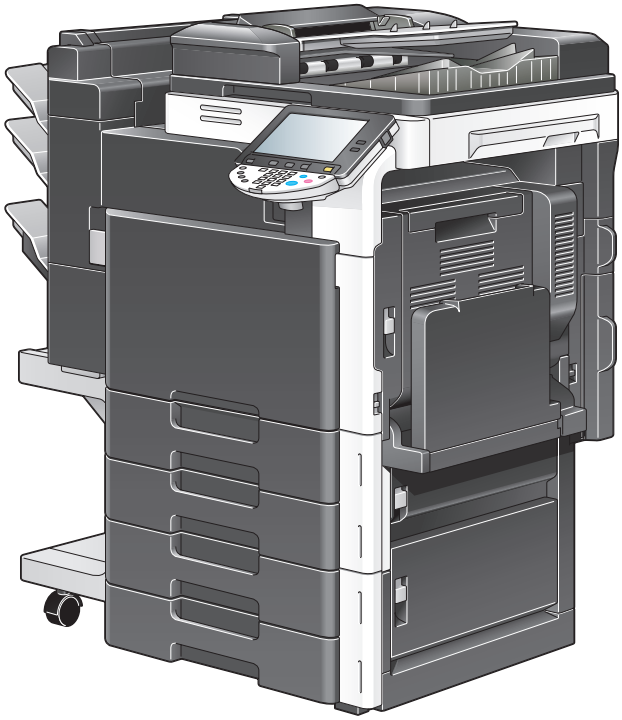
KONICA MINOLTA

The essentials of imaging

# bizhub C353/C253/C203

## Quick Guide [Copy/Print/Fax/Scan/Box Operations]



INDEX


- Introduction
- 1. Basic operations
- 2. Useful copy operations
- 3. Useful printing operations
- 4. Useful fax operations
- 5. Useful network scan operations
- 6. Useful box operations
- 7. Advanced functions
- 8. Troubleshooting
- 9. User Settings parameters
- 10. Glossary
- 11. Index

# Introduction

This Quick Guide [Copy/Print/Fax/Scan/Box Operations] uses illustrations to describe operating procedures for the most commonly used functions in an easy-to-understand way.

Start by using this manual to become proficient with the useful functions that this machine offers.

For details on the various functions, refer to the User's Guides on the User's Guide CD included with this machine.

In order to operate the machine safely and properly, be sure to read the safety information on page x-18 of this manual before use.

For descriptions on trademarks and copyrights, refer to page x-3 of this manual.

In addition, this manual contains the following information. Be sure to read the manual before using the machine.

- Items that must be observed to use the machine safely
- Information regarding product safety
- Precautions when using the machine

The illustrations used in this manual may appear slightly different from views of the actual equipment.

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**Mersenne Twister**

A C-program for MT19937, with initialization improved 2002/1/26.
Coded by Takuji Nishimura and Makoto Matsumoto.

Before using, initialize the state by using init_genrand(seed) or init_by_array(init_key, key_length).

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## ICC Profile for TOYO INK Standard Color on Coated paper (TOYO Offset Coated 2.0)

This ICC Profile (TOYO Offset Coated 2.0) characterizes Japanese offset press on Coated paper and is fully compatible with ICC profile format.

About "TOYO INK Standard Color on Coated paper"

This is the standard for color reproduction of sheet-fed offset press on Coated paper made by TOYO INK MFG.CO., LTD. ("TOYO INK").

This standard is made from printing test with using TOYO INK's sheet-fed offset printing inks and TOYO INK's own printing conditions.

"TOYO INK Standard Color on Coated paper" is compatible with "JAPAN COLOR".

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# Contents

## Introduction


Energy Star® ..... x-2
Trademarks and copyrights ..... x-3
SOFTWARE LICENSE AGREEMENT ..... x-9
About Adobe Color Profile ..... x-10
ICC Profile for TOYO INK Standard Color on Coated paper (TOYO Offset Coated 2.0) ..... x-12
DIC STANDARD COLOR PROFILE LICENSE AGREEMENT ..... x-13
Contents ..... x-15
Safety information ..... x-18
Regulation notices ..... x-22
Caution notations and labels ..... x-27
Special Notice to User ..... x-29
Space requirements ..... x-32
Operation precautions ..... x-33
Legal restrictions on copying ..... x-34
Introduction to the User's Guides ..... x-35
Available features ..... x-37
Control panel ..... x-39
Help function ..... x-41
Turning the machine on/off ..... x-44
Loading paper ..... x-46
Clearing paper misfeeds ..... x-51
Replacing consumables ..... x-59
Options ..... x-71


## 1 Basic operations


1.1 Basic copy operation ..... 1-2
1.2 Basic print operation ..... 1-5
1.3 Basic fax operation ..... 1-10
1.4 Basic scan operation ..... 1-14
1.5 Basic box operation (registering user boxes) ..... 1-18
1.6 Basic box operation (saving data in a user box) ..... 1-24
1.7 Basic box operation (using saved documents) ..... 1-33
1.8 Using an external memory ..... 1-40


## 2 Useful copy operations


2.1 Specifying basic settings for quick copying ..... 2-2
2.2 Reducing paper use while copying ..... 2-4
2.3 Copying a large number of original pages at one time ..... 2-7
2.4 Producing a booklet from copies ..... 2-9
2.5 Erasing original shadows from copies ..... 2-12
2.6 Printing copies enlarged/reduced on paper with a different size ..... 2-14
2.7 Copying book page spreads on separate sheets of paper ..... 2-16
2.8 Adding cover pages while copying ..... 2-19
2.9 Binding with staples and punching holes in copies ..... 2-22
2.10 Copying onto envelopes ..... 2-25
2.11 Easily recalling frequently used functions ..... 2-27
2.12 Checking the copies ..... 2-32
2.13 Checking the number of prints ..... 2-36
2.14 Reducing electricity usage ..... 2-38

## 3 Useful printing operations


3.1 Selecting the paper ....3-2
3.2 Managing and limiting printing ....3-5
3.3 Reducing paper use while printing ....3-8
3.4 Adjusting the print position ....3-9
3.5 Finishing documents ....3-10
3.6 Adding different paper ....3-11
3.7 Adding text and images when printing ....3-13
3.8 Adjusting the image quality ....3-15
3.9 Using printer fonts ....3-17


## 4 Useful fax operations


4.1 Registering frequently used fax numbers ....4-2
4.2 Checking fax operations performed until now ....4-7
4.3 Transmitting to multiple recipients at the same time ....4-9
4.4 Selecting registered transmission source information ....4-12
4.5 Scanning the originals to be sent ....4-14
4.6 Sending documents with a command from the recipient ....4-16
4.7 Reducing communication costs ....4-18
4.8 Reducing communication costs (using the Internet) ....4-19
4.9 Sending documents by e-mail ....4-20
4.10 Reducing printing costs ....4-22
4.11 Sending confidential documents ....4-24
4.12 Forwarding received data ....4-26
4.13 Faxing data directly from a computer ....4-27


## 5 Useful network scan operations


5.1 Registering frequently used destinations ....5-2
5.2 Transmitting fine text and clean images ....5-7
5.3 Transmitting with the selected Color and File Type settings ....5-11
5.4 Transmitting with the page number or time added ....5-13
5.5 Transmitting with the background color adjusted ....5-17
5.6 Transmitting with shadows erased ....5-19
5.7 Transmitting to multiple recipients ....5-21
5.8 Sending documents by e-mail ....5-23
5.9 Checking transmissions performed until now ....5-25


## 6 Useful box operations


6.1 Changing the name of a saved document ....6-2
6.2 Scanning double-sided originals ....6-4
6.3 Automatically erasing data from user boxes ....6-6
6.4 Printing/sending multiple data combined ....6-9
6.5 Changing finishing settings for saved data before printing ....6-12
6.6 Performing box operations from a computer ....6-15


## 7 Advanced functions


7.1 Advanced functions ....7-2
7.2 To enable i-Option LK-101/LK-102/LK-103 functions ....7-4


## 8 Troubleshooting


8.1 Troubleshooting ....8-2

9 User Settings parameters

9.1 Displaying the User Settings screen ..... 9-2
9.2 Settings that can be specified ..... 9-3

10 Glossary

10.1 Glossary ..... 10-2

11 Index

## Safety information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual.

Please read the following section before connecting the machine to the supply. It contains important information related to user safety and preventing equipment problems.

Please keep this manual in a handy place near the machine.

Make sure you observe all of the precautions appear in each section of this manual.

KM_Ver.01E_C

**Note**
*Some parts of the contents of this section may not correspond with the purchased product.*

**Warning and precaution symbols**

The following indicators are used on the warning labels or in the manuals to categorize the level of safety warnings.

| | |
|---|---|
| **⚠WARNING** | Ignoring this warning could cause serious injury or even death. |
| **⚠CAUTION** | Ignoring this caution could cause injury or damage to property. |

**Meaning of symbols**

A triangle indicates a danger against which you should take precaution.
This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.
This symbol warns against dismantling the device.

A solid circle indicates an imperative course of action.
This symbol indicates you must unplug the device

| Disassemble and modification | |
|---|---|
| **⚠WARNING** | |
| • Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness. | |
| • Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. | |

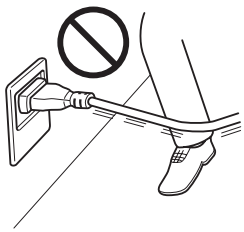
**Power cord**

## ⚠ WARNING

- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.

- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.

- Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown.
  Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



**Power source**

## ⚠ WARNING

- Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.

- Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.

- Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock.
  Contact your authorized service representative if an extension cord is required.

- Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.

## ⚠ CAUTION

- The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.

**Power plug**

## ⚠ WARNING

- Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.

- Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.

## ⚠ CAUTION

- Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.

- Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire.

**Grounding**

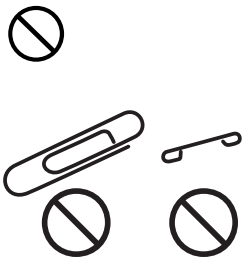
## ⚠ WARNING

- Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

**Installation**

## ⚠ WARNING

- Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.



## ⚠ CAUTION

- After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.

- Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result.

- Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown.

- Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.

- Do not use flammable sprays, liquids, or gases near this product, as a fire could result.

**Ventilation**

## ⚠ CAUTION

- Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.

**Actions in response to troubles**

## ⚠ WARNING

- Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

- Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.

## ⚠ CAUTION

- The inside of this product has areas subject to high temperature, which may cause burns.
  When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a "Caution HOT" caution label.

**Consumables**

## ⚠ WARNING

- Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.

## ⚠ CAUTION

- Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.

- Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.

**When moving the machine**

## ⚠ CAUTION

- Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown.

- When moving this product, always hold it by the locations specified in the User's Guide or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.

When the optional Fax Kit FK-502 is not installed:

**Before successive holidays**

## ⚠ CAUTION

- Unplug the product when you will not use the product for long periods of time.

## Regulation notices

**CE Marking (Declaration of Conformity) for users of the European Union (EU)**

This product complies with the following EU directives:
2006/95/EC, 2004/108/EC and 1999/5/EC directives.

This declaration is valid for the area of the European Union.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

NOTE: Optional Authentication Unit AU-201 (IC Card Reader/Writer)

This product is wireless system equipment (Short-Range Device) which the R & TTE directive (1999/5/EC) covers. Frequency of operation is 13.56 MHz.

**USER INSTRUCTIONS FCC PART 15 - RADIO FREQUENCY DEVICES (for U.S.A. users)**

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

WARNING: The design and production of this unit conform to FCC regulations, and any changes or modifications must be registered with the FCC and are subject to FCC control. Any changes made by the purchaser or user without first contacting the manufacturer will be subject to penalty under FCC regulations.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under FCC rules.

**INTERFERENCE-CAUSING EQUIPMENT STANDARD (ICES-003 ISSUE 4) (for Canada users)**

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

**For users in countries not subject to class B regulations**

WARNING
This is a Class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

This device must be used with a shielded interface cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

**Laser safety**

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in the manuals.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

**Internal laser radiation**

Maximum Average Radiation Power: 11.6 µW (bizhub C353)/7.7 µW (bizhub C253/C203) at the laser aperture of the print head unit.

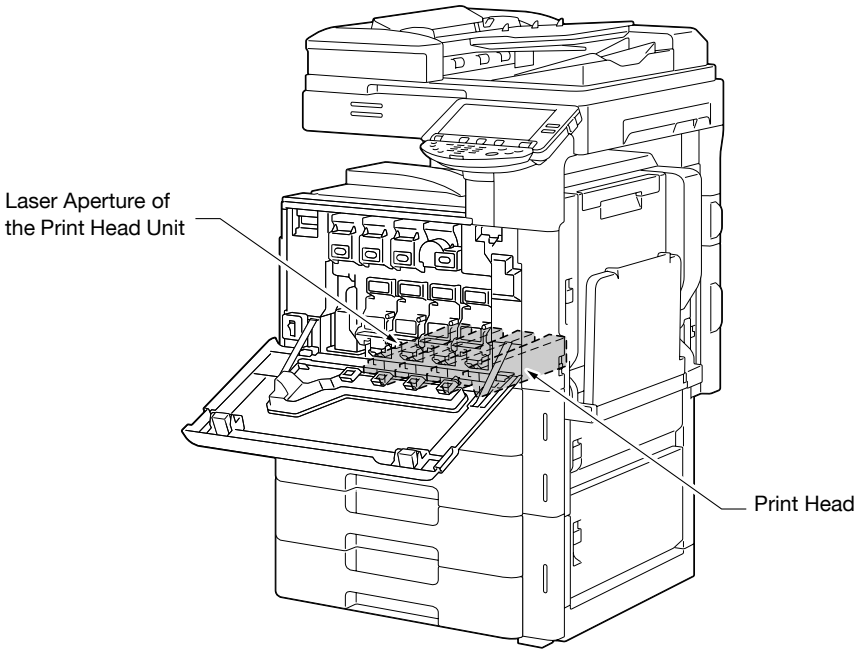
Wavelength: 775-800 nm

This product employs a Class 3B laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.




**CDRH regulations**

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page x-27 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

**CAUTION**
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 30 mW and the wavelength is 775-800 nm.

**For European users**

**CAUTION**
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 30 mW and the wavelength is 775-800 nm.

**For Denmark users**

**ADVARSEL**
Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funk-tion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 30 mW og bølgelængden er 775-800 nm.

**For Finland, Sweden users**

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

**VAROITUS!**
Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle la-sersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 30 mW ja aallonpituus on 775-800 nm.

**VARNING!**
Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 30 mW och våglängden är 775-800 nm.

**VARO!**
Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

**VARNING!**
Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

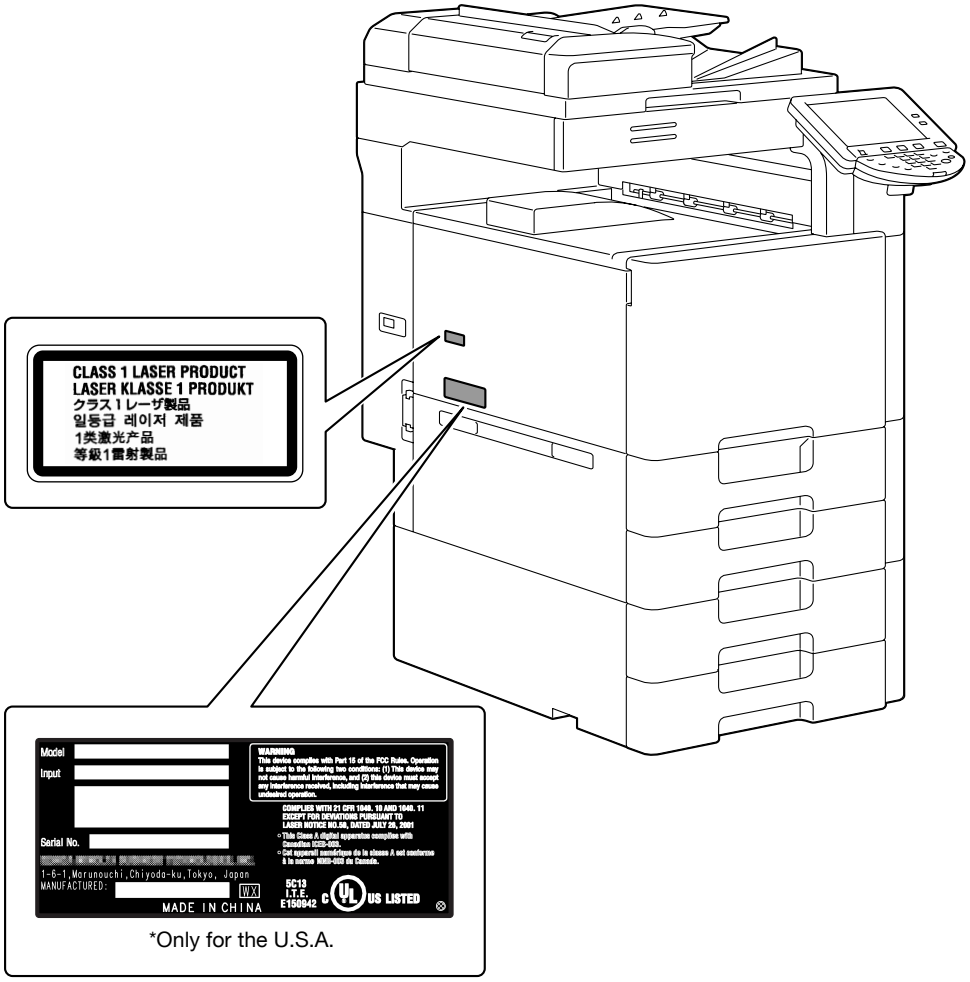
**For Norway users**

**ADVARSEL**
Dersom apparatet brukes på annen måte enn spesifisert i denne bruksan-visning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 30 mW og bølge-lengde er 775-800 nm.

### Laser safety label

A laser safety label is attached to the outside of the machine, as shown below.




*Only for the U.S.A.

### Ozone release

Locate the Machine in a Well-Ventilated Room
A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy and safe operating environment, it is recommended that the room be well ventilated.

Placer l'appareil dans une pièce largement ventilée
Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnment réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

### Acoustic noise (for European users only)

Maschinenlärminformations-Verordnung 3. GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

### Notification for US only

Contains Mercury in the LCD control panel backlighting lamp, and/or in the scanning unit lamp. Dispose According to Local, State or Federal Laws.

### Notification for California Customers

This product uses a CR Lithium Battery which contains perchlorate material.

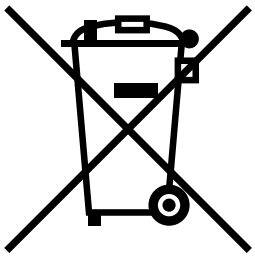
This perchlorate warning applies to perchlorate-containing lithium batteries sold or distributed in California, USA.

"Perchlorate Material - Special handling may apply, See www.dtsc.ca.gov/ hazardouswaste/perchlorate."

**Recycling batteries（For Taiwan Users Only）**

根據地方規定處理使用的電池。

**For EU member states only**



This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health caused by inappropriate waste handling.

**For EU member states only**

This product complies with RoHS (2002/95/EC) Directive.

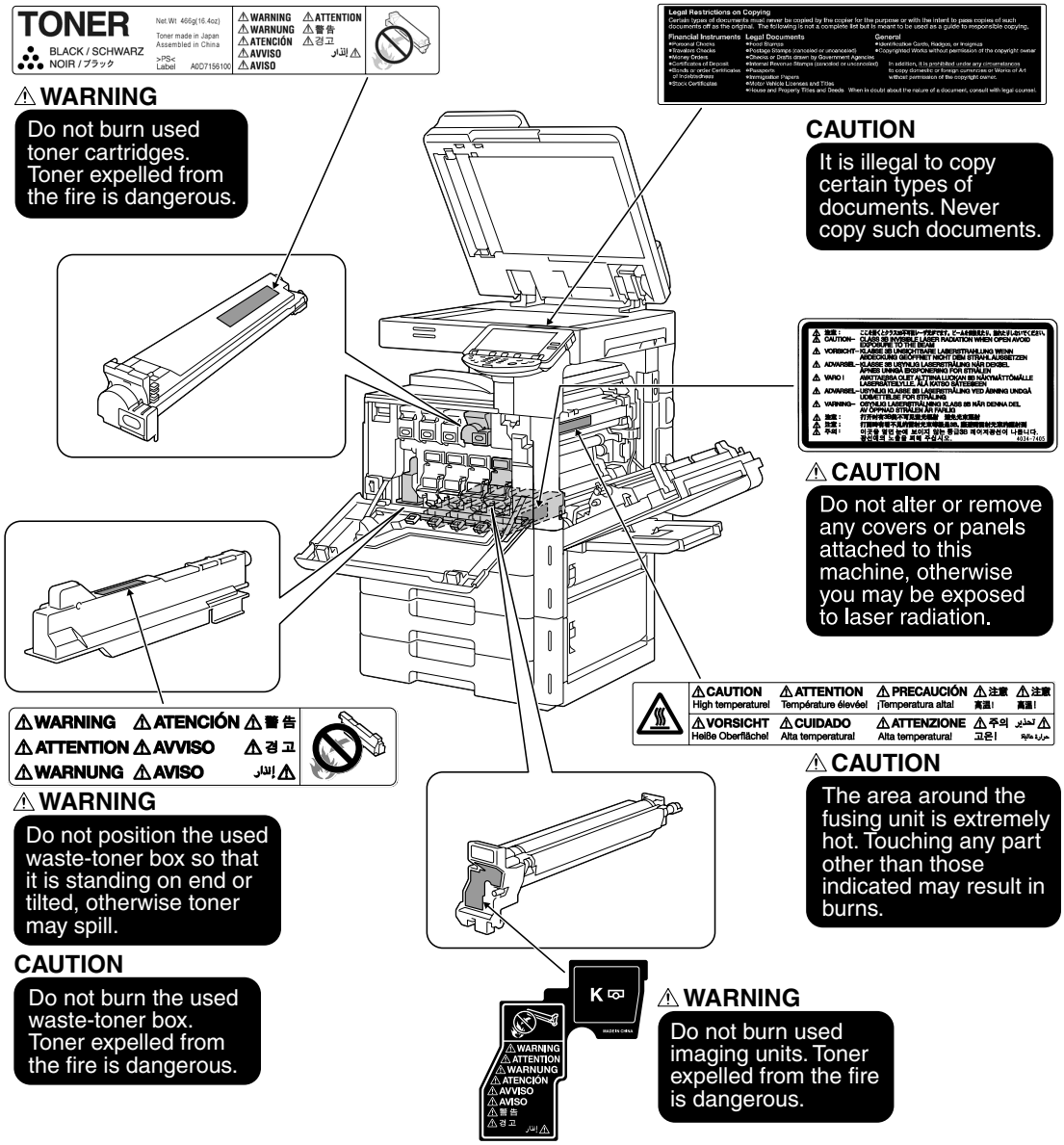
This device is not intended for use at a video workstation in compliance with BildscharbV.

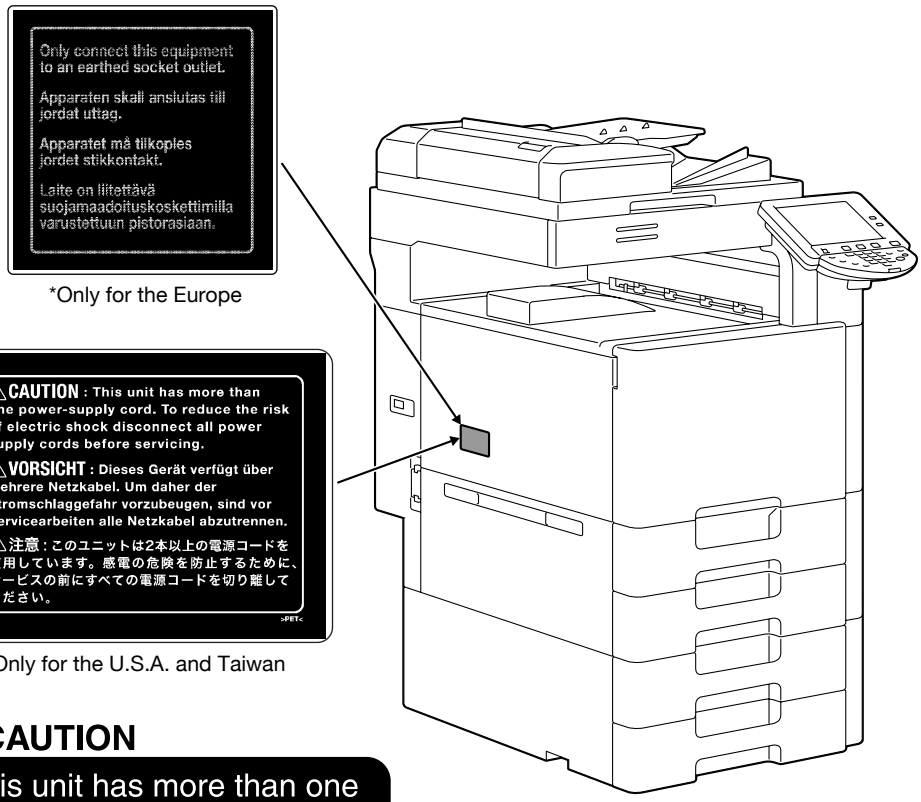
Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäß BildscharbV vorgesehen.

## Caution notations and labels

Safety precaution notations and labels appear on this machine at the following positions.

Be very careful that an accident does not occur when operations such as removing paper misfeeds are performed.






*Only for the Europe

*Only for the U.S.A. and Taiwan

## ⚠ CAUTION

This unit has more than one power-supply cord. To reduce the risk of electric shock disconnect all power supply cords before servicing.

## Special Notice to User

**For Canada**

NOTICE:

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.

AVIS:

Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada.

L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5.

**For U.S.A.**

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX.. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment FK-502 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment FK-502, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If you home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-502 does not disable you alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or 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: See chapter 9.4.5, "Fax Settings-Header Information", of the User's Guide [Network Scan/Fax/Network Fax Operations].

WARNING/CAUTION Explained

## ⚠ WARNING

The exclamation point within an equilateral triangle followed by the word "Warning" is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading this Quick Guide.

## ⚠ CAUTION

The exclamation point within an equilateral triangle followed by the word "Caution" is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading this Quick Guide.

**For New Zealand**

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Fault Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port.

**For Europe**

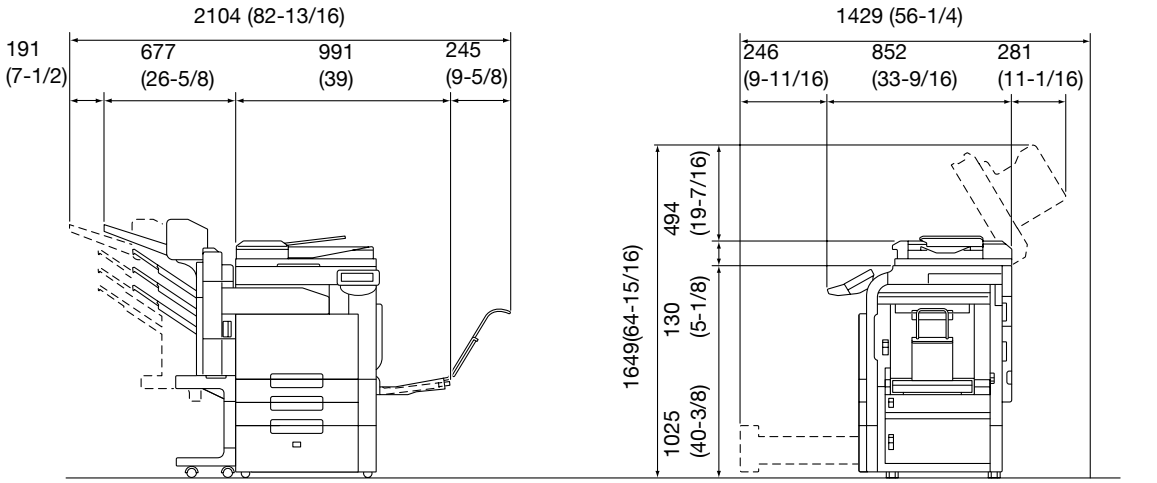
The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of problems, you should contact your equipment supplier in the first instance.

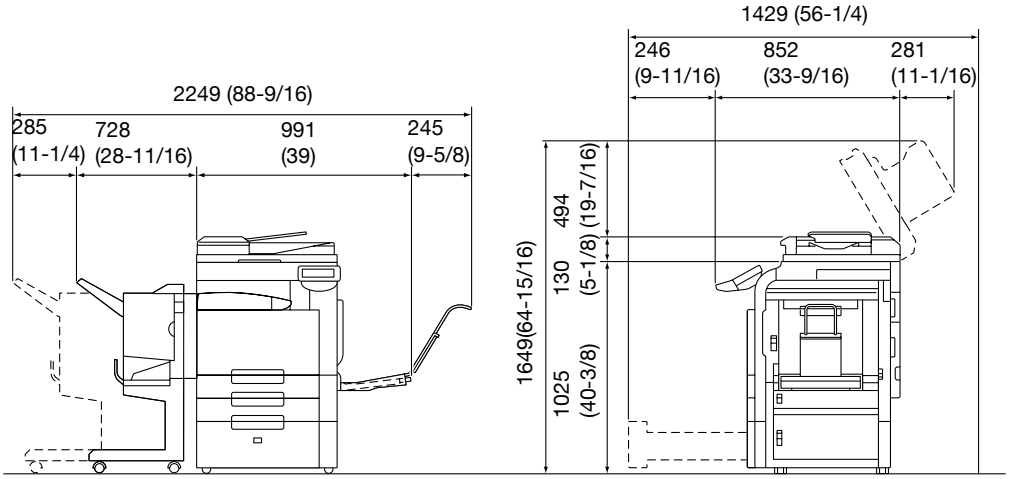
The CE marking must be affixed to the product or to its data plate. Additionally it must be affixed to the packaging, if any, and to the accompanying documents.

## Space requirements

To ensure that machine operation, consumables replenishing, part replacement, and regular maintenance can easily be performed, adhere to the recommended space requirements detailed below.




C353/C253/C203+DF-611+FS-519+SD-505+PC-405+MK-713 Unit: mm (inch)




C353/C253/C203+DF-611+FS-609+PC-405+MK-713 Unit: mm (inch)

...

**Reminder**

*When the option is not installed, be sure to allow a clearance of 200 mm (8 in.) or more at the back of this machine for the ventilation duct.*

## Operation precautions

To ensure the optimum performance of this machine, observe the precautions described below.

**Power source**

The power source requirements are as follows.

- Voltage fluctuation: Maximum ± 10% (at 110 V/120 V/127 V/110 to 127 V/220 to 240 V AC)
- Frequency fluctuation: Maximum ± 3 Hz (at 50 Hz/60 Hz)

– Use a power source with as little voltage or frequency fluctuations as possible.

**Operating environment**

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 10°C (50°F) to 30°C (86°F) with fluctuations of no more than 10°C (18°F) within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

**Storage of copies**

To store copies, follow the recommendation listed below.

- Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.
- Color copies have a thicker layer of toner than normal black-and-white copies. Therefore, when a color copy is folded, the toner at the fold may peel off.

## Legal restrictions on copying

Certain types of originals must never be copied with the purpose or intent to pass copies of such originals off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Originals>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of an original, consult with legal counsel.

**Detail**

*In order to prohibit the illegal reproduction of certain originals, such as paper currency, this machine is equipped with a counterfeit prevention feature.*

*Due to the counterfeit prevention feature that this machine is equipped with, images may be distorted.*

# Introduction to the User's Guides

The User's Guides for this machine include this book and the User's Guide CD.

This User's Guide provided as book contain descriptions for immediately operating the machine. For detailed descriptions of functions or maintenance operations, refer to the User's Guide on the User's Guide CD.

### Introduction to the book

***Quick Guide [Copy/Print/Fax/Scan/Box Operations]***

This User's Guide contains operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.

In addition, this manual contains notes and precautions that should be followed for safe use of the machine.

Be sure to read this manual before using the machine.

### Introduction to the User's Guide CD

The User's Guide CD is included with this machine. In the initial screen, select the User's Guide to be viewed, and then check the details for the various functions.

***User's Guide [Copy Operations]***

This User's Guide contains descriptions of Copy mode operations and machine maintenance.

Refer to this User's Guide for details on paper and originals, copy procedures using convenient Application functions, replacing consumables and troubleshooting operations such as clearing paper misfeeds.

***User's Guide [Enlarge Display Operations]***

This User's Guide contains details on operating procedures in Enlarge Display mode.

Refer to this manual for details on using copy, scanner, G3 fax and network fax operations in Enlarge Display mode.

***User's Guide [Print Operations]***

This User's Guide contains details on the printing functions that can be specified with the standard built-in printer controller.

Refer to this User's Guide for details on operating procedures for using the printer functions.

***User's Guide [Box Operations]***

This User's Guide contains operating procedures for using the user boxes on the hard disk.

Refer to this User's Guide for details on saving data in user boxes, retrieving data from user boxes and transferring data.

***User's Guide [Network Scan/Fax/Network Fax Operations]***

This User's Guide contains details on the network scan, G3 fax, and network fax operations.

Refer to this manual for details on using network scan function by E-Mail or FTP, G3 fax, Internet fax and IP address fax operations.

In order to use the fax functions, the optional fax kit must be purchased separately.

***User's Guide [Fax Driver Operations]***

This User's Guide contains details of the fax driver functions that can be used to send a fax directly from a computer.

Refer to this User's Guide for operating procedures on using the PC-FAX functions.

In order to use the fax functions, the optional fax kit must be purchased separately.

***User's Guide [Network Administrator]***

This User's Guide contains descriptions on setting methods for each function utilizing network connection, mainly using the PageScope Web Connection.

Refer to this User's Guide for details on using network functions.

***User's Guide [Advanced Function Operations]***

This User's Guide describes overview and usage of functions that become available by registering the optional license kit and enabling its function, and functions that become available by connecting the MFP with applications.

In order to use the functions effectively, please read this User's Guide.

The following models support the advanced function.

bizhub C650/C550/C451/C353/C253/C203

***Trademarks/Copyrights***

This manual contains descriptions on trademarks and copyrights.

Be sure to read this manual before using the machine.

**How to open the User Guide CD Main Menu**

In Windows, insert the CD into the computer's CD drive, and the main menu will automatically be displayed.

In Macintosh OS9/OSX, double-click the CD icon on the desktop, and then index_mac to open the main menu.

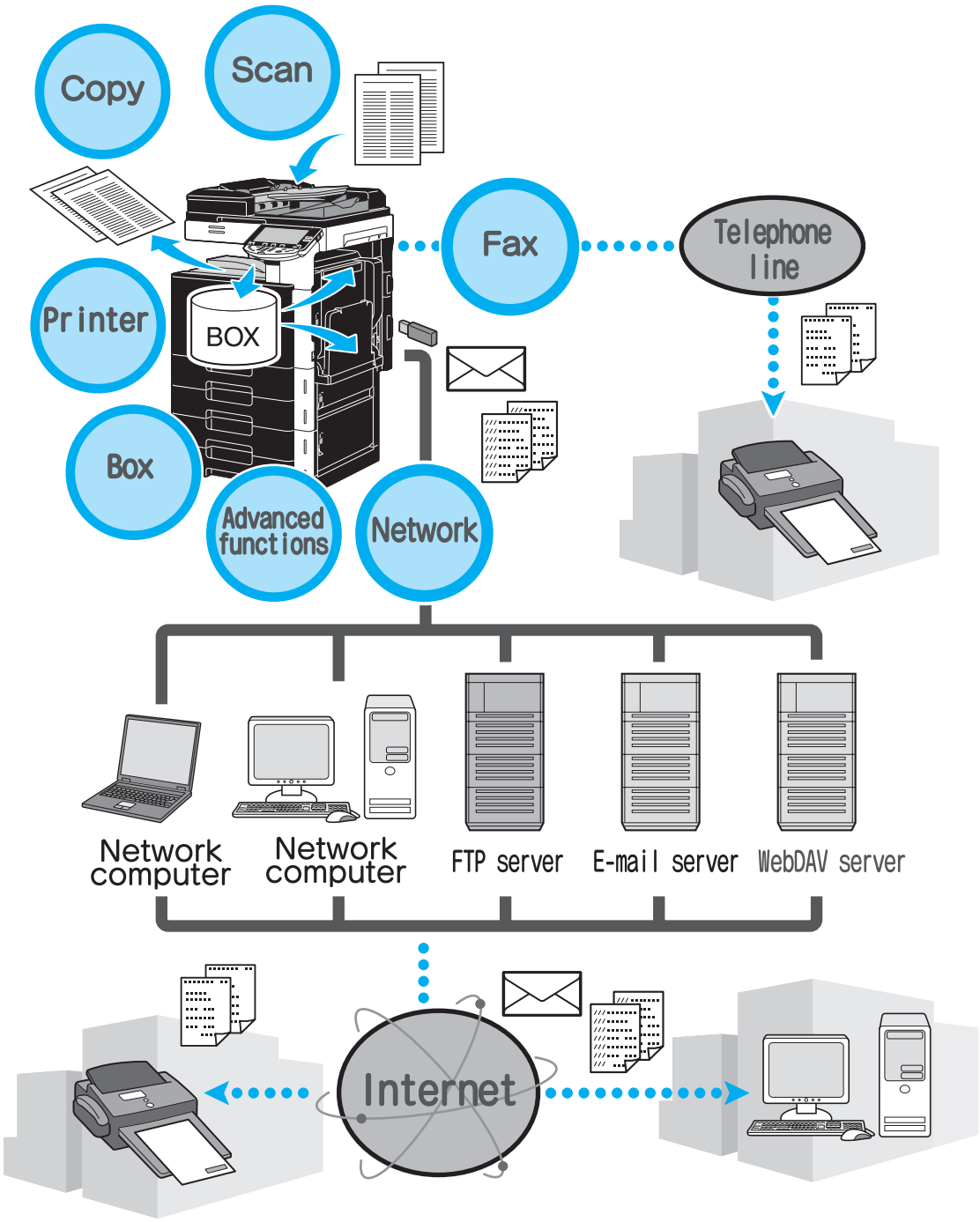
**Note**
*Adobe Reader is required in order to view these User's Guides.*

## Available features

bizhub C353/C253/C203 is a digital color multifunctional peripheral that eases the workflow and satisfies any application or office environment.

In addition to the copy, fax, scanning and printing functions essential to any business, this machine provides network and box functions to support efficient document management.

These features can also be used if image controller IC-409 has been installed onto bizhub C353/C253.



**Copy operations**

High-quality copies can be printed at a high speed. Vivid copies in color, black and white or any other single color can be produced to meet any need. The many Application functions greatly assist in reducing office costs and increasing efficiency.

**Print operations**

When printing from the computer, various settings can be specified, for example, the paper size, image quality, color tone and layout. Using a secure printing function, printing of important documents can be protected with a password.The printer driver can easily be installed from the enclosed CD-ROM.

**Box operations**

Originals scanned with this machine, received fax documents or data from the computer can be stored. This stored data can retrieved when needed or it can be transmitted or printed. Personal user boxes can be set up to be used by specific individuals, and the public user box is available for any number of users.

**Fax operations**

Not only originals scanned with this machine, but also documents saved in user boxes and computer data can be faxed. A single fax can be sent to multiple destinations at one time, and a received fax can be forwarded.

**Note**

*In order to use the fax functions, optional fax kit FK-502 must be installed.*

**Network operations**

Printing via a network connection is possible. Data scanned with this machine and data in user boxes can easily be transmitted through the network.By using the control panel to specify a destination, the data can be transmitted to an FTP server or other network computer, it can be sent as an e-mail attachment, or a fax can be sent using the Internet.

**Scan operations**

Paper documents can quickly be converted to digital data. This converted data can conveniently be transmitted through the network. In addition, this machine can be used as a scanner with a variety of TWAIN-compatible applications.

**Advanced functions**

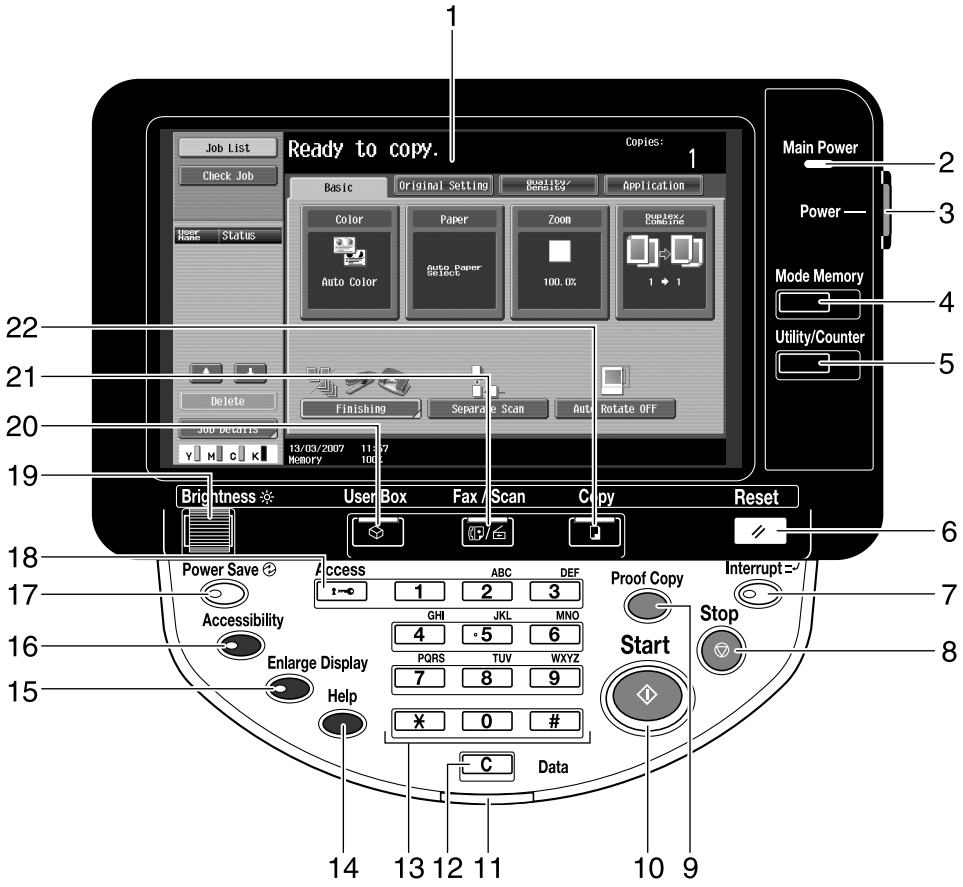
Contents on the Internet can be accessed from the control panel (Web browser function) and intuitive and user friendly user interface (Image Panel) can be used. In addition, in conjunction with application, operability of MFP becomes even higher.

**Note**

*To use the advanced functions, an optional upgrade kit UK-201 is required. The functions of i-Option LK-101/LK-102/LK-103 are available by registering i-Option LK-101/LK-102/LK-103 to MFP.*

## Control panel

The control panel consists of the touch panel, which can be used to specify settings for the various functions, and various keys, such as the [Start] key and the [Stop] key. The operations that can be performed with these keys are described below.
In this manual, [ ] indicates keys on the control panel and buttons in the touch panel.




| No. | Part Name | Description |
|---|---|---|
| 1 | Touch panel | Displays various screens and messages.<br>Specify the various settings by directly touching the panel. |
| 2 | Main Power indicator | Lights up in green when the machine is turned on with the main power switch. |
| 3 | Sub power switch | Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy. |
| 4 | [Memory Mode] key | Press to register (store) the desired copy/fax/scan settings as a program or to recall a registered program. |
| 5 | [Utility/Counter] key | Press to display the Utility/Counter screen. |
| 6 | [Reset] key | Press to clear all settings (except programmed settings) entered in the control panel and touch panel. |
| 7 | [Interrupt] key | Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again. |
| 8 | [Stop] key | Pressing the [Stop] key during an operation temporarily stops the operation. |
| 9 | [Proof Copy] key | Press the [Proof Copy] key before pressing the [Start] key in Copy, Fax and Scan mode to display the preview image of the currently specified settings on the touch panel. |

| No. | Part Name | Description |
|---|---|---|
| 10 | [Start] key | Press to start an operation. When this machine is ready to begin an operation, the indicator on the [Start] key lights up in blue. While an original is being scanned or when a job is temporarily stopped, the indicator on the [Start] key lights up in orange. |
| 11 | Data indicator | Flashes in blue while a print job is being received. Lights up in blue when a print job is queued to be printed or while it is being printed. Lights up in blue when there is saved fax data or unprinted fax data. |
| 12 | [C] (clear) key | Press to clear a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad. |
| 13 | Keypad | Use to type in the number of copies, zoom ratio, fax number and various other settings. |
| 14 | [Help] key | Press to display the Help Menu screen, which can be used to display descriptions of the various functions and details of operations. |
| 15 | [Enlarge Display] key | Press to enter Enlarge Display mode. If authentication is performed with PageScope Authentication Manager, it does not enter Enlarge Display mode. |
| 16 | [Accessibility] key | Press to display the screen for specifying settings for user accessibility functions. |
| 17 | [Power Save] key | Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again. |
| 18 | [Access] key | If user authentication or account track settings have been applied, press the [Access] key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine. |
| 19 | [Brightness] dial | Use to adjust the brightness of the touch panel. |
| 20 | [User Box] key | Press to enter User Box mode. While the machine is in User Box mode, the indicator on the [User Box] key lights up in green. |
| 21 | [Fax/Scan] key | Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green. |
| 22 | [Copy] key | Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the key lights up in green. |

**Note**

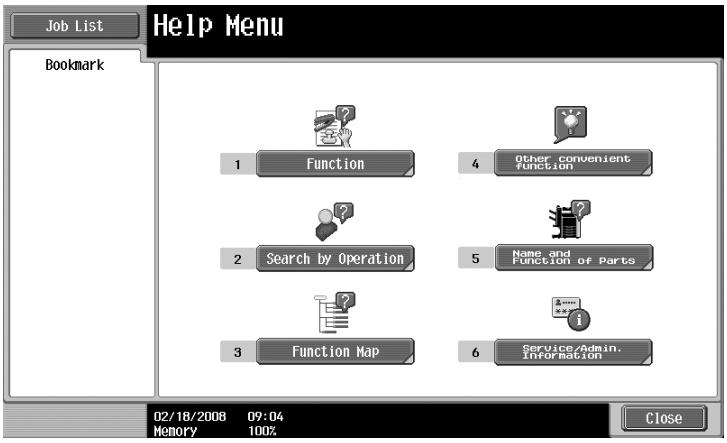
*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

## Help function

This machine has a Help function that can show a description and operating procedure of each function so that the user can check them.

**1** Displaying the Help screen.

**2** Selecting the desired item.

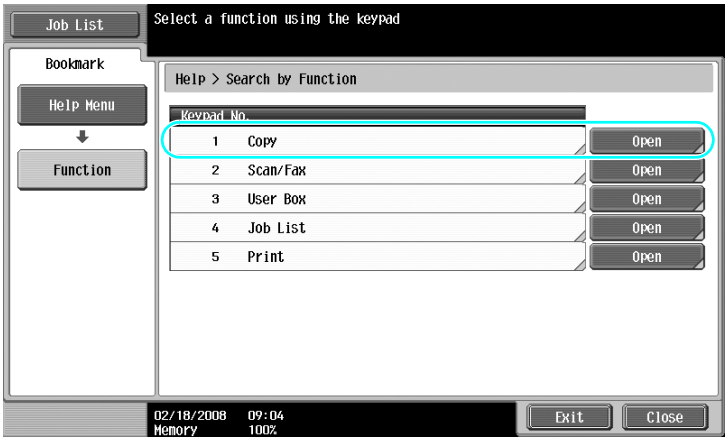


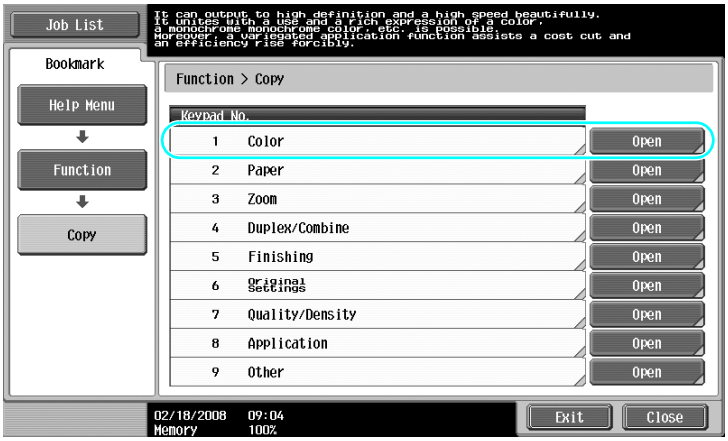

– Touch a button on the touch panel or press the key corresponding to the desired number using the keypad to select the desired item.

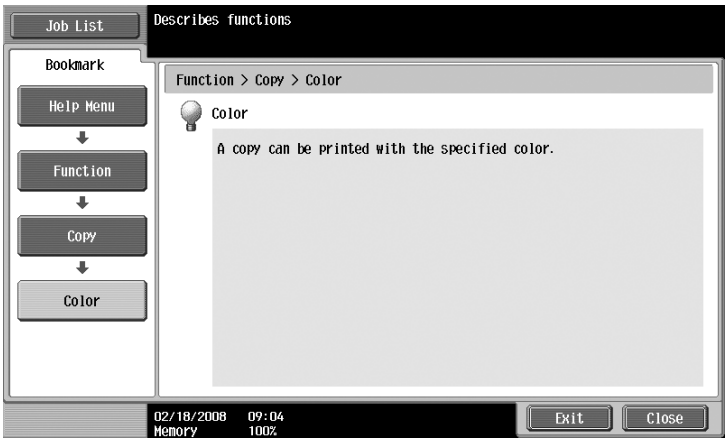
The following items are provided in the Help Menu screen.

| Item | Description |
|---|---|
| [Function] | Touching [Function] displays the Help menu classified according to the function names that are to appear on the screen. It is useful for checking function overview. |
| [Search by Operation] | Touching [Search by Operation] displays examples of operations available on this machine and their descriptions, classified by function. In addition, touching [Shortcut to a function] displays the setting screen for the currently displayed function. |
| [Function Map] | Touching [Function Map] displays the list of functions and setting items in a hierarchical structure. This is useful for viewing the description of the function or setting item you wish to check. |
| [Other convenient function] | Touching [Other convenient function] displays the Help menu for available functions and settings that allow this machine to be used more conveniently. In addition, touching [Shortcut to a function] displays the setting screen for the currently displayed function. |
| [Name and Function of Parts] | Touching [Name and Function of Parts] displays the hardware keys (operation buttons) and optional keys installed to check the role of each key. |
| [Service/Admin. Information] | Touching [Service/Admin. Information] displays the administrator's name, extension number and E-mail address. |

Example: Function → Copy → Color

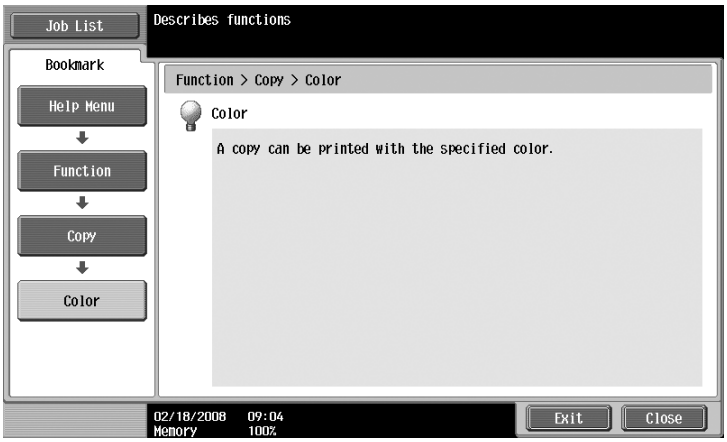


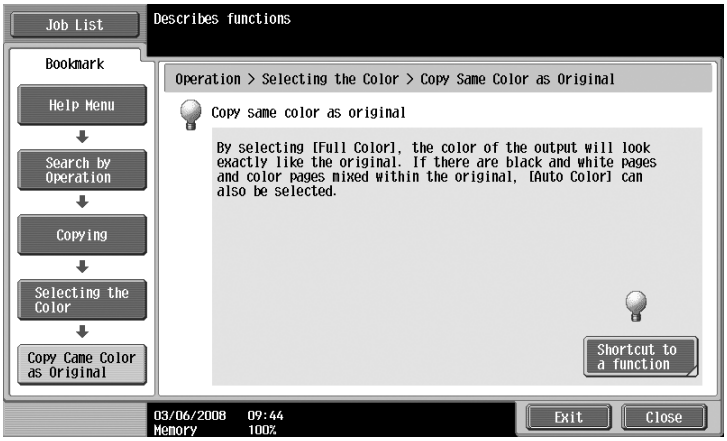



### Example of the Help screen

Example: Function → Copy → Color




Example: Search by Operation → Copying → Selecting the Color → Copy same color as original

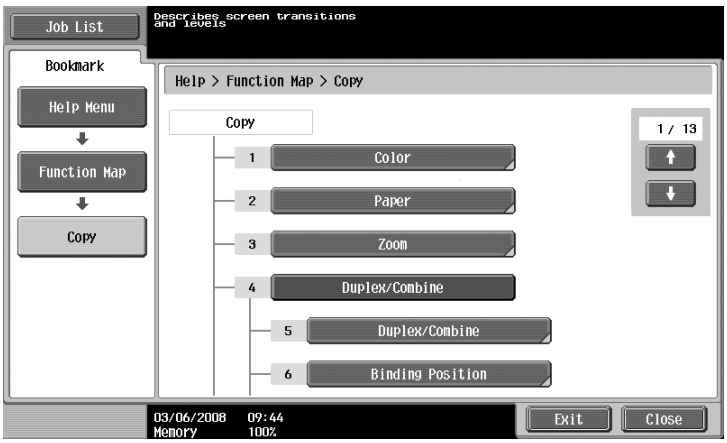



If you are viewing the Help screen of a different function from the one that is currently selected, [Shortcut to a function] cannot be selected.

For example, if you are in the Fax/Scan mode, [Shortcut to a function] on the Help screen for the Copy mode, which is a different function from the Fax/Scan mode, cannot be selected.

### Function Map screen

Example: Copy




In the Function Map screen, available functions and setting items are displayed in a hierarchical structure. Select a desired item to view in the Help screen.

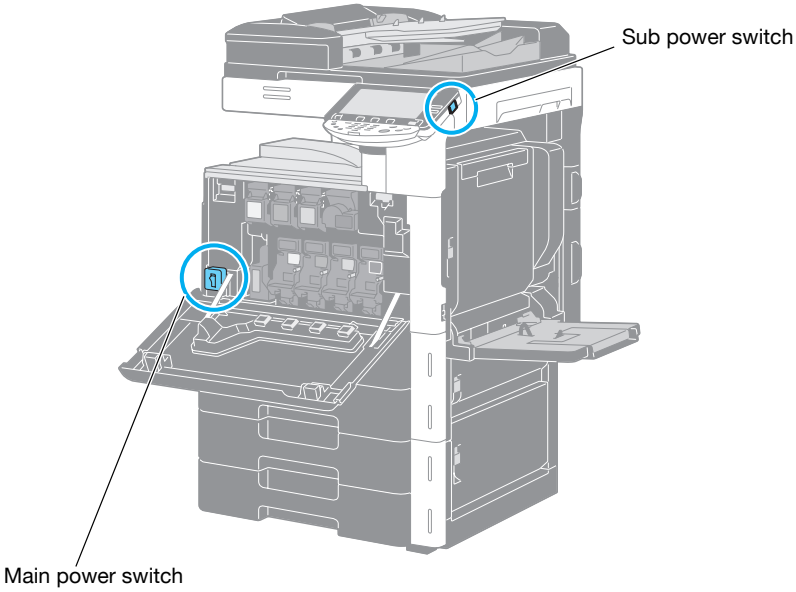
...

**Note**

*For details, refer to chapter 3, "Additional copy operations", of the User's Guide [Copy Operations].*

## Turning the machine on/off

This machine has two power controls: the main power switch and the sub power switch.



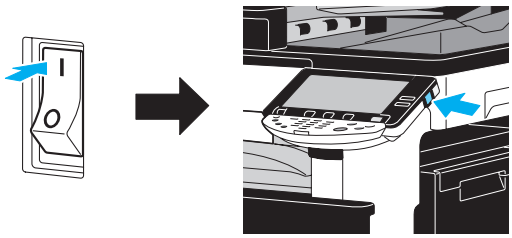

***Main power switch***

This switch turns on/off all functions of the machine. Normally, the main power switch is turned on.

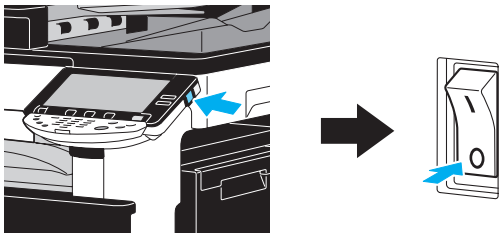
***Sub power switch***

Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.

### Turning on the machine



### Turning off the machine



**Detail**

*When turning the machine off, then on again, wait at least 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on a short time after being turned off.*

*Do not turn off the machine while it is printing, otherwise a paper misfeed may occur.*

*Do not turn off the machine while it is operating, otherwise data being scanned or transmitted or queued jobs may be deleted.*

**...**

**Note**

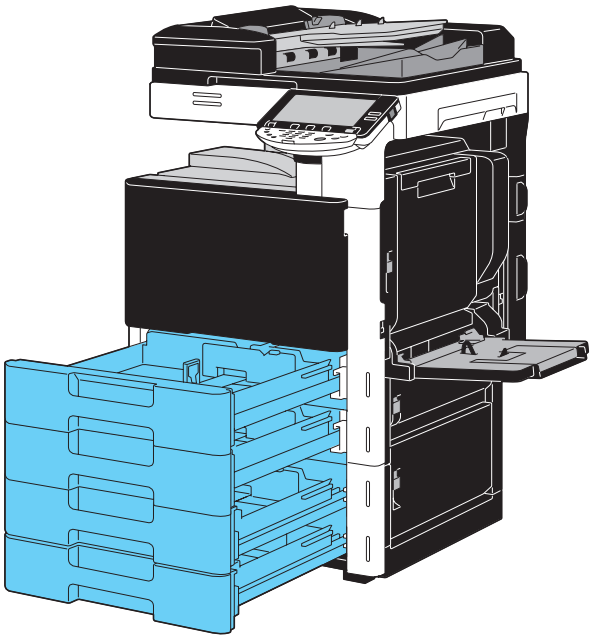
*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

# Loading paper

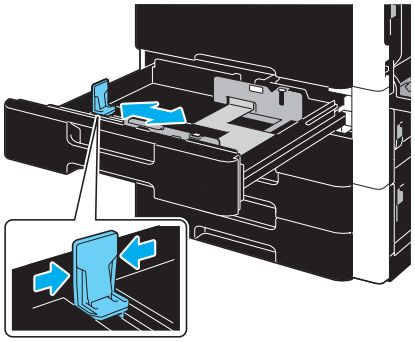
Follow the procedure described below to load paper into the various paper trays.

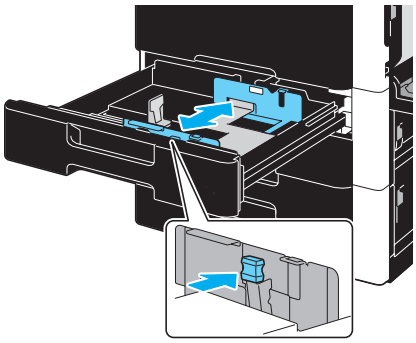
### Loading paper into tray 1/2/3/4

Follow the procedure described below to load paper into tray 1/2/3/4.

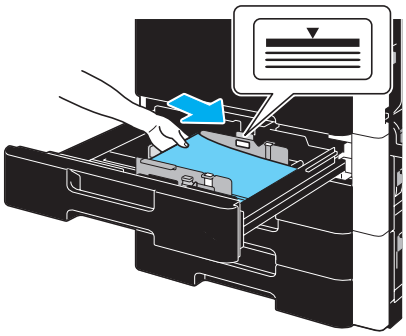


1 Slide the lateral guides to fit the size of paper to be loaded.





2 Load the paper into the tray.



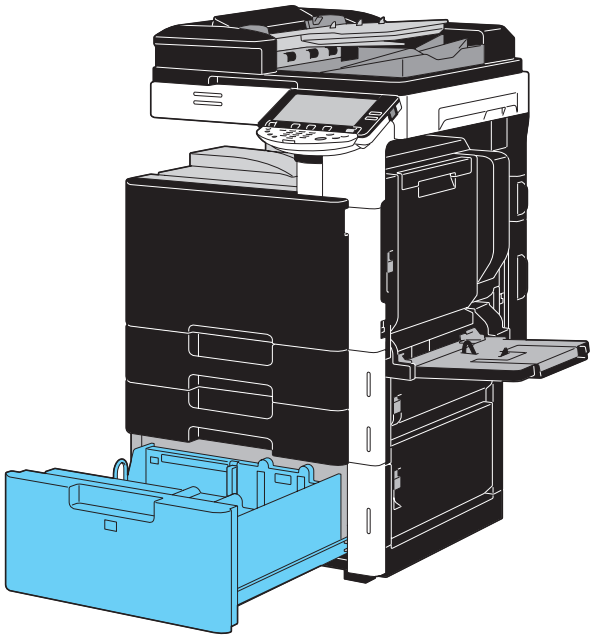
- Load paper so that the surface to be printed on faces upward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 500 sheets of plain paper can be loaded. For details on the number of sheets of thick paper that can be loaded, refer to chapter 6, "Copy paper/originals", of the User's Guide [Copy Operations].

**Note**

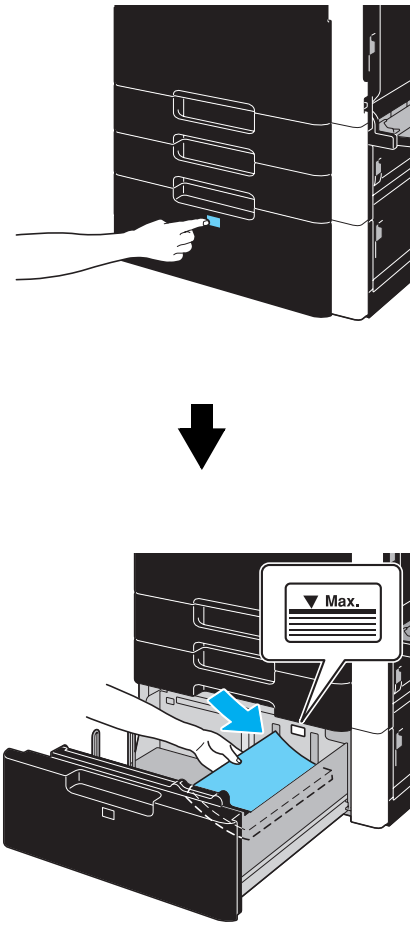
*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

**Loading paper into the LCT**

Follow the procedure described below to load paper into the LCT.



➔ Load the paper into the tray.




– Press tray release button to pull out the LCT.
– Load the paper so that the surface to be printed on faces upward.
– Do not load so many pages that the top of the stack is higher than the ▼ mark.
– Up to 2,500 sheets of plain paper can be loaded. For details on the number of sheets of thick paper that can be loaded, refer to chapter 6, "Copy paper/originals", of the User's Guide [Copy Operations].

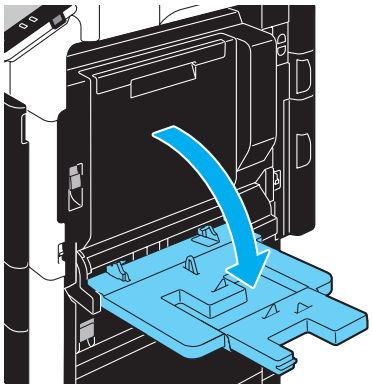
**Note**
*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

### Loading paper into the bypass tray

Paper can be fed manually through the bypass tray when you wish to print onto paper of a size that is not loaded into a paper tray, or when you wish to print onto label sheets or other special paper.

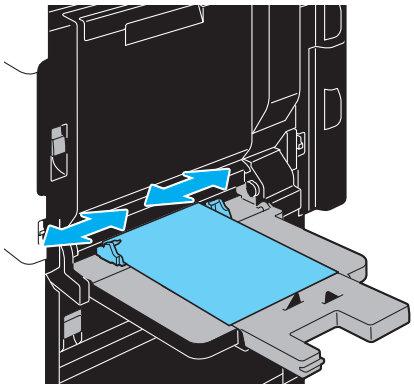
Follow the procedure described below to load paper into the bypass tray.

**1** Open the bypass tray.



- When loading large-sized paper, pull out the tray extension.
- Use mount kit MK-713 for loading banner paper.

**2** Load the paper into the tray.



- Load paper so that the side to be printed on faces downward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 150 sheets plain paper can be loaded.
- Slide the lateral guides to fit the size of paper to be loaded.

**3** From the touch panel, select the paper type.

– Press [↑] and [↓] until the desired paper type appears.
– If label sheets are loaded, select "Thick 1".
– If non-standard-size paper is loaded, specify the Paper Size setting.
– For details on specifying the paper size and paper type settings, refer to chapter 6, "Copy paper/originals", of the User's Guide [Copy Operations].
– Printing on OHP transparencies is possible only in black.

**Detail**

*Paper of the following types and amounts can be loaded into the bypass tray.*
*Plain paper (60 g/m$^2$ to 90 g/m$^2$ (16 lb to 24 lb)): Up to 150 sheets*
*Thick paper 1 (91 g/m$^2$ to 150 g/m$^2$ (24-1/4 lb to 40 lb)): Up to 20 sheets*
*Thick paper 2 (151 g/m$^2$ to 209 g/m$^2$ (40-1/4 lb to 55-1/2 lb)): Up to 20 sheets*
*Thick paper 3 (210 g/m$^2$ to 256 g/m$^2$ (55-3/4 lb to 68 lb)): Up to 20 sheets*
*Thick paper 4 (257 g/m$^2$ to 271 g/m$^2$ (68-1/4 lb to 72 lb)): Up to 20 sheets*
*OHP transparencies: Up to 20 sheets*
*Envelopes: Up to 10*
*Label sheets: Up to 20 sheets*
*Banner paper (127 g/m$^2$ to 210 g/m$^2$ (33-3/4 lb to 55-3/4 lb))$^{*1}$: Up to 10 sheet*
*Paper of the following sizes can be specified for the bypass tray.*

*$^{*1}$ Banner paper can be specified when using the print function.*

*Standard-sized paper: A3 ▭ to B6 ▭, A6 ▭, 12 -1/4 × 18 ▭$^{*1}$, 12 × 18 ▭$^{*1}$ to 5-1/2 × 8-1/2 ▭/▯, 8 × 13 ▭$^{*2}$, 16K ▭/▯, 8K ▭*
*Non-standard-sized paper: Width: 90.0 mm to 311.1 mm (3-9/16 inches to 12-1/4 inches); Length: 139.7 mm to 1,200.0 mm (5-1/2 inches to 47-1/4 inches)*

*$^{*1}$ This is one size larger than A3. 12-1/4 × 18 is equivalent to 311.1 mm × 457.2 mm, and 12 × 18 is equivalent to 304.8 mm × 457.2 mm*

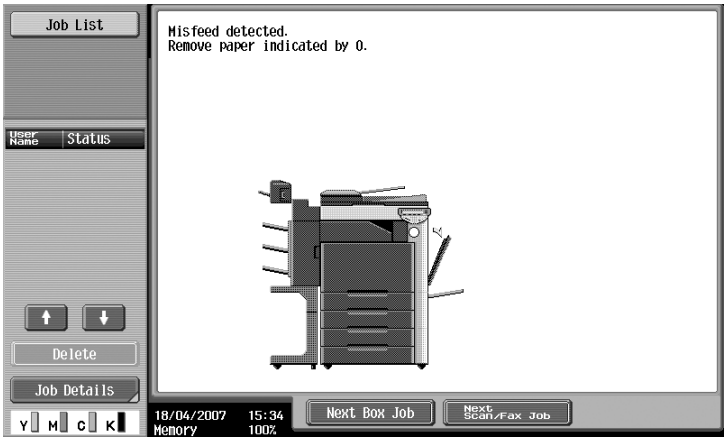
*$^{*2}$ There are five Foolscap sizes: 220 × 330 mm ▭, 8-1/2 × 13 ▭, 8-1/4 × 13 ▭, 8-1/8 × 13-1/4 ▭ and 8 × 13 ▭. Any one of these sizes can be selected. For details, contact your service representative.*

**Note**

*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

## Clearing paper misfeeds

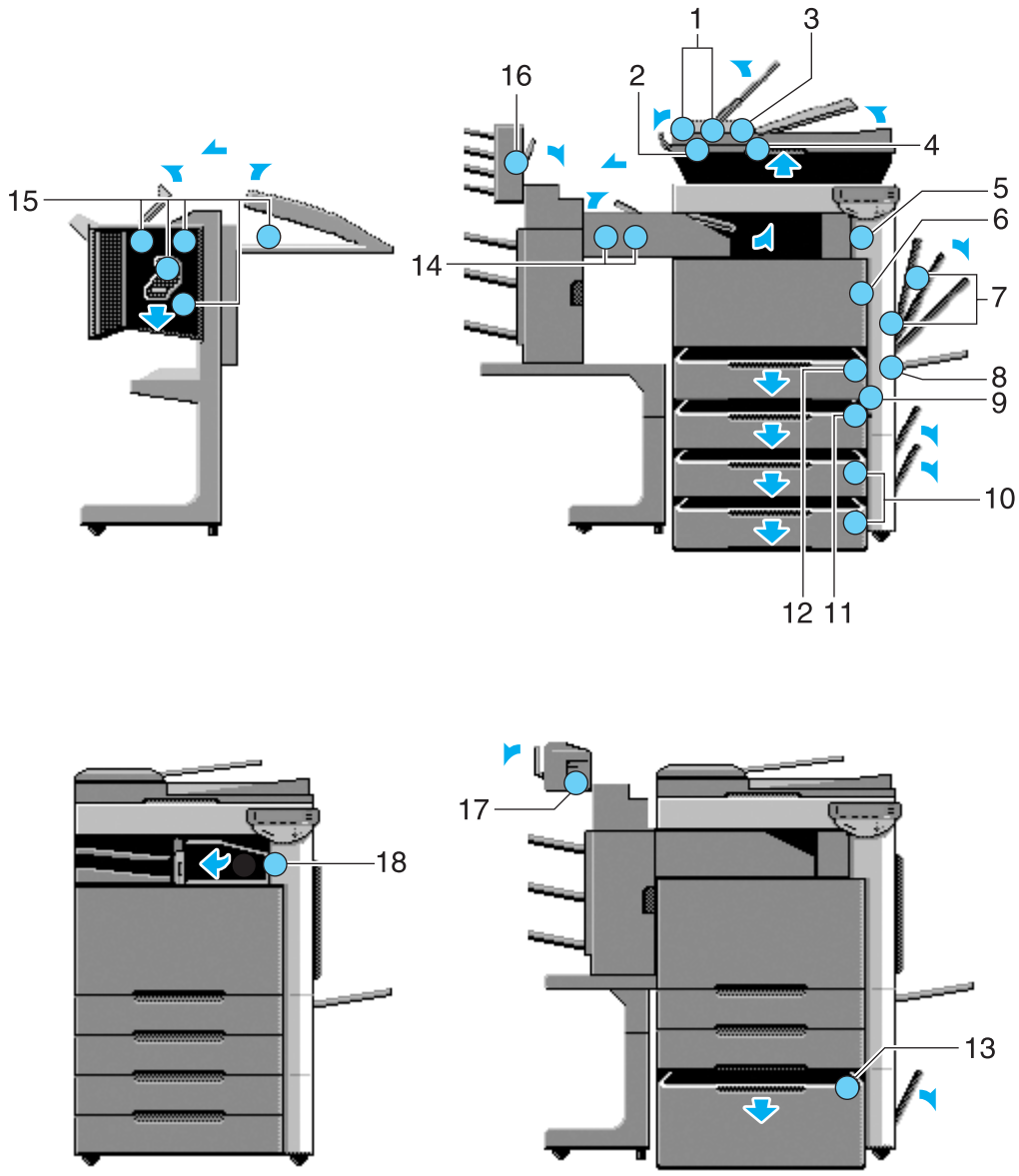
If a paper misfeed occurs, a screen like the one shown below appears with the location of the misfeed indicated. To clear the misfeed, check the location indicated in the screen, and then perform the necessary operation.




A flashing "◯" indicates the location of the paper misfeed.

A lit "◯" indicates areas where paper may have been misfed and that should be checked.

**Paper misfeed locations**




For details on misfeeds 1 through 13, refer to page x-53 of this manual and perform the appropriate operation.

For details on misfeed 14 (finisher FS-519), refer to page x-54 of this manual and perform the appropriate operation.

For details on misfeed 15 (finisher FS-609), refer to page x-55 of this manual and perform the appropriate operation.

For details on misfeed 16 (mailbin), refer to page x-56 of this manual and perform the appropriate operation.

For details on misfeed 17 (saddle stitcher), refer to page x-56of this manual and perform the appropriate operation.

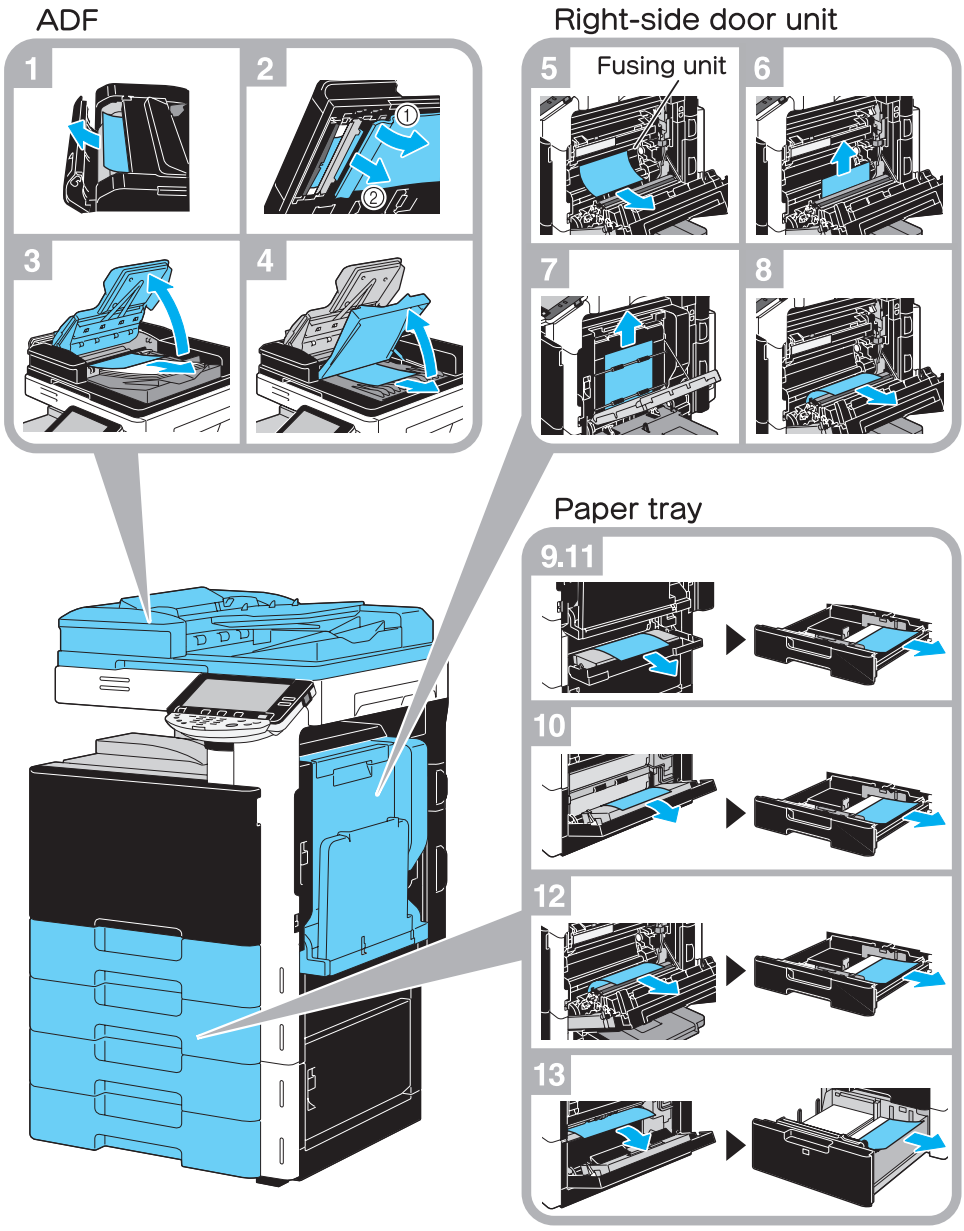
For details on misfeed 18 (separator), refer to page x-58 of this manual and perform the appropriate operation.

**Note**

*For details on the procedures for clearing paper misfeeds, refer to chapter 4, "Troubleshooting", of the User's Guide [Copy Operations].*

### Clearing paper misfeeds (main unit)

The following procedure describes how to clear paper misfeeds that have occurred in the ADF, upper right-side door or paper tray.




## ⚠ CAUTION

**The area around the fusing unit is extremely hot.**

➔ Touching anything other than the indicated levers and dials may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.

## ⚠ CAUTION

**Precautions for toner spills.**

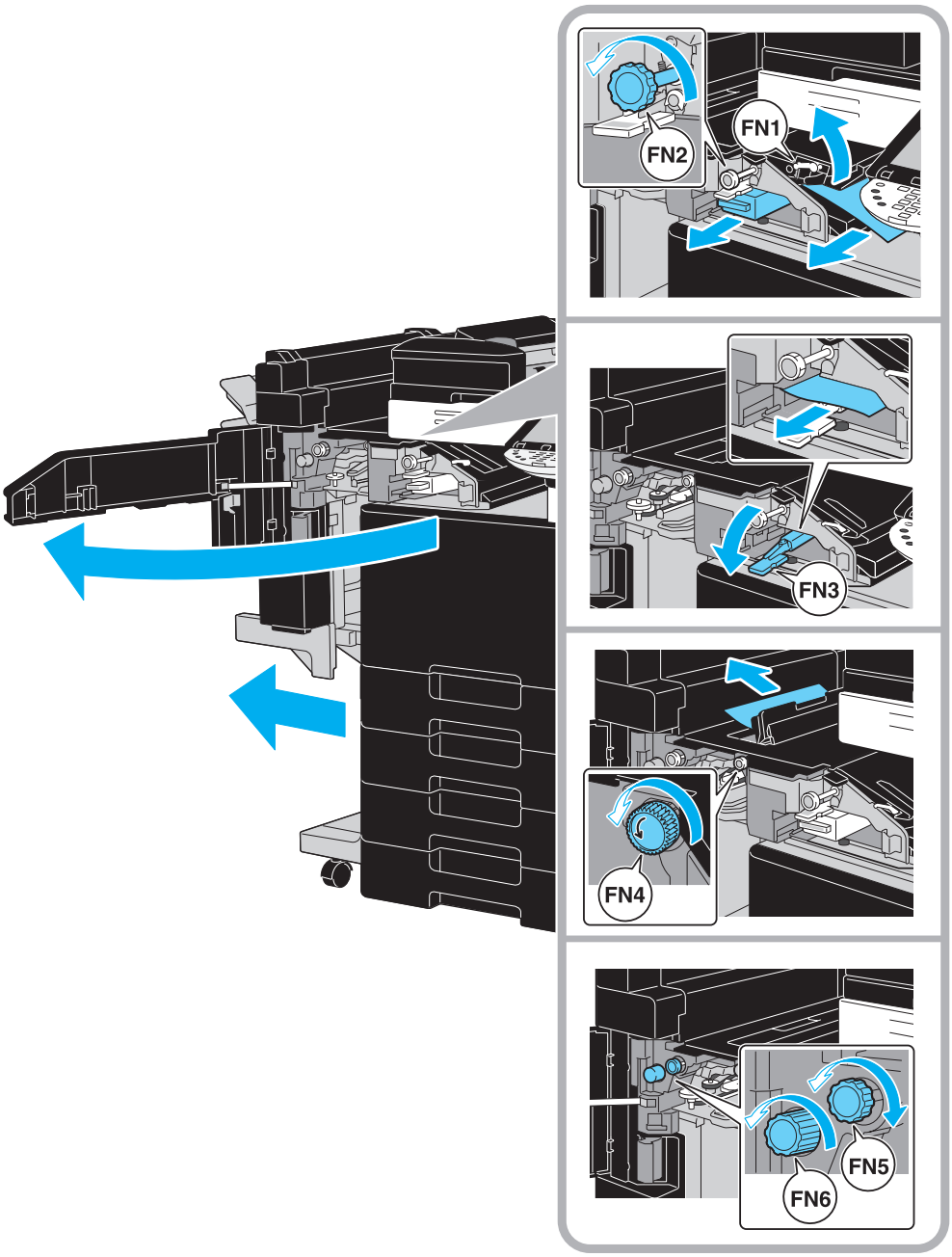
➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

### Clearing paper misfeeds (finisher FS-519)

The following procedure describes how to clear paper misfeeds that have occurred in the finisher FS-519.



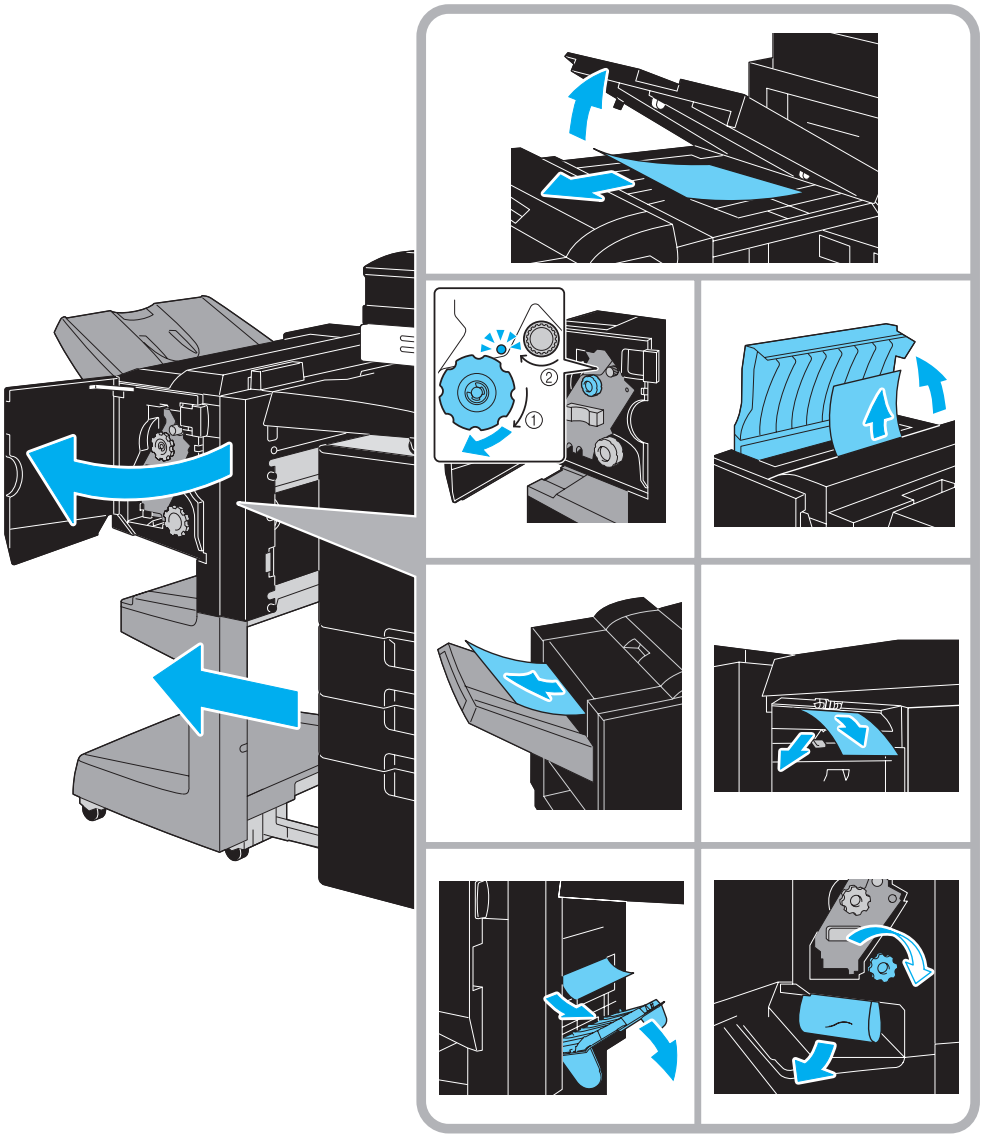

...

**Reminder**

*When moving the finisher, do not grab the handle on the front door, the control panel, the mailbins, or the saddle stitcher.*

### Clearing paper misfeeds (finisher FS-609)

The following procedure describes how to clear paper misfeeds that have occurred in the finisher FS-609.



...

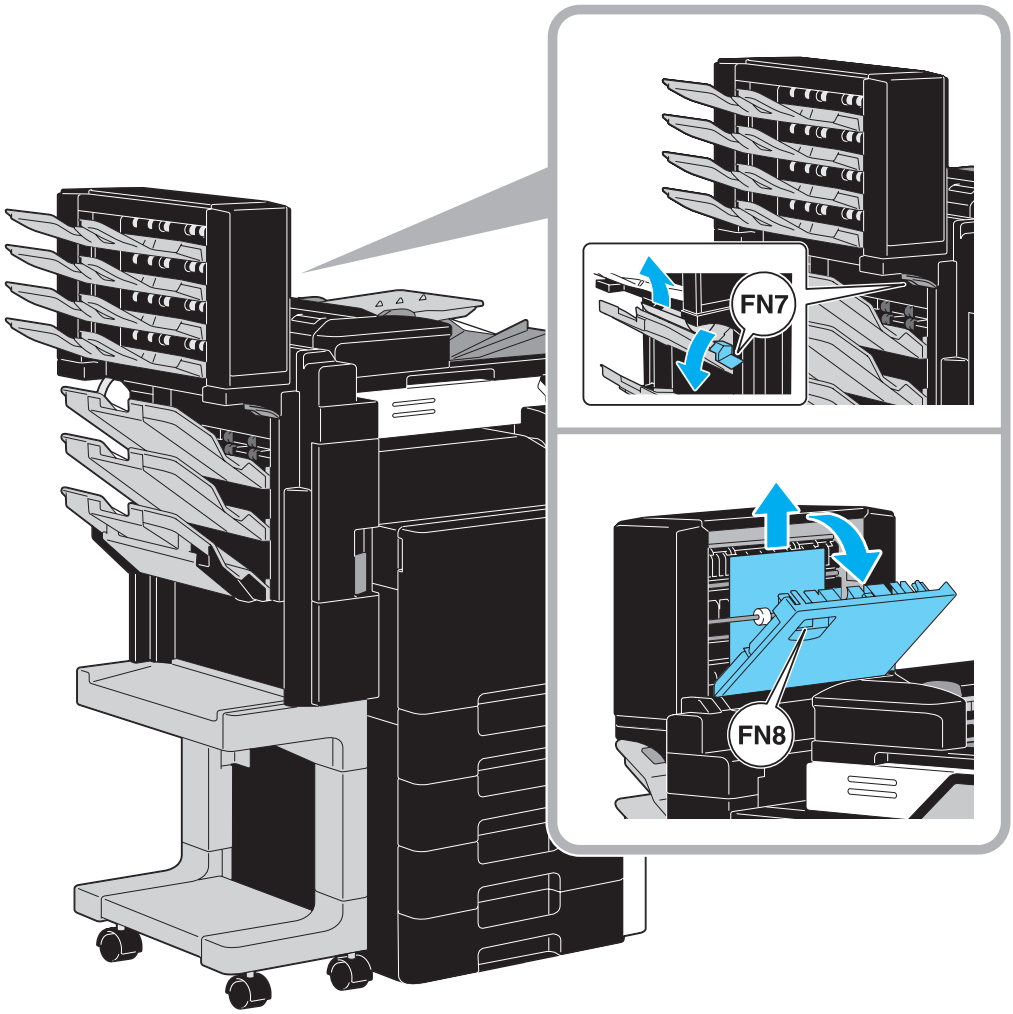
**Reminder**

*When moving the finisher, do not grab the handle on the front door, the control panel, the mailbins, or the saddle stitcher.*

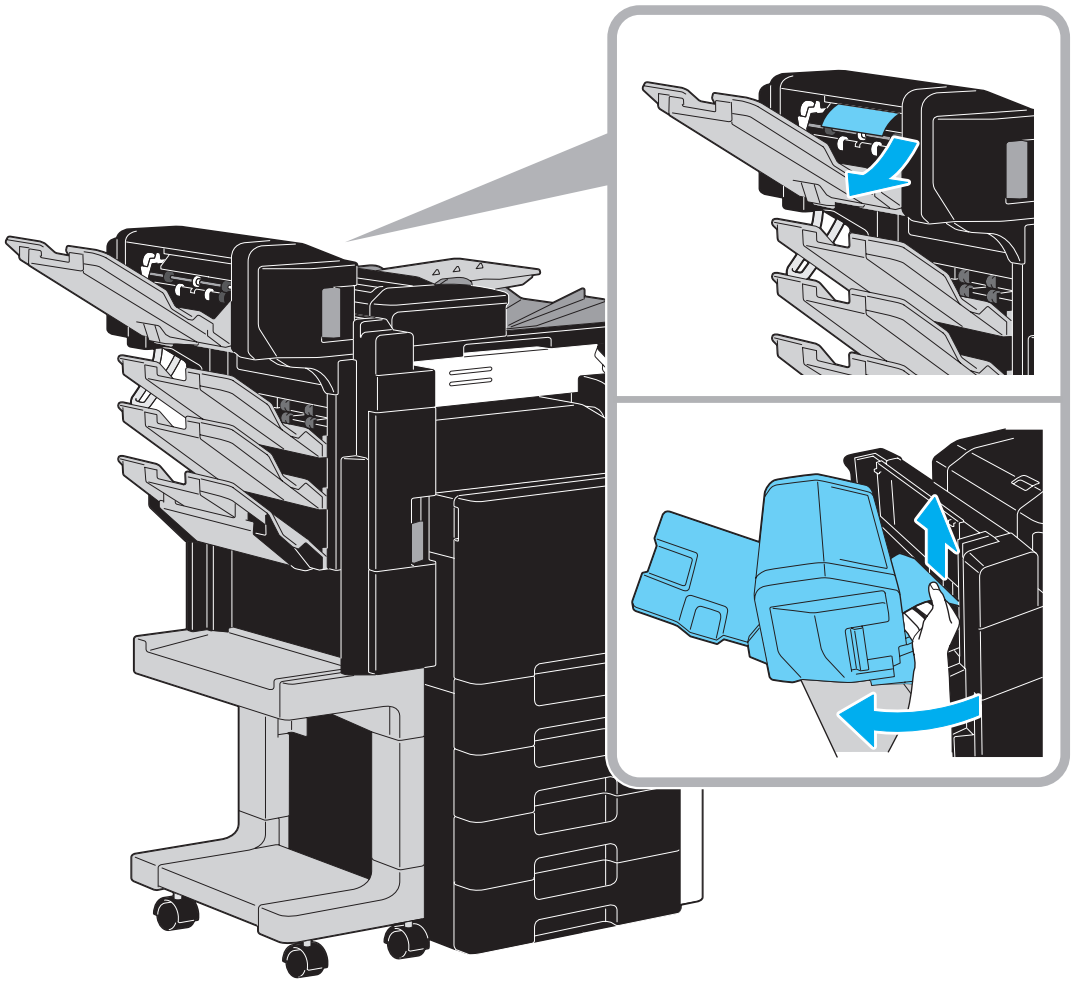
### Clearing paper misfeeds (mailbin/saddle stitcher)

The following procedure describes how to clear paper misfeeds that have occurred in the mailbin or saddle stitcher.

***When using the mailbin***

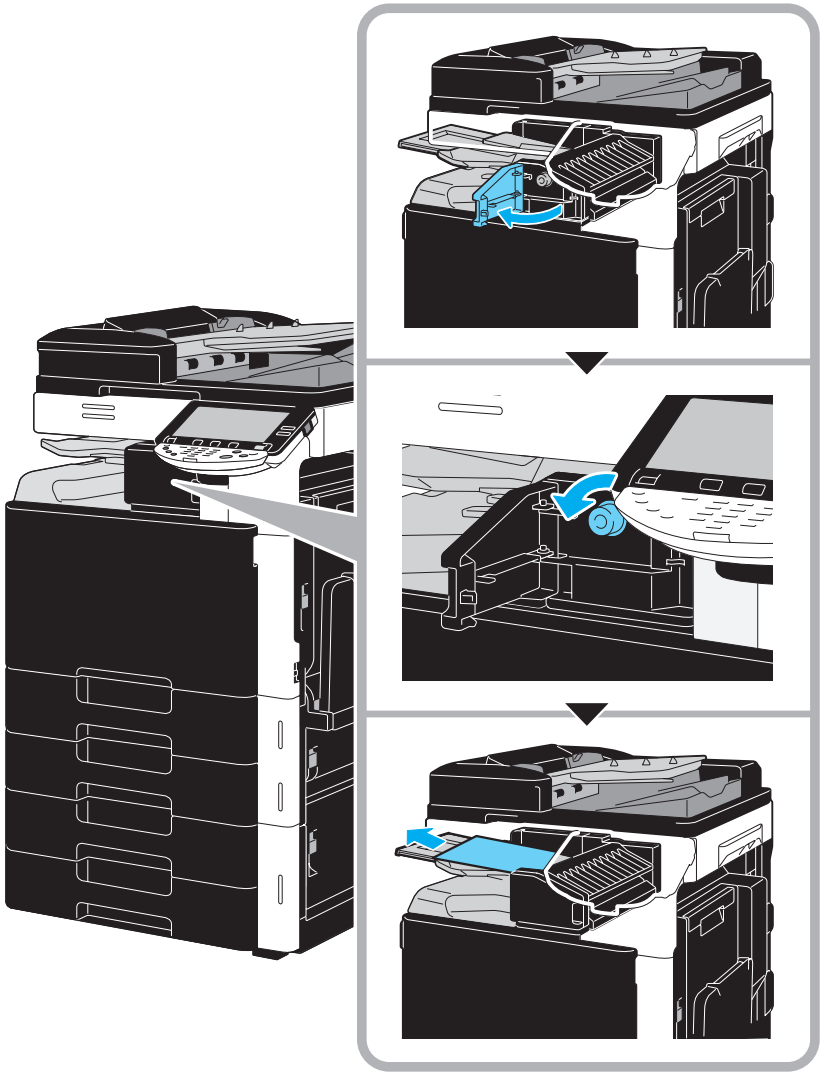


***When using the saddle stitcher***



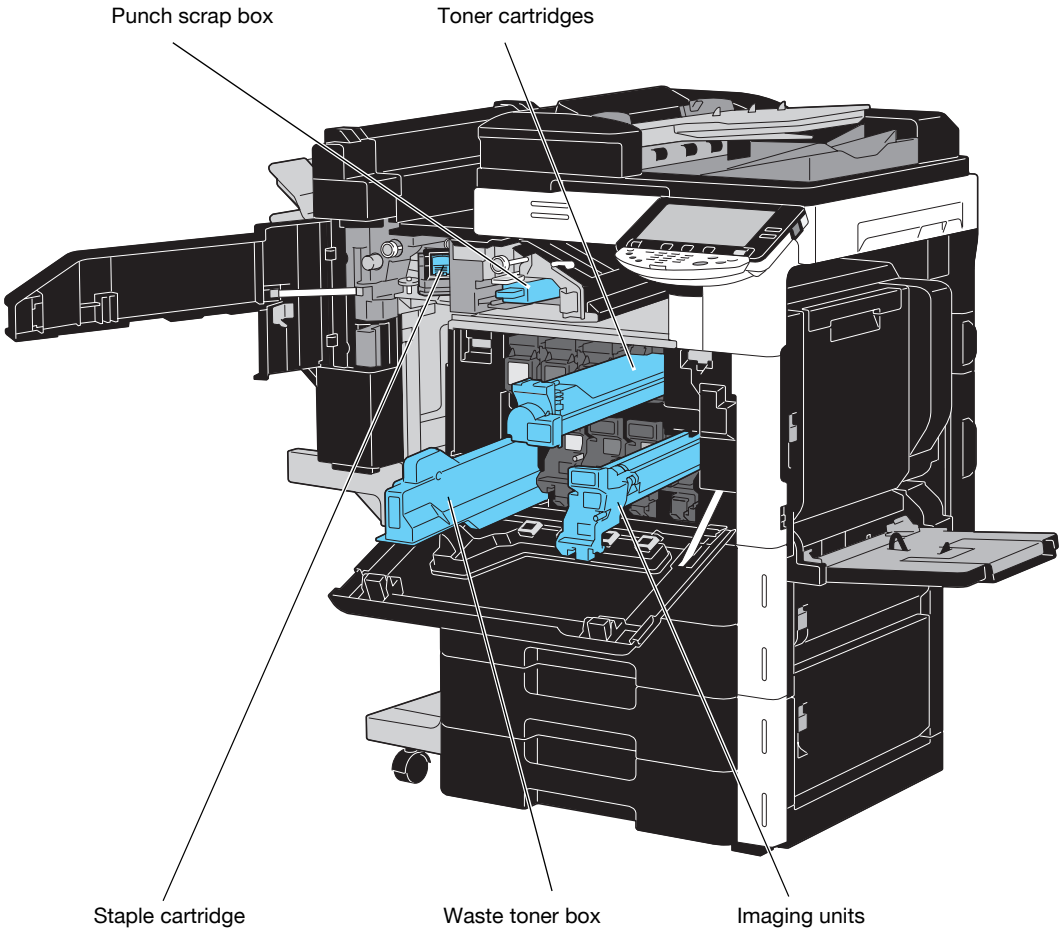
### Clearing paper misfeeds (separator)

The following procedure describes how to clear paper misfeeds that have occurred in the separator.



## Replacing consumables

When it is time to replace consumables, for example, when the toner cartridge is empty or the waste toner box is full, a message appears, indicating the part that should be replaced. When the message appears, follow the corresponding procedure to replace the part.




**Note**

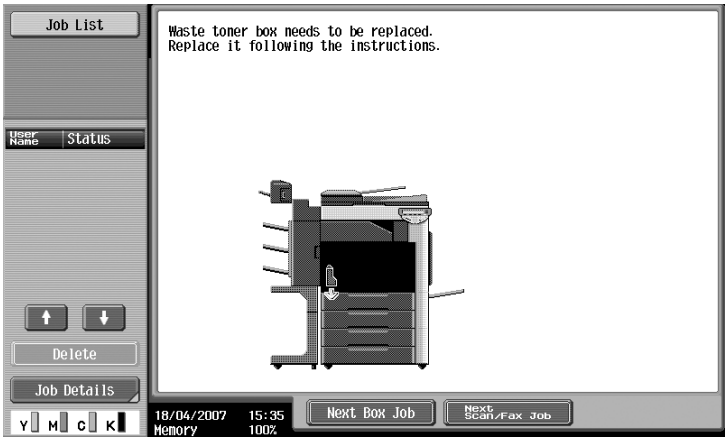
*For details, refer to chapter 8, "Replacing toner cartridges and staple cartridges and emptying punch scrap box" of the User's Guide [Copy Operations].*

When the toner is about to run out, the following message appears (If it is replaceable by the user.).

**Detail**

*For details on the replacement procedure, refer to page x-62 of this manual.*

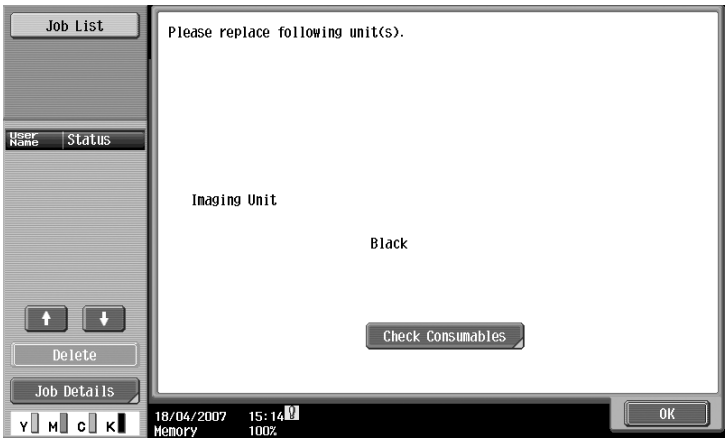
When the waste toner box is full, the following message appears (If it is replaceable by the user).




**Detail**

*For details on the replacement procedure, refer to page x-63 of this manual.*

When it is time to replace an imaging unit, the following message appears (If it is replaceable by the user).




**Detail**

*For details on the replacement procedure, refer to page x-65 of this manual.*

When there are no more staples in the finisher, the following message appears.

**Detail**

*For details on the replacement procedure for the finisher FS-519, refer to page x-66 of this manual.*

*For details on the replacement procedure for the finisher FS-609, refer to page x-67 of this manual.*

*For details on the replacement procedure for the saddle stitcher, refer to page x-68 of this manual.*

When the punch scrap box is full, the following message appears (If it can be emptied by the user).

**Detail**

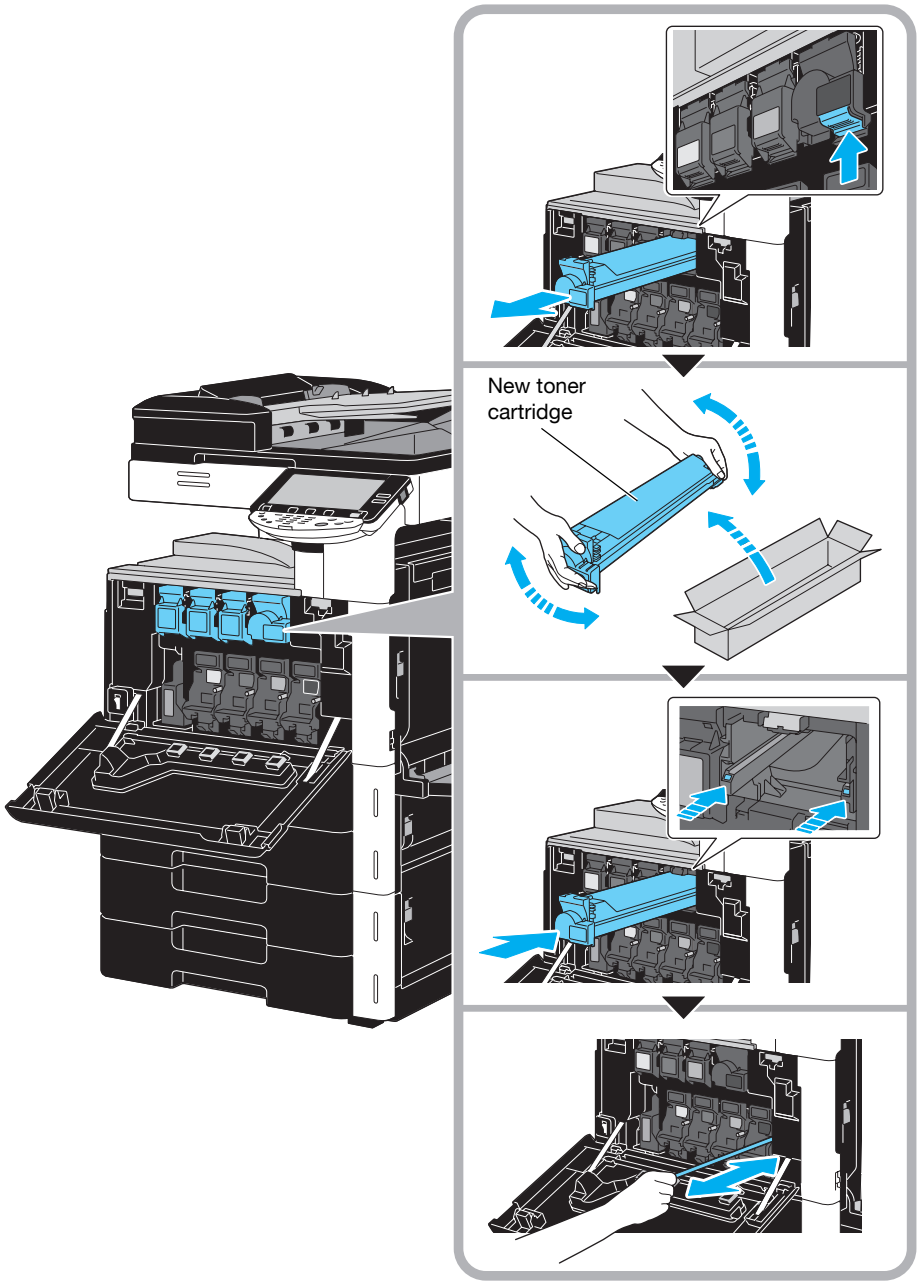
*For details on the emptying procedure for the finisher FS-519, refer to page x-69 of this manual.*

*For details on the emptying procedure for the finisher FS-609, refer to page x-70 of this manual.*

### Replacing the toner cartridge

The following procedure describes how to replace a toner cartridge.

The procedure for replacing the toner cartridge is the same for all toner colors. As an example, the procedure for replacing the black toner cartridge is described.




**Note**

*Before installing the new toner cartridge, shake it up and down five to ten times.*
*Keep used toner cartridges in their plastic bags inside their boxes to be collected by your service representative.*

## ⚠ CAUTION

**Handling toner and toner cartridges**

➔ Do not burn toner or the toner cartridge.

➔ Toner expelled from the fire may cause burns.

## ⚠ CAUTION

**Precautions for toner spills**

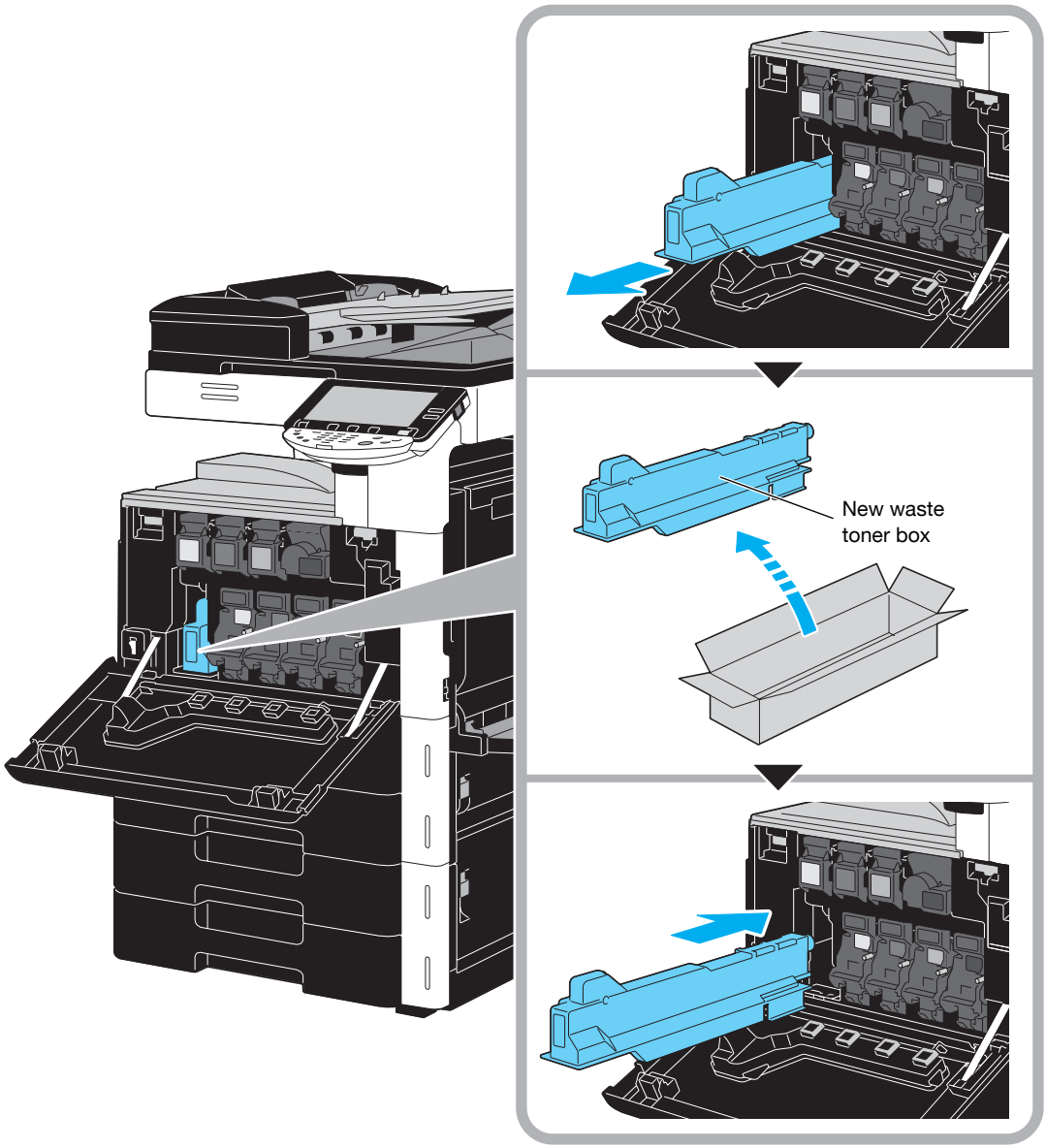
➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

### Replacing the waste toner box

The following procedure describes how to replace the waste toner box.




**Note**

*Keep used waste toner box in the plastic bag inside the box to be collected by your service representative.*

## ⚠ CAUTION

**Handling toner and the toner box**

➔ Do not burn toner or the toner cartridge.

➔ Toner expelled from the fire may cause burns.

## ⚠ CAUTION

**Precautions for toner spills**

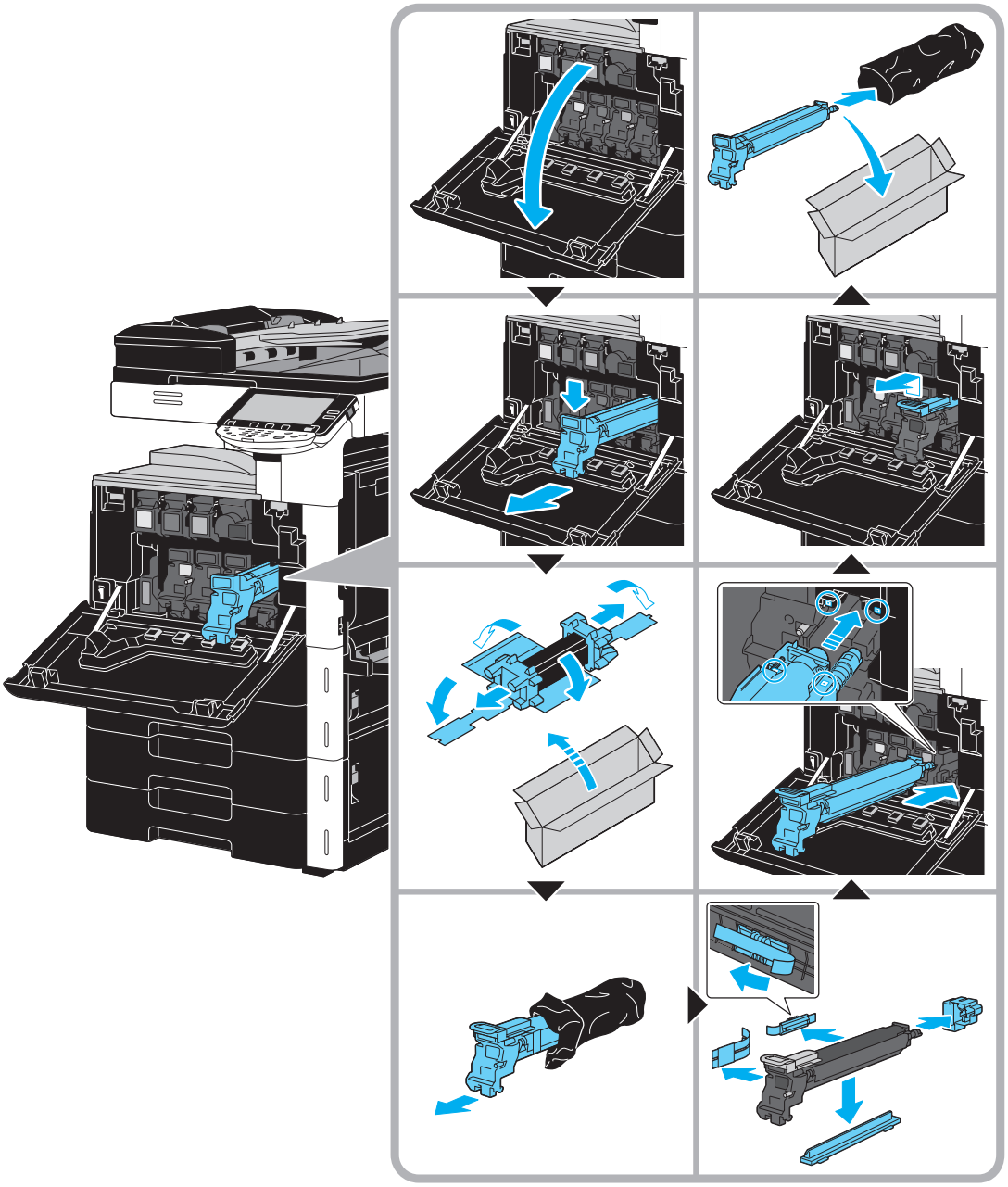
➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.

➔ If your hands become soiled with toner, immediately wash them with soap and water.

➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

### Replacing an imaging unit

The following procedure describes how to replace an imaging unit.



**Note**

*When replacing an imaging unit, tilt the new imaging unit to the left and lightly shake it twice in the direction of the tilt, and then tilt the unit to the right and lightly shake it twice in the direction of the tilt. Keep used imaging units in their black plastic bags inside their boxes to be collected by your service representative.*

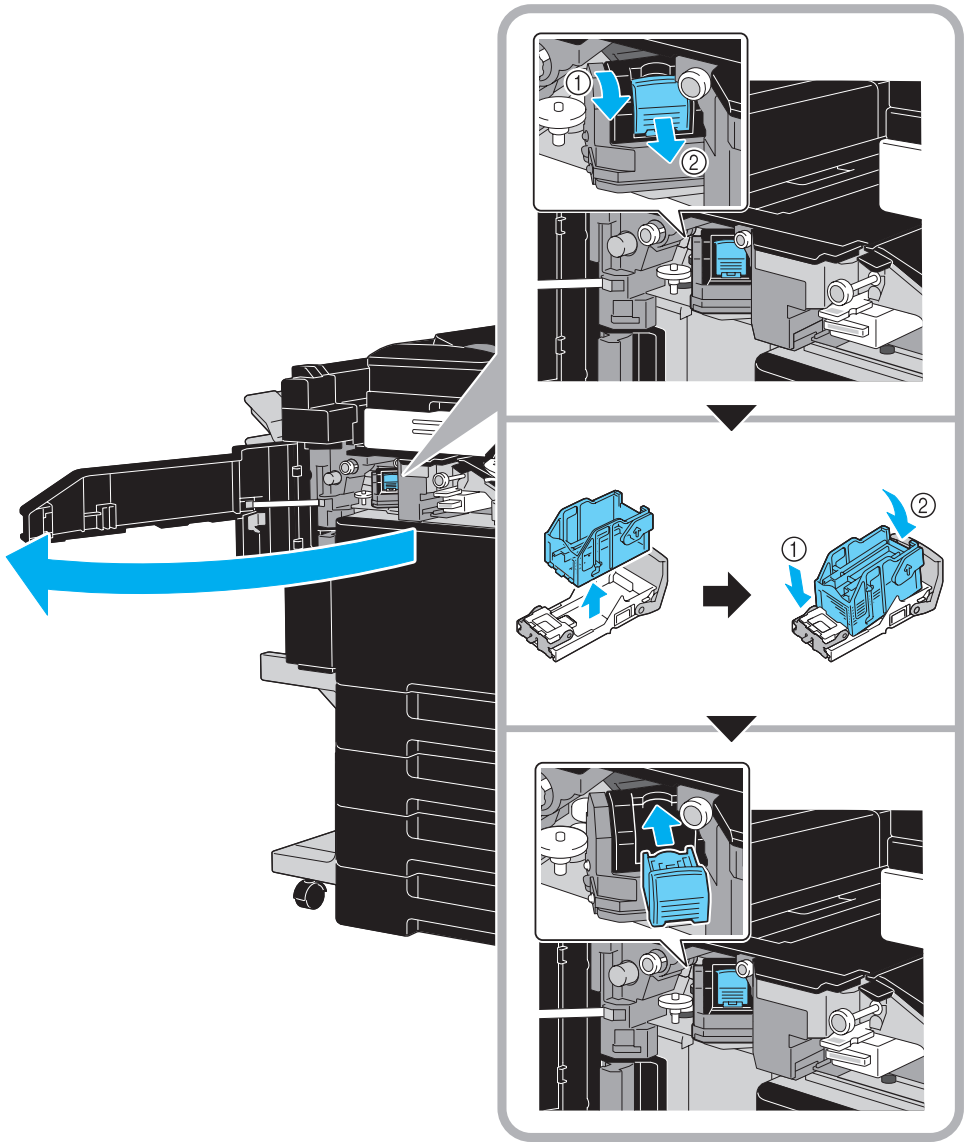
## ⚠ CAUTION

**Precautions for toner spills**

- ➔ Be careful not to spill toner inside the machine or get toner on your clothes or hands.
- ➔ If your hands become soiled with toner, immediately wash them with soap and water.
- ➔ If toner gets in your eyes, immediately flush them with water, and then seek professional medical attention.

### Replacing the staple cartridge (finisher FS-519)

The following procedure describes how to replace the staple cartridge for the finisher FS-519.

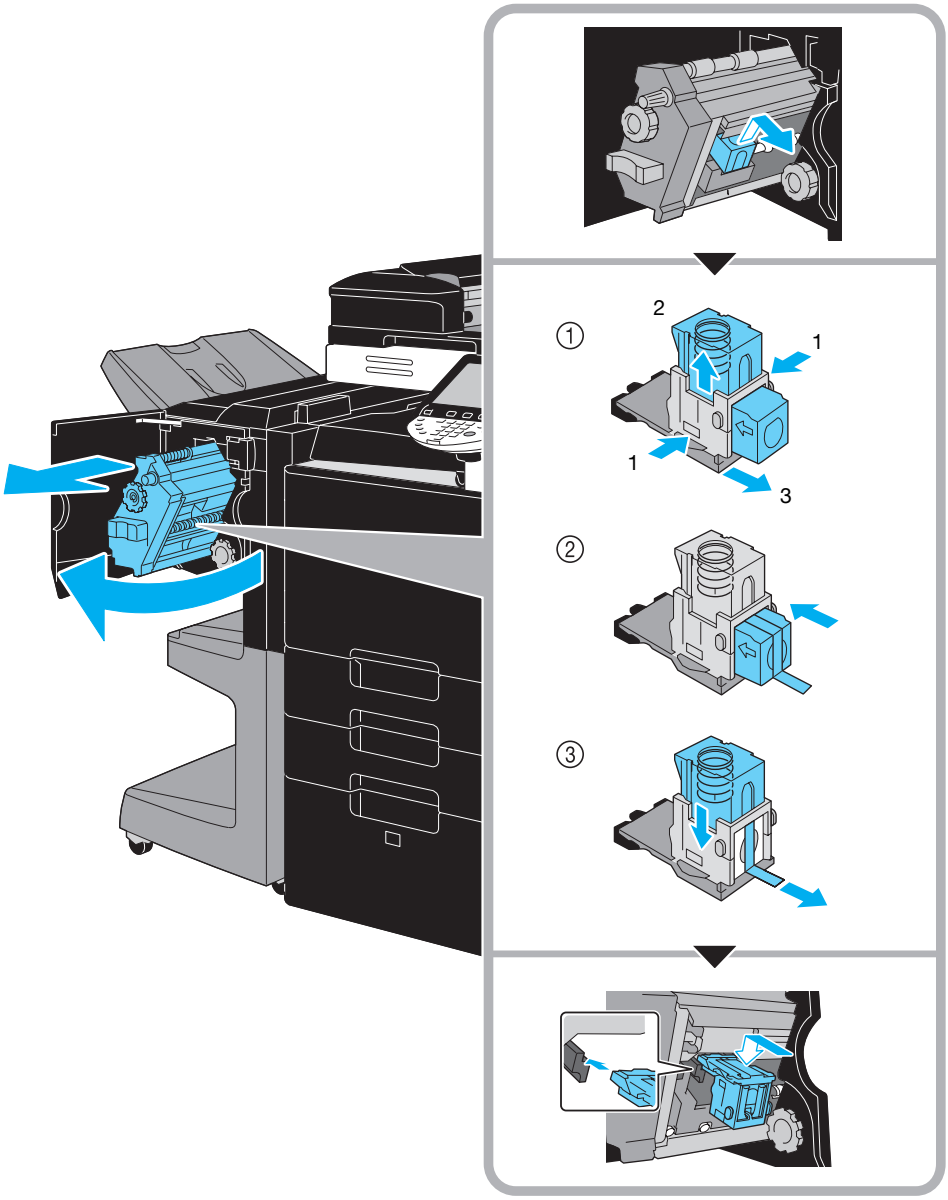



**Note**

*When inserting the staple cartridge holder, be sure to insert it so that it faces the correct direction.*

### Replacing the staple cartridge (finisher FS-609)

The following procedure describes how to replace the staple cartridge for the finisher FS-609.

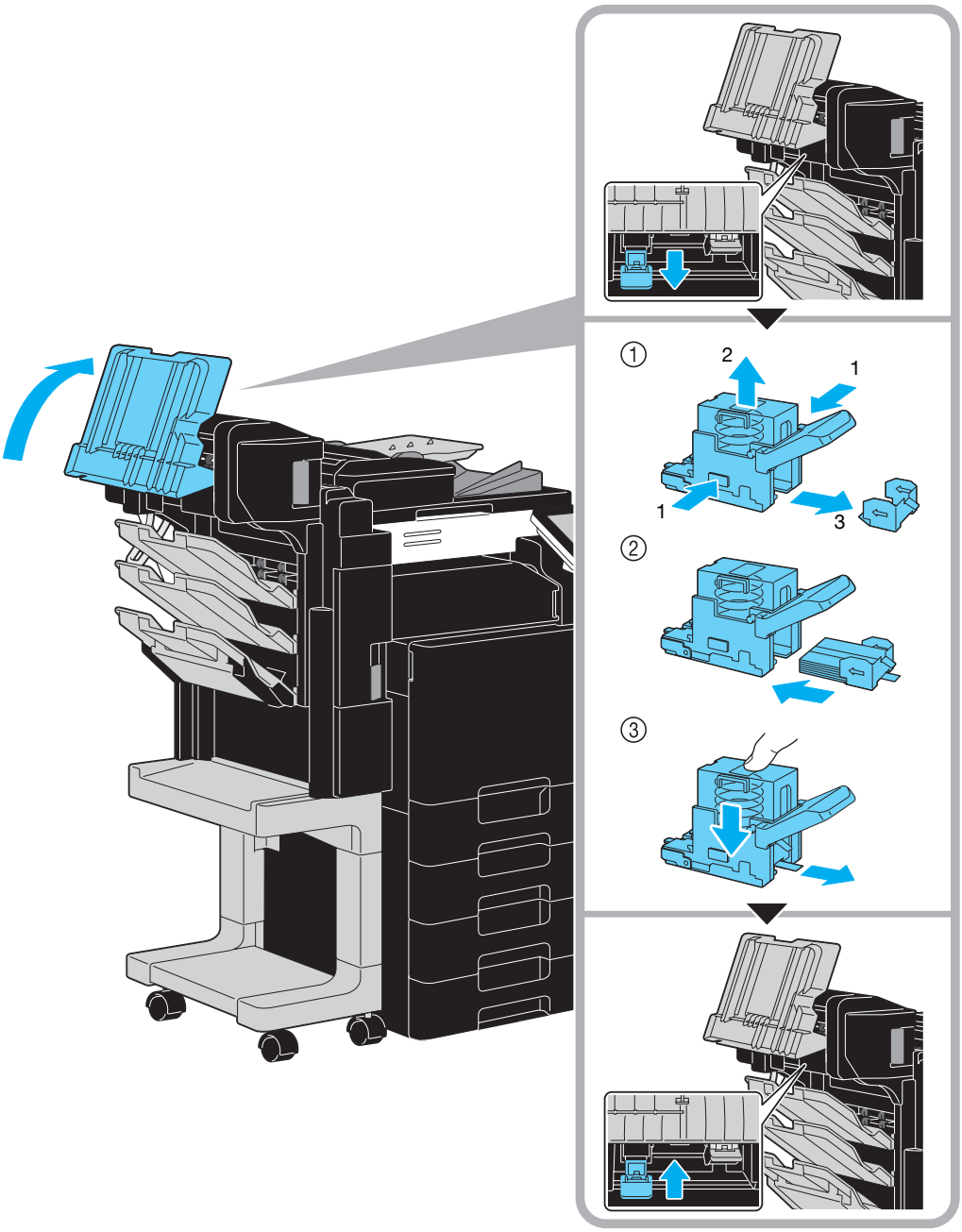



**Note**

*When inserting the staple cartridge holder, be sure to insert it so that it faces the correct direction.*

### Replacing the staple cartridge (saddle stitcher)

The following procedure describes how to replace the staple cartridge for the saddle stitcher.



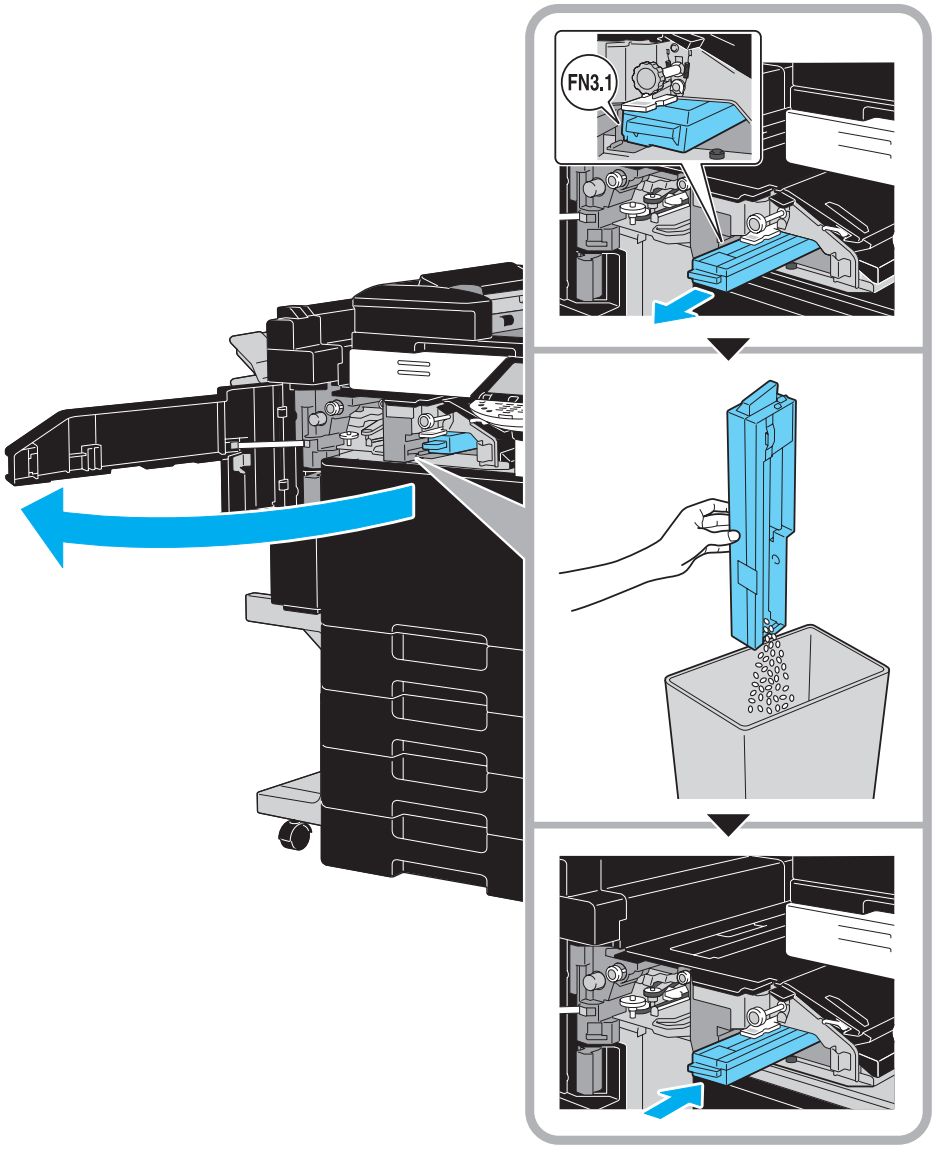

...

**Note**

*When inserting the staple cartridge holder, be sure to insert it so that it faces the correct direction.*

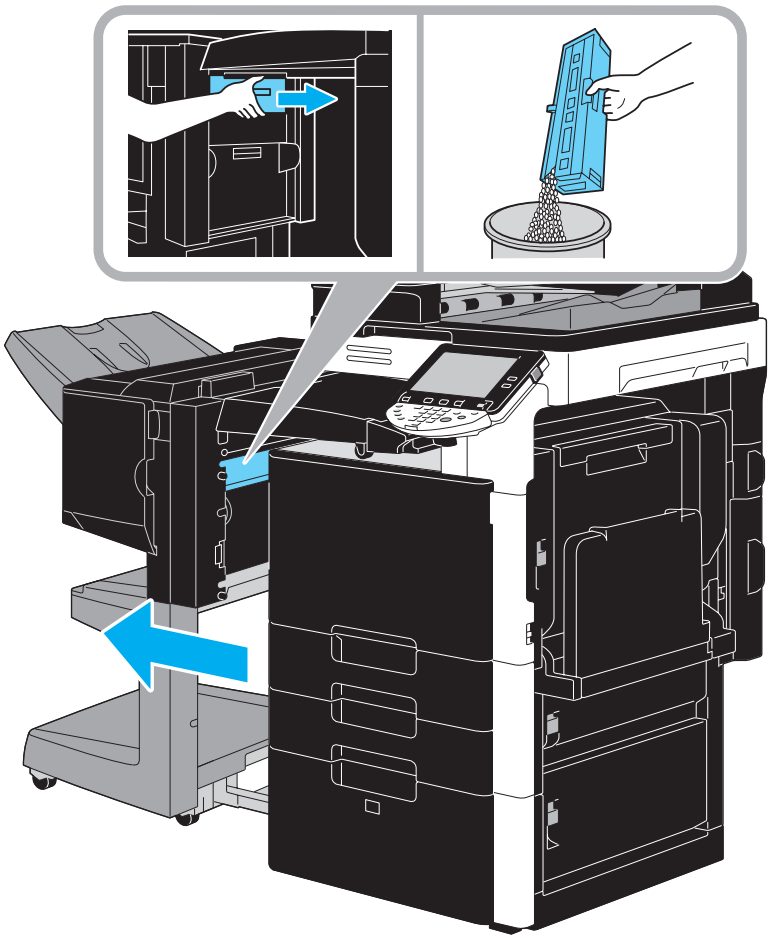
### Emptying the punch scrap box (finisher FS-519)

The following procedure describes how to empty the punch scrap box for the finisher FS-519.



### Emptying the punch scrap box (finisher FS-609)

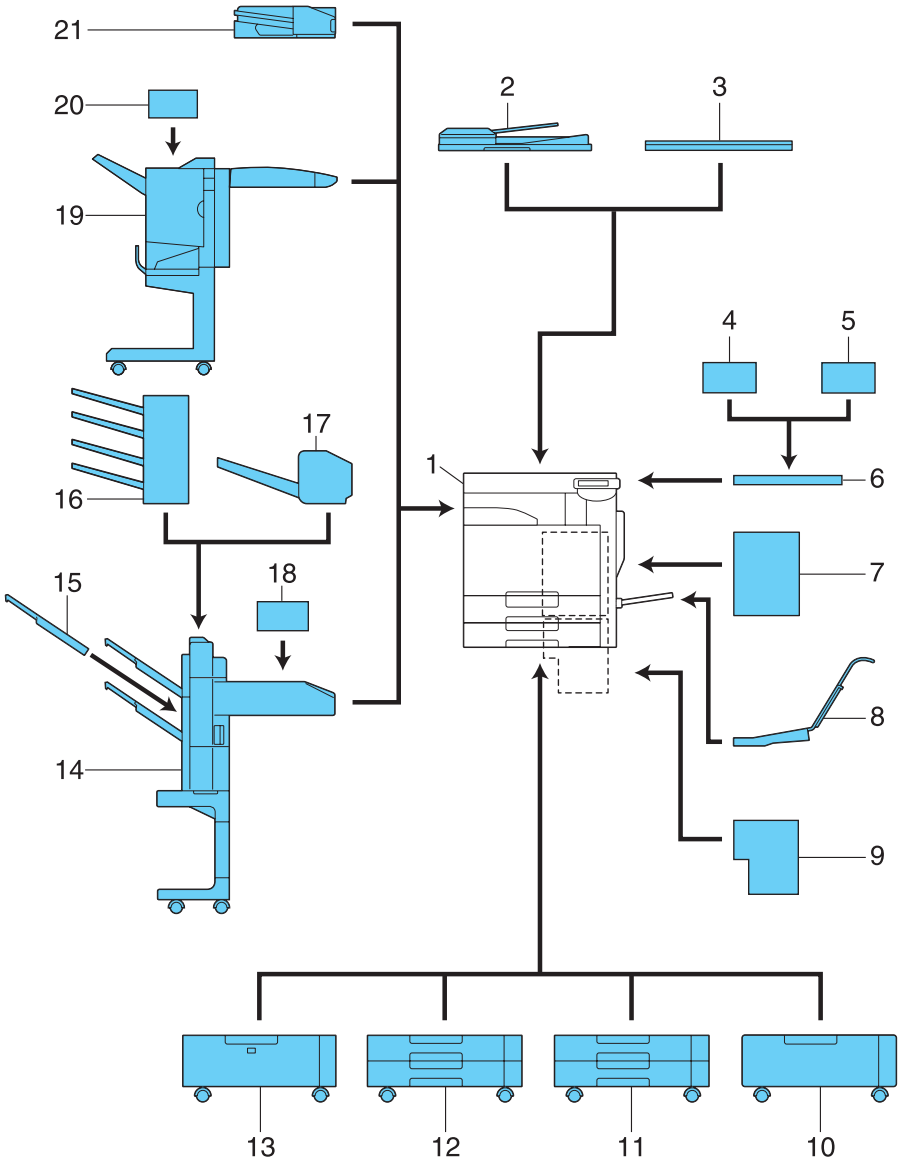
The following procedure describes how to empty the punch scrap box for the finisher FS-609.



## Options

This section describes the configuration of the options installed on this machine.

By adding options, various office needs can be satisfied.




| No. | Part Name | Description |
|---|---|---|
| 1 | Main unit | The original is scanned by the scanner section, and the scanned image is printed by the printer section. |
| 2 | Reverse automatic document feeder DF-611 | Automatically feeds one original sheet at a time for scanning, and automatically turns over double-sided originals for scanning<br>Referred to as the "ADF" throughout the manual. |
| 3 | Original cover OC-507 | Presses down on the loaded original to keep it in place<br>Referred to as the "original cover" throughout the manual. |
| 4 | Authentication unit (biometric type) AU-101 | Performs user authentication by scanning vein patterns in the finger. |
| 5 | Authentication unit (IC card type) AU-201 | Performs user authentication by reading the information registered on IC cards. |
| 6 | Working table WT-502 | Provides an area to temporarily place an original or other materials.<br>This is also used when the authentication unit is installed. |
| 7 | Mount kit MK-711 | Used for installing the fax kit, local interface kit, scan accelerator kit, and optional fax multi line. |
| 8 | Mount kit MK-713 | Used for banner printing. |

| No. | Part Name | Description |
|---|---|---|
| 9 | Image controller IC-409 | The external image controller connecting to bizhub C353/C253.<br>Allows this machine to be used as a color printer configured into a computer network.<br> <br>**Detail**<br>*To install the image controller, any of the desk, LCT, single paper feed cabinet, or double paper feed cabinet must be installed to the machine.* |
| 10 | Desk DK-504 | Allows this machine to be set up on the floor<br>Referred to as the "desk" throughout the manual. |
| 11 | Paper feed cabinet PC-104 | The top tray can be loaded with up to 500 sheets of paper, and the bottom tray can be used as storage.<br>Referred to as the "single paper feed cabinet" throughout the manual. |
| 12 | Paper feed cabinet PC-204 | Both the top and bottom trays can each be loaded with up to 500 sheets of paper.<br>Referred to as the "double paper feed cabinet" throughout the manual. |
| 13 | Paper feed cabinet PC-405 | Can be loaded with up to 2,500 sheets of paper<br>Referred to as the "LCT" throughout the manual. |
| 14 | Finisher FS-519 | Feeds out finished printed pages. The "Sort" setting (separating by copy set), "Group" setting (separating by pages), Staple settings ("Corner" and "2 position"), Center staple setting, and Half-Fold setting are available. |
| 15 | Output tray OT-602 | Installed onto finisher FS-519 to divide printed pages.<br>Referred to as the "additional output tray" throughout the manual. |
| 16 | Mailbin kit MT-502 | Installed onto finisher FS-519 to divide printed pages (only with computer printing) and feed them into the appropriate tray assigned to a specific individual or group. Collects printed pages.<br>Referred to as the "mailbin kit" throughout the manual. |
| 17 | Saddle stitcher SD-505 | Installed onto finisher FS-519 so that copies can be bound or folded at the center.<br>Referred to as the "saddle stitcher" throughout the manual. |
| 18 | Punch kit PK-515 | Installed onto finisher FS-519 to allow hole punching to be used. |
| 19 | Finisher FS-609 | Feeds out finished printed pages. The "Sort" setting (separating by copy set), "Group" setting (separating by pages), Staple settings ("Corner" and "2 position"), and Center Staple & Fold setting are available.<br> <br>**Detail**<br>*To install the finisher, any of the desk, LCT, single paper feed cabinet, or double paper feed cabinet must be installed to the machine.* |
| 20 | Punch kit PK-501 | Installed onto finisher FS-609 to allow hole punching to be used. |
| 21 | Job separator JS-505 | Installed onto the output tray to divide printed pages.<br>Referred to as the "separator" throughout the manual. |
| 22 | Local interface kit EK-603*1 | Used for connecting the authentication unit (biometric type), the authentication unit (IC card type), and external memory (USB memory). |
| 23 | Fax kit FK-502*1 | Allows this machine to be used as a fax machine. |
| 24 | Scan accelerator kit SA-501*1 | Creates images at high speed when sending scans. |
| 25 | Fax multi line ML-501*1 | Installed to increase the telephone lines available for faxing. |
| 26 | Video interface kit VI-504*2 | Necessary for connecting the image controller to bizhub C353/C253. |
| 27 | Stamp unit SP-501*2 | Applies a stamp to originals that have been scanned. |
| 28 | Security kit SC-503*2 | Installed to encode the entire data saved on the hard disk. Even if an unexpected accident such as hard disk theft occurs, encoded data in the hard disk is protected against disclosure. |
| 29 | Assist handle AH-101*3 | Used when closing the original cover or ADF. |
| 30 | i-Option LK-101*3 | Allows the Web Browser and Image Panel functions to be used from the control panel. |
| 31 | i-Option LK-102*3 | Allows PDF encryption, digital signatures and properties to be specified when transmitting PDF documents with Scan mode or User Box mode operations. |

| No. | Part Name | Description |
|---|---|---|
| 32 | i-Option LK-103*3 | Functions for both the i-Option LK-101 and i-Option LK-102 are available.<br>**Detail**<br>*This option may not be available depending on the sales area. For details, contact your service representative.* |
| 33 | Upgrade kit UK-201*3 | Required in order to use i-Option LK-101, i-Option LK-102 or i-Option LK-103. |

*1 Parts marked with an asterisk are to be installed to the mount kit, and therefore are not shown in the illustration.

*2 Parts marked with an asterisk are internal options and therefore are not shown in the illustration.

*3 Parts marked with an asterisk are not shown in the illustration.

**Note**
*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

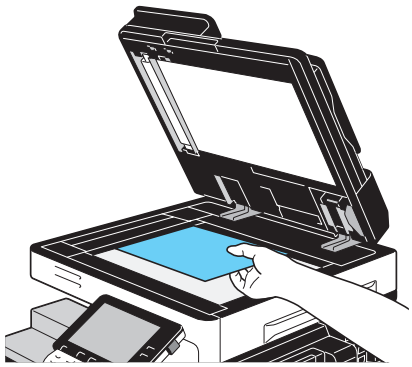
# 1 Basic operations

# 1 Basic operations

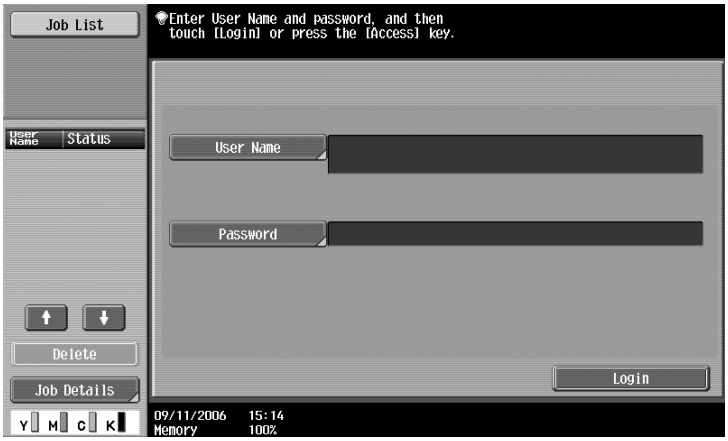
## 1.1 Basic copy operation

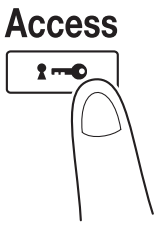
This section contains information on the general operation for copying.

1 Position the original to be copied.



– If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key. For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].

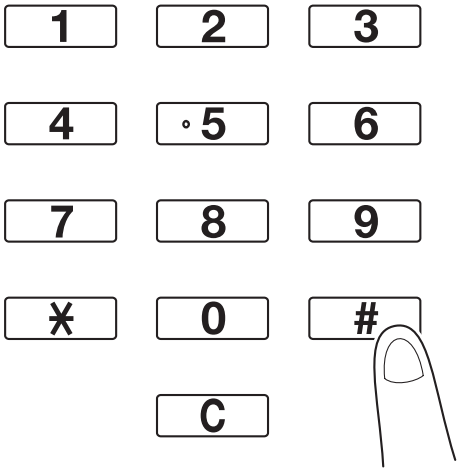


**2** Select the Basic screen settings.

- Color: Select whether the original will be copied in color or in black and white. As a factory default, "Auto Color", is selected.
- Paper: Select the paper tray that is to be used. As a factory default, "Auto" is selected.
- Zoom: For enlarged/reduced copying, change the zoom ratio. As a factory default, "100%" (Full Size) is selected.
- Duplex/Combine: Change the setting when copying double-sided originals or making double-sided copies of single-sided originals. In addition, multiple original pages can be combined into a single printed page. As a factory default, "1-sided>1-sided" is selected.
- Finishing: The printed pages can be sorted by pages or by copies. In addition, the pages can be stapled or holes can be punched in them.
- Separate Scan: Select this setting to scan a original in different batches. An original scanned in different batches can be treated as a single copy job.
- Auto Rotate OFF: Select this setting to print copies with the image not rotated to fit the orientation of the loaded paper.
- For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

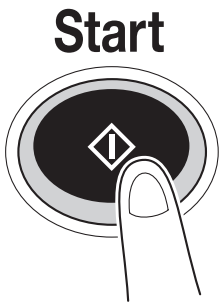
**3** Type in the desired number of copies.




- To change the number of copies, press the [C] (clear) key, and then type in the desired number.

– To use the various copy functions, touch [Application], and then specify the desired settings. For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].

**4** Press the [Start] key.



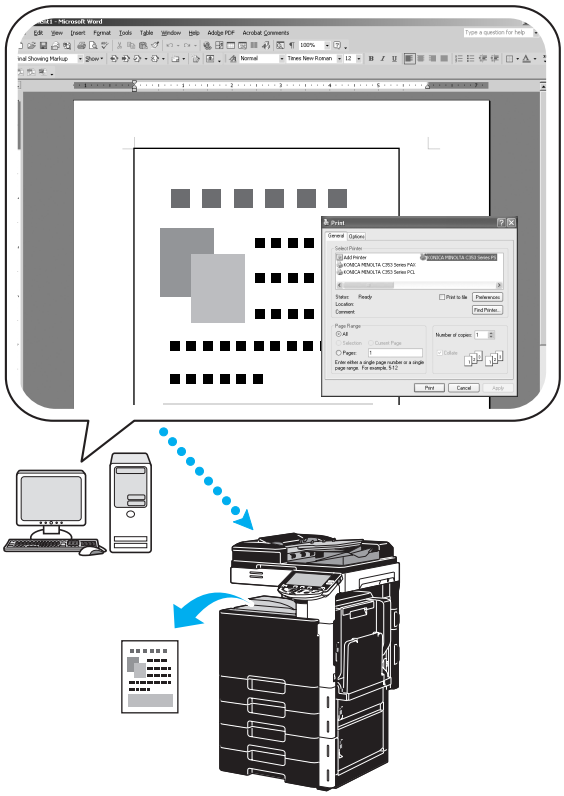

– When scanning more than one page of original using the original glass, place the 2nd page and then press the [Start] key. Repeat this process until all the pages have been scanned.
After the last page has been scanned, touch [Finish], and then press the [Start] key.
– To stop scanning or printing, press the [Stop] key.
– To interrupt the copy job, press the [Interrupt] key.
– To scan the next original while printing (reserve a copy job), position the next original, and then press the [Start] key.
– For details on stopping printing, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].
– For details on interrupting copying, refer to chapter 3, "Additional copy operations", of User's Guide [Copy Operations].

## 1.2 Basic print operation

This section contains information on the general operation for printing.

### Sending print data

Send print data from an application on the computer through the printer driver to this machine.



The following printer drivers can be used with this machine.

***Windows:***

Konica Minolta PCL driver

Konica Minolta PostScript driver

***Macintosh:***

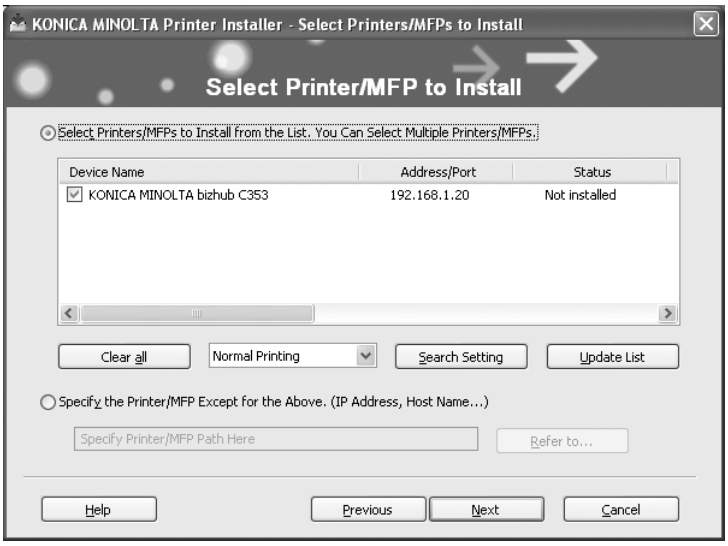
OS X PostScript PPD driver

OS 9 PostScript PPD driver

**Before printing**

In order to print, a printer driver must first be installed on the computer to be used.

The printer driver can easily be installed with the installer on the enclosed CD-ROM. (for Windows)

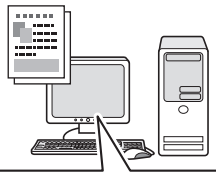



**Detail**

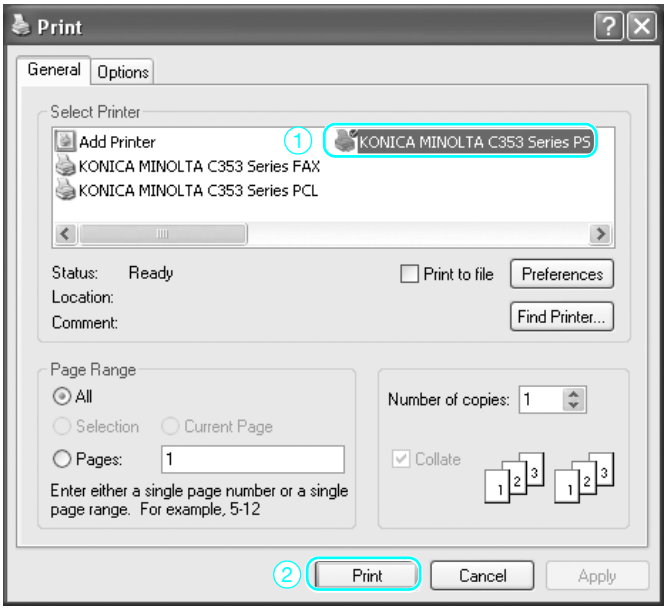
*In order to print, the network settings must first be specified.*
*Network settings should be specified by the administrator.*
*Network settings can also be specified by using PageScope Web Connection.*
*For details, refer to chapter 1, "Setup items by operation", of the User's Guide [Network Administrator].*

### Printing

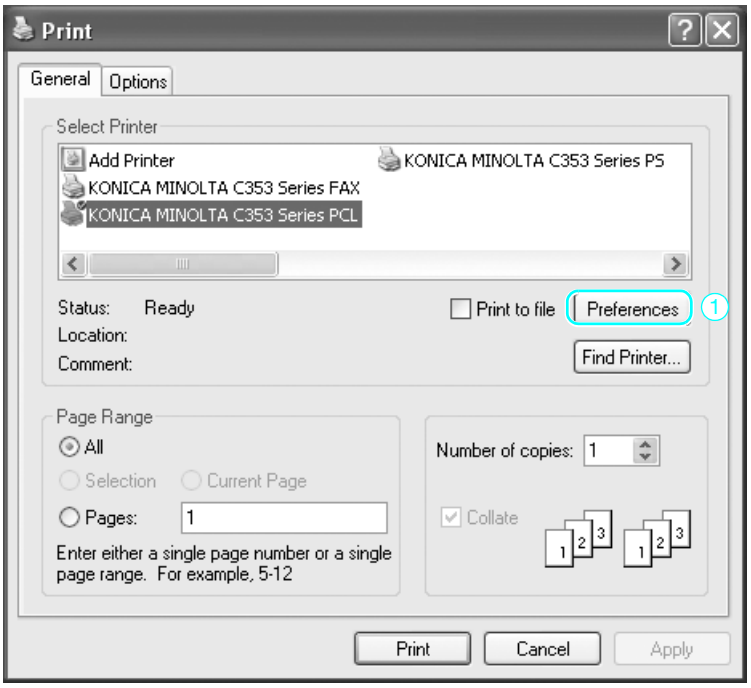
1 Create a document in the application, and then select the print command.

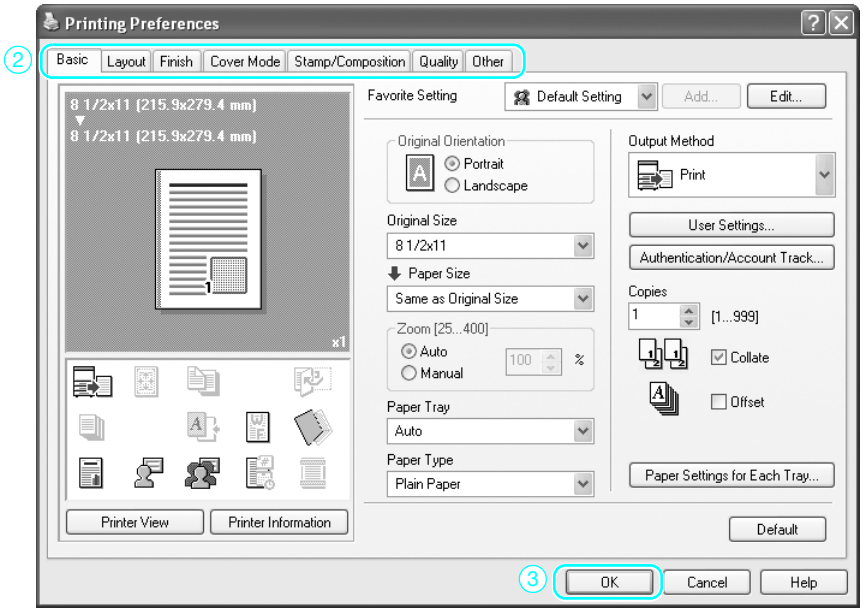


In the Print dialog box, select the printer.

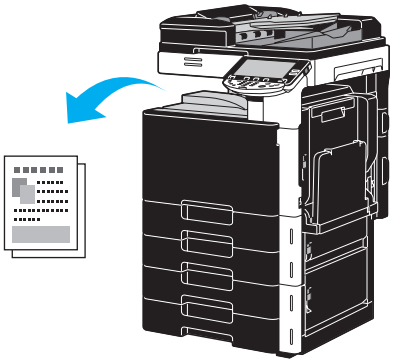


– If necessary, display the printer driver settings dialog box, and then specify the printing settings, such as stapling.

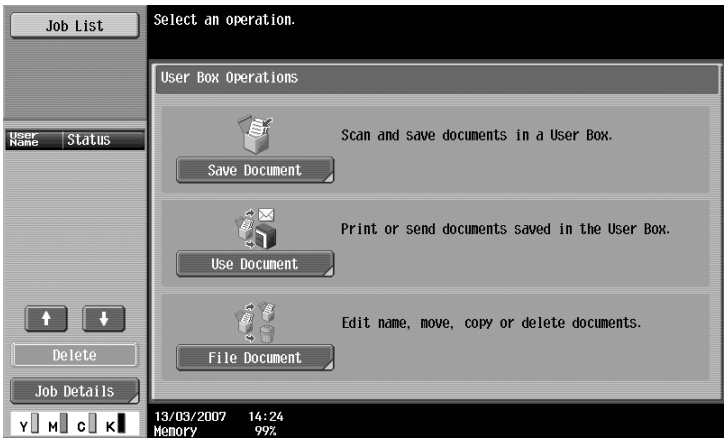


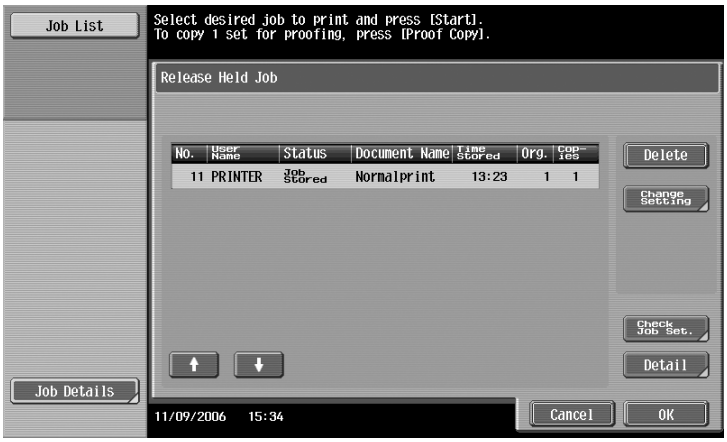



2 The specified pages and number of copies are printed.



– If "Secure Print", "Save in User Box" or "Proof Print" was selected from the "Output Method" down-down list in the printer driver, the document is saved in a user box or in the memory of this machine. Print the document by using the control panel of the machine.

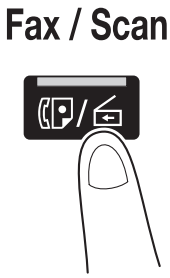


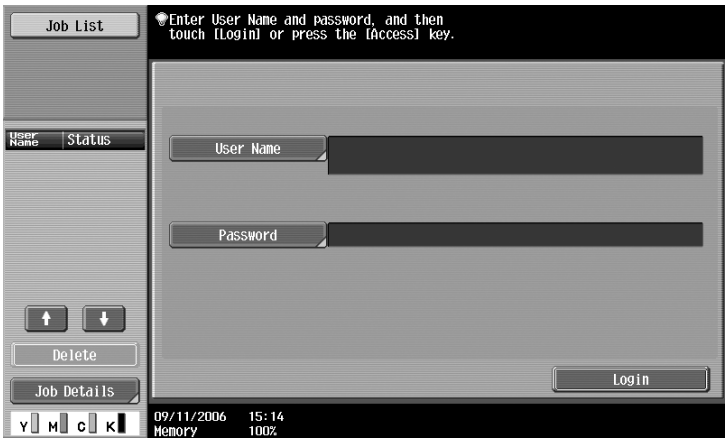
## 1.3 Basic fax operation

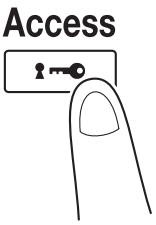
This section contains information on the general operation for faxing.

1 Change the mode.

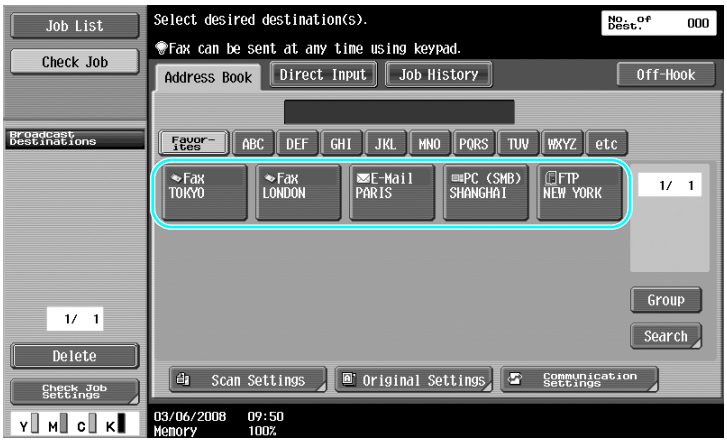



– If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key. For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].

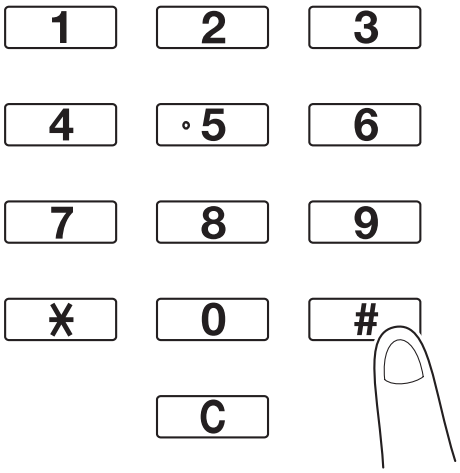


**2** Select the destination.

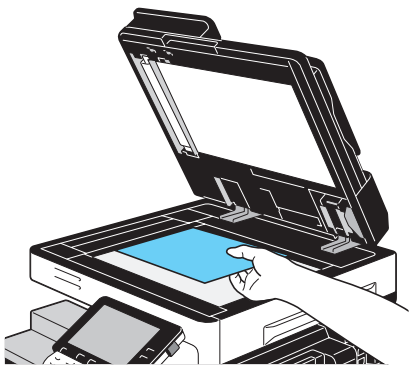



- If fax numbers are already registered, a registered destination can be selected. For details on registering destinations, refer to page 4-2 of this manual.
- When directly entering the fax number, use the keypad to type in the number.




- A document can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a document to multiple destinations, refer to page 4-9 of this manual.
- If necessary, touch [Scan Settings], [Original Settings] or [Comm. Settings], and specify the desired settings. For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].

**3** Position the original to be faxed.

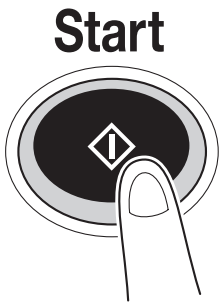


- To send a original that cannot be loaded into the ADF (a thick original or an original on thin paper), position it on the original glass.
- Position the original face up in the ADF with the top edge of the original inserted into the feed slot.

– To check the destinations and the settings specified for the functions, touch [Check Job Settings]. For details, refer to chapter 2, "Control panel/touch panel", of the User's Guide [Network Scan/Fax/Network Fax Operations].

– Press the [Proof Copy] key before pressing the [Start] key to display the preview image of the currently specified settings on the touch panel.

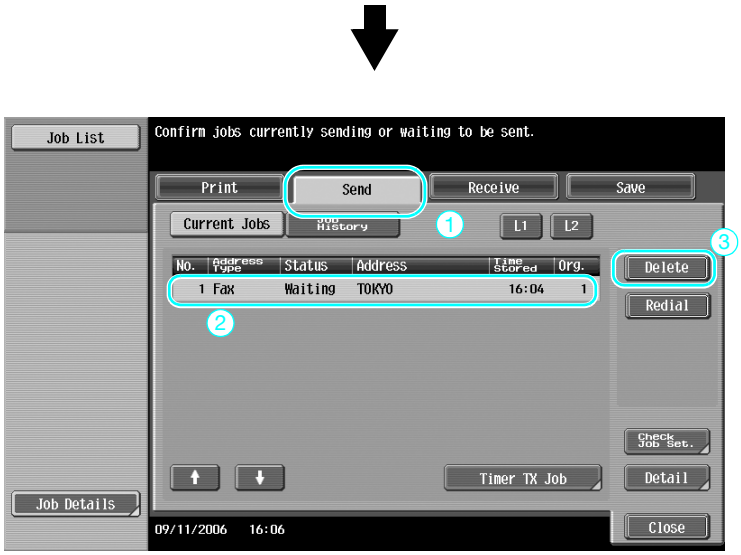
**4** Press the [Start] key.

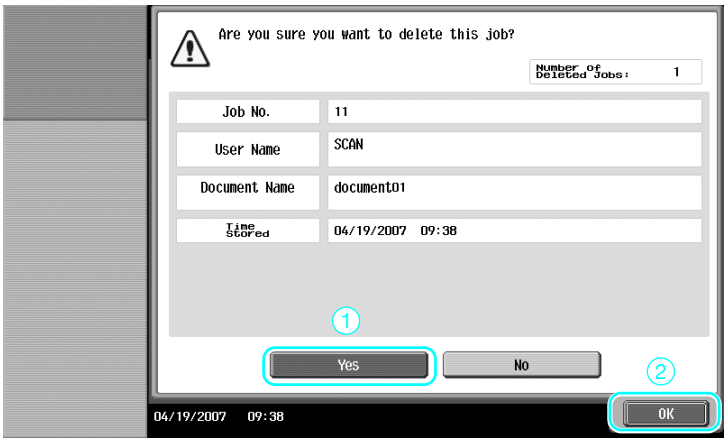



– When scanning more than one page of original using the original glass, place the 2nd page and then press the [Start] key. Repeat this process until all the pages have been scanned.
After the last page has been scanned, touch [Finish], and then press the [Start] key.

**Detail**

*To stop the transmission after the [Start] key was pressed, touch [Job List], then [Job Details], and then delete the job to be stopped. For details, refer to chapter 2, "Control panel/touch panel", of the User's Guide [Network Scan/Fax/Network Fax Operations].*


Job List
Confirm jobs currently sending or waiting to be sent.
Print
Send
Receive
Save
Current Jobs
Job History
L1
L2
No.
Address Type
Status
Address
Time Stored
Org.
1 Fax
Waiting
TOKYO
16:04
1
Delete
Redial
Check Job Set.
Timer TX Job
Detail
Job Details
09/11/2006 16:06
Close
1
2
3


Are you sure you want to delete this job?
Number of Deleted Jobs: 1
Job No.
11
User Name
SCAN
Document Name
document01
Time Stored
04/19/2007 09:38
Yes
No
04/19/2007 09:38
OK
1
2

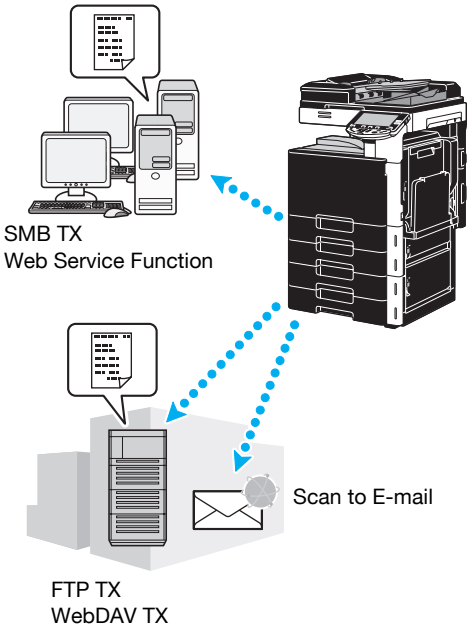
## 1.4 Basic scan operation

This section contains information on the general operation for sending scan data.

**Scan data transmissions**

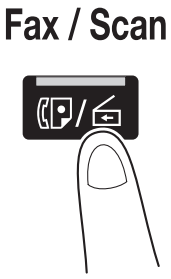
An original scanned with this machine can be sent as a data file. There are transmission methods.

- Scan to E-mail: The scan data is sent as an attachment to an e-mail message.
- FTP TX: The scan data is sent to an FTP server.
- SMB TX: The scan data is sent to a shared folder on a computer on the network.
- WebDAV TX: The scan data is sent to the WebDAV server.
- Web Service Function: It is possible to issue a scan command from a computer on the network or to perform scanning according to the purpose from the machine and to send the scanned data to the computer. It is available for using Windows Vista. If optional image controller IC-409 has been installed this function is not available.

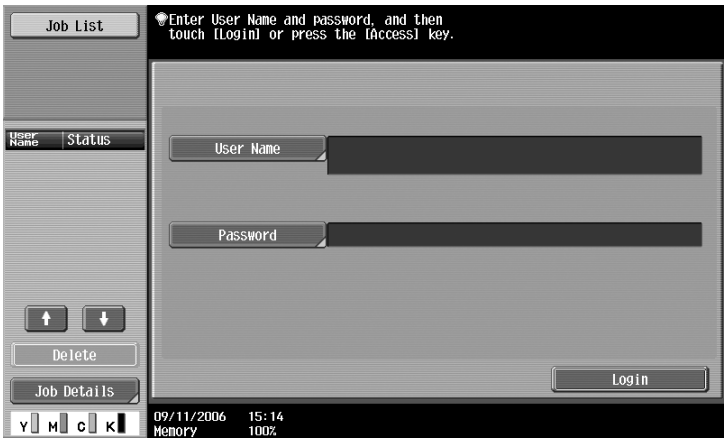


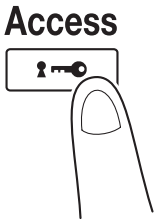

Data stored in the user box of this machine can also be sent.

1 Change the mode.

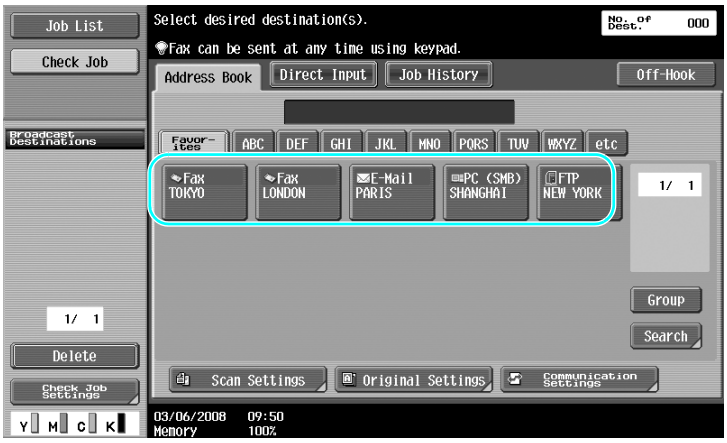


– If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key. For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].



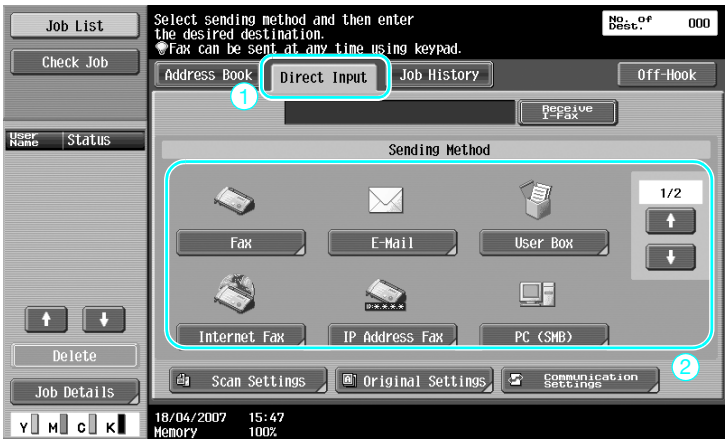




**2** Select the destination.



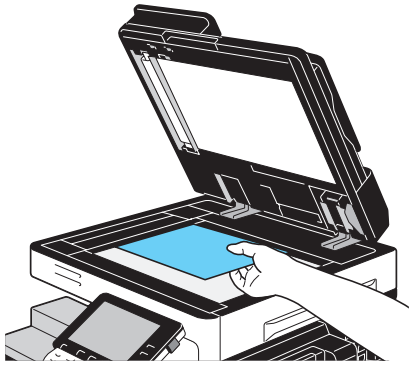

– If destinations are already registered, a registered destination can be selected. For details on registering destinations, refer to page 5-2 of this manual.

– To directly type in the destination address, touch [Direct Input], select the transmission method, and then type in the destination address.

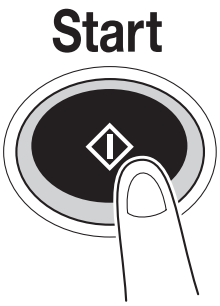



– A document can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a document to multiple destinations, refer to page 5-21 of this manual.
– If necessary, touch [Scan Settings], [Original Settings] or [Communication. Settings], and specify the desired settings. For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/ Network Fax Operations].
– Press the [Proof Copy] key before pressing the [Start] key to display the preview image of the currently specified settings on the touch panel.

**3** Position the original to be scanned.



**4** Press the [Start] key.




– When scanning more than one page of original using the original glass, place the 2nd page and then press the [Start] key. Repeat this process until all the pages have been scanned.
After the last page has been scanned, touch [Finish], and then press the [Start] key.

**Detail**

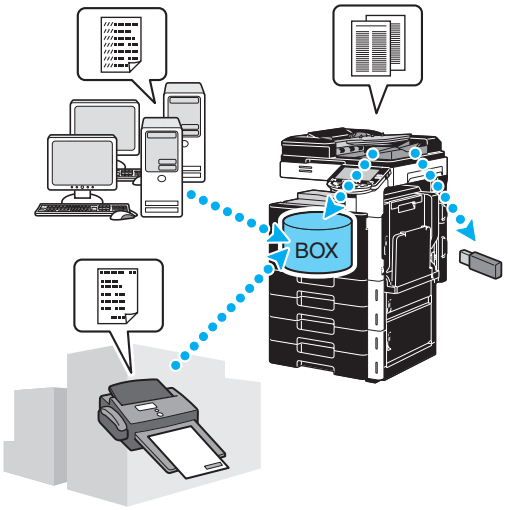
*The network settings must be specified before scan data can be sent.*
*Network settings should be specified by the administrator.*
*Network settings can also be specified by using PageScope Web Connection.*
*For easier operation, specify in advance any settings other than the network settings according to the desired application.*
*For details, refer to chapter 1, "Setup items by operations", of the User's Guide [Network Administrator].*

## 1.5 Basic box operation (registering user boxes)

In order to use the User Box mode functions, boxes must first be created. The following procedure describes how to register public, personal and group user boxes.

### Box operations

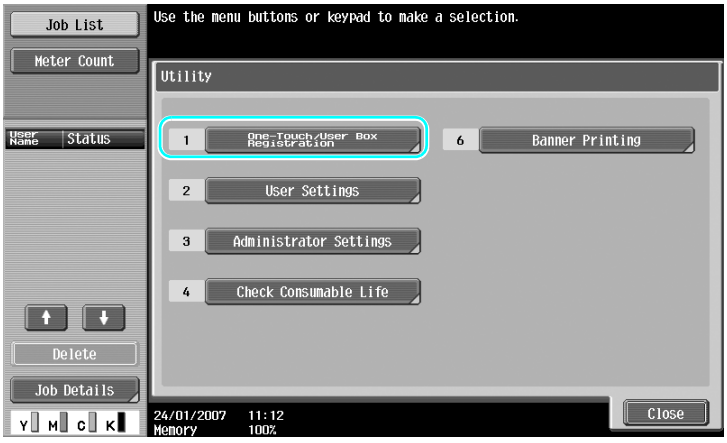
These functions allow document data to be saved on the hard disk installed in the machine and retrieved when necessary.In addition to data scanned with this machine, data created on the computer and data sent from another multifunctional peripheral can be saved in this user box.



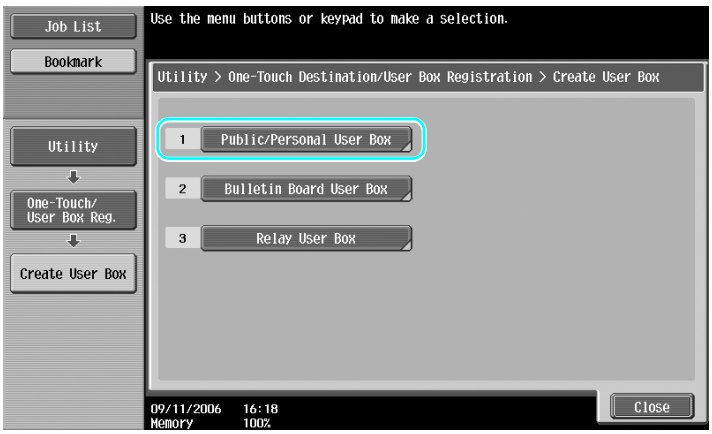

The following user boxes can be registered.

| Types of user boxes | Description |
|---|---|
| Public user boxes | This shared user box can be accessed by anyone. Access can be controlled if a password is specified. |
| Personal user boxes | This user box for an individual can only be accessed by users that have logged on when user authentication settings have been applied. |
| Group user boxes | This user box can only be accessed by users who belong to the account (group) and have logged on when account track settings have been applied. |
| Bulletin board user boxes | This user box can be used to share documents through the fax line, even with recipients not on the network. (The receiving machine must be compatible with F-codes.) In order to use these user box operations, optional fax kit must be installed. For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations]. |
| Relay user boxes | This user box is required for using this machine as a relay station. (The relay transmission function uses F-codes.) In order to use these user box operations, optional fax kit must be installed. For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations]. |
| Annotation user boxes | This user box is used when adding an image of the date/time or annotation number to a document data saved in Scan function. This user box is registered in Administrator settings. For details, refer to chapter 8, "User box setting", of the User's Guide [Box Operations]. |

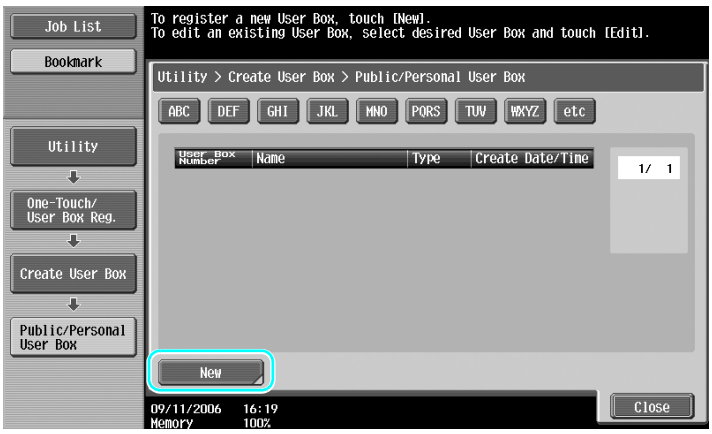
1 Display the screen for registering user boxes.



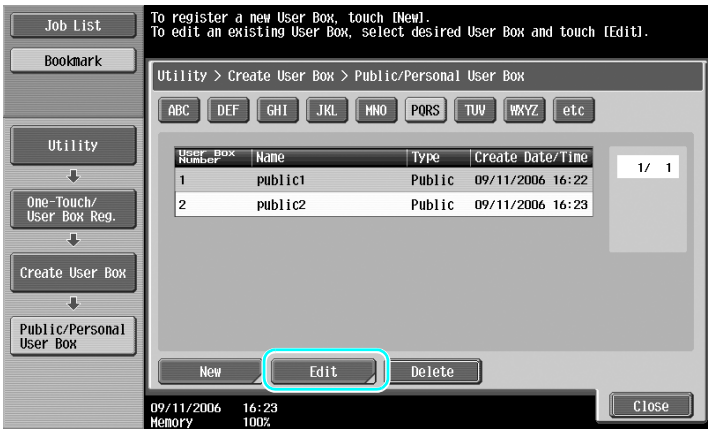
Job List
Bookmark
Utility
One-Touch/ User Box Reg.
Use the menu buttons or keypad to make a selection.
Utility > One-Touch/User Box Registration
1 Create One-Touch Destination
2 Create User Box
3 Limiting Access to Destinations
09/11/2006 16:18
Memory 100%
Close


Job List
Bookmark
Utility
One-Touch/ User Box Reg.
Create User Box
Use the menu buttons or keypad to make a selection.
Utility > One-Touch Destination/User Box Registration > Create User Box
1 Public/Personal User Box
2 Bulletin Board User Box
3 Relay User Box
09/11/2006 16:18
Memory 100%
Close

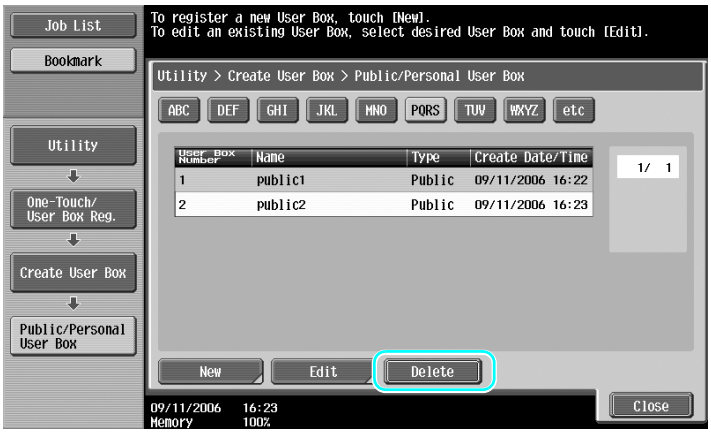
**2** Touch [New].


Job List
Bookmark
Utility
One-Touch/ User Box Reg.
Create User Box
Public/Personal User Box
To register a new User Box, touch [New].
To edit an existing User Box, select desired User Box and touch [Edit].
Utility > Create User Box > Public/Personal User Box
ABC DEF GHI JKL MNO PQRS TUV WXYZ etc
User Box Number
Name
Type
Create Date/Time
1/ 1
New
09/11/2006 16:19
Memory 100%
Close

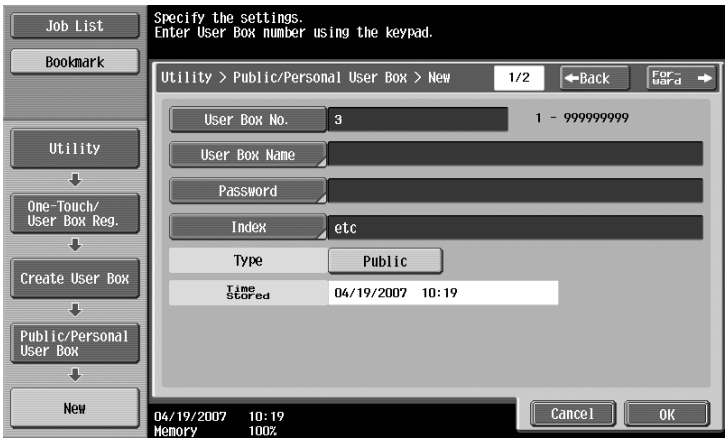
– To change the settings for a registered user box, select the user box whose settings are to be changed, and then touch [Edit].

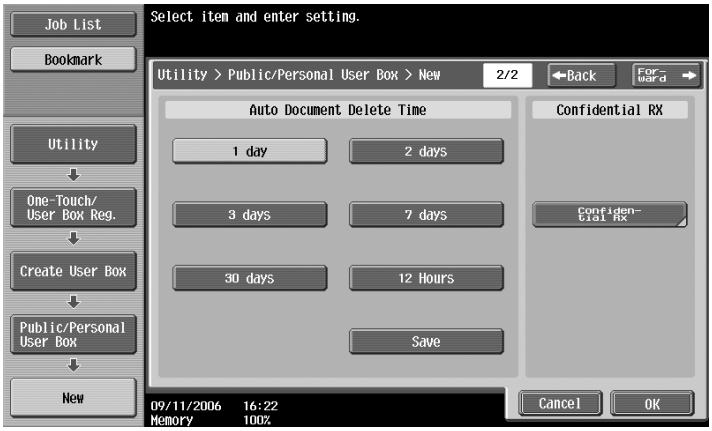



– To delete a registered user box, select the user box to be deleted, and then touch [Delete].



**3** Specify the desired settings.

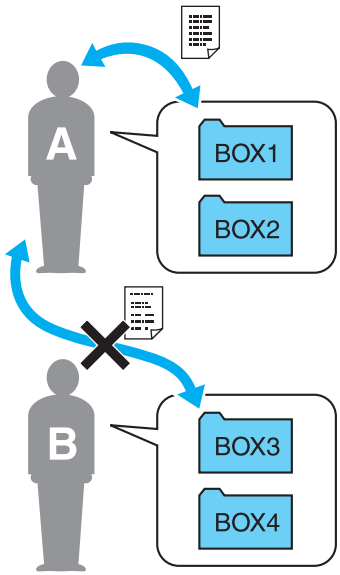



- User Box No.: Specify the user box number. Touch [User Box No.], and then use the keypad to type in the user box number.
- User Box Name: Specify the user box name. Touch [User Box Name], and then use the keyboard that appears in the touch panel to type in the user box name.
- Password: Specify a password to protect the registered user box. Touch [Password], and then use the keyboard that appears in the touch panel to type in the password.
- Index: Select the index characters used for organizing the registered user boxes. By selecting appropriate index characters (for example, "TUV" for a user box with the name "Tokyo office"), the user box can easily be found. Touch [Index], and then select the appropriate index characters from those that are displayed.
- Type: Select whether the box to be registered will be a public user box, personal user box or group user box. [Personal] appears beside "Type" if you have logged on when user authentication settings have been applied. [Group] appears beside "Type" if you have logged on when account track settings have been applied.
- Auto Document Delete Time: Specify the length of time until a document saved in the user box is automatically deleted.
- Confidential RX: Specify whether or not confidential faxes can be received. When a confidential fax is received, a password is also specified.
- When registering a user box, settings must be specified for the user box number and the user box name. Be sure to specify these settings.

**Detail**

*Personal user boxes can be created and used by users registered with user authentication. By creating user boxes for authenticated users, the contents of the user boxes cannot be viewed or used by other users.*
*For example, if authenticated user A is logged on, only user boxes registered to A appear in the screens. Since user boxes registered to authenticated user B do not appear, they cannot be used.*




*We recommend saving highly confidential documents in personal user boxes.*
*Group user boxes can be created and used by accounts (groups) registered with account track. As with personal user boxes, by creating user boxes for each account, the contents of the user boxes cannot be viewed or used by members of other accounts.*
*We recommend saving data to be shared within a group in group user boxes.*

## 1.6 Basic box operation (saving data in a user box)

The following procedures describe how to save data in user boxes.

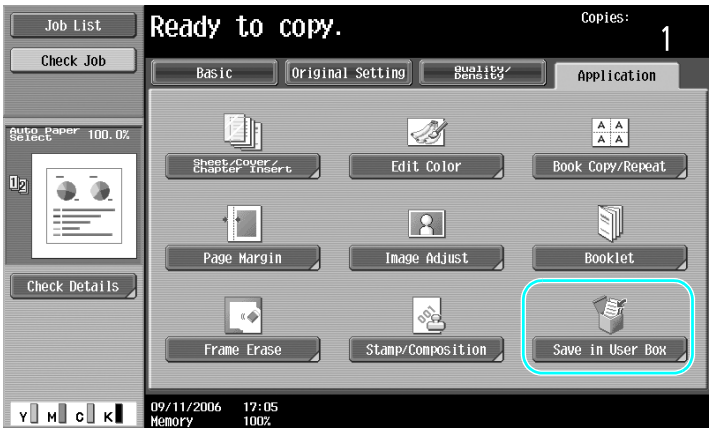
Data can be saved in boxes from Copy mode, Fax/Scan mode, User Box mode and Printer mode.

**Detail**

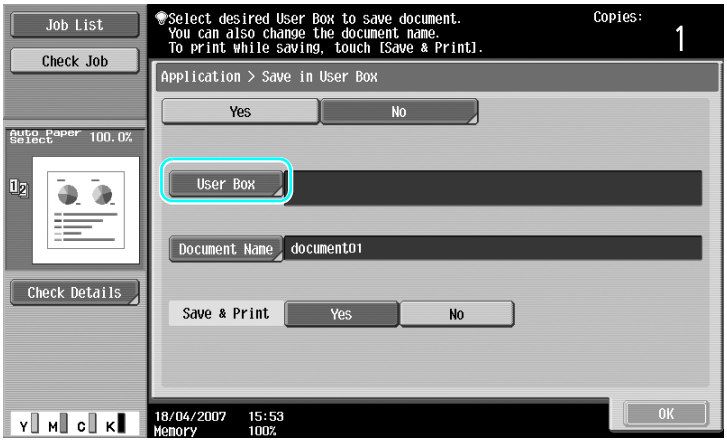
*Data saved from Copy mode cannot be transmitted. The operations for saving data in user boxes differ depending on how the data is to be used.*

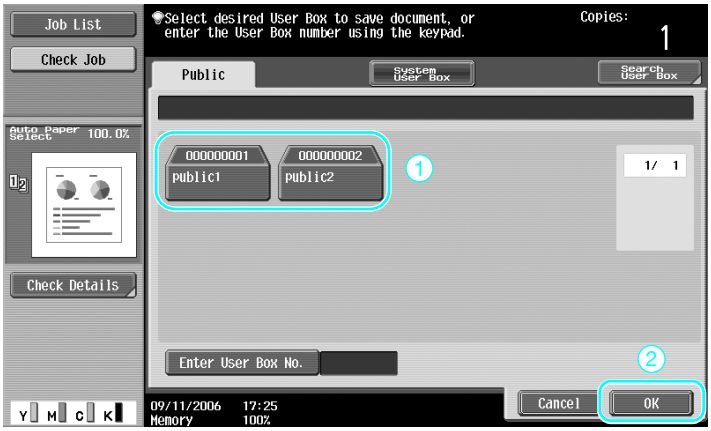
### Saving data in a user box with a Copy mode operation

1 Touch [Save in User Box].



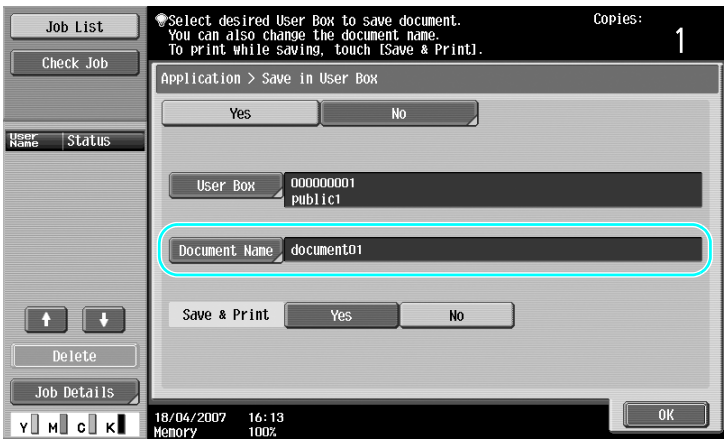
2 Select the user box where the document is to be saved.



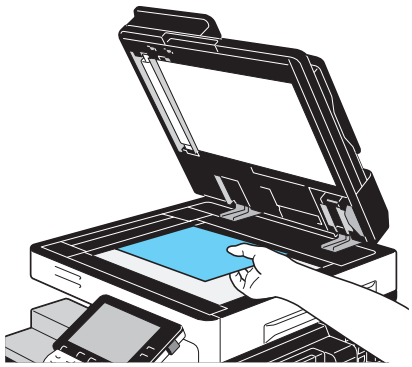

- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].

3 Check the name of the document.

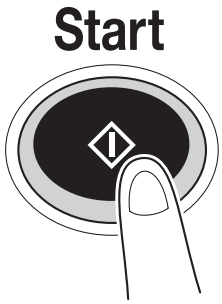



- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.

4 Position the original to be saved.



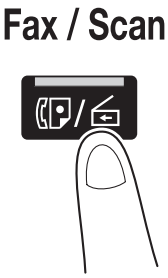
5 Press the [Start] key.



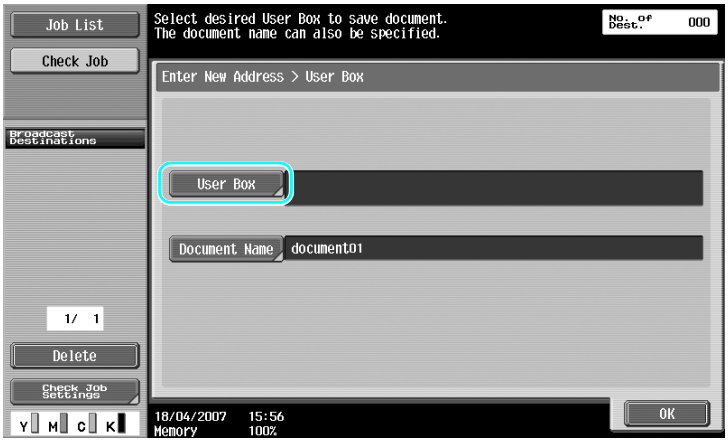

– When saving a document to a user box with a Copy mode function, select "Page Print" to "Yes" to print the document at the same time that it is saved.

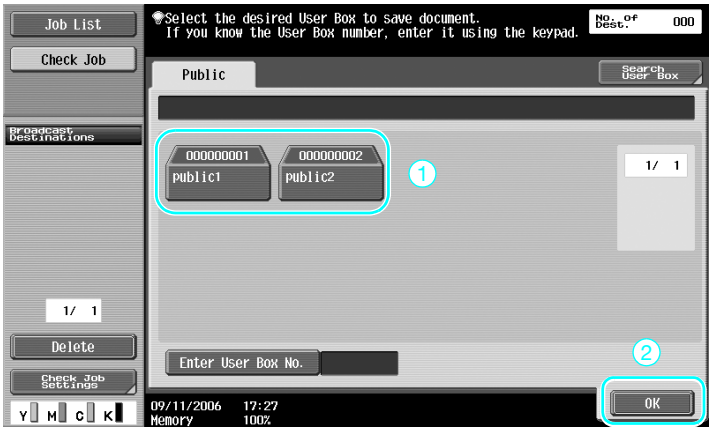
### Saving data in a user box with a Fax/Scan mode operation

1 Touch [User Box].



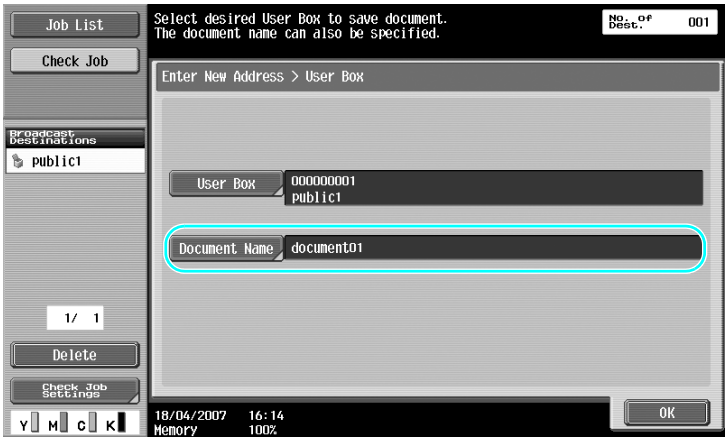
**2** Select the user box where the document is to be saved.



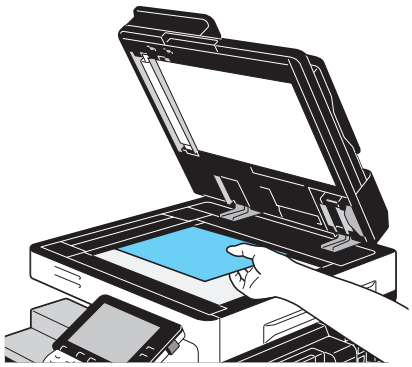

- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].

**3** Check the name of the document.

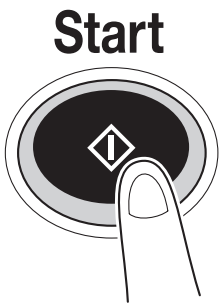



- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.

4 Position the original to be saved.



5 Press the [Start] key.




– When saving a document to a user box with a Fax/Scan mode function, specifying another destination allows the document to be sent at the same time that it is saved.

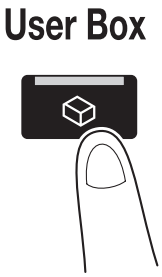
**Detail**

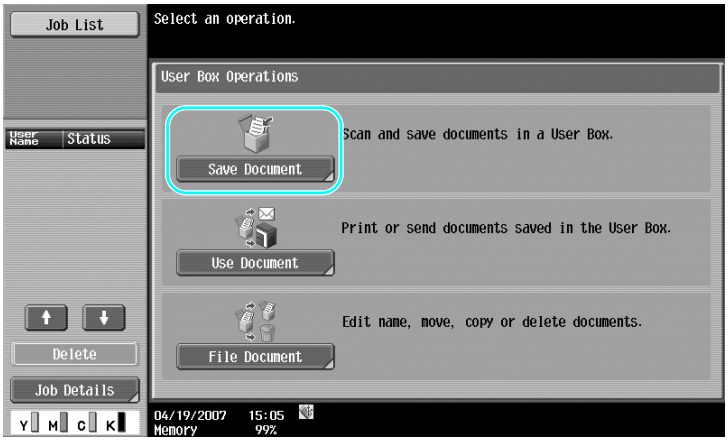
*A user box registered in the address book or registered as a group destination is called a "user box destination".*

*Data can also be saved in a user box by specifying a user box destination as the recipient of the fax or scan data. For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

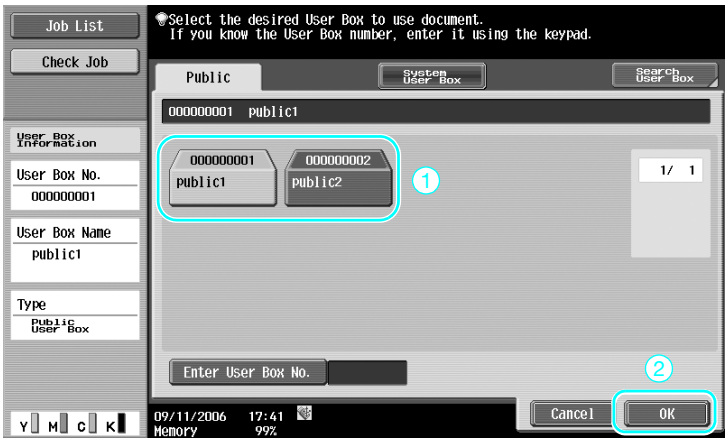
### Saving data in a user box with a User Box mode operation

1 Touch [Save Document].



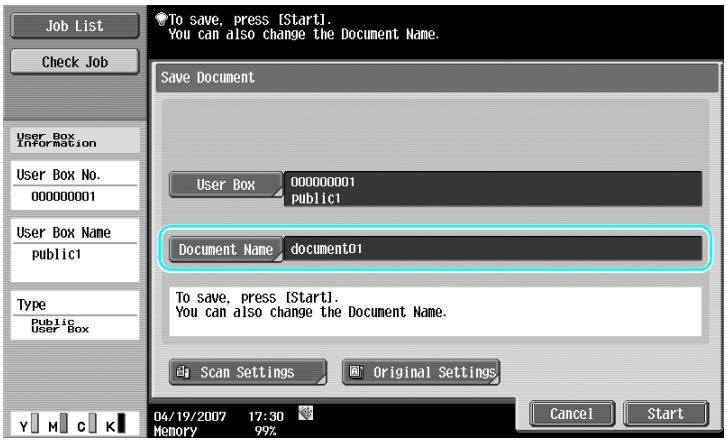




2 Select the user box where the document is to be saved.



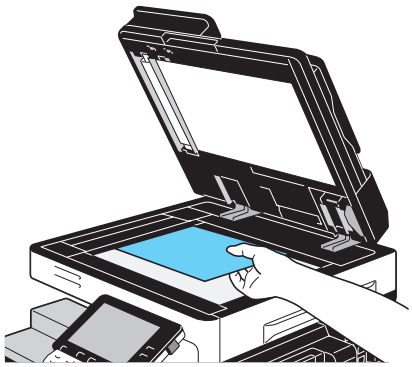

- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].
- An external memory can be connected directly to the machine and specified for saving documents.
- For details on functions using an external memory, refer to page 1-40 of this manual.

**3** Check the name of the document.

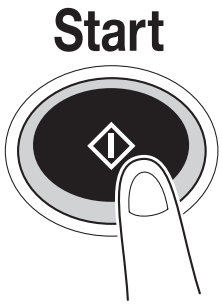



- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.
- To specify settings such as the image quality and document orientation, touch [Scan Settings] or [Original Settings]. For details, refer to chapter 5, "Save Document", of the User's Guide [Box Operations].

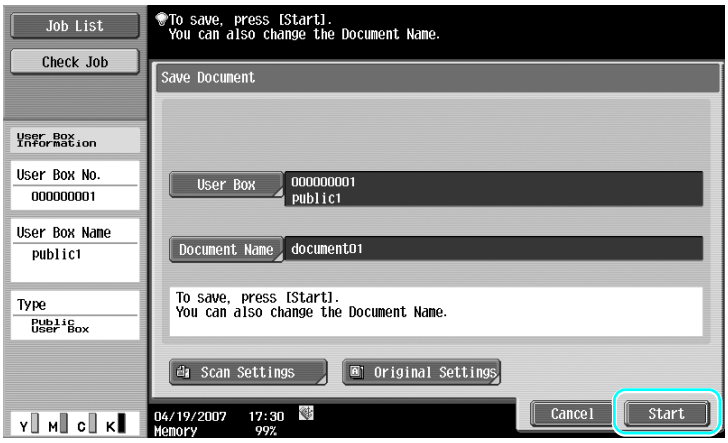
**4** Position the original to be saved.



**5** Press the [Start] key.



– The operation can also be started by touching [Start].




**Detail**

*Print data transmitted via the printer driver can be stored in user boxes.*

*For details on saving data in user boxes using the printer functions, refer to page 3-5 of this manual.*

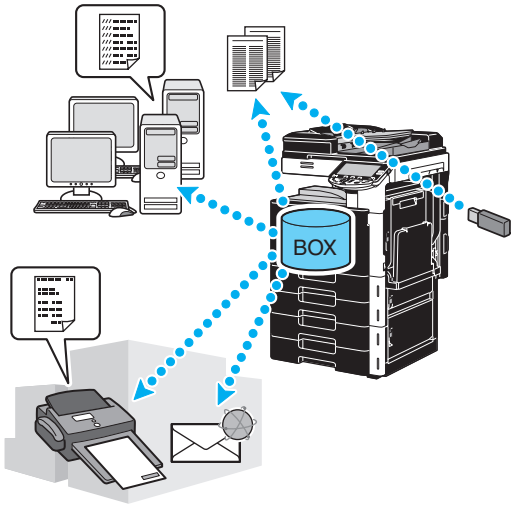
## 1.7 Basic box operation (using saved documents)

The following procedures describe how to print and send data saved in user boxes.

### User Box mode uses

Data saved in a user box can be printed or sent when needed. This is useful in the following cases.

- Reprinting documents that have previously been printed: The documents can quickly be printed without using a computer or an application.
- Saving paper documents as data to be managed: Large amounts of paper documents can be saved as data and stored in a compact format, reducing the amount of office space needed.
- Efficiently transmitting and sharing documents: Documents can easily be transmitted on a network without using a computer.
- Printing documents in an external memory: Documents saved in an external memory can be printed by connecting it directly to the machine without computer.

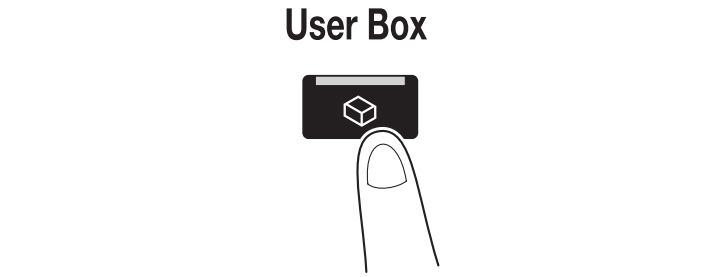


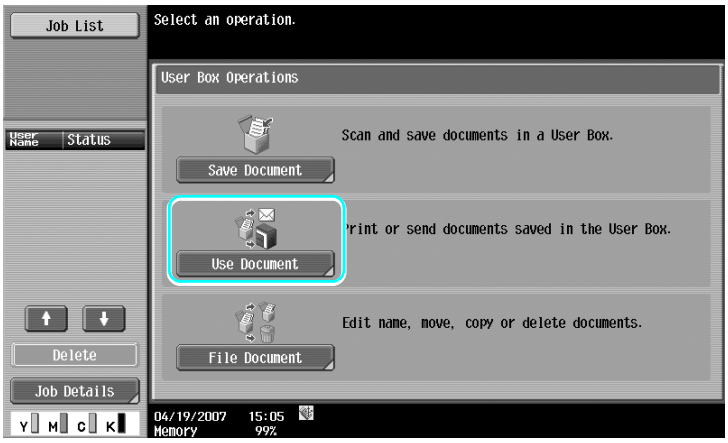

**Detail**

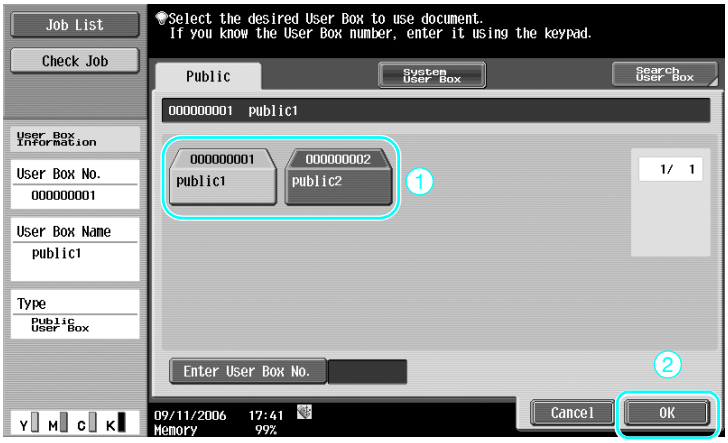
*Operations on data saved in user boxes can also be performed with PageScope Web Connection from a Web browser on a computer.*
*By using PageScope Web Connection, you can search for data in user boxes or you can print or send data without leaving your desk.*
*Data can more easily be imported from a user box to the computer. For details, refer to chapter 9, "PageScope Web Connection", of the User's Guide [Box Operations].*

### Printing saved documents

1 Select the user box containing the document to be printed.



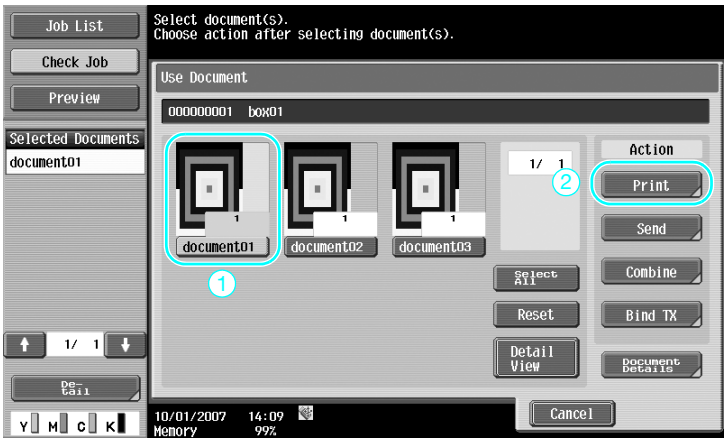



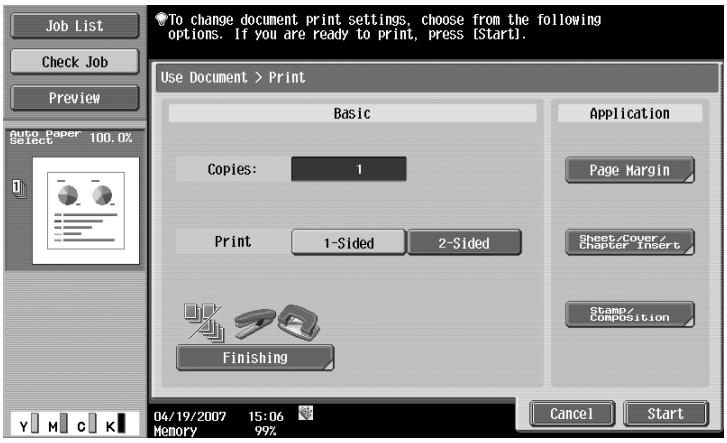
– If a password has been specified for the user box, type in the password, and then touch [OK].

– An external memory can be connected directly to the machine and specified for printing data in the external memory.
– For details on functions using an external memory, refer to page 1-40 of this manual.

**2** Select the document to be printed, and then touch [Print].

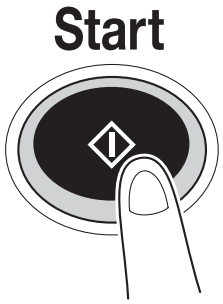



– From the Print screen, Finishing settings and settings such as the number of copies can be specified.




– To print multiple saved data at the same time, touch [Combine]. Up to 10 documents can be printed at the same time. For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].
– Touch [Preview] to check the preview image.

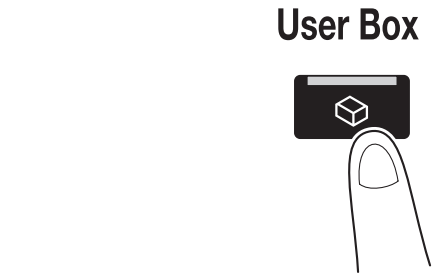
3 Press the [Start] key.

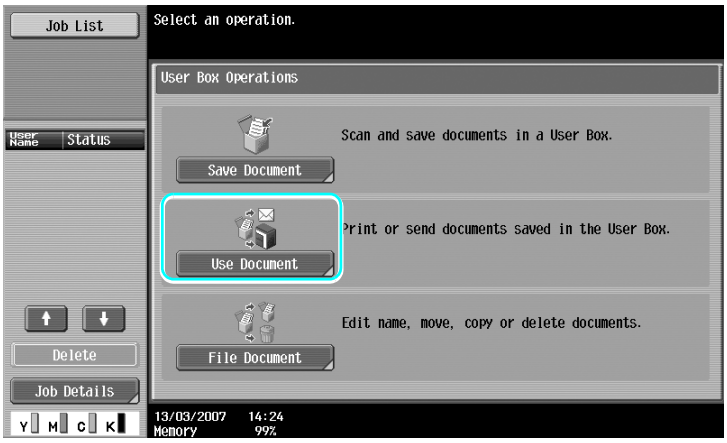


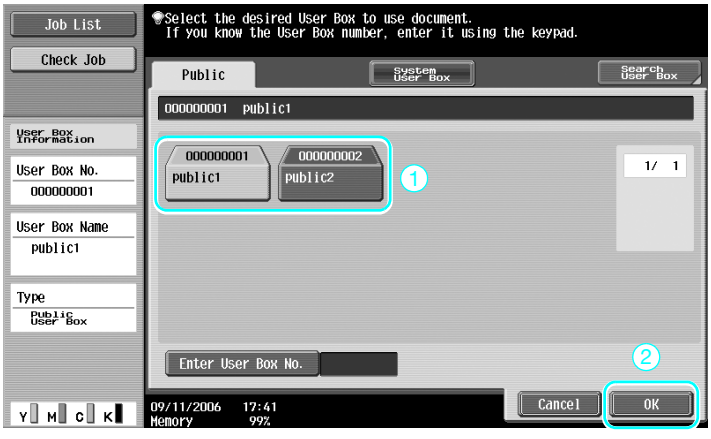

– The operation can also be started by touching [Start].

### Sending saved documents

1 Select the user box containing the document to be sent.

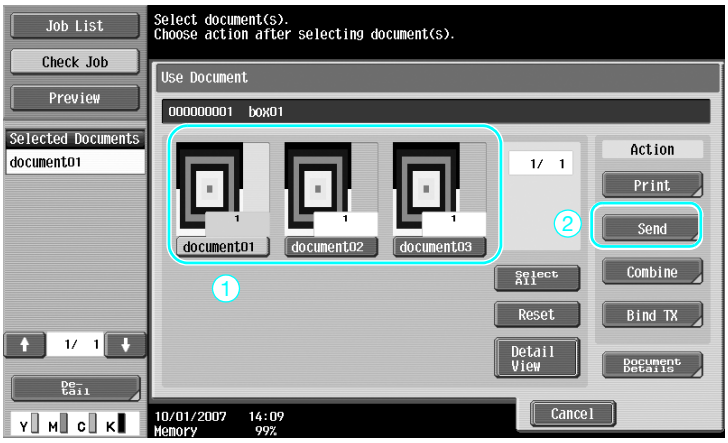


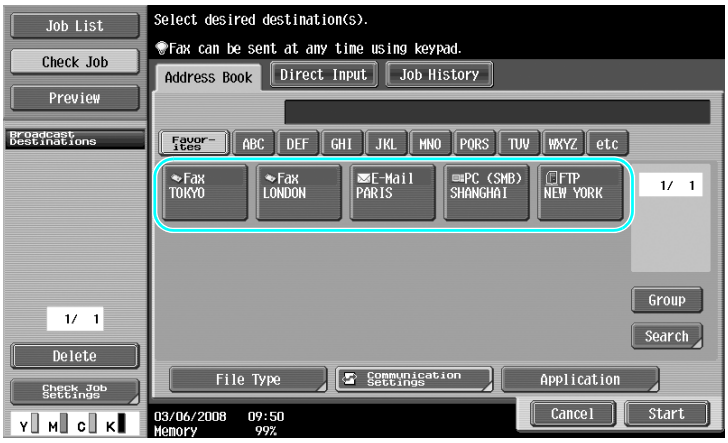
– If a password has been specified for the user box, type in the password, and then touch [OK].

**2** Select the document to be sent, and then touch [Send].



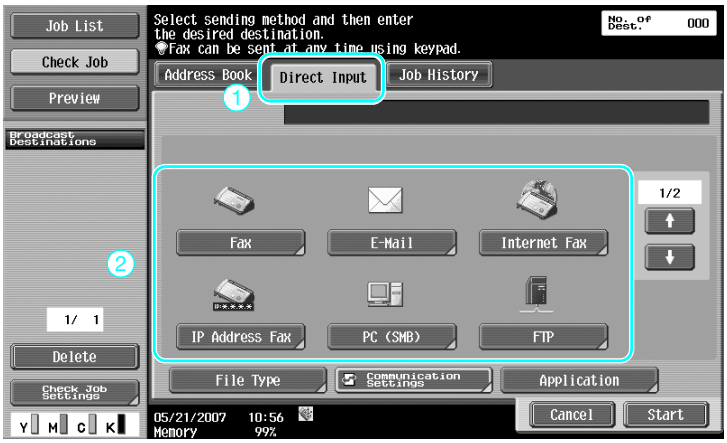

– To send multiple saved data at the same time, touch [Bind TX]. Up to 10 documents can be sent at the same time. For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].

**3** Select the destination.



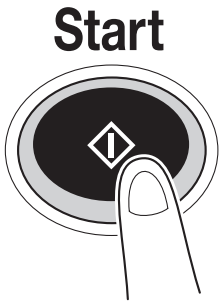

– If destinations are already registered, a registered destination can be selected. For details on registering destinations, refer to page 5-2 of this manual.

– To directly type in the destination address, touch [Direct Input], select the transmission method, and then type in the destination address.

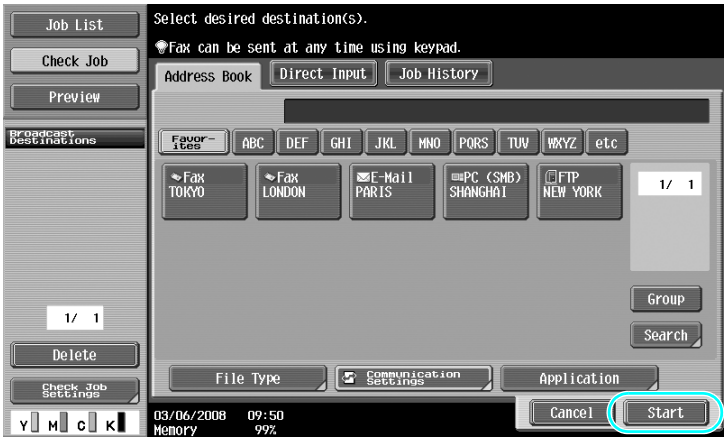



– A document can be sent to multiple destinations at the same time. For details on sending a document to multiple destinations, refer to page 5-21 of this manual.
– If necessary, touch [Communication Settings], and specify the desired settings. For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].
– Touch [Preview] to check the preview image.

**4** Press the [Start] key.




– The operation can also be started by touching [Start].



## 1.8 Using an external memory

The following describes functions that are enabled using an external memory.

Documents in an external memory can be printed and documents can be saved in an external memory without using a computer.

**Detail**

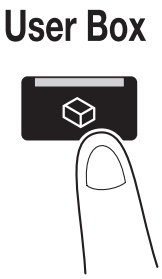
*To use the external memory functions, an optional local interface kit is required.*

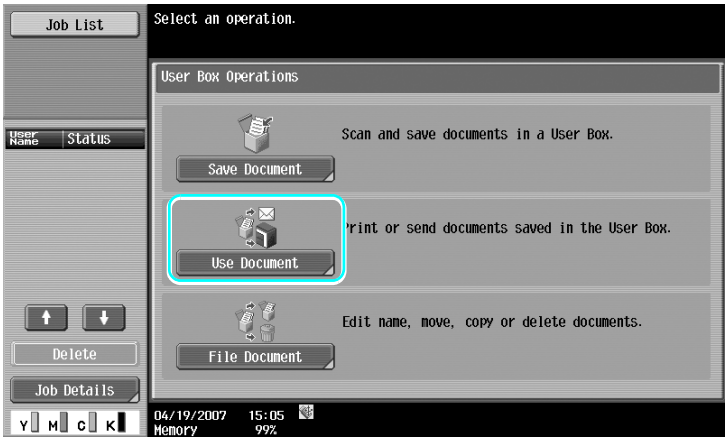
*Connect an external memory to the USB connector of this machine in advance. For details, refer to Chapter 6 "Use Document", of the User's Guide [Box Operations].*

*To save data in an external memory, setting is required in advance. For details, refer to Chapter 8 "User box settings", of the User's Guide [Box Operations].*

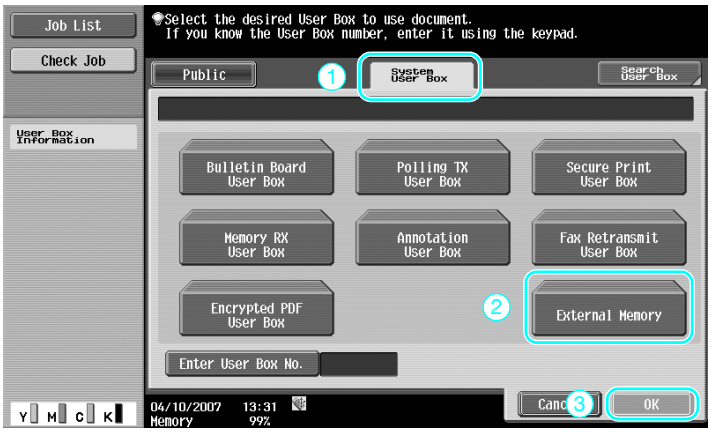
### Printing

1 Touch [Use Document].

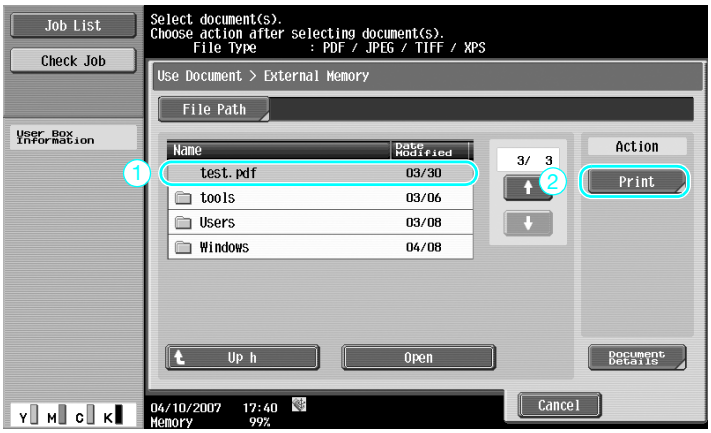


2 Select [External Memory].

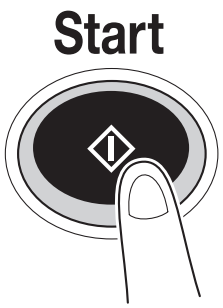



3 Select the document and make print settings.




– For details on print settings, refer to Chapter 6 "Use Document", of the User's Guide [Box Operations].

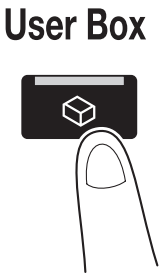
4 Press the [Start] key.

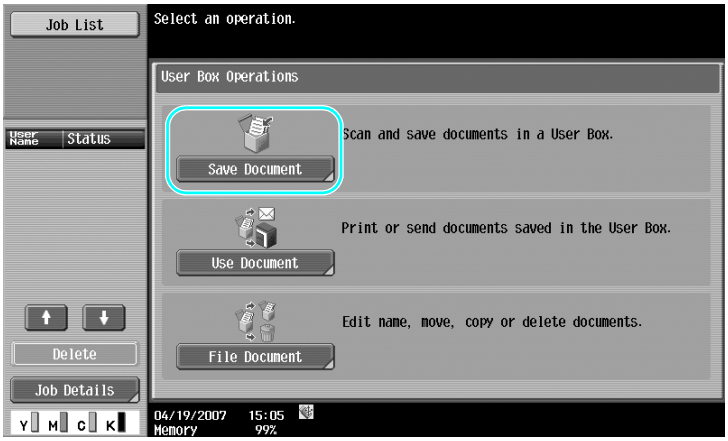



– The operation can also be started by touching [Start].

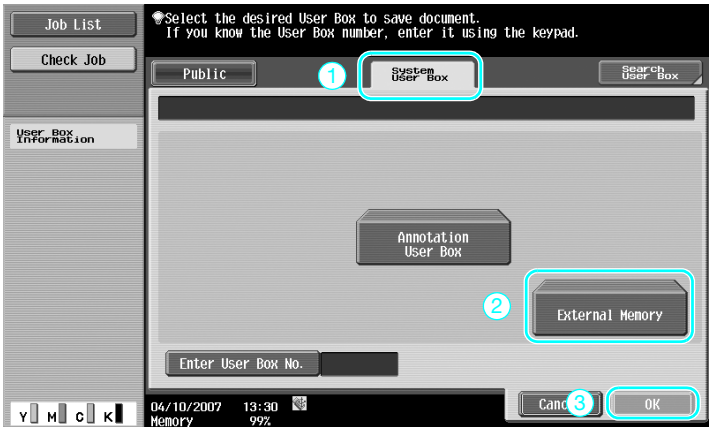
**Saving**

1 Touch [Save Document].

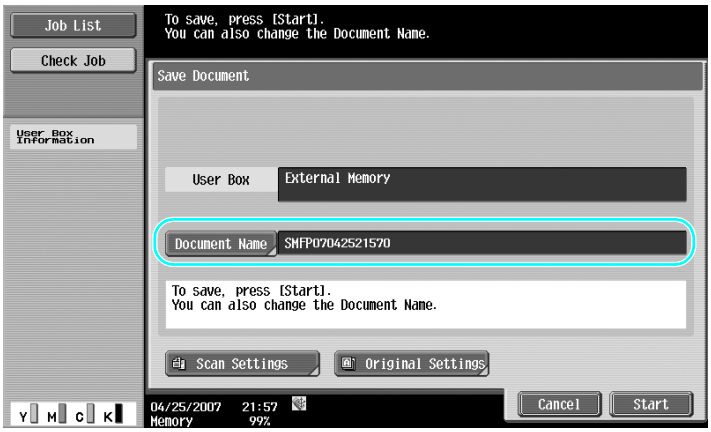



2 Select [External Memory].

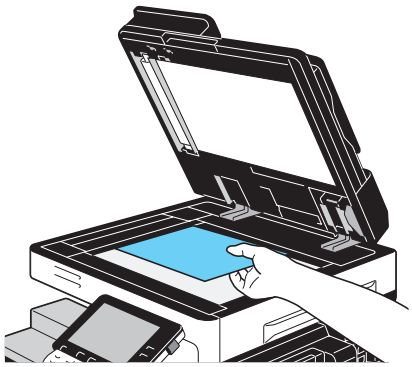


3 Check the document name and make scan and original settings.

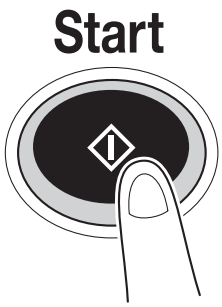



– The document name can be changed when saving the document.
– For details on scan and original settings, refer to Chapter 5 "Save Document", of the User's Guide [Box Operations].

4 Position the original to be saved.



5 Press the [Start] key.




– The operation can also be started by touching [Start].

# 2 Useful copy operations

# 2 Useful copy operations

## 2.1 Specifying basic settings for quick copying

The screen can be customized, for example, with the Quick Copy screen, so that copy functions are more conveniently available.

### Quick Copy screen

Basic copy settings are available in one screen. Touch [←] in the screen to display additional settings, such as other Color settings.

| No. | Item | Description |
|---|---|---|
| 1 | Color settings | Select the print color. |
| 2 | Paper settings | Select the type and size of paper to be copied. |
| 3 | Zoom settings | The zoom ratio can be set in order to make a copy on paper with a size different than the original or to enlarge or reduce the size of the copy image. |
| 4 | Simplex/Duplex settings | Select whether the original and copy is single-sided or double-sided. |
| 5 | Combine settings | Select the setting for combining original pages in copies. |
| 6 | [Separate Scan] key | Select whether a original scanned in different batches is to be treated as a single copy job. |
| 7 | Finishing settings | Select the settings for sorting, grouping, offsetting, stapling, or hole punching. |
| 8 | [Auto Rotate OFF] key | Select whether copies are to be printed with the image not rotated to fit the orientation of the loaded paper. |
| 9 | Basic tab | Press to display the Basic screen. |
| 10 | Original Setting tab | Press to display the Original Setting screen. |
| 11 | Quality/Density tab | Press to display the Quality/Density screen. |
| 12 | Application tab | Press to display the Application screen. |

...

**Note**

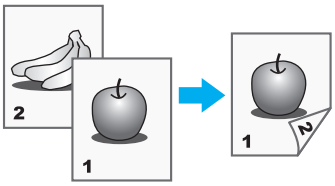
*For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].*

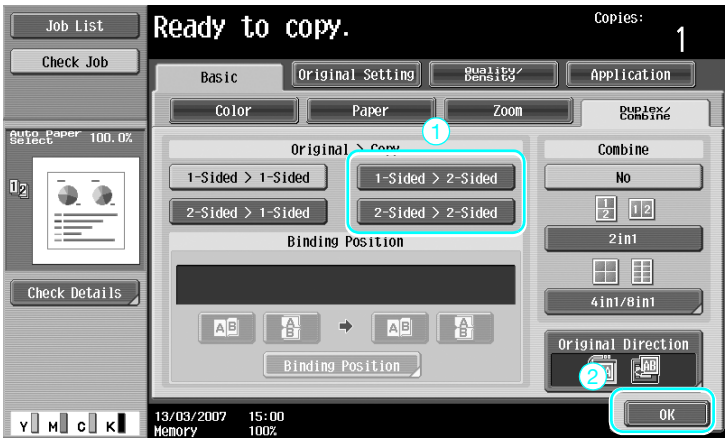
## 2.2 Reducing paper use while copying

Double-sided copies (printing on both sides of the paper) and combined copies (reducing multiple pages and printing them together on a single sheet of paper) are convenient for reducing paper use and reducing office space needed for storage.

### Double-sided copying

When printing a large number of single-sided originals, print on both sides of the paper use by half.



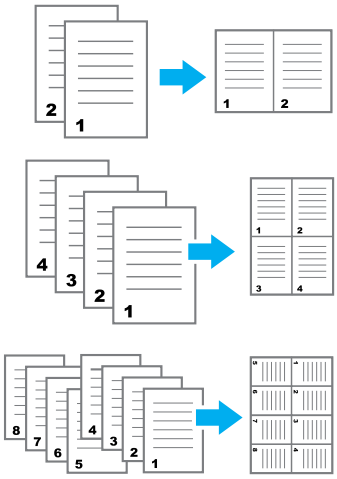


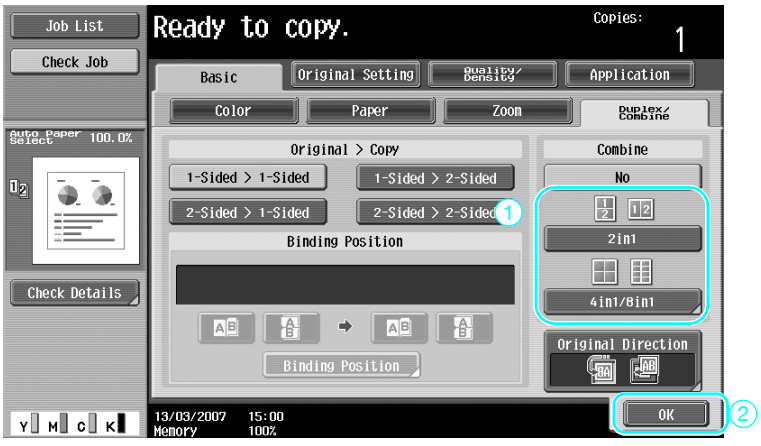

**Note**

*For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].*

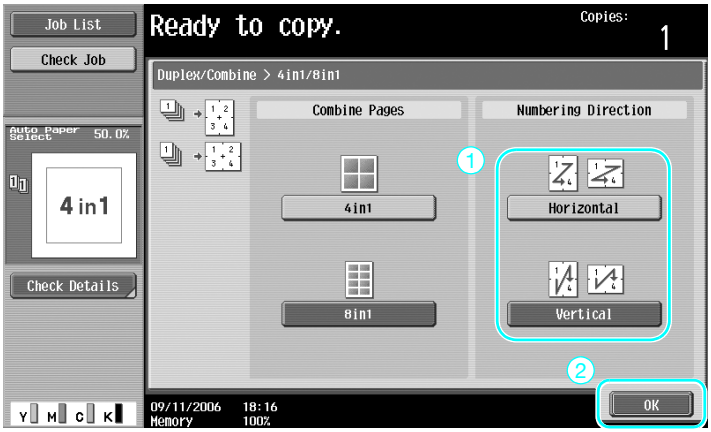
### Combined copies

Select "2in1", "4in1" or "8in1", depending on the number of pages that can be printed on a single page. Combine these settings with double-sided copying to further reduce paper use.





If “4in1” or “8in1” is selected, the page arrangement can be selected.

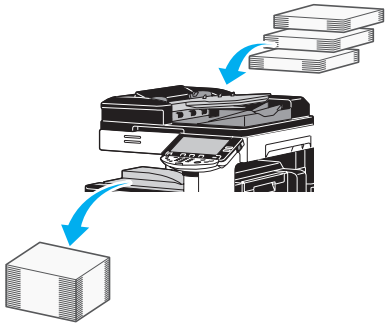



**Note**

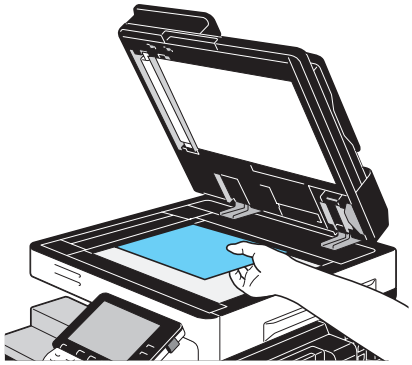
*For details, refer to chapter 2, "Basic copy operations", of the User’s Guide [Copy Operations].*

## 2.3 Copying a large number of original pages at one time

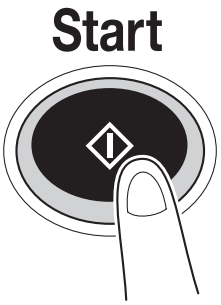
If the number of original pages to be copied is too large to be loaded into the ADF, the original can be divided into batches, which are scanned separately. After all original pages are scanned, the copies can be outputted together. This is useful for printing multiple copies of a original containing a large number of pages.

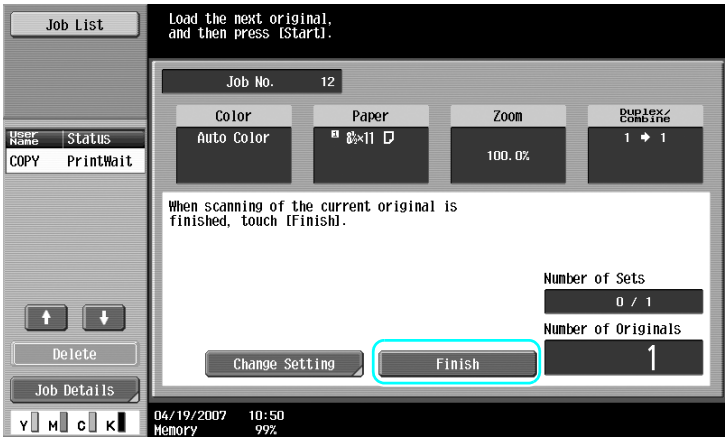


**Separate Scan**



Repeat this operation until all original pages have been scanned.




**Detail**

*To copy originals that cannot be loaded into the ADF, position them on the original glass. Originals can also be scanned in separate batches from the original glass.*
*To change the settings, touch [Change Setting].*

**Note**

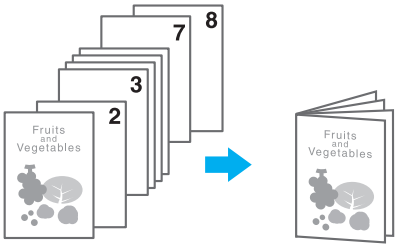
*For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].*

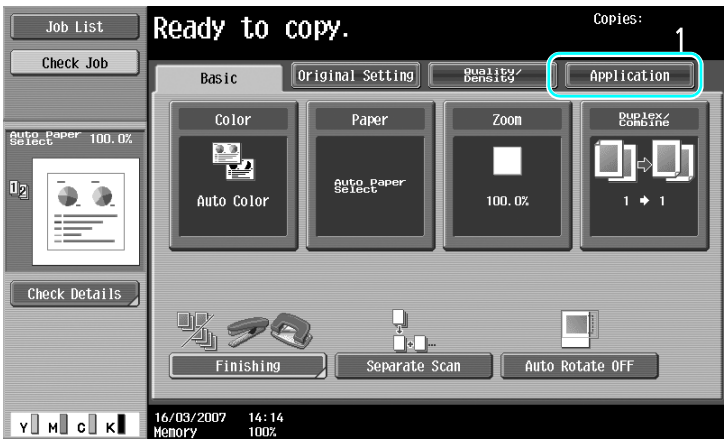
## 2.4 Producing a booklet from copies

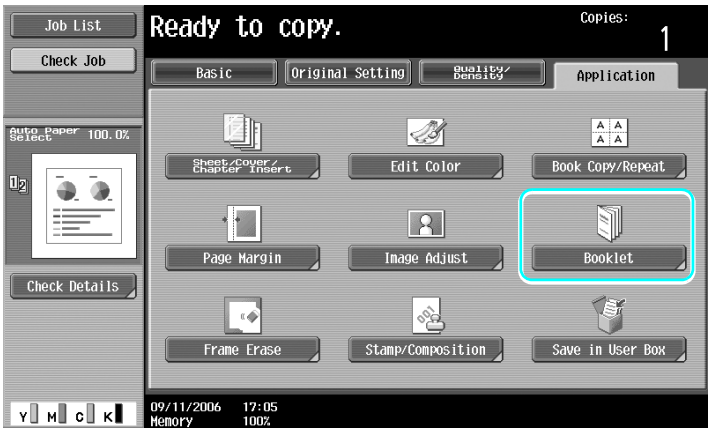
Copies can be bound at the center to finish them like magazines and pamphlets. Whether the "Booklet" function or the "Booklet Original" function is used depends on the layout of the original original.

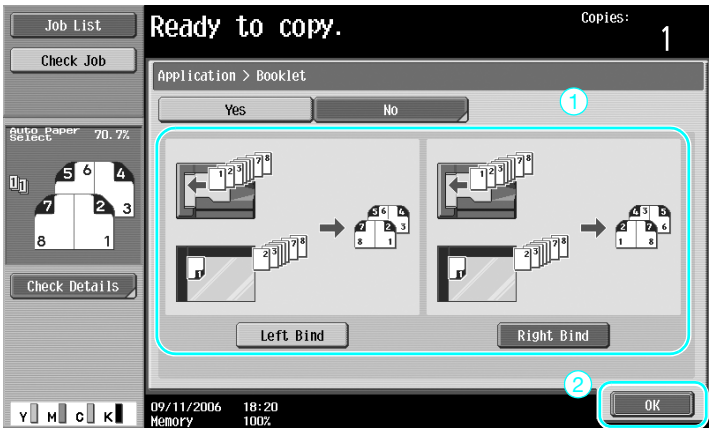
### Booklet

For a original containing individual pages, select the "Booklet" function. The page order of the scanned original is automatically arranged and double-sided copies are printed.



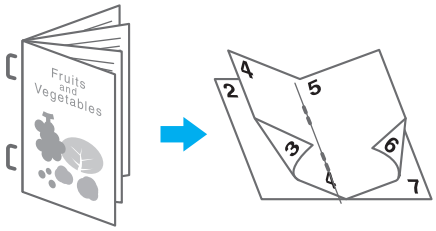


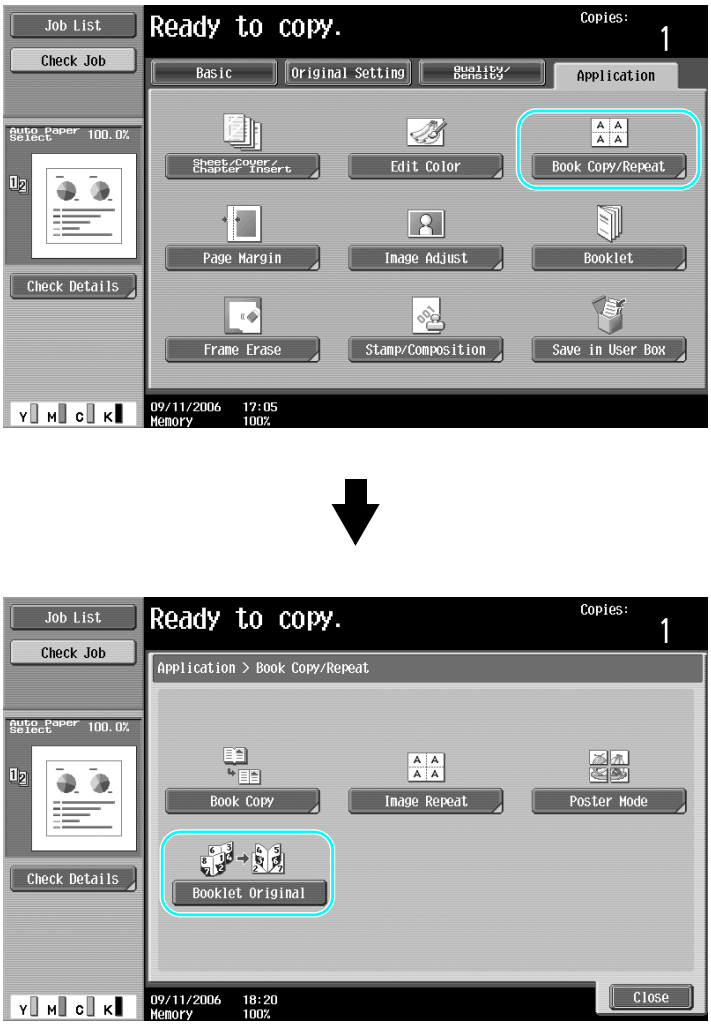

**Note**

*For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].*

### Booklet Original

For a pamphlet with its staples removed from the center binding, select the "Booklet Original" function. The original will be copied and bound at the center to create copies like the original pamphlet.






...

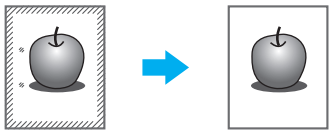
**Note**

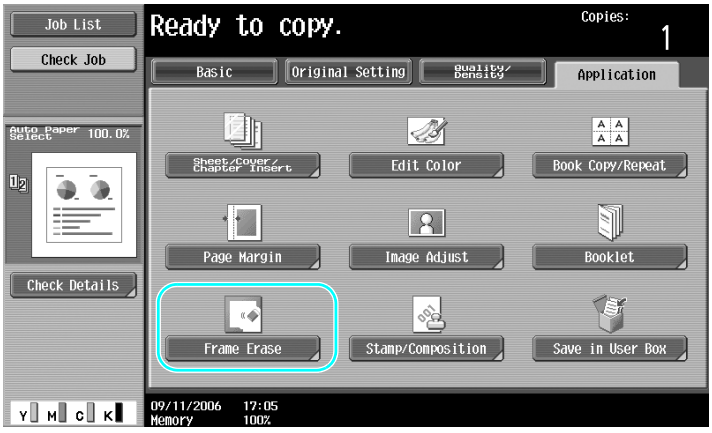
*For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].*

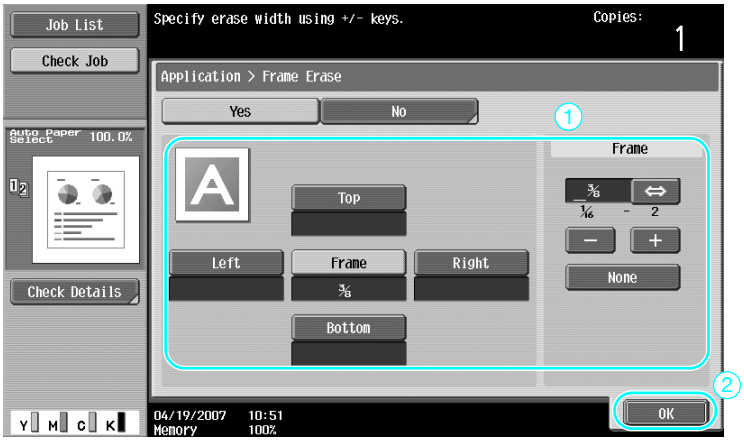
## 2.5 Erasing original shadows from copies

### Frame Erase

Copies can be produced by erasing unwanted areas around the original, such as the transmission information on received faxes and the shadows of punched holes.








**Reminder**

*The same width can be erased on all four sides of the original, or the width that is erased can be specified for each side.*

*The width of the frame to be erased can be set between 0.1 mm and 50.0 mm (1/16 inch and 2 inch).*

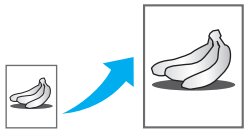
**Note**

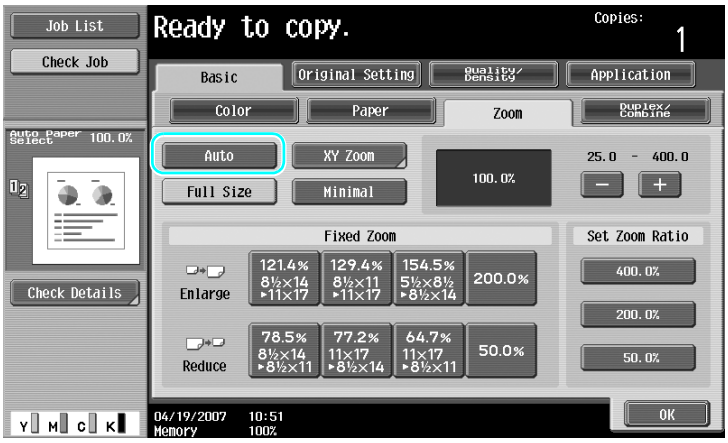
*For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].*

## 2.6 Printing copies enlarged/reduced on paper with a different size

### Auto zoom

Copies can be produced with the zoom ratio automatically selected based on the size of the loaded original and the specified paper size.

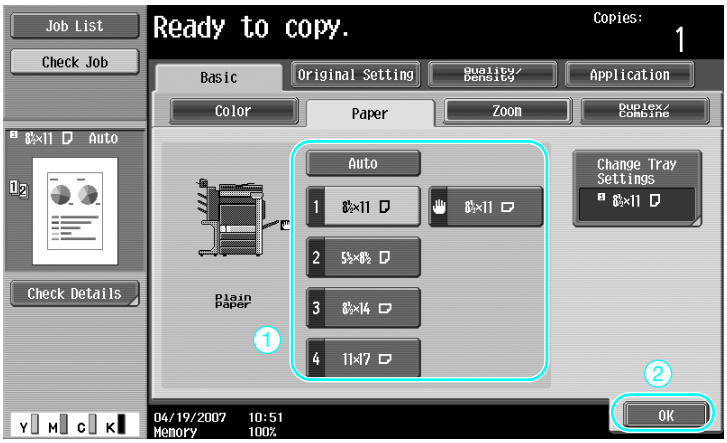





**Reminder**

*When copying onto paper larger than the original, load the original with the same orientation as the paper.*

*If the "Auto" Zoom setting is selected, the "Auto" Paper setting cannot be selected. Select the paper tray loaded with the desired paper size.*



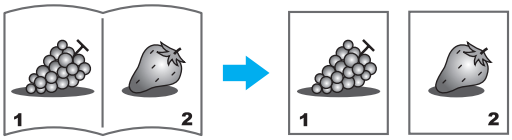

**Note**

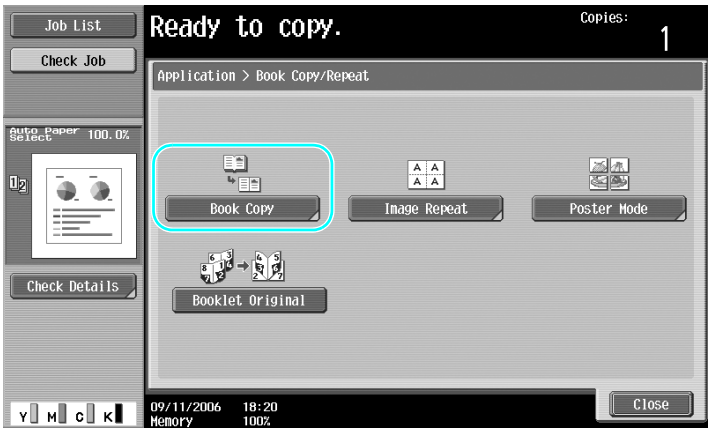
*For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].*

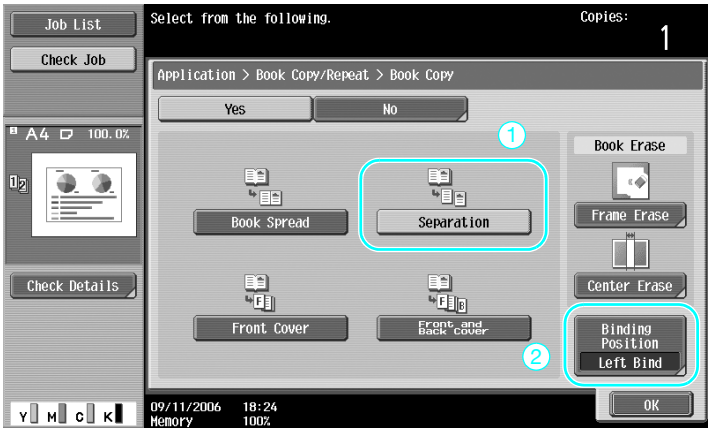
## 2.7 Copying book page spreads on separate sheets of paper

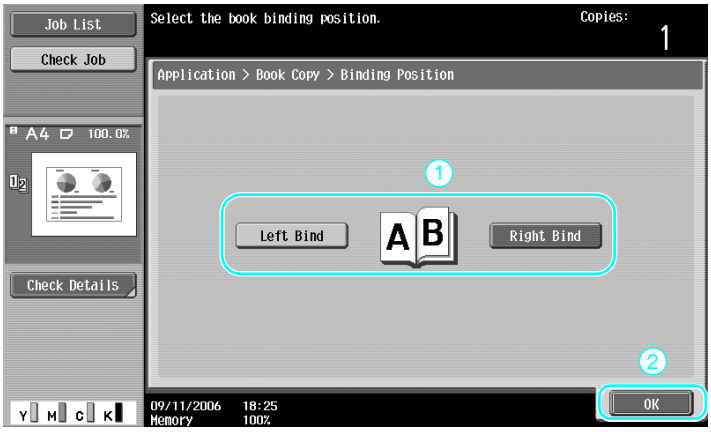
**Book Copy**

A page spread, such as in an open book or pamphlet, can be copied onto separate pages.






**Detail**

*The following Book Scanning settings are available. Settings can be specified for copying the front and back covers of a book.*

| Parameter | Description |
|---|---|
| Book Spread | Both pages of the page spread are printed on the same page. |
| Separation | Separate copies of each page in the page spreads are printed in the original page order. |
| Front Cover | The front cover and separate copies of each page in the page spreads are printed in the original page order. |
| Front and Back Cover | The front cover, separate copies of each page in the page spreads and the back cover are printed in the original page order. |

...

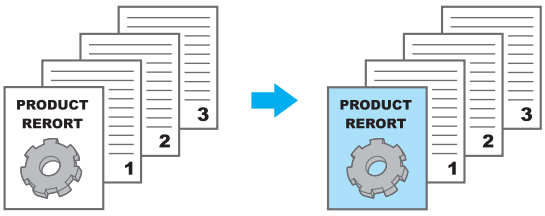
**Note**

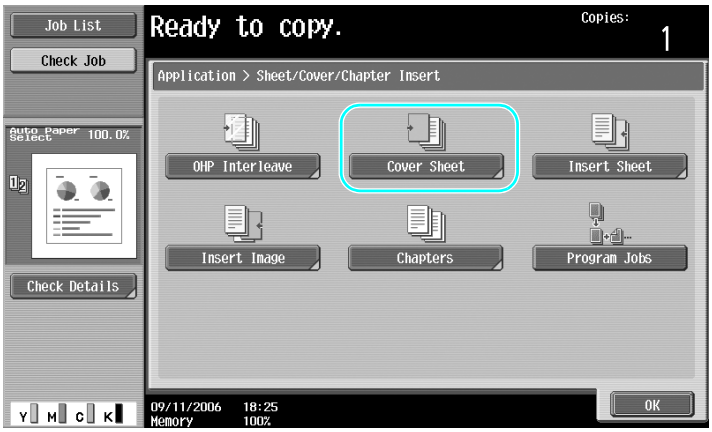
*For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].*

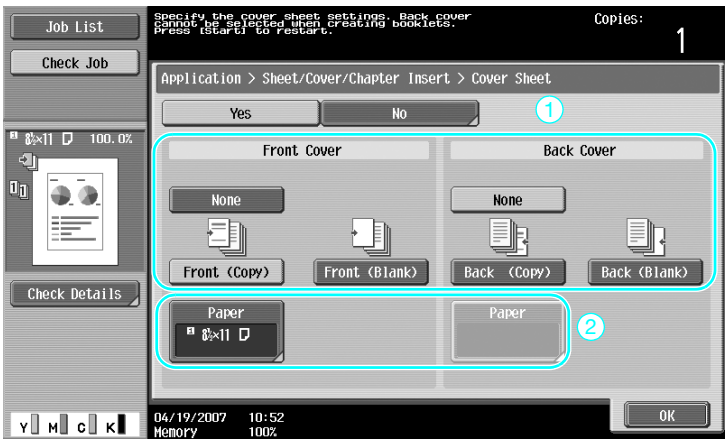
## 2.8 Adding cover pages while copying

### Cover Sheet

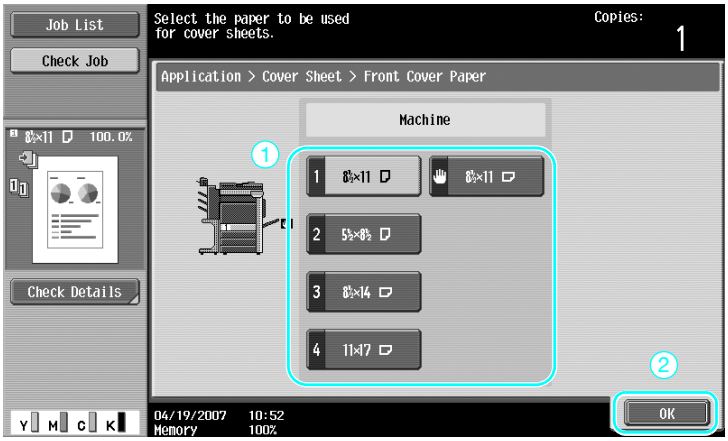
When copying using paper for cover pages that is different from the paper of the main body of the original, instead of copying the cover pages and main body of the original separately, the entire document can be printed at the same time using the different types of paper.






Select the paper tray loaded with the paper to be used for the cover pages.




...

**Reminder**

*Use paper with the same size for the cover pages and for the main body of the document, and load them in the paper trays in the same orientation.*

...

**Note**

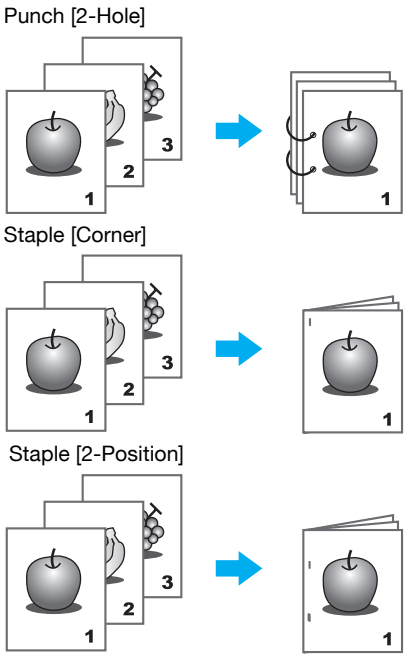
*For details, refer to chapter 7, "Application functions", of the User's Guide [Copy Operations].*

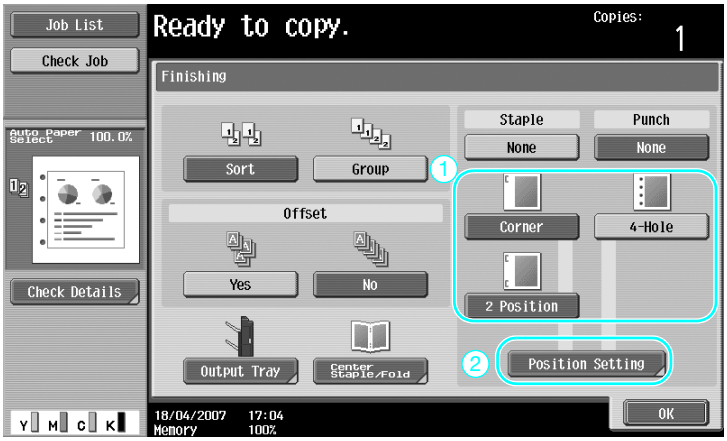
## 2.9 Binding with staples and punching holes in copies

### Staple/Punch

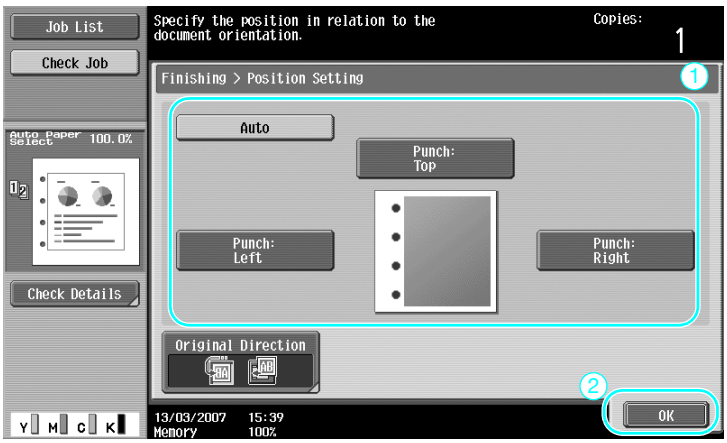
Multi-page originals can be copied and stapled together. Settings can be specified to staple the document in the corner or at two locations. The Staple settings are available only if the optional finisher is installed.

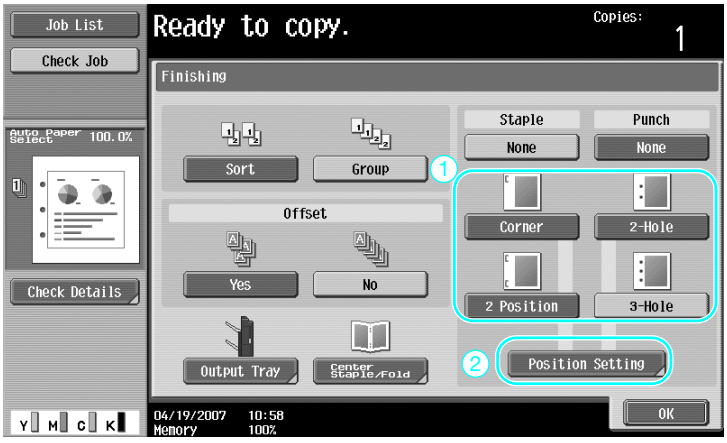
Holes for filing can be punched in the copies. The Punch settings are available only if the optional punch kit and finisher are installed.



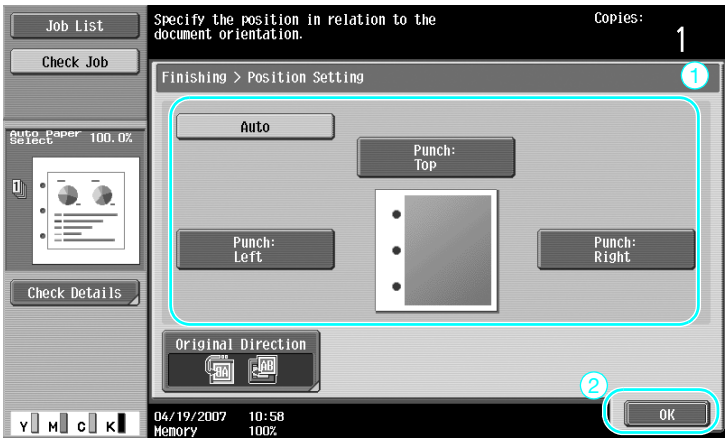



When select the Punch setting, specify the position where holes are to be punched.



When select the Punch setting, specify the position where holes are to be punched.




**Detail**

*The following paper can be used with the Staple settings.*
*Paper weight: 60 g/m$^2$ to 209 g/m$^2$ (16 lb to 55-1/2 lb)*
*When finisher FS-519 is installed*
*Paper sizes: A3 ▭ to A5 ▯, 11 × 17 ▭ to 8-1/2 × 11 ▭/▯*
*When finisher FS-609 is installed*
*Paper size: A3 ▭ to B5 ▭/▯, 11 × 17 ▭ to 8-1/2 × 11 ▭/▯*
*The following paper can be used with the Punch settings.*
*When finisher FS-519 and punch kit PK-515 are installed*
*Paper weight: 60 g/m$^2$ to 256 g/m$^2$ (16 lb to 68 lb)*
*Paper sizes: "2-Hole" punch setting: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯, "3-Hole" punch setting: 11 × 17 ▭, 8-1/2 × 11 ▯, "4-Hole" punch setting: A3 ▭, A4 ▯, B5 ▭*
*When finisher FS-609 and punch kit PK-501 are installed*
*Paper weight: 60 g/m$^2$ to 209 g/m$^2$ (16 lb to 55-1/2 lb)*
*Paper sizes: "2-Hole" punch setting: 11 × 17 ▭ to 8-1/2 × 11 ▭/▯, "3-Hole" punch setting: 11 × 17 ▭, 8-1/2 × 11 ▯, "4-Hole" punch setting: A3 ▭, A4 ▯*

**Note**

*For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].*

## 2.10 Copying onto envelopes

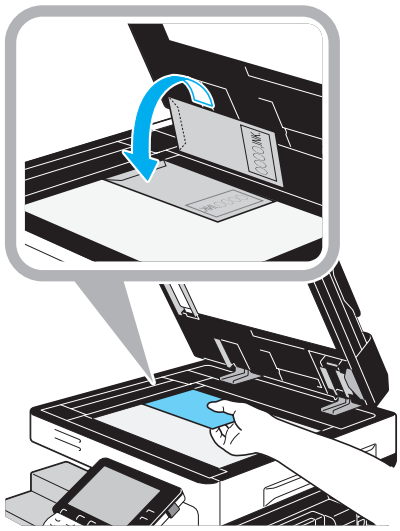
**Bypass tray**

Use the bypass tray when copying onto envelopes.

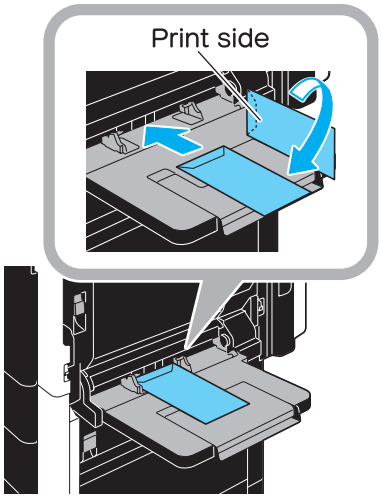
When copying onto envelopes, the orientation of the original and paper is extremely important.

1 Position the original and the paper.

Original

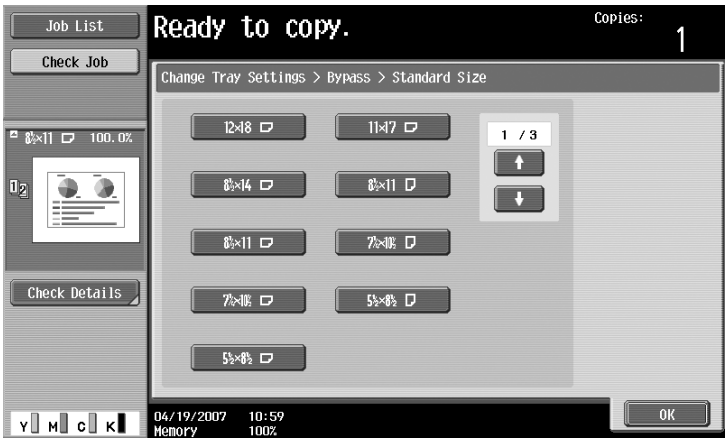


Paper




– Load with the side to be printed on facing down.

2 Specify the paper type and size.




– If envelopes are loaded, select the "Envelope" Paper Type setting. Select a size that matches the size of the envelope that is loaded.

...

**Note**

*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

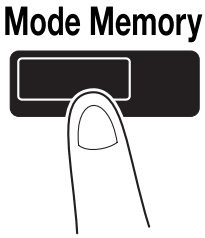
## 2.11 Easily recalling frequently used functions

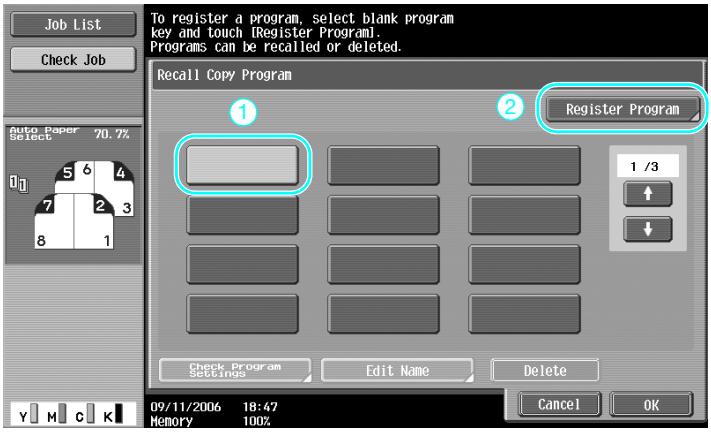
### Registering/recalling programs

Frequently used functions can be registered as a copy program. The registered copy program can easily be recalled and used.

***Registering a program***

First, specify the functions to be registered.

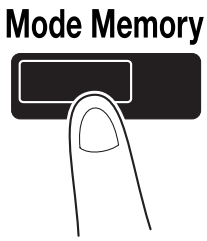


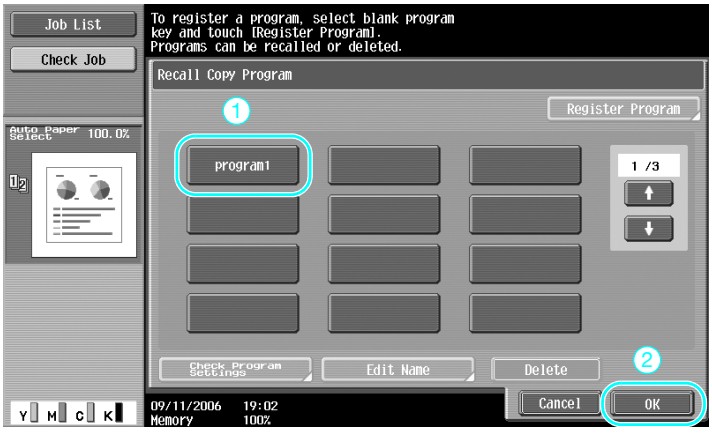


**Detail**

*A maximum of 30 copy programs can be registered.*

***Recalling a program***



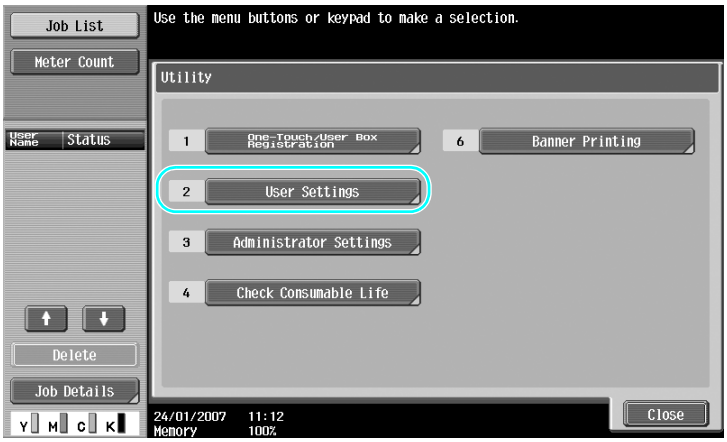
...

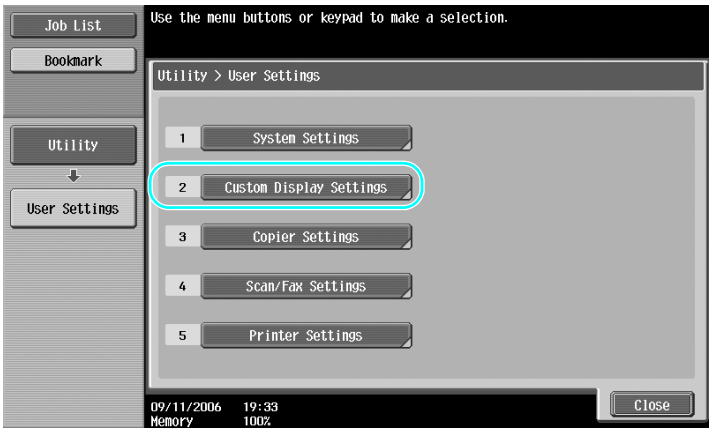
**Note**

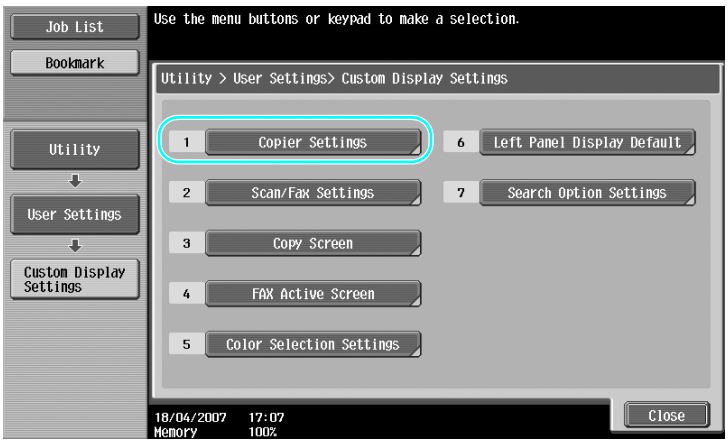
*For details, refer to chapter 3, "Additional copy operations", of the User's Guide [Copy Operations].*

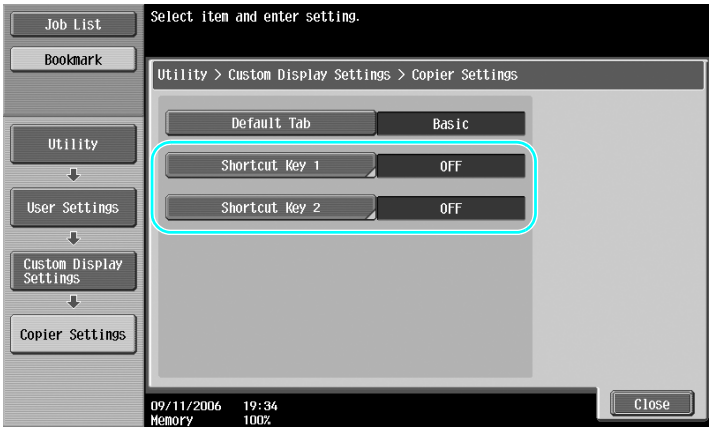
### Shortcut keys

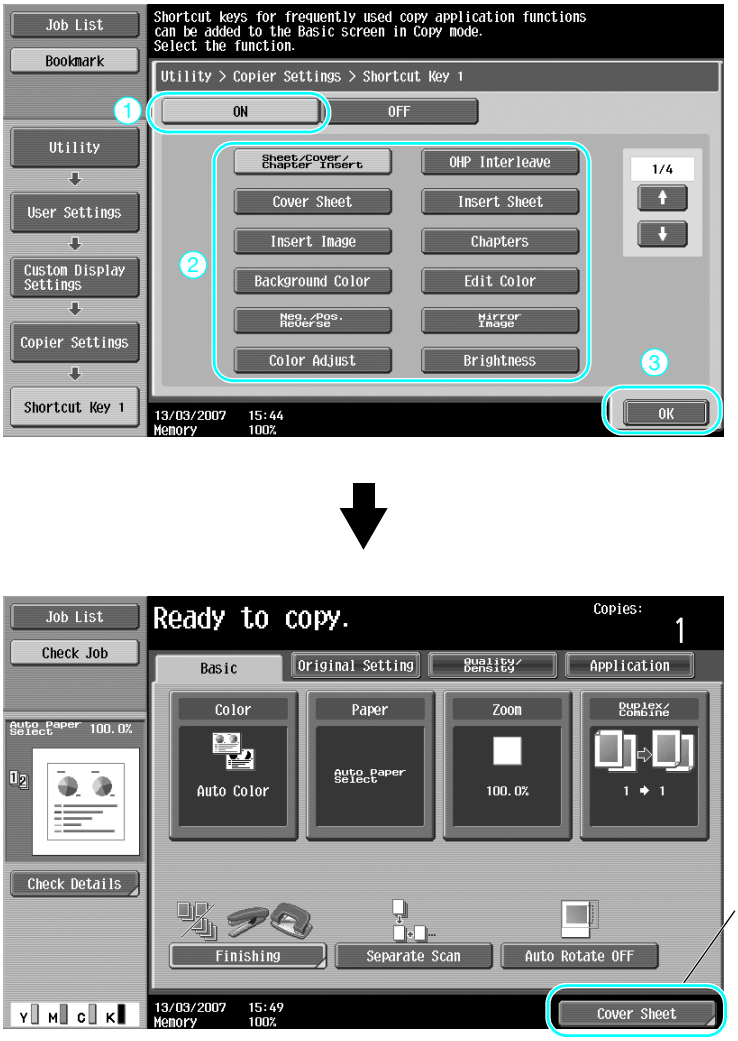
Frequently used Application functions can be added as a shortcut key to the Basic screen. Up to two shortcut keys can be created.




Job List
Bookmark
Utility
User Settings
Use the menu buttons or keypad to make a selection.
Utility > User Settings
1 System Settings
2 Custom Display Settings
3 Copier Settings
4 Scan/Fax Settings
5 Printer Settings
09/11/2006 19:33
Memory 100%
Close


Job List
Bookmark
Utility
User Settings
Custom Display Settings
Use the menu buttons or keypad to make a selection.
Utility > User Settings> Custom Display Settings
1 Copier Settings
2 Scan/Fax Settings
3 Copy Screen
4 FAX Active Screen
5 Color Selection Settings
6 Left Panel Display Default
7 Search Option Settings
18/04/2007 17:07
Memory 100%
Close


Job List
Bookmark
Utility
User Settings
Custom Display Settings
Copier Settings
Select item and enter setting.
Utility > Custom Display Settings > Copier Settings
Default Tab Basic
Shortcut Key 1 OFF
Shortcut Key 2 OFF
09/11/2006 19:34
Memory 100%
Close




**Detail**

*If the image controller icon appears on bizhub C353/C253, only one shortcut key for the Basic screen can be programmed.*

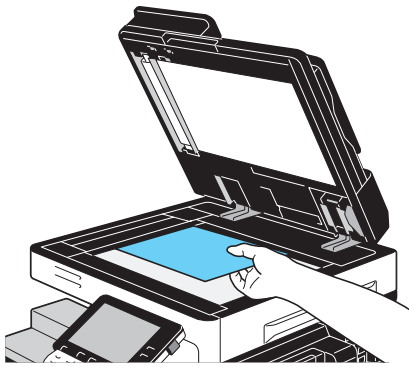
**Note**

*For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].*

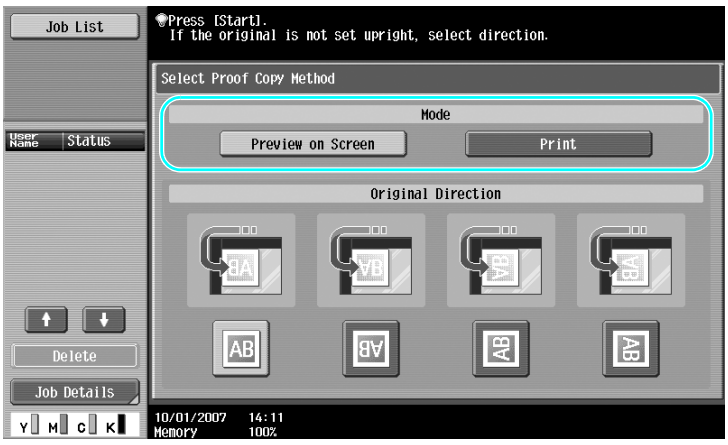
## 2.12 Checking the copies

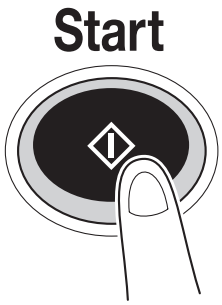
### Proof Copy

Before printing a large number of copies, a single proof copy or print image can be checked as a preview image. This allows copy errors to be corrected before a large number of copies are printed.

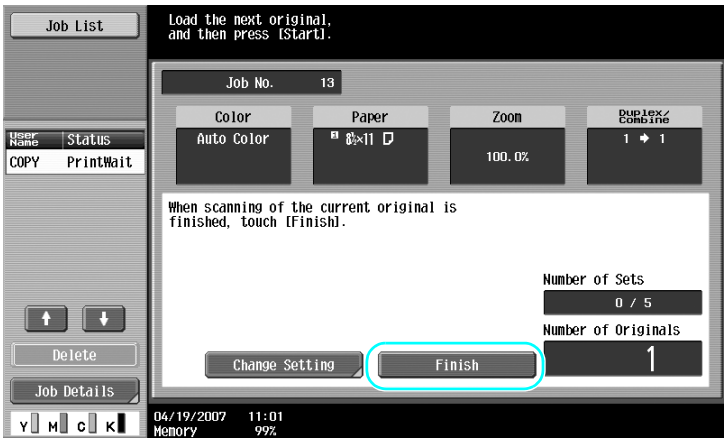


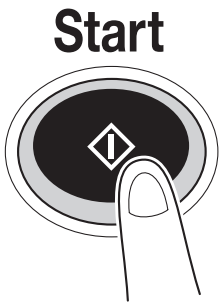
Select the desired copy settings.



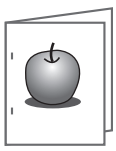


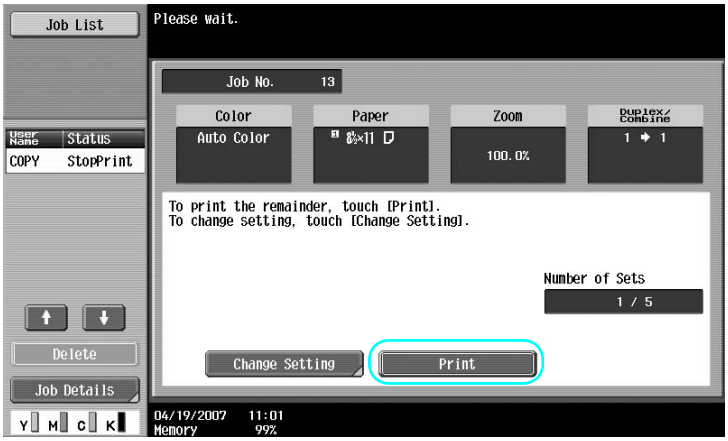

**To print and check**





A single copy is printed.
Check the proof copy.






**Detail**

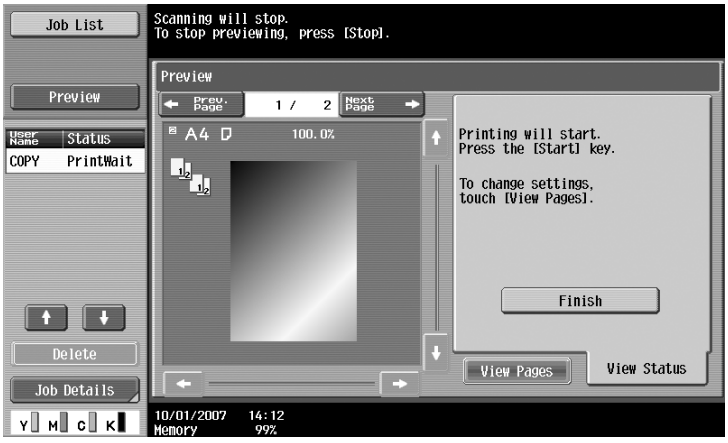
*To change the selected settings after checking the proof copy, touch [Change Setting], and then change the settings.*

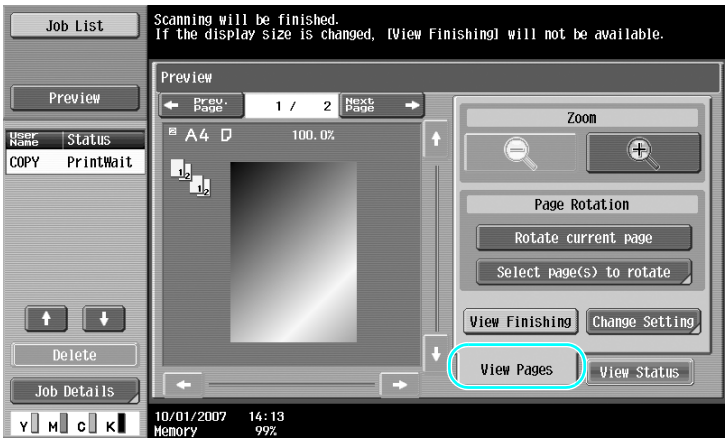
*If the original was loaded into the ADF, printing of the proof copy begins without the sereen appearing confirming that scanning of the original is finished.*

**Note**

*For details, refer to chapter 3, "Additional copy operations", of the User's Guide [Copy Operations].*

### To check with preview image



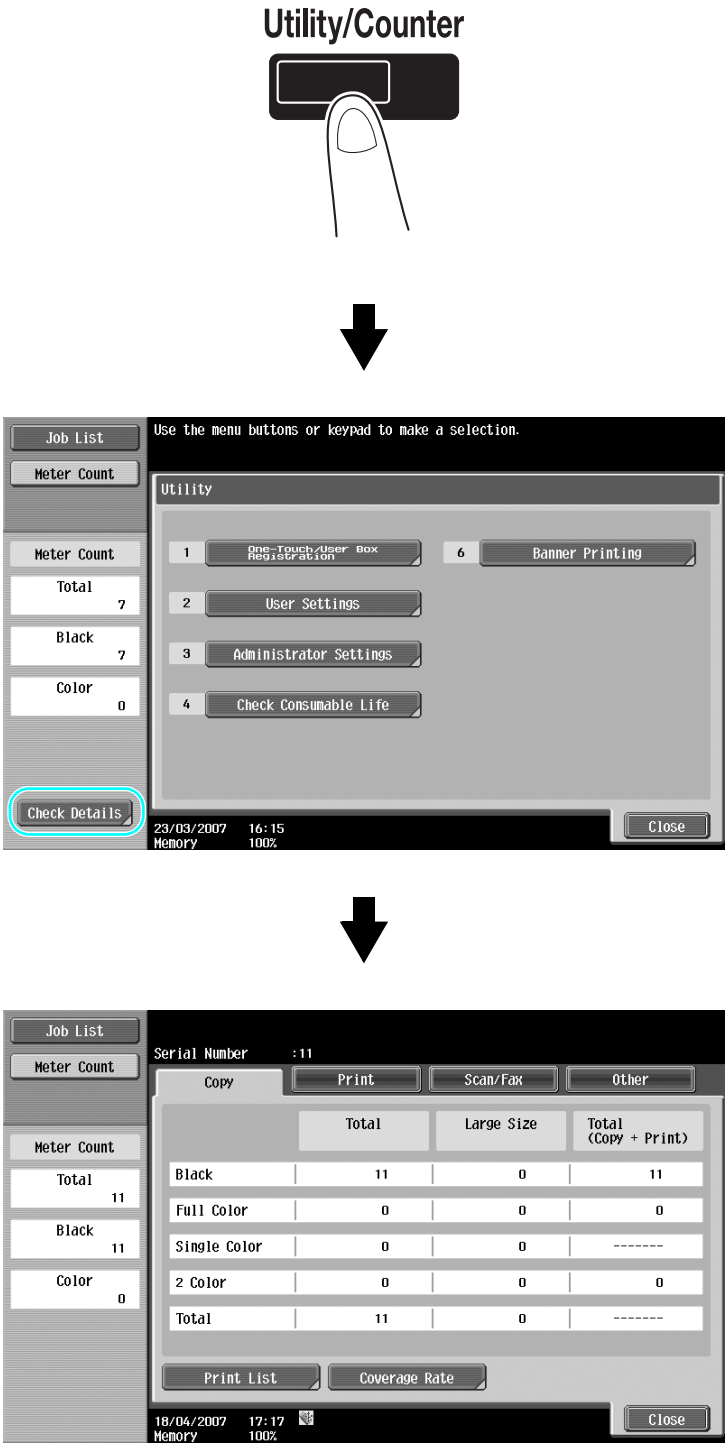
**Detail**

*To change the settings after checking the preview image, touch [View Pages], and then change the settings.*

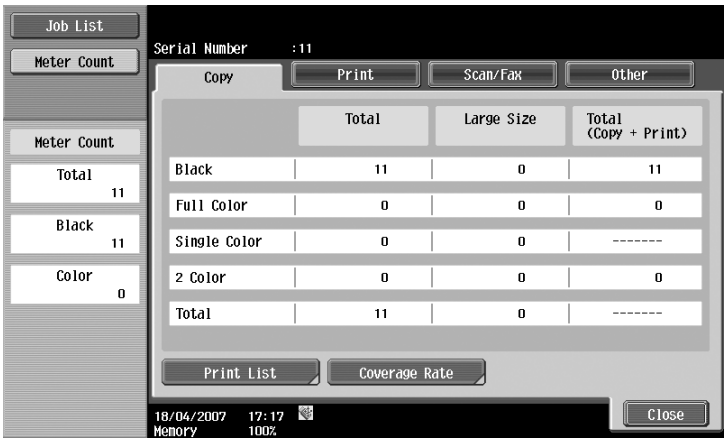
## 2.13 Checking the number of prints

### Meter Count

The total number of printed pages and detailed counts of prints, such as the number of black-and-white prints, can be checked for various functions.



The following information can be viewed on the Copy tab.




Total: Displays the total number of pages copied using the "Black" setting, the "Full Color" setting, the "Single Color" setting, the "2 Color" setting, and the total for all Color settings.

Large Size: Displays the total number of pages copied on large-sized paper using the "Black" setting, the "Full Color" setting, the "Single Color" setting, the "2 Color" setting, and the total for all Color settings.

Total (Copy + Print): Displays the total number of pages copied and printed using the "Black" setting, the "Full Color" setting, the "Single Color" setting, the "2 Color" setting, and the total for all Color settings.

**Detail**

*To print the list, touch [Print List].*
*To view the amount of toner that was used, touch [Coverage Rate].*

**Note**

*For details, refer to chapter 9, "Care of the machine", of the User's Guide [Copy Operations].*

## 2.14 Reducing electricity usage

This machine is equipped with two Power Save modes for conserving energy. In addition, the weekly timer allows use of the machine to be limited if days and time periods when the machine is not used are programmed.

Settings can be specified for these features from Administrator mode.

**Low Power mode and Sleep mode**

If no operation is performed on the machine for a specified length of time, the machine automatically enters a mode where it conserves energy. If no operation is performed on the machine for 15 minutes, the touch panel goes off and the machine enters Low Power mode. If no operation is performed for 20 minutes, the machine enters Sleep mode, where the energy conservation effect is larger (Factory default).

...

**Note**

*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

***Manually entering a Power Save mode***

Instead of waiting the specified length of time, the machine can be manually set to enter a power-saving mode in order to conserve energy. As a factory default, the machine is set to enter Low Power mode when the [Power Save] key is pressed.

**Weekly timer**

The machine can be set to automatically enter Sleep mode according to a usage schedule determined by the administrator to limit the machine's use. Dates or days of the week can be set for the schedule to turn the machine on and off.

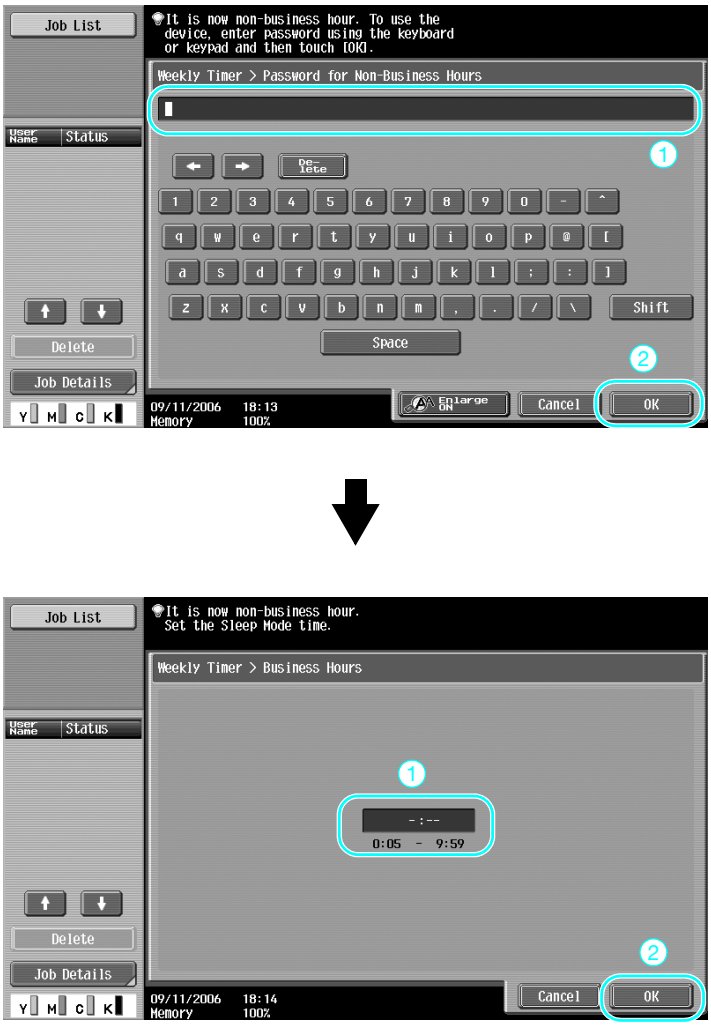
...

**Note**

*For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].*

***Copying while the weekly timer is being used***

The limitations of the weekly timer can temporarily be canceled so the machine can be used. In order to cancel the limitations, the operating hours must first be entered. A password for non-business hours must be specified in Administrator mode.




...

**Note**

*For details, refer to chapter 1, "Before making copies", of the User's Guide [Copy Operations].*

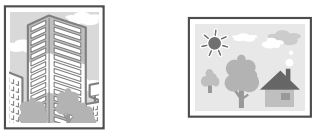
# 3 Useful printing operations

# 3 Useful printing operations

## 3.1 Selecting the paper

### Original Orientation

Select "Portrait" or "Landscape" as the orientation for printing on the paper.



Portrait Landscape

Windows PCL/PS drivers: Basic tab

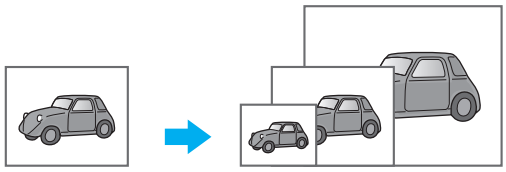
Macintosh OS X driver: Page Attributes

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Original Size and Paper Size

Select the paper size of the document and the size of paper to be printed on.



Original size Paper size

Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Page Attributes

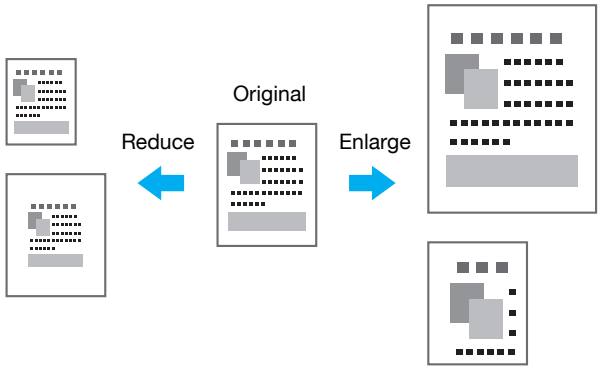
**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Zoom

Specify the enlargement or reduction ratio.

The original is automatically enlarged or reduced to the size specified here when it differs from the "Original Size" setting and "Zoom" is set to "Auto".




Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Page Attributes

**Detail**

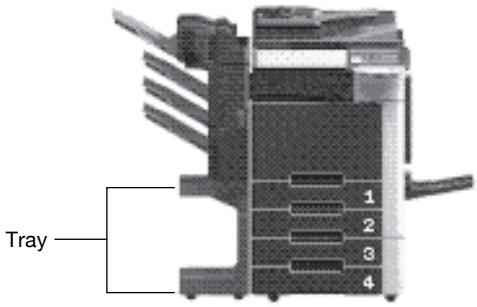
*The Windows PCL/PS driver also has the "Thin Line Support" function to prevent thin lines from becoming blurred when printing with reduced size. (Other tab)*

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Paper Tray (Paper Type)

Select the paper tray containing the paper to be printed on. If the paper trays are loaded with different types of paper, the desired paper type can be selected by selecting a different paper tray.




Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Paper Tray/Output Tray

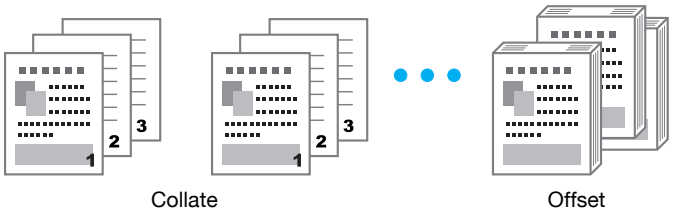
**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

**Copies and Collate/Offset**

When printing multiple copies, select the "Collate" function to print each copy as a complete set (1, 2, 3, ..., 1, 2, 3, ...).

In addition, if the "Offset" function is selected, each copy set is fed out shifted either forward or backward.




Collate Offset

Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

**Detail**

*The "Offset" function is available only with finishers that allow pages to be shifted.*

**Note**

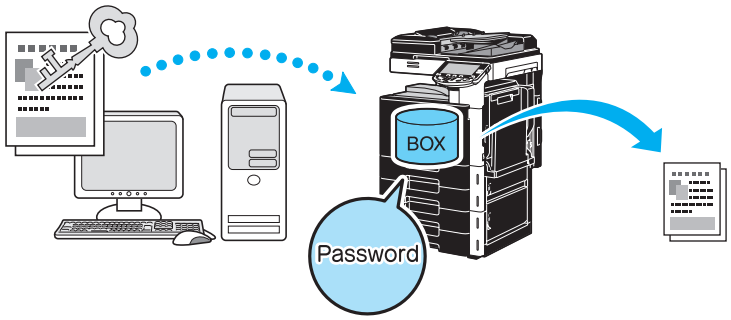
*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

## 3.2 Managing and limiting printing

### Secure Print

A password can be specified for the document.

This feature is useful for printing confidential documents since the document cannot be retrieved unless the password is entered from the machine's control panel.




Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

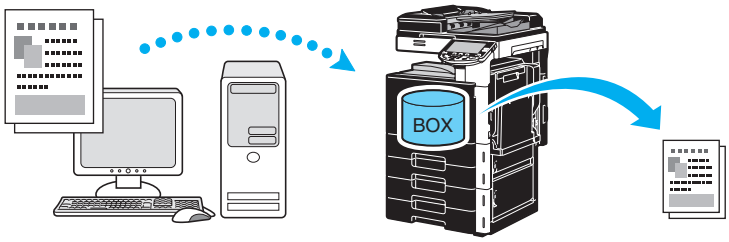
**Note**

*For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations].*

### Save in User Box

The document can be saved in the specified user box.

Since the saved data can be printed when it is needed, this feature is useful for organizing documents in public or private user boxes, depending on the document contents.




Windows PCL/PS drivers: Basic tab

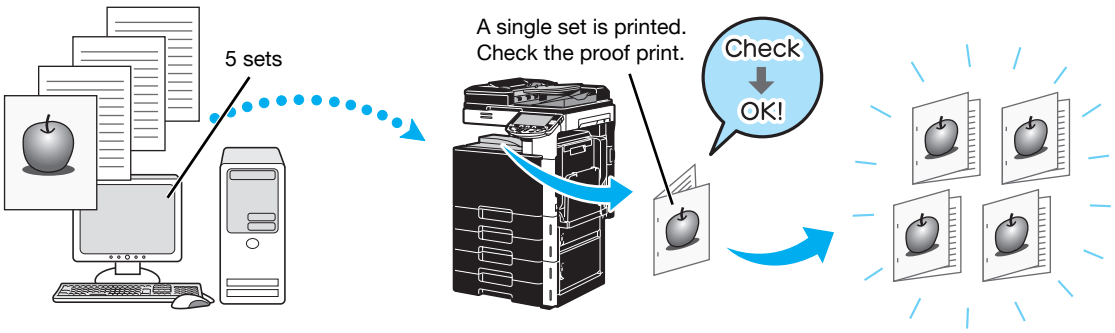
Macintosh OS X driver: Output Method

**Note**

*For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations].*

### Proof Print

Before printing a large number of copies, a single proof copy can first be printed in order to be checked. This prevents printing errors in large numbers.




Windows PCL/PS drivers: Basic tab

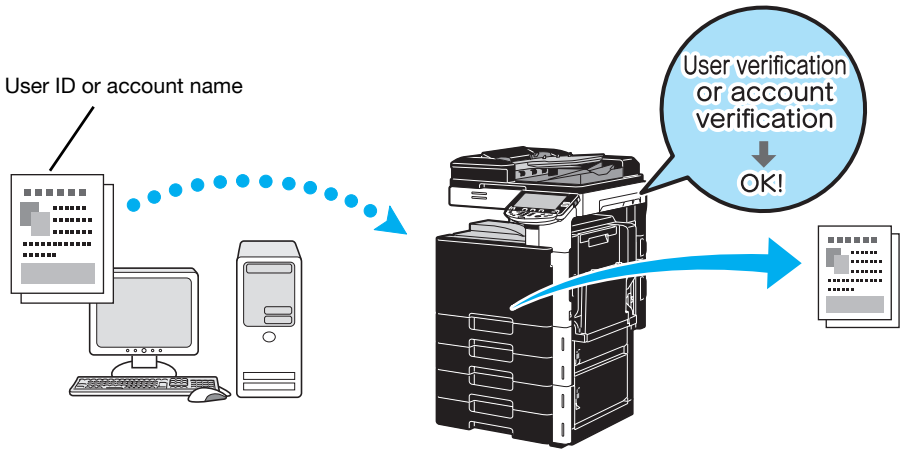
Macintosh OS X driver: Output Method

**Note**

*For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations].*

### User Authentication/Account Track

If user authentication or account track settings have been specified on the machine, registering user or account information with the printer driver enables the machine to check if the sent print job is data from a registered user or account.




Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

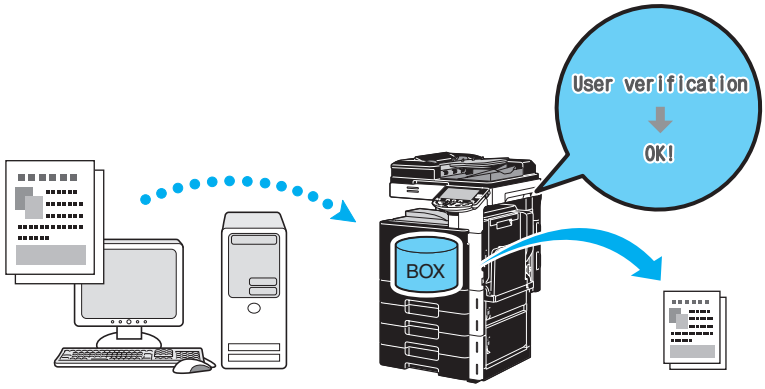
**Note**

*For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations].*

**ID & Print**

A user using a user name and password, then print the print jobs saved in the ID & Print User Box of this machine, when user authentication is enabled.

Because printing occurs after user authentication is performed via the control panel of this machine, it is suitable for printing highly confidential documents.




Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

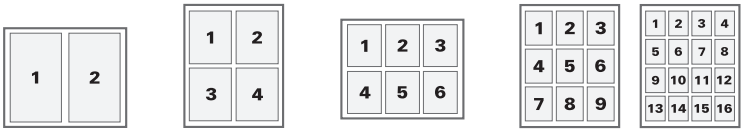
**Note**

*For details, refer to chapter 11, "Function detail description", of the User's Guide [Print Operations].*

## 3.3 Reducing paper use while printing

### Combination

N in 1 printing, which reduces multiple document pages and prints them together on a single sheet of paper, is useful for economizing the number of printed pages.




Windows PCL/PS drivers: Layout tab

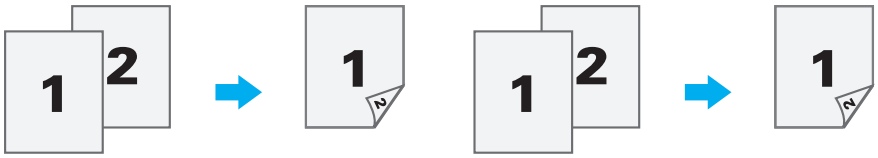
**Note**
*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", of the User's Guide [Print Operations].*

### Double-sided printing/booklet printing

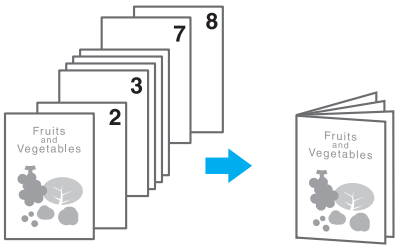
Document pages can be printed on both sides of the paper or in the form of a booklet (book spread and center bound).

This feature is useful for binding a document containing multiple pages.

***Double-sided printing***




***Booklet printing***




Windows PCL/PS drivers: Layout tab

Macintosh OS X driver: Layout/Finish

**Detail**
*Also using the "Chapter" function is convenient for specifying which page is to be printed on the front side of the paper in a document printed double-sided or as a booklet.*

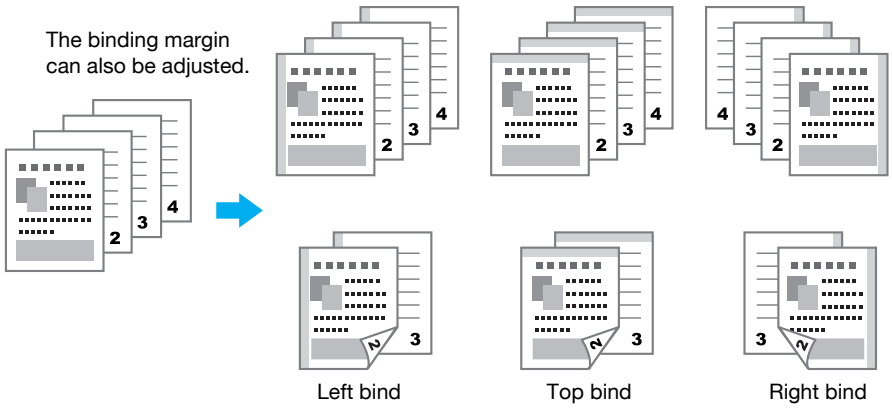
*The "Skip Blank Pages" function, which does not print blank pages when printing from the Windows PCL driver, is useful for reducing paper use.*

**Note**
*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

## 3.4 Adjusting the print position

### Binding Direction and Binding Margin

Specify the binding position for binding documents. With Windows PCL/PS driver, amount of page margins can also be adjusted.




Windows PCL/PS drivers: Layout tab

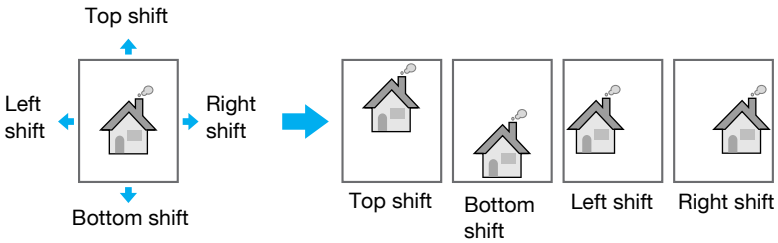
Macintosh OS X driver: Layout/Finish

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Image Shift

The entire image can be shifted, then printed, for example, when adjusting the left and right margins.




Windows PCL/PS drivers: Layout tab

Macintosh OS X driver: Layout/Finish

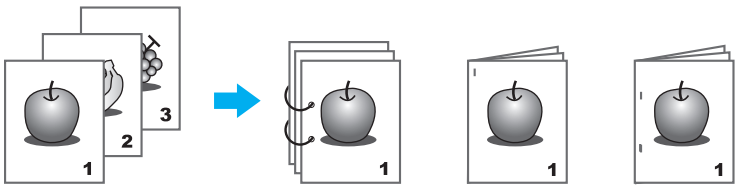
**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

## 3.5 Finishing documents

### Stapling and hole punching

Printed documents can be bound with staples or have holes punched in them.




Punch Staple

Windows PCL/PS drivers: Finish tab

Macintosh OS X driver: Layout/Finish

**Detail**

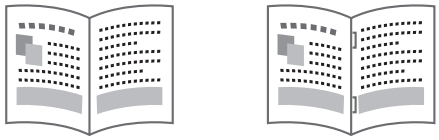
*The Staple settings are available only if the optional finisher has been installed.*
*The Punch settings are available only if the optional punch kit and finisher have been installed.*
*By selecting an output tray, the output destination can be specified.*
*Select the desired Paper Arrangement setting to specify whether priority is given to the finished product or to productivity as the method for adjusting the binding position.*

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Center stapling and folding

Select whether the finished document is folded in half, and whether it is folded in half and stapled.



Half-Fold Center Staple and Fold

Windows PCL/PS drivers: Finish tab

Macintosh OS X driver: Layout/Finish

**Detail**

*The center stapling and folding setting is available only if the optional finisher has been installed. The settings that are available differ depending on the installed options.*

**Note**

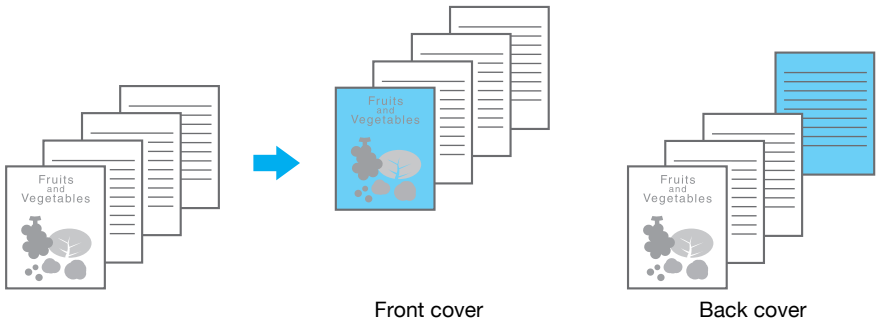
*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

## 3.6 Adding different paper

### Cover Mode

The front and back covers can be printed on different paper.

Select whether the paper for the cover sheets are fed from a paper tray.




Windows PCL/PS drivers: Cover Mode tab

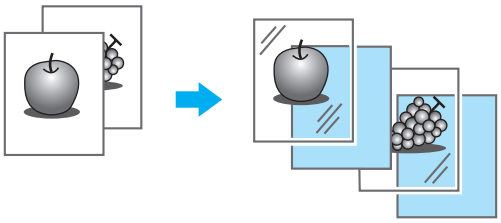
Macintosh OS X driver: Cover Mode/Transparency Interleave

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Transparency Interleave

Interleaves can be fed out between OHP transparencies when they are printed on.



Windows PCL/PS drivers: Cover Mode tab

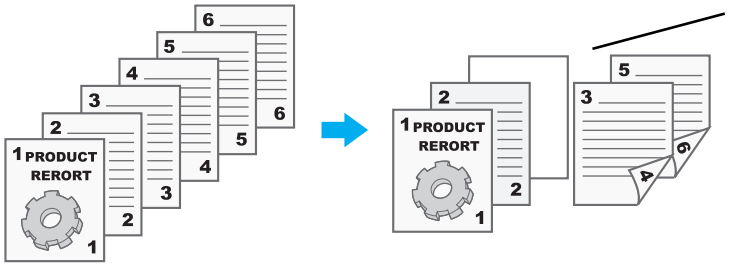
Macintosh OS X driver: Cover Mode/Transparency Interleave

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Per Page Setting

A different printing method and paper tray can be selected for each page. This is useful for changing paper trays while printing a large number of pages.




Page 1: Printed single-sided with paper from Tray 1
Page 2: Printed single-sided with paper from Tray 2
Third sheet: Blank paper insertion from Tray 1
Pages 3 through 6: Printed double-sided with paper from Tray 1

Windows PCL/PS drivers: Cover Mode tab

Macintosh OS X driver: Per Page Setting

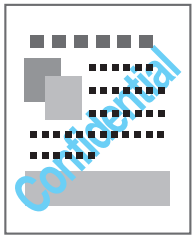
**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

## 3.7 Adding text and images when printing

### Watermark

The document can be printed overlapping a watermark (text stamp).




Windows PCL/PS drivers: Stamp/Composition tab

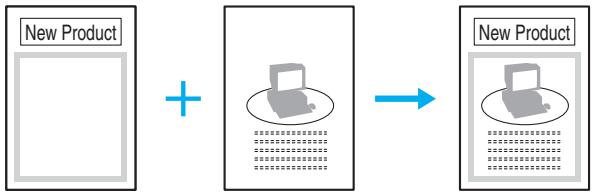
...

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", of the User's Guide [Print Operations].*

### Overlay

The document can be printed overlapping separate overlay data.




Over lay data Original data

Windows PCL/PS drivers: Stamp/Composition tab

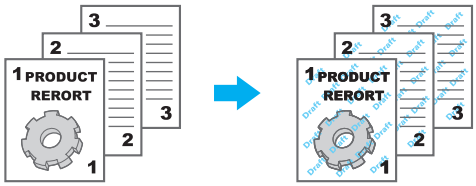
...

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", of the User's Guide [Print Operations].*

### Copy Protect

A special pattern can be printed over the entire paper. When a document printed with this pattern is copied, the hidden text in the pattern appears throughout the pages of the copies to prevent unauthorized copying.




Printed Copied

Windows PCL/PS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition

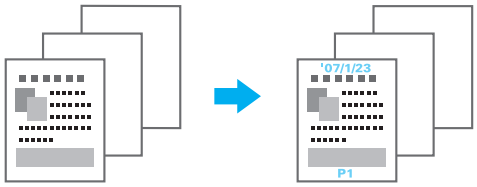
...

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

**Date/Time and Page Number**

The document can be printed with the date/time or page number added.




Windows PCL/PS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition

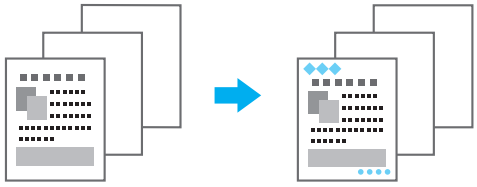
...

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

**Header/Footer**

Information registered with this machine as a header/footer can be added when the document is printed.



Windows PCL/PS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition

**Detail**

*In order to use headers/footers, the header/footer must first be registered with the machine.*

...

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

## 3.8 Adjusting the image quality

### Select Color and Quality Adjustment

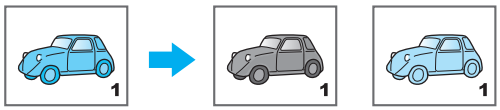
The document can be printed in grayscale, or the image quality, such as the tone, can be adjusted.

An ICC profile previously registered with the machine can also be selected.

The ICC profile can only be specified for the Windows PS driver and Macintosh OS X driver.

If "Gray Scale" is selected for Select Color, the Edge Enhancement function can be specified to highlight the edge of characters, graphics and images to make small characters more visible.

The Toner Save function can be specified to control the print density and saves the toner consumption.



Printing in grayscale

Printing with the settings for color profile

Windows PCL/PS drivers: Quality tab

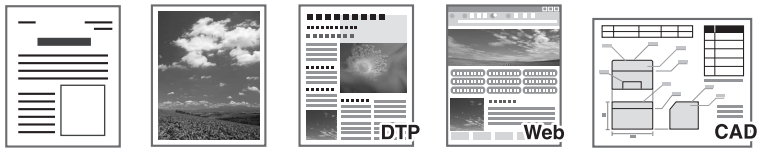
Macintosh OS X driver: Quality

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Color Settings

The document can be printed with the image quality appropriate for the contents of the document.




Document Photo DTP Web CAD

Windows PCL/PS drivers: Quality tab

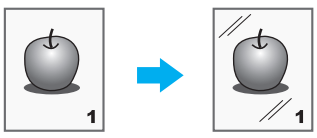
Macintosh OS X driver: Quality

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

### Glossy Mode

The document can be printed with a glossy finish.



Windows PCL/PS drivers: Quality tab

Macintosh OS X driver: Quality

...

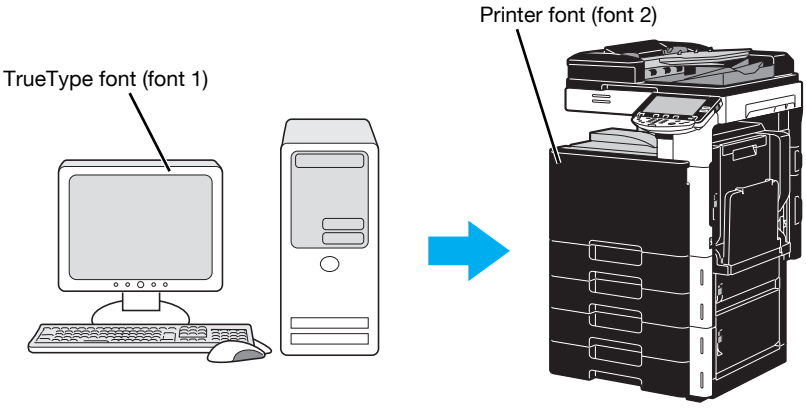
**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", and chapter 9, "Print function of Mac OSX", of the User's Guide [Print Operations].*

## 3.9 Using printer fonts

### Font Settings

The document can be printed with TrueType fonts replaced with printer fonts.




Windows PCL/PS drivers: Quality tab

**Detail**

*When printer fonts are used, the printing time is reduced, but there may be a difference between the displayed document and the print result.*

**Note**

*For details, refer to chapter 8, "Print functions of the PCL/PS drivers for Windows", of the User's Guide [Print Operations].*

# 4 Useful fax operations

# 4 Useful fax operations

## 4.1 Registering frequently used fax numbers

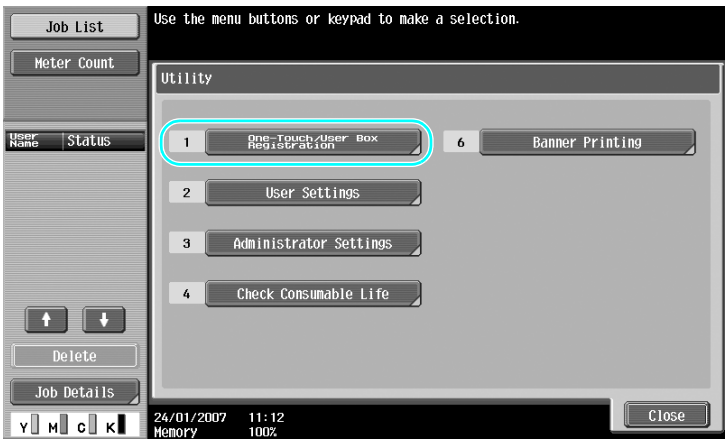
Frequently used destinations can be registered.

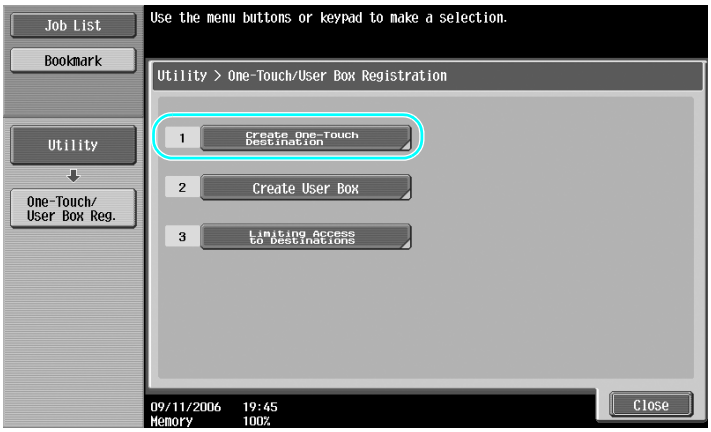
Destinations can be registered in the address book or as group destinations.

### Address book destinations

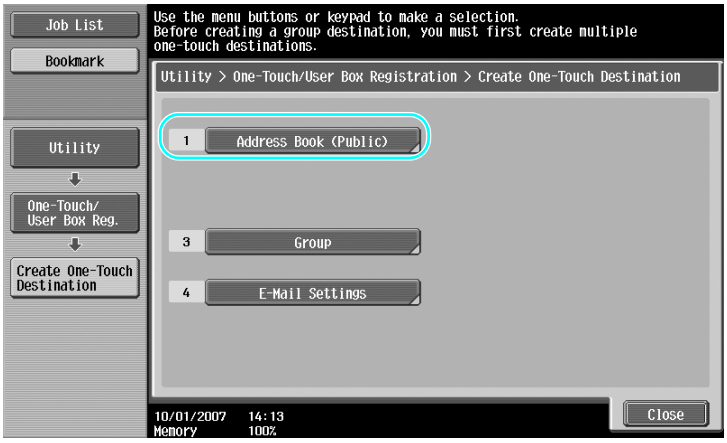
By registering a frequently used destination in the address book, the destination can be recalled simply with the press of an address book button.

***Opening the destination registration screen***

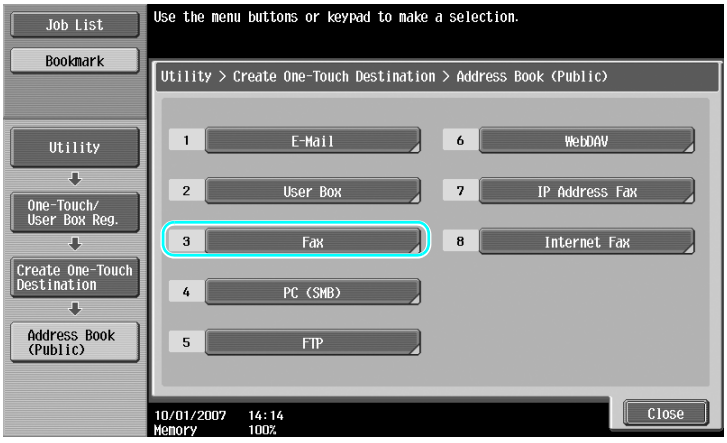


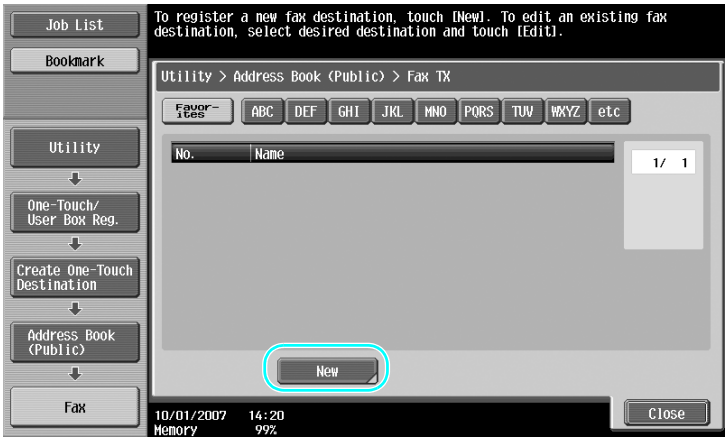


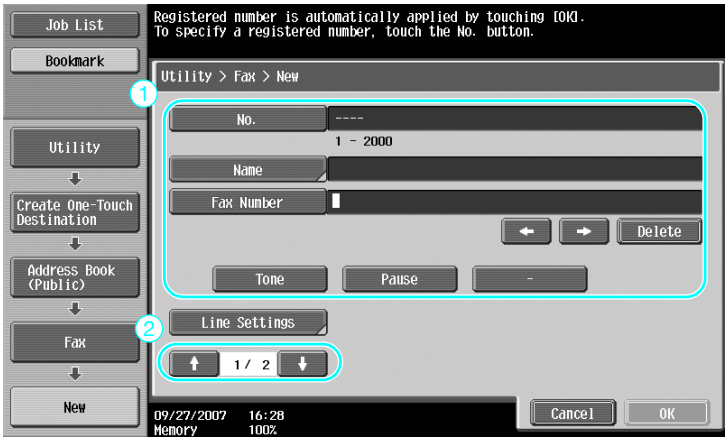

Destination registration screen




***Registering a fax number***






No.: Using the keypad, type in the registration number.

Name: Specify the name of the fax number to be registered.

Fax Number: Using the keypad, type in the fax number to be registered.

Index: Select the index characters used for organizing the fax numbers. By selecting index characters appropriate for the registered name, the fax number can easily be found.

Icon: When i-Option LK-101/LK-103 is enabled on this machine, select an icon.

**Note**

*For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

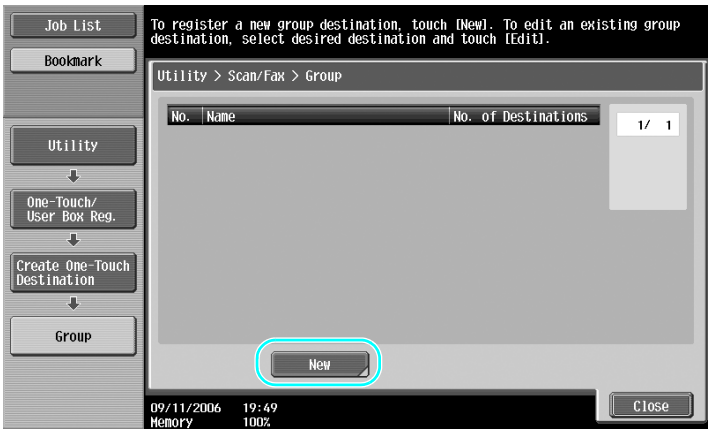
### Group destinations

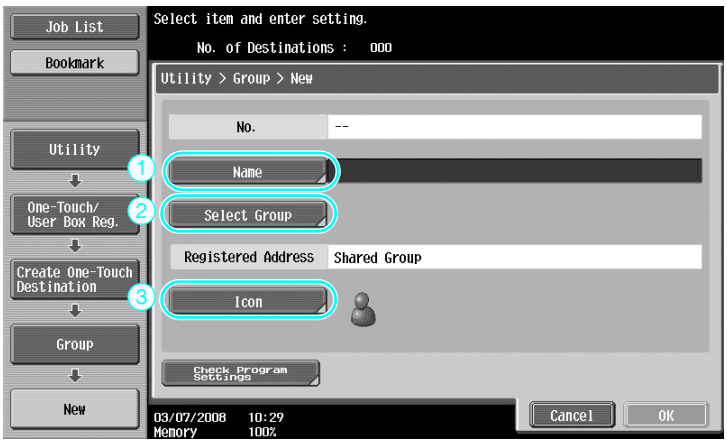
Multiple fax numbers can be registered together as a single group.

The fax numbers that can be registered as a group destination must be registered in the address book.

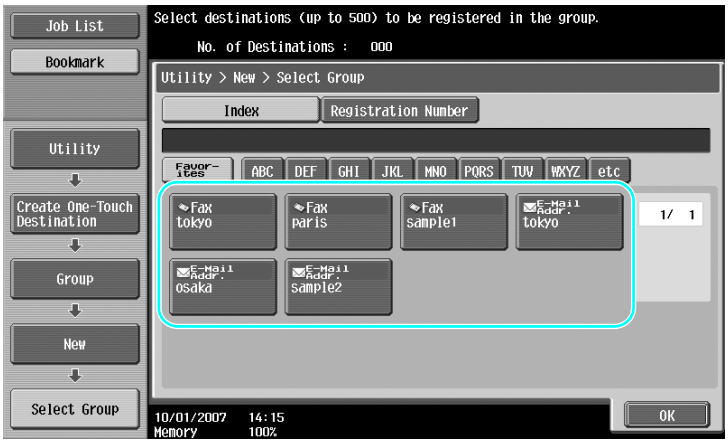
In order to register a group destination, the individual fax numbers must first have been registered in the address book.

In the Create One-Touch Destination screen, touch [Group].



Destination screen




**Note**

*For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

### Registering the program destination

Scanning settings, transmission settings and destination can be registered with a single button. These are called "program destinations".

The registered program destinations can easily recalled and used.

**Note**

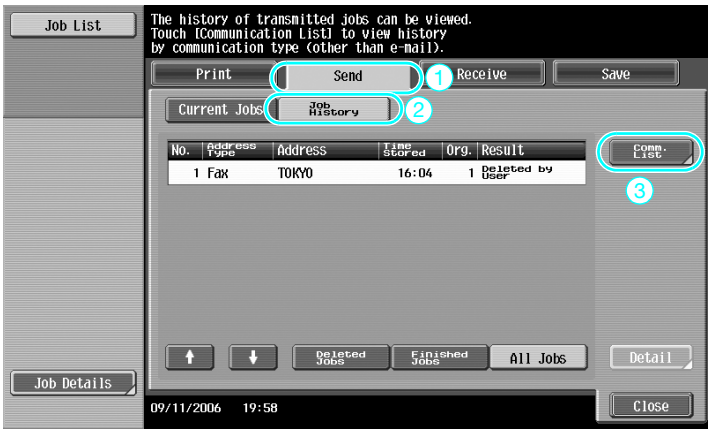
*For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

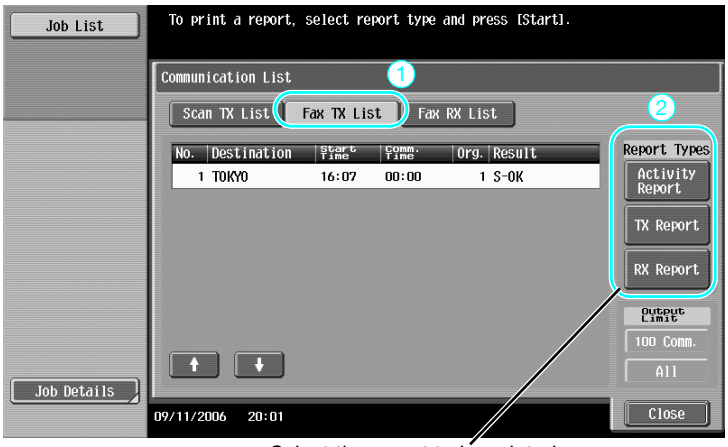
## 4.2 Checking fax operations performed until now

### Communication List

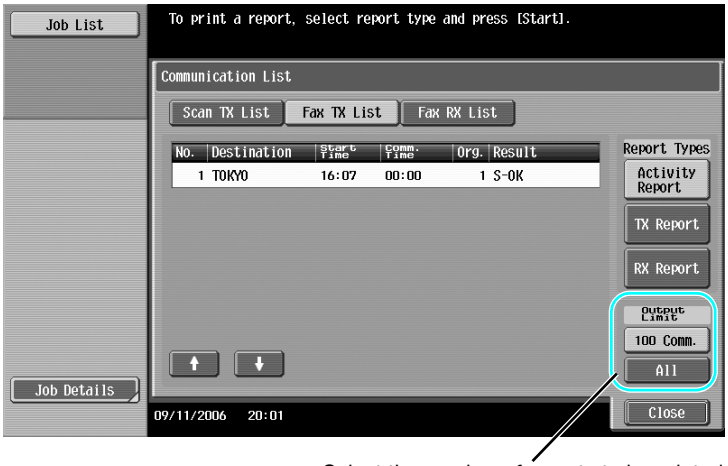
A log of the transmissions and receptions can be viewed in a report and printed.

The transmission report, reception report and activity report, which combines the transmission and reception reports, are available in the Communication List screen.






Select the report to be printed.




Select the number of reports to be printed.

**Detail**

*The activity report can be printed periodically.*
*For details, refer to chapter 7, "Explanation of reports/lists", of the the User's Guide [Network Scan/Fax/Network Fax Operations].*

*Fax jobs that could not be sent are automatically saved in the Fax Retransmit User Box. Jobs saved in the Fax Retransmit User Box can be sent manually. Settings must be specified in Administrator mode in order to automatically save jobs in the Fax Retransmit User Box. For details, refer to chapter 9, "Administrator mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

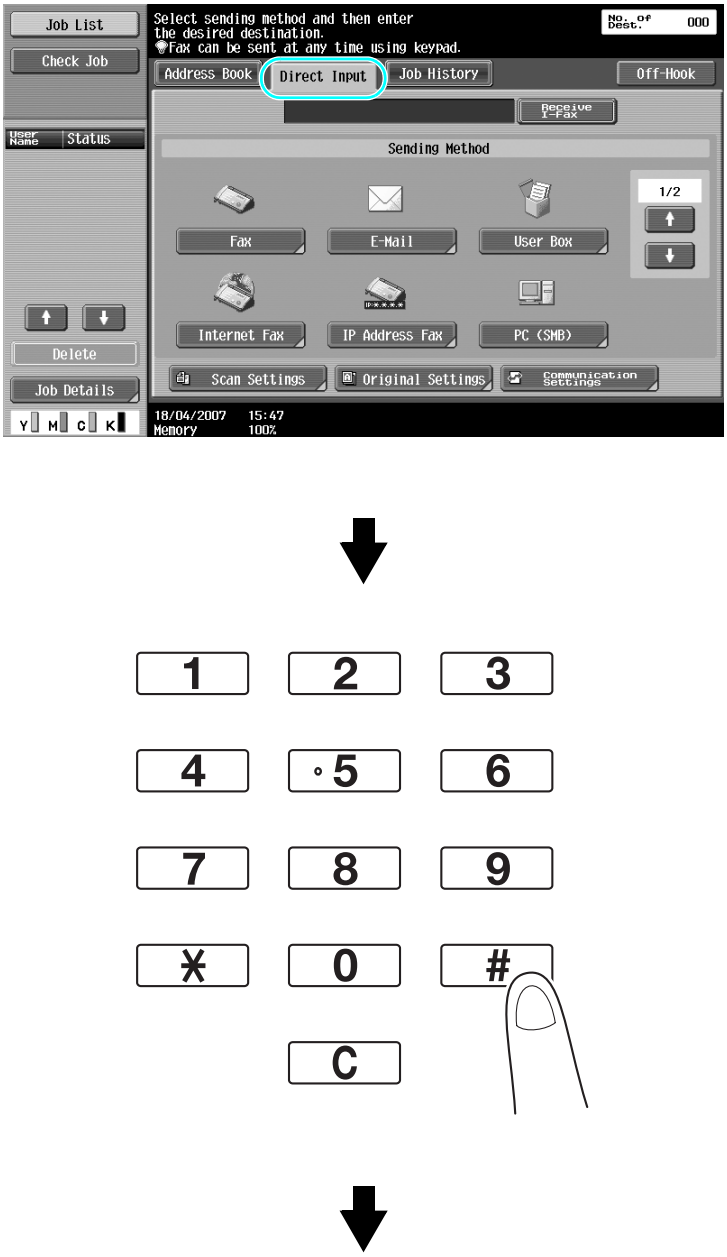
## 4.3 Transmitting to multiple recipients at the same time

A document can be sent to multiple recipients with a single operation. This is called a "broadcast transmission".

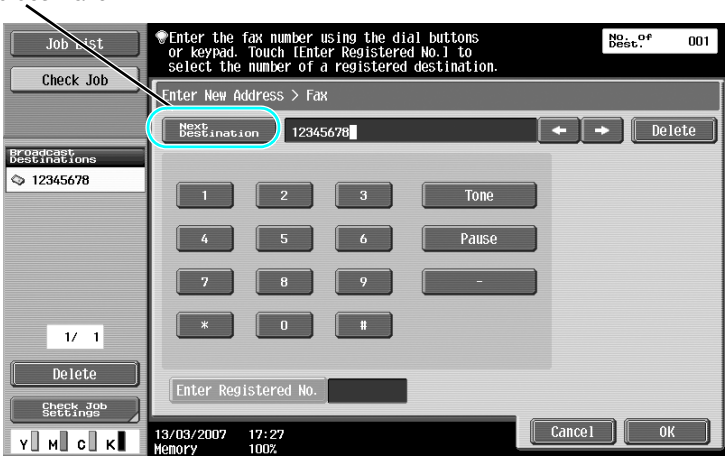
### Broadcast transmission

Recipients can be specified for broadcast transmissions by typing in the destination using the keypad or by selecting a registered destination.
In addition, recipients can be specified using a combination of the two methods.

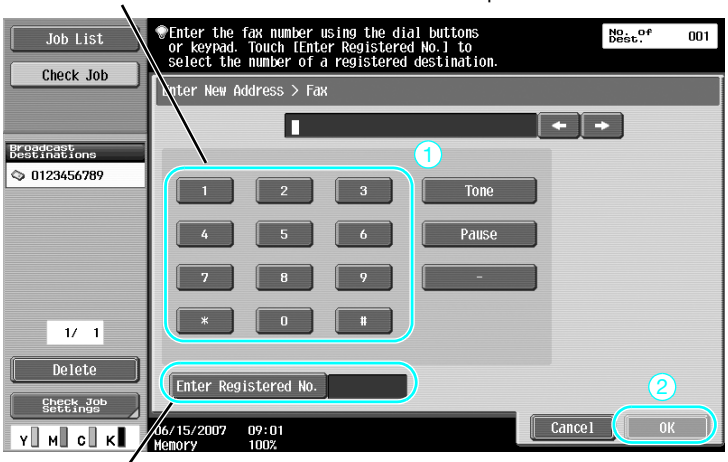
***Entering a destination with the keypad***



Touch [Next Destination] to display a screen for entering the second destination.

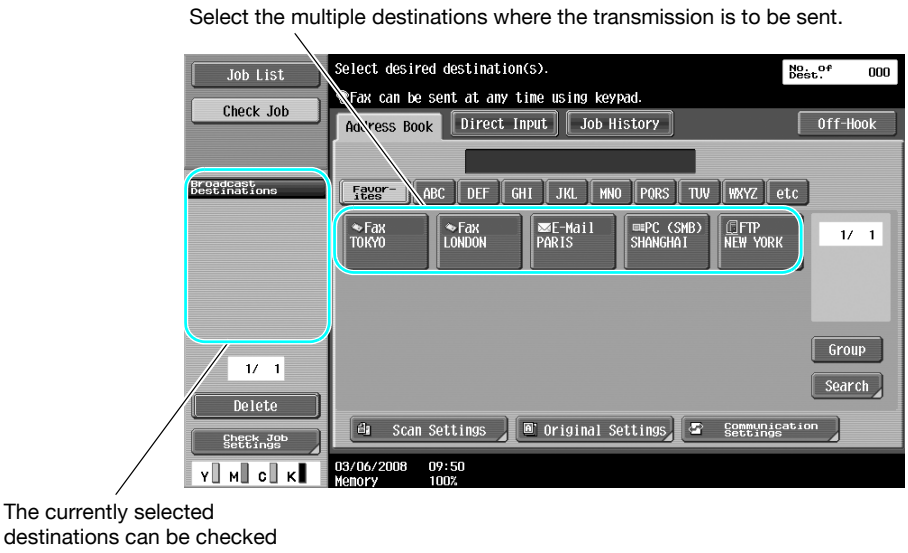



A destination can also be entered from the control panel.




A destination can also be specified by entering its registration number.

### *Selecting a registered destination*




**Detail**

*A maximum of 621 destinations can be specified.*
*Destinations can be specified in the following combination.*
*Address Book: 500 addresses*
*Direct Input: 100 fax addresses, 5 E-Mail address, Internet fax address or IP address fax addresses, 5 SMB addresses, 5 FTP addresses, 1 user box addresses, 5 WebDAV addresses*

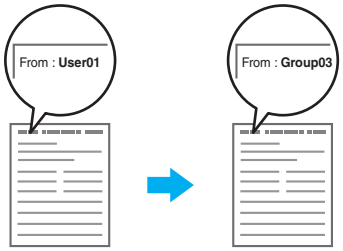
**Note**

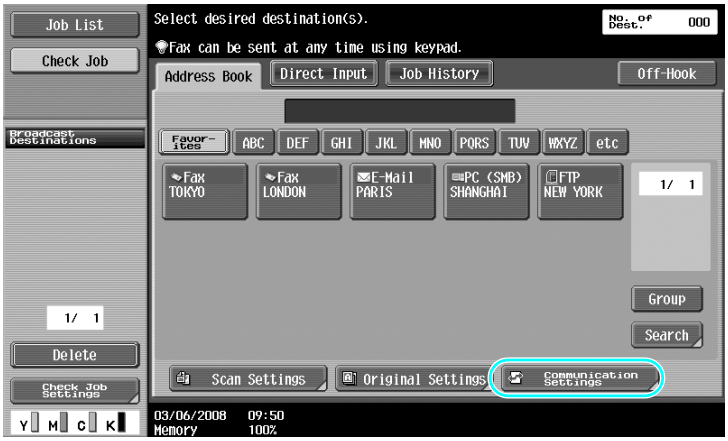
*For details, refer to chapter 3, "Registration of basic information", of the User's Guide [Network Scan /Fax/Network Fax Operations].*

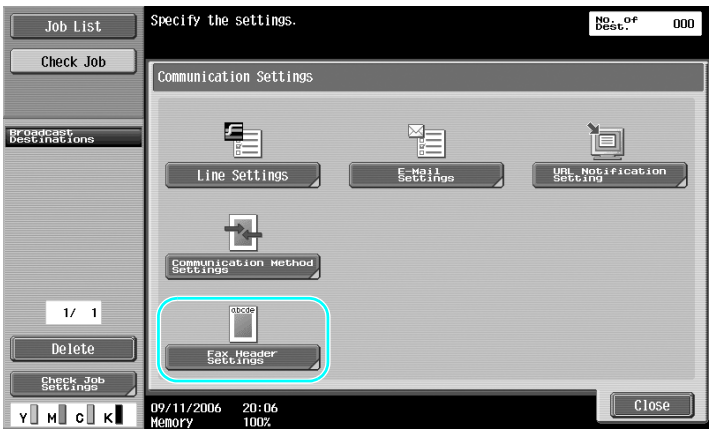
## 4.4 Selecting registered transmission source information

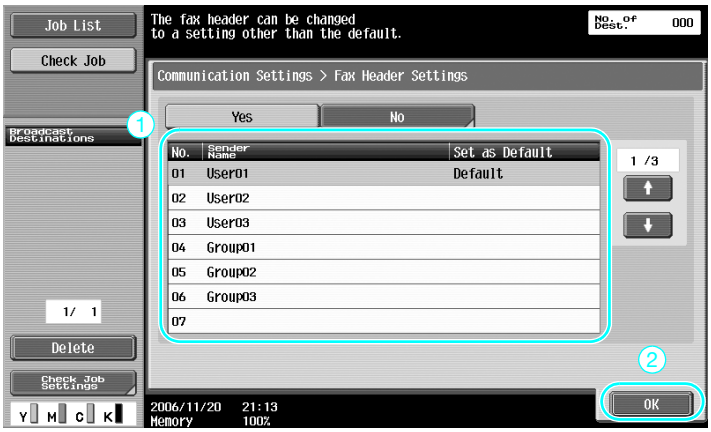
### Fax transmission source information settings

Registered transmission source information (transmission source name and fax ID) can be selected and changed.






**Detail**

*The transmission source information is specified in Administrator mode. Check with the machine's administrator for the administrator password.*

*The transmission source information is registered by the administrator. Check with the machine's administrator for registered information.*

*The administrator can set the position for printing the transmission source information on the outside or inside of the document or it can be set to not be printed.*

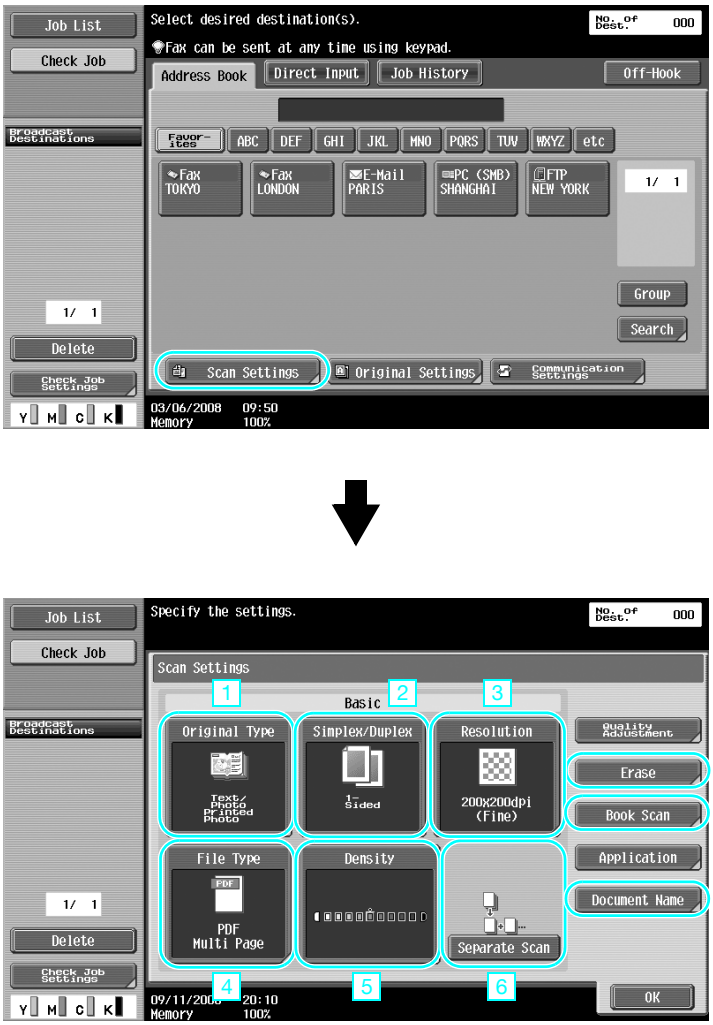
**Note**

*For details, refer to chapter 9, "Administrator mode settings", of the User's Guide [Network Scan /Fax/Network Fax Operations].*

## 4.5 Scanning the originals to be sent

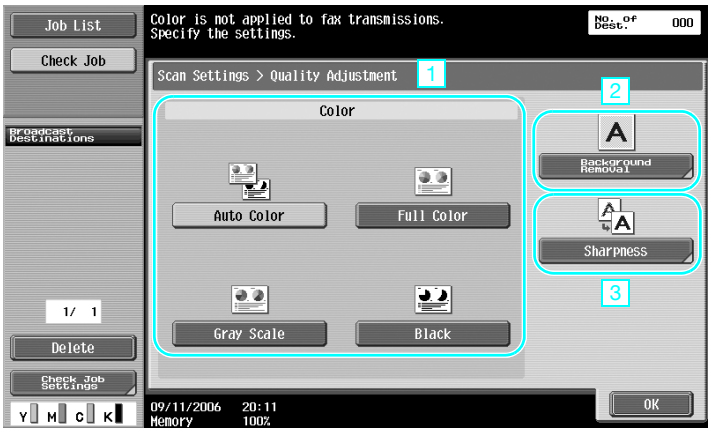
### Scan Settings

From the Scan Settings screen, settings such as the image quality, resolution and density of the scanned original can be changed.



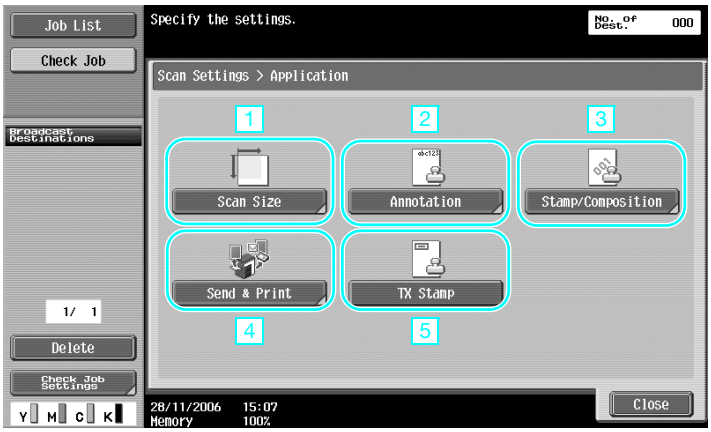

| No. | Parameter | Description |
|---|---|---|
| 1 | Original Type | The original can be scanned according to its contents. |
| 2 | Simplex/Duplex | Select "2-Sided" when scanning double-sided originals. |
| 3 | Resolution | The larger the numbers, the clearer the image. |
| 4 | File Type | This parameter is not available when sending to a fax number. |
| 5 | Density | Select whether to darken or lighten the colors of the scan data. |
| 6 | Separate Scan | Select this setting to send altogether an original scanned in separate batches. |
| 7 | Erase | The shadows that appear when an original is scanned can be erased. |
| 8 | Book Scan | Specify the appropriate setting for scanning a book. |
| 9 | Document Name | This parameter is not available when sending to a fax number. |

### *Quality Adjustment*




| No. | Parameter | Description |
|---|---|---|
| 1 | Color | This parameter is not available when sending to a fax number. |
| 2 | Background Removal | The density of a colored original background can be adjusted. |
| 3 | Sharpness | Adjust the setting when the edges of text are not sharp. |

### *Application*




| No. | Parameter | Description |
|---|---|---|
| 1 | Scan Size | Specify the size of original to be scanned. This is useful when you want to fax only a portion of the original. |
| 2 | Annotation | The document to be sent can be saved in the Annotation User Box. |
| 3 | Stamp/Composition | Send the document with the date, time, page number or preset text added. |
| 4 | Send & Print | A document being faxed can be copied at the same time. |
| 5 | TX Stamp | When the fax is to be sent using ADF, whether each page of the original has been scanned or not can be confirmed by adding the completion stamp to the scanned original.<br>In order to use the TX Stamp function, optional stamp unit must be installed. |

**Note**

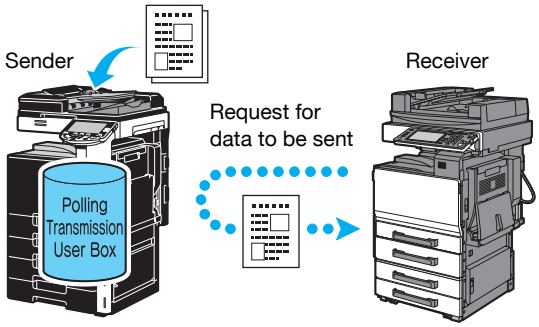
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan /Fax/Network Fax Operations].*

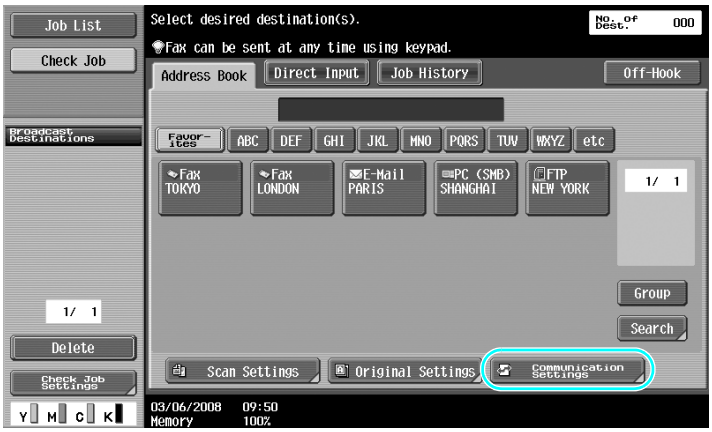
## 4.6 Sending documents with a command from the recipient

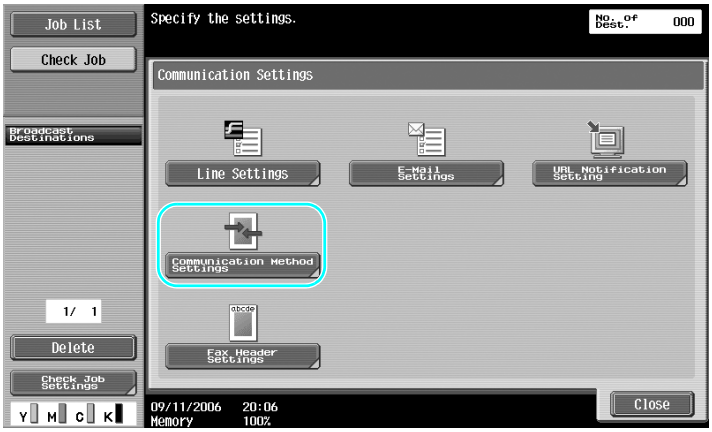
### Polling transmission

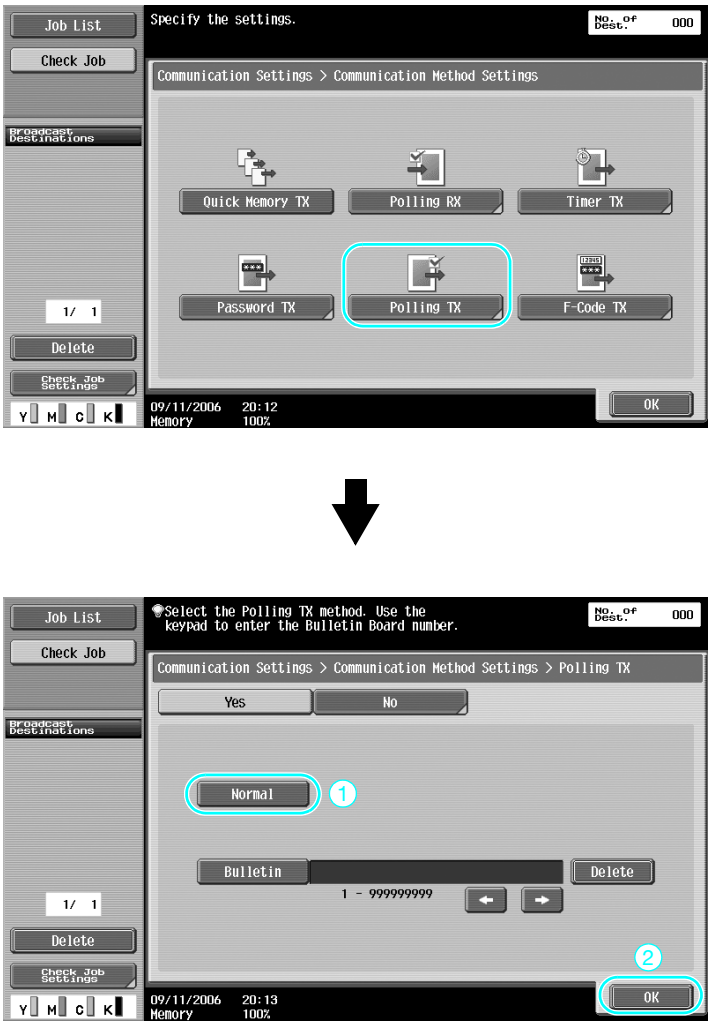
Saving the data for scanned origimals on the sender's machine and sending it with a request from the recipient is called "polling transmission".

A document sent using this machine's "Polling TX" function is stored in this machine's Polling Transmission User Box and is sent when a request is received from the recipient.






**Detail**

*With polling transmissions, the receiver incurs the cost of the transmission.*
*To receive data sent as a polling transmission, touch [Polling RX] in the Communication Method Settings screen, and then specify the sender to receive the data.*
*Bulletin polling transmission can be used if the recipient's fax machine supports F-code functions.*

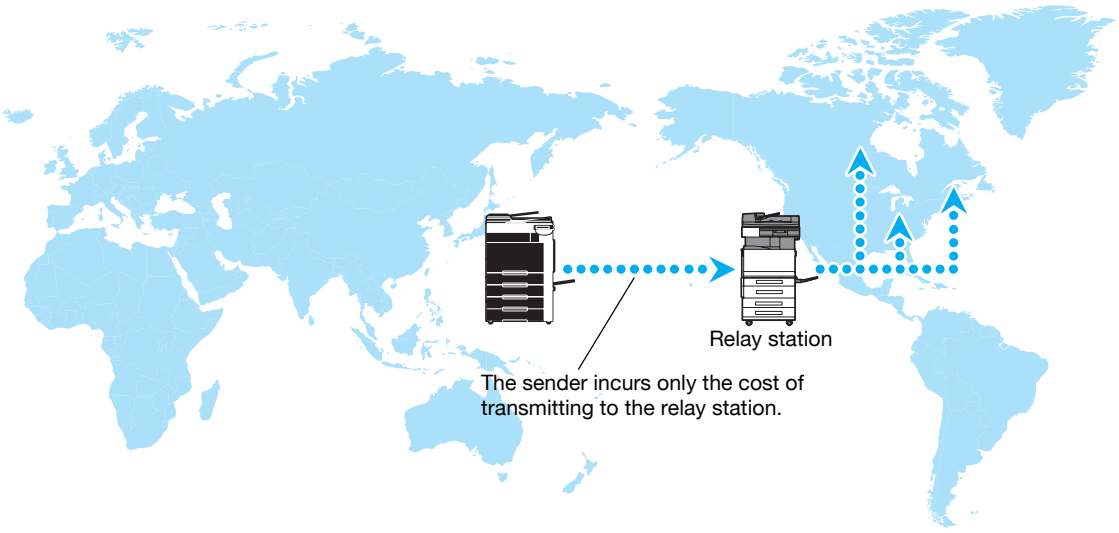
**Note**

*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

## 4.7 Reducing communication costs

### Transmitting to multiple long-distance recipients (relay transmission)

To send a document to multiple recipients, the document can be sent to a representative recipient, and the representative recipient (relay station) can forward the document to the remaining recipients.




**Detail**

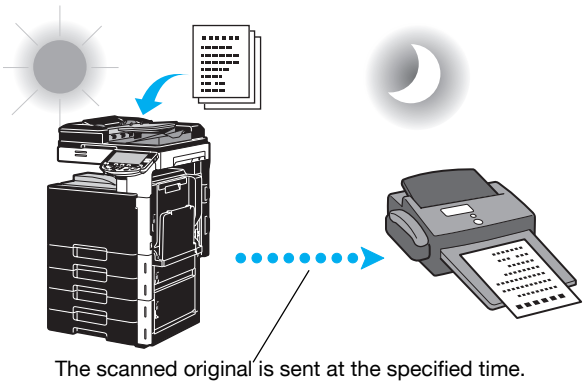
*To perform relay broadcast transmission, the relay user box and destination must be specified in the relay station. For destination setting, a group must be specified as the destination in advance.*

**Note**

*For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

### Transmitting using late-night transmission cost (timer transmission)

Destination settings can be specified and the document can be scanned during the day, and the transmission can be sent at the specified time late at night when the telephone charges are lower.




**Detail**

*In order to send the fax late at night, timer transmission must be specified when the document is sent.*

**Note**

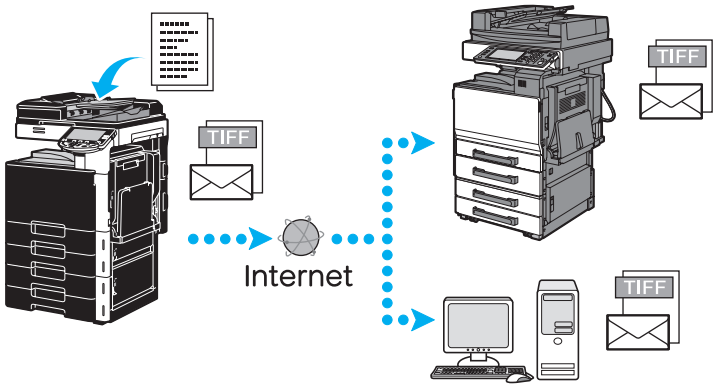
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

## 4.8 Reducing communication costs (using the Internet)

### Internet faxing

Using the Internet, a scanned original can be sent as an e-mail attachment.

The transmission costs are included in the Internet charges.




**Detail**

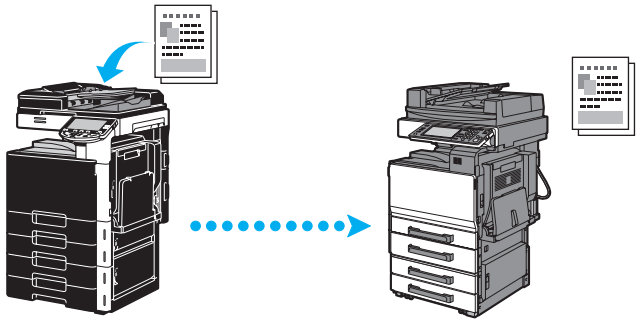
*The file attachment is in the TIFF format.*
*Even if a color original is scanned, black-and-white data will be sent.*
*For details on sending Internet faxes, refer to page 4-20 of this manual.*
*Before Internet faxing can be used, various settings must be specified by the administrator.*

**Note**

*For details, refer to chapter 1, "Before using Network Scan/Fax/Network Fax functions", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

### IP address faxing

The IP address of the destination machine can be selected, and a fax can be sent on an intranet, for example, within a company.



**Detail**

*With IP address faxing, color originals can be sent and received.*
*Before IP address faxing can be used, various settings must be specified by the administrator.*
*IP address faxing is available only between the compatible models of Konica Minolta. We cannot guarantee proper operation other than the compatible models.*

**Detail**

*For details, refer to chapter 1, "Before using Network Scan/Fax/Network Fax functions", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

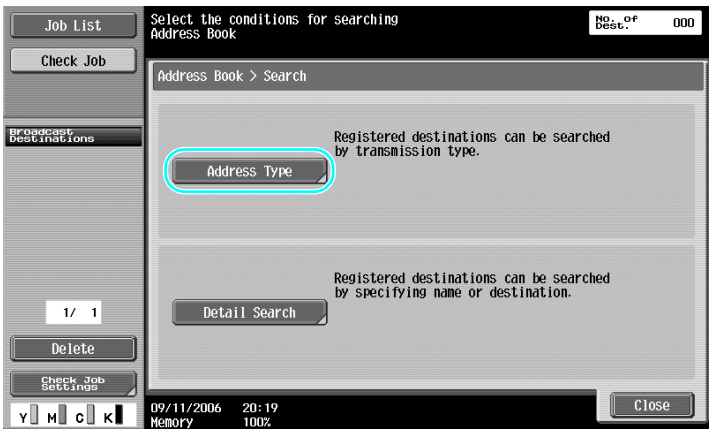
## 4.9 Sending documents by e-mail

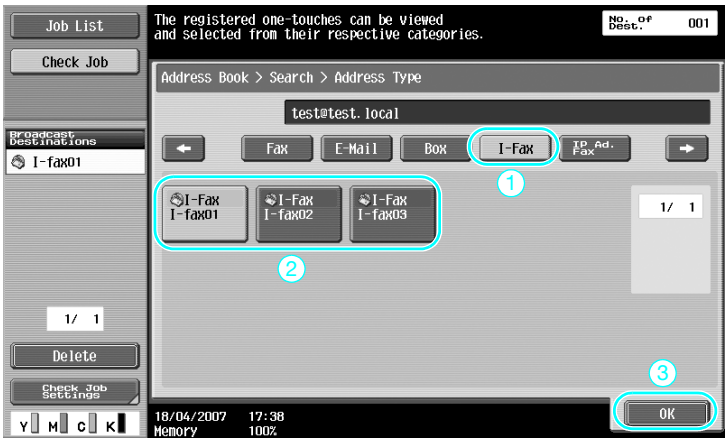
### Internet faxing

Using the Internet, a scanned original can be sent as an e-mail attachment.

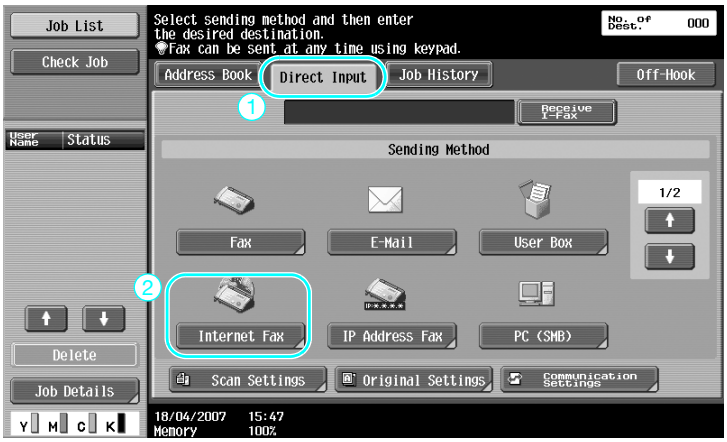
The transmission costs are included in the Internet charges.

***When the destination is registered***



***When the destination is entered directly***



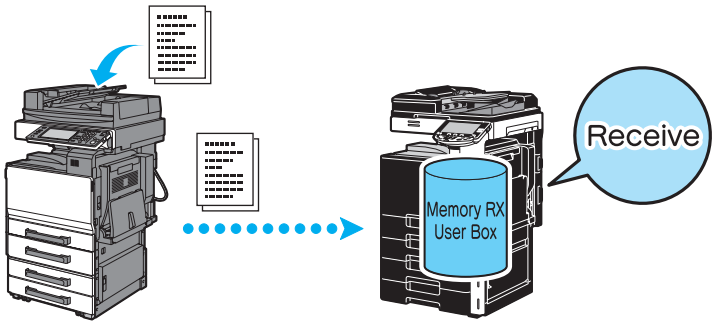
**Note**

*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

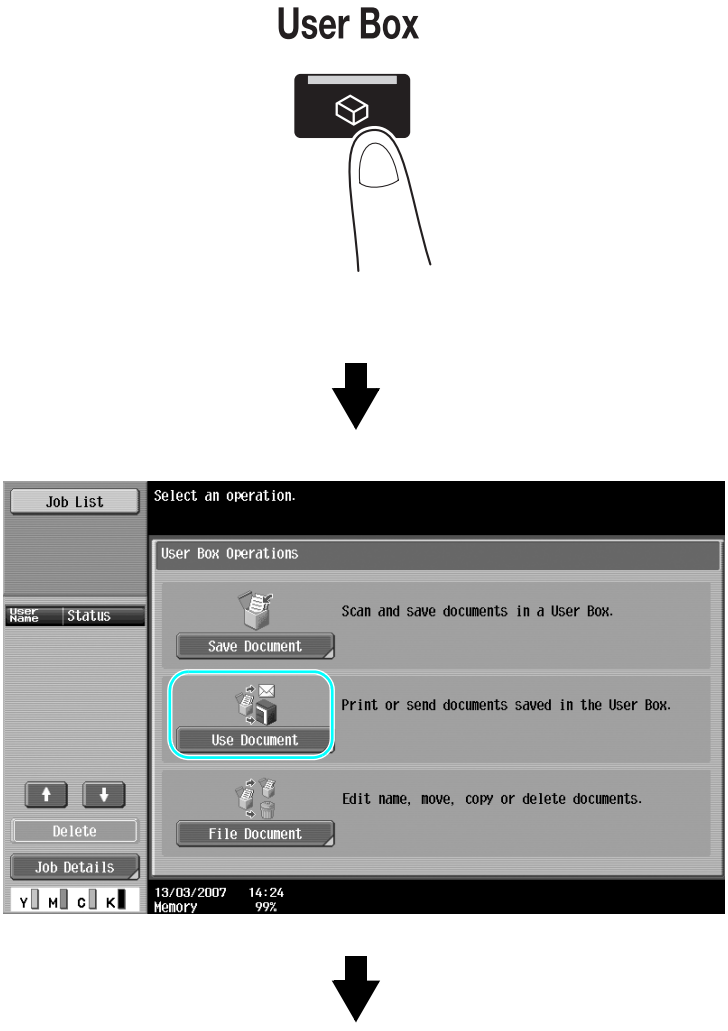
## 4.10 Reducing printing costs

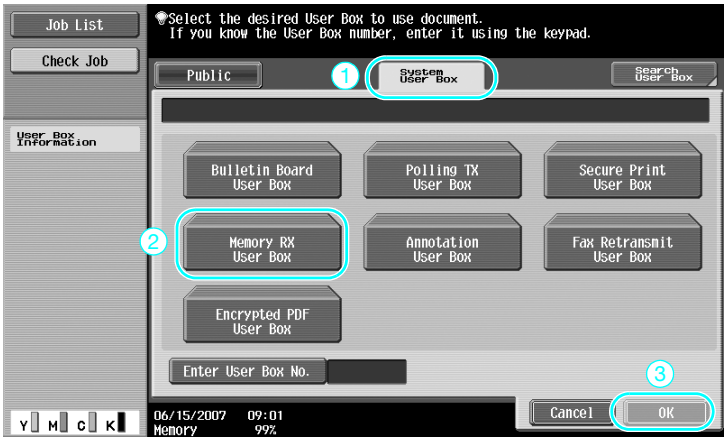
### Memory RX User Box

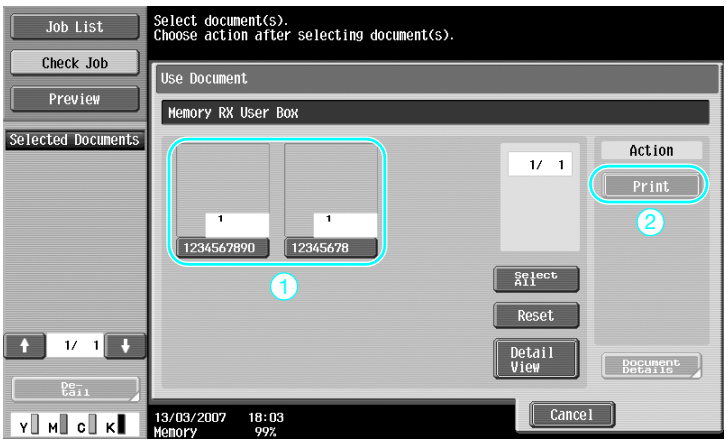
Received faxes can be saved in user box as data and printed when they are needed.
Printing only the necessary fax documents among all the received fax documents enhances security and reduces printing costs.




*Printing data in the Memory RX User Box*






**Detail**

*A password can be specified for the Memory RX User Box*

*Settings for the Memory RX User Box are specified in Administrator mode. The administrator password is required to specify the settings.*

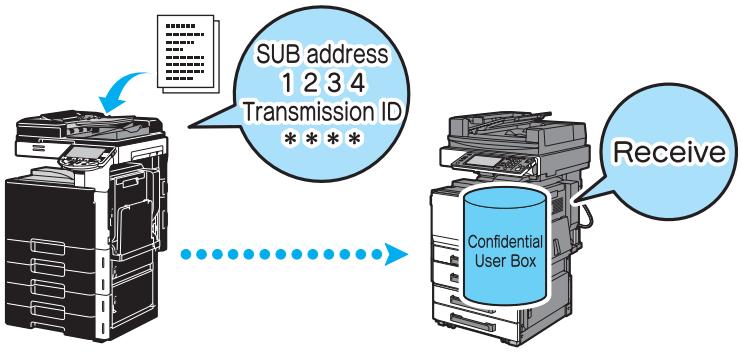
**Note**

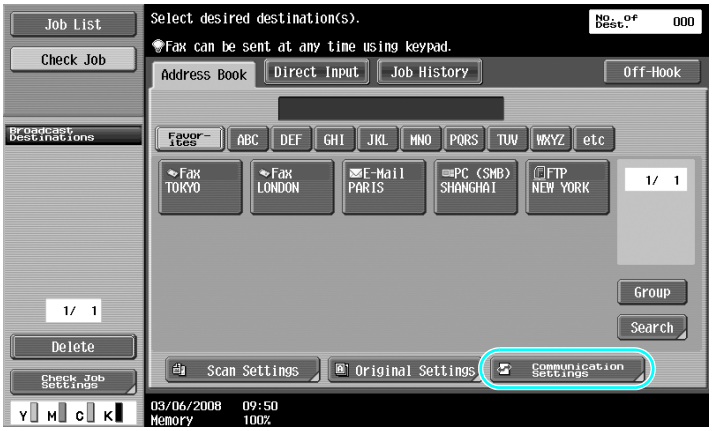
*For details, refer to chapter 6, "Useful functions (G3/IP/I-FAX)", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

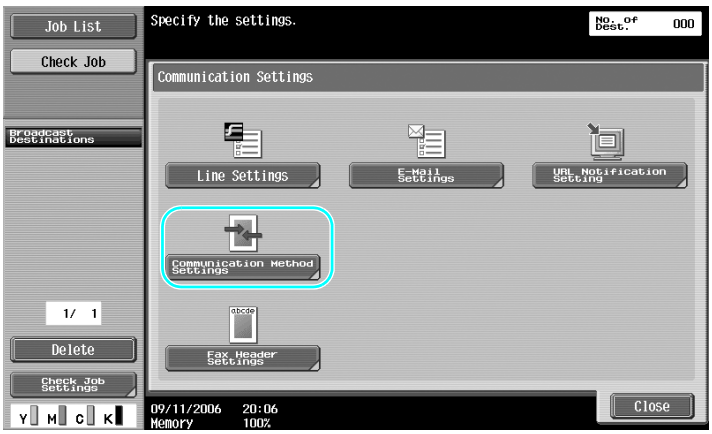
## 4.11 Sending confidential documents

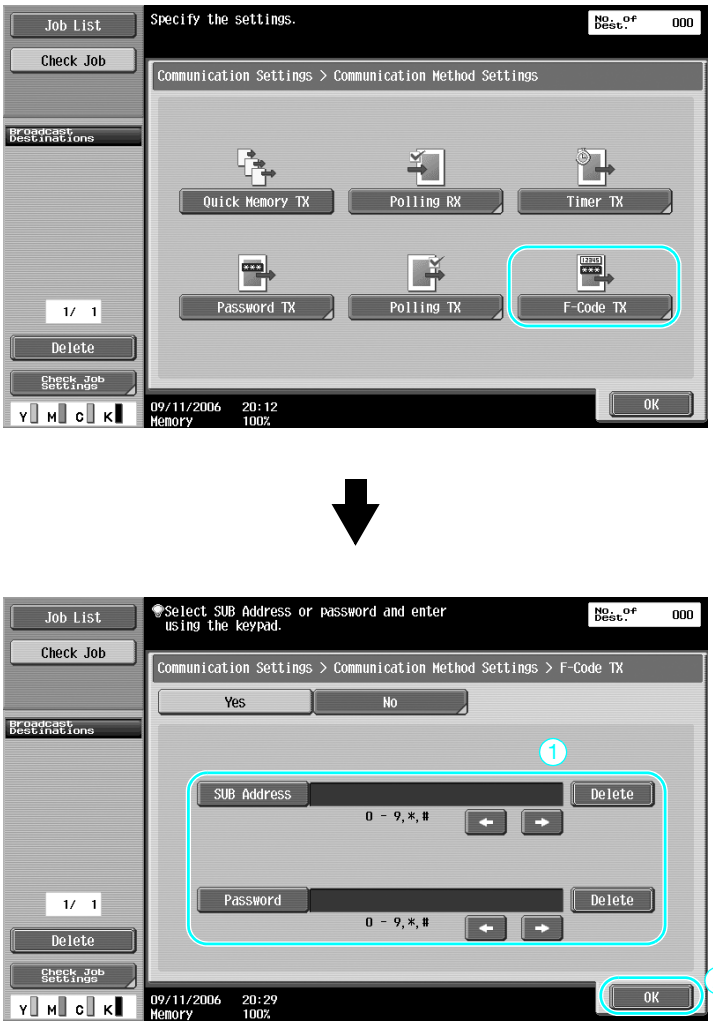
When sending documents, a confidential user box (SUB address) and the transmission password (transmission ID) can be specified in addition to the fax number of the destination to preserve the confidentiality of the document.

### F-Code transmission






**Detail**

*In order perform an F-code transmission, a confidential box and transmission ID must be specified on the recipient's fax machine.*

*An F-code transmission can be used only if the recipient's fax machine supports F-code functions.*

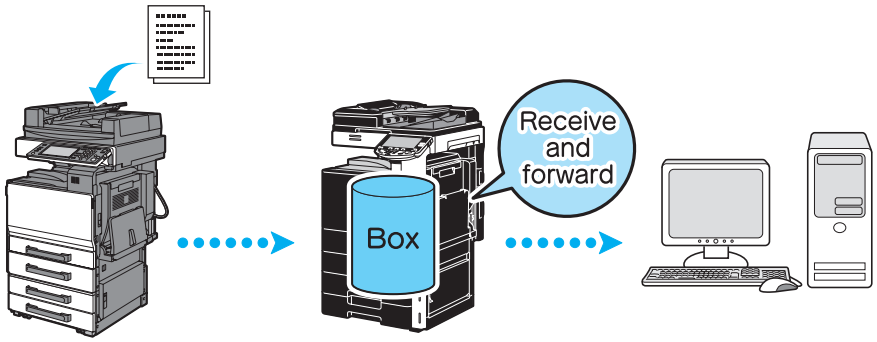
**Note**

*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

## 4.12 Forwarding received data

Received fax data can be forwarded to a previously specified destination.

**Fax forwarding**




**Detail**

*Settings for the fax forwarding are specified in Administrator mode. The administrator password is required to specify the settings.*
*In Administrator mode, settings can be specified to print the data of a received fax, even from the machine, when the fax is forwarded or to have the machine print forwarded data only when an error occurs.*
*If fax forwarding is specified, Memory RX Setting, PC-FAX RX setting and TSI User Box Setting cannot be used.*

**Note**

*For details, refer to chapter 9, "Administrator mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

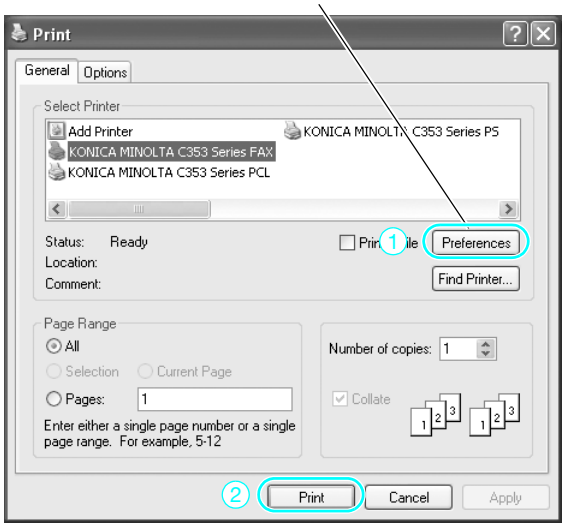
## 4.13 Faxing data directly from a computer

### Computer faxing

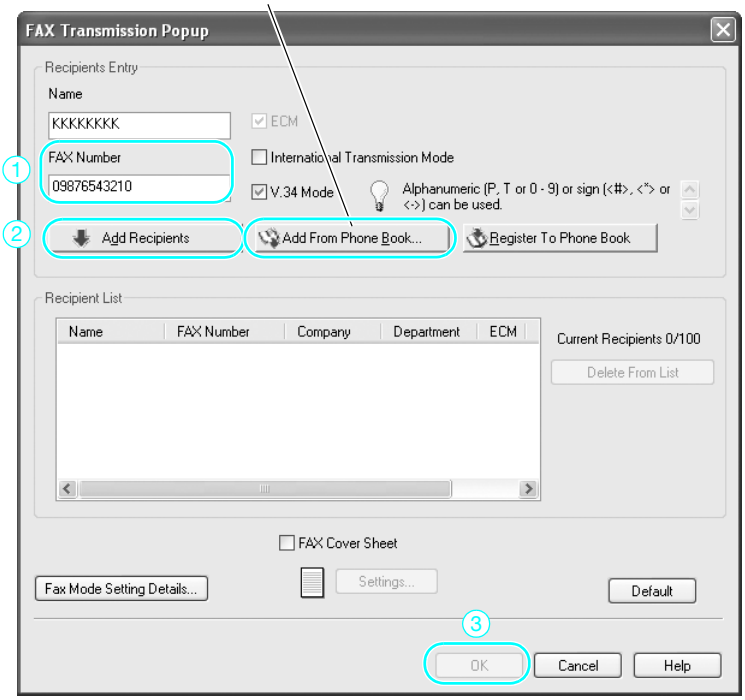
Data created on the computer can be sent to a destination fax machine with the same settings as if it is printed.

In order to use computer faxing, the fax driver must be installed.

The fax document settings can be specified.




A destination can be selected from the address book.




...

**Note**

*For details, refer to chapter 3, "Setting up the fax driver (Windows)", of the User's Guide [Fax Driver Operations].*

# 5 Useful network scan operations

# 5 Useful network scan operations

## 5.1 Registering frequently used destinations

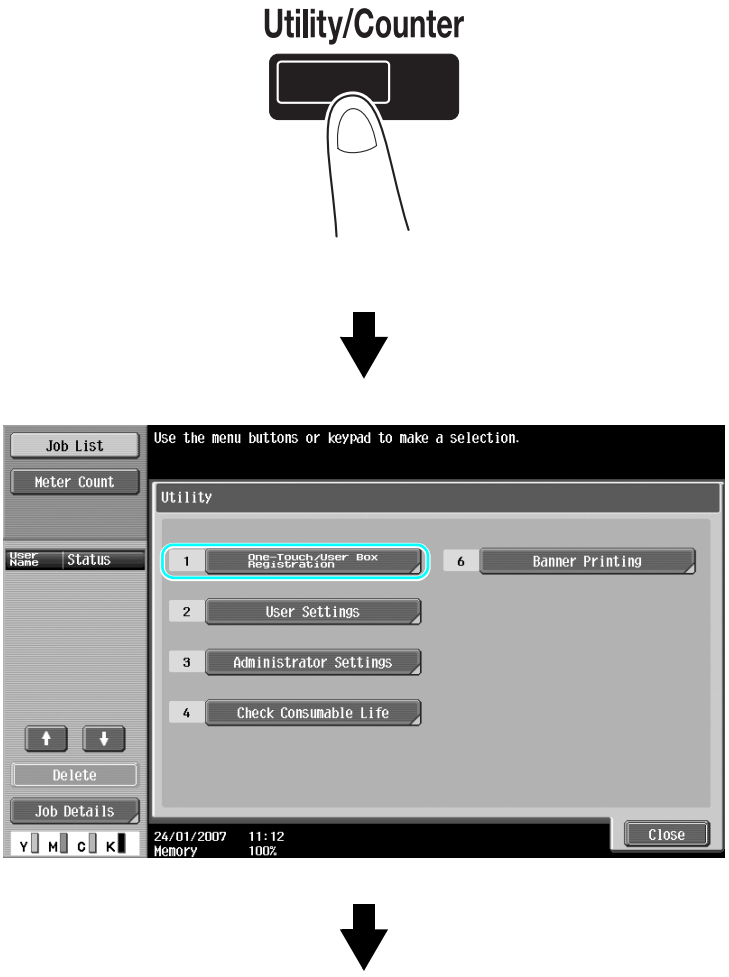
Frequently used destinations can be registered.

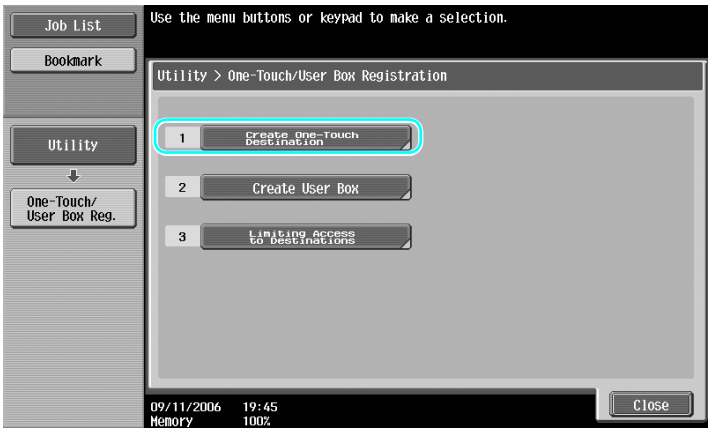
Destinations can be registered in the address book or as group destinations.

### Address book destinations

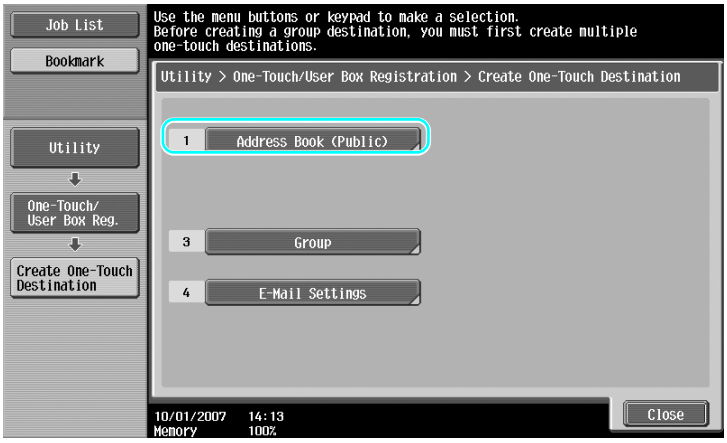
By registering a frequently used destination in the address book, the destination can be recalled simply with the press of an address book button.

***Opening the destination registration screen***

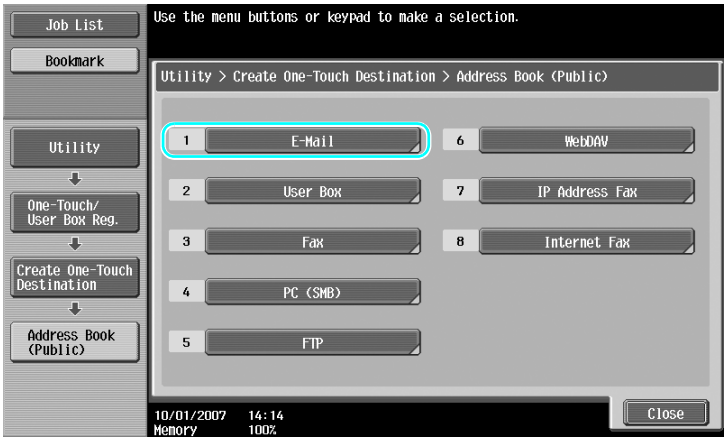


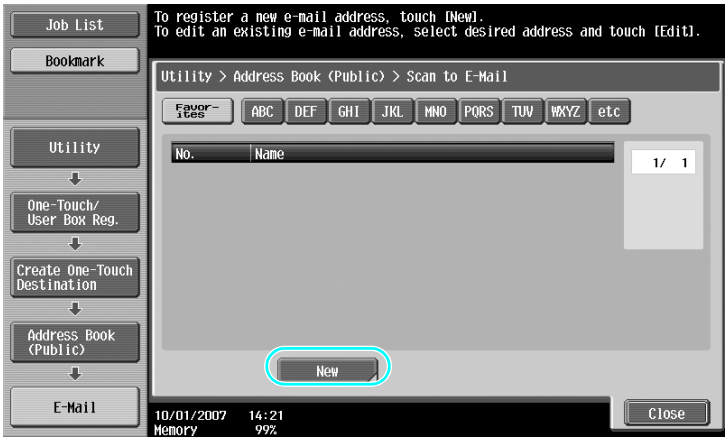


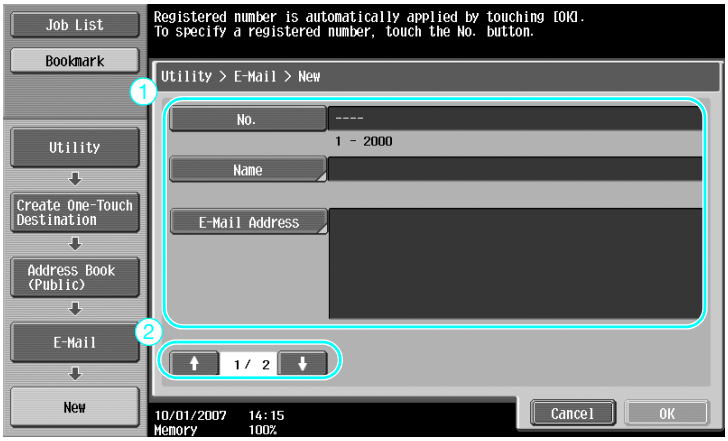

Destination registration screen




***Registering an e-mail address***






No.: Using the keypad, type in the registration number.

Name: Specify the name of the e-mail address to be registered.

E-Mail Address: Use the keyboard that appears in the touch panel to type in the e-mail address.

Index: Select the index characters used for organizing the e-mail addresses. By selecting index characters appropriate for the registered name, the e-mail address can easily be found.

Icon: When i-Option LK-101/LK-103 is enabled on this machine, select an icon.

**Note**

*For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

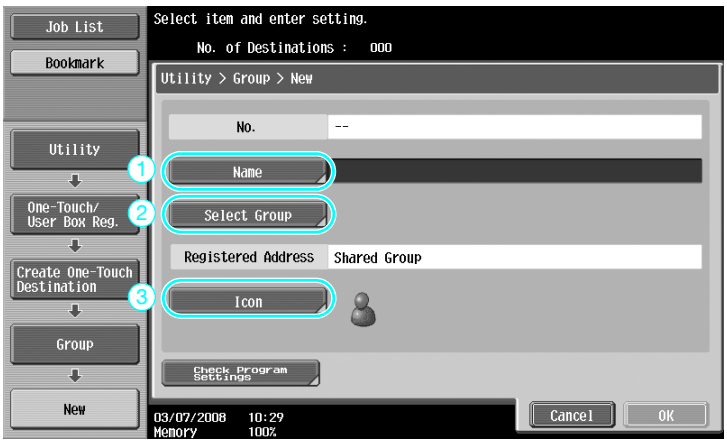
### Group destinations

Multiple destinations can be registered together as a single group.

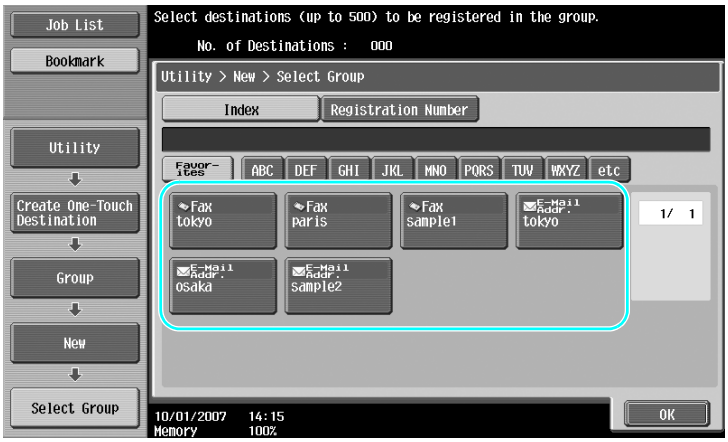
The destinations that can be registered as a group destination must be registered in the address book.

In order to register a group destination, the individual destinations must first have been registered in the address book.

In the Create One-Touch Destination screen, touch [Group].



Destination screen




**Note**

*For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

### Registering the program destination

Scanning settings, transmission settings and destination can be registered with a single button. These are called "program destinations".

The registered program destinations can easily recalled and used.

**Note**

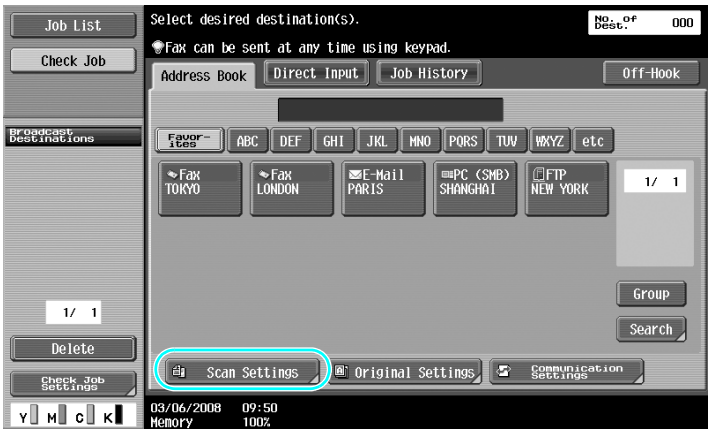
*For details, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

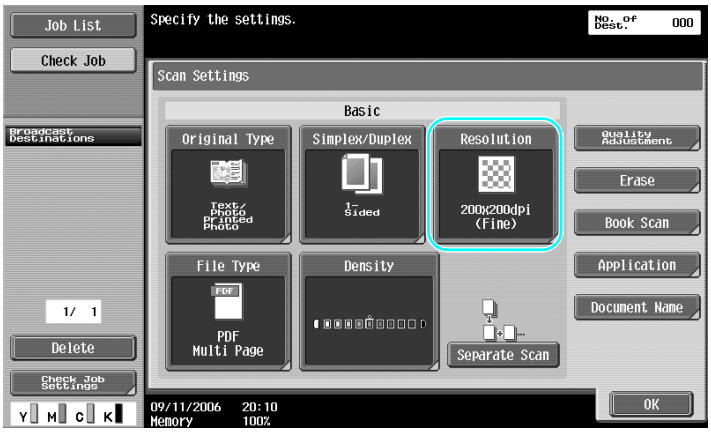
## 5.2 Transmitting fine text and clean images

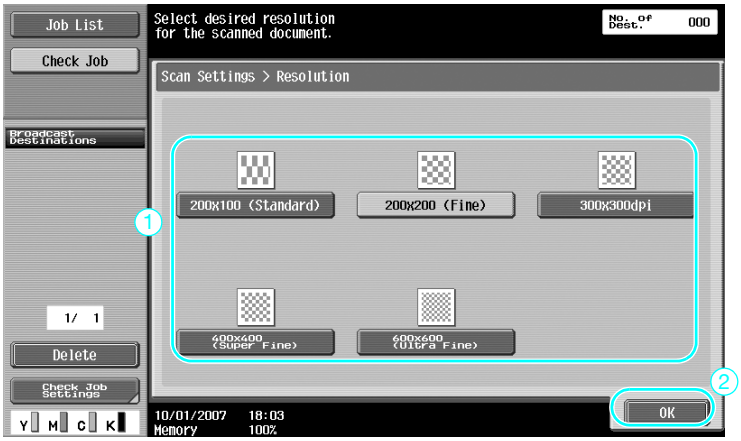
The amount of details (resolution) and the scanning method (according to whether the original contains text or images) can be specified when scanning an original. An original of good quality can be sent by using a combination of these settings.

### Adjusting the resolution

When transmitting fine text and images, an image of better quality can be sent by specifying a higher resolution.






**Detail**

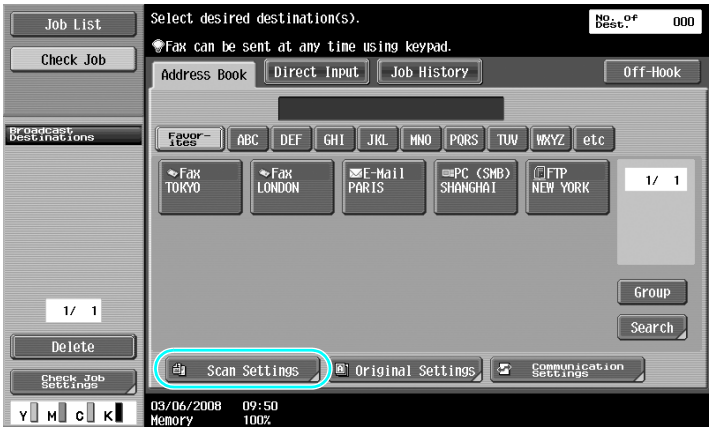
*The higher the resolution, the larger the data becomes.*

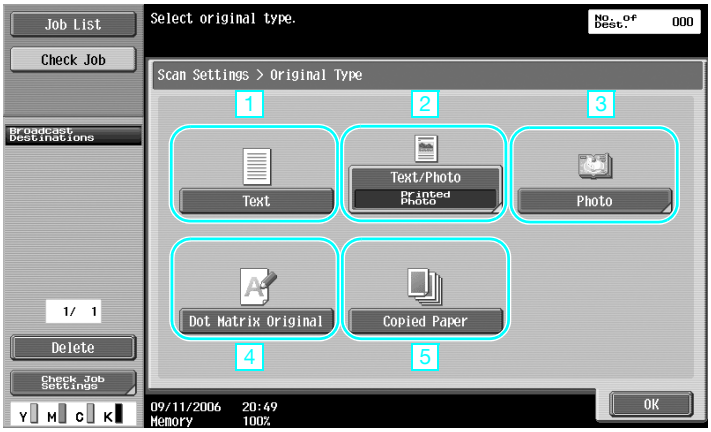
**Note**

*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

### Selecting an Original Type setting

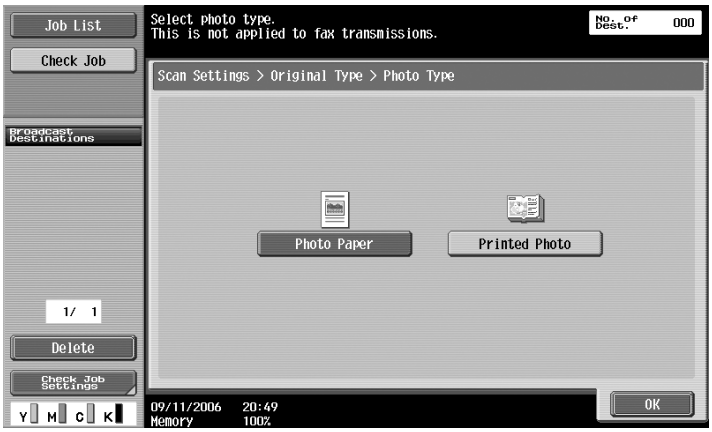
Select the appropriate scanning method for the text and image type of the original.






| No. | Parameter | Description |
|---|---|---|
| 1 | Text | Select this setting for originals consisting only of text. |
| 2 | Text/Photo | Select this setting for originals consisting of both text and photos. |
| 3 | Photo | Select this setting for originals consisting only of photos. |
| 4 | Dot Matrix Original | Select this setting for originals consisting of text that generally appears faint. |
| 5 | Copied Paper | Select this setting for originals with an even density produced using a copier or printer. |

If “Text/Photo” or “Photo” is selected, the photo type can be selected.



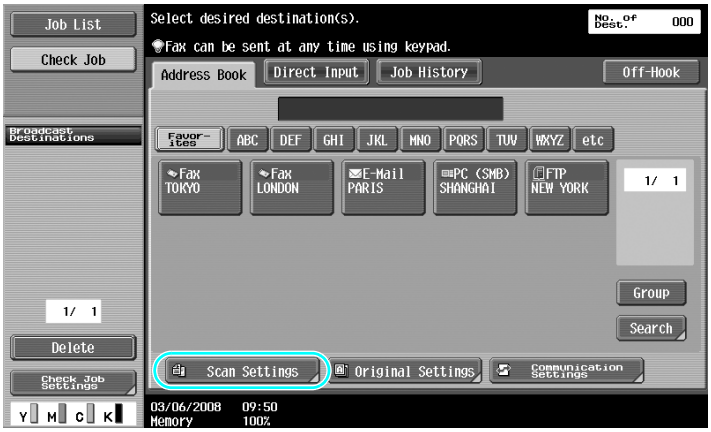

...

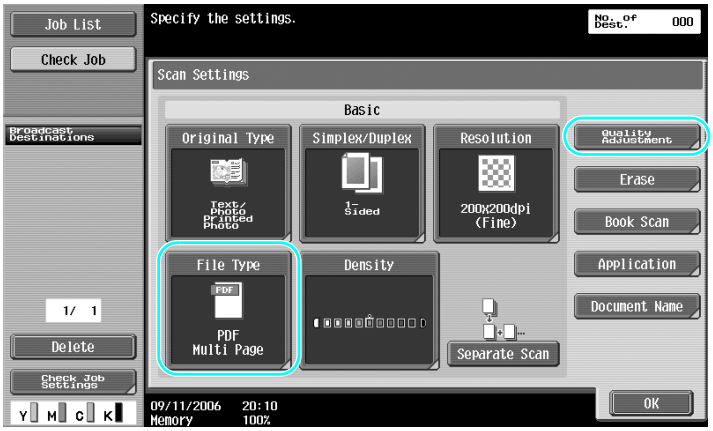
**Note**

*For details, refer to chapter 4, "Transmitting data", of the User’s Guide [Network Scan/Fax/Network Fax Operations].*

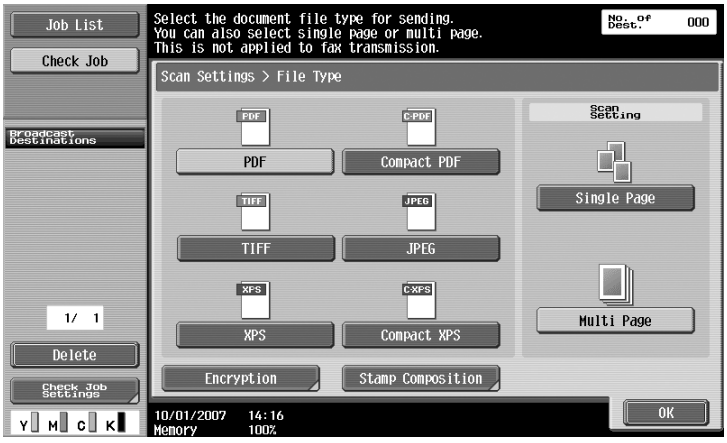
## 5.3 Transmitting with the selected Color and File Type settings

Selecting the Color and File Type settings



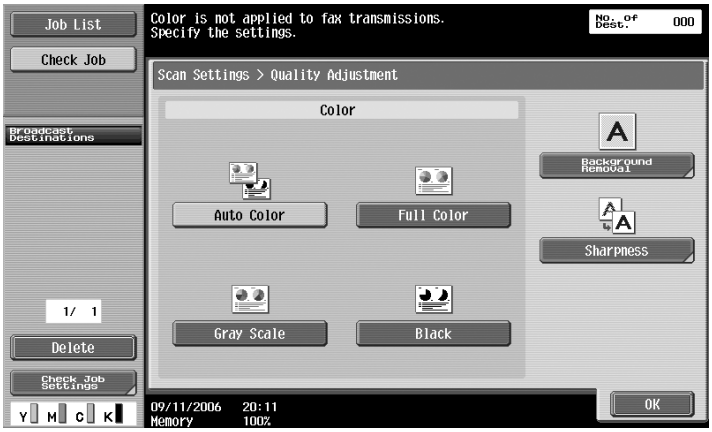




***File Type***



| File type | Description |
|---|---|
| PDF | This type of file can be displayed in Adobe Reader. An encrypted PDF file format is also available. |
| Compact PDF | This type of file can be displayed in Adobe Reader. Since higher compression is used, the amount of data is less than with a normal PDF format. An encrypted PDF file format is also available. |
| TIFF | Select this setting to save data in the TIFF format. |
| JPEG | Select this setting to save data in the JPEG format. One file is created for each page of the original. |
| XPS | Select this setting to save data in the XPS format. |
| Compact XPS | Select this setting to compress the data more than the XPS format and save. |

***Quality Adjust***




**Note**

*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

**Selecting File Type and Color settings**

Select the Color setting according to the type of original to be scanned. However, some settings may not be available, depending on the selected transmission method and File Type setting.

| File Type setting / Color setting | PDF | Compact PDF | TIFF | JPEG | XPS | Compact XPS |
|---|---|---|---|---|---|---|
| Auto Color | ○ | ○ | ○ | ○ | ○ | ○ |
| Full Color | ○ | ○ | ○ | ○ | ○ | ○ |
| Gray Scale | ○ | ○ | ○ | ○ | ○ | ○ |
| Black | ○ | - | ○ | - | ○ | - |

The Color settings are available when saving scan originals in user boxes, when sending data by e-mail or when transmitting data on a network. The Color settings are not available when faxing or using Internet faxing.

**Note**

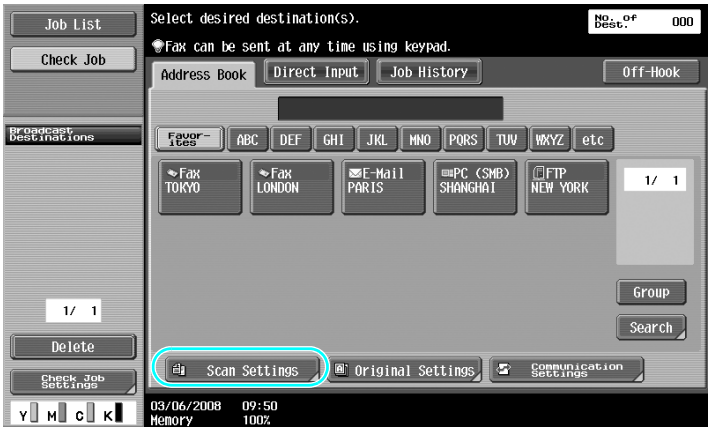
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

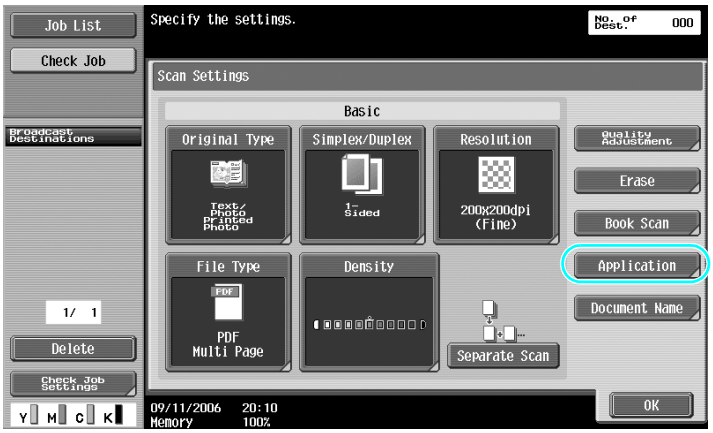
## 5.4 Transmitting with the page number or time added

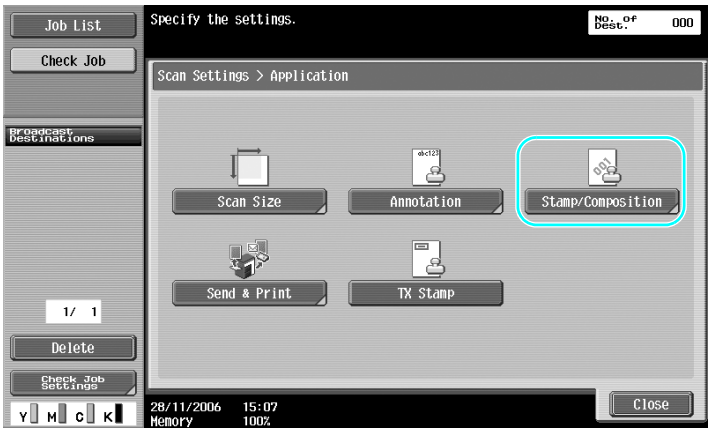
The page number or date/time can be added to the scanned original. Both the page number and the date/time can be added at the same time.

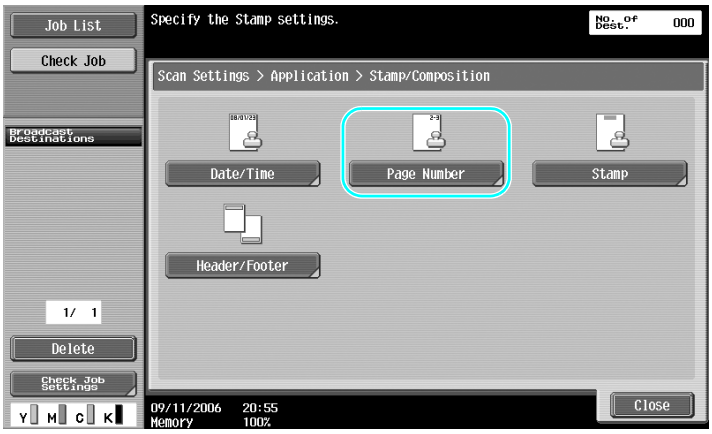
### Page number

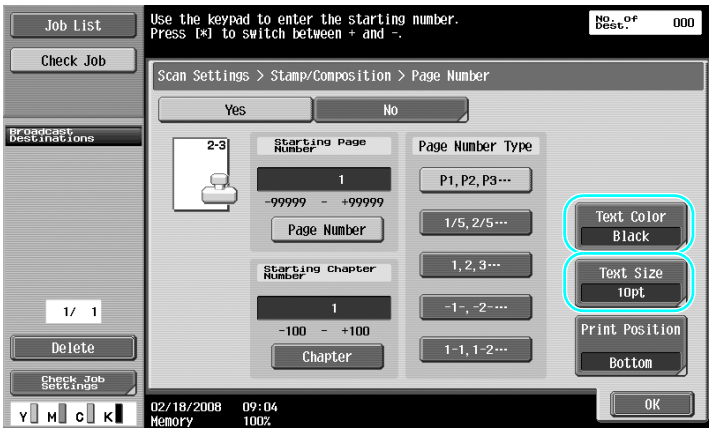
The page number can be added to a document to be sent.






Text Color: The color of the text can be selected.
Text Size: The size of the text can be selected.

**Detail**

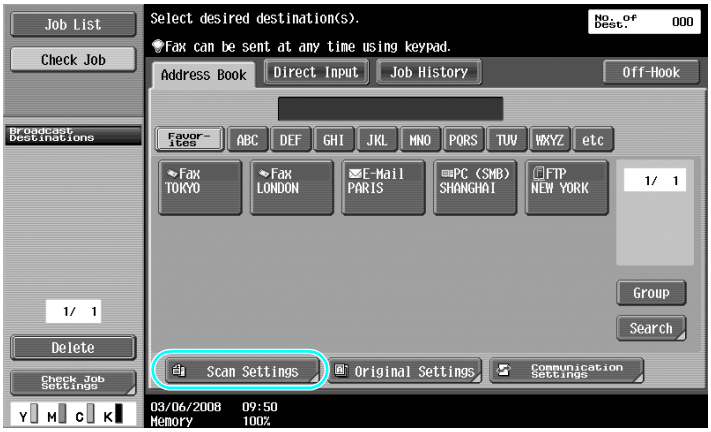
*If a text color is selected, changing the color of the text with the date/time settings also changes the color with the page number settings.*
*Page numbers can also be added with header/footer settings. The header/footer settings are specified in Administrator mode.*

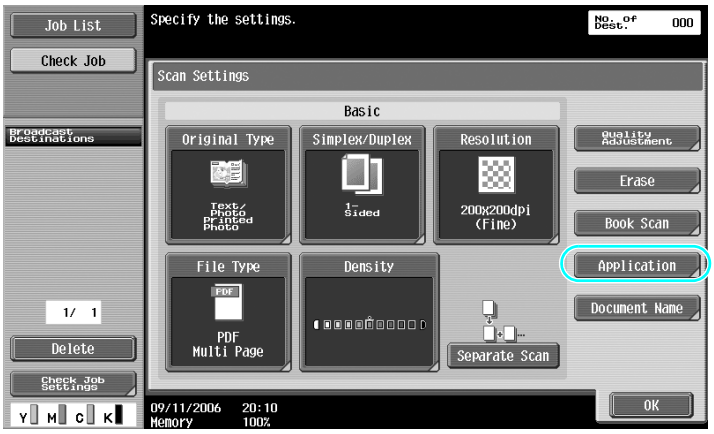
**Note**

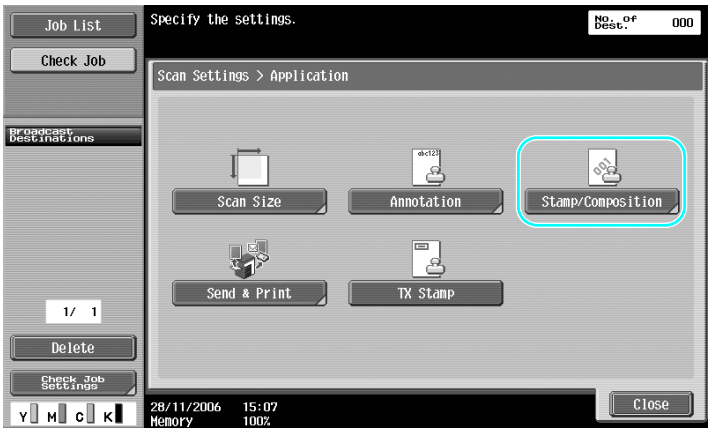
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

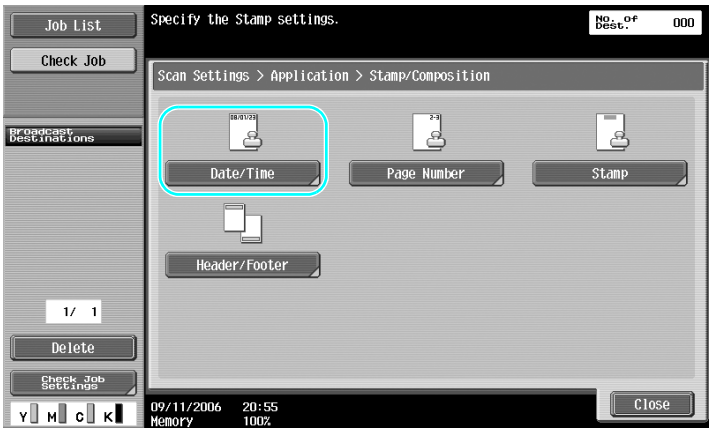
### Adding the date and time

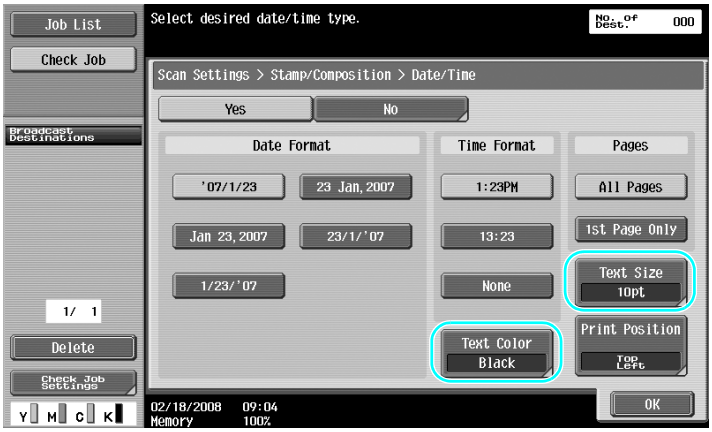
The date and time of scanning can be added to a document to be sent.






Text Color: The color of the text can be selected.
Text Size: The size of the text can be selected.

**Detail**

*If a text color is selected, changing the color of the text with the page number settings also changes the color with the date/time settings.*
*Page numbers can also be added with header/footer settings. The header/footer settings are specified in Administrator mode.*

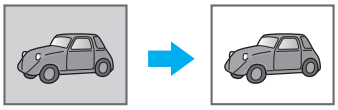
**Note**

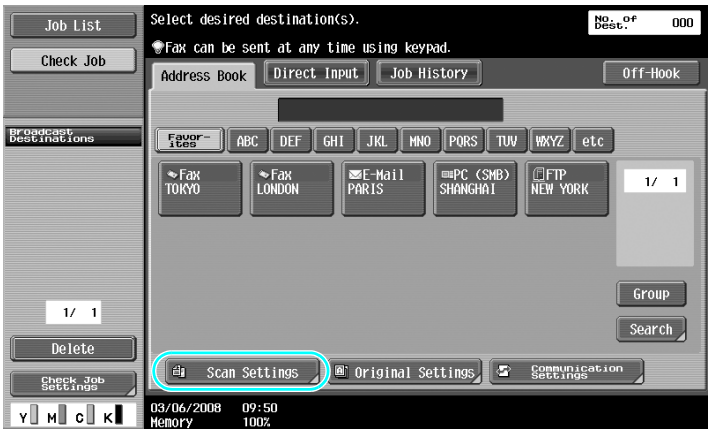
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

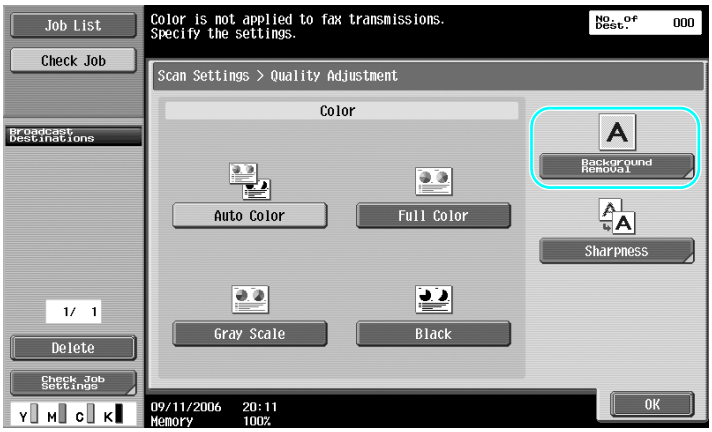
## 5.5 Transmitting with the background color adjusted

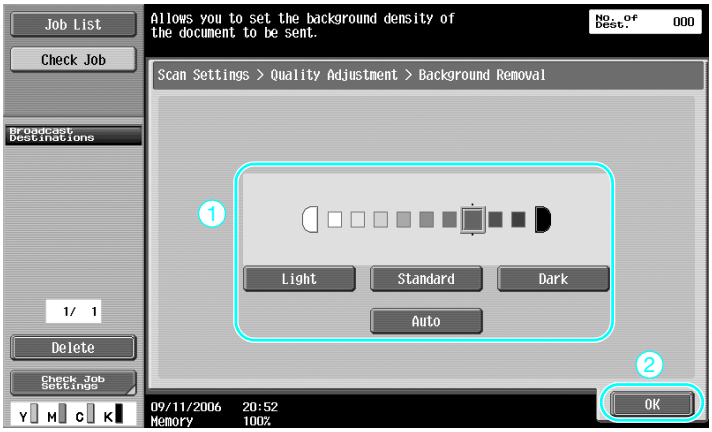
### Background Removal

When scanning a original with a colored background, a cleaner scan can be created by lightening the background.







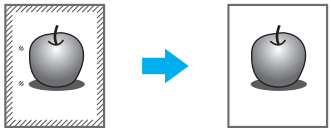

**Note**

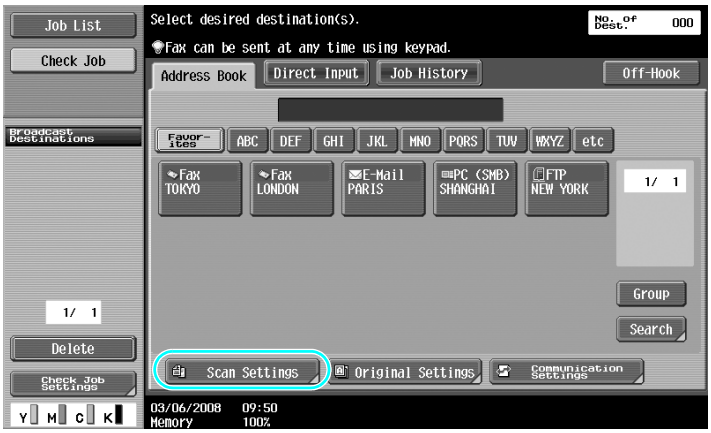
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

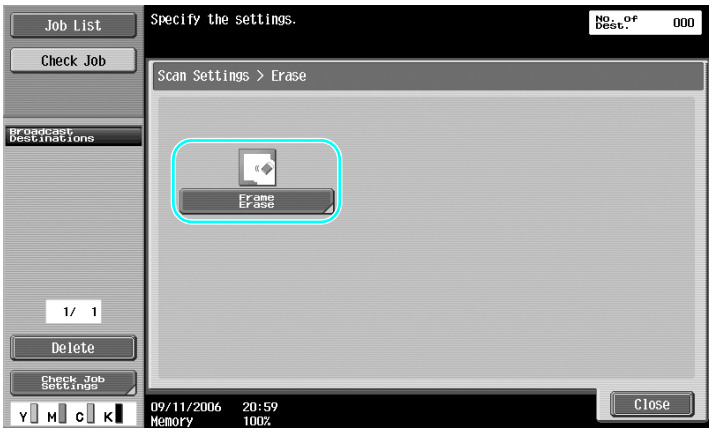
## 5.6 Transmitting with shadows erased

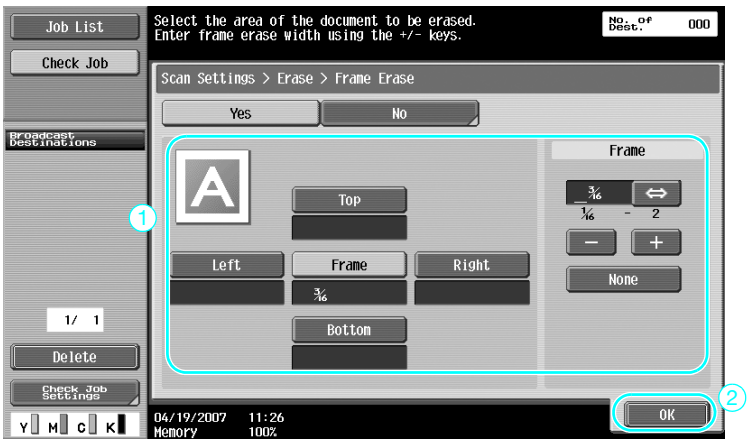
### Frame Erase

Scans can be sent while erasing unwanted areas around the original, such as the transmission information on received faxes and the shadows of punched holes.








**Detail**

*The same width can be erased on all four sides of the original, or the width that is erased can be specified for each side.*

*The width of the frame to be erased can be set between 0.1 mm and 50.0 mm. (1/16 inch and 2 inch)*

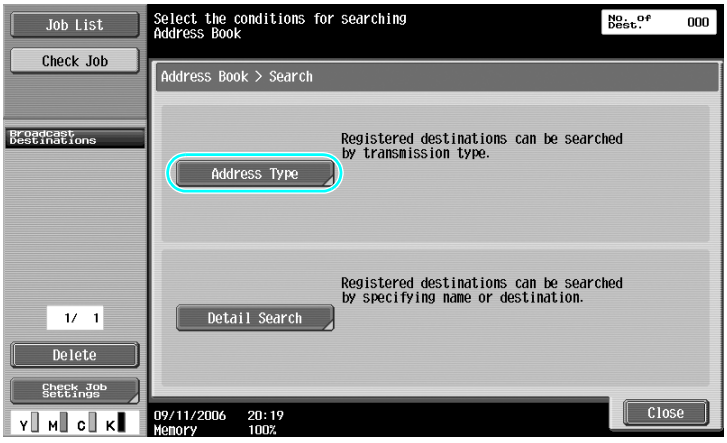
**Note**

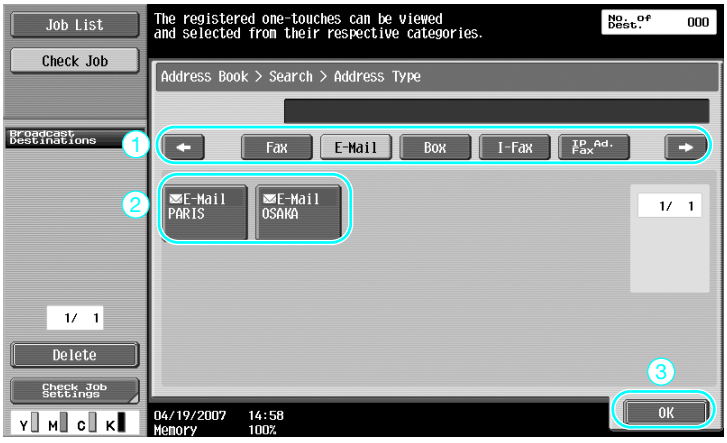
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

## 5.7 Transmitting to multiple recipients

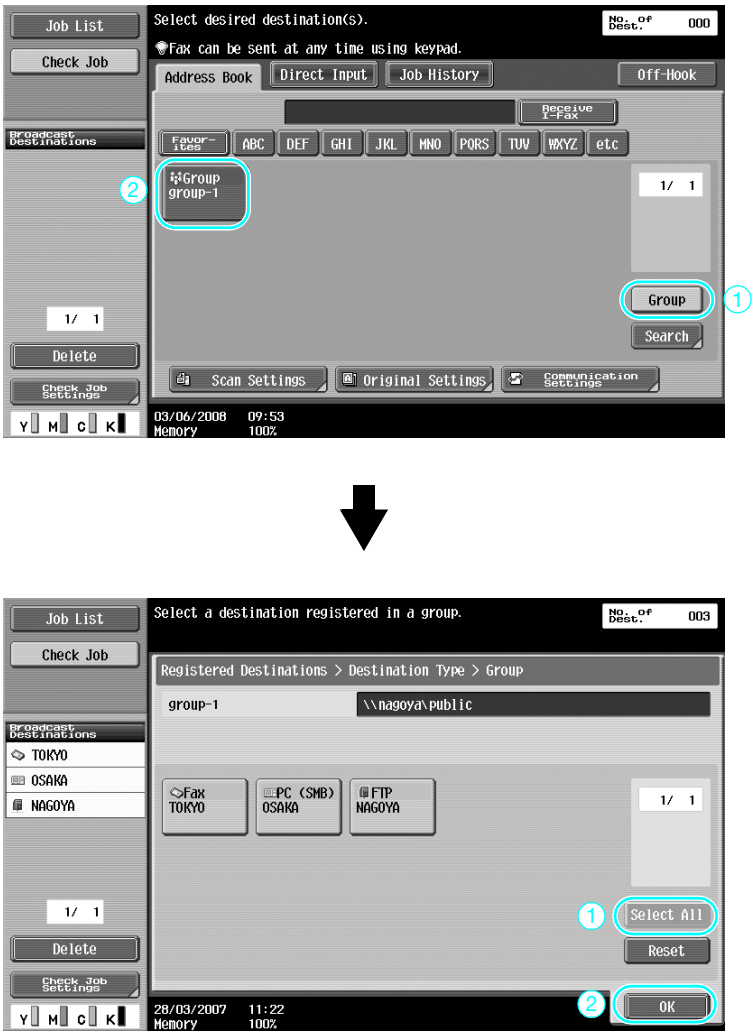
### Searching for a registered destination

Select a recipient registered in the address book.



Group destinations, which are multiple destinations that have previously been registered together, can be useful when selecting destinations.




**Detail**

*Unwanted destinations can be deleted from under "Broadcast Destinations", or the settings can be changed.*

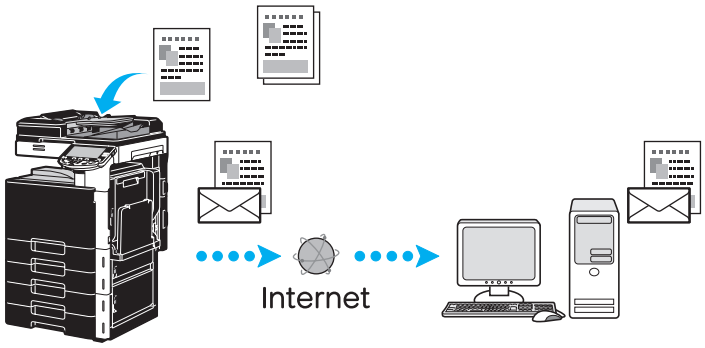
**Note**

*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

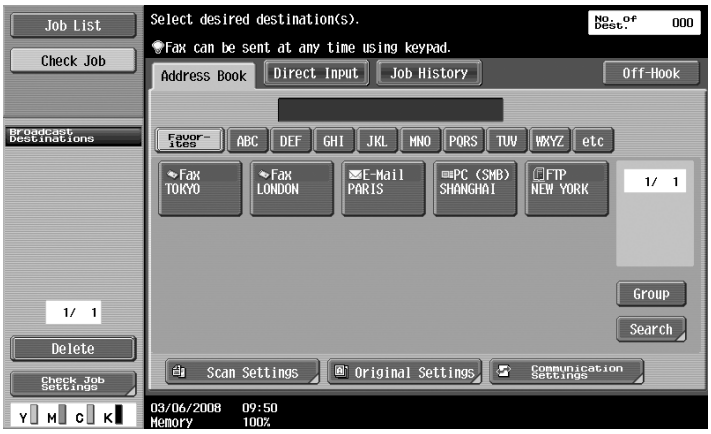
## 5.8 Sending documents by e-mail

### E-mail transmissions

Scan data can be sent as an e-mail attachment simply by specifying the e-mail address.




Select a registered destination, or directly type in the e-mail address.

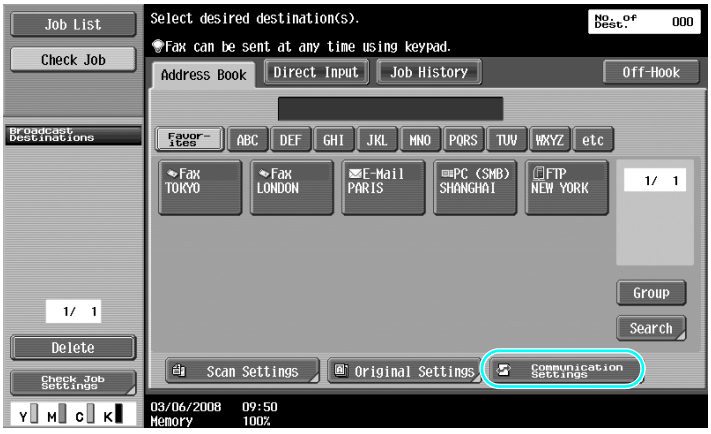


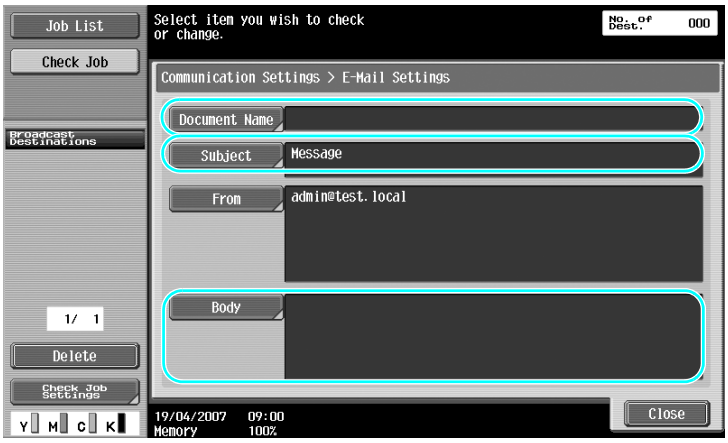

**Note**

*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

### Changing the e-mail subject or name of the attached file

The subject of the e-mail message and the file name can be changed when sending scan data by e-mail.






Document Name: The name of the attached file can be changed.

Subject: The subject of the e-mail message can be changed.

Body: E-Mail text can be entered.

...

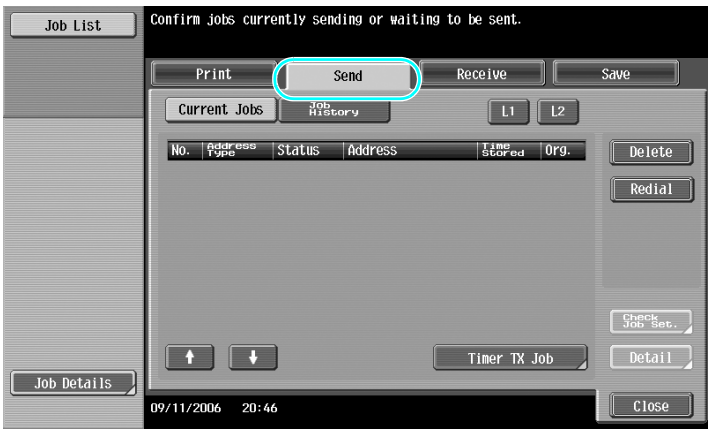
**Note**

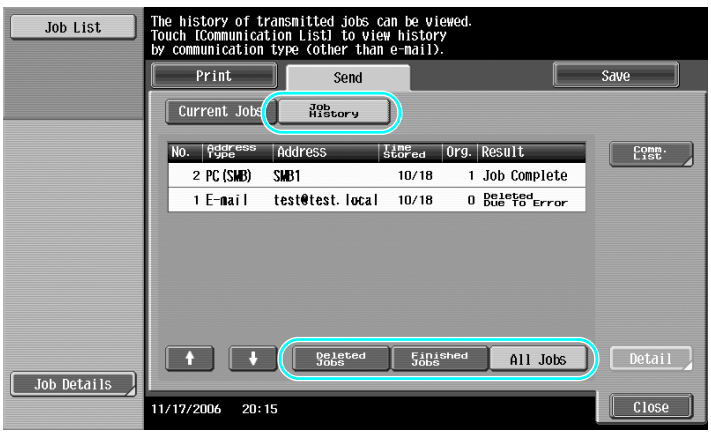
*For details, refer to chapter 4, "Transmitting data", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

## 5.9 Checking transmissions performed until now

### Current Jobs/Job History lists

The transmission log includes the Current Jobs list, which allows the jobs currently being performed to be checked, and the Job History list, which allows completed transmission jobs to be checked.



**Detail**

*Jobs that are being sent and jobs queued to be sent are displayed in the Current Jobs list. Jobs that have been sent are displayed in the Job History list.*

...

**Note**

*For details, refer to chapter 2, "Control panel/touch panel", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

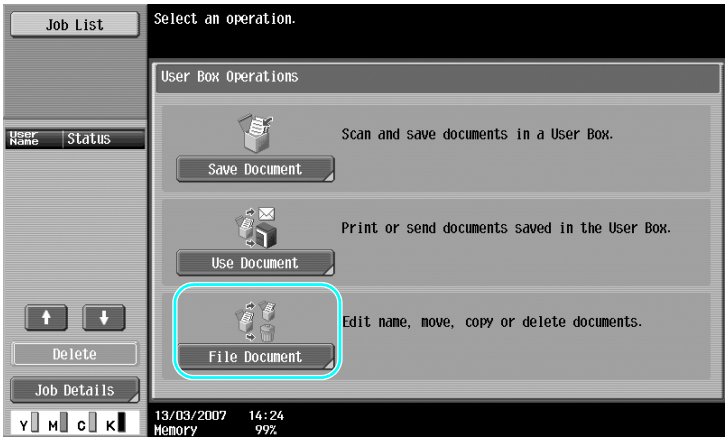
# 6 Useful box operations

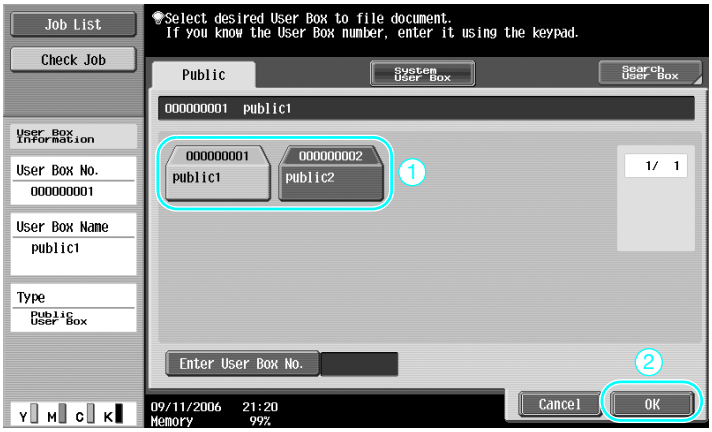
# 6 Useful box operations

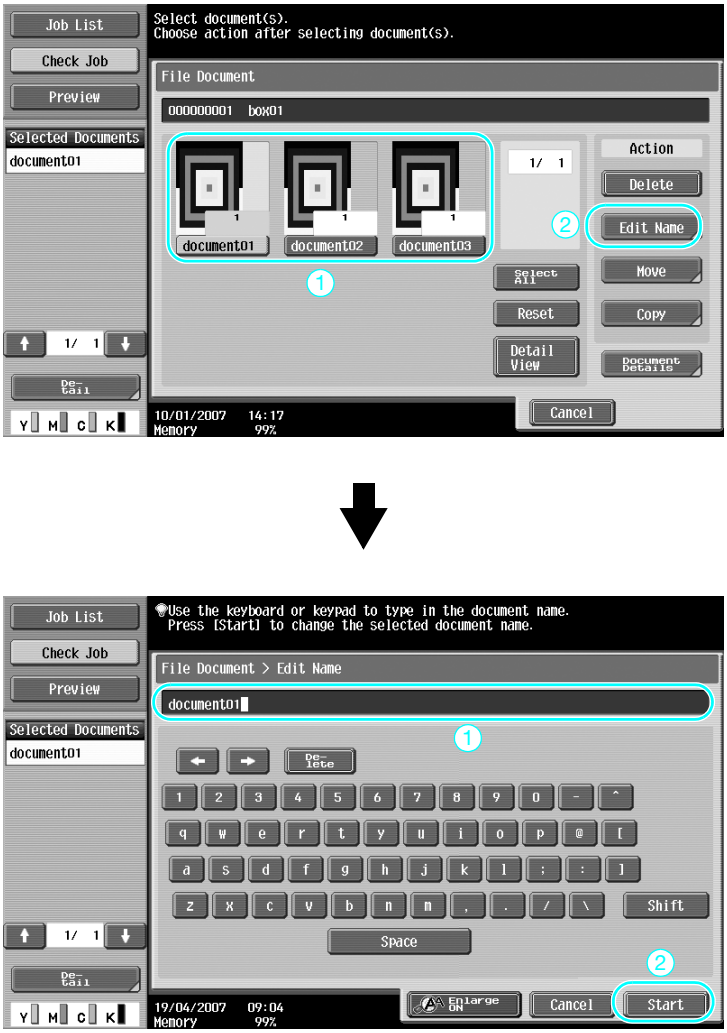
## 6.1 Changing the name of a saved document

### Edit Name

The name of a document saved in a user box can be changed. Documents that were not named when they were saved can be given a name that will be easier to remember.






**Detail**

*The document name is the name of the file sent. Change the document name after considering the conditions of the destination server.*

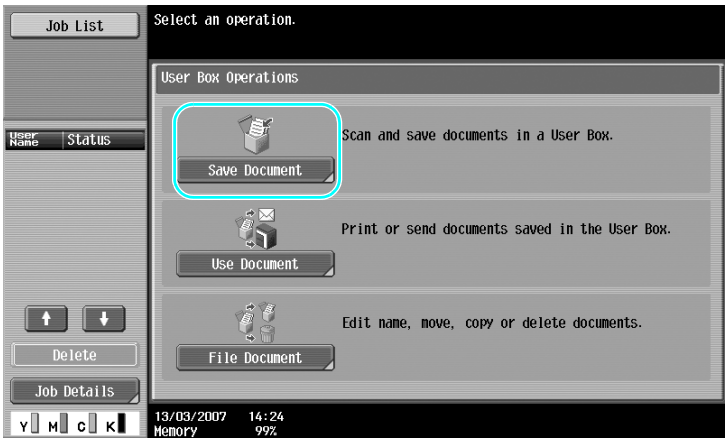
**Note**

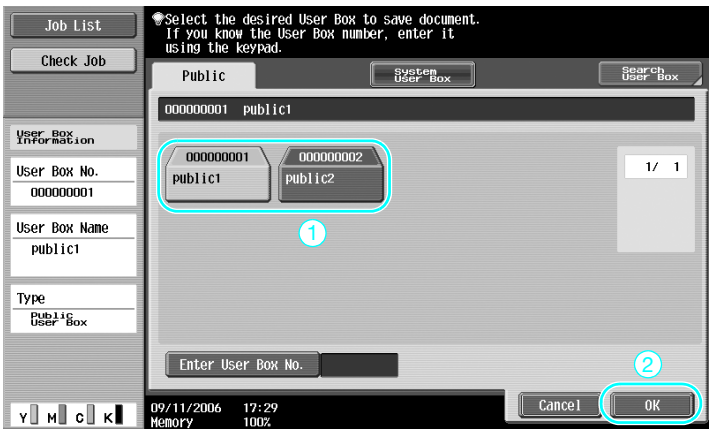
*For details, refer to chapter 7, "File Document", of the User's Guide [Box Operations].*

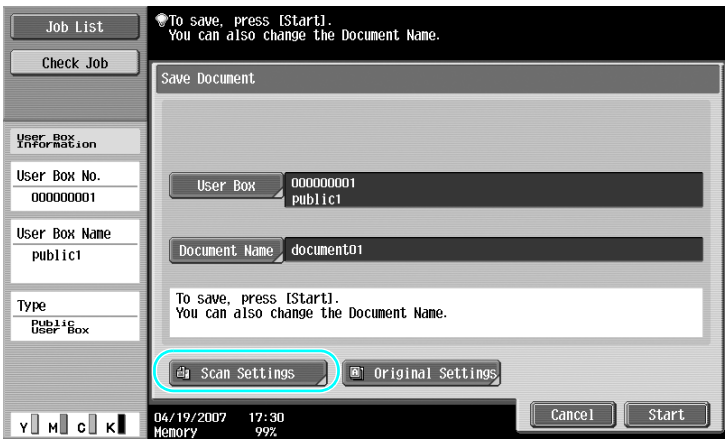
## 6.2 Scanning double-sided originals

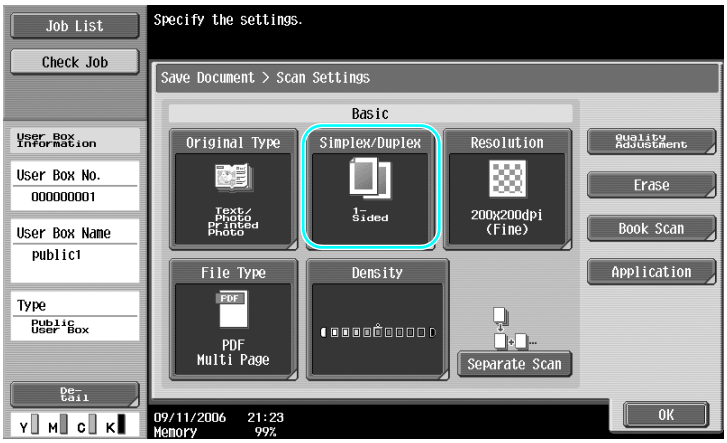
### Scan Settings

When saving data in a user box from User Box mode, touch [Scan Settings] to change the settings for scanning the original. To scan double-sided originals, select "2-Sided" in the Scan Settings screen.






**Detail**

*From the Scan Settings screen, not only can the setting for double-sided originals be specified, but settings can be specified for the original image quality and the file format of the data to be saved.*

*When scanning a double-sided original from Fax/Scan mode, specify the "2-Sided" setting in the Scan Settings screen in the same way that it is specified in User Box mode.*

*Since the default setting is "1-Sided", be sure to specify the "2-Sided" setting in the Scan Settings screen to save a double-sided original in a user box. In addition, if the "2-Sided" setting is specified in the Scan Settings screen, be sure to touch [Original Direction] and [Binding Position] in the Original Settings screen, and select the appropriate settings for the loaded original.*

**Note**

*For details, refer to chapter 5, "Save Document", of the User's Guide [Box Operations].*

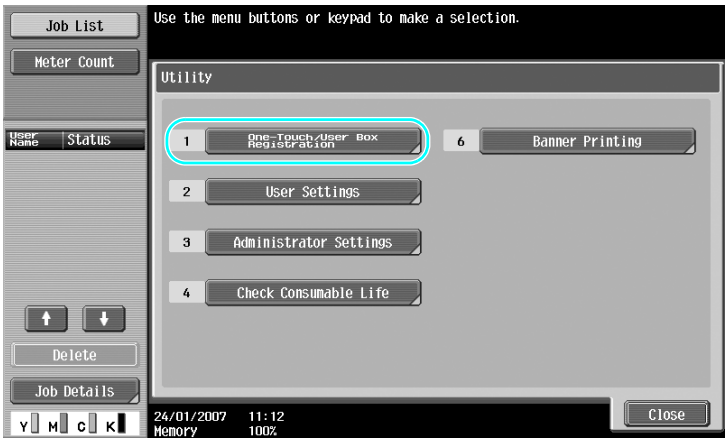
## 6.3 Automatically erasing data from user boxes

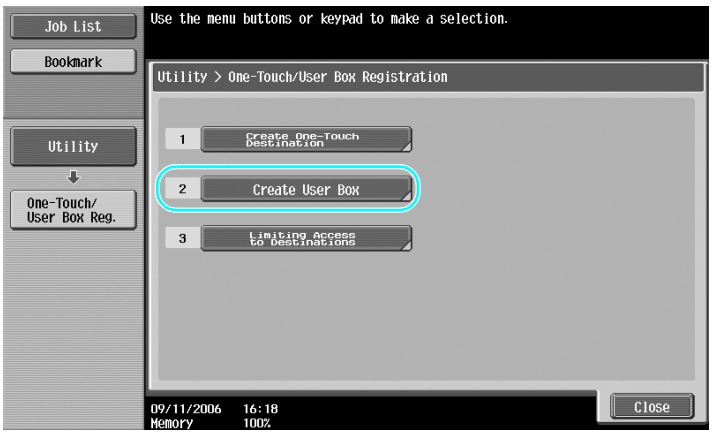
### Auto Document Delete Time

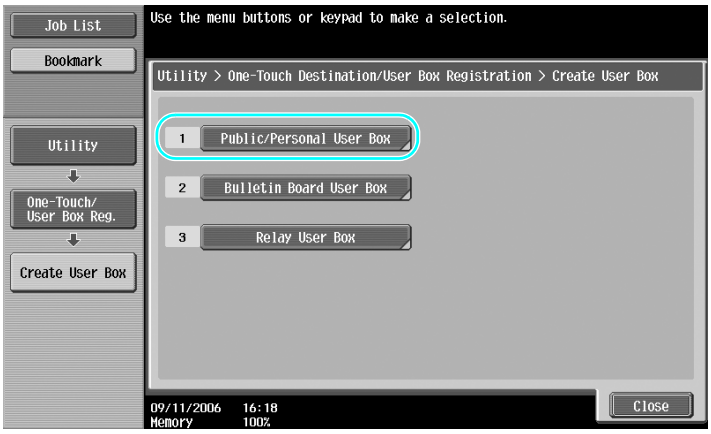
The length of time that data is saved in user boxes can be specified for each user box. When the specified length of time has passed, data saved in user boxes will automatically be erased. Specify a setting for "Auto Document Delete Time" when registering a user box.

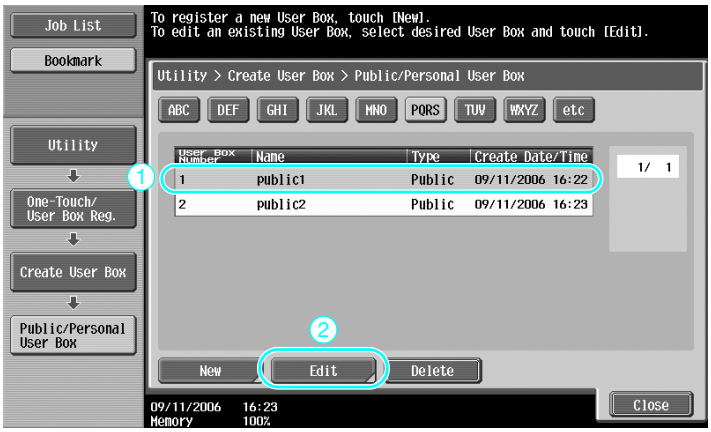
**Detail**

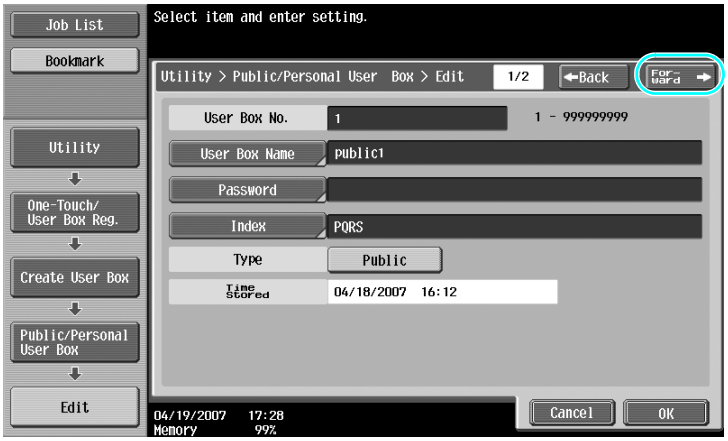
*To change the Auto Document Delete Time setting for a user box that has already been registered, touch [Edit] for the user box.*

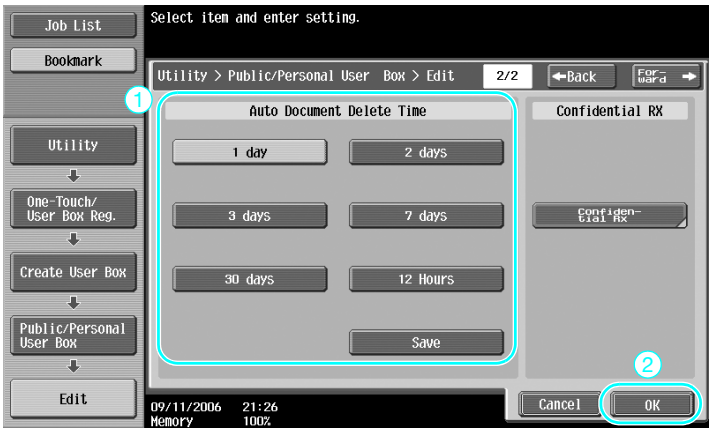



Job List
Bookmark
Utility
One-Touch/ User Box Reg.
Create User Box
Use the menu buttons or keypad to make a selection.
Utility > One-Touch Destination/User Box Registration > Create User Box
1 Public/Personal User Box
2 Bulletin Board User Box
3 Relay User Box
09/11/2006 16:18
Memory 100%
Close


Job List
Bookmark
Utility
One-Touch/ User Box Reg.
Create User Box
Public/Personal User Box
To register a new User Box, touch [New].
To edit an existing User Box, select desired User Box and touch [Edit].
Utility > Create User Box > Public/Personal User Box
ABC DEF GHI JKL MNO PQRS TUV WXYZ etc
User Box Number
Name
Type
Create Date/Time
1 public1 Public 09/11/2006 16:22
2 public2 Public 09/11/2006 16:23
1/ 1
1
2
New
Edit
Delete
09/11/2006 16:23
Memory 100%
Close


Job List
Bookmark
Utility
One-Touch/ User Box Reg.
Create User Box
Public/Personal User Box
Edit
Select item and enter setting.
Utility > Public/Personal User Box > Edit
1/2
Back
For ward
User Box No. 1 1 - 999999999
User Box Name public1
Password
Index PQRS
Type Public
Time Stored 04/18/2007 16:12
04/19/2007 17:28
Memory 99%
Cancel
OK



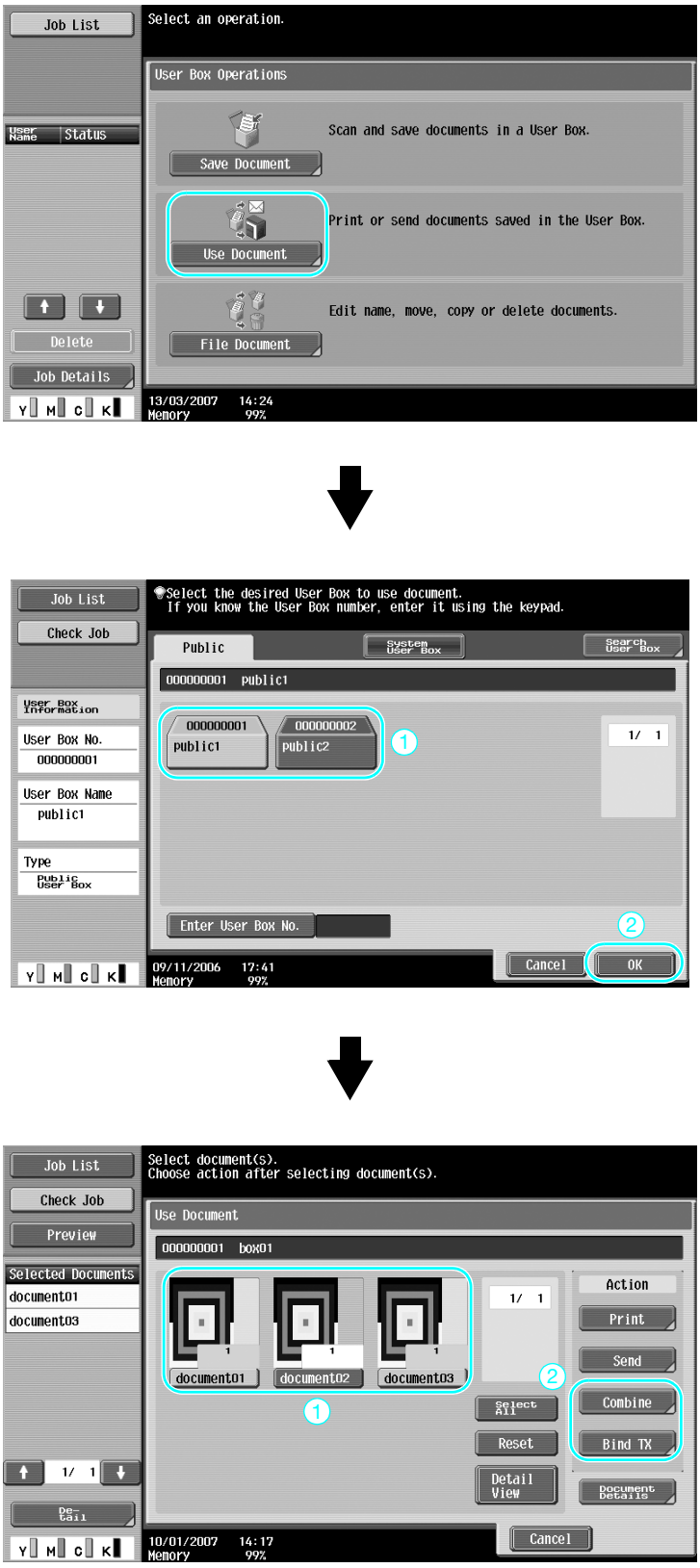

**Note**

*For details, refer to chapter 8, "User box setting", of the User's Guide [Box Operations].*

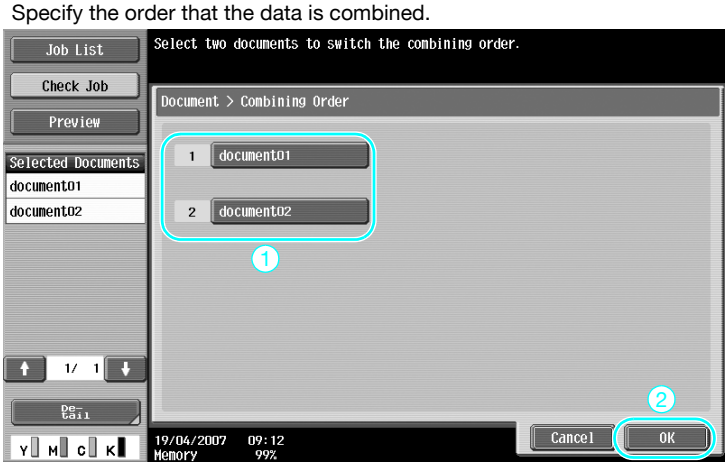
## 6.4 Printing/sending multiple data combined

### Combine/Bind TX

Two or more data saved in user boxes can be printed or sent.

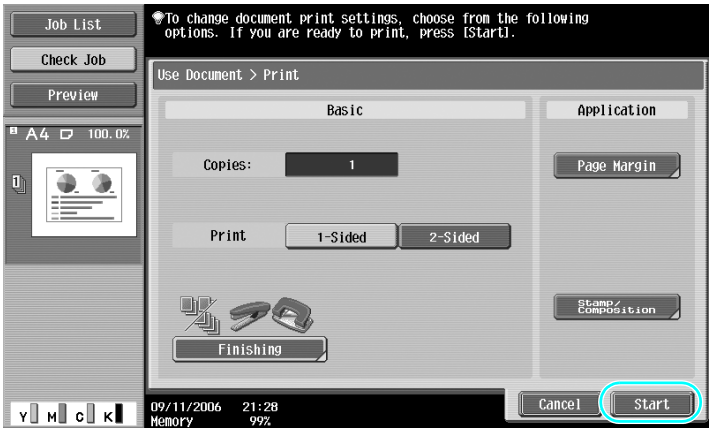


Specify the order that the data is combined.



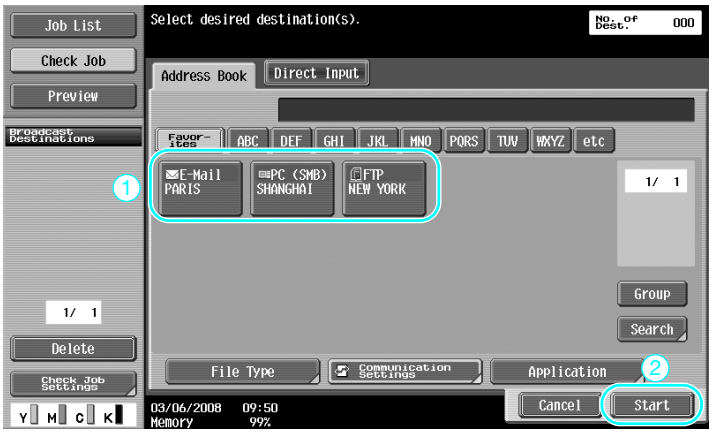

When "Combine" is selected

Specify the Finishing settings, and then print the data.




When "Bind TX" is selected

Select the destination, and then send the data.



**Detail**

*Data saved from Copy mode cannot be sent. If data saved from Copy mode is combined with other data, the data cannot be sent.*

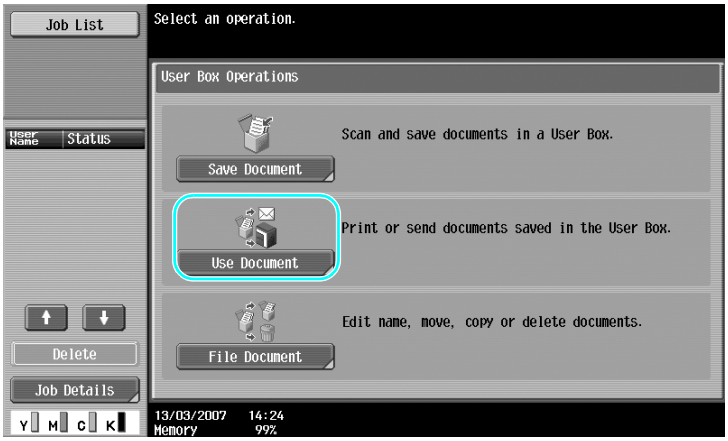
**Note**

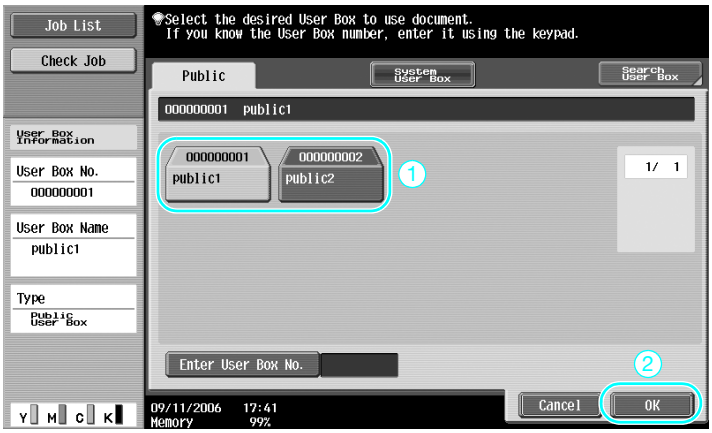
*For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].*

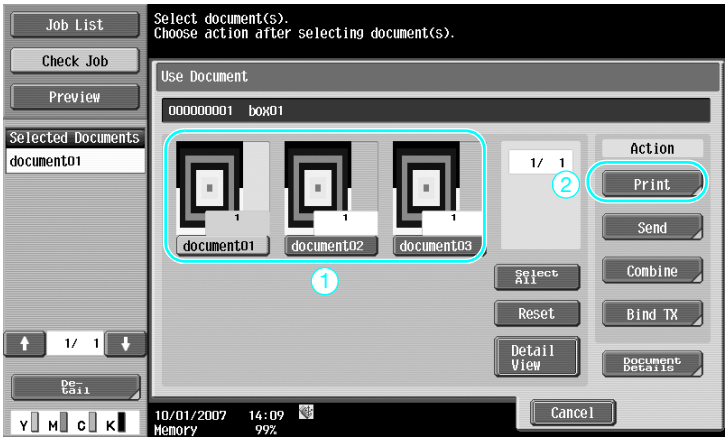
## 6.5 Changing finishing settings for saved data before printing

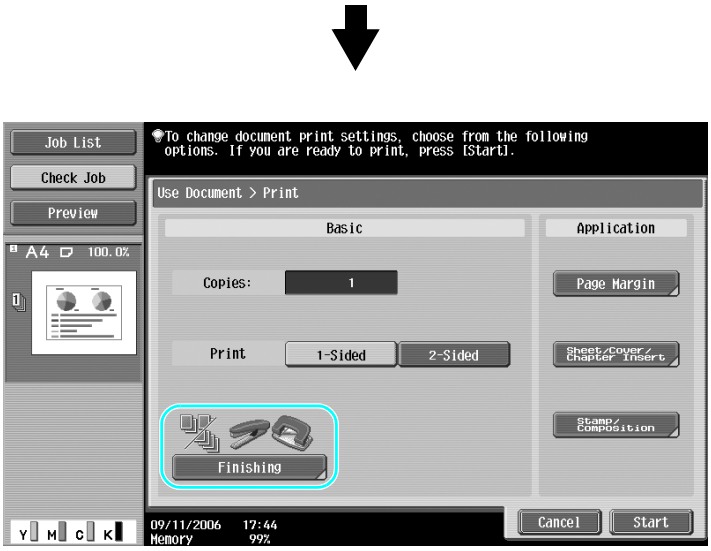
### Finishing

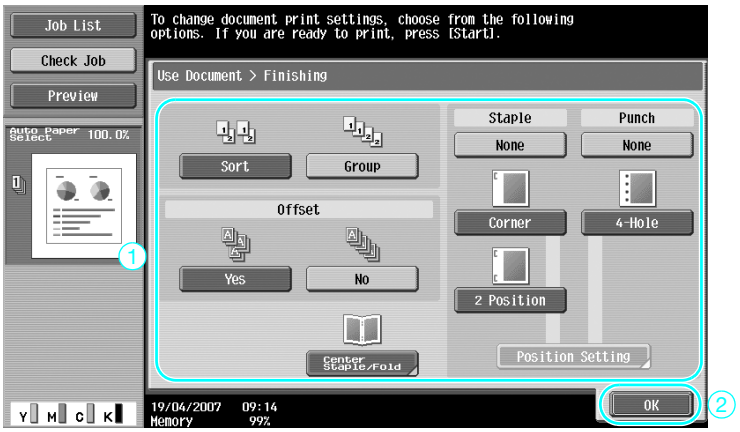
Before printing data saved in a user box, the finishing settings can be changed.

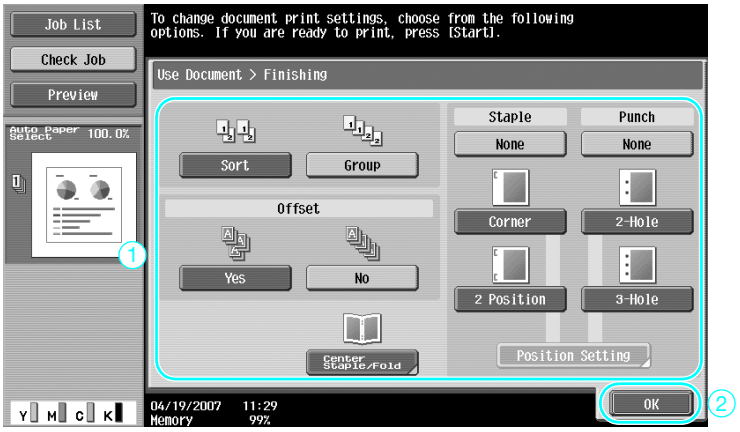



Job List
Check Job
Preview
A4 100.0%
To change document print settings, choose from the following options. If you are ready to print, press [Start].
Use Document > Print
Basic
Application
Copies: 1
Print 1-Sided 2-Sided
Page Margin
Sheet/Cover/Chapter Insert
Stamp/Composition
Finishing
09/11/2006 17:44
Memory 99%
Cancel
Start


Job List
Check Job
Preview
Auto Paper Select 100.0%
To change document print settings, choose from the following options. If you are ready to print, press [Start].
Use Document > Finishing
Staple
Punch
None
None
Sort
Group
Offset
Yes
No
Corner
4-Hole
2 Position
Center Staple/Fold
Position Setting
19/04/2007 09:14
Memory 99%
OK
1
2


Job List
Check Job
Preview
Auto Paper Select 100.0%
To change document print settings, choose from the following options. If you are ready to print, press [Start].
Use Document > Finishing
Staple
Punch
None
None
Sort
Group
Offset
Yes
No
Corner
2-Hole
2 Position
3-Hole
Center Staple/Fold
Position Setting
04/19/2007 11:29
Memory 99%
OK
1
2

### *Available Finishing settings*

The Finishing settings that are available differ depending on the installed options. For details, refer to chapter 2, "Basic copy operations", of the User's Guide [Copy Operations].

| Setting | | Description | |
|---|---|---|---|
| Sort | | Select this setting to separate each set of a multi-page document. | |
| Group | | Select this setting to separate the copies of each page in a multi-page document. | |
| Offset | | When a finisher is not installed | If the sorting conditions are met, copies are fed out and sorted in an alternating criss-cross pattern. |
| | | When a finisher is installed | The copies are fed out shifted to separate them. |
| Staple | | Copies can be stapled in the corner or at two locations. | |
| Punch | | Holes for filing can be punched in the copies | |
| Center Staple/Fold | Half-Fold | Select this setting to fold copies in half before feeding them out. | |
| | Center Staple | Select this setting to staple copies at two locations along the center. | |
| Center Staple & Fold | Center Erase Erase | Select this setting to staple copies at two places along the center, fold the copies in half, and then erase the image in the 10mm-wide area, with the fold line as the center, before outputting. | |
| | Center Erase None | Select this setting to staple copies at two places along the center, fold the copies in half, and output them without erasing the image on the center fold line. | |

**Note**

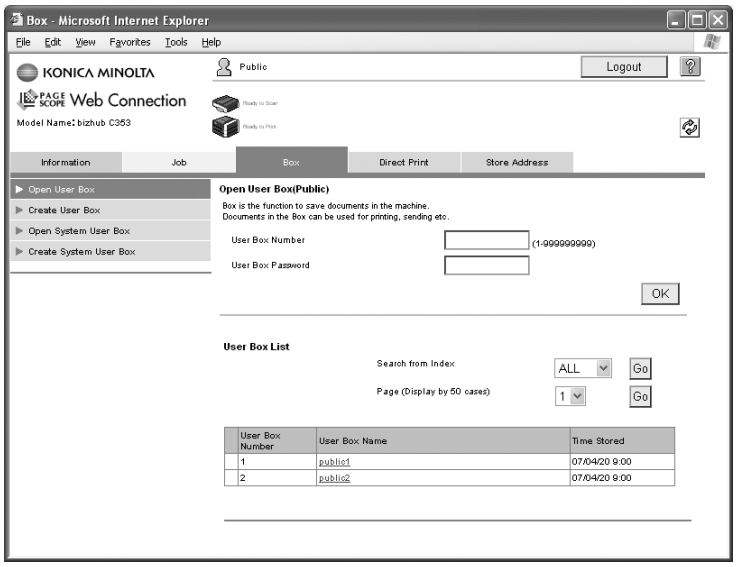
*For details, refer to chapter 6, "Use Document", of the User's Guide [Box Operations].*

## 6.6 Performing box operations from a computer

### PageScope Web Connection

User boxes can be created and operations can be performed on data in user boxes by using PageScope Web Connection. You can use data in user boxes from the computer at your desk.

Enter the IP address of this machine in the "Address" box of the Web browser to use PageScope Web Connection to connect with this machine.




The following operations can be performed from the Box tab of PageScope Web Connection.

- Create/edit/delete user boxes.
- Print/send data in user boxes.
- Download data from a user box to a computer.
- Copy/move/delete data in user boxes.

### About PageScope Web Connection

PageScope Web Connection is a device management utility integrated into this machine.

Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

The following basic operations can be performed from PageScope Web Connection.

- Check various machine information.
- Check a job.
- Perform operations with data in user boxes.
- Direct printing
- Register/edit destinations.
- Specify security settings and printer network settings.

...

**Note**

*For details, refer to chapter 9, "PageScope Web Connection", of the User's Guide [Box Operations].*

# 7 Advanced functions

# 7 Advanced functions

## 7.1 Advanced functions

Various functions that enhance operability of MFP are called "advanced functions".

There are two types of advanced functions - the functions that can be used by registering i-Option LK-102/LK-103 to MFP, and the functions that can be used in conjunction with applications. Overview of each function is as follows.

***i-Option LK-101/LK-103 functions***

| Function | Overview |
|---|---|
| Web browser | By using the control panel of the MFP connected to the network, you can access to the Internet or intranet and display or print the contents.<br>Also, through a Web browser, you can operate PageScope Web Connection of the MFP connected to the network and use documents saved in user boxes. |
| Image Panel | Image Panel is a new user interface of the control panel which provides a new operability to the control panel with intuitive and user friendly operation. |
| Photo registration | By using PageScope Web Connection, you can add photo data to a registered address book entry. The registered photos are reflected to the Destination List of the Image Panel. |

***i-Option LK-102/LK-103 functions***

| Function | Overview |
|---|---|
| PDF process | When transmitting documents in PDF format using the scan or user box functions, you can encrypt PDF file with password or digital ID, add a digital signature and specify properties. |

**Note**

*To use functions of i-Option LK-101/LK-102/LK-103 on MFP, additional memory of an upgrade kit UK-201 must be installed to MFP in advance then i-Option LK-101/LK-102/LK-103 must be registered.*

***Functions connected with PageScope My Panel Manager***

| Function | Overview |
|---|---|
| My Panel | With the My Panel function, the environment of the control panel (My Panel) customized depending on the application by a user is centrally managed on the server, and the user can use the My Panel obtained from the selected MFP. |
| My Address Book | With the My Address Book function, the personal address book (My Address Book) is centrally managed on the server, and a user can use the My Address Book obtained from the selected MFP. |

**Note**

*Additional memory for an optional upgrade kit UK-201 must be installed to MFP in advance.*

*The functions to connect with applications should be enabled from the application side. For details on enabling the function, refer to the manual for the application.*

**Detail**

*For details on the advanced functions, refer to the User's Guide [Advanced Function Operations].*

*For details on registering i-Option LK-101/LK-102/LK-103 to MFP, refer to the description on page 7-4 of this manual.*

*When advanced function is enabled, the functions added as advanced functions can be assigned to the [Copy] key, the [Fax/Scan] key and the [User Box] key. For details, refer to the User's Guide [Advanced Function Operations].*

...

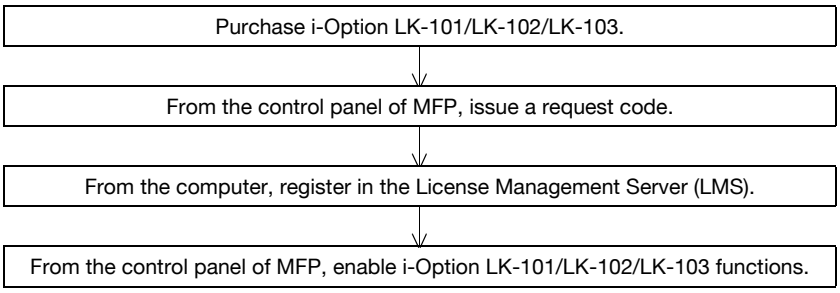
**Note**

*If the charging management device is installed on the MFP, Image Panel and Photo registration functions cannot be used.*

## 7.2 To enable i-Option LK-101/LK-102/LK-103 functions

To use the functions of i-Option LK-101/LK-102/LK-103, i-Option LK-101/LK-102/LK-103 must be registered to MFP.

This section describes the procedure to register i-Option LK-101/LK-102/LK-103 to MFP. Confirm the following operation flow, and for details on settings, refer to the description on page 7-4 of this manual.




**Registering i-Option LK-101/LK-102/LK-103**

There are the following two methods to register i-Option LK-101/LK-102/LK-103 to MFP.

- From the control panel of MFP
- From PageScope Web Connection

Procedure to register from the control panel of MFP is described here. For the procedure to specify from PageScope Web Connection, refer to Chapter 1 "Setup items by operation" of the User's Guide [Network Administrator].

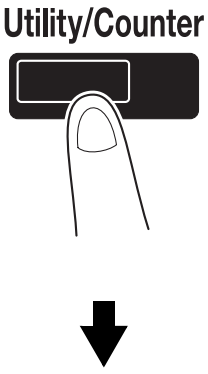
**Procedure to enable i-Option LK-101/LK-102/LK-103 functions**

1 Purchasing i-Option LK-101/LK-102/LK-103.

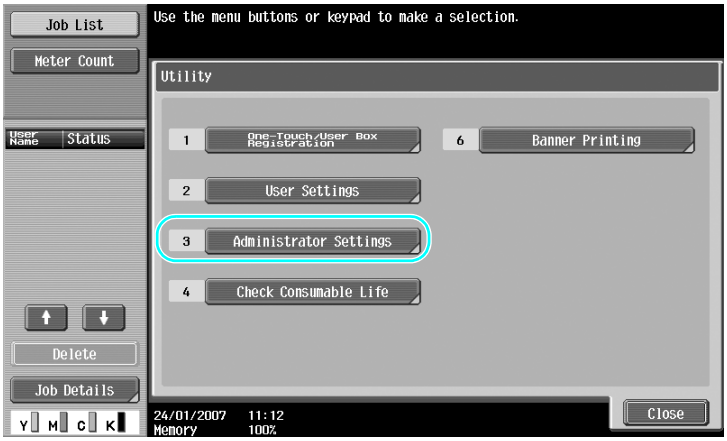
- Purchase i-Option LK-101/LK-102/LK-103 in advance. i-Option LK-101/LK-102/LK-103 contains the token certificate.
  The token certificate contains the following contents:
  Token Number
  Function Name
  The Web site URL of the License Management Server (LMS)
- For details on purchasing i-Option LK-101/LK-102/LK-103, contact your service representative.

2 Issuing a request code.

Press the [Utility/Counter] key.

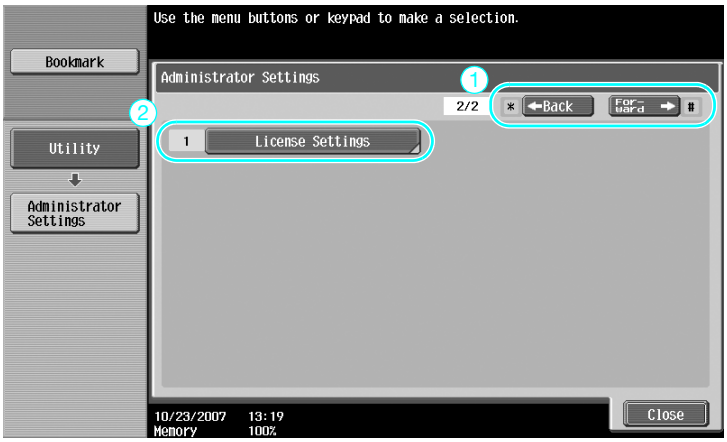


Touch [Administrator Settings].

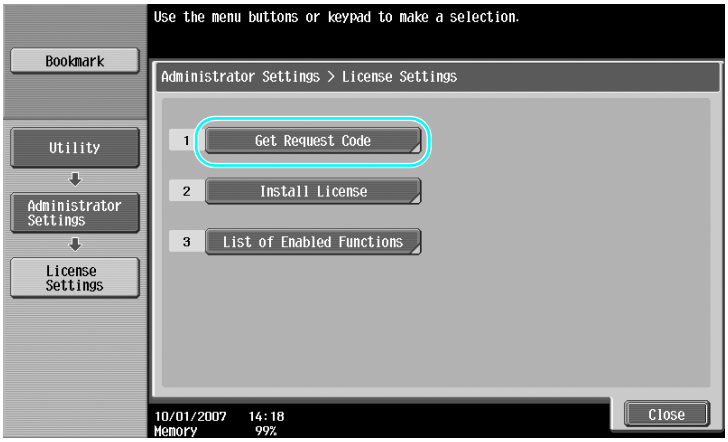



Type in the administrator password, and then touch [OK].

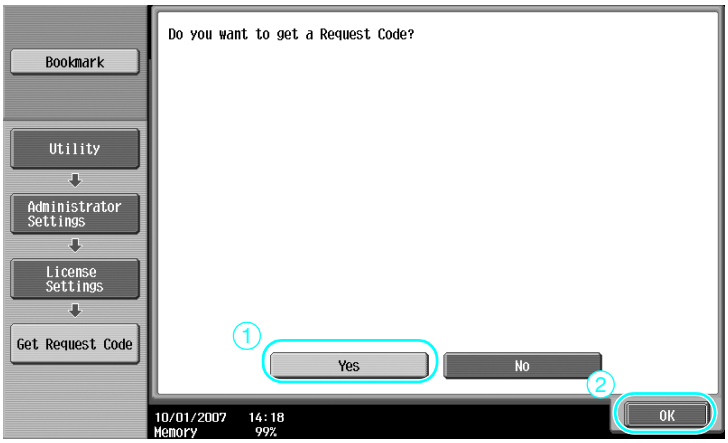
Touch [License Setting].



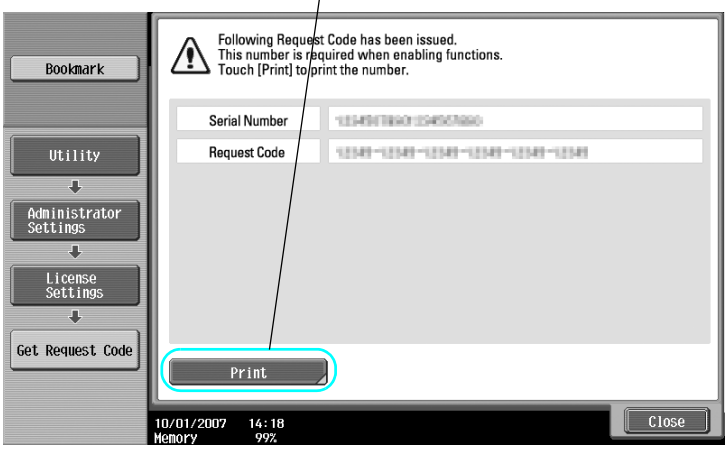
Touch [Get Request Code].




Touch [Yes], and then touch [OK].



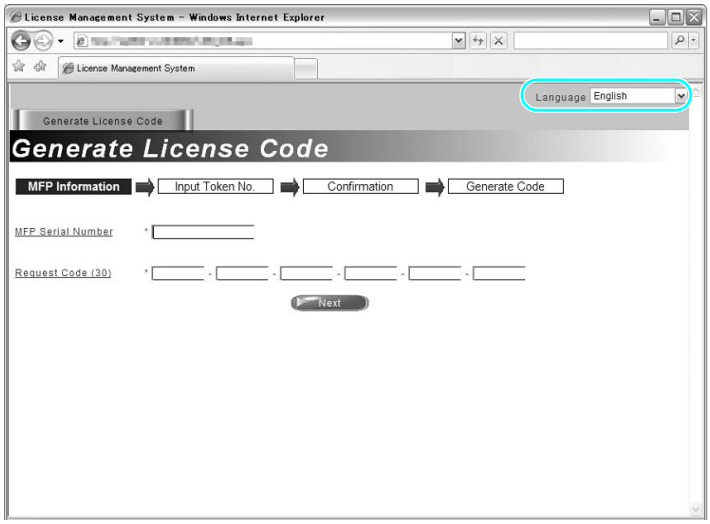

Touch [Print] to print the request code.



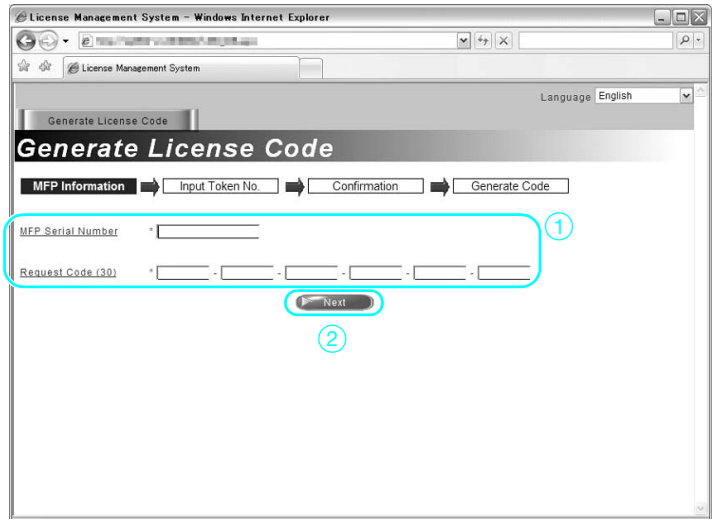
## 3 Registering in the License Management Server (LMS)

Access the Web site of the License Management Server (LMS).

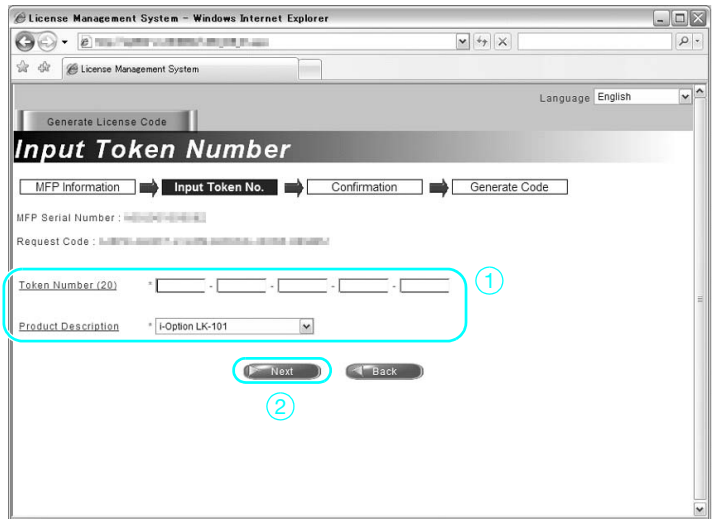
Select a language.



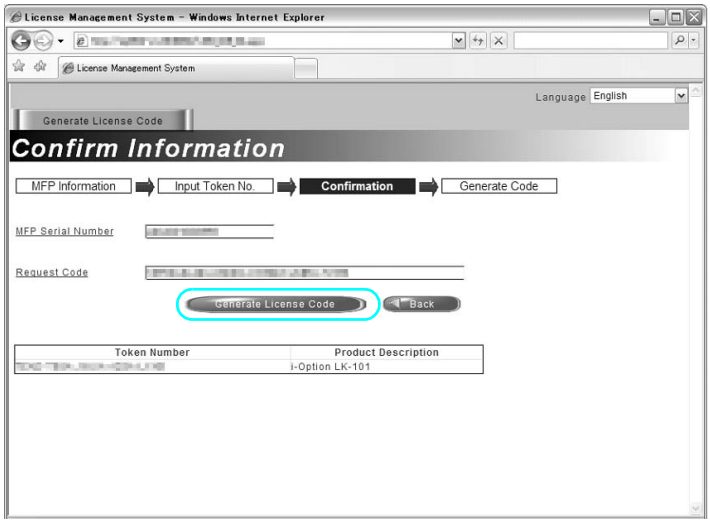

Type in the serial number and request code displayed by issuing a request code, and then click the [Next] button.



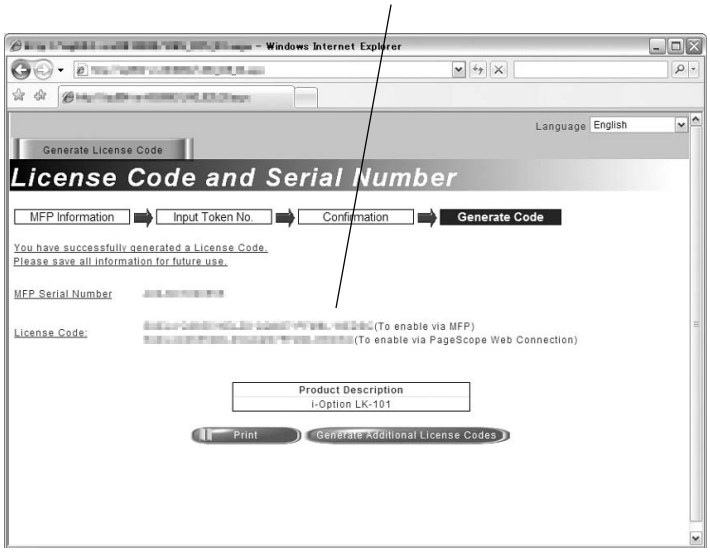
Type in the token number included in the token certificate, select registration options, and then click the [Next] button.




Confirm the registration contents, and the click the [Generate License Code] button.

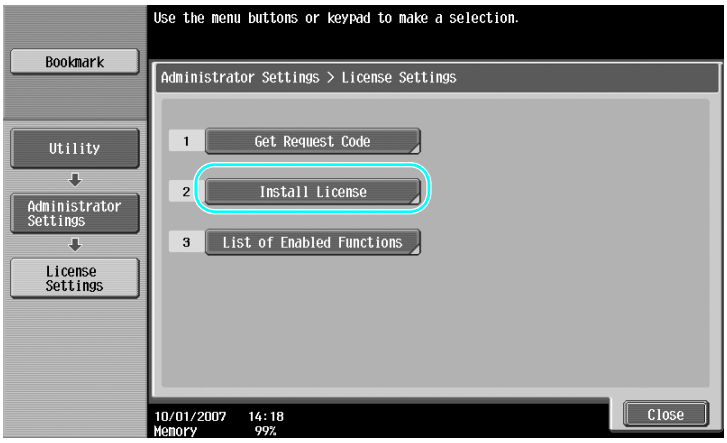


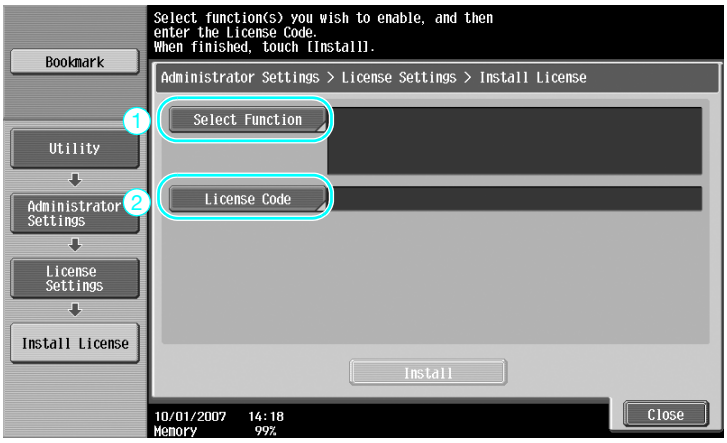
The license code is issued. The license code is required to enable the i-Option LK-101/LK-102/LK-103 functions.



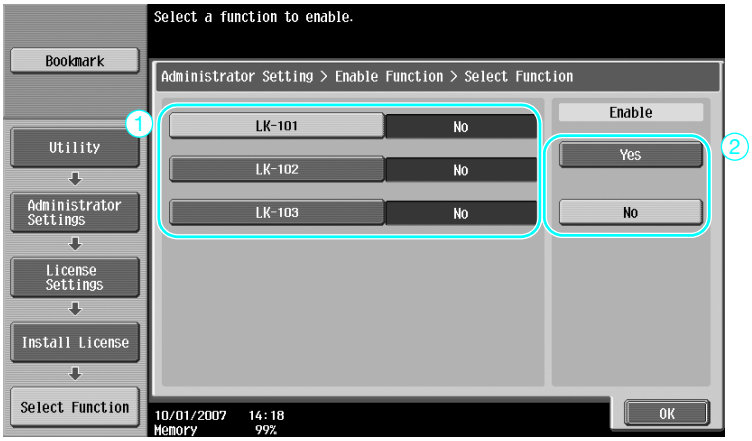

## 4 Enabling the i-Option LK-101/LK-102/LK-103 functions.

On the License Settings screen of the Administrator Settings, touch [Install License].



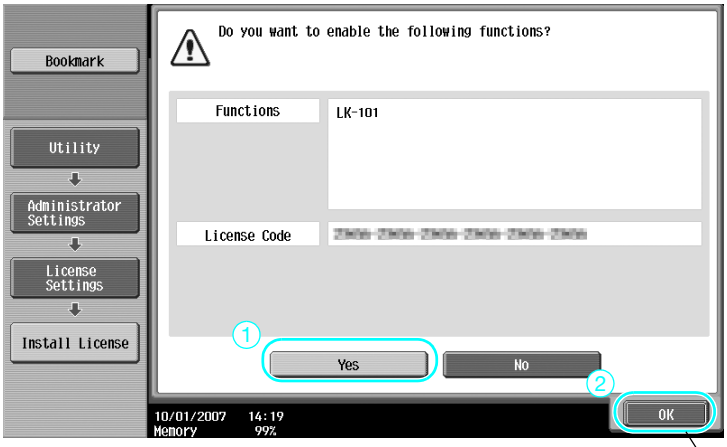



Touch [Select Function], select a function to be enabled, and then select [Yes] for "Enable".




Touch [License Code], and then type in the license code issued.

Touch [Install].




Touch [Yes], and then touch [OK].

**Note**

*After enabling the function, turn off the main power switch, and then wait about 10 seconds before turning it on again. Otherwise, the machine may not operate correctly.*

*On the License Settings screen of the Administrator Settings, touch [List of Enabled Functions] to check the list of enabled functions.*

# 8 Troubleshooting

# 8 Troubleshooting

## 8.1 Troubleshooting

This section describes common troubleshooting procedures in a question and answer format. If the problem is not corrected, even after performing the described procedure, contact your service representative.

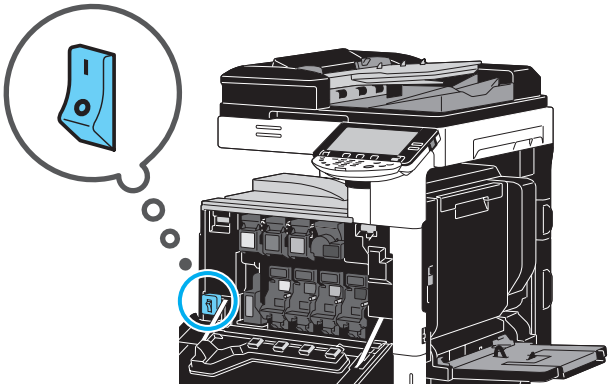
**Why can't the machine be turned on?**

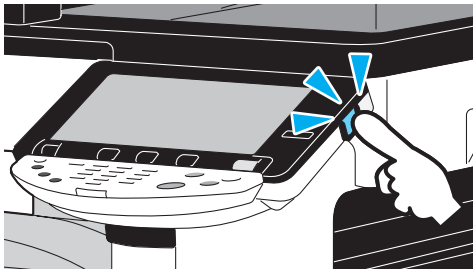
This machine has two switches.

***Answer***

Check for the following.

- Check that the machine's power plug is firmly inserted into the electrical outlet. In addition, check that the circuit breaker has not been tripped.
- Check that the machine has been turned by using both the sub power switch and the main power switch.





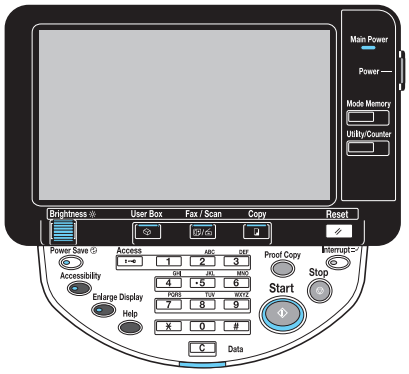
...

**Reminder**

*If the machine is not turned on after the indicated items have been checked, contact your service representative.*

**Why does no screen appear in the touch panel?**

If no operation is performed for a specified length of time, the touch panel goes off and the machine automatically enters a mode where it conserves energy.



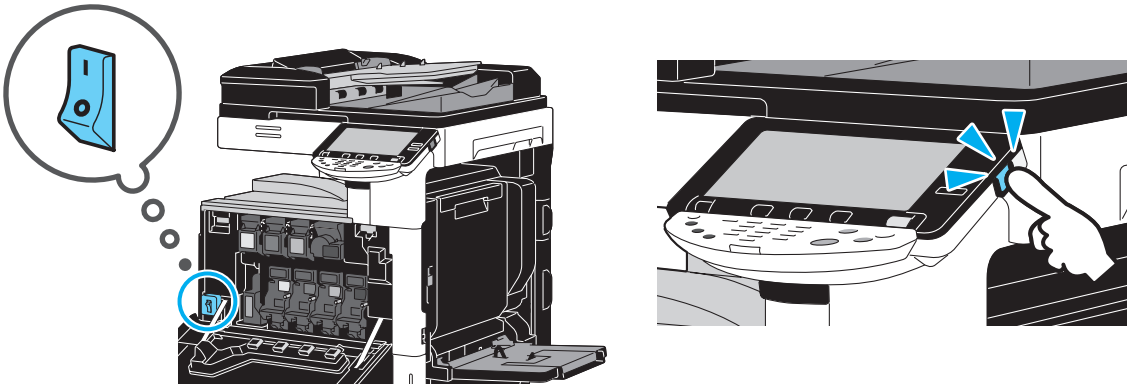
***Answer***

Check for the following.

- Use the [Brightness] dial in the control panel to adjust the brightness of the screen in the touch panel.

- Touch the touch panel. There is no problem if the touch panel lights up. When the machine is in Power Save mode, touching the touch panel or pressing a key in the control panel cancels Power Save mode.

- Try pressing the [Power Save] key in the control panel. If the weekly timer has set the machine in Sleep mode, a screen appears in the touch panel when the [Power Save] key is pressed. Enter the information indicated in the screen to be able to use the machine during non-business hours.
- Check that the machine has been turned on by using both the sub power switch and the main power switch.



...

**Reminder**

*If no screen appears in the touch panel after the indicated items have been checked, contact your service representative.*

**Why does a message appear, indicating that consumables must be replaced?**

When the consumables used by the machine are nearly empty, a warning about the replacement period appears.

***Answer***

Replace the specified consumable.

The consumable is empty when a message appears, indicating that the consumable be replaced. Copying is possible for a short time after the message appears, but the consumables should be prepared soon.

- For a toner cartridge

After the message "Replace toner cartridge (X)." appeared, the message "Please prepare new cartridge." appears. Replace the toner cartridge according to your maintenance agreement.

- For an imaging unit

When the message "Please replace following unit(s)." appears, prepare to replace the imaging unit according to your maintenance agreement.

...

**Reminder**

*If the message remains displayed after the indicated items have been replaced, contact your service representative.*

**Why does the misfeed message remain displayed?**

A misfeed may have occurred in a location other than that indicated in the screen. Check the location indicated in the displayed screen.

***Answer***

Check for the following.

- Check that no torn paper remains in the part indicated by ◯ in the touch panel screen. If the paper could not be removed, contact your service representative.
- Open, then close the door indicated by ◯ in the touch panel screen. The message may not remain displayed after this operation is performed.

**Reminder**

*If the misfeed warning remains displayed after the indicated items have been checked, contact your service representative.*

**What is image stabilization?**

In order for this machine to maintain stable color reproduction, it has a function for automatically adjusting the copy quality. Adjusting the copy quality is called "image stabilization"

***Answer***

Image stabilization is performed after a large number of copies have been produced or when there are changes to the temperature or humidity within the machine.

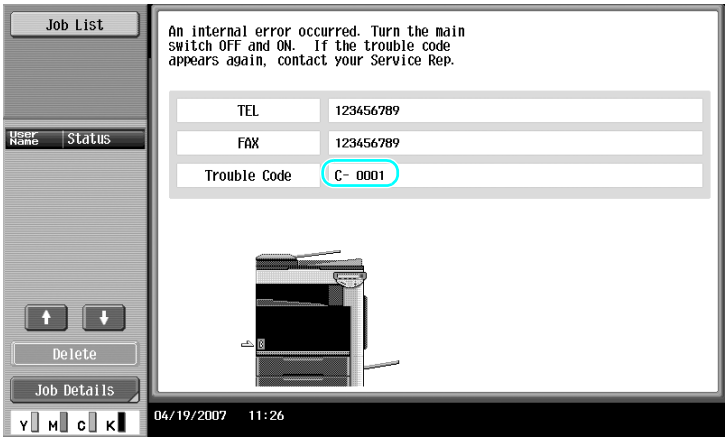
When image stabilization is finished, wait until copying automatically continues.

**Reminder**

*If the image stabilization operation does not end after waiting for some time, contact your service representative.*

**Why did an error message appear?**

There are three types of errors; errors that can be cleared by opening/closing the front door, errors that can be cleared by turning the power off/on, and errors that cannot be cleared. Clear the error by following the on-screen instructions. If the error cannot be cleared or released, contact your service representative with the error code.




***Answer***

Clear the error by following the on-screen instructions.

...

**Reminder**

*If the message remains displayed, note the trouble code that appeared in the screen, unplug the machine from the electrical outlet, and then contact the service representative.*

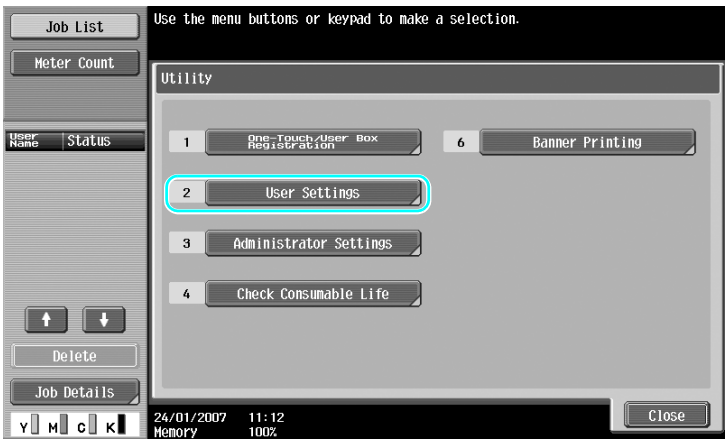
# 9 User Settings parameters

# 9 User Settings parameters

With the User Settings parameters, common machine settings and settings for specific functions can be changed according to the operating conditions and environment.

## 9.1 Displaying the User Settings screen

Various settings can be specified from the User Settings screen.




**Detail**

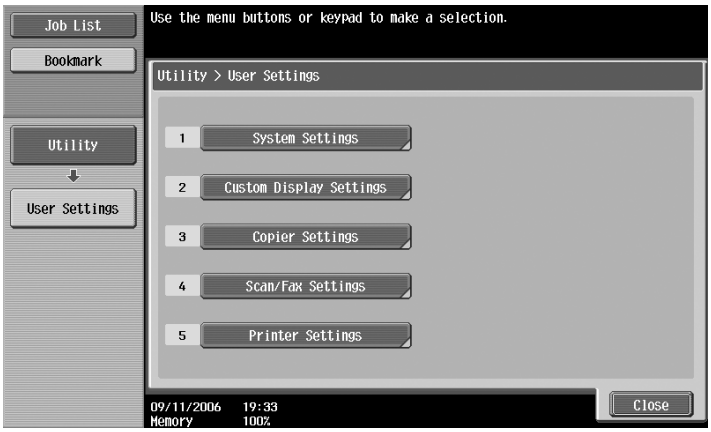
*To change the default settings for Fax/Scan mode, press the [Fax/Scan] key, and then press the [Utility/Counter] key.*

**Note**

*For details, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].*

## 9.2 Settings that can be specified

Settings can be specified for parameters in the following five categories on the User Settings screen.




...

**Note**

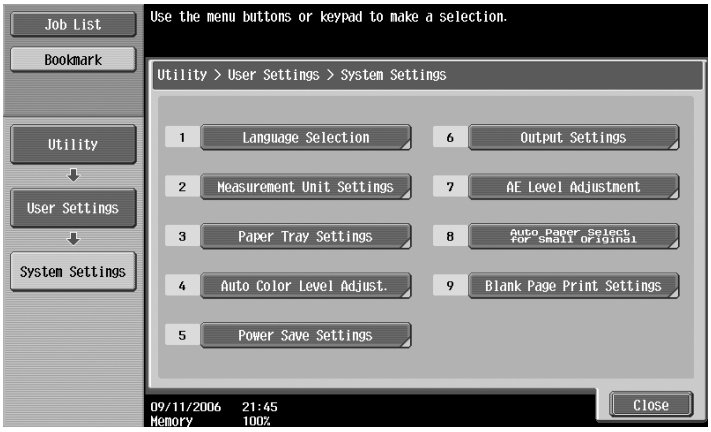
*For details on the Copier Settings parameters, refer to chapter 11, "Utility mode", of the User's Guide [Copy Operations].*

*For details on the Scan/Fax Settings parameters, refer to chapter 8, "User mode settings", of the User's Guide [Network Scan/Fax/Network Fax Operations].*

*For details on the Printer Settings parameters, refer to chapter 12, "Settings on the control panel", of the User's Guide [Print Operations].*

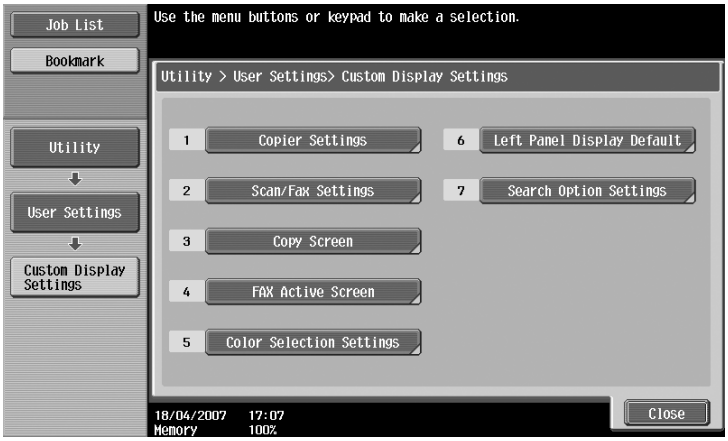
### System Settings

The display language of the touch panel, the measurement units and settings for the power-saving modes can be changed.



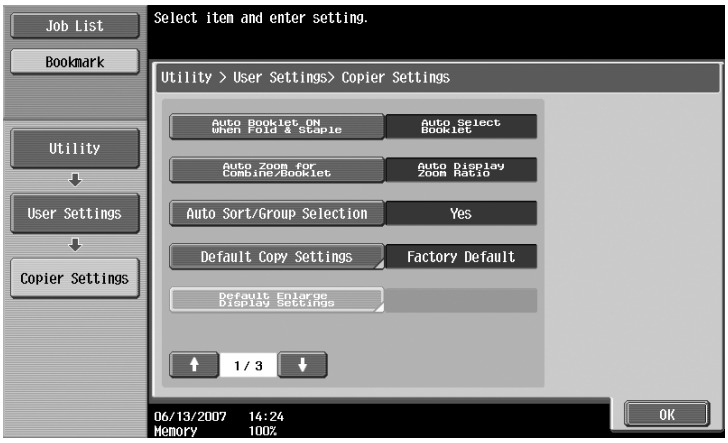
### Custom Display Settings

The display in the left panel of the touch panel screen and the settings in the Basic screen can be changed.



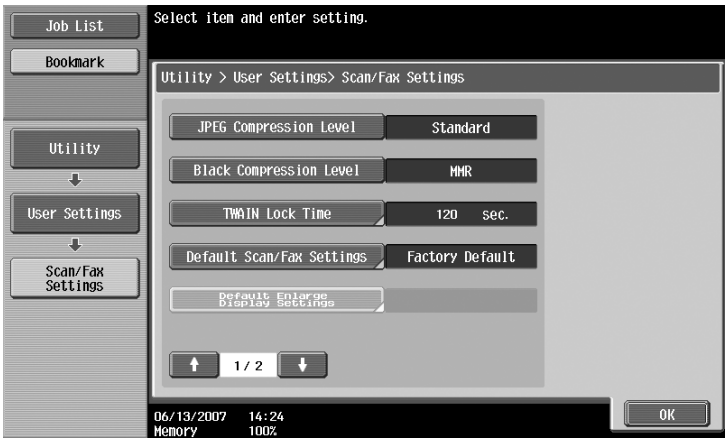

### Copier Settings

The settings for copy functions can be changed so that the operations can easily be performed.



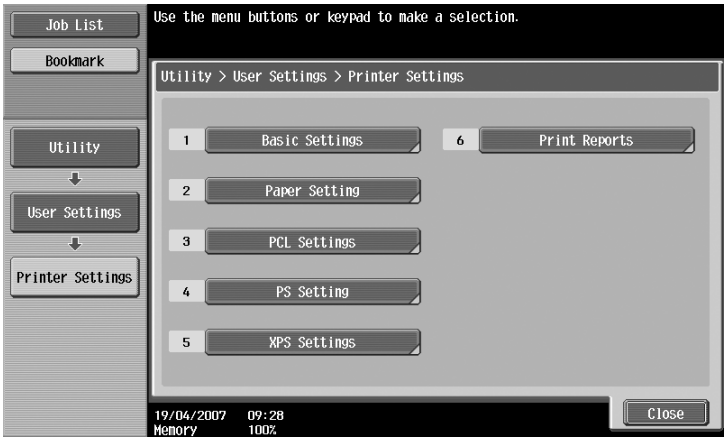

### Scan/Fax Settings

The settings for fax/scan functions can be changed so that the operations can easily be performed.



### Printer Settings

The settings for print functions can be changed so that the operations can easily be performed.



# 10 Glossary

# 10 Glossary

## 10.1 Glossary

| | |
|---|---|
| Broadcast | This function is called "broadcast transmission" on this machine. This is the function that sends a fax to multiple recipients with a single operation. |
| Center Staple & Fold | This is the Finishing function that feeds out paper that is folded in half and stapled at two places along the center. |
| Confidential | Generally, this refers to correspondence that is opened only by the person it is addressed to. On this machine, this refers to the function (called a confidential transmission) where a fax is sent to a specific person. Since confidential transmissions use confidential user boxes set up on the machine, these transmissions can be used when the receiving machine is also equipped with the confidential transmission function. |
| Group | This Finishing function feeds copies out by page when two or more copies are printed of a multi-page document. |
| Half-Fold | This is the Finishing function for folding paper in half after it is printed. |
| Job | This is the operation information that is registered with the machine after settings are applied. The copy and scan operations when the [Start] key is pressed and the print command sent from a computer are all registered with the machine and called jobs. |
| Polling | This is the transmission function where a fax transmission is started by an operation performed by the receiving machine. With a polling transmission, the recipient bears the calling costs since the document to be sent is stored in the memory of the transmitting machine until the receiver initiates transmission by sending a reception command. |
| Power Save | This is the mode that the machine automatically enters to conserve energy when no operation is performed for a specified length of time. Another mode for conserving energy is the Sleep mode. The machine conserves more power in Sleep mode than in Power Save mode. |
| Power saving | This is the function for entering a power-saving mode (Power Save mode or Sleep mode). The machine can be manually set to a power-saving mode when the [Power Save] key is pressed. |
| Punch | Holes can be punched in copies for filing. |
| Save in User Box | This is the function where data scanned with a copy, fax or scan operation is save in a user box set up on the machine. The data saved in the user box can be transmitted or faxed. |
| Scan operations | Scanning of the original is called "scanning", and the methods for sending or saving the scan data are called the scan functions. These scan functions include e-mail transmissions, where the scan data is sent to an e-mail address as an attached file, in addition to FTP transmissions, SMB transmissions, WebDAV transmissions, Web Service Function, saving in user boxes and using as a scan. |
| Security functions | This is the general name of the various functions for increasing the safety of information in order to prevent disclosure of the information, for example, so that confidential data saved on the machine is not disclosed to third parties and various settings can be changed only by the person possessing the password. |
| Sleep | This is the mode that the machine automatically enters to conserve energy when no operation is performed for a specified length of time. Another mode for conserving energy is the Power Save mode. The machine conserves more power in Sleep mode than in Power Save mode. |
| Sort | This Finishing function feeds copies out by set when two or more copies are printed of a multi-page document. |
| Staple | This Finishing function feeds copies out bound with staples when copying documents containing two or more pages. |
| Transmission source name | This is the function that specifies from the transmitting machine whether the transmission source information is printed by the receiving machine at the top of received fax documents. Whether or not this information is printed and the name that is printed can be specified only from the transmitting machine. |
| Weekly timer | This feature sets the machine to Sleep mode at the specified time. The day and time periods when the machine is not used can be specified so the machine can automatically switch to a mode where it conserves energy. |

# 11 Index

# 11 Index


## A

Address book destinations ..... 4-2, 5-2
Advanced function ..... 7-2
Auto zoom ..... 2-14

## B

Background removal ..... 5-17
Bind TX ..... 6-9
Binding margin ..... 3-9
Book copy ..... 2-16
Booklet ..... 2-9
Booklet Original ..... 2-9
Booklet print ..... 3-8
Broadcast transmission ..... 4-9
Bypass tray ..... 2-25

## C

Caution notations and labels ..... x-27
Clearing paper misfeed ..... x-51
Clearing paper misfeed in the finisher FS-519 ..... x-54
Clearing paper misfeed in the finisher FS-609 ..... x-55
Clearing paper misfeed in the mailbin ..... x-56
Clearing paper misfeed in the main unit ..... x-53
Clearing paper misfeed in the saddle stitcher ..... x-56
Clearing paper misfeed in the separator ..... x-58
Collate ..... 3-4
Color ..... 5-11
Color setting ..... 3-15
Combination ..... 3-8
Combine ..... 6-9
Combined copy ..... 2-4
Communication List ..... 4-7
Computer faxing ..... 4-27
Control panel ..... x-39
Copy protect ..... 3-13
Cover mode ..... 3-11
Cover page ..... 2-19
Cover sheet ..... 2-19
Current jobs list ..... 5-25

## D

Date/Time ..... 3-14, 5-13
Deleting document ..... 6-6
Double-sided copy ..... 2-4
Double-sided originals ..... 6-4
Double-sided print ..... 3-8

## E

Edit name ..... 6-2
E-mail transmission ..... 5-23
Emptying the punch scrap box for the finisher FS-519 ..... x-69
Emptying the punch scrap box for the finisher FS-609 ..... x-70
Enlarge/Reduce ..... 2-14
Envelope ..... 2-25

## F

Fax forwarding ..... 4-26
Fax transmission source information setting ..... 4-12
Faxing ..... 1-10
F-Code transmission ..... 4-24
File type ..... 5-11
Finishing ..... 2-22, 3-10, 6-12
Font settings ..... 3-17
Frame erase ..... 2-12, 5-19

## G

Glossy mode ..... 3-15
Group destinations ..... 4-5, 5-5
Group user box ..... 1-18

## H

Header/Footer ..... 3-14
Help function ..... x-41

## I

ID & Print ..... 3-7
Image quality ..... 3-15
Image shift ..... 3-9
Image stabilization ..... 8-5
Internet faxing ..... 4-19
i-Option LK-101/LK-102/LK-103 ..... 7-4
IP address faxing ..... 4-19

## J

Job history list ..... 5-25

## L

License Management Server (LMS) ..... 7-4
Loading paper ..... x-46, x-47, x-49
Low power mode ..... 2-38

## M

Memory RX User Box ..... 4-22
Meter count ..... 2-36

## O

Offset ..... 3-4
Operating environment ..... x-33
Options ..... x-71
Original type ..... 5-7
Overlay ..... 3-13

## P

Page number ..... 3-14, 5-13
PageScope Web Connection ..... 6-15
Per page setting ..... 3-12
Personal user box ..... 1-18
Polling transmission ..... 4-16
Power source .....x-33
Preview ..... 2-32
Program destination ..... 4-6, 5-6, 5-21
Proof copy ..... 2-32
Proof print ..... 3-6
Punch ..... 2-22, 3-10

## Q

Quality adjustment ..... 3-15
Quick Copy screen ..... 2-2

## R

Registering program ..... 2-27
Regulation notices .....x-22
Relay transmission ..... 4-18
Replacing an imaging unit .....x-65
Replacing consumables .....x-59
Replacing the staple cartridge for finisher FS-519 .....x-66
Replacing the staple cartridge for finisher FS-609 .....x-67
Replacing the staple cartridge for saddle stitcher .....x-68
Replacing the toner cartridge .....x-62
Replacing the waste toner box .....x-63
Request code ..... 7-4
Resolution ..... 5-7

## S

Safety information .....x-18
Saving in user box ..... 1-24, 3-5
Scan settings ..... 4-14, 6-4
Searching destination ..... 5-21
Secure print ..... 3-5
Select color ..... 3-15
Selecting destination ..... 1-10, 1-14
Selecting destinations ..... 4-20
Separate scan ..... 2-7
Shortcut key ..... 2-27
Sleep mode ..... 2-38
Space requirements .....x-32
Staple ..... 2-22, 3-10

## T

Timer transmission ..... 4-18
Token certificate ..... 7-4
Trademarks and copyright .....x-3
Transparency interleave ..... 3-11
Troubleshooting ..... 7-2, 8-2
Turning on/off .....x-44

## U

User box destination ..... 1-27
User settings ..... 9-2
Using saved document ..... 1-33

## W

Watermark ..... 3-13
Weekly timer ..... 2-38

## Z

Zoom ..... 3-3

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