



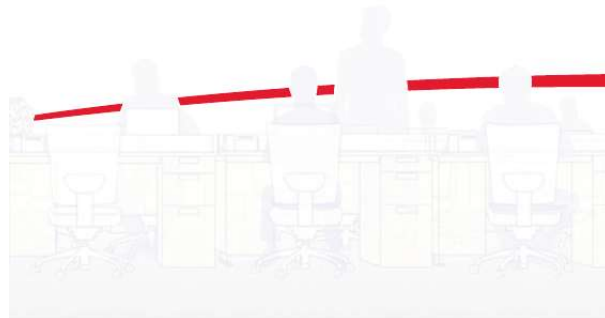
# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 250CI. You'll find the answers to all your questions on the KYOCERA TASKALFA 250CI in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KYOCERA TASKALFA 250CI**  
**User guide KYOCERA TASKALFA 250CI**  
**Operating instructions KYOCERA TASKALFA 250CI**  
**Instructions for use KYOCERA TASKALFA 250CI**  
**Instruction manual KYOCERA TASKALFA 250CI**

250ci/300ci/400ci/500ci  
FAX System(Q)

OPERATION GUIDE



Please read this Operation Guide before using this machine. Keep it close to the machine for easy reference.



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**Manual abstract:**

@@The symbols and their meanings are indicated below. @@CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points. Symbols The symbol indicates that the related section includes safety warnings. 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] 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)

OPERATION GUIDE i <Note> Due to performance updating, information in this Operation Guide is subject to change without notice. ii OPERATION GUIDE Contents 1 Part Names and Functions Operation Panel . . .

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Name Registration on page 2-4, Local FAX Information Entry on page 2-4, Date and Time Entry on page 2-6, and Selection of Transmit Terminal Identification (TTI) on page 2-3.) 9 10 The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or **IMPORTANT SAFETY INSTRUCTIONS** When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following: **CAUTION:** To reduce the risk of fire, use only No.26 AWG or larger UL listed or CSA certified telecommunication line cord. 1 2 3 4 Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool. Avoid using a telephone (other than a cordless type) during an electrical storm.

There may be a remote risk of electric shock from lightning. Do not use the telephone to report a gas leak in the vicinity of the leak. Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode.

Check with local codes for possible special disposal instructions. **SAVE THESE INSTRUCTIONS** **viii OPERATION GUIDE IMPORTANTES MESURES DE SECURITE** Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques unes: 1 2 3 4 Ne pas utiliser l'appareil près de l'eau, p. ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine. Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre. Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite. Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser.

Se conformer aux règlements pertinents quant à l'élimination des piles. **CONSERVER CES INSTRUCTIONS CANADIAN IC REQUIREMENTS** "This product meets the applicable Industry Canada technical specifications" "The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENS of all the devices does not exceed five." The REN (CANADA) of this product is 0.8. **CONDITIONS DE L'IC CANADIENNE** "Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada." "L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.



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..... 1-4 OPERATION GUIDE 1-1 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. Displays the Status/Job Cancel screen. Displays the System Menu.

Displays number of sheets printed and number of pages scanned. Displays help guidance. Blinks during printing operation. Blinks while data is transmitted. Displays the Copy screen. Displays the screen for sending. You can also change this to show the address book screen. Switches the touch panel display to enlarged display in the Copy screen or Send screen. Displays the Document Box screen. Displays the Program screen.

1-2 OPERATION GUIDE Part Names and Functions Blinks while data is received. Blinks while the machine is accessing the hard disk, fax memory or USB memory (general-purpose item). Lights or blinks when an error occurs and a job is stopped. Displays the Interrupt Copy screen. Ends operation (logs out) on the Administration screen.

Puts the machine into Low Power Mode. Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode. Lit when the machine's main power is on. 1 Numeric keys.

Enter numbers and symbols. Clears entered numbers and characters. Recalls already registered destinations and programs for sending. Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK]. Returns settings to their default states. Pauses the printing job in progress. Starts copying and scanning operations and processing for setting operations. OPERATION GUIDE 1-3 Part Names and Functions Machine This chapter explains the names of parts when the machine is used as a fax machine. For the parts required when functions other than FAX are used, refer to the machine's Operation Guide.

1 5 4 6 2 3 1 2 Operation panel Main power switch MP (Multi Purpose) tray LINE connector (L1) LINE connector (L2) 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).



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g., when using special paper). Connect the modular cord for the telephone line to this connector. This connector is Port 1. If you install 2 optional FAX Kits (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 TEL connector (T1) 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. 1-4 OPERATION GUIDE Part Names and Functions Document Processor (optional) 7 8 9 1 10 11 12 7 Original placement indicator Top cover Original width guides Original table Original eject table Opening handle Indicates the original status in the Document Processor. The left 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.

8 9 10 11 12 NOTE: The Original placement indicator shows the original status. Left indicator is lit in green: Originals are set correctly. Left indicator is blinking in green: Place the originals correctly. Right indicator is blinking in red: The original jammed. OPERATION GUIDE 1-5 Part Names and Functions 1-6 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) ..

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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 2 optional FAX Kits (Dual FAX option) and then use 2 phone lines, select the option for each line. 1 2 Press the System Menu key.

Press [FAX], [Next] of Transmission, [Next] of FAX, and then [Change] of Dialing Mode (Port 1) or Dialing Mode (Port 2). According to the type of telephone line you are contracted with, press [Tone (DTMF)] or [Pulse (10PPS)]. FAX - FAX Port 1 Set FAX port. 3 Tone(DTMF) Pulse(10PPS) Cancel Status OK 10/10/2008 10:10 4 Press [OK]. 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 the same TTI for FAX and Internet FAX (i-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], [Next] of Transmission, [Next] of Basic 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 10/10/2008 10:10 4 Press [OK]. 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 Press the System Menu key. Press [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. Up to 32 characters can be entered. 3 Use the keyboard to enter. Limit: 128 characters Input: 0 characters Backspace 1 q a z Upper-case 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 , Space Cancel Status 9 o l . 0 p ; / ! [ : = ] ^ \ NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. Lower-case No. /Symbol OK 10/10/2008 10:10 4 Local FAX Information Entry Press [OK]. 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 2 optional FAX Kits (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. 1 2 Press the System Menu key. Press [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.

2-4 OPERATION GUIDE Preparation Before Use Local FAX Number Entry 3 Press [Change] of Local FAX Number 1 or Local FAX Number 2. If you have already registered a number, the current registered number is displayed. 2 FAX - Local FAX Number 1 Register or edit local FAX number. Use the numeric keys to enter a number. 4 Using the numeric keys, enter the local number to register. . . . Up to 20 digits can be entered. Press [Space] to enter a space. Use [ ] or [ ] to move the cursor. Pressing [Backspace] deletes the character to the left of the cursor. 123456789 Space Backspace Cancel Status OK 10/10/2008 10:10 5 Press [OK].

Local FAX ID Entry 6 Press [Change] of Local FAX ID. The entry screen is displayed. FAX - Local FAX ID Set local FAX ID. Use [-]/[+] or the numeric keys to enter a number. 7 Using the numeric keys or [+]/[-], enter the four-digit Local FAX ID number to register. (0000 - 9999) 0000 Cancel Status OK 10/10/2008 10:10 8 Press [OK]. OPERATION GUIDE 2-5 Preparation Before Use Date and Time Entry Register the date and time of the machine's built-in clock.



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.. 3-34 OPERATION GUIDE 3-1 FAX Operation (Basic) Enter key and Quick No. Search key This section explains how to use the Enter key and Quick No. Search key on the operation panel. Using the Enter ( ) key The Enter key works in the same way as keys displayed on the touch panel, such as [OK] and [Close]. The Enter symbol ( [ OK], [ Close]). ) is displayed next to the keys whose operations are carried out by the Enter key (e.g. The operation of the Enter key is explained below using the time and date settings as an example.

For details of the procedure, refer to Date and Time Entry on page 2-6. Date/Timer - Date/Time Set the date and time. 1 In the Date/Time settings screen, press [+] or [-] to enter the date and time. The Enter ( ) symbol appears on the [OK] on the touch panel, indicating that the Enter key performs the same action as [OK]. 2008 Year 10 Month 10 Day Off 10 Hour 10 Minute 31 Second Cancel Status OK 10/10/2008 10:10 2 Using the Quick No. Search ( ) key Once you have set the date and time, press the Enter (or [OK]) key. Use the Quick No. Search keys to perform an action by simply entering a number directly using the numeric keys. For example, you can specify the speed dial for a transmission destination or recall a stored program by its program number. The Quick No.

Search key performs the same action as the [No.] displayed on the touch panel. The use of the Quick No. Search key is explained below using an example in which a speed dial number is specified and used to select a destination. For more information on speed dialing, refer to Using the Speed Dial key on page 3-32.

1 Press the Quick No. Search key (or [No.]) in the basic send screen. 3-2 OPERATION GUIDE FAX Operation (Basic) Ready to send. Place original. Destination A OFFICE B OFFICE C OFFICE On Hook 0001 AAA 0006 FFF Destination Status Destination 2 In the number entry screen, use the numeric keys to enter the speed dial number. Detail 1234567890 1/10 Address Book E-mail Addr Entry Folder Path Entry FAX No. Entry i-FAX Addr Entry 0010 JJJ Color/ Image Quality 1/100 Enter One Touch key number using # keys. (0001 - 1000) Direct 00 BBB Cancel 0007 GGG HHH Quick Setup 0008 III Original/Sending Data Format 0009 OK 0011 NOTE: If you enter a 4-digit speed dial number, the operation in step 3 can be omitted. The basic send screen appears and the specified destination appears in the destinations list. 3 WSD Scan Advanced Setup 2008/10/10 10:10 3 If you entered speed dial number between 1 and 3 digits long, press the Enter key (or [OK]). The specified destination appears in the destination list. OPERATION GUIDE 3-3 FAX Operation (Basic) Automatic Send General transmission using the numeric keys is explained. NOTE: To send an Internet FAX (i-FAX), refer to i-FAX Transmission on page 8-7. Switching to the Send Screen Ready to send.

Place original. Destination A OFFICE B OFFICE C OFFICE On Hook 0001 AAA 0006 FFF Destination Status Destination 1 Check that the basic send screen is displayed. Detail 1234567890 1234568907 1234569078 1/1 Address Book E-mail Addr Entry Folder Path Entry Delete Recall FAX No. Entry 0005 EEE No. i-FAX Addr Entry 0010 JJJ Color/ Image Quality 1/100 Direct 0002 BBB 0007 GGG Chain 0003 CCC 0008 HHH Quick Setup Detail/Edit 0004 DDD 0009 III Original/Sending Data Format WSD Scan Advanced Setup 10/10/2008 10:10 If the basic send screen is not displayed, press the Send/FAX key. The screen for sending appears. NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the basic screen for sending. Selection of Transmission Method 2 There are two transmission methods - memory transmission and direct transmission. The default is memory transmission.

To select direct transmission, use the following procedure. 1 2 3 Press [Advanced Setup], and then [FAX Direct Transmission]. Press [On]. Press [OK]. Setting for Direct transmission Off Description Starts memory transmission.

After originals are scanned into memory, the communication starts. 3-4 OPERATION GUIDE FAX Operation (Basic) Setting for Direct transmission On Description Starts direct transmission. Dials the receiving system, and after the communication has started, originals are scanned. NOTE: In direct transmission, you can designate only one destination for one transmission. 3 IMPORTANT: You cannot use direct transmission when the optional Printed Document Guard Kit is installed.

Selecting the transmission method on the basic send screen You can also select the transmission method on the basic send screen. Ready to send. Place original. Destination A OFFICE B OFFICE C OFFICE On Hook 0001 AAA 0006 FFF Destination Status Destination In the basic screen for sending, press [Direct]. This selects the direct transmission method and the keys on the touch panel are highlighted. Press the highlighted [Direct] key to change the transmission method to memory transmission. Detail 1234567890 1234568907 1234569078 1/1 Address Book E-mail Addr Entry Folder Path Entry Delete Recall FAX No. Entry 0005 EEE No. i-FAX Addr Entry 0010 JJJ Color/ Image Quality 1/100 Direct 0002 BBB 0007 GGG Chain 0003 CCC 0008 HHH Quick Setup Detail/Edit 0004 DDD 0009 III Original/Sending Data Format WSD Scan Advanced Setup 10/10/2008 10:10 Memory Transmission (When originals are placed in the document processor) After originals placed in the document processor are scanned and stored in the memory, the receiving system is dialed.



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*This method is very convenient because you can have originals returned to you without waiting for sending of the originals to be completed.*

*It is suitable for sending multiple-page sheet originals. Memory 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 originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed. NOTE: When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been stored in memory. Every time one page is scanned, you perform an operation to allow continued scanning, and after all the originals have been stored in memory, the receiving system is dialed. OPERATION GUIDE 3-5 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 multiple-page 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. Dial the Receiving System Ready to send. Place original. Destination A OFFICE B OFFICE C OFFICE On Hook 0001 AAA 0006 FFF Destination Status Destination 4 1 Press [FAX No. Entry]. Detail 1234567890 1234568907 1234569078 1/1 Address Book E-mail Addr Entry Folder Path Entry Delete Recall FAX No. Entry 0005 EEE No. i-FAX Addr Entry 0010 JJJ Color/ Image Quality 1/100 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).*

*Direct 0002 BBB 0007 GGG Chain 0003 CCC 0008 HHH Quick Setup Detail/Edit 0004 DDD 0009 III Original/Sending Data Format WSD Scan Advanced Setup 10/10/2008 10:10 3-6 OPERATION GUIDE FAX Operation (Basic) Ready to send. FAX No. Entry Destination 0 Sub Address 2 Enter the fax number of the receiving system using the numeric keys. Pause Space Backspace Transmission Start Speed ECM 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 [Backspace] 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. Add a new FAX destination. Enter FAX number with the numeric keys. Encrypted Transmission On Hook 3 Add to Addr Book Status Next Dest. Cancel OK 10/10/2008 10:10 Ready to send. FAX No. Entry Destination 0 Sub Address 3 If necessary, make any detailed settings. Press each key to change the setting, and press [OK]. Pause Space Backspace Transmission Start Speed ECM Add a new FAX destination. Enter FAX number with the numeric keys. Encrypted Transmission On Hook Add to Addr Book Status Next Dest. Cancel OK 10/10/2008 10:10 Key Sub Address Description To communicate using the sub address, press this key. For details, refer to Sub Address Communication on page 4-37. To change the transmission start speed, press this key. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.*

*Transmission Start Speed OPERATION GUIDE 3-7 FAX Operation (Basic) Key ECM Description 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 6-24. 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 4-12. Dialing methods without using the numeric keys . . . Using the Address Book (Refer to page 3-17.) Using One-touch keys (Refer to page 3-29.) Using the Speed Dial key (Refer to page 3-32.) Manual Redial (recall) (Refer to page 3-33.)*

*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 or i-FAX, the FAX or i-FAX jobs are printed in monochrome and the other sending jobs are printed as the same color as the scanned originals.*

*Selecting the Resolution 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) 3-8 OPERATION GUIDE FAX Operation (Basic) · 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) 3 · 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 × 100 dpi (Normal). 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 machine does not support resolution of 300 × 300 dpi when sending faxes.*



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If you have selected 300 × 300 dpi, the machine sends faxes after lowering the resolution to 200 × 200 dpi (Fine). The scan resolution should be equal to or higher than the fax resolution. If the selected resolutions are not in this condition, the machine automatically adjusts the resolution and changes the selection.

1 To change the resolution, press [Color/Image Quality], and then [Scan Resolution]. NOTE: You can see a preview of the image to be sent by pressing [Preview]. For details, refer to Previewing Images on page 3-34. Ready to send. Place original.

FAX TX Resolution Select fineness of scanning resolution. The larger the number, the better the image resolution. Place original. Destination 1 2 3 Select the resolution. Press [OK].

600x600dpi Original Zoom Paper : --: 100% : --Preview Add to Addr Book Status 400x400dpi Ultra Fine 200x400dpi Super Fine 200x200dpi Fine Cancel 200x100dpi Normal OK 10/10/2008 10:10 OPERATION GUIDE 3-9 FAX Operation (Basic) 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 · 1 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. To change the original density, press [Color/ Image Quality], and then [Density]. NOTE: You can see a preview of the image to be sent by pressing [Preview]. For details, refer to Previewing Images on page 3-34. Ready to send.

Place original. Density Destination 2 3 Select the density. Press [OK]. Auto Place original. Lighter Normal Darker -3 Original Zoom Paper : --: 100% : --Preview Add to Addr Book Status -2 -2.5 -1.5 -1 -0.5 0 +0.5 +1 +1.5 +2 +2.5 +3 Cancel OK 10/10/2008 10:10 3-10 OPERATION GUIDE FAX Operation (Basic) Send Start 7 Press the Start key. Transmission begins. 3 Checking the Send Status 1 Press the Status/Job Cancel key. Status Status Job Type Job No. 2 Scheduled Job Log All Accepted Time Type Job Name User Name Status Press [Sending Jobs].

The list of accepted time, destination, and status are displayed for each job. 438 14:47 abc@def.com InProcess 1/1 Cancel Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper/Supplies 10/10/2008 10:10 Cancelling the Transmission Status Status Job Type Job No. Scheduled Job Log On the Sending Jobs screen above, select the job, and press [Cancel]. When the cancel confirmation screen appears, press [Yes].

1/1 All Accepted Time Type Job Name User Name Status 438 14:47 abc@def.com InProcess Cancel Detail NOTE: Pressing the Stop key on the operation panel while originals are being scanned cancels the transmission. Paper/Supplies 10/10/2008 10:10 Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication OPERATION GUIDE 3-11 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 4-13.) Checking and Changing the Reception Method 1 Press the System Menu key. 2 3 4 Reception Starts Press [FAX], [Next] of Reception, [Next] of FAX, and then [Change] of RX Setting. Select [Auto (Normal)]. Press [OK]. 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. NOTE: You can change the number of times the ringing tone rings. (Refer to Rings on page 6-6.) To cancel the reception, refer to Cancelling Transmission (Disconnection of Communication) on page 3-15.

3-12 OPERATION GUIDE FAX Operation (Basic) 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. 3 NOTE: For the Status screen, refer to the machine's 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/m<sup>2</sup>) 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). · OPERATION GUIDE 3-13 FAX Operation (Basic) Canceling 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 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. 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. 2 Status Status Job Type Job No. Press [Sending Jobs]. Select the job you want to cancel, and press [Cancel]. When the cancel confirmation screen appears, press [Yes]. 3 Scheduled Job Log All Accepted Time Type Job Name User Name Status 438 14:47 abc@def.com  
InProcess 1/1 Communication is canceled. Cancel Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper/Supplies 10/10/2008  
10:10 3-14 OPERATION GUIDE FAX Operation (Basic) Cancelling 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.  
3 2 Status Status Scheduled Job Log 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]. 3 Destination  
A OFFICE User Name Start Time 12:00 Job No. Accepted Time Type 0007 9:30 1/1 Transmission is canceled. Cancel Start Now Detail To send delayed  
transmission immediately, select the job to be sent and press [Start Now].

Paper/Supplies 10/10/2008 10:10 Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication When the send confirmation screen appears, press  
[Yes]. Transmission begins. Cancelling 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.

Cancelling Transmission (Disconnection of Communication) When you cancel sending or receiving by disconnecting the telephone line during  
communication, use the following procedure. NOTE: When 2 optional FAX Kits (Dual FAX option) are installed, disconnect the line currently being used for  
communication. 1 Press the Status/Job Cancel key. 2 Press [Device/Communication]. OPERATION GUIDE 3-15 FAX Operation (Basic) Status Scanner  
Ready. Printer Ready. Removable Memory Not connected. Format FAX Port 1 Dialing...

Line Off FAX Printing Jobs Status 3 Hard Disk Overwriting... Press [Line Off] of FAX Port 1 or FAX Port 2 (option). When the cancel confirmation screen  
appears, press [Yes]. Remove Display Error FAX Port 2 Receiving... The line in transmission is disconnected. Manual RX Log Sending Jobs Storing Jobs  
Line Off i-FAX Device/ Communication Check New FAX Paper/Supplies 10/10/2008 10:10 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 4-48. 3-16 OPERATION GUIDE 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. 3 NOTE: To register an i-FAX address as a contact, refer to Contact Registration (i-FAX) on page 3-20.

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 Address: Name E-mail SMB FTP FAX i-FAX Press the System Menu key.  
Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Contact], and then [Next]. Press [Change] of Address Number.

3 : : 0033 Mike Change Change Address Number Name Cancel Status Back Register 10/10/2008 10:10 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 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. OPERATION GUIDE 3-17 FAX Operation (Basic) NOTE: For details on character entry, refer to Character Entry  
Method on page 2 of the Appendix. 8 Address: Name E-mail SMB FTP FAX i-FAX Press [FAX].

Use the numeric keys to enter the number of the receiving system. 9 Pause Space Backspace Change Change Change Change Sub Address Encryption Key  
No. TX Start Speed ECM : : : Cancel Status Back Register 10/10/2008 10:10 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 [Backspace] 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. 10 Press [Change] of Sub Address.

When you do not use sub address communication, go to step 14. FAX No. Entry - Sub Address 11 Press [Sub Address] and enter the sub address using the  
numeric keys. 1234567890 Sub Address Password Space Backspace 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 [Backspace] deletes the character to the left of the cursor. Set sub address. Enter sub address and password using  
numeric keys. (Max.

20 digits) Cancel Status OK 10/10/2008 10:10 3-18 OPERATION GUIDE FAX Operation (Basic) 12 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. 3 13 Press [OK]. 14 Press [Change] of Encryption Key No. If you are  
not using encryption, go to step 19. Ready to send. FAX No. Entry - Encrypted Transmission Off Encryption Key No. Key 01 Key 02 Key 03 Key 04 Key 05 1/1  
Off Encryption Box Cancel Status 15 Press [On], and select Encryption Key No.



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NOTE: Register the encryption key in advance. For details, refer to Registering an Encryption Key on page 6-25. On OK 10/10/2008 10:10 16 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 [Off], press [OK], and go to Step 19. 17 Press [On], and enter the encryption FAX Box number (four digits) with the numeric keys, and press [OK]. 18 Press [OK]. 19 If necessary, press [TX Start Speed] and [ECM] to change the settings. Press [Change] of each key to change the settings, and press [OK]. Key TX Start Speed 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. ECM OPERATION GUIDE 3-19 FAX Operation (Basic) 20 Check if each item has been entered correctly. 21 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 Address: Name E-mail SMB FTP FAX i-FAX Press the System Menu key. Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Contact], and then [Next]. Press [Change] of Address Number.

Using [+]/[-] or the numeric keys, enter the custom address number (0001 to 2,500). 3 : : 0033 Mike Change Change 4 Address Number Name Cancel Status Back Register 10/10/2008 10:10 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 Press [i-FAX].

3-20 OPERATION GUIDE FAX Operation (Basic) Address: Name E-mail SMB FTP FAX i-FAX 9 Simple Change Press [Change] of i-FAX Address. Mode i-FAX Address Resolution Compression Paper Size Change 3 10:10 Cancel Status Back Register 10/10/2008 10 Enter the destination address and press [OK].

Up to 128 characters can be entered. NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. 11 Press [Transmission mode Simple mode Full mode ] of Mode and select Simple or Full. Description Transmission confirmation is not sent to the destination machine. Transmission confirmation is sent to the destination machine. 12 Press [Change] of Paper Size. 13 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. OPERATION GUIDE 3-21 FAX Operation (Basic) Item Compression Description 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. Paper Size 14 Check if the destination has been set correctly, and press [Register]. The destination is added to the Address Book. 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 Address: Name E-mail SMB FTP FAX i-FAX Press the System Menu key. Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Group], and then [Next]. Press [Change] of Address Number. 3 : : 0033 Mike Change Change Address Number Name Cancel Status Back Register 10/10/2008 10:10 4 Use the numeric keys or [+]/[-] to enter the address number (0001 to 2,500). 3-22 OPERATION GUIDE FAX Operation (Basic) 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. 3 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. Address: Name Member: 1 dest. Destination Detail 8 Member Press [Member]. CCC ABC@DEF.com 1/1 Detail Delete Add Cancel Status Back Register 10/10/2008 10:10 9 Press [Add].

the group. 10 Select the destination (contact) to be registered to NOTE: You can search for destinations by name or address number. 11 Press [OK]. 12 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. NOTE: You can set the machine up so that the address book screen appears when you press the Send key. For details, refer to Setting the Default Send Screen in the Operation Guide for the machine. Ready to send.

Enter Destination. Destination Detail Address Book 1/1 Destination 1 Press [Address Book] on the basic send screen. E-mail Addr Entry Folder Path Entry On Hook Direct Chain Detail/Edit Delete Recall FAX No.



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