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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 4500I. You'll find the answers to all your questions on the KYOCERA TASKALFA 4500I 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 4500I
User guide KYOCERA TASKALFA 4500I
Operating instructions KYOCERA TASKALFA 4500I
Instructions for use KYOCERA TASKALFA 4500I
Instruction manual KYOCERA TASKALFA 4500I

OPERATION GUIDE

FAX SYSTEM V



TASKalfa

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Manual abstract:

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

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

Specifics of the prohibited action are indicated inside the symbol.

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

.... [Alert of required action] [Remove the power plug from the outlet] [Always connect the machine to an outlet with a ground connection] 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.

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... Appendix-16 iv Safety Information About this Operation Guide This Operation Guide contains information on using the facsimile functions of this machine.

Please read the Operation Guide before you start using the machine. Keep it close to the machine for easy reference. During use, refer to the Operation Guide for your machine for insubject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer. other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your FAX machine, you should complete the following steps:(Insure that it will be transmitted, see Local FAX Name Registration on page 6-4, Local FAX Information Entry on page 6-4, Date and Time Entry on page 2-4, and Selection of Transmit Terminal Identification (TTI) on page 6-3.) 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** vii **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: **ATTENTION: Pour réduire le risque d'incendie, utiliser uniquement un cordon de ligne de télécommunication de calibre 26 AWG ou supérieur de la liste UL ou bien certifié CSA. 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. Eviter 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 0.4. **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." Le IES (CANADA) pour ce produit est 0.4. viii **Declarations to European Directives** **DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 93/68/EEC and 1999/5/EC** We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment Limits and methods of measurement for radio interference characteristics of information technology equipment Limits for harmonic currents emissions for equipment input current 16A per phase Limitation of voltage fluctuations and flicker in lowvoltage supply systems for equipment with rated current 16A Safety of information technology equipment, including electrical business equipment Terminal Equipment (TE); Attachment requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signalling EN55024 EN55022 Class B EN61000-3-2 EN61000-3-3 EN60950-1 TBR 21 ix Technical regulations for terminal equipment This terminal equipment complies with: TBR21 AN 01R00 AN 02R01 AN 05R01 AN 06R00 AN 07R01 AN 09R00 AN 10R00 AN 11R00 AN 12R00 AN 16R00 DE 03R00 DE 04R00 DE 05R00 AN for P AN for CH and N AN for D, E, GR, P and N AN for D, GR and P AN for D, E, P and N AN for D AN for D AN for P AN for E General Advisory Note National AN for D National AN for D National AN for D DE 08R00 DE 09R00 DE 12R00 DE 14R00 ES 01R01 GR 01R00 GR 03R00 GR 04R00 NO 01R00 NO 02R00 P 03R00 P 04R00 P 08R00 National AN for D National AN for D National AN for D National AN for D National AN for E National AN for GR National AN for GR National AN for GR National AN for N National AN for N National AN for P National AN for P National AN for P x Network Compatibility Declaration The manufacturer declares that the equipment has been designed to operate in the public switched telephone networks (PSTN) in the following countries: Austria Belgium Bulgaria Cyprus Czech Denmark Estonia Finland France Germany Greece Hungary Iceland Ireland Italy Latvia Liechtenstein Lithuania Luxembourg Malta Norway Poland Portugal Romania Slovakia Slovenia Spain Sweden Switzerland The Netherlands United Kingdom xi **Introduction About This Guide** This guide consists of the following chapters.



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.... 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. 1 2 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 (I) side when performing the fax or copier operation. The touch panel lights to enable operation. Set the paper in this tray when using a type of paper other than the cassette (e.g., when using special paper). Connect the modular cord for the telephone line to this connector.



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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 (optional) 1 8 9 10 11 7 12 * The machine may differ from the above illustration depending on the type of your machine. 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 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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..... 2-5 Using One-touch Keys.....

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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 10/10/2010 Key End << Previous Skip >> Next > Exits the wizard. Description Returns to the previous item. Advances to the next item without setting the current item. 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 'Admin'. 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 Zone -12:00 International Date Line West -11:00 Samoa -11:00 UTC-11 -10:00 Hawaii -09:00 Alaska -08:00 Baja California Cancel Status 1/13 NOTE: Press [Summer Time Off On 5 Press [Off] or [On] of Summer Time and then press [OK]. OK 10/10/2010 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 2010 Year 10 Month 10 Day 10 Hour 10 Minute 31 Off Second Cancel Status OK 10/10/2010 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. 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 10/10/2010 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.



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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 Change Change 3 4 : : 0033 Mike Press [Change] of Address Number. Using [+]/[-] or the numeric keys, enter the custom address number (0001 to 2,500). Address Number Name Cancel Status Back Register 10/10/2010 10:10 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. 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 Sub Address : Space Backspace Change Change Change Change 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 10/10/2010 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 Set sub address. Enter sub address and password using numeric keys.

(Max. 20 digits) 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 Cancel Status OK 10/10/2010 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. Key 01 Key 02 Key 03 Key 04 Key 05 On Cancel Status OK 10/10/2010 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. 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 Change Change 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 4 : : 0033 Mike Address Number Name 2 Cancel Status Back Register 10/10/2010 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 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 Mode i-FAX Address Resolution Compression Paper Size NOTE: For details on character entry, refer to Character Entry Method on page 2 of the Appendix. Cancel Status Back Register 10/10/2010 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.



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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 Address: Name E-mail SMB FTP FAX i-FAX 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). 3 4 : : 0033 Mike Address Number Name Cancel Status Back Register 10/10/2010 10:10 NOTE: The address a number is the identification number for each group. You can select a number available from a total of 2,500 numbers for registration 2,000 numbers for contact registration and 500 numbers for group registration. When '0000' is displayed, an available number is automatically assigned. 5 6 7 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 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 10/10/2010 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 NOTE: You can search for destinations by name or Detail Delete Add address number. Register 10/10/2010 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]. If you selected [Yes], the one-touch key registration screen appears. Go to the next step. If you selected [No], registration ends.

14 Select the One-touch key number to which to register the destination, and Press [Next]. 15 Select the destination to which to register, and Press [Next]. The destination details can be changed by selecting the destination and pressing [Detail]. 16 Press [Change] for [Display Name] and [Destination] to change the settings as needed. 17 Press [Register]. If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No]. 2-12 Preparation Before Use Printing Address List You can print the list of destinations registered in the Address Book. You can sort the list in the order of index or address numbers of the destinations. 1 2 3 4 2 Press the System Menu key.

Press [Edit Destination], and then [Next] of List Print. Press [Print] of FAX List (Index) or FAX List (No.). When the printing confirmation screen appears, press [Yes]. The machine prints a list. FAX Address List (Index) FAX Address List (No.) 2-13 Preparation Before Use Using One-touch Keys With One-touch keys on the [Destination] screen, you can access destinations in the Address Book. Registering a New One-touch Key You can register the destination (contact or group) in the Address Book to a One-touch key. Up to 1,000 destinations can be registered. 1 2 Edit Destination - One Touch Key Register One Touch key. Press the System Menu key. Press [Edit Destination] and then [Register/Edit] of One-touch Key. Select the One-touch key number to which to register the destination (0001 to 1000). Pressing Quick No. Search key or [No].

] directly selects the One-touch key number. 3 003 004 005 No. Register /Edit Delete 001 AAA 006 BBB 002 CCC 007 008 009 010 011 012 013 014 015 1/5 016 017 018 019 020 Detail Close Status 10/10/2010 10:10 4 5 Press [Register/Edit]. Press [Change] in [Display Name] and enter the display name. Up to 24 characters can be entered.

If a destination is selected without entering a display name, the selected destination's registered name in the address book will be entered. Press [Change] and change the display name. 6 Press [Change] in [Destination] and select the destination (contact or group) to be registered in the One-touch key from the Address Book. Pressing [Detail] shows the detailed information of the destination you have selected. NOTE: You can rearrange or search for the destination by destination name, group name, or address number.



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7 8 Press [OK]. Press [Register]. The destination is registered to the One-touch key. 2-14 Preparation Before Use Changing/Deleting Registration Contents
You can change the destination registered to a One-touch key to another destination, or delete the registration contents of the One-touch key. NOTE: When
changing the destination information in the Address Book, the information registered to the Onetouch key is updated.

2 1 2 3 Press the System Menu key. Press [Edit Destination] and then [Register/Edit] of One-touch Key. Select the One-touch key number to edit (0001 to
1000). Pressing Quick No. Search key or [No.] selects the One-touch key number by direct input. Change Registration Contents. When changing the display
name 1 2 Press [Register/Edit]. Press [Change] in [Display Name] and enter the new display name. 4 When changing the destination to another destination 1
2 Press [Register/Edit].

Press [Change] of Destination, and select the new destination (contact or group). Press [Change] for the display name and clear the entered name with
[Backspace]. When [Change] is pressed for the destination and a new destination is selected, the display name is automatically entered. Pressing [Detail]
shows the detailed information of the destination you have selected. NOTE: You can rearrange or search for the destinations by destination name, group
name, or address number.

3 4 Press [OK]. Press [Save]. 2-15 Preparation Before Use 5 Pressing [Yes] on the change confirmation screen registers the destination to the Onetouch key.
When deleting registration contents 1 2 Press [Delete]. Pressing [Yes] on the deletion confirmation screen deletes the registration contents of the One-touch
key.

2-16 3 FAX Operation (Basic) This chapter explains the following basic operations. Enter key and Quick No. Search key

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.. 3-2 Automatic Send.....

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3-4 FAX Automatic Reception

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3-12 Canceling Communication

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

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..... 3-19 Selecting a Destination by One-touch Key

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.... 3-21 Using the Speed Dial key.....

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3-22 Dialing the Same Receiving System (Redial)

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..... 3-23 Previewing Images.....

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. 3-24 Quick Setup Screen

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..... 3-26 Registering Shortcuts.....

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..... 3-28 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 2-4. 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]. 2010 Year 10 Month 10 Day 10 Hour 10 Minute 31 Off Second Cancel Status OK 10/10/2010 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 3-22.

1 Press the Quick No. Search key (or [No.]) in the basic FAX screen. 3-2 FAX Operation (Basic) Destination Enter Destination. Address Book FAX No. Entry 2 In the number entry screen, use the numeric keys to enter the speed dial number. ABCD abcd@efg.com Enter One Touch key number Backspace using # keys. (0001 - 1000) Chain 0002 BBB Detail 0003 CCC Cancel 0007 GGG Quick Setup HHH 0008 III Org./Sending Data Format DDD 0009 JJJ Image Quality Advanced Setup 0011 Delete 0004 EEE OK 0010 0005 Recall No.

Pause Space On Hook 0001 AAA 0006 FFF Destination Status Direct Check Destinations 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. 1/100 3 Program 10/10/2010 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. 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. 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. ABCD abcd@efg.com 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 10/10/2010 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.



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In direct transmission, you can designate only one destination for one transmission. You cannot use direct transmission when the optional Printed Document Guard Kit is installed. 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 Original Zoom Send : A4 : 100% : A4 Preview Destination Status Job Finish Notice File Name Entry FAX Direct Transmission FAX Polling RX Send and Print Send and Store Quick Setup Org./Sending Data Format Image Quality Advanced Setup Program 10/10/2010 2 3 Destination Enter Destination. 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. ABCD abcd@efg.com 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 10/10/2010 10:10 3-5 FAX Operation (Basic) Placing Originals 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 Destination Enter Destination. Address Book FAX No. Entry Pause Space Backspace 1 Press [FAX No. Entry]. ABCD abcd@efg.com 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). 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 10/10/2010 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 [Add to Addr Book] 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 4-63. [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 4-13. 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. 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 [Close]. Sub Address : Change Change Change Change Cancel OK 10/10/2010 Transmission Start Speed : 33600bps ECM Encrypted Transmission : On : Off Status 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 4-45.

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 Original Zoom Send : A4 : 100% : A4 -3 -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 10/10/2010 Select of Original Image Select the original image. 1 Press [Image Quality], and then [Original Image].



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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 10/10/2010 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. Normally, up to 400 × 400 dpi (Ultra Fine) is recommended. 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: Destination 2 FAX TX Resolution Select fineness of scanning resolution. The larger the number, the better the image resolution. Resolution Resolution) 600x600dpi Original Zoom Send : A4 : 100% : A4 400x400dpi Ultra Fine · 200x100dpi Normal OK 10/10/2010 Preview Add Shortcut Status 200x400dpi Super Fine 200x200dpi Fine Cancel 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) 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 3-9 FAX Operation (Basic) 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). 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 Inch models: Auto, Ledger, Letter-R, Letter, Legal Statement-R, 11x15" and Oficio II Metric models: Auto, A3, A4-R, A4, A5, B4-R, B5-R, B5, Folio and 216x340mm Inch models: A3, A4-R, A4, A5-R, B4-R, B5-R, B5, Folio, 8K, 16K-R, 16K and 216x340mm Metric models: Ledger, Letter-R, Letter, Legal, Statement-R, 11x15", Oficio II, 8K, 16K-R and 16K Hagaki, Ofufuku 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. 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 Job Name User Name Status Accepted Time Type 438 14:47 0123456789 InProcess 1/1 Cancel Priority Override Sending Jobs Storing Jobs Detail Printing Jobs Status Device/ Communication Paper/Supplies 10/10/2010 10:10 Status Status Job Type Job No. Scheduled Job Log All Job Name User Name Status Accepted Time Type 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]. 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 Sending Jobs Storing Jobs Detail Printing Jobs Status Device/ Communication Paper/Supplies 10/10/2010 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 Job Name User Name Status Accepted Time Type 438 14:47 0123456789 InProcess Cancel Priority Override Sending Jobs Storing Jobs Detail NOTE: Pressing the Stop key on the operation panel while originals are being scanned cancels the transmission. Paper/Supplies 10/10/2010 10:10 Printing Jobs Status Device/ Communication 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).



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