Giving Shape to Ideas



bizhub C554/C454/C364/C284/C224



This guide describes basic machine procedures and setting methods used to configure each function. It introduces important functions that make it easier to use this machine. This guide also contains notes and precautions that should be followed in order to use this machine.

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Introduction

This [Quick Start Guide] 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 1-3 of this manual before use.

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.

1.1 Environmental Information

Energy Star[®]



As an ENERGY STAR[®] Partner, this machine meets the ENERGY STAR[®] Guidelines for energy efficiency.

What is an ENERGY STAR[®] Product?

An ENERGY STAR[®] product has a special feature that allows it to automatically switch to a "low-power mode" after a period of inactivity. An ENERGY STAR[®] product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

Environmental benefits of power management

Electricity consumption of a device depends on both its properties and the way of using the device.

Suitable power management setting offers you resource saving usage way. By setting the time to go into power saving modes (e.g. sleep mode) shorter (or optimal), electricity consumption can be reduced.

Recycled Paper

This product can print on recycled paper and environmental stewardship initiatives certified paper which complies with European standard EN 12281 as well as virgin paper. In addition it can print on lighter paper, 64g/m² for example. Using such light paper contributes to resources-saving.

Duplex printing

With a product which has a duplex unit, you can print on both sides of paper automatically.

Using this function leads to reducing consumption of natural resources and your cost.

Attached printer driver provides this duplex printing function as initial setting in your computer (The setting can be changed after installation manually).

Chapter 1

1.2 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.04OE

Reference

• 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.



Ignoring this warning could cause serious injury or even death.

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



- 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.
- 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.



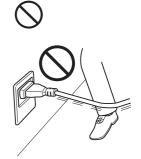
(

Power cord

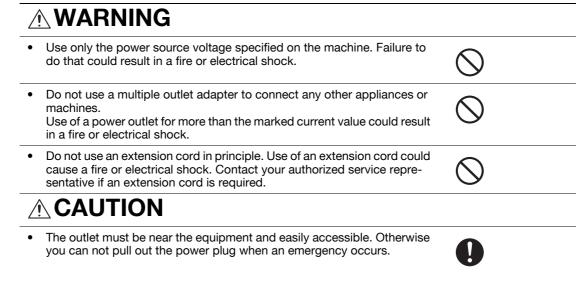
- Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock.
- Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock.

Power cord

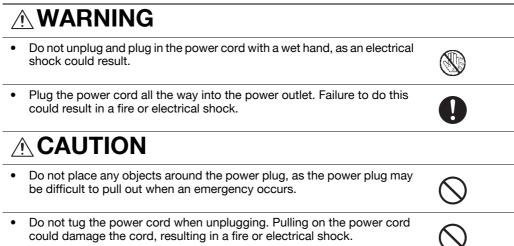
• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power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



Power source



Power plug



 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

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

Installation



• 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.

 Do not use flammable sprays, liquids, or gases inside or near this machine. Do not clean the inside of this machine using a flammable gas duster. A fire or explosion could result.



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.

Ventilation



 Using this product in a poorly ventilated room for a long time or producing a large volume of copies or prints may cause the odor of exhaust air from the machine. Ventilate the room well.



Actions in response to troubles

- 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.

• 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



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

- Do not leave toner-related parts (toner units, PC drum units, imaging units or developing units) within easy reach of children. Licking any of these parts or ingesting toner could damage your health.
- Do not store toner-related parts (toner units, PC drum units, imaging units or developing units) near devices susceptible to magnetism, such as precision equipment and data storage devices, otherwise they may malfunction. They could cause these products to malfunction.

When moving the machine



- 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 at the locations specified in the User's Guide or other documents. If the unit is moved while held at locations other than those specified, it may fall, causing severe personal injury.

When using the machine



• When using the machine, do not look at the light of the lamp for a prolonged time. Eyestrain could result.



















Do not use stapled paper, conductive paper (such as silver paper or carbon paper) or treated heat-sensitive/inkjet paper, otherwise a fire may result.

When the Fax is not installed:

Before successive holidays



Unplug the product when you will not use the product for long periods of ٠ time.



1.3 Regulation notices

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

This product complies with the following EU directives: 2009/125/EC, 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.

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.

GS Certfication

This product is GS-certified for the Konica Minolta branded model bizhub C554, bizhub C454, bizhub C364, bizhub C284 and bizhub C224.

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: 11.2 μ W (bizhub C554) / 9.4 μ W (bizhub C454) / 7.4 μ W (bizhub C364) / 6.0 μ W (bizhub C284/C224) at the laser aperture of the print head unit.

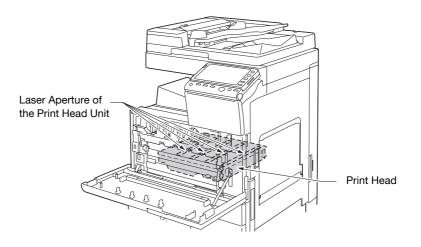
Wavelength: 770-800 nm

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 1-11 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 15 mW and the wavelength is 770-800 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 15 mW and the wavelength is 770-800 nm.

For Denmark users

ADVARSEL

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

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 15 mW og bølgelængden er 770-800 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 lasersäteilylle.

Tämä on puolijohdelaser. Laserdiodin sunrin teho on 15 mW ja aallonpituus on 770-800 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 15 mW och våglängden är 770-800 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 bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

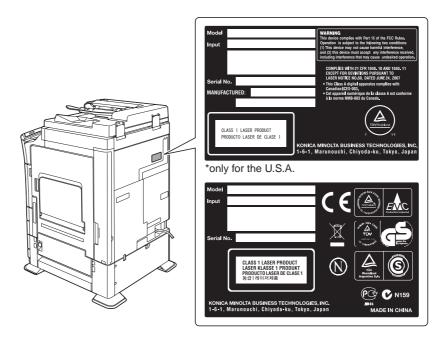
Dette en halvleder laser. Maksimal effekt till laserdiode er 15 mW og bølgelengde er 770-800 nm.

Introduction

Chapter

Laser safety label

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



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)

Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779.

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!

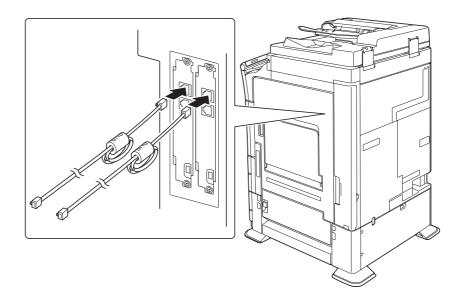
Please refer to the information of your local community or contact our dealers regrading the proper handling of end-of-life electric and electronic equipments. Recycling of this product will help to conserve natural resources and prevent potential negative consequences for the environment and human health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



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

Telephone Cable

Connect a telephone cable with a ferrite core to the telecommunication port of this machine. (Connect the modular jack on the ferrite-core-equipped end of the telephone cable to the telecommunication port.)

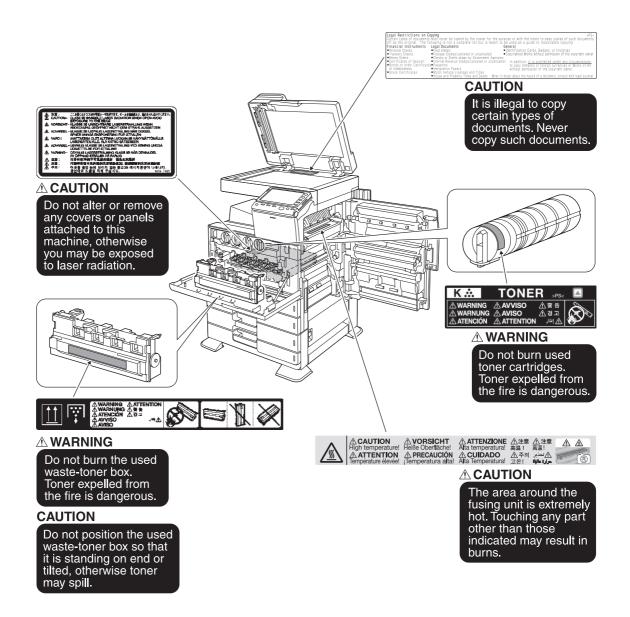


Introduction

Introduction

1.4 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 jams and staple jams are performed.



NOTICE

Do not remove caution labels or notations. If any caution label or caution notation is soiled, please clean to make legible. If you cannot make them legible, or if the caution label or notation is damaged, please contact your service representative.

1.5 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-511 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-511, 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.

Introduction

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-511 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 [Sending by Renaming the Sender ([Fax Header Settings])] of the User's Guide [Fax].

WARNING/CAUTION Explained

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 Start Guide.

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 Start 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.

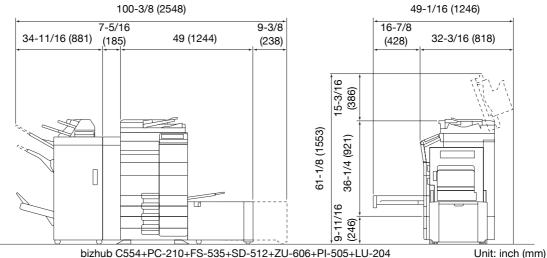


Introduction

1.6 **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.

bizhub C554/C454

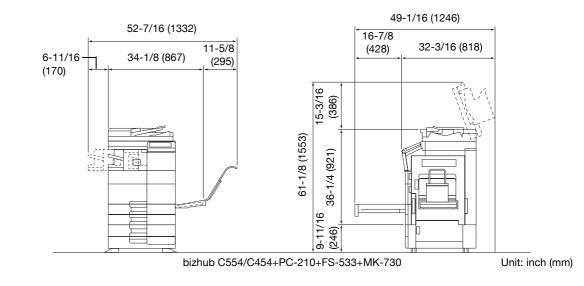


bizhub C554+PC-210+FS-535+SD-512+ZU-606+PI-505+LU-204

80-3/8 (2041) 49-1/16 (1246) 15-13/16 16-7/8 38-11/16 (982) 32-3/16 (818) 25-7/8 (658) (401) (428) 15-3/16 (386) 61-1/8 (1553) 36-1/4 (921) 9-11/16 (246) Tr ٢

bizhub C554/C454+PC-210+FS-534+SD-511+LU-301

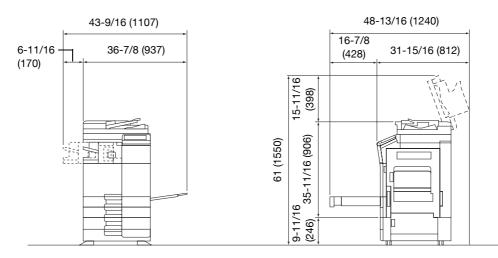
Unit: inch (mm)



bizhub C364/C284/C224

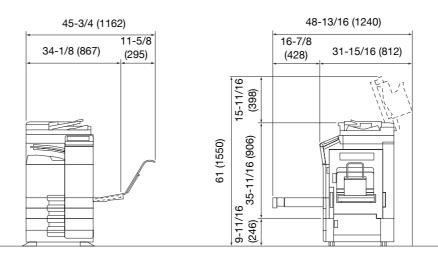
62-7/8 (1597) 48-13/16 (1240) 48-13/16 (1240) 48-13/16 (1240) 48-13/16 (1240) 48-13/16 (1240) 16-7/8 (428) 31-15/16 (812) (428) 91/1-5 (90) 91/1-5 (91) 91/1

bizhub C364/C284/C224 + DF-624 + PC-210 + FS-534 + SD-511 Unit: inch (mm)



bizhub C364/C284/C224 + DF-624 + PC-210 + FS-533

Unit: inch (mm)



bizhub C364/C284/C224 + DF-624 + PC-210 + JS-506 + MK-730

Unit: inch (mm)

NOTICE

Be sure to allow a clearance of 8 inches (200 mm) or more at the back of this machine for the ventilation duct.

Chapter 1

Chapter 1

1.7 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 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: 50°F (10°C) to 86°F (30°C) with fluctuations of no more than 18°F (10°C) 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.

Data stored in this machine

For the machine with hard disk, it is suggested to delete all data stored in all hard disk areas using the overwrite all data function to prevent leakage of data prior to transfer or disposal of the machine, or returning of the leased machine.

For details of the overwrite all data function, refer to the User's Guide CD. Contact your service representative before deleting data.

1.8 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 checksTraveler'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.

NOTICE

This machine provides the forgery prevention function in order to prevent financial instruments from being copied illegally.

We appreciate your understanding that printed images may infrequently have some noise or image data may not be stored under certain circumstances due to this forgery prevention function.



About This Machine 2

Introduction to User's Guide 2.1

The user's guide of this product consists of two booklet manuals and the "User's Guide CD".

The booklet manuals describe basic machine procedures and frequently asked questions.

If you want to learn about more detailed functions or operation methods, refer to the User's Guide included in the "User's Guide CD".

2.1.1 **Booklet manuals**

[Quick Start Guide]

This guide describes basic machine procedures and setting methods used to configure each function. It introduces important functions that make it easier to use this machine.

This guide also contains notes and precautions that should be followed in order to use this machine.

Please be sure to read this manual before using this machine.



[Quick Assist Guide]

This guide describes frequently asked questions and presents simple troubleshooting procedures that can be carried out when using this machine.



2.1.2 User's Guide CD

The "User's Guide CD" is provided with this machine.

Select a desired function on the top page (Home), and check the details of the function.

Selecting [Introduction] on the top page (Home) allows you to view detailed methods for using the User's Guide.

Layout of top page



No.	Name	Description
1	[Search by Function]	Searches for desired information using functions such as printing or scanning and buttons displayed on the touch panel.
2	[Search]	Enter one or multiple keywords to search within the User's Guide. (Some pages are not targeted for searching.)
3	[Search by Usage]	Searches for the required operations of this machine based on the request format of "wanting to do something". This function provides security measures against various situations and methods to bring about cost reductions.
4	[Search by Illustration]	Searches for the required operations of this machine based on the output result, functions, and operation images.

Operating environment

Item	Specifications
Supported Operating Systems	Windows XP (SP3), Windows Vista (SP2), Windows 7 (SP1) Mac OS X10.4/10.5/10.6/10.7
Supported Web browsers	 Windows: Internet Explorer 6.x/7.x/8.x/9.x, Firefox 3.x/4.x Mac OS: Safari 3.1 or later /4.x/5.x We recommend that you use the latest Web browser that is compatible with your operating system to help you use this machine more conveniently and comfortably. Check that JavaScript in your Web browser is enabled. The User's Guide uses JavaScript for the page display and search functions. In Internet Explorer 6.x/7.x, it may take some time for a page to display after you click a button or a menu in the table of contents.
Display resolution	1024 x 768 pixels or more

Viewing the top page

For Windows

- Windows XP opens the Web browser and displays the top page automatically when the User's Guide CD is inserted into the CD-ROM drive of your computer.
- Windows Vista or Windows 7 displays a message related to automatic playing when the User's Guide CD is inserted into the CD-ROM drive of your computer. Clicking [rundll32.exe] displays the top page.
- If the top page does not appear, select [My Computer] or [Computer], right-click on the [Users_Guide_CD] icon, then click [Open]. If you double-click [index.html] in the folder, the top page will open.

For Macintosh

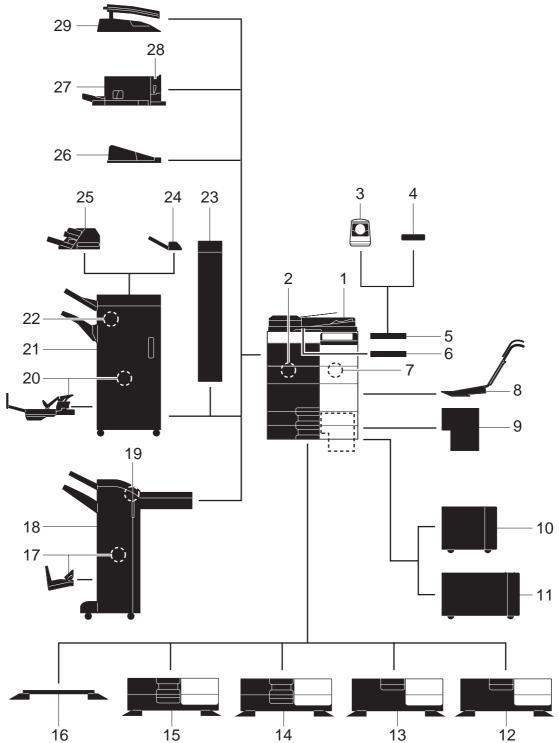
• Double-click the CD icon on the desktop, then [index.html] to display the top page.

2-4

2.2 About this machine

2.2.1 Optional components (bizhub C554/C454)

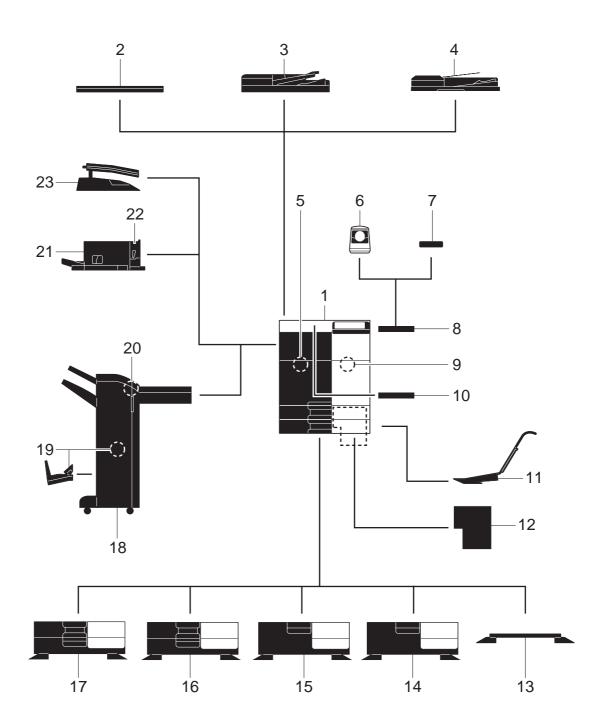
Various optional components can be added to meet your office requirements.



No.	Name	Description
1	Main unit	Scans the original in the scanner section, and prints a scanned im- age in the printer section.
2	Fax Kit FK-511	Required to use the fax function.
3	Authentication Unit AU- 102 (Biometric Type)	Working Table WT-506 is required as a stand.
4	Authentication Unit AU- 201 (IC Card Type)	Working Table WT-506 is required as a stand.
5	Working Table WT-506	Provides an area to temporarily place an original or other materials This is also used when the Authentication Unit is installed.
6	Keyboard Holder KH-102	Install this holder to use an external keyboard.
7	Security Kit SC-508	Supports functions such as Copy Guard to prevent unauthorized copying.
8	Mount Kit MK-730	Used to print on banner paper.
9	Image Controller IC-414	Built-in Image Controller . Installing this unit provides higher quality printing results.
10	Large Capacity Unit LU- 301	Allows you to load up to 3000 sheets of $8-1/2 \times 11$ (A4) size paper
11	Large Capacity Unit LU- 204	Allows you to load up to 2500 sheets of SRA3 or 11×17 (A3) size paper.
12	Desk DK-510	Used to place this machine on the floor.
13	Paper Feed Cabinet PC- 410	Can load up to 2500 sheets of $8-1/2 \times 11$ (A4) size paper.
14	Paper Feed Cabinet PC- 210	Can load up to 500 sheets respectively into the top and bottom trays.
15	Paper Feed Cabinet PC- 110	Can load up to 500 sheets into the top tray. (The bottom tray is a storage box.)
16	Desk DK-705	Used to place this machine on the floor.
17	Saddle Stitcher SD-511	Used to add the bind/fold function to the Finisher FS-534.
18	Finisher FS-534	Sorts, groups, or staples output sheets as required.
19	Punch Kit PK-520	Used to add the punch function to the Finisher FS-534.
20	Saddle Stitcher SD-512	Used to add the bind/fold function to the Finisher FS-535 (only for bizhub C554).
21	Finisher FS-535	Sorts, groups, or staples output sheets as required (only for bizhub C554).
22	Punch Kit PK-521	Used to add the punch function to the Finisher FS-535 (only for bizhub C554).
23	Z Folding Unit ZU-606	Adds the Z-fold or punch function to the Finisher FS-535 (only for bizhub C554).
24	Post Inserter PI-505	Inserts a cover sheet into copied or printed sheets (only for bizhub C554).
25	Job Separator JS-602	Feeds out printed sheets (only for bizhub C554).
26	Output Tray OT-503	Collects printed pages.
27	Finisher FS-533	Sorts, groups, or staples output sheets as required. This unit can be installed in this machine.
28	Punch Kit PK-519	Used to add the punch function to the Finisher FS-533.
29	Job Separator JS-506	Used to separate output sheets into two trays in the body of the ma chine.

2.2.2 Optional components (bizhub C364/C284/C224)

Various optional components can be added to meet your office requirements.



Chapter 2 About This Machine

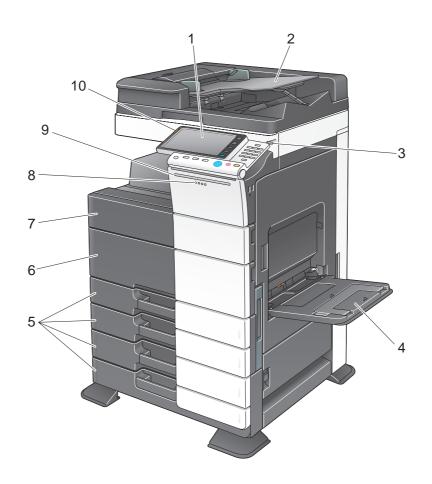
2

No.	Name	Description
1	Main unit	Scans the original in the scanner section, and prints a scanned im- age in the printer section.
2	Original Cover OC-511	Used to fix the loaded originals.
3	Reverse Automatic Doc- ument Feeder DF-624	Automatically feeds and scans originals by page.
4	Dual Scan Document Feeder DF-701	Scans the front and back sides of the sheet at the same time. This enables higher-speed scanning.
5	Fax Kit FK-511	Required to use the fax function.
6	Authentication Unit AU- 102 (Biometric Type)	The Working Table WT-506 is required as a stand.
7	Authentication Unit AU- 201 (IC Card Type)	The Working Table WT-506 is required as a stand.
8	Working Table WT-506	Provides an area to temporarily place an original or other materials. This is also used when the Authentication Unit is installed.
9	Security Kit SC-508	Supports functions such as Copy Guard to prevent unauthorized copying.
10	Keyboard Holder KH-102	Install this holder to use an external keyboard.
11	Mount Kit MK-730	Used to print on banner paper.
12	Image Controller IC-414	External image controller. Installing this unit provides the higher- quality printing result.
13	Desk DK-705	Used to place this machine on the floor.
14	Desk DK-510	Used to place this machine on the floor.
15	Paper Feed Cabinet PC- 410	Can load up to 2500 sheets of 8-1/2 × 11 (A4) size paper.
16	Paper Feed Cabinet PC- 210	Can load up to 500 sheets respectively into the top and bottom trays.
17	Paper Feed Cabinet PC- 110	Can load up to 500 sheets into the top tray. (The bottom tray is a storage box.)
18	Finisher FS-534	Sorts, groups, or staples output sheets as required. The Desk DK 510 or Paper Feed Cabinet is required to install this unit.
19	Saddle Stitcher SD-511	Used to add the bind/fold function to the Finisher FS-534.
20	Punch Kit PK-520	Used to add the punch function to the Finisher FS-534.
21	Finisher FS-533	Sorts, groups, or staples output sheets as required. This unit can be installed in this machine.
22	Punch Kit PK-519	Used to add the punch function to the Finisher FS-533.
23	Job Separator JS-506	Used to separate output sheets into two trays in the body of the ma

Used to separate output sheets into two trays in the body of the machine.

2.2.3 Name of parts (MFP) (bizhub C554/C454)

Front side



No.	Name	Description
1	Control Panel	Use the Touch Panel or buttons on this panel to operate this ma- chine.
2	Original Tray	Load the original.
3	Stylus Pen	Used to operate the Touch Panel .
4	Bypass Tray	Used to load custom-size paper or special paper.
5	Paper Tray	Used to load standard-size paper.
6	Lower Front Door	Open this door to replace consumables or to maintenance this ma- chine.
7	Upper Front Door	Open this door to replace a Toner Cartridge .
8	Data Indicator	Flashes blue while this machine is receiving a job. If a job is current- ly spooled, this indicator lamp lights up blue.
9	Status Indicator (Printing indicator)	Flashes white during printing.
10	Status Indicator (Warning or stop indicator)	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

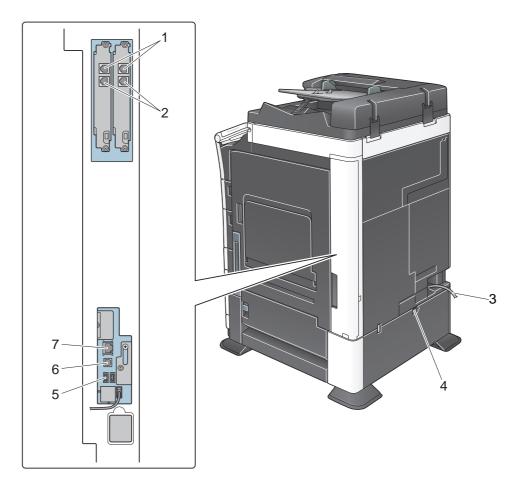
Rear side

2

The illustration shows the main unit that contains the Heater and Fax Kit.

The shape of the power cord varies depending on the sales region.

The Heater is provided as an optional unit depending on the sales areas.



No.	Name	
1	Telephone Jack 1/2 (LINE PORT 1/2)	
2	Jack for connecting a telephone (TEL PORT1/2)	
3	Power Cord	
4	Power switch for dehumidifying heater	
5	USB Port (Type A) USB2.0/1.1	
6	USB Port (Type B) USB2.0/1.1	
7	Network Connector (10Base-T/100Base-TX/1000Base-T)	

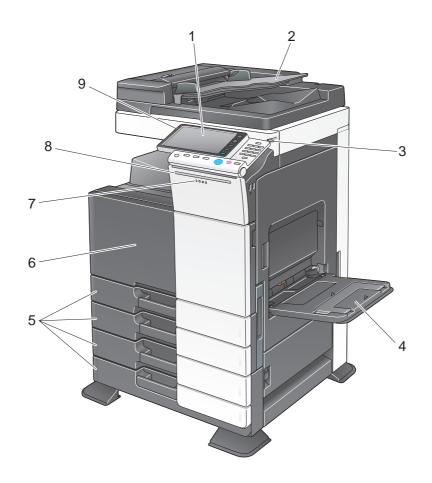
Reference

For details, refer to the User's Guide CD.

Chapter 2

2.2.4 Name of parts (MFP) (bizhub C364/C284/C224)

Front side

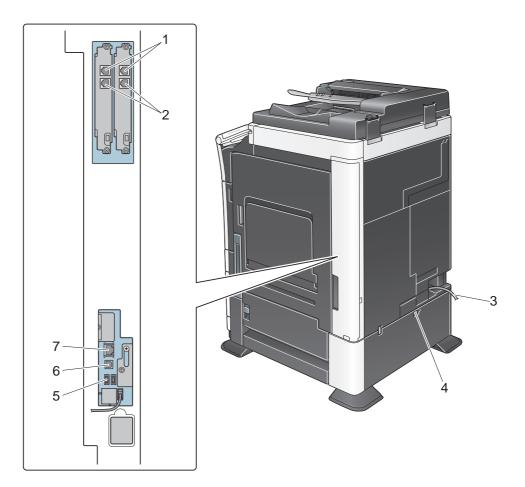


No.	Name	Description
1	Control Panel	Use the Touch Panel or buttons on this panel to operate this machine.
2	Original Tray	Load the original.
3	Stylus Pen	Used to operate the Touch Panel.
4	Bypass Tray	Used to load custom-size paper or special paper.
5	Paper Tray	Used to load standard-size paper.
6	Front Door	Open this door to replace consumables or to maintenance this ma- chine.
7	Data Indicator	Flashes blue while this machine is receiving a job. If a job is currently spooled, this indicator lamp lights up blue.
8	Status Indicator (Printing indicator)	Flashes white during printing.
9	Status Indicator (Warning or stop indicator)	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.

Rear side

The illustration shows the main unit that contains the **Heater** and **Fax Kit**. The shape of the power cord varies depending on the sales region.

The Heater is provided as an optional unit depending on the sales areas.



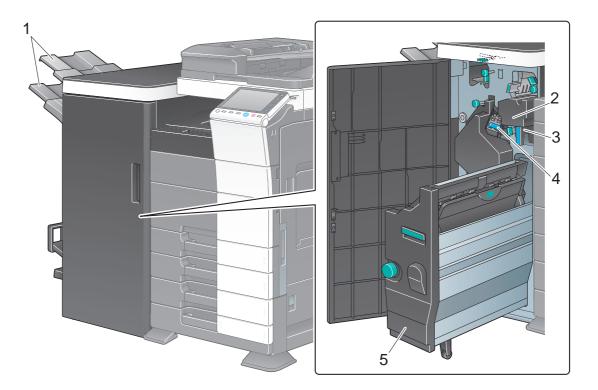
No.	Name	
1	Telephone Jack 1/2 (LINE PORT 1/2)	
2	Jack for connecting a telephone (TEL PORT1/2)	
3	Power Cord	
4	Power switch for dehumidifying heater	
5	USB Port (Type A) USB2.0/1.1	
6	USB Port (Type B) USB2.0/1.1	
7	Network Connector (10Base-T/100Base-TX/1000Base-T)	

Reference

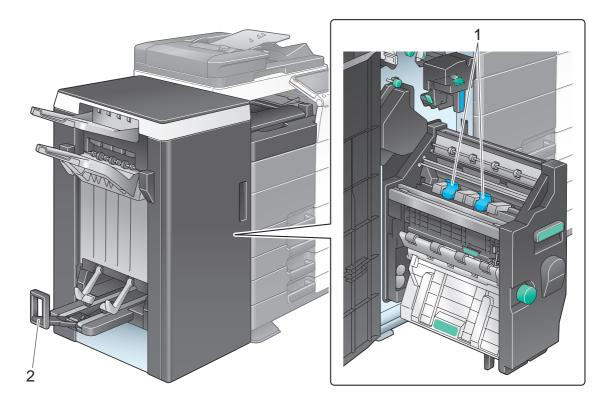
For details, refer to the User's Guide CD.

This section shows the names of distinctive parts for each optional unit that can be installed in this machine.

Finisher FS-535, Saddle Stitcher SD-512, Punch Kit PK-521 (bizhub C554)

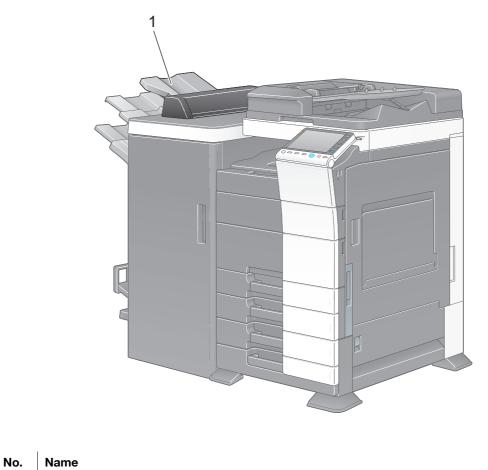


No.	Name	
1	Output Tray	
2	Punch Kit	
3	Punch Scrap Box	
4	Staple Cartridge	
5	Saddle Stitcher	



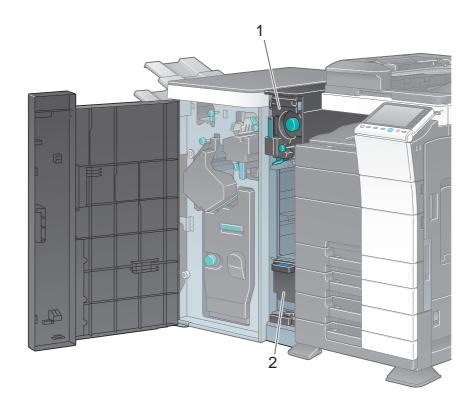
No.	Name	
1	Staple Cartridge	
2	Folding Output Tray	

Job Separator JS-602 (bizhub C554)



1	Output Tray

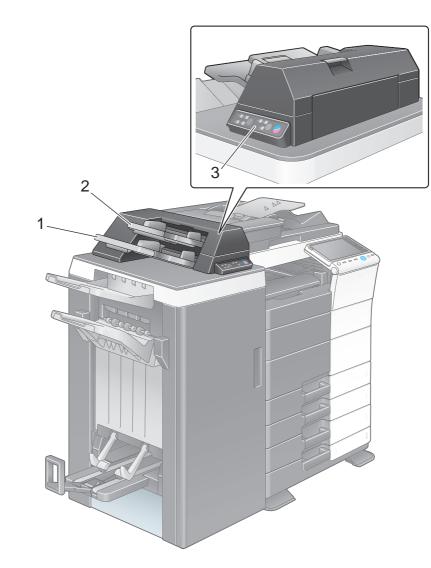
Z Folding Unit ZU-606 (bizhub C554)



No.	Name	
1	Z Folding/Conveyance Unit	
2	Punch Scrap Box	

Chapter 2

Post Inserter PI-505 (bizhub C554)

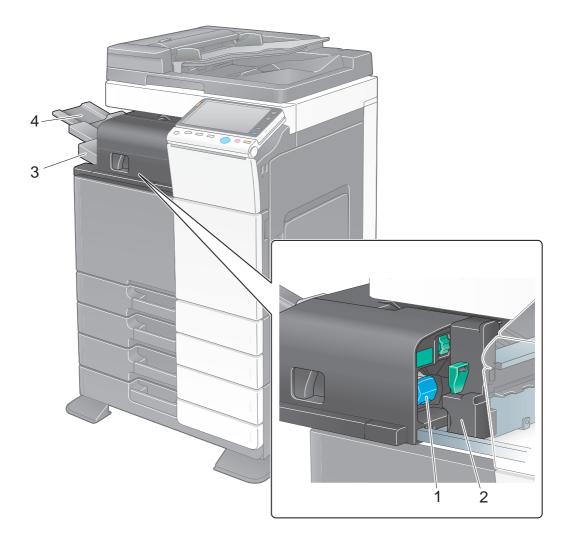


No.	Name	
1	Lower Tray	
2	Upper Tray	
3	Control Panel	

Reference

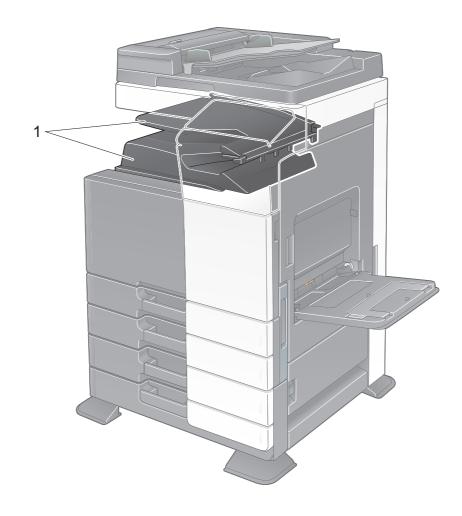
For details on how to use the Control Panel, refer to the User's Guide CD.

Finisher FS-533, Punch Kit PK-519



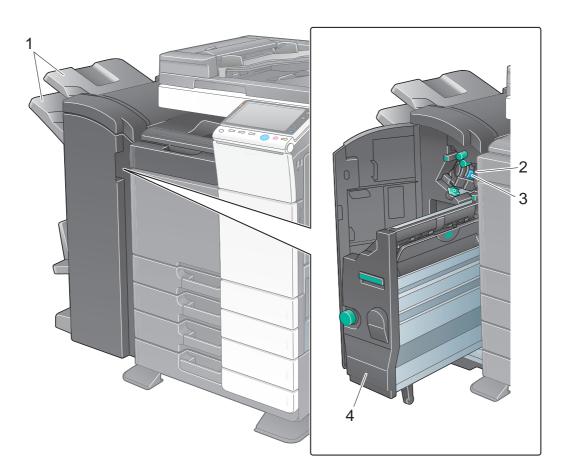
No.	Name	
1	Staple Cartridge	
2	Punch Kit	
3	Output Tray	
4	Tray Extension	

Job Separator JS-506

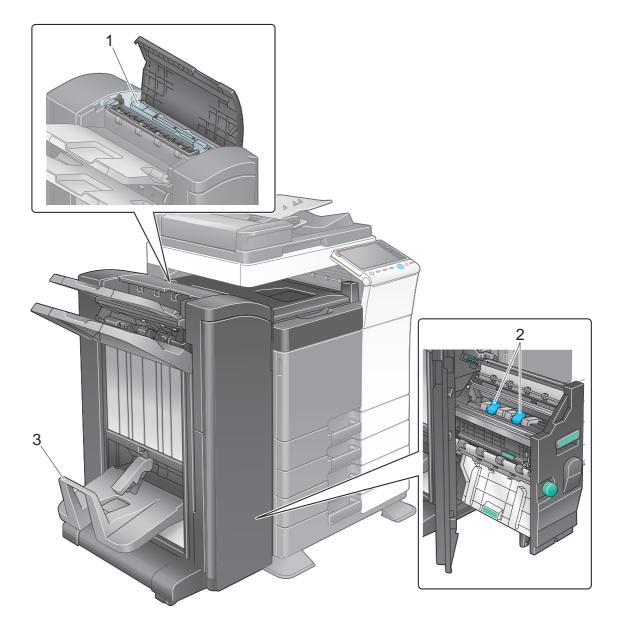


	No.	Name
-	1	Output Tray

Finisher FS-534, Saddle Stitcher SD-511, Punch Kit PK-520



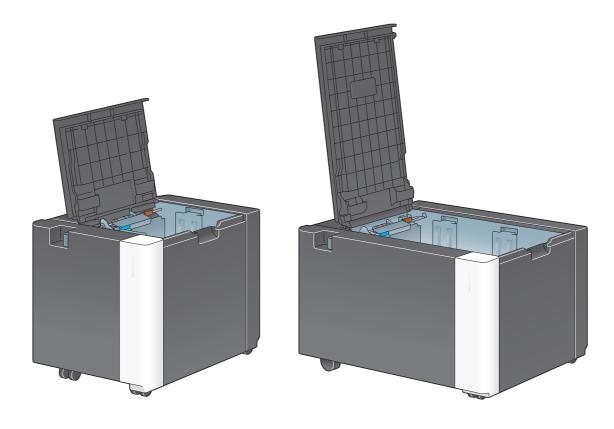
_	No.	Name	
-	1	Output Tray	
-	2	Staple Cartridge	
	3	Punch Scrap Box	
	4	Saddle Stitcher	

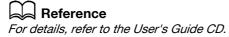


No.	Name	
1	Punch Kit	
2	Staple Cartridge	
3	Folding Output Tray	

bizhub C554/C454/C364/C284/C224

Large Capacity Unit LU-301/LU-204





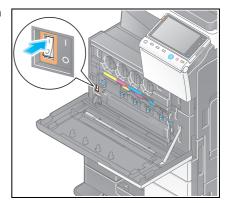
2.3 Power supply

This machine provides two power switches: **Power** key on the **Control Panel** and **Main Power Switch** on the machine. Under normal conditions, operate the **Power** key of the **control panel**. Use **Main Power Switch** to restart this machine.

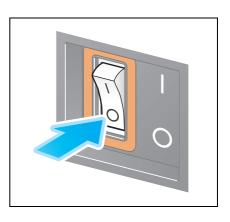
2.3.1 Turning the power on and off

Turn the power on and off only when necessary, for example, when the administrative settings are changed or a power failure occurs.

1 Open the Lower Front Door or Front Door, and turn the Main Power Switch on.



2 Turn the Main Power Switch off.



NOTICE

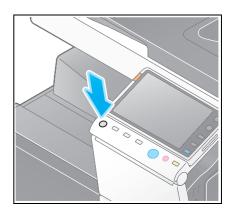
To restart this machine, turn the Main Power Switch off and on again after 10 or more seconds have passed.

2.3.2 Operating the Power key

When not operating this machine for a long period of time, for example, after working, press the **Power** key to shift to the power save mode.

The machine mode changes to the following different modes depending on how the **Power** key is pressed. Pressing the **Power** key during operation changes to the Sub Power OFF mode. Holding down the **Power** key changes to the ErP Auto Power OFF mode.

In either case, press the **Power** key again to turn the power on.



Status of this machine		Description	
Power OFF	Sub Power OFF	While the sub power is turned off, this machine can receive data or faxes, however, it cannot scan or print an original. If data or faxes are received while the sub power is turned off, they are printed when the sub power is turned on. The key lamp lights up orange.	
	ErP Auto Power OFF	This machine is placed in the standby mode with a lower power con- sumption than the Sub Power OFF mode. In ErP Auto Power Off mode, this machine cannot receive data or fax- es, and it also cannot scan or print an original. The key lamp flashes orange.	
Power ON		The key lamp lights up blue. The power is returned immediately by pressing any key on the Control Panel for instance even when the Control Panel is off.	

2.3.3 Power save function

When a specified amount of time (default setting: 15 minutes) has elapsed without the machine being operated, the **Touch Panel** will go off, and it automatically enters the power save mode. The **Power** key flashes blue in the power save mode. The power save mode returns to the normal mode by pressing any key on the **Control Panel** for instance.

There are two power save modes: the low power mode and the sleep mode. Sleep mode provides a greater power saving effect than Low Power mode. However, the time required to return to Normal mode is longer than the time required to revert to Low Power mode.

Reference

The time required to shift to each mode can be changed in the Administrator Settings. For details, refer to the User's Guide CD.

Manually switching to the power save mode

To manually switch to the low power or sleep mode before the machine shifts to the power save mode, change the settings of the **Power** key on the **Control Panel** to [Power Save].

Tap [Utility], and select [Administrator Settings] - [System Settings] - [Power Supply/Power Save Settings] - [Power Key Setting].

For information on the default administrator password, refer to the [Quick Assist Guide].

	Touch the button for the desired setting.	
Bookmark	Administrator Settings > System Settings > Power Su	pply/Power Save Settings
Display Keypad		
	Settings Mode 15 min.	Job Setting
Utility		Sub Power OFF
+	1) Sleep Mode Settings 20 min.	2
Administrator Settings	Power Key Setting Power Save	Power Save
+	Power Save Settings Low Power	
System Settings	Enter Power Immediately	1
Power Save Settings	↑ 1/2 ↓	
	12/16/2011 10:05	ОК

After the setting is changed, the power save mode shifts as shown below depending on how the **Power** key is pressed.

- Pressing the **Power** key
- This machine shifts to the power save mode (low power or sleep mode). The power save mode returns to normal mode by pressing any key on the **Touch Panel** or **Control Panel**.
- Holding down the **Power** key
- This machine shifts to the Sub Power OFF mode. Pressing the **Power** key returns to the normal mode.

Reference

For details, refer to the User's Guide CD.

2.4 Control Panel

This machine provides a sliding **Control Panel**. The hard keys required for basic operations are arranged on the front side, and the keys used for settings or registrations on the rear side.

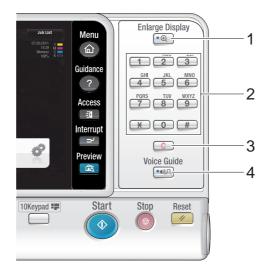
2.4.1 Name of parts



No.	Name	Description					
1	Touch Panel	Various screens and messages are displayed. Directly touch the Touch panel to configure each setting.					
2	Menu	Press this key to display the main menu.					
3	Guidance	Press this key to display the Help Menu. You can display descrip- tions of the functions and operating procedures on the screen.					
4	Access	If user authentication or account track is enabled, enter the user name and password for user authentication or the account nam and password for account track, then press this key to start the u of this machine. After a target operation is completed, press this k once again to end the use of this machine.					
5	Interrupt	Press this key to enter the Interrupt mode. The indicator lamp ligh up blue in the Interrupt mode. To cancel the Interrupt mode, pres the Interrupt key again.					
6	Preview	Press this key to print a single proof copy to be checked before printing a large number of copies. This function can also display a finishing image with the current settings on the Touch Panel .					
7	Reset	Press this key to reset all settings, excluding the registered ones, that you entered using the Control Panel .					
8	Stop	Press this key to temporarily stop an active copy, scan, or print job.					
9	Start	Press to start the copy, scan or fax operation.					
10	Register key	 Press each key to switch the display of the Touch Panel to a function assigned to a Register key. 1 (Scan/Fax): Switches to the scan/fax function. 2 (Copy): Switches to the copy function. 10Keypad (10 Keypad): Displays the keypad on the Touch panel. The Register key can be assigned to any function in the Administrator Settings to be easy to use. 					

No.	Name	Description				
11	Power	 Turns the power on or off. The key lamp lights up or flashes blue when the power is turned on, and orange when the power is turned off. In the Administrator Settings, you can add the function for manually switching to the power save mode to the Power key. For details, refer to page 2-25. 				
12	Status Indicator (Warning or stop indicator)	Flashes orange if a warning occurs. Lights up orange if this machine has stopped due to an error.				

Status with panel slid



No.	Name	Description				
1	Enlarge Display	Enters Enlarge Display mode.				
2	Keypad	Use this keypad to enter numeric values such as the number of copies, zoom ratio, and fax number.				
3	С	Press this key to cancel numeric values such as the number of copies, zoom ratio, and size you entered using the keypad.				
4	Voice Guide	Press this key to start the voice guidance function (optional).				

2.5 Touch Panel

2.5.1 Main Menu

Press the **Menu** key on the **Control Panel** to display the main menu. In the main menu, you can configure settings such as frequently used functions or a shortcut key for jumping to each mode.

Layout of main menu



No.	Name	Description			
1	[Accessibility]	Press this button to adjust a Touch Panel pressing position, change keying sounds, and configure the operating environment of the Control Panel .			
	[Counter]	Press this button to display the total number of pages printed on this machine on a function or color basis.			
	[Job List]	Press this button to display active or standby jobs. If necessary, you can view job logs or print a communication report.			
2	Main menu keys	Display shortcut keys assigned to any function. By default, the main menu shows [Copy], [Scan/Fax], [Box], and [Utility].			
	[Utility]	Press this button to configure settings of this machine or view the use status of this machine.[Utility] is always displayed.			

The main menu can be extended to two screens as necessary. Up to 23 keys can be assigned to two main



In addition, you can specify your favorite background pattern.



Reference

For details, refer to the User's Guide CD.

Customizing the main menu

menu screens which can be switched.

2.5.2 **Operating the Touch Panel**

The Touch Panel of this machine supports user-friendly operations, such as, sliding a finger on the Touch Panel.

Тар

Lightly touch the screen with your finger, then remove your finger from the screen immediately. This action can select or determine a menu.



Double-tap

Lightly touch the screen with your finger twice in succession. This action is used to retrieve detailed information or enlarge a thumbnail image.



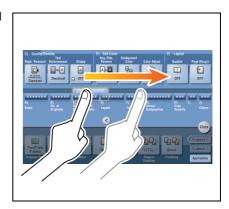
Flick

Make a slight fillip while sliding your finger on the screen. This action is used to scroll an address or job list and feed thumbnail-view pages.



Drag

Slide your finger on the screen while touching it. This action is used to move a display position on an application or preview screen.



Precautions on using the Touch panel

This machine features a capacitance-base touch panel. Note the following points when operating the **Touch Panel**.

- Use your finger or the Stylus Pen supplied with this machine. Note that the Touch Panel will not respond appropriately if you operate it using your nail or a pen tip instead of your finger or the Stylus Pen.
- Applying a strong force to the **Touch Panel** will damage the **Touch Panel**, and potentially cause a breakage.
- When operating in the **Touch Panel**, do not press on it using excessive force or with a pointed object such as a mechanical pencil.
- The Touch Panel may not respond appropriately, if operated with a wet finger or two fingers.
- The **Touch Panel** will not respond appropriately, if operated with hands with gloves on. It is recommended that you use the **Stylus Pen** supplied with this machine or your finger.
- The **Touch Panel** may not respond appropriately, if the distance between you and a fluorescent lamp is 20 inches (50 cm) or less while you are operating the **Touch Panel**.
- Avoid using the **Touch Panel** at a site near a device that generates electric noise (such as a generator and an air conditioner). The electric noise may cause the **Touch Panel** to operate erratically.

2.5.3 Entering characters

When entering characters to register an address or program, use the keyboard screen displayed on the **Touch Panel**.

When typing in "Group1":

- 1 To type in uppercase letters or symbols, tap the [Shift] key.
 - → If you mistyped, tap [←] or [→] to move the cursor to the character you want to clear, then tap the [Delete] key.
 - → Tap the [Shift] key again to return to the original keyboard screen.

Use the keyboard or keypad to enter the registration name. Press IC1 to erase the entered registration name.						
Utility > New E-Mail > Name						
6						
! @ # \$ % ^ & * () _ + ~						
QWERTQYUIOP())						
A S D F G H J K L : "						
$Z \times C \vee B \wedge H < > ?$						
Space Shift 1						
12/16/2011 10:41 (JAA En Large Undo OK						

2 After typing completes, tap [OK].

Use the keyboard or keypad to enter the registration name. Press [C] to erase the entered registration name.						
Utility > New E-Mail > Name						
Group1						
1 2 3 4 5 6 7 8 9 0 - = `						
q w e r t y u i o p [] \						
a s d f g h j k 1 ; '						
Z X C V D N N , . /						
Space Shift						
12/16/2011 10:42						

2.6 Jobs

2.6.1 Job screen

A job refers to an operation such as printing, sending, receiving, or saving.

When you tap [Job List] in the main menu or the main screen of each mode, the Job screen appears.

In the Job screen, you can view a list or history of a job currently being executed or print a sending-receiving result report.

In general, jobs are executed starting from the job at the top of the list of currently active jobs. If you are in a hurry to execute any particular jobs, you can rearrange the job execution order.

Active	Log	Comm. Lis	t All Scan	Fax L1 L2
No. Type	Doc. Name / Destination	Time	No. of Copies Status/Result	Select Job Ty
0001 🗳 COPY		10:15	1/ 2 Printing	
0002 🗳 COPY		10:16	Queued	Delete
				Increase Priority Release Held Jobs
				Redial
				Settings
				Forward
				Details

No.	Description
1	Displays jobs.
2	Select a job type. In [Comm. List], you can also print a sending-receiving result report.
3	Click this button to narrow down the jobs to be displayed.
4	Click this button to delete a job.
5	Click this button to preferentially execute a selected job.
6	Click this button to view details of a selected job.

2.6.2 **Multi-job function**

While a job is active, you can register another job. Up to 251 jobs can be registered in total.

The table below shows the maximum number of jobs that can be registered for each function.

Function	Minimum number of jobs	Maximum number of jobs
Сору	5	61
Print	10	66
Scan	5	61
Fax memory TX	50	106
Fax RX	100	156
Sharing	56	-

Reference

2-32

- These values may vary depending on conditions.
- For details, refer to the User's Guide CD.

2.7 Loading Paper

2.7.1 Loading paper in Tray 1 to Tray 4

Up to 500 sheets of plain paper can be loaded into each tray. Tray3 and Tray4 are optional.

Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

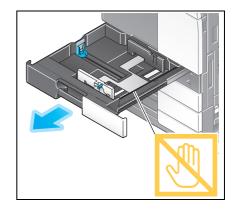
How to load paper

1 Pull out the tray.

2

NOTICE Be careful not to touch the **Film**.

Slide the Lateral Guide to fit the paper size.



- 4 When loading paper other than plain paper, specify the paper type. For details, refer to page 2-36.

3 Load paper into the tray.

 \rightarrow Load paper into the tray with the print side facing up.

This manual downloaded from http://www.manualowl.com

2.7.2 LCT (built-in)

2

Up to 2500 sheets of plain paper can be loaded into the LCT (built-in). The LCT (built-in) is an option.

Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, and recycled paper

How to load paper

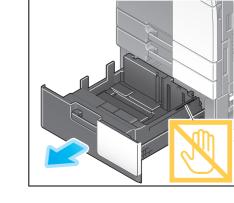
1 Pull out the tray.

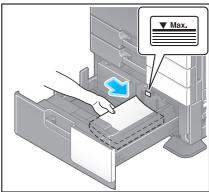
NOTICE

ice representative.

NOTICE Be careful not to touch the Film.

Load paper into the right tray.



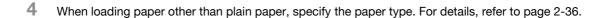


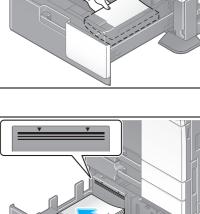
3 Load paper into the left tray.

→ Load paper into the tray with the print side facing up.

→ Load paper into the tray with the print side facing up.

Do not load the tray with paper of a size other than that previously specified. To change the paper size, contact your serv-





2.7.3 Loading paper into the Large Capacity Unit

Up to 3000 sheets of plain paper can be loaded into Large Capacity Unit LU-301, and up to 2500 sheets of plain paper into Large Capacity Unit LU-204.

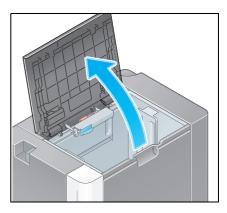
The Large Capacity Unit is an option.

Applicable paper types

Plain paper, single-side-only paper, thin paper, special paper, thick paper, letterhead, colored paper, recycled paper

How to load paper

1 Open the door.

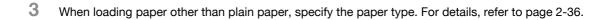


2 Lift the **Paper Feed Roller**, and load paper into the unit.

→ Load paper into the tray with the print side facing down. **NOTICE**

Exercise care not to touch the surface of the **Paper Feed Roll**er with your hand.

Do not load the **Large Capacity Unit** with paper of a size other than that previously specified. To change the paper size, contact your service representative.



2.7.4 Bypass Tray

Use the **Bypass Tray** when printing on a paper size other than for paper trays, or printing on envelopes or transparencies.

To use the Bypass Tray, load paper and specify the paper type.

Applicable paper types

Plain paper, single-side-only paper, special paper, thick paper, postcard (4×6 (A6 Card)), transparency, letterhead, colored paper, envelope, label sheets, index paper, recycled paper, and banner paper

Applicable paper sizes

Туре	Size
Standard-size paper	12 × 18
Custom-size paper	Paper width: 3-9/16 to 12-5/8 inches (90 mm to 320 mm) Paper length: 5-1/2 to 47-1/4 inches (139.7 mm to 1,200 mm)

How to load paper

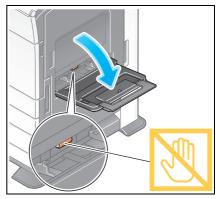
NOTICE

Exercise care not to touch the surface of the Paper Feed Roller with your hands.

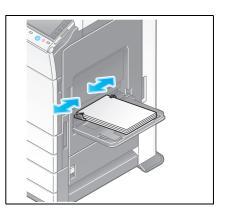
- 1 Open the tray.
 - → To load banner paper, install the Mount Kit MK-730 for banner paper.
 - → To load large-sized paper, pull out the **Tray Extension**.

NOTICE

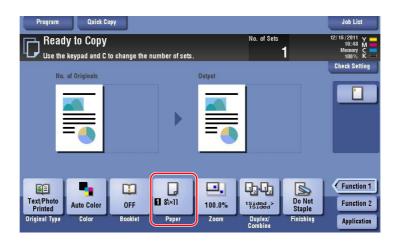
Exercise care not to touch the surface of the **Paper Feed Roll**er with your hands.



- 2 After loading paper, adjust the Lateral Guide.
 - → Load paper into the tray with the print side facing down.



3 Specify the paper type. Tap [Paper].



4 Select [^(h)], then tap [Change Tray Setting].

Program	u Quick	Copy					Job List
Re:	adv to Conv	v		_	No. of Sets		12/16/2011 Y
LP Use			,	4	(2)		nory C 10% K
	-						t Setting
	Auto		1 &×11	😼 🖏×11 🗗	Chang	e Tray Setting	
			2 8i×11 🕞				
	1	-	3 8∄×11 💭				
	Plain Paper	60 -	4 &i×11 ⊡				
		90g/m					
BE	_						Close anction 1
Text/Photo Printed	Auto Color	OFF	01.11	100.0%	1Sided >	Do Not Staple	Function 2
Original Typ	e Color	Book	et Paper	Zoom	Duplex/ Combine	Finishing	Application

5 Select the paper type.



6 Specify the paper size.

Program	1	ick Copy Is (Manual Tray)	_	1	of Sata	Job List 12/16/2011 Y 19:48 M nory C 10% K
	Paper Typ	e Plain Paper	Single Side Only		Paper Size &×11 🗖	i Setting
	60 - 90g/m	Special Paper	Thick1	j	Auto Detect	
		Thick 1+	Thick2		Auto Delect	
		Thick3	Thick4		Standard Size	
		Transparency)	Custom Size	*
		Duplex 2nd Side 🔲			Wide Paper	mation 1
Text/Photo Printed					c	ose unction 2
Original Type	Color	Booklet Pa	iper Zoom	Dup Com		Application
			_			
			•			

→ For Auto Detect

[Auto Detect] detects the paper size automatically when standard-size paper is loaded into a tray.

Program	Qu	ick Copy				Job List
Reg Use	Tray Setting	gs (Manual Tray)			A 9 A 9	12/16/2011 Y 19:48 M nory C 10% K
	Paper Typ	e			Paper Size	r Setting
		Plain Paper	Single Side Only) 🔿	2 ^{80×11} 🗖	
	60 - 90g/m	Special Paper	Thick1		Auto Detect	
		Thick 1+	Thick2		Auto Detett	
		Thick3	Thick4		Standard Size	
		Transparency		· •	Custom Size	*
		Duplex 2nd Side			🔲 Wide Paper	»
						unction 1
Text/Photo Printed					(3)	ose unction 2
Original Typ	e Color	Booklet Pa	per Zoom	Dup	lex/ Finishila	pplication

→ For Standard Size

[Standard Size] is available when loading a postcard or standard-size paper for overseas.

Program Quick Copy		Job List
Re Tray Settings (Manual Tray)	No. of Sete	12/16/2011 Y
Use Standard Size	2	nory C 10% K ===
Paper 2		t Setting
		F
60 - 90g/m	12×18 🗗 🔶	
All Metric Sizes	11×17 🗗 🔫	
Cother 3	8½×14 🗗 🔶 e)	*
8×11 D 🔶	82×11 🗗 🔶	*
7%10% 🖸 🔶	7×113; 🗗 🔶	*
55×85 🗗 🔶	5%×8% 🗗 🔶	unction 1
Text/Phote Printed	(4) Clos	se unction 2
Original Type Color pooklet Paper 200m	Combine Close	Application

→ For Custom Size

	e [+]/[-] keys to specify the cu in be recalled from Memory F	.су.		_
Custo	m Size Settings		Registered Paper S	
	🔶 Y		memory1	X Y
(2)		_	memory2	X Y
-	∑ X 5½ - 18 81/2	+ Recall	memory3	X Y
		→ New	memory4	X Y
	Y 3% - 12%	Ð	memory5	X Y
	11	IJ		•

→ For Wide Paper

Program Quick Copy				Job List
Re Tray Settings (Manu	ial Tray)	Holo	Pata	12/16/2011 Y
Wide Paper				К —
2				ing
			Paper Size	
Inches	3	11×17W 🗗	X 8½ Y 11	
A Metric Sizes	85×11W 🛛	8%×11W 🕞	_	-
	5½×8½W 💭	S×8₩ □	Change Size	*
	02~02 W L	25-05-0		
			(4)	
		_	Ū	Close in 1
Text/Photo				unction 2
Original Type Color	Booklet Paper	Zoom Duple	and the second second	ose
onginal type outur	Paper	Combi	ne	Application



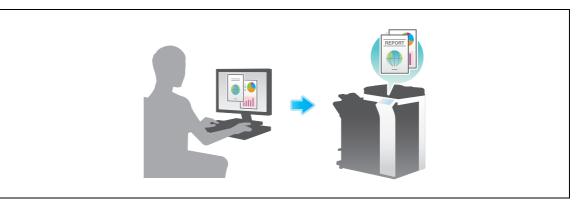
3 Basic Settings and Operations

3.1 Print Function

3.1.1 Required settings and basic operations (For Windows OS)

Print data created on your computer via the network.

This section describes how to configure standard print settings using the installer.



Preparation flow

The following describes a preparation flow to print data. For details, refer to the relevant page.

This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-3.
- 2 Checking network settings of this machine (Administrator)

→ Check the network settings of this machine. For details, refer to page 3-3. The network can be used with the default settings unless otherwise requested.

- 3 Installing the printer driver
 - → Install the printer driver on the computer. For details, refer to page 3-4.

Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-7.

- 1 Opening original data
 - → Open the data you want to print using the application software.
- 2 Configuring the printer driver for printing
 - → Select a printer driver, and change the setting if necessary before printing.

3

Checking network settings of this machine

Check that a LAN cable is connected to the LAN port of this ma-

Checking the cable connection

chine and the green LED is on.

• For IPv4 environment

Tap [Utility], and select [Device Information]. Check that the IP address is displayed.

Bookmark Display Keypad	Utility > Device Info	rnation	
I	Function Version	Version 4	
Utility	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	

For IPv6 environment

Bookmark Display Keypad	Utility > Device Infor	nation	
	Function Version	Version 4	
Utility	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	
	12/16/2011 10:55		Close)

If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to the [Quick Assist Guide].

	Make a selection.
Bookmark Display Keypad Utility	Administrator Settings> Network Settings> TCP/IP Settings ON OFF 1 /2 (4)Back 53Fa >> IPv4 Settings IPv6 Settings
Administrator Settings Network Settings TCP/IP Setting	DNS Host DNS Domain DNS Server Settings (IPv4) DNS Server Settings (IPv6) IPsec Settings
	12/16/2011 10:55 OK

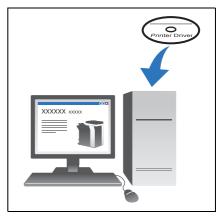
Reference

In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the User's Guide CD.

Installing the printer driver

Use the installer to install the printer driver.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Click [Printer Install].
- **3** Proceed with the procedure according to the on-screen instructions.

KONICA MINOLTA Printer Installer	- License Agreement	
Instal	lation License Agreement	
	English •	
	Software End User License Agreement	*
KONICA MINOLTA	PLEASE READ CAREFULLY THE LICENSE AGREEMENT BELOW BEFORE OPENING THE PACKAGE OF THIS SOFTWARE ('SOFTWARE') DOWNLOADING, INSTALLING OR USING THE SOFTWARE. OPENING THE PACKAGE, OR DOWNLOADING, INSTALLING OR USING THE SOFTWARE SHALL BE DEMED YOUR LAWFUL	
100	ACCEPTANCE OF THE TERMS AND CONDITIONS BELOW. IF YOU DO NOT AGREE TO THEM, DO NOT DOWINLOAD, INSTALL, USE THE SOFTWARE, NOR OPEN THE PACKAGE. 1. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS.	
<u> </u>		T
	AGREE DISAGREE	

KONICA MINOLTA Printer Installer - Select menu to setup	×
Select menu to setup	
Select menu to setup.	
2 Install printers/MFPs	
Instal printers on this computer. Network printers and USB-connected printers are detected automatically.	
Network printer	
Preference for IPv4	
O Update Printer Driver	
Update the printer driver installed on this computer to the latest version. Notice: After updating, you will need to restart the computer.	
🔘 Uninstall Printer Driver	
Uninstall a printer driver from this computer. Notice: After uninstalling, you will need to restart the computer.	
3	
Help Previous Next Cancel	

This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

- 4 Select this machine from the list.
 - → If multiple identical models are displayed, check the IP address to select an appropriate one. For details on how to check the IP address of this machine, refer to page 3-3.

*	KONICA MINOLTA Printer Installer - Select Printe	ers/MFPs to Install	×
	Select Printe	er/MFP to Install	•
	Select Printers/MFPs to Install from the List	. You Can Select Multiple Printers/MFP	s.
5	Device Name	Address/Dert	
ע	KONICA MINOLTA bizhub C364	192.168.1.20	
	Clear al Normal Printing	Search Setting Up	► date List
	Specify the Printer/MFP Except for the Abo		
	Specify Printer/MFP Path Here	Refer to	
-		2	

5 Select the check boxes of the printer drivers to be installed.

KONICA MINOLTA Printer Installer - Selecting the installa	tion setting
Selecting the instal	lation setting
Select the installation setting.	
Driver Language	English -
Components to Be Installed	
Help Previous	2 Next Cancel

6 Click [Install].

📥 KONICA MINOLTA Printer Installer -	5 KONICA MINOLTA Printer Installer - Confirm Installation Settings		
Confi Installation Summary	rm Installation Settings		
Item	Configuration		
Printer Path Driver Language Components to Be Installed	192.168.1.20 English KONICA MINOLTA C364SeriesPCL KONICA MINOLTA C364SeriesPS KONICA MINOLTA C364SeriesFAX		
Нер	Previous Install Cancel		

7 Click [Finish].

* KONICA MINOLTA Printer Installer - Finish Installing Drivers	— X —	
Finish Installing Drivers		
Installation Completed. Default Printer KONICA MINOLTA C364SeriesPCL	Review	
Added Printers KONICA MINOLTA C364SeriesPCL (192.168.1.20) KONICA MINOLTA C364SeriesPS (192.168.1.20) KONICA MINOLTA C364SeriesFAX (192.168.1.20)	Rename Printer Property Print Setting Print Test page	
Help	Finish	

Printing data

- 1 Open the data you want to print using the application software.
- 2 In the [File] menu, click [Print].



3 Select the installed printer driver, and click [Print].

Print Print	×
General	
Select Printer Select Printer KONICA MINOLTA C264 SeriesEAY KONICA MINOLTA C364 SeriesPCL Ground Campool (Campool) Select Printer	
•	- III
Status: Ready Location: Comment:	Print to file Preferences Find Printer
Page Range All Selection Current Page	Number of copies: 1
Pages:	
(2)	Print Cancel Apply

Tips

- Clicking [Preferences] can change the setting of the printer driver as required.
- If user authentication is enabled in this machine, specify the required data such as the user name and password.

Printing Preferences	Same Commetion Quality Other	
No. Mo. Tab. Battic Langed, Enable Cover Mode 11/2211 (215.59279.4 mm) Image: Cover Mode Image: Cover Mode 11/2211 (215.59279.4 mm) Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode Image: Cover Mode	Stamp Composition Quarty Other Favote Setting Setto Setting Quarty Other Organ Greation Organ Great Contactope Organ Great Surve Size Surve Size	
OK Cancel Help		

Types of printer drivers

ī

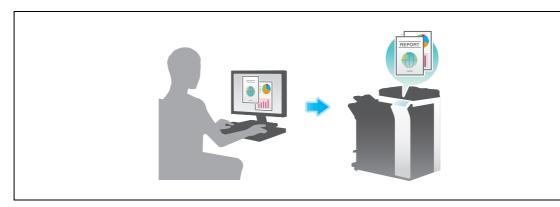
Select a printer driver that will meet your printing requirements.

Driver type	Description
PCL	This is a standard driver for printing general office documents. Among the three drivers, this driver provides the fastest printing speed.
PS	This driver is effective to exactly print data that is created using PostScript-com- patible application software from Adobe or other vendors. This driver is often used in graphics and light printing applications where good color reproducibility is im- portant.
XPS	Developed after Windows Vista, this driver supports XML Paper Specification (XPS). This driver has several advantages, including high-quality reproduction of translucence.

3.1.2 Required settings and basic operations (For Mac OS)

Print data created on your computer via the network.

This section describes how to configure a printer driver, for the OS X 10.6 environment, Bonjour connection, and use of metric-size paper as major conditions.



Preparation flow

The following describes a preparation flow to print data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-10.
- 2 Checking network settings of this machine (Administrator)
 - \rightarrow Check the network settings of this machine. For details, refer to page 3-10. The network can be used with the default settings unless otherwise requested.
- 3 Installing the printer driver
 - \rightarrow Install the printer driver on the computer. For details, refer to page 3-12.
- 4 Adding and configuring a printer driver
 - → Set up your computer so that data can be printed using the installed printer driver. For details, refer to page 3-15.

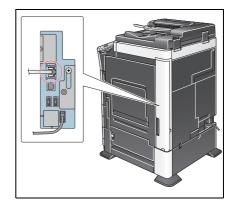
Operation flow

The following describes a flow to print data from your computer. For details, refer to page 3-17.

- 1 Opening original data
 - \rightarrow Open the data you want to print using the application software.
- 2 Configuring the printer driver for printing
 - → Select a printer driver, and change the setting if necessary before printing.

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



1d2:288a:1fc0:0001:10ee

Close

Checking network settings of this machine

For IPv4 environment

1 Tap [Utility], and select [Device Information]. Check that the IP address is displayed.

Booknark	Utility > Device Infor	nation		Booknark	Utility > Device Inform	nation
Display Keypad Utility	Function Version	Version 4		Utility	Function Version	Version 4
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee		Device Information	IPv6 Address	2001:0db8:bd05:0
	12/16/2011 10:55		Close		12/16/2011 10:55	

2 Specify the Bonjour name. Tap [Utility], and select [Administrator Settings] - [Network Settings] - [Bonjour Setting] - [ON].

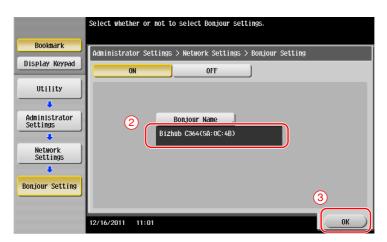
•

For IPv6 environment

→ For information on the default administrator password, refer to the [Quick Assist Guide].

	Select whether or not to select Bonjour settings.	
Bookmark		
	Ministrator Settings > Network Settings > Bonjour Setting	
Display Keypad	ON OFF	
1		
Utility		
+		
Administrator Settings	Bonjour Name	
+		
Network Settings		
Jerrings		
•		
Bonjour Setting		
	12/16/2011 10:56	OK

→ The Bonjour name is displayed on the printer driver as a connected device name. For "Bizhub C364 (5A:0C:4B)", "Bizhub C364" indicates the product name, and "(5A:0C:4B)" indicates the last three bytes of the MAC address.



→ To change the Bonjour name, tap [Bonjour Name], and enter the name using the displayed keyboard.

Use the keyboard or keypad to type in the Bonjour name. Press ICJ to erase the entered Bonjour name.
Administrator Settings > Bonjour Setting > Enter Bonjour Name
Bizhub C364(5A:0C:4B)
← → C ^e ee 1 2 3 4 5 6 7 8 9 0 - = ` 4 ₩ e r t y u i 0 P [] ` a s d f g h j k] : ` Z X C V b n n , . / Space Shift
12/16/2011 11:02 @A Enlarge Cancel OK

If no IP address is displayed in Step 1, you need to set up the network.

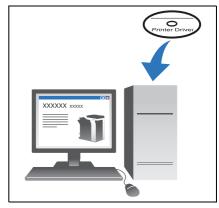
- Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to the [Quick Assist Guide].

	Make a selection.
Bookmark	Administrator Settings> Network Settings> TCP/IP Settings
Display Keypad	ON OFF 1 /2 «Back Egra »
Utility	IPv4 Settings IPv6 Settings
Administrator Settings	DNS Host DNS Domain
Network Settings	DNS Server Settings (IPv4) DNS Server Settings (IPv6)
TCP/IP Setting	IPsec Settings
	12/16/2011 10:55 OK

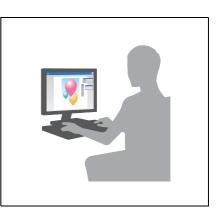
Installing the printer driver

Use the installer to install the printer driver.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- Select the target printer driver, and copy it to the desktop.
 Example: /Driver/OS_10_6_x/Letter/bizhub_C364_106.pkg (Printer driver for OS X 10.6)
 - → When ordinarily using metric-sized paper, select a printer driver in the "A4" directory.
 - → The last three digits of the printer driver name indicate the version of the operating system.



- 3 Double-click the file copied onto the desktop.
- 4 Proceed with the procedure according to the on-screen instructions until the installation screen appears.



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0 in

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Install C364 Series PS
Install C364 Series

Install C364 Series PS
 Welcome to the C364 Series PS Installer

KONICA MINOLTA bizhub C364 Series

Printer Driver Installer for Mac OS X (10.6)

😺 Install C364 Series PS Software License Agreement . English \$ (A) (m) Software End User License Agreement 🖯 Read Me Π PLEASE READ CAREFULLY THE LICENSE AGREEMENT BELOW BEFORE OPENING THE PACKAGE OF THIS SOFTWARE ("SOFTWARE"), DOWNLOADING, INSTALLING OR USING THE SOFTWARE"), DOWNLOADING, INSTALLING OR USING THE SOFTWARE OPENING THE SOFTWARE SHALL BE DEEMED YOUR LAWFLIACCEPTANCE OF THE TERMS AND CONDITIONS BELOW. IF YOU DO NOT AGREE TO THEM, DO NOT DOWNLOAD, INSTALL, USE THE SOFTWARE, NOR OPEN THE PACKAGE. License 1. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS This is a license agreement and not an agreement for sale. Konica Minolta Business Technologies, Inc. ("Konica Minolta") owns, or has been licensed from other owners ("Konica Minolta Licensor"), coryrights and other intellectual property rights of the Software, and any and all rights and title to the × Go Back Continue Save... Print

Save..

Prin

Go Back Continue



bizhub C554/C454/C364/C284/C224

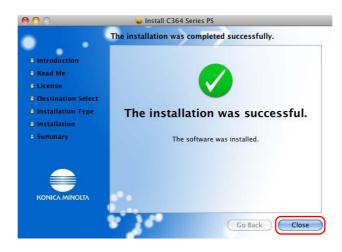
5 Click [Install].

00	😺 Install C364 Series PS
	Standard Install on "Macintosh HD"
Introduction Read Me License Destination Select Installation Type Installation Summary	This will take 26.5 MB of space on your computer. Click Install to perform a standard installation of this software on the disk "Macintosh HD".
	Change Install Location Go Back Install

6 When a prompt message appears to ask you to enter the name and password, type in the name and password of the user with administrator privileges.

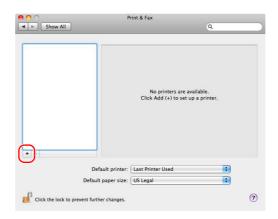
	Type your password to allow Installer to make changes.
	Name: james Password: ••••••
▶ Details	
?	Cancel

7 Click [Close].



Set up your computer so that data can be printed using the installed printer driver.

- ✓ This operation requires administrator privileges for your computer.
- 1 In the Apple Menu, click [System Preferences] [Print & Fax].
- 2 Click [+].



This automatically searches for the appropriate network and displays printers and MFPs that are compatible with the printer driver.

- 3 Select a printer for the Bonjour connection. Search for this machine from the list of printers for which [Kind] is set to [Bonjour], and click it.
 - → If you cannot identify the connected machine because multiple same product names are listed, check with the administrator.

It Fax	IP Windows		Search	
			a las a	
NICA MINOL	TA bizhub C364(5A	:0C:4B)	Bonjour	
Name:	No Selection			
	No Selection			
Location:	No Selection			
	No Selection			\$

This automatically searches for a printer driver compatible with the selected printer.

4 Check that the printer driver is displayed.

		Q		
ult Fax	IP Windows		Search	
rinter Name			A Kind	
DNICA MINOL	TA bizhub C364(5	5A:0C:4B)	Bonjour	
Name		1 TA bizbub C26	4/E & -O(C-4P)	
Name:		DLTA bizhub C36	4(5A:0C:4B)	
Name: Location:	KONICA MINO	DLTA bizhub C36	4(5A:0C:4B)	
Location:		DLTA bizhub C36 OLTA C364 PS	4(5A:0C:4B)	
			4(5A:0C:4B)	¢

5 Select the installed optional units.

Make sure your printe full advantage of ther hardware, check the c	n. For inform	ation o	on your p	rinter and	
Paper Source Unit: (PC-210				
Finisher: FS-534 +	+ SD-511	\$			
Punch Unit: PK-52	0 (2/3-Hole)		•		
d Hard Disk					
Secure Print Only					
Allow Public User					J

Printing data

- 1 Open the data you want to print using the application software.
- 2 From the [File] menu, select [Print].



3 Select the Bonjour name of this machine.

1		
Printer	KONICA MINOLTA bizhub C364	
Presets:	Standard	i (2)
? PDF •	Preview Can	cel

Tips

• If necessary, you can change the settings of the printer driver.

Р	rinter: KONICA MINOLTA bizhub C364
Pr	esets: Standard
c	opies: 1 🗌 🗌 Collated
	Pages: 🕑 All O From: 1 to: 1
Pape	r Size: 8 1/2x14 8.50 by 14.00 inches
Orient	ation:
	✓ TextEdit
	Layout Color Matching
	Paper Handling
[i≪4 ≪ 1 of 1 ► ►►!]	Cover Page Scheduler
(?) (PDF •	Output Method Layout / Finish
	Paper Tray / Output Tray
	Cover Mode / Transparency Interleave Per Page Setting
	Stamp / Composition Quality
	Supply Levels Summary

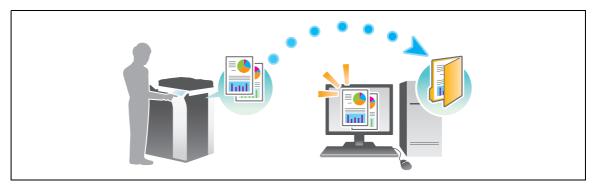
3.2 Scan-to-Send function

3.2.1 Various transmission methods

The original data scanned by this machine can be sent and saved using a variety of methods.

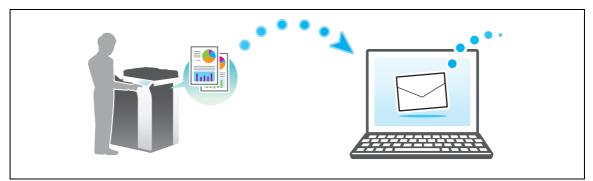
Sending data to your computer (SMB Send)

Send scanned data to a computer on the network. Once settings are configured, you can send data easily. For details, refer to page 3-20 and page 3-30.



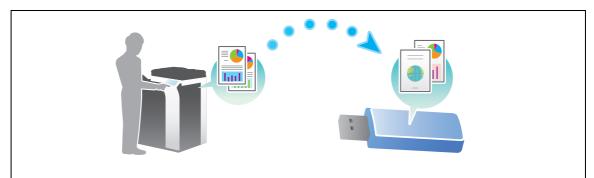
Transmitting data as E-mail attachment (E-mail TX)

Send scanned data as an E-mail attachment. This function is useful when you want to forward data to an outside location. For details, refer to page 3-39.



Saving data to the USB memory device (External memory)

Directly save scanned data on the USB memory device connected to this machine. For details, refer to page 3-74.



In addition to the above, data can be sent and saved in various methods. Select the appropriate one to meet your needs.

- Issuing a scan instruction from a computer (Web service function)
- Saving data to a User Box on the HDD (Save in User Box)
- Sending to an FTP server (FTP TX)
- Sending to a WebDAV server (WebDAV Send)



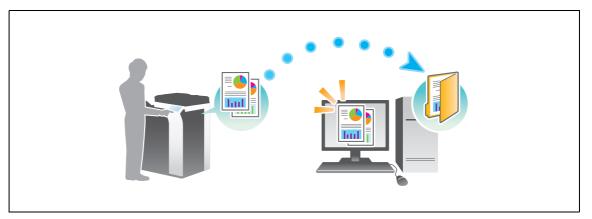
Reference

For details, refer to the User's Guide CD.

3.2.2 Sending data to your Windows computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-21.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-21.

The network can be used with the default settings unless otherwise requested.

- **3** Checking computer information
 - → Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-22.
- 4 Configuring your computer
 - → Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-23.
- 5 Registering destinations
 - → Register destinations to which files are sent while checking the checklist. For details, refer to page 3-26.

Operation flow

The following describes a transmission flow. For details, refer to page 3-28.

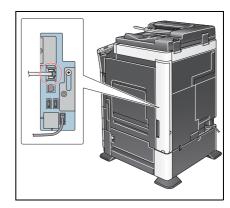
- 1 Loading the original
- 2 Selecting a destination
 - → Select a registered destination, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

Chapter 3

3-20

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

Tap [Utility], and select [Device Information]. Then, check that the IP address is displayed.

Bookmark Display Keypad	Utility > Device Inform	nation	
	Function Version	Version 4	
Utility	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	
	12/16/2011 10:55		Close

For IPv4 environment

For IPv6 environment

Booknark	Utility > Device Infor		
Display Keypad Utility	Function Version	Version 4	
Device Information	IPv4 Address IPv6 Address	192. 168. 1. 20 2001: 0db8: bd05: 01d2: 288a: 1fc0: 0001: 10ee	
	12/16/2011 10:55		Close

If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to the [Quick Assist Guide].

	Make a selection.
Bookmark Display Keypad Utility Administrator Settings Network Settings TCP/IP Setting	Administrator Settings> Network Settings> TCP/IP Settings ON OFF 1 /2 《Back Egra >> IPv4 Settings IPv6 Settings DNS Host DNS Domain DNS Server Settings (IPv4) DNS Server Settings (IPv6) IPsec Settings
	12/16/2011 10:55 OK

Reference

In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the User's Guide CD.

Checklist

3

While making notes in the checklist shown below, check computer information and configure settings for preparation. The completed checklist is used for Store Address.

Name	Entry column	Detail
Host Address	Host name or IP address to which the scanned data is sent	page 3-22
File Path	Name of the dedicated folder to receive the scanned data	page 3-23
User ID	User name required to log in to the computer	page 3-22
Password	Password required to log in to the computerYou should not enter this column for security reasons.	Contact your sys- tem administra- tor.

Checking computer information

Check the host address and user ID, and write them down.

- 1 From the Start menu, select [Computer] [System Properties].
 - → In Windows XP, open the Start menu, and right-click on [My Computer], and select [Properties].
- 2 Check the computer name, and write it down in the Host address column of the checklist.

C) 🕒 📲 🕨 Control Panel 🕨	System and Security 🕨 System	- ↓ ↓	Search Control Panel	Q
	Control Panel Home Device Manager Remote settings System protection Advanced system settings	View basic information Windows edition Windows 7 Ultimate Copyright © 2009 Microso	about your computer ft Corporation. All rights resen	ved.	
		System Rating:	BJ6 Windows Experience In		_
		Processor:	Intel(R) Pentium(R) 4 CPU 3.0	00GHz 3.00 GHz	
		Installed memory (RAM):	3.00 GB		
		System type:	32-bit Operating System		
		Pen and Touch:	No Pen or Touch Input is ava	ilable for this Display	
	See also	Computer name, domain, and	workgroup settings		
	Action Center	Computer name:	Win7-EN-P4	() CH	ange settings
	Windows Update	Full computer name:	Win7-EN-P4		N 10
	Performance Information and	Computer description:			
	Tools	Workgroup:	WORKGROUP		
					*

- 3 From the Start menu, select [All Programs] [Accessories] [Command Prompt].
 - → In Windows XP, open the Start menu, and select [Programs] [Accessories] [Command Prompt].

- 4 Check the user name, and write it down in the User ID column of the checklist.
 - \rightarrow In the example shown below, "taro.yamada" is displayed as the user ID.

Command Prompt	
icrosoft Windows [Uersion 6.1.7600] pypright (c) 2009 Hicrosoft Corporation. All rights reserved. :\Users(taro.yamada))	E

Configuring your computer

Create a new folder, and enable the sharing settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 From the Start menu, select [Control Panel] [Network and Internet] [Network and Sharing Center] [Advanced sharing settings] then select the [Turn on file and printer sharing] check box.

🖇 « Network and Sharing Center 🔸 Advanced sharing settings 🔹 👻 👍 🗐 Search Control Panel	
Change sharing options for different network profiles	
Windows creates a separate network profile for each network you use. You can choose specific options for each profile.	
Home or Work (current profile)	
Network discovery	
When network discovery is on, this computer can see other network computers and devices and is visible to other network computers. <u>What is network discovery?</u>	
Turn on network discovery	
Turn off network discovery	
File and printer sharing	
When file and printer sharing is on, files and printers that you have shared from this computer can be accessed by people on the network.	
Turn on file and printer sharing	
U Funt on the and printer sharing	
Public folder sharing	
When Public folder sharing is on, people on the network, including homegroup members, can access files in the Public folders. <u>What are the Public folders?</u>	
Turn on sharing so anyone with network access can read and write files in the Public folders Turn off Public folder sharing (people logged on to this computer can still access these	
Save changes Cancel	

→ In Windows Vista, open the Start menu, select [Control Panel] - [Network and Sharing Center], then turn on [Public folder sharing].

🕥 🐺 « Network and Shar	ing Center	• + Search	× 00
Tasks View computers and devices Connect to a network Set up a connection or network Manage network connections Diagnose and repair	Network and Sharing C VISTA-EN (This computer)	enter	View full map
	Network (Private network Access Connection) Local and Internet Local Area Connection	Customize View status
	Sharing and Discovery Network discovery File sharing Public folder sharing	● On ● On ● Off	 Image: Second sec
See also	Printer sharing Password protected sharing Media sharing	e Off e On e Off	
Internet Options Windows Firewall	Show me all the files and folde Show me all the shared netwo		

- → For Windows XP, the control panel setting is not required.
- 2 Create a new folder, and write down the folder name in the File path column of the checklist.

This manual downloaded from http://www.manualowl.com

- 3 Only for Windows XP, check the folder options.
 - → Double-click the folder, select [Tools] [Folder Options...] then click the [View] tab.

Folder Options
Genera View ile Types Offline Files
Tasks
Show common tasks in folders
Use Windows classic folders
Browse folders
Open each folder in the same window
Open each folder in its own window
Click items as follows
 Single-click to open an item (point to select) Underline icon titles consistent with my browser
Underline icon titles only when I point at them
 Double-click to open an item (single-click to select)
Restore Defaults
Hestore Deraduts
OK Cancel Apply

→ Clear the [Use simple file sharing (Recommended)] check box.

Folder Options
General View File Types Offine Files
Folder views You can apply the view (such as Details or Tiles) that you are using for this folder to all folders. Apply to All Folders Reset All Folders
Advanced settings:
Launch folder windows in a separate process Show and manage the pair as a single file Show both pats to pairs and manage them individually Show both pats to manage as a single file Renember each lober's view settings Restore previous folder windows at logon Show Control Panel in Ny Computer Show control Panel in Ny Computer Show concord Panel in Ny Computer
Use simple file sharing (Recommended)
Restore Defaults
OK Cancel Apply

- 4 Configure the setting to share the folder created in Step 2. Right-click on the folder, then click [Properties].
 - → For Windows XP, right-click on the folder, then click [Sharing and Security].

	Сору
	Create shortcut
	Delete
(Properties

- 5 Click the [Sharing] tab, then click [Advanced Sharing].
 - → For Windows XP, [Advanced Sharing] does not appear.

🗼 test Properties 📃	3
General Sharing Security Previous Versions Customize	
Network File and Folder Sharing	
Not Shared	
Network Path: Not Shared	
Share	
Advanced Sharing Set custom permissions, create multiple shares, and set other advanced sharing options.	
Advanced Sharing	
Password Protection	
People must have a user account and password for this computer to access shared folders.	
To change this setting, use the <u>Network and Sharing Center</u> .	
OK Cancel Apply	

6 Select the [Share this folder] check box, then click [Permissions].

	vanced Sharing
	Settings
	Share name:
	test
	Add Remove
	Limit the number of simultaneous users to: 20
2	Permissions
	OK Cancel Apply

7 Select [Everyone] from the [Group or user names:] list, then select all of the [Allow] check boxes.

& Everyone		
	Add	Remove
Permissions for Everyone	(2) Allo	v Deny
Full Control Change Read	V	

3

bizhub C554/C454/C364/C284/C224

Registering destinations

While checking the created checklist, register the folder for receiving the scanned data as an address book of this machine.

1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].

	Use the menu buttons or keypad to make a selection.
Bookmark Display Keypad	Utility > Create One-Touch Destination > Address Book (Public)
Utility	1 E-Mail 6 HebDAV
One-Touch/	2 User Box
User Box Reg.	3
Create One-Touch Destination	4 PC (SHB)
Address Book (Public)	5
	12/16/2011 11:07 Close

2 Tap [New].

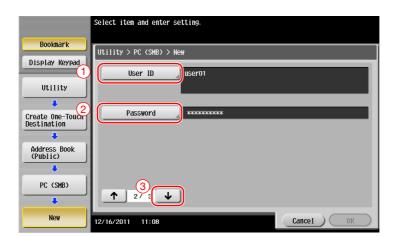
Bookmark	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
DUUKIIALK	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Feer ABC DEF GHI JKL MNO PORS TUV WXYZ etc
Utility	No. Nane 1/ 1
+	
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
+	
Address Book (Public)	
+	Gob Set. New J Edit Pere
PC (SMB)	12/16/2011 11:08 Close

For [Name], specify the name to be displayed on the assigned key.
 For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching IOKI. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SHB) > New
Display Keypad	
	No. 1 - 2000
Utility 1	Name Juser01
Create One-Tou	
Destination 2	Sort Character user01
Address Book	
(Public)	
+	Index
PC (SMB)	
+	
New	12/16/2011 11:08 Cancel OK

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

4 While checking the checklist, enter the user ID and password you wrote down.



- 5 While checking the checklist, enter the host address and file path you wrote down.
 - → When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

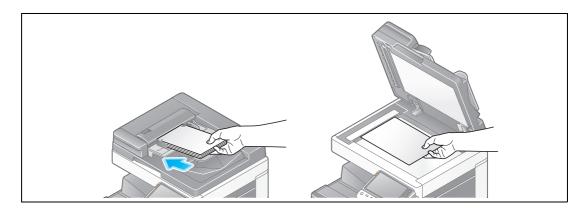
	Select item and enter setting.	
Bookmark	Utility > PC (SMB) > New	
Display Keypad	Host Address HOME-PC	
Utility		
Create One-Touch Destination 2		
Address Book	File Path scan	
(Public)		
PC (SMB)		Reference
+	↑ 3/3 ↓	3
New	12/16/2011 11:09	Cancel OK

6 Tap [Close].

Bookmark	To register a new PC (SMB) destination, touch [New]. To edit an existing PC (SMB) destination, select desired destination and touch [Edit].
	Utility > Address Book (Public) > PC (SMB)
Display Keypad	Sever- ABC DEF GHI JKL MNO PORS TWV MXYZ etc
Utility	No. Nane
+	0008 user01
One-Touch/ User Box Reg.	
+	
Create One-Touch Destination	
+	
Address Book (Public)	
+	Gheck New Edit
PC (SMB)	12/16/2011 11:10 Close

Sending the original

1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter				Job List
Select funct	ion to use	9.			12/16/2011 Y 10:17 M K
			n		
Сору	D	Scan/Fax	User Box	9	
		7454 () () ()			
					æ
AN AND A				Uti	lity 👗

3 Select a destination.



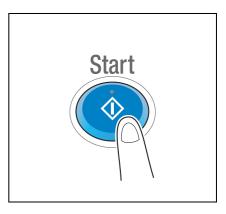
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

	ed destination	Con (s). ime using the	Keypad.		No. of Addres	s)	Joh List 12/16/2011 Y 11:20 M Memory C Check Setting
Address Book Direct Input Job History Addr. Search	Favorite ASMB user01	ABC DEF	GHI JKL	MNO PQRS <mark>1</mark>	UV WXYZ etc		Add. Type All
1-Sided	200dpi F Fine esolution	Auto Color Color	PDF File Type	Auto Scan Size	OFF E-mail Settings		Application

- \rightarrow You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[E-mail Settings]	Change the file name or the subject of an E-mail to be sent.

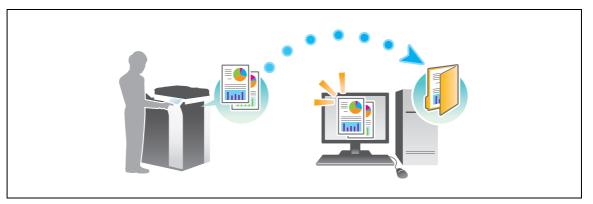
5 Press the Start key.



3.2.3 Sending data to your Mac computer (SMB Send)

Send scanned data to a computer on the network.

Once settings are configured, you can send data easily.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-31.
- 2 Checking network settings of this machine (Administrator)

 \rightarrow Check the network settings of this machine. For details, refer to page 3-31. The network can be used with the default settings unless otherwise requested.

- 3 Checking computer information
 - → Check the information required for Store Address, and fill out the checklist. For details, refer to page 3-32.
- 4 Configuring your computer
 - → Configure settings to share a computer, or create a dedicated folder to receive files. For details, refer to page 3-33.
- 5 Registering destinations
 - → Register destinations to which files are sent while checking the checklist. For details, refer to page 3-35.

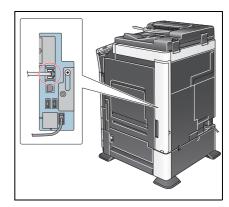
Operation flow

The following describes a transmission flow. For details, refer to page 3-37.

- 1 Loading the original
- 2 Selecting a destination
 - → Select a registered destination, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



0db8:bd05:01d2:288a:1fc0:0001:10ee

Clos

Checking network settings of this machine

Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

For IPv4 environment

Booknark	Utility > Device Infor	nation		Booknark	Utility > Device Inf	format in
Display Keypad	ourree more			Display Keypad	ourree mit	ornarero
Utility	Function Version	Version 4		Utility	Function Version	Ver:
•	IPv4 Address	192. 168. 1. 20		•	IPv4 Address	192
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee		Device Information	IPv6 Address	200
	12/16/2011 10:55		Close		12/16/2011 10:55	

If no IP address is displayed, you need to configure the network.

• Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.

For IPv6 environment

• For information on the default administrator password, refer to the [Quick Assist Guide].

	Make a selection.
Bookmark Display Keypad Utility	Administrator Settings> Network Settings> TCP/IP Settings ON OFF 1 /2 ((Back 597a)) IPv4 Settings IPv6 Settings
Administrator Settings Network Settings TCP/IP Setting	DNS Host DNS Domain DNS Server Settings (IPv4) DNS Server Settings (IPv6) IPsec Settings
	12/16/2011 10:55 OK

Reference

In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the User's Guide CD.

Checklist

3

While making notes in the checklist shown below, check computer information and configure settings for preparation. The completed checklist is used for Store Address.

Name	Entry column	Detail
Host Address	IP address to which the scanned data is sent	page 3-32
File Path	Name of the dedicated folder to receive the scanned data	page 3-33
User ID	User name required to log in to the computer	page 3-32
Password	 Password required to log in to the computer Entering the password here is not recommended for security reasons. 	Contact your sys- tem administra- tor.

Checking computer information

Check the host address and user ID.

- ✓ This operation requires administrator privileges for your computer.
- 1 Check the IP address and user name, and write it down in the Host Address and User ID columns of the checklist.

00		M	acBook			
User01 MacBook						10/26/11 2:33 PM
Contents		Active Services	Туре	Hardware	BSD Device Name	IPv4 Addresses
Hardware RAID	h	AirPort	AirPort	AirPort	en2	
Memory		Bluetooth DUN	PPP (PPPSerial)	Modem	Bluetooth-Modem	\frown
PCI Cards		Ethernet 1	Ethernet	Ethernet	en0	192.168.1.1
Parallel SCSI		Ethernet 2	Ethernet	Ethernet	enl	\square
Power		FireWire	FireWire	FireWire	fw0	
Printers						
SAS						
Serial-ATA						
Thunderbolt						
USB						
Network						
AirPort Firewall		AirPort:		e		
Locations		Allion				
Locations		Type: AirPort				
		Hardware: AirPort				
Volumes		BSD Device Name: en2				
WWAN Software		Configuration Method: DHCF	,			
		IPv6:				
Applications		Configuration Method: Autor	matic			
Developer		Ethernet: MAC Address: c8:bc:c8:f4:3	0.55			
		Media Options:	10:55			
Fonts		Media Subtype: Auto Select				
Frameworks		Proxies:				
Logs		Exceptions List: *.local, 16	59.254/16			
Managed Client		FTP Passive Mode: Yes Service Order: 4				
Preference Panes		Jervice Order. 4				
Startup Items						
Sync Services						
Universal Access	Ŧ					

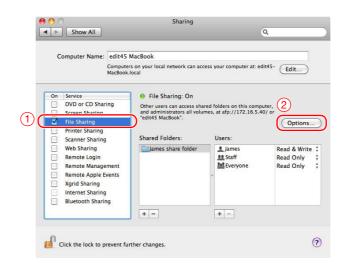
→ In the following example, the computer name is set to "User01", and the user name to "User01".

Hardware KAID Memory PCI Cards Parallel SCSI Power	ystem Software Overview: System Version: Kernel Version: Boot Volume: Boot Mode: Computer Name:	Mac OS X 10.6.3 (10D578) Darwin 10.3.0 Mac HD2 Normal	10/26/11 2:33 PN
Hardware KAID Memory PCI Cards Parallel SCSI Power	System Version: Kernel Version: Boot Volume: Boot Mode:	Darwin 10.3.0 Mac HD2	
	compater manie.	User01 MacBook	
Printers	User Name:	User01 (User01)	
Serial-ATA	Secure virtual metholy. 64-bit kernel and Extensions: Time since boot:	Cirucreu No 2 minutes	
▼ Software			
Applications Developer Extensions Fonts Frameworks Logs Managed Client Preference Panes Startup Items Sync Services			

Configuring your computer

Create a new folder, and enable the sharing settings.

- ✔ This operation requires administrator privileges for your computer.
- 1 Create a new folder, and write down the folder name in the File path column of the checklist.
- 2 Enable the folder sharing settings. In the Apple menu, select [System Preferences] [Sharing].
- 3 Select the [File Sharing] check box, then click [Options...].



4 Select the [Share files and folders using SMB (Windows)] and user name check boxes, then click [Done].

	Share files and folders using AFP
	Number of users connected: 0
	Share files and folders using FTP
	Warning: FTP user names and passwords are not encrypted.
(1)	Share files and folders using SMB (Windows)
	When you enable SMB sharing for a user account, you must enter the password for that account. Sharing files with some Windows computers requires storing the Windows user's account password on this computer in a less secure manner.
0	On Account
2	🗹 James
?	
(?	

5 Under [Shared Folders:], click [+].

C	omputer Name:	edit45 Ma	acBook		
		Computers MacBook.loo	on your local network can ac al	cess your computer at: e	dit45- Edit
On	Service DVD or CD Shari Screen Sharing	ing	 File Sharing: On Other users can access shand administrators all volu 	ared folders on this comp umes, at afp://172.16.5.4	outer, 10/ or
	File Sharing		"edit45 MacBook".		Options
	Printer Sharing Scanner Sharing		Shared Folders:	Users:	
	Web Sharing Remote Login Remote Manage Remote Apple Ev Xgrid Sharing		James share folder	L James	Read & Write Read Only Read Only

6 Select a new folder.

	Desktop	; Q	
► DEVICES	Name	\supset	*
💹 Desktop 🏠 edit45			
Applications			
► SEARCH FOR			
		2	
		Cancel	Add

7 Click the new folder to check the access right.

0	Sharing		
▶ Show All			۹
Computer Name:	edit45 MacBook		
	Computers on your local network can MacBook.local	n access your computer at: ed	Edit
On Service DVD or CD Shar	File Sharing: On Other users can access	s shared folders on this comp	iter.
 Screen Sharing File Sharing 		volumes, at afp://172.16.5.40	
Printer Sharing	Shared Folders:	Users:	Copilonsin
Web Sharing Remote Login Remote Manage Remote Apple E Xgrid Sharing Internet Sharing	ement vents	Large James	Read & Write Read Only Read Only
Bluetooth Sharin	ng + -	+-	

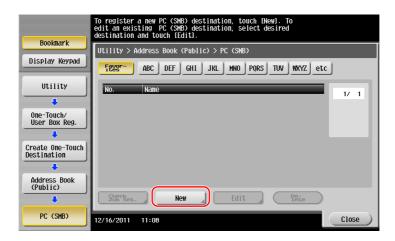
If the access right is changed to [Read & Write], the setting is completed.

While checking the created checklist, register the folder for receiving the scanned data as an address book of this machine.

1 Tap [Utility], and select [One-Touch/ User Box Reg.] - [Create One-Touch Destination] - [Address Book (Public)] - [PC (SMB)].

	Use the menu buttons or keypad to make a selection.	
Bookmark	Utility > Create One-Touch Destination > Address Book (Public)	
Display Keypad		
Utility	1 E-Mail 6 WebDAV	
One-Touch/ User Box Reg.	2 User Box	
↓	3 Fах	
Create One-Touch Destination	4 PC (SMB)	
Address Book (Public)	5 <u>FTP</u>	
	12/16/2011 11:07	Close)

2 Tap [New].



- 3 For [Name], specify the name to be displayed on the assigned key.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is automatically applied by touching [OK]. To specify a registered number, touch the No. button.
Bookmark	Utility > PC (SMB) > New
Display Keypad	
	No 1 - 2000
Utility 1	Name User01
Create One-Touck	
Destination (2	Sort Character userD1
Address Book (Public)	
	Index
PC (SMB)	
+	
New	12/16/2011 11:08 Cancel OK

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

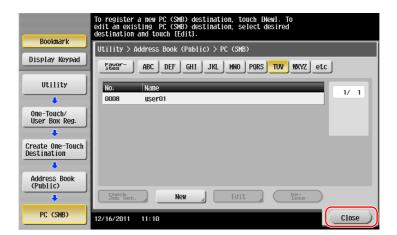
4 While checking the checklist, enter the user ID and password you wrote down.

	Select item and enter setting.
Bookmark Display Keypad Utility	Utility > PC (SHB) > New User ID UserO1
Create One-Touch Destination	Password
Address Book (Public) PC (SMB)	3 ↑ 2/ :↓
New	12/16/2011 11:08 Cancel OK

- 5 While checking the checklist, enter the host address and file path you wrote down.
 - → When not specifying a folder, enter a slash "/" for the file path. When specifying a folder, enter only the folder name without slash "/".

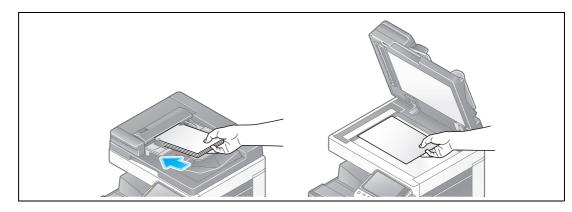
	Select item and enter setting.	
Bookmark	Utility > PC (SMB) > New	
Display Keypad	Host Address HOME-PC	
Utility		
Create One-Touct 2		
+	File Path scan	
Address Book (Public)		
PC (SMB)		Reference
	↑ 3/3 ↓	3
New	12/16/2011 11:09	Cancel OK

6 Tap [Close].



Sending the original

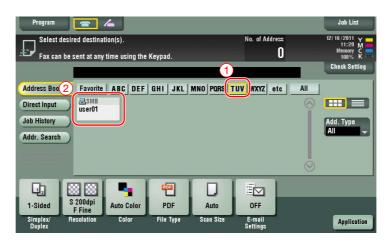
1 Load the original.



2 Tap [Scan/Fax].

Select function to use.	2111 Y 2117 M C K
	A COM
A Star A Star A Star A Star	
and the second	
Utility	

3 Select a destination.



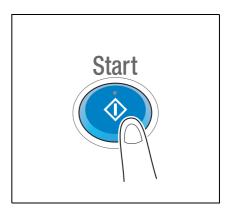
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program A No. of Addr Select destination(s). Fax can be sent at any time using the Keypad.					Job List 12/16/2011 Y 11:20 M Menory C Check Setting
Address Book Direct Input Job History Addr. Search	Favorite ABC DEF	GHI JKL	MNO PORS T	UV WXYZ etc	All Ald. Type All
1-Slueu	200dpi F Fine esolution Color	PDF File Type	Auto Scan Size	OFF E-mail Settings	Application

- \rightarrow You can also check the setting using the keys displayed on the **Touch Panel**.
- \rightarrow To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[E-mail Settings]	Change the file name or the subject of an E-mail to be sent.

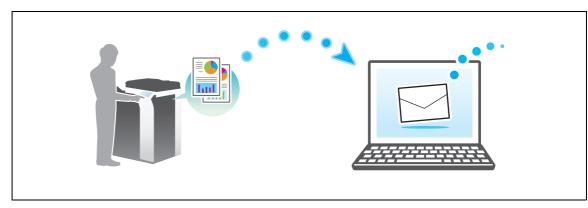
5 Press the **Start** key.



3.2.4 Transmit the scanned data via E-mail (E-mail TX)

Send scanned data as an E-mail attachment.

This function allows you to receive data at an outside location, which is useful when a quick measure is required.



Preparation flow

The following describes a preparation flow for sending scanned data. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the network cable. For details, refer to page 3-40.
- 2 Checking network settings of this machine (Administrator)
 - → Check the network settings of this machine. For details, refer to page 3-40.
- 3 Configuring the E-mail transmission environment (Administrator)
 - → Configure a server for E-mail TX. For details, refer to page 3-41.
- 4 Configuring administrator information (Administrator)
 - → Register the administrator name and E-mail address used as the sender's address of an E-mail to be sent. For details, refer to page 3-42.

Operation flow

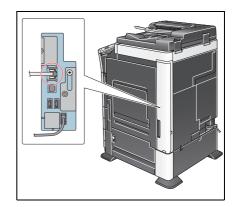
The following describes a transmission flow. For details, refer to page 3-43.

- 1 Loading the original
- 2 Entering a destination
 - → Enter the destination E-mail address, and check the settings such as the file type and image quality.
- 3 Press the Start key.
 - → Press the Start key to scan the original.

Basic Settings and Operations

Checking the cable connection

Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Close

Checking network settings of this machine

Tap [Utility], and select [Device Information].

Check that the IP address is displayed.

For IPv4 environment

Booknark Display Keypad	U	tility > Device Infor	nation			Bookmark Display Keypad	Util	ity > Device Inform	mation
Utility Device Information	(Function Version IPv4 Address IPv6 Address	Version 4 192, 168, 1, 20 2001: 0db8: bd05: 01d2: 288a: 1 fc0: 0001:	10ee	C	Utility Utility Device Information		Function Version IPv4 Address IPv6 Address	Version 4 192, 168, 1, 20 2001: 0db8: bd05: 01d2: 2884: 1 fc0: 0001
	12	/16/2011 10:55		Close			12/16	/2011 10:55	

If no IP address is displayed, you need to configure the network.

• Tap [Utility], and select [Administrator Settings] - [Network Settings] - [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.

.

For IPv6 environment

• For information on the default administrator password, refer to the [Quick Assist Guide].

	Make a selection.
Bookmark Display Keypad Utility Administrator Settings Attings TCP/IP Setting	Administrator Settings> Network Settings> TCP/IP Settings ON OFF 1 /2 «Back Egra » IPv4 Settings IPv6 Settings DNS Host DNS Domain DNS Server Settings (IPv4) DNS Server Settings (IPv6) IPsec Settings
	12/16/2011 10:55 OK

Reference

In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the User's Guide CD.

Configuring the E-mail transmission environment

- 1 Tap [Utility], and select [Administrator Settings] [Network Settings] [E-Mail Settings].
 - → For information on the default administrator password, refer to the [Quick Assist Guide].

	Use the menu buttons or keypad to make a selection.
Bookmark	Administrator Settings > Network Settings
Display Keypad	1/3 * <u>«Back</u> <u>58ra</u> » #
Utility	1 TCP/IP Settings 6 LDAP Settings
Administrator Settings	2 NetWare Settings 7 E-Mail Settings
Network	3 HTTP Server Settings 8 SNMP Settings
Settings	4 FTP Settings 9 AppleTalk Settings
	5 SMB Settings 0 Bonjour Setting
	12/16/2011 11:22 Close

2 Tap [E-Mail TX (SMTP)].

	Use the menu	I buttons or keypad to make a selection.	
Bookmark Display Keypad Utility Administrator Settings E-Mail Settings	Administrat	i buttons or keypad to make a selection. or Settings> Network Settings> E-Mail Settings E-Mail TX (SMTP) E-Mail RX (POP) S∠YEME_Communication	
	12/16/2011	11:22	Close

3 Select [ON] to enable E-mail TX (SMTP) settings and E-mail TX function.

	Specify the E-Mail TX (SMTP)	settings.	3
Bookmark	Administrator Settings > E-	Mail TX (SMTP) 1/6	HBack
Display Keyp 1		OFF	
Utility	Scan to E-mail	Status Notification	Total Counter Notification
Administrator Settings	ON	ON	<u></u> ON
Network Settings	OFF	OFF	OFF
E-Mail Settings	Detail		
	Betail Settings		
E-Mail TX (SMTP)	12/16/2011 11:22		ОК

4 Enter the SMTP server address.

	Specify the E-Mail TX (SMTP) settings.
Bookmark	Administrator Settings > E-Mail TX (SMTP) 2 /6 《Back USFa 》
Display Keypad	ON OFF
Utility	SWTP Server Address
	Host Address 0. 0. 0
Administrator Settings	
Network Settings	
E-Mail	
Settings	Petaji Settings
E-Mail TX (SMTP)	
	12/16/2011 11:23

Configuring administrator information

1 Tap [Utility], and select [Administrator Settings] - [Administrator/Machine Settings] - [Administrator Registration].

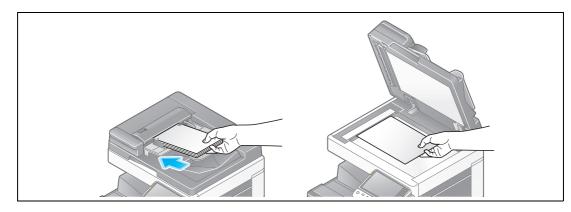
Bookmark Display Keypad Utility Administrator Settings Administrator/ Hachine Setting	Use the menu buttons or keypad to make a selection. Administrator Settings > Administrator/Machine Settings I Administrator Registration 2 Input Machine Address
	12/16/2011 11:23 Close

2 Enter the required information, then tap [OK].

	Use the keypad to enter the extension number.
Bookmark Display Keypad	Administrator Settings > Admin/Machine Set > Administrator Registration
Utility	Administrator Name
Administrator Settings	E-Mail Address
Administrator/ Machine Setting	
Administrator Registration	Extension No.
	3 12/16/2011 11:23

Sending the original

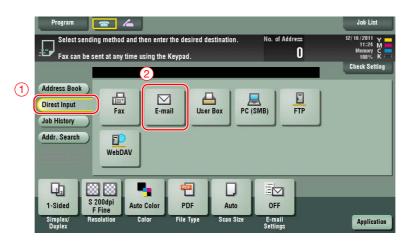
1 Load the original.



2 Tap [Scan/Fax].

Accessibility	Counter					Job List
Select function to use.						12/16/2011 10:17 M C K
	-			7		
Сору	D	Scan/Fax	User Box	4		
		7. (2) (1) (1) (1)				
					Utility	0'
						The second second

3 Enter a destination.



_		C
(Delete	
1	2 3 4 5 6 7 8 9 0 - =	
q	wertyuiop[]	
a	sdfghjkl; '	
Z	x c v b n m , . /	
	Shift	
	(Next Dest.)	

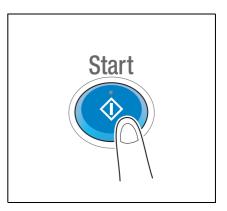
- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

Program Ready to Fax can be se	Scan scan ent at any time using the E-mail	Keypad.	No. tokyo-office@	of Address 1 Babe.co.jp	Joh List 12/16/2011 Y 11:27 M Memory C Check Setting
Address Book Direct Input Job History Addr. Search Address Reg.	Fax E-m WebDAV			FTP	
F	200dpi Fine solution Color	PDF File Type	Scan Size E-n	N nail ings	Application

- → You can also check the setting using the keys displayed on the **Touch Panel**.
- → To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.
[E-mail Settings]	Change the file name or the subject of an E-mail to be sent.

5 Press the Start key.

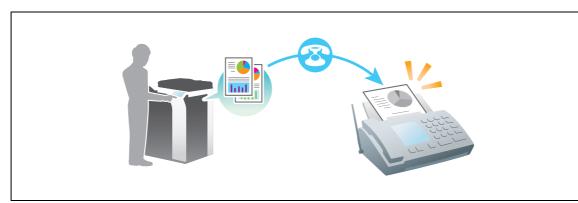


3-44

3.3 Fax Function

3.3.1 Required settings and basic operations

This section describes the settings required to send and receive a fax via a telephone line as well as the basic operations.



Preparation flow

The following describes a preparation flow to send a fax. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- **1** Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the telephone line. For details, refer to page 3-46.
- 2 Registering transmission information (Administrator)
 - → Specify the name and fax number to be displayed as a sender when sending a fax from this machine. For details, refer to page 3-47.
- **3** Selecting the dialing method (Administrator)
 - → Select the dialing method to suit your environment. For details, refer to page 3-48.

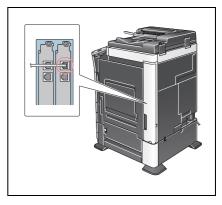
Operation flow

The following describes a flow to send a fax. For details, refer to page 3-49.

- 1 Loading the original
- 2 Entering a destination
 - → Enter the destination fax number, and check the settings such as the image quality.
- 3 Press the Start key.
 - → Press the **Start** key to send the original.

Checking the cable connection

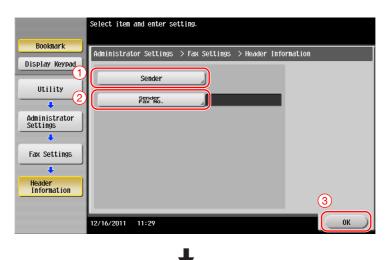
Check that a modular cable is connected to the LINE port of this machine.



1 Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Header Information].

Bookmark				
	Adminis	trator Settings > Fax Setting	IS	
Display Keypad	_		1/2	* HBack Eara >> #
Utility		Header Information	6	PBX Connection Setting
+ Administrator Settings	2	Header /Footer Position	7	Report Settings
+	3	Line Parameter Setting	8	Job Settings List
Fax Settings	4	TX/RX Settings	9	Multi Line Settings
	5	Function Settings		

2 Enter the sender information, then tap [OK].



• Sender settings

Enter the name to be displayed as a sender.

• Sender Fax No. Settings

Enter the fax number to be displayed as a sender.

Bookmark	To register a new sender, touch New). To edit an existing sender, select desired sender and touch tidili. Administrator Settings > Fax Settings > Sender Settings	Bookmark	Use the keypad to enter the number. Administrator Settings > Header Information > Sender Fax No.
Display Keypad Utility Administrator Settings Fax Settings Sender Settings	No. Sender Name Set as Default D1 Not Registered 0 D2 Not Registered 0 D3 Not Registered 0 D6 Not Registered 0 D6 Not Registered 0 D7 Not Registered 0 Set as Default New Edit	Display Keynad	#32*#5. ► → + Space \$
	12/16/2011 11:31	Close Register Sender Fax No.	12/16/2011 11:31 OK

Reference

bizhub C554/C454/C364/C284/C224

For information on the default administrator password, refer to the [Quick Assist Guide].

Selecting the dialing method

1 Tap [Utility], and select [Administrator Settings] - [Fax Settings] - [Line Parameter Setting].

	Use the	menu buttons or keypad to make	a sele	ction.
Bookmark	Adminis	trator Settings > Fax Settings		
Display Keypad			1/2	* HBack Eara > #
Utility	1	Header Information	6	PBX Connection Setting
Administrator	2	Header/Footer Position	7	Report Settings
Settings	3	Line Parameter Setting	8	Job Settings List
Fax Settings	4	TX/RX Settings	9	Multi Line Settings
	5	Function Settings		
	12/16/20	11 11:29		Close

2 Tap [Dialing Method].

	Select item and enter setting.
Bookmark	Administrator Settings > Fax Settings > Line Parameter Setting
Display Keypad	Dialing Method PB
Utility	
+	Receive Mode Auto RX
Administrator Settings	Call Rings 2 X
Fax Settings	Number of Redials 1 x
	Redial Interval 3 min.
Line Parameter Settings	↑ 1/ 2 ↓
	12/16/2011 11:37 OK

3 For the push-button type, select [PB], and for the dial-pulse type, select [10pps].

	Select job setting.		
Bookmark	Administrator Settings > Fax S	ettings > Line Paramet	er Setting
Display Keypad	Dialing Method	РВ	Job Setting
Utility	Receive Mode	Auto RX	РВ
Administrator Settings	Number of RX Call Rings	2 X	10pps
Fax Settings	Number of Redials	1 X	
Line Parameter	Redial Interval	3 min.	
Settings	↑ 1/ 2 ↓		2
	12/16/2011 11:37		ОК

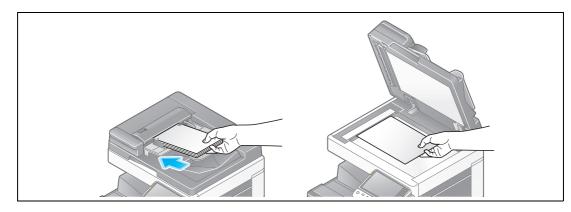
If you do not know the type of the dialing method:

- If you do not know the type of the dialing method, operate push buttons of your phone. When you hear "beep boop beep", set [Dialing Method] to [PB].
- If you do not hear "beep boop beep" after operating push buttons, select [10pps].

Chapter 3

Sending the original

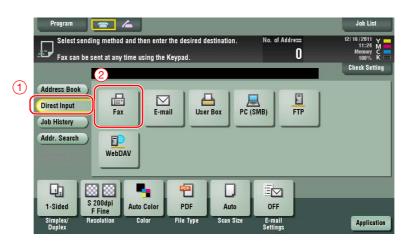
1 Load the original.



2 Tap [Scan/Fax].

Counter				Job List
Select function to use.				12/16/2011 Y 10:17 M K
7				
D	Scan/Fax	User Box	9	
				æ
			Uti	ility
		ion to use.	ion to use.	tion to use.

3 Enter a destination.



Program		6					Job List
E Se ^{Fa}	ix TX Enter the fax Touch LEnter of a register	number usir Registered b ed destinati	ng the dial b No.] to seled Lon.	outtons or t the numb	keypad. er	No. of Address	011 Y :49 M ory C 0% K
						Check Setting	Setting
Address	01234567	8 9			← → De	lete	
Diren	1	2	3	Tone	Reg. No.		
Job Hist	4	5	6	Pause)		
Addr. Se	7	8	9	-			
	•	0	#	C	Ĵ		
					2	Next Dest.	
12							4
1-Side Simplex/	Resolution	Color	File Type	Scan Siz	e E-mail	Cancel	
Duplex	resolution	00101	the type	ocall oit	Settings		Application

- 4 Check the setting if necessary.
 - → Tap [Check Setting] to check the setting.

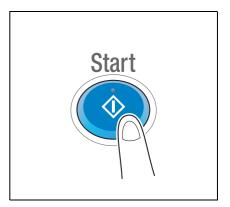
Program Program Ready to Sca		Keypad.		No. of Address 1	Job List 12/16/2011 Y 11:49 M Memory C
	i≣ Fax		0123	456789	Check Setting
Job History Addr. Search	ax E-ma	-	Box PC (SMB) FTP	J
1-Sided Simplex/ Duplex	Auto Color Color	PDF File Type	Auto Scan Size	ON E-mail Settings	Application

- → You can also check the setting using the keys displayed on the **Touch Panel**.
- → To change the setting, tap the desired key on the Touch Panel.

[Color], [File Type], and [E-mail Settings] are not available when sending to a fax number.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Scan Size]	Specify the size of the original to be scanned.

5 Press the Start key.



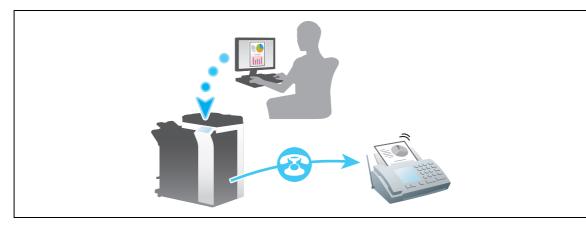
Chapter 3

3.3.2 Sending a fax directly from a PC (PC-FAX TX)

You can send a fax to the destination fax machine in the same manner as you print out data created on your computer.

Advantages to send a fax directly from a computer

- Realizing paper saving
- Completing fax operations without leaving your desk
- Offering clear images by sending data directly from a computer



NOTICE

This function is not supported in the Mac operating system.

Preparation flow

The following describes a preparation flow to send a fax from a computer. For details, refer to the relevant page.

This preparation is not required the second time or subsequent times.

- 1 Checking the cable connection (Administrator)
 - → Check that this machine is correctly connected to the telephone line and network cable. For details, refer to page 3-52.
- 2 Checking network settings of this machine (Administrator)

 \rightarrow Check the network settings of this machine. For details, refer to page 3-53. The network can be used with the default settings unless otherwise requested.

- 3 Installing the fax driver on your computer
 - → Install the printer driver on your computer. For details, refer to page 3-54.

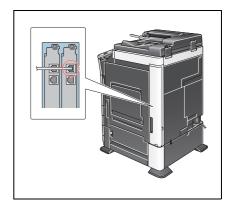
Operation flow

The following describes a flow to send a fax. For details, refer to page 3-56.

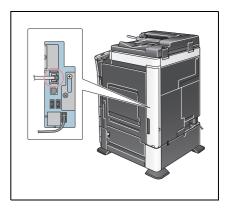
- 1 Creating data
 - → Create data to be sent using application software.
- 2 Configuring the fax driver
 - \rightarrow Select a fax driver, and change the setting if necessary.
- 3 Entering a destination to send data
 - → Enter a destination to send data.

Checking the cable connection

1 Check that a modular cable is connected to the LINE port of this machine.



2 Check that a LAN cable is connected to the LAN port of this machine and the green LED is on.



Checking network settings of this machine

Tap [Utility], and select [Device Information]. Check that the IP address is displayed.

• For IPv4 environment

For IPv6 environment

Bookmark Display Keypad	Utility > Device Information				
	Function Version	Version 4			
Utility	IPv4 Address	192. 168. 1. 20			
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee			

Booknark	Utility > Device Infor	mation	
Display Keypad	Function Version	Version 4	
Utility	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee	

If no IP address is displayed, you need to configure the network.

- Tap [Utility], and select [Administrator Settings] [Network Settings] [TCP/IP Settings]. Configure the required settings to suit your environment. For details, refer to the User's Guide CD.
- For information on the default administrator password, refer to the [Quick Assist Guide].



Reference

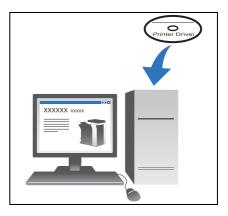
In general, the default settings are available for network connection; however, some network environments require a change on network settings. For details, refer to the User's Guide CD.

Installing the fax driver

Use the installer to install the fax driver.

This section describes how to configure the standard print settings.

- ✓ This operation requires administrator privileges for your computer.
- 1 Insert the printer driver CD-ROM into the CD-ROM drive of the computer.



- 2 Click [Printer Install].
- 3 Proceed with the procedure according to the on-screen instructions.



🖄 KONICA MINOLTA Printer Installer - Select menu to setup	x
Select menu to setup	
Select menu to setup.	
2 Install printers/MFPs	
Install printers on the computer. Network printers and USB-connected printers are detected automatically.	
Network printer	
Preference for IPv4	
O Update Printer Driver	
Update the printer driver installed on this computer to the latest version. Notice: After updating, you will need to restart the computer.	
🔿 Uninstall Printer Driver	
Uninstal a printer driver from this computer. Notice: After uninstalling, you will need to restart the computer.	
Help Previous Next Cancel]

Printers and MFPs connected to the network are automatically searched for.

4 Select this machine from the list.

📥 ког	NICA MINOLTA Printer Installer - Select	t Printers/MFPs to Install
	•	rinter/MFP to Install
۲	-	he List. You Can Select Multiple Printers/MFPs.
1	Device Name	Addross/Dort
U [📝 KONICA MINOLTA bizhub C364	192.168.1.20
	1	
	<	
	Clear all Normal Printin	ng Search Setting Update List
0	Specify the Printer/MFP Except for th	he Above. (IP Address, Host Name)
	Specify Printer/MFP Path Here	(2) Refer to
	Help	Previous Next Cancel

5 Select a fax driver.

KONICA MINOLTA Printer Installer - Selecting the installation	on setting
Selecting the installa	ition setting
Select the installation setting.	
Driver Language Components to Be Installed	English 🔹
KONICA MINOLTA C364SeriesPCL KONICA MINOLTA C364SeriesPS KONICA MINOLTA C364SeriesFAX	
Help Previous	2 Next Cancel

6 Click [Install].

KONICA MINOLTA Printer Installer - Confirm Confirm Ir Installation Summary	Installation Settings
Item	Configuration
Printer Path Driver Language Components to Be Installed	192.168.1.20 English KONICA MINOLTA C364SeriesPCL KONICA MINOLTA C364SeriesPS KONICA MINOLTA C364SeriesFAX
Help	Previous Instal Cancel

7 Click [Finish].

SKONICA MINOLTA Printer Installer - Finish Installing Drivers	×
Finish Installing Driv	
Installation Completed.	Review
Default Printer KONICA MINOLTA C364SeriesPCL	
Added Printers KONICA MINOLTA C364SeriesPCL (192.168.1.20) KONICA MINOLTA C364SeriesPS (192.168.1.20) KONICA MINOLTA C364SeriesPS (192.168.1.20)	Rename Printer
KUNICA MINOLITA CSOTSEIRSFAA (192.106.1.20)	Property Print Setting
	Print Test page
Help	Finish

Sending data

- 1 Create data to be sent using application software.
- 2 From the [File] menu, select [Print].

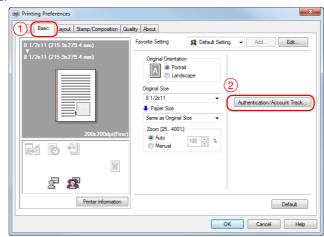


3 Select the fax driver of this machine, and click [Print].

General
Select Printer
KONICA MINOLTA C364SeriesFAX
KONICA MINOLTA C364SeriesPS
۲. F
Status: Ready Print to file Preferences Location: Comment: Find Printer
Page Range
All Number of copies: 1
Selection Current Page
Pages:
2 Print Cancel Apply

→ Clicking [Preferences] can change the setting of the printer driver as required.

→ If user authentication is enabled in this machine, specify the required data such as the user name and password.



- 4 Enter the destination [Name] and [FAX Number].
 - → To send data to more than one destination, repeat this step.
 - → Clicking [Add from Address Book] can retrieve the registered destinations of this machine.

Rec	cipients Entry		
Nar	me		
КК	KKKKKKK	ECM	
FAX	X Number	🔲 International Transmission Mode	
09	987654321	V.34 Mode	Segister To Phone Book
	Add Recipients	Add from Address Book	Add From Phone Book
Rea	cipient List		
	cipient List Name FAX Nun	nber Company N Department	ECM In Current Recipients 0/100
		nber Company N Department	ECM II Current Recipients 0/100
		nber Company N Department	Calleni, Heaplenis of 100
		nber Company N Department	Calleni, Heaplenis of 100
N		nber Company N Department	Calleni, Heaplenis of 100
N	Name FAX Nun		Delete From List
N	Name FAX Nun		Delete From List
	Name FAX Nun	m	Delete From List

5 Click [OK].

ransmission P					
Recipients Entry	(
Name					
		CM ECM			
FAX Number		📃 International Tran	smission Mode		
		V.34 Mode		🕹 Reg	ister <u>T</u> o Phone Book
Add R	ecipients	Add from Addr	ess Book	Ado	From Phone Book
Recipient List					
necipient List					1
Name	FAX Number	Company N	Department		Current Recipients 2/100
KKKKKKKK				On O	
JJJJJJJJ	1234567890				
				On O	Delete Holli Lis
				On O	
				On O	Decention by
					Deele Hull by
•		m		On O	Decembra
•					Delete Hulli Da
•		III FAX Cover Sha	eet.		
<	Details	FAX Cover She	eet		Default
	Details	FAX Cover She			

3.4 Copy Function

3

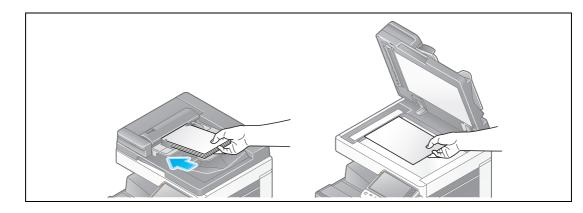
Basic operations

The following describes the basic operations to make a copy.

- 1 If user authentication is enabled, the login screen appears. Tap the keyboard icon, enter the required items, then tap [Login] or press **Access**.
 - → If IC card or biometric authentication is enabled, refer to page 3-60.

Documents stored in the ID & Print User Box can be printed upon successful authentication. Enter user name and password and then touch (Login) or press the ID) key.	Job List 12/16/2011 v 11:57 M Memory C
and password and then tolen [Login] or press the [LJ] key.	100% K == Public User Access
Access Basic Screen	1
User Name	
Password	c
	2 Login

2 Load the original.

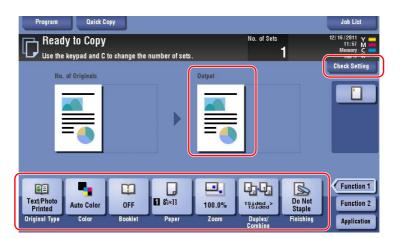


3 Tap [Copy].



Chapter 3

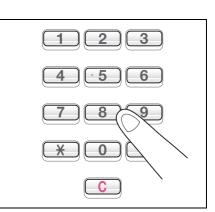
- → Check the output image configured as specified while viewing the output illustrations displayed on the Touch Panel.
- → Tapping [Check Setting] can check detailed settings.

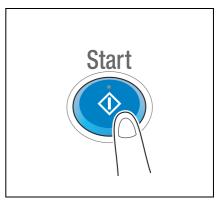


→ To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Original Type]	Specify the original type of the original.
[Color]	Specify the color to output an image.
[Density]	Adjust the copy density.
[Paper]	Specify the output paper.
[Zoom]	Specify the zoom ratio.
[Duplex/Combine]	Specify double-sided copying or combine copying.
[Finishing]	Configure the offset, punch, or staple setting for output paper.

5 Enter the number of copies using the keypad, and press the **Start** key.



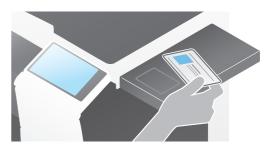


User authentication

You can perform authentication by user or group in this machine.

Installing optional units enables IC card or biometric authentication.

If IC card authentication is enabled, pass or place the IC card over or on the card reader of the authentication unit.



If biometric authentication is enabled, put your finger on the finger vein reader of the authentication unit.



3.5 Registering a destination

3.5.1 Registering an address book

The fax and scan-to-send functions can register the frequently used destinations as address books. This section explains an example to register an address book to which a fax is sent.

Using the Control Panel to register an address book

Select a destination type, and register destination information.

- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] [Create One-Touch Destination] [Address Book (Public)].
- 2 Select the type of the destination you want to register.

	Use the	menu buttons or keypad	i to make a	sele	ction.	
Bookmark	Utility	> Create One-Touch De	estination >	- Add	ress Book (Public)	
Display Keypad						
Utility	1	E-Mail		6	WebDAV	
One-Touch/ User Box Reg.	2	User Box				
•	3	Fax				
Create One-Touch Destination	4	PC (SMB)	_			
Address Book (Public)	5	FTP				
	12/16/20	11 11:07				Close

3 Tap [New].



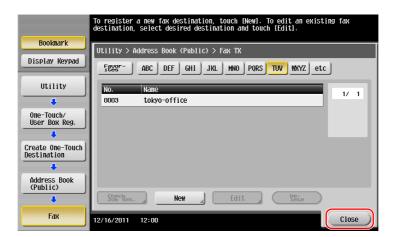
- 4 Enter the destination name you want to register.
 - → Tap [Name], and enter the destination name using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].

	Registered number is autonatically applied by touching [OK]. To specify a registered number, touch the No. button.
Bookmark	Utility > Fax > New
Display Keypad	
	No
Utility 🔥	1 - 2000
•	Name
Create One-Tour 2	Sort Character
Address Book	
(Public)	
+	Index etc
Fax	
+	
New	12/16/2011 11:59 Cancel OK

- → This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].
- → Entry items and the number of setting screens vary depending on the destination type. Use [↑] or [↓] to switch setting screens while entering the required items. For information on entry items, refer to page 3-66.
- 5 Enter the fax number.
 - → Use the keypad on the **Control Panel** to enter a fax number.

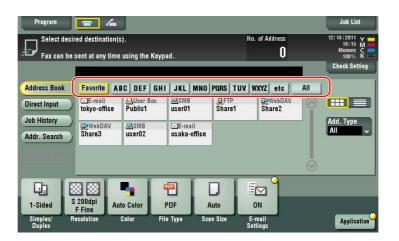
	Use the keypad to change fax number. Press ICl to delete fax number.
Bookmark	Utility > Fax > Edit
Display Keypad	Fax Number
Utility	← → Delete
•	
Create One-Touch Destination	Tone Pause -
+	Line Settings
Address Book (Public)	
+	
Fax	↑ 2/2 ↓ (2)
Edit	
	12/16/2011 12:00 Cancel OK

6 Tap [Close].



What is an index?

- This is used as an index of a registered destination. Tap the Index key to narrow down a target destination.
- If [Favorite] is selected as an index, the destination appears in the basic screen of the transmission screen after it has been registered in the address book; enabling the user to easily select a destination.



Using a computer to register a one-touch destination

In addition to using the **Control Panel**, address books can be registered from a computer using the utility software, **Web Connection**.

NOTICE

When using Internet Explorer in the IPv6 environment, you need to correct the hosts file in advance. For details, refer to the User's Guide CD.

- Check the IP address of this machine
 - → Tap [Utility], and select [Device Information]. Check that the IP address is displayed.
- For IPv4 environment

For IPv6 environment

Bookmark Display Keypad	Utility > Device Infor	nation		Bookmark Display Keypad	Utility > Device Info	mation	
DISPIDY Reypad	Function Version	Version 4		DISPIDY Reypad	Function Version	Version 4	
Utility				Utility			
+	IPv4 Address	192. 168. 1. 20		+	IPv4 Address	192. 168. 1. 20	
Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10ee		Device Information	IPv6 Address	2001:0db8:bd05:01d2:288a:1fc0:0001:10e	3
	12/16/2011 10:55		Close		12/16/2011 10:55		Close

- → If no IP address is displayed, you need to configure the network. For details, refer to the User's Guide CD.
- 2 Start a Web browser, enter the IP address of this machine into the URL field, then press the [Enter] key.
 - → For "http://192.168.1.20/", "192.168.1.20" is an IP address.
 - → If you use a Web browser other than Internet Explorer 6 in the IPv6 environment, enclose the IPv6 address in []. For example, if the IPv6 address of this machine is "fe80::220:6bff:fe10:2f16", type in "http://[fe80::220:6bff:fe10:2f16]/".



- → If the login screen appears, enter the required items, then click [Login].
- 3 Select [Store Address] and click [New Registration].



4 Select the type of the destination you want to register.

	A Public	o Login Screen
	< Ready to Scan	8
Information Job	Box Direct Print Store	
Address Book	New Registration	
▶ Group	C E-mail	
▶ Program	C FTP	
Temporary One-Touch	C SMB	
Subject	C WebDAV	
▶ Text	Fax	2
		OK Cancel

5 Enter the required information such as the name, fax number, and index.

	A Public	To Login Screen ?
	Ready to Scan	
	Ready to Print	8
	•	
Information Job	Box Direct Print	Address
► Address Book	Address Book (Fax)	
Group	No.	
Program	Use opening number	
Temporary One-Touch	 Direct Input 	
Subject	Name	
► Text	Index	
	Specify a keyword for address search a	ABC V
		Main
	Destination Information	
	Destination	
		(one-byte numeric, '#, '*', '-', 'T, 'P', 'E')
	Line Setting	No Selection V
	Communication Setting	Display
	Limiting Access to Destinations	
		Display
		OK Cancel

3.5.2 Information required to register a destination

The items to be entered or the number of screens required to register a destination vary depending on the transmission type. This section describes specific information required to register a destination. Tips

• Setting items that can generally be used with defaults are omitted in this table.

Item		Description		
[E-Mail]	[Name]	Enter the name of the destination to be registered as an address book.		
	[E-Mail Address]	Enter the E-mail address used as the destination.		
[User Box]	[Name]	Enter the name of the destination to be registered as an address book.		
	[User Box]	Select a User Box to be used as a destination.		
[Fax]	[Name]	Enter the name of the destination to be registered as an address book.		
	[Fax Number]	Enter the fax number of the destination.		
[PC (SMB)]	[Name]	Enter the name of the destination to be registered as an address book.		
	[User ID]	Enter the login name of the destination computer.		
	[Password]	Enter the password required to log in to the computer.		
	[Host Address]	Enter the computer name or IP address.Only uppercase letters are available for the computer name.		
	[File Path]	Enter the folder name to be used as the destina- tion.		
[FTP]	[Name]	Enter the name of the destination to be registered as an address book.		
	[Host Address]	Enter the address of the FTP server.		
	[File Path]	Enter the directory to be used as the destination.		
	[User ID]	Enter the user ID required to log in with FTP.		
	[Password]	Enter the password required to log in with FTP.		
[WebDAV]	[Name]	Enter the name of the destination to be registered as an address book.		
	[User ID]	Enter the user ID required to log in with WebDAV.		
	[Password]	Enter the password required to log in with Web-DAV.		
	[Host Address]	Enter the address of the WebDAV server.		
	[File Path]	Enter the directory to be used as the destination.		

Several address books can be registered as a group.

This function is useful when you have jobs involving sending data to specified members at periodic intervals.

Registering a new group

- 1 Tap [Utility], and select [One-Touch/ User Box Reg.] [Create One-Touch Destination] [Group].
- 2 Tap [New].

Bookmark	To register a new grou destination, select de	p destination, touch [Ne sired destination and to	w]. To edit an exis uch [Edit].	sting group
DOOKIIAI K	Utility > Scan/Fax >	Group		
Display Keypad				
	No. Name	NO.	of Destinations	1/ 1
Utility				
+				
One-Touch/ User Box Reg.				_
•				
Create One-Touch Destination				
Group	Charle			
	Check Job Set.	NewEdit	De- lete	
	12/16/2011 16:28			Close

- 3 Enter the destination name you want to register.
 - → Tap [Name], and enter the destination name using the displayed keyboard.
 - → For [Sort Character], enter the same name as [Name].

	Select item and enter setting.
Bookmark	No. of Destinations : 000
	Utility > Group > New
Display Keypad	
Utility (No
	Name
One-Touch/ (2)	Sort Character
User Box Reg.	Sort character
+	
Create One-Touch Destination	Index
+	
Group	
+	Check Program Settings
New	12/16/2011 16:28

→ This sets the appropriate index for the name, which you entered into [Name], to [Index]. To change the setting, tap [Index].

Chapter 3

4 Select destinations to be grouped.

Display and select the target address book on the destination selection screen. The following two methods can be used to search for a destination.

	Select item and enter setting.							
Dealmout	No. of Destinations : DOD							
Bookmark	Utility > Group > New							
Display Keypad	Select Group							
Utility								
+	Registered Address Shared Group							
One-Touch/ User Box Reg.								
+								
Create One-Touch Destination								
+	↑ 2/2 ¥							
Group								
+	Check Program Settings							
New	12/16/2011 16:29	Cancel OK						

 \rightarrow Search by index: Searches for the target destination name using an index.

	Soloct dostination	ns (up to 500) to	o bo romistorod	in the aroun				
	Select destinations (up to 500) to be registered in the group.							
Poolmark	Bookmark No. of Destinations : 000							
BUUKIIAFK	Utility > New > Select Group							
Display Keypad	Index Registration Number							
Utility								
•	Favor- ABC	DEF GHI JA	L MNO PORS	TUV WXYZ etc	:			
Create One-Touch Destination	Maddr. tokyo-office	SBOX Public1	■PC (SMB) user01	FTP Share1	1/ 1			
+								
Group	₩ebDAV Share2	<mark>⊫</mark> ₩ebDAV Share3	■PC (SMB) User02	Saka-Office				
+								
New								
+								
Select Group	12/16/2011 16:29	7			OK			

→ Search by registration number: Searches for the target destination using a registration number.

	Select destinations (up to 500) to be registered in the group.								
Destaurt	No. of Destinations : 000								
Bookmark	Utility > New > Select Group								
Display Keypad	Index	Index Registration Number							
Utility			7 T	T.					
•	← <mark>0 - 0100</mark>	0 - 0200 -	0300 - 0400	- 0500 -	0600 →				
Create One-Touch Destination	⊠0001 tokyo-office	1≱0002 Public1	©0003 tokyo-office	©0004 user01	1/ 1				
+					_				
Group	#0005 Share1	🝺0006 Share2	🝺0007 Share3	0008 user02					
+									
New	⊠0009 osaka-office								
÷									
Select Group	12/16/2011 16:29	7			ОК				

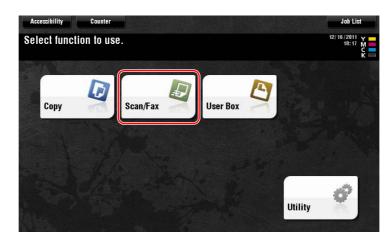
5 Repeat Step 4 until you select all address books to be grouped.

3.5.4 Retrieving a registered destination

Retrieve an address book or group to specify it as a destination to which data is sent.

Retrieving a destination

1 Tap [Scan/Fax].



The destinations, which are categorized into [Favorite] when registering indexes, are displayed on the basic screen.

	ed destinatior sent at any tim	i(s). ne using the Ke	ypad.		No. of Address O	12/16/2011 y 16:30 N Memory C 100% K Check Settin
Address Book	Favorite /	ABC DEF G	HI JKL I	MNO PORS TU	IV WXYZ etc	All
Direct Input	⊡E-mail tokyo-office	BUser Box Public1	LSMB user01	EFTP Share1	Share2	
Job History Addr. Search	WebDAV Share3	SMB user02	⊡E-mai osaka-o			Add. Type All
						\otimes
		9 [•	DI		
1-Sided S	200dpi A	uto Color	PDF	Auto	ON	

2 Narrow down destinations using index and address type.

Program		4					Job List
	ired destinatio	on(s). ime using the	Koynod		No. of A	ddress	12/16/2011 Y 16:33 M Memory C 100% K
		nne using the	кеурац.				Check Setting
Address Book	Favorite	ABC DEF	GHI JKL	MNO PORS	TUV WXYZ	etc All	
Direct Input Job History) ⊡E-mail tokyo-offic	e tokyo-off	ice user01			2	Add. Type
Addr. Search							
						\odot	
the second se		-	-			9	
1-Sided	S 200dpi F Fine	Auto Color	PDF	Auto	ON		
Simplex/ Duplex	Resolution	Color	File Type	Scan Size	E-mail Settings	_	Application

3

Program 🔄 💳				Joh List
Select desired de	stination(s).		No. of Address	12/16/2011 Y 16:34 M
Fax can be sent a	t any time using the	e Kevpad.	0	Memory C 100% K
	, ,			Check Setting
Address Book Fav	orite ABC DEF	GHI JKL MNO PQ	RS TUV WXYZ etc	All
	mail			
Job History	o-office	3		
		3		Add. Type
Addr. Search		All	😻 Group	i≣ Fax
			- croup	
		🖾 E-mail	📇 Box	🚐 SMB
	al 📭	E FTP	💷 WebDAV	
0.0004				
		PDr Auto	UN	
1-Sided F Fine Simplex/ Resoluti		File Type Scan S	ize E-mail	

Program		4					Job List
	red destinati sent at anv t	on(s). ime using the	Kevnad.		No. of Addres	s]	12/16/2011 Y 16:34 M Memory C 100% K
							Check Setting
Address Book Direct Input Job History Addr. Search	Favorite	\neg	<u>GHI JKL </u>	MNO PORS T	UV WXYZ eta		Add. Type E-mail
	200dpi F Fine	Auto Color	PDF	Auto			
	esolution	Color	File Type	Scan Size	E-mail Settings		Application

Specifying a destination

In addition to retrieving a registered destination, a destination can be specified in various methods.

Direct Input	Directly enter a destination using the keyboard screen or keypad.
Job History	Specify a target destination in the job history (latest five destinations) on the scan/fax screen.
Search	Retrieves destination candidates by the prefix search function using the name (registered destination name) or address (fax number, E- mail address, or computer name). This function is convenient when there are too many registered destinations.

Reference

For details, refer to the User's Guide CD.



3.6 Using a USB memory device

3.6.1 Printing data in a USB memory device

Data saved in the USB memory device can be printed. This function is useful when printing data created on a computer that is not connected to the network.

Available USB memory device

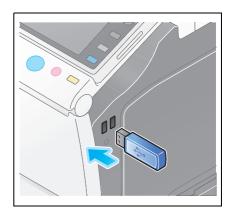
- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- The recommended memory size is 2GB.

Available printing file types

- PDF, Compact PDF, JPEG, TIFF, XPS, Compact XPS, OpenXML (.docx/.xlsx/.pptx), and PPML (.zip)
- Other file types are not supported on this machine.

Printing data

1 Connect a USB memory device to this machine.



NOTICE

Do not insert the USB memory device into the USB port close to the rear panel of this machine. Do not use a USB device other than a flash-memory device.

Program Information External Mem	Quick C		- m	-	-	ol	b List
External I		Print a do	cument from I Memory.	Save a do External I		Save Ext. Memory Doc. in User Box	J
Uriginal lype	Color	-Booklet	Paper	Zoom	Duplex/ Combine	Finishing	ок

2 Select data to be printed, and tap [Print].



					Job Lis	t
Touch [Save] select docum File Type	ient(s) and the	nent in External Memory. Oth n select the desired function. :/ JPEG/ TIFF/ XPS/ OOXML/ F		2	Memory	Y M C K
		Ext. Memory				
	File Path	/Documents		#		
3	Date ↓	Name				
	07/28	sample.pdf			Details	
System	10/15	document.pdf			4)	
	10:24	2-23-d.TIF			Print	
					Send	
					Other	
					Delete	
				\odot		
		T	op 🚖 Open	\supset		

3 Check print settings.



4 Press the **Start** key.

NOTICE

Do not disconnect the USB memory device during data printing.



3.6.2 Saving the scanned data in the USB memory device (External memory)

The data scanned on this machine can be saved to the USB memory device, so it is convenient when printing data created on a computer that is not connected to the network.

Available USB memory device

- Compatible with USB version 2.0/1.1 interface
- Formatted in FAT32
- Without security function added, or with security function that can be turned off as required
- The recommended memory size is 2GB.

Specifying functions to be permitted for external memory

Change the settings to save documents in the USB memory device.

1 Tap [Utility], and select [Administrator Settings] - [System Settings] - [User Box Settings].

	Use the menu buttons or keypad to make a selection.
Bookmark	Administrator Settings > System Settings
Display Keypad	1/3 * <u>«Back</u> <u>59ra</u> ») #
Utility	1 Bouer Sup Settings 6 Restrict User Access
Administrator Settings	2 Output Settings 7 Expert Adjustment
•	3 Date/Time Settings 8 List/Counter
System Settings	4 Daylight Saving Time 9 Reset Settings
	5 Weekly Timer Settings 0 User Box Settings
	12/16/2011 16:41 Close

2 Tap [External Memory Functional Settings].



3 Select [Save Document] and [ON]. Tap [OK].

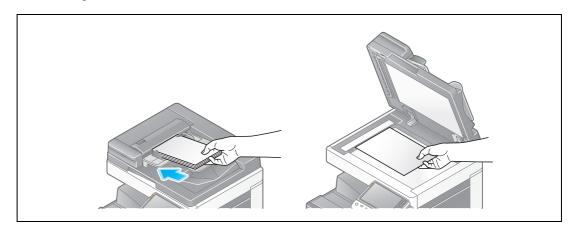
	Specify setting for selected item.		
Bookmark	Tinistrator Settings > User Box S	ettings > External	. Nemory
Display Keypad			2 Job Setting
Utility	Save Document	ON	
•	Print Document	ON	ON
Administrator Settings	External Memory Document	ON	OFF
—			
System Settings			
User Box			
Settings			3
External Memory Function Settings	12/16/2011 16:42		ОК

Reference

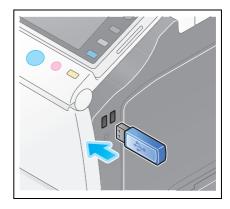
For information on the default administrator password, refer to the [Quick Assist Guide].

Saving data in the USB memory device

1 Load the original.

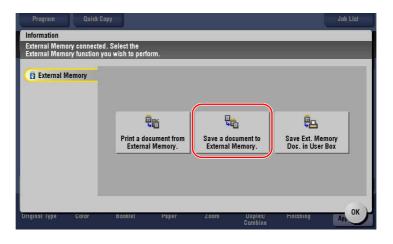


2 Connect a USB memory device to this machine.



NOTICE

Do not insert the USB memory device into the USB port close to the rear panel of this machine. Do not use a USB device other than a flash-memory device.



3 Check the file name.

	Job List
Press [Start] key to begin saving. You can change the Document Name.	12/16/2011 Y 16:45 M Memory C 0% K
Previous	Check Setting
System External Memory	
Filename SKMBT_C36411121616440	
1-Sided S 200dpi F Fine Auto Color PDF Auto	
Simplex/ Resolution Color File Type Scan Size Dunlex	Application

- 4 If necessary, check the setting to save data.
 - → Tap [Check Setting] to check the setting.
 - \rightarrow To change a file name, tap the keyboard icon.

	Joh List
Press [Start] key to begin saving. You can change the Document Name.	12/16/2011 Y 16:45 M Memory C
Previous	Check Setting
System External Memory	
Filename SKMBT C36411121616440	
_	
1-Sided S 200dpi Auto Color PDE Auto	
Simplex/ Resolution Color File Type Scan Size	Application

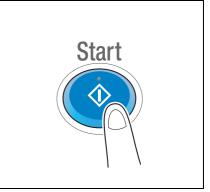
- → You can also check the setting using the keys displayed on the **Touch Panel**.
- → To change the setting, tap the desired key on the **Touch Panel**.

Settings	Description
[Simplex/Duplex]	Select whether to scan one or both sides of the original.
[Resolution]	Specify the scanning resolution.
[Color]	Select whether to scan the original in color or black and white mode.
[File Type]	Select the type of the file to save scanned data.
[Scan Size]	Specify the size of the original to be scanned.

5 Press the Start key.

NOTICE

Do not disconnect the USB memory device during data saving.



This manual downloaded from http://www.manualowl.com

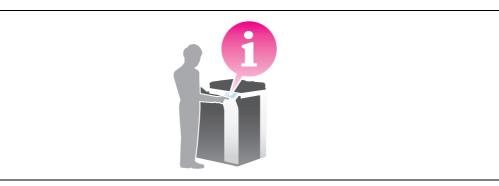
3.7 Using the guidance function

3.7.1 Guidance screen

3

This machine provides the guidance function to display the description of a function on the screen and view an operation procedure with moving images.

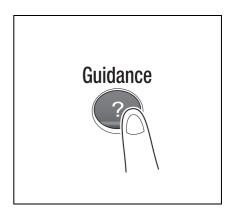
If you have any questions during operation, try to use this guidance function.



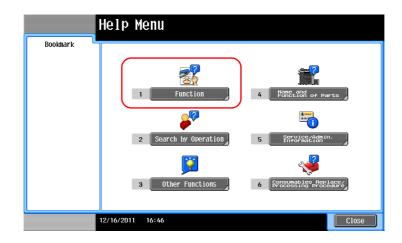
Getting help on the currently displayed screen:

Select [Function] on the Help Menu to display the guidance screen.

1 Press the **Guidance** key.



2 Select a menu.



3 Narrow down the information you want to know.

	Select a function using the keypad
Bookmark	Help > Search by Function
Help Menu	Keypad No.
+	1 Copy Open
Function	2 Scan/Fax Open
	3 User Box Open
	4 Job List Open
	5 Print Open
	6 Customize Open
	7 Web Browser Open
L	
	12/16/2011 16:46 Exit To Menu Close

Bookmark	Print a high quality color, monochrome or are also available t	document in high in single color n p reduce your cost	performance. You ode. Various appl and to increase	can print in lication functions your efficiency.	
	Function > Copy				
Help Menu	Keypad No.				_
+	1 Basic			. Open)
Function	2 No. of	Driginals		Open	
+	3 Quality			Open	
Сору	4 Edit Co	lor		Open	
	5 Layout			Open	
	6 Tailori	ng		Open	
	7 Stamp/C	omposition		Open	
	8 Copy Se	curity		Open	
	9 Other			Open	
	12/16/2011 16:46		Exit	To Menu Close	

Bookmark	Select a function using the keypad Function > Copy > Basic
Help Menu	Keypad No.
+	1 Color (Open)
Function	2 Density Open
+	3 Original Type
Сору	4 Paper Open
+	5 Zoon Open
Basic Settings	6 Duplex/Combine Open
	7 Finishing Open
	12/16/2011 16:46 Exit To Menu Close

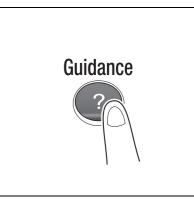
	Describes functions
Bookmark	Function > Basic > Color
Help Menu	喿 Color
Function Copy	You can select the color mode for Copy output. Auto Color: The MFP determines whether the scanned document is in color or black and white and automatically sets the color mode to Full Color or Black. Full Color: Copies are printed in full color. Black: Copies are printed in black and white. 2 Color: The colored areas are printed using the specified color and the black area is printed using black. Single Color: Copies are printed using a single specified color.
Basic Settings	
	12/16/2011 16:46 Exit To Menu Close

Name	Description
[Exit]	Returns to the main menu.
[To Menu]	Returns to the Help Menu.
[Close]	Returns to the preceding screen.

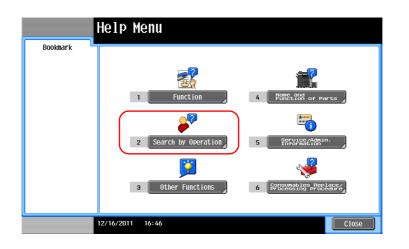
Getting help on the desired function or procedure:

Open the Help Menu, and select a menu depending on an objective to display the guidance screen.

1 Press the **Guidance** key.



2 Select a menu.



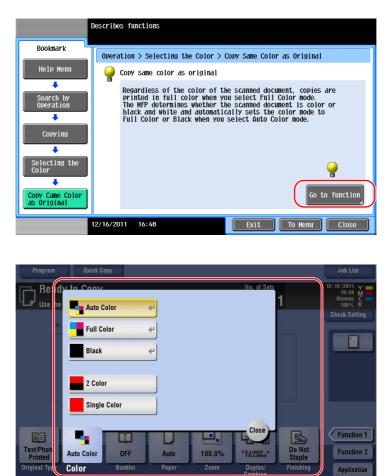
3 Narrow down the information you want to know.

	Select oper	ation using the keypad.			
Bookmark Help Henu Search by Operation	Help > S Keypad I 1 2 3 4 5 6	earch by Operation Copying Sending Receiving Using the User Box Checking a Job Replace consumables.			Open , Open , Open , Open , Open , Open ,
	12/16/2011	16:47	Exit	To Menu	Close

	Select a fu	nction using the keypad			
Bookmark	Operation	I ≻ Copying			
Help Menu	Keypad N	0.			
+	1	Selecting the Color			Open
Search by Operation	2	Copying Special Document	5		Open
+	3	Reducing paper usage			Open
Copying	4	Improving the Finishing			Open
	5	Improving the Look of th	e Image		Open
	6	Making Distribution Easi	er		Open
	7	Making Filing Easier			Open
	8	Applying Stamps			Open
	9	Using Convenient Functio	ns		Open
	12/16/2011	16:48	Exit	To Menu	Close

	Select a fun	ction using the keypad			
Bookmark Help Menu	Operation	> Copying > Selecting th	e Color		
Search by	Keypad No 1	o. Copy same color as origi	nal	Open	
Operation	2	Copying in Desired Color Copy with reversed color		Open Open	
Copy ing	4	Apply a color to the bac	kground	Open	
Selecting the Color					
l	12/16/2011	16:48	Exit	To Menu Close	

4 Tapping [Go to function] opens the setting screen of a target function, enabling you to configure the settings immediately.



Help Menu list

The Help Menu provides the following information:

Name	Description
[Function]	Tap this button to display the guidance menu that has been sorted according to the function names to be displayed on the screen.
[Search by Operation]	Tap this button to display operation examples and explanations of this machine sorted by function.
[Other Functions]	Tap this button to display the guidance menu of the functions and settings that make it easier to use this machine.
[Name and Function of Parts]	Tap this button to check the name or function of each part of this machine.
[Service/Admin. Informa- tion]	Tap this button to display the service or administrator information, administrator name, extension number, and E-mail address.
[Consumables Replace/ Processing Procedure]	Tap this button to check the consumables replacement or punch scrapping procedure with moving images.

Advanced Functions

4 Advanced Functions

4.1 Using advanced functions

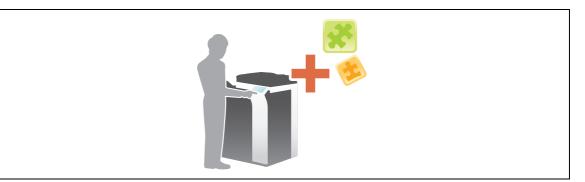
4.1.1 What are advanced functions?

Various functions for further enhancement of the MFP operability are expressed as advanced functions in this manual.

This machine provides the following advanced functions.

Tips

• To use an advanced function, you need to register **i-Option** or associate with the **PageScope My Panel Manager** application.



Name	Description
PDF processing	You can configure the required settings when converting scanned data to a PDF file. • This requires the registration of i-Option LK-102 v3 .
Voice Guidance	 You can use the voice guidance in order to assist operations or prevent the machine from operating incorrectly. This requires the registration of i-Option LK-104 v3.
Searchable PDF	 You can convert the scanned data to a searchable PDF file. This requires the registration of i-Option LK-105 v3.
Web Browser	 You can use the Web browser on the Touch Panel of this machine. You can access contents on the Internet or intranet. This requires the registration of i-Option LK-101 v3.
My Panel	 You can customize the control panel display of this machine for each user. This requires the association with PageScope My Panel Manager.
My Address	 You can use the address book for personal use (My Address Book). This requires the association with PageScope My Panel Manager.

In addition, this machine supports advanced functions such as the barcode font, unicode font, and OCR font. For details, refer to the User's Guide CD.

4.1.2 Association with application

To use the My Panel or My Address function, you need to purchase **PageScope My Panel Manager** and enable the target function in the application side.

For details on how to enable such a function, refer to the **PageScope My Panel Manager** User's Guide. Tips

• The Upgrade Kit UK-204 is required to use PageScope My Panel Manager.

Chapter 4

Advanced Functions

4.1.3 Registering the i-Option license

To add an optional function to this machine, you need to purchase **i-Option** and register its license. Tips

• The Upgrade Kit UK-204 is required to use i-Option.

For details on how to purchase or install an optional unit, contact your service representative.

Preparation flow

The following describes a preparation flow to use advanced functions. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- 1 Registering the i-Option license (Administrator)
 - → Register the option license on a dedicated Web site. For details, refer to page 4-4.
- 2 Enabling the **i-Option** function (Administrator)
 - → Enter the license code to enable the function. For details, refer to page 4-6.
- 3 Configuring each function (Administrator)

Configure the required settings for each advanced function. For details, refer to page 4-7.

Reference

For details on the procedure, refer to the User's Guide CD.

Registering the i-Option license

Register the request code and the contents of the token certificate on the Web site of the License Management Server (LMS).

- 1 Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Get Request Code].
 - → For information on the default administrator password, refer to the [Quick Assist Guide].

	Use the menu buttons or keypad to make a selection.
Bookmark	Administrator Settings > License Settings
Display Keypad	1 Get Request Code
Utility	2 Install License
Administrator Settings	
License Settings	4 List of Enabled Functions
	12/16/2011 16:48 Close

2 Tap [Yes] and [OK].

	Do you want to get a Request Code?
Bookmark	
Display Keypad	
Utility	
+	
Administrator Settings	
+	
License Settings	
+	(1)
Get Request Code	
	Yes No 2
	12/16/2011 16:49 OK

- 3 Tapping [Print] prints the serial number and request code.
 - → Prepare at hand the printed serial number, request code, and token certificate supplied with i-Option.

4

4-4

- 4 Access the Web site of the License Management Server (LMS). Enter the [MFP Serial Number], then click [Next].
 - \rightarrow The URL is described in the token certificate.



5 Enter the [Token Number], select the option you want to register from the [Product Description] list, then click [Add].



6 Click [Next].

		oduct attestation	Language E	nglish 💌
C Logout)	Token Number (20) * Product Description * [+Option LK-101		Activale Informat	on)
MFP	Token Number	Product Description	Del	
	UKAN-CERN-SHIPO HIRA BRAR	I-Option LK-102 v3	DEL	
Notification	Konca menolita Business technologies, Inc. Al	. Rights Reserved.		

7 Enter the [MFP Serial Number] and [Request Code], then click [Generate License Code].

	Languag Generale License Code Repair License Code Product attestation	e English 👱
KONICA MINOLTA	Confirm Information	
Logout	MEP Serial Number	
MFP	2 Comerate License Code Code	
	Token Number Product Description -Option LK-102 v3	
Notification	KONIDA MINULTA BUSINESS TECHNOLOGIES, INC. ALL Fights Peserved.	

8 The license code and function code are issued.

	Generate License · Repair License C		Language English de in LMS
KONICA MINOLTA	License C	Code and Serial Number	
C Logout	You have successfully o Please save all informat	enerated a License Code. ion for future use.	
	MFP Serial Number	KU1 100 10000 14	
MFP	License Code:	PageScope Web Connection) (To enable via MFP)	
Notification	Function Code	Product Description i-Option LK-102 v3	
	8	Download Derint Go to Main Menu	
	KONICA MINOLTA BUSINES	S TECHNOLOGIES, INC. ALL Rights Reserved.	

Tips

• The issued license code and function code are required to enable **i-Option**. You should write them down on a memo pad, etc.

Enabling the i-Option function

Register the license and function codes in this machine.

- 1 Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Install License].
 - → For information on the default administrator password, refer to the [Quick Assist Guide].

	Use the menu	buttons or keypad to make a selection.	
Bookmark	Administrat	or Settings > License Settings > Install License	
Display Keypad			
Utility		Function/License Code	
Administrator	2	Token Code	
Settings			
License Settings			
Install License			
	12/16/2011	16:49	Close

2 Enter the license and function codes you wrote down.



3 Select [Yes], then tap [OK].

Bookmark	Do you want to	enable the following functions?
Display Keypad	Functions	VGYU
Utility	License Code	\$2345-6789U-GHJKL-87654-J6543-E2987
Administrator Settings		
Install License	1	
+		Yes No 2
Function/ License Code	12/16/2011 16:56	ОК

This machine restarts automatically.

Configuring each function

Configure the required settings for each advanced function.

Reference

For details on the required setting items for each advanced function, refer to the User's Guide CD.

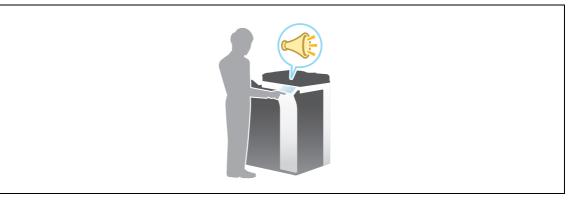
Advanced Functions

4.2 Using the Voice Guidance

4.2.1 Required Settings and Procedures

Using the voice guidance, you can confirm explanations of screens, keys, and key-related operations by voice.

The voice guidance is available on the Enlarge Display screen, Guidance screen, and Accessibility Settings screen, and useful to assist operations or prevent this machine from operating incorrectly.



Tips

- The Upgrade Kit UK-204 is required to use the voice guidance.
- You need to purchase i-Option LK-104 v3 and register its license.
- You need to install the Local Interface Kit EK-606 on this machine.
- To use the voice guidance, administrator settings are required in advance.

Preparation flow

The following describes a preparation flow to use the voice guidance. For details, refer to the relevant page. This preparation is not required the second time or subsequent times.

- **1** Enabling the voice guidance function (Administrator)
 - → Enter the voice guidance of the machine side to enable its function. For details, refer to page 4-9.
- 2 Specifying the volume and speed
 - → Specify the volume or speed to read out. For details, refer to page 4-10.

Operation flow

The following describes an operation flow. For details, refer to page 4-11.

- 1 Starting the voice guidance
- 2 Playing the voice guidance
 - → Move the voice cursor to operate the voice guidance.
- 3 Ending the voice guidance



Enabling the voice guidance function

Register the function and license codes in this machine.

Then, configure settings to start the voice guidance.

- 1 Enable the i-Option function. Tap [Utility], and select [Administrator Settings] [Forward] [License Settings] [Install License].
 - → For information on the default administrator password, refer to the [Quick Assist Guide].



2 Enter the license and function codes you wrote down.

Bookmark	Select function(s) you wish to enable, and then enter the License Code. When finished, touch [Instal]].
DUUKIIAFK	Administrator Settings > Install License > Function/License Code
Display Keypad	Function Code
Utility 2	License Code \$2345-6789U-GHJKL-87654-J6543-E2987
Administrator Settings	
License Settings	
↓ Install License	3
Function/	Install
License Code	12/16/2011 16:56 Close

3 Select [Yes], then tap [OK].

Bookmark	Do you want to	enable the following functions?
Display Keypad	Functions	VGYU
Utility	License Code	\$2345-6789U-GHJKL-87654-J6543-E2987
Administrator Settings		
License Settings		
+	(1)	
Install License		Yes No 2
Function/ License Code	12/16/2011 16:56	ОК

This machine restarts automatically.

4 Enable the voice guidance. Tap [Utility], and select [Administrator Settings] - [Forward].

	Specify sett	ting for selected item.		
Bookmark	Utility > A	Administrator Settings > 4	Joice Guidance Set1	tings
Display Keypad				Tab. Catting
Utility	Vc	pice Guidance	Yes 2	Job Setting
Administrator Settings				No
Voice Guidance Setting				
				3
	12/16/2011	17:35		ОК

Specifying the volume and speed

Specify the volume or speed to read out.

1 Tap [Accessibility], and select [↑] - [Voice Guidance Settings].

	Select item and change the setting.	
	Voice Guidance Settings	
1	Yes No	
0	Volume	5
(2)	Voice Speed	Std.
		3
		ОК

- 2 Specify the volume or speed.
 - → [Volume]: Use [Higher] or [Lower] to adjust the volume.

₽ [®] ^	Specify volume.
Volu	ne
	0 1 2 3 4 5 6 7 8 9
	Lower Higher
	ОК

→ [Voice Speed]: Select the speed to read out.

Specify a voice playback speed.	
Voice Speed	
Slower Std.	Faster
	ОК

Operating the voice guidance

1 Press **Voice Guide** on the screen that supports the voice guidance.

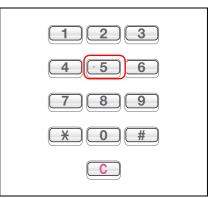


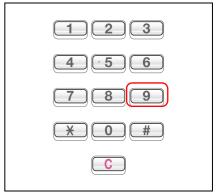
- → The following screens support the voice guidance.
 - Enlarge Display screen
 - Guidance screen
 - Accessibility Settings screen

You will hear a voice to announce the start of the voice guidance, and the blue-frame voice cursor will be displayed.

Basic Original/Density			
Paper	¥ 🔊 🌏		
Auto Paper Select	Finishing		
Combine			
1 + 1			
	Auto Image Rotation		
	Paper		

- 2 Use the keypad to operate the voice guidance.
 - → For information on the keypad operations, refer to page 4-13.
 - → Position the voice cursor at the key you want to hear the guidance for.
- 123 456 789 ×0# C









→ Reading out starts.

3 Press Voice Guide to end the voice guidance.

Chapter 4

Advanced Functions

Keypad operations for voice guidance

For the voice guidance, use the keypad to perform various operations.

Key	Description
0	Reads out the explanation of a function assigned to each key.
1	Reads out the explanation of the currently displayed screen.
2	Reads out the setting items configured by the currently displayed function. (Available only in copy or scan/fax mode on the Enlarge Display screen)
3	Stops the currently replayed voice guidance.
4	Moves the voice cursor to the left.
5	Determines the position of the voice cursor.
6	Moves the voice cursor to the right.
7	Reads out the setting items configured by the currently displayed function. (Available only in copy or scan/fax mode on the Enlarge Display screen)
8	Reads out the previously read-out information again.
9	Reads out the currently selected key.
#	Turns up the volume by one level.The volume can be adjusted at any time while using the voice guidance.
*	Turns down the volume by one level.The volume can be adjusted at any time while using the voice guidance.



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