (page 2-35, page 3-4) When this button is touched the telephone line tone is heard through the speaker. This area is for setting destinations and functions. Displays a menu for line settings and settings concerning timer transmissions and communications in general. (page 6-4) Displays a menu for original-related settings such as mixed original and original binding positions. (page 6-3) Displays a menu for settings concerning the scanning process, such as original image quality and resolution. (page 2-9, page 6-2) Displays the amount of memory remaining during operation. Displays the amount of toner remaining. Displays the job list and destination list. Displays the destination specified. 10 11 12 13 14 15 16 17 Setting area [Communication Settings] button [Original Settings] button [Scan Settings] button Remaining memory Remaining toner Left panel Destination display section C650 1-5 Before using this machine 1 2 Note The display positions of the [Address Book], [Direct Input], [Job History] and [Address Search] tabs differ depending on the settings specified for the Scan/Fax Settings parameters in Utility mode. For details, refer to "Setting the initial state of Fax/Scan screen (Scan/Fax Settings)" on page 10-13. If "Confirm Address (TX)" in Utility mode is set to "ON", the [Job History] tab and [Off-Hook] button does not appear. For details on the "Confirm Address (TX)", refer to "Specifying the ON/OFF settings of the function (Function ON/OFF Setting)" on page 10-48. C650 1-6 Before using this machine 1 1.

3 Initial settings After installation, the following settings must be made in order to use fax functions. If the following settings are not correctly made, fax communications may not be possible. Please ensure these settings are registered. Date/Time Settings Date/Time Settings Specify the current date and time. For details on setting the date and time, refer to the User's Guide [Copy Operations]. Time zone Specify the standard time zone for each region in the world. Header Information Sender The transmission source name is this machine's name and is recorded as part of the transmission source record written at the top of the sent original. Register a name of 30 characters or less. Refer to "Registering transmission source name and fax number (Header Information)" on page 10-38 for details. Sender Fax No.

Normally, the fax number for this machine is registered as the Sender Fax No. Numerical characters from 0 to 9, +, space, * and # are used, and 20 digits or less are registered for the Sender Fax No. Line Parameter Setting Dialing Method For North American model, a touch-tone line or a rotary dial (pulse) line (10pps) can be selected. For European model, only a touch-tone line can be selected. Refer to "Specifying transmission/receiving mode (Line Parameter Settings)" on page 10-43 for details.

Receive Mode Auto reception and manual reception can be selected. Set the machine to auto reception to receive faxes automatically. If the phone line is often busy because an external telephone line is connected, set the machine to manual reception. C650 1-7 Before using this machine 1 1.4 Convenient function settings By registering destinations that you fax often in the Address Book destinations or Group destinations, and registering Program destinations for fax transmission settings that are used often, the registered details can be recalled by simply touching the registered button.

Address Book destinations By registering destinations that you fax often in the Address Book destinations, you can recall destinations by simply touching the registered button. Refer to "Registering the Address Book" on page 9-3 for details regarding registering abbreviated destinations.



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Group destinations When sending the same fax to multiple destinations, by grouping together and registering destinations registered in the Address Book destinations, multiple destinations can be recalled by simply touching the group destinations button. Refer to "Registering Group destinations" on page 9-10 for details on registering group destinations. *Program destinations* By registering destinations that you fax often and transmission settings you use often in your program destinations, the registered details can be recalled by simply touching the program button. Refer to "Registering Program destinations" on page 9-14 for details on registering program destinations. C650 1-8 Before using this machine 1 1.5 User authentication and account track This machine can be set so that an account or user name and a password must be entered in order to use the machine. Contact the administrator for details on the account or user name for using the machine. With user authentication (machine authentication) Type in the user name and password, and then touch [Login] or press the [Access] key.

With user authentication (external server authentication) Specify the user name, password and authenticating server, and then touch [Login] or press the [Access] key. With account track Type in the account name and password, and then touch [Login] or press the [Access] key. C650 1-9 Before using this machine 1 2 Note If "Prohibited Functions When Authentication Error" in Administrator mode is set to "Mode 2" and a user enters an incorrect password the specified number of times, that user is locked out and can no longer use the machine. Contact the administrator to cancel operation restrictions. If authentication is performed with PageScope Authentication Manager, contact your server administrator for log on. For details on logging on when using optional authentication unit (biometric type) AU-101 for authentication, refer to the User's Guide [Copy Operations]. ! Detail For details on the user authentication and account tracking, refer to the User's Guide [Copy Operations]. C650 1-10 Before using this machine 1 1.6 Fax reception using a box In this machine, by using PC-FAX RX function or Memory RX function, the received original can be saved in a box on the hard disk without printing it.

Additionally, if a confidential original is received, the original is automatically saved in the confidential box on the hard disk. The original saved in the box can be printed by this machine, and can be downloaded on a computer in the network. An outline regarding fax reception using boxes is given here. Box Original 1000 2000 Sender Hard disk ! Detail For details on the creating boxes and downloading to a computer originals received in boxes via PCFAX RX function, refer to the User's Guide [Box Operations]. When sending a fax, the scanned original can be saved in a box by specifying the box in the machine as the destination. Box types Public/Personal User Box and System User Box are made available in the hard disk of this machine. For Public/Personal User Box, Specified User Box from (no. 1 to 999999999) are available. System User Box include the Bulletin Board User Box, Polling TX User Box, Secure Print User Box, Memory RX User Box, Annotation User Box, Fax Retransmit User Box and Encrypted PDF User Box. In this machine, the boxes can be used to utilize the functions indicated in the following table. Box name Public/Personal User Box Specified User Box (box no. 1 to 999999999). Function Public/Personal User Box consist of normal Public/Personal User Box and Confidential Boxes. Communication passwords can be set for Confidential Boxes. A maximum of 20 Confidential Boxes can be established. For PC-FAX RX function, when the saving destination of a received original is set as a Specified User Box, and TSI sorting has been set, the received original is saved in the corresponding box number. For PC-FAX RX function: The received original is saved in the box number specified in the sub address by the sender. For TSI sorting: The received original is saved in the box number corresponding to the TSI sorting setting. Relay User Box can not be used as a sorting destination. ! Detail For details on PC-FAX RX function, refer to "PC-FAX RX function operations" on page 1-13. C650 1-11 Before using this machine 1 Function Bulletin Board User Box These boxes are used for registering originals for viewing.

Originals registered in the Bulletin Board User Box can be sent via polling according to polling commands from the recipient. Box name System User Box ! Detail For details on the Bulletin Board User Box, refer to "Polling after specifying the original (Bulletin board)" on page 8-8. Polling TX User Box Scanned originals to be transmitted by polling are saved in this box. ! Detail For details on the Polling TX User Box, refer to "Sending a fax when requested by the recipient (Polling transmission)" on page 8-2. System User Box Secure Print User Box Secure Print originals are saved in this box. ! Detail For details on the Secure Print User Box, refer to the User's Guide [Box Operations]. Memory RX User Box When the Memory RX function is activated, the received original is saved in this box without being printed out. ! Detail For handling Memory RX originals, refer to "Handling originals received by memory" on page 7-4, and for Memory RX function refer to "Specifying memory reception settings (Memory RX Settings)" on page 10-51. For PC-FAX RX function, when the Memory RX User Box has been set as the saving destination for the received original, the received original is saved in this box. ! Detail For details on the PC-FAX RX function, refer to "PC-FAX RX function operations" on page 1-13.

Annotation User Box This box is used when a date/time or filing number image is added to original data saved and the data is distributed over a network. The type of text to be added can be set at the time of distribution. ! Detail For details on saving originals in Annotation User Box, refer to the User's Guide [Box Operations]. Fax Retransmit User Box Originals that cannot be sent even after redialing because the recipient's line is busy are saved in this box for a fixed period of time. The saved original can be sent again to the same destination or to an altered destination.

! Detail For details about re-sending methods, refer to "Manual redial (Fax Retransmit User Box)" on page 2-32 and for details about re-sending settings, refer to "Specifying the resending (Incomplete TX Hold)" on page 10-58. Relay User Box This box has a communication password and stores originals for relayed distribution. Boxes are registered at a relay distribution station. A maximum of 5 boxes can be registered.



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! Detail For details about Relay User Box settings, refer to "Specifying Relay box settings" on page 9-29.

C650 1-12 Before using this machine PC-FAX RX function operations 1 Originals received by PC-FAX RX function are saved in a forced Memory RX User Box or a Public/Personal User Box (box no.1 to 999999999) on the hard disk. The box for saving the received original is specified with the [PC-FAX RX Setting] in the Utility mode. Refer to the following table for details related to [PC-FAX RX Setting] and reception methods. ! Detail For PC-FAX RX Setting, refer to "Specifying the reception in box of hard disk (PC-FAX RX Setting)" on page 10-60. [PC-FAX RX Setting] in the Utility mode PC-FAX RX Setting: Ristrict Reception method The received original is printed without being saved in the box. However, the received original is saved in the box in the following cases. (1) Confidential reception and relay request reception (When the F-Code sub-address indicates a confidential box or relay box number): The received original is saved in the confidential box or the relay box irrespective of the PC-FAX RX Setting. When the sub-address differs from the number of each of the boxes or the F-Code password differs from the communication password of each box, a communication error will occur. (2) TSI User Box Setting is set to Yes: The received original is saved in the box specified by TSI User Box Setting.

(3) Memory RX Setting is set: The received original is saved in the Memory RX User Box when it does not correspond with (1) or (2) mentioned above. The received original is saved in the Memory RX User Box. However, the received original is saved in other boxes in the following cases. (1) Confidential reception and relay request reception (When the F-Code sub-address indicates a confidential box or Relay User Box number): The received original is saved in the confidential box or the Relay User Box irrespective of the PC-FAX reception settings. When the sub-address differs from the number of each of the boxes or the F-Code password differs from the communication password of each box, a communication error will occur. (2) TSI User Box Setting is set to Yes: The received original is saved in the box specified by TSI User Box Setting. The received original is saved in the box specified by the number specified (1 to 999999999) in the sub-address. However, the received original is saved in other boxes in the following cases. (1) Sub-address is not specified: The received original is saved in the Memory RX User Box. (2) No corresponding specified user box exists: Follows the setting specified in [Incorrect User Box No. Entry] in the Utility mode. (3) Confidential reception and relay request reception (When the F-Code sub-address indicates a confidential box or Relay User Box number): The received original is saved in the confidential box or the Relay User Box irrespective of the PC-FAX RX Setting. When the sub-address differs from the number of each of the boxes or the F-Code password differs from the communication password of each box, a communication error will occur. PC-FAX RX Setting: Allowed Receiving User Box Destination: Memory RX User Box PC-FAX RX Setting: Allowed Receiving User Box Destination: Specified User Box ! Detail Refer to "Settings of transmission and reception mode (TX/RX Settings)" on page 10-45 for [Box Number Error Operation] settings. C650 1-13 Before using this machine 1 1.

7 Transmission and reception using an extension line Transmission and reception using 2 lines can be carried out by installing the fax multi line. 2 Note Please note the following points when installing a fax multi line. The off-hook function can be used by Line 1 only (standard line). Reception using Line 2 (extension line) is only by auto reception. Usage as both a transmission/reception line When you carry out broadcast transmission to multiple destinations, transmission to multiple destinations can be completed more quickly as transmission is carried out using 2 lines.

This is known as simultaneous broadcasting. Additionally, it is possible to send and receive faxes while carrying out broadcast transmissions by allocating different telephone companies to each telephone line. ! Detail For required settings, refer to "Specifying the communication methods of Extended telephone lines (Multi Line Settings)" on page 10-76. Line 1 (Standard Telephone Line) Sending and receiving Line 2 (Extension Line) Sending and receiving Telephone Company A Telephone Company B Example Telephone Company A used for short distance Telephone Company B used for long distance C650 1-14 Before using this machine Usage as a reception-only line Line 2 (extension line) can be set to receive only. When line 2 is set exclusively for reception, only line 1 is used for sending. This is convenient when you wish to separate your sending and reception lines. 1 2 Note Line 1 is used for both transmission and reception and cannot be set as reception-only line. ! Detail For required settings, refer to "Specifying the communication methods of Extended telephone lines (Multi Line Settings)" on page 10-76. Line 1 (Standard Telephone Line) Used for sending as well as receiving Line 2 (Extension Line) Reception Only Usage as a sending-only line Line 2 (extension line) can be set for sending only. When line 2 is set exclusively for sending, only line 1 is used for reception.

This is convenient when you wish to separate your sending and reception lines. ! Detail For required settings, refer to "Specifying the communication methods of Extended telephone lines (Multi Line Settings)" on page 10-76. Line 1 (Standard Telephone Line) Used for sending as well as receiving Line 2 (Extension Line) Sending Only C650 1-15 2 To send a fax To send a fax 2 2 2.1 To send a fax General fax operation This section contains information about general operations for sending a fax. ! Detail Color faxes cannot be sent and received. Use scan functions to send a colored fax. For details on the scan functions, refer to the User's Guide [Network Scanner Operations]. Sending a fax ! Detail The procedure for faxing a single-sided original using basic operations is explained here. Various functions that make sending faxes more convenient are provided in this machine. For details, refer to "Useful transmission functions" on page 6-2.

1 2 Press [Fax/Scan] key to display the Fax/Scan screen. Position the original to be faxed. For details on positioning the original, refer to "Loading the original" on page 2-6. C650 2-2 To send a fax 2 Touch [Scan Settings], specify the desired function and touch [OK]. 3 Scan Setting functions are specified as follows at the time of purchase.

[Original Type]: Text/Photo (Printed Photo) [Simplex/Duplex]: 1-Sided [Resolution]: 200×200dpi (Fine) [Density]: Standard [File Type] is not available in Fax mode.



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