

FAX System(W)

OPERATION GUIDE



Safety Conventions in This Guide

Please read the Operation Guide before using the facsimile. Keep it close to the facsimile for easy reference.

The sections of this handbook and parts of the facsimile marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the facsimile. The symbols and their meanings are indicated below.

 **WARNING:** Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

 **CAUTION:** Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The  symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

 **[General warning]**

 **[Warning of high temperature]**

The  symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

 **[Warning of prohibited action]**

 **[Disassembly prohibited]**

The  symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

 **[Alert of required action]**

 **[Remove the power plug from the outlet]**

 **[Always connect the machine to an outlet with a ground connection]**

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing. (fee required)



NOTE

Due to performance updating, information in this Operation Guide is subject to change without notice.

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Safety Information

About this Operation Guide

This Operation Guide contains information on using the facsimile functions of this machine. Please read the Operation Guide before you start using the machine. Keep it close to the machine for easy reference.

During use, refer to the Operation Guide for your machine for information regarding the sections listed below.

- Cautionary Labels
- Installation Precautions
- Precautions for Use
- Loading Paper
- Toner Container and Waste Toner Box Replacement
- Clearing Paper Jams
- Solving Malfunctions
- Cleaning

General Notice

Legal Notice

WE SHALL HAVE NO LIABILITY FOR LOSS, WHETHER OR PARTIAL, OF RECEIVED DOCUMENTS WHEN SUCH LOSS IS CAUSED BY DAMAGES TO THE FAX SYSTEM, MALFUNCTIONS, MISUSE, OR EXTERNAL FACTORS SUCH AS POWER OUTAGES; OR FOR PURELY ECONOMIC LOSSES OR LOST PROFITS RESULTING FROM MISSED OPPORTUNITIES ATTRIBUTABLE TO MISSED CALLS OR RECORDED MESSAGES RESULTING THEREFROM.

Trademark Information

- Microsoft, Windows, Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7 and Internet Explorer are registered trademarks or trademarks of Microsoft Corporation in the U.S.A. and/or other countries.
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- IBM and IBM PC-AT are trademarks of International Business Machines Corporation.
- Adobe Acrobat, Adobe Reader and PostScript are trademarks of Adobe Systems, Incorporated.

All other company and product names in this Operation Guide are trademarks or registered trademarks of their respective companies. The designations™ and ® are omitted in this guide.

FCC PART 68 REQUIREMENTS

- 1 This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the left side of the equipment to install FAX System (W) is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.
- 2 This equipment connects to the network via USOC RJ11C.
- 3 A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.
- 4 The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.
- 5 If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
- 6 The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
- 7 If trouble is experienced with this equipment, please contact the following company for repair and (or) warranty information:

KYOCERA Document Solutions America, Inc.

225 Sand Road,
Fairfield, New Jersey 07004-0008, USA
Phone: +1-973-808-8444
Fax: +1-973-882-6000

If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

- 8 This equipment cannot be used on public coin service provided by the telephone company. Connection to Party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
- 9 If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.
- 10 The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other

entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: (Insure that it will be transmitted, see [Local FAX Name Registration on page 6-4](#), [Local FAX Information Entry on page 6-5](#), [Date and Time Entry on page 2-4](#), and [Selection of Transmit Terminal Identification \(TTI\) on page 6-3](#).)

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

CAUTION: To reduce the risk of fire, use only No.26 AWG or larger UL listed or CSA certified telecommunication line cord.

- 1** Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- 2** Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3** Do not use the telephone to report a gas leak in the vicinity of the leak.
- 4** Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

SAVE THESE INSTRUCTIONS

IMPORTANTES MESURES DE SECURITE

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelques unes:

ATTENTION: Pour réduire le risque d'incendie, utiliser uniquement un cordon de ligne de télécommunication de calibre 26 AWG ou supérieur de la liste UL ou bien certifié CSA.

- 1** Ne pas utiliser l'appareil près de l'eau, p. ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- 2** Eviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- 3** Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- 4** Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

CONSERVER CES INSTRUCTIONS

CANADIAN IC REQUIREMENTS

"This product meets the applicable Industry Canada technical specifications"

"The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five."

The REN (CANADA) of this product is 0.4.

CONDITIONS DE L'IC CANADIENNE

"Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada."

"L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5."

Le IES (CANADA) pour ce produit est 0.4.



Declarations to European Directives

DECLARATION OF CONFORMITY TO 2004/108/EC, 2006/95/EEC, 93/68/EEC and 1999/5/EC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	EN55024
Limits and methods of measurement for radio interference characteristics of information technology equipment	EN55022 Class B
Limits for harmonic currents emissions for equipment input current $\leq 16\text{A}$ per phase	EN61000-3-2
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leq 16\text{A}$	EN61000-3-3
Safety of information technology equipment, including electrical business equipment	EN60950-1
Terminal Equipment (TE); Attachment requirements for pan-European approval for connection to the analogue Public Switched Telephone Networks (PSTNs) of TE (excluding TE supporting the voice telephony service) in which network addressing, if provided, is by means of Dual Tone Multi Frequency (DTMF) signalling	TBR 21

Technical regulations for terminal equipment

This terminal equipment complies with

- | | | | |
|------------|--------------------------|------------|--------------------|
| • TBR21 | | • DE 08R00 | National AN for D |
| • AN 01R00 | AN for P | • DE 09R00 | National AN for D |
| • AN 02R01 | AN for CH and N | • DE 12R00 | National AN for D |
| • AN 05R01 | AN for D, E, GR, P and N | • DE 14R00 | National AN for D |
| • AN 06R00 | AN for D, GR and P | • ES 01R01 | National AN for E |
| • AN 07R01 | AN for D, E, P and N | • GR 01R00 | National AN for GR |
| • AN 09R00 | AN for D | • GR 03R00 | National AN for GR |
| • AN 10R00 | AN for D | • GR 04R00 | National AN for GR |
| • AN 11R00 | AN for P | • NO 01R00 | National AN for N |
| • AN 12R00 | AN for E | • NO 02R00 | National AN for N |
| • AN 16R00 | General Advisory Note | • P 03R00 | National AN for P |
| • DE 03R00 | National AN for D | • P 04R00 | National AN for P |
| • DE 04R00 | National AN for D | • P 08R00 | National AN for P |
| • DE 05R00 | National AN for D | | |

Network Compatibility Declaration

The manufacturer declares that the equipment has been designed to operate in the public switched telephone networks (PSTN) in the following countries:

■Austria	■France	■Liechtenstein	■Slovakia
■Belgium	■Germany	■Lithuania	■Slovenia
■Bulgaria	■Greece	■Luxembourg	■Spain
■Cyprus	■Hungary	■Malta	■Sweden
■Czech	■Iceland	■Norway	■Switzerland
■Denmark	■Ireland	■Poland	■The Netherlands
■Estonia	■Italy	■Portugal	■United Kingdom
■Finland	■Latvia	■Romania	

Introduction

About This Guide

This guide consists of the following chapters.

Chapter 1 - Part Names and Functions

Explains the parts of the machine and keys on the operation panel.

Chapter 2 - Preparation Before Use

Explains the settings required before using fax.

Chapter 3 - FAX Operation (Basic)

Explains general usage of the fax function such as sending originals and receiving originals.

Chapter 4 - FAX Operation (Advanced)

Explains convenient fax functions such as setting the transmission time, continuous sending of the same originals to multiple recipients and scheduling the next transmission. Also explains advanced fax communication such as limiting the destinations and systems from which you receive originals, as well as forwarding, saving, and printing the received originals for each requirement. Furthermore, explains sub address communication functions of the machine that are compatible with other makers' systems and job accounting functions convenient for checking the communication status of fax.

Chapter 5 - Checking Transmission Results and Registration Status

Explains how to check the status of recent transmissions on the touch panel. Also, explains how to print administrative reports to check communication results and settings and registration status of the machine.

Chapter 6 - Setup and Registration

Explains various settings and registration pertaining to functions, such as adjusting the volume of the alarm sound.

Chapter 7 - Optional Equipment

Introduces the optional Internet FAX Kit, Expansion Memory and Dual FAX and explains how to use the machine when optional features are installed.

Chapter 8 - Internet Faxing (i-FAX)

Explains how to use the i-FAX function and the settings required for Internet faxing.

* Please substitute Internet Faxing for i-FAX.

Chapter 9 - About Network FAX

Explains how to use Network FAX functions. Read the *Network FAX Driver Operation Guide* in the included DVD (online manual) as well.

Chapter 10 - Troubleshooting

Explains how to respond to error indications and trouble.

Chapter 11 - Appendix

Explains character entry and the specifications of the machine.



NOTE

This Operation Guide contains information for using both the inch and metric versions of this machine.

The inch version of this machine is shown in the screens in this guide. If you are using the metric version, you should use the messages provided for the inch version as reference only.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
[Bold]	Indicates the operation panel keys, the buttons and messages displayed on the PC screen.	Press the [Start] key.
[Regular]	Indicates the touch panel keys.	Press [OK].
<i>Italic</i>	Indicates the messages displayed on the touch panel.	<i>Ready to copy</i> is displayed.
Note	Indicates supplemental information or operations for reference.	 NOTE
Important	Indicates items that are required or prohibited so as to avoid problems.	 IMPORTANT

Description of Operation Procedure

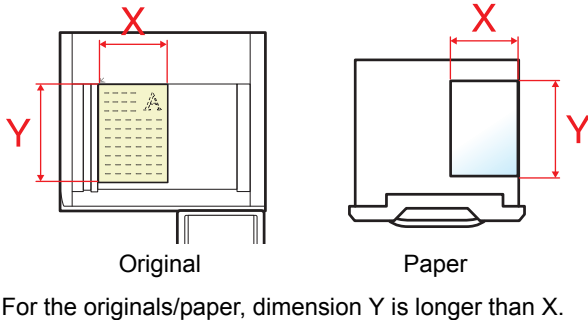
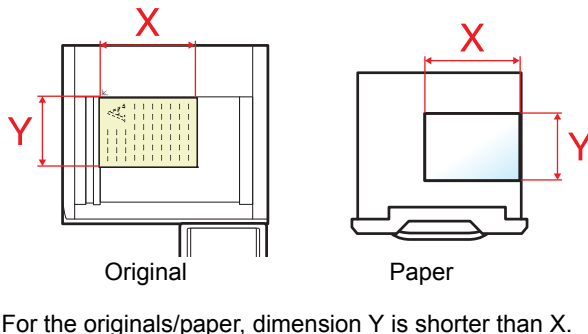
In this Operation Guide, the continuous operation of the keys on the touch panel is as follows:

Actual procedure	Description in this Operation Guide
Press [FAX]. ▼ Press [Next] of <i>Transmission</i> . ▼ Press [Next] of <i>Basic</i> . ▼ Press [Change] of <i>TTI</i> .	Press [FAX], [Next] of <i>Transmission</i> , [Next] of <i>Basic</i> , and then [Change] of <i>TTI</i> .

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As with A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional letter R in order to indicate the orientation of the originals/paper.

Placement direction		Indicated size [†]
Vertical direction 		A4, B5, A5, B6, A6, Letter, Statement
Horizontal direction 		A4-R, B5-R, A5-R, B6-R, A6-R, Letter-R, Statement-R

[†] The size of the originals/paper that can be used depends on the function and source tray. For details, refer to the appropriate pages of the function or source tray.

Icons on the Touch Panel

The following icons are used to indicate originals and paper placement directions on the touch panel

Placement direction	Originals	Paper
Vertical direction		
Horizontal direction		

1 **Part Names and Functions**

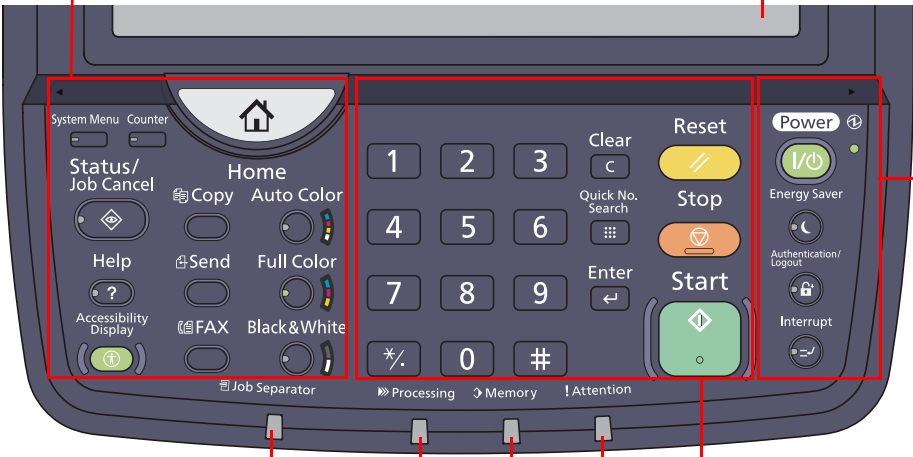
This chapter explains the names of parts when the machine is used as a fax machine after installing the FAX kit.
For other parts, refer to the machine's *Operation Guide*.

Operation Panel	1-2
Machine	1-3
Document Processor	1-4

Operation Panel

For the names of keys and indicators required when functions other than FAX are used, refer to the machine's *Operation Guide*.

	Display the Home screen.				Puts the machine into Sleep Mode. Recovers from Sleep if in Sleep Mode.
System Menu 	Displays the System Menu screen.	Counter 	Displays the Counter screen.	Authentication/Logout 	Authenticates user switching, and exits the operation for the current user (i.e. log out).
Status/Job Cancel 	Displays the Status/Job Cancel screen.	Copy 	Displays the Copy screen.	Interrupt 	Displays the interrupt Copy screen.
Help 	Displays the help guidance.	Send 	Displays the screen for sending. You can change it to display the Address Book screen.		Lit when the machine's main power is on.
Accessibility Display 	Switches the touch panel display on the Copy screen and the Send screen to a magnified view.	FAX 	Displays the FAX screen.	Touch panel. Displays buttons for configuring machine	

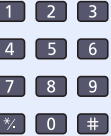


Lights when there is paper in the job separator tray.

Lights or blinks when an error occurs and a job is stopped.

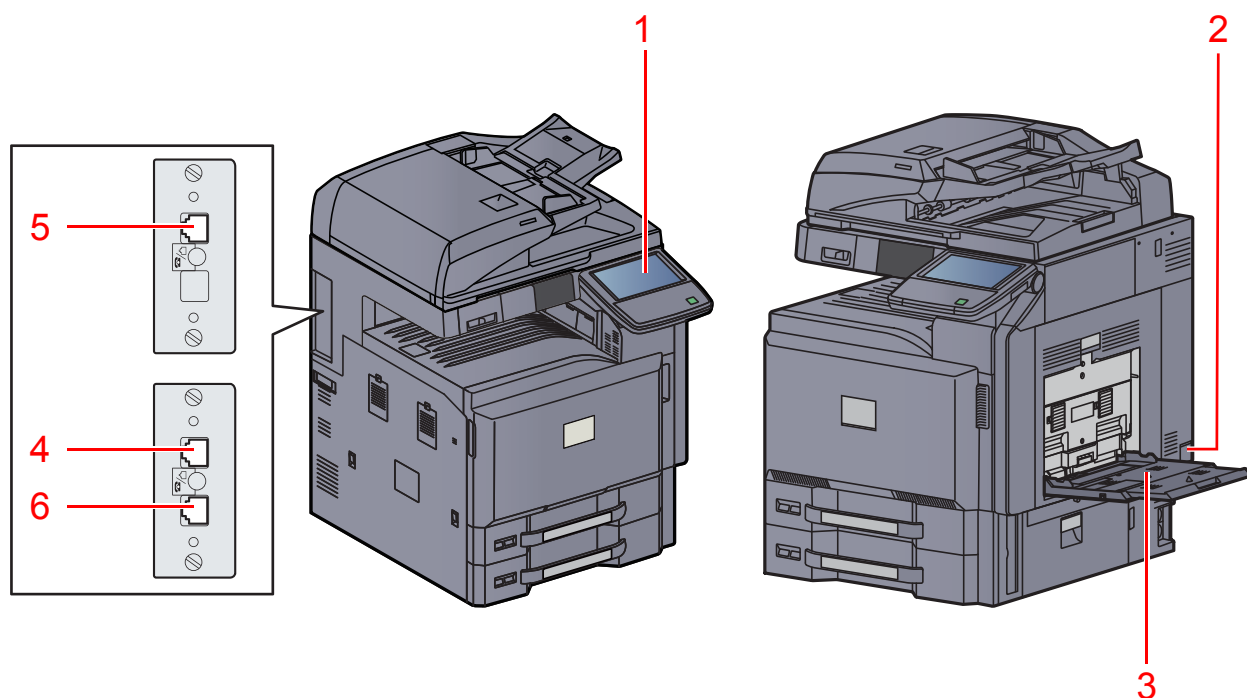
Processing: Blinks while printing, sending, or receiving.

Blinks while the machine is accessing the hard disk, fax memory or USB memory (general purpose item).

	Numeric keys. Enter numbers and symbols.	Clear 	Clears entered numbers and characters.	Reset 	Returns settings to their default states.
		Quick No. Search 	Specifies registered information such as address numbers, user IDs and program numbers by number.	Stop 	Cancels or pauses the job in progress.
		Enter 	Finalizes numeric key entry, and finalizes details during setting of functions. Operates linked with the on-screen [OK].	Start 	Starts copying and scanning operations and processing for setting operations.

Machine

This chapter explains the names of parts when the machine is used as a fax machine.
For the parts required when functions other than FAX are used, refer to the machine's *Operation Guide*.

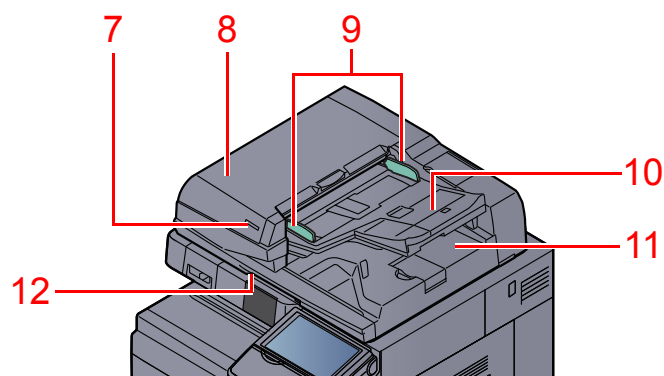


* The machine may differ from the above illustration depending on the type of your machine.

1	Operation panel	Perform the fax operation with this panel.
2	Main power switch	Set this switch to the ON (I) side when performing the fax or copier operation. The touch panel lights to enable operation.
3	MP (Multi Purpose) tray	Set the paper in this tray when using a type of paper other than the cassette (e.g., when using special paper).
4	LINE connector (L1)	Connect the modular cord for the telephone line to this connector. This connector is Port 1.
5	LINE connector (L2)	If you install 2 optional FAX Kits (Dual FAX option), you can use Port 2. Connect the modular cord for the telephone line to this connector.
6	TEL connector (T1)	When using a commercially available telephone set, connect the modular cord to this connector.

IMPORTANT
You cannot receive a fax when the main power switch is turned off. To receive faxes with the power turned off, press the **Power** key on the operation panel.

Document Processor



* The machine may differ from the above illustration depending on the type of your machine.

7	Original loaded indicator	Indicates the original status in the Document Processor. The indicator lights in green when the original is correctly set.
8	Top cover	Open this cover when the original jammed in the Document Processor.
9	Original width guides	Adjust these guides according to the original width.
10	Original table	Stack the sheet originals on this table.
11	Original eject table	Read originals are ejected onto this table.
12	Opening handle	Hold this handle when opening or closing the Document Processor.

2 Preparation Before Use

This chapter explains the preparation necessary before the machine is used.

There is no need for the customer to undertake this preparation if it has already been carried out by a service representative.

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Changing/Deleting Registration Contents	2-16

Quick Setup Wizard (Fax Setup)

In quick setup mode, a wizard is used to configure the following settings. Be sure to complete the settings before using the fax system.

Fax setup items

Step	Setting item	Description	Reference
1. Dialing/RX Mode	Dialing Mode(Port 1) Dialing Mode(Port 2)	Select the dialing mode according to the line type.	6-2
	Reception Mode	Select the reception mode.	6-17
	Auto (DRD)	Select the reception pattern.	6-24
2. Local FAX Information	Local FAX Name(Port 1) Local FAX Name(Port 2)	Register the local fax name printed on the fax on the receiving system.	6-4
	Local FAX Number(Port 1) Local FAX Number(Port 2)	Local FAX Number is also used to restrict the parties with which fax communication is performed.	6-5
	Local FAX ID	Enter the local fax ID. The local fax ID can limit other parties with which you can communicate. Enter the four-digit local FAX ID number.	6-6
	TTI	Select whether or not to print the local fax information on the fax on the receiving system.	6-3
3. Sound	FAX Speaker Volume	Set the volume when pressing [On Hook]. Speaker Volume: Volume of the built-in speaker when the line is connected by pressing [On Hook].	6-14
	FAX Monitor Volume	Set the monitor volume. Monitor Volume: Volume of the built-in speaker when the line is connected without pressing [On Hook] such as in memory transmission.	6-14
	Job Finish	Sets whether an audible signal is generated when a job is successfully completed.	6-15
4. Rings	Rings(Normal)	Set number of times to let phone ring before answering a call.	6-13
	Rings(TAD)	Set number of times to let phone ring before switching to the answering machine.	6-11
	Rings(FAX/TEL)	Set number of times to let phone ring before switching the FAX and the phone.	6-13
5. Output	Media Type	Specify the paper type to be used for print output of the received fax.	6-19
	Paper Output (Port 1) Paper Output (Port 2)	Select paper output for the received FAX.	6-45
	Reduced RX Size	Reduces the received FAX size before printing if the size is larger than the current paper size.	6-40
6. Redial	Retry Times	Set the number of redials.	6-16

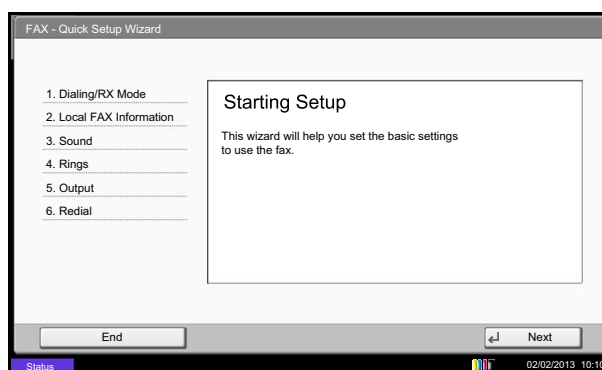


NOTE

The settings can be changed in the system menu.

Fax setup procedure

- 1 Press the [**System Menu**] key.
- 2 Press [Quick Setup Wizard], [FAX Setup], and then [Next].
Start the wizard.
- 3 Select the region and press [OK].



Key	Description
End	Exits the wizard.
Previous	Returns to the previous item.
Skip	Advances to the next item without setting the current item.
Next	Advances to the next item.

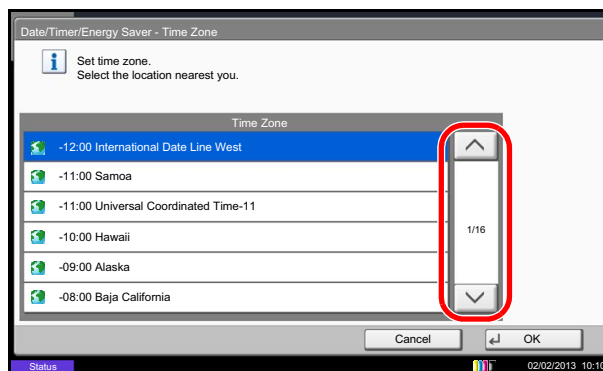
- 4 When setup is finished, press [Finish].

Date and Time Entry

Register the date and time of the machine's built-in clock. Because the FAX delayed transmission is conducted based on the time registered here, be sure to register the correct date and time.

IMPORTANT
Correct the time displayed on the touch panel of the operation panel regularly. Otherwise, the time displayed may eventually deviate from the current time.

- 1 Press the [System Menu] key.
- 2 Press [∨], and then [Date/Timer/Energy Saver].
The user authentication screen is displayed. Enter a login user name and password, and press [Login].
The factory default settings for the login user name and password are both 'Admin'.
- 3 Press [Change] of *Time Zone*.
- 4 Select the region and press [OK].

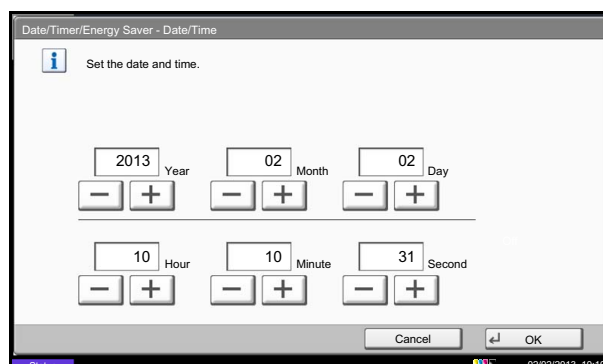


NOTE
Press [∧] or [∨] to view the next region.

- 5 Press [Off] or [On] of *Summer Time* and then press [OK].

NOTE
If you select a region that does not utilize summer time, the summer time setting screen will not appear.

- 6 Press [Change] of *Date/Time*.
- 7 Enter the date and time using [+]/[-].
Enter the time by a 24-hour system.



- 8 Press [OK].

Using the Address Book

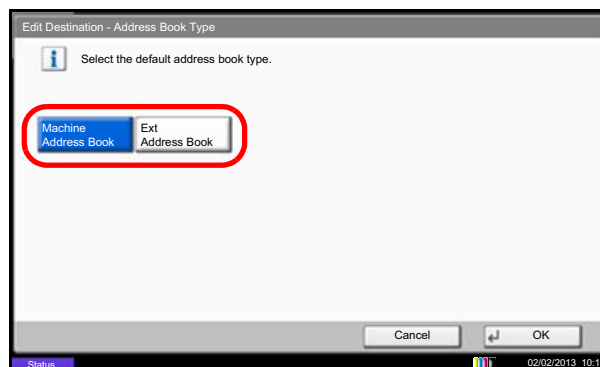
You can select the destination for a fax or i-FAX from the Address Book.

You can select [Ext Address Book] to use an LDAP address book. For Extended Address Book, refer to the *Command Center RX User Guide*.

Changing the initially displayed address book

Set the initially displayed address book to [Machine Address Book] or [Ext Address Book] (LDAP address book).

- 1 Press the [**System Menu**] key.
- 2 Press [✓], [Edit Destination], [Next] of *Address Book Defaults*, and then [Change] of *Address Book Type*.



- 3 Select the items that you want to set from [Machine Address Book] or [Ext Address Book], and press [OK].

Registering a New Destination

You can register new destinations to the Address Book. There are two registration methods - contact registration; and, group registration for registering several contact registrations as a unit.



NOTE

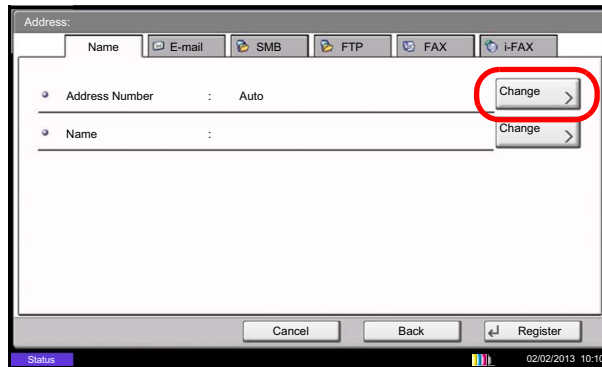
To register an i-FAX address as a contact, refer to [Contact Registration \(i-FAX\) on page 2-9](#).

Contact Registration (fax)

Up to 2,000 destinations can be registered. Destination name, fax number, sub address communication, encryption, transmission start speed, and ECM communication can be registered for each destination.

- 1 Press the [**System Menu**] key.
- 2 Press [✓], [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Contact], and then [Next].

3 Press [Change] of *Address Number*.



4 Using [+] / [-] or the numeric keys, enter the custom address number (0001 to 2,500).



NOTE

The address number is the identification number for each destination. You can select a number available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration.

If "0000" is entered, an unused number will be automatically assigned.

5 Press [OK].

6 Press [Change] of *Name*.

7 Enter the destination name to be displayed on the Address Book, and press [OK].

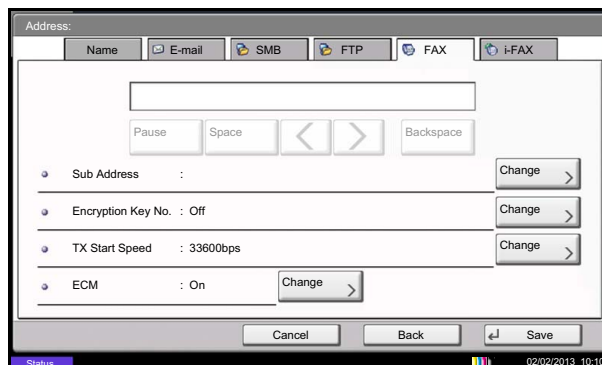
Up to 32 characters can be entered.



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

8 Press [FAX].



9 Use the numeric keys to enter the number of the receiving system.



NOTE

Up to 32 digits can be entered as the number of the receiving system.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

To correct the fax number, press [Backspace] on the touch panel, and delete the digits one by one before reentering the fax number. To delete the number entirely, press the **[Clear]** key on the operation panel.

[Pause]

Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

- 10** Press [Change] of *Sub Address*. When you do not use sub address communication, go to step 14.



NOTE

For details, refer to [Sub Address Communication on page 4-38](#).

- 11** Press [Sub Address] and enter the sub address using the numeric keys.



NOTE

You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#', and '*' characters to enter a sub address.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

- 12** Press [Password] and enter the sub address password using the numeric keys.



NOTE

You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#', and '*' characters to enter a sub address password. When the machine receives originals, a sub address password is not used.

- 13** Press [OK].

- 14** Press [Change] of *Encryption Key No.* If you are not using encryption, go to step 19.

- 15** Press [On], and select Encryption Key No.

**NOTE**

Register the encryption key in advance. For details, refer to [Registering an Encryption Key on page 6-36](#).

- 16** To specify the Encryption Box of the other party, press [Encryption Box], and go to the next step.

To print originals in the receiving system, select [Off], press [OK], and go to Step 19.

- 17** Press [On], and enter the destination encryption FAX Box number (four digits) with the numeric keys, and press [OK].

- 18** Press [OK].

- 19** If necessary, press [TX Start Speed] and [ECM] to change the settings. Press [Change] of each key to change the settings, and press [OK].

The default TX Start Speed setting is 33,600 bps, and the default ECM setting is ON.

Key	Description
TX Start Speed	To change the transmission start speed, press this key. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.
ECM	ECM (error correction mode) prevents distortion of the fax image by automatically resending any parts of the data that were not correctly sent due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, press this key.

- 20** Check if each item has been entered correctly.

- 21** Check if the destination has been set correctly, and press [Register].

The destination is added to the Address Book.

- 22** The one-touch key registration confirmation screen appears. Select [Yes] or [No].
If you selected [Yes], the one-touch key registration screen appears. Go to the next step.
If you selected [No], registration ends.

- 23** Select the One-touch key number to which to register the destination, and Press [Next].

- 24** Select the destination to which to register, and Press [Next].

The destination details can be changed by selecting the destination and pressing [Detail].

- 25** Press [Change] for [Display Name] and [Destination] to change the settings as needed.

- 26** Press [Register].

If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No].

Contact Registration (i-FAX)

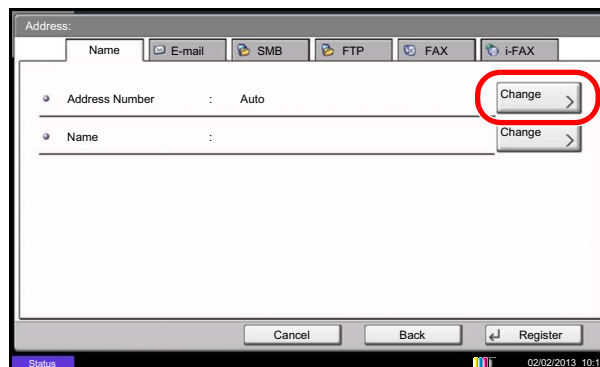
Up to 2,000 contacts can be registered. Contact name, i-FAX address, transmission mode and the conditions for the destination machine can be registered for each contact.



NOTE

For details, refer to [Internet Faxing \(i-FAX\) on page 8-1](#)

- 1 Press the [System Menu] key.
- 2 Press [✓], [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Contact], and then [Next].
- 3 Press [Change] of *Address Number*.



- 4 Using [+] / [-] or the numeric keys, enter the custom address number (0001 to 2,500).



NOTE

The address number is the identification number for each destination. You can select numbers available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration.

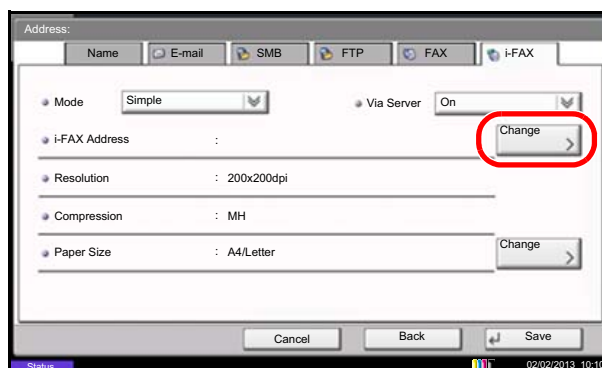
If "0000" is entered, an unused number will be automatically assigned.

- 5 Press [OK].
- 6 Press [Change] of *Name*.
- 7 Enter the destination name to be displayed on the Address Book, and press [OK].
Up to 32 characters can be entered.



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

8 Press [i-FAX].**9** Press [Change] of *i-FAX Address*.**10** Enter the destination i-FAX address (E-mail address) and press [OK].

Up to 128 characters can be entered.

If the other machine supports Direct SMTP, enter the IP address of the other machine.

**NOTE**

For details on character entry, refer to [Character Entry Method on page 11-2](#).

11 Press [Mode] and select [Simple] or [Full].

Transmission mode	Description
Simple mode	Transmission confirmation is not sent to the destination machine.
Full mode	Transmission confirmation is sent to the destination machine.

12 Press [Via Server] and select [On] or [Off].

When this setting is set to [Off], transmission takes place by direct SMTP (not through an e-mail server).

When this setting is set to [On], transmission takes place by the currently used i-FAX method (through an e-mail server).

13 Press [Change] of *Paper Size*.

14 Specify the destination conditions and press [OK].

Item	Description
Resolution	Specify the resolutions that can be received by the destination fax machine. If you try to send an i-FAX using a prohibited resolution, it is automatically changed to a permitted resolution and then sent. • 200 × 100 dpi: Permitted (fixed) • 200 × 200 dpi: Permitted (fixed) • 200 × 400 dpi: Permitted or prohibited • 400 × 400 dpi: Permitted or prohibited • 600 × 600 dpi: Permitted or prohibited To permit a resolution setting, press the key for that resolution so that it is highlighted. To prohibit a resolution, press the key again so that it is no longer highlighted.
Compression	Select a suitable file format for the destination fax machine. MH, MR, MMR or JBIG
Paper Size	Specify the suitable document size options for the destination fax machine. • A4/Letter: Permitted (fixed) • B4: Permitted or prohibited • A3/Ledger: Permitted or prohibited To permit a document size setting, press the key for that size so that it is highlighted. To prohibit a setting, press the key again so that it is no longer highlighted.

15 Check if the destination has been set correctly, and press [Register].

The destination is added to the Address Book.

16 The one-touch key registration confirmation screen appears. Select [Yes] or [No].

If you selected [Yes], the one-touch key registration screen appears. Go to the next step.

If you selected [No], registration ends.

17 Select the One-touch key number to which to register the destination, and Press [Next].**18** Select the destination to which to register, and Press [Next].

The destination details can be changed by selecting the destination and pressing [Detail].

19 Press [Change] for [Display Name] and [Destination] to change the settings as needed.**20** Press [Register].

If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No].

Group Registration

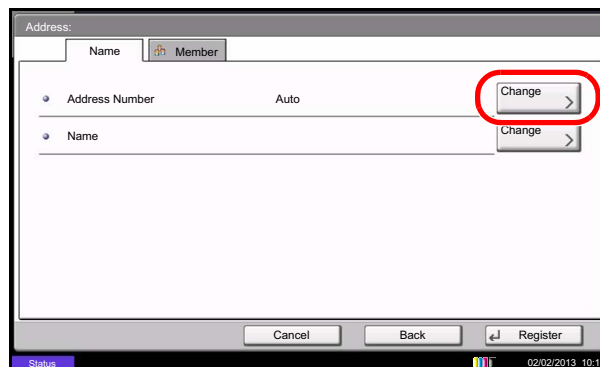
You can register several destinations that have been registered to be contacted as a unit. This method is convenient because several destinations can be designated at one time. Up to 500 groups can be registered.



NOTE

Group registration requires destinations that have been registered as contact registration. Perform the necessary contact registration in advance.

- 1 Press the [System Menu] key.
- 2 Press [✓], [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Group], and then [Next].
- 3 Press [Change] of *Address Number*.



- 4 Use the numeric keys or [+)/[-] to enter the address number (0001 to 2,500).

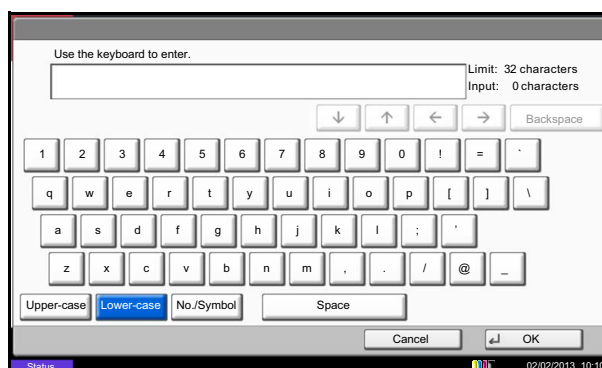


NOTE

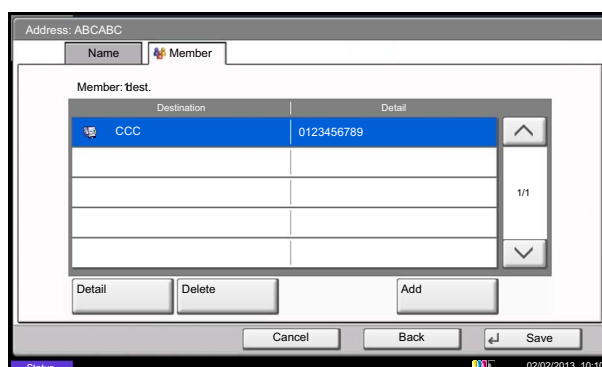
The address a number is the identification number for each group. You can select a number available from a total of 2,500 numbers for registration - 2,000 numbers for contact registration and 500 numbers for group registration.

If "0000" is entered, an unused number will be automatically assigned.

- 5 Press [OK].

6 Press [Change] of *Name*.**7** Enter the group name to be displayed on the Address Book, and press [OK].
Up to 32 characters can be entered.**NOTE**

For details on character entry, refer to [Character Entry Method on page 11-2](#).

8 Press [Member].**9** Press [Add].**10** Select the destination (contact) to be registered to the group.**NOTE**

You can search for destinations by name or address number.

11 Press [OK].**12** To add a destination, repeat steps 8 to 11.

Check that the destination you selected has been added to the group and press [Register]. The group is added to the Address Book.

13 The one-touch key registration confirmation screen appears. Select [Yes] or [No].
If you selected [Yes], the one-touch key registration screen appears. Go to the next step.
If you selected [No], registration ends.**14** Select the One-touch key number to which to register the destination, and Press [Next].**15** Press [Change] for [Display Name] and [Destination] to change the settings as needed.**16** Press [Register].

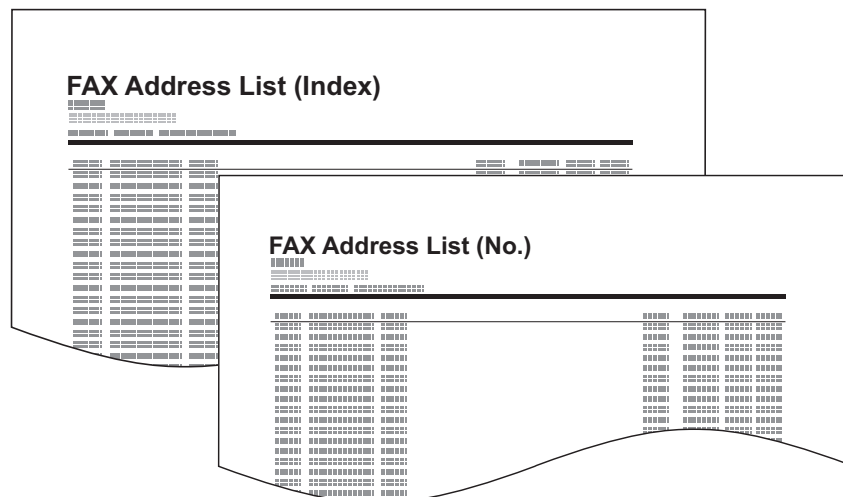
If the one-touch key has already been registered, the overwrite registration confirmation screen appears. Press [Yes] or [No].

Printing Address List

You can print the list of destinations registered in the Address Book.

You can sort the list in the order of index or address numbers of the destinations.

- 1 Press the [System Menu] key.
- 2 Press [✓], [Edit Destination], and then [Next] of *List Print*.
- 3 Press [Print] of *FAX List (Index)* or *FAX List (No.)*.
- 4 When the printing confirmation screen appears, press [Yes].
The machine prints a list.



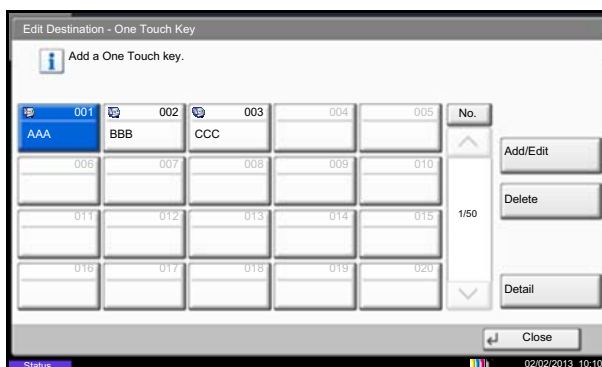
Using One-touch Keys

With One-touch keys on the [Destination] screen, you can access destinations in the Address Book.

Registering a New One-touch Key

You can register the destination (contact or group) in the Address Book to a One-touch key. Up to 1,000 destinations can be registered.

- 1 Press the [System Menu] key.
- 2 Press [✓], [Edit Destination] and then [Register/Edit] of *One-touch Key*.
- 3 Select the One-touch key number to which to register the destination (0001 to 1000).
Pressing [Quick No. Search] key or [No.] directly selects the One-touch key number.



- 4 Press [Register/Edit].
- 5 Press [Change] in [Display Name] and enter the display name.
Up to 24 characters can be entered.
If a destination is selected without entering a display name, the selected destination's registered name in the address book will be entered. Press [Change] and change the display name.
- 6 Press [Change] in [Destination] and select the destination (contact or group) to be registered in the One-touch key from the Address Book.
Pressing [Detail] shows the detailed information of the destination you have selected.



NOTE

You can rearrange or search for the destination by destination name, group name, or address number.

- 7 Press [OK].
- 8 Press [Register].
The destination is registered to the One-touch key.

Changing/Deleting Registration Contents

You can change the destination registered to a One-touch key to another destination, or delete the registration contents of the One-touch key.



NOTE

When changing the destination information in the Address Book, the information registered to the One-touch key is updated.

- 1 Press the [**System Menu**] key.
- 2 Press [✓], [Edit Destination] and then [Register/Edit] of *One-touch Key*.
- 3 Select the One-touch key number to edit (0001 to 1000).
Pressing [**Quick No. Search**] key or [No.] selects the One-touch key number by direct input.
- 4 Change Registration Contents.

When changing the display name

- 1 Press [Register/Edit].
- 2 Press [Change] in [Display Name] and enter the new display name.

When changing the destination to another destination

- 1 Press [Register/Edit].
- 2 Press [Change] of Destination, and select the new destination (contact or group). Press [Change] for the display name and clear the entered name with [Backspace]. When [Change] is pressed for the destination and a new destination is selected, the display name is automatically entered.
Pressing [Detail] shows the detailed information of the destination you have selected.



NOTE

You can rearrange or search for the destinations by destination name, group name, or address number.

- 3 Press [OK].
- 4 Press [Save].
- 5 Pressing [Yes] on the change confirmation screen registers the destination to the One-touch key.

When deleting registration contents

- 1 Press [Delete].
- 2 Pressing [Yes] on the deletion confirmation screen deletes the registration contents of the One-touch key.

3 FAX Operation (Basic)

This chapter explains the following basic operations.

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[Enter] key and [Quick No. Search] key

This section explains how to use the [Enter] key and [Quick No. Search] key on the operation panel.

Using the [Enter] () key

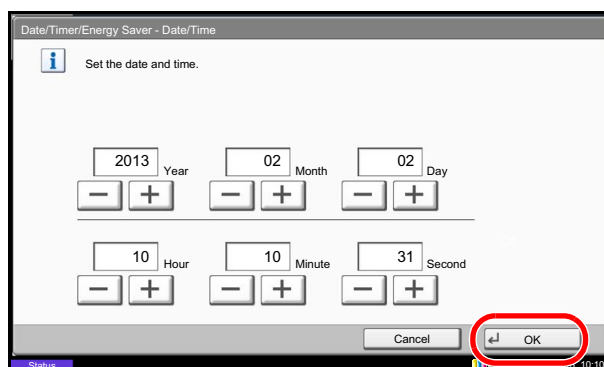
The [Enter] key works in the same way as keys displayed on the touch panel, such as [OK] and [Close].

The Enter symbol (↵) is displayed next to the keys whose operations are carried out by the [Enter] key (e.g. [↵ OK], [↵ Close]).

The operation of the [Enter] key is explained below using the time and date settings as an example. For details of the procedure, refer to [Date and Time Entry on page 2-4](#).

- 1 In the Date/Time settings screen, press [+] or [-] to enter the date and time.

The Enter (↵) symbol appears on the [OK] on the touch panel, indicating that the [Enter] key performs the same action as [OK].



- 2 Once you have set the date and time, press the [Enter] (or [OK]) key.

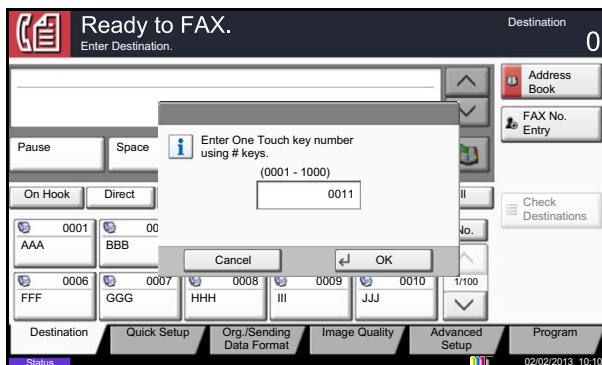
Using the [Quick No. Search] () key

Use the [Quick No. Search] keys to perform an action by simply entering a number directly using the numeric keys. For example, you can specify the speed dial for a transmission destination or recall a stored program by its program number.

The [Quick No. Search] key performs the same action as the [No.] displayed on the touch panel.

The use of the [Quick No. Search] key is explained below using an example in which a speed dial number is specified and used to select a destination. For more information on speed dialing, refer to [Using the Speed Dial key on page 3-22](#).

- 1 Press the [Quick No. Search] key (or [No.]) in the basic FAX screen.



- 2 In the number entry screen, use the numeric keys to enter the speed dial number.



NOTE

If you enter a 4-digit speed dial number, the operation in step 3 can be omitted. The basic send screen appears and the specified destination appears in the destinations list.

- 3 If you entered speed dial number between 1 and 3 digits long, press the [Enter] key (or [OK]).

The specified destination appears in the destination list.

Automatic Send

General transmission using the numeric keys is explained.



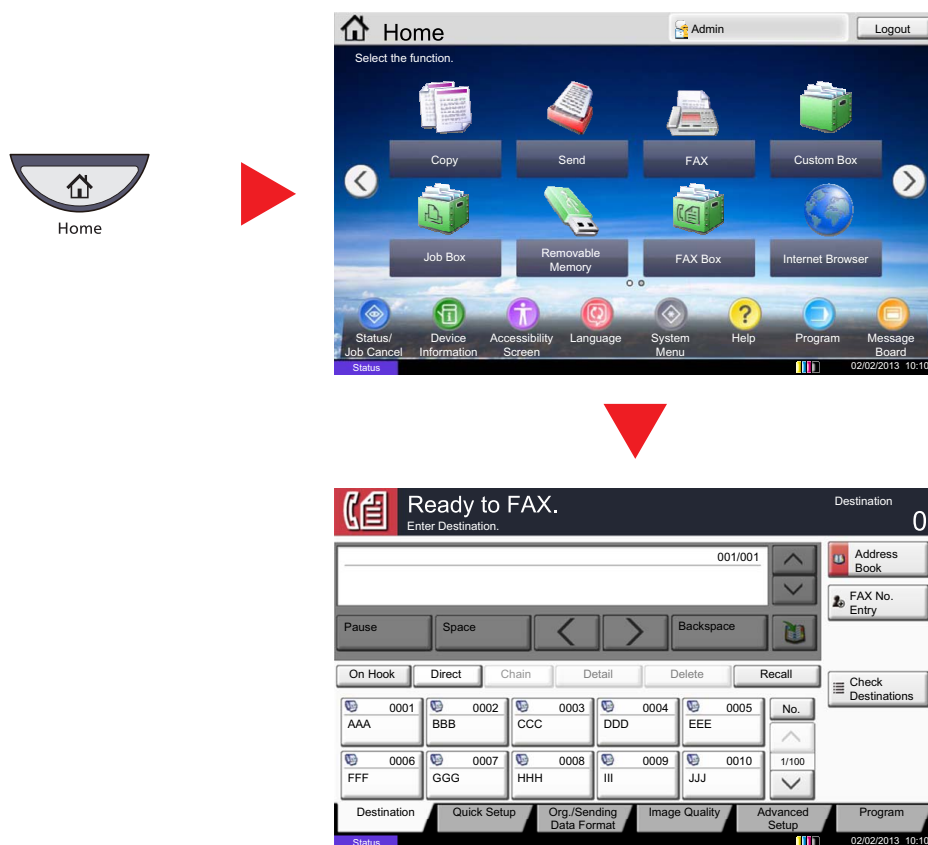
NOTE

To send an Internet FAX (i-FAX), refer to [i-FAX Transmission on page 8-9](#).

Switching to the FAX Screen

Check that the basic FAX screen is displayed.

If the basic FAX screen is not displayed, press [Fax] in the home screen. The screen for FAX appears.



Selection of Transmission Method

There are two transmission methods - memory transmission and direct transmission. The default is memory transmission.

Memory Transmission

After originals are scanned into memory, the communication starts. Scans all originals into memory, then dials and sends.

Memory Transmission (When originals are placed in the document processor):

After originals placed in the document processor are scanned and stored in the memory, the receiving system is dialed. This method is very convenient because you can have originals returned to you without waiting for sending of the originals to be completed. It is suitable for sending multiple-page sheet originals.

Memory Transmission (When originals are placed on the glass surface):

This method is suitable for sending book originals that cannot be placed in the document processor. After originals placed on the glass surface are scanned and stored in the memory, the receiving system is dialed.

**NOTE**

When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been stored in memory. Every time one page is scanned, you perform an operation to allow continued scanning, and after all the originals have been stored in memory, the receiving system is dialed.

Direct Transmission

Dials the receiving system, and after the communication has started, originals are scanned. In direct transmission, you can designate only one destination for one transmission. You cannot use direct transmission when the optional Printed Document Guard Kit is installed.

Direct Transmission (When originals are placed in the document processor):

After the telephone line has connected with the receiving system, scanning of the originals placed in the document processor starts. When multiple-page originals are placed, each page is scanned after the previous one is sent.

Direct Transmission (When originals are placed on the glass surface):

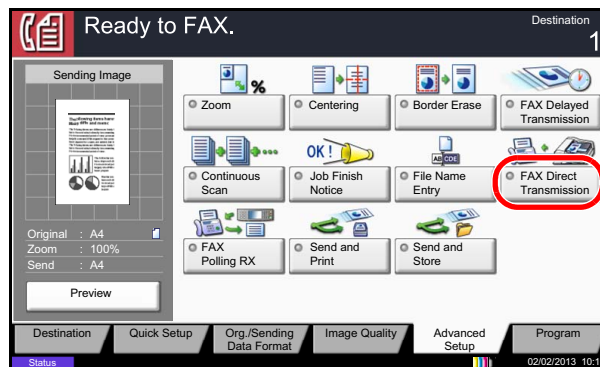
This method is suitable for sending book originals that cannot be placed in the document processor. After the telephone line has connected with the receiving system, the originals placed on the glass surface are scanned and sent.

**NOTE**

When continuous scan is set, you can continue with scanning of a next original after an original on the glass surface has been sent. Every time one page is scanned, you perform an operation to allow continued scanning.

To select direct transmission, use the following procedure.

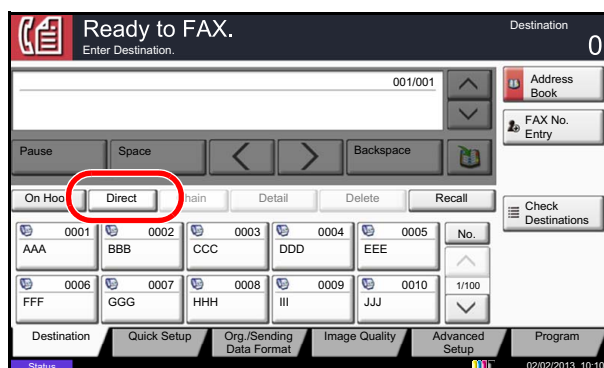
- 1 Press [Advanced Setup], and then [FAX Direct Transmission].



- 2 Press [On].

3 Press [OK].

You can also select the transmission method on the basic FAX screen.

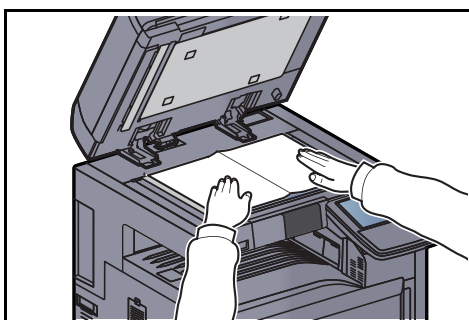


In the basic screen for FAX, press [Direct].

This selects the direct transmission method and the keys on the touch panel are highlighted.

Press the highlighted [Direct] key to change the transmission method to memory transmission.

Placing Originals



Place the originals on the glass surface or in the document processor. Refer to the machine's *Operation Guide*. (5 Working with the Machine > Loading Originals > Placing Originals on the Platen)

Dial the Receiving System



NOTE

You can prohibit direct entry of fax numbers with the numeric keys when faxes are sent. When direct entry is prohibited, faxes can only be sent to destinations stored in the address book or one-touch keys.

For details, refer to [Prohibiting entry of fax numbers with the numeric keys on page 4-51](#).

1 Press [FAX No. Entry].



2 Enter the fax number of the receiving system using the numeric keys.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

For details, refer the machine's *Operation Guide*.

(8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit].

Up to 64 digits can be entered as the fax number of the receiving system.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

To correct the fax number, press [Backspace] on the touch panel, and delete the digits one by one before reentering the fax number. To delete the number entirely, press the **[Clear]** key on the operation panel.

When  is displayed, you can register entered contents to the Address Book.

When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to [Send and Forward on page 4-55](#).

[Pause]

Pressing this key adds about three seconds of waiting time during dialing. For example, when dialing the receiving system on an external line, you can use this method to insert a pause before resuming dialing after you dial a specific number.

[On Hook]

Press this key to connect to the telephone line.

When the FAX number has been entered, the machine starts dialing to the receiving system.

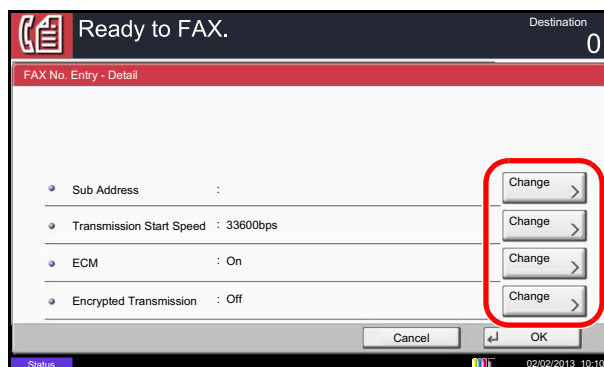
After pressing this key, you can dial the number of the receiving system using the numeric keys. For details, refer to [Manual Send on page 4-14](#).

Dialing methods without using the numeric keys

- Using the Address Book (Refer to [3-19](#).)
- Using One-touch keys (Refer to [3-22](#).)
- Using the Speed Dial key (Refer to [3-22](#).)
- Manual Redial (recall) (Refer to [3-23](#).)

Detailed Settings

Detailed settings allow you to use sub-address, select transmission start speed, ECM, and encryption. These settings must be made in accordance with those of the destination. In addition, you can change the FAX density, image quality, resolution and select the size of originals.



Press [Detail]. Press [Change] in each setting, change the setting, and press [OK]. When you have finished changing settings, press [OK].

Key	Description
Sub Address	To communicate using the sub address, press this key. For details, refer to Sub Address Communication on page 4-38 .
Transmission Start Speed	To change the transmission start speed, press this key. Select the speed from 33,600 bps, 14,400 bps, and 9,600 bps.
ECM	ECM (error correction mode) prevents distortion of the fax image by automatically resending any parts of the data that were not correctly sent due to the effects of noise on the telephone line during transmission. To change the ECM communication setting, press this key.
Encrypted Transmission	To send faxes using encryption, press this key. For details, refer to Encryption on page 6-35 .

Selecting the Density

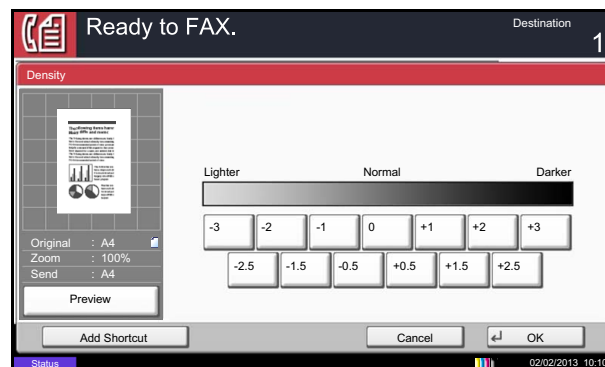
Adjust the density when scanning originals.

- 1 Press [Color/Image Quality], and then [Density].

You can see a preview of the image to be sent by pressing [Preview]. For details, refer to [Previewing Images on page 3-24](#).

- 2 Select the density.

The density can be selected in 13 levels from -3 (lighter) to +3 (darker). In Quick Setup, the density is in seven levels. To adjust the density in 13 levels, press [More].



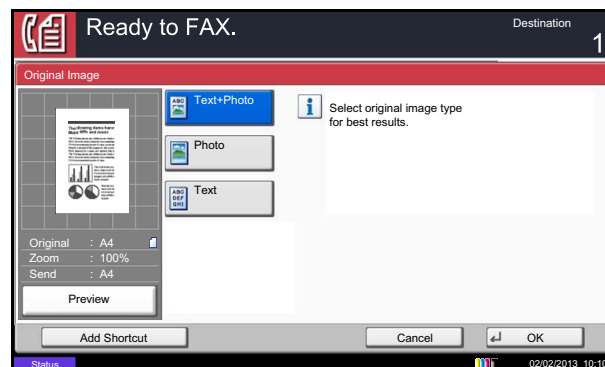
- 3 Press [OK].

Select of Original Image

Select the original image.

- 1 Press [Image Quality], and then [Original Image].

You can see a preview of the image to be sent by pressing [Preview]. For details, refer to [Previewing Images on page 3-24](#).



- 2 Select the original image.

- Text + Photo: Suitable for originals containing a mixture of text and photos.
- Photo: For enhanced copies of photographs.
- Text: Sharply renders pencil text and fine lines.
When text is selected, the OCR screen appears. If you need an image quality suitable for OCR software (applications that convert images into text data), press [On]. Otherwise, press [Off].

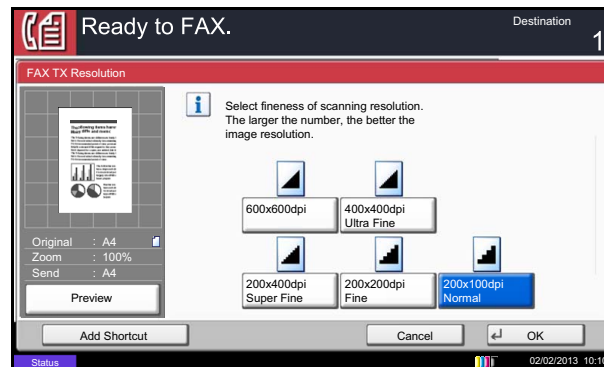
- 3 Press [OK].

Selecting the Resolution

Select the resolution suitable for sending originals. The default setting is 200 × 100 dpi (Normal). The higher the scan resolution, the clearer the image. However, higher resolution also means longer send times.

- 1 Press [Image Quality], and then [Scan Resolution].

You can see a preview of the image to be sent by pressing [Preview]. For details, refer to [Previewing Images on page 3-24](#).



- 2 Select the resolution.

- 200 × 100 dpi (Normal): when sending originals with standard size characters
Typical character size: 10.5 point (example: Resolution Resolution)
- 200 × 200 dpi (Fine): when sending originals with relatively small characters and thin lines
Typical character size: 8 point (example: Resolution Resolution)
- 200 × 400 dpi (Super Fine): when sending originals with minute characters and lines
Typical character size: 6 point (example: Resolution Resolution)
- 400 × 400 dpi (Ultra Fine): when sending originals with minute characters and lines more finely
Typical character size: 6 point (example: Resolution Resolution)
- 600 × 600 dpi (600dpi): when sending originals with minute characters and lines as finely as possible
Typical character size: 6 point (example: Resolution Resolution)

When you send originals at a resolution of 200 × 400 dpi (Super Fine) or higher, the fax machine on the receiving system needs to be capable of receiving the originals at such image quality. When the receiving system does not have such capability, originals are sent at an image quality of 200 × 200 dpi (Fine).

- 3 Press [OK].



NOTE

The scan resolution must be equal to or higher than the fax resolution. If the fax resolution is higher than the scan resolution, the scan resolution will automatically change to the same setting as the fax resolution.

Selecting the original size

Set the size of the original to be faxed.

- 1 Press [Org./Sending Data Format], and then [Original Size].

The original size setting screen appears.

- 2 Select the original size.

Item	How to Select	Detail
Standard Sizes 1	Have the size of original detected automatically, or select from the standard sizes.	Metric models: Auto, A3, A4-R, A4, A5, A6, B4, B5-R, B5, B6, Folio and 216x340mm
		Inch models: Auto, Ledger, Letter-R, Letter, Legal, Statement, Executive and Oficio II
Standard Sizes 2	Select from the standard sizes not included in the Standard Sizes 1.	Metric models: Ledger, Letter-R, Letter, Legal, Statement, Executive, Oficio II, 8K, 16K-R and 16K
		Inch models: A3, A4-R, A4, A5, A6, B4, B5-R, B5, B6, Folio, 8K, 16K-R, 16K and 216x340mm
Others	Select from envelope, postcard or the custom sized originals.	Hagaki, Ofufuku Hagaki
Size Entry	Enter the size not included in the standard sizes 1 and 2*.	Inch models Horizontal: 2 to 17" (in 0.01" increments), Vertical: 2 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

* The input units can be changed in the System menu. Refer to the machine's *Operation Guide*.

- 3 Press [OK].

Send Start

- 1 Press the **[Start]** key. Transmission begins.



NOTE

When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **[Start]** key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Checking the Send Status

- 1 Press the **[Status/Job Cancel]** key.

The screenshot shows the 'Status' screen with tabs for 'Status', 'Scheduled Job', and 'Log'. The 'Job Type' is set to 'All'. A table displays job information:

Job No.	Accepted Time	Type	Destination	User Name	Status
438	14:47		0123456789		InProcess

Buttons at the bottom include 'Cancel', 'Priority Override', and 'Detail'. The 'Sending Jobs' button in the bottom navigation bar is circled in red.

- 2 Press **[Sending Jobs]**.

The list of accepted time, destination, and status are displayed for each job.

The screenshot shows the 'Status' screen with two jobs listed:

Job No.	Accepted Time	Type	Destination	User Name	Status
438	14:47		0123456789		InProcess
439	14:50		0123456779		Waiting

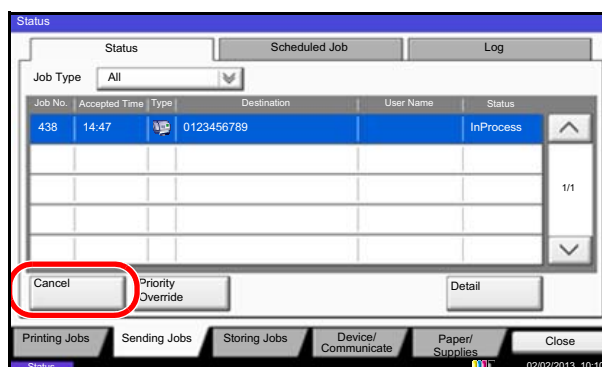
The 'Priority Override' button is circled in red.

To send a job by priority override that is waiting, select the job and press **[Priority Override]** in the Sending Jobs screen, and press **[Yes]**.



NOTE

If there is a fax transmission job that is in progress, transmission of the priority override fax job will start after the job in progress is finished.



To cancel the Transmission, on the *Sending Jobs* screen above, select the job, and press [Cancel].

When the cancel confirmation screen appears, press [Yes].



NOTE

Pressing the [**Stop**] key on the operation panel while originals are being scanned cancels the transmission.

Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

FAX Automatic Reception

When using this machine as a FAX-dedicated machine that does not receive telephone calls, set the machine to FAX-dedicated reception. No special operation is required when receiving faxes.



NOTE

When you are receiving DRD service from a telephone company, change the reception method to [Auto (DRD)]. For details, refer to [DRD Reception on page 6-24](#).

Reception Method

This machine allows the following five reception methods.

- Auto (Normal)
- Auto (FAX/TEL) (Refer to [6-9](#).)
- Auto (TAD) (Refer to [6-11](#).)
- Auto (DRD) (Refer to [6-24](#).)
- Manual (Refer to [4-15](#).)

Checking and Changing the Reception Method

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *Reception*, [Next] of *FAX*, and then [Change] of *RX Setting*.
- 3 Select [Auto (Normal)].
- 4 Press [OK].

Reception Starts

- 1 When a fax comes in, the [**Processing**] indicator blinks and reception automatically begins.



NOTE

When a telephone (commercially available) is connected to the machine, reception starts after the telephone rings.

You can change the number of times the ringing tone rings. (Refer to [Rings on page 6-13](#).)

To cancel the reception, refer to [Cancelling Transmission \(Disconnection of Communication\) on page 3-17](#).

Memory Reception

When the machine cannot print a fax due to paper running out or a paper jams, it temporarily stores originals that have been sent in the image memory. When the machine returns to the printable state, printing starts.

The number of pages that can be stored depends on the pages. As a general guideline, about 700 or more A4 size pages at normal resolution can be stored.

During memory reception, FAX Reception Printing Jobs are displayed on Printing Jobs of the Status screen. To print the received originals, supply paper or remove jammed paper.



NOTE

For the Status screen, refer to the machine's *Operation Guide*.

Reception Print

- 2 Received faxes are output to the tray with the printed side facing down. Paper can also be placed in the multi-purpose tray to print a fax. The multi-purpose tray can be used to print faxes on paper sizes and types that cannot be loaded in the cassette.

For the setting for printing faxes on paper in the multi-purpose tray, refer to [MP Tray Paper Output on page 6-21](#).

For paper types that can be placed in the multi-purpose tray, refer to [Media Type for Print Output on page 6-19](#).



IMPORTANT

The output tray and number of sheets that can be held vary by model. Refer to the machine's *Operation Guide*. When the number of sheets to be printed exceeds the number of sheets that can be held, remove all the paper on the tray.

Even if the machine is not capable of printing due to paper running out or a paper jam, it can still receive faxes (memory reception).

Canceling Communication

The method for cancelling communication with this machine differs depending on the transmission method (memory transmission or direct transmission) and communication form. Methods of cancelling in various cases are explained here.

Canceling Memory Transmission (while originals are being scanned)

During memory transmission, to cancel scanning while originals are being scanned, press the **[Stop]** key on the operation panel, or press **[Cancel]** on the touch panel. Scanning of originals is canceled, and the originals are ejected. When originals remain in the document processor, take them out from the original output table.

Canceling Memory Transmission (during communication)

During memory transmission, to cancel communication after it has started following the completed scanning of originals, use the following procedure.



NOTE

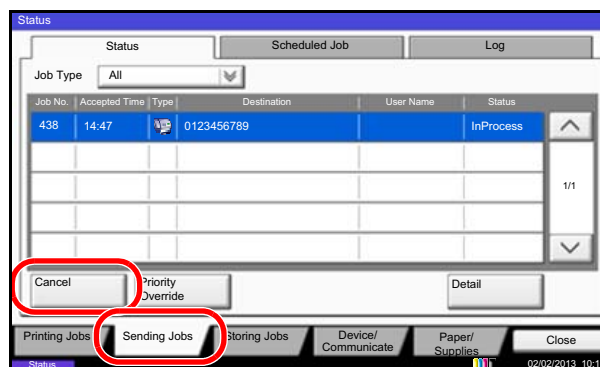
You can cancel transmission by disconnecting the telephone line. For details, refer to [Canceling Transmission \(Disconnection of Communication\)](#) on page 3-17.

Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

- 1 Press the **[Status/Job Cancel]** key.
- 2 Press **[Sending Jobs]**.
- 3 Select the job you want to cancel, and press **[Cancel]**.

When the cancel confirmation screen appears, press **[Yes]**.

Communication is canceled.

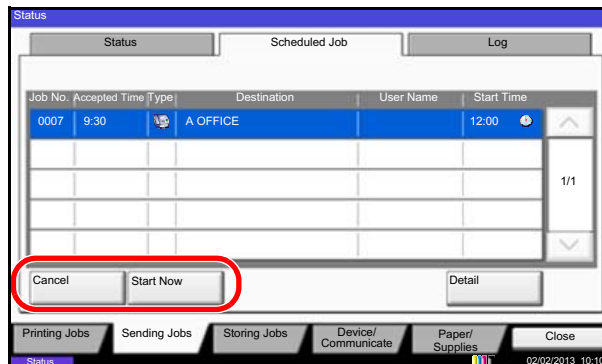


Canceling and Sending Delayed Transmissions (Queued)

To cancel delayed transmissions that are queued, or to send delayed transmissions immediately rather than waiting for the specified time, use the procedure below.

- 1 Press the **[Status/Job Cancel]** key.
- 2 Press **[Sending Jobs]**, and then **[Scheduled Job]**.

- 3 To cancel a delayed transmission, select the job to be cancelled and press [Cancel].
When the cancel confirmation screen appears, press [Yes].
Transmission is canceled.



To send delayed transmission immediately, select the job to be sent and press [Start Now].
When the send confirmation screen appears, press [Yes].
Transmission begins.

Cancelling Direct Transmission

During direct transmission, to cancel communication during transmission, press the [**Stop**] key on the operation panel or [Cancel] on the touch panel. The originals that have been scanned are ejected, and the screen returns to the send default screen. When originals remain in the document processor, take them out.

NOTE

Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

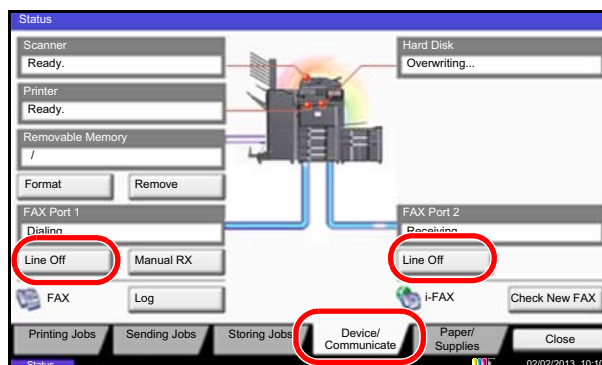
Cancelling Transmission (Disconnection of Communication)

When you cancel sending or receiving by disconnecting the telephone line during communication, use the following procedure.

NOTE

When 2 optional FAX Kits (Dual FAX option) are installed, disconnect the line currently being used for communication. Even if transmission is canceled, there is a possibility that pages scanned prior to cancelation were sent to the receiving party. Check with the receiving party to see if pages were accidentally sent.

- 1 Press the [**Status/Job Cancel**] key.
- 2 Press [Device/Communication].
- 3 Press [Line Off] of *FAX Port 1* or *FAX Port 2* (option).
When the cancel confirmation screen appears, press [Yes].
The line in transmission is disconnected.



Cancelling Polling or Sub Address Bulletin Board Transmissions

To cancel a polling or sub address bulletin board transmission, delete the polling transmission original saved in the polling box. For information on how to delete the saved original, refer to [Deleting Originals in a Polling Box on page 4-48](#).

Cancelling Memory Forwarding

To cancel memory forwarding, break the connection and then cancel forwarding. For the cancelation procedure, refer to [Cancelling Transmission \(Disconnection of Communication\) on page 3-17](#).

Selecting a Destination from the Address Book

Select a destination registered in the Address Book.

NOTE
You can set the machine up so that the address book screen appears when you press the [Send] key. For details, refer to *the Operation Guide for the machine*. (8 Setup and Registration (System menu) > Send > Default Screen)

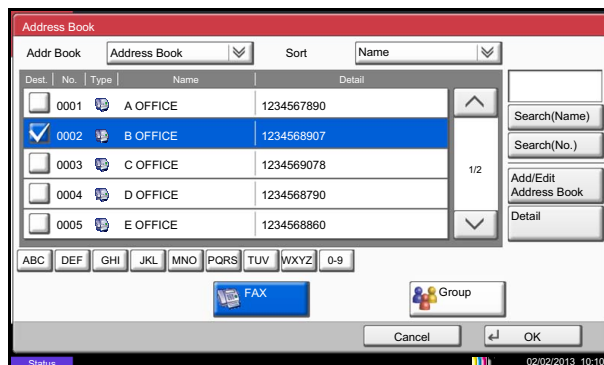
- 1 Press [Address Book] on the basic FAX screen.



- 2 Select the destination from the list.

You can select several destinations. The checkbox of the destination selected is checked. To use an LDAP address book, select [Ext Address Book] in the [Addr Book] pull-down menu.

NOTE
To cancel the selection, press the checkbox to erase the checkmark.
For Extended Address Book, refer to the *Command Center RX User Guide*.



3 Press [OK].

The destination you have selected is registered in the destination list.

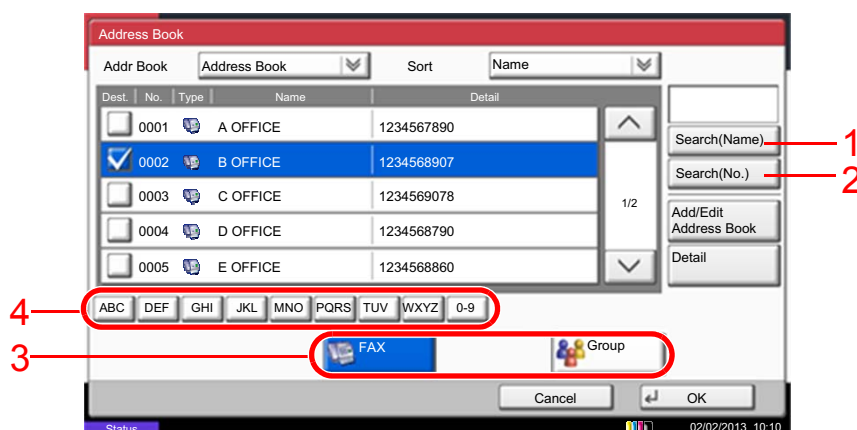
**NOTE**

To delete the destination that has been registered, select the destination, and press [Delete].

You can also change the default *Sort* order. For details, refer to *the Operation Guide for the machine*. (8 Setup and Registration (System menu) > Edit Destination > Address Book Defaults > Sort)

Searching for a Destination

You can search for a destination registered in the Address Book, and further refine your search if necessary.



Keys used	Search method	Search words, etc.
1	Search (Name)	Search by the registered name.
2	Search (No.)	Search by the registered address number.
3	Destination type search refinement	Refine your search by using the type of destination registered (FAX and group) You can set this function up so that destination types are selected when the address book is displayed. For details, refer to <i>the Operation Guide for the machine</i> . (8 Setup and Registration (System menu) > Edit Destination > Address Book Defaults > Narrow Down)
4	Capital letter search refinement	Refine your search by the capital letters of the registered name.

Changing/Deleting Registration Contents

You can change or delete the contents of destinations (contact) or groups.

When editing contents

- 1 Press the **[System Menu]** key.
- 2 Press [$\surd$], [Edit Destination] and then [Add/Edit] of *Address Book*.
- 3 Select the destination or group to edit.
- 4 Press [Detail].
- 5 Edit the destination of a contact registration or a group.

When editing the destination of a contact registration

Change *Address Number*, *Name*, the fax number of the destination, and the send details setting. For details, refer to steps 3 to 21 in [Contact Registration \(fax\)](#) or steps 3 to 16 in [Contact Registration \(i-FAX\)](#).

When editing a group

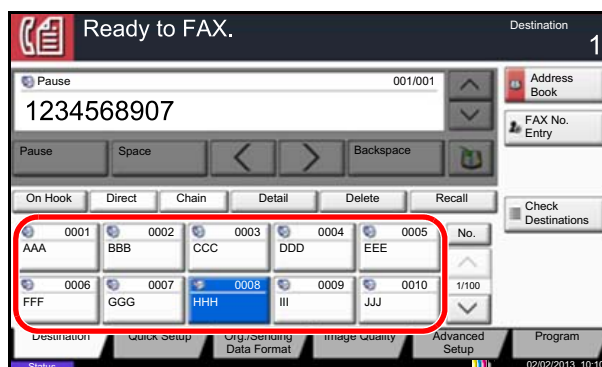
- 1 Change *Address Number* and *Name*. For details, refer to [Group Registration](#) steps 3 to 7.
- 2 Press [Member].
- 3 To add a contact to a group, press [Add]. Refer to steps 10 and 11 in [Group Registration](#) for information how to add contacts.
To remove a contact from a group, select the contact to be removed and press [Delete]. Press [Yes] in the confirmation screen to remove the contact.
You can view detailed information on the selected contact by pressing [Detail].
- 6 Press [Register]. When the change confirmation screen appears, press [Yes].

When deleting contents

- 1 Press the **[System Menu]** key.
- 2 Press [$\surd$], [Edit Destination] and then [Add/Edit] of *Address Book*.
- 3 Select the destination or group to delete.
- 4 Press [Delete]. When the change confirmation screen appears, press [Yes].

Selecting a Destination by One-touch Key

Select a destination by a One-touch key.



On the [Destination] screen, press the One-touch key to which the destination is registered.

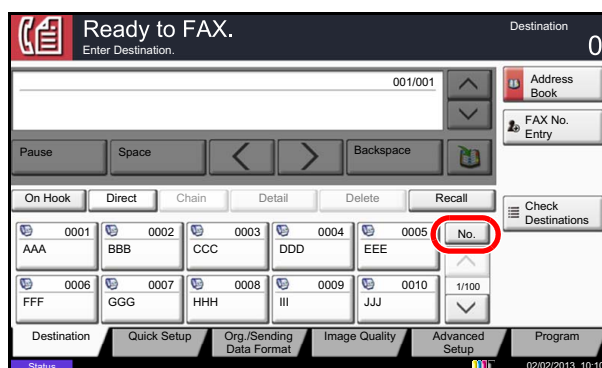
NOTE
When the One-touch key for the destination is not displayed on the touch panel, press [^]/[v] on the right side. The next/previous One-touch keys are displayed.

Using the Speed Dial key

You can designate a four-digit (0001 to 1000) One-touch key number (speed dial) to select the destination.

NOTE
For details, refer to [Using One-touch Keys on page 2-15](#).

Press [**Quick No. Search**] key or [No.] in the [Destination] screen, enter one-touch key number in the number entry screen using the numeric keys, and then press [OK].



NOTE
When entering a one, two, or three digits One-touch key number, you don't need to enter zero (0) at the beginning. (For example, you can enter as 1 for One-touch key number 1.)

Dialing the Same Receiving System (Redial)

Redial is a function allowing you to dial the last entered number once again.

When [Recall] is set to [Prohibited] in the system menu, you cannot use Redial. For details, refer to *the Operation Guide for the machine*. (8 Setup and Registration (System menu) > Send > Recall)

Automatic Redial

This function automatically redials a receiving system that does not respond when you try to send fax.

No particular setting is required for automatic redial. Because the machine redials repeatedly at a regular interval, you do not need to worry even when the communication by the receiving system is prolonged.



NOTE

When using direct transmission, the machine does not automatically redial.

You can change the number of automatic redials from between 0 and 14. For details, refer to [Retry Times on page 6-16](#).

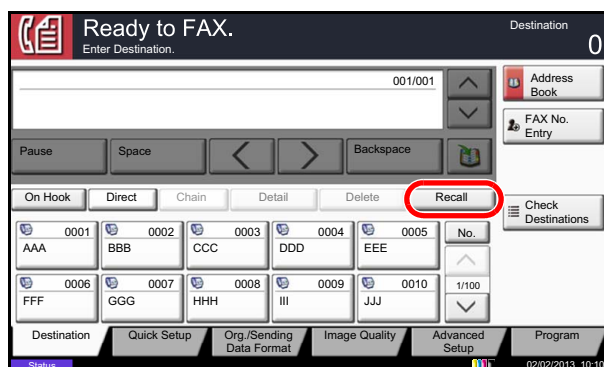
You cannot send delayed transmission immediately while the machine is waiting for redial.

Manual Redial (Recall)

Use this when the receiving system does not respond when you have tried to send a fax. When you want to send the fax to the same receiving system, press [Recall], and you can call the receiving system you dialed on the destination list.

1 Press [Recall].

The receiving system you dialed is displayed on the destination list.



NOTE

When the last transmission included multi-address transmissions and computers and e-mail destinations, they are also displayed. If necessary, add or delete the receiving system.

2 Press the [Start] key.

The transmission will start.



NOTE

When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the [Start] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

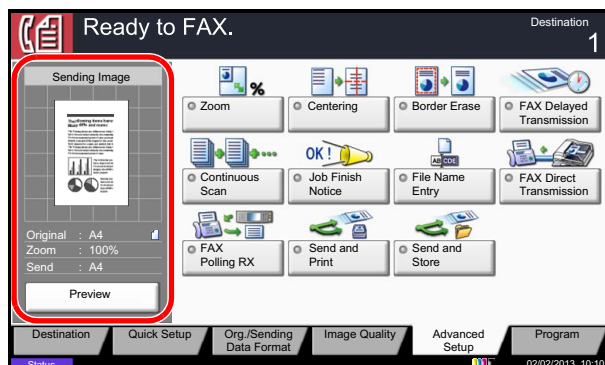
Recall information is canceled in the following conditions.

- When you turn the power off
- When you send a next fax (new recall information is registered)
- When you log out

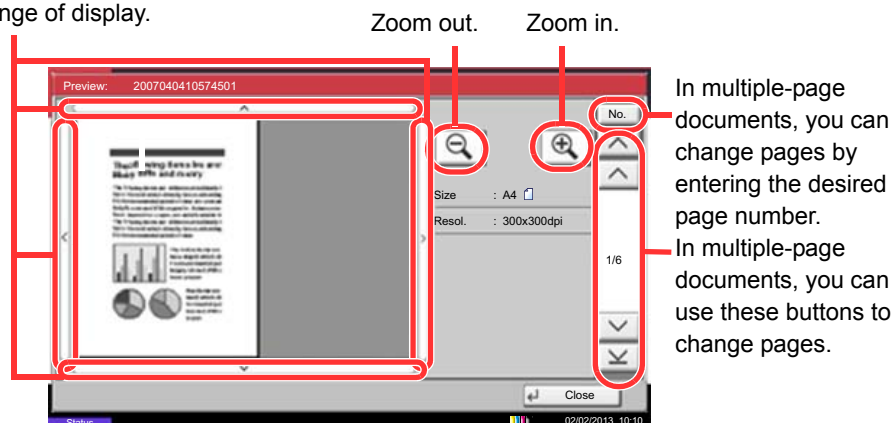
Previewing Images

You can display a preview image of a scanned original on the panel to check the image to be sent.

- 1 Prepare to send the image as described in [Automatic Send on page 3-4](#).
- 2 Press [Preview] on the left side of the [Quick Setup], [Org./Sending Data Format], [Image Quality] or [Advanced Setup] screen.



In magnified view, you can move the range of display.



The machine scans the original and displays a preview image.

Using the Preview Screen

When the Preview screen is displayed, you can do the following by moving the finger that is touching the touch panel.

Function	Description
Drag	With the finger touching the touch panel, slide the finger to move the position of the displayed preview.
Pinch in Pinch out	With two fingers touching the touch panel, widen or tighten the space between the two fingers to zoom in and out on the view.

**NOTE**

If the transmission functions below are modified, the results are applied in the preview image. For more information on the transmission functions, refer to [Automatic Send on page 3-4](#) or [FAX Operation \(Advanced\) on page 4-1](#).

- Scan Resolution
- Scan Density
- Original Size Selection
- Sending Size Selection
- Zoom
- Original Orientation
- Selection of Image Quality
- Border Erase

If you have placed a multiple-page original in the document processor, the machine scans all the originals but only the first page is previewed. [Detail] can be pressed to view all preview images. Press [✓] to move through the preview images in the order they were scanned.

You cannot change the transmission functions while the preview image is displayed.

- To change any of the transmission functions, press the [Stop] key or press [Cancel]. The preview image disappears and the destination is cancelled. To see the preview again, make the transmission function changes and select the destination.

- 1 Press the [Start] key to send the fax.

Transmission begins.

**NOTE**

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [Start] key. For details, refer to *the Operation Guide for the machine*. (8 Setup and Registration (System menu) > Send > Dest. Check before Send)

To see a preview image when you are using the document processor, place the originals in the document processor again.

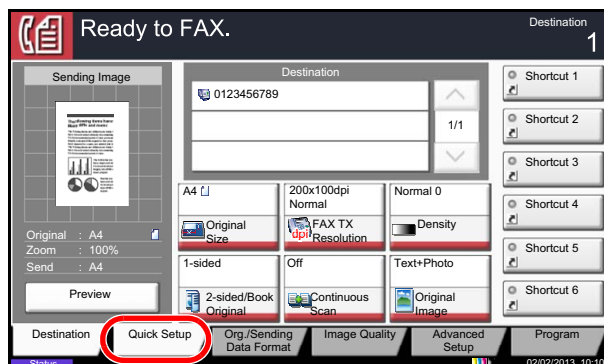
A document stored in a polling box for polling transmission can be previewed in the same way. For more information on polling transmissions, refer to [Using Polling Transmission on page 4-44](#).

You cannot preview images in the following situations:

- When you are using Mixed Sized Originals mode
- During a direct transmission
- During polling reception
- When *On* is selected in the Long Original setting

Quick Setup Screen

To display the Quick Setup Screen, which shows frequently used fax send settings, press [Quick Setup] in the fax base screen.



NOTE
The settings that can be configured in the Quick Setup Screen are basic settings. To configure advanced settings, use the [Org./Sending Data Format], [Image Quality], and [Advanced Setup] screens.

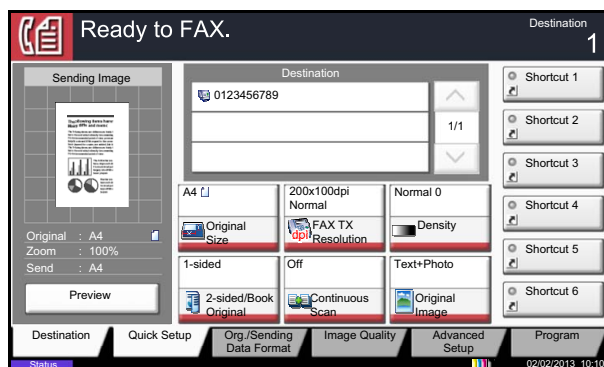
Functions Available for Registration in the Quick Setup Screen

Default registrations and the functions available for registration are as follows.

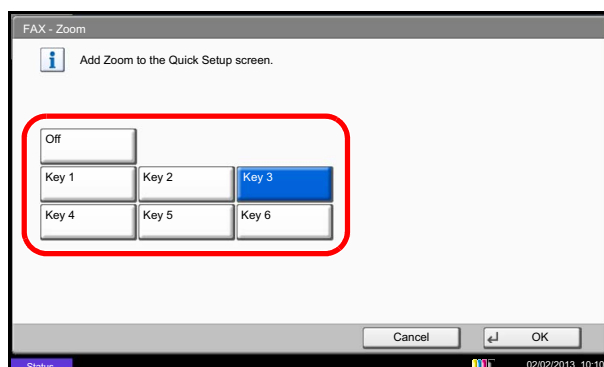
Default Registration	Functions Available for Registration
1: Original Size 2: FAX TX Resolution 3: Density 4: 2-sided/Book Original 5: Continuous Scan 6: Original Image	Original Size 2-sided/Book Original Sending Size Original Orientation Density Original Image FAX TX Resolution Zoom Continuous Scan

Changing Registration

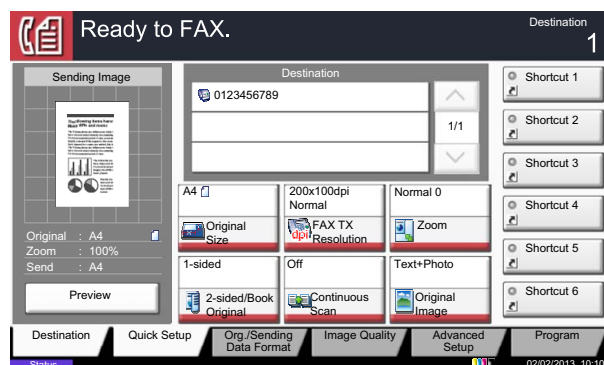
The following procedure is one example for replacing the registration of *Density* with *Zoom* in the *Quick Setup* Screen for faxing.



- 1 Press the [System Menu] key.
- 2 Press [FAX], [Next] of *Quick Setup Registration*, and then [Change] of *Zoom*.
- 3 Press [Key 3] here as the key to set replacement location.

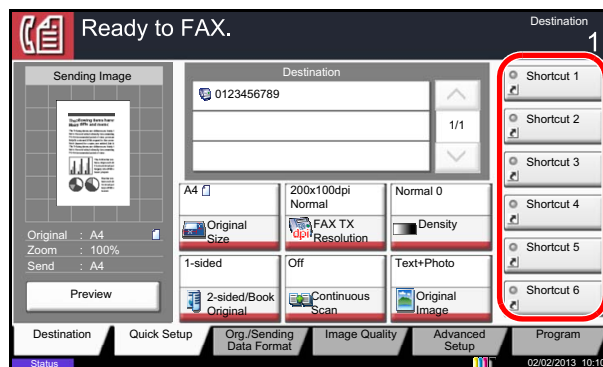


- 4 Press [OK]. A confirmation screen appears. Press [Yes].
The *Zoom* Quality function will be *Key 3* newly registered.



Registering Shortcuts

Add shortcuts in the Quick Setup screen for easy access to the frequently used functions. Settings can also be registered for the selected function. A function name linked to a registered shortcut can be changed as necessary. You can register up to 6 shortcuts.

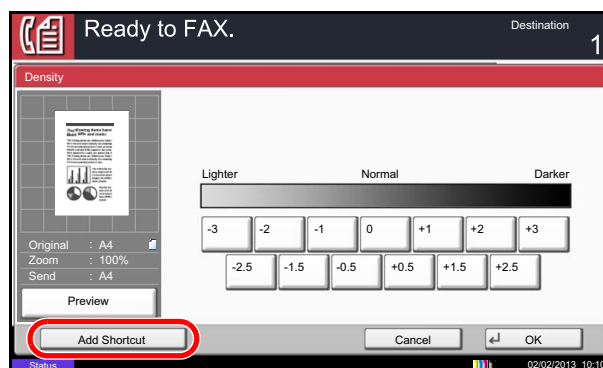


Adding Shortcuts

Shortcut registration is performed in the setup screen of each function. Shortcuts can be registered for all functions in which [Add Shortcut] appears on the screen.

Use the procedure below to register a shortcut.

- 1 After making the desired settings in the setup screen of each function, press [Add Shortcut].



- 2 Press the keys corresponding to the shortcut number (01 to 06) to register.



NOTE

If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

- 3 Enter the shortcut name and press [Save] to add the shortcut.

Editing and Deleting Shortcuts

Follow the steps shown below to change a shortcut number/name or delete a shortcut.

- 1 In the setup screen of each function, press [Add Shortcut] in the bottom of the screen.
- 2 Press [Edit] and press the keys corresponding to the shortcut number (01 to 06) to change or delete.
- 3 To edit a shortcut, press [Change] to change the shortcut button number and name and press [OK] and then [Save].

Choose [Yes] in the confirmation screen to change the shortcut.

To delete the shortcut, press [Delete this Shortcut]. Choose [Yes] in the confirmation screen to delete the shortcut.

4 FAX Operation (Advanced)

This chapter explains the method to effectively use FAX.

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Long Originals

Use the document processor to scan long originals (originals that are longer in the paper feeding direction).



NOTE

Only a single side of a long original cannot be scanned.

Originals of up to 1,600 mm/63" long can be scanned.

- 1 Press [Fax] in the home screen.
- 2 Place the originals in the document processor.
- 3 Press [Original/Sending Data Format], and then [Long Original].
- 4 To scan long originals, press [On], and to scan standard size originals, press [Off].
- 5 Press [OK].
- 6 Set the destination, and press the **[Start]** key.
Transmission begins.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **[Start]** key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Delayed Transmission

When you have set a transmission start time, this function automatically sends originals at the preset time. You can use delayed transmission together with the broadcast transmission function, etc.

The method for sending originals to one destination after setting the start time is explained here.

 **IMPORTANT**
If the current time displayed on the touch panel is not correct, you cannot send originals correctly at the preset time. In this case, adjust the time. For details, refer to [Date and Time Entry on page 2-4](#).

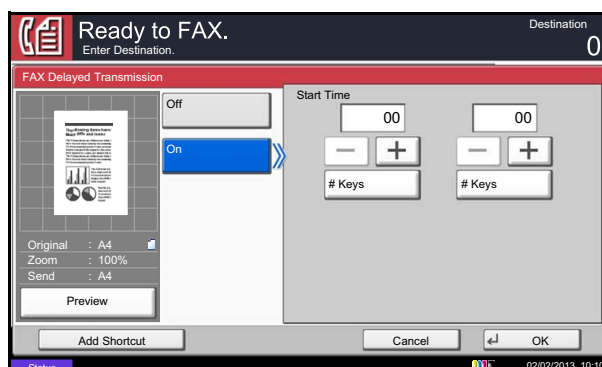
 **NOTE**
You cannot select direct transmission.
Set the time from between 00:00 and 23:59 in one-minute increments.
Together with standby transmission and interrupt send, you can set up to 200 destinations for delayed transmission.
When two or more delayed transmissions are set for the same time, the transmissions will take place in the order they were set. However, transmissions to the same destination will take place together, regardless of the setting order.
You can cancel a delayed transmission any time before the specified transmission time. You can also send a delayed transmission before the specified time. (Refer to [Cancelling and Sending Delayed Transmissions \(Queued\) on page 3-16](#).)
You can change destinations of a delayed transmission any time before the specified transmission time. (Refer to [Changing/Deleting Delayed Transmission on page 4-5](#).)
If you use delayed transmission when sending documents stored in the Custom Box by fax, you cannot move documents until sending is finished. For details on using Custom Boxes, refer to the machine's *Operation Guide*.

Batch Transmission Function

When fax originals to be sent to the same destination are set to the same transmission start time with delayed transmission, you can send up to 10 groups of originals using batch transmission. This function prevents repeated communication to the same destination and reduces the communication cost.

 **NOTE**
You cannot send originals as a batch transmission in the case of direct transmission.
If the destinations include both numbers entered with the numeric keys and One-touch keys, batch transmission is not possible.
In the case of broadcast transmission, when you have set two or more groups of originals to the same transmission start time, and each group includes the same receiving system fax number, you cannot send the originals as a batch transmission.
When the transmission start time has come, and there are fax originals waiting for redial to the same receiving system, the waiting originals are also sent together as a batch transmission.
When job accounting is ON, only the originals with the same account ID set using delayed transmission are sent as a batch transmission.

- 1 Press [Fax] in the home screen.
- 2 Place the originals.
- 3 Press [Advanced Setup], and then [FAX Delayed Transmission].



- 4 Press [On] and use [+] / [-] to enter the transmission start time.



NOTE

You can also press [# Keys] and use the numeric keys to enter the transmission start time.

- 5 Press [OK].
- 6 Set the destination, and press the [Start] key.
Originals are scanned, and transmission begins at the preset time.



NOTE

When On is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [Start] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Changing/Deleting Delayed Transmission

You can change or delete the destinations of delayed transmission.



NOTE

For cancelling memory transmission or sending a scheduled job immediately, refer to [Cancelling Memory Transmission \(during communication\) on page 3-16](#).

Use the procedure below to check a job's information.

- 1 Press the [Status/Job Cancel] key.
- 2 Press [Sending Jobs] and then [Scheduled Job].

The screenshot shows the 'Status' window with tabs for 'Status', 'Scheduled Job', and 'Log'. The 'Status' tab is active, displaying a table with columns: Job No., Accepted Time, Type, Destination, User Name, and Start Time. The first row shows Job No. 0007, Accepted Time 9:30, Type (FAX icon), Destination A OFFICE, User Name, and Start Time 12:00. Below the table are buttons for 'Cancel', 'Start Now', and 'Detail' (circled in red). At the bottom, there are tabs for 'Printing Jobs', 'Sending Jobs', 'Storing Jobs', 'Device/Communicate', 'Paper/Supplies', and 'Close'. The status bar at the bottom shows 'Status' and the date/time '02/02/2013 10:10'.

- 3 Select the job you want to change or delete from the list, and press [Detail].
Detailed information of the selected job is displayed.

The screenshot shows the 'Detail Job No.: 000080' window. It displays fields for Job No. (000080), Job Type (Sending Job - FAX), User Name (User1), Job Name (doc2008101005151), and Start Time (10:10). On the right, there are fields for Result/Destination (Processing) and Destination (1). A 'Detail/Edit' button with a right arrow is circled in red. At the bottom right, there are navigation buttons (up, 1/2, down) and a 'Close' button. The status bar at the bottom shows 'Status' and the date/time '02/02/2013 10:10'.

- 4 Press [Detail/Edit] in Status/Destination.

The screenshot shows the 'Detail Job No.: 000081' window. It displays a table with columns: Type, Destination, and Status. The first row shows Type (FAX icon), Destination 12345678907, and Status Sending. The second row shows Type (FAX icon), Destination User01, and Status Waiting. Below the table are buttons for 'Detail/Edit' and 'Delete'. On the right, there are buttons for 'Address Book' and 'FAX No. Entry'. At the bottom, there are buttons for 'Cancel', 'OK', and 'Close'. The status bar at the bottom shows 'Status' and the date/time '02/02/2013 10:10'.

When adding another destination

- 1 Select the address to be added from the Address Book or enter the fax number using the numeric keys.

When pressing [Address Book]

- 1 Select the destination you want to change in the list.

When entering the fax number using the numeric keys

- 1 Enter the fax number using the numeric keys.
- 2 Press [OK].
- 2 Press [OK].



NOTE

If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.

If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to [Send and Forward on page 4-55](#).

When changing the destination to another destination

- 1 Press [▽] or [△] to select the destination you want to change.
- 2 You can change the selected destination by pressing [Detail/Edit].
- 3 Press [OK].

When deleting the destination or deleting the job

- 1 Press [▽] or [△] to select the destination you want to delete.
- 2 Press [Delete].
- 5 Press [OK].

Broadcast Transmission

This function allows you to send the same originals to several destinations in one operation. The machine stores (memorizes) originals to send in memory temporarily, and automatically repeats dialing and transmission to the set destination afterwards.



NOTE

When using a group for the destination, you can send originals to up to 500 destinations in one operation.

You can use this function together with sub address communication and delayed transmission.

When direct transmission has been selected, it changes to memory transmission at the time of transmission.

Sending using FAX Address

- 1 Press [Fax] in the home screen.
- 2 Place the originals.
- 3 Select the destination.

Enter the fax number

- 1 Press [FAX No. Entry], and use the numeric keys to enter the fax number. Press [Next Dest.] to enter the next fax number.
- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
- When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to [Send and Forward on page 4-55](#).

For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit].

- 2 After entering all the destinations, press [OK].

Select the destination from the Address Book

- 1 Press [Address Book].
- 2 Select the check boxes beside the destinations to select from the list.
To use an LDAP address book, select [Ext Address Book] in [Destination].
- 3 Press [OK].

Select the destination from the One-touch keys

Press all the One-touch keys to which necessary destinations are registered.



NOTE

For details of the Address Book, refer to [Selecting a Destination from the Address Book on page 3-19](#). For details of the One-touch keys, refer to [Using One-touch Keys on page 2-15](#).

You can select destinations using a combination of direct entry, the Address Book and One-touch keys.

- 4 After selecting all the destinations, press the **[Start]** key. Transmission begins.



NOTE

When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **[Start]** key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Sending using I-FAX Address



NOTE

For more information on sending an Internet FAX (i-FAX), refer to [i-FAX Transmission on page 8-9](#).

- 1 Press the **[Send]** key.
- 2 Place the originals.
- 3 Select the destination.

Enter the i-FAX address

- 1 Press **[i-FAX Address Entry]**.
- 2 Press **[i-FAX Address]**, enter the i-FAX address and then press **[OK]**.
- 3 Press **[OK]**.
 - If *Entry Check for New Destination* is *Off*, the entry is completed.
 - If *Entry Check for New Destination* is *On*, you are prompted to confirm the i-FAX number is correct. Re-enter the same i-FAX number and press **[OK]** to complete the entry.

For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new address, press **[i-FAX Address Entry]** and repeat the above procedure.

To correct the i-FAX number, press **[Detail/Edit]**.

Select the destination from the Address Book

- 1 Press [Address Book].
- 2 Select the check boxes beside the destinations to select from the list.
To use an LDAP address book, select [Ext Address Book] in [Destination].
- 3 Press [OK].

Select the destination from the One-touch keys

Press all the One-touch keys to which necessary destinations are registered.



NOTE

For details of the Address Book, refer to [Selecting a Destination from the Address Book on page 3-19](#). For details of the One-touch keys, refer to [Using One-touch Keys on page 2-15](#).

You can select destinations using a combination of direct entry, the Address Book and One-touch keys.

- 4 After selecting all the destinations, press the [**Start**] key.
Transmission begins.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [**Start**] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Standby Transmission

During a communication, you can scan originals and schedule a next transmission. When the first communication is completed, the machine automatically starts the scheduled next transmission. When using standby transmission, you do not need to wait when a communication has prolonged due to broadcast transmission.



NOTE

Together with delayed transmission and interrupt send, up to 200 transmissions can be scheduled.

You can use the broadcast transmission function.

For the transmission method, use memory transmission. To select memory transmission, refer to [Selection of Transmission Method on page 3-4](#)

- 1 Press [Fax] in the home screen.
- 2 Place the originals.
- 3 Select the destination, and set transmitting functions if you want to use any.
- 4 Press the [**Start**] key.

Scanning of the originals starts, and the next transmission is scheduled.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [**Start**] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

- 5 When the communication is completed, the scheduled transmission will begin.

Interrupt Send

During communication, when you scan originals by selecting direct transmission, you can use interrupt send. Even when the communication is prolonged due to broadcast transmission or a next transmission being scheduled, the machine will first send originals for which interrupt send has been set.

**NOTE**

When the number of standby transmissions and delayed transmissions has already reached 200, you cannot use interrupt send.

Depending on the timing of the interruption, you may not be able to interrupt transmission immediately.

- 1 Press [Fax] in the home screen.
- 2 Load the originals to be sent using Interrupt Send.
- 3 Press [Advanced Setup], and then [FAX Direct Transmission].
- 4 Press [On].
- 5 Press [OK].
- 6 Set the destination, and press the **[Start]** key. The originals are left in queue, and the transmission will start when transmission becomes possible.

**NOTE**

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **[Start]** key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

For operation of direct transmission, refer to [Selection of Transmission Method on page 3-4](#).

To cancel transmission while waiting for interrupt send, press the **[Stop]** key on the operation panel or [Cancel] on the touch panel. For details, refer to [Canceling Communication on page 3-16](#).

- 7 When the interrupt send is completed, the canceled communication and standby transmission will automatically resume.

Chain Dial

Chain dial is a function that allows you to dial by linking fax numbers of the receiving systems with a chain number created with a number common to several destinations.

By setting multiple phone numbers from several telephone companies to a chain number, you can later choose the one that costs the least to send the fax to a remote or international destination.



NOTE

You can use the chain number at the head of the fax number of the receiving system.

It is convenient to register chain numbers that are used frequently to the Address Book or One-touch keys. For registration to the Address Book, refer to [Registering a New Destination on page 2-5](#). For registration to One-touch keys, refer to [Registering a New One-touch Key on page 2-15](#).

As an example, when using '010' as the chain number

- 1 Press [Fax] in the home screen.
- 2 Place the originals.
- 3 Press [FAX No. Entry], and enter '010' using the numeric keys.

To use the Address Book or One-touch keys, select the destinations to which '010' has been registered.

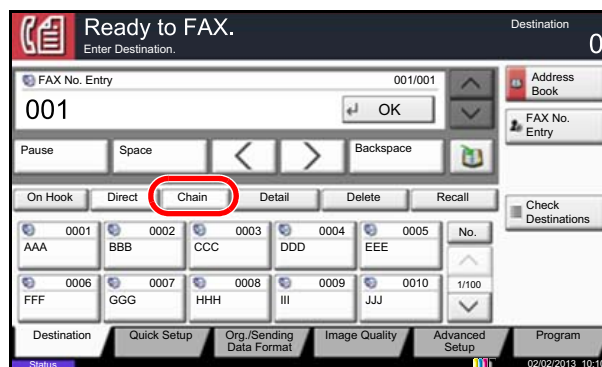


NOTE

For the Address Book and One-touch keys, refer to [Using the Address Book on page 2-5](#) and [Using One-touch Keys on page 2-15](#).

When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to [Send and Forward on page 4-55](#).

- 4 Press [Chain].



- 5 Enter the fax number to connect to the chain number.

Use the numeric keys to enter a fax number

Enter the fax number using the numeric keys.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
- When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to [Send and Forward on page 4-55](#).

For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit], and then re-enter the chain number.

Select fax number from the Address Book

- 1 Press [Address Book].
- 2 Select the destination from the list.
You can select several destinations.
- 3 Press [OK].
The chain number '010' is automatically added to all the destinations.

Select fax number from One-touch key

Select the destination from One-touch keys. The chain number '010' is automatically added to the destinations.

To enter another fax number with a one-touch key, re-enter the chain number.

- 6 Press the [Start] key. Transmission begins.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [Start] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Manual Send

This method allows you to send originals by pressing the **[Start]** key after confirming that the telephone line has connected to the receiving system. Connecting a telephone set (commercially available product) to this machine enables you to talk with the person at the receiving system before sending originals.

Using after Confirming the Connection to the Receiving System

You can send originals after confirming that the telephone line has connected to the receiving system.

- 1 Press [Fax] in the home screen.
- 2 Set the originals.
- 3 Press [On Hook].
- 4 Use the numeric keys to enter the number of the receiving system.



NOTE

To cancel the operation, press [Line Off].

- 5 When you hear the fax tone, the telephone line has connected to the receiving system. Press the **[Start]** key.

Transmission begins.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **[Start]** key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Using a Telephone to Send

When you want to talk to the person at the receiving system or the receiving system needs to switch to fax, use this method to send originals.

- 1 Set the originals.
- 2 Lift the handset, and dial the number of the receiving system.
- 3 Check if the telephone line has connected to the fax of the receiving system.

When you hear the fax tone

The receiving system is on fax.

- 1 Press [Fax] in the home screen.
- 2 Press [On Hook].
- 3 Press the **[Start]** key. Transmission begins.

When you hear a voice from the receiving system

The telephone line has connected to the telephone of the receiving system. When the conversation is over, follow steps 1 to 3 above.

- 4 When sending starts (when the **[Processing]** indicator on the operation panel starts blinking), return the handset to its original position.

Manual Reception

This method allows you to receive faxes by pressing [Manual RX] after confirming that the telephone line has connected to the sending system. A telephone (commercially available) must be connected to the machine.



NOTE

FAX Automatic Reception has been preset for the receiving mode of this machine. To use Manual Reception, you need to change the receiving mode to Manual Reception. To change to manual mode, refer to [Receiving Mode on page 6-17](#).

When 2 optional FAX Kits (Dual FAX option) are installed, the only receiving mode available on port 2 is FAX Automatic reception.

Using the Telephone to Receive

You can confirm that the connection has been made before receiving a fax.

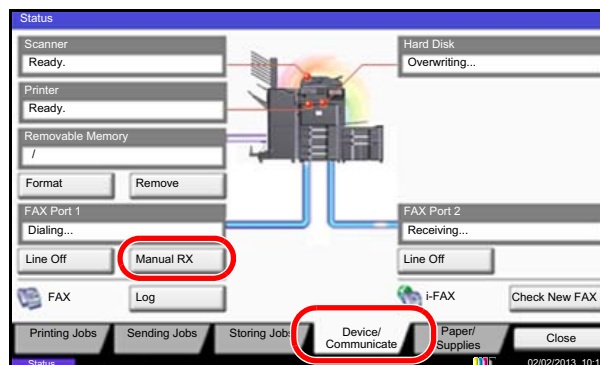
- 1 When there is an incoming call, the telephone connected to the machine makes a ringing tone.
- 2 Lift the handset of the telephone.
- 3 Check if the telephone line has connected to the fax of the sending system.

When you hear the fax tone

The sending system is on fax.

- 1 Press the **[Status/Job Cancel]** key.
- 2 Press **[Device/Communication]**, and then **[Manual RX]**.

Reception will start.



NOTE: When using a telephone set that can send tone signals, use the telephone to start the reception of originals with the remote switch function. (Refer to [Remote Switch Function on page 4-16](#).)

When you hear a voice from the receiving system

The telephone line has connected to the telephone of the sending system. When the conversation is over, follow steps 1 to 2 above.

After the sending system has started transmission, the machine starts receiving originals.

- 4 When reception starts (when the **[Processing]** indicator on the operation panel starts blinking), return the handset to its original position.

Remote Switch Function

You can start fax reception by operation from the connected telephone set. This function is convenient for using this machine and a telephone set (commercially available product) in combination installed at places distant from each other. To start fax reception by operation from the connected telephone set, use the following operation.

 **NOTE**
In order to use remote switch, it is necessary to connect the tone signal-sending telephone set (commercially available product) to the machine. However, even if it is a tone signal-sending telephone set, this function may not be used satisfactorily depending on the type of telephone set. For details, contact our agent or the store where you purchased this machine.

How to Register Remote Switch Dial

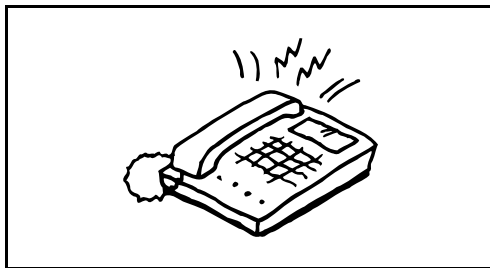
Remote switch dial is set to 55 at the factory, but you can change the dial number.

- 1 Press the [System Menu] key.
- 2 Press [FAX], [Next] of *Reception*, [Next] of *FAX*, and then [Change] of *Remote SW Dial*.
- 3 Press [+] / [-] or the numeric keys to enter the number you newly register. (00 to 99)
- 4 Press [OK].

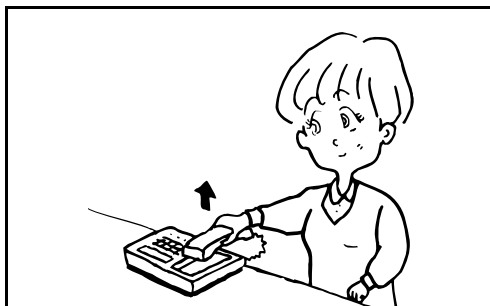
Using the Remote Switch Dial

To start fax reception by operation from the connected telephone set, use the following operation.

- 1 The connected telephone set makes a ringing tone.



- 2 Lift the handset of the telephone.



- 3 When you hear the fax tone from the handset, enter the two-digit remote switch dial number using the dial button on the telephone set.

 **NOTE**
The remote switch dial is set to 55 at the factory.
When entering the 2-digit remote switch dial number, press the numbers slowly. If the numbers are pressed too quickly, the line may not switch to the machine.

- 4 The telephone line switches to the machine, and reception starts.

Printing/Sending Received Faxes by Requirements (Memory Forwarding)

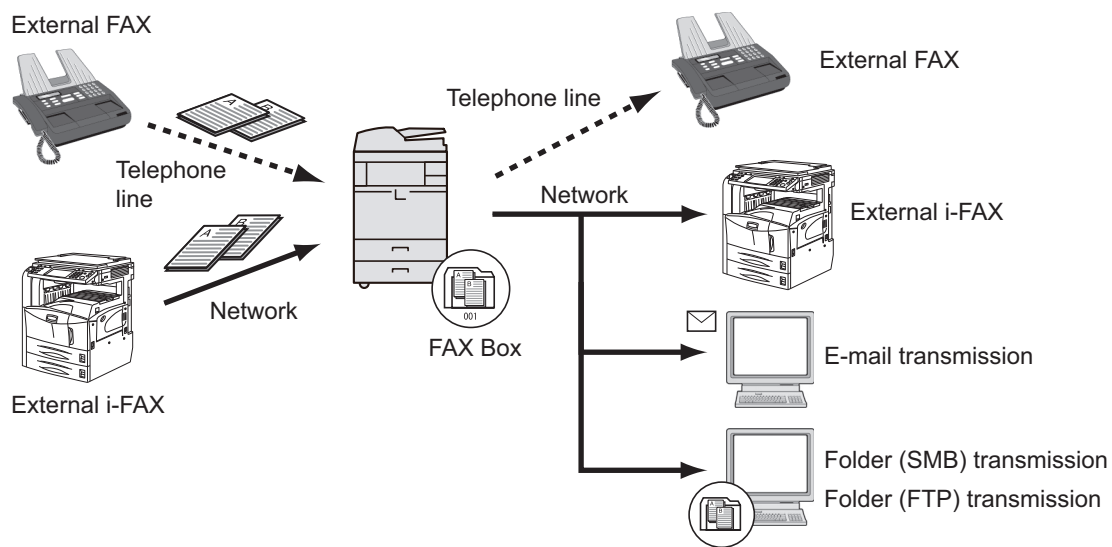
When you have received a fax or i-FAX, you can forward the received image to other faxes, computers, and FAX Boxes or specify a number of copies.

Type of Forwarding Destination and Requirements for Forwarding

You can set forwarding destinations and requirements for forwarding.

Type of Forwarding Destination

You can forward the received fax to other fax machines or FAX Boxes, send it as an i-FAX or E-mail attachment or transfer it to a folder (SMB or FTP).



Requirements for Forwarding

IMPORTANT
A fax or i-FAX that meets one of the specified forwarding requirements will be forwarded to one destination. If the fax meets multiple forwarding requirements, forwarding takes place based on the order of priority of the requirements.

The forwarding requirements are shown in 1 to 4 below. To change the order of priority of the forwarding requirements, refer to [Raising the Priority of Requirements for Forwarding on page 4-25](#).

The forwarding requirements are as follows:

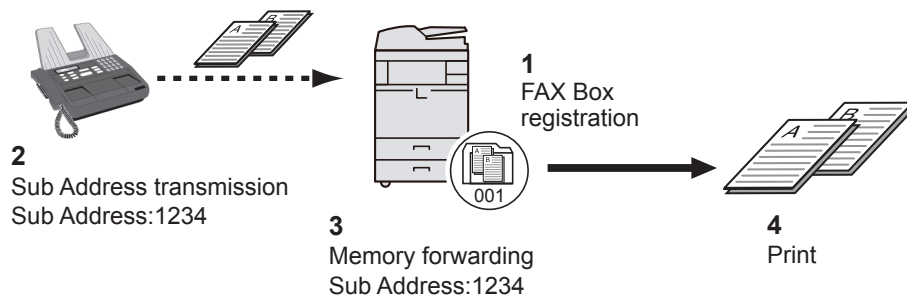
- 1 Sub address
- 2 Sender fax number
- 3 Port (when 2 optional FAX Kits (Dual FAX option) are installed)
- 4 Recipient's address (i-FAX)

By using the memory forwarding function, you can perform the following communication.

Sub address confidential delivery

You can store the received originals in the FAX Box registered in advance without printing them, and output the originals without anyone seeing them.

Setting example



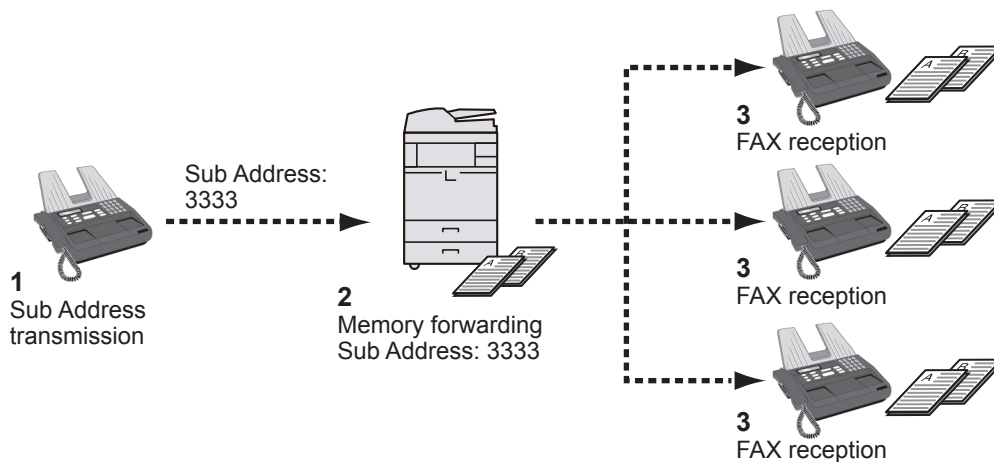
- 1 Register the FAX Box. (Refer to [4-32.](#))
- 2 Perform sub address transmission.
- 3 Store originals in the FAX Box with memory forwarding.
- 4 Print originals from the FAX Box. (Refer to [4-34.](#))

Sub address relay broadcast communication

Received originals are forwarded to multiple fax machines. By setting a sub address as the forwarding requirement, you can restrict relay broadcasting to a specific communication.

NOTE
When forwarding is used, you can select whether to print or not to print the received originals. Also, you can specify a number of copies when printing. Refer to [Setting a Number of Copies on page 4-27.](#)

Setting example



- 1 Perform sub address transmission.
- 2 Use memory forwarding to forward received originals to multiple fax machines.
- 3 Each forwarding destination receives the fax.

Use Rule for All Receptions

By applying the requirements to all receptions, you can have all faxes that you receive be printed or forwarded based on the requirements.

To use requirements for all receptions, use the following procedure.

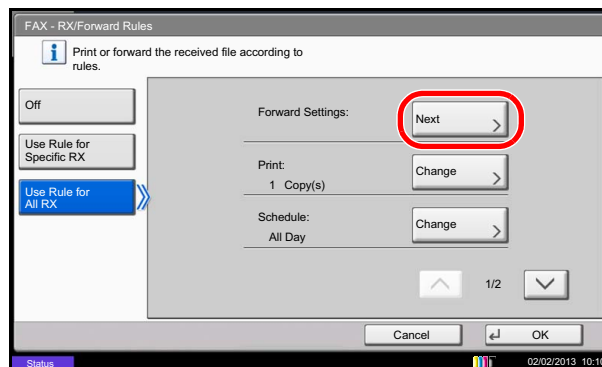
NOTE

To register setting by each reception requirement, refer to [Use Rule for Specific RX on page 4-21](#).

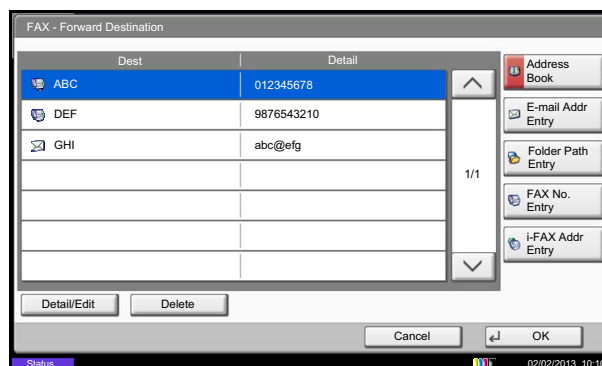
To change the entry contents, follow the same operation.

When using requirements for all receptions, received documents can not be stored in the FAX Box.

- 1 Press the [System Menu] key.
- 2 Press [FAX], and then [Next] of *RX/Forward Rules*.
- 3 Press [Use Rule for All RX].
- 4 Press [Next] of *Forward Setting*.



- 5 Press [Change] of *Forwarding*.
- 6 Select [On] or [Off] whether to forward or not to forward the received documents and press [OK].
- 7 Press [Change] of *Forward Destination*.
- 8 Set the Forwarding Destination. Select the other party by pressing one of the following keys, and press [OK] to add the other party to the list.



NOTE

You can register multiple destinations. By setting a group as the destination, you can specify up to 500 recipients.

Key	Description
Address Book	Select the destination registered in the Address Book or Ext Address Book
E-mail Addr Entry	Forward originals in e-mail transmission. Enter the e-mail address of the other party to which you will forward the received originals.
Folder Path Entry	Forward originals with folder (SMB) transmission or folder (FTP) transmission. Enter the Host Name, Path, Login User Name, and Login Password of the other party to which you will forward the received originals.
FAX No. Entry	Forward originals to another fax. Enter the recipient's fax number using the numeric keys and set the transmission details. When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to Send and Forward on page 4-55 .
i-FAX Addr Entry	Forward originals using i-FAX. Enter the Internet FAX address of the recipient and set the conditions for the destination machine.

**NOTE**

To edit a registered destination, select the destination to be edited from the list, press [Detail/Edit] and edit the information.

To remove a registered destination, select the destination to be removed from the list and press [Delete].

9 Press [OK].

10 You can change the following settings as necessary.

- File format setting
- E-mail Subject Add. Info setting
- FTP Encrypted TX setting
- File Separation

**NOTE**

For details on above settings, refer to [Forwarding Detail Settings on page 4-26](#).

11 Press [OK].

12 You can change the following settings.

- Number of Copies
- Enable time setting
- File name registration

**NOTE**

For details on above settings, refer to [Forwarding Detail Settings on page 4-26](#).

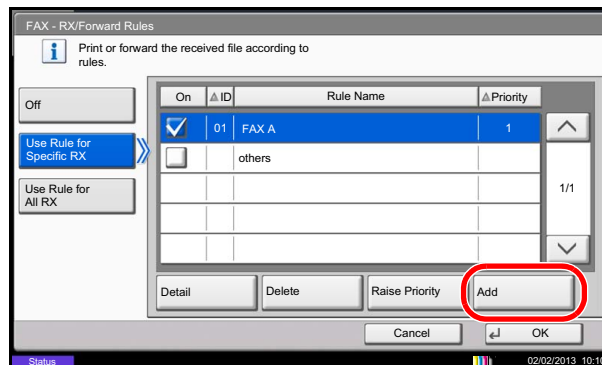
13 Press [OK].

Use Rule for Specific RX

To register settings by each reception requirement, follow the steps below.

Up to 100 requirements can be registered.

- 1 Press the [System Menu] key.
- 2 Press [FAX], and then [Next] of *RX/Forward Rules*.
- 3 Press [Use Rule for Specific RX].
- 4 Press [Add].



- 5 Press [Change] of *Rule Number*.
- 6 Press [+] or [-] or use the numeric keys to enter the requirement number. You can enter the requirement number between 001 and 100.
- 7 Press [OK].
- 8 Press [Change] of *Rule Name*.
- 9 Enter the requirement name, and press [OK].



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

Up to 32 characters can be entered for the requirement name.

- 10 Press [Change] of *Rule*.
- 11 To forward fax reception, select [FAX] and press [Next].
To forward i-FAX reception, select [i-FAX] and press [Next].
- 12 Register the requirements.

When FAX was selected in step 11.

Requirements	Registration method
Sub Address	Press [Sub Address] and enter the sub address using the numeric keys. You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.
Sender FAX Number	Press [Sender FAX Number] and enter the sender's fax number using the numeric keys. You can enter up to 20 characters. A maximum of only 9 conditions for which sender fax number is selected as the forwarding condition can be registered. When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to Send and Forward on page 4-55 .
Port	Press [Port] and select [Port 1] or [Port 2]. If the port is selected, fax box forwarding will not be possible. This setting only appears when 2 optional FAX Kits (Dual FAX option) are installed.

When i-FAX was selected in step 11.

Search Requirements	Registration method
i-FAX Address	Press [i-FAX Address]. Enter the destination Internet FAX address. You can enter up to 128 characters.



NOTE

When setting a forwarding condition by selecting a sender's FAX number (a local FAX information entry of the destination machine) but leaving blank to the sender's FAX number, you can forward a FAX that is received from a sender whose number is not registered in the sender's FAX number entries.

When you set the sender fax number as a forwarding requirement, select the search requirement from Search by pull-down menu.

- Same as
- Starts with
- Ends with
- Includes

13 Press [OK].

14 Press [Next] of *Forward Setting*.

15 Press [Change] of *Forwarding*.

16 Select [On] or [Off] whether to forward or not to forward the received documents and press [OK].

17 Press [Change] of *Forward Destination*.

- 18** Set the Forward Destination. Select the other party by pressing one of the following keys, and press [OK] to add the other party to the list.

Key	Description
Address Book	Select the destination registered in the Address Book or Ext Address Book.
E-mail Addr Entry	Forward originals with e-mail transmission. Enter the e-mail address of the other party to which you forward the received originals.
Folder Path Entry	Forward originals with folder (SMB) transmission or folder (FTP) transmission. Enter the Host Name, Path, Login User Name, and Login Password of the other party to which you will forward the received originals.
FAX No. Entry	Forward originals to another fax. Enter the recipient's fax number using the numeric keys and set the transmission details. When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to Send and Forward on page 4-55 .
i-FAX Addr Entry	Forward originals using i-FAX. Enter the Internet FAX address of the recipient and set the conditions for the destination machine.

**NOTE**

To edit a registered destination, select the destination to be edited from the list, press [Detail/Edit] and edit the information.

To remove a registered destination, select the destination to be removed from the list and press [Delete].

- 19** Press [OK].

- 20** You can change the following settings as necessary.

- File format
- E-mail Subject Add. Info
- FTP Encrypted TX
- File Separation

**NOTE**

For details on above settings, refer to [Forwarding Detail Settings on page 4-26](#).

- 21** Press [OK].

- 22** Press [Change] of *Storing in FAX Box*.

- 23** To store the originals in the FAX Box, press [On]. If you do not want to store the originals in the FAX Box, select [Off], press [OK] and proceed to step 25.

**NOTE**

To set the FAX Box as the Forward Destination, register the FAX Box in advance. For details, refer to [FAX Box Function on page 4-32](#).

24 Select the FAX Box to be used to store the originals and press [OK].
If you set the password to FAX Box, enter the password and press [OK].

25 You can change the following settings.

- Number of Copies
- Schedule setting
- File name registration
- Priority setting



NOTE

For details on above settings, refer to [Forwarding Detail Settings on page 4-26](#).

26 Press [Register].

The forwarding settings is registered.

27 To register another forwarding settings, repeat steps 4 to 26.

28 To set forwarding of received faxes that do not meet the conditions, select *other*, press [Detail], and change the settings.



NOTE

If *other* is not selected, received faxes that do not meet the conditions will be printed.

Save to FAX Box cannot be set in *other* settings.

29 Select the checkbox beside the forwarding settings to be enabled from the list.

The checkbox beside the forwarding setting to be enabled is checked.



NOTE

To disable the setting, press the checkbox to delete the checkmark.

30 Press [OK] to save the settings by each requirement.

Changing/Deleting Requirements for Forwarding

To change or delete the requirements for forwarding, follow the steps below.

- 1 Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#).
- 2 Select the requirement name to be deleted or changed.
To delete the requirement name, go to the next step. To change the requirement name, go to step 4.
- 3 Press [Delete]. When the confirmation screen is displayed, press [Yes] and go to step 6.
- 4 Press [Detail].
- 5 Refer to steps 5 to 26 of [Use Rule for Specific RX on page 4-21](#) to change the settings.
- 6 When the deletion or change is completed, press [OK].

Raising the Priority of Requirements for Forwarding

To raise the priority of the requirements for forwarding, follow the steps below.

- 1 Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#).
- 2 Select the requirement name to be reprioritized.
- 3 Press [Raise Priority]. The priority of the selected requirement is raised.

Cancelling the Setting of RX/Forward Rules

To cancel the memory forwarding, follow the steps below.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX] and then [Next] of *RX/Forward Rules*.
- 3 Press [Off] and then [OK].

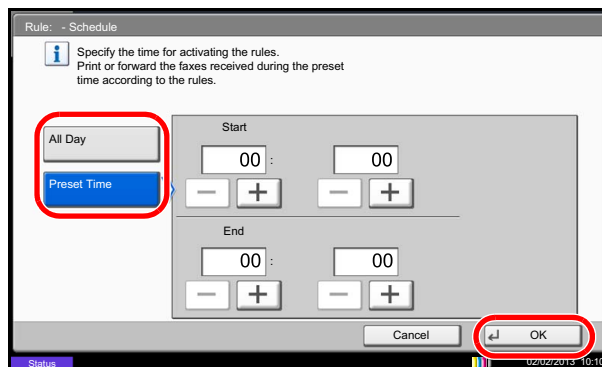
Forwarding Detail Settings

With the forwarding settings, you can change the following detail settings.

Schedule Setting

Specify the times when the preset requirements are activated and deactivated.

- 1 Follow steps 1 to 3 of [Use Rule for All Receptions on page 4-19](#).
Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, and press [Detail].
- 2 Press [Change] of *Schedule*.
- 3 Select [All Day] or [Preset Time]
To forward received originals all day, select [All Day], and then press [OK].
To set the forwarding time, select [Preset Time] and go to the next step.



- 4 Press [+] / [-] to enter *Start* Time and *End* Time, and then press [OK].



NOTE

Enter the time on the 24 hours system.

Priority Setting

Set the priority of a registered forwarding requirement.

- 1 Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, and press [Detail].
- 2 Press [Change] of *Priority*.
- 3 Press [+] or [-] or use the numeric keys to enter the priority.
- 4 Press [OK].

File Format Setting (for Each Requirement)

If you are sending the file as an E-mail attachment or transferring it to a folder (SMB or FTP), select PDF, TIFF or XPS as the file format.

- 1 Follow steps 1 to 4 of [Use Rule for All Receptions on page 4-19](#).
Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, press [Detail], and then follow step 14.
- 2 Press [Change] of *File Format*.
- 3 Press [PDF], [TIFF] or [XPS] and then [OK].



NOTE

If you have selected PDF for file format, PDF Encryption functions are available. For details, refer to the machine's *Operation Guide*.

- 4 Press [OK].

E-mail Subject Add. Info Setting

Specify whether any information will be added to the subject of the E-mail. When adding information, you can select either *Sender Name* or *Sender*.

- 1 Follow steps 1 to 4 of [Use Rule for All Receptions on page 4-19](#).
Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, press [Detail], and then follow step 14.
- 2 Press [Change] of *E-mail Subject Add. Info*.
- 3 Press [Sender Name], [Sender FAX No./Address] or [Off] and then press [OK].

FTP Encrypted TX Setting

Specify whether to use FTP encryption when you send data.

- 1 Follow steps 1 to 4 of [Use Rule for All Receptions on page 4-19](#).
Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, press [Detail], and then follow step 14.
- 2 Press [Change] of *FTP Encrypted TX*.
- 3 Press [On] or [Off].
- 4 Press [OK].



NOTE

To enable FTP Encrypted TX setting, be sure that SSL of *Secure Protocol* is *On*.
For details, refer to the machine's *Operation Guide*.

File Separation

If transmission is by e-mail or to a folder (SMB) or folder (FTP), set whether page division is performed.

- 1 Follow steps 1 to 4 of [Use Rule for All Receptions on page 4-19](#).
Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, press [Detail], and then follow step 14.
- 2 Press [Change] of *File Separation*
- 3 Press [Off] or [Each Page].
To have one file created for each page, select [Each Page].
- 4 Press [OK].

Setting a Number of Copies

You can set whether the machine should print received originals when forwarding them. You can specify the number of copies.

- 1 Follow steps 1 to 3 of [Use Rule for All Receptions on page 4-19](#).
Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, and press [Detail].
- 2 Press [Change] of *Print*.
- 3 Press [On] or [Off].
If you selected [On], press [+] / [-] or numeric keys to set the number of copies.
- 4 Press [OK].

File Name Registration

You can set the file name to be created when forwarding. You can append information such as the date/time and the job number or fax number (address for an i-FAX).

- 1 Follow steps 1 to 3 of [Use Rule for All Receptions on page 4-19](#).
Follow steps 1 to 3 of [Use Rule for Specific RX on page 4-21](#), select the rule, and press [Detail].
- 2 Press [Change] of *File Name*.
- 3 Press [File Name].
- 4 Enter the file name and press [OK].
- 5 To insert additional information into the file name, press [Job No.], [Date and Time], [Add No./Addr to Front] or [Add No./Addr to Back].



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

Please note that when you have not add any additional information, file names become the same, and, therefore, old files are overwritten when received originals are forwarded with folder (SMB) transmission and folder (FTP) transmission.

- 6 Press [OK].

Settings for Forwarding from Command Center RX (RX/Forward Requirements)

You can use Command Center RX on a computer connected to the network to specify the forwarding settings on this machine.

Refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > System/Network)

Accessing Command Center RX

- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name.

Examples: 192.168.48.21/ (for IP address)

MFP001 (if the host name is "MFP001")



The web page displays basic information about the machine and Command Center RX as well as their current status.



NOTE

When connecting to Command Center RX, a message may appear that reads "There is a problem with the security certificate of this website". To prevent this message from appearing, in "Protocol Settings", set "HTTP" to [On], or install the device certificate of this machine into your Web browser. For details, refer to the machine's *Operation Guide*.

- 3 Enter the user name and password of the administrator, and click Login.
Setting Administrator User Name, and Password restricts general users' access to pages other than the Start page. For security purposes, setting the Administrator password is highly recommended. The default Administrator password is factory-set as 'Admin'.
- 4 Click 'Setting' from the navigation bar on the left to view and set values for that particular category.
- 5 Click 'FAX / i-FAX'.
The Transmit Settings dialog box will appear.
For details, refer to the *Command Center RX User Guide*.

RX/Forward Rules

Function Settings > RX/Forward Rules > Settings

Specify the RX/Forward Rules.

The settings available on the RX/Forward Rules page are shown below.

Item	Description
Off	Disables the forwarding process. Received faxes are printed on paper as in normal operation.
Use Rule for Specific RX	Executes the forwarding process according to the specified conditions. (For the setting procedure, refer to Forward Settings on page 4-30.)
Use Rule for All RX	Executes the forwarding process without specifying conditions. All received faxes are processed in the same way. (For the setting procedure, refer to Forward Settings on page 4-30.)

After completing the settings, click [[Submit](#)] to save the settings.

Forward Settings

Function Settings > RX/Forward Rules > Add Rule

Specify the Requirement List settings.

The settings available on the Requirement List -Add page are shown below.

Item		Description
Use Rule		Specify whether to enable or disable the condition.
General	Rule Number	Enter a number that identifies the condition set.
	Rule Name	Give the condition set here an easily recognizable name.
	Priority	Prioritize the search keys when conducting searching over the sending criterions.
Rule Settings	Rule Type	Select the condition type from the following items. • FAX Sub Address • FAX Number • FAX Reception Port • i-FAX Address When an item is selected, the text box below it accepts entry of the necessary information on the selected item. For details, refer to the <i>Command Center RX User Guide</i> .
Schedule	Schedule	Specifies whether a time is specified.
	Start Time	Registers times when the specified requirements are enabled or disabled. You can register any time between 00:00 and 23:59.
	End Time	
File Name	File Name	Sets the name of the file created when a fax is forwarded.
	Additional Information	Appends information such as the date/time, job number and destination address to the file name.

Item		Description
Forward Settings	Forwarding	Specifies whether to forward.
	Forwarding Destination	Set the forwarding destination. Press [Address Book], [E-mail], [Folder], [FAX] and [i-FAX], and set the forwarding destination. For details, refer to the <i>Command Center RX User Guide</i> .
	File Format	Choose either PDF, TIFF or XPS as the file format used for storing forwarded files.
	PDF Encryption	Apply encryption to the PDF files to send-and-forward.
	PDF/A	Turns PDF/A-compliant format PDF/A-1a or PDF/A-1b on or off, when File Format above is PDF. PDF/A is an electronic document file format for longterm preservation as addressed in the ISO 19005-1 specification.
	File Separation	Choose whether pages are separated when faxes are forwarded to a computer.
	E-mail Subject Additional Info.	When a forwarding address is specified as destination, [Sender Name] or [Sender FAX No./ Address] is appended at forwarding. When [Off], these will not be appended.
	FTP Encryption TX	Turn [On] to enable encryption for transmission. Note the SSL protocol must also be turned on.
Print Settings	Print	Specifies whether to print on paper.
	Copies	When the previous item is set to On, specify the number of copies.
Storing in FAX Box Settings	Storing in FAX Box	Specifies whether to save faxes in a FAX box.
	FAX Box	Specifies the FAX box to be used.

After completing the settings, click [**Submit**] to save the settings.

To set forwarding of received faxes that do not meet the conditions, click [**Settings**] in *Except of Rules* in the condition list. Set the Use Rule to [**On**] and then set each item. When *Use Rule for Specific RX* is selected, set the action that takes place when a fax is received with conditions that are not registered in the list. Saving to a fax box is not possible. If the Use Rule is set to [**Off**], received faxes that do not meet the conditions will be printed.

FAX Box Function

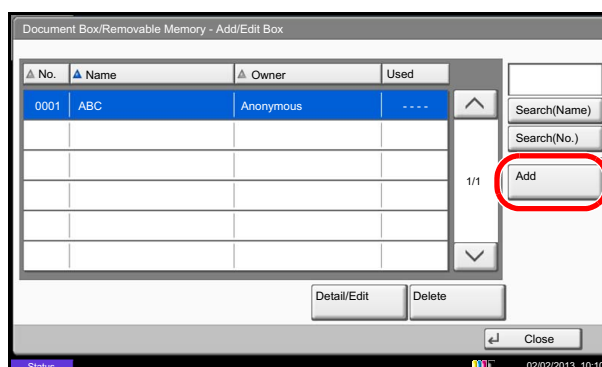
FAX Box

A FAX Box is a box for storing received originals on the machine to which the FAX System is to be installed. Using the memory forwarding function, you can store received originals in a personal FAX Box.

Registering a FAX Box

Up to 100 FAX Boxes can be registered.

- 1 Press the [System Menu] key.
- 2 Press [Document Box/Removable Memory], [Next] of FAX Box and [Register/Edit] of Register/Edit Box.
- 3 Press [Add].



- 4 Press [Change] of the required items.



NOTE

The *Owner* and *Permission* are displayed when the user login has been enabled.

When **Box No.** is selected

- 1 Press [+] / [-], or enter the *Box No.* by using the numeric keys.
- 2 Press [OK].



NOTE

If "0000" is entered, an unused number will be automatically assigned.

When **Owner** is selected

- 1 Select the box owner.
You can also search for the owner by using [Search (Name)] or [Search (Login)]. Press [Detail] to check *User Name*, *Login User Name*, *Access Level*, *Account Name* and *E-mail Address*. When you have finished checking the details, press [Close].
- 2 When you have finished selecting the owner, press [OK].

When **Box Name** is selected

- 1 Enter the FAX Box name.
Up to 32 digits can be entered.
- 2 To complete the entry, press [OK].



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

When **Box Password** is selected

- 1 Press [Password] and enter the password.
Up to 16 digits can be entered.
- 2 For confirmation, press [Confirm Password] and enter the same password.
- 3 To complete the entry, press [OK].



NOTE

A box password can be set if user login is disabled or if user login is enabled but the FAX Box is shared by other users.

Set the password as necessary. If you set the password, the password entry is required when changing or deleting the box, or printing the documents.

When **Permission** is selected

- 1 To use a FAX Box personally, press [Private]. To share a FAX Box with other users, press [Shared].
- 2 To complete the selection, press [OK].

When **[Delete after Printed]** is pressed

You can select whether received faxes in the FAX Box are automatically deleted after being printed.

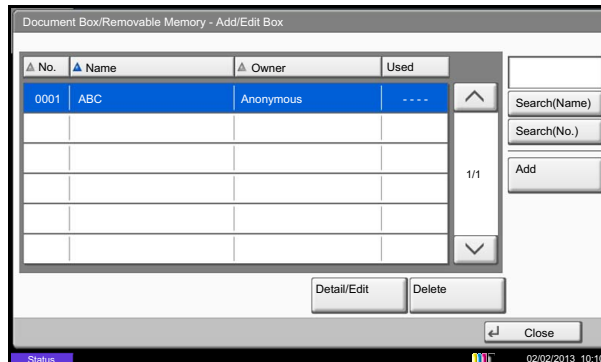
- 1 Press [On] or [Off].
 - 2 Press [OK].
- 5** To complete the registration of all contents, press [Register]. To register other FAX Boxes, repeat steps 3 to 5.

Changing/Deleting a FAX Box

1 Follow steps 1 to 2 of [Registering a FAX Box on page 4-32](#).

2 Select the box to be deleted or changed.

To delete the FAX Box, go to the next step, and to change the FAX Box, go to step 4.



3 Press [Delete]. When the deletion confirmation screen appears, press [Yes]. Go to step 5.

4 Press [Detail/Edit] and change the FAX Box, referring to steps 4 to 5 of [Registering a FAX Box on page 4-32](#).

5 To delete or change other FAX Boxes, repeat steps 2 to 4.

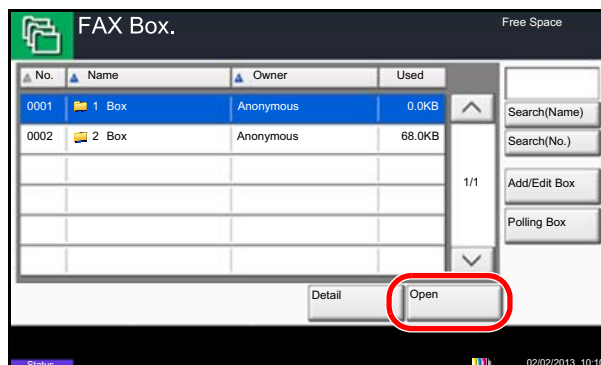
6 After deleting and changing FAX Boxes, press [Close].

Printing Originals from a FAX Box

To print the originals that have been sent to a FAX Box, use the following operation.

1 Press [Fax Box] in the home screen.

2 Select a FAX Box and press [Open].



NOTE

You must enter a box password in the following situations:

- If user login is disabled
- If user login is enabled but the FAX Box has been selected by another user when you login with user privileges

3 Press the checkbox and select originals from the list.

The selected originals are check-marked.

**NOTE**

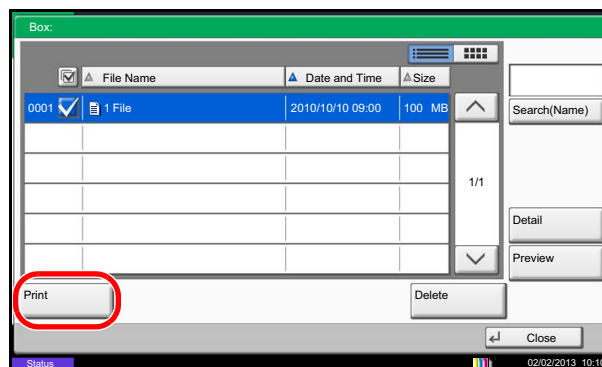
To cancel the selection, press the checkbox and delete the checkmark.

When [] is pressed in the fax box screen, a thumbnail of the original image appears.

To check the image of the originals, refer to the preview. For information on previewing images, refer to [Previewing Images on page 4-36](#).

For information on working with lists in FAX Boxes, refer to the machine's *Operation Guide*.

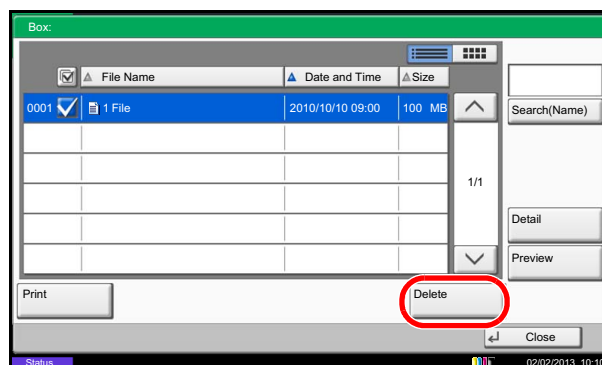
From a FAX Box, only printing is available. Sending cannot be done.

4 Press [Print].**5** Select whether the originals are to be deleted from the FAX Box after printing is completed. To delete the data, press [On].**6** Press [Start Print].

The print starts.

Deleting Originals from a FAX Box

Use the procedure below to delete an original that you have forwarded to a FAX Box.

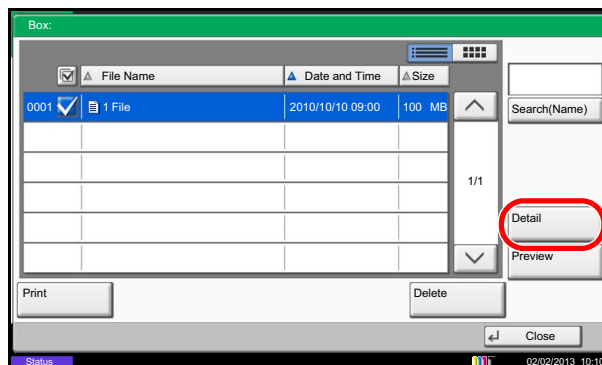
1 Follow steps 1 to 3 in [Printing Originals from a FAX Box on page 4-34](#).**2** Press [Delete].**3** When the deletion confirmation screen appears, press [Yes].

The original is deleted.

Checking Details and Renaming Files

You can use the procedure below to check the details of documents forwarded to a FAX Box. You can also use this procedure to rename files.

- 1 Follow steps 1 to 3 in [Printing Originals from a FAX Box on page 4-34](#).
- 2 Press [Detail].



- 3 The details for the selected original are displayed.

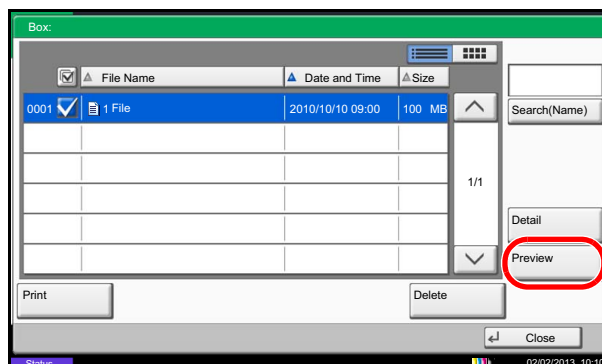
Item	Description
File Name	File name of the original Press [Change] to rename the file.
Number of Pages	Number of pages in the original
Resolution	Resolution of the original
Date and Time	The date and time the original was forwarded.

- 4 When you have finished checking the details, press [Close].

Previewing Images

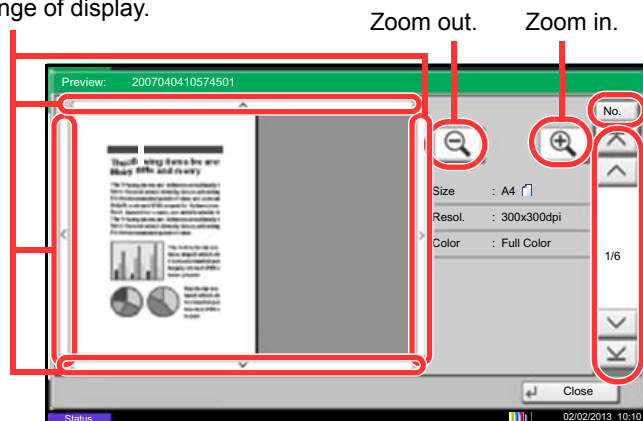
You can use the procedure below to preview an image of an original forwarded to a FAX Box on the touch panel.

- 1 Follow steps 1 to 3 in [Printing Originals from a FAX Box on page 4-34](#).
- 2 Press [Preview]. The preview screen appears



Using the Preview screen

In magnified view, you can move the range of display.



In multiple-page documents, you can change pages by entering the desired page number.

In multiple-page documents, you can use these buttons to change pages.



NOTE

The preview display can be controlled by moving your finger(s) on the touch panel.

For details, refer to [Using the Preview Screen on page 3-24](#).

Printing a FAX Box List

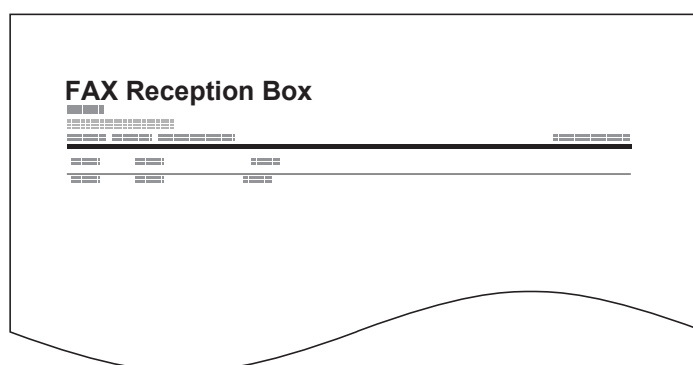
You can print the FAX Box list in which the list of Box No.'s and Box names of the registered FAX Boxes are described. When there are originals in the FAX Boxes, the number of pages is displayed.



NOTE

The list can be printed when user login has been enabled and the machine is logged in with administrator privileges.

- 1 Press the [**System Menu**] key.
- 2 Press [Document Box/Removable Memory], [Next] of *FAX Box*, and then [Print] of *FAX Box List*.
- 3 When the printing confirmation screen appears, press [Yes].
The machine prints a list of the FAX Boxes.



Sub Address Communication

Sub Address Communication

Sub address communication is communication in which data is sent and received with sub addresses and passwords attached in conformance with the ITU-T (International Telecommunication Union) recommendations. Sub addresses enable communication modes with third-party machines that were previously only possible between our brand machines. These include confidential delivery (sending originals to an original delivery box set up in the receiving system) and polling communication (reception of documents from a source machine that is controlled from the receiving machine). Using sub address communication and the memory forwarding function on this machine also allows advanced communication functions such as storing received originals in FAX Boxes and forwarding originals to other fax machines.



NOTE

In order to conduct sub address communication, the other party's system also needs to be equipped with sub address communication functions of the same type.

Sub address-based communication can be used together with various kind of functional communication. When registering a sub address and sub address password in the Address Book and One-touch keys, you can omit their entry before transmission. For details, refer to the explanations in the procedure of each communication method and registration method.

Sub Address

With the machine, sub address and sub address passwords are called sub address.

Sub Address

Use the numbers from 0 to 9, ' (space)', and '#' and '*' characters to enter a sub address of up to 20 digits. When the machine receives originals, the sub address is used as the forward requirement for memory forwarding.

Sub Address Password

Use the numbers from 0 to 9, ' (space)', and '#' and '*' characters to enter a sub address password of up to 20 digits. When the machine receives originals, a sub address password is not used.

Sub Address Transmission

To use sub address transmission, follow the steps below.



IMPORTANT

To use sub address transmission, check that a sub address and password have been set in the receiving system in advance.

When sub address transmission is used, encryption cannot be used.

For the setting method when the machine receives originals, refer to [Printing/Sending Received Faxes by Requirements \(Memory Forwarding\) on page 4-17](#).

- 1 Press [Fax] in the home screen.
- 2 Place the originals.
- 3 Press [Destination], and then [FAX No. Entry].

**NOTE**

When a sub address has been registered to the destination of the Address Book, you can use the destination. When a sub address-registered destination in the Address Book is used for a One-touch key, you can also use the One-touch key. In this case, go to step 9.

- 4 Use the numeric keys to enter the fax number of the other party.
 - If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
 - If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit].

- 5 Press [Detail].
- 6 Press [Change] of *Sub Address*.

FAX No. Entry - Sub Address

Sub Address: 1234567890

Password:

Space < > Backspace

Set sub address.
Enter sub address and password
using numeric keys. (Max. 20 digits)

Cancel OK

Status 02/02/2013 10:10

- 7 Press [Sub Address] and enter the sub address using the numeric keys.

**NOTE**

You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.

- 8 Press [Password] and enter the sub address password using the numeric keys.

**NOTE**

You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address password. When the machine receives originals, a sub address password is not used.

- 9 Press [OK].
- 10 Press [OK].
- 11 Press the [Start] key. Transmission begins.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [**Start**] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Sub Address Reception

To perform sub-address reception, you must inform the sending party of the machine's sub-address and password prior to transmission.

When sub-address reception is performed, the functions below can be used.

- [Printing/Sending Received Faxes by Requirements \(Memory Forwarding\) 4-17](#)
- [Sub address confidential delivery 4-18](#)
- [Sub address relay broadcast communication 4-18](#)
- [Sub Address Bulletin Board Communication 4-43](#)



IMPORTANT

To use sub-address reception functions, settings must be configured. To configure the settings, refer to [Printing/Sending Received Faxes by Requirements \(Memory Forwarding\) on page 4-17](#) or [Using Polling Reception with Sub Addresses on page 4-47](#).

Program Dial

You can register transmission requirements such as the other party to which you send originals and transmission time as a program. After registration, you can recall transmission requirements only by pressing the program number. Also, you can assign names to programs to make recalling programs easier and more convenient.



NOTE

The copy function can be also registered to the program. Up to 50 programs including copying and sending functions can be registered.

When user login has been enabled, only the administrator can register.

Registering Programs

- 1 Transmission requirements have been registered, press the [**Program**] tab.
- 2 Press [Add].
- 3 Press the program number to be registered (1 to 50).
- 4 Press [Next].



NOTE

When selecting a program number that has been registered, you can replace the currently set function with the function represented by the program number.

- 5 Enter the program name, and press [Register].

The program is registered.

To display a registered program on the Home screen, press [Yes] on the confirmation screen that appears.



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

Changing/Deleting Registration Contents

You can change program numbers and program names, or delete programs.

- 1 Press [**Program**] in the home screen.
- 2 Press [Edit].

To edit a program

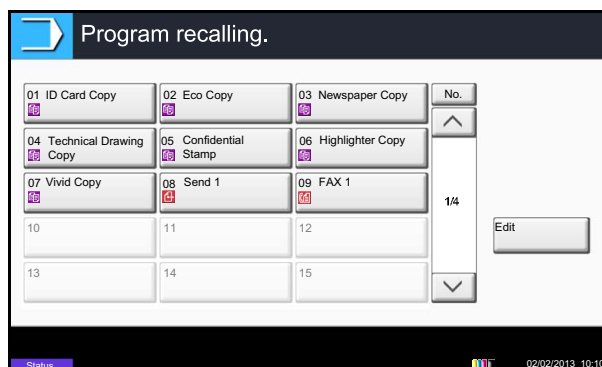
- 1 Press the key(s) corresponding to the program number (01 to 50) to change.
- 2 Press [Edit], and refer to Registering Programs on page 4-48 to change the program number and program name.
- 3 Press [Save].
- 4 Press [Yes] in the confirmation screen.

To delete

- 1 Press the key(s) corresponding to the program number (01 to 50) to delete.
- 2 Press [Delete].
- 3 Press [Yes] in the confirmation screen.

Using Program Dial

- 1 Press [**Program**] in the home screen.
- 2 Place the originals.



- 3 Press the key for the program number you want to recall.

Press the [**Quick No. Search**] key or [No.] to enter the program number (01 to 50) directly for recalling.



NOTE

You can also use the program you have called up to change transmission requirements such as changing the other party.

- 4 Press the [**Start**] key.

Transmission begins.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [**Start**] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Polling Communication

Polling communication is a communication mode in which the transmission of originals on the sending machine is controlled by the receiving machine. This allows the receiving machine to tailor the reception of originals to its own circumstances. This machine supports both polling transmission and polling reception.

IMPORTANT

Because the receiving machine dials the sending machine in polling communication, call charges are normally borne by the recipient.

Polling Transmission

Originals to be used in polling transmissions should be stored in a Polling box. When a polling request is received from the destination, the stored originals are sent automatically.

Once originals intended for polling transmission have been sent to the destination, they are automatically deleted. However, if you set *Delete Transmitted File* to [Off], the originals are stored in the Polling box until you delete them. You can use polling transmission with the same originals as many times as you wish. (Refer to [4-44](#).)

NOTE

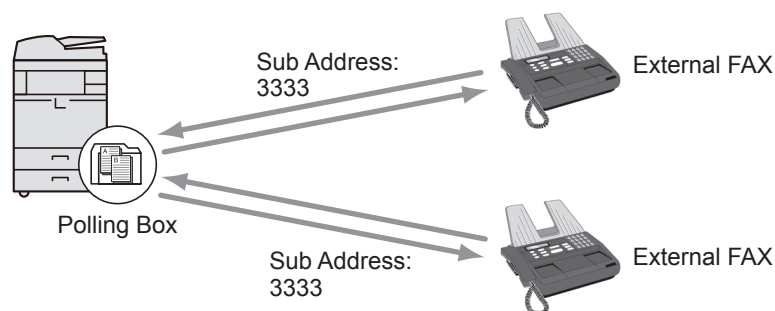
You can store up to 10 originals for polling transmission.

You can also add to or overwrite originals up until a polling request arrives from the destination. Refer to [Overwrite Setting on page 4-44](#).

Using sub addresses at the same time allows the communication modes described below.

Sub Address Bulletin Board Communication

This is a communication mode that allows a Polling box to be used like a bulletin board, giving multiple recipients free access to the stored originals. Set *Delete Transmitted File* to [Off] so that the same original can be polled multiple times. Also, by using sub addresses[†], you can set up a sub address communication mode that provides the same sort of bulletin-board functionality even when the recipient is using a third-party machine.



IMPORTANT

- The recipient's machine must also be equipped with the same sort of sub address bulletin board communication function. Some fax machines cannot store originals and some do not support polling reception. Check both the sending and receiving machines beforehand to ensure that they each have the required functionality. (For example, even if you store an original in a Polling box on this machine, you will not be able to establish successful communication if the receiving fax machine has no polling reception function.)
- The sender must also provide the recipient with the sub address and sub address password.

[†] On this machine, the sub address and sub address password.

**NOTE**

For more information on sub addresses, refer to [Sub Address Communication on page 4-38](#).

For information on how to receive files using sub address bulletin board communication, refer to [Using Polling Reception with Sub Addresses on page 4-47](#).

Deleting Originals After Polling Transmission

Originals intended for polling transmission are automatically deleted after they have been sent to the destination. To allow polling transmission of the same original to multiple destinations, set this option to [Off].

- 1 Press the **[System Menu]** key.
- 2 Press [Document Box/Removable Memory], [Change] of *Polling Box* and [Change] of *Delete Transmitted File*.
- 3 Select either [Off] or [On].
- 4 Press [OK].

Overwrite Setting

Use the procedure below to overwrite the existing document if the same name is added to the new file. To allow overwriting, set this option to [Permit].

- 1 Press the **[System Menu]** key.
- 2 Press [Document Box/Removable Memory], [Change] of *Polling Box* and [Change] of *Overwrite Setting*.
- 3 Select either [Prohibit] or [Permit].
- 4 Press [OK].

Using Polling Transmission

- 1 Place the originals.
- 2 Press [FAX Box] in the home screen, [Polling Box], and then [Store File].
- 3 Change the required functions for the original to be stored.

For information on using the functions, refer to the machine's *Operation Guide*.
To change the image quality, follow the steps on page [3-11](#).

Function	Description
Original Image	Select image quality.
Mixed Sized Originals	Allows you to use the document processor to load and store multiple originals of different sizes. This function allows up to 30 sheets to be placed in the document processor.
2-sided/Book Original	Select the type and binding of originals.
Original Orientation	To ensure that the originals are stored in the correct orientation, this indicates which end of the original is the top. To use the following functions, select the orientation of the originals. 1-sided / 2-sided Selection - Border Erase

Function	Description
Storing Size	Selects the storage size (the size of stored originals).
Density	Adjusts the density used for scanning originals.
Original Image	Select the image quality according to the original image type.
Scan Resolution	Chooses the level of detail used for scanning originals.
Zoom	Automatically enlarges or reduces scanned originals to match the storage size.
Centering	When you have scanned the original after specifying the original size and sending size, depending on these sizes, a margin is created at the bottom, left, or right side of paper. By using the centering, the image is placed with a margin equally created at each of the page Top/Bottom and Left/Right.
Border Erase	Scans originals with the black frame around the outside of the originals erased.
Continuous Scan	Allows you to divide originals that cannot be placed in the document processor at one time into multiple scans and then store the result as a single file. With this function, originals continue to be scanned until you press [Scan Finish].
Job Finish Notice	Sends a notice by an e-mail when a transmission is complete.
File Name Entry	Allows you to rename the files created from scanned originals. You can also use this function to add the job number and/or date.
Long Original	Allows you to use the document processor to scan overlength originals (documents that are long in the feed direction).

- 4 To use sub addresses, press [✓], [Sub Address], and then [On].
- 5 Press [Sub Address] and enter the sub address using the numeric keys.

**NOTE**

You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address.

- 6 To set the password, press [Password] and enter the password using the numeric keys.

**NOTE**

If a password has been entered, you can only send faxes if you enter a matching password.

You can use up to 20 digits including the numbers from 0 to 9, ' (space)', '#' and '*' characters to enter a sub address password. When the machine receives originals, a sub address password is not used.

- 7 Press [OK].
- 8 Press the [Start] key.

The originals are scanned and stored in the Polling box.

**NOTE**

You can see a preview of the image to be stored by pressing [Preview]. For details, refer to [Previewing Images on page 3-24](#).

Polling Reception

This function automatically triggers transmission of originals stored on the sending machine when the receiving machine dials the sending machine's number. If multiple contacts are specified, they are dialed in sequence and originals are received from each contact.



NOTE

By setting a group as the destination, you can receive originals from up to 500 contacts in a single operation. If you specified a destination for which encrypted communication is registered, encrypted communication is disabled for polling reception.

When 2 optional FAX Kits (Dual FAX option) are installed and a receive-only port is specified, communication is via the other port.

To use polling reception, you must first ensure that the sending machine is set up for polling transmission. (Refer to [Polling Transmission on page 4-43.](#))

Using Polling Reception



NOTE

When the other party is using sub addresses, refer to [Using Polling Reception with Sub Addresses on page 4-47](#) below.

- 1 Press [Fax] in the home screen.
- 2 Press [Advanced Setup], and then [FAX Polling RX].
- 3 Press [On].
- 4 Press [OK].
- 5 Select the destination.
 - If *Entry Check for New Destination* is Off, press [OK] to complete entering the number.
 - If *Entry Check for New Destination* is On, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
 - When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to [Send and Forward on page 4-55.](#)

For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit].



NOTE

Only fax numbers can be selected as destinations.

You can select destinations using a combination of numeric keys input and Address Book or One-touch keys selection.

- 6 Press the [**Start**] key.
The operations for reception begin.

**NOTE**

When *On* is selected in *Dest. Check before Send*, a destination confirmation screen is displayed when you press the **[Start]** key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Using Polling Reception with Sub Addresses

For polling reception, enter the sub address (on this machine, sub address and sub address password) set at the sending machine. This communication is still possible when the other party is using a third-party machine provided it is equipped with the same type of sub address communication function.

**IMPORTANT**

Check the sub address set by the sender beforehand.

- 1 Press [Fax] in the home screen.
- 2 Press [Advanced Setup], and then [FAX Polling RX].
- 3 Press [On].
- 4 Press [OK].
- 5 Select the destination.

Here, refer to [Sub Address Transmission on page 4-38](#) when entering the sub address.

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.
- When [New Destination Entry] is set to [Prohibit], the numeric keys cannot be used to enter a fax number. For details, refer to [Send and Forward on page 4-55](#).

For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new number, press [FAX No. Entry] and repeat the above procedure.

To correct the FAX number, press [Edit].

**NOTE**

Only fax numbers can be selected as destinations.
You can select destinations using a combination of numeric keys input, One-touch keys selection and selection from the Address Book containing registered sub addresses.

- 6 Press the **[Start]** key.

The operations for reception begin.

**NOTE**

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the **[Start]** key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Printing from a Polling Box

Use this procedure to print an original stored in a Polling box.

- 1 Press [FAX Box] in the home screen, and then [Polling Box].
- 2 Select an original by pressing a checkbox in the list.
A tick appears in the checkbox for the selected original.



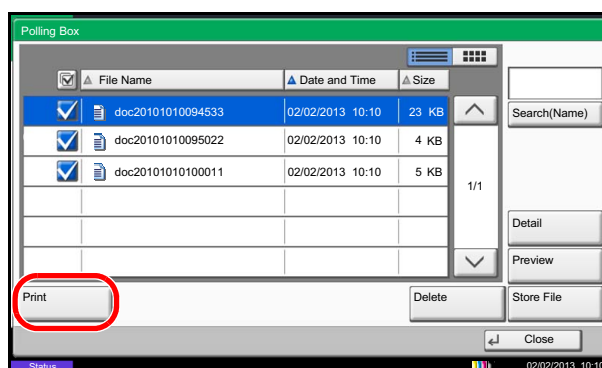
NOTE

To cancel a selection, press the checkbox again so that it is no longer ticked.

To check the image of the originals, refer to the preview. For information on previewing images, refer to [Previewing Images on page 4-50](#).

For information on working with lists in a Polling box, refer to the machine's *Operation Guide*.

- 3 Press [Print].



- 4 When the printing confirmation screen appears, press [Yes].
Printing begins.

Deleting Originals in a Polling Box

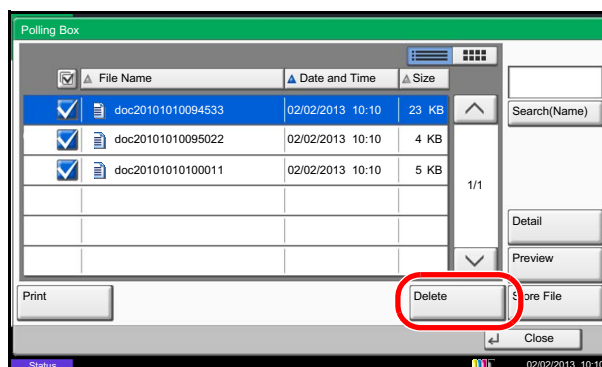
Use this procedure to delete an original stored in a Polling box.



NOTE

If *Delete Transmitted File* is set to [On], originals are automatically deleted following polling transmission. ([4-44](#).)

- 1 Follow steps 1 to 2 in [Printing from a Polling Box on page 4-48](#).
- 2 Press [Delete].

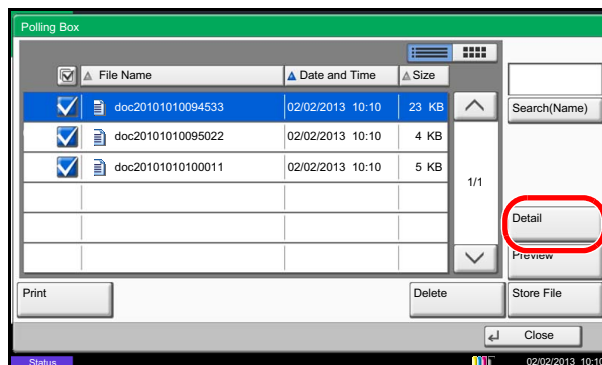


- 3 When the deletion confirmation screen appears, press [Yes].
The original is deleted.

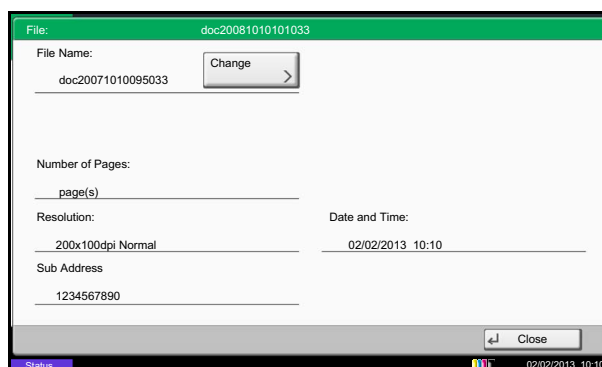
Checking Details and Renaming Files

Use this procedure to check the details of an original stored in a Polling box. You can also use this procedure to rename files.

- 1 Follow steps 1 to 2 in [Printing from a Polling Box on page 4-48](#).
- 2 Press [Detail].



- 3 The details for the selected original are displayed.



Item	Description
File Name	File name of the original Press [Change] to rename the file.
Number of Pages	Number of pages in the original
Resolution	Resolution used during scanning
Date and Time	The date/time when the original was stored.
Sub Address	Specified sub address If there is no information, this item is not displayed.

- 4 When you have finished checking the details, press [Close].

Previewing Images

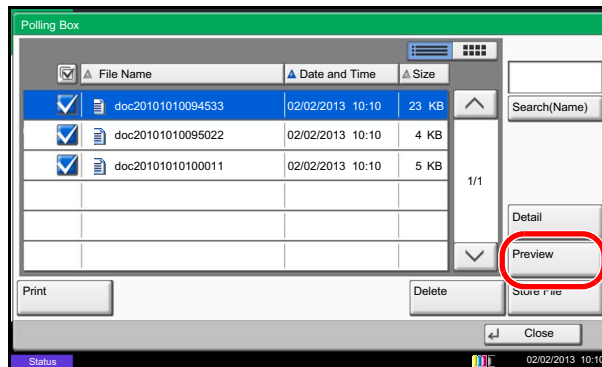
Use this procedure to view a preview image of the stored document on the touch panel.

1 Follow steps 1 to 2 in [Printing from a Polling Box on page 4-48](#).

2 Press [Preview].

The preview screen appears.

For information on previewing images, refer to [Using the Preview screen on page 4-37](#).



Prohibiting entry of fax numbers with the numeric keys

You can prohibit direct entry of fax numbers with the numeric keys when faxes are sent. When direct entry is prohibited, faxes can only be sent to destinations stored in the address book or one-touch keys.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], and then [New Destination Entry (FAX)].
- 3 Select [Prohibit] (prohibit entry of fax numbers with the numeric keys) or [Permit].
- 4 Press [OK].



NOTE

When [New Destination Entry] is set to [Prohibited] in [Send] in the system menu, direct entry of addresses is prohibited for all transmission functions, including fax.

Account Management

Account management is user management that specifies the users who can use the machine and job accounting that controls the usage per account. In user accounting, up to 1,000 users can be managed using User ID and Password. In job accounting, the status of fax use per account can be known for up to 1,000 accounts for sending of originals and making communication reservation after entering Account ID. For each management method, refer to the machine's *Operation Guide*.

Description of User Accounting Setting

Item	Description
Local User List	Register user access privileges, User ID and Password.
Enable/Disable User accounting	Enable/Disable User accounting.



NOTE

For details, refer to the machine's *Operation Guide*.

Description of Job Accounting Setting

Item	Description
Accounting List	Register Account Name and Account ID. Up to 8 digits can be entered.
Job accounting	Set job accounting.
FAX send restriction	Restricts the number of fax sheets that can be sent. You can prohibit the use of this sending function or cancel the sending restriction.
Fax port restriction [†]	Restricts the ports used.
Counting of the number of used sheets	You can reset the counting, referring to the number of fax sheets to be sent and the time required for sending fax by all the accounts or by account.
Print of Accounting Report	You can print the printed and sent page numbers that have been counted by all the accounts.

[†] Requires 2 optional FAX Kits (Dual FAX option).



NOTE

For details, refer to the machine's *Operation Guide*.

Communication modes subject to job accounting

- Normal transmission
- Delayed transmission
- Broadcast transmission
- Sub address transmission
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling reception
- Network FAX transmission*
- i-FAX Transmission
- Transmission from the document box

* Destinations include FAX and i-FAX destinations.

Restriction of use function

When you have enabled job accounting, you need to enter an Account ID when performing the following operations.

- Normal transmission
- Delayed transmission
- Broadcast transmission
- Sub address transmission
- Output from FAX Box
- Encrypted transmission
- Manual send when dialed from this machine to the receiving system
- Polling transmission
- Network FAX transmission*
- i-FAX Transmission
- Transmission from the document box

* Destinations include FAX and i-FAX destinations.



IMPORTANT

You can use 'Make a call', 'Checking FAX Job History' and 'Communication Control Report Output' functions without entering an Account ID or Administrator No.

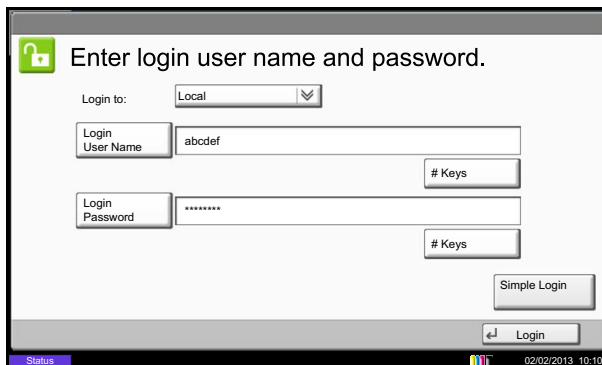
When job accounting has been enabled, batch transmission function works only for communication to be performed for the same Account ID. The communication to be performed with a different Account ID is not conducted as a batch transmission.

Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting is enabled and an Account ID is entered when a fax is sent, you can enable a setting to have the Account Name or Local FAX Name, whichever was selected, be printed. To enable this function, refer to [Setting the TTI information on page 6-4.](#))

Logging in when User Accounting has been Enabled

When user accounting has been enabled, you need to enter a User ID and Password to use the machine.

- 1 Press [Login User Name].

A screenshot of a login interface. At the top, there is a green padlock icon and the text "Enter login user name and password." Below this, there is a "Login to:" dropdown menu with "Local" selected. Underneath, there are two input fields: "Login User Name" containing the text "abodef" and "Login Password" containing seven asterisks. To the right of each input field is a button labeled "# Keys". At the bottom right, there is a "Simple Login" button and a "Login" button with a left arrow icon. The bottom status bar shows "Status" on the left and "02/02/2013 10:10" on the right.

- 2 Enter a User Name, and press [OK].



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

- 3 Press [Login Password].
- 4 Enter the password and press [OK].
- 5 After confirming that the correct User ID and password have been entered, press [Login].
- 6 Perform the fax operation.



NOTE

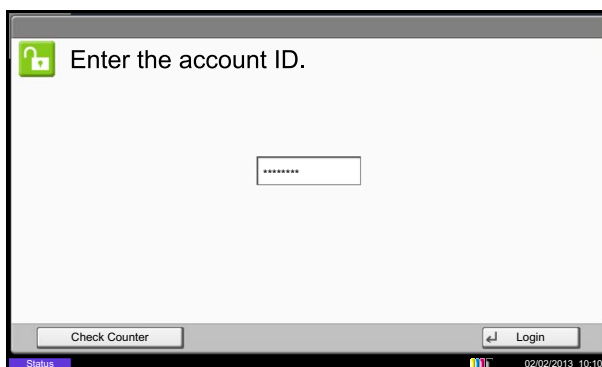
When the operation is completed, press the [\[Authentication/Logout\]](#) key.

Logging in when Job Accounting has been Enabled

When job accounting has been enabled, you need to enter an Account ID when using the machine.

 **NOTE**
When both user accounting and job accounting have been enabled, the screen for entering a User ID and Password is displayed.

- 1 Use the numeric keys to enter Account ID, and press [Login].



 **NOTE**
You can check the number of pages used by a department by entering the Account ID and pressing [Check Counter]. Press [Close] in the counter browsing screen to log in.

- 2 Perform the fax operation.

 **NOTE**
When the operation is completed, press the [[Authentication/Logout](#)] key.

Send and Forward

A setting can be enabled to have faxes sent by users also be sent to an address set by the administrator. This is convenient for managing documents for transmission.

 **NOTE**
This function is enabled for fax when it is enabled for the send function. The function cannot be enabled for fax only. To enable this function, refer the machine's *Operation Guide*.
(8 Setup and Registration (System menu) > Send > Send and Forward)

Other Convenient Functions

Functions that are convenient when sending fax are introduced here. For usage of each function, refer to the machine's *Operation Guide*.

Original Size Selection

Select the size of originals to be scanned. Be sure to select the original's size when using custom size originals.

The original size can be selected at the time of fax transmission.

Sending Size Selection

Select the sending size (the size of image to be sent).

Zoom

Scan originals by automatically zooming them according to the sending size.

If the original is scanned at full size, the image may be reduced if a smaller paper size is set on the receiving machine.

Mixed Sized Originals

Use the document processor to place originals of different sizes together and send them. In this method, up to 30 sheets can be placed in the document processor.



NOTE

For direct transmission, you cannot use Mixed Sized Originals. (Refer to [Selection of Transmission Method on page 3-4.](#))

2-sided / Book Original

Select the type and binding of originals.

Original	Type	Binding
1-sided sheet original	1-sided	—
2-sided sheet original	2-sided [†]	Binding Left/Right, Biding Top
Open book original	Book Original	Binding Left, Binding Right

[†] Only when the optional document processor is used.



NOTE

For direct transmission, you cannot use [2-sided] and [Book]. (Refer to [Selection of Transmission Method on page 3-4.](#))
When a two-sided sheet original is selected, the original placement orientation can be changed.
Use the glass surface for magazines, books, and other thick documents.

Original Orientation

To ensure that the originals are sent in the correct orientation for reading, indicate which end of the original is the top. When the original is a two-sided or facing pages original, the orientation of the original must be set.

Selection of Original Image

Select Original Image.

Setting item	Detail
Text + Photo	Suitable for originals containing a mixture of text and photos.
Photo	For enhanced copies of photographs.
Text	Sharply renders pencil text and fine lines. When text is selected, the OCR screen appears. If you need an image quality suitable for OCR software (applications that convert images into text data), press [On]. Otherwise, press [Off].

Continuous Scan

When you cannot place multi-page originals into the document processor at one time, the multi-page originals can be scanned in batches and sent as one job. In this method, originals are scanned until you press [Scan Finish].

You can change the following items during scanning.

- Original Size Selection
- Original Orientation
- 1-sided / 2-sided Selection
- Density
- Original Image
- FAX TX Resolution
- Sending Size Selection
- Zoom
- Border Erase



NOTE

When Direct Transmission is performed, only the 1-sided/2-sided selection cannot be changed.

Border Erase

You can erase black borders around originals when scanning. For border erase, the following methods are available.

Border Erase Sheet

Erase black borders from around sheet originals.



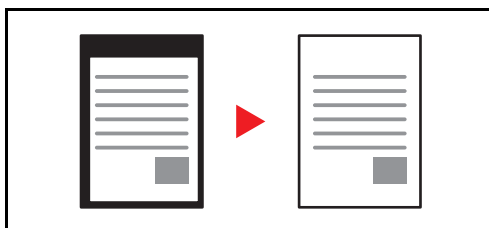
Border Erase Book

Erase black borders found around and in the middle of pages of thick books. You can set the width of Border Erase for around and in the middle of books separately.



Individual Border Erase

Erase top, bottom, left and right black borders to individually set widths.



The Border Erase width that can be set in each mode is as follows.

Specifications	Border Erase range
Inch	0-2" (0.01" unit)
Centimeter	0 mm to 50 mm (1 mm unit)

Job Finish Notice

This function is used to inform when the transmission of e-mail is completed.

Send and Print

When you send originals, this feature allows you to print a copy of the document being sent.

Send and Store

When you send originals, this feature allows you to store a copy of the document being sent in a Document Box.

5 **Checking Transmission Results and Registration Status**

This chapter explains how to check fax transmission results and functional registration status.

Various Tools for Checking Transmission Results and Registration Status	5-2
Checking FAX Job History	5-3
Displaying Job Log Screen	5-3
Description of the Job Log Screen.....	5-4
Checking Details of the Job Log	5-5
Printing Administrative Reports.....	5-7
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FAX RX Result Reports	5-8
Activity Report.....	5-9
Reporting FAX Receipt Result by E-mail	5-11
Confirmation Screen of Destinations	5-12

Various Tools for Checking Transmission Results and Registration Status

Check the fax transmission results and registration status using the following tools.

Tool	Display Location	Contents to Check	Timing of Check	Reference Page
FAX job history check	Touch panel	History of latest 100 send and receipt results stored	Any time	5-3
Send result report / Receipt result report	Report printing	Latest send or receipt result	Automatic printout after every sending or receiving operation (No Print Output or Error Only is also optionally available.)	5-7 5-8
Activity report	Report printing	Latest 50 send or receipt results	Any time, and automatic printout after every 50 sending/receiving	5-9
Status page	Report printing	Registration status of Local FAX Number, Local FAX Name, fax line setting, etc.	Any time	5-10
Reporting of FAX receipt result by E-mail	PC	Fax receipt	Fax reception is reported by e-mail.	5-11

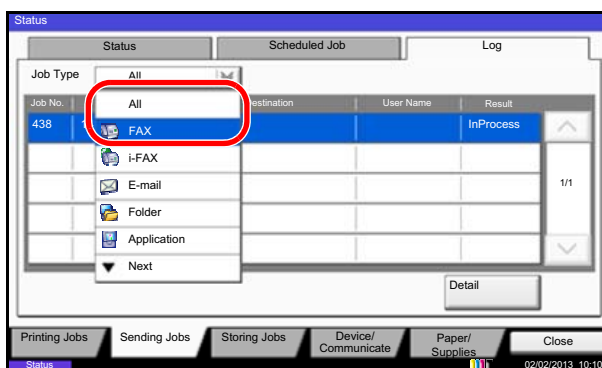
Checking FAX Job History

Display the history of the latest 100 each of send and receipt results on the display for checking.

NOTE
Even when job accounting is enabled, 100 each of send and receipt results are displayed regardless of the account ID.
For details of the job history check, refer to the machine's *Operation Guide*.

Displaying Job Log Screen

- 1 Press the [Status/Job Cancel] key.
- 2 Press [Sending Jobs] to check send result, [Printing Jobs] to check receipt result, and [Storing Jobs] to check the results of file storage in FAX Boxes and Polling box. Then press [Log].
- 3 Press [↵] in *Job Type*, and select *FAX* or *i-FAX*.



Description of the Job Log Screen

Items shown in each job log screen and the function of each key are as follows.

Printing Job Log Screen

Display / Key	Description
Job No.	Job acceptance number
End Date	Job completed date
Type	Icon indicates job type.  Fax reception  i-FAX reception
Job Name	Job name
User Name	User name Blank if no information is available
Result	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error.
[] in <i>Job Type</i>	Specific type of job can be indicated (Fax or i-FAX reception in this screen).
[Detail]	Select a job from the list and press this key to show detailed information of the job (Refer to Checking Details of the Job Log on page 5-5).

Sending Job Log Screen

Display / Key	Description
Job No.	Job acceptance number
End Date	Job completed date
Type	Icon indicates job type.  Fax transmission  i-FAX transmission
Destination	Recipient (destination name, fax number or i-FAX address)
User Name	User name Blank if no information is available
Result	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error. Waiting: Although the received signal is not confirmed yet, a job is ended.
[] in <i>Job Type</i>	Specific type of job can be indicated (Fax or i-FAX transmission in this screen).
[Detail]	Select a job from the list and press this key to show detailed information of the job (Refer to Checking Details of the Job Log on page 5-5).

Storing Job Log Screen

Display / Key	Description
Job No.	Job acceptance number
End Date	Job completed date
Type	Icon indicates job type.  Storing fax reception data  Storing i-FAX reception data
Job Name	Job name
User Name	User name Blank if no information is available
Result	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error.
[] in <i>Job Type</i>	Specific type of job can be indicated.
[Detail]	Select a job from the list and press this key to show detailed information of the job (Refer to Checking Details of the Job Log on page 5-5).



NOTE

Jobs stored in a Polling box appear as scanner () job types.

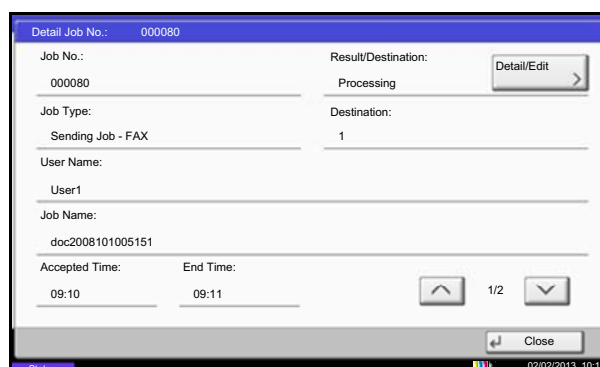
Checking Details of the Job Log

You can check the detailed information of each job.

Displaying Details of the Job Log

- 1 Press the [**Status/Job Cancel**] key.
- 2 Press any of [Printing Jobs], [Sending Jobs] or [Storing Jobs]. Then press [Log].
- 3 Select the job to check, and press [Detail].

Detailed information of the selected job is displayed.



The screenshot shows a 'Detail Job No.: 000080' window. It contains the following fields:

- Job No.: 000080
- Job Type: Sending Job - FAX
- User Name: User1
- Job Name: doc2008101005151
- Accepted Time: 09:10
- End Time: 09:11
- Result/Destination: Processing
- Destination: 1

Navigation buttons include 'Detail/Edit' (with a right arrow), 'Close' (with a left arrow), and up/down arrows. A status bar at the bottom shows 'Status' and the date/time '02/02/2013 10:10'.



NOTE

Press [] or [] to check information of the next or previous page.

- 4 Press [Close] to exit.

Description of Detailed Information Screen

Item	Description
Job No.	Job acceptance number
Result (Result/ Destination)	Result is indicated. Completed: Job ended properly. Canceled: Job was canceled. Error: Job ended improperly due to error. Press [Detail] to check the result for each destination.
Job Type	Job type
Destination	The number of destinations is displayed.
User Name	User name Blank if no information is available
Job Name	Job name
Accepted Time	Time when job was accepted
End Time	Time when job ended
Original Pages	Number of pages in the original
Color/Black & White	Color mode used during scanning
Connected to	The Local FAX Name or Local FAX Number registered on the other party's machine (for fax reception and manual reception). i-FAX sender address (in the case of i-FAX reception) Blank if no information is available
Printed Pages	Number of printed pages

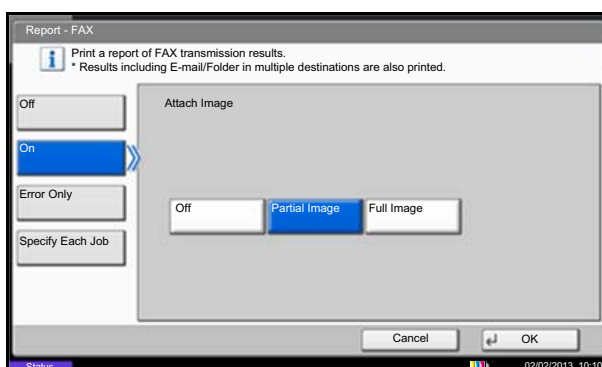
Printing Administrative Reports

You can print various administrative reports to check the results of fax transmission or the status of the functional setup.

Send Result Reports

Each time you send a fax, you can print a report to confirm whether the fax was sent successfully. You can also print the transmitted image in the send result report.

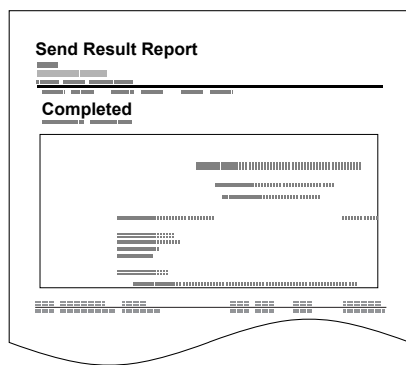
- 1 Press the [System Menu] key.
- 2 Press [Report], and [Next] of *Result Report Setting*. Then press [Next] of *Send Result Report* and [Change] of FAX.
- 3 Press [Off] (not to print), [On] (to print), [Error Only], or [Specify Each Job].



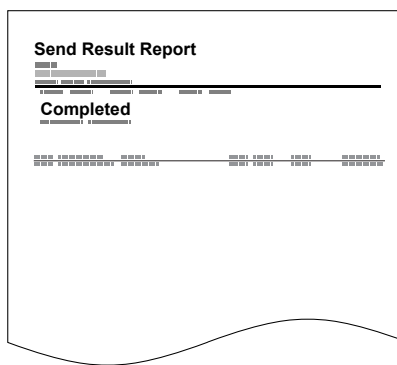
If you selected [On], [Error Only], or [Specify Each Job], you should then indicate whether the transmitted image is to be attached by selecting [Off] (do not print transmitted image), [Partial Image] (print transmitted image at full size) or [Full Image] (print all of the transmitted image).

- 4 Press [OK].

With transmitted image



Without transmitted image



FAX TX Report

When [Specify Each Job] is selected in the transmission result report settings, you can specify whether a transmission result report is printed when you perform a transmission job.

To print a transmission result report, press [FAX TX Report] on the [Advanced Setup] tab when performing the transmission, and select [On] or [Error only].

Report for Job Canceled before Sending

Print a send result report when the job is canceled before being sent.

- 1 Press the **[System Menu]** key.
- 2 Press [Report], [Next] of *Result Report Setting*, [Next] of *Send Result Report* and then [Change] of *Canceled before Sending*.
- 3 Press [Off], [On].
- 4 Press [OK].

Recipient Format

Select the Recipient Format for the send result report.

The name and destination that appear on the Send Result Report are taken from the information stored in the address book.

If [Name or Destination] is selected, either the name (destination name) or the destination (FAX No. or i-FAX address) stored in the address book is shown.

If [Name and Destination] is selected, both the name (destination name) and destination (FAX No. or i-FAX address) are shown.

When the destination (e.g. FAX No.) was directly entered, only the destination (FAX No.) is shown.

- 1 Press the **[System Menu]** key.
- 2 Press [Report], [Next] of Result Report Setting, [Next] of Send Result Report and then [Change] of Recipient Format.
- 3 Press [Name or Destination], [Name and Destination].
- 4 Press [OK].



NOTE

This is not displayed if *E-mail/Folder* and *Fax* are both set to [Off] in Send Result Reports.

FAX RX Result Reports

Each time you receive a fax, you can print a report to confirm whether the fax was received successfully.

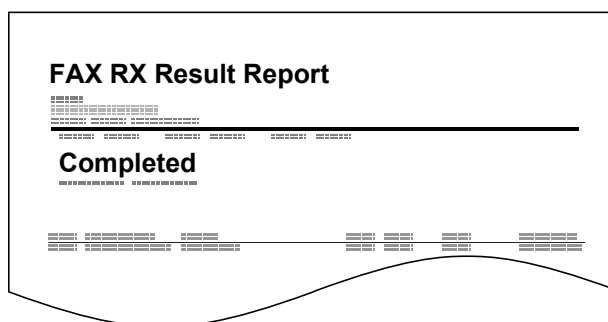


NOTE

Fax receipt can also be notified by e-mail instead of checking the receipt result report.
(Refer to [Reporting FAX Receipt Result by E-mail on page 5-11.](#))

- 1 Press the **[System Menu]** key.
- 2 Press [Report], and [Next] of *Result Report Setting*. Then press [Change] of *FAX RX Result Report*.
- 3 Press [Off] (not to print), [On] (to print), or [Error/Storing in Box Only].

- 4 Press [OK].



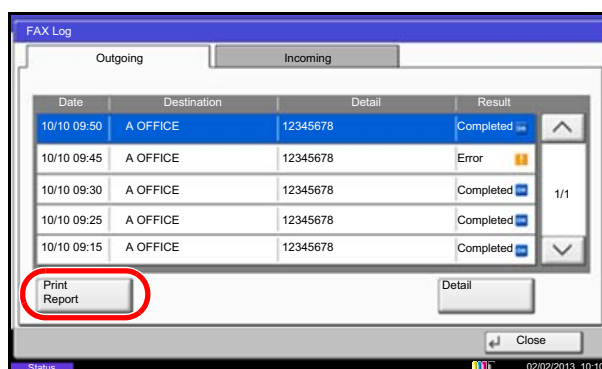
Activity Report

Activity reports are reports of both the sent faxes and the received faxes. Each report lists the history of the latest 50 sent or received fax data. When automatic printout is selected, a report is printed out automatically after every 50 faxes sent or received.

Printing Activity Reports

The latest 50 sent or received fax data are printed as a report.

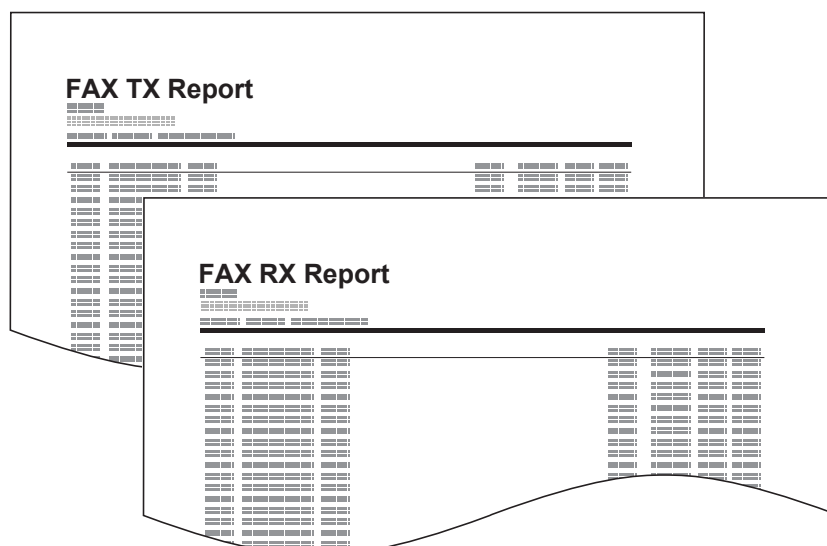
- 1 Press the [**Status/Job Cancel**] key.
- 2 Press [Device/Communication] and then [Log] of FAX.
- 3 Press [Outgoing] to print the sent fax report, and press [Incoming] to print the received fax report.
- 4 Press [Print Report].



NOTE

You can select a shown fax job and press [Detail] to view detailed information of the job.

- 5 When the printing confirmation screen appears, press [Yes].
An activity report is printed.



Automatic Printout

An activity report is printed out automatically after every 50 faxes sent or received.

- 1 Press the **[System Menu]** key.
- 2 Press **[Report]**, and **[Next]** of *Admin Report Settings*. Then press **[Change]** of *Outgoing FAX Report* or *Incoming FAX Report*.
- 3 Press **[Off]** (not to print) or **[On]** (to print).
- 4 Press **[OK]**.

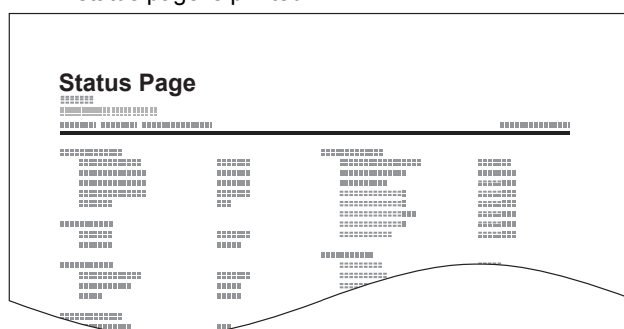
Status Page

A status page provides information on a number of user setups.

FAX-related information includes the Local FAX Number, Local FAX Name, fax line setting, etc. You can print it out as necessary.

- 1 Press the **[System Menu]** key.
- 2 Press **[Report]**, and **[Next]** of *Print Report*. Then press **[Print]** of *Status Page*.
- 3 When the printing confirmation screen appears, press **[Yes]**.

A status page is printed.



Reporting FAX Receipt Result by E-mail

Fax receipt can also be notified by e-mail instead of checking the receipt result report.

```
Job No.: 000019
Result: OK
End Time: Sun 23 Apr 2006 14:53:38
File Name: doc23042006145300
```

```
Result Job Type Address
```

```
OK FAX 123456
```

```
XX-XXXX
[00:c0:ee:1a:01:24]
```



NOTE

This setting is displayed when the *FAX RX Result Report* setting is [On] or [Error/Storing in Box Only]. For details, refer to [FAX RX Result Reports on page 5-8](#).

Fax receipt results are reported by e-mail according to the settings of *FAX RX Result Report*. If the *FAX RX Result Report* setting is [On], E-mail notification is provided for every fax. If the setting is [Error/Storing in Box Only], E-mail notification is only provided when an error occurs or the received original is forwarded to FAX Boxes.

- 1 Press the **[System Menu]** key.
- 2 Press [Report], and [Next] of *Result Report Setting*. Then press [Change] of *RX Result Report Type*.
- 3 To select destination from the address book, press [E-mail Address Book] and then [Address Book].

Specify the destination of E-mail, and press [OK].



NOTE

Refer to [Selecting a Destination from the Address Book on page 3-19](#) for the procedure of selecting destinations from the Address Book.

To enter an e-mail address directly, press [E-mail Address Entry] and then [E-mail Address]. Enter the desired e-mail address, and press [OK]. Up to 128 characters can be entered.



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

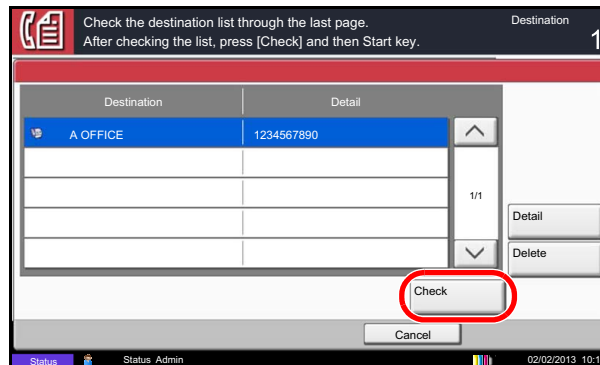
- 4 Press [OK].

Confirmation Screen of Destinations

When selecting [On] for Dest. Check before Send, the confirmation screen of destinations appears after pressing the [Start] key. For details, refer to *the Operation Guide* for the machine. (8 Setup and Registration (System menu) > Send > Dest. Check before Send)

Follow the steps below to confirm the destinations.

- 1 Press [▽] or [△] to confirm every destination.



Press [Detail] to display the detailed information on the selected destination.

To delete the destination, select the destination you want to delete and press [Delete]. Press [Yes] in the confirmation screen. The destination is deleted.

To add the destination, press [Cancel] and then return to the destination screen.

- 2 Press [Check].



NOTE

Be sure to confirm every destination by displaying them on the touch panel. You cannot press [Check] unless you have confirmed every destination.

- 3 Press the [Start] key to start sending.

6 Setup and Registration

This chapter explains how to perform various setups and registrations.

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Selection of Telephone Line (Inch version only)

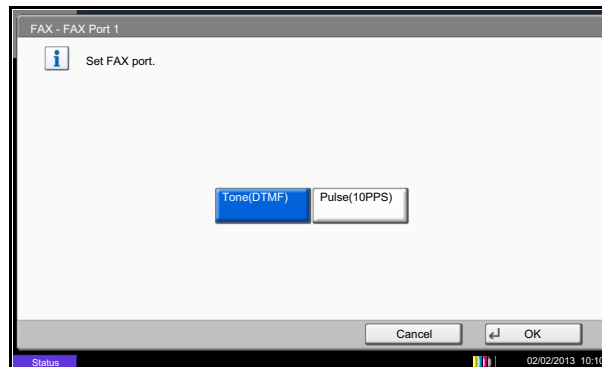
Select the telephone line according to the type you are contracted with. Please note that selecting a wrong telephone line will prevent you from sending fax.



NOTE

If you install 2 optional FAX Kits (Dual FAX option) and then use 2 phone lines, select the option for each line.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *Transmission*, [Next] of *FAX*, and then [Change] of *Dialing Mode (Port 1)* or *Dialing Mode (Port 2)*.



- 3 According to the type of telephone line you are contracted with, press [Tone (DTMF)] or [Pulse (10PPS)].
- 4 Press [OK].

Selection of Transmit Terminal Identification (TTI)

The transmit terminal identification (TTI) is the information about the sending machine (transmit terminal) that is printed by the receiving machine on the received fax. The information includes the date and time of transmission, number of pages sent, name, fax number, and Internet FAX address. This machine enables the user to select if the TTI is printed out on the fax on the receiving system. Regarding the location of the information to be printed, you can select inside or outside of the page image being sent.

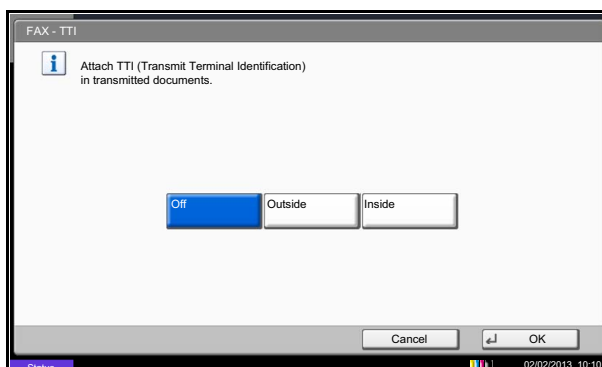


NOTE

You can specify the same TTI for FAX and Internet FAX (i-FAX) transmissions.

Normally, the Local FAX Name is printed in the transmit terminal identification (TTI). However, when job accounting is enabled and an Account ID is entered when a fax is sent, you can enable a setting to have the Account Name or Local FAX Name, whichever was selected, be printed. To enable this function, refer to [Setting the TTI information on page 6-4.](#))

- 1 Press the **[System Menu]** key.
- 2 Press **[FAX]**, **[Next]** of *Transmission*, **[Next]** of *Basic* and then press **[Change]** of *TTI*.



- 3 Press the location for printing the information on the fax. If you don't want to print, press **[Off]**.
- 4 Press **[OK]**.

Setting the TTI information

Register the name (local FAX name) and fax number to be printed in the transmit terminal identification (TTI) area, and the FAX ID (local FAX information).

By registering the TTI data, the receiver can easily find out where the FAX came from.

Local FAX Name Registration

Register the local FAX name printed in the transmit terminal identification (TTI) area.



NOTE

If two fax kits are installed and two telephone lines are used, TTI information can be registered for each line. However, only one FAX ID can be registered.

To change the entry, follow the same operation.

- 1 Press the [System Menu] key.
- 2 Press [FAX], [Next] of *Transmission*, [Next] of *Basic*, [Next] of *Local FAX Name Entry* (Port1), or *Local FAX Name Entry* (Port2), and then [Change] of *Local FAX Name Entry*. The entry screen will be displayed.



NOTE

Settings specified in Local FAX Name Entry (Port 1) are applied to Internet fax.

- 3 Enter the *Local FAX Name* to be registered.
Up to 32 characters can be entered.



NOTE

For details on character entry, refer to [Character Entry Method on page 11-2](#).

- 4 Press [OK].

Local FAX Information Entry

Register the local FAX information (local FAX number) printed in the transmit terminal identification (TTI) area. The Local FAX ID is used for transmission limit purposes. (Refer to [Transmission Restriction on page 6-26](#).)

The account name or the account ID can be used as Local FAX Info in the TTI. For the procedure for registering an account name or account ID, refer to the machine's *Operation Guide*.



NOTE

If you install 2 optional FAX Kits (Dual FAX option) and then use 2 phone lines, you can register Local Fax Number for each of the lines and only one Local FAX ID.

To change the registration contents, follow the same operation.

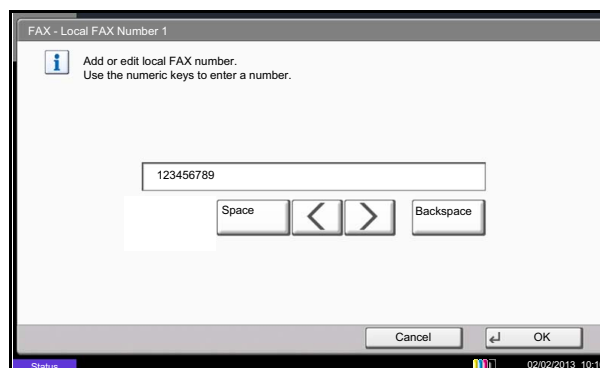
- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *Transmission*, and then [Next] of *FAX*.

When you register the Local FAX Number, go to next step. When you register the Local FAX ID, go to step 6.

Local FAX Number Entry

- 3 Press [Change] of *Local FAX Number 1* or *Local FAX Number 2*.

If you have already registered a number, the current registered number is displayed.

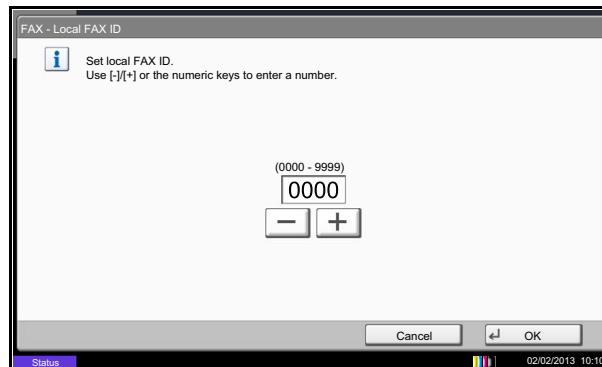


- 4 Using the numeric keys, enter the local number to register.
 - Up to 20 digits can be entered.
 - Press [Space] to enter a space.
 - Use [<] or [>] to move the cursor.
 - Pressing [Backspace] deletes the character to the left of the cursor.
- 5 Press [OK].

Local FAX ID Entry

- 6** Press [Change] of *Local FAX ID*.

The entry screen is displayed.



- 7** Using the numeric keys or [+]/[-], enter the four-digit Local FAX ID number to register.
- 8** Press [OK].
- 9** Press [Close].

Change of Account as Local FAX Name

- 10** Press [Next] of *Basic*, and then [Change] of *Account as Local FAX Name*.
- 11** To use the account name, press [ON]. To use the Local FAX name, press [OFF].
- 12** Press [OK].

ECM TX

ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.



NOTE

When there is a large amount of noise on the line, communication may take slightly longer than when [Off] is selected.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of Transmission, [Next] of FAX, and then [Change] of ECM TX (Port1) or ECM TX (Port2).
- 3** Select either [Off] or [On].
- 4** Press [OK].

TX Start Speed

When communication conditions are bad, the fax may not be transmitted correctly. In that case, set a lower TX Start Speed.

Normally this should be used with the default setting.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of Transmission, [Next] of FAX, and then [Change] of TX Start Speed (Port1) or TX Start Speed (Port2).
- 3** Press [9600bps], [14400bps] or [33600bps].
- 4** Press [OK].

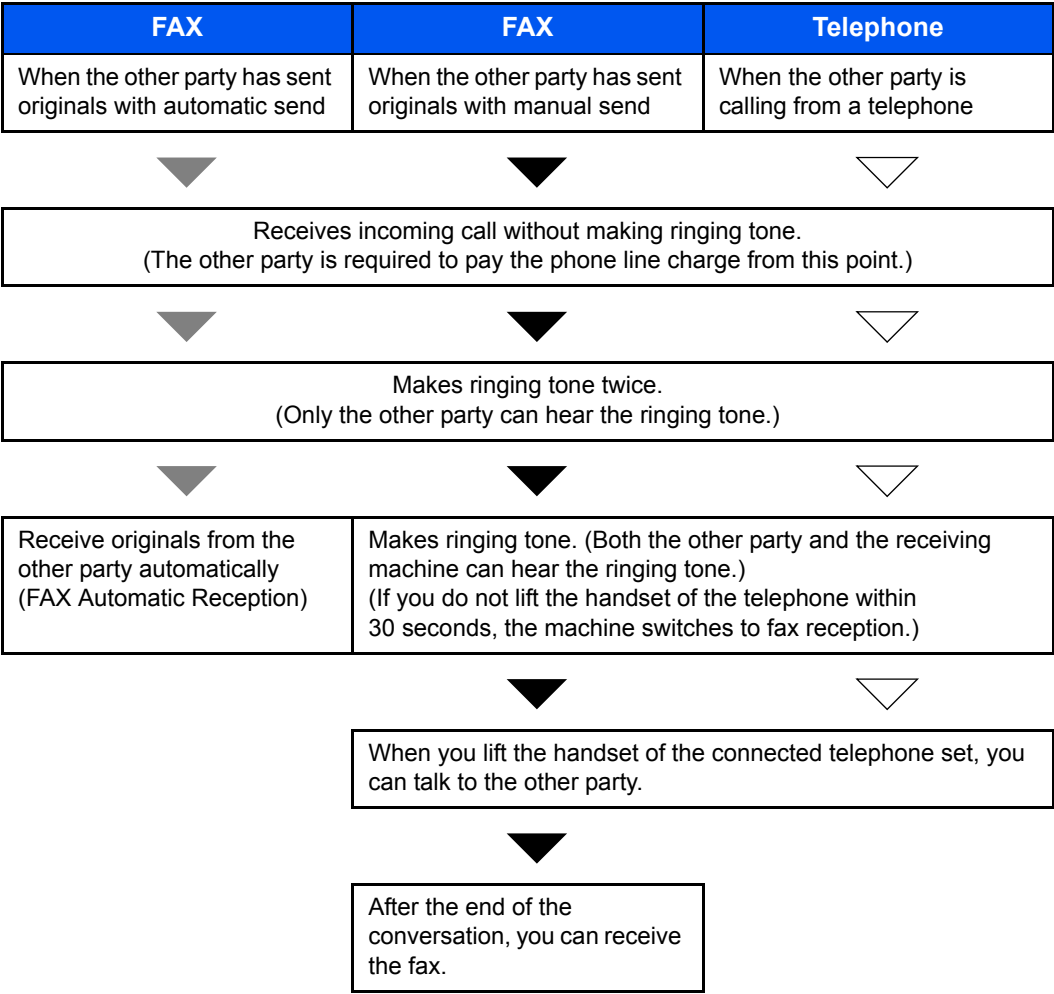
FAX/TEL Auto Switch Reception

This reception method is convenient when using both telephone and fax on a single telephone line. When fax originals have been sent, the machine automatically receives them, and when the other party is calling from a telephone, the machine makes a ringing tone urging the user to respond.

 **IMPORTANT**
In order to use FAX/TEL Auto Switch Reception, it is necessary to connect a telephone set (commercially available product) to the machine.

After the telephone has made a ringing tone for the preset number of times, the other party is required to pay phone line charges even if the receiving system does not respond.

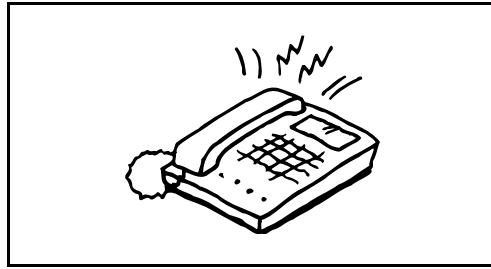
Flow of reception



 **NOTE**
At the end of the conversation, you can also manually receive the originals.
(Refer to [Manual Reception on page 4-15.](#))

Preparation: Refer to [Receiving Mode on page 6-17](#) to select [Auto (FAX/TEL)].

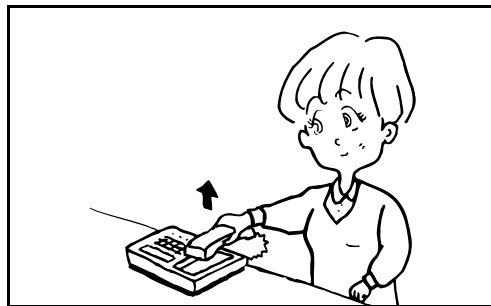
- 1 The connected telephone set makes a ringing tone. Note that if [0] (zero) is set as the number of rings (for FAX/TEL Auto Switch), the connected telephone does not ring.



NOTE

You can change the number of times the ringing tone rings.
(Refer to [FAX/TEL Auto Switch Reception on page 6-9.](#))

When the call is from a telephone



- 2 The machine makes a ringing tone urging the user to respond. Lift the handset of the telephone within 30 seconds.



NOTE

If you do not lift the handset within 30 seconds, the machine switches to fax reception.

- 3 Talk to the other party.



NOTE

At the end of the conversation, you can manually receive the originals.
(Refer to [Manual Reception on page 4-15.](#))

When the call is from a fax

The machine starts receiving fax originals.

FAX/Answering Machine Auto Switch Reception

This method is convenient when using both the answering machine and fax. When fax originals have been sent, the machine receives them automatically, and when the call is from a telephone, the machine follows the functions of the connected answering machine. Therefore, when the user is absent, the other party can leave a message on the answering machine.

 **IMPORTANT**

When using FAX/Answering Machine Auto Switch Reception function, if a silence continues for at least 30 seconds before one minute passes after the machine has received a call from the other party, the machine's silence detection function comes into operation and the machine switches to fax reception.

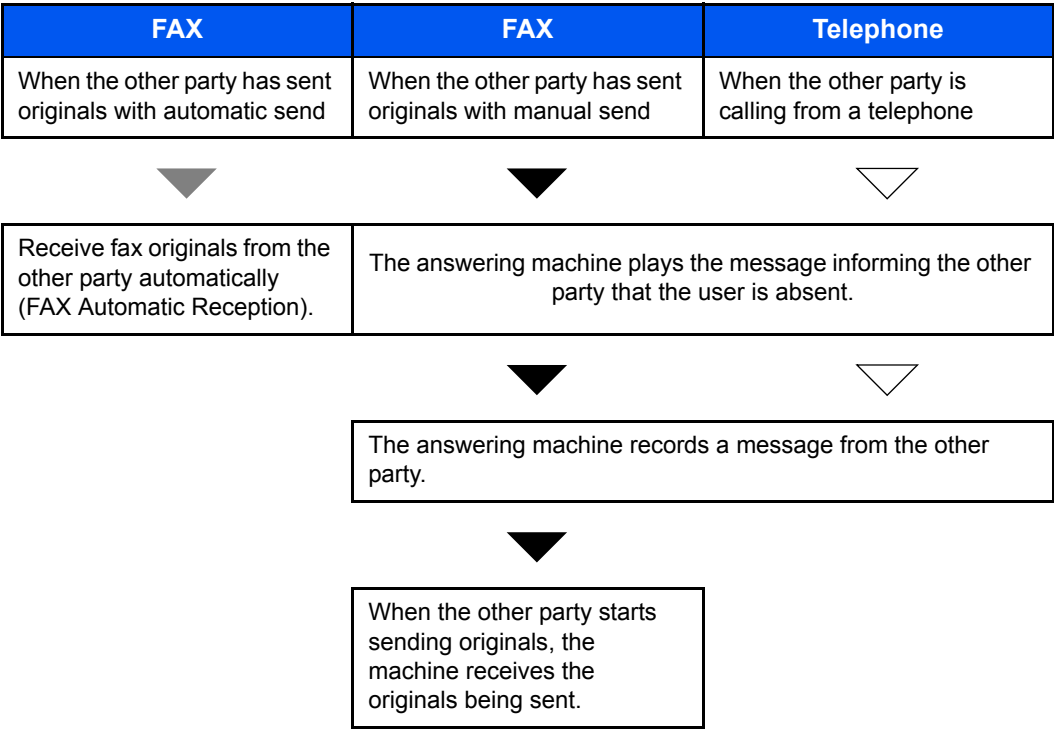
 **NOTE**

In order to use FAX/Answering Machine Auto Switch Reception, it is necessary to connect an answering machine-equipped telephone set (commercially available product) to the machine.

For details, such as responding to messages, refer to the Operation Guide of each answering machine.

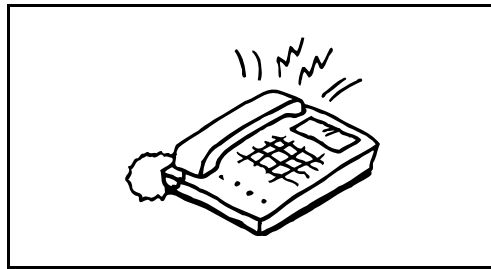
Set the number of rings to be made by the machine more than the number of rings to be made by the answering machine. (Refer to [FAX/TEL Auto Switch Reception on page 6-9.](#))

Flow of reception



Preparation: Refer to [Receiving Mode on page 6-17](#) to select [Auto (TAD)].

- 1 The connected telephone set makes ringing tone the set number of times.



NOTE

If you lift the handset while the telephone set is still making the ringing tone, the machine enters a status the same as manual reception.
(Refer to [Manual Reception on page 4-15.](#))

- 2 The answering machine responds.

When the call is from a telephone, but the user is absent

The answering machine plays a response message, and starts recording the other party's message.



NOTE

When silence continues for at least 30 seconds during recording, the machine switches to fax reception.

When the call is from a fax

The machine starts receiving fax originals.

Rings

You can change the number of times to let the phone ring before answering a call as needed. The number of ringing times can be changed independently for each receiving mode of Auto (Normal), Auto (TAD) and Auto (FAX/TEL).



NOTE

The number of ringing times can be set to between 1 and 15 times for Rings (Normal) and Rings (TAD), and 0 and 15 times for Rings (FAX/TEL).

For Rings (FAX/TEL), this change is possible only with inch models.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *Reception* and then press [Next] of *FAX*. Press [Change] for the reception mode to be changed.
- 3 Press [+] / [-] or the numeric keys to enter the number.
- 4 Press [OK].

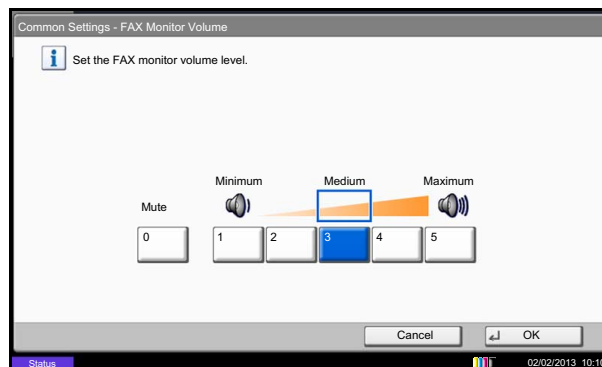
Volume Adjustment

Adjust the volume of the speaker and monitor.

Speaker Volume: Volume of the built-in speaker when the line is connected by pressing [On Hook].

Monitor Volume: Volume of the built-in speaker when the line is connected without pressing [On Hook] such as in memory transmission.

- 1 Press the [System Menu] key.
- 2 Press [Common Settings] , [Next] of *Sound* and then [Change] of *FAX Speaker Volume or FAX Monitor Volume*.
- 3 Select any of [1] (*Minimum*), [2], [3] (*Medium*), [4], [5] (*Maximum*) or [0] (*Mute*).



- 4 Press [OK].

Job Finish

Sets whether an audible signal is generated when a job is successfully completed.

- 1 Press the [**System Menu**] key.
- 2 Press [Common Settings] , [Next] of *Sound* , [Next] of *Buzzer* and then [Change] of *Job finish*.
- 3 Select [Off], [On], or [FAX Reception Only].
- 4 Press [OK].



NOTE

For information on settings other than the buzzer job finish sound, refer to the machine's Operation Guide.

Retry Times

The number of retry times can be changed automatically.



NOTE

Retry times can be set to between 0 and 14.

For Redial, refer to [Dialing the Same Receiving System \(Redial\) on page 3-23](#).

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of *Transmission*, [Next] of *Basic* and then [Change] of *Retry Times*.
- 3** Press [+] / [-] or the numeric keys to enter the number.
- 4** Press [OK].

Receiving Mode

The following five receiving modes are available.

- FAX Automatic Reception [Auto (Normal)]
- FAX/TEL Auto Switch Reception [Auto (FAX/TEL)] (Refer to [6-9](#).)
- FAX/Answering Machine Auto Switch Reception [Auto (TAD)] (Refer to [6-11](#).)
- DRD Reception [Auto (DRD)] (Refer to [6-24](#).)
- Manual Reception [Manual] (Refer to [4-15](#).)

Select the mode appropriate for the way the machine is used.



NOTE

DRD reception mode is available only for inch models.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *Reception*, [Next] of *FAX* and then [Change] of *RX Setting*.
- 3 Select the reception mode to be changed.

When [Auto (DRD)] is selected, choose the pattern of ringing.

Pattern	Description
Pattern 1	Normal Ring
Pattern 2	Double Ring
Pattern 3	Short-Short-Long
Pattern 4	Short-Long-Short

- 4 Press [OK].

Reception Date/Time

Reception Date/Time function adds the reception date/time, sender information and number of pages on the top of each page when the message is printed out. It is useful for confirming the time of reception if the fax is from a different time zone.



NOTE

When the received data is printed on multiple pages, the reception date/time is printed on the first page only. It is not printed on the pages that follow.

When the received fax data is forwarded after retrieving it from memory, the reception date/time is not added to the forwarded data.

- 1** Press the **[System Menu]** key.
- 2** Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Reception Date/Time*.
- 3** Press [On].
- 4** Press [OK].

Media Type for Print Output

Specify the paper type to be used for print output of the received fax.

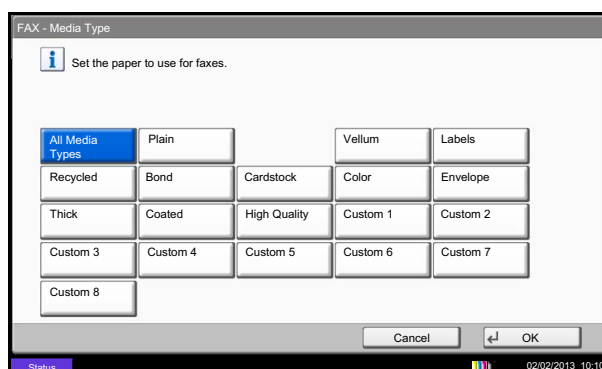
Supported paper types: All Media Types, Plain, Rough, Vellum, Labels, Recycled, Bond, Cardstock, Color, Envelope, Thick, Coated, High Quality, Custom 1 to 8



NOTE

Refer to the machine's *Operation Guide* for details on Custom Paper 1 to 8.

- 1 Press the [System Menu] key.
- 2 Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Media Type*.
- 3 Select the desired paper type. If no specific paper type is selected, press [All Media Types].



- 4 Press [OK].

Setting the cassette for the print output of received faxes

By specifying the media type, faxes can be received on the corresponding cassette. Faxes will be automatically reduced to the set paper size. For detail, refer to [Reduced Reception on page 6-40](#)

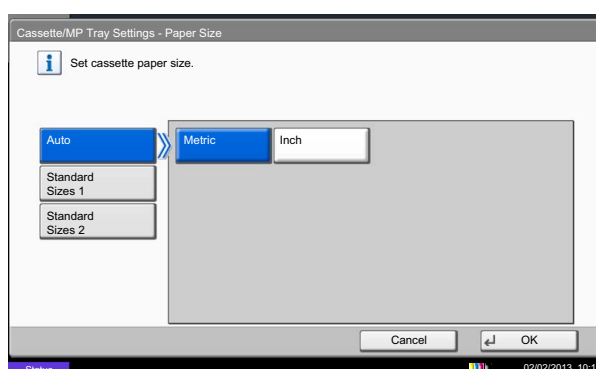
- 1 Press the [**System Menu**] key.
- 2 Press [Cassette/MP Tray Settings].
- 3 *Cassette Setting*, select one of [Cassette 1] to [Cassette 7] and press [Next]. Press [Change] of *Paper Size*.



NOTE

[Cassette 3] to [Cassette 7] are shown when the optional paper feeder is installed.

- 4 Inch models: Press [Auto] and then [Inch].
Metric models: Press [Auto] and then [Metric].



NOTE

Set the paper size of the cassette used for fax reception as follows:

Inch models: Press [Auto] and then [Inch].

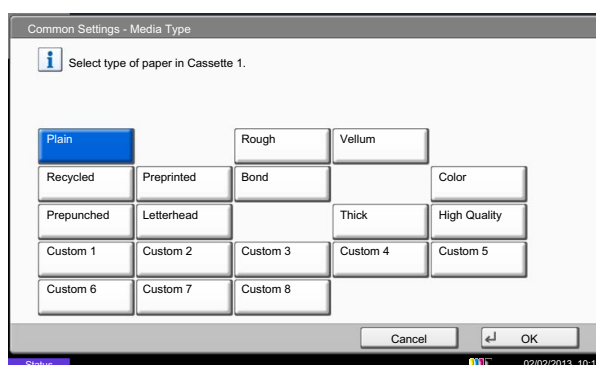
Metric models: Press [Auto] and then [Metric].

If the above setting is changed, it will not be possible to print faxes.

For details, refer the machine's *Operation Guide*.

(3 Preparation before Use > Specifying Paper Size and Media)

- 5 Press [OK].
The previous screen reappears.
- 6 Press [Change] of *Media Type* and select the media type. Then press [OK].
The previous screen reappears.



- 7 Press [Close]. The display returns to the default System Menu screen.

MP Tray Paper Output

You can select whether to use the MP tray paper when printing out the received fax.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Multi Purpose Tray*.
- 3** Select either [Off] (not to use) or [On] (to use).
- 4** Press [OK].

ECM RX

ECM is a communication mode specified by the ITU-T (International Telecommunication Union) that retransmits data when an error occurs. Fax machines that have ECM mode check for errors as they communicate, preventing distortion of the image due to noise on the line and other conditions.



NOTE

When there is a large amount of noise on the line, communication may take slightly longer than when [Off] is selected.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of Reception, [Next] of FAX, [✓], and then [Change] of ECM RX (Port1) or ECM RX (Port2).
- 3** Select either [Off] or [On].
- 4** Press [OK].

RX Start Speed

When communication conditions are bad, the fax may not be received correctly. In that case, set a lower RX Start Speed.

Normally this should be used with the default setting.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of Reception, [Next] of FAX, [✓], and then [Change] of RX Start Speed (Port1) or RX Start Speed (Port2).
- 3** Press [9600bps], [14400bps] or [33600bps].
- 4** Press [OK].

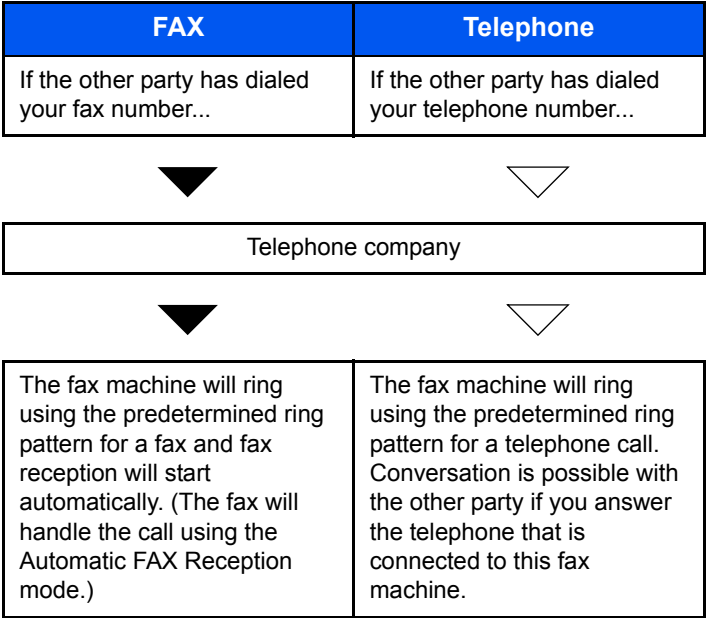
DRD Reception

This reception mode utilizes the Distinctive Ring Pattern service available through some telephone companies. With this service, you can use two or more fax numbers on a single telephone line. Thus, you can use this fax and a telephone on the same line, and you can still designate a different fax number for each of them. As each number is given a different ring pattern, the machine is able to differentiate between incoming calls. If one of these numbers is designated for the machine, and a desired ring pattern is designated for that number in advance, fax reception will be initiated automatically whenever the machine detects the ring pattern distinctive to the fax.

 NOTE

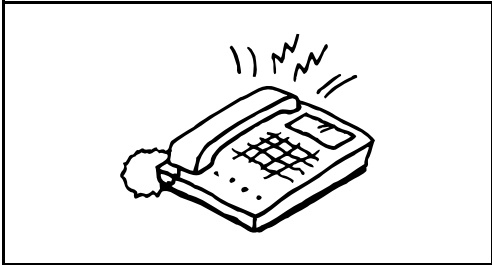
Using DRD Reception to receive a telephone call is only possible if a separately purchased telephone is connected to the machine. DRD reception is only possible if you subscribe to the Distinctive Ring Pattern service provided by your telephone company. Contact your telephone company for further information on the Distinctive Ring Pattern service available.

Flow of reception



Preparation: Refer to [Receiving Mode on page 6-17](#) to select [Auto (DRD)].

- 1 When a call comes in, the telephone will ring.



 NOTE

If you lift the handset while the telephone is still ringing, the machine will deal with the call in the same manner as standard Manual FAX Reception. For details, refer to [Manual Reception on page 4-15](#).

- 2 The machine will then ring using the predetermined ring pattern.



When the call is from a telephone

Lift the handset and speak with the other party. When the conversation is over, fax reception can be initiated manually.

When the call is from a fax

Once the ringing tone stops, fax reception will start automatically.

Transmission Restriction

This function allows you to send or receive originals only when communication requirements are met. Using this function can limit other parties with which you can communicate.

Specifically, you must register communication requirements (Permit FAX No./Permit ID No.) and set the transmission limit in advance. When the machine sends or receives originals, you do not need to perform a special operation for this particular function, and you can operate the machine normally. When sending or receiving has actually started, the machine correctly conducts transmission that meets communication requirements, but when the transmission does not meet the requirements, the machine indicates an error. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected.



NOTE

Before using transmission restriction, be sure to read the following prerequisites, communication establishing requirements, and reception rejection requirements thoroughly, and consult with the other parties with which you communicate.

	Prerequisites	Communication Establishing Requirements
Send Restrictions	- Register Permitted FAX numbers or Permitted ID numbers.[†] (Refer to Registering Permit FAX No. on page 6-27 or Registering Permit ID No. on page 6-32.) - Send restriction settings are specified in [Permit List + Address Book] in Send Restrictions. (Refer to Setting Send Restriction on page 6-34.) - Register the Local FAX Numbers or Local FAX IDs of other parties.	- The recipient's Local FAX Number matches a Permitted FAX No. registered on the machine. - The recipient's Local FAX ID matches a Permitted ID registered on the machine. - When the number was dialed using the Address Book or One-touch keys, the last 4 digits of the dialed number match the last 4 digits of the recipient's Local FAX Number. (Excludes manual transmissions.)
Reception Restrictions	- Register Permitted FAX numbers or Permitted ID numbers.^{††} (Refer to Registering Permit FAX No. on page 6-27 or Registering Permit ID No. on page 6-32.) - Reception restriction settings are specified in [Permit List + Address Book] in Reception Restrictions. (Refer to Setting Reception Restriction on page 6-34.) - Register the Local FAX Numbers or Local FAX IDs of other parties.	- The sender's Local FAX Number matches a Permitted FAX No. registered on the machine. - The sender's Local FAX ID matches a Permitted ID registered on the machine. - A fax number that matches the last 4 digits of the sender's Local FAX Number is registered in the Address Book on this machine.

[†] If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the recipient, sending is not rejected.

^{††} If there is neither a Permitted FAX No. nor a Permitted ID No. registered for the sender, reception is not rejected.

	Prerequisites	Reception Rejection Requirements
Reception Rejection	- Register Reject FAX numbers.[†] (Refer to Registering Reject FAX No. on page 6-30.) - Reception restriction settings are specified in [Reject List] in Reception Restrictions. (Refer to Setting Reception Restriction on page 6-34.)	- The sender's Local FAX Number is not registered. - The sender's Local Fax Number matches a Reject FAX No. registered on the machine.

[†] If there are no Reject FAX numbers registered, calls are only rejected from senders whose Local FAX Numbers (Indicates local FAX information entries, not the actual line numbers.) are not registered.

Registering Permit FAX No.



NOTE

Up to 50 Permit FAX numbers can be registered.

- 1 Press the [System Menu] key.
- 2 Press [FAX], [Next] of *TX/RX Restriction* and then [Add/Edit] of *Permit No. List*.
- 3 Press [Add].

- 4 Use the numeric keys to enter Permit FAX No.
Up to 20 digits can be entered.



NOTE

Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

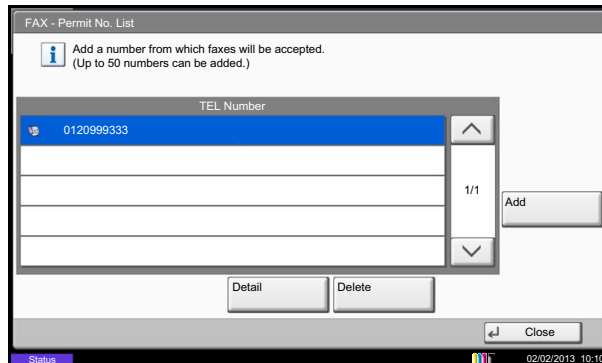
Use [<] or [>] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

- 5** Press [OK].
- 6** When registering other Permit FAX numbers, repeat steps 3 to 5.
- 7** Press [Close].

Changing and Deleting Permit FAX No.

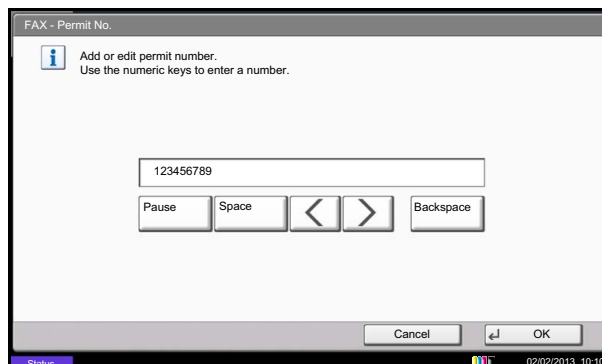
- 1 Follow steps 1 to 2 of [Registering Permit FAX No. on page 6-27](#).



- 2 Select the Permit FAX No. to be changed or deleted.

To change Permit FAX No., go to step 3, and to delete Permit FAX No., go to step 6.

- 3 Press [Detail].



- 4 Use the numeric keys to reenter Permit FAX No.

Up to 20 digits can be entered.



NOTE

Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

Use [<] or [>] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

- 5 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 7.
- 6 Press [Delete]. When the deletion confirmation screen appears, press [Yes].
- 7 To change or delete other Permit FAX numbers, repeat steps 2 to 6.
- 8 Press [Close].

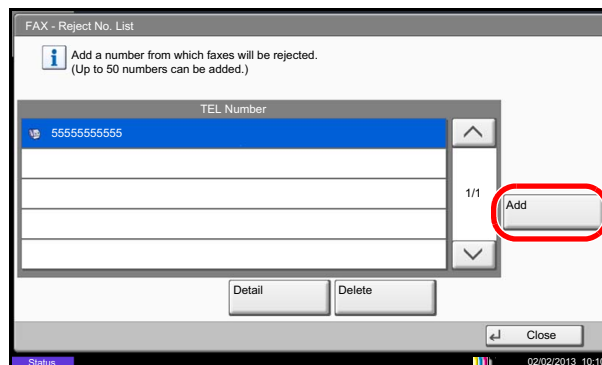
Registering Reject FAX No.



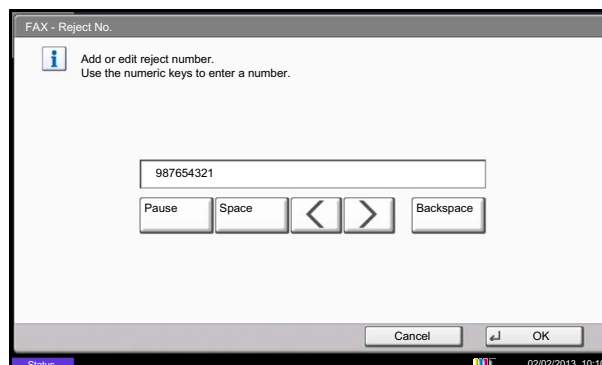
NOTE

Up to 50 Reject FAX numbers can be registered.

- 1 Press the [System Menu] key.
- 2 Press [FAX], [Next] of *TX/RX Restriction* and then [Add/Edit] of *Reject No. List*.
- 3 Press [Add].



- 4 Use the numeric keys to enter Reject FAX No.
Up to 20 digits can be entered.



NOTE

Press [Pause] to insert a pause (-) between numbers.

Press [Space] to enter a space.

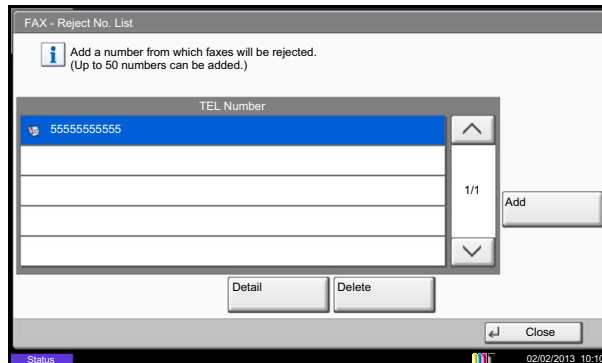
Use [<] or [>] to move the cursor.

Pressing [Backspace] deletes the character to the left of the cursor.

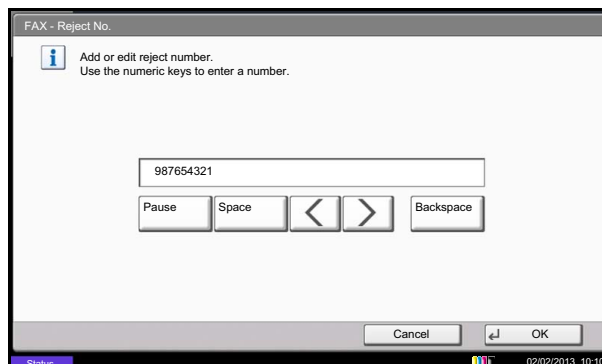
- 5 Press [OK].
- 6 To register other Reject FAX numbers, repeat steps 3 to 5.
- 7 Press [Close].

Changing and Deleting Reject FAX No.

- 1 Follow steps 1 to 2 of [Registering Reject FAX No. on page 6-30](#).



- 2 Select the Reject FAX No. to be changed or deleted.
To change Reject FAX No., go to step 3, and to delete Reject FAX No., go to step 6.
- 3 Press [Detail].



- 4 Use the numeric keys to reenter Reject FAX No.
Up to 20 digits can be entered.



NOTE

Press [Pause] to insert a pause (-) between numbers.
Press [Space] to enter a space.
Use [<] or [>] to move the cursor.
Pressing [Backspace] deletes the character to the left of the cursor.

- 5 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 7.
- 6 Press [Delete]. When the deletion confirmation screen appears, press [Yes].
- 7 To change and delete other Reject FAX numbers, repeat steps 2 to 6.
- 8 Press [Close].

Registering Permit ID No.

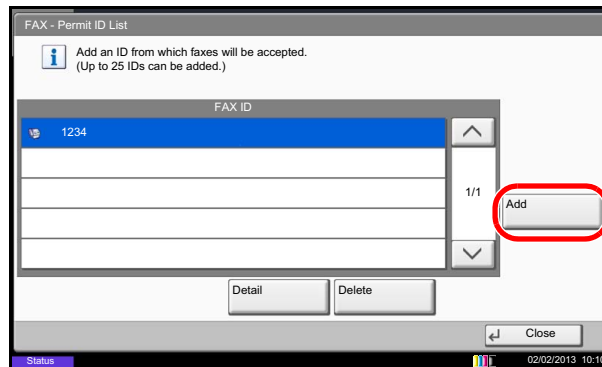
You can register IDs of machines to permit fax communication with those machines.



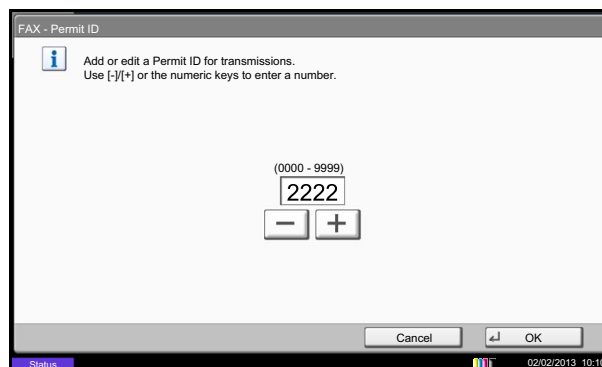
NOTE

Up to 25 Permit ID numbers can be registered.

- 1 Press the [System Menu] key.
- 2 Press [FAX], [Next] of *TX/RX Restriction* and then [Add/Edit] of *Permit ID List*.



- 3 Press [Add].



- 4 Use [+] / [-] or the numeric keys to enter Permit ID No. (0000 to 9999)



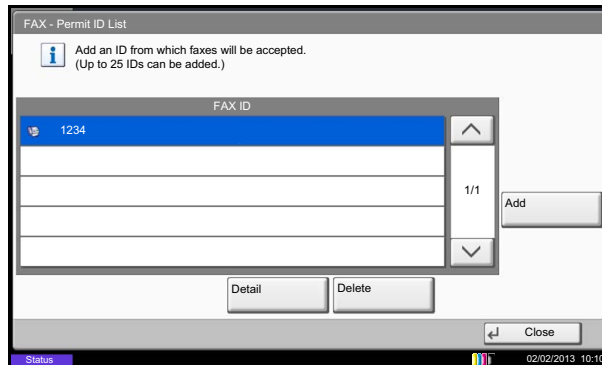
NOTE

Press the [Clear] key to display the previous number.

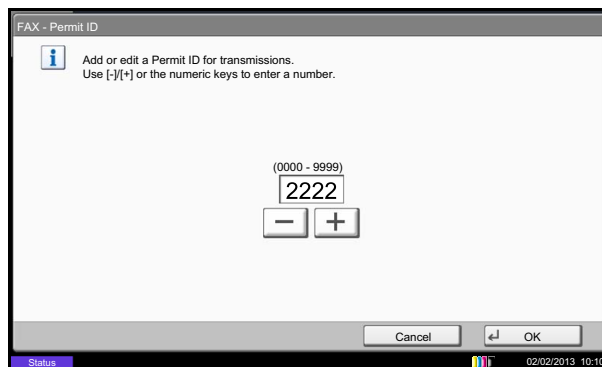
- 5 Press [OK].
- 6 To register other Permit ID numbers, repeat steps 3 to 5.
- 7 Press [Close].

Changing and Deleting Permit ID No.

- 1 Follow steps 1 to 2 of [Registering Permit ID No. on page 6-32](#).



- 2 Select the Permit ID No. to be changed or deleted.
To change Permit ID No., go to step 3, and to delete Permit ID No., go to step 6.
- 3 Press [Detail].



- 4 Use [+] / [-] or the numeric keys to reenter Permit ID No. (0000 to 9999)



NOTE

Press the [Clear] key to display the previous number.

- 5 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 7.
- 6 Press [Delete]. When the deletion confirmation screen appears, press [Yes].
- 7 To change and delete other Permit ID numbers, repeat step 2 to 6.
- 8 Press [Close].

Setting Send Restriction

Restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book. To change the sending restriction, follow the steps below.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *TX/RX Restriction*, and then [Change] of *TX Restriction*.
- 3 To not use the sending restriction, press [Off]. To restrict the other parties to which you send originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book, press [Permit List + Address Book].
- 4 Press [OK].

Setting Reception Restriction

Restrict incoming faxes so that you only receive originals from senders registered in Permit FAX No. and Permit ID No. and senders registered in your Address Book. This mode also allows you to set a [Reject List] for Reception Restriction so that reception from senders on the list of Rejected FAX numbers or from senders whose Local FAX Number is not registered are rejected. To change the reception restriction, follow the steps below.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *TX/RX Restriction*, and then [Change] of *RX Restriction*.
- 3 To not use the reception restriction, press [Off]. To restrict the other parties from which you receive originals only to the ones registered in Permit FAX No. and Permit ID No. as well as the ones registered in the Address Book, press [Permit List + Address Book]. To block incoming faxes from senders registered in Reject FAX No., press [Reject List].
- 4 Press [OK].

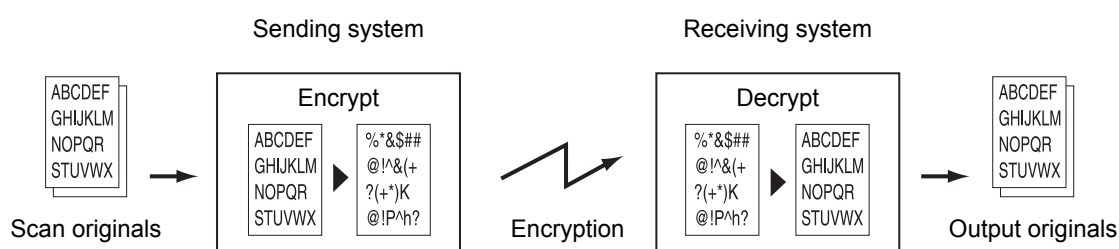
Encryption

This method allows you to communicate with originals encrypted by the sending system. Therefore, even when a third party tries to view the originals in the middle of communication by some means, the third party is prevented from knowing the actual contents of the originals. The originals received are reverted to the originals as they were before transmission (decrypted) by the receiving system, and printed. This is an extremely effective communication method for sending confidential documents that are not to be opened by a third party.

IMPORTANT

In order to use encryption communication, the fax of the other party needs to be an our-brand system with the same type of encryption functions.

In encryption communication, in order to encrypt and decrypt originals, the sending and receiving systems must use the same 16-digit encryption key. When the encryption key differs between the sending system and the receiving system, the encryption cannot be conducted. Therefore, the sending system and the receiving system need to have the same encryption key and 2-digit key No. registered in advance.



Description of settings at sending and receiving systems

Settings	Sending system	Receiving system	Reference page
Encryption Key No.	(A) 2 digits	(B) 2 digits	6-36
Encryption Key	(C) 16 digits	(C) 16 digits	6-36
Key No. of Address Book (or when the number is directly dialed)	(A) 2 digits		6-36
Receiving system encryption box number [†]	(D) 4 digits		6-37
Encryption Box No. [†]		(D) 4 digits	-
Key No. in reception setting		(B) 2 digits	6-39

[†] When the machine receives originals, the Encryption Box is not used.

NOTE

Set the same characters for the numbers indicated by the same letter in parentheses. For example, the same characters should be used as the encryption key (C) in both the sending and receiving systems.

Registering an Encryption Key

An encryption key is required when registering the Address Book used for encryption communication (the other party is directly entered using the numeric keys) in the sending system and when setting encryption in the receiving system.

For the creation of the encryption key, numbers from 0 to 9 and letters from A to F are arranged to form 16 numbers and/or letters arbitrarily.



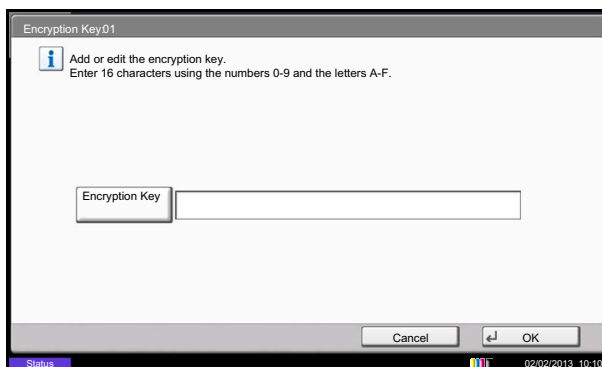
NOTE

Up to 20 encryption keys can be registered.

- 1 Press the **[System Menu]** key.
- 2 Press **[FAX]**, **[Next]** of *TX/RX Common* and then **[Add/Edit]** of *Encrypt. Key Registration*.



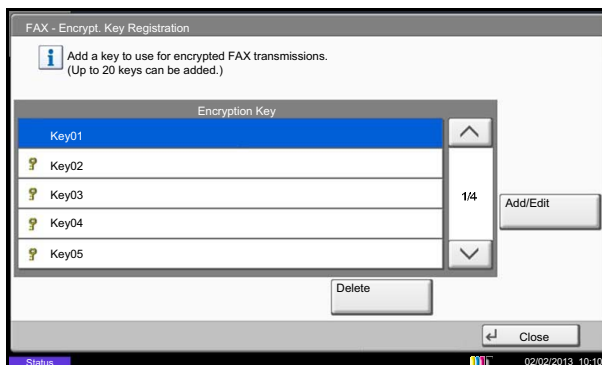
- 3 Select the unregistered encryption key and press **[Add/Edit]**.



- 4 Press **[Encryption Key]**.
- 5 Use the numbers (0 to 9) and the alphabet (A to F) on the touch panel to enter the encryption key (16 digits) and press **[OK]**.
- 6 Press **[OK]**. To register other encryption keys, repeat steps 3 to 6.

Changing and Deleting Registration Contents of Encryption Key

- 1 Follow steps 1 to 2 of [Registering an Encryption Key on page 6-36](#).



- 2 Select the encryption key to be changed or deleted. To change the registration contents, go to step 3, and to delete the registration contents, go to step 7.
- 3 Press [Add/Edit].
- 4 Press [Encryption Key].
- 5 Press [Backspace] to delete the encryption key last entered. Use the numbers (0 to 9) and the alphabet (A to F) on the touch panel, enter the encryption key (16 digits), and press [OK].
- 6 Press [OK]. When the change confirmation screen appears, press [Yes]. Go to step 8.
- 7 Press [Delete]. When the deletion confirmation screen appears, press [Yes].
- 8 To change or delete other encryption keys, follow steps 2 to 7.

Operation at the Sending System

When sending originals by encrypted transmission, use the Address Book registered for encryption or set encrypted transmission when dialing directly using the numeric keys.



NOTE

Encrypted transmission can be also used in broadcast transmission.

With encryption communication, you cannot conduct sub address communication.

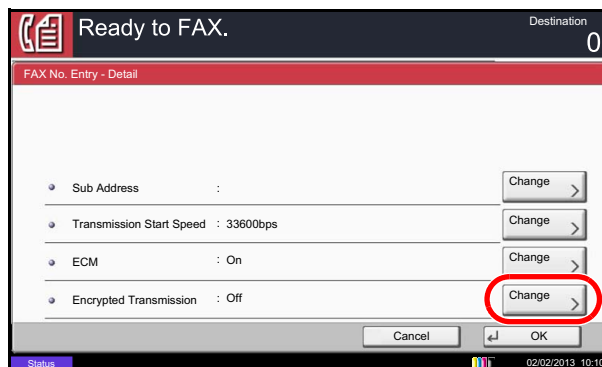
- 1 Register the encryption key you have arranged with the receiving system. (Refer to [Registering an Encryption Key on page 6-36](#).)
When an encryption key has already been registered, go to the next step.
- 2 Press [Fax] in the home screen.
- 3 Place the originals.
- 4 Press [FAX No. Entry].
- 5 Use the numeric keys to enter fax number of the other party.
For details, refer to [Direct Transmission on page 3-5](#).



NOTE

When encrypted transmission has been set to a destination in the Address Book or One-touch keys, you can use the destination.

- 6 Press [Detail] and [Change] of *Encrypted Transmission*.



- 7 Press [On] and select the encryption key number.



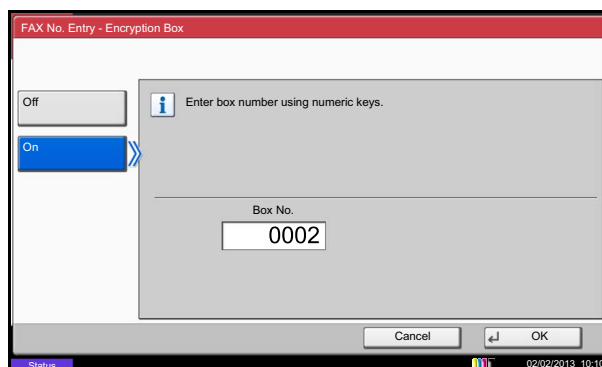
- 8 Press [OK] and go to step 11. When the selection of an encryption box is required by the other party, press [Encryption Box] and go to the next step.



NOTE

When the machine receives originals, the encryption box is not used.

- 9 Press [On] and use the numeric keys to enter the encryption box number (4 digits), and press [OK].



- 10 Press [OK].
- 11 Press [OK].
- 12 Press [OK].
- 13 Press the [Start] key. The transmission will start.



NOTE

When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [Start] key. For details, refer to [Confirmation Screen of Destinations on page 5-12](#).

Operation at the Receiving System

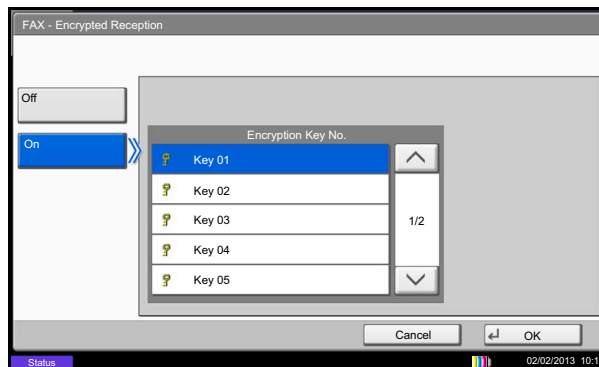
To conduct encryption communication operating the receiving system, follow the steps below.



NOTE

In encryption communication, sub address communication cannot be used.

- 1 Register the encryption key you have arranged with the sending system.
(Refer to [Registering an Encryption Key on page 6-36.](#))
- 2 Press the [**System Menu**] key.
- 3 Press [FAX], [Next] of *Reception* and [Change] of *Encrypted Reception*.



- 4 Press [On], select the encryption key number and press [OK].
- 5 The sending system conducts encrypted transmission. When encryption communication is conducted normally, the machine decrypts the encrypted originals received and prints the originals.

Reduced Reception

When the reception size is larger than the paper size, you can reduce the print size.

Item	Description
Off	Print the received data at 100% of the original size by dividing it into several sheets of paper.
On	Print the received data by reducing the original size according to the paper size.

- 1 Press the [**System Menu**] key.
- 2 Press [FAX], [Next] of *Reception*, [Next] of *Basic*, and [Change] of *Reduced RX Size*.
- 3 Select [Off] or [On].
- 4 Press [OK].

Duplex Print Output

When received multiple pages of data are the same width, they can be printed out on both sides of paper having the same width as the data.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *Duplex Printing*.
- 3** Select either [Off] or [On].
- 4** Press [OK].

2 in 1 Reception

When you receive a multi-page Statement or A5 size original, this function prints 2 pages of the original at a time on one Letter or A4 size sheet of paper.



NOTE

If you specify 2 in 1 reception and duplex printing at the same time, 2 in 1 reception is disabled.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of *Reception*, [Next] of *Basic* and then [Change] of *2 in 1 Printing*.
- 3** Select either [Off] or [On].
- 4** Press [OK].

Remote Diagnostics

If a problem arises with this machine and you contact our service representative, this feature enables our Service Center computer to access the machine over the phone and check the machine's status or look for problems.



NOTE

To use Remote Diagnostics, you must first sign an agreement with our service representative and register a Predetermined ID on the machine. For more information, contact your Service Representative or Authorized Service Center.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of *TX/RX Common* and then [Change] of *FAX Remote Diagnostics*.
- 3** Select either [Off] or [On].
If you selected [On], press [+] or [-] or use the numeric keys to enter the predetermined ID.
- 4** Press [OK].

Prohibiting FAX Printing at Specified Times (Unusable Time)

This feature sets a time period during which the machine will not print received faxes.

IMPORTANT

When Unusable Time is set, in addition to fax printing, all other printing operations are prohibited during the unusable time period, including printing of copy jobs and printer jobs, and printing from USB memory.

Faxes and print jobs received during the unusable time period are printed after the unusable time period ends, or when the unusable time period is temporarily canceled.

- 1 Press the [System Menu] key.
- 2 Press [✓], and then [Date/Timer/Energy Saver].
The user authentication screen is displayed. Enter a login user name and password, and press [Login].
The factory default settings for the login user name and password are both 'Admin'.
- 3 Press [✓] and then [Change] of *Unusable Time*.
- 4 Press [On] and use [+] or [-] to enter the start time and end time.



NOTE

If the same time is set as the start time and end time, you cannot use all day.

- 5 Specify the code to temporarily cancel the unusable setting during unusable time.
Press [Unlock Code] and enter a four digits number.



NOTE

To use the machine temporarily during unusable time, enter the **Unlock Code** and press [Login].

- 6 Press [OK].
- 7 Press [OK].

Setting the Paper Output

Set the output tray for printing of receiving faxes.



NOTE

This function is not displayed when a Document Finisher or Job Separator is not installed.

- 1** Press the [**System Menu**] key.
- 2** Press [Common Settings], and then [Change] of *Paper Output*.
- 3** Press [Change] of *Fax Port1* or *Fax Port2*.
- 4** Select the Paper Output.
- 5** Press [OK].

7 **Optional Equipment**

This chapter introduces the optional equipment available for the FAX kit.

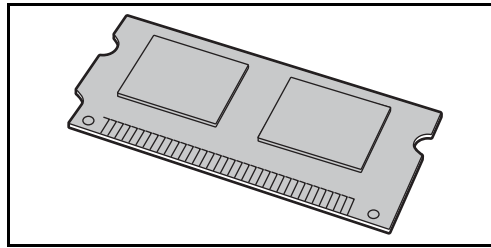
Internet FAX Kit(A) "Internet FAX Kit"	7-2
Expansion Memory	7-3
Dual FAX.....	7-3
Dual FAX Settings.....	7-3
Reception Port Selection	7-3
Job Accounting Port Restrictions.....	7-4

Internet FAX Kit(A) "Internet FAX Kit"

You can use Internet FAX on this machine. For details, refer to [Internet Faxing \(i-FAX\) on page 8-1](#).

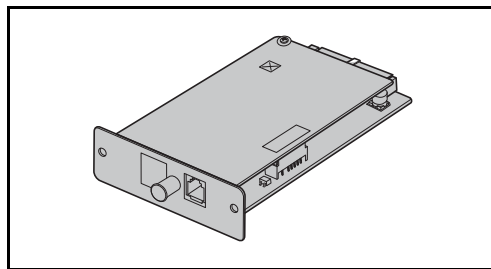
Expansion Memory

By installing the 128 MB expansion memory, you can increase the image memory size and increase the number of incoming (faxed) original pages that can be stored. Call a service representative for mounting or removal of the expansion memory.



Dual FAX

Installing 2 optional FAX Kits (Dual FAX option) allows you to use 2 phone lines. This reduces the time until faxes are sent to all the recipients in tasks such as sequential broadcast transmissions to multiple recipients. Also, because you can then send and receive simultaneously, there will be fewer occasions when you cannot receive a fax during fax transmission.



Dual FAX Settings

Refer to [Selection of Telephone Line \(Inch version only\) on page 6-2](#) and [Local FAX Information Entry on page 6-5](#) when specifying the settings for the second line.

Reception Port Selection

You can make one of the 2 phone lines a receive-only line.

- 1** Press the [**System Menu**] key.
- 2** Press [FAX], [Next] of *Reception* and then press [Next] of *FAX*. Press [Change] of *Reception Port*.
- 3** Select a receive-only port. If you do not want to set up a receive-only port, select [Off].
- 4** Press [OK].

Job Accounting Port Restrictions

If job accounting is enabled, you can restrict access so that departments can only use one port.

- 1** Press the [**System Menu**] key.
- 2** Press [User Login/Job Accounting].
- 3** The user authentication screen is displayed. Enter a login user name and password, and press [Login].
The factory default settings for the login user name and password are both 'Admin'.
- 4** Press [Next] of *Job Accounting Setting*, [Next] of *Job Accounting (Local)*, [Register/Edit] of *Accounting List*, and then [Add].
- 5** Press [✓] and then [Change] of *FAX Port Restriction*.
- 6** Select [Off], [Use Port 1 Only], or [Use Port 2 Only].
- 7** Press [OK].
- 8** For detailed information on restrictions and job accounting, refer to the machine's *Operation Guide*.

8 Internet Faxing (i-FAX)

This chapter explains how to use the Internet faxing (i-FAX) using the Internet FAX Kit.

- What is i-FAX? 8-2
- i-FAX Settings 8-5
 - Accessing Command Center RX 8-5
 - i-FAX Default Settings..... 8-6
- i-FAX Transmission 8-9
- i-FAX Reception 8-14

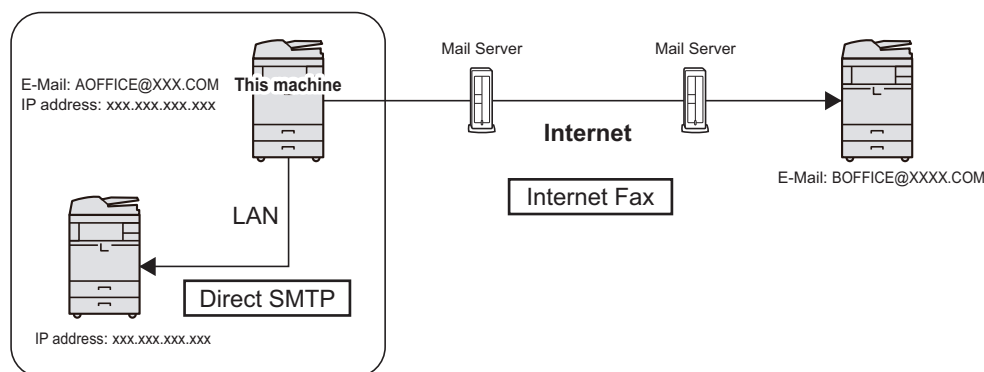
What is i-FAX?

The i-FAX function sends and receives faxes via the Internet without using a phone line.

The main features of i-FAX are:

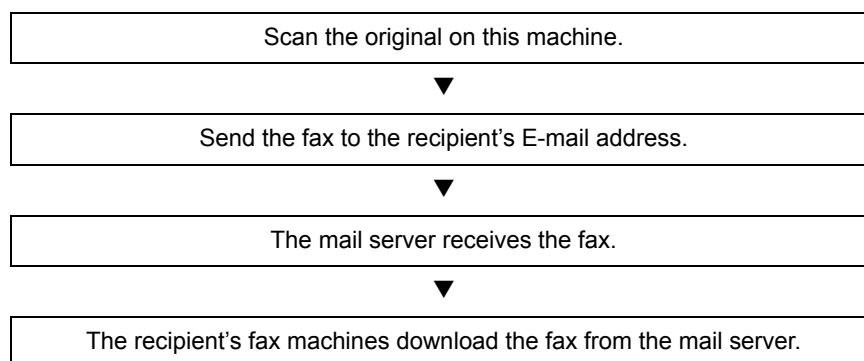
- It reduces communication costs since it does not use a phone line.
- Address books (on this machine or on a computer) can be used to specify destinations.
- Faxes can be sent to multiple recipients simultaneously.
- Memory forwarding (refer to [4-17](#)) can be used to forward faxes received by this machine to multiple recipients as Internet faxes.
- E-mail notification of transmission results
- Direct SMTP is supported, which enables direct communication (without going through a mail server) with a machine that supports Internet fax and is connected via LAN. Real time transmission and reception are possible.

Example of sending i-FAX



i-FAX Transmission Flowchart

The procedure for sending an i-FAX is shown below.

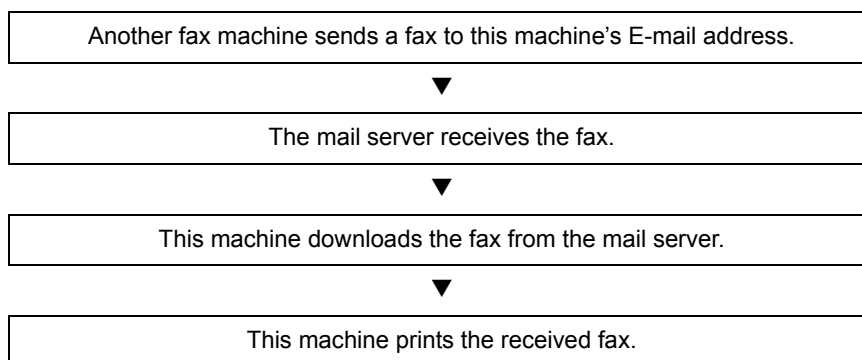


NOTE

When Direct SMTP is used, communication does not go through a mail server, and thus a document scanned on your machine is sent directly to the destination Direct SMTP compliant machine.

i-FAX Reception Flowchart

The procedure for receiving an i-FAX is shown below.



NOTE

When Direct SMTP is used, communication does not go through a mail server, and thus your machine directly receives and prints a document sent from another fax machine.

Notes on Using i-FAX

- To use i-FAX, you must connect this machine to a computer using a network cable and specify the network settings. Refer to [i-FAX Settings on page 8-5](#) for details.
- If you cannot successfully send an i-FAX to the recipient, you normally receive an E-mail error message from the server. However, in some cases problems can arise such that you do not receive the error message. For important faxes, you should contact the recipient to check whether the fax was successfully received.
- Due to the low level of security in Internet communication, important documents should be faxed over a direct telephone line.
- Communication over the Internet may take some time due to network congestion or communication faults. Urgent faxes should be sent over a direct telephone line.
- Because Internet faxing sends the faxed originals as files attached to an E-mail message, you cannot communicate directly with the recipient.
- You cannot have a telephone conversation via the Internet.
- The resolution, compression mode and paper sizes that you can use for transmissions are dependent on the performance of the receiving machine. Check the specifications of the receiving machine before sending the fax. If you do not know the specifications of the receiving machine, the recommended transmission settings are a resolution of 200 × 200 dpi, the MH compression mode and a paper size of A4.
- If only Direct SMTP, which does not go through a mail server, will be used, the SMTP settings / POP3 server settings in the i-FAX settings are not necessary.

Functions not available when sending an i-FAX

The following functions are not available when sending an i-FAX. They are available when sending a normal fax.

- | | |
|--|---|
| • Delayed transmission | • Encrypted transmission |
| • Direct transmission | • Sub address transmission |
| • Polling transmission | • Send restriction by registering permitted FAX numbers |
| • Transmission using ECM communication | • Send restriction by registering permitted ID numbers |

Functions not available when receiving an i-FAX

The following functions are not available when receiving an i-FAX. They are available when sending a normal fax.

- Reception using a sub address
- Polling reception
- Encrypted reception
- Reception restriction by registering permitted FAX numbers
- Reception restriction by registering permitted ID numbers
- Reception rejection by registering reject FAX numbers
- Reduced reception

Full Mode

This machine supports full-mode Internet faxing that conforms to the ITU-T T.37 recommendations. If the other party's machine also supports full mode, you can use transmission confirmation when you send a fax to check that it successfully reached the recipient's machine.

When this machine receives an i-FAX

The machine sends reception capacity information in response to a transmission confirmation request from the sender. Information on the resolutions, compression modes and paper sizes supported by this machine is sent to the sender.

When this machine sends an i-FAX

The machine sends a transmission confirmation to recipients who selected full mode. Transmission confirmation results sent back by recipients are included in the sent fax report.

For more information on sent fax reports, refer to [Activity Report on page 5-9](#).

For more information on setting the conditions for destination machines, refer to [Contact Registration \(i-FAX\) on page 2-9](#) or [i-FAX Transmission on page 8-9](#).

i-FAX Settings

To send and receive Internet faxes, you must first specify the SMTP server and POP3 server settings.

Specify these settings using Command Center RX on a computer that is connected to this machine via a network.

Refer to the machine's *Operation Guide* for information on the network settings.

Accessing Command Center RX

- 1 Launch your Web browser.
- 2 In the address or location bar, enter the machine's IP address or the host name.

Examples: 192.168.48.21/ (for IP address)

MFP001 (if the host name is "MFP001")



The web page displays basic information about the machine and Command Center RX as well as their current status.



NOTE

When connecting to Command Center RX, a message may appear that reads "There is a problem with the security certificate of this website". To prevent this message from appearing, in "Protocol Settings", set "HTTP" to [On], or install the device certificate of this machine into your Web browser. For details, refer to the machine's *Operation Guide*.

- 3 Enter the user name and password of the administrator, and click Login.
Setting Administrator User Name, and Password restricts general users' access to pages other than the Start page. For security purposes, setting the Administrator password is highly recommended. The default Administrator password is factory-set as 'Admin'.
- 4 Click 'Function Settings' from the navigation bar on the left to view and set values for that particular category.
- 5 Click 'FAX / i-FAX'.

The Transmit Settings dialog box will appear.

For details, refer to the *Command Center RX User Guide*.

i-FAX Default Settings

Function Settings > FAX / i-FAX

Use this page to enable the internet faxing.

The settings available on the page are shown below.

Item			Description
Common Settings	Transmission	Local FAX Name	Enter the local fax name.
		TTI	Selects On or Off whether to send the TTI (Transmit Terminal Identifier) information to the other party.
		TTI Position	Selects the position of the TTI to be printed on the transmitted documents.
		Dept. Name Usage	Set to On to use the account name as the local FAX name. The account name appears in place of the local FAX name.
		Retry Times	Specify the number of redials from 0 to 14 times.
	Reception	Media Type	Sets the media type for printing the received documents.
		Use MP Tray	Selects whether or not to include the MP (multi purpose) tray for auto media selection when printing received documents. When turned [On], the MP tray will be included as an option for auto media selection, and when turned [Off], only the cassettes will be selected.
		Reduced RX Size	Specifies the printing configuration for printing a document, which is larger than the selected paper size. When [Same Size Override] is selected, the document will be printed on multiple sheets of paper without reducing the text. When [Reduction Override] is selected, the document will be printed on one sheet whenever possible.
		Receive Date/Time	Selects [On] or [Off] whether to print the reception information such as the received date, the received time, the transmitting party's information and the number of transmitted pages on the top of the received documents.
		Duplex Printing	Specifies whether or not to use the Duplex mode.
		2in1 Printing	Enables or disables 2 in1 reception.
FAX Settings			Configure settings for FAX. For details, refer to the <i>Command Center RX User Guide</i> .
i-FAX Settings	TX/RX	i-FAX Protocol [†]	Display whether an i-FAX connection is available or not. Configure i-FAX in [i-FAX (SMTP & POP3)] on the Protocol Settings page.
	SMTP	SMTP Server Name ^{††}	Enter the SMTP server name or SMTP server IP address. You can enter up to 64 characters. If you enter the server name, you must specify the IP address of the DNS server. You can enter the DNS server IP address in the TCP/IP settings screen. Refer to the machine's <i>Operation Guide</i> for details.
		SMTP Port Number	Set the port number used by SMTP. Normally, 25 is used.
		SMTP Server Timeout	Enter the timeout period in seconds.
		Authentication Protocol	Specify whether SMTP authentication will be used or whether [POP before SMTP] will be used. This SMTP authentication is compatible with Microsoft Exchange 2000.

[†] When Direct SMTP is used, this must always be set.

^{††} When Internet FAX is used, this must always be set.

Item			Description
i-FAX Settings	SMTP	POP before SMTP Timeout	If you selected [POP before SMTP] in the authentication setting, specify the timeout period in seconds.
		Connection Test	Tests to confirm that the settings on this page are correct. When the [Test] button is pressed, this machine tries to connect to the SMTP server.
		Domain Restriction	Activate or deactivate to restrict domains. Press the [Domain List] button to configure. Enter a domain name that is permitted or rejected. You can also specify the E-mail addresses.
	POP3	Check Interval	Displays the interval, in minutes, for connecting to the POP3 server to check for incoming e-mails at specific interval. Specify the interval in the range from 3 minutes to 60 minutes. The default is 15 minutes.
		Run once now	Click [Receive] to immediately connect to the POP3 server and check for incoming E-mail.
		Domain Restriction	Activate or deactivate to restrict domains. Press the [Domain List] button to configure. Enter a domain name that is permitted or rejected. You can also specify the E-mail addresses.
		POP3 User Settings	—
		E-mail Address [†]	Enter the i-FAX address (E-mail address). You can enter up to 64 characters.
		POP3 Server Name [†]	If you enter the server name, you must specify the IP address of the DNS server. You can enter the DNS server IP address in the TCP/IP settings screen. Refer to the machine's <i>Operation Guide</i> for details.
		POP3 Port Number	Sets the port number used by POP3. Normally, 110 is used.
		POP3 Server Timeout	Enter the timeout period in seconds.
		Login User Name [†]	Enter the login name for the user account. You can enter up to 64 characters.
		Login Password [†]	Enter the password for the user account. You can enter up to 64 characters.
		Use APOP	Specify whether to use APOP authentication. To use APOP authentication, select [On] in this setting.
		Test	Runs a test to determine whether the settings specified in this page are correct.
		E-mail Size Limit	Enter the maximum size for E-mails that can be received in kilobytes. You can set up to 32,767 kilobytes. If 0 is entered, the setting does not limit the maximum size.
		Cover Page	Specify whether the E-mail messages are also printed. Select [On] to print faxes with a cover page attached. If the E-mail message includes text, the text is printed on the cover page.

† When Internet FAX is used, this must always be set.

Item			Description
i-FAX Settings	Transmission	Transmission Type	Allows to choose a method of sending from [Specify for Each Destination], [Via server - On], and [Via server - Off (Direct SMTP)].
		Direct SMTP Sender Address [†]	Displays the sender address used for E-mails sent by Direct SMTP from this machine.
		Direct SMTP Port Number	Enter the port number used by Direct SMTP. Normally, 25 is used.
		Direct SMTP Timeout	Sets the timeout time in seconds during which this device retries to connect to the SMTP server.
	Reception	Direct SMTP Port Number	Enter the port number used by Direct SMTP. Normally, 25 is used.
		Direct SMTP Timeout	Sets the timeout time in seconds during which this device retries to connect to the SMTP server.
	E-mail Send Settings	E-mail Size Limit	Enter the maximum size of E-mail that can be sent in Kilobytes. When the value is 0, the limitation for E-mail size is disabled.
		Sender Address ^{††}	Displays the sender address used for E-mails sent from this machine. Set in [E-mail Address] in <i>POP3 User Settings</i> .
		Signature	Displays the signature to be inserted in the end of the E-mail body. Set on the [E-mail Settings] page.
		Function Default	The default settings can be changed in [Common/Job Default Settings] page.

After completing the settings, click [[Submit](#)] to save the settings.

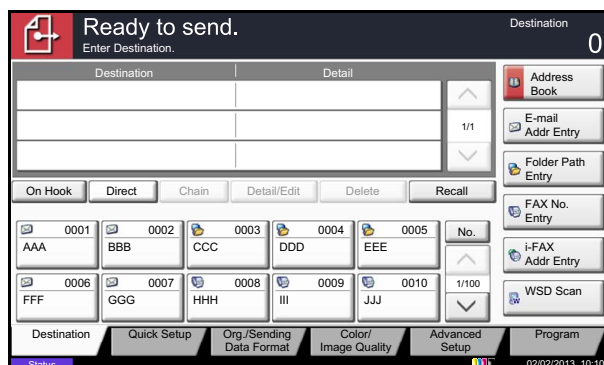
† When Direct SMTP is used, this must always be set.

†† When Internet FAX is used, this must always be set.

i-FAX Transmission

This section explains how to send an i-FAX by directly entering the recipient's E-mail address.

Switching to the Send Screen



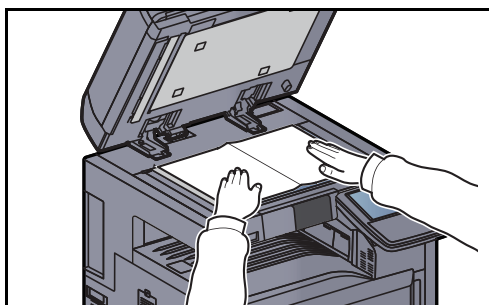
Check that the basic send screen is displayed.

If the basic send screen is not displayed, press [Send] in the home screen.

NOTE
Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the basic screen for sending.

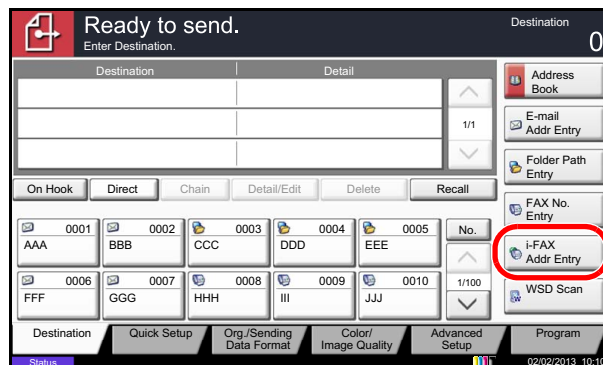
Placing Originals

Place the originals on the glass surface or in the document processor. Refer to the machine's *Operation Guide*.
(5 Working with the Machine > Loading Originals > Placing Originals on the Platen)

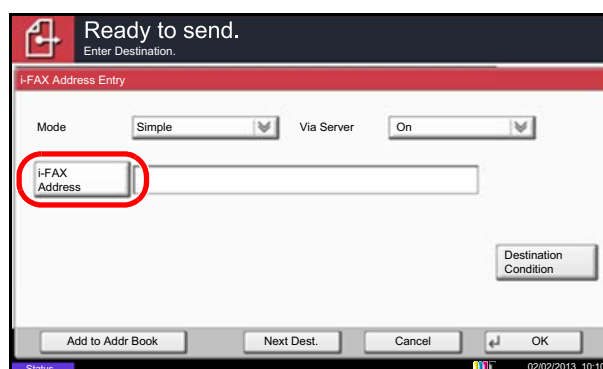


Specifying the Destination

- 1 Press [i-FAX Addr Entry].



- 2 Press [i-FAX Address].



- 3 Enter the destination address.

You can enter up to 128 characters.

For a Direct SMTP address, which does not go through a server, specify only the IP address of the other machine, or specify any name using half-width alphanumeric characters in the format "name@[IP address of other machine]".

Example: officeA@[192.168.48.21]

- If *Entry Check for New Destination* is *Off*, press [OK] to complete entering the number.
- If *Entry Check for New Destination* is *On*, press [OK] and you are prompted to confirm the FAX number is correct. Re-enter the same FAX number and press [OK] to complete the entry.

For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Entry Check for New Dest.)

To continue entering a new number, press [i-FAX Address Entry] and repeat the above procedure.

To correct the FAX number, press [Edit].

For details on character entry, refer to [Character Entry Method on page 11-2](#).

When [Add to Addr Book] is displayed, you can register entered contents to the Address Book.

Dialing methods without using the numeric keys

- Using the Address Book (Refer to [3-19](#).)
- Using One-touch keys (Refer to [3-22](#).)
- Using the Speed Dial key (Refer to [3-22](#).)
- Manual Redial (recall) (Refer to [3-23](#).)



NOTE

In addition to an i-fax, you can include FAX transmission, e-mail transmission and folder (SMB/FTP) transmission to send as one job. For details, refer to the machine's *Operation Guide*.

When the destination includes FAX or i-FAX, the FAX or i-FAX jobs are printed in monochrome and the other sending jobs are printed as the same color as the scanned originals.

Detailed Settings

In Detailed settings, Transmission mode allows to respond to receipts on FAX arrival. Destination Condition ensures to synchronize Resolution, Compression, and Paper size settings with the destination.

Selecting the Transmission Mode

Transmission mode allows to respond to requests for read receipts on FAX arrival. To respond to receipt requests, select *Full* in the *Mode* pull-down menu.

Setting the Via Server

Press [✓] of *Via Server* and select [On] or [Off].

When this setting is set to [Off], transmission takes place by direct SMTP (not through an e-mail server).

When this setting is set to [On], transmission takes place by the currently used i-FAX method (through an e-mail server).



NOTE

The settings are automatically configured based on the i-FAX transmission type that is set in Command Center RX. When the transmission type is set to [\[Via Server/Direct SMTP\]](#), these settings can be configured.

Specifying the Destinations Conditions

- 1 Press [Destination Condition].
- 2 Specify the destination conditions and press [OK].

Item	Description
Resolution	Specify the resolutions that can be received by the destination fax machine. If you try to send an i-FAX using a prohibited resolution, it is automatically changed to a permitted resolution and then sent. • 200 × 100 dpi: Permitted (fixed) • 200 × 200 dpi: Permitted (fixed) • 200 × 400 dpi: Permitted or prohibited • 400 × 400 dpi: Permitted or prohibited • 600 × 600 dpi: Permitted or prohibited To permit a resolution setting, press the key for that resolution so that it is highlighted. To prohibit a resolution, press the key again so that it is no longer highlighted.

Item	Description
Compression	Select a suitable file format for the destination fax machine. MH, MR, MMR or JBIG
Paper Size	Specify the suitable document size options for the destination fax machine. If you try to send an i-FAX using a prohibited paper size, it is automatically changed to a permitted paper size and then sent. - A4/Letter: Permitted (fixed) - B4: Permitted or prohibited - A3/Ledger: Permitted or prohibited To permit a document size setting, press the key for that size so that it is highlighted. To prohibit a setting, press the key again so that it is no longer highlighted.

- Press [OK].

Selecting the Resolution

Select the resolution suitable for sending originals. If you selected a resolution that is prohibited by the destination conditions, the fax is automatically sent using a lower (permitted) resolution. For information on how to select the resolution, refer to [Selecting the Resolution on page 3-10](#).

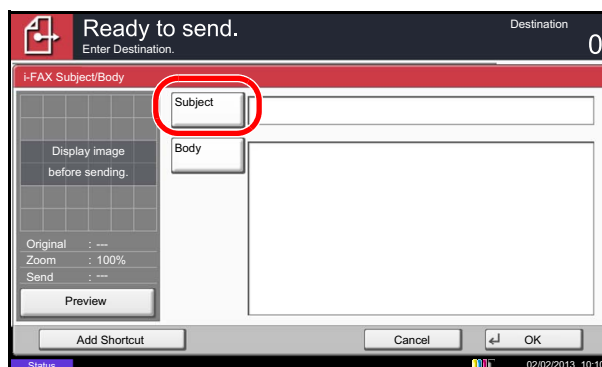
Selecting the Density

Adjust the density when scanning originals. For information on how to select the density, refer to [Selecting the Density on page 3-9](#).

Entering the Subject and Body

When sending an Internet FAX (i-FAX), enter the subject and body of the i-FAX.

- Press [Advanced Setup] and then [i-FAX Subject/Body].



- Press [Subject].
- Enter the subject, and press [OK].
Up to 60 characters can be entered for the subject.
- Press [Body].
- Enter the body and press [OK].
Up to 500 characters can be entered for the body.
- Press [OK].



NOTE

If the other machine is set to print a cover page, the subject and message are printed.

Send Start

Press the [**Start**] key. Transmission begins.

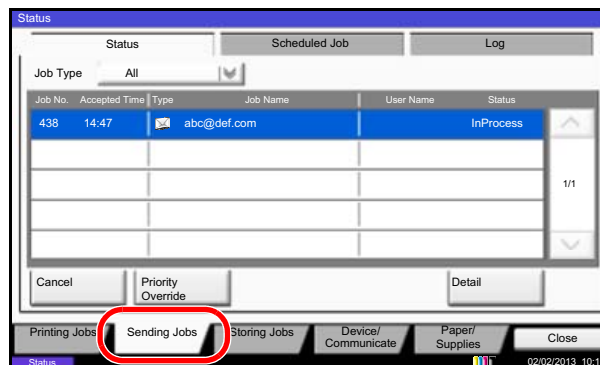


NOTE

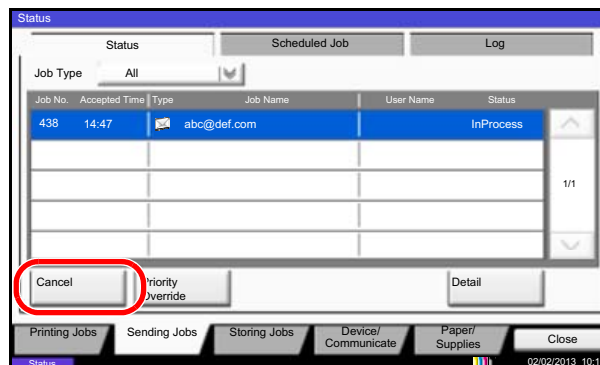
When *On* is selected in *Destination Check before Send*, a destination confirmation screen is displayed when you press the [**Start**] key. For details, refer to the machine's *Operation Guide*. (8 Setup and Registration (System menu) > Send > Dest. Check before Send)

Checking the Send Status

- 1 Press the [**Status/Job Cancel**] key.
- 2 Press [Sending Jobs].
The list of accepted time, destination, and status are displayed for each job.



To cancel the Transmission, on the *Sending Jobs* screen above, select the job, and press [Cancel].



When the cancel confirmation screen appears, press [Yes].



NOTE

Pressing the [**Stop**] key on the operation panel while originals are being scanned cancels the transmission.

i-FAX Reception

At set intervals, this machine connects to the mail server and automatically downloads and prints any Internet faxes found on the server. No particular user intervention is needed when the machine receives an i-FAX.

NOTE
When Direct SMTP reception (communication without a mail server) is used, your machine connects directly to the sending machine instead of connecting to an external mail server. Because your machine connects directly to the other machine, reception takes place immediately without the need to execute manual reception, which is an operation that queries the server.

You can change the following reception settings:

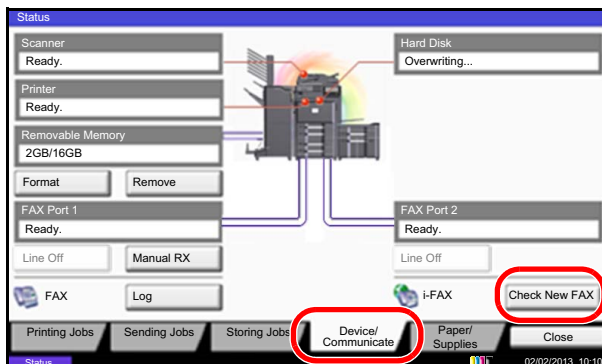
- i-FAX address registration
- Incoming E-mail check interval setting
- Cover page (E-mail information) printing

For details, refer to [POP3 on page 8-7](#).

Manual i-FAX Reception

Use this procedure to check for faxes immediately.

- 1 Press the [Status/Job Cancel] key.
- 2 Press [Device/Communication].



- 3 Press [Check New FAX] of *i-FAX*.

The machine connects to the mail server and starts downloading any Internet faxes it finds.

9 **About Network FAX**

This chapter explains how to use Network FAX.

What is Network FAX?	9-2
Setup	9-3
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Uninstalling the Network FAX Driver	9-6
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Changing Transmit Settings	9-13
Using Cover Pages	9-18
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Transmission Control	9-28

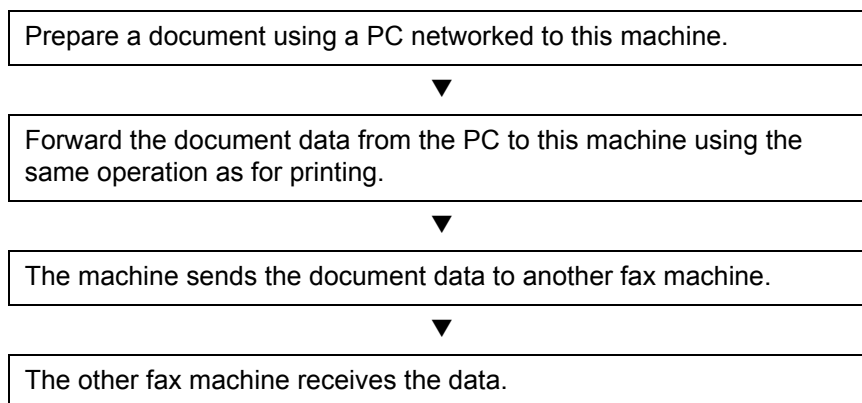
What is Network FAX?

The Network FAX function enables any PC, which is networked to the machine, to perform sending and receiving of faxes. Its primary features include the following.

- PC-prepared document can be sent and received by fax without being printed out.
- An Address Book (in the machine/PC) can be used to specify a desired destination.
- Addition of a cover page.
- Transmission and printing can be done simultaneously.
- E-mail reporting of the transmission result.
- Sub address transmission is available.
- Supports i-FAX transmission.
- Operation is as simple as printing.

Flow of Network FAX Sending

Network FAX sending is performed in the following sequence.



Setup

The following preparation is needed before using Network FAX.

Flow of Setup

Connection to a PC

Connect the machine to a PC using the network cable. For details, refer to the machine's *Operation Guide*.

Installing the Network Fax Driver

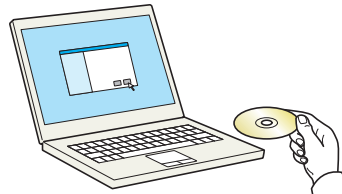
The procedure for installing the Network Fax Driver is explained below. (The screens in Windows 7 are shown.)



NOTE

Plug and Play is disabled on this device when in Sleep. Wake the device from Low Power Mode or Sleep before continuing.

1 Insert the DVD.



NOTE

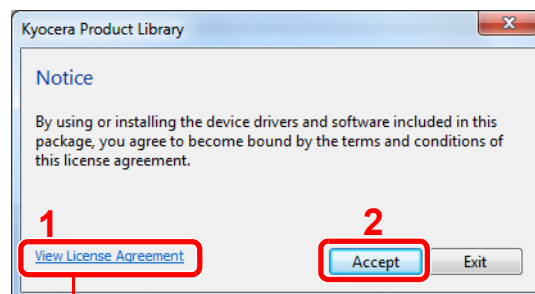
Installation on Windows must be done by a user logged on with administrator privileges.

If the "**Welcome to the Found New Hardware Wizard**" dialog box displays, select **[Cancel]**.

If the autorun screen is displayed, click **[Run Setup.exe]**.

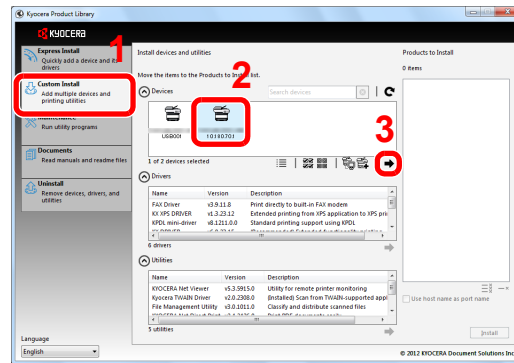
If the user account management window appears, click **[Yes]** (**[Allow]**).

2 Display the screen.

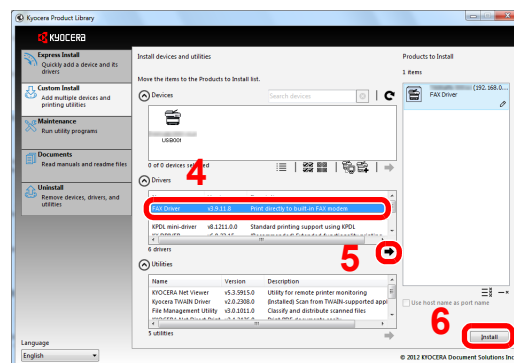


Click **[View License Agreement]** and read the License Agreement.

3 Install using Custom Install.



- 1 Select [Custom Install].
- 2 Select the print system to be installed.
- 3 Click [➡].



- 4 Select [FAX Driver].
- 5 Click [➡].
- 6 Click [Install].

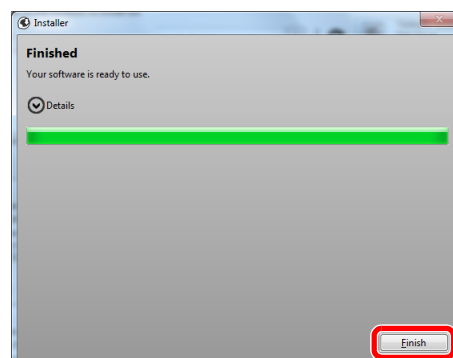


NOTE

The machine cannot be detected unless it is on. If the computer fails to detect the machine, verify that it is connected to the computer via a network or USB cable and that it is turned on and click **Reload**.

If the Windows security window appears, click **[Install this driver software anyway]**.

4 Finish the installation.



If a system restart message appears, restart the computer by following the screen prompts. This completes the printer driver installation procedure.

Uninstalling the Network FAX Driver

Perform the following procedure to delete the Network FAX Driver from your computer.



NOTE

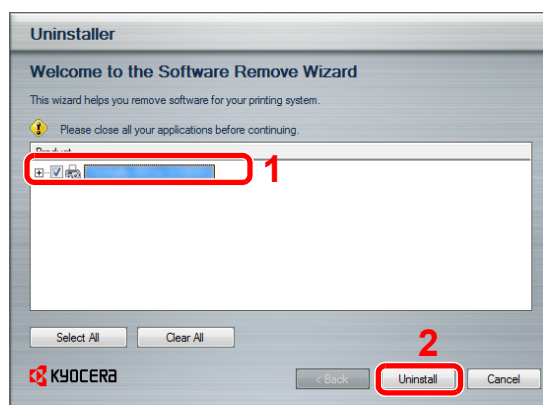
Uninstallation on Windows must be done by a user logged on with administrator privileges.

1 Display the screen.

Click **[Start]** button on the Windows and then select **[All Programs]**, **[Kyocera]**, and **[Uninstall Kyocera Product Library]** to display the Uninstall Wizard.

2 Uninstall the software.

Place a check in the check box of the driver to be deleted and click **[Uninstall]**.



3 Finish uninstalling.

If a system restart message appears, restart the computer by following the screen prompts. This completes the software uninstallation procedure.



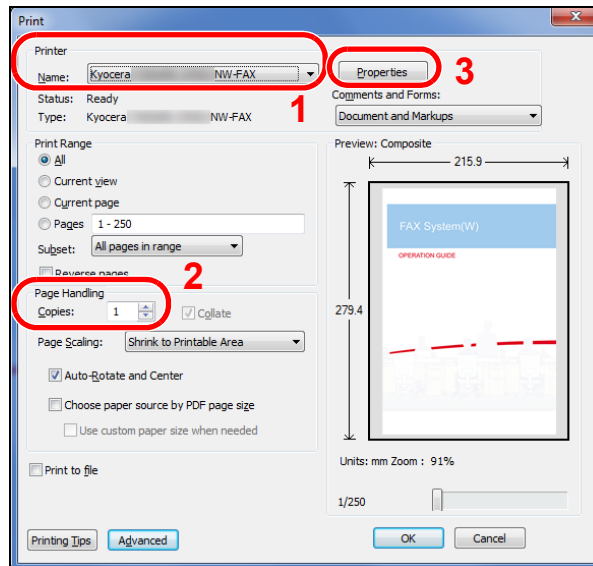
NOTE

The software can also be uninstalled using the Product Library.

In the Product Library installation screen, select to uninstall, and follow the on-screen instructions to uninstall the software.

Basic Transmission

- 1 Create the document to be sent.
 - 1 Use an application on your computer to create the document to be sent.
 - 2 Set the original size and orientation.
 - 3 Select [**Print**] from the File menu. The Print dialog box for the application that you are using will appear.



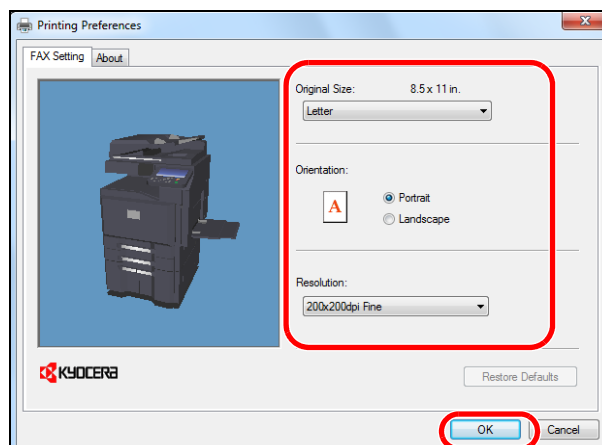
- 2 Select settings in the Print dialog box.
 - 1 Select the product name of the machine (Kyocera XXX XXX NW-FAX) to be used in the printer name list.
 - 2 Set the print range and other settings.



NOTE

Make sure that the number of copies is set to 1. The following screen is an example. The actual dialog box will vary depending on the application that you are using.

- 3 Click [**Properties**] to open the Properties window.
- 3 Select settings on the FAX Setting tab.
 - 1 Specify fax settings such as the original size on the FAX Setting tab, and click [**OK**].





NOTE

For detailed information on the settings on the tab, refer to [Configuring the Driver Default Settings on page 9-9](#)

- 2 You will return to the Print dialog box for the application.
Click **[OK]**. The Transmit Settings dialog box will appear.

4 Select settings in the Transmit Settings dialog box.

You can specify settings such as a transmission time or a sub-address in the Transmit Settings dialog box.



NOTE

For details on the settings, refer to [Changing Transmit Settings on page 9-13](#).

5 Specify a cover page.

To include a cover page, select settings on the **[Cover Page]** tab.



NOTE

For details on the settings, refer to [Using Cover Pages on page 9-18](#).

6 Set the destination.

- 1 Use the keyboard to enter the destination fax number in the **[Address Setting]** tab.
If you are using the optional Internet fax function, select the mode that you want to use (**[FAX]**, **[i-FAX (Via server - On)]**, or **[i-FAX (Via server - Off)]**) from "Transmission Mode", and enter the fax number or address of the other machine.



NOTE

For details on the settings, refer to [Dial the Receiving System on page 3-7](#) and [Specifying the Destination on page 8-10](#).

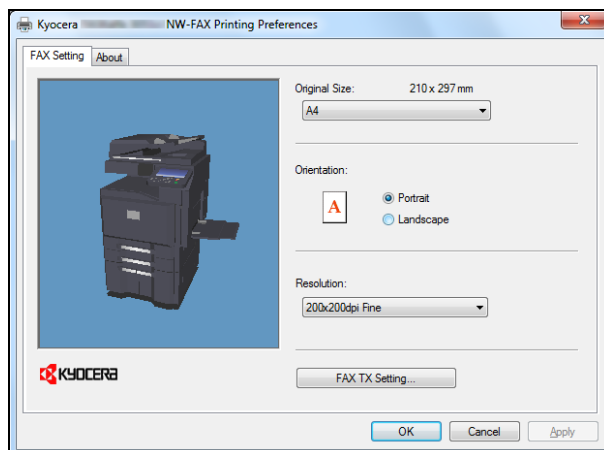
- 2 Click **[Add to Destination List]**.
The destination information will appear in the address list. To send to multiple destinations, repeat this operation.
- 3 To use the Address Book, click **[Select from Address Book]** and select the destination.

7 Click **[Send]**. Transmission will begin.

Configuring the Driver Default Settings

Use the FAX Setting tab of the print settings screen to set the original size and other transmission conditions.

- 1 Display the screen.
 - 1 From the start button, click [**Control Panel**], [**Hardware and Sound**], and [**Devices and Printers**].
 - 2 Right-click the product name of the machine you are using and select [**Printing preferences**] from the pull-down menu.
The Printing Preferences screen will open.



- 2 Select settings.
The following settings can be specified.

Item	Description
Original Size	Select the size of the document being transmitted from the pull-down list. Available settings: Letter, Legal, Ledger (11 x 17), Statement, A3, A4, A5, Folio, B4 and B5(JIS)
Orientation	Specify whether the orientation of the document is portrait or landscape. Available settings: Portrait, Landscape
Resolution	Select the resolution of the document to be transmitted from the pull-down list. Available settings: Normal, Fine, Ultra fine
FAX TX Setting	Click [FAX TX Setting] to change the default settings for fax transmission. The Default Settings dialog box will appear.

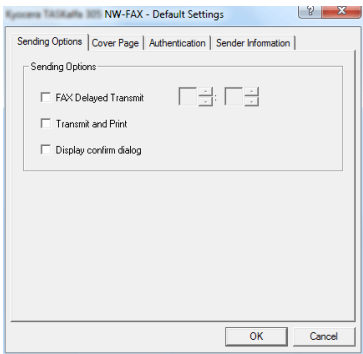
Default Settings Dialog Box

By setting the transmission conditions that you use most in this dialog box, you can minimize the need to change the settings each time.

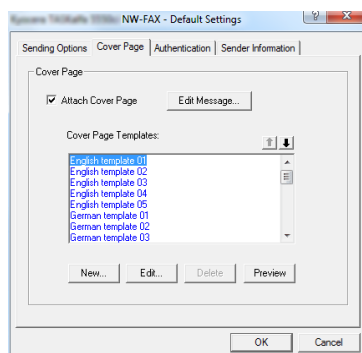
The Default Settings dialog box can be accessed by the following procedure:

- 1 Click the [Start] button on the taskbar, click [Control Panel], and then click [View devices and printers].
- 2 Right click the name of the machine to be used as the network fax and select [Printing preferences] from the resulting pull-down menu. Click the [FAX TX Setting] button in the [Printing Preferences] window.

(1) Sending Options Tab



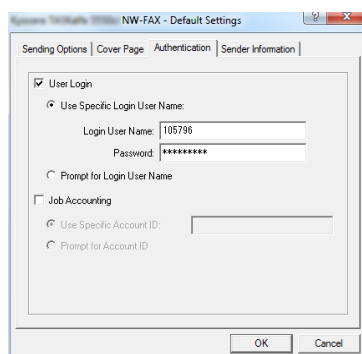
Item	Description
FAX Delayed Transmit checkbox	Check the checkbox in order to activate the time fields to the right of the checkbox whenever you want to set the time that your documents will be transmitted. The desired time setting can be entered directly with the keyboard or by clicking on the ▲ and ▼ arrows.  IMPORTANT If the time that is shown in the message display of this fax machine does not match the current time, communications that use the timer may not be accomplished as expected. If the displayed time is not current, be sure to adjust it to match the correct time.  NOTE If you designate a time that is earlier in the day than the time that is actually displayed in the fax machine itself, the transmission operation will be carried out the following day at that time. Be sure to confirm the time setting in the fax machine itself before making this setting. Value: 00:00-23:59
Transmit and Print checkbox	Check the checkbox when you want to print out the documents at the fax machine same time as you send them by fax.
Display confirm dialog checkbox	You can check the checkbox to display the destination confirmation screen and check the destinations before transmission.

(2) Cover Page Tab

Item	Description
Attach Cover Page checkbox	Check the checkbox when you want to add a cover page to your transmission.

**NOTE**

For information regarding the Cover Page registration method, refer to [Cover Page Registration \(Default Settings\) on page 9-23](#).

(3) Authentication Tab

Item	Description
User Login checkbox	If the fax machine is set to User Login, select either Use Specific Login User Name or Prompt for Login User Name as desired. Use Specific Login User Name: Enter the Login User Name and Password. Transmission will be performed using the entered Login User Name and Password. Prompt for Login User Name: A screen for entering the Login User Name and Password will be displayed when attempting a transmission. The Login User Name and Password must be entered each time a transmission is attempted.
Job Accounting checkbox	If the fax machine is set to Job Accounting, select either Use Specific Account ID or Prompt for Account ID as desired. Use Specific Account ID: Enter the Account ID. Transmission will be performed using the entered Account ID. Prompt for Account ID: A screen for entering the Account ID will be displayed when attempting a transmission. The Account ID must be entered each time a transmission is attempted.

(4) Sender Information Tab

Enter your own information into fields explained below to send a cover page with your faxes.

Item	Description
Company	A maximum of 64 characters can be entered.
Department	A maximum of 64 characters can be entered.
Name	A maximum of 32 characters can be entered.
Telephone Number	A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
FAX Number	A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
E-Mail Address	A maximum of 128 characters can be entered. Available characters: Symbols (!, #, \$, %, &, ', *, +, -, ., /, =, @, [,], ^, _ ` , { and }) Alphanumerics (0 – 9, A – Z and a – z)

**NOTE**

Entering the e-mail address makes it possible to receive the transmission results report by e-mail. (The fax machine must be set to transmit e-mail. For details, refer to the Operation Guide for the machine.)

Changing Transmit Settings

Transmit Settings can be changed at the time of transmission.

(1) Selecting a Destination from the Address Book

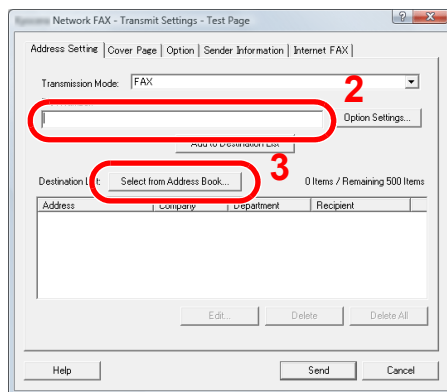


NOTE

There are three types of Address Books from which you can select the party to transmit to. They are the fax machine's Address Book, Windows Address Book, and the Address Book for the Network FAX data file (.fdt). When using the fax machine's Address Book, the party must be registered in the fax machine's Address Book. Refer to [Registering a New Destination on page 2-5](#).

1 Enter the address

- 1 Select the Transmission Mode.
- 2 Enter the transmission destination using the keyboard.
- 3 To use the address book, click the [Select from Address Book] button.
- 4 The address selection dialog box opens.



Maximum number of characters that can be entered: 64 half-width characters

Characters that can be entered: 0 to 9, #, *, -, space (a space or "-" CANNOT be entered as the first character)

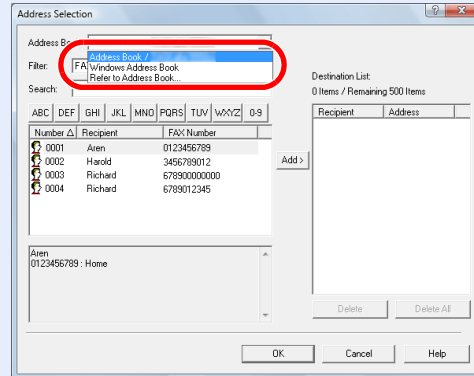
2 Select the desired Address Book.

To select the Address Book registered in the fax machine, select [**Address Book/XXXX (model name)**] from the pull-down menu.



NOTE

To use the Windows Address Book, select [**Windows Address Book**].

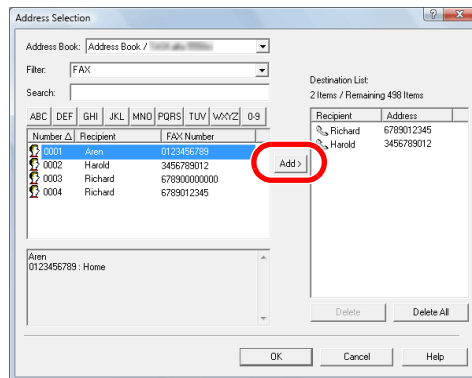


For adding an Address Book for Network FAX data file (.fdt), select the [**Refer to Address Book**], click on the [**Add**] button, and then select the [**Address Book data file**].

3 Select the Destination.

The destinations registered in the Address Book are shown in the list on the left side of the dialog box. To select an Internet fax destination or a group of destinations, select [**Internet FAX**], or [**Group**] from the filter's pull-down menu.

Select the desired destination and click on the [**Add>**] button. The selected destination will be added to the **Destination List** (right side).



NOTE

- The list can be sorted. Click on the list item by which you want to sort the list ([**No.**], [**Recipient**], [**Fax Number**], [**Address**]). △ or ▽ are displayed next to the sorted items. In addition, the corresponding destinations can be selected using the sorted items by entering a search character string in the **Search** field.
- When a destination is selected, the destination details are displayed in the field at the bottom of the list. When a group is selected, the members of the group are displayed in the field at the bottom of the list. When the group includes members for which multiple fax numbers are registered, a fax number selection screen will be displayed.

To delete any of the destinations from the Destination List, select that destination and then click on the [**Delete**] button. To delete all of the destinations from the Destination List, click on the [**Delete all**] button.

4 Click on the OK button.

The **Transmit Settings** dialog box will be displayed once again.

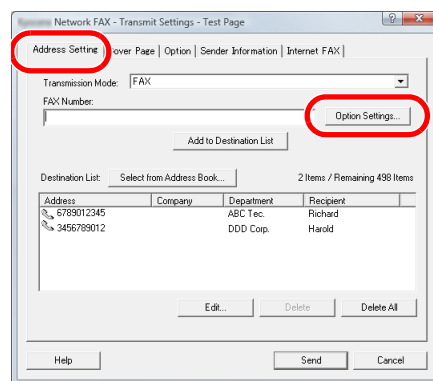
(2) Subaddress-Based Communication

NOTE

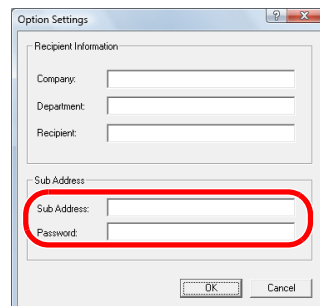
In order to conduct sub address communication, the other party's system also needs to be equipped with sub address communication functions of the same type.

1 Open the Option Settings dialog box.

Click on the **[Option Settings]** button in the **[Address Setting]** tab of the **[Transmit Settings]** dialog box.



2 Enter the sub-address and password as it is registered in the destination fax.



A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, *, and spaces (a space CANNOT be entered as the first character.))

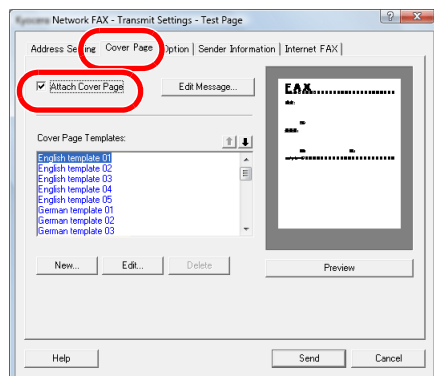
3 Click on the OK button.

The **Transmit Settings** dialog box will be displayed once again.

(3) Cover Page Settings

A Cover Page can be set as the first page of a fax transmission. In addition to the standard templates for Cover Pages, original templates can be created and used.

To attach and transmit a Cover Page, place a check in the check box for [**Attach Cover Page**] in the [**Cover Page**] tab.

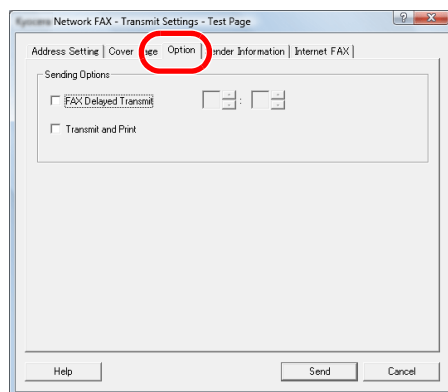


NOTE

For information regarding how to use Cover Pages, refer to [Using Cover Pages on page 9-18](#).

(4) Optional Settings

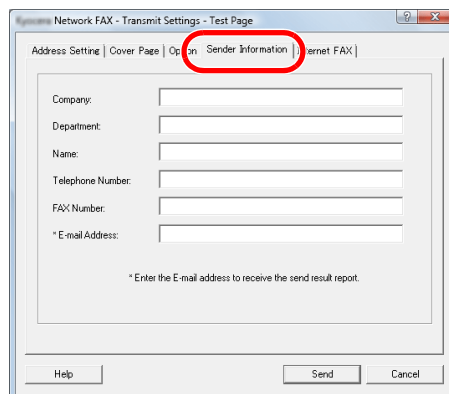
The settings that were selected in [\(1\) Sending Options Tab on page 9-10](#) can be changed by clicking the [**Options**] tab.



For the setting procedures, refer to [\(1\) Sending Options Tab on page 9-10](#).

(5) Transmitting Terminal Information Data

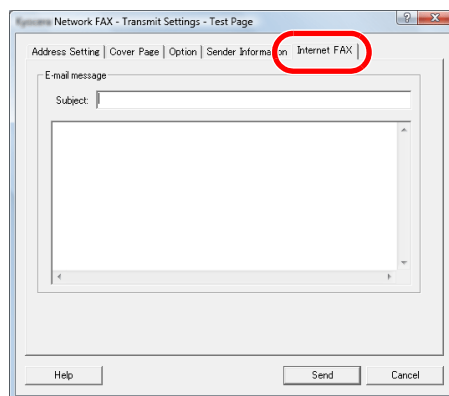
The settings that were selected in [\(4\) Sender Information Tab on page 9-12](#) can be changed by clicking the [**Sender Information tab**].



For the setting procedures, refer to [\(4\) Sender Information Tab on page 9-12](#).

(6) Internet fax Setting

For Internet fax transmission, click on the [**Internet FAX**] tab and enter the Subject and the message.



Subject: A maximum of 60 characters can be entered.

Message: A maximum of 500 characters can be entered.



NOTE

If the other machine is set to print a cover page, the subject and message are printed.

Using Cover Pages

Cover Page Selection (Transmission Settings)

The Cover Page is attached to the fax and sent as the first page.

About Cover Pages

The Cover Page can be selected from a template. The Cover Page contains such destination information and sender information as that shown below.

Sample of English template 01

Preview of Cover Page

English template 01

FAX

To: Mike

AAA Tec.

Research Section

FAX: 1111-1111

From: Nancy

DEF corporation

Sales Department

FAX: 2222-2222 TEL: 3333-3333

Please call me when you receive this fax.

1 2 3 4 5 6 7 8 9 10

No.	Item
1	Recipient Name
2	Destination Company Name
3	Destination Department Name
4	Destination Fax number or Internet Fax Address
5	Sender Name
6	Sender Company Name
7	Sender Department Name
8	Sender Fax Number
9	Sender Telephone Number
10	Message

Attaching and Transmitting a Cover Page

The procedure for attaching and transmitting a Cover Page is shown below.

1 Open the Transmit Settings dialog box.

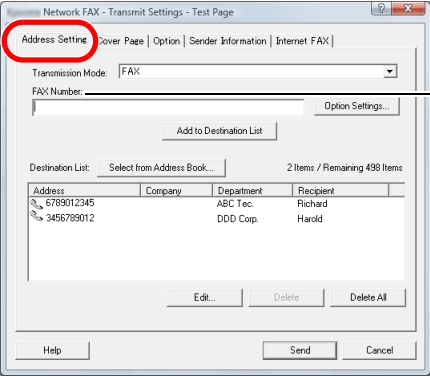
Perform Steps 1 to 6 of the [Basic Transmission on page 9-7](#) to display the Transmit Settings dialog box.

When selecting the destination from an Address Book, refer to [\(1\) Selecting a Destination from the Address Book on page 9-13](#), select the destination, and go to Step 5.

2 Enter the fax number.

In the [Address Setting] tab, enter the destination fax number and click on the [Option Settings] button.

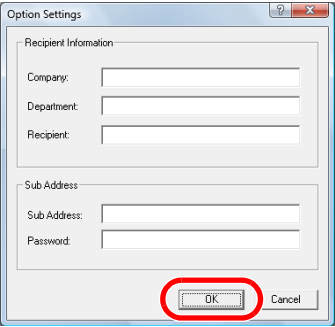
 **NOTE**
For Internet fax transmission, select Internet FAX in the Transmission Mode and enter the Internet fax address.



Item	Description
FAX Number	A maximum of 64 characters can be entered.
Internet FAX Address	A maximum of 128 characters can be entered.

3 Enter the recipient information.

When finished, click the [OK] button.

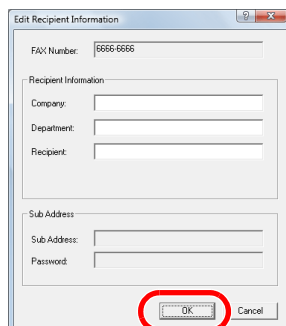


Item	Description
Company	A maximum of 32 characters can be entered.
Department	A maximum of 32 characters can be entered.
Recipient	A maximum of 32 characters can be entered.

 **NOTE**
When [Attach Cover Page] of the [Cover Page] Tab is not set, the Cover Page Confirmation screen will be displayed.
To include a cover page, click on [Attach Cover Page] button.

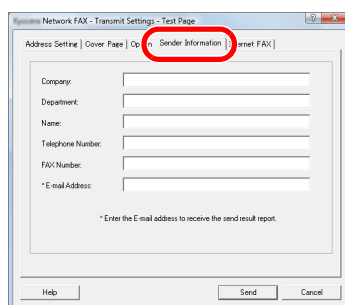
4 Add the destination to the destination list.

- 1 Add this information to the **[Destination List]** by clicking on the **Add to Destination List** button.
- 2 To change the recipient information of a destination that has been added to the **[Destination List]**, select the destination to be changed and click on the **[Edit]** button. Change the recipient information and click on the **[OK]** button.



Item	Description
FAX Number (Internet FAX Address)	The fax number or the internet fax address cannot be changed.
Company	A maximum of 32 characters can be entered.
Department	A maximum of 32 characters can be entered.
Recipient	A maximum of 32 characters can be entered.

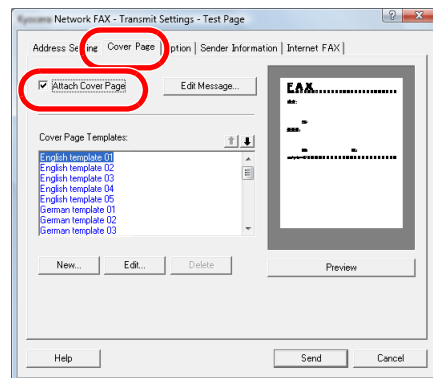
- 3 When the sender information is not set in the **Default Settings** dialog box, click on the **[Sender Information]** tab and set the sender information. Refer to [\(4\) Sender Information Tab on page 9-12](#).



Item	Description
Company	A maximum of 64 characters can be entered.
Department	A maximum of 64 characters can be entered.
Name	A maximum of 32 characters can be entered.
Telephone Number	A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
FAX Number	A maximum of 20 characters can be entered (Entry is allowed for the characters 0 to 9, #, *, -, (,), +, and spaces.)
E-mail Address	A maximum of 128 characters can be entered. Available characters: Symbols (!, #, \$, %, &, ', *, +, -, ., /, =, @, [,], ^, _ , ` , { and }) Alphanumerics (0 – 9, A – Z and a – z)

5 Attach a Cover Page.

Click on the **Cover Page** tab and place a check in the **[Attach Cover Page]** checkbox.



6 Select the Cover Page to be attached.

Select a Cover Page template from the **Cover Page Templates** list.



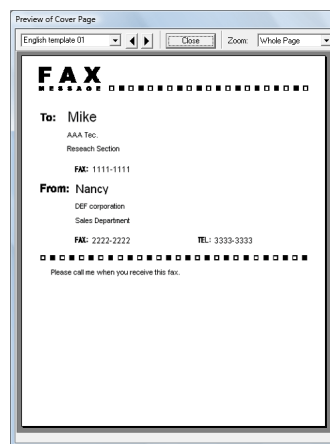
NOTE

If the Cover Page is registered in the Default Settings, then the action of selecting the Cover Page for each transmission can be omitted. Refer to [Cover Page Registration \(Default Settings\) on page 9-23](#).

Original Cover Page templates can be created. Refer to [Creating New Cover Page Templates on page 9-25](#).

7 Check the contents of the Cover Page.

- 1 Click on the **Preview** button. A preview of the currently selected template will be displayed.



To display a different template, use the pull-down menu at the top of the dialog box or click on the ◀ or ▶ button. The template display magnification can also be changed within the range of 25 to 250% from the pull-down menu.



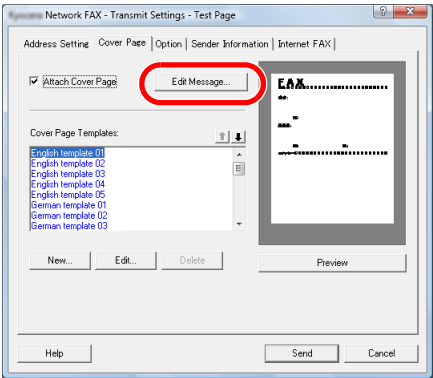
IMPORTANT

Before transmitting the fax, be sure to use the Preview screen to check all of the displayed information including the recipient name and company name. If there is a large number of characters for information that is automatically entered, they might not completely fit in the field and the characters might not print correctly. If the characters are not displayed correctly, reduce the number of characters in the recipient information or sender information or edit the template being used.

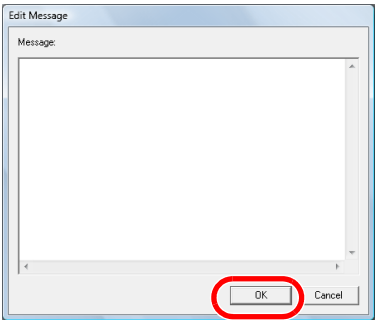
- 2 Click on the **Close** button.

8 Edit the Message.

1 Click on the [Edit Message] button.



2 Enter the message to be added to the Cover Page and click on the [OK] button.



Item	Description
Message	A maximum of 1,000 characters can be entered.

9 Transmit.

Click on the [Send] button to begin the transmission.

Cover Page Registration (Default Settings)

If the Cover Page is registered in the Default Settings, the action of selecting the Cover Page for each transmission can be omitted.

Template Selection

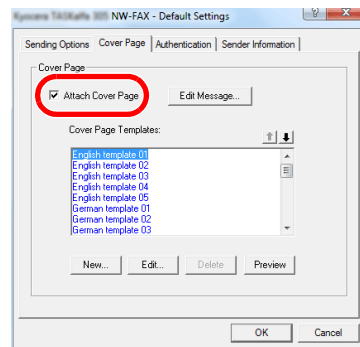
Select the Cover Page template to be registered in the Default Settings. The registration method is as follows.

1 Open the Default Settings dialog box.

Perform the [Default Settings Dialog Box on page 9-10](#) procedure shown on page [9-10](#), open the **Default Settings** dialog box.

2 Attach a Cover Page.

Click on the [**Cover Page**] tab and place a check in the [**Attach Cover Page**] checkbox.



3 Select the Cover Page to be attached.

Select a Cover Page template from the **Cover Page Templates** list.

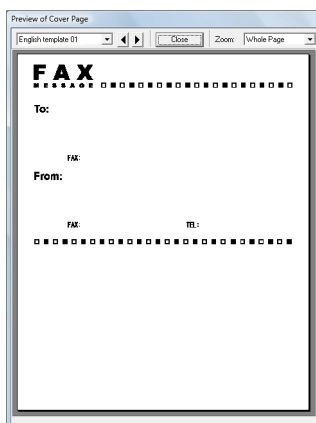


NOTE

Original Cover Page templates can be created. Refer to [Creating New Cover Page Templates on page 9-25](#).

4 Check the contents of the Cover Page.

- 1 Click on the [**Preview**] button. A preview of the currently selected template will be displayed.

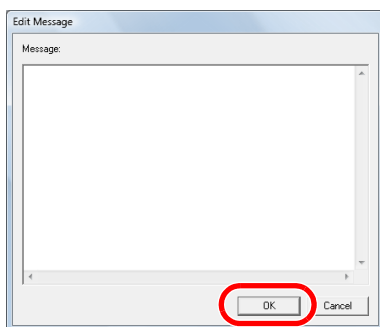


To display a different template, use the pull-down menu at the top of the dialog box or click on the ◀ or ▶ button. The template display magnification can also be changed within the range of 25 to 250% from the pull-down menu.

- 2 Click on the [**Close**] button.

5 Edit the Message.

- 1 Click on the [**Edit Message**] button.



- 2 Enter the message to be added to the Cover Page and click on the [**OK**] button. A maximum of 1,000 characters can be entered.

6 Click on the OK button.

Sender Information Registration

Please register the sender information to be included on the Cover Page.



NOTE

For information regarding the registration method, refer to [\(4\) Sender Information Tab on page 9-12](#).

Creating New Cover Page Templates

Perform the following procedure to create an original Cover Page template.

1 Open the Default Settings dialog box.

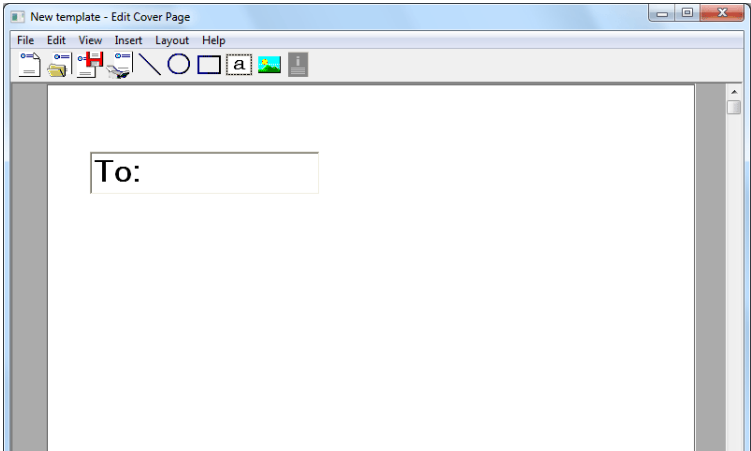
Perform the **Default Settings Dialog Box** procedure shown on page [9-10](#), open the **Default Settings** dialog box.

2 Edit the Cover Page templates.

- 1 Place a check in the **[Attach Cover Page]** checkbox and click on the **[New...]** button. The **Edit Cover Page** screen will be displayed.

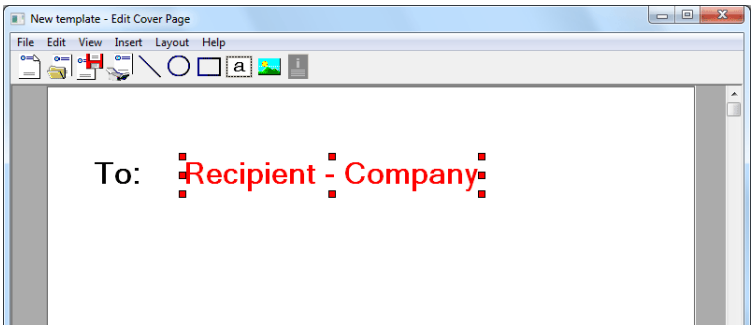
2 Enter the characters.

From the Menu bar, click on [Insert] and then [Textbox] and then position the textbox and enter the characters.



3 Position the field box.

From the Menu bar's **Insert** menu, select the field box to be positioned.



IMPORTANT

If there are too many characters in the entered information, such as recipient name or company name, the information will not fit in the field box and some of the characters could be cut off. When positioning the field box, make it large enough and adjust the font point size so that the inserted information will fit in the field box.



NOTE

When a fax is transmitted, the information entered in the Default Settings and Destination Settings will automatically be entered in the fields.

The following field boxes can be used. Use them as required.

Menu Item		Template Display	Inserted Information
Destination	Company	Recipient - Company	Recipient information company name
	Department	Recipient - Department	Recipient information department name
	Name	Recipient - Name	Recipient information recipient name
	Address	Recipient - Address	Recipient FAX number or Internet FAX Address

Menu Item		Template Display	Inserted Information
Sender	Company	Sender - Company	Sender information company name
	Department	Sender - Department	Sender information department name
	Name	Sender - Name	Sender information sender name
	FAX Number	Sender - FAX Number	Sender information FAX number
	Telephone Number	Sender - Telephone Number	Sender information telephone number
Comment		Comment	Message entered in the Cover Page tab

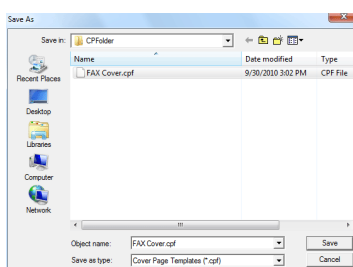
- 4 Position the figures, textboxes, etc., to create a Cover Page.



NOTE

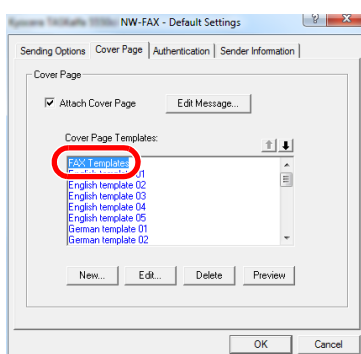
For information regarding the operation method, refer to **Help**.

- 5 From the Menu bar click on [**File**] and then [**Save As**], enter the file name, and click on the [**Save**] button.



- 6 Close the Edit Cover Page screen.

- 7 The new template will be registered at the top of the list and can now be selected.



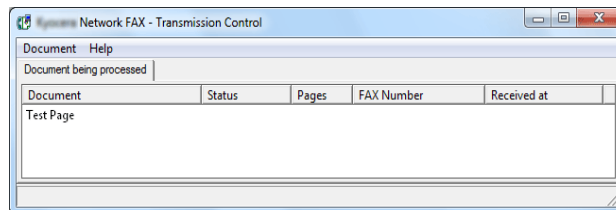
Transmission Control

Perform the following procedure when you want to use your computer to verify the status of a fax transmission currently being processed, or to actually terminate that transmission.

Once a fax transmission starts being processed, a Transmission Control icon will be displayed in the Windows Task Bar.



- 1 Double-click on that icon to access the Transmission Control window which indicates the status of all transmissions being processed.**



To terminate any transmission, select that transmission and then select **[Cancel]** from the **Document** menu.

Ending Transmission Control

Right click on the Transmission Control icon and select **[Exit]**.



10 Troubleshooting

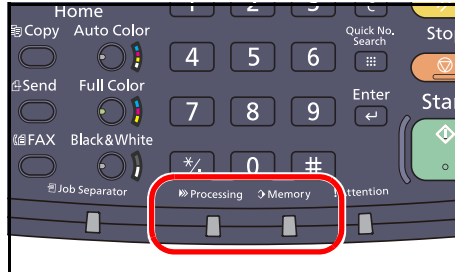
This chapter explains how to deal with problems.

Indicators During Sending/Receiving Operation	10-2
Precautions When Turning Power OFF	10-3
Error Messages.....	10-4
Troubleshooting	10-5

Indicators During Sending/Receiving Operation

The [Processing] and [Memory] indicators show the fax transmission status.

- The [Processing] indicator blinks when the machine is sending or receiving a fax.
- The [Memory] indicator blinks when source data is being stored in memory for memory transmission.
- The [Memory] indicator is lit when there is source data stored in the memory for delayed transmission.



* The machine may differ from the above illustration depending on the type of your machine.

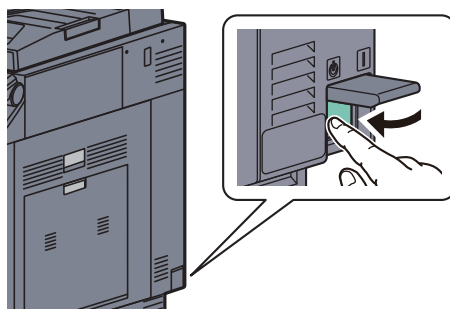
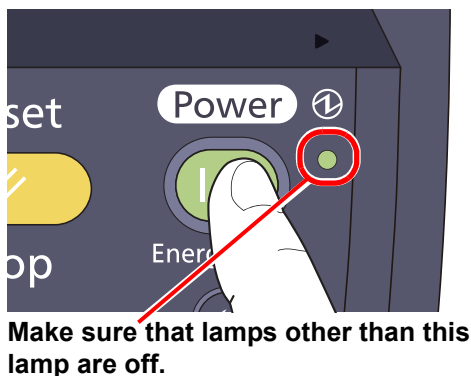
Precautions When Turning Power OFF

To receive faxes with the power turned off, press the [Power] key on the operation panel. You cannot receive a fax when the main power switch is turned off.

Before turning off the main power switch, press the [Power] key on the operation panel to off. Make sure that the [Power] key, the processing indicator and the memory indicator are off before turning off the main power switch.

✔ IMPORTANT

The hard disk may be operating when the [Power] key, the Processing indicator or Memory indicator is lit or blinking. Turning off the main power switch while the hard disk is operating may cause damage.



* The machine may differ from the above illustration depending on the type of your machine.

Error Messages

When an error occurs, the display may show one of the error messages listed below. These will help you identify and correct the problem.



NOTE

When a transmission error occurs, a sent/receipt result report is produced. Check the error code shown in the report and refer to the *Error Code List on page 16 of the Appendix* for a description. To print the sent/receipt result report, refer to [Send Result Reports on page 5-7](#) and [FAX RX Result Reports on page 5-8](#).

You may also check error codes using the activity report. (Refer to [Activity Report on page 5-9](#).)

Message	Checkpoint	Corrective Action	Reference Page
<i>Machine failure.</i>	—	Internal error has occurred. Make a note of the error code displayed on the screen. Call service.	—
<i>This driver don't correspond to the connected model.</i>	Is the Network FAX driver for this product used?	Check the product name of the machine and reinstall the Network FAX driver.	9-4
<i>FAX box limit exceeded.</i>	—	Cannot print or forward the received FAX data. Press [OK]. Delete documents from the FAX box to make room for FAX reception.	4-32
<i>The fax board is not installed.</i>	Is the Fax Kit installed on the machine?	For network FAX transmission, install the Fax Kit.	—
<i>FAX connection could not be made for the following possible reasons.</i>	Does an error occur on the machine?	Clear the error and then perform transmission.	Refer to the machine's <i>Operation Guide</i>
	Is the IP address of the machine set in the Network FAX driver correct?	Check the port setting in the Network FAX driver properties.	—
<i>Job Accounting restriction exceeded.</i>	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. The job is canceled. Press [End].	Refer to the machine's <i>Operation Guide</i>
<i>Cannot process this job.</i>	—	Restricted by Authorization settings. The job is canceled. Press [End]. Restricted by Job Accounting. The job is canceled. Press [End].	Refer to the machine's <i>Operation Guide</i>
<i>The phone receiver is off the hook.</i>	—	Put down the receiver.	—
<i>Scheduled sending jobs exceeded.</i>	—	The number of jobs has exceeded the limit set for delayed transmission. Press [End]. The job is canceled. Wait until the delayed transmission is executed, or cancel the delayed transmission and then perform the job again.	4-3

Troubleshooting

When a problem occurs, first check the following. If the problem persists, contact your dealer or service representative.

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot send document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	–
	Is <i>Send error</i> displayed?	Remedy the cause of error and send again.	11-16
	Is TX (transmission) restriction activated?	Cancel the TX restriction.	6-26
Cannot perform encrypted communication.	Are the registrations correct both at sender and recipient?	Double-check the registrations both at sender and recipient.	6-35
Cannot use the remote switching function.	Is a pulse line used?	Some phones may transmit tone signals using buttons. Refer to the operation manual of your phone set.	–
	Is the remote switching number correct?	Check the registration. (Default: 55)	4-16
	Did you press the remote switching number too quickly?	Press the remote switching number twice slowly.	–
No print output after reception.	Is memory forwarding activated?	Check the forwarding destination.	4-17
Cannot receive document.	Is the modular cord connected correctly?	Connect the modular cord correctly.	–
	Is <i>Communication error</i> displayed?	Remedy the cause of error and ask the sender to retry.	11-16
	Is RX (reception) restriction activated?	Cancel the RX restriction.	6-34
Cannot receive 2 in 1 reception.	Are 2 in 1 reception and duplex reception both set?	Cancel the duplex printing.	6-41
Cannot perform memory reception.	Is free space available in the memory?	Receive after the memory has free space, or create free space in the memory.	3-15
Cannot perform sub address transmission.	Is the recipient fax machine equipped with a sub address transmission feature?	Sub address transmission cannot be performed unless the recipient fax machine has a similar sub address transmission feature.	–
	Is the entered sub address or sub address password identical to the sub address or sub address password registered in the recipient fax machine?	If your entry is correct, check with the recipient. This machine does not use a sub address password for reception.	4-38
	Is free space available in the memory of the recipient fax machine?	Check with the recipient.	–
Cannot perform memory forwarding.	Is memory forwarding set to [On]?	Check the memory forwarding setting.	4-17

Symptom	Checkpoint	Corrective Action	Reference Page
Cannot perform memory forwarding using a sub address.	Is the recipient fax machine equipped with a sub address transmission feature?	Sub address transmission cannot be performed unless the recipient fax machine has a similar sub address transmission feature.	—
	Is the entered sub address identical to the sub address registered in the recipient fax machine?	If your entry is correct, check with the recipient. This machine does not use a sub address password for reception.	4-17
Cannot store memory forwarding data in a FAX Box.	Is the FAX Box specified correctly?	Check the memory forwarding setting.	4-17
	Is free space available in the memory?	Receive after the memory has free space, or create free space in the memory.	4-32
Cannot output from a FAX Box.	Is the box password been set?	Enter the correct box password.	4-32
Cannot use polling reception.	Is polling transmission being used correctly on the sending machine?	Check with the recipient.	—
Cannot use sub address relay broadcast communication.	Is free space available in the memory?	Free up some space in memory and then send, or simply make some free space in memory.	—
Cannot use sub address bulletin board communication.	Does the other party's fax machine have the same sort of sub address bulletin board communication function?	If the other party's fax machine does not have the same sort of sub address bulletin board communication function, it cannot receive faxes via a sub address bulletin board. Check with the recipient.	—
	Is the entered sub address or sub address password correct?	If your entry is correct, check with the recipient.	—

11 Appendix

- Character Entry Method 11-2
- Specifications 11-5
- Menu List 11-6
- Received FAX Sizes and Paper Priority (Inch Model)..... 11-11
- Received FAX Sizes and Paper Priority (Metric Model)..... 11-13
- Error Code List 11-16

Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

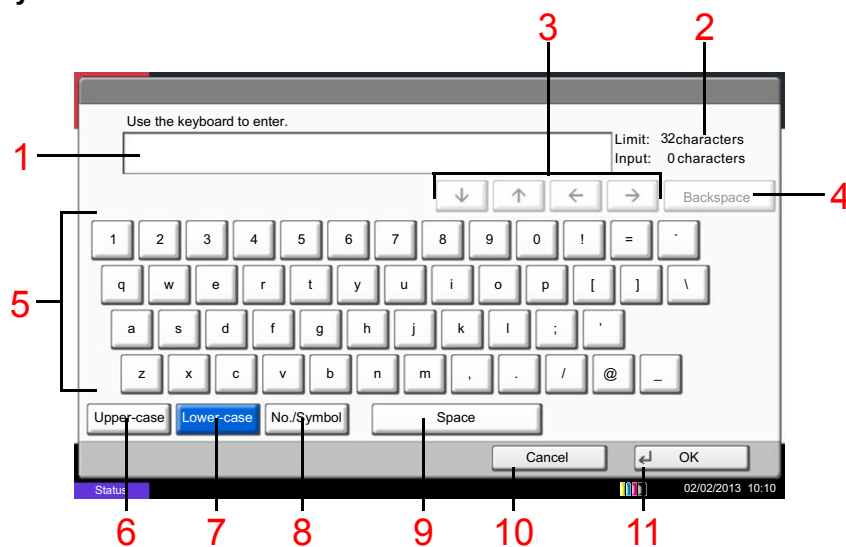


NOTE

QWERTY, QWERTZ and AZERTY are keyboard layouts the same as a PC keyboard are available. If necessary, change the layout. For information on how to change layouts, refer to the machine's *Operation Guide*. QWERTY layout is used here as an example. You may use another layout following the same steps.

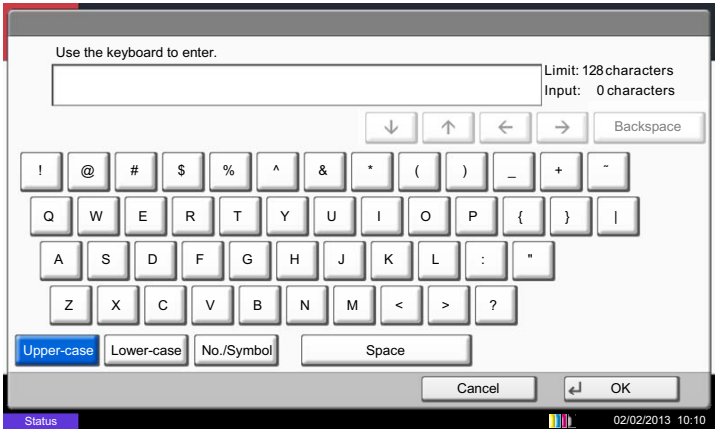
Entry Screens

Lower-case Letter Entry Screen

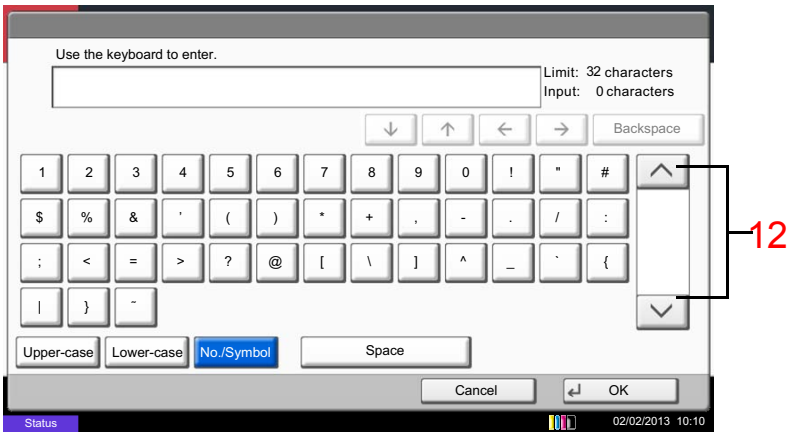


No.	Display/Key	Description
1	Display	Displays entered characters.
2	Limit / Entry Display	Displays maximum number of characters and the number of characters entered.
3	Cursor Key	Press to move the cursor on the display.
4	[Backspace]	Press to delete a character to the left of the cursor.
5	Keyboard	Press the character to enter.
6	[Upper-case]	Press to use upper-case letters.
7	[Lower-case]	Press to use lower-case letters.
8	[No./Symbol]	Press to enter numbers and symbols.
9	[Space]	Press to insert a space.
10	[Cancel]	Press to cancel entered characters and return to the screen before the entry was made.
11	[OK]	Press to finalize the entry and return to the screen before the entry was made.

Upper-case Letter Entry Screen



Number/Symbol Entry Screen

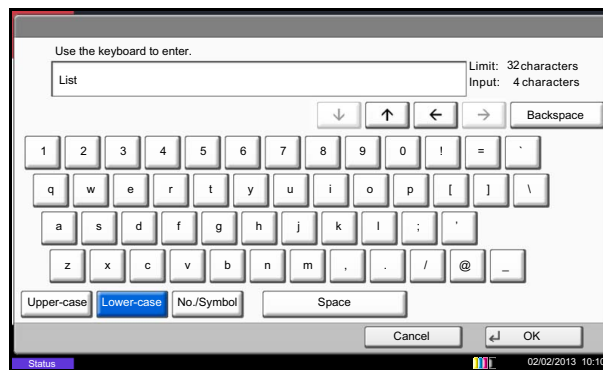


No.	Display/Key	Description
12	[^]/[v]	To enter a number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

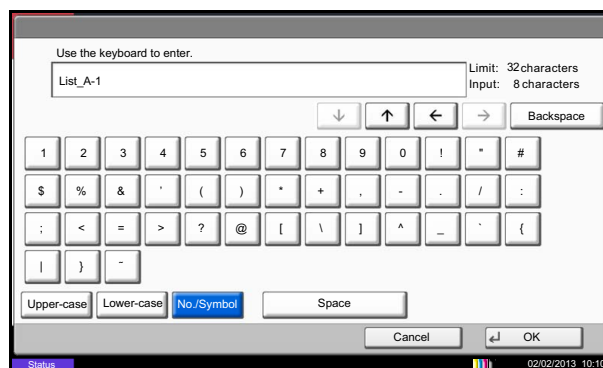
Entering Characters

Follow the steps below to enter 'List A-1' for an example.

- 1 Press [Upper-case].
- 2 Press [L]. The letter *L* is shown on the display.
- 3 Press [Lower-case].
- 4 Press [i], [s], [t] and [Space].



- 5 Press [Upper-case].
- 6 Press [A].
- 7 Press [No./Symbol].
- 8 Press [^] or [v] repeatedly to view the keyboard containing [-] and [1].
- 9 Press [-] and [1].



- 10 Check that the entry is correct. Press [OK].

Specifications



NOTE

Specifications are subject to change without notice.

Type	Optional FAX kit
Compatibility	Super G3
Communication Line	Subscriber telephone line
Transmission Time	3 seconds or less (33600 bps, JBIG, ITU-T A4-R #1 chart)
Transmission Speed	33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 bps
Coding Scheme	JBIG/MMR/MR/MH
Error Correction	ECM
Original Size	Max. width: 11"/297 mm, Max. length: 63"/1,600 mm
Automatic Document Feed	Max. 50 sheets (with document processor)
Scanner Resolution	Horizontal × Vertical 200 × 100 dpi Normal (8 dot/mm × 3.85 line/mm) 200 × 200 dpi Fine (8 dot/mm × 7.7 line/mm) 200 × 400 dpi Super Fine (8 dot/mm × 15.4 line/mm) 400 × 400 dpi Ultra Fine (16 dot/mm × 15.4 line/mm) 600 × 600 dpi
Printing Resolution	600 × 600 dpi
Gradations	256 shades (Error diffusion)
One-Touch Key	1000 keys
Multi-Station Transmission	Max. 500 destinations
Substitute Memory Reception	700 sheets or more (when using ITU-T A4 #1) 7,000 sheets or more (when using expansion memory)
Image Memory Capacity	16 MB (standard) (for incoming faxed originals)
Report Output	Sent result report, FAX RX result report, Activity report, Status page
Option	Expansion Memory, Dual Port, Internet FAX Kit

Menu List

The function keys on the touch panel and operation panel have the following menus. Refer to this list as necessary when you operate the machine.




or

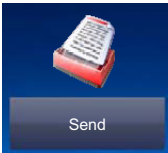


Destination	Address Book	
	FAX No. Entry — Detail	Sub Address
		Transmission Start Speed
		ECM
		Encrypted Transmission (Sending)
	Check Destinations	
	On Hook	
	Direct	
	One-Touch Key	
	Chain Dial	
	Recall	
Quick Setup		
Type of Original/Transmission	Original Size	
	Mixed Sized Original	
	2-side/Book Original	
	Original Orientation	
	Sending Size	
	Long Original	
Image	Density	
	Original Image	
	FAX TX Resolution	
Advanced Setup	Zoom	
	Centering	
	Border Erase	
	FAX Delayed Transmission	
	Continuous Scan	
	Job Finish Notice	
	File Name Entry	
	FAX Direct Transmission	
	FAX Polling RX	
	Send and Print	
	Send and Store	
	FAX TX Report	
Program		

 Send



or



Destination	i-FAX Address†
-------------	----------------

† Optional Internet FAX Kit is required.

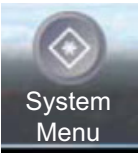


Open	Detail
	Print
	Search(Name)
	Delete
	Preview
Detail	Detail
Add/Edit Box	
Search(Name)	
Search(No.)	
Polling Box	Print
	Delete
	Search(Name)
	Detail
	Preview
	Store File

System Menu



or



Quick Setup Wizard	FAX Setup		
Common Settings	Sound	Buzzer	Job Finish
		FAX Speaker Volume	
		FAX Monitor Volume	
	Paper Output	FAX Port 1	
		FAX Port 2	

Common Settings	Function Defaults	FAX TX Resolution			
		Continuous Scan (FAX)			
		i-FAX Subject/Body [†]			
Document Box/ Removable Memory	FAX Box	Add/Edit Box			
		FAX Box List			
	Polling Box	Delete Transmitted File			
		Overwrite Setting			
Send	Quick Setup Registration				
	Dest. Check before Send				
	Entry Check for New Dest				
	Default Screen				
	Send and Forward				
	New Destination Entry				
	Recall Destination				
FAX	TX/RX Common	Encrypt. Key Registration			
		FAX Remote Diagnosis			
	Transmission	Basic	Local FAX Name (Port 1)		
			Local FAX Name (Port 2) ^{††}		
			TTI		
			Account as Local FAX Name		
			Retry Times		
		FAX	Local FAX Number 1		
			Local FAX Number 2 ^{††}		
			Dialing Mode (Port 1) ^{†††}		
			Dialing Mode (Port 2) ^{††, †††}		
			Local FAX ID		
			ECM TX (Port 1)		
			ECM TX (Port 2) ^{††}		
			TX Start Speed (Port 1)		
			TX Start Speed (Port 2) ^{††}		
		Reception	Basic	Media Type	
				MP Tray	
				Reduced RX Size	
				Reception Date/Time	
				Duplex Printing	
	2 in 1 Print				
	FAX		Rings (Normal)		
			Rings (TAD)		
			Rings (FAX/TEL)		
			RX Setting		
			Remote SW Dial		
			Reception Port ^{††}		
			ECM RX (Port 1)		
ECM RX (Port 2) ^{††}					
RX Start Speed (Port 1)					
RX Start Speed (Port 2) ^{††}					
Encryption Reception					

FAX	TX/RX Restriction	TX Restriction		
		RX Restriction		
		Unknown No. Reception†††		
		Permit No. List		
		Permit ID List		
		Reject No. List		
	RX/Forward Requirements			
New Destination Entry (FAX)				
Quick Setup Registration				
Date/Timer/Energy Saver	Date/Time			
	Time Zone			
	Unusable Time			
Report	Report Print	Status Page Print		
	Admin Report Setting	Outgoing FAX Report		
		Incoming FAX Report		
	Result Report Setting	Send Result Report	FAX — Attach Image	
			Canceled before Sending	
			Recipient Format	
		FAX RX Result Report		
		Job Finish Notice Setting		
		RX Result Report Type		
System/Network	Network	Protocol Setting	i-FAX†	
	Data Security	Data Sanitization		
Edit Destination	Address Book	FAX	Sub Address	
			Encryption Key No.	
			Transmission Start	
			ECM	
		i-FAX†	Mode	
			Via Server	
			i-FAX Address	
			Resolution	
			Compression	
			Paper Size	
	One-Touch Key			
	Print List	FAX List (Index)		
		FAX List (No.)		
	Address Book Defaults		Address Book Type	
User Login/Job Accounting	User Accounting			
	Job Accounting			

† Optional Internet FAX Kit is required.

†† Requires 2 optional FAX Kits (Dual FAX option)

††† Inch specification only

†††† This appears when [Reject List] is selected in RX Restriction.

Status/
Job Cancel



or

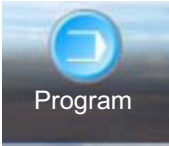


Status/
Job Cancel



Printing Jobs	Status	
	Log	
Sending Jobs	Status	
	Scheduled Job	
	Log	
Storing Jobs	Status	
	Log	
Device/Communication	Line Off	
	Manual Reception	
	Check New FAX (i-FAX Reception) [†]	
	Log	Activity Report Print
	Removable Memory	

[†] Optional Internet FAX Kit is required.



Program



Edit	Edit	
	Delete	

Received FAX Sizes and Paper Priority (Inch Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

Priority	Received FAX Size					
	ST	LT-R	LT	LG	LD	
Paper Size	1	†, * ST-R	* LT-R	* LT	* LG	* LD
	2	LT-R	†, * LT	†, * LT-R	†† LT-R	LT
	3	LG	LG	† LG	†, †† LT	† LT-R
	4	† LT	LD	LD	LD	† LG
	5	LD	† ST-R		LT-R	
	6				† LT	
	7				† ST-R	

† Paper orientation and/or Paper size are different from the received document. The image is printed after being rotated 90° automatically.

†† Received Legal size document is reduced to match Letter size paper.

: indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)

**NOTE**

The abbreviations denote the following paper sizes.

ST: Statement

STR: Statement-R

LT: Letter

LTR: Letter-R

LG: Legal

LD: Ledger

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (Refer to [6-19](#).) Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Reduced RX Sizes

		Received FAX Size				
		ST	LT-R	LT	LG	LD
Paper Size	1	†, * ST-R	* LT-R	* LT	* LG	* LD
	2	LT-R	†, * LT	†, * LT-R	LT-R	† LT-R
	3	LG	LG	† LG	† LT	LT
	4	† LT	LD	LD	LD	LG
	5	LD	ST-R	† ST-R	† ST-R	

† Paper orientation and/or Paper size are different from the received document. The image is printed after being rotated 90° automatically.



: indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)

**NOTE**

The abbreviations denote the following paper sizes.

ST: Statement

STR: Statement-R

LT: Letter

LTR: Letter-R

LG: Legal

LD: Ledger

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (Refer to [6-19](#).) Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Received FAX Sizes and Paper Priority (Metric Model)

When no paper loaded in the cassettes matches the received fax size and orientation, the machine automatically chooses the printing paper according to the following priority.

Same Size Override

Priority		Received FAX Size						
		A5	B5	A4-R	A4	FL	B4	A3
Paper Size	1	† A5-R	* B5	* A4-R	* A4	* FL	* B4	* A3
	2	A4-R	† B5-R	†, A4	† A4-R	† A4-R	A3	A4
	3	FL	B4	FL	† FL	†, †† A4	B5	† A4-R
	4	† A4	A4	A3	A3	A3	† B5-R	† FL
	5	B5	† A4-R	B4	† B4	B4	A4	† B4
	6	† B5-R	† FL	† A5-R		A4-R	† A4-R	
	7	A3	A3	B5		† A4	† FL	
	8	B4		† B5-R		† A5-R		
	9					B5		
	10					† B5-R		

† Paper orientation and/or Paper size are different from the received document. The image is printed after being rotated 90° automatically

†† Folio size original is reduced to match A4 size paper.

 : indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)

**NOTE**

The abbreviations denote the following paper sizes.

FL: Folio

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (Refer to page 6-19.)

Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Reduced RX Sizes

		Received FAX Size						
		A5	B5	A4-R	A4	FL	B4	A3
Paper Size	1	† , * A5-R	* B5	* A4-R	* A4	* FL	* B4	* A3
	2	A4-R	† , * B5-R	†, * A4	† , * A4-R	A4-R	A3	B4
	3	FL	B4	FL	† FL	† A4	A4-R	A4-R
	4	† A4	A4	A3	A3	A3	† A4	A4
	5	B5	† A4-R	B4	† B4	B4	FL	FL
	6	† B5-R	† FL	B5-R	B5	B5-R	B5-R	B5-R
	7	A3	A3	† B5	† B5-R	† B5	† B5	† B5
	8	B4		A5-R	† A5-R	† A5-R		

† Paper orientation and/or Paper size are different from the received document. The image is printed after being rotated 90° automatically.



: indicates print output on two sheets.

*: indicates the printing paper for i-FAX. (Same size as the received size.)



NOTE

The abbreviations denote the following paper sizes.

FL: Folio

When a paper type is selected in *Media Type*, a received fax is printed using the matching paper source. (Refer to [6-19](#).)

Even if [All Media Types] is selected, paper types such as transparency cannot be used for fax printouts.

Error Code List

When a transmission error occurs, one of the following error codes is recorded in the TX/RX Result Report and Activity Report.



NOTE

“U” or “E” will appear in the error code depending on the communication speed setting.

Error Code	Possible Cause/Action
Busy	Failed to establish connection with the recipient despite auto redialing the preset number of times. Send again.
CANCELED	Transmission was canceled due to an action to cancel transmission. Reception was canceled due to an action to cancel reception.
U00300	Paper depletion occurred at the recipient machine. Check with the recipient.
U00430 - U00462	Reception was canceled because of mismatching of communication features with the sender machine although the line connection was established.
U00601 - U00690	Communication was stopped due to the machine failure. Send or receive again.
U00700	Communication was stopped due to failure on the part of the sender or recipient machine.
U00800 - U00811	Page(s) not sent correctly. Send again. If you still have trouble, reduce TX Start Speed and send again.  NOTE If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
U00900 - U00910	Page(s) not received correctly. Ask the sender to resend.  NOTE If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
U01000 - U01097	Communication error occurred during transmission. Send again. If you still have trouble, reduce TX Start Speed and send again.  NOTE If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
U01100 - U01196	Communication error occurred during reception. Ask the sender to resend.  NOTE If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.
U01400	Failed to establish communication with the sender or recipient machine because dialing registered for a push line system was used in a pulse line system.
U01500	Communication error occurred during high-speed transmission. Send again. If you still have trouble, reduce TX Start Speed and send again.  NOTE If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
U01600	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again.  NOTE If the communication error occurs frequently, change the default setting of RX Start Speed in System Menu.

Error Code	Possible Cause/Action
U01700 - U01720	Communication error occurred during high-speed transmission. Send again. If you still have trouble, reduce TX Start Speed and send again.  NOTE If the communication error occurs frequently, change the default setting of TX Start Speed in System Menu.
U01721	Communication error occurred during high-speed transmission. Designated transmission speed may not be available for the recipient machine. Reduce the transmission start speed and send again.
U01800 - U01820	Communication error occurred during reception of high-speed transmission. Ask the sender to reduce the transmission speed and send again or reduce the RX Start Speed in System Menu.
U01821	Communication error occurred during reception of high-speed transmission. Designated transmission speed may not be available for this machine. Ask the sender to reduce the transmission speed and send again or reduce the RX Start Speed in System Menu.
U03000	During polling reception, a fax could not be received because no originals were set in the other party's fax machine. Check with the other party.
U03200	Sub address bulletin board reception was attempted and the other party's machine is an our brand model, but the specified sub address box contained no data. Check with the other party.
U03300	An error occurred due to either 1 or 2 below. Check with the other party. 1 The other party's machine is an our-brand model and transmission restrictions were found set by the other party during polling reception. Communication was interrupted because the password was incorrect. 2 The other party's machine is an our-brand model and transmission restrictions were found set by the other party during sub address bulletin board reception. Communication was interrupted because the password was incorrect.
U03400	Polling reception was interrupted because the password entered by the other party did not match the Local FAX ID on the receiving machine. Check with the other party.
U03500	Sub address bulletin board reception was attempted and the other party's machine is an our brand model, but the specified sub address box was not registered on the other party's machine. Check with the recipient.
U03600	The other party's machine is an our-brand model and sub address bulletin board reception was interrupted because the specified sub address password was incorrect. Check with the other party.
U03700	Sub address bulletin board reception was attempted but the other party's machine either does not have a sub address bulletin board communication function or there were no originals in any of the originals transfer boxes (sub address boxes).
U04000	Specified sub address box is not registered in our brand recipient machine, or the sub address does not match.
U04100	Recipient machine is not equipped with a sub address box function, or the sub address does not match.
U04200	Encrypted transmission was canceled because the specified box is not registered.
U04300	Encrypted transmission was canceled because the recipient fax is not equipped with an encrypted communication function.
U04400	Encrypted transmission was canceled because the encryption key does not match.
U04500	Encrypted reception was canceled because the encryption key does not match.
U05100	Transmission was canceled because communication requirements are not met due to the transmission restriction set on this machine. Check with the recipient.
U05200	Reception was canceled because communication requirements are not met due to the reception restriction set on this machine.

Error Code	Possible Cause/Action
U05300	Reception was rejected by the recipient because communication requirements are not met due to the reception restriction set on the recipient machine. Check with the recipient.
U14000	Reception to the FAX Box was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, or cancel the reception to the Sub Address Box.
U14100	Transmission to the FAX Box or sub address box on our-brand recipient machine was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
U19000	Memory reception was stopped because there is no more free space in the memory of this machine. Create free space by outputting the data stored in the memory, and ask the sender to resend.
U19100	Transmission was stopped because there is no more free space in the memory of the recipient machine. Check with the recipient.
U19300	Transmission was stopped due to a data error occurring during transmission. Send again.
1101	Failed to send i-FAX. Check the host name of the SMTP server on the Command Center RX.
1102	Failed to send i-FAX. Check the following on the Command Center RX. • SMTP login user name and login password • POP3 login user name and login password
1104	Failed to send i-FAX. Check the i-FAX address.  NOTE If the address is rejected by the domain, you cannot send the E-mail.
1105	Failed to send i-FAX. Select [On] of the i-FAX settings on the Command Center RX.
1106	Failed to send i-FAX. Check the sender address of SMTP on the Command Center RX.
2101	Failed to send i-FAX. Check the network and Command Center RX. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly. • POP3 server name of the POP3 user • SMTP server name
2102 2103	Failed to send i-FAX. Check the network and SMB settings. • The network cable is connected. • The hub is not operating properly. • The server is not operating properly.
2204	Failed to send i-FAX.
3101	Failed to send i-FAX. Check the authentication methods of both the sender and the recipient.
3201	Failed to send i-FAX. Check the authentication methods of both the sender and the recipient.

If an error appears that is not in the list, refer to the machine's *Operation Guide*.

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MEMO

**QUALITY
CERTIFICATE**

This machine has passed
all quality controls and
final inspection

KYOCERA Document Solutions America, Inc.**Headquarters**

225 Sand Road,
Fairfield, New Jersey 07004-0008, USA
Phone: +1-973-808-8444
Fax: +1-973-882-6000

Latin America

8240 NW 52nd Terrace Dawson Building, Suite 100
Miami, Florida 33166, USA
Phone: +1-305-421-6640
Fax: +1-305-421-6666

KYOCERA Document Solutions Canada, Ltd.

6120 Kestrel Rd., Mississauga, ON L5T 1S8,
Canada
Phone: +1-905-670-4425
Fax: +1-905-670-8116

**KYOCERA Document Solutions
Mexico, S.A. de C.V.**

Calle Arquimedes No. 130, 4 Piso, Colonia Polanco
Chapultepec, Delegacion Miguel Hidalgo,
Distrito Federal, C.P. 11560, México
Phone: +52-555-383-2741
Fax: +52-555-383-7804

KYOCERA Document Solutions Brazil, Ltd.

Av. Tambore, 1180 Mod.B-09 CEP 06460-000
Tambore-Barueri-SP, Brazil
Phone: +55-11-4195-8496
Fax: +55-11-4195-6167

**KYOCERA Document Solutions
Australia Pty. Ltd.**

Level 3, 6-10 Talavera Road North Ryde N.S.W, 2113,
Australia
Phone: +61-2-9888-9999
Fax: +61-2-9888-9588

**KYOCERA Document Solutions
New Zealand Ltd.**

1-3 Parkhead Place, Albany, Auckland 1330,
New Zealand
Phone: +64-9-415-4517
Fax: +64-9-415-4597

KYOCERA Document Solutions Asia Limited

16/F., Mita Centre, 552-566, Castle Peak Road
Tsuenwan, NT, Hong Kong
Phone: +852-2610-2181
Fax: +852-2610-2063

**KYOCERA Document Solutions
(Thailand) Corp., Ltd.**

335 Ratchadapisek Road, Bangsue, Bangkok 10800,
Thailand
Phone: +66-2-586-0333
Fax: +66-2-586-0278

**KYOCERA Document Solutions
Singapore Pte Ltd.**

12 Tai Seng Street #04-01A,
Luxasia Building, Singapore 534118
Phone: +65-6741-8733
Fax: +65-6748-3788

**KYOCERA Document Solutions
Hong Kong Limited**

16/F., Mita Centre, 552-566, Castle Peak Road
Tsuenwan, NT, Hong Kong
Phone: +852-2429-7422
Fax: +852-2423-2159

**KYOCERA Document Solutions
Taiwan Corporation**

6F., No.37, Sec. 3, Minquan E. Rd.,
Zhongshan Dist., Taipei 104, Taiwan R.O.C.
Phone: +886-2-2507-6709
Fax: +886-2-2507-8432

KYOCERA Document Solutions Korea Co., Ltd.

18F, Kangnam bldg, 1321-1,
Seocho-Dong, Seocho-Gu, Seoul, Korea
Phone: +822-6933-4050
Fax: +822-747-0084

**KYOCERA Document Solutions
India Private Limited**

First Floor, ORCHID CENTRE
Sector-53, Golf Course Road, Gurgaon 122 002, India
Phone: +91-0124-4671000
Fax: +91-0124-4671001

KYOCERA Document Solutions Europe B.V.

Bloemlaan 4, 2132 NP Hoofddorp,
The Netherlands
Phone: +31-20-654-0000
Fax: +31-20-653-1256

KYOCERA Document Solutions Nederland B.V.

Beechavenue 25, 1119 RA Schiphol-Rijk,
The Netherlands
Phone: +31-20-5877200
Fax: +31-20-5877260

KYOCERA Document Solutions (U.K.) Limited

8 Beacontree Plaza,
Gillette Way Reading, Berkshire RG2 0BS,
United Kingdom
Phone: +44-118-931-1500
Fax: +44-118-931-1108

KYOCERA Document Solutions Italia S.p.A.

Via Verdi, 89/91 20063 Cernusco s/N.(MI),
Italy
Phone: +39-02-921791
Fax: +39-02-92179-600

KYOCERA Document Solutions Belgium N.V.

Sint-Martinusweg 199-201 1930 Zaventem,
Belgium
Phone: +32-2-7209270
Fax: +32-2-7208748

KYOCERA Document Solutions France S.A.S.

Espace Technologique de St Aubin
Route de l'Orme 91195 Gif-sur-Yvette CEDEX,
France
Phone: +33-1-69852600
Fax: +33-1-69853409

KYOCERA Document Solutions Espana, S.A.

Edificio Kyocera, Avda. de Manacor No.2,
28290 Las Matas (Madrid), Spain
Phone: +34-91-6318392
Fax: +34-91-6318219

KYOCERA Document Solutions Finland Oy

Atomitie 5C, 00370 Helsinki,
Finland
Phone: +358-9-47805200
Fax: +358-9-47805390

KYOCERA Document Solutions**Europe B.V., Amsterdam (NL) Zürich Branch**

Hohlstrasse 614, 8048 Zürich,
Switzerland
Phone: +41-44-9084949
Fax: +41-44-9084950

KYOCERA Document Solutions**Deutschland GmbH**

Otto-Hahn-Strasse 12, 40670 Meerbusch,
Germany
Phone: +49-2159-9180
Fax: +49-2159-918100

KYOCERA Document Solutions Austria GmbH

Eduard-Kittenberger-Gasse 95, 1230 Vienna,
Austria
Phone: +43-1-863380
Fax: +43-1-86338-400

KYOCERA Document Solutions Nordic AB

Esbogatan 16B 164 75 Kista, Sweden
Phone: +46-8-546-550-00
Fax: +46-8-546-550-10

KYOCERA Document Solutions Norge Nuf

Postboks 150 Oppsal, 0619 Oslo,
Norway
Phone: +47-22-62-73-00
Fax: +47-22-62-72-00

KYOCERA Document Solutions Danmark A/S

Ejby Industrivej 60, DK-2600 Glostrup,
Denmark
Phone: +45-70223880
Fax: +45-45765850

KYOCERA Document Solutions Portugal Lda.

Rua do Centro Cultural, 41 (Alvalade) 1700-106 Lisboa,
Portugal
Phone: +351-21-843-6780
Fax: +351-21-849-3312

KYOCERA Document Solutions**South Africa (Pty) Ltd.**

KYOCERA House, Hertford Office Park,
90 Bekker Road (Chr. Allandale), Midrand, South Africa.
Phone: +27-11-540-2600
Fax: +27-11-466-3050

KYOCERA Document Solutions Russia LLC

Botanichesky pereulok 5, Moscow, 129090,
Russia
Phone: +7(495)741-0004
Fax: +7(495)741-0018

KYOCERA Document Solutions Middle East

Dubai Internet City, Bldg. 17,
Office 157 P.O. Box 500817, Dubai,
United Arab Emirates
Phone: +971-04-433-0412

KYOCERA Document Solutions Inc.

2-28, 1-chome, Tamatsukuri, Chuo-ku
Osaka 540-8585, Japan
Phone: +81-6-6764-3555
<http://www.kyoceradocumentsolutions.com>

