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Methods of Faxing

Here Are 4 Different Methods Of Faxing:

G3 FAXING

Hardcopy original sent over traditional phone line and received as hard copy output. Super G3 is a protocol that allows communication at a speed of 33.6Kbps. The protocol also speeds up the re-train time (transmit time) between pages of a communication to provide you with an overall shorter transmit time and reduces phone costs. Another component of the V.34 protocol is JBIG data compression (standard on Konica Minolta Super G3 devices). This superior compression method contributes greatly to shorter transmit time. Not all competitive products offer standard JBIG data compression. Some manufacturers make it available as an option.

PC FAX FUNCTION

Electronic original sent from desktop. PC Fax Software/Utility required.

The PC-Fax Function allows you to fax documents from your desktop. You can use any of several applications on your PC to create a document, then fax it directly from your PC (PC must be connected to the network). Because there's no need to print the document before faxing it, there's less paper waste and lower costs. This paperless process also makes it easier to manage the data you send and ensures that the sent documents are clear and easy to read, free of smudges, faded sections and other potential degradation.

The PC Fax Utility is available as a separate utility, but it works exactly like a print driver. The advantage of a separate utility enables users to save the PC Fax driver as a default so that it can be selected at any time for immediate faxing from the desktop. It eliminates the need of having to select the fax function within the print driver.

Using the PC-Fax RX function, you can store the received fax in a Box without printing it. Or you can print out the document at the same time as saving it in a Box.

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INTERNET FAXING

Hard copy original sent to an Email address – Requires Email server and T.37 protocol on sending and receiving unit. Please note that with the introduction of the C652/C552 and subsequent C652DS/C552DS, C452, C360 Series, 652 Series, 423 Series and with the newly introduced C754 Series, C554 Series and C364 Series it is possible to send a Color Internet Fax. These devices support the protocol necessary to send color files via Internet Faxing.

Internet Faxing enables the transmission of a hard copy document over the Internet in the form of hard copy output. In essence it is the same as a fax transmission.

It is sent as a hard copy document and received as a hard copy document; however, it is transmitted over the Internet instead of a traditional phone line. Since the transmission occurs over the Internet, there is no additional cost incurred. Your only cost is your monthly fee for Internet service.

Transmissions can be sent over the Internet from one T.37 Internet Fax device to another. Since T.37 Internet Fax machines are assigned Email addresses, it is possible to send a fax transmission over the Internet instead of over the traditional phone lines. The Email address of the receiving T.37 fax device is stored in the address book or can be manually dialed just like a fax number or a regular Email address. In this case, the Email address is assigned to the device.

The Internet Engineering Task Force (IETF) established the T.37 Internet protocol. This is a “store-and-forward” protocol. Messages are sent and stored in a gateway until it can be forwarded to the intended recipient. The messages are not sent in “real-time.” Unlike a fax transmission that can be sent and received in “real-time,” transmissions over the Internet using the T.37 protocol cannot accomplish this “real time” sending.

The T.38 Internet Protocol can accomplish this capability, however, T.38 Internet Faxing requires communication within a managed network (within a corporation or organization). Due to this limitation, T.37 remains the more popular and prevalent protocol for Internet Faxing.

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IP ADDRESS FAX

Hard copy original sent over Network – Hardcopy via Intranet (enterprise network). IP Address Faxing is the ability to transmit data over an office Intranet using the IP Address of a compatible device instead of a phone line. Taking advantage of an established LAN/WAN infrastructure, IP Address Fax eliminates costly connection and transmission fees. IP Address Fax does not require a dedicated server or use the office mail server. You simply send from one fax to another in your office by using IP Address of the device (instead of dialing the fax number of the device).

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Line Parameter Settings

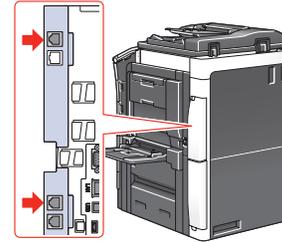
PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer wants to adjust one or more of the following fax line parameters:

- Dialing Method
- Receive Mode
- Number of RX Rings
- Number of Redials
- Redial Intervals
- Line Monitor Sound
- Line Monitor Sound Volume



1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Line Parameter Settings**.
7. Touch **Dialing Method**
Touch **PB** or **10pps**.
8. Touch **Receive Mode**.
Touch **Auto RX** or **Manual RX**.
9. Touch **Number of RX Rings**.
Enter number between **0-15x** using the **-** and **+** sign under **Job Setting**.
10. Touch **Number of Redials**.
Enter number between **0-7x** using the **-** and **+** sign under **Job Setting**.

*If not on the home screen,
touch the Menu key on
the Control Panel .*

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11. Touch **Redial Intervals**.
Enter the number of minutes (**1-15 minutes**) to elapse between redial attempts using the **-** and **+** sign under Job Setting.
12. Touch down arrow **↓** to advance to screen 2/2.
13. Touch **Line Monitor Sound**.
Touch **ON** or **OFF** under Job Setting.
14. Touch **Line Monitor Sound Volume (Send)**.
Enter volume (0-31) by using **Lower** and **Higher** keys to adjust to desired volume.
15. Touch **OK**.
16. Touch **Line Monitor Sound Volume (Receive)**.
Enter volume (0-31) by using **Lower** and **Higher** keys to adjust to desired volume.
17. Touch **OK**.
18. Touch **OK**.
19. Touch Close **3x** to return to **Main Menu**.

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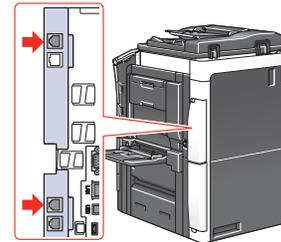
Fax TX/RX Settings

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer wants to adjust one or more of the following fax transmission and/or reception settings:



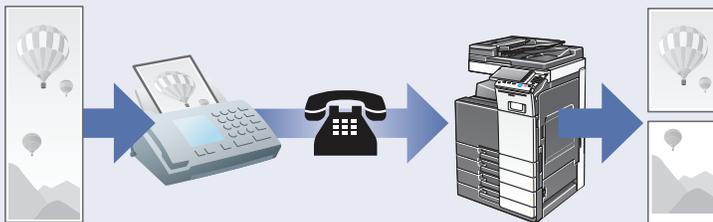
- Duplex Print (RX) – set fax reception output to duplex
- Letter/Ledger over A4/A3 – set A4/A3 receptions to output on Letter/Ledger
- Print Paper Selection – set paper selection method (Auto, Fixed Size, Priority Size)
- Print Paper Size – set fax reception paper size (8.5" x 11", 8.5" x 14", 11" x 17")
- Incorrect User Box No. Entry – set operation to occur if fax reception is sent to incorrect User Box
- Tray Selection for RX Print – set paper tray you wish to use for fax receptions
- Min. Reduction for RX Print – set reduction ratio to use for all incoming fax receptions
- Print Separate Fax Pages – set operation to occur if the length of the fax reception is longer than the standard size and print size is not reduced
- File After Polling TX - allows you to set the operation to occur — Delete or Save — after a file is sent in response to a polling request
- If the Polling TX function is used to register files for polling
- No. of Sets – set the number of sets you would like to print out for every fax reception
- RX Document Print Settings – set fax output to allow color or strictly black only

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **TX/RX Settings**.
7. Touch **Duplex Print (RX)**.
Touch **ON** or **OFF**.

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touch the Menu key on
the Control Panel .*

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8. Touch **Letter/Ledger Over A4/A3**.
Touch **ON** or **OFF**.
9. Touch **Print Paper Selection**.
Touch **Auto Select, Fixed Size** or **Priority Size**.
10. Touch **Print Paper Size**.
Touch **8.5" x 11", 8.5" x 14"** or **11" x 17"**.
11. Touch **Incorrect User Box No. Entry**.
Touch **Print, Show Error Message** or **Auto Create User Box**.
12. Touch down arrow ↓ to advance to screen 2/3.
13. Touch **Tray Selection for RX Print**.
Touch ↑ **Prev.** or ↓ **Next** to cycle through the available paper trays or touch **Auto**.
14. Touch **Min. Reduction for RX Print**.
Use – and + signs to set reduction ratio between 87-96% or touch Full Size.



*If Min. Reduction for RX Print is set to **Full Size**, the Print Separate Fax Pages is automatically switched to **OFF** and the area that does not fit on a standard size sheet is not printed at all.*

15. Touch **Print Separate Fax Pages**.
Touch **ON** or **OFF**.
16. Touch **File After Polling TX**.
Touch **Delete** or **Save**.
17. Touch down arrow ↓ to advance to screen 3/3.
18. Touch **No. of Sets (RX)**.
Use – and + signs to enter number of sets between 1-20.
19. Touch **RX Document Print Settings**.
Touch **Allow Color And Black for Black Only**.
20. Touch **OK**.
21. Touch **Close 3x** to return to **Main Screen**.

*If Duplex Print (RX) is **ON**, you **cannot use** the Print Separate Fax Pages function.*

Registering a Fax Destination in the Address Book

PRE-REQUISITES

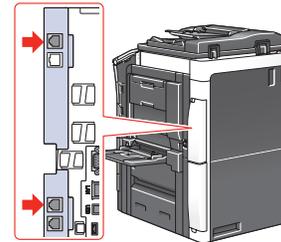
- FK-511 Fax Kit must be installed.

APPLICATION

Customer wants to store frequently accessed fax destinations in the MFP's Address Book to increase productivity and reduce the possibility of entering the wrong fax number. Typically, the Administrator will enter the information to ensure accuracy and so that they can control which destinations are stored in the MFP. The Administrator can also program the MFP to prohibit or allow a user to register or change the destinations. The default is to ALLOW the user to change or register destinations.

Customer also wants user to confirm that they have selected the correct fax number for transmission so they want to enable the Check Destination and Send function so the user must manually confirm that the right destination has been selected and the transmission can proceed.

For this particular one-touch registration, the Administrator also wants to store it in Favorites because it's among the most frequently dialed numbers. By placing it on the Favorites screen it is immediately accessible to the end user. They don't need to press the corresponding Index key to get to the one-touch key.



You can register up to 2000 destinations in the Address Book.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **One-Touch/User Box Registration**.
6. Touch **Create One-Touch Destination**.
7. Touch **Address Book (Public)**.
8. Touch **Fax**.
9. Touch **New**.
10. Touch **Name** and enter fax destination name: **Ramsey Marketing**.

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11. Touch **OK**.
12. Touch **Fax** and enter fax number: **2015551234**.
13. Touch **Line Setting** and select applicable line settings (if necessary).
 - a. Overseas TX
 - b. ECM OFF
 - c. V34 OFF
14. From Check Destination and Send menu, touch **Yes**.
15. Touch **OK**.
16. Touch Down Arrow  to advance to screen 2/2.
17. Touch Index and touch **Favorites**.
18. Touch **OK**.
19. Touch **OK**.
20. Touch **Close 6x**.

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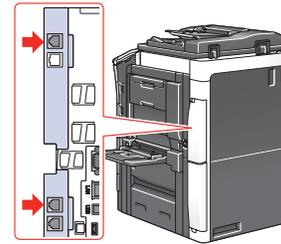
Registering a Fax Program Key

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer uses the same combination of settings each week to send out reports. They want to store the frequently-used settings in a program key to reduce keystrokes in order to improve productivity and minimize fax transmission errors.



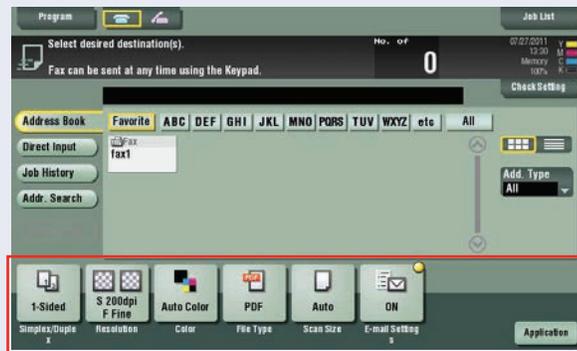
You can register up to 400 Fax/Scan Programs.

1. Touch **Scan/Fax**.



If not on the home screen, touch the Menu key on the Control Panel .

2. Configure the desired fax settings by selecting the necessary parameters:
 - a. Simplex/Duplex
 - b. Resolution
 - c. Color
 - d. File Type
 - e. Scan Size
 - f. Application Menu



3. Tap **Program** when all the fax settings have been made.
4. Select a "Not Registered" key (an unregistered program key) store your settings.

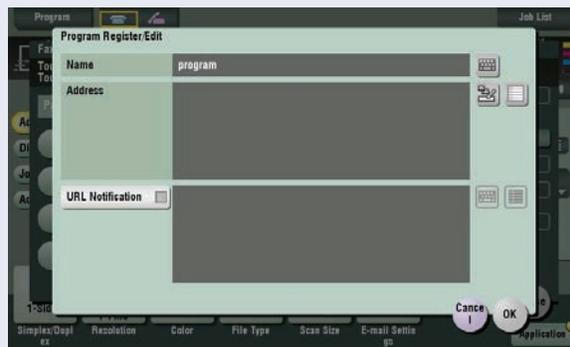


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5. Touch **New**.
6. Enter the **Program Name**.
7. Specify the destination in **Address**.



8. Enter URL Notification information if you wish to send an Email message that contains the save location of the data (enter the Email address of the person that you wish to receive this notification).



9. Touch **OK**.
10. Touch **Close**.

The URL Notification can be sent for fax receptions that are SMB, FTP or WebDAV Transmissions or saved to a User Box.

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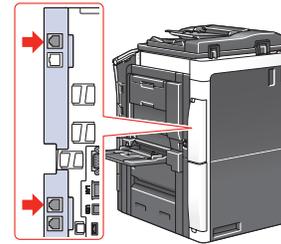
Sending a Fax by Recalling a Fax Program Key

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer uses the same combination of settings each week to send out reports. They want to store the frequently-used settings in a program key to reduce keystrokes in order to improve productivity and minimize fax transmission errors. This job shop provides the instructions on how to recall the Fax Program Key that was registered in the previous Job Shops (Registering a Fax Program Key)



You can register up to 400 Fax/Scan Programs.

1. Load the Original.
2. Touch **Scan/Fax**.



If not on the home screen, touch the Menu key on the Control Panel .

3. Tap the **Program** key.
4. Select the **Program** key (the registered settings of the program are automatically enabled).
5. Specify the **Destination** (if it was not included in the registered Program key).
6. Press **Start**.



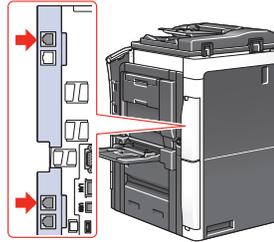
Confirm Address Register

PRE-REQUISITES

- FK-511 Fax Kit must be installed and one-touch fax destinations should be programmed.

APPLICATION

The system administrator of a major corporation wants to ensure that all the fax numbers registered in the MFP are correct since the unit will be placed in the Executive Wing of a major corporation. They want the MFP set up so that when a fax number is registered it is entered twice to ensure the accuracy of the fax destination.



*Enabling the **Confirm Address Register** function will force the end user to enter the fax number twice before it is registered in the address book. This function helps prevent the registration of a non-existent fax number or the wrong fax number.*

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Function Settings**.
7. Touch **Function ON/OFF Settings**.
8. Touch **Down Arrow** ↓ to advance to screen 2/2.
9. Touch **Confirm Address (Register)**.
10. Touch **ON**.
11. Touch **OK**.
12. Touch **Close 4x** to return to **Main Menu**.

If not on the home screen, touch the Menu key on the Control Panel .

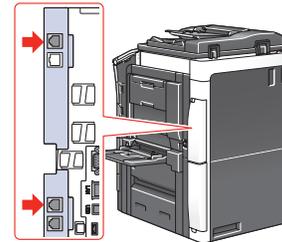
Activating Check Destination and Send Function

PRE-REQUISITES

FK-511 Fax Kit must be installed and one-touch fax destinations should be programmed.

APPLICATION

Customer wants to program the MFP so that the device prompts the user after each destination is selected for transmission so the user can confirm that they are sending to the correct address. The MFP is located in a Human Resources Department and they transmit highly confidential documents. They want to enable this function to prevent transmitting sensitive documents to the wrong recipient.



*Enabling the **Destination Check Display** function will show a list of the specified destinations before sending a fax. This function helps prevent transmitting documents to an incorrect destination or sending transmissions to a non-existent fax number.*

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Function Settings**.
7. Touch **Function ON/OFF Settings**.
8. Touch **Destination Check Display Function**.
9. Touch **ON**.
10. Touch **OK**.
11. Touch **Close 4x** to return to **Main Menu**.

If not on the home screen, touch the Menu key on the Control Panel .

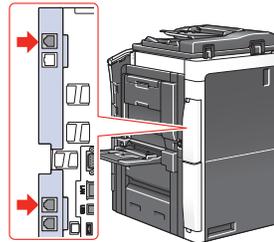
Check Recipient's Machine and Send the Fax (Check Destination and Send)

PRE-REQUISITES

FK-511 Fax Kit must be installed and one-touch fax destinations should be programmed.

APPLICATION

Customer wants to program the MFP so that the device prompts the user after each destination is selected for transmission so the user can confirm that they are sending to the correct address. The MFP is located in a Human Resources Department and they transmit highly confidential documents. They are going to use this function to prevent transmitting sensitive documents to the wrong recipient.



*Enabling the **Destination Check Display** function will show a list of the specified destinations before sending a fax. This function helps prevent transmitting documents to an incorrect destination or sending transmissions to a non-existent fax number.*

1. Load Original.
2. Touch **Scan/Fax**.
3. Touch **Application**.
4. Enter **Fax Settings** or scroll to **Fax Settings**.
5. Touch **Line Settings**.
6. Touch **Check Dest. and Send to Check It**.
7. Touch **OK** to return to **Fax Setting Screen**.
8. Touch **Close** to return to **Scan/Fax Screen**.
9. Select other file settings (if required):
 - a. Simplex/Duplex
 - b. Resolution
 - c. Color
 - d. File Type
10. Touch **Destination**.

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11. Press **Start** key.
12. The scanned document is stored in the queue as scheduled job and transmission is started. The document will only be sent if the specified fax number and the number registered in the recipient's machine match.
13. When prompted, review the selected destination and scan settings. If it is correct, press **Send**. If it is incorrect, touch **Cancel** and repeat steps to correct the necessary selections.

Set Sender Fax Number for Line 2

This setting restricts line 2 from receiving faxes. By selecting “TX Only”, this line is strictly used to send faxes, not receive them.

PRE-REQUISITES

- **TWO** FK-511 Fax Kits must be installed and one-touch fax destinations should be programmed.

APPLICATION

This office is shared by two doctors. Each doctor has been designated their own fax number. In order for recipients to clearly understand the originator of the fax, each fax line has its own fax number — the number that will be stamped on the fax reception. In this case, we are specifically programming the fax number for Line 2.

Setting Sender Fax Number for Line 2 identifies the “sender” of the transmission. In this case, since there are two fax lines on one machine, each line has its own fax number programmed in the device.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Multi Line Settings**.
7. Touch **Sender Fax No.**
8. Touch **Enter Fax Number**.
9. Touch **OK**.
10. Press **Close 4x** to get to the **Main Screen**.

If not on the home screen, touch the Menu key on the Control Panel .

Set Line 2 for TX Only

PRE-REQUISITES

- **TWO** FK-511 Fax Kits must be installed and one-touch fax destinations should be programmed.

APPLICATION

This office sends and receives a large volume of documents via fax. They do not want their employees waiting for an incoming fax before their transmission can be sent because everything is very time sensitive. To handle the high volume of fax traffic, the customer has equipped the MFP with Dual Lines. In order to ensure that the users have immediate access to fax functions, they want one of the lines restricted for sending transmissions only. When Line 2 is set for TX Only, it cannot receive incoming faxes so it will be dedicated strictly for transmission operations.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Multi Line Settings**.
7. Touch **Multi Line Settings**.
8. From the **Line 2 Setting** menu, select **TX Only**.
 - a. Select **TX and RX** setting if the second fax line should be used for sending and receiving.
 - b. Select **RX Only** setting if the second fax line should be used for receiving only (this is for environments that have a high volume of incoming faxes and not a high volume of faxes being sent).
9. Touch **OK**.
10. Press **Close 4x** to get to the main screen.

If not on the home screen, touch the Menu key on the Control Panel .

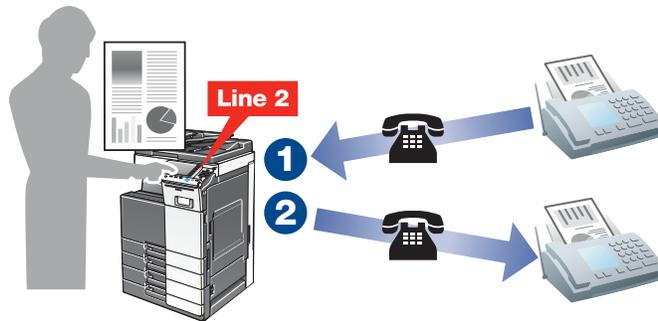
Set Separate Fax Forwarding Destinations for Line 1 & Line 2

PRE-REQUISITES

- **TWO** FK-511 Fax Kits must be installed
- Forwarding destinations have been registered in a One-Touch key (program an Email Address and SMB Folder destination)

APPLICATION

This medical office is shared by two prominent doctors, each of which has a different method of handling their incoming fax transmission. They have equipped their bizhub MFP with two fax lines, one line dedicated to each doctor. They have also programmed their machine with separate forwarding commands for each line in order to meet the doctor's requirements—one doctor wants all incoming faxes forwarded to the administrator's Email address and the other doctor wants all incoming faxes forwarded to an SMB folder.



You will not be able to access the necessary menus if the Pre-requisites have not been met.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **TX/RX Settings**.
7. Access screen 3/3 by pressing the down arrow ↓.
8. Touch **Individual Receiving Line Set Up**.
9. Select **ON** from **Job Setting Menu**.

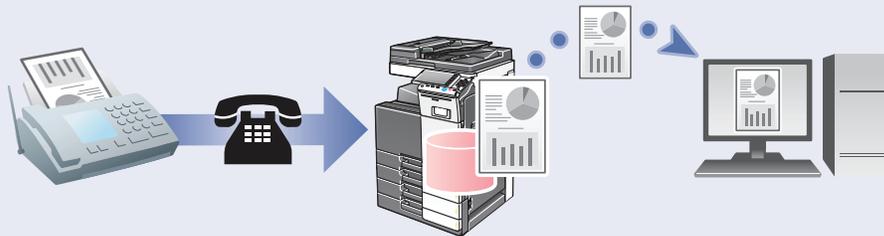
If not on the home screen, touch the Menu key on the Control Panel .

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10. Touch **Individual Sender Line Set Up**.
11. Select **ON** from Job Setting Menu.
12. Touch **OK**.
13. Touch **Function Settings**.
14. Touch **Forward TX Setting**.
15. Touch **Fax Line 1**.
16. Touch **Yes** to enable the Fax Forwarding feature.
17. Select **Forward & Print (If TX Fails)** as the **Output Method**.

Forward & Print (If TX Fails) will forward the incoming fax to the selected destination and ONLY print the reception should the forwarding operation fail (i.e. forwarding destination is an Email address and the network is down). Forward & Print will forward the incoming fax to the selected destination and print it. This is for users that need an electronic copy as well as a hard copy of every fax that is received.

18. Touch **Select Line**.
19. Touch **Line 1** as the forwarding line.



20. Touch **Forward Dest.** and then touch **Select From Address Book** and select the Email address destination (destination must be pre-registered).
21. Touch **OK 2x**.
22. Touch **Fax Line 2**.
The selected destination will appear in the Forward Dest. Field for Line 1.
23. Touch **Yes** to enable the Fax Forwarding feature.
24. Select **Forward & Print** as the **Output Method**.
25. Touch **Select Line**.

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26. Touch **Line 2** as the forwarding line.
27. Touch **Forward Dest.** and then touch **Select From Address Book** and select the SMB Folder destination (destination must be pre-registered).
28. Touch **OK 2x**.
29. The selected destination will appear in the Forward Dest. Field for Line 2.
30. Touch **Close 5x**.

These settings will forward all incoming faxes received on Line 1 to an Email Address and only print the transmission if the forwarding fails and all incoming faxes received on Line 2 will be forwarded to the SMB Folder and printed.

*Please make sure your destinations are already registered in a One-Touch key otherwise you will not be able to access the destinations when you touch **Select from Address Book**.*

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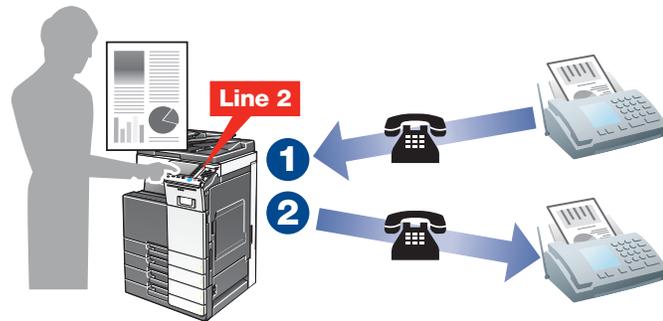
Set Fax Forwarding Destination for Line 1 & Print Faxes for Line 2

PRE-REQUISITES

- **TWO** FK-511 Fax Kits must be installed
- Forwarding destinations have been registered in a One-Touch key (program an Email Address, SMB Folder, FTP or User Box destination)

APPLICATION

This law office is shared by several lawyers. They have equipped their bizhub MFP with two fax lines in order to accommodate the fax transmissions received. For those business associates that send faxes that have to be archived electronically, they have been given the fax number for Line 1. For those business associates that require hard copy output of each fax received, they have been given the fax number for Line 2.



Though all faxes are being sent to the same bizhub MFP, the line that receives the incoming fax will handle the reception accordingly--Line 1 receptions are forwarded to an FTP site for electronic archival and Line 2 receptions are printed for hard copy reference.

You will not be able to access the necessary menus if the Pre-requisites have not been met.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **TX/RX Settings**.
7. Access screen 3/3 by pressing the down arrow ↓.
8. Touch **Individual Receiving Line Set Up**.

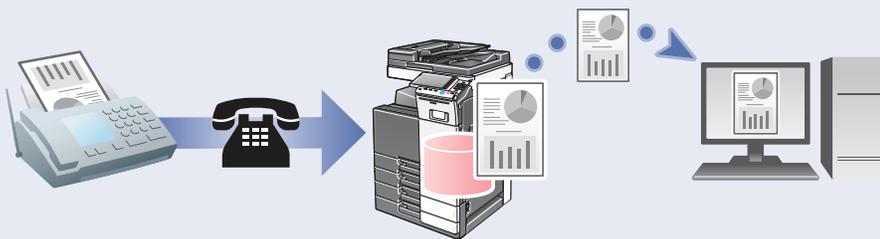
If not on the home screen, touch the Menu key on the Control Panel .

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9. Select **ON** from Job Setting Menu.
10. Touch **Individual Sender Line Set Up**.
11. Select **ON** from Job Setting Menu.
12. Touch **OK**.
13. Touch **Function Settings**.
14. Touch **Forward TX Setting**.
15. Touch **Fax Line 1**.
16. Touch **Yes** to enable the Fax Forwarding feature.
17. Select **Forward & Print (If TX Fails)** as the **Output Method**.

Forward & Print (If TX Fails) will forward the incoming fax to the selected destination and ONLY print the reception should the forwarding operation fail (i.e. forwarding destination is an Email address and the network is down). Forward & Print will forward the incoming fax to the selected destination and print it. This is for users that need an electronic copy as well as a hard copy of every fax that is received.

18. Touch **Select Line**.
19. Touch **Line 1** as the forwarding line.



20. Touch **Forward Dest.** and then touch **Select From Address Book** and select the FTP address destination (destination must be pre-registered).
21. Touch **OK 2x**.
22. Touch **Close 2x**.
23. The selected destination will appear in the Forward Dest. Field for Line 1.
24. Touch **Multi-Line Settings**.
25. Touch **Multi-Line Settings**.

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26. Select line settings for **Line 2**.
27. Touch **Select Line**.
28. Touch **TX & RX** to enable sending and receiving to this line.
29. Touch **OK**.
30. Touch **Close 4x**.

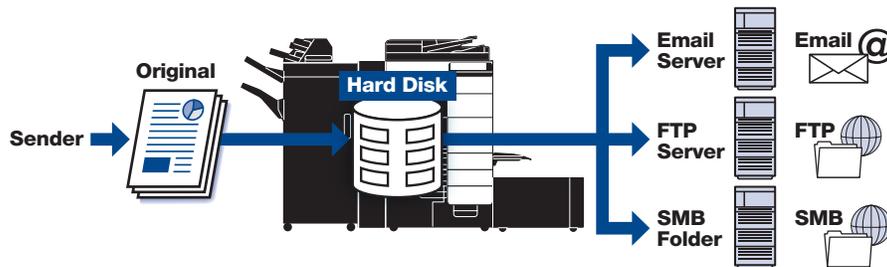
These settings will forward all incoming faxes received on Line 1 to an FTP Address and only print the transmission if the forwarding fails and all incoming faxes received on Line 2 will be printed. In this configuration, users will be able to transmit faxes using Line or Line 2.

You can reverse the settings and instruct the MFP to print incoming faxes received on Line 1 and forward incoming faxes to the selected destination on Line 2.

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TSI Routing (Transmission Subscriber Identification)

When this mode is enabled, incoming faxes will be directed to and stored in a User Box (on machine HDD) according to the sender's TSI. The Header on the top edge of the incoming fax is commonly referred to as the TSI. The sender's fax number in the TSI will be used as the identifying criteria. The documents are then routed to a predetermined destination via Email address, FTP address, or SMB folder.



This function is enabled using the "Utility Mode" in the **Administrator Settings**

Let's set up the TSI User Box

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Function Settings**.
7. Touch **TSI User Box Setting**.
8. Touch **Yes** to set the TSI User Box Setting. When a document is received that does not have registered TSI information, you need to indicate the operation that you would like to occur.
 - a. Do you want the reception to Automatically Print?
 - b. Do you want the reception to be stored in the Memory RX User Box?
 - c. Do you want the reception to be stored in a Specified User Box?
9. Touch **Automatically Print**.
10. For Print, touch **Yes** so that all documents routed to User Box will also be printed (if user does not want the reception to print, they can select **NO** and the document will only be routed to the applicable User Box).

*If not on the home screen,
touch the Menu key on
the Control Panel .*

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11. Touch **TSI User Box Registration**.
 12. The list of registered numbers is displayed.
 13. Touch the number to be registered (up to 128 numbers can be registered).
 14. Touch **Edit**.
 15. Enter Sender (TSI) (this is the fax number of the sending fax).
 - a. Use the keypad, "+", Space, "←", "→", Delete (deletes one character at a time) to enter Sender (TSI).
 - b. To delete all entered characters, press C key on the control panel.
- Note: The number registered in the Sender (TSI) field represents the fax number of the **sending** fax.*
16. Specify the forwarding destination (this designates where you want this fax reception to be forwarded when the registered sender transmits a fax).
 - a. To select from registered destinations → touch **Select Address Book** → touch the desired **One-Touch key** → Touch **OK**.
 - b. To specify the box number, touch Search by User Box Number → enter box number with keypad → touch **OK**.
 17. Touch **OK 3x** and TSI Routing is now set.
 18. Touch **Close** until you are back at the Scan/Fax or **Main Menu** Screen.

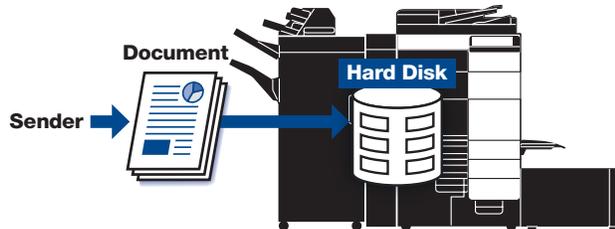


Specifying PC-Fax Reception Settings on the Machine

PC-FAX reception saves the document file received by the fax in the HHD (Hard Disk Drive). The saved file can be downloaded to a network computer.

PRE-REQUISITES

FK-511 Fax Kit must be installed and one-touch fax destinations should be programmed.

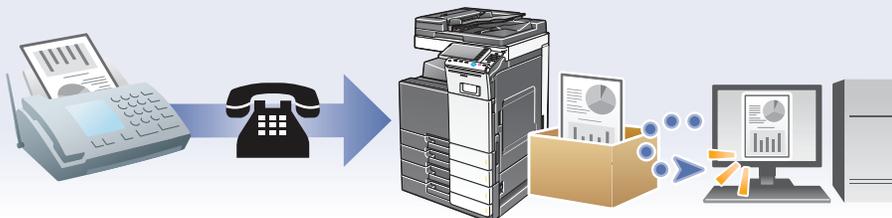


APPLICATION

The customer wants to program the MFP to store all incoming fax receptions into a user box instead of printing them out. They prefer this method so they can maintain confidentiality and they decide which faxes they will archive, forward or delete. By following these procedures they are also able to save money on consumable (paper, toner, etc.) costs.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Function Settings**.
7. Touch **PC-Fax RX Setting**.
8. Touch **Allow**.

If not on the home screen, touch the Menu key on the Control Panel .



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9. Select the box that will receive the PC-Fax Document.
 - a. **Memory Receive User Box** selection will store the reception in the Memory Receive Box.
 - b. **Specified User Box** will store incoming faxes based on F-Codes. The F-Code function and F-Code Mailboxes must be set up in order to receive F-Code enabled transmissions.
10. If you wish to have the document printed as well as forwarded to the Memory Receive Box or Specified F-Code Box, then touch **ON** for **Print**.
11. Touch Memory Receive User Box as the “Receiving User Box Destination” selection.
12. Touch **ON** as the “Print” selection.
13. Touch **OK**. The settings are enabled.
14. Touch **Close** until the Scan/Fax or **Main Menu** screen appears.

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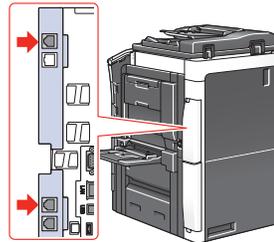
Applying Stamps to a Fax

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

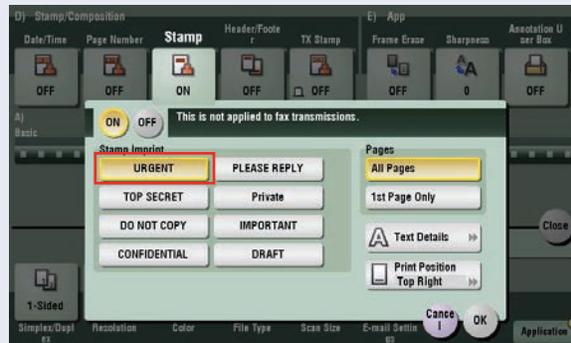
Customer wants to draw attention to the fax transmission. In this case, it's an URGENT message and the sender wants to make sure that the recipient recognizes the importance of the incoming fax.



1. Touch **Scan/Fax**.
2. Touch **Application**.
3. Enter **D** to access **Stamp/Composition** or scroll to **Stamp/Composition**.

If not on the home screen, touch the Menu key on the Control Panel .

4. Touch **Stamp**.
5. To specify a stamp, touch **ON**.
6. Touch **Urgent**.
7. The default should be **All Pages**; if not, touch **All Pages**.



8. Touching **Text Details** displays a screen for specifying the color (please note that you cannot fax over a telephone line in color, this is for your reference only) and text size (Minimal or Standard – the default is standard). *This function can be used to apply a colored stamp when scanning and it allows you to denote the size of the text.*
9. Touch **OK**.
10. Touching **Print Position** displays a screen for specify the print position of the Stamp.

11. Touch **Center**.
12. Touch **Adjust Position**.

*You can make fine adjustments by touching **Adjust Position**.*

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13. The position can be adjusted between 1/16th and 1-15/16th in the left/right direction and the top/bottom direction. Simply touch the key (Left/Right or Top/Bottom) to make the desired adjustment.
14. Touch **OK 3x**.
15. Touch **Close**.
16. Set the other Fax/Scan function if required (Simplex/Duplex, Resolution, Color, File Type, etc.).
17. Select the desired destination using one of the following methods:
 - a. Start entering number using the keypad.
 - b. Touch **Address Book** → use alphabetical index tabs to look for number.
 - c. Touch **Direct Input** → Touch **Fax** → enter number → touch **OK**.
 - d. Touch **Job History** → select one of the 5 previous communications.
 - e. Touch **Addr. Search** → Touch **Search** → Touch **Name** → Touch **Search** → Enter **Marketing** (must be a registered address) → Press **Search**.
18. Press the **Start** key and the scanned document is stored in the memory as a scheduled job and transmission starts.

If the fax cannot be sent because the fax line is busy, the recipient's number is redialed.

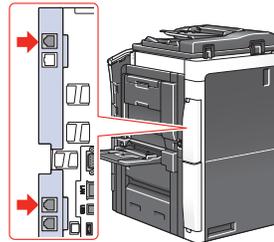
Fax Print Quality Settings

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer wants to modify the fax print quality settings to best meet their needs. This bizhub MFP is in an Accounting Department that receives a great of faxes with numbers and fine print so they want the image quality optimized over the print speed.



1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).

If not on the home screen, touch the Menu key on the Control Panel .

4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Forward Arrow**  to advance to screen 2/2.

*You can specify if you want the priority to be the **image quality** or the **printing speed** based on the resolution of the received fax.*

7. Touch **Fax Print Quality Settings**.
8. Touch **Low Resolution**.
 - a. Touch **Prioritize Quality** in Job Setting Menu.
 - b. Touch **Prioritize Speed** in the Job Setting Menu if you want the speed to take priority of the quality.
9. Touch **High Resolution**.
 - a. Touch **Prioritize Quality** in Job Setting Menu.
 - b. Touch **Prioritize Speed** in the Job Setting Menu if you want the speed to take priority of the quality.
10. Touch **OK**.
11. Touch **Close 3x** to return to **Main Menu**.

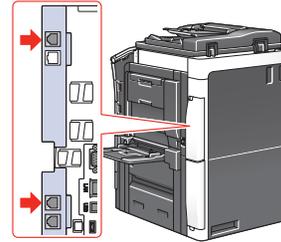
Fax TX Active Screen Display

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer wants to modify the Fax TX active screen setting to display that a fax is being sent. User will be able to check destination and document information on this screen. Customer also wants to adjust the Fax RX active screen setting to indicate that a fax is being received. When this screen is displayed, the user can check sender and fax reception information.



Fax TX Display and Fax RX Display default is "NO". Information regarding the fax transmission and fax reception is not displayed unless this settings for both fax modes is changes to YES.

1. Touch **Utility**.
2. Touch **User Settings**.
3. Touch **Custom Display Settings**.
4. Touch **Fax Active Screen**.
5. Touch **TX Display**.
6. Touch **Yes** under Job Setting Menus.
7. Touch **RX Display**.
8. Touch **Yes** under Job Setting Menus.
9. Touch **OK**.
10. Touch **Close 3x** to return to **Main Menu**.

If not on the home screen, touch the Menu key on the Control Panel .

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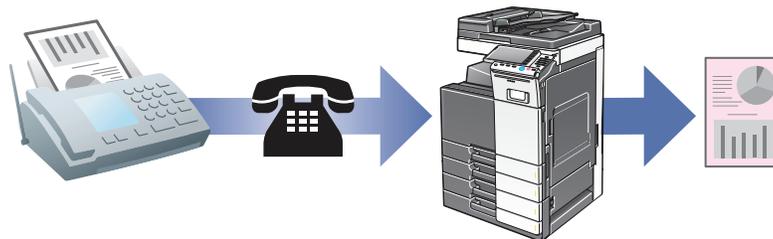
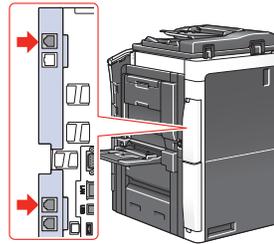
Setting Paper Tray for Fax Receptions (RX Print)

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer wants the fax receptions to output on a specific tray. Often customers want to use color paper so that the fax receptions easily stand out from the print and copy output (even if they have multiple output trays to physically separate the fax, print and copy output).



1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **TX/RX Settings**.
7. Touch **Down Arrow** ↓ to access screen **2/3**.
8. Touch **Tray Selection for RX Print**.
9. Select the paper tray you wish to use for fax receptions (use ↑**Prev.** and ↓**Next** to scroll through the tray selections or touch **Auto** for automatic tray selection).
10. Touch **OK**.
11. Touch **Close 3x**.

If not on the home screen, touch the Menu key on the Control Panel .

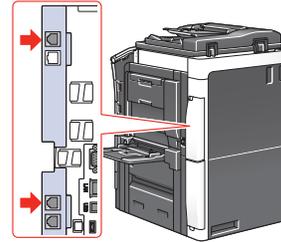
Designating Output Tray for Fax Receptions

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Users want fax receptions to print out on a particular output tray so that they can easily identify fax documents.



The Output Tray selections available will vary based on the machine configuration.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **System Settings**.
6. Touch **Output Settings**.
7. Touch **Output Tray Settings**.
8. From the **FAX** section, select the desired **Tray** for fax receptions.
9. Touch **OK**.
10. Touch **Close 4x** to return to **Main Menu**.

If not on the home screen, touch the Menu key on the Control Panel .

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Designating Page Print or Batch Print for Fax RX

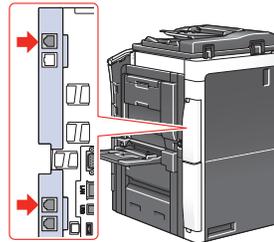
Allows you to designate when to start printing the fax reception.

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Users want fax receptions to begin printing as soon as the first page is received (as opposed to waiting for the entire fax to be received before the fax is printed).



1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **System Settings**.
6. Touch **Output Settings**.
7. Touch **Print/Fax Output Settings**.
8. For the **Fax** setting, select **Page Print**.
 - a. **Page Print** selection will print out the first page of the fax as soon as it is received.
 - b. **Batch Print** selection will print out the fax reception **After** all the pages have been received.
9. Touch **OK**.
10. Touch **Close 4x** to return to **Main Menu**.

If not on the home screen, touch the Menu key on the Control Panel .

Batch Print is the default setting for fax receptions.

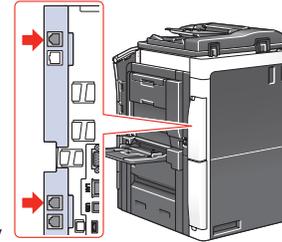
Enabling TX Result Report Check

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer wants the machine to prompt the user for a TX Result Report. They don't want this report to print for every transmission because they don't need it and they don't want to incur unnecessary supply costs. However, there are instances when the end-user needs a TX Result Report for their records. By enabling the automatic prompt, the user won't forget to request it when it is required.



1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Report Settings**.
7. Access Screen 3/3 by press the down arrow ↓.
8. Touch **TX Result Report Check**.
9. Touch **ON**.
10. Touch **OK**.
11. Touch **Close 3x**.

*If not on the home screen,
touch the Menu key on
the Control Panel .*

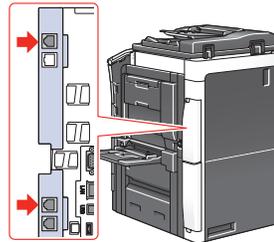
Printing the Fax Setting List

PRE-REQUISITES

- FK-511 Fax Kit must be installed.

APPLICATION

Customer needs a record of the Fax Setting List for future reference. They want a proof source should someone change settings or should an additional engine be placed within the organization and the customer wants to ensure that the subsequent MFP has the same fax settings.



Fax Setting List contains Initial Panel Settings, Header/Footer Information, Line Parameter Settings, TX/RX Settings, Report Settings, PBX Connection Settings, Function ON/OFF Settings, Forward TXC Setting, Dial-In Settings, Remote RX Settings, Memory RX Setting, Closed Network RX Setting, PC-Fax FX Setting, Incomplete TX Hold Setting, TSI User Box Setting, PC-Fax Permission Setting, Multi-Line Settings (only if a 2nd fax board is installed) and Fax Print Quality Settings.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Fax Settings**.
6. Touch **Job Setting List**.
7. Select the **Paper Tray** from which you wish to pull the paper to output the Fax Setting List.
8. Select **Simplex** or **Duplex** based on your needs (we recommend duplex output to promote environmental friendliness).
9. Press **Start**.

If not on the home screen, touch the Menu key on the Control Panel .



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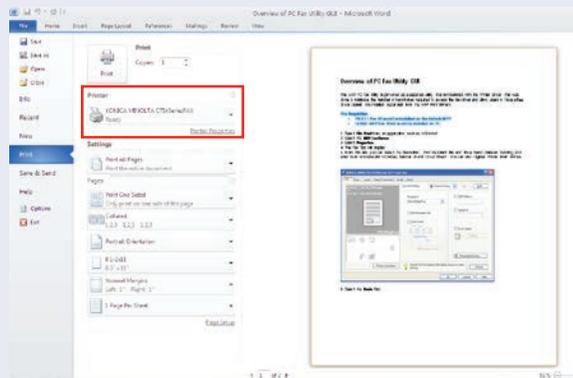
Overview of PC Fax Utility GUI

The MFP PC Fax Utility is provided as a separate utility. It is not bundled with the Printer Driver. This was done to minimize the number of keystrokes required to access the fax driver and allow users to have a **Fax** driver default. It is installed separately from the MFP Print Drivers.

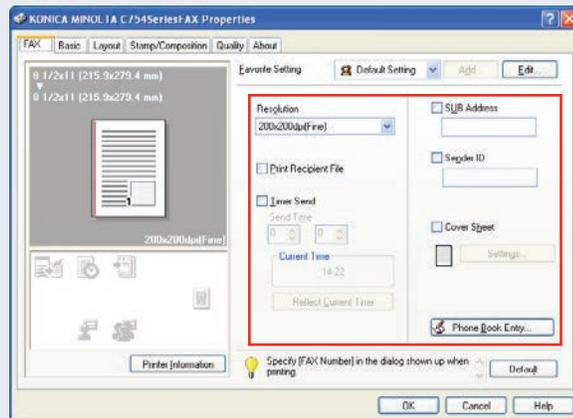
PRE-REQUISITES

- FK-511 Fax Kit must be installed on the bizhub MFP
- bizhub MFP Fax driver must be installed on PC

1. Select **File Print** from an application such as MS Word.
2. Select the **MFP Fax Driver**.
3. Select **Properties**.

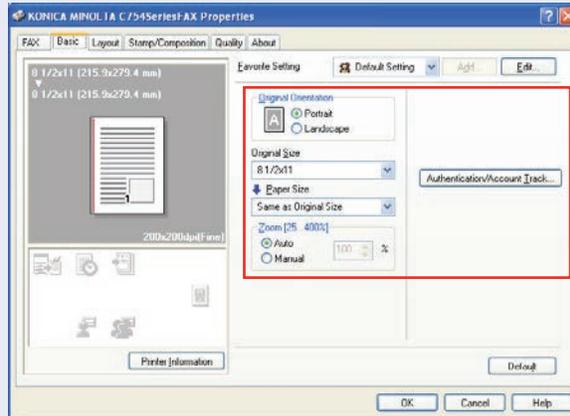


4. The Fax tab will display. *From this tab, you can select the Resolution, Print Recipient File and Timer Send (Delayed Sending) and enter SUB Address (for F-Codes), Sender ID and Cover Sheet. You can also register Phone Book entries.*

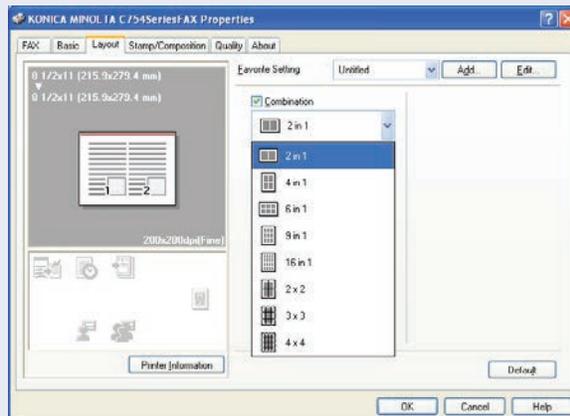
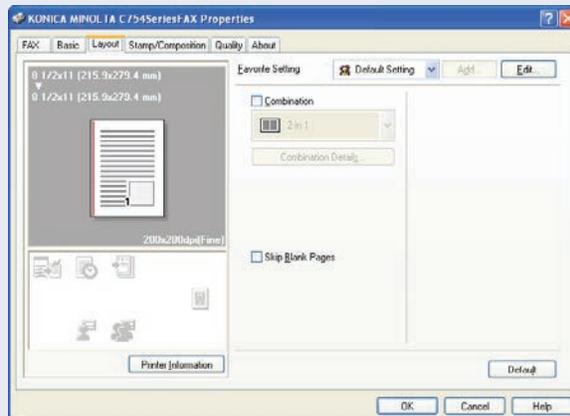


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5. Select the **Basic** tab.
The Basic tab allows you to designate the Page Orientation, Original Size and Zoom Ratio as well as enable User Authentication/ Account Track.

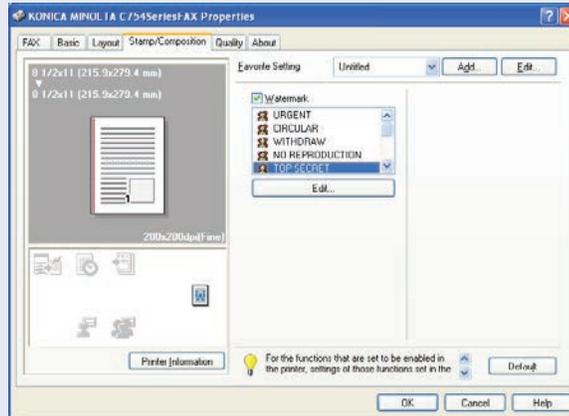


6. Select the **Layout** tab.
*From the Layout tab, you can select **Combination/2-in-1**.*

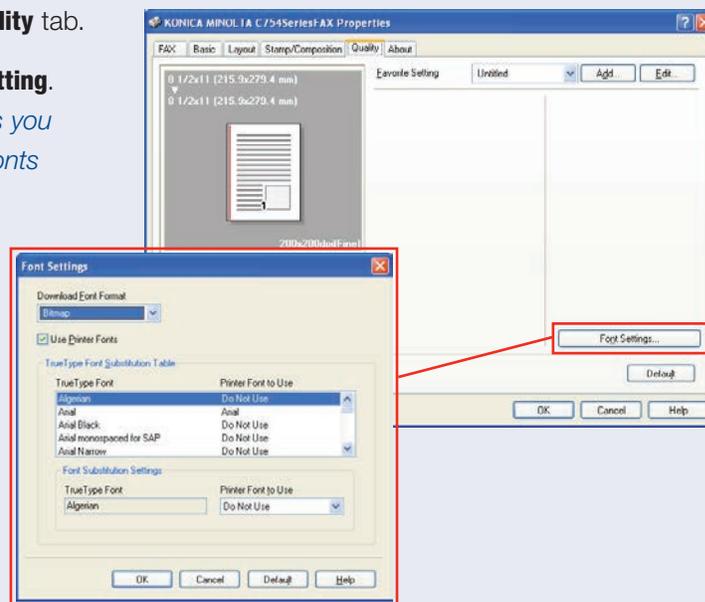


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7. Select the **Stamp/Composition** tab.
This tab allows you to apply a Watermark to the Fax.



8. Select the **Quality** tab.
9. Select **Font Setting**.
This tab allows you to download fonts



10. Select **About** tab.
The About tab provides you with information on the version number of the fax driver.



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PC-Fax Utility — Faxing from the Desktop using the Fax Driver

OVERVIEW

For the Info-Palette bizhub MFP, the FK-511 Fax Kit must be installed on the machine and the Fax Driver software must be loaded on your PC.

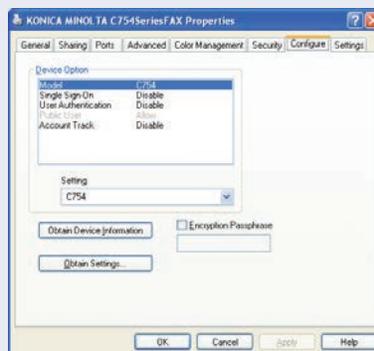
Normally you send a fax by loading an original into the fax machine and sending it. With computer faxing (PC-Fax) you can send a fax directly from your computer without using any paper.

This product now has a separate fax print driver that receives the transmission commands sent from the application.

The data is transmitted to the MFP's print controller via USB, for a stand-alone printer or Ethernet interface, when used as a network printer. In the print controller, the data is then rasterized to form the bitmap image data. Finally, the data is stored in memory of the MFP and transmitted like a conventional fax job.

Before we attempt to send a fax, let's make sure the Fax Driver is configured properly and it recognizes all of the installed options.

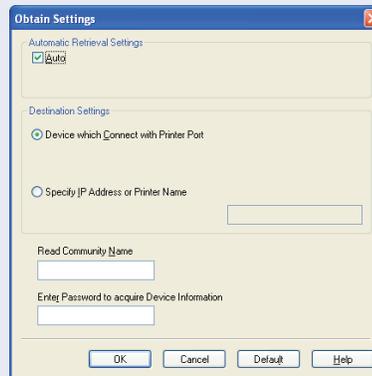
1. Click the **Start** button, and then click **Printers and Faxes** (steps may vary based on Windows OS).
2. Right click the **MFP Fax** icon.
3. Click **Properties**.
4. Click the **Configure** tab.



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Now let's use the bidirectional feature of this fax driver and let it search for the installed options on the machine and automatically configure the Fax Driver.

5. Click on the **Obtain Settings** button.
6. Confirm **Auto** is checked for Automatic Retrieval Settings.
7. Click on **Specify IP Address or Printer Name** and enter the IP address.
8. Click **OK**, the installed options will now be listed The Fax Driver is now properly configured.



Now let's send a fax.

1. Create the data you want to send using any application. Let's use Word and create a test document to fax, then...
2. From the **File** menu, select **Print**.
3. From the **Printer Name** select **Konica Minolta MFP Fax**.
4. Click the **Properties** button to change the fax driver settings using the tabs for such functions as: resolution, timer send, cover sheet, authentication/account track, or watermark.

NOTE: V.34 Mode specifies the Super G3 fax mode, for normal fax operation leave this box checked. Uncheck only if recipient cannot receive G3 fax mode

5. Click **OK** twice.
6. The **Fax Transmission Popup** window opens.
7. Enter recipient's name in **Name** box.
8. Enter recipient's number in **Fax Number** box.
9. Click the **Add Recipient** button.

*Name appears in the Recipient List window.
For multiple recipients repeat steps 7-9.*

10. Click **OK** button, to initiate fax transmission from the desktop.

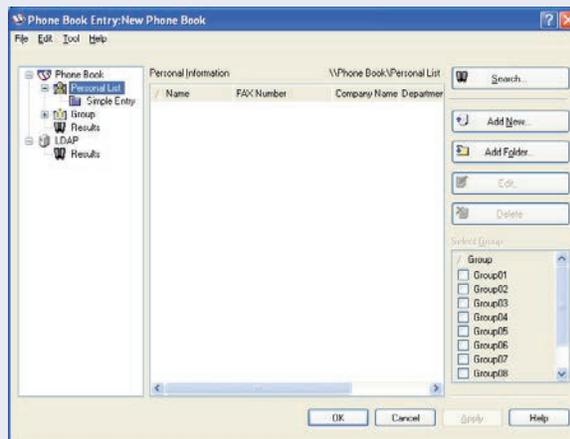
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FREQUENTLY USED FAX NUMBERS

When sending a fax, you can recall your most frequently used fax numbers from a phone book on the Fax Driver. This phone book can be accessed from the FAX tab in the FAX print properties dialog box.

1. From the application (**Word**), select the MFP Fax Driver by clicking **File Print**.
2. Click on the **Properties** button.
3. Click on the **Phone Book Entry** button.

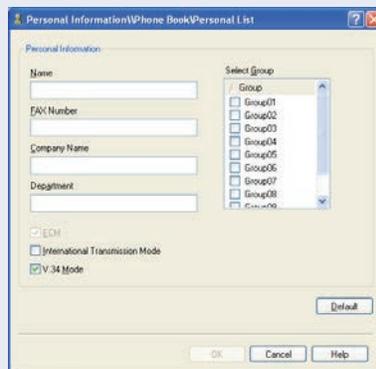
4. The Phone Book Entry dialog box appears.



5. From the left side of the dialog box, click on **Personal List**.

6. Then click **Add New** button.

7. The **Personal Information/Personal List** dialog box appears.

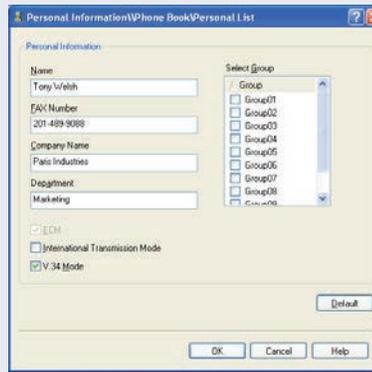


8. Enter the following information:

Name	Tony Welsh
Fax Number	201.489.9088
Company	Paris Industries
Department	Marketing

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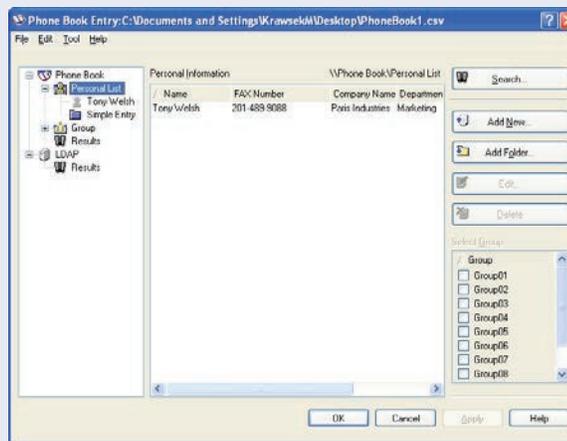
9. Confirm **V.34 Mode** is checked.
10. To add this recipient to a group (transmission), select the check box of the appropriate group.



11. Click **OK**, the recipient information is registered and added to “Personal Information.”

12. Click **OK**.

13. Click **Yes** when prompted “Save the Settings?”



14. The **Save As** dialog box appears.
15. Specify the storage location, Save in: “My Documents.”

16. Enter the File Name “Phone Book,” then click the **Save** button.

17. The phone book is now saved as a file.

NOTE: The “Save As” dialog box appears only the first time when a phonebook file is saved. Thereafter, each time the phone book is changed, the file will automatically be overwritten. The saved phone book will automatically appear the next time you open the phone book. To open a different phone book, select “Open” from the “File” menu in the “Phone Book Entry” dialog box. If multiple phone books have been saved, you can select which one you want to overwrite with the new data.

If you want to create a new phone book, click “New” from the “File” menu in the “Phone Book Entry” dialog box. You can save this new phone book file under a different name by clicking “Save As” from the “File” menu.

The file extension for phone book files is “.csv.”

Create a Fax Cover Sheet in the Fax Driver

OVERVIEW

In order to use the installed fax function on the MFP, a separate fax driver must be installed. The fax driver is a program that controls the processing of data for output. Install the fax driver on the computer from the CD-ROM.

PRE-REQUISITES — SYSTEM REQUIREMENTS

- A fax kit must be installed on the MFP.
- The MFP Fax Driver must be loaded on your PC.
- Register several addresses in the Address Book of the MFP (so you can access them from the Fax Driver)

APPLICATION

J. Mack, a sales rep from Acme Manufacturing needs to send a fax from his PC to two of his best customers, Don Ward and Jeff Heinz. He needs to create a cover sheet for the fax where he would like to make some comments regarding the fax.

JOB REQUIREMENTS

- Have a Word document ready that you would like to fax.
- Fax Driver must be setup:
 - ▶ Recipient information must be entered into the driver.
 - ▶ Sender information must be entered into the driver.
 - ▶ Have a logo ready to paste into the cover sheet.
- Sending the fax after all the data has been entered.

SETUP

1. Open the **Word** document that you will use to which you want to attach a fax cover sheet.
2. From the **File** menu, select **Print**.
3. From the **Printer Name** select **MFP Fax**.
4. Click on **Print**.

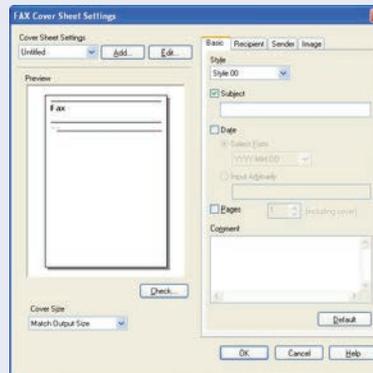
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5. Enter **Recipient Information**.
 - a. Manually Enter Information.
 - b. Add from MFP Address Book.
 - c. Add from Fax Driver Phone Book.

6. Click **Fax Cover Sheet**.

7. Click **Settings**.

8. The **Fax Cover Sheet Settings** Dialog Box appears.



9. Select **Match Output Size** from the **Cover Size** dropdown menu.

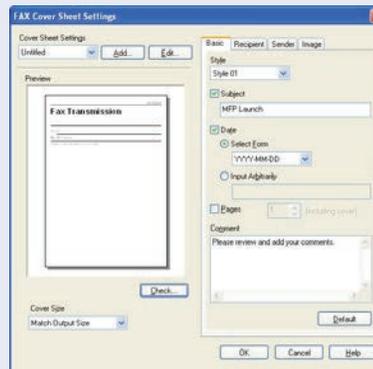
10. On the **Basic** tab, select the **Style** of the cover sheet from the drop-down menu.

11. Select **Style 01**.

12. Check the **Subject** box and type in the subject of the document you are faxing.

13. Type in “MFP Launch.”

14. Check the **Date** box and specify the date format “mm/dd/yyyy” from the dropdown menu.



NOTE: If you want to enter your own format click on the “Input Arbitrarily” radio button and enter up to 20 characters in the text box.

15. Check the **Pages** box and specify the number of pages to be sent In the **Comment** box, type in your message.

16. In the comment field, type “Please review and add your comments.”

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17. Click the **Recipient** tab and specify the recipient information.
18. Click **Standard** (specifies standard text).
19. From the drop-down menu select **All Customers**.

NOTES:

Details: Specifies the details described under “Recipient Setting Details”

Load with Joint Name: Lists the recipient with joint names. The items listed are the items shown under “Recipient List” on the FAX Transmission Popup dialog box.

Change Each Recipient: Changes the description for each recipient. The items listed are the items shown under “Recipient List” on the FAX Transmission Popup dialog box.

Load set information: Lists the information that was entered in the “Company,” “Department,” Name, and Fax Number text boxes.

Read: Reads the information of the first recipient to the information box.

Up to 40 separate cover sheets can be created if “Change Each Recipient” is selected.

Even if “Change Each Recipient” is selected, the first recipient is displayed as a sample in “Preview.”

If “Load with Joint Name” and “Change Each Recipient” are selected, the names that were added are entered, but titles cannot be added.

If you do not specify a recipient on the FAX Transmission Popup dialog box, you will not be able to select

“Load Set Information” on the FAX Printing Preferences dialog box.

20. Click on the **Sender** tab and enter the sender information.
21. Click on each check box to add the following information:

Company Acme Manufacturing

Department Sales

Name J. Mack

Phone 215.675.1200

Fax Number 267.347.1192

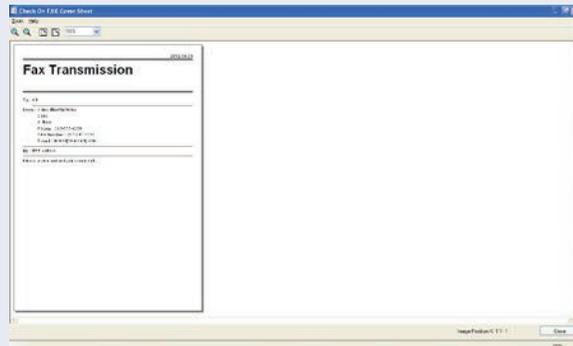
Email jmack@acmemfg.com

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22. You can add a graphic (i.e. logo) or image (i.e. map) to the cover sheet by clicking the “Image” tab.

23. Now let’s preview the cover sheet you created.

24. Click the **Check** button and an enlarged image appears.



25. Press **Close** to exit **Preview** screen.

26. Now click the **Add** button to save the **Cover Sheet Settings**.

27. Enter a name into the **Name** box to name your settings.

NOTE: These settings can now be recalled from the “Cover Sheet Settings” dropdown list (with the name you entered) the next time a cover sheet is used.

28. Click the **OK** button 3 times.

29. The fax data is sent via this device.

HOW TO SELL FEEDBACK

- Fax cover sheet can be customized and saved for future use.
- Various layouts can be selected.
- When used after importing address book from MS Outlook Express it becomes very convenient to use.

NOTE: “ECM”: Error Correction Mode is always selected. If “V.34 Mode” is selected “ECM” check box cannot be cleared.

“International Transmission Mode”: Slows the speed when sending faxes overseas. Check this box if errors occur when sending faxes overseas.

“V.34 Mode”: Specifies the Super G3 fax mode. For normal fax operations, leave this check box selected. Clear only if it is not possible to transmit in the recipient’s mode.

Fax numbers that are registered in the phone book can be specified by clicking the “Add From Phone Book” button.

Selecting an Address from the MFP Address Book

PRE-REQUISITES

- FK-511 Fax Kit must be installed.
- MFP IP Address must be set up in the Fax Driver Configuration tab (via Printer Properties).

1. Press **File Print**.
2. Press **Print**.
3. Click **Add from Address Book**.
4. Click **Get Addr. Info**.
5. Message appears: **“Device information will be updated. OK to Continue?”**
Click **Yes**.
6. Select a recipient from the **Address Book List**.
7. Click **Add Recipients**.
8. Repeat steps 7 & 8 for every address you wish to retrieve from the MFP.
9. Click **OK 2x**.

Import Addresses (from MS Outlook) to Address Book

OVERVIEW

Just like when you get a new mobile phone, you want to have your address book available in the new device so you can begin to use it with all the information loaded. This device comes with a separate fax driver allowing you to set it up with current contact information from your MS Outlook Express address book. Data will then be accessible from your MFP when you want to send a fax.

PRE-REQUISITES — SYSTEM REQUIREMENTS

- The workstation you are using must have MS Word, Excel and Outlook Express installed.
- The fax driver must be loaded on the workstation you are using.

APPLICATION

Sylvia, your new customer just purchased an MFP based on your recommendation that can save her money and make her more productive. She had an old discontinued Panasonic that was costing her twice as much for the service contract alone than the Smart Lease of the MFP she just purchased. She is an avid Outlook Express user with a large address book, so you sold her on the fact that she can fax from her desktop and have all her Outlook Express contact information at her fingertips when she wants to send out a document. You saved her money by cutting her payment in half but you also promised that she would be more productive. So to make good on the second half of your promise, you are going to show her how to use her large Outlook Express address book in conjunction with her new fax feature.

JOB REQUIREMENTS

- A Word document ready to use.
- Outlook Express must contain a few contacts.

A DEVICE SETUP

1. Open a document in **Word**.
2. Select **File Print**.
3. Select the **MFP Fax Driver**.
4. Touch **Properties**.

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5. The driver opens on the **Fax** tab.
6. From the **Fax** tab, touch **Phone Book Entry...**
7. Create one new entry by selecting **Add New...**
8. Enter Name, Fax Number, Company and Department.
9. Click **OK**.
10. Press **File Save** and enter file name **Phonebook 2**.
11. **Save as Type:** defaults to **Konica Minolta Phonebook (csv style)**.
12. Open Outlook Express.
13. Click **File** and select **Export Address Book...**
14. Select Text File **Comma Separated Values**. Select **Export**.
15. Save in the same directory as the Phonebook file. By entering a file name and choosing [Browse].
16. Once you have chosen a filename **Phonebook1** and location touch **Next**.
17. In this window check only the following:
 - Name
 - Business Fax
 - Company
 - Job Title
18. Be sure to uncheck all other files and scroll from top to bottom to see all options. Only the above fields will be used by the fax driver software.
19. Once done click **Finished**.
20. When the export file **Phonebook1.csv** has been created click **OK** on the success window.
21. Close Outlook Express.
22. Open the **Phonebook1.csv** file you just saved in Excel.
23. Select rows with contact data, do not select heading tiles.
24. With the cells highlighted choose **Edit → Copy**.

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25. With the cells copied to the clip board choose **Edit → Open** and open the file created from the fax driver **Phonebook2.csv**. Do not close **Phonebook1.csv**.
26. With the **Phonebook2.csv** file open click in the first open cell under the last listed entry.
27. Choose **Edit → Paste** to insert the data.
28. Check your data to make sure it as all lined up the correct space, if not go back to the previous steps and re-copy the data. If you cannot read all of your data or see alpha-numeric values in the **Fax Number** field, highlight the fields and choose **Format → Column → Autofit Selection**.
29. Choose **Save** to save the edited file as your new address book.
30. You will see a compatibility warning while saving, simply click **Yes**.
31. Make sure to close out of Excel completely after saving.
32. Access your fax drivers just as before and choose **Edit → Open**.
33. Choose the file **Phonebook2.csv** and click **Open**.

HOW TO SELL FEEDBACK

- Keep a duplicate copy handy of all your contact information in your fax driver which will make it convenient to access when sending faxes from the workstation using your MFP.
- Simplify cover sheet setup with current contact information residing on the fax driver.
- Simplifies workstation setup so everyone has the same contact information.

Configuring the Print Driver Settings Tab

OVERVIEW SUMMARY APPLICATION

Configuring the Settings Tab allows the sender of documentation to register a number of parameters that will reduce the redundancy of the most utilized fax functions. This allows the sender to customize those functions, on-the-fly changes, and the reduction of time spent reentering data for every fax transmitted. The following procedures describe how to specify the necessary settings in the print driver to output documents using the Configuring the Settings Tab function.

APPLICATION

A food processing company wants to fax several documents to a number of vendors that supply them with goods and services. They want to configure the fax tab settings so there will be consistency in the “sender information” that is being transmitted to the vendor recipients. They also want to have a record printed out of the transmission for archiving and retrieval. Lastly, they want a generic cover sheet they can use for every transmission they generate. You’ve suggested configuring the settings, and your customer has asked you to show them how.

PRE-REQUISITES

- FAX Driver for the C754 Series, C554 Series and C364 Series must be loaded. [See the Driver CD-ROM bizhub C754 Series, C554 Series or C364 Series.](#)
- Ensure that the bizhub MFP is logged onto the Network.

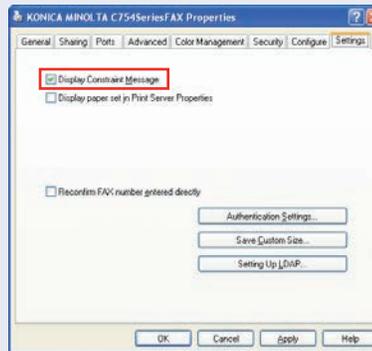
You will not necessarily need all the setting parameters reviewed in this job shop. This job shop provides you with the possible settings you can make. You only need to enable those that apply to the customer.

1. Go to **Start**.
2. Go to **Settings**.
3. Go to **Printers and Faxes**.
4. Right click on the **MFP Series Fax** and select **Properties**.
5. Click on the **Settings** tab.

NOTE: Press the “Reset” key before beginning this job shop.

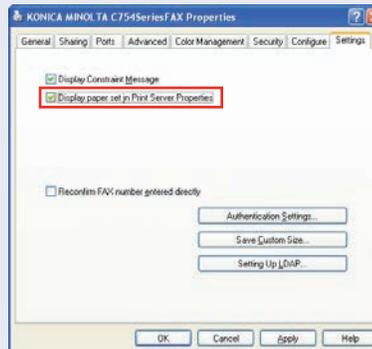
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6. Click on the **Display Constraint Message** box and click **Apply**.



Select this check box to display a warning message when functions, which are enabled for the print driver, cannot be configured simultaneously. A change in a FAX driver setting may cause a conflict with another setting. The conflicting setting changes the original setting automatically. However, with this check box selected, a message will appear requesting confirmation to change the setting causing the conflict.

7. Click on the **Display Paper Set in Print Server Properties** box and click **OK**.



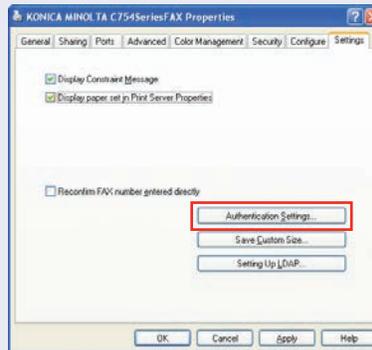
Select this check box to use forms added in the Server Properties dialog box of the Printers folder. The paper is registered in the Print Server Properties dialog box (available from the Printers and Faxes folder) and can be used with the FAX driver. The paper that can be used from the Print Server Properties dialog box are displayed for viewing.

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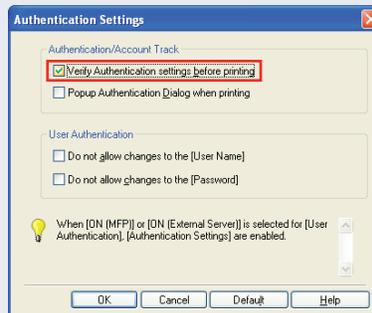
8. Click Reconfirm **Fax** number entered directly

Select this check box if you enter the Fax Number directly in the Fax Transmission Popup screen and if you wish to confirm the fax number in the screen when you click Add Recipients. Enabling this feature to prevent a fax from being sent to an incorrect destination.

9. Click Authentication Settings.



10. Click on the **Verify Authentication Settings Before Printing** box and click **OK**.



Select this check box to verify authentication settings for this machine before printing and display the message if the verification is not satisfied. When the Verify button in the User Authentication/Account Track.

Settings dialog box is available and the settings have been specified on the printer, the user and account information registered on the printer must be entered in the User Authentication/Account Track Setting dialog box. If the information is not entered correctly, the printer will clear the print job.

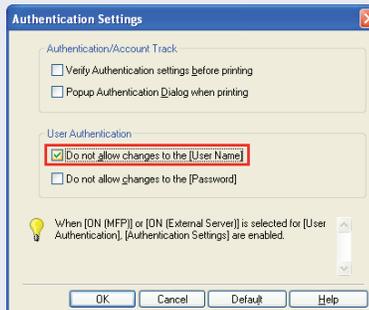
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11. Click on the **Popup Authentication Dialog When Printing** box and click **OK**.



Select this check box to display the User Authentication/Account Track dialog box when specifying printing, a prompt will ask for the user and account name. This occurs before the print job is sent to the printer. The print job will be sent to the printer once a password is entered in the dialog box. You can specify this setting to check the password whenever printing from an application and when user authentication or account track settings have been specified on the printer.

12. Click on the **Do not allow changes to [User Name]** box and click **OK**.



This option restricts the changing the name of the User Name of the Recipient in the User Authentication/Account Track dialog box in the Basics Tab.

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13. Click on **Do not allow changes to the [Password]** and click **OK**.

14. Click **OK 2x**.



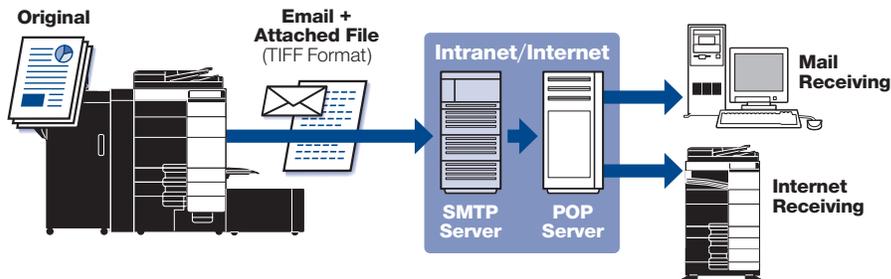
This options restricts changes to the Password for the Recipient User in the User Authentication/Account Track dialog box in the Basic Tab.

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Internet Faxing (T.37)

Internet Faxing allows you to transmit a hard copy document from the sending device to the receiving device via the Internet instead of using a traditional phone line. The receiving fax will print out the fax sent over the Internet just as it would had it been sent over a phone line.

The benefit of sending a fax transmission over the Internet is that there are no additional phone charges incurred. You simply pay the same monthly internet service provider fee, regardless of the number of faxes that are sent using the Internet.



SYSTEM REQUIREMENTS

- Email Server is required.
- Internet Fax function must be activated via Service Mode by an authorized Konica Minolta service technician.
- Please check with your Network Administrator to ensure that all the network settings have been made. For assistance, please contact your local authorized Konica Minolta technical representative.

Administrative/ Machine Settings	Input MFP (Device) Address Input MFP Email Address	
Network Settings	TCP/IP Settings Email TX (SMTP Settings) Email RX (POP)	
Fax Settings	Header Sender Information	
	Report Settings	Network Fax Receive Error Report MDN Message SN Message Print Email Message Body
	Network Fax Settings	Network Fax Self RX Ability Internet Fax Advanced Setting

- The device must be connected to a network and enabled to send and receive Emails.
- The Administrator Settings must be specified.

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SPECIFYING INTERNET FAX SETTINGS IN ADMINISTRATOR MODE

PRE-REQUISITE

- Internet Fax Function must be enabled in Service Mode by authorized Konica Minolta Service Technician.

1. Press the **Utility** key.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Network Settings**.
6. Touch **Forward Arrow** ►► to advance to the second screen **(2/3)**.
7. Touch **Network Fax Settings**.
8. Touch **Network Fax Function Settings**.
9. Touch **Internet Fax Function**.
10. Touch **ON**.
11. Touch **OK**.
12. Touch **Close 3x** to return to **Main Menu** screen.

*If not on the home screen,
touch the Menu key on
the Control Panel .*

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REGISTERING AN INTERNET FAX DESTINATION

PRE-REQUISITE

Internet Fax Function must be enabled in Service Mode by authorized Konica Minolta Service Technician and then via Administrator Settings Mode by the Key Operator.

Registering the Internet Fax destination is the same as registering an Email address. The only difference is that this **Email Address** is one that is assigned to a device — another T.37 Internet Fax capable device.

1. Press **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **One-Touch/User Box Registration**.
6. Touch **Create One-Touch Destination**.
7. Touch **Address Book (Public)**.
8. Touch **Internet Fax**.
9. Touch **New**.
10. Touch **Name** and enter destination name.
11. Touch **OK**.
12. Touch **Index** to classify name.
13. Touch **OK**.
14. Press **Down Arrow** ↓ to access screen (2/2).
15. Touch **Email Address** and type the Email address.
16. Touch **OK** twice.
 - a. Touch **RX Ability (Destination)**
 - b. Select **Compression Type**
 - i. JPEG
 - ii. JPEG (Grayscale)
 - iii. MMR
 - iv. MR
 - v. MH

*If not on the home screen,
touch the Menu key on
the Control Panel .*

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- c. Select **Paper Size**
- d. Select **Resolution**
 - i. UltraFine
 - ii. SuperFine
 - iii. Fine
 - iv. Normal

17. Touch **OK 2x**.

18. Touch **Close 6x** to return to Main Screen.

SENDING AN INTERNET FAX

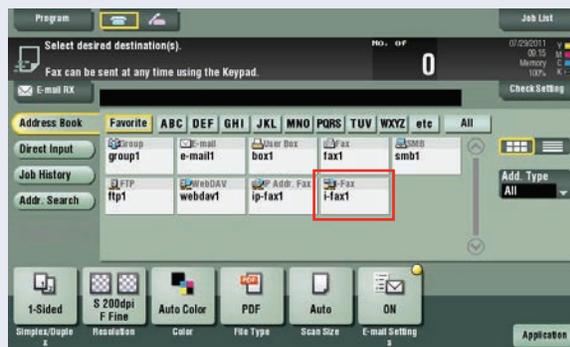
Sending an Internet Fax is just like sending a regular fax. You load your document, select your destination and press start! It's that simple.

PRE-REQUISITE

- Two-sided original consisting of one or more sheets.

1. Load the documents/originals in the landscape direction.
2. Press **Scan/Fax** key to display the Fax/Scan screen.
3. Select **Internet Fax Destination(s)** registered in previous job shop from the address book.
4. Select **Document Settings**.
5. Touch **Simple/Duplex** and select **2-Sided**.
6. Touch **Close**.
7. Touch **Resolution**.
8. Select **Ultra Fine**.
9. Touch **OK**.
10. Touch **Start**.

If not on the home screen, touch the Menu key on the Control Panel .



You cannot select Line Setting, URL Notification Setting or Communication Method Setting when an Internet Fax is set.

IP Address Faxing to a Color MFP

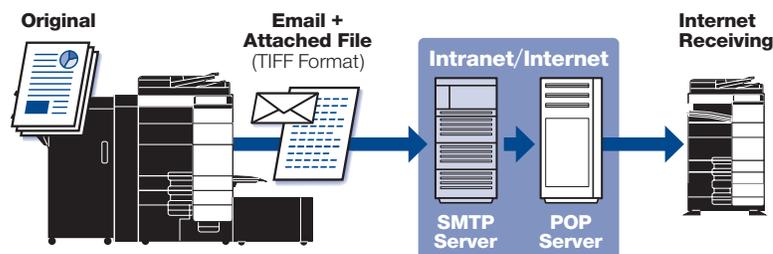
OVERVIEW

Let's first define Internet Fax and IP Address Fax.

INTERNET FAX

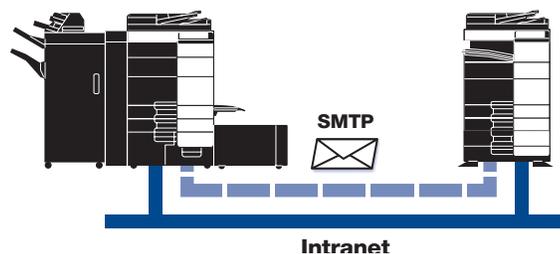
The Internet Fax function sends and receives scanned originals as an attached file (TIFF Format) via the Intranet (enterprise network) or internet. The communication via intranet or internet reduces the communication cost as compared to a general G3 fax message. You specify the destination Email address and send the Email message.

NOTE: With the introduction of the C652/C552 and subsequent C652DS/C552DS, C452, C360 Series, 652 Series, 423 Series and with the newly introduced C754 Series, C554 Series and C364 Series, Color Internet Faxing is supported. Please note that the 423 and 652 Series can send color internet fax but cannot receive them since they are monochrome devices (but offer color scanning).



IP ADDRESS FAX

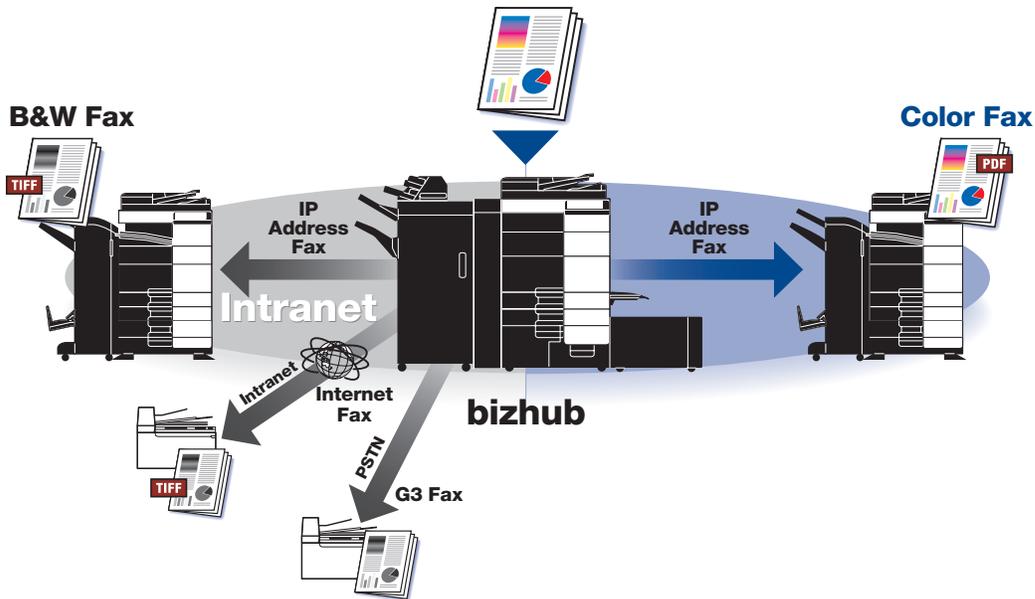
This function allows the user to send fax transmissions over an IP network. Specify the destination host name or IP address to send the fax.



IP Address Fax is different from Internet Fax and G3 fax as follows:

- SMTP protocol is used for sending and receiving.
- Available only within an Intranet (enterprise network).
- No Email server is required.
- The fax is sent after entering the IP Address or Host Name.

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SYSTEM REQUIREMENTS

- A fax kit must be installed on the MFP. Please note that extension lines cannot be used with this function.
- Can only be used within an Intranet.
- IP Address Fax function must be activated via Service Mode by an authorized Konica Minolta service technician.
- Please check with your Network Administrator to ensure that all the network settings have been made. For assistance, please contact your local authorized Konica Minolta technical representative.

Network Settings	TCP/IP Settings
	IP Address Fax is set to ON
Network Fax Settings	SMTP TX Settings (Port No., Connection Timeout)
	SMTP Settings (SMTP RX ON/OFF, Port No. Connection Timeout)
Fax Settings	Header Information
	Report Settings

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APPLICATION

Joan is a colleague of yours at an investment bank. You communicate with her several times daily. You would like the KMBS rep to show you how to quickly fax Joan a hard copy of the documents that you both work on. Since the new MFP was just installed and it was purchased because it can fax without using the phone lines thus saving the bank money, you would like to see how to set that up.

PRE-REQUISITES

- Have (1) 8.5" x 11" document ready to load into the document feeder.
- Create a one-touch destination button labeled "Joan."
- Send an IP Address fax using the "Joan" one-touch button.
- Send an IP Address fax using Direct Input.

DEVICE SETUP

NOTE: Before we can enable IP Address Fax in the Administrator Mode, confirm that it is turned on in the service mode.

Now let's confirm that the IP Address Fax settings are turned on in the Administrator Mode.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Network Settings**.
6. Touch **Forward** → page **2/3**.
7. Touch **Network Fax Settings**.
8. Touch **Network Fax Function Settings**.
9. Touch **IP Address Fax Function**.
10. Touch **ON**.
11. Touch **OK**.
12. Touch **Close 4x** the main screen.

NOTE: The factory default for IP Address Fax is OFF

If not on the home screen, touch the Menu key on the Control Panel .

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Let's continue with Device Setup. Next we need to enter the destination to where you want to send the fax.

REGISTERING AN IP ADDRESS FAX DESTINATION

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **One-Touch/User Box Registration**.
5. Touch **Create One-Touch Destination**.
6. Touch **Address Book (Public)**.
7. Touch **IP Address Fax**.
8. Touch **New**.
9. Touch **Name** (enter name of the destination).
10. Enter "**Joan**."
11. Touch **OK**.
12. Press down arrow ↓ to advance to the second screen (2/2).
13. Touch **Destination**.
14. Touch **IPv4 Address Input** and enter the IP Address.
15. Touch **OK**.
16. Press **C** (clear key) and enter the Port Number 25.
17. Touch down arrow ↓ to advance to the second screen (2/2).
18. Touch **Index**.
19. Touch **Favorites** tab to register the destination to **Favorites** (Favorites is for frequently used destinations).
20. Touch **OK**.
21. Select **Color or Monochrome** for Destination Machine Type.

If not on the home screen, touch the Menu key on the Control Panel .

You can select to use Input Host Name, IPv4 Address Input or IPv6 Address Input.

NOTE: *You must designate whether you are sending to a color or monochrome device.*

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22. Select **Color**.
23. Touch **OK**.
24. Touch **Close 6x**.

TO SEND AN IP ADDRESS FAX

Now let's send a document.

1. Press **Scan/Fax** key to display the Fax/Scan screen.
2. Load an 8.5" x 11" document into the document feeder in the short edge direction (document can be fed in either direction).
3. Find and select the **IP Address Fax** one-touch (Joan) you just created (under the Favorites).
4. Tab or the Alphabetical tab – JKL.
5. Touch **Simplex/Duplex**.
6. Touch **2-Sided**.
7. Touch **Close**.
8. Touch **Resolution**.
9. Touch **Superfine**.
10. Touch **OK**.
11. Touch **Start**.



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SPECIFY THE IP ADDRESS OF THE RECIPIENT USING DIRECT INPUT

There are four methods to use to send an IP Address Fax, they are:

- Abbreviated Destination
- Direct Input
- Group Input
- Program Destination

HOW

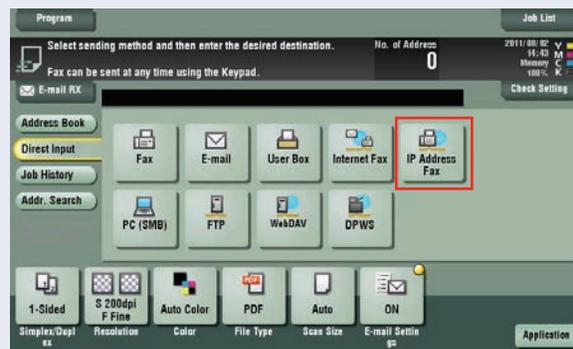
1. Press **Scan/Fax** key.
2. Touch **Direct Input** tab to display **Sending Method** screen.
3. Touch **IP Address Fax**.

4. Touch **Keyboard** icon to the right of the IP Address field.
5. Enter the destination information (IP Address) and touch **OK**.

- a. You can enter the IP Address or Host Name and touch **OK**.
- b. To change the port number, press the **C** key (clear key) to clear the number and enter the desired number.
- c. If the recipient's device is a color device and a color original is to be transmitted, touch **Color**.

NOTE: You must touch Color in order to activate this feature.

6. Touch **OK**.
7. Press **Start**.



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HOW TO SELL FEEDBACK

- International Communication: WAN, Overseas, Hardcopy to Hardcopy.
- Move Color Documents: Floor to Floor or Building to Building within a company or college campus enter IP Address received at device closest to intended recipient.
- Branch to Branch communication on the same network.
- Single network, multiple devices.
- By-pass Email server, reduce Email server traffic.
- Perform color faxing.
- In a hospital, fax to pharmacy (for free) break hospital of their G3 faxing habit.
- In a medical environment it creates a HIPAA custodial issue for the recipient due to hard copy handling, set up a Program Dial (running in the background) and send a simultaneous copy or the transmission to an FTP share drive where admin will pull all documents off on a monthly basis, now you will have a record of your activity.
- The above scenario is also applicable in a brokerage environment where strict SEC Guidelines must be followed... (i.e. insider trading issues).
- You now have a record of activity.
... or TSA concerns in the transportation industry, bills of lading.

IP Address Faxing to a Monochrome MFP

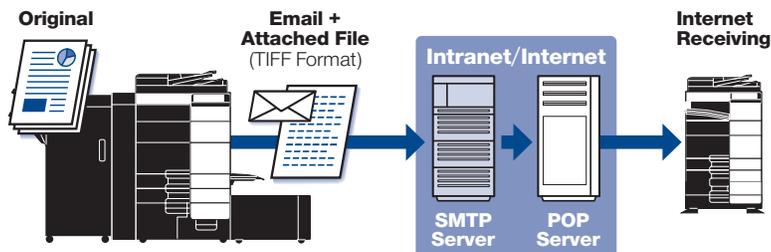
OVERVIEW

Let's first define IP Address Fax.

INTERNET FAX

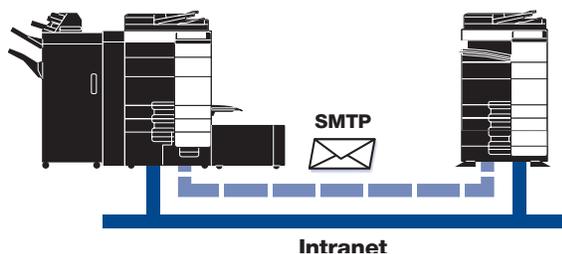
The Internet Fax function sends and receives scanned originals as an attached file (TIFF Format) via the Intranet (enterprise network) or internet. The communication via intranet or internet reduces the communication cost as compared to a general G3 fax message. You specify the destination Email address and send the Email message.

NOTE: With the introduction of the C652/C552 Series and subsequent C652DS/C552DS, C452, C360 Series, 652 Series, 423 Series and with the newly introduced C754 Series, C554 Series and C364 Series, Color Internet Faxing is supported. Please note that the 423 and 652 Series can send color internet fax but cannot receive them since they are monochrome devices (but offer color scanning).



IP ADDRESS FAX

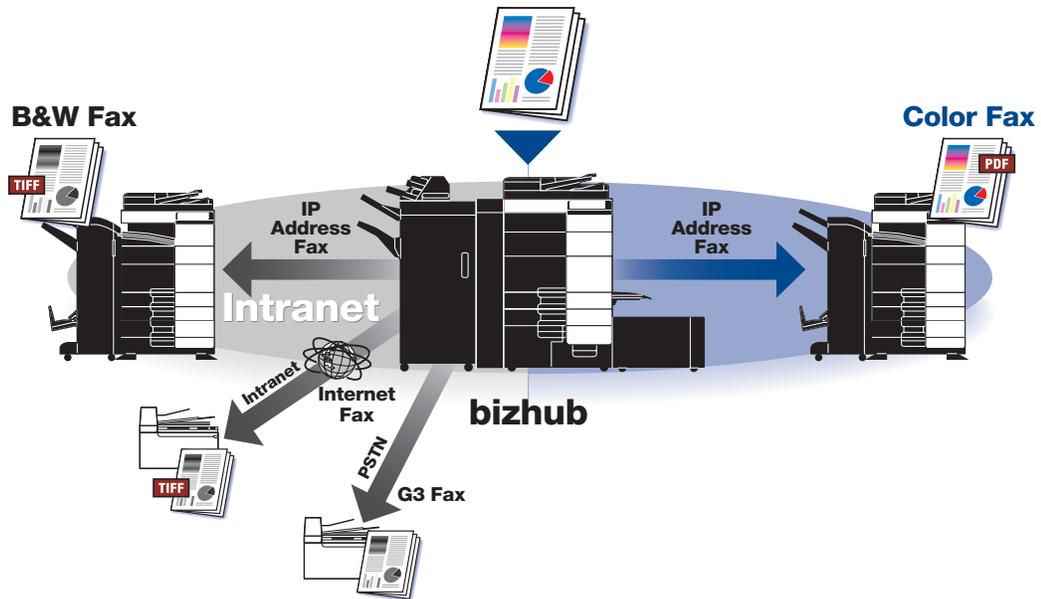
This function allows the user to send fax transmissions over an IP network. Specify the destination host name or IP address to send the fax.



IP Address Fax is different from Internet Fax and G3 fax as follows:

- SMTP protocol is used for sending and receiving.
- Available only within an Intranet (enterprise network).
- No Email server is required.
- The fax is sent after entering the IP Address or Host Name.

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PRE-REQUISITES/SYSTEM REQUIREMENTS

- A fax kit must be installed on the MFP. Please note that extension lines cannot be used with this function.
- Can only be used within an Intranet.
- IP Address Fax function must be activated via Service Mode by an authorized Konica Minolta service technician.
- Please check with your Network Administrator to ensure that all the network settings have been made. For assistance, please contact your local authorized Konica Minolta technical representative.

Network Settings	TCP/IP Settings
	IP Address Fax is set to ON
Network Fax Settings	SMTP TX Settings (Port No., Connection Timeout)
	SMTP Settings (SMTP RX ON/OFF, Port No. Connection Timeout)
Fax Settings	Header Information
	Report Settings

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APPLICATION

Joan is a colleague of yours at an investment bank. You communicate with her several times daily. You would like the KMBS rep to show you how to quickly fax Joan a hard copy of the documents that you both work on. Since the new MFP was just installed and it was purchased because it can fax without using the phone lines thus saving the bank money, you would like to see how to set that up.

PRE-REQUISITES

- Have (1) 8.5" x 11" document ready to load into the document feeder.
- Create a one-touch destination button labeled "Joan."
- Send an IP Address fax using the "Joan" one-touch button.
- Send an IP Address fax using Direct Input.

DEVICE SETUP

NOTE: Before we can enable IP Address Fax in the Administrator Mode, confirm that it is turned on in the service mode.

Now let's confirm that the IP Address Fax settings are turned on in the Administrator Mode.

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **OK**.
5. Touch **Network Settings**.
6. Touch **Forward** → page 2/2.
7. Touch **Network Fax Settings**.
8. Touch **Network Fax Function Settings**.
9. Touch **IP Address Fax Function**.
10. Touch **ON**.
11. Touch **OK**.
12. Touch **Close 4x**.

NOTE: The factory default for IP Address Fax is OFF

If not on the home screen, touch the Menu key on the Control Panel .

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Let's continue with Device Setup. Next we need to enter the destination to where you want to send the fax.

REGISTERING AN IP ADDRESS FAX DESTINATION

1. Touch **Utility**.
2. Touch **Administrator Settings**.
3. Enter **Password** (Default is **1234567812345678**).
4. Touch **One-Touch/User Box Registration**.
5. Touch **Create One-Touch Destination**.
6. Touch **Address Book (Public)**.
7. Touch **IP Address Fax**.
8. Touch **New**.
9. Touch **Name** (enter name of the destination).
10. Enter "**Joan**."
11. Touch **OK**.
12. Touch **Destination**.
13. Touch **IPv4 Address Input** and enter the IP Address.
14. Touch **OK**.
15. Press **C** (clear key) and enter the Port Number 25.
16. Touch down arrow  to advance to the second screen (2/3).
17. Touch **Index**.
18. Touch **Favorites** tab to register the destination to **Favorites** (Favorites is for frequently used destinations).
19. Touch **OK**.
20. Select **Color or Monochrome** for Destination Machine Type.

If not on the home screen, touch the Menu key on the Control Panel .

You can select to use Input Host Name, IPv4 Address Input or IPv6 Address Input.

NOTE: *You must designate whether you are sending to a color or monochrome device.*

21. Select **Color**.

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22. Touch **OK**.

23. Touch **Close 6x** to return to **Main Menu**.

TO SEND AN IP ADDRESS FAX

Now let's send a document.

1. Press **Scan/Fax** key to display the Fax/Scan screen.
2. Load an 8.5" x 11" document into the document feeder in the short edge direction (document can be fed in either direction).
3. Find and select the **IP Address Fax** one-touch (Joan) you just created (under the Favorites).
4. Tab or the Alphabetical tab – JKL).
5. Touch **Simplex/Duplex**.
6. Touch **2-Sided**.
7. Touch **Close**.
8. Touch **Resolution**.
9. Touch **Superfine**.
10. Touch **OK**.
11. Touch **Start**.



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SPECIFY THE IP ADDRESS OF THE RECIPIENT USING DIRECT INPUT

There are four methods to use to send an IP Address Fax, they are:

- Abbreviated Destination
- Direct Input
- Group Input
- Program Destination

HOW

1. Press **Scan/Fax** key.
2. Touch **Direct Input** tab to display the Sending Method screen.
3. Touch **IP Address Fax**.
4. Touch **Keyboard** icon to right of the IP Address field.
5. Enter the destination information (IP Address) and touch **OK**.
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9. Touch **OK**.
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NOTE: You must touch Color in order to activate this feature.

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HOW TO SELL FEEDBACK — IP ADDRESS FAX TO COLOR MFP

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Ecology & Environment

KONICA MINOLTA copiers and multi-functional products are designed with the environment in mind.

- Energy Star
- RoHS Compliance
- WEEE Compliance
- Eco-conscious Toners
- Production at ISO Certified Factories

⚠ Requirements for safe use.

- Please read and follow the instruction manual to ensure safe operation.
- Only operate using appropriate power supply and voltage.
- Connecting the earth wire to an inappropriate place may cause explosion or electric shock. Please connect accordingly (Taiwan and the Philippines only).