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User manual KYOCERA KM-4050
User guide KYOCERA KM-4050
Operating instructions KYOCERA KM-4050
Instructions for use KYOCERA KM-4050
Instruction manual KYOCERA KM-4050

OPERATION GUIDE

FAX SYSTEM M
KM-2560/3060/3050/4050/5050



 KYOCERA



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Manual abstract:

@@The symbols and their meanings are indicated below. @@@Specific points of attention are indicated inside the symbol.

.... [General warning] [Warning of danger of electrical shock] [Warning of high temperature] The symbol indicates that the related section includes information on prohibited actions.

Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action] [Disassembly prohibited] The symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action] [Remove the power plug from the outlet] [Always connect the machine to an outlet with a ground connection] OPERATION GUIDE i Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required) <Note> Due to performance updating, information in this Operation Guide is subject to change without notice.

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.Appendix-15 iv OPERATION GUIDE Safety Information About this Operation Guide This Operation Guide contains information on using the facsimile functions of this machine. Please read the Operation Guide before you start using the machine. Keep it close to the machine for easy reference. During use, refer to the Operation Guide for your machine for information regarding the sections listed below. Caution Labels Installation Precautions Precautions for Use Loading Paper Toner Container and Waste Toner Box Replacement Clearing Paper Jams Solving Malfunctions Cleaning Installation Precautions Environment Avoid installing this machine in locations where the top or upper rear portion of the unit will be exposed to direct sunlight. Such conditions might adversely effect the unit's ability to detect the correct size of originals and documents. When such a location cannot be avoided, change the direction the unit is facing in order to eliminate exposure to direct sunlight. Power supply/Grounding the machine Do not connect this machine to the same outlet as an air conditioner or copier, etc. Precautions for Use CAUTION Do not leave the document processor open as there is a dangot; DE 08R00 DE 09R00 DE 12R00 DE 14R00 ES 01R01 GR 01R00 GR 03R00 GR 04R00 NO 01R00 NO 02R00 P 03R00 P 04R00 P 08R00 National AN for D National AN for D National AN for D National AN for D National AN for E National AN for GR National AN for GR National AN for GR National AN for N National AN for N National AN for P National AN for P National AN for P OPERATION GUIDE ix Network Compatibility Declaration The manufacturer declares that the equipment has been designed to operate in the public switched telephone networks (PSTN) in the following countries: Austria Belgium Cyprus Czech Denmark Estonia Finland France Germany Greece Hungary Iceland Ireland Italy Latvia Liechtenstein Lithuania Luxembourg Malta Norway Poland Portugal Slovakia Slovenia Spain Sweden Switzerland The Netherlands United Kingdom x OPERATION GUIDE Introduction About This Guide This guide consists of the following chapters.

Chapter 1 - Part Names and Functions Explains the parts of the machine and keys on the operation panel. Chapter 2 - Preparation Before Use Explains the settings required before using fax. Chapter 3 - FAX Operation (Basic) Explains general usage of the fax function such as sending originals and receiving originals. Chapter 4 - FAX Operation (Advanced) Explains convenient fax functions such as setting the transmission time, continuous sending of the same originals to multiple recipients and scheduling the next transmission. Also explains advanced fax communication such as limiting the destinations and systems from which you receive originals, as well as forwarding, saving, and printing the received originals for each requirement.

Furthermore, explains sub address communication functions of the machine that are compatible with other makers' systems and job accounting functions convenient for checking the communication status of fax. Chapter 5 - Checking Transmission Results and Registration Status Explains how to check the status of recent transmissions on the touch panel. Also, explains how to print administrative reports to check communication results and settings and registration status of the machine. Chapter 6 - Setup and Registration Explains various settings and registration pertaining to functions, such as adjusting the volume of the alarm sound. Chapter 7 - Optional Equipment Introduces the optional FAX Backup Kit and Dual FAX and explains how to use the machine when optional features are installed.

Chapter 8 - Internet Faxing (i-FAX) Explains how to use the i-FAX function and the settings required for Internet faxing. OPERATION GUIDE xi Chapter 9 - About Network FAX Explains how to use Network FAX functions. Read the Network FAX Driver Operation Guide in the included CD-ROM (online manual) as well. Chapter 10 - Troubleshooting Explains how to respond to error indications and trouble. Appendix Explains character entry and the specifications of the machine. NOTE: This Operation Guide contains information for using both the inch and metric versions of this machine. The inch version of this machine is shown in the screens in this guide. If you are using the metric version, you should use the messages provided for the inch version as reference only. xii

OPERATION GUIDE Conventions in This Guide The following conventions are used depending on the nature of the description. Convention **Bold** Description Indicates the operation panel keys, the buttons and messages displayed on the PC screen.

Indicates the touch panel keys. Indicates the messages displayed on the touch panel. Indicates supplemental information or operations for reference. Indicates items that are required or prohibited so as to avoid problems. Example Press the Start key. [Regular] *Italic* Press [OK]. Ready to copy is displayed. Note NOTE: -- Important IMPORTANT: -- Description of Operation Procedure In this Operation Guide, the continuous operation of the keys on the touch panel is as follows: Actual procedure Press [FAX/i-FAX]. Press [Next] of Transmission. Press [Next] of FAX.

Press [Change] of TTI. Description in this Operation Guide Press [FAX/i-FAX], [Next] of Transmission, [Next] of FAX, and then [Change] of TTI.

OPERATION GUIDE xiii Originals and Paper Sizes This section explains the notation used in this guide when referring to sizes of originals or paper sizes. As with A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional letter R in order to indicate the orientation of the originals/paper. Placement direction Vertical direction Indicated size A4, B5, A5, B6, A6, Letter, Statement Original Paper For the originals/paper, dimension A is longer than B.

Horizontal direction A4-R, B5-R, A5-R, B6-R, A6-R, Letter-R, Statement-R Original Paper For the originals/paper, dimension A is shorter than B. . The size of the originals/paper that can be used depends on the function and source tray. For details, refer to the appropriate pages of the function or source tray.

Icons on the Touch Panel The following icons are used to indicate originals and paper placement directions on the touch panel.

Placement direction Vertical direction Originals Paper Horizontal direction xiv OPERATION GUIDE 1 Part Names and Functions This chapter explains the names of parts when the machine is used as a fax machine after installing the FAX kit. For other parts, refer to the machine's Operation Guide. . . .

Machine.....

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.... 1-2 Operation Panel
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... 1-4 Touch Panel.....
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..... 1-7 OPERATION GUIDE 1-1 Part Names and Functions Machine This chapter explains the names of parts when the machine is used as a fax machine.



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For the parts required when functions other than FAX are used, refer to the machine's Operation Guide. 30/40/50 ppm model 1 25/30 ppm model 1 6 2 5 3 4 2 3 4 5 6 1 2 Operation panel Main power switch MP (Multi Purpose) tray LINE connector (L1) LINE connector (L2) TEL connector (T1) Perform the fax operation with this panel. Set this switch to the ON (I) side when performing the fax or copier operation. The touch panel lights to enable operation. Set the paper in this tray when using a type of paper other than the cassette (e.g., when using special paper). Connect the modular cord for the telephone line to this connector. This connector is Port 1. If you install the Dual FAX option, you can use Port 2.

Connect the modular cord for the telephone line to this connector. When using a commercially available telephone set, connect the modular cord to this connector. 3 4 5 6 **IMPORTANT:** You cannot automatically receive a fax when the main power switch is turned off. To receive faxes with the power turned off, press the Power key on the operation panel. 1-2 OPERATION GUIDE Part Names and Functions Document Processor (optional) 30/40/50 ppm model 9 8 10 11 12 1 25/30 ppm model 8 9 10 11 12 13 13 8 Original placement indicator Top cover Original width guides Original table Original eject table Opening handle Indicates the original status in the Document Processor. The upper indicator lights in green when the original is correctly set. Open this cover when the original jammed in the Document Processor. Adjust these guides according to the original width. Stack the sheet originals on this table. Read originals are ejected onto this table.

Hold this handle when opening or closing the Document Processor. 9 10 11 12 13 **NOTE:** The Original placement indicator shows the original status. Upper indicator is lit in green: Originals are set correctly. Upper indicator is blinking in green: Place the originals correctly. Lower indicator is blinking in red: The original jammed. OPERATION GUIDE 1-3 Part Names and Functions Operation Panel For the names of keys and indicators required when functions other than FAX are used, refer to the machine's Operation Guide. 30/40/50 ppm model 1 2 15 3 4 5 6 7 8 9 11 12 Ready to send. Enter Destination. Destination Detail Destination 0 Address Book E-mail Addr Entry Folder Path Entry 13 On Hook Chain 002 A OFFICE 006 007 008 009 010 Detail /Edit 003 Delete 004 005 Recall 1/1 14 001 Free No. FAX No.

Entry i-FAX Addr Entry 1/10 Destination Status Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 16 17 18 20 19 21 22 23 25/30 ppm model 1 2 3 4 5 6 7 8 9 10 11 12 Ready to send. Enter Destination. Destination 0 13 14 Destination Detail Address Book E-mail Addr Entry Folder Path Entry 1/1 On Hook 001 Free 006 Chain 002 A OFFICE 007 Detail /Edit 003 Delete 004 005 Recall No. FAX No. Entry i-FAX Addr Entry 008 009 010 1/10 Destination Status Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 15 16 17 18 19 20 21 22 23 1-4 OPERATION GUIDE Part Names and Functions 1 2 3 4 5 6 System Menu key Counter key Print indicator Send indicator Receive indicator Memory indicator Press this key when operating the System Menu.

Press this key when checking the number of copies to print or number of originals to read. The Print indicator blinks when the machine is printing. The Send indicator blinks when the machine is sending a fax. The Receive indicator blinks when the machine is receiving a fax. The Memory indicator blinks when the machine is accessing to the hard disk, FAX memory, optional FAX Backup kit, or USB memory (generally available product). The Error indicator blinks when an error occurs and the job stops. Press this key when you are not sure how to use the machine. The Help screen will appear. Press this key to terminate (log out) of the Account management screen. Press this key to place the machine in the low power mode. Press this key to place the machine in the sleep mode or to turn off the main power. The Main power indicator lights when the main power of the machine is turned ON. Press this key to check the send status or job log, or to stop the current job. Press this key to program transmission contents. Press this key to enlarge the touch panel display.

Press this key to use the FAX Box. Press this key to use the machine as FAX. Touch the touch panel to operate the FAX. Press this key to clear entered destination, number, or text. 1 7 8 Error indicator Help key 9 10 11 12 13 14 15 16 17 18 19 Logout key Energy Saver key Power key Main power indicator Status/Job Cancel key Program key Accessibility Display key Document Box key Send/FAX key Touch panel Clear key OPERATION GUIDE 1-5 Part Names and Functions 20 21 22 23 Numeric keys Start key Stop key Reset key Use these keys when entering the destination number of sub addresses. Press this key to start sending a FAX or reading an original. Press this key to stop direct transmission or reading an original. Press this key to reset the settings. 1-6 OPERATION GUIDE Part Names and Functions Touch Panel For the screens required when functions other than FAX are used, refer to the machine's Operation Guide. 1 Send Screen Appears when pressing the Send/FAX key.

1 [Destination] screen Ready to send. Enter Destination. Destination Detail Destination 0 Address Book E-mail Addr Entry Folder Path Entry 1/1 On Hook 001 Free 006 Chain 002 A OFFICE 007 Detail /Edit 003 Delete 004 005 Recall No. FAX No. Entry i-FAX Addr Entry 008 009 010 1/10 Destination Status Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 2 [Quick Setup] screen Ready to send. Enter Destination. Sending Image Destination Destination 0 1/1 100 % Original Zoom Send : Letter : 100% : Letter Zoom 1-sided 2-sided/Book Original Quick Setup Normal 0 Density Text+Photo Original Image 200x200dpi Fine Scan Resolution Monochrome Color Selection Color/Image Advanced Setup 10/10/2007 10:00 Change Setting Destination Status Type of Original/ Transmission 3 [Type of Original/ Transmission] screen Ready to send. Enter Destination. Sending Image Original Size Mixed Sized Originals 2-sided/Book Original Destination 0 Sending Size Original Orientation Original Zoom Send : Letter : 100% : Letter Preview Destination Status File Format File Separation Long Original Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 OPERATION GUIDE 1-7 Part Names and Functions 4 [Color/Image] screen Ready to send. Enter Destination.



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Sending Image Density Original Image Scan Resolution Destination 0 Color Selection Sharpness Background Density Adj. Original Zoom Send : Letter : 100% : Letter Change Setting Destination Status Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 5 [Advanced Setup] screen Ready to send. Enter Destination. Sending Image Border Erase Zoom Job Finish Notice Destination 0 FAX Delayed Transmission Centering File Name Entry Continuous Scan E-mail Subject /Body Original Zoom Send : Letter : 100% : Letter Preview FAX Direct Transmission FAX Polling RX Send and Print 1/2 Destination Status Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 Document Box Screen Appears when pressing the Document Box key. 1 [Custom Box] screen No. Custom Box Box Name Owner Use(%) 1/1 Edit Box Store File Custom Box Status Detail Open FAX Box 10/10/2007 10:00 Job Box Removable Memory 2 [Job Box] screen Job Box Box Name Private Print/Stored Job Quick Copy/Proof and Hold Repeat Copy Form for Form Overlay (Copy) Files 0 0 0 0 Open Custom Box Status Job Box Removable Memory FAX Box 10/10/2007 10:00 1-8 OPERATION GUIDE Part Names and Functions 3 [Removable Memory] screen Removable Memory Removable Memory Name Date Size 1 1/1 Memory Detail Remove Memory Delete Custom Box Status Detail Removable Memory FAX Box 10/10/2007 10:00 Job Box 4 [FAX Box] screen No. 0001 0002 FAX Box Box Name BOX 1 BOX 2 Owner Anonymous Anonymous Use(%) -----Edit Box Polling Box 1/1 Detail Custom Box Status Open FAX Box 10/10/2007 10:00 Job Box Removable Memory Status/Job Cancel Screen Appears when pressing the Status/Job Cancel key. 1 [Printing Jobs] screen Status Status Job Type All Job Name User Name Status Log Job No. Accepted Time Type 1/1 Pause All Print Jobs Printing Jobs Status Cancel Priority Override Storing Jobs Move Up Detail Sending Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 2 [Sending Jobs] screen Status Status Job Type All Destination User Name Status Scheduled Job Log Job No. Accepted Time Type 1/1 Cancel Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 OPERATION GUIDE 1-9 Part Names and Functions 3 [Storing Jobs] screen Status Status Job Type All Job Name User Name Status Log Job No.

Accepted Time Type 1/1 Cancel Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 4 [Device/ Communication] screen Status Scanner Ready. Printer Ready. Removable Memory Not connected. Format FAX Line 1 Ready . Line Off FAX Printing Jobs Status Hard Disk Memory Card Not connected. Remove Format Printing list Manual RX Log Sending Jobs Storing Jobs FAX/i-FAX Device/ Communication Check New FAX Paper /Supplies 10/10/2007 10:00 5 [Paper/Supplies] screen Status Toner Information Toner Status Paper Size Type Status Others Type Status Black(K) Waste Toner OK 100% Letter Letter Ledger Ledger Ledger Plain Plain Plain Plain Plain 100% 100% 100% 100% 100% Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 1-10 OPERATION GUIDE 2 Preparation Before Use This chapter explains the preparation necessary before the machine is used for the first time after the FAX kit is installed in the machine. There is no need for the customer to undertake this preparation if it has already been carried out by a service representative. . . . Selection of Telephone Line (Inch version only)...

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... 2-2 Selection of Transmit Terminal Identification (TTI) ..
..... 2-3 Setting the TTI information

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..... 2-4 Date and Time Entry ..

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2-6 OPERATION GUIDE 2-1 Preparation Before Use Selection of Telephone Line (Inch version only) Select the telephone line according to the type you are contracted with. Please note that selecting a wrong telephone line will prevent you from sending fax. NOTE: If you install the Dual FAX option and then use 2 phone lines, select the option for each line. 1 2 3 Press the System Menu key. Press [FAX/i-FAX], [Next] of Transmission, [Next] of FAX, and then [Change] of FAX Port 1 or FAX Port 2 (option). According to the type of telephone line you are contracted with, press [Tone (DTMF)] or [Pulse (10PPS)]. FAX - FAX Port Set FAX port. Tone(DTMF) Pulse(10PPS) Cancel Status OK 10/10/2007 10:00 4 5 Press [OK]. To exit from this setup, press [Close] several times until the System Menu default screen is displayed. 2-2 OPERATION GUIDE Preparation Before Use Selection of Transmit Terminal Identification (TTI) The transmit terminal identification (TTI) is the information about the machine (transmit terminal) to be printed out on the fax on the receiving system. The information includes transmission date and time, the number of transmission pages, and the fax number. This machine enables the user to select if the TTI is printed out on the fax on the receiving system. Regarding the location of the information to be printed, you can select inside or outside of the page image being sent. 2 NOTE: You can specify a separate TTI for fax transmissions and Internet fax transmissions. Normally, the Local FAX Name is printed in the transmit terminal identification (TTI).

However, when job accounting has been enabled, and you send originals after entering an Account ID, the Account Name is printed. 1 2 3 Press the System Menu key. Press [FAX/i-FAX], [Next] of Transmission, [Next] of FAX (Send Fax) or iFAX (Send i-FAX) and then press [Change] of TTI. Press the location for printing the information on the fax. If you don't want to print, press [Off].

FAX - TTI Attach TTI (Transmit Terminal Identification) in transmitted documents. Off Outside Inside Cancel Status OK 10/10/2007 10:00 4 5 Press [OK]. To exit from this setup, press [Close] several times until the System Menu default screen is displayed. OPERATION GUIDE 2-3 Preparation Before Use Setting the TTI information Register the name (local FAX name), fax number, and local FAX ID printed in the transmit terminal identification (TTI) area. By registering the TTI data, the receiver can easily find out where the FAX came from. Local FAX Name Registration Register the local FAX name printed on in the transmit terminal identification. NOTE: To change the entry, follow the same operation. 1 2 3 Press the System Menu key. Press [FAX/i-FAX], [Next] of Transmission, [Next] of Basic, and then [Change] of Local FAX Name Entry. The entry screen will be displayed.

Enter the Local FAX Name to be registered.



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Up to 16 characters can be entered. Local FAX Name Entry Use the keyboard to enter. Limit: characters 16 Input: 0 characters Backspace I q a z 2 w s x 3 e d c 4 r f v 5 t g b 6 y h n 7 u j m 8 i k , 9 o l . 0 p ; / [. =] ` Upper-case Lower-case No./Symbol Space Cancel Status OK 6/6/2006 10:00 NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. 4 5 Press [OK]. To exit from this setup, press [Close] several times until the System Menu default screen is displayed. Local FAX Information Entry Register the local FAX information (local FAX number/ID) printed on in the transmit terminal identification (TTI) area. The Local FAX ID is used for transmission limit purposes.

(Refer to Transmission Restriction on page 616.) NOTE: If you install the Dual FAX option and then use 2 phone lines, you can register Local Fax Numbers for each of the lines. To change the registration contents, follow the same operation. 2-4 OPERATION GUIDE Preparation Before Use 1 2 Press the System Menu key. Press [FAX/i-FAX], [Next] of Transmission, and then [Next] of FAX.

When you register the Local FAX Number, go to next step. When you register the Local FAX ID, go to step 6. 2 Local FAX Number Entry 3 4 Press [Change] of Local FAX Number 1 or Local FAX Number 2 (option). If you have already registered a number, the current registered number is displayed. Using the numeric keys, enter the local number to register.

FAX - Local FAX Number Register or edit local FAX number. Use the numeric keys to enter the number. 12345678 Space Back Space Cancel Status OK 10/10/2007 10:00 Up to 20 digits can be entered. Press [Space] to enter a space. Use [] or [] to move the cursor. Pressing [Back Space] deletes the character to the left of the cursor. 5 6 7 Press [OK]. Local FAX ID Entry Press [Change] of Local FAX ID. The entry screen is displayed. Using the numeric keys or [+]/[-], enter the four-digit Local FAX ID number to register.

FAX - Local FAX ID Set local FAX ID. Use [-]/[+] or the numeric keys to enter a number. (0000-9999) 0001 Cancel Status OK 10/10/2007 10:00 8 9 OPERATION GUIDE Press [OK]. To exit from this setup, press [Close] several times until the System Menu default screen is displayed. 2-5 Preparation Before Use Date and Time Entry Register the date and time of the machine's built-in clock. Because the FAX delayed transmission is conducted based on the time registered here, be sure to register the correct date and time. IMPORTANT: Correct the time displayed on the touch panel of the operation panel regularly. Otherwise, the time displayed may eventually deviate from the current time. 1 2 3 Press the System Menu key. Press [], [Date/Timer], and then [Change] of Date /Time.

Enter the date and time using [+]/[-]. Enter the time by a 24-hour system. Date/Timer - Date/Time Set the date and time. 2007 Y 10 M 10 D Summer Time 10 H 0 M 0 Off S On Cancel Status OK 10/10/2007 10:00 NOTE: Settings include Year (Y), Month (M), Date (D), Hour (H), Minute (M) and Second (S). 4 5 6 Select Summer Time if appropriate.

Press [OK]. To exit from this setup, press [Close] several times until the System Menu default screen is displayed. 2-6 OPERATION GUIDE 3 FAX Operation (Basic) This chapter explains the following basic operations. Automatic Send ..

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... 3-2 FAX Automatic Reception ..

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.3-11 Cancelling Communication.....

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.. 3-13 Using the Address Book...

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..... 3-16 Using One-touch Keys ...

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.... 3-28 Using the Speed Dial key .

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OPERATION GUIDE 3-3 FAX Operation (Basic) Direct Transmission (When originals are placed in the document processor) After the telephone line has connected with the receiving system, scanning of the originals placed in the document processor starts. When multiplepage originals are placed, each page is scanned after the previous one is sent.

Direct Transmission (When originals are placed on the glass surface) This method is suitable for sending book originals that cannot be placed in the document processor. After the telephone line has connected with the receiving system, the originals placed on the glass surface are scanned and sent. NOTE: When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been sent. Every time one page is scanned, you perform an operation to allow continued scanning. Placing Originals 3 Place the originals on the glass surface or in the optional document processor.

Refer to the machine's Operation Guide for placing originals. 3-4 OPERATION GUIDE FAX Operation (Basic) Dial the Receiving System 4 1 Press [FAX No. Entry]. Ready to send. Enter Destination.

Destination Detail Destination 0 Address Book 1/1 E-mail Addr Entry Folder Path Entry On Hook 001 Free 006 Chain 002 A OFFICE 007 Detail /Edit 003 Delete 004 Recall 005 No. FAX No. Entry i-FAX Addr Entry 3 008 009 010 1/10 Destination Status Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 NOTE: When you press the numeric keys to enter numbers, the screen changes to the entry screen for the fax number (the screen shown in the next step). 2 Enter the fax number of the receiving system using the numeric keys. Ready to send. Enter Destination. FAX No. Entry Destination 0 Sub Address Transmission Start Speed ECM Pause Space Back Space Add a new FAX destination. Enter the FAX number with the numeric keys. Encrypted Transmission On Hook Add to Addr Book Status Next Dest.

Cancel OK 10/10/2007 10:00 NOTE: Up to 64 digits can be entered as the fax number of the receiving system. Press [Space] to enter a space. Use [] or [] to move the cursor. To correct the fax number, press [Back Space] on the touch panel, and delete the digits one by one before reentering the fax number. To delete the number entirely, press the Clear key on the operation panel. When [Add to Addr Book] is displayed, you can register entered contents to the Address Book. [Pause] Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number. OPERATION GUIDE 3-5 FAX Operation (Basic) 3 If necessary, make any detailed settings. Press each key to change the setting, and press [OK].

Ready to send. Enter Destination. FAX No. Entry Destination 0 Sub Address 01234567 Pause Space Back Space Transmission Start Speed ECM Encrypted Transmission On Hook Add a new FAX destination. Enter the FAX number with the numeric keys.

Add to Addr Book Status Next Dest. Cancel OK 10/10/2007 10:00 Key Sub Address Description To communicate using the sub address, press this key. For details, refer to Sub Address Communication on page 4-50. To change the transmission start speed, press this key. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.

ECM (error correction mode) is a function to automatically resend an image that has not been correctly sent or received due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, press this key. To send faxes using encryption, press this key. For details, refer to Encryption on page 6-26. Transmission Start Speed ECM Encrypted Transmission [On Hook] Press this key to connect to the telephone line. When the FAX number has been entered, the machine starts dialing to the receiving system. After pressing this key, you can dial the number of the receiving system using the numeric keys. For details, refer to Manual Send on page 4-11. Dialing methods without using the numeric keys . . . Using the Address Book (Refer to page 3-16.) Using One-touch keys (Refer to page 3-28.

) Using the Speed Dial key (Refer to page 3-31.) Manual redial (recall) (Refer to page 3-32.) 3-6 OPERATION GUIDE FAX Operation (Basic) NOTE: In addition to a fax, you can include e-mail transmission and folder (SMB/FTP) transmission to send as one job. For details, refer to the machine's Operation Guide. When the destination includes fax, the color mode becomes completely monochrome. Selecting the Resolution 3 5 Select the resolution suitable for sending originals. · 200 × 100 dpi (Normal): when sending originals with standard size characters Typical character size: 10.5 point (example: Resolution Resolution) · 200 × 200 dpi (Fine): when sending originals with relatively small characters and thin lines Typical character size: 8 point (example: Resolution Resolution) · 200 × 400 dpi (Super Fine): when sending originals with minute characters and lines Typical character size: 6 point (example: Resolution Resolution) · 400 × 400 dpi (Ultra Fine): when sending originals with minute characters and lines more finely Typical character size: 6 point (example: Resolution Resolution) · 600 × 600 dpi (600dpi): when sending originals with minute characters and lines as finely as possible Typical character size: 6 point (example: Resolution Resolution) NOTE: The default setting is 200 × 200 dpi (Fine). The higher the resolution, the clearer the image. However, higher resolution also means longer send times.

Normally, up to 400 × 400 dpi (Ultra Fine) is recommended. The FAX transmission and transmission resolution are the same settings. The machine does not support resolution of 300 × 300 dpi when sending faxes. If you have selected 300 × 300 dpi, the machine sends faxes after lowering the resolution to 200 × 200 dpi (Fine). Using the program function, you can register the FAX transmission and transmission resolution separately.

OPERATION GUIDE 3-7 FAX Operation (Basic) 1 To change the resolution, press [Color/ Image], and then [Scan Resolution]. Ready to send. Sending Image Density Original Image Scan Resolution Destination 1 Color Selection Sharpness Background Density Adj. Original Zoom Send : Letter : 100% : Letter Change Setting Destination Status Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 NOTE: You can see a preview of the image to be sent by pressing [Preview]. For details, refer to Previewing Images on page 3-33.

2 3 Select the resolution.



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Press [OK]. Ready to send. Scan Resolution Select fineness of scanning resolution. The larger the number, the better the image resolution. Press [OK] to display the image. Destination 1 600x600dpi 400x400dpi Ultra Fine 300x300dpi 200x400dpi Super Fine Add Shortcut Status 200x200dpi Fine 200x100dpi Normal Cancel OK 10/10/2007 10:00 IMPORTANT: · · If you select a high resolution, the image becomes clearer. However, the higher the resolution is, the longer the send time is. When you send originals at a resolution of 200 × 400 dpi (Super Fine) or higher, the fax machine on the receiving system needs to be capable of receiving the originals at such image quality. When the receiving system does not have such capability, originals are sent at an image quality of 200 × 200 dpi (Fine).

Selecting the Density 6 Adjusting the density when scanning originals · · Manual (-3 to +3): You can adjust the density using seven levels or 13 levels. Auto: The optimal density is chosen according to the density of the originals. 3-8 OPERATION GUIDE FAX Operation (Basic) 1 To change the original density, press [Color/ Image], and then [Density]. Ready to send. Sending Image Density Original Image Scan Resolution Destination 1 Color Selection Sharpness Background Density Adj. Original Zoom Send : Letter : 100% : Letter 3 Quick Setup Type of Original/ Transmission Color/Image Advanced Setup 10/10/2007 10:00 Change Setting Destination Status NOTE: You can see a preview of the image to be sent by pressing [Preview]. For details, refer to Previewing Images on page 3-33. 2 3 Select the density. Press [OK]. Ready to send.

Density Auto Press [OK] to display the image. Destination 1 Lighter Normal Darker -3 -2.5 -2 -1.5 -1 -0.5 0 +1 +0.5 +1.5 +2 +3 +2.5 Add Shortcut Status Cancel OK 10/10/2007 10:00 Send Start 7 Press the Start key. Transmission begins. 30/40/50 ppm model 25/30 ppm model OPERATION GUIDE 3-9 FAX Operation (Basic) Checking the Send Status 1 Press the Status/Job Cancel key.

30/40/50 ppm model 25/30 ppm model 2 Press [Sending Jobs]. Status Status Job Type All Destination 1111 User Name Status Sending Scheduled Job Log The list of accepted time, destination, and status are displayed for each job. Job No . Accepted Time Type 000001 10:00 1/1 Cancel Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 Executing TX job1. Cancelling the Transmission On the Sending Jobs screen above, select the job, and press [Cancel]. When the cancel confirmation screen appears, press [Yes]. Status Status Job Type All Destination 1111 User Name Status Sending Scheduled Job Log Job No . Accepted Time Type 000001 10:00 1/1 Cancel Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 Executing TX job1. NOTE: Pressing the Stop key on the operation panel while originals are being scanned cancels the transmission. 3-10 OPERATION GUIDE FAX Operation (Basic) FAX Automatic Reception When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to FAX-dedicated reception.

No special operation is required when receiving faxes. NOTE: When you are receiving DRD service from a telephone company, change the reception method to [Auto (DRD)]. For details, refer to DRD Reception (Available for inch versions only) on page 6-14. Reception Method This machine allows the following five reception methods. · · · · Auto (Normal) Auto (FAX/TEL) (Refer to page 6-2.) Auto (TAD) (Refer to page 6-4.) Auto (DRD) (Refer to page 6-14.) Manual (Refer to page 4-12.) 3 Checking and Changing the Reception Method 1 Press the System Menu key. 30/40/50 ppm model 25/30 ppm model 2 3 4 5 Press [FAX/i-FAX], [Next] of Reception, [Next] of FAX, and then [Change] of RX Setting.

Select [Auto (Normal)]. Press [OK]. To exit from this setup, press [Close] several times until the System Menu default screen is displayed. Reception Starts 1 When a fax has been sent to you, the machine rings the registered number of times, and then starts receiving the fax. After reception has started, the Receive indicator blinks.

OPERATION GUIDE 3-11 FAX Operation (Basic) NOTE: You can change the number of times the ringing tone rings. (Refer to Rings on page 6-7.) To cancel the reception, refer to Cancelling Transmission (Disconnection of Communication) on page 3-15. Memory Reception When the machine cannot print a fax due to paper running out or a paper jams, it temporarily stores originals that have been sent in the image memory. When the machine returns to the printable state, printing starts.

During memory reception, FAX Reception Printing Jobs are displayed on Printing Jobs of the Status screen. To print the received originals, supply paper or remove jammed paper. NOTE: For the Status screen, refer to the machine's Advanced Operation Guide. Reception Print 2 Received originals are output on the top tray with the print side facing downward. Up to 250 sheets of plain paper (80 g/m²) can be held on the top tray. However, the number of sheets varies with the condition of the paper to be used. IMPORTANT: · The number of sheets that can be held varies with the output tray. Refer to the machine's Operation Guide. When the number of sheets to be printed exceeds the number of sheets that can be held, remove all the paper on the top tray. Even if the machine is not capable of printing due to paper running out or a paper jam, it can still receive faxes (memory reception).

· 3-12 OPERATION GUIDE FAX Operation (Basic) Cancelling Communication The method for cancelling communication with this machine differs depending on the transmission method (memory transmission or direct transmission) and communication form. Methods of cancelling in various cases are explained here. Cancelling Memory Transmission (while originals are being scanned) During memory 30/40/50 ppm model transmission, to cancel scanning while originals are being scanned, press the Stop key on the operation panel, or press [Cancel] on the touch panel. Scanning of originals is canceled, and the originals are ejected. When originals remain in the document processor, take them out from the original output table. 25/30 ppm model 3 Cancelling Memory Transmission (during communication) During memory transmission, to cancel communication after it has started following the completed scanning of originals, use the following procedure. NOTE: You can cancel transmission by disconnecting the telephone line. For details, refer to Cancelling Transmission (Disconnection of Communication) on page 3-15.



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1 Press the Status/ Job Cancel key. 30/40/50 ppm model 25/30 ppm model 2 Press [Sending Jobs].

OPERATION GUIDE 3-13 FAX Operation (Basic) 3 Select the job you want to cancel, and press [Cancel]. When the cancel confirmation screen appears, press [Yes]. Communication is canceled. Status Status Job Type All Destination 1111 User Name Status Sending Scheduled Job Log Job No. Accepted Time Type 000001 10:00 1/1 Cancel Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 Executing TX job1.

Canceling and Sending Delayed Transmissions (Queued) To cancel delayed transmissions that are queued, or to send delayed transmissions immediately rather than waiting for the specified time, use the procedure below. 1 Press the Status/ Job Cancel key. 30/40/50 ppm model 25/30 ppm model 2 3 Press [Sending Jobs], and then [Scheduled Job]. To cancel a delayed transmission, select the job to be cancelled and press [Cancel]. When the cancel confirmation screen appears, press [Yes].

Transmission is canceled. Status Status Scheduled Job Log Job No. Accepted Time Type 000007 9:30 Destination A OFFICE User Name Start Time 12:00 1/1 Cancel Start Now Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper /Supplies 10/10/2007 10:00 Executing TX job7. To send delayed transmission immediately, select the job to be sent and press [Start Now]. When the send confirmation screen appears, press [Yes].

Transmission begins. 3-14 OPERATION GUIDE FAX Operation (Basic) Canceling Direct Transmission During direct transmission, to cancel communication during transmission, press the Stop key on the operation panel or [Cancel] on the touch panel. The originals that have been scanned are ejected, and the screen returns to the send default screen. When originals remain in the document processor, take them out. Canceling Transmission (Disconnection of Communication) When you cancel sending or receiving by disconnecting the telephone line during communication, use the following procedure.

3 NOTE: If the Dual FAX option is installed, disconnect the line currently being used for communication. 1 Press the Status/ Job Cancel key. 30/40/50 ppm model 25/30 ppm model 2 3 Press [Device/Communication]. Press [Line Off] of FAX Port 1 or FAX Port 2 (option). When the cancel confirmation screen appears, press [Yes]. The line in transmission is disconnected. Status Scanner Ready . Printer Ready . Removable Memory Not connected. Format FAX Line 1 Receiving.

.. Line Off FAX Printing Jobs Status Hard Disk Memory Card Not connected. Remove Format Printing list Manual RX Log Sending Jobs Storing Jobs FAX/i-FAX Device/ Communication Check New FAX Paper /Supplies 10/10/2007 10:00 Cancelling Polling or Sub Address Bulletin Board Transmissions To cancel a polling or sub address bulletin board transmission, delete the polling transmission original saved in the polling box. For information on how to delete the saved original, refer to Deleting Originals in a Polling Box on page 4-61.

OPERATION GUIDE 3-15 FAX Operation (Basic) Using the Address Book You can select the destination for a fax or i-FAX from the Address Book. Registering a New Destination You can register new destinations to the Address Book. There are two registration methods - contact registration; and, group registration for registering several contact registrations as a unit. NOTE: To register an i-FAX address as a contact, refer to Contact Registration (i-FAX) on page 3-19. Contact Registration (fax) Up to 2,000 destinations can be registered.

Destination name, fax number, sub address communication, encryption, transmission start speed, and ECM communication can be registered for each destination. 1 2 3 Press the System Menu key. Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Contact], and then [Next]. Press [Change] of Address Number. Address: Contact Name Address Address Number: Auto Name: Change Change Cancel Status Back Register 10/10/2007 10:00 4 Using [+]/[-] or the numeric keys, enter the custom address number (0001 to 2,500). NOTE: The address number is the identification number for each destination.

You can select a number available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration. When '0000' is displayed, an available number is automatically assigned. 5 6 Press [OK]. Press [Change] of Name.

3-16 OPERATION GUIDE FAX Operation (Basic) 7 Enter the destination name to be displayed on the Address Book, and press [OK]. Up to 32 characters can be entered. NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. 8 9 10 11 Press [Address]. Use []/[] to select FAX. Press [Change Dest.]. Use the numeric keys to enter the number of the receiving system. Address - FAX No. Entry Sub Address Transmission Start Speed ECM 3 Pause Space Back Space Add a new FAX destination.

Enter FAX number with numeric keys. Encrypted Transmission Cancel Status OK 10/10/2007 10:00 NOTE: Up to 32 digits can be entered as the number of the receiving system. Press [Space] to enter a space. Use [] or [] to move the cursor. To correct the fax number, press [Back Space] on the touch panel, and delete the digits one by one before reentering the fax number.

To delete the number entirely, press the Clear key on the operation panel. [Pause] Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number. 12 Press [Sub Address]. When you do not use sub address communication, go to step 16.

OPERATION GUIDE 3-17 FAX Operation (Basic) 13 Press [Sub Address Max 20 digits] and enter the sub address using the numeric keys. FAX No. Entry - Sub Address Sub Address Max . 20 digits Password 1234567890 Space Back Space Set sub address. Enter sub address and password using numeric keys. (Up to 20 digits.) Cancel Status OK 10/10/2007 10:00 NOTE: You can use up to 20 digits including the numbers from 0 to 9, '(space)', '#' and '*' characters to enter a sub address. Press [Space] to enter a space. Use [] or [] to move the cursor. Pressing [Back Space] deletes the character to the left of the cursor.

14 Press [Password] and enter the sub address password using the numeric keys. NOTE: You can use up to 20 digits including the numbers from 0 to 9, '(space)', '#' and '*' characters to enter a sub address password. When the machine receives originals, a sub address password is not used. 15 16 17 Press [OK].



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Press [Encrypted Transmission]. If you are not using encryption, go to step 21. Press [On], and select Encryption Key No. FAX No. Entry - Encrypted Transmission Off On 01 02 03 04 05 001/001 Not Use Encryption Box Cancel Status OK 10/10/2007 10:00 18 To specify the FAX Box of the receiving system, press [Encryption Box], and go to the next step. To print originals in the receiving system, select [Not Use], press [OK], and go to Step 21.

19 Press [Use], and enter the encryption FAX Box number (four digits) with the numeric keys, and press [OK]. 3-18 OPERATION GUIDE FAX Operation (Basic) 20 21 Press [OK]. If necessary, change the settings for transmission start speed and ECM communication. Change the settings after pressing each key, and press [OK]. Key Transmission Start Speed ECM Description To change the transmission start speed, press this key.

Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps. ECM (error correction mode) is a function to automatically resend an image that has not been correctly sent or received due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, press this key. 3 22 23 Check if each item has been entered correctly, and press [OK]. Check if the destination has been set correctly, and press [Register].

The destination is added to the Address Book. Contact Registration (i-FAX) Up to 2,000 contacts can be registered. Contact name, i-FAX address, transmission mode and the conditions for the destination machine can be registered for each contact. 1 2 3 Press the System Menu key. Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Contact], and then [Next]. Press [Change] of Address Number. Address: Contact Name Address Address Number: Auto Name: Change Change Cancel Status Back Register 10/10/2007 10:00 4 Using [+]/[-] or the numeric keys, enter the custom address number (0001 to 2,500). OPERATION GUIDE 3-19 FAX Operation (Basic) NOTE: The address number is the identification number for each destination. You can select numbers available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration. When '0000' is displayed, the number available is automatically assigned.

5 6 7 Press [OK]. Press [Change] of Name. Enter the destination name to be displayed on the Address Book, and press [OK]. Up to 32 characters can be entered. NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. 8 9 10 11 Press [Address]. Use []/[] to select i-FAX. Press [Change Dest.]. Press [i-FAX Address].

i-FAX Address Entry Mode Simple i-FAX Address Destination Condition Cancel Status OK 10/10/2007 10:00 12 Enter the destination address and press [OK]. Up to 126 characters can be entered. NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. 3-20 OPERATION GUIDE FAX Operation (Basic) 13 Press [] of Mode and select Simple or Full. Transmission mode Simple mode Full mode Description Transmission confirmation is not sent to the destination machine.

Transmission confirmation is sent to the destination machine. 3 14 15 Press [Destination Condition]. Specify the destination conditions and press [OK]. Item Resolution Description Specify the resolutions that can be received by the destination fax machine. If you try to send an i-FAX using a prohibited resolution, it is automatically changed to a permitted resolution and then sent.

· 200 × 100 dpi: Permitted (fixed) · 200 × 200 dpi: Permitted (fixed) · 200 × 400 dpi: Permitted or prohibited · 400 × 400 dpi: Permitted or prohibited · 600 × 600 dpi: Permitted or prohibited To permit a resolution setting, press the key for that resolution so that it is highlighted. To prohibit a resolution, press the key again so that it is no longer highlighted. Select a suitable file format for the destination fax machine. MH, MR, MMR or JBIG Specify the suitable document size options for the destination fax machine. · A4/Letter: Permitted (fixed) · B4: Permitted or prohibited · A3/Ledger: Permitted or prohibited To permit a document size setting, press the key for that size so that it is highlighted. To prohibit a setting, press the key again so that it is no longer highlighted. Compression Paper Size 16 17 18 Press [OK]. Press [OK]. Check if the destination has been set correctly, and press [Register]. The destination is added to the Address Book.

OPERATION GUIDE 3-21 FAX Operation (Basic) Group Registration You can register several destinations that have been registered to be contacted as a unit. This method is convenient because several destinations can be designated at one time. Up to 500 groups can be registered. NOTE: Group registration requires destinations that have been registered as contact registration. Perform the necessary contact registration in advance. 1 2 3 Press the System Menu key. Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Group], and then [Next]. Press [Change] of Address Number. Address: Group Name Group Member Address Number: Auto Name: Change Change Cancel Status Back Register 10/10/2007 10:00 4 Use the numeric keys or [+]/[-] to enter the address number (0001 to 2,500). NOTE: The address a number is the identification number for each group.

You can select a number available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration. When '0000' is displayed, an available number is automatically assigned. 5 6 7 Press [OK]. Press [Change] of Name. Enter the group name to be displayed on the Address Book, and press [OK].

Up to 32 characters can be entered. NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. 8 Press [Group Member]. 3-22 OPERATION GUIDE FAX Operation (Basic) 9 10 Press [Add]. Select the destination (contact) to be registered to the group. Edit Destination - Add Sort Dest No. Type 0001 0002 0003 0004 0005 ABC DEF E-mail GHI Name A OFFICE B OFFICE C OFFICE D OFFICE E OFFICE JKL Folder MNO PQRS 1234567890 0123456789 OFFICE@XXXX.COM 10.176.1.54 10.172.1.76 TUV WXYZ 0-9 i-FAX Cancel Status No. Detail Search(Name) Search(No).

) 1/2 3 Detail FAX OK 10/10/2007 10:00 NOTE: You can search for destinations by name or address number. 11 12 Press [OK]. To add a destination, repeat steps 8 to 11. Check that the destination you selected has been added to the group and press [Register]. The group is added to the Address Book.

OPERATION GUIDE 3-23 FAX Operation (Basic) Selecting a Destination from the Address Book Select a destination registered in the Address Book. 1 Press [Address Book] on the basic send screen.



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