

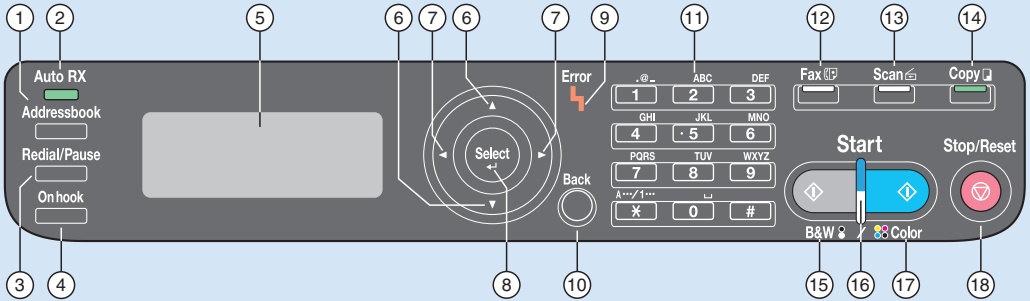
KONICA MINOLTA

# magicolor 4690MF

## Quick Guide

1760616-001A

A0FD-9605-00



Item	Name	Function
1	<b>Addressbook</b> key	Displays the information registered in the favorite list, speed dial destinations and group dial destinations
2	<b>Auto RX</b> indicator	Lights up when the automatic reception function is selected
3	<b>Redial/Pause</b> key	Recalls the last number dialed Inserts a pause when a number is dialed
4	<b>Onhook</b> key	Sends and receives transmissions with the receiver on the hook
5	<b>Message Window</b>	Displays settings, menus, and messages
6	▲/▼ keys	Moves up and down through menus, options, or choices
7	◀/▶ keys	Moves left and right through menus, options, or choices
8	<b>Select</b> key	Press to select the setting that is currently displayed
9	<b>Error</b> indicator	Indicates an error condition
10	<b>Back</b> key	Clears the specified number of copies and entered text Press to return to the previous screen Press to cancel the setting that is currently displayed
11	<b>Keypad</b>	Enters desired number of copies Enters fax numbers, E-mail addresses, and names of recipients
12	<b>Fax</b> key/LED	Enters Fax mode Lights up in green to indicate that the machine is in Fax mode
13	<b>Scan</b> key/LED	Enters Scan mode (Scan to E-mail, Scan to FTP, Scan to SMB, Scan to PC, or Scan to USB Memory) Lights up in green to indicate that the machine is in Scan mode
14	<b>Copy</b> key/LED	Enters Copy mode Lights up in green to indicate that the machine is in Copy mode
15	<b>Start (Color)</b> key	Starts a fax or color copy
16	<b>Start</b> indicator	Lights up in green when copying and fax transmission are possible Lights up in orange when copying and fax transmissions are not possible, for example, during warm-up or if an error has occurred
17	<b>Start (B&amp;W)</b> key	Starts a fax or monochrome copy
18	<b>Stop/Reset</b> key	Returns the settings to their defaults and stops functions

# Copy

**1**

1 sheet

max.  
50 sheets  
50-128 g/m<sup>2</sup>  
(13-34 lb)

**2**

Copies (→) **10**

Paper tray/size (→) **3** → TRAY2: A4  
 Zoom (→) **4** → ZOOM : 100%  
 Quality (→) **5** → MIX  
 Density (→) **5**

Collate (→) **6** → NON-SORT  
 n in 1 (→) **7** → 1 in 1  
 Duplex (→) **8** → 1-SIDE → 1-SIDE

Advanced (→) **9** → NORMAL COPY  
 UTILITY  
 REPORT/STATUS

→ Select

\* To make basic copy, skip to step 11.

**3** Paper tray/size

PAPER SELECT 1/1  
 TRAY1: A4  
 TRAY2: A4  
 TRAY3: A4

→ Select

FIXED

FIXED ZOOM RATIO 2/3  
 81% A4 → B5  
 100%  
 115% B5 → A4

→ Select

Metric (millimeter)	Inch
25%	25%
50%	50%
70%	64%
81%	78%
100%	100%
115%	129%
141%	154%
200%	200%
400%	400%

**4** Zoom

ZOOM RATIO 1/1  
 FIXED  
 MANUAL

→ Select

MANUAL

MANUAL ZOOM RATIO  
 XXX% (25%-400%)  
 ▲ or 10key input

1	2	3
4	5	6
7	8	9
0	#	

→ Select

or

▲ ...  
 XX1  
 XX2  
 ▼ XX3  
 ...

# Copy

(cont.)

**5 Quality**

QUALITY 1/1  
 MODE  
 DENSITY

MODE 1/2  
 MIX  
 TEXT  
 PHOTO

DENSITY  
 DENSITY (TEXT)  
 AUTO  
 MANUAL

MIX  
 TEXT  
 PHOTO  
 FINE/MIX  
 FINE/TEXT  
 FINE/PHOTO

(-3) (+3)

**6 Collate**

COPY FINISHING 1/1  
 NON-SORT  
 SORT

**7 n in 1**

COMBINE ORIGINAL 1/1  
 1 in 1  
 2 in 1  
 4 in 1

**8 Duplex**

SIMPLEX/DUPLEX 1/2  
 1-SIDE → 1-SIDE  
 1-SIDE → 2-SIDE  
 2-SIDE → 1-SIDE  
 2-SIDE → 2-SIDE

**9 Advanced**

COPY FUNCTION 1/2  
 NORMAL COPY  
 ID CARD COPY  
 REPEAT COPY

NORMAL COPY  
 ID CARD COPY  
 REPEAT COPY  
 POSTER COPY

**10 Copies**

TRAY2: A4  
 ZOOM: 100%  
 MIX  
 Select

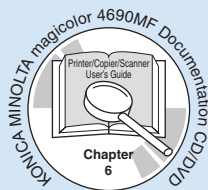
2 digits

**11**

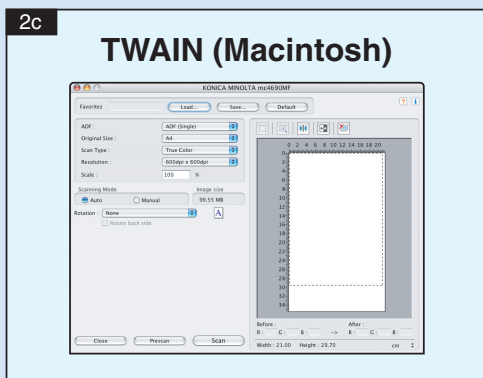
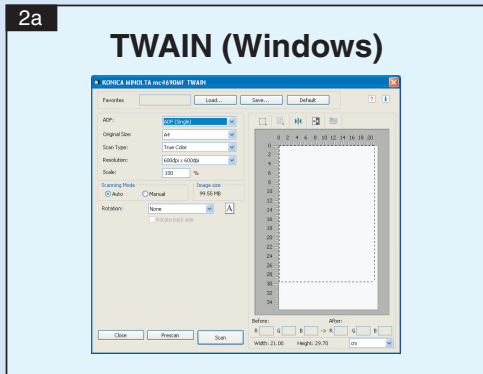
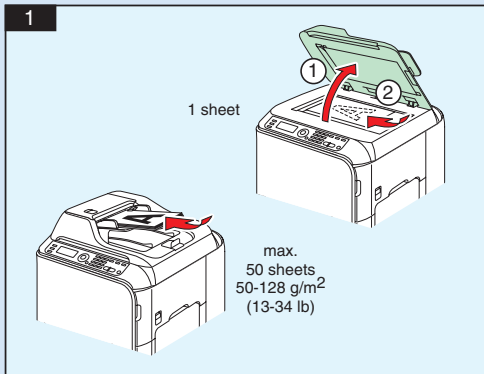
Start

B&W / Color

or



# Scan from TWAIN (Windows) Scan from WIA (Windows) Scan from TWAIN (Macintosh)



**Note :** Refer to the Printer/Copier/Scanner User's Guide (PDF manual on the CD/DVD) for details on how to use the scanner driver.



# Scan to E-mail / FTP / SMB

**1**

1 sheet

max.  
50 sheets  
50-128 g/m<sup>2</sup>  
(13-34 lb)

**2**

Data (→ **3**) → PDF MEMORY: 100%  
 Quality (→ **4**) → MIX 150x150dpi  
 → SCAN TO  
 → Select

Duplex (→ **5**) → 1-SIDE  
 Size (→ **6**) → SIZE: A4  
 Color (→ **7**) → COLOR or GRAY  
 → Select

Subject (→ **8**) → SUBJECT  
 CANCEL RESERV.  
 UTILITY  
 → Select

\* To make basic scanning operation, skip to step 9.

**3** Data

IMAGE FORMAT 1/1  
 ▶ TIFF  
 ▶ PDF  
 JPEG

**4** Quality

QUALITY 1/1  
 ▶ RESOLUTION  
 MODE  
 DENSITY

RESOLUTION 1/1  
 ▶ 150x150dpi  
 300x300dpi  
 600x600dpi

DENSITY  
 DENSITY (MIX) [SEL] [SEL]

MODE 1/1  
 ▶ MIX  
 TEXT  
 PHOTO

**5** Duplex

SIMPLEX/DUPLEX 1/1  
 ▶ 1-SIDE  
 2-SIDE

**6** Size

SCAN SIZE 1/2  
 ▶ A5  
 A4  
 B5

A5  
 A4  
 B5  
 STATEMENT  
 LETTER  
 LEGAL

**7** Color

Start Key 1/1  
 BW Only  
 ▶ COLOR or GRAY



# Scan to E-mail / FTP / SMB (cont.)

**8 Subject**

SUBJECT :XXXXXXXXX [A...]

**9a DIRECT**

DESTINATION :XXXXXXXXX X/XXX  
 EDIT=Select [A...]

\* Direct input is not applied for Scan to FTP/SMB.

**9b FAVORITE**

Addressbook

FAVORITE :XXXXXXXXX X/X  
 YYYYYY  
 ZZZZZ

**9c SPEED DIAL**

Addressbook Press 2x

DESTINATION :XXXXXXXXX X/XXX  
 SPEED DIAL :XXX  
 -PRESS SELECT KEY-

3 digits

**9d GROUP DIAL**

Addressbook Press 3x

DESTINATION :XXXXXXXXX X/XXX  
 GROUP DIAL :XX  
 -PRESS SELECT KEY-

2 digits

**9e PHONE BOOK**

Addressbook Press 4x

PHONE BOOK 1/1  
 LIST  
 SEARCH  
 LDAP SEARCH

**10**

Start

or

**BOOK**  
 (Original glass)  
 Step 11

**11**

NEXT PAGE? 1  
 SCAN=Select  
 SEND=Start

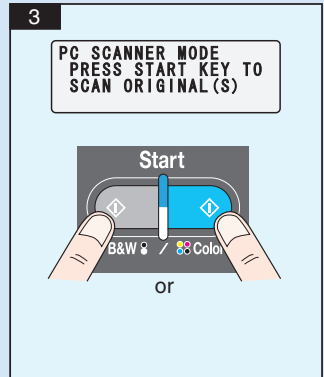
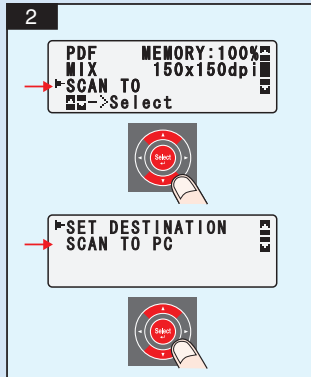
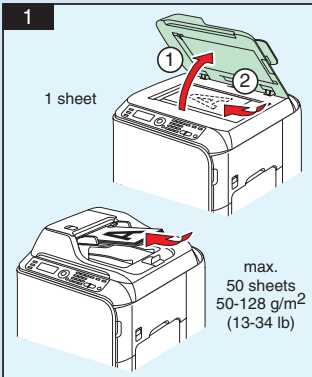
SCAN or SEND

or

**Note :** Refer to Printer/Copier/Scanner User's Guide (PDF manual on the CD/DVD) for details on Scan to E-mail/FTP/SMB.

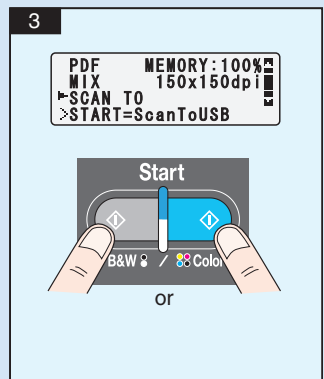
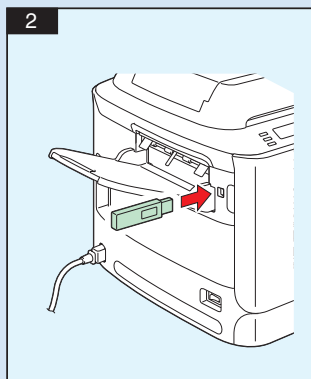
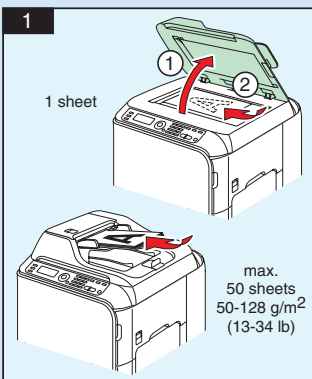


## Scan to PC



**Note :** The Scan-to-PC function can be used when the TWAIN Scanner driver, Printer driver, and KONICA MINOLTA LinkMagic (Windows only) are installed on your PC. Make sure that KONICA MINOLTA LinkMagic is started first. Refer to Printer/Copier/Scanner User's Guide (PDF manual on the CD/DVD) for details on Scan to PC.

## Scan to USB Memory



**Note :** Refer to Printer/Copier/Scanner User's Guide (PDF manual on the CD/DVD) for details on Scan to USB Memory.







(cont.)

**7a DIRECT**

DESTINATION X/XXX  
 :XXXXXXXXXX [1...]  
 EDIT>Select

Addressbook

1 2 3  
 4 5 6  
 7 8 9  
 \* 0 #

Select

**7b FAVORITE**

Addressbook

FAVORITE X/X  
 ▶XXXXX  
 YYYYY  
 ZZZZZ

Select

**7c SPEED DIAL**

Addressbook Press 2x

DESTINATION X/XXX  
 SPEED DIAL :XXX  
 -PRESS SELECT KEY-

1 2 3  
 4 5 6  
 7 8 9  
 \* 0 #

Select

3 digits

**7d GROUP DIAL**

Addressbook Press 3x

DESTINATION X/XXX  
 GROUP DIAL :XX  
 -PRESS SELECT KEY-

1 2 3  
 4 5 6  
 7 8 9  
 \* 0 #

Select

2 digits

**7e PHONE BOOK**

Addressbook Press 4x

PHONE BOOK 1/1  
 ▶LIST  
 SEARCH

Select

**7f REDIAL**

Redial/Pause

DESTINATION X/XXX  
 :XXXXXXXXXX\_ [1...]  
 EDIT>Select

**8**

Start

B&W / Color

or

**BOOK**  
 (Original glass)  
 Step 9-10

**9**

SCAN SIZE 1/1  
 A5  
 ▶A4

Select

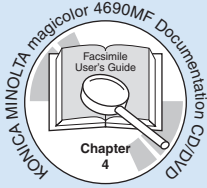
**10**

XX:XX MEMORY: 99%  
 STD/TEXT  
 ▶NEXT PAGE? (XX) #1  
 TX=Start

NEXT PAGE TX  
 Start

or

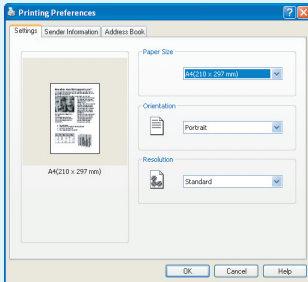
**Note :** Refer to Facsimile User's Guide (PDF manual on the CD/DVD) for details on Fax operation.



## FAX from PC

1

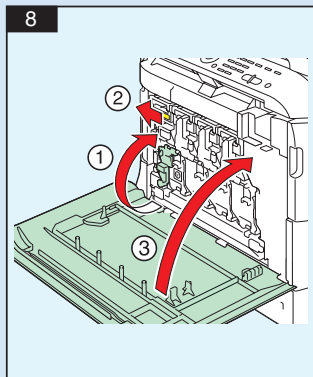
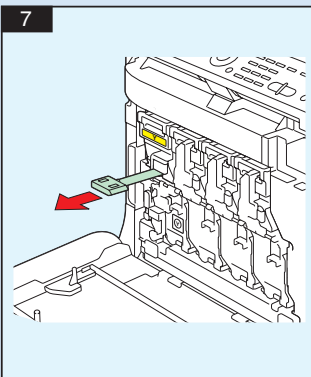
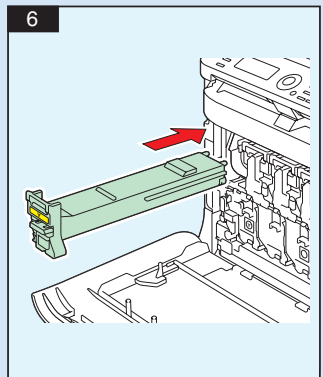
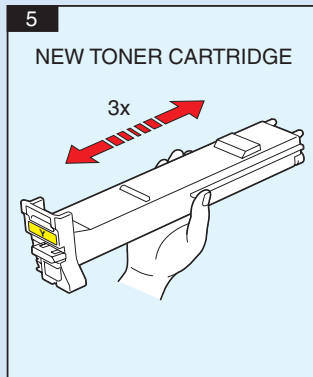
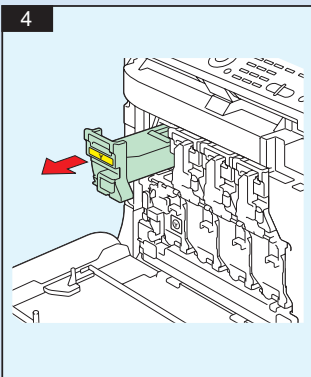
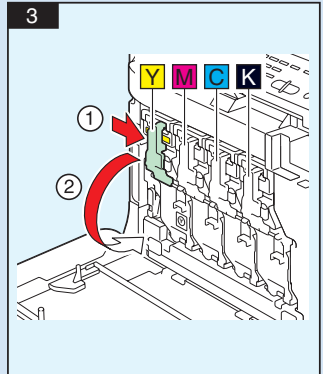
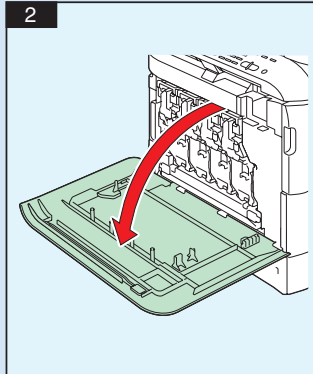
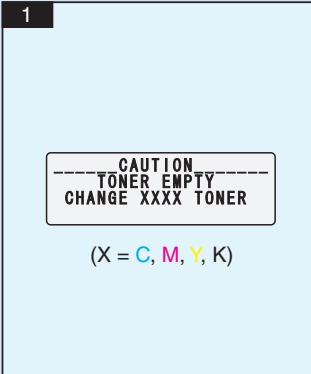
### PC-FAX (Windows)



**Note :** Refer to the Facsimile User's Guide (PDF manual on the CD/DVD) for details on how to use the PC-FAX driver.

# REPLACING CONSUMABLES

## TONER CARTRIDGE



# REPLACING CONSUMABLES

## IMAGING UNIT

1

**CAUTION**  
**T-UNIT END**  
**REPLACE XXXX**

(X = C, M, Y, K)

