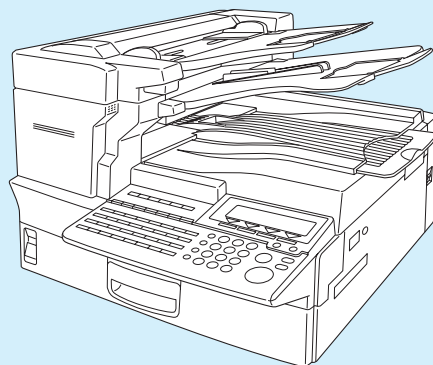




<b>1. Registering Quick Dials</b> How to store numbers that you send to regularly in Quick Dial keys for easy access .....	page 2
<b>2. Entering Letters and Symbols</b> How to enter letters and symbols from the operation panel .....	page 4
<b>3. Sending a Fax</b> How to send a fax message .....	page 6
<b>4. Broadcasting</b> How to send a fax message to several destinations in a single operation .....	page 8
<b>5. Canceling a Memory Transmission</b> How to stop a message you do not want sent .....	page 10
<b>6. Checking Communication Results</b> How to check whether a transmission or reception was successful .....	page 12
<b>7. Send Later</b> How to have a message sent automatically at a specific time .....	page 14

# FACSIMILE QUICK GUIDE

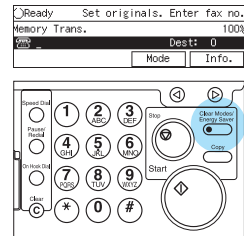
Some limitations apply to these functions. For details, please read the fax manual.



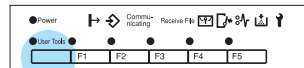
# 1. Registering Quick Dials

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

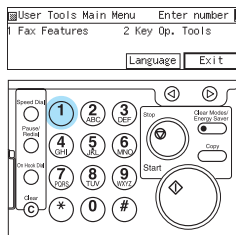
**Note** If the “Fax Features” or “Key Op. Tools” screen is shown, press the User Tools key. If any other display is shown, press the **Clear Modes/ Energy Saver** key.



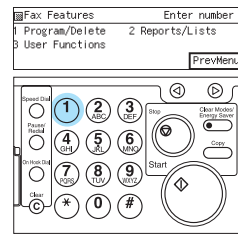
**2** Press **User Tools**.



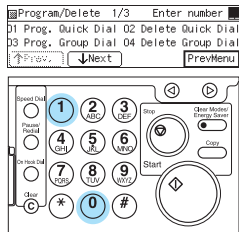
**3** Press **1**.



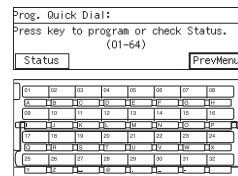
**4** Press **1**.



**5** Enter **0 1**.

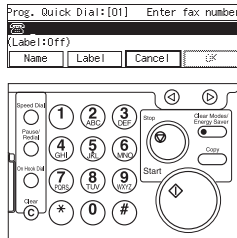


**6** Press a free Quick Dial key.

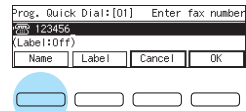




### 7 Enter the fax number.

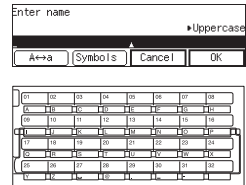


### 8 Press [Name].

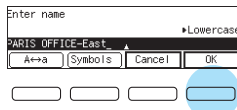


### 9 Enter a name for this Quick Dial.

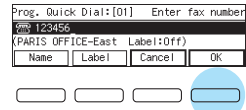
**Note** For more details, see page 4.



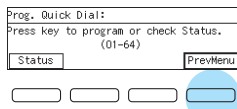
### 10 Press [OK].



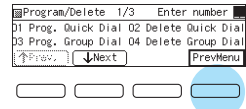
### 11 Press [OK].



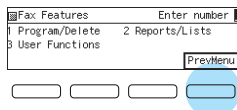
### 12 Press [PrevMenu].



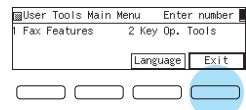
### 13 Press [PrevMenu].



### 14 Press [PrevMenu].



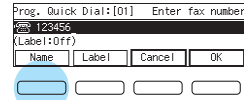
### 15 Press [Exit].



## 2. Entering Letters and Symbols

Example: "PARIS OFFICE - East"

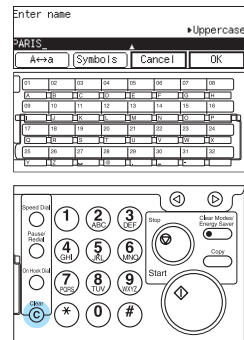
1 Press [Name].



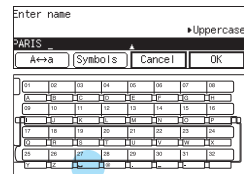
2 Enter "PARIS" using the Quick Dial keys.

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

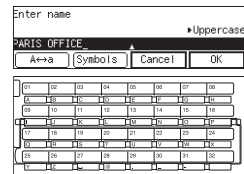
**Note** Press the **Clear** key to delete a character.



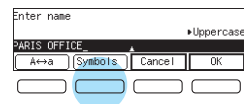
3 Press  $\square$  (space key) to insert a space.



4 Enter "OFFICE" using the Quick Dial keys.

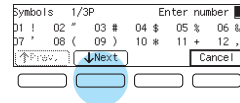


5 Press [Symbols].

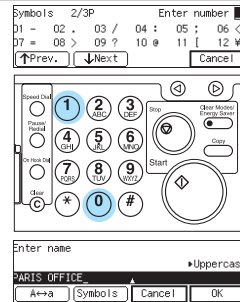




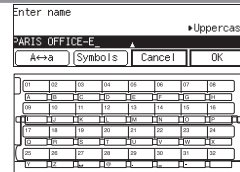
- 6** Press [Next] until you can see the “-” symbol.



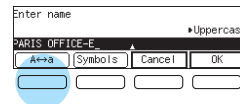
- 7** Enter 0 1.



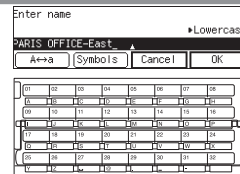
- 8** Enter “E” using the Quick Dial keys.



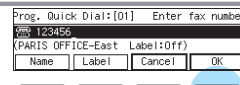
- 9** Press [A ↔ a] to switch to lower case.



- 10** Enter “AST” using the Quick Dial keys.



- 11** Press [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.

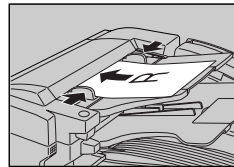
## Immediate Transmission

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

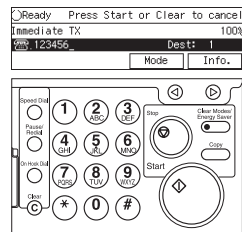
**Note** If it is not lit, press the Transmission Mode key.



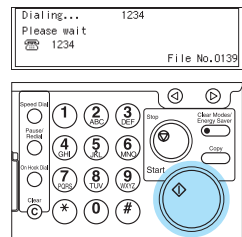
**2** Set your document face up into the ADF.



**3** Enter the fax number.



**4** Press **Start** .





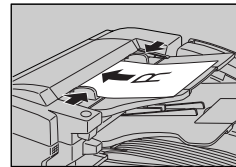
## Memory Transmission

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

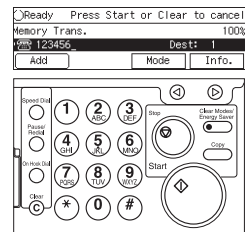
**Note** If it is not lit, press the Transmission Mode key.



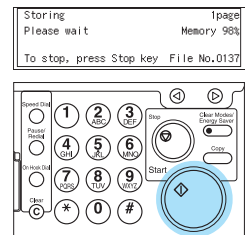
- 2** Set your document face up into the ADF.



- 3** Enter the fax number.

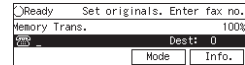


- 4** Press **Start**.

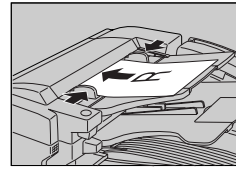


## 4. Broadcasting

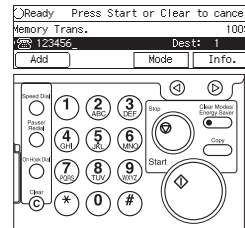
- 1 Make sure that the machine is in standby mode.



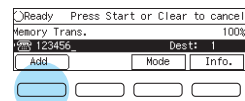
- 2 Set your document face up into the ADF.



- 3 Enter the first fax number.

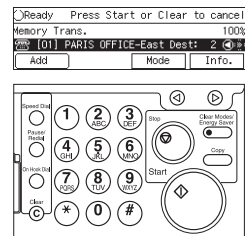


- 4 Press [Add].



- 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  $\leftarrow$  and  $\rightarrow$  keys.

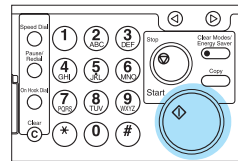






**6** Repeat steps 4 and 5 for all destinations.

**7** Press **Start**.

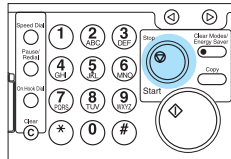




## 5. Canceling a Memory Transmission

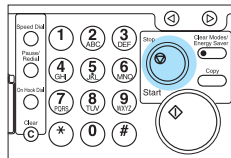
### Before the Document is Scanned in

Press **Stop**.

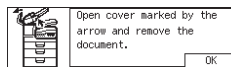


### While the Document is being Scanned in

Press **Stop**.

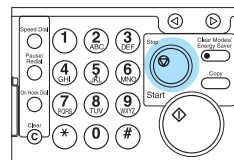


- Note** When there is a Document Jam.
1. Check the message on the display then press [OK].
  2. Remove the document.

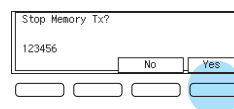


### While the Machine is Dialing

**1** Press **Stop**.



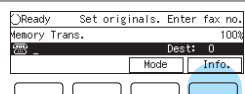
**2** Press **[Yes]**.



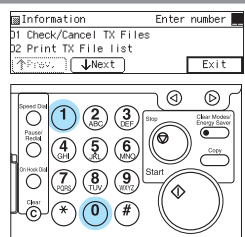


## When the Message is being Sent

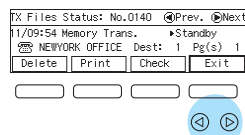
1 Press [Info.]



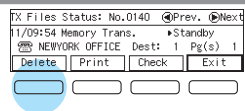
2 Press [0] [1].



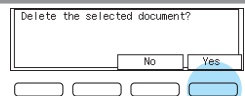
3 Press [Left] and [Right] to find the file you wish to delete.



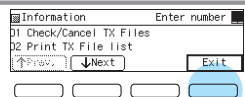
4 Press [Delete].



5 Press [Yes].



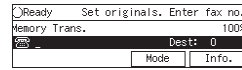
6 Press [Exit].



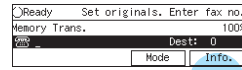
## 6. Checking Communication Results

### Printing the Journal

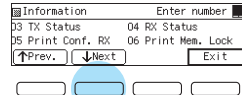
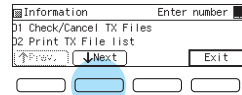
- 1** Make sure that the machine is in standby mode.



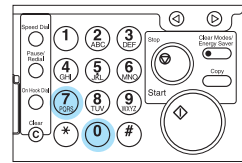
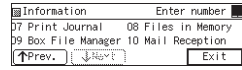
- 2** Press [Info.].



- 3** Press [Next] until "0 7 Print Journal" is shown.

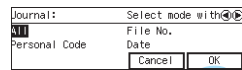


- 4** Press **0 7**.



- 5** Press **◀** and **▶** to select the type of printout you want, then press [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

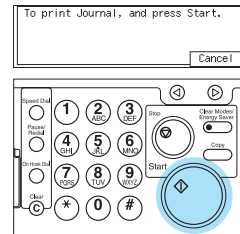




## 6 If you chose "All" press **Start**.

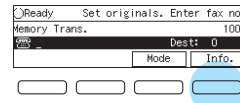
If you selected any other type of printout, set the next items, then press **Start**.

File No: Enter a 4-digit file number  
Personal Code: Enter a Personal Code  
Date: Enter the day, then choose the month

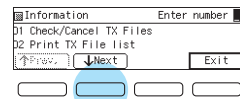


## Viewing the Journal on the Display

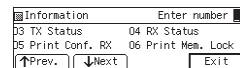
### 1 Press [Info.].



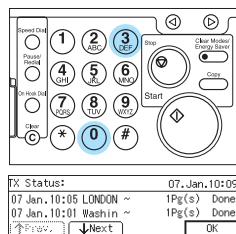
### 2 Press [Next] until "0 3 TX Status" or "0 4 RX Status" is shown.



### 3 Press **0 3** or **0 4**.

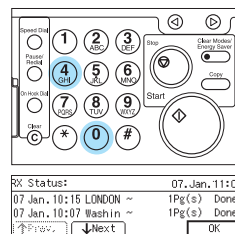


#### < 0 3 TX Status >



The right column shows the status.

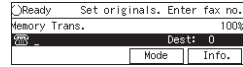
#### < 0 4 RX Status >



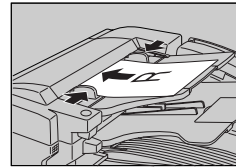
The right column shows the status.

# 7. Send Later

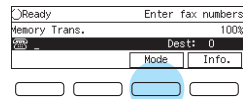
**1** Make sure that the machine is in standby mode.



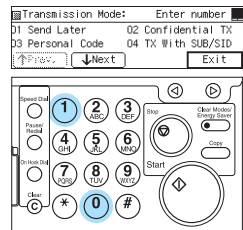
**2** Set your document face up into the ADF.



**3** Press [Mode].

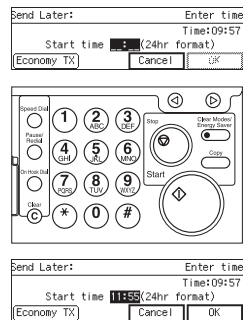


**4** Enter **0 1**.



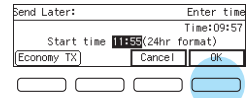
**5** Enter the time with number keys.

Example: 11:55  
Enter 1155

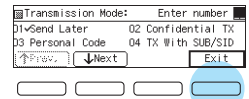




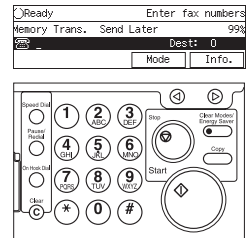
**6** Press [OK].



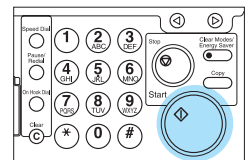
**7** Press [Exit].



**8** Enter the destination fax number.



**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.

H306-8660

AE (AE)

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