FAX Option Type 2238

Operating Instructions
Facsimile Reference
<Advanced Features>

For safe and correct use of this machine, please be sure to read the Safety Information in the General Settings Guide before you use it.

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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Note

The proper names of the Windows operating systems are as follows:

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
  Microsoft® Windows® 2000 Advanced Server
  Microsoft® Windows® 2000 Server
  Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
  Microsoft® Windows® XP Professional
  Microsoft® Windows® XP Home Edition
- The product names of Windows NT® 4.0 are as follows:
  Microsoft® Windows NT® Server 4.0
- Microsoft® Windows NT® Workstation 4.0

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

🖉 Note

❐ Manuals provided are specific to machine type.

❐ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❐ Two CD-ROMs are provided:
  - CD-ROM 1"Operating Instructions for Printer/Scanner"
  - CD-ROM 2"Scanner Driver & Document Management Utilities"

❖ **General Settings Guide**

Provides an overview of the machine and describes System Settings (paper trays, Key Operator Tools, etc.), Document Server functions, and troubleshooting.

Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Facsimile Reference <Basic Features>**

Describes operations, functions, and troubleshooting for the machine's facsimile function.

❖ **Facsimile Reference<Advanced Features>(this manual)**

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder V2 Lite**

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTop-Binder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.

- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTop-Binder V2 Lite is installed.

- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ **Manuals for ScanRouter V2 Lite**

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for Scan-Router V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.

- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ **Other manuals**

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

📝 **Note**
❒ The following software products are referred to using a general names:

- DeskTopBinder V2 Lite and DesktopBinder V2 Professional → Desktop-Binder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional (optional) → Scan-Router V2 Lite/Professional
- SmartNetMonitor for Admin and SmartNetMonitor for Client → Smart-NetMonitor for Admin/Client

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How to Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ *WARNING:*

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

⚠ *CAUTION:*

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

* The statements above are notes for your safety.

⚡Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

📑 Preparation

This symbol indicates information or preparations required prior to operating.

🖉 Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

💡 Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions under which a particular function cannot be used.

🔍Reference

This symbol indicates a reference.

[   ]

Keys that appear on the machine's display panel.

[   ]

Keys and buttons that appear on the computer's display.

【   】

Keys built into the machine's control panel.

1. Transmission Mode

Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax message until a specified later time. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

ND1X01E4
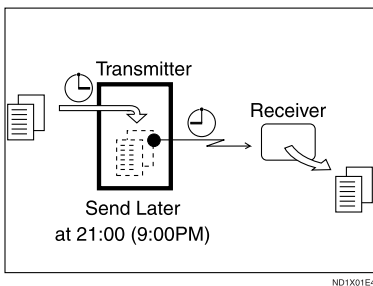
If you have a non-urgent fax, select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and sent during Economy Transmission Time.

Important

❒ After the machine has been switched off for about one hour, all fax messages stored in memory are lost. If messages are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost messages.

Limitation

❒ This function is unavailable with Immediate Transmission. Use Memory Transmission.

Note

❒ You can specify a time within 24 hours.

❒ If the current time shown is not correct, change it. See "Timer Settings", *General Settings Guide*.

❒ If the document is sent before the specified time, the Transmission Result Report is printed and the job is completed.

❒ For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission Time. See p.145 "Program Economy Time".

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **2** and **3**. See p.145 "Quick Operation Key".

A Place the original, and then select the scan settings you require.

Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B Press [Transmission Mode].

3
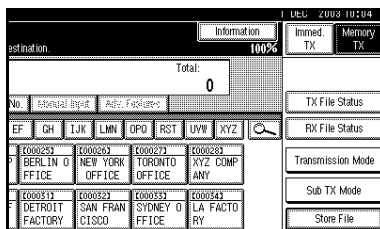
C Press **[Send Later]**.

D Enter the time (24 hour format) using the number keys, and then press **[OK]**.
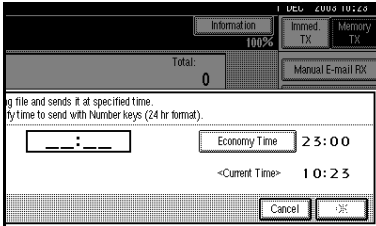
The specified time is shown above the highlighted **[Send Later]**.

Note

❒ Press **[Economy Time]** to specify the economy time.

❒ When entering numbers smaller than 10, add a zero at the beginning.

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

❒ To cancel Send Later, press **[Cancel]**. The display returns to that of step **C**.

E Press **[OK]**.

The standby display appears.

Note

❒ To check the settings, press **[Transmission Mode]**.

F Specify a destination, and then press the **【Start】** key.

Note

❒ You can cancel the transmission setup for Send Later. See p.19 "Canceling a Transmission".

4

User Transmission

This function allows you to check each user or department's transmission history. To use the function, you need to program a user code (eight digits max.) for each user or department, to be entered before transmission. See "Displaying the Counter for Each User Code", *General Settings Guide*.

If a user code set with an e-mail address is specified, a transmission result e-mail can be sent.

Note

❒ You can program codes of up to 8 digits for a maximum of 500 users and/or departments. See "Registering a New User Code", *General Settings Guide*. See p.145 "Quick Operation Key"

❒ You can enter user codes or names into various lists or reports.

❒ You can program transmission operations in Quick Operation key. Quick Operation key let you skip steps **2** and **3**. See p.145 "Quick Operation Key", *Facsimile Reference <Advanced Features>* .

❒ When you send documents by Internet Fax using the user code with e-mail address programmed and "Register as Sender" set to "**[ON]**", the following sender name appears on the e-mail received at the other end.

- • When User Name is programmed in the user code:
  User Name <E-mail address programmed in the user code>

- • When User Name is not programmed in the user code:
  <E-mail address programmed in the user code>

A **Place the original, and then select desired scan settings.**

Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [Transmission Mode].**
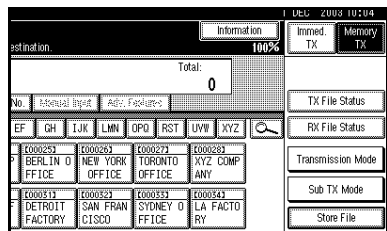
C **Press [User TX].**

D **Using the number keys enter a user code (up to eight digits), and then press [#].**
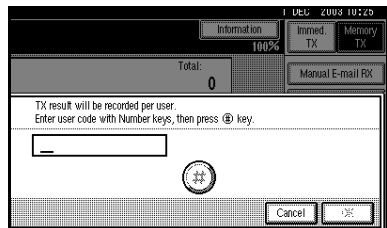
The programmed user name will appear.

Note

❒ If you enter a wrong code, press **[Clear]** or the【Clear/Stop】key before pressing **[#]**, and then try again.

❒ To cancel the operation, press **[Cancel]**. The display returns to that of step **3**.

5

When your e-mail address is programmed with the user code

If your e-mail address is pro-grammed with the user code, you can select whether the machine sends transmission result by e-mail.

A **Press [Yes] or [No].**
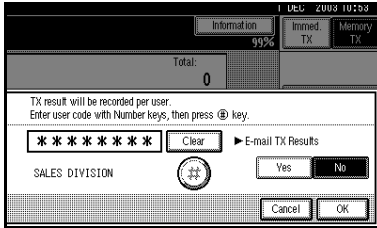
✒ Note

❒ If you select **[Yes]**, a Trans-mission Result Report is sent to the programmed e-mail address after the transmis-sion so that you can check the result of transmission.

E **Press [OK] twice.**

The standby display appears.

✒ Note

❒ To check the settings, press **[Transmission Mode]**.

F **Specify a destination, and then press the 【Start】 key.**

✒ Note

❒ You can cancel the transmission setup for User Transmission. See p.19 "Canceling a Transmis-sion".

Priority Transmission

Documents you send with Memory Transmission are sent in the order they are scanned. Therefore, if several messages are queued in memory, the next document will not be sent immediately. However, by using this function you can have your message sent before other queued messages.

THYS950E
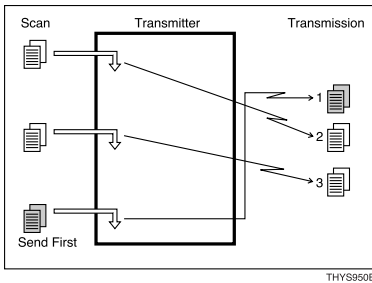
♨ Limitation
❒ This function is not available with Immediate Transmission. If this function is selected, the machine automatically switches to Memory Transmission.

✎ Note
❒ If there is already a message stored with this function or a transmission in progress, your message will be sent after that message has been transmitted.

A Place the original, and then select the scan settings you require.

🔎 Reference
p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B Press **[Transmission Mode]**.
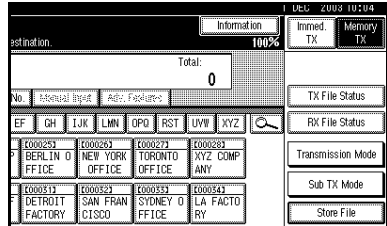
C Press **[Priority TX]**, and then press **[OK]**.
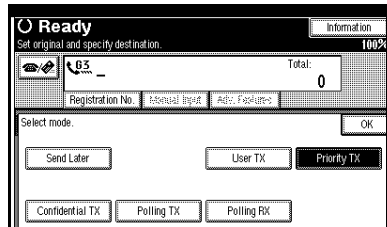
The standby display appears.

✎ Note
❒ To check the settings, press **[Transmission Mode]**.

D Specify the destination, and then press the **【Start】** key.

✎ Note
❒ Press **[Change/Stop TX File]** to cancel the transmission. See p.19 "Canceling a Transmission".

Confidential Transmission

If you want to limit who views your message, use this function. The message will be stored in memory at the other end and not printed until an ID is entered.

GFSINS0N
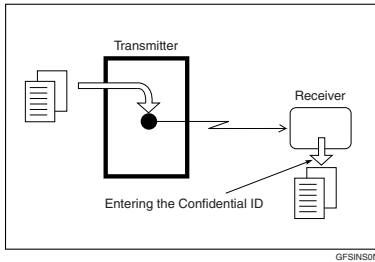
There are two types of Confidential Transmission:

❖ **Default ID**
It is not necessary to enter an ID when transmitting.
The other party can print the message by entering the Confidential ID programmed in their machine.

❖ **ID Override**
Should you want to send a confidential message to a particular person at the other end, you can specify the Confidential ID that the receiver has to enter to see that message. Before you send the message, do not forget to tell the receiver the ID that must be entered to print the message.

🔖 **Limitation**
❒ The destination machine must be of the same manufacturer and have the Confidential Reception function.
❒ The destination machine must have enough memory available.

📝 **Note**
❒ We recommend you program the Confidential ID in this machine beforehand. See p.184 "Programming a Confidential ID".
❒ An ID can be any 4-digit number (except 0000).
❒ If the destination machine is not of the same manufacturer, you can use Confidential Transmission with "SUB Code". See p.49 "SUB Code".
❒ This function is not available with Internet Fax.

A **Place the original, and then select the scan settings you require.**

🔍**Reference**
p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [Transmission Mode].**
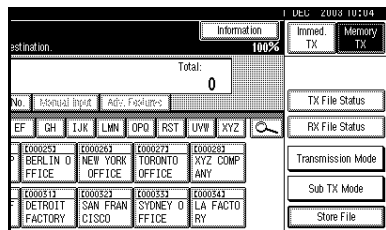
C **Press [Confidential TX].**

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D **Depending on the Confidential Transmission type, use one of the following procedures:**
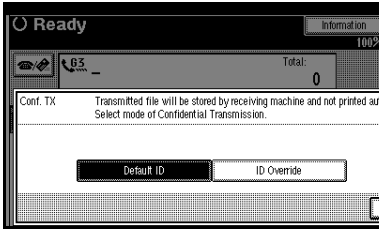
Default ID

A **Check that [Default ID] has been selected, and then press [OK].**

"Default ID" is shown above the highlighted **[Confidential TX]**.

✐ **Note**

❒ To cancel Confidential Transmission, press **[Cancel]**. The display returns to that of step **C**.

Override ID

A **Select [ID Override].**

B **Enter the Confidential ID (4-digit number) using the number keys, and then press [OK].**
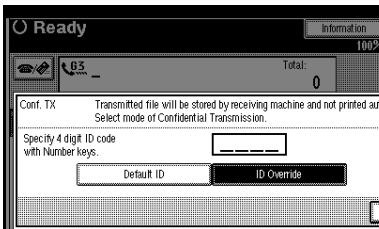
"ID Override" and the entered Confidential ID are shown above the highlighted **[Confidential TX]**.

✐ **Note**

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

❒ To cancel Confidential Transmission, press **[Cancel]**. The display returns to that of step **C**.

E **Press [OK].**

The standby display appears.

✐ **Note**

❒ To check the settings, press **[Transmission Mode]**.

F **Dial, and then press the 【Start】 key.**

✐ **Note**

❒ You can cancel the transmission setup for Confidential Transmission. See p.19 "Canceling a Transmission".

9

Polling Transmission

Use Polling Transmission when you want to leave an original in the machine memory for others to pick up. The message will be sent when the other party calls you up.

ND1X01E7
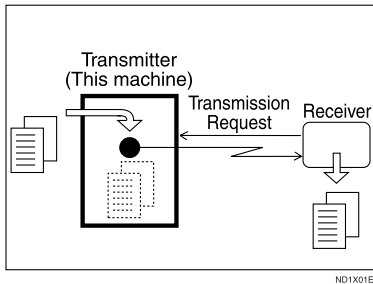
There are three types of Polling Transmission.

❖ **Free Polling Transmission**
It is not necessary to enter the Polling ID during the procedure.
Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ **Default ID Transmission**
It is not necessary to enter the Polling ID during the procedure.
The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure in advance that both machines' Polling IDs are identical.
Before using Default ID Transmission, you need to program the Polling ID. See p.185 "Programming a Polling ID".

❖ **ID Override Transmission**
You must enter an Override Polling ID unique to the transmission. This ID overrides the ID stored in the machine. The user must supply this ID when they poll your machine. If the IDs match, the message is sent. Make sure in advance the other end knows the ID you are using.

🌡 **Limitation**
❒ Polling Transmission is allowed only if the receiver's machine has the Polling Reception function.

❒ Usually, only machines of the same manufacturer that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File function is used, and the other party's fax machine supports Polling Transmission and the SEP function, you can still carry out Polling Transmission with an ID. See p.43 "Information Boxes".

📝 **Note**
❒ Free Polling and Default ID Transmission allow only one file to be stored in memory.

❒ ID Override Polling Transmission allows a file to be stored in memory for each ID; you can store up to 400 files (800 with the optional fax function upgrade unit) by changing IDs.

❒ You can set whether a Polling Transmission file is deleted after transmitting in User Parameters. To save the file to transmit repeatedly, set to "Standby (Save)". See p.161 "User Parameters" (switch 11, bit 7).

❒ Polling Transmission Clear Report allows you to verify Polling Transmission has taken place. See p.12 "Polling Transmission Clear Report". If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission. The destination of this report can be selected from the e-mail addresses in the destination list.

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **B** and **C**. See p.145 "Quick Operation Key".

❒ The communication fee is charged to the receiver.

❒ This function is not available with Internet Fax.

A **Place the original, and then select the scan settings you require.**

$\mathcal{P}$**Reference**

> p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

> p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [Transmission Mode].**
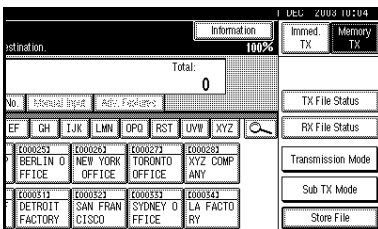
C **Press [Polling TX].**

D **Depending on the Polling Transmission mode, use one of the following procedures:**
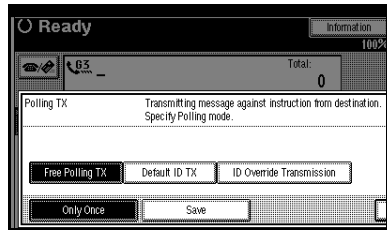
Free Polling Transmission

A **Check that [Free Polling TX] is selected.**

Default ID Transmission

A **Select [Default ID TX].**

ID Override Transmission

A **Select [ID Override Transmission].**
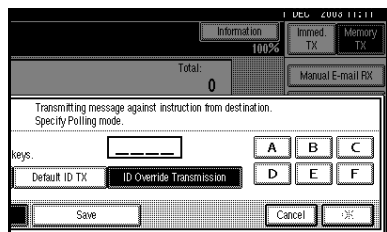
B **Specify a 4-digit ID using the number keys and [A], [B], [C], [D], [E], and [F].**

$\mathscr{D}$**Note**

❒ A Polling ID may be any four numbers (0 to 9) and characters (A to F), except 0000 and FFFF.

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key, and then try again.

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E **Press [Only Once] or [Save] to delete or save the file after transmission.**

✎ **Note**

❒ To delete the original immediately after transmission, select **[Only Once]**.

❒ To repeatedly send the original, select **[Save]**.

❒ To cancel Polling Transmission, press **[Cancel]**. The display returns to that of step **C**.

F **Press [OK].**

"✶✶✶✶✶✶✶✶✶✶" appears.

The type of Polling Transmission is shown above the highlighted **[Polling TX]**.

G **Press [OK].**

✎ **Note**

❒ To check the settings, press **[Transmission Mode]**.

H **Press the 【Start】 key.**

✎ **Note**

❒ You can cancel the transmission setup for Polling Transmission. See p.19 "Canceling a Transmission".

Polling Transmission Clear Report

This report allows you to verify Polling Transmission has taken place.

If E-mail TX Results is programmed in a Quick Operation key, you can have the report e-mail sent after transmission.

❢ **Limitation**

❒ This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). See p.161 "User Parameters" (switch 11, bit 7).

✎ **Note**

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 03, bit 6).

❒ You can have a portion of the sent image printed on the report with the User Parameters. See p.161 "User Parameters" (switch 04, bit 7).

❒ You can check the result of Polling Transmission with the Journal. See p.27 "Printing the Journal"

❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.

12

Polling Reception

Use this function to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke Programs to fully exploit this function).
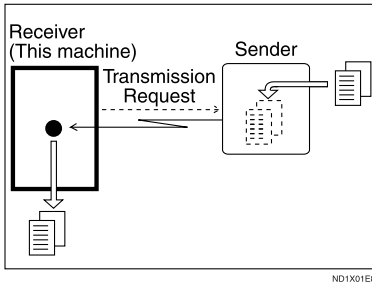
There are two types of Polling Reception.

❖ **Default ID/Free Polling Reception**
Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).
For ID Polling Reception, program a Polling ID in advance. See p.185 "Programming a Polling ID".

❖ **ID Override Polling Reception**
You must enter an Override Polling ID unique to this transmission. This ID overrides the one stored in this machine.
Your machine will receive any messages waiting in the transmitting machine that have matching ID's. If no ID's match, any messages that do not require IDs are received (Free Polling).

♊ **Limitation**

❒ Polling Reception requires that the other machine is capable of Polling Transmission.

❒ Usually, you can only receive documents with a Polling ID from machines of the same manufacturer that support the polling function. However, if the other party's fax machine supports Polling Transmissions and the SEP function, and also has stored IDs, you can still perform Polling Reception. See p.50 "SEP Code".

📎 **Note**

❒ To receive a message sent by Default ID Polling Transmission or ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's. Free Polling Transmission does not require the same Polling ID.

❒ Polling Result Report allows you to verify Polling Reception has taken place. See p.15 "Polling Result Report". If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after reception. The destination of this report can be selected from the e-mail addresses in the destination list.

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps ❶ and ❷. See p.145 "Quick Operation Key".

❒ This function is not available with Internet Fax.

A **Press [Transmission Mode].**
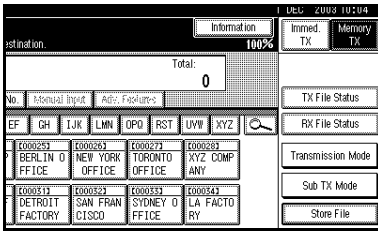
B **Press [Polling RX].**

C **Depending on which method you are using, select one of the following procedures:**
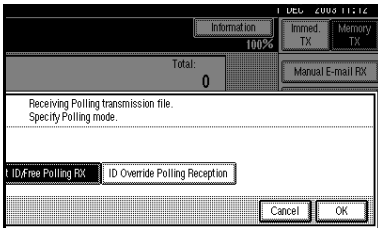
Default ID/Free Polling Reception

A **Check that [Default ID/Free Polling RX] is selected, and then press [OK].**

"Deflt ID/Free Poll." is shown above the highlighted **[Polling RX]**.

Note

❒ To cancel Polling Reception, press **[Cancel]**. The display returns to that of step **B**.

ID Override Polling Reception

A **Select [ID Override Polling Reception].**

B **Specify a 4-digit ID using the number keys and [A], [B], [C], [D], [E], and [F], and then press [OK].**
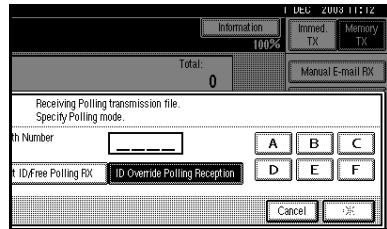
"ID Override" and the entered Polling ID are shown above the highlighted **[Polling RX]**.

Note

❒ A Polling ID may be any four numbers (0 to 9) and characters (A to F), except 0000 and FFFF.

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

❒ To cancel Polling Reception, press **[Cancel]**. The display returns to that of step **B**.

D **Press [OK].**

The standby display appears.

E **Dial, and then press the 【Start】 key.**

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Polling Reserve Report

This report is printed after Polling Reception has been set up.

Note

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 03, bit 3).

Polling Result Report

This report is printed after a Polling Reception has been completed and shows its result.

If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after reception.

Note

❒ You can also check the result of a Polling Reception with the Journal. See p.27 "Printing the Journal".

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 03, bit 4).

❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.

1

2. Checking and Canceling Transmission Files

After you have pressed the 【Start】 key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files, and resend a file which the machine failed to transmit.

- Memory Transmission
- Internet Fax Transmission
- Send Later
- User Transmission
- Priority Transmission
- Confidential Transmission
- Polling Reception
- Polling Transmission
- Transfer Request

✐ Note

❒ If there are no files being sent, received, or stored by Memory Transmission, **[Change/Stop TX File]** does not appear on the display.

❒ You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

Displaying Confirmation of Transmission

A Press **[Change/Stop TX File].**
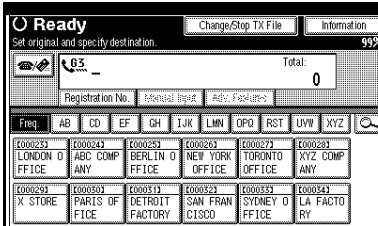
B Press **[Check/Change Settings].**
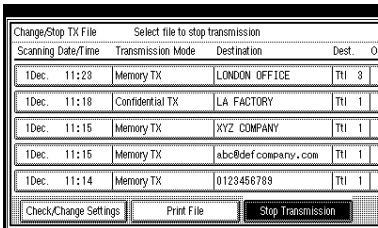
C Select a file to check.
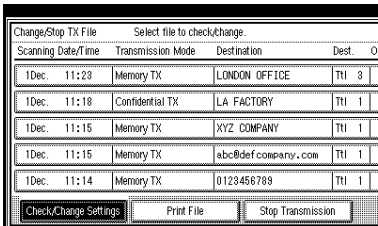
✎ Note

❒ If multiple destinations were specified, only the destination selected first appears.

❒ If multiple destinations were specified, only the number of unsent messages appears.

D Confirm a transmission, and then press **[Exit].**

E Press **[Exit].**

The standby display appears.

Canceling a Transmission

You can cancel transmission of a file when the file is being sent, stored in memory, or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

✎ Note

❒ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.

❒ If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

A Press **[Change/Stop TX File].**
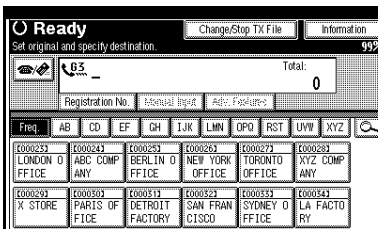
B Select a file whose transmission you want to cancel.
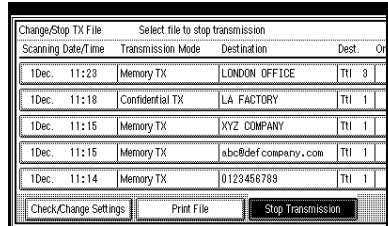
✎ Note

❒ To display only the files being sent, press **[Files under TX]**.

❒ If multiple destinations were specified, only the number of unsent messages appears.

❒ If multiple destinations were specified, only one destination number appears. To display all destinations, press **[Check/Change Settings]**.

C Press **[Stop Transmission].**

The selected file is deleted.

✎ Note

❒ To quit transmission cancel, press **[Save]**.

❒ To cancel another transmission, repeat from step **B**.

D Press **[Exit].**

The standby display appears.

Deleting a Destination

You can delete destinations.

Note

❒ If you delete a destination that is the only destination for a transmission, the transmission is canceled.

A Press [Change/Stop TX File].
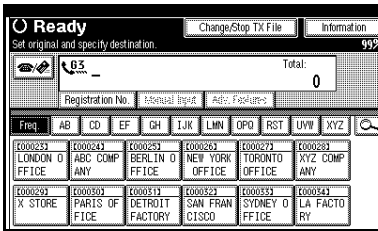
B Press [Check/Change Settings].
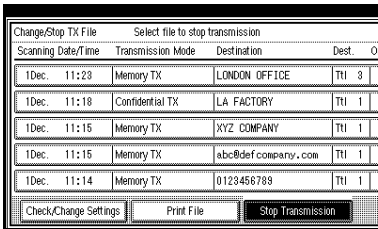
C Select the file from which you want to delete a destination.
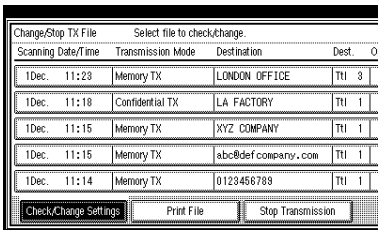
D Press [Change] for the destination you want to delete.
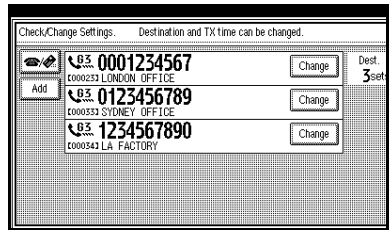
Note

❒ Press ✆◢ to switch the destination between fax number and e-mail address.

E Press [Clear] to delete the destination.
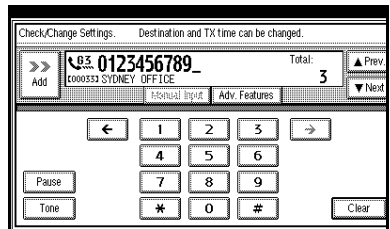
Note

❒ Pressing [Clear] deletes the destination by single digit.

F Press [Exit].

Note

❒ To delete another destination, repeat from step C.

G Press [Exit].

The standby display appears.

Adding a Destination

Note

❒ A destination cannot be added using a destination list.

A Press **[Change/Stop TX File].**

B Press **[Check/Change Settings].**

C Select the file to which you want to add a destination.

D Press **[Add].**

Note

❒ Press 🖅✎ to switch the destination between fax number and e-mail address.

E Specify the destination using the number keys or soft (on-screen) keys.

Note

❒ To add e-mail address, press **[Manual Input]**, and then specify the destination.

❒ You can also program a SUB Code by pressing **[Adv. Features]**.

❒ Repeat steps D and E, if you want to add another destination.

F Press **[Exit].**

G Press **[Exit].**

The standby display appears.

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Changing the Transmission Time

You can change the transmission time specified with Send Later. See p.3 "Sending at a Specific Time (Send Later)".

You can also delete the transmission time. If the transmission time is deleted, the file is transmitted immediately.

A Press **[Change/Stop TX File].**
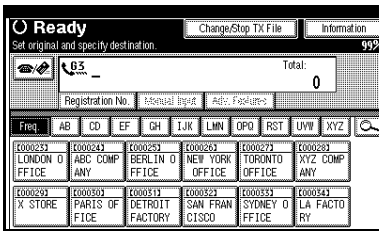
B Press **[Check/Change Settings].**
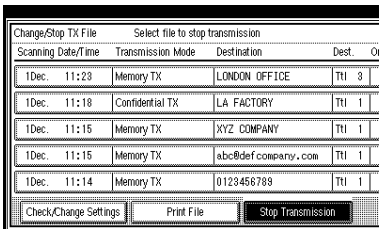
C Select the file for which you want to change or cancel the transmission time.
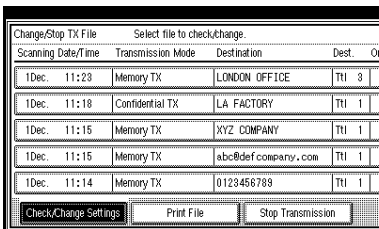
D The recipient appears.

E Press **[Change TX time].**
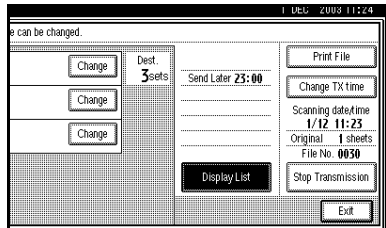
F Press **[Clear], and then re-enter the transmission time using the number keys or select [Economy Time], and then press [OK].**
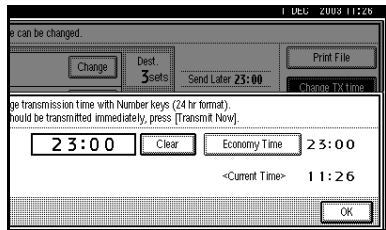
Note

❒ If you select **[Economy Time]**, the economy time already specified is entered. See p.144 "General Settings/Adjustment".

❒ If you press **[Transmit Now]**, the file is transmitted immediately. However, if there is a file on standby, that file is sent first.

G Press **[Exit].**

Note

❒ Repeat from step **C**, if you want to change another transmission time.

H Press **[Exit].**

The standby display appears.

Printing a File

If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

Note

❒ Confidential Transmission files are displayed, but cannot be printed.

❒ You can also print files that have not been successfully transmitted.

A Press [Change/Stop TX File].
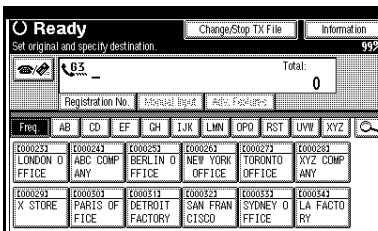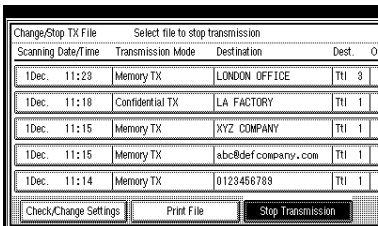
B Press [Print File].

C Select the file you want to print.
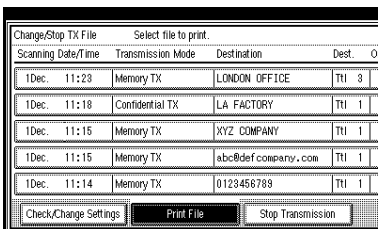
Note

❒ If multiple destinations were specified, only the number of unsent messages appears.

❒ If you want two-sided printing, press **[Print 2 Sides]**.

❒ To cancel printing, press **[Cancel]**. The display returns to that of step **C**.

D Press the 【Start】 key.

Note

❒ To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **C**.

E Press [Exit].

The standby display appears.

Note

❒ Repeat from step **C**, if you want to print another file.

Resending a File

Machine memory stores messages that could not be successfully transmitted using Memory Transmission. Use this procedure to resend these messages.

⚙️ **Preparation**

You should select "Store for 24 hours" for "Store a message that could not be transmitted" in User Parameters. See p.161 "User Parameters" (switch 24, bit 0).

✍️ **Note**

❒ Files that could not be transmitted will be kept for either 24 or 72 hours depending on how you program this function. See p.161 "User Parameters" (switch 24, bit 1).

A **Press [Change/Stop TX File].**
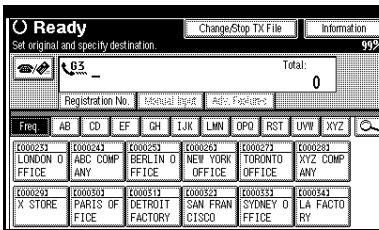
B **Press [Transmit Failed File].**
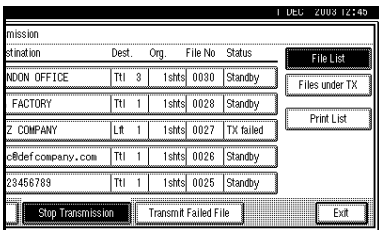
C **Select the file you want to resend.**

"TX failed" is displayed for files that could not be sent.
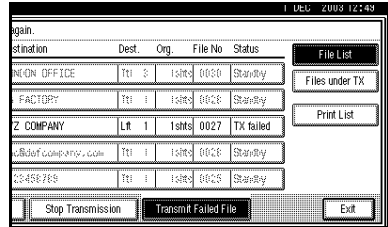
✍️ **Note**

❒ If multiple destinations were specified, only the destination number appears.

❒ If multiple destinations were specified, only the number of unsent messages appears.

D **Press [OK].**

✍️ **Note**

❒ To add destinations, press **[Add]**, and then specify the destinations.

❒ To cancel transmissions, press **[Cancel]**. The display returns to that of step C.

❒ Repeat from step C to resend another file.

E **Press [Exit].**

The standby display appears.

Transmission starts.

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Printing a List of Files in Memory (Print TX File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

❐ The contents of a file stored in memory can also be printed. See p.23 "Printing a File".

A **Press [Change/Stop TX File].**
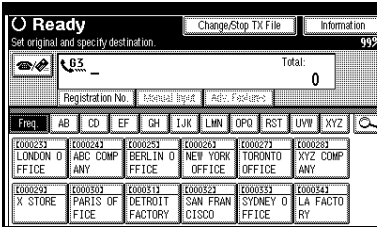
B **Press [Print List].**
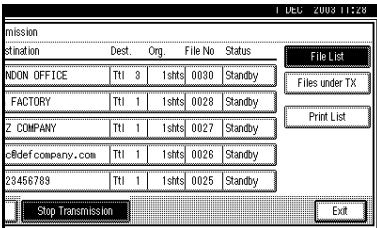
Note

❐ To cancel printing before pressing the 【Start】 key, press **[Cancel]**. The display returns to that of step **B**.

C **Press the 【Start】 key.**

Note

❐ To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **B**.

D **Press [Exit].**

The standby display appears.

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2

Printing the Journal

The Journal contains information about the last 50 communications (maximum) made by your machine. It is printed automatically after every 50 communications (receptions & transmissions).

You can also print a copy of the Journal at any time by following the procedure below.

If the machine is installed with the optional extra G3 interface unit, you can print the Journal of each line type.

⚠️**Important**

❒ The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions. You can check a total of 200 communications (receptions & transmissions) on the display.

❖ **All**

Prints the results of communications in the order made.

❖ **Print per File No.**

Prints only the results of communications specified by file number.

❖ **Print per User Code**

Prints only the results of communications through User Code Management or User Transmission. See p.9 "User code entry display", *Facsimile Reference <Basic Features>* and p.5 "User Transmission".

Note

❒ The setting on the machine can be changed so that user codes will be printed instead of user names. For more information, contact your service representative.

❒ The sender name column of the Journal is useful when you need to program a special sender. See p.165 "Special Senders to Treat Differently".

❒ You can set whether the Journal is automatically printed after every 50 communications in User Parameters. See p.161 "User Parameters" (switch 03, bit 7).

❒ You can set whether you print the Journal by line type. See p.161 "User Parameters" (switch 19, bit 1).

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps ◪ and ◪. See p.145 "Quick Operation Key".

◪ Press **[Information]**.
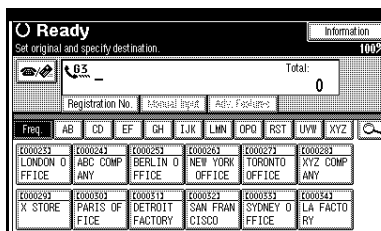
◪ Press **[Print Journal]**.

C **Select a printing mode.**

3

All
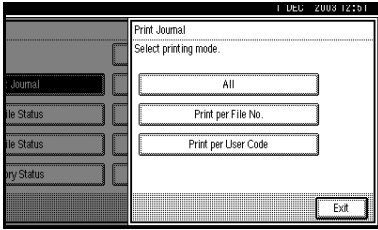
A **Select [All].**

Print per File No.

A **Select [Print per File No.].**

B **Enter a 4-digit file number.**
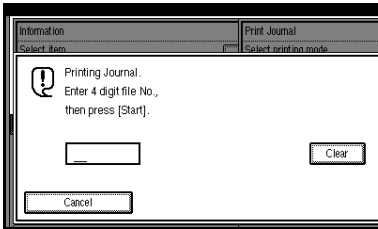
Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】key, and then try again.

Print per User Code

A **Select [Print per User Code].**

B **Specify a user code of up to 8 digits using the number keys, and then press [#].**
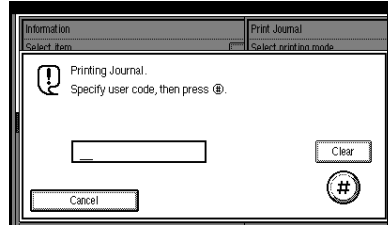
Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[#]**, and then try again.

C **Check the user name shown on the display.**

D **Press the 【Start】 key.**

Note

❒ To cancel a file printing, press **[Stop Printing]**. The display returns to that of step **B**.

E **Press [Exit] twice.**

The standby display appears.

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Journal

AAG011S

1. Printing date

Shows the date and time when the report is printed.

2. Programmed sender name

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.

4. Time

Shows the transmission or reception start time.

5. Other end

❖ For fax destinations

- Shows the name (for display) programmed by the other end.
- Shows the programmed fax number if the name (for display) has not been programmed.
- If neither name nor fax number has been programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.
- The space will be blank for receptions.

🖉 Note

❒ To prioritize a fax number or name programmed in the destination list, contact your service representative.

❖ For Internet Fax destinations

- Shows the e-mail address or name programmed in the destination list for transmissions.
- Shows the number of the destinations after an e-mail address or a name for broadcasting transmissions.
- When receiving a fax, the e-mail address of the sender for receptions.

6. Communication mode

- For fax transmissions and receptions
  After "T" for outgoing fax or "R" for ingoing fax, shows a communication mode. If the optional Extra G3 interface unit has been installed, "G3-1" or "G3-2" will be shown.
- For Internet Fax transmissions and receptions
  After ✎, and "T" for outgoing e-mail or "R" for ingoing e-mail, the communication mode appears in alphabetical letters or symbols. Outgoing e-mail set for Reception Notice of E-mail Options bears a "Q", whereas "A" appears with reception confirmation e-mails.

7. Communication time

Shows time taken for transmissions or receptions.

8. Number of pages

Shows the number of pages transmitted or received.

9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown.

--: The Internet Fax was document sent to the mail server programmed in this machine. (However , this does not mean the e-mail was delivered.)

Error: A communication error occurred.

D: Power was disconnected during communication. Not all fax messages were transmitted.

10. User name

Shows the user name programmed for user code use restriction or User Transmission.

11. File number

Shows file management numbers.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result Report on the display.

Note

❒ Only the transmission result of the last 200 communications (receptions & transmissions) are shown.

❒ You can view sent fax messages and their lists, using a network computer Web browser. For details, see the Web browser's Help.

❒ If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps A and B. See p.145 "Quick Operation Key".

A Press [Information].
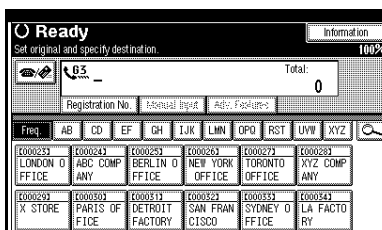
B Select [TX File Status].

C Check the transmission results.

Transmission results are displayed, from the latest result down, in groups of six.

Note

❒ When a fax is sent, "Destination" shows the Own Fax Number or Fax Header information of a receiver. The e-mail address and name programmed in the destination list appears in the "To" field of the sent Internet Fax document. For a transmission from a computer, "-- LAN-Fax -->" is shown.

D Press [Exit] twice.

The standby display appears.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result Report on the display.

✐ Note

❒ Only the reception result of the last 200 communications (receptions & transmissions) are shown.

❒ You can view received fax messages and their lists, using a network computer Web browser. For details, see the Web browser's Help.

❒ If a message is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps A and B. See p.145 "Quick Operation Key".

A Press [Information].
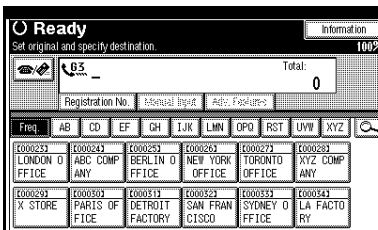
B Select [RX File Status].

C Check the reception results.

Reception results are displayed from the latest result in groups of six.

✐ Note

❒ When a fax is received, Transmission Station shows the fax number of a sender or Fax Header information. The sender's e-mail address appears in the "From" field of the received Internet Fax.

D Press [Exit] twice.

The standby display appears.

Displaying the Memory Status

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, the number of Memory Lock files and the number of received messages to be printed.

A **Press [Information].**
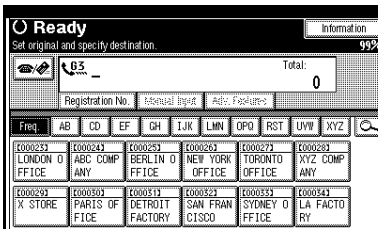
B **Press [Memory Status].**

C **Check the memory status.**
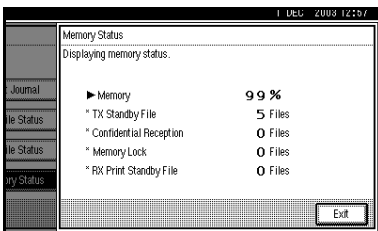
📎 Note

❒ "Others" will be displayed:

- When storing attachment files. See p.65 "Sending an Auto Document".

- When storing Transfer Request files. See p.52 "Transfer Request".

- When storing originals in the Information Boxes. See p.43 "Storing Messages in Information Boxes".

- When sending to the Personal Box. See p.41 "Printing Personal Box Messages".

❒ If you have made the machine save received messages on the hard disk, see "RX Print Standby File" on the display to check the number.

D **Press [Exit] twice.**

The standby display appears.

Printing/Deleting Received and Stored Documents (Print Stored RX File)

You can print documents that are received and stored on the hard disk. You can also delete unwanted documents.
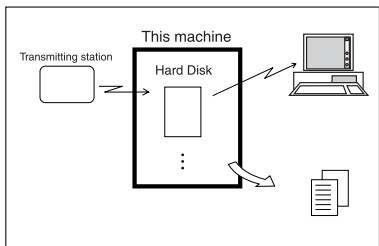
GFJYUS5E

📋 **Preparation**

Make a setting for received and stored documents before using this function. See p.186 "Storing or Printing Received Documents".

🖉 **Note**

❒ If you have selected to store received documents and specified an e-mail address for notification of receipt, fax reception notification can be sent to that e-mail address. See p.187 "Reception Report e-mail".

❒ You can store up to 400 received documents on the hard disk (800 with the optional fax function upgrade unit).

❒ You can view and/or print received and stored documents using a Web browser or Desktop-Binder V2 Lite. See p.121 "Viewing Fax Information Using a Web Browser" or the DesktopBinder V2 Lite's manuals and Help.

Printing Received and Stored Documents

Use the following procedure to print documents saved on the hard disk.

🖉 **Note**

❒ This function allows you to print only received and stored documents.

❒ You cannot print and delete received documents using the Document Server function.

❒ You can specify and print multiple documents. You can specify a maximum of 30 documents at one time.

A **Press [Information].**
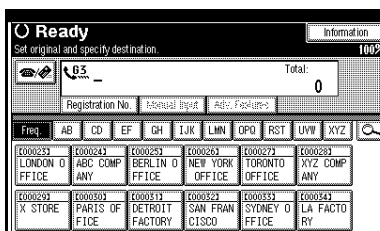
B **Press [Print Stored RX File].**

C **Select a file to be printed, and then press [Print].**
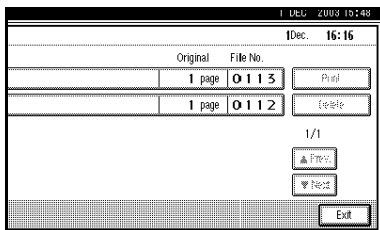
D Select the printing mode, and then press the 【**Start**】 key.

✐ Note

❒ To cancel printing, press **[Cancel]**. The display returns to that of step **C**.

❒ To delete the document after printing, press **[Delete File after Printing]**.

❒ To perform 2-sided printing, press **[Print on 2 Sides]** before pressing the 【**Start**】 key.

E Press **[Exit]** twice.

The standby display appears.

Deleting Received and Stored Documents

Use the following procedure to delete documents stored on the hard disk.

✐ Note

❒ You cannot delete a document while another person is previewing or printing it using a Web browser or DesktopBinder V2 Lite.

❒ You can specify and print multiple documents. You can specify a maximum of 30 documents at one time.

A Press **[Information]**.

B Press **[Print Stored RX File]**.

C Select a file to be deleted, and then press **[Delete]**.
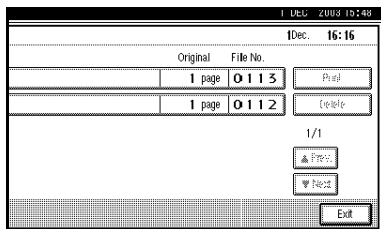
D Press **[Yes]**.

✐ Note

❒ To cancel a deletion, press **[No]**. The display returns to that of step **C**.

E Press **[Exit]** twice.

The standby display appears.
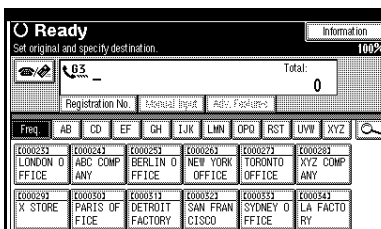
Printing a Confidential Message

This function is designed to prevent unauthorized users from reading your messages. If someone sends you a message using Confidential Transmission, it is stored in memory but not automatically printed. To print the message you have to enter the Confidential ID Code. When your machine has received a confidential message, the **Confidential File** (📧) indicator lights.

📖 **Preparation**

Before using this function, program your Confidential ID. See p.184 "Programming a Confidential ID".

🔩**Important**

❒ If the main power switch is off more than one hour, all confidential messages are deleted. When this happens, use the Power Failure Report to identify which messages have been deleted. See p.190 "Turning Off the Main Power / When a Power Failure Occurs".

🔆 **Limitation**

❒ You must program the Confidential ID for Confidential Reception to work.

📝 **Note**

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **B** and **C**. See p.145 "Quick Operation Key".

A **Confirm that the Confidential File indicator is lit.**

ZFLS150E
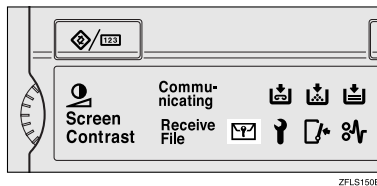
B **Press [Information].**
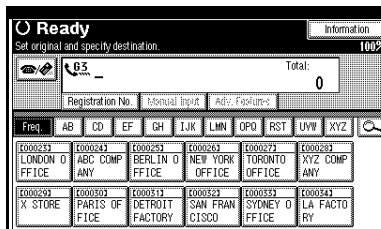
C **Press [Print Confidential RX File].**

📝 **Note**

❒ If no confidential messages have been received, the message "No reception file." is shown. Press **[Exit]**.

D **Enter a 4-digit Confidential ID using the number keys, and then press the 【Start】 key.**
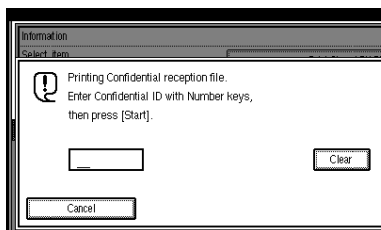
The Confidential ID differs depending on the Sender's specifications.

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✐ Note

❒ You must enter the Confidential ID programmed in this machine, if the received file has no Confidential ID.

❒ You must enter the Confidential ID programmed by the sender. Confirm the sender's Confidential ID in advance.

❒ If the Confidential IDs or Personal Confidential IDs do not match, the message "`No reception file under specified Confidential ID.`" appears. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party, and then try again.

E **Press [Exit].**

The standby display appears.

- -

☼ If you cannot print confidential files even if the Confidential File (▣) indicator is lit.

The Confidential File indicator also lights if the machine received a message with a SUB Code. Check the Personal Boxes.

✐ Note

❒ Print from the Personal Box, when a file has been sent from another party with a SUB Code attached. See p.41 "Printing Personal Box Messages".

- -

Confidential File Report

When this function is turned on, this report is printed whenever your machine receives a confidential message.

✐ Note

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 04, bit 0).

3

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Printing a File Received with Memory Lock

This is a security function designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID Code. When your machine has received a message with Memory Lock, the **Confidential File** (📑) indicator blinks.

📖 Preparation

Before using this function, program your Memory Lock ID. See p.185 "Programming a Memory Lock ID".

Before using this function, set Memory Lock to On. See p.167 "Memory Lock".

🛠️Important

❒ If the main power switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. See p.190 "Turning Off the Main Power / When a Power Failure Occurs".

📝 Note

❒ If Memory Lock and received document storage are both set to on, Memory Lock is unavailable and received documents become stored documents. For details, see p.186 "Storing or Printing Received Documents" and p.34 "Printing/Deleting Received and Stored Documents (Print Stored RX File)".

❒ Even when Memory Lock is available, if free memory is insufficient, reception is not possible.

❒ You can also apply a Memory Lock to messages that come only from certain senders. See p.168 "Programming/ Changing Special Senders".

❒ Messages received by Polling Reception are automatically printed even if this function is switched on.

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **B** and **C**. See p.145 "Quick Operation Key".

A **Confirm that the Confidential File indicator is blinking.**

ZFLS150E
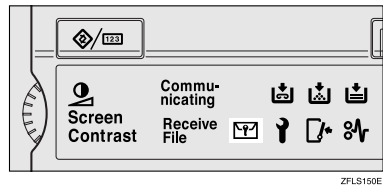
B **Press [Information].**

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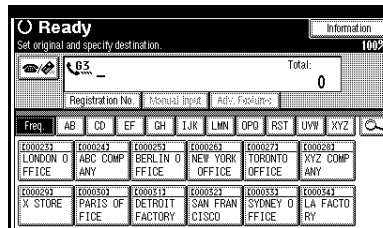
C **Press [Print Memory Lock].**

✎ **Note**

❒ If no messages were received while Memory Lock was switched on, the message "No reception file." is shown. Press **[Exit]** .

D **Enter a 4-digit Memory Lock ID with the number keys, and then press the 【Start】 key.**
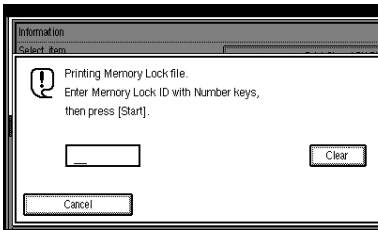
✎ **Note**

❒ If the Memory Lock ID does not match, the message "Specified code does not correspond to programed Memory Lock ID." appears. Press **[Exit]** and retry after checking the Memory Lock ID.

E **Press [Exit].**

The standby display appears.

Personal Boxes

ℹ️ Preparation

Before using this function, set the Personal Box in advance. See p.174 "Programming/changing Personal Boxes".

Personal Boxes

This function lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately.

Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the receiver. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a received message.

This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify. You can specify a fax number or an e-mail address. See p.174 "Programming/changing Personal Boxes".

GFSINB0N
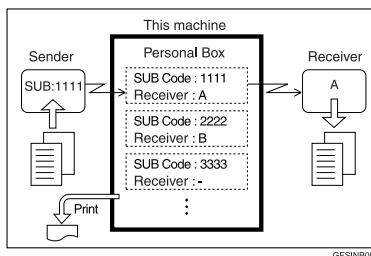
- To be able to receive messages into a Personal Box you must inform the sender of the SUB Code programmed for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. See p.49 "SUB Code".

- When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed. See p.37 "Confidential File Report".

- If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a Forwarding Mark stamped on them. See p.159 "Forwarding Mark".

- If a receiver is not assigned, print these messages. See p.41 "Printing Personal Box Messages".

❖ **SUB Code and SEP Code**

SUB Code and SEP Code are IDs consisting of up to 20 digits, and can include numbers, #, *, and spaces. To use this function, you must program a box and SUB/SEP Code beforehand. The other party can send messages to, and retrieve stored messages from, this box using the code.

Note

❒ This function is not available when you have set received documents to be delivered to the network delivery server.

Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

Note

❒ If you print a Personal Box message, it is deleted.

A **Make sure that the Confidential File indicator is lit.**
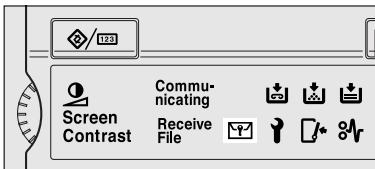
ZFLS150E

B **Press [Information].**
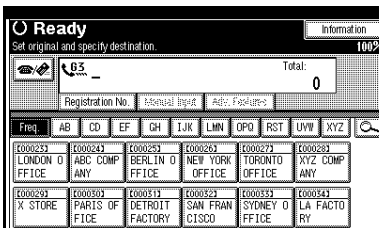
C **Press [Print Personal Box File].**

D **Select the box with the message you want to print.**
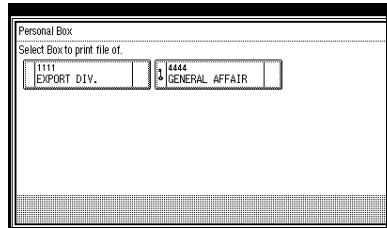
When a password is required

The display appears, when the selected Personal Box password is set in advance.

Note

❒ The password is programmed in "Key Operator Tools". See p.174 "Programming/changing Personal Boxes".
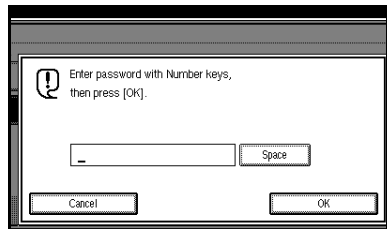
A **Enter the password, and then press [OK].**

Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

❒ To cancel entering a password, press **[Cancel]**. The display returns to that of step D.

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E **Press the 【Start】 key.**

✍ Note

❒ To stop printing, press **[Stop Printing]**. The display returns to that of step **D**.

F **Press [Exit].**

✍ Note

❒ To print a message in another Personal Box, refer to step **D**, and then try again.

G **Press [Exit].**

The standby display appears.

Information Boxes

ⓘ Preparation

Before using this function, set the Information Box in advance. See p.177 "Programming/changing Information Boxes".

Information Boxes

Use the Information Box function to set up the machine as Document Server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.
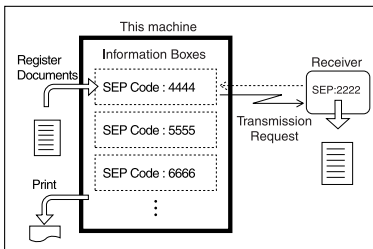
GFKEIB0N

- You can program documents for this function with "Store/Delete/Print Information Box File". See p.43 "Storing Messages in Information Boxes".

- For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.

- When an SEP Code Polling Reception request is made by another party, the SEP Code they specify is matched against the SEP Codes programmed in that Information Boxes. If a code matches, the message stored in the Information Box is sent to the other party automatically. See p.49 "SUB Code".

- You can check the contents of Information Boxes with "Store/Delete/Print Information Box File". See p.45 "Printing Information Box Messages".

- You can set a password for Information Boxes in advance. A password can be set in "Key Operator Setting". See p.177 "Programming/changing Information Boxes".

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

✎ Note

❒ One Information Box stores one file.

❒ The stored file is not deleted automatically. If you want to delete a stored file, see p.46 "Deleting Information Box Messages".

A Press **[Information].**
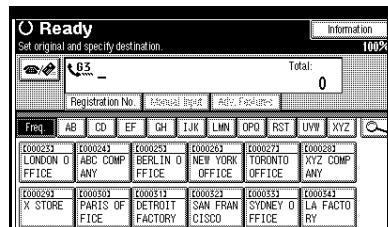
B Press **[Store/Delete/Print Information Box File.].**

3

C **Select the box in which you want to store the file.**
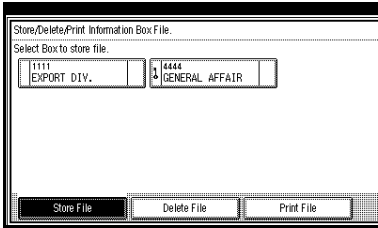
Note

❒ When there are pre-programmed files, a file mark is displayed at the end of the Box Name.

❒ A message is displayed, when selecting a box with a file stored in it. Press **[Yes]**, when changing the file name. The file stored originally will be overwritten.

When a password is required
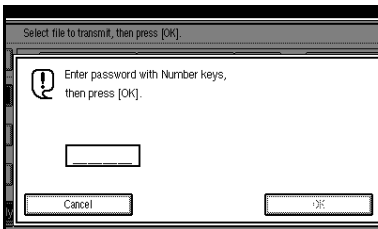
A **Enter the password, and then press [OK].**

Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

❒ To cancel entering a password, press **[Cancel]**. The display returns to that of step **C**.

D **Place the original, and then select the scan settings you require.**

Note

❒ You can also select the following settings:

   • Book Fax

   • Two-Sided Original (The optional ADF is required.)

   • Stamp (The optional ADF is required.)

Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

E **Press the 【Start】 key.**

The machine starts to scan the original.

To stop scanning, press **[Stop Scanning]**. The display returns to that of step **C**.

F **Press [Exit].**

Note

❒ To store a message in another Information Box, return to step **C**.

G **Press [Exit].**

The standby display appears.

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Printing Information Box Messages

Follow these steps to print a message stored in an Information Box.
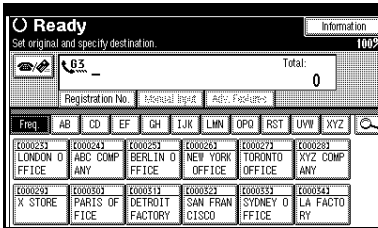
A **Press [Information].**

B **Press [Store/Delete/Print Information Box File.].**

C **Press [Print File].**

D **Select the box that contains the stored file you want to print.**
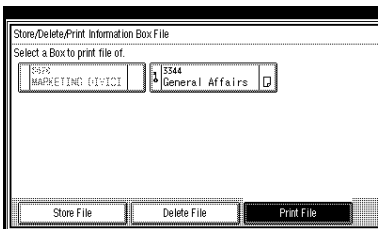
Note

❒ You cannot select a box that has no stored file.

When a password is required
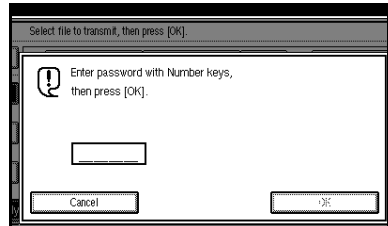
A **Enter the password, and then press [OK].**

Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

❒ To cancel entering a password, press **[Cancel]**. The display returns to that of step **D**.

E **Press the 【Start】 key.**

Note

❒ If you want two-sided printing, press **[Print 2 Sides]** before pressing the 【**Start**】 key.

❒ To stop printing before pressing the 【**Start**】 key, press **[Cancel]**. The display returns to that of step **D**.

❒ To stop printing after pressing the 【**Start**】 key, press **[Stop Printing]**. The display returns to that of step **D**.

F **Press [Exit].**

Note

❒ Repeat from step **D** to print another stored file in the box.

G **Press [Exit].**

The standby display appears.

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Deleting Information Box Messages

Follow these steps to delete a file stored in an Information Box.
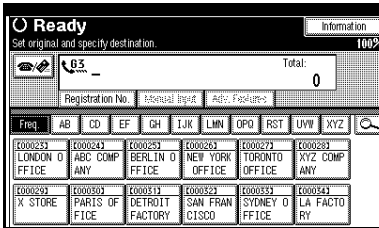
A Press [Information].

B Press [Store/Delete/Print Information Box File.].

C Press [Delete File].

D Select the box that contains the stored file you want to delete.
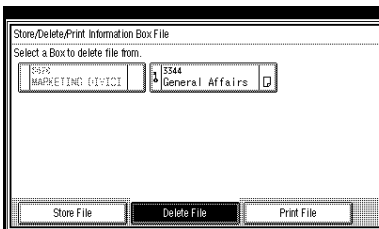
When a password is required
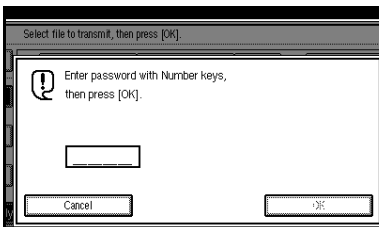
A Enter the password, and then press [OK].

✎ Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

❒ To cancel entering a password, press **[Cancel]**. The display returns to that of step **D**.

E Press [Delete].

✎ Note

❒ To stop deleting, press **[Do not Delete]**. The display returns to that of step **D**.

F Press [Exit].

✎ Note

❒ Repeat from step **D** to delete another stored file in another box.

G Press [Exit].

The standby display appears.

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4. Other Transmission Features

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

✐ **Note**
❒ Maximum length of a telephone or fax number: 128 digits

❒ For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.

❒ You cannot use this function with Internet Fax transmission.

❒ The Advanced Features function programmed in the destination list is unavailable.

(Example) 01133-1-555333

Assume that 01133 is stored in a Quick Dial key.

🔢 Place the original, and then select the scan settings you require.

🔢 Press the Quick Dial key that is programmed "01133".

🔢 Press the 【Pause/Redial】 key.

🔢 Enter 【1】, 【5】, 【5】, 【5】, 【3】, 【3】, 【3】 using the number keys.

🔢 Press the 【Start】 key.

Redial

The machine stores the last 10 destinations specified. If you want to send a message to a destination which you sent faxes to recently, the Redial function saves you time by finding and entering the destination again.

💡 **Limitation**
❒ The following kinds of destinations are not stored:
  • Quick Dials
  • Group Dials
  • Destinations dialed as Receiving Stations for Transfer Request
  • Forwarding terminal of the Substitute Reception
  • Destinations dialed using the external telephone
  • Destinations dialed by Redial (regarded as already stored in memory)
  • Second and later destinations broadcasted to

❒ To redial a fax number, do not dial any numbers before you press the 【Pause/Redial】 key. If you press the 【Pause/Redial】 key after entering numbers using the number keys, a pause will be entered instead.

✐ **Note**
❒ Redial can be used to specify Internet Fax recipients. To redial e-mail address, do not enter any characters before you press **[Manual Input]**.

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A **Place the original, and then select the scan settings you require.**

B **Press the 【Pause/Redial】 key.**

ZFLS090E
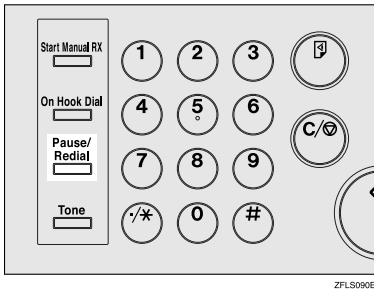
C **Select the destination you want to redial to.**
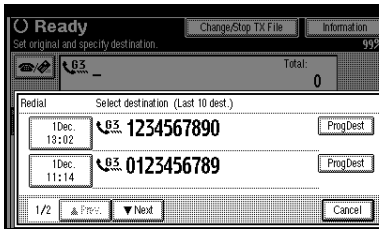
✐ Note

❒ Now that the date and time the original was read appears as a key, select by pressing it.

❒ When you press **[ProgDest]**, you can register a selected recipient in the destination list.

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Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send messages to fax machines of the same manufacturer that have the Confidential Reception function. See p.8 "Confidential Transmission". However, if the other machine supports a similar function called "SUB Code", you can send fax messages to the other party using this method instead.

✎ Note

❒ The ID can be up to 20 digits long.

❒ You can enter numbers, *, #, and spaces to program an ID.

❒ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.

❒ You can store IDs in destination lists and Programs. See "Registering a Fax Destination", *General Settings Guide*. See p.127 "Registering and Changing Keystroke Programs".

❒ Messages you send using this function are marked "SUB" on all reports.

❒ This function is not available with Internet Fax.

A **Place the original, and then select the scan settings you require.**

⌕ Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Dial the fax number using the number keys.**

C **Press [Adv. Features].**
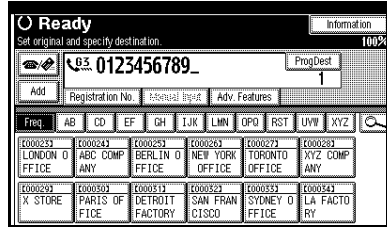
D **Press [SUB Code].**

E **Press [TX SUB Code].**

F **Enter a SUB Code, and then press [OK].**
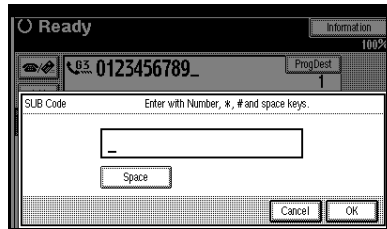
"SUB Code" appears one line above **[Adv. Features]** on the display.

✎ Note

❒ If you make a mistake, press **[Cancel]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

G **To enter a password, press [Password (SID)].**

H **Enter the password with the number keys, and then press [OK].**

I **Press [Exit].**

J Press the 【Start】 key.

✎ **Note**

❒ If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press **[OK]** to cancel the transmission.

SID Code

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function.

✎ **Note**

❒ The ID can be up to 20 digits long.

❒ You can enter numbers, *, #, and spaces to program an ID.

❒ You can store IDs in destination lists and Programs. See p.127 "Registering and Changing Keystroke Programs". See "Registering a Fax Destination", *General Settings Guide*.

❒ Messages you send using this function are marked "SID" on all reports.

SEP Code

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception function and the same manufacturer. However, if a machine of another manufacturer supports Polling Reception, you can receive fax messages from the other party using this method instead.

You can receive messages that have the same SEP Code as the SEP Code you entered.

✎ **Note**

❒ The ID can be up to 20 digits long.

❒ Make sure the number of digits in the ID matches the one set on the machine to which you are sending.

❒ You can enter numbers, *, #, and spaces to program an ID.

❒ You can store IDs in destination lists and Programs. See "Registering a Fax Destination", *General Settings Guide*. See p.127 "Registering and Changing Keystroke Programs".

❒ Messages you receive using this function are marked "SEP" on all reports.

❒ This function is not available with Internet Fax.

A Dial the fax number using the number keys.

B Press [Adv. Features].
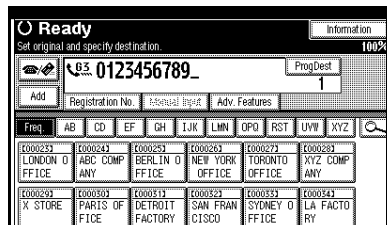
C Press **[SEP Code]**.

D Press **[RX SEP Code]**.

E Enter a SEP Code, and then press **[OK]**.
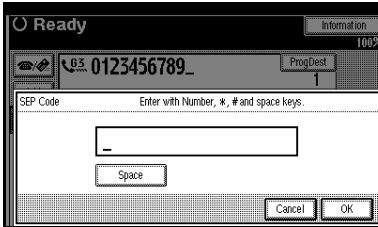
"SEP Code" appears one line above **[Adv. Features]** on the display.

✎ Note

❒ If you make a mistake, press **[Cancel]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

F To enter a password, press **[Password (PWD)]**.

G Enter the password using the number keys, and then press **[OK]**.

H Press **[Exit]**.

I Press **[Transmission Mode]**.
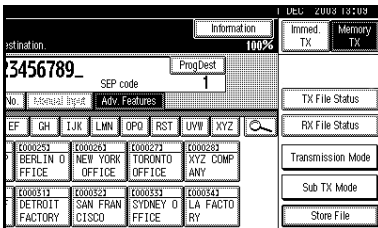
J Press **[Polling RX]**.

K Press **[Default ID/Free Polling RX]**, and then press **[OK]**.
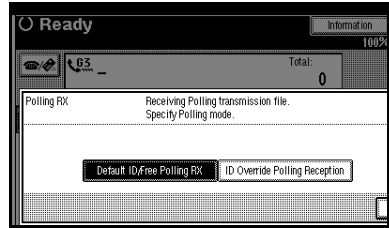
[Polling RX] is highlighted, and "Deflt ID/Free Poll." is shown.

✎ Note

❒ To cancel Polling RX, press **[Cancel]**. The display returns to that of step **J**.

L Press **[OK]**.

The standby display appears.

M Press the 【**Start**】 key.

PWD Code

There are times you may want to use a password when receiving faxes by polling using the SEP Code function.

✎ Note

❒ The password can be up to 20 digits long.

❒ You can enter numbers, *, #, and spaces as a password.

❒ You can store IDs in destination lists and Programs. See "Registering a Fax Destination", *General Settings Guide*. See p.127 "Registering and Changing Keystroke Programs".

❒ Messages you send using this function are marked "PWD" on all reports.

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Transfer Request

Transfer Request allows fax machines that have this function to automatically transfer incoming messages to multiple fax destinations. This function helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

Transfer Requests can be sent by fax or e-mail.

The diagram below may make the concept clearer.
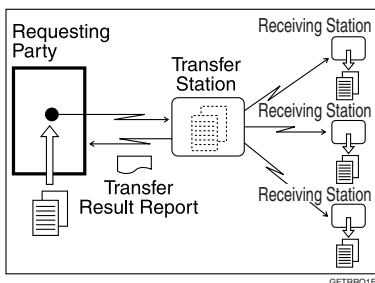
GFTRRQ1E

The following terminologies are used in this section:

❖ **Requesting Party**
The machine where the message originates.

❖ **Transfer Station**
The machine that forwards the incoming message to another destination.

❖ **Receiving Station**
The facsimile or computer that received the message from the Transfer Station.

📑 **Preparation**

Before you can use this function, you must make the following preparations:

- Program each Transfer Station number in this machine (Requesting Party) and in the Transfer Station itself. See p.183 "Transfer Report".

- Program the same Polling ID in both this machine (Requesting Party) and the Transfer Station. See p.185 "Programming a Polling ID".

- To send a Transfer Request by fax, the Transfer Station must be a fax machine of the same manufacturer and have the Transfer Station function.

- To send a Transfer Request by e-mail, Transfer Station must be a fax machine of the same manufacturer that supports Internet Fax.

- You cannot use Transfer Request without programming the fax number of the Requesting Party in a Quick Dial or Speed Dial.

- The Receiving Station's fax number must be programmed in the Transfer Station's Quick Dial, Speed Dial or Group Dial.

🖉 **Note**

❒ You can specify up to 500 Transfer Stations in a Transfer Request.

❒ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station's Group, the Group counts as a single receiver.

❒ You can specify up to 100 Receiving Stations and Transfer Stations in total.

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❐ When a Transfer Request is sent by e-mail, as soon as the Transfer Station completes transfer to all Receiving Stations, it sends back a Transfer Result Report by e-mail. See p.91 "Transfer Result Report (transfer request by e-mail)".

❐ When a Transfer Request is sent by e-mail to a computer or facsimile without the Transfer Request function, that machine receives it as ordinary e-mail. It does not transfer the message nor send an error report back to the Requesting Party. To send Transfer Request by e-mail, use a Transfer Station that supports Internet Fax and has the Transfer Station function.

❐ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **C** and **D**. See p.145 "Quick Operation Key".

A Place the original, and then select any scan settings you require.

✐ **Note**

❐ When sending a Transfer Request by e-mail, sent text size is **[Detail]**, even if **[Super Fine]** is selected.

❐ Transfer Requests by e-mail are sent at A4 width. Wider originals are reduced to A4 width.

✐ **Reference**

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B Specify a Transfer Station.

✐ **Note**

❐ Specify whether to enter the Transfer Station's fax number or e-mail address directly, or to use the destination list.

❐ If you make a mistake, press the 【Clear/Stop】 key, and then try again.

❐ When a Transfer Request is sent by e-mail, e-mail options can be set. See steps **B** and **C** on p.52 "Sending Internet Fax Documents", *Facsimile Reference <Basic Features>*.

✐ **Reference**

p.35 "Entering a Fax Number", *Facsimile Reference <Basic Features>*

p.37 "Entering an E-mail Address", *Facsimile Reference <Basic Features>*

p.38 "Using Destination Lists", *Facsimile Reference <Basic Features>*

C Press **[Adv. Features]**.

D Select **[Transfer Req.]**.

E Press **[Receiving Station]**.

F **Specify a Receiving Station.**
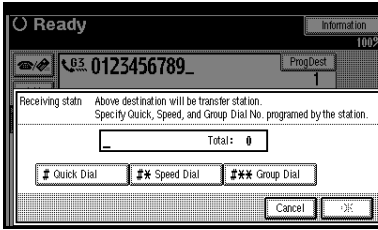
Note

❒ You cannot enter Receiving Station numbers directly. The numbers must be stored in destination lists, Speed Dial, or Groups in the Transfer Station(s). To specify a Receiving Station, use the procedure described below.

❒ To cancel the Transfer Request, press **[Cancel]**. The display returns to that of step **E**.

Destination List

A **Select [# Quick Dial].**

B **Enter the registration number of the destination list where the Receiving Station is stored.**

For example, to select the registration number stored in Quick Dial 01 of the Transfer Station, enter: **【0】【1】**.

Note

❒ You can enter up to five digits.

Speed Dial

A **Select [#✳ Speed Dial].**

B **Enter the number of the Speed Dial code.**

For example, to select the number stored in Speed Dial 12 of the Transfer Station, enter: **【1】【2】**.

Group Dial

A **Select [#✳✳ Group Dial].**

B **Enter the number of the Group number.**

For example, to select the number stored in Group Dial 04 of the Transfer Station, enter: **【0】【4】**.

G **To specify another Receiving Station, press [Add].**

Note

❒ Press **[▲ Prev.]** or **[▼ Next]** to see the Receiving Stations already entered. You can select a Receiving Station from this list and remove it by pressing **[Clear]** or the **【Clear/Stop】** key.

H **When you have specified all the Receiving Stations, press [OK].**

I **Press [Exit].**
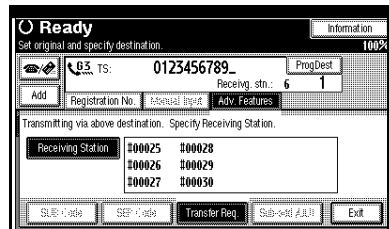
The Transfer Stations and Receiving Stations are displayed.

J **Press the 【Start】 key.**

With transfer requests set in the system settings

You can program a Quick Dial key with Transfer Station and/or Receiving Station using the Transfer Request function in the System Settings. See "Registering the Transfer Request", *General Settings Guide*.

A **Place the original down, and then select the desired settings.**

🔎**Reference**

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press the key programmed with Transfer Request.**
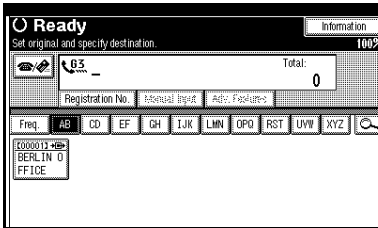
C **Press the 【Start】 key.**

💡**Setting Multistep Transfer**

Program a Transfer Station in a destination list. When receiving a Transfer Request that specifies the same Receiving Station as programmed in the destination list, this machine sends a Transfer Request to the programmed Transfer Station. This function allows fax messages to be transferred via multiple stations and makes fax message transfer more efficient.

You can program up to 30 Receiving Stations per Transfer Station. For more information, contact your service representative.

4

On Hook Dial

The On Hook Dial function allows you to dial while hearing tone from the internal speaker. You can send a fax checking the connection.

❣ Limitation

❒ This function is unavailable for the optional extra G3 interface unit.

🖉 Note

❒ This function is unavailable in some countries.

❒ If a Transmission Result Report (Immediate Transmission) is printed, On Hook Dial transmission results are not mentioned on the report.

A **Place the original, and then select the scan settings you require.**

🔎 Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press the 【On Hook Dial】 key.**
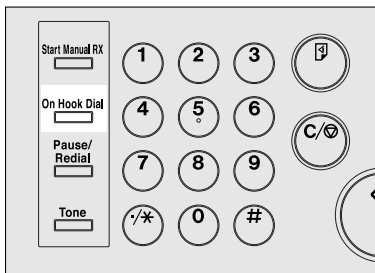
ZFLS120E

You will hear a low tone from the internal speaker.

🖉 Note

❒ If you want to cancel this operation, press the 【On Hook Dial】 key again.

C **Dial.**
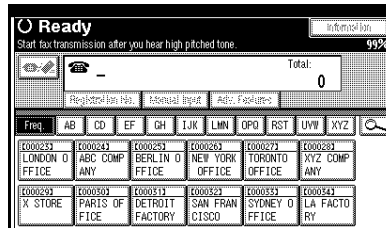
The machine immediately dials the destination.

🖉 Note

❒ You can adjust the volume of the On-hook sound by pressing **[Higher]** or **[Lower]** in the upper right-hand corner of the display. The volume can also be preprogrammed in "General Settings and Adjustments". See p.73 "Adjusting the Volume", *Facsimile Reference <Basic Features>* and p.144 "General Settings/Adjustment".

❒ If you make a mistake, press the 【On Hook Dial】 or 【Clear Modes】 key, and then return to step **B**.

D **When the line is connected and you hear a high-pitched tone, press the 【Start】 key.**

The transmission starts.

🖉 Note

❒ After transmission, the machine returns to standby mode.

❒ If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

◇External Telephone On Hook Dial

If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the 【Start】 key, pick up the external telephone and tell the receiver you want to send a fax message (ask them to switch to facsimile mode).

Manual Dial

The external telephone is required.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message. If, on the other hand, you hear a voice at the other end, continue conversation as normal.

☝ Limitation

❒ This function is unavailable for the optional extra G3 interface unit.

❒ If Transmission Result Report (Immediate Transmission) is printed, the result of a transmission with Manual Dial is not mentioned in the report.

A Place the original, and then select the scan settings you require.

🔎 Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B Pick up the external telephone.

You will hear a tone.

C Dial.
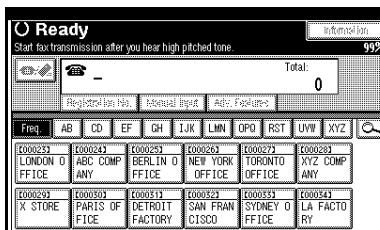
The machine immediately dials the destination.

📝 Note

❒ If you make a mistake, replace the external telephone, and then try again from step B.

D When the line is connected and you hear a high-pitched tone, press the 【Start】 key to send your fax message.

The transmission starts.

📝 Note

❒ If you hear a voice, tell the receiver that you want to send them a fax message (ask them to switch to facsimile mode).

E Replace the handset of the external telephone.

After transmission, the standby display appears.

📝 Note

❒ If you want to cancel a transmission, press the 【Clear/Stop】 key, and then remove the originals.

Changing the Line Port

The optional extra G3 interface unit is required.

When the extra G3 interface unit is installed, you can connect to a maximum of two ports.

Note

❒ When you install the extra G3 interface unit, you can specify the line port home position from "General Settings and Adjustment". See p.144 "General Settings/Adjustment".

❒ When sending a fax, you can select the line port if dialing with the number keys or Chain Dial.

❖ G3

G3 is selected after power up or when the machine is reset. If you install the extra G3 interface unit, you can select "G3-1", "G3-2", or "G3 Auto"depending on the number of the installed unit.
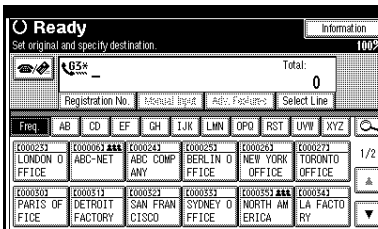
❖ Multi-port

When the extra G3 interface unit is installed, communications can take place simultaneously through two lines at once.

The following list shows protocol combinations available for each line type.

Option	Available line types	Available protocol combinations
Without option	PSTN	G3
Extra G3 interface unit	PSTN+ PSTN	G3+G3

Note

❒ A maximum of two communications can take place simultaneously.

❒ You cannot perform two Immediate Transmissions simultaneously.

❒ If two communications are in progress, the display shows the first communication that was initiated.

A Press **[Select Line].**

4
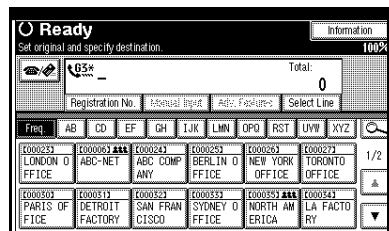
B **Select the line you want to use.**

When one optional extra G3 unit is installed.
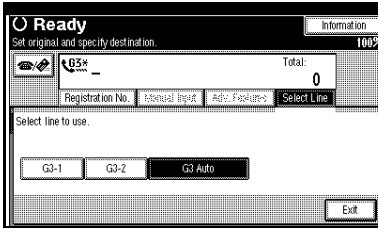
Note

❒ If you select "G3 Auto", the machine will use any available line. This increases efficiency.

C **Press [Exit].**

The standby display appears.

Sub Transmission Mode

Book Fax

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.
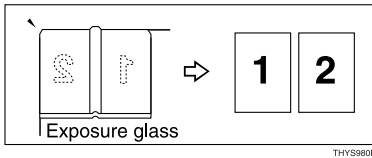
Exposure glass

THYS980E

⚠ Limitation

❒ Place the original on the exposure glass. You cannot use the optional ADF.

❒ Depending on paper sizes available in the destination machine, the message may be reduced when printed at the other end.

🖉 Note

❒ You can have bound originals scanned as left or right page first. You can set which page (left or right) the machine scans first as default with the User Parameters. See p.161 "User Parameters" (switch 06, bit 6).

❒ When using the Internet Fax function, documents transmitted are sent at A4 width. Documents larger than A4 are reduced to A4 width. See p.13 "Placing Originals", *Facsimile Reference <Basic Features>*.

A **Place the original on the exposure glass, and then select the scan settings you require.**

🔎 Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [Sub TX Mode].**
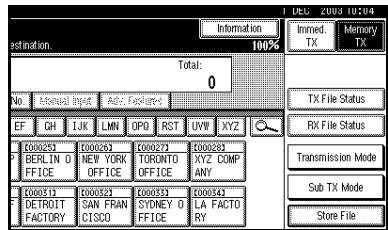
C **Press [Book Fax].**

D **Select the size of the original.**
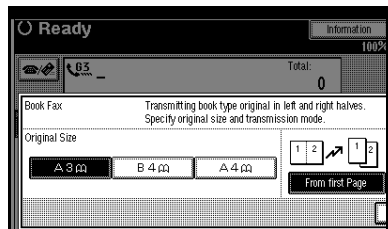
🖉 Note

❒ To cancel this mode, press **[Cancel]**. The display returns to that of step **C**.

❒ If you select A3, the original will be sent using Image Rotation Transmission. See p.80 "Transmission with Image Rotation".

E Select **[From first Page]** or **[From second Page]**, and then press **[OK]**.
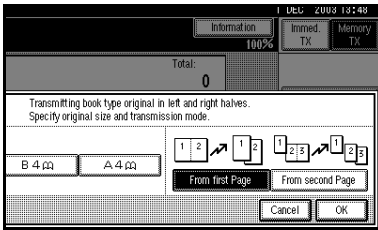
The selected original size is shown above the highlighted **[Book Fax]**.

Note

❐ Select **[From first Page]** to send a book original from the first page.

❐ Select **[From second Page]** if you want to send a cover letter as the first page.

❐ To cancel this mode, press **[Cancel]**. The display returns to that of step **C**.

F Press **[OK]**.

G Specify a destination, and then press the **【Start】** key.

Note

❐ When sending more than one page, place the originals individually, one after the other, pressing the **【Start】** key after each page.

❐ After the last original has been scanned, press **[⊕]**.

❐ If **[⊕]** is not pressed, the machine will automatically start sending the documents, 60 seconds after the last original has been scanned.

Two-Sided Transmission (Double-Sided Transmission)

The optional ADF is required.

Use this function to send two-sided originals.

Note

❐ Originals placed on the exposure glass cannot be sent.

❐ The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the "Original Position" and "Page Opening Orientation".

GHPY020E

GHPY030E

See p.80 "Transmission with Image Rotation"

❒ This function is only available with Memory Transmission.

❒ This function is only available with the ADF.

❒ You can confirm whether both sides were properly scanned using the Stamp function. See p.73 "Stamp".

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps ❷ and ❸. See p.145 "Quick Operation Key".

A **Place the original in the ADF, and then select the scan settings you require.**

🔎 Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [Sub TX Mode].**
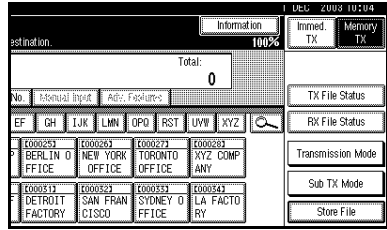
C **Press [2 Sided Original].**

D **Specify the original position.**

Check the orientation of the placed document, and then press 🔲 or 🔲.
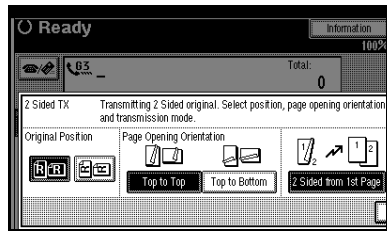
🖉 Note

❒ Make sure that the specified original position matches the orientation of originals loaded in the ADF.

E **Specify the page opening orientation from [Top to Top] or [Top to Bottom].**

4
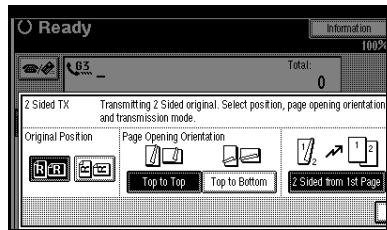
☐ **Specify the transmission mode from [2 Sided from 1st Page] or [1 Sided for 1st Page], and then press [OK].**
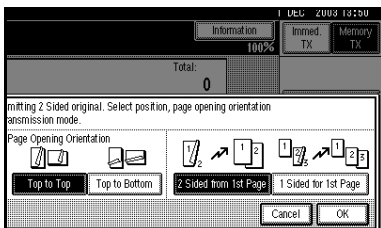
The selected original position and page opening orientation are shown above the highlighted **[2 Sided Original]**.

Note

❒ To cancel this mode, press **[Cancel]**. The display returns to that of step **☐**.

❒ Select **[2 Sided from 1st Page]** to send a two-sided original from the first page.

❒ Select **[1 Sided for 1st Page]** if you want to send a cover letter as the first page.

☐ **Press [OK].**

☐ **Specify the destination, and then press the 【Start】 key.**

Standard Message Stamp

Use this function to stamp a standard message at the top of the first original sent.

There are four types of standard messages: "Confidential", "Urgent", "Please phone", and "Copy to corres. section"

You can also program other messages.

Note

❒ While this function is in use, the third line of the Label Insertion is not printed. See p.76 "Programming the Label Insertion".

❒ When there is an image around the area where the standard message is to be stamped, that image is deleted.

❒ To program a standard message, use the Program/Change/Delete Standard Message function. See p.151 "Programming, Changing, and Deleting Standard Messages".

☐ **Place the originals, and the select the scan settings you require.**

Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

☐ **Press [Sub TX Mode].**
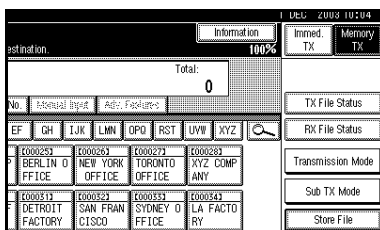
C Press **[Std. Message]**.

D Select the standard message to be stamped, and then press **[OK]**.
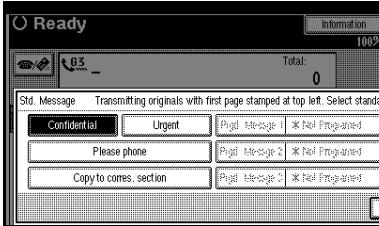
The selected standard message is shown above the highlighted **[Std. Message]**.

Note

❒ To cancel the selection, press **[Cancel]**. The display returns to that of step **C**.

❒ Programmed standard messages are shown in the keys.

❒ The machine cannot stamp multiple standard messages.

E Press **[OK]**.

F Specify the destination, and then press the 【Start】 key.

Sending an Auto Document

If you often send a particular page to people (for example a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves rescanning every time you want to send it.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Preparation

You need to register an Auto Document. See p.152 "Storing, Changing, and Deleting an Auto Document".

Note

❒ You can attach one Auto Document to each transmission.

❒ You can store up to 6 Auto Documents (up to 18 with the optional expansion memory installed). See p.152 "Storing, Changing, and Deleting an Auto Document".

❒ Files with Auto Documents are sent by Memory Transmission.

❒ When sending an Auto Document with other files, the Auto Document is sent first.

❒ Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.

❒ You can print an Auto Document currently stored in memory. See p.66 "Printing documents stored as Auto Documents".

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **B** and **C**. See p.145 "Quick Operation Key".

65

4

**A** **Place the original, and then select the scan settings you require.**

ℐ Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

ℐ Note

❒ When you fax an Auto Document, start from step **B**.

B **Press [Sub TX Mode].**
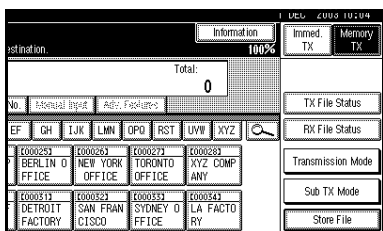
C **Press [Auto Document].**

D **Select an Auto Document file, and then press [OK].**

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**, and then press **[OK]**.
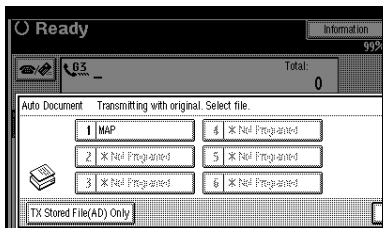
The selected file name is shown above the highlighted **[Auto Document]**.

ℐ Note

❒ Programmed Auto Documents are shown in the keys.

❒ To cancel the Auto Document, press **[Cancel]**. The display returns to that of step **C**.

E **Press [OK].**

F **Specify the destination, and then press the 【Start】 key.**

Printing documents stored as Auto Documents

This function is used for printing documents stored as Auto Documents. This function is very convenient as it can be used for checking the contents of stored files.

A **Press [Sub TX Mode].**
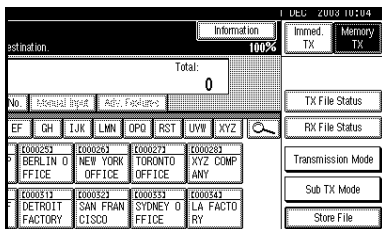
B **Press [Auto Document].**

C **Select an Auto Document file to be printed, and then press [Print File].**
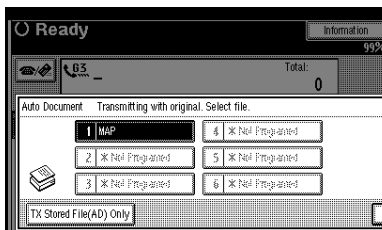
ℐ Note

❒ To cancel the Auto Document, press **[Cancel]**. The display returns to that of step **B**.

66

D Press the 【Start】 key.

Once printing is completed, the display returns to that of step **C**.

✎ Note

❒ To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **C**.

E Press [Cancel].

✎ Note

❒ You can also send Auto Documents. See p.65 "Sending an Auto Document".

F Press [OK].

The standby display appears.

Sending a Stored File

Use this function to send documents stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print stored originals with **[Print File]**. See p.70 "Printing stored documents".

GHPY010E
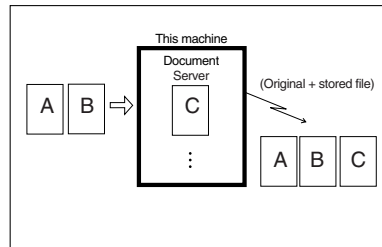
📖 **Preparation**

Store the documents to be sent in advance. You can program a password for this function. You can change the user names, file names, and passwords of stored documents. See p.131 "Using the Document Server", and p.134 "Changing Information of Stored Documents".

✎ Note

❒ Received fax documents are stored and categorized as stored reception files. See p.34 "Printing/Deleting Received and Stored Documents (Print Stored RX File)".

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **A** and **B**. See p.145 "Quick Operation Key".

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Sending stored documents

The machine sends documents stored in the Document Server.

The documents stored in the Document Server can be sent again and again until they are deleted. Once sent, documents are stored in the Document Server. Therefore, you can send them in just one operation without having to set your originals again.

❖ Limitation

❒ You cannot use the following transmission methods:

- Free Polling Transmission
- Default ID Transmission
- ID Override Transmission
- Immediate Transmission
- Parallel Memory Transmission
- On Hook Dial
- Manual Dial

✐ Note

❒ You can specify and print multiple documents. You can specify a maximum of 30 documents at once.

❒ The machine can send a total of 1,000 pages in one operation.

❒ The specified documents are sent with the scan settings made when they were stored.

A Press **[Sub TX Mode].**
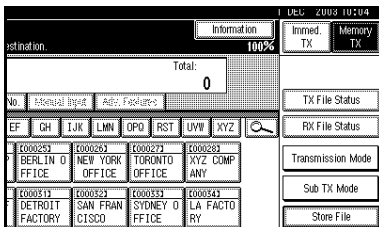
B Press **[Select Stored File].**

C Select the documents to be sent.
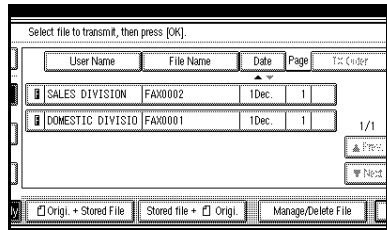
✐ Note

❒ When multiple documents are selected, they are sent in the order of selection.

❒ Press **[TX Order]** to arrange the order of the documents to be sent.

❒ Press **[File Name]** to place the documents in alphabetical order.

❒ Press **[User Name]** to place the documents in order by programmed user name.

❒ Press **[Date]** to place the documents in order of programmed date.

Specifying documents from the file list

A Press **[▲ Prev.] or [▼ Next]** to display the documents to be sent.

B Select the file name.

Specifying documents from the User Name

A **Select [Search by User Name].**
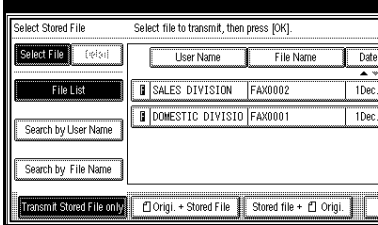
B **Select the user name of the programmed document, and then press [OK].**
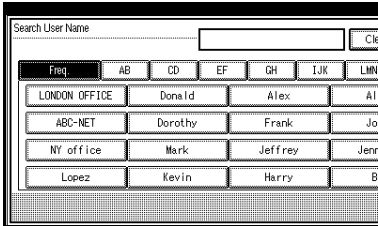
Note

❒ To search by user name, press **[Non-programmed Name]**, and then enter the user name. Partial matching is used when searching for a user name. See p.165 "Special Senders to Treat Differently".

C **Select the file name to be sent.**

Specifying documents from the file name

A **Select [Search by File Name].**
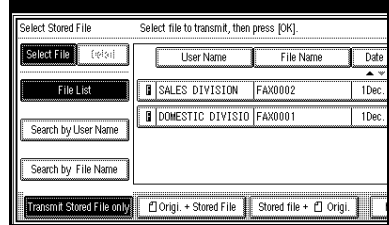
B **Enter the name of the document to be sent, and then press [OK].**
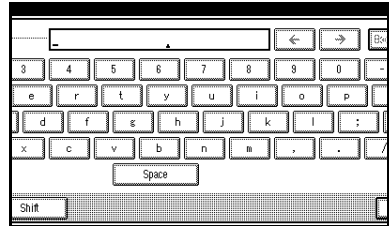
Note

❒ Partial matching is used when searching for a file name. See p.165 "Special Senders to Treat Differently"

C **Select the file name to be sent.**

D **If you select a document with a password, enter the password, and then press [OK].**

If the document does not have a password, proceed to step E.

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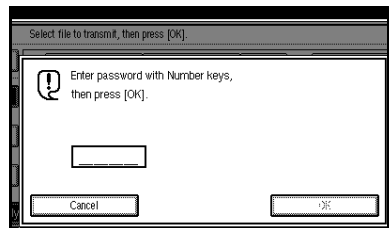
E **When you want to add your originals to stored documents and send them all at once, press [⧠ Origi. + Stored File] or [Stored file + ⧠ Origi.].**
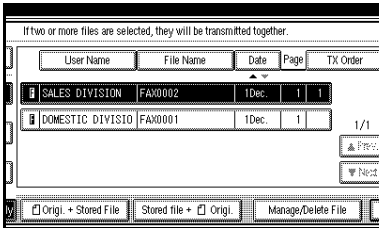
When sending only stored documents, proceed to step **F**.

✎ Note

❒ When **[⧠ Origi. + Stored File]** is pressed, the machine sends the originals and then stored files. When **[Stored file + ⧠ Origi.]** is pressed, the machine sends the stored files and then originals.

❒ The added originals are not stored.

F **Press [OK] twice.**

✎ Note

❒ To add an original to stored documents, place the original, and then select any scan settings you require.

G **Specify the destination, and then press the 【Start】 key.**

Printing stored documents

Use this function to print documents stored in the Document Server.

✎ Note

❒ Only documents stored using the facsimile function can be printed.

❒ You can print documents saved from the copy or the printer function with the Document Server. You cannot print documents saved from the scanner function with this mode.

❒ You can also print the first page only to check the content of the original.

❒ You can specify and print multiple documents. You can specify a maximum of 30 documents at one time.

A **Press [Sub TX Mode].**
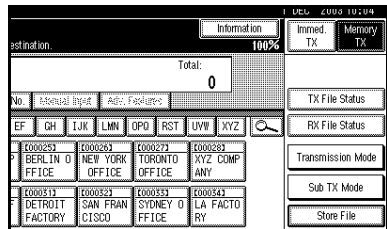
B **Press [Select Stored File].**

C **Select the document to be printed.**
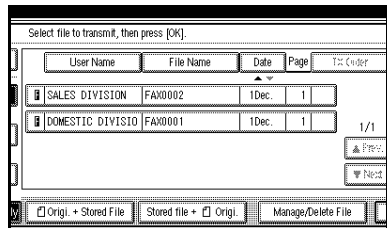
Note

❒ The documents stored using the facsimile function appear on the display.

❒ Press **[File Name]** to place the documents in alphabetical order.

❒ Press **[User Name]** to place documents in order of programmed user name.

❒ Press **[Date]** to place the documents in order by the programmed date.

❒ To see details of the selected document, press **[Detail]**. To return to the standby menu, press **[Select File]**.
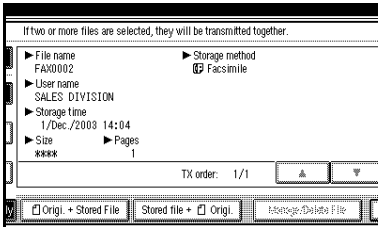
Selecting a document from file list

A **Select the file name.**

Note

❒ Press **[▲ Prev.]** or **[▼ Next]** to display the document to be sent.

Specifying a document from the User Name

A **Select [Search by User Name].**
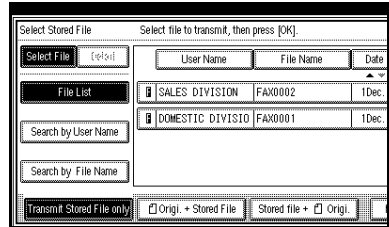
B **Press the user name of the document to be sent, and then press [OK].**
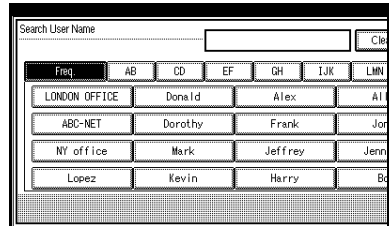
Note

❒ To search by user name, press **[Non-programmed Name]**, and then enter the user name. User name searches using partial matching.

Reference

"Entering Text", *General Settings Guide*

C **Select the file name.**

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Specifying a document from the file name

A **Press [Search by File Name].**
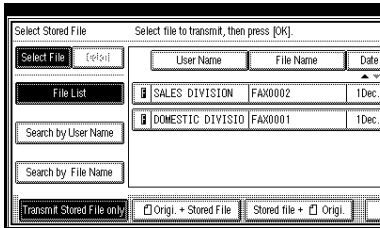
B **Enter the file name to be printed, and then press [OK].**
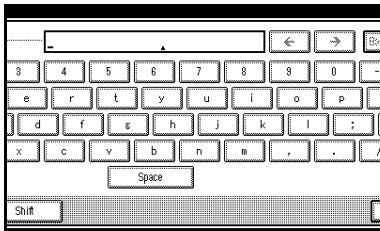
Note

❒ Partial matching is used to search for the file name.

Reference

"Entering Text", *General Settings Guide*

C **Select the file name.**

D **If you select a document with a password, enter the password, and then press [OK].**
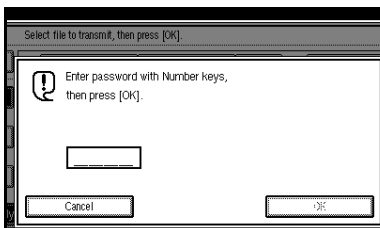
If the document does not have a password, proceed to step E.

E **Press [Print File] or [Print 1st Page].**

When **[Print File]** is pressed, the machine prints all the pages. When **[Print 1st Page]** is pressed, the machine prints only the first page.

Limitation

❒ When **[Print 1st Page]** is selected, originals larger than A4 size are printed after they are reduced to A4 size.

❒ The machine can print up to 30 files using the Print 1st Page function.

Note

❒ To print both sides, press **[Print 2 Sides]**.

❒ To cancel printing, press **[Cancel]**.

F **Press the 【Start】 key.**

Note

❒ When only the first page is printed, the file name is printed at the top of the paper.

❒ To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**.

G **Press [OK] twice.**

The standby display appears.

Stamp

The optional ADF is required.

When sending a fax message using the ADF, the machine can stamp a circle mark at the bottom of the original. When sending a two-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or successfully sent by Immediate Transmission.

ZHPX020E
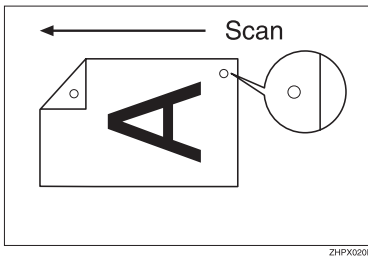
✐ Note

❒ Stamp only works when scanning from the ADF.

❒ When the stamp starts getting lighter, replace the cartridge. See p.193 "Replacing the Stamp Cartridge".

❒ If a page was not stamped even though the Stamp function is turned on, you need to resend that page.

❒ If you use this function often, you can set the default in General Settings and Adjustment so that this function is always on. In this case, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**. See p.144 "General Settings/Adjustment".

❒ A paper jam during Parallel Memory Transmission may cause the transmission to be failed even if stamping is performed.

❒ You cannot turn the Stamp function on or off while a document is being scanned.

A **Place the original, and then select the scan settings you require.**

♫Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

B **Press [Sub TX Mode].**
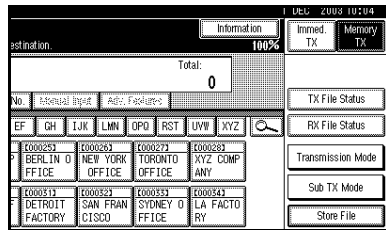
C **Press [Stamp], and then press [OK].**

✐ Note

❒ To cancel the stamp, press **[Stamp]** again before pressing **[OK]**.

D **Specify the destination, and then press the 【Start】 key.**

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Transmission Options

This section describes various functions that you can switch on and off for any particular transmission, following the procedures given here.

In addition, if you frequently use a certain option configuration, you can change the default home position (on or off) of each option.

Fax Header Print

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

When the Fax Header is set to "ON", the stored name is printed on the receiver's paper.

You can store two Fax Headers; "First Name" and "Second Name".

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Note

❒ If you used the number keys to specify the receiver, the first header name will be printed on the receiver's paper.

❒ You can program fax header names using the Program Fax Information function.

❒ You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters. (switch 18, bit 3, 2, 1, 0) See p.161 "User Parameters".

❒ You can program one of the Quick Operation keys with operations for this function.

Label Insertion

With this function you can have the receiver name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To". You can also cause the text programmed as a standard message to be printed. See p.151 "Programming, Changing, and Deleting Standard Messages".

Note

❒ When there is an image around the area where the Label is to be printed, that image is deleted.

❒ You can program one of the Quick Operation keys with operations for this function.

Sender Stamp

When there is data, such as the user name and department name, programmed into the user code, you can have the machine print a sender stamp on the right edge of your paper.

Note

❒ Enter the user name in System Settings. See "Registering a New User Code", *General Settings Guide*.

Reduced Image Transmission

Using this function, your message is sent at a reduced size (93%) with a blank margin on the left.

Transmitter
(This machine)

Receiver

(Reduction)

GFSMAL0N
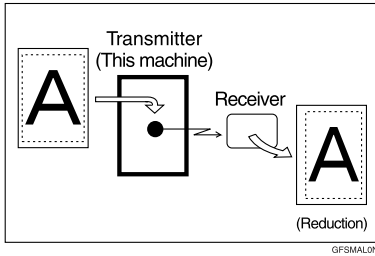
✎ Note

❐ This function is unavailable with Immediate Transmission, or specified transmission of a stored document.

❐ Image Rotation is unavailable with this function.

Auto Reduce

When this function is turned on, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.

Transmitter
(This machine)

A B

Receiver

A B

Reduction

ND1X02E0
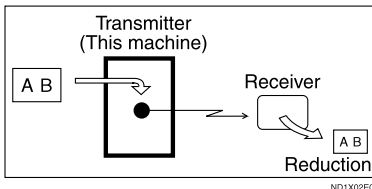
❗Important

❐ If you turn this function off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.

ND1X02E1
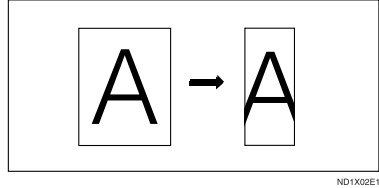
Default ID Transmission

If you turn this function on, transmission will only take place if the destination's Polling ID is the same as yours. This function can stop you accidentally sending information to the wrong place (you need to coordinate Polling ID's with the other party).

✎ Note

❐ You can program one of the Quick Operation keys with operations for this function.

Selecting transmission options for a single transmission

🅰 **Place the original, and then select the scan settings you require.**

🔎Reference

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

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B Press [Sub TX Mode].
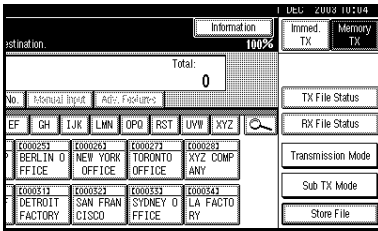
C Select [Options].

D Select options to be set up.
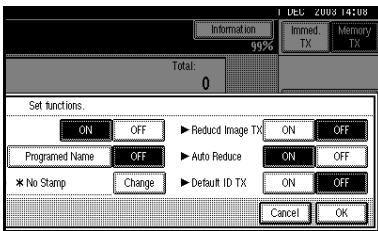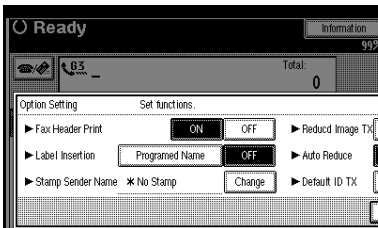
Note

❒ To close the option settings, proceed to step E.

Programming the Fax Header Print

A Press [ON] for Fax Header Print.

Note

❒ Press **[OFF]** if you do not want to print the sender name.

Programming the Label Insertion

A Press [Programed Name] for Label Insertion.

Note

❒ Press **[OFF]** if you do not want to insert a destination.

Programming the Stamp Sender Name

A Press [Change] for Stamp Sender Name.

B Press the name of the user to be stamped, and then press [OK].

Note

❒ The set user name is displayed when the user code has been stored. See "Registering a New User Code", *General Settings Guide*.

❒ You can switch titles by pressing the title keys.

❒ To stamp a non-programmed user name, press **[Non-programmed Name]**, and then enter the user name.

❒ If you do not want to stamp the sender's stamp, press **[*Do not Stamp]**.

Programming the Reduced Image Transmission

A **Press [ON] in for Reduced Image TX.**

Note

❐ Press **[OFF]** if you do not want to do a reduced transmission.

Programming the Auto Reduce

A **Press [ON] for Auto Reduce.**

Note

❐ Press **[OFF]** if you do not want to use the Auto Reduce function.

Programming the Default ID Transmission

A **Press [ON] for Default ID TX.**

Note

❐ Press **[OFF]** if you do not want to use ID transmission.

E **Press [OK] twice.**

F **Specify the destination, and then press the 【Start】 key.**

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), the message "Memory is full. Cannot scan more. Transmitting only scanned pages." is displayed.

Press **[Exit]** to transmit stored pages only.

✐ Note

❒ In default, scanned pages are sent. To change the settings to delete scanned pages, contact your service representative.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

♨ Limitation

❒ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:

- When the line is busy and could not be connected to

- With Send Later

- When you store an original for Memory Transmission while another communication is in progress

- When two or more destinations are specified

- When you send only an Auto Document

- When the first page of an original is placed on the exposure glass

- When you send messages stored in the Document Server

✐ Note

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 07, bit 2).

❒ Standard Memory Transmission may be used instead of Parallel Memory Transmission depending on the optional equipment installed if there is not enough free memory left.

❒ If you use this function, the Memory Storage Report will not be printed.

❒ If the 【Clear/Stop】 key is pressed, an original will jam or memory will run out during Parallel Memory Transmission stops. The Transmission Result Report is printed and files are deleted.

❒ When Parallel Memory Transmission is used, the total number of originals in "Fax Header Print" is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. See p.83 "Transmission Result Report (Memory Transmission)".

- If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, if a transmission fails, a Communication Failure Report will be printed instead. See p.83 "Transmission Result Report (Memory Transmission)" and p.84 "Communication Failure Report".

- You can also check the transmission result by examining the Journal. See p.27 "Printing the Journal".

- You can either print or scroll through the Journal on the display. See p.31 "Checking the Transmission Result (TX File Status)".

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done five times in five minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints a Transmission Result Report or Communication Failure Report. See p.84 "Communication Failure Report". and p.83 "Transmission Result Report (Memory Transmission)".

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note
❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 14, bit 2).

❒ The originals to be transmitted at a specific time will be sent at that time.

❒ If fax memory is overloaded, messages may not be sent in the order they were scanned.

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission ends, the line is used efficiently.

Note
❒ Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

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Transmission with Image Rotation

Generally, place A4, $8^1/_2$"×11" originals in the landscape orientation ( ). If you place an A4, $8^1/_2$"×11" original in the portrait orientation ( ), the image will be sent rotated by 90°. Providing the receiver has A4, $8^1/_2$"×11" landscape paper ( ), the message will be printed the same size as the original.

Note

❒ This function is unavailable with Immediate Transmission.

❒ When Image Rotation is used, all messages are sent by normal Memory Transmission.

❒ This function is unavailable when using Mixed Original Sizes.

Simultaneous Broadcast

The optional extra G3 interface unit is required.

The Standard Broadcast function sends faxes one at a time to multiple destinations in the order of specified destinations.

The Simultaneous Broadcast function, however, can simultaneously send faxes to multiple destinations using different lines.

This results in a shorter overall transmission time.

GFDOHO1E
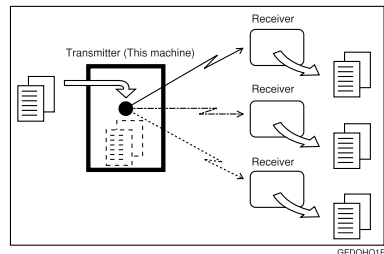
Note

❒ This function can use a maximum of two lines simultaneously.

❒ When using the optional extra G3 interface unit, if you set the line selection as "G3 Auto" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

The optional fax function upgrade unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. You can only use this function with G3 line type.

🔍 Reference

p.31 "Original Type", *Facsimile Reference <Basic Features>*

💡 Limitation

❒ This function requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

❒ Unavailable when using Internet Fax.

📝 Note

❒ When the optional extra G3 interface unit is installed, JBIG receptions of G3-2 line is standard.

❒ If ECM is turned off, JBIG Transmission is unavailable. See p.160 "ECM (Error Correction Mode)".

Transmitting Journal by E-mail

📋 Preparation

To transmit the Journal by e-mail, it is necessary to make settings with User Parameters. See p.161 "User Parameters" (switch 21, bit 4).

The Journal is automatically transmitted to an e-mail address of the administrator by every 50 communications. A CSV format Journal is attached to the e-mail. See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

⚠️ Important

❒ This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost and sent CSV file is not left on the fax machine.

📝 Note

❒ If the administrator address is wrong, you may not be able to acquire Journal.

❒ If the Journal in e-mail format fails to be transmitted, the Journal is printed out.

❒ The name of an attached CSV file is "JOURNAL+year, month, hours, minutes". For example, the file name transmitted in 10:40:12 on 1st, December, 2003 is "JOURNAL20031201104012.csv".

❒ The subject of Journal by e-mail begins with "Journal".

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Journal by E-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

This section describes the CSV format of the Journal attached with e-mail.

Note

❒ To transmit the Journal, it is necessary to make settings with User Parameters. See p.161 "User Parameters" (switch 21, bit 4).

❒ To set the administrator e-mail address, see "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

🍟 Limitation

❒ If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

🖉 Note

❒ You can turn this report on and off. See p.161 "User Parameters" (switch 03, bit 2).

❒ Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

❒ You can select whether to include part of the original image on the report. See p.161 "User Parameters" (switch 04, bit 7).

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission. If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission.

🖉 Note

❒ If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations.

❒ If the machine is set up not to print this report and the fax message could not be successfully transmitted, a Communication Failure Report is printed. See p.84 "Communication Failure Report".

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 03, bit 0).

❒ You can select whether to include part of the original image on the report. See p.161 "User Parameters" (switch 04, bit 7).

❒ To view the report without text disruption, select a font of even character width in your e-mail application's settings.

❒ The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.

❒ -- column indicates the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

4

Communication Failure Report

This report is printed when a message could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Transmission Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

Note

❒ This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission.

❒ You can select whether to include part of the original image on the report. See p.161 "User Parameters" (switch 04, bit 7).

❒ The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.

❒ Unprogrammed destination column indicates the message could not be sent because the transfer's fax number is incorrect, or not programmed.

❒ -- column indicates the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error Report is printed instead. If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission.

Note

❒ You can switch this report on or off in the User Parameters. See p.161 "User Parameters" (switch 03, bit 5).

❒ To view the report without text Disruption, select a font of even character width in your e-mail application's settings.

❒ If the page was sent successfully, the Page column gives the total number of pages sent successfully.

5. Reception Features

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.

ND1X00E2
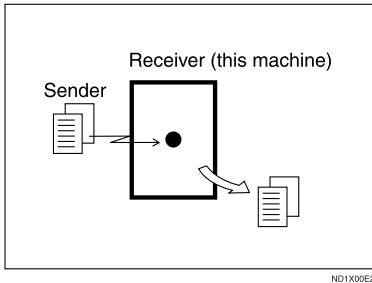
Normally this machine receives messages by Immediate Reception. But Memory Reception is used when "Combine 2 Originals", "Multi-copy Reception", "RX Reverse Printing" or "2 Sided Print" is set to "ON". See p.96 "Printing Options". If the conditions are that Substitute Reception should be used, a fax message is not printed. It will be stored in memory. See p.85 "Memory Reception". See p.86 "Substitute Reception".

Note

❒ The machine may not be able to receive fax messages when free memory space is low.

❒ If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

❖ **Reception resolution**
This machine supports Standard, Detail, and Super Fine resolutions for reception. If you do not have the optional fax function upgrade unit, faxes sent at Super Fine resolution will be printed on your machine at Detail resolution. This may differ from the sender's intended resolution. See p.30 "Resolution", *Facsimile Reference <Basic Features>*.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing it.

ND1X00E3
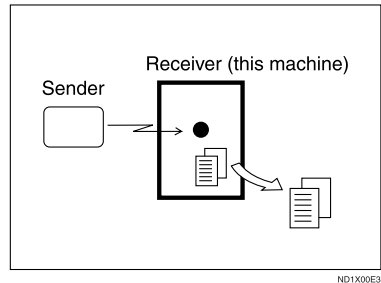
This method is used with the following functions:

- Combine 2 originals
  See p.99 "Combine Two Originals".

- Multi-copy when set to multiple copies
  See p.98 "Multi-copy Reception".

- Reverse Order Printing
  See p.100 "Reverse Order Printing".

- 2-sided Printing
  See p.97 "Two-Sided Printing".

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✴Important

❒ When about one hour passes after power of the machine is turned off, all fax messages stored in memory will be lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost messages.

❒ The machine may not be able to receive large numbers of messages or messages with high data content. In such cases, we recommend you switch off the above functions or install the optional expansion memory.

♥ Limitation

❒ The machine may not be able to receive fax messages when free memory space is low.

📝 Note

❒ If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

❒ If you have selected Store for Reception File Setting, received messages will be saved on the hard disk and will not be printed. You can print those messages by operating the machine or a connected computer, as necessary. See p.186 "Storing or Printing Received Documents".

Substitute Reception

In Substitute Reception, a received fax message is stored in memory instead of being printed. Substitute Reception gets used when the machine cannot print any fax messages. Fax messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax messages received, or for only those messages that match a specified condition.

The Receive File indicator lights to let you know when fax messages have been received using Substitute Reception.
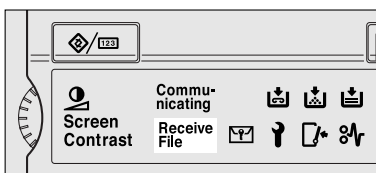
AAG009S

📝 Note

❒ Reception may not take place if there is not enough free memory.

❒ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

❒ When a fax message is received after Store has been selected for Reception File Setting in the Facsimile Features menu, the Receive File indicator lights.

Receiving messages unconditionally

If one of the conditions listed below occurs, the machine receives all fax messages using Substitute Reception.

Problems	Causes	Solutions
⌗ is lit.	Paper is jammed.	Remove the jammed paper. See "⌗Clearing Misfeeds", *General Settings Guide*.
The machine is printing with other function.	The machine is busy printing with other function.	The message will be automatically printed after the current job finishes.
The message "Following output tray is full. Remove paper." appears.	The output tray is full.	Remove paper from the output tray.
⌐ is lit.	The cover is open.	Close the cover shown in the display.

Receiving messages according to parameter-specified settings

If one of the conditions listed below occurs, the machine receives only those messages that match the conditions specified in the User Parameters. See p.161 "User Parameters" (switch 05, bit 2,1).

Problems	Causes	Solutions
⬒ is lit.	All trays out of paper.	Add paper. See "⬒Loading Paper" , *General Settings Guide*.
⬓ is lit.	Toner is empty.	Replace the toner cartridge. See "⬓Adding Toner", *General Settings Guide*.
The message "This tray is out of order." appears.	All trays out of action.	Call your service representative.

You can specify the following conditions with the User Parameters. See p.161 "User Parameters" (switch 05, bit 2,1).

❖ **When Own Name or Own Fax Number is received**
The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages stored in memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important
❒ If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

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❖ **Free**
The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

❖ **Polling ID match**
The machine switches to Substitute Reception only when the programmed Polling ID of the other end matches the ID of this machine.

❖ **Disable**
The machine does not receive any messages.

5

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard functions of your fax machine to set up complex networks.

The diagram below may make the concept clearer.
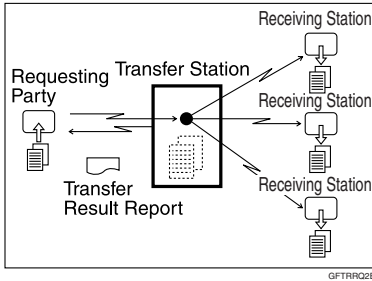
GFTRRQ2E

The following terminologies are used in this section:

❖ **Requesting Party**
The machine where the message originates.

❖ **Transfer Station (this machine)**
The machine that forwards the incoming message to another destination.

❖ **Receiving Station**
The facsimile or computer that received the message from the Transfer Station.
The final destination of the message, that is the machine the Transfer Station sends to. Receiving Stations must be programmed into a Quick Dial or Groups in the Transfer Station.

🗐 **Preparation**
This machine can receive forwarding requests by e-mail. Before you can use this function, you must make the following preparations.

- Program each Transfer Station number in this machine (Transfer Station) and in the Requesting Party itself. See p.183 "Transfer Report".

- Program the same Polling ID in both this machine (Transfer Station) and the Requesting Party. See p.185 "Programming a Polling ID".

- The Requesting Party's fax number must be programmed in the destination list of this machine (Transfer Station). The registration number must be between 00001 and 00100.

- The End Receiver's fax number or e-mail address must be programmed in the destination list or Group Dial of this machine (Transfer Station).

🖉 **Note**
❒ You cannot receive e-mails unless your machine has the capacity to store two or more destinations specified using the number keys.

❒ If the Requesting Party specifies a Group for the Receiving Stations and the total number of Receiving Stations exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

❒ If the Requesting Party specified a destination with both the fax number and e-mail address programmed in Transfer Station as End Receiver, this machine sends the message to the fax number or e-mail address according to the User Parameter setting. See p.161 "User Parameters" (switch 32, bit 0).

- -

⌦Multistep transfer

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the Receiving Stations in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This function can only be used if the machines are made by the same manufacturer.

- -

- -

⌦Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed as a Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:

  001813-11112222

- Transfer Station's Quick Dial:

  03-11112222

- -

Transfer Result Report

📆 Preparation

Program the Requesting Party fax number into a Quick Dial key in the Transfer Station (this machine) in advance.

Program your own fax number. See p.183 "Transfer Report".

Program the Polling ID. See p.185 "Programming a Polling ID".

This reports whether transmission to the Receiving Stations was successful or not.

When the Transfer Station has transferred the message to all Receiving Stations, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party.

🖉 Note

❒ You can set whether a portion of the original image is printed on the report with the User Parameters. See p.161 "User Parameters" (switch 04, bit 7).

❒ Unprogrammed destination column indicates the message could not be sent because either the end receiver's fax number or e-mail address is incorrect, or not programmed.

❒ -- column indicates the Internet Fax document was sent to the mail server programmed in this machine.

Transfer Result Report (transfer request by e-mail)

When this machine receives a transfer request by e-mail, the Transfer Result Report is sent by e-mail to the Requesting Party after completing all transmissions to the specified Transfer Stations. If the Key Operator's e-mail address has been programmed, the Transfer Result Report e-mail is forwarded to that address.

✎ Note

❒ Unprogrammed destination column indicates the message could not be sent because either the End Receiver's fax number or e-mail address is incorrect, or not programmed.

❒ -- column indicates the Internet Fax document was sent to the mail server programmed in this machine.

❒ When using multistep transfer, the Transfer Result Report e-mail is sent to the last Transfer Station that sent Transfer Request.

Forwarding Received Documents

5

This machine can forward received documents to other destinations programmed in memory based on Own Name, Own Fax Number or sender's e-mail address. If a sender's e-mail address is programmed as the destination, documents received are forwarded as e-mail.

AAG004S
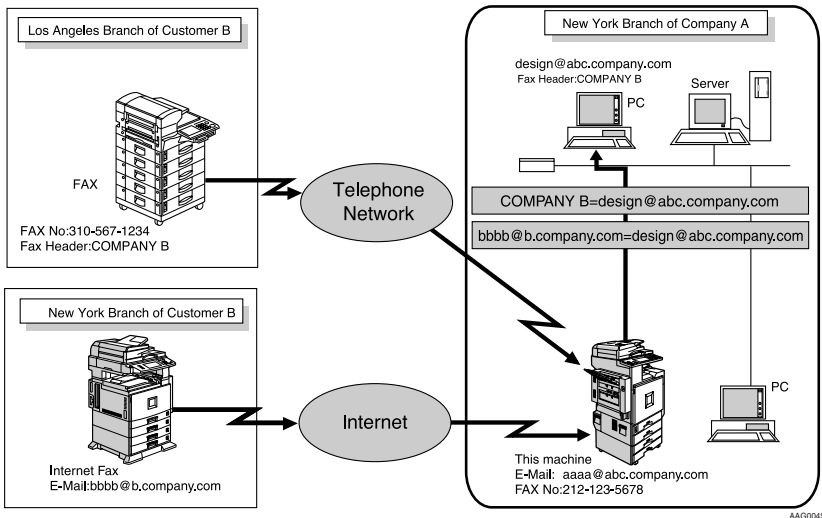
Note

❒ You need to specify the Forwarding destination in advance. See p.157 "Forwarding".

❒ If you want to forward documents to a different destination depending on the sender, see p.165 "Special Senders to Treat Differently".

❒ You can select whether the machine prints out the messages it forwards with User Parameters (switch 11, bit 6). For details, see p.161 "User Parameters".

Routing Received Documents with SUB Code

When a document is received, its SUB Code is compared to user codes programmed in Personal Boxes and, if a match is found, the document is routed to the destination whose user code is specified. If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.

In addition to SUB Codes, you can use the forward feature to send all received transmissions to a specific e-mail address. See p.157 "Forwarding".
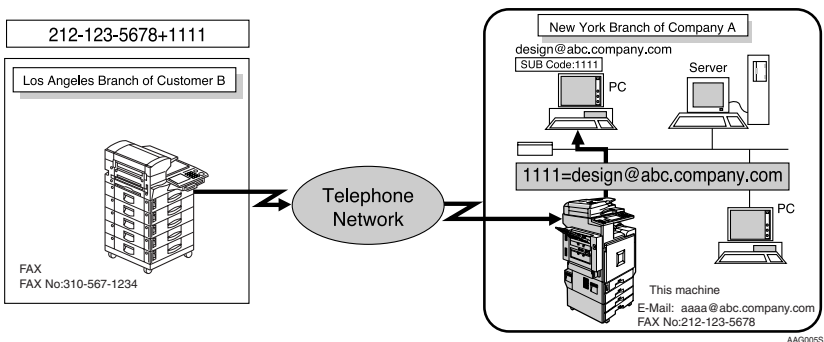
Note

❒ You can route documents received from any fax machine, regardless of manufacturer.

❒ Before routing received documents, you must set up a Personal Box and routing address. See p.174 "Programming/changing Personal Boxes".

❒ This function is not available when you have set received documents to be delivered to the network delivery server.

Transferring Received Documents

Originals sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received then relayed to the programmed receiver.

When e-mail addresses are programmed in the Transfer Station as receivers, received messages are sent in an e-mail format to the receivers.

Preparation

Transfer Boxes and Receiving Stations must be set up in order to transfer received documents. See p.180 "Programming/changing Transfer Boxes".

Note

❒ Transfer Results are not sent back to Requesting Party.

❒ You can transfer data received from any fax machine, regardless of manufacturer.

SMTP Reception Using Internet Fax

You can set this machine to SMTP reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine. You can route received e-mail to other Internet Fax machines as well.
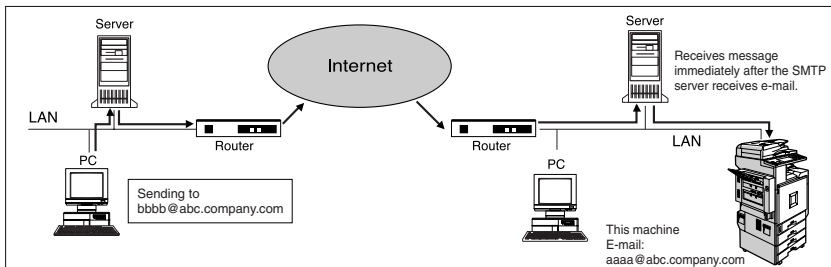
AAG007S

Note

❒ For SMTP reception, set the MX record of the DNS server to receive SMTP.

❒ To use SMTP reception, set the reception protocol to SMTP. See "Settings You Can Change with User Tools - File Transfer", *Network Guide*.

❒ Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set. Also, the SMTP server sends an error notification to the originator.

❒ If an error occurs while receiving e-mail, reception is aborted, the e-mail is deleted, and Error Report is printed. Also, the SMTP server will send an error notification to the originator.

❐ When the SMTP server attempts to route received documents to this machine while the machine is transmitting an e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

🔍Reference

p.61 "Auto E-mail Reception", *Facsimile Reference <Basic Features>*

p.61 "Manual E-mail Reception", *Facsimile Reference <Basic Features>*

p.94 "Routing E-mail Received via SMTP"

Routing E-mail Received via SMTP

E-mail received via SMTP can be routed to other fax machines. It can also be routed to destinations programmed as Quick Dial entries or Groups.
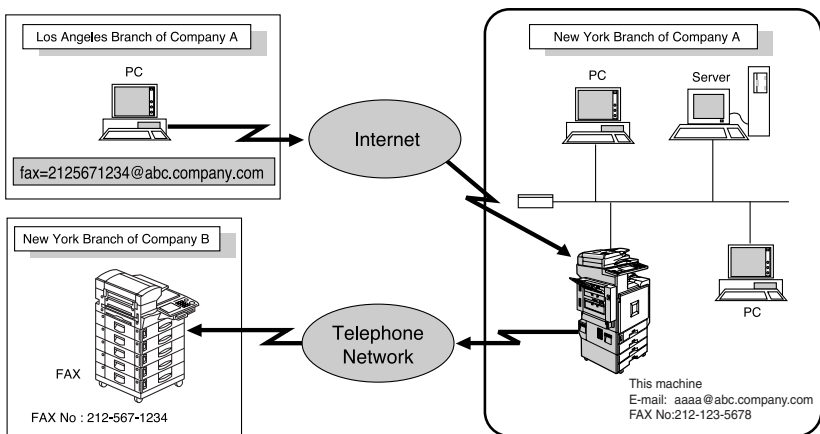
AAG003S

📖 Preparation

Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery Settings" to "On". See p.147 "E-mail Settings" .

📝 Note

❐ If an e-mail transfer request is received when the "SMTP RX File Delivery Settings" to "Off", this machine responds with an error message to the SMTP server.

❐ You can make settings that limit transfer to specified originators. See p.147 "E-mail Settings".

❐ Using this function, you can also send documents from your e-mail software to e-mail addresses and G3 fax machines' destinations through this machine simultaneously. For details about specifying the destinations of fax machines, see the following.

💡**Specifying E-mail Transfer**

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

❖ **Fax Number**

fax=destination fax number@host name of this machine. domain name
Example: to transfer to fax number 212-123-4567, specify:
fax=2121234567@abc.company.com

❖ **Quick Dial Destination**

fax=#registration number of 5 digits or less@host name of this machine.domain name
Example: to transfer to the destination number 00001:
fax=#00001@abc.company.com

❖ **Group Destination**

fax=#**registration number of 5 digits or less@host name of this machine.domain name
Example: to transfer to the destination programmed under Group number 04:
fax=#**04@abc.company.com

JBIG Reception

The optional fax function upgrade unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. You can only use this function with G3 line type. It allows you to receive messages sent in the JBIG format through JBIG Transmission.

🔧 **Limitation**

❒ If ECM is turned off, JBIG Reception is unavailable. See p.160 "ECM (Error Correction Mode)".

📝 **Note**

❒ When the optional extra G3 interface unit is installed, JBIG receptions of G3-2 line is as standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the main power switch is on.

🔧 **Important**

❒ Reception is not possible if both the operation switch and main power switch are turned off.

📝 **Note**

❒ You can set whether messages are printed as soon as they are received (Immediate Reception) with the User Parameters. See p.161 "User Parameters" (switch 14, bit 0).

❒ You can also have fax messages received by Memory Reception (Substitute Reception) printed after the machine is turned on.

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Printing Options

Print Completion Beep

When this function is turned on, the machine beeps to let you know when a received message has been printed.

🖉 Note

❒ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). See p.73 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax messages to help you separate them.
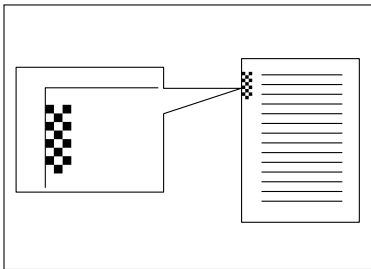
ND1X00E5

🖉 Note

❒ You can turn this function on or off using Reception Setting. See p.146 "Reception Settings".

Centre Mark

When this function is turned on, marks are printed halfway down the left side and at the top centre of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.
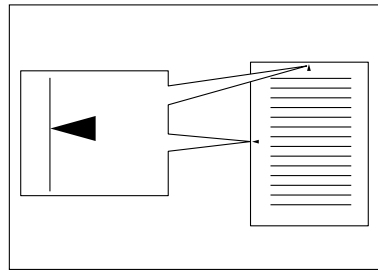
ND1X00E6

🖉 Note

❒ The Centre Mark may deviate a little from the exact centre of the edge.

❒ You can turn this function on or off using Reception Settings. See p.146 "Reception Settings".

Reception Time

You can have the date and time printed at the bottom of the message when it is received. You can turn this function on or off using Reception Settings. See p.146 "Reception Settings".

🖉 Note

❒ When a received message is printed on two or more sheets, the date and time is printed on the last page.

❒ The date and time when the message was printed can also be recorded on the message. If you need this function, contact your service representative.

Two-Sided Printing

You can have a received message printed on both sides of a sheet. You can turn this function on or off using Reception Settings. See p.146 "Reception Settings".
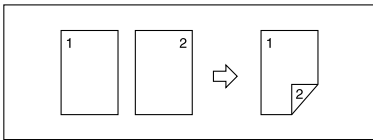
❤ Limitation

❒ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party. In Two–Sided Printing, this machine will correctly receive in A3↙, B4 JIS (Japanese Industrial Standard)↙, A4 ↓↙, B5 JIS ↓↙, A5↓↙(11"×17"↙, $8^1/_2$"×14"↙, $8^1/_2$"×11" ↓↙, $8^1/_2$"×$5^1/_2$"↙). The following table shows the results that can be achieved when receiving with this machine.

ND0X03N3

❒ This function works only when all pages are of the same width and received into memory.

❒ This function cannot be used with Combine Two Originals.

Note

❒ The machine will use Memory Reception for Two-Sided Printing.

❒ Printouts may vary depending on how the sender sets the originals.

❒ You can select to have messages only from selected senders printed in this way. See p.165 "Special Senders to Treat Differently".

❒ Stored documents of the same size are printed on the same paper. Some stored documents may be unavailable for this printing option.

180-Degree Rotation Printing

When printing on both sides of the paper, this machine rotates images as shown in the diagram.
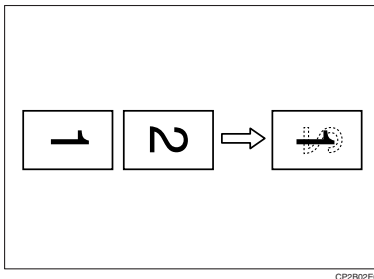
CP2B02E0

Multi-copy Reception

If you switch this function on, multiple copies of each incoming fax message will be printed. You can also select to have multiple copies made of messages from particular senders. See p.165 "Special Senders to Treat Differently". See p.146 "Reception Settings".
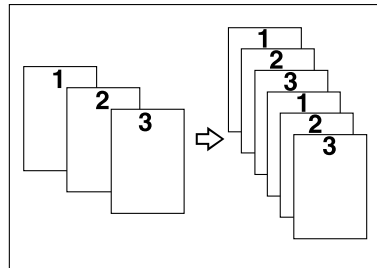
ND1X00E7

Note

❒ The maximum number of copies that can be made for each message is 10.

❒ When you are using the Multi-Copy function with specified senders, the maximum number of copies is 10.

❒ You can turn this function on or off using Reception Settings. See p.146 "Reception Settings".

❒ The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the standard tray ⬋, incoming fax messages will be rotated automatically to fit onto the paper.

This machine

ND1X00E9
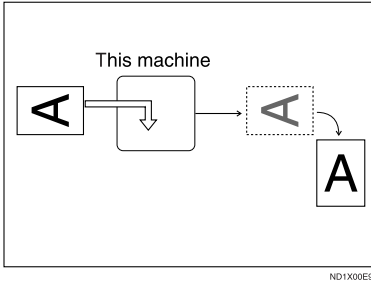
📝 Note

❒ You can choose to have received messages printed from a specified tray. See p.146 "Reception Settings".

Combine Two Originals

When two messages of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.

ND1X01E0
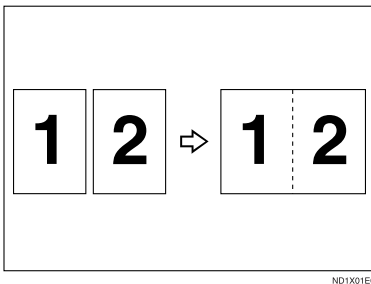
• Two A5⬋ messages are printed side by side on a sheet of A4⬌.

• Two B5 JIS⬋ messages are printed side by side on a sheet of B4 JIS⬌.

• Two A4⬋ messages are printed side by side on a sheet of A3⬌.

• Two $8^1/_2$"×$5^1/_2$"⬋ messages are printed side by side on a sheet of $8^1/_2$"×11"⬌.

• Two $8^1/_2$"×11"⬋ messages are printed side by side on a sheet of 11"×17"⬌.

💡 Limitation

❒ This function does not work with messages larger than A5⬋, B5 JIS⬋, A4⬋, $8^1/_2$" × 11"⬋ or $8^1/_2$" × $5^1/_2$"⬋. When A5⬋, B5 JIS⬋, A4⬋, $8^1/_2$" × 11"⬋ or $8^1/_2$" × $5^1/_2$"⬋ size paper is loaded in the machine, each page of the received message is printed on a single sheet.

❒ If paper matching the size and orientation of a received document is unavailable, Combine Two Originals is not possible.

❒ When Combine Two Originals and 2-Sided Printing are selected at the same time, 2-Sided Printing takes priority and Combine Two Originals is canceled.

📝 Note

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 10, bit 1).

❒ This function uses Memory Reception.

5

Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this function splits the message if the message length is 20 mm (0.79") or longer than the paper used. The message is reduced if it is less than 20 mm (0.79"). When a message is split, an asterix (*) is inserted at the split position and about 10 mm (0.39") of the split area is duplicated on the top of the second sheet.
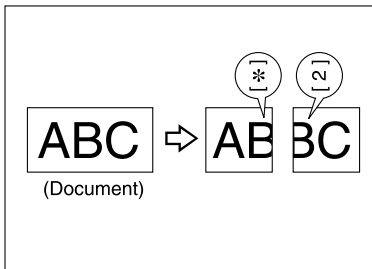
ND1X01E1

Note

❐ Your service representative can customize this function with the following settings:

- Reduction
- Print split mark
- Overprinting
- Overprinting length
- Guideline for split

❐ You can adjust the overprinting and reduction lengths within the following ranges:

- Overprinting length: 4 mm (0.16"), 10 mm (0.39"), 15 mm (0.59")
- Guideline for split: 5-155 mm (5 mm steps)/0.2"-6.1" (0.2" steps)

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this function on, the machine will start printing the message from the last page received.
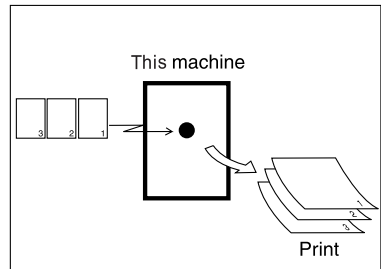
ND1X01E2

Note

❐ You can turn this function on or off using Reception Settings. See p.146 "Reception Settings".

❐ When this function is on, the first page will be printed last.

❐ This function uses Memory Reception.

Page Reduction

If you receive a message that is longer than the paper in the tray, the machine usually prints it on two pages. If you turn this function on, the machine reduces the width and length of the received image so that it will fit on one page. If A4� paper is loaded and a message of B4 JIS▾ size is received, the machine will reduce the message to a single A4▾ sheet.

This machine

A B
(B4 JIS size)

Reduction

A B
(A4 size)
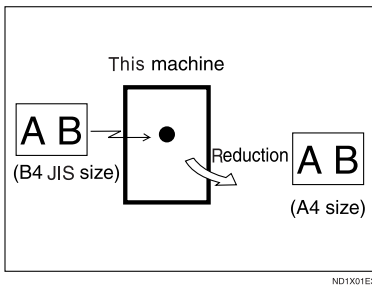
ND1X01E3

✏️ Note

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 10, bit 3).

❒ When this function is used, the printing quality may not be as good as usual.

🔎 Reference

p.100 "Page Separation and Length Reduction"

TSI Print (Transmitting Subscriber Identification Print)

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. When you receive an Internet Fax document, the e-mail address of the sender is printed.

🔎 Reference

p.65 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*

✏️ Note

❒ You can turn this function on or off in the User Parameters. See p.161 "User Parameters" (switch 02, bit 3).

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When There Is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based on the paper available. For example, if your machine has $8^1/_2$"×11"▯ and A3▭ loaded and you receive a A4▭ size message, check the A4▭ column of the following table. The paper size at the top has highest priority. In this case, since $8^1/_2$"×11"▯ is given a higher priority than A3▭, the message is printed on $8^1/_2$"×11"▯.

If only B5 JIS▭ is loaded and you receive an A3▭ message, the received message is stored in memory and not printed.

❖ **Priority Table**

	Portrait
	Landscape
	Image Rotation

GFPRIO0E

Page reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20 mm (0.79")
Width or Length Priority	Width

- ▯▯ and ▭▭ indicate that the message is split over two pages of paper with the orientation and size shown.

Note

❒ Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. See p.165 "Special Senders to Treat Differently".

❒ Widths that this machine can receive are A4, B4 JIS, and A3. Any messages narrower than A4 are sent as A4 width with the length unchanged.

❒ The paper size used to print a received message may be different from the size of the sent original.

❒ If you specify a receiving tray with the setting priority under System Settings, the messages may be received in a different order by setting the priority table. The priority tray may be used only when the document received is the same size as the priority tray.

Reference

p.99 "Image Rotation"

p.100 "Page Separation and Length Reduction"

p.101 "Page Reduction"

"Tray Paper Settings", *General Settings Guide*

Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function. For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting using System Settings. See "Tray Paper Settings", *General Settings Guide*.

📝 Note

❒ When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Just size printing

If you turn this function on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded new paper, you can then print the message.

Two messages can appear:

• Paper tray
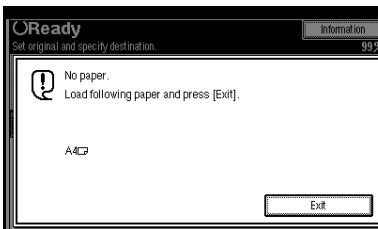
• Bypass Tray
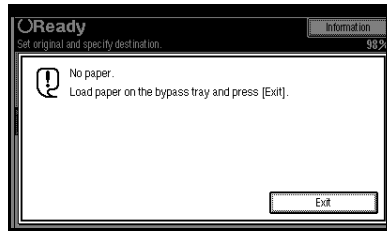
❤ Limitation

❒ If the paper tray is pulled out or the machine runs out of the specified size of paper, the message will not be printed. Be sure the paper tray is inserted.

❒ The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.

  • If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.

  • If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

📝 Note

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 05, bit 5).

Having Incoming Messages Printed on Paper from the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the bypass tray. This is useful if you need messages printed on a size of paper not stocked in the paper tray(s).

You can load a maximum of 100 sheets of standard paper in the bypass tray.

Note

❒ Before you can use this function, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the paper. See p.146 "Reception Settings". See p.165 "Special Senders to Treat Differently".

❒ The print area is determined by the optional expansion memory, resolution, and the vertical length of the originals.

❒ If paper longer than 600 mm is used, the paper may get wrinkled, it may not be sent, or a paper jam may occur.

❒ The machine can detect A5▭, A4▭, A3▭ (5$^1/_2$"×8$^1/_2$"▭, 8$^1/_2$"×11"▭, 11"×13"▭, 8"×13"▭) paper sizes. When you load any other size, specify the paper size. See p.172 "Programming Bypass Tray Paper Size" .

❒ If the specified paper size and the size of paper set in the bypass tray do not match, paper jams may occur, or the image may be truncated.

❒ If messages are printed on paper smaller than A4, the image may be truncated, or split across sheets.

❒ If you use this function, Image Rotation and 180-Degree Rotating Printing are not possible.

Where Incoming Message are Delivered - Output Tray

Specifying Tray for Lines

The optional extra G3 interface unit is required.

You can specify the document feeding tray for each port (telephone or LAN). For example, you can specify documents received through the G3 -1 port to be fed to the "Internal Tray 1" and documents received through the G3 -2 port to be fed to the "Internal Tray 2", facilitating separation of files. You can also set the machine to output Internet Faxes and ordinary faxes onto different trays.

📝 Note

❒ To use this function, specify the port and destination using **[Specify Tray for Lines]**. See p.146 "Reception Settings".

Tray Shift

The optional finisher is required.

When the optional finisher unit is selected for fax output, you can use the Tray Shift function whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

📝 Note

❒ You can turn this function on or off with the User Parameters. See p.161 "User Parameters" (switch 19, bit 0).

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6. Fax via Computer

Sending Fax Documents from Computers

Using computers connected to the machine through parallel ports, IEEE 1394 (IP Over 1394) ports, LANs, wireless LANs, or USB2.0 you can fax documents, created using Windows applications, to other fax machines over a telephone line.

- To send a fax, simply select **[Print]** from the Windows application, then select LAN-Fax as the printer, and then specify a destination.
- In addition to sending faxes, LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.
- To use LAN-Fax Driver, connect this machine to a LAN and make the necessary network settings, and then install LAN-Fax Driver and related utilities on your computer.

AAG006S
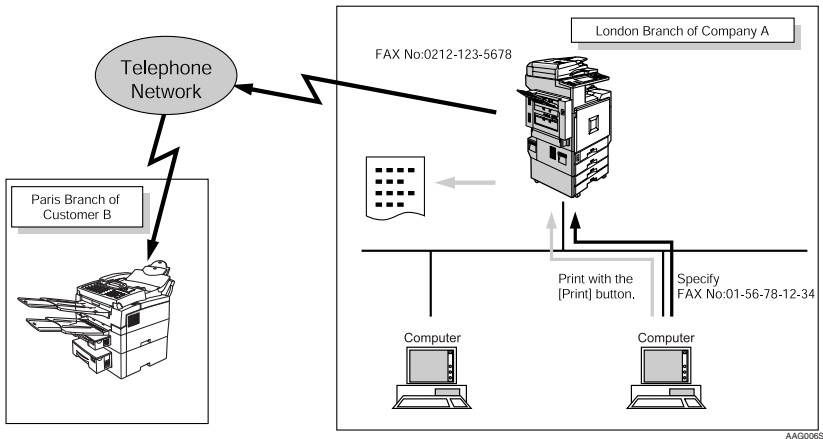
⚠️**Important**

❒ Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check the help menus using a Web browser.

Before Use

To use these features, a LAN-Fax Driver must be installed on your computer. Use the LAN-Fax driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

$\mathcal{P}$ Reference

When a personal computer and the machine are connected in parallel:

See "System Settings (Parallel Connection)", *Printer Reference 2*.

When using Ethernet, IEEE 1394 (IP over 1394), or IEEE 802.11b (wireless LAN):

See "User Tools Menu (System Settings)", *Network Guide*.

Installing the Software

You need to install LAN-Fax Driver on your computer before using the LAN-Fax functions. LAN-Fax Driver is on the CD-ROM included with the printer.

Address Book and LAN-Fax Cover Sheet Editor are installed with LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Note

❒ The following explanation assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

Auto run program

With Windows 95/98/Me, Windows 2000/XP, and Windows NT 4.0, the installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

If your operating system is Windows 2000/XP or Windows NT 4.0, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

Note

❒ If the plug and play function starts, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of Windows 95/98/Me, Windows 2000, or Windows XP.

❒ Auto Run might not work automatically with certain OS settings. If this is the case, double-click "Setup.exe", located on the CD-ROM root directory.

❒ If you want to cancel Auto Run, hold down the **【SHIFT】** key (when your system is Windows 2000/Windows XP, hold down the left **【SHIFT】** key) while inserting the CD-ROM. Keep the **【SHIFT】** key hold down until the computer stops reading the CD-ROM.

❒ Clicking **[Cancel]** during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

Installing individual applications

📖 **Preparation**

Before installing the above applications, install SmartNetMonitor for Client. See "Installing Smart-NetMonitor for Client/Admin", *Printer Reference 1*.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

A **Quit all applications currently running.**

B **Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.**

The installer launches automatically, and the language selection window appears.

📝 **Note**

❒ Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "SET-UP.EXE" in the CD-ROM root directory to launch the installer.

C **Select the interface language of the software, and then click [OK].**

D **Click [LAN-Fax Driver].**

The software license agreement window appears.

E **Read all of the terms and, if you agree, select [I accept the agreement], and then click [Next].**

📝 **Note**

❒ If you select **[I don't accept the agreement]**, you cannot complete the installation.

F **Click the [LAN-Fax Driver] check box, and then click [Next].**

G **Confirm that the [Printer Name:<LAN-Fax M3>] check box has been selected, and then click [Continue].**

📝 **Note**

❒ Select the desired port.

H **Click [Finish].**

The installation completion dialog box appears.

I **Click [Finish].**

J **Click [Exit].**

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Applications Stored on the CD-ROM

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ **Location of the File**
   The following folders are on the CD-ROM:

   - LAN-Fax Driver for Windows 95/98/Me
     DRIVERSLAN-FAXWIN9X_Me

   - LAN-Fax Driver for Windows 2000/XP
     DRIVERSLAN-FAXWIN2K_XP

   - LAN-Fax Driver for Windows NT 4.0
     DRIVERSLAN-FAX T4

❖ **Operating Environment**

   - Computer
     PC/AT Compatible

   - Operating Systems
     Microsoft Windows 95/98/Me
     Microsoft Windows 2000/XP
     Microsoft Windows NT 4.0

   - Display
     VGA 640×480 dots or more

❖ **Limitation**
❒ All operations cannot be guaranteed depending on the system environment.
❒ When you use Windows NT, LAN-Fax Driver will not work in an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

❖ **Note**
❒ Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

❖ **Operating Systems**
   Microsoft Windows 95/98/Me
   Microsoft Windows 2000/XP
   Microsoft Windows NT 4.0

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

❖ **Operating Systems**
   Microsoft Windows 95/98/Me
   Microsoft Windows 2000/XP
   Microsoft Windows NT 4.0

Setting LAN-Fax Properties

This section describes how to make settings such as paper size, resolution, and options.

- Paper size
- Orientation
- Tray
- Resolution
- Gray scale
- Printing images of True Type fonts

When this machine is connected to a network, selections for the option configuration are automatically performed.

For details, see Help.

∅ Note

❒ If the options on this machine are not configured as instructed, LAN-Fax functions may fail to work as intended.

❒ If your operating system is Windows 2000/XP or Windows NT 4.0, log on using an account that has Administrator permissions.

A **On the [Start] menu, point to [Settings], and then click [Printers].**

∅ Note

❒ With Windows XP Professional, select **[Printers and Faxes]** on the **[Start]** menu.

❒ With Windows XP Home Edition, select **[Control Panel]** on the **[Start]** menu. Next select **[Printers and Other Hardware]**, and then **[Printers and Faxes]**.

B **Double-click [LAN-Fax M3], and then click [Properties] on the [File] menu.**

∅ Note

❒ With Windows NT, click **[Document Default]** on the **[File]** menu.

C **Make settings for the option configuration.**

When using Windows 95/98/Me

A **Click the [Paper] tab.**

B **Click [Accessories...].**

When using Windows 2000, Windows XP, or Windows NT

A **Click the [Advanced] tab.**

B **Click [Printing Defaults...].**

C **Click [Accessories...].**

D **Confirm the settings for the option configuration.**

When using a network

A **If the settings do not match the installed optional units, click [Reload from Device].**

When not using a network

A **Select the check box besides the installed optional units.**

E **Click [OK].**

The settings for the option configuration are completed.

F **Click [OK].**

Basic Transmission

This section describes how to send fax documents created using Windows applications.

To send a fax, simply select **[Print]** from the Windows application, then select **[LAN-Fax]** as the printer, and then specify a destination in the **[LAN-Fax]** dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see Help.

❖ Limitation

❒ When using SmartNetMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

✎ Note

❒ To send to an Internet Fax destination, the destination must be set in the destination list of this machine beforehand. Use this machine's destination list to specify Internet Fax destinations. E-mail addresses cannot be entered in the LAN-Fax dialog box.

A On the **[File]** menu, click **[Print]**.

B Select **[LAN-Fax M3]** in **[Printer Name]**.

C Click **[OK]**.

The LAN-Fax dialog box appears.

✎ Note

❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M3]** for the printer.

D Specify the destination.

Use one of the following procedures to specify a destination. For details, see Help.

✎ Note

❒ You can select the appropriate line in the **[Line:]** list.

❒ You can specify up to 500 destinations.

❒ The machine can hold up to 64 documents sent using LAN-Fax, as those to be transmitted.

Specifying a destination using a destination list

❶ Enter a destination in the [Fax Number:] box.

When using a destination list:

Enter **[#]** and the registration number.

❷ Click [Next Number].

The entered destination is added and displayed in the **[List of Destinations:]** box.

✎ Note

❒ If you do not want the entered destination to be added to the list, skip this step. Also when this step is skipped, the document will be sent to the number entered in the **[Fax Number:]** box.

❸ To specify more destinations, repeat steps ❶ and ❷.

Specifying a destination by directly entering a fax number

❶ Enter a fax number in the [Fax Number:] box.

✎ Note

❒ To enter a pause, click **[Pause]**.

B **Click [Next Number].**

The entered destination is added and displayed in the **[List of Destinations:]** box.

Note

❒ If you do not want the entered destination to be added to the list, skip this step. Also when this step is skipped, the document will be sent to the number entered in the **[Fax Number:]** box.

C **To specify more destinations, repeat steps** ❶ **and** ❷.

Specifying a destination using Address Book

In order to use this method, you need to register destinations in the address list using Address Book. See p.110 "Address Book".

A **Select a CSV file containing the desired address list, from the drop-down menu.**

Note

❒ Up to three files used most lately appear in the drop-down menu. To use an address list that did not appear, click **[Browse...]**, and then select the file.

B **In the [Name:] list select [Contact], [Company], or [Group], and then select [ALL] or an initial letter.**

The destinations matching the selected parameters appear.

C **Click the destination to highlight it, and then click [Set as Destination].**

The entered destination is added and displayed in the **[List of Destinations:]** box.

D **To specify more destinations, repeat steps** ❷ **and** ❸.

E **Specify options.**

Reference

p.113 "Attaching a cover sheet".

p.114 "Previewing fax images".

p.114 "Specifying options".

p.115 "Printing and Saving".

p.116 "Specifying Two-Sided Printing".

If you do not want to specify options, proceed to step F.

F **Click [Send].**

Note

❒ When you click **[Print & Send]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.

Attaching a cover sheet

Selecting the **[Attach a Cover Sheet]** check box causes a cover sheet to be attached to the top of the fax document.

The cover sheet includes the following items:

- Company name as destination info.
- Department name as destination info.
- Person name as destination info.
- Title of address as destination info.
- Company name as sender info.
- Department name as sender info.
- Person name as sender info.
- Telephone number as sender info.
- Fax number as sender info.

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- Date
- Message

✎ Note

❒ To edit the cover sheet, click **[Cover Sheet...]**. See p.118 "Editing Fax Cover Sheets".

Previewing fax images

Selecting the **[Preview]** check box allows you to check how the fax document will be output at the destination.

A **Select the [Preview] check box, and then click [Print] or [Send].**

The **[Preview]** window appears.

B **Check the image, and then click [OK].**

✎ Note

❒ To cancel printing or sending, click **[Cancel]**.

Images on the Preview window are not exactly the same as images to be output.

Specifying options

You can specify the following options:

For details, see Help.

- Sending at a Specific Time
- User Code
- User ID
- Print Fax Header
- Document Server

A **Click [Option...].**

B **Specify options you want to use.**

❖ **To send the fax document at a specific time:**
Select the **[Sending at Specific Time]** check box, and then specify a transmission time.

❖ **To send with a user code:**
Enter a user code into the **[User Code]** field.

❖ **To distinguish fax documents for each user:**
Enter a user ID into the **[User ID:]** field. Use this option when checking the job history using SmartNetMonitor for Client.

❖ **To have the header printed on the fax document:**
Select the **[Print Fax Header]** check box.

❖ **To store the fax document on the Document Server:**
Select the **[Send to Document Server]** check box, and then enter a user name, file name, and password.

✎ Note

❒ The user code you specified for this machine must be the same as the one entered in this machine. See "Registering a New User Code", *General Settings Guide*.

❒ If **[Hard Disk Unit]** has not been selected in the **[Accessories]** window, you cannot perform selection for "Document Server". See p.111 "Setting LAN-Fax Properties".

C **Click [OK].**

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⚡Transmission result notification

After you have sent faxes, this function informs you whether the fax was successfully transmitted to its destination or not.

When you store documents in the Document Server or use this machine just as a printer, this function also informs you whether data was successfully transmitted to this machine or not.

⌲ Note

❒ You cannot receive notification when using SmartNetMonitor for Client version 5.0 or earlier.

❒ Transmission results are informed only when connected with a network using SmartNetMonitor for Client.

⚡Managing transmission using LAN-Fax Driver

From "SmartNetMonitor for Admin", "SmartNetMonitor for Client", or a Web browser, you can manage transmissions using LAN-Fax Driver. You can view the following information on transmitted files using LAN-Fax Driver.

- User ID
- Status
- Number of pages
- Start time
- File No.

⌕Reference

For details, see Help.

Printing and Saving

You can print documents created using Windows applications.

You can also save documents in TIF format.

Open the application document you want to print or create a new document, and then perform the following procedure.

For details, see Help.

⌲ Note

❒ You can select whether to cause the machine to automatically restart printing when problems such as paper running-out or paper jams are resolved. The machine may not allow LAN-Fax Driver to send documents until it finishes reprinting. See p.161 "User Parameters" (switch 20, bit 1).

❒ You can select the time delay after problems are resolved until the machine restarts printing. See p.161 "User Parameters" (switch 20 , bit 2/3/4/5).

A **On the [File] menu, click [Print...].**

B **Select [LAN-Fax M3] in [Printer Name], and then click [OK].**

The **[LAN-Fax]** dialog box appears.

⌲ Note

❒ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M3]** for the printer.

Printing

❶ **Click [Print].**

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Specifying Two-Sided Printing

A **Selecting the [Duplex printing] check box.**

B **Click [Print].**

Saving as Files

You can save the fax document in TIF format.

A **Select the [Save as file] check box.**

B **Click [Save to...].**

C **Select a folder on the folder tree.**

D **Select a file naming method.**

Note

❒ To manually enter a file name, select the **[Specify file name when saving]** check box. To have the program itself name the file, select the **[Automatically create a new file]** check box.

E **Click [OK].**

F **Click [Save].**

If you have selected **[Automatically create a new file]**, the image file is assigned a name and saved under the specified folder. The file name will be RicHH-MMSS.tif (HH: hours, MM: minutes, SS: seconds).

G **Enter a file name.**

Note

❒ You can also change the folder in this step.

H **Click [Save].**

The image file is saved in the specified folder.

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

For details, see Help.

A **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [Address Book].**

The Address Book display appears.

Note

❒ If LAN-Fax Driver has already started up, click **[Address Book...]**.

B **Click [New/Browse], and then select the CSV file containing the address list to be edited.**

C **Edit an existing destination or program a new one.**

Note

❒ You can use files created in CSV format, as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

❒ You can register the Address Book data of this machine in the LAN-Fax's Address Book.

Programming new destinations

A **Enter the destination and name.**

Note

❒ For **[Line:]**, select the appropriate line type; G3, G3-2, or G3-3, G3 Dir. Auto, G3 PABX Auto. Do not select G3-3, G4, and I-G3, which is unavailable on this machine.

B **Click [Add].**

Editing programmed destinations

A **Select the destination you want to edit in the list.**

The company name should appear in gray.

B **Edit the data.**

C **Click [Update].**

Deleting programmed destinations

A **Select the destination you want to edit in the list.**

The company name should appear in gray.

B **Click [Delete].**

C **Click [Yes].**

D **Click [Close].**

E **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing display, click **[Cancel]**.

✐ Note

❒ The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

- -

☼Using the machine's Address Book data as the LAN-Fax's Address Book data

You can retrieve the Address Book data of this machine using SmartNetMonitor for Admin and edit it to register in the LAN-Fax's Address Book.

♪ Reference

For more information, see Help on SmartNetMonitor for Admin.

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☼Managing the facsimile functions using SmartNetMonitor for Admin

Using SmartNetMonitor for Admin, you can check information about the machine's facsimile functions and save the information on the computer.

SmartNetMonitor for Admin provides the following management functions:

Using **[Address Management Tool]**, you can check the information about destinations programmed on the machine and change the fax numbers and names of these destinations. You can also register a new destination.

Using **[Address Management Tool]**, you can retrieve destinations programmed on the machine and save them on the computer as CSV files. You can then export the saved CSV files to the Address Book of LAN-Fax Driver using the Address Book application.

✐ Note

❒ For the method of installing SmartNetMonitor for Admin, see the *Printer Reference 1*.

❒ For detailed operations, see *Network Guide* and Help on SmartNetMonitor for Admin.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets. It is necessary to create a cover sheet file before attaching a cover sheet to fax messages using LAN-Fax Driver.

Creating a cover sheet

Use the following procedure to create a fax cover sheet.

You can edit the items below using LAN-Fax Cover Sheet Editor.

- Company name as destination info.
- Department name as destination info.
- Person name as destination info.
- Title of address as destination info.
- Company name as sender info.
- Department name as sender info.
- Person name as sender info.
- Telephone number as sender info.
- Fax number as sender info.
- Date
- Message

✎ **Note**

❒ Cover sheet data is stored in its own format (using "fcp" as its extension)

A **On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].**

The dialog box of LAN-Fax Cover Sheet Editor appears.

B **Edit the cover sheet.**

✎ **Note**

❒ For details about operations, see Help.

C **Click [Save as...] on the [File] menu.**

D **Select a folder, and then enter a file name.**

E **Click [Save].**

Attaching a created cover sheet

Use the following procedure to attach a created cover sheet file to a fax message.

A **On the [File] menu, click [Print...].**

B **Select "LAN-Fax M3" in "Printer Name", and then click [OK].**

The **[LAN-Fax]** dialog box appears.

C **Click [Cover Sheet...].**

The **[Cover Sheet...]** dialog box appears.

D **Select a cover sheet file from the drop-down list or after clicking [Browse...] in [Select Cover Sheet].**

✎ **Note**

❒ The selection made in **[Select Cover Sheet]** is not canceled unless you select another file. If you want to change only destination information, skip this step and proceed to step **E**.

E **Enter the destination information.**

Note

❒ You can select **[Use Address Book]**, **[To Whom It May Concern]**, [**Edit Names**], or **[None]**. Selecting **[Edit Names]** allows you to enter company, department, and person names.

F **To print the date, select the [With a Date] check box.**

G **Enter the sender information.**

Note

❒ You can enter company, department, and person names, and telephone and fax numbers.

❒ To add a message, select the **[With a Message]** check box, and then enter a message.

H **Click [OK].**

I **Specify a destination.**

J **Select the [Attach a Cover Sheet] check box.**

K **Click [Send].**

LAN-Fax Operation Messages

Note

❒ You can have the LAN-Fax Error Report printed when options are not properly selected, or there is a communication error with a computer. See p.161 "User Parameters" (switch 20, bit 0).

Message	Causes and Solutions
Cannot access the printer. Click [retry] to send the data again.	Check the network connection. Check that the power is turned on.
The number of entries in Destinations exceed the limits. Up to 500 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 500.
"LAN-Fax" has already been launched. Cannot launch it again.	The **[LAN-Fax]** dialog box is already open. Quit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory on the computer is insufficient. Quit applications currently not in use.

LAN-Fax Error Report

This report is printed when options are not properly selected, or a communication error with a computer occurs. Check the error message of the report.

If you entered a user code in the **[Options]** dialog box, this report can be sent to you by e-mail, provided your e-mail address is programmed in the machine. However, if User Code Management is on for fax, the report is not sent.

Note
❒ You can select whether or not a LAN-Fax Error Report is printed. See p.161 "User Parameters" (switch 20, bit 0).

Error Messages

Check the error report, and then try again.

LAN-Fax Result by E-mail

If you entered a user code in the **[Options]** dialog box, the result can be sent to you by e-mail, provided your e-mail address is programmed in the machine.

Note
❒ You can select whether or not a LAN-Fax Result is sent to the specified e-mail address. See p.161 "User Parameters" (switch 20, bit 7). If the message failed to be sent to one or more of the specified destinations, the result is sent regardless of this setting.

Viewing Fax Information Using a Web Browser

You can view received fax messages and their lists or print these messages using a Web browser on a network computer.

Note

❒ You need to select "Store" as the "Reception File Setting" in the Facsimile Features menu. See p.186 "Storing or Printing Received Documents".

❒ You can also check and manage the documents using DeskTopBinder V2 Lite. See p.137 "Managing Documents Saved in the Document Server from a Computer".

Reference

"Configuring the Network Interface Board Using a Web Browser", *Network Guide*

Viewing, Printing, and Deleting Received Fax Messages Using a Web Browser

Use the following procedure to view and/or print received fax messages using a Web browser.

Viewing received fax messages using a Web browser

A **Start a Web browser.**

B **Enter the machine's IP address in the [Address] field.**

C **Click [Fax Received File].**

With a user code (stored reception file) programmed

A **If you have programmed a user code, enter the code, and then press [OK].**

A list of the received fax messages appears.

Note

❒ If the programmed user code has been deleted using the Address Book Management function under System Settings, a message indicating incorrect user code entry appears. If this is the case, reprogram a user code. See p.188 "Setting a User Code for Viewing Received and Stored Documents".

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D **Click the Property icon of the desired fax message.**

Information such as reception dates, senders, line types, number of pages, and file numbers appear in addition to preview images.

✎ **Note**

❒ To view a list of the fax messages, select the thumbnail display, detail display, or icon display. Click **[Thumbnails]**, **[Details]**, or **[Icons]**.

E **View the content of the fax message.**

✎ **Note**

❒ To enlarge the preview image, click **[Enlarge Image]**. Enlargement cannot be performed without Acrobat Reader installed. For more information, see Help on the Web browser.

F **To download the received fax message, click [PDF] or [Multi-page TIFF].**

Clicking **[PDF]** causes Acrobat Reader to be started and the message to be displayed.

Clicking **[Multi-page TIFF]** causes a downloading confirmation window to appear.

✎ **Note**

❒ The method for downloading differs depending on the selected format. For more information, see Help on the Web browser.

Printing fax information using a Web browser

A **Start a Web browser.**

B **Enter the machine's IP address in the [Address] field.**

C **Click [Fax Received File].**

The list of received fax messages appears.

D **Click and select the check box beside the fax message to be printed.**

✎ **Note**

❒ To view a list of the fax messages, select the thumbnail display, detail display, or icon display. Click **[Thumbnails]**, **[Details]**, or **[Icons]**.

E **Click [Print].**

F **Click [Start Print].**

✎ **Note**

❒ To cancel printing, press **[Cancel]** before clicking **[Start Print]**.

❒ You can change the printing order of selected multiple messages. You can also have messages printed on both sides of paper. For more information, see Help on the Web browser.

G **Click [OK].**

The display returns to that of step **D**.

Deleting fax information using a Web browser

A **Start a Web browser.**

B **Enter the machine's IP address in the [Address] field.**

C **Click [Fax Received File].**

The list of received fax messages appears.

D **Click and check the check box beside the fax message to be deleted.**

⌀ **Note**

❒ To view a list of the fax messages, select the thumbnail display, detail display, or icon display. Click **[Thumbnails]**, **[Details]**, or **[Icons]**.

E **Click [Delete].**

F **Click [Delete File].**

⌀ **Note**

❒ To cancel deletion, press **[Cancel]** before clicking **[Delete File]**.

❒ After selecting multiple messages, you can also cancel deletion of some of the selected messages. For more information, see Help on the Web browser.

G **Click [OK].**

The display returns to that of step **D**.

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Viewing Received Messages on a Computer

ScanRouter V2 Professional (sold separately) is also required as a delivery server. DesktopBinder V2 Professional Lite or DesktopBinder V2 Professional software (both sold separately) must be installed on your computer.

Delivering Received Messages

Messages received by the machine can be viewed on or downloaded to a computer with the network delivery server, ScanRouter V2 Professional. This is a useful function, enabling you to view and store messages on your computer without printing them.

Using the delivery server, you can eliminate the task of retrieving and delivering messages.

❖ **Functions**

Delivery server provides the following functions:

- Use the delivery server to associate incoming messages (Confidential ID, SUB Code, Own Name, and Own Fax Number) with receivers, so messages are delivered to the intended receivers.

- You can select the delivery method for incoming messages: "Save in the delivery server inbox," "Send as an e-mail attachment," or "Save in the designated PC folder." Incoming messages with no Confidential ID, ID Override Confidential Transmission, SUB Code, Own Name, or Own Fax Number are saved in the delivery server inbox. You can also set so that the received messages are stored in the specified delivery server inbox according to the used line for reception.

- You can check or download received messages stored in the delivery server inbox using DesktopBinder V2 Professional Lite or DesktopBinder V2 Professional.

� **Limitation**

❒ Confidential messages are also forwarded to the delivery server.

📝 **Note**

❒ To view or download messages stored in the delivery server inbox, you need to install the separately sold DesktopBinder V2 Professional Lite or DesktopBinder V2 Professional on your computer.

❒ To send received messages to your computer as e-mail attachments, you need to have a ScanRouter V2 Professional-compatible e-mail program on your computer.

❒ To create a network using the delivery server, settings must be specified in the User Tools of the machine. Settings must also be specified on the delivery server. See "Settings You Can Change with User Tools – File Transfer", *General Settings Guide*.

❒ See ScanRouter V2 Professional Help or instructions for more information on the delivery server (ScanRouter V2 Professional).

❒ For information about DesktopBinder V2 Lite/Professional, see DesktopBinder V2 Lite/Professional Help or instructions.

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7. Simplifying the Operation

Programs

If you regularly send messages to a particular destination or transmit using the same functions, you can save repetitive keypad operations by registering this information in a Keystroke Program.

Registering and Changing Keystroke Programs

Keystroke Programs can be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Internet Fax transmission, Difference size originals, Immediate Transmission, destinations (up to 500 numbers), resolution, original type, G3 communication mode, Stamp, Send Later, Default ID, Auto Image Density, Manual Image Density, Scan Area, Auto Document, Book Fax, Polling Transmission, Polling Reception, Transfer Request, two-sided transmission, entering text, reception confirmation settings, and BCC transmission settings, optional functions
- Program name (up to 20 characters)

Note

❒ The maximum number of programs you can register is 100 (200 with the optional fax function upgrade unit).

❒ Use the same procedure to register and change programs. Follow the procedure for the items you want to change.

❒ The method of registering or changing programs for the copy function is different from that of the fax function.

❒ You cannot register the following using program No. 1.:
- Any destination
- Polling Transmission
- User Transmission
- Store File
- Specifying a stored file
- Enter Subject of Mail Options

A **Make sure that the machine is in facsimile mode and the standby display is shown.**

Note

❒ If the standby display is not shown, press the 【Facsimile】 key.

B **Prepare for registering the program.**

Note

❒ The procedure for programming differs depending on the items you want to register.

❒ Press the 【Clear Modes】 key to cancel programming.

Example of registering a program using Send Later with the fax number "0123456789"

A **Press** 【**0**】**,** 【**1**】**,** 【**2**】**,** 【**3**】**,** 【**4**】**,** 【**5**】**,** 【**6**】**,** 【**7**】**,** 【**8**】**,** 【**9**】 **using the number keys.**

B **Perform the Send Later setting till the procedure of pressing [OK] to return to the standby mode.**
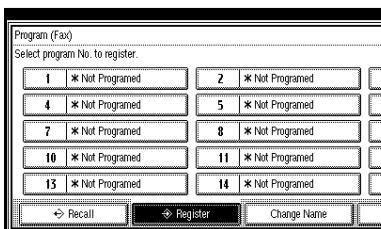
   📖*Reference*

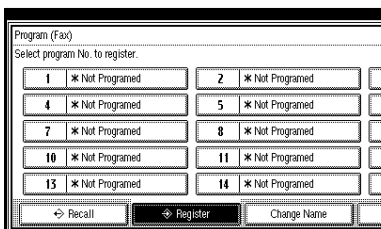   p.3 "Sending at a Specific Time (Send Later)"

C **Press the** 【**Program**】 **key.**

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D **Make sure that [Register] is selected.**

E **Select a program number in which "*Not Programed" is shown.**

   ✎*Note*

   ❒ If you make a mistake, press **[Cancel]** and select a program number again.

   ❒ When you change a Keystroke Program, press **[Register]** after pressing the program number you want to change. If you make a mistake, press **[Do not Register]** and return to step **E**.

F **Enter the program name, and then press [OK].**

The standby display appears.

   ✎*Note*

   ❒ If you make a mistake, press **[Backspace]** or **[Delete All]**, and then try again.

   ❒ You should register the program name.

   ❒ To cancel a programmed program, press **[Cancel]**. The display returns to that of step **E**.

   📖*Reference*

   "Entering Text", *General Settings Guide*

Registering a priority function using a program

You can select whether or not the function registered in program No. 1 will be set after the power is turned on or the 【Clear Modes】 key is pressed.

After registering a function in program No. 1, select **[Program No.1]** for **[Change Initial Mode]** on the Facsimile Features menu. See p.144 "General Settings/Adjustment".

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Changing a program name

A **Make sure that the machine is in facsimile mode and the standby display is shown.**
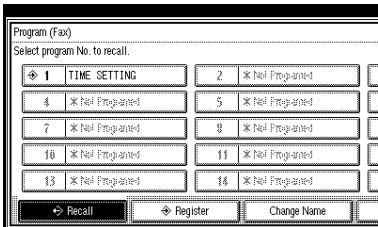
Note

❒ If the standby display is not shown, press the **【Facsimile】** key.
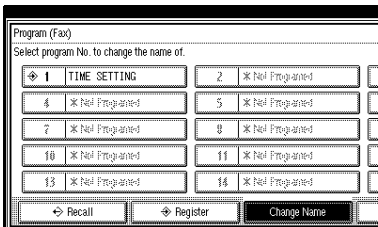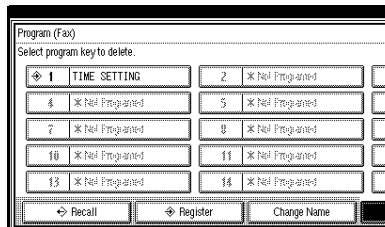
B **Press the 【Program】 key.**

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C **Press [Change Name].**

D **Select the program number of the name you want to change.**

E **Enter a new program name, and then press [OK].**

Note

❒ Press **[Cancel]** to cancel the change, and proceed to step **F**.

F **Press [Exit].**

The standby display appears.

Deleting a Program

A **Make sure that the machine is in facsimile mode and the standby display is shown.**

Note

❒ If the standby display is not shown, press the **【Facsimile】** key.

B **Press the 【Program】 key.**

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C **Press [Delete].**
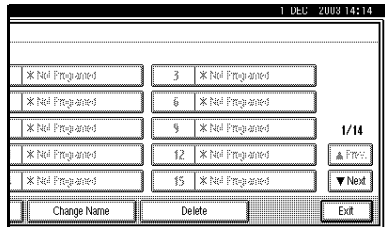
D **Select the program number you want to delete.**

E **Press [Yes].**

Note

❒ Press **[No]** not to delete the program. The display returns to that of step **C**.

F **Press [Exit].**

The standby display appears.

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Using a Program

Note

❒ Using the program causes the previous settings to be cleared.

A **Make sure that the machine is in facsimile mode and the standby display is shown.**

Note

❒ If the standby display is not shown, press the 【**Facsimile**】 key.
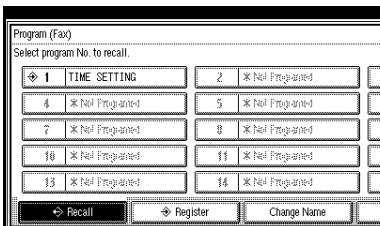
B **Place the original.**

Note

❒ If you have no programmed destinations or scan settings as programs, enter the fax number of the destination and select the scan settings you require.

C **Press the 【Program】 key.**

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D **Select the program number you registered.**

The standby display appears.

Then, the programmed fax number is shown. Transmission Mode is selected.

E **Press the 【Start】 key.**

The fax number and specified time are shown on the display, and the machine starts to scan the original.

The registered program will start.

Using the Document Server

The Document Server can store documents from various applications.

The documents that are stored using the facsimile function are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want, just by selecting it.

- Storing a document does not use facsimile memory.

You can send and print multiple stored documents as a single document, and also send them with scanned originals at the same time. Follow the instructions under **[Select Stored File]** in **[Sub TX Mode]** when sending or printing stored documents. See p.67 "Sending a Stored File".

🔎 Reference

"What You Can Do with This Machine", *General Settings Guide*

💥 Important

❒ Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage that might result from the loss of data.

📝 Note

❒ Stored documents are not deleted even when there is a power failure, or the main power switch is turned off.

❒ You can specify whether or not the machine automatically deletes documents from the Document Server after a certain number of days. The delete function is pre-configured with the software and automatically deletes any stored document that is more than three days (72 hours) old. You can change the setting with "Auto Delete File" under "Key Operator Tools" . See "Key Operator Tools — Auto Delete File", *General Settings Guide*.

❒ You can store approximately 9,000 pages (ITU-T No.4 chart) in the Document Server, using the copy, facsimile, printer, and scanner functions.

❒ The Document Server (Copier, Facsimile (except for storing received document), Printer, and Scanner functions in total) has a memory capacity of approximately 2,000 documents.

❒ You can store up to 1,000 pages per document.

❒ You cannot check received and stored documents through the Document Server. See p.34 "Printing Received and Stored Documents".

Storing a Document

You can store and send a document at the same time. You can also just store a document.

❖ **File names**

Scanned documents are automatically assigned names like "FAX0001" or "FAX0002". See p.133 "Setting a file name".

❖ **User Names**

You can set this function if necessary to know who and what departments stored documents in the machine. See p.133 "Programming a user name".

❖ **Password**

You can set this function so as not to send to unspecified people. See p.133 "Setting a password".

✎ **Note**

❒ You can change file names and user names. See p.134 "Changing Information of Stored Documents".

A **Make sure that the machine is in facsimile mode and the standby display is shown.**

If the standby display is not shown, press the 【**Facsimile**】 key.

B **Place the original, and then select the scan settings you require.**

🔎 **Reference**

p.13 "Placing Originals", *Facsimile Reference <Basic Features>*

C **Press [Store File].**
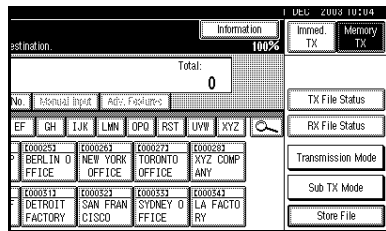
D **Select [Store & Transmit] or [Store only].**

Select **[Store & Transmit]** to send documents after they are stored.
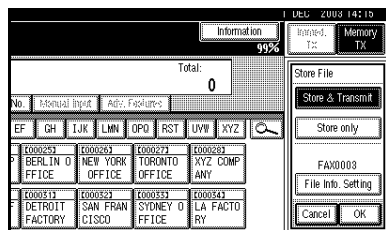
Select **[Store only]** to store documents.

When **[Store only]** is selected, "✶✶✶✶✶✶✶✶✶✶" is shown.

E **Press [File Info. Setting], and then set the user name, file name, and password as necessary.**
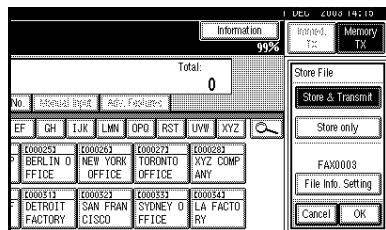
✎ **Note**

❒ If you are not setting a user name, file name, or password, proceed to step **F**.

❒ You cannot change multiple documents at once.

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Programming a user name

📎 Note

❐ Set a user name from those pro-
grammed in the user code. User
code is programmed in System
Settings. See "Registering a
New User Code", *General Set-
tings Guide.*

A Press **[User Name].**

B Press the user name to be pro-
grammed, and then press **[OK].**

📎 Note

❐ Press the title key to switch
between titles.

❐ To set an non-programmed
user name, press **[Non-pro-
grammed Name]**, and then en-
ter the name. User names
entered by pressing **[Non-pro-
grammed Name]** are not pro-
grammed into the user code.

🔎 Reference

"Entering Text", *General Set-
tings Guide*

C Press **[OK].**

Setting a file name

A Press **[File Name].**

B Enter the file name, and then
press **[OK].**

🔎 Reference

"Entering Text", *General Set-
tings Guide*

C Press **[OK].**

Setting a password

A Press **[Password].**

B Enter a password using the
number keys, and then press
[#].

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Note

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key before pressing **[OK]**, and then reenter your password.

❒ You can enter up to four digits.

C **Enter the password again, and then press [#].**

D **Press [OK].**

Note

❒ Press **[Change]** to enter a different password.

E **Press [OK].**

F **Press [OK].**

G **If you have selected [Store & Transmit], specify the receiver.**

Note

❒ If you have selected **[Store only]**, proceed to step H.

H **Press the 【Start】 key.**

Changing Information of Stored Documents

You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document. See p.136 "Deleting a Stored Document".

Note

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps A and B. See p.145 "Quick Operation Key".

A **Press [Sub TX Mode].**

B **Select [Select Stored File].**

C **Select [Manage/Delete File], and then press the document to be changed.**

D If you select a document for which a password is set, enter the password, and then press [OK].

When a selected file does not have a password, proceed to step **E**.
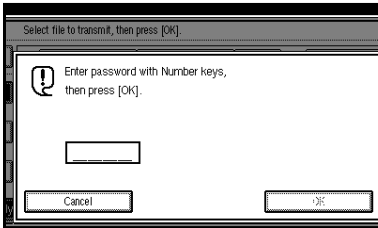
E Change the desired information of the stored document.
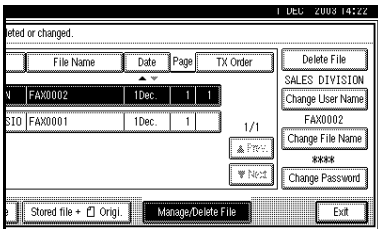
Changing a user name

A Press [Change User Name].

B Press [Clear].

The user name is deleted.

C Enter the new user name, and then press [OK].

Note

❒ Press the title keys to switch between titles.

❒ To set a non-programmed user name, press **[Non-programmed Name]**, and then enter the name.

❒ User names entered by pressing **[Non-programmed Name]** are not programmed into the user code.

Reference

"Entering Text", *General Settings Guide*

Changing the file name

A Press [Change File Name].

B Press [Backspace] or [Delete All], and then re-enter the file name.
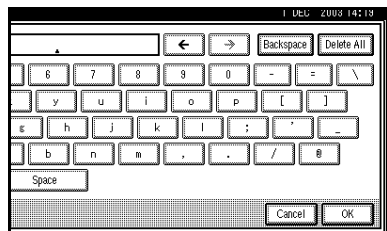
Reference

"Entering Text" *General Settings Guide*

C Press [OK].

Changing the password

A Press [Change Password].

B Press upper [Change].

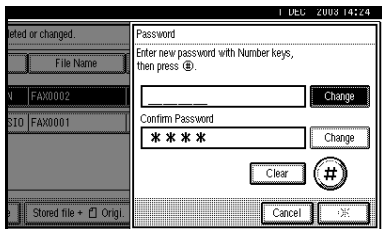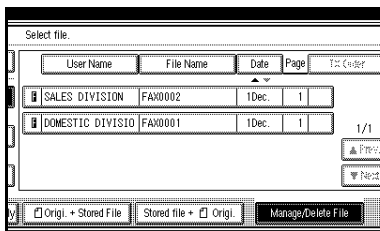❸ **Enter a new password using the number keys, and then press [#].**

❹ **Press lower [Change].**

❺ **Enter the password again, and then press [#].**

❻ **Press [OK].**

F **Press [Exit].**

G **Press [OK].**

The standby display appears.

Deleting a Stored Document

Use this function to delete stored documents.

✎ Note

❒ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit steps **A** and **B**. See p.145 "Quick Operation Key".

A **Press [Sub TX Mode].**

B **Press [Select Stored File].**

C **Press [Manage/Delete File].**

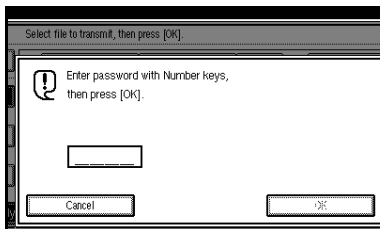
D **Select the document you want to delete.**
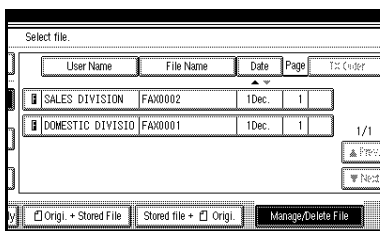
✎ Note

❒ You can also delete multiple documents at once.

With a programmed password

❶ **Enter a password using the number keys, and then press [OK].**

E **Press [Delete File].**

F **Press [Delete].**

✎ Note

❒ If you do not want to delete the document, press **[Do not Delete]**.

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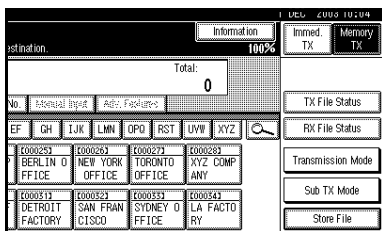
7 **Press [Exit].**

8 **Press [OK].**

The standby display appears.

Managing Documents Saved in the Document Server from a Computer

Using DesktopBinder

Fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available using the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Exporting documents as files (Export Document)

For more information, see Desktop-Binder V2 operating instructions and Help.

Note

❒ Settings made in System Settings enable you to send documents to the delivery server. See "Setting up the Machine on a Network", *Network Guide*.

Using a Web browser

Fax documents saved in the Document Server can be viewed using a Web browser on a network computer. These fax documents can also be downloaded to the computer's hard disk. See p.121 "Viewing Fax Information Using a Web Browser".

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8. Facsimile Features

Function List

The User Tools allow you to program your identification, store frequently used numbers and settings, and customize default settings to meet your needs.

The User Tools are grouped by functions so that you can quickly and easily find the desired User Tool.

❖ **General Settings /Adjustment**

Description	Reference
Default Transmission Mode and scan settings. When the power is turned on, settings specified here are selected:	p.144 "General Settings/Adjustment"
• Memory/Immediate Transmission Switch	
• Text Size Priority	
• Original Type Priority	
• Auto Image Density	
• Adjust Scan Density	
• Select Title	
• Change Initial Mode	
• Adjust Sound Volume	p.73 "Adjusting the Volume", *Facsimile Reference <Basic Features>*
• Program Fax Information	p.65 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*
• Scan End Reset	
• Transmission Stamp Priority	
• Line Priority Setting	
• Program Economy Time	
• On Hook Mode Release Time	
• Quick Operation key	

❖ Reception Settings

Description	Reference
Allows you to switch the following reception functions on or off:	p.146 "Reception Settings"
• Switch Reception Mode	
• Authorized Reception	p.169 "Authorized RX (Authorized Reception)"
• Forwarding	p.169 "Forwarding"
• Reception File Print Quantity	p.169 "Reception File Print Qty"
• Two-Sided Print	p.97 "Two-Sided Printing"
• Reception Reverse Printing	p.100 "Reverse Order Printing"
• Paper Tray	p.170 "Paper Tray"
• Specify Tray for Lines	p.105 "Specifying Tray for Lines"
• Checkered Mark	p.96 "Checkered Mark"
• Center Mark	p.96 "Centre Mark"
• Print Reception Time	p.97 "Reception Time"

❖ E-mail Settings

Description	Reference
• Internet Fax Settings • Maximum E-mail Size • SMTP Reception File Delivery Settings	p.147 "E-mail Settings"

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❖ **Key Operator Tools**

| Description	Reference
• Program/Change/Delete Standard Message • Store/Change/Delete Auto Document • Program/Change/Delete Scan Size • Print Journal • Transmission Page Count • Forwarding • Memory Lock Reception • ECM • Parameter Setting • Program Special Sender • Box Setting • Transfer Report • Program Confidential ID • Program Polling ID • Program Memory Lock ID • Select Dial/Push Phone • Reception File Setting	p.149 "Key Operator Setting"

🔆 Displays

- Each menu appears in each tab.

- You can switch the display by pressing **[▲ Prev.]** or **[▼ Next]**.

- The selected item is highlighted.

- When you have made all required settings, press **[OK]**. If **[OK]** is not pressed, the new settings might be canceled.

- Press **[Cancel]** to cancel the new settings. The previous display appears.

Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (eight digits maximum) to operate the User Tools. This prevents unauthorized people from changing settings.

Note

❒ You can turn the Key Operator Code on or off in "User Tools Menu (System Settings)". See "Key Operator Tools", *General Settings Guide*.

❒ When you set the Key Operator Code to active, enter a code (eight digits maximum) using the number keys and select **[Partial]** or **[All Initial Settings]** to limit access.

- When **[Partial]** is selected:
  Only Key Operator Tools are protected with a Key Operator Code.

- When **[All Initial Settings]** is selected:
  Key Operator Tools and User Tools are protected with a Key Operator Code.

A Press the 【**User Tools/Counter**】 key.

B Press **[Facsimile Features]**.
   If you have selected **[All Initial Settings]**, proceed to step D.

C Press **[Key Operator Tools]**.

D Enter a Key Operator Code (eight digits maximum) using the number keys.
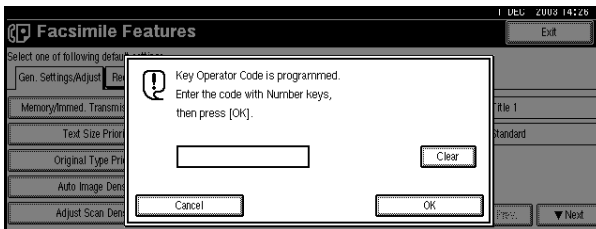
E Press **[OK]**.

Note

❒ If you enter a Key Operator Code not programmed, the display will return to that of step D.

Accessing User Tools (Facsimile Features)

Customize the facsimile settings according to the operations to be frequently performed.

Note

❒ The machine allows you to change the facsimile defaults in a mode that is not the facsimile mode. After changing the defaults, select facsimile mode again. This section describes the facsimile defaults that the machine allows you to customize.

❒ Customized facsimile defaults are kept until the defaults are changed again. The new settings are not cancelled by turning off the main power switch or the Operation switch or pressing the 【Clear Modes】 key.

🔎 Reference

For the items that can be changed using System Settings, see "User Tools (System Settings)". See "User Tools Menu (System Settings)", *General Settings Guide*.

A **Press the 【User Tools/Counter】 key.**

The main menu display for default settings appears.

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Note

❒ With a Key Operator Code programmed, changing the default causes the Key Operator Code entry display to appear. If this happens, enter the programmed code first. For the Key Operator Code, see "Key Operator Tools", *General Settings Guide*.

B **Press [Facsimile Features].**

The menu display for facsimile default settings appears.

C **Select the item that you want to change.**

The corresponding setting display appears.

🔎 Reference

p.139 "Function List"

D **Follow the displayed instructions to change the default, and then press [OK].**
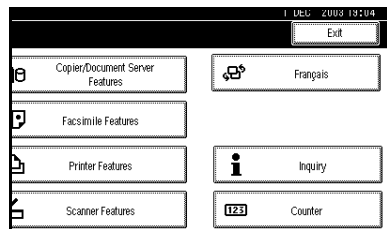
Note

❒ If you make a mistake, press [Cancel].

Quitting Default Settings

A **After changing the defaults, press [Exit] on the main menu display for default settings.**

The standby display appears.

Note

❒ You can also press the 【User Tools/Counter】 key to quit the main menu display for default settings.

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General Settings/Adjustment

❖ **Memory/Immed. Transmission Switch**
Use this function to specify the Transmission Mode for document transmission.

- Memory Transmission
- Immediate Transmission

❖ **Text Size Priority**
Use this function to specify the character size of your originals for scanning.

- Standard
- Detail
- Super Fine (expansion memory required)

❖ **Original Type Priority**
Use this function to specify the type of originals for scanning.

- Text
- Text/Photo
- Photo

❖ **Auto Image Density**
Use this function to prioritize automatic Image Density for scanning your originals.

- ON
- OFF

❖ **Adjust Scan Density**
Use this function to specify the scan density of your originals.

❖ **Select Title**
Use this function for selecting the title to be shown on the destination list.

- Title 1
- Title 2
- Title 3

❖ **Change Initial Mode**
Use this function to select whether contents registered in program No.1 are to be used as the initial settings after the power is turned on or the 【Clear Modes】 key is pressed:

- Standard
- Program No.1

  📎 **Note**
  ❒ You cannot select Program No.1 if program No.1 has not been programmed with priority functions.

❖ **Adjust Sound Volume**
See p.73 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.

- On Hook Mode
- At Transmission
- At Reception
- At Dialing
- At Printing

❖ **Program Fax Information**
See p.65 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*.

- Fax Header
- Own Name
- Own Fax Number

❖ **Scan End Reset**
Use this function to return to the initial settings each time an original is scanned.

- ON
- OFF

❖ **TX Stamp Priority**
Use this function to press a TX stamp.

- ON
- OFF

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❖ **Line Priority Setting**
Use this function to specify the line of usage.

✐ **Note**
❒ The display may differ depending on the line type you have.

❖ **Program Economy Time**
Use this function for specifying a time for transmission when call charges are low. See p.3 "Sending at a Specific Time (Send Later)".

♟ **Limitation**
❒ You can program only one Economy Time.

✐ **Note**
❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

❖ **On Hook Mode Release Time**
Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing.

- 1 minute
- 3 minutes
- 5 minutes
- 10 minutes

❖ **Quick Operation Key**
Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on. The Quick Operation keys can be programmed with the following functions:

- Journal
- TX File Status (Transmission File Status)
- Print Conf. RX (Print Confidential Reception)
- Print Memory Lock

- Stored File
- Send Later
- Auto Document
- 2 Sided Original
- Closed Network
- Polling TX (Polling Transmission)
- Polling RX (Polling Reception)
- Fax Header Print
- Label Insertion
- RX File Status (Reception File Status)
- Forwarding
- Transfer Request
- Switch RX Mode (Reception Mode Switch)
- Manual E-mail RX (Manual E-mail Reception)
- TX Status Report (Transmission Status Report)
- User TX (User Transmission)
- E-mail TX Results (E-mail Transmission Results)

Up to three functions can be programmed into a Quick Operation keys.

A **Select Quick Operation key you want to program.**

B **Select the function you want to program in the Quick Operation key.**
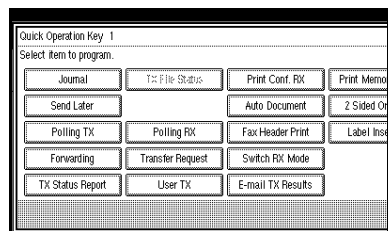
✐ **Note**
❒ Functions that appear dimmed have already been set.

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Reception Settings

❖ **Switch Reception Mode**
Specify the method for receiving fax messages.

- Manual Reception
- Auto Reception

❖ **Authorized RX (Authorized Reception)**
Specify whether or not unwanted fax messages are to be screened out.

- ON
- OFF

❖ **Forwarding**
Specify whether or not received fax messages are to be forwarded to a programmed receiver.

- ON
- OFF

❖ **RX File Print Qty (Reception File Print Quantity)**
Specify the number of copies to be printed for each fax message received.

- 1 to 10 set(s)

❖ **2 Sided Print**
Specify whether or not received fax messages are to be printed on both sides of paper.

- ON
- OFF

❖ **RX Reverse Printing (Reception Reverse Printing)**
Specify whether or not received fax messages are to be printed from the last page received.

- ON
- OFF

❖ **Paper Tray**
Use this function to print fax messages received from programmed senders and fax messages from other senders, using different paper trays.
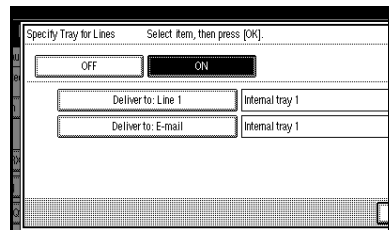Display of tray names may differ depending on the options installed.

- Tray 1
- Tray 2
- Tray 3 (option)
- Tray 4 (option)
- Auto Select
- LCT (option)

❖ **Specify Tray for Lines**
Specify a paper tray for each line (telephone/LAN).
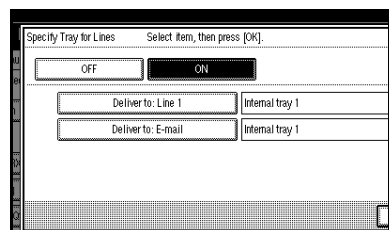
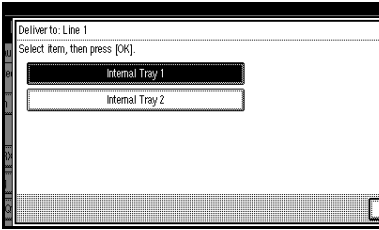- OFF
- ON

① Select **[ON]** to select a paper tray.

Note

❒ If you select **[OFF]**, the received fax is delivered to a default tray.

② Select the line type.

③ Select a tray to deliver the received paper onto, and then press **[OK]**.

Deliver to: Line 1
Select item, then press [OK].
Internal Tray 1
Internal Tray 2

Note

❒ If you want to specify another line type, repeat from step ②.

❖ **Checkered Mark**

Specify whether or not a checkered mark is to be printed on the first page of received fax messages.

- ON
- OFF

❖ **Center Mark**

Specify whether or not a centre mark is to be printed halfway down the left side and at the top centre of each page received.

- ON
- OFF

❖ **Print Reception Time**

Specify whether or not received date and time are to be printed at the bottom of received fax messages.

- ON
- OFF

E-mail Settings

❖ **Internet Fax Settings**

You can select to display $\boxed{\text{📠/📧}}$ or not. When you want to send an Internet Fax, set ON to display the icon.
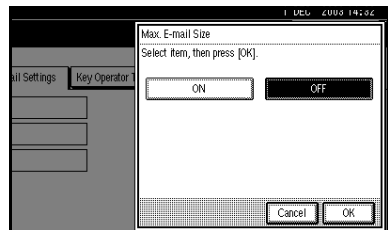
- ON
- OFF

❖ **Max. E-mail Size**

Make this setting when you want to limit the size of e-mail messages that are transmitted, if receivers limit e-mail size, or you cannot send large size e-mail for some reason. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.
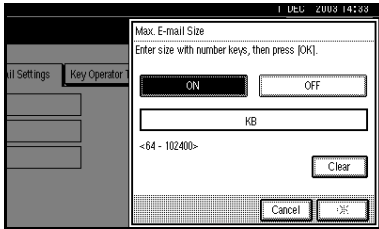
- ON
- OFF

Note

❒ When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.

❒ Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

① Press **[ON]**.

1 DEC 2003 14:32
Max. E-mail Size
Select item, then press [OK].
ail Settings   Key Operator
ON   OFF
Cancel   OK

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B Enter the maximum e-mail size using the number keys.

Note

❒ Maximum e-mail size can be between 64 and 102400 KB.

❒ If you make a mistake, press **[Cancel]** or the **【Clear/Stop】** key, and then enter again.

C Press **[OK]**.

❖ **SMTP RX File Delivery Settings (SMTP Reception File Delivery Settings)**

This function is available on systems that allow routing of e-mail received via SMTP. See p.94 "Routing E-mail Received via SMTP".

- On
- Off

When an authorized e-mail address is set, e-mail received from addresses that do not match the authorized address is discarded, and an error message is returned to the SMTP server.
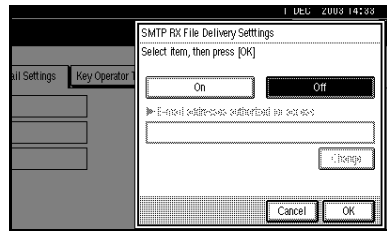
The authorized e-mail address is compared with the addresses of e-mail originators, as illustrated by the following examples.

When the authorized e-mail address is set to "@aaa.abcd.com":
abc@aaa.abcd.com - accepted
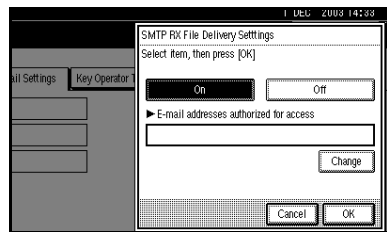def@aaa.xyz.com - not accepted
abc@abcd.com - not accepted

Note

❒ No Error Report is output even when e-mail is discarded.

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A Press **[On]**.

B Press **[Change]**, and then enter the sending e-mail address with transmission permission.

Note

❒ If you make a mistake, press **[Backspace]** or **[Delete All]**, and then enter again.

C Press **[OK]** twice.

9. Key Operator Setting

Key Operator Tools List

You can program, change, or delete standard messages and auto documents. You can also set the line type for the machine connection, program various IDs (including a Polling ID), fax destinations, and many other items. In addition, you can check the number of documents transmitted and received.

Function name	Description	Reference
Program/Change/Delete Standard Message	You can program, change, or delete standard messages printed at the top of the first page of each incoming message.	p.151 "Programming, Changing, and Deleting Standard Messages"
Store/Change/Delete Auto Document	You can program, change, or delete pages stored as auto documents.	p.151 "Programming, Changing, and Deleting Standard Messages"
Program/Change/Delete Scan Size	You can program, change, or cancel frequently used scan sizes.	p.154 "Programming, Changing and Deleting a Scan Size"
Print Journal	Prints a Journal.	p.156 "Printing the Journal"
Transmission Page Count	Checks the transmission and reception, and totals on the display.	p.156 "Counters"
Forwarding	Transfers received messages to a programmed receiver (forwarding destination).	p.157 "Forwarding"
Memory Lock RX	Switches the Memory Lock to on or off. To use it, program an ID for printing a message received in Memory Lock mode.	p.159 "Memory Lock"
ECM	If part of the transmission fails due to a telephone line fault, this function resends the failed part automatically.	p.160 "ECM (Error Correction Mode)"
Parameter Setting	Allows you to change and print the function settings to meet your needs.	p.161 "User Parameters"
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.	p.168 "Programming/ Changing Special Senders"

Function name	Description	Reference
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box, and retrieve messages stored in boxes.	p.174 "Box Settings"
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	p.183 "Transfer Report"
Program Confidential ID	Registers an ID required for Confidential communication.	p.184 "Programming a Confidential ID"
Program Polling ID	Registers an ID required for Polling communication.	p.185 "Programming a Polling ID"
Program Memory Lock ID	Registers an ID required for Memory Lock reception.	p.185 "Programming a Memory Lock ID"
Select Dial/Push Phone	Selects a line type when you connect the machine to a G3 analog line. ✐ **Note** ❐ This function is not available in some areas.	p.186 "Selecting Dial/Push Phone"
Reception File Setting	Selects whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.	p.186 "Storing or Printing Received Documents"
Stored RX File User Code Setting	Set the password to view received and stored documents using a Web browser or DeskTopBinder V2 Lite.	p.188 "Setting a User Code for Viewing Received and Stored Documents"

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Using Key Operator Settings

Programming, Changing, and Deleting Standard Messages

Use this function to program standard messages to be printed at the top of the first page of the original. It is useful for personalizing messages such as sending greetings.

✐ Note

❒ You can program three standard messages. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres. section" messages.

❒ Use the same procedure to program and change your messages.
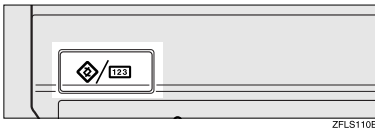
A Press the 【User Tools/Counter】 key.

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B Press [Facsimile Features].

C Press [Key Operator Tools].

D Press [Program/Change/Delete Standard Message].

Programming or changing standard messages

A Select the message number key you want to program or change.
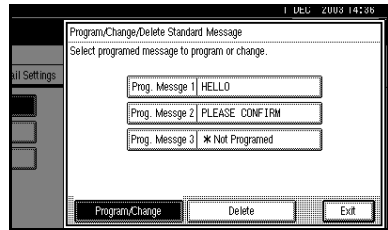
B Enter a new message.

✑ Reference

"Entering Text", *General Settings Guide*

C Press [OK].

✐ Note

❒ To program another message, repeat the procedure from step A.

❒ To cancel a registration, press [Cancel].

Deleting Standard Messages

A Press [Delete], and then select the message you want to delete.

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B **Press [Delete].**

✐ **Note**

❐ To delete another message, repeat from step **A**.

❐ To cancel a deletion, press **[Do not Delete]**. The display returns to that of step **A**.

E **Press [Exit].**

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

Storing, Changing, and Deleting an Auto Document

If you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), you can store that page in memory as an Auto Document. This saves rescanning the original every time you want to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

You can store the following items in an Auto Document:

- Originals (6 documents maximum; when the optional fax function upgrade unit is installed, 18 documents maximum, only one page per file).

- Scan settings (resolution, original type, and image density)

- Irregular scan area

- Document name (16 characters maximum)

⚡**Important**

❐ When about one hour passes after power of the machine is turned off, all fax messages stored in memory are lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost messages.

A **Press the 【User Tools/Counter】 key.**

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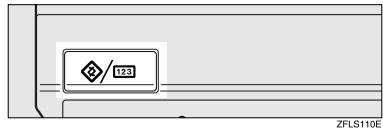
B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Store/Change/Delete Auto Document].**

E **Select and follow the appropriate procedure depending on what you want to perform.**
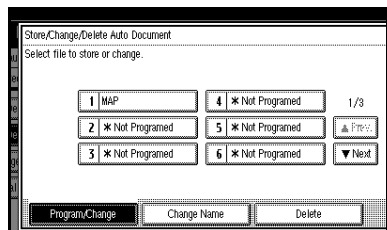
✐ **Note**

❐ If there are stored files, the file names are shown.

Storing a file

A **Select [*Not Programed].**

B **Enter a file name, and then press [OK].**

> *ℰ***Reference**
>
> "Entering Text",*General Settings Guide*

Changing a file

A **Select the file you want to change.**

The "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" message is shown.

B **Press [Store].**

If you want to cancel storing, press **[Do not Store]**.

Changing only a file name

A **Press [Change Name].**

B **Select the file whose name you want to change.**

C **Enter a file name, and then press [OK].**

> *ℰ***Reference**
>
> "Entering Text", *General Settings Guide*

Proceed to step H.

F **Place the original, and then select any scan settings you require.**
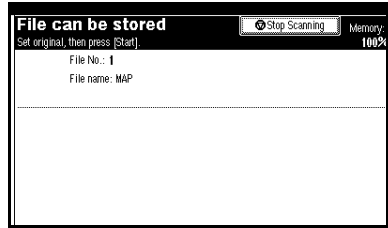
> *ℰ***Note**
>
> ❐ You can also specify a scan size. See p.16 "Setting a Scan Area", *Facsimile Reference <Basic Features>*.

G **Press the 【Start】 key.**

The machine starts to scan and completes scanning.

> *ℰ***Note**
>
> ❐ To cancel scanning, press **[Stop Scanning]**.

H **Press [Exit].**

I **Press the 【User Tools/Counter】 key.**

The standby display appears.

Deleting an Auto Document

> *ℰ***Note**
>
> ❐ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Store/Change/Delete Auto Document].**

E **Press [Delete], and then select the file you want to delete.**
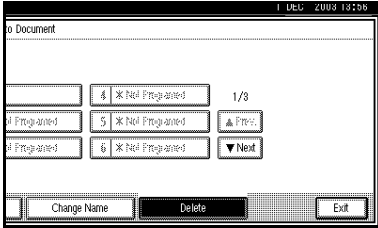
F **Press [Delete].**

Note

❒ To cancel deleting, press **[Do not Delete]**. The display returns to that of step **E**.

G **Press [Exit].**

H **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming, Changing and Deleting a Scan Size

When you select a scan size to scan a non-standard size original, two custom sizes are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance.

To change an existing scan size, just use the same procedure.

Important

❒ When programming or changing a scan size, we recommend you make a record of the new size.

Note

❒ You can program up to two sizes.

❒ You can specify a horizontal length from 128 to 1,200 mm, or from 5.5 to 47 inches.
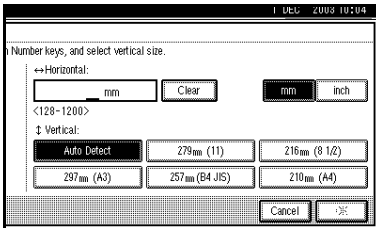
A **Press the 【User Tools/Counter】 key.**

B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program/Change/Delete Scan Size].**

**E** **Select [Program Size 1] or [Program Size 2].**
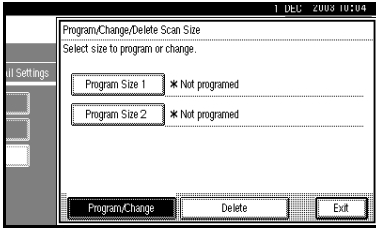
F **Enter a horizontal size using the number keys.**

Note

❒ Each time you press **[mm]** or **[inch]**, the units switch between "mm" and "inch". If you enter a length and change the units by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter 【2】, 【2】, and 【0】 in millimeters and change to "inch", the length "8.7 inch" is shown on the display. If you press **[mm]** or **[inch]** again, "221 mm" is displayed.

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key, and then try again.

❒ To cancel a scan size, press **[Cancel]**.

G **Select a vertical size, and then press [OK].**
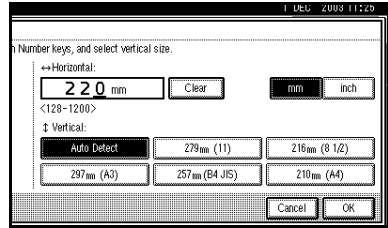
Note

❒ A displayed vertical size differs depending on the selected unit. When **[mm]** is selected, **[Auto Detect]**, **[210mm (A4)]**, **[257mm (B4 JIS)]**, **[297mm (A3)]**, **[216mm (8 1/2)]**, and **[279mm (11)]** are shown. When **[inch]** is selected, **[Auto Detect]**, **[8.3inch (A4)]**, **[10.1inch (B4 JIS)]**, **[11.7inch (A3)]**, **[8.5inch]**, and **[11.0inch]** are shown.

❒ To cancel a scan size, press **[Cancel]**.

H **Press [Exit].**

I **Press the 【User Tools/Counter】 key.**

The standby display appears.

Deleting a scan size
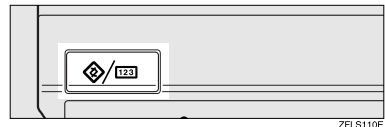
A **Press the 【User Tools/Counter】 key.**

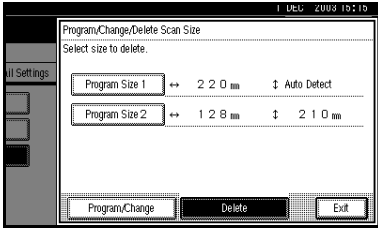**B** **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program/Change/Delete Scan Size].**

E **Press [Delete], and then select [Program Size 1] or [Program Size 2].**

F **Press [Yes].**

Note

❒ To cancel deleting, press **[No]**. The display returns to that of step **E**.

G **Press [Exit].**

H **Press the 【User Tools/Counter】key.**
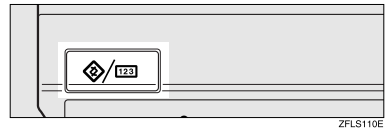
The standby display appears.

Printing the Journal

The Journal allows you to check a maximum of the last 50 communications (receptions & transmissions) performed by the machine. You can print the Journal using the Information menu. See p.27 "Printing the Journal".

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Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
  Total number of transmitted pages
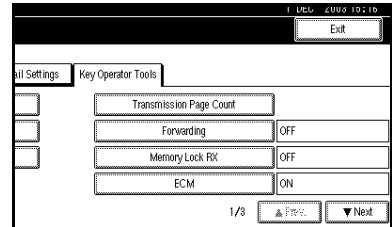- Receptions:
  Total number of received pages

A **Press the 【User Tools/Counter】key.**

B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Transmission Page Count].**

E **After checking the display, press [Exit].**

F **Press the 【User Tools/Counter】key.**

The standby display appears.

Forwarding

This function allows you to have messages printed on the machine, and sent to a specified End Receiver.

This is useful if, for example, you are visiting another office and would like a copy of your messages to be sent to that office.

📔 Preparation

To use this function, set Forwarding under Reception Settings to ON (enable). See p.146 "Reception Settings".

💡 Limitation

❒ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.

❒ You can select end receivers only from among destinations programmed in the Address Book. You cannot specify programmed transfer stations as end receivers.

🖉 Note

❒ An e-mail address can be set as the forwarding destination.

❒ If you do not program an End Receiver, the machine performs printing but not forwarding even with the Forwarding function On.

❒ You can program one of the Quick Operation keys with operations for this function. You can then switch the function on or off merely by pressing the Quick Operation key. The function is on when the Quick Operation key has been highlighted.

❒ If you want to change End Receivers separately according to senders, specify End Receivers for each special sender in "Special Senders to Treat Differently". You can program one receiver per Special Sender. Received messages from unspecified senders will be forwarded to the End Receiver specified here. See p.165 "Special Senders to Treat Differently".

❒ One receiver only can be specified using this function. For multiple receivers, use Group Dial.

❒ You can specify whether or not to print forwarded messages. See p.161 "User Parameters" (switch 11, bit 6).

❒ Deleting a destination specified as an end receiver from the Address Book causes the settings for the end receiver to be deleted. If this is the case, reprogram the end receiver. If the destination has been changed, a message is transmitted to the new destination.

❒ You can program one of the Quick Operation keys with operations for this function.
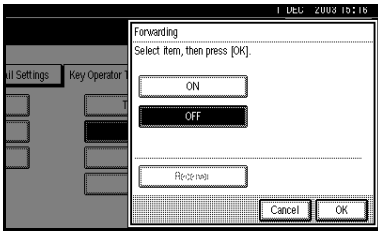
Programming an End Receiver
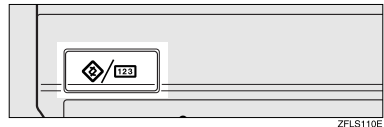
A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

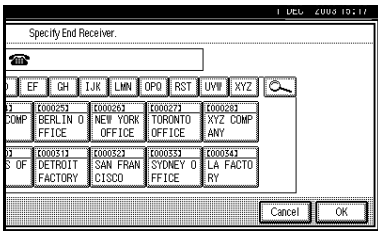**D** **Press [Forwarding].**

E **Press [ON].**

Note

❒ If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and proceed to step **F**.

❒ To cancel Forwarding, press **[Cancel]** and proceed to step **H**.

F **Specify an End Receiver using the destination list, and then press [OK].**

The receiver name is shown to the right of **[Receiver]**.

Note

❒ Pressing ✉/📞 to switch the destination between fax number and e-mail address.

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

G **Press [OK].**

H **Press the 【User Tools/Counter】 key.**

The standby display appears.

Quitting the forwarding function
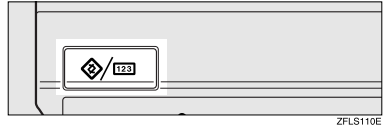
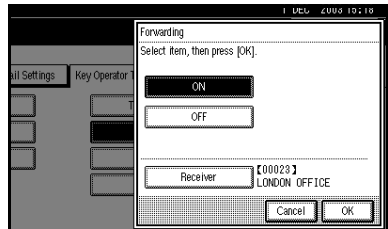**A** **Press the 【User Tools/Counter】 key.**

B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Forwarding].**

E **Press [OFF], and then press [OK].**

F **Press the 【User Tools/Counter】 key.**
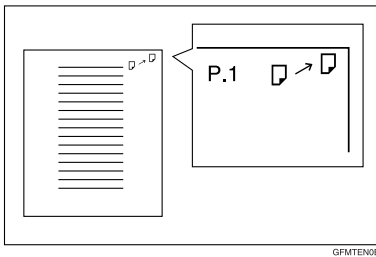
The standby display appears.

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Forwarding Mark

You can print a Forwarding Mark on the receiver's messages that have been forwarded.

The receiver can distinguish between forwarded messages and usual receptions.

Note

❒ You can specify whether or not to print a Forwarding Mark in the User Parameters. See p.161 "User Parameters" (switch 02, bit 0).

GFMTEN0E

Memory Lock

When you switch Memory Lock on, received messages are stored in memory and not printed automatically. When a message is received in the Memory Lock mode, the Confidential File (📧) indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents unauthorized users from seeing the message.

Preparation

To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on. See p.185 "Programming a Memory Lock ID".
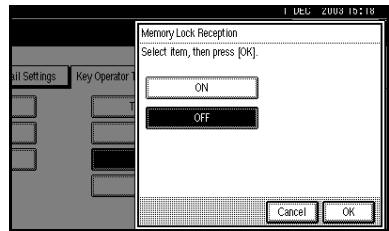
Note

❒ To store incoming documents from Special Senders only in Memory Lock, program each sender with "Special Senders to Treat Differently". See p.165 "Special Senders to Treat Differently".

A Press the 【User Tools/Counter】 key.

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B Press [Facsimile Features].

C Press [Key Operator Tools].

D Press [Memory Lock RX].

E Select [ON] or [OFF], and then press [OK].

Note

❒ To cancel this setting, press [Cancel]. The display returns to that of step **D**.

F Press the 【User Tools/Counter】 key.
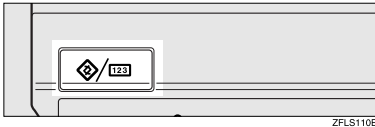
The standby display appears.

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ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent. For this function to work, the other machine must have ECM. You can turn this function on or off through the following procedure.

Note

❒ If you turn ECM off, you cannot use the following functions:

- JBIG Transmission
- Super G3 Communication
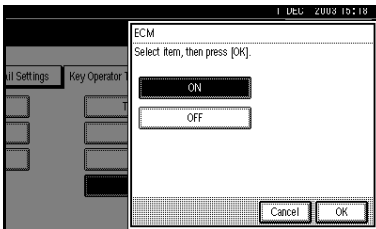
A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [ECM].**

E **Select [ON] or [OFF], and then press [OK].**

Note

❒ To cancel this setting, press **[Cancel]**. The display returns to that of step **D**.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

User Parameters

User Parameters allow you to customize various settings to suit your needs.

To change function settings, set the User Parameter Switches.

❖ **Switches and Bits**

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0"or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0"and"1".

Switch 02	0	0	1	1	1	0	1	1
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

❖ **User Parameter List**

User Parameter Switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
03	0	Automatic printing of the Memory Transmission Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling Reception Reserve Report	Off	On
	4	Automatic printing of the Polling Reception Result Report	Off	On
	5	Automatic printing of the Immediate Transmission Result Report	Off	On
	6	Automatic printing of the Polling Transmission Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On
04	0	Automatic printing of the Confidential File Report	Off	On
	7	Include a portion of the image on reports	Off	On

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Switch	Bit	Item	0	1
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Substitute the reception when the machine cannot print (because all paper trays have run out of paper, toner is empty, or all paper trays are out of order) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty tray alert (Paper Empty Warning) even when one paper tray is empty	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception Type	Receiving from only specified senders	Receiving all messages except those from specified senders
10	1	Combine two originals	Off	On
	3	Page reduction when printing	Off	On
11	6	Local print when forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Use Once)	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (On)	When turning on the operation switch (Off)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
	7	System Parameter List Transmission	Off	On
17	2	Whether you need to press **[Add]** after entering a Quick Dial/Group Dial when broadcasting	Not necessary	Necessary
	7	Receive messages by pressing the【Start】key when originals are not set.	Off (The machine does not receive messages by pressing the【Start】key.)	On (The machine receives messages by pressing the【Start】key .)

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Switch	Bit	Item	0	1
18	0	Print date with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Offset Print)	Off	On
	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the LAN-Fax Error Report	Off	On
	1	Reprint documents that could not be printed using LAN-Fax Driver	Off	On
	5, 4, 3, 2	Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver 0000: 0 minute / 0001: 1 minute / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
	7	Notify LAN-Fax Result by E-mail	Off	On
21	0	Print results of sending Reception Notice Request message	Off (print only when an error occurs)	On
	1	Respond to e-mail reception acknowledgment request	Off	On
	4	Transmit Journal by E-mail	Off	On
	6	Not display Network error	Display (Off)	Not display (On)
	7	Transmit Error Mail Notification	On	Off
24	1, 0	Store a message in memory that could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On
32	0	Priority destination for Forwarding	Fax Destination	E-mail Address

Changing the User Parameters

📖 **Preparation**

Access to some User Parameter Settings requires installation of optional equipment, or that other settings be made beforehand.

🛠️**Important**

❒ We recommend you print and keep a User Parameter list when you program or change a User Parameter. See p.165 "Printing the User Parameter List".

❒ Do not change any bit switches other than those shown on the previous pages.

A **Press the 【User Tools/Counter】 key.**

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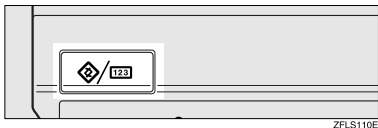
B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Parameter Setting].**

E **Select the switch number you want to change.**
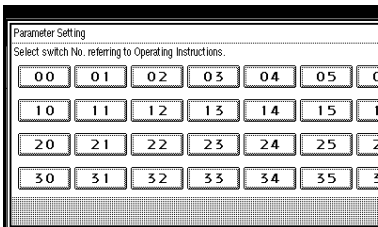
F **Select the bit number you want to change.**
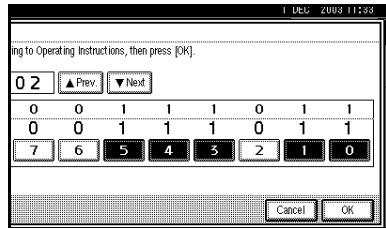
When the bit number is pressed, the current value switches between 1 and 0.

📝 **Note**

❒ Repeat from step F to change another bit number for the same switch.

G **Press [OK].**

📝 **Note**

❒ To cancel these settings, press **[Cancel]**. The display returns to that of step E.

H **Repeat steps E and G to change the switch settings.**

I **After all the settings are finished, press [Exit].**

J **Press the 【User Tools/Counter】 key.**

The standby display appears.

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Printing the User Parameter List

Print this list to see the current User Parameter settings. However, only items of importance or often-used items are included in the list.

A **Press the 【User Tools/Counter】 key.**

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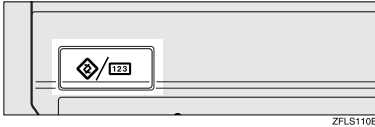
B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Print List] next to "Parameter Setting".**

📎 **Note**

❒ To cancel printing a list, press **[Cancel]**. The display returns to that of step **D**.

E **Press the 【Start】 key.**

📎 **Note**

❒ To cancel printing a list after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **D**.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following function for each receiver:

- Authorized Reception
- Forwarding
- Reception File Print Quantity
- Print 2 Sided
- Memory Lock
- Reception Reverse Printing
- Paper Tray

Use the Own Name or Own Fax Number to program your receivers. If the receiver has a machine of the same manufacturer, program an Own Name that has already been programmed as a receiver. If the machine is not of the same manufacturer, use Own Fax Number. You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 50 when the optional fax function upgrade unit is installed. A maximum of 20 characters for each name when using G3.)

- Full/ Partial agreement
  When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

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❖ **Using a Full agreement**

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

❖ **Using a Partial agreement**

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

Note

❒ You can program up to 30 wild cards (50 with the optional fax function upgrade unit).

❒ Spaces are ignored when identifications are compared.

❒ You can use wild cards for the following functions:

- See p.168 "Programming/ Changing Special Senders".
- See p.169 "Authorized RX (Authorized Reception)".
- See p.169 "Forwarding".

❒ You cannot use the following functions with Internet Fax receptions.

- Authorized Reception
- Reception File Print Quantity
- Memory Lock
- Reception Reverse Printing

❒ To use the Forwarding, Print 2 Sided, or Paper Tray with Internet Fax receptions, program the e-mail address of the sender.

Limitation

❒ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.

❒ The machine cannot differentiate between Polling Reception and Free Polling documents from Special Senders.

Note

❒ You can program up to 24 characters for the sender.

❒ You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list. See p.27 "Printing the Journal". See p.173 "Printing the Special Sender List".

❒ If you select "OFF" for the Special Sender function in "Initial Set Up", the settings will be the same as the Reception Settings. See p.146 "Reception Settings".

Authorized Reception

Use this function to limit incoming senders. The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and saves wasting fax paper.

Note

❒ To use this function, program the Special Senders function, and then select "ON" in "Authorized RX" with "Reception Settings". See p.146 "Reception Settings". See p.161 "User Parameters" (switch 08, bit 2).

❒ Without programming Special Senders, the Authorized RX function will not work, even if you select "ON".

❒ You can select to receive only from programmed senders or receive only from senders other than those programmed in User Parameters. See p.161 "User Parameters" (switch 08, bit 2).

❒ If you select "OFF" for "Authorized RX" in "Initial Set Up", the settings will be the same as the Reception Mode settings. See p.146 "Reception Settings".

❒ You can change Special Senders in the same way as you program them.

Forwarding

Use this function to print received messages, and then transfer them to those receivers programmed beforehand.

It is also possible to forward faxes sent only by senders programmed as Special Senders.

Note

❒ To use this function, program your Special Senders, and then select "ON" for "Forwarding" in "Reception Settings". See p.146 "Reception Settings".

❒ If you specify "ON" in "Forwarding" and select **[Same as basic settings]**, the fax message will be forwarded to the other ends programmed in "Specify End Receiver". See p.157 "Forwarding".

❒ If you do not program any Special Senders, the machine transfers all incoming documents to the other end specified in "Specify End Receiver".

❒ You can program e-mail address as the receiver.

Reception File Print Quantity

Use this function to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the specified number of copies for all received documents.

Limitation

❒ You cannot use multi-copy printing with Polling Reception, Free Polling, Confidential Reception, or Memory Lock.

Note

❒ You can specify up to 10 copies.

Print 2 Sided

Use this function to print on both sides of paper.

Limitation

❒ If you select the bypass tray for "Paper Tray", duplex printing is disabled.

Memory Lock

Use this function to store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax message from all senders using Memory Lock reception.

Reference

p.185 "Programming a Memory Lock ID"

Limitation

❒ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

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Reception Reverse Printing

Use this function to print the pages in reverse order. See p.100 "Reverse Order Printing".

Paper Tray

Use this function to print documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in Tray 1 and white paper is in Tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to separate the two.

If you do not program any Special Senders, the machine outputs documents received from all senders using the default paper tray.

❖ Limitation
❒ For Polling Reception and Free Polling, you cannot select the paper tray.

✎ Note
❒ If the machine receives a message that has a different size from the paper in the specified tray, the machine prints it after splitting it or minimizing its size. See p.100 "Page Separation and Length Reduction".

❒ Selection of the bypass tray enables you to specify the paper size in "Scan Area".

Programming/ Changing Special Senders
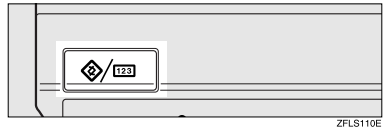
A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program Special Sender].**

E **Select the destination to program or change.**
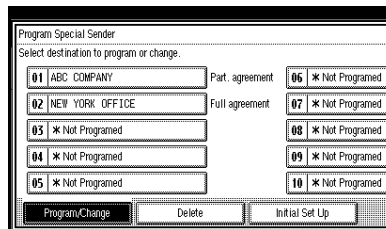
When programming a new Special Sender, press **[∗Not Programed]**.

F **Enter a destination name, and then press [OK].**

Enter a destination name using Own Name or Own Fax Number.

℘ Reference
"Entering Text", *General Settings Guide*

G **Press [Full agreement] or [Partial agreement].**

9
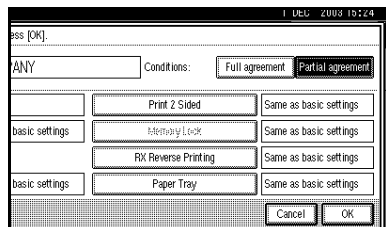
H Select the item you want to program.

Note

❒ You must select only the item you want to program.

❒ To cancel these settings, press **[Cancel]**. The display returns to that of step **E**.

Authorized RX (Authorized Reception)

A **Select [Authorized RX].**

B **Press [ON] or [OFF], and then press [OK].**

Note

❒ After you perform step **I**, set "Authorized RX" of "Reception Settings" to "ON". See p.146 "Reception Settings".

Forwarding

A **Select [Forwarding].**
B **Select [ON] or [OFF].**

If you select **[OFF]**, proceed to step D.

Note

❒ Selecting **[Same as basic settings]** will result in the same setting made for "Forwarding" under "Key Operator Tools". See p.157 "Forwarding".

C **Specify an End Receiver.**

D **Press [OK].**

If you select **[ON]**, the name of the End Receiver appears to the right of "Receiver".

E **Press [OK].**

Note

❒ After you perform step **I**, set "Forwarding" of "Reception Settings" to "ON". See p.146 "Reception Settings".

Reception File Print Qty

A **Select [Reception File Print Qty].**

B **Press [Number of Sets].**

9

Note

❒ Selecting **[Same as basic settings]** will result in the same setting made for "RX File Print Qty" of "Reception Settings". See p.146 "Reception Settings".

C **Enter the print quantity using the number keys, and then press [OK].**
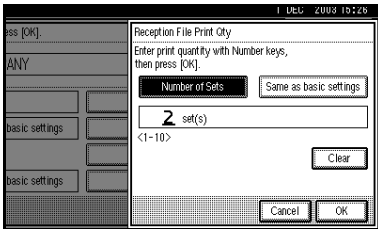
Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

Print 2 Sided

A **Select [Print 2 Sided].**

B **Select [ON] or [OFF], and then press [OK].**

Note

❒ Selecting **[Same as basic settings]** will result in the same setting made for "2 Sided Print" of "Reception Settings". See p.146 "Reception Settings".

Memory Lock

A **Select [Memory Lock].**

B **Select [ON] or [OFF], and then press [OK].**

Note

❒ Selecting **[Same as basic settings]** will result in the same setting made for "Program Memory Lock ID" under "Key Operator Tools". See p.159 "Memory Lock".

RX Reverse Printing (Reception Reverse Printing)

A **Select [RX Reverse Printing].**

B **Select [ON] or [OFF], and then press [OK].**

Note

❒ Selecting **[Same as basic settings]** will result in the same setting made for "RX Reverse Printing" of "Reception Settings". See p.146 "Reception Settings".

Paper Tray

A **Select [Paper Tray].**

B **Select the tray you want to use, and then press [OK].**

Note

❒ Selecting **[Same as basic settings]** will result in the same setting made for "Paper Tray" of "Reception Settings". See p.146 "Reception Settings".

9

I **Press [OK].**

A Special Sender has been programmed.

✐ **Note**

❒ To program another sender, repeat the procedure from step **E**.

J **Press [Exit].**

K **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming Initial Set Up of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.
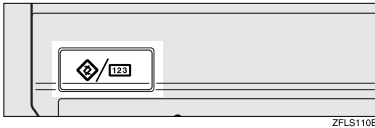
A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program Special Sender].**

E **Press [Initial Set Up].**

Program Special Sender			
Select destination to program or change.			
01 ABC COMPANY	Part. agreement	**06** ✳ Not Programed	
02 NEW YORK OFFICE	Full agreement	**07** ✳ Not Programed	
03 ✳ Not Programed		**08** ✳ Not Programed	
04 ✳ Not Programed		**09** ✳ Not Programed	
05 ✳ Not Programed		**10** ✳ Not Programed	
Program/Change	Delete	Initial Set Up	

F **Select the function you want to program.**

Authorized RX	OFF
Special RX Function	OFF
Bypass Tray Paper Size	Auto detect
Delete	Initial Set Up
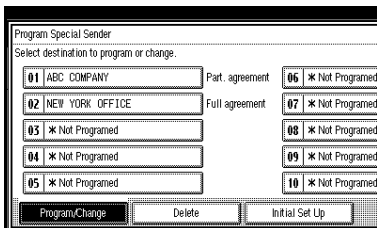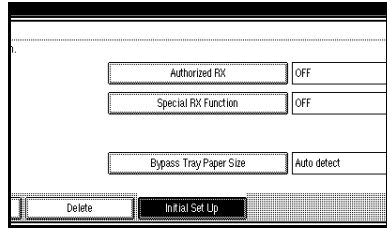
✐ **Note**

❒ In this feature, "Authorized RX" has the same settings as "Reception Settings". See p.146 "Reception Settings".

Programming Authorized RX and Special RX Function

A **Select [Authorized RX] or [Special RX Function].**

B **Select [ON] or [OFF], and then press [OK].**

	1 DEC 2003 15:30
	Authorized RX
	Select item, then press [OK].
Authorized RX	ON
Special RX Function	OFF
Bypass Tray Paper Size	
Initial Set Up	Cancel OK
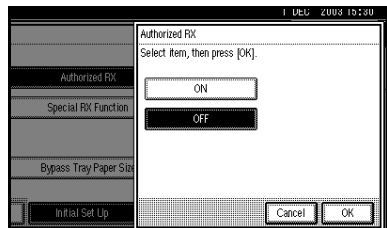
The illustration shows the "Authorized RX" display as an example.

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Programming Bypass Tray Paper Size

A **Press [Bypass Tray Paper Size].**

You can select a size from **[Auto Detect]**, **[Standard Size]**, or **[Custom Size]**.

If you select **[Auto Detect]**, proceed to steps B and G.

If you select **[Standard Size]**, proceed to steps B, C, and G.

If you select **[Custom Size]**, proceed to steps B, and D to G.

B **Select the size you want to program.**
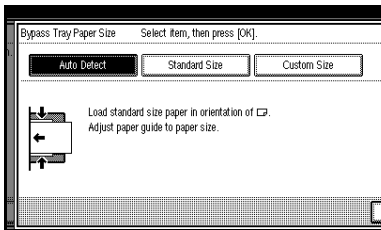
🖉 Note

❒ If you select **[Auto Detect]**, the machine recognizes the paper size automatically.

• The machine will detect the paper size for the bypass tray as the short edge of the paper is inserted into the machine. Even if you placed an A4 size sheet in the ▭ orientation, the machine will detect it as A3▭.

❒ If you select **[Standard Size]**, select a paper size displayed, and then proceed to step G.

❒ If you select **[Custom Size]**, proceed to step D.

C **Select the size you want to program from the sizes shown.**

D **Make sure that [Vertical] is selected.**

🖉 Note

❒ If **[Vertical]** has not been selected, press **[Vertical]**.

E **Enter the vertical size of the paper using the number keys, and then press [#].**
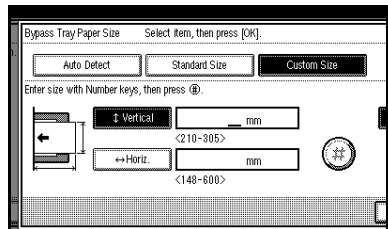
🖉 Note

❒ You can specify a vertical size from 210 mm (8.3 inch) to 305 mm (12.0 inch). You cannot enter a size smaller than 210 mm or larger than 305mm.

❒ Each time you press **[mm]** or **[inch]**, the units switch between "mm" and "inch". If you enter a length and change the units by pressing **[mm]** or **[inch]**, it is converted automatically (fractions are rounded off).

F **Enter the horizontal size of the paper using the number keys, and then press [#].**
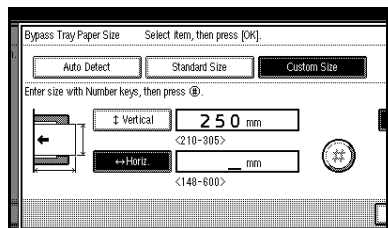
Note

❒ You can specify a horizontal size from 148 mm (5.9 inch) to 600 mm (23.7 inch). You cannot enter a size smaller than 148 mm or larger than 600 mm.

❒ Each time you press **[mm]** or **[inch]**, the units switch between "mm" and "inch". If you enter a length and change the units by pressing **[mm]** or **[inch]**, it is converted automatically (fractions are rounded off).

❼ **Press [OK].**

G **Press [Exit].**

H **Press the 【User Tools/Counter】 key.**

The standby display appears.

Deleting a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. The Bypass Tray Paper Size can also be specified.
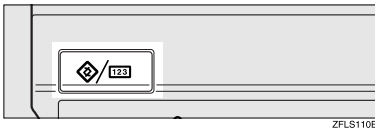
A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program Special Sender].**

E **Press [Delete], and then select the Special Sender you want to delete.**

F **Press [Delete].**

Note

❒ To cancel deleting a special sender, press **[Do not Delete]**. The display returns to that of step **E**.

G **Press [Exit].**

H **Press the 【User Tools/Counter】 key.**

The standby display appears.

Printing the Special Sender List

A **Press the 【User Tools/Counter】 key.**

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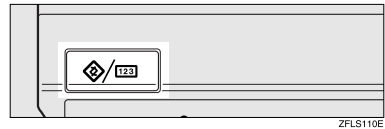
B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Print List] next to "Program Special Sender".**

Note

❒ To cancel printing, press **[Cancel]**. The display returns to that of step **D**.

E **Press the 【Start】 key.**

Note

❒ To cancel printing after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **D**.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

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Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

$\mathcal{P}$ Reference

For details about how to set up these functions:

- p.174 "Programming/changing Personal Boxes"
- p.177 "Programming/changing Information Boxes"
- p.180 "Programming/changing Transfer Boxes"

For details about how to print out and delete messages stored in boxes:

- p.40 "Personal Boxes"
- p.43 "Information Boxes"

❣ Limitation

❒ You cannot set the same Box code on two different boxes.

❒ Transmission or programming may not be allowed if there is not enough free memory left. The amount of free memory left differs depending on the optional equipment installed.

✐ Note

❒ The combined total of items that can be stored using the Personal Box, Information Box, and Transfer Box functions is 150. Installing the optional fax function upgrade unit increases this capacity to 400.

Programming/changing Personal Boxes

This section describes how to program Personal Boxes.

You can store the following items:

- Box name (required)
  Up to 20 characters long
- SUB Code (required)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).
- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

✐ Note

❒ When programming a password, a mark is displayed before the Box name.

- Receiver (optional)
  You can program one delivery destination for each Personal Box. Specify a delivery destination programmed in Quick Dial.

✐ Note

❒ An e-mail address can be set as the transmission destination.

❒ The contents of the Personal Box will be saved until printing is completed.

❒ The Fax Header is not printed on delivered messages.

❒ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.

❒ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.

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❒ If the fax number or e-mail address of a programmed receiver is deleted using System Settings, the setting for the receiver is cancelled and a message is not delivered. If the fax number or e-mail address of a programmed receiver is changed, a message is delivered to the new fax number.

🔎**Reference**

p.40 "Personal Boxes"
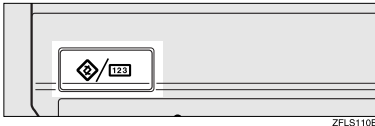
A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Box Setting].**

E **Select a box to program.**

When programming a new box, press **[*Not Programed]**.
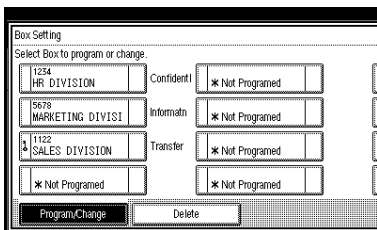
📝**Note**

❒ To change a box already programmed, press it and proceed to step H.

F **Press [Personal Box].**

G **Enter a box name, and then press [OK].**

🔎**Reference**

"Entering Text", *General Settings Guide*

H **Enter a SUB Code.**
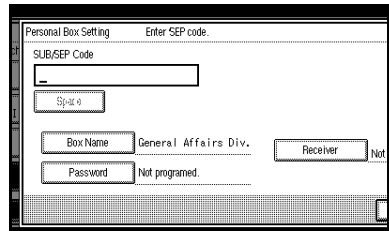
📝**Note**

❒ To change the SUB Code, press **[Clear]** or the 【Clear/Stop】 key, and then try again. To change a Box name, press **[Box Name]**, and then repeat the procedure from step G.

I **Specify the settings you require.**

If you do not want to program a password or receiver, proceed to step J.

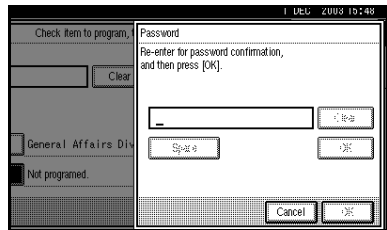Programming a password

A **Press [Password].**

B **Enter a password, and then press [OK].**

📝**Note**

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

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C Re-enter the password, and then press [OK].
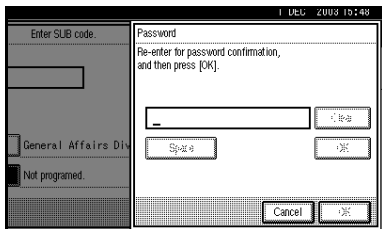
Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

❒ If you want to change the password after pressing **[OK]**, press **[Cancel]**, and then perform from step A.

D Press [OK].

Programming an End Receiver

A Press [Receiver].

B Select a destination using the Quick Dial Table, and then press [OK].
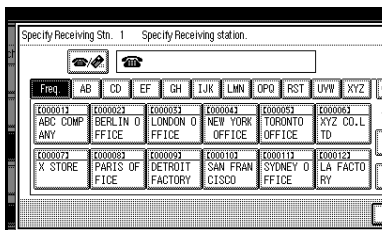
⑩ Press [OK].

⑪ Press [Exit].

⑫ Press the 【User Tools/Counter】 key.
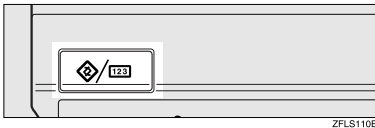
The standby display appears.

Deleting Personal Boxes

This section describes how to delete Personal Boxes.

Limitation

❒ If messages have been programmed in the box, you cannot delete the box.
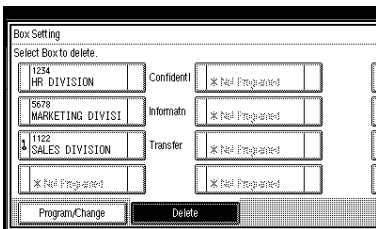
A Press the 【User Tools/Counter】 key.

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B Press [Facsimile Features].
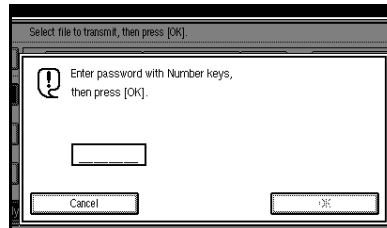
C Press [Key Operator Tools].

D Press [Box Setting].

E Press [Delete], and then select the box you want to delete.

With a programmed password

A **Enter a password using the number keys, and then press [OK].**

✎ Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key.

F **Press [Delete].**

✎ Note

❒ To cancel deleting a box, press **[Do not Delete]**. The display returns to that of step E.

G **Press [Exit].**

H **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming/changing Information Boxes
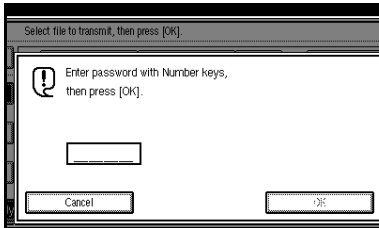
This section describes how to set up an Information Box.

You can store the following items:

- Box name (required)
  Up to 20 characters long

- SEP Code (required)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).
  When programming a password, a mark is displayed before the Box name.

✎ Note

❒ You can edit boxes in the same way you program them. However, to change the SEP Code itself, you must delete the box, and then program a new SEP Code.

🔎 Reference
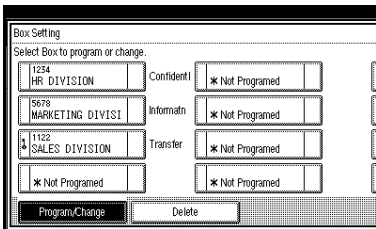
A **Press the 【User Tools/Counter】 key.**

B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Box Setting].**

E **Select the box to program.**

When programming a new box, press **[*Not Programed]**.

9
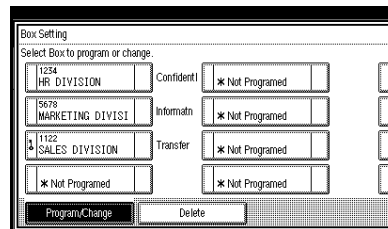
Note

❒ To change a box already programmed, press it, and then proceed to step 8. If a password has been programmed, enter the password, press **[OK]**, and then proceed to step 8.

6 Press **[Information Box]**.

7 Enter a box name, and then press **[OK]**.

Reference

"Entering Text", *General Settings Guide*

8 Enter the SEP Code.
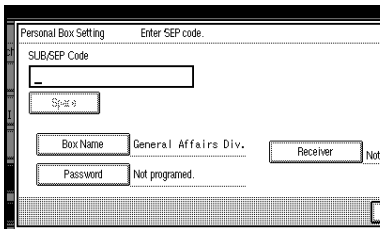
Note

❒ To change the SEP Code, press **[Clear]** or the **【Clear/Stop】** key, and then try again. To change the box name, press **[Box Name]**, and then repeat the procedure from step 7.

9 Press **[Password]**.

Note

❒ If you do not want to program a password, proceed to step 12.

10 Enter a password, and then press **[OK]**.
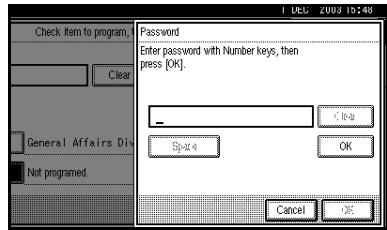
Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

11 Re-enter the password, and then press **[OK]**.

Note

❒ If you make a mistake, press **[Clear]** or the **【Clear/Stop】** key before pressing **[OK]**, and then try again.

❒ If you want to change the password after pressing **[OK]**, press **[Cancel]**, and then perform from step 9.

12 Press **[OK]**.

13 Press **[OK]**.

14 Press **[Exit]**.

15 Press the **【User Tools/Counter】** key.

The standby display appears.

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Deleting Information Boxes

This section describes how to delete Information Boxes.

Limitation

❒ If messages have been programmed in the box, you cannot delete the box.

A Press the 【User Tools/Counter】 key.

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B Press **[Facsimile Features]**.

C Press **[Key Operator Tools]**.

D Press **[Box Setting]**.

E Press **[Delete]**, and then select the box you want to delete.

Box Setting
Select Box to delete.

1234 HR DIVISION	Confident!	✻ Not Programed
5678 MARKETING DIVISI	Informatn	✻ Not Programed
1122 SALES DIVISION	Transfer	✻ Not Programed
✻ Not Programed		✻ Not Programed

Program/Change   Delete

With a programmed password

A Enter a password using the number keys, and then press **[OK]**.

Select file to transmit, then press [OK].

Enter password with Number keys, then press [OK].

Cancel   OK

Note

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key.

F Press **[Delete]**.

Note

❒ To cancel deleting a box, press **[Do not Delete]**. The display returns to that of step **E**.

G Press **[Exit]**.

H Press the 【User Tools/Counter】 key.

The standby display appears.

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Programming/changing Transfer Boxes

This function turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to a programmed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on call charges when sending to remote destinations.

GFCYUB0N
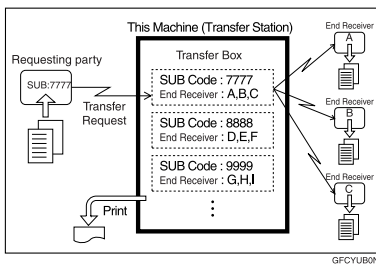
Note

❒ Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they want to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. If a password has also been programmed, inform them of this too, and ask them to enter it as the SID code.

You can store the following items:

- Box name (required)
  Up to 20 characters

- SUB (required)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

- Password (optional)
  Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

  ### *Note*
  ❒ When programming a password, a mark is displayed in front of the Box name.

- End Receiver (required)
  You can store five End Receivers (destinations to which messages will be forwarded) for each box. Specify End Receivers with Quick Dials or Groups assigned to Quick Dials that have been programmed beforehand.

Limitation
❒ After messages are transferred, Transfer Result Reports are not sent back to the sender.

Note
❒ An e-mail address can be set as the End Receiver.

❒ After messages are transferred, they are deleted.

❒ When this function is turned on, the machine prints out the received messages it transfers and a Transfer Result Report after the transfer has finished. If you want to turn this function off, please contact your service representative.

❒ When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place. For more information, contact your service representative.

❒ You can edit boxes in the same way you program them.

❒ Deleting a destination specified as an end receiver from the Address Book causes the settings for the end receiver to be deleted. If this is the case, reprogram the end receiver. If the destination has been changed, a message is transmitted to the new destination.

A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Box Setting].**

E **Select a box to program.**

When programming a new box, press **[*Not Programed]**.

Note

❒ To change a box already programmed, press it, and then proceed to step H.

F **Press [Transfer Box].**

G **Enter a Box name, and then press [OK].**

Reference

"Entering Text", *General Settings Guide*

H **Enter a SUB Code.**

Note

❒ To change the SUB Code, press **[Clear]** or the **【Clear/Stop】** key, and then try again. To change Box name, press **[Box Name]**, and then repeat from step G.

I **Specify the condition of registration.**

Programming End Receivers

A **Select an End Receiver.**

Note

❒ You can store five End Receivers.

B **Specify End Receivers with Quick Dials, and then press [OK].**
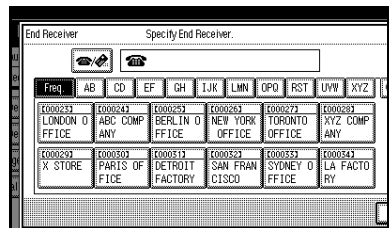
Note

❒ You can also specify End Receivers with Group Dials.

❒ Repeat from step A to specify another End Receiver.

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Programming a password

If you do not want to program a password, proceed to step ⑩.

A **Press [Password].**

B **Enter a password, and then press [OK].**
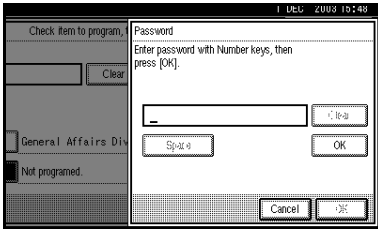
Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

C **Re-enter the password, and then press [OK].**
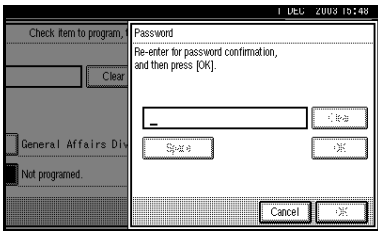
Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

❒ If you want to change the password after pressing **[OK]**, press **[Cancel]**, and then perform from step ①.

D **Press [OK].**

⑩ **Press [OK].**

⑪ **Press [Exit].**

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⑫ **Press the 【User Tools/Counter】 key.**

The standby display appears.

Deleting Transfer Boxes

A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Box Setting].**

E **Press [Delete], and then select the box you want to delete.**

With a programmed password

A **Enter a password using the number keys, and then press [OK].**

Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key.

6 **Press [Delete].**

Note

❒ To cancel deleting a special sender, press **[Do not Delete]**. The display returns to that of step **5**.

7 **Press [Exit].**

8 **Press the 【User Tools/Counter】 key.**

The standby display appears.

Printing the Box List

Follow the procedure below to print a list showing the currently programmed Personal Boxes, Information Boxes, and Transfer Boxes.

1 **Press the 【User Tools/Counter】 key.**

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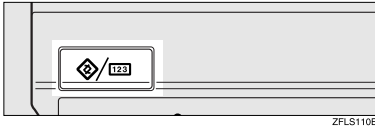
2 **Press [Facsimile Features].**

3 **Press [Key Operator Tools].**

4 **Press [Print List] next to "Box Setting".**

5 **Press the 【Start】 key.**

After printing the list, you can then start from step **4**.

Note

❒ To cancel printing a list before pressing the 【Start】 key, press **[Cancel]** or the 【Clear/Stop】 key. The display returns to that of step **4**.

❒ To cancel printing a list after pressing the 【Start】 key, press **[Stop Printing]**. The display returns to that of step **4**.

6 **Press the 【User Tools/Counter】 key.**

The standby display appears.

Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line in connection on their own machine. See p.52 "Transfer Request".

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

• **1212-1234567**

You can program the fax number for the G3 line.

✊ *Limitation*

❒ You cannot program or edit a Transfer Report when using a line (during communication). Program or edit after communication.

Note

❒ You cannot use Transfer Request if the telephone number of their machine is not programmed into that machine.

❒ Up to 16 digits are available for G3.

1 **Press the 【User Tools/Counter】 key.**

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2 **Press [Facsimile Features].**

3 **Press [Key Operator Tools].**

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D **Press [Transfer Report].**

E **Specify the fax number.**
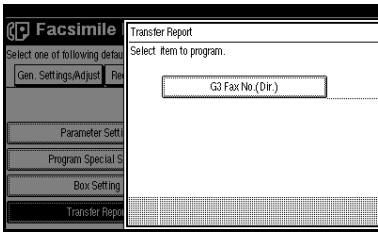
Programming a G3 Fax Number

A **Press [G3 Fax No.(Dir.)].**

B **Enter your facsimile number using the number keys, and then press [OK].**
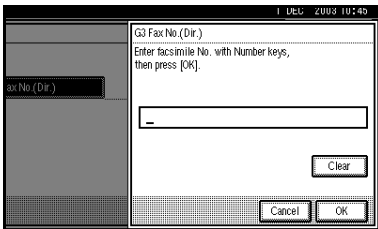
Note

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key.

F **Press [Exit].**

G **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming a Confidential ID

Program a Confidential ID to print a Confidential Reception. See p.36 "Printing a Confidential Message".

Note

❒ If you do not program a Confidential ID, you cannot receive a Confidential Transmission.

A **Press the 【User Tools/Counter】 key.**
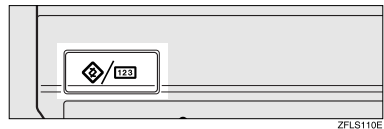
B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program Confidential ID].**

E **Enter an ID using the number keys, and then press [OK].**
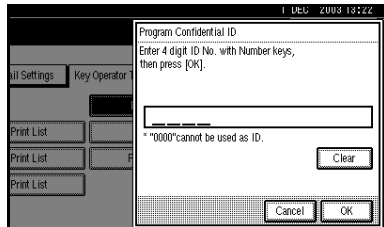
Note

❒ A Confidential ID can be any four-digit number, except 0000.

❒ If you make a mistake, press **[Clear]** or the 【**Clear/Stop**】 key before pressing **[OK]**, and then try again.

To cancel programming an ID, press **[Cancel]**. The display returns to that of step **D**.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

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Programming a Polling ID

Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission, and Default ID Polling Reception functions. When you use ID Transmission, program the same ID as the one programmed on the sender's machine.

$\mathcal{P}$ Reference

p.10 "Polling Transmission"

p.13 "Polling Reception"

p.52 "Transfer Request"

p.75 "Selecting transmission options for a single transmission"

A **Press the 【User Tools/Counter】 key.**
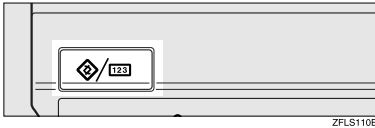
ZFLS110E

B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program Polling ID].**

E **Enter an ID using the number keys and [A] to [F], and then press [OK].**
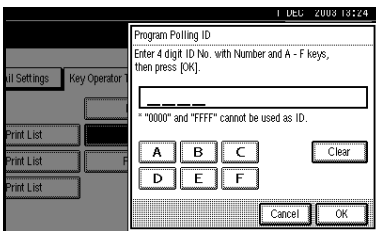
$\mathscr{D}$ Note

❒ A Polling ID can be any combination of digits (0-9) and letters (A-F), except 0000 and FFFF.

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key before pressing **[OK]**, and then try again.

❒ To cancel programming an ID, press **[Cancel]**. The display returns to that of step D.

F **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming a Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

$\mathscr{D}$ Note

❒ A Memory Lock ID can be any four-digit number, except 0000.

A **Press the 【User Tools/Counter】 key.**

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B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Program Memory Lock ID].**
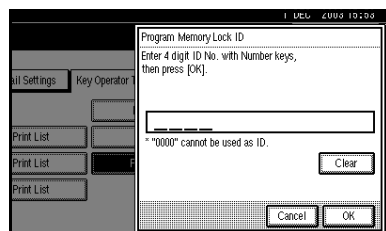
E **Enter an ID using the number keys, and then press [OK].**

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Note

❒ If you make a mistake, press **[Clear]** or the【**Clear/Stop**】key before pressing **[OK]**, and then try again.

❒ To cancel programming an ID, press **[Cancel]**. The display returns to that of step D.

F **Press the【User Tools/Counter】key.**

The standby display appears.

Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

Dial and Push lines are available for selection.

Note

❒ When the optional G3 expansion unit is installed, "G3-2" appears.

❒ This function is not available in some areas.

A **Press the【User Tools/Counter】key.**

ZFLS110E
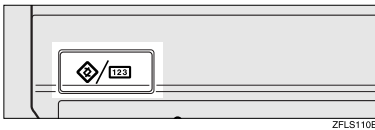
B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Select Dial/Push Phone].**

E **Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line, and then press [OK].**
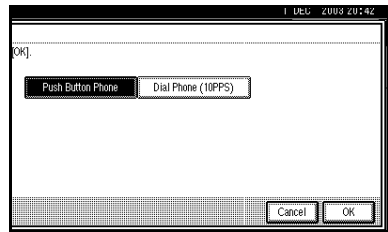
Reference

p.195 "Selecting the Line Type"

F **Press the【User Tools/Counter】key.**

The standby display appears.

Storing or Printing Received Documents

Specify whether received documents are to be saved on the hard disk or printed immediately without being saved. You can print stored documents repeatedly or download them as images to a computer using a Web browser or DeskTopBinder V2 Lite. If you select printing without saving, documents are printed each time they are received.

Limitation

❒ If using System Settings you have set the machine to distribute received faxes to the delivery server, the documents cannot be saved on the hard disk.

Note

❒ If the facsimile is set to store received documents, document reception can be notified to a specified e-mail address.

❒ Documents saved on the hard disk are categorized as received and stored documents. For details about printing saved documents, see p.34 "Printing/Deleting Received and Stored Documents (Print Stored RX File)".

❒ You cannot switch the setting if received documents have been stored on the hard disk. To switch the setting, print documents stored on the hard disk if necessary, and then delete them.

❒ Received confidential messages are stored in memory. Use the Print Confidential RX File function to print them.

❒ With **[Store]** selected, more memory space will be used as the number of saved documents increase. After memory space becomes insufficient, no more documents are saved on the hard disk. If this happens, the machine will start printing and deleting saved documents with the oldest one.

❒ You can store received documents up to a total of approximately 320 pages or 2,240 (when the optional expansion memory is installed) of A4 size Standard <ITU-T#4Chart>.

❒ You cannot send received documents.

❒ You cannot manage documents stored on the Document Server display.

A **Press the【User Tools/Counter】key.**

ZFLS110E
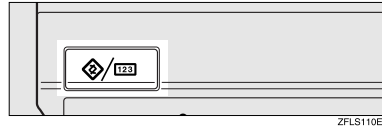
B **Press [Facsimile Features].**

C **Press [Key Operator Tools].**

D **Press [Reception File Setting].**

E **Select [Print] or [Store], and then press [OK].**
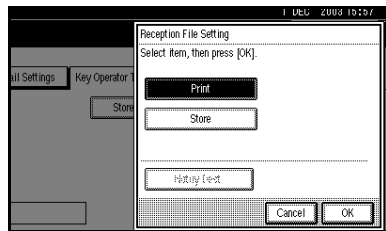
Note

❒ To cancel your selection, press **[Cancel]**. The display returns to that of step **D**.

❒ When **[Store]** is selected, you can select whether or not to send notice of reception to a specific e-mail address. To notify of reception, press **[Notify Dest.]** and select an e-mail address from the Internet Fax destinations programmed in the address book.

F **Press the【User Tools/Counter】key.**

The standby display appears.

Reception Report e-mail

When a received document is stored, this report is sent to the e-mail address set as the destination for notification.

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Setting a User Code for Viewing Received and Stored Documents

You can view and print documents received and saved on the hard disk using a Web browser or DeskTop-Binder V2 Lite. Specify whether or not a user code is entered to view saved documents. If you want to use a user code, set one using a maximum of eight digits.

Note

❒ This function is only available when received documents are saved on the hard disk. See p.186 "Storing or Printing Received Documents".

❒ You can set a user code with the System Settings. See "Registering a New User Code", *General Settings Guide*.

❒ If the programmed user code has been deleted using the Address Book Management function under System Settings, you cannot view received and saved documents using a Web browser. Select **[OFF]** in step **E** or reprogram a user code.

A Press the 【User Tools/Counter】 key.

ZFLS110E
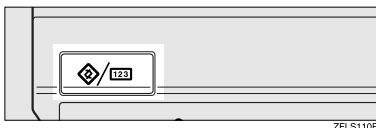
B Press **[Facsimile Features]**.

C Press **[Key Operator Tools]**.

D Press **[Stored RX File User Code Setting]**.

E If you want to use a user code, press **[ON]**.
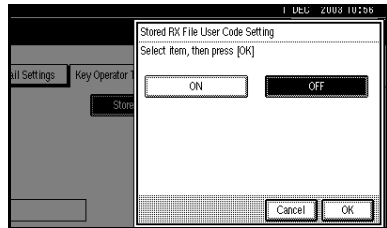
Note

❒ If you do not want to use a user code, press **[OFF]** and proceed to step **G**.

❒ To cancel the selection, press **[Cancel]**. The display returns to that of step **D**.

F Enter a user code (eight digits maximum) using the number keys, and then press **[⌗]**.
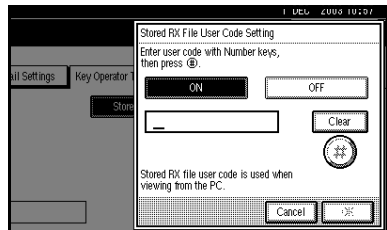
Note

❒ If you enter a wrong user code, press **[Clear]** or the 【Clear/Stop】 key, and then try again.

G Press **[OK]**.

H Press the 【User Tools/Counter】 key.

The standby display appears.

10. Solving Operation Problems

When an Error Report is Printed

An Error Report is printed if a message cannot be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line. If an error occurs during transmission, resend the original. If an error occurs during reception, ask the sender to resend the message.

✐ Note

❒ If an error happens frequently, contact your service representative.

❒ The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages not sent or received successfully.

Turning Off the Main Power / When a Power Failure Occurs

⚠ **CAUTION:**

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

⚠ **CAUTION:**

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

Even if the main power switch is turned off, the contents of the machine memory (for example, programmed numbers) will not be lost. However, if power is lost for about one hour because the main power switch is turned off, there is a power cut, or the power cable is removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission/Reception, Auto Document, Confidential Reception, Memory Lock, or Substitute Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as the power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, resend it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to resend it.

Important

❒ Do not turn off the main power switch while the power indicator is lit or blinking. If you do, the hard disk and memory may be damaged and failure could result.

❒ Turn off the main power switch before pulling out the plug. If you pull out the plug with the switch on, the hard disk and memory may be damaged and failure could result.

❒ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently present in memory.

❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Keep the machine plugged in and the main power switch on for about one week after the power loss.

💡 RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various settings over the telephone line from the service station.

If you want to use this function, change the User Parameter. See p.161 "User Parameters" (switch 25, bit 4).

When an Error Occurs Using Internet Fax

Error Mail Notification

The machine sends the Error Mail Notification to the sender when it is unable to successfully receive a particular e-mail message. A "cc" of this notification is also sent to the administrator's e-mail address when one is specified.

∅ Note

❒ You can select to send Error Mail Notification with User Parameters. See p.161 "User Parameters" (switch 21, bit 7).

❒ If Error Mail Notification cannot be sent, the Error Report (Mail) is printed by the machine.

❒ If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the message.

⌕ Reference

p.161 "User Parameters"

p.191 "Error Report (Mail)"

Error Report (Mail)

The Error Report (Mail) is printed by the machine when it is unable to send an Error Mail Notification.

Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

∅ Note

❒ After a server-generated error e-mail is printed, the first page of the sent document is printed.

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11. Appendix

Replacing the Stamp Cartridge

The optional ADF is required.

When the stamp becomes lighter, replace the cartridge.

✎ Note

❒ Use the cartridge specified for this machine.

❒ Do not add ink to the cartridge by yourself. Neglecting this can cause ink leakage.

❒ Be sure not to dirty your fingers with ink from the cartridge.

A Lift the ADF.

ZEXH070J
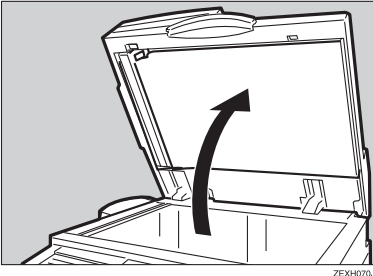
B Open the stamp cover.

ZJFH010J
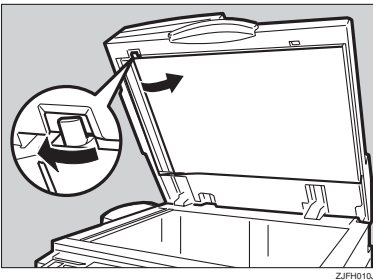
C Pull out the cartridge.

Tap the cartridge lock lever several times. The cartridge will eject. Then remove the cartridge, while pushing the lock lever.

ZJFH020J
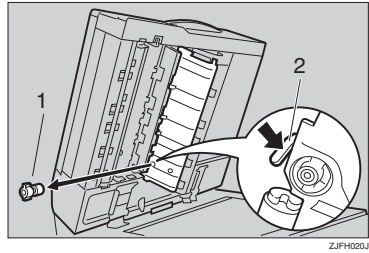
1. **Cartridge**

2. **Cartridge Lock Lever**

D Set a new cartridge.

Insert the cartridge until the metal parts are no longer visible.

ZJFH030J
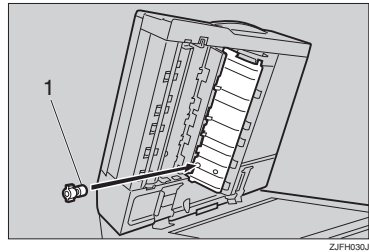
1. **New cartridge**

E **Replace the stamp cover until it clicks.**

ZDPH100J
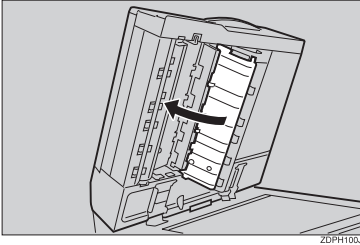
F **Lower the ADF.**

Connecting the Machine to a Telephone Line and Telephone

Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

⚠️Important

❒ Make sure the connector is the correct type before you start.

❖ Where to connect the machine
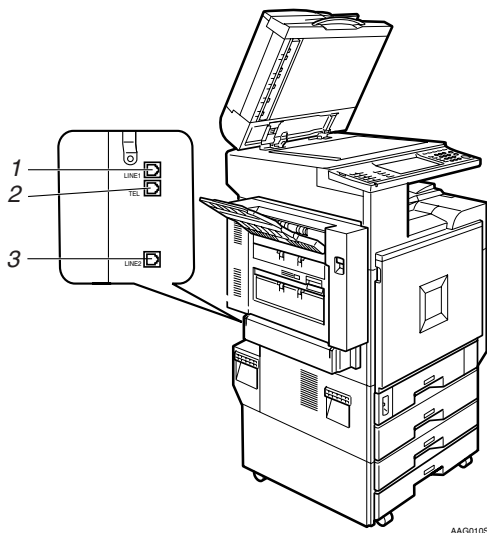
AAG010S

1. **G3 interface unit connector**

2. **External telephone connector**

3. **Extra G3 interface unit connector**

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

🖉 Note

❒ This function is not available in some areas.

Select the line type using "Key Operator Settings". See p.186 "Selecting Dial/Push Phone".

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Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can increase the maximum programmable numbers of the following functions. See p.202 "Maximum Values".

- Quick Dial
- Memory Transmission file
- Auto Document
- Specific Sender
- Program
- Transmission Result
- Box

Expansion Memory (32MB: DIMM)

This allows you to send fax messages at high resolution (Super Fine). This also allows you to receive fax messages at high resolution (Fine or Super Fine). If you require this option, consult your service representative. See p.202 "Maximum Values".

Extra G3 Interface Unit

This option provides one extra G3 line connection.

A maximum of one G3 interface unit can be installed.

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Specifications

❖ **Fax Transmission and Reception**

Standard	G3
Resolution	G3: 8×3.85/mm•200×100 dpi (Standard), 8×7.7/mm•200×200 dpi (Detail), 8×15.4/mm•200×400 dpi (Fine), 16×15.4/mm•400×400 dpi (Super Fine: optional expansion memory required)
Transmission time	G3: 3 seconds at 28,800 bps, Standard resolution
Data compression method	MH, MR, MMR, JBIG (optional fax function upgrade unit required)
Maximum original size	Standard size: A3, 11"×17"
Maximum scanning size	Standard size: 297×432 mm/11"×17" Irregular size: 297×1,200 mm/11"×47"
Print process	Printing on standard paper using a laser
Transmission speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/ 19,200/16,800/14,400/12,000/9,600/7,200/4,800/ 2,400bps (auto shift down system)

❖ **Power Consumption** [*1]

Standby mode	approx. 220 W
Transmission	approx. 260 W
Reception	approx. 600 W
Maximum power consumption	1,500 W or less
Low power mode/sleep mode	196.3 W or less / 80 W or less

[*1] Measured with the ADF and fax options installed.

❖ **Internet Fax Transmission and Reception**

Network	LAN : Local Area Network
	Ethernet/10Base-T, 100Base-TX, IEEE1394 (IP over 1394), IEEE802.11b (wireless LAN)
Transmit function	E-mail
Scan line density	Standard (200 × 100 dpi), Detail (200 × 200 dpi)
Original size : Scanning width	A4 : 210 mm (8.3 in.) (Originals larger than A4 size is reduced in size when transmitted.)

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Communication Protocols	• Transmission SMTP, TCP/IP • Reception POP3, SMTP, IMAP4, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH compression)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP
Internet communication	Send and receive e-mail with a computer that has an e-mail address
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

Compatible Machines

This machine is compatible to machines having the following specifications.

Communication protocols	• Transmission SMTP • Reception POP3, SMTP
E-mail format	• Format MINE, Base64 • Content-Type Image/tiff Multipart/mixed [text/plain, Image/tiff] (attached file forms)
Data format	• Profile TIFF Profile S • Coding MH • Original size A4 • Resolution (dpi) 200×100/200×200 or 204×98/204×196

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Acceptable Types of Originals

Make sure your originals are completely dry before setting them in the machine. Wet ink or correcting fluid from originals will mark the exposure glass and affect the resulting image.

Acceptable original sizes

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A3 (297×420 mm), 11"×17" (279×432 mm)	1	----
ADF, one-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 1,200 mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80 g/m^2, 20 lb)	40-128 g/m^2 (11-34 lb)
ADF, two-sided document	Fax transmission: A5 ▭ to A3 ▭ (up to 432 mm long) 8"×5$^1/_2$" ▭ to 11"×17"▭	80 sheets (80 g/m^2, 20 lb)	52-105 g/m^2 (14-28 lb)

Paper size and scanned area

❖ **Exposure Glass**

CP01AE1N

❖ **ADF**

AAG019S

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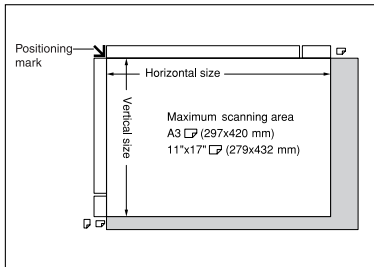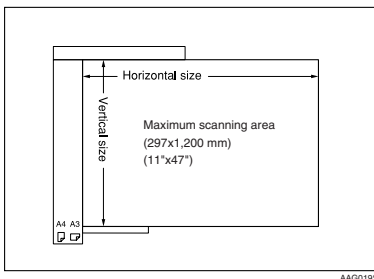
🔴 Limitation

❒ There may be a difference in the size of the image when it is printed at the destination.

❒ If you place an original larger than A3, 11"×17" on the exposure glass, only an A3, 11"×17" area is scanned.

🖉 Note

❒ Even if an original is correctly placed on the exposure glass or in the ADF, a margin of 3 mm (0.1") around each edge of the original may not be sent.

❒ If the receiver uses paper of a smaller width than the original, the image will be reduced to fit that paper. See p.75 "Auto Reduce".

❒ The machine detects paper sizes in the following ways:

- When you place an original in the ADF, an original wider than about 264 mm (10.4") is scanned as A3, 11"×17" size.
  An original narrower than about 230 mm (9.1") will be sent as $8^1/_2$"×11" or $8^1/_2$"×14" size, and an original narrower than about 264 mm (10.4") is scanned as B4 JIS.
  Originals up to 1,200 mm (47.2") in length can be scanned.

- Refer to the table below for sizes the machine can detect when you place an original on the exposure glass. Because the machine scans non-standard size documents in a standard size, part of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents, see p.16 "Setting a Scan Area", *Facsimile Reference <Basic Features>*.

❖ **Metric Version**

		Length [1]			
		–approx. 249 mm	**approx. 249 mm– approx. 274 mm**	**approx. 274 mm– approx. 316 mm**	**approx. 316 mm–**
Width	–approx. 243 mm	×	B5 JIS↴	A4↴	F↴
	approx. 243 mm– approx. 268 mm	B5 JIS↴	B4 JIS↴	B4 JIS↴	B4 JIS↴
	approx. 268 mm–	A4↴	A3↴	A3↴	A3↴

❖ **Inch Version**

		Length [1]			
		–approx. 9.8"	**approx. 9.8"– approx. 10.8"**	**approx. 10.8"– approx. 12.4"**	**approx. 12.4"–**
Width	–approx. 9.6"	×	×	$8^1/_2$"×11"↴	F↴
	approx. 9.6" – approx. 10.6"	11"×$8^1/_2$"↴	11"×17"↴	11"×17"↴	11"×17"↴
	approx. 10.6"–	11"×$8^1/_2$"↴	11"×17"↴	11"×17"↴	11"×17"↴

× - Unable to auto detect

[1] Normally a length of about 420 mm (16.5") can be scanned; however, it is only possible to specify a scanning size up to 432 mm (17").

🔆Maximum scan area

The maximum scan area is shown below:

- Memory Transmission: 297×1,200 mm/11"×47" (W×L) from the ADF
- Immediate Transmission: 297×1,200mm/11"×47" (W×L) from the ADF

🖉 Note
❒ During Immediate Transmission, the length of the scanning range can become narrower than 1,200 mm (47"), depending on the character size as well as the settings on the destination machine.

- 297×432 mm/11"×17" (W×L) (from the exposure glass)

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Maximum Values

The following list contains the maximum value for each item.

Note

❒ The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

Item	Standard	With optional unit		
		Fax function upgrade unit	Expansion memory	Expansion memory + fax function upgrade unit
Memory	4 MB	4 MB	28 MB	28 MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #4Chart>)	Approx. 320	Approx. 320	Approx. 2,240	Approx. 2,240
Total number of all documents	400	800	400	800
The number of pages per file	1,000	1,000	1,000	1,000
The number of pages for all files	1,000	1,000	3,000	3,000
The number of destinations you can specify for one file	500	500	500	500
The number of destinations you can specify for all files	500	2,000	500	2,000
The number of Quick Dials you can program	2,000	2,000	2,000	2,000
The number of Group Dials you can program	100	100	100	100
The number of destinations you can program in a group	500	500	500	500
The number of digits for Dials	128	128	128	128
The number of Programs you can register	100	200	100	200
The number of Auto Documents you can program	6	18	6	18

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Item	Standard	With optional unit		
		Fax function upgrade unit	**Expansion memory**	**Expansion memory + fax function upgrade unit**
The number of Standard Message Stamps you can program	3	3	3	3
The number of transmission records the machine can store	200	1,000 [*1]	200	1,000 [*1]
The number of stored documents you can specify at one time	1,000	1,000	1,000	1,000
The number of stored documents you can send at one time	30	30	30	30
The number of pages that you can store in the Document Server (Using ITU-T #4Chart)	Approx. 9,000	Approx. 9,000	Approx. 9,000	Approx. 9,000
The number of pages you can store in the Document Server for one document	1,000	1,000	1,000	1,000

[*1] This indicates the number of transmission records that you can check using Smart-NetMonitor for Admin. From the machine you can check up to 400 communication records (transmission plus reception).

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