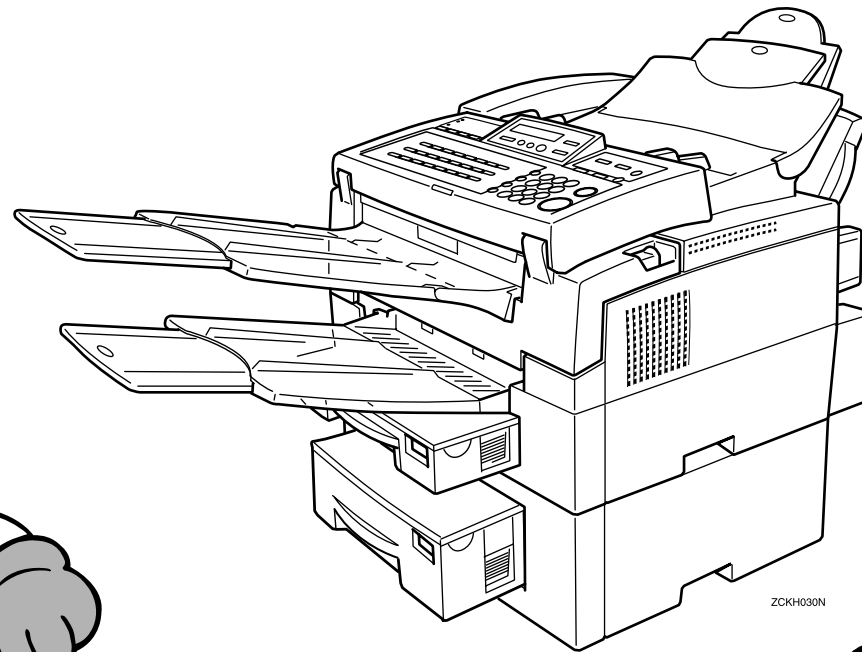
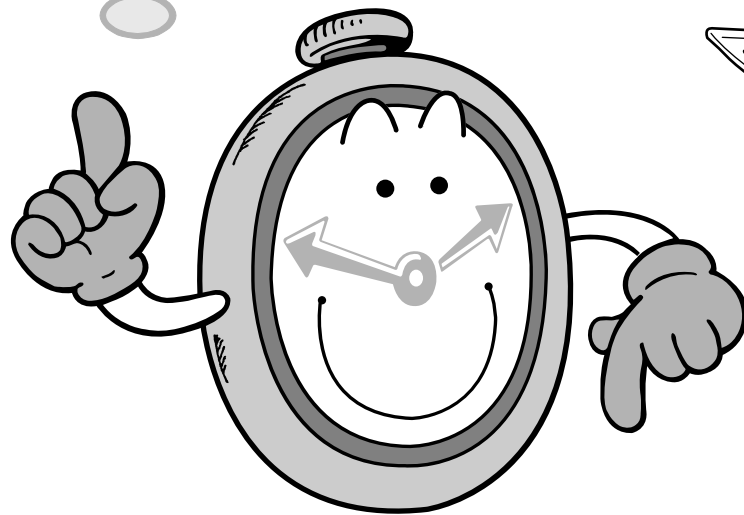




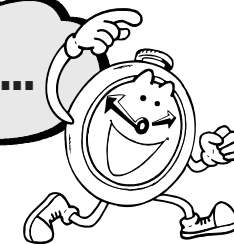
# Before You Use This Machine

**Before you can send or receive fax messages, please take about 30 minutes to set up your machine. Set up your machine using the following procedures.**



ZCKH030N

**Keep going...**





# Installing the Toner Cassette

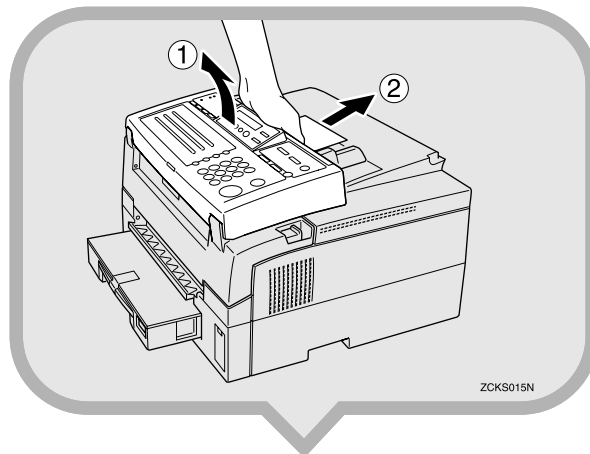


**1.** Remove the plastic wrapping sheet from the machine, and then remove all shipping tape.

**2.** Open the operation panel and remove the protective sheet, then re-close the operation panel.

**Note**

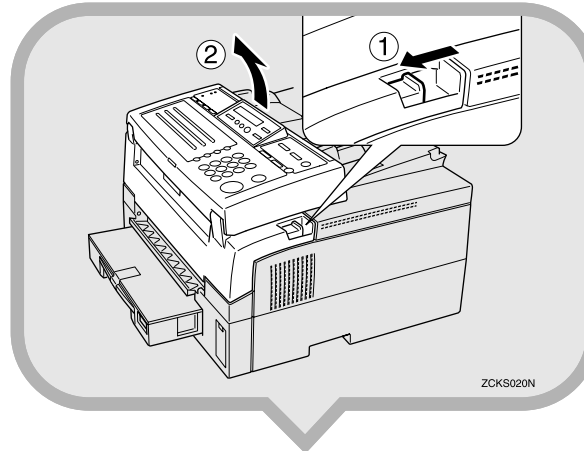
▼ Please refer to the illustration printed on the protective sheet.



**3.** Pull the front cover release lever in the direction indicated by the arrow and open the front cover.

**Note**

▼ If you do not pull the lever, only the operation panel will open.

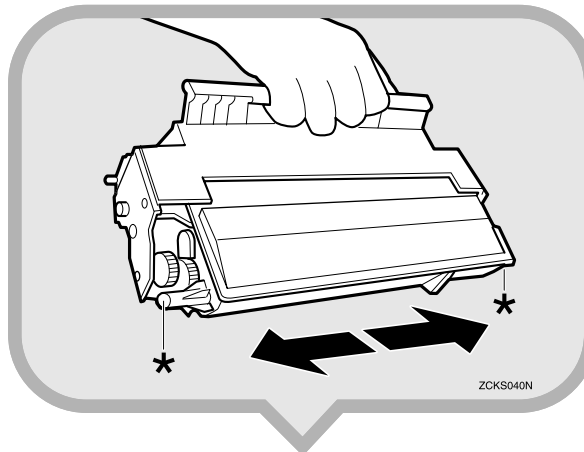


**4.** Prepare the toner cassette.

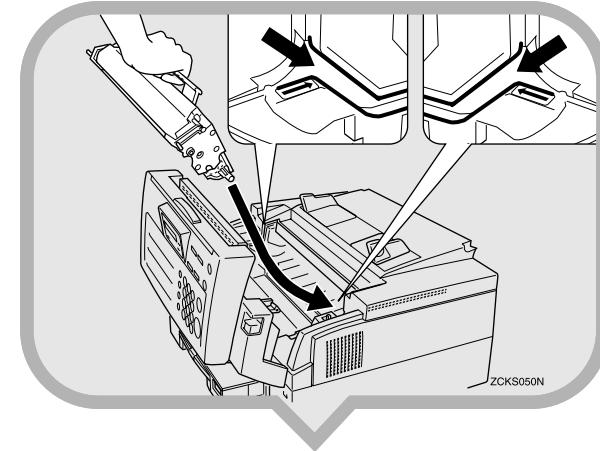
**Important**

▼ Do not touch the green drum.

1. Remove the toner cassette from its bag.
2. Hold the cassette horizontally and shake it gently from side to side a few times to loosen the toner.



**5.** Hold the toner cassette as shown in the illustration and set it in the machine. Make sure that the pins (marked with “\*” in the step 4 illustration) on either side of the toner cassette slide along the guides inside the machine.

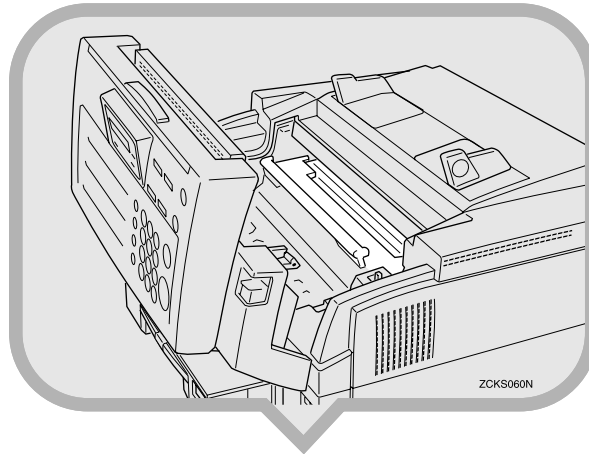




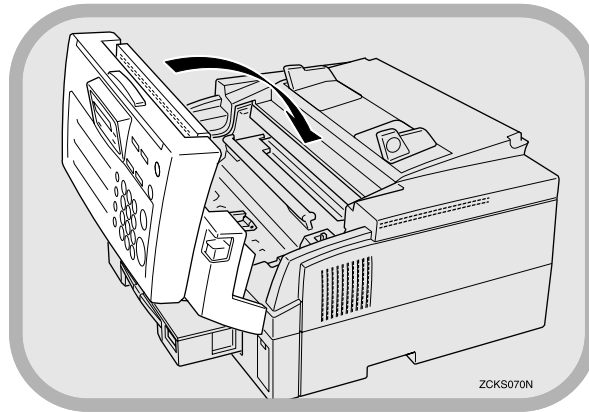
**6. Press down on the cassette until it locks into place.**

**Note**

▼ If you do not push the cassette in fully, the cover will not close.



**7. Close the front cover.**



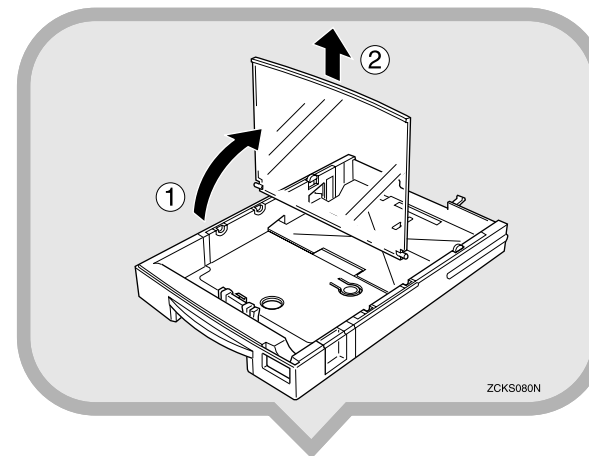
# Installing the Main Paper Cassette



**1. Pull the cassette out of the main unit.**

**2. Remove the 3 pieces of tape from the cassette cover. Then remove the plastic sheet from between the cassette cover and the body of the cassette.**

**3. Open the cassette cover, and then remove it from the cassette.**



**4. If necessary, adjust the paper size.**

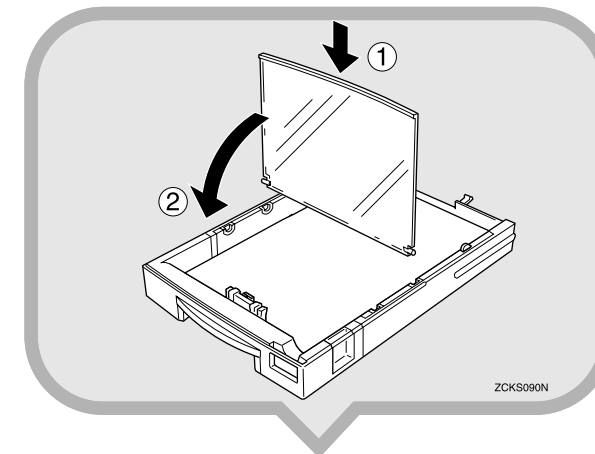
**Reference**

▼ To change the paper size in the cassette, see Chapter 9, “Changing the Paper Size in the Main Cassette” in the Advanced Features manual.

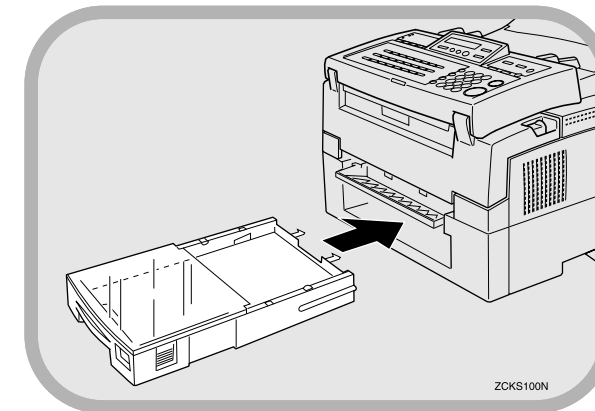
**5. Load paper into the cassette, and then replace the cassette cover.**

**Note**

▼ The frosted side of the cover must be face up when closed.



**6. Install the cassette. Push it in firmly until it locks into place.**



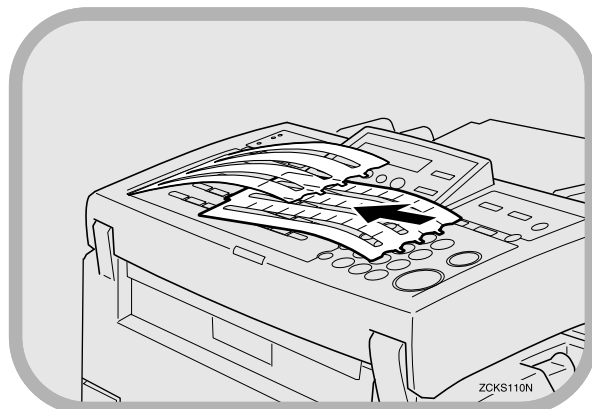
## Attaching the Quick Dial Sheet



1. Unpack the Quick Dial sheet, then remove the cover sheet from the Quick Dial keys.
2. Holding the Quick Dial sheet so that the QWERTY layout faces up, fit the sheet over the Quick Dial keys. Then affix the cover sheet over the Quick Dial sheet. Insert the tabs on either side of the Quick Dial Cover into the slots on the machine.

### Reference

▼ Upon shipment from the factory, this machine's Quick Dial keys are arranged in a QWERTY layout. To change the layout, see Chapter 7, "Key Layout" in the Advanced Features manual.



### Note

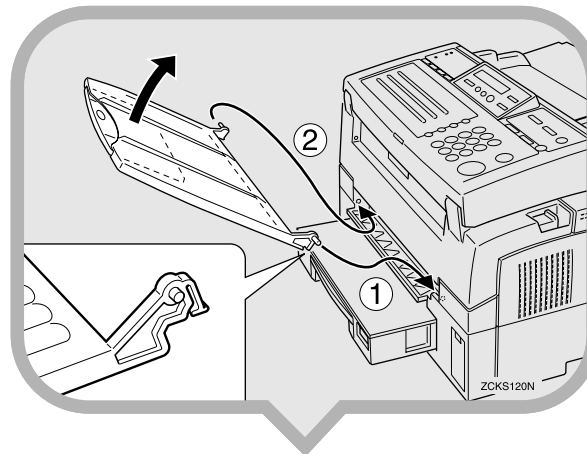
▼ Remove the glossy plastic coating sheets from the display and other surfaces.

## Attaching the Trays And Document Table

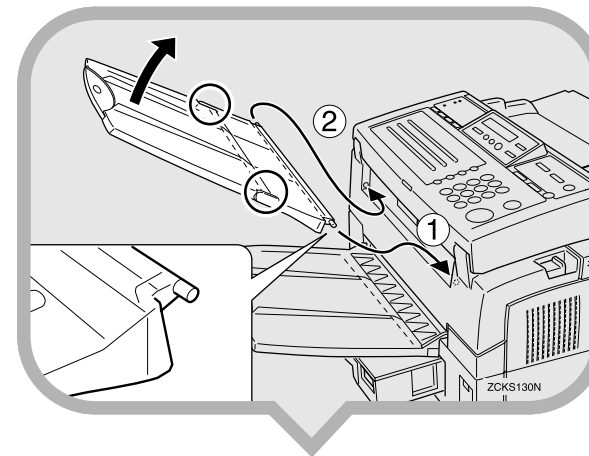


The machine has three types of trays. Please carefully refer to the illustrations when attaching them. Make sure that the frosted side faces up.

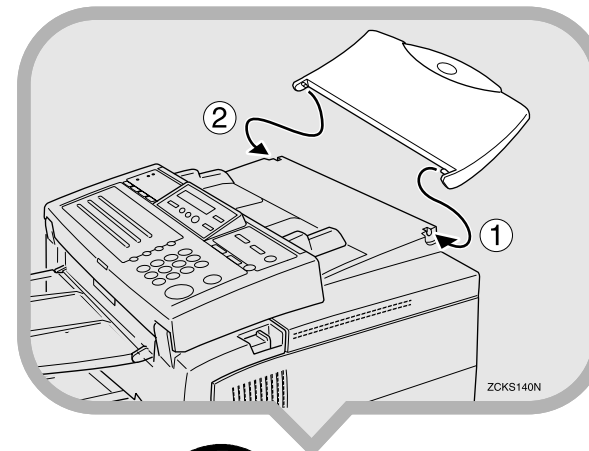
1. Remove the trays and document table from their shipping bags.
2. Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.



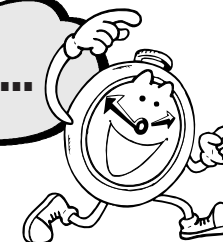
3. Hold the Document Delivery Tray at the points indicated by the circles in the illustration, then attach it to the fax machine. Attach the Document Delivery Tray.



4. Attach the Document Table.

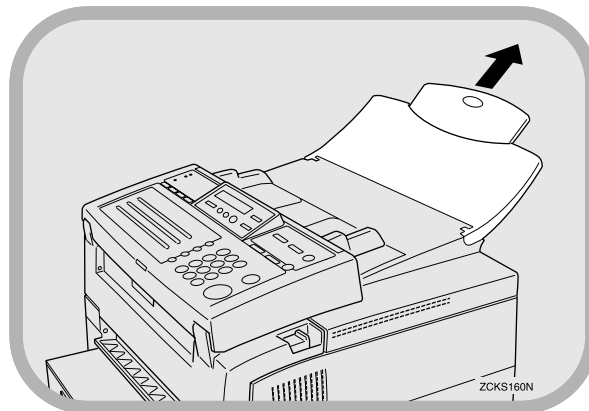
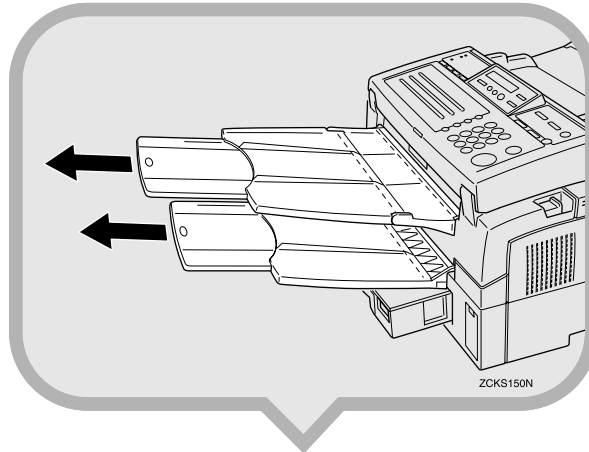


Keep going...





5. If necessary, pull out the extensions on the Document Table and trays.



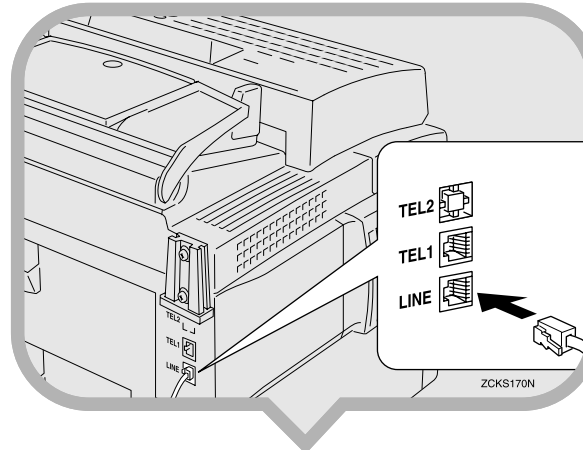
## Connecting to the Telephone Line



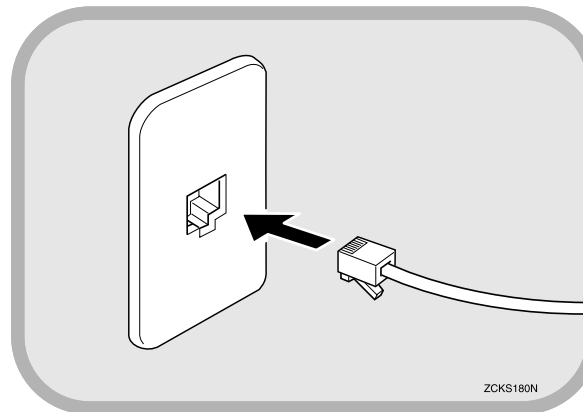
There are two similar sockets located at the rear of the machine:

TEL1: For the optional handset or external telephone  
LINE: For connecting to the telephone line

1. Insert the line cable into the socket labeled "LINE".



2. Connect the other end to your telephone line.



## Connecting the Power and Switching On



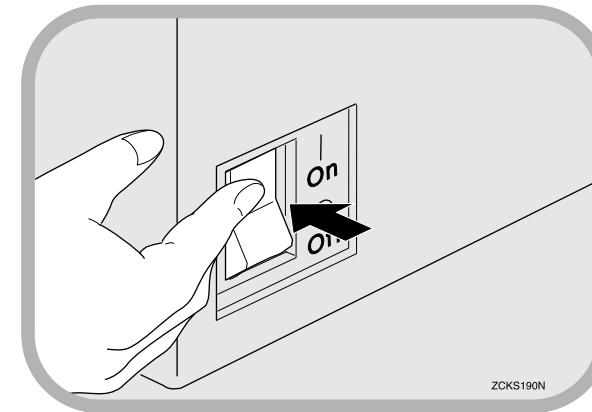
1. Insert the power cable into the socket located at the rear of the machine.

2. Plug the cable into a wall socket.

### Warning

- ▼ Power requirements: 120 V, 60 Hz
- ▼ Insert the power plug securely into the wall socket.
- ▼ Make sure that the wall outlet is near the machine and readily accessible.
- ▼ Do not connect other equipment to the same socket.

3. Turn the power switch on.



Before you can use the fax machine, you must perform some simple initial settings.

# Initial Settings & Adjustments



The following display appears when the power is turned on for the first time. Do not turn off the power until you have completed the following procedure.

Year: Press OK  
[ 2000 ]

Before using the machine, make the following settings.

- ▼ Date and time
- ▼ Line type
- ▼ Your own name, fax header, and fax number

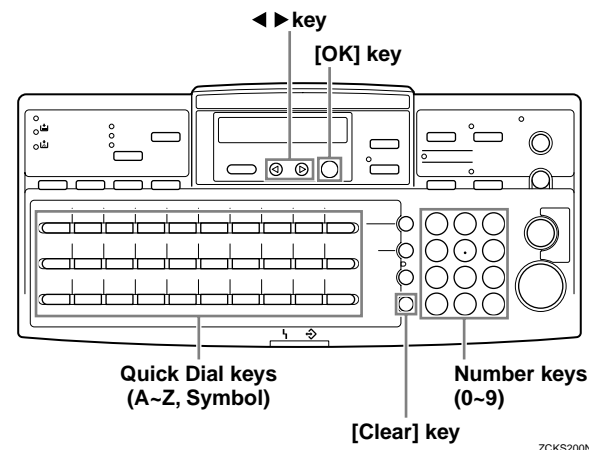
## Important

▼ If you press the [Cancel] key while making settings, "Completed?" is displayed. To end setup, select "Yes" by pressing ◀ or ▶, then press the [OK] key. If you select "No" and press the [OK] key, the display returns to the screen for year entry if you were entering the date and time. If you were making some other setting, the display returns to the entry that was being made.

## Note

- ▼ You can enter uppercase characters from A to Z, symbols, and spaces using the Quick Dial keys. Numbers can be entered using the number keys.
- ▼ If you make a mistake, press the [Clear] key and try again.

The keys used for making settings are as follows.



1. Use the number keys to enter the year, if the year is correct, press the [OK] key.

Year: Press OK  
[ 2000 ]

2. Press the ◀ or ▶ key to select the correct month and press the [OK] key.

Month: ◀▶/OK  
[ January ]

3. Use the number keys to enter the correct number for the date (01~31) and press the [OK] key.

Day: Press OK  
[ 4 ]

4. Press the ◀ or ▶ key to select AM or PM for the time you are going to enter, and then press the [OK] key.

AM/PM: ◀▶/OK  
[ AM ] PM

5. Use the number keys to enter the correct time.

Time: Press OK  
[ 9:30 ]

Enter the current hour setting (1~12). If the hour is a single digit, press the ▶ key to continue.

Time: Press OK  
[ 4:30 ]

Press the number keys to enter a 2-digit number for the correct minute setting (00~59) and press the [OK] key.

Time: Press OK  
[ 4:55 ]

After "Function Accepted" flashes briefly in the display, the next setting is displayed.

6. Press the ◀ or ▶ key to select "Tone" or "Pulse" for the type of telephone line connected to the fax machine, and then press the [OK] key.

Line Type: ◀▶/OK  
Pulse [ Tone ]

7. Enter your office, company, or personal name, or any other appropriate identification, and then press the [OK] key. You can enter uppercase characters from A to Z, symbols, and spaces using the Quick Dial keys. Numbers can be entered using the number keys.

Own Name [ ABC ] OK  
ABC COMPANY\_■■■■■■■■■■

## Reference

- ▼ For details, see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.
- ▼ Also see Chapter 3, "Entering Characters" in the Basic Features manual.



- 8. The name you just entered for Own Name flashes in the Header display. In the USA, law requires that the telephone number of your fax machine be included in your fax header.**

```
Header [ABC]      OK
ABC COMPANY■■■■■■■■■■
```

If you want to use the Own Name entry for the Header entry, just press the [OK] key.  
If you want to enter a different name for the Header, use the A~Z keys to enter another name, and then press the [OK] key.

**Reference**

- ▼ For details, see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.
- ▼ Also see Chapter 3, "Entering Characters" in the Basic Features Manual.

**After Initial Settings**

You can check and adjust these settings.

- ▼ To change the date and time, see Chapter 6, "Setting the Date and Time" in the Advanced Features manual.
- ▼ To change the line type, see Chapter 7, "Line Type" in the Advanced Features manual.
- ▼ To change your own name, fax header, and fax number settings, see Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.

**Reference**

- ▼ See Chapter 10, "Installation" in the Advanced Features manual for further information regarding installation.
- ▼ If you are using NIC FAX, you will need to connect a LAN cable and make network settings. See Chapter 1 in the NIC FAX KIT manual.

- 9. Use the number keys to enter your fax number as it must be dialed from outside the United States. (You cannot enter pauses.)**

```
Fax Number      OK
+11234567890
```

**Note**

- ▼ The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code, then you must add a Pause, followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the United States; the codes to add are 1.

- 10. Press the [OK] key. "Initial Setup Completed" will flash briefly in the display.**

```
Ready 100% 4:55AM
Set Orig./ Enter No.
```

Please keep this manual and any leftover parts in a safe place.



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UE USA H535-8670

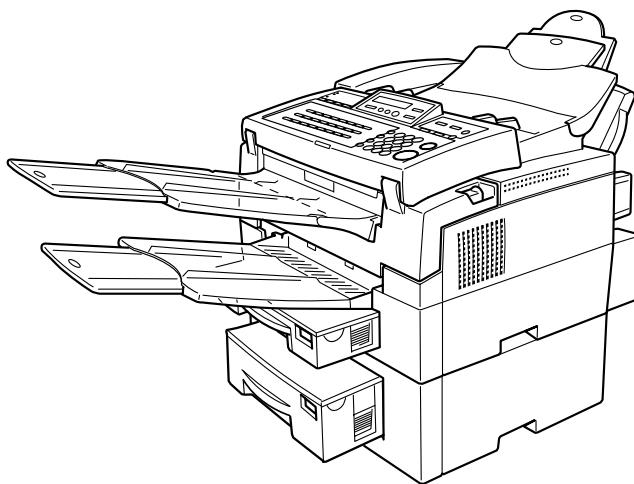




**RICOH**

# FAX3900L

## Operating Instructions <Basic Features >



ZCKH030N

Read this manual carefully before you use this product and keep it handy for future reference.  
For safety, please follow the instructions in this manual.



## RICOH COMPANY, LTD.

15-5, Minami Aoyama 1-chome,  
Minato-ku, Tokyo 107-8544, Japan  
Phone: +81-(0)3-3479-3111

Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

### TONER CASSETTES

RICOH FAX TONER CASSETTE TYPE 1135 BLACK( United States ) is recommended for the best performance.  
RICOH FAX TONER CASSETTE TYPE 1136 BLACK( Canada ) is recommended for the best performance.

## Overseas Affiliates

### U.S.A.

RICOH CORPORATION  
5 Dedrick Place  
West Caldwell, New Jersey 07006  
Phone: +1-973-882-2000

### The Netherlands

RICOH EUROPE B.V.  
Groenelaan 3, 1186 AA, Amstelveen  
Phone: +31-(0)20-5474111

### United Kingdom

RICOH UK LTD.  
Ricoh House,  
1 Plane Tree Crescent, Feltham,  
Middlesex, TW13 7HG  
Phone: +44-(0)20-8261-4000

### Germany

RICOH DEUTSCHLAND GmbH  
Mergenthalerallee 38-40,  
65760 Eschborn  
Phone: +49-(0)6196-9060

### France

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383, Avenue du Général de Gaulle  
BP 307-92143 Clamart Cedex  
Phone: +33-(0)1-40-94-38-38

### Spain

RICOH ESPAÑA S.A.  
Avda. Litoral Mar, 12-14,  
08005 Barcelona  
Phone: +34-(0)93-295-7600

### Italy

RICOH ITALIA SpA  
Via della Metallurgia 12,  
37139 Verona  
Phone: +39-045-8181500

### Hong Kong

RICOH HONG KONG LTD.  
21/F., Tai Yau Building,  
181, Johnston Road,  
Wan Chai, Hong Kong  
Phone: +852-2862-2888

### Singapore

RICOH ASIA PACIFIC PTE.LTD.  
260 Orchard Road,  
#15-01/02 The Heeren,  
Singapore 238855  
Phone: +65-830-5888

FAX3900L Operating Instructions

## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes:

Some illustrations might be slightly different from your machine.

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

### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

### Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 765 - 805 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### Notes:

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

### Important

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

### Power Source:

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

### Declaration of Conformity

Product Name: Facsimile

Model Number: FAX3900L

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## USA

### ◆ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. 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. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. 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 to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- means POWER ON.
- means POWER OFF.

## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

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### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### Notes:

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

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

### Important

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

### Power Source:

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

### Declaration of Conformity

Product Name: Facsimile

Model Number: 3740/9940

Responsible party: SAVIN CORPORATION

Address: 333 Ludlow Street, Stamford, CT 06904

Telephone number: 203-967-5000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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5. 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 to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

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Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- means POWER ON.
- means POWER OFF.

# How to Read this Manual

---

## How to Read this Manual

---

---

### Symbols

---

In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

\* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

**[    ]**

Keys built into the machine's operation panel.

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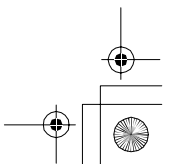
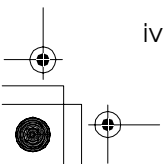
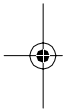
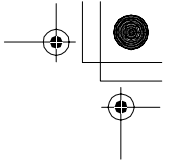
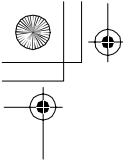
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# Manuals for this machine

This machine is provided with a Basic Features manual and an Advanced Features manual. Please consult the manual that suits your needs.

---

## Basic Features (This Manual)

---

The Basic Features manual explains the most frequently used fax functions and operations.

---

## Advanced Features

---

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

### ❖ Chapter 1 Transmission Options

Explains transmission features such as scheduling transmission for a specific time, setting personal codes, sending confidential documents; and storing documents for pick-up by polling transmission.

### ❖ Chapter 2 Communication Information

Explains how to obtain information about stored documents, confidential documents, and memory-locked documents; explains how to print the Journal.

### ❖ Chapter 3 Other Transmission Features

Discusses special dialing features, switching between G3 and G4 communication; and explains advanced transmission features such as broadcasting and batch transmission.

### ❖ Chapter 4 Reception Features

Explains various reception features. You can find out about receiving documents in telephone mode, and printing two pages of received documents on one page.

### ❖ Chapter 5 Copying

Read this chapter when you would like to know about copying operations and functions.

### ❖ Chapter 6 Facsimile User Tools

Explains about programming frequently used functions for Quick Dial Key and User Function Key.

### ❖ Chapter 7 Key Operator Settings

Explains a variety of settings that can be made by the fax machine's key operator to control and monitor usage of the machine. You can find out about setting up the phone line type, and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 8 Troubleshooting**

Discusses troubleshooting topics such as printing the help list, clearing jams, and reading reports.

❖ **Chapter 9 Maintaining Your Machine**

Explains about loading paper in the optional bypass feeder, cleaning the rollers and scanner and so on.

❖ **Chapter 10 Installation**

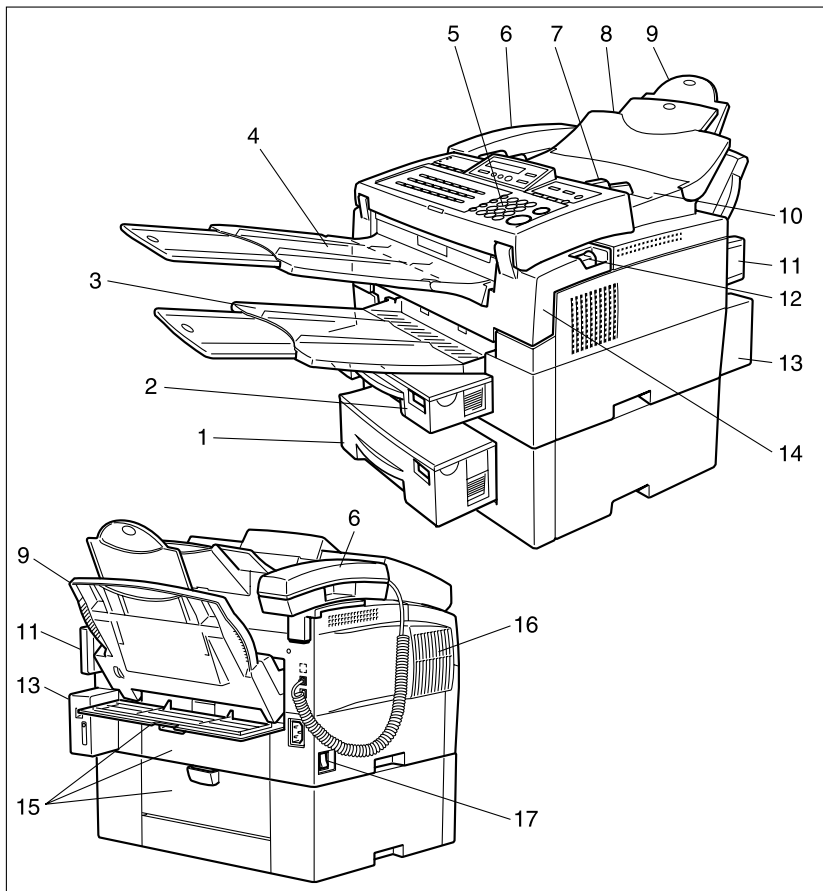
Explains installation considerations, connection to a telephone line, and connecting the power.

❖ **Chapter 11 Appendix**

Lists specifications and the machine's advanced communication features.

# 1. Introduction

## Part Names



ZCKH010N

### **1. Optional Second Paper Cassette**

The optional second paper cassette holds more paper.

### **2. Main Paper Cassette**

The main paper cassette holds copy paper.

### **3. Print Delivery Tray**

Copies, incoming faxes, and prints are delivered here. The tray can be extended for large paper sizes.

## Introduction

---

### **4. Document Delivery Tray**

Scanned documents are stacked on the document delivery tray.

### **5. Operation Panel**

Key panel for operating the machine.

### **6. Optional Handset**

### **7. Document Guide**

Match the document guide to the size of your original documents.

### **8. Document Table**

Document table holds up to 50 sheets which are fed one at a time. Place your original documents here.

### **9. Optional Bypass Feeder**

Expands paper delivery capability to handle A4, Legal and F4 sizes.

### **10. Auto Document Feeder (ADF)**

Set multi-page documents here to have them automatically scanned in one page at a time.

### **11. Memory Card Cover**

Protects the machines optional memory card.

### **12. Front Cover Release Lever**

Pull this lever to release the front cover.

### **13. G4 Interface Unit**

Allows the fax machine to be connected for G4 (ISDN) communication.

### **14. Front Cover**

### **15. Rear Covers**

### **16. Ventilation Port**

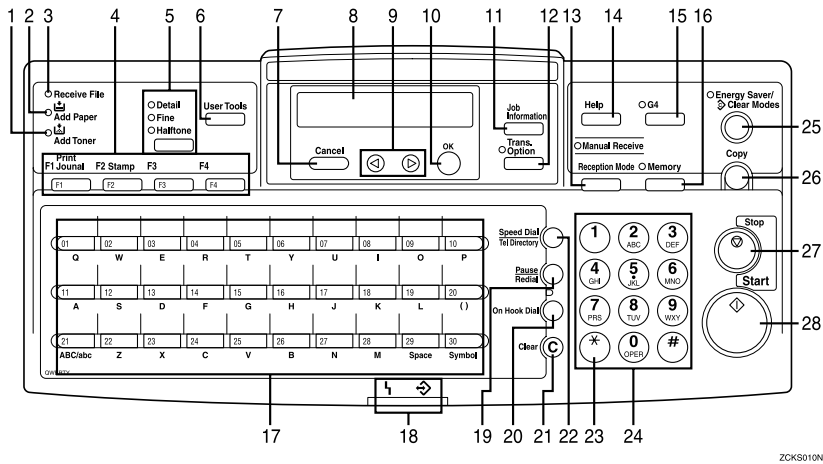
Provides ventilation for internal parts of the machine in order to prevent overheating.

### **17. Main Switch**

The main switch turns your machine on and off.

1

# Operation Panel



1

## 1. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

## 2. Add Paper indicator

Lights when a cassette is empty or the paper cassette is not fully inserted.

## 3. Receive File indicator

Lights when an incoming document is received into memory, and flashes when confidential or memory-locked document is received. (See P.53 "If an Indicator Lights on the Operation Panel").

## 4. User Function keys

There are four User Function keys.

Four User Function keys are provided to store frequently used functions and operations.

The following functions are registered by default:

Key	Function
F1	Prints a transmission management report.
F2	Switches stamping off/on.
F3	Not programmed
F4	Not programmed

## 5. [Resolution] key

Selects the scanning resolution or the halftone scanning mode. When the Detail mode, Fine mode, or Halftone mode is selected, the corresponding indicator lights. Standard mode is selected when no indicator is lit.

The Detail and Fine modes offer progressively higher scanning resolutions. The Halftone mode is used for faxing photographs or drawings that contain halftones.

## 6. [User Tools] key

Press to access User Tool Settings and customize various functions.

**7. [Cancel] key**

Press when you want to cancel an operation or return to the previous display.

**8. Control panel display**

Guides you through tasks and informs you of the status of the machine. Messages appear here.

**9. Scroll Keys**

Use these keys to move the cursor in the display, or to change the display.

**10. [OK] key**

Press to answer "Yes" to a question displayed on the display.

**11. [Job Information] key**

Press to search for information on a specific job.

**12. [Trans. Option] key**

Press to change the transmission option settings. The indicator lights when option settings are changed.

**13. [Reception Mode] key**

Press to select the reception mode. When the Manual Receive indicator is on, Manual Receive is selected.

**14. [Help] key**

Press the Help key when you want to print a help list.

**15. [G4] key**

When the optional G4 unit is installed, press to select G3 or G4 mode. When the indicator is lit, G4 is selected.

**16. [Memory] key**

Press to select Immediate Transmission. When the Memory indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

**17. [Quick Dial] keys**



There are 30 Quick Dial keys. Use them to store individual fax numbers (see P.27 "Storing and Editing Fax Numbers"), or to enter characters (see P.46 "Entering Characters"). In addition, you can use the Quick Dial keys to register functions such as groups, programs, and auto documents.

You can select either a QWERTY key board layout (as shown in the illustration) or an ABC layout. See Chapter 7, "Key Layout" in the Advanced Features manual.

When attaching the Quick Dial label, make sure you remove the Quick Dial cover (transparent).

**18. Status Indicators**

These indicators keep you informed about the current status of the unit.

-  Alarm  
When the alarm indicator flashes, check the display and read the message to identify a problem (such as paper jam or open cover).
-  Communicating  
Lights during fax transmission or reception.



**19. [Pause/Redial] key**

Inserts a pause when you are dialing or storing a fax number, or redials the last number dialed when pressed by itself. (The redial feature does not work once you have started dialing a new number.)

**20. [On Hook Dial] key**

Press to dial a phone call from the keypad without lifting the external telephone or taking the handset off the hook (if the machine is equipped with the optional telephone or handset).

**21. [Clear] key**

Press to delete the last character or digit entered, or press  or  to move the cursor, and then press the [Clear] key to delete whatever is at the cursor.



**22. [Speed Dial/Tel Directory] key**

Press when you want to use the Speed Dial or Telephone Directory feature.

**23. [\*] (Tone) key**

If your telephone line uses pulse dialing, press this button to switch temporarily to tone dialing if you want to use telephone services that utilize telephone touch tones.

**24. Number keys**

Use the number keys to dial fax numbers, to enter the number of copies, and so forth.

**25. [Energy Saver/ Clear Modes] key**

Energy Saver: Hold down for 2 seconds to select or deselect energy saver mode. When the machine is not used or no data is received for a fixed period, the machine goes into energy saver mode automatically.

Clear Modes: Press to clear any selected settings and return the machine to its previous condition.

**26. [Copy] key**

Press to copy the document currently loaded in the feeder.

**27. [Stop] key**

Stops transmissions or document scanning, reception, and long copy runs. The machine finishes printing out the current page, then stops.

**28. [Start] key**

Press to start transmission, copy operation, or output of reports.

# Symbols and Conventions Used in This Manual

## 1

### ◆ Documents:

A document is anything you put on the document table of your machine, whether you are faxing it or copying it.

### ◆ Prints:

A print is anything that comes out of the machine, whether: a received fax or a copy you made.

### ◆ Procedures:

Procedures are described step by step. Perform them in order. When you see a display, it always shows what comes after performing the step it accompanies. Other illustrations accompanying steps help you find the right key or handle, or show you how to perform the step.

**I** This is a step in a procedure.

THIS CORRESPONDS TO  
THE PANEL DISPLAY.

## 2. Faxing

### Transmission Modes

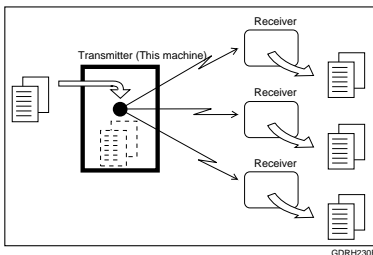
There are two types of transmission.

#### ◆ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

It is convenient when you would like to take documents back in a hurry.

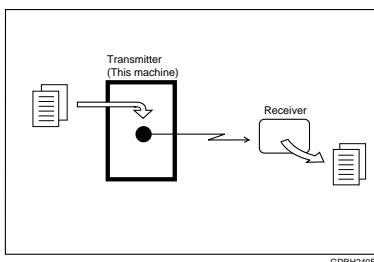
You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.



#### ◆ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine. A fax document is not stored in memory.



#### ⚠ Important

- If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 1 hour, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 8 "Power Failure Report" in the Advanced Features manual.

## Suitable Document Types

**2**

Never load damaged originals in the ADF (Auto Document Feeder) for scanning. Always check the stack of originals before loading.

- Always check the sheets and remove staples, pins, paper clips, or any other type of fasteners.
- If the sheets are curled or folded, flatten them.
- Separate all the sheets to ensure that they will not jam or double feed during scanning.
- If the sheets are heavily creased, torn, punched with holes for binding, or patched together with tape, make copies and then load the copies in the ADF.
- Before loading a stack of originals, make sure that they are all the same size. Do not mix sheets of different sizes.
- Before loading a stack of originals, always fan them to remove static cling.
- To protect fragile or legal documents from damage due to document jams, copy such documents and then load the copies for scanning.

### Important

- ❑ Never place the following types of originals in the ADF:
  - Sheets marked with crayon, paint, charcoal, or soft pencil.
  - Sheets pasted up with tape or glue.
  - Specially treated paper, including thermal paper, OHP sheets, vinyl sheets or film, waxed paper, carbon paper, deed paper, or paper treated with silicone oil.
  - Paper that is not perfectly dry. If documents have ink or correction fluid that is still wet, all them to dry thoroughly before loading them into the ADF.

# Memory Transmission and Immediate Transmission

## Memory Transmission

Memory Transmission is convenient because:

- Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send.
- While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same document to more than one place with the same operation.
- There are two kinds of Memory Transmission: Parallel and Normal. Parallel Memory Transmission is the default. See Chapter 3, "Parallel Memory Transmission" in the Advanced Features manual.

### Limitation

- If 0% is displayed, you cannot perform Memory Transmission. Send your document using Immediate Transmission.

### Note

- If your document jams while it is being scanned, press the **[Stop]** key, and then refer to P.55 "Clearing a Document Jam" for instructions on how to safely remove the original.

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

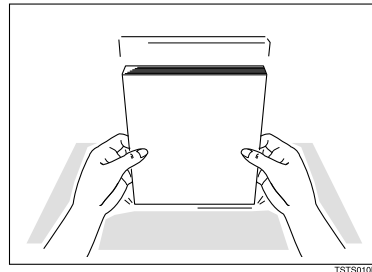
The display should look like this:

```
Ready 100% 02:39PM
Set Orig./ Enter NO.
```

### Note

- If the display is blank, press the **[Energy Saver]** key to exit Energy Saving mode.

- 2** Fan your document stack (maximum: 50 pages, 20 lb) to make sure all pages are loose, and then tap the edges to square the stack.



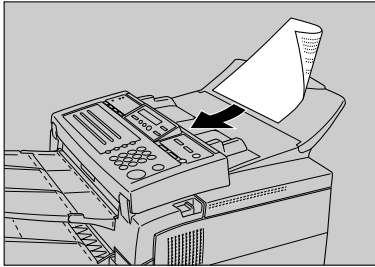
### Limitation

- All pages set in the feeder must be of the same size.

2

Faxing

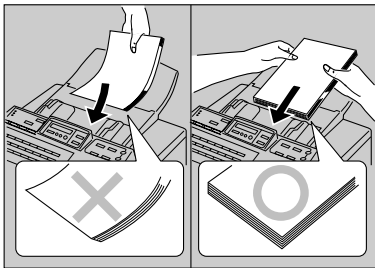
**3** Insert the document facedown into the feeder until the machine beeps. Then adjust the guides to match the width of the document.



ZCKY010N

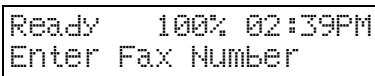
**Note**

- You can dial before you set the document. Place the document after you dial the number and go to step 7.
- Set your document straight in the feeder. If you set more than 15 sheets, make sure the leading ends of the documents are even.



ZCKY900N

**4** The display will look like this:



**5** If the memory indicator is not lit, press the **[Memory]** key.

**6** Dial the number in one of the following ways.



Number keys	Quick Dial
<p style="text-align: center;">GF DIAL 1N</p>	<p style="text-align: center;">GF DIAL 1N</p>
Speed Dial	Group
<p>Example: Speed Dial 10</p> <p style="text-align: center;">GF DIAL 2N</p>	<p>Example:</p> <p>Method *1 Quick Dial key 08.</p> <p>Method *2 <b>[F4]</b> key and 1 number key.</p>

\*1 In this example, Group Dial is programmed in Quick Dial 08.

\*2 In this example, the **[F4]** key is programmed as the Group key, and Group dial number 1 is programmed.

**Note**

- If you want to erase a digit of the phone number, press the **[Clear]** key.
- The number of pages that you can store in memory depends on the original document images and the scan settings. You can store up to 160 standard pages (ITU-T No.1 chart, Resolution: Standard, halftone mode: off).

**Reference**

Programming Quick Dial: see P.27 "Quick Dials".

Programming Speed Dial: see P.27 "Speed Dials".

Programming Group Dial: see P.37 "Storing and Editing a Group of Fax Numbers"

Programming Group key: see P.37 "Programming groups in the {Group} key"

- 7** Press the **[OK]** key to enter another fax number.

```
Dest.2      OK to Add
9876543210_|||||
```

**Note**

- Repeat steps **6** and **7** until all destinations are entered.
- If you enter only one destination, press the **[Start]** key.
- The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax document will be sent at the time that you selected).

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

The machine dials the other party's number.

```
0123456789
File No.001   P.001
```

**Note**

- If the other party's line is busy, your machine will redial.
- If the other party's fax machine answers, both machines connect and your machine sends the document. The other party's Own Name or Own Fax Number appears on the upper line.
- If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the **[Pause]** key immediately after the code. If the number includes a country code, press the **[Pause]** key after the country code, and then dial the rest of the number. Pauses are displayed as a dash (-) on the display.

The File number. is used for managing documents in memory, and is required when canceling transmission of a document or printing out its contents.

## Canceling a Memory Transmission

### Before the **[Start]** key is pressed

- 1** Press the **[Stop]** key or **[Clear Modes]** key, or remove the document set in the feeder.

2

### While the document is being scanned in

- 1** Press the **[Stop]** key.  
All parts of the document that have been scanned in are cleared. Confirm and press the **[OK]** key.

### During transmission

- 1** Confirm the destination.  
The destination name or fax number for the current transmission is displayed.

- 2** Press the **[Stop]** key.

```
Cancel Trans.?  ←/OK
[Yes]   No
```

- 3** Confirm and press the **[OK]** key.  
Transmission is canceled.

## While the document is awaiting transmission

### Limitation

- Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent.

2

- 1** Press the **[Job Information]** key, and confirm that "1. Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX  ⏏
```

- 2** Press the **[OK]** key.

```
File No. To Cancel
No. [ ] (Browse ⏏)
```

- 3** Display the file you want to delete.

Enter the file number with the number keys, or search using **[Left]** or **[Right]**.

If you are unable to find the file, it has already been sent.

```
Cancel File?  ⏏/OK
No. 005
```

- 4** If the document you want to delete is displayed, press the **[OK]** key.

```
Cancel?  ⏏/OK
[Yes] No
```

- 5** Confirm and press the **[OK]** key.

```
Trans.Cancelled
File Deleted
```

## Immediate Transmission

Immediate Transmission is convenient when:

- You wish to send a document immediately as it is scanning.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key. The message is scanned and transmitted page by page without being stored in memory.

### Note

- You can only specify one destination for Immediate Transmission.

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

The display should look like this:

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

### Note

- The Memory indicator should be out. If the Memory indicator is lit, press the **[Memory]** key.

- 2** Place the document facedown in the feeder.

```
Ready 100% 02:39PM
Enter Fax Number
```

### Note

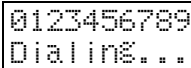
- Do not load more than 50 pages into the feeder at one time.
- You can set the document at any point up until you press the **[Start]** key.



**3** Dial the other party's number.

Dest. Press Start  
0123456789

If you want to erase a digit of the number, press the **[Clear]** key and enter the correct number.

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

0123456789  
Dialing...

The machine dials and connects to the other party's machine. The number that you dialed and the other party's Own Name or Own Fax Number is displayed.

After the transmission, the machine returns to standby mode.

**Note**

- If you install the optional handset or an external telephone, you can send the document manually. Simply pick up the handset and dial.

---

**Canceling an Immediate Transmission**

---

**Before the **[Start]** key is pressed**

- 1**
- Press the
- [Stop]**
- key or
- [Clear Modes]**
- key.

If a document is set in the feeder, remove it.

**While dialing or during transmission**

- 1**
- Press the
- [Stop]**
- key.

However, the part that has already been scanned is sent to the other party. After you have canceled the transmission, remove the document from the feeder.

**2**

To ensure that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density and makes adjustments.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

You can select different settings for each page of your document. Simply change the settings for page 2 while page 1 is being scanned.

#### **Limitation**

- High resolution images and text are scanned into the machine. If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution supported by the other party's machine. This machine can send documents in Standard, Detail, and Fine resolution. It can receive documents in Standard and Detail resolution.

## Resolution

The **[Resolution]** key gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

#### ◆ **Standard:**

Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

#### ◆ **Detail :**

High quality. Use for documents with small print or fine details. Detail resolution is twice the clarity of Standard resolution.

#### ◆ **Fine :**

Very high quality. Use this for high quality reproduction. Fine resolution is four times the clarity of Standard resolution.

#### ◆ **Halftone:**

Use this for optimum quality if your document contains photographs or diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

#### **Note**

- You can confirm the resolution for previously sent documents in the Journal.
- Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.
- There are two methods for sending documents that contain photographic images - Image priority and Speed priority. If you select Speed priority, you can send your image faster, but the quality of the image may be inferior to when sending with Image priority. See Chapter 7, "User Parameters" (switch 10, bit 7) in the Advanced Features manual.

## Dialing

The number keys, Quick Dial, Speed Dial, and Group dial can all be used for dialing.

### Entering Numbers Directly

Enter numbers directly using the number keys (1234567890\*#) on the right side of the operation panel. Press the **[Pause]** key or **[\*]** (Tone) key to enter a pause or tone.

#### Note

- Maximum length of a fax number: 254 digits.
- Maximum number of documents that can be stored for Memory Transmission: 100
- Maximum number of destinations per Memory Transmission: 140
- The combined total number of destinations that can be stored is 300. However, only 197 destinations can be specified if all of the destinations specified are different.
- The maximum destinations you can specify with the number keys is 67. However, this limitation is subject to memory capacity.

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

**2** Carefully place your document into the document table and select any settings you require.

```
Ready 100% 02:39PM
Enter Fax Number
```

**3** Enter the number with the number keys.

#### Note

- The number you entered appears in the display.
- If you want to enter another destination, press the **[OK]** key and repeat step **3** above.
- If you make a mistake, press the **[Clear]** key and try again.
- You can enter a pause, tone, or dial options.

#### Reference

Pause: see P.18 "Entering Pauses".

Tone: see Chapter 3, "Tone Signals" in the Advanced Features manual.

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

```
0123456789
File No.001 P.001
```

2

### Limitations when dialing with the number keys:

- Destinations entered with the number keys are stored in the machine's internal memory (separate to document storage memory) until they have finished sending. You can store up to 67 destinations for Memory Transmission (including Polling Reception, Transfer Stations and End Receivers when making Transfer Requests, and Groups. (Quick Dials and Speed Dials are not included.) Example: If 60 destinations have already been registered with the number keys for Groups, you can register another 7 destinations for Memory Transmission with the number keys.
- The remaining memory for storing documents appears in the display. Because destinations are stored in a different memory, the remaining memory in the display does not change when you store new destinations.

### Entering Pauses

When dialing an outside line through a PBX, you must enter a number, such as "0", at the beginning of the number, and it may take a moment after you have dialed the number before a connection is made to an outside line. If this occurs, enter a pause after the "0". If you enter a pause, a 2-second pause is inserted before the outside number is dialed.

#### Note

- A pause is shown as a "-" character on the display.
- You can enter a pause in numbers stored in Quick Dials and Speed Dials.

#### Limitation

- You cannot enter a pause at the beginning of a fax number

### Switching to Tone Signals

This feature allows a machine connected to a pulse dialing line to send tone signals (for example if you want to use a special service on a tone dialing line). For details on basic services, please contact your service representative. This feature is not necessary with a Tone dialing line. See Chapter 3, "Tone Signals" in the Advanced Features manual.

### Using Quick Dial

You can specify destinations simply by pressing the Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in Quick Dials.

#### Note

- To store, edit, or delete a Quick Dial, see P.27 "Storing and Editing Fax Numbers".
- To check the contents of all Quick Dials, print the Quick Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual.

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

**2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready 100% 02:39PM
Enter Fax Number
```

- 3** Press the **Quick Dial** that is programmed with the destination.

```
Dest.1      OK to Add
001 ABC COMPANY
```

**Note**

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- If you want to enter another destination, press the **[OK]** key and repeat step **3** above or enter a number manually.
- When dialing another destination using a Quick Dial, you do not need to press the **[OK]** key.
- If you make a mistake, press the **[Stop]** key, and the display will return to that in step **2**.

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

```
ABC COMPANY
File No.001      P.001
```

## Using Speed Dial

You can specify destinations simply by pressing the **[Speed Dial]** key and a Speed Dial code (00 to 99).

You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in Speed Dials.

**Note**

- To store, edit, or delete Speed Dial entries, see P.27 "Storing and Editing Fax Numbers".
- To check the contents of all Speed Dials, print the Speed Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual.

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

- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready 100% 02:39PM
Enter Fax Number
```

- 3** Press the **[Speed Dial]** key.

```
Speed Dial:Enter No.
[0-9]
```

- 4** Using the number keys, enter the Speed Dial number (00 to 99) that is programmed with the destination.

```
Dest.1      OK to Add
000 DEF COMPANY
```

**Note**

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- If you want to enter another destination, press the **[OK]** key and repeat steps **3** and **4** above.
- If you make a mistake, press the **[Stop]** key, and the display will return to that in step **2**.

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

```
DEF COMPANY
File No.001      P.001
```

2

## Using Groups

You can store multiple destinations as a single Group and simply specify a particular Group.

You must store the destinations' fax number in a Group beforehand.

Additionally, you can store destination names and a Group name in Groups.

### Limitation

- Quick Dials programmed with Groups cannot be used for any other function.
- You cannot use Immediate Transmission to send Groups. You can only use Memory Transmission.

### Note

- To store, edit, or delete Groups, see P.37 "Storing and Editing a Group of Fax Numbers".
- To check the contents of all Groups, print the Group Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual. The method for specifying Groups differs according to the way they were programmed.
  - When programmed in a Quick Dial: Press the Quick Dial.
  - When not programmed in a Quick Dial: First, Program the Group function in a User Function key. When you want to specify a destination, press the Group key, and then press the Group number. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)
- You can program the Group function in User Function keys **[F1]** to **[F4]**. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)

## When specifying a Group with a Quick Dial

Make sure that the Memory indicator is lit, and if it is not lit, press the **[Memory]** key to light it.

- 1** Make sure that the machine is in standby mode.
- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready 100% 02:39PM
Enter Fax Number
```

- 3** Press the Quick Dial that is programmed with the destination.

```
Dest.1 OK to Add
001:GP.D1 GROUP 1
```

### Note

- If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- If you make a mistake, press the **[Clear]** key, and the display will return to that in step **2**.

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

```
Storing...Memory 99%
File NO.001 P.001
```

### When specifying a Group with the Group key

Confirm that the Memory indicator is not lit, and if it is not lit, press the **[Memory]** key to light it.

#### Note

- Before using the **[Group]** key, you must program the Group function in a User Function key. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)

- 1** Make sure that the machine is in standby mode.
- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready 100% 02:39PM
Enter Fax Number
```

- 3** Press the User Function key programmed with the Group function.

```
Group Dial:Enter No.
[GP.D_]
```

- 4** Enter the Group number (1 to 7) with the number keys.

```
Dest.1 OK to Add
G1 GROUP 1
```

#### Note

- If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- If you make a mistake, press the **[Clear]** key, and the display will return to that in step **2**.

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

```
Storing...Memory 99%
File No.001 P.001
```

## Reception Modes

The machine can treat incoming fax documents and telephone calls in two ways.

2

### ❖ Manual Receive

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax documents or telephone calls. You must manually hit the **[Start]** key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times. The Manual Receive indicator is lit when the machine is in this mode.

### ❖ Auto Receive

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving.

### How to Select the Reception Mode

The Manual Receive indicator is lit when the machine is in Manual Receive mode. To switch to a different mode, follow the steps below.

- 1 Press the **[Reception Mode]** key.

```
Reception Mode  ⬅➡/OK
[Auto Sense]
```

- 2 Press **⏪** or **⏩** to select the reception mode.

```
Reception Mode  ⬅➡/OK
Manual Receive
```

- 3 Press the **[OK]** key.

```
Ready  100% 02:39PM
Set Orig./ Enter NO.
```



## 3. Setup

### Initial Settings and Adjustments

If you have not already the initial procedure (or if you need to change the initial settings), you must enter a few settings and make a few adjustments before connecting your machine to the telephone line.

#### ◆ Own Name

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's Fax machine, and the name registered on that machine will appear on yours.

#### ● Limitation

- The registered name will not be used unless the other party has a same machine of the same make that supports the Own Name feature.

#### ◆ Fax Header

This is ordinarily the telephone number of the line your machine is connected to. Your fax header can be up to 32 characters long, and is printed on the header of every page you send. In the United States, a fax header containing the telephone number is required by law.

#### ◆ Own Fax Number (Required by international law)

This is your fax machine's phone number, which must include country and area codes, in 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

#### ⚠ Important

- When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed. Further, the Fax Header and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

#### ✎ Note

- You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List.

## Setup

## Initial Settings

During the course of this procedure you will have to enter letters and other characters.

Use the number keys to enter numbers. Use Quick Dial keys for entering letters, the **[OK]** key to accept a character, the **[Space]** or **[Symbol]** key (depending on your fax machine's configuration) to enter spaces, and the **[Symbol]** key to enter symbols (P.46 "Entering Characters").

### Note

- Make sure the machine is in stand-by mode before making the following settings.

## Storing and Editing Programmed Data

The following procedure describes how to make initial settings.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

- 2** Press **[Left]** or **[Right]** to display "3. Setup".

```
User Tools Main Menu
3.Setup
```

- 3** Press the **[OK]** key.

```
Setup:
1.Monitor Volume
```

- 4** Press **[Left]** or **[Right]** to display "4. Fax Information".

```
Setup:
4.Fax Information
```

- 5** Press the **[OK]** key.

Confirm that "1. Own Name" is displayed.

```
Fax Information:
1.Own Name
```

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

```
Own Name[ABC]
_
```

- 7** Enter your Own Name.

```
Own Name[ABC] OK
MAIN OFFICE_
```

### Note

- If you want to erase a character of the name, press the **[Clear]** key.

### Reference

P.46 "Entering Characters"

- 8** Press the **[OK]** key.

Your Own Name is programmed.

```
Fax Information:
1.Own Name
```

- 9** Press **[Left]** or **[Right]** to display "2. Fax Header".

```
Fax Information:
2.Fax Header
```

- 10** Press the **[OK]** key.

The programmed Own Name is displayed.

```
Header[ABC] OK
MAIN OFFICE
```

**11** Enter your Fax Header.

If your Fax Header is the same as your Own Name, go to step 12.

```
Header[ABC]      OK
MAIN OFFICE████████████████████
```

**12** Press the **[OK]** key.

Your Fax Header is programmed.

```
Fax Information:
2.Fax Header  ⬅➡
```

**13** Press **[Left]** or **[Right]** to display "3. Own Fax Number".

```
Fax Information:
3.Own Fax Number  ⬅➡
```

**14** Press the **[OK]** key.

```
Fax Number
_████████████████████████████████████████
```

**15** Enter your Own Fax Number.

```
Fax Number      OK
0123456789_████████████████████
```

**Note**

- The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

Characters you can enter include numerals 0-9, plus signs (+), and spaces.

**16** Press the **[OK]** key.

Your Own Fax Number is programmed.

```
Fax Information:
3.Own Fax Number  ⬅➡
```

**17** Press the **[User Tools]** key to return to standby display.**Deleting Programmed Data**

The following procedure describes how to delete programmed data.

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete ⬅➡
```

**2** Press **[Left]** or **[Right]** to display "3. Setup".

```
User Tools Main Menu
3.SETUP  ⬅➡
```

**3** Press the **[OK]** key.

```
Setup:
1.Monitor Volume  ⬅➡
```

**4** Press **[Left]** or **[Right]** to display "4. Fax Information".

```
Setup:
4.Fax Information  ⬅➡
```

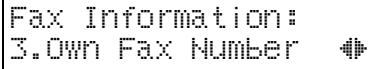
**5** Press the **[OK]** key.

```
Fax Information:
1.Own Name  ⬅➡
```

Setup

---

- 6** Press **⏪** or **⏩** to display the item you want to delete.



Fax Information:  
3. Own Fax Number ⏪

- 7** Press the **[OK]** key.



Fax Number OK  
0123456789

**3**

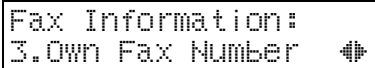
- 8** Press the **[Clear]** key.



Fax Number  
\_

- 9** Press the **[OK]** key.

The programmed information is deleted.



Fax Information:  
3. Own Fax Number ⏪

- 10** Press the **[User Tools]** key to return to standby mode.

## Storing and Editing Fax Numbers

You can store numbers that you often use in the machine's memory. A stored number will remain in memory even if the power is cut.

You can store numbers in two ways.

### ❖ Quick Dials

Each fax number is assigned to its own key. To dial that number, just press the key. You can store up to 30 numbers in this way.

### ❖ Speed Dials

The number is given a two-digit code. To dial the number, press the **[Speed Dial]** key and enter the code. There are 100 Speed Dial codes available, numbered 00 to 99.

## Storing Quick Dial Numbers

The following procedure describes how to store fax numbers in Quick Dial keys.

### ⚠ Limitation

- ❑ You cannot store fax numbers in Quick Dials used for groups and programs.

### 📝 Note

- ❑ The combined total number of fax numbers that can be stored is 30.
- ❑ Maximum number of digits per fax number: 254
- ❑ Maximum number of characters per name: 20
- ❑ You can confirm fax numbers stored in Quick Dials on the Quick Dial List (See Chapter 6, "Printing Dial Lists" in the Advanced Features manual).

- ❑ You can print a Quick Dial label showing the contents of each Quick Dial (See Chapter 6, "Printing a Quick Dial Label" in the Advanced Features manual).
- ❑ You can use the Quick Dial keys to store individual fax numbers, or to register functions such as groups, programs, and auto documents.

3

### 1 Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

### 2 Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial
```

Confirm that "1. Prog. Quick Dial" is displayed.

### 3 Press the **[OK]** key.

```
Press Key to Program
(Browse)
```

### 4 Display the number of the Quick Dial key you want to store.

Press a Quick Dial key, or search using **[Left]** or **[Right]**.

```
001 Fax No.
.....
```

### 📝 Note

- ❑ If a Quick Dial has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select a Quick Dial that is not programmed, then press the **[OK]** key.

## Setup

- 5** Enter the fax number with the number keys.

```
001          Press OK
9876543210_|||||
```

**Note**

- If you want to erase a digit of the number, press the **[Clear]** key.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **[Left]** or **[Right]** to select the fax number you want to specify, and then press the **[OK]** key.
- Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID, PWD, and sub-addresses (See Chapter 3, "Dial Options" in the Advanced Features manual).

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

The fax number is programmed.

```
001[ABC]          Name
_|||||
```

- 7** Enter the name.

```
001[ABC]          OK
ABC COMPANY_|||||
```

- 8** Press the **[OK]** key.

The name is programmed.

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **[Left]** or **[Right]** to select G3 or G4, and then press the **[OK]** key.

```
Label Insert:  ←/OK
Yes          [NO]
```

- 9** Press **[Left]** or **[Right]** to select either "Yes" or "No".

**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```
Label Insert:  ←/OK
[Yes]         No
```

- 10** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial ←
```

If you want to store another Quick Dial, go to step **5**.

- 11** Press the **[User Tools]** key to return to the standby mode.

## Editing Quick Dial Numbers

The following procedure describes how to edit fax numbers stored in Quick Dial keys.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 2** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial
```

Confirm that "1. Prog. Quick Dial" is displayed.

- 3** Press the **[OK]** key.

```
Press Key to Program
(Browse)
```

- 4** Display the Quick Dial key you want to edit.

Press a Quick Dial key or search using  $\leftarrow$  or  $\rightarrow$ .

```
Program? /OK
001 ABC COMPANY
```

- 5** Press the **[OK]** key.

```
001 Press OK
9876543210
```

- 6** Press the **[Clear]** key and enter the new number.

```
001 Press OK
5432109876
```

### Note

- The previously entered fax number flashes. Pressing the **[Clear]** key deletes all digits of the number. If you want to delete a single digit, press  $\leftarrow$  or  $\rightarrow$  to move the cursor to the digit to be deleted, then press the **[Clear]** key.
- If you do not want to change the number, go to step **7**.
- After programming a user function key with a Dial Option and registering a fax number, you can press that key and program the SUB, SEP, SID, PWD, or sub-address.

- 7** Press the **[OK]** key.

The fax number is changed.

```
001 [ABC] /OK
ABC COMPANY
```

- 8** Enter the name.

```
001 [ABC] OK
DEF COMPANY_
```

### Note

- If you do not want to change the name, go to step **9**.
- The previously entered name flashes. Pressing the **[Clear]** key deletes all characters of the name. If you want to delete a single character, press  $\leftarrow$  or  $\rightarrow$  to move the cursor to the character to be deleted, then press the **[Clear]** key.

3

## Setup

**9** Press the **[OK]** key.

The name is changed.

```
Label Insert:  ⬅/➡/OK
[Yes]  No
```

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **⏪** or **⏩** to select G3 or G4, then press the **[OK]** key.

**3****10** Press **⏪** or **⏩** to select "Yes" or "No".**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```
Label Insert:  ⬅/➡/OK
Yes  [No]
```

**11** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial ⬅
```

If you want to edit another Quick Dial, go to step **8**.

**12** Press the **[User Tools]** key to return to standby mode.**Deleting Quick Dial Numbers**

The following procedure describes how to delete fax numbers stored in Quick Dial keys.

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete ⬅
```

Confirm that "1. Program / Delete" is displayed.

**2** Press the **[OK]** key.**3** Press **⏪** or **⏩** to display "2. Del. Quick Dial".

```
Program / Delete:
2.Del. Quick Dial ⬅
```

**4** Press the **[OK]** key.

```
Press Key to Delete
(Browse ⬅)
```

**5** Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing **⏪** or **⏩**.

```
Delete?  ⬅/➡/OK
001 ABC COMPANY
```

The number of the Quick Dial key and the fax number or name are displayed.



**6** Press the **[OK]** key.

The stored data (fax number and name) is deleted.

```
Program / Delete:
2.Del. Quick Dial
```

If you want to delete another Quick Dial key, go to step **4**.

**7** Press the **[User Tools]** key to return to standby mode.**Printing a Quick Dial Key Label**

To print a template that can be used to make labels for Quick Dial keys, perform the following procedure.

**1** Press the **[User Tools]** key.**2** Press **⏪** or **⏩** to display "2. Reports / Lists".

```
User Tools Main Menu
2.Reports / Lists
```

**3** Press the **[OK]** key.**4** Press **⏪** or **⏩** to display "4. Quick Dial Label".

```
Reports / Lists
4.Quick Dial Label
```

**5** Press the **[OK]** key.**6** Press the **[Start]** key.

The Quick Dial label is printed.

Once the label is printed, the machine returns to the standby mode.

**3**

Setup

## Quick Dial Key Labels

The Quick Dial key label will have the destination, Group, Program, or Auto Document name programmed in Quick Dials.

**Note**

- A protective transparent film is attached to the operation panel. Peel off the film and place the Quick Dial key labels onto the operation panel.

**3**

P. 1

\* \* \* QUICK KEY LABEL ( FEB. 1. 2001 9:13AM ) \* \* \*

Time printed      FAX HEADER: ABC COMPANY

01: abc com pany	02: BCD. com pany	03: cde com pany	04:	05:	06:	07:	08:	09:	10: Group 1
11:	12:	13:	14:	15: MAP	16:	17:	18:	19:	20:
21:	22:	23:	24:	25:	26:	27:	28:	29:	30:

Printout of Quick Dial numbers assigned to keys,  
including programmed names (up to 20 characters)

01:	02:	03:	04:	05:	06:	07:	08:	09:	10:
11:	12:	13:	14:	15:	16:	17:	18:	19:	20:
21:	22:	23:	24:	25:	26:	27:	28:	29:	30:

Labels without printed names. (Write in names yourself.)

abc comp any	BCD. comp any	cde comp any							Group 1
				MAP					

PLEASE CUT THE SHEET INTO THREE LABELS ALONG THE DOTTED LINE,  
AND PUT LABELS ON THE QUICK DIAL PANEL.

Printout of Quick Dial numbers assigned to keys, including programmed names (up to 16 characters)

GFWTLBGN

## Storing Speed Dial Numbers

If you store numbers in Speed Dials, you can specify the fax number simply by pressing the **[Speed Dial]** key, and entering a two-digit Speed Dial number.

The following procedure describes how to store fax numbers in Speed Dials.

### Note

- The combined total number of Speed Dial numbers that can be stored is 100.
- You can specify numbers from 00 to 99.
- The maximum number of digits per fax number is 254.
- The maximum number of characters per name is 20.
- You can confirm the contents of Speed Dial numbers in the Speed Dial list. (See Chapter 6, "Printing Dial Lists" in the Advanced Features manual.)

### 1 Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

### 2 Press the **[OK]** key.

### 3 Press **[Left]** or **[Right]** to display "3. Prog. Speed Dial".

```
Program / Delete:
3.Prog. Speed Dial
```

### 4 Press the **[OK]** key.

```
Enter No. to Program
[00] (Browse)
```

### 5 Display the number of the Speed Dial you want to store (00 to 99).

Enter the Speed Dial number with the number keys, or search using **[Left]** or **[Right]**.

```
001 Fax No.
.....
```

### Note

- If you want to delete a digit of the number, press the **[Clear]** key and enter the correct number.
- If a Speed Dial number has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select an unprogrammed number, then press the **[OK]** key.

### 6 Enter the fax number with the number keys.

```
000 Press OK
5432109876.....
```

### Note

- If you want to delete a digit of the number, press the **[Clear]** key.

### 7 Press the **[OK]** key.

The fax number is programmed.

```
000[ABC] Name
.....
```

### 8 Enter the name.

```
000[ABC] OK
DEF COMPANY.....
```

## Setup

**9** Press the **[OK]** key.

The name is programmed.

```
Label Insert:  ⬅/OK
                Yes  [No]
```

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **⏪** or **⏩** to select G3 or G4, and then press the **[OK]** key.

**10** Press **⏪** or **⏩** to select "Yes" or "No".**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```
Label Insert:  ⬅/OK
                [Yes] No
```

**11** Press the **[OK]** key.

```
Program / Delete:
3.Prog. Speed Dial ⬅
```

If you want to store another Speed Dial number, go to step **4**.

**12** Press the **[User Tools]** key to return to standby mode.**Editing Speed Dial Numbers**

The following procedure describes how to edit programmed Speed Dial numbers.

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete ⬅
```

Confirm that "1. Program / Delete" is displayed.

**2** Press the **[OK]** key.**3** Press **⏪** or **⏩** to display "3. Prog. Speed Dial".

```
Program / Delete:
3.Prog. Speed Dial ⬅
```

**4** Press the **[OK]** key.

```
Enter No. to Program
[0-9] (Browse ⬅)
```

**5** Display the Speed Dial number you want to edit (00 to 99).

Enter the Speed Dial number with the number keys or search using **⏪** or **⏩**.

```
Program?  ⬅/OK
000 DEF COMPANY
```

**Note**

- If you want to delete a digit of the number, press the **[Clear]** key and enter the correct number.
- The Speed Dial number and the fax number or name are displayed.

**6** Press the [OK] key.

```

000          Press OK
5432109876 ██████████
  
```

**7** Press the [Clear] key and enter the fax number.

```

000          Press OK
9876543210_ ██████████
  
```

**Note**

- If you do not want to change the number, press the [OK] key and go to step 8.
- If you want to erase a digit of the number, press the [Clear] key.

**8** Press the [OK] key.

The fax number is changed.

```

000[ABC]          /OK
DEF COMPANY ██████████
  
```

**9** Enter the name.

```

000[ABC]          OK
ABC COMPANY_ ██████████
  
```

**Note**

- The previously entered name flashes. Pressing the [Clear] key deletes all characters of the name. If you want to delete a single character, press ◀ or ▶ to move the cursor to the character to be deleted, then press the [Clear] key.

**10** Press the [OK] key.

The name is changed.

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press ◀ or ▶ to select G3 or G4, and then press the [OK] key.

```

Label Insert:   ↵/OK
[Yes]   NO
  
```

**11** Press ◀ or ▶ keys to select "Yes" or "No".**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```

Label Insert:   ↵/OK
Yes   [No]
  
```

**12** Press the [OK] key.

```

Program / Delete:
3.Prog. Speed Dial ↵
  
```

If you want to edit another name, go to step 9.

**13** Press the [User Tools] key to return to standby mode.

## Setup

## Deleting Speed Dial Numbers

The following procedure describes how to delete fax numbers in Speed Dials.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 2** Press the **[OK]** key.

- 3** Press **[Left]** or **[Right]** to display "4. Del. Speed Dial".

```
Program / Delete:
4.Del. Speed Dial
```

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

```
Enter No. to Delete
[0-9] (Browse)
```

- 5** Display the Speed Dial number you want to delete (00 to 99).

Enter the Speed Dial number with the number keys or search using **[Left]** or **[Right]**.

```
Delete? /OK
000 DEF COMPANY
```

The Speed Dial number and the fax number or name are displayed.

**Note**

- If you want to delete a digit of the number, press the **[Clear]** key and enter the correct number.

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

The programmed data (fax number and name) is deleted.

```
Program / Delete:
4.Del. Speed Dial
```

If you want to delete another name, go to step **1**.

- 7** Press the **[User Tools]** key to return to standby mode.

## Storing and Editing a Group of Fax Numbers

If you regularly broadcast documents to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

There are two ways of programming Groups:

### ❖ Programming groups in Quick Dial keys

If you program a group in a Quick Dial key, you can specify that group by pressing a Quick Dial key. However, if you use Quick Dial keys to program groups, you will be able to program fewer Quick Dial keys.

#### ! Limitation

- You cannot store another function (Quick Dials, Auto Documents, or Programs) in a Quick Dial key already used for a group. Also, you cannot store groups in a Quick Dial key already used for another function.

### ❖ Programming groups in the [Group] key

To program a group in the **[Group]** key, you must first assign the Group feature to a Function key. To send a fax, press the **[Group]** key, and then enter the group number (1 to 7).

### Storing a Group of Fax Numbers

You can register the following items in a Group:

- Destination fax numbers
- Group name (up to 20 characters)

You can enter destination numbers by Quick Dial keys, Speed Dials, or the number keys.

#### Note

- You can register up to 7 Groups with 140 numbers each.
- The combined maximum number of destinations you can register in all Groups is 129. This 129 can be composed of up to 30 Quick Dial numbers, 50 Speed Dial numbers and 49 numbers entered directly with the number keys.
- The number of destinations that can be registered with the number keys depends on how the machine is used. In theory you can register up to a combined maximum of 76 destinations with the number keys for all groups. However, if you register 76 items with the number keys, Memory Transmission becomes unavailable, only register up to 75 items with the number keys.

Setup

- If you register the same destination more than once with a Speed Dial or Quick Dial in Groups, it is only counted as one item. However, if you register two or more identical destinations with the ten keys they will be counted as two or more items.
- If all destinations are different, you may not be able to store 140 destinations in a Group.
- It is recommended that you print the Group Dial list and keep it when you register or change destinations. See Chapter 6, "Printing Dial Lists" in the Advanced Features manual.
- How to count numbers.

3

	Registered items	Total Numbers
Group 1	Quick Dial: [01], [03], [05] Speed Dial: [01], [02], [10] Ten Key: 0312345678	10 numbers
Group 2	Quick Dial: [01], [05] Speed Dial: [01], [02], [08] Ten Key: 0312345678, 0451119999	

	Registered items	Total Numbers
Group1	Quick Dial: [01], [02], [03] Speed Dial: [01], [02], [03] Ten Key: 0312345678	14 numbers
Group2	Quick Dial: [04], [05] Speed Dial: [04], [05], [06] Ten Key: 0312345678, 0451119999	

- This section describes how to program a Group.

- 1 Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 2 Press the **[OK]** key.

- 3 Press **[Left]** or **[Right]** to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. GROUP Dial
```

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

```
Enter No./ Press Key
[GP.D_] (Browse)
```

- 5 Display the number of the group you want to store (1 to 7).

Enter the group number with the number keys, or search using **[Left]** or **[Right]**.

```
GP.D1:#1 Fax NO.
_
```

**Note**

- If a group has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select a group number that is not programmed, then press the **[OK]** key.
- If a group is programmed, but no name is specified, the group number only is displayed on the lower line of the display.



**6** Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```
GP.D1:#1   Press OK
0123456789_|||||
```

Press a Quick Dial key.

```
GP.D1:#1   Press OK
001 ABC COMPANY
```

Press the **[Speed Dial]** key and enter a Speed Dial number.

```
GP.D1:#1   Press OK
000 DEF COMPANY
```

**Note**

- If you specify a Quick Dial or Speed Dial that is not programmed, "This key is Not Programmed" is displayed. Re-specify the destination.

**7** Press the **[OK]** key.

The destination is programmed.

**8** Press the **[Left]** or **[Right]** to select "Add" or "Exit".

```
Program?   ←/OK
[Add] Delete Exit
```

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **[Left]** or **[Right]** to select G3 or G4, and then press the **[OK]** key.

**9** Press the **[OK]** key.

If you selected "Exit", go to step 11.

**10** Repeat steps 6 to 9 and program a destination.**11** Enter the group name.

If you do not want to program a group name, press the **[OK]** key and go to step 12.

```
GP.D1[ABC]   Name
GROUP A_|||||
```

**Note**

- If you want to delete a character of the name, press the **[Clear]** key.

**12** Press the **[OK]** key.

The group name is programmed.

```
Assign to key? ←/OK
Yes [NO]
```

**13** Press **[Left]** or **[Right]** to select "Yes" or "No" to be programmed in the Quick Dial.

```
Assign to key? ←/OK
[Yes] NO
```

**14** Press the **[OK]** key.

If you selected "No", go to step 11.

```
Press Quick Dial key
[0_|||]
```

**15** Press the Quick Dial key you want to program.

```
Press Quick Dial key
[002]
```

**16** Press the **[OK]** key.

```
Program / Delete:
5.Prog. GROUP Dial ←
```

**17** Press the **[User Tools]** key to return to standby mode.

## Setup

## Editing a Group

You can add destinations or edit the group name for programmed groups. To edit a destination:

- For destinations programmed in Quick Dials or Speed Dial, edit the contents of the programmed Quick Dial or Speed Dial.
- For destinations programmed with the number keys, delete the destination you want to edit from the group, and then program the new destination.

3

### Editing a Group Name

The following procedure describes how to edit a group name.

- 1 Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program/Delete" is displayed.

- 2 Press the **[OK]** key.
- 3 Press **⏪** or **⏩** to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. GROUP Dial
```

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

```
Enter No./ Press Key
[GP.D_] (Browse)
```

- 5 Display the number of the group you want to edit (1 to 7).

Enter the group number with the number keys, or search using **⏪** or **⏩**.

```
Program? /OK
GP.D1 GROUP A
```

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

```
Change Dest.?: /OK
[Yes] NO
```

- 7 Press **⏪** or **⏩** to select "No".

```
Change Dest.?: /OK
Yes [No]
```

- 8 Press the **[OK]** key.

```
GP.D1[ABC] /OK
GROUP A
```

- 9 Press the **[Clear]** key and enter the new name.

```
GP.D1[ABC] OK
GROUP B
```

#### Note

- If you want to delete a character of the name, press the **[Clear]** key.
- If you press the **[Cancel]** key, the display will return to that shown for step 8.
- If you are finished, press the **[User Tools]** key.

- 10 Press the **[OK]** key.

The name is changed.

```
Assign to Key? /OK
Yes [No]
```

- 1** Press  $\leftarrow$  or  $\rightarrow$  to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key?  $\leftarrow$ /OK
[Yes] No
```

- 2** Press the **[OK]** key.  
If you selected "No", go to step **4**.

```
Press Quick Dial Key
[002]
```

**Note**

- If you want to edit a programmed Quick Dial key, press the Quick Dial key and then the **[OK]** key.

- 3** Press the **[OK]** key.

```
Program / Delete:
5.Prog. GROUP Dial  $\leftarrow$ 
```

If you want to program another group name, go to step **4**.

- 4** Press the **[User Tools]** key to return to standby mode.

**Adding a Fax Number to a Group**

The following procedure describes how to add a destination to a group.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete  $\leftarrow$ 
```

Confirm that "1. Program / Delete" is displayed.

- 2** Press the **[OK]** key.

- 3** Press  $\leftarrow$  or  $\rightarrow$  to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. GROUP Dial  $\leftarrow$ 
```

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

```
Enter No./ Press Key
[GP.D_] (Browse  $\leftarrow$ )
```

3

- 5** Display the number of the group to which you want to add a number (1 to 7).

Enter the group number with the number keys, or search using  $\leftarrow$  or  $\rightarrow$ .

```
Program?  $\leftarrow$ /OK
GP.D1 GROUP A
```

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

```
Change Dest.?:  $\leftarrow$ /OK
[Yes] No
```

- 7** Press  $\leftarrow$  or  $\rightarrow$  to select "Yes" and press the **[OK]** key.

```
Program?  $\leftarrow$ /OK
[Add] Delete Exit
```

**Note**

- If you have finished adding destinations, select "Exit" and go to step **2**.

- 8** Press  $\leftarrow$  or  $\rightarrow$  to select "Add" and press the **[OK]** key.

```
GP.D1:#5 Fax No.
_#00000000000000000000
```

## Setup

**9** Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```
GP.D1:#5   Press OK
0123456789_|||||
```

Press a Quick Dial key.

**3**

```
GP.D1:#5   Press OK
001 ABC COMPANY
```

Press the **[User Tools]** key and enter a Speed Dial number.

```
GP.D1:#5   Press OK
000 DEF COMPANY
```

**Note**

- If you specify a Quick Dial or Speed Dial that is not programmed, "This key is Not Programmed" is displayed. Re-specify the destination.

**10** Press the **[OK]** key.

The destination is added.

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **[Left]** or **[Right]** to select G3 or G4, and then press the **[OK]** key.

**11** To add another destination, repeat steps **9** to **10**.**12** If you have finished adding destinations, select "Exit".

```
Program?   ←/OK
Add Delete [Exit]
```

**13** Press the **[OK]** key.

```
GP.D1[ABC]   /OK
GROUP A|||||
```

**Note**

- If you want to change the group name, press the **[Clear]** key and enter the new name.

**14** Press the **[OK]** key.

```
Assign to key? ←/OK
Yes [NO]
```

**15** Press **[Left]** or **[Right]** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key? ←/OK
[Yes] NO
```

**16** Press the **[OK]** key.

If you selected "No", go to step **17**.

```
Press Quick Dial Key
[002]
```

**Note**

- If you want to edit a programmed Quick Dial, press the Quick Dial, and then the **[OK]** key.

**17** Press the **[OK]** key.

```
Program / Delete:
5.Prog. GROUP Dial ←
```

If you want to add another destination to the group, go to step **9**.

**18** Press the **[User Tools]** key to return to standby mode.

## Deleting a Group

The following procedure describes how to delete a destination from a group.

- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

### To delete a destination from a group

- Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- Press the **[OK]** key.

- Press **⏪** or **⏩** to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. Group Dial
```

- Press the **[OK]** key.

```
Enter No./ Press Key
[GP.D.] (Browse)
```

- Display the group number for the destination you want to delete (1 to 7).

Enter the group number with the number keys, or search using **⏪** or **⏩**.

```
Program? /OK
GP.D1 GROUP A
```

- Press the **[OK]** key.

```
Change Dest.?: /OK
[Yes] NO
```

- Press **⏪** or **⏩** to select "Yes" and press the **[OK]** key.

```
Program? /OK
[Add] Delete Exit
```

- Press **⏪** or **⏩** to select "Delete" and press the **[OK]** key.

```
Select Destination
with
```

- Press **⏪** or **⏩** to display the destination you want to delete.

```
Delete? /OK
001 ABC COMPANY
```

- Press the **[OK]** key.

```
Program? /OK
Add [Delete] Exit
```

- To delete another destination, repeat steps **8** to **10**.

- If you are finished deleting destinations, press **⏪** or **⏩** to select "Exit", and then press the **[OK]** key.

```
GP.D1[ABC] /OK
GROUP A
```

- Press the **[OK]** key.

```
Assign to Key? /OK
Yes [NO]
```

## Setup

**14** Press  $\leftarrow$  or  $\rightarrow$  to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

**15** Press the **[OK]** key.

If you selected "No", go to step **17**.

```
Press Quick Dial Key
[002]
```

3

 **Note**

- If you want to edit a programmed Quick Dial key, press the Quick Dial key and then the **[OK]** key.

**16** Press the **[OK]** key to return to standby mode.

```
Program / Delete:
5.Prog. GROUP Dial
```

If you want to delete another destination from the group, go to step **4**.

**17** Press the **[User Tools]** key to return to standby mode.

---

### To erase an entire group

---

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

**2** Press the **[OK]** key.

**3** Press  $\leftarrow$  or  $\rightarrow$  to display "6. Del. Group Dial".

```
Program / Delete:
6.Del. GROUP Dial
```

**4** Press the **[OK]** key.

```
Enter No./ Press Key
[GP.D_] (Browse)
```

**5** Display the number of the group you want to delete (1 to 7).

Enter the group number with the number keys, or search using  $\leftarrow$  or  $\rightarrow$ .

```
Delete? /OK
GP.D1 GROUP A
```

**6** Press the **[OK]** key.

The entire group is deleted.

```
Program / Delete:
6.Del. GROUP Dial
```

**7** Press the **[User Tools]** key to return to standby display.

**To change and delete Quick Dials programmed as groups:**

To store an entire group under a different Quick Dial key, or to delete the group from the Quick Dial key altogether, perform the following procedure:

- ① Press the **[User Tools]** key.
- ② Confirm that "1. Program / Delete" is displayed.
- ③ Press the **[OK]** key, and then press **⏪** or **⏩** to display "5. Prog. Group Dial".
- ④ Press the **[OK]** key.
- ⑤ Enter the group number (1 to 7).
- ⑥ Press the **[OK]** key.
- ⑦ Press **⏪** or **⏩** to select "No", and then press the **[OK]** key.
- ⑧ Press the **[OK]** key.
- ⑨ If you want to change the Quick Dial key, press "Yes", and if you want to delete the Quick Dial key, press "No".
- ⑩ Press the **[OK]** key.  
If you selected "No" in step ⑨, the Quick Dial key is deleted. Go to step ⑬.
- ⑪ If you want to change the Quick Dial key, press the new Quick Dial key.
- ⑫ Press the **[OK]** key.  
The Quick Dial key is changed.
- ⑬ Press the **[User Tools]** key to return to standby mode.

## Entering Characters

Use the number keys to enter numbers. Use Quick Dial keys for entering letters, and the **[Symbols]** key for entering symbols.

If at any time you make a mistake when entering a character or digit, press the **[Clear]** key to delete it. To correct a character or number already entered, use ⏪ or ⏩ to reach the mistake, enter the new character, and then press the **[Clear]** key to delete the mistaken character.

3

### Note

- ❑ You can switch the character input mode between uppercase letters (ABC) and lowercase letters (abc) by pressing the **[ABC/abc]** key. You can input symbols regardless of this mode.
- ❑ With the QWERTY keyboard layout, the **[ABC/abc]** key is key 21, and with the ABC layout it is key 29. The **[Symbol]** key is key 30 with both layouts.

## Entering Symbols

- 1** Press the **[Symbol]** key.
- 2** Press ⏪ or ⏩ to scroll through the symbols.

### Note

- ❑ You can enter the following symbols: - \_ (space) . , ( ) / @ & \$ ! " ' # \* % + : ; < = > ? ^ [ ] ` { | } ~

- 3** Press the **[OK]** key.

## Wild Card

Using wild cards, you can greatly enhance the effectiveness of the following features:

- Authorized Reception
- Memory Lock
- Multi-copy Reception
- Specified Cassette Selection
- Forwarding

In each of these features, you have to store the Own Name or Own Fax Number setting of the various terminals that you normally receive fax documents from. Then, when your machine detects an incoming call, it checks the Own Name or Own Fax Number setting of the other terminal and acts accordingly.

When you use Own Name with these features, you can program wild cards to greatly expand the number of terminals that you can specify.

For example, if you wish to accept documents from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you do not have to store the Own Name of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the Own Name settings of all XYZ branches contain "XYZ", incoming documents from those branches will be accepted and sent on to the head office.



 **Note**

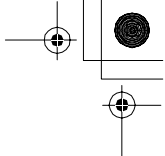
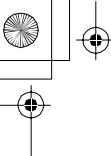
- This feature cannot recognize spaces. If you store MAN as a wild card, and a terminal with an Own Name including MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the document.

 **Reference**

See Chapter 7, "Authorized Reception" (switch 10, bit 7) in the Advanced Features manual.

See Chapter 7, "Forwarding" in the Advanced Features manual.

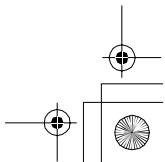
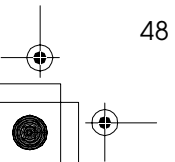
Own Name and Own Fax Number, see P.23 "Initial Settings and Adjustments".



Setup

---

3



## 4. Troubleshooting

### Loading Paper in the Main Paper Cassette

The following procedure describes how to load paper in the main paper cassette.

#### Important

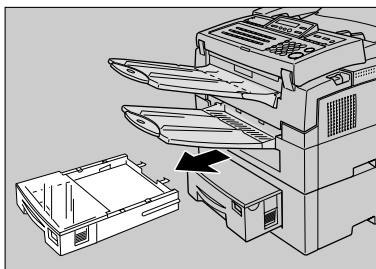
- When loading paper, be careful not to pinch your fingers inside the machine.
- Before loading paper, make sure that the machine is not outputting a copy or received document.

#### Reference

For paper sizes, paper direction, and the number of sheets that can be loaded in the main paper cassette, see Chapter 11, "Document and Paper Specifications" in the Advanced Features manual.

For information on how to load the optional bypass feeder, see Chapter 9, "Loading Paper in the Optional Bypass Feeder" in the Advanced Features manual.

- 1** Pull out the main paper cassette and place it on a flat surface.

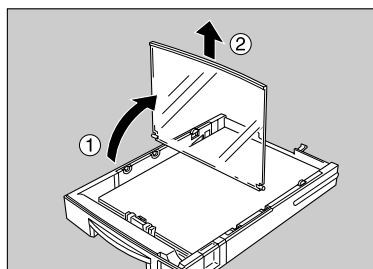


ZCKY180N

#### Note

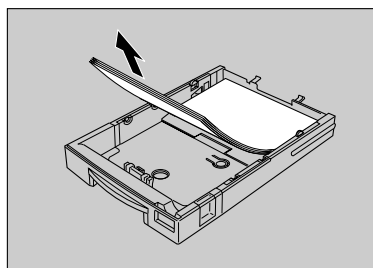
- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

- 2** Lift up the cassette cover and remove it.



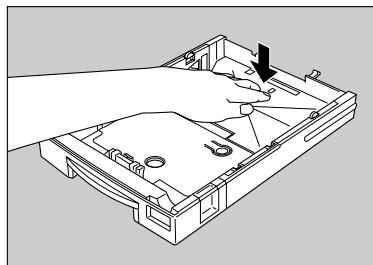
ZCKY470N

- 3** Remove any remaining paper.



ZCKY490N

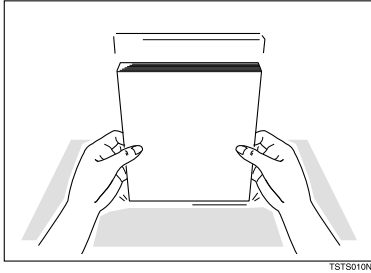
- 4** If the metal base plate is raised, push it firmly down until it locks into place.



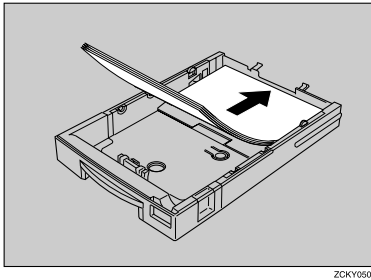
ZCKY040N

Troubleshooting

- 5** Prepare a stack of blank paper. For smoother operation, square the edges by tapping the paper stack on the bench.



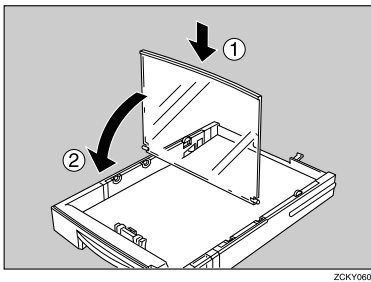
- 6** Load the paper into the cassette.



**Note**

- Do not load paper above the paper level marks inside the cassette.

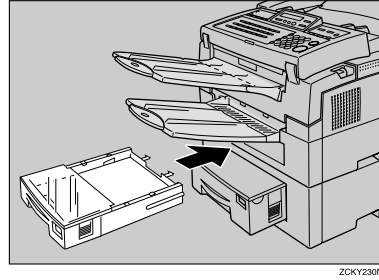
- 7** Replace the cassette cover.



**Note**

- The frosted side of the cover must be faceup when closed.

- 8** Replace the cassette. Push it in firmly until it locks into place.



**Note**

- If you cannot close the cassette, check that the metal base plate is not raised.

## Adjusting the Volume and Sounds the Machine Makes

You can change the beeper (monitor) volume for the following features:

On Hook	The sound that indicates on hook dialing.
Transmission	The sound that indicates transmission.
Reception	The sound that indicates reception.
Dialing	The sound that indicates dialing.
Key Tone	The sound that indicates a key being pressed.
Alarm	The sound that indicates something has gone wrong.

4

The following procedure describes how to adjust the volume for the above features.

### Note

- Make sure that the machine is in standby mode.

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

**2** Press **⏪** or **⏩** to display "3. Setup".

```
User Tools Main Menu
3.Setup
```

**3** Press the **[OK]** key.

Confirm that "1. Monitor Volume" is displayed.

```
Setup:
1.Monitor Volume
```

**4** Press the **[OK]** key.

```
Monitor Volume:
1.On Hook
```

**5** Press **⏪** or **⏩** to select the item you want to adjust, and then press the **[OK]** key.

```
On Hook: /OK
LOW---|---High
```

## Troubleshooting

---

**6** Press **◀** or **▶** to adjust the volume.

```
On Hook:      ▶/OK
LOW-----↑-High
```

**7** Press the **[OK]** key.

The volume is adjusted.

```
Monitor Volume:
1. On Hook      ▶
```

If you want to adjust another item, repeat steps **6** to **7**.

**4**

**8** Press the **[User Tools]** key to return to standby mode.

## If an Indicator Lights on the Operation Panel

Whenever you see the file receive indicator or the alarm indicator light, always read the document in the control panel display.

❖ **The Receive File indicator is lit:**

You have received a fax document which is now stored in the machine. See Chapter 4, "Printing Documents That Have Been Received into Memory (Substitute Reception)" in the Advanced Features manual.

❖ **The Communicating indicator is lit.**

You are sending or receiving a fax. See P.5 "Operation Panel".

❖ **The Alarm indicator flashes.**

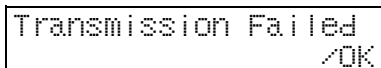
An error has occurred. Read the message in the display and take appropriate action. See P.5 "Operation Panel".

## Troubleshooting

# Communication Problems

If "Transmission Failed / OK" appears in the display: Press the **[OK]** key.

Causes:



Transmission Failed  
/OK

4

- A poor line caused the communication to fail.
- The line is noisy. Try to retransmit.
- The other machine is out of order. Ask the other party to check their machine.



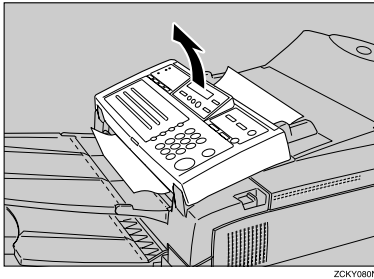
## Clearing a Document Jam

When an original is jammed, "Clear Misfed Orig. Storing Stopped, / OK" is displayed. Perform the following procedure to solve the problem.

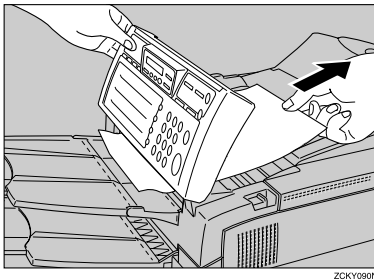
### Note

- If copies, documents, or prints are jammed, follow the procedure on the next page.

- 1** Open the operation panel to an angle of about 45°.



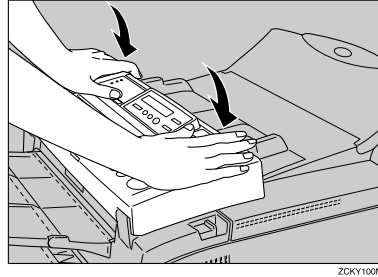
- 2** Remove the original.



### Important

- Do not pull out the document without opening the operation panel, or you will damage the scanning mechanism.

- 3** Close the operation panel completely. Make sure that it clicks and locks into place.



4

## Troubleshooting

# Clearing a Copy, Fax, or Print Jam

When "Clear Misfed Paper" is displayed, follow the procedure below to solve the problem.

To clear original jams, see the previous page.

### Important

- The transfer roller and surrounding area inside the machine becomes hot during printing. To avoid injury when removing paper jams, do not touch any parts other than those specified in this manual.

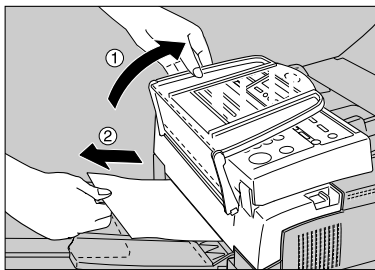
4

### Note

- If paper jams occur in the optional second paper cassette or optional bypass feeder. (See chapter 8, "Clearing a Copy Fax, or Print Jam" in the Advanced Features manual.).

## Print Delivery Tray

- 1** Fold the tray up (1) and remove any jammed paper (2).



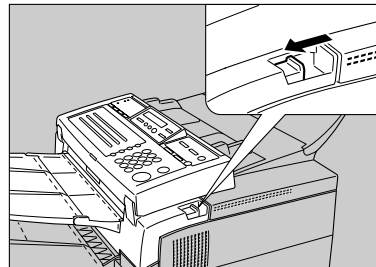
ZCKY110N

## Inside the Machine

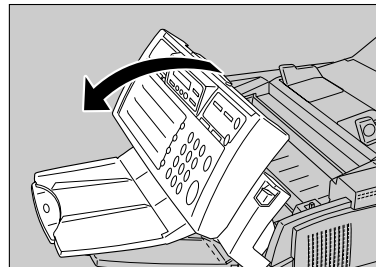
- 1** Pull the front cover release lever towards you and open the front cover.

### Note

- If you do not pull the lever, only the operation panel will open.

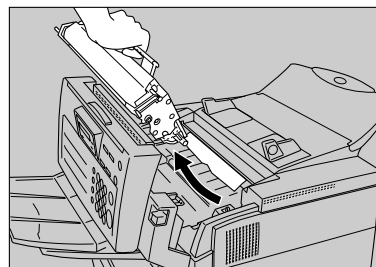


ZCKY120N



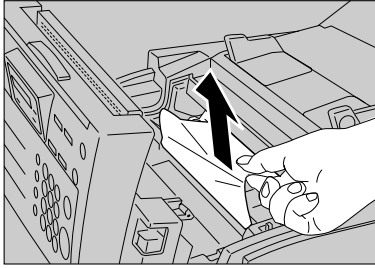
ZCKY600N

- 2** Remove the toner cassette.



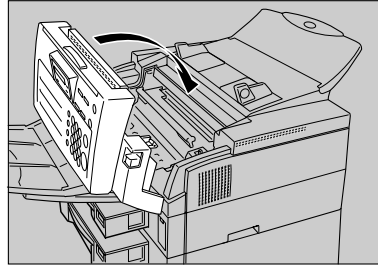
ZCKY130N

- 3** Remove any jammed paper underneath.



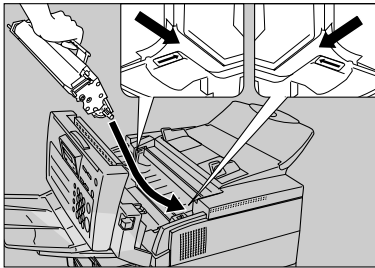
ZCKY140N

- 6** Push the front cover closed until you hear it lock into place.



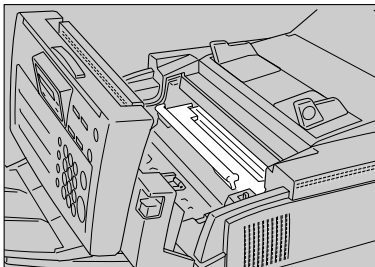
ZCKY170N

- 4** Replace the toner cassette by aligning it with the guide rails and sliding it into place.



ZCKY150N

- 5** Confirm that the toner cassette is locked into position.

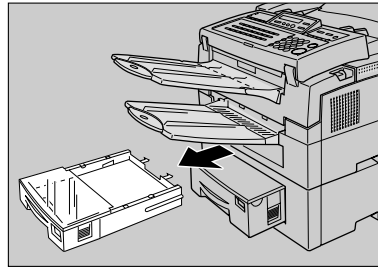


ZCKY160N

## Cassette Entrance

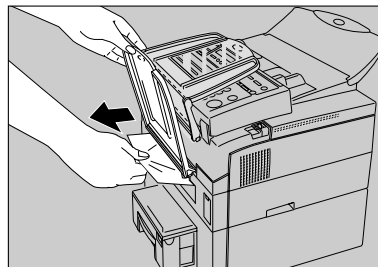
4

- 1** Remove the main paper cassette and place it on a flat surface.



ZCKY180N

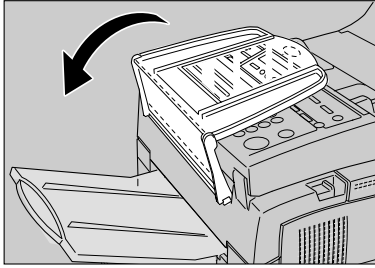
- 2** Lift the document delivery table and remove any jammed paper from inside the machine.



ZCKY200N

## Troubleshooting

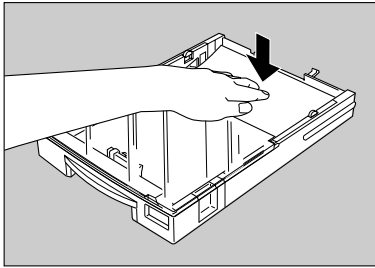
- 3** Return the document delivery table to its original position.



ZCKY210N

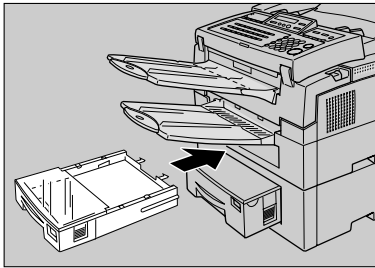
4

- 4** Push down on the paper until you hear the base plate lock into place.



ZCKY900N

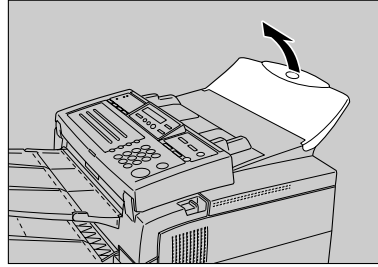
- 5** Replace the main paper cassette.



ZCKY230N

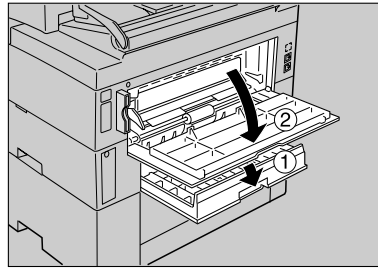
## Upper Rear Unit

- 1** Pull the document table toward the front of the machine.



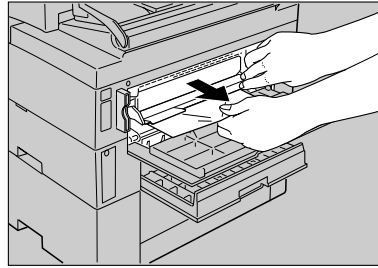
ZCKY240N

- 2** Open the lower rear cover and then upper rear cover as shown in the illustration.



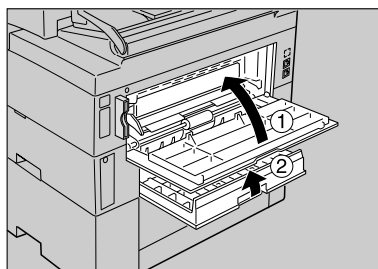
ZCKY250N

- 3** Remove any jammed paper.



ZCKY260N

- 4** Close the upper rear cover and then the lower rear cover as shown in the illustration.



ZOKY270N

- 5** Return the document table to its original position.

4

## Error Messages

The following messages may appear while you are operating or programming the machine.

Message	Problem/Solution
No Files Exist	No polling reception operations have been programmed. There are no documents in memory waiting for transmission. Incorrect file number. Check the file number and try again.
Cannot Combine:(currently selected function)	Appears when you attempt to select a function that cannot be used in combination with another currently selected function.
This Key is in Use as a Group Dial	This Quick Dial Key has a Group stored in it.
This Key is in Use as a Program	This Quick Dial Key has a Keystroke Program stored in it.
This Key is in Use as a Quick Dial	This Quick Dial Key has a Quick Dial stored in it.
This Key is Not Programmed	Either: <ul style="list-style-type: none"> <li>This Quick Dial Key does not contain a number.</li> <li>This Quick Dial Key does not contain a Keystroke Program.</li> </ul>
This Speed Dial No. is Not Programmed	This Speed Dial number does not contain a number.
This Dest. is Already Selected	Either: <ul style="list-style-type: none"> <li>This number is already included in this Group.</li> <li>The same destination was specified more than once.</li> </ul>
Insert Pause "_" After Area Code	You must add a pause after your area code when you input your fax terminal's own telephone number.
Replace Toner	The toner cassette is empty. Install a new cassette.
Clear Misfed Orig.	A document is jammed in the feeder.
Clear Misfed Paper	Paper is jammed in the printer.
Close Front Cover Close Rear Cover	A cover is not closed properly. Check that all covers are closed.
Machine is in Use. Please Wait.	Machine cannot print a list/file, because the plotter is not ready.
Call Service.	Machine is out of order. Contact your service representative.

## Error Messages

Message	Problem/Solution
Check Paper Size. Press OK to Correct.	The size of the installed paper does not match the currently selected paper size. Press the <b>[OK]</b> key, and then set the paper size or install the appropriate paper.
This Dial is in Use. Cannot Delete. This Dial is in Use. Cannot Change.	This Quick Dial is being used (such as for a Send Later Transmission).
Some Page(s) are Blank	An almost entirely blank document was scanned. Check your document.
Reset Toner Correctly	The toner cassette is not set correctly.
Toner is Almost Empty	The toner cassette is nearly empty.
Copy Mode Locked	Copy mode is disabled. Enable it with the User Parameters.
Change ADF Pad	Replace the ADF separation pad.

## Troubleshooting

## Solutions to Common Problems

Problem	Required Action
<b>STANDBY MODE</b>	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? Plug it in firmly.
"Set Orig. / Enter No." is not displayed.	Switch the power on. If the Power indicator does not light, check that the power cord is plugged in. If the Energy Saver indicator lights, press the Energy Saver key.
4 The display does not show the Ready condition, or the machine stops during an operation.	Does "Clear Misfed Orig." or "Clear Misfed Paper" appear in the display? Clear the misfed paper. <b>Reference</b> See P.55 "Clearing a Document Jam", and P.56 "Clearing a Copy, Fax, or Print Jam".
	Does "Load Paper" appear in the display? Load paper into the paper tray. See P.49 "Loading Paper in the Main Paper Cassette".
	Does "Close Front Cover" or "Close Rear Cover" appear in the display? Close all covers.
	Is the Add Toner indicator on? Load a new toner cassette.
<b>TRANSMISSION</b>	
The original is not pulled into the auto document feeder.	You did not feed the document far enough into the feeder. Insert the document into the feeder until it stops. Retransmit.
	Do user maintenance, especially rollers (2) and (6). See the illustration in Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
	The telephone line is disconnected. Check that the line is connected properly.
	The telephone line type setting is incorrect. Check the telephone line type setting.
	The dialed number does not contain a PSTN access code or a pause. Include the outside line access number and a pause before the telephone number.

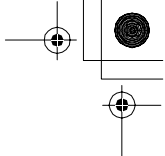
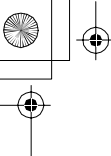


Problem	Required Action
The original is not pulled into the auto document feeder.	The dialed number did not have enough pauses between the outside line access number and the telephone number. Try adding more pauses after the outside line access number.
Frequent original misfeeds (Multifeeds)	Incorrect positioning of originals. Position the document in the feeder correctly. See P.11 "Memory Transmission".
	Incorrect alignment of originals. Align the edges of the document. See P.10 "Suitable Document Types".
	Curled pages. Flatten the document. See P.10 "Suitable Document Types".
	Incorrect document type. Use a proper document type. See P.10 "Suitable Document Types".
	Mixed document types. The pages must all be of the same type.
	Static electricity on the originals. Shuffle the document. See P.11 "Memory Transmission".
Frequent original misfeeds (Non-feeds)	Do user maintenance, especially rollers (2) and (6). See the illustration in Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
	Copier silicone oil on the originals. Wait a few minutes, then try again.
	Incorrect alignment of originals. Align the edges of the document. See P.11 "Memory Transmission".
	Curled pages Flatten the document. See P.10 "Suitable Document Types".
	Incorrect document type. Use a proper document type. See P.10 "Suitable Document Types".
	More than 50 pages in the feeder. Do not load more than 50 pages in the automatic document feeder at once.
Transmission cannot take place; "Clear Misfed Orig." appears.	Do user maintenance, especially rollers (2) and (6). See the illustration in Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
	The document is jammed in the feeder. Remove the jammed document. See P.55 "Clearing a Document Jam".
	The document may be longer than the maximum limit. Make sure that none of your originals exceed this limit.
	Do user maintenance, especially rollers (2) and (6). See the illustration in Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.

## Troubleshooting

Problem	Required Action
Transmission cannot take place. Before taking action, wait until the machine is in standby mode, then press the <b>[Stop]</b> key.	The other machine is out of order. Check the error report. Ask the other party to check their machine and correct the fault.
	The line is noisy. Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. Store that terminal's number as a Quick Dial Key or Speed Dial Code. Then call a service technician.
Consistent poor image quality when communicating with a particular terminal	Inform them of the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
<b>RECEPTION</b>	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. Change to Auto Receive mode. See P.22 "Reception Modes".
	Power is switched off. Switch the power on.
<b>RECEPTION/COPYING</b>	
No printout; the Add Paper indicator is lit.	The cassettes are empty. Add Paper. See P.49 "Loading Paper in the Main Paper Cassette".
No printout; Clear Misfed Paper appears.	The printer has jammed. Clear the jam. See P.56 "Clearing a Copy, Fax, or Print Jam".
Copies are blank.	The original must be placed facedown in the document feeder. Position the original correctly. See P.11 "Memory Transmission".
Copy paper misfeeds occur frequently.	Is the proper paper in the paper cassette? Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper cassette? Always use dry, undamaged paper.
	Is the paper set properly in the paper cassette? Always load paper correctly. See P.49 "Loading Paper in the Main Paper Cassette". Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.

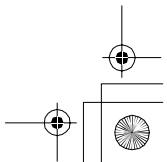
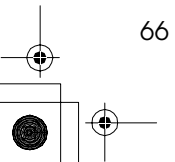
Problem	Required Action
Copy paper misfeeds occur frequently.	Are there any pieces of misfed paper or other foreign objects in the machine? Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass is dirty. Clean the exposure glass. See Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
<b>TELEPHONING</b>	
You cannot receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. Change to Manual Receive mode. See P.22 "Reception Modes".
You cannot receive phone calls; the unit does not ring.	The telephone line is not connected. Connect the modular cord.



# Troubleshooting

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## 4



## 5. Appendix

### Options

- ❖ **PAPER FEED UNIT TYPE180 (Second Paper Cassette)**  
A second paper feed unit can be added to the base machine.
- ❖ **BYPASS FEEDER TYPE180**  
A third paper feed unit can be added to the base machine.
- ❖ **ADF MAINTENANCE KIT TYPE 210**  
This is a maintenance kit for the ADF (Auto Document Feeder).
- ❖ **FAX EXPANSION CARD TYPE20**  
A 2-Mbyte memory card can be added.
- ❖ **FAX EXPANSION CARD TYPE40**  
A 4-Mbyte memory card can be added.
- ❖ **ISDN INTERFACE UNIT TYPE 190 (G4 Unit)**  
This allows you to send and receive using the ISDN (Integrated Service Digital Network).
- ❖ **NIC FAX KIT TYPE 210**  
This allows you to fax documents over the Internet using a LAN (Local Area Network).
- ❖ **PDU KIT TYPE 210**  
This allows you to fax documents over the Internet using a PSTN (Public Switched Telephone Network).
- ❖ **HANDSET TYPE 100**  
This allows you to dial fax numbers without having to use the operation panel.
- ❖ **MECHANICAL COUNTER TYPE 210**  
This is a tamper-proof mechanical counter whose reading cannot be changed by the user.

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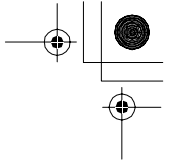
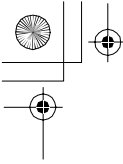
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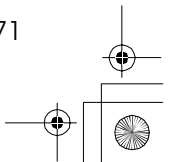
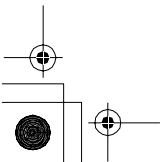
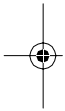
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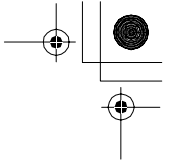
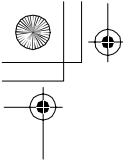
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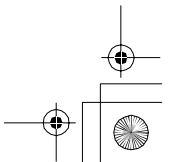
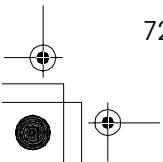
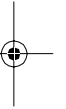
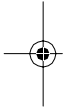


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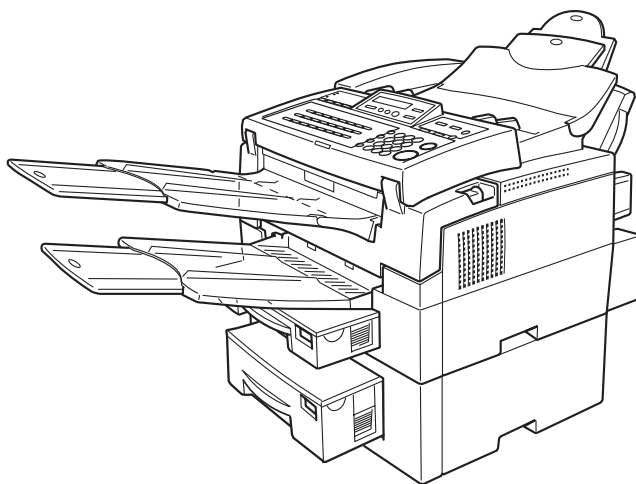
MEMO



**RICOH**

# FAX3900NF

## Operating Instructions <Basic Features>



ZCKH030N

Read this manual carefully before you use this product and keep it handy for future reference.  
For safety, please follow the instructions in this manual.



## RICOH COMPANY, LTD.

15-5, Minami Aoyama 1-chome,  
Minato-ku, Tokyo 107-8544, Japan  
Phone: +81-(0)3-3479-3111

Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

### TONER CASSETTES

RICOH FAX TONER CASSETTE TYPE 1135 BLACK( United States ) is recommended for the best performance.

RICOH FAX TONER CASSETTE TYPE 1136 BLACK( Canada ) is recommended for the best performance.

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FAX3900NF Operating Instructions

## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Advanced Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes:

Some illustrations might be slightly different from your machine.

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

### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

### Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 765 - 805 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### Notes:

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

### Important

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

### Power Source:

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

### Declaration of Conformity

Product Name: Facsimile

Model Number: FAX3900NF

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## USA

### ◆ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. 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. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. 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 to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

■ means POWER ON.

○ means POWER OFF.

# How to Read this Manual

---

## How to Read this Manual

---

---

### Symbols

---

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Advanced Features manual.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Advanced Features manual.

\* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

**[    ]**

Keys built into the machine's operation panel.

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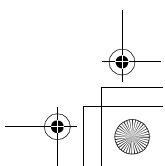
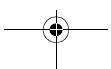
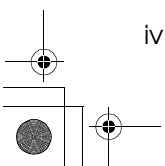
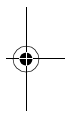
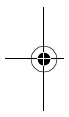
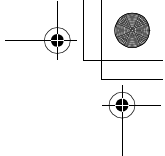
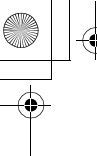
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# Manuals for this machine

This machine is provided with a Basic Features manual and an Advanced Features manual. Please consult the manual that suits your needs.

---

## Basic Features (This Manual)

---

The Basic Features manual explains the most frequently used fax functions and operations.

---

## Advanced Features

---

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

### ❖ Chapter 1 Transmission Options

Explains transmission features such as scheduling transmission for a specific time, setting personal codes, sending confidential documents; and storing documents for pick-up by polling transmission.

### ❖ Chapter 2 Communication Information

Explains how to obtain information about stored documents, confidential documents, and memory-locked documents; explains how to print the Journal.

### ❖ Chapter 3 Other Transmission Features

Discusses special dialing features, switching between G3 and G4 communication; and explains advanced transmission features such as broadcasting and batch transmission.

### ❖ Chapter 4 Reception Features

Explains various reception features. You can find out about receiving documents in telephone mode, and printing two pages of received documents on one page.

### ❖ Chapter 5 Copying

Read this chapter when you would like to know about copying operations and functions.

### ❖ Chapter 6 Facsimile User Tools

Explains about programming frequently used functions for Quick Dial Key and User Function Key.

### ❖ Chapter 7 Key Operator Settings

Explains a variety of settings that can be made by the fax machine's key operator to control and monitor usage of the machine. You can find out about setting up the phone line type, and how to store the Memory Locked ID and the Confidential ID.

❖ **Chapter 8 Troubleshooting**

Discusses troubleshooting topics such as printing the help list, clearing jams, and reading reports.

❖ **Chapter 9 Maintaining Your Machine**

Explains about loading paper in the optional bypass feeder, cleaning the rollers and scanner and so on.

❖ **Chapter 10 Installation**

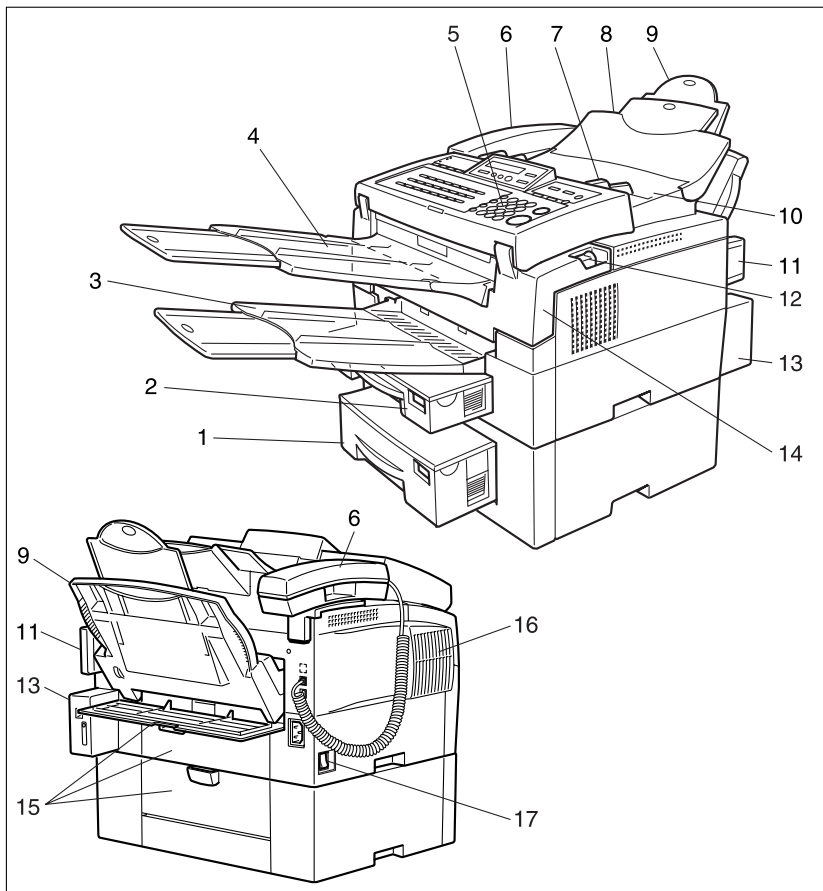
Explains installation considerations, connection to a telephone line, and connecting the power.

❖ **Chapter 11 Appendix**

Lists specifications and the machine's advanced communication features.

# 1. Introduction

## Part Names



ZCKH010N

### **1. Optional Second Paper Cassette**

The optional second paper cassette holds more paper.

### **2. Main Paper Cassette**

The main paper cassette holds copy paper.

### **3. Print Delivery Tray**

Copies, incoming faxes, and prints are delivered here. The tray can be extended for large paper sizes.

### **4. Document Delivery Tray**

Scanned documents are stacked on the document delivery tray.

## Introduction

---

### **5. Operation Panel**

Key panel for operating the machine.

### **6. Optional Handset**

### **7. Document Guide**

Match the document guide to the size of your original documents.

### **8. Document Table**

Document table holds up to 50 sheets which are fed one at a time. Place your original documents here.

### **9. Optional Bypass Feeder**

Expands paper delivery capability to handle A4, Legal and F4 sizes.

### **10. Auto Document Feeder (ADF)**

Set multi-page documents here to have them automatically scanned in one page at a time.

### **11. Memory Card Cover**

Protects the machines optional memory card.

### **12. Front Cover Release Lever**

Pull this lever to release the front cover.

### **13. G4 Interface Unit**

Allows the fax machine to be connected for G4 (ISDN) communication.

### **14. Front Cover**

### **15. Rear Covers**

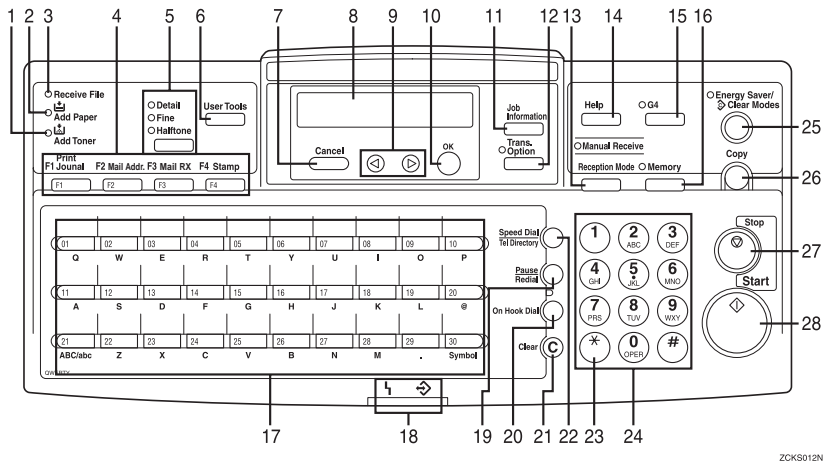
### **16. Ventilation Port**

Provides ventilation for internal parts of the machine in order to prevent overheating.

### **17. Main Switch**

The main switch turns your machine on and off.

# Operation Panel



ZCK5012N

## 1. Add Toner indicator

Blinks when toner is about to run out and lights continuously when toner has run out.

## 2. Add Paper indicator

Lights when a cassette is empty or the paper cassette is not fully inserted.

## 3. Receive File indicator

Lights when an incoming document is received into memory, and flashes when confidential or memory-locked document is received. (See P.53 "If an Indicator Lights on the Operation Panel").

## 4. User Function keys

There are four User Function keys.

Four User Function keys are provided to store frequently used functions and operations.

The following functions are registered by default:

Key	Function
F1	Prints a transmission management report.
F2	Initiates entry of an E-mail address.
F3	Immediately checks for and receives any incoming E-mail.
F4	Switches stamping off/on.

## 5. [Resolution] key

Selects the scanning resolution or the halftone scanning mode. When the Detail mode, Fine mode, or Halftone mode is selected, the corresponding indicator lights. Standard mode is selected when no indicator is lit.

The Detail and Fine modes offer progressively higher scanning resolutions. The Halftone mode is used for faxing photographs or drawings that contain halftones.

1

5

**6. [User Tools] key**

Press to access User Tool Settings and customize various functions.

**7. [Cancel] key**

Press when you want to cancel an operation or return to the previous display.

**8. Control panel display**

Guides you through tasks and informs you of the status of the machine. Messages appear here.

**9. Scroll Keys**

Use these keys to move the cursor in the display, or to change the display.

**10. [OK] key**

Press to answer "Yes" to a question displayed on the display.

**11. [Job Information] key**

Press to search for information on a specific job.

**12. [Trans. Option] key**

Press to change the transmission option settings. The indicator lights when option settings are changed.

**13. [Reception Mode] key**

Press to select the reception mode. When the Manual Receive indicator is on, Manual Receive is selected.

**14. [Help] key**

Press the Help key when you want to print a help list.

**15. [G4] key**

When the optional G4 unit is installed, press to select G3 or G4 mode. When the indicator is lit, G4 is selected.

**16. [Memory] key**

Press to select Immediate Transmission. When the Memory indicator is not lit, Immediate Transmission is selected, and when the indicator is lit, Memory Transmission is selected.

**17. [Quick Dial] keys**



There are 30 Quick Dial keys. Use them to store individual fax numbers (see P.27 "Storing and Editing Fax Numbers"), or to enter characters (see P.46 "Entering Characters"). In addition, you can use the Quick Dial keys to register functions such as groups, programs, and auto documents.

You can select either a QWERTY key board layout (as shown in the illustration) or an ABC layout. See Chapter 7, "Key Layout" in the Advanced Features manual.

When attaching the Quick Dial label, make sure you remove the Quick Dial cover (transparent).

**18. Status Indicators**

These indicators keep you informed about the current status of the unit.

-  Alarm  
When the alarm indicator flashes, check the display and read the message to identify a problem (such as paper jam or open cover).
-  Communicating  
Lights during fax transmission or reception.



**19. [Pause/Redial] key**

Inserts a pause when you are dialing or storing a fax number, or redials the last number dialed when pressed by itself. (The redial feature does not work once you have started dialing a new number.)

**20. [On Hook Dial] key**

Press to dial a phone call from the keypad without lifting the external telephone or taking the handset off the hook (if the machine is equipped with the optional telephone or handset).

**21. [Clear] key**

Press to delete the last character or digit entered, or press  or  to move the cursor, and then press the [Clear] key to delete whatever is at the cursor.



**22. [Speed Dial/Tel Directory] key**

Press when you want to use the Speed Dial or Telephone Directory feature.

**23. [✳] (Tone) key**

If your telephone line uses pulse dialing, press this button to switch temporarily to tone dialing if you want to use telephone services that utilize telephone touch tones.

**24. Number keys**

Use the number keys to dial fax numbers, to enter the number of copies, and so forth.

**25. [Energy Saver/↻ Clear Modes] key**

Energy Saver: Hold down for 2 seconds to select or deselect energy saver mode. When the machine is not used or no data is received for a fixed period, the machine goes into energy saver mode automatically.

Clear Modes: Press to clear any selected settings and return the machine to its previous condition.

**26. [Copy] key**

Press to copy the document currently loaded in the feeder.

**27. [Stop] key**

Stops transmissions or document scanning, reception, and long copy runs. The machine finishes printing out the current page, then stops.

**28. [Start] key**

Press to start transmission, copy operation, or output of reports.

# Symbols and Conventions Used in This Manual

## 1

### ◆ Documents:

A document is anything you put on the document table of your machine, whether you are faxing it or copying it.

### ◆ Prints:

A print is anything that comes out of the machine, whether: a received fax or a copy you made.

### ◆ Procedures:

Procedures are described step by step. Perform them in order. When you see a display, it always shows what comes after performing the step it accompanies. Other illustrations accompanying steps help you find the right key or handle, or show you how to perform the step.

**■** This is a step in a procedure.

THIS CORRESPONDS TO  
THE PANEL DISPLAY.

## 2. Faxing

### Transmission Modes

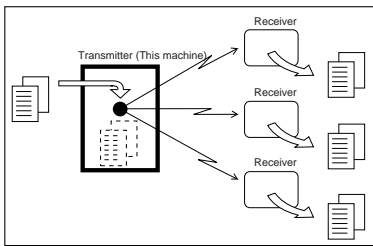
There are two types of transmission.

#### ❖ Memory Transmission

When a fax document is stored in memory, then transmission starts automatically.

It is convenient when you would like to take documents back in a hurry.

You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.

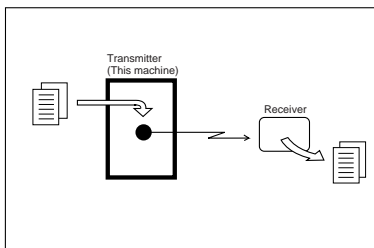


#### ❖ Immediate Transmission

The machine dials immediately, and transmits the fax while scanning.

It is convenient when you would like to send a document immediately, and would like to check whether you have successfully connected with the other party's fax machine.

A fax document is not stored in memory.



#### ⚠ Important

- ❑ If there is a power failure, the power switch is turned off, or the plug is pulled out for more than 1 hour, all documents stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted documents. See Chapter 8 "Power Failure Report" in the Advanced Features manual.

#### 📝 Note

- ❑ Using the Internet Fax feature of your fax machine, you can also scan documents and send them over the Internet as E-mail, as well as receive document images sent as E-mail by another Internet Fax machine or PC. See the NIC FAX KIT manual for details.

## Suitable Document Types

**2**

Never load damaged originals in the ADF (Auto Document Feeder) for scanning. Always check the stack of originals before loading.

- Always check the sheets and remove staples, pins, paper clips, or any other type of fasteners.
- If the sheets are curled or folded, flatten them.
- Separate all the sheets to ensure that they will not jam or double feed during scanning.
- If the sheets are heavily creased, torn, punched with holes for binding, or patched together with tape, make copies and then load the copies in the ADF.
- Before loading a stack of originals, make sure that they are all the same size. Do not mix sheets of different sizes.
- Before loading a stack of originals, always fan them to remove static cling.
- To protect fragile or legal documents from damage due to document jams, copy such documents and then load the copies for scanning.

### Important

- Never place the following types of originals in the ADF:
  - Sheets marked with crayon, paint, charcoal, or soft pencil.
  - Sheets pasted up with tape or glue.
  - Specially treated paper, including thermal paper, OHP sheets, vinyl sheets or film, waxed paper, carbon paper, deed paper, or paper treated with silicone oil.
  - Paper that is not perfectly dry. If documents have ink or correction fluid that is still wet, all them to dry thoroughly before loading them into the ADF.

# Memory Transmission and Immediate Transmission

## Memory Transmission

Memory Transmission is convenient because:

- Fax documents can be scanned much more quickly. Your scanned document is stored in the memory, and then sent automatically, meaning you do not have to wait for your document to send.
- While your fax document is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same document to more than one place with the same operation.
- There are two kinds of Memory Transmission: Parallel and Normal. Parallel Memory Transmission is the default. See Chapter 3, "Parallel Memory Transmission" in the Advanced Features manual.

### Limitation

- If 0% is displayed, you cannot perform Memory Transmission. Send your document using Immediate Transmission.

### Note

- If your document jams while it is being scanned, press the **[Stop]** key, and then refer to P.55 "Clearing a Document Jam" for instructions on how to safely remove the original.

### Reference

See Chapter 2, "Transmission" in the NIC FAX KIT manual for how to scan and send documents as E-mail.

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

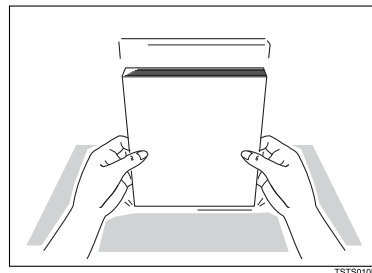
The display should look like this:

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

### Note

- If the display is blank, press the **[Energy Saver]** key to exit Energy Saving mode.

- 2 Fan your document stack (maximum: 50 pages, 20 lb) to make sure all pages are loose, and then tap the edges to square the stack.**

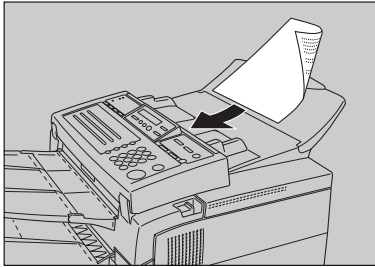


### Limitation

- All pages set in the feeder must be of the same size.

Faxing

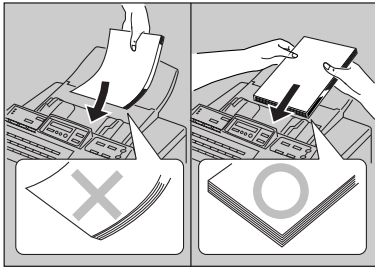
**3** Insert the document facedown into the feeder until the machine beeps. Then adjust the guides to match the width of the document.



ZCKY010N

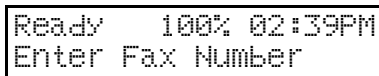
**Note**

- You can dial before you set the document. Place the document after you dial the number and go to step **7**.
- Set your document straight in the feeder. If you set more than 15 sheets, make sure the leading ends of the documents are even.



ZCKY800N

**4** The display will look like this:



**5** If the memory indicator is not lit, press the **[Memory]** key.

**6** Dial the number in one of the following ways.



Number keys	Quick Dial
Speed Dial	Group
<p>Example: Speed Dial 10</p>	<p>Example:</p> <p>Method <sup>*1</sup> Quick Dial key 08.</p> <p>Method <sup>*2</sup> <b>[F4]</b> key and 1 number key.</p>

<sup>\*1</sup> In this example, Group Dial is programmed in Quick Dial 08.

<sup>\*2</sup> In this example, the **[F4]** key is programmed as the Group key, and Group dial number 1 is programmed.

**Note**

- If you want to erase a digit of the phone number, press the **[Clear]** key.
- The number of pages that you can store in memory depends on the original document images and the scan settings. You can store up to 160 standard pages (ITU-T No.1 chart, Resolution: Standard, halftone mode: off).

**Reference**

Programming Quick Dial: see P.27 "Quick Dials".

Programming Speed Dial: see P.27 "Speed Dials".

Programming Group Dial: see P.37 "Storing and Editing a Group of Fax Numbers"

Programming Group key: see P.37 "Programming groups in the {Group} key"

- 7** Press the **[OK]** key to enter another fax number.

```
Dest.2      OK to Add
9876543210_|||||
```

**Note**

- Repeat steps **6** and **7** until all destinations are entered.
- If you enter only one destination, press the **[Start]** key.
- The machine stores your message and dials the first number (or, if you selected Send Later, it will return to standby mode and the fax document will be sent at the time that you selected).

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

The machine dials the other party's number.

```
0123456789
File No.001   P.001
```

**Note**

- If the other party's line is busy, your machine will redial.
- If the other party's fax machine answers, both machines connect and your machine sends the document. The other party's Own Name or Own Fax Number appears on the upper line.
- If your line goes through a local switchboard (a PBX) remember to dial the exit code. Press the **[Pause]** key immediately after the code. If the number includes a country code, press the **[Pause]** key after the country code, and then dial the rest of the number. Pauses are displayed as a dash (-) on the display.

The File number is used for managing documents in memory, and is required when canceling transmission of a document or printing out its contents.

## Canceling a Memory Transmission

### Before the **[Start]** key is pressed

- 1** Press the **[Stop]** key or **[Clear Modes]** key, or remove the document set in the feeder.

2

### While the document is being scanned in

- 1** Press the **[Stop]** key.

All parts of the document that have been scanned in are cleared. Confirm and press the **[OK]** key.

### During transmission

- 1** Confirm the destination.

The destination name or fax number for the current transmission is displayed.

- 2** Press the **[Stop]** key.

```
Cancel Trans.?  ←/OK
[Yes]  No
```

- 3** Confirm and press the **[OK]** key. Transmission is canceled.

## Faxing

**While the document is awaiting transmission****Limitation**

- 2**  Pages already being sent to the destination cannot be canceled, even if you cancel the transmission. The transmission may be sent before you can cancel it, even if you start canceling the transmission before it is fully sent.

- 1** Press the **[Job Information]** key, and confirm that "1. Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX  ⏏
```

- 2** Press the **[OK]** key.

```
File No. To Cancel
No. [■■■■] (Browse ⏏)
```

- 3** Display the file you want to delete.

Enter the file number with the number keys, or search using **[◀]** or **[▶]**.

If you are unable to find the file, it has already been sent.

```
Cancel File?  ⏏/OK
NO.005
```

- 4** If the document you want to delete is displayed, press the **[OK]** key.

```
Cancel?  ⏏/OK
[Yes]  No
```

- 5** Confirm and press the **[OK]** key.

```
Trans.Cancelled
File Deleted
```

**Immediate Transmission**

Immediate Transmission is convenient when:

- You wish to send a document immediately as it is scanning.
- You wish to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the **[Start]** key. The message is scanned and transmitted page by page without being stored in memory.

**Note**

- You can only specify one destination for Immediate Transmission.

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

The display should look like this:

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

**Note**

- The Memory indicator should be out. If the Memory indicator is lit, press the **[Memory]** key.

- 2** Place the document facedown in the feeder.

```
Ready 100% 02:39PM
Enter Fax Number
```

**Note**

- Do not load more than 50 pages into the feeder at one time.
- You can set the document at any point up until you press the **[Start]** key.



**3** Dial the other party's number.

```
Dest.   Press Start  
0123456789_■■■■■■■■■■■■■■■
```

If you want to erase a digit of the number, press the **[Clear]** key and enter the correct number.

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

```
0123456789  
Dialing...
```

The machine dials and connects to the other party's machine. The number that you dialed and the other party's Own Name or Own Fax Number is displayed.

After the transmission, the machine returns to standby mode.

**Note**

- If you install the optional handset or an external telephone, you can send the document manually. Simply pick up the handset and dial.

---

**Canceling an Immediate Transmission**

---

**Before the **[Start]** key is pressed**

---

**1** Press the **[Stop]** key or **[Clear Modes]** key.

If a document is set in the feeder, remove it.

**While dialing or during transmission**

---

**1** Press the **[Stop]** key.

However, the part that has already been scanned is sent to the other party. After you have canceled the transmission, remove the document from the feeder.

**2**

## Very Fine Detail Faxing

2

To ensure that text, diagrams and images stand out clearly in your document, the machine automatically detects the image density and makes adjustments.

However, if you need to send a document which requires optimum clarity, select the resolution setting appropriate to your needs.

You can select different settings for each page of your document. Simply change the settings for page 2 while page 1 is being scanned.

### Limitation

- High resolution images and text are scanned into the machine. If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution supported by the other party's machine. This machine can send documents in Standard, Detail, and Fine resolution. It can receive documents in Standard and Detail resolution.

## Resolution

The **[Resolution]** key gives you control over document quality. The indicators above the button show the current setting. Choose a setting that matches your document.

### Standard:

Standard quality. Use for most printed or typewritten documents. This is selected when the other resolution indicators are not lit.

### Detail :

High quality. Use for documents with small print or fine details. Detail resolution is twice the clarity of Standard resolution.

### Fine :

Very high quality. Use this for high quality reproduction. Fine resolution is four times the clarity of Standard resolution.

### Halftone:

Use this for optimum quality if your document contains photographs or diagrams with complex shading patterns or gray tones. If you choose this setting, resolution will automatically be Detail.

### Note

- You can confirm the resolution for previously sent documents in the Journal.
- Faxing at a higher resolution requires more time. Frequent use of high resolution could cause an increase in your phone bill, especially for long distance transmissions.
- There are two methods for sending documents that contain photographic images - Image priority and Speed priority. If you select Speed priority, you can send your image faster, but the quality of the image may be inferior to when sending with Image priority. See Chapter 7, "User Parameters" (switch 10, bit 7) in the Advanced Features manual.

## Dialing

The number keys, Quick Dial, Speed Dial, and Group dial can all be used for dialing.

### Entering Numbers Directly

Enter numbers directly using the number keys (1234567890\*#) on the right side of the operation panel. Press the **[Pause]** key or **[\*]** (Tone) key to enter a pause or tone.

#### Note

- Maximum length of a fax number: 254 digits.
- Maximum number of documents that can be stored for Memory Transmission: 100
- Maximum number of destinations per Memory Transmission: 140
- The combined total number of destinations that can be stored is 300. However, only 197 destinations can be specified if all of the destinations specified are different.
- The maximum destinations you can specify with the number keys is 67. However, this limitation is subject to memory capacity.

#### Reference

When sending documents as E-mail, see Chapter 2, "Transmission" in the NIC FAX KIT manual for how to enter E-mail addresses.

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

**2** Carefully place your document into the document table and select any settings you require.

Ready 100% 02:39PM  
Enter Fax Number

**3** Enter the number with the number keys.

#### Note

- The number you entered appears in the display.
- If you want to enter another destination, press the **[OK]** key and repeat step **3** above.
- If you make a mistake, press the **[Clear]** key and try again.
- You can enter a pause, tone, or dial options.

#### Reference

Pause: see P.18 "Entering Pauses".

Tone: see Chapter 3, "Tone Signals" in the Advanced Features manual.

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

0123456789  
File No.001 P.001

### Limitations when dialing with the number keys:

- Destinations entered with the number keys are stored in the machine's internal memory (separate to document storage memory) until they have finished sending. You can store up to 67 destinations for Memory Transmission (including Polling Reception), Transfer Stations and End Receivers when making Transfer Requests, and Groups. (Quick Dials and Speed Dials are not included.)  
Example: If 60 destinations have already been registered with the number keys for Groups, you can register another 7 destinations for Memory Transmission with the number keys.
- The remaining memory for storing documents appears in the display. Because destinations are stored in a different memory, the remaining memory in the display does not change when you store new destinations.

### Entering Pauses

When dialing an outside line through a PBX, you must enter a number, such as "0", at the beginning of the number, and it may take a moment after you have dialed the number before a connection is made to an outside line. If this occurs, enter a pause after the "0". If you enter a pause, a 2-second pause is inserted before the outside number is dialed.

#### Note

- A pause is shown as a "-" character on the display.
- You can enter a pause in numbers stored in Quick Dials and Speed Dials.

#### Limitation

- You cannot enter a pause at the beginning of a fax number

### Switching to Tone Signals

This feature allows a machine connected to a pulse dialing line to send tone signals (for example if you want to use a special service on a tone dialing line). For details on basic services, please contact your service representative. This feature is not necessary with a Tone dialing line. See Chapter 3, "Tone Signals" in the Advanced Features manual.

### Using Quick Dial

You can specify destinations simply by pressing the Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in Quick Dials.

#### Note

- To store, edit, or delete a Quick Dial, see P.27 "Storing and Editing Fax Numbers".
- To check the contents of all Quick Dials, print the Quick Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual.

#### Reference

When sending documents as E-mail, see Chapter 2, "Transmission" in the NIC FAX KIT manual for how to enter E-mail addresses.

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

- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready 100% 02:39PM
Enter Fax Number
```

- 3** Press the Quick Dial that is programmed with the destination.

```
Dest.1 OK to Add
001 ABC COMPANY
```

**Note**

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- If you want to enter another destination, press the **[OK]** key and repeat step **3** above or enter a number manually.
- When dialing another destination using a Quick Dial, you do not need to press the **[OK]** key.
- If you make a mistake, press the **[Stop]** key, and the display will return to that in step **2**.

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

```
ABC COMPANY
File No.001 P.001
```

## Using Speed Dial

You can specify destinations simply by pressing the **[Speed Dial]** key and a Speed Dial code (00 to 99).

You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in Speed Dials.

**Note**

- To store, edit, or delete Speed Dial entries, see P.27 "Storing and Editing Fax Numbers".
- To check the contents of all Speed Dials, print the Speed Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual.

**Reference**

When sending documents as E-mail, see Chapter 2, "Transmission" in the NIC FAX KIT manual for how to enter E-mail addresses.

- 1** Make sure that the machine is in standby mode.
- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready 100% 02:39PM
Enter Fax Number
```

- 3** Press the **[Speed Dial]** key.

```
Speed Dial:Enter No.
[0-9]
```

2

## Faxing

- 4** Using the number keys, enter the Speed Dial number (00 to 99) that is programmed with the destination.

```
Dest.1   OK to Add
000 DEF COMPANY
```

2

**Note**

- When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.
- If you want to enter another destination, press the **[OK]** key and repeat steps **3** and **4** above.
- If you make a mistake, press the **[Stop]** key, and the display will return to that in step **4**.

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

```
DEF COMPANY
File No.001   P.001
```

## Using Groups

You can store multiple destinations as a single Group and simply specify a particular Group.

You must store the destinations' fax number in a Group beforehand.

Additionally, you can store destination names and a Group name in Groups.

**Limitation**

- Quick Dials programmed with Groups cannot be used for any other function.
- You cannot use Immediate Transmission to send Groups. You can only use Memory Transmission.

**Note**

- To store, edit, or delete Groups, see P.37 "Storing and Editing a Group of Fax Numbers".
- To check the contents of all Groups, print the Group Dial list. See Chapter 6, "Lists You Can Print Out Yourself" in the Advanced Features manual. The method for specifying Groups differs according to the way they were programmed.
  - When programmed in a Quick Dial: Press the Quick Dial.
  - When not programmed in a Quick Dial: First, Program the Group function in a User Function key. When you want to specify a destination, press the Group key, and then press the Group number. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)
- You can program the Group function in User Function keys **[F1]** to **[F4]**. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)

### When specifying a Group with a Quick Dial

Make sure that the Memory indicator is lit, and if it is not lit, press the **[Memory]** key to light it.

- 1** Make sure that the machine is in standby mode.
- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready   100% 02:39PM
Enter Fax Number
```

- 3** Press the Quick Dial that is programmed with the destination.

```
Dest.1      OK to Add
001:GP.D1  GROUP 1
```

 **Note**

- If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- If you make a mistake, press the **[Clear]** key, and the display will return to that in step **2**.

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

```
Storing...Memory 99%
File No.001      P.001
```

**When specifying a Group with the Group key**

Confirm that the Memory indicator is not lit, and if it is not lit, press the **[Memory]** key to light it.

 **Note**

- Before using the **[Group]** key, you must program the Group function in a User Function key. (See Chapter 6, "User Function Keys" in the Advanced Features manual.)

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

- 2** Carefully place your fax document into the auto document feeder and select any settings you require.

```
Ready      100% 02:39PM
Enter Fax Number
```

- 3** Press the User Function key programmed with the Group function.

```
GROUP Dial:Enter No.
[GP.D_]
```

- 4** Enter the Group number (1 to 7) with the number keys.

```
Dest.1      OK to Add
G1 GROUP 1
```

 **Note**

- If you want to specify another Group, press the **[OK]** key, and then repeat step **3** above.
- If you make a mistake, press the **[Clear]** key, and the display will return to that in step **2**.

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

```
Storing...Memory 99%
File No.001      P.001
```

2

## Reception Modes

The machine can treat incoming fax documents and telephone calls in two ways.

2

### ❖ Manual Receive

Use this mode if your line is shared by a fax machine and a telephone but you wish to answer all calls yourself and decide whether they are fax documents or telephone calls. You must manually hit the **[Start]** key to receive a fax.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times. The Manual Receive indicator is lit when the machine is in this mode.

### ❖ Auto Receive

Use this mode if you have a dedicated fax line. The machine assumes all calls are fax documents. It will ring once to alert you of an incoming call, and then starts receiving.

### 🔍 Reference

To receive Internet Fax documents, see Chapter 2, "Reception" in the NIC FAX KIT manual.

### How to Select the Reception Mode

The Manual Receive indicator is lit when the machine is in Manual Receive mode. To switch to a different mode, follow the steps below.

- 1 Press the **[Reception Mode]** key.

```
Reception Mode ◀▶/OK
[Auto Sense]
```

- 2 Press **⏪** or **⏩** to select the reception mode.

```
Reception Mode ◀▶/OK
Manual Receive
```

- 3 Press the **[OK]** key.

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```



## 3. Setup

### Initial Settings and Adjustments

If you have not already the initial procedure (or if you need to change the initial settings), you must enter a few settings and make a few adjustments before connecting your machine to the telephone line.

#### ◆ Own Name

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's Fax machine, and the name registered on that machine will appear on yours.

#### ● Limitation

- The registered name will not be used unless the other party has a same machine of the same make that supports the Own Name feature.

#### ◆ Fax Header

This is ordinarily the telephone number of the line your machine is connected to. Your fax header can be up to 32 characters long, and is printed on the header of every page you send. In the United States, a fax header containing the telephone number is required by law.

#### ◆ Own Fax Number (Required by international law)

This is your fax machine's phone number, which must include country and area codes, in 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

#### ⚠ Important

- When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed. Further, the Fax Header and the date and time of transmission must be included in the header of all pages faxed to, from, or within the United States.

#### ✎ Note

- You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List.
- In order to send and receive documents using the Internet Fax feature, you must have your network administrator make E-mail server settings and configure the fax machine for connection to your LAN. See Chapter 1, "Getting Ready" in the NIC FAX KIT manual.

## Setup

## Initial Settings

During the course of this procedure you will have to enter letters and other characters.

Use the number keys to enter numbers. Use Quick Dial keys for entering letters, the **[OK]** key to accept a character, the **[Space]** or **[Symbol]** key (depending on your fax machine's configuration) to enter spaces, and the **[Symbol]** key to enter symbols (P.46 "Entering Characters").

3

### Note

- Make sure the machine is in stand-by mode before making the following settings.

## Storing and Editing Programmed Data

The following procedure describes how to make initial settings.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

- 2** Press **[Left]** or **[Right]** to display "3. Setup".

```
User Tools Main Menu
3.Setup
```

- 3** Press the **[OK]** key.

```
Setup:
1.Monitor Volume
```

- 4** Press **[Left]** or **[Right]** to display "4. Fax Information".

```
Setup:
4.Fax Information
```

- 5** Press the **[OK]** key.

Confirm that "1. Own Name" is displayed.

```
Fax Information:
1.Own Name
```

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

```
Own Name[ABC]
_
```

- 7** Enter your Own Name.

```
Own Name[ABC] OK
MAIN OFFICE_
```

### Note

- If you want to erase a character of the name, press the **[Clear]** key.

### Reference

P.46 "Entering Characters"

- 8** Press the **[OK]** key.

Your Own Name is programmed.

```
Fax Information:
1.Own Name
```

- 9** Press **[Left]** or **[Right]** to display "2. Fax Header".

```
Fax Information:
2.Fax Header
```

- 10** Press the **[OK]** key.

The programmed Own Name is displayed.

```
Header[ABC] OK
MAIN OFFICE
```

**11 Enter your Fax Header.**

If your Fax Header is the same as your Own Name, go to step 12.

```
Header[ABC]      OK
MAIN OFFICE#####
```

**12 Press the [OK] key.**

Your Fax Header is programmed.

```
Fax Information:
2.Fax Header  <>
```

**13 Press < or > to display "3. Own Fax Number".**

```
Fax Information:
3.Own Fax Number  <>
```

**14 Press the [OK] key.**

```
Fax Number
_#####
```

**15 Enter your Own Fax Number.**

```
Fax Number      OK
0123456789_#####
```

**Note**

- The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code (do not insert a pause after your Area Code), followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

Characters you can enter include numerals 0-9, plus signs (+), and spaces.

**16 Press the [OK] key.**

Your Own Fax Number is programmed.

```
Fax Information:
3.Own Fax Number  <>
```

**17 Press the [User Tools] key to return to standby display.****Deleting Programmed Data**

The following procedure describes how to delete programmed data.

**1 Press the [User Tools] key.**

```
User Tools Main Menu
1.Program / Delete<>
```

**2 Press < or > to display "3. Setup".**

```
User Tools Main Menu
3.Setup  <>
```

**3 Press the [OK] key.**

```
Setup:
1.Monitor Volume  <>
```

**4 Press < or > to display "4. Fax Information".**

```
Setup:
4.Fax Information  <>
```

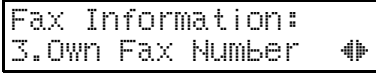
**5 Press the [OK] key.**

```
Fax Information:
1.Own Name  <>
```

Setup

---

- 6** Press **←** or **→** to display the item you want to delete.



Fax Information:  
3.Own Fax Number ←→

- 7** Press the **[OK]** key.



Fax Number OK  
0123456789 ██████████

3

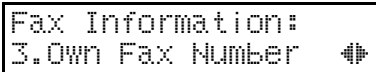
- 8** Press the **[Clear]** key.



Fax Number  
\_ ██████████

- 9** Press the **[OK]** key.

The programmed information is deleted.



Fax Information:  
3.Own Fax Number ←→

- 10** Press the **[User Tools]** key to return to standby mode.

## Storing and Editing Fax Numbers

You can store numbers that you often use in the machine's memory. A stored number will remain in memory even if the power is cut.

You can store numbers in two ways.

### ❖ Quick Dials

Each fax number is assigned to its own key. To dial that number, just press the key. You can store up to 30 numbers in this way.

### ❖ Speed Dials

The number is given a two-digit code. To dial the number, press the **[Speed Dial]** key and enter the code. There are 100 Speed Dial codes available, numbered 00 to 99.

### 🔍 Reference

You can also program E-mail addresses as Quick Dials, Speed Dials, and Group Dials. See Chapter 4, "Registering E-mail Addresses" and Chapter 5, "Address Book (Quick Dial, Speed Dial, Group Dial)" in the NIC FAX KIT manual.

### Storing Quick Dial Numbers

The following procedure describes how to store fax numbers in Quick Dial keys.

#### 🔔 Limitation

- You cannot store fax numbers in Quick Dials used for groups and programs.

#### 📝 Note

- The combined total number of fax numbers that can be stored is 30.
- Maximum number of digits per fax number: 254
- Maximum number of characters per name: 20
- You can confirm fax numbers stored in Quick Dials on the Quick Dial List (See Chapter 6, "Printing Dial Lists" in the Advanced Features manual).
- You can print a Quick Dial label showing the contents of each Quick Dial (See Chapter 6, "Printing a Quick Dial Label" in the Advanced Features manual).
- You can use the Quick Dial keys to store individual fax numbers, or to register functions such as groups, programs, and auto documents.

#### 1 Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

## Setup

**2** Press the **[OK]** key.

```

Program / Delete:
1.Prog. Quick Dial

```

Confirm that "1. Prog. Quick Dial" is displayed.

**3** Press the **[OK]** key.

```

Press Key to Program
(Browse)

```

**4** Display the number of the Quick Dial key you want to store.

Press a Quick Dial key, or search using **[Left]** or **[Right]**.

```

001 Fax No.
_

```

**Note**

- If a Quick Dial has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select a Quick Dial that is not programmed, then press the **[OK]** key.

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

```

001 Press OK
9876543210_

```

**Note**

- If you want to erase a digit of the number, press the **[Clear]** key.
- If you press the **[Pause/Redial]** key, the last 10 fax numbers dialed are displayed. Press **[Left]** or **[Right]** to select the fax number you want to specify, and then press the **[OK]** key.

- Make sure a Dial Option is stored in one of the User Function keys, and then enter the other party's fax number and press the User Function key that contains the Dial Option. You can specify SUB or SEP, SID, PWD, and sub-addresses (See Chapter 3, "Dial Options" in the Advanced Features manual).

**6** Press the **[OK]** key.

The fax number is programmed.

```

001[ABC] Name
_

```

**7** Enter the name.

```

001[ABC] OK
ABC COMPANY_

```

**8** Press the **[OK]** key.

The name is programmed.

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **[Left]** or **[Right]** to select G3 or G4, and then press the **[OK]** key.

```

Label Insert: /OK
Yes [NO]

```

**9** Press **[Left]** or **[Right]** to select either "Yes" or "No".**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```

Label Insert: /OK
[Yes] No

```

- 10** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial
```

If you want to store another Quick Dial, go to step **8**.

- 11** Press the **[User Tools]** key to return to the standby mode.

## Editing Quick Dial Numbers

The following procedure describes how to edit fax numbers stored in Quick Dial keys.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 2** Press the **[OK]** key.

```
Program / Delete:
1.Prog. Quick Dial
```

Confirm that "1. Prog. Quick Dial" is displayed.

- 3** Press the **[OK]** key.

```
Press Key to Program
(Browse)
```

- 4** Display the Quick Dial key you want to edit.

Press a Quick Dial key or search using **[Left]** or **[Right]**.

```
Program? /OK
001 ABC COMPANY
```

- 5** Press the **[OK]** key.

```
001 Press OK
9876543210
```

- 6** Press the **[Clear]** key and enter the new number.

```
001 Press OK
5432109876
```

### Note

- The previously entered fax number flashes. Pressing the **[Clear]** key deletes all digits of the number. If you want to delete a single digit, press **[Left]** or **[Right]** to move the cursor to the digit to be deleted, then press the **[Clear]** key.
- If you do not want to change the number, go to step **7**.
- After programming a user function key with a Dial Option and registering a fax number, you can press that key and program the SUB, SEP, SID, PWD, or sub-address.

- 7** Press the **[OK]** key.

The fax number is changed.

```
001[ABC] /OK
ABC COMPANY
```

## Setup

**8** Enter the name.

```

@01[ABC]      OK
DEF COMPANY_■■■■■■■■■■
  
```

**Note**

- If you do not want to change the name, go to step **9**.
- The previously entered name flashes. Pressing the **[Clear]** key deletes all characters of the name. If you want to delete a single character, press **⏪** or **⏩** to move the cursor to the character to be deleted, then press the **[Clear]** key.

**9** Press the **[OK]** key.

The name is changed.

```

Label Insert:  ⏪/OK
[Yes]  No
  
```

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **⏪** or **⏩** to select G3 or G4, then press the **[OK]** key.

**10** Press **⏪** or **⏩** to select "Yes" or "No".**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```

Label Insert:  ⏪/OK
Yes  [No]
  
```

**11** Press the **[OK]** key.

```

Program / Delete:
1.Prog. Quick Dial ⏪
  
```

If you want to edit another Quick Dial, go to step **8**.

**12** Press the **[User Tools]** key to return to standby mode.**Deleting Quick Dial Numbers**

The following procedure describes how to delete fax numbers stored in Quick Dial keys.

**1** Press the **[User Tools]** key.

```

User Tools Main Menu
1.Program / Delete ⏪
  
```

Confirm that "1. Program / Delete" is displayed.

**2** Press the **[OK]** key.**3** Press **⏪** or **⏩** to display "2. Del. Quick Dial".

```

Program / Delete:
2.Del. Quick Dial ⏪
  
```

**4** Press the **[OK]** key.

```

Press Key to Delete
(Browse ⏪)
  
```



**5** Display the Quick Dial key that you want to delete.

Press a Quick Dial key or search by pressing  $\leftarrow$  or  $\rightarrow$ .

```

Delete?           ←/OK
001 ABC COMPANY
  
```

The number of the Quick Dial key and the fax number or name are displayed.

**6** Press the **[OK]** key.

The stored data (fax number and name) is deleted.

```

Program / Delete:
2.Del. Quick Dial ←
  
```

If you want to delete another Quick Dial key, go to step **4**.

**7** Press the **[User Tools]** key to return to standby mode.

## Printing a Quick Dial Key Label

To print a template that can be used to make labels for Quick Dial keys, perform the following procedure.

**1** Press the **[User Tools]** key.

**2** Press  $\leftarrow$  or  $\rightarrow$  to display "2. Reports / Lists".

```

User Tools Main Menu
2.Reports / Lists ←
  
```

**3** Press the **[OK]** key.

**4** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Quick Dial Label".

```

Reports / Lists
4.Quick Dial Label ←
  
```

**5** Press the **[OK]** key.

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

The Quick Dial label is printed.

Once the label is printed, the machine returns to the standby mode.

Setup

## Quick Dial Key Labels

The Quick Dial key label will have the destination, Group, Program, or Auto Document name programmed in Quick Dials.

 **Note**

- A protective transparent film is attached to the operation panel. Peel off the film and place the Quick Dial key labels onto the operation panel.

3

P. 1

\* \* \* QUICK KEY LABEL ( FEB. 1. 2001 9:13AM ) \* \* \*

Time printed      FAX HEADER: ABC COMPANY

01: abc com pany	02: BCD. com pany	03: cde com pany	04:	05:	06:	07:	08:	09:	10: Group 1
11:	12:	13:	14:	15: MAP	16:	17:	18:	19:	20:
21:	22:	23:	24:	25:	26:	27:	28:	29:	30:

Printout of Quick Dial numbers assigned to keys,  
including programmed names (up to 20 characters)

01:	02:	03:	04:	05:	06:	07:	08:	09:	10:
11:	12:	13:	14:	15:	16:	17:	18:	19:	20:
21:	22:	23:	24:	25:	26:	27:	28:	29:	30:

Labels without printed names. (Write in names yourself.)

abc comp any	BCD. comp any	cde comp any							Group 1
				MAP					

PLEASE CUT THE SHEET INTO THREE LABELS ALONG THE DOTTED LINE,  
AND PUT LABELS ON THE QUICK DIAL PANEL.

Printout of Quick Dial numbers assigned to keys, including programmed names (up to 16 characters)

GFWTLBGN

## Storing Speed Dial Numbers

If you store numbers in Speed Dials, you can specify the fax number simply by pressing the **[Speed Dial]** key, and entering a two-digit Speed Dial number.

The following procedure describes how to store fax numbers in Speed Dials.

### Note

- The combined total number of Speed Dial numbers that can be stored is 100.
- You can specify numbers from 00 to 99.
- The maximum number of digits per fax number is 254.
- The maximum number of characters per name is 20.
- You can confirm the contents of Speed Dial numbers in the Speed Dial list. (See Chapter 6, "Printing Dial Lists" in the Advanced Features manual.)

### 1 Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

### 2 Press the **[OK]** key.

### 3 Press **[Left]** or **[Right]** to display "3. Prog. Speed Dial".

```
Program / Delete:
3.Prog. Speed Dial
```

### 4 Press the **[OK]** key.

```
Enter No. to Program
[00] (Browse)
```

### 5 Display the number of the Speed Dial you want to store (00 to 99).

Enter the Speed Dial number with the number keys, or search using **[Left]** or **[Right]**.

```
001 Fax No.
.....
```

### Note

- If you want to delete a digit of the number, press the **[Clear]** key and enter the correct number.
- If a Speed Dial number has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select an unprogrammed number, then press the **[OK]** key.

### 6 Enter the fax number with the number keys.

```
000 Press OK
5432109876.....
```

### Note

- If you want to delete a digit of the number, press the **[Clear]** key.

### 7 Press the **[OK]** key.

The fax number is programmed.

```
000[ABC] Name
.....
```

### 8 Enter the name.

```
000[ABC] OK
DEF COMPANY.....
```

## Setup

**9** Press the **[OK]** key.

The name is programmed.

```
Label Insert:  ←/OK
Yes  [No]
```

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **[←]** or **[→]** to select G3 or G4, and then press the **[OK]** key.

**3****10** Press **[←]** or **[→]** to select "Yes" or "No".**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```
Label Insert:  ←/OK
[Yes]  No
```

**11** Press the **[OK]** key.

```
Program / Delete:
3.Prog. Speed Dial ←
```

If you want to store another Speed Dial number, go to step **4**.

**12** Press the **[User Tools]** key to return to standby mode.**Editing Speed Dial Numbers**

The following procedure describes how to edit programmed Speed Dial numbers.

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete ←
```

Confirm that "1. Program / Delete" is displayed.

**2** Press the **[OK]** key.**3** Press **[←]** or **[→]** to display "3. Prog. Speed Dial".

```
Program / Delete:
3.Prog. Speed Dial ←
```

**4** Press the **[OK]** key.

```
Enter No. to Program
[0-9] (Browse ←)
```

**5** Display the Speed Dial number you want to edit (00 to 99).

Enter the Speed Dial number with the number keys or search using **[←]** or **[→]**.

```
Program? ←/OK
000 DEF COMPANY
```

**Note**

- If you want to delete a digit of the number, press the **[Clear]** key and enter the correct number.
- The Speed Dial number and the fax number or name are displayed.

**6** Press the **[OK]** key.

```

000          Press OK
5432109876 ██████████

```

**7** Press the **[Clear]** key and enter the fax number.

```

000          Press OK
9876543210_ ██████████

```

**Note**

- If you do not want to change the number, press the **[OK]** key and go to step **8**.
- If you want to erase a digit of the number, press the **[Clear]** key.

**8** Press the **[OK]** key.

The fax number is changed.

```

000[ABC]          /OK
DEF COMPANY ██████████

```

**9** Enter the name.

```

000[ABC]          OK
ABC COMPANY_ ██████████

```

**Note**

- The previously entered name flashes. Pressing the **[Clear]** key deletes all characters of the name. If you want to delete a single character, press **◀** or **▶** to move the cursor to the character to be deleted, then press the **[Clear]** key.

**10** Press the **[OK]** key.

The name is changed.

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **◀** or **▶** to select G3 or G4, and then press the **[OK]** key.

```

Label Insert:  ◀/OK
[Yes]  NO

```

**11** Press **◀** or **▶** keys to select "Yes" or "No".**Note**

- Label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See Chapter 3, "Label Insertion" in the Advanced Features manual.

```

Label Insert:  ◀/OK
Yes  [No]

```

**12** Press the **[OK]** key.

```

Program / Delete:
3.Prog. Speed Dial▶

```

If you want to edit another name, go to step **9**.

**13** Press the **[User Tools]** key to return to standby mode.

## Setup

## Deleting Speed Dial Numbers

The following procedure describes how to delete fax numbers in Speed Dials.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 2** Press the **[OK]** key.

- 3** Press **[Left]** or **[Right]** to display "4. Del. Speed Dial".

```
Program / Delete:
4.Del. Speed Dial
```

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

```
Enter No. to Delete
[0-9] (Browse)
```

- 5** Display the Speed Dial number you want to delete (00 to 99).

Enter the Speed Dial number with the number keys or search using **[Left]** or **[Right]**.

```
Delete? /OK
000 DEF COMPANY
```

The Speed Dial number and the fax number or name are displayed.

**Note**

- If you want to delete a digit of the number, press the **[Clear]** key and enter the correct number.

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

The programmed data (fax number and name) is deleted.

```
Program / Delete:
4.Del. Speed Dial
```

If you want to delete another name, go to step **4**.

- 7** Press the **[User Tools]** key to return to standby mode.

## Storing and Editing a Group of Fax Numbers

If you regularly broadcast documents to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

There are two ways of programming Groups:

### ❖ Programming groups in Quick Dial keys

If you program a group in a Quick Dial key, you can specify that group by pressing a Quick Dial key. However, if you use Quick Dial keys to program groups, you will be able to program fewer Quick Dial keys.

#### ⚠ Limitation

- ❑ You cannot store another function (Quick Dials, Auto Documents, or Programs) in a Quick Dial key already used for a group. Also, you cannot store groups in a Quick Dial key already used for another function.

### ❖ Programming groups in the [Group] key

To program a group in the [Group] key, you must first assign the Group feature to a Function key. To send a fax, press the [Group] key, and then enter the group number (1 to 7).

### Storing a Group of Fax Numbers

You can register the following items in a Group:

- Destination fax numbers
- Group name (up to 20 characters)

You can enter destination numbers by Quick Dial keys, Speed Dials, or the number keys.

#### ✎ Note

- ❑ You can register up to 7 Groups with 140 numbers each.
- ❑ The combined maximum number of destinations you can register in all Groups is 129. This 129 can be composed of up to 30 Quick Dial numbers, 50 Speed Dial numbers and 49 numbers entered directly with the number keys.
- ❑ The number of destinations that can be registered with the number keys depends on how the machine is used. In theory you can register up to a combined maximum of 76 destinations with the number keys for all groups. However, if you register 76 items with the number keys, Memory Transmission becomes unavailable, only register up to 75 items with the number keys.
- ❑ If you register the same destination more than once with a Speed Dial or Quick Dial in Groups, it is only counted as one item. However, if you register two or more identical destinations with the ten keys they will be counted as two or more items.

## Setup

- If all destinations are different, you may not be able to store 140 destinations in a Group.
- It is recommended that you print the Group Dial list and keep it when you register or change destinations. See Chapter 6, "Printing Dial Lists" in the Advanced Features manual.
- How to count numbers.

3

	Registered items	Total Numbers
Group 1	Quick Dial: [01], [03], [05] Speed Dial: [01], [02], [10] Ten Key: 0312345678	10 numbers
Group 2	Quick Dial: [01], [05] Speed Dial: [01], [02], [08] Ten Key: 0312345678, 0451119999	
	Registered items	Total Numbers
Group1	Quick Dial: [01], [02], [03] Speed Dial: [01], [02], [03] Ten Key: 0312345678	14 numbers
Group2	Quick Dial: [04], [05] Speed Dial: [04], [05], [06] Ten Key: 0312345678, 0451119999	

- This section describes how to program a Group.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

- 2** Press the **[OK]** key.

- 3** Press **[Left]** or **[Right]** to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. Group Dial
```

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

```
Enter No./ Press Key
[GP.D_] (Browse)
```

- 5** Display the number of the group you want to store (1 to 7).

Enter the group number with the number keys, or search using **[Left]** or **[Right]**.

```
GP.D1:#1 Fax NO.
_
```

**Note**

- If a group has already been stored, the contents are displayed. Press **[Left]** or **[Right]** to select a group number that is not programmed, then press the **[OK]** key.
- If a group is programmed, but no name is specified, the group number only is displayed on the lower line of the display.



**6** Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```
GP.D1:#1   Press OK
0123456789_|||||
```

Press a Quick Dial key.

```
GP.D1:#1   Press OK
001 ABC COMPANY
```

Press the **[Speed Dial]** key and enter a Speed Dial number.

```
GP.D1:#1   Press OK
000 DEF COMPANY
```

**Note**

- If you specify a Quick Dial or Speed Dial that is not programmed, "This key is Not Programmed" is displayed. Re-specify the destination.

**7** Press the **[OK]** key.

The destination is programmed.

**8** Press the **[Left]** or **[Right]** to select "Add" or "Exit".

```
Program?   ←/OK
[Add] Delete Exit
```

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **[Left]** or **[Right]** to select G3 or G4, and then press the **[OK]** key.

**9** Press the **[OK]** key.

If you selected "Exit", go to step **10**.

**10** Repeat steps **6** to **9** and program a destination.**11** Enter the group name.

If you do not want to program a group name, press the **[OK]** key and go to step **12**.

```
GP.D1[ABC]   Name
GROUP A_|||||
```

**Note**

- If you want to delete a character of the name, press the **[Clear]** key.

**12** Press the **[OK]** key.

The group name is programmed.

```
Assign to key? ←/OK
Yes [NO]
```

**13** Press **[Left]** or **[Right]** to select "Yes" or "No" to be programmed in the Quick Dial.

```
Assign to key? ←/OK
[Yes] NO
```

**14** Press the **[OK]** key.

If you selected "No", go to step **15**.

```
Press Quick Dial Key
[0_|||]
```

**15** Press the Quick Dial key you want to program.

```
Press Quick Dial Key
[002]
```

## Setup

**16** Press the **[OK]** key.

```
Program / Delete:
5.Prog. GROUP Dial
```

**17** Press the **[User Tools]** key to return to standby mode.

### Editing a Group

You can add destinations or edit the group name for programmed groups. To edit a destination:

- For destinations programmed in Quick Dials or Speed Dial, edit the contents of the programmed Quick Dial or Speed Dial.
- For destinations programmed with the number keys, delete the destination you want to edit from the group, and then program the new destination.

#### Editing a Group Name

The following procedure describes how to edit a group name.

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program/Delete" is displayed.

**2** Press the **[OK]** key.

**3** Press **[◀]** or **[▶]** to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. GROUP Dial
```

**4** Press the **[OK]** key.

```
Enter No./ Press Key
[GP.D_] (Browse)
```

**5** Display the number of the group you want to edit (1 to 7).

Enter the group number with the number keys, or search using **[◀]** or **[▶]**.

```
Program?
GP.D1 GROUP A
```

**6** Press the **[OK]** key.

```
Change Dest.?:
[Yes] NO
```

**7** Press **[◀]** or **[▶]** to select "No".

```
Change Dest.?:
Yes [NO]
```

**8** Press the **[OK]** key.

```
GP.D1[ABC]
GROUP A
```

**9** Press the **[Clear]** key and enter the new name.

```
GP.D1[ABC]
GROUP B
```

**Note**

- If you want to delete a character of the name, press the **[Clear]** key.
- If you press the **[Cancel]** key, the display will return to that shown for step **8**.
- If you are finished, press the **[User Tools]** key.

- 10** Press the **[OK]** key.

The name is changed.

```
Assign to Key?  ←/OK
Yes  [NO]
```

- 11** Press **⏪** or **⏩** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```
Assign to Key?  ←/OK
[Yes]  No
```

- 12** Press the **[OK]** key.

If you selected "No", go to step **10**.

```
Press Quick Dial Key
[002]
```

**Note**

- If you want to edit a programmed Quick Dial key, press the Quick Dial key and then the **[OK]** key.

- 13** Press the **[OK]** key.

```
Program / Delete:
5.Prog. GROUP Dial ←
```

If you want to program another group name, go to step **4**.

- 14** Press the **[User Tools]** key to return to standby mode.

### Adding a Fax Number to a Group

The following procedure describes how to add a destination to a group.

- 1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete ←
```

Confirm that "1. Program / Delete" is displayed.

- 2** Press the **[OK]** key.

- 3** Press **⏪** or **⏩** to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. GROUP Dial ←
```

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

```
Enter No./ Press Key
[GP.D_] (Browse ←)
```

- 5** Display the number of the group to which you want to add a number (1 to 7).

Enter the group number with the number keys, or search using **⏪** or **⏩**.

```
Program?  ←/OK
GP.D1 GROUP A
```

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

```
Change Dest.?: ←/OK
[Yes]  No
```

## Setup

- 7** Press **◀** or **▶** to select "Yes" and press the **[OK]** key.

```

Program?      ◀▶/OK
[Add] Delete  Exit
  
```

**Note**

- If you have finished adding destinations, select "Exit" and go to step **12**.

3

- 8** Press **◀** or **▶** to select "Add" and press the **[OK]** key.

```

GP.D1:#5      Fax No.
_#####
  
```

- 9** Specify the destination using one of the following three methods:

Enter the fax number with the number keys.

```

GP.D1:#5      Press OK
0123456789_#####
  
```

Press a Quick Dial key.

```

GP.D1:#5      Press OK
001 ABC COMPANY
  
```

Press the **[User Tools]** key and enter a Speed Dial number.

```

GP.D1:#5      Press OK
000 DEF COMPANY
  
```

**Note**

- If you specify a Quick Dial or Speed Dial that is not programmed, "This key is Not Programmed" is displayed. Re-specify the destination.

- 10** Press the **[OK]** key.

The destination is added.

**Note**

- When the optional G4 unit is installed, "G3/G4: Select" is displayed. Press **◀** or **▶** to select G3 or G4, and then press the **[OK]** key.

- 11** To add another destination, repeat steps **7** to **10**.

- 12** If you have finished adding destinations, select "Exit".

```

Program?      ◀▶/OK
Add Delete [Exit]
  
```

- 13** Press the **[OK]** key.

```

GP.D1[ABC]    /OK
GROUP A#####
  
```

**Note**

- If you want to change the group name, press the **[Clear]** key and enter the new name.

- 14** Press the **[OK]** key.

```

Assign to Key? ◀▶/OK
Yes [No]
  
```

- 15** Press **◀** or **▶** to select "Yes" if the group was programmed in a Quick Dial, or select "No" if it was not.

```

Assign to Key? ◀▶/OK
[Yes] No
  
```

**16** Press the **[OK]** key.

If you selected "No", go to step **17**.

```
Press Quick Dial Key
[002]
```

**Note**

- If you want to edit a programmed Quick Dial, press the Quick Dial, and then the **[OK]** key.

**17** Press the **[OK]** key.

```
Program / Delete:
5.Prog. GROUP Dial
```

If you want to add another destination to the group, go to step **4**.

**18** Press the **[User Tools]** key to return to standby mode.

## Deleting a Group

The following procedure describes how to delete a destination from a group.

- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

### To delete a destination from a group

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

Confirm that "1. Program / Delete" is displayed.

**2** Press the **[OK]** key.**3** Press **⏪** or **⏩** to display "5. Prog. Group Dial".

```
Program / Delete:
5.Prog. GROUP Dial
```

**4** Press the **[OK]** key.

```
Enter No./ Press Key
[GP.D_] (Browse)
```

**5** Display the group number for the destination you want to delete (1 to 7).

Enter the group number with the number keys, or search using **⏪** or **⏩**.

```
Program? /OK
GP.D1 GROUP A
```

**6** Press the **[OK]** key.

```
Change Dest.?: /OK
[Yes] NO
```

**7** Press **⏪** or **⏩** to select "Yes" and press the **[OK]** key.

```
Program? /OK
[Add] Delete Exit
```

**8** Press **⏪** or **⏩** to select "Delete" and press the **[OK]** key.

```
Select Destination
with
```

**9** Press **⏪** or **⏩** to display the destination you want to delete.

```
Delete? /OK
001 ABC COMPANY
```



**To change and delete Quick Dials programmed as groups:**

To store an entire group under a different Quick Dial key, or to delete the group from the Quick Dial key altogether, perform the following procedure:

- ① Press the **[User Tools]** key.
- ② Confirm that "1. Program / Delete" is displayed.
- ③ Press the **[OK]** key, and then press **⏪** or **⏩** to display "5. Prog. Group Dial".
- ④ Press the **[OK]** key.
- ⑤ Enter the group number (1 to 7).
- ⑥ Press the **[OK]** key.
- ⑦ Press **⏪** or **⏩** to select "No", and then press the **[OK]** key.
- ⑧ Press the **[OK]** key.
- ⑨ If you want to change the Quick Dial key, press "Yes", and if you want to delete the Quick Dial key, press "No".
- ⑩ Press the **[OK]** key.  
If you selected "No" in step ⑨, the Quick Dial key is deleted. Go to step ⑬.
- ⑪ If you want to change the Quick Dial key, press the new Quick Dial key.
- ⑫ Press the **[OK]** key.  
The Quick Dial key is changed.
- ⑬ Press the **[User Tools]** key to return to standby mode.

## Entering Characters

Use the number keys to enter numbers. Use Quick Dial keys for entering letters, and the **[Symbols]** key for entering symbols.

If at any time you make a mistake when entering a character or digit, press the **[Clear]** key to delete it. To correct a character or number already entered, use ⏪ or ⏩ to reach the mistake, enter the new character, and then press the **[Clear]** key to delete the mistaken character.

3

### Note

- When Mail Address input is selected, you can enter the "@" symbol and periods in E-mail addresses with the Quick Dial keys. See Chapter 1, "Operation Panel" in the NIC FAX KIT manual.
- You can switch the character input mode between uppercase letters (ABC) and lowercase letters (abc) by pressing the **[ABC/abc]** key. You can input symbols regardless of this mode.
- With the QWERTY keyboard layout, the **[ABC/abc]** key is key 21, and with the ABC layout it is key 29. The **[Symbol]** key is key 30 with both layouts.

## Entering Symbols

- 1** Press the **[Symbol]** key.
- 2** Press ⏪ or ⏩ to scroll through the symbols.

### Note

- You can enter the following symbols: - \_ (space) . , ( ) / @ & \$ ! " ' # \* % + : ; < = > ? ^ [ ] \ ` { | } ~

- 3** Press the **[OK]** key.

## Wild Card

Using wild cards, you can greatly enhance the effectiveness of the following features:

- Authorized Reception
- Memory Lock
- Multi-copy Reception
- Specified Cassette Selection
- Forwarding

In each of these features, you have to store the Own Name or Own Fax Number setting of the various terminals that you normally receive fax documents from. Then, when your machine detects an incoming call, it checks the Own Name or Own Fax Number setting of the other terminal and acts accordingly.

When you use Own Name with these features, you can program wild cards to greatly expand the number of terminals that you can specify.

For example, if you wish to accept documents from all 150 branches of XYZ Company (using Authorized Reception), and forward them on to head office (using Forwarding), you do not have to store the Own Name of each branch of XYZ Company. Program "XYZ" as a wild card for each of these functions. If the Own Name settings of all XYZ branches contain "XYZ", incoming documents from those branches will be accepted and sent on to the head office.



 **Note**

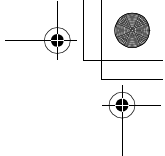
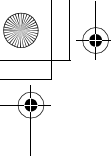
- This feature cannot recognize spaces. If you store MAN as a wild card, and a terminal with an Own Name including MANCHESTER, HUMAN, or HUMANE calls you, your machine will recognize MAN as a wild card and accept and/or forward the document.

 **Reference**

See Chapter 7, "Authorized Reception" (switch 10, bit 7) in the Advanced Features manual.

See Chapter 7, "Forwarding" in the Advanced Features manual.

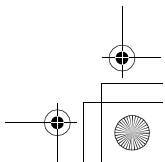
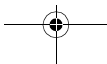
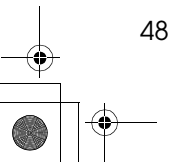
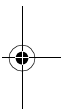
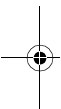
Own Name and Own Fax Number, see P.23 "Initial Settings and Adjustments".



Setup

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3



# 4. Troubleshooting

## Loading Paper in the Main Paper Cassette

The following procedure describes how to load paper in the main paper cassette.

### Important

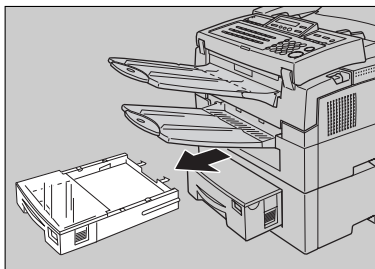
- ❑ When loading paper, be careful not to pinch your fingers inside the machine.
- ❑ Before loading paper, make sure that the machine is not outputting a copy or received document.

### Reference

For paper sizes, paper direction, and the number of sheets that can be loaded in the main paper cassette, see Chapter 11, "Document and Paper Specifications" in the Advanced Features manual.

For information on how to load the optional bypass feeder, see Chapter 9, "Loading Paper in the Optional Bypass Feeder" in the Advanced Features manual.

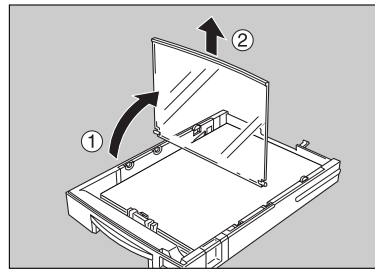
- 1** Pull out the main paper cassette and place it on a flat surface.



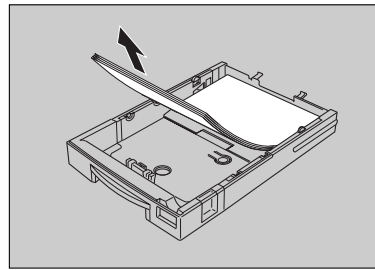
### Note

- ❑ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

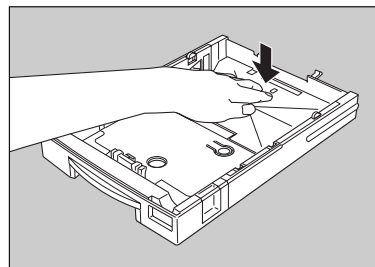
- 2** Lift up the cassette cover and remove it.



- 3** Remove any remaining paper.

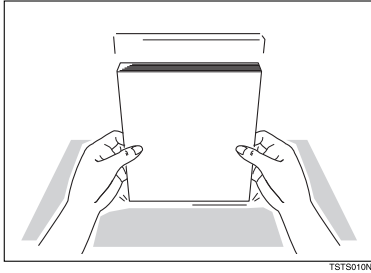


- 4** If the metal base plate is raised, push it firmly down until it locks into place.



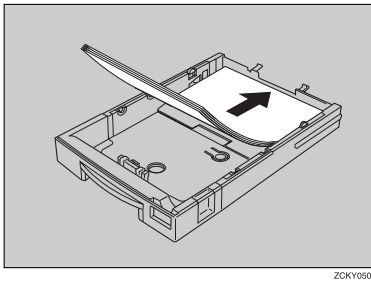
Troubleshooting

- 5** Prepare a stack of blank paper. For smoother operation, square the edges by tapping the paper stack on the bench.



4

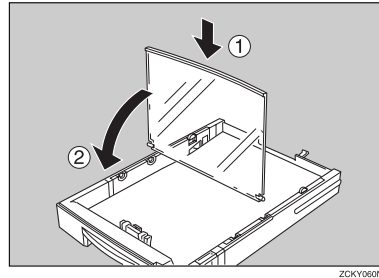
- 6** Load the paper into the cassette.



**Note**

- Do not load paper above the paper level marks inside the cassette.

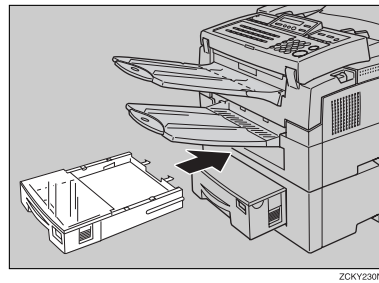
- 7** Replace the cassette cover.



**Note**

- The frosted side of the cover must be faceup when closed.

- 8** Replace the cassette. Push it in firmly until it locks into place.



**Note**

- If you cannot close the cassette, check that the metal base plate is not raised.

## Adjusting the Volume and Sounds the Machine Makes

You can change the beeper (monitor) volume for the following features:

On Hook	The sound that indicates on hook dialing.
Transmission	The sound that indicates transmission.
Reception	The sound that indicates reception.
Dialing	The sound that indicates dialing.
Key Tone	The sound that indicates a key being pressed.
Alarm	The sound that indicates something has gone wrong.

The following procedure describes how to adjust the volume for the above features.

### Note

- Make sure that the machine is in standby mode.

**1** Press the **[User Tools]** key.

```
User Tools Main Menu
1.Program / Delete
```

**2** Press **⏪** or **⏩** to display "3. Setup".

```
User Tools Main Menu
3.Setup
```

**3** Press the **[OK]** key.

Confirm that "1. Monitor Volume" is displayed.

```
Setup:
1.Monitor Volume
```

**4** Press the **[OK]** key.

```
Monitor Volume:
1.On Hook
```

**5** Press **⏪** or **⏩** to select the item you want to adjust, and then press the **[OK]** key.

```
On Hook:
Low---|---High
```

Troubleshooting

---

**6** Press **◀** or **▶** to adjust the volume.

```
On Hook:      ▶/OK
LOW-----↑-High
```

**7** Press the **[OK]** key.

The volume is adjusted.

```
Monitor Volume:
1.On Hook      ▶▶
```

If you want to adjust another item, repeat steps **6** to **7**.

**4**

**8** Press the **[User Tools]** key to return to standby mode.

## If an Indicator Lights on the Operation Panel

Whenever you see the file receive indicator or the alarm indicator light, always read the document in the control panel display.

❖ **The Receive File indicator is lit:**

You have received a fax document which is now stored in the machine. See Chapter 4, "Printing Documents That Have Been Received into Memory (Substitute Reception)" in the Advanced Features manual.

❖ **The Communicating indicator is lit.**

You are sending or receiving a fax. See P.5 "Operation Panel".

❖ **The Alarm indicator flashes.**

An error has occurred. Read the message in the display and take appropriate action. See P.5 "Operation Panel".

## Communication Problems

If "Transmission Failed / OK" appears in the display: Press the **[OK]** key.

Causes:



```
Transmission Failed
                  /OK
```

- A poor line caused the communication to fail.
- The line is noisy. Try to retransmit.
- The other machine is out of order. Ask the other party to check their machine.

4



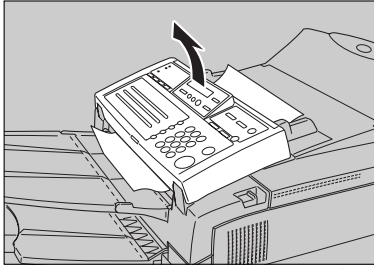
## Clearing a Document Jam

When an original is jammed, "Clear Misfed Orig. Storing Stopped, / OK" is displayed. Perform the following procedure to solve the problem.

### Note

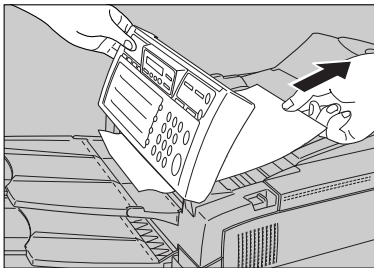
- If copies, documents, or prints are jammed, follow the procedure on the next page.

- 1** Open the operation panel to an angle of about 45°.



ZCKY090N

- 2** Remove the original.

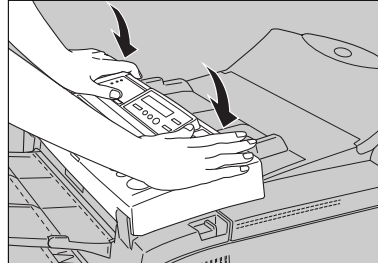


ZCKY090N

### Important

- Do not pull out the document without opening the operation panel, or you will damage the scanning mechanism.

- 3** Close the operation panel completely. Make sure that it clicks and locks into place.



ZCKY100N

4

## Troubleshooting

# Clearing a Copy, Fax, or Print Jam

When "Clear Misfed Paper" is displayed, follow the procedure below to solve the problem.

To clear original jams, see the previous page.

### Important

- The transfer roller and surrounding area inside the machine becomes hot during printing. To avoid injury when removing paper jams, do not touch any parts other than those specified in this manual.

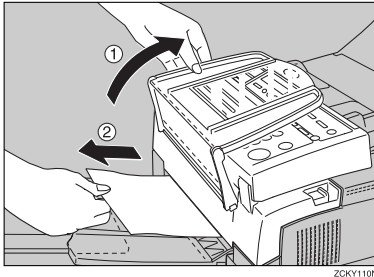
4

### Note

- If paper jams occur in the optional second paper cassette or optional bypass feeder. (See chapter 8, "Clearing a Copy Fax, or Print Jam" in the Advanced Features manual.).

## Print Delivery Tray

- 1** Fold the tray up (1) and remove any jammed paper (2).



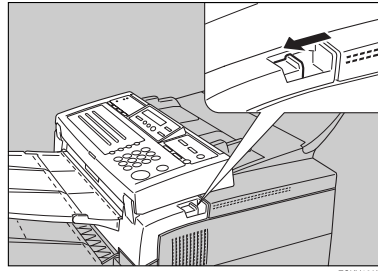
ZCKY110N

## Inside the Machine

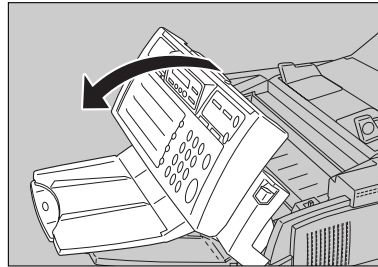
- 1** Pull the front cover release lever towards you and open the front cover.

### Note

- If you do not pull the lever, only the operation panel will open.

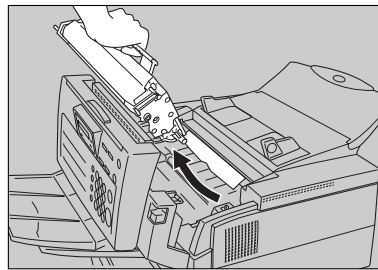


ZCKY120N



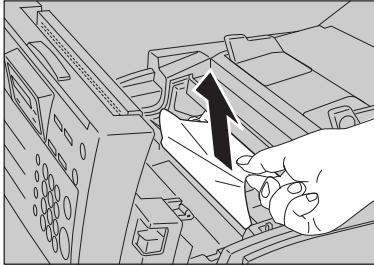
ZCKY600N

- 2** Remove the toner cassette.



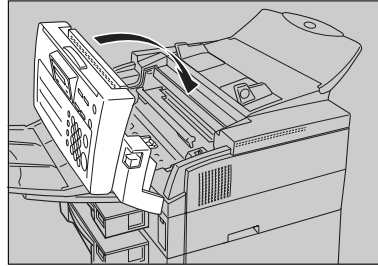
ZCKY130N

- 3** Remove any jammed paper underneath.



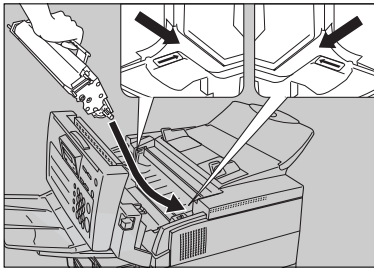
ZCKY140N

- 6** Push the front cover closed until you hear it lock into place.



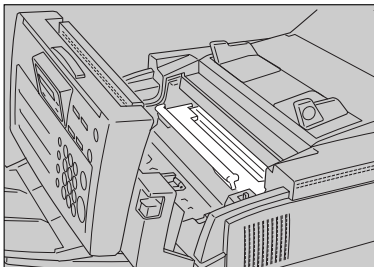
ZCKY170N

- 4** Replace the toner cassette by aligning it with the guide rails and sliding it into place.



ZCKY150N

- 5** Confirm that the toner cassette is locked into position.

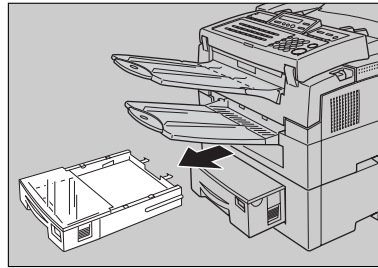


ZCKY160N

## Cassette Entrance

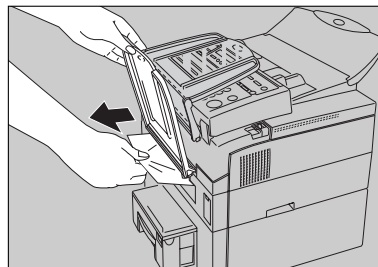
4

- 1** Remove the main paper cassette and place it on a flat surface.



ZCKY180N

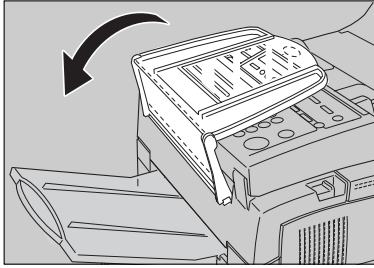
- 2** Lift the document delivery table and remove any jammed paper from inside the machine.



ZCKY200N

## Troubleshooting

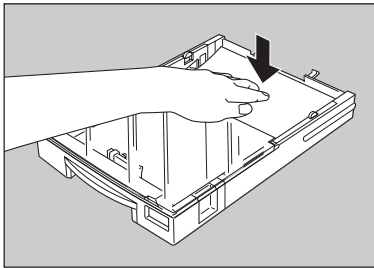
- Return the document delivery table to its original position.



ZCKY210N

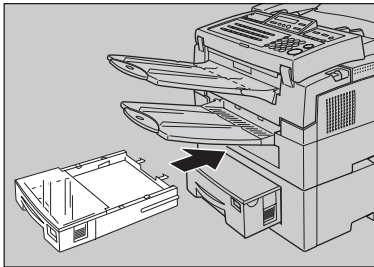
4

- Push down on the paper until you hear the base plate lock into place.



ZCKY900N

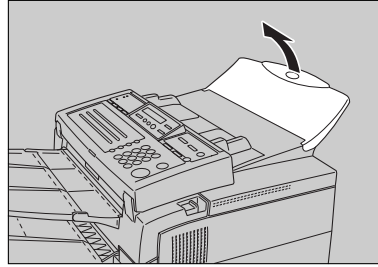
- Replace the main paper cassette.



ZCKY230N

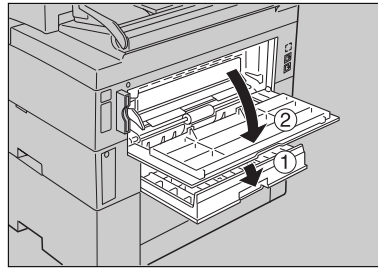
## Upper Rear Unit

- Pull the document table toward the front of the machine.



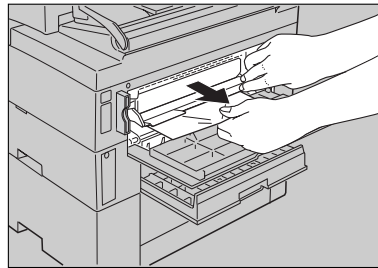
ZCKY240N

- Open the lower rear cover and then upper rear cover as shown in the illustration.



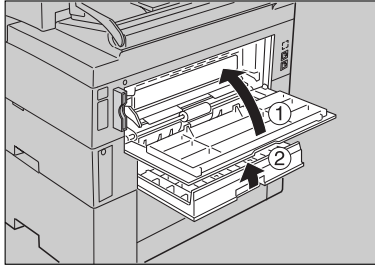
ZCKY250N

- Remove any jammed paper.



ZCKY260N

- 4** Close the upper rear cover and then the lower rear cover as shown in the illustration.



ZOKY270N

- 5** Return the document table to its original position.

4

## Error Messages

The following messages may appear while you are operating or programming the machine.

### Reference

See Chapter 6, "Error Messages" in the NIC FAX KIT manual for network errors that may occur when using Internet Fax.


Message	Problem/Solution
No Files Exist	No polling reception operations have been programmed. There are no documents in memory waiting for transmission. Incorrect file number. Check the file number and try again.
Cannot Combine: (currently selected function)	Appears when you attempt to select a function that cannot be used in combination with another currently selected function.
This Key is in Use as a Group Dial	This Quick Dial Key has a Group stored in it.
This Key is in Use as a Program	This Quick Dial Key has a Keystroke Program stored in it.
This Key is in Use as a Quick Dial	This Quick Dial Key has a Quick Dial stored in it.
This Key is Not Programmed	Either: <ul style="list-style-type: none"> <li>This Quick Dial Key does not contain a number.</li> <li>This Quick Dial Key does not contain a Keystroke Program.</li> </ul>
This Speed Dial No. is Not Programmed	This Speed Dial number does not contain a number.
This Dest. is Already Selected	Either: <ul style="list-style-type: none"> <li>This number is already included in this Group.</li> <li>The same destination was specified more than once.</li> </ul>
Insert Pause "_" After Area Code	You must add a pause after your area code when you input your fax terminal's own telephone number.
Replace Toner	The toner cassette is empty. Install a new cassette.
Clear Misfed Orig.	A document is jammed in the feeder.
Clear Misfed Paper	Paper is jammed in the printer.
Close Front Cover Close Rear Cover	A cover is not closed properly. Check that all covers are closed.
Machine is in Use. Please Wait.	Machine cannot print a list/file, because the plotter is not ready.

## Error Messages

Message	Problem/Solution
Call Service.	Machine is out of order. Contact your service representative.
Check Paper Size. Press OK to Correct.	The size of the installed paper does not match the currently selected paper size. Press the <b>[OK]</b> key, and then set the paper size or install the appropriate paper.
This Dial is in Use. Cannot Delete. This Dial is in Use. Cannot Change.	This Quick Dial is being used (such as for a Send Later Transmission).
Some Page(s) are Blank	An almost entirely blank document was scanned. Check your document.
Reset Toner Correctly	The toner cassette is not set correctly.
Toner is Almost Empty	The toner cassette is nearly empty.
Copy Mode Locked	Copy mode is disabled. Enable it with the User Parameters.
Change ADF Pad	Replace the ADF separation pad.

## Troubleshooting

## Solutions to Common Problems

Problem	Required Action
<b>STANDBY MODE</b>	
Nothing happens when the switch is turned on.	Check the power cord. Is it properly plugged into the outlet? Plug it in firmly.
"Set Orig. / Enter No." is not displayed.	Switch the power on. If the Power indicator does not light, check that the power cord is plugged in. If the Energy Saver indicator lights, press the Energy Saver key.
<div style="background-color: #444; color: white; padding: 2px 5px; border-radius: 5px; display: inline-block;">4</div> The display does not show the Ready condition, or the machine stops during an operation.	Does "Clear Misfed Orig." or "Clear Misfed Paper" appear in the display? Clear the misfed paper.
	 <b>Reference</b> See P.55 "Clearing a Document Jam", and P.56 "Clearing a Copy, Fax, or Print Jam".
	Does "Load Paper" appear in the display? Load paper into the paper tray. See P.49 "Loading Paper in the Main Paper Cassette".
	Does "Close Front Cover" or "Close Rear Cover" appear in the display? Close all covers.
	Is the Add Toner indicator on? Load a new toner cassette.
<b>TRANSMISSION</b>	
The original is not pulled into the auto document feeder.	You did not feed the document far enough into the feeder. Insert the document into the feeder until it stops. Retransmit.
	Do user maintenance, especially rollers (2) and (6). See the illustration in Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
	The telephone line is disconnected. Check that the line is connected properly.
	The telephone line type setting is incorrect. Check the telephone line type setting.
	The dialed number does not contain a PSTN access code or a pause. Include the outside line access number and a pause before the telephone number.



Problem	Required Action
The original is not pulled into the auto document feeder.	The dialed number did not have enough pauses between the outside line access number and the telephone number. Try adding more pauses after the outside line access number.
Frequent original misfeeds (Multifeeds)	Incorrect positioning of originals. Position the document in the feeder correctly. See P.11 "Memory Transmission".
	Incorrect alignment of originals. Align the edges of the document. See P.10 "Suitable Document Types".
	Curled pages. Flatten the document. See P.10 "Suitable Document Types".
	Incorrect document type. Use a proper document type. See P.10 "Suitable Document Types".
	Mixed document types. The pages must all be of the same type.
	Static electricity on the originals. Shuffle the document. See P.11 "Memory Transmission".
Frequent original misfeeds (Non-feeds)	Do user maintenance, especially rollers (2) and (6). See the illustration in Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
	Copier silicone oil on the originals. Wait a few minutes, then try again.
	Incorrect alignment of originals. Align the edges of the document. See P.11 "Memory Transmission".
	Curled pages Flatten the document. See P.10 "Suitable Document Types".
	Incorrect document type. Use a proper document type. See P.10 "Suitable Document Types".
	More than 50 pages in the feeder. Do not load more than 50 pages in the automatic document feeder at once.
Transmission cannot take place; "Clear Misfed Orig." appears.	Do user maintenance, especially rollers (2) and (6). See the illustration in Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
	The document is jammed in the feeder. Remove the jammed document. See P.55 "Clearing a Document Jam".
	The document may be longer than the maximum limit. Make sure that none of your originals exceed this limit.

## Troubleshooting

Problem	Required Action
Transmission cannot take place. Before taking action, wait until the machine is in standby mode, then press the <b>[Stop]</b> key.	The other machine is out of order. Check the error report. Ask the other party to check their machine and correct the fault.
	The line is noisy. Check that the dial tone is sent out. Try to retransmit.
Consistent difficulty in communicating with a particular terminal	There are some bad lines between you and that other terminal. Store that terminal's number as a Quick Dial Key or Speed Dial Code.
Consistent poor image quality when communicating with a particular terminal	Then call a service technician. Inform them of the nature of the problem and give the Quick Dial Key or Speed Dial Code that you stored the number in.
RECEPTION	
The telephone keeps ringing and no fax is printed.	You are in Manual Receive mode. Change to Auto Receive mode. See P.22 "Reception Modes".
	Power is switched off. Switch the power on.
RECEPTION/COPYING	
No printout; the Add Paper indicator is lit.	The cassettes are empty. Add Paper. See P.49 "Loading Paper in the Main Paper Cassette".
No printout; Clear Misfed Paper appears.	The printer has jammed. Clear the jam. See P.56 "Clearing a Copy, Fax, or Print Jam".
Copies are blank.	The original must be placed facedown in the document feeder. Position the original correctly. See P.11 "Memory Transmission".
Copy paper misfeeds occur frequently.	Is the proper paper in the paper cassette? Paper size and weight must be within the standards set for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper cassette? Always use dry, undamaged paper.
	Is the paper set properly in the paper cassette? Always load paper correctly. See P.49 "Loading Paper in the Main Paper Cassette". Make sure that there is not too much paper in the trays; do not fill them up over the load limit mark.

Problem	Required Action
Copy paper misfeeds occur frequently.	Are there any pieces of misfed paper or other foreign objects in the machine? Make sure that the paper path is completely clear of paper and other material after a misfeed.
	Are you copying onto recycled paper? Fan the stack of recycled paper and load it in the paper tray.
Stripes on copies.	The exposure glass is dirty. Clean the exposure glass. See Chapter 9, "Cleaning the Rollers and Exposure Glass" in the Advanced Features manual.
<b>TELEPHONING</b>	
You cannot receive phone calls; the unit only rings once then goes into receive mode.	You are in Auto Receive mode. Change to Manual Receive mode. See P.22 "Reception Modes".
You cannot receive phone calls; the unit does not ring.	The telephone line is not connected. Connect the modular cord.

## Troubleshooting

---

4

## 5. Appendix

### Options

- ❖ **PAPER FEED UNIT TYPE180 (Second Paper Cassette)**  
A second paper feed unit can be added to the base machine.
- ❖ **BYPASS FEEDER TYPE180**  
A third paper feed unit can be added to the base machine.
- ❖ **ADF MAINTENANCE KIT TYPE 210**  
This is a maintenance kit for the ADF (Auto Document Feeder).
- ❖ **FAX EXPANSION CARD TYPE20**  
A 2-Mbyte memory card can be added.
- ❖ **FAX EXPANSION CARD TYPE40**  
A 4-Mbyte memory card can be added.
- ❖ **ISDN INTERFACE UNIT TYPE 190 (G4 Unit)**  
This allows you to send and receive using the ISDN (Integrated Service Digital Network).
- ❖ **HANDSET TYPE 100**  
This allows you to dial fax numbers without having to use the operation panel.
- ❖ **MECHANICAL COUNTER TYPE 210**  
This is a tamper-proof mechanical counter whose reading cannot be changed by the user.

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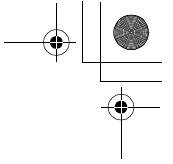
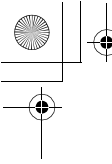
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## W

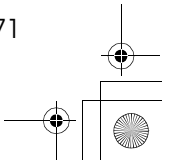
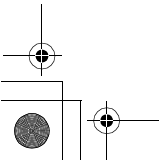
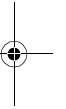
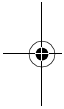
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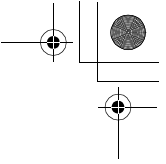
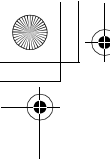
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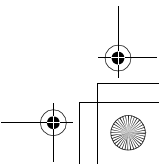
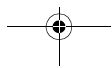
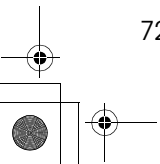
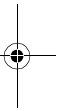
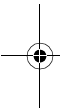


MEMO





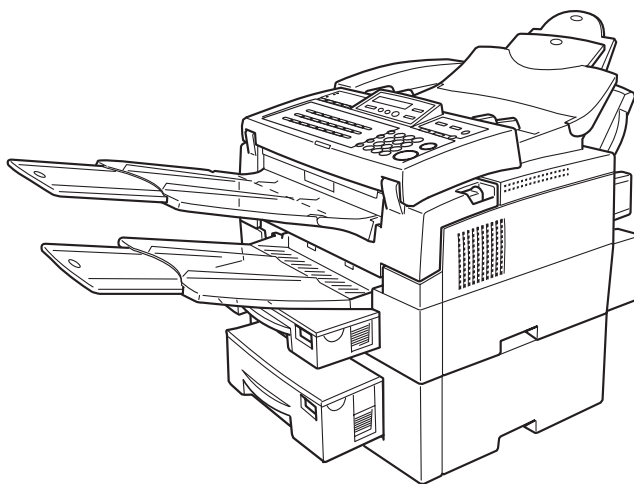
MEMO



**RICOH**

# FAX3900L/3900NF

## Operating Instructions <Advanced Features>



ZCKH030N

Read this manual carefully before you use this product and keep it handy for future reference.  
For safety, please follow the instructions in this manual.



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Phone: +81-(0)3-3479-3111

Ricoh shall not be responsible for any damage or expense that may result from the use of parts other than recommended parts.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

### TONER CASSETTES

RICOH FAX TONER CASSETTE TYPE 1135 BLACK( United States ) is recommended for the best performance.

RICOH FAX TONER CASSETTE TYPE 1136 BLACK( Canada ) is recommended for the best performance.

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FAX3900L/3900NF Operating Instructions

Printed in China

UE (USA) H535-8700

## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Advanced Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes:

Some illustrations might be slightly different from your machine.

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

### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

### Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 765 - 805 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### Notes:

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

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

### Important

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

### Power Source:

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

### Declaration of Conformity

Product Name: Facsimile

Model Number: FAX3900L/3900NF

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## USA

### ◆ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. 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. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. 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 to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- means POWER ON.
- means POWER OFF.

## Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information in the Advanced Features manual before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes:

Some illustrations might be slightly different from your machine.

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

### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

### Operator Safety:

This machine is considered a CDRH Class I laser device, safe for office/EDP use. The machine contains a 5-milliwat, 765 - 805 nanometer wavelength, GaAIAs laser diode. Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanism have been designed to prevent any possible laser beam exposure to the operator.

### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### Notes:

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

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

### Important

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

### Power Source:

AC120V, 60Hz

Please be sure to connect the power cord to a power source as above.

### Declaration of Conformity

Product Name: Facsimile

Model Number: 3740/9940

Responsible party: SAVIN CORPORATION

Address: 333 Ludlow Street, Stamford, CT 06904

Telephone number: 203-967-5000

This device complies with part 15 of FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

## USA

### ◆ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. 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. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised your right to file a complaint with the FCC if you believe it is necessary.
5. 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 to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

### ◆ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

## CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of device subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- means POWER ON.
- means POWER OFF.



# Notice

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## Note to users in the United States of America

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 **Notice:**

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

 **Warning**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

---

## Note to users in Canada

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 **Note:**

This Class B digital apparatus complies with Canadian ICES-003.


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## Remarque concernant les utilisateurs au Canada

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 **Avertissement:**

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.




 **Notice about the Telephone  
Consumer Protection Act  
(Valid in USA only).**

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine 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, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

(For this machine, TTI is called Fax Header.)



Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

# Safety Information

When using your equipment, the following safety precautions should always be followed.

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## Safety During Operation

---

In this manual, the following important symbols are used:

- |  |
|--|
| <p><b>⚠ WARNING:</b><br/><i>Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.</i></p> <p><b>⚠ CAUTION:</b><br/><i>Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.</i></p> |
|--|

---

**⚠ WARNING:**

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- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
  - **You spill something into the equipment.**
  - **You suspect that your equipment needs service or repair.**
  - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

---

**⚠ CAUTION:**

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- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

# Important Safety Instructions

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## Grounding

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In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

---

## Caution

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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:

- Do not use this product near water, for example, near a bathtub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- 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.

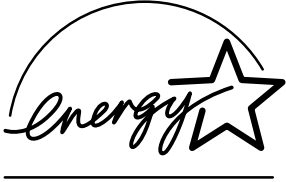
Save these instructions.

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 quelquesunes:

- 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.
- Éviter 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.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- 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.

# ENERGY STAR Program



ENERGY STAR®


As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low-power Mode

At the factory, this fax machine is set to enter the low power mode after no operation takes place for more than 5 minutes. To exit the low power mode, press the **[Energy Saver/  Clear Modes]** key. The machine starts printing in about 40 seconds in the Energy Saving Standby mode, or in about 30 seconds in the Fax Standby Mode.

◆ **Specification**

Specification	Power consumption	Default time
Without NIC FAX KIT installed	1.7 W	5 min
With NIC FAX KIT installed	4.3 W	

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**Recycled Paper**

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

# How to Read this Manual

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## How to Read this Manual

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### Symbols

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In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

\* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

**[    ]**

Keys built into the machine's operation panel.

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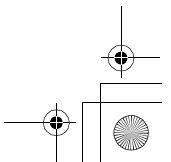
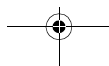
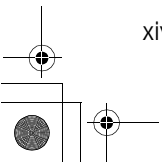
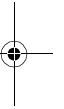
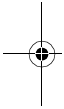
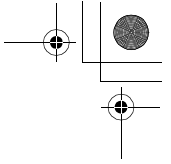
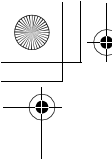
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# Manuals for this machine

This machine is provided with a Basic Features manual and an Advanced Features manual. Please consult the manual that suits your needs.

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## Advanced Features (This Manual)

---

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

---

## Basic Features

---

The Basic Features manual explains the most frequently used fax functions and operations.

### ❖ Chapter 1 Introduction

Describes part names of the machine and operation panel. Also lists symbols and conventions used in this manual.

### ❖ Chapter 2 Faxing

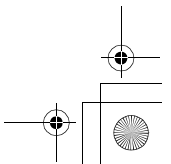
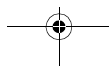
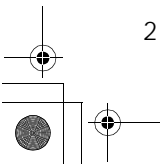
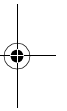
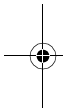
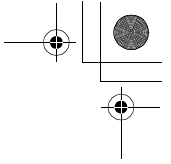
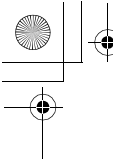
Explains basic transmission. You can also find out about other types of transmissions and how to switch the reception mode.

### ❖ Chapter 3 Setup

Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These functions allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

### ❖ Chapter 4 Troubleshooting

Explains clearing document jams, loading paper and changing the volume of audible signals generated by the machine. When the display or indicator lights show unusual information, check the list and take appropriate action.





# 1. Transmission Options

## Sending at a Specific Time (Send Later)

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

### Note

- If the machine memory is full, your document will remain in the document feeder. As a result, anybody removing the document will cancel the transmission.
- If the current time shown on the display is not correct, adjust it. (See P.66 "Setting the Date and Time".)
- You cannot specify a time more than 24 hours into the future.

**1** Set your document and select any scan settings you require.

**2** Press the [Trans. Option] key.

```
Trans. Option
1. Send Later
```

**3** Confirm that "1. Send Later" is displayed.

**4** Press the [OK] key.

**5** Press  $\leftarrow$  or  $\rightarrow$  to select "On".

### Note

- You can turn this feature off by selecting "Off" and pressing the [OK] key.

```
Send Later:
[On] Off
```

**6** Press the [OK] key.

**7** Press the  $\leftarrow$  or  $\rightarrow$  key to select "AM" or "PM", and then press the [OK] key.

```
Send Later:
Time [AM] PM
```

**8** Enter the time that you want to send the fax message.

```
Send Later: Press OK
Time [09:34] AM
```

Enter the hour setting in 12-hour format (1–12).

Press the [Clear] key to clear the previous entry, and then enter the new number with the number keys.

**9** Press the [OK] key.

The specified time is set.

**10** Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step 10.

**11** Press the [Start] key.

### Note

- You can cancel transmission of a message set up for Send Later. (See P.17 "Canceling Transmission or Reception".)

## Personal Codes

1

Personal Codes consisting of up to 8 digits (numerals, the # and \* symbols, and spaces) can be assigned to individual users. You can keep track of fax machine usage by assigning Personal Codes and having users enter them when using the machine.

- User names assigned to Personal Codes can be printed in the Journal and other reports.
- If user names are assigned to Personal Codes, label insertion allows the receiver's name that is programmed in Quick Dial or Speed Dial to be printed on documents when they are received at the destination.



If you input your Personal Code, your name will appear on the JOURNAL and Transmission Result Report.


### Reference

See P.100 "Programming the Personal Codes".

See P.103 "Printing the Personal Code List".

See P.34 "Label Insertion".

- 1** Set your document and select any scan settings you require.
- 2** Press the [Trans. Option] key.
- 3** Press  or  until "2. Personal Code" is displayed.

```
Trans. Option
 2.Personal Code  
```

- 4** Press the [OK] key.

- 5** Press  or  to select "On".

```
Pers. Code:  /OK
[On]      Off
```

### Note

- You can cancel this feature by selecting "Off".

- 6** Press the [OK] key.

- 7** Enter a personal code (up to 8 digits) with the number keys.

If you make a mistake, press the [Clear] key and try again.

```
Pers. Code: Press OK
[12345678]
```

### Note

- Personal codes may be any string of 8-digit numbers (0 to 9), symbols (# and \*), or spaces. You can register up to 30 personal codes.

- 8** Press the [OK] key.

The personal code is set.

- 9** Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step **9**.

- 10** Press the [Start] key.

### Note

- You can cancel transmission of a message set up for Personal Code Transmission. (See P.17 "Canceling Transmission or Reception".)

## Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch the Fax Header feature off.

### Note

- In the USA, law requires that your fax number be included in the fax header. Register the fax number and switch on Fax Header Print with the User Parameters. See P.95 "User Parameters" (switch 06, bit 0).

### Important

- In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

**1** Set your document and select any scan settings you require.

**2** Press the [Trans. Option] key.

**3** Press ◀ or ▶ until "3. Fax Header Print" is displayed.

```
Trans. Option
3.FaxHeader Print
```

**4** Press the [OK] key.

**5** Press ◀ or ▶ to select "Off".

```
FaxHeader Print /OK
On [Off]
```

**6** Press the [OK] key.

**7** Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step 7.

**8** Press the [Start] key.

- 💡 If you register the Fax Header Print function in a User Function key beforehand, you can turn on Fax Header Print simply by pressing the User Function key. (See P.58 "Assigning User Function Keys".)

1

5

## Sending Confidential Messages

1

This feature is called Confidential Transmission. Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until an ID known as the Confidential ID is entered.

There are two types of Confidential Transmission.

### ◆ Normal Confidential Transmission

The other party can print the message by entering the ID that was previously stored in the other party's terminal using the Confidential ID feature.

### ◆ Confidential ID Override

If you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, do not forget to tell the intended receiver what code must be entered to print the message.

To set up a confidential transmission, do the following:

### ● Limitation

- The machine at the other end must have memory space available and it must have the Confidential Reception feature.
- This is a proprietary feature, and as such it only functions with machines produced by the same manufacturer that have this feature.

### ✎ Note

- A Confidential ID can be any 4-digit number except 0000.
- Before sending a confidential message, it is recommended that you call the receiver and advise them that you are sending a fax message in this manner.

### 🔍 Reference

See P.105 "Confidential ID".

See P.100 "Programming the Personal Codes".

See P.96 "User Parameter List".

See P.22 "Printing the Journal".

See P.20 "Printing a Confidential Fax Message".

- 1** Set your document and select any scan settings you require.
- 2** Press the [Trans. Option] key.
- 3** Press ◀ or ▶ until "4. Confidential TX" is displayed.

```
Trans. Option
 4. Confidential TX▶
```

- 4** Press the [OK] key.
- 5** Press ◀ or ▶ to select "On".

```
Conf. TX:      ◀▶/OK
 [On]   Off
```

- 6** Press the [OK] key.
- 7** Select the type of Confidential Transmission.

---

### Normal Confidential Transmission:

---

- 1 Press **◀** or **▶** to select "Default".

```
Conf. ID:      ←/OK
[Default] Override
```

- 2 Press the **[OK]** key.  
Normal Confidential Transmission is set.
- 3 Specify the other party's fax number.

---

### Confidential ID Override Option:

---


- 1 Press **◀** or **▶** to select "Override".

```
Conf. ID:      ←/OK
Default [Override]
```

- 2 Press the **[OK]** key.  
Confidential ID Override is set.
- 3 Enter the Confidential ID (4-digits) with the number keys.

```
Conf. TX:      Press OK
ID [1234]
```

- 8 Specify the other party's fax number.
- 9 Press the **[Start]** key.



### When sending messages to fax machines produced by other manufacturers

Normally you can only send and receive confidential faxes between machines of the same make which support confidential sending and receiving. However, if the other party's fax is not the same as your own, you can still send and receive confidential fax messages if the other party's fax machine supports the SUB/SID function. See P.14 "SUB Code Transmission".

1

## Leaving a Document to Be Picked Up by Others (Polling Transmission)

1

Use Polling Transmission when you want to leave a document in the machine's memory for others to pick up. The message will be sent when the other party calls your machine.

You cannot specify the telephone number of the polling terminal (the terminal that you wish to poll your document), but using the ID Code there are ways to make sure that the message does not go to the wrong place, as explained below.

There are three types of Polling Transmission.

### ◆ Free Polling

Anybody can poll the message from the polled machine's memory.

### ◆ Secured Polling

The message will only be sent out if the ID Code of the polling machine is the same as the ID Code stored in the polled machine.

### ◆ Stored ID Override

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

### ⚠ Limitation

- ❑ Secured Polling and Stored ID Override can only be used between terminals produced by the same manufacturer. With Free Polling, a message can also be sent to other manufacturer's machines as long as they have the Polling Reception feature.

### ✎ Note

- ❑ Only one document can be stored in the memory for Free Polling and Secured Polling. However, with Stored ID Override, you can store up to 100 files, but you must use a different ID for each file.
- ❑ A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- ❑ The communication fee is charged to the receiver.
- ❑ To delete the document immediately after transmission, select "Use once". To repeatedly send the document, select "Save". By default, Polling Transmission is set to "Use Once". See P.95 "User Parameters" (switch 11, bit 7).
- ❑ This function works only when sufficient memory is available.

### 🔍 Reference

See P.17 "Canceling Transmission or Reception".

See P.18 "Printing a File List".

## Leaving a Document to Be Picked Up by Others (Polling Transmission)

- 1** Set your document and select any scan settings you require.
- 2** Press the [Trans. Option] key.
- 3** Press ◀ or ▶ until "5. Polling TX" is displayed.

```
Trans. Option
5.Polling TX
```

- 4** Press the [OK] key.
- 5** Press ◀ or ▶ to select "On".

```
Polling TX:
[On] Off
```

- 6** Press the [OK] key.
- 7** Select the type of Polling Transmission.

## Secured Polling

- 1** Press ◀ or ▶ to select "Default".

```
Polling TX:
[Default]
```

## Stored ID Override

- 1** Press ◀ or ▶ to select "Override".

```
Polling TX:
[Override]
```

- 2** Press the [OK] key.
- 3** Enter the Polling ID using the number and Quick Dial keys.

```
Polling TX: Press OK
ID [1234]
```

## Free Polling


- 1** Press ◀ or ▶ to select "Free".

```
Polling TX:
[Free]
```

- 8** Press the [OK] key.
- 9** Press the [Start] key.

 Note

- Before using Secured Polling, you need to program the Polling ID. See P.105 "Registering ID Codes".

 When using Polling Transmission with fax machines produced by other manufacturers

Standard Polling Transmission only works with machines of the same that manufacturer have the Polling Reception feature. However, if the other party's fax machine supports SEP Polling Transmission, you can send documents to them using SEP Code Polling Reception. See P.15 "SEP Code Polling Reception".

When sending a document using secured polling transmission, ask the other party to enter the registered 4-digit polling ID as the SEP code. When using stored ID override transmission, ask the other party to enter the 4-digit polling ID entered when storing the document as the SEP code.

## Calling to Request a Message (Polling Reception)

1

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals.

There are two types of Polling Reception:

### ◆ Secured Polling Reception

If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require an ID are received (Free Polling).

### ◆ Stored ID Override Polling Reception

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

### ● Limitation

- Polling Reception requires that the other machine can perform Polling Transmission.
- To receive a message sent by any Secured Polling Transmission or Stored ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's.

- To receive a message sent by Secured Polling Transmission or Stored ID Override Polling Transmission, the sender must use a machine of the same manufacturer that is equipped with the Polling Reception feature.

### ✎ Note

- The communication fee is charged to the receiver.

**1** Press the [Trans. Option] key.

**2** Press  $\leftarrow$  or  $\rightarrow$  until "6. Polling RX" is displayed.

```
Trans. Option
 6.Polling RX
```

**3** Press the [OK] key.

**4** Press  $\leftarrow$  or  $\rightarrow$  to select "On".

```
Polling RX:  ←/OK
 [On]      Off
```

**5** Press the [OK] key.

**6** Press  $\leftarrow$  or  $\rightarrow$  to select "Default".

```
Polling RX:  ←/OK
 [Default] Override
```



## 7 Select the type of Polling Reception.

### Secured Polling Reception

- 1 Press the **[OK]** key.  
The settings are made.
- 2 Specify the other party's fax number.
- 3 Press the **[Start]** key.

#### Reference

See P.17 "Canceling Transmission or Reception".

### Stored ID Override Option

- 1 Press **[◀]** or **[▶]** to select "Override".

```
Polling RX:  [▶]/OK
Default [Override]
```

- 2 Press the **[OK]** key.
- 3 Enter the Confidential ID (4 digits) with the number keys and Quick Dial keys.

```
Polling RX: Press OK
Override ID [1234]
```

If you make a mistake, press the **[Clear]** key and try again.

- 8 Press the **[OK]** key.
- 9 Specify the other party's fax number.
- 10 Press the **[Start]** key.

## Polling Documents from Other Manufacturer's Fax Machines:

Standard Polling Reception only works with machines of the same manufacturer that have the Polling Reception feature. However, if the other party's fax machine supports SEP Code Polling Reception, you can receive documents from them using SUB/SEP Reception. (See P.15 "SEP Code Polling Reception".)

1

## Transfer Request

1

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

Before you can use this feature you must program the Polling ID and set the Transfer Result Report.

### Limitation

- The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- End Receivers must be programmed into Quick Dials or Groups in the Transfer Station.

### Note

- Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

The following terminology is used in this section:

#### ◆ Requesting Party

The machine where the message originates from.

#### ◆ Transfer Station

The machine that forwards the incoming message to another destination.

#### ◆ End Receiver

The final destination of the message.

### Note

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

**1** Set your document and select any scan settings you require.

**2** Press the [Trans. Option] key.

**3** Press  $\leftarrow$  or  $\rightarrow$  until "7. Transf. Request" is displayed.

```
Trans. Option
7. Transf. Request
```

**4** Press the [OK] key.

**5** Press  $\leftarrow$  or  $\rightarrow$  to select "On".

```
Transf. Request: /OK
[On] Off
```

**6** Press the [OK] key.

**7** Specify the Transfer Station.

If you make a mistake, press the [Clear] key and try again.

```
Transf. Stn: Press OK
123456789_
```

**8** Press the [OK] key.

## 9 Specify the End Receiver.

### Note

- Note You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

```
ReceiveStn. :Press OK
1 [#10_]█
```

## 10 Press the [OK] key.

## 11 Press ⏪ or ⏩ to select "Yes" or "No".

```
Add Recv. Stn? ⏪/OK
[Yes] No
```

## 12 Press the [OK] key.

If you selected "Yes", go back to step 9.

## 13 Press the [Start] key.

### ⚙ Sending Broadcast Requests to Other Manufacturers' Fax Machines:

Standard Broadcast Request Transmissions only work with machines of the same make that have the Transfer Station feature. However, if the other party's fax machine supports SUB Transmission, you can specify them as a Transfer Station. (See P.14 "SUB Code Transmission".)

## Specifying an End Receiver

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups). End Receiver information is then relayed to the Transfer Station(s), and sent to the destinations stored in the Transfer Station(s) memory.

### ❖ Quick Dial

Enter [#] followed by 2 digits of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: [#][0][1].

### ❖ Speed Dial

Enter [#], [\*], [\*] followed by the Speed Dial code (2 digits). For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: [#][\*][1][2].

### ❖ Group Dial

Enter [#], [\*], [\*] followed by the Group number (2 digits). For example, to choose the number stored in Group 04 in the Transfer Station, enter: [#][\*][\*][0][4].

## SUB Code Transmission

1

Confidential Transmission is only possible with machines of the same make that have the Confidential Transmission feature. However, if you use the SUB/SID function, you can send and receive confidential faxes to and from other makers' machines that have the SUB/SID feature.

You can also send transfer requests to other maker's fax machines that are equipped with this feature.

**1** Set your document and select any scan settings you require.

**2** Press the [Trans. Option] key.

**3** Press ◀ or ▶ until "8. TX with SUB" is displayed.

```
Trans. Option
8.TX with SUB  ⬄
```

**4** Press the [OK] key.

**5** Press ◀ or ▶ to turn SUB code transmission "On".

```
TX with SUB:  ⬄/OK
[On]   Off
```

**6** Press the [OK] key.

**7** Specify the destination.

```
Dest.1:      Press OK
0123456789_ ██████████
```

### ⚠ Limitation

- You cannot specify Groups as destinations.

### ✎ Note

- If you used Quick Dial key to specify a destination that was registered along with a SUB code, or if you specified the destination using Speed Dial, go to step 10.

**8** Press the [OK] key.

**9** Enter the SUB Code with the number keys.

```
SUB:          Press OK
1234_ ██████████
```

### ✎ Note

- You can enter up to 20 characters from the following: digits from 0 to 9, #, \*, and spaces.
- If you make a mistake, press the [Clear] key and try again.

**10** Press the [OK] key.

**11** Press ◀ or ▶ to select "Yes" or "No".

```
Add Dest.?  ⬄/OK
[Yes]   No
```

**12** Press the [OK] key.

If you selected "Yes", go to step 13.

**13** Press the [Start] key.

### ✎ Note

- You can cancel transmission of a message set up for SUB Code Transmission. (See P.17 "Canceling Transmission or Reception".)

## SEP Code Polling Reception

If you want to receive a message stored in the memory of another party's fax machine, use this feature. The machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the following procedure.

### Note

- You can enter up to 20 characters from the following: digits from 0 to 9, #, \*, and spaces.
- If you make a mistake, press the **[Clear]** key and try again.

- 1** Press the **[Trans. Option]** key.
- 2** Press **◀** or **▶** until "9. RX with SEP" is displayed.

```
Trans. Option
9.RX with SEP  ⬅➡
```

- 3** Press the **[OK]** key.
- 4** Press **◀** or **▶** to turn SEP Code Reception "On".

```
RX with SEP:  ⬅➡/OK
[On]   Off
```

- 5** Press the **[OK]** key.
- 6** Specify the other party's fax number.

```
Dest. 1:      Press OK
0123456789_ ██████████
```

### Note

- If you used Quick Dial key to specify a destination that was registered along with a SEP code, or if you specified the destination using Speed Dial, go to step **7**.

- 7** Press the **[OK]** key.
- 8** Enter the SEP Code with the number keys.

```
SEP:          Press OK
1111_ ██████████
```

### Note

- If you make a mistake, press the **[Clear]** key and try again.

- 9** Press the **[OK]** key.
- 10** Press **◀** or **▶** to select "Yes" or "No".

```
Add Dest.?  ⬅➡/OK
[Yes]   No
```

- 11** Press the **[OK]** key.  
If you selected "Yes", go to step **12**.

- 12** Press the **[Start]** key.  
Once the document is received, the machine returns to standby mode.

### Note

- You can cancel transmission of a message set up for SEP Code Polling Reception. (See P.17 "Canceling Transmission or Reception".)
- A Communication Result Report prints out after SEP Code Polling Reception is set up. You can use this to confirm the contents of SEP Code Polling Reception. (See P.40 "Communication Result Report (Memory Transmission) (Switch 03, Bit 0)".)

## Mail Option

1

This menu appears when the fax machine is connected to the Internet, and is used for sending faxes via the Internet.

### ⚠ **Limitation**

- The NIC FAX KIT or PDU KIT must be installed in order to use this feature.

### 🔍 **Reference**

For details, please refer to the NIC FAX KIT manual or the PDU KIT manual.

## 2. Communication Information

### Canceling Transmission or Reception

Transmission files are documents that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, and Polling Transmission. These features are described in detail elsewhere in this document.

If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

#### Note

- You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.
- To cancel transmission in progress, press the **[Stop]** key.
- You can out a File List to confirm the transmission files stored in memory.

#### 1 Press the **[Job Information]** key.

Confirm that "1. Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX
```

#### 2 Press the **[OK]** key.

#### 3 Display the file you want to cancel.

To display the file, enter the file number with the number keys, or press **[◀]** or **[▶]** until the file number is displayed.

```
Cancel File?  ←/OK
No.001 0123456789
```

#### Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you cannot find the file you want to cancel, the document has already been sent.

#### 4 Press the **[OK]** key.

```
Cancel?  ←/OK
[Yes]  NO
```

#### 5 Confirm that you have selected the correct file, and press the **[OK]** key.

"Trans. Cancelled File Deleted" is displayed, and the machine returns to standby mode.

## Printing a File List

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

**2****Note**

- The contents of a document stored in memory can also be printed. (See P.19 "Printing a Stored Message".)

- 1** Press the **[Job Information]** key.
- 2** Press **◀** or **▶** until "2. Print File List" is displayed.

```
Job Information
2.Print File List
```

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

The File List is printed out and the machine returns to standby mode.



## Printing a Stored Message

Use this feature to check the contents of Polling Transmission or Free Polling files stored in memory.

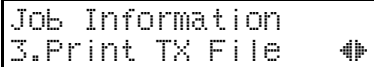
### ● Limitation

- You cannot print out files that are being sent or Confidential Transmission files.
- If the file you print out is larger than the paper you have set in the ADF, the file is reduced before it is printed.

**2**

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until **"3. Print TX File"** is displayed.



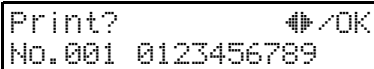
```
Job Information
3.Print TX File  →
```

**3** Press the **[OK]** key.

**4** Display the file you want to print.

Enter the file number with the number keys, or search using **⏪** or **⏩**.

If you make a mistake, press the **[Cancel]** key and try again.



```
Print?  →/OK
No.001 0123456789
```

The registered name or fax number appears on the lower line.

**5** Press the **[OK]** key.

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

The document is printed and the machine returns to standby mode.

## Printing a Confidential Fax Message

2

This feature is designed to prevent messages being picked up casually by anyone when they are received. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID code. When your machine has received a confidential message, the "Receive File" indicator flashes.

### Note

- Before using this function, program your Confidential ID. (See P.105 "Registering ID Codes".)

### Important

- If the Main Power switch is off more than an hour, all Confidential Messages are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See P.131 "Power Failure Report".)

### Limitation

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

### Note

- If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "4. Print Conf. RX" is displayed.

```
Job Information
4.Print Conf.RX  ⏩
```

**3** Press the **[OK]** key.

```
Conf. RX:
IDC_#####
```

**4** Enter the Confidential ID (8 digits or less) with the number keys.

The Confidential ID you entered is not displayed.

```
Conf. RX:   Press OK
IDC****_###
```

**5** Press the **[OK]** key.

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

The document is printed and the machine returns to standby mode.

## Printing a Memory-locked Message

This is a security feature that prevents unauthorized individuals from reading printed messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the "Receive File" indicator flashes. See P.81 "Memory Lock".

### Note

- Before you start, program your Memory Lock ID. (See P.105 "Registering ID Codes".)
- Messages received by Polling Reception are automatically printed even if this feature is switched on.
- If the Main Power switch is turned off for more than an hour, all messages protected by Memory Lock are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See P.131 "Power Failure Report".)

**1** Press the **[Job Information]** key.

**2** Press **◀** or **▶** until "5. Print Mem. Lock" is displayed.

```
Job Information
5.Print Mem.Lock  ⬅➡
```

**3** Press the **[OK]** key.

```
Mem. Lock:
IDC_####
```

**4** Enter the Memory Lock ID (4 digits) with the number keys.

The Memory Lock ID you entered is not displayed.

```
Mem. Lock:  Press OK
IDC****
```

2

**5** Press the **[OK]** key.

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

The document is printed out and the machine returns to standby mode.

## Printing the Journal

**2**

The Journal contains information about the last 50 communications made by your machine. By default, it is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

**Note**

- The sender's name column of the Journal is useful when you need to register a Specified Sender.
- If you do not want the Journal to be printed automatically, you can turn automatic printing off. See P.95 "User Parameters" (switch 03, bit 7).
- You can program this feature in one of the User Function keys. By default, this function is programmed in the **[F1 Print Journal]** key.

**1** Press the **[Job Information]** key.

**2** Press **◀** or **▶** until "6. Print Journal" is displayed.

```
Job Information
6.Print Journal  ←→
```

**3** Press the **[OK]** key.

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

The report is printed and the machine returns to standby mode.

## Mail Reception

This menu appears when the fax machine is connected to the Internet, and is used for receiving mail via the Internet.

### ⚠ **Limitation**

- The NIC FAX KIT or PDU KIT must be installed in order to use this feature.

### 🔍 **Reference**

For details, please refer to the NIC FAX KIT manual or the PDU KIT manual.

Communication Information

---

2

## 3. Other Transmission Features

### Handy Dialing Functions

#### Chain Dial

This feature allows you to compose a telephone number from various parts, some of which may be stored as Quick Dial keys or Speed Dial codes, and some of which may be entered with the number keys.

You can program commonly used area or country codes into Speed Dial codes or Quick Dial keys.

Example: 01133-1-5551234 (From the United States to Paris).

Assume that the following Quick Dial and Speed Dial numbers have already been programmed.

- Quick Dial 01 = 01133 (Overseas to France)
- Quick Dial 02 = 1 (Paris)
- Speed Dial 01 = 5551234

#### ♦ Memory Transmission Mode:

When using Memory Transmission and Immediate Transmission, you must press the **[Pause/Redial]** key between each dialing sequence. However, when On Hook dialing or manual dialing, you do not need to press this key.

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

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

#### 2 Carefully place your fax message in the auto document feeder.

#### 3 Press Quick Dial key [01].

```
Dest.1 OK to Add
001 FRANCE
```

#### 4 Press the **[Pause/Redial]** key.

```
Dest.1 OK to Add
01133- ████████████████████████
```

#### 5 Press Quick Dial key [02].

```
Dest.1 OK to Add
01133-1_
```

#### 6 Press the **[Pause/Redial]** key.

```
Dest.1 OK to Add
01133-1-
```

#### 7 Press the **[Speed Dial/Tel Directory]** key, and then press **[0][1]**.

```
Dest.1 OK to Add
01133-1-5551234_██████
```

If you want to send the same fax to another party, press the **[OK]** key and repeat the above steps from step **3**.

#### 8 Press the **[Start]** key.

##### ! Limitation

- You can enter up to 254 digits.

## Other Transmission Features

## Telephone Directory

This can be done for any number that you have stored as a Speed Dial code with a label programmed for it.

### Limitation

- You cannot search for symbols or digits.
- Names in parentheses are not searched.

3

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

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

- 2** Carefully place your fax message in the auto document feeder.

- 3** Press the **[Speed Dial/Tel Directory]** key.

```
Speed Dial:Enter No.
[0-9]
```

- 4** Enter the first letter of the name you are searching for using the **[Quick Dial]** keys.

The first destination is displayed.

```
Tel Dir.: [W] <=>/OK
015 WALCOMPANY
```

When searching for "W"

- 5** Press **▶** until the destination you are searching for is displayed.

If you have selected the wrong search letter, press the **[Cancel]** key and repeat the above steps from step **3**.

```
Tel Dir.: [W] <=>/OK
016 WWF COMPANY
```

- 6** Once the name you are searching for is displayed, press the **[OK]** key to dial the number.

```
Dest.1 OK to Add
016 WWF COMPANY
```

If you want to send the same fax to another party, press the **[OK]** key and repeat the above steps from step **2**.

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



## Redial

If a message was not transmitted successfully, that does not mean that you have to enter the telephone number again. With the **[Pause/Redial]** key, you can redial with just a few key-strokes.

### Using the Redial Key

The machine can remember the last 10 numbers dialed on the numeric keypad, and one previously dialed Quick Dial/Speed Dial. If you have to redial one of these numbers, just press the **[Pause/Redial]** key until the required telephone number or name is displayed, and then press the **[Start]** key.

This feature has the following uses.

- If the machine is waiting to redial the other party, you do not have to wait for the redialing interval to expire. Press the **[Pause/Redial]** key until the required telephone number or name is displayed, and then press the **[Start]** key.
- If you wish to send another message to the same address that you sent one to recently, you do not have to dial the full number again if it is still in the Redial memory. Place the message in the feeder, and then press the **[Start]** key.

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

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

- 2 Carefully place your fax message in the auto document feeder.**

- 3 Press the **[Pause/Redial]** key.**

The 10 most recent numbers you have dialed are displayed.

```
Redial: [Left Arrow]/OK
001 ABC COMPANY
```

- 4 Display the destination you want to redial.**

You can scroll through the destinations by pressing the **[Pause/Redial]** key or **[Left Arrow]** or **[Right Arrow]**.

- 5 Once the name you are searching for is displayed, press the **[OK]** key to dial the number.**

```
Dest.1 OK to Add
001 ABC COMPANY
```

If you want to redial another destination, press the **[OK]** key and repeat the above steps from step **2**.

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

#### ! Limitation

- If you specified multiple destinations, they are not all stored in memory.
- If you specified multiple destinations using the Quick Dial or Speed Dial keys, only the latest destination is stored in memory.

3

## Dial Options

The Dial Options provide access to various code features which are designed to allow confidential transmission and polling reception between different fax machines. Use them if the other party's fax machine is of a different make and supports the code features. Further, the Dial Options allow you to send faxes using a sub-address when your fax machine is connected to ISDN only. Before you can use the Dial Options, you need to program the Dial Options features in the User Functions keys. (See P.58 "User Function Keys".)

Available Dial Options are as follows:

- SUB, SID, SEP, PWD
- SUB-ADDRESS (Requires the optional **ISDN INTERFACE UNIT TYPE 190**.)

### Note

- You can program sub-addresses in the User Functions key.

### Limitation

- The maximum number of digits you can enter for SUB, SEP, SID, and PWD is 20.
- The maximum number of digits you can enter for sub-address is 19. It may be any string of 20 numbers (0 to 9) or symbols (# and \*).

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

```
Ready 100% 02:39PM
Set Ori&./ Enter No.
```

- 2** Carefully place your fax message in the auto document feeder.

- 3** Enter the destination with the number keys.

```
Dest.1 OK to Add
0123456789_|||||
```

- 4** Press the User Functions key that is programmed with the Dial Options feature.

- 5** Press **◀** or **▶** to display the item you want to set.

```
Dial Option:
1.SUB ▶
```

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

- 7** Enter the code with the number keys.

If you want to erase a digit of the number, press the **[Clear]** key and re-enter the digit.

```
SUB: Press OK
1234_|||||
```

- 8** Press the **[OK]** key.

```
Dest.1 OK to Add
0123456789_|||||
```

If you want to specify another destination, press the **[OK]** key and repeat the above steps from step **3**.

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



## Manual Dial

You can send a fax message using the handset (optional) or receiver of an external telephone.

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

3

```
Ready 100% 02:39PM
Set Orig./ Enter No.
```

- 2 Carefully place your fax message in the auto document feeder.**

- 3 Pick up the receiver.**

You will hear a dial tone coming from the receiver.

```
Handset Mode:
_|||||
```

- 4 Specify the destination.**

The destination you specify is dialed immediately.

If you misdial the number, replace the receiver and repeat the procedure from step **3**.

```
Handset Mode:
0123456789_|||||
```

- 5 When you hear a high-pitched tone, press the [Start] key and replace the receiver.**

Transmission starts.

If the other party answers the phone, inform them that you are sending a fax.

Once the fax is sent, the machine returns to standby mode.

```
ABC COMPANY
A4->A4 TransmittinE
```

### Reference

To stop transmission:

If you want to stop a fax message during transmission, press the **[Stop]** key, and then remove the document from the auto document feeder.

## Selecting G3 or G4

If your fax machine is connected to ISDN, you can select G3 or G4.

To select G4, press the **[G4]** key. The G4 indicator lights.

### Reference

Your machine automatically switches to G3 mode if the destination is not connected to an ISDN line.

### Limitation

- You can only select a line during transmission if you specified the destination with the number keys or chain dial.

3

## Tone Signals

On this model the **[\*]** key on the number keys is used as the Tone key.

Some organizations offer you a special service by telephone, which you can access by transmitting touch tones. If your phone service provides only pulse dialing, the ability to generate Tone Signals will allow you to access these services.

**3**

First, dial the other party. When you are through to the other end, press the **[\*]** (Tone) key and enter the code number that is needed to access the required feature at the other terminal. You do not need to press the **[\*]** (Tone) key if your machine is set up for dialing in Tone Dial (DTMF) mode.

### Using the **[\*]** (Tone) Key

**1** Make sure that the machine is in standby mode, and that there is no document in the feeder.

**2** Pick up the telephone handset, or press the **[On Hook Dial]** key.

**3** Dial the remote facility. Do not press the **[Start]** key.

 **Note**

- If your telephone line type is a tone dial line, go to step **5**.

**4** After your line is connected to the remote facility, if your telephone line type is Pulse Dial, press the **[\*]** key on the number keys.

A dot appears in the display.

**5** Enter the digits that you need to use for remote facility. After you have finished your business with the remote facility, hang up.

 **Note**

- Procedures vary according to service.

## Transmission Functions

### Stamp

When sending a fax message, the machine can stamp a circle mark at the bottom of the document. This stamp indicates that the document has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.

Before you can use the Stamp, you need to program the Stamp function in a User Function key ([F1] to [F4]). The key to which the function is pre-assigned varies according to model. (See P.58 "User Function Keys".) Then whenever you wish to use the Stamp feature, just press the User Function key you programmed it in. Note that you must switch the stamp on before you press the **[Start]** key.

- If a page is not stamped, you may need to resend it.

#### **1** Press the **[Stamp]** key.

The Stamp indicator lights. Pressing the **[Stamp]** key again turns it off.

By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the **[Stamp]** key. See P.95 "User Parameters" (switch 00, bit 0).

#### **Note**

- When the stamp starts getting lighter, replace the cartridge. See P.146 "Replacing the Stamp Cartridge".

### Closed Network Transmission

This feature ensures that you do not send confidential documents to the wrong machine. The ID Codes of the communicating machines are checked, and if they are not the same, the communication is stopped.

#### **Note**

- Program the same ID Code in the receiver's fax machine beforehand. See P.105 "ID Code".
- You can specify whether you want to send a fax by Closed Network Reception with the User Parameters. See P.95 "User Parameters" (switch 06, bit 02).
- The factory default setting is Disabled.

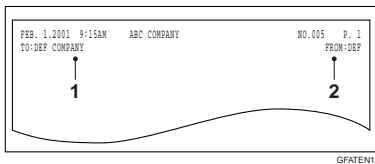
## Label Insertion

With this feature you can have the receiver's name programmed in Quick Dial or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

3

If you program the Label insertion feature in a Quick Dial or Speed Dial, the feature is enabled when you select **[Yes]**. This feature cannot be used if the other party's name is not programmed.

If you select the Label insertion feature then enter the other party's user code, your user code will also appear on the page. "From" is automatically inserted before your user code. However, this feature cannot be used if your user code is not programmed.



**1. Name that is registered in the Quick Dial or Speed Dial key.**

**2. Name that is assigned to the Personal Code.**

### Note

- You can set this feature for each destination.

## No Document, No Dial

If you dial a destination without setting a document, and then for some reason leave the machine without sending anything, the document set by the next person to use the machine could be sent to the wrong destination. To avoid such mistakes, when this feature is turned on you cannot dial a destination unless your document is set.

When No Document, No Dial is turned on, the standby display looks like this:

```
Ready 100% 02:39PM
Set Originals
```

### Note

- When the machine is shipped, this feature is turned off by default. If you wish to turn this feature on, please contact your service representative.



## Blank Sheet Detect

This feature is designed to help you avoid making mistakes while scanning in documents.

If you try and scan in an almost completely blank document, an alarm sounds to warn you. Make sure the document is not blank.

- Transmission is not cancelled even if the machine detects the document as blank.
- With Immediate Transmission, the alarm sounds immediately.
- With Memory Transmission, the alarm sounds as soon as the document has been scanned. If you press the **[Stop]** key while the BLANK DOCUMENT message is shown, the "Cancel Trans." display appears.
- As the alarm sounds, the BLANK DOCUMENT message appears.
- You can turn Blank Sheet Detect on or off with the User Parameters. See P.95 "User Parameters" (switch 11, bit 2). When shipped, this feature is turned on by default.
- This feature is not supported in Copy mode.

## More Transmission Functions

The following functions are useful when transmitting documents.

### If Memory Runs Out While Storing a Document

3

If you run out of memory while storing a document. (free space reaches 0%), scanning stops and the following display will appear: "Memory is Full. Storing Stopped OK". If you press the **[OK]** key, the display changes. Remove the document from the auto document feeder, press **[◀]** or **[▶]** to select "Transmit" or "Delete", and then press the **[OK]** key.

```
Stored Pages  ←/OK
[Transmit] Delete
```

"Transmit" - Send the pages of the document stored in memory. Once this lot of pages is sent, send the remaining pages.

"Delete" - The entire document is erased from memory and the machine returns to the standby mode. Reset the document in the auto document feeder and send it using Immediate Transmission.

### Checking the Transmission Result

Unless otherwise indicated, the automatic printing of these reports can be turned on or off by changing the bit of the user parameters. See P.95 "User Parameters" (switch 03, bits 7-0).

You can confirm successful transmission with the Communication Result Report or the Communication Failure Report for Memory Transmission, and the Immediate Transmission Result Report for Immediate Transmission.

#### ❖ Communication Result Report

Turn on the Communication Result Report if you want a report to be printed after every transmission.

#### ❖ Communication Failure Report

If you turn the Communication result Report off, the Communication Failure Report will be printed when a communication fails.

#### ❖ Immediate Transmission Result Report

Turn on the Immediate Transmission Result Report if you want a report to be printed after every successful Immediate Transmission.

---

## Broadcasting Sequence

---

If you dial several destinations for the same message (Broadcasting), the messages are sent in the order in which they were dialed. If the document could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations, A through D for Broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

---

## Sending a Fax Straight Away

---

When you wish to send a fax straight away, use Immediate Transmission.

If a Memory Transmission is in progress, the display will switch to transmission standby and as soon as the current transmission has finished, the Immediate Transmission will start automatically. (See Chapter 2, "Immediate Transmission" in the Basic Features manual.)

If you are already sending to more than one destination with Memory Transmission and your document has already been scanned in, Broadcasting is interrupted to allow the Immediate Transmission to be sent.

However, if a transmission other than the current transmission is on standby, that document is sent first causing your Immediate Transmission to take a little longer.

---

## Broadcasting: Checking Progress

---

To check which destinations the fax message has been sent to so far, print the TX file list. (See P.18 "*Printing a File List*".)

---

## Auto Redial

---

If a document cannot be transmitted because the line is busy or due to a transmission error, redialing is done twice at 1-minute intervals for Immediate Transmission, and four times at 5-minute intervals for Memory Transmission. (The redialing interval and number of retries may vary according to country.)

If redialing fails, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report. See P.40 "*Communication Result Report (Memory Transmission) (Switch 03, Bit 0)*", and P.40 "*Communication Failure Report (On if Communication Result Report is Off) (Switch 03, Bit 0)*".

## Batch Transmission

This feature will save communication costs if you often send more than one message to the same location.

If various people in your office send messages to the Tokyo branch office, sending all these messages on separate calls can be expensive. It is cheaper to send them all together on the same call. You can further cut costs by sending out batches during off-peak hours. To do so, simply create Key-stroke Programs that use Send Later to send to those common destinations.

Instruct people in your office to store all faxes for the Tokyo branch in the memory, using Send Later. The selected time of transmission must be the same for each message that you wish to include in the batch. Then, when that time is reached, the messages will all be sent out on the same call, or 'batched'.

You can set up more than one batch. For example, you could set up a batch for Tokyo at 1 am, a batch for Hong Kong at 2 am, a batch for London at 3 am, and so on.

Also, when you send a fax message, if there is a message in the memory waiting for transmission to the same telephone number, it will be sent out with your message. This will only happen if the message already in the memory is waiting for retransmission (for example, because the line was busy on the first attempt).

You can have up to 50 fax messages in the same batch.

### Note

- By default, Batch Transmission is switched on. You can switch it on or off with the User Parameters. See P.95 "User Parameters" (switch 06, bit 4).
- If you store the Batch Transmission function in a User Function key, you can turn it on or off by just pressing that key. The User Function key indicator lights when Batch Transmission is turned on.

## Dual Access

Dual Access means that even if the machine is already carrying out a task, you may be able to operate the machine.

For instance, if your machine is currently receiving a long fax message, but you want to send a message and go back to your desk without having to wait by the machine, you can place your message in the feeder, select the required transmission features, dial the number, and press Start. Your message will be scanned and stored to memory while the machine is still receiving. This means that you can take your fax back to your desk before it is actually sent. However, to be sure whether your transmission was successful or not, keep an eye open for Error Reports (or check the Journal).

Note that during Immediate Transmission, when copying, or when the User Tools menu is open, the machine cannot scan in documents.

## ECM (Error Correction Mode)

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

## Parallel Memory Transmission

With this feature the machine can call destinations while scanning documents. Compared with normal Memory Transmission where the machine calls once all the documents have been stored, it is quick to verify whether a connection has been made or not.

Additionally, as scanning finishes more quickly than Immediate Transmission, it is useful if you want to take the document back to your desk immediately. However, if the connection cannot be made (for example if the line is busy), normal Memory Transmission takes place.

After a Parallel Memory Transmission fails, a communication result report or a communication failure report is printed.

### Important

- The file is erased if any of the following happen during transmission:
  - The Stop key is pressed.
  - There is not enough memory available.
  - A document becomes jammed.

### Note

- Normal Memory Transmission still takes place when using the following:
  - Send Later
  - Transfer Request
- By default, Parallel Memory Transmission is switched on. You can switch it on or off with the User Parameters. See P.95 “*User Parameters*” (switch 07, bit 2).
- When the amount of remaining memory drops below a certain level, the machine switches to ordinary memory transmission and the parallel memory transmission feature is disabled until more memory becomes available.

## Printed Reports

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

### Note

- You can switch the various reports on or off with the User Parameters. See P.95 “*User Parameters*” (switch 03, bits 7–0).

### 3

#### File Reserve Report (Switch 03, Bit 2)

If you switch this report on, it is printed immediately after you store a document in memory for Memory Transmission. It gives the file number, the time that it was stored, and the destinations (including any Group numbers that were selected).

If you have switched this report off, a File Reserve Report will be printed only when a communication fails.

#### Communication Result Report (Memory Transmission) (Switch 03, Bit 0)

This report is printed out after memory transmission showing whether it was successful or not. If you have switched this report off, a Communication Failure Report will be printed only when a communication fails.

#### Communication Failure Report (On if Communication Result Report is Off) (Switch 03, Bit 0)

This report is printed if a memory transmission failure occurs after a job is completed. It is only printed if the Communication Result Report is switched off, and a communication failure occurs.

#### Transmission Result Report (Switch 03, Bit 5)

This report is printed out after immediate transmission showing whether it was successful or not.

#### ◆ Printing Part of the Image on the Report

For reference purposes, the machine prints all or part of the first page of the document on the following reports.

- Communication Result
- File Reserve
- Communication Failure Report

## Report Formats

```

* * * COMMUNICATION RESULT REPORT (FEB. 1.2001 9:19PM) * * *
                                                    FAX HEADER:ABC COMPANY
TRANSMITTED/STORE: FEB. 1.2001 9:18PM
FILE MODE   OPTION   ADDRESS           RESULT   PAGE
-----
Report details appear here

```

```

* * * JOURNAL(FEB. 1.2001 11:07PM) * * *
                                                    FAX HEADER:ABC COMPANY

<TRANSMISSION>
DATE TIME ADDRESS MODE TIME PAGE RESULT PERSONAL NAME FILE
-----
Transmission details appear here

<RECEPTION>
DATE TIME ADDRESS MODE TIME PAGE RESULT PERSONAL NAME FILE
-----
Reception details appear here

```

GFRTUKON

3

### ◆ The Mode Column

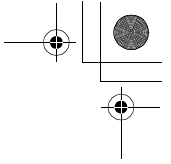
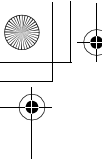
See the bottom of the Journal for a full listing of symbols on the Journal. On other reports a code is given, informing the type of communication. These codes are explained below.

### ◆ The Result Column

OK: Successful communication  
E: An error occurred

### ◆ The Footnote on the Journal

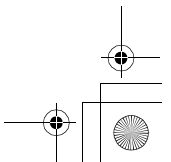
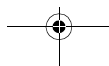
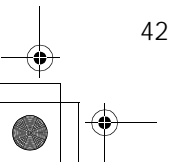
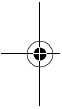
Transmission counter: Total number of transmitted pages  
Reception counter: Total number of received pages



### Other Transmission Features

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3





# 4. Reception Features

## General

### Immediate Reception

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

The machine normally receives fax messages in Immediate Reception. However, if Two In One or Multi-Copy Reception are switched on, messages are received in Memory Reception. Further, if one of the Substitute Reception items occurs, messages are received in Memory Reception.

#### ◆ Display during reception

The sender's name or fax number appears on the first line.

```

ABC COMPANY
Set Orig./ Enter No.
  
```

#### ◆ Reception resolution

This machine supports Standard and Detail resolutions. Even if the sender specifies the resolution as Fine or Super Fine, this machine receives images as Detail. This may cause faxes to appear slightly different at your end than the sender intended.

### Memory Reception

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

This method is used with the following features:

- Two In One (See P.47 “Two In One”.)
- Multi-Copy Reception (See P.79 “Multi-Copy Reception”.)

#### ⚠ Important

- If the functions listed above are turned on, you may not be able to receive very large or detailed faxes. If this happens, we recommend that you turn these functions off.
- If power is turned off for more than 1 hour, documents saved in memory are deleted.

#### ! Limitation

- The machine may not be able to receive fax messages when the free memory space is less than about 9%.

#### ✎ Note

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

## Printing Documents That Have Been Received into Memory (Substitute Reception)

If the Receive File indicator is lit steadily, a message was stored in memory using substitute reception. This could be because the machine ran out of paper or toner, or because the Power Saver has turned off the print engine.

Check the following items to solve the problem and restore the machine to normal working condition.

- The Power Saver (See P.93 “*Energy Save Timer*”) has turned off the heater. Press the **[Energy Saver/ Clear Modes]** key to restore the machine to working condition.
- When “ADD PAPER” appears in the display, your fax machine is out of paper. Add paper (See Chapter 4, “Loading Paper in the Main Paper Cassette” in the Basic Features manual).
- When “ADD TONER” appears in the display, your fax machine is out of toner. Change the toner cassette. (See P.147 “*Replacing the Toner Cassette and Cleaning Pad*”)
- A paper jam has occurred. (See P.128 “*Clearing a Copy, Fax, or Print Jam*”), or a cover is open.

As soon as the machine is restored to working condition, messages stored in memory are printed. The Receive File indicator goes out and the messages are erased from memory.

### Note

- If a message comes in while you are copying, the fax machine will store the message in memory and the Receive File indicator will light. The message will be printed as soon as copying is done.
- By default, Substitute Reception is switched on. You can switch it on or off with the User Parameters. See P.95 “*User Parameters*” (switch 05, bit 0).

### Screening Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with name or fax number identification.

Two settings are available:

- When a name or fax number is received
- Free

### Note

- The default setting is “When a name or fax number is received.” In other words, the machine only stores messages when the name or fax number is present. You can change this with User Parameters. See P.95 “*User Parameters*” (switch 05, bit 1).

**◆ When a name or fax number is received**

The machine switches to Substitute Reception only when the sender programs their name or fax number. If the power is switched off for more than an hour, all the messages received into memory are deleted. If this occurs, the Power Failure Report or Journal can be used to identify which messages were lost so you can ask the senders to transmit them again.

**◆ Important**

- If a sender does not program their name or fax number, the machine may reject an important fax message. We recommend that you ask important senders to register their name or fax number in advance.

**◆ Free**

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their name or fax number.

---

## Receiving Messages in Telephone Mode

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This mode is active when the Manual Receive indicator is lit. You have to answer the call yourself and decide whether it is a fax or a telephone call.

The procedure for answering a call is as follows:

---

### When Answering with the Optional Handset

---

4

- 1** Pick up the optional handset and listen to the other end.
- 2** If you hear a voice, continue your conversation as you would normally.
- 3** If you hear a fax tone, remove any documents from the feeder, press the [Start] key, and then replace the handset.

## Printing Options

### Center Mark

By default, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position the hole puncher correctly when you file received messages.

You can turn this feature on or off. See P.95 “*User Parameters*” (switch 02, bit 1).

#### Note

- The center mark is not printed when you use the machine for making copies.
- The center mark may deviate a little from the exact center of the edge.

### Checkered Mark

By default, a checkered mark is printed on the first page of fax messaged to help you separate them.

#### Note

- You can turn this feature off. See P.95 “*User Parameters*” (switch 02, bit 4).

### TSI Print

Usually the sender's fax header is printed on received messages. If the sender has not programmed their header, you will not be able to identify them. However, if you turn this feature on, the sender's name or fax number is printed instead so you can find out where the message came from.

- TSI = Transmitting Subscriber Identification

#### Note

- When the machine is shipped, this feature is turned off by default. Turn it on or off with the *User Parameters*. See P.95 “*User Parameters*” (switch 02, bit 3).

### CIL/TID Print

#### Limitation

- This feature is available only when receiving in G4 mode. (The optional ISDN board must be installed and the fax machine connected for ISDN communications.)

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information is printed on every page. Turn CIL and TID on and off with the *User Parameters*. See P.95 “*User Parameters*” (switch 02, bit 5 and 6).

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number, name, the sender's own fax number and name, time, and page number. The default setting is on. The TID (Transmitter ID) refers to the name registered by the sender in their fax header. The default setting is on.

## Reception Time

You can have the date and time when a message was received printed at the bottom of the received image. This feature is turned off by default. You can turn it on with the User Parameters. See P.95 “*User Parameters*” (switch 02, bit 2).

### Limitation

- When a received message is printed on two or more sheets, the date and time is printed in the last page.

### Note

- The date and time printed on messages received using Memory Reception is the date and time when printed.

## Two In One

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on.

This can help you economize on paper.

- Two half-letter  messages are printed side by side on a sheet of letter .

### Limitation

- This feature does not work with messages larger than half-letter , or LT . When LT  size paper is loaded in the machine, each page of the received message is output on a single sheet.
- If paper matching the size and direction of a received document is not available, Two In One is not possible.
- If the sent pages are of different width, or were sent with different scan settings, this feature is not available.

### Note

- By default, this feature is turned off. Switch it on with the User Parameters. See P.95 “*User Parameters*” (switch 10, bit 1).
- This feature uses Memory Reception.

## Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine starts printing the message from the last page received, meaning that the first page received is printed last. By default, this feature is turned off, but you can turn it on with the User Parameters. See P.95 “*User Parameters*” (switch 10, bit 0).

### Note

- This feature uses Memory Reception.

## If Incoming Messages Do Not Fit on Paper

### Breaking Down Large Format Messages

If the incoming document is longer than the paper in your fax machine, the machine will split it into multiple sheets. The tail end of the message will be reproduced at the head of the next page. The images overlap each other by 0.4 inches. (You can ask a service technician to turn off the overlap.)

4

## 5. Copying

### Copying

If you need to make a copy of something, and there is no copier available, use your fax machine. Just place your original in the feeder, and press the **[Copy]** key.

#### Important

- When making multiple copy sets, copying starts once all originals have been scanned into memory. If memory runs out (free memory reaches 0%) while scanning, the copy job is canceled and originals that have been scanned in so far are deleted from memory.

#### Note

- If you frequently use the fax machine to make copies and do not want to wait 30 seconds for the machine to warm up after it has entered the Energy Saving mode, you can change the setting of the Energy Saving feature so that the heater cools only halfway. See P.95 “*User Parameters*” (switch 05, bit 6).
- Set your original and select any scan settings in the same way as for fax transmission.
- Multiple copy sets are sorted and delivered in page order.
- If you wish to prevent passersby from freely making copies, you can disable the copy feature with the User Parameters. See P.95 “*User Parameters*” (switch 12, bit 7). By default, the copy feature is enabled.
- The margins of error when copying at 100% magnification are as follows:
  - Horizontal: +1.5%, -1.5%
  - Vertical: +1.0%, -1.0%
- You can specify between 1 and 99 copies.



#### **1** Press the **[Copy]** key.

```
COPY:          Q' ty[ 1 ]
[LT]   A4
```

#### Note

- Pressing the **[Copy]** key again returns the machine to standby mode.

#### **2** Place your original in the feeder.

If you have the optional lower cassette or optional bypass feeder you can select the paper size by pressing  or .

```
COPY:          Q' ty[ 1 ]
LT   [A4]
```

#### **3** Adjust any scan settings as necessary.

#### Limitation

- If your original is longer than the copy paper you choose, only the length of the copy paper will be copied.

#### **4** Enter the number of copies you need with the number keys.

If you make a mistake, press the **[Clear]** key and try again.

```
COPY:          Q' ty[ 3 ]
LT   [A4]
```

## Copying

---

### **5** Press the **[Start]** key.

Copying starts.

When copying has finished, the machine returns to standby mode.

#### **Note**

- To stop copying while it is in progress, press the **[Stop]** key. Then open the operation panel and remove any paper that is left.

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## 6. Facsimile User Tools

### Programs

If you regularly transmit to a particular destination or set of destinations using the same features, you can save a lot of repetitive keypad operation by storing these settings in a Keystroke Program.

Keystroke Programs are stored as Quick Dial keys.

#### Important

- You cannot register a program in a Quick Dial already used for another function.

Example: Assume that you normally send a daily report to locations A, B, and C at 11 pm (using Sending at a Specific Time). Store these instructions as a Keystroke Program. Then every day, you will only have to place the report in the document feeder, and then press that key to set up the transmission.

#### Reference

See P.3 "Sending at a Specific Time (Send Later)".

See P.63 "Printing a Keystroke Program List".

### Storing a Program

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, Confidential Transmission, Free Polling, Polling Transmission, Polling Reception, Transfer Request, Printing reports or lists, destinations, transfer stations, reception stations, Personal Codes, Confidential ID codes, Polling ID codes, SUB Code Transmission, SEP Code Polling Reception, and dialup options.

Simply perform the usual procedure, and then instead of pressing the **[Start]** key or the **[OK]** key, press the Quick Dial you want to register the program in.

- 1** Set your document and select any scan settings you require.
- 2** Specify the destination and press the Quick Dial you want to register the program in.
- 3** Press **[Left]** or **[Right]** to select "Yes", and then press the **[OK]** key.

```
Store Program? [Left]/OK
[Yes] NO
```

If you selected "No", press the **[OK]** key, and the screen will return to step **2**.

## Facsimile User Tools

**4 Register the program name.**

If you make a mistake, press the **[Clear]** key and try again.


**5 Press the [OK] key.**

"Programmed" is displayed on the screen and the document is scanned in.

If you only want to register the program and do not want to send a fax, press the **[Stop]** key during scanning.

**Using a Program**

6

To use a program, perform the following procedure.

Example: When using a program stored in Quick Dial 27.

**1 Set your document and select any scan settings you require.****2 Specify Quick Dial 27.**

The machine starts scanning the document and the program stored in the Quick Dial begins. Once scanning has finished, the document is sent.

**Editing a Program**

You can edit the contents of a program registered as a Quick Dial by erasing the program. (See P.53 "Deleting a Program"), and then re-registering it as a new program (See P.51 "Storing a Program".)

**Editing the Program Name**

To edit the program name, perform the following procedure.

**1 Press the [User Tools] key.**

Confirm that "1. Program / Delete" is displayed.


**2 Press the [OK] key.****3 Press [Left] or [Right] to scroll and display "7. Change Prog. Name".**

**4 Press the [OK] key.****5 Press the Quick Dial that contains the program whose name you want to edit.**

Scroll using [Left] or [Right].


**6 Press the [OK] key.****7 Press the [Clear] key, and then enter the program's name.**

**8 Press the [OK] key.****9 Press the [User Tools] key.**

The machine returns to standby mode.

## Deleting a Program

To delete a program, perform the following procedure.

### Limitation

- You cannot delete a program if a file using that program (destination) is stored in memory.
- You cannot delete a program if a group using that program (destination) is stored in memory.

### Note

- If you delete a program, the registered program name is also deleted.

### 1 Press the [User Tools] key.

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

### 2 Press the [OK] key.

### 3 Press ◀ or ▶ to scroll and display "8. Delete Program".

```
User Tools Main Menu
8.Delete Program
```

### 4 Press the [OK] key.

### 5 Press the Quick Dial that contains the program you want to delete.

Press the Quick Dial, or scroll using ◀ or ▶.

```
Delete?      /OK
@10 DEF COMPANY
```

### 6 Press the [OK] key.

The program is deleted.

### 7 Press the [User Tools] key.

The machine returns to standby mode.

## Storing an Often Used Document (Auto Document)

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

When you need to send that page to somebody, press the Quick Dial Key that you stored it in, place any other pages that you wish to send into the feeder, dial, and press the **[Start]** key. At the destination, the Auto Document will be printed first. You can also program a destination for each Auto Document into the same Quick Dial Key.

6

### Note

- The Auto Document is transmitted as is; you cannot write anything on it like you can with a cover sheet. If you wish the machine to place your name on your transmitted documents, try using the Label Insertion feature. (See P.34 “*Label Insertion*”.)

### Storing an Auto Document

#### Important

- If the Main Power switch is turned off for more than an hour, the contents of all Auto Documents are deleted. If this happens, use the Power Failure Report to identify which messages have been lost. (See P.131 “*Power Failure Report*”.)

#### Limitation

- The maximum number of Auto Documents you can register is 30.
- You can only send one Auto Document per transmission.
- You cannot register Auto Documents in Quick Dials that are already programmed.
- If you register Auto Documents, the amount of memory reserved for Memory Transmission decreases.

To register a document in a Quick Dial, perform the following procedure.

**1** Set your document and select any scan settings you require.

**2** Press the **[User Tools]** key.

Confirm that “1. Program / Delete” is displayed.

```
User Tools Main Menu
1. Program / Delete
```

**3** Press the **[OK]** key.

- 4** Press  $\leftarrow$  or  $\rightarrow$  until "9. Prog. Auto Doc." is displayed.

```

Program / Delete:
9.Prog. Auto Doc.
  
```

- 5** Press the **[OK]** key.

- 6** Display the number of the Quick Dial where the want to register the document.

Press the Quick Dial, or scroll  $\leftarrow$  or  $\rightarrow$ .

- If you select a Quick Dial that is programmed with a destination, "This key is in Use as a Quick Dial" is displayed, and you can proceed to step **7**. If you select the wrong Quick Dial, press the **[Cancel]** key, then go back to step **6**.
- If you specify a Quick Dial that is used as a Group or Program, "This key is in Use as a Group Dial" or "This key is in Use as a Program" is displayed, and you cannot program that Quick Dial. Select a Quick Dial that is not programmed.

```

@20[ABC] Name
_#####
  
```

- 7** Enter the name of the Auto Document.

- If you make a mistake, press the **[Clear]** key and try again.
- If you do not enter a name and press the **[OK]** key, the name is not programmed.

```

@20[ABC] OK
DEF COMPANY_#####
  
```

- 8** Press the **[OK]** key.

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

The document is stored in memory and registered as an Auto Document.

- 10** Press the **[User Tools]** key.

The machine returns to standby mode.

## Sending an Auto Document as an Attachment

To send an Auto Document as an attachment, perform the following procedure. (To send an Auto Document only, perform the following procedure from step **2**.)

### Note

- If you send another document with an Auto Document, the Auto Document is sent first.

- 1** Set your document and select any scan settings you require.

- 2** Press the Quick Dial where the Auto Document is registered.

- 3** Specify the destination and press the **[OK]** key.

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

## Editing an Auto Document

You can edit the contents of an Auto Document registered as a Quick Dial by deleting the Auto Document. (See P.57 "Deleting an Auto Document"), and then re-registering it as a new Auto Document (See P.54 "Storing an Auto Document").

### Limitation

- Although you can specify scan settings when sending an Auto Document, these settings will only apply to the document you send along with the Auto Document. The settings used when you scanned in and stored the Auto Document will apply to the Auto Document itself.

6

## Editing an Auto Document Name

To edit an Auto Document's name, perform the following procedure.

### 1 Press the [User Tools] key.

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

### 2 Press the [OK] key.

### 3 Press ⏪ or ⏩ to scroll and display "9. Prog. Auto Doc."

```
Program / Delete:
9.Prog. Auto Doc.
```

### 4 Press the [OK] key.

### 5 Display the number of the Quick Dial whose name you want to edit.

Press the Quick Dial, or scroll using ⏪ or ⏩, and then press the [OK] key.

```
020[ABC] /OK
DEF COMPANY
```

### 6 Press the [Clear] key, and then enter the Auto Document's name.

If you do not want to change the name, go to step 7.

```
020[ABC] OK
ABC COMPANY
```

### 7 Press the [OK] key.

The name is changed.

If you want to change another Auto Document's name, repeat the above steps from step 5.

### 8 Press the [User Tools] key.

The machine returns to standby mode.

## Deleting an Auto Document

To delete an Auto Document, perform the following procedure.

### Limitation

- You cannot delete an Auto Document if a file containing that document is stored in memory.

### Note

- If you want to confirm the list of Auto Documents already stored in memory, print a Keystroke Program List. See P.63 "Printing a Keystroke Program List".

### 1 Press the [User Tools] key.

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

### 2 Press the [OK] key.

### 3 Press $\leftarrow$ or $\rightarrow$ to scroll and display "10. Del. Auto Doc."

```
Program / Delete:
10.Del. Auto Doc.
```

### 4 Press the [OK] key.

### 5 Display the number of the Quick Dial where the document you want to delete is registered.

Press the Quick Dial, or scroll using  $\leftarrow$  or  $\rightarrow$ .

```
Delete?
020 DEF COMPANY
```

### 6 Press the [OK] key.

### 7 Press $\leftarrow$ or $\rightarrow$ to select [Yes (Delete)].

If you select [No], and then press the [OK] key, go back to step 5.

```
Are You Sure?
[Yes] NO
```

### 8 Press the [OK] key.

If you want to delete another Auto Document, repeat the above steps from step 5.

### 9 Press the [User Tools] key.

The machine returns to standby mode.

## User Function Keys

You can program each of the User Function keys (**[F1]** to **[F4]**) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key.

### Important

- When registering and editing User Function keys, we recommend that you print out a Quick Dial destination/User Function List for reference. (See P.62 "Printing Dial Lists" and P.63 "Printing a Keystroke Program List".)

## Assigning User Function Keys

You can program each of the User Function keys with one of the following functions.

Function Name	Function Contents	Condition	Reference
Print Journal	Use when you want to print out a Journal.	-	P.22 "Printing the Journal"
Fax Header Print	You can turn this function on or off.	○	P.5 "Fax Header Print"
Group	Use when you want to specify a group of destinations.	-	See Chapter 2, "Using Groups" in the Basic Features manual.
Stamp	You can turn this function on or off.	○	P.33 "Stamp"
Tone	Use when you want to enter a tone signal.	-	P.32 "Tone Signals"
Dial Option	Use this function to attach various information to a fax message.	○	P.28 "Dial Options"
Sub-address <sup>*1</sup>	Use when entering a sub-address.	○	P.112 "ISDN G3/G4"
Batch Trans.	You can turn this function on or off.	○	P.38 "Batch Transmission"
Forwarding	You can turn this function on or off.	○	P.85 "Forwarding"
Mail Address <sup>*2</sup>	Use when you want to specify the destination with an e-mail address.	-	See "Registering E-mail Addresses" in the NIC FAX KIT manual or PDU manual.



Function Name	Function Contents	Condition	Reference
Mail Reception	Use when you want to access the server and send an e-mail.	-	See "Internet Faxing" in the NIC FAX KIT manual or PDU manual.
Auto Mail Reception <sup>*2</sup>	See "Internet Faxing" in the NIC FAX KIT manual or PDU manual.	○	See "Internet Faxing" in the NIC FAX KIT manual or PDU manual.
Prog. Quick Dial	Use when you want to register the other party's number as a Quick Dial destination.	-	See Chapter 3, "Storing Quick Dial Numbers" in the Basic Features manual.
Monitor volume	You can adjust the volume for the monitor and buzzer.	-	See Chapter 4, "Adjusting the Volume and Sounds the Machine Makes" in the Basic Features manual.

<sup>\*1</sup> Your machine must be hooked up to ISDN.

<sup>\*2</sup> Your machine must be connected to the Internet.

- The "○" notation indicates that the User Function key lights when that function is selected.
- If your fax machine is not equipped with the NIC FAX KIT, two empty function keys are available and two function keys are pre-programmed:  
F1: Print Journal  
F2: Stamp
- If your fax machine is equipped with a NIC FAX KIT, four function keys are pre-programmed:  
F1: Print Journal  
F2: Mail Address  
F3: Mail Reception  
F4: Stamp

To store a User Function Code, perform the following procedure.

## Making Function Key Assignments

- 1 Press the **[User Tools]** key.  
Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

- 2 Press the **[OK]** key.
- 3 Press **[Left]** or **[Right]** to scroll and display "11. User Functions".

```
Program / Delete:
11.User Functions
```

- 4 Press the **[OK]** key.
- 5 Press the **User Function key ([F1] to [F4])** you want to register.

If you make a mistake and press a key that is not programmed, "None" is displayed in the display.

```
User Functions /OK
[** None **]
```

- 6 Press **[Left]** or **[Right]** to display the function name you want to register.

```
User Functions /OK
GROUP
```

- 7 Press the **[OK]** key.  
If you want to register another User Function key, repeat the above steps from step 5.

- 8 Press the **[User Tools]** key.  
The machine returns to standby mode.

## Using a User Function Key

To use a User Function key (**[F1]** to **[F4]**), press the User Function key that contains the desired registered function.

```
Journal:
Press Start to Print
```

When printing a Journal.

The display changes for each registered function.

## Editing a User Function Key

To edit a User Function key, perform the following procedure.

- 1 Press the **[User Tools]** key.  
Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete
```

- 2 Press the **[OK]** key.
- 3 Press **[Left]** or **[Right]** to scroll and display "11. User Functions".

```
Program / Delete:
11.User Functions
```

- 4 Press the **[OK]** key.
- 5 Press the **User Function key** you want to edit.

If you make a mistake, press the correct User Function key.

```
User Functions /OK
[Print Journal]
```

- 6** Press ◀ or ▶ to display the new function name you want to register.

```
User Functions ←/OK
Stamp
```

- 7** Press the [OK] key.

If you want to edit another User Function key, repeat the above steps from step 6.

- 8** Press the [User Tools] key.

The machine returns to standby mode.

- 6** Press ◀ or ▶ to display "None".

```
User Functions ←/OK
** None **
```

- 7** Press the [OK] key.

If you want to delete another User Function key, repeat the above steps from step 6.

- 8** Press the [User Tools] key.

The machine returns to standby mode.

## Deleting a User Function Key

To delete a User Function key, perform the following procedure.

- 1** Press the [User Tools] key.

Confirm that "1. Program / Delete" is displayed.

```
User Tools Main Menu
1.Program / Delete ←/▶
```

- 2** Press the [OK] key.

- 3** Press ◀ or ▶ to scroll and display "11. User Functions".

```
Program / Delete:
11.User Functions ←/▶
```

- 4** Press the [OK] key.

- 5** Press the User Function key you want to delete.

If you make a mistake, press the correct User Function key.

```
User Functions ←/OK
[Print Journal]
```

## Lists You Can Print Out Yourself

### Printing Dial Lists

This function allows you to print the following lists manually. Select a list as needed.

 **Note**

- You can also print the User Function Key list from "Printing a User Function Key List". (See P.65 "Printing a User Function Key List".)

- 1** Press the **[User Tools]** key.
- 2** Press **⏪** or **⏩** to display "2. Reports / Lists".

**6**

```
User Tools Main Menu
2.Reports / Lists  ⏪
```

- 3** Press the **[OK]** key.
- 4** Press **⏪** or **⏩** to display "3.Dial List".

```
Reports / Lists
3.Dial List  ⏪
```

- 5** Press the **[OK]** key.

- 6** Press **⏪** or **⏩** to select the list you want to print.

If you selected "4. All Lists", all three lists will print.

```
Dial List:
1.Quick Dial List  ⏪
```

```
Dial List:
2.Speed Dial List  ⏪
```

```
Dial List:
3.Group Dial List  ⏪
```

```
Dial List:
4.All Lists  ⏪
```

- 7** Press the **[OK]** key.
- 8** Press the **[Start]** key.  
The list(s) are printed.

### Printing a Quick Dial Label

You can print labels for the Quick Dial keys. For details, see Chapter 3, "Printing a Quick Dial Key Label" in the Basic Features manual.

## Printing a Keystroke Program List

The Keystroke Program list allows you to print and check functions registered in keystroke programs, and the names of registered Auto Documents.

- 1** Press the **[User Tools]** key.
- 2** Press **⏪** or **⏩** to display "2. Reports / Lists".

```
User Tools Main Menu  
2.Reports / Lists  ⏪
```

- 3** Press the **[OK]** key.
- 4** Press **⏪** or **⏩** to display "5. Program List".

```
Reports / Lists  
5.Program List  ⏪
```

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

The list is printed.

## Printing an Auto Document

You can print and check the contents of Auto Documents.

- 1** Press the **[User Tools]** key.
- 2** Press **⏪** or **⏩** to display "2. Reports / Lists".

```
User Tools Main Menu
2.Reports / Lists  ⏪
```

- 3** Press the **[OK]** key.
- 4** Press **⏪** or **⏩** to display "6. Auto Doc. Orig.". 6

```
Reports / Lists
6.Auto Doc. Orig.  ⏪
```

- 5** Press the **[OK]** key.
- 6** Press the **Quick Dial** for the registered Auto Document.

If you make a mistake, press the **[Cancel]** key and try again. Use **⏪** or **⏩** to scroll.

```
Print?  ⏪/OK
020 LIST
```

- 7** Press the **[OK]** key.
  - 8** Press the **[Start]** key.
- The document is printed.

## Printing a User Function Key List

You can print and check the functions of User Function keys.

 **Note**

- You can also print the User Function list from "Printing Dial Lists". (See P.62 "Printing Dial Lists".)

**1** Press the **[User Tools]** key.

**2** Press **⏪** or **⏩** to display "2. Reports / Lists".

```
User Tools Main Menu
2.Reports / Lists  ⏪
```

**3** Press the **[OK]** key.

**4** Press **⏪** or **⏩** to display "7. U. Function List".

```
Reports / Lists
7.U. Function List ⏪
```

**5** Press the **[OK]** key.

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

The list is printed.

## Setting the Date and Time

Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

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

**2** Press the **[User Tools]** key.

**3** Press **⏪** or **⏩** to display "3. Setup".

```
User Tools Main Menu
3.Setup
```

**4** Press the **[OK]** key.

**5** Press **⏪** or **⏩** to display "2. Date/Time".

```
Setup:
2.Date/Time
```

**6** Press the **[OK]** key.

```
Year:          Press OK
[2000]
```

**7** Press a number key to enter the year for the digit, or if the year is correct press the **[OK]** key.

```
Year:          Press OK
[2001]
```

**8** Press **⏪** or **⏩** key to select the correct month, and then press the **[OK]** key.

```
Month:         ⏪/OK
[February]
```

**9** Press the **[Clear]** key and use the number keys to enter the correct number for the date (01 to 31).

```
Day:          Press OK
[04]
```

**10** Press **⏪** or **⏩** to select AM or PM for the time that you are going to enter.

```
AM/PM:       ⏪/OK
[AM]         PM
```

**11** Use the number keys to enter the correct time.

```
Time:        Press OK
[ 2:50]
```

Enter the current hour setting (1 to 12), and then press the **⏪** or **⏩** key.

```
Time:        Press OK
[ 4:50]
```

Press the **[Clear]** key and use the number keys to enter a 2-digit number for the correct minute setting (00 to 59).

After "Function Accepted" flashes briefly in the display, the next setting is displayed.

**12** Press the **[OK]** key.

When the display is correct, press the **[OK]** key.

**13** Press the **[User Tools]** key.

The machine returns to standby mode.



## Summer Time / Daylight Saving Time

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

### Note

- Before you set this function, make sure that your machine's internal clock is correct.

**1** Press the **[User Tools]** key.

**2** Press **⏪** or **⏩** to display "3. Setup".

```
User Tools Main Menu
3.Setup
```

**3** Press the **[OK]** key.

**4** Press **⏪** or **⏩** to display "3. Summer Time / DST".

```
Setup:
3.Summer Time /DST
```

**5** Press the **[OK]** key.

**6** Use **⏪** or **⏩** to select "On" or "Off".

Select "On" to advance your machine's internal clock one hour, and select "Off" to go back one hour.

```
Summer Time/DST /OK
[On] Off
```

**7** Press the **[OK]** key.

If you selected "On", "The Clock Advanced By One Hour" is displayed in the display, and if you selected "Off", "The Clock Put Back By One Hour" is displayed.

**8** Press the **[User Tools]** key.

The machine returns to standby mode.

6

## Changing the Paper Size Setting

This section explains how to change the size of paper set in the main paper tray, the optional second cassette, or the optional bypass feeder.

**1** Press the **[User Tools]** key.

**2** Press **◀** or **▶** to display "3. Setup"

```
User Tools Main Menu
3.Setup
```

**3** Press the **[OK]** key.

**4** Press **◀** or **▶** to display "5. Paper Size".

```
Setup:
5.Paper Size
```

**5** Press the **[OK]** key.

**6** Press **◀** or **▶** to display the cassette whose paper size you want to change.

```
Paper Size:
1.Cassette 1
```

If the optional second cassette or optional bypass feeder are not installed, they are not displayed. Proceed to step **8**.

**7** Press the **[OK]** key.

**8** Press **◀** or **▶** to display the paper size you want to set.

```
Cassette 1:  ◀▶/OK
[LT (8 1/2X 11)]
```

**9** Press the **[OK]** key.

If you want to change the paper size for another cassette, repeat the above steps from step **6**.

**10** Press the **[User Tools]** key.

The machine returns to standby mode.

## Selecting the Display Language

If your native language is Spanish or French, you can have the messages that appear on displays, lists and reports shown in either of these languages instead of in English. Follow the procedure below to change between the three languages.

### Note

- Make sure that your machine is in standby mode before following this procedure. If the standby display is not shown when you start, the display may become temporarily jumbled up.

**1** Press the **[User Tools]** key.

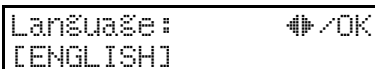
**2** Press **⏪** or **⏩** to display "5. Language".



```
User Tools Main Menu
5. Language          →
```

**3** Press the **[OK]** key.

**4** Press **⏪** or **⏩** to display the language you want to select.



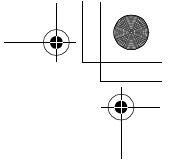
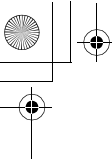
```
Language:           →/OK
[ENGLISH]
```

**5** Press the **[OK]** key.

"Now Changing Display Language" is displayed, and the language is changed.

**6** Press the **[User Tools]** key.

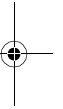
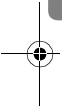
The machine returns to standby mode.



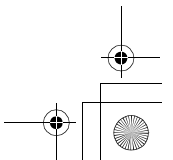
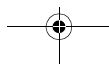
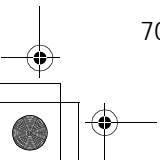
Facsimile User Tools

---

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# 7. Key Operator Settings

## Function List

Here is a list of the functions that are available for setting. Please refer to the referenced page numbers for more information.

### Note

- Please remember that some functions, namely, Specified Cassette, ISDN G3/G4, Network, Dial up, will not appear in the menu until the required optional devices have been installed. If all of these items are installed on your machine, then the feature numbering in the list below will match the numbers you see on the display. If one or more options are not installed on your machine, then some of the numbers will be different.
- If your fax machine is not equipped with a network card, you can have either a NIC FAX KIT or a PDU KIT (but not both) installed at any time. If your machine is equipped with a NIC FAX KIT, you cannot install a PDU KIT.

Display (Specs.)	Description	Ref.
1. Counter	Displays the total number of pages transmitted or received.	P.74 "Counters"
2. PAD Count. Clear	Allows you to clear the counter after replacing the ADF Maintenance Kit.	P.75 "Resetting the PAD Counters"
3. Authorized RX	Allows you to limit receiving of fax messages to Specified Senders that you register on your fax machine. All fax messages from other than Specified Senders are not received, thus preventing you from receiving junk fax messages.	P.76 "Authorized Reception"
4. Multi-Copy Recp.	Prints multiple copies of fax messages from Specified Senders.	P.79 "Multi-Copy Reception"
5. Memory Lock	Allows you to have messages from Specified Senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	P.81 "Memory Lock"
6. Specified Cass.	Allows you to have messages from Specified Senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	P.83 "Specified Cassette"
7. Forwarding	Allows you to automatically forward fax messages to the fax machines of Specified Senders.	P.85 "Forwarding"
8. Backup File TX	Allows you to register a destination and have the fax machine create a backup copy for administrative use for every fax message sent to the registered destination.	P.91 "Backup File Transmission"

## Key Operator Settings

Display (Specs.)	Description	Ref.
9. Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	P.93 "Energy Save Timer"
10. User Parameters	Allows you to customize various default settings as required.	P.95 "User Parameters"
11. Personal Code	Allows you to set up personal codes for everyone who uses the fax machine. Before using the fax machine, they must enter their Personal Code. This allows you to monitor who is using the fax machine and how often.	P.100 "Programming the Personal Codes"
12. ID Code	Allows you to register IDs required for various types of transmissions.	P.105 "Registering ID Codes"
13. Line Type	Allows you select tone or pulse dialing to match the telephone line connected to your fax machine.	P.107 "Line Type"
14. Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	P.108 "Select Line"
15. PSTN Access No.	Allows you to specify the code used to access an outside line when you dialing.	P.109 "PSTN Access Number"
16. Transfer Report	Allows you to store the number of the line your fax machine is connected to and have this number used as the return address when making transfer requests.	P.110 "Transfer Report"
17. ISDN G3/G4	Allows you to perform all the settings required for an ISDN connection. This item is available only after ISDN has been installed and connected.	P.112 "ISDN G3/G4"
18. Network	Allows you to perform settings required for a network connection. This item is displayed for a fax machine with the network card pre-installed or for a fax machine in which the optional NIC FAX KIT has been installed after purchase.	P.118 "Network"
18. Dial up	Allows you to perform the settings required for the Internet fax feature. This item is available only if the optional PDU Kit Type 210 has been installed.	P.119 "Dialup"
19. Key Layout	Allows you to arrange Keystroke Programs on the keyboard in an alphabetic order or in the traditional QWERTY layout.	P.120 "Key Layout"
20. Memory Option	Allows you to perform settings for memory expansion. This item is displayed for a fax machine with the network card pre-installed or for a fax machine in which the optional NIC FAX KIT has been installed after purchase.	P.121 "Memory Option"
21. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	P.122 "Memory File Transfer"

<b>Display (Specs.)</b>	<b>Description</b>	<b>Ref.</b>
22. Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	P.123 " <i>Margin Adjust</i> "
23. RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service technician can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	P.125 " <i>RDS On/Off</i> "
24. System Param. TX	Allows you to send information about the condition of your fax machine to your nearest service center.	P.126 " <i>System Parameter Transmission</i> "

Copy this table and use it as a quick reference.

## Using Key Operator Settings

### Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

#### ◆ TX Pages

Total number of transmitted pages.

#### ◆ RX Pages

Total number of received pages.

#### ◆ Scan Pages

The combined total number of pages that have been scanned in when copying and sending faxes.

#### ◆ Print Pages

The combined total number of pages that have been printed through fax reception, copying, and PC printing.

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

**2** Press the [User Tools] key.

**3** Press ◀ or ▶ to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Confirm that "1. Counter" is displayed.

```
Key OP. Tools:
1.Counter  ⏪
```

**7** Press the [OK] key.

The number of pages transmitted is displayed. You can display the number of pages received, scanned, or printed by pressing ◀ or ▶.

**8** Once you have confirmed the number of pages, press the [OK] key.

**9** Press the [User Tools] key.

The machine returns to standby mode.



## Resetting the PAD Counters



After replacing the ADF Document Separation Pad, follow this procedure to reset the counter. You need to replace the Separation Pad when you are prompted to do so by a message in the display:

```
Change ADF PAD
/OK
```

If you replace the Separation Pad as soon as this message appears, then you do not need to reset the counter. However, if you do not replace the Separation Pad the first time that you are prompted to do so, or if you replace the Separation Pad before the above message appears, then you must follow the procedure below to reset the counter.



### Reference

See P.145 "Replacing the ADF Maintenance Kit (ADF Document Separation Pad)".



- 1** Make sure that the machine is in standby mode.
- 2** Press the [User Tools] key.
- 3** Press  or  to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ←→
```

- 4** Press the [OK] key.
- 5** Press [2][2][2][2], and then press the [OK] key.

- 6** Press  or  to display "2. PAD Count. Clear".

```
Key OP. Tools:
2.PAD Count. Clear ←→
```

- 7** Press the [OK] key.
- 8** Press  or  to select "Yes".

```
Counter Clear? ←→/OK
[Yes] NO
```

If you selected "No" and pressed the [OK] key, return to step **6**.

- 9** Press the [OK] key.  
The counters are cleared.
- 10** Press the [User Tools] key.  
The machine returns to standby mode.

## Authorized Reception

You can block junk fax messages and save paper by limiting the fax messages that your fax machine receives to a list of Specified Senders. If you receive a fax message from someone that is not a Specified Sender, the line is disconnected immediately as soon as you receive the call.

- To use this feature you must switch Authorized Reception on after you register the Specified Senders). By default, Authorized Reception is switched off.
- You can select to receive fax messages only from Specified Users, or you can select to receive all messages from senders other than from Specified Users. See P.95 "User Parameters".
- In order for this feature to operate correctly, at least one Specified User must be registered.

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

**2** Press the [User Tools] key.

**3** Press the ◀ or ▶ key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ◀ or ▶ to display "3. Authorized RX".

```
Key Op. Tools:
3.Authorized RX  ⏪
```

**7** Press the [OK] key.

```
Authorized RX:
1.On/Off  ⏪
```

**8** Follow the procedures below to switch Authorized Reception On/Off, register a Specified Sender, or print a list of Specified Senders.

Switching Authorized Reception On/Off

**1** Press the [OK] key.

```
Authorized RX:  ⏪/OK
On [Off]
```

**2** Press ◀ or ▶ to select "On" or "Off".

**3** Press the [OK] key.

 **Note**

- If no Specified Users are registered when you press the [OK] key, you will be prompted to register a Specified Sender. Press the [OK] key and follow the procedure (steps 3 to 6) for "Registering a Specified Sender for Authorized Reception" below.

## Registering a Specified Sender for Authorized Reception

Follow this procedure to register Specified Users for Authorized Reception. Registration uses the other party's Own Name (for display) or fax number. If the other party is using a fax machine of the same manufacturer, then registration uses the Own Name of the other party registered on their fax machine. If the other fax machine is of a different manufacturer, then registration uses the other party's fax number.

### ⚠ Limitation

- Destinations that you select as Specified Users must have their names and fax numbers registered on your fax machine.

### 📝 Note

- You can register up to a total of 50 Specified Users for Authorized Reception, Multi-Copy Reception, Memory Lock, Specified Cassette, and Memory File Transfer.
- A Specified User name can be up to 24 characters long.
- You can confirm the names and fax numbers of Specified Senders by name in the printed Journal.
- You can also confirm Specified Senders by printing a Specified Sender list.
- In order to change a Specified Sender entry, you must first delete the entry, and then re-enter it.

- 1 Press **⏪** or **⏩** to display "2. Program Sender".

```
Authorized RX:
2. Program Sender
```

- 2 Press the **[OK]** key.
- 3 Enter the name for the Specified User.

Enter the other party's name or fax number.

```
Name/No. [ABC]   OK
ABC COMPANY_|||||
```

### 🔍 Reference

For details about how to enter names, see Chapter 3, "Entering Characters" in the Basic Features manual.

- 4 Press the **[OK]** key.
- 5 If you want to specify a wildcard, press the **⏪** or **⏩** key to select "Yes", or select "No".

```
Store as Wildcard?
[Yes] No
```

### 🔍 Reference

See Chapter 3, "Wild Card" in the Basic Features manual.

- 6 Press the **[OK]** key.
- The Specified User is registered. If you want to register another Specified User, repeat from step 2.

## Key Operator Settings

### Deleting a Specified Sender for Authorized Reception

Follow this procedure to delete a Specified Sender.

- 1 Press **[Left]** or **[Right]** to select "3. Delete Sender".

```
Authorized RX:
3.Delete Sender  ←→
```

- 2 Press the **[OK]** key.
- 3 Press the **[Left]** or **[Right]** key to select the name of the Specified Sender that you want to delete.

```
Delete?  ←→/OK
ABC COMPANY
```

- 4 Press the **[OK]** key.  
The Specified Sender is deleted.  
If you want to delete more Specified Senders, repeat the above steps from step 2.

### Printing a List of Specified Senders for Authorized Reception

Follow this procedure to print a list so you can confirm the currently registered Specified Users.

- 1 Press **[Left]** or **[Right]** to display "4. Print SenderList".

```
Authorized RX:
4.Print SenderList ←→
```

- 2 Press the **[Start]** key. The list prints.

#### Note

- All the Specified Senders registered for Authorized Reception, Multi-Copy Reception, Memory Lock, Specified Cassette, and Memory File Transfer are printed in the same list.

- 3 Press the **[OK]** key.

- 9 Press the **[User Tools]** key.

The fax machine returns to standby.

## Multi-Copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies of messages from Specified Senders.

### Note

- You cannot have multiple copies printed for Polling Reception, Free Polling Reception, Confidential Reception, and Memory Lock Reception.

### Limitation

- You can set the number of copies from 2 to 9.
- To use this feature you must switch Multi-Copy Reception on after you register the Specified Senders. By default, this feature is switched off.
- You can use the User Parameters function to select whether you want to print multiple copies of messages received from Specified Senders only, or from all senders other than Specified Senders. See P.95 "User Parameters" (switch 08, bits 1 and 0). The default setting is "Specified Senders Only". The default for this setting is off.

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

**2** Press the [User Tools] key.

**3** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⬅➡
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Multi-Copy Recp.".

```
Key Op. Tools:
4.Multi-COPY RECP. ⬅➡
```

**7** Press the [OK] key.

```
Multi-COPY RECP.:
1.On/Off,Quantity ⬅➡
```

**8** Follow the procedures below to switch Multi-Copy Reception On/Off, register a Specified Sender, or print a list of Specified Senders.

### Switching Multi-Copy Reception On/Off

**1** Press the [OK] key.

**2** Press  $\leftarrow$  or  $\rightarrow$  to "On" to switch this feature on, or select "Off" to switch this feature off.

```
MultiCOPY RECP. ⬅➡/OK
[On] Off
```

**3** Press the [OK] key.

### Note

- If you switch this feature off, go to step 9.

**4** Press a number key to enter the number of copies.

```
Quantity: Press OK
[3] (2-9)
```

**5** Press the [OK] key.

## Key Operator Settings

---

---

### Registering a Specified Sender for Multi-Copy Reception

---

You can register Specified Senders for this function.

#### Reference

The procedure to register Specified Senders for Multi-Copy Reception is the same as that for Authorized Reception. See P.77 *“Registering a Specified Sender for Authorized Reception”*.

---

### Deleting a Specified Sender for Multi-Copy Reception

---

You can delete Specified Senders for this function.

#### Reference

The procedure to delete Specified Senders for Multi-Copy Reception is the same as that for Authorized Reception. See P.78 *“Deleting a Specified Sender for Authorized Reception”*.

---

### Printing a List of Specified Senders for Multi-Copy Reception

---

You can print a list of Specified Senders for Multi-Copy Reception

#### Reference

The procedure to print a list of Specified Senders for Multi-Copy Reception is the same as that for Authorized Reception. See P.78 *“Printing a List of Specified Senders for Authorized Reception”*.

#### **9** Press the **[User Tools]** key.

The fax machine returns to stand-by.

## Memory Lock

This is a security feature to prevent unauthorized individuals from reading printed fax messages. When Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code.

### Note

- Before you can use this feature, you must register the Memory Lock ID. (See P.105 "Memory Lock ID".)

### Limitation

- Memory Lock cannot be selected until you have registered the Memory Lock ID.
- To use this feature you must switch Memory Lock on after you register the Memory Lock ID. By default, Memory Lock is switched off.
- You can select to lock in memory only messages from Specified Users, or you can select to lock in memory messages from senders other than from Specified Users. See P.95 "User Parameters" (switch 09, bits 1 and 0).

- 1** Make sure that the machine is in the standby mode.
- 2** Press the [User Tools] key.
- 3** Press the  $\leftarrow$  or  $\rightarrow$  key to select "4 Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏏
```

- 4** Press the [OK] key.
- 5** Press [2][2][2][2], and then press the [OK] key.
- 6** Press  $\leftarrow$  or  $\rightarrow$  to display "5. Memory Lock".

```
Key Op. Tools:
5.Memory Lock  ⏏
```

- 7** Press the [OK] key.

```
Memory Lock:
1.On/Off  ⏏
```

- 8** Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

### Switching Memory Lock On/Off

- 1** Press the [OK] key.
- 2** Press  $\leftarrow$  or  $\rightarrow$  to "On" to switch this feature on, or select "Off" to switch this feature off.

```
Memory Lock:  ⏏/OK
[On]  Off
```

- 3** Press the [OK] key.

## Key Operator Settings

---

---

### Registering a Specified Sender for Memory Lock

---

You can register Specified Senders for this function.

#### Reference

The procedure to register Specified Senders for Memory Lock is the same as that for Authorized Reception. See P.77 “*Registering a Specified Sender for Authorized Reception*”.

---

### Deleting a Specified Sender for Memory Lock

---

You can delete Specified Senders for this function.

#### Reference

The procedure to delete Specified Senders for Memory Lock is the same as that for Authorized Reception. See P.78 “*Deleting a Specified Sender for Authorized Reception*”.

---

### Printing a List of Specified Senders for Memory Lock

---

You can print a list of Specified Senders for Multi-Copy Reception.

#### Reference

The procedure to print a list of Specified Senders for Memory Lock is the same as that for Authorized Reception. See P.78 “*Printing a List of Specified Senders for Authorized Reception*”.

#### Press the [User Tools] key.

The fax machine returns to stand-by.



## Specified Cassette

Use this function to have messages from Specified Senders printed on different paper. For example, imagine green paper placed in the main paper tray, and white paper placed in the optional Second Tray. By choosing to have fax messages from Specified Senders printed on green paper and all others printed on white paper, you can distinguish between them at a glance.

### Limitation

- This item is available only after the optional Second Paper Cassette has been installed.

### Note

- To use this feature you must switch Specified Cassette on after you register the Specified Senders). By default, Specified Cassette is switched off.
- You can select to print fax messages from the paper supply of the designated source only for Specified Users, or you can select to print fax messages from the designated paper supply for all senders other than for Specified Users. See P.95 "User Parameters" (switch 08, bits 5 and 4).
- Make sure that you placed the same size paper in the main paper tray and the optional Second Tray. If you do not placed the same size paper for both paper supplies, then the received messages will be stored in the memory.

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

**2** Press the [User Tools] key.

**3** Press the ◀ or ▶ key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⬅➡
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ◀ or ▶ to display "6. Specified Cass.".

```
Key OP. Tools:
6.Specified Cass.  ⬅➡
```

**7** Press the [OK] key.

```
Specified Cassette:
1.On/Off  ⬅➡
```

**8** Follow the procedures below to switch Specified Cassette On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

---

Switching Specified Cassette On/Off

---

**1** Press the [OK] key.

**2** Press ◀ or ▶ to "On" to switch this feature on, or select "Off" to switch this feature off.

```
Specified Cass. ⬅➡/OK
[On] Off
```

**3** Press the [OK] key.

## Key Operator Settings

---

---

### Registering a Specified Sender for Specified Cassette

---

You can register Specified Senders for this function.

#### Reference

The procedure to register Specified Senders for Specified Cassette is the same as that for Authorized Reception. See P.77 *“Registering a Specified Sender for Authorized Reception”*.

---

### Deleting a Specified Sender for Specified Cassette

---

You can delete Specified Senders for this function.

#### Reference

The procedure to delete Specified Senders for Specified Cassette is the same as that for Authorized Reception. See P.78 *“Deleting a Specified Sender for Authorized Reception”*.

---

### Printing a List of Specified Senders for Specified Cassette

---

You can print a list of Specified Senders for Specified Cassette.

#### Reference

The procedure to print a list of Specified Senders for Specified Cassette is the same as that for Authorized Reception. See P.78 *“Printing a List of Specified Senders for Authorized Reception”*.

#### Press the [User Tools] key.

The fax machine returns to stand-by.

## Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

### ! Limitation

- Messages cannot be forwarded from senders who are registered for both Forwarding and Memory Lock.

### Note

- You can stamp printed fax messages which have been forwarded to remind you that they have been forwarded to other destinations.
- You can select to forward messages only to Specified Users, or you can select to forward messages to all registered destinations other than the Specified Users. See P.95 "User Parameters" (switch 08, bits 7 and 6). Unless you change this setting, the machine default is set to forward messages only to the Specified Users.
- To use this feature you must switch Forwarding on after you register the Specified Senders). By default, Forwarding is switched off.
- You can also choose to have messages forwarded to Specified Users without printing them on your fax machine. See P.95 "User Parameters" (switch 11, bits 6). Unless you change this setting, the machine default is set to print all messages forwarded from your fax machine.
- You can register destinations of up to 254 characters.

- You can register up to 30 destinations for messages to be forwarded. The Specified User name can be up to 24 characters long.
- You can register a combined total of Specified Senders for Authorized Reception, Memory Lock, Multi-Copy Reception, and Specified Cassette.
- To edit a registered Specified User, just repeat the procedure you followed to register the user.

## Switching Forwarding On/Off

- 1** Make sure that the machine is in the standby mode.
- 2** Press the [User Tools] key.
- 3** Press the  $\leftarrow$  or  $\rightarrow$  key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ←→
```

- 4** Press the [OK] key.
- 5** Press [2] [2] [2] [2], and then press the [OK] key.
- 6** Press  $\leftarrow$  or  $\rightarrow$  to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding  ←→
```

- 7** Press the [OK] key.

```
Forwarding:
1.On/Off  ←→
```

- 8** Press the [OK] key.

## Key Operator Settings

- 9** Press  $\leftarrow$  or  $\rightarrow$  to "On" to switch this feature on, or select "Off" to switch this feature off.

```
Forwarding:  ←/OK
[On]  Off
```

- 10** Press the [OK] key.

 **Note**

- If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the [OK] key and register a forwarding station by following steps **10** to **11** on P.86 "Registering a Forwarding Station Number".

- 11** Press the [User Tools] key.

The fax machine returns to standby.

## 7 Registering a Forwarding Station Number

You can register a Forwarding Station Number as follows:

 **Note**

- If your machine is connected to ISDN, and you want to use G4 fax communication to send messages to another party who can use G4, press the [G4] key until "G4" is displayed, and then register the Forwarding Station.

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

- 2** Press the [User Tools] key.

- 3** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ←/→
```

- 4** Press the [OK] key, and then press [2][2][2][2].

- 5** Press the [OK] key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding  ←/→
```

- 7** Press the [OK] key.

- 8** Press  $\leftarrow$  or  $\rightarrow$  to display "2. Prog. Station"

- 9** Press the [OK] key.

- 10** Press  $\leftarrow$  or  $\rightarrow$  to display the number of the forwarding station you want to record or change.

```
Program?  ←/OK
1:
```

If a forwarding station is already registered, the fax number for that station is displayed.

- 11** Press the [OK] key.

- 12** Enter the other party's fax number with the number keys.

```
Station 1: Press OK
0123456789
```

- 13** Press the [OK] key.

The fax number is registered.

When your machine is connected to ISDN, you must select the line you are using. Press  $\leftarrow$  or  $\rightarrow$  to select [G3] or [G4], and then press the [OK] key.

**14** Press **[Left]** or **[Right]** to select "Yes".

If you select "No" and press the **[OK]** key, the screen will return to that for step 9.

If you want to register another fax number, repeat the above steps from step 9.

If you want to finish, press the **[User Tools]** key.

```
Sender Setting:
1.Program Sender
```

**15** Press the **[OK]** key.**16** Enter the other party's name.

Enter the other party's name or fax number.

```
Name/No. [ABC] OK
DEF COMPANY_
```

**17** Press the **[OK]** key.

The name is registered.

**18** If you want to register the Specified Sender as a Wildcard, press **[Left]** or **[Right]** to select "Yes" or "No".

```
Store as Wildcard?
[Yes] No
```

**19** Press the **[OK]** key.

To register another Specified Sender, repeat the above steps from step 9.

To register a different Forwarding Station, press the **[Cancel]** key and repeat the above steps from step 9.

**!** **Limitation**

- Names for Specified Senders can be up to 24 characters long.

**Note**

- You can confirm the names and fax numbers of Specified Senders on the Journal.
- You can confirm registered Specified Senders on the Specified Sender list.

**20** Press the **[User Tools]** key.

The machine returns to standby mode.

**Editing a Forwarding Station**

To edit a Forwarding Station that is already registered, perform the following procedure.

**1** Make sure that the machine is in standby mode.**2** Press the **[User Tools]** key.**3** Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools
```

**4** Press the **[OK]** key, and then press **[2][2][2][2]**.**5** Press the **[OK]** key.**6** Press **[Left]** or **[Right]** to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding
```

**7** Press the **[OK]** key.**8** Press **[Left]** or **[Right]** to display "2. Prog. Station".

```
Forwarding:
2.Prog. Station
```

## Key Operator Settings

**9** Press the **[OK]** key.

**10** Press **[←]** or **[→]** to display the fax number of the Forwarding Station you want to edit.

```
Program?           ←/OK
1:0123456789
```

**11** Press the **[OK]** key.

**12** Press the **[Clear]** key and enter the Forwarding Station's correct fax number.

```
Station 1: Press OK
9876543210_|||||
```

**13** Press the **[OK]** key.

The fax number is registered.  
If you want to edit another Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **7**.

**14** Press the **[User Tools]** key.

The machine returns to standby mode.

### Editing a Specified Sender

To edit a Specified Sender, delete the Specified Sender you want to edit. (See P.89 "Deleting a Specified Sender"), and then register it as a new Specified Sender. (See P.77 "Registering a Specified Sender for Authorized Reception".)

### Deleting a Forwarding Station

To delete a Forwarding Station, perform the following procedure.

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

**2** Press the **[User Tools]** key.

**3** Press **[←]** or **[→]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ←/→
```

**4** Press the **[OK]** key, and then press **[2][2][2][2]**.

**5** Press the **[OK]** key.

**6** Press **[←]** or **[→]** to display "7. Forwarding".

```
Key OP. Tools:
7.Forwarding  ←/→
```

**7** Press the **[OK]** key.

**8** Press **[←]** or **[→]** to display "3. Delete Station".

```
Forwarding:
3.Delete Station ←/→
```

**9** Press the **[OK]** key.

**10** Press **[←]** or **[→]** to display the fax number of the Forwarding Station you want to delete.

```
Delete?           ←/OK
1:0123456789
```

**11** Press the **[OK]** key.

The Forwarding Station is deleted.  
If you want to delete another Forwarding Station, repeat the procedure from step **9**.

**12** Press the **[User Tools]** key.

The machine returns to standby mode.

**Deleting a Specified Sender**

To delete a Specified Sender, perform the following procedure.

**1** Make sure that the machine is in standby mode.**2** Press the **[User Tools]** key.**3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

**4** Press the **[OK]** key, and then press **[2][2][2][2]**.**5** Press the **[OK]** key.**6** Press **⏪** or **⏩** to display "7. Forwarding".

```
Key Op. Tools:
7.Forwarding  ⏪
```

**7** Press the **[OK]** key.**8** Press **⏪** or **⏩** to display "2. Prog. Station".

```
Forwarding:
2.Prog. Station  ⏪
```

**9** Press the **[OK]** key.**10** Press **⏪** or **⏩** to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.

```
Program?  ⏪/OK
1:0123456789
```

**11** Press the **[OK]** key.**12** Press the **[OK]** key.

When your machine is connected to ISDN, you must select the line you are using. Press **⏪** or **⏩** to select **[G3]** or **[G4]**, and then press the **[OK]** key.

**13** Press **⏪** or **⏩** to display "2. Delete Sender".

```
Sender Setting:
2.Delete Sender  ⏪
```

**14** Press the **[OK]** key.**15** Use **⏪** or **⏩** to display the Specified Sender you want to delete.

```
Delete?  ⏪/OK
DEF COMPANY
```

**16** Press the **[OK]** key.

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step **13**.

**17** Press the **[User Tools]** key.

The machine returns to standby mode.

## Key Operator Settings

**Printing the Forwarding Mark**

You can have a mark stamped on documents to indicate that they have been forwarded.

At the forwarding destination this can help distinguish between standard faxes and faxes that have been forwarded.

**Note**

- You can turn the Forwarding Mark on or off with the User Parameters. See P.95 "User Parameters" (switch 02, bit 0). When shipped, this feature is turned on.

**Printing the Specified Sender List**

You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

- 1** Make sure that the machine is in standby mode.
- 2** Press the [User Tools] key.
- 3** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⬅➡
```

- 4** Press the [OK] key, and then press [2][2][2][2].
- 5** Press the [OK] key.
- 6** Press  $\leftarrow$  or  $\rightarrow$  to display "7. Forwarding".

```
Key OP. Tools:
7.Forwarding  ⬅➡
```

- 7** Press the [OK] key.

- 8** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Print SenderList".

```
Forwarding:
4.Print SenderList ⬅➡
```

- 9** Press the [OK] key.

- 10** Press the [Start] key.

The list is printed.

- 11** Press the [User Tools] key.

The machine returns to standby mode.



## Backup File Transmission

Use this function to automatically create a back copy of every fax message that you send to specified destinations. You can create only one backup file for each sent message for the name and fax number that you register. You can use Backup File Transmission to create backup files for fax messages sent with Memory Sending, Relay Sending, Confidential Sending, and User Code Sending.

### Limitation

- You cannot register Backup File Transmission with Quick Dials or Speed Dials.
- With Backup File Transmission switched on, you cannot use Immediate Sending.
- During sending if there is not enough space in memory to save an incoming message or create the backup file, then the message cannot be sent.

### Note

- Messages sent with Backup File Transmission switched on are recorded in the Journal.

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

**2** Press the [User Tools] key.

**3** Press the ◀ or ▶ key to select "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ◀ or ▶ to display "8. Backup File TX".

```
Key Op. Tools:
8.Backup File TX  ⏪
```

**7** Press the [OK] key.

```
Backup File TX:
1.On/Off  ⏪
```

**8** Follow the procedures below to switch Specified Cassette On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.

### Switching Backup File Transmission On/Off

**1** Press the [OK] key.

**2** To switch this feature on, select "On", and to switch it off, select "Off" using ◀ or ▶.

```
Backup File TX: ⏪/OK
[On]  Off
```

**3** Press the [OK] key.

### Note

- If you select "On" and no destination is registered, "Press OK to Program Receiver" is displayed. To register a destination, press the [OK] key, and then follow steps **3** to **6** on P.92 "Registering or Editing Destinations for Backup File Transmission".

## Key Operator Settings

---

 Registering or Editing  
 Destinations for Backup File  
 Transmission
 

---

- ➊ Press **⏪** or **⏩** to select "2. Prog. Receiver".
- ➋ Press the **[OK]** key.
- ➌ Enter the fax number of the destination that you want create backup files for.

```

Backup TX:  Press OK
0123456789_■■■■■■■■■■
  
```

- ➍ Press the **[OK]** key.  
 When your machine is connected to ISDN, you must select the line you are using. Press **⏪** or **⏩** to select **[G3]** or **[G4]**, and then press the **[OK]** key.

- ➎ Enter the name of the destination.

```

Name:[ABC]  Press OK
ABC COMPANY_■■■■■■■■■■
  
```

- ➏ Press the **[OK]** key.  
 The destination for Backup File Transmission is registered.
- ➐ Press the **[User Tools]** key.  
 The fax machine returns to stand-by.

## Energy Save Timer

Use this feature to have the fax machine turn its heater on and off automatically at specified times. For example, by having the heater turned off during the evening, at weekends, and during long holidays, you can reduce power costs.

### Note

- You can set the timer switch on and off twice daily over a 1-week period.
- When the heater is off, incoming faxes are received in memory with Substitute Reception and printed when the heater is switched on.
- To use this feature you must switch Energy Save Timer on after you specify times for the fax machine to automatically switch on and off. By default, Energy Save Timer is switched off.

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

**2** Press the **[User Tools]** key.

**3** Press the **[Left]** or **[Right]** key to select "4 Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

**4** Press the **[OK]** key.

**5** Press **[2][2][2][2]**, and then press the **[OK]** key.

**6** Press **[Left]** or **[Right]** to display "8. Energy Save Timer".

```
Key Op. Tools:
9.EnergySave Timer ⏪
```

**7** Press the **[OK]** key. Make sure that the next display appears.

```
Energy Save Timer:
1.On/Off  ⏪
```

**8** Perform the settings below to switch the timer On/Off, and program the timers.

Switching the Energy Save Timer On/Off

**1** Press the **[OK]** key.

**2** Press **[Left]** or **[Right]** to "On" to switch this feature on, or select "Off" to switch this feature off.

```
EnergySaveTimer ⏪ /OK
[On]  Off
```

**3** Press the **[OK]** key.

Programming the Energy Save Timer

**1** Press the **[Left]** or **[Right]** key to select "2. Date/Time Set".

```
Energy Save Timer:
2.Date/Time Set  ⏪
```

**2** Press the **[OK]** key.

**3** Press **[Left]** or **[Right]** to select the day of the week.

**4** Press the **[OK]** key.

**5** Press **[Left]** or **[Right]** to select "AM" or "PM".

```
Sun. Set 1: Press OK
Time [AM] PM
```

## Key Operator Settings

- ⑥ Press the **[OK]** key.
- ⑦ Use the number keys to enter the first time for the first On/Off switching.

Enter the time in the 12-hour format (00~12).

```
SUN. Set 1: Press OK
Time [09:34] AM
```

 **Note**

- Be sure to prefix single digit numbers with a zero (Example: For 5 a.m. or 05:00, and for 5 p.m. enter 17:00.)
  - If you make a mistake, press the **[Clear]** key and enter the number again.
- ⑧ Press the **[OK]** key.
- ⑨ Use the **[←]** or **[→]** key to select "On" or "Off".

```
SUN. Set 1:      ←/OK
[On]   Off
```

- ⑩ Press the **[OK]** key.
- ⑪ Now, repeat steps ⑤ to ⑩ to program the time for the second switching.

If you register only one setting, repeat the procedure with the same settings.

 **Note**

- The display repeats so you can perform the second setting for the switch.
- ⑫ If you want to set switches for another day of the week, repeat from step ③.

- ⑨ Press the **[User Tools]** key.

The fax machine returns to stand-by.

 **Note**

- When the heater is powered off, the display is blank. When the fax machine heater is switched off with the Energy Save Timer, you can restore the fax machine to normal operation temporarily by pressing the **[Energy Saver/ Clear Modes]** key so fax messages in the memory can print. If the fax machine remains idle for more than 5 minutes, the fax machine will once again switch off the heater automatically.

## User Parameters

The User Parameters allow you to customize various settings to match your needs.

### Note

- ❑ Make sure you install options and perform all other operations before switching the parameter settings on and off.
- ❑ Items selected as factory default settings are marked with an asterisk ( \* ) in the tables.
- ❑ User Parameters are divided into switches, and each switch is divided into eight bits. The right most bit is bit 0 and the left most bit is bit 7.

### Changing User Parameters and Printing a List

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

**2** Press the [User Tools] key.

**3** Press the ◀ or ▶ key to select "4 Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⬅➡
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ◀ or ▶ to display "10. User Parameters".

```
Key Op. Tools:
10.User Parameters ⬅➡
```

**7** Press the [OK] key.

```
User Parameters:
1.Change  ⬅➡
```

**8** Press the [OK] key.

```
Refer Op.Manual:
Switch 00 :0000 0000
```

For a list of the switches and settings, see P.96 "User Parameter List".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the ◀ or ▶ key to display the number of the switch (Switch nn).

The switch bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

Key to Press	7	6	5	4	3	2	1	0
SW 00:	0	0	0	0	0	0	0	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

**9** When you are finished making adjustments, press the [OK] key.

```
User Parameters:
1.Change  ⬅➡
```

**10** Press the ◀ or ▶ key to select "2.Print List".

```
User Parameters:
2.Print List  ⬅➡
```

**11** Press the [OK] key.

**12** Press the [Start] key to print the list.

## Key Operator Settings

**User Parameter List**

The following list contains all relevant User Parameters.

SW	Bits & Definitions	Settings
00	0: Default setting for Stamp. STAMP	0: Off* 1: On
	5, 4: Default resolution when you send a message. RESOLUTION	Bit: 5, 4 00: STANDARD* 10: FINE 01: DETAIL 11: HALFTONE
	6: Default setting for transmission. TRANSMISSION MODE	0: Memory* 1: Immediate
01	7: Default setting for the return home position after the transmission. RETURN TO DEFAULT AFTER TRANSMISSION	0: Off 1: On*
02	0: Default setting for printing the Forwarding Mark. FORWARDING MARK	0: Off 1: On*
	1: Default setting for the Center Mark. CENTER MARK	0: Off 1: On*
	2: Default setting for printing the Reception Time. RECEPTION TIME	0: Off* 1: On
	3: TSI Print	0: Off* 1: On
	4: Default setting for the Checkered Mark. CHECKERED MARK	0: Off 1: On*
	5: CIL Print	0: Off 1: On*
	6: TID Print	0: Off 1: On*

## User Parameters

SW	Bits & Definitions	Settings
03	0: Automatically print memory transmission reports. COMMUNICATION RESULT REPORT (MEMORY TX)	0: Off* 1: On
	2: Automatically print storage reports for memory transmission. FILE RESERVE REPORT (MEMORY TX)	0: Off* 1: On
	3: Print the File Receive Report for Polling Reception FILE RESERVE REPORT (POLLING RX)	0: Off* 1: On
	4: Automatically print polling reception reports. COMMUNICATION RESULT REPORT (POLLING RX)	0: Off 1: On*
	5: Automatically print immediate transmission reports. TRANSMISSION RESULT REPORT (IMMEDIATE TX)	0: Off* 1: On
	6: Automatically print the Polling Clear Reports. POLLING TX CLEAR REPORT	0: Off 1: On*
	7: Automatically print communication reports. JOURNAL	0: Off 1: On*
04	0: Print the Confidential File Report CONFIDENTIAL FILE REPORT	0: Off 1: On*
	7: Include the first page with reports? INCLUSION OF PART OF IMAGE	0: Off 1: On*
05	0: Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	0: Off 1: On*
	1: Default setting for Substitute Reception. CONDITIONS OF MEMORY RECEPTION	0: Accept (Free) 1: Reject*(If no name or fax number received)
	4: Restricts fax machine usage to specific users. RESTRICTED ACCESS	0: Off* 1: On
	6: Default setting for the Energy Saving feature ENERGY SAVER	0: On* (heater off) 1: Off (heater half-cool)

## Key Operator Settings

SW	Bits & Definitions	Settings
06	0: Default setting for sending a header with each page. FAX HEADER PRINT	0: Off 1: On*
	2: Default setting for Closed Network Transmission. CLOSED NETWORK TRANSMISSION	0: Disabled* 1: Enabled
	4: Default setting for Batch Transmission. BATCH TRANSMISSION	0: Off 1: On*
	6: ISDN Directory Number Select (SPID)	0: Off 1: On*
	7: Backup Transmission.	0: Off* 1: On
07	2: Dial while a message is being stored in. PARALLEL MEMORY TX	0: Off 1: On*
	4: Assign the Tone key as the "*" key on the operation panel. TONE SWITCH BY ASTERISK KEY	0: Off 1: On*
08	1, 0: MULTI-COPY RECEPTION	01: Messages from Specified Senders are multi-copied.* 11: Messages from non-Specified Senders are multi-copied.
	3, 2: AUTHORIZED RECEPTION	01: Receive messages from Specified Senders only.* 11: Receive messages from non-Specified Senders only.
	5, 4: SPECIFIED TRAY (Optional Second Cassette required)	01: Print Special Terminal's messages only using the main cassette.* 11: Do not print Special Terminal's messages using the main cassette.
	7, 6: FORWARDING	01: Forward messages from Specified Senders only.* 11: Forward messages from non-Specified Senders only.



## User Parameters

SW	Bits & Definitions	Settings
09	1, 0: MEMORY LOCK	01: Messages from Specified Senders are not printed unless you enter the Memory Lock ID.* 11: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID.
10	0: Reverse order Printing REVERSE ORDER PRINT	0: Off* 1: On
	1: Two in 1 INTO 1	0: Off* 1: On
	7: Use dithering halftone (SPD) or standard halftone (STD) HALFTONE METHOD	0: STD* 1: SPD
11	1: Selection of tone (PB) or UUI after tone (*) <sup>*1</sup> ISDN TX (PB/UUI)	2: UUI 1: PB*
	2: Blank sheet detect DETECTION OF BLANK SHEET TRANSMISSION	0: Off 1: On*
	6: Print the received message when acting as a Forwarding Station PRINT MEMORY TRANSFER FILES	0: Off 1: On*
	7: Polling standby duration POLLING TRANSMISSION STAND-BY PERIOD	0: Once* 1: Keep
12	7: Copying COPY MODE	0: Possible* 1: Not Possible
13	1, 0: Access to the public telephone line PABX/PSTN G3	00: Outside line 01: Extension (PREFIX)

<sup>\*1</sup> THE ISDN INTERFACE UNIT TYPE 190 option is required.

## Programming the Personal Codes

Personal Codes allow you to keep track of machine usage. If everybody uses a Personal Code when they use the fax machine, the codes or names programmed for the codes will be printed in the Journal. (See P.15 "SEP Code Polling Reception") and other reports. This will help you to check up on who has been using the machine and how often.

If you receive a message using SUB Code Transmission, and the Personal Code for your machine is the same as the sender's SUB Code, the message is stored in memory. If this occurs and a sub-address is registered in the Personal Code, the message is routed to the sub-address without printing on your machine. If no sub-address is registered in the Personal Code, you can print the document as a Confidential Reception by entering the Personal Code.

### Limitation

- Personal Codes can be up to 8-digits long, and you can enter numbers and symbols from the following: 0 to 9, #, \*, and spaces.
- You can register up to 30 Personal Codes. Each Personal Code name can be up to 20 characters long.
- Personal Codes cannot be 4-digit numbers that are already registered as Confidential ID Codes.
- You cannot specify Groups stored in Quick Dials.

### Note

- To register Personal Codes, you must create a Personal Box for each user beforehand and assign it to a Quick Dial key or a Speed Dial key.

- When registering and editing Personal Codes, we recommend that you print out a Personal Code list and keep it for reference.
- If the document cannot be routed, a Transmission Failure Report is printed and the message is stored in Confidential Reception.

### Registering Personal Codes

To register Personal Codes, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "11. Personal Code".

```
Key OP. Tools:
11.Personal Code  ⏪
```

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

- 9** Enter the Personal Code (8-digits or less) with the number keys.

```
Enter Code to Prog.
[12345678] Press OK
```

- 10** Press the [OK] key.

- 11** Enter the user name.

```
Name:[ABCD] Press OK
ABC COMPANY
```

- 12** Press the [OK] key.

- 13** If you want to register a SUB Routing, press  $\leftarrow$  or  $\rightarrow$  and select "Yes". If you do not want to register a sub-address, select "No".

```
SUB Routing  ←/OK
[Yes]  NO
```

If you selected "No", go to step **14**.

- 14** Press the [OK] key.

- 15** Specify the registered routing sub-address using a Quick Dial or Speed Dial.

```
Specify a Quick Dial
or Speed Dial
```

When specifying a Quick Dial:

- 1** Press the Quick Dial where the routing sub-address is registered.

When specifying a Speed Dial:

- 1** Press the [Speed Dial/Tel Directory] key.
- 2** Enter the number (00 to 99) registered as the sub-address with the number keys.

- 16** Press the [OK] key.

The Personal Code is registered.

To register another Personal Code, repeat the above steps from step **7**.

- 17** Press the [User Tools] key.

The machine returns to standby mode.

## Editing a Personal Code

To edit Personal Codes, delete the code, and then re-register it as a new Personal Code. To edit user names and routing sub-addresses, perform the following procedure.

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

- 2** Press the [User Tools] key.

- 3** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ←/→
```

- 4** Press the [OK] key.

- 5** Press [2][2][2][2], and then press the [OK] key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  to display "11. Personal Code".

```
Key OP. Tools:
11.Personal Code  ←/→
```

- 7** Press the [OK] key.

- 8** Press the [OK] key.

## Key Operator Settings

- 9** Press **◀** or **▶** to display the Personal Code for the user name or routing sub-address you want to change.

```
Program?      ←/OK
12345678:ABC COMPANY
```

- 10** Press the **[OK]** key.  
**11** Enter the user name.

```
Name:[ABC] Press OK
DEF COMPANY_|||||
```

- 12** Press the **[OK]** key.  
**13** If you want to change or register a SUB Routing, press **◀** or **▶** and select "Yes". If you do not want to change or register a SUB Routing, select "No".

```
SUB Routing  ←/OK
Yes [No]
```

If you selected "No", go to step **10**.

- 14** Press the **[OK]** key.  
**15** Specify the registered sub-address using a Quick Dial key or Speed Dial key.

```
Specify a Quick Dial
or Speed Dial
```

When specifying a Quick Dial:

- 1** Press the Quick Dial where the routing sub-address is registered.

When specifying a Speed Dial:

- 1** Press the **[Speed Dial/Tel Directory]** key.  
**2** Enter the number (00 to 99) registered as the routing sub-address with the number keys.

- 16** Press the **[OK]** key.  
 If you want to edit another Personal Code, repeat the above steps from step **7**.

- 17** Press the **[User Tools]** key.  
 The machine returns to standby mode.

## Deleting a Personal Code

To delete a Personal Code, perform the following procedure.

- 1** Make sure that the machine is in standby mode.  
**2** Press the **[User Tools]** key.  
**3** Press **◀** or **▶** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ←
```

- 4** Press the **[OK]** key.  
**5** Press **[2][2][2][2]**, and then press the **[OK]** key.  
**6** Press **◀** or **▶** to display "11. Personal Code".

```
Key Op. Tools:
11.Personal Code ←
```

- 7** Press the **[OK]** key.

- 8** Press **◀** or **▶** to display "2. Delete".

```
Personal Code:
2.Delete
```

- 9** Press the **[OK]** key.
- 10** Press **◀** or **▶** to display the Personal Code you want to delete.

```
Delete?      /OK
12345678:DEF COMPANY
```

- 11** Press the **[OK]** key.
- The Personal Code is deleted.
- If you want to delete another Personal Code, repeat the above steps from step **8**.

- 12** Press the **[User Tools]** key.
- The machine returns to standby mode.

## Printing the Personal Code List

Print the Personal Code list to confirm the names and codes of registered users.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **◀** or **▶** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.

- 6** Press **◀** or **▶** to display "11. Personal Code".

```
Key Op. Tools:
11.Personal Code
```

- 7** Press the **[OK]** key.
- 8** Press **◀** or **▶** to display "3. Print List".

```
Personal Code:
3.Print List
```

- 9** Press the **[OK]** key.
- 10** Press the **[Start]** key.
- The list is printed.

- 11** Press the **[User Tools]** key.
- The machine returns to standby mode.

## Restricted Access

Use this feature to limit transmission and copying to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit or copy documents.

The Restricted Access feature makes it possible to monitor machine usage by user or department.

### Note

- The Restricted Access feature makes it possible to monitor machine usage by user or department.
- Restricted Access is turned on or off with the User Parameters. The factory default setting is "Off". See P.95 "User Parameters" (switch 05, bit 4).

## Key Operator Settings

- When restricted Access is turned on, the machine returns to the state where access restrictions become effective in the following situations.
  - When a certain amount of time elapses without any operation after entering a Personal Code
  - When a previously set document is removed
  - When the current operation is completed
- Restricted Access does not affect reception of documents, and incoming faxes are printed as they are received. Fax settings can also be changed regardless of whether Restricted Access is enabled.

### 1 Check that the Restricted Access display is shown.



Pers. Code:  
[■■■■■■■■■■]

### 2 Enter a Personal Code (up to 8 digits).

#### Note

- If you make a mistake, press the **[Clear]** key and try again.

### 3 Press the **[OK]** key.

#### Note

- If the Personal Code entered has not been registered, a warning message appears and the screen will return to step 1.
- When Restricted Access is turned on, entering a Personal Code automatically changes the transmission mode to Personal Code transmission. See P.4 "Personal Codes".

## ISDN Local Directory Number Routing

This function uses Personal Codes to transmit fax images received via an ISDN line.

#### Limitation

- This function can only be used when the fax machine is connected to the Internet via an ISDN line.
- ISDN Local Directory Number routing allows multiple telephone numbers to be used on a single line. By registering a particular ISDN local directory number (receiver ID) as a Personal Code and specifying it as the destination routing mail address, fax images sent to that receiver ID are transmitted as E-mail to that address.

#### Note

- The following settings must be made when using the ISDN Local Directory Number routing function.
  - The destination routing mail address must be programmed as a Quick Dial or Speed Dial. See the NIC FAX KIT manual or PDU KIT manual.
  - The Local Directory Number (LDN) of the ISDN line must be registered as G4 Own Number. See P.112 "ISDN G3/G4".

## ID Code

Use this procedure to register the following kinds of ID Code:

### Important

- ❑ You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.
- ❑ You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the **[Clear]** key and re-enter the ID Code.

### ◆ Polling ID

This ID is required for using the Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception, and Closed Network Transmission.

### ◆ Confidential ID

This ID is usually required for printing a message received with the Confidential Reception feature. See P.20 "Printing a Confidential Fax Message".

### ! Limitation

- ❑ If you do not register a Confidential ID, you cannot receive messages sent using Confidential Transmission.
  - A Polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
  - You cannot enter a 4-digit number string already registered as a Personal Code.

### ◆ Memory Lock ID

This ID is required for printing a message received using the Memory Lock feature. See P.21 "Printing a Memory-locked Message".

## Registering ID Codes

To register ID Codes, perform the following procedure.

The following example uses Confidential ID.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "12. ID Code".

```
Key OP. Tools:
12.ID Code  ⏪
```

- 7** Press the **[OK]** key.
- 8** Press **⏪** or **⏩** to display "2. Confidential ID".

```
ID Code:
2.Confidential ID  ⏪
```

## Key Operator Settings

---

**9** Press the **[OK]** key.

**10** Enter the **Confidential ID (4-digits)** with the number keys.

If you make a mistake, press the **[Clear]** key and try again.

```
Confidential ID: /OK  
ID[4666]
```

**11** Press the **[OK]** key.

If you want to enter another item, repeat the above steps from step **9**.

**12** Press the **[User Tools]** key.

The machine returns to standby mode.



## Line Type

You must register the Line Type before you connect the machine to the line.

### Note

- By default, Line Type is set to "Tone".
- This setting has no effect if your fax machine is connected to only an ISDN line.

### Limitation

- This function will not work if your machine is connected to ISDN only.
  - If you do not correctly set the Line Type, you will be able to receive messages, but you may not be able to send them.
  - If you do not know the type of line you are connected to, select "Tone" and dial a trial number. If the connection was successful, your Line Type is "Tone", if it did not, set the Line Type to "Pulse" and dial a trial number. If the connection was successful, your Line Type is "Pulse".

To register the Line Type, perform the following procedure.

### Note

- You can edit the registered Line Type by performing the steps for registering the Line Type in the following procedure.

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

**2** Press the [User Tools] key.

**3** Press ◀ or ▶ to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ◀ or ▶ to display "13. Line Type".

```
Key OP. Tools:
13.Line Type
```

**7** Press the [OK] key.

**8** Press ◀ or ▶ and select "Tone" or "Pulse".

```
Line Type: /OK
Pulse [Tone]
```

**9** Press the [OK] key.

**10** Press the [User Tools] key.

The machine returns to standby mode.

## Select Line

When your machine is connected through a PABX, change the Select Line setting to Extension. If it is connected directly to the telephone network, leave it set to Outside.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪⏩
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "14. Select Line".

```
Key OP. Tools:
14.Select Line  ⏪⏩
```

- 7** Press the **[OK]** key.
- 8** Press **⏪** or **⏩** and select "Extension" or "Outside".

```
Select Line  ⏪⏩/OK
Extension [Outside]
```

- 9** Press the **[OK]** key.  
"Function Accepted" is displayed on the screen.
- 10** Press the **[User Tools]** key.  
The machine returns to standby mode.

## PSTN Access Number

Use this setting to save having to enter a pause after the outside line access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

### ⚠ Limitation

- Outside line access numbers can be up to 2 digits long.
- This feature does not work when using On Hook mode, when using the optional handset, or when dialing from an external telephone.

After you have registered an outside line access number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".

To register an outside line access number perform the following procedure.

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

**2** Press the [User Tools] key.

**3** Press ⏪ or ⏩ to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ⏪ or ⏩ to display "15. PSTN Access No.".

```
Key OP. Tools:
15.PSTN Access No. ⏪
```

**7** Press the [OK] key.

**8** Enter the outside line access number (2-digits) with the number keys.

If you make a mistake, press the [Clear] key and try again.

```
PSTN Access No. : /OK
[00]
```

**9** Press the [OK] key.

"Programmed" is displayed on the screen.

**10** Press the [User Tools] key.

The machine returns to standby mode.

## Transfer Report

Follow these steps to store the fax number of the line your machine is connected to as the return address when making transfer requests.

When you make a Transfer Request from this machine, this number is passed to the transfer station. The transfer station then sends back the Transfer Result Report to this fax number.

You can store the following settings:

- G3 Fax Number
- G3 Extension Number
- G4 Fax Number

### Limitation

- If the line is being used, you cannot register or edit these settings. Please wait until the communication has finished.

### Note

- Transfer request transmission will not function unless the return address is stored.
  - When sending to Transfer Stations, you need to register the telephone number to which your machine is connected so that the transfer station can return the Transfer Result report to you. Be sure to enter a pause after the area code.
  - With G3 fax communication you can enter up to 16 digits, and with G4 fax communication you can enter up to 29 digits.
  - When registering a G3 extension as a fax number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".

To register Transfer Request return addresses, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the [User Tools] key.
- 3** Press ◀ or ▶ to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪
```

- 4** Press the [OK] key.
- 5** Press [2][2][2][2], and then press the [OK] key.
- 6** Press ◀ or ▶ to display "16. Transfer Report".

```
Key OP. Tools:
16.Transfer Report ⏪
```

- 7** Press the [OK] key.
- 8** Press ◀ or ▶ to display the line you want to register a fax number for.

```
Transfer Report:
1.G3  ⏪
```

- 9** Press the [OK] key.

**10 Enter the fax number with the number keys.**

If you make a mistake, press the **[Clear]** key and try again.

For G3 fax communication

```
G3:          Press OK
[1-234-567-8900_] ]
```

For G4 fax communication

```
G4:          Press OK
[1-234-567-8900_] ]
```

For internal fax numbers

```
Exention:   Press OK
[1-234-567-8900_] ]
```

**Note**

- When registering a sub-address, press the User Function key to which the dial option or sub-address is registered, then enter the 4-digit sub-address.
- You can delete the cursor at the position of the flashing cursor by pressing the **[Clear]** key. If there is no character at the cursor position, the character to the left of the cursor is deleted.

**11 Press the [OK] key.**

The fax number is registered.

To register another fax number, repeat the above steps from step **8**.

**12 Press the [User Tools] key.**

The machine returns to standby mode.

## ISDN G3/G4

You must set the following items when your machine is connected to ISDN.

- G4 Sub-Address Information
- G4 Own Number
- G4 SPID (G4 Own Number 2)
- G4 Sub-Address
- I-G3 Fax Number
- I-G3 Own Number
- I-G3 SPID (I-G3 Own Number 2)
- I-G3 Sub-Address

G4 Sub-Address Information, G4 Own Number, G4 SPID (G4 Own Number 2), and the G4 Sub-Address must be set when using G4 communications.

I-G3 Fax Number, I-G3 Own Number, I-G3 SPID (I-G3 Own Number 2), and the I-G3 Sub-Address must be set when using G3 communications.

### ❖ Programming the G4 Sub-address Information

If your machine uses Group 4 mode through the ISDN, G4 sub-address information appears on the other terminal's display and is printed in reports.

- You can store digits and pauses as the G4 Own Number.

### ❖ Programming G4 Own Number

Program the G4 Own Number for ISDN.

Separate the telephone number itself from the area or exchange code by inserting a pause.

#### Note

- This must be programmed when your machine is connected to ISDN.

### ❖ Programming G4 SPID (G4 Own Number 2)

When you have two units connected to the same line, enter the I-G4 SPID number.

If "ISDN Directory Number Select (SPID)" in the User Parameters is turned off, the display shows "G4 Own Number 2" instead of "G4 SPID". These settings are identical.

### ❖ Programming the G4 Sub-address

When multiple terminals (faxes, digital phones, and so on) are connected to the same line, program a sub-address for each terminal.

#### Note

- You can enter up to 4 digits.
- You can enter numbers from 0 to 9999.

### ❖ Programming the I-G3 Fax Number

If your machine uses Group 3 mode through the ISDN, the G3 sub-address appears on the other terminal's display and is printed in reports.

- You can store digits and pauses as the G3 Own Number.

#### Note

- You can enter numbers, the + symbol, and spaces.
- You can enter up to 20 digits.

### ❖ Programming I-G3 Own Number

You must program I-G3 Own Number.

### ❖ Programming I-G3 SPID (I-G3 Own Number 2)

When you have two units connected to the same line, enter the I-G3 SPID number.

If "ISDN Directory Number Select (SPID)" in the User Parameters is turned off, the display shows "I-G3 Own Number 2" instead of "I-G3 SPID". These settings are identical.

### ❖ Programming the I-G3 Sub-address

When multiple terminals (faxes, digital phones, and so on) are connected to the same line, program a sub-address for each terminal.

#### Note

- You can enter up to 4 digits.
- You can enter numbers from 0 to 9999.

## Storing ISDN Telephone Numbers

You must be careful to select the correct signaling type (Group 3 or Group 4) when dialing, or when storing a telephone number as a Quick Dial or Speed Dial.

To register G4 sub-address information, perform the following procedure.

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

**2** Press the [User Tools] key.

**3** Press  $\odot$  or  $\ominus$  to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏏
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press  $\odot$  or  $\ominus$  to display "17. ISDN G3 / G4".

```
Key Op. Tools:
17. ISDN G3/G4  ⏏
```

**7** Press the [OK] key.

To register G4 Terminal ID

**1** Confirm that "1. G4 Terminal ID" is displayed.

```
ISDN G3/G4:
1.G4 Terminal ID  ⏏
```

**2** Press the [OK] key.

**3** Enter your country code.

If you make a mistake, press the [Clear] key and try again.

```
CountryCode:Press OK
[0000]
```

**4** Press the [OK] key.

**5** Enter the fax number.

If you make a mistake, press the [Clear] key and try again.

```
Fax Number: Press OK
[012345678901]
```

**6** Press the [OK] key.

**7** Enter the name.

If you make a mistake, press the [Clear] key and try again.

```
Name:[ABC]      OK
[ABC COMPANY_#####]
```

**8** Press the [OK] key.

G4 sub-address information is registered.

## Key Operator Settings

## To register G4 Own Number

- 1 Press **⏪** or **⏩** to display "2. G4 Own Number".

```
ISDN G3/G4:
2.G4 Own Number  ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter the telephone number.  
If you make a mistake, press the **[Clear]** key and try again.

```
G4 Own No.: Press OK
1-234-567-8900_#####
```

- 4 Press the **[OK]** key.  
G4 Own Number is registered.

## To register G4 SPID (G4 Own Number 2)

- 1 Press **⏪** or **⏩** to display "3. G4 SPID".

```
ISDN G3/G4:
3.G4 SPID  ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter the telephone number.  
If you make a mistake, press the **[Clear]** key and try again.

```
G4 SPID: Press OK
1-234-567-8901_#####
```

- 4 Press the **[OK]** key.  
G4 SPID is registered.

## To register the G4 Sub-address

- 1 Press **⏪** or **⏩** to display "4. G4 Sub-address".

```
ISDN G3/G4:
4.G4 Sub-address  ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter the sub-address (up to 4 digits).  
If you make a mistake, press the **[Clear]** key and try again.

```
G4 Sub-add.: Press OK
[1234]
```

- 4 Press the **[OK]** key.  
The G4 sub-address is registered.

## To register I-G3 Own Fax Number

- 1 Press **⏪** or **⏩** to display "5. I-G3 Own Fax No.".

```
ISDN G3/G4:
5.I-G3 Own Fax No. ⏪
```

- 2 Press the **[OK]** key.
- 3 Enter your country code, area code (minus the leading zero), and your fax number in that order.

If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 No.: /OK
012345678901_#####
```

- 4 Press the **[OK]** key.  
The I-G3 fax number is registered.



---

 To register I-G3 Own Number
 

---

- ① Press **⏪** or **⏩** to display "6. I-G3 Own Number".

```
ISDN G3/G4:
6.I-G3 Own Number
```

- ② Press the **[OK]** key.

When G4 Own Number is already registered, the telephone number registered for G4 Own Number is displayed.

- ③ Enter the telephone number.

If you entered the same telephone number registered for G4 Own Number, go to step ④.

If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 Own No. : /OK
1-234-567-8900
```

- ④ Press the **[OK]** key.

I-G3 Own Number is registered.

---

 To register I-G3 SPID (I-G3 Own Number 2)
 

---

- ① Press **⏪** or **⏩** to display "7. I-G3 SPID".

```
ISDN G3/G4:
7.I-G3 SPID
```

- ② Press the **[OK]** key.

- ③ Enter the telephone number.

If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 SPID: Press OK
1-234-567-8901
```

- ④ Press the **[OK]** key.

I-G3 SPID is registered.

---

 To register the I-G3 Sub-address
 

---

- ① Press **⏪** or **⏩** to display "8. I-G3 Sub-address".

```
ISDN G3/G4:
8.I-G3 Sub-address
```

- ② Press the **[OK]** key.

- ③ Enter the sub-address (up to 4 digits).

If you make a mistake, press the **[Clear]** key and try again.

```
I-G3 Sub-add. : /OK
[1234]
```

- ④ Press the **[OK]** key.

The I-G3 sub-address is registered.

- ⑧ Press the **[User Tools]** key.

The machine returns to standby mode.

## Editing ISDN Telephone Numbers

To edit telephone numbers that are already registered, perform the following procedure.

The following example uses G4 Own Number.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "17. ISDN G3 / G4".

```
Key OP. Tools:
17.ISDN G3/G4  ⏪
```

- 7** Press the **[OK]** key.
- 8** Press **⏪** or **⏩** to display "2. G4 Own Number".

```
ISDN G3/G4:
2.G4 Own Number  ⏪
```

- 9** Press the **[OK]** key.

- 10** Press the **[Clear]** key and enter the correct telephone number.

If you make a mistake, press the **[Clear]** key and try again.

```
G4 Own No. : Press OK
1-234-567-8901_ █
```

- 11** Press the **[OK]** key.  
The number is changed.
- 12** Press the **[User Tools]** key.  
The machine returns to standby mode.

## Deleting ISDN Telephone Numbers

To delete telephone numbers that are already registered, perform the following procedure.

The following example uses I-G3 Own Number.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "17. ISDN G3 / G4".

```
Key OP. Tools:
17.ISDN G3/G4  ⏪
```

**7** Press the **[OK]** key.

**8** Press **[←]** or **[→]** to display "6. I-G3 Own Number".

```
ISDN G3/G4:
6.I-G3 Own Number
```

**9** Press the **[OK]** key.

**10** Press the **[Clear]** key.

**11** Press the **[OK]** key.

The number is deleted.

**12** Press the **[User Tools]** key.

The machine returns to standby mode.

## Network

Use of this function requires a network card installed in the fax machine. For details about settings, please refer to the NIC FAX KIT manual.

 **Note**

- If you purchased your fax machine without a network card, the optional NIC FAX KIT can be installed in your machine at any time.

## Dialup

Use of these settings requires the optional PDU KIT Type 210.

Adjust these settings to set up the Internet Fax feature.

For details, please refer to the PDU KIT manual.

### ! Limitation

- The optional PDU KIT cannot be installed in a machine that is equipped with a NIC FAX KIT.

## Key Layout

You can change the layout of characters assignments to Quick Dial keys used for entering characters. Two different layouts are provided, the QWERTY layout and the ABC layout. With the QWERTY layout, the letters are assigned in the same order as on the keyboard of a typewriter. With the ABC layout, they are arranged in alphabetical order.

### Note

- If you change the layout of the keyboard, print out a new Quick Dial Label and place it on the keyboard.

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

**2** Press the [User Tools] key.

**3** Press ⏪ or ⏩ to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪⏩
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ⏪ or ⏩ to display "19. Key Layout".

```
Key OP. Tools:
19.Key Layout  ⏪⏩
```

**7** Press the [OK] key.

**8** Press ⏪ or ⏩ and select "ABC-DEF" or "QWERTY".

```
Key Layout:  ⏪⏩/OK
[QWERTY]
```

**9** Press the [OK] key.

The layout is programmed.

**10** Press the [User Tools] key.

The machine returns to standby mode.

## Memory Option

This function can only be used when a network interface card is installed in the fax machine. For details about settings, please refer to the NIC FAX KIT manual.

 **Note**

- If your fax machine is not equipped with a network card, you can have a NIC FAX KIT installed at any time. If your machine is equipped with the PDU KIT, you cannot install a network card.

## Memory File Transfer

Follow this procedure if you want to send all messages currently stored in memory to another fax and have them printed out there (for example, if your machine cannot print for some reason).

Use of this feature requires the optional Memory Card. For details on settings, see Chapter 3, "Memory Option" in the NIC FAX KIT manual.

### Limitation

- You cannot choose an e-mail address as the forwarding destination.
- Even if a transmission error occurs, messages are not resent.

### Note

- All messages are sent in a single transmission.
- All documents are not erased from memory regardless of whether forwarding was successful or not.
- Details of the forwarding operation are not printed in the Journal.

To transfer all of the messages currently stored in memory, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the [User Tools] key.
- 3** Press  $\leftarrow$  or  $\rightarrow$  to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⬅➡
```

- 4** Press the [OK] key.

- 5** Press [2][2][2][2], and then press the [OK] key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  to display "21. Mem. File Trans.".

```
Key OP. TOOLS:
21.Mem.File Trans. ⬅➡
```

- 7** Press the [OK] key.

If no files are available, "No Files Exist" is displayed.

- 8** Enter the transfer destination's fax number with the number keys.

```
Enter No.Press Start
0123456789_■■■■■■■■■■
```

- 9** Press the [Start] key.

File transfer starts.

Once file transfer has finished, the machine returns to standby mode.



## Margin Adjust

If image positioning needs to be adjusted slightly, adjust the margins for the appropriate tray (the main paper tray, the optional second cassette, or the optional bypass feeder).

- You can adjust the paper 13 steps up or down, left or right.
- You can adjust the position of the printed image in 0.5 mm steps.

To adjust margins, perform the following procedure.

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

**2** Press the [User Tools] key.

**3** Press ◀ or ▶ to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ▸
```

**4** Press the [OK] key.

**5** Press [2][2][2][2], and then press the [OK] key.

**6** Press ◀ or ▶ to display "22. Margin Adjust".

```
Key Op. Tools:
22.Margin Adjust  ▸
```

**7** Press the [OK] key.

**8** Press ◀ or ▶ to display the tray you want to adjust the margins for.

```
Margin Adjust:
1.Cassette 1  ▸
```

**Note**

- The optional lower cassette is displayed as "Cassette 2", and the optional bypass feeder as "Bypass".

**9** Press the [OK] key.

**10** Press ◀ or ▶ and select "1. Top Margin" or "2. Left Margin".

```
Cassette 1:
1.TOP Margin  ▸
```

**Note**

- You can view the margins by using ◀ or ▶ to select "3. Test Print", and then pressing the [OK] key.

**11** Press the [OK] key.

**12** Press ◀ or ▶ and adjust the margins.

Press the ◀ key to move the arrow (▼) to the left and reduce the image.

Press the ▶ key to move the arrow (▼) to the right and enlarge the image.

```
Cassette 1:TOP  ▸/OK
-          ▼          +
```

## Key Operator Settings

---

### **3** Press the **[OK]** key.

The margins are set.

If you want to adjust a margin for the same tray, repeat the process from step **1**. If you want to adjust a margin for another tray, press the **[Cancel]** key, and then repeat the procedure from step **3**.

### **4** Press the **[User Tools]** key.

The machine returns to standby mode.

## RDS On/Off

If your machine has a problem, a service technician can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS (Remote Diagnostic System) to change some of your machine's settings if you request it.

For RDS to work, you must switch it on before the service technician starts the RDS operation on your machine.

For some RDS operations, it may be necessary for you to stay near the machine.

Make sure that the machine is in standby mode.

**1** Press the **[User Tools]** key.

**2** Press the **⏪** or **⏩** key to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

**3** Press the **[OK]** key.

**4** Press **[2][2][2][2]**, and then press the **[OK]** key.

**5** Press the **⏪** or **⏩** key to display "23. RDS On/Off".

```
Key Op. Tools:
23.RDS On/Off  ⏪
```

**6** Press the **[OK]** key.

```
RDS On/Off:  ⏪/OK
[On]  Off
```

**7** Press the **⏪** or **⏩** key to select "On".

**8** Press the **[OK]** key.

The message "Function Accepted" flashes briefly in the display.

## System Parameter Transmission

This feature sends information about the condition of your machine to your nearest service representative. Follow these steps when your service representative requests you to.

### Important

- This information is sent to the destination that has been registered in your machine by a customer engineer.
  - The list is sent from memory straight to your nearest service representative.

To send a System Parameter Transmission, perform the following procedure.

- 1** Make sure that the machine is in standby mode.
- 2** Press the **[User Tools]** key.
- 3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  ⏪⏩
```

- 4** Press the **[OK]** key.
- 5** Press **[2][2][2][2]**, and then press the **[OK]** key.
- 6** Press **⏪** or **⏩** to display "24. System Param. TX".

```
Key OP. Tools:
24.System Param.TX⏪⏩
```

- 7** Press the **[OK]** key.

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

The destination fax number set by the customer engineer is displayed.

Once transmission has finished, the machine returns to standby mode.

## 8. Troubleshooting

### Printing the Help List

Press the **[Help]** key to print a copy of the Help List which contains brief descriptions about the following features:

- Immediate/Memory Transmission
- Canceling Memory Transmission
- Programming/Clearing Quick Dials
- Printing lists of Quick Dials and User Function keys
- Programming/Clearing Speed Dials
- Printing the Speed Dial List
- Printing the Journal
- Printing the Quick Dial Key Label

## Troubleshooting

## Clearing a Copy, Fax, or Print Jam

When "Clear Misfed Paper" is displayed, follow this procedure to solve the problem.

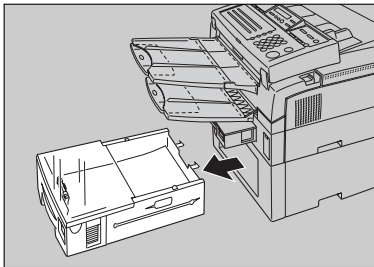
 **Note**

- To clear jams in the main paper tray, see Chapter 4, "Clearing a Document Jam" in the Basic Features manual.

### Clearing a Jam in the Optional Second Cassette

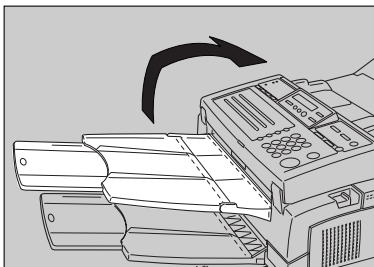
To clear jams in the optional second cassette, perform the following procedure.

- 1** Remove the optional second cassette and place it on a flat surface.



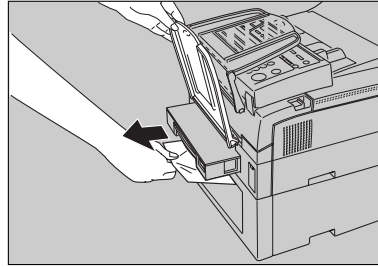
ZCKY290N

- 2** Lift the document delivery tray in the direction of the arrow.



ZCJY190J

- 3** Hold up the print delivery tray and remove any jammed paper.

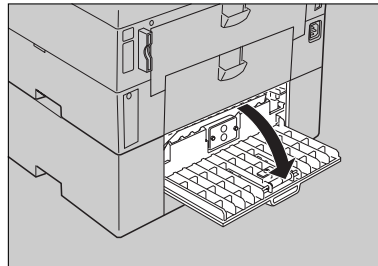


ZCKY310N

 **Note**

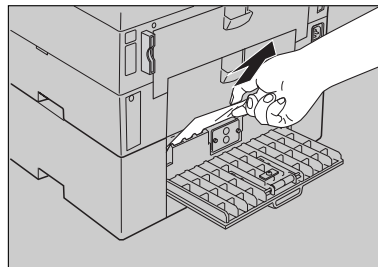
- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

- 4** Open the lower rear cover.



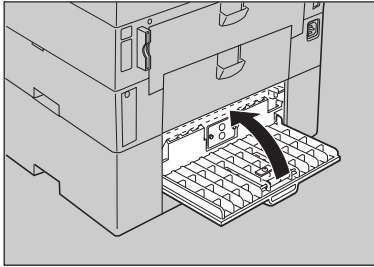
ZCKY340N

- 5** Remove any jammed paper.



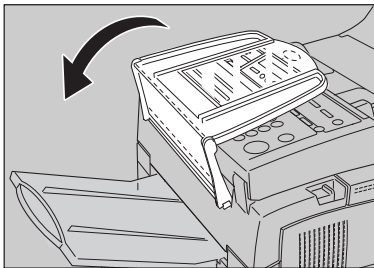
ZCKY350N

- 6** Push the lower rear cover closed until you hear it click into place.



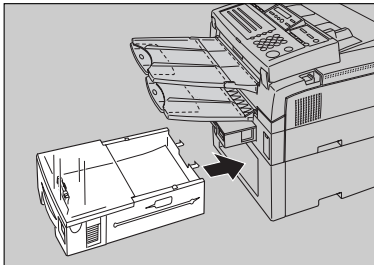
ZCKY380N

- 7** Replace the document delivery tray.



ZCKY210N

- 8** Replace the optional second cassette.

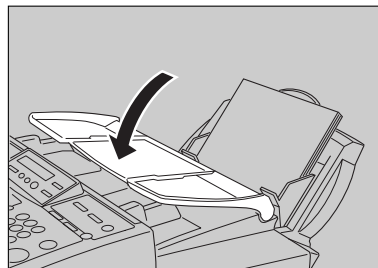


ZCKY330N

## Clearing a Jam in the Optional Bypass Feeder

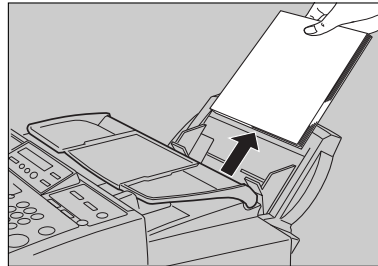
To clear jams in the optional bypass feeder, perform the following procedure.

- 1** Pull the document table toward the front of the machine.



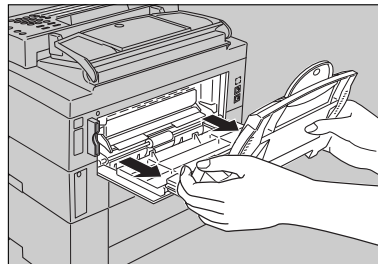
ZCJY370J

- 2** Remove any remaining paper.



ZCKY380N

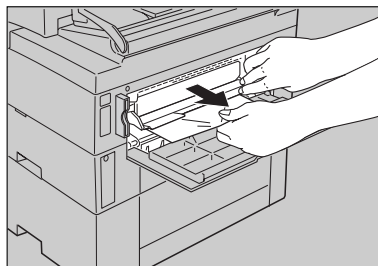
- 3** Remove the bypass feeder.



ZCKY390N

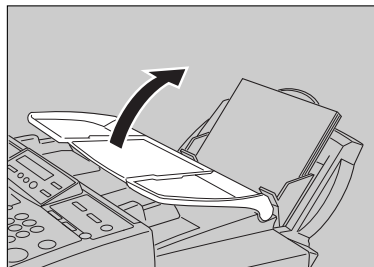
## Troubleshooting

**4** Remove any jammed paper.



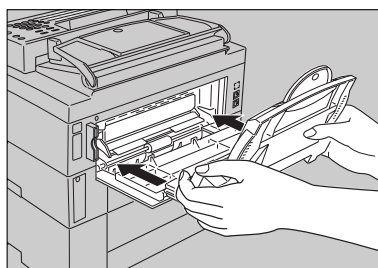
ZCKY400N

**7** Replace the document table to its original position.



ZCJY430J

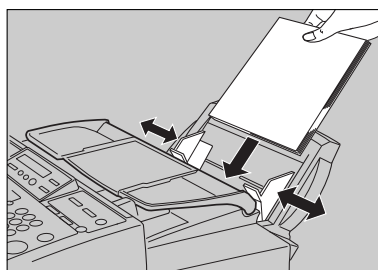
**5** Lift up the feeder and insert it into the fax machine.



ZCKY410N

**8**

**6** Square the edges of the paper and load it face down into the feeder.



ZCKY420N



## Reading Reports

You can obtain reports from your machine either by having your machine print them out automatically, or by printing them out yourself.

### Error Report (Turned On/Off by a Service Technician)

This report is printed after each unsuccessful communication. The communication failure report is printed after a job has been completed. And at the end, it prints a communication failure or transmission result report. Check it, and retransmit any pages that were not sent. If a particular problem continues or gets worse, keep the error reports for the service technician.

### Power Failure Report

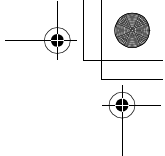
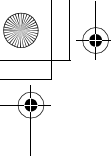
This report is printed if the machine's power was off for long enough to erase files from the memory. The report gives details of the files that were lost. With this information, you may store messages for transmission again, and contact the senders of any received messages that were lost.

#### Important

- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.

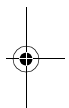
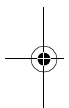
#### Note

- Phone numbers stored in Quick/Speed/Groups are not lost.

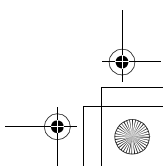
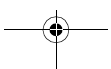
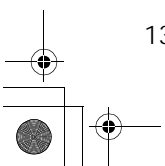


## Troubleshooting

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8



# 9. Maintaining Your Machine

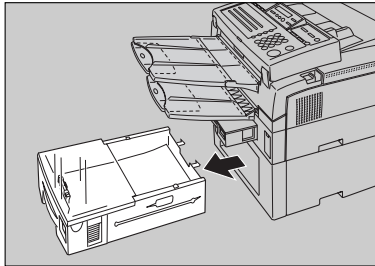
## Loading Paper in the Second Cassette

The following procedure describes how to load paper in the optional second cassette.

- 1 Pull out the paper cassette and place it on a flat surface.**

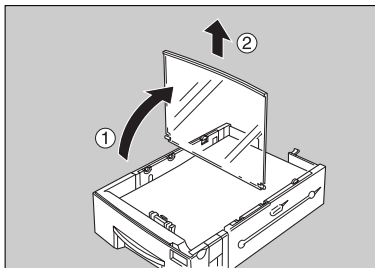
**Note**

- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.



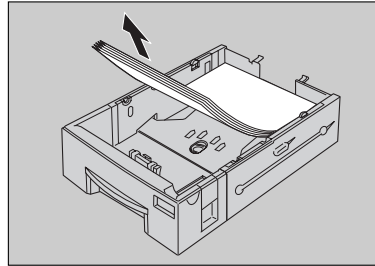
ZCKY290N

- 2 Lift up the cassette cover and remove it.**



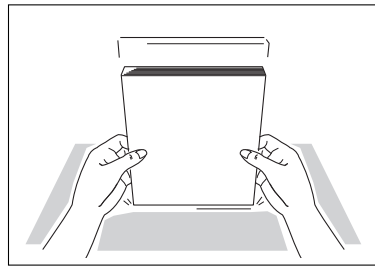
ZCKY610N

- 3 Remove any remaining paper.**



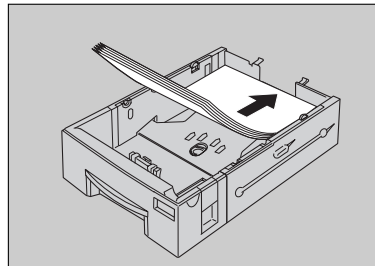
ZCKY620N

- 4 Prepare a stack of blank paper. For smoother operation, square the edges.**



TST5010N

- 5 Load the paper into the cassette.**



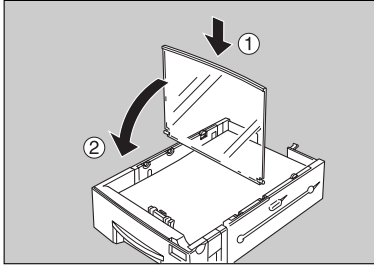
ZCKY630N

## Maintaining Your Machine

### 6 Replace the cassette cover.

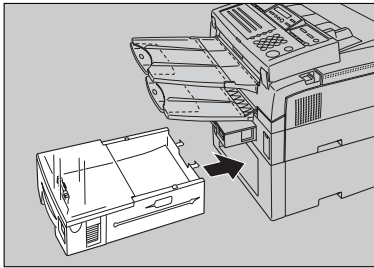
**Note**

- The frosted side of the cover must face up when closed.



ZCKY640N

### 7 Replace the cassette. Push it in firmly until you hear it click into place.



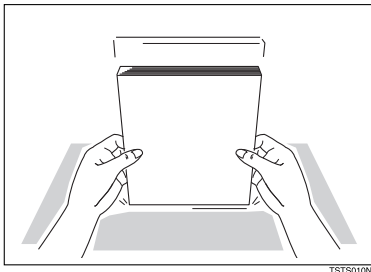
ZCKY330N

9

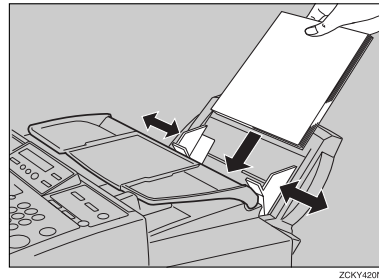
## Loading Paper in the Optional Bypass Feeder

**1** Remove any paper remaining in the feeder.

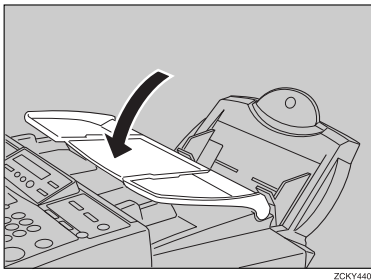
**2** Prepare a stack of blank paper. For smoother operation, square the edges.



**4** Place the paper stack in the feeder.



**3** Lift back the document table.



**Note**

- You cannot set paper smaller than ISO A5  $\square$  (8.27 × 5.85 in).

## Maintaining Your Machine

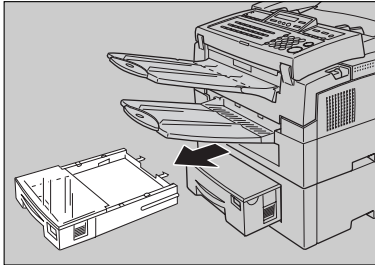
## Changing the Paper Size in the Main Cassette

This example explains how to switch to A4 size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

**Note**

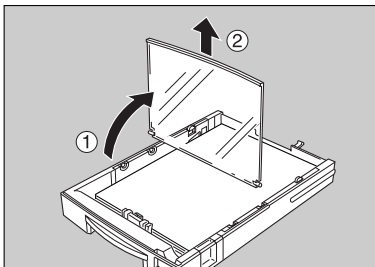
- Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

- 1** Pull out the paper cassette and place it on a flat surface.



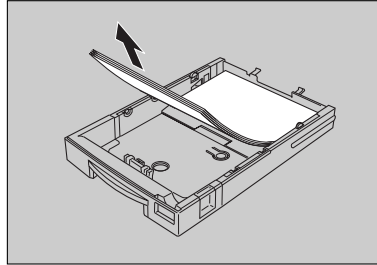
ZCKY180N

- 2** Lift up the cassette cover and remove it.



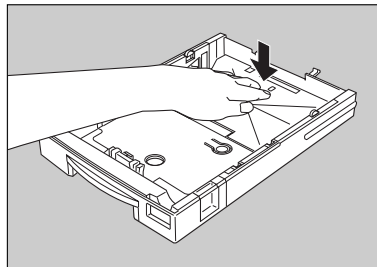
ZCKY470N

- 3** Remove any remaining paper.



ZCKY490N

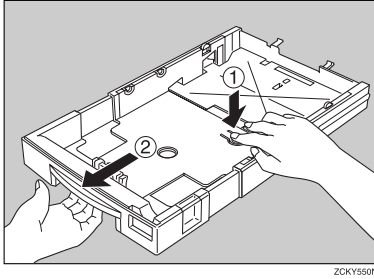
- 4** If this is the main cassette and the metal base plate is raised, push it firmly down until you hear it click into place.



ZCKY040N

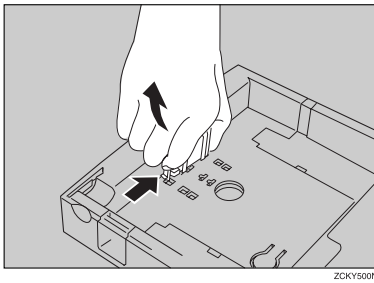
### How to Change to Legal Size

- 1 Press the tray extension release tab ①, then extend the tray by pulling on the front handle ②.

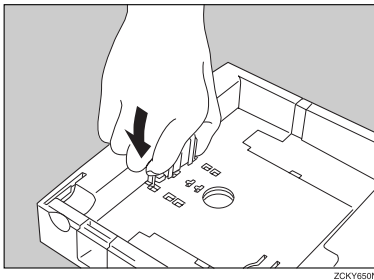


### How to Change To A4 Size

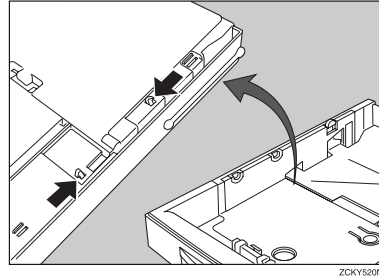
- 1 Squeeze the green end plate slightly and remove it.



- 2 Insert the end plate into the A4 slot as shown.



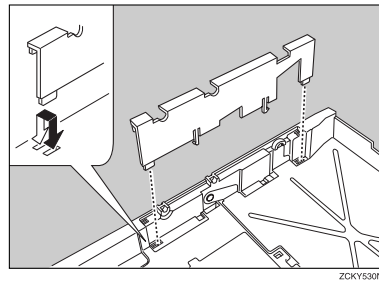
- 3 Remove the side rail. (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it.)



- 4 Replace the side rail in the A4 slots.

#### Note

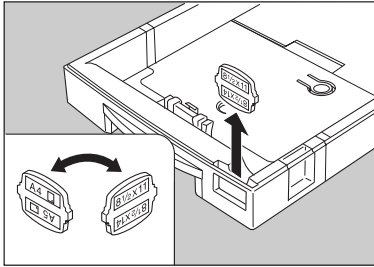
- There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit into the inner set of slots.



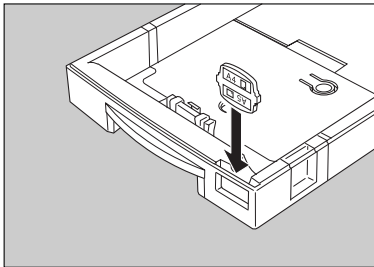
- 5 Repeat steps ② and ③ for the other rail.

Maintaining Your Machine

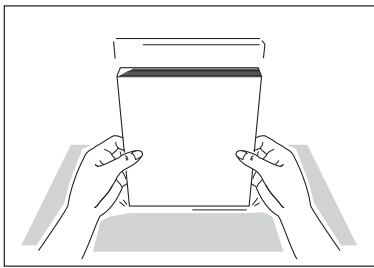
- 5** Remove the paper size plate located at the front of the cassette.



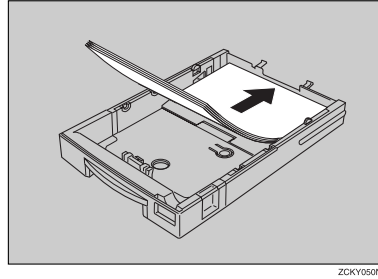
- 6** Replace the plate, orienting it so that the appropriate paper size symbol is visible in the window at the front of the cassette.



- 7** Prepare a stack of blank paper. For smoother operation, square the edges.



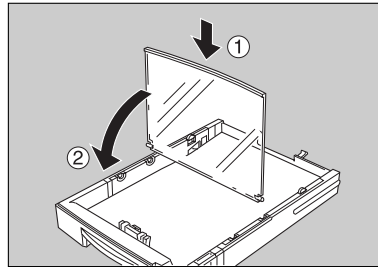
- 8** Load the paper into the cassette.



- 9** Replace the cassette cover.

**Note**

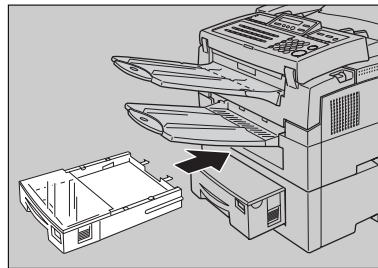
- The frosted side of the cover must face up when closed.



- 10** Replace the cassette. Push it in firmly until you hear it click into place.

**Note**

- It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.





**ⓘ** Before you can use it, you must change the paper size setting for this cassette using "Paper Size" function. See P.68 "Changing the Paper Size Setting".

## Maintaining Your Machine

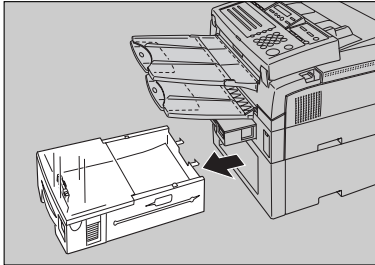
## Changing the Paper Size in the Optional Second Cassette

This example explains how to switch to A4 size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the cassette.

**Note**

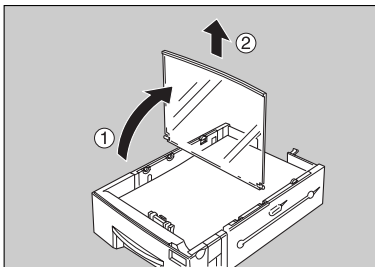
- ❑ Remove any paper that may have dropped inside the machine in the area vacated by the paper cassette.

**1** Pull out the paper cassette and place it on a flat surface.



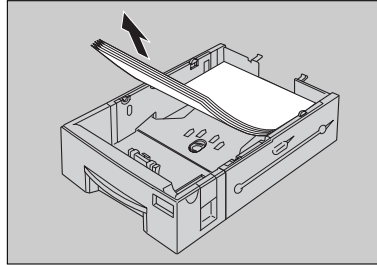
ZCKY290N

**2** Lift it up the cassette cover and remove it.



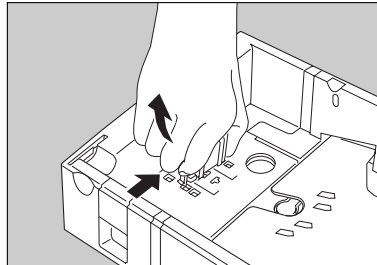
ZCKY810N

**3** Remove any remaining paper.



ZCKY620N

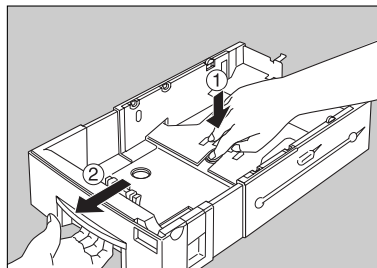
**4** Squeeze the green end plate slightly and remove it.



ZCKY670N

### How to Change to Legal Size

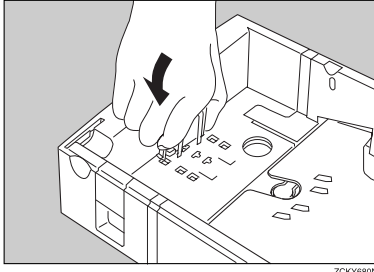
**1** Press the tray extension release tab ①, then extend the tray by pulling on the front handle ②.



ZCJC040N

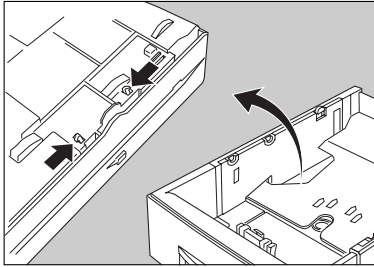
### How to Change to A4 Size

- 1 Insert the end plate into the A4 slot as shown.



ZCKY680N

- 2 Remove the side rail. (Squeeze in one of the plastic tabs on the underside of the cassette to loosen it.)

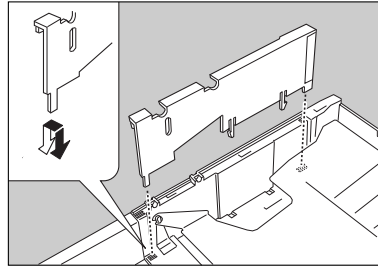


ZCKY690N

- 3 Replace the side rail in the A4 slots.

#### Note

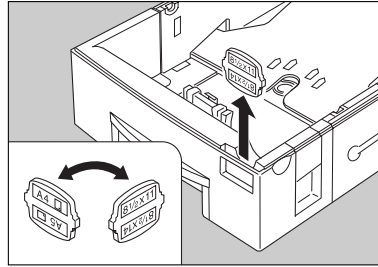
- There are two sets of slots and they are marked on the base. Make sure that the upper and lower tabs on the rail both fit into the inner set of slots.



ZCKY700N

- 4 Repeat steps 3 and 4 for the other rail.

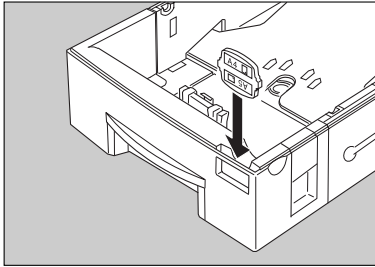
- 5 Remove the paper size plate located at the front of the cassette.



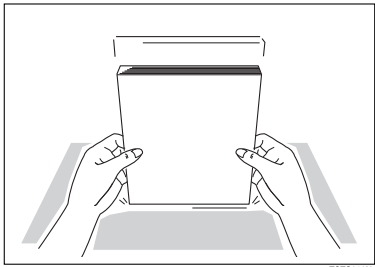
ZCKY710N

Maintaining Your Machine

- 6** Replace the plate, orienting it so that the appropriate paper size symbol is visible in the window at the front of the cassette.

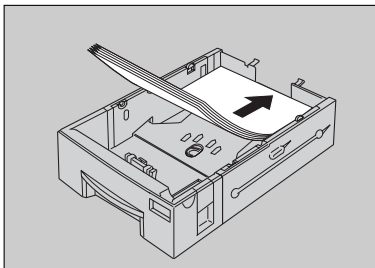


- 7** Prepare a stack of blank paper. For smoother operation, square the edges.



9

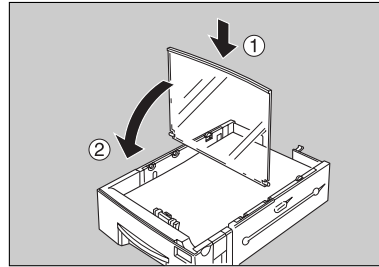
- 8** Load the paper into the cassette.



- 9** Replace the cassette cover.

**Note**

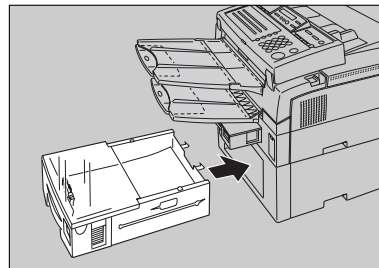
- The frosted side of the cover must face up when closed.



- 10** Replace the cassette. Push it in firmly until you hear it click place.

**Note**

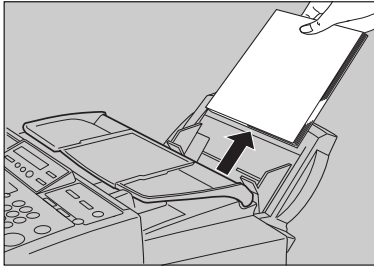
- It is a good idea at this time to check that the side rails have not dislodged while you were loading paper.



- 11** Before you can use it, you must change the paper size setting for this cassette using "Paper Size" function. See P.68 "Changing the Paper Size Setting".

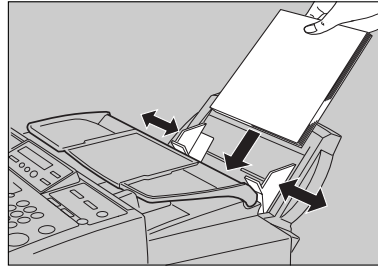
## Changing the Paper Size in the Optional Bypass Feeder

- 1** Remove any paper remaining in the feeder.



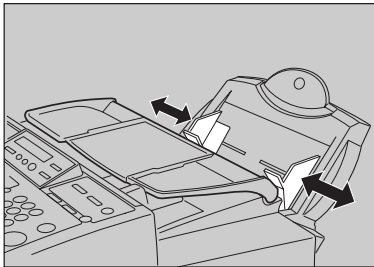
ZCKY390N

- 4** Place the paper stack in the feeder.



ZCKY420N

- 2** Adjust the paper guide to match the new paper size.



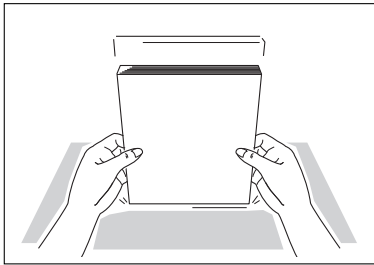
ZCKY570N

**Note**

- You cannot use paper smaller than ISO A5 (8.27 × 5.85 in).

- 5** Before you can use it, you must change the paper size setting for the Bypass Feeder using "Paper Size" function. See P.68 "Changing the Paper Size Setting".

- 3** Prepare a stack of blank paper. For smoother operation, square the edges.



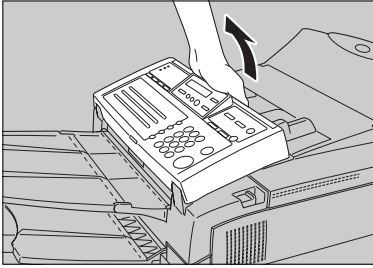
TST8010N

## Maintaining Your Machine

# Cleaning the Rollers and Exposure Glass

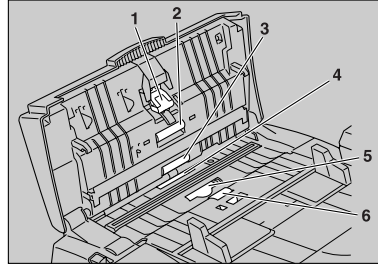
To maintain the machine's condition, clean the rollers and scanner from time to time.

### 1 Open the operation panel.



### 3 Clean the pads and rollers.

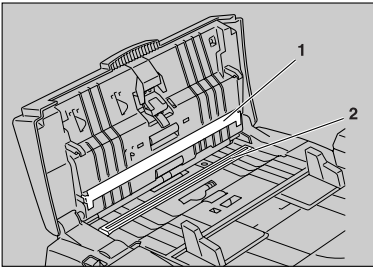
Wipe the pad and rollers (6 locations) with a well-wrung damp cloth.



### 2 Clean the white roller (1) and exposure glass (2).

Wipe the exposure glass (2) with a soft, dry cloth. If dirt is hard to remove, wipe with a well-wrung damp cloth, then wipe dry with a soft, dry cloth.

### 4 Close the operation panel.



## Replacing the ADF Maintenance Kit (ADF Document Separation Pad)

In order to ensure maximum performance of your fax machine, the ADF Maintenance Kit is provided so you can replace the ADF Document Separation Pad after approximately 30,000 documents have been scanned with the ADF. You need to replace the Separation Pad when you are prompted to do so by a message in the display:

Follow the procedure below to replace the Separation Pad.

### Note

- This message does not appear in areas where ADF Maintenance Kit replacement is performed by arrangement with service representatives.
- If you replace the Separation Pad without being prompted to do so, after replacement be sure to reset the counter. See P.75 "Resetting the PAD Counters".
- If you do not have an ADF Maintenance Kit when you are prompted to replace the Separation Pad, or if you do not have time to perform the maintenance at that time, at step 3 below, select "No", and then press the [OK] key to return to the standby mode so you can continue using the fax machine. However, after you scan an additional 100 documents with the ADF, you will be prompted once again to replace the Separation Pad.
- After Change ADF Pad message appears in the display, you can continue to use send fax messages and perform other operations.

- 1** A message in the display prompts you to replace the Separation Pad when it is time for replacement:

- 2** Press the [OK] key.

- 3** Make sure that "Yes" is selected, and then press the [OK] key.

### Note

- If you want to replace the Separation Pad later, press ⏪ or ⏩ to select "No", and then press the [OK] key.

- 4** To replace the ADF Document Separation Pad, follow the instructions in "Installing the ADF Maintenance Kit" supplied with the ADF Maintenance Kit.

- 5** Press the [OK] key.

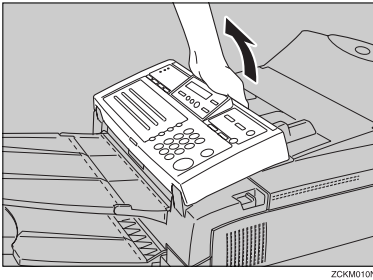
When you see "ADF Pad Replaced" appear in the display, the fax machine automatically returns to the standby mode.

## Maintaining Your Machine

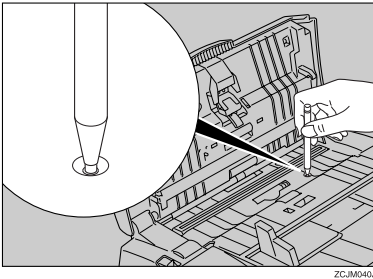
# Replacing the Stamp Cartridge

When the mark made by the verification stamp becomes pale, replace the stamp cartridge as described below.

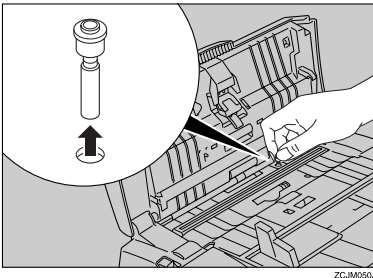
### 1 Open the operation panel.



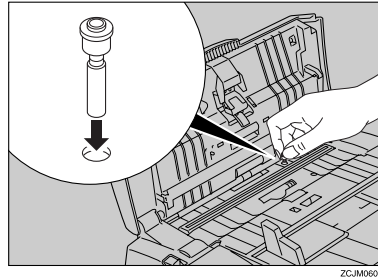
### 2 Insert the tip of a sharp object, such as a mechanical pencil, into the hole shown in the illustration.



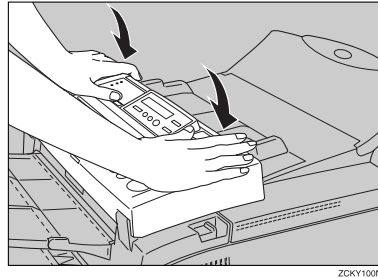
### 3 The stamp cartridge pops up. Lift it out of the machine.



### 4 Insert the new cartridge.



### 5 Push the operation panel shut until you hear it click into place.



### Note

- Please use the following stamp cartridge. INK PAD MARKER TYPE30 for Facsimile.



## Replacing the Toner Cassette and Cleaning Pad

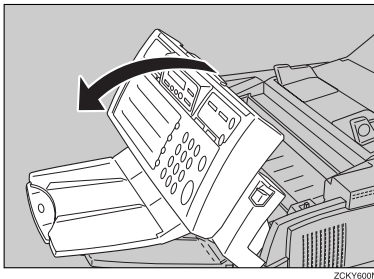
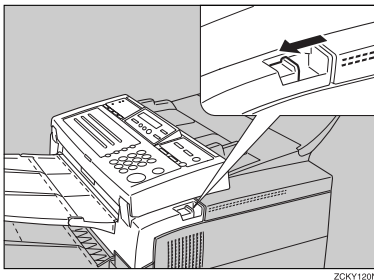
### Note

- When the Add Toner indicator (🔊) starts to blink, the toner cartridge is almost empty. You will make 100 more copies before you have to change the toner cassette.
- When the Add Toner indicator (🔊) remains lit, it is time to install a new toner cassette.

- 1** Pull the front cover release lever towards you and open the front cover.

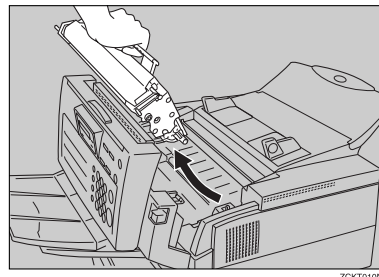
### Note

- If you do not pull the lever, only the operation panel will open.

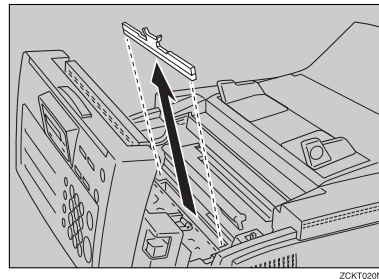


- 2** Grasp the old toner cassette as shown, and lift it out carefully.

Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

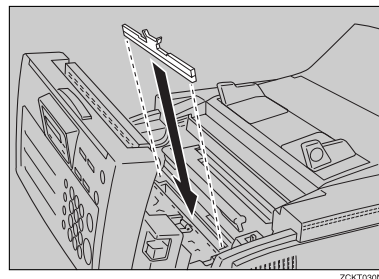


- 3** Remove the old cleaning pad.



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- 4** Install the cleaning pad as shown in the illustration.

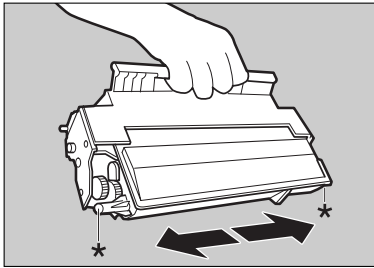


Maintaining Your Machine

**5 Prepare the new toner cassette.**

**Important**

- Do not touch the green drum.
- ① Remove the new toner cartridge from its bag. Do not remove any paper or tape yet.
- ② Hold the cassette horizontally and shake it gently from side to side a few times

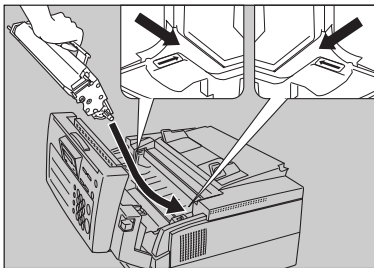


ZCKT040N

**6 Hold the toner cassette as shown in the illustration and set it into the fax machine. Make sure that the pins (marked with "✖" in the illustration in step 5) on either side of the toner cassette slide along the guides inside the machine.**

**Note**

- The slots are marked with small arrows.

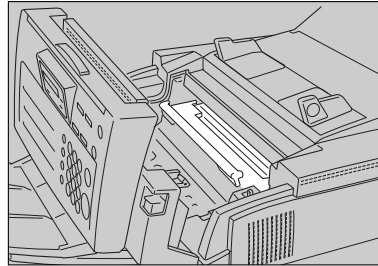


ZCKT070N

**7 Press down on the cassette until you hear it click into place.**

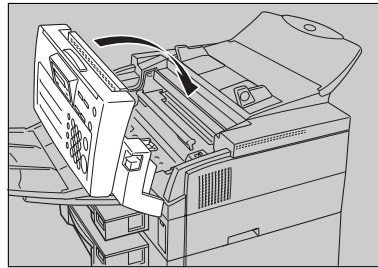
**Note**

- If you do not push the cassette right in, the front cover will not close.



ZCKY160N

**8 Close the front cover.**



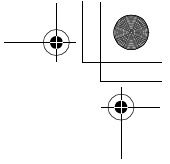
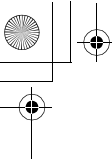
ZCKY170N

**Note**

- Background gray cast is sometimes evident on printed messages just after installing a new toner cassette.

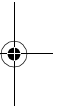
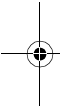
## Toner Cassette Storage

- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassette.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.



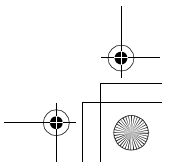
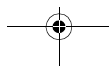
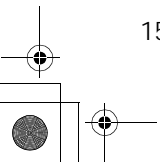
## Maintaining Your Machine

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# 10. Installation

## Before Installation

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

- ① Find a suitable location for the machine.
- ② Remove all the pieces of tape attached to the machine.
- ③ Install the toner cassette.
- ④ Attach the accessories and load the paper in the paper cassette.
- ⑤ Connect the phone line. (See P.154 "Connecting to a Telephone Line".)
- ⑥ Connect the power. (See P.155 "Connecting the Power and Switching On".)
- ⑦ Enter all necessary information and settings in your machine's memory. (See Chapter 3, "Setup" in the Basic Features manual.)

For details, please refer to the setup guide, "Before You Use This Machine".

## Installation

## Machine Environment

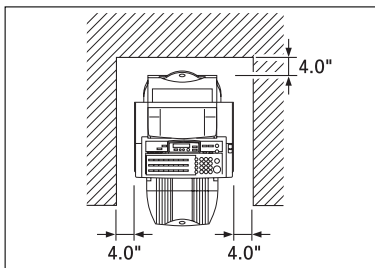
When choosing a location for your machine, please follow the safety instructions given in the first section.

### Location

For the best possible performance, install your machine in a place which satisfies the following conditions:

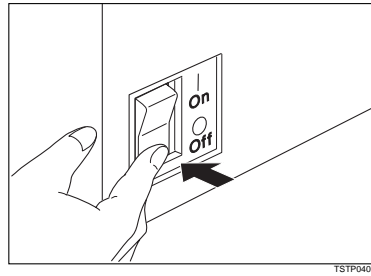
- Not exposed to direct sunlight
- Level
- Not subject to vibrations
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 59 to 77°F
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes in temperature
- Within 5 yards of a 3-pin grounded power outlet (120 volts, 60 Hz)
- With the clearance as shown

10



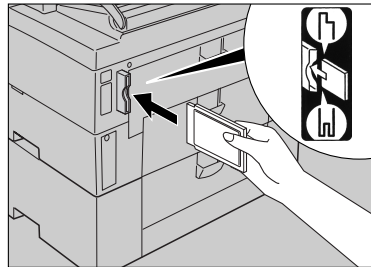
### Installing the Optional Memory Card

- 1** Turn off the power switch.



- 2** If the memory card cover is attached to the machine, remove it.

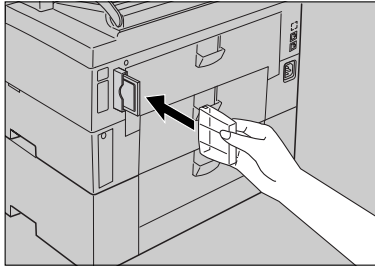
- 3** Hold the card as shown in the illustration, and insert it carefully into the slot.



#### Note

- Insert the Memory Card firmly or the machine may not work properly.

- 4** Attach the memory card cover to the back left of the machine.

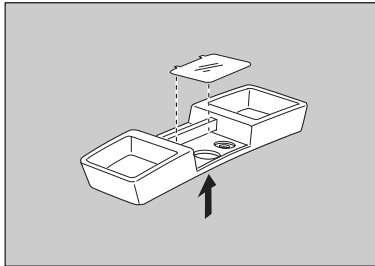


ZCKP080N

- 5** Turn the power switch on.

## Installing The Optional Handset

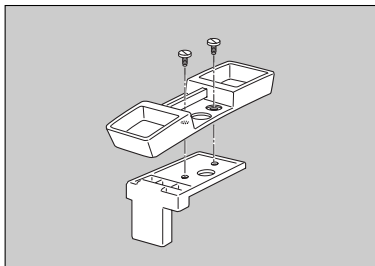
- 1** Remove the information card from the holder.



ZCKP010N

- 2** Attach the holder to the bracket with the two screws provided.

Screw in firmly but not too tightly (using an item such as a small coin).

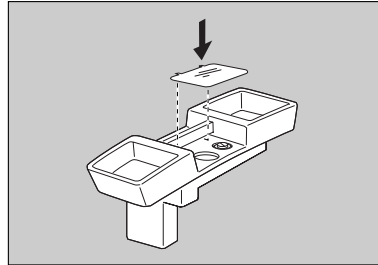


ZCKP020N

**Note**

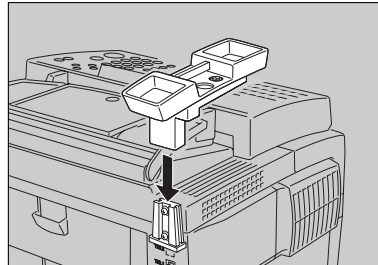
- The bracket and screws are included with the fax machine. The holder is included with the optional handset.

- 3** Replace the information card.



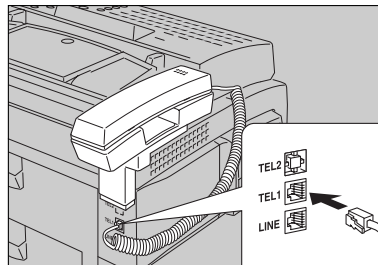
ZCKP030N

- 4** Fix the bracket to the protruding plastic hook on the rear left of the machine.



ZCKP040N

- 5** Plug the handset jack into the "TEL1" socket at the rear of the machine.



ZCKP050N

## Connecting to a Telephone Line

**⚠ CAUTION:** To reduce the risk of fire, use only No.26 AWG or larger telecommunication line cord.

**⚠ ATTENTION:** Pour réduire le risque d'incendie, utiliser uniquement des conducteurs de télécommunications 26 AWG ou de section supérieure.

To connect the machine to a telephone line, use a snap-in modular type connector.

There are similar sockets located at the rear of the machine.

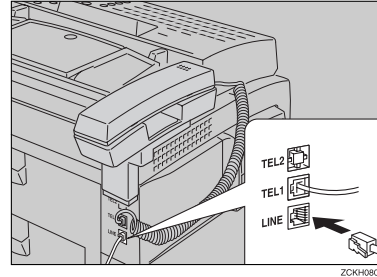
- TEL1: For the optional handset or external telephone
- LINE: Telephone line connection

### Note

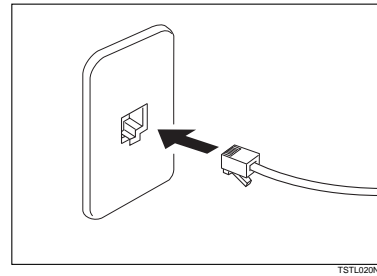
- Do not switch the machine on until everything is connected properly.
- Program the Telephone Line Type setting. (See P.107 "*Line Type*".) If your telephone normally sends out tones (touch tone) when dialing, use the TT setting; if it normally sends out pulses (rotary dial), use the DP setting. Also, make sure that the switch on the handset is set up correctly.

10

- 1** Insert the line cable into the socket labeled "LINE".



- 2** Connect the other end of the line cable to your telephone line.



### Important

- In the United States, you are required by law to program your phone number identification (Own Fax Number) into the fax machine before you connect a fax machine to the public telephone system. See Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.



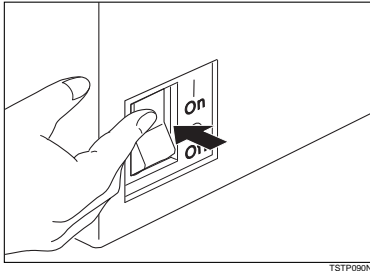
## Connecting the Power and Switching On

### **Important**

- Make sure that the wall outlet is near the machine and readily accessible.
- The wall outlet must be easily accessible.

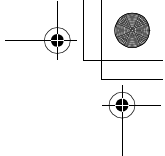
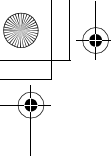
Do not switch on until everything is connected properly.

- 1** Insert the power cable into the socket located at the rear of the machine.
- 2** Plug in the cable to the mains.
- 3** Turn the power switch on.



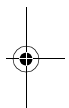
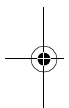
### **Important**

- The supply from the wall outlet must not fluctuate more than 15V either side of 120V AC.
- The power cord should not be laid in a place where it might trip somebody.
- Do not lay anything on the power cord.
- If you have to use an extension cord, make sure that it is capable of carrying 125V/15A, and that your facsimile terminal is the only piece of equipment connected to that cord.

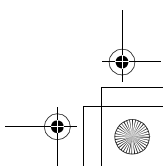
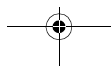
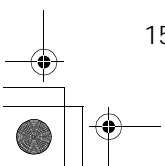


Installation

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10



# 11. Appendix

## Specifications

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### Base Machine

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❖ **Power supply:**

120V AC, 60 Hz

❖ **Power consumption:**

Energy saver mode: Average 1.7 W (without NIC FAX KIT installed)

Average 4.3 W (with NIC FAX KIT installed)

Standby mode: Average 30 W

Transmission: Average 45 W

Reception: Average 350 W

Copying: Average 300 W

Maximum power consumption: 650 W

❖ **Protocol:**

G3, G4 (optional G4 unit required)

❖ **Memory Capacity:**

- Standard: 160 pages/ITU-T #1 test document (Slerexe letter) at standard resolution
- With 2Mbyte memory: 320 pages
- With 4Mbyte memory: 480 pages

❖ **Transmission time:**

G3: 3 seconds at 28,800 bps, without TTI, ECM, MMR- using memory for a ITU-T #1 test document (Slerexe letter) at standard resolution

G4: 3 seconds at 64 kbps, without TTI, MMR- using memory for a ITU-T #1 test document (Slerexe letter) at detail resolution

❖ **Data compression:**

MH, MR, MMR, JBIG

❖ **Modem Speed:**

33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/  
9,600/7,200/4,800/2,400 bps.

## Appendix

---

### ❖ Scanning resolution:

G3

- Standard:  $8 \times 3.85$  lines/mm
- Detail:  $8 \times 7.7$  lines/mm
- Fine:  $8 \times 15.4$  lines/mm (Transmission only)

G4

- Standard:  $200 \times 100$  dpi
- Detail:  $200 \times 200$  dpi

### ❖ Paper cassette capacity:

250 sheets (20 lb)

### ❖ Paper Size:

Letter, Legal (Adjustable to A4, A5, and F4)

### ❖ Dimensions (W × D × H):

$16.5 \times 28.8 \times 13.5$  inch (with print delivery tray and document delivery tray fully extended.)

### ❖ Weight:

28.7 lb <sup>\*1</sup>

<sup>\*1</sup> exclusive of cassettes and options

---

## Optional Second Paper Cassette

---

### ❖ Capacity:

500 sheets (20 lb)

### ❖ Paper Size:

Letter, Legal (Adjustable to A4, A5 and F4)

---

## Bypass Feeder

---

### ❖ Capacity:

Letter, A4, A5, F4: 100 sheets (20 lb)  
Legal: 50 sheets (20 lb)

### ❖ Paper Size:

Letter, Legal, A5, F4, A4

## Document and Paper Specifications

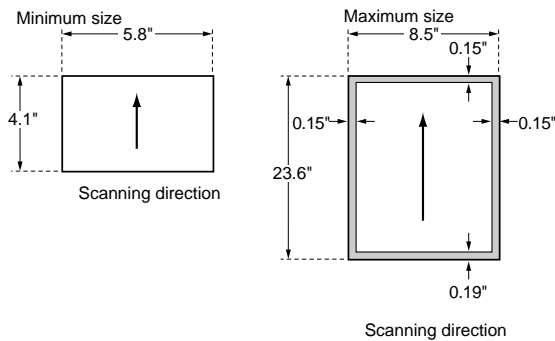
### Recommended types of document

Before you send your document, make sure that it meets the following requirements.

#### **Important**

- Documents that do not meet these requirements can cause your machine to jam or may cause some components of the machine to become damaged or dirty.

#### ◆ Scanning area



The part shaded will not be scanned, because it is outside the maximum scanning width range.

### Correct size for the document delivery tray

- Thickness 0.05 to 0.2 mm (50 to 90 g/m<sup>2</sup>, 20lb paper)
- Length and Width: See the above diagram.  
If the page is too short, put it inside a document carrier or enlarge it with a copier.  
If the page is too long, divide it into two or more sheets.

### Documents (Using the auto document feeder)

- ◆ **Length:**  
4.1" to 23.6"
- ◆ **Width:**  
5.8" to 8.5"
- ◆ **Thickness:**  
16 to 24lb

## Appendix

### Document feeder requirements

- Do not insert torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged documents. Make copies of these originals and scan the copies.
- Do not insert folded, stapled, clipped, glued, or taped documents, or documents with a metallic coating. Make copies of these originals and scan the copies.
- Do not insert documents on which there is undried ink or correction fluid. Wait for the document to dry.
- If the document has an uneven or slanted edge, do not insert that edge in first.

### Paper requirements

- Do not print to torn, heavily curled, wavy, creased, dog-eared, damp, or otherwise damaged paper.
- Do not print to folded, stapled, clipped, glued, or taped paper.
- Do not print to paper with any kind of coating or printing. Do not print to metallic paper. Do not print on the reverse side of a print.

## Energy Saving

### Introduction

When your fax machine prints fax messages, it uses heat to fix the image to the paper. This heat is generated using a heating roller which must be hot enough to fuse toner to the paper properly. Because keeping the roller hot all the time consumes electricity, this machine is provided with an Energy Saving mode in which the heating roller is heated to full temperature only when a message needs to be printed.

The two available types of Energy Saving mode shown in the table below.

Energy Saving mode	Machine status in Energy Saving mode	How long before you can print after exiting Energy Saving mode	Power consumption in Energy Saving Mode
Fax Standby (Heater on)	Display turns off . The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.	Less than 30 s	30 W
Energy Saving Standby (Heater off)	Display turns off . The machine lets the heating roller cool to room temperature; warm-up takes longer.	Less than 40 s	Without NIC FAX KIT: 1.7 W With NIC FAX KIT: 4.3 W

Values vary according to options installed and settings of the User Parameters.

In Fax Standby mode, letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

In Energy Saving Standby mode, letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

When the machine is shipped, Energy Saving Standby is selected on by default.

#### **Note**


- When the machine is in Energy Saving mode, the display goes blank.
- You can still send fax messages while the machine is in Energy Saving mode.
- For related power saving information, see P.93 “*Energy Save Timer*”.
- The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.
- Even though the operation panel display goes out in Energy Saving mode, indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take appropriate action.

---

### Entering Energy Saving mode

---

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes (it automatically enters Energy Saving mode).
- The user holds down the [ **Energy Saver/  Clear Modes** ] key for about 2 seconds.

#### **Note**

- If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Energy Saving mode automatically, please contact your service representative.
- Energy Saving mode cannot be entered when a document is set.

---

### Exiting Energy Saving mode

---

Your machine exits Energy Saving mode when a fax is received.

To exit Energy Saving mode manually:

- In Energy Saving Standby mode, press the [ **Energy Saver** ] key.
- In Fax Standby mode, press any key.
- Set a document.
- Pick up the optional handset or the external telephone handset.

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 Appendix
 

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**Selecting the Energy Saving mode type**


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To select the Energy Saving mode type, adjust the bit switch below with the User Parameters. See P.95 “*User Parameters*” (switch 05, bit 6).

**◆ Switch 05 Bit 6**

- Energy Saving Standby: To let the heating roller cool to room temperature, set bit 6 to 0.
- Fax Standby: To let the heating roller cool halfway set bit 6 to 1.

** Note**

- When the machine is shipped, Energy Saving Standby is selected on by default.

---

**Reception in Energy Saving mode**


---

Once in Energy Saving mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saving mode.

---

**Storage Capacity**


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**Quick Dials, Speed Dial and Codes**


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- 30 Quick Dial keys, each of which can hold an individual number. Any seven of the Quick Dial keys can hold a group of numbers.
- 100 individual numbers stored as 2-digit Speed Dial codes.
- Seven groups, each of which can hold up to 140 destinations.
- 50 Own Fax Number or Own Name codes (possibly used as wild cards) for Authorized Reception, Multi-Copy Reception, Memory Lock, Specified Cassette, or Forwarding.

---

**Destinations**


---

**11**

Up to 140 destinations can be set at any one time. (Ex: message A to 35 destinations, message B to 40, message C to 30 message D to 34 and finally one immediate transmission job you are programming in now. Total: 140)

---

**Memory files**


---

You can have as many as 100 memory transmission files stored in the machine: This is a theoretical maximum. The actual number of files you can have in your machine depends on the types of the documents, and how much memory they consume.



## Function List

### Advanced Transmission Features

Functions selectable with the **[Trans. Option]** key are as follows.

Feature name	Reference
Send Later	P.3 " <i>Sending at a Specific Time (Send Later)</i> "
Personal Code Transmission	P.4 " <i>Personal Codes</i> "
Fax Header Print	P.5 " <i>Fax Header Print</i> "
Confidential Transmission	P.7 " <i>Normal Confidential Transmission:</i> "
Polling Transmission	P.8 " <i>Leaving a Document to Be Picked Up by Others (Polling Transmission)</i> "
Polling Reception	P.10 " <i>Calling to Request a Message (Polling Reception)</i> "
Transfer Request	P.12 " <i>Transfer Request</i> "
SUB Code Transmission	P.14 " <i>SUB Code Transmission</i> "
SEP Code Polling Reception	P.15 " <i>SEP Code Polling Reception</i> "
Mail Option	For details see the NIC FAX KIT manual or PDU KIT manual

## Appendix

## Communication Information

Functions selectable with the **[Job Information]** key are as follows.

<b>Feature name</b>	<b>Reference</b>
Canceling Transmission Files	P.17 <i>"Canceling Transmission or Reception"</i>
Printing the TX File List	P.18 <i>"Printing a File List"</i>
Printing a TX Document	P.19 <i>"Printing a Stored Message"</i>
Printing a Confidential Reception Document	P.20 <i>"Printing a Confidential Fax Message"</i>
Printing a Memory Lock Document	P.21 <i>"Printing a Memory-locked Message"</i>
Printing the Journal	P.22 <i>"Printing the Journal"</i>

## Fax Features

Feature Name	Content	Reference
Program/Delete	Registering and Deleting Quick Dials	Chapter 3, "Storing Quick Dial Numbers" and "Deleting Quick Dial Numbers" in the Basic Features manual.
	Registering and Deleting Speed Dials	Chapter 3, "Storing Speed Dial Numbers" and "Deleting Speed Dial Numbers" in the Basic Features manual.
	Registering and Deleting Group Dials	Chapter 3, "Storing a Group of Fax Numbers" and "Deleting a Group" in the Basic Features manual.
	Changing Keystroke Program Names and Deleting Keystroke Programs	P.51 " <i>Storing a Program</i> " P.53 " <i>Deleting a Program</i> "
	Registering and Deleting Auto Documents	P.54 " <i>Storing an Auto Document</i> " P.57 " <i>Deleting an Auto Document</i> "
	User Function keys	P.58 " <i>Assigning User Function Keys</i> "
Reports/Lists	Journal	P.22 " <i>Printing the Journal</i> " P.40 " <i>Communication Result Report (Memory Transmission) (Switch 03, Bit 0)</i> " P.18 " <i>Printing a File List</i> " P.62 " <i>Lists You Can Print Out Yourself</i> "
	Transmit File List	P.18 " <i>Printing a File List</i> "
	Dial List	P.62 " <i>Printing Dial Lists</i> "
	Quick Dial Labels	Chapter 3, "Printing a Quick Dial Key Label" in the Basic Features manual.
	Keystroke Program List	P.63 " <i>Printing a Keystroke Program List</i> "
	Auto Documents	P.64 " <i>Printing an Auto Document</i> "
	User Function Key List	P.65 " <i>Printing a User Function Key List</i> "

## Appendix

Feature Name	Content	Reference
Setup	Monitor Volume	Chapter 4, "Adjusting the Volume and Sounds the Machine Makes" in the Basic Features manual.
	Date/Time	P.66 " <i>Setting the Date and Time</i> "
	Summer Time/DST	P.67 " <i>Summer Time / Daylight Saving Time</i> "
	Fax Information	Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual. P.5 " <i>Fax Header Print</i> "
	Paper Cassette Size	P.136 " <i>Changing the Paper Size in the Main Cassette</i> " P.140 " <i>Changing the Paper Size in the Optional Second Cassette</i> " P.143 " <i>Changing the Paper Size in the Optional Bypass Feeder</i> "
Language	Display Language	P.69 " <i>Selecting the Display Language</i> "

## Key Operator Tools

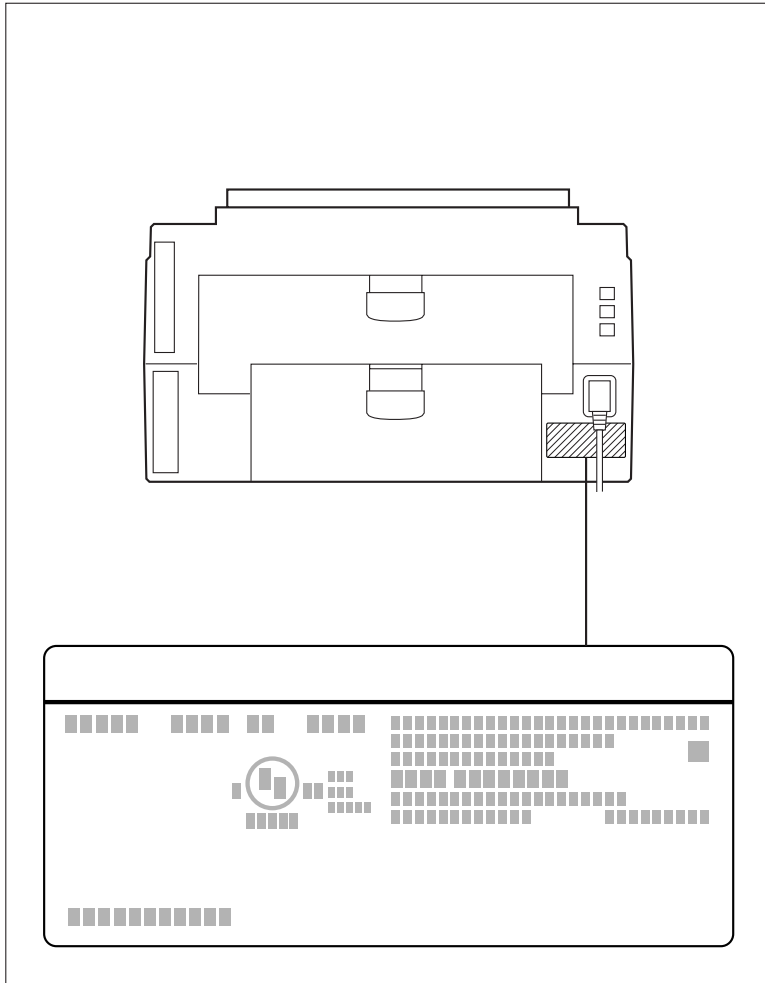
- <sup>\*1</sup> This feature requires the optional Paper Supply Unit.  
<sup>\*2</sup> This feature requires the optional G4 Unit.  
<sup>\*3</sup> This feature requires the optional NIC FAX KIT TYPE 210.  
<sup>\*4</sup> This feature requires the optional PDU KIT TYPE 210.  
<sup>\*5</sup> This feature requires the optional Memory Card.

Feature name	Reference
Counters	P.74 "Counters"
PAD Counter Clear	P.75 "Resetting the PAD Counters"
Authorized Reception	P.76 "Authorized Reception"
Multi-Copy Reception	P.79 "Multi-Copy Reception"
Memory Lock	P.81 "Memory Lock"
Specified Cassette <sup>*1</sup>	P.83 "Specified Cassette"
Forwarding	P.85 "Forwarding"
Backup File Transmission Settings	P.91 "Backup File Transmission"
Energy Save Timer	P.93 "Energy Save Timer"
Changing User Parameters	P.95 "User Parameters"
Personal Code	P.100 "Programming the Personal Codes"
ID Code	P.105 "Registering ID Codes"
Line Type	P.107 "Line Type"
Select Line	P.108 "Select Line"
PSTN Access Number	P.109 "PSTN Access Number"
Transfer Report	P.110 "Transfer Report"
ISDN G3/G4 <sup>*2</sup>	P.112 "ISDN G3/G4"
Network Settings <sup>*3</sup>	For details, please refer to the NIC FAX KIT manual.
Dialup Settings <sup>*4</sup>	P.119 "Dialup"
Key Layout	P.120 "Key Layout"
Memory Option <sup>*3</sup> <sup>*5</sup>	P.122 "Memory File Transfer"
Memory File Transfer	P.122 "Memory File Transfer"
Margin Adjust	P.123 "Margin Adjust"
RDS On/Off	P.125 "RDS On/Off"
System Parameter Transmission	P.126 "System Parameter Transmission"

Appendix

# Certification Label

The certification is located behind the machine.



TSTL050N

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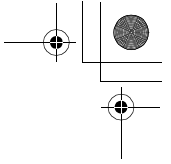
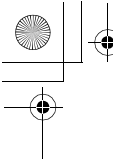
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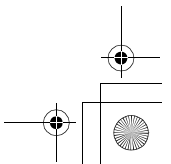
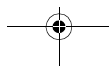
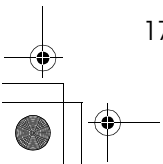
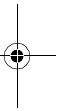
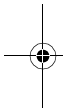
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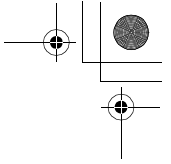
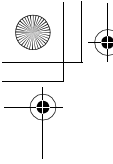
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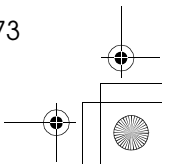
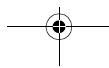
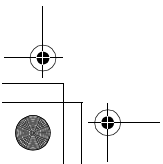
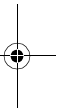
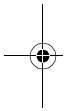


MEMO





MEMO

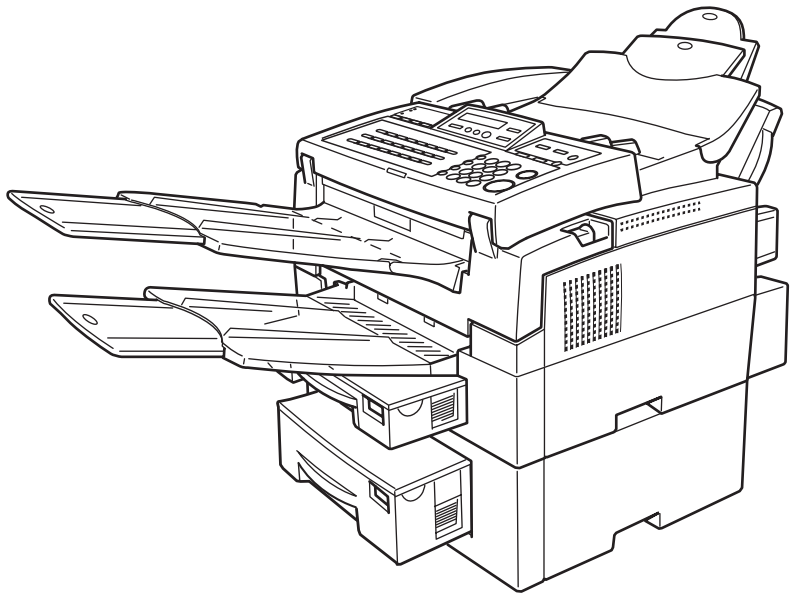


MEMO



# NIC FAX KIT TYPE 210

## Operating Instructions



ZCKH030N

Read this manual carefully before you use this product and keep it handy for future reference.  
For safety, please follow the instructions in this manual.

## Introduction

Thank you for purchasing NIC FAX. This manual contains important information that you need to know in order to get the most out of the powerful features and functions of this product. Be sure to read it carefully, and keep it on hand for future reference when required. Note that you are authorized to use this manual and the NIC FAX Applications only after you agree to the terms and conditions of the User License Agreement.

- This manual covers NIC FAX operation on a Local Area Network (LAN).
- Please refer to the ICViewer Operating Instructions for details on using ICViewer.
- NIC FAX KIT TYPE 210 is required in order to use the Internet Fax Features.
- Installation of NIC FAX KIT TYPE 210 should be performed by an authorized service provider. Do not attempt installation on your own.

For brevity, fax machines equipped with NIC FAX KIT TYPE 210 are referred to throughout this manual as NIC FAX.

The contents of this manual assume that you are already familiar with Windows functions and procedures. If you are not, see the documentation that comes with Windows for details on how to use it.

## Important

- No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission.
- Parts of this manual are subject to change without prior notice.
- In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine (hardware and / or software).

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Ethernet® is a registered trademark of Xerox Corporation.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

## Note

- The proper names of the Windows operation systems are as follows:
  - Microsoft® Windows® 95 operating system
  - Microsoft® Windows® 98 operating system
  - Microsoft® Windows NT® Server network operating system version 4.0
  - Microsoft® Windows NT® Workstation operating system version 4.0
  - Microsoft® Windows® 2000 Professional
  - Microsoft® Windows® 2000 Server
  - Microsoft® Windows® Millennium Edition (Windows Me)

## Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

## Notes:

Some illustrations might be slightly different from your machine.

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

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

# What is an Internet Fax?

NIC FAX converts scanned document images to E-mail format and transmits the data over the Internet.

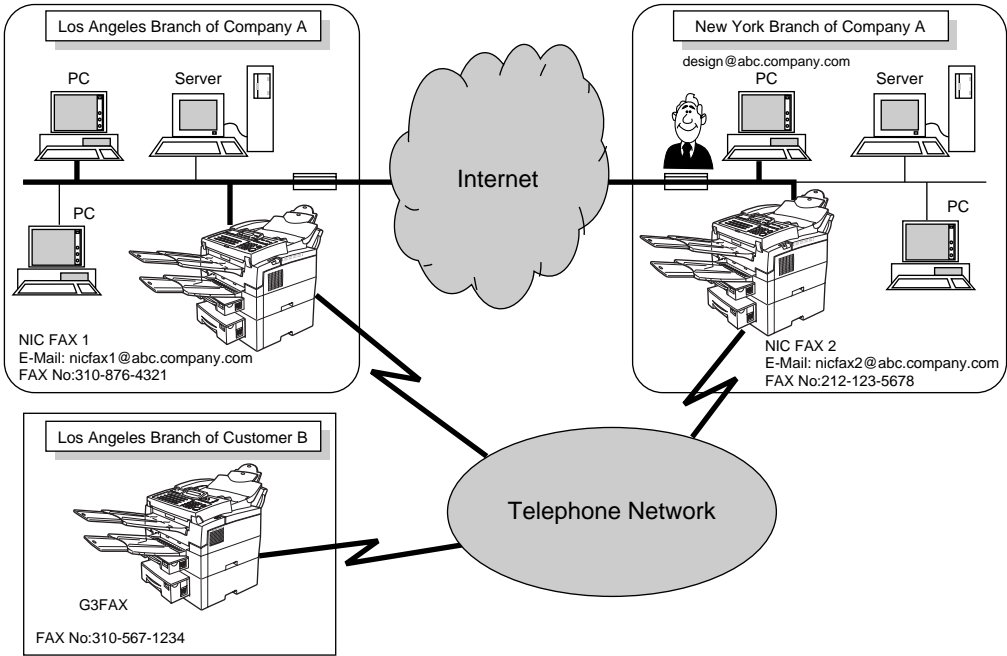
The E-mail sent by NIC FAX can be received by another NIC FAX or a PC. Instead of inputting the telephone number of the destination you want to send to, you input the applicable E-mail address.

Documents are sent as E-mail messages with an attached TIFF-F image. Because of this, a MIME-compatible E-mail reader is required in order to view documents received on a PC. To view an attached image, software that is capable of displaying TIFF-F formatted images is required. NIC FAX application includes ICViewer, which can be used to view, edit, and store image data. (See the IC-Viewer Operating Instructions for full details on how to use it.)

You can also receive E-mail messages from PCs or other Internet fax machines and print or forward them.

 **Note**

- ❑ NIC FAX must be connected to a LAN, installed, and set up correctly in order to use its Internet fax functions. See Chapter 1, "Getting Ready" in this manual for details on connecting to a LAN and making initial settings.



---

## **Internet Fax Precautions**

---

- Internet Fax performs communication with a server over a LAN. It cannot communicate directly with another party.
- Error E-mail notifications may not be transmitted for various reasons. We recommend that you confirm the receipt of important E-mail by calling the other party.
- The level of security for Internet communications is low. We recommend that you use the telephone network for confidential communications.
- Voice communications are not supported over a LAN.
- Internet fax delivery might be delayed due to network congestion. Use a standard fax whenever communication is time sensitive.

---

## **Functions Not Supported by E-mail Transmission**

---

The following functions are supported with standard fax transmission, but not with Internet faxing.

- Immediate Transmission
- ID Transmission
- Confidential Transmission
- Polling Transmission
- Batch Transmission
- Forwarding of Substitute Reception or Confidential Reception messages (Forwarding to an E-mail address not supported.)
- Dialing with the Dial Option Key
- Chain Dial

---

## **Functions Not Supported by E-mail Reception**

---

The following functions are supported with standard fax reception, but not with Internet faxing.

- ID Reception
- Confidential Reception
- Polling Reception
- Multi-copy Reception
- Authorized Reception
- Memory Lock Reception
- Specified Cassette (optional cassette required)

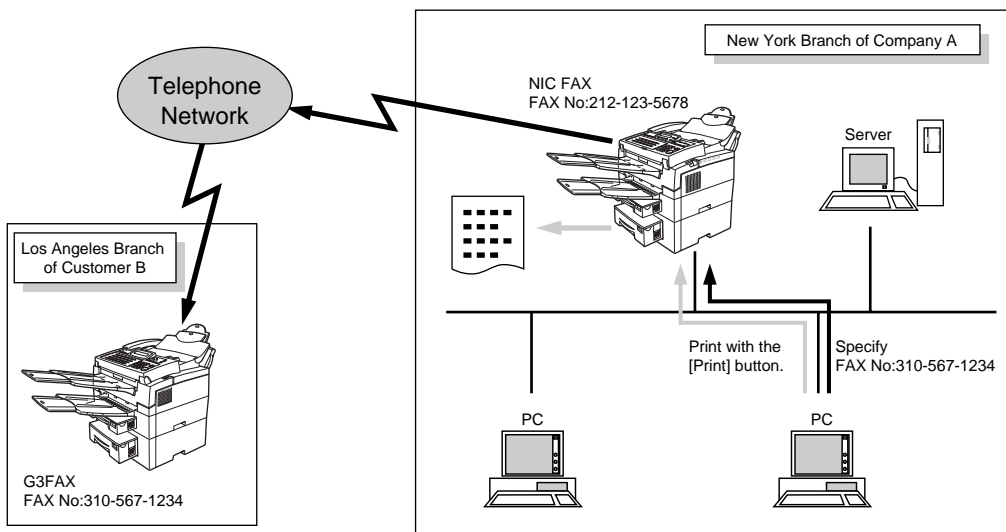


# LAN FAX Features

- With a NIC FAX connected to a LAN, you can use a telephone line to send a fax created using a PC application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, LAN FAX allows NIC FAX to be used for printing out documents prepared on a PC for proof checking.
- To use LAN FAX, connect NIC FAX to a LAN and make necessary settings, then install the LAN FAX driver and related utilities on your PC.

## Reference

For how to connect to a LAN and make initial settings, see P.1 “Getting Ready”



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## LAN FAX Precautions

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If LAN FAX errors occur, they are not displayed on the PC. Check using NIC FAX monitor.

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# 1. Getting Ready

## OVERVIEW

The following steps must be performed before you can use the Internet Fax function and the LAN FAX function.

- ① User Function key settings.
- ② Connection of NIC FAX to a LAN with a LAN cable.
- ③ E-mail server settings (by network administrator).
- ④ NIC FAX initial settings (IP Address, Subnet Mask, and Default Gateway Address).
- ⑤ Installation of software on your PC (NIC FAX application, Address Book, Multidirect Print, and LAN FAX Driver).
- ⑥ NIC FAX Monitor settings

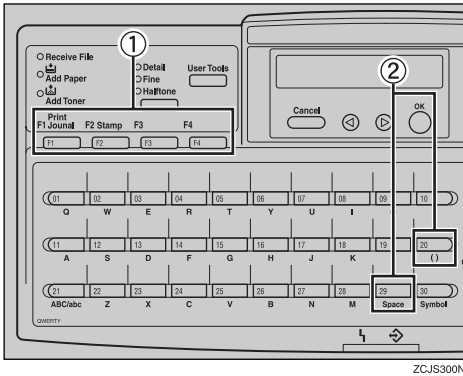
 **Note**

- The LAN FAX function can also be used by itself. In that case, steps required are ②, ④, and ⑤.
- Sample operation panel displays and NIC FAX application screens shown in this manual may differ from those that actually appear on the screen.

# Operation Panel

1

This section describes the operation panel buttons and indicators that are unique to Internet faxing. See Chapter 1, "Operation Panel" in the Basic Features manual for details on other operation panel buttons and indicators.



① Once you have made the appropriate User Function key assignments, you can use the User Function keys to select the following functions:

### ❖ Mail Address

Press the User Function key that has been assigned the Mail Address function when you wish to specify an E-mail address. You can enter E-mail addresses that contain letters, "@" character, and periods with the Quick Dial keys.

### ❖ Mail Reception

Press the User Function key that has been assigned the Mail Reception function to check the E-mail server and receive any new E-mail. Use this key if you do not wish to wait for the machine to check the server automatically. See P.37 "Manual E-mail Reception".

### ❖ Auto Mail Reception

Press the User Function key that has been assigned the Auto Mail Reception function to turn this feature on or off. When the Auto Mail Reception indicator is lit, the server is checked periodically for E-mail and downloading takes place as necessary. When not lit, E-mail is not received automatically. See P.14 "E-mail RX Interval".

### ● Limitation

- ❑ If you do not store the Mail Address function in a User Function key, you cannot send E-mail.

### ✎ Note

- ❑ If you purchased your machine with the NIC FAX KIT already installed, the Mail Address function is pre-assigned to User Function key [F2] and the Mail Reception function is pre-assigned to User Function key [F3].
- ❑ If your NIC FAX KIT was installed as a separately purchased option, assign the functions to the appropriate keys and affix the appropriate provided labels to those keys.

### 🔍 Reference

See Chapter 6, "Assigning User Function Keys" in the Advanced Features manual.

- ② You can enter the following characters with the Quick Dial keys when Mail Address input is selected.

Quick Dial key (QWERTY Type/ ABC Type)	20/28	29/27
Character	@	.

 **Note**

- The keys to which Quick Dial assignments can be made differ depending on the keyboard layout (ABC type or QWERTY type). You can make settings in "Key Layout". See Chapter 7, "Key Layout" in the Advanced Features manual.
- If your NIC FAX KIT was installed as a separately purchased option, affix the "@" and "." labels provided with the kit to the machine's original Quick Dial sheet. Affix the "@" label over "(" on the original sheet, and affix "." over "Space".
- You can enter symbols (such as hyphens, underscores and spaces) by pressing the **[Symbol]** key.

# Connecting to a LAN

1

## Connecting the LAN Cable

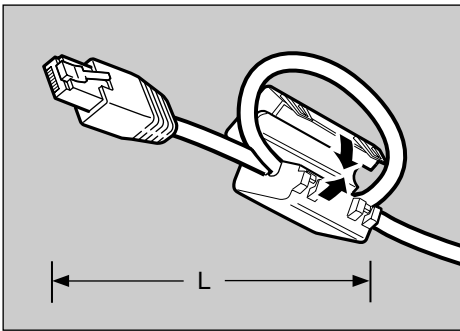
NIC FAX uses TCP/IP protocol to communicate over a LAN, and must be connected to the LAN with a 10BASE-T or 100BASE-TX LAN cable.

**Note**

- ❑ A LAN cable is not supplied with NIC FAX.
- ❑ 100BASE-TX refers to twisted Ethernet cable that supports LAN communication at 100Mbps, and 10BASE-T refers to twisted pair Ethernet cable that supports LAN communication at 10 Mbps.

**1 Attach the ferrite core.**

Loop the cable and attach the ferrite core as shown in the illustration.

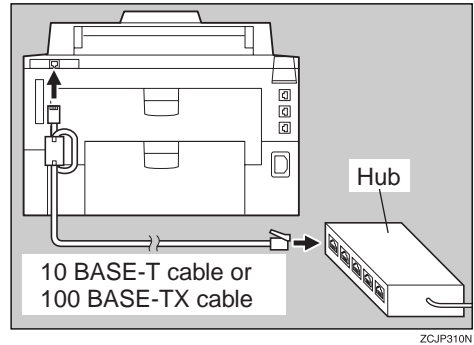


**Note**

- ❑ The LAN cable loop should be about 2 inches (L) from the end of the cable.

**2 Connect the cable connector to the rear of NIC FAX.**

**3 Plug the other end of the cable into a hub.**

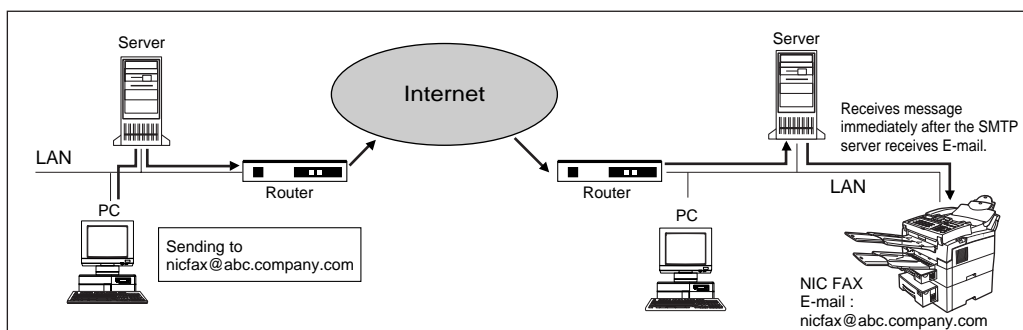




# SMTP Reception

NIC FAX ordinarily uses POP mail reception, but can be set to use SMTP reception. With POP reception, mail can be received either using auto mail reception or manual reception.

With SMTP reception, E-mail is received immediately as soon as it is sent to the E-mail address set by NIC FAX. You can also route mail received to other Internet fax machines.



## Note

- ❑ DNS server settings must be made before using SMTP reception. See P.6 “E-mail Server Settings (by Network Administrator)”.
- ❑ To use SMTP reception, SMTP reception must be set to “Yes” as explained on P.60 “User Parameters” (Switch 17, bit 0).
- ❑ Even if SMTP reception is enabled on the DNS server, mail sent from the SMTP server will not be received and NIC FAX will report an error if SMTP reception is set to “No” in the user parameters.
- ❑ If an error is encountered during E-mail reception, reception is aborted, the E-mail is discarded, and NIC FAX responds to the SMTP server with an error. An error notification is sent to the E-mail’s originator.
- ❑ SMTP reception cannot be interrupted by pressing the **[STOP]** key.

## Reference

See P.37 “Manual E-mail Reception”

See P.37 “Automatic E-mail Reception”

See P.40 “Transferring Mail Received via SMTP”

# E-mail Server Settings (by Network Administrator)

1

The information in this section is for your network administrator.

NIC FAX uses an Internet E-mail system to send Internet faxes. Since it automatically connects to the E-mail server to get E-mail, a NIC FAX account and password must be set up on the E-mail server. In order to use SMTP reception, an entry indicating that NIC FAX is capable of SMTP possible must be made in the DNS server's MX record. See the documentation for the E-mail server for details on the procedure required for setting up accounts and passwords.

Be sure to provide the NIC FAX IP address and host name to NIC FAX users who need to input this information when establishing a connection with NIC FAX Monitor and Multidirect Print.

---

## E-mail Servers That Have Been Confirmed to Work

---

### ❖ Sendmail/QUALCOM Pop server

Program	SMTP sendmail Ver.8 or higher POP QUALCOM Pop server
OS	Solaris 1 Ver.2.1.4-R3

### ❖ Post Office

Agency	Software.com
	Ver.3.1 Release PO203a

### ❖ Seattle Lab Mail Server

Agency	Seattle Lab Inc
	Ver.4.1

### ❖ NetScape Messaging Server

Agency	NetScape Communications
	Ver.3.0

### ❖ IMail Server for Windows NT

Agency	Ipswitch, Inc.
	Ver.4.0

### Note

❑ Supported operations and services differ according to the E-mail server used.

# NIC FAX Initial Settings

NIC FAX initial settings include the following items.

Menu name	Item	Using the Internet Fax function		Using LAN FAX by itself
		With POP reception	With SMTP reception	
TCP/IP Settings	IP Address	Required	Required	Required
	Subnet Mask	Required	Required	Required
	Gateway Address	Required	Required	Required
	Primary DNS Server Address *	Optional	Optional	Optional
	Secondary DNS Server Address *	Optional	Optional	Optional
	Access Control *	Optional	Optional	Optional
	Access Mask *	Optional	Optional	Optional
E-mail Settings	SMTP Server *	Required	Required	—
	POP Server *	Required	—	—
	Host Name *	Optional	Optional	—
	Mail Address *	Required	Required	—
	Domain Name *	Optional	Optional	—
	Login Name*	Required	—	—
	Login Password*	Required	—	—
	E-mail RX Interval*	Optional	—	—
	Time Difference*	Required	Required	—
	Administrator Address*	Optional	Optional	—
	Backup TX Address*	Optional	Optional	—
	Mail Size	Optional	Optional	—
	SMTP Routing	—	Optional	—
Auto Mail Reception		Optional	—	—

Required: Input required.

Optional: Setting required in order to use function or as necessary.

—: Setting not required.

\*: Items you can set from NIC FAX Monitor.

 **Note**

- After making the settings, print out the list of parameter settings and save it for future reference.

 **Reference**

See P.5 *“SMTP Reception”*

See P.23 *“NIC FAX Monitor Settings”*

# Network Settings

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

If any other display is shown, press the **[Energy Saver/  Clear Modes]** key.

- 2 Press the **[User Tools]** key.

- 3 Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪
```

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

- 5 Press **[2][2][2][2]**, then press the **[OK]** key.

- 6 Press **⏪** or **⏩** to display "18. Network".

```
Key OP. TOOLS:
18.Network  ⏪
```

### Note

- The numbers that appear in front of function names vary according to options that are installed in the fax machine.

- 7 Press the **[OK]** key.

- 8 Press **⏪** or **⏩** to display the item you want to make settings for.

```
Network:
1.TCP/IP  ⏪
```

## TCP/IP Settings

- 1 Press **⏪** or **⏩** to display "1. TCP/IP".

```
Network:
1.TCP/IP  ⏪
```

- 2 Press the **[OK]** key.

- 3 Press **⏪** or **⏩** to display the item you want to make settings for, then press the **[OK]** key.

```
TCP/IP:
1. IP Address  ⏪
```

### Note

- If you make a mistake, press the **[Cancel]** key.

## IP Address

Enter the IP address. The IP (Internet Protocol) address is used by the TCP/IP protocol to identify a particular PC.

- 1 Enter the code for "IP Address" with the number keys.

```
IP Address: Press OK
[127. 0. 0. 1]
```

- If a number has only one or two digits, input it and then press **⏩** to move the cursor to the next number.
- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

---

### Subnet Mask

---

Enter the subnet mask. The subnet mask is a mask value that makes it possible to use part of the IP address as an network address.

**1** Enter the code for "Subnet Mask" with the number keys.

```
Subnet Mask:Press OK  
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.
- Press **◀** or **▶** to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

**2** Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

---

### Default Gateway Address

---

Enter the default gateway address. This is the IP address of the router through which connection is made to other networks.

**1** Enter the code for "Gateway Address" with the number keys.

```
GatewayAdd.:Press OK  
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.

- Press **◀** or **▶** to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

**2** Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

---

### Primary DNS Server Address (DNS 1)

---

Enter the primary DNS server IP address of the network to which NIC FAX is connected.

**1** Enter the code for "DNS Address. 1" with the number keys.

```
DNS Add.1: Press OK  
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.
- Press **◀** or **▶** to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

**2** Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

## Secondary DNS Server Address (DNS 2)

Enter the secondary DNS server IP address of the network to which NIC FAX is connected.

- 1 Enter the code for "DNS Address. 2" with the number keys.

```
DNS Add.2:  Press OK
[ 0. 0. 0. 0]
```

- You may set the DNS 2 Address when two domain name systems are connected to your machine. A connection is made to DNS 2 only if DNS 1 does not respond.
- If a number has only one or two digits, input it and then press  $\rightarrow$  to move the cursor to the next number.
- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

## Access Control

Enter the access control setting.

- 1 Enter the code for "Access Control" with the number keys.

```
Access Control:  /OK
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press  $\rightarrow$  to move the cursor to the next number.

- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- When using the NIC FAX Monitor or LAN FAX function, access control determines the IP address(es) that can connect to NIC FAX. If you do not wish to use this feature, leave this setting as "0.0.0.0".

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

## Access Mask

Enter the access mask.

- 1 Enter the code for "Access Mask" with the number keys.

```
Access Mask:Press OK
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press  $\rightarrow$  to move the cursor to the next number.
- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- Enter a mask that specifies the range of IP addresses that can be connected based upon the access control setting. If you do not wish to use this feature, leave this setting as "0.0.0.0".

E.g.

```
Access control:  192.168.15.16
Access mask:     255.255.0.0
```

In this case addresses in the range 192.168.XXX.XXX can connect.

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

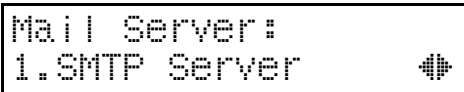
## E-mail Server Settings

**1** Enter the code for "2. Mail Server" with the number keys.



**2** Press the **[OK]** key.

**3** Press **⏪** or **⏩** to display the item you want to make settings for, then press the **[OK]** key.



- To enter the "@" character and periods, use the Quick Dial keys. To enter all other symbols, press the **[Symbol]** key. To switch between uppercase and lowercase characters, press the **[ABC/abc]** key.
- If you make a mistake, press the **[Cancel]** key.

### SMTP Server

Enter the IP address of the SMTP server.

**1** Enter the SMTP server address.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- The SMTP server is the server that sends E-mail over the Internet.
- The SMTP server can also be specified as a domain. In this case, you must specify the DNS server address.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

### POP Server

**1** Enter the POP server address.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- A connection is made to a POP server in order to receive E-mail.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

- You can also specify the POP server address as an IP address.
- The pop server can also be specified as a domain. In this case, you must specify the DNS server address.

### Host Name

Enter the host name of the NIC FAX that is to be used for sending mail.

**1** Enter the name of the host.

Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.



**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.



---

## Mail Address

---

Enter the mail address of NIC FAX.

- 1** Enter the E-mail address of this machine.

Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

```
Mail Add.:[abc]
_████████████████████████████████████████
```

- 2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

---

## Domain Name

---

Enter the domain name of the NIC FAX that is to be used for sending mail.

- 1** Enter the domain name.

Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

```
Domain Name:[abc]
_████████████████████████████████████████
```

- 2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

---

## Login Name

---

Enter the login name to be used for connection to the POP server.

- 1** Enter the login name.

Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

```
Login Name:[abc]
_████████████████████████████████████████
```

- 2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

---

## Login Password

---

Enter the login password to be used for connection to the POP server.

- 1** Enter the login password.

Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

```
Password:[abc]
_████████████████████████████████████████
```

- 2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

### E-mail RX Interval

When using auto mail reception, enter the interval in minutes at which NIC FAX is to automatically check for mail.

**1** Enter the interval for automatic reception with the number keys.

- You can enter a value between 1 and 60 minutes in one-minute steps.
- The machine's factory default setting is 3 minutes.



**2** Press the **[OK]** key.

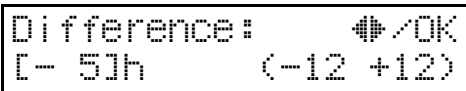
The machine returns to the E-mail server settings menu.

### Time Difference

Enter the time difference between your time zone and Greenwich Mean Time.

**1** Press **⏪** or **⏩** to adjust the time difference.

- Enter how many hours your local time is ahead or behind of Greenwich Mean Time (GMT).
- The factory default setting for the time difference is "-5" which is the time difference for New York.



**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

### Administrator Address

Make this setting when you want error notifications to be sent to another address in addition to the originator.

**1** Enter the address to which notifications will be sent when an error occurs.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- If the machine receives an error notification when downloading E-mail from the POP server or during a transfer request, it sends an error notification to the sender and a copy (CC) to the address specified with this setting.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

### Backup TX Address

Make this setting when you want all outgoing mail to be routed to another address in addition to the destination.

**1** Enter the E-mail backup address.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- A blind carbon copy (BCC) of all sent E-mail messages is sent to this address.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

## Limit Mail Size

Make this setting when you want to limit the size of E-mail that is transmitted. When this function is set "On", transmission of E-mail that exceeds the set size is aborted.

- 1 Press **⏪** or **⏩** to display "1. On/Off"

```
Limit Mail Size:
1.On/Off
```

### Note

- When E-mail exceeds the maximum file size, an Error Report is output and the E-mail is deleted.
- Even when E-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

- 2 Press the **[OK]** key.

- 3 Press **⏪** or **⏩** to select "On".

```
Limit Mail Size: /OK
On [Off]
```

### Note

- If you do not want to set a maximum E-mail size, select "Off" and press the **[OK]** key.

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

- 5 Press **⏪** or **⏩** to display "2. Available Size".

```
Limit Mail Size:
2.Available Size
```

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

- 7 Enter the file size limit with the number keys.

```
Size Limit: Press OK
[1000]KB (1-9999)
```

### Limitation

- You can set a file size from 1 to 9999 KB.

- 8 Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

## Limit Address (SMTP Routing)

This function is available in systems that allow routing of mail received via SMTP.

When a limit address is set, mail received from addresses that do not match the limit address is discarded and an error message is returned to the SMTP server.

The limit address is compared with the addresses of mail originators as illustrated by the following examples.

When the limit address is set to @nic.fax.com:

abc@nic.fax.com ⇒ Accepted

nic@fax.com ⇒ Not accepted

abc@fax.com ⇒ Not accepted

### Note

- No error report is output even when E-mail is discarded.

- 1** Enter the E-mail address for limiting routing.

```
Limit Add. : [abc]
_|||||
```

**!** **Limitation**

- You can enter up to 127 characters for an E-mail address.

**✎** **Note**

- If you make a mistake, press the **[Clear]** key and try again.

- 2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

## Auto Mail Reception

When Auto Mail Reception is set "On", NIC FAX automatically checks for and receives mail at the interval set for automatic reception (see P.14 "E-mail RX Interval").

**✎** **Note**

- If you have assigned the Auto Mail Reception function to a User Function key, you can turn Auto Mail Reception on or off by pressing that key. See P.2 "Operation Panel".

- 1** Press **⏪** or **⏩** to display "3. Auto Mail Recep.".

- 2** Press the **[OK]** key.

- 3** Press **⏪** or **⏩** to select "On" or "Off".

```
AutoMail Recep. : ⏪/OK
On [Off]
```

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

The machine returns to the network settings menu.

## Returning to the Initial Display

- 1** Press the **[User Tools]** key.

The machine returns to the standby mode.

# Installing the Applications

## System Requirements

The following is the required system for a PC running the NIC FAX Applications.

PC :	IBM PC/AT or compatible running Windows 95, Windows 98, Windows 2000, Windows NT 4.0
CPU :	i486DX-100MHz or higher
Minimum Memory :	16MB minimum
Free Disk Space :	30MB minimum
Operating System :	Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000
Display :	VGA 640 \ 480, 256 colors minimum
Network :	LAN connection, TCP/IP protocols

### Note

Operation cannot be guaranteed for all system configurations.

## Before Starting Installation

Running the installation program on the CD-ROM that contains the NIC FAX Applications causes the four programs listed below to be installed by default. Note, however, that you can also specify installation of specific programs if you want.

### ❖ NIC FAX application

- NIC FAX Monitor  
You can confirm NIC FAX settings and conditions from a PC, as well as make program settings and save journal listings.
- ICViewer  
You can display, edit, and save documents received using Internet faxing on a PC.

### ❖ Address Book

You can edit the address list. Allows you to select destinations registered on the address list when Internet faxing with NIC FAX.

### ❖ Multidirect Print

A utility that is necessary to use LAN FAX features.

❖ **LAN-Fax F1 (LAN FAX Driver)**

Enables you to send and print documents created on a PC.

 **Note**

- ❑ To use the NIC FAX Applications on a Windows 2000 system, you must be a member of the Administrators or Power Users group.
- ❑ If you install ICViewer, the TIF, TIFF and DCX file icons and default file assignments will change.
- ❑ Applications that can be used with LAN FAX are Address Book, Multidirect Print, and LAN-FAX F1.

---

## Installing the Applications

---

- To install the NIC FAX Applications on a Windows NT 4.0 or Windows 2000 system, you must be a member of the Administrators group.
- Screen images in the procedure below may differ according to your version of Windows and environment settings.
- Before beginning installation, exit all other applications.

**1** Turn on the PC and start up Windows.

**2** Insert the CD-ROM that contains the NIC FAX Applications into the PC's CD drive.

The Install program starts.

If the Install program does not start automatically, perform the following procedure:

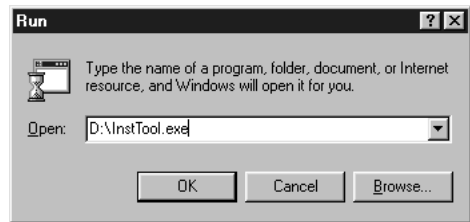
**1** On the [Start] menu, select [Run].

This causes the [Run] dialog box to appear.

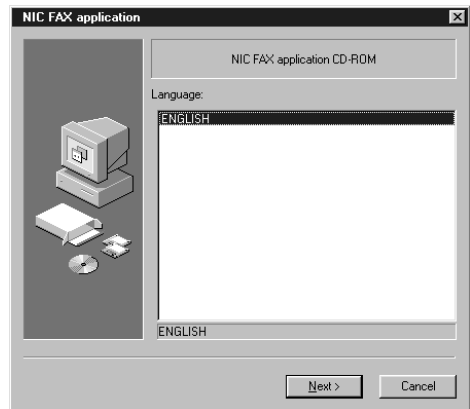
**2** Type the full path and file name of the setup program into the Text Box and then click [OK].

E.g. type  
D:\InstTool.exe

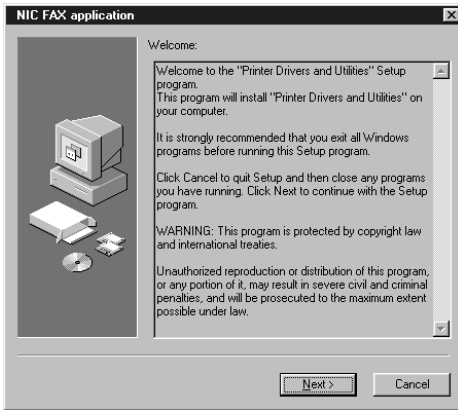
— If your CD-ROM is assigned to drive D.



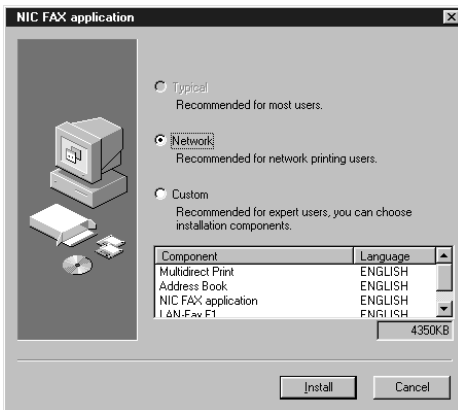
**3** Click [Next] in response to the dialog box that appears to start installation.



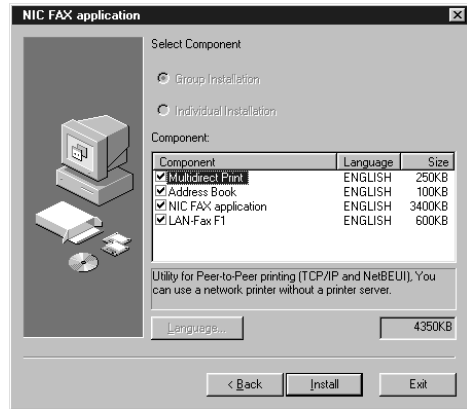
- 4** After checking the contents of the dialog box, click **[Next]**.



- 5** Select **[Network]** and then click **[Install]**.



- 2** Put checks in the checkboxes next to the program names in the component list box to select the programs you want to install, then click **[Install]**.

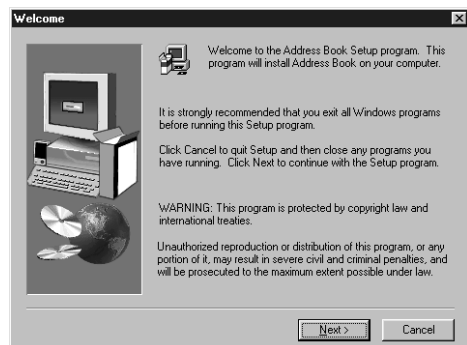


- 6** Click **[Next]**.



Once Multidirect Print has finished installing, the Address Book installer starts.

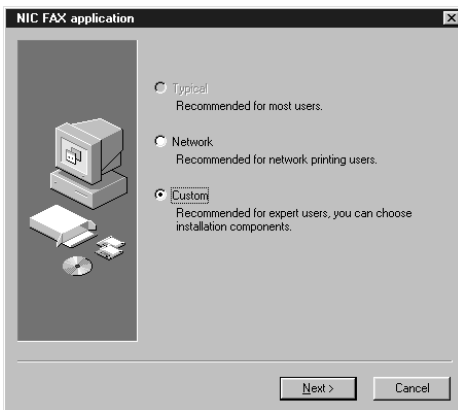
- 7** Click **[Next]**.



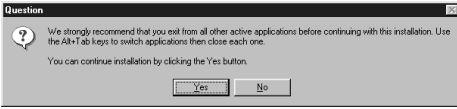
Once Address Book has finished installing, the NIC FAX application installer starts.

## Using the Customize Option

- 1** Select **[Custom]** and then click **[Next]**.



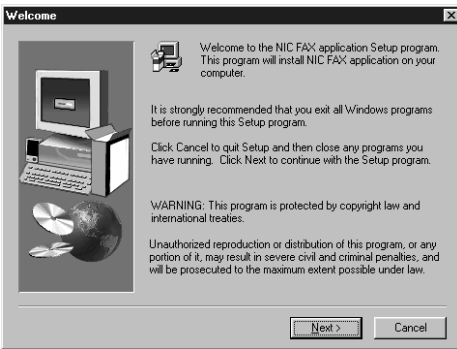
**8** Confirm that no other applications are open, and click "Yes".



**Note**

- ❑ To check whether other applications are running, hold down **[Alt]** and press **[Tab]**. Exit all other applications that are running before you click **[Yes]**.

**9** Click **[Next]**.



**10** Select **[Typical]**, then click **[Next]**.

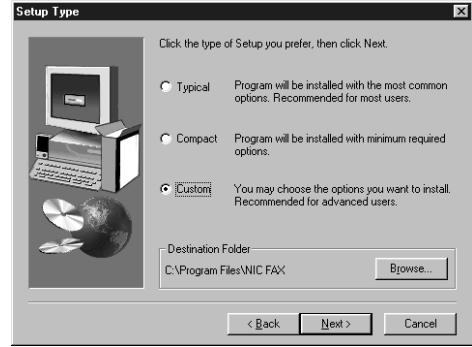


**Note**

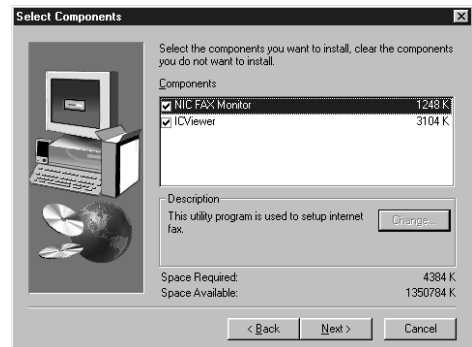
- ❑ If you want to change the location where the NIC FAX applications will be installed, click **[Browse]** and choose a directory. After you specify the directory, click **[Next]**.

Using the Customize Option

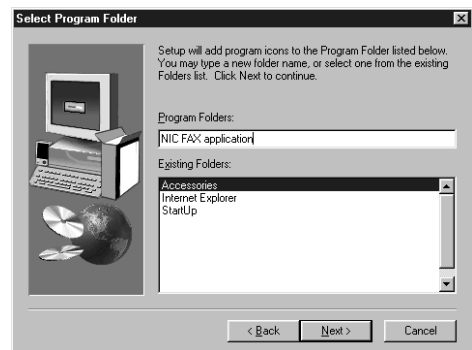
**1** Select **[Custom]**, then click **[Next]**.



Select the components you want to install, then click **[Next]**.



**11** Make sure the destination folder is to your satisfaction, then click **[Next]**.



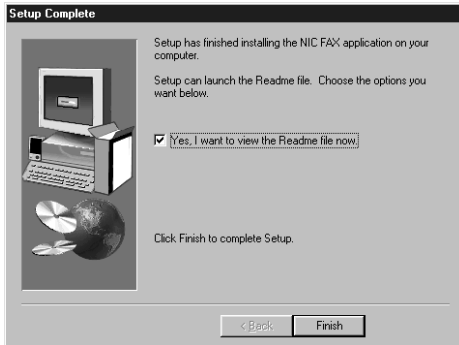
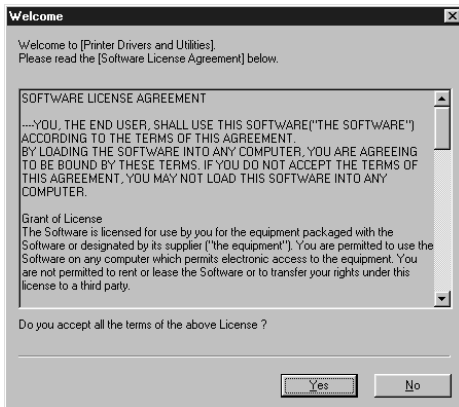
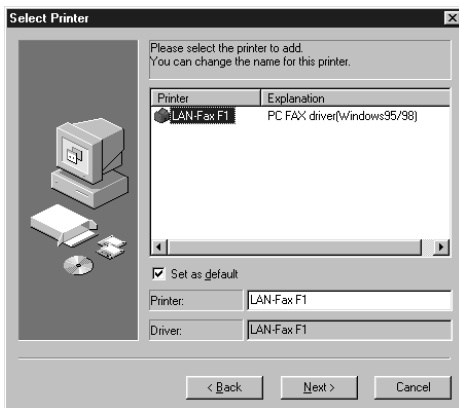
**Note**

- ❑ We recommend that you only use the folders shown in the list.

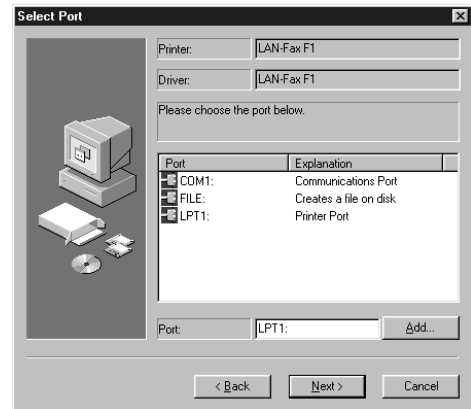
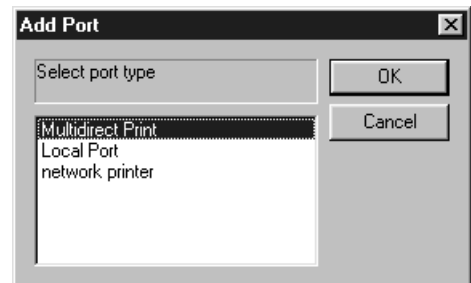
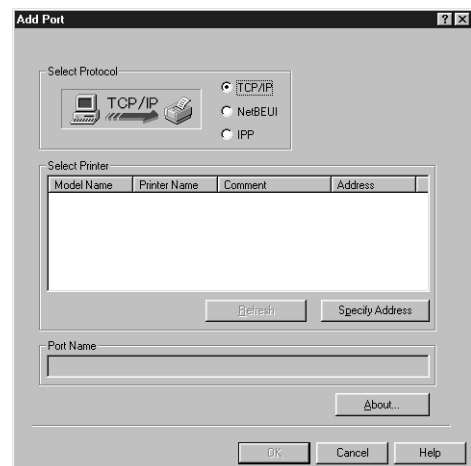


**12** Click **[Finish]**.

If the Readme check box was checked, the Readme file will open. Please check the contents, then close it.

**13** The Software License Agreement is displayed. Make sure you read it carefully, then click "Yes".**14** Select **[LAN-Fax F1]**, then click **[Next]**.**Note**

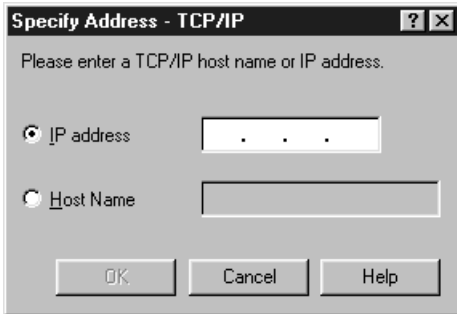
- ❑ If you want to change the printer name, enter the new name in the Printer text box.

**15** Click **[Add]**.**16** Select **[Multidirect Print]**, then click **[OK]**.**17** Click **[Specify Address]**.**Note**

- ❑ Make sure that "TCP/IP" is selected for "Select Protocol".

1

**18** Enter the IP address or host name assigned to NIC FAX, and then click [OK].

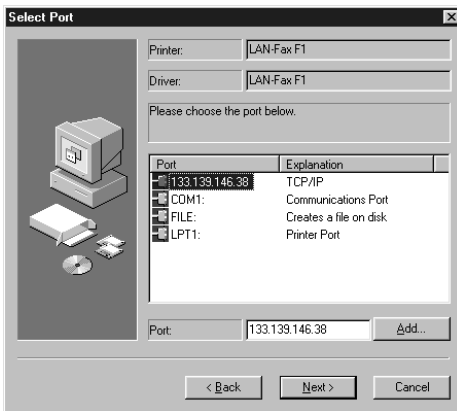


**Note**

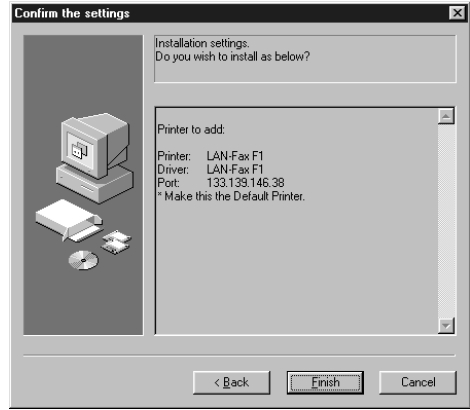
□ When entering a host name, first click "Host Name" and then enter the host name in the box to the right.

**19** Click [OK].

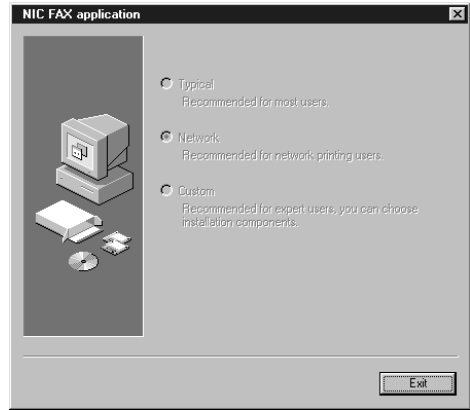
**20** Select the port (IP address) you specified in step 18, then click [Next].



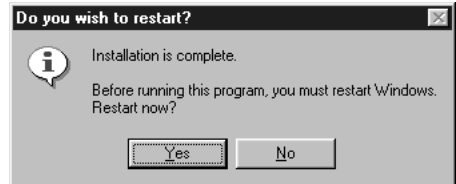
**21** Confirm the installation settings, then click [Finish].



**22** Click [Exit].



**23** When the next dialog box appears, remove the CD-ROM and click [Yes].



Windows restarts.

# NIC FAX Monitor Settings

After completing E-mail server settings, initial settings, and installation, you are ready to use NIC FAX Monitor to make E-mail, TCP/IP and other system settings.

## Entering Administrator Mode

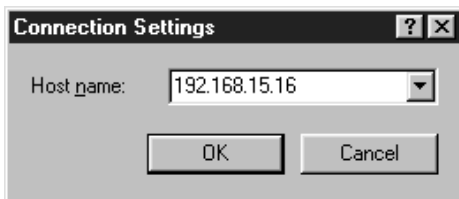
Before making system settings you have to first perform the procedure below to enter Administrator Mode.

### Note

- To use the NIC FAX Monitor on a Windows 2000 system, you must be a member of the Administrators or Power Users group.

**1** On the [Start] menu, point to [Programs] and then [NIC FAX application]. Next, click [NIC FAX Monitor].

**2** Type the IP Address or host name in the [Host name] text box, and then click [OK].



The above screen shows input of the example IP address 192.168.15.16.

### Note

- When NIC FAX Monitor is connected to NIC FAX in Administrator mode, "Connecting with PC" is shown on the NIC FAX display and it is not possible to access the Fax Features or Key Operator Tools settings from NIC FAX. If the User Tools are being accessed from NIC FAX or another running NIC FAX Monitor application, NIC FAX Monitor will display a "Sorry, busy for doing some other tasks." message and you will not be able to connect in Administrator mode.

**3** On the [Connect] Menu, click [Administrator Mode].

**4** The factory default password is a blank (null), so simply click [OK] to enter Administrator mode the first time.



### Important

- In Administrator mode, when no functions are performed for 10 minutes, the error message "No input for 10 minutes, therefore returning to User Mode." is displayed and the machine returns to User mode.

### Note

- See P.28 "Setting the Administrator Mode Password" for details on changing the Administrator mode password.

## Internet E-mail Settings

From the **[Settings]** menu, choose **[FAX Setup (Administrator)]** to display the **[FAX Setup (Administrator)]** dialog box.

- 1 Click the **[Mail]** tab in the **[FAX Setup (Administrator)]** dialog box.

- 2 Make the **[Mail]** settings described below (1 through 8), and then click **[OK]**.

- 1 **[SMTP Server]**

Type in the IP address of the SMTP server to be connected to for sending Internet E-mail.

- 2 **[POP Server]**

Type in the IP address of the POP server to be connected to for receiving Internet E-mail.

**Note**

- You can enter a host name for the above items if the TCP/IP DNS setting is set up correctly (see P.25 "TCP/IP Settings").

- 3 **[Host Name]**

Type in the NIC FAX host name. This input can be skipped.

- 4 **[Mail Address]**

Type in the NIC FAX E-mail address. The address you type here is automatically added to the "From" field of outgoing E-mail.

- 5 **[Domain Name]**

Type in the domain name of the network where NIC FAX is located. This input can be skipped.

- 6 **[Login Name]**

Type in the name for logging into the POP server.

- 7 **[Login Password]**

Type in the password for logging into the POP server.

- 8 **[Mail RX Interval]**

Specify the minimum interval for logging into the POP server to pick up any E-mail that is waiting. An interval in the range of 1 to 60 minutes can be specified, in one-minute units. The factory default setting for the interval is 3 (minutes).

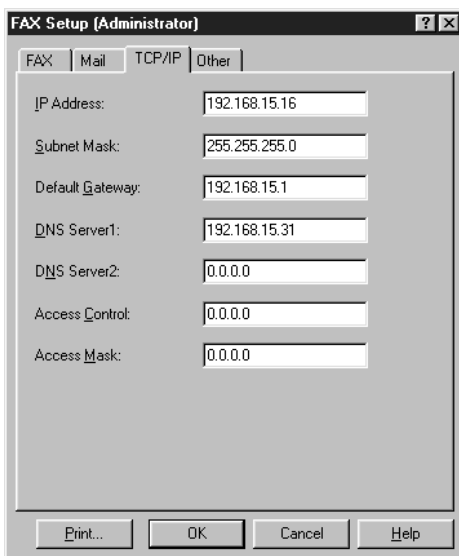
## TCP/IP Settings

From the **[Settings]** menu, choose **[FAX Setup (Administrator)]** to display the **[FAX Setup (Administrator)]** dialog box.

### Note

- If you have registered the settings below from NIC FAX, there is no need to register them again.

**1** Click the **[TCP/IP]** tab in the **[FAX Setup (Administrator)]** dialog box.



**2** Make the **[TCP/IP]** settings described below (**3** through **5**), and then click **[OK]**.

**1 [IP Address], [Subnet Mask], [Default Gateway]**

Make sure that these items are identical to those you input on the NIC FAX control panel (P.9 "TCP/IP Settings").

**2 [DNS Server 1]**

Type in the primary DNS server IP address of the network to which NIC FAX is connected.

**3 [DNS Server 2]**

Type in the secondary DNS server IP address of the network to which NIC FAX is connected.

**4 [Access Control]**

Type in the IP address to which NIC FAX can connect when using the NIC FAX Monitor or the LAN FAX function. If you do not wish to use this feature, leave this setting as 0.0.0.0.

**5 [Access Mask]**

Type in an access mask to limit the range of IP addresses that can connect to NIC FAX.

If you do not wish to use this feature, leave this setting as "0.0.0.0".

Example:

Access Control: 192.168.15.16

Access Mask: 255.255.0.0

In this case, the IP address that can connect to NIC FAX is: 192.168.XXX.XXX

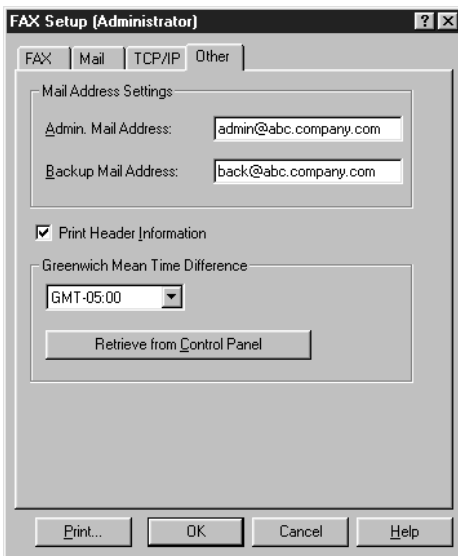
## Other Settings

From the **[Settings]** menu, choose **[FAX Setup (Administrator)]** to display the **[FAX Setup (Administrator)]** dialog box.

### Note

- If you have registered the settings below from NIC FAX, there is no need to register them again.

**1** Click the **[Other]** tab in the **[FAX Setup (Administrator)]** dialog box.



**2** Make the settings described below (**1** through **4**), and then click **[OK]**.

### 1 [Admin. Mail Address]

If the machine receives a notification E-mail message (error notification or relay result notification) generated by NIC FAX, it sends an error notification to the sender and a copy (CC) to the address specified with this setting. This input can be skipped.

### 2 [Backup Mail Address]

A blind carbon copy (BCC) of all E-mail sent from NIC FAX is sent to this address. This input can be skipped.

- Specifying a backup address causes all E-mail to be sent to the address. This means the mail server requires large memory capacity.

### Note

- Do not specify the NIC FAX E-mail address as the Administrator E-mail Address or Backup E-mail Address. Doing so can cause operational problems when transfer request E-mail is bcc'd to NIC FAX.

### 3 [Print Header Information]

Put a check in this checkbox if you want header information to be printed in received E-mail.

### 4 [Greenwich Mean Time Difference]

Specify the difference between Greenwich Mean Time and the time zone you are currently located in. You can use the drop-down list or click the button to get the value from the Control Panel.

Example

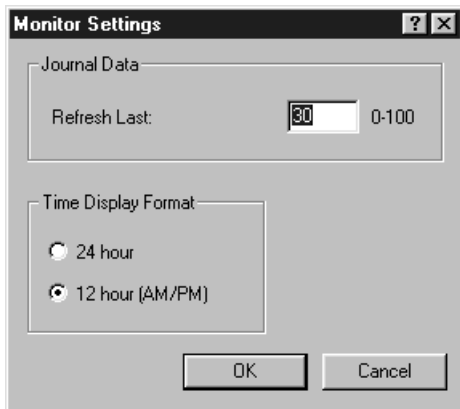
Los Angeles	GMT - 08:00
New York	GMT - 05:00

---

## Monitor Settings

---

- 1 Select [Settings], and then [Monitor Settings].



- 2 Make any changes, then click [OK].

- 1 **Journal Data**

Enter the number of Journal items to display (0–100). The factory default setting is 30.

- 2 **Time Display Format**

Select 12 or 24 hour format for the time displayed in the monitor dialog.

# Setting the Administrator Mode Password

1

On the **[Settings]** menu, click **[Password]** to display the password settings dialog box. Use this dialog box to specify a password that controls access to Administrator mode.

**1** In the dialog box, make the required password settings.

**1** **[Current Password]**

Type in the password you want to change from. If this is the first time you are setting a password since installing NIC FAX Monitor, leave this text box blank.

**2** **[New Password]**

Type in up to eight characters for the password to which you want to change. Note that NIC FAX Monitor distinguishes between uppercase and lowercase characters.

**3** **[Confirm New Password]**

Re-type the password you specified into the **[New Password]** text box.

**2** Click **[OK]** to put your password settings into effect.

**Note**

- Make sure you keep a separate record of your password so you do not forget it. If you do, you will not be able to access Administrator Mode.
- Should you forget the password, contact your service representative.
- You can operate NIC FAX Monitor in User mode or Administrator mode. In User mode you can confirm settings, but you cannot change them. A password is required to enter Administrator mode. This mode allows you to change the settings and use all of the NIC FAX Monitor functions.



# 2. Internet Faxing

## Transmission

This section describes how to scan a document into NIC FAX memory and send it as E-mail. You can enter the E-mail address directly, or use a Quick Dial, Speed Dial or Group with an address already stored in it. You can also use the **[Redial]** key to recall the previous address sent to.

When sending documents, you can set E-mail options using the **[Trans. Option]** key. You can set the following options:

### ❖ Subject

You can enter a subject for the document you want to send. You can enter a maximum of 20 characters.

### ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

You can confirm whether documents you sent were properly received on the Journal.

### ❖ Viewer URL Information

You can record URL sites for downloading viewer applications on E-mail you are about to send.

### 🚨 Important

- ❑ You may not be able to send large files as E-mail, depending on E-mail environment conditions.
- ❑ The level of security for Internet communications is low. Use of the telephone network is recommended for confidential communications.

### 📝 Note

- ❑ Because NIC FAX sends documents as E-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a PC. You can inform the receiver of sites for downloading viewer applications with the Viewer URL Information Mail Option.
- ❑ When you send viewer URL information, depending on the receiver's fax machine, the journal may show a page count that is one or two pages greater than the number of pages actually sent.
- ❑ See P.100 "Received Images" for how mail is actually received by the PC when mail is sent with mail options selected.

### 1 Make sure that the Memory Transmission indicator is lit.

If it is not, press the **[Memory]** key.

### 💡 Limitation

- ❑ When using NIC FAX to send E-mail over the Internet, documents are stored in memory, then sent using Memory Transmission. Internet faxing does not allow immediate transmission.

### Specifying E-mail Options

To specify E-mail options, perform the following procedure.

- 1 Press the **[Trans. Option]** key.
- 2 Press **⏪** or **⏩** to display "10. Mail Options".

```
Trans. Option
10.Mail Options  ⏪
```

- 3 Press the **[OK]** key.
- 4 Press **⏪** or **⏩** to select "On".

```
Mail Options:  ⏪/OK
[On]  Off
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** to select "Yes" or "No".

```
Insert Subject: ⏪/OK
[Yes]  No
```

- 7 Press the **[OK]** key.
- If you selected "No" in step 6, go to step 10.

- 8 Enter the subject.

```
Subject:      [ABC]
_#####
```

 **Reference**

See Chapter 3, "Entering Characters" in the Basic Features manual.

- 9 Press the **[OK]** key.
- 10 Press **⏪** or **⏩** to select "No" or "Urgent".

```
Heading:      ⏪/OK
[No] Urgent
```

- 11 Press the **[OK]** key.

- 12 Press **⏪** or **⏩** to select "Yes" or "No".

```
Confirm Recep.: ⏪/OK
[Yes]  No
```

- 13 Press the **[OK]** key.
- 14 Press **⏪** or **⏩** to select "Yes" or "No".

```
Add ViewerInfo. ⏪/OK
[Yes]  No
```

- 15 Press the **[OK]** key.

 **Note**

- If any one of the E-mail options is set, the Transmission Option indicator lights.

- 2 Place your document facedown into the feeder, and make any scan settings you require.

- Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.

- 3 Press the User Function key (F1-F4) that is assigned the Mail Address function.

```
Mail:[abc]  Address
_#####
```

- 4** Use the Quick Dial keys and number keys to enter the E-mail address.

```
Mail:[abc]      OK
nicfax@abc.xyz.com
```

- You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- You can enter up to 127 characters for an E-mail address.
- You can specify E-mail addresses programmed in Quick Dials, Speed Dials, and Group Dials.
- You can also use the **[Redial]** key to specify E-mail addresses.

- 5** Press the **[OK]** key.

```
Dest.1      OK to Add
nicfax@abc.xyz.com
```

 **Note**

- If you want to specify another E-mail address, repeat steps **3** and **4**.

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

- This starts reading of the document into memory. The E-mail send operation starts after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

 **Note**

- For how to cancel transmission of an Internet fax, see P.42 "Canceling Transmission of an Internet Fax".

 **About the E-mail Subject**

If "No" is selected for "Insert Subject" in Mail Options, a subject with the following contents is automatically inserted.

❖ **When a Personal Code is set**

- If the mail address of the Routing Address is registered:  
From "mail address of the Routing Address" Fax Message NO.xxxx.
- If the mail address of the Routing Address is not registered:  
From "Personal Code name" Fax Message NO.xxxx.

❖ **When a Personal Code is not set**

- If Own Fax Number and Own Name are registered:  
From "Own Fax Number" ("Own Name") (Fax Message NO.xxxx)
- If only Own Fax Number is registered:  
From "Own Fax Number" (Fax Message NO.xxxx)
- If only Own Name is registered:  
From "Own Name" (Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are registered:  
Fax Message NO.xxxx

 **Note**

- "xxxx" is the document number that appears in the Journal.

 **Reference**

See Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.

See Chapter 1, "Personal Codes" in the Advanced Features manual.

 **When using NIC FAX with Broadcasting and Sequential Broadcasting**

Broadcasting is used to send E-mail when multiple addresses are specified for transmission. With broadcasting, the same E-mail can be sent to multiple addresses at once, just as when ordinary E-mail is sent to multiple addresses.

However, if "Yes" is selected for "Confirm Recep." or "Label Insert", sequential broadcasting is used for transmission. With sequential broadcasting, the E-mail is sent to one address at a time.

 **Reference**

See Chapter 3, "Label Insertion" in the Advanced Features manual.

---

## Confirming Reception

---

When Confirm Reception is selected, a Reception Notice Request message is sent at the time of transmission. The receiver replies to this Reception Notice Request by sending a Reception Notice. Once the Reception Notice has been received, "OK" appears in the Result column of the journal, allowing the originator to verify that the transmission has been received.

 **Limitation**

The Confirm Reception feature is only available if the receiver's PC supports MDN (Message Disposition Notification).

 **Note**

Information regarding up to the last 100 communications is recorded, but only the last 50 transmissions appear in the Journal. If you do not receive a reception confirmation message for one of the last 50 transmissions from the receiver's machine, you may not be able to confirm that the E-mail has been received in the Journal's Result column.

If you specify Mailing list addresses, do not select "Yes" for "Confirm Recep." Otherwise, you will receive multiple reception confirmation messages from E-mail recipients, and the Result column will not show the correct information. The Result column is refreshed each time a newconfirmation message is received.

Reception confirmation results are only shown in the Journal. The Result column in all other files, lists, and transmission reports appears blank.

Reception confirmation messages are not recorded in the Journal.

# Transfer Request

Transfer requests allow you to make use of the Internet to reduce costs, particularly with long distance and international communications.

There are two types of transfer request transmissions: transfer request by E-mail and transfer request by fax (standard transfer request transmission).

The following are some terms you must be familiar with in order to perform the following procedure.

## ❖ Transfer requester

This is the fax machine performing the transfer request transmission (this machine).

## ❖ Transfer station

This is the fax machine that performs the transfer. This machine needs to be capable of performing transfers.

## ❖ End receiver

This is the fax machine or PC that receives the E-mail or fax from the transfer station.

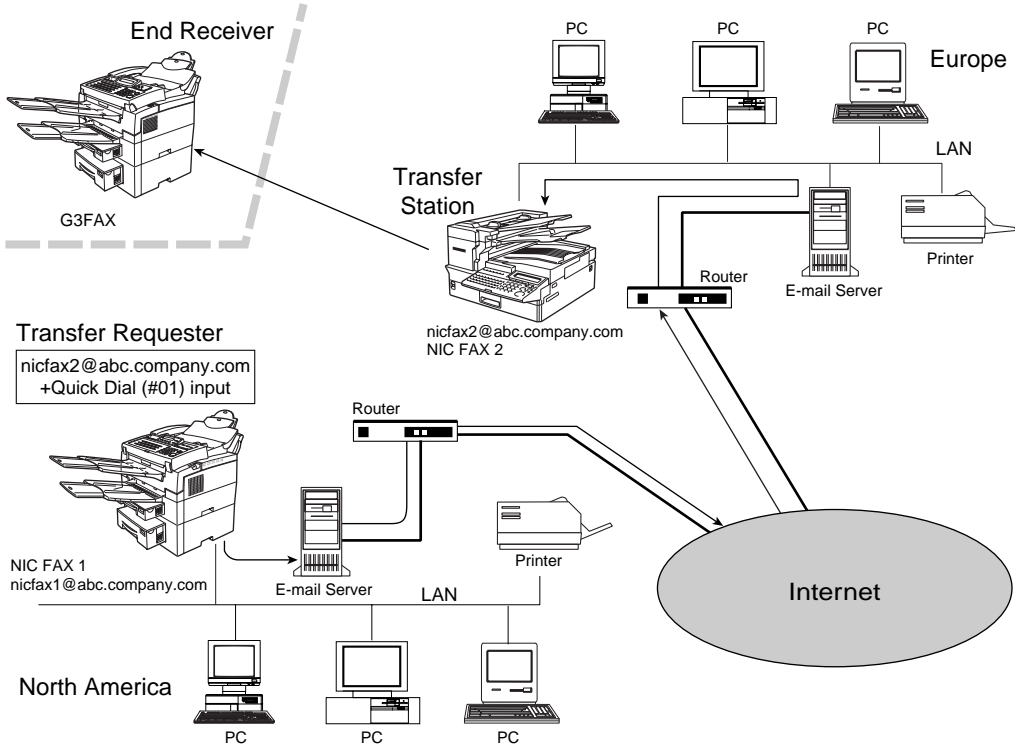
## ! Limitation

- Fax machines that are equipped with NIC FAX KIT TYPE 140 or TYPE 500 can be specified as the transfer station for a transfer request by E-mail.

## Note

- Up to 30 end receivers can be specified for each transfer station. Each transfer station Group is counted as a single end receiver.
- Each group is considered one item when specifying transfer stations programmed in Group Dials.

- ❑ In order to use this function, you must make the polling ID and Transfer Report settings. The same polling ID must be set for both the transfer requester and the transfer stations. See Chapter 7, "ID Code" in the Advanced Features manual. See Chapter 1, "Transfer Request" in the Advanced Features manual for how to send faxes using transfer requests.



## Transfer Request by E-mail

- 1 Make sure that the Memory Transmission indicator is lit.  
If it is not, press the **[Memory]** key.
- 2 Place your document facedown into the feeder, and make any scan setting you require.
  - Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.
- 3 Press the **[Trans. Option]** key.

- 4 Press **⏪** or **⏩** to display "7. Transf. Request"

```
Trans. Option
7. Transf. Request ⏪
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** to select "On".

```
Transf. Request: ⏪ / OK
On [Off]
```

- 7 Press the **[OK]** key.

- 8** Press the **Quick Dial** or **Speed Dial** that contains the **Transfer Station**.

```
Transf. Stn. :
_#####
```

- **Quick Dial**  
Press the Quick Dial to which the desired address is assigned.
- **Speed Dial**  
Press Speed Dial key then enter the Speed Dial code with the number keys.

**Limitation**

- When an originator requests transfer by E-mail from a station that is not capable of performing transfers, the station addressed receives the request as ordinary E-mail and does not transfer it or return an Error Report to the originator of the request.
- Before sending E-mail, confirm that the end receiver's machine is equipped with the Transfer function.

---

### Entering an E-mail Address Manually

---

- 1** Press the **User Function** key (F1-F4) that is assigned the **Mail Address** function.
- 2** Enter the transfer station's **E-mail address**, and then press the **[OK]** key.

If you make a mistake, press the **[Clear]** key and try again.

- To enter the "@" character and periods, use the Quick Dial keys. For all other symbols, press the **[Symbol]** key. Use **[ABC/abc]** to shift between uppercase and lowercase characters.

- 9** Press the **[OK]** key.

- 10** Specify the end receiver.

You can specify a Quick Dial, Speed Dial, or Group Dial programmed with the end receiver or Transfer Station you want to specify.

```
Receive Stn. :
01 [#_#####]
```

- 11** Press the **[OK]** key.

- 12** Use **⏪** or **⏩** to select "Yes" or "No".

```
Add Recv. Stn.? /OK
[Yes] No
```

- 13** Press the **[OK]** key.

**Note**

- If you selected "Yes" in step **11**, repeat the procedure from step **9**.

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

- This starts reading of the document into memory. The E-mail send operation starts after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

## Specifying Transfer Stations

You can only specify end receivers already programmed in a Quick Dial, Speed Dial, or Group Dial.

### ❖ Quick Dial

Following #, enter the two-digit Quick Dial code.

For example, to specify the end receiver assigned to Quick Dial code 01, enter: # 0 1

### ❖ Speed Dial

Following #, enter an asterisk followed by the two-digit Speed Dial code.

For example, to specify the end receiver assigned to Speed Dial code 12, enter: # \* 1 2

### ❖ Group Dial

Following #, enter two asterisks followed by the two-digit Group code.

For example, to specify the end receiver assigned to Group code 04, enter: # \* \* 0 4



# Reception

## Automatic E-mail Reception

When this function is turned on, the machine periodically checks the E-mail server for incoming E-mail and downloads it as necessary.

The interval between checks is referred to as the Mail RX Interval, and the factory default setting for this parameter is 3 minutes (see P.12 "E-mail Server Settings"). You change this to any value between 1 and 60 minutes, and can also force the machine to check for incoming E-mail by pressing the User Function key that has been assigned the Mail Reception Function (See P.37 "Manual E-mail Reception").

You can also configure this feature to work in conjunction with the Night Timer feature so that Automatic E-mail reception does not occur at times when the machine is saving energy. See P.60 "User Parameters"(switch 16, bit 4).

### Note

- ❑ If the indicator of the User Function key assigned with the Auto Mail Reception function is not lit, automatic E-mail reception will not take place (see P.2 "Operation Panel").
- ❑ If memory runs out, E-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

### Reference

See P.14 "E-mail RX Interval" and P.24 "Internet E-mail Settings".

See Chapter 6, "Assigning a User Function Keys" in the Advanced Features manual.

See Chapter 7, "Energy Save Timer" in the Advanced Features manual.

## Manual E-mail Reception

Follow these steps at any time to check for incoming E-mail immediately.

### Note

- ❑ This procedure assumes that the Manual Reception function is stored in a User Function key beforehand (see P.2 "Operation Panel"). See Chapter 6, "Assigning a User Function Keys" in the Advanced Features manual.

**1** Press the User Function key (F1-F4) registered with the Manual E-mail Reception function.

**2** Press the **[Start]** key to check for E-mail.

If there is E-mail, the Communicating indicator will light and the E-mail will be printed.

```
Mail Reception:
Press Start
```

If there is no E-mail, the following display appears. Press the **[OK]** key.

```
No Mail Received
Press OK
```

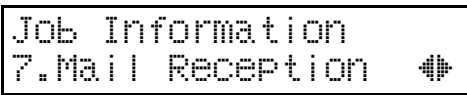
**3** The machine returns to the stand-by mode.

2

### Receiving E-mail with the Information Function

If the Manual E-mail Reception function is not registered in a User Function key, use the following procedure to receive E-mail.

- 1 Press the **[Job Information]** key.
- 2 Press **⏪** or **⏩** to display "7. Mail Reception"



- 3 Press the **[OK]** key.

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

If there is E-mail, the Communicating indicator will light and the E-mail will be printed.



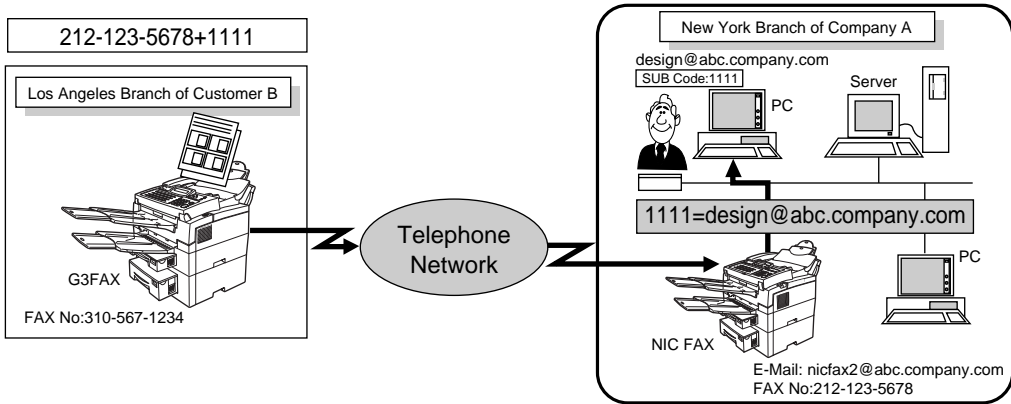
If there is no E-mail, the following display will appear. Press the **[OK]** key.



- 5 The machine returns to the stand-by mode.

### Routing of Received Faxes

When a document is received, its SUB code is compared with Personal Codes registered in the fax machine and, if a match is found, the document is routed to the destination whose Personal Code is specified. If the destination specified is an E-mail address, the received document is routed to that destination as E-mail.

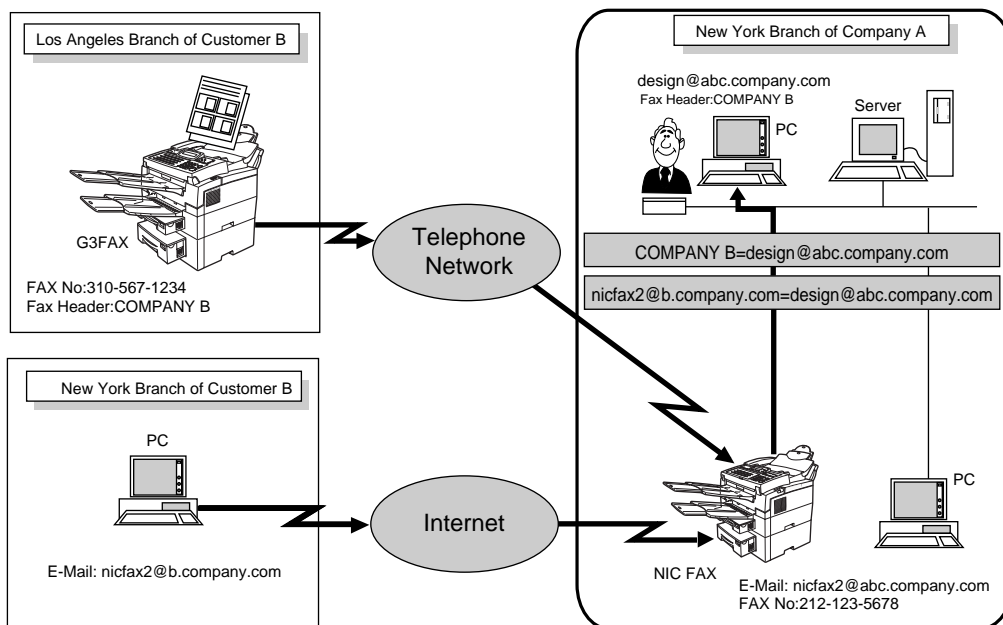


**Note**

- ❑ You can route faxes received from any fax machine, regardless of manufacturer.
- ❑ Before routing received faxes, you must set up the Personal Codes and routing address. See P.78 "Adding Personal Codes". Also refer to Chapter 7, "Programming the Personal Codes" in the Advanced Features manual.

## Transfer of Received Faxes

NIC FAX can automatically forward received faxes to other destinations registered in memory based on the Own Name, Own Fax Number or E-mail address of the fax originator. If an E-mail address is registered for the destination station, documents received can be forwarded as E-mail.



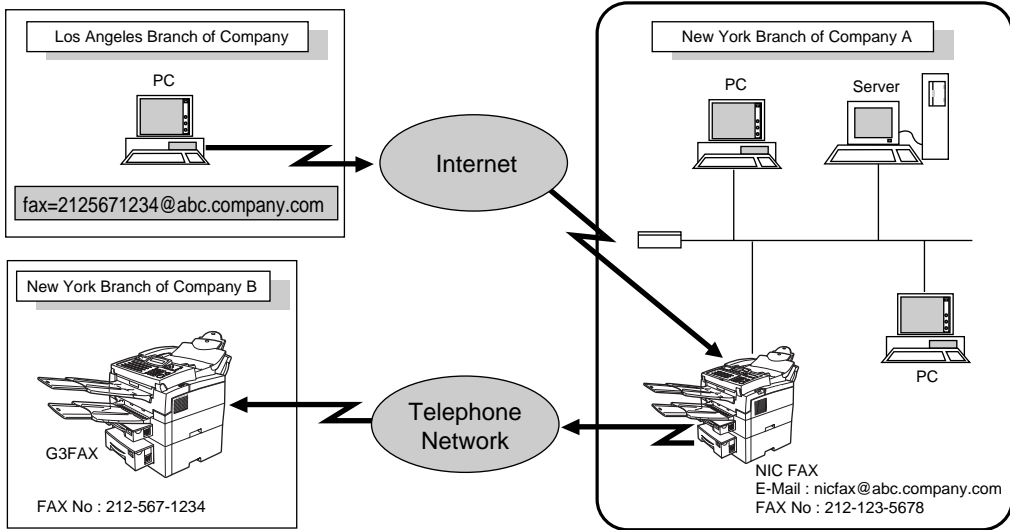
### Note

- You can transfer data received from any fax machine, regardless of manufacture.
- You need to set up the forwarding station beforehand. See P.75 "Adding Forwarding Station Addresses". "Adding Forwarding Station Addresses" Also refer to Chapter 7, "Forwarding" in the Advanced Features manual.

# Transferring Mail Received via SMTP

Mail received via SMTP can be transferred to other fax machines. They can also be transferred to destinations that are registered as Quick Dial entries, Speed Dial entries, or Groups.

2



## Getting Ready

Before transferring mail received via SMTP, you first must set the "Route documents received with SMTP" user parameter to "Yes". The factory default setting of this parameter is "No". See P.60 "User Parameters" (switch 17, bit 1).

**Note**

- If a mail transfer request is received when the "Route documents received with SMTP" user parameter is set to "No," NIC FAX responds with an error to the SMTP server.
- You can make settings that limit transfer to specified originators. See P.15 "Limit Address (SMTP Routing)".

 **Specifying mail transfer**

The originator can request transfer of mail sent to another NIC FAX by specifying the E-mail address as follows.

**❖ Fax number**

fax=destination fax number@host name of NIC FAX.domain name

Example: to transfer to fax number 212-123-4567, specify:

fax=2121234567@nicfax.abc.company.com

**❖ Quick Dial destination**

fax=#Quick Dial key number@host name of NIC FAX.domain name

Example: to transfer to the destination registered under Quick Dial key 01:

fax=#01@nicfax.abc.company.com

**❖ Speed Dial destination**

fax=#\*Speed Dial number@host name of NIC FAX.domain name

Example: to transfer to the destination registered under Speed Dial number 12:

fax=#\*12@nicfax.abc.company.com

**❖ Group destination**

fax=\*\*\*Group number@host name of NIC FAX.domain name

Example: to transfer to the destination registered under Group number 04:

fax=\*\*\*04@nicfax.abc.company.com

# Canceling Transmission of an Internet Fax

## While the Document is Being Scanned In

**1** Press the **[Stop]** key.

**2** Remove the document from the feeder.

For how to clear document jams, see Chapter 4, "Clearing a Document Jam" in the Basic Features manual.

```
Clear Misfed
Original(S)
```

## After the Document Has Been Scanned In

### Note

- You cannot cancel transmission of a message after it has been sent. Messages not shown in the file list have been already sent.

**1** Press the **[Job Information]** key.

Confirm that "1. Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX
```

**2** Press the **[OK]** key.

**3** Use **⏪** or **⏩** to move through the list until the message you wish to delete appears.

**4** Press the **[OK]** key.

**5** Press **⏪** or **⏩** to select "Yes".

### Note

- If you do not want to cancel transmission, select "No".

**6** Press the **[OK]** key.

The machine returns to the stand-by mode.

# Reports and Lists

The formats of most reports and lists are identical to those printed for the standard fax functions. This section describes only reports and lists that have different formats.

## Note

- When you send a fax to an E-mail address, the field where the fax number normally appears in a standard fax report or list is replaced by the applicable E-mail address.

2

---

## Error Mail Notification

---

NIC FAX sends this notification to a sender when it is unable to successfully receive a particular E-mail message. A "cc" of this notification is also sent to the administrator E-mail address when one is specified.

- See P.12 “*E-mail Server Settings*” for details on specifying the administrator E-mail address.

## Note

- NIC FAX also prints an Error Report when it sends an Error Mail Notification.
- If an error occurs when mail is received via SMTP, an Error Mail is sent to the originator of the message.

---

## Error Report (Mail)

---

This report is printed on NIC FAX when it is unable to send an Error Mail Notification.

```

* * * ERROR REPORT (Mail) (JAN.19.2001 11:26AM) * * *

FILE TIME                ADDRESS                FAX HEADER: design
*****
0009 11:26AM             ❖ nicfax@ abc.company.com

PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.

CAUSE OF ERROR:         INVALID FILE (DECODE ERROR)

```

## Server-Generated Error E-mail

The transmitting server sends this error E-mail to the originator of E-mail that cannot be transmitted correctly due to an incorrect E-mail address or some other reason.

### Note

- ❑ After the server-generated error E-mail has been printed, the first page of the document is printed.

## Journal

### Note

- ❑ The Journal is automatically printed out after each 50 transmissions and/or receptions. You can also print it out manually. See Chapter 2, "Printing the Journal" in the Advanced Features manual.

* * * JOURNAL (JAN.19. 2001 3:12PM) * * *								
				Documents sent as E-Mail		FAX HEADER: ABC.COMPANY		
<TRANSMISSION>								
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL NAME	FILE
JAN.19.	10:19AM	New York Branch	G3EDM	0'41"	P.1	OK	design	0528
	11:45AM	PC--<LAN>-->	*DM	0'01"	P.2	OK		0529
	11:45AM	New York Branch	G3EDM	0'45"	P.2	OK		0529
	2:47PM	nicfax2@abc.company.com	MailDM	1'15"	P.1	---	001	0531
	3:06PM	nicfax3@abc.company.com	MailSMQ	1'05"	P.1	OK	111	0533
	3:08PM	nicfax3@abc.company.com	MailSMA	1'01"	P.1	---		0534
<RECEPTION>								
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL NAME	FILE
JAN.19.	9:37AM	New York Branch	G3ES	0'06"	P.1	OK	design	0527
	1:45PM	nicfax5@abc.company.com	MailSM	1'08"	P.1	OK		0530
	3:01PM	nicfax6@abc.company.com	MailSM	1'01"	P.1	E	001	0532
	3:09PM	nicfax7@abc.company.com	MailSM	1'02"	P.1	OK	111	0535
T X	006535			R X	000838			
# :	BATCH	C :	CONFIDENTIAL	\$ :	TRANSFER	P :	POLLING	
M :	MEMORY	L :	SEND LATER	@ :	FORWARDING	E :	ECM	
S :	STANDARD	D :	DETAIL	F :	FINE	> :	REDUCTION	
* :	PC	+	ROUTING	Q :	RECEPT NOTCE REQ.	A :	RECEPT. NOTICE	

### ❖ [DATE]

Date of communication.

### ❖ [TIME]

Time communication started.



❖ **[ADDRESS]**

In the case of E-mail transmission, this column shows the address that was entered manually, or the name assigned to the Quick Dial or Speed Dial that was used. In the case of E-mail reception, this column shows the address that was in the From field of the received E-mail. In the case of communication with another fax, the contents of this column are identical to those of the standard fax journal.

❖ **[MODE]**

Letter or symbol indicating the communication mode.

The letter "Q" appears next to E-mail for which Confirm Reception was specified in Mail Options. The letter "A" appears next to mail for which Receipt Notifications have been sent.

❖ **[TIME]**

Elapsed time. \*\*' \*\*' is shown if the elapsed time exceeds 99 minutes 59 seconds.

❖ **[PAGE]**

Number of pages. \*\* is shown if the number of pages exceeds 999.

❖ **[RESULT]**

OK	:	All pages sent (fax transmission). When E-mail is specified for Reception Confirmation in Mail Options, and a reception confirmation message has been received from the receiver, "OK" is displayed.
E	:	Error
--	:	Internet fax sent to an E-mail server registered for this machine. This does not indicate that the E-mail reached the final destination.
D	:	Power outage Transmission interrupted due to service failure such as power outage.

❖ **[PERSONAL NAME]**

Personal name for communication with Personal Code specified. The personal name is shown here when one is programmed.

❖ **[FILE]**

File number (document control number)

---

## Personal Code List

---

- ❖ **[Pers. Code]**  
Indicates the Personal Codes registered in the machine.
- ❖ **[Personal Name]**  
The user name corresponding to the Personal Code.
- ❖ **[Programmed Receiver]**  
The programmed routing destination.

---

## Transmission Result Notification Mail (Transfer Result Report)

---

When a fax is sent using LAN FAX, a Transmission Result Notification Mail is sent to the destination if the routing destination's E-mail address is specified using a programmed Personal Code. This makes it possible to verify the result of transmission.

### **Note**

- Whether or not the transmitted document is attached to the transmission result report is determined by User Parameter settings (switch 04, bit 7; see P.60 "*User Parameters*"). The factory default setting is to attach the transmitted document (the image).

### **Reference**

See P.49 "*Basic Transmission*".

- ❖ **[RESULT]**  
The transmission result report indicates the result as follows.  
OK: Indicates that all pages were transmitted by LAN FAX.  
ERROR: Indicates that some pages were not properly transmitted.

# Scanning Operation

You can use NIC FAX as a simplified network scanner by sending a document to your own E-mail address.

- For this operation you can select between standard resolution (200 X 100 dpi) and detail resolution (200 X 200 dpi).

## **1** Make sure that the Memory Transmission indicator is lit.

If it is not lit, press the **[Memory]** key.

## **2** Place the document you want to scan facedown into the feeder, and make any scan settings you require.

Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.

## **3** Enter your E-mail address in one of the following ways:

This step is not necessary when specifying the E-mail address with a Quick Dial or Speed Dial.

- Press the User Function key (F1-F4) assigned the Mail Address function, then use the Quick Dial keys and number keys to input your address.
- If your address is stored in a Quick Dial, press that Quick Dial key, then go to step **4**.
- If your address is stored in a Speed Dial, press the Speed Dial key then enter the code with the number keys, then go to step **4**.

## **Note**

- You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.

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

- This starts reading of the document into memory. The E-mail send operation starts after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.



# 3. Using LAN FAX

## Basic Transmission

This section describes how to send fax documents created using PC applications.

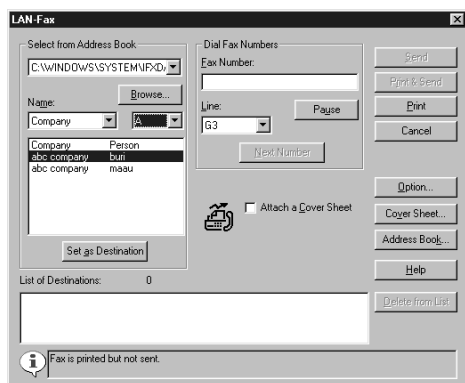
Open the application document you want to send, or create a new document, then perform the following procedure.

- 1 On the [File] menu, click [Print].
- 2 Click [LAN-Fax F1] in [Printer Name], then click [OK].

### Note

- The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax F1] for the printer.

- 3 Specify the destination (see below).



## Directly Entering the Fax Number

- 1 Enter the destination's fax number in the [Fax Number] text box.

### Note

- To enter a pause (-), click [Pause] (the first digit cannot be a pause).

- 2 If you want to specify another destination, click [Next Number] and repeat step 1.

---

Specifying the destination by entering a Quick Dial, Speed Dial, or Group code

---

- 1 Enter an destination already stored on your machine in the [Fax Number] text box.

### ❖ Quick Dial

Following #, enter the two-digit Quick Dial code. For example, to specify the end receiver assigned to Quick Dial code 01, enter:  
# 0 1

### ❖ Speed Dial

Following #, enter an asterisk followed by the two-digit Speed Dial code. For example, to specify the end receiver assigned to Speed Dial code 12, enter:  
# \* 1 2

### ❖ Group Dial

Following #, enter two asterisks followed by the two-digit Group code. For example, to specify the end receiver assigned to Group code 04, enter:  
# \* \* 0 4

- 2 If you want to specify another destination, click [Next Number] and repeat step 1.

## Specifying a Destination from the Destination List

- 1 Click the ▼ button to the right of the [Select from Address Book] selector, and select a destination from the list that appears, then click [Set as Destination].

### Note

- Destinations must be already stored in the list of destinations using Address Book.
- Click [Address Book] to start up Address Book.

- 2 If you want to specify another destination, repeat step 1.

## 4 Specify options.

If you do not want to specify options, go to step 5.

## Attaching a Cover Sheet

- 1 Place a check mark in the [Attach a Cover Sheet] checkbox.

### Note

- To edit this setting, click [Cover Sheet]. For details, see the online help.

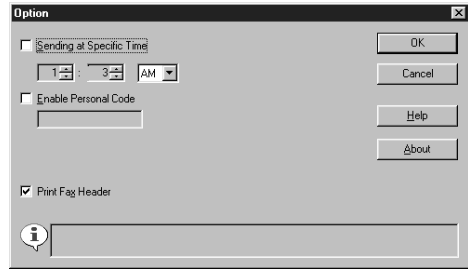
## Specifying Options

You can specify the following options:

- Sending at Specific Time
- Personal Code Transmission
- Print Fax Header

- 1 Click [Options].

## 2 Specify options.



To select Sending at Specific Time, click the Sending at Specific Time check box to put a check mark in the box, then specify the transmission time.

To select Personal Code transmission, put a check mark in the Enable Personal Code check box by clicking it, then enter a Personal Code into the Personal Code box.

To select Print Fax Header, click the Print Fax Header check box to put a check mark in the box.

### Note

- By programming your own E-mail address as a destination in the Personal Codes, you can have a Transmission Result Notification Mail sent to that address by specifying it when you transmit using LAN FAX. This makes it possible to verify the results of transmission.

### Reference

For details on specifying options, see Chapter 1, "Sending at a Specific Time" and Chapter 1, "Personal Codes" in the Advanced Features manual.

For details on the Transmission Result Notification Mail, see P.46 "Transmission Result Notification Mail (Transfer Result Report)".

- 3 Click [OK].

**5** Click **[Send]**. **Note**

- Click **[Send & Print]** to print a copy of the document you send to the destination on your machine.
- Even if Super Fine (400 x 400 dpi) is selected in the LAN FAX properties, this machine prints at 200 dpi when "Send & Print" is selected. See P.54 "*Setting LAN FAX Properties*".
- Click **[Print]** to print a copy of the document you specified without sending it to the destination.

# Address Book

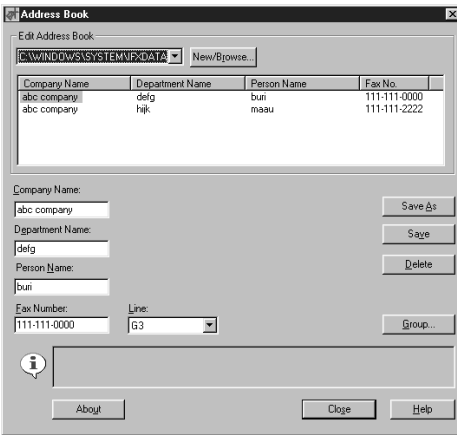
You can store and edit destinations in the Address List using Address Book.

## Note

For details, see the online Help.

**1** On the [Start] menu, point to [Programs] and then [Address Book].

**2** Edit an existing destination, or store a new one.



## Note

You can divide programmed destinations into groups by clicking [Group]. For details, see the online Help.

For [Line], select the appropriate linetype: G3, G4, or I-G3.

## ❖ Storing New Destinations

- ① Enter the destination.
- ② Click [Add].

## ❖ Editing Programmed Destinations

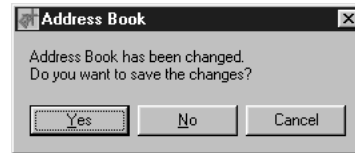
- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Edit the data.
- ③ Click [Update].

## ❖ Deleting Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Click [Delete].
- ③ Click [Yes].

**3** Click [Close].

**4** If you made changes to an destination, a confirmation dialog box appears. To save the changes you made, click [Yes].



If you do not want to save the changes and quit editing, click [No].

To return to the editing screen, click [Cancel].



# Printing

You can print documents created using PC applications.

Open the application document you want to print, or create a new document and perform the following procedure.

## Note

- You can select either Standard resolution (200 x 100 dpi) or Detail resolution (200 x 200 dpi) for printing. If the optional Fax Expansion Card is installed, you can also print using Fine resolution (400 x 400 dpi). See P.54 "Setting LAN FAX Properties".

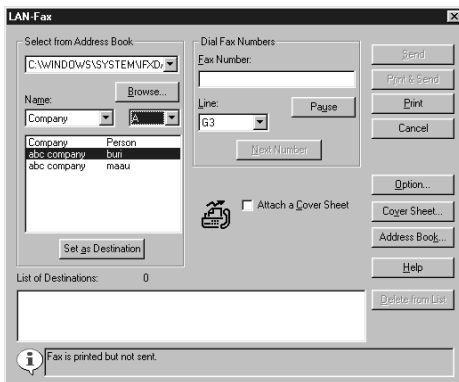
**1** On the [File] menu, click [Print].

**2** Click [LAN-Fax F1] in [Printer Name], then click [OK].

## Note

- The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax F1] for the printer.

**3** Click [Print].



# Setting LAN FAX Properties

This section describes how to make settings, such as the document size, resolution, and options.

**Note**

- The dialog box appearance varies according to Windows version. The examples shown here appear with Windows 98.

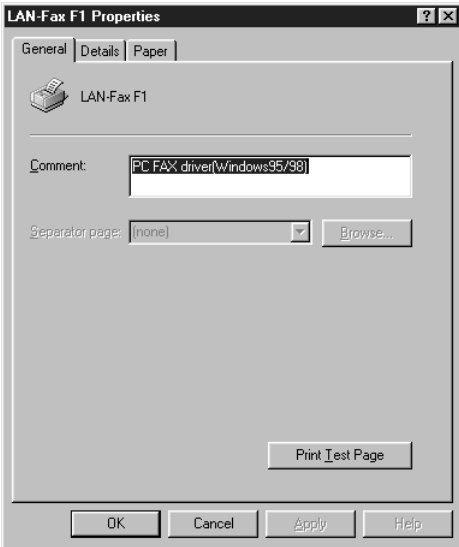
**1** On the [Start] menu, point to [Settings] and then [Printers].

**2** Select [LAN-Fax F1] so that it is grayed, then select [Properties] from the [File] menu.

**Note**

- With Windows NT, select [Document Default] from the [File] menu.

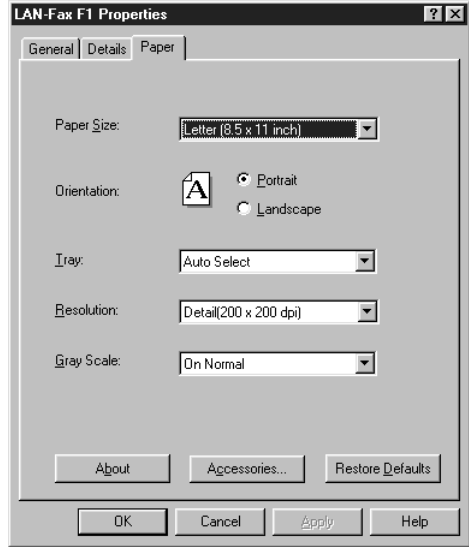
**3** Click the [Paper] tab.



**Note**

- With Windows 2000, click the [Advanced] tab, then click [Printing Defaults...].

**4** Make paper settings.

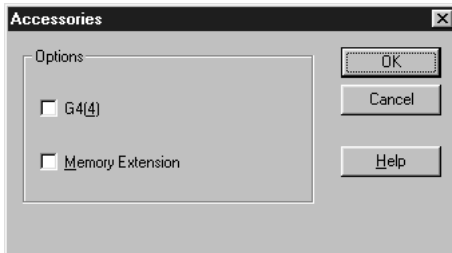


**Note**

- Even if you select Super Fine (400 x 400 dpi) (requires the optional Fax Expansion Card), this machine prints at 200 dpi when "Send & Print" is selected.
- The Gray Scale box does not appear with Windows Me, Windows NT or Windows 2000.

## ❖ Accessories

- ① Click **[Accessories]**.
- ② Place a check mark in the appropriate boxes.



### Note

- When the optional Fax Expansion Card is installed, place a check mark next to the **[Memory Extension]** check box.
- The optional ISDN Unit is required in order to use G4.

- ③ Click **[OK]**.

**5** Click **[OK]**.

# Memory Option

This function requires the optional Fax Expansion Card.

You can specify how expansion memory is used when printing with the LAN FAX function.

If you specify "Fax & Print", 2.6 MB of memory is reserved for printing.

## Limitation

- ❑ If you attempt to make changes while any document is present in memory, the message "Data remains in mem. Cannot switch" is displayed and the change cannot be made. Make the change while remaining memory is 100%.

## Note

- ❑ When a 2 MB Fax Expansion Card is installed and "Fax & Print" is specified, 1.4 MB of memory is reserved for storing files. This reduces available memory below the amount available when expansion memory is not installed.
- ❑ By specifying "Fax & Print", you can print at Super Fine resolution (400 x 400 dpi).

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

**2** Press the **[User Tools]** key.

**3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

**4** Press the **[OK]** key.

**5** Press **[2][2][2][2]**, then press the **[OK]** key.

**6** Press **⏪** or **⏩** to display "20. Memory Option".

```
Key Op. Tools:
20.Memory Option  ⏪
```

**7** Press the **[OK]** key.

**8** Press **⏪** or **⏩** to select "Fax" or "Fax & Print".

```
Memory Option  ⏪/OK
[Fax] Fax&Print
```

**9** Press the **[OK]** key.

"Programmed" is displayed on the screen.

**10** Press the **[User Tools]** key.

The machine returns to standby mode.

# 4. Registering E-mail Addresses

## Quick Dials

Once an E-mail address is assigned to a Quick Dial key, you can specify the address by simply pressing this key.

In addition, if Label Insertion is turned on, the name registered for this Quick Dial is printed automatically on the first page of the document.

Assigning an Auto Document to a Quick Dial key to which a destination is assigned appends the Auto Document to the fax being sent with the touch of a key.

### Note

- You can also make settings with NIC FAX Monitor (See P.23 "NIC FAX Monitor Settings" for details.).

### Reference

See Chapter 3, "Label Insertion" and Chapter 6, "Sending an Auto Document as an Attachment" in the Advanced Features manual.

---

## To Register or Edit an E-mail Address in a Quick Dial

---

For each Quick Dial you can specify the following:

- Destination E-mail address and name
- Label insertion (On/Off)

### Note

- Before you carry out the procedure below, the Mail Address function must be registered in a User Function key (see P.2 "Operation Panel").

See Chapter 3, "Setup" in the Basic Features manual for how to program ordinary fax numbers.

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

If any other screen is shown, press the **[Energy Saver/  Clear Modes]** key.

- 2** Press the **[User Tools]** key.

Confirm that "1. Program / Delete" is displayed.



```
User Tools Main Menu
1. Program / Delete➡
```

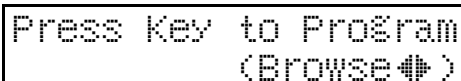
- 3** Press the **[OK]** key.

Confirm that "1. Prog. Quick Dial" is displayed.



```
Program / Delete:
1. Prog. Quick Dial➡
```

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



```
Press Key to Program
(Browse➡)
```

- 5** Display the number of the Quick Dial for which you want to register/change an E-mail address.

Press a Quick Dial, or search by pressing **⏪** or **⏩**.

**6** Press the **[OK]** key.



**Note**

- If a destination is already registered it will be displayed. To edit an existing address, delete it by pressing the **[Clear]** key, then enter the new address.
- If this Quick Dial is being used for another purpose (such as a Group), you cannot register a destination.

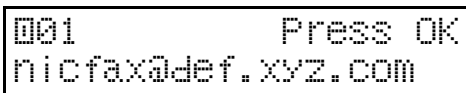
**7** Press the User Function key (F1-F4) assigned with the Mail Address function.



**Note**

- You can enter up to 127 alphabetic characters for an E-mail address.
  - You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
  - If you make a mistake, press the **[Clear]** key and try again.
  - The Mail Address indicator goes out.

**8** Enter the E-mail address, and then press the **[OK]** key.



**9** Press the **[OK]** key.

**10** Enter a name for this address, and then press the **[OK]** key.

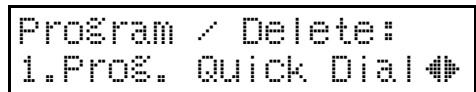


- See Chapter 3, "Entering Characters" in the Basic Features manual for how to enter characters.
- To edit an existing name, delete it by pressing the **[Clear]** key, then enter the new address.

**11** Press **[Left]** or **[Right]** and select "Yes" or "No".



**12** Press the **[OK]** key.



**Note**


- If you want to register another Quick Dial, repeat the procedure from step **4**.

**13** Press the **[User Tools]** key.

The machine returns to the stand-by mode.

  
 **Using Quick Dials to send E-mail:**

You can specify the destination E-mail address using Quick Dial keys as follows

- ① Confirm that the Memory Transmission indicator is lit.
  - ② Place your document facedown into the feeder, and make any scan settings you require.
  - ③ Press the Quick Dial key for the registered address you want to enter.  
The destination's name or address is displayed.
  - ④ Press the **[Start]** key.
- 

# User Parameters

User Parameters appear on the display as a series of on/off switches that can be used to configure a number of features.

- When installation of options or functions requires other settings besides User Parameter settings, make the other settings first before making the User Parameter settings. See Chapter 7, "Key Operator Settings" in the Advanced Features manual.
- The machine's factory default settings are indicated by asterisks.

### ❖ Switches and Bits

Each User Parameter switch represents a bit (digit) of an eight-bit binary number. Each bit is referred to by its relative position, with bit 0 on the far right and bit 7 on the far left. Each bit can be either 0 or 1, and the status of each function is determined by the value of the corresponding bit.

Switch:00	0	1	0	0	0	0	0	0	
	:	:	:	:	:	:	:	:	
	7	6	5	4	3	2	1	0	Bit numbers

### Note

- ❑ See Chapter 7, "User Parameters" in the Advanced Features manual for details on making User Parameter settings and printing a list of the current settings.



Switch	Bit	Item	Settings	Page
16	1,0	Leave messages on POP server after receiving them (some types of E-mail server may not support this feature).	*00: No 01: Save all 10: Save only errors <b>Important</b> <input type="checkbox"/> If you choose "Save all" or "Save errors", check your E-mail from a PC to remove messages from the server. If you do not delete all messages, previously printed messages may be printed again at the machine.	P.37 "Reception"
	3	If an error occurs during E-mail reception, mail notification to the sender.	*0: Yes 1: No	P.43 "Error Mail Notification"
	4	Receive E-mail when the Night Timer is in effect.	*0: Yes 1: No	P.37 "Reception"
17	0	SMTP Reception	*0: No 1: Yes	P.12 "SMTP Server"
	1	Route documents received with SMTP	*0: No 1: Yes	P.12 "SMTP Server"
	2	Respond to requests to confirm the receipt of documents.	*0: No 1: Yes	P.32 "Confirming Reception"

The following table shows User Parameter switches that are also used with NIC FAX mail.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not a forwarding mark should be appended to images of received E-mail that is forwarded or routed.
	1	Center mark printing	
	2	Reception time printing	
	3	TSI printing	Printing of the E-mail address in the From field of received E-mail.
	4	Checkered Mark printing	
04	7	Attach image to File Reserve Reports, Transmission Result Reports, Communication Failure Reports, and Polling Transmission Clear Reports	This setting specifies whether or not LAN FAX appends the transmitted document (image) to File Reserve Reports, Transmission Result Reports, Communication Failure Reports, and Polling Transmission Clear Reports at the time of transmission. See P.49 "Basic Transmission" and P.46 "Transmission Result Notification Mail (Transfer Result Report)"
06	0	Normal Fax Header printing	
	4	Batch transmission	Mail transmission does not support batch transmission, but when this switch is turned on, the same mail is sent to multiple destinations at the same time. When this switch is off, mail is sent to individual destinations one at a time.
10	0	Reverse order printing	
	1	Two in one	

# 5. NIC FAX Monitor

## Starting Up and Quitting NIC FAX Monitor

For a brief explanation of NIC FAX Monitor's features, see P.23 "NIC FAX Monitor Settings".

### Starting Up NIC FAX Monitor

#### Note

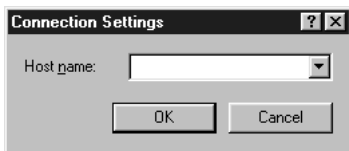
- ❑ To use the NIC FAX application on a Windows 2000 system, you must be a member of the Administrators or Power Users group.
- ❑ The following procedure describes operation in User Mode.

**1** Start up the PC on which NIC FAX Monitor is already installed.

**2** On the [Start] menu, point to [Programs] and then [NIC FAX application]. Next, click [NIC FAX Monitor].

**3** Type the IP address or host name of NIC FAX into the [Host name] text box, and then click [OK].

Clicking the ▼ button displays a list of up to five previously connected IP addresses or host names.

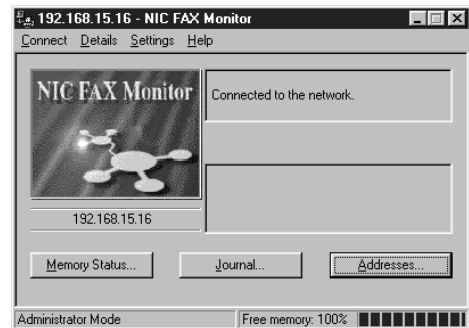


#### Note

- ❑ Note that this dialog box does not appear if you have already specified an IP address or host name. Instead, NIC FAX Monitor automatically connects to the last NIC FAX to which it was connected.

- ❑ Contact your network administrator if you are unsure of the IP address or host name to input here.

**4** After a few moments, the initial NIC FAX Monitor screen shown here appears.



#### Note

- ❑ Activation of the PC's power save function can cause the connection with the NIC FAX to be broken.

### Quitting NIC FAX Monitor

From the initial NIC FAX Monitor screen, click the [Connect] menu's [Exit] command.

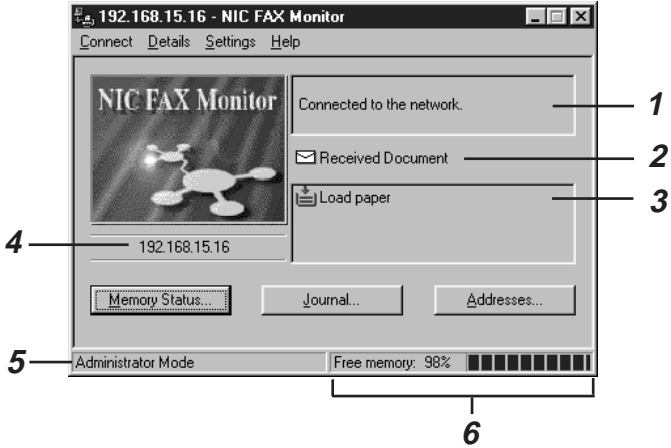
#### Note

- ❑ Perform the following procedure to restart NIC FAX Monitor. On the [Start] menu, point to [Programs] and then [NIC FAX application]. Next, click [NIC FAX Monitor].

# NIC FAX Monitor Initial Screen

The initial screen shown below appears whenever you start up NIC FAX Monitor. It shows the NIC FAX that is currently selected, along with the status of a variety of different settings.

Activation of the PC's power save function can cause the connection with NIC FAX to be broken.



5

## 1. Network connection status

This area shows the communication status while NIC FAX communication is in progress.

## 2. Received document

Messages appear here when a file has been received into memory (Confidential Reception, Substitute Reception, Memory Lock Reception).

## 3. Error status message

See P.87 "Troubleshooting" of this manual for details on error status messages.

## 4. IP address or host name of connected NIC FAX

## 5. Current connection mode

## 6. NIC FAX memory status

Remaining memory is shown as a percent and bar graphic.

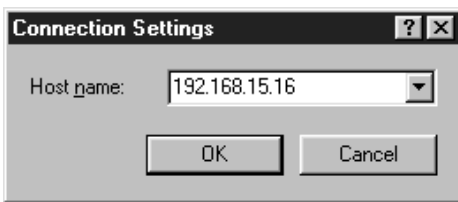
# Specifying the Target Fax

Use the following procedure to switch between fax machines when there are more than one NIC FAX machines on the network.

**1** From the initial NIC FAX Monitor screen, click the [Connect] menu's [Connect to FAX] command.

**2** Type in the IP address or host name of the NIC FAX to which you want to connect, and then click [OK].

- Clicking the ▼ button displays a list of up to five previously connected IP addresses or host names.



- Check with your network administrator if you do not know the IP address or host name.
- NIC FAX Monitor can be used with NIC FAX or other fax machines with NIC FAX KIT 500/140 installed in the same network. However, the following functional limitations apply when the machine is connected.

Model	Machine with NIC FAX KIT 210 installed	Machine with NIC FAX KIT 500 installed	Machine with NIC FAX KIT 140 installed
Code input	Personal Code of up to 8 digits	SUB/SEP code of up to 20 digits	Personal Code of up to 4 digits
DCX/TIFF selectable	Not displayed	Not displayed	Displayed and supported
DNS settings	Supported	Supported <sup>*1</sup>	Not displayed
Multi-step transfer group setting	Not supported	Supported	Supported

<sup>\*1</sup> DNS server 2 is not displayed.

# Changing the Connection Mode

Use the following procedure to switch NIC FAX Monitor between its User Mode and Administrator Mode. When launched, NIC FAX Monitor starts in User Mode.

## Changing from User Mode to Administrator Mode

- 1 From the initial NIC FAX Monitor screen, click the **[Connect]** menu's **[Administrator Mode]** command.
- 2 Type in the password.



- 3 Click **[OK]**.
  - When NIC FAX Monitor is connected to NIC FAX in Administrator mode, it is not possible to access the Key Operator Tools menu from the machine.
  - If the Key Operator Tools menu is already open from on NIC FAX, or another NIC FAX Monitor is accessing NIC FAX in Administrator mode, you cannot switch to Administrator mode.
  - Failure to perform any input for 10 minutes in Administrator mode causes a message to be displayed and NIC FAX Monitor to automatically return to User mode.
  - See P.28 "Setting the Administrator Mode Password" for details on setting the Administrator mode password.

## Changing from Administrator Mode to User Mode

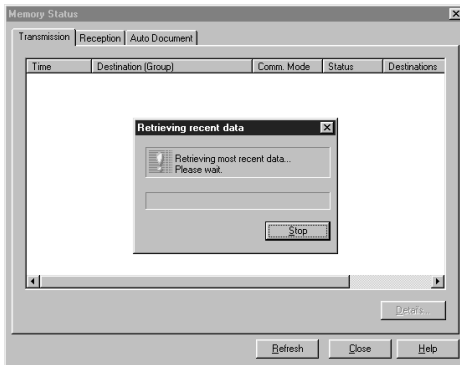
- From the initial NIC FAX Monitor screen, click the **[Connect]** menu's **[User Mode]** command.
- In User Mode you can view current settings but not change them.

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# Memory Status

Use the following procedures to view NIC FAX memory status, as well as lists of sent documents, received documents, and Auto Documents.

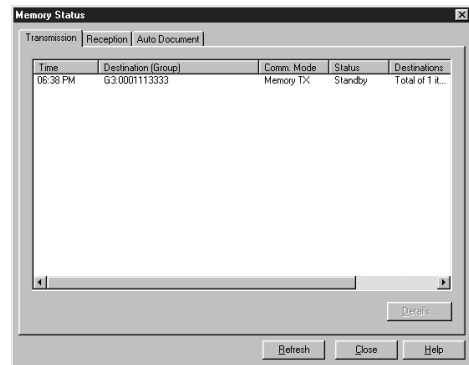
- 1 From the initial NIC FAX Monitor screen, click **[Memory Status]**.



- NIC FAX Monitor retrieves data from NIC FAX and displays it in the dialog box.
- Clicking **[Refresh]** at the bottom of the dialog box retrieves the latest data from NIC FAX and updates the data in the dialog box.

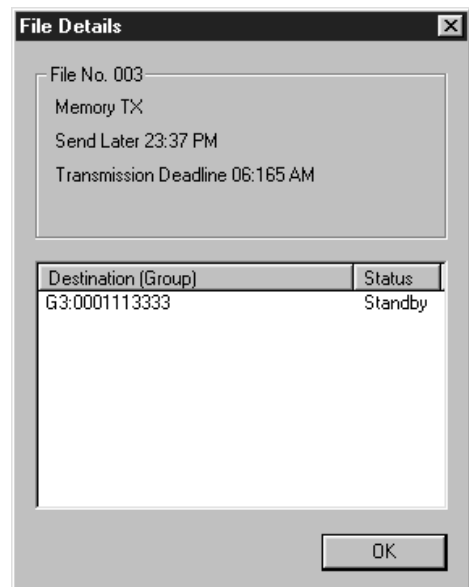
## Viewing Files Awaiting Transmission

- 1 Click the **[Transmission]** tab.



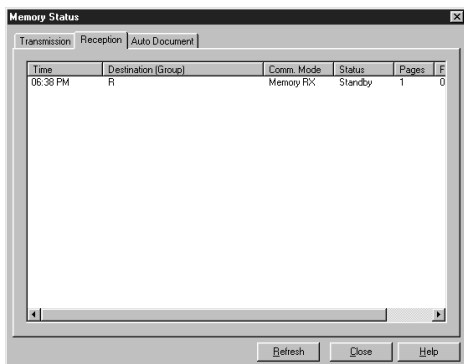
- Clicking any of the column names at the top of the data sorts the files in the list accordingly.
- Up to 100 files can be shown at one time.

- 2 To view the details of a particular file, click on its name and then click **[Details]**.



## Viewing Files That Have Been Received into Fax Memory

**1** Click the [Reception] tab.

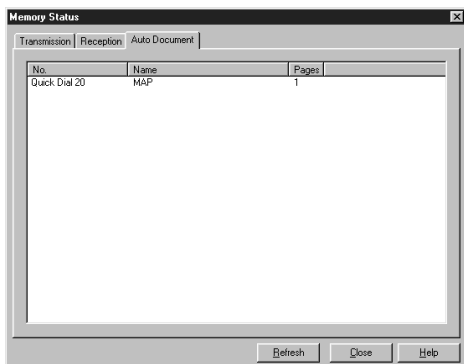


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- This tab shows all the received files in memory.
- Clicking any of the column names at the top of the data sorts the files in the list accordingly.

## Viewing Auto Documents

**1** Click the [Auto Document] tab.



- This tab shows all the Auto Document files in memory.

### Reference

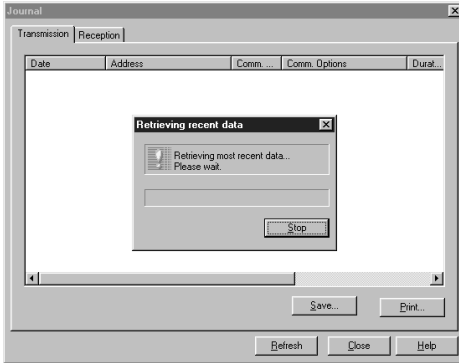
See Chapter 6, "Storing an Often Used Document (Auto Document)" in the Advanced Features manual.



# Journals (Transmission and Reception)

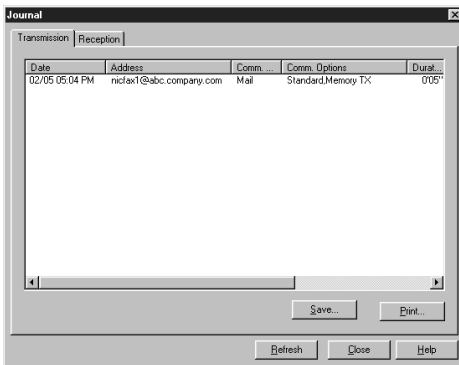
## Viewing the Transmission and Reception Journals

- 1 From the initial NIC FAX Monitor screen, click **[Journal]**.



NIC FAX Monitor retrieves the most recent data from NIC FAX and displays it in the dialog box.

- 2 Click the **[Transmission]** or **[Reception]** tabs to view the applicable data.



### Note

- You can change the number of entries that is shown in the Journal with the Refresh Last setting in Monitor Settings dialog box.

- Clicking any of the column names at the top of the data sorts the files in the journal according to the data whose column name you clicked.
- Clicking **[Save]** displays a save dialog box, allowing you to save the journal contents to a file.
- To print the journal, click **[Print]**, make the appropriate settings in the "Print" dialog box, then click **[OK]**.

# Address Book (Quick Dial, Speed Dial, Group Dial)

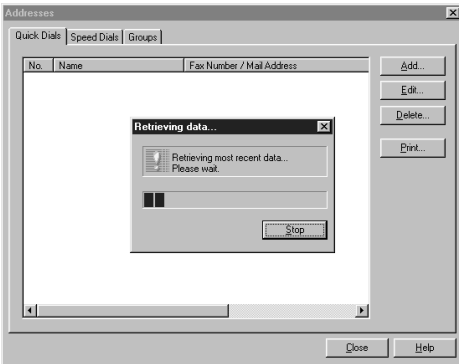
You can use the Address Book to add Quick Dials, Speed Dials, and Group Dials to NIC FAX memory. Note that this operation must be performed in the NIC FAX Monitor Administrator Mode.

- You cannot edit or delete Quick Dials from NIC FAX Monitor. Please do this from the NIC FAX operation panel.
- E-mail addresses and fax numbers you store in Quick Dials can be accessed with a single keypress from the NIC FAX operation panel when specifying destinations.

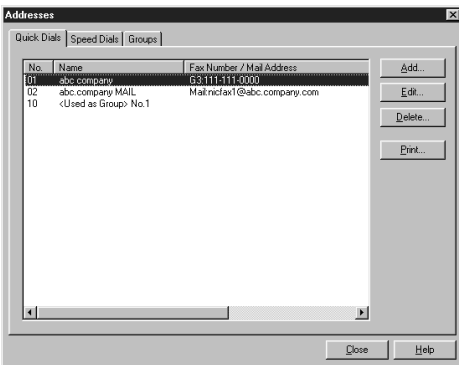
## Adding a New Quick Dial

- The Quick Dial number corresponds to the number of the Quick Dial key on the NIC FAX operation panel.

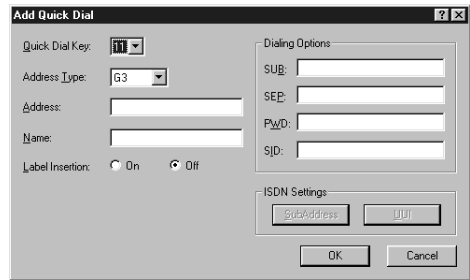
**1** From the initial screen in Administrator Mode, click [Addresses].



**2** Click the [Quick Dials] tab.



**3** Click [Add].



**4** Click the ▼ button to the right of the [Quick Dial Key] text box, and select a number from the list that appears.

Currently unused Quick Dial numbers only are shown in the list. The list can show up to 30 numbers.

**5** Click the ▼ button to the right of the [Address Type] text box, and select the address type from the list that appears.

- Available standard address types: Mail, G3
- When the appropriate options are installed, you can also select G4 and I-G3.

**6** Type the destination E-mail address or fax number into the **[Address]** text box.

- When entering the telephone number for G4 and I-G3, click **[SubAddress]** to enter a "/" symbol and **[UUI]** to enter a "T".

E.g. 0312341234/1234T#123456

However, if you click UUI first, you cannot enter the sub-address.

 **Note**

- Including dial options, a maximum of 254 digits can be entered for a fax number. Permissible characters are numerals and the symbols "#", "\*", and "-" (the hyphen).
- You can enter to 127 alphabetic characters for an E-mail address.

**7** Type the name of the destination into the **[Name]** text box.

**8** Click on the appropriate radio button to turn **[Label Insertion]** on or off.

Turning label insertion on automatically inserts and sends the destination name you specify in step **7**.

**9** Click **[OK]** after you are finished making the settings you want.

In the case of a confidential transmission or polling transmission, type in the dialing options described below before you click **[OK]**.

## Dialing with the Dial Option Key

The four dial option settings on the right side of the dialog box become enabled when G3, G4, or I-G3 is selected for **[Address Type]**. These options can be used for confidential transmission and polling reception from a fax machine that is equipped with these functions.

❖ **SUB**

Type in the SUB (confidential ID number) when the destination you are adding requires one for confidential transmission. When the destination is a NIC FAX, this can be used as a routing address specification, but note that confidential transmission is not available for a routed document.

❖ **SEP**

Type in the SEP (polling ID number) used by the destination for receiving faxes by polling.

❖ **PWD**

Type in the PWD (polling password) for receiving faxes by polling in combination with SEP above. This setting is not required when the other machine is an NIC FAX.

❖ **SID**

Type in the SID (confidential password) for confidential transmission in combination with the SUB code above. This setting is not required when your machine is an NIC FAX.

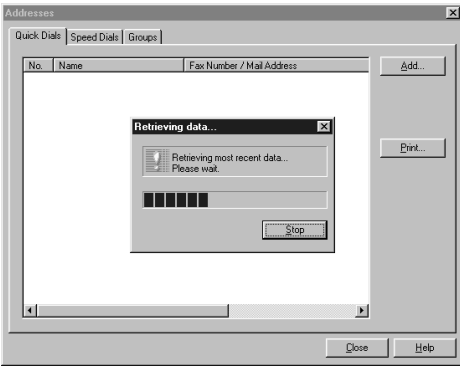
 **Note**

- The above items may be up to 20 characters long and contain digits 0-9, pound signs (#), asterisks (\*) and spaces.

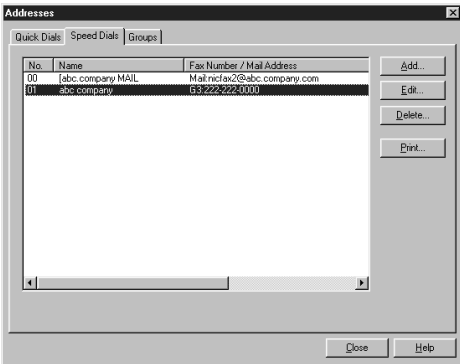
## Adding a New Speed Dial

- E-mail addresses and fax numbers you store in Speed Dials can be accessed by pressing the **[Speed Dial]** key and entering a code on the NIC FAX operation panel.

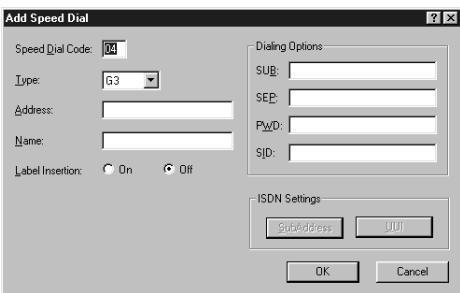
**1** From the initial screen in Administrator mode, click **[Addresses]**.



**2** Click the **[Speed Dials]** tab.



**3** Click **[Add]**.



**[Add]** is dimmed if all the Speed Dials are already used.

**4** Type the number of the Speed Dial you want to add into the **[Speed Dial Code]** text box.

Specify a number from 00 to 99 with the normal configuration.

**5** Click the **▼** button to the right of the **[Type]** text box, and select the number type from the list that appears.

- Available standard address types: Mail, G3
- When the appropriate options are installed, you can also select G4 and I-G3.
- If you specify a fax number, you can also specify dial options.

**6** Type the destination E-mail address or fax number into the **[Address]** text box.

- When entering the telephone number for G4 and I-G3, click **[SubAddress]** to enter a "/" symbol and **[UII]** to enter a "T".

E.g. 0312341234/1234T#123456

However, if you click UII first, you cannot enter the sub-address.

**7** Type the name of the destination into the **[Name]** text box.

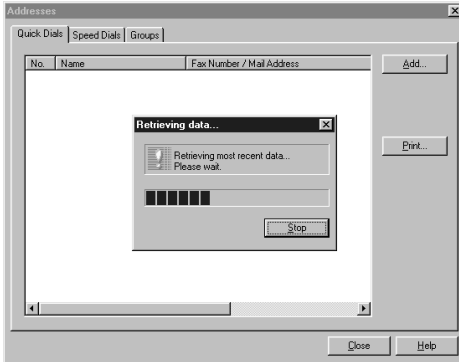
**8** Click on a radio button to turn **[Label Insertion]** on or off.

Turning Label Insertion on automatically inserts and overlays the destination name you specified in step **7** onto messages you send.

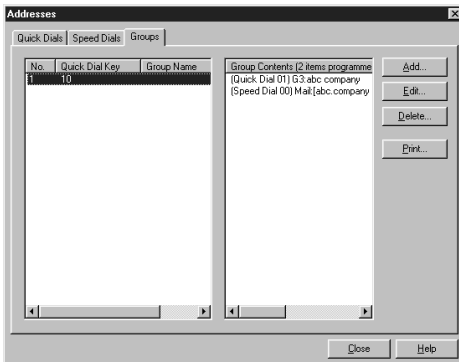
**9** Click **[OK]** after you are finished making the settings you want.

## Adding a New Group Dial

- 1 From the initial screen in Administrator mode, click [Addresses].

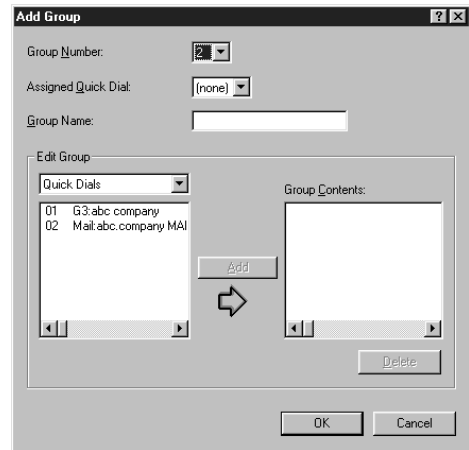


- 2 Click the [Groups] tab.



- NIC FAX Monitor will start acquiring the most recent data from NIC FAX.
- You can confirm the contents of Speed Dial numbers in the Speed Dial list. (See Chapter 6, "Printing Dial Lists" in the Advanced Features manual.)

- 3 Click [Add].



[Add] is dimmed if all the Group Dials are already used.

- 4 Click the ▼ button to the right of the [Group Number] text box, and select a number from the list that appears.

### Note

- ❑ Currently unused Group Dial numbers only are shown in the list.
- ❑ You can program up to 7 Groups with the normal configuration.
- ❑ You can program up to 140 destinations, including Quick Dials, Speed Dials, and destinations input individually with the number keys. With NIC FAX Monitor, however, you cannot use the number keys to input a destination.
- ❑ The total number of destinations that can be programmed for all Groups is 197: 30 Quick Dials, 100 Speed dials, and 67 destinations entered with the number keys.

**5** Click the ▼ button to the right of the **[Assigned Quick Dial]** text box, and select the setting you want from the list of options that appears.

If you don't want to assign the group to a Quick Dial key, select **[none]**. To assign the group to a Quick Dial key, select the key's number from the list.

**6** Type up to 20 characters for the name you want to give the group in the **[Group Name]** text box.

**7** Add destination addresses to this Group.

5

- You can add or delete destinations, or add destinations assigned to Quick Dials and Speed Dials.
- To add a destination assigned to a Quick Dial or Speed Dial, select either **[Quick Dials]** or **[Speed Dials]** from the drop-down list on the right, click on the item you want to add in the list below, and then click **[Add]**.
- To delete a destination, click on it in the list on the left, and then click **[Delete]**.

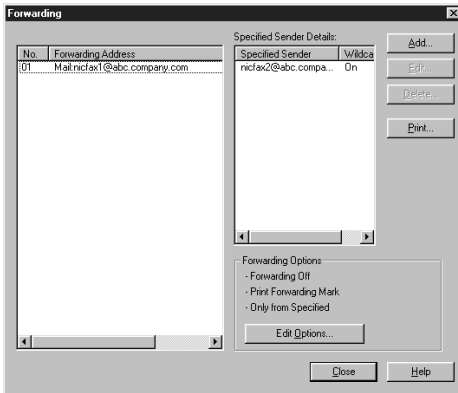
**8** Click **[OK]** after you are finished making the settings you want.

# Adding Forwarding Station Addresses

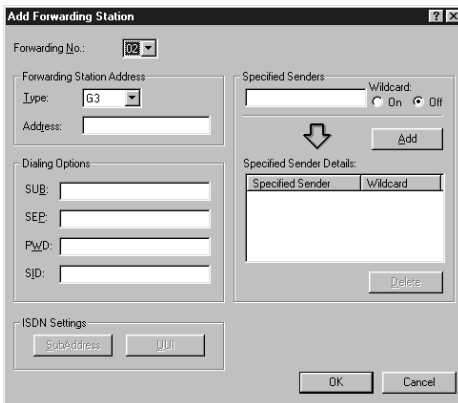
You can use NIC FAX Monitor to add forwarding station addresses. Note that this operation must be performed in the NIC FAX Monitor Administrator mode.

**1** Make sure NIC FAX Monitor is in Administrator mode (see P.23 "Entering Administrator Mode").

**2** On the [Details] menu, click [Forwarding].



**3** Click [Add].



**4** Click the ▼ button to the right of the [Forwarding No.] selector, and select a number from the list that appears.

Currently unused forwarding station address numbers only are shown in the list.

#### Limitation

[Add] is dimmed if no more forwarding station addresses can be added.

**5** Click the ▼ button to the right of the [Type] selector, and select the number type from the list that appears.

You can specify either a fax number or an E-mail address. For fax numbers, you can also set the dial options in the lower left of the dialog box.

**6** Type in the fax number or E-mail address in the [Address] text box.

- You can input up to 254 characters, including dial options, for a fax number. Each character can be a number (0 to 9), pound sign (#), asterisk (\*), or hyphen (-).
- You can input up to 127 alphabetic characters for an E-mail address.
- When entering the telephone number for G4 and I-G3, click [SubAddress] to enter a "/" symbol and [UII] to enter a "T".

E.g. 0312341234/1234T#123456

However, if you click UII first, you cannot enter the sub-address.

**7** If necessary, specify the dial options (see P.71 “Dialing with the Dial Option Key”).

If you do not want to specify dial options, go to step **8**.

**8** Add any destinations you want to use as specified senders.

Enter the Own Name, Own Fax Number, or destination E-mail address of the specified sender.

 **Note**

To delete a specified sender, click on its name to select it and then click **[Delete]**. After deletion is complete, click **[OK]** and go to step **10**.

A specified sender is a station that you specify when you only want documents received from specific stations to be transferred. Program specified senders using their Own Name, Own Fax Number, or E-mail address.

You can program 10 specified senders for every forwarding station address up to combined maximum of 50 specified for all forwarding stations.

**[Add]** is dimmed if no more specified senders can be added.

**9** Turn Wildcards on or off. Then click **[Add]**.

Turning on wild cards causes all faxes that contain the specified user name in the name, fax number or E-mail address to be forwarded. See Chapter 3, “Wild Card” in the Basic Features manual for details.

**10** Click **[OK]** after you are finished making the settings you want.

The **[Specified Sender Details]** list shows specified sender names, and whether wild cards are turned on or off.

 **Note**

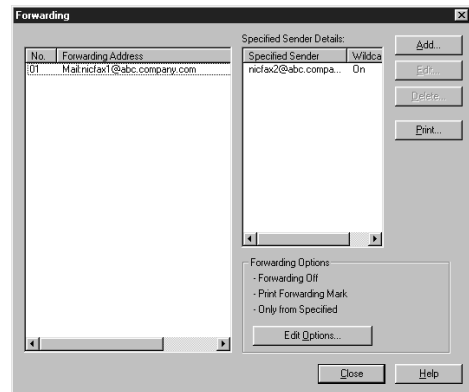
When using Confidential Transmission or Polling Reception, enter the dial options, then press **[OK]**.

## Editing Forwarding Settings

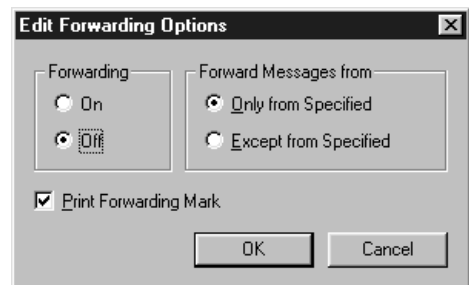
Use the procedure below to edit forwarding settings.

**1** Enter Administrator mode (see P.23 “Entering Administrator Mode”).

**2** On the **[Details]** menu, click **[Forwarding]**.



**3** Click **[Edit Options]**.





- 4** Click on a radio button to turn forwarding on or off.

Forwarding should be turned on after the forwarding station and specified senders are programmed.

- 5** Click on a radio button to select the forwarding Message.

This setting specifies whether only documents received from specified senders or documents received from senders other than specified senders should be forwarded.

- 6** Click on the checkbox to turn forwarding mark printing on (checked) or off (unchecked).

This setting determines whether or not forwarding marks are printed on faxes when they are forwarded. The forwarding mark helps to distinguish forwarded faxes from standard faxes. See Chapter 7, "Forwarding" in the Advanced Features manuals for details.

- 7** Click [OK] after you are finished making the settings you want.

# Adding Personal Codes

You can use NIC FAX Monitor to add Personal Codes.

 **Note**

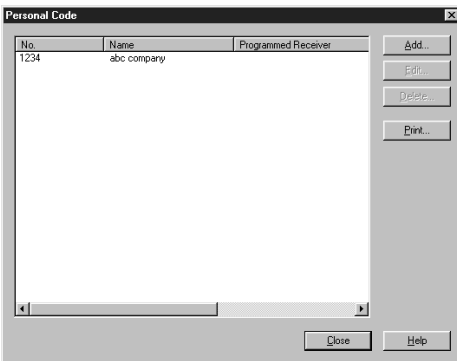
- ❑ By setting Personal Codes, you can check on who has been using the machine and how often.
- ❑ To register routing addresses (receivers), you must first assign each destination to a Quick Dial or a Speed Dial.
- ❑ If you have registered routing addresses, when an incoming message with a SUB code is received from a machine that supports the SUB feature, it is transferred to the specified address.

 **Reference**

For how to enter Personal Codes, see Chapter 1, "Personal Codes" and Chapter 7, "Programming the Personal Code" in the Advanced Features manual.

**1** Enter Administrator mode (see P.23 "Entering Administrator Mode").

**2** On the [Details] menu, click [Personal Codes].



**3** Click [Add].



**4** Type a Personal Code into the [Personal Code] text box.

A Personal Code can be up to 8 characters long, and can be composed of numbers (0 to 9), pound signs (#), asterisks (\*) and spaces (but the first character cannot be a space).

**5** Type up to 20 characters for the name you want to give the Personal Code into the [Name] text box.

---

**6** Select the delivery address. Choose Quick Dials or Speed Dials from the list.

The selected destinations appear in the box below the list. Choose a fax number or an E-mail address.

- You can store a single routing address in a Personal Code.
- Specify the destination (E-mail address) to which incoming messages with a SUB code attached are automatically forwarded. You can choose from Quick Dials or Speed Dials with E-mail addresses or fax number stored in them when specifying routing addresses.

**7** Click [OK].

# Viewing Fax Information

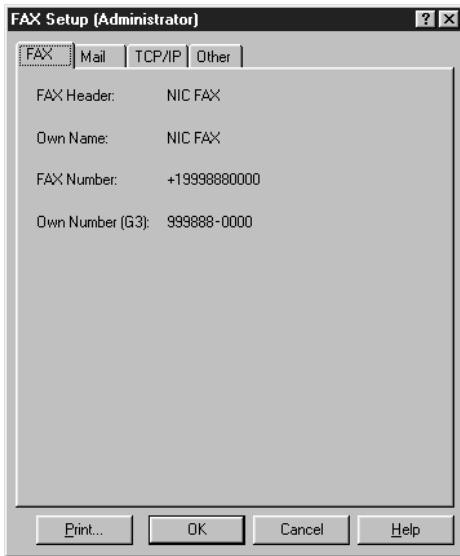
You can use NIC FAX Monitor to view these settings only. To edit them, please use the NIC FAX operation panel.

**1** Enter User mode or Administrator mode (see P.23 "Entering Administrator Mode").

**2** From the initial NIC FAX Monitor screen, click [FAX Setup (Administrator)] from the [Settings] Menu.

This displays the [FAX Setup (Administrator)] dialog box.

**3** Click the [FAX] tab.



The following items are displayed on the screen:

❖ **FAX Header**

The Fax Header is a pre-programmed name that is printed on the pages of the sender's document. The Fax Header is best used for the company name, branch name, and so on.

❖ **Own Name**

Own Name is data that is sent between machines during send and receive operations. This data appears on the display of the machine being communicated with and is printed in reports.

**Note**

- The registered name will not be used unless the other party has a machine of the same manufacturer that supports the Own Name feature.

❖ **Fax Number**

Own Fax Number is data that is sent between machines during send and receive operations. This data appears on the display of the machine being communicated with and is printed in reports.

The normal format for the Own Fax Number is: country code, local area code, number.

❖ **Own Number (G3)**

This is the number that is programmed in the Transfer Report and is called to connect with the fax machine. (The number that is programmed as explained in Chapter 7, "Transfer Report" of the Advanced Features manual.)

**4** After you are finished, click [OK].

# Backing Up and Restoring Memory Data

## Backing Up Memory Data

Making a backup file of memory data provides an easy way to restore normal operation should data be accidentally corrupted or deleted. The following is a list of data that is backed up by the procedure described below.

- Quick Dials
- Speed Dials
- Group Dials
- Personal Codes
- Forwarding Stations

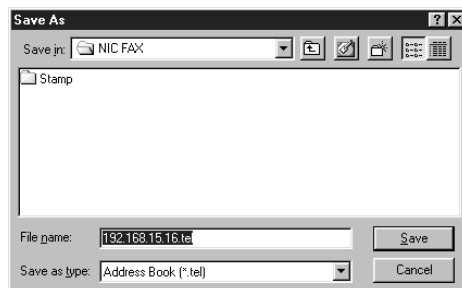
**1** In Administrator mode, execute the [Settings] menu's [Backup] command to open the backup dialog box.

**2** After confirming the name of the backup file, click [OK] to save the data.



## Changing the Backup Destination

**1** Click [Browse] and change the backup destination in the [Save As] dialog box, then click [Save].



### Note

- By selecting "\*.csv" as the file type, you can save the backup file in CSV format. However, note that only Quick Dial and Speed Dial addresses are saved when the backup is saved in CSV format.

**2** If the desired destination file is displayed, click [OK] in the [Backup] dialog box.

## Restoring Memory Data

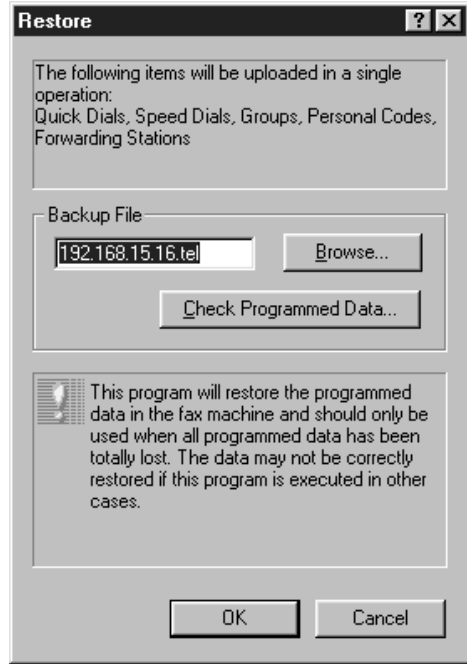
Use the procedure below to import data from a backup file and restore NIC FAX to the settings based on the backup file data.

Before you perform the restore operation, you must first ensure that all Quick Dials, Speed Dials, Group Dials, Personal Codes, and Forwarding Station data has been cleared from NIC FAX memory. You can check if any of this data is in memory by printing reports.

 **Note**

- Restore is intended for use to recover from a hardware malfunction. Restoring data for any other reason can cause communication problems.
- Restore can be used only when there is no dialing data stored in memory. Check that there is no data in memory before trying to restore data.
- Contact your service representative before performing the restore operation.
- Backup files have a "tel" extension.
- You can only restore files generated by NIC FAX. Files generated by NIC FAX KIT 500 or NIC FAX KIT 140 cannot be restored.

**1** In Administrator mode, execute the [Settings] menu's [Restore] command to open the restore dialog box.



- 2** After confirming the name of the backup file you want to restore, click [OK].

 **Note**

- Clicking [Check Programmed Data] displays a dialog box that lets you view data currently stored in memory. You can verify the contents of data to be restored by clicking the Quick Dials, Speed Dials, Group, Personal Code, and Forwarding tabs in this dialog box.



## Changing the Backup File

- 1** Click [Browse] and select the type of file to be restored in the [Open] dialog box, then click [Open].
- 2** If the desired [Backup File] is displayed, click [OK] in the [Restore] dialog box.

 **Note**

- By selecting "\*.csv" as the file type, you can restore data from a backup file save in CSV format. However, note that only Quick Dial and Speed Dial addresses are restored when restoring from a file saved in CSV format.

## Backup Files Saved in CSV Format

Backup files that have been saved in CSV format can be opened up for review using any spreadsheet program. The contents of the file are displayed as follows.

	A	B	C	D	E	F
1	#Internet FAX V:3					
2	#DATE:07/15/01 12:24 AM					
3						
4	#Quick Dials					
5	[01]	[nicfax1@abc.company.com]	[3]	[0]	[abc.company1 MAIL]	[01]
6	[02]	[5556667777]	[0]	[1]	[abc.company A]	
7						
8	#Speed Dials					
9	[00]	[nicfax2@abc.company.com]	[3]	[0]	[abc.company2 MAIL]	[02/03]
10	[01]	[1112223333]	[0]	[0]	[abc company B]	

GFCSVBON

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### 1. Indicates the line type as follows.

[0]: G3

[1]: G4

[3]: E-mail

[5]: I-G3

### 2. Indicates whether or not label insertion is used.

[0]: Label insertion not used

[1]: Label insertion used.

### Note

- Lines that are prefixed with "#" are comments. This character appears at the beginning of lines containing data that cannot be restored, such as programmed Quick Dial settings.

### 3. Quick Dial numbers and Speed Dial numbers.

### 4. Programmed E-mail addresses and fax numbers.

### 5. Names of destination.

### 6. Numbers of groups to which station belongs.



# Using Online Help

Online Help gives you instant access to useful information about NIC FAX Monitor on your PC screen.

From the initial NIC FAX Monitor screen, click the **[Help]** menu's **[Help Topics]** command to display the help dialog box.

## Using Index Search

Use the following procedure to search for a help topic from the index.

- 1** In the **[Help Topics: NIC FAX Monitor Help]** dialog box, click the **[Contents]** tab.
- 2** Click on a one of the book icons to select it, and then click **[Open]**.
- 3** Click on the topic about which you want more information, and then click **[Display]**.

If your PC is connected to a printer, you can print the currently displayed help screen by clicking **[Print]**.

## Using Keyword Search

Use the following procedure to search for a help topic by keyword.

- 1** In the **[Help Topics: NIC FAX Monitor Help]** dialog box, click the **[Index]** tab.
- 2** Input a number of characters for the topic for which you want to search and then click **[Display]**. You can also scroll through the list to find the topic you want, click on it, and then click **[Display]**.

## Displaying Version Information

- 1** On the **[Help]** menu, click **[About]** to display a dialog box that shows version information about NIC FAX Monitor.



- 2** Click **[OK]** to close the dialog box.



# 6. Troubleshooting

## Error Messages

### NIC FAX Display Messages











The following error messages appear on the display of the NIC FAX when a problem occurs. If the advice provided below does not solve the problem, contact your service representative.

Message	Causes and Recommended Actions
Network Error [10-40]	<ul style="list-style-type: none"><li>• No fax IP address is set. Use the NIC FAX control panel to set an IP address. ⇒ P.9</li><li>• Call your network administrator.</li></ul>
Network Error [10-41]	<ul style="list-style-type: none"><li>• Multiple IP addresses. Use the NIC FAX control panel to check that the IP address is correct. ⇒ P.25</li><li>• Call your network administrator.</li></ul>
Network Error [10-45]	<ul style="list-style-type: none"><li>• DNS server's IP address is not registered. Use NIC FAX Monitor to check that the DNS server's IP address is correct. ⇒ P.25</li><li>• Call your network administrator.</li></ul>
Network Error [10-46]	<ul style="list-style-type: none"><li>• Cannot find the DNS server. Use NIC FAX Monitor to check that the DNS server is correctly registered. ⇒ P.25</li><li>• Call your network administrator.</li></ul>
Network Error [10-60]	<ul style="list-style-type: none"><li>• No POP server address is set. Use NIC FAX Monitor to check that the POP server host name/IP address is correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-61]	<ul style="list-style-type: none"><li>• POP server cannot be found. Use NIC FAX Monitor to check whether the POP server's IP address is correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-62]	<ul style="list-style-type: none"><li>• Cannot login to the POP server. Use NIC FAX Monitor to check whether login name and password are correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-70]	<ul style="list-style-type: none"><li>• No SMTP server's IP address is set. Use NIC FAX Monitor to register an SMTP server. ⇒ P.12</li><li>• Call your network administrator.</li></ul>
Network Error [10-73]	<ul style="list-style-type: none"><li>• SMTP server cannot be found. Use NIC FAX Monitor to check whether the SMTP server's IP address is correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-74]	<ul style="list-style-type: none"><li>• No E-mail address is set for the fax machine. Use NIC FAX Monitor to set an E-mail address. ⇒ P.24</li><li>• Call your network administrator.</li></ul>

Message	Causes and Recommended Actions
Network Error [10-63] [10-82] [12-10] [12-15]	<ul style="list-style-type: none"> <li>• A line error occurred while sending or receiving data. Make sure the LAN cable is correctly connected to the fax machine. ⇒ P.4</li> <li>• Call your network administrator.</li> </ul>
Network Error [10-04] [10-30] [10-31] [10-32] [10-33] [10-34] [10-35]	<ul style="list-style-type: none"> <li>• Mechanical malfunction has occurred. Contact your service representative.</li> </ul>
Connecting with PC	This message appears on the display of the fax machine while it is connected to the NIC FAX Monitor Administrator mode.

## NIC FAX Monitor Initial Screen Messages

The following is a list of messages that appear in the initial screen of NIC FAX Monitor and actions you should take when they appear.

Icon	Message	Causes and Recommended Actions
	Please call a service engineer	<ul style="list-style-type: none"> <li>Contact your service representative.</li> </ul>
	Network error	<ul style="list-style-type: none"> <li>LAN network error.</li> </ul>
	Communication error	<ul style="list-style-type: none"> <li>G3 communication error. See Chapter 3, "Printed Reports" in the Advanced Features manual.</li> </ul>
	Close the cover	<ul style="list-style-type: none"> <li>NIC FAX cover is open. Close the cover.</li> </ul>
	Clear copy	<ul style="list-style-type: none"> <li>Copy jam. Clear the jam. See Chapter 8, "Clearing a Copy, Fax, or Print Jam" in the Advanced Features manual.</li> </ul>
	Clear original	<ul style="list-style-type: none"> <li>Document jam. Clear the jam. See Chapter 4, "Clearing a Document Jam" in the Basic Features manual.</li> </ul>
	Load paper	<ul style="list-style-type: none"> <li>Out of paper. Load paper. See Chapter 4, "Loading Paper in the Main Paper Cassette" in the Basic Features manual. Also see Chapter 9, "Maintaining Your Machine" in the Advanced Features manual.</li> </ul>
	Set the toner cartridge properly	<ul style="list-style-type: none"> <li>Install the toner cartridge correctly. See Chapter 9, "Replacing the Toner Cassette and Cleaning Pad" in the Advanced Features manual.</li> </ul>
	Replace the toner cartridge	<ul style="list-style-type: none"> <li>Out of toner. Replace the toner cartridge with a new one. See Chapter 9, "Replacing the Toner Cassette and Cleaning Pad" in the Advanced Features manual.</li> </ul>
	Toner near empty	<ul style="list-style-type: none"> <li>Low toner. Replace the toner cartridge with a new one soon. See Chapter 9, "Replacing the Toner Cassette and Cleaning Pad" in the Advanced Features manual.</li> </ul>

## NIC FAX Monitor Operation Messages

Message	Causes and Recommended Actions
The IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified IP address is not entered correctly. Make sure the NIC FAX IP address you got from your network administrator is correct. It should be made up of four numbers from 0 to 255, separated by periods. ⇒ P.25</li> </ul>
The access control IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified access control is not entered correctly. Make sure access control is correct. It should be made up of four numbers from 0 to 255, separated by periods. ⇒ P.25</li> </ul>
The access control mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified access mask is not entered correctly. Make sure the NIC FAX access mask is correct. It should be made up of four numbers from 0 to 255, separated by periods. ⇒ P.25</li> </ul>
The default gateway IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified default gateway is not entered correctly. Make sure the default gateway (router) address is correct. The default gateway should be made up of four numbers from 0 to 255, separated by periods. ⇒ P.25</li> </ul>
The subnet mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified subnet mask is not entered correctly. Make sure the NIC FAX subnet mask you got from your network administrator is correct. It should be made up of four numbers from 0 to 255, separated by periods. ⇒ P.25</li> </ul>
The DNS server IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The DNS server specification is incorrect. Enter the correct DNS server IP address. ⇒ P.10</li> </ul>
The POP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> <li>The specified POP server's IP address is not entered correctly. Make sure the IP address of the POP server being used by NIC FAX is entered correctly. ⇒ P.24</li> </ul>
The SMTP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> <li>The specified SMTP server's IP address is not entered correctly. Make sure the IP address of the SMTP server being used by NIC FAX is entered correctly. ⇒ P.24</li> </ul>
<b>[Administrator Mode Monitor Error]</b> No input for 10 minutes so returning to User mode.	<ul style="list-style-type: none"> <li>NIC FAX Monitor is automatically returning to User Mode after being left in Administrator Mode for 10 minutes without any input. Re-enter Administrator Mode if you need to make more settings. ⇒ P.23</li> </ul>
Address is too long.	<ul style="list-style-type: none"> <li>The specified address is too long and cannot be stored. Up to 254 characters, including dial options, can be input for a fax number.</li> </ul>
<b>[Application Error]</b> Stopped due to an error when retrieving Address Book data.	<ul style="list-style-type: none"> <li>A network error occurred while getting data from the NIC FAX address table. Check the following points, re-connect, and try again.</li> <li>Confirm that NIC FAX is turned on.</li> <li>Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>

Message	Causes and Recommended Actions
<b>[FAX command error]</b> Sorry, not executable at the moment.	<ul style="list-style-type: none"> <li>• Maintenance procedure is being performed by service personnel. Wait until maintenance is finished.</li> </ul>
<b>[Application Error]</b> System error.	<ul style="list-style-type: none"> <li>• Problem with the Windows system. Restart your PC.</li> </ul>
<b>[Application Error]</b> System timer reset failure.	<ul style="list-style-type: none"> <li>• Problem with the Windows system. Restart your PC.</li> </ul>
<b>[Network Error]</b> Failed to initialize the status.	<ul style="list-style-type: none"> <li>• A network error occurred while getting NIC FAX status data. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[FAX command error]</b> Timeout occurred.	<ul style="list-style-type: none"> <li>• NIC FAX is busy. Wait a while and try again.</li> </ul>
<b>[Application Error]</b> The password you entered is incorrect. Please try again	<ul style="list-style-type: none"> <li>• The password you input does not match the password registered on NIC FAX. Input the correct password.</li> </ul>
<b>[Application Error]</b> An I/O error occurred during the backup.	<ul style="list-style-type: none"> <li>• The backup file you specified does not exist or is corrupted. Specify a valid backup file. ⇒ P.81</li> </ul>
<b>[Application Error]</b> Stopped due to an error while retrieving file list.	<ul style="list-style-type: none"> <li>• A network error occurred while getting NIC FAX memory status data. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
Please enter a filename.	<ul style="list-style-type: none"> <li>• No file name specified for backing up or restoring memory data. Specify a file name. ⇒ P.81</li> </ul>
<b>[Network error]</b> Error when connecting to FAX.	<ul style="list-style-type: none"> <li>• A network error occurred during communication with NIC FAX. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[Application Error]</b> Failed while making fonts for pre-print processing.	<ul style="list-style-type: none"> <li>• The Windows print font is not installed. Install Arial.</li> </ul>

Message	Causes and Recommended Actions
<p><b>[FAX command error]</b> Bad command.</p>	<ul style="list-style-type: none"> <li>• The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly.</li> <li>• The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.</li> </ul>
<p><b>[FAX command error]</b> Bad parameter.</p>	<ul style="list-style-type: none"> <li>• The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly.</li> <li>• The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.</li> </ul>
<p><b>[Application Error]</b> Cannot restore using the specified backup file.</p>	<ul style="list-style-type: none"> <li>• The backup file you specified is not a NIC FAX restoring memory data. Specify a proper backup file. ⇒ P.81</li> </ul>
<p><b>[Application Error]</b> You specified an invalid backup file.</p>	<ul style="list-style-type: none"> <li>• The backup file you specified is not a backup file. Specify a proper backup file. ⇒ P.81</li> </ul>
<p><b>[Network error]</b> Could not connect to specified host.</p>	<ul style="list-style-type: none"> <li>• Confirm that the NIC FAX host name or IP address is set correctly. ⇒ P.24</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Confirm that the IP address and subnet mask are set correctly on NIC FAX. ⇒ P.25</li> <li>• Confirm that TCP/IP protocols are installed on the PC where NIC FAX Monitor is installed.</li> <li>• Confirm that the DNS (Domain Name System) server settings on the PC where NIC FAX Monitor is installed are correct.</li> <li>• Confirm that NIC FAX is registered on the DNS server.</li> <li>• When NIC FAX is not on the same network, confirm that the settings of the PC where NIC FAX Monitor is installed and those on the NIC FAX gateway are correct. ⇒ P.25</li> <li>• Contact your network administrator.</li> <li>• The Energy Saving mode on the PC is activated. Turn off the Energy Saving mode.</li> <li>• Check the access control and access mask settings.</li> </ul>
<p><b>[Network error]</b> Connection error.</p>	<ul style="list-style-type: none"> <li>• Confirm that the NIC FAX host name or IP address is set correctly. ⇒ P.24</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Confirm that the IP address and subnet mask are set correctly on NIC FAX. ⇒ P.25</li> <li>• Confirm that the DNS (Domain Name System) server settings on the PC where NIC FAX Monitor is installed are correct.</li> <li>• Contact your network administrator.</li> </ul>



Message	Causes and Recommended Actions
<b>[Application Error]</b> Please enter the name of the host to connect to.	<ul style="list-style-type: none"> <li>• Input the NIC FAX host name or IP address on the other device. ⇒ P.9, ⇒ P.12</li> </ul>
<b>[FAX command error]</b> Sorry, busy for doing some other tasks.	<ul style="list-style-type: none"> <li>• Function settings are being performed on the operation panel of the connected NIC FAX or Administrator Mode of another NIC FAX Monitor is currently in use. Wait until the conflicting procedure is finished and try again.</li> <li>• The command you are trying to use is already being used by a NIC FAX process and cannot be executed.</li> </ul>
<b>[FAX command error]</b> You do not have access permission to change that value.	<ul style="list-style-type: none"> <li>• Restart NIC FAX Monitor, enter Administrator Mode, and change the value. ⇒ P.23</li> </ul>
<b>[Application Error]</b> Stopped due to an error when retrieving the journal.	<ul style="list-style-type: none"> <li>• A network error occurred while retrieving NIC FAX journal data. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[Network error]</b> Exited due to reception error.	<ul style="list-style-type: none"> <li>• A network error occurred. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[Network error]</b> Exited due to transmission error.	<ul style="list-style-type: none"> <li>• A network error occurred. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
Cannot add item because this dialing information already exists.	<ul style="list-style-type: none"> <li>• The dial you specified is already used. Specify a different dial.</li> </ul>
Cannot store item because this dialing information already exists.	<ul style="list-style-type: none"> <li>• The specified user is already used.</li> </ul>

Message	Causes and Recommended Actions
Cannot add item because this Specified Sender address information already exists.	<ul style="list-style-type: none"> <li>The specified user is already used.</li> </ul>
You have not entered any Specified Senders.	<ul style="list-style-type: none"> <li>Input specified user data.</li> </ul>
Error in entered Specified Sender data.	<ul style="list-style-type: none"> <li>Input alphabetic characters, symbols, or spaces for specified users.</li> </ul>
Data entry error (number setting is duplicated).	<ul style="list-style-type: none"> <li>The number you are trying to add is already used. Specify a number that is not used.</li> </ul>
Data input error. Invalid character in address.	<ul style="list-style-type: none"> <li>For fax numbers, you can input numbers (0 to 9), pound signs (#), asterisks (*), and hyphens (-). For E-mail addresses, you can input alphabetic characters.</li> </ul>
Data input error. Invalid character in dialing options.	<ul style="list-style-type: none"> <li>For dial options, you can input numbers (0 to 9), pound signs (#), and asterisks (*).</li> </ul>
Data input error. Please enter digits only.	<ul style="list-style-type: none"> <li>Input numbers (0 to 9) only.</li> </ul>
Data input error. Speed Dial code out of range.	<ul style="list-style-type: none"> <li>The Speed Dial code you specified is outside the display range. Change the code so it is within the display range.</li> </ul>
Address is too long.	<ul style="list-style-type: none"> <li>No more dialer data can be programmed.</li> </ul>
Please enter all items required!	<ul style="list-style-type: none"> <li>Input the required items.</li> </ul>
<b>[FAX command error]</b> An unexpected error occurred.	<ul style="list-style-type: none"> <li>An unexpected error has occurred on the connected NIC FAX. Try executing the command again.</li> </ul>
Windows sockets initialization failed.	<ul style="list-style-type: none"> <li>Check whether the networking is enabled.</li> <li>Check whether your configuration supports Windows sockets.</li> </ul>
Please enter an integer between 1 and 60.	<ul style="list-style-type: none"> <li>The value entered for the Mail RX Interval setting is not an integer between 1 and 60. Enter this value again.</li> </ul>
Please enter an integer between 1 and 100.	<ul style="list-style-type: none"> <li>The value entered for the Refresh Last settings is not an integer between 1 and 100. Enter this value again.</li> </ul>

## LAN FAX Operation Messages

Message	Causes and Recommended Actions
<ul style="list-style-type: none"> <li>• For Windows 95/98: There was an error writing to XXX. XXX. XXX. XXX for the printer <b>[LAN-Fax F1]</b>: There was a problem sending your document to the printer. Make sure the printer cable is connected and that the printer is online. To continue printing, click retry. Windows will automatically retry after 5 seconds.</li> <li>• For Windows 2000 Error writing to XXX. XXX. XXX. XXX for Document untitled: The request could not be performed because of an I/O device error. Do you wish to retry or cancel the job?</li> <li>• For Windows NT: Error writing to XXX. XXX. XXX. XXX for Document XXX. txt: The request could not be performed because of an I/O device error. Do you wish to retry or cancel the job?</li> </ul>	<ul style="list-style-type: none"> <li>• An unprogrammed Quick Dial, Speed Dial, or Group Dial was specified when using LAN FAX transmission. Press the <b>[Cancel]</b> key, and specify a programmed destination, or program the destination in an unused Quick Dial, Speed Dial, or Group Dial.</li> <li>• The memory limit was reached during LAN FAX transmission. Press the <b>[Cancel]</b> key to clear the transmission, then divide the document you want to send into multiple documents, or send any documents waiting to be sent, and print any documents in Substitute Reception, then try to send the document again.</li> </ul>
<p>The number of entries in Destinations exceed the limits. Up to 30 entries can be entered.</p>	<p>The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 30.</p>
<p>Up to 1500 characters can be entered. Please check.</p>	<p>The total number of destination numbers selected exceeds the maximum possible. The maximum number of characters that can be entered is 1500.</p>
<p>"PC FAX" has already been launched. Cannot launch it again.</p>	<p>The LAN FAX dialog box is already open. Close it and then start it up again.</p>
<p>Failed to allocate memory.</p>	<p>The amount of memory available is insufficient.</p>



## Uninstalling NIC FAX Applications

### Uninstalling the NIC FAX application, Address Book or Multidirect Print

Before uninstalling NIC FAX applications, confirm that all NIC FAX applications are closed.

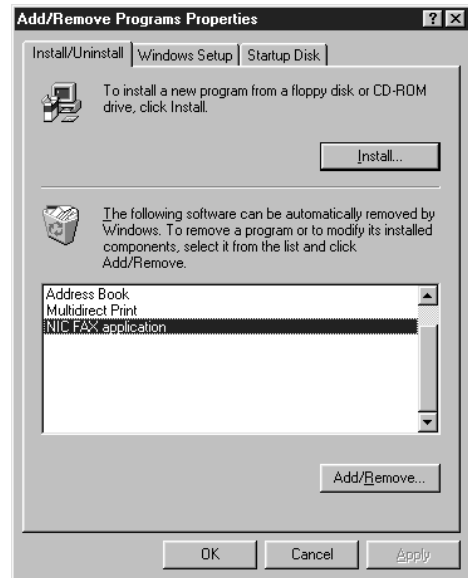
Before uninstalling Address Book, confirm that it is not open.

Before uninstalling Multidirect Print, confirm that the print port for Multidirect Print is not being used.

To uninstall the NIC FAX applications on a Windows NT 4.0 or Windows 2000 system, you must be a member of the Administrators group.

- 1** Turn on your PC and start up Windows.
- 2** Quit all NIC FAX applications.
- 3** On the [Start] menu, point to [Settings] and then click [Control Panel].
- 4** Double-click the [Add/Remove Programs] icon.

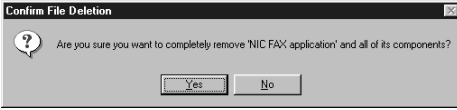
- 5** In the dialog box that appears, click on the item you want to remove, then click [Add/Remove].



#### Note

- To delete NIC FAX application (NIC FAX Monitor, ICViewer), select "NIC FAX application". To delete Address Book or Multidirect Print, select "Address Book" or "Multidirect Print".

**6** Click [Yes].



A dialog box shows the progress of the uninstall procedure.



**7** Click [OK].



**8** Click [OK] in the "Add/Remove Programs Properties" dialog box.

---

## Uninstalling the LAN FAX Driver

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Under Windows NT 4.0 or Windows 2000, you need to log on with Administrator privileges to carry out this procedure.

**1** Turn on your PC and start up Windows.

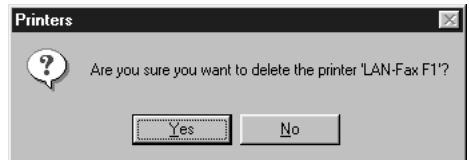
**2** Quit all NIC FAX applications.

**3** On the [Start] menu, point to [Settings] and then click [Printers].

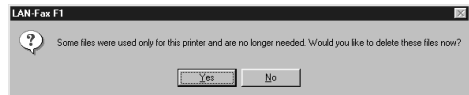
**4** Select [LAN-Fax F1] and make sure it is grayed, then select [Delete] from the [File] menu.



**5** Click [Yes].



**6** Click [Yes] again.



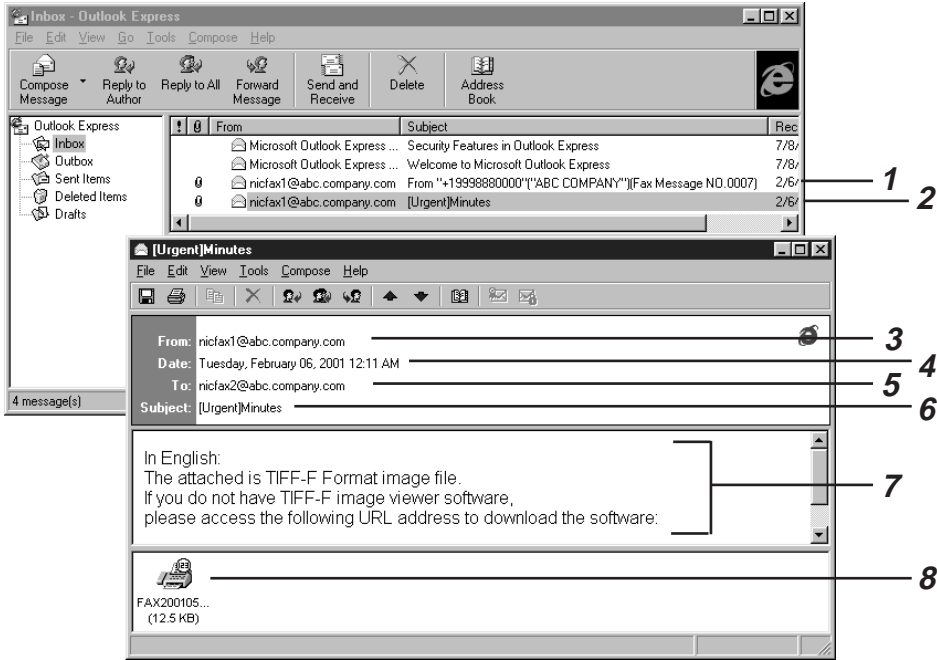
This does not appear with Windows NT 4.0 or Windows 2000.

# Specifications

Network	LAN : Local Area Network (Ethernet/10base-T, 100base-TX)
Transmit Function	E-mail
Scan Line Density	200 X 100 dpi, 200 X 200 dpi
Document Size	Letter / Legal
Transmit Protocols	E-mail send: SMTP, TCP/IP E-mail receive: POP3, TCP/IP, SMTP
E-mail Format	Single/Multi-part MIME conversion Attached file forms: TIFF-F (MH compression)
Compatible models	Machines that are equipped with NIC FAX KIT TYPE500/210/140 or PDU KIT TYPE 210.
Internet Communication	Send and receive E-mail with a PC that has an E-mail address
E-mail Send Functions	Automatic conversion of send document to E-mail format and transmission of E-mail. Memory transmission only.
E-mail Receive Functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

# Received Images

Here is an example of a fax message sent from NIC FAX and received on a PC using Outlook E-mail software.



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**1. Mail transmitted without specifying a subject and heading in the Mail Options.**

**2. Mail transmitted with a subject and heading specified in the Mail Options.**

**3. From**  
The name (E-mail address) of the sender.

**4. Sent**  
The date and time of E-mail transmission.

**5. To**  
The E-mail address of the recipient.

**6. Subject**  
Shows the priority and subject specified in the Mail Options at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

From "Own Fax Number" ("Own Name") (Fax Message NO.document number)

**Note**  
 The format will vary according to whether the E-mail was sent using Personal Codes and other settings. See P.31 "About the E-mail Subject".

**7. Viewer URL Information**  
If you select "Yes" for the "Add ViewerURL" mail option, sites from which viewer applications can be downloaded are included in the E-mail.

**8. Attachment File**  
Any message included by the sender is displayed as an attached document. You can view the contents with ICViewer.



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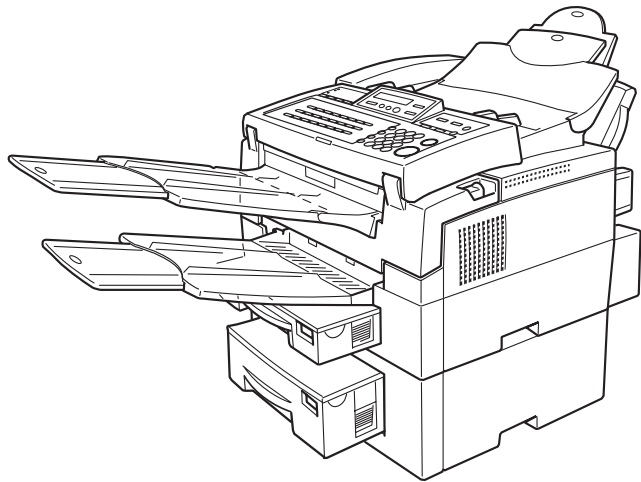


**NIC FAX KIT TYPE 210 Operating Instructions**



# PDU KIT TYPE 210

## Operating Instructions



ZCKH030N

Read this manual carefully before you use this product and keep it handy for future reference.  
For safety, please follow the instructions in this manual.

**PDU KIT TYPE 210 Operating Instructions**

Printed in Japan  
UE (USA) H132-8607



## Introduction

Thank you for purchasing PDU KIT TYPE 210. This manual contains important information that you need to know in order to get the most out of the powerful features and functions of this product. Be sure to read it carefully, and keep it on hand for future reference when required.

- This manual covers PDU KIT TYPE 210 for a dial-up network.
- PDU KIT TYPE 210 is required in order to use the Internet fax features.
- Installation of PDU KIT TYPE 210 should be performed by an authorized service provider. Do not attempt installation on your own.

For brevity, fax machines equipped with PDU KIT TYPE 210 are referred to throughout this manual as the Internet fax machine, or simply "this machine." The contents of this manual assume that you are already familiar with Windows functions and procedures.

## Important

- No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission.
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## Warning:

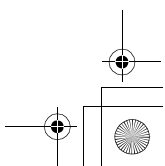
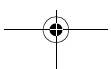
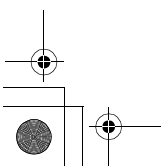
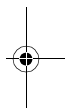
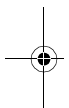
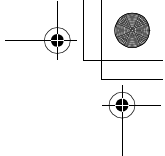
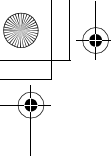
Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

## Notes:

Some illustrations might be slightly different from your machine.

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

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



## What is an Internet Fax?

This Internet Fax machine converts scanned document images to E-mail format and transmits the data over the Internet. The E-mail sent by this machine can be received by another Internet fax machine or a PC. Instead of inputting the telephone number of the destination you want to send to, you input the applicable E-mail address.

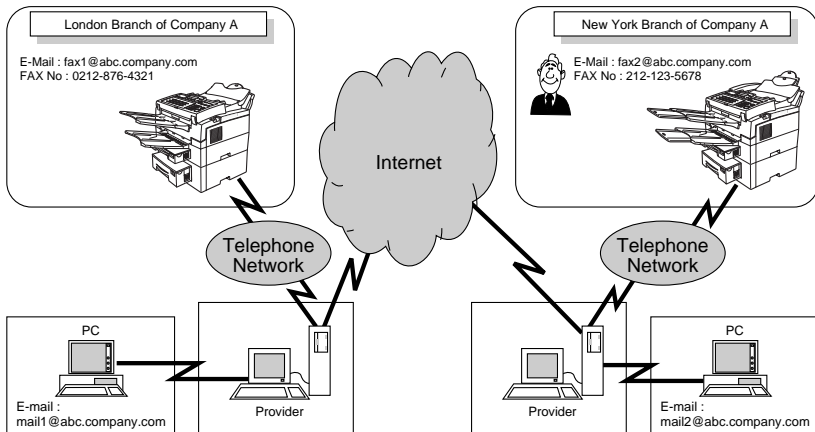
Documents are sent as E-mail messages with an attached TIFF-F image. Because of this, a MIME-compatible E-mail reader is required in order to view documents received on a PC.

You can also receive E-mail messages from PCs or other Internet fax machines and print or forward them.

In this manual, the term "providers" also include remote access servers (RAS).

### Note

- This machine must be connected to a telephone line, installed, and set up correctly in order to use its Internet fax functions. See Chapter 1 "Getting Ready" in this manual for details on connecting to a telephone line and making initial settings.



## Internet Fax Precautions

- Error E-mail notifications are not always sent. We recommend that you confirm the receipt of important E-mail by calling the other party.
- The level of security for Internet communications is low. We recommend that you use the telephone network for confidential communications.
- Internet fax delivery might be delayed due to network congestion. Use a standard fax whenever communication is time sensitive.

The following functions are supported with standard fax transmission, but not with Internet faxing.

---

## Functions Not Supported by E-mail Transmission

---

- Immediate Transmission
- ID Transmission
- Confidential Transmission
- Polling Transmission
- Batch Transmission
- Forwarding of Substitute Reception or Confidential Reception messages (Forwarding to an E-mail address not supported.)
- Dialing with the Dial Option Key
- Chain Dial

---

## Functions Not Supported by E-mail Reception

---

- ID Reception
- Confidential Reception
- Polling Reception
- Multi-copy Reception
- Authorized Reception
- Memory Lock Reception
- Specified Cassette (optional cassette required)

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# 1. Getting Ready

## OVERVIEW

The following steps must be performed before you can use the Internet Fax function.

- ① Sign up with an Internet service provider (ISP).
- ② Connect the machine to a telephone line.  
See Chapter 10, "Connecting to a Telephone Line" in the Advanced Features manual.
- ③ User Function key settings.
- ④ Make Internet Fax initial settings (connection settings provided by your Internet service provider).

### Important

- In order to send or receive mail via the Internet, you must first sign up for Internet service with an Internet service provider (ISP) and obtain a mail address, login password, and so forth. This must be completed before connecting or setting the machine.
- Note that, depending on the contract with your Internet service provider, charges may be assessed for services such as mail access.

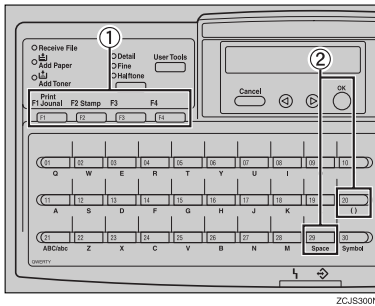
### Note

- Sample operation panel displays shown in this manual may differ from those that actually appear on the screen.
- Telephone lines that can be used with Internet fax are the same as those used with ordinary facsimile communication.

## Operation Panel

1

This section describes the operation panel buttons and indicators that are unique to Internet faxing. See Chapter 1, "Operation Panel" in the Basic Features manual for details on other operation panel buttons and indicators.



- ① Once the appropriate User Function key assignments have been made, you can use the User Function keys to select the following functions:

### ◆ Mail Address

Press the User Function key that has been assigned the Mail Address function when you want to enter an E-mail address. This allows you to use the Quick Dial keys to enter E-mail addresses that contain letters, the "@" character, and periods.

### ◆ Mail Reception

Press the User Function key that has been assigned the Mail Reception function to check the E-mail server and receive any new E-mail. You can use this function to receive mail at any time, regardless of the Auto Mail Reception setting. See P.22 "Manual E-mail Reception".

### ◆ Auto Mail Reception

Press the User Function key that has been assigned the Auto Mail Reception function to turn this feature on or off. When the Auto Mail Reception indicator is lit, the server is checked for E-mail at the E-mail Receive interval and downloading takes place as necessary. Turn this feature off when you do not want to receive mail automatically. When not lit, E-mail is not received automatically. See P.9 "E-mail Receive Interval".

### ! Limitation

- You cannot use send E-mail until the Mail Address function has been assigned to one of the User Function keys.

### ✎ Note

- If you purchased your machine with the PDU KIT already installed, the Mail Address function is pre-assigned to User Function key **[F2]** and the Mail Reception function is pre-assigned to User Function key **[F3]**.
- If you purchased the PDU KIT as a separate option, you also received a set of labels for identifying functions assigned to the User Function keys. Once the User Function key assignments have been made, affix the appropriate labels to those keys.



- ② You can enter the following characters with the Quick Dial keys when Mail Address input is selected.

Quick Dial key (QW- ERTY type/ ABC type)	20/28	29/27
Function	@	.

1

 **Note**

- ❑ The keys that can be assigned Quick Dials differ depending on the keyboard layout (ABC type or QWERTY type). You can make settings in "Key Layout". See Chapter 7, "Key Layout" in the Advanced Features manual.
- ❑ If your PDU KIT was installed as a separately purchased option, affix the "@" and "." labels provided with the kit to the machine's original Quick Dial sheet. Affix the "@" label over "(") on the original sheet, and affix "." over "Space".
- ❑ You can enter symbols (such as hyphens, underscores and spaces) by pressing the **[Symbol]** key.

3

Getting Ready

## Internet Fax Initial Settings

Before using this machine, you must make the following settings.

1

### ◆ Dial-Up Settings

The Internet Fax settings include the following items.

Menu name	Item	Requirement
Provider Settings	Access Point Telephone No.	Required
	User ID	Required
	User Password	Required
	Primary DNS Server Address	Optional
	Secondary DNS Server Address	Optional
E-mail Settings	SMTP Server	Required
	POP Server	Required
	Host Name	Optional
	Mail Address	Required
	Domain Name	Optional
	Login Name	Required
	Login Password	Required
	E-mail RX Interval	Optional
	Mail RX Time 1	Optional
	Mail RX Time 2	Optional
	Time Difference	Optional
	Administrator Address	Optional
Backup TX Address	Optional	
Limit Mail Size	Optional	
Auto Mail Reception		Optional

### 📝 Note

- We recommend that you print a User Parameter list and keep it for future reference after making the above settings.

## Dial-Up Settings

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

If any other display is shown, press the **[Energy Saver/ Clear Modes]** key.

- 2 Press the **[User Tools]** key.

- 3 Press **[Left]** or **[Right]** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. Tools  [Left/Right]
```

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

- 5 Press **[2][2][2][2]**, then press the **[OK]** key.

- 6 Press **[Left]** or **[Right]** to display "18. Dial-up".

```
Key OP. Tools:
18.Dial-UP [Left/Right]
```

### Note

- The numbers that appear in front of function names vary according to options that are installed in the fax machine.

- 7 Press the **[OK]** key.

- 8 Press **[Left]** or **[Right]** to display the item you want to make settings for.

```
Dial-UP:
1. IS Provider [Left/Right]
```

## Provider Settings

- 1 Press **[Left]** or **[Right]** to display "1. IS Provider".

```
Dial-UP:
1. IS Provider [Left/Right]
```

- 2 Press the **[OK]** key.

- 3 Press **[Left]** or **[Right]** to display the item you want to make settings for, then press the **[OK]** key.

```
IS Provider:
1. Access Point No. [Left/Right]
```

### Note

- If you make a mistake, press the **[Cancel]** key.

## Access Point Telephone Number

Enter the telephone number of your Internet service provider's access point. See Chapter 7, "PSTN Access Number" in the Advanced Features manual.

- 1 Enter the telephone number of the access point with the number keys.

```
Access Point No. :
_ _ _ _ _
```

### Note

- Always enter the telephone number's area code, even if the access point is located in the same telephone service area. Press **[Left]** or **[Right]** to move the display cursor, and the **[Clear]** key to delete characters.

- 2 Press the **[OK]** key.

The machine returns to the provider settings menu.

## Getting Ready

---

**User ID**

---

Enter the User ID provided to you by your Internet service provider.

- 1 Enter the user ID.**



 **Note**

- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.

- 2 Press the [OK] key.**

The machine returns to the provider settings menu.

---

**User Password**

---

Enter the User Password provided to you by your Internet service provider.

- 1 Enter the user password.**



 **Note**

- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.

- 2 Press the [OK] key.**

The machine returns to the provider settings menu.

---

**Primary DNS Server Address**

---

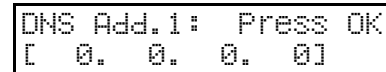
Enter your Internet service provider's designated Primary DNS server address.

- 1 Enter the code for "DNS Address 1" with the number keys.**

Enter the primary DNS server address of the provider.

- If a number has only one or two digits, input it and then press **⏩** to move the cursor to the next number.
- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.

If the provider has not given you a DNS address, leave this setting as "0.0.0.0".



- 2 Press the [OK] key.**

The machine returns to the provider settings menu.

## Secondary DNS Server Address (DNS 2)

Enter your Internet service provider's designated Secondary DNS server address.

### 1 Enter the code for "DNS Address 2" with the number keys.

Enter the secondary DNS server address of the provider.

- If a number has only one or two digits, input it and then press  $\triangleright$  to move the cursor to the next number.
- Press  $\triangleleft$  or  $\triangleright$  to move the display cursor, and the **[Clear]** key to delete characters.

If the provider has not given you a DNS address, leave this setting as "0.0.0.0".

```
DNS Add.2:  Press OK
[ 0. 0. 0. 0]
```

### 2 Press the **[OK]** key.

The machine returns to the provider settings menu.

## E-mail Server Settings

### 1 Enter the code for "Mail Server" with the number keys.

```
Dial-UP:
2.Mail Server  ⏪
```

### 2 Press the **[OK]** key.

### 3 Press $\triangleleft$ or $\triangleright$ to display the item you want to make settings for, and then press the **[OK]** key.

- To enter the "@" character and periods, use the Quick Dial keys. To enter all other symbols, press the **[Symbol]** key. To switch between uppercase and lowercase characters, press the **[ABC/abc]** key.
- If you make a mistake, press the **[Cancel]** key.

```
Mail Server:
1.SMTP Server  ⏪
```

## SMTP Server Address

Enter the address of the SMTP server.

### 1 Enter the SMTP server address.

- Press  $\triangleleft$  or  $\triangleright$  to move the display cursor, and the **[Clear]** key to delete characters.
- The SMTP server is the server that sends E-mail over the Internet.
- The SMTP server can also be specified as an IP address.

```
SMTP Server:[abc]
_#####
```

### 2 Press the **[OK]** key.

The machine returns to the E-mail settings menu.

1

## Getting Ready

---

**POP Server Address**

---

Enter the address of the POP server.

**1****1 Enter the POP server address.**

- Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.
- A connection is made to a POP server in order to receive E-mail.
- You can also specify the POP server address as an IP address.

```
POP Server:[abc]
_█
```

**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.

---

**Host Name**

---

Enter the host name that has been assigned to your machine.

**1 Enter the name of the host.**

Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

```
Host Name:[abc]
_█
```

Ordinarily, the name entered here is your login name.

**2 Press the [OK] key.**

---

**Mail Address**

---

Enter the mail address of this machine.

**1 Enter the E-mail address of this machine.**

Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

```
Mail Add.:[abc]
_█
```

**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.

---

**Domain Name**

---

Enter the domain name that has been assigned to you by your Internet service provider.

**1 Enter the domain name.**

Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

```
Domain Name:[abc]
_█
```

**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.

### Login Name

Enter the login name to be used for connection to the POP server.

**1 Enter the login name.**

Press ◀ or ▶ to move the display cursor, and the [Clear] key to delete characters.



**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.

### Login Password

Enter the login password to be used for connection to the POP server.

**1 Enter the login password.**

Press ◀ or ▶ to move the display cursor, and the [Clear] key to delete characters.



**2 Press the [OK] key.**

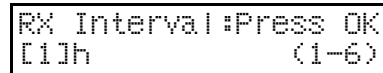
The machine returns to the E-mail settings menu.

### E-mail Receive Interval

When using auto mail reception, enter the interval at which this machine is to automatically check the POP server for mail.

**1 Enter the interval for automatic reception with the number keys.**

- You can enter a value between 1 and 6 hours in 1-hour steps.
- The factory default setting of this parameter is 1 hour.
- The machine automatically dials the provider at the set interval and receives E-mail. However, this setting is invalidated if automatic mail reception is performed using times set in the Mail Receive Time 1 and Mail Receive Time 2 parameters.



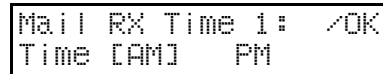
**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.

### Mail Receive Time 1

Enter Auto Mail Reception time 1 using the 12-hour clock.

**1 Set mail receive time 1. First, press ◀ or ▶ to select AM or PM.**



## Getting Ready

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


```
Mail RX Time 1: /OK
[ _: ] AM
```

**Note**

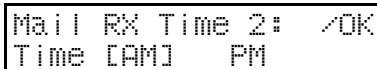
- Enter the auto mail reception time using the 12-hour clock. Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor. If you make a mistake, press the **[Clear]** key and re-enter.
- The machine automatically dials the provider at the set time and receives E-mail.
- By setting Mail Receive Time 2, you can have the machine dial the provider and receive E-mail at two preset times.

**3 Press the [OK] key.**

The machine returns to the E-mail settings menu.

**Mail Receive Time 2**

Enter Auto Mail Reception time 2 using the 12-hour clock.

**1 Set mail receive time 2. First, press  $\leftarrow$  or  $\rightarrow$  to select AM or PM.**


```
Mail RX Time 2: /OK
Time [AM] PM
```

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


```
Mail RX Time 2: /OK
[ _: ] AM
```

**Note**

- Enter the auto mail reception time using the 12-hour clock. Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor. If you make a mistake, press the **[Clear]** key and re-enter.
- The machine automatically dials the provider at the set time and receives E-mail.
- By setting Mail Receive Time 2, you can have the machine dial the provider and receive E-mail at two preset times.

**3 Press the [OK] key.**

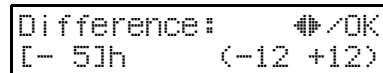
The machine returns to the E-mail settings menu.

**Time Difference**

Enter the time difference between your time zone and Greenwich Mean Time.

**1 Press  $\leftarrow$  or  $\rightarrow$  to adjust the time difference.**

- Enter how many hours your local time is ahead of or behind Greenwich Mean Time (GMT).
- The factory default setting for the time difference is "-5", which is the time difference for New York.



```
Difference: ←/OK
[- 5]h (-12 +12)
```

**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.



---

### Administrator Address

---

Make this setting when you want error notifications to be sent to another address in addition to the originator.

**1 Enter the address to which notifications will be sent when an error occurs.**

- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- If the machine receives an error notification when downloading E-mail from the POP server or during a transfer request, it sends an error notification to the sender and a copy (CC) to the address specified with this setting.

```
Admin. Add:[abc]
_#####
```

**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.

---

### Backup TX Address

---

Make this setting when you want all outgoing mail to be routed to another address in addition to the destination.

**1 Enter the E-mail backup address.**

- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- A blind carbon copy (BCC) of all sent E-mail messages is sent to this address.

```
Backup TX:[abc]
_#####
```

**2 Press the [OK] key.**

The machine returns to the E-mail settings menu.

---

### Limit Mail Size

---

Some E-mail service providers set a limit on the size of E-mail that their clients can receive.

Make this setting when you want to limit the size of E-mail that is transmitted. When this function is set "On", transmission of E-mail that exceeds the set size is aborted.

**1 Press  $\leftarrow$  or  $\rightarrow$  to display "1. On/Off"**

```
Limit Mail Size:
1.On/Off
```

**Note**

- Use this feature to set the file size limit for E-mail. When "On" is selected, E-mail exceeding the maximum file size cannot be sent.
- When E-mail exceeds the maximum file size, an Error Report is printed and the E-mail is deleted.
- Even when E-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

**2 Press the [OK] key.**

**3 Press  $\leftarrow$  or  $\rightarrow$  to select "On".**

```
Limit Mail Size: /OK
[On] Off
```

**Note**

- If you do not want to set a maximum E-mail size, select "Off" and press the **[OK]** key.

## Getting Ready

- 4 Press the **[OK]** key.
- 5 Press **◀** or **▶** to display "2. Available Size".

1

```
Limit Mail Size:
2. Available Size  ◀▶
```

- 6 Press the **[OK]** key.
- 7 Enter the file size limit with the number keys.

```
Size Limit: Press OK
[1000]KB   (1-9999)
```

**!** **Limitation**

- You can set a file size from 1 to 9999 KB.

- 8 Press the **[OK]** key.

The machine returns to the E-mail settings menu.

### Auto Mail Reception

When Auto Mail Reception is set "On", the Internet fax automatically checks for and receives mail at the interval set for automatic reception (see P.9 "E-mail Receive Interval", P.9 "Mail Receive Time 1" and P.10 "Mail Receive Time 2").

**📌 Note**

- The factory default setting of this parameter is "Off".
- If you have assigned the Auto Mail Reception function to a User Function key, you can turn Auto Mail Reception on or off by pressing that key. See P.2 "Operation Panel".

- 1 Press **◀** or **▶** to display "3. Auto Mail Recep."
- 2 Press the **[OK]** key.

- 3 Press **◀** or **▶** to select "On" or "Off".

```
AutoMailRecep.: ◀▶/OK
[On]   Off
```

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

The machine returns to the E-mail settings menu.

### Returning to the Initial Display

- 1 Press the **[User Tools]** key.

The machine returns to the stand-by mode.

## 2. Internet Faxing

### Transmission

This section describes how to scan a document into this machine's memory and send it as E-mail. You can enter the E-mail address directly, or use a Quick Dial, Speed Dial or Group with an address already stored in it. You can also use the **[Redial]** key to recall the previous address sent to.

When sending documents, you can set E-mail options using the **[Trans. Option]** key. You can set the following options:

#### ◆ Subject

You can enter a subject for the document you want to send. You can enter a maximum of 20 characters.

#### ◆ Heading

You can add "Urgent" in front of the document subject.

#### ◆ Confirmation of Reception

You can confirm whether documents you sent were properly received on the Journal.

#### ◆ Viewer URL Information

You can record URL sites for downloading viewer applications on E-mail you are about to send.

#### ● Important

- You may not be able to send large files as E-mail, depending on E-mail environment conditions.
- The level of security for Internet communications is low. Send an ordinary fax if confidentiality is important.

#### ✎ Note

- Because this machine sends documents as E-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a PC. You can inform the receiver of sites for downloading viewer applications with the Viewer URL Information Mail Option.
- When you send viewer URL information, depending on the receiver's fax machine, the journal may show a page count that is one or two pages greater than the number of pages actually sent.
- See P.41 "Received Images" for how mail is actually received by the PC when mail is sent with mail options selected.

#### 1 Make sure that the Memory Transmission indicator is lit.

If it is not, press the **[Memory]** key.

#### ! Limitation

- When using this machine to send E-mail over the Internet, documents are stored in memory, then sent using Memory Transmission. Immediate Transmission is not available when Internet faxing.

## Internet Faxing

## Specifying E-mail Options

To specify E-mail options, perform the following procedure.

- 1 Press the **[Trans. Option]** key.
- 2 Press **⏪** or **⏩** to display "10. Mail Options".

```
Trans. Option
10. Mail Options  ⏪
```

- 3 Press the **[OK]** key.
- 4 Press **⏪** or **⏩** to select "On".

```
Mail Options:  ⏪/OK
[On]  Off
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** to select "Yes" or "No".

```
Insert Subject: ⏪/OK
[Yes]  No
```

- 7 Press the **[OK]** key.

 **Reference**

See Chapter 3, "Entering Characters" in the Basic Features manual.

- 8 Enter the subject.

```
Subject:      [ABC]
_#####
```

- 9 Press the **[OK]** key.
- 10 Press **⏪** or **⏩** to select "No" or "Urgent".

```
Heading:      ⏪/OK
[No] Urgent
```

- 11 Press the **[OK]** key.

- 12 Press **⏪** or **⏩** to select "Yes" or "No".

```
Confirm Recep.: ⏪/OK
[Yes]  No
```

- 13 Press the **[OK]** key.
- 14 Press **⏪** or **⏩** to select "Yes" or "No".

```
Add ViewerInfo. ⏪/OK
[Yes]  No
```

- 15 Press the **[OK]** key.

 **Note**

- If any one of the E-mail options is set, the Option indicator lights.

- 2 Place your document face down into the feeder, and make any scan settings you require.

- Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.

- 3 Press the User Function key (F1-F4) that is assigned the Mail Address function.

- 4** Use the Quick Dial keys and number keys to enter the E-mail address.

```
Mail:[abc] Address
_#####
```

- You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- You can enter up to 127 characters for an E-mail address.
- You can specify E-mail addresses programmed in Quick Dials, Speed Dials, and Group Dials.
- You can also use the **[Redial]** key to specify E-mail addresses.

- 5** Press the **[OK]** key.

This confirms the E-mail address as shown on the display and causes the Mail Address indicator to go out.

 **Note**

- If you want to specify another E-mail address, repeat steps **4** and **5**.

```
Dest.1 Press Start
nicfax@abc.xyz.com_█
```

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

- This starts reading the document into memory. The E-mail send operation starts after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

 **Note**

- For how to cancel transmission of an Internet fax, see P.26 "Canceling Transmission of an Internet Fax".

## 2

 **About the E-mail subject**

If "No" is selected for "Insert Subject" in Mail Options, a subject with the following contents is automatically inserted.

 **When a Personal Code is set**

- If the mail address of the Routing Address is registered:  
From "mail address of the Routing Address" Fax Message NO.xxxx.
- If the mail address of the Routing Address is not registered:  
From "Personal Code name" Fax Message NO.xxxx.

 **When a Personal Code is not set**

- If Own Fax Number and Own Name are registered:  
From "Own Fax Number" ("Own Name") (Fax Message NO.xxxx)
- If only Own Fax Number is registered:  
From "Own Fax Number" (Fax Message NO.xxxx)
- If only Own Name is registered:  
From "Own Name" (Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are registered:  
Fax Message NO.xxxx

 **Note**

- "xxxx" is the document number that appears in the communication journal.

 **Reference**

See Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.

See Chapter 1, "Personal Codes" in the Advanced Features manual.

 **When using broadcasting and sequential broadcasting**

Broadcasting is used to send E-mail when multiple addresses are specified for transmission. With broadcasting, the same E-mail can be sent to multiple addresses at once, just as when ordinary E-mail is sent to multiple addresses. However, if "Yes" is selected for "Confirm Recep." or "Label Insert", sequential broadcasting is used for transmission. With sequential broadcasting, the E-mail is sent repeatedly, changing the address each time until it has been sent to all addresses specified.

 **Reference**

See Chapter 3, "Label Insertion" in the Advanced Features manual.

## Confirming Reception

When Confirm Reception is selected, a Reception Notice Request message is sent at the time of transmission. The receiver replies to this Reception Notice Request by sending a Reception Notice. Once the Reception Notice has been received, "OK" appears in the Result column of the journal, allowing the originator to verify that the transmission has been received.

### ⚠ Limitation

- The Confirm Reception feature is only available if the receiver's PC supports MDN (Message Disposition Notification).

### 📝 Note

- The Journal records a total of up to 50 transmissions and receptions. If the Reception Notice is not received while the corresponding transmission is still listed in the Journal, you will not be able to confirm that the E-mail has been received in the Journal's Result column.
- If you specify Mailing list addresses, do not select "Yes" for "Confirm Recep." Otherwise, you will receive multiple reception confirmation messages from E-mail recipients, and the Result column will not show the correct information. The Result column is refreshed each time a new confirmation message is received.
- Reception confirmation results are only shown in the Journal. The Result column in all other files, lists, and transmission reports appears blank.
- Reception confirmation messages are not recorded in the Journal.

## Transfer Request

Transfer requests allow you to make use of the Internet to reduce costs, particularly with long distance and international communications.

There are two types of transfer request transmission: transfer request by E-mail and transfer request by fax (standard transfer request transmission).

**2**

Familiarize yourself with these terms in order to perform the following procedure.

◆ **Transfer requester**

This is the fax machine performing the request transmission (this machine).

◆ **Transfer station**

This is the fax machine that performs the transfer. This machine needs to have the Delivery Destination settings registered.

◆ **End receiver**

This is the fax machine or PC that receives the E-mail or fax from the transfer station.

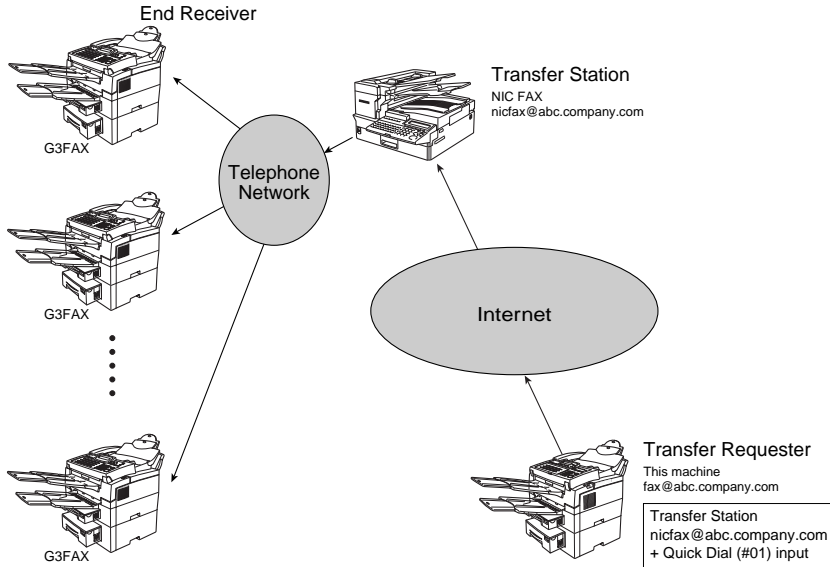
● **Limitation**

- Internet Fax and PDU KIT TYPE210 can be specified as the transfer requester for a transfer request by E-mail.
- Only machines that are equipped with NIC FAX Kit 500 or NIC FAX Kit 140 can be specified as transfer stations.

✎ **Note**

- Up to 30 end receivers can be specified for each transfer station. Each transfer station Group is counted as a single end receiver.
- Each group is considered one item when specifying transfer stations programmed in Group Dials.
- In order to use this function, you must make the polling ID and Transfer Report settings. The same polling ID must be set for both the transfer requester and the transfer stations. See Chapter 7, "ID Code" in the Advanced Features manual. See Chapter 1, "Transfer Request" in the Advanced Features manual for how to send faxes using transfer requests.





## Transfer Request by E-mail

- 1 Make sure that the Memory Transmission indicator is lit.

If it is not, press the **[Memory]** key.

- 2 Place your document face down into the feeder, and make any scan setting you require.

- Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.

- 3 Press the **[Trans. Option]** key.

- 4 Press **[Left]** or **[Right]** to display "7. Transf. Request"

```
Trans. Option
7. Transf. Request
```

### Note

- Transfer request transmissions sent to a fax machine that does not have a transfer function, or to a PC by E-mail, are sent as normal transmissions and are received by the transfer station without being transferred to any other destination. Note that no error report is returned to the transfer requester (the originator of the transmission). Because of this you should always confirm that the transfer station is a fax that is equipped with a transfer function.

- 5 Press the **[OK]** key.

- 6 Press **[Left]** or **[Right]** to select "On".

```
Transf. Request: [Left]/OK
[On] Off
```

- 7 Press the **[OK]** key.

- 8** Press the **Quick Dial** or **Speed Dial** that contains the **Transfer Station**.

```
Transf. Stn. :
_#####
```

2

- **Quick Dial**  
Press the Quick Dial to which the desired address is assigned.
- **Speed Dial**  
Press Speed Dial key then enter the Speed Dial code with the number keys.

**Limitation**

- If the specified end receiver's machine is not equipped with the Transfer function, the transfer is halted and no Error Report is printed.
- Before sending E-mail, confirm that the end receiver's machine is equipped with the Transfer function.

### Entering an E-mail Address Manually

- 1** Press the **User Function** key (F1-F4) that is assigned the **Mail Address** function.
- 2** Enter the transfer station's E-mail address, and then press the **[OK]** key.

If you make a mistake, press the **[Clear]** key and try again.

- To enter the "@" character and periods, use the Quick Dial keys. For all other symbols, press the **[Symbol]** key. Use **[ABC/abc]** to shift between uppercase and lowercase characters.

- 9** Press the **[OK]** key.

- 10** Specify the end receiver.

You can specify a Quick Dial, Speed Dial, or Group Dial programmed with the end receiver or Transfer Station you want to specify.

```
Receive Stn:
01 [#_#####]
```

- 11** Press the **[OK]** key.

- 12** Use **[Left]** or **[Right]** to select "Yes" or "No".

```
Add Recv. Stn? [Left/Right]/OK
[Yes] NO
```

- 13** Press the **[OK]** key.

**Note**

- If you selected "Yes" in step **11**, repeat the procedure from step **9**.

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

- This starts reading of the document into memory. The E-mail send operation starts after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

## Specifying Transfer Stations

You can only specify end receivers already programmed in a Quick Dial, Speed Dial, or Group Dial.

### ❖ Quick Dial

Following #, enter the two-digit Quick Dial code.

For example, to specify the end receiver assigned to Quick Dial code 01, enter: # 0 1

### ❖ Speed Dial

Following #, enter an asterisk followed by the two-digit Speed Dial code.

For example, to specify the end receiver assigned to Speed Dial code 12, enter: # \* 1 2

### ❖ Group Dial

Following #, enter two asterisks followed by the two-digit Group code.

For example, to specify the end receiver assigned to Group code 04, enter: # \* \* 0 4

## Reception

### Note

- For E-mail from a PC, alphabetic-character text and TIFF-F images are printed as they are. If you receive non-alphabetic text, it may not be printed normally.

2

### Automatic E-mail Reception

When this function is turned on, the machine periodically checks the E-mail server for incoming E-mail and downloads it as necessary.

The interval between checks is referred to as the Mail Receive Interval, and the factory default setting for this parameter is 1 hour (see P.7 "E-mail Server Settings"). You can change this to any value between 1 and 6 hours, and can also force the machine to check for incoming E-mail by pressing the User Function key that has been assigned the Mail Reception Function (see the next section).

By setting Mail Receive Time 1 and Mail Receive Time 2, you can make the machine receive mail at specified times, as well as at preset intervals.

You can also configure this feature to work in conjunction with the Night Timer feature so that Automatic E-mail reception does not occur at times when the machine is saving energy. See P.34 "User Parameters" (switch 16. bit4).

### Note

- If the indicator of the User Function key assigned with the Auto Mail Reception function is not lit, automatic E-mail reception will not take place (see P.2 "Operation Panel").
- If memory runs out, E-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

### Reference

See P.9 "E-mail Receive Interval".  
See Chapter 6, "Assigning a User Function Keys" in the Advanced Features manual.

See Chapter 7, "Energy Save Timer" in the Advanced Features manual.

### Manual E-mail Reception

Follow these steps at any time to check for incoming E-mail immediately.

### Note

- This procedure assumes that the Manual Reception function is stored in a User Function key beforehand (see P.2 "Operation Panel"). See Chapter 6, "Assigning User Function Keys" in the Advanced Features manual.

- 1** Press the User Function key (F1-F4) registered with the Manual E-mail Reception function.

**2** Press the **[Start]** key to check for E-mail.

If there is E-mail, the Communicat-  
ing indicator will light and the E-  
mail will be printed.

```
Mail Reception:
Press Start
```

If there is no E-mail, the following  
display appears. Press the **[OK]**  
key.

```
No Mail Received
Press OK
```

**3** The machine returns to the stand-  
by mode.**Receiving E-mail with the Information  
Function**

If the Manual E-mail Reception func-  
tion is not registered in a User Func-  
tion key, use the following procedure  
to receive E-mail.

**1** Press the **[Job Information]** key.**2** Press **⏪** or **⏩** to display "7. Mail  
Reception"

```
Job Information
7.Mail Reception ⏪
```

**3** Press the **[OK]** key.**4** Press the **[Start]** key.

If there is E-mail, the Communicat-  
ing indicator will light and the E-  
mail will be printed.

```
Mail Reception:
Press Start
```

If there is no E-mail, the following  
display will appears. Press the  
**[OK]** key.

```
No Mail Received
Press OK
```

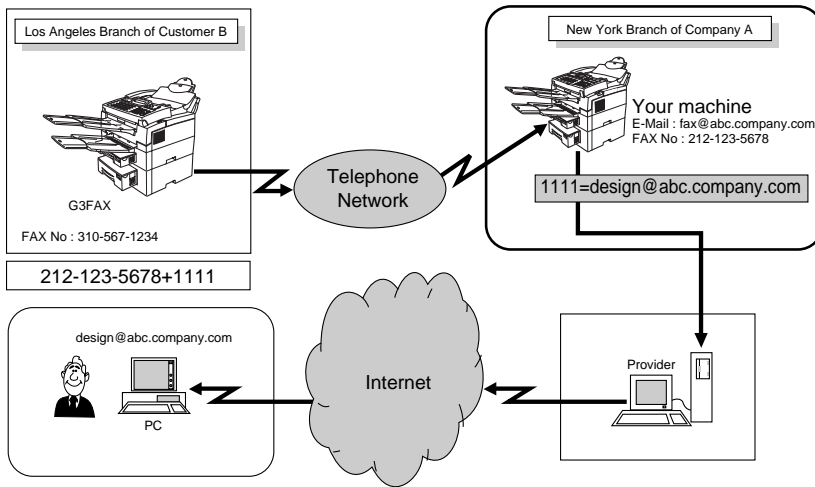
**5** The machine returns to the stand-  
by mode.

2

## Routing of Received Faxes

When a document is received, its SUB code is compared with Personal Codes registered in the fax machine and, if a match is found, the document is routed to the destination whose Personal Code is specified. If the destination specified is an E-mail address, the received document is routed to that destination as E-mail.

2

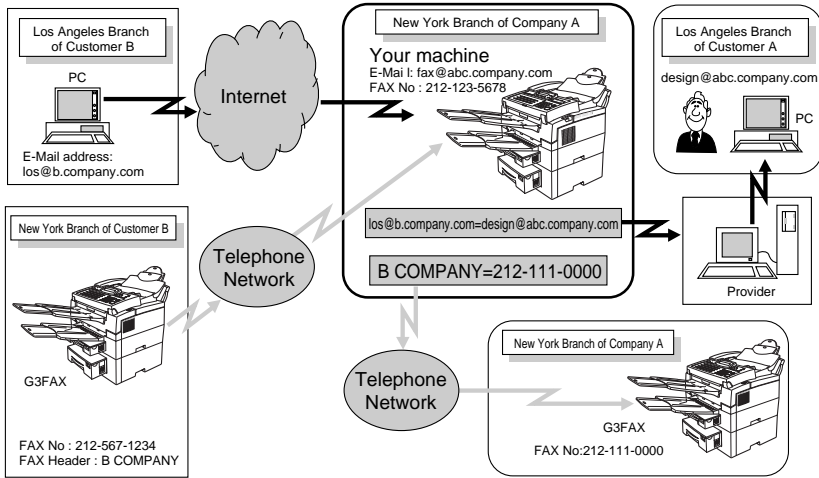


### Note

- You can route faxes received from any fax machine, regardless of manufacturer.
- Before routing received faxes, you must set up the SUB codes and Receiver. See P.29 "Personal Code List", and Chapter 7, "Programming the Personal Codes" in the Advanced Features manual.

## Transfer of Received Faxes

This machine can automatically forward received faxes to other destinations registered in memory based on the Own Name, Own Fax Number or E-mail address of the fax originator. If an E-mail address is registered for the destination station, documents received can be forwarded as E-mail.



2

### Note

- You need to set up the forwarding station beforehand. See Chapter 7, "Forwarding" in the Advanced Features manual.
- You can also transfer faxes received from other manufacturers' machines.

## Canceling Transmission of an Internet Fax

### While the Document is Being Scanned In

2

- 1** Press the **[Stop]** key.
- 2** Remove the document from the feeder.  
For how to clear document jams, see Chapter 4, "Clearing a Document Jam" in the Basic Features manual.

```
Clear Misfed
Original(S)
```

### After the Document Has Been Scanned In

 **Note**

- You cannot cancel transmission of a message after it has been sent. Messages not shown in the file list have been already sent.

- 1** Press the **[Job Information]** key.  
Confirm that "Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX  ←→
```

- 2** Press the **[OK]** key.
- 3** Use **⏪** or **⏩** to move through the list until the message you wish to delete appears.
- 4** Press the **[OK]** key.

- 5** Press **⏪** or **⏩** to select "Yes".

 **Note**

- If you do not want to cancel transmission, select "No".

- 6** Press the **[OK]** key.  
The machine returns to the stand-by mode.



## Reports and Lists

The formats of most reports and lists are identical to those printed for the standard fax functions. This section describes only reports and lists that have different formats.

### Note

- When you send a fax to an E-mail address, the field where the fax number normally appears in a standard fax report or list is replaced by the applicable E-mail address.

2

### Error Mail Notification

This machine sends this notification to a sender when it is unable to successfully receive a particular E-mail message. A "cc" of this notification is also sent to the administrator E-mail address when one is specified.

- See P.7 "E-mail Server Settings" for details on specifying the administrator E-mail address.

### Note

- This machine also prints an Error Report when it sends an Error Mail Notification.

### Error Report (Mail)

This report is printed on this machine when it is unable to send an Error Mail Notification.

```

*** ERROR REPORT (Mail) (JAN.19.2001 11:26AM) ***

FILE TIME                ADDRESS                FAX HEADER: design
*****
0009 11:26AM            ♦ nicfax@ abc.company.com

PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.

CAUSE OF ERROR:          INVALID FILE (DECODE ERROR)

```

### Server-Generated Error E-mail

The transmitting server sends this error E-mail to the originator of E-mail that cannot be transmitted correctly due to an incorrect E-mail address or some other reason.

### Note

- After the server-generated error E-mail has been printed, the first page of the document is printed.

## Journal

### Note

- The Journal is automatically printed out after each 50 transmissions and/or receptions. You can also print it out manually. See Chapter 2, "Printing the Journal" in the Advanced Features manual.

2

* * * JOURNAL (JAN.19. 2001 3:12PM) * * *									
FAX HEADER: ABC.COMPANY									
Documents sent as E-Mail									
<TRANSMISSION>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL NAME	FILE	
JAN.19.	10:19AM	New York Branch	G3EDM	0'41"	P.1	OK	design	0527	
	11:43AM	New York Branch	G3EDM	0'01"	P.2	OK		0528	
	11:45AM	New York Branch	G3EDM	0'45"	P.2	OK		0529	
	2:47PM	nicfax2@abc.company.com	MailDM	1'15"	P.1	---	001	0531	
	3:06PM	nicfax3@abc.company.com	MailSMQ	1'05"	P.1	OK	111	0533	
	3:08PM	nicfax3@abc.company.com	MailSMA	1'01"	P.1	---		0534	
<RECEPTION>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL NAME	FILE	
JAN.19.	9:37AM	New York Branch	G3ES	0'06"	P.1	OK	design	0526	
	1:45PM	nicfax5@abc.company.com	MailSM	1'08"	P.1	OK		0530	
	3:01PM	nicfax6@abc.company.com	MailSM	1'01"	P.1	E	001	0532	
	3:09PM	nicfax7@abc.company.com	MailSM	1'02"	P.1	OK	111	0535	
T X	006535			R X	000838				
# : BATCH		C : CONFIDENTIAL		\$ : TRANSFER		P : POLLING			
M : MEMORY		L : SEND LATER		@ : FORWARDING		E : ECM			
S : STANDARD		D : DETAIL		F : FINE		> : REDUCTION			
* : PC		+ : ROUTING		Q : RECEIPT NOTICE REQ.		A : RECEIPT NOTICE			

#### ❖ [DATE]

Date of communication.

#### ❖ [TIME]

Time communication started.

#### ❖ [ADDRESS]

In the case of E-mail transmission, this column shows the address that was entered manually, or the name assigned to the Quick Dial or Speed Dial that was used. In the case of E-mail reception, this column shows the address that was in the From field of the received E-mail. In the case of communication with another fax, the contents of this column are identical to those of the standard fax journal.

#### ❖ [MODE]

Letter or symbol indicating the communication mode.

The letter "Q" appears next to E-mail for which Confirm Reception was specified in Mail Options. The letter "A" appears next to mail for which Receipt Notifications have been sent.

❖ **[TIME]**

Elapsed time. \*\*' \*\*' is shown if the elapsed time exceeds 99 minutes 59 seconds.

❖ **[PAGE]**

Number of pages. \*\*\* is shown if the number of pages exceeds 999.

❖ **[RESULT]**

OK	:	All pages sent (fax transmission). When E-mail is specified for Reception Confirmation in Mail Options, and a reception confirmation message has been received from the receiver, "OK" is displayed.
E	:	Error
--	:	Internet fax sent to an E-mail server registered for this machine. This does not indicate that the E-mail reached the final destination.
D	:	Power outage Transmission interrupted due to service failure such as power outage.

2

❖ **[PERSONAL NAME]**

Personal name or Personal Code for communication with Personal Code specified. The personal name is shown here when one is programmed.

❖ **[FILE]**

File number (document control number)

---

## Personal Code List

---

❖ **[Pers. Code]**

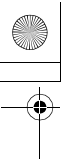
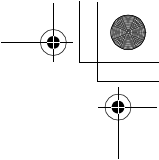
Indicates the personal user codes registered in the machine.

❖ **[Personal Name]**

The user name corresponding to the personal code.

❖ **[Programmed Receiver]**

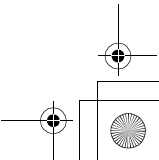
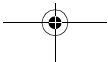
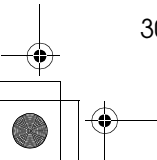
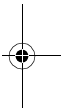
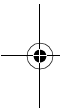
The programmed routing destination.



Internet Faxing

---

2



## 3. Registering E-mail Addresses

### Quick Dials

Once an E-mail address is assigned to a Quick Dial key, you can specify the address by simply pressing this key.

In addition, if label insertion is turned on, the name registered for this Quick Dial is printed automatically on the first page of the document.

Assigning an Auto Document to a Quick Dial key to which a destination is assigned allows you to append the Auto Document to the fax being sent with the touch of a key.

#### Reference

See Chapter 3, "Label Insertion" and Chapter 6, "Sending an Auto Document as an Attachment" in the Advanced Features manual.

### To Register or Edit an E-mail Address in a Quick Dial

For each Quick Dial you can specify the following:

- Destination E-mail address and name
- Label insertion (On/Off)

#### Note

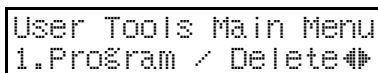
- Before you carry out the procedure below, the Mail Address Input function must be registered in a User Function key (see P.2 "Operation Panel").
- See Chapter 3, "Setup" in the Basic Features manual for how to program ordinary fax numbers.

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

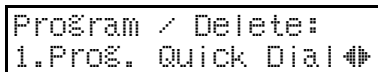
If any other screen is shown, press the **[Energy Saver/  Clear Modes]** key.

#### **2** Press the **[User Tools]** key.

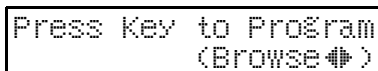
Confirm that "1. Program / Delete" is displayed.



#### **3** Press the **[OK]** key. Confirm that "1. Prog. Quick Dial" is displayed.



#### **4** Press the **[OK]** key.



#### **5** Display the number of the Quick Dial for which you want to register/change an E-mail address.

Press a Quick Dial, or search by pressing **[<]** or **[>]**.

## Registering E-mail Addresses

**6** Press the **[OK]** key.

**Note**

- If a destination is already registered it will be displayed.
- If this Quick Dial is being used for another purpose (such as a Group), you cannot register a destination.

3

**7** Press the User Function key (F1-F4) assigned with the Mail Address function.

**Note**

- You can enter up to 127 alphabetic characters for an E-mail address.
  - You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
  - If you make a mistake, press the **[Clear]** key and try again.
  - If a destination is already registered it will be displayed.
  - To edit an existing address, press the **[Clear]** key to delete it, and then enter the new address.

**8** Enter the E-mail address, then press the **[OK]** key.

**9** Press the **[OK]** key.**10** Enter a name for this address, and then press the **[OK]** key.

- See Chapter 3, "Entering Characters" in the Basic Features manual for how to enter characters.
- To edit an existing name, press the **[Clear]** key to delete it, and then enter the new name.

**11** Press **[Left]** or **[Right]** and select "Yes" or "No".

**12** Press the **[OK]** key.

**Note**

- If you want to register another Quick Dial, repeat the procedure from step **6**.

**13** Press the **[User Tools]** key.

The machine returns to the stand-by mode.



### Using Quick Dials to send E-mail:

You can specify the destination E-mail address using Quick Dial keys as follows.

- ① Confirm that the Immediate Transmission indicator is not lit.
- ② Place your document face-down into the feeder, and make any scan settings you require.
- ③ Press the Quick Dial key for the registered address you want to enter.  
The other party's name or address is displayed.
- ④ Press the **[Start]** key.

3

## User Parameters

User Parameters appear on the display as a series of on/off switches that can be used to configure a number of features.

- When installation of options or functions requires other settings besides User Parameter settings, make the other settings first before making the User Parameter settings. See Chapter 7, "Key Operator Settings" in the Advanced Features manual.
- The machine's factory default settings are indicated by asterisks.

### 3

#### ❖ Switches and Bits

Each User Parameter switch represents a bit (digit) of an eight-bit binary number. Each bit is referred to by its relative position, with bit 0 on the far right and bit 7 on the far left. Each bit can be either 0 or 1, and the status of each function is determined by the value of the corresponding bit.

Switch:00	0	1	0	0	0	0	0	0	Bit numbers
	:	:	:	:	:	:	:	:	
	7	6	5	4	3	2	1	0	

#### Note

- See Chapter 7, "User Parameters" in the Advanced Features manual for details on making User Parameter settings and printing a list of the current settings.



Switch	Bit	Item	Settings	Page
16	1,0	Leave messages on POP server after receiving them (some types of E-mail server may not support this feature).	*00: No 01: Save all 10: Save only errors <b>Important</b> <input type="checkbox"/> If you choose "Save all" or "Save errors", check your E-mail from a PC to remove messages from the server. If you do not delete all messages, previously printed messages may be printed again at the machine.	P.22 "Reception"
	3	If an error occurs during E-mail reception, mail notification to the sender.	*0: Yes 1: No	P.27 "Error Mail Notification"
	4	Receive E-mail when the Night Timer is in effect.	*0: Yes 1: No	P.22 "Reception"
17	2	Respond to requests to confirm the receipt of documents.	*0: No 1: Yes	P.17 "Confirming Reception"
	7	Select the modulation method used by the data modem (V34 or V90)	0: V34 *1: V90 <b>Note</b> <input type="checkbox"/> When V34 is selected, the maximum communication speed is 33.6 Kbps for both transmission and reception. When V90 is selected, the maximum communication speed is 33.6 Kbps for transmission and 56 Kbps for reception. <input type="checkbox"/> Selecting V90 may improve reception speed, but transfer speed may also be reduced depending on factors such as the line condition, time of day, and the access point being used.	

## Registering E-mail Addresses

The following table shows User Parameter switches that are used with Internet Fax mail.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not a forwarding mark should be appended to images of received E-mail that is forwarded or routed.
	1	Center mark printing	
	2	Reception time printing	
	3	TSI printing	Printing of the E-mail address in the From field of received E-mail.
	4	Checked Mark printing	
06	0	Normal Fax Header printing	
	4	Batch transmission	Mail transmission does not support batch transmission, but when this switch is turned on, the same mail is sent to multiple destinations at the same time. When this switch is off, mail is sent to individual destinations one at a time. See P.16 "When using broadcasting and sequential broadcasting".
10	0	Reverse order printing	
	1	Two in one	

# 4. Troubleshooting

## Error Messages

### Internet Fax Display Messages

The following error messages appear on the display of this machine when a problem occurs. If the advice provided below does not solve the problem, contact your service representative.

Message	Causes and Recommended Actions
Network Error [10-45]	<ul style="list-style-type: none"> <li>• DNS server's IP address is not registered. Check that the DNS server's IP address is correct. ⇒ P.6</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-46]	<ul style="list-style-type: none"> <li>• Cannot find the DNS server. Check that the DNS server is correctly registered. ⇒ P.6</li> <li>• Your provider is conducting maintenance.</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-60]	<ul style="list-style-type: none"> <li>• Cannot find the POP server. Check that the POP server host name/IP address is correct. ⇒ P.7</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-61]	<ul style="list-style-type: none"> <li>• POP server cannot be found. Check whether the POP server's address is correct. ⇒ P.7</li> <li>• Your provider is conducting maintenance.</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-62]	<ul style="list-style-type: none"> <li>• Cannot login to the POP server. Check whether login name and password are correct. ⇒ P.7 , ⇒ P.9</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-70]	<ul style="list-style-type: none"> <li>• No SMTP server's address is set. Register an SMTP server. ⇒ P.7</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-73]	<ul style="list-style-type: none"> <li>• SMTP server cannot be found. Check whether the SMTP server's address is correct. ⇒ P.7</li> <li>• Your provider is conducting maintenance.</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-74]	<ul style="list-style-type: none"> <li>• No E-mail address is set for the fax machine. Set an E-mail address. ⇒ P.7</li> <li>• Confirm setting with your provider.</li> </ul>
Network Error [10-63] [10-82]	<ul style="list-style-type: none"> <li>• A line error occurred while sending or receiving data. Make sure the telephone line is correctly connected to the fax machine.</li> <li>• Your provider is conducting maintenance.</li> </ul>

## Troubleshooting

Message		Causes and Recommended Actions
Network Error	<b>[10-04]</b> <b>[10-30]</b> <b>[10-31]</b> <b>[10-32]</b> <b>[10-33]</b> <b>[10-34]</b> <b>[10-35]</b>	<ul style="list-style-type: none"> <li>Mechanical malfunction has occurred. Contact your service representative.</li> </ul>
Network Error	<b>[11-30]</b>	The access point telephone number has not been set. Check that it is properly registered. ⇒ P.5
Network Error	<b>[11-31]</b>	<ul style="list-style-type: none"> <li>Make sure the telephone line is correctly connected to the fax machine.</li> <li>Your provider is conducting maintenance.</li> </ul>
Network Error	<b>[11-33]</b>	<ul style="list-style-type: none"> <li>The access point number is incorrect. Check that it is properly registered. ⇒ P.5</li> <li>Your provider is conducting maintenance.</li> </ul>
Network Error	<b>[11-40]</b>	The user ID or user password has not been set correctly. Check that they are properly registered.

4

### Important

- If your provider is conducting system maintenance, communication errors will prevent you from connecting. Wait until maintenance is completed and try again.

# 5. Appendix

## Specifications

Network	Public switched telephone network (PSTN) Private branch exchange (PBX)
Transmit Function	E-mail
Scan Line Density	200 X 100 dpi, 200 X 200 dpi
Document Size	Letter/Legal (Documents wider than 8.5" are reduced for transmission.)
Transmit Protocols	Connection to provider: PPP connection E-mail send: SMTP, TCP/IP E-mail receive: POP3, TCP/IP
E-mail Format	Single/Multi-part MIME conversion Attached file forms: TIFF-F (MH compression)
Compatible model	PDU KIT TYPE 210 or NIC FAX KIT TYPE 500/210/140
Internet Communication	Send and receive E-mail with PC that has an E-mail address
E-mail Send Functions	Automatic conversion of send document to E-mail format and transmission of E-mail. Memory transmission only.
E-mail Receive Functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.
Communication System	Full Duplex (Data communication)
Error Correction	ITU-T V.42 (including MNP4 and LAPM), MNP10
Date Compression	ITU-T V.42bis, MNP5

## Appendix

## Communications Speed

Communication Speed	56000/54667/53333/52000/50667/49333/48000/46667/45333/44000/42667/41333/40000/38667/37333/36000/34667/33333/32000/30667/29333/28000 bps (reception only) 33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400/1200/300 bps (transmission)
Communication Standard	ITU-T V.34/V.32bis/V.32/V.22bis/V.22/V.21 ITU-T V.90 *1
Modulation/ Demodulation	FSK: 300 bps
	DPSK: 1200 bps
	QAM: 9600/4800/2400 bps
	TCM: 33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 bps V.90 (reception only): 56000/54667/53333/52000/50667/49333/48000/46667/45333/44000/42667/41333/40000/38667/37333/36000/34667/33333/32000/30667/29333/28000 bps

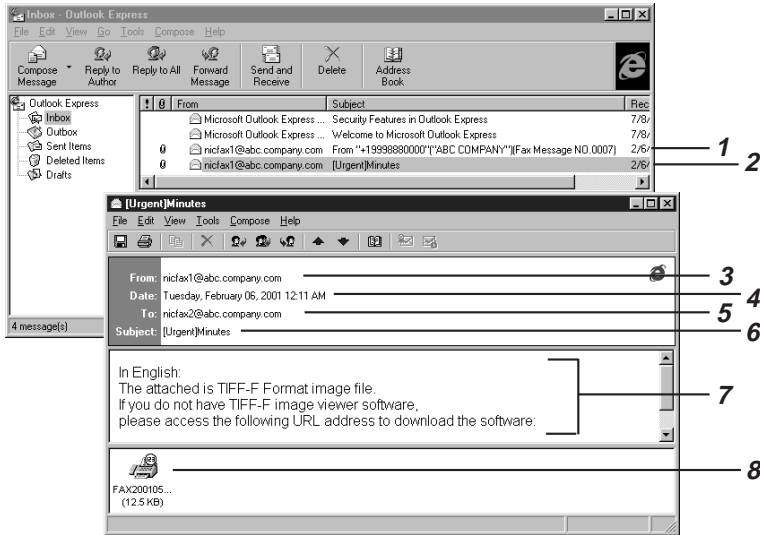
5

\*1 The ITU-T V.90 communications protocol supports reception speeds of up to 56000 bps and transmission speeds of up to 33600 bps. For communications at a speed higher than 33600 bps, the host machine must support ITU-T V.90.

The communication standard used by this product for communication at 56000 is ITU-T V.90.

## Received Images

Here is an example of a fax message sent from this machine and received on a PC using Outlook E-mail software.



**1. Mail transmitted without specifying a subject or a heading in the mail options.**

**2. Mail transmitted with a subject and heading specified in the mail options.**

**3. From**

The name (E-mail address) of the sender.

**4. Sent**

The date and time of E-mail transmission.

**5. To**

The E-mail address of the recipient.

**6. Subject**

Shows the priority and subject specified in the mail options at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above. From "Own Fax Number" ("Own Name") (Fax Message NO.document number)

**Note**

- The format will vary according to whether the E-mail was sent using Personal Codes and other settings. See P.16 "About the E-mail subject".

**7. Viewer URL Information**

If you select "Yes" for the "Add ViewerURL" mail option, sites from which viewer applications can be downloaded are included in the E-mail.

**8. Attachments**

Any message included by the sender is displayed as an attached document.

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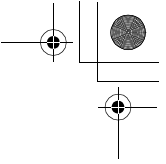
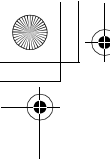
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