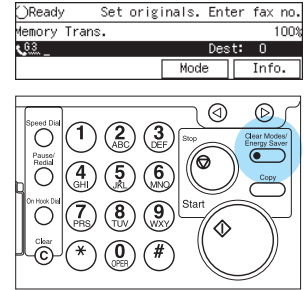# FACSIMILE QUICK GUIDE

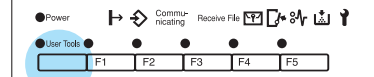Some limitations apply to these functions. For details, please read the fax manual.
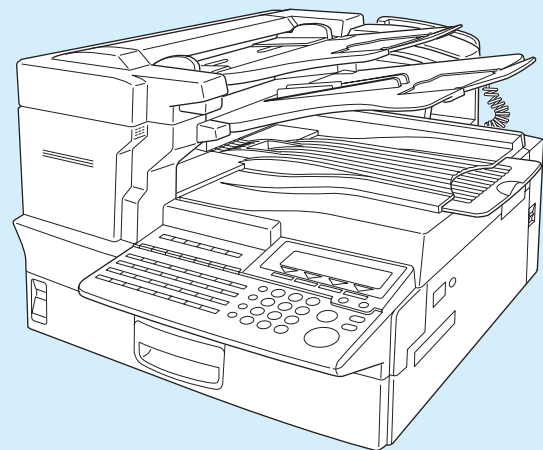
1. Registering Quick Dials

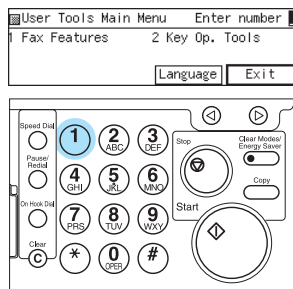**1** **Make sure that the machine is in standby mode.**

Note If the "Fax Features" or "Key Op. Tools" screen is shown, press the User Tools key. If any other display is shown, press the **Clear Modes/ Energy Saver** key.
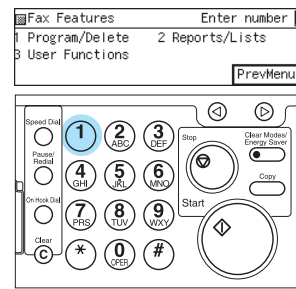
```
Ready      Set originals. Enter fax no.
Memory Trans.                        100%
 63                          Dest:  0
                          Mode      Info.
```

2 **Press** [User Tools].

```
Power   ⊢→ ⟷  Commu-   Receive File
             nicating
User Tools ●
           F1   F2   F3   F4   F5
```

3 **Press** [1].

```
User Tools Main Menu    Enter number
1 Fax Features     2 Key Op. Tools
                      Language   Exit
```

4 **Press** [1].

```
Fax Features          Enter number
1 Program/Delete   2 Reports/Lists
3 User Functions
                            PrevMenu
```

5 **Enter** [0][1].

```
Program/Delete  1/3    Enter number
01 Prog. Quick Dial 02 Delete Quick Dial
03 Prog. Group Dial 04 Delete Group Dial
↑Prev. ↓Next              PrevMenu
```

6 **Press a free Quick Dial key.**

```
Prog. Quick Dial:
Press key to program or check Status.
              (01-64)
 Status                    PrevMenu
```

7 **Enter the fax number.**

```
Prog. Quick Dial:[01]   Enter fax number
 G3
(Label:Off)
 Name   Label   Cancel    OK
```

8 **Press [Name].**

```
Prog. Quick Dial:[01]   Enter fax number
 G3 123456
(Label:Off)
 Name   Label   Cancel    OK
```
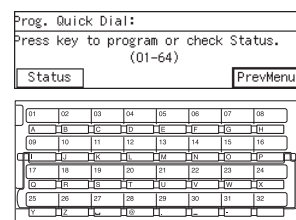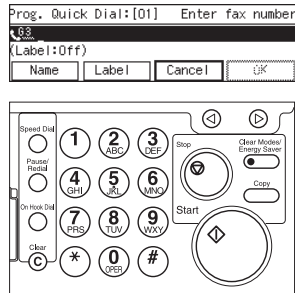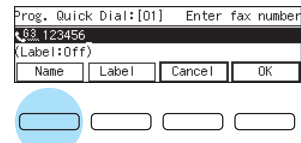
9 **Enter a name for this Quick Dial.**

Note For more details, see page 4.

```
Enter name
                        ▶Uppercase

 A↔a  Symbols  Cancel    OK
```

10 **Press [OK].**

```
Enter name
                        ▶Lowercase
PARIS OFFICE-East_
 A↔a  Symbols  Cancel    OK
```
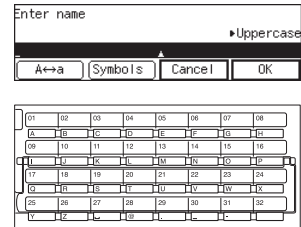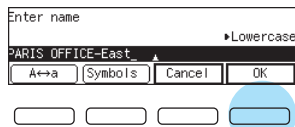
11 **Press [OK].**

```
Prog. Quick Dial:[01]   Enter fax number
 G3 123456
(PARIS OFFICE-East  Label:Off)
 Name   Label   Cancel    OK
```

12 **Press [PrevMenu].**
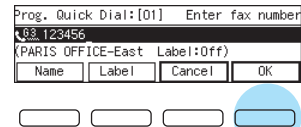
```
Prog. Quick Dial:
Press key to program or check Status.
            (01-64)
 Status               PrevMenu
```

13 **Press [PrevMenu].**
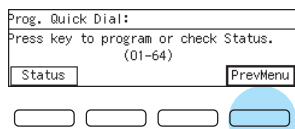
```
Program/Delete  1/3    Enter number
01 Prog. Quick Dial 02 Delete Quick Dial
03 Prog. Group Dial 04 Delete Group Dial
 ↑Prev.   ↓Next         PrevMenu
```

14 **Press [PrevMenu].**

```
Fax Features           Enter number
1 Program/Delete    2 Reports/Lists
3 User Functions
                        PrevMenu
```

15 **Press [Exit].**
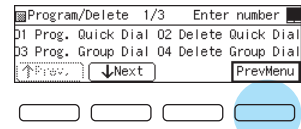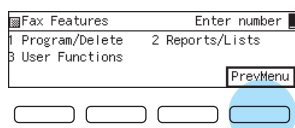
```
User Tools Main Menu   Enter number
1 Fax Features      2 Key Op. Tools

             Language   Exit
```
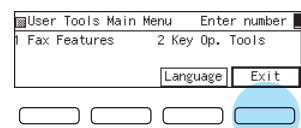
2. Entering Letters and Symbols

Example: "PARIS OFFICE - East"

1 **Press [Name].**

```
Prog. Quick Dial:[01]   Enter fax number
03.123456_
(Label:Off)
  Name    Label    Cancel    OK
```
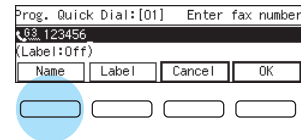
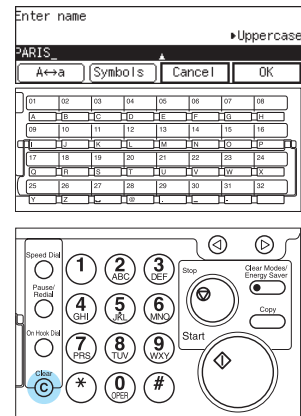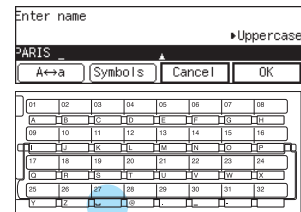**2** **Enter "PARIS" using the Quick Dial keys.**

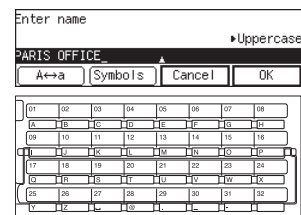You can enter alphabetic characters with the Quick Dial keys. Each key has a letter marked on it.

> **Note** Press the **Clear** key to delete a character.

```
Enter name
                        ▸Uppercase
PARIS_
  A↔a   Symbols   Cancel    OK
```

3 **Press ␣ (space key) to insert a space.**

```
Enter name
                        ▸Uppercase
PARIS _
  A↔a   Symbols   Cancel    OK
```

4 **Enter "OFFICE" using the Quick Dial keys.**

```
Enter name
                        ▸Uppercase
PARIS OFFICE_
  A↔a   Symbols   Cancel    OK
```

5 **Press [Symbols].**

```
Enter name
                        ▸Uppercase
PARIS OFFICE_
  A↔a   Symbols   Cancel    OK
```
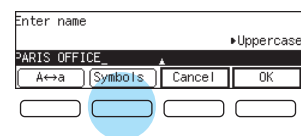
6 Press [↓Next] until you can see the "-" symbol.

```
Symbols   1/3P          Enter number ▪
01 !  02 "   03 #   04 $   05 %   06 &
07 '  08 (   09 )   10 *   11 +   12 ,
 [↑Prev.]  [↓Next]             [Cancel]
```

7 Enter 0 1.

```
Symbols   2/3P          Enter number ▪
01 -  02 .   03 /   04 :   05 ;   06 <
07 =  08 >   09 ?   10 @   11 [   12 ¥
 [↑Prev.]  [↓Next]             [Cancel]
```

```
Enter name                    ▸Uppercase
PARIS OFFICE-_
 [A↔a]  [Symbols]  [Cancel]    [OK]
```
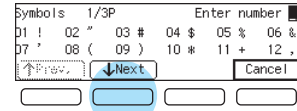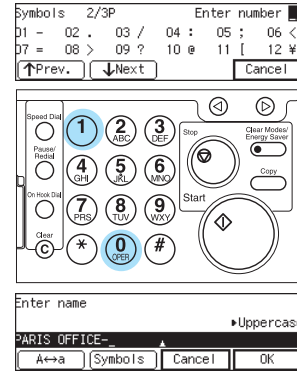
8 Enter "E" using the Quick Dial keys.

```
Enter name                    ▸Uppercase
PARIS OFFICE-E_
 [A↔a]  [Symbols]  [Cancel]    [OK]
```
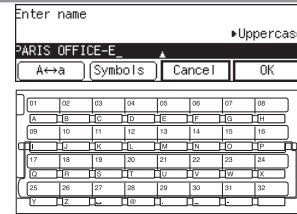
9 Press [A ↔ a] to switch to lower case.

```
Enter name                    ▸Lowercase
PARIS OFFICE-E_
 [A↔a]  [Symbols]  [Cancel]    [OK]
```
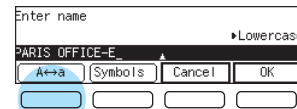
10 Enter "AST" using the Quick Dial keys.

```
Enter name                    ▸Lowercase
PARIS OFFICE-East_
 [A↔a]  [Symbols]  [Cancel]    [OK]
```

11 Press [OK].
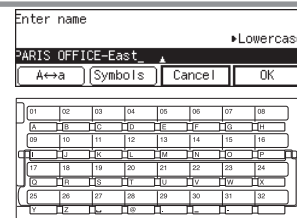
```
Prog. Quick Dial:[01]   Enter fax number
03.123456_
(PARIS OFFICE-East  Label:Off)
 [Name]  [Label]  [Cancel]    [OK]
```
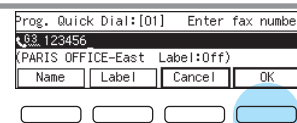
3. Sending a Fax

There are two ways to send a fax message.

- **Immediate Transmission** : The machine dials the destination straight away.
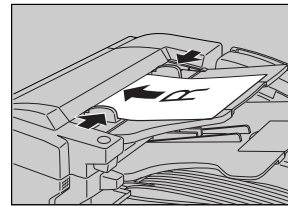- **Memory Transmission** : The machine starts scanning a document before dialing.

Immediate Transmission

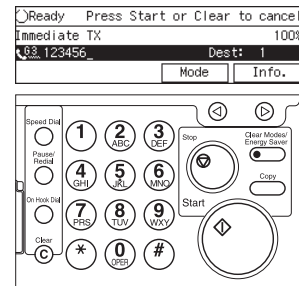**1** **Make sure that the Immediate Trans. indicator is lit.**

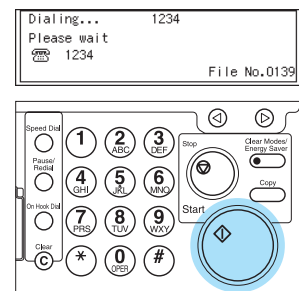**Note** If it is not lit, press the Transmission Mode key.

2 **Set your document face up into the ADF.**

3 **Enter the fax number.**

```
Ready   Press Start or Clear to cancel
Immediate TX                    100%
G3 123456_             Dest:  1
                    Mode      Info.
```

4 **Press Start .**

```
Dialing...      1234
Please wait
    1234
                      File No.0139
```
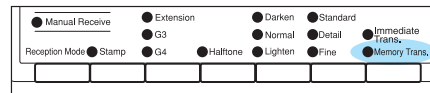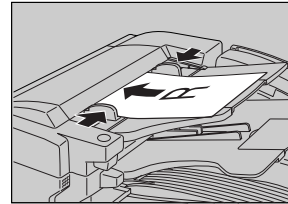
Memory Transmission

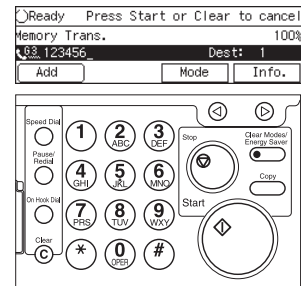**1** **Make sure that the Memory Trans. indicator is lit.**

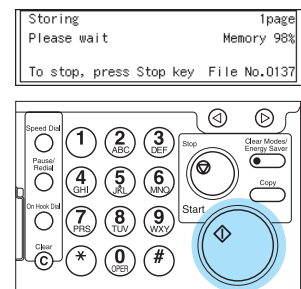**Note** If it is not lit, press the Transmission Mode key.

2 **Set your document face up into the ADF.**
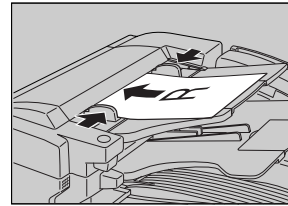

3 **Enter the fax number.**

4 **Press Start .**

4. Broadcasting

1 **Make sure that the machine is in standby mode.**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.              100%
G3 _                  Dest:  0
                  Mode    Info.
```

2 **Set your document face up into the ADF.**

3 **Enter the first fax number.**

```
◯Ready    Press Start or Clear to cancel
Memory Trans.              100%
G3 123456_            Dest:  1
Add               Mode    Info.
```

4 **Press [Add].**

```
◯Ready    Press Start or Clear to cancel
Memory Trans.              100%
G3 123456_            Dest:  1
Add               Mode    Info.
```
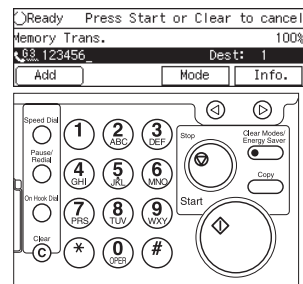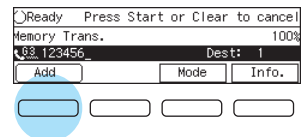
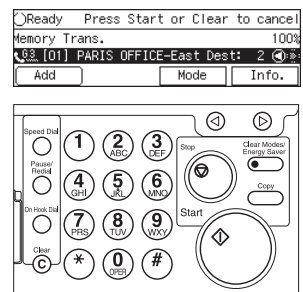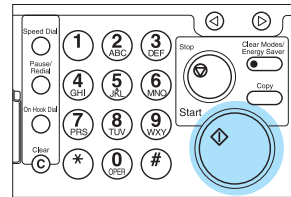**5** **Enter the next fax number.**

> **Note** •Quick Dials and Speed Dials are also available.
> • To check the numbers you have entered so far, press ◁ and ▷ keys.

```
◯Ready    Press Start or Clear to cancel
Memory Trans.              100%
G3 [01] PARIS OFFICE-East Dest:  2 ◁ ▷
Add               Mode    Info.
```

6 Repeat steps 4 and 5 for all destinations.

7 Press Start .

5. Canceling a Memory Transmission

Before the Document is Scanned in

Press Stop .
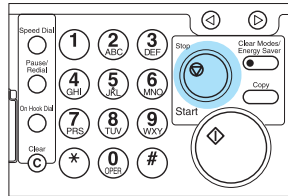
While the Document is being Scanned in

Press Stop .

Note When There is a Document Jam.
1. Check the message on the display then press [OK].
2. Remove the document.

Open cover marked by the arrow and remove the document.

OK

While the Machine is Dialing

1 **Press** Stop .

2 **Press [Yes].**

Stop Memory Tx?

123456

No   Yes

When the Message is being Sent

1 **Press [Info.].**
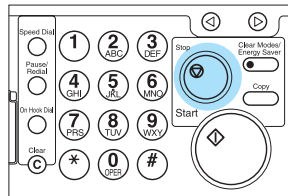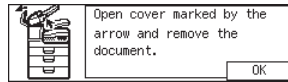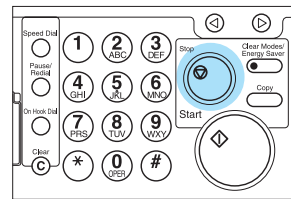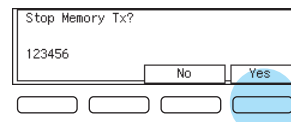
```
◯Ready    Set originals. Enter fax no.
Memory Trans.                    100%
℡03_                      Dest:  0
                          Mode   Info.
```

2 **Press ⬚0⬚1.**

```
▨Information          Enter number ▮
01 Check/Cancel TX Files
02 Print TX File list
⬆Prev.  ⬇Next            Exit
```
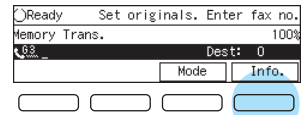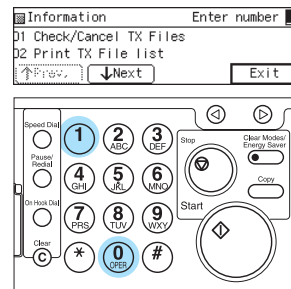
3 **Press ◁ and ▷ to find the file you wish to delete.**

```
TX Files Status: No.0140  ◁Prev. ▷Next
11/09:54PM Memory Trans.  ▶Standby
℡03 NEWYORK OFFICE  Dest:  1  Pg(s)  1
Delete   Print   Check   Exit
```

4 **Press [Delete].**

```
TX Files Status: No.0140  ◁Prev. ▷Next
11/09:54PM Memory Trans.  ▶Standby
℡03 NEWYORK OFFICE  Dest:  1  Pg(s)  1
Delete   Print   Check   Exit
```

5 **Press [Yes].**

```
Delete the selected document?

                          No     Yes
```

6 **Press [Exit].**
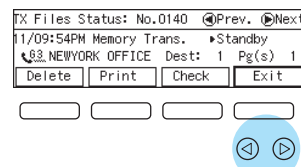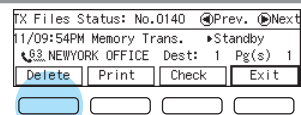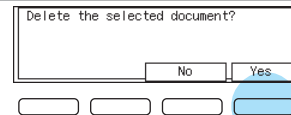
```
▨Information          Enter number ▮
01 Check/Cancel TX Files
02 Print TX File list
⬆Prev.  ⬇Next            Exit
```
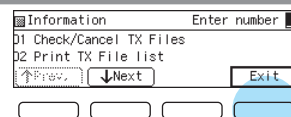
6. Checking Communication Results

Printing the Journal

1 **Make sure that the machine is in standby mode.**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                      100%
G3_                      Dest:  0
                      Mode    Info.
```

2 **Press [Info.].**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                      100%
G3_                      Dest:  0
                      Mode    Info.
```
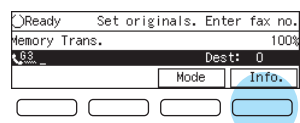
3 **Press [↓Next] until "0 7 Print Journal" is shown.**
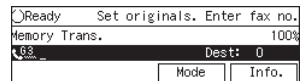
```
▦Information          Enter number ▣
01 Check/Cancel TX Files
02 Print TX File list
↑Prev.    ↓Next              Exit
```

```
▦Information          Enter number ▣
03 TX Status    04 RX Status
05 Print Conf. RX   06 Print Mem. Lock
↑Prev.    ↓Next              Exit
```

4 **Press 0 7 .**

```
▦Information          Enter number ▣
07 Print Journal    08 Files in Memory
09 Box File Manager 10 Mail Reception
↑Prev.    ↓Next              Exit
```
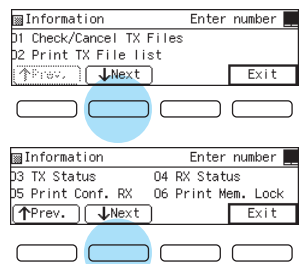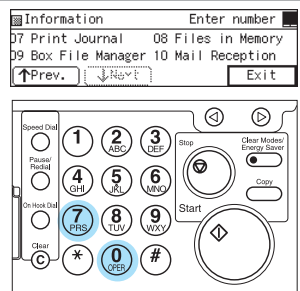
5 **Press ◁ and ▷ to select the type of printout you want, then press [OK].**

```
Journal:       Select mode with◁▷
All            File No.
Personal Code  Date
                Cancel    OK
```

Note All: List all of the last 49 communication results

File No: List by file number

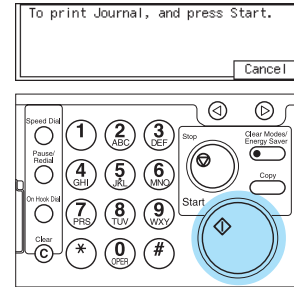Personal Code: List by Personal Code

Date: List by date
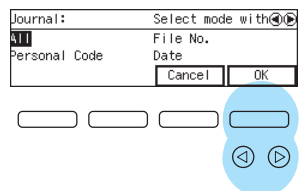
6 **If you chose "All" press** |Start| **.**

If you selected any other type of printout, set the next items, then press |Start|.
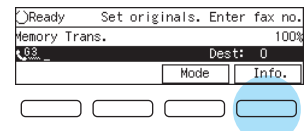
File No:Enter a 4-digit file number
Personal Code:Enter a Personal Code
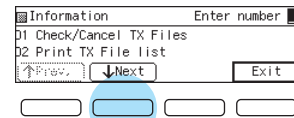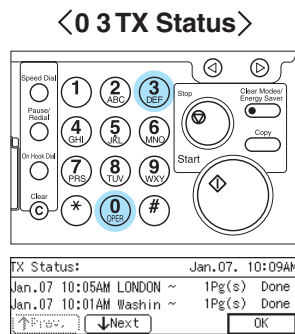Date:Choose the month, then enter the day

```
To print Journal, and press Start.

                              Cancel
```

Viewing the Journal on the Display

1 **Press [Info.].**

```
○Ready      Set originals. Enter fax no.
Memory Trans.                        100%
▪63 _                          Dest:  0
                          Mode      Info.
```
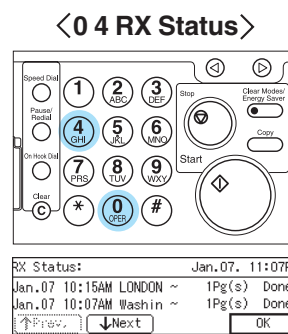
2 **Press [↓Next] until "0 3 TX Status"
or "0 4 RX Status" is shown.**

```
▪Information            Enter number ▪
01 Check/Cancel TX Files
02 Print TX File list
↑Prev.     ↓Next               Exit
```

3 **Press** |0||3| **or** |0||4|**.**

```
▪Information            Enter number ▪
03 TX Status        04 RX Status
05 Print Conf. RX   06 Print Mem. Lock
↑Prev.     ↓Next               Exit
```

〈**0 3 TX Status**〉

```
TX Status:            Jan.07. 10:09AM
Jan.07 10:05AM LONDON ~   1Pg(s)  Done
Jan.07 10:01AM Washin ~   1Pg(s)  Done
↑Prev.     ↓Next               OK
```

The right column shows the status.

〈**0 4 RX Status**〉

```
RX Status:            Jan.07. 11:07PM
Jan.07 10:15AM LONDON ~   1Pg(s)  Done
Jan.07 10:07AM Washin ~   1Pg(s)  Done
↑Prev.     ↓Next               OK
```
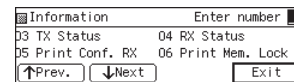
The right column shows the status.

7. Send Later

1 **Make sure that the machine is in standby mode.**

```
○Ready    Set originals. Enter fax no.
Memory Trans.                      100%
📞63._                      Dest:  0
                         Mode    Info.
```
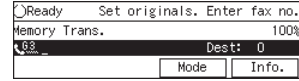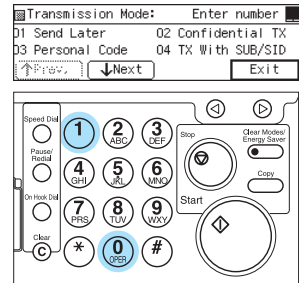
2 **Set your document face up into the ADF.**

3 **Press [Mode].**

```
○Ready          Enter fax numbers
Memory Trans.                      100%
📞63._                      Dest:  0
                         Mode    Info.
```

4 **Enter [0] [1].**

```
📧Transmission Mode:    Enter number ■
01 Send Later       02 Confidential TX
03 Personal Code    04 TX With SUB/SID
 ↑Prev.    ↓Next              Exit
```
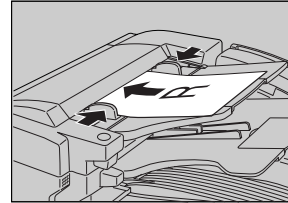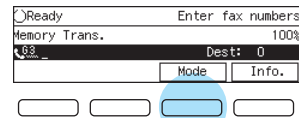
5 **Enter the time with number keys.**

```
Send Later:              Enter time
                      Time:09:57AM
      Start time  ■:__AM
Economy TX  AM↔PM   Cancel     OK
```
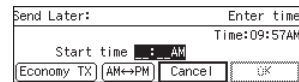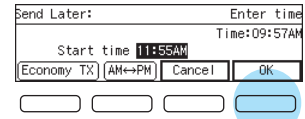
Example: 11:55AM
Enter 1155

To switch between AM/PM, press
[AM ↔ PM] .

```
Send Later:              Enter time
                      Time:09:57AM
      Start time  11:55AM
Economy TX  AM↔PM   Cancel     OK
```

6   Press [OK].

```
Send Later:              Enter time
                        Time:09:57AM
     Start time 11:55AM
[Economy TX] [AM↔PM]  Cancel    OK
```

7   Press [Exit].
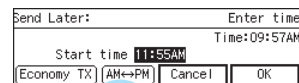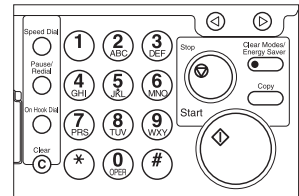
```
▦Transmission Mode:   Enter number ■
01✓Send Later      02 Confidential TX
03 Personal Code   04 TX With SUB/SID
[↑Prev.] [↓Next]              Exit
```
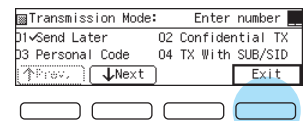
8   Enter the destination fax number.

```
○Ready              Enter fax numbers
Memory Trans.  Send Later        99%
☏63 _
                     Mode    Info.
```
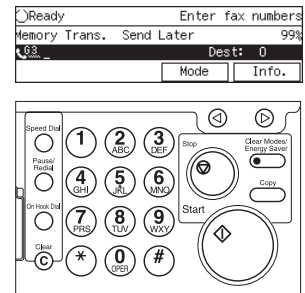
9   Press Start .
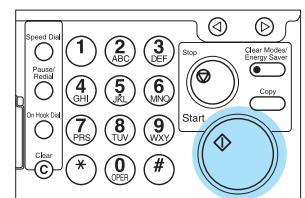
Save Money

- **I want to cut down on telephone charges...**.
  Have your document scanned in and sent at an off-peak time when telephone charges are lower with the **Send Later** feature.
- **I want to save electricity...**
  The **Automatic Power Reception Function** lets you leave the power switch off in the evening and on weekends and still receive faxes.

Confirm Messages Are Sent

- **I want to be able to quickly and easily recognize which documents have been faxed...**
  Use the **Stamp** feature to have a small mark printed on documents that you scan in through the Auto Document Feeder (ADF).

Save Time

- **I often dial the same fax number...**
  Store numbers you use all the time in **Quick Dials** or **Speed Dials** for quick and easy access.
- **I often send the same fax message to several destinations...**
  Register the fax numbers in a **Group** and you can send a message to those numbers in a single operation.