



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KONICA MINOLTA FK-503. You'll find the answers to all your questions on the KONICA MINOLTA FK-503 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-503
User guide KONICA MINOLTA FK-503
Operating instructions KONICA MINOLTA FK-503
Instructions for use KONICA MINOLTA FK-503
Instruction manual KONICA MINOLTA FK-503



bizhub

FK-503 (bizhub 350/250)

User Manual

The essentials of imaging



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>

.....
.....
.....
.....

.. 1-10 Sending one scanned page at a time (Quick Scan TX)

... 1-11 Overseas faxing ..

.....
.....
.....
.....

.....
.....
.....
.....

... 1-11 Sending a fax printed with the recipient's name

.....
.....

..... 1-11 Sending a fax with the document scanning area specified .

..... 1-12 Specifying the binding position of double-sided documents ..

.... 1-12 Sending a fax with a command sent from the recipient .

.....
.....

..... 1-13 Storing a document for polling ..

.....
.....
.....
.....

.....
.....
.....

1-13 Using a confidential box

.....
.....
.....
.....

.....
.....
.....

.. 1-14 Sending a fax protected with a password

.....
.....
.....

..... 1-14 Advanced scanning features ...

.....
.....
.....
.....

.....
.....
.....

... 1-14 User's guides

.....
.....

.....
.....

.....
.....
.....

.....
.....

1-15 User's guide [Copy operations]

.....
.....
.....
.....

..... 1-15 User's guide [Network scanner operations] ...

.....
.....
.....

..... 1-15 User's guide [Box operations] .

.....
.....
.....

.....
.....
.....
.....

... 1-15 User's guide [Print operations]

.....
.....
.....

.....
.....
.....

..... 1-15 User's guide [Facsimile operations] (this manual) ...

.....
.....
.....

1-15 Explanation of manual conventions

.....
.....
.....
.....

..... 1-16 Safety advices

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.... 1-16 Sequence of action

.....
.....
.....
.....

.....
.....
.....
.....

.... 1-16 Tips

. 1-17 Special text markings

.....
.....

.....
.....
.....
.....

.....
.....

... 1-17 Descriptions and symbols of documents and paper ..

.....

..... 1-18 "Width" and "Length"

.....
.....
.....

.....
.....
.....
.....

... 1-18 Paper orientation ..

.....
.....

.....
.....
.....
.....

.....
.....
.....

..... 1-18 1.2 1.3 1.

4 1.5 1.6 bizhub 350/250 x-1 Contents 2 Before use 2.1 2.2 Precautions .2-3 Part names and their functions

.....
.....
.....

.....
.....
.....
.....

.2-4 Back of main unit (Fax Kit FK-503)

.....
.....
.....
.....

.....
.....

2-4 Stamp unit SP-501

.....
.....
.....
.....

.....
.....
.....
.....

...2-5 Using the control panel

.....
.....
.....

.....
.....
.....
.....

..2-6 Control panel ...

.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....2-6 Initial settings

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....2-8 Required settings .

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....

2-8 Useful functions

.....
.....
.....
.....
.....
.....
.....
.....
.....

.2-10 Fax settings screen

.....
.....
.....
.....
.....
.....

....2-11 Fax mode screen .

.....
.....
.....
.....
.....
.....

.....2-11 Fax/Copy screen ..

.....
.....
.....
.....
.....
.....
.....

...2-13 Icons that appear in the screen ..

.....
.....
.....
.....
.....
.....

.....2-14 User authentication and account track

.....
.....
.....

.2-15 2.3 2.4 2.5 2.

6 3 Transmission 3.1 3.2 General fax operation

.....
.....
.....
.....

....3-3 To send a fax

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....3-3 Feeding the document

.....
.....
.....
.....

.....
.....
.....
.....

.....3-5 Loading the document into the ADF

.....
.....
.....

.....
.....
.....

...3-5 Placing the document on the original glass

.....
.....
.....

.....3-6 Faxing a multi-page document from the original glass .

.....
.....
.....

.3-8 Faxing using the original glass

.....
.....
.....

.....
.....
.....

..3-8 Specifying the transmission settings ...

.....
.....
.....

.....
.....
.....

.....
.....3-10 To specify the transmission settings

.....
.....
.....
.....

.....
3-10 Original type

.....
.....
.....
.....

.....
.....
.....
.....

..3-11 Density ...3-13 Reduction/Area

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

..3-14 Checking the settings

.....
.....
.....
.....

.....
.....
.....

.....3-17 Specifying a recipient .

.....
.....
.....
.....

.....
.....
.....
.....

.....3-19 Using the direct input screen .

.....
.....
.....

.....
.....
.....
.....

.....3-19 Using a one-touch dial button

.....
.....

.....3-21 Using a program .

.....
.....
.....
.....
.....
.....
.....

....3-22 Using the search screen .

.....
.....
.....
.....
.....

..3-24 Specifying multiple recipients (broadcast transmission) ...

.....

.3-26 Checking/deleting recipients

.....
.....
.....
.....
.....

.....3-28 Faxing after using the telephone (manual faxing) ...

.....
.....

.3-29 To send a fax manually

.....
.....
.....
.....
.....

.....3-29 3.3 3.4 3.5 3.

6 x-2 bizhub 350/250 Contents 3.7 Combining one-touch dialing and direct dialing (chain dialing)

.....
.....
.....
.....

.....
.....
.....

... 3-30 To send a fax using chain dialing

.....
.....
.....
.....

.. 3-30 Operations while scanning ...

.....
.....
.....
.....
.....

.. 3-31 If document size cannot be detected ...

.....
.....
.....
.....
.....

.... 3-31 If memory became full

.....
.....
.....
.....
.....
.....
.....
.....

3-31 When unable to send

.....
.....
.....
.....
.....
.....

3-32 To send the fax again

.....
.....
.....
.....
.....

.. 3-32 Stopping the transmission ...

.....

.....

.....

.....

.....

.....

... 3-33 To stop sending a fax ..

.....

.....

.....

.....

.....

.....

.....

.... 3-33 Checking transmission results (Job List)

.....

.....

.....

.....

. 3-34 Jobs 3-34 Checking a job ...

.....

.....

.....

.....

.....

.....

.....

.....

.... 3-35 3.8 3.9 3.10 3.11 4 Reception 4.1 4.

2 Reception modes

.....

.....

.....

.....

.....

.....

.....

.....

... 4-3 Reception ..

. 4-6 Printing received faxes

.....

.....

.....

.....

.....

.....

..... 4-6 When unable to receive ..

.....
.....
.....
.....

.....
.....
.....
.....

... 4-7 Reception information

.....
.....
.....

.....
.....
.....
.....

. 4-8 Receiving a telephone call

.....
.....

.....
.....
.....
.....

.... 4-9 To receive a telephone call .

.....
.....

.....
.....
.....
.....

.....
.....

3 5 Troubleshooting 5.1 5.2 5.3 Problems when sending faxes ..

.....
.....
.....
.....
.....

.... 5-3 Problems when receiving faxes .

.....
.....

.....
.....
.....
.....

..... 5-5 Error messages ..

.....
.....
.....

.....
.....

.....
.....

.....
.....
.....

..... 5-7 6 Specifications 6.

1 Specifications

.....
.....
.....

.....
.....
.....

.....
.....
.....

... 6-3 7 Useful transmission functions 7.1 FAX Menu ... 7-3 Displaying the fax menu screen ...

.....
.....
.....

.....
.....
.....

7-3 FAX Menu screens

.....
.....
.....

.....
.....
.....

... 7-4 Sending faxes printed with transmission information

.....
.....

. 7-7 To send faxes printed with transmission information

.....

. 7-7 7.2 bizhub 350/250 x-3 Contents 7.3 Sending faxes printed with the recipient's name ("Dest. Insert" function) .

.....
.....

.....
.....
.....

.....
.....
.....

..7-8 To send faxes printed with the recipient's name

.....
.....
.....

7-8 Checking a report for the transmission result ("TX Report" function)

.....
.....
.....
.....

.....7-10 To print the transmission report .

.....
.....
.....
.....

.....7-10 Sending two document pages as one ("2in1" function)

.....7-12 To send a 2in1 fax

.....
.....
.....

.....
.....
.....
.....

.....7-12 Sending double-sided documents ("2-Sided TX" function) ...

.....7-13 To fax double-sided document pages

.....
.....
.....
.....

.....7-13 Sending an A4-size document with a landscape orientation ("Rotation TX" function) ..

.....
.....
.....

.....
.....
.....
.....

.....7-15 To send a rotated transmission .

.....
.....
.....

.....
.....
.....
.....

.....7-15 Giving a fax priority ("Priority TX" function)

.....
.....
.....

.....

7-16 To send a priority transmission

.....
.....
.....
.....
.....

...7-16 To send a fax at a specified time ("Timer TX Setting" function)

.....
.....
.....
.....
.....

7-17 To send a timer transmission

.....
.....
.....
.....
.....

.....7-17 Stamping faxed documents ("Stamp" function)

.....
.....
.....

...7-19 To stamp faxed documents

.....
.....
.....
.....
.....

.7-19 Sending a document one page at a time ("Quick Scan TX" function)

.....
.....
.....
.....
.....

..7-20 To send a document one page at a time

.....
.....
.....
.....

7-20 Sending a fax with a password applied ("Password TX" function)

.....
.....
.....
.....
.....

.....

...7-21 To send faxes with a password applied

.....
.....
.....

..7-21 Specifying the number of fax copies ("Remote Copy" function) ...

.....

.....
.....
.....

.....

7-22 To specify the number of fax copies to be printed

.....

.....7-22 F-codes ..

....7-23 F-codes .

.7-23 F-code confidential transmissions

.....

.....
.....
.....
.....

....7-23 Bulletin boards

.....
.....

.....
.....
.....

.....

.....

..7-24 Remote copying

.....
.....
.....

.....
.....
.....

.....7-24 Precautions for specifying F-codes ..

.....
.....

.....

.....

....7-24 Using a confidential box (confidential transmission)

.....
...7-25 To use a confidential box ..

.....
.....

.....
.....
.....
.....

.....
.....
7-25 Retrieving F-code confidential documents

.....
.....
.....
.....

7-26 7.4 7.5 7.6 7.7 7.8 7.9 7.10 7.11 7.12 7.

13 7.14 7.15 x-4 bizhub 350/250 Contents 7.16 Registering a document on a bulletin board

.....
.....
.....

..... 7-2.....

...11-14 To specify user management settings ..

.....
.....
.....
.....

...11-14 Tone volume parameters

.....
.....
.....
.....

.....
.....
.....

...11-15 Memory RX ON/OFF

.....
.....
.....
.....

.....
.....
.....
.....

11-15 Displaying the administrator management screen

.....
.....

11-16 To display the administrator management screen

.....
.....
.....
.....

.11-16 Available parameters

.....
.....
.....
.....

.....
.....
.....

.....
11-38 11.14 Deleting confidential boxes

.....
.....

.....
.....
.....
.....

..... *11-39 To delete a confidential box ..*

.....
.....
.....

.....
.....
.....
.....

... 11-39 11.15 Specifying the reception mode and the number of rings (RX Functions)

.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

... 11-41 To specify RX Functions settings

.....
.....
.....
.....

11-41 To specify the reception method (Reception mode)

.....

..... 11-42 To specify the number of rings (Numbers of RX call rings) .



[You're reading an excerpt. Click here to read official KONICA
MINOLTA FK-503 user guide
http://yourpdfguides.com/dref/2172106](http://yourpdfguides.com/dref/2172106)

..... 11-42 11.16 Registering communication passwords ...

.....
.....
.....

.... 11-43 To register a communication password .

.....
.....

. 11-43 11.17 Specifying report output settings (Report settings)

.....
.....

11-45 To specify the result report printing conditions (TX Report)

. 11-45 To specify the activity report printing conditions (Activity report)

.....
.....

.....
.....

.....
.....

. 11-47 11.18 Forwarding sent documents to the specified recipient (TX Forwarding)

.....
.....

.....
.....

.....
.....

... 11-48 To specify document forwarding ..

.....
.....

.....
.....

..... 11-48 11.19 Specifying the procedure for received documents (Document management)

.....
.....

.....
.....

.....
.....

..... 11-50 To specify the procedure performed with documents received on each line

.....
.....

.....
.....
.....
.....

. 11-50 To specify the procedure performed with documents received on each line

.....
.....
.....
.....
.....

. 11-50 To specify the procedure performed with documents received with an F-code

.....
.....
.....
.....
.....

. 11-53 To specify the procedure performed with documents received with an F-code

.....
.....
.....
.....
.....

. 11-53 Specifying the procedure performed with other received documents

.....
.....
.....
.....
.....

... 11-56 To specify the procedure performed with other received documents

.....
.....
.....
.....
.....

11-56 11.20 Specifying the self-registered domain name

.....
.....
.....

11-58 To specify the self-registered domain name

.....

.....
.....

11-58 11.21 Specifying the gateway transmission setting

.....
.....

..... 11-60 To specify the gateway transmission setting .

.....
.....
.....

..... 11-60 11.22 Specifying software switch settings (machine functions) .

..... 11-62 Software SW settings ...

.....
.....
.....

.....
.....
.....
.....

.. 11-62 To specify a software switch setting ...

.....
.....

.....
.....
.....

.... 11-64 bizhub 350/250 x-7 Contents Specifying settings for the stamp and password comparison (mode 000)

.....
.....
.....
.....

.....11-66 Specifying settings for inserting the destination in the document (mode 001) .

.....
.....
.....

.....
.....
.....
.....

....11-67 Specifying printing of the memory clear report and the report for a broadcast transmission (mode 002)

.....
.....

..11-68 Specifying settings for forwarding reception (mode 003)

...11-69 Specifying the storage time for failed transmission documents (mode 004)

.....
.....
.....

.....
.....
.....
.....

.....11-70 Specifying settings for general subscriber lines (mode 006)

..11-71 Specifying settings for receiving long documents (mode 007) ...

11-72 Specifying the setting for selecting paper when printing received documents (mode 008)

.....

.....11-88 12 Specifying settings using PageScope Web Connection 12.1 Items that can be specified using PageScope Web Connection ..

.....12-3 Fax/Scan (User mode)

..12-3 System (Administrator mode)

.....12-3 x-8 bizhub 350/250 Contents Fax/Scan (Administrator mode) ...

... 12-4 Network (Administrator mode) ..

. 12-4 12.2 Using PageScope Web Connection ...

..... 12-5 Operating environment ..

.....
.....
.....

.. 12-5 Accessing PageScope Web Connection

.....
.....
.....

..... 12-5 When performing user authentication .

.....
.....
.....

.....
.....
.....

. 12-6 Page structure

.....
.....
.....
.....

.....
.....
.....
.....

..... 12-7 Logging on to administrator mode .

.....
.....
.....

.....
.....
.....

..... 12-9 Web browser cache

.....
.....
.....
.....

.....
.....
.....
.....

... 12-11 For Internet Explorer

.....
.....
.....

.....
.....
.....
.....

..... 12-11 For Netscape .

.....
.....
.....
.....

.....
.....
.....

..... 12-11 One-touch key registration (User mode) ...

.....
.....
.....
.....

... 12-12 To name an index

.....
.....
.....

.....
.....
.....
.....

.... 12-14 To register with one-touch registration .

.....
.....

.....
.....
.....

.. 12-15 Registering sub-destinations

.....
.....
.....
.....

.....
.....

12-17 FAX Program registration (User mode)

.....

.....
.....
.....

... 12-20 Registering fax programs

.....
.....
.....
.....

.....
.....
.....

.. 12-22 System (Administrator mode)

.....
.....
.....
.....

.....
.....

. 12-24 To change settings

.....
.....
.....
.....

..... 12-24 Export/Import (Administrator mode)

.....
.....
.....

..... 12-25 To export files ...

.....
.....
.....

.....
.....
.....

... 12-26 To import files

.....
.....
.....

.....
.....
.....

..... 12-28 Line settings (Administrator mode) .

.....
.....
.....

.....
.....
.....

.... 12-30 To specify the machine telephone number

.....
.....
.....

..... 12-30 Transmission source registration

.....
.....
.....

... 12-31 To register transmission sources ..

.....
.....

.....
.....
.....
.....

12-31 TX Settings (Administrator mode)

.....
.....
.....

.. 12-32 To specify the TX settings ...

.....
.....
.....
.....

12-33 12.3 12.4 12.5 12.6 12.

7 12.8 12.9 12.10 RX Settings (Administrator mode)

.....
.....
.....
.....

..... 12-34 To specify the RX settings .

.....
.....
.....
.....
.....

..... 12-35 12.11 Fax setting (Administrator mode) ...

.....
.....
.....

..... 12-36 RX Functions

.....
.....
.....
.....

... 12-36 To specify the reception function settings ..

.....
.....
.....
.....

. 12-37 Password communication

.....
.....
.....
.....

... 12-38 To specify password communication settings ..

.....
.....

..... 12-39 12.

12 RX Document (Administrator mode)

.....
.....
.....

... 12-40 To specify F-code settings

.....
.....
.....

.... 12-42 To specify the processing of received documents per line .

..... 12-44 To specify the processing of other received documents

..... 12-46 bizhub 350/250 x-9 Contents 12.13 Report output settings (Administrator mode) ..

.....
.....
.....

.....12-47 To specify the report output settings ...

.....
.....
.....

....12-48 12.

14 TCP/IP (Administrator mode)

.....
.....
.....

12-49 To specify the TCP/IP settings

.....
.....
.....
.....

.....12-51 12.15 Mail/Internet FAX (Administrator mode) ...

.....
.....
.....

.....
....12-53 To specify other settings .

.....
.....

.....
.....
.....

.....
....12-54 13 Reports and lists 13.
1 Checking the transmission status (TX Report)

.....

.....
....13-3 Printing the transmission activity report .

.....
.....

.....
.....
.....

...13-3 Contents of the report

.....
.....
.....

.....
.....
.....

13-5 Checking the reception status (RX Report)

.....
.....
.....

....13-7 Printing the reception activity report

.....
.....
.....

.....
.....
.....

....13-7 Contents of the report .

.....
.....

.....
.....
.....

.....
.....
.....

.....13-8 Checking the list of the registered one-touch dial buttons (One-Touch list)

.....
.....
.....

.....

.....
.....
.....13-10 Printing the list of one-touch dial buttons .

.....
.....
.....

....13-10 Contents of the list

.....
.....
.....

.....
.....
.....

.....13-11 Checking the list of fax programs (Program list) .

.....
.....

.....13-12 Printing the fax program list ...

.....
.....
.....

.....
.....
.....

...13-12 Contents of the list

.....
.....
.....

.....
.....
.....

...13-13 Checking the bulletin board documents (Bulletin list) ..

.....
.....

.....13-14 Printing the bulletin board list ..

.....
.....
.....

.....
.....
.....

.13-14 Checking the contents of confidential boxes (Confidential list)

.....
.....
.....

.....
.....
.....



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>

PageScope and bizhub are registered trademarks or trademarks of KONICA MINOLTA BUSINESS TECHNOLOGIES, INC. Adobe, Adobe Logo, Acrobat, Acrobat Logo, PostScript and PostScript Logo are registered trademarks or trademarks of Adobe Systems, Inc.

Other company names and product names used in this User's Guide are the registered trademarks or trademarks of their respective companies. Copyright © 2005 by Konica Minolta Business Technologies, Inc. All rights reserved. Exemption Unauthorized use or reproduction of this document, whether in its entirety or in part, is strictly prohibited. Konica Minolta Business Technologies, Inc.

assumes no responsibility for consequences arising from the use of this manual. Information written in this user's guide is subject to change without notice. bizhub 350/250 1-3 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 présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada. L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excede pas 5. For U.

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

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). 1-4 bizhub 350/250 1 To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX.

. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).

For earlier products, the REN is separately shown on the label. If this equipment FK-503, ML-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-503, ML-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-503, ML-502 does not disable you alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer. The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your FAX machine, you should complete the following steps: See "Registering TSI Names" on page 11-24. bizhub 350/250 1-5 1 Warning/Caution explained 7 WARNING The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. % Be sure to focus your attention on the warning headings when reading the copier user's guide. 7 CAUTION The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. % Be sure to focus your attention on the caution headings when reading the copier user's guide. 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. 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.



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>

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. 1-6 bizhub 350/250 1 For Europe The Facsimile has been approved in accordance with Council Decision 1999/ 5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point. In the event of problems, you should contact your equipment supplier in the first instance. The CE marking must be affixed to the product or to its data plate. Additionally it must be affixed to the packaging, if any, and to the accompanying documents. bizhub 350/250 1-7 1 1.2 Getting started Sending Perform the following basic procedure to send a fax. In order to use the Fax functions, the optional fax kit must be installed. 1 Press [Fax/Scan] on the control panel to start the fax mode.

If the machine is set to display the Fax/Copy screen when it is in standby, a fax can be sent simply by specifying the recipient's fax number or by entering "# and a one-touch number. For details, refer to "Default screen" on page 11-12. 2 3 Place the original on the machine. For details, see "Placing the original on the machine" on page 3-5. Quality & Reduction screen Set the functions as necessary. FAX Menu screen 1-8 bizhub 350/250 1 4 Press [Direct Input]. 5 Use the keypad to enter the fax number of the destination. If you make an incorrect entry, press [Delete] to clear your entry. Press [C] (clear) to clear the whole entry. 6 Press [Start] on the control panel.

Stop If the fax could not be sent, refer to "When unable to send" on page 3-32. Start Star bizhub 350/250 1-9 1 1.3 Features of the fax Printing transmission information A fax can be sent printed with information such as the sender's name, the transmission date and time, document number, and number of pages.

This is useful for informing the recipient of the sender's information. For details, refer to page 7-7.

Sending a fax at a specified time This function allows you to specify the time to start sending a fax. You can save money by specifying a transmission to start during the night or early in the morning when telephone charges are less. For details, see page 7-18. Begin the transmission Specify a time 1-10 bizhub 350/250 1 To be sent each time a page is read (Quick memory TX) This is a method by which the fax transmission is started upon a sheet of original being read. For details, see page 7-21.

Sending faxes to a foreign country You can employ a lower transmission rate if you send a fax to the location at which the communication condition is poor. For details, see page 3-19. Sending a fax printed with the recipient's name The recipient's name can be printed on the fax that is sent. This allows the fax to be delivered to the correct person on the receiving end. For details, refer to page 7-9. bizhub 350/250 1-11 1 Scan size function The scan size select function enables you to designate the paper size for the document as transmitted to be equal to the paper size loaded at the receiving end. This means that most of your original image will be printed without any reduction. Normally, when the paper size loaded at the destination is too small to accommodate the image being transmitted, the original image will be reduced to fit the paper size. This feature gives you the option to print a portion of the image with no reduction. For details, see page 3-14.

Bind position function The top/bottom correction function allows you to specify the appropriate binding style when transmitting a two-sided document (i.e., when pages are printed on both sides). The binding style you select will allow the pages of a two-sided document to be read appropriately by binding right to left or top to bottom. 1-12 bizhub 350/250 1 For details, see page 7-14. Top binding Send Received fax Left binding bizhub 350/250 1-13 1 Sending a fax when it receives a polling command from the recipient You can send a fax that has been read and stored in hard disk in the facsimile when a polling command is sent from the recipient. For details, see page 9-5. Receive Send Polling specified document The FK-503 enables you to browse the bulletin board of a destination for documents designated for polled transmission or polling reception. Refer to page 9-3. Read Bulletin board Polling Store 1-14 bizhub 350/250

1 Use a confidential box You can use a confidential box (similar to an inbox) to exchange confidential information with specific person.

For details, see page 7-26. Send Receive Confidential box Sending a fax protected with a password You can send a fax protected with a password if the closed communication is set at the recipient. For details, see page 7-22. Advanced scanning features The following features are available if scanner unit is installed.

- IP Scanner With the advanced scanning features, a document can be scanned with the touch of a button, and the scan data can be set to the computer with the specified IP address.

- IP address fax By specifying an IP address, a fax can be sent via the LAN to a fax machine connected to the network. Since the telephone line is not used, communication costs can be reduced. - Scan to PC A document can easily be scanned with a one-touch dial button, and the scan data can be sent to the computer with the specified IP address. - IP Relay A fax can be sent through a relay machine connected to the LAN. For more details, refer to the user's guide [Advanced Scan Operations] on the enclosed CD-ROM.

bizhub 350/250 1-15 1 1.4 User's guide The following user's guide 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 PC (SMB) and Internet fax operations. User's guide Box operations This manual contains details on operating procedures for using the boxes.



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>

- Refer to this user's guide for details on operating procedures for using the boxes on the optional hard disk. User's guide Print operations This manual contains details on operating procedures using the standard built-in printer controller. - Refer to this user's guide for details on operating procedures for using the print functions.

User's guide Facsimile operations (this manual) 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. 1-16 bizhub 350/250 1 1.5 Explanation of manual conventions The marks and text formats used in this manual are described below. Safety advices 6 DANGER Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power. % Observe all dangers in order to prevent injuries. 7 WARNING Failure to observe instructions highlighted in this manner may result in serious injuries or property damage. % Observe all warnings in order to prevent injuries and to ensure safe use of the machine. 7 CAUTION Failure to observe instructions highlighted in this manner may result in slight injuries or property damage. % Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

Sequence of action 1 2 The number 1 as formatted here indicates the first step of a sequence of actions. Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions. An illustration inserted here shows what operations must be performed. ? Text formatted in this style provides additional assistance. % Text formatted in this style describes the action that will ensure the desired results are achieved.

1-17 1 Tips 2 Note Text highlighted in this manner contains useful information and tips to ensure safe use of the machine. 2 Reminder Text highlighted in this manner contains information that should be reminded. ! Detail Text highlighted in this manner contains references for more detailed information. Special text markings [Stop] key The names of keys on the control panel are written as shown above. MACHINE SETTING Display texts are written as shown above.

1-18 bizhub 350/250 1 1.6 Descriptions and symbols of documents and paper The use of words and symbols in this manual are explained below. "Width" and "Length" Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as "Y" in the illustration) and the second to the length (shown as "X"). Paper orientation If the width (Y) of the paper is shorter than the length (X), the paper has a vertical or portrait orientation, indicated by v. If the width (Y) of the paper is longer than the length (X), the paper has a horizontal or landscape orientation, indicated by h.

1-19 1 1-20 bizhub 350/250 2 Before use 2 2.1 Before use Restriction matter This fax kit can be connected to phone lines as shown below. - Local telephone line (including fax communication networks) - PBX (private branch exchange, two line system) With respect to the telephone line to be used, be sure to check the following. - The call waiting service is not used. - When the digital private line is multiplexed in the corporate network that is used by the customer, the facsimile communication may be subject to the following constraints.

The transmission speed is restricted. - If an IP telephone is used, the status of the ADSL or Internet connection may reduce the transmission quality, or special faxes may not be transmitted correctly. If this machine is used via an IP telephone and these types of problems occur frequently, use the machine with a general local telephone. For details on using this machine with a general local telephone, refer to the manual for the device used to connect your IP telephone or contact your IP telephone company. - If a private branch line using VoIP technology is used, settings must be specified from the private branch exchange in order for the fax connection to be established. - If a country code and recipient's telephone number is entered immediately after the international dialing code, a busy signal is heard while the number is dialed and the fax cannot be sent. In this case, touch [Pause] twice after entering the international dialing code, and then enter the remainder of the telephone number after a six-second period. If the fax still cannot be sent, use the "Quick Scan TX" function. There may occur once in a while communication errors in the setting made when the product was shipped from the factory. These constraints are due to the multiplexed device that restricts the band available for the line to the utmost limit on the assumption that voice is used.

However, these constraints vary depending on a device that makes up the network. For more information, refer to the administrator of the network that you use. bizhub 350/250 2-3 2 2.2 Part names and their functions Use the appropriate telephone according to the type of telephone line used. It may not be possible to use some types of telephones.

2 Note In order to use the Fax functions, optional fax kit must be installed. Back of main unit (Fax Kit FK-503) TEL PORT1 jack (for connecting a telephone) LINE PORT1 jack (for a general local telephone line) TEL PORT2 jack (for connecting a telephone) LINE PORT2 jack (for a general local telephone line) *

The illustration above shows the optional fax multi line (TEL PORT2 and LINE PORT2) installed. 2-4 bizhub 350/250 2 Stamp unit SP-501 Scanned documents can be identified by stamping them. This feature can be used only if the ADF is installed. When the printed stamps become faint, replace the stamp with optional spare TX maker stamp 2.

1-18 bizhub 350/250 2-5 2 2.3 Control panel Description of the Touch Panel When the power is turned on, a screen for operations such as copying, sending and receiving faxes, programming and making settings is displayed on the touch panel. The screen shows, with messages and graphics, the currently selected settings, the settings that are available, and the machine status. 1 2 3 Box Access 4 5 6 Copy DEF Extra/Scan Fax/Scan ABC Reset 7 Interrupt Power Proof Copy Mode Memory Enlarge Display Utility/ Counter Contrast Mode Check PQRS TUV WXYZ GHI JKL MNO Accessibility 21 20 8 9 10 11 Stop Start Main Power 19 18 17 16 15 14 13 12 No. 1 2 Part name Touch panel [Access] key Description Displays various screens and messages. Touch items in the touch panel to select screens and specify settings. 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.



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>

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 "User's guide Box operations".

Press to enter Extra Scan mode. While the machine is in Extra Scan mode, the indicator on the [Extra Scan] key lights up in green. For details, refer to the user's guide [Network Scanner Operations] and the user's guide [Advanced Scan Operations]. Used to change between Fax and Scan modes. (Network Interface Card, and either Network Scan Kit or Internet Fax & Network Scan Kit must be installed. Press to enter Copy mode. 3 [Box] key 4 [Extra Scan] key 5 [Fax/Scan] key 6 [Copy] key 2-6 bizhub 350/250 2 No. 7 8 Part name [Reset] key [Interrupt] key Description Press to clear all settings (except programmed settings) entered in the control panel and touch panel. Copy screen is displayed after scanning original documents. Then It change to the 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. Press to turn the control panel on or off. When the [Power] (auxiliary power) key is turned off, the machine enters a state where it conserves energy.

Fax transmission is stopped. Fax transmission starts. Lights up in green when the machine is turned on with the [Main power] button. Not used for fax mode. Use to type in the number.

It can be used at the time of registration of a fax number and data. Use to type in the number of copies, zoom ratio, various settings. Press to erase a setting (such as the zoom ratio or size) selected using the keypad. Press to display a list of all specified settings. From this list, the screen to specify each setting can be displayed and the setting can be changed. Used to display 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.

For details, refer to the "User's guide Copy operations". 9 [Power] (auxiliary power) key [Stop] key [Start] key Main Power indicator [Proof Copy] key Keypad 10 11 12 13 14 15 16 [C] (clear) key [Mode Check] key 17 18 19 20 21 [Utility/Counter] key [Mode Memory] key Contrast dial [Enlarge Display] key [Accessibility] key 2 Reminder 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. bizhub 350/250 2-7 2 2.4 First-use settings Registration Necessary at Startup After installation, you must set the following items to use the facsimile functions. You will not be able to execute the fax communication if these items are not set properly. - Date & Time Setting: Specify the date and time. - Self-telephone # Information: Specify the fax number for the machine and the dialing method that is used. - TSI Registration: Program the name of the transmission source. - Reception Mode: Select whether faxes will be received automatically or manually. Date & Time Setting - Date & Time Setting Specify the current date and time.

- Time Zone Specify the time zone. ! Detail For details on specifying the date and time, refer to the user's guide [Copy Operations]. Self-telephone # Information - Self-Telephone # Program the machine's telephone number (local telephone number). The local telephone number is used when notifying the recipient of the machine's telephone number. - PBX Connection Mode The fax may not be transmitted correctly if a PBX (private branch exchange) is used. Specify the correct setting when a general local telephone line is used with a PBX. - Dialing Method Select the dialing method according to the telephone line being used. The dialing method can be a push-button line (PB) or a dial phone line (DP 10 pps or DP 20 pps). If the machine is not set for the dialing method used, faxes cannot be transmitted. ! Detail For details, refer to "Registering Telephone Numbers" on page 11-21.

2-8 bizhub 350/250 2 TSI Registration The transmission source name (name of the machine indicated in alphanumeric characters) is registered as a part of the header information written at the edge of the sent document. A maximum of 40 alphanumeric characters and symbols can be entered, and up to 8 sets of information can be programmed. ! Detail For details, refer to "Registering TSI Names" on page 11-24. Reception Mode Select whether faxes will be received automatically or manually. To automatically receive faxes, select the setting for automatic reception. If the phone line is often busy, such as if an external telephone is connected, or if a remote reception function is to be used, select the setting for manual reception. ! Detail For details, refer to "Setting the Receiving Mode and No. of Receiving Call Rings" on page 11-41. bizhub 350/250 2-9 2 Useful functions Specify the following to allow the Fax functions to be used more easily. - One-Touch: Register recipient dialing information with one-touch dial buttons.

- FAX Program: Register recipient information and transmission settings with program buttons. - Default Screen: Specify the mode screen that is given priority to be displayed when the machine is in standby. One-Touch A maximum of 540 telephone numbers can be programmed. This is convenient for specifying a recipient simply by pressing a button. ! Detail For details, refer to "Programming a one-touch dial button" on page 10-4. FAX Program A maximum of 30 transmission setting programs can be registered. This is convenient for specifying a recipient and the transmission settings simply by pressing a button. ! Detail For details, refer to "FAX Program Registration" on page 10-15. Default Screen Specify whether the screen given priority to be displayed when the machine is in standby is for the Copy mode or the Fax mode or is automatically selected. Selecting "FAX/Copy Auto" is convenient since it allows the copy functions and fax functions to easily be used.

! Detail For details, see "Default screen" on page 11-12. 2-10 bizhub 350/250 2 2.5 Fax screen Displaying the fax screen The Fax Screen is displayed by pressing the [Fax/Scan] key in the control panel. The fax screen contains [One-Touch], [Search], [Direct Input], [Quality & Reduction], and [FAX Menu]. ! Detail The machine can be set to display the Fax mode screen when it is in standby.

In addition, the initial functions displayed in the Fax mode screen can be specified. For details, refer to "Default screen" on page 11-12. 1 2 6 7 3 4 5 8 9 No. 1 Item Name [On-hook Dial] button Description If an external telephone is connected, a transmission connection can be made while the receiver is on its hook.



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>

Multiple one-touch dial recipients can be combined and called.

Select a one-touch dial button. Search for a recipient registered with a one-touch dial button. Directly type in the fax number of the recipient. Specify the image quality, density and zoom ratio for the fax to be sent. Specify settings for the various transmission functions. 2 3 4 5 6 7 [Chain Dial] button [One-Touch] button [Search] button [Direct Input] button [Quality & Reduction] button [FAX Menu] button bizhub 350/250 2-11 2 No. 8 9 Item Name [Job List] button Settings screen Description The list of the jobs in the queue for execution, the job history, and the error jobs is displayed. The settings for the selected function are displayed. 2-12 bizhub 350/250 2 Fax/Copy screen This screen appears while the machine is in standby and allows fax and copy operations to easily be performed. This screen appears when "Default Screen" is set to "FAX/Copy Auto".

! Detail For details on specifying the default screen, refer to "Default screen" on page 11-12. 1 2 No. 1 2 Item Name One-touch dial buttons [Job List] button Description The one-touch dial buttons 1 through 4 and copy program 1 are displayed. The list of the jobs in the queue for execution, the job history, and the error jobs is displayed. 2 Note If a number containing 4 or more digits or a number that begins with "0", "*" or "#" is typed in and the [Start] key is pressed, the number is assumed to be a telephone number and the fax transmission begins. If a number of 3 or less digits beginning with a character other than "0", "*" or "#" is typed in, the number is assumed to be the number of copies and copying begins. If the [Copy] key is pressed, the Copy mode screen appears. To specify a copy function, press the [Copy] key. If the [Fax/Scan] key is pressed, the Fax mode screen appears. To specify a fax function, press the [Fax/Scan] key.

bizhub 350/250 2-13 2 Icons that appear in the screen Icon Notation Dialing Waiting for redial Reading fax original Receiving fax Transmitting fax Document with polling transmission wait Document registered on bulletin board Printing Indicates that printing was stopped Document with print wait In manual reception mode Received document in box 2-14 bizhub 350/250 2 2.6 User authentication and account track When using this machine, the machine may be set so that the user name, the department name and the password are to be entered. Entering the necessary information in the screen displayed shows the normal screen. For particulars of the department name and the user name, contact your administrator. ! Detail For details of the user authentication and the account track, see "User's Guide Copy Operations".

When the user authentication has been set When the account track has been set bizhub 350/250 2-15 2 2-16 bizhub 350/250 3 Transmission 3 3 3.1 Transmission Simple fax transmission The following is an explanation of procedures for simple fax transmission. 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. Simple fax transmission 1 2 Press [Fax/Scan] on the control panel to open the fax screen. Press [Quality & Reduction] and [FAX Menu] to set the function.

For details on the settings available on the Quality & Reduction screen, refer to "Setting transmission conditions" on page 3-9. For details on the settings available on the FAX Menu screen, refer to "Transmission applications" on page 7-3. 3 Select the destination. The recipient can be specified in any of the following ways. Keypad One-touch dial buttons Program For details, refer to "Selecting one destination" on page 3-19. 4 Place the original on the machine. For details, refer to "Placing the original on the machine" on page 3-5. 5 Press [Start]. The machine begins to scan the original and transmission starts. bizhub 350/250 3-3 3 2 Note To interrupt transmission, press [Stop].

For details, see "Stopping the transmission" on page 3-33. If the transmission fails, TX report is automatically output (if the TX report is programmed to print). For details, see "When unable to send" on page 3-32. Since a document with multiple pages is saved in the memory while it is being sent, the document is scanned at high speed. 3-4 bizhub 350/250 3 3.2 Placing the original on the machine The ADF and platen glass can be used to scan originals with this machine. When an original is placed in the ADF, the original is automatically fed through the ADF and scanned. Using the ADF When using the ADF, multiple originals can be scanned automatically. In addition, two-sided originals can be sent. 0 Do not load documents that are bound together, for example, with paper clips or staples.

0 Do not load more than 80 sheets or so many sheets that the top of the stack is higher than the , mark, otherwise a document misfeed or damage to the document or machine may occur. 0 If the document is not loaded correctly, it may not be fed in straight or a document misfeed or damage to the document may occur. 1 2 Close the ADF. Load the document to be faxed facing up. Load the document pages so that the top of the document is toward the back or the right side of the machine.

Lightly insert the end of the document as far as possible. The machine makes a noise when the document is inserted. A 3 Adjust paper guides. bizhub 350/250 A 3-5 3 Placing originals on the platen glass 0 When placing the document on the original glass, be sure to lift open the original cover or ADF at least 15°. If the document is placed on the original glass without the original cover or ADF being lifted at least 15°, the correct document size may not be detected. 0 Do not place objects weighing more than 2 kg on the original glass. In addition, do not press down extremely hard on a book spread placed on the original glass, otherwise the original glass may be damaged. 0 For thick books or large objects, scan without closing the original cover or ADF. When a document is being scanned with the original cover or ADF open, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous. 0 The size of the following types of documents may not be correctly detected. In this case, specify the size before scanning. For details, refer to "Reduction/Area" on page 3-14. - Documents with a dark background - Documents that are transparent or where the back side can be read, such as with overhead projector transparencies or tracing paper - Non-standard-sized documents, long and thin documents, and documents that are not rectangular - Documents smaller than A5 (210 mm × 148 mm) or larger than A3 (420 mm × 297 mm) 0 An area of 10 mm on all sides of the document cannot be scanned.



[You're reading an excerpt. Click here to read official KONICA](#)

[MINOLTA FK-503 user guide](#)

<http://yourpdfguides.com/dref/2172106>

0 When sending an A3- or B4-size document, the fax is automatically reduced to fit the size of paper loaded in the recipient's fax machine.

To send an A3- or B4-size document with its original dimensions, cancel automatic reduction of sent faxes. For details, refer to "Reduction/Area" on page 3-14. 3-6 bizhub 350/250 3 1 Open the ADF. When loaded in the v orientation: When loaded in the w orientation: 2 3 Place the original face down in the left rear corner, aligning the edge with the left measuring guide. Gently close the ADF. bizhub 350/250 3-7 3 3.3 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 4 5 6 Press [Fax/Scan] on the control panel to open the fax screen. Set the desired functions as necessary. Select a destination.

Place the original on the platen glass. Press [Start]. The first page of the document is scanned. Place the next original on the platen glass and press [Scan Next Page], and then press [Start]. The second page of the document is scanned.

Repeat this procedure until all originals to be sent have been scanned. The amount of memory available can be checked beside "Memory Free" in the lower-right corner of the screen. To delete the scan data, press the [Stop] key, and then delete the job. For details, refer to "Stopping the transmission" on page 3-33. 7 8 Press [Finish].

Press [Start]. To stop the transmission, press the [Stop] key. For details, refer to "Stopping the transmission" on page 3-33. Transmission begins. 2 Note If the fax could not be sent, a transmission report is printed. For details, refer to "When unable to send" on page 3-32. 3-8 bizhub 350/250 3 3.4 Setting transmission conditions Original image type, density, simplex/duplex and resolution are displayed when [Quality & Reduction] is pressed on the fax screen. These can be used to set transmission conditions according to the type of original to be sent. Setting transmission conditions 1 2 3 Press [Fax/Scan] on the control panel to open the fax screen.

Press [Quality & Reduction]. Press ([Original Type], [Density], and [Reduction/Area]) for the functions to be set. 2 Note The condition for transmission cannot be set in units of page. The transmission settings return to their default settings after each transmission. bizhub 350/250 3-9 3 Original image type Set quality according to the contents of the original. There are 6 types of quality settings. Select the setting that corresponds to your document. Description 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. Press this when scanning originals containing text which are thinly written in pencil as a whole.

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 (half-tone) only. Quality setting [Standard] [Fine] [Super Fine] [Text/Photo] [GSR] [Super GSR] ! Detail Depending on the recipient's fax machine, it may not be possible to send faxes using the "Super Fine", "Super GSR" or "Text/Photo" settings. Instead, the fax is automatically sent with the "Fine" or "GSR" setting.

If the "Super Fine", "Super GSR" or "Text/Photo" setting is selected, the fax may be sent with a decreased image quality, depending on the quality 3-10 bizhub 350/250 3 of the recipient's fax machine or on whether the document size is larger than the paper loaded in the recipient's fax machine. If a fax is sent with the "Text/Photo" setting selected, moire patterns may appear in photos of some documents. This is not a sign of a malfunction. To reduce the appearance of moire patterns, send the fax with the "GSR" or "Super GSR" setting. bizhub 350/250 3-11 3 2 Note Standard is set at the time of purchase.

3-12 bizhub 350/250 3 Density Set density according to the lightness or darkness of the original. Density can be set in 5 steps. Each time [Dark] is touched, the density is darkened by one level. Each time [Light] is touched, the density is lightened by one level. 2 Note The factory default setting is the middle (third) setting. bizhub 350/250 3-13 3 Reduction/Area The document zoom ratio and document size can be specified. To specify these settings, press either [Reduction] or [Set Original Size]. Reduction Press [Auto Reduction] to send the fax automatically adjusted according to the size of paper loaded in the recipient's fax machine. Press [No Reduction] to send the fax at its original size, trimming it to the size of the paper loaded in the recipient's fax machine. ! Detail If a document smaller than B4 size is sent, the fax is normally sent at its original size.

With documents B4 size or larger, select whether the document is reduced ("Auto Reduction" setting) or not ("No Reduction" setting) according to the size of paper loaded in the recipient's fax machine. 3-14 bizhub 350/250 3 2 Note The factory default setting is "Auto Reduction". The document may be printed at a reduced size after it is received, depending on the recipient's fax machine. bizhub 350/250 3-15 3 Set Original Size Press the button for the size and orientation of the document area to be scanned. Press [Auto Detect.] to automatically select the size closest to the document size. 2 Note The factory default setting is "Auto Detect.". If "Auto Detect." is selected, a document smaller than A4 size is sent as A4 size.

Check the scanning size with the marks around the original glass. For example, if an A4 size is selected, the part of the document within the area indicated by the dotted line is faxed. 3-16 bizhub 350/250 3 Confirming settings and communication results The settings and communication results of the fax screen and fax application screen can be confirmed by using Check Job Details on the control panel. 1 2 3 4 Press [Fax/Scan] on the control panel. Press [Mode Check] on the control panel.

Press a key of setting you want to confirm. Press [Enter] to confirm the settings. Dest. tab Up to four selected destinations can be viewed in each screen. If more than four destinations have been selected, press [] and [] to display a different screen.

Destinations can be deleted or added. : Indicates that the recipient was selected using the one-touch dial buttons.



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>

: Indicates that the fax number was directly typed in. [Delete]: Press this button to delete the selected recipient. [Detail]: Press this button to check the transmission mode of the selected recipient. [Next Destination]: Press this button to add a recipient. ! Detail For details on adding a recipient, refer to "Selecting one destination" on page 3-19. bizhub 350/250 3-17 3 Original type tab The Original Type, Density, Reduction and Set Original Size settings can be checked. Press the button for the setting that you wish to change. ! Detail For details on the settings available on the Quality & Reduction screen, refer to "Setting transmission conditions" on page 3-9.

Menu 1 and Menu 2 tabs The settings specified from the FAX Menu screen can be checked. If a setting has been specified, the button appears selected. Press a button to cancel or change the setting. ! Detail For details on the settings available on the FAX Menu screen, refer to "Transmission applications" on page 7-3. 3-18 bizhub 350/250 3 3.5 Selecting one destination The following methods can be used when selecting 1 destination. - Keypad. - One-Touch: Specify a recipient registered with a one-touch dial button. - Program. - Search: Search for a recipient registered with a one-touch dial button.

Using the direct input screen 1 Press the [Fax/Scan] key to display the Fax mode screen. If desired, press [Quality & Reduction] or [FAX Menu], and then specify the desired settings. For details on the settings available on the Quality & Reduction screen, refer to "Setting transmission conditions" on page 3-9.

For details on the settings available on the FAX Menu screen, refer to "Transmission applications" on page 7-3. 2 3 Press [Direct Input].

Use the keypad to type in the fax number for the recipient. If desired, enter a tone or a pause. Tone: If pulse dialing is being used, press this button to send a push-button tone. This is used when a fax information service is being used. "T" appears in the screen.

Pause: Press this button to insert a pause when dialing. Press [Pause] once to insert a 1-second pause. In addition, multiple pauses can be entered. "P" appears in the screen. To erase the entered number, press the [C] (clear) key. To select multiple recipients, press [Next Destination], and then specify the next number. When faxing overseas, depending on the destination, a transmission error may occur if the transmission conditions are poor. In this case, press

[Overseas] to decrease the transmission speed and allow the fax to be received more easily. When should [Pause] be used? % When sending a fax to an outside line, press [Pause] after the outside line access number (for example, "0") to ensure that a connection is established. ? bizhub 350/250 3-19 3 % If a country code and recipient's fax number is entered immediately after the international dialing code, a busy signal may heard while the number is dialed and the fax cannot be sent.

In this case, press [Pause] twice after entering the international dialing code to enter a six-second pause. 4 5 Load the document to be faxed facing up. Press the [Start] key. Scanning of the document begins, and then the fax is sent. If multiple recipients were selected, the Dest. tab of the Check Job Details screen appears so that the selected destinations can be checked. For details, refer to "Transmitting to Multiple Destinations" on page 3-26. 2 Note To stop the transmission, press the [Stop] key. For details, refer to "Stopping the transmission" on page 3-33. 3-20 bizhub 350/250 3 Transmitting by a One-touch Key Perform the following procedure after storing the destination number beforehand in the one-touch keys.

1 Press [Fax/Scan] on the control panel to open the fax screen. The recipient must have been registered with a one-touch dial button in advance. For details, refer to "Programming a one-touch dial button" on page 10-4. If desired, press [Quality & Reduction] or [FAX Menu], and then specify the desired settings.

For details on the settings available on the Quality & Reduction screen, refer to "Setting transmission conditions" on page 3-9.

For details on the settings available on the FAX Menu screen, refer to "Transmission applications" on page 7-3. 2 3 Press [One-Touch]. Press the desired one-touch dial button. Press the index tabs and [] and [] to find the desired onetouch dial button. If you touch a key mistakenly, pressing the same key again will release it.

The selected button is highlighted. To select multiple recipients, continue selecting the desired one-touch dial buttons. 4 5 Place the original on the machine. Press [Start]. Scanning of the document begins, and then the fax is sent. If multiple recipients were selected, the Dest. tab of the Check Job Details screen appears so that the selected destinations can be checked. For details, refer to "Transmitting to Multiple Destinations" on page 3-26. 2 Note To stop the transmission, press the [Stop] key. For details, refer to "Stopping the transmission" on page 3-33.

bizhub 350/250 3-21 3 Transmitting by a Fax Program When often-used functions are registered in the fax program, it is possible to set multiple functions at once by touching the fax program key. If functions (resolution, 2in1 transmission, etc.) to be used during transmission are registered with the fax program, specifying the settings is possible only if that fax program key is selected. If multiple recipients are registered with a fax program, transmission is possible only if that key is selected. If a time is specified, the transmission can be performed every day at the set time. 1 Press [Fax/Scan] on the control panel to open the fax screen. The recipient and transmission settings must have been registered with a program button in advance. For details, refer to "FAX Program Registration" on page 10-15. If desired, press [Quality & Reduction] or [FAX Menu], and then specify the desired settings. For details on the settings available on the Quality & Reduction screen, refer to "Setting transmission conditions" on page 3-9.

For details on the settings available on the FAX Menu screen, refer to "Transmission applications" on page 7-3. 2 Press [One-Touch]. 3 Press the desired program button. Press the index tabs and [] and [] to find the desired program button. If you touch a key mistakenly, pressing the same key again will release it.

The buttons registered with fax programs have a frame around them. 3-22 bizhub 350/250 3 ? % Why can't I select a program button? If a recipient has already been specified, for example, with a onetouch dial button or by directly entering the fax number, a program button cannot be selected.



[You're reading an excerpt. Click here to read official KONICA MINOLTA FK-503 user guide](http://yourpdfguides.com/dref/2172106)
<http://yourpdfguides.com/dref/2172106>