



KONICA MINOLTA

The essentials of imaging



# **bizhub 501/421/361**

Quick Guide  
(Copy/Print/Fax/Scan/Box Operations)



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## Introduction



# 1 Introduction

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

For details on various functions, and descriptions on the trademarks and copyrights, refer to the user manuals on the user manual DVD.

In order to operate the machine safely and properly, be sure to read the safety information on page 1-4 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 Energy Star®



As an ENERGY STAR® Partner, we have determined that 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.

## 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.



### Note

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

### Warning and precaution symbols

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

#### **WARNING**

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

#### **CAUTION**

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

### Meaning of symbols

Symbol	Meaning	Example	Meaning
	A triangle indicates a danger against which you should take precaution.		This symbol warns against possible causes of burns.
	A diagonal line indicates a prohibited course of action.		This symbol warns against dismantling the device.
	A solid circle indicates an imperative course of action.		This symbol indicates you must unplug the device.

### Disassemble and modification

#### **WARNING**

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

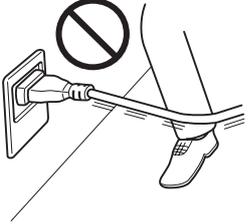
Warning	Symbol
<ul style="list-style-type: none"> <li>Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	

## Power cord

**⚠ WARNING**

**Ignoring these warnings could cause serious injury or even death.**

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	 

## Power source

**⚠ WARNING**

**Ignoring these warnings could cause serious injury or even death.**

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock.</li> </ul>	
<ul style="list-style-type: none"> <li>Connect power plug directly into wall outlet having the same configuration as the plug. Use of an adapter leads to the product connecting to inadequate power supply (voltage, current capacity, grounding), and may result in fire or shock. If proper wall outlet is not available, the customer shall ask qualified electrician for the installation.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not use a multiple outlet adapter nor an extension cord in principle. Use of an adapter or an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.</li> </ul>	
<ul style="list-style-type: none"> <li>Consult your authorized service representative before connecting other equipment on the same wall outlet. Overload could result in a fire.</li> </ul>	

**⚠ CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>The outlet must be near the equipment and easily accessible. Otherwise you can not pull out the power plug when an emergency occurs.</li> </ul>	

## Power plug

### **WARNING**

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.</li> </ul>	
<ul style="list-style-type: none"> <li>Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.</li> </ul>	

### **CAUTION**

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Do not tug the power cord when unplugging. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	

## Grounding

### **WARNING**

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

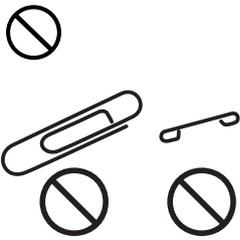
Warning	Symbol
<ul style="list-style-type: none"> <li>Connect the power cord to an electrical outlet that is equipped with a grounding terminal.</li> </ul>	

## Installation

### **WARNING**

**Ignoring these warnings could cause serious injury or even death.**

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>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.</li> </ul>	

### **CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not use flammable sprays, liquids, or gases near this product, as a fire could result.</li> </ul>	

## Ventilation

### **CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals.</li> </ul>	

## Actions in response to troubles

### **WARNING**

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	

### **CAUTION**

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>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.</li> </ul>	

## Consumables

### **WARNING**

Ignoring these warnings could cause serious injury or even death.

→ Do not ignore these safety advices.

Warning	Symbol
<ul style="list-style-type: none"> <li>Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.</li> </ul>	

### **CAUTION**

Ignoring this cautions could cause injury or damage to property.

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health.</li> </ul>	
<ul style="list-style-type: none"> <li>Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.</li> </ul>	

**When moving the machine**** CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>When moving this product, always hold it by the locations specified in the user manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction.</li> </ul>	

**Before successive holidays**

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

** CAUTION**

**Ignoring this cautions could cause injury or damage to property.**

→ Do not ignore these safety advices.

Caution	Symbol
<ul style="list-style-type: none"> <li>Unplug the product when you will not use the product for long periods of time.</li> </ul>	

## 1.3 Regulation notices

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

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

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

This device must be used with a shielded network 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.

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

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

### User Instructions FCC Part 15 - Radio Frequency Devices (for U.S.A. users)

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 network 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

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### WARNING

**Interference with radio communications:**

- 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 network cable. The use of non-shielded cables is likely to result in interference with radio communications and is prohibited under CISPR rules and local rules.

---

### Laser safety

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

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

Specification	
Maximum average radiation power	bizhub 421/361: 7.7 $\mu$ W at the laser aperture of the print head unit  bizhub 501: 11.6 $\mu$ W at the laser aperture of the print head unit
Wavelength	775-800 nm

## WARNING

**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 1-13 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

## CAUTION

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

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

### For European users

## CAUTION

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

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

### For Denmark users

## ADVARSEL

**Dette er en halvlederlaser.**

- Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC 60825 sikkerheds kravene.

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

**For Finland, Sweden users**

LOUKAN 1 LASERLAITE  
KLASS 1 LASER APPARAT

** VAROITUS**

**Tämä on puolijohdelaser.**

- Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

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

** VARNING**

**Det här är en halvledarlasers.**

- 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 halvledarlasers. Den maximala effekten för laserdioden är 30 mW och våglängden är 775-800 nm.

** VAROITUS**

**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!**

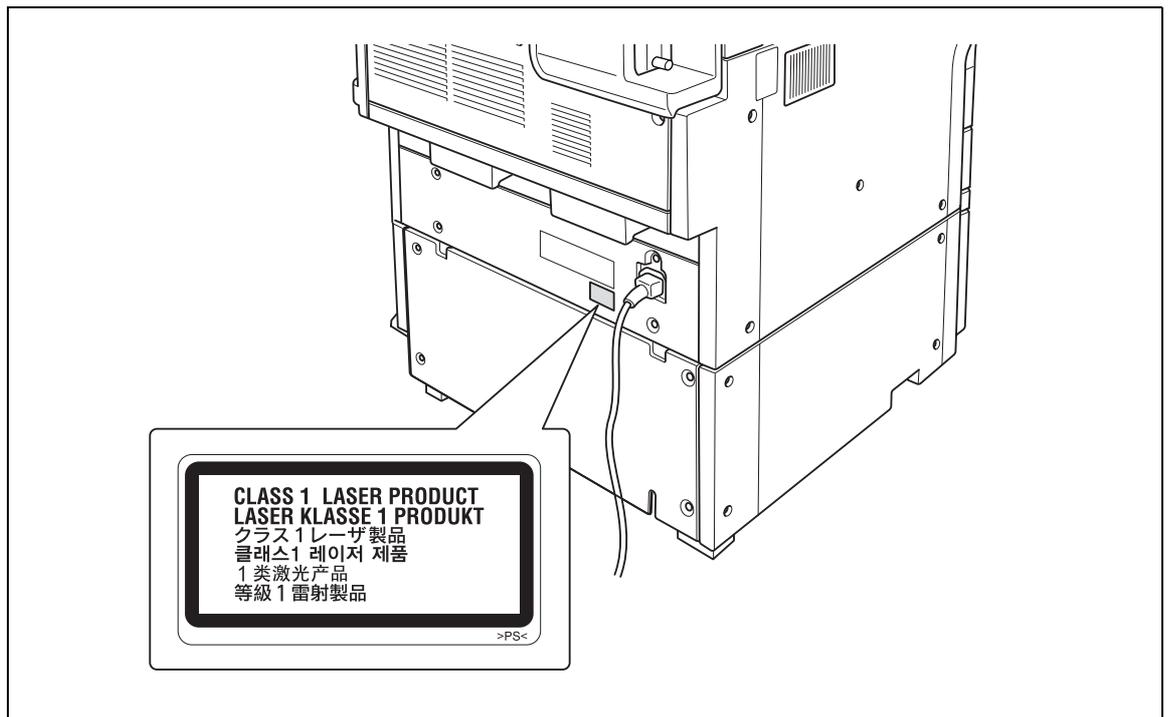
**Dette en halvleder laser.**

- Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for usynlig laserstrålning som overskrider grensen for laser klass 1.

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

**Laser safety label**

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



## Ozone release

### CAUTION

#### 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 well ventilated.

### ATTENTION

#### 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 environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce où se trouve l'appareil.

#### Acoustic noise (for European users only)

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

#### For EU member states only

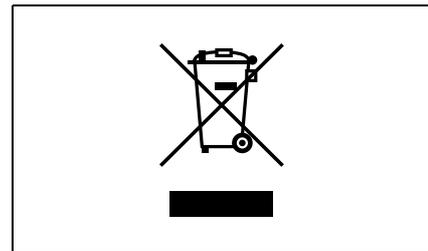
This symbol means: Do not dispose of this product together with your household waste!

Please refer to the information of your local community or contact our dealers regarding 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.

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

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



### 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 misfeeds are performed.

**⚠ CAUTION** Beside the right hinge of the ADF

**DO NOT INSERT your finger into the two ADF hinge portions; otherwise you may be injured.**

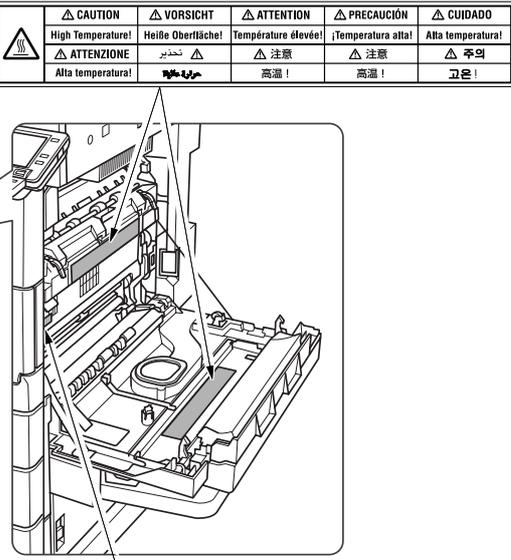


⚠ CAUTION  
⚠ ATTENTION  
⚠ VORSICHT  
⚠ PRECAUCIÓN  
⚠ 注意  
⚠ ATTENZIONE  
⚠ 주의  
⚠ تحذير

**⚠ CAUTION**

**The fixing unit is very hot. To avoid getting burned DO NOT TOUCH.**

⚠ CAUTION	⚠ VORSICHT	⚠ ATTENTION	⚠ PRECAUCIÓN	⚠ CUIDADO
High Temperature!	Heiße Oberfläche!	Température élevée!	¡Temperatura alta!	Alta temperatura!
⚠ ATTENZIONE	⚠ تحذير	⚠ 注意	⚠ 注意	⚠ 주의
Alta temperatura!	⚠ حرارة عالية	⚠ 高温!	⚠ 高温!	⚠ 고온!



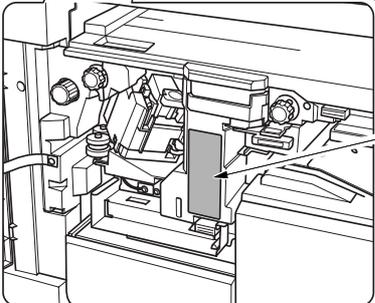
⚠ 高圧注意  
HIGH VOLTAGE  
>PET<

**⚠ WARNING**

**This area generates high voltage. If touched, electrical shock may occur. DO NOT TOUCH!**

**⚠ CAUTION**

**The area opened by the conveyance lever is very hot. To avoid getting burned DO NOT TOUCH.**



Finisher FS-522

⚠ CAUTION  
⚠ VORSICHT  
⚠ ATTENTION  
⚠ PRECAUCIÓN  
⚠ ATTENZIONE  
⚠ CUIDADO  
⚠ 注意  
⚠ 주의  
⚠ تحذير

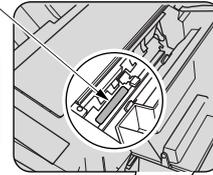


⚠



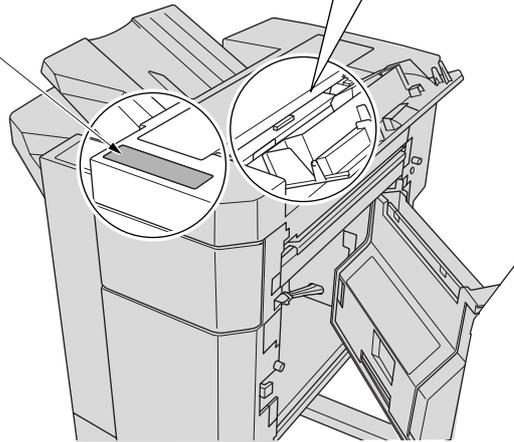
## CAUTION

This area is very hot.  
To avoid getting burned  
**DO NOT TOUCH.**



## CAUTION

To avoid injury, **DO NOT** put your hand on the top of the printed sheets. Be sure to hold both sides of the printed sheets when removing them, and **DO NOT** leave your hand on the printed sheets while the tray 2 (primary output tray) goes up.



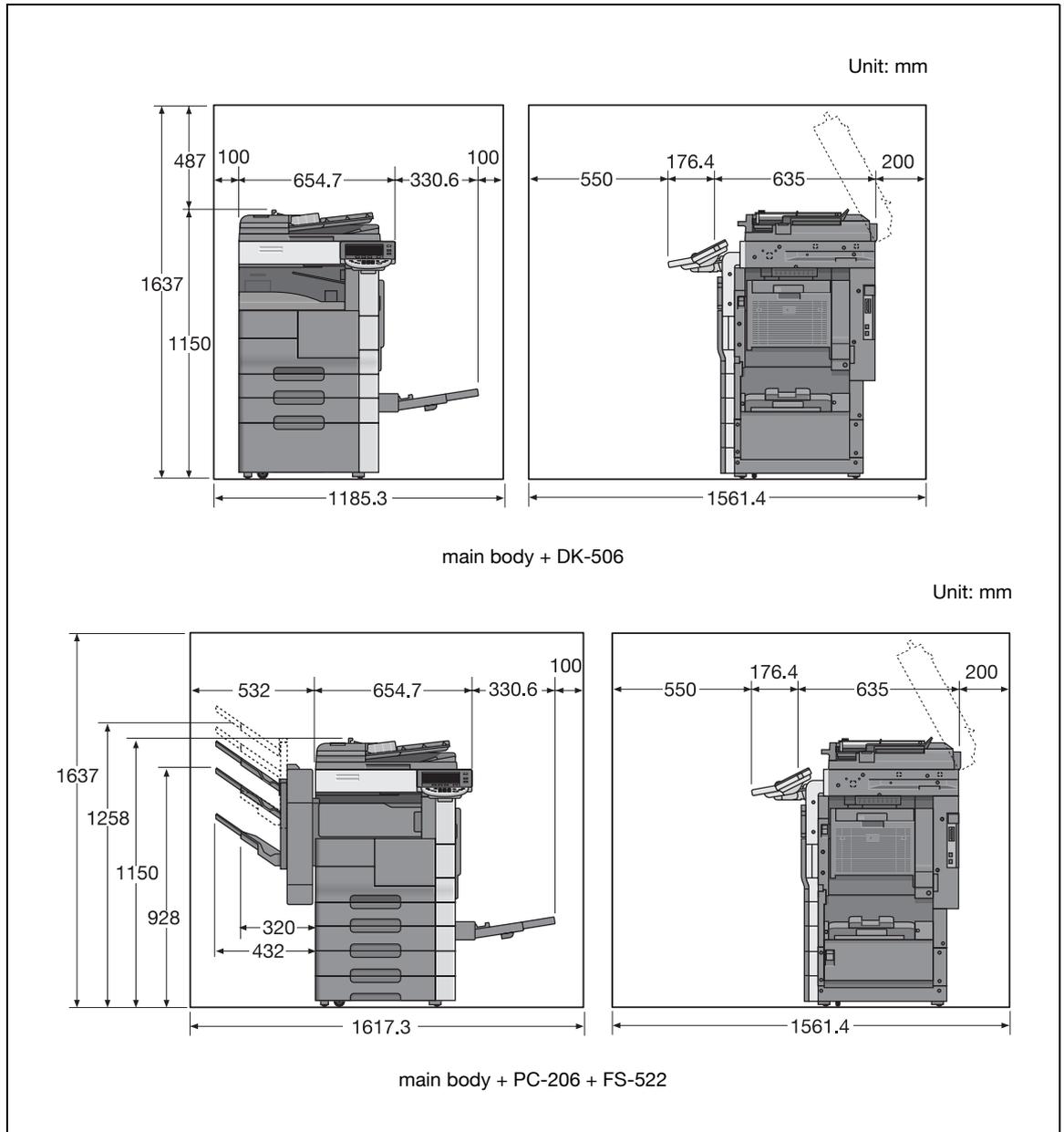
Finisher FS-523

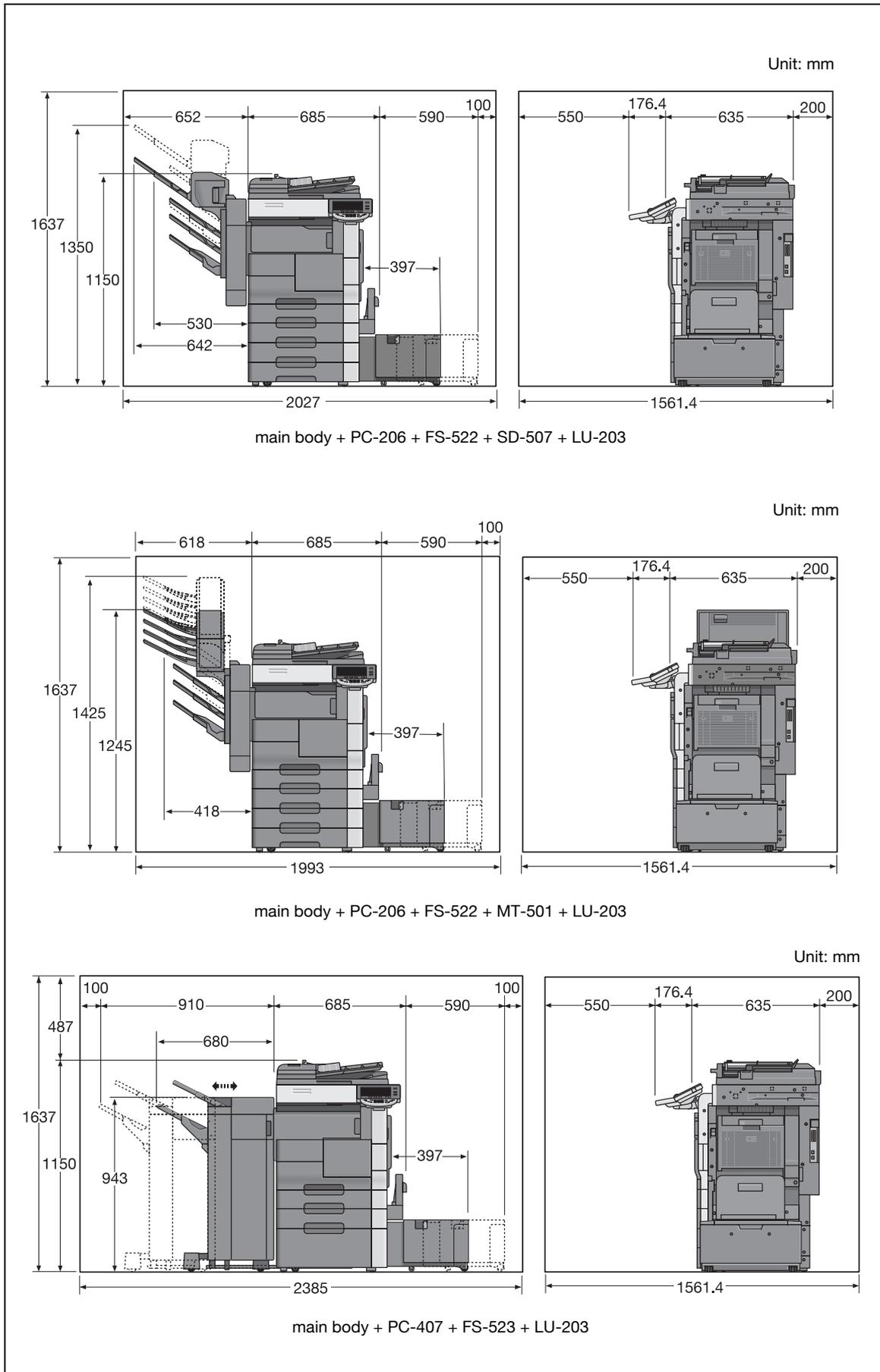
## 1.5 Space requirements



### Reminder

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





## 1.6 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  $\pm 10\%$  (at 220 to 240 V)
- Frequency fluctuation: Maximum  $\pm 3$  Hz (at 50-60 Hz)
- Use a power source with as little voltage or frequency fluctuations as possible.

### Operating environment

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

- Temperature: 10°C to 30°C with fluctuations of no more than 10°C within an hour
- Humidity: 10% to 80% 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.

## 1.7 Legal restrictions on copying

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

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

### ***Financial Instruments***

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

### ***Legal Originals***

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

### ***General***

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

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

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

## 1.8 Explanation of manual conventions

The marks and text formats used in this manual are described below.

### Safety advices

---

#### **DANGER**

**Failure to observe instructions highlighted in this manner may result in fatal or critical injuries in fact of electrical power.**

→ Observe all dangers in order to prevent injuries.

---

---

#### **WARNING**

**Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.**

→ Observe all warnings in order to prevent injuries and to ensure safe use of the machine.

---

---

#### **CAUTION**

**Failure to observe instructions highlighted in this manner may result in slight injuries or property damage.**

→ Observe all cautions in order to prevent injuries and to ensure safe use of the machine.

---

### Sequence of action

- 1 The number 1 as formatted here indicates the first step of a sequence of actions.
- 2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.
  - ? Text formatted in this style provides additional assistance.
  - Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows which operations must be performed.

### Tips



#### **Note**

*Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.*



#### **Reminder**

*Text highlighted in this manner contains information that should be reminded.*



#### **Detail**

*Text highlighted in this manner contains references for more detailed information.*

**Special text markings**

[Stop] key

The names of keys on the control panel are written as shown above.

**MACHINE SETTING**

Display texts are written as shown above.

**Note**

*The machine illustrations shown in this manual can vary and depend on the machine configuration.*

## 1.9 Introduction to the user manuals

The user manuals for this machine include this book and the user manual DVD.

This user manual provided as book contain descriptions for immediately operating the machine. For detailed descriptions of functions or maintenance operations, refer to the user manual on the user manual DVD.

### 1.9.1 Introduction to the book

#### **Quick Guide – Copy/Print/Fax/Scan/Box Operations**

This user manual contains operating procedures and descriptions of the most frequently used functions, allowing the machine to immediately be used.

In addition, this manual contains notes and precautions that should be followed for safe use of the machine as well as descriptions on trademarks and copyrights.

Be sure to read this manual before using the machine.

### 1.9.2 Introduction to the user manual DVD

The user manual DVD is included with this machine. In the initial screen, select the user manual to be viewed, and then check the details for the various functions.

#### **User manual – Copy Operations**

This user manual contains descriptions of Copy mode operations and machine maintenance.

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

#### **User manual – Enlarge Display Operations**

This user manual contains details on operating procedures in Enlarge Display mode.

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

#### **User manual – Print Operations (IC-207)**

This user manual contains details on the printing functions that can be specified with the standard built-in image controller.

Refer to this user manual for details on operating procedures for using the printer functions.

#### **User manual – Box Operations**

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

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

#### **User manual – Network Scan/Fax/Network Fax Operations**

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

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

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

#### **User manual – Fax Driver Operations**

This user manual contains details of the fax driver functions that can be used to send a fax directly from a computer.

Refer to this user manual for operating procedures on using the PC-FAX functions.

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

#### **User manual – Network Administrator**

This user manual contains descriptions on setting methods for each function utilizing network connection, mainly using the PageScope Web Connection.

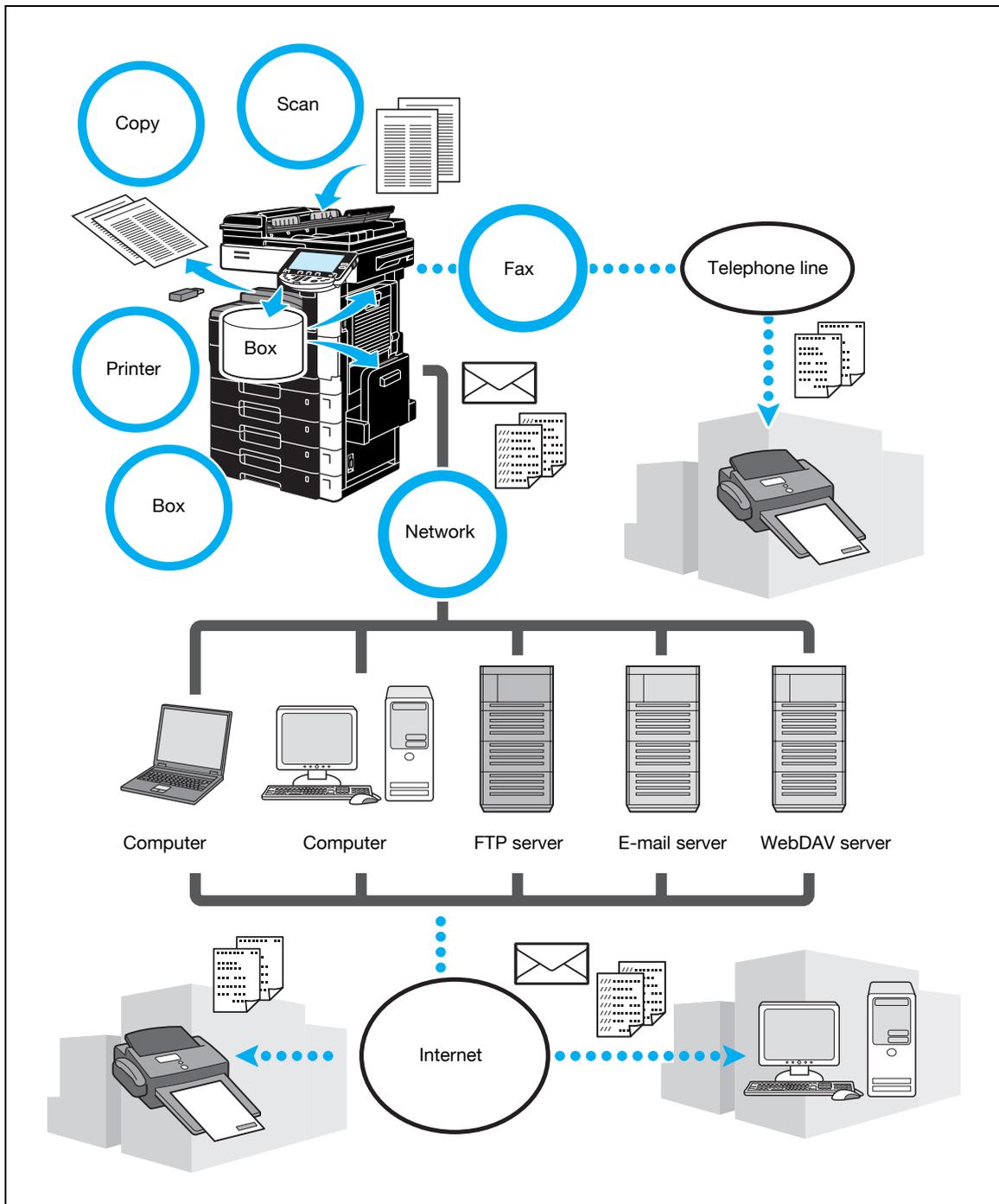
Refer to this user manual for details on using network functions.

## 1.10 Available features

bizhub 501/421/361 is a digital multifunctional peripheral that eases the workflow and satisfies any application or office environment.

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

These features can also be used if image controller IC-207 has been installed.



**Copy operations**

High-quality copies can be printed at a high speed. The many Application functions greatly assist in reducing office costs and increasing efficiency.

**Print operations**

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

**Box operations**

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

**Fax operations**

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

**Note**

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

**Network operations**

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

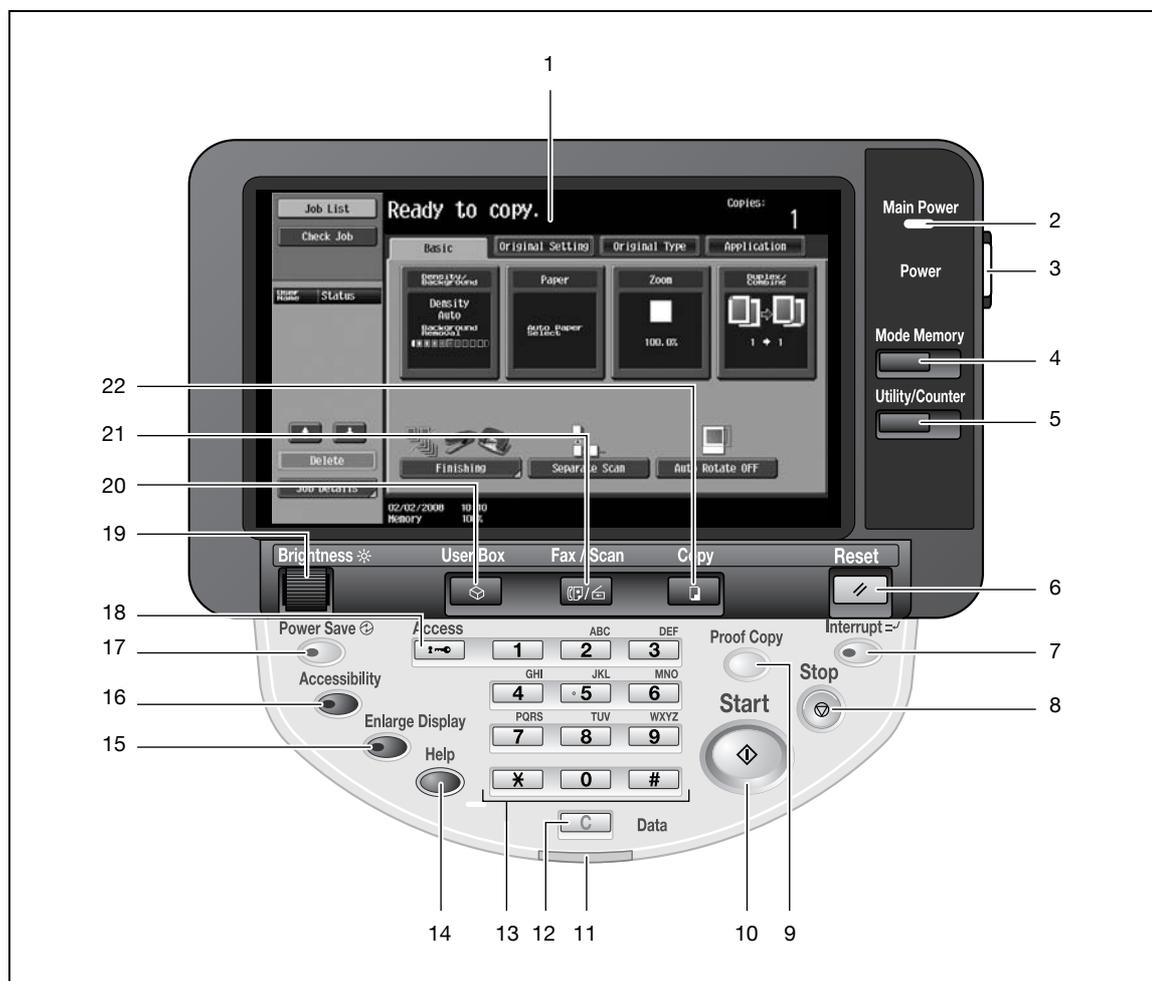
**Scan operations**

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

## 1.11 Control panel

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

In this manual, [ ] indicates keys on the control panel and buttons in the touch panel.

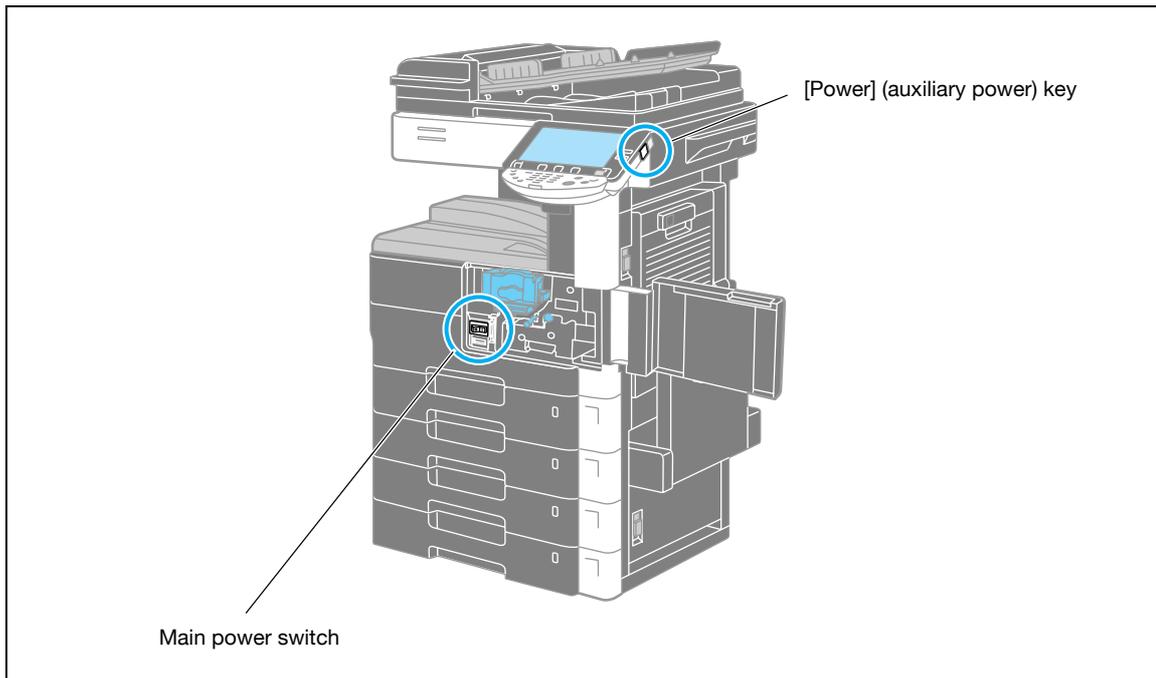


No.	Part Name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
3	[Power] (auxiliary power) key	Press to turn on/off machine operations. When turned off, the machine enters a state where it conserves energy.
4	[Memory Mode] key	Press to register (store) the desired copy/fax/scan settings as a program or to recall a registered program.
5	[Utility/Counter] key	Press to display the Utility/Counter screen.
6	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
7	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
8	[Stop] key	Pressing the [Stop] key during an operation temporarily stops the operation.
9	[Proof Copy] key	Before printing a large number of copies, a single proof copy can first be printed in order to be checked.

No.	Part Name	Description
10	[Start] key	Press to start an operation. When this machine is ready to begin an operation, the indicator on the [Start] key lights up in blue. While an original is being scanned or when a job is temporarily stopped, the indicator on the [Start] key lights up in orange.
11	Data indicator	Flashes in blue while a print job is being received. Lights up in blue when a print job is queued to be printed or while it is being printed. Lights up in blue when there is saved fax data or unprinted fax data.
12	[C] (clear) key	Press to clear a value (such as the number of copies, a zoom ratio, or a size) entered using the keypad.
13	Keypad	Use to type in the number of copies, zoom ratio, fax number and various other settings.
14	[Help] key	Press to display the Help Menu screen, which can be used to display descriptions of the various functions and details of operations.
15	[Enlarge Display] key	Press to enter Enlarge Display mode.
16	[Accessibility] key	Press to display the screen for specifying settings for user accessibility functions.
17	[Power Save] key	Press to enter Power Save mode. While the machine is in Power Save mode, the indicator on the [Power Save] key lights up in green and the touch panel goes off. To cancel Power Save mode, press the [Power Save] key again.
18	[Access] key	If user authentication or account track settings have been applied, press the [Access] key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
19	[Brightness] dial	Use to adjust the brightness of the touch panel.
20	[User Box] key	Press to enter User Box mode. While the machine is in User Box mode, the indicator on the [User Box] key lights up in green.
21	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green.
22	[Copy] key	Press to enter Copy mode. (As a default, the machine is in Copy mode.) While the machine is in Copy mode, the indicator on the key lights up in green.

## 1.12 Turning the machine on/off

This machine has two power controls: the main power switch and the [Power] (auxiliary power) key.



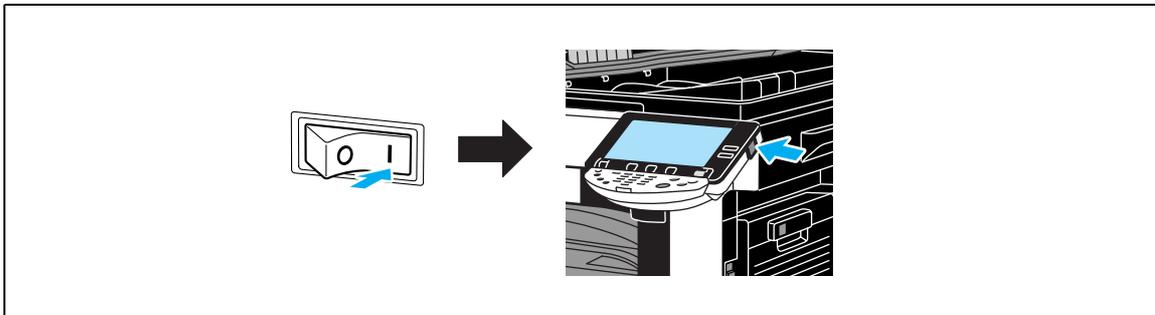
### ***Main power switch***

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

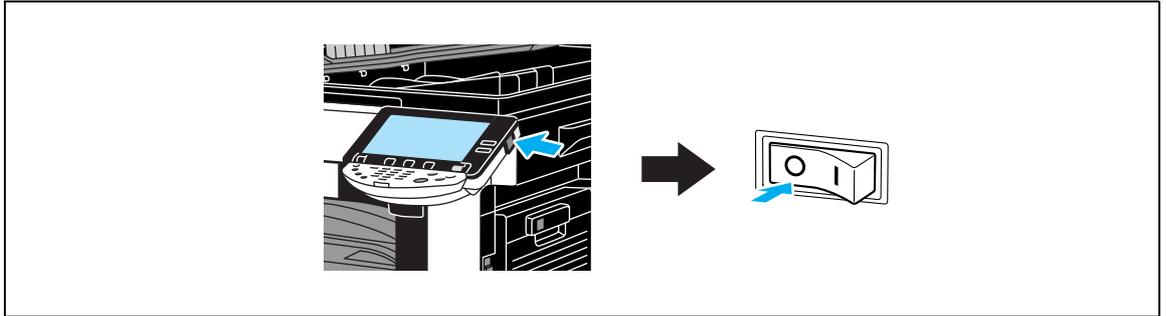
### ***[Power] (auxiliary power) key***

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

### **Turning on the machine**



## Turning off the machine



### Detail

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

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

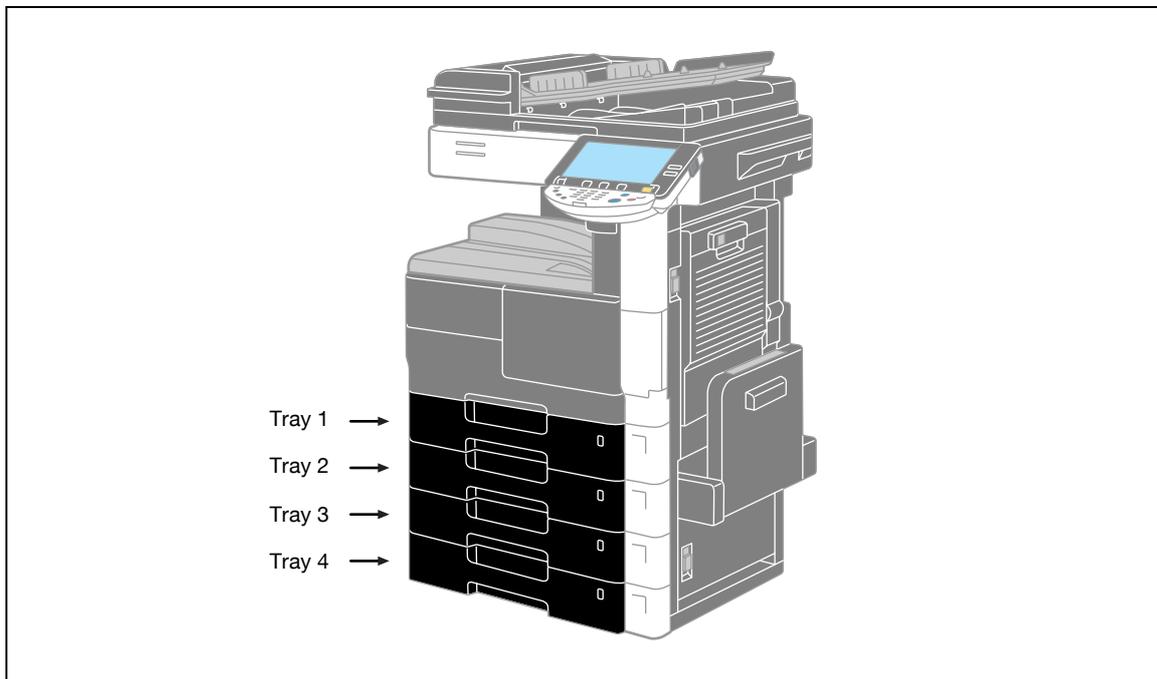
*Do not turn off the machine while it is operating, otherwise data being scanned or transmitted or queued jobs may be deleted.*

## 1.13 Loading paper

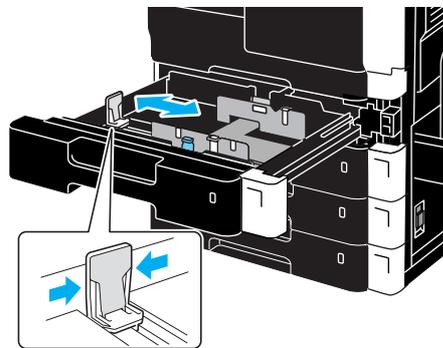
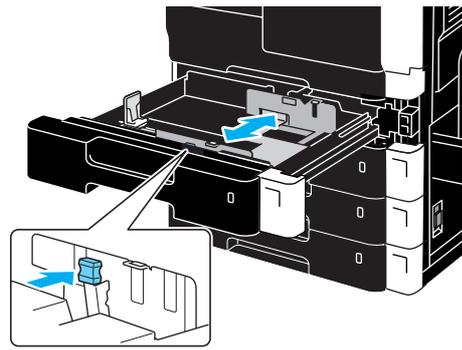
Follow the procedure described below to load paper into the various paper trays.

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

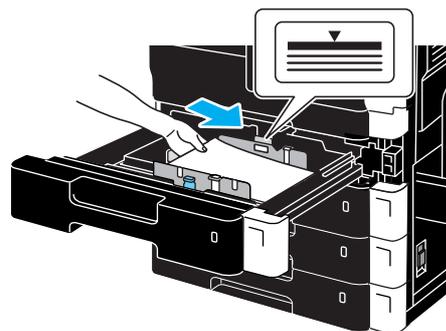
Follow the procedure described below to load paper into tray 1/2 and tray 3/4 (Paper Feed Cabinet PC-206).



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



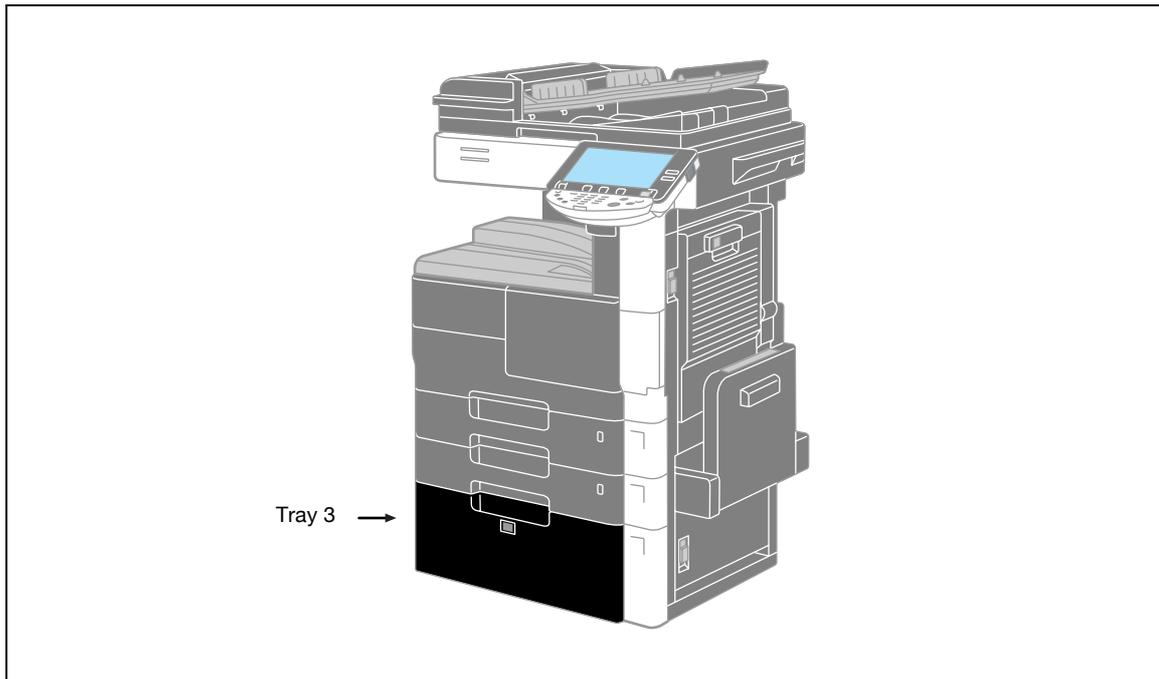
- 2 Load the paper into the tray.



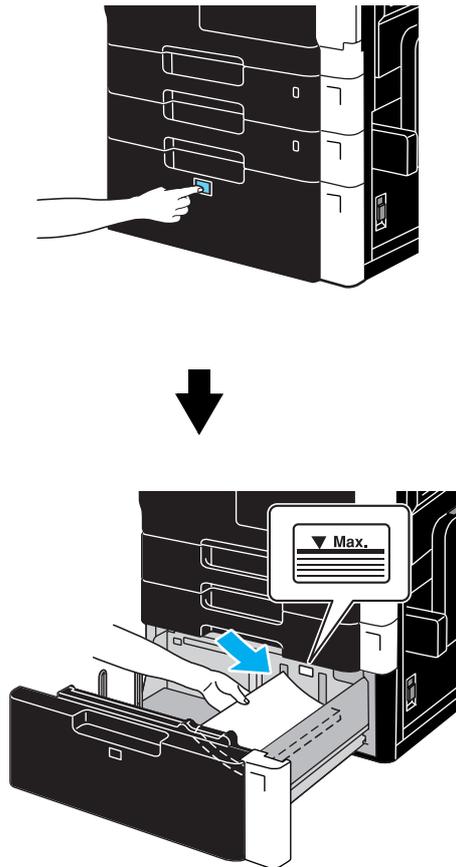
- Load paper so that the surface to be printed on faces upward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 500 sheets of plain paper can be loaded.

**Loading paper into tray 3**

Follow the procedure described below to load paper into tray 3 (Paper Feed Cabinet PC-407).



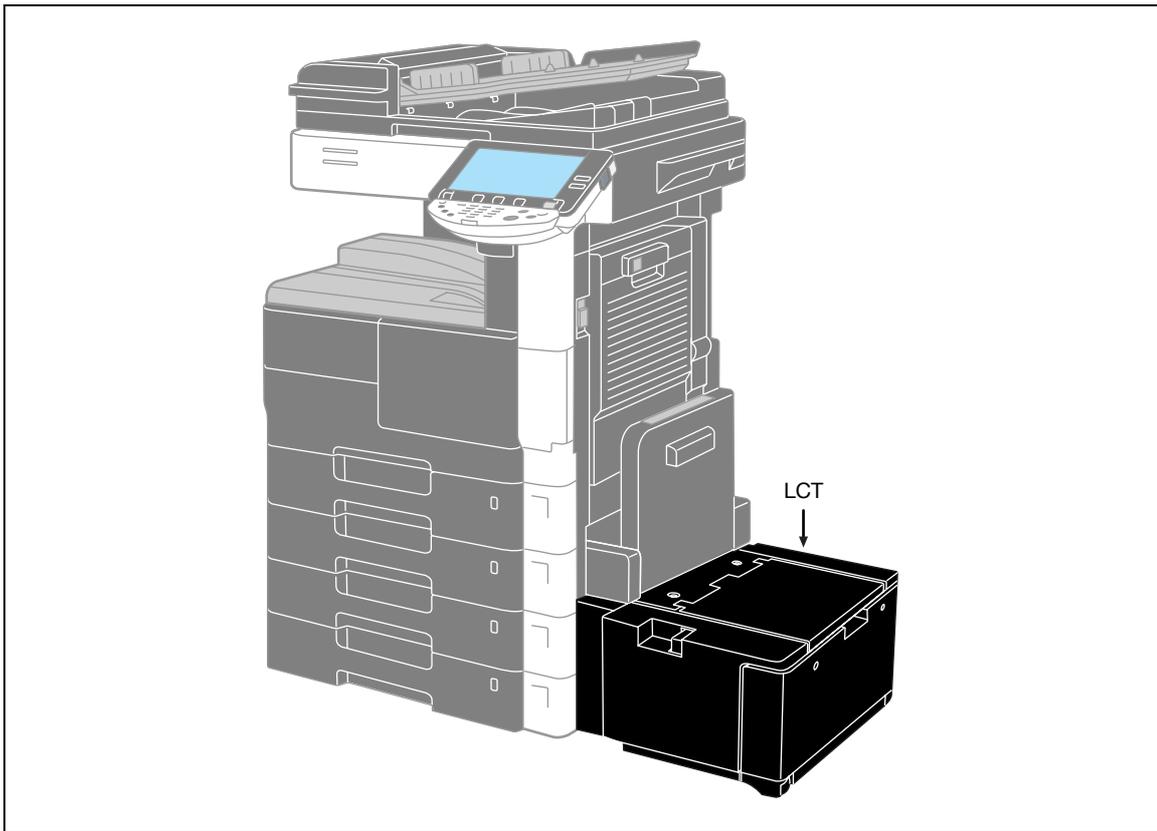
- Load the paper into the tray.



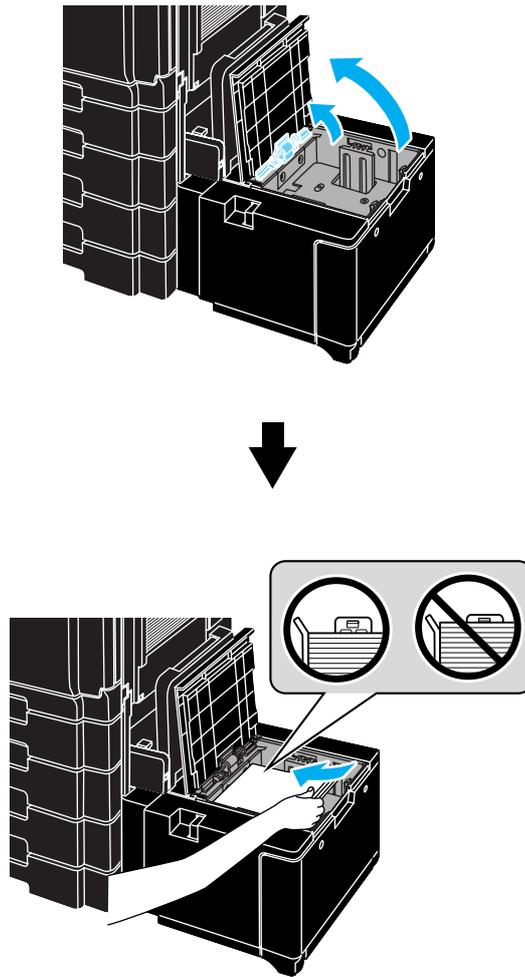
- Press tray release button to pull out the tray 3.
- Load the paper so that the surface to be printed on faces upward.
- Do not load so many pages that the top of the stack is higher than the ▼ mark.
- Up to 2,500 sheets of plain paper can be loaded.

**Loading paper into the LCT**

Follow the procedure described below to load paper into the LCT (Large Capacity Unit LU-203).



- Load the paper into the tray.



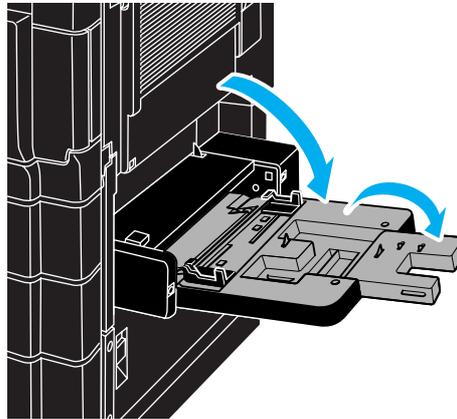
- Open the LCT top door, and then raise the paper take-up roller.
- Aligning it to the left side of the tray, load the paper so that the surface to be printed on faces upward.
- Make sure that the paper is not loaded above the point where the paper guide starts to bend to prevent any trouble.
- Up to 2,000 sheets of plain paper can be loaded.

### Loading paper into the bypass tray

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

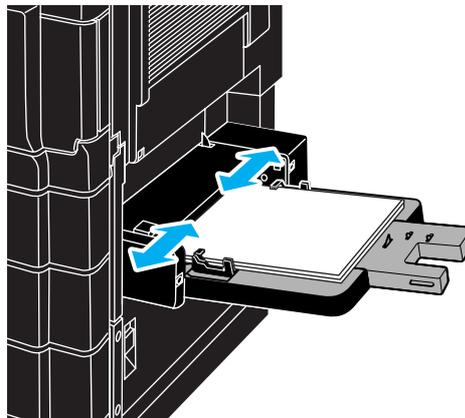
Follow the procedure described below to load paper into the bypass tray.

- 1 Open the bypass tray.



- When loading large-sized paper, pull out the tray extension.

- 2 Load the paper into the tray.



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

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



- Press and until the desired paper type appears.
- If non-standard-size paper is loaded, specify the Paper Size setting.



#### Detail

*Paper of the following types and amounts can be loaded into the bypass tray.*

*Plain paper (60 g/m<sup>2</sup> to 105 g/m<sup>2</sup>): Up to 150 sheets*

*Thin paper (50 g/m<sup>2</sup> to 59 g/m<sup>2</sup>): Up to 20 sheets*

*Thick paper (106 g/m<sup>2</sup> to 210 g/m<sup>2</sup>): Up to 20 sheets*

*Colored paper (60 g/m<sup>2</sup> to 105 g/m<sup>2</sup>): Up to 150 sheets*

*Letterhead (60 g/m<sup>2</sup> to 105 g/m<sup>2</sup>): Up to 150 sheets*

*Recycled paper: Up to 150 sheets*

*OHP transparency: 1 sheet*

*Label sheet: 1 sheet*

*Tracing paper: 1 sheet*

*Envelope: 10*

*Paper of the following sizes can be specified for the bypass tray.*

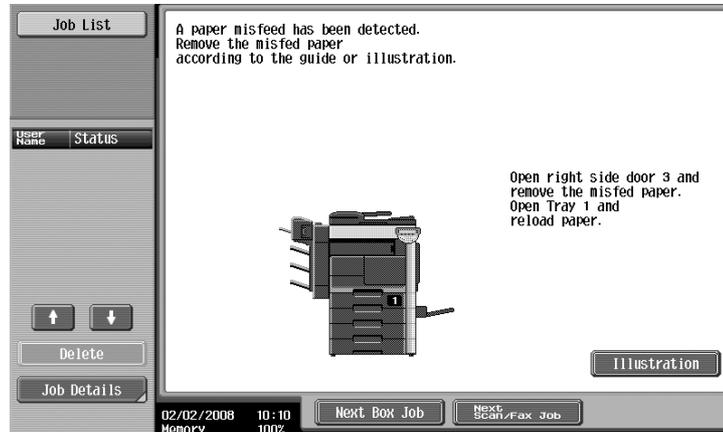
*Standard-sized paper: A3 to A5*

*Non-standard-sized paper: Width: 92.0 mm to 297.0 mm; Length: 148.0 mm to 431.8 mm*

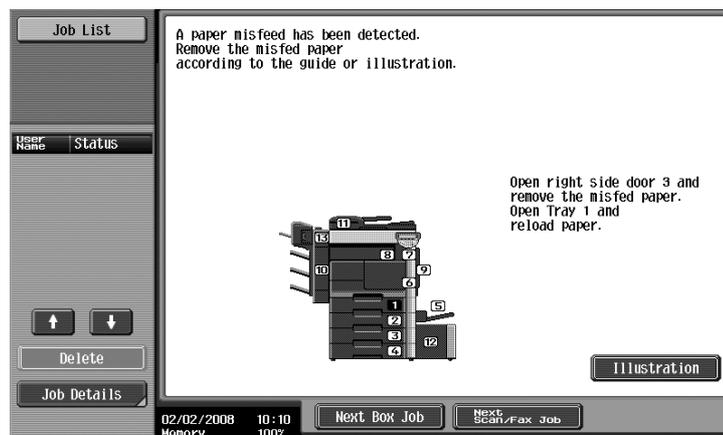
## 1.14 Clearing paper misfeeds

If a misfeed occurs during printing, the message "A paper misfeed has been detected. Remove the paper according to the guide or illustration." appears, and the location of the misfeed is indicated by a number accompanied with the procedure for clearing misfed paper on the screen (Misfeed Location screen).

If paper misfeeds have occurred at multiple locations, multiple numbers appear or flash. The flashing number indicates the location where the paper misfeed should be cleared first.

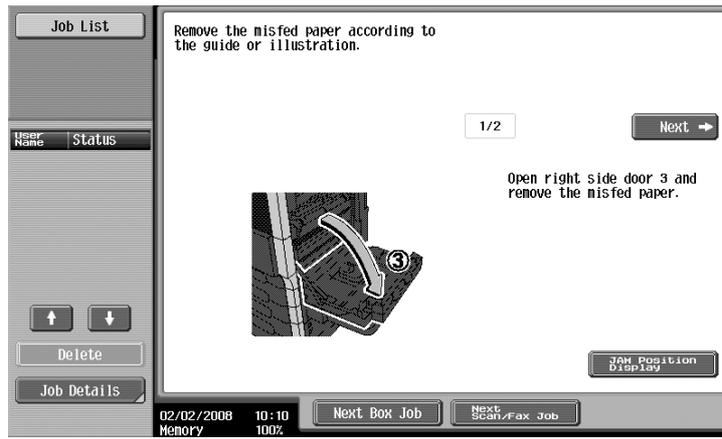


Touching the [Illustration] key on the Misfeed Location screen displays another screen with the message "Remove the misfed paper according to the guide or illustration.", and also with a description and illustration for clearing misfed paper.

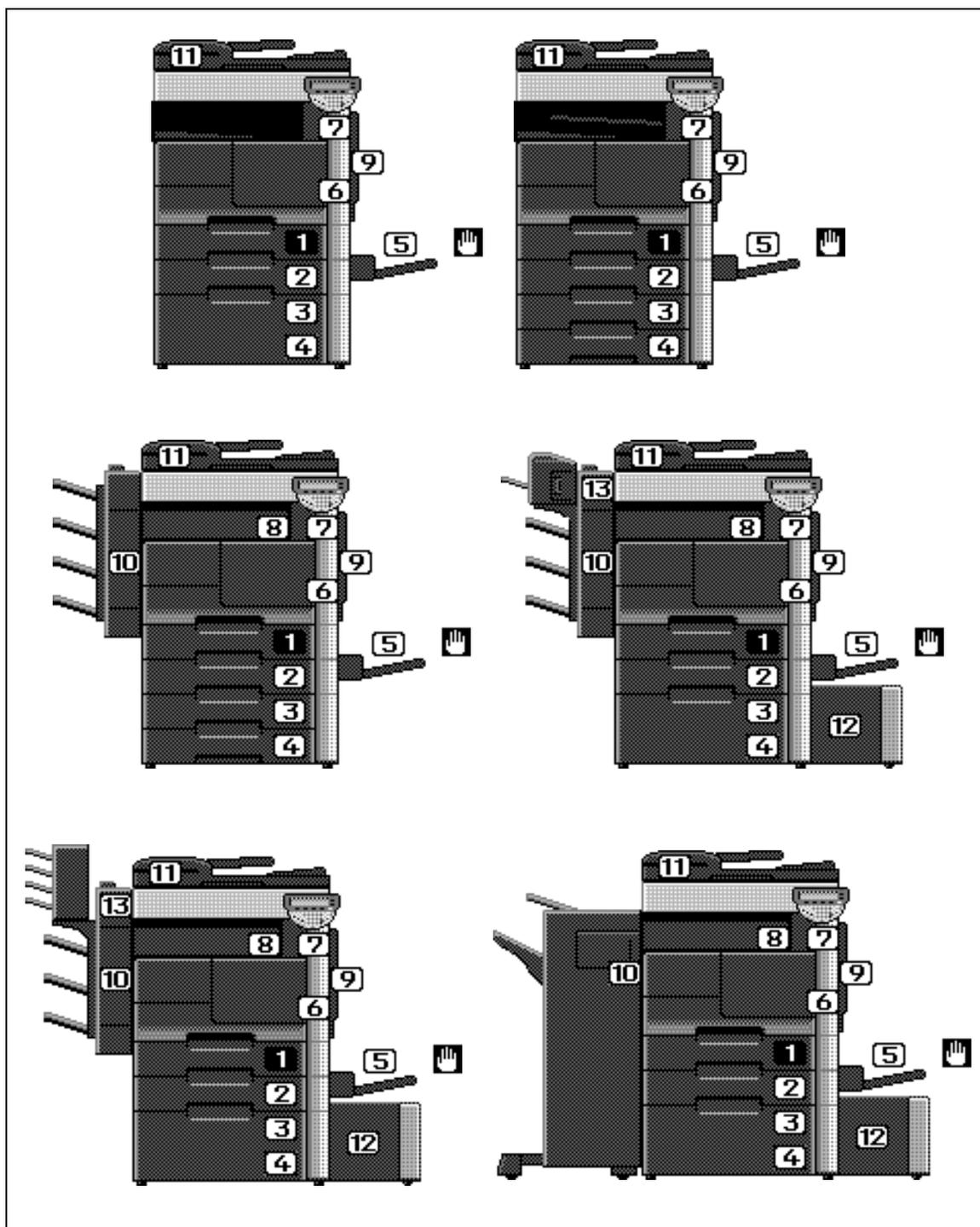


If the description extends over multiple pages, the [Next] key is displayed. Touch [Next] to proceed to the next screen.

Touching [JAM Location Display] returns to the Misfeed Location screen.



## Paper misfeed locations



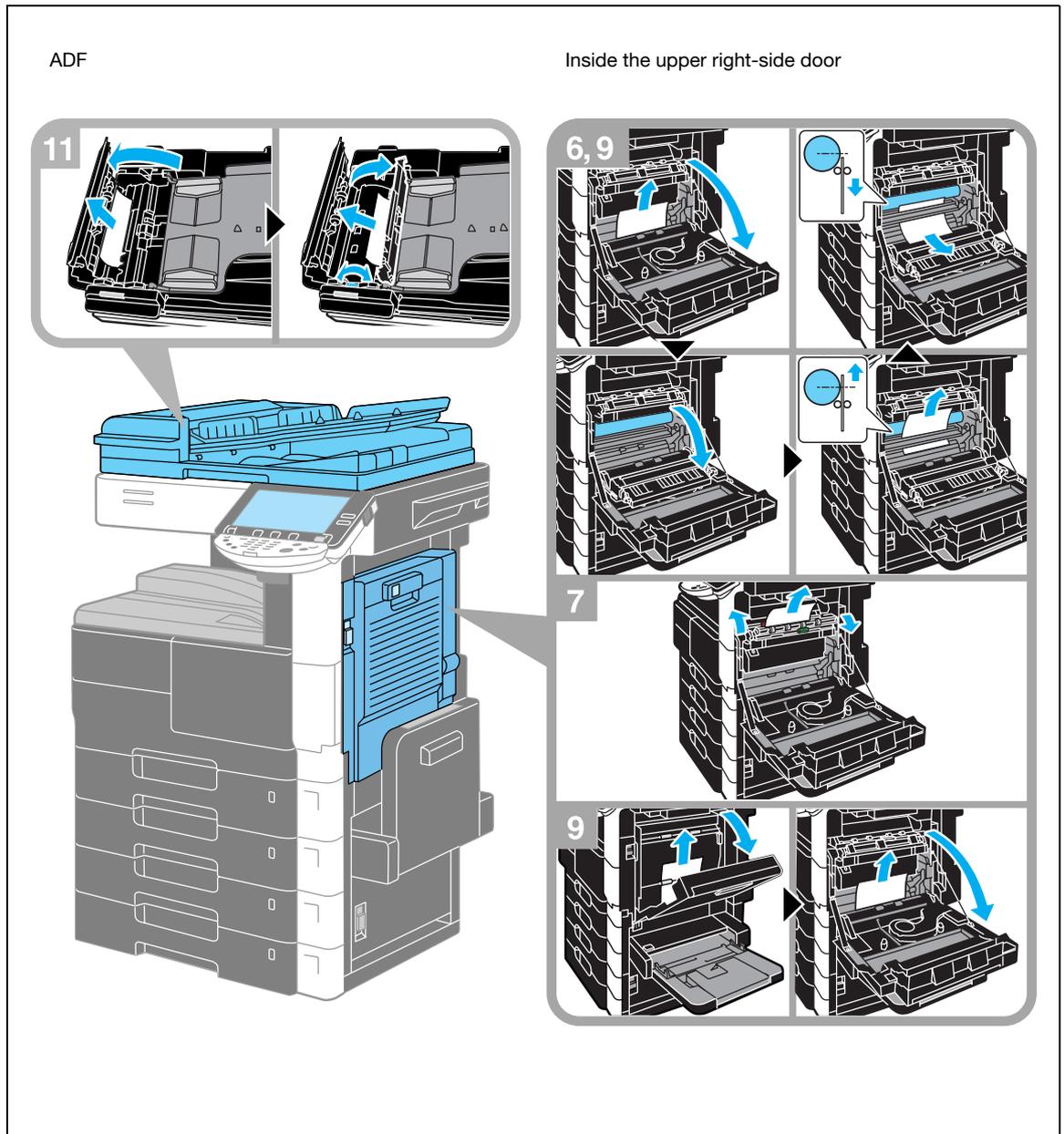
For details on misfeeds 1 through 9, 11, and 12, refer to page 1-41 of this manual and perform the appropriate operation.

For details on misfeeds 8 and 10 (finisher), refer to page 1-44 of this manual and perform the appropriate operation.

For details on 13 (mailbin/saddle stitcher), refer to page 1-45 of this manual and perform the appropriate operation.

### Clearing paper misfeeds (main unit 1)

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



### WARNING

#### Precaution for electrical shock

High voltage is generated around the drum unit inside the right-side door of the machine.

- In order to reduce the risk of electric shock, do not touch any part in this unit when clearing paper misfeeds.

### CAUTION

The area around the fusing unit is extremely hot.

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

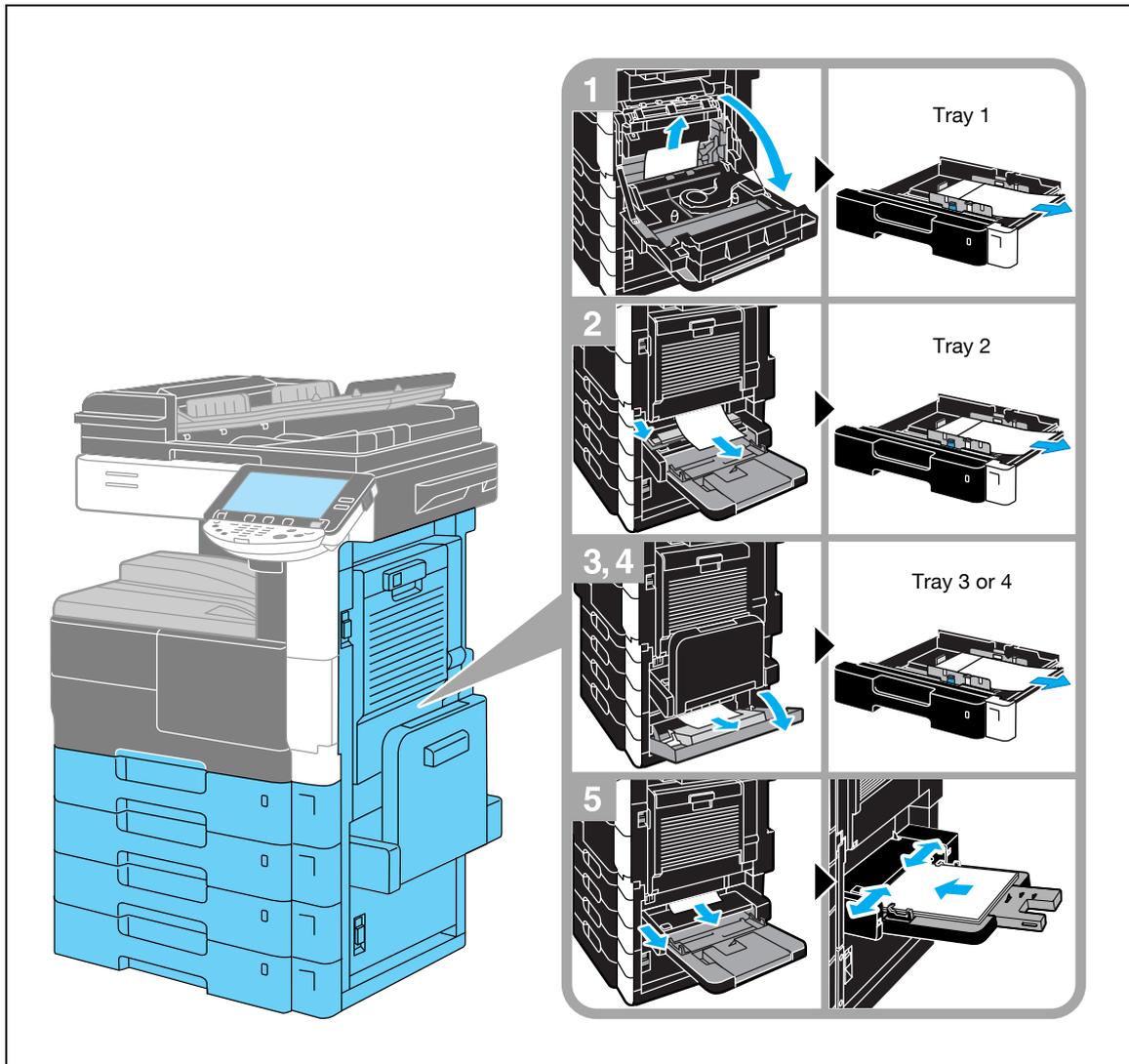
## CAUTION

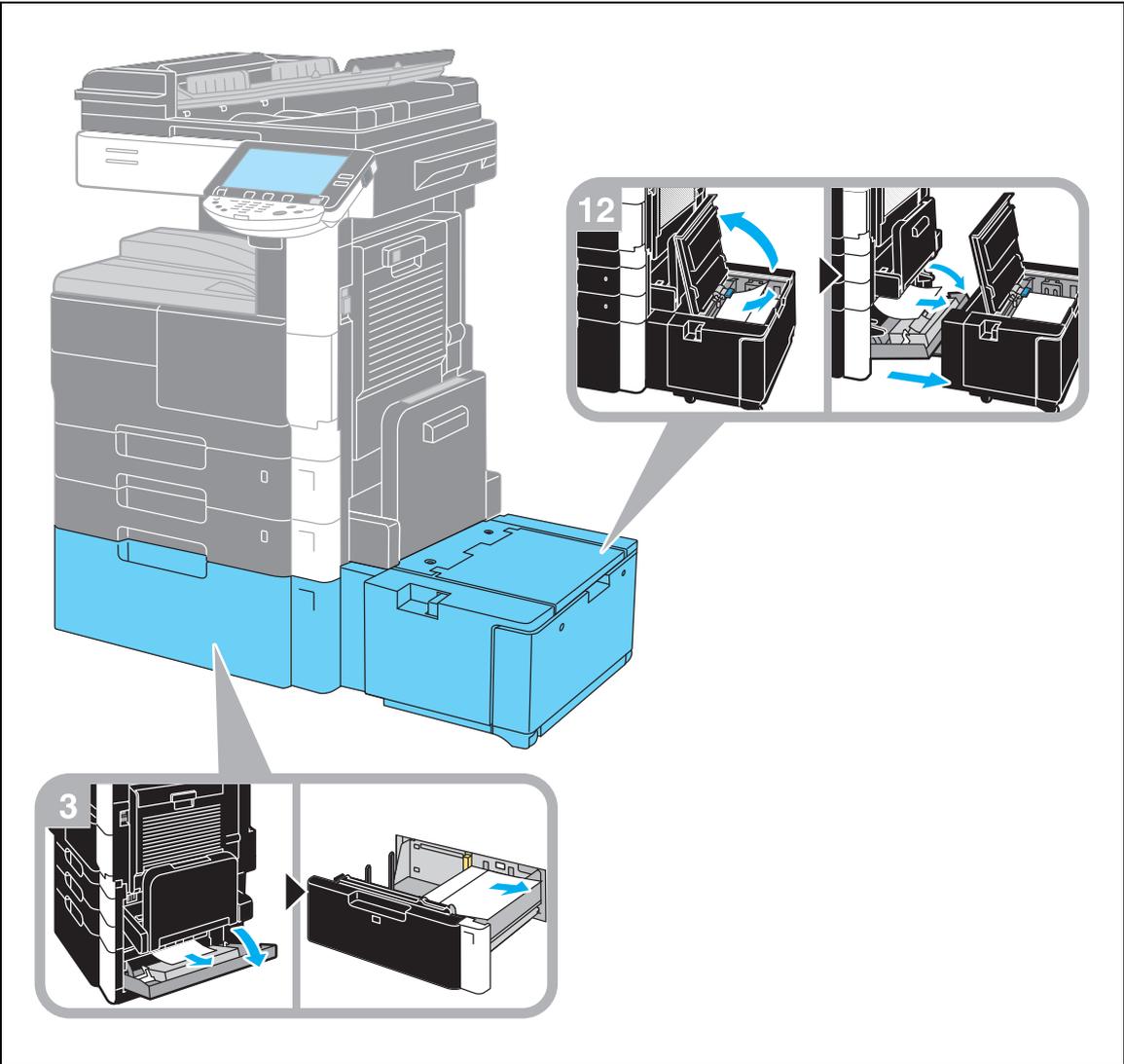
### Precautions for toner spills.

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

### Clearing paper misfeeds (main unit 2)

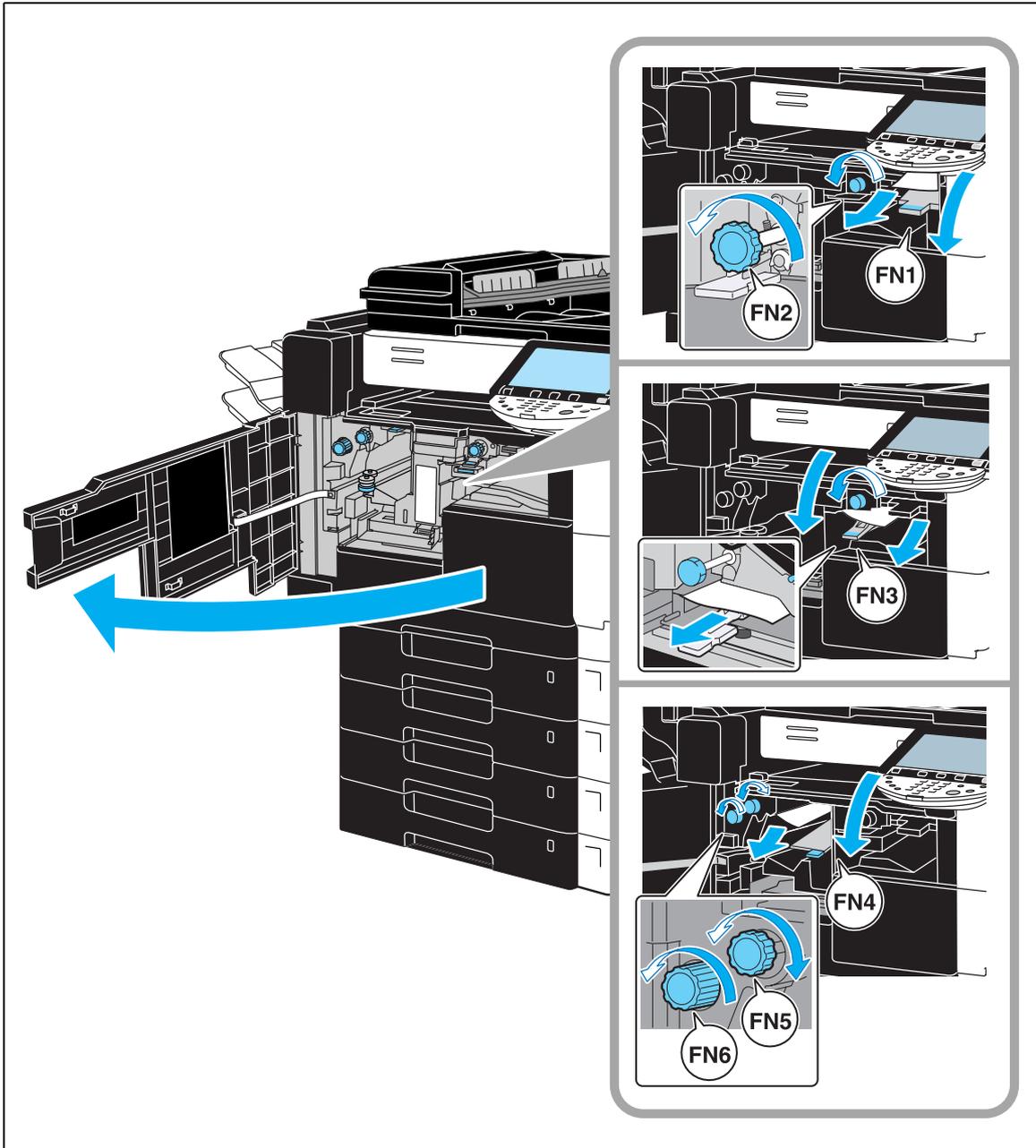
The following procedure describes how to clear paper misfeeds that have occurred in a paper tray.





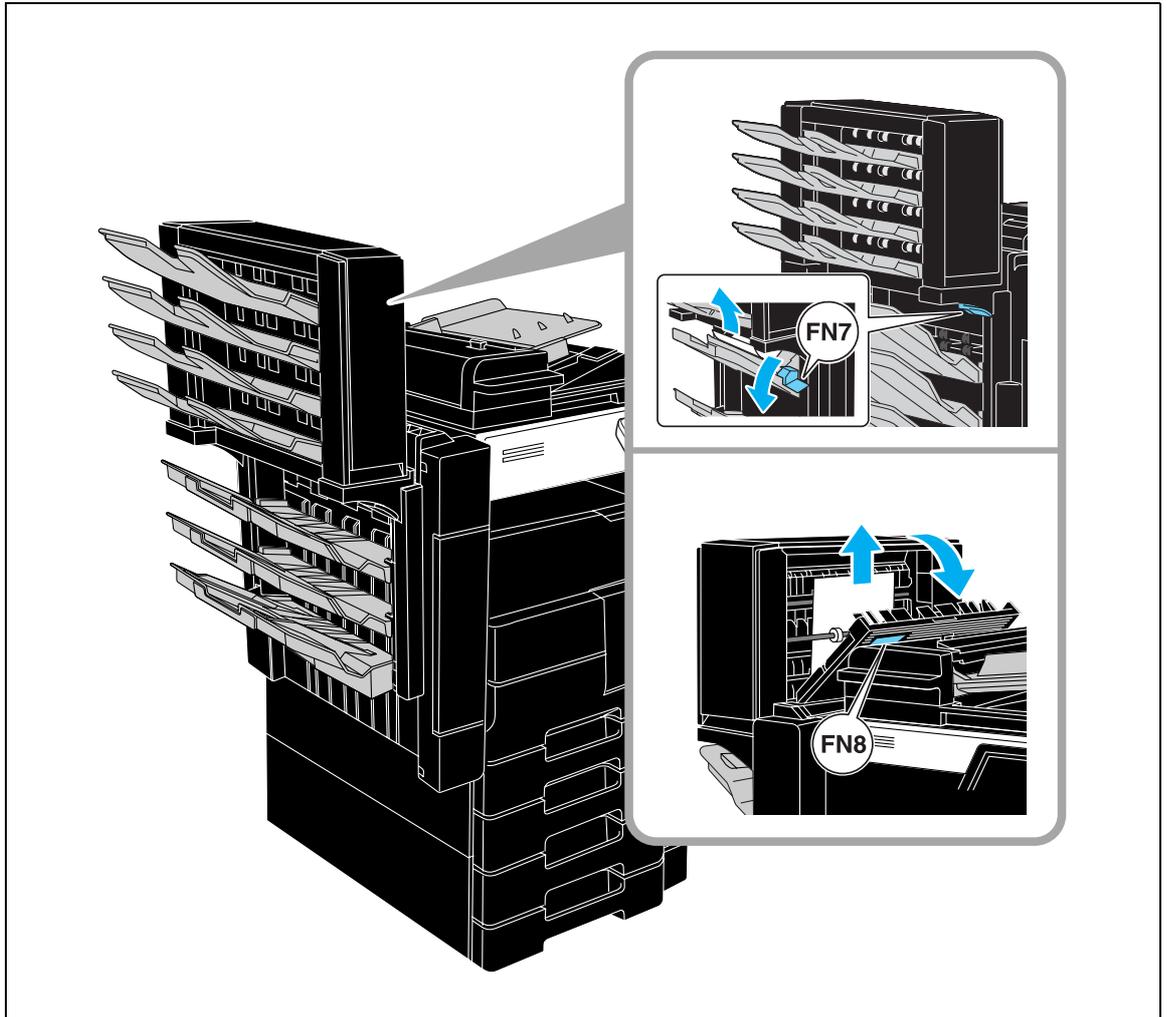
### Clearing paper misfeeds (Finisher FS-522)

The following procedure describes how to clear paper misfeeds that have occurred in Finisher FS-522.

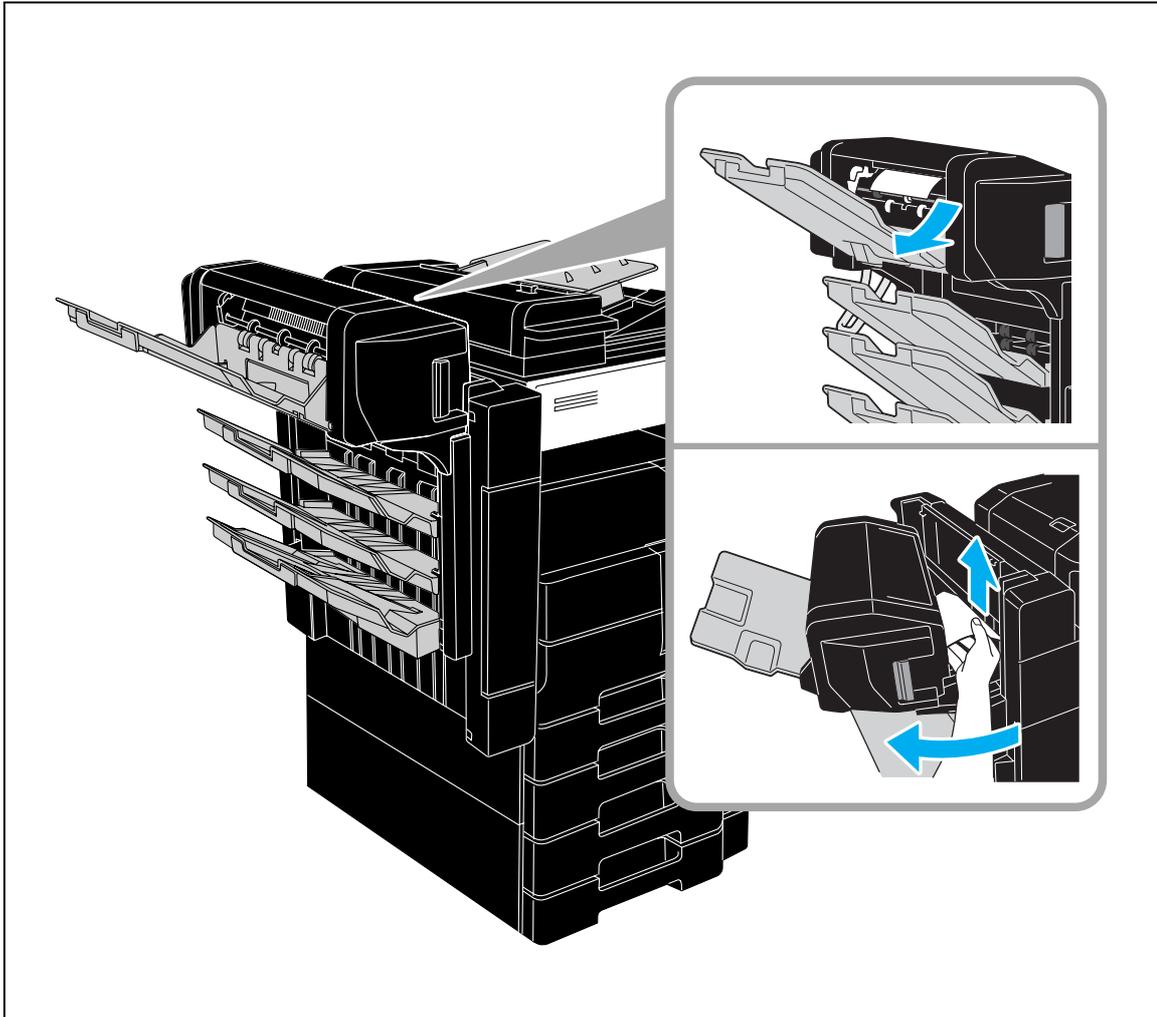


**Clearing paper misfeeds (mailbin/saddle stitcher)**

The following procedure describes how to clear paper misfeeds that have occurred in the mailbin or saddle stitcher installed in Finisher FS-522.

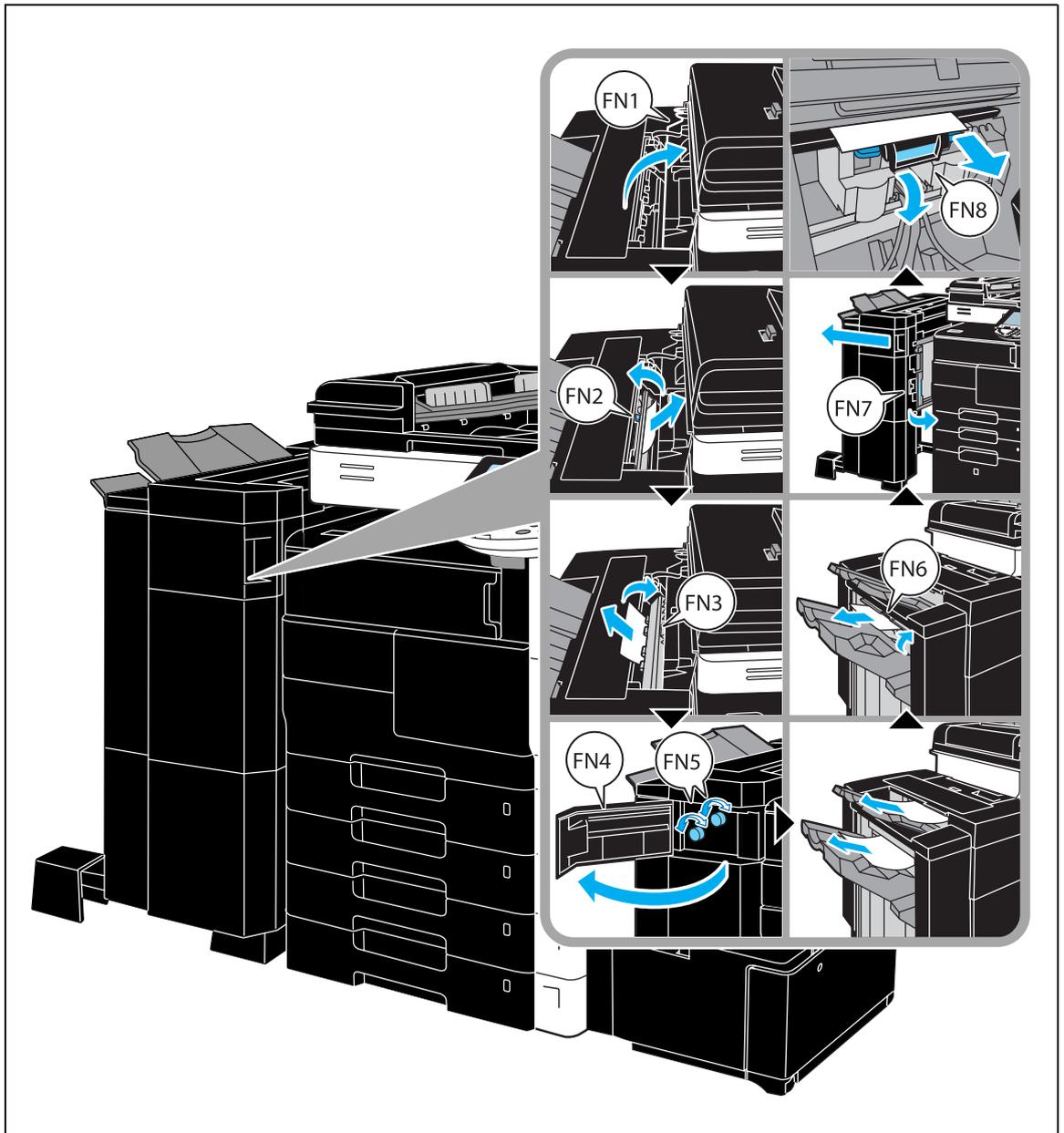
***When using the mailbin***

*When using the saddle stitcher*



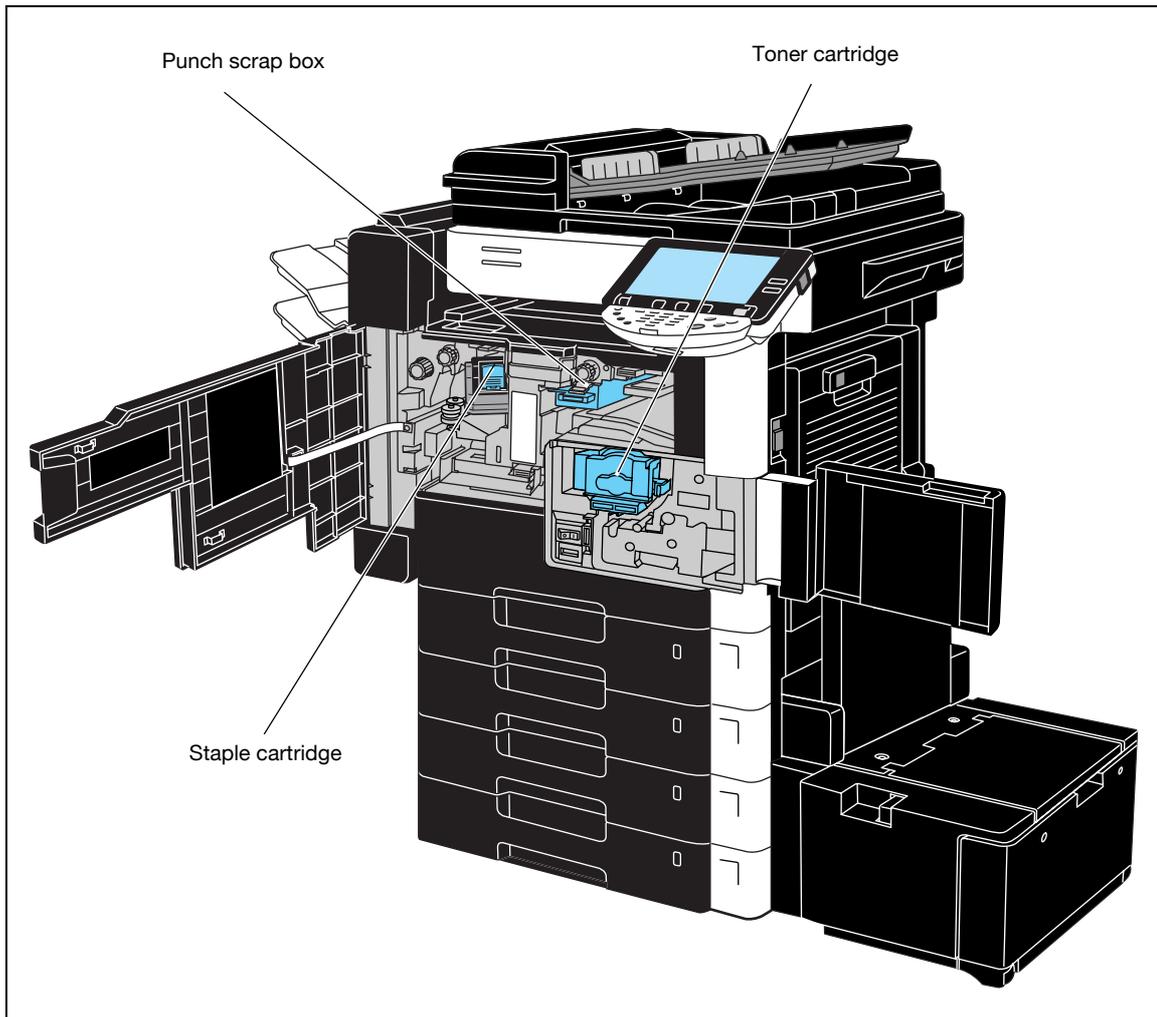
### Clearing paper misfeeds (Finisher FS-523)

The following procedure describes how to clear paper misfeeds that have occurred in Finisher FS-523.



## 1.15 Supplies and handling

When the toner cartridge or staple cartridge is empty, or punch scrap box is full, a message appears on the touch panel. Follow the procedure corresponding to each message.



When the toner is about to run out, the following message appears.



### Detail

For details on the replacement procedure, refer to page 1-50 of this manual.

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



#### Detail

*For details on the replacement procedure for the finisher, refer to page 1-51 of this manual.*

*For details on the replacement procedure for the saddle stitcher, refer to page 1-52 of this manual.*

When the punch scrap box is full, the following message appears.

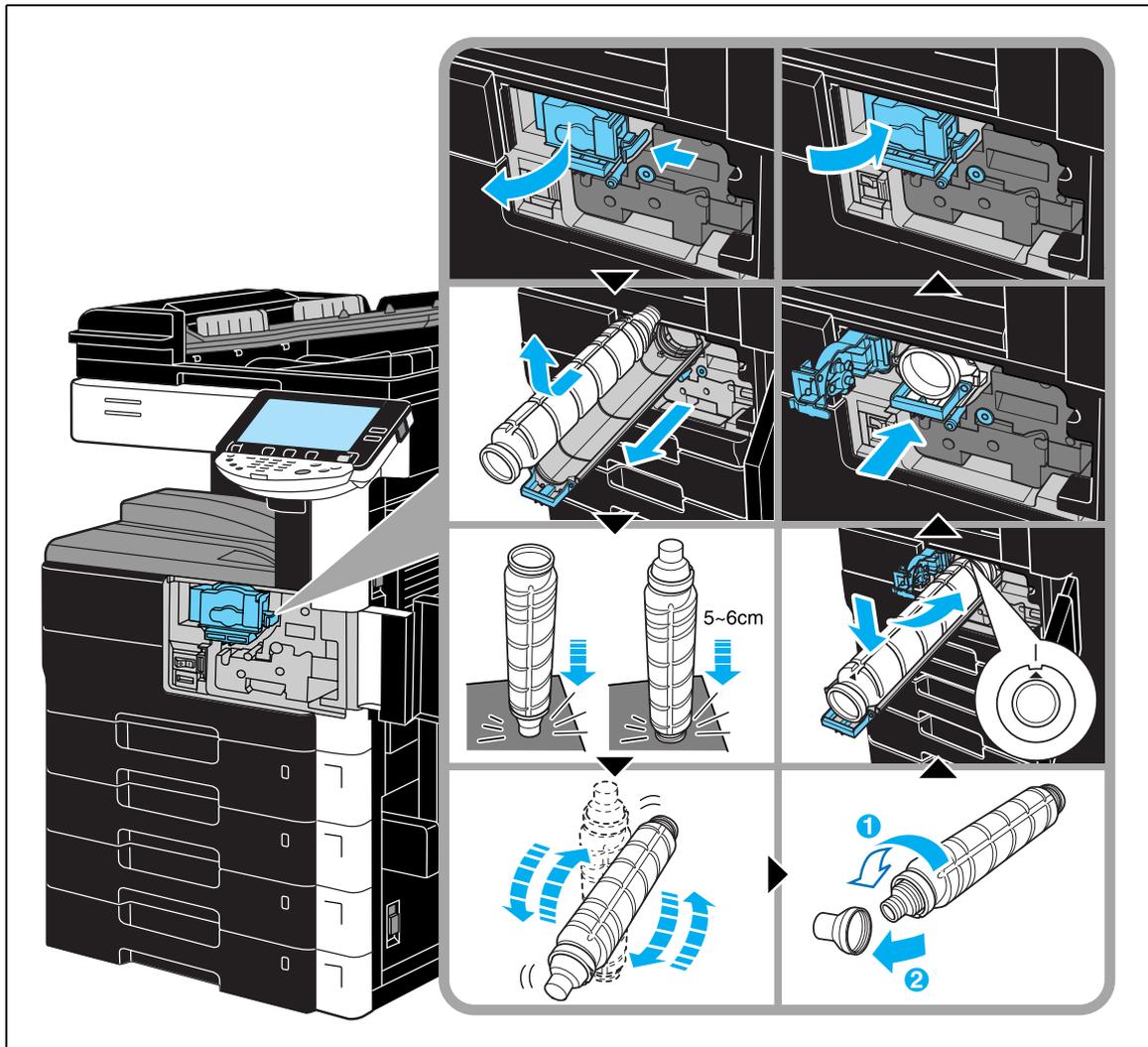


#### Detail

*For details on the emptying procedure, refer to page 1-54 of this manual.*

## Replacing the toner cartridge

The following procedure describes how to replace a toner cartridge.



### Note

Use the same number toner cartridge as described in the label applied on the toner cartridge cover. Otherwise, machine trouble may be caused.

## ⚠ WARNING

### Handling toner and toner cartridges

- Do not burn toner or the toner cartridge.
- Toner expelled from the fire may cause burns.

## ⚠ CAUTION

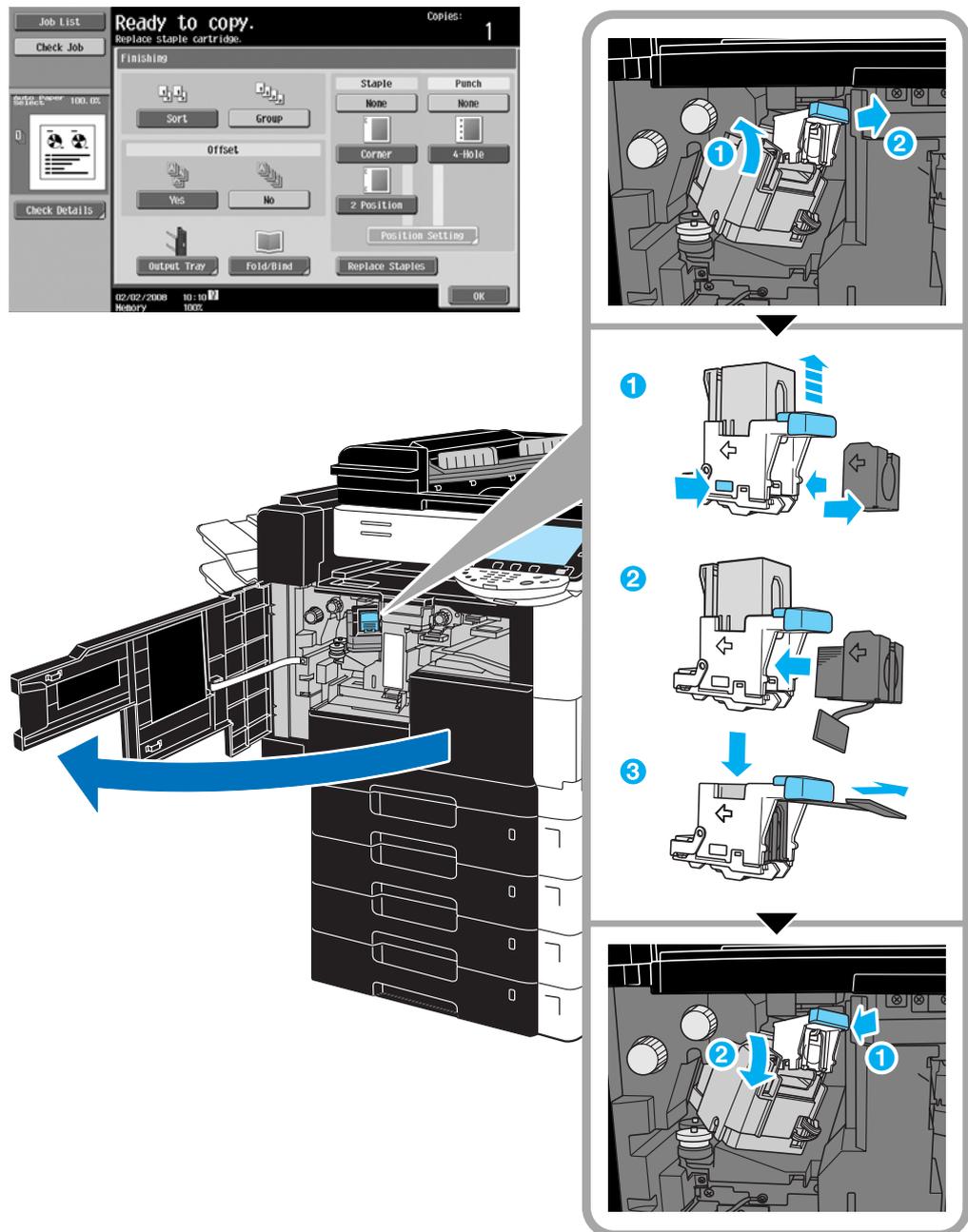
### Precautions for toner spills

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

### Replacing the staple cartridge (Finisher FS-522)

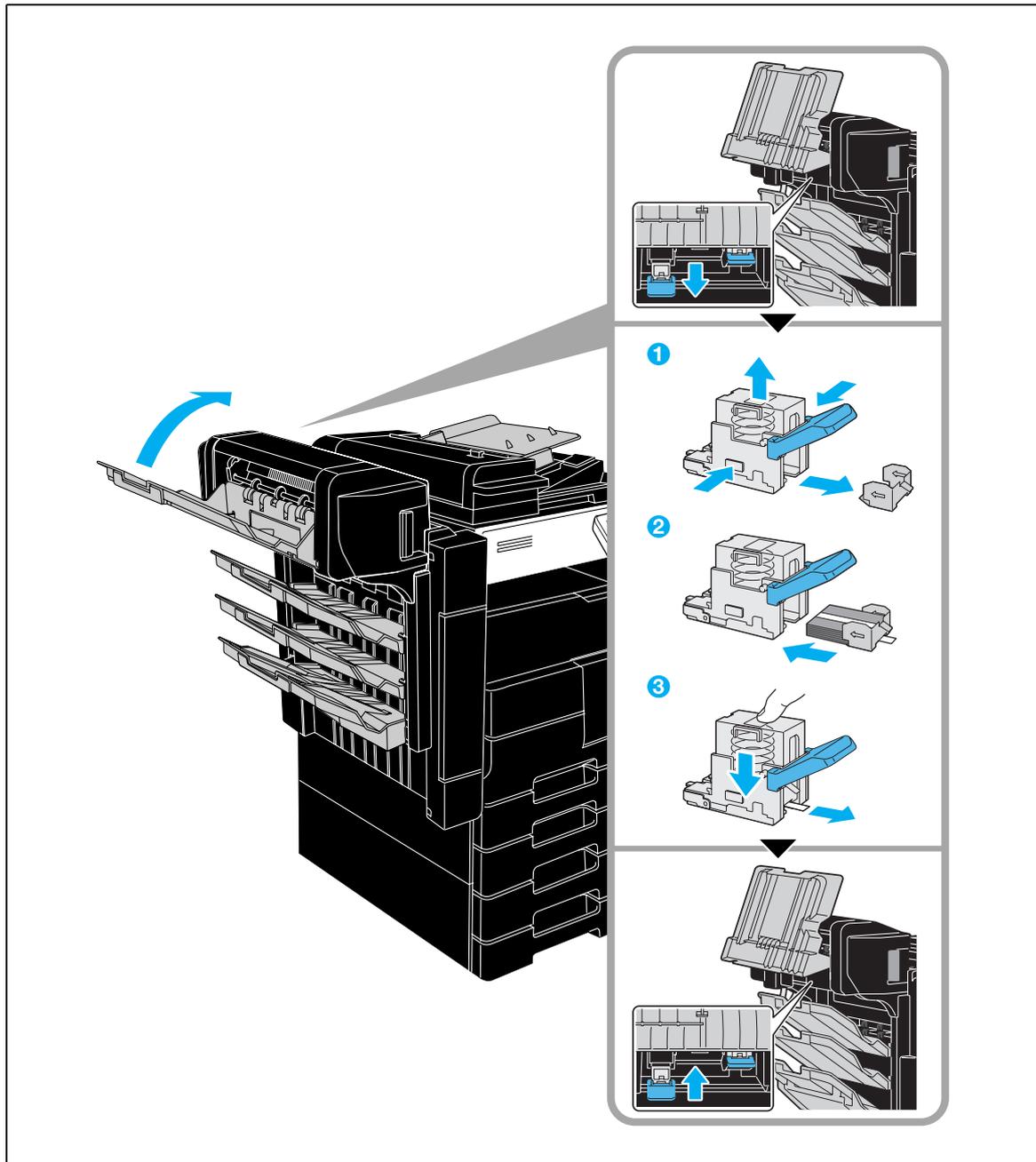
The following procedure describes how to replace the staple cartridge for the finisher.

- Touch [Replace Staples] on the Finishing Screen.



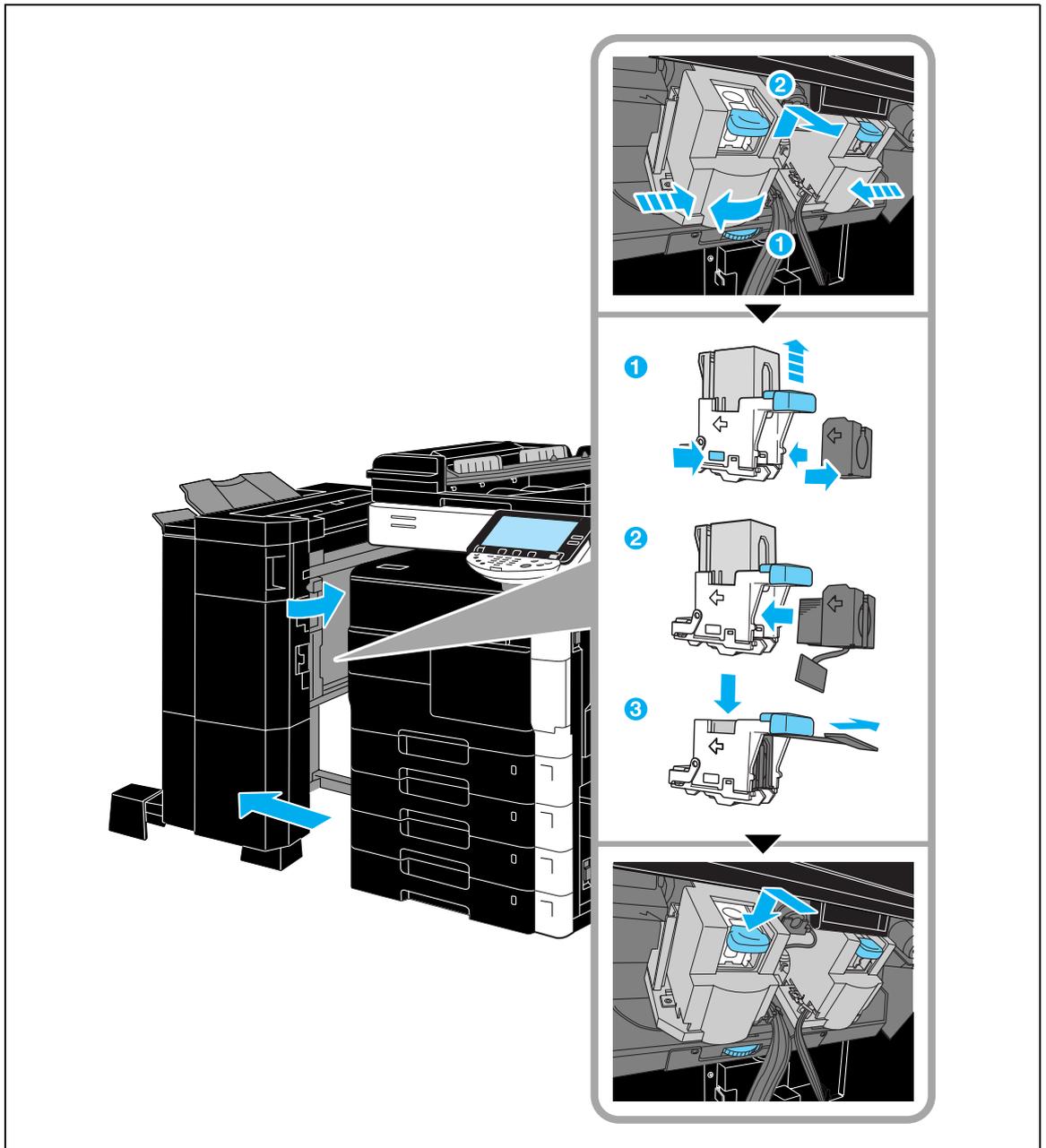
**Replacing the staple cartridge (saddle stitcher installed in Finisher FS-522)**

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



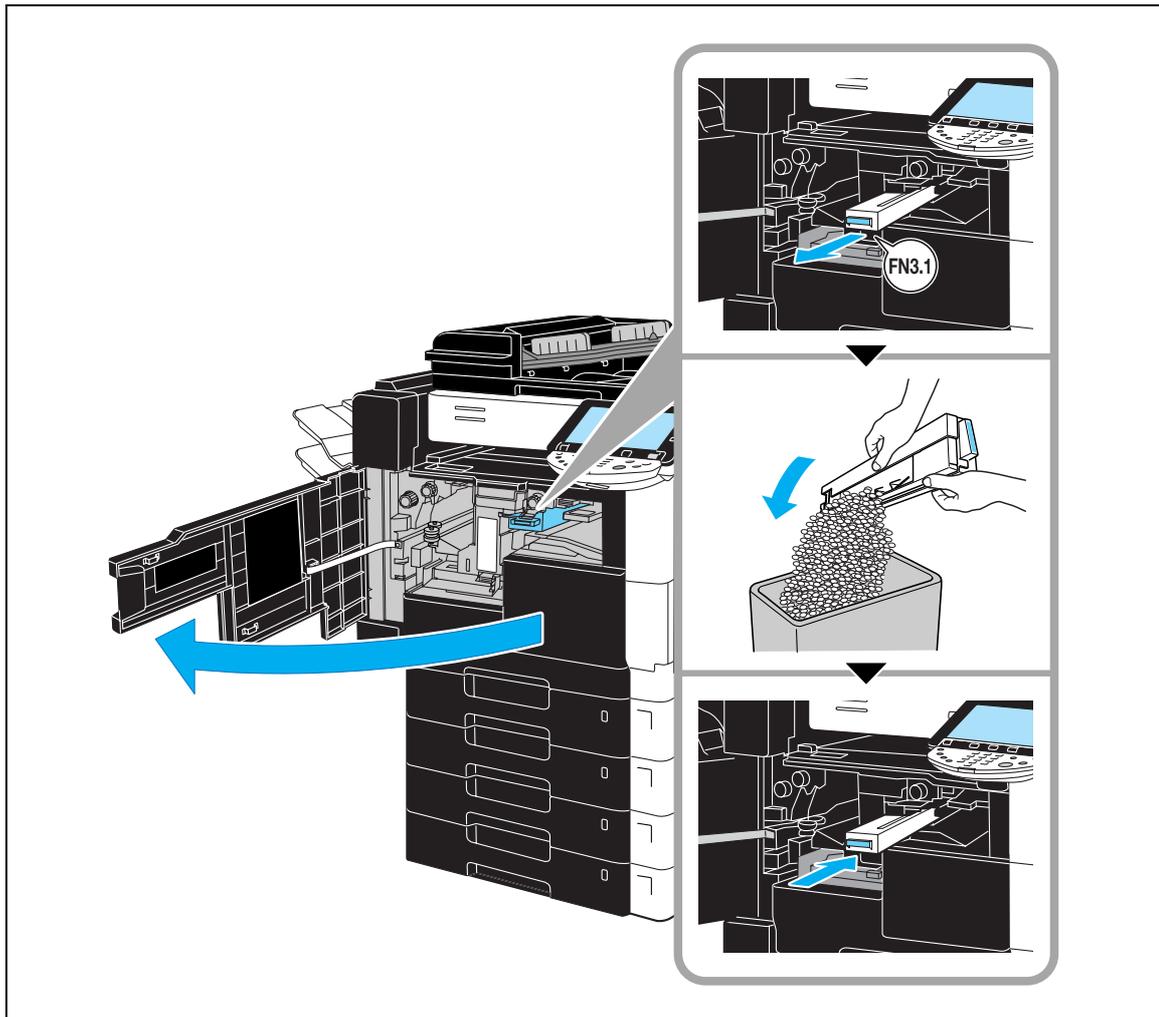
**Replacing the staple cartridge (Finisher FS-523)**

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



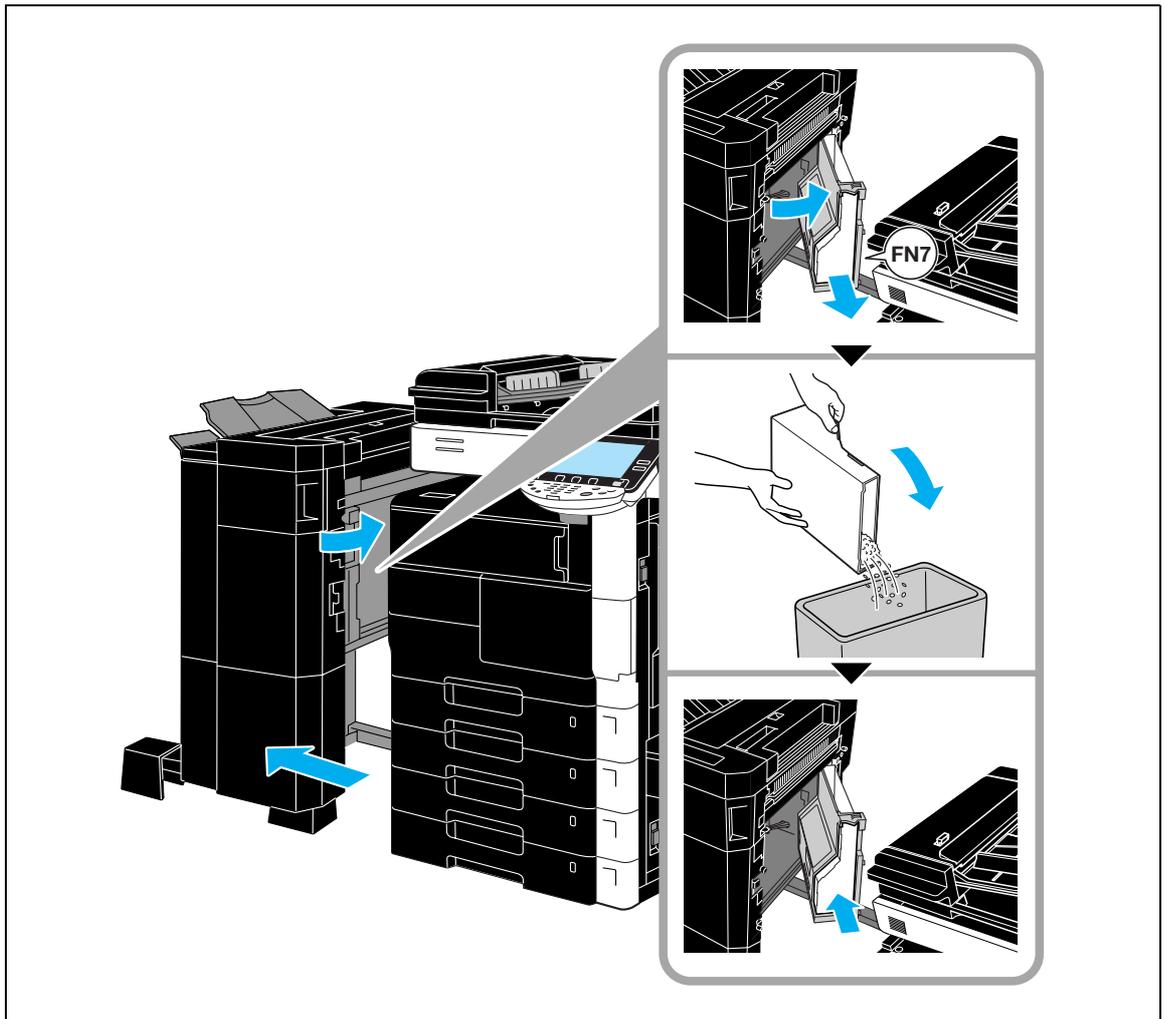
### Emptying the punch scrap box (Finisher FS-522)

The following procedure describes how to empty the punch scrap box.



**Emptying the punch scrap box (Finisher FS-523)**

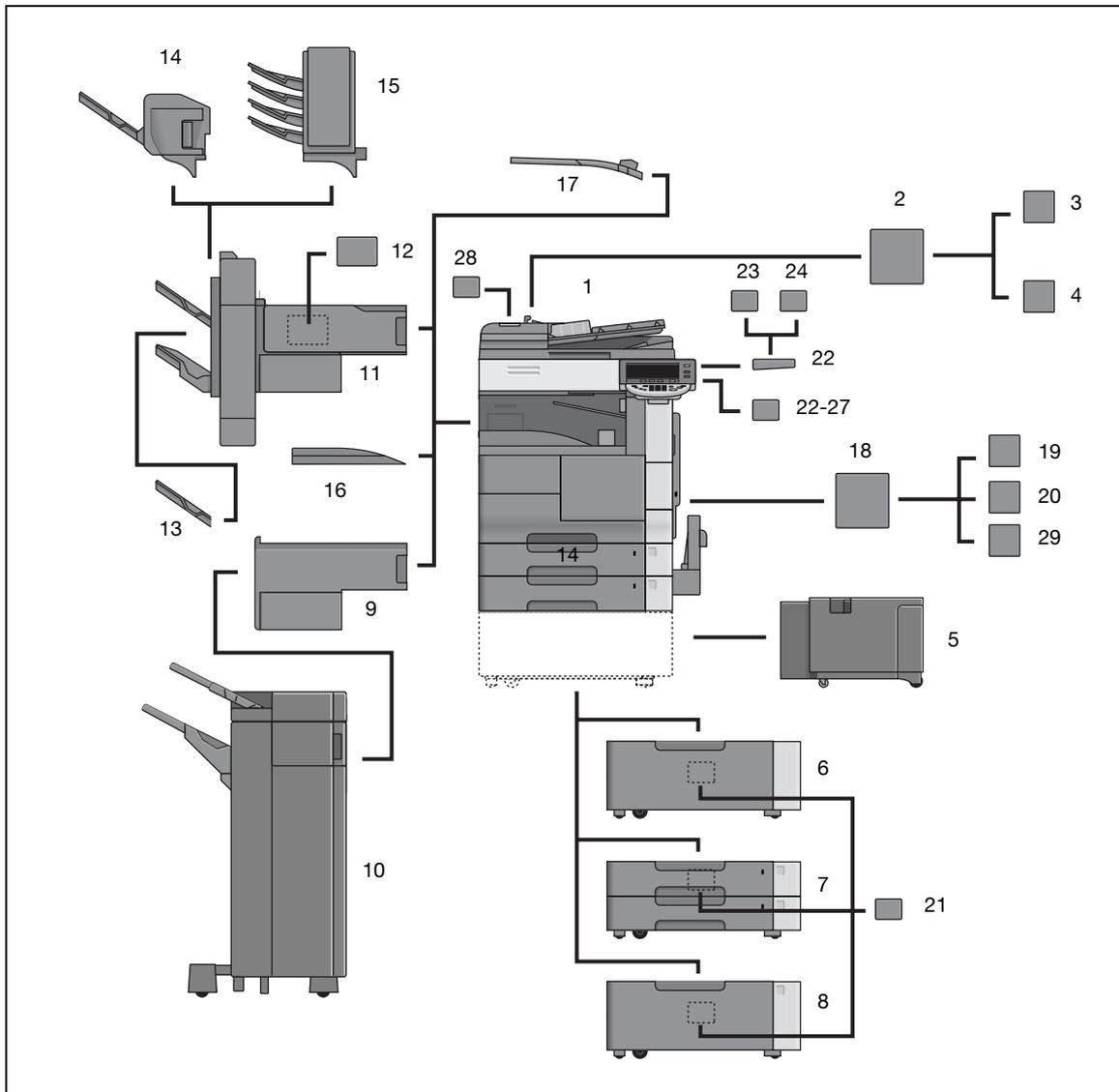
The following procedure describes how to empty the punch scrap box.



## 1.16 Options

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

By adding options, various office needs can be satisfied.



No.	Name	Description
1	Main unit	Consists of a scanner, a printer, an ADF, and paper feeders (2 trays and 1 by-pass tray).
2	Mount Kit MK-708	Used to install the Fax kit.
3	Multiple Line Expansion Kit ML-503	Used to expand the telephone line for exclusive use of facsimile.
4	Fax Kit FK-502	Allows this machine to be used as a fax machine.
5	Large Capacity Unit LU-203	Can be loaded with up to 2,000 sheets of paper (80 g/m <sup>2</sup> ).
6	Desk DK-506	Set up on the floor, allowing the machine to be positioned on top. Can store copying material.
7	Paper Feed Cabinet PC-206	Consists of 2 trays, each of which can be loaded with up to 500 sheets of paper (80 g/m <sup>2</sup> ).
8	Paper Feed Cabinet PC-407	Can be loaded with up to 2,500 sheets of paper (80 g/m <sup>2</sup> ).
9	Relay Unit RU-507	Relays paper between the main unit and finisher FS-523.
10	Finisher FS-523	Collects printed sheets. Provides selectable finishing functions: sort, group, offset-sort, offset-group, staple, and punch.

No.	Name	Description
11	Finisher FS-522	Collects printed sheets. Provides selectable finishing functions: sort, group, offset-sort, offset-group, staple, and punch.
12	Punch Unit PU-501	Installed on FS-522 to provide hole punching functions.
13	Output Tray OT-602	A paper output tray which can be added to Finisher FS-522.
14	Saddle Stitcher SD-507	Installed on FS-522 to provide folding and binding functions.
15	Mailbin Kit MT-502	Installed onto the Finisher FS-522 to divide printed pages and feed them into the appropriate bin assigned to a specific individual or group when used for PC printing.
16	Output Tray OT-504	A paper output tray installed onto the main unit when a finisher is not used.
17	Job Separator JS-502	Separates printed sheets. Pull the lever when taking out the paper.
18	Image Controller IC-207	Installed when the machine is used for network printing and network scanning.
19	Hard Disk HD-509	Installed to increase the scanning capacity or provide scanning of multiple jobs. This device can be mounted additionally on the optional I-FAX.
20	Local Interface Kit EK-703	Installed when using the machine as a printer connected directly with a PC.
21	Dehumidifier Heater 1C	Installed in Paper Feed Cabinet to prevent the paper loaded from collecting humidity. (It can be mounted also on Desk DK-506.)
22	Working table WT-502	Provides an area to temporarily place original and other materials.
23	Authentication Unit AU-101 (biometric type)	Scans vein patterns in the finger to make user authentication. For details, refer to the user manual provided with this unit.
24	Authentication Unit AU-201 (IC card type)	Reads the information stored on an IC card to make user authentication. For details, refer to the user manual provided with this unit.
25	Key Counter	Installed in the main unit to make the counter function available for printed sheets.
26	Key Counter Kit 4	Required when using the key counter.
27	Key Counter Mount Kit	Required when installing the key counter kit 4.
28	Stamp Unit SP-501	Installed onto ADF. Stamps scanned document pages to indicate that they have been faxed.
29	Security Kit SC-502	Installed to encode the data saved on the hard disk so that the hard disk can be used more safely.



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## 2 Basic operations

Basic operations

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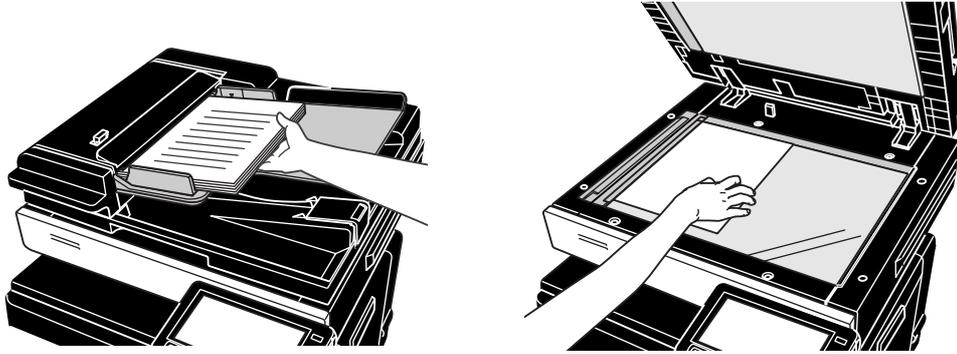


## 2 Basic operations

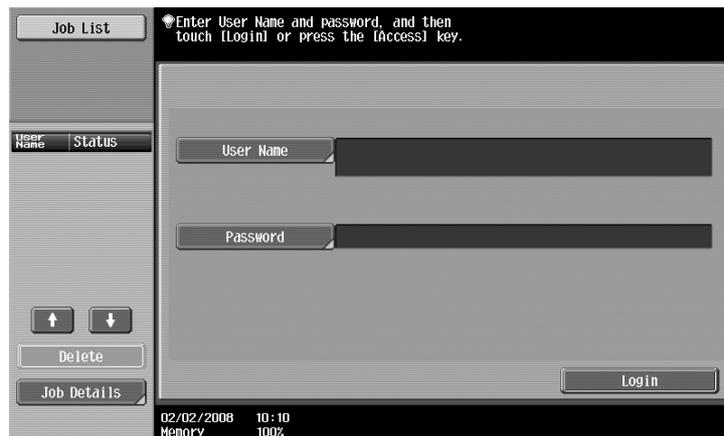
### 2.1 Basic copy operation

This section contains information on the general operation for copying.

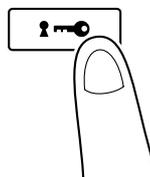
- 1 Position the original to be copied.



- If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key.



### Access

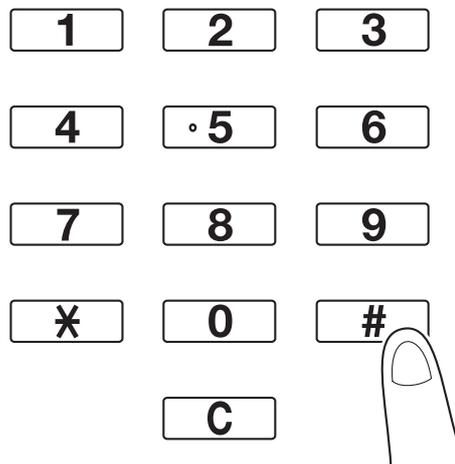


## 2 Select the Basic screen settings.



- Density/Background: Adjust the exposure level for the image or background of the copy. As a factory default, "Auto" is selected for Density, and "Standard" is selected for Background Removal.
- Paper: Select the paper tray that is to be used. As a factory default, "Auto" is selected.
- Zoom: For enlarged/reduced copying, change the zoom ratio. As a factory default, "100%" (Full Size) is selected.
- Duplex/Combine: Change the setting when copying double-sided originals or making double-sided copies of single-sided originals. In addition, multiple original pages can be combined into a single printed page. As a factory default, "1-sided>1-sided" is selected.
- Finishing: The printed pages can be sorted by pages or by copies. In addition, the pages can be stapled or holes can be punched in them.
- Separate Scan: Select this setting to scan a original in different batches. An original scanned in different batches can be treated as a single copy job.
- Auto Rotate OFF: Select this setting to print copies with the image not rotated to fit the orientation of the loaded paper.

## 3 Type in the desired number of copies.



- To change the number of copies, press the [C] (clear) key, and then type in the desired number.
- To use the various copy functions, touch [Application], and then specify the desired settings.



- 4 Press the [Start] key.



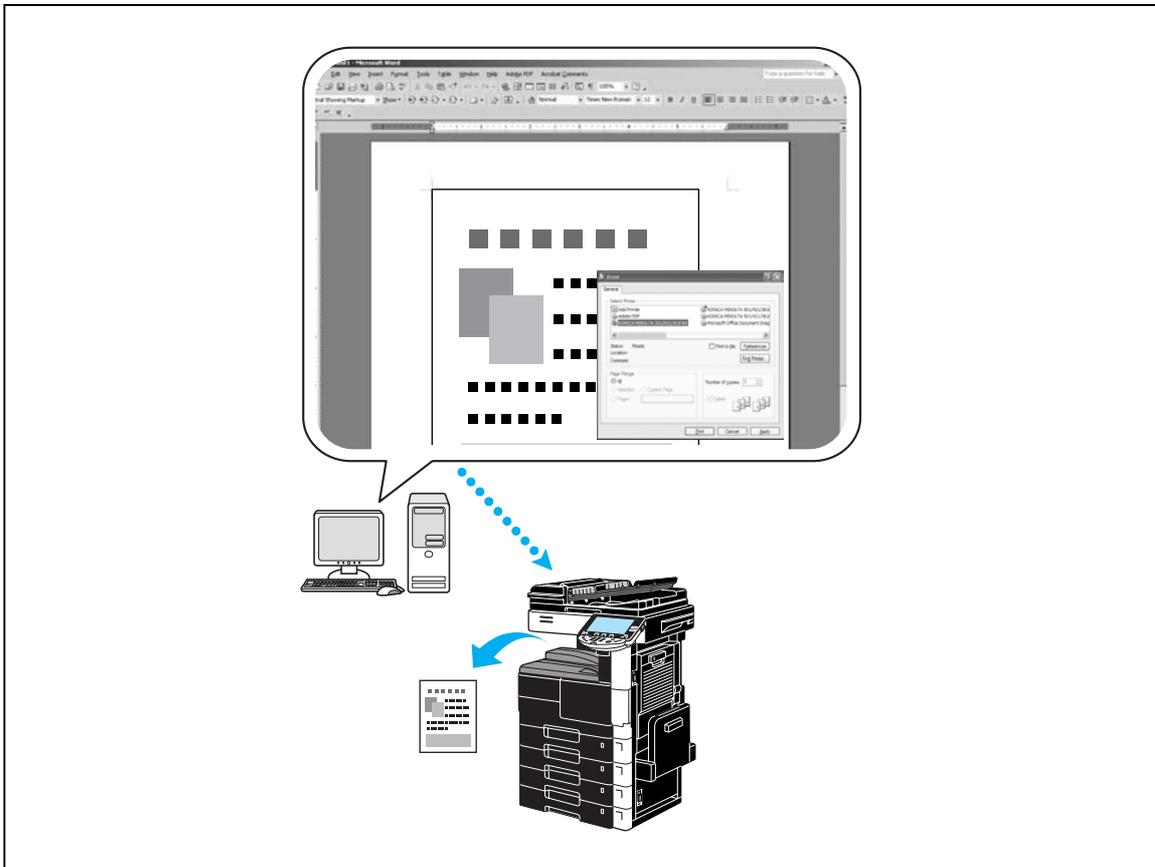
- To stop scanning or printing, press the [Stop] key.
- To interrupt the copy job, press the [Interrupt] key.
- To scan the next original while printing (reserve a copy job), position the next original, and then press the [Start] key.

## 2.2 Basic print operation

This section contains information on the general operation for printing.

### Sending print data

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



The following printer drivers can be used with this machine.

#### **Windows:**

- Konica Minolta PCL driver
- Konica Minolta PostScript driver

#### **Macintosh:**

- OS X PostScript PPD driver
- OS 9 PostScript PPD driver

### Before printing

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

The printer driver can easily be installed with the installer on the enclosed DVD.



#### **Detail**

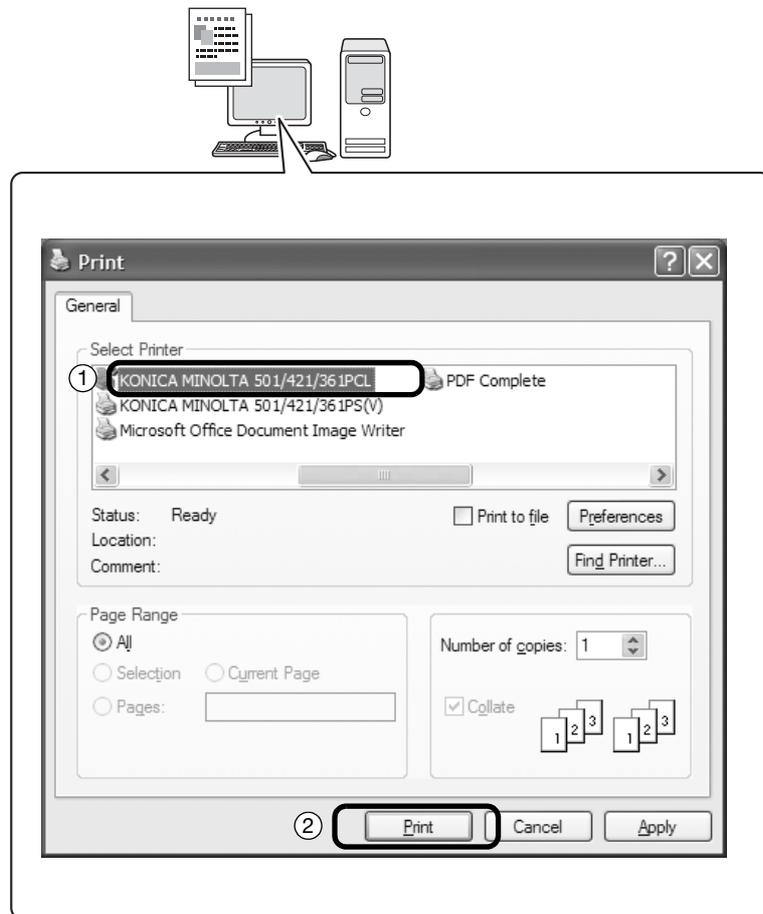
*In order to print, the network settings must first be specified.*

*Network settings should be specified by the administrator.*

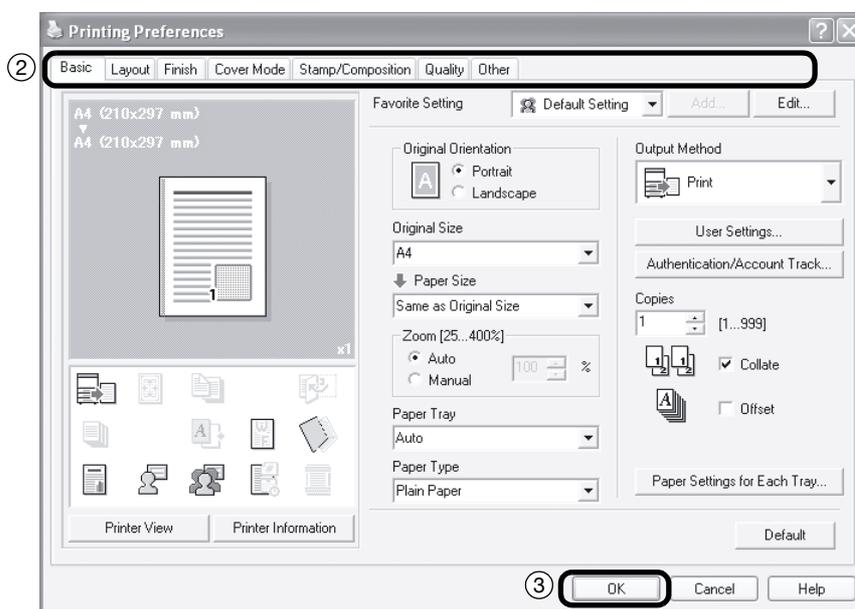
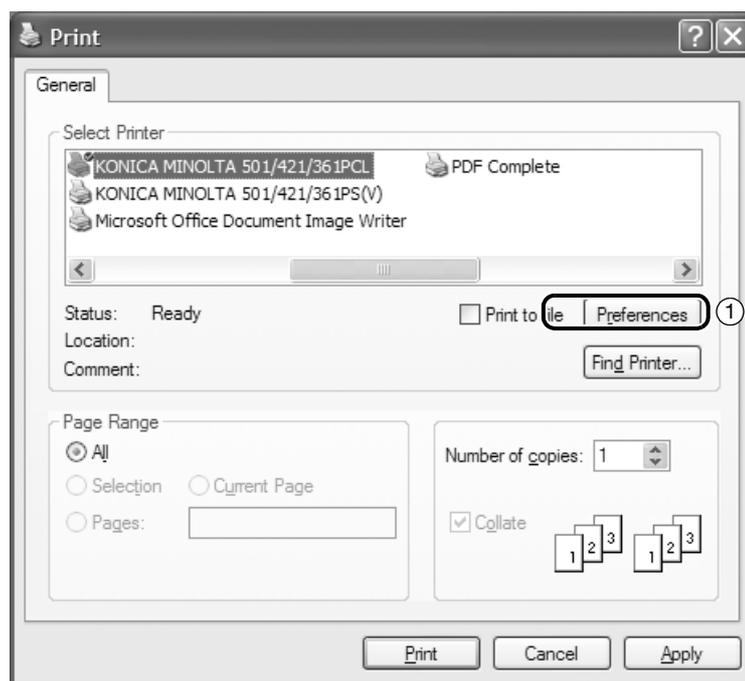
*Network settings can also be specified by using PageScope Web Connection.*

## Printing

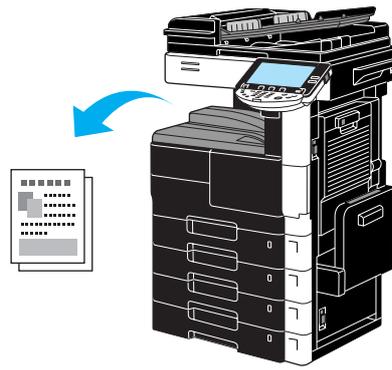
- 1 Create a document in the application, and then select the print command.
  - In the Print dialog box, select the printer.



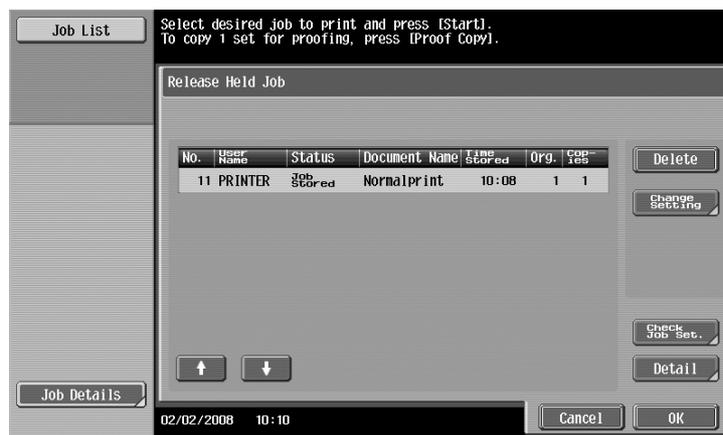
- If necessary, display the printer driver settings dialog box, and then specify the printing settings, such as stapling.



- 2 The specified pages and number of copies are printed.



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

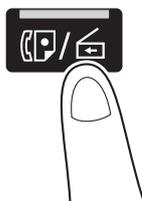


## 2.3 Basic fax operation

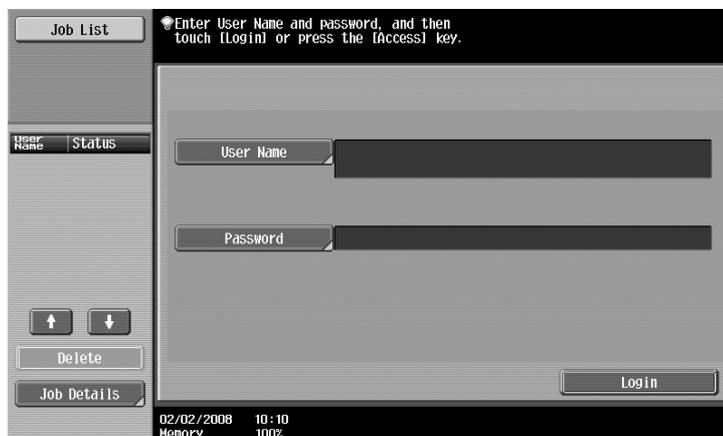
This section contains information on the general operation for faxing.

- 1 Change the mode.

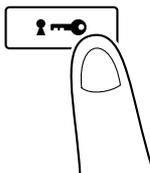
### Fax / Scan



- If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key.



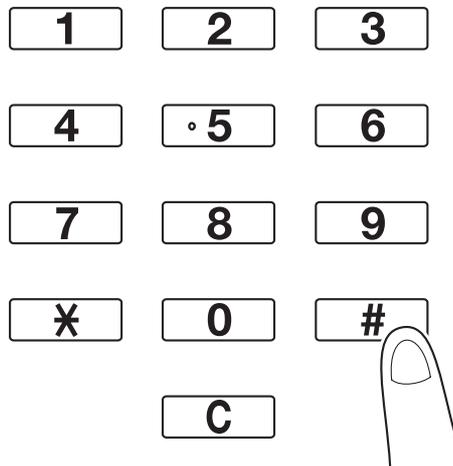
### Access



## 2 Select the destination.

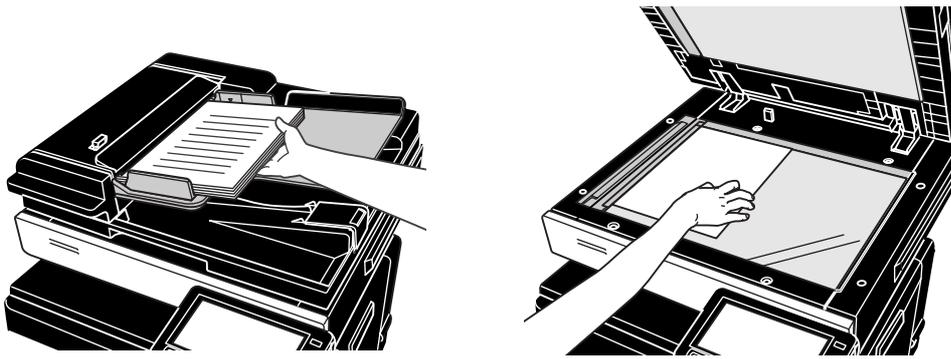


- If fax numbers are already registered, a registered destination can be selected. For details on registering destinations, refer to page 5-3 of this manual.
- When directly entering the fax number, use the keypad to type in the number.

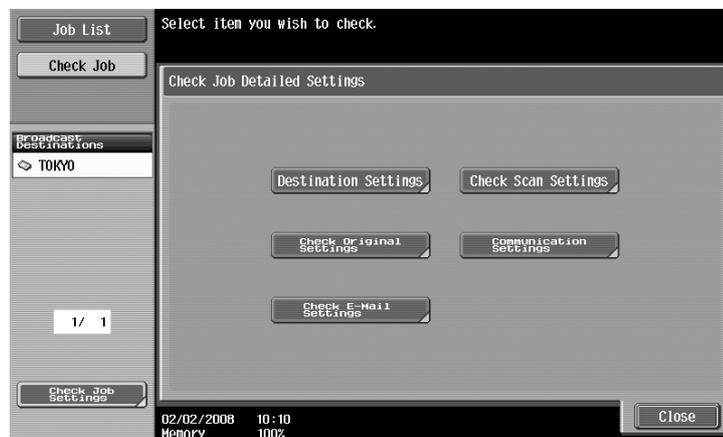


- A document can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a document to multiple destinations, refer to page 5-11 of this manual.
- If necessary, touch [Scan Settings], [Original Settings] or [Comm. Settings], and specify the desired settings.

- 3 Position the original to be faxed.



- To send a original that cannot be loaded into the ADF (a thick original or an original on thin paper), position it on the original glass.
- Position the original face up in the ADF with the top edge of the original inserted into the feed slot.
- To check the destinations and the settings specified for the functions, touch [Check Job Settings].

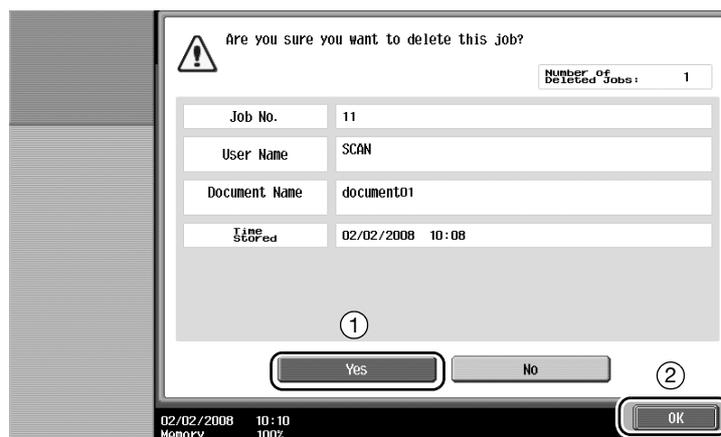


- 4 Press the [Start] key.



#### Detail

To stop the transmission after the [Start] key was pressed, touch [Job List], then [Job Details], and then delete the job to be stopped.



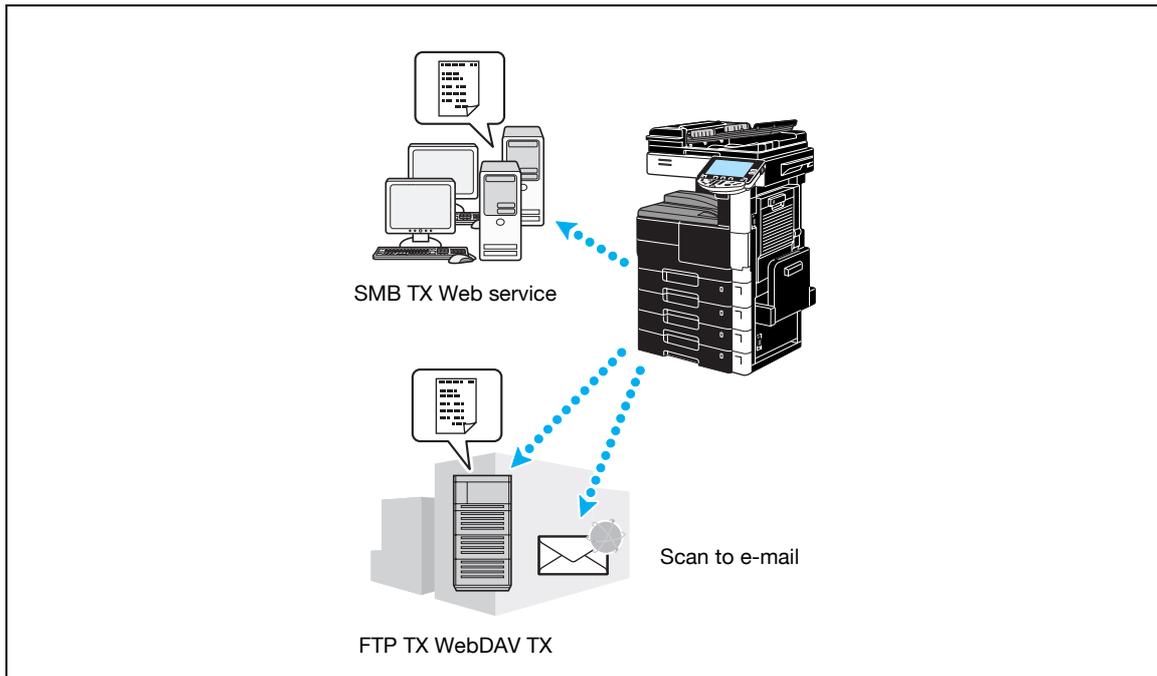
## 2.4 Basic scan operation

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

### Scan data transmissions

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

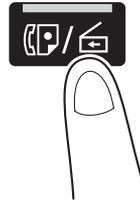
- Scan to E-mail: The scan data is sent as an attachment to an e-mail message.
- FTP TX: The scan data is sent to an FTP server.
- SMB TX: The scan data is sent to a shared folder on a computer on the network.
- WebDAV TX: The scan data is sent to the WebDAV server.
- Web service: It is possible to issue a scan command from a computer on the network or to perform scanning according to the purpose from the machine and to send the scanned data to the computer. It is available for using Windows Vista.



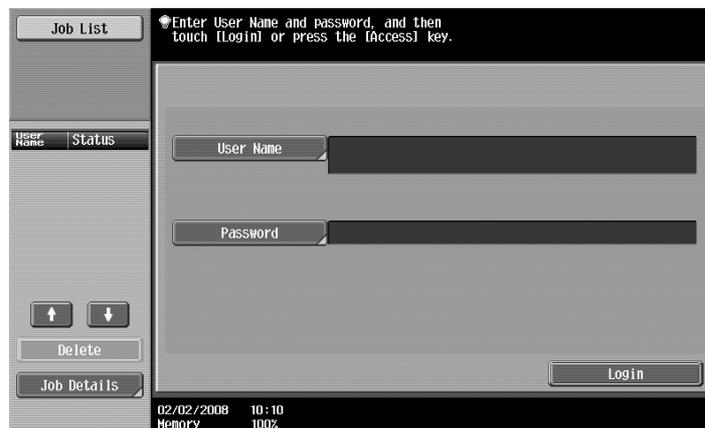
Other than data scanned with this machine, data saved in a user box can also be sent.

- 1 Change the mode.

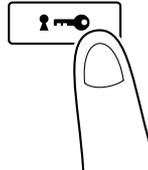
## Fax / Scan



- If a screen for entering the user name/account name and password appears, type in the necessary information, and then touch [Login] or press the [Access] key.



## Access



## 2 Select the destination.

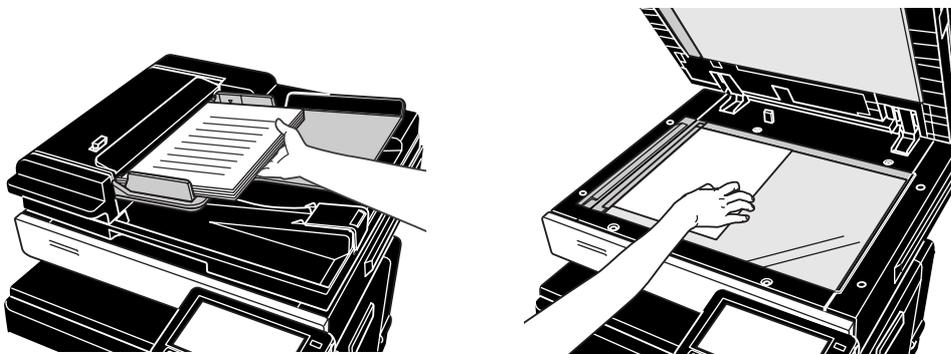


- If destinations are already registered, a registered destination can be selected. For details on registering destinations, refer to page 6-3 of this manual.
- To directly type in the destination address, touch [Direct Input], select the transmission method, and then type in the destination address.

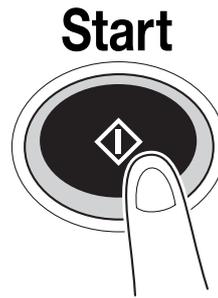


- A document can be sent to multiple destinations at the same time (Broadcast transmission). For details on sending a document to multiple destinations, refer to page 6-23 of this manual.
- If necessary, touch [Scan Settings], [Original Settings] or [Communication Settings], and specify the desired settings.

## 3 Position the original to be scanned.



- 4 Press the [Start] key.

**Detail**

*The network settings must be specified before scan data can be sent.*

*Network settings should be specified by the administrator.*

*Network settings can also be specified by using PageScope Web Connection.*

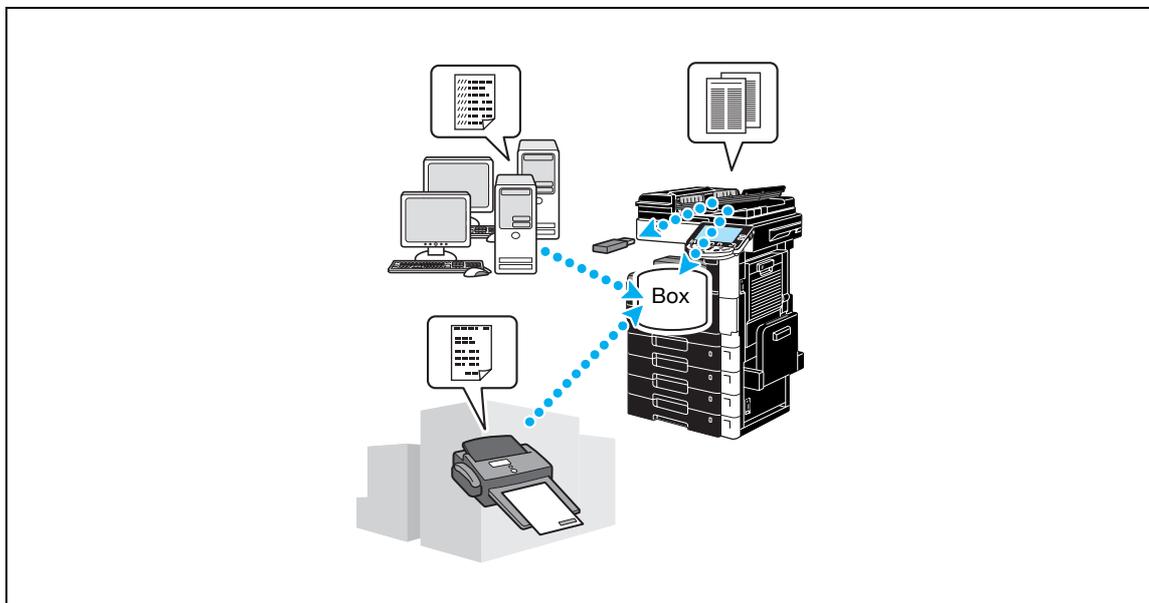
*For easier operation, specify in advance any settings other than the network settings according to the desired application.*

## 2.5 Basic box operation (registering user boxes)

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

### Box operations

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

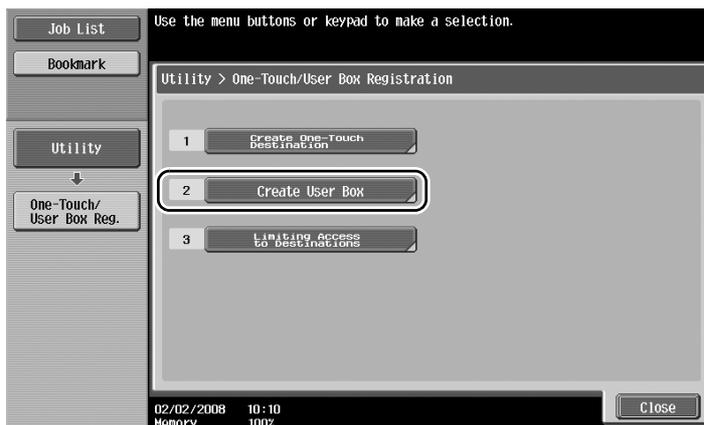
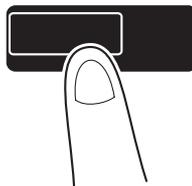


The following user boxes can be registered. To use public user box, personal user box, group user box, and annotation user box functions, an optional hard disk needs to be installed in the machine.

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

- 1 Display the screen for registering user boxes.

Utility/Counter





2 Touch [New].



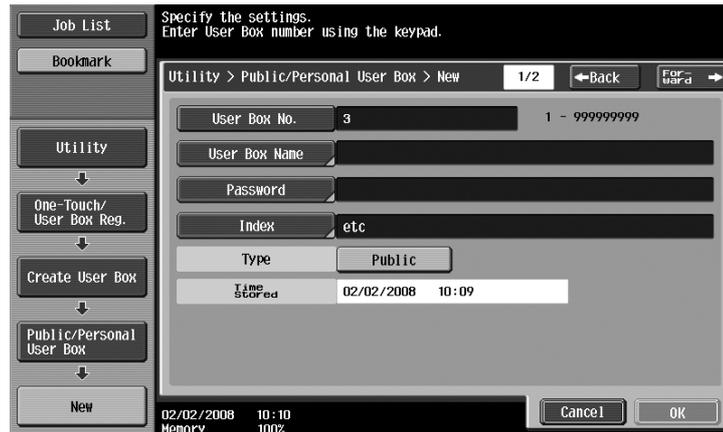
- Change the settings for a registered user box, select the user box whose settings are to be changed, and then touch [Edit].



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



### 3 Specify the desired settings.

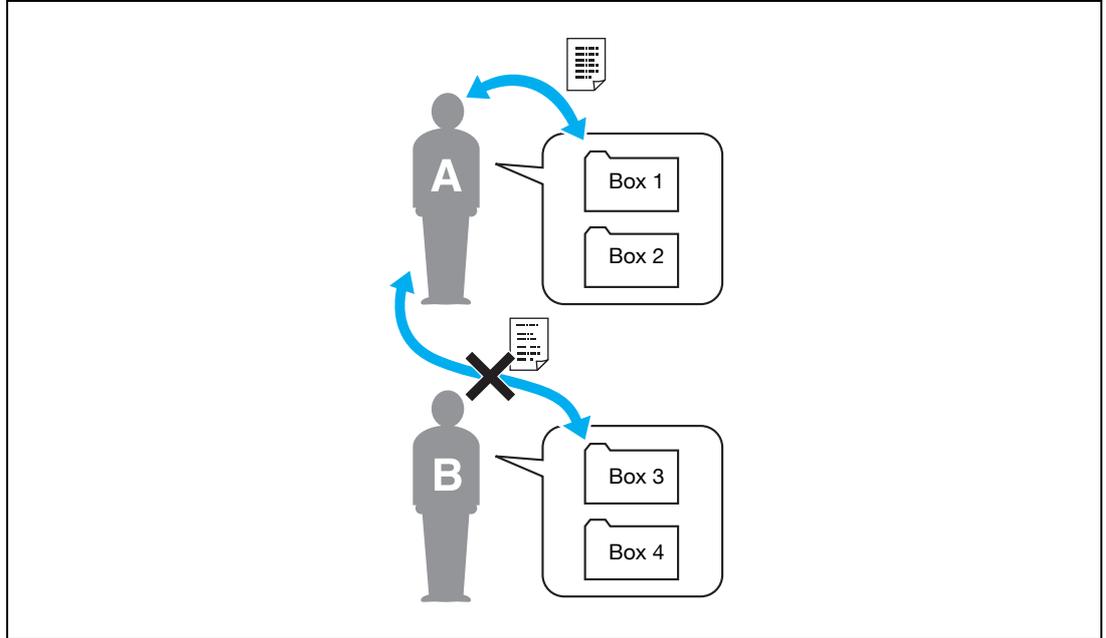


- User Box No.: Specify the user box number. Touch [User Box No.], and then use the keypad to type in the user box number.
- User Box Name: Specify the user box name. Touch [User Box Name], and then use the keyboard that appears in the touch panel to type in the user box name.
- Password: Specify a password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

**Detail**

Personal user boxes can be created and used by users registered with user authentication. By creating user boxes for authenticated users, the contents of the user boxes cannot be viewed or used by other users.

For example, if authenticated user A is logged on, only user boxes registered to A appear in the screens. Since user boxes registered to authenticated user B do not appear, they cannot be used.



We recommend saving highly confidential documents in personal user boxes.

Group user boxes can be created and used by accounts (groups) registered with account track. As with personal user boxes, by creating user boxes for each account, the contents of the user boxes cannot be viewed or used by members of other accounts.

We recommend saving data to be shared within a group in group user boxes.

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

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

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



### Detail

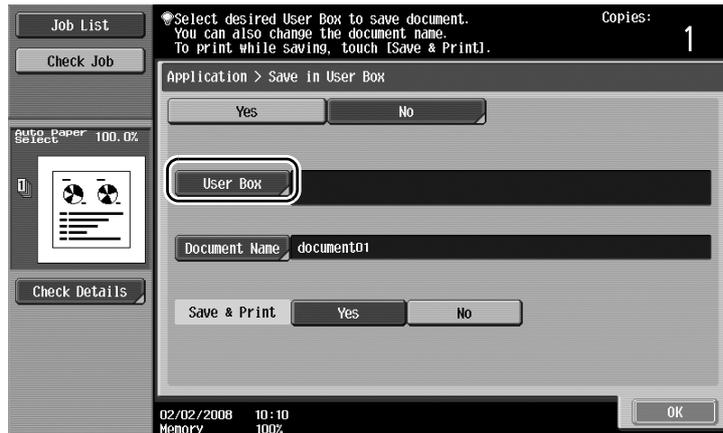
*Data saved from Copy mode cannot be transmitted. The operations for saving data in user boxes differ depending on how the data is to be used.*

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

- 1 Touch [Save in User Box].

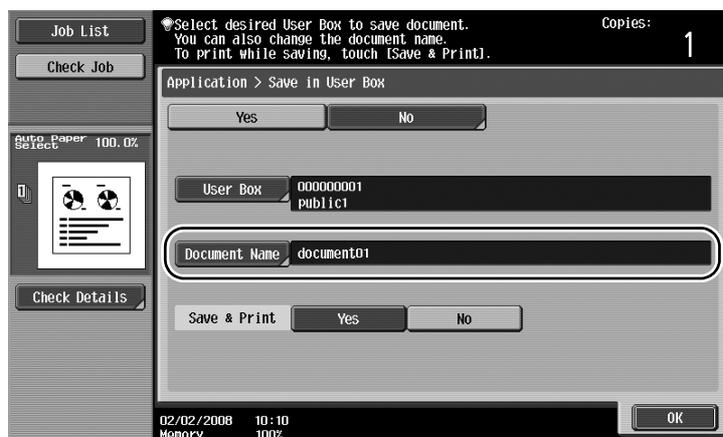


- 2 Select the user box where the document is to be saved.



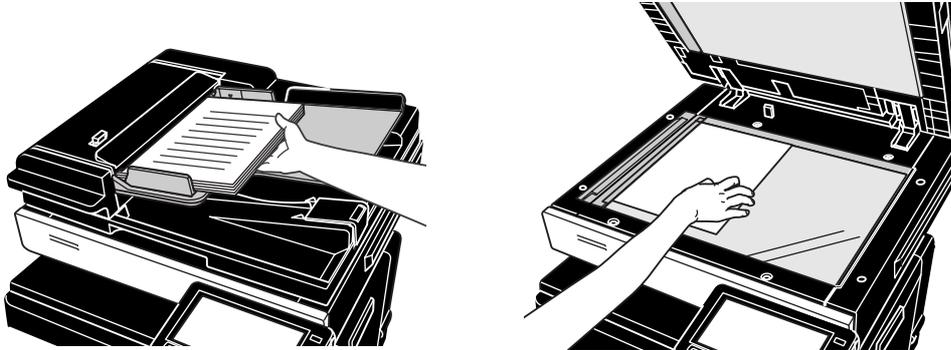
- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].

- 3 Check the name of the document.

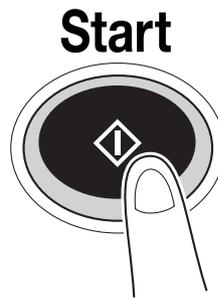


- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.

4 Position the original to be saved.



5 Press the [Start] key.



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

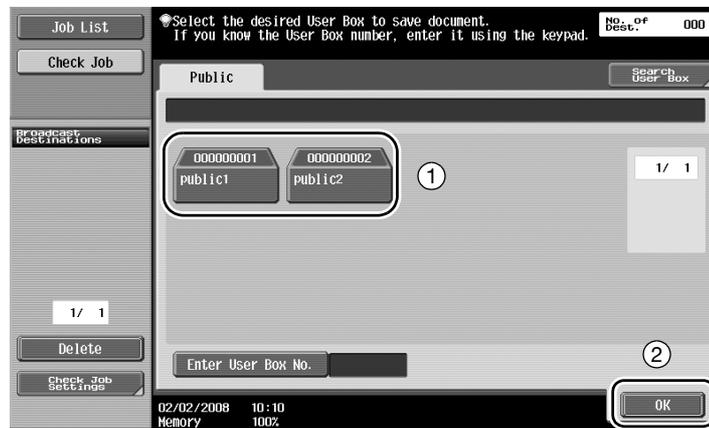
### Saving data in a user box with a Fax/Scan mode operation

- 1 Touch [User Box].

#### Fax / Scan



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



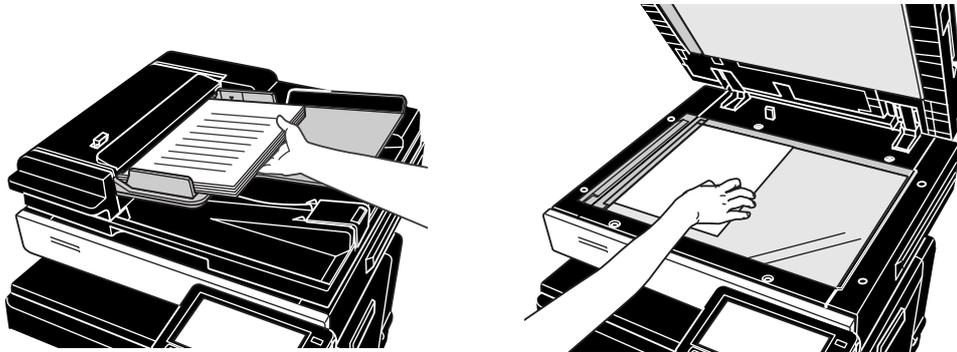
- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].

## 3 Check the name of the document.

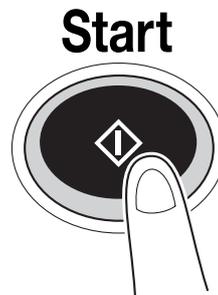


- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.

4 Position the original to be saved.



5 Press the [Start] key.



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



**Detail**

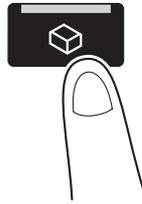
*A user box registered in the address book or registered as a group destination is called a "user box destination".*

*Data can also be saved in a user box by specifying a user box destination as the recipient of the fax or scan data.*

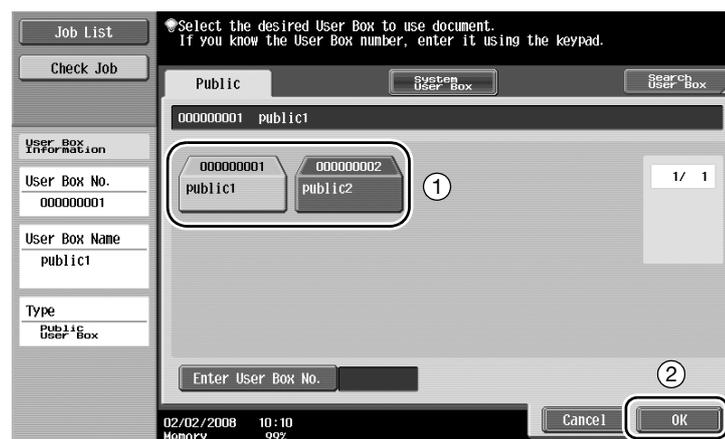
## Saving data in a user box with a User Box mode operation

- 1 Touch [Save Document].

### User Box

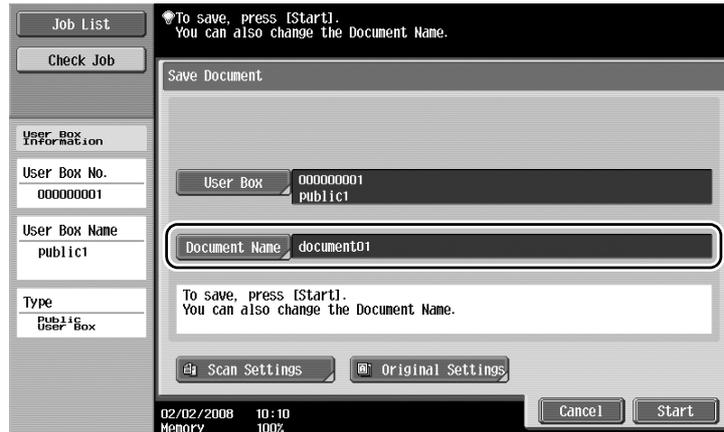


- 2 Select the user box where the document is to be saved.



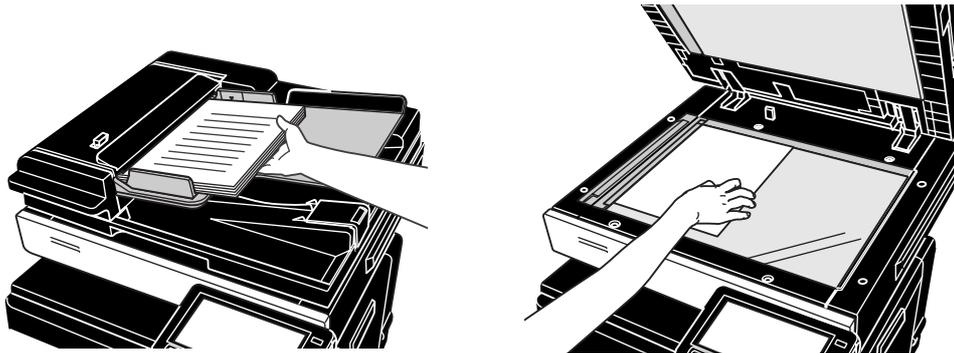
- The user box can also be specified by touching [Enter User Box No.], then typing in the box number.
- To search for a user box name, touch [Search User Box].
- An external memory can be connected directly to the machine and specified for saving documents.
- For details on functions using an external memory, refer to page 2-40 of this manual.

### 3 Check the name of the document.



- The document name automatically set as the default is displayed.
- To change the document name, touch [Document Name], and then use the keyboard that appears in the touch panel to type in the name.
- To specify settings such as the image quality and document orientation, touch [Scan Settings] or [Original Settings].

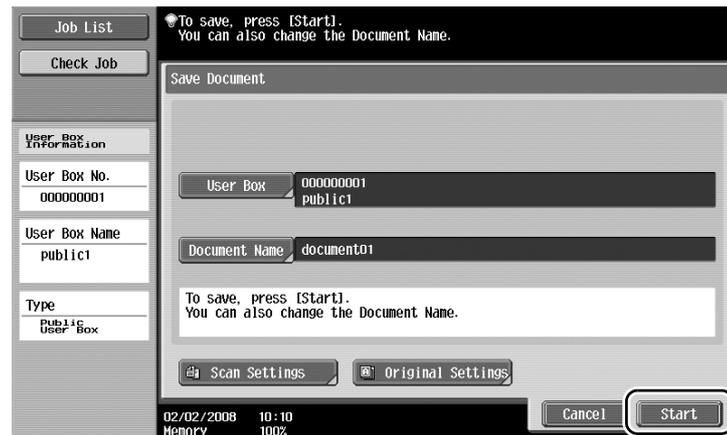
### 4 Position the original to be saved.



### 5 Press the [Start] key.



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



#### Detail

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

*For details on saving data in user boxes using the printer functions, refer to page 4-5 of this manual.*

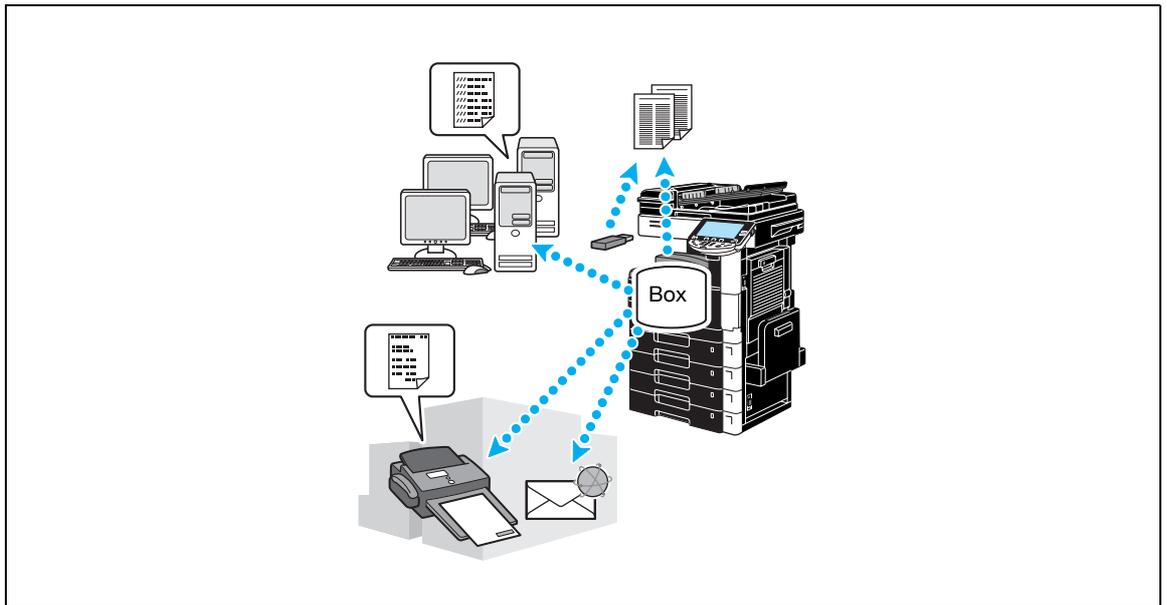
## 2.7 Basic box operation (using saved documents)

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

### User Box mode uses

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

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



### Detail

*Operations on data saved in user boxes can also be performed with PageScope Web Connection from a Web browser on a computer.*

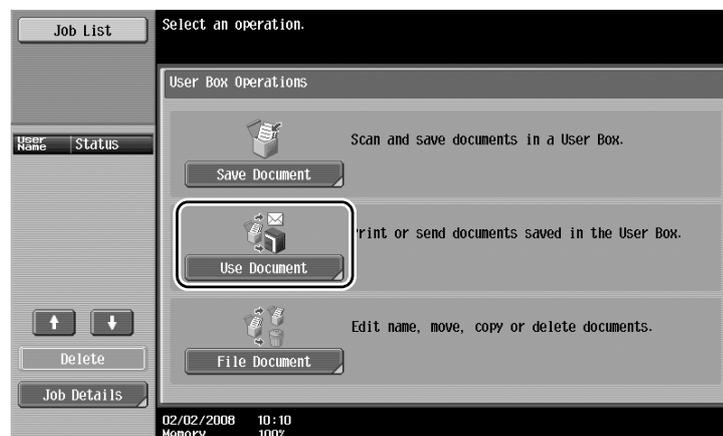
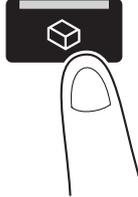
*By using PageScope Web Connection, you can search for data in user boxes or you can print or send data without leaving your desk.*

*Data can more easily be imported from a user box to the computer.*

## Printing saved documents

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

### User Box

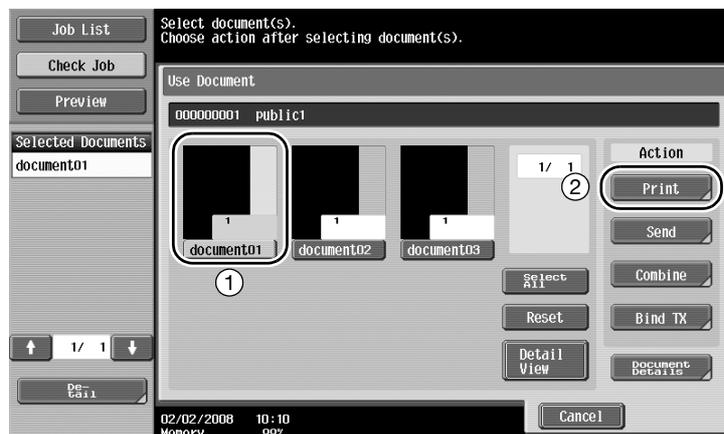


- If a password has been specified for the user box, type in the password, and then touch [OK].



- An external memory can be connected directly to the machine and specified for printing data in the external memory.
- For details on functions using an external memory, refer to page 2-40 of this manual.

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



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



- To print multiple saved data at the same time, touch [Combine]. Up to 10 documents can be printed at the same time.

- 3 Press the [Start] key.

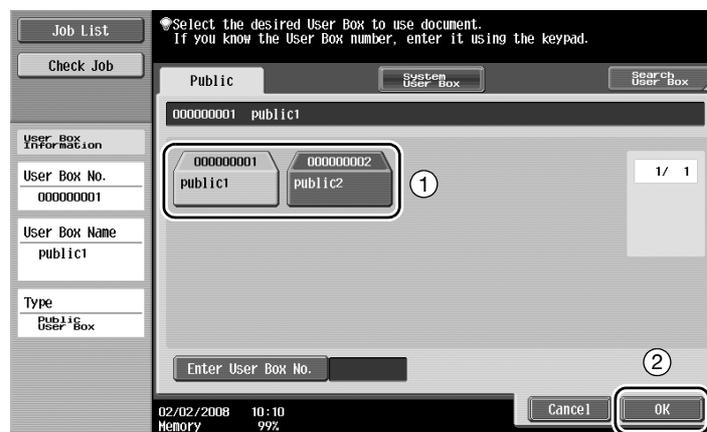
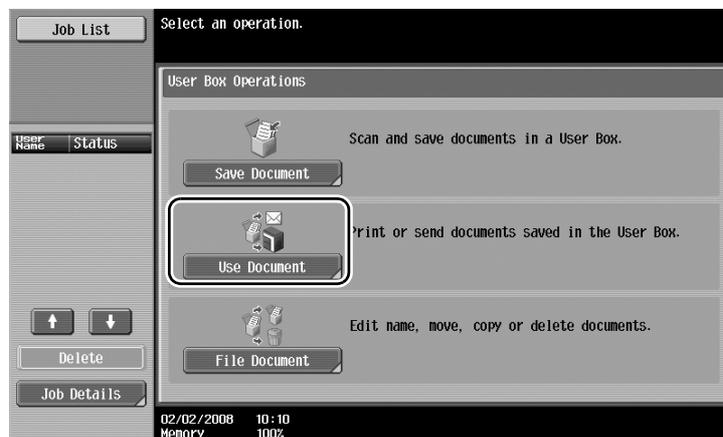
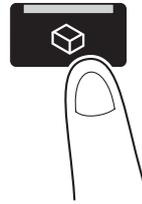


- The operation can also be started by touching [Start].

## Sending saved documents

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

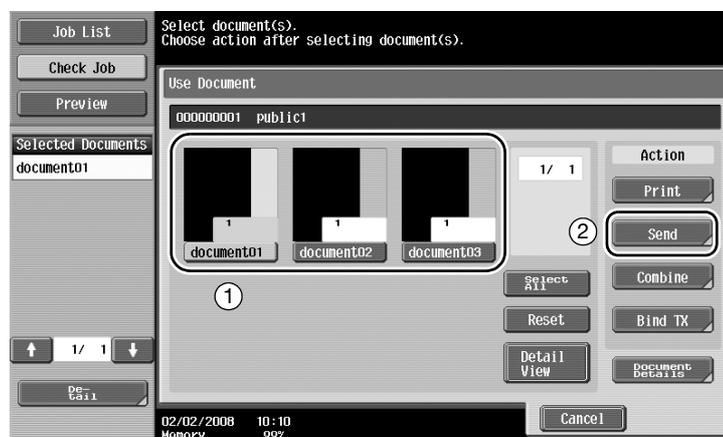
### User Box



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



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



- To send multiple saved data at the same time, touch [Bind TX]. Up to 10 documents can be sent at the same time.

- 3 Select the destination.



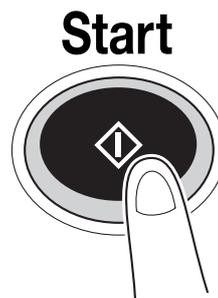
- If destinations are already registered, a registered destination can be selected. For details on registering destinations, refer to page 6-3 of this manual.

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



- A document can be sent to multiple destinations at the same time. For details on sending a document to multiple destinations, refer to page 6-23 of this manual.
- If necessary, touch [Communication Settings], and specify the desired settings.

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



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



## 2.8 Using an external memory

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

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



### Detail

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

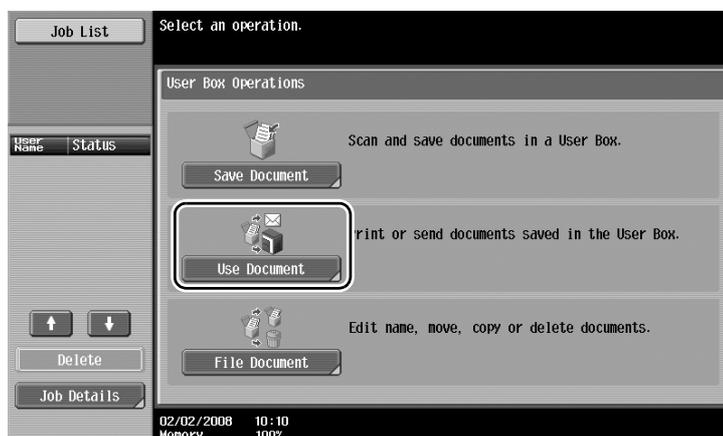
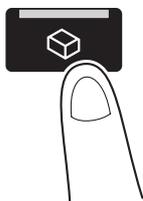
*Connect an external memory to the USB connector of this machine in advance.*

*To save data in an external memory, setting is required in advance.*

### Printing

- 1 Touch [Use Document].

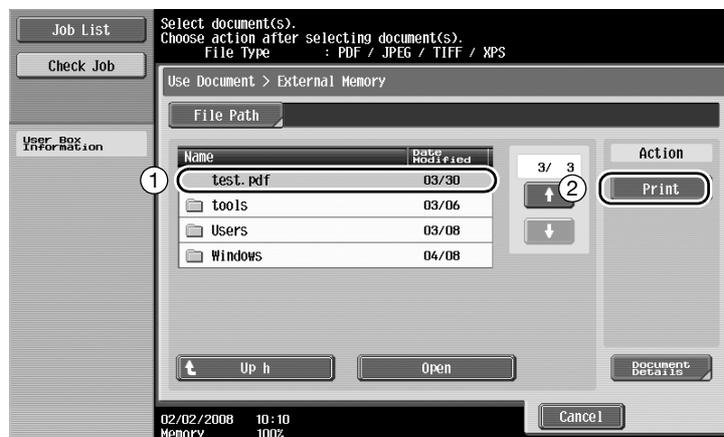
### User Box



## 2 Select [External Memory].



## 3 Select the document and make print settings.



## 4 Press the [Start] key.

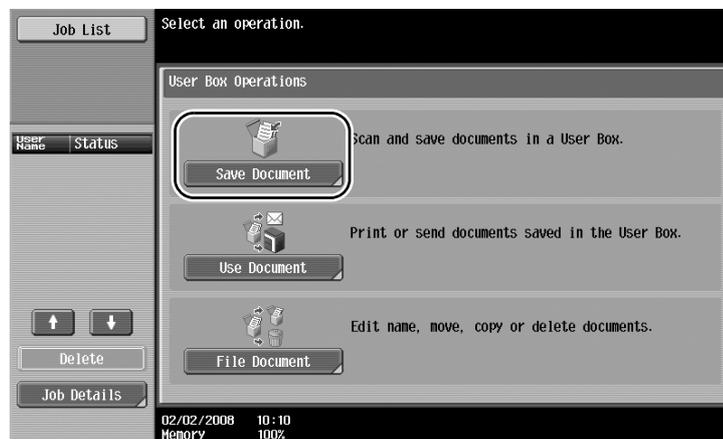
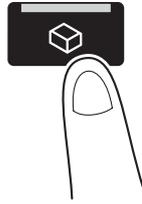


- The operation can also be started by touching [Start].

## Saving

- 1 Touch [Save Document].

### User Box



- 2 Select [External Memory].

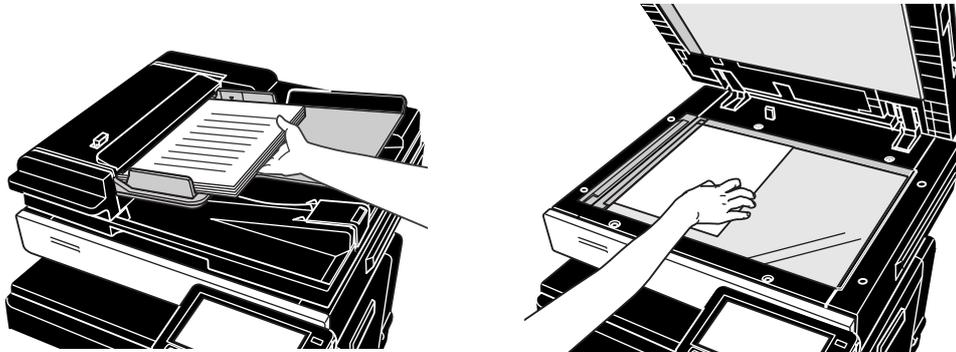


- 3 Check the document name and make scan and original settings.

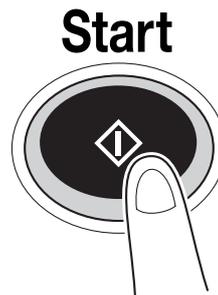


- The document name can be changed when saving the document.

- 4 Position the original to be saved.



- 5 Press the [Start] key.



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



---



## Useful copy operations

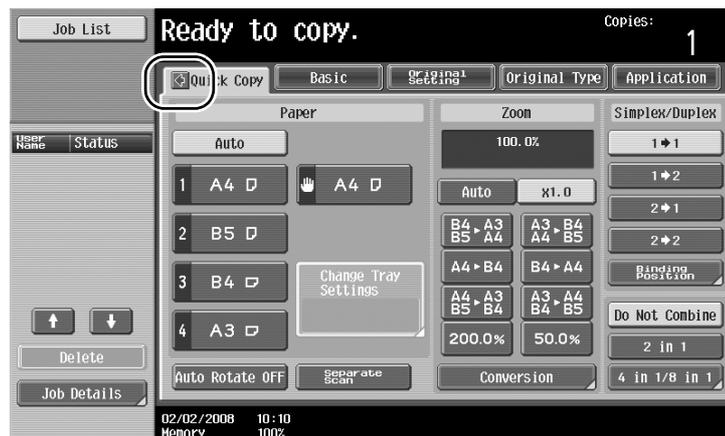
## 3 Useful copy operations

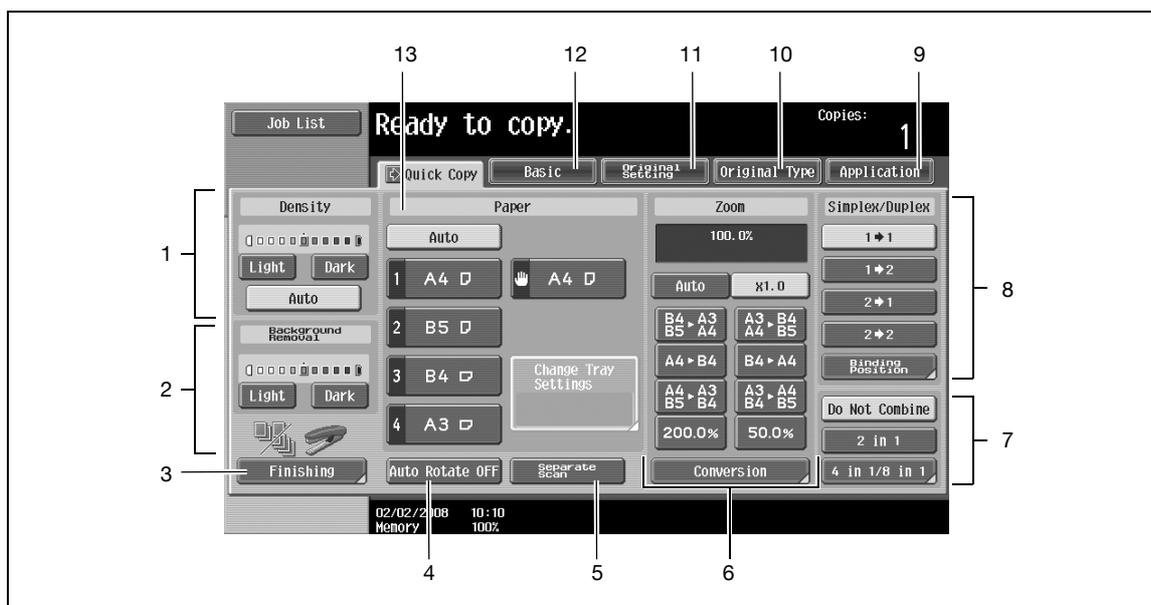
### 3.1 Specifying basic settings for quick copying

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

#### Quick Copy screen

Basic copy settings are available in one screen. Touch  in the screen to display additional settings, such as other Density or Finishing settings.





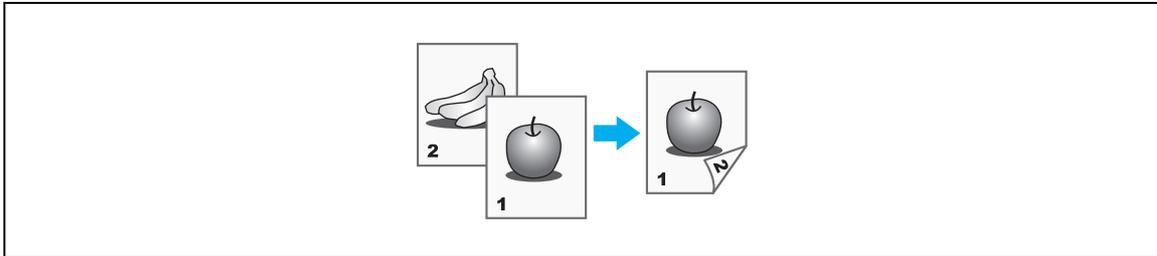
No.	Item	Description
1	Density setting	Select the exposure level of print image.
2	Background Removal setting	Select the exposure level of the background.
3	Finishing settings	Select the settings for sorting, grouping, offsetting, stapling, or hole punching.
4	[Auto Rotate OFF] key	Select whether copies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

### 3.2 Reducing paper use while copying

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

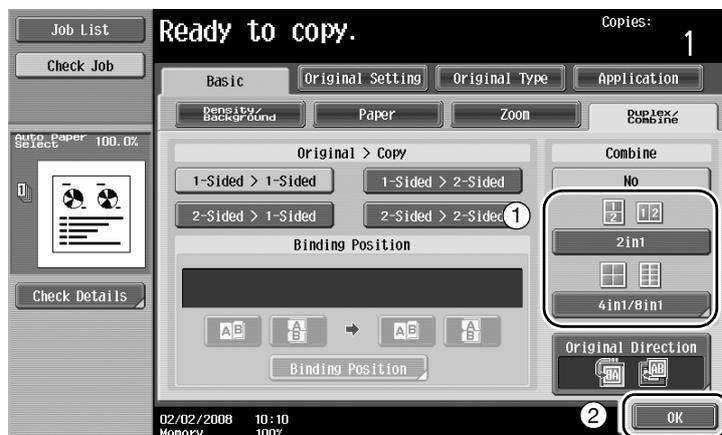
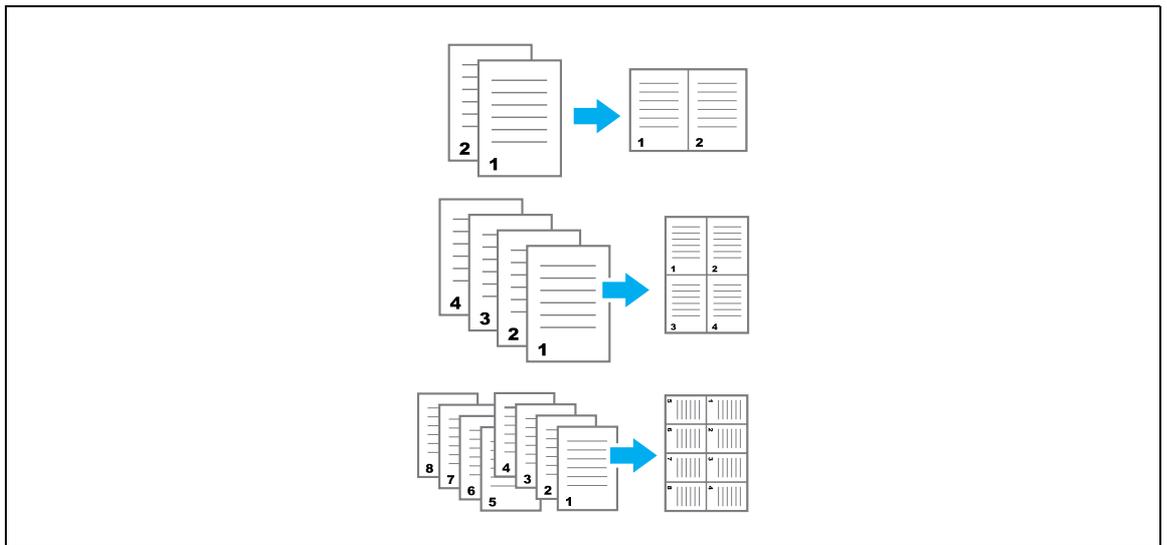
#### Double-sided copying

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

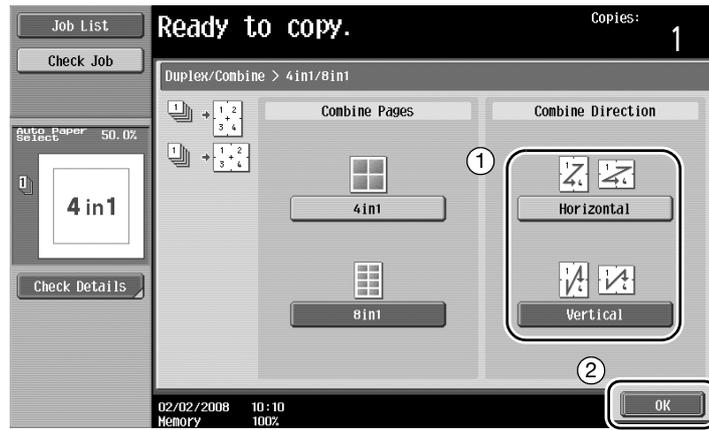


**Combined copies**

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

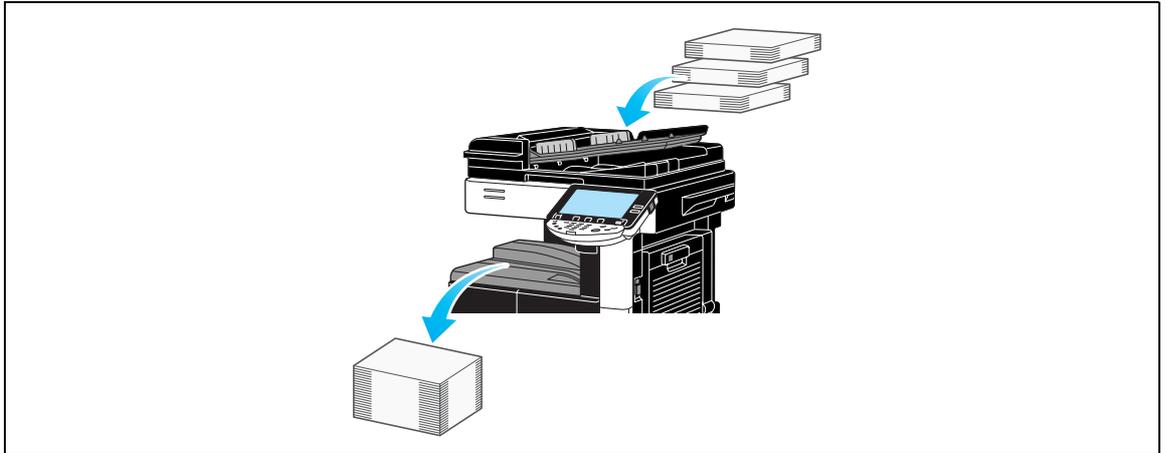


If "4in1" or "8in1" is selected, the page arrangement can be selected.



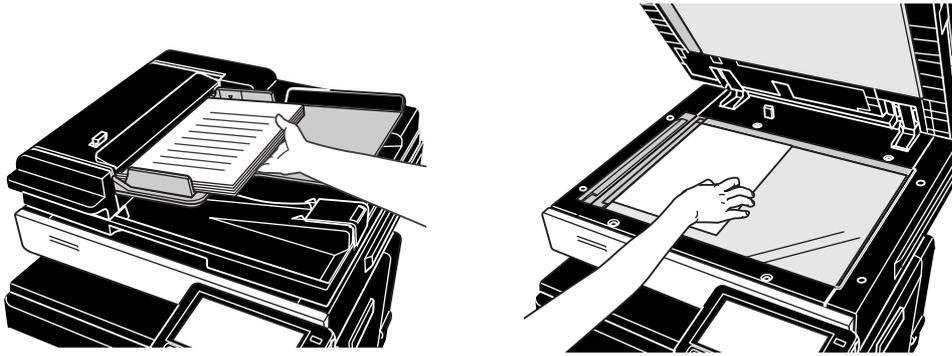
### 3.3 Copying a large number of original pages at one time

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

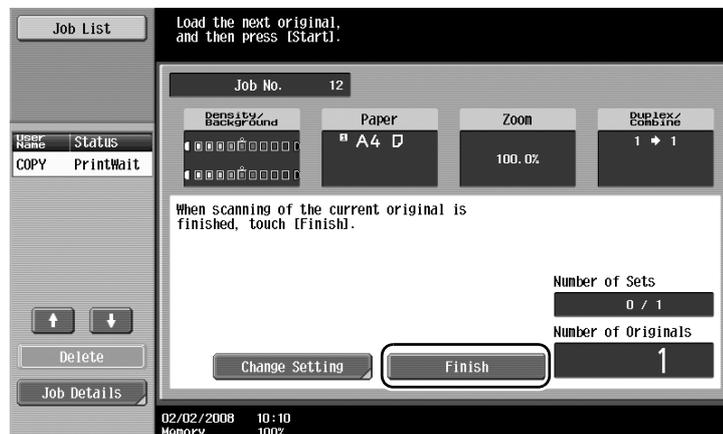


#### Separate Scan





Repeat this operation until all original pages have been scanned.



#### Detail

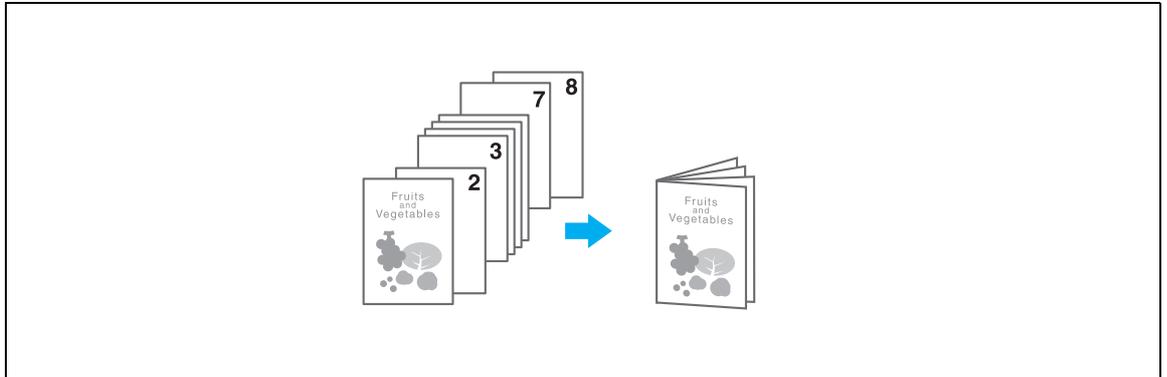
To copy originals that cannot be loaded into the ADF, position them on the original glass. Originals can also be scanned in separate batches from the original glass.  
To change the settings, touch [Change Setting].

### 3.4 Producing a booklet from copies

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

#### Booklet

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

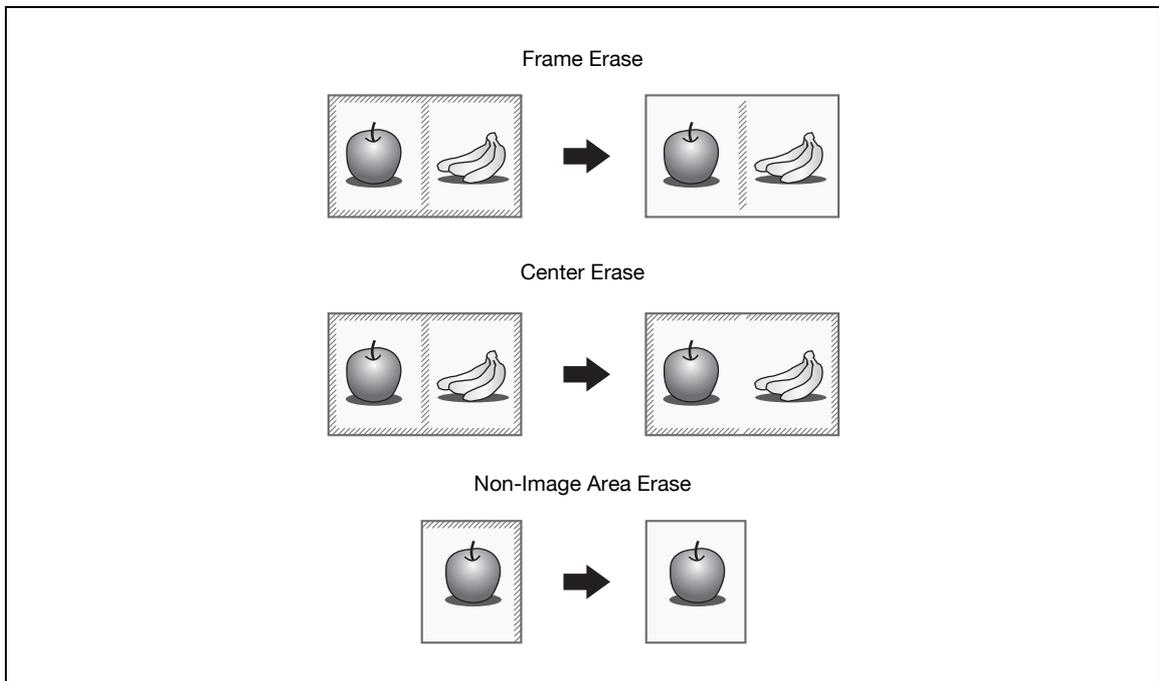


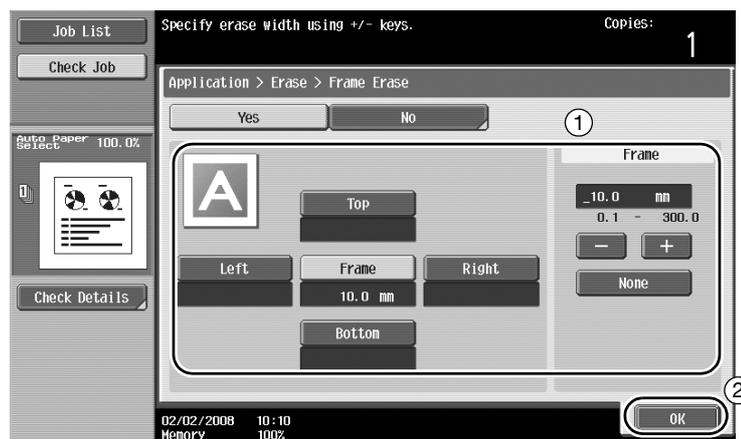


### 3.5 Erasing original shadows from copies

#### Erase

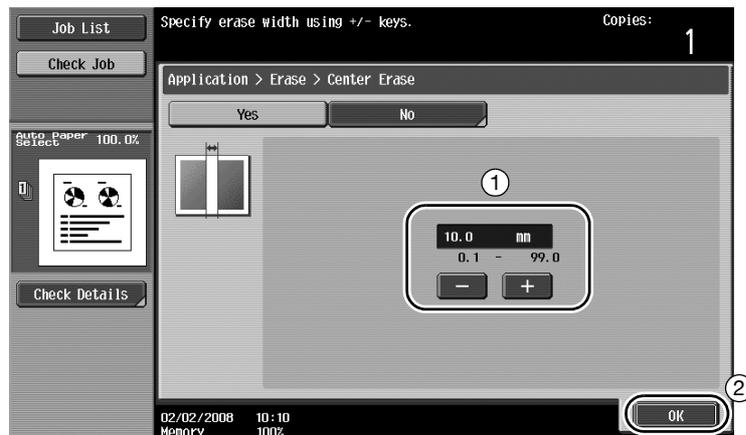
Copies can be produced by erasing unwanted areas around the original, such as the transmission information on received faxes and the shadows of punched holes.





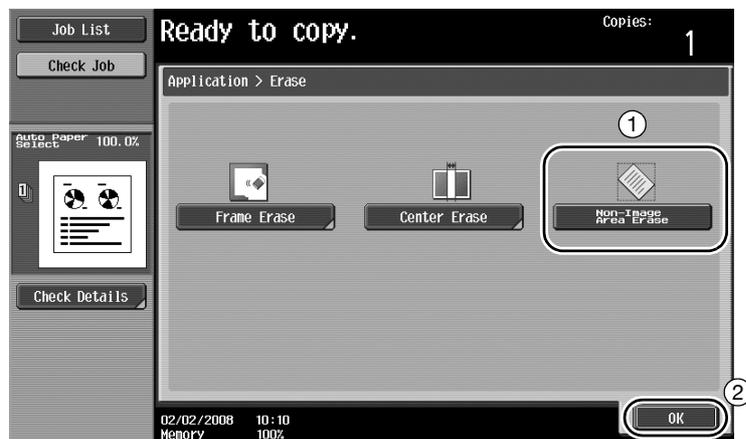
Frame Erase: The same width can be erased on all four sides of the original, or the width that is erased can be specified for each side.

The width of the frame to be erased can be set between 0.1 and 300.0 mm.



Center Erase: Erase black copy marks along the center line.

The width to be erased can be set between 0.1 and 99.0 mm.



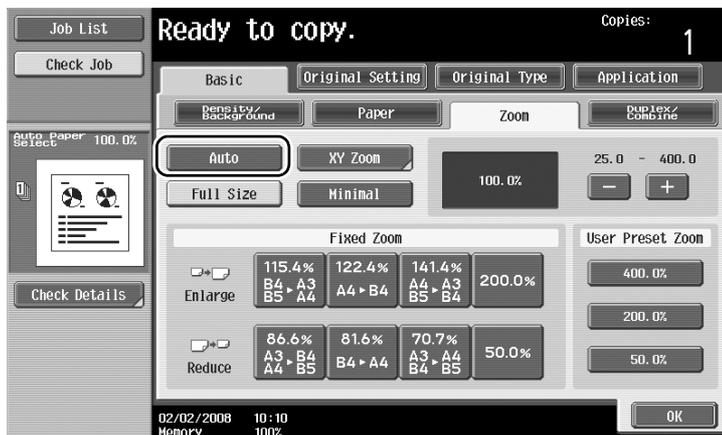
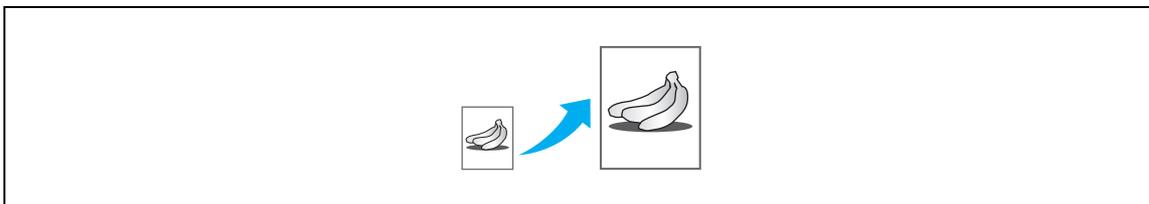
Non-Image Area Erase: Detect the original size and erases outside area of the original.

Frame Erase and Center Erase are compatible with each other.

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

#### Auto zoom

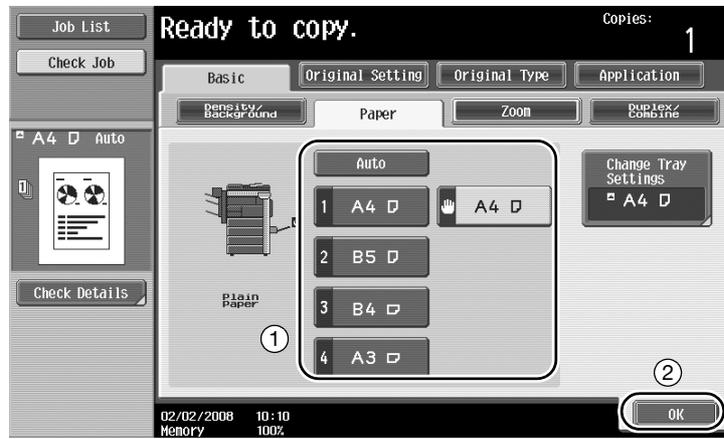
Copies can be produced with the zoom ratio automatically selected based on the size of the loaded original and the specified paper size.



**Reminder**

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

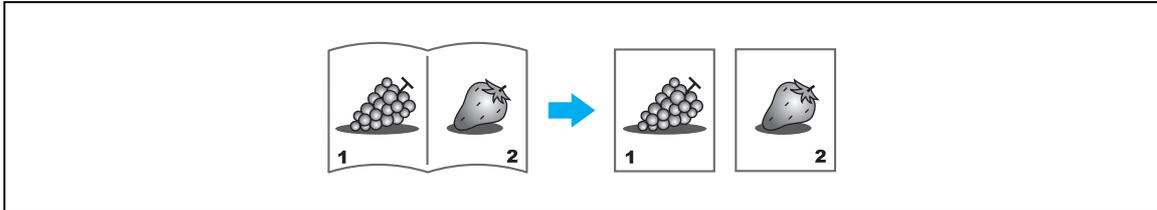
If the "Auto" Zoom setting is selected, the "Auto" Paper setting cannot be selected. Select the paper tray loaded with the desired paper size.

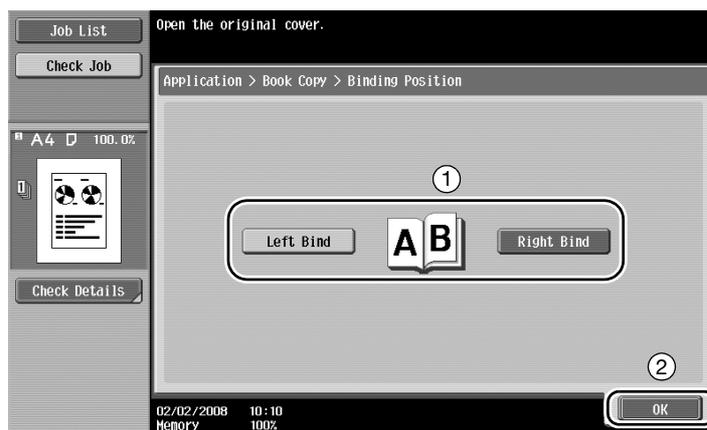
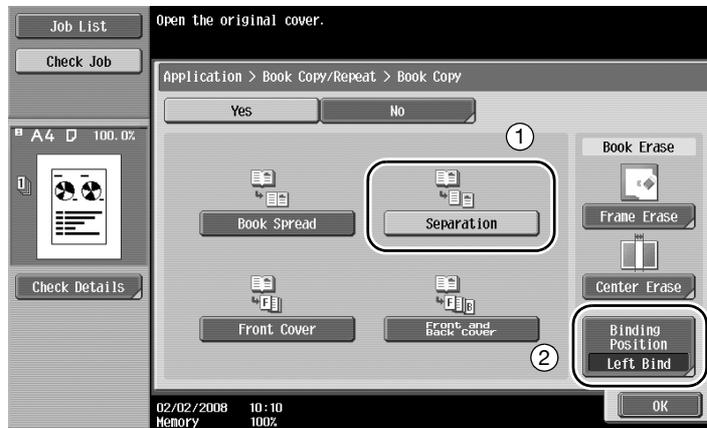
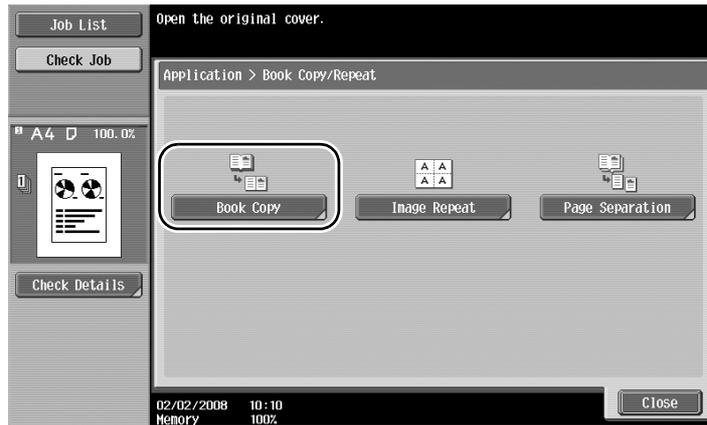


### 3.7 Copying book page spreads on separate sheets of paper

#### Book Copy

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







### Detail

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

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



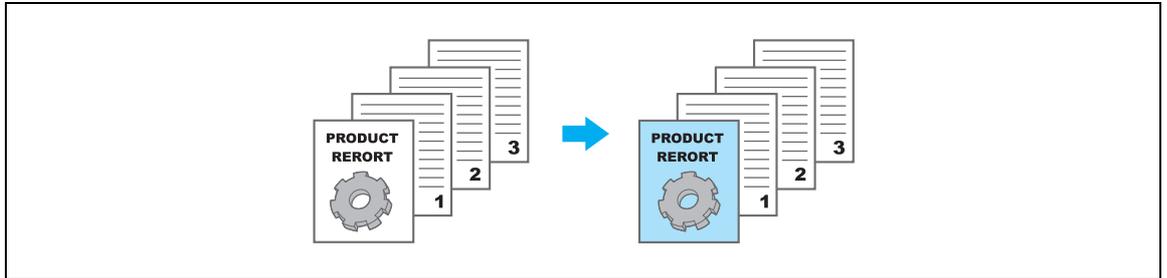
### Reminder

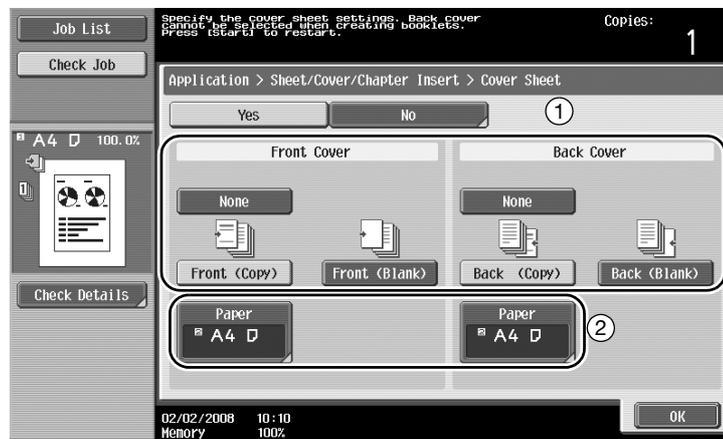
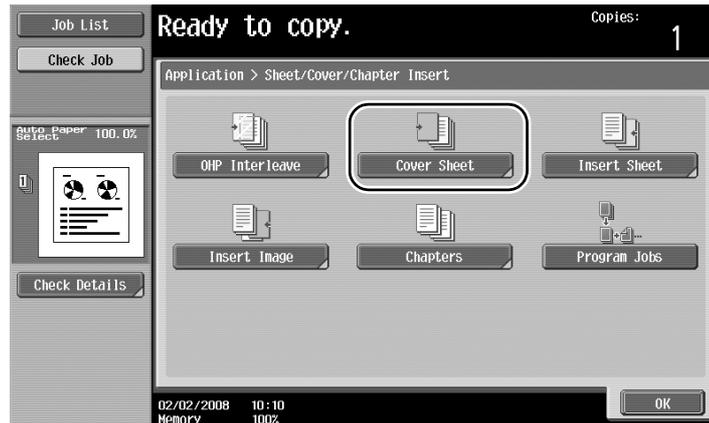
*To separate each page of the page spread original scanned from the ADF, use Page Separation.*

### 3.8 Adding cover pages while copying

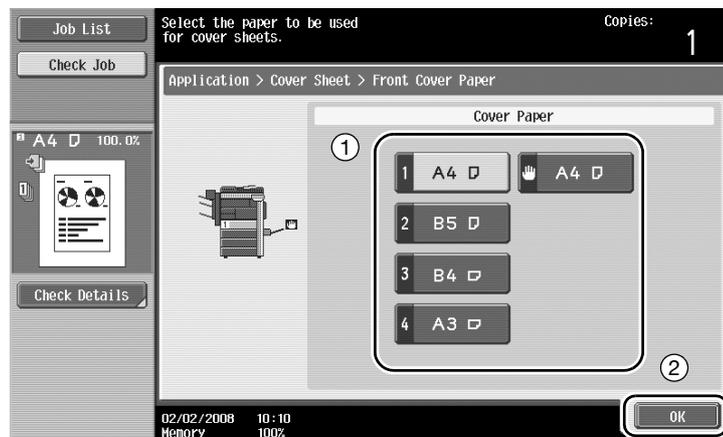
#### Cover Sheet

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





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





**Reminder**

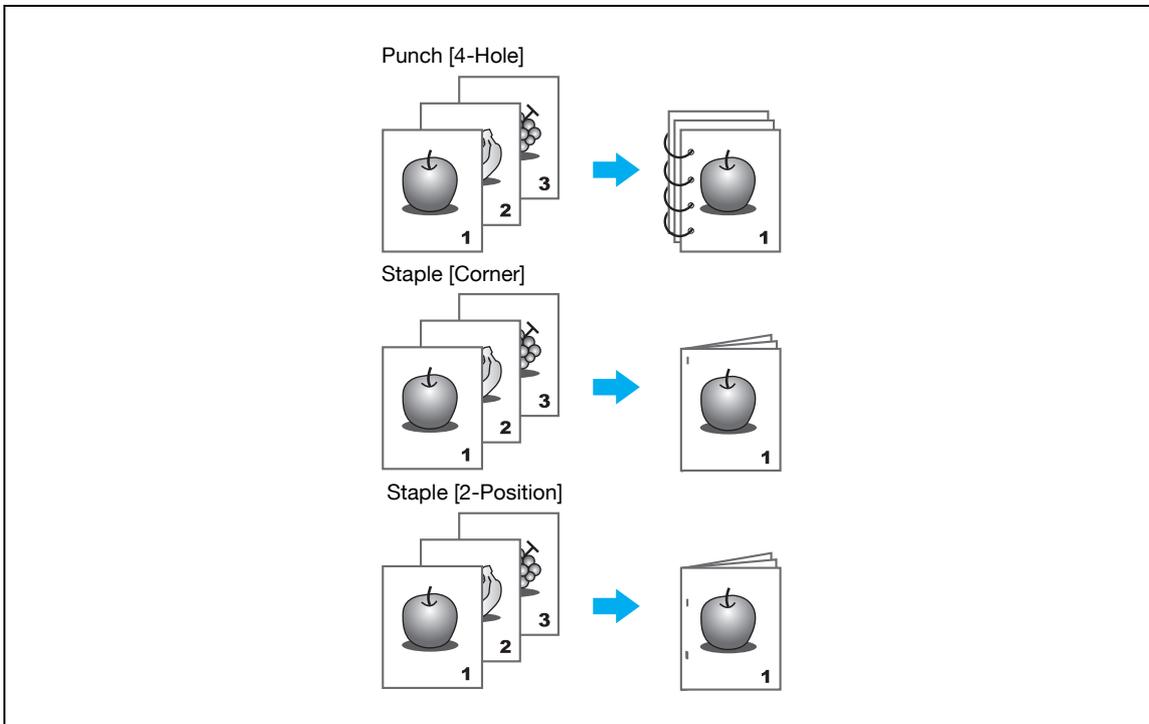
*Use paper with the same size for the cover pages and for the main body of the document, and load them in the paper trays in the same orientation.*

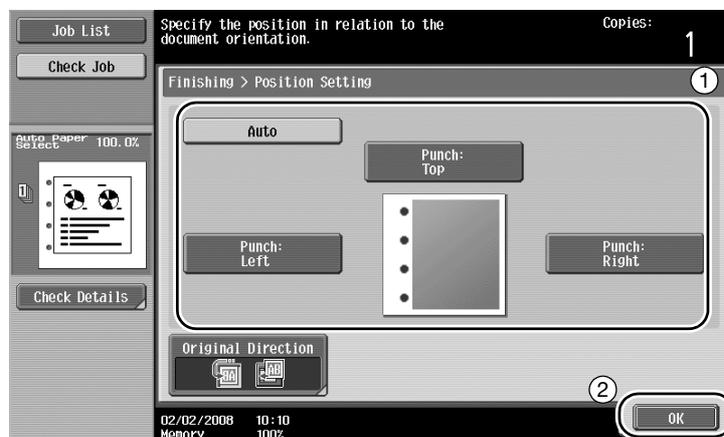
### 3.9 Binding with staples and punching holes in copies

#### Staple/Punch

Multi-page originals can be copied and stapled together. Settings can be specified to staple the document in the corner or at two locations. The Staple settings are available only if the optional Finisher FS-522 or Finisher FS-523 is installed.

Holes for filing can be punched in the copies. The Punch settings are available only if the optional Finisher FS-522 with Punch Unit PU-501 or Finisher FS-523 is installed.





#### Note

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



#### Detail

The following paper can be used with the Staple settings.

Finisher FS-522:

Paper weight 56 g/m<sup>2</sup> to 90 g/m<sup>2</sup>

Paper sizes A3  to A5 

Finisher FS-523:

Paper weight 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>

Paper sizes A3  to B5 

The following paper can be used with the Punch settings.

Finisher FS-522:

Paper weight 60 g/m<sup>2</sup> to 163 g/m<sup>2</sup>

Paper sizes A3  to B5 

Finisher FS-523:

Paper weight 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup>

Paper sizes A3  to B5 

## 3.10 Copying onto envelopes

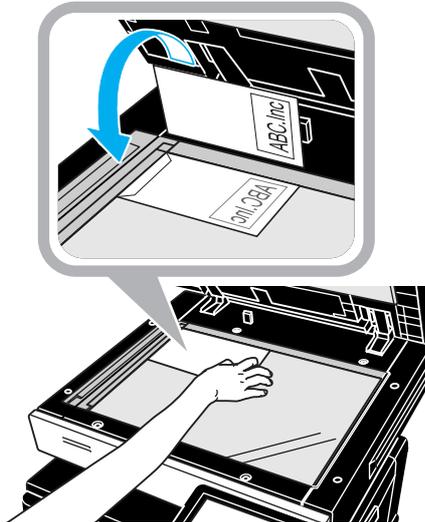
### Bypass tray

Use the bypass tray when copying onto envelopes.

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

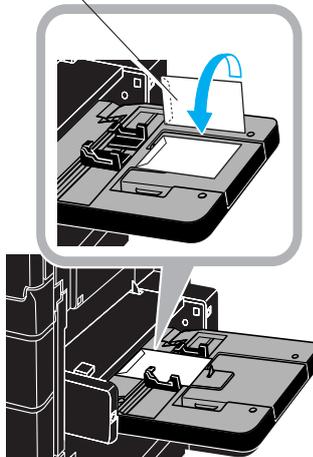
- 1 Position the original and the paper.

Original



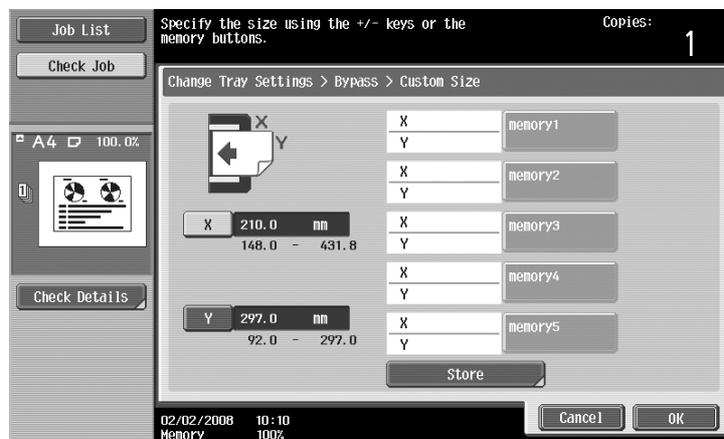
Paper

Print Side



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

## 2 Specify the paper type and size.



- If envelopes are loaded, select the "Envelope" Paper Type setting. Select a size that matches the size of the envelope that is loaded. Open the right-side door of the main body, then pull the envelope lever upward.

## 3.11 Easily recalling frequently used functions

### Registering/recalling programs

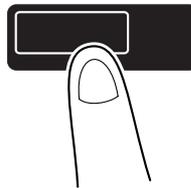
Frequently used functions can be registered as a copy program. The registered copy program can easily be recalled and used.

#### Registering a program

First, specify the functions to be registered.



### Mode Memory

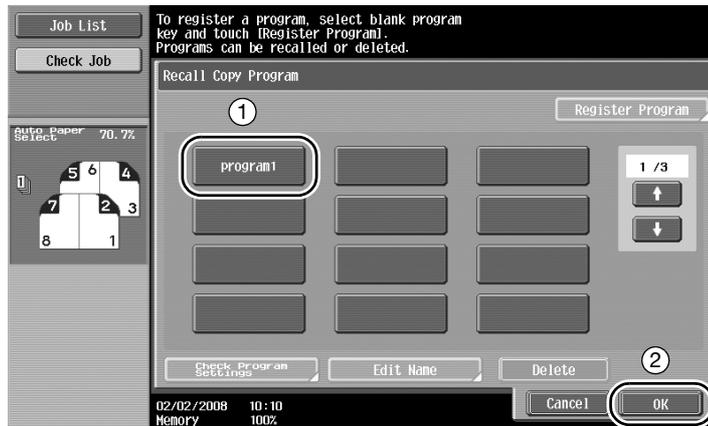
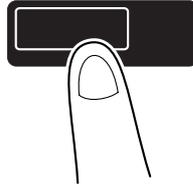


**Detail**

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

*Recalling a program*

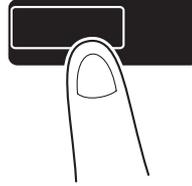
**Mode Memory**

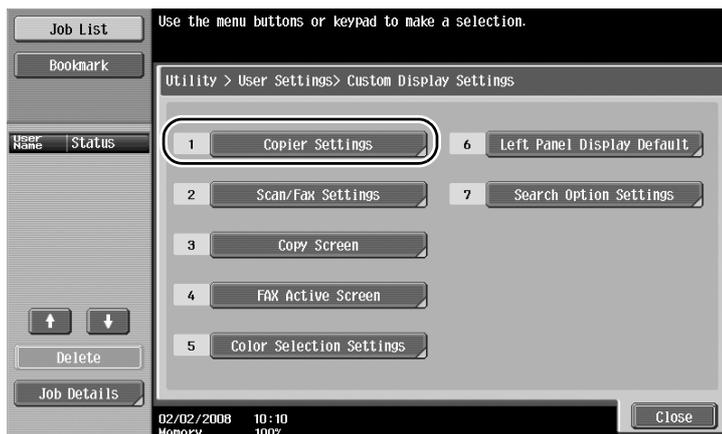


### Shortcut keys

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

### Utility/Counter







The shortcut key is created.



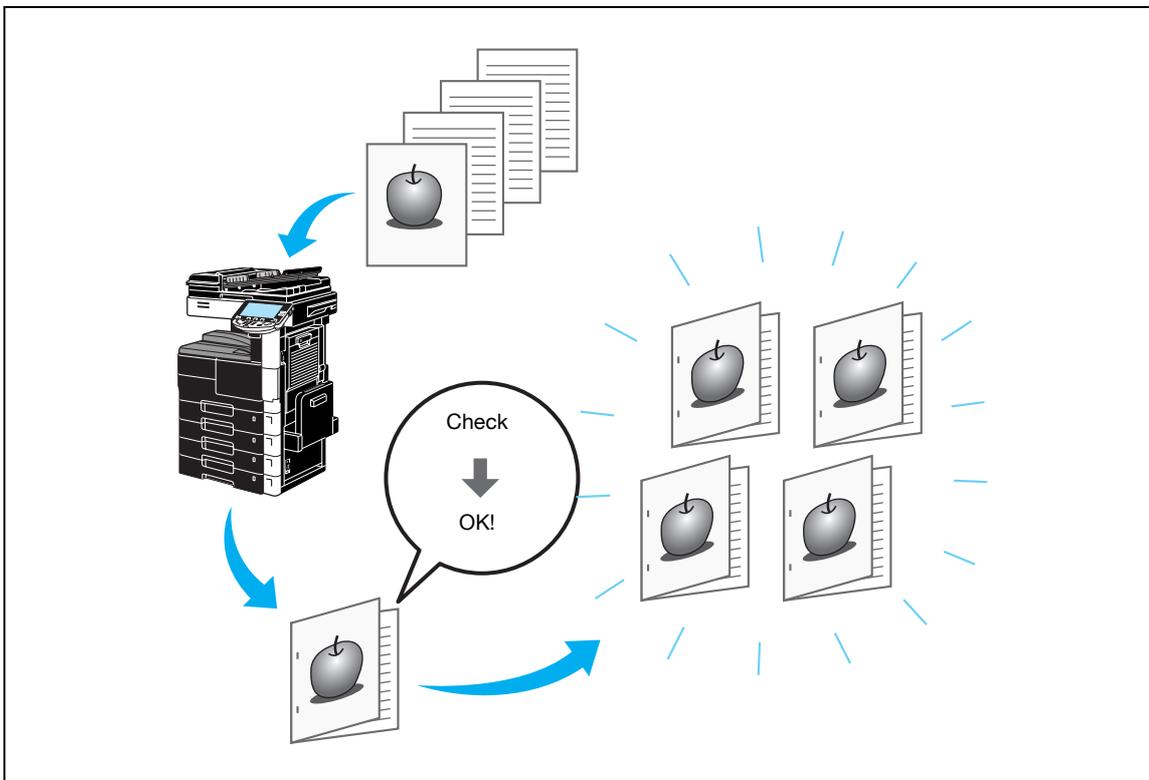
#### **Detail**

*If the image controller icon appears, only one shortcut key for the Basic screen can be programmed.*

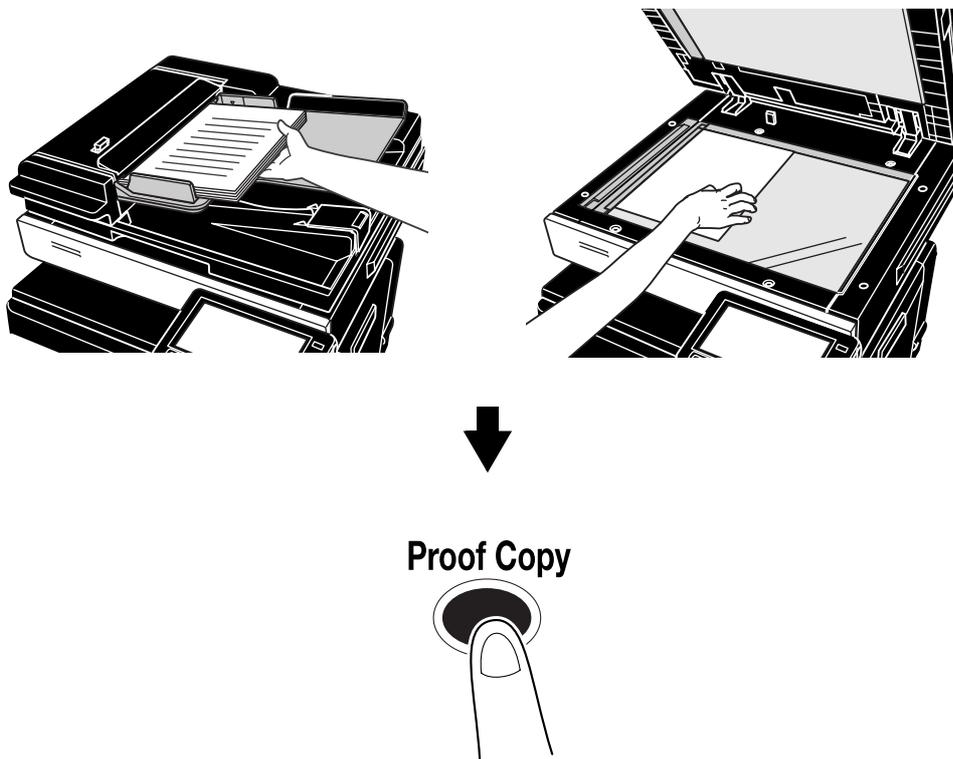
### 3.12 Checking the copies

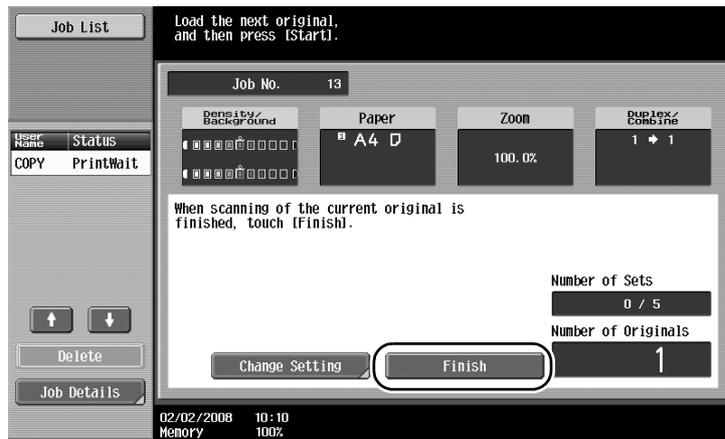
#### Proof Copy

Before printing a large number of copies, a single proof copy can first be printed so that it can be checked. This allows copy errors to be corrected before a large number of copies are printed.

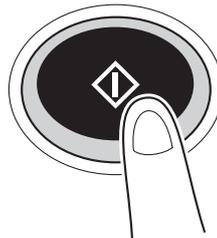


Select the desired copy settings.

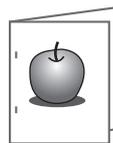


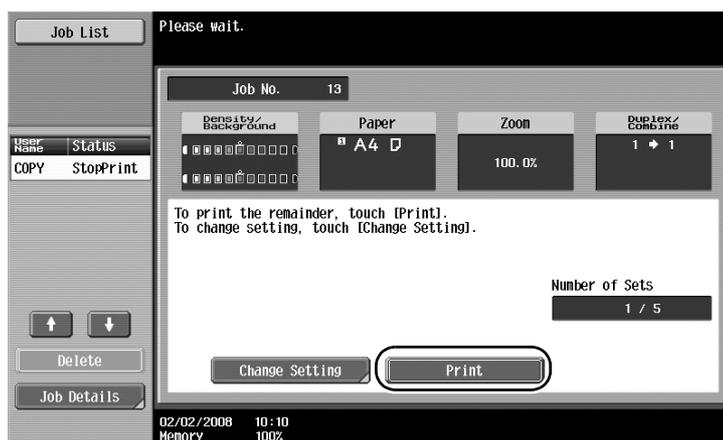


**Start**



A single copy is printed. Check the proof copy.





### Detail

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

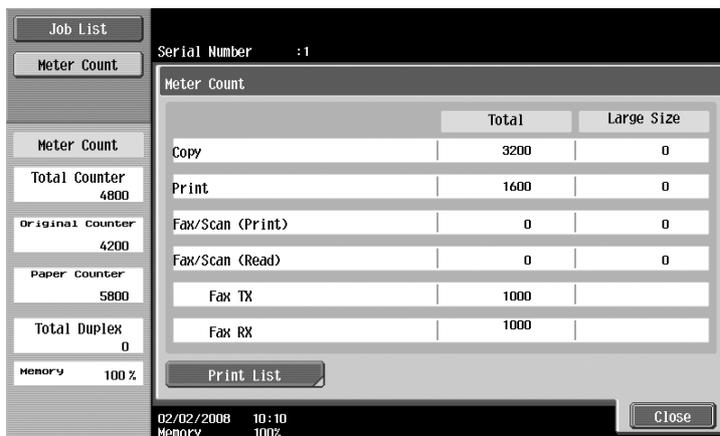
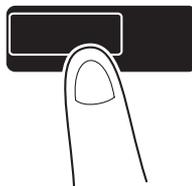
If the original was loaded into the ADF, printing of the proof copy begins without the screen appearing confirming that scanning of the original is finished.

### 3.13 Checking the number of prints

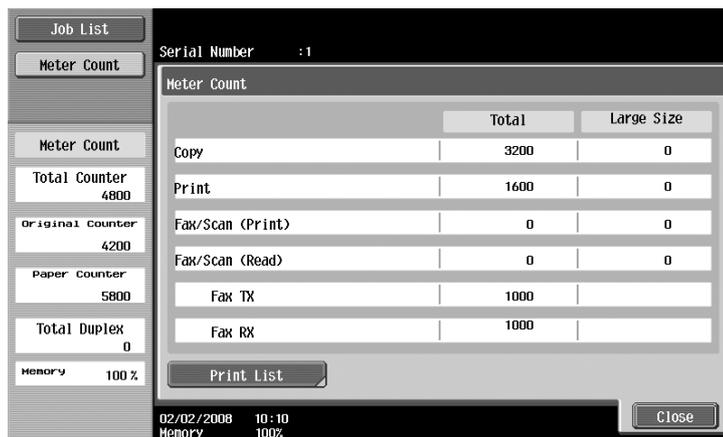
#### Meter Count

This function allows you to view the total counter, original counter, paper counter, and total duplex counter on the screen.

#### Utility/Counter



Touching [Check Details] will provide the following information.



Item	Description
Total	Displays the total page count of Copy, Print, Fax/Scan (Print), Fax/Scan (Read), Fax TX, and Fax RX.
Large Size	Displays the large-sized page count of Copy, Print, Fax/Scan (Print), Fax/Scan (Read), Fax TX, and Fax RX.



**Detail**

*To print the list, touch [Print List].*

### 3.14 Reducing electricity usage

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

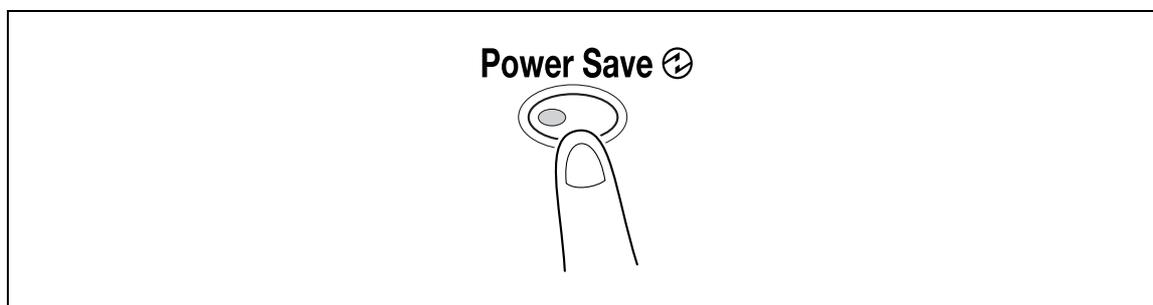
Settings can be specified for these features from Administrator mode.

#### **Low Power mode and Sleep mode**

If no operation is performed on the machine for a specified length of time, the machine automatically enters a mode where it conserves energy. If no operation is performed on the machine for 15 minutes (bizhub 501)/ 1 minute (bizhub 421/361), the touch panel goes off and the machine enters Low Power mode. If no operation is performed for 60 minutes (bizhub 501)/ 15 minute (bizhub 421)/1 minute (bizhub 361), the machine enters Sleep mode, where the energy conservation effect is larger (Factory default). bizhub 361 directly enters Sleep mode without entering Low Power mode after 1 minute has elapsed.

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

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



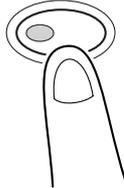
### Weekly timer

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

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

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

### Power Save



---



## Useful printing operations

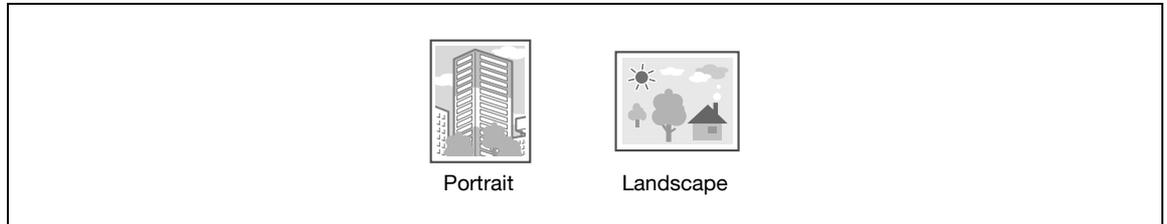


## 4 Useful printing operations

### 4.1 Selecting the paper

#### Original Orientation

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

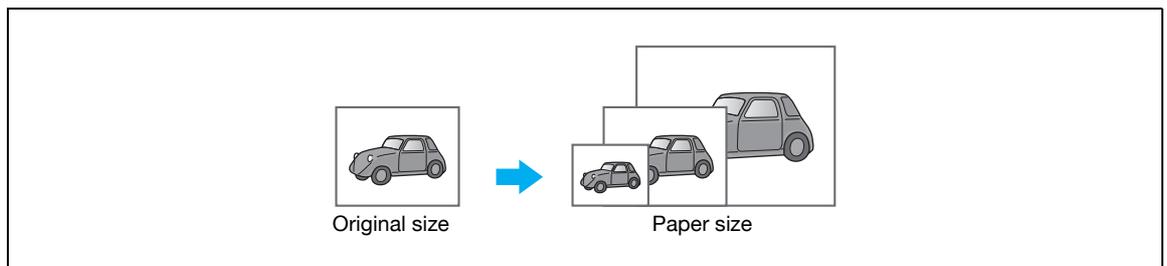


Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Page Attributes

#### Original Size and Paper Size

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



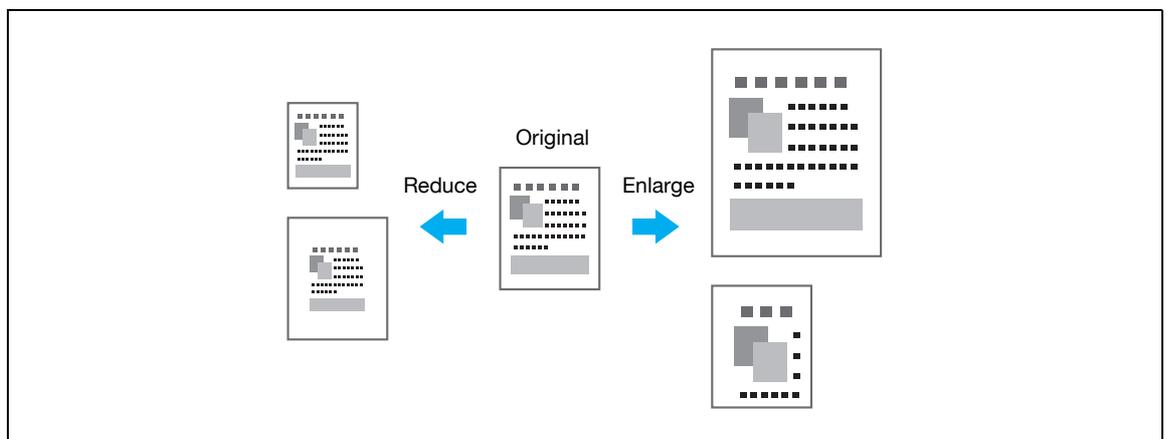
Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Page Attributes

#### Zoom

Specify the enlargement or reduction ratio.

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

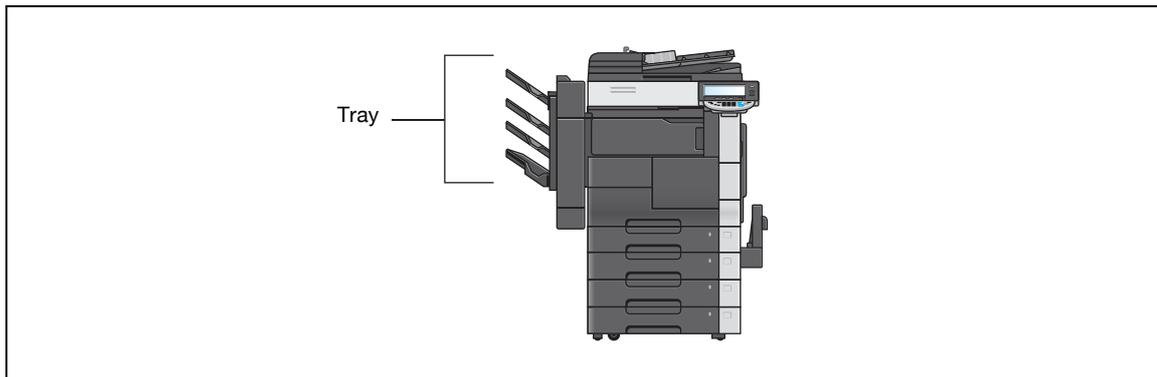


Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Page Attributes

### Paper Tray (Paper Type)

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



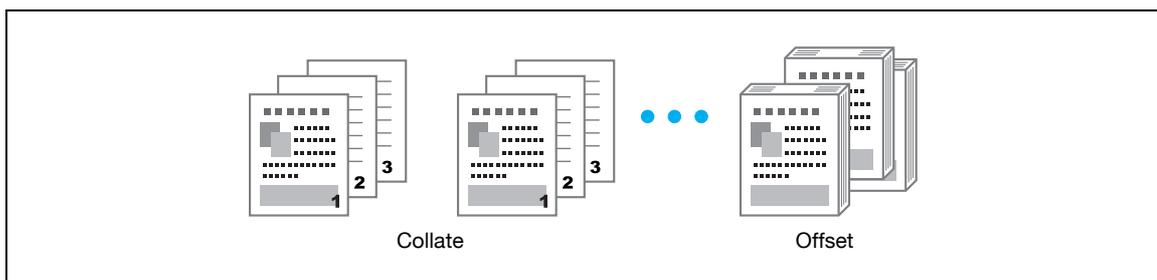
Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Paper Tray/Output Tray

### Copies and Collate/Offset

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

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



Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method



#### Detail

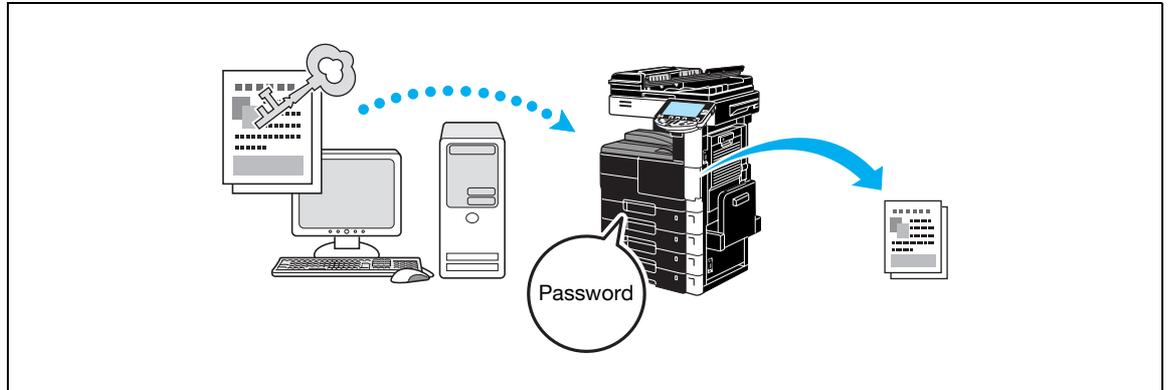
*The "Offset" function is available only with finishers that allow pages to be shifted.*

## 4.2 Managing and limiting printing

### Secure Print

A password can be specified for the document.

This feature is useful for printing confidential documents since the document cannot be retrieved unless the password is entered from the machine's control panel. To use this feature, an optional hard disk is required.



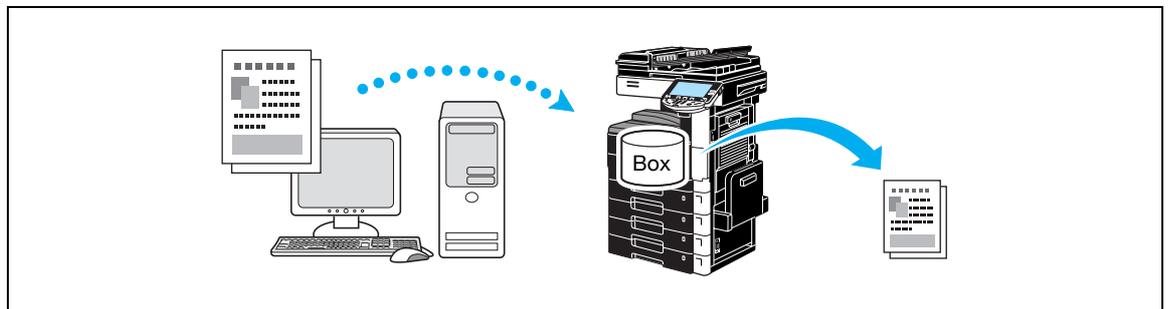
Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

### Save in User Box

The document can be saved in the specified user box.

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

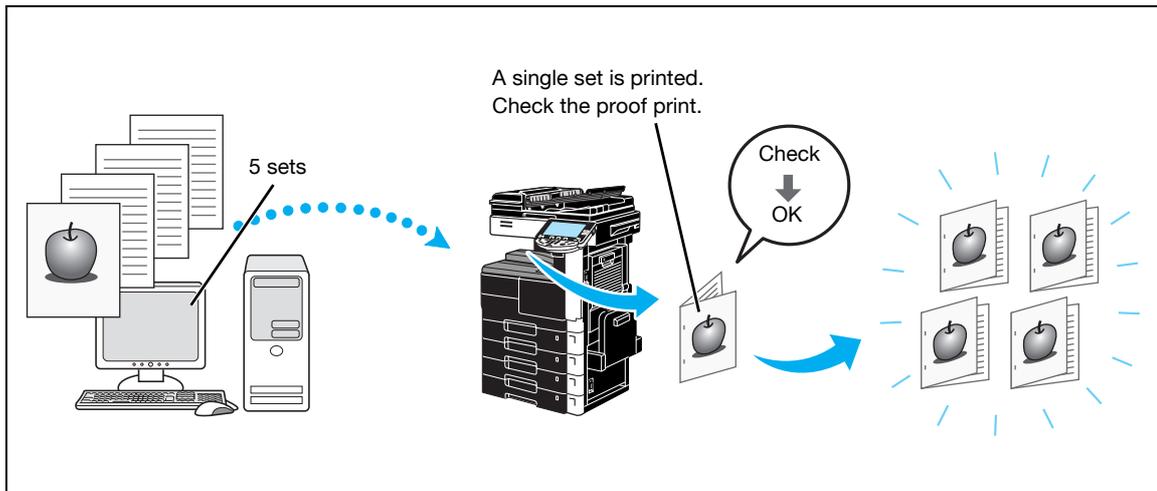


Windows PCL/PS drivers: Basic tab

Macintosh OS X driver: Output Method

### Proof Print

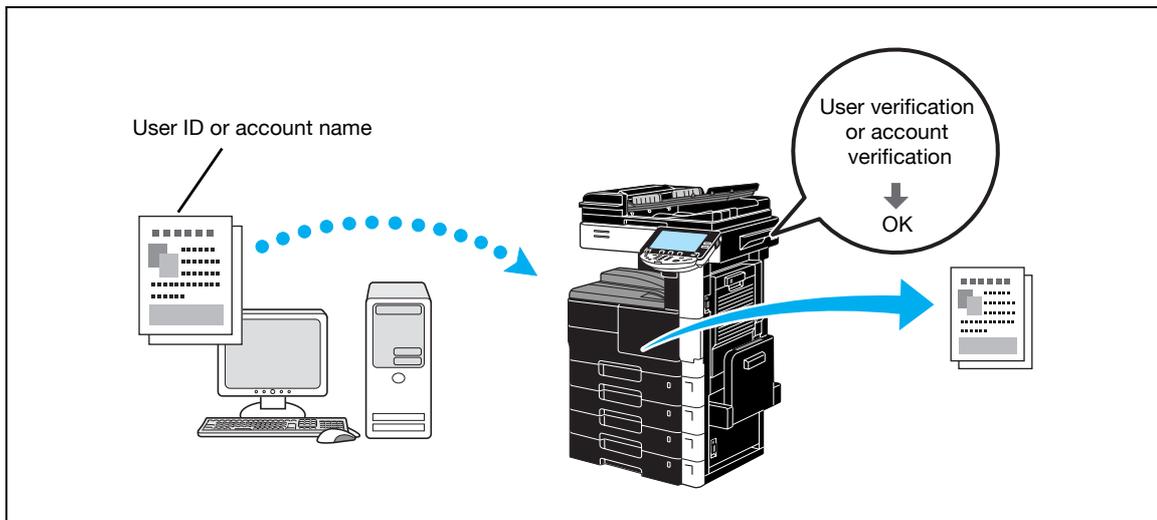
Before printing a large number of copies, a single proof copy can first be printed in order to be checked. This prevents printing errors in large numbers.



Windows PCL/PS drivers: Basic tab  
Macintosh OS X driver: Output Method

### User Authentication/Account Track

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



Windows PCL/PS drivers: Basic tab  
Macintosh OS X driver: Output Method



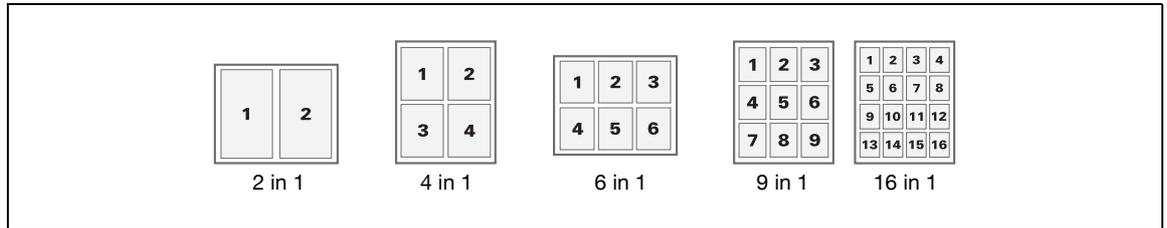
#### Detail

*If this machine conducts user authentication using the optional authentication unit (biometric type) or authentication unit (IC card type), touching the authentication unit with a finger or the IC card verifies the user and executes the transmitted print jobs. This is called Touch & Print. When Touch & Print is enabled, the transmitted print jobs are saved in the Touch & Print user box.*

## 4.3 Reducing paper use while printing

### Combination

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



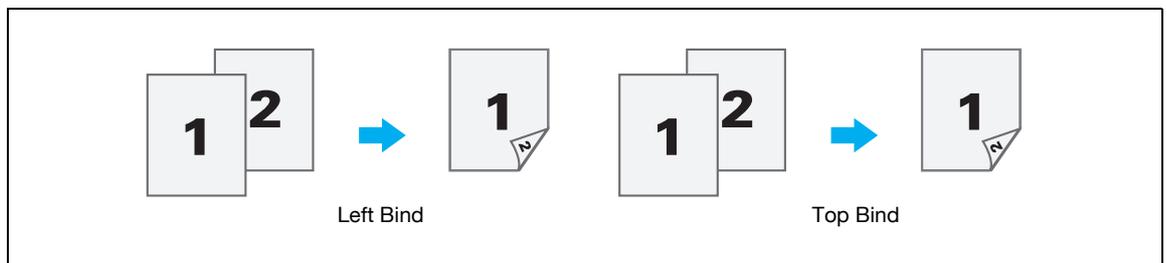
Windows PCL/PS drivers: Layout tab

### Double-sided printing/booklet printing

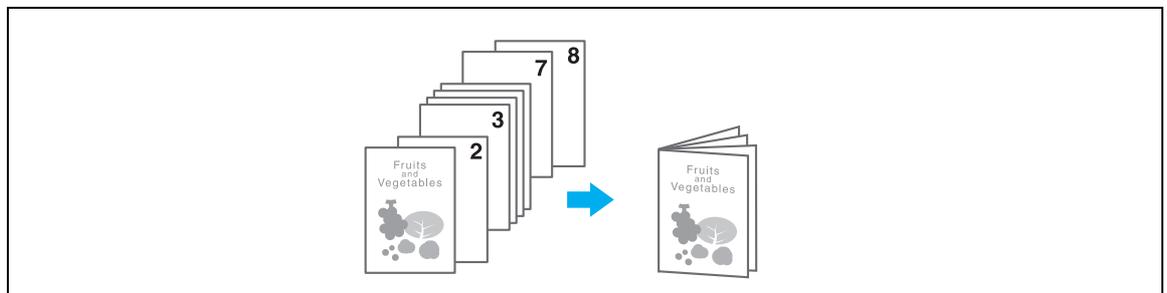
Document pages can be printed on both sides of the paper or in the form of a booklet (book spread and center bound).

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

#### Double-sided printing



#### Booklet printing



Windows PCL/PS drivers: Layout tab

Macintosh OS X driver: Layout/Finish



#### Detail

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

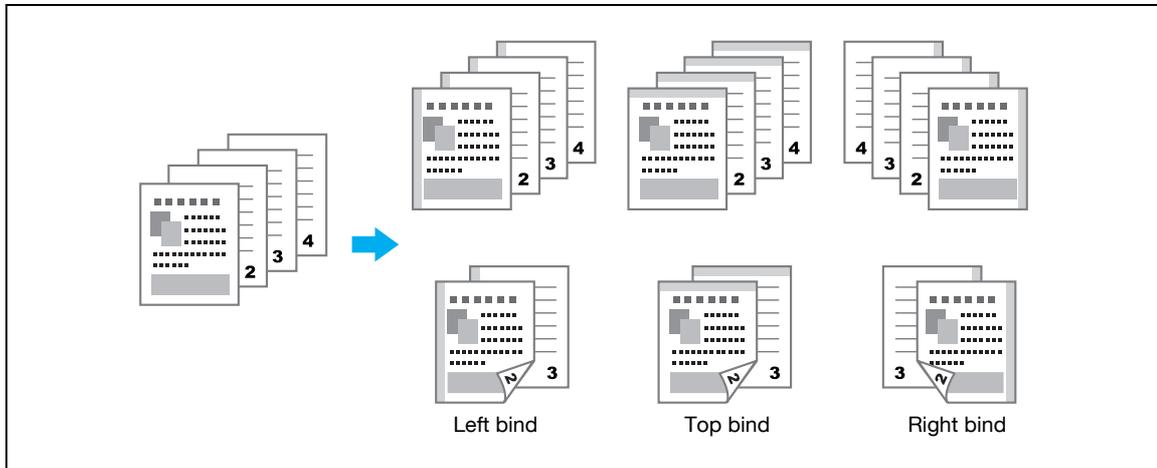
The "Skip Blank Pages" function, which does not print blank pages, is also useful for reducing paper use.

## 4.4 Adjusting the print position

### Binding Direction and Binding Margin

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

The binding margin can also be adjusted.

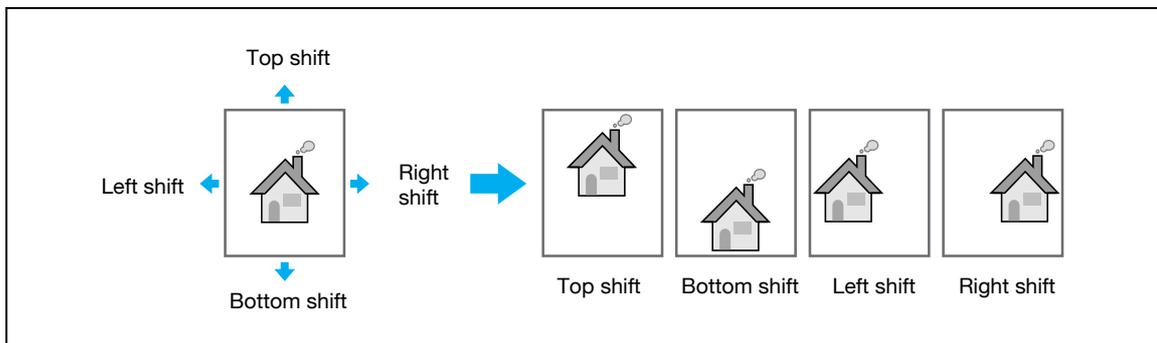


Windows PCL/PS drivers: Layout tab

Macintosh OS X driver: Layout/Finish

### Image Shift

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



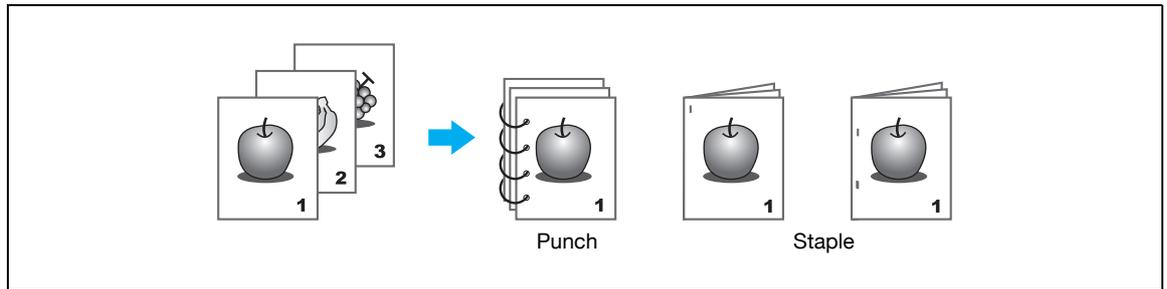
Windows PCL/PS drivers: Layout tab

Macintosh OS X driver: Layout/Finish

## 4.5 Finishing documents

### Stapling and hole punching

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



Windows PCL/PS drivers: Finish tab

Macintosh OS X driver: Layout/Finish



#### Detail

*The Staple settings are available only if the optional finisher has been installed.*

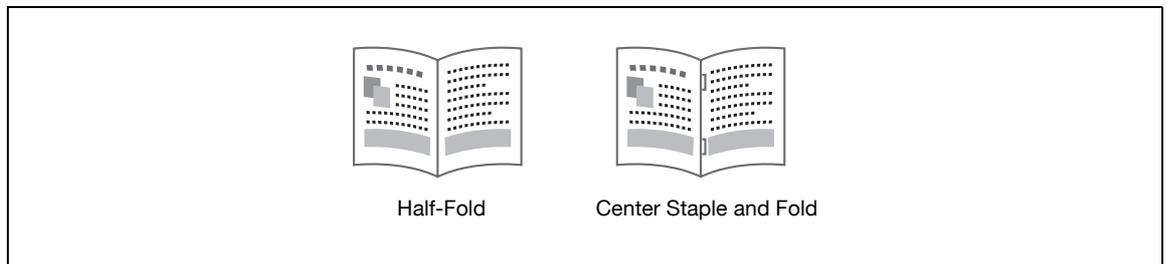
*The Punch settings are available only if the Finisher FS-522 with Punch Unit PU-501 or Finisher FS-523 has been installed.*

*By selecting an output tray, the output destination can be specified.*

*Select the desired Paper Arrangement setting to specify whether priority is given to the finished product or to productivity as the method for adjusting the binding position.*

### Center stapling and folding

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



Windows PCL/PS drivers: Finish tab

Macintosh OS X driver: Layout/Finish



#### Detail

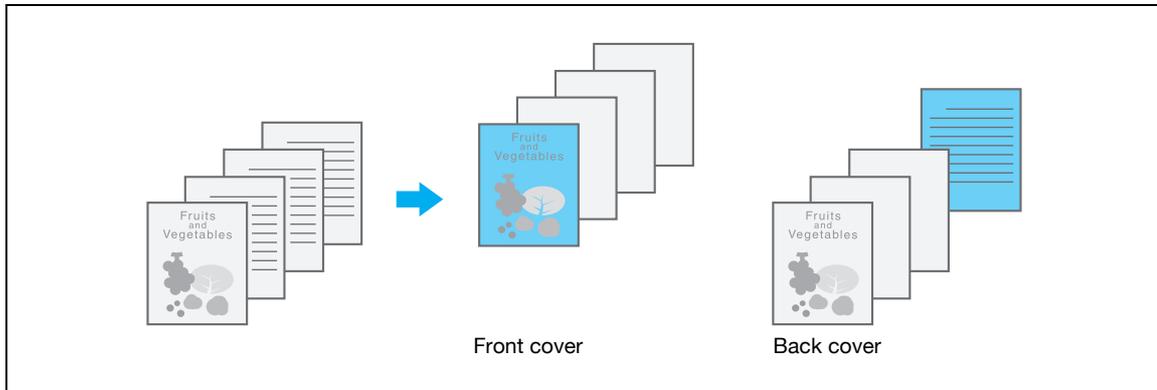
*The center stapling and folding setting is available only if the Finisher FS-522 with Saddle Stitcher SD-507 has been installed.*

## 4.6 Adding different paper

### Cover Mode

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

Select whether the paper for the cover sheets are fed from a paper tray or the tray of the post inserter.

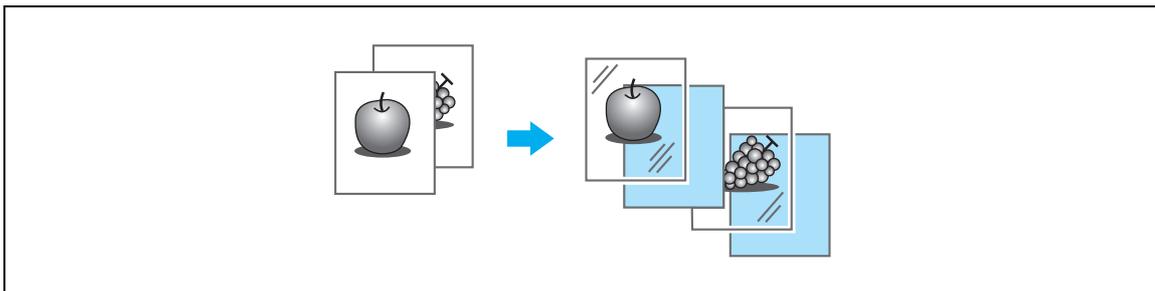


Windows PCL/PS drivers: Cover Mode tab

Macintosh OS X driver: Cover Mode/Transparency Interleave

### Transparency Interleave

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

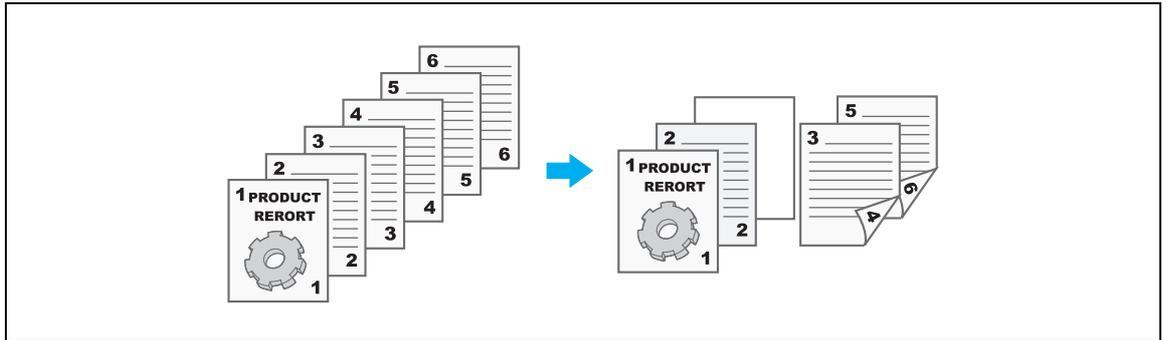


Windows PCL/PS drivers: Cover Mode tab

Macintosh OS X driver: Cover Mode/Transparency Interleave

### Per Page Setting

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



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

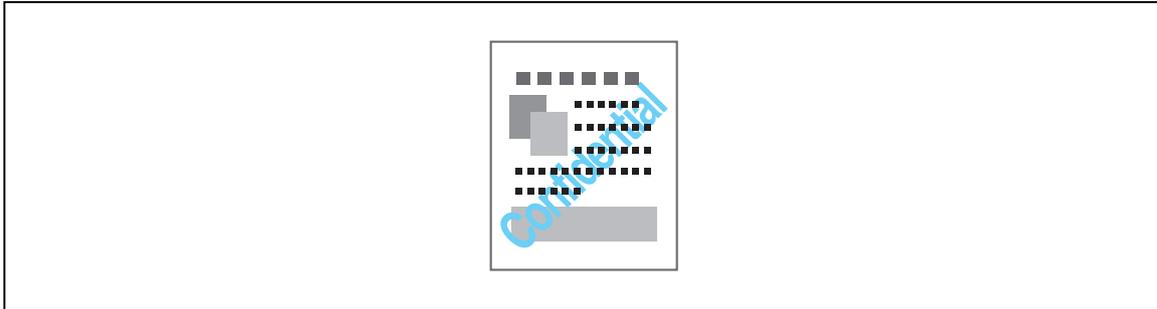
Windows PCL/PS drivers: Cover Mode tab

Macintosh OS X driver: Per Page Setting

## 4.7 Adding text and images when printing

### Watermark

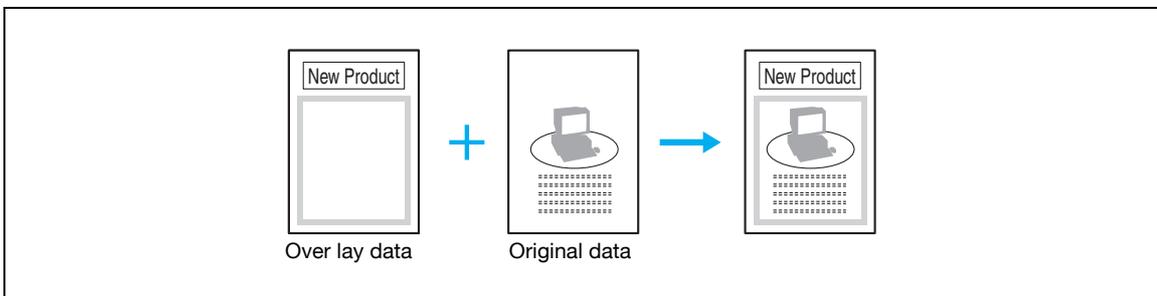
The document can be printed overlapping a watermark (text stamp).



Windows PCL/PS drivers: Stamp/Composition tab

### Overlay

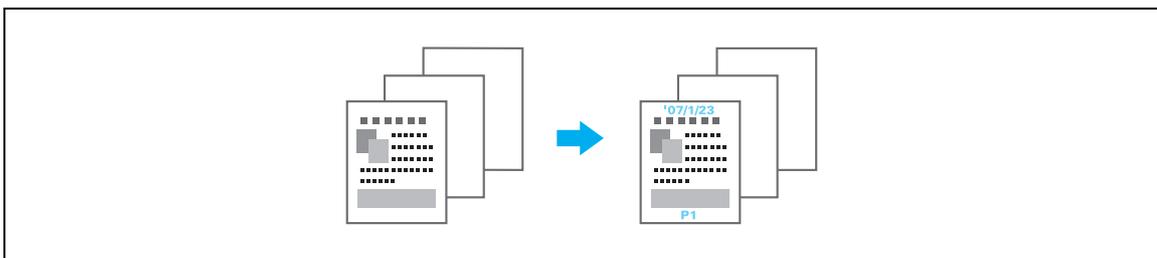
The document can be printed overlapping separate overlay data.



Windows PCL/PS drivers: Stamp/Composition tab

### Date/Time and Page Number

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

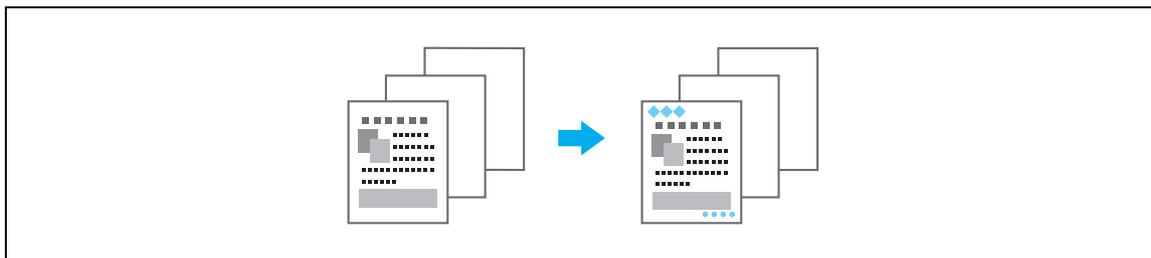


Windows PCL/PS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition

### Header/Footer

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



Windows PCL/PS drivers: Stamp/Composition tab

Macintosh OS X driver: Stamp/Composition



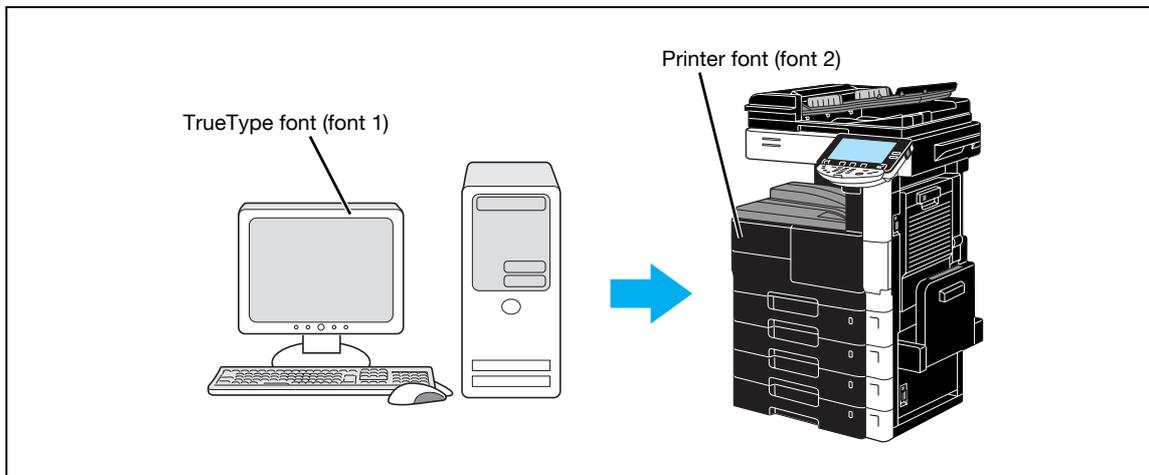
#### Detail

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

## 4.8 Using printer fonts

### Font Settings

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



Windows PCL/PS drivers: Quality tab



#### **Detail**

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

---



## Useful fax operations



## 5 Useful fax operations

### 5.1 Registering frequently used fax numbers

Frequently used destinations can be registered.

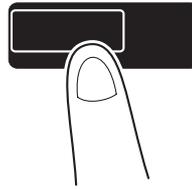
Destinations can be registered in the address book or as group destinations.

#### Address book destinations

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

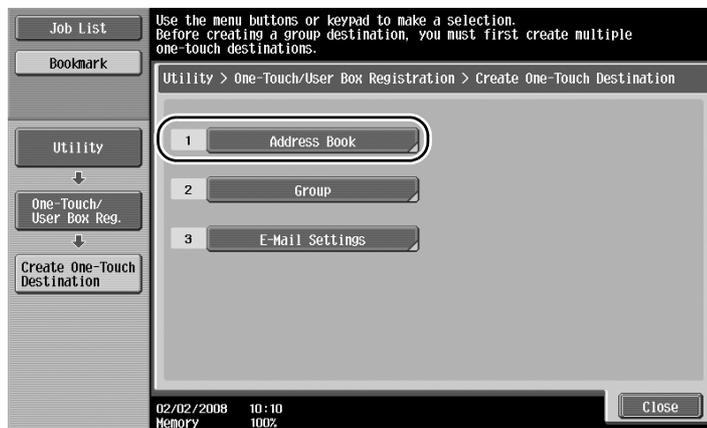
#### *Opening the destination registration screen*

#### Utility/Counter

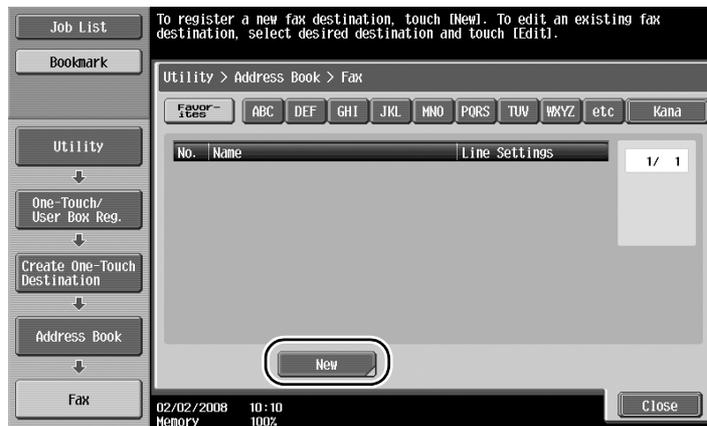
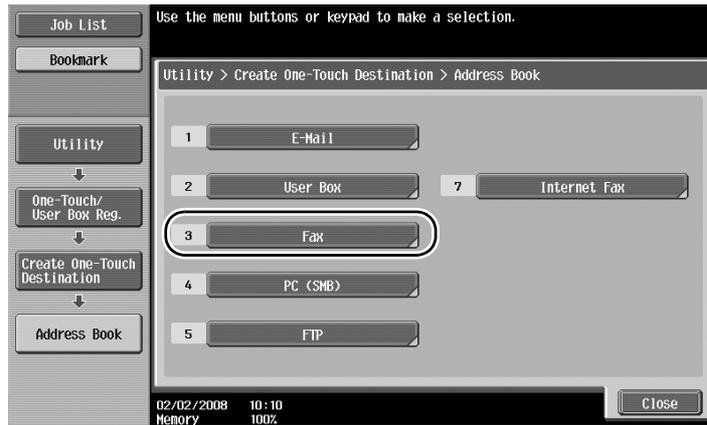




Destination registration screen



*Registering a fax number*



Item	Description
No.	Using the keypad, type in the registration number.
Name	Specify the name of the fax number to be registered.
Index	Select the index characters used for organizing the fax numbers. By selecting index characters appropriate for the registered name, the fax number can easily be found.
Address	Using the keypad, type in the fax number to be registered.

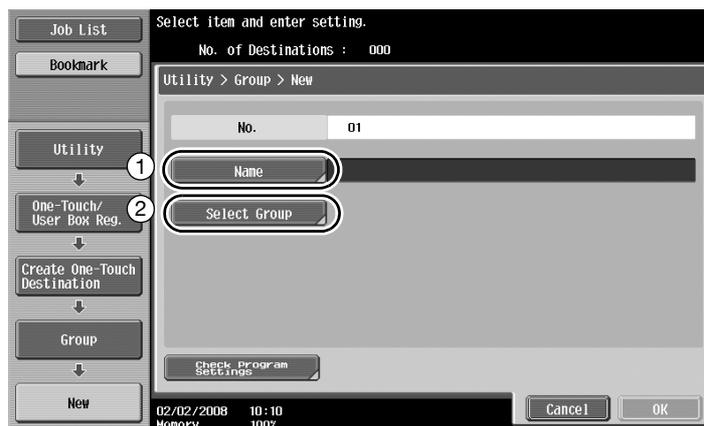
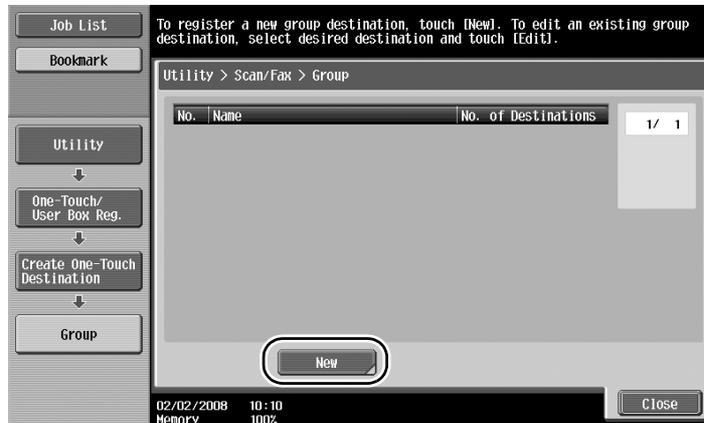
### Group destinations

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

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

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

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





### Registering the program destination

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

The registered program destinations can easily recalled and used.

## 5.2 Checking fax operations performed until now

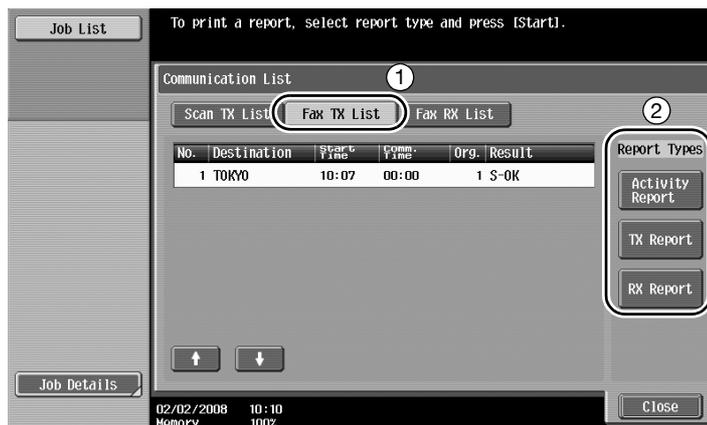
### Communication List

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

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



Select the report to be printed.



#### Detail

*The activity report can be printed periodically.*

*Fax jobs that could not be sent are automatically saved in the Fax Retransmit User Box. Jobs saved in the Fax Retransmit User Box can be sent manually. Settings must be specified in Administrator mode in order to automatically save jobs in the Fax Retransmit User Box.*

## 5.3 Transmitting to multiple recipients at the same time

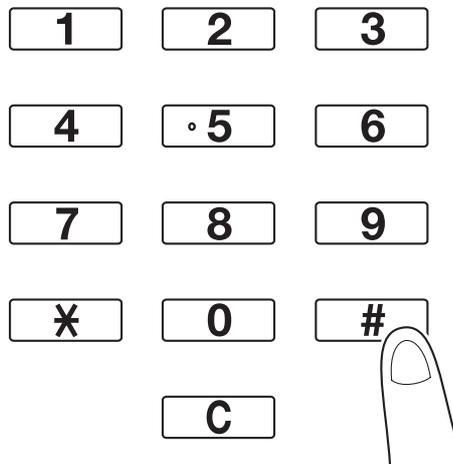
A document can be sent to multiple recipients with a single operation. This is called a "broadcast transmission".

### Broadcast transmission

Recipients can be specified for broadcast transmissions by typing in the destination using the keypad or by selecting a registered destination.

In addition, recipients can be specified using a combination of the two methods.

### *Entering a destination with the keypad*



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



A destination can also be entered from the control panel.  
A destination can also be specified by entering its registration number.



### Selecting a registered destination

Select the multiple destinations where the transmission is to be sent.

The currently selected destinations can be checked.



#### Detail

*A maximum of 605 destinations can be specified.*

*Destinations can be specified in the following combination.*

*Address book: 500 destinations*

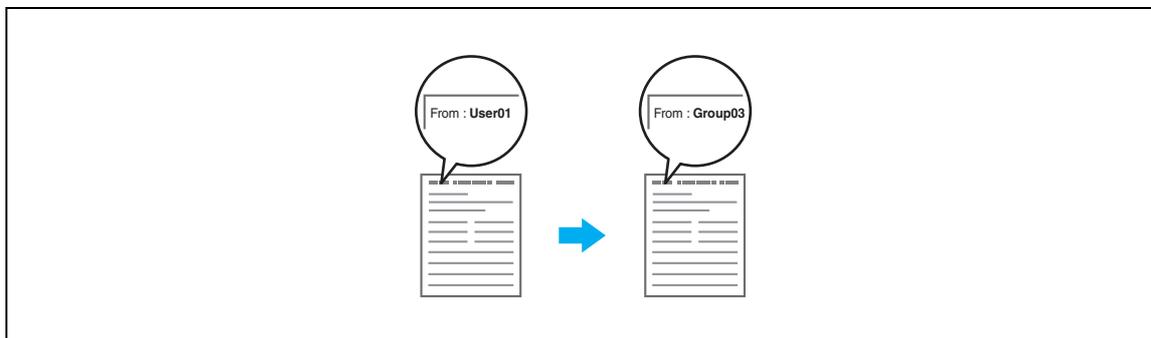
*Direct input: 100 destinations*

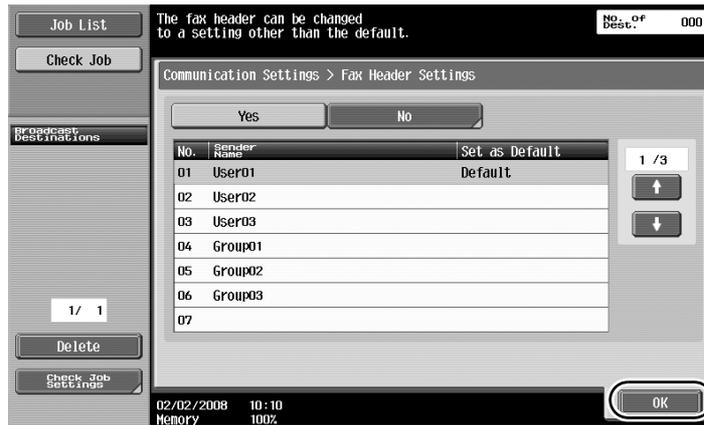
*Direct input e-mail addresses: 5 destinations*

## 5.4 Selecting registered transmission source information

### Fax transmission source information settings

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





### Detail

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

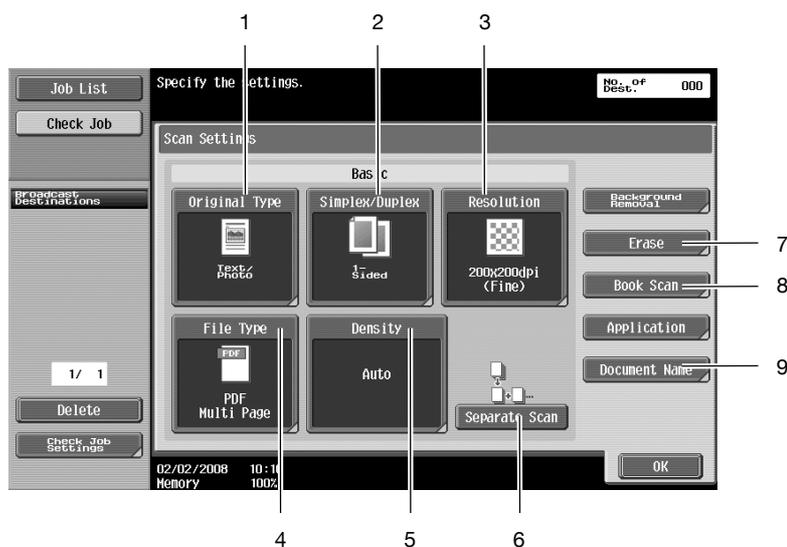
*The transmission source information is registered by the administrator. Check with the machine's administrator for registered information.*

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

## 5.5 Scanning the originals to be sent

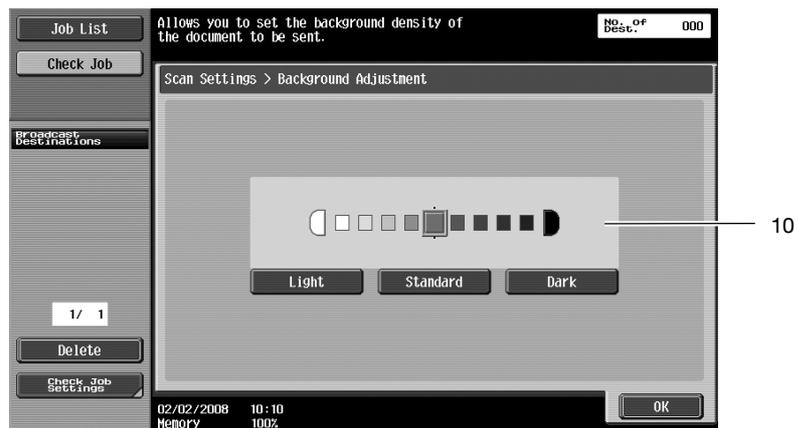
### Scan Settings

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

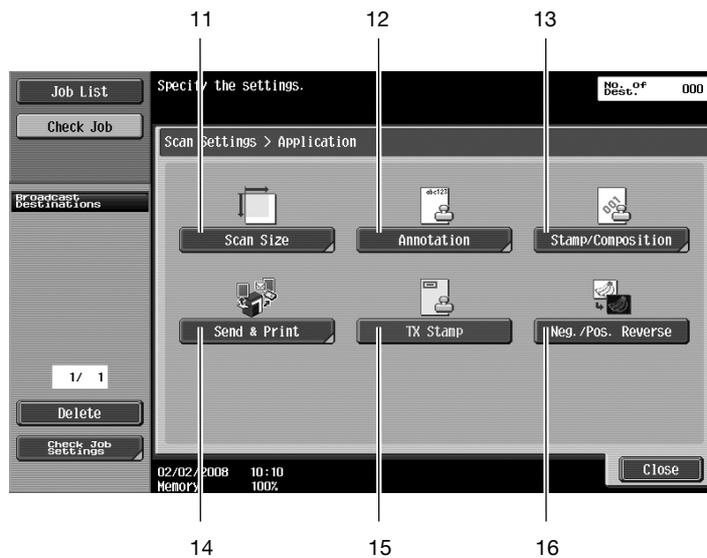


No.	Parameter	Description
1	Original Type	The original can be scanned according to its contents.
2	Simplex/Duplex	Select "2-Sided" when scanning double-sided originals.
3	Resolution	The larger the numbers, the clearer the image.
4	File Type	This parameter is not available when sending to a fax number.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

## Background Removal



No.	Parameter	Description
10	Background Removal	The density of a colored original background can be adjusted.

*Application*

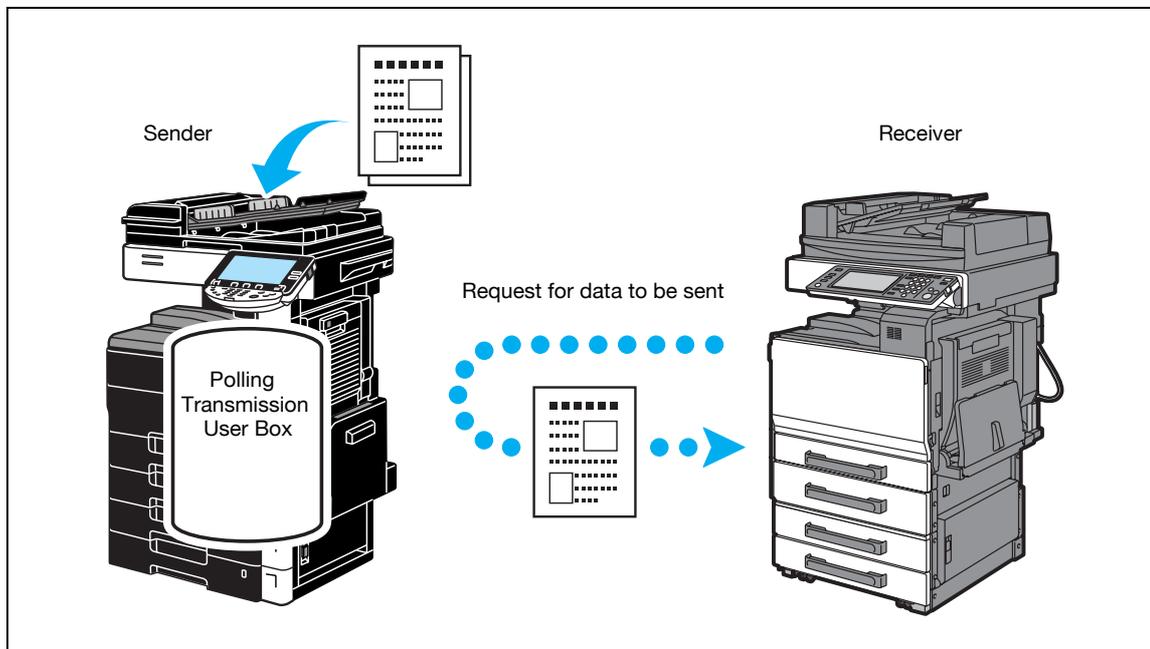
No.	Parameter	Description
11	Scan Size	Specify the size of original to be scanned. This is useful when you want to fax only a portion of the original.
12	Annotation	The document to be sent can be saved in the Annotation User Box.
13	Stamp/Composition	Send the document with the date, time, page number or preset text added.
14	Send & Print	A document being faxed can be copied at the same time.
15	TX Stamp	When the fax is to be sent using ADF, whether each page of the original has been scanned or not can be confirmed by adding the completion stamp to the scanned original. In order to use the TX Stamp function, optional stamp unit must be installed.
16	Neg./Pos. Reverse	Reverse the image of the document from black-on-white to white-on-black, and vice versa.

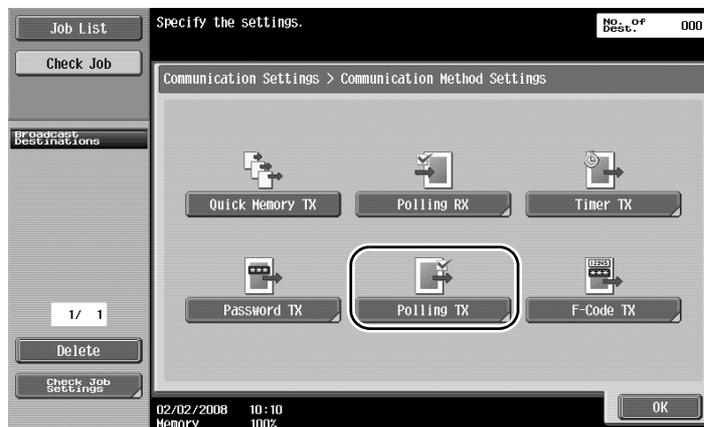
## 5.6 Sending documents with a command from the recipient

### Polling transmission

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

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





#### Detail

*With polling transmissions, the receiver incurs the cost of the transmission.*

*To receive data sent as a polling transmission, touch [Polling RX] in the Communication Method Settings screen, and then specify the sender to receive the data.*

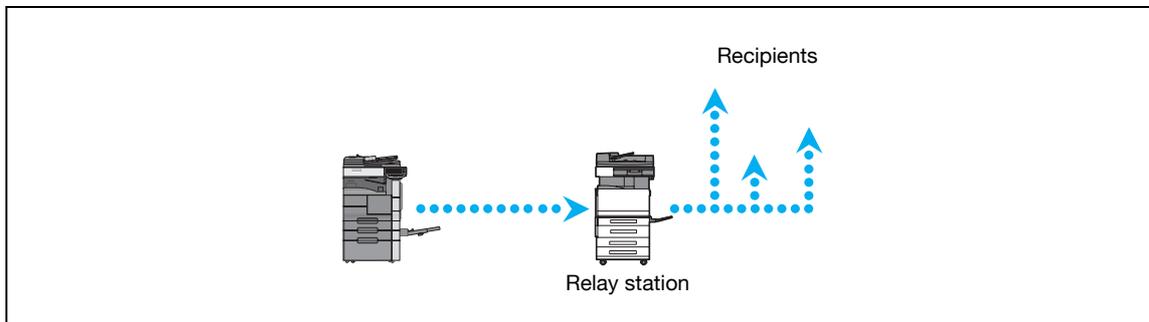
*Bulletin polling transmission can be used if the recipient's fax machine supports F-code functions.*

## 5.7 Reducing communication costs

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

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

The sender incurs only the cost of transmitting to the relay station.



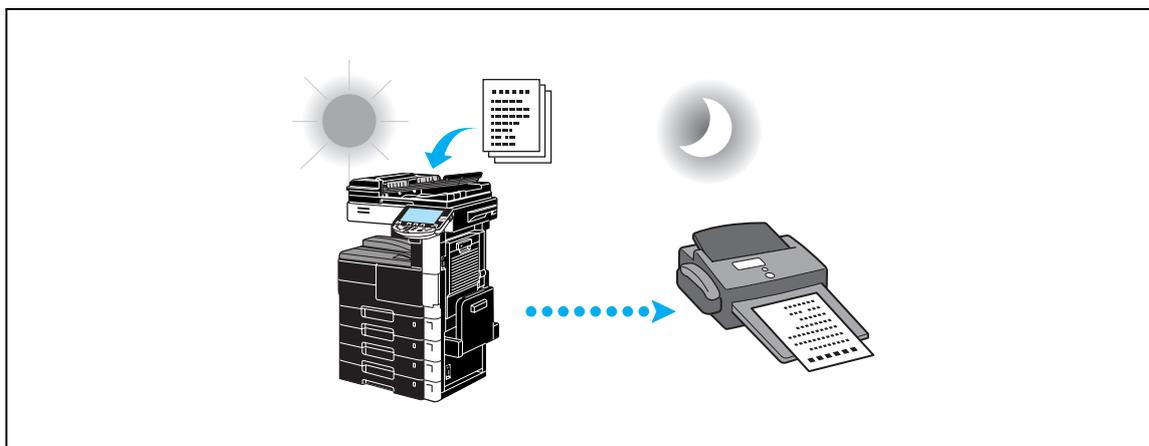
#### Detail

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

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

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

The scanned original is sent at the specified time.



#### Detail

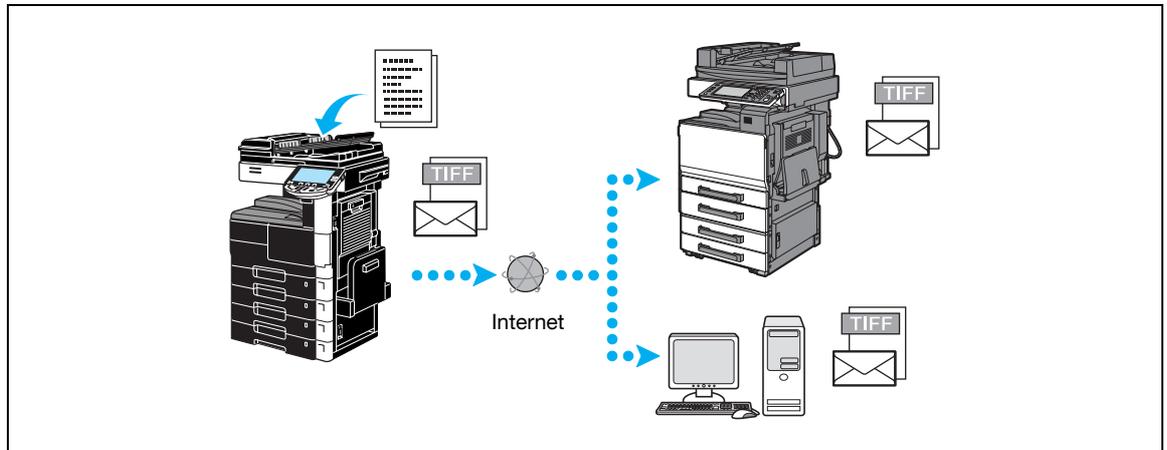
*In order to send the fax late at night, timer transmission must be specified when the document is sent.*

## 5.8 Reducing communication costs (using the Internet)

### Internet faxing

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

The transmission costs are included in the Internet charges.



#### Detail

*The file attachment is in the TIFF format.*

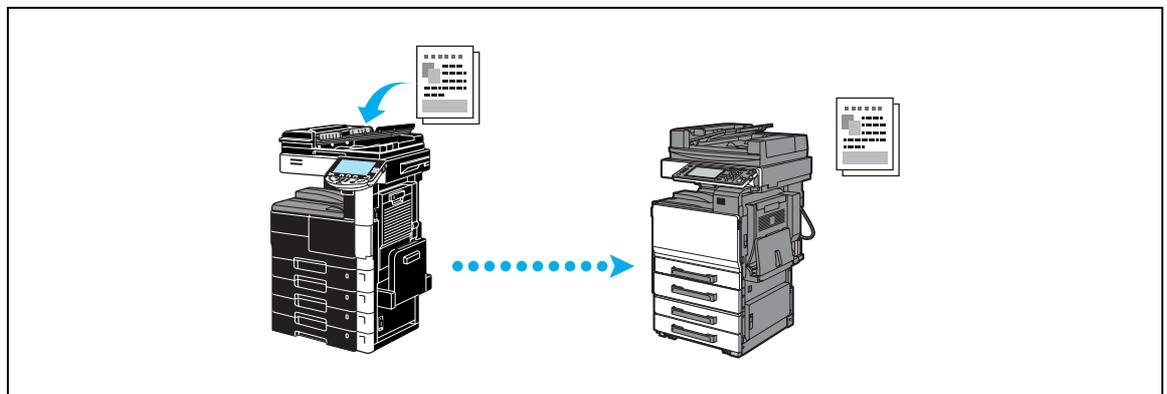
*For details on sending Internet faxes, refer to page 5-22 of this manual.*

*Before Internet faxing can be used, various settings must be specified by the administrator.*

*To use this function, an optional hard disk and image controller are required.*

### IP address faxing

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



#### Detail

*Before IP address faxing can be used, various settings must be specified by the administrator.*

*To use this function, an optional hard disk, image controller, and fax kit are required.*

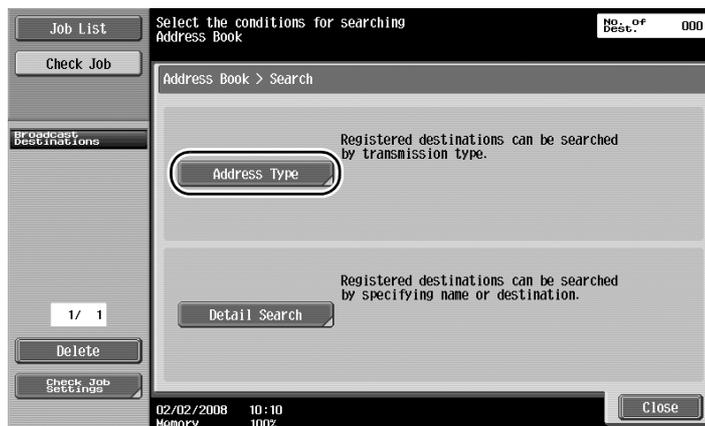
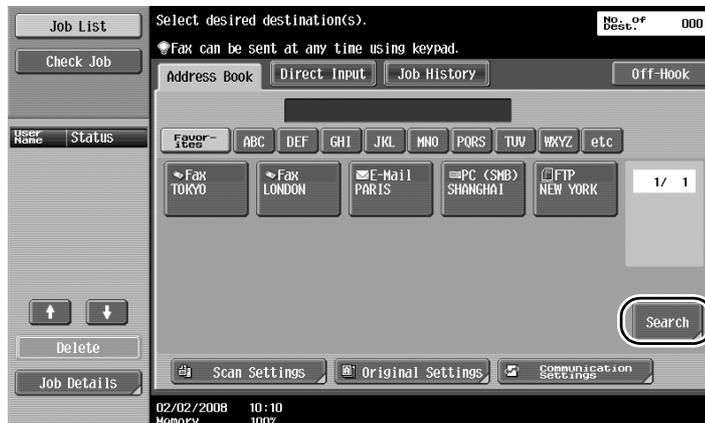
## 5.9 Sending documents by e-mail

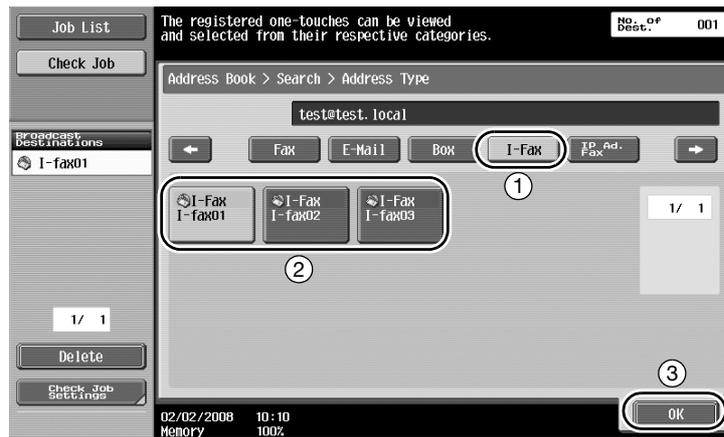
### Internet faxing

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

The transmission costs are included in the Internet charges.

#### *When the destination is registered*





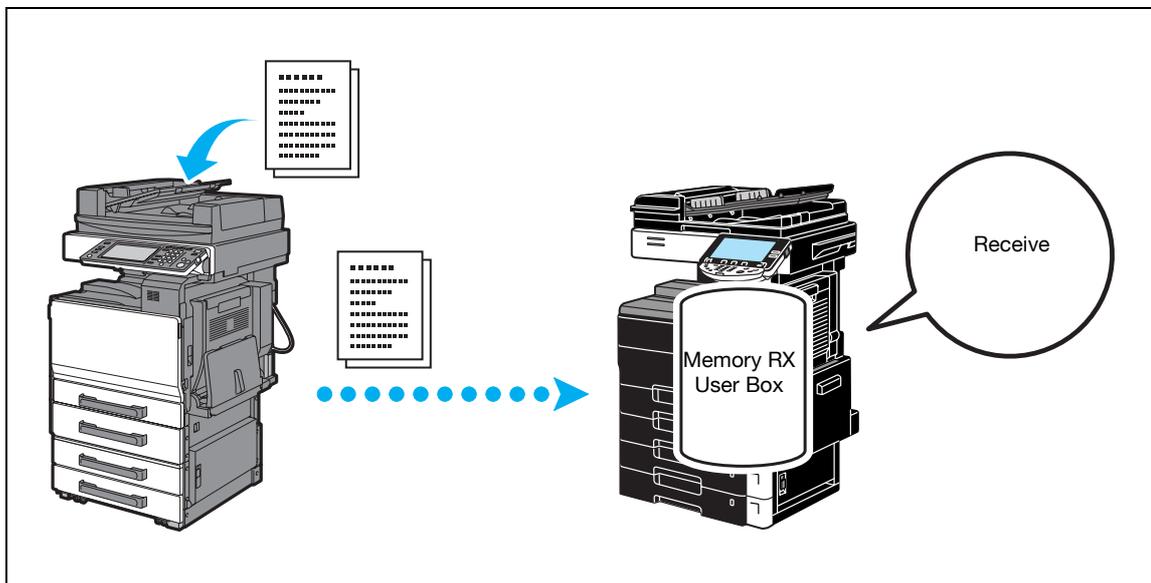
*When the destination is entered directly*



### 5.10 Reducing printing costs

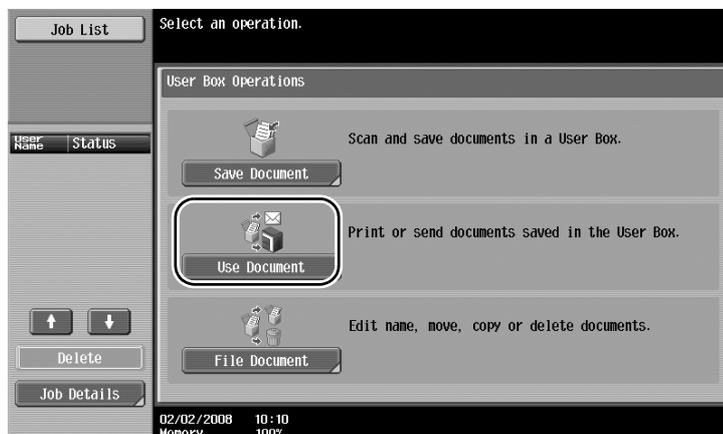
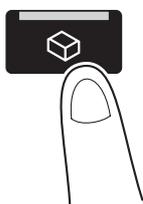
#### Memory RX User Box

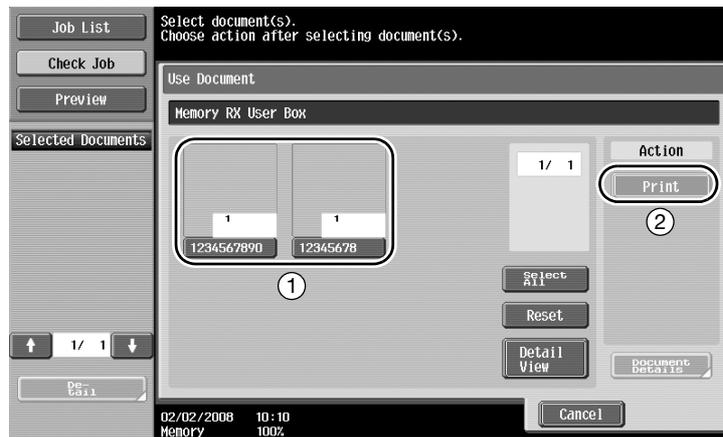
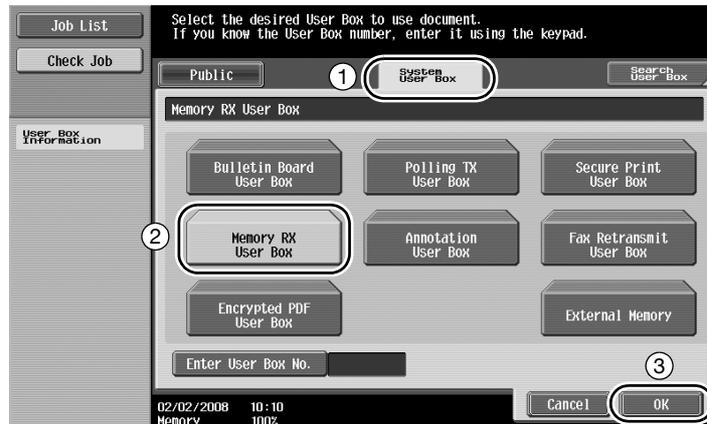
Received faxes can be saved in user box as data and printed when they are needed. Printing only the necessary fax documents among all the received fax documents enhances security and reduces printing costs.



*Printing data in the Memory RX User Box*

#### User Box





#### Detail

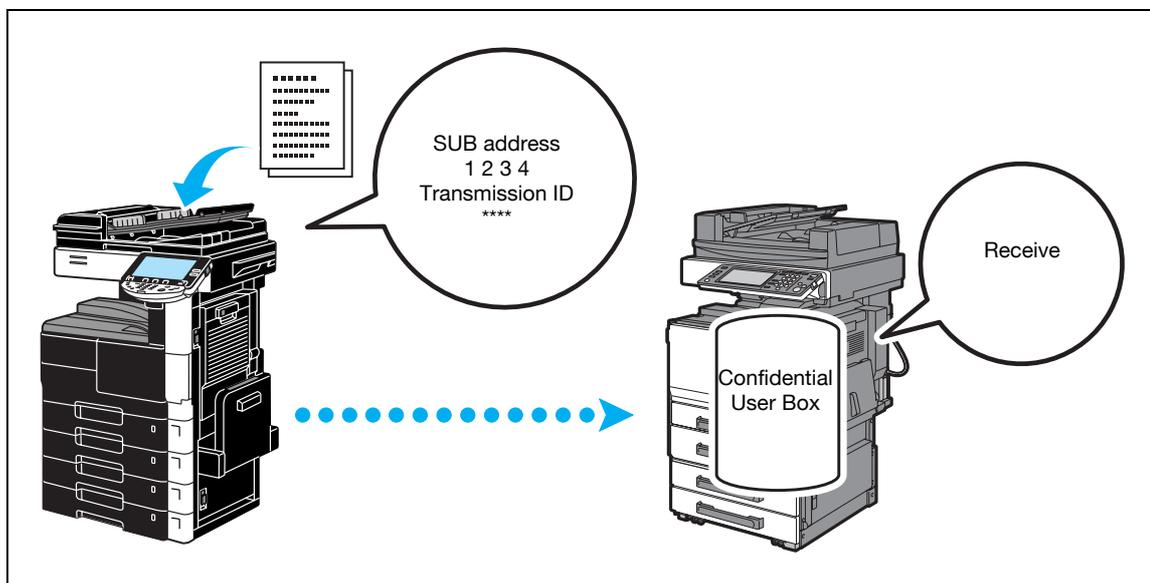
*A password can be specified for the Memory RX User Box*

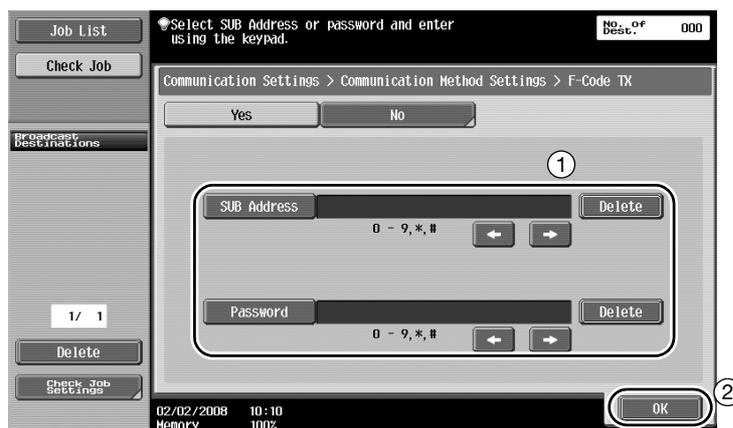
*Settings for the Memory RX User Box are specified in Administrator mode. The administrator password is required to specify the settings.*

## 5.11 Sending confidential documents

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

### F-Code transmission





#### Detail

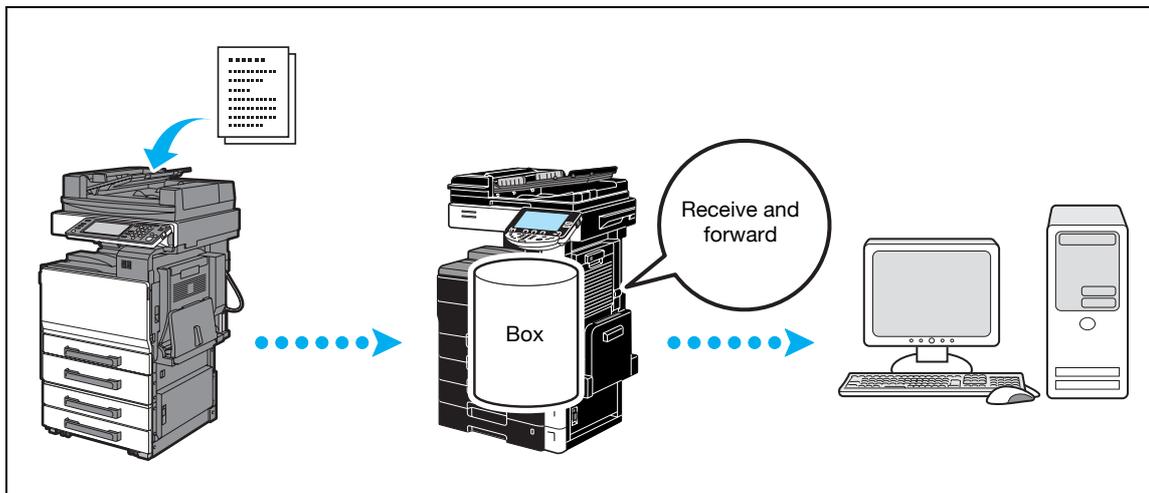
*In order perform an F-code transmission, a confidential box and transmission ID must be specified on the recipient's fax machine.*

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

## 5.12 Forwarding received data

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

### Fax forwarding



#### Detail

*Settings for the fax forwarding are specified in Administrator mode. The administrator password is required to specify the settings.*

*In Administrator mode, settings can be specified to print the data of a received fax, even from the machine, when the fax is forwarded or to have the machine print forwarded data only when an error occurs.*

*If fax forwarding is specified, Memory RX Setting, PC-FAX RX setting and TSI User Box Setting cannot be used.*

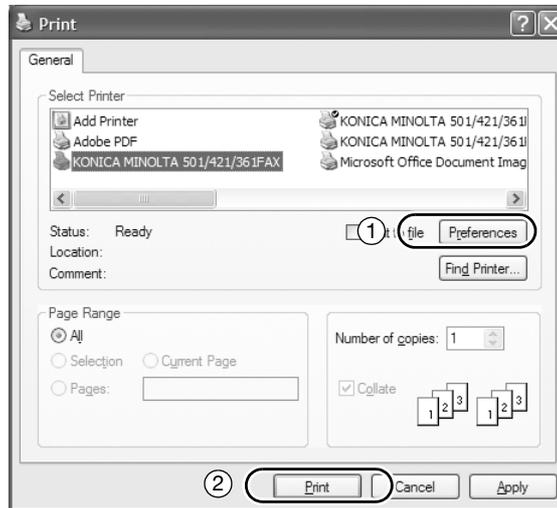
## 5.13 Faxing data directly from a computer

### Computer faxing

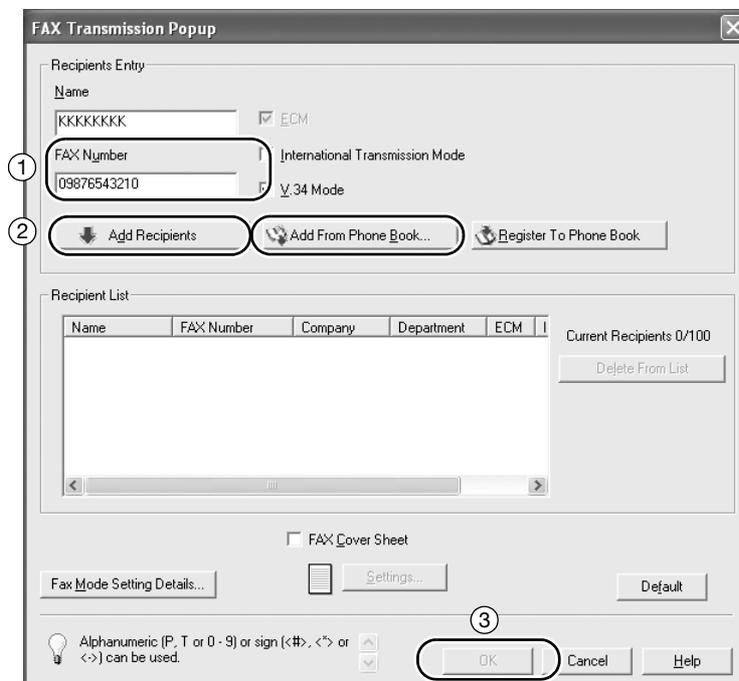
Data created on the computer can be sent to a destination fax machine with the same settings as if it is printed.

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

The fax document settings can be specified.



A destination can be selected from the address book.





---



## **Useful network scan operations**



## 6 Useful network scan operations

### 6.1 Registering frequently used destinations

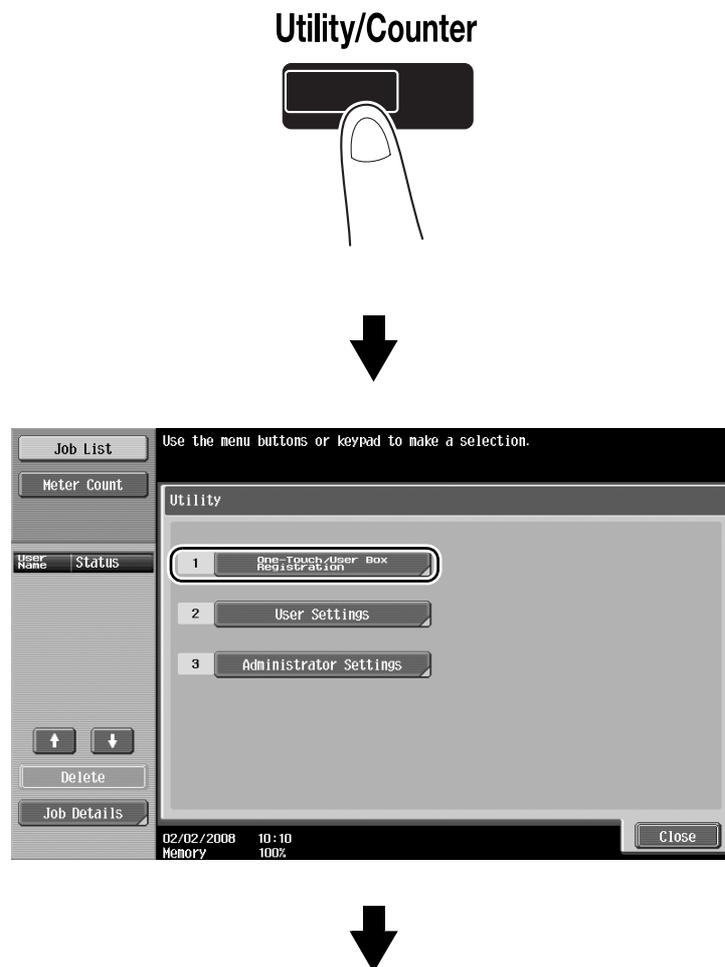
Frequently used destinations can be registered.

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

#### Address book destinations

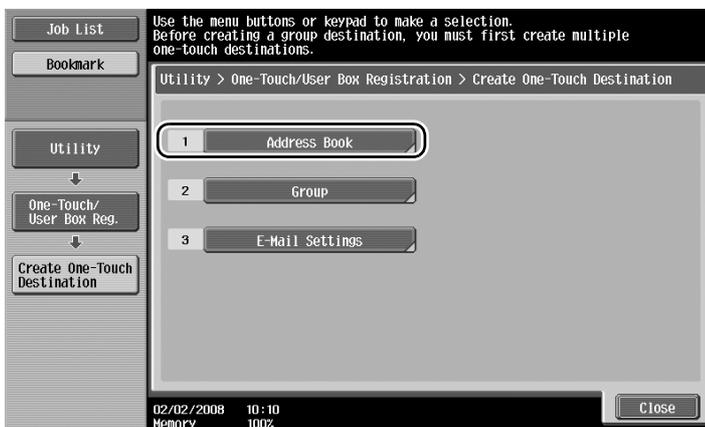
By registering a frequently used destination in the address book, the destination can be recalled simply with the press of an address book button.

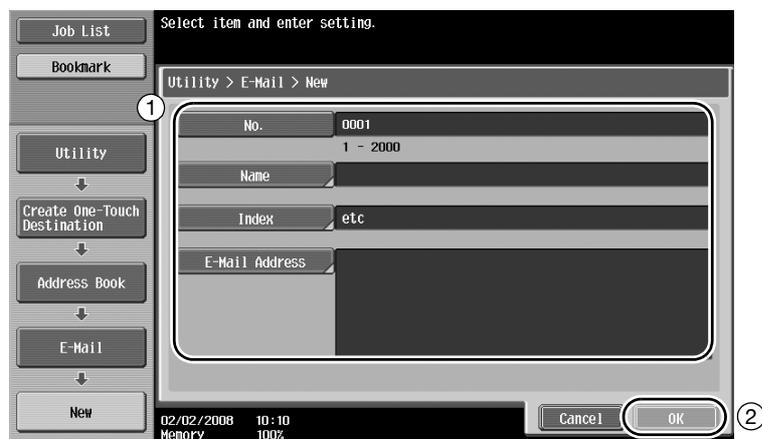
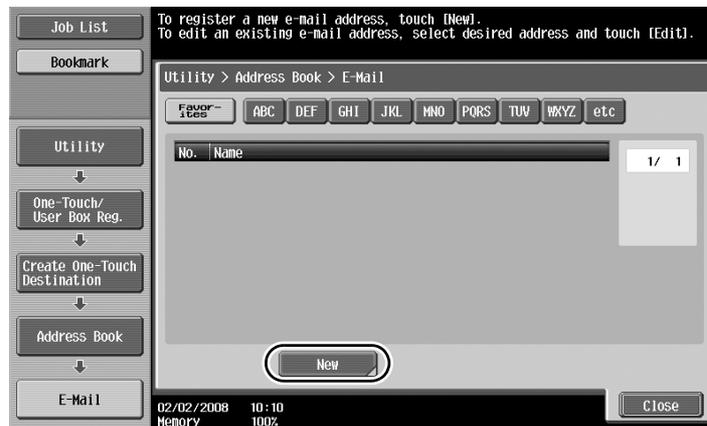
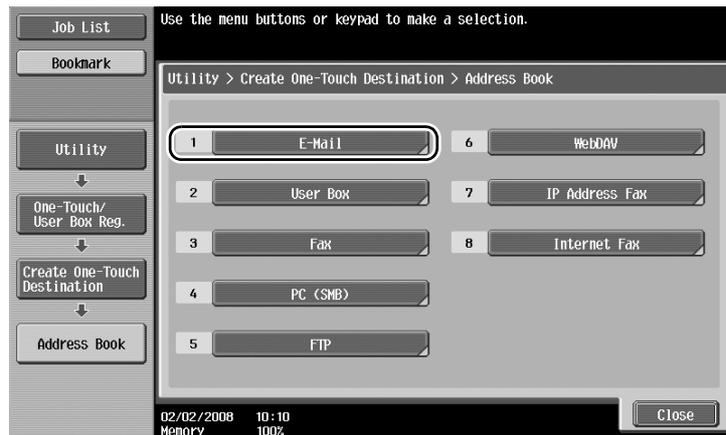
#### *Opening the destination registration screen*





Destination registration screen



**Registering an e-mail address**

Item	Description
No.	Using the keypad, type in the registration number.
Name	Specify the name of the e-mail address to be registered.
Index	Select the index characters used for organizing the e-mail addresses. By selecting index characters appropriate for the registered name, the e-mail address can easily be found.
E-Mail Address	Use the keyboard that appears in the touch panel to type in the e-mail address.

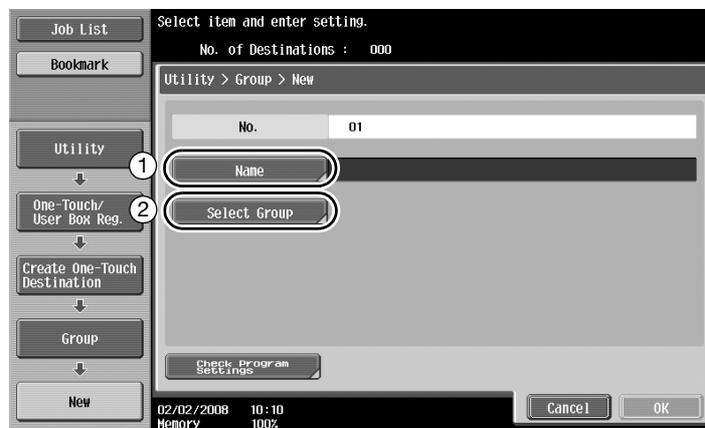
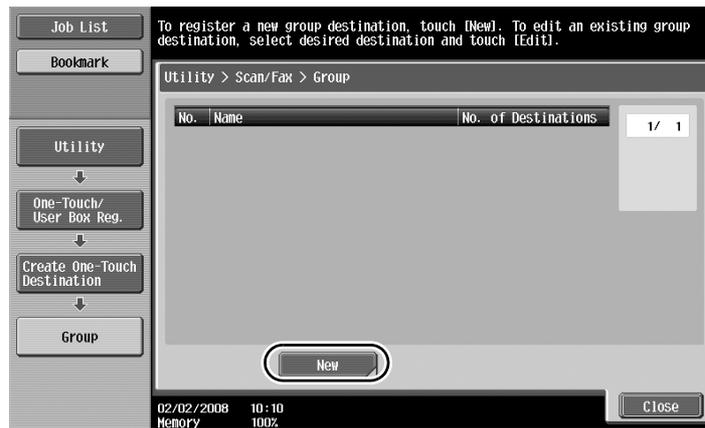
### Group destinations

Multiple destinations can be registered together as a single group.

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

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

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





### Registering the program destination

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

The registered program destinations can easily recalled and used.

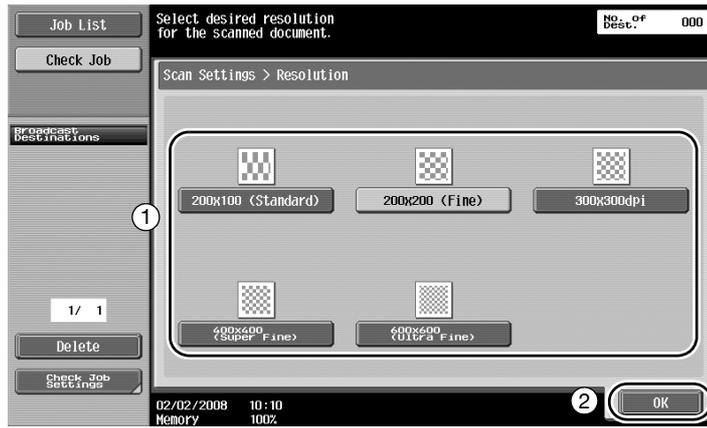
## 6.2 Transmitting fine text and clean images

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

### Adjusting the resolution

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





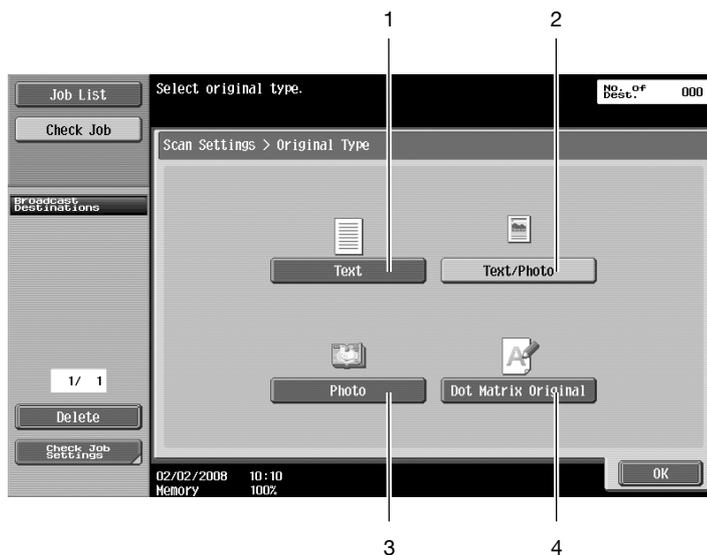
**Detail**

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

### Selecting an Original Type setting

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





No.	Parameter	Description
1	Text	Select this setting for originals consisting only of text.
2	Text/Photo	Select this setting for originals consisting of both text and photos.
3	Photo	Select this setting for originals consisting only of photos.
4	Dot Matrix Original	Select this setting for originals consisting of text that generally appears faint.

## 6.3 Transmitting with selected File Type settings

Selecting File Type settings



*File Type*

File type	Description
PDF	This type of file can be displayed in Adobe Reader. An encrypted PDF file format is also available.
TIFF	Select this setting to save data in the TIFF format.
XPS	Select this setting to save data in the XPS format. In order to save in XPS form, the optional hard disk is required.

## 6.4 Transmitting with the page number or time added

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

### Page number

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





Item	Description
Text Size	The size of the text can be selected.

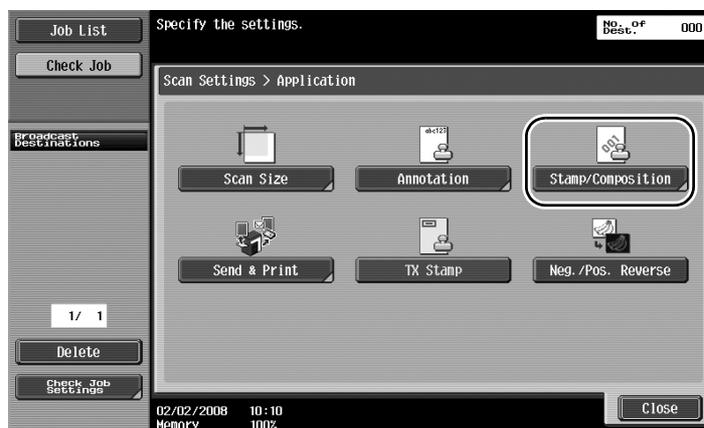


#### Detail

*Page numbers can also be added with header/footer settings. The header/footer settings are specified in Administrator mode.*

### Adding the date and time

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





Item	Description
Text Size	The size of the text can be selected.



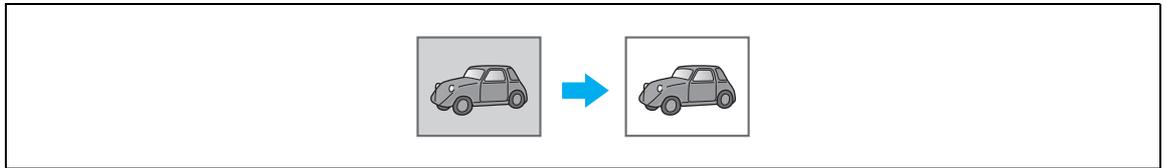
#### Detail

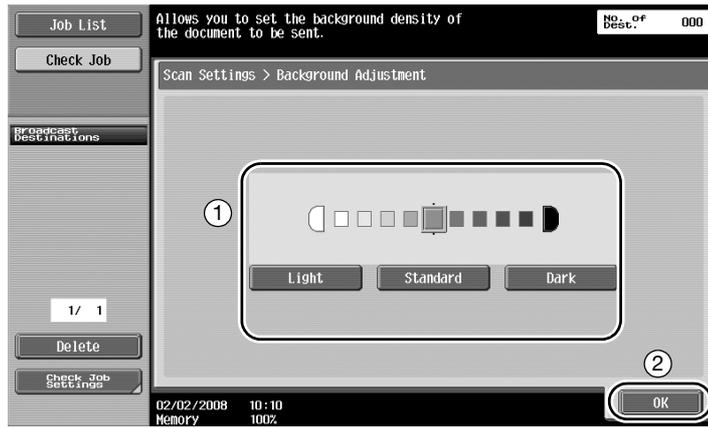
Page numbers can also be added with header/footer settings. The header/footer settings are specified in Administrator mode.

## 6.5 Transmitting with the background density adjusted

### Background Removal

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

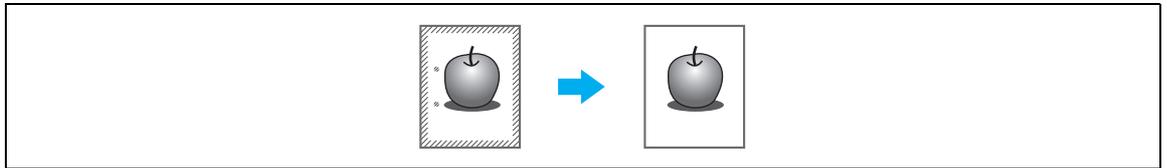


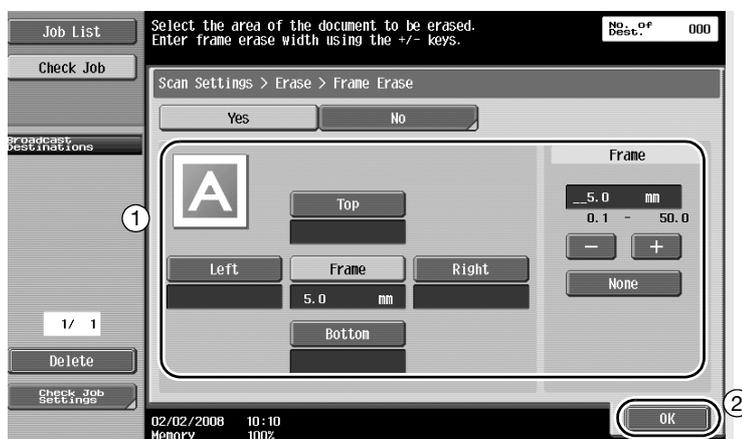


## 6.6 Transmitting with shadows erased

### Frame Erase

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





#### Detail

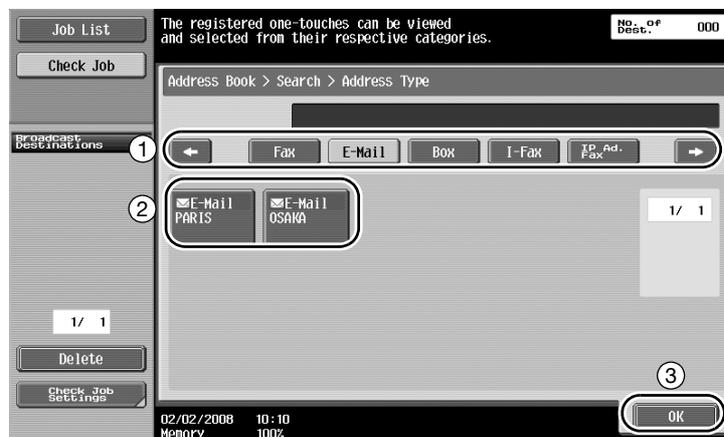
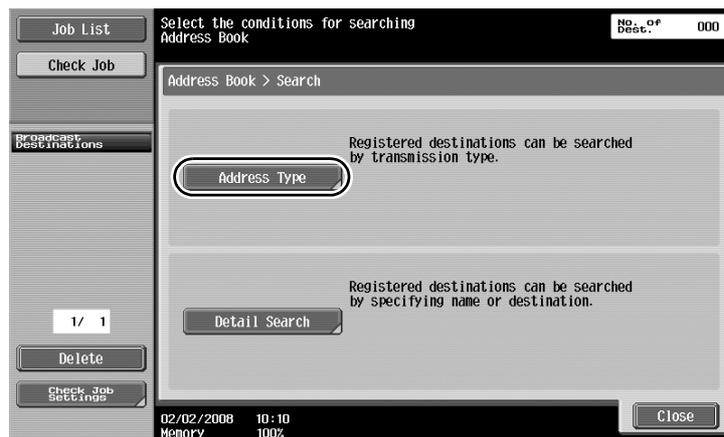
The same width can be erased on all four sides of the original, or the width that is erased can be specified for each side.

The width of the frame to be erased can be set between 0.1 and 50.0 mm.

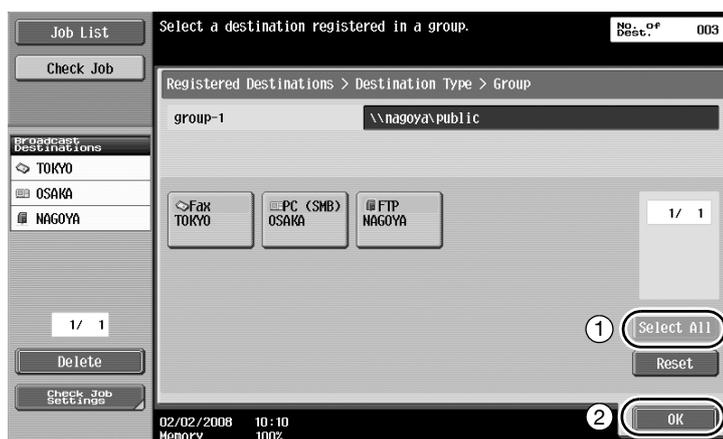
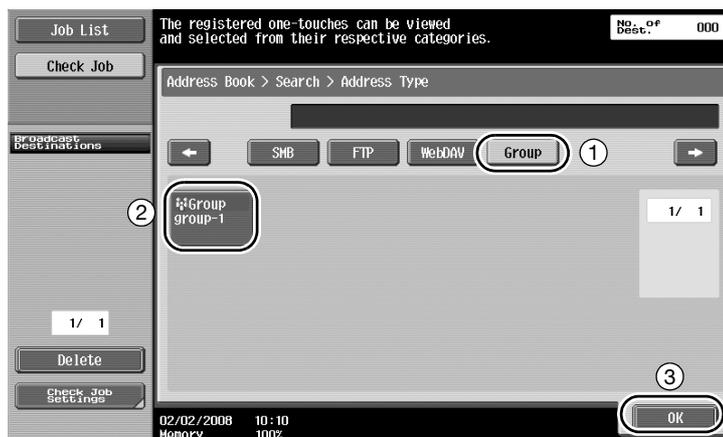
## 6.7 Transmitting to multiple recipients

### Searching for a registered destination

Select a recipient registered in the address book.



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



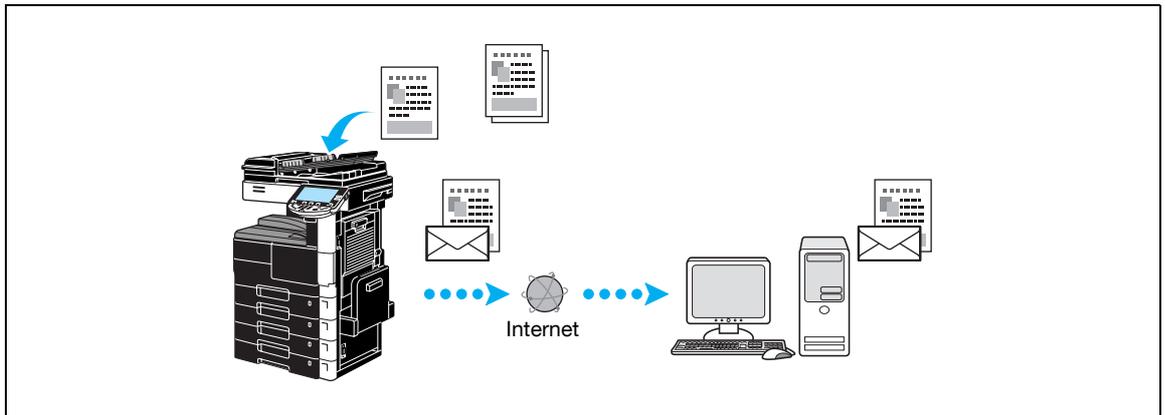
#### Detail

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

## 6.8 Sending documents by e-mail

### E-mail transmissions

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



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



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

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



Item	Description
Document Name	The name of the attached file can be changed.
Subject	The subject of the e-mail message can be changed.
Body	E-Mail text can be entered.

## 6.9 Checking transmissions performed until now

### Current Jobs/Job History lists

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



**Detail**

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



---



## Useful box operations

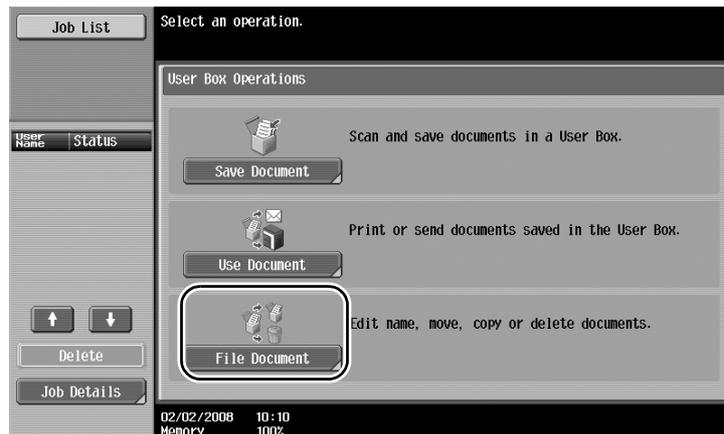


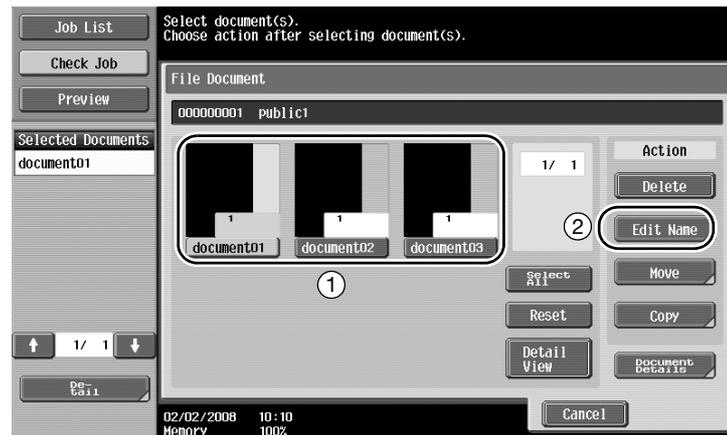
## 7 Useful box operations

### 7.1 Changing the name of a saved document

#### Edit Name

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





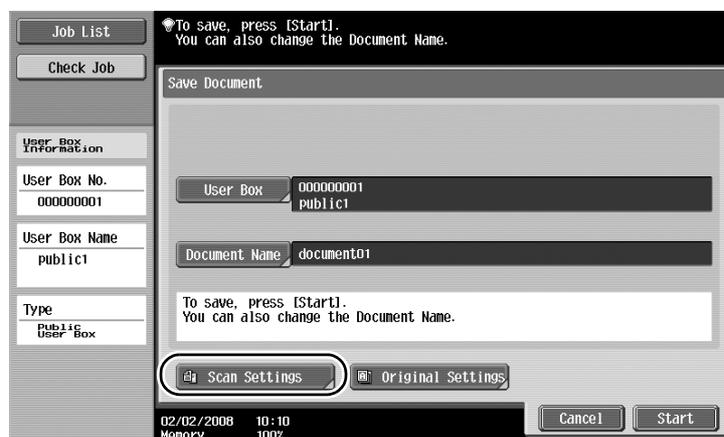
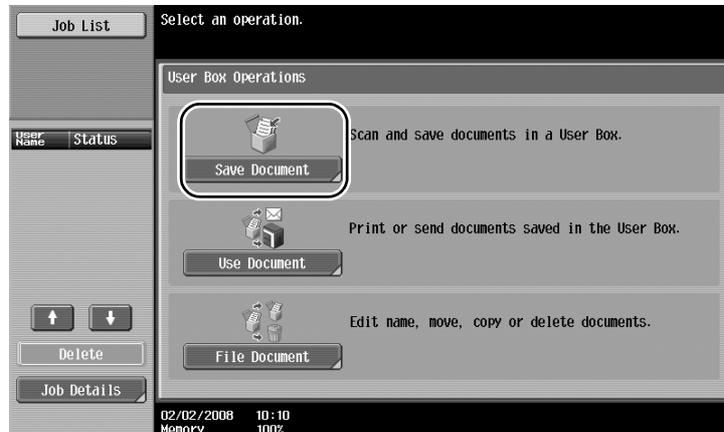
#### Detail

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

## 7.2 Scanning double-sided originals

### Scan Settings

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





### Detail

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

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

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



## 7.3 Automatically erasing data from user boxes

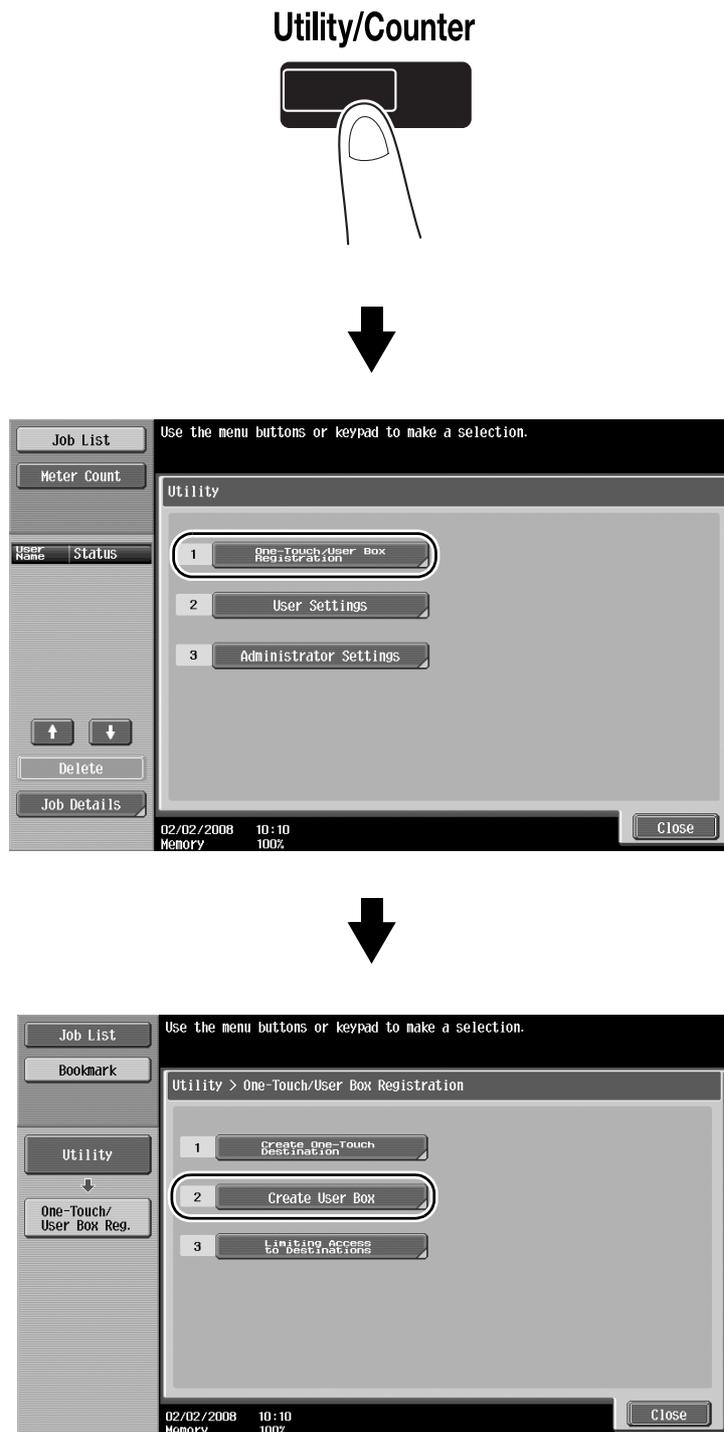
### Auto Document Delete Time

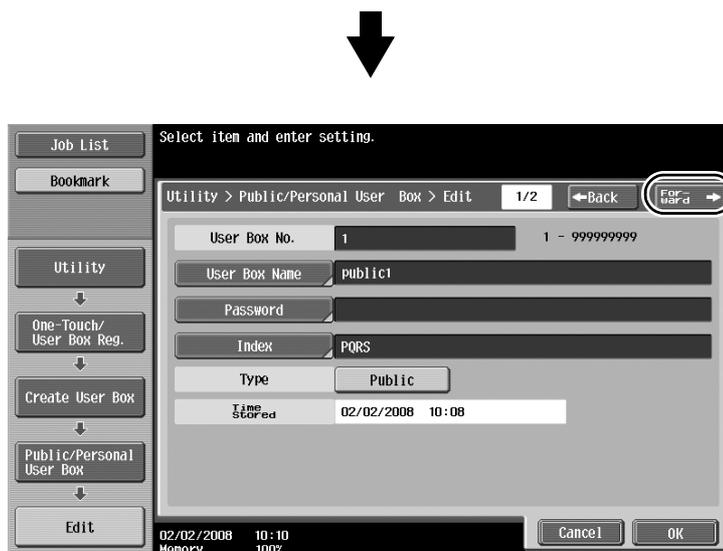
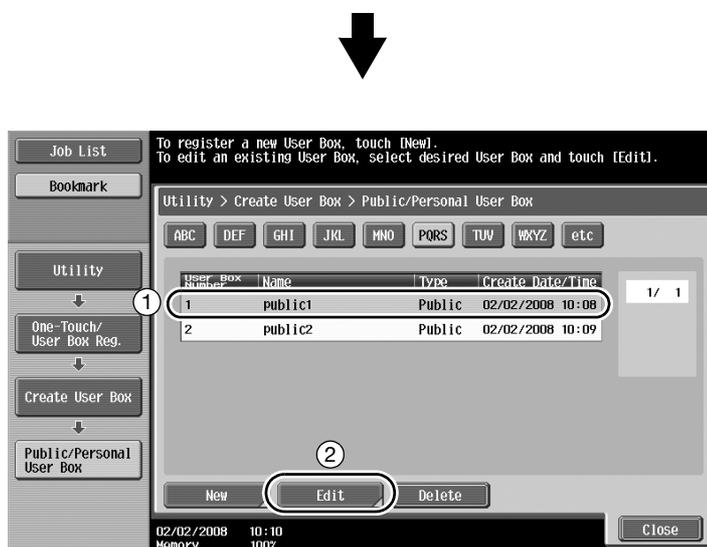
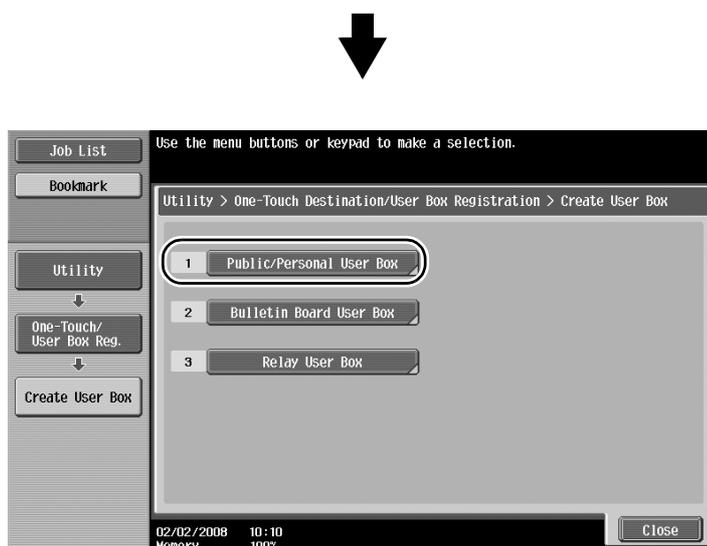
The length of time that data is saved in user boxes can be specified for each user box. When the specified length of time has passed, data saved in user boxes will automatically be erased. Specify a setting for "Auto Document Delete Time" when registering a user box.



#### Detail

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



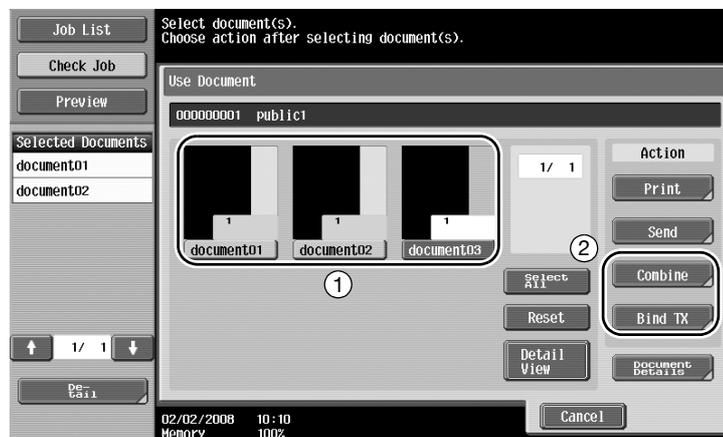
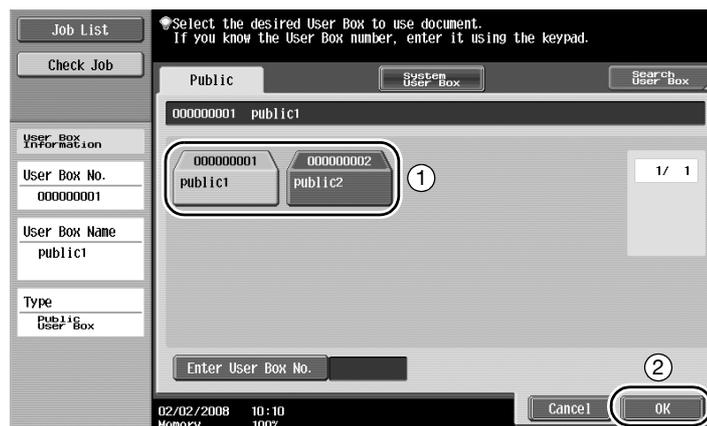
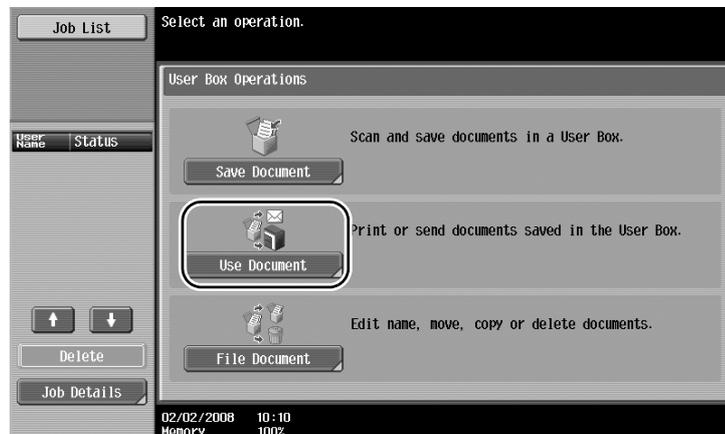




## 7.4 Printing/sending multiple data combined

### Combine/Bind TX

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





Specify the order order that the data is combined.



When "Combine" is selected  
Specify the Finishing settings, and then print the data.



When "Bind TX" is selected  
Select the destination, and the send the data.



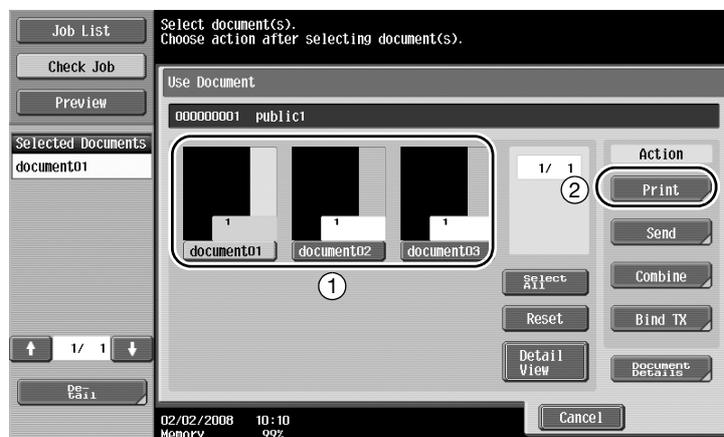
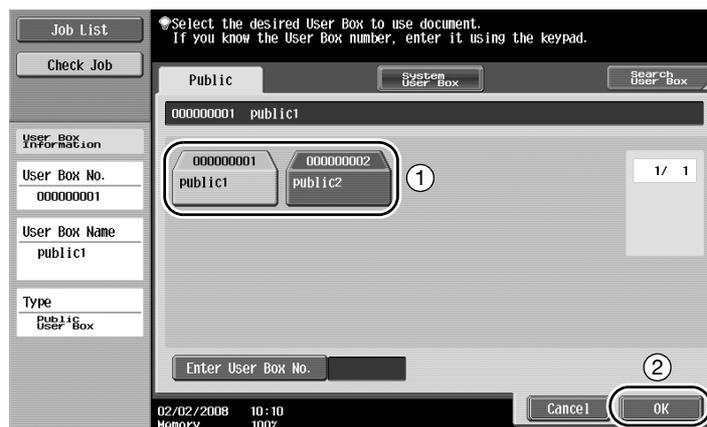
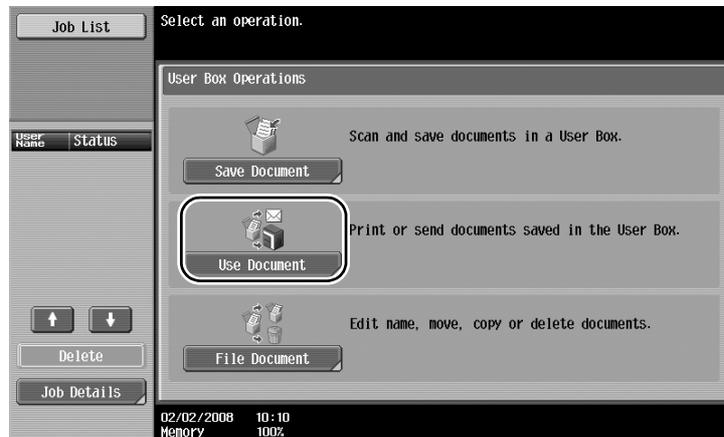
**Detail**

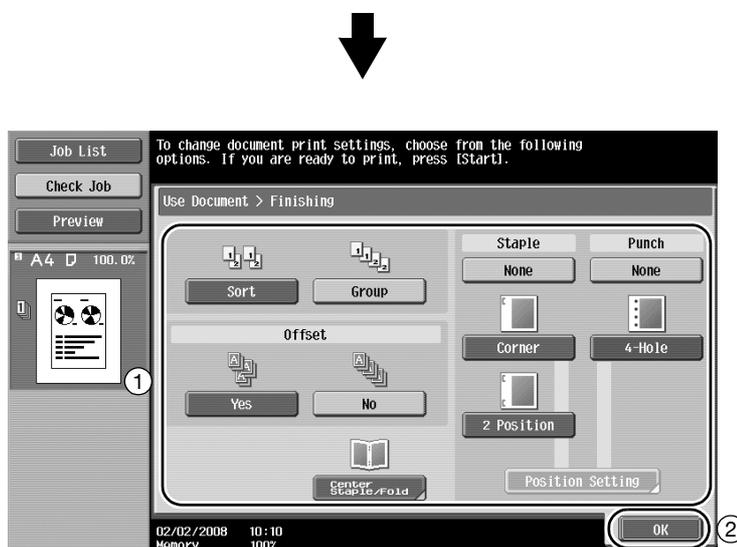
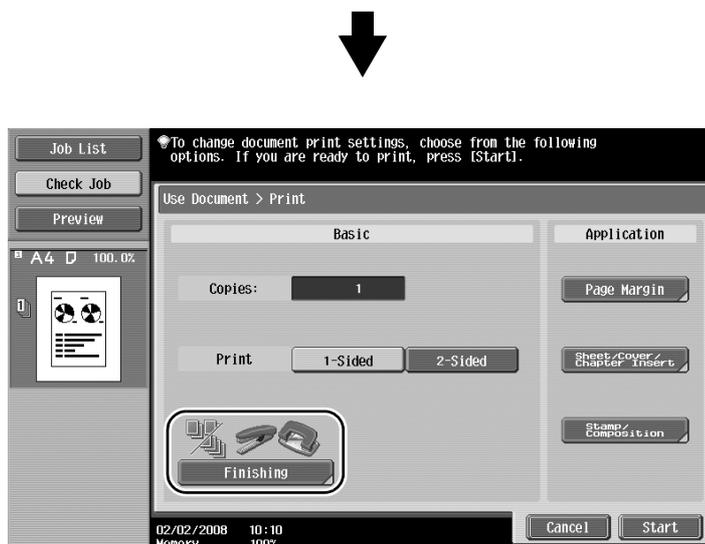
*Data saved from Copy mode cannot be sent. If data saved from Copy mode is combined with other data, the data cannot be sent.*

## 7.5 Changing finishing settings for saved data before printing

### Finishing

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





### Available Finishing settings

The Finishing settings that are available differ depending on the installed options.

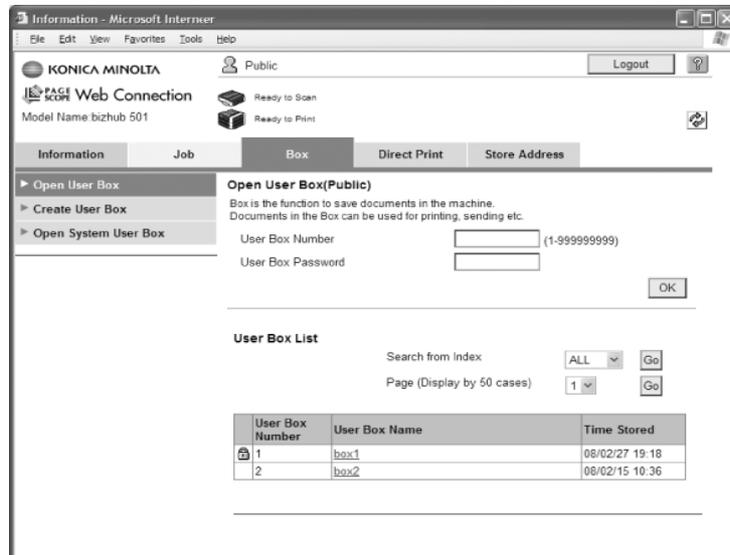
Setting		Description				
Sort		Select this setting to separate each set of a multi-page document.				
Group		Select this setting to separate the copies of each page in a multi-page document.				
Offset		<table border="1"> <tr> <td>When a finisher is not installed</td> <td>If the sorting conditions are met, copies are fed out and sorted in an alternating criss-cross pattern.</td> </tr> <tr> <td>When a finisher is installed</td> <td>The copies are fed out shifted to separate them.</td> </tr> </table>	When a finisher is not installed	If the sorting conditions are met, copies are fed out and sorted in an alternating criss-cross pattern.	When a finisher is installed	The copies are fed out shifted to separate them.
When a finisher is not installed	If the sorting conditions are met, copies are fed out and sorted in an alternating criss-cross pattern.					
When a finisher is installed	The copies are fed out shifted to separate them.					
Staple		Copies can be stapled in the corner or at two locations.				
Punch		Holes for filing can be punched in the copies				
Center Staple/Fold	Half-Fold	Select this setting to fold copies in half before feeding them out.				
	Center Staple & Fold	Select this setting to staple copies at two locations along the center, then fold the copies in half before feeding them out.				

## 7.6 Performing box operations from a computer

### PageScope Web Connection

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

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



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

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

### About PageScope Web Connection

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

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

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

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



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# 8 Troubleshooting

## Troubleshooting



## 8 Troubleshooting

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

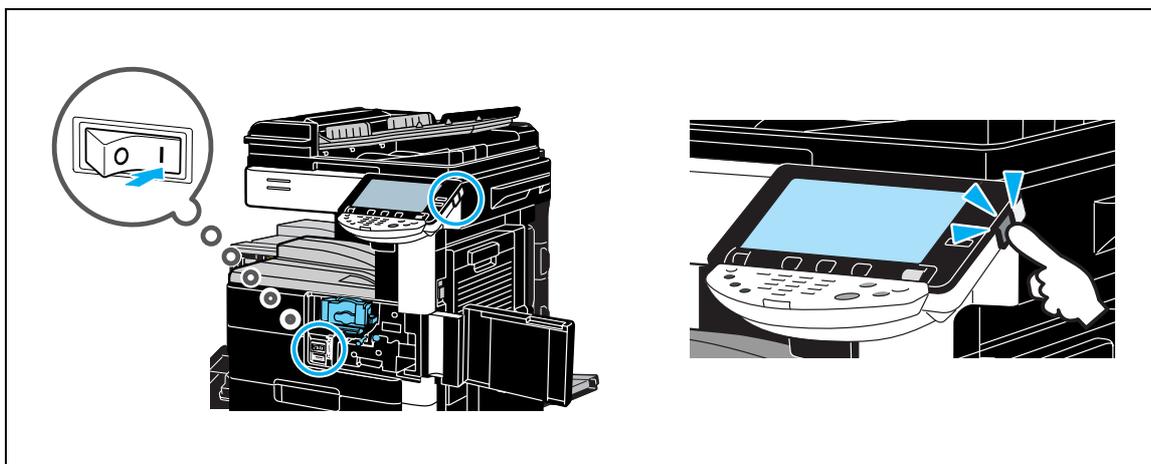
### Why can't the machine be turned on?

This machine has two switches.

#### **Answer**

Check for the following.

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



#### **Reminder**

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

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

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



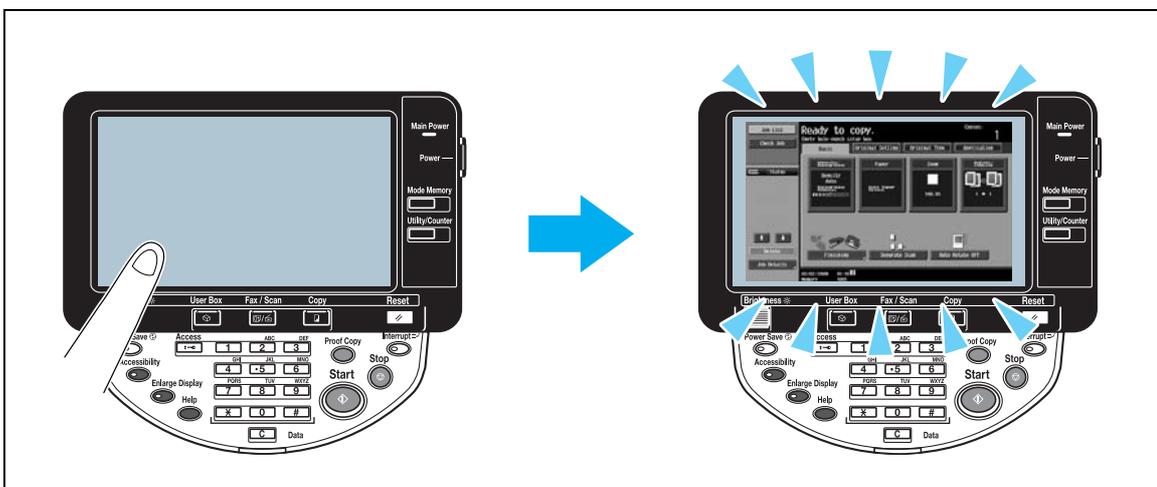
### Answer

Check for the following.

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

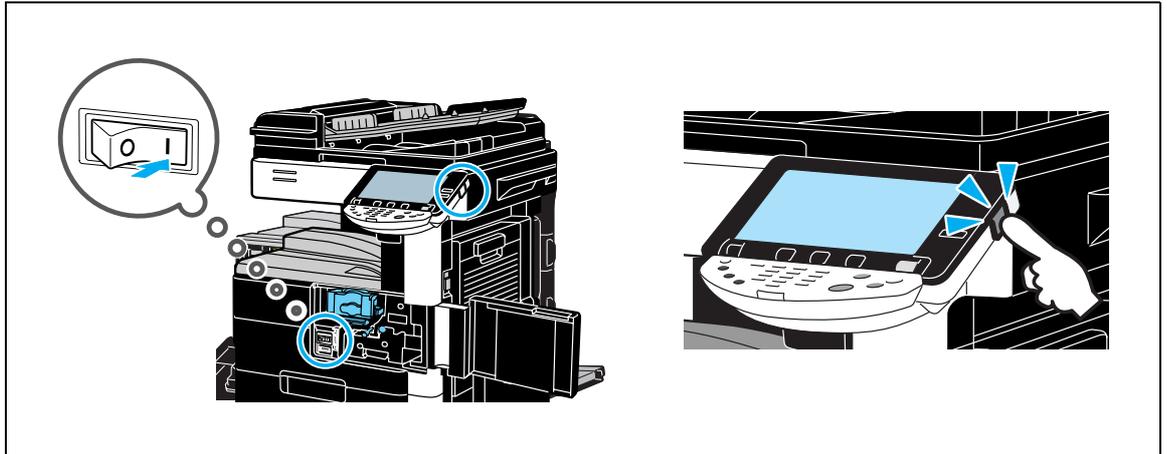


- Touch the touch panel. There is no problem if the touch panel lights up. When the machine is in Power Save mode, touching the touch panel or pressing a key in the control panel cancels Power Save mode.



- Try pressing the [Power Save] key in the control panel. If the weekly timer has set the machine in Sleep mode, a screen appears in the touch panel when the [Power Save] key is pressed. Enter the information indicated in the screen to be able to use the machine during non-business hours.

- Check that the machine has been turned on by using both the [Power] (auxiliary power) key and the main power switch.



**Reminder**

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

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

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



**Answer**

Replace the specified consumable.

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

- For a toner cartridge

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

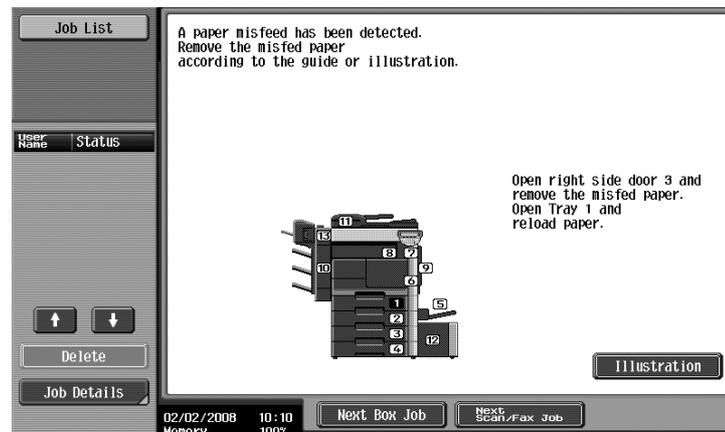


**Reminder**

*If the message remains displayed after the indicated items have been replaced, contact your service representative.*

### Why does the misfeed message remain displayed?

A misfeed may have occurred in a location other than that indicated in the screen. Check the location indicated in the displayed screen.



#### Answer

Check for the following.

- Check that no torn paper remains in the part indicated by a number in the touch panel screen. If the paper could not be removed, contact your service representative.
- Open, then close the door indicated by a number in the touch panel screen. The message may not remain displayed after this operation is performed.

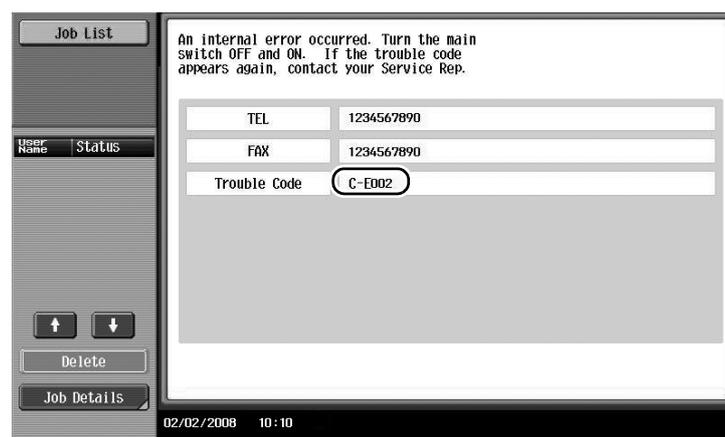


#### Reminder

*If the misfeed warning remains displayed after the indicated items have been checked, contact your service representative.*

### Why did an error message appear?

There are three types of errors; errors that can be cleared by opening/closing the front door, errors that can be cleared by turning the power off/on, and errors that cannot be cleared. Clear the error by following the on-screen instructions. If the error cannot be cleared or released, contact your service representative with the error code.



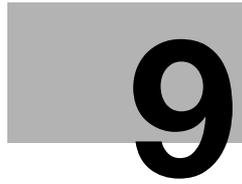
#### Answer

Clear the error by following the on-screen instructions.



#### Reminder

*If the message remains displayed, note the trouble code that appeared in the screen, unplug the machine from the electrical outlet, and then contact the service representative.*



## **User Settings parameters**



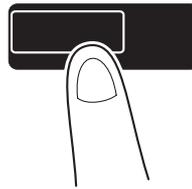
## 9 User Settings parameters

With the User Settings parameters, common machine settings and settings for specific functions can be changed according to the operating conditions and environment.

### 9.1 Displaying the User Settings screen

Various settings can be specified from the User Settings screen.

#### Utility/Counter

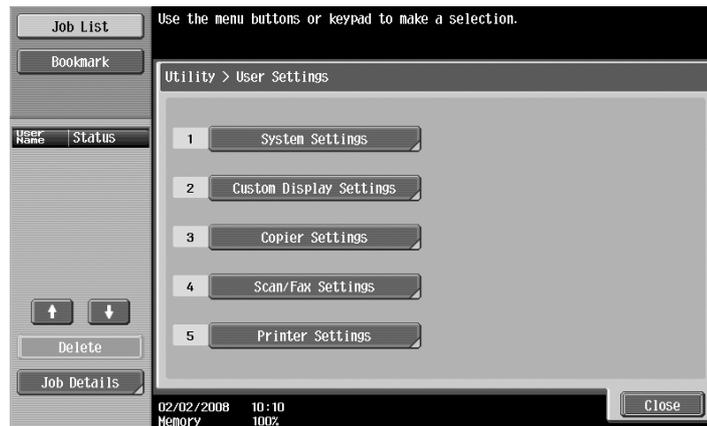


#### Detail

To change the default settings for Fax/Scan mode, press the [Fax/Scan] key, and then press the [Utility/Counter] key.

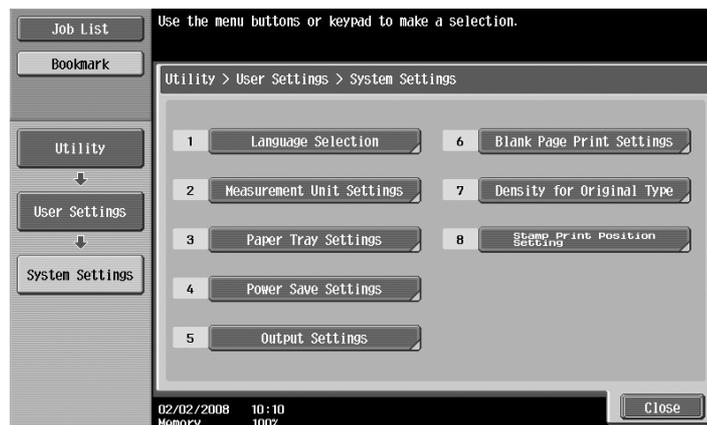
## 9.2 Settings that can be specified

Settings can be specified for parameters in the following five categories on the User Settings screen.



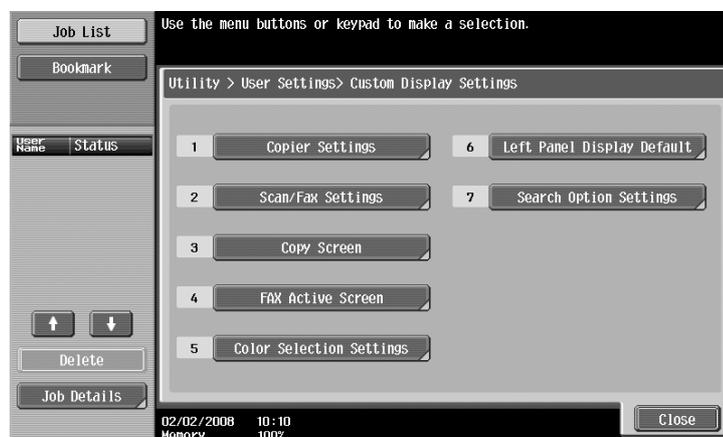
### System Settings

The display language of the touch panel, the measurement units and settings for the power-saving modes can be changed.



### Custom Display Settings

The display in the left panel of the touch panel screen and the settings in the Basic screen can be changed.



### Copier Settings

The settings for copy functions can be changed so that the operations can easily be performed.



### Scan/Fax Settings

The settings for fax/scan functions can be changed so that the operations can easily be performed.



### Printer Settings

The settings for print functions can be changed so that the operations can easily be performed.





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# 10

## Appendix



## 10 Appendix

### 10.1 Glossary

Item	Description
Broadcast	This function is called "broadcast transmission" on this machine. This is the function that sends a fax to multiple recipients with a single operation.
Center Staple & Fold	This is the Finishing function that feeds out paper that is folded in half and stapled at two places along the center.
Confidential	Generally, this refers to correspondence that is opened only by the person it is addressed to. On this machine, this refers to the function (called a confidential transmission) where a fax is sent to a specific person. Since confidential transmissions use confidential user boxes set up on the machine, these transmissions can be used when the receiving machine is also equipped with the confidential transmission function.
Group	This Finishing function feeds copies out by page when two or more copies are printed of a multi-page document.
Half-Fold	This is the Finishing function for folding paper in half after it is printed.
Job	This is the operation information that is registered with the machine after settings are applied. The copy and scan operations when the [Start] key is pressed and the print command sent from a computer are all registered with the machine and called jobs.
Polling	This is the transmission function where a fax transmission is started by an operation performed by the receiving machine. With a polling transmission, the recipient bears the calling costs since the document to be sent is stored in the memory of the transmitting machine until the receiver initiates transmission by sending a reception command.
Power Save	This is the mode that the machine automatically enters to conserve energy when no operation is performed for a specified length of time. Another mode for conserving energy is the Sleep mode. The machine conserves more power in Sleep mode than in Power Save mode.
Power saving	This is the function for entering a power-saving mode (Power Save mode or Sleep mode). The machine can be manually set to a power-saving mode when the [Power Save] key is pressed.
Punch	Holes can be punched in copies for filing.
Save in User Box	This is the function where data scanned with a copy, fax or scan operation is save in a user box set up on the machine. The data saved in the user box can be transmitted or faxed.
Scan operations	Scanning of the original is called "scanning", and the methods for sending or saving the scan data are called the scan functions. These scan functions include e-mail transmissions, where the scan data is sent to an e-mail address as an attached file, in addition to FTP transmissions, SMB transmissions, WebDAV transmissions, Web service, saving in user boxes and using as a scan.
Security functions	This is the general name of the various functions for increasing the safety of information in order to prevent disclosure of the information, for example, so that confidential data saved on the machine is not disclosed to third parties and various settings can be changed only by the person possessing the password.
Sleep	This is the mode that the machine automatically enters to conserve energy when no operation is performed for a specified length of time. Another mode for conserving energy is the Power Save mode. The machine conserves more power in Sleep mode than in Power Save mode.
Sort	This Finishing function feeds copies out by set when two or more copies are printed of a multi-page document.
Staple	This Finishing function feeds copies out bound with staples when copying documents containing two or more pages.
Transmission source name	This is the function that specifies from the transmitting machine whether the transmission source information is printed by the receiving machine at the top of received fax documents. Whether or not this information is printed and the name that is printed can be specified only from the transmitting machine.
Weekly timer	This feature sets the machine to Sleep mode at the specified time. The day and time periods when the machine is not used can be specified so the machine can automatically switch to a mode where it conserves energy.

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