



KONICA MINOLTA

The essentials of imaging

KONICA MINOLTA FAX2900/FAX3900

Quick Guide





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1 Introduction

This manual provides information on the basic copy and fax operation.



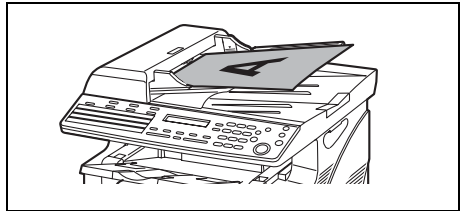
Note

Please refer to CD manual for the details information and advanced function.

Store this manual and the enclosed CD-ROM in a safe location for future reference.

2 Making a basic operation

- 1 Position the original.



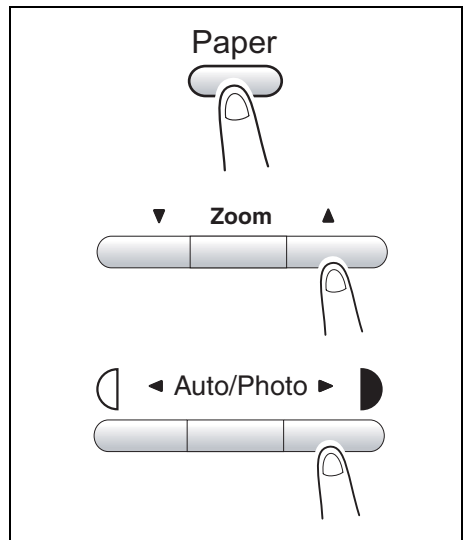
- 2 Make the other necessary settings.

- Zoom (page 3)
- Image density (page 4)

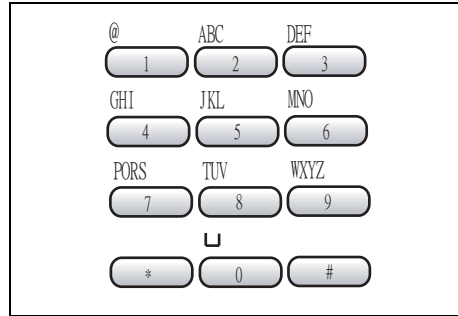


Note

If you do not wish to specify the other settings, continue with step 3.

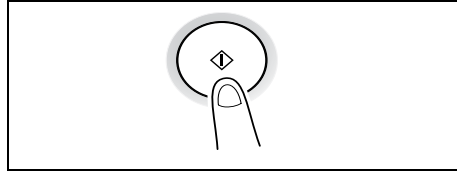


- 3 Using the 10-Key Pad, enter the number of copies to be made. Any number from 1 to 99 can be entered.



- 4 Press the [Start] key.
This will start the print cycle.

- To stop the print cycle in mid-operation, press the [Stop] key.
- To cancel the print job, press the [No] key or the [Panel Reset] key.
- To restart the print cycle, press the [Start] key.



3 Specifying the Zoom Ratio

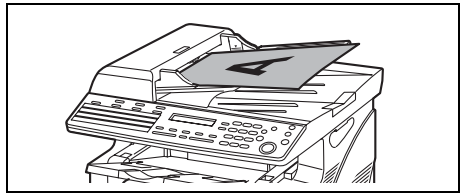
By specifying a zoom ratio, the copy can be enlarged or reduced.

Zoom Ratio Settings

Zoom Ratio Settings	Description
Fixed ratios	<ul style="list-style-type: none"> The following optimum zoom ratios are available for making copies from commonly used original sizes to standard paper sizes. × 0.50 × 0.64 (LT →HL) × 0.78 (LG →LT) × 1.29 (HL →LT) × 1.54 (HL →LG) × 2.00
Ratios set using the Zoom [▼] and [▲] keys	<p>Pressing the [▼] or [▲] key increases or decreases the zoom ratio in × 0.01 increments.</p> <p>The ratio can range from × 0.50 to × 2.00.</p>
Full Size	This setting makes a copy the same size as the original (× 1.00).

Setting the Zoom Ratio

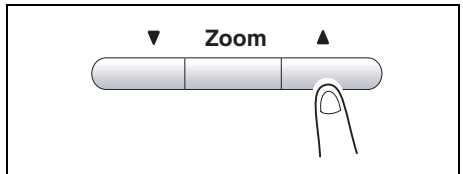
1 Position the original.



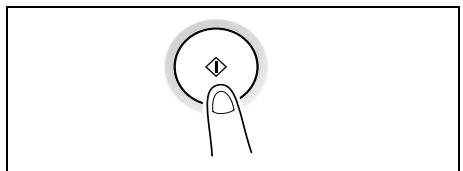
2 Press the [Zoom] key until the desired fixed ratio is selected.

- To specify a zoom ratio other than a fixed ratio, press the [▲] and [▼] keys until the desired zoom ratio is specified.

Pressing these keys change the ratio in x 0.01 increments.



3 Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.



4 Adjusting the Image Density

The image density setting can be adjusted in two broad modes, “Text” and “Photo”.

Image Density Setting

- Text mode:

The image density can be adjusted either automatically (Auto) or manually in nine steps.

 - The image density is adjusted automatically according to the original from which a copy is to be made.
 - Manual image density adjustment:

The image density can be adjusted to one of nine levels.

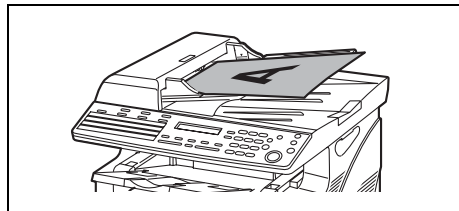
To reduce bleed-throughs when copying newspapers and magazines, press the [◀] key to select a lighter setting. To reproduce faint colors in brighter parts of the image, press the [▶] key to select a darker setting.

Selecting a darker setting could result in a background image being reproduced on the copy, while selecting a lighter setting could make the copy image itself too light. Select the appropriate level according to your original.
- Photo mode:

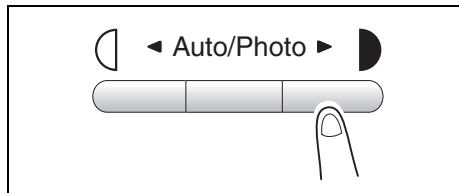
Select “Photo” when making a copy from an original having large halftone images, such as photos.

Setting the Image Density

- 1 Position the original.



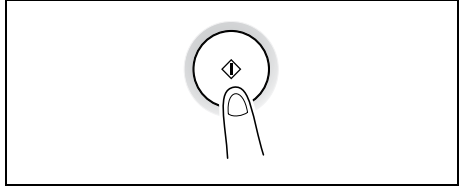
- 2 Press the [Auto/Photo] key on the control panel to select the desired mode.



Note

In the Photo mode, the Auto setting cannot be selected.

- 3 If you want to adjust the image density manually, press the [◀] and [▶] keys to select the desired setting.
- 4 Make the other necessary settings
 - Zoom ratio (page 3)
- 5 Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.



5 Making 2in1 Copies

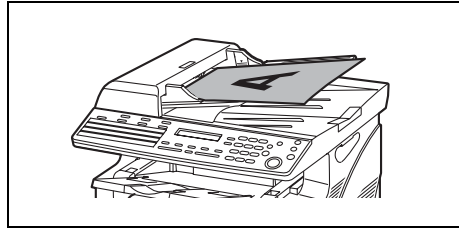


This function is available only with FAX3900

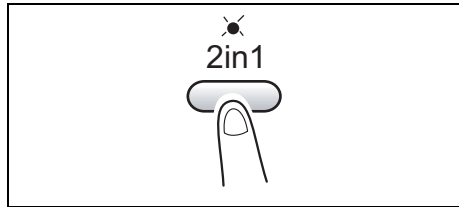
Two sheets of single-sided documents can be copied onto one double-sided sheet.

Specifying Settings for 2in1 Copies

- 1 Position the original.

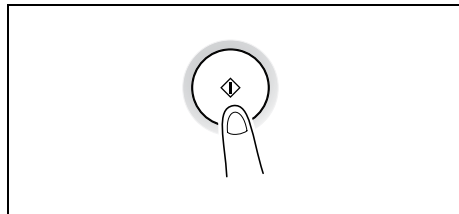


- 2 Press the [2in1] key, and then check that the indicator lights up.



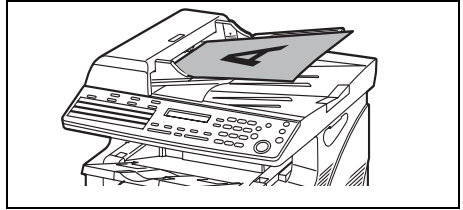
- 3 Make the other necessary settings.
 - Image density (page 4)

- 4 Using the 10-Key Pad, enter the number of copies to be made, and then press the [Start] key.



6 Specifying Sorting

- 1 Position the originals.

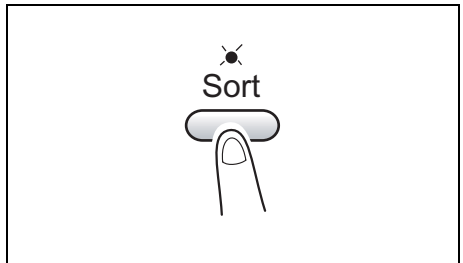


- 2 Press the [Sort] key, and then check that the indicator lights up.



Note

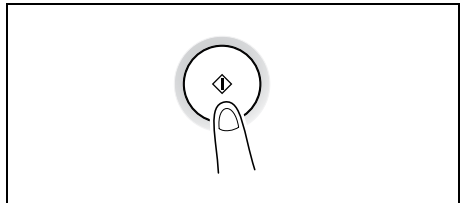
If the Sort indicator is not lit, the Non-Sort setting is selected.



- 3 Make the other necessary settings.

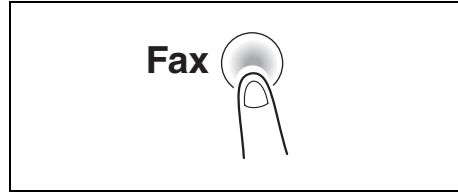
- Zoom Ratio (page 3)
- Image density (page 4)

- 4 Using the 10-Key Pad, enter the number of print to be made, and then press the [Start] key.

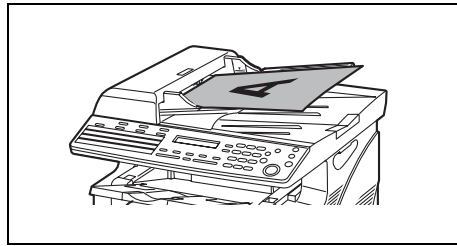


7 Basic Faxing

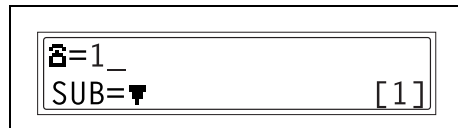
- 1 Press the [Fax] key.



- 2 Load the document to be faxed into the Auto Document Feeder.
- Load the document face up.



- 3 Using the 10-Key Pad, enter the fax number of the recipient.



- 4 Press the [Start] key to begin scanning and sending the fax.
- To stop the transmission, press the [Stop] key.
- Once transmission is finished, a beep is sounded.
If the fax could not be sent, the transmission result report is printed.



About redialing:

While faxing, if the recipient's fax machine is busy or does not answer or if, for any other reason, such as a transmission error, the fax is not sent correctly, the transmission result report is printed.



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<http://konicaminolta.com>