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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 2550CI. You'll find the answers to all your questions on the KYOCERA TASKALFA 2550CI 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 2550CI
User guide KYOCERA TASKALFA 2550CI
Operating instructions KYOCERA TASKALFA 2550CI
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Instruction manual KYOCERA TASKALFA 2550CI

FAX OPERATION GUIDE

FAX SYSTEM W



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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 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) i

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

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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. xiii 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]. Press [Next] of Transmission. Press [Next] of Basic. Press [Change] of TTI. Description in this Operation Guide Press [FAX], [Next] of Transmission, [Next] of Basic, and then [Change] of TTI.

xiv 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 X Y X Y Paper A B Original For the originals/paper, dimension Y is longer than X. Horizontal direction A4-R, B5-R, A5-R, B6-R, A6-R, Letter-R, Statement-R X Y X BA Original Paper Y For the originals/paper, dimension Y is shorter than X. †. The size of the originals/paper that can be used depends on the function and source tray.



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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 xv xvi 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.

•• Operation Panel.....



.. 1-2 Machine ...



..... 1-4 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 Copy screen. Switches the touch panel display to enlarged display in the Copy screen, Send screen or FAX screen.

Displays help guidance. Returns settings to their default states. Displays the System Menu. Displays number of sheets printed and number of pages scanned. Lights or blinks when an error occurs and a job is stopped.

Blinks while the machine is accessing the hard disk, fax memory or USB memory (general-purpose item). Blinks during printing, fax sending and receiving, scan send, and print data receiving. Displays the FAX screen. Displays the screen for sending. Displays the Document Box screen.

Displays the Program screen. * The operation panel may differ from the above illustration depending on the type of your machine. 1-2 Part Names and Functions 1 Clears entered numbers and characters. Pauses the printing job in progress. Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode. Lit when the machine's main power is on. Numeric keys. Enter numbers and symbols. Perform user switching authentication and logout.

Displays the Interrupt Copy screen. Starts faxing, copying and scanning operations and processing for setting operations. Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK]. Recalls already registered destinations and programs for sending. * The operation panel may differ from the above illustration depending on the type of your machine. 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. 2 1 5 4 6 3 * The machine may differ from the above illustration depending on the type of your machine. 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 (1) 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 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 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 Part Names and Functions Document Processor 1 7 8 9 10 12 11 * The machine may differ from the above illustration depending on the type of your machine. 7 Original loaded indicator Top cover Original width guides Original table Original eject table Opening handle Indicates the original status in the Document Processor. The 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 1-5 Part Names and Functions 1-6 2 Preparation Before Use This chapter explains the preparation necessary before the machine is used. There is no need for the customer to undertake this preparation if it has already been carried out by a service representative. •••• Quick Setup Wizard (Fax Setup)

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

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... 2-4 Using the Address Book

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.. 2-14 2-1 Preparation Before Use Quick Setup Wizard (Fax Setup) In quick setup mode, a wizard is used to configure the following settings Be sure to complete the settings before using the fax system. Fax setup items Step 1. Dialing/RX Mode Setting item Dialing Mode(Port 1) Dialing Mode(Port 2) Reception Mode Auto (DRD) 2. Local FAX info. Local FAX Name(Port 1) Local FAX Name(Port 2) Local FAX Number(Port 1) Local FAX Number(Port 2) Local FAX ID Description Select the dialing mode according to the line type. Select the reception mode. Select the reception pattern. Register the local fax name printed on the fax on the receiving system.

Enter the local fax number to be printed on the fax on the receiving system. Enter the local fax ID. The local fax ID can limit other parties with which you can communicate. Enter the four-digit local FAX ID number. Select whether or not to print the local fax information on the fax on the receiving system. Set the volume when pressing [On Hook]. Speaker Volume: Volume of the built-in speaker when the line is connected by pressing [On Hook]. Set the monitor volume. Monitor Volume: Volume of the built-in speaker when the line is connected without pressing [On Hook] such as in memory transmission. Set number of times to let phone ring before answering a call.

Set number of times to let phone ring before switching to the answering machine. Set number of times to let phone ring before switching the FAX and the phone. Select paper output for the received FAX. Reduces the received FAX size before printing if the size is larger than the current paper size. Set the number of redials.

Reference Page 6-2 6-14 6-19 6-4 6-5 6-5 TTI 3.Sound Volume FAX Speaker Volume 6-3 6-12 FAX Monitor Volume 6-12 4.Rings Rings(Normal) Rings(TAD) Rings(FAX/TEL) 6-11 6-9 6-11 6-39 6-34 6-13 5.Output Paper Output (Port 1) Paper Output (Port 2) Reduced RX Size 6.Redial Retry Times NOTE: The settings can be changed in the system menu.

2-2 Preparation Before Use Fax setup procedure 1 2 Press the System Menu key. Press [Quick Setup Wizard], [FAX Setup], and then [Next]. Start the wizard. 2 FAX - Quick Setup Wizard 3 Select the region and press [OK]. 1. Dialing/RX Mode 2. Local FAX info. 3. Sound Volume 4. Rings 5.

Output 6. Redial This wizard will help you set the basic settings to use the fax. End Status Next 12/12/2011 10:10 Key End << Previous Skip >> Next > Exits the wizard. Description Returns to the previous item. Advances to the next item without setting the current item.



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Advances to the next item. 4 When setup is finished, press [Finish]. 2-3 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 Press the System Menu key. Press [], and then [Date/Timer]. The user authentication screen is displayed. Enter a login user name and password, and press [Login]. The factory default settings for the login user name and password are both '2500'. 3 Date/Timer - Time Zone Set time zone. Select the location nearest you. Press [Change] of Time Zone. Select the region and press [OK].] or [] to view the next region. 4 NOTE: Press [Time Zone -12:00 International Date Line West -11:00 Samoa -11:00 Universal Coordinated Time-11 -10:00 Hawaii -09:00 Alaska -08:00 Baja California 1/16 5 Press [Off] or [On] of Summer Time and then press [OK]. Cancel Status OK 12/12/2011 10:10 NOTE: If you select a region that does not utilize summer time, the summer time setting screen will not appear. 6 Date/Timer - Date/Time Set the date and time. Press [Change] of Date/Time. Enter the date and time using [+]/[-]. Enter the time by a 24-hour system. Press [OK]. 7 8 2011 Year 12 Month 12 Day Off 10 Hour 10 Minute 31 Second Cancel Status OK 12/12/2011 10:10 2-4 Preparation Before Use Using the Address Book You can select the destination for a fax or i-FAX from the Address Book. You can select [Ext Address Book] to use an LDAP address book.

For Extended Address Book, refer to the Command Center RX Operation Guide. Changing the initially displayed address book Set the initially displayed address book to [Machine Address Book] or [Ext Address Book] (LDAP address book). 2 1 2 Edit Destination - Address Book Type Select the default Address Book Type setting. Press the System Menu key. Press [Edit Destination], [Next] of Address Book Defaults, and then [Change] of Address Book Type. Select the items that you want to set from [Machine Address Book] or [Ext Address Book], and press [OK]. 3 Machine Address Book Ext Address Book Cancel Status OK 12/12/2011 10:10 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 2-8. 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 Press the System Menu key. Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Contact], and then [Next]. 2-5 Preparation Before Use Address: Name E-mail SMB FTP FAX i-FAX 3 : : Auto Change Change Press [Change] of Address Number. Using [+]/[-] or the numeric keys, enter the custom address number (0001 to 2,500).

4 Address Number Name 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. Cancel Status Back Register 12/12/2011 10:10 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. 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 : 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. Encryption Key No. : Off TX Start Speed ECM : 33600bps : On Cancel Status Back Register 12/12/2011 10:10 10 Press [Change] of Sub Address. When you do not use sub address communication, go to step 14. 2-6

Preparation Before Use Address: - 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.

2 Set sub address. Enter sub address and password using numeric keys. (Max. 20 digits) Cancel Status OK 12/12/2011 10:10 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. 13 Press [OK]. 14 Press [Change] of Encryption Key No. If you are not using encryption, go to step 19. Address: - Encrypted Transmission 15 Press [On], and select Encryption Key No.

NOTE: Register the encryption key in advance. For details, refer to Registering an Encryption Key on page 6-30. 1/1 Off Encryption Box Off Encryption Key No. On Key 01 Key 02 Key 03 Key 04 Key 05 Cancel Status OK 12/12/2011 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]. 2-7 Preparation Before Use 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) prevents distortion of the fax image by automatically resending any parts of the data that were not correctly sent due to the effects of noise on the telephone line during transmission.



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To change the ECM communication setting, press this key. ECM 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. 22 The one-touch key registration confirmation screen appears. Select [Yes] or [No]. If you selected [Yes], the one-touch key registration screen appears. Go to the next step.

If you selected [No], registration ends. 23 Select the One-touch key number to which to register the destination, and Press [Next]. 24 Select the destination to which to register, and Press [Next]. The destination details can be changed by selecting the destination and pressing [Detail]. 25 Press [Change] for [Display Name] and [Destination] to change the settings as needed.

26 Press [Register]. If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No]. 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 Press the System Menu key. 2-8 Preparation Before Use 2 Address: Name E-mail SMB FTP FAX i-FAX 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 : : Auto Change Change 4 2 Address Number Name 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. Cancel Status Back Register 12/12/2011 10:10 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 Address: Name E-mail SMB FTP FAX i-FAX Press [i-FAX]. Press [Change] of i-FAX Address. to 128 characters can be entered. 9 Simple : : 200x200dpi : MH : A4/Letter Change Change 10 Enter the destination address and press [OK]. Up NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. Mode i-FAX Address Resolution Compression Paper Size Cancel Status Back Register 12/12/2011 10:10 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.

2-9 Preparation Before Use 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. 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 14 Check if the destination has been set correctly, and press [Register]. The destination is added to the Address Book. 15 The one-touch key registration confirmation screen appears. Select [Yes] or [No]. If you selected [Yes], the one-touch key registration screen appears. Go to the next step. If you selected [No], registration ends. 16 Select the One-touch key number to which to register the destination, and Press [Next]. 17 Select the destination to which to register, and Press [Next]. The destination details can be changed by selecting the destination and pressing [Detail].

2-10 Preparation Before Use 18 Press [Change] for [Display Name] and [Destination] to change the settings as needed. 19 Press [Register]. If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No]. 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. 2 NOTE: Group registration requires destinations that have been registered as contact registration. Perform the necessary contact registration in advance. 1 2 3 Name Member Auto Change Change Press the System Menu key.

Press [Edit Destination], [Register/Edit] of Address Book, [Add], [Group], and then [Next]. Press [Change] of Address Number. Use the numeric keys or [+]/[-] to enter the address number (0001 to 2,500). Address: 4 Address Number Name 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.

Cancel Status Back Register 12/12/2011 10:10 When '0000' is displayed, an available number is automatically assigned. 5 6 7 Use the keyboard to enter. Limit: 32 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 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. 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 12/12/2011 10:10 2-11 Preparation Before Use Address: Name Member: 1 dest. Destination Detail 8 Member Press [Member]. Press [Add]. the group. 9 0123456789 CCC 10 Select the destination (contact) to be registered to 1/1 Detail Delete Add NOTE: You can search for destinations by name or address number. Register 12/12/2011 10:10 Cancel Status Back 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. 13 The one-touch key registration confirmation screen appears. Select [Yes] or [No].



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..... 3-12 Canceling Communication

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3-14 Changing/Deleting Registration Contents.....

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The specified destination appears in the destination list.

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 8-8. Switching to the FAX Screen Destination Enter Destination. 001/001 ABCD abcd@efg.com Address Book FAX No. Entry Pause Space Backspace Check that the basic FAX screen is displayed. If the basic FAX screen is not displayed, press the FAX key. The screen for FAX appears. On Hook 0001 AAA 0006 FFF Destination Status Direct 0002 BBB 0007 GGG Chain Detail 0003 0004 DDD 0008 0009 III Org./Sending Data Format Delete 0005 EEE 0010 JJJ Image Quality Recall No.

Check Destinations CCC 1/100 HHH Quick Setup Advanced Setup Program 12/12/2011 10:10 Selection of Transmission Method There are two transmission methods - memory transmission and direct transmission. The default is memory transmission. Memory Transmission After originals are scanned into memory, the communication starts. Scans all originals into memory, then dials and sends. 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.

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. Direct Transmission Dials the receiving system, and after the communication has started, originals are scanned. In direct transmission, you can designate only one destination for one transmission. 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 3-4 FAX Operation (Basic) 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. To select direct transmission, use the following procedure.

Destination 3 1 Press [Advanced Setup], and then [FAX Direct Transmission]. Sending Image Zoom Centering Border Erase FAX Delayed Transmission Continuous Scan Job Finish Notice File Name Entry FAX Direct Transmission Original Zoom Send : A4 : 100% : A4 Preview FAX Polling RX Send and Print Send and Store Destination Status Quick Setup Org./Sending Data Format Image Quality Advanced Setup Program 12/12/2011 10:10 2 3 Destination Enter Destination. 001/001 ABCD abcd@efg.com Address Book FAX No. Entry Pause Space Backspace Press [On]. Press [OK]. You can also select the transmission method on the basic FAX screen. In the basic screen for FAX, 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. On Hook 0001 AAA 0006 FFF Destination Status Direct 0002 BBB 0007 GGG Chain Detail 0003 0004 DDD 0008 0009 III Org./Sending Data Format Delete 0005 EEE 0010 JJJ Image Quality Recall No. Check Destinations CCC 1/100 HHH Quick Setup Advanced Setup Program 12/12/2011 10:10 3-5 FAX Operation (Basic) Placing Originals Place the originals on the glass surface or in the document processor. Refer to the machine's Operation Guide for placing originals.

Dial the Receiving System Destination Enter Destination. 001/001 ABCD abcd@efg.com Address Book FAX No. Entry Pause Space Backspace 1 Press [FAX No. Entry].

On Hook 0001 AAA 0006 FFF Destination Status Direct 0002 BBB 0007 GGG Chain Detail 0003 0004 DDD 0008 0009 III Org./Sending Data Format Delete 0005 EEE 0010 JJJ Image Quality Recall No. Check Destinations 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). CCC 1/100 HHH Quick Setup Advanced Setup Program 12/12/2011 10:10 2 ••Enter the fax number of the receiving system using the numeric keys. @@@@Re-enter the same FAX number and press [OK] to complete the entry. @@To continue entering a new number, press [FAX No. Entry] and repeat the above procedure. To correct the FAX number, press [Edit]. 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 3-6 FAX Operation (Basic) reentering the fax number. To delete the number entirely, press the Clear key on the operation panel. When is displayed, you can register entered contents to the Address Book. When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to Sending faxed documents to a specified additional address on page 4-64. [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. [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 4-14. Dialing methods without using the numeric keys ••••Using the Address Book (Refer to page 3-16.) Using One-touch keys (Refer to page 3-21.) Using the Speed Dial key (Refer to page 3-22.)

) Manual Redial (recall) (Refer to page 3-23.) 3 Detailed Settings Detailed settings allow you to use sub-address, select transmission start speed, ECM, and encryption. These settings must be made in accordance with those of the destination.



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In addition, you can change the FAX density, image quality, resolution and select the size of originals. Destination FAX No. Entry - Detail Press [Detail]. Press [Change] in each setting, change the setting, and press [OK]. When you have finished changing settings, press [OK] and then [OK]. Sub Address : Change Change Change Change Transmission Start Speed : 33600bps ECM Encrypted Transmission : On : Off Cancel Status OK 12/12/2011 10:10 3-7 FAX Operation (Basic) Key Sub Address Description To communicate using the sub address, press this key. For details, refer to Sub Address Communication on page 4-46. 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) prevents distortion of the fax image by automatically resending any parts of the data that were not correctly sent 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 6-29. Transmission Start Speed ECM Encrypted Transmission Selecting the Density Adjust the density when scanning originals. 1 Press [Color/Image Quality], and then [Density]. You can see a preview of the image to be sent by pressing [Preview]. For details, refer to Previewing Images on page 3-24. Select the density. The density can be selected in 13 levels from -3 (lighter) to +3 (darker). In Quick Setup, the density is in seven levels. To adjust the density in 13 levels, press [More]. Destination 2 Density Lighter Normal Darker -3 Original Zoom Send : A4 : 100% : A4 -2. 5 -2 -1.5 -1 -0.5 0 +0.5 +1 +1.5 +2 +2.

5 +3 3 Press [OK]. Preview Add Shortcut Status Cancel OK 12/12/2011 10:10 Select of Original Image Select the original image. 1 Press [Image Quality], and then [Original Image]. You can see a preview of the image to be sent by pressing [Preview]. For details, refer to Previewing Images on page 3-24. 3-8 FAX Operation (Basic) Destination 2 • Select the original image. Text + Photo: Suitable for originals containing a mixture of text and photos. Photo: For enhanced copies of photographs. Text: Sharply renders pencil text and fine lines. When text is selected, the OCR screen appears. If you need an image quality suitable for OCR software (applications that convert images into text data), press [On]. Otherwise, press [Off]. Press [OK]. Original Image Text+Photo Select original image type for best results. Photo • • Text Original Zoom Send : A4 : 100% : A4 3 Preview Add Shortcut Status Cancel OK 12/12/2011 10:10 3 Selecting the Resolution Select the resolution suitable for sending originals.

The default setting is 200 × 100 dpi (Normal). The higher the scan resolution, the clearer the image. However, higher resolution also means longer send times. 1 Press [Image Quality], and then [Scan Resolution]. You can see a preview of the image to be sent by pressing [Preview]. For details, refer to Previewing Images on page 3-24. Select the resolution. • 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) Destination 2 FAX TX Resolution Select fineness of scanning resolution. The larger the number, the better the image resolution.

600x600dpi Original Zoom Send : A4 : 100% : A4 200x400dpi Super Fine 400x400dpi Ultra Fine • 200x100dpi Normal OK 12/12/2011 10:10 Preview Add Shortcut Status 200x200dpi Fine Cancel • • • 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 3-9 FAX Operation (Basic) the receiving system does not have such capability, originals are sent at an image quality of 200 × 200 dpi (Fine). 3 Selecting the original size Set the size of the original to be faxed. Press [OK]. 1 Press [Org.

/Sending Data Format], and then [Original Size]. The original size setting screen appears. NOTE: If the Start key is pressed without setting the original size, the original size setting screen will appear prior to transmission. 2 Item Standard Sizes 1 How to Select Have the size of original detected automatically, or select from the standard sizes. Select from the standard sizes not included in the Standard Sizes 1.

Select the original size. Detail Metric models: Auto, A3, A4-R, A4, A5, A6, B4, B5-R, B5, B6, Folio and 216x340mm Inch models: Auto, Ledger, Letter-R, Letter, Legal, Statement, Executive and Oficio II Metric models: Ledger, Letter-R, Letter, Legal, Statement, Executive, Oficio II, 8K, 16K-R and 16K Inch models: A3, A4-R, A4, A5, A6, B4, B5-R, B5, B6, Folio, 8K, 16K-R, 16K and 216x340mm Hagaki, Oufuku Hagaki Standard Sizes 2 Others Select from envelope, postcard or the custom sized originals. Enter the size not included in the standard sizes 1 and 2*. Size Entry Inch models Horizontal: 2 to 17" (in 0.01" increments), Vertical: 2 to 11.69" (in 0.01" increments) Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments) * The input units can be changed in the System menu. Refer to the machine's Operation Guide. NOTE: The scan resolution must be equal to or higher than the fax resolution. If the fax resolution is higher than the scan resolution, the scan resolution will automatically change to the same setting as the fax resolution.

3 Press [OK]. 3-10 FAX Operation (Basic) Send Start Press the Start key. Transmission begins. NOTE: When On is selected in Dest. Check before Send, a destination confirmation screen is displayed when you press the Start key. For details, refer to Confirmation Screen of Destinations on page 5-12. 3 Checking the Send Status 1 Status Status Job Type Job No. Press the Status/Job Cancel key. Press [Sending Jobs]. The list of accepted time, destination, and status are displayed for each job.

2 Scheduled Job Log All Destination User Name Status Accepted Time Type 438 14:47 0123456789 InProcess 1/1 Cancel Priority Override Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper/Supplies 12/12/2011 10:10 Status Status Job Type Job No.



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Scheduled Job Log All Destination User Name Status To send a job by priority override that is waiting, select the job and press [Priority Override] in the Sending Jobs screen, and press [Yes]. Accepted Time Type 438 439 14:47 14:50 0123456789 0123456779 InProcess Waiting 1/1 NOTE: If there is a fax transmission job that is in progress, transmission of the priority override fax job will start after the job in progress is finished. Cancel Priority Override Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper/Supplies 12/12/2011 10:10 Status Status Job Type Job No. Scheduled Job Log To cancel the Transmission, on the Sending Jobs screen above, select the job, and press [Cancel].

When the cancel confirmation screen appears, press [Yes]. 1/1 All Destination User Name Status Accepted Time Type 438 14:47 0123456789 InProcess Cancel Priority Override Detail NOTE: Pressing the Stop key on the operation panel while originals are being scanned cancels the transmission.

Paper/Supplies 12/12/2011 10:10 Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent. 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 6-19. Reception Method This machine allows the following five reception methods. ••••Auto (Normal) Auto (FAX/TEL) (Refer to page 6-7.) Auto (TAD) (Refer to page 6-9.) Auto (DRD) (Refer to page 6-19.) Manual (Refer to page 4-15.) Checking and Changing the Reception Method 1 2 3 4 Reception Starts Press the System Menu key. 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 Processing indicator blinks. NOTE: You can change the number of times the ringing tone rings. (Refer to Rings on page 6-11.) 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. 3-12 FAX Operation (Basic) The number of pages that can be stored depends on the pages.

As a general guideline, about 700 A4 size pages at normal resolution can be stored. 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 faxes are output to the inner tray or job separator tray with the printed side facing down. The inner tray can hold a maximum of 250 sheets of plain paper (80 g/m²). The job separator tray can hold a maximum of 30 sheets of plain paper (80 g/m²). However, the number of sheets varies with the condition of the paper to be used. Paper can also be placed in the multi-purpose tray to print a fax. The multi-purpose tray can be used to print faxes on paper sizes and types that cannot be loaded in the cassette.

For the setting for printing faxes on paper in the multi-purpose tray, refer to MP Tray Paper Output on page 6-18. For paper types that can be placed in the multipurpose tray, refer to Media Type for Print Output on page 6-16. 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 Inner Tray or Job Separator 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). •3-13 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 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. Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent. 1 2 Status Status Job Type Job No. Press the Status/Job Cancel key. 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 Destination User Name Status Accepted Time Type 438 14:47 0123456789 InProcess 1/1 Communication is canceled. Cancel Priority Override Detail Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper/Supplies 12/12/2011 10:10 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 2 Press the Status/Job Cancel key. Press [Sending Jobs], and then [Scheduled Job].

3-14 FAX Operation (Basic) Status Status Scheduled Job Log 3 Destination A OFFICE User Name Start Time 12:00 To cancel a delayed transmission, select the job to be cancelled and press [Cancel]. When the cancel confirmation screen appears, press [Yes]. Job No. Accepted Time Type 0007 9:30 1/1 Transmission is canceled. To send delayed transmission immediately, select the job to be sent and press [Start Now]. Cancel Start Now Detail 3 Printing Jobs Status Sending Jobs Storing Jobs Device/ Communication Paper/Supplies 12/12/2011 10:10 When the send confirmation screen appears, press [Yes].



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