

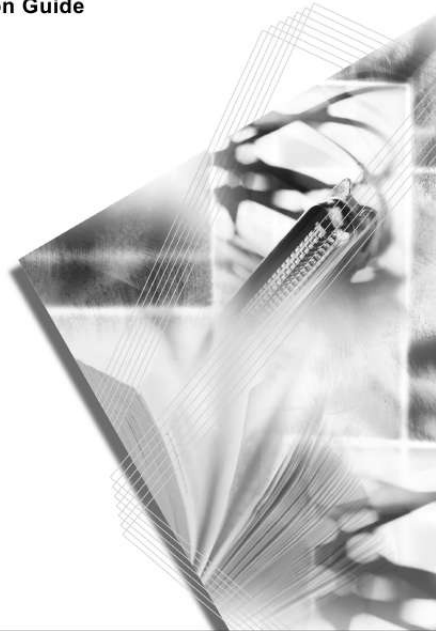


# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA FS-1118MFP. You'll find the answers to all your questions on the KYOCERA FS-1118MFP in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KYOCERA FS-1118MFP**  
**User guide KYOCERA FS-1118MFP**  
**Operating instructions KYOCERA FS-1118MFP**  
**Instructions for use KYOCERA FS-1118MFP**  
**Instruction manual KYOCERA FS-1118MFP**

**FAX System (K)**  
**Operation Guide**



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<http://yourpdfguides.com/dref/3589308>

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@@@ Limits and methods of measurement for immunity EN55024 characteristics of information technology equipment Limits and methods of measurement for radio interference characteristics of information technology equipment Limits for harmonic currents emissions for equipment input current < 16A per phase = EN55022 Class B EN61000-3-2 Limitation of voltage fluctuations and flicker in low- EN61000-3-3 voltage supply systems for equipment with rated current < 16A = Safety of information technology equipment, including electrical business equipment EN60950 The common technical regulation for the CTR 21 attachment requirements for connection to the analogue public switched telephone networks (PSTNs) of terminal equipment (excluding terminal equipment supporting the voice telephony justified case service) in which network addressing, if provided, is by means of dual tone multi-frequency (DTMF) signaling iv OPERATION GUIDE Technical regulations for terminal equipment This terminal equipment complies with: ..... TBR21 AN 01R00 AN 02R01 AN 05R01 AN 06R00 AN 07R01 AN 09R00 AN 10R00 AN 11R00 AN 12R00 AN 16R00 DE 03R00 DE 04R00 DE 05R00 AN for P AN for CH and N AN for D, E, GR, P and N AN for D, GR and P AN for D, E, P and N AN for D AN for D AN for P AN for E General Advisory Note National AN for D National AN for D National AN for D ..... &mdot; well.



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Keep both guides near the machine for ready reference. During use, refer to the Operation Guide for your machine to obtain the following information. . . . .  
· · · Caution Labels Installation Precautions Precautions for Use Loading Paper Cleaning the Machine Toner Container Replacement Troubleshooting Paper  
Jam OPERATION GUIDE ix Installation Precautions Power supply/ Grounding the product Do not connect this product to the same outlet as an air  
conditioner or copier, etc. Precautions for Use · · Do not open the top cover, turn off the power switch, or pull out the power plug while transmitting,  
receiving, or copying. This product may only be used within the country of purchase due to the different safety and communication standards in each country.  
(International communication standards, however, make the communication between countries possible.) This product may be inoperable in areas with poor  
telephone lines or communication conditions. "CALL WAITING" or other telephone company optional services that produce audible tones or clicks on the  
line can disrupt or cause termination of facsimile communications. Be sure that the size of the paper loaded in the paper source matches the size of the paper  
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Failure to do so may cause the part of the received documents not printed. Be sure that the size of original documents matches the size configured with the  
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Overview of Operation Guide This Operation Guide has the following chapters: Chapter 1: FAX System Parts Identifies part names and functions. Chapter 2:

Preparing to Fax Describes preliminary settings and how to prepare the FAX System for use.

Chapter 3: Basic Operation Describes basic fax operations, such as sending and receiving documents. Chapter 4: Basic Functions Describes basic functions  
provided by the FAX System. Chapter 5: Advanced Functions Describes more advanced fax functions. Chapter 6: Network Fax Describes the setup procedure  
and how to prepare the FAX System for network fax. Chapter 7: FAX System Settings Describes mechanical and functional settings and usage reports.

Chapter 8: Troubleshooting Describes how to resolve problems and respond to error messages. Chapter 9: Reference Information Provides FAX System  
specifications, menu flowcharts, and error code tables. OPERATION GUIDE xi Conventions This manual uses the following conventions: Convention Italic

Typeface Description Used to emphasize a key word, phrase, or message. (Also used to indicate references to other manuals.) Additional or useful  
information about a function or feature. May contain references to other manuals. Important information. Example A Completed message is displayed, and  
you are returned to the Copy Basic screen. Notes NOTE: For information on storing the pin, refer to step 10. Important IMPORTANT: Make sure the paper is  
not folded, curled, or otherwise damaged.

Caution Indicates the potential for mechanical damage resulting from a specific action. Warns users of the potential for personal injury. CAUTION: Do not  
hold the front of the machine when pulling out the cassette. Warning WARNING: The charger section contains high voltages. xii OPERATION GUIDE 1 FAX  
System Parts This chapter identifies and describes FAX System parts and Operation Panel keys: · · FAX System.....

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1-2 Operation Panel .....

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..... 1-3 OPERATION GUIDE 1-1 FAX System Parts FAX System FAX System parts pertaining to fax are described below.

For information on other parts, refer to the Operation Guide. 1 3 6 4 5 2 1 2 3 4 Operation Panel Use controls on this panel to fax documents. Telephone jack  
Plug commercially-available telephones into this jack. LINE jack Connect modular phone cables to this jack. Main power switch Turn on this switch (I) to  
send faxes or make copies.

The message display will light when the FAX System is ready for use. 5 6 Document output or stack area Received fax documents are stored here. Document  
Processor (Option) Automatically feeds and scans multiple sheet documents. IMPORTANT: Keep in mind that documents cannot be received when the main  
power switch is off ( ). Press the Power key to turn off the FAX System.

1-2 OPERATION GUIDE FAX System Parts Operation Panel The following keys and indicators are used to send or receive faxes. For information on keys  
and indicators used to make copies, refer to the Operation Guide. 1 4 5 6 7 8 9 10 11 12 13 14 Ready to send. 2005/01/08 11:09 Left Placemnt Off Subject 2 3  
15 16 17 18 19 20 22 21 23 24 26 25 27 28 1 Status/Job Cancel Key and Indicator Press this key to enter Status/Job Cancel mode and to check job status or  
cancel jobs. The Status/Job Cancel indicator remains on while in Status/Job Cancel mode. 2 Send Key and Indicator Press this key to enter Send mode for fax  
and scanning. The Send indicator remains on while in Send mode. 3 Document Box Key and Indicator Press this key to enter Document Box mode. Use this  
mode to send documents confidentially using subaddress communication and for polling transmission. The Document Box indicator remains on while in  
Document Box mode.

4 One-touch Keys (1 to 8) Each one-touch key can store a fax destination or chain dial number. The keys can also be used to recall programmed sequences. 5  
6 7 Program Key and Indicator Press this key to use a program. Scan Resolution Key and Indicator Press this key to set the scanning resolution. Function  
Key and Indicator Press this key for additional function such as direct transmission, timer-based transmission and fax polling reception. 8 Send/Receive  
Indicator This indicator flashes during fax transmission and reception. OPERATION GUIDE 1-3 FAX System Parts 9 Memory Indicator This indicator is lit  
when documents are temporarily stored in memory before printing or fax. The indicator flashes during scanning and reception when documents are stored in  
memory. 10 Error Indicator This indicator is lit or flashes if an error occurs. 11 System Menu/Counter Key and Indicator Press this key to change the initial  
settings or check the counter.

12 Log Out Key and Indicator Press this key after completing a task using job accounting. 13 Numeric Keys Use the numeric keys to enter the fax number of another party or for other number input. Even with pulse dialing, you can press the key after the other party responds to send the next number as a tone signal. 14 Reset/Power Key Press this key to cancel the setting and return to the basic screen. Hold the key for more than 2 seconds to turn the FAX System into Auto Sleep.

15 Original Quality Key and Indicator Press this key to set the document image quality.



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16 Original Size Key and Indicator Press this key to select the document size. 17 Exposure Key and Indicator Press this key to adjust the document exposure level. 18 Message Display Displays procedures and error messages. 19 Left Select Key Press this key to select the left item on the bottom of the message display.

20 Right Select Key Press this key to select the right item on the bottom of the message display. 21 Back Key Press this key to return to the previous, upper menu. 22 Destination Key Press this key to move the cursor to the left on the message display or to enter a destination. 23 Address Recall Key Press this key to move the cursor up on the message display or for Address Recall. 1-4 OPERATION GUIDE FAX System Parts 24 On-Hook/Pause Key Press this key to move the cursor down on the message display or to place the FAX System in off-hook mode when transmitting/ receiving the fax manually. You also can use this key to insert a pause when entering another party's number. 25 Address Book Key Press this key to move the cursor to the right on the message display or to launch the Address Book when selecting the fax destination. 26 Enter Key Press this key to confirm your selection. 27 Stop/Clear Key Press this key to cancel the job during scanning or clear entered characters or numbers. On basic screen, press this key to delete all the registered destination.

28 Start Key and Indicator Press this key to start fax. OPERATION GUIDE 1-5 FAX System Parts 1-6 OPERATION GUIDE 2 Preparing to Fax Perform the required settings described in this chapter before sending a fax for the first time. This chapter discusses the following topics: . . . . Menu Table.....

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..... 2-3 Configuring TTI Settings..

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2-4 Entering Fax Information (Local Information) .....

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2-5 Setting the Current Date and Time (Date & Time Setting) .....

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..... 2-7 OPERATION GUIDE 2-1 Preparing to Fax Menu Table For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press System Menu/Counter. NOTE: To perform these settings, press or to select the menu/ submenu/item and Enter to confirm your selection. Main Menu FAX Setting Sub Menu1 FAX TX Setting Sub Menu2 FAX Line Setting Options Tone (DTMF), Pulse (10pps) Description Set up the FAX System for the line type corresponding to the telephone service. Set up printing details for the Transmit Terminal Identifier (TTI).

Enter this fax number. Reference Page page 2-3 TTI Off, Outside, Inside (Numerical Entry of Fax No.) (Text Entry of the Fax Name) 0000 9999 (Time Zone Selection) Year: 2000 2037 Month: 01 12 Day: 01 31 Hour: 00 23 Minute: 00 59 Second: 00 59 page 2-4 Local FAX Number Local FAX Name Local FAX ID Date/Timer Set Time Zone Year/Time page 2-5 Enter this fax name. Enter this fax ID. Select the local time zone. Enter the current date and time. page 2-7 page 2-7 2-2 OPERATION GUIDE Preparing to Fax Selecting the Line Type (Inch Model Only) Choose the line type corresponding to your telephone service. Note that the FAX System cannot send or receive faxes if this setting is incorrect. 1 2 3 4 5 Press System Menu/Counter. Press Press Press or or or to select FAX Setting.

Press Enter. to select FAX TX Setting. Press Enter. to select FAX Line Setting. Press Enter.

Press or to select the line type. Press Enter to complete the setting. FAX Line Setting : \*Tone(DTMF) Pulse(10pps) Cancel 6 Press right Select to return to the basic screen. OPERATION GUIDE 2-3 Preparing to Fax Configuring TTI Settings TTI (Transmit Terminal Identifier) information identifies the time of transmission, number of pages, and your station name and fax number. It can be sent automatically to the other party's FAX System to be printed on the faxed document.

This FAX System lets you choose whether to send TTI information. When selected, TTI information can be printed inside or outside the border of the

transmitted page. 1 2 3 4 5 Press System Menu/Counter. Press Press Press or or or to select FAX Setting. Press Enter. to select FAX TX Setting. Press Enter. to select TTI. Press Enter. Press or to select to print or not print TTI information and the position if printed.

Next, press Enter to complete the TTI setting. TTI : \*Off Outside Inside Cancel NOTE: Select Outside to print TTI information outside the border of the transmitted page. Select Inside to have TTI information printed inside the border. 6 Press right Select to return to the basic screen. 2-4 OPERATION GUIDE Preparing to Fax Entering Fax Information (Local Information) Enter identifying information about your station (fax number, station name, and station ID) here to send this information to the other party automatically (it will be printed on the faxed documents). Entering your fax number 1 2 3 4 5 Press System Menu/Counter. Press Press Press or or or to select FAX Setting. Press Enter. to select FAX TX Setting. Press Enter.

to select Local FAX Number. Press Enter. Use the numeric keys to enter the local station number. The maximum length of the local FAX number is 20 digits.

Local FAX Number : Cancel NOTE: You can enter [+] by pressing the asterisk key for an international telephone number.

6 1 2 Press Enter to complete the fax number setting. Entering your station name Press or to select Local FAX Name. Press Enter. Enter your station name.

The maximum length of the local FAX name is 32 characters.

Local FAX Name : ABC Text Cancel NOTE: For detailed information on entering characters, refer to Entering Characters on page 3-20. 3 Press Enter to complete the station name setting. OPERATION GUIDE 2-5 Preparing to Fax Entering your station ID NOTE: The local station ID is used for secure communications involving passwords. For more information, refer to Password-based Communications on page 5-31. 1 2 Press or to select Local FAX ID.

Press Enter. Use the numeric keys to enter a four-digit station ID. Local FAX ID : \* (0000 ~ 9999) 1409 Cancel 3 4 Press Enter to complete the station ID setting. Press right Select to return to the basic screen. 2-6 OPERATION GUIDE Preparing to Fax Setting the Current Date and Time (Date & Time Setting)

Set the date and time to appear in the message display.

Confirm that the date and time set here are correct (they will serve as the basis for all scheduled transmissions). IMPORTANT: Periodically check the time that is shown in the message display and adjust as necessary to match the current time. NOTE: Set the time zone before setting the date and time. Setting the time zone 1 2 3 4 Press System Menu/Counter. Press Press or or to select Date/Timer Set. Press Enter. to select Time Zone.



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Press Enter. Press or to select the desired time zone. Press Enter to complete the time zone setting.

Time Zone : -05:00 Indiana -05:00 Bogota -05:00 Estn Time Cancel Setting date and time 1 2 Press or to select Year/Time. Press Enter. to set the current . Press or year. Press Date Setting : Year Month Day 2005 01 08 ( Time Zone: Estn Time) Cancel 3 4 Press Press or or to set the current month.

Press . to set the current day. Press Enter. OPERATION GUIDE 2-7 Preparing to Fax 5 Press or hour. Press to set the current .

Time Setting : Hour Min. Second 11 : c 09 : 10 (Time Zone: Estn Time) Cancel 6 7 8 Press or to set the current minute. Press . Press or setting. to set the current second. Press Enter to complete the time Press right Select to return to the basic screen. 2-8 OPERATION GUIDE 3 Basic Operation This chapter discusses the following topics: . . . . . Menu Table....

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... 3-39 OPERATION GUIDE 3-1 Basic Operation Menu Table For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press System Menu/Counter. NOTE: To perform these settings, press or to select the menu/ submenu/item and Enter to confirm your selection. Main Menu Edit Address book Sub Menu1 Menu Sub Menu2 Add Address Options Description Add a destination to the Address Book. Enter recipient names. Enter destination fax numbers. Assign addresses.

Enter subaddresses. Enter subaddress passwords. Set up encrypted communication. Select the encryption key. Set up an encryption box.

Select an encryption box. Select a transmission speed. Reference Page page 3-25 page 3-25 page 3-25 page 3-25 page 3-25 page 3-25 page 3-25 page 3-25 page 3-25 page 3-25 page 3-25 (Text Entry) (Numerical Entry) 001 120 (Numerical Entry) (Numerical Entry) On, Off Key01 Key20 On, Off 0000 9999 33600bps, 14400bps, 9600bps On, Off Edit Address book (Destination Selection) Detail/Edit (Text Entry) (Numerical Entry) Delete Set up ECM communication. Edit recipient names. Change destination fax number.

Delete a destination from the Address Book. page 3-25 page 3-32 page 3-32 page 3-33 (Destination Selection) 3-2 OPERATION GUIDE Basic Operation Main Menu Edit Address book Sub Menu1 Menu Sub Menu2 Add Address Options Description Add a new group to the Address Book. Enter group names. Assign group members. Assign addresses. Edit group names. Edit group member names. Delete a group from the Address Book. Reference Page page 3-34 page 3-34 page 3-34 page 3-34 page 3-37 page 3-37 page 3-38 (Text Entry) (Assigning Members) 001 120 Edit Address book (Group Selection) Detail/Edit (Text Entry) (Editing Members) Delete (Group Selection) . Press right Select.

OPERATION GUIDE 3-3 Basic Operation Sending Documents The basic method for sending documents is described below. 1 Press Send. The Send indicator is lit, and the FAX System enters Send mode. The Send screen is displayed on the message display. Ready to send. 2005/01/08 11:09 Left Placemnt Off Subject 2 Choose the fax mode. Select from memory transmission mode or direct transmission mode. (The default setting is memory transmission mode.) To choose direct transmission mode, follow the procedure given in Direct Transmission on page 4-7. Memory transmission mode The FAX System scans the original document into memory before dialing the other party's fax number.

You can choose multiple recipients in this convenient mode. When the FAX System finishes scanning the original document into memory, the document is ejected while transmission is underway. Direct transmission mode The FAX System contacts the other party before scanning the original document. When sending multiple pages, the FAX System sends one full page before scanning the next. 3-4 OPERATION GUIDE Basic Operation 3 Place the original document to transmit in the document processor or on the platen.

NOTE: To avoid the part of the original document from missing, confirm that the size of original documents matches the size configured with the original size selection. For details, refer to Select the Original Size on page 3-13. 4 Press Original Quality. 5 Press or to select the document image quality. Press Enter. Original Quality : \*Text+Photo Photo Text Cancel Item Photo Description Select this mode if the original contains mainly photographs. The scan resolution is set to 200 × 200 Fine. Document exposure must be set manually. Select this mode if the original contains mainly text. For fax transmissions, this setting is equivalent to Text. For fax transmissions, this setting is equivalent to Text. Text Text + Photo OCR OPERATION GUIDE 3-5 Basic Operation 6 Press Scan Resolution. 7 Press or to select the desired scan resolution. Press Enter. Scan Resolution : \* 200x100 Normal 200x200 Fine 200x400 Sup Fine Cancel

NOTE: Select a resolution from 200 × 100 Normal, 200 × 200 Fine, 200 × 400 Sup Fine or 400 × 400 Ult Fine.

If you select 300 × 300 or 600 × 600, scan resolution is automatically changed to lower resolution (e.g. 300 × 300 is changed to 200 × 400 Sup Fine.) when you select fax as a destination. In addition, if you choose Photo in original quality setting, the resolution is fixed to 200 × 200 Fine. 8 Press Exposure. 9 Press or to select Auto or Manual. Press Enter. If you selected Manual, go to step 10. If you selected Auto, skip to step 11.

Exposure : \*Auto Manual Cancel 3-6 OPERATION GUIDE Basic Operation Mode Auto Description If you select this mode, the optimal document exposure is set automatically for the particular document. You cannot select Auto if Photo is selected for document image quality. Select document exposure settings from seven exposure levels if the grays are not clear. Manual 10 Press or to select the desired document exposure. Press Enter.

Manual : \*Lighter -1 \*Normal Darker +1 Cancel 11 Press Destination. NOTE: If you select FAX in the initial destination settings, the message display changes to a fax number entry screen when you enter the first fax number using the numeric keys. For details, refer to the Advanced Operation Guide. 12 13 Press or to select FAX. Press Enter.

Enter the fax number using the numeric keys. The maximum length of the fax number is 64 digits. Press Stop/Clear to delete the entire number. Fax No. Entry : 0123456789 \* Cancel Detail Pressing pause inserts a 3second pause when dialing the fax number.



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Use this function to set a waiting time for automatic response sequences. OPERATION GUIDE 3-7 Basic Operation NOTE: To configure the detailed transmission settings such as subaddresses, perform the procedure given in Detailed Transmission Settings on page 3-8. Besides entering the other party's fax number using the numeric keys, you can dial using the following methods: . . . Dialing from the Address Book...

page 3-24 Manual redial...page 3-39 One-touch dial...page 4-15 Program...page 4-23 14 Press Start to start fax.

NOTE: When you select continuous scanning, a confirmation screen will prompt you to continue scanning the original document after you press Start. To continue scanning, change original document and press Start. If you are finished scanning, press right Select. Set original \* and press start key. Job No. : 8 4 Page(s) : End Scan Cancel Detailed Transmission Settings After entering the other party's fax number, you can complete settings for the subaddress, encrypted communication, transmission speed, and ECM communication. Entering the Subaddress Enter the subaddress and the password for subaddress confidential communication. For details on subaddress communication and subaddress confidential communication, refer to chapter 5 Advanced Functions. 1 Press right Select on the destination fax input screen. 3-8 OPERATION GUIDE Basic Operation 2 Press or to display Sub Address.

Press right Select. FAX Detail: Sub Address : Cancel Edit 1/4 3 Enter the number for Subaddress. Press Enter. Sub Address : 1234567890123 Cancel 4 Enter the number for Password. Press Enter. Password: Cancel 5 Press Enter to return to the destination fax input screen. Setting encrypted communications Enter the encryption key and encryption box for encrypted communication. For details on encrypted communication, refer to chapter 5 Advanced Functions. 1 2 Press right Select on the destination fax input screen. Press or to display Encryption.

Press right Select. FAX Detail: Encryption : Off Cancel Edit 2/4 OPERATION GUIDE 3-9 Basic Operation NOTE: When setting up encrypted communications, first register the encryption key IDs. For detailed information on encryption key IDs, refer to Registering New Encryption Keys on page 5-39. 3 Press Enter. or to select On. Press Encryption : \*Off On Cancel 4 Press or to select the desired encryption key. Press Enter. Encrypt. Key No. : \*Key02 Key03 Key04 Cancel 5 Press or to select On or Off.

Press Enter. Choose Off if the recipient does not support encryption box. Encryption Box : \*Off On Cancel Choose On if the recipient supports encryption box. On the next screen, use the numeric keys to enter the box number. Press Enter.

Box Number Entry : (0000 ~ 9999) 0000 Cancel NOTE: When sending the documents to the same model as the FAX System in encrypted communication, be sure the encryption box setting is set to Off. 6 Press Enter to return to the destination fax input screen. 3-10 OPERATION GUIDE Basic Operation Setting the communication speed Enter the initial transmission speed. 1 2 Press right Select on the destination fax input screen. Press or to display TX Start Speed. Press right Select. FAX Detail: TX Start Speed : 33600bps Cancel Edit 3/4 3 Press or to select the desired initial communication speed. Press Enter. TX Start Speed : \*9600bps 14400bps \*33600bps Cancel 4 Press Enter to return to the destination fax input screen. Selecting ECM communication Select whether to use ECM (Error Correction Mode) when sending documents. 1 2 Press right Select on the destination fax input screen. Press or to display ECM. Press right Select. FAX Detail: ECM: On Cancel Edit 4/4 OPERATION GUIDE 3-11 Basic Operation 3 Press or to select On or Off. Press Enter.

Select On to enable ECM communication. ECM: \*Off On Cancel 4 Press Enter to return to the destination fax input screen. 3-12 OPERATION GUIDE Basic Operation Select the Original Size The original size is the physical size of the original. Since this setting defines the area to be scanned, it must match the physical size of the original. The following sizes are supported: Letter, Legal, Statement, A4, A5, A6, B5, B6, Folio, OficioII, Executive, ISO B5, 16K, Envelope #10, Envelope #9, Envelope Monarch, Envelope #6, Envelope C5, Envelope DL, Hagaki, Oufukuhagaki, Youkei 2, Youkei 4, and Custom 1 2 3 Press Send. Press Original Size. Press or to select the original size. Press Enter to return to the basic screen. Original Size : \*Letter Legal Statement Cancel NOTE: Select Others to display the Others screen. Here, you can choose postcard, envelope, or registered custom sizes.

OPERATION GUIDE 3-13 Basic Operation Select the Size for Fax You can specify the size at which the document will be faxed. Supported sizes are as follows: Same as Original, Letter, Legal, Statement, A4, A5, A6, B5, B6, Folio, OficioII, Executive, ISO B5, 16K, Envelope #10, Envelope #9, Envelope Monarch, Envelope #6, Envelope C5, Envelope DL, Hagaki, Oufukuhagaki, Youkei 2, Youkei 4, and Custom NOTE: When sending fax, we recommend you to select Same as Original. 1 2 3 4 Press Send. Press Function. Press or to select Send Size.

Press Enter. Press or to select the size to scan documents for transmission. Press Enter. Send Size : \*Same as Original Letter Legal Cancel NOTE: Select Others to display the Others screen. Here, you can choose postcard, envelope, or registered custom sizes.

5 Press right Select to return to the basic screen. 3-14 OPERATION GUIDE Basic Operation Zoom Transmission Follow these steps to scan the document in enlarged or reduced format for fax. The following zoom options are available. Mode 100% Auto Fax at original size. Automatically adjust the size as faxed to match the document size. Place the original document to transmit in the document processor or on the platen. Press Send. Press Function. Press or to select Zoom. Press Enter.

Description 1 2 3 4 5 Press or to select 100% or Auto. Press Enter. Zoom : \* 100% Auto Cancel 6 Press right Select to return to the basic screen. OPERATION GUIDE 3-15 Basic Operation Continuous Scanning Use Continuous Scan to send multiple original document placing on the platen. NOTE: For instructions on using continuous scanning mode, refer to Sending Documents on page 3-4. 1 2 3 4 Press Send. Press Function. Press Press Enter. or or to select Continuous Scan. Press Enter.

to select On. Press Continuous Scan: \* Off On Cancel 5 Press right Select to return to the basic screen. 3-16 OPERATION GUIDE Basic Operation Automatic Fax Reception To use the FAX System for fax communications only, select Automatic Fax Reception mode. In this mode, no user operations are required to receive faxes. NOTE: Before faxes can be received automatically, you must select Auto (Normal) using the method described in Fax Reception Mode on page 714.



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The FAX System provides the following modes to receive a fax: . . . . Automatic Fax Reception Manual Fax Reception...page 4-14 Auto FAX/TEL Switching...page 7-14 Auto FAX/Answering Machine Switching...page 7-15 DRD Reception...page 7-16 To change reception modes, follow the procedure given in Fax Reception Mode on page 7-14. Delayed delivery If received documents cannot be output because the FAX System has run out of paper or due to paper jam, the FAX System will temporarily store received documents in memory. The documents are printed later when printing becomes available.

**OPERATION GUIDE 3-17 Basic Operation Canceling Communications** Enables canceling communication in progress. The method for canceling depends on whether transmission was initiated from memory transmission mode or direct transmission mode. Different methods for canceling communications are described below. NOTE: For instructions on canceling timer-based transmission jobs, refer to Deleting a Job in Memory on page 4-11. Canceling Memory Transmission Transmissions initiated from memory transmission mode are processed in the background. Background processes must be canceled in Status/Job Cancel mode. Perform the following procedure to cancel the transmission. 1 2 3 Press Status/Job Cancel. Press **Enter** or **Left Select** to select Send Job Status. Press **Enter**.

to select the job to cancel. Press **Left Select**. NOTE: To check transmission details, press **Right Select**. Refer to Send Job Status on page 5-47 for details. 4 Press **Left Select** to cancel transmission of that particular job.

**Cancel Job. Are you sure? 0010 Yes No Canceling Direct Transmission** All transmissions initiated from direct transmission mode are processed in the foreground, and the status of these transmissions is always indicated on the message display. Perform the following procedure to cancel the transmission. 1 2 Press **Send**. The **Send** indicator is lit and the FAX System enters **Send** mode.

The transmission status is shown on the message display. Confirm the details. 3-18 **OPERATION GUIDE Basic Operation 3** Press **Left Select** or **Stop/Clear** to stop transmission. Any documents placed in the document processor are ejected. Scanning. \* Job Job No.: No. : Cancel 0007 **OPERATION GUIDE 3-19 Basic Operation Entering Characters** To edit Address book, etc., the characters are entered using the numeric keys. To move the cursor, use **Left Select**, **Right Select**, and **Enter**.

**Input screen and key functions** This section explains screen elements and the functions of keys on the control panel during character entry. 1 2 3 4 **Contact Name : h\_office** Cancel ABC Text 5 6 7 8 9 10 11 12 13 1 **Cursor** Characters are entered at the cursor position. To delete a character, move the cursor to the location of the corresponding character and press **Stop/Clear**. 2 **Character Limit Icon** Indicates when you have entered the maximum number of characters. You can continue to enter characters until this icon appears. 3 **Numeric Keys** Use numeric keys to enter characters. Refer to Character Input Modes on page 3-21 for a list of the characters available for each key. 4 5 **Reset/Power Key** Press this key to clear the entry and exit input mode. **Left Select Key** Press this key to access options displayed on the bottom of the message display and to select the left item. 6 7 **Right Select Key** Press this key to switch between character input modes.

**Key** Press this key to move the cursor left in the message display. 3-20 **OPERATION GUIDE Basic Operation 8 Back key** Press this key to go one level back (higher) from the current menu. 9 10 **Key** Press this key to move the cursor up in the message display. **Key** Press this key to move the cursor down in the message display. 11 **Enter Key** Press this key to enter the currently selected character.

12 **Key** Press this key to move the cursor to the right in the message display. 13 **Stop/Clear Key** Press this key to delete the currently selected character. If the cursor is at an open position, the character to the left of the cursor is deleted. **Character Input Modes** Use one of these three character input modes to enter characters. Press **Right Select** to switch between character input modes.

**Mode Alphabetic/Symbol Text** ABC Numeric Text 123 **Symbol Text** Symbols Available characters Refer to List of Character Assignments on page 3-21. Numbers can be entered by pressing the corresponding key on the numeric keys. This is convenient when entering long numbers. Special characters can be entered from the Symbol List. (space) ! + ? } " , @ ~ # [ \$ . \ % / ] & : ^ ' ; \_ ( < ` ) = { \* > \ List of Character Assignments The following characters can be entered using the numeric keys: Key Input mode Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric Available characters .@-/:~1 1 **OPERATION GUIDE 3-21 Basic Operation**

**Key Input mode Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric Alphabetic/Symbol Numeric** # Available characters abcABC2 2 defDEF3 3 ghiGHI4 4 jklJKL5 5 mnoMNO6 6 pqrPQRS7 7 tuvTUV8 8 wxyzWXYZ9 9 .,-\_!?'\_0 0 Switch between upper/lower case **Character Input Procedure** Follow the steps given below to enter characters for destination names and other text input. This example uses the List of Character Assignments on page 3-21 to enter the destination name (h\_office show room). The character changes each time a particular key is pressed, so press or another numeric keys key to register individual characters.

Repeat this operation until all characters have been entered. 3-22 **OPERATION GUIDE Basic Operation 1** The following procedure illustrates how to enter a destination name. (You must first access the Contact Name screen.) The procedure for accessing the Contact Name screen is described on page 3-25. Contact Name : ABC Text Cancel 2 3 4 5 6 7 8 9 10 Press the **Enter** key 2 times. h is displayed. **Enter** key 4 times. \_ is displayed. **Enter** key 3 times. o is displayed.

**Enter** key 3 times. f is displayed. . The cursor moves one space to the right. **Enter** key 3 times. . The cursor moves one space to the right.

To enter the same character consecutively, press **Enter** the character once again. Press the **Enter** key 3 times. f is displayed. **Enter** key 3 times. i is displayed.

**Enter** key 3 times. c is displayed. Enter the rest of the characters in the same way and press **Enter**. Registered will appear before you return to the basic screen.

Contact Name : h\_office show room Cancel ABC Text **OPERATION GUIDE 3-23 Basic Operation Address Book** Enables entering fax numbers in the Address Book to use them with scanner functions. The Address Book is useful in managing fax numbers, e-mail addresses, and the folders used with Scan to PC.

**Searching for Destinations in the Address Book** To select a fax destination from the Address Book, perform the following procedure.



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1 2 Press Send. The Send indicator is lit, and the FAX System enters Send mode. Press Address Book.

NOTE: If external address books are used with the FAX System, a screen for address book selection is displayed. Press the desired address book. Press Enter. or to select 3 Press or to select the destination party and press Enter. NOTE: To check the entered information, select the party to review and press right Select. Press or to select Detail. Press Enter to display the details. 4 After confirming the entered information, press Enter to add the party. To send a fax to another party, repeat steps 2 to 4 to add another party. ABCDE \*0123456789 ABCDE@FGHIJ.

com ScanData Cancel Menu To search for the other party by name: 1 2 Press Address Book. Press right Select to display the Menu screen. 3-24 OPERATION GUIDE Basic Operation 3 Press or to select Search (Name). Press Enter. Menu : \*Select Detail Search(Name) Cancel 4 Enter the first few characters of the name of the party you are searching for.

Press Enter. This search is case-sensitive. Search(Name) : TTT Cancel ABC Text 5 Press or to select the party. Press Enter. Address Book : \*TTT UUU VVV Cancel Menu 6 After confirming the information to be entered, press Enter to add the party.

Entering Destinations in the Address Book To enter fax recipients in the Address Book, perform the following procedure. 1 2 3 4 Press System Menu/Counter. Press or to select Edit Addressbook. Press Enter. Press right Select. Press or to select Add Address. Press Enter. OPERATION GUIDE 3-25 Basic Operation 5 Press or to select Contact. Press Enter. Add Address \*Contact Group Cancel 6 Press or to display Contact Name.

Press right Select. Detail: Contact Name: Cancel Edit 1/ 6 7 Enter the destination name. Press Enter. Contact Name : ABC Text Cancel NOTE: For detailed information on entering characters, refer to Entering Characters on page 3-20. 8 Press or to display FAX Number. Press right Select. Detail: FAX Number : Cancel Edit 2/ 6 3-26 OPERATION GUIDE Basic Operation 9 Enter the fax number using the numeric keys. Press Stop/Clear to delete the entire number.

Press pause to insert a 3second pause when dialing the fax number. Use this function to set a wait time in an automatic response sequence.

FAX No. Entry: Cancel Detail NOTE: To complete settings for subaddresses and other advanced transmission settings, perform the procedures described in Detailed Transmission Settings on page 3-28. 10 11 Press Enter. Press or to display Address Number. Press right Select.

Detail: Address Number : 53 Cancel Edit 6/ 6 12 Enter the address number to be registered using the numeric keys. Press Enter. Address Number : \* (001 ~ 120) 53 Cancel NOTE: If you enter a previously entered address number, an error message is displayed. In this case, choose a different address number. 13 Enter e-mail addresses and the folder for saving documents sent to computers.

NOTE: For detailed information on entering e-mail addresses and folders for saving documents sent to computers, refer to the Advanced Operation Guide.

OPERATION GUIDE 3-27 Basic Operation 14 Press Enter. Detail: FAX Number 0123456789 Cancel Edit 2/ 6 15 16 17 To enter another destination, repeat steps 3 to 14. Press left Select to complete the entry. Press right Select to returns to the basic screen. Detailed Transmission Settings When entering fax number, you can also configure settings for the subaddress, encrypted communication, transmission speed, and ECM communication. Setting the Subaddress Enter the subaddress and password required for subaddress confidential communication. 1 Press right Select on the destination fax input screen. Fax No. Entry : 0123456789 \* Cancel Detail 2 Press or to display Sub Address.

Press right Select. FAX Detail: Sub Address : Cancel Edit 1/ 4 3-28 OPERATION GUIDE Basic Operation 3 Enter the number for Subaddress. Press Enter. Sub Address : 1234567890123 Cancel 4 Enter the number for Password. Press Enter. Password: Cancel 5 Press Enter to return to the destination fax input screen. Setting up encrypted communication Enter the encryption key and encryption box for use in encrypted communication. 1 Press right Select on the destination fax input screen. Fax No. Entry : 0123456789 \* Cancel Detail 2 Press or to display Encryption.

Press right Select. FAX Detail: Encryption : Off Cancel Edit 2/ 4 NOTE: When setting up encrypted communications, first register the encryption key IDs. For detailed information on encryption key IDs, refer to Registering New Encryption Keys on page 5-39. OPERATION GUIDE 3-29 Basic Operation 3 Press Enter. or to select On.

Press Encryption : \*Off On Cancel 4 Press or to select the desired encryption key. Press Enter. Encrypt. Key No. : \*Key02 Key03 Key04 Cancel 5 Press or to select On or Off.

Press Enter. Choose Off if the recipient does not support encryption box. Encryption Box : \*Off On Cancel Choose On if the recipient supports encryption box. On the next screen, use the numeric keys to enter the box number. Press Enter. Box Number Entry : (0000 ~ 9999) 0000 Cancel NOTE: When sending the documents to the same model as the FAX System in encrypted communication, be sure the encryption box setting is set to Off. 6 Press Enter to return to the destination fax input screen. Setting the communication speed Set the initial fax transmission speed. 3-30 OPERATION GUIDE Basic Operation 1 Press right Select on the destination fax input screen. Fax No.

Entry : 0123456789 \* Cancel Detail 2 Press or to display TX Start Speed. Press right Select. FAX Detail: TX Start Speed : 33600bps Cancel Edit 3/ 4 3 Press or to select the desired initial transmission speed. Press Enter. TX Start Speed : \*9600bps 14400bps \*33600bps Cancel 4 Press Enter to return to the destination fax input screen. Setting up ECM communication For fax communication, enables or disables ECM (Error Correction Mode). 1 Press right Select on the destination fax input screen. Fax No. Entry : 0123456789 \* Cancel Detail OPERATION GUIDE 3-31 Basic Operation 2 Press or to display ECM.

Press right Select.

FAX Detail: ECM: On Cancel Edit 4/ 4 3 Press or to select On or Off. Press Enter. Select On to enable ECM communication. ECM: \*Off On Cancel 4 Press Enter to return to the destination fax input screen. Editing Destinations in the Address Book Edit destinations in the Address Book as follows: 1 2 3 4 5 Press System Menu/Counter.

Press Press Press Press or or or to select Edit Addressbook. Press Enter. to select the destination to edit. Press Enter. to select Detail/Edit. Press Enter. to select the item to edit. Press right Select.



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NOTE: For more information on editing each item, refer to Entering Destinations in the Address Book on page 3-25. 6 Press Enter. 3-32 OPERATION GUIDE Basic Operation 7 After editing the items, press Enter. Detail : Contact Name : ABCDE Cancel Edit 1/6 8 9 10 To edit another destination, repeat steps 3 to 5. Press left Select. Press right Select to return to the basic screen. Deleting Destinations from the Address Book Delete destinations from the Address Book as follows: 1 2 3 4 Press System Menu/Counter.

Press Press or or to select Edit Addressbook. Press Enter. to select the destination to delete. Press Enter. Press or to select Delete. Press Enter. Menu : \*Detail/Edit Delete Add Address Cancel 5 Press left Select. Delete. Are you sure? ABCDE Yes No 6 7 To delete another destination, repeat steps 3 to 5. Press left Select.

OPERATION GUIDE 3-33 Basic Operation 8 Press right Select to return to the basic screen. Entering Group Destinations in the Address Book Enter a group of destinations in the Address Book as follows: 1 2 3 4 5 Press System Menu/Counter. Press or to select Edit Addressbook. Press Enter. Press right Select. Press or to select Add Address. Press Enter. Press or to select Group. Press Enter. Add Address \*Contact Group Cancel 6 Press or to select Group Name. Press right Select. Detail: Group Name : Cancel Edit 1/ 3 7 Enter a group name. Press Enter. Group Name : ABC Text Cancel NOTE: For more information on entering characters, refer to Entering Characters on page 3-20. 3-34 OPERATION GUIDE Basic Operation 8 Press or to select Group Member. Press right Select. Detail: Group Member : 30 Cancel Edit 2/ 3 9 Press right Select. Group Member : \* Exit Menu 10 Press or to select Add Member. Press Enter. Menu : Detail Delete Add Member Cancel 11 Press or to select the destination to register to the group.

Press Enter. Contacts: \*ABCDE FGHIJ TTT Cancel Menu 12 Press or to select the destination fax number. Press Enter. ABCDE \*0123456789 ABCDE@FGHIJ.com ScanData Cancel Menu OPERATION GUIDE 3-35 Basic Operation 13 To delete a registered member, press or to select the member. Press right Select. Group Member : \* ABCDE Exit Menu 14 Press or to select Delete. Press Enter. Menu : Detail Delete Add Member Cancel 15 Repeat steps 9 to 14 to register other destinations to the group. When you are finished registering group destinations, press left Select.

Group Member : \* ABCDE Exit Menu 16 Press or to display Address No. Press right Select. Detail: Address No. : 19 Cancel Edit 3/ 3 17 Enter the address number to register using the numeric keys. Press Enter.

Address Number : \* (001 ~ 120) 53 Cancel 3-36 OPERATION GUIDE Basic Operation NOTE: An error message is displayed if you enter a previously entered address number. In this case, choose a different address number. 18 Press Enter. Detail: Group Member : 30 Cancel Edit 2/ 3 19 20 Press left Select. Press right Select to return to the basic screen.

Editing Group Destinations in the Address Book Edit group destinations in the Address Book as follows: 1 2 3 4 5 Press System Menu/Counter. Press Press Press or or or to select Edit Addressbook. Press Enter. to select the group destination to edit. Press Enter. to select Detail/Edit. Press Enter. Press or to select the item to edit. Press right Select. Detail: Group Name : Cancel Edit 1/ 3 NOTE: For more information on editing each item, refer to Entering Group Destinations in the Address Book on page 3-34.

6 7 8 Press Enter. After editing the items, press Enter. To edit another group destination, repeat steps 3 to 5. OPERATION GUIDE 3-37 Basic Operation 9 10 Press left Select. Press right select to return to the basic screen. Deleting Group Destinations from the Address Book Delete group destinations from the Address Book as follows: 1 2 3 4 Press System Menu/Counter. Press Press or or to select Edit Addressbook. Press Enter. to select the group destination to delete. Press Enter.

Press or to select Delete. Press Enter. Menu : \*Detail/Edit Delete Add Address Cancel 5 Press left Select. Delete. Are you sure? AAA Yes No 6 7 8 To delete another group destination, repeat steps 3 to 5.

Press left Select. Press right Select to return to the basic screen. 3-38 OPERATION GUIDE Basic Operation Redialing Redialing means dialing the most recently dialed number once again. Automatic Redialing If the other party's fax machine is busy, it may not respond to your transmission attempt, in which case the FAX System redials the number automatically. Automatic Redialing is performed automatically.

No manual operation is required. Since the FAX System dials for a specified number of times at predetermined intervals, this function is useful even when the other party's line is busy for extended periods. NOTE: Automatic Redialing is not available for direct transmission. You can also adjust the number of redial attempts. Refer to Redial on page 710 for more information. Address Recall If the other party's fax machine fails to respond to a transmission or if you want to transmit another fax to the same party, press Address Recall to view the most recent destination. NOTE: Address Recall is not available for Manual Fax Transmission destinations. 1 2 Press Send. Press Address Recall. The message display shows the previous party.

3 Press Start to start fax. Address Recall information is discarded in the following cases: . . . When the FAX System is turned off When you try to send another fax (this stores new Address Recall information) When a user logs off OPERATION GUIDE 3-39 Basic Operation 3-40 OPERATION GUIDE 4 Basic Functions This chapter discusses the following topics: . . . . . Menu Table.....

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..... 4-2 Standby Transmission ..

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..... 4-3 Broadcast Transmission..

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*4-4 Direct Transmission....*  
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..... *4-7 Interrupt Transmission.*

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..... *4-8 Timer-based Transmission .*

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..... *4-9 Deleting a Job in Memory...*

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..... *4-11 Manual Fax Transmission ....*

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..... *4-13 Manual Fax Reception ..*

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..... *4-14 One-Touch Keys.....*

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4-23 OPERATION GUIDE 4-1 Basic Functions Menu Table For the system setting menu using in this chapter, refer to the Menu Table below. To access the system setting menu, press System Menu/Counter. NOTE: To perform these settings, press or to select the menu/ submenu/item and Enter to confirm your selection. Main Menu Common Setting Sub Menu1 One Touch Keys Sub Menu2 (Selection of One-Touch Key No.) (Selection of One-Touch Key No.) Options 01 08 Description Assign a destination to a one-touch key. Confirm information registered to a one-touch key. Clear a one-touch key. Assign a chain dial to a onetouch key.



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Confirm information on the chain dial registered to a one-touch key.

Clear chain dial details. Set up one-touch keys for use in programs or dialing. Assign a program. Reference Page page 4-15 page 4-17 Common Setting One Touch Keys (Selection of One-Touch Key No.) (Selection of One-Touch Key No.

) 01 08 page 4-17 page 4-18 page 4-19 Common Setting Program Setting Program Setting . page 4-20 page 4-15 page 4-23 One Touch Set. (Program No. Selection) (Program No. Selection) Program, Destination 01 08 Copy, Send Menu Delete a program.

page 4-23 Press right Select. 4-2 OPERATION GUIDE Basic Functions Standby Transmission Standby Transmission refers to loading another job while the FAX System is processing the current job. After the destination fax number is entered and the documents are loaded, the documents are faxed automatically when the current job is completed. In direct communication mode, Standby Transmission accepts and processes only one standby transmission task. NOTE:

You can schedule up to 10 reserved jobs at any given time (including Standby Transmission, and Interrupt Transmission jobs). 1 2 3 Place the original documents to transmit in the document processor or on the platen. Press Send. Enter the destination fax number. You can use one-touch dial, Address Book, or chain dial to enter the destination fax number. Fax No.

Entry : 0123456789 \* Cancel Detail 4 Press Start to load the documents into memory. OPERATION GUIDE 4-3 Basic Functions Broadcast Transmission Broadcast Transmission lets you fax the same document or documents to multiple destinations in a single operation. For example, a document can be faxed from the head office to several branch offices in a single step. The FAX System temporarily stores the documents to be faxed in memory, then automatically dials the fax numbers and transmits a copy to each destination. NOTE: Up to 100 destinations can be set for Broadcast Transmission. Using the numeric keys to enter a destination fax number 1 2 3 4 5 Place the original documents to transmit in the document processor or on the platen. Press Send. Press Press Destination. or to select FAX. Press Enter.

Enter the fax number using the numeric keys. Press Enter. Fax No. Entry : 0123456789 \* Cancel Detail 6 Repeat steps 3 to 5 until all destinations have been entered for Broadcast Transmission. 4-4 OPERATION GUIDE Basic Functions Using one-touch dial to specify a destination fax number 1 To register a destination fax number, press the one-touch key for the destination fax number.

2 3 Press the one-touch key for the next destination fax number. Repeat until all desired destination fax numbers have been specified. Using the Address Book to specify a destination fax number NOTE: To use the Address Book to specify group destinations, refer to Searching for Destinations in the Address Book on page 3-24. 1 Press Address Book. NOTE: If the external address books are used with the FAX System, a screen for address book selection is displayed.

Press the desired address book. Press Enter. or to select 2 Press or to select the destination party. Press Enter. Address Book \*AAA ABCDE FGHIJ Cancel Menu 3 Press or to select the destination fax number. Press Enter. ABCDE \*0123456789 ABCDE@FGHIJ.com ScanData Cancel Menu 4 Repeat steps 1 to 3 until all desired destination fax numbers have been specified. OPERATION GUIDE 4-5 Basic Functions 5 Press Start to start fax. 4-6 OPERATION GUIDE Basic Functions Direct Transmission The FAX System starts scanning original documents after contacting the destination fax.

If a multi-page original document is loaded in the document processor, the FAX System will scan and transmit one page of the document at a time. If the original document is placed on the platen, the alarm notifies to place the next page when scanning the previous page is completed. If another page is not loaded within 15 seconds after the alarm (or within the time set for Auto Reset), the FAX System assumes that the job has no other pages and ends the fax transmission. NOTE: Automatic Redialing is not available during Direct Transmission. Direct Transmission cannot be used with Broadcast Transmission, Timerbased Transmission, or Polling transmission. 1 2 3 4 5 Place the original documents to transmit in the document processor or on the platen. Press Send.

Press Function. Press Press Enter. or or to select FAX Direct TX.

Press Enter. to select On. Press FAX Direct TX : \*Off On Cancel 6 7 8 Press right Select. Enter the destination fax number. You can use one-touch dial, Address Book, or chain dial to enter the destination fax number.

Press Start to start dialing the destination fax number. The FAX System begins scanning the document after establishing a connection. OPERATION GUIDE 4-7 Basic Functions Interrupt Transmission If the fax is set up for Broadcast Transmission or other jobs are loaded before yours in memory, Interrupt Transmission lets you interrupt the queued jobs and send your document before them. NOTE: Interrupt Transmission is not possible if 10 jobs involving Standby Transmission is queued. Interrupt Transmission can be used for only one destination at a time.

1 2 3 4 5 Place the original documents to transmit in the document processor or on the platen. Press Send. Press Function. Press Press Enter. or or to select FAX Direct TX. Press Enter. to select On. Press FAX Direct TX : \*Off On Cancel 6 7 8 Press right Select. Enter the destination fax number. You can use one-touch dial, Address Book, or chain dial to enter the destination fax number.

Press Start to start dialing the destination fax number. The FAX System begins loading the document after establishing a connection. 4-8 OPERATION GUIDE Basic Functions Timer-based Transmission Schedules fax transmission for later. Timer-based Transmission can be combined with various other functions, including sequential broadcast transmission. This example shows how to set up the FAX System to fax documents to a single destination at a specified time. NOTE: Timer-based Transmission is not available in Direct Transmission mode. The fax memory can hold up to 30 jobs for timer-based transmission at once. Be sure that the correct time is set for the FAX System before sending faxes using this method. To adjust the time, refer to Setting the Current Date and Time (Date & Time Setting) on page 2-7. 1 2 3 4 5 Place the original documents to transmit in the document processor or on the platen.

Press Send. Press Function. Press Press Enter. or or to select FAX Delayed TX. Press Enter.

to select On. Press FAX Delayed TX : \*Off On Cancel 6 Press . or to set Hour. Press Start Time : Hour Min. c: 11 45 ( Current Time 11:45) Cancel OPERATION GUIDE 4-9 Basic Functions 7 Press Enter.



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