

# Before You Use This Machine

**Before you send or receive fax messages, take about 30 minutes to set up your machine.**

**Set up your machine using the following procedures.**

**First, check the supplies.**

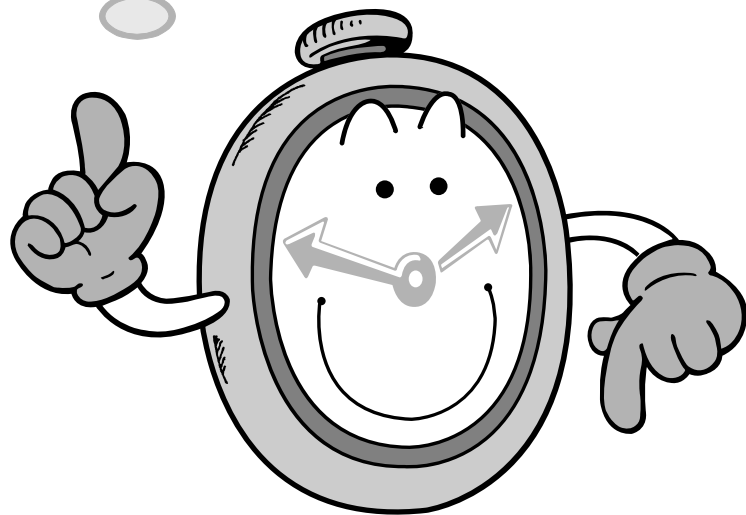
- Operating Instructions
- Before You Use This Machine (this manual)
- Paper size decals
- Key layout sheet \*1
- Harness set \*2
- Handset bracket assembly (bracket and four screws)
- Bland plaque
- Bland plaque Installation Instructions

Type 2 (Color NIC FAX Unit standard) only:

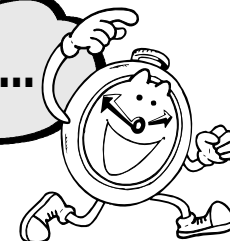
- CD-ROM (LAN-Fax driver & Operating Instructions)
- End-User License Agreements
- NIC FAX UNIT CD-ROM Operating Instructions
- Ferrite core

\*1: Attach this if you want to use the ABC layout.

\*2: Used by your service representative to install the second optional paper tray unit.



**Keep going...**



# Preparing the Toner Cartridge



## ⚠ WARNING:

- Disconnect the power (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- To avoid 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 (by pulling the plug, not the cable) if any of the following occurs:
  - You spill something into the machine.
  - You suspect that your machine needs service or repair.
  - The external housing of your machine has been damaged.
- Disposal can be done by our authorized dealer.

## ⚠ CAUTION:

- Protect the machine from damp and wet weather, such as rain and snow.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- For environmental reasons, do not dispose of the machine or supply waste at household waste collection points. Disposal can take place at an authorized dealer.
- The inside of the machine could be very hot. Do not touch the parts labelled "hot surface". Otherwise injury might occur.
- Our products are engineered to high standards of quality and functionality, and we recommend that you use only the supplies available at an authorized dealer.

## Note

- The protective sheet on the ADF (Auto Document Feeder) refers to this section as "Preparing the Toner Cassette".

## ⚠ WARNING:

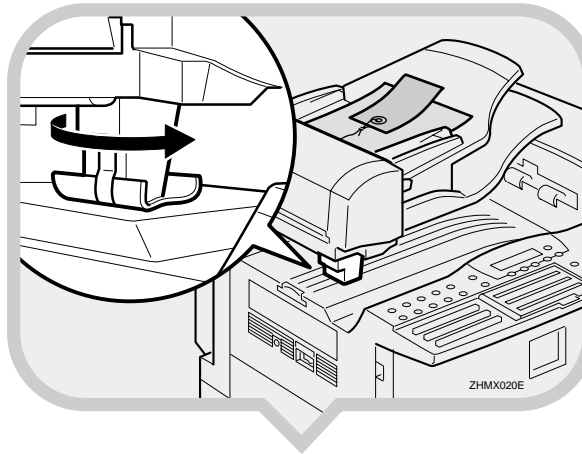
- Do not burn spilled or used toner. Toner dust might ignite when exposed to an open flame.
- Dispose of used toner cartridges in accordance with local regulations.

## ⚠ CAUTION:

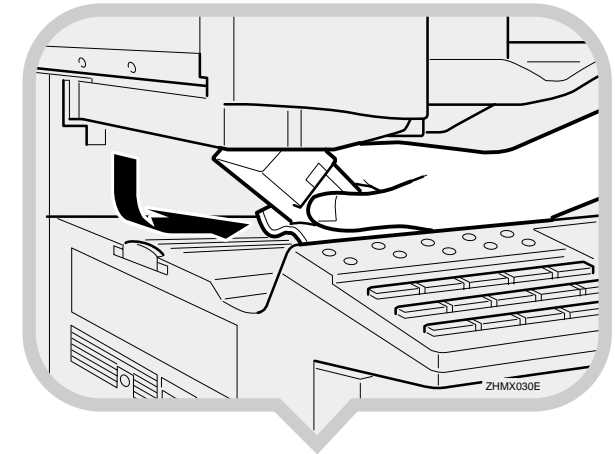
- Keep toner (used or unused) and toner cartridges out of the reach of children.

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

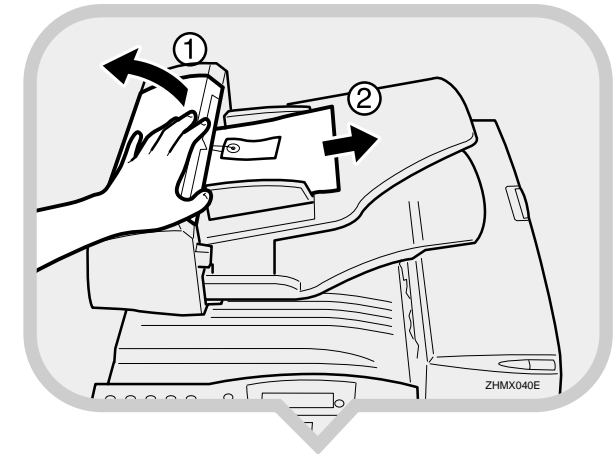
2. Turn the foam block 90° counterclock-wise.



3. Pull the fixing material to the right to remove.



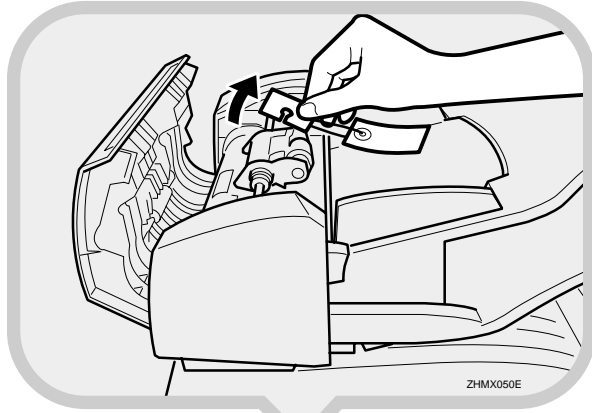
4. Open the Auto Document Feeder (ADF) and take out the protective sheet.



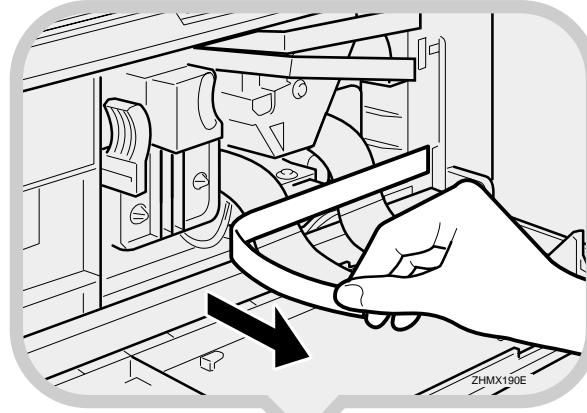
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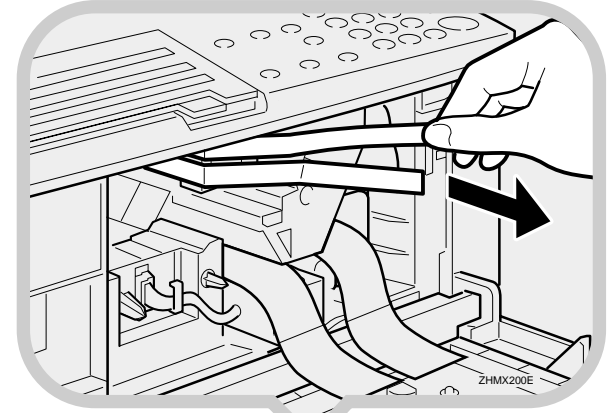
**5. Remove the protective material from the axis.**



**8. Remove the shipping tape.**

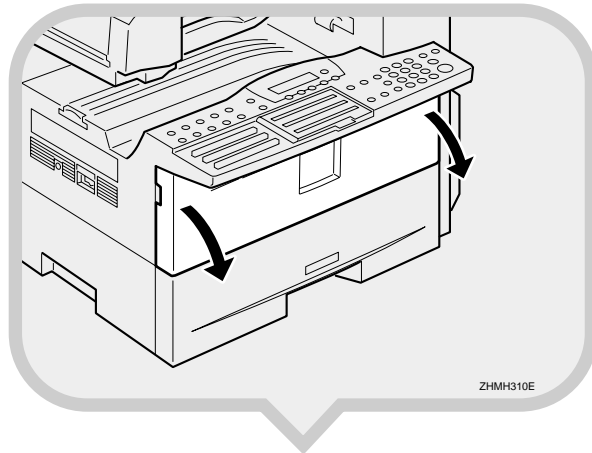


**10. Remove the shipping tapes.**

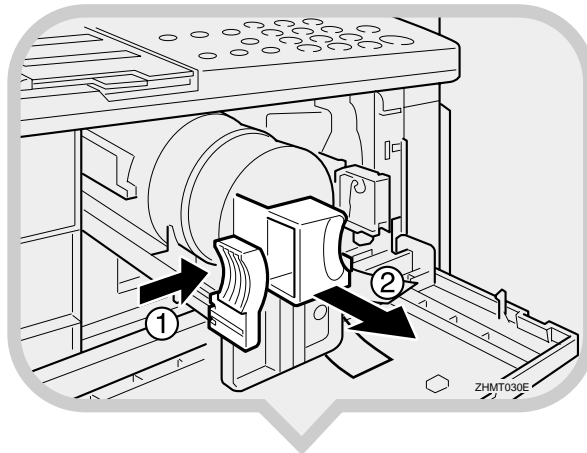


**6. Close the ADF and make sure it locks securely into place.**

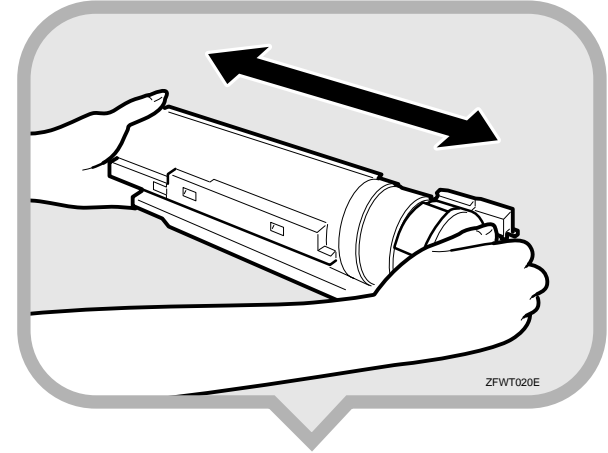
**7. Open the front cover.**



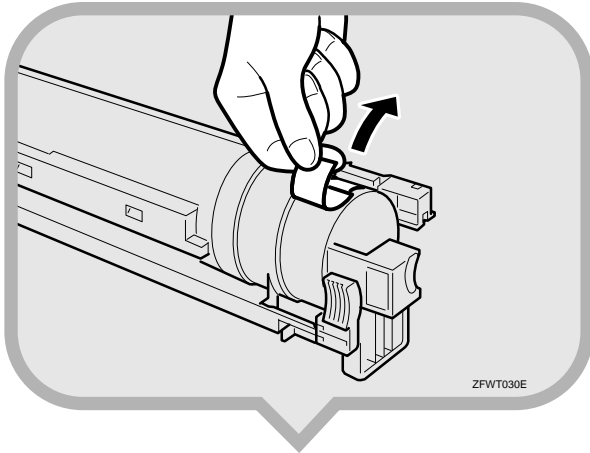
**9. Push the lever (1) and pull out the toner cartridge holding (1) and (2).**



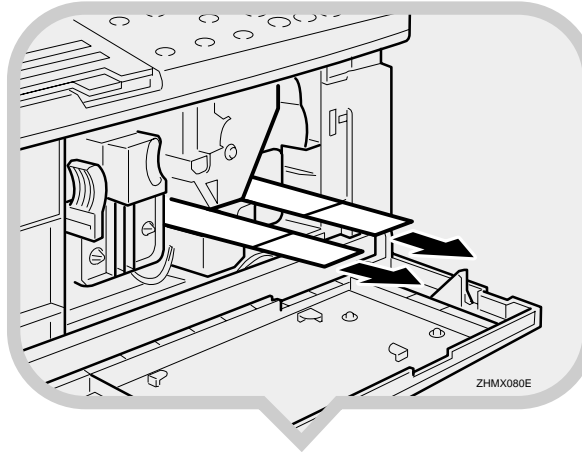
**11. Hold the cartridge horizontally and shake it gently from side to side a few times.**



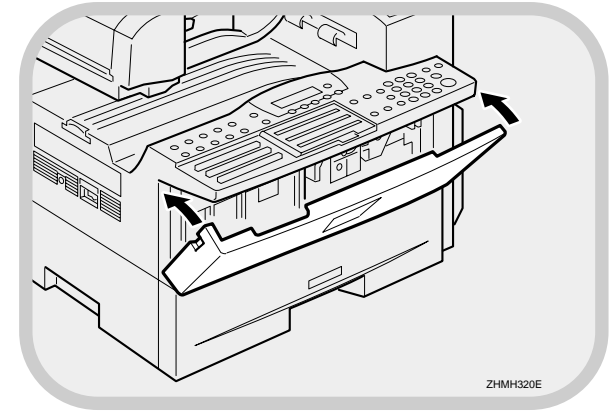
12. Remove the tape from the toner cartridge.



14. Pull the two red tags to remove the plastic strips.

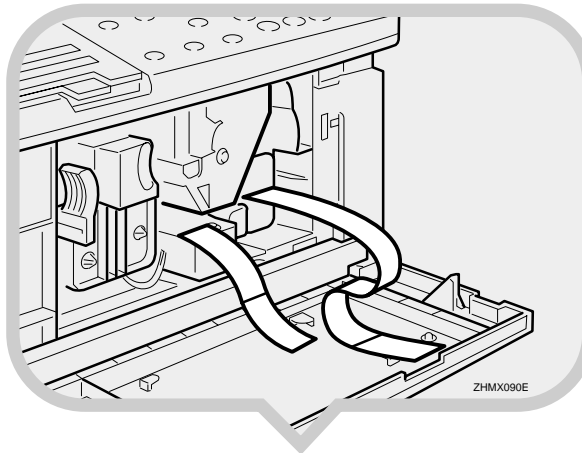
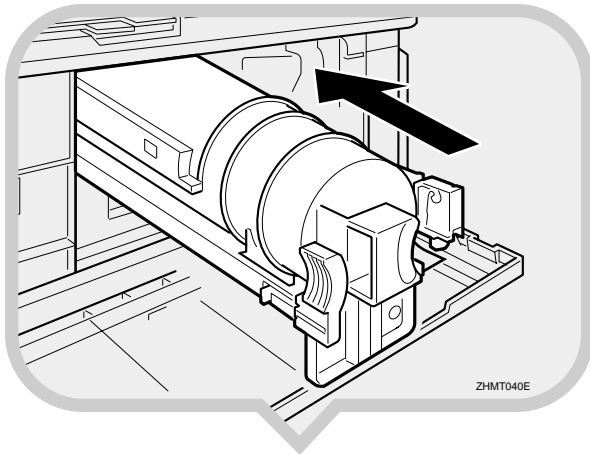


15. Close the front cover.



13. Re-position the toner cartridge.  
Push the toner cartridge in until it locks securely into place.

3



**Important**

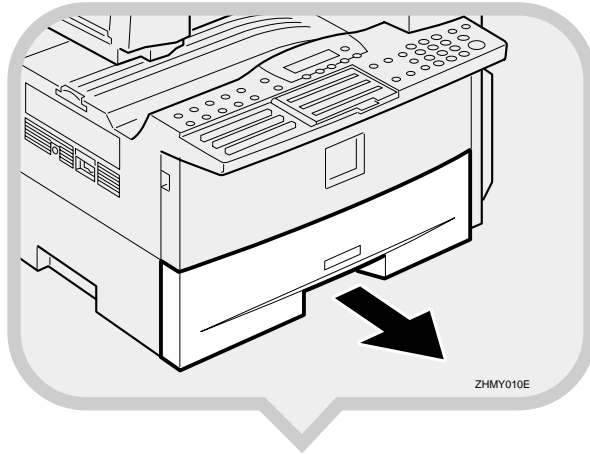
- To avoid spilling toner, leave the toner cartridge installed while moving or transporting the unit.



# Preparing the Main Paper Tray



1. Pull the paper tray out of the main unit.

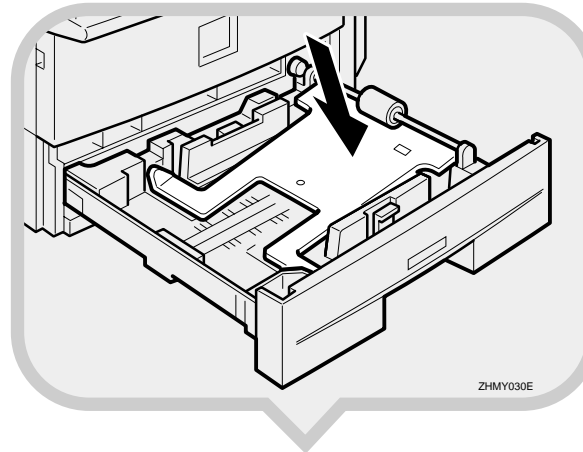


2. If necessary, adjust the paper size.  
As default, the paper size in the tray is set as 8 1/2" x 11".

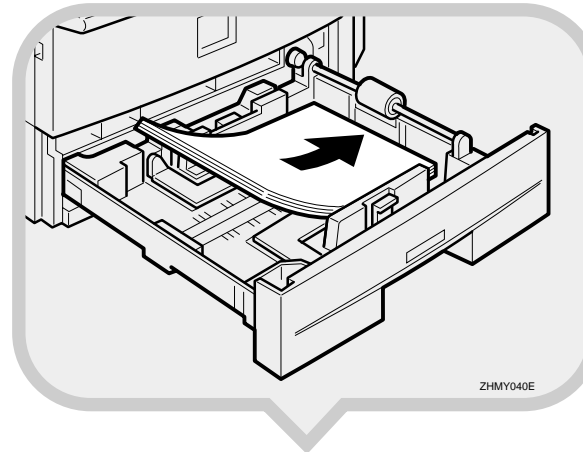
**Reference**

▼ To change the paper size in the paper tray, see Chapter 9 “Changing the Paper Size in the Main Paper Tray”, *Advanced Features*.

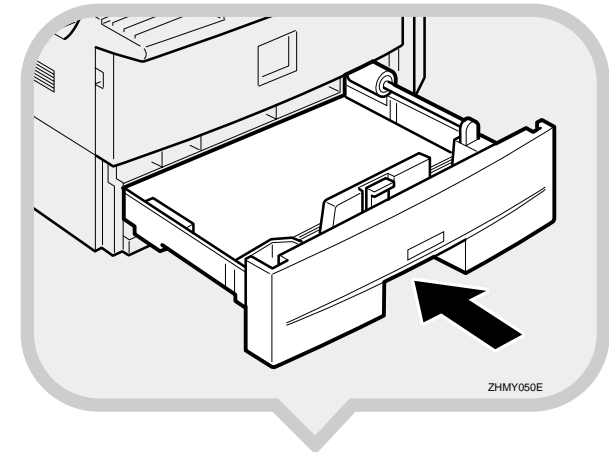
3. Push the metal base plate firmly down until it locks into place.



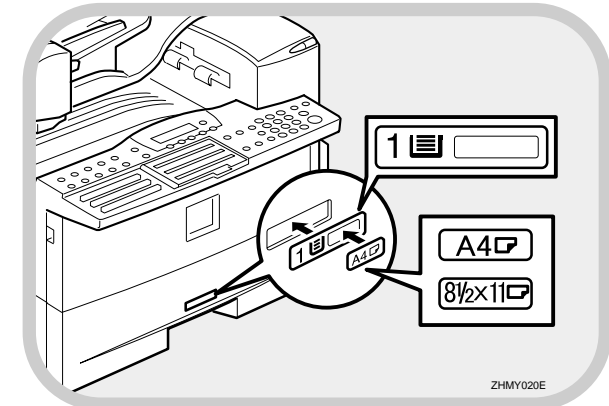
4. Load the paper into the paper tray.



5. Push the paper tray firmly until it locks into place.



6. Stick the appropriate tray-number decal and paper size decal onto the places indicated in the illustration.

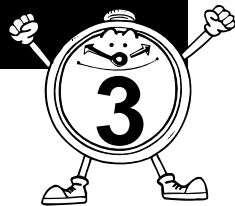


7. If you changed the paper size of the paper tray, set the paper size with the User Tools.

**Reference**

▼ Chapter 6 “Tray Paper Size”, *Advanced Features*

# Installing the Optional Paper Tray Unit



These instructions are for installing the first optional paper tray unit for Type 2 (Color NIC FAX Unit standard).

If your machine is Type 1 (Color NIC FAX Unit optional), it is already installed.

If you install the optional paper tray unit for Type 2 later, read the following WARNING, CAUTION and "Important", and then perform ① to ③.

## ⚠ WARNING:

- Connect the power cord directly into a wall outlet and never use an extension cord.

## 5 ⚠ CAUTION:

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, take care that the power cord is not damaged under the machine. Unplug the power cord from the wall outlet before you move the machine.
- When you disconnect the power cord from the wall outlet, always pull the plug (not the cord).

## Important

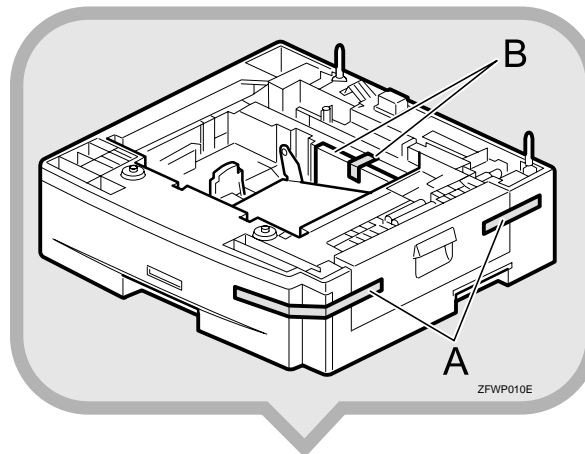
- There is a risk of electric shock if you plug or unplug the power cord with wet hands.
- Check the machine's nameplate to confirm the model code.
- Make sure that 100% is shown on the display before you turn the power switch off or unplug the power cord. Fax files stored in memory will be deleted 12 hours after you turn the power switch off or unplug the power cord.
- Do not pull two paper trays out at the same time. Having two paper trays filled with paper in a fully extended position could cause the machine to fall over.

- ① Turn off the power switch of the machine.
- ② Unplug the power cord of the machine from the outlet.
- ③ Unplug the telephone line from the machine.

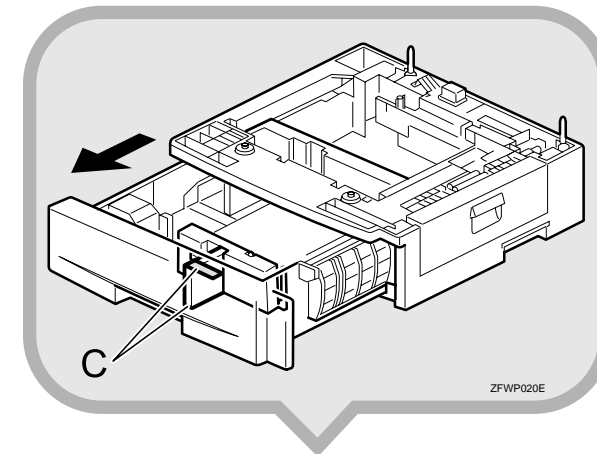
## Note

- After installation, plug the power cord of the machine back into the outlet, turn the power switch on, and then connect the telephone line to the machine.
- You can install the first optional paper tray unit yourself. If you want to install the second optional paper tray unit, please contact your service representative.

1. Remove the tape at [A], and then remove the tape and cardboard at [B].



2. Pull the paper tray out of the unit, and then remove the tape and cardboard at [C].



3. If necessary, adjust the paper size of the paper tray.

## Reference

- ▼ For information about changing paper size, see Chapter 9 "Changing the Paper Size in the Optional Paper Tray Unit", *Advanced Features*.

4. Push the paper tray in until it stops.

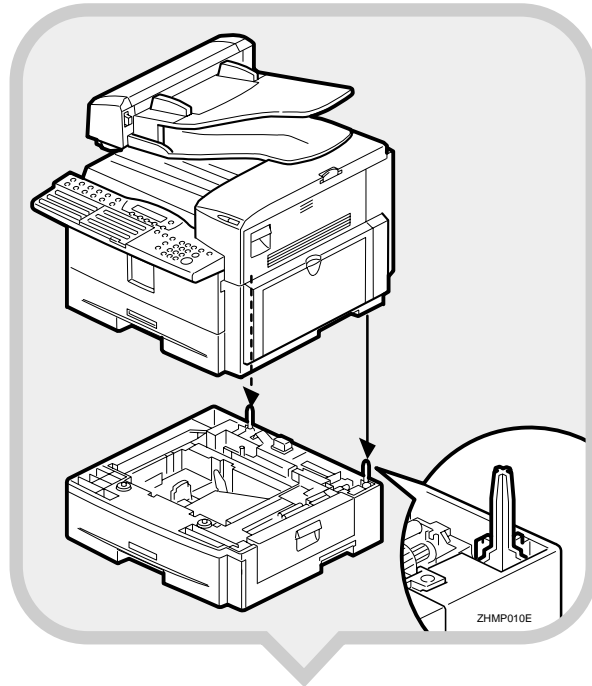
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5. There are two pins on the top of the paper tray unit that point straight up. On the bottom of the machine there are two holes. Align the holes over the pins and lower the machine gently onto the paper tray unit.

**Note**

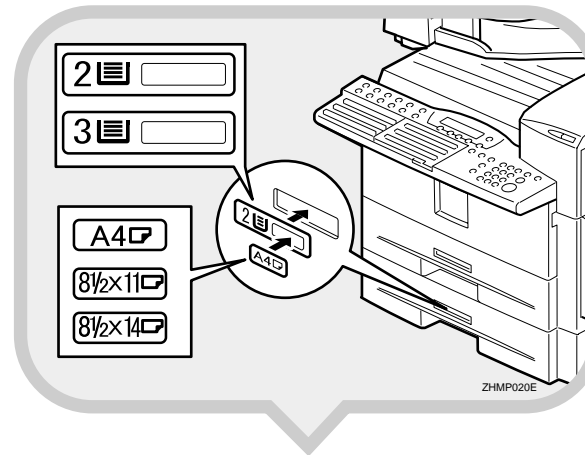
- Two people are better for lifting the machine.
- Be careful not to trap your fingers.



**Important**

When lifting the machine, use the inset grips on both sides. The machine could be damaged or cause injury if dropped.

6. Stick the appropriate tray-number decal and paper-size decal onto the places indicated in the illustration.



7. If you changed the paper size of the paper tray, set the paper size with the User Tools.

**Reference**

- ▼ For information about setting paper size, see Chapter 6 “Tray Paper Size”, *Advanced Features*.

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### After Setting the Paper Tray Unit

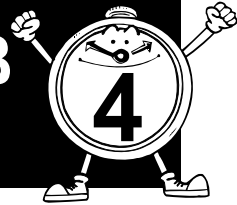
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**Reference**

- ▼ For information about loading paper, see Chapter 9 “Loading Paper in the Optional Paper Tray Unit”, *Advanced Features*.



# Installing the Optional 40MB Memory Card

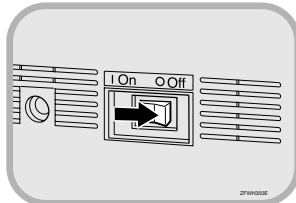


If you install the optional 40MB memory card later, read the following "Important", and then perform ①.

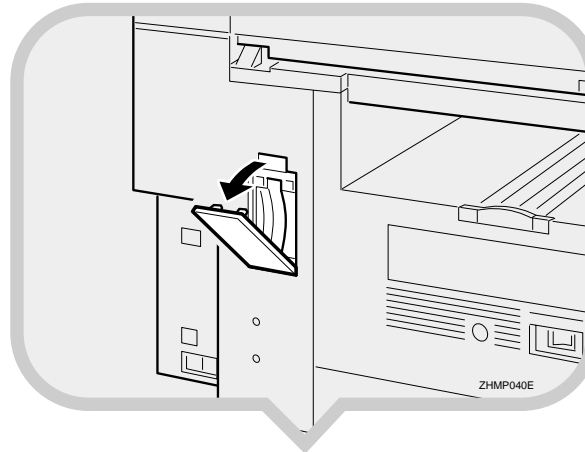
## Important

- Turn the power switch off before installing cards, otherwise they could be damaged.
- Fax files stored in memory will not be deleted while the optional 40MB memory card is installed.
- When you install the optional 40MB memory card, make sure that 100% is shown on the display, and then turn off the power switch.
- If you want to use the machine without the optional 40MB memory card installed, contact your service representative. If you turn the power on after removing the optional 40MB memory card, a high-pitched alarm sounds and the machine will not start up. If the alarm sounds when you turn the power on after installing the optional 40MB memory card, see Chapter 4 "Solving Problems", Basic Features.

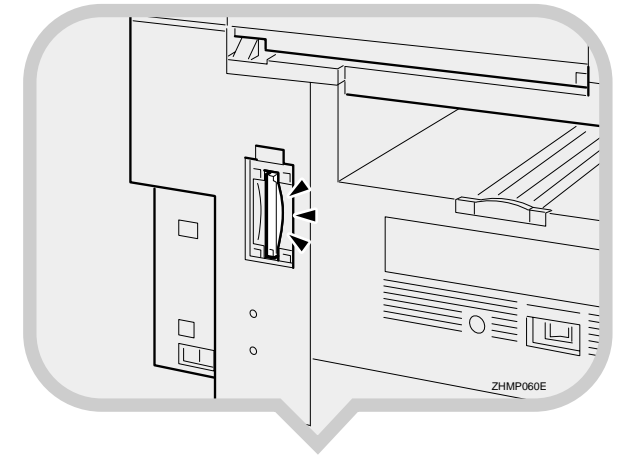
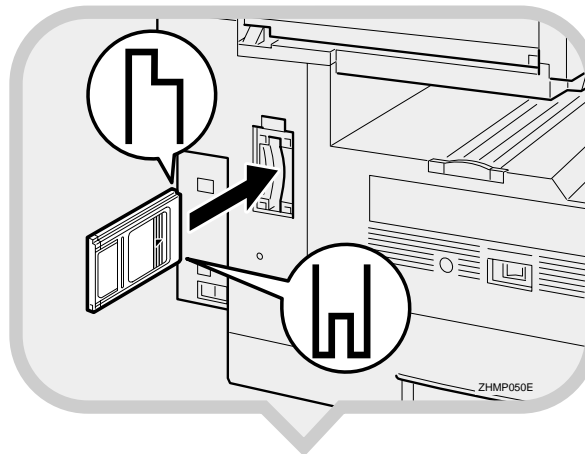
- ① Turn off the power switch.



1. Open the memory card cover on the left side of the machine.



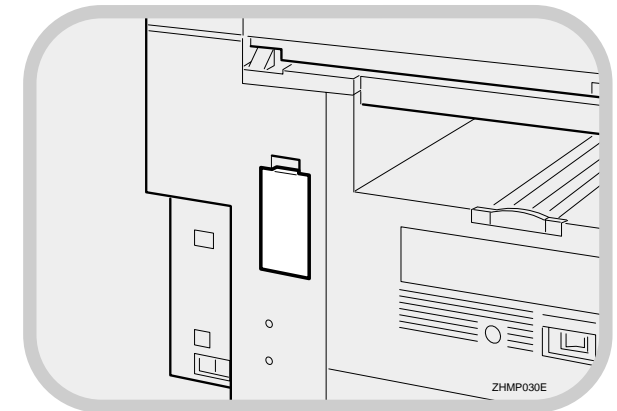
2. Insert the optional 40MB memory card carefully into the slot.



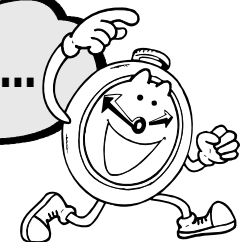
## Note

- Insert the optional 40MB memory card firmly, otherwise the machine may not work properly.

3. Close the memory card cover.



Keep going...

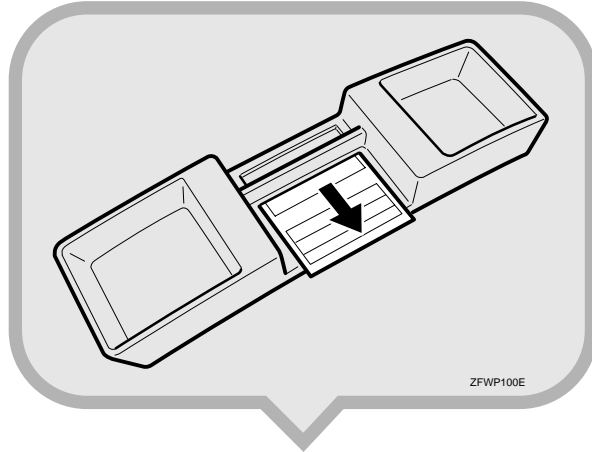




# Installing the Optional Handset



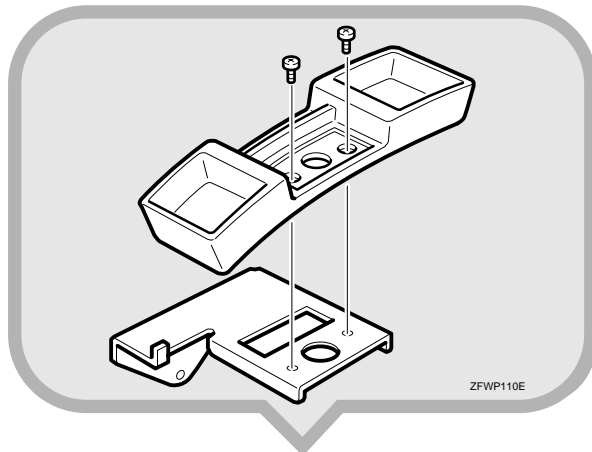
- 1. Remove the information card from the holder.**



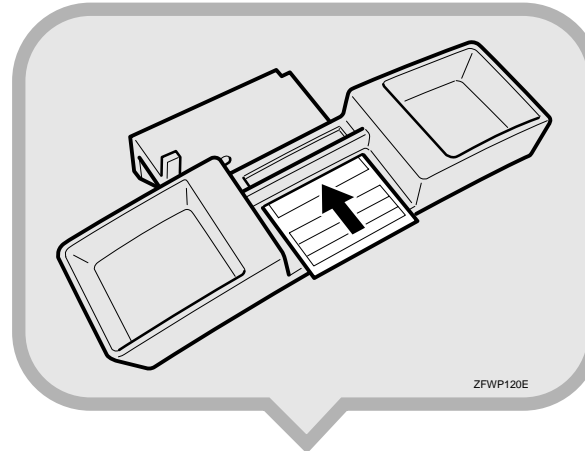
- 2. Attach the holder to the bracket with the two screws provided.**

**Note**

- You can use a coin-like object to fix the screw.



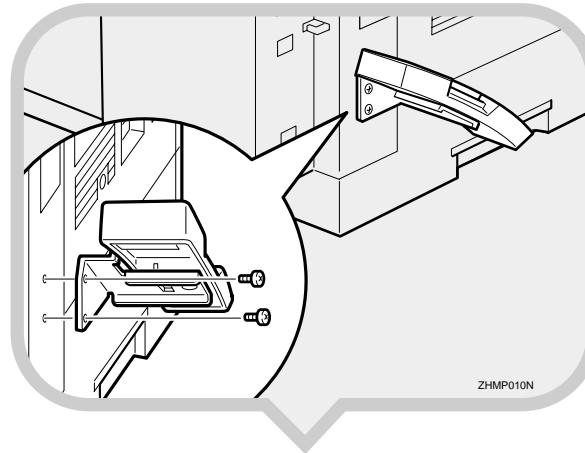
- 3. Replace the information card.**



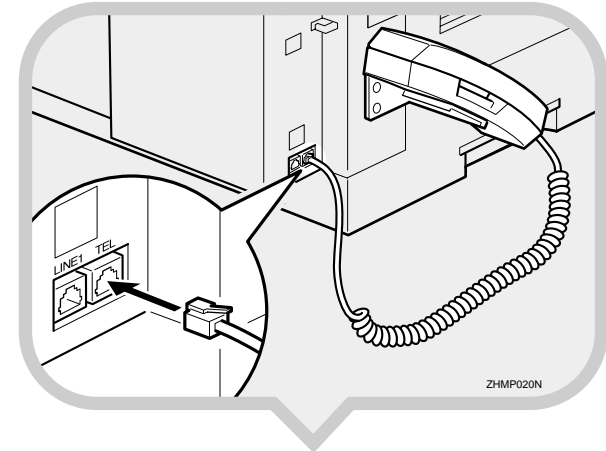
- 4. Attach the bracket to the machine with the two screws provided.**

**Note**

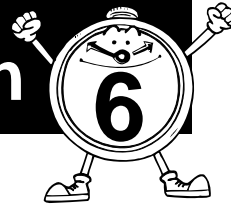
- You can use a coin-like object to fix the screw.



- 5. Insert the handset jack into the "TEL" socket.**



# Connecting the Power and Switching On



## ⚠ WARNING:

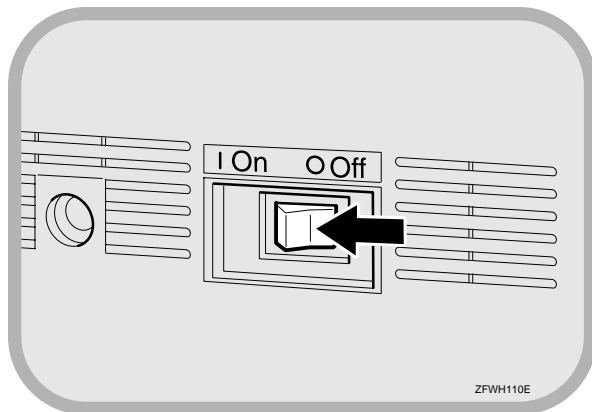
- Connect the power cord directly into a wall outlet. Never use an extension cord.

### 1. Plug the cable into the outlet.

#### Important

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

### 2. Turn the power switch on.



#### Note

- If "Call Service" appears on the display after the power switch is turned on, turn the power switch off, and check whether the tape has been removed from the toner cartridge and PCU. See "1. Preparing the Toner Cartridge".

# Initial Settings & Adjustments



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

```
Initial Setup:
Press OK to Set
```

Before using the machine, please make the following settings:

- Date & Time
- Line Type
- Own Name, Fax Header, Fax Number

#### Important

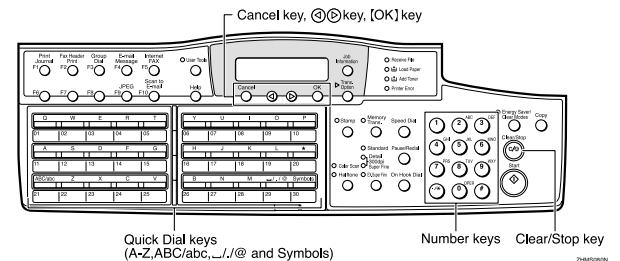
If you make a mistake, press the [Cancel] key, and then the [OK] key to register again.

#### Note

When entering characters, use the following keys.

Entering letters (A-Z, a-z)	[A]-[Z] keys (Quick Dial keys )
Entering a space	Space key (Quick Dial keys 29, 59, or 89)
Entering symbols	[Symbols] key (Quick Dial keys 30, 60, or 90)
Switching between uppercase and lowercase	[ABC/abc] key (Quick Dial keys 21, 51, or 81)
Entering digits	Number keys
Deleting characters	[Clear/Stop] key
Moving the cursor	◀▶ keys

The following illustration is for Type2.



### 1. Press the [OK] key.

```
Initial Setup:
Press OK to Set
```

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

The following display appears.

```
Date/Time:
Press OK to Set
```



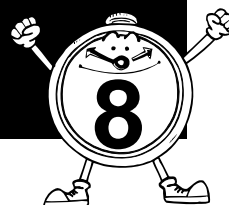
### After Initial Settings

- You can check and adjust these settings using function keys.
  - ▼Date & Time : See Chapter 6, "Date/Time", *Advanced Features*.
  - ▼Line Type : See Chapter 7, "G3 Analog Line - Line Type", *Advanced Features*.
  - ▼Own Name, Fax Header, Fax Number : See Chapter 3, "Own Name/Fax Header" and "Own Fax Number", *Basic Features*.

### Reference

See Chapter 10, "Installation, Moving and Disposing of the Machine", *Advanced Features* for further information about installation.

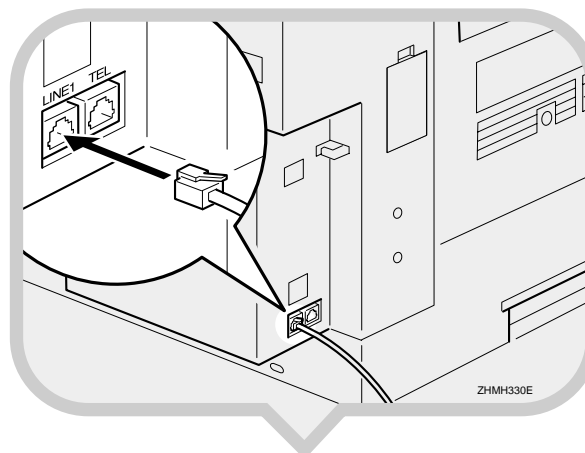
# Connecting the Telephone Line



There are similar sockets located on the left side of the machine:

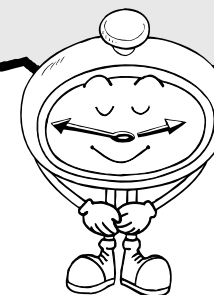
TEL: For the external telephone  
LINE1: Telephone line connection

1. Insert the telephone line cable into the socket labeled "Line1".



2. Connect the other end to your telephone line socket.

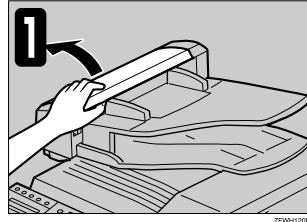
# Finished!



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

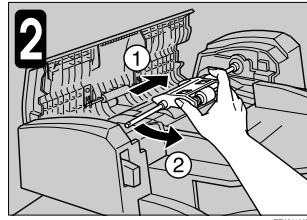
## English

### Replacing the ADF Maintenance Kit

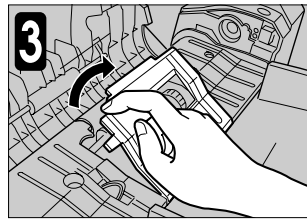


Perform the following procedures with the power switch on.

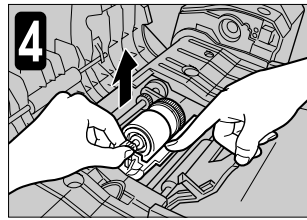
**1** Open the ADF cover.



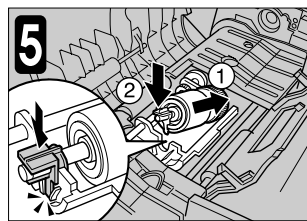
**2** Push in the feed unit as shown (①), then pull it out (②).



**3** Open the cover gently.



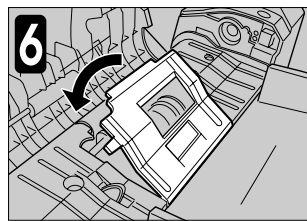
**4** While pushing down the white case, pull up the green tab to remove the separation roller.



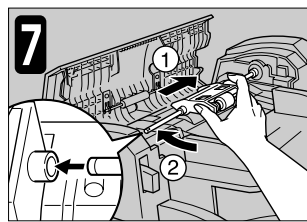
**5** Set the new separation roller as shown. Make sure that the green tab fits firmly into the white case (see the enlargement).

#### Note

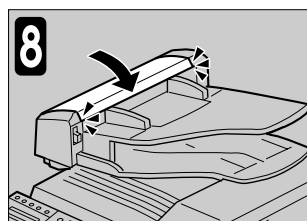
- Do not touch the rubber part of the new separation roller.



**6** Close the cover.



**7** Set the new feed unit as shown. Make sure that the axis of the feed unit fits into the transparent pipe (see the enlargement).



**8** Close the ADF cover until it clicks.

**9** If you replace the ADF Maintenance Kit when "Change ADF Maintenance Kit" message is not displayed, reset the ADF counter. (See "Resetting the ADF Counter" in the Advanced Features manual.)

## Deutsch

### Austausch des ADF-Wartungskits

Führen Sie bei eingeschaltetem Netzschalter folgendes aus:

**1** Öffnen Sie die ADF-Abdeckung.

**2** Schieben Sie die Einzugseinheit ein, siehe (①), öffnen Sie die ADF-Abdeckung und entfernen Sie die Einzugseinheit wie in Bild (②) dargestellt.

**3** Öffnen Sie vorsichtig die Abdeckung der Trennrolle.

**4** Ziehen Sie, während Sie das weiße Gehäuse nach unten drücken, gleichzeitig die grüne Haltezung nach oben, um die Trennrolle zu entfernen.

**5** Setzen Sie die neue Trennrolle wie gezeigt ein. Vergewissern Sie sich, dass die grüne Haltezung fest im weißen Gehäuse eingesetzt ist (siehe Vergrößerung).

#### Hinweis

- Berühren Sie nicht den Gummiring der neuen Trennrolle.

**6** Schließen Sie die Abdeckung.

**7** Setzen Sie die neue Einzugseinheit wie gezeigt ein. Vergewissern Sie sich, dass die Achse der Einzugseinheit in die transparente Hülle eingesetzt ist (siehe Vergrößerung).

**8** Schließen Sie die ADF-Abdeckung bis zum Anschlag.

**9** Wenn Sie den ADF-Wartungskit austauschen, obwohl die Meldung "ADF-Wartungssatz austauschen" nicht angezeigt wird, stellen Sie den ADF-Zähler auf Null. (Siehe "Den ADF-Zähler rücksetzen" im Handbuch Erweiterte Funktionen.)

## Français

### Remplacer le Kit d'Entretien du chargeur ADF

Les procédures suivantes doivent être effectuées lorsque l'appareil est sous tension.

**1** Ouvrez le couvercle du chargeur ADF.

**2** Poussez l'unité d'alimentation comme illustré au point (①) puis retirez la (②).

**3** Ouvrez le couvercle doucement.

**4** Tout en poussant le boîtier blanc vers le bas, tirez la patte verte vers le haut pour retirer le rouleau de séparation.

**5** Placez le nouveau rouleau de séparation comme le montre l'illustration. Assurez-vous que la patte verte soit bien enfoncée dans le boîtier blanc (voir l'agrandissement).

#### Remarque

- Ne pas toucher la partie en caoutchouc du nouveau rouleau de séparation.

**6** Fermez le couvercle.

**7** Placez la nouvelle unité d'alimentation comme indiqué. Assurez-vous que l'axe de l'unité d'alimentation s'insère bien dans le tube transparent (voir l'agrandissement).

**8** Fermez le couvercle du chargeur ADF jusqu'au dé clic.

**9** Si vous remplacez le Kit d'Entretien du chargeur ADF alors que le message "Changer le Kit d'Entretien du chargeur ADF" n'est pas affiché, veuillez remettre à zéro le compteur du chargeur ADF. (Voir la section "Remettre à zéro le compteur du chargeur ADF" dans le manuel des Fonctions avancées.)

## Español

### Reemplazo del kit de mantenimiento del ADF

Con el interruptor de alimentación de la máquina activado, efectúe el procedimiento que se describe a continuación.

**1** Abra la cubierta del ADF.

**2** Empuje la unidad de alimentación como indica (①), y luego tire de ella hacia fuera (②).

**3** Abra la cubierta cuidadosamente.

**4** Mientras empuja hacia abajo la caja blanca, tire hacia arriba la lengüeta verde para retirar el rodillo de separación.

**5** Instale el nuevo rodillo de separación como se muestra en el dibujo. Asegúrese de que la lengüeta verde encaje firmemente en la caja blanca (vea la ampliación del dibujo).

#### Nota

- No toque la parte de goma del nuevo rodillo de separación.

**6** Cierre la cubierta.

**7** Instale la nueva unidad de alimentación como se muestra en el dibujo. Asegúrese de que el eje de la unidad de alimentación quede debidamente introducido en el tubo transparente (vea la ampliación del dibujo).

**8** Cierre la cubierta del ADF hasta oír un "clic".

**9** Si reemplaza el kit de mantenimiento del ADF antes de que la máquina haya mostrado el mensaje "Cambiar kit de mantenimiento del ADF", ponga el contador del ADF a cero. (Consulte la sección "Poner el contador del ADF a cero" en el manual "Características avanzadas".)

## Italiano

### Sostituzione del kit di manutenzione ADF

Eseguite le seguenti operazioni con la macchina accesa.

**1** Aprite il coperchio ADF.

**2** Inserite l'alimentatore come illustrato (①), quindi estraetelo (②).

**3** Aprite delicatamente il coperchio.

**4** Tenendo premuto l'involucro bianco, sollevate la linguetta verde per rimuovere il rullo di separazione.

**5** Inserite il nuovo rullo di separazione come illustrato. Accertatevi che la linguetta verde sia saldamente inserita nell'involucro bianco (vedere l'ingrandimento).

#### Nota

- Non toccate la parte in gomma del nuovo rullo di separazione.

**6** Chiudete il coperchio.

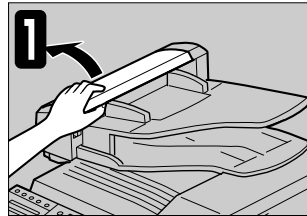
**7** Inserite il nuovo alimentatore come illustrato. Accertatevi che l'asse dell'alimentatore sia inserito nel tubo trasparente (vedere l'ingrandimento).

**8** Chiudete il coperchio ADF finché non scatta in posizione con un clic.

**9** Qualora il kit di manutenzione ADF sia stato sostituito quando il messaggio "Sostituire kit di manutenzione ADF" non è visualizzato, azzerate il contatore ADF. (Vedere "Azzeramento del contatore ADF" nel manuale Funzioni avanzate.)

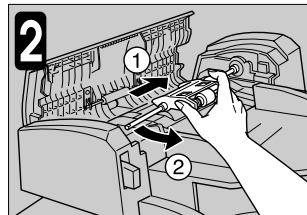
## Svenska

### Byta ut ADF-underhållningssatsen

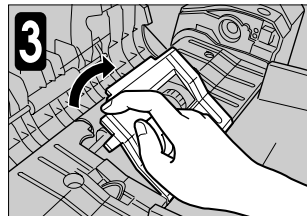


Utför följande procedurer med strömmen avslagen.

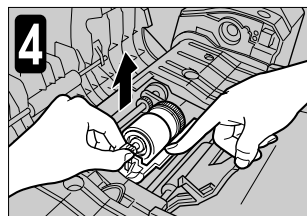
**1** Öppna locket till ADF.



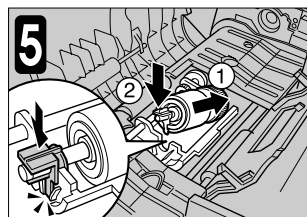
**2** Tryck in matningsenheten som visas (①) och dra sedan ut den (②).



**3** Öppna locket försiktigt.



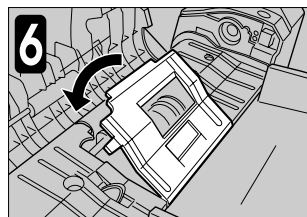
**4** Tryck ned den vita lådan och dra samtidigt upp den grönafliken för att ta bort separationsrullen.



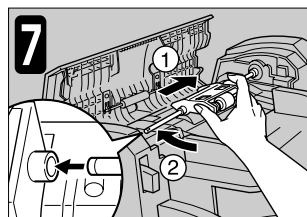
**5** Placera den nya separationsrullen som visas. Kontrollera att den grönafliken passar säkert in i den vita lådan (se förstoringen).

#### **OBS!**

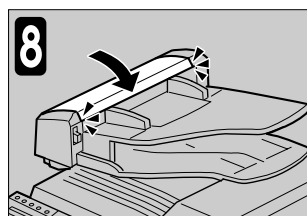
- Rör inte vid gummidelen på den nya separationsrullen.



**6** Stäng locket.



**7** Placera matningsenheten som visas. Kontrollera att matningsenhetens axel passar i det transparenta röret (se förstoringen).



**8** Stäng ADF-locket tills det klickar till.

**9** Om "Byte av ADF-underhållningsutrustning" inte visas på displayen när du byter ut ADF-underhållningssatsen, måste du nollställa ADF-räknaren. (se "Nollställa ADF-räknaren" i Handboken Avancerade funktioner.)

## Norsk

### Bytte ADF Vedlikeholdssett

Følg fremgangsmåten nedenfor med strømbryteren på.

**1** Åpne ADF-dekslet.

**2** Skyv mateenheten inn som vist (①), og trekk den deretter ut (②).

**3** Åpne dekslet forsiktig.

**4** Trekk den grønne hempen opp, samtidig som du skyver den hvite beholderen nedover, for å ta ut separasjonsrullen.

**5** Plasser den nye separasjonsrullen som vist. Pass på at den grønne hempen passer godt inn i den hvite beholderen (se forstørrelsen).

#### **Merk**

- Ikke rør gummidelen på den nye separasjonsrullen.

**6** Lukke dekslet.

**7** Plasser den nye mateenheten som vist. Pass på at mateenhetens akse passer inn i det gjennomsiktige røret (se forstørrelsen).

**8** Lukk ADF-dekslet til det klikker på plass.

**9** Hvis du bytter ADF vedlikeholdssett uten at meldingen "Bytt ADF vedlikeholdssett" vises, må du nullstille ADF-telleren. (Se "Nullstille ADF-telleren" i håndboken med avanserte funksjoner.)

## Português

### Substituição do Kit de Manutenção ADF

Execute os seguintes procedimentos com o interruptor de corrente desligado.

**1** Abra a tampa ADF.

**2** Empurre para dentro a unidade de alimentação como indicado (①), e depois puxe-a para fora (②).

**3** Abra a cuidadosamente a tampa.

**4** Enquanto empurra para baixo o invólucro branco, puxe para cima a patilha verde para remover o rolo de separação.

**5** Instale o rolo de separação novo conforme indicado. Certifique-se que a etiqueta verde encaixa perfeitamente no invólucro branco (veja a ampliação).

#### **Nota**

- Não toque na parte de borracha do novo rolo de separação.

**6** Feche a tampa.

**7** Instale a nova unidade de alimentação como indicado. Certifique-se que o eixo da unidade de alimentação encaixa no tubo transparente (veja a ampliação).

**8** Feche a tampa do ADF até esta fazer um clique.

**9** Se substituir o Kit de Manutenção ADF quando a mensagem "Mude o Kit de Manutenção ADF" não for visualizada, reinicie o contador ADF. (Consulte "Reinício do Contador ADF" no Manual de Funções Avançadas.)

## Nederlands

### Vervangen van het onderhoudsetje voor de documentinvoer

Voer onderstaande procedure uit terwijl de netspanning is ingeschakeld.

**1** Open de klep van de documentinvoer.

**2** Druk de invoereenheid in zoals afgebeeld (①), en trek hem er uit (②).

**3** Open de klep voorzichtig.

**4** Druk het witte omhulsel omlaag en trek het groene lipje omhoog om de separatorrol te verwijderen.

**5** Plaats de nieuwe separatorrol zoals afgebeeld. Let erop, dat u het groene lipje goed in het witte omhulsel plaatst (zie uitvergroting).

#### **Opmerking**

- Raak het rubber van de nieuwe separatorrol niet aan.

**6** Sluit de klep.

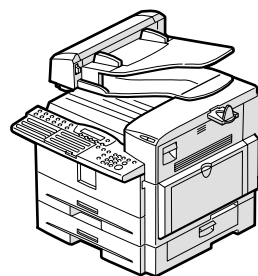
**7** Plaats de nieuwe invoereenheid zoals afgebeeld. Let erop, dat u de as van de invoereenheid goed in de transparante pijp plaatst (zie uitvergroting).

**8** Sluit de klep van de documentinvoer tot de klep vastklikt.

**9** Wanneer u het onderhoudsetje voor de documentinvoer vervangt terwijl de "Documentinvoer onderhoudset vervangen" melding niet wordt getoond, moet de documentinvoerteller op nul worden gezet. (Zie "Nulstellen van de documentinvoerteller" van de Geavanceerde functies handleiding.)

# Facsimile

## Operating Instructions Basic Features



- 
- 1 Getting Started
  - 2 Faxing
  - 3 Programming
  - 4 Troubleshooting

## Introduction

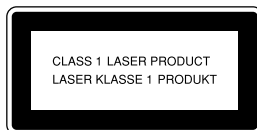
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### Notes:

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

**Caution:** Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. This product (see specification in the Operating Instructions) is considered a class 1 laser device. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator. The following marking is attached on the back of the product.



## Machine Types

The model names of the machine do not appear in the following pages. Check the type of your machine before reading this manual.

- Type1: F104
- Type2: F104L

### Notes:

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

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### Power Source:

220–240V, 50/60Hz

Please be sure to connect the power cord to a power source as above. For details about the power source, see Chapter 10, “Connecting the Power and Switching On” in the Advanced Features manual.

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### Note

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

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me)
- Microsoft® Windows® 2000 Professional
- Microsoft® Windows® XP Professional
- Microsoft® Windows® XP Home Edition
- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

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



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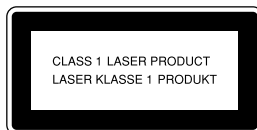
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Declaration of Conformity

**Notice to Users in EEA Countries**

This product complies with the essential requirements and provisions of Directive 1999/5/EC of the European Parliament and of the Council of 9 March 1999 on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

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This product is designed to be able to access analog PSTN in all EEA countries. Local PSTN compatibility is dependent on software switch settings. Please contact your service representative if relocating this product to another country. In the event of problems, please contact your service representative in the first instance.

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

**I** means **POWER ON**.

**O** means **POWER OFF**.

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# What Do You Want to Do with This Machine?

This is a summary of this machine's features including which pages to consult for detailed information.

I want ...	Reference
to specify several destinations with a single key	p.49 "Using Group Dials" and p.77 "Groups"
to print Quick Dial key labels that can be attached to the control panel so that I can find quickly the Quick Dial with the destination I want to specify programmed in	p.67 "Quick Dial Key Label (Dial Label)"
to check whether a fax transmission was successful or not	p.35 "Checking the Transmission Result (TX Status)", <i>Advanced Features</i>
to find a stored Speed Dial quickly	p.46 "Telephone Directory", <i>Advanced Features</i>
to send a fax at a specific time	p.5 "Sending at a Specific Time (Send Later)", <i>Advanced Features</i>
to cut down on my telephone bill	p.142 "Economy Transmission", <i>Advanced Features</i> and p.20 "Transfer Request", <i>Advanced Features</i>
to cut down on my paper consumption	p.82 "Two in One", <i>Advanced Features</i> and p.81 "Two-sided Reception", <i>Advanced Features</i>
to prevent many sheets of paper from being printed out if fax messages are received during the night or on holidays	p.143 "Energy Save Timer", <i>Advanced Features</i>
to block out unwanted messages	p.123 "Authorized Reception", <i>Advanced Features</i>
to send a message on a two-sided original	p.56 "Duplex Original Settings", <i>Advanced Features</i>
to send a fax message which has the large number of pages in one transmission	p.57 "Batch Original Documents Transmission", <i>Advanced Features</i>
to have multiple copies of incoming messages	p.81 "Multi-copy Reception", <i>Advanced Features</i>
to retry a failed transmission	p.31 "Retrying a Failed Transmission", <i>Advanced Features</i>
to change destination(s) or alter the transmission time for a file queued for transmission	p.27 "Changing Transmission Files", <i>Advanced Features</i>
to find frequently used functions by just pressing a single key instead of searching through several menus	p.105 "User Function Keys", <i>Advanced Features</i>
to prevent my message being picked up casually by anyone at the other end	p.7 "Sending Confidential Messages", <i>Advanced Features</i> and p.169 "Personal Boxes", <i>Advanced Features</i>

I want ...	Reference
to prevent a received message being picked up casually by other people	p.38 "Printing a Confidential Message", <i>Advanced Features</i> and p.43 "Printing Personal Box Messages", <i>Advanced Features</i>
to have backups automatically made of faxes I send	p.140 "Backup File Transmission Settings", <i>Advanced Features</i>
to have backups automatically made of incoming faxes	p.136 "Forwarding", <i>Advanced Features</i> and p.169 "Personal Boxes", <i>Advanced Features</i>
to restrict access to the machine to specified users	p.27 "Restricted Access"
to monitor machine usage by user or department	p.27 "Restricted Access" and p.9 "User Code Transmission", <i>Advanced Features</i>
to receive messages while I am away on a trip	p.136 "Forwarding", <i>Advanced Features</i>
to program in memory a document I often use	p.101 "Auto Documents", <i>Advanced Features</i>
to perform multiple keypad operations with a single key	p.99 "Programs", <i>Advanced Features</i>

# Notice

---

## **CAUTION:**

---

Use of controls, adjustments, or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

---

## Safety Information

---


When using this machine, the following safety precautions should always be followed.


---

### Safety During Operation

---

In this manual, the following important symbols are used:

 **WARNING:**  
*Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.*

 **CAUTION:**  
*Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

---

**⚠ WARNING:**

---

- *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 occurs:*
  - *You spill something into the machine.*
  - *You suspect that your machine needs service or repair.*
  - *The external housing of your machine 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 an authorized dealer.*
- *Dispose of used toner cartridges in accordance with the local regulations.*
- *Make sure that the wall outlet is near the machine and easily accessible.*

---

**⚠ CAUTION:**

---

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *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 machine.*
- *Keep toner (used or unused) and toner cartridges out of reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating “hot surface”. Otherwise an injury might occur.*

# Important Safety Instructions


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## Grounding

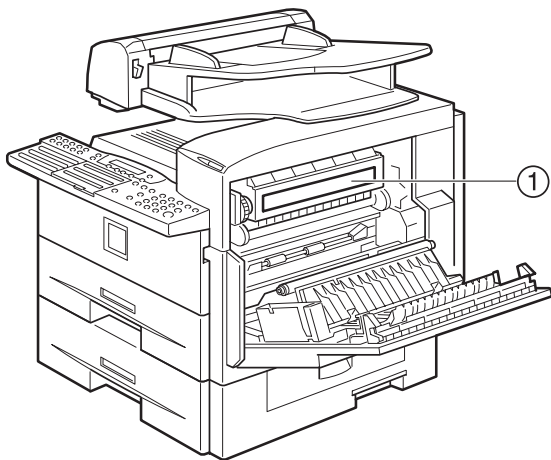
---

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.

## Position of the CAUTION Label

This machine has a  CAUTION label at the position shown below. For safety, please follow the instructions and handle the machine as indicated.


The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



①

	<b>CAUTION</b> <b>ACHTUNG</b> <b>ATTENTION</b> <b>PRECAUCIÓN</b> <b>ATTENZIONE</b> <b>注意</b> <b>주의</b>		>PET<
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# ENERGY STAR Program

 <p>ENERGY STAR®</p>	<p>As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.</p>
---	--

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 was set to enter the low power mode 5 minutes after the last operation is completed. To exit the low power mode, press the **【Energy Saver/Clear Modes】** key. The machine can start printing in about 40 seconds from the Energy Saving Standby mode or in about 30 seconds from the Fax Standby Mode.

◆ Specifications

Specification	Power Consumption	Default Time
Without NIC FAX unit installed	2.0W	5 minutes
With NIC FAX unit installed	6.0W	



## Energy Saver Modes

Energy Saver mode enables you to avoid using unnecessary power and economize on electricity. Although we recommend you use this mode from the viewpoint of environmental consciousness, you can also turn it off.

When you install this machine for the first time, Energy Saver mode is turned on by default.

Two types of Energy Saver mode are available:

- Fax Standby: Use when you receive faxes regularly.
- Energy Saver Standby: Use when you want to economize on power consumption.

Choose the one that best suits your circumstances.

Even though the control panel display isn't on in Energy Saver mode, indicators that blink or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saver mode and take the appropriate action.

Energy Saver mode type	Status	How long before you can print after exiting Energy Saver mode	Power consumption <sup>*1</sup>
Fax Standby	Display is off The machine maintains the heating roller temperature at half the full temperature; warm up takes less time. (Heater half cool)	Within about 30 seconds	Type1: 15W Type2: 20W
Energy Saver Standby	Display is off The machine lets the heating roller cool to room temperature; warm-up takes longer. (Heater off)	Within about 40 seconds	Type1: 2W <sup>*2</sup> Type2: 6W

<sup>\*1</sup> When options are not installed.

<sup>\*2</sup> 6W when the NIC FAX unit (option for Type1) is installed.

You can turn Energy Saver mode on or off with the User Parameters. By default, Energy Saver Standby is turned on.

The machine enters Energy Saver mode when:

- Nobody uses the machine for about 5 minutes (the machine automatically enters Energy Saver mode).
- The user holds down the **[Energy Saver/Clear Modes]** key for about 2 seconds.

To exit Energy Saver mode:

- In Energy Saver Standby mode, press the **【Energy Saver/Clear Modes】** key.
- In FAX Standby mode, press any key.
- Place an original.
- Pick up the optional handset or the external telephone handset.

 **Note**

- When you load paper in Energy Saver mode, an error message will not be displayed even if the tray is not pushed in correctly.
- After loading paper, press the **【Energy Saver/Clear Modes】** key and check that "Ready" is shown on the display.

### Reception in Energy Saver mode

In Energy Saver mode, originals that have been stored in memory are still sent and the machine can still receive messages.

When a message is received in Energy Saver mode, the machine prints it and returns to Energy Saver mode.

---

### **Recycled Paper**

---

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

# Remarks

Be sure to read the following information before you use this machine:

- Do not turn off the power during output. Make sure that output has completed before you turn off the power.
- Do not open the front cover, right cover, lower right cover, main paper tray, or optional paper tray unit while paper is being printed out. The machine will stop printing and paper may become jammed.
- Do not move, tilt, or shake the machine during output.
- Be sure to make a copy of information stored in the machine memory. This information might be deleted when you operate the machine improperly or some trouble occurs with the machine.
- Note beforehand that the company is not liable for damages resulting from malfunctions of the machine, loss of information stored in memory, or use of the machine.
- If sending or receiving an important message by fax, confirm that the message is sent or received with a telephone call.
- Be sure to ventilate the room where the machine is used to maintain a comfortable work environment. If the machine is used for a long period of time in a room with bad ventilation, you may notice an unpleasant odor.
- Sudden changes in temperature or humidity may cause condensation to form inside the machine. This can result in patchy output. In this case, wait a while before reattempting copying or requesting a fax be sent again.

## Important

- Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

## Note

- If the power is turned off, fax documents cannot be received. The power should normally be turned on.

The fax machines in current use are classified by communication speed. Internationally defined standards include G4, G3, and G2. This machine can communicate with G3 fax machines.

When the other party's machine does not support the same functions as this machine, settings made with those functions might be invalid or transmission might not be possible.

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported. See p.42 "Resolution".
- Polling Reception requires that the other party's machine can perform Polling Transmission. See p.13 "Polling Reception", *Advanced Features*.

If the other party's machine does not have paper loaded of the same size and orientation as your original, the message may be split and printed on two or more sheets, or reduced and printed on one sheet.

- For example, if the other party's machine has A5 paper loaded and it receives a A4 size document, the A4 size image will be reduced to A5 size and printed on A5 paper. For further information, see p.84 "When There Is No Paper of the Correct Size", *Advanced Features* .

# How to Read This Manual

---

## Symbols

---

The following set of symbols is used in this manual.

 **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 information or preparations required prior to operating.

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.



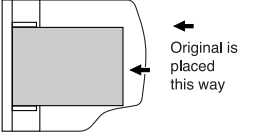
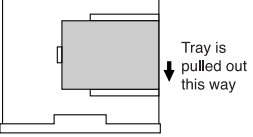

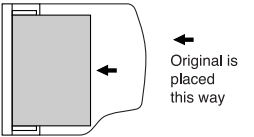
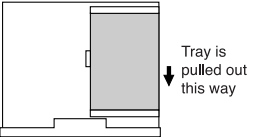

Keys built into the control panel of the machine.

---



# Paper Mark



---

Paper directions in this book are shown as follows.



Originals placed on the ADF	Paper loaded in the tray	Paper direction
 <p>Original is placed this way</p>	 <p>Tray is pulled out this way</p>	
 <p>Original is placed this way</p>	 <p>Tray is pulled out this way</p>	

GFKAMION

Portrait direction for originals is shown as , and landscape direction for originals is shown as .

Portrait direction for paper in the paper tray is shown as , and landscape direction for paper in the paper tray is shown as .

 **Note**

  represents originals or paper.

 **Reference**

For details about the Auto Document Feeder (ADF), see p.18 “Guide to Components”.

# Manuals for This Machine

---

## Basic Features (this manual)

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

---

## Advanced Features (on CD-ROM)

---

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

Each language version is in an appropriate folder on the CD-ROM in PDF file. Please choose the language version of your preference. Adobe Acrobat Reader is required in order to read these files. If Adobe Acrobat Reader is not installed on your computer, install it from the CD-ROM containing the Advanced Features manual.

 **Note**

- A PDF file might not be displayed or printed properly depending on the environment or language you use.

- System requirements**

To run this CD-ROM manual, you need the following:

System: Windows 95, Windows 98, Windows Me, Windows NT 4.0, Windows 2000, or Windows XP

However, operation cannot be assured under all circumstances. Please be aware that the manual may not run with certain computers and/or operating system versions.

---

## Before You Use This Machine

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The Before You Use This Machine manual explains how to set up your machine.

---

## NIC FAX Unit Manual (on CD-ROM)

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The NIC Fax Unit manual explains about the Scanner function, Internet Fax function, IP-Fax function, and LAN FAX function.

 **Note**

- The NIC FAX unit is option for Type1.

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## NIC FAX Unit CD-ROM Manual

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Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM. How to access the NIC FAX unit manual in PDF file on the CD-ROM is also explained.

 **Note**

- The NIC FAX unit is option for Type1.





# 1. Getting Started

## Machine Types

This machine comes in two types.

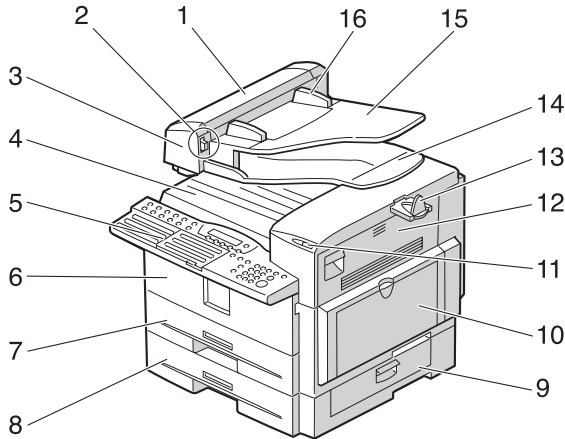
	Type1	Type2
NIC FAX Unit	Option	Standard
Color Unit	Option	Standard

# Guide to Components

## 1

### Front View

The following illustration is for Type1.



ZHMH030E

#### **1. ADF cover**

Cover for the ADF.

#### **2. Release button**

Push this button to open the ADF.

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

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

#### **4. Output tray**

Received fax messages and copies are stacked here.

#### **5. Control panel**

Operate the machine using keys and watching the display on the control panel.

#### **6. Front cover**

Open this cover when changing the toner cartridge and the photo conductor unit inside the machine.

#### **7. Main paper tray**

Load paper here.

#### **8. Optional paper tray unit**

You can load more paper here.

#### **9. Lower right cover**



Open this cover to remove jammed paper fed from the optional paper tray unit.

#### **10. Bypass tray unit**

A received fax message will be printed on paper in this tray if there is no paper loaded in the paper trays. A received message also will be printed on paper in this tray if the size of that paper is more suitable for the message than the size of paper in the paper trays.

When making copies on custom size paper, thick paper, or special paper, use this tray.

**11. Status indicators**

-  Alarm  
Blinks red when an error occurs. Check the display and read the message to identify the problem (such as a paper jam or an open the cover).
-  Communicating  
Lights during fax transmission or reception.

**12. Right cover**

Open this cover to remove jammed paper fed from the paper tray.

**13. Original output tray guide**

Prevents originals from falling from the original output tray.

**14. Original output tray**

Scanned originals are stacked here.

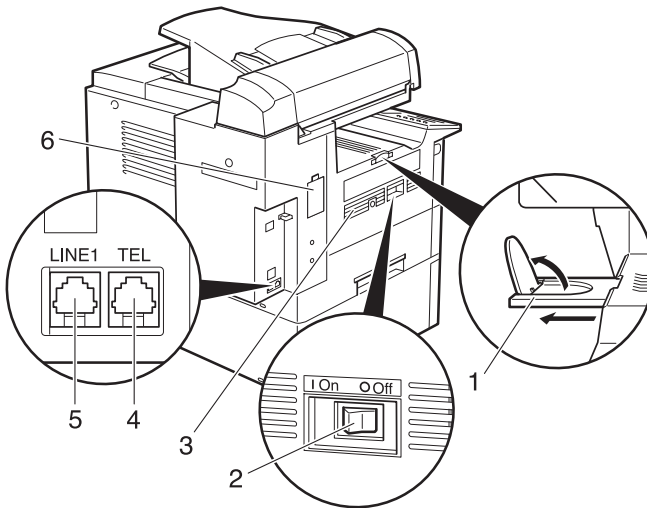
**15. Original tray**

Place originals here for sending a fax and copying.

**16. Original guide**

Adjust the original guide to match the size of the originals.

**Side View**



ZHM040E

**1. Output tray guide**

Pull out and raise the end fence to support large paper.

**2. Main power switch**

The power turns your machine on and off.

**Important**

- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

### 3. Ventilation Hole

Prevents overheating. Do not obstruct the ventilation hole by placing an object near it. If the machine overheats, a malfunction might occur.

### 4. External telephone connector

#### Reference

p.200 "Connecting to a Telephone Line", *Advanced Features*

### 5. G3 line connector

#### Reference

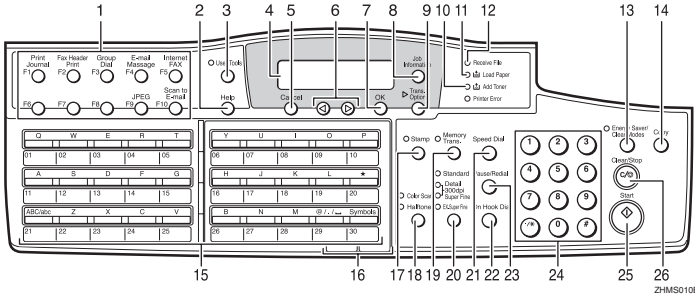
p.200 "Connecting to a Telephone Line", *Advanced Features*

### 6. Memory card slot

Insert the optional 40MB memory card here.

# Control Panel

The following illustration is for Type2.



## 1. User Function keys

Each of these can be programmed for rapid access to frequently used functions.

### ◆ Functions programmed by default

#### ◆ Type1

Key	Function
F1	Print Journal
F2	Fax Header Print
F3	Group Dial

#### ◆ Type2

Key	Function
F1	Print Journal
F2	Fax Header Print
F3	Group Dial
F4	E-mail Message
F5	Internet Fax
F9	JPEG
F10	Scan to E-mail

## 2. [Help] key

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

## 3. [User Tools] key

Press to access the User Tools settings and customize various functions to meet your specific requirements.

## 4. Display

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

## 5. [Cancel] key

Press to cancel an operation or return to the previous display.

## 6. ⏪ ⏩ keys

Press to move the cursor or select functions.

## 7. [OK] key

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

## 8. [Job Information] key

Press to search for information about a specific job.

## 9. [Trans. Option] key

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

## 10. Add Toner indicator

Blinks when toner is low and lights continuously when toner has completely run out. See p.90 “Replacing the Toner Cartridge”.

## 11. Load Paper indicator

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

## 12. Receive File indicator

Lights when a message has been received into memory.

## 13. [Energy Saver/Clear Modes] key

- **Energy Saver:** Hold down this key for about 2 seconds to manually enter Energy Saver mode. The machine automatically enters Energy Saver mode about 5 minutes after the last operation is carried out. See p.210 “Energy Saving”, *Advanced Features* .
- **Clear Modes:** Cancel the current settings and return to the standby mode (except when accessing the User Tools).

## 14. [Copy] key

Press to copy the originals currently loaded in the ADF.

## 15. Quick Dial keys

Use to dial numbers with a single touch or to enter letters and symbols. Also use for the Group Dial function.

You can select from four types of keyboard layout: QWERTY (as shown in the illustration), ABCDEF, QWERTZ, and AZERT. See p.162 “Key Layout”, *Advanced Features* .

## 16. Quick Dial Key Flip Plate

There are two Quick Dial Key Flip Plates.

- To access Quick Dials **[01]** to **[30]**, flip both plates right.
- To access Quick Dials **[31]** to **[60]**, flip one plate left.
- To access Quick Dials **[61]** to **[90]**, flip both plates left.

### Note

- ❑ Make sure the plate is flat against the control panel when you use Quick Dial keys.

## 17. [Stamp] key

Press this key to switch the Stamp function on. See p.55 “Stamp”, *Advanced Features* .

## 18. Original Type key

- **Color Scan** (Only for Type2, and Type1 with the optional NIC FAX unit)  
Select when scanning color originals using the optional scanner function.
- **Halftone**  
Select halftone when faxing or copying photographs or illustrations with fine gradations. Also it can be used for color originals.

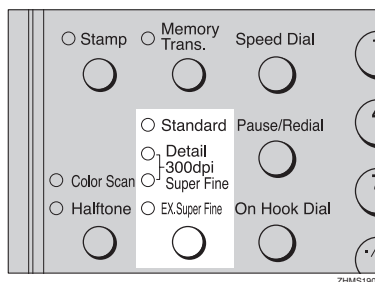
## 19. [Memory Trans.] key

Press this key to switch between Memory Transmission and Immediate Transmission modes.

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

## 20. Resolution key

Press to select the level of detail (Standard, Detail, Super Fine, Extra Super Fine or 300 dpi) to be sent. 300 dpi can be selected only with the scanner function of Type2 and Type1 with the optional NIC FAX unit.



ZHMS190E

### Note

- ❑ When receiving fax messages or copying with Extra Super Fine, the optional 40MB memory card is required.
- ❑ To select 300 dpi, the NIC FAX unit (Option for Type1) is required.

**21. [Speed Dial] key**

Press to specify a destination programmed in a Speed Dial.

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

Use to dial a number from the number keys without having to lift the handset.

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

Pause: Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. See p.46 "Pause".

Redial: Press to redial one of the last ten numbers. See p.46 "Redial", *Advanced Features*.

**24. Number keys**

Use to dial fax numbers or enter the number of copies.

**25. [Start] key**

Press to start all tasks.

**26. [Clear/Stop] key**

Clear: Deletes one character or digit.

Stop: Interrupts the current operation (transmission, scanning, copying or printing).

---

## Reading the Display

---

The machine status and instructions are shown on the display.

**Important**

- Do not apply a strong shock or force of about 30N<sup>\*1</sup> (about 6.8 lbf<sup>\*2</sup>) or more to the panel display. Otherwise, the display might be damaged.

\*1 N = Newton

\*2 lbf = weight pound

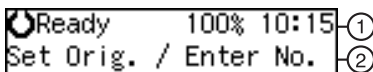
**Note**

- The functions which are shown on the display depend on what options are installed.

---

## Reading the Display and Using Keys

---

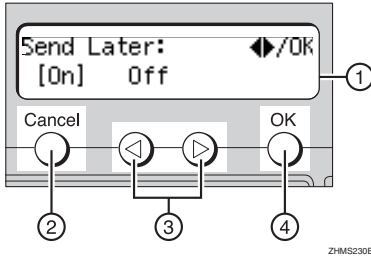
**◆ Standby Display**

ZHMX100E

- ① Display for the machine status or currently selected function.
- ② Display for the messages.  
Items which can be selected or specified.



## ◆ Menu Display



- ① Display for items which can be selected.
- ② Press the **[Cancel]** key to cancel the selected function or entered value, and return to the previous display.
- ③ Press **◀** or **▶** to display another function on the display or move the brackets to select other values.
- ④ Press the **[OK]** key to set a selected function or entered value, and return to the previous display.

---

## Standby Display

---

While the machine is on standby (immediately after it is turned on or after the **[Cancel]** key is pressed), the following display is shown.



### ◆ Returning the machine to the standby display

To return the machine to the standby display manually, do one of the following:

- If you have placed an original and have not pressed the **[Start]** key, remove the original.
- If you have not set an original, press the **[Energy Saver/Clear Modes]** key.
- If you are in User Tools mode, press the **[User Tools]** key or the **[Cancel]** key.

---

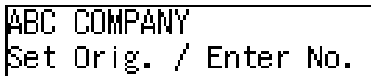
## Communication Display

---

While the machine is communicating, the status is displayed.

### ◆ Memory Transmission

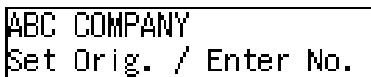
The destination's (Receiver's) name or fax number appears on the top of the display.



ABC COMPANY  
Set Orig. / Enter No.

### ◆ Memory Reception

The destination's (Sender's) name or fax number appears on the top of the display.

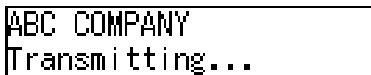


ABC COMPANY  
Set Orig. / Enter No.

### Note

- Even when the machine is sending a fax message from memory or receiving a fax message into memory, you can still scan the next original into memory.

### ◆ Immediate Transmission



ABC COMPANY  
Transmitting...

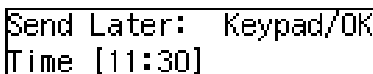
---

## Display Prompts

---

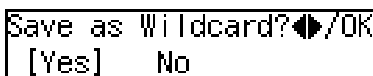
Depending on the situation, the machine will show various prompts on the display.


### ◆ Instructions and Requests



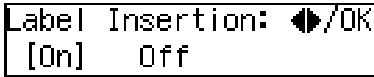
Send Later: Keypad/OK  
Time [11:30]

### ◆ Questions



Save as Wildcard?  /OK  
[Yes] No

◆ Selections



◆ Status



---

### Energy Saver Mode Display

---

When the machine is not used for a fixed period, the machine goes into Energy Saver Mode automatically.

⚙️ **Exiting Energy Saver Mode**

To exit Energy Saver mode manually:

- In Energy Saver Standby mode, press the **[Energy Saver/Clear Modes]** key.
- In Fax Standby mode, press any key.
- Place an original.
- Pick up the optional handset or the external telephone handset.

---

### Restricted Access Display

---

When the following display appears, the Restricted Access function is on.



To exit the Restricted Access display, enter your user code (the Personal Box SUB code). You can check your Personal Box SUB code on the Personal Box list. See p.177 "Printing the Box List", *Advanced Features* .

**1** Enter your personal code with the number keys.



**Note**

- When you make a mistake, press the **[Clear/Stop]** key and try again.

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

 **Note**

- When you enter a user code which is not programmed, an error message appears and the Restricted Access display is shown.

---

 **Restricted Access**

Use this function to restrict access to the machine or monitor machine usage by user or department. When turned on, users must enter a previously assigned code before they can use the machine.

In order to use this function, you need to program user codes (Personal Box SUB codes) beforehand. See p.169 "Personal Boxes", *Advanced Features* .

 **Note**

- Turn this function on or off with the User Parameters (switch 05, bit 4). See p.146 "User Parameters", *Advanced Features* .
  - When Restricted Access is turned on, incoming faxes are received and printed as normal.
  - User names printed on all reports are those used by the Personal Box function.
-

# Turning On or Off the Power

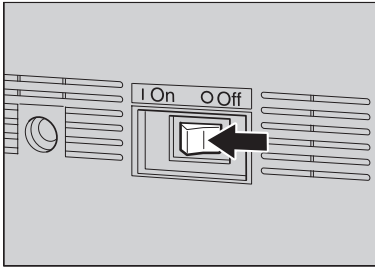
1

**Note**

- ❑ This machine automatically enters Energy Saver mode if you do not use the machine for a while.

## Turning On the Power

- 1 Confirm that the power cord is plugged into the outlet firmly.
- 2 Turn on the power.



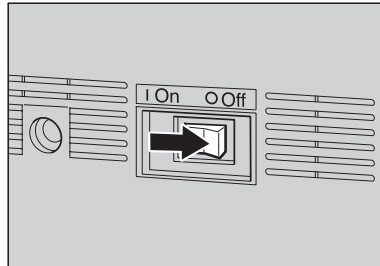
ZFWH110E

## Turning Off the Power

**Important**

- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted. The storage time might be shorter if the surrounding temperature is low or the machine has been on for less than a week.
- ❑ Fax files programmed in memory will not be deleted while the optional 40MB memory card is installed.

- 1 Turn off the power.



ZFWH550E

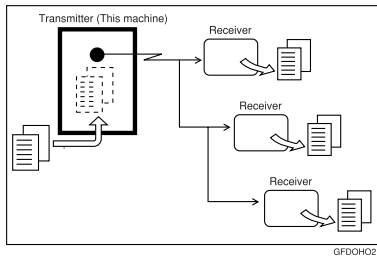
# 2. Faxing

## Transmission Modes

There are two types of transmission.

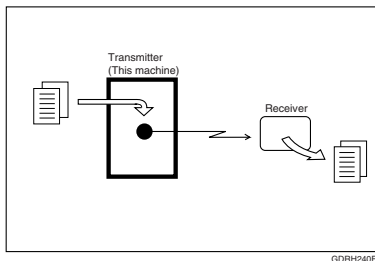
### ◆ Memory Transmission

The fax is stored in memory, and then transmitted automatically. This is convenient when you want to remove originals quickly. You can send the same fax 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. This is convenient when you want to send a fax immediately and want to check whether you have successfully connected with the other party's fax machine. The fax is not stored in memory.



### ⚠ Important

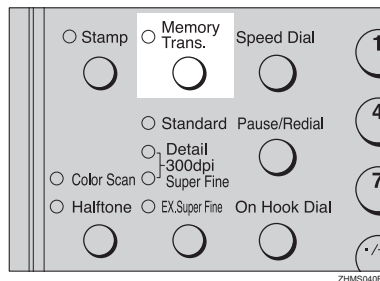
- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted. As soon as the power is turned on, the Power Failure Report is printed to help you identify deleted documents. See p.180 "Power Failure Report", *Advanced Features*

---

## Switching between Memory Transmission and Immediate Transmission

---

Press the **[Memory Trans.]** key to switch between Memory Transmission and Immediate Transmission. When the indicator of the **[Memory Trans.]** key is not lit, Immediate Transmission is selected. When the indicator of the **[Memory Trans.]** key is lit, Memory Transmission is selected.



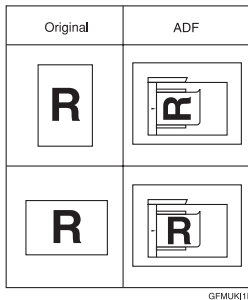
 **Note**

- ❑ You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on or the **【Energy Saver/Clear Modes】** key is pressed with the User Parameters (switch 00, bit 6). See p.146 "User Parameters", *Advanced Features* .
- ❑ You can set whether the Transmission mode returns to the default after each transmission with the User Parameters (switch 01, bit 7). See p.146 "User Parameters", *Advanced Features* .

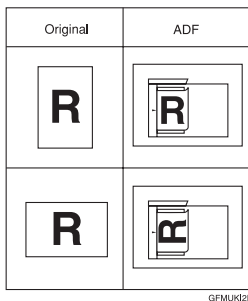
# Placing Originals

You can place your originals in the ADF.

- ◆ **How to place A4, B5 JIS (Japanese International Standard), A5, 5½"x8½", 8½"x11", 8½"x14", and 8"x13" size originals**



- ◆ **How to place A5 and 8½"x5½" size originals**



## Note

- When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's terminal. If the receiver does not use paper of the same size and orientation as that of the original, the fax image size may be reduced on output, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and orientation of the paper used in their terminal.
- Make sure that all ink, correcting fluid, etc. has completely dried before setting your original. If it is still wet, the scanner will be marked and those marks will appear on the received image. When the scanner is dirty, a warning message is displayed after scanning is complete. See p.62 "Scanner Cleaning Message", *Advanced Features*.
- If you try to scan an almost completely blank original (for example the wrong side of an original), an alarm sounds. See p.61 "Blank Sheet Detect", *Advanced Features*.
- You can place the original any time up until you press the **[Start]** key.



## Placing Originals in the ADF

Use the ADF to scan a stack of originals in one operation. The ADF can handle one-sided originals.

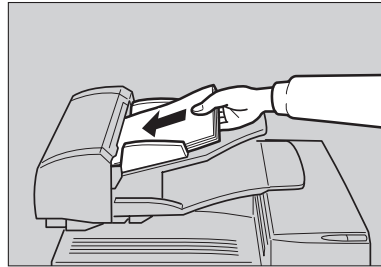
### Note

- The maximum original length is 600 mm (23.7") with manual assistance.
- Place all the originals to be scanned in a single stack.
- When scanning two-sided originals, use the duplex original function. See p.56 "Duplex Original Settings", *Advanced Features* .
- When you want to place originals for a transmission individually or more than two times, use the Batch Original Documents Transmission function. See p.57 "Batch Original Documents Transmission", *Advanced Features* .
- Do not open the ADF while it is scanning the originals or an original could become jammed.
- If an original jams, press the **[Clear/Stop]** key, and then remove the original carefully.
- The maximum number of originals you can place in the ADF is 70 sheets for A4 and 8<sup>1</sup>/<sub>2</sub>" x 11", 30 sheets for 8<sup>1</sup>/<sub>2</sub>"x14" size originals.
- If your original is bent or folded, flatten it before you place it.

### Reference

For information about the sizes and number of originals that can be placed in the ADF, see p.207 "Acceptable Types of Originals", *Advanced Features* .

- 1** Adjust the original guide to match the size of your originals. Align the edges of your originals and stack them in the ADF face up. Adjust the original guide to match the size of the originals again.



ZHMH340E

### Note

- Place the originals gently.

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## Originals Unsuitable for the Auto Document Feeder (ADF)

---

Do not set the following types of originals in the Auto Document Feeder (ADF) because they may be damaged.

- Originals of sizes other than those specified on p.207 “Acceptable original sizes”, *Advanced Features*
- Originals with staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermo-sensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Originals of inappropriate thickness such as postcards
- Bound originals such as books
- Originals with a smooth or shiny front surface
- Thin and soft originals
- Transparent originals, such as OHP transparencies or translucent paper
- Originals with pencil writing on the back

### **Note**

- ❑ To avoid damage to important originals through mishaps such as paper jams, we recommend that you place copies of such originals.

# Memory Transmission

Memory Transmission is convenient because:

- Fax originals can be scanned much more quickly. Your fax is stored in memory, and then sent automatically, meaning you do not have to wait for your original to be sent.
- While your fax 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 original to more than one place with the same operation. (Broadcasting)

## Important

- Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted. As soon as the power is turned on, the Power Failure Report is printed to help you identify deleted files. See p.180 "Power Failure Report", *Advanced Features*.

## Limitation

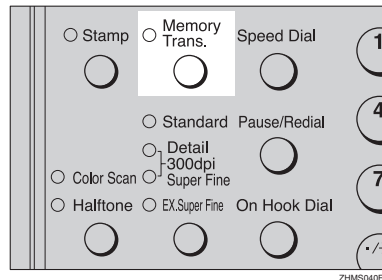
- If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

## Note

- Maximum number of destinations per Memory Transmission: 250
- The maximum number of destinations awaiting Memory Transmission that you can specify is 250.
- The theoretical maximum number of destinations you can enter with the number keys is 100, but this will depend on the amount of memory currently available.

- The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 560 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Halftone Off).
- You can expand the amount of memory available for storing originals up to 2,200 pages by installing the optional 40MB memory card.
- Maximum number of Memory Transmission files: 250

## **1** Make sure that the Memory Transmission indicator is lit.



If it is not lit, press the **[Memory Trans.]** key.

## **2** Place the original.

### Note

- Do not open the ADF while it is scanning originals.

### Reference

p.31 "Placing Originals"

## **3** Select any scan settings you require.

### Reference

p.42 "Scan Settings"

**4** Dial.

If you want to send the same fax to more than one destination, press the **[OK]** key, and then dial another destination. Repeat this step for all destinations.

```
Dest. 1      OK to Add
☎1234567890■■■■■■■■■■
```

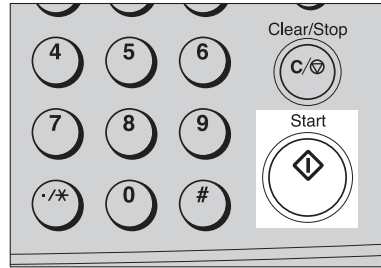
**Note**

- ❑ If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.
- ❑ When destinations are specified using Quick Dial keys successively, those destinations can be added without pressing the **[OK]** key. You can set whether to require to press the **[OK]** key when specifying destinations using Quick Dial keys successively with the User Parameters (switch 09, bit 6). See p.146 "User Parameters", *Advanced Features*.
- ❑ When one G3 line is set as the PSTN line (Outside) and the other as the PABX line (Extension), you need to choose which line you use for each transmission with the Line Select function.

**Reference**

p.45 "Dialing"

p.53 "Selecting the Line", *Advanced Features*

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

```
1234567890
No.0058 P.001      99%
```

The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display.

**Reference**

p.55 "Own Name/Fax Header/Own Fax Number"

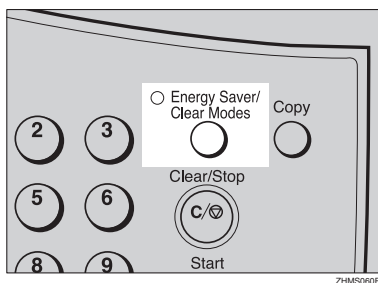
```
☎Ready      100% 10:15
Set Orig. / Enter No.
```

After transmission, the standby display reappears.

## Canceling a Memory Transmission

### Before Pressing the Start Key

- 1 Press the **[Energy Saver/Clear Modes]** key.

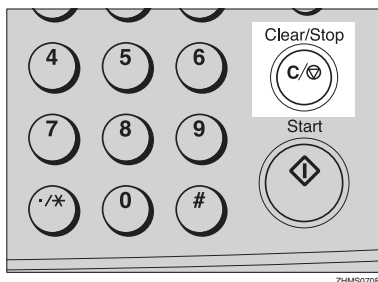


#### Note

- When you have already placed the original, you can also cancel the transmission by removing the original from the machine.

### While Scanning the Original

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



The machine will stop storing the data from the original and the data will not be sent.

### When an Original Is Jammed

- 1 Read the message in the display. The following displays appear one after the other.

```
Original Misfeed.
Trans. Cancelled.
```

```
Storing Stopped, /OK
```

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

```
Clear Misfed
Original(s)
```

- 3 Remove the original.

#### Reference

p.95 "Clearing Original Jams"

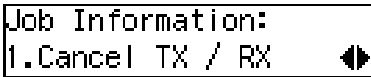
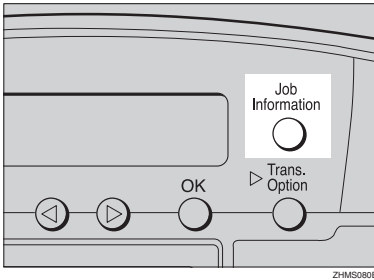
### During Transmission

Use this procedure to cancel a transmission after the original has been scanned.

#### Note

- If transmission finishes while you are carrying out this procedure, it will not be canceled.
- If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent and will be received at the other end.
- During transmission, you can cancel the transmission by pressing the **[Clear/Stop]** key.

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



The Information menu is displayed.

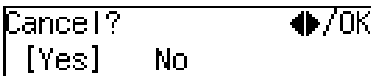
- 2 Press the **[OK]** key.
- 3 Display the file you want to delete.

Enter the file number with the number keys, or search using **[◀]** or **[▶]**.

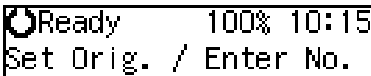


"Cancel File" and "Transmitting..." are shown one after the other in the display.

- 4 Press the **[OK]** key.
- 5 Press **[◀]** or **[▶]** to select "Yes"



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



The file is deleted, and the standby display reappears.

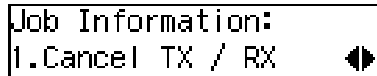
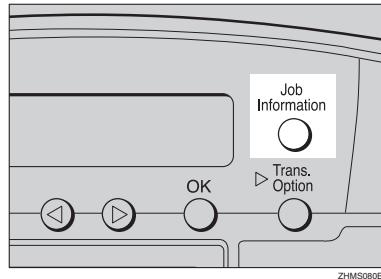
## While Awaiting Transmission

Use this procedure to cancel a transmission after the original has been scanned.

### Note

- If transmission finishes while you are carrying out this procedure, it will not be canceled.
- If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent. All pages, up to the page before scanning stopped, are sent to the other end.

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



- 2 Press the **[OK]** key.
- 3 Display the file you want to delete.

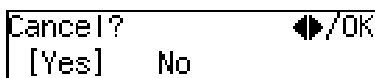
Enter the file number with the number keys, or search using **[◀]** or **[▶]**.



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

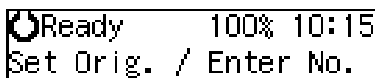
**4** Press the **[OK]** key.

**5** Press **◀** or **▶** to select "Yes".



Cancel? ▶/OK  
[Yes] No

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



Ready 100% 10:15  
Set Orig. / Enter No.

The file is deleted, and the standby display reappears

# Immediate Transmission

Immediate Transmission is convenient when:

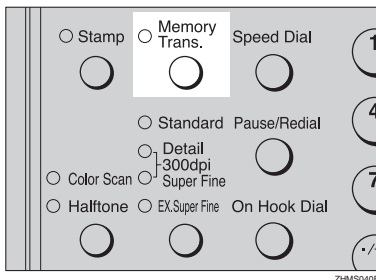
- You want to send an original immediately as it is scanning.
- You want to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

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.
- When the Backup File Transmission Setting is on, Immediate Transmission cannot be used. See p.140 "Backup File Transmission Settings", *Advanced Features*.

## 1 Check that the Memory Transmission indicator is not lit.



If it is lit, press the **[Memory Trans.]** key.

## 2 Place your original.

### Reference

p.31 "Placing Originals"

## 3 Select any scan settings you require.



### Reference

p.42 "Scan Settings"

## 4 Dial.



### Note

- If you make a mistake, press the **[Clear/Stop]** key, and then enter the correct number again.
- When one G3 line is set as the PSTN line (Outside) and the other as the PABX line (Extension), you need to choose which line you use for each transmission with the Line Select function.



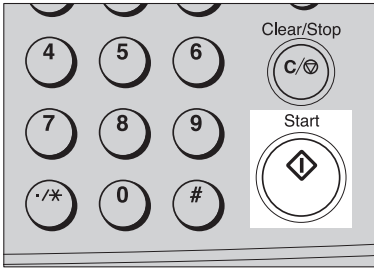
### Reference

p.45 "Dialing"

p.53 "Selecting the Line", *Advanced Features*

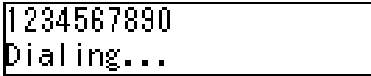


**5** Press the **[Start]** key.



ZHMS050E

The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.



**Reference**

p.55 "Own Name/Fax Header/Own Fax Number"



After transmission the standby display reappears.

## If the Connection Could Not Be Made

If it is not possible to make a connection with the number you specified because the line was busy or there was a line problem, the machine redials automatically.

When you want to remove originals quickly or want to send other fax messages, press the **[Clear/Stop]** key and then resend the fax message using Memory Transmission.

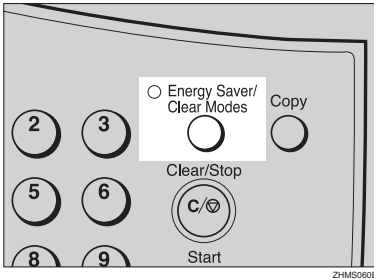
**Note**

- ❑ If communication stops during Immediate Transmission, an original could be jammed. Remove the jammed original and send it again. See p.95 "Clearing Original Jams".

# Canceling an Immediate Transmission

## Before Pressing the Start Key

- 1 Press the **[Energy Saver/Clear Modes]** key.

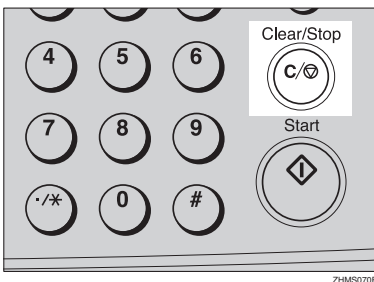


### Note

- When you have already placed the original, you can also cancel the transmission by removing the original from the machine.

## After Pressing the Start Key

- 1 Press the **[Clear/Stop]** key, and then remove the original.



### Note

- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

## When an Original Is Jammed

- 1 Read the message on the display.

```
Clear Misfed
Original(s)
```

- 2 Remove the original.

### Reference

p.95 "Clearing Original Jams"

## Scan Settings

You may want to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has two settings that you can adjust to help you transmit your fax message with the best possible image quality.

### ❖ Resolution:

**Standard, Detail, Super Fine, Extra Super Fine** <sup>\*1</sup>

<sup>\*1</sup> When receiving fax messages or copying with Extra Super Fine, the optional 40MB memory card is required.

### ❖ Original Type:

**Halftone, Color Scan** (Option for Type1)

### Note

- You can set whether the machine returns to the same settings after the power is turned on with the User Parameters (switch 01, bit 7). See p.146 "User Parameters", *Advanced Features* .

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## Resolution

---

Images and text are scanned into the machine by converting them to a sequence of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but faster transmission. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

### ❖ **Standard (8 × 3.85 lines/mm, 200 × 100 dpi)**

Select for originals containing normal sized characters.

### ❖ **Detail (8 × 7.7 lines/mm, 200 × 200 dpi)**

Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as **Standard**.

### ❖ **300 × 300 dpi**

Select when you use the scanner function. For details, see Chapter3, "Using Scan to E-mail Functions" in the NIC FAX unit manual.

### Note

- To select 300 × 300 dpi, the NIC FAX unit (Option for Type1) is required.

### ❖ **Super Fine (16 × 15.4 lines/mm, 400 × 400 dpi)**

This is suitable for originals with small characters like newspapers. Select for originals with very fine details or when you require finer image clarity than **Detail**. This resolution is eight times as fine as **Standard**.

### ❖ **Extra Super Fine (24 × 23.1 lines/mm, 600 × 600 dpi)**

This is suitable for originals with small characters or geometric figures like newspapers. Select when you require finer image clarity than **Super Fine**.

### Note

- When receiving a fax message or copying with Extra Super Fine, the optional 40MB memory card is required.

### ⚠ Limitation

- ❑ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported. This machine can send with **Standard**, **Detail**, **Super Fine** and **Extra Super Fine**. Even if you send the original with **Extra Super Fine**, the other party's machine may receive it with **Fine** (8x15.4 lines/mm, 200 x 400 dpi) or **Detail** (8x7.7 lines/mm, 200 x 200 dpi).
- ❑ When copying or receiving with **Extra Super Fine**, the optional 40MB memory card is required. Turn on the "Ex. Super Fine" with the User Parameters (switch 20; bit 1,3). See p.146 "User Parameters", *Advanced Features* .
- ❑ When sending with **Extra Super Fine**, turn on the "Ex. Super Fine" with the User Parameters (switch 20, bit 2). See p.146 "User Parameters", *Advanced Features* .

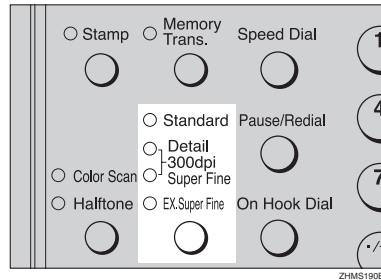
### 📝 Note

- ❑ This machine can receive fax messages with **Standard**, **Detail**, **Super Fine**, and **Extra Super Fine** (optional).
- ❑ You can check the resolution type with the Journal.
- ❑ When turning on the "Ex. Super Fine" with the User Parameters (switch 20; bit 2,3), sending or receiving faxes on multiple lines may not be possible. Copies and received documents may not be printed either.

- ❑ To select 300 x 300 dpi, the NIC FAX unit (Option for Type1) is required. 300 x 300 dpi can be used with the scanner function. When sending fax messages with 300 x 300 dpi, the machine switches to **Detail** automatically.
- ❑ You can set the resolution type after the power is turned on or the **[Energy Saver/Clear Modes]** key is pressed with the User Parameters (switch 00; bit 5,4). See p.146 "User Parameters", *Advanced Features* .

### 1 Press the **[Resolution]** key to switch between resolutions.

The indicators above the key show the current selection.



### 📝 Note

- ❑ When **Detail** and **Super Fine** are lit at the same time, 300 x 300 dpi (optional) is selected.

## Original Type

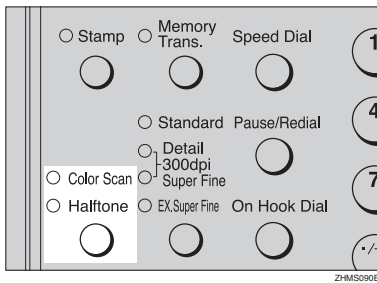
If your original contains photographs or colored illustrations, select **Half-tone** to optimize image clarity.

When you select **Color Scan**, color originals can be scanned with the scanner function (optional). For details, see “Scanning a Color Original” in the NIC FAX unit manual.

### Note

- If you select **Half-tone**, the transmission will take longer than when it is not selected.
- Color Scan** cannot be selected with fax transmission.
- You can set whether Half-tone is selected after the power is turned on or the **[Energy Saver/Clear Modes]** key is pressed with the User Parameters (switch 00, bit 7). See p.146 “User Parameters”, *Advanced Features* .

**1** Press the **[Original Type]** key.



## Speed Mode and Standard Mode

Half-tone has two modes, Speed mode and Standard mode. When you select Speed mode, faxes can be transmitted faster, but the resulting images could be inferior to those sent with Standard mode.

### Note

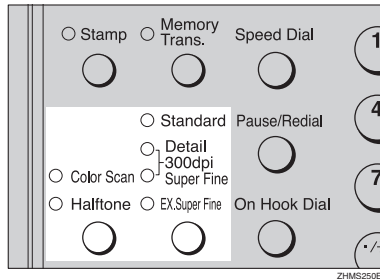
- You can set the mode for Half-tone with the User Parameters (switch 10, bit 7). See p.146 “User Parameters”, *Advanced Features* .

## Changing Scan Settings

When scanning multiple originals using the ADF, you can set scan settings for every page.

**1** Check which pages you want to change the scan settings for.

**2** Make the scan settings for the next page while the previous page is scanned.



# Dialing

There are four main ways to dial a number:

- ◆ **Entering numbers directly**  
See p.45 “Entering Numbers Directly”.
- ◆ **Using Quick Dials**  
See p.47 “Using Quick Dials”.
- ◆ **Using Speed Dials**  
See p.48 “Using Speed Dials”.
- ◆ **Using Group Dials**  
See p.49 “Using Group Dials”.

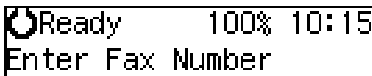
## Entering Numbers Directly

Enter numbers directly using the number keys on the right side of the control panel.

### Note

- Maximum length of a fax number: 254 digits
- You can insert pauses and tones in a fax number. See p.46 “Pause” and p.46 “Tone”

- 1** Place your original, and then select any scan settings you require.



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

The digits appear on the display as you enter them.



### Note

- If you make a mistake, press the **[Clear/Stop]** key and enter again.
- If you want to send this message to more than one destination, press the **[OK]** key, and then enter the next destination.

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

### Limitations When Dialing with the Number Keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 100 numbers in total for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations Specified in a Group

For example, when 90 destinations are programmed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

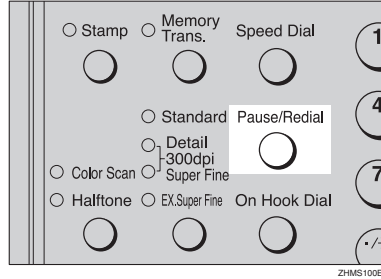
**Note**

- When this machine is requested to transfer a call (i.e. becomes a Transfer Station), two fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- When a total of 100 fax numbers is stored, Memory Transmission dialing with number keys cannot be used. Use Immediate Transmission, or Memory Transmission dialing with Quick Dial, Speed Dial, or Group Dial.
- If a Group is defined when there are files queued for transmission, no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 100. That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- The display shows the percentage of free space in memory for storing documents. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.



**Pause**

Press the **[Pause/Redial]** key when dialing or storing a number to insert about a two-second pause.



**Note**

- You cannot insert a pause before the first digit of a fax number.
- A pause is shown as a "-" on the display.

**◆ When Entering a Pause**



- You can insert a pause in numbers stored in Quick Dials and Speed Dials.

**Tone**

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).

To use Tone, perform one of the following ways:

- Press the User Function key with the Tone function programmed in.
- Press the **[\*]** key.

### Preparation

To use the User Function key with the Tone function programmed in, you need to assign this function to a User Function key beforehand. See p.105 "User Function Keys", *Advanced Features*.

### Limitation

- You cannot place a tone before the first digit of a fax number.
- Some services may not be available when using the Tone feature.

### Note

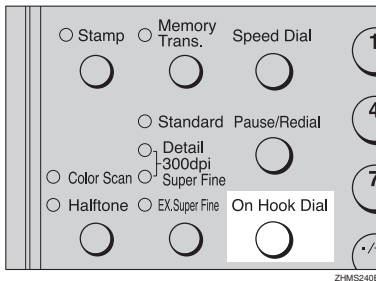
- A tone is shown as a " • " on the display.
- You can choose whether to use the **[\*]** key as a Tone key with the User Parameters. See p.146 "User Parameters", *Advanced Features*.

---

When using Tone with On Hook Dial

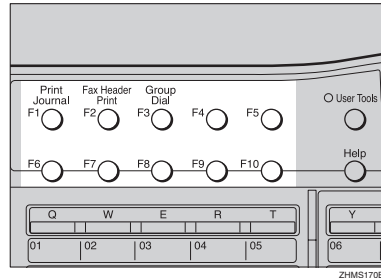
---

### **1** Press the **[On Hook Dial]** key.



### **2** Enter the fax number with the number keys.

### **3** Press the User Function key (**[F1]** to **[F10]**) in which "Tone" is programmed.



### **4** Enter a code number for receiving a special service with the number keys.

#### Note

- The entered number will be sent by tonal signals.

---

## Using Quick Dials

---

You can specify a destination simply by pressing a Quick Dial.

### Preparation

You must program the destination's fax number in a Quick Dial beforehand. Additionally, you can program a name for the destination in the Quick Dial. To program, edit, or delete a Quick Dial, see p.62 "Quick Dial".

#### Note

- To check the contents of all Quick dials, print the Quick Dial list. See p.110 "Reports/Lists", *Advanced Features*.
- Switch between Quick Dials **[01]** to **[30]**, **[31]** to **[60]**, and **[61]** to **[90]** with the Quick Dial Key Flip Plates.



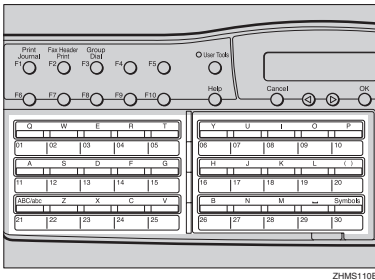
**Reference**

p.45 "Dialing"

- 1 Place your original, and then select any scan settings you require.



- 2 Press the Quick Dial key in which the destination number is programmed.



If the destination's name has been programmed, the name is shown on the display. If it is not, the fax number is shown.



**Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you want to dial another destination, press the **[OK]** key and dial another fax number.

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

## Using Speed Dials

You can specify a destination simply by pressing the **[Speed Dial]** key and a Speed Dial code (000 to 199).

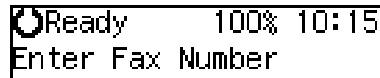
**Preparation**

You must program the destination's fax number in a Speed Dial beforehand. Additionally, you can program a name for the destination in the Speed Dial. To program, edit, or delete Speed Dial, see p.71 "Speed Dial".

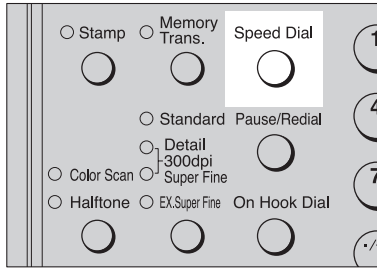
**Note**

- To check the contents of all Speed Dials, print the Speed Dial list. See p.110 "Reports/Lists", *Advanced Features*.
- You can use codes 000-199 for Speed Dials.
- You can have the label stored with a Speed Dial printed on the first page received at the other end.

- 1 Place your original, and then select any scan settings you require.



## 2 Press the **[Speed Dial]** key.



Speed Dial: Enter No.  
[■ ■ ■]

### Note

- “Enter No.” and “Search A/Z” are shown one after the other in the display above. If a search letter is programmed with a Speed Dial, you can find this number quickly using the Telephone Directory function. See p.46 “Telephone Directory”, *Advanced Features* .

## 3 Enter the three digit code (000 to 199) for the destination with the number keys.

Dest. 1 Press Start  
☎ 001 DEF COMPANY

### Note

- If the destination's name has been programmed, the name is shown on the display. If it is not, the fax number is shown.
- If you want to dial another destination, press the **[OK]** key and dial another fax number.
- If you make a mistake, press the **[Clear/Stop]** key and try again.

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

## Using Group Dials

You can store multiple destinations as a single Group and easily specify these destinations by selecting the Group.

The method for specifying Groups differs according to the way they were programmed.

### ❖ When programmed in a Quick Dial

Press the Quick Dial key in which a Group is programmed.

### ❖ When not programmed in a Quick Dial

Use the User Function key. Group Dial is assigned to **[F3]** as a default. If this setting is changed, program the Group function in a User Function key (**[F1]** to **[F10]**). See p.105 “User Function Keys”, *Advanced Features* . When you want to specify a destination, press the User Function key with the Group function programmed in, and then press the Group number with the number keys.

### 📁 Preparation

You must program the destinations' fax numbers in a Group beforehand. Additionally, you can program the destination names and the Group name in the Group. To program, edit, or delete Groups, see p.77 “Groups”.

### Note

- Quick Dials programmed for Groups cannot be used for any other function.
- To check the contents of all Groups, print the Group Dial list. See p.110 “Reports/Lists”, *Advanced Features* .
- You cannot use Immediate Transmission with Groups. You can only use Memory Transmission.

- ❑ You can store up to 250 destinations. If you register the same destination with a Speed Dial, Quick Dial, or number keys in different groups, it is only counted as one item.

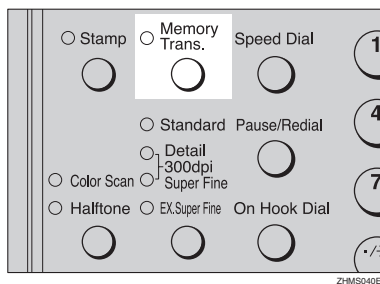
2

**When specifying a group with a Quick Dial**

**Preparation**

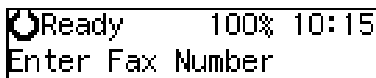
You must program Groups in Quick Dials beforehand. See p.77 "Groups".

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

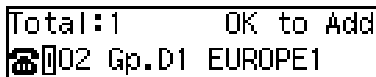


If it is not lit, press the **[Memory Trans.]** key.

- 2** Place your original, and then select any scan settings you require.



- 3** Press the Quick Dial key in which the Group is programmed.



**Note**

- ❑ Group Number is displayed. If the group name is programmed, the group name is also displayed.
- ❑ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ❑ If you want to dial another destination, press the **[OK]** key, and then dial another fax number.

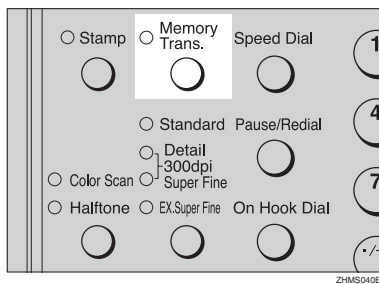
- 4** Press the **[Start]** key.

**When specifying a group with the Group Key**

**Note**

- ❑ Group Dial is assigned to **[F3]** as a default. If this setting is changed, you must program the Group function in a User Function key beforehand. See p.105 "User Function Keys", *Advanced Features* .

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



If it is not lit, press the **[Memory Trans.]** key.

- 2** Place your original, and then select any scan settings you require.

```
Ready 100% 10:15
Enter Fax Number
```

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

```
Group Dial: Enter No.
[Gp.D]
```

- 4** Enter the Group number (1 to 9) with the number keys.

```
Total:3 Press Start
Gp.D1 EUROPE1
```

 **Note**

- Group Number is displayed. If the group name is programmed, the group name is also displayed.
  - 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/Stop]** key. The display will return to that in step **2**.
- 5** Press the **[Start]** key.

# Reception Modes

The machine can treat incoming fax messages 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 want to answer all calls yourself and decide whether they are fax transmissions or telephone calls.

The machine will ring continuously until you answer the call, so you have to be near the machine at all times.

### ◆ Auto Receive

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

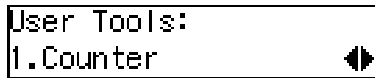
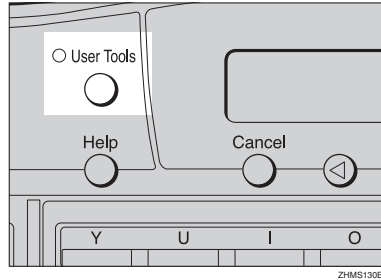
## Selecting the Reception Mode

Select the Reception Mode using the following procedure.

### 🔧 Note

- ❑ When the optional extra G3 interface unit is installed, only Auto Receive can be used with G3-2.
- ❑ You can assign the procedure of selecting the Reception Mode to a User Function key. See p.105 "User Function Keys", *Advanced Features*. When you press the User Function key in which it is assigned, proceed to step 1 in the following procedure.

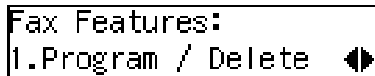
**1** Press the **[User Tools]** key.



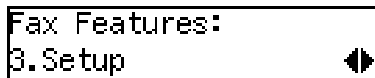
**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



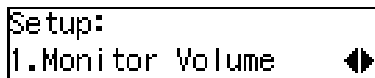
**3** Press the **[OK]** key.



**4** Press **⏪** or **⏩** until "3. Setup" is displayed.



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



- 6** Press **⏪** or **⏩** until "5. Reception Mode" is displayed.

```
Setup:
5.Reception Mode  ⏪/⏩
```

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

```
Reception Mode:  ⏪/OK
[Auto Receive]
```

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

```
Reception Mode:  ⏪/OK
Manual Receive
```

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

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

```
Ready 100% 10:15
Set Orig. / Enter No.
```

## Receiving Messages in Manual Receive

In this mode 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:

- 1** Pick up the handset of the external telephone 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 originals from the ADF.
- 4** Press the **[Start]** key.
- 5** Replace the handset.



# 3. Programming

## Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made 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 programmed on that machine will appear on yours.

#### ! Limitation

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

### ◆ Fax Header

This is ordinarily your name or company name. Your fax header can be up to 32 characters long and is printed on the header of every page you send.

You can program Fax Header1 or Fax Header2. When you send originals using Quick Dial or Speed Dial, you can select which Fax Header will be printed on the message received by the other party.

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

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

#### ✎ Note

- In some areas, the Own Fax Number is preprogrammed by your service representative and cannot be re-programmed by the user.

#### ! 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.
- You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See p.146 "User Parameters", *Advanced Features* .

#### ✎ Note

- When the optional extra G3 interface unit is installed, register using the "G3-2 Analog Line". See p.158 "G3 Analog Line", *Advanced Features* .
- Make sure that the machine is in standby mode before performing the following procedures.





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

```
Fax Header 1: [ABC] /OK
MAIN OFFICE■■■■■■■■■■
```

The programmed Own Name is displayed.

If your Fax Header is the same as your Own Name, proceed to step **13**.

- 13** Enter your Fax Header.

```
Fax Header 1: [ABC] /OK
LONDON MAIN OFFICE■■■■
```

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

```
Fax Information:
2.Fax Header 1 ▶
```

**Note**

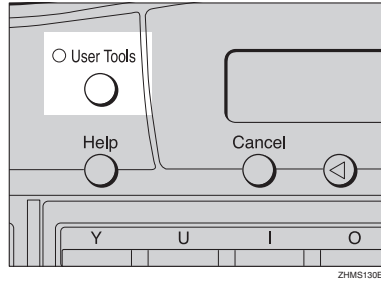
- When you program both Fax Header1 and Fax Header2, repeat from steps **13** to **14**.

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

The standby display reappears.

## Editing

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



```
User Tools:
1.Counter ▶
```

- 2** Press **◀** or **▶** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ▶
```

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

```
Fax Features:
1.Program / Delete ▶
```

- 4** Press **◀** or **▶** until " 3. Setup " is displayed.

```
Fax Features:
3.Setup ▶
```

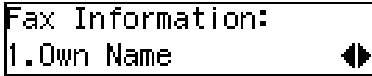
- 5** Press the **[OK]** key.

```
Setup:
1.Monitor Volume ▶
```

- 6** Press **◀** or **▶** until "6. Fax Information" is displayed.

```
Setup:
6.Fax Information ▶
```

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

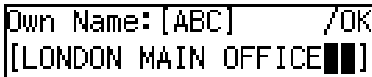


**8** Press **⏪** or **⏩** to select the item that you want to edit.

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



**10** Press the **[Clear/Stop]** key, and then reenter Own Name or Fax Header.

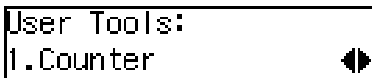
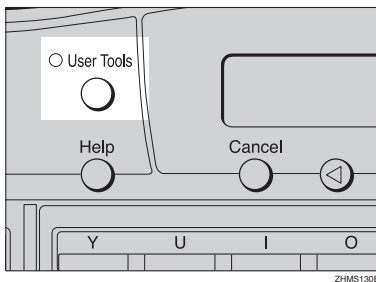


**11** Press the **[OK]** key.

**12** Press the **[User Tools]** key.  
The standby display reappears.

**Deleting**

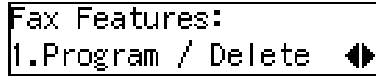
**1** Press the **[User Tools]** key.



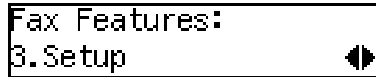
**2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.



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



**4** Press **⏪** or **⏩** until " 3. Setup " is displayed.



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



**6** Press **⏪** or **⏩** until "6. Fax Information" is displayed.



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



**8** Press **⏪** or **⏩** to select the item that you want to delete.

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



**10** Press the **[Clear/Stop]** key.



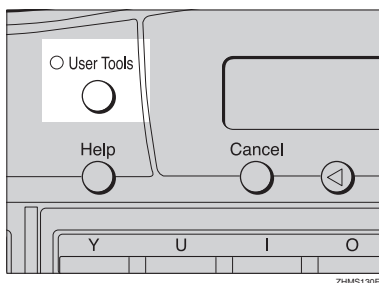
**11** Press the **[OK]** key.

**12** Press the **[User Tools]** key.  
The standby display reappears.



**Editing**

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



```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

- 4** Press **⏪** or **⏩** until " 4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

```
Enter Key Op. Code
[■■■■]
```

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[####] /OK
```

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

```
Key Op. Tools:
1.ADF Counter Reset
```

- 8** Press **⏪** or **⏩** until " 13. G3 Analog Line" is displayed.

```
Key Op. Tools:
13.G3 Analog Line
```

**Note**

- The code for each function that appears on the display varies depending on the installed options.

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

```
G3-1 Analog Line:
1.Own Fax No.
```

Confirm that "1. Own Fax No." is displayed.

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

```
Own Fax No.: /OK
☎0987654321■■■■■■■■■■
```

The programmed Own Fax Number is displayed.

- 11** Press the **[Clear/Stop]** key, and then reenter the Own Fax Number.

```
Own Fax No.: /OK
☎1234567890■■■■■■■■■■
```

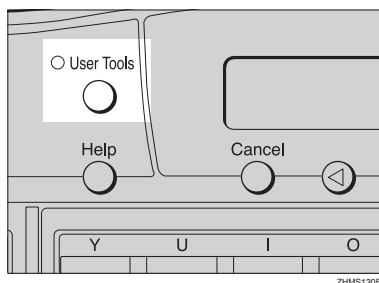
- 12** Press the **[OK]** key.

```
G3-1 Analog Line:
1.Own Fax No.
```

- 13** Press the **[User Tools]** key.  
The standby display reappears.

**Deleting**

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



```
User Tools:
1.Counter
```

- 2**
- Press
- [Left]**
- or
- [Right]**
- until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

- 4**
- Press
- [Left]**
- or
- [Right]**
- until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

```
Enter Key Op. Code
[*****]
```

- 6**
- Press
- [2][2][2][2]**
- .

```
Enter Key Op. Code
[****] /OK
```

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

```
Key Op. Tools:
1.ADF Counter Reset
```

- 8**
- Press
- [Left]**
- or
- [Right]**
- until "13. G3 Analog Line" is displayed.

```
Key Op. Tools:
13.G3 Analog Line
```

**Note**

- The code for each function that appears on the display varies depending on the installed options.

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

```
G3-1 Analog Line:
1.Own Fax No.
```

Confirm that "1. Own Fax No." is displayed.

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

```
Own Fax No.: /OK
☎0987654321
```

The programmed Own Fax Number is displayed.

- 11**
- Press the
- [Clear/Stop]**
- key.

```
Own Fax No.:
☎
```

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

```
G3-1 Analog Line:
1.Own Fax No.
```

- 13**
- Press the
- [User Tools]**
- key.
- 
- The standby display reappears.

## Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

You can program the following items in each key:

3

### ◆ Destination fax number

You can program the destination fax number using up to 254 digits. You can also select SUB code, SEP code, SID, PWD (maximum 20 digits), Tone, and Pause. See p.47 "SUB/SID (SUB Code Transmission)", *Advanced Features* ; p.49 "SEP/PWD (SEP Code Polling Transmission)", *Advanced Features* ; p.46 "Tone", and p.46 "Pause".

### ◆ Destination name

You can program the destination name using up to 20 characters.

### ◆ Others

- Label (whether to print the destination name on faxes sent to this number)
- Select Fax Header  
You can select to print Fax Header1 or Fax Header2 on the fax messages that the other party receives.

### ◆ Important

- We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See p.110 "Reports/Lists", *Advanced Features* .

### 📌 Note

- When a programmed Quick Dial key is being used for a standby Memory Transmission, the messages "This Dial is in Use. Cannot Change.", or "This Dial is in Use. Cannot Delete." is displayed and you cannot change or delete the destination for this key.
- If a Quick Dial key with a programmed destination is programmed with Auto Document, the document is sent by just pressing the Quick Dial key. See p.60 "Auto Document", *Advanced Features* .
- You can assign the procedure of programming Quick Dial to a User Function key. See p.105 "User Function Keys", *Advanced Features* . When you press the User Function key to which it is assigned, proceed to step ③ in the following procedure.
- Make sure that the machine is in standby mode before performing the following procedure.





- ❑ You can insert a pause by pressing the **[Pause/Redial]** key (you cannot enter a pause before the first digit of a fax number).
- ❑ You can program SUB, SEP, SID, and PWD in this step with the Dial Option function. See p.47 “SUB/SID (SUB Code Transmission)”, *Advanced Features* and p.49 “SEP/PWD (SEP Code Polling Transmission)”, *Advanced Features* .

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

```

001 [ABC] Name
[ ]
  
```

If you do not program the destination name, proceed to step 10.

**10** Enter the destination name.

```

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

**Reference**

p.86 “Entering Characters”

**Note**

- ❑ Under rare circumstances, garbled characters may appear during name programming if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, and then enter the destination name.

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

```

Label Insertion: /OK
On [Off]
  
```

**12** Press **[Left]** or **[Right]** to select "On" or "Off".

```

Label Insertion: /OK
[On] Off
  
```

**Note**

- ❑ Label insertion allows the receiver name that is programmed in a Quick Dial or Speed Dial to be printed on the fax when it is received at the other end. See p.58 “Label Insertion”, *Advanced Features* .

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

```

Fax Header: /OK
[Hdr.1] Hdr.2
  
```

**14** Press **[Left]** or **[Right]** to select "Hdr. 1" or "Hdr. 2".

```

Fax Header: /OK
Hdr.1 [Hdr.2]
  
```

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

```

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

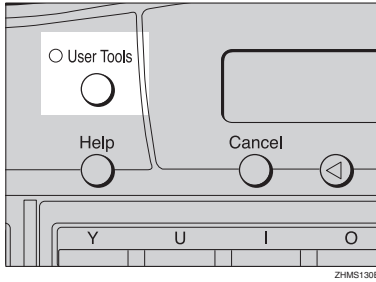
If you want to program another Quick Dial, proceed to step 5.

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

The standby display reappears.

## Editing

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



```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

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

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

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

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

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

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

- 6** Display the number of the Quick Dial key you want to edit.

Press a Quick Dial key, or search using **⏪** or **⏩**.

```
Program? /OK
01 ABC COMPANY
```

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

```
01 Press OK
1234567890
```

If you do not edit the number, proceed to step **8**.

- 8** Press the **[Clear/Stop]** key, and then reenter the fax number with the number keys.

```
01 Press OK
0987654321
```

### Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.

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

```
01 [ABC] /OK
[ABC COMPANY]
```

If you do not edit the destination name, proceed to step **10**.

- 10** Press the **[Clear/Stop]** key, and then reenter the destination name.

```
01 [ABC] /OK
[XYZ COMPANY]
```

### Reference

p.86 "Entering Characters"

**Note**

- Under rare circumstances, garbled characters may appear during name registration if you use the **[Pause/Redial]** key to display the fax number of parties located in other countries. If this happens, simply delete the garbled characters using **[Left]** or **[Right]** and the **[Clear/Stop]** keys, and then enter the destination name.

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

The name is programmed.

```
Label Insertion:  ◀/OK
On  [Off]
```

**2** Press **[Left]** or **[Right]** to select either "On" or "Off".

```
Label Insertion:  ◀/OK
[On]  Off
```

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

```
Fax Header:      ◀/OK
[Hdr.1]  Hdr.2
```

**4** Press **[Left]** or **[Right]** to select "Hdr. 1" or "Hdr. 2".

```
Fax Header:      ◀/OK
Hdr.1  [Hdr.2]
```

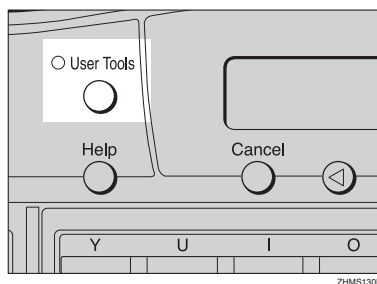
**5** Press the **[OK]** key.

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

If you want to edit another Quick Dial, proceed to step **5**.

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

The standby display reappears.

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

```
User Tools:
1.Counter  ▶
```

**2** Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features  ▶
```

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

```
Fax Features:
1.Program / Delete  ▶
```

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

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

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

**5** Press **[Left]** or **[Right]** until "2. Delete Quick Dial" is displayed.

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

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

```
Press Key to Delete
(Browse◀▶)
```

- 7** 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
```

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

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

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

If you want to delete another Quick Dial key, proceed to step **6**.

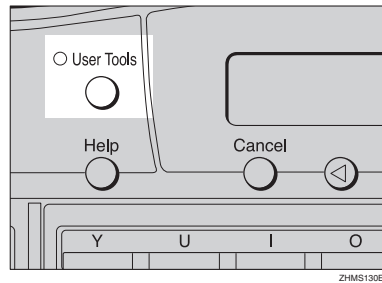
- 9** Press the **[User Tools]** key.

The standby display reappears.

## Quick Dial Key Label (Dial Label)

You can print a template that can be used to make labels for Quick Dial keys. The template will have the destination or Group names programmed in Quick Dial keys on it.

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



```
User Tools:
1.Counter ▶
```

- 2** Press ◀ or ▶ until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features ▶
```

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

```
Fax Features:
1.Program / Delete ▶
```

- 4** Press ◀ or ▶ until "2. Reports / Lists" is displayed.

```
Fax Features:
2.Reports / Lists ▶
```

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

```
Reports / Lists:
1.Journal ▶
```

- 6** Press ◀ or ▶ until "4. Quick Dial Label" is displayed.

```
Reports / Lists:  
4.Quick Dial Label ◀▶
```

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

```
Quick Dial Label:  
Press Start to Print
```

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

After Quick Dial Label is printed, the standby display reappears.

**Label paper**

P. 1

\* \* \* QUICK DIAL / USER FUNCTION LABEL (APR. 15, 2003 10:23) \* \* \*

FAX HEADER 1: ABC  
FAX HEADER 2: DEF

QUICK DIAL LABEL

01:	ABC Com	02:	XYZ Com	03:	04:	05:	06:	07:	08:	09:	10:
11:	Map	12:		13:		14:		15:		16:	
21:	Free poll.	22:		23:		24:		25:		26:	
31:		32:		33:		34:		35:		36:	
41:		42:		43:		44:		45:		46:	
51:		52:		53:		54:		55:		56:	
61:		62:		63:		64:		65:		66:	
71:		72:		73:		74:		75:		76:	
81:		82:		83:		84:		85:		86:	
87:		88:		89:		90:					

USER FUNCTION LABEL

PRINT	FAX HEAD.	GROUP	
JOURNAL	PRINT		

CUT ALONG THE DOTTED LINES AND SET THE LABEL (S) TO THE OPERATION PANEL

3

**1. Quick Dial key number**  
The number of the Quick Dial key the destination is programmed in.

**2. Destination**  
The other party's name or Group name programmed in the Quick Dial.

**3. The name of an Auto Document**

The name for a document programmed as an Auto Document.

**4. The name of a program**

When a program is stored on the Quick Dial key, the name is printed.

**5. The contents of the User Function keys**

The contents of the User Function keys is printed.

**6. FAX HEADER1 and FAX HEADER2**

The name programmed as FAX HEADER1 and FAX HEADER2.

# Speed Dial

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

You can program the following items in a Speed Dial:

## ◆ Destination fax number

You can program the destination fax number using up to 254 digits for each number.

You can also select SUB code, SEP code, SID, PWD (maximum 20 digits), Tone, and Pause. See p.47 "SUB/SID (SUB Code Transmission)", *Advanced Features* ; p.49 "SEP/PWD (SEP Code Polling Transmission)", *Advanced Features* ; p.46 "Tone"; and p.46 "Pause".

## ◆ Destination name

You can program the destination name using up to 20 characters.

## ◆ Other items

- Label Insertion  
If you turn Label Insertion on, the receiver name programmed in Speed Dial will be printed on the fax 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". See p.58 "Label Insertion", *Advanced Features* .
- Telephone Directory search letter  
You can program a search letter (A/a to Z/z). See p.46 "Telephone Directory", *Advanced Features* .

- Select Fax Header

You can select to print Fax Header1 or Fax Header2 on fax messages that the other party receives.

## ⚠ Important

- ☐ We recommend that you print the Speed Dial list and keep it when you program or change a destination. See p.110 "Reports/Lists", *Advanced Features* .

## ⚠ Limitation

- ☐ When a programmed Speed Dial is being used for a standby Memory Transmission, the message " This Dial is in Use. Cannot Change. ", or " This Dial is in Use. Cannot Delete. " is displayed and you cannot change or delete the destination for this key.

## 📝 Note

- ☐ Make sure that the machine is in standby mode before performing the following procedures.

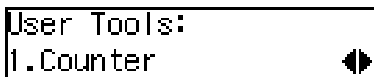
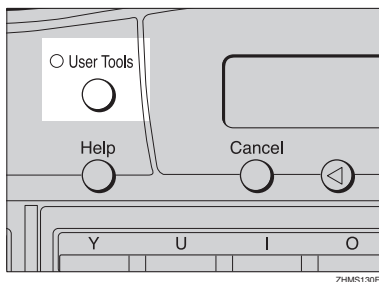


## Programming

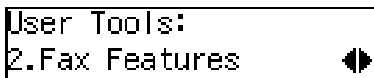
**Note**

- There are 200 numbers available.
- You can specify codes 000 to 199.

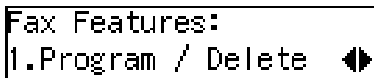
**1** Press the **[User Tools]** key.



**2** Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.



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



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

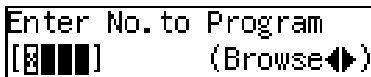
**4** Press the **[OK]** key.



**5** Press **[Left]** or **[Right]** until " 3. Prog. Speed Dial " is displayed.

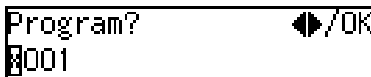


**6** Press the **[OK]** key.



**7** Display the number of the Speed Dial you want to program (000 to 199).

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



**Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If a Speed Dial number has already been programmed, the contents are displayed. Press **[Left]** or **[Right]** to select an unprogrammed number, and then press the **[OK]** key.

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



**9** Enter a fax number with the number keys.



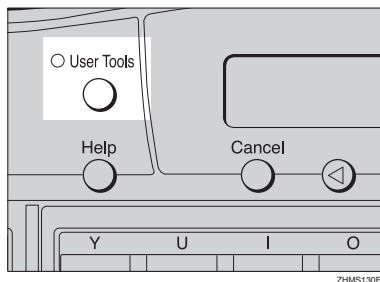
**Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- You can redial the number. Press the **[Pause/Redial]** key before entering a fax number with the number keys, and 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.



## Editing

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



```
User Tools:
1.Counter
```

- 2 Press **[Left]** or **[Right]** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

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

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

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

- 5 Press **[Left]** or **[Right]** until " 3. Prog. Speed Dial " is displayed.

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

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

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

- 7 Display the number of the Speed Dial you want to edit (000 to 199).

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

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

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

```
001 Press OK
1234567890
```

If you do not edit the number, proceed to step 10.

- 9 Press the **[Clear/Stop]** key, and then reenter the fax number with the number keys.

```
001 Press OK
0987654321
```

**Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.

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

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

If you do not edit the destination name, proceed to step 12.

- 11 Press the **[Clear/Stop]** key, and then reenter the Destination name.

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

**Reference**

p.86 "Entering Characters"

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

- 13** Enter the search letter (A/a to Z/z) for Telephone Directory.

```
Speed Dial Dir.: /OK
[D]
```

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

```
Label Insertion: ◀/OK
On [Off]
```

- 15** Press **⏪** or **⏩** to select "On" or "Off".

```
Label Insertion: ◀/OK
[On] Off
```

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

```
Fax Header: ◀/OK
[Hdr.1] Hdr.2
```

- 17** Press **⏪** or **⏩** to select "Hdr. 1" or "Hdr. 2".

```
Fax Header: ◀/OK
Hdr.1 [Hdr.2]
```

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

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

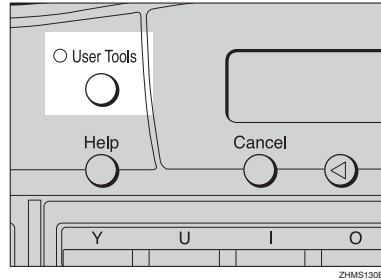
If you want to edit another Speed Dial number, proceed to step **6**.

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

The standby display reappears.

## Deleting

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



```
User Tools:
1.Counter ▶
```

- 2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ▶
```

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

```
Fax Features:
1.Program / Delete ▶
```

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

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

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

- 5** Press **⏪** or **⏩** until " 4. Delete Speed Dial " is displayed.

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

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

```
Enter No. to Delete
[#####] (Browse▶)
```

**7** Display the Speed Dial number you want to delete (000 to 199).

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



Delete? ▶/OK  
0001 DEF COMPANY

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

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



Program / Delete:  
4.Delete Speed Dial ▶

If you want to delete another Speed Dial number, proceed to step 6.

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

The standby display reappears.

# Groups

If you regularly broadcast originals 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.

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

You can program the following items in a Group:

- ❖ **Destination fax numbers (up to 250 numbers for each group)**

You can program the destination fax number using up to 254 digits for each number.

- ❖ **Group name**

You can program the group name using up to 20 characters.

-  **Important**

- ☐ It is recommended that you print the Group Dial list and keep it after programming or editing Groups. See p.110 "Reports/Lists", *Advanced Features* .

## Programming

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 the Quick Dial key. However, if you use Quick Dial keys to program groups, you will be able to program fewer Quick Dial keys .

-  **Note**

- ☐ You cannot program another function in a Quick Dial key already used for a group. Also, you cannot program groups in a Quick Dial key already used for another function.

- ❖ **Assigning groups to the Group Dial key**

Use the User Function key with the Group Dial function programmed in. You need to assign the Group Dial function to a User Function key beforehand. Group Dial is assigned to **[F3]** as a default. See p.105 "User Function Keys", *Advanced Features* .

To send a fax, press the Group Dial key, and then enter the group number (1 to 9). To specify a group using a Group Dial key, one more step is required than when using a Quick Dial key. However, multiple groups can be programmed in a Group Dial key, thus leaving the Quick Dial keys to be used more effectively.

**Reference**

p.49 "Using Group Dials"

**Note**

- ❑ Make sure that the machine is in standby mode before performing the following procedures.
- ❑ You can program up to nine groups.
- ❑ The maximum number of destinations you can program in a group is 250.
- ❑ The combined maximum number of destinations you can program in all groups is 390. This number can be composed of up to 90 Quick Dial numbers, 200 Speed Dial numbers, and 100 numbers entered directly with the number keys.
- ❑ If you program 100 destinations with the number keys, Memory Transmission using the number keys becomes unavailable, and only Immediate Transmission is available.
- ❑ If you program a group with the number keys when a file is waiting to be transmitted, a message is displayed. You sometimes cannot program any more destinations even when the number of specified destination is 99 or less.
- ❑ It is recommended that you print the Group Dial list and keep it when you program or change destinations. See p.110 "Reports/Lists", *Advanced Features* .
- ❑ If you program the same destination in different groups, it is only counted as one item.

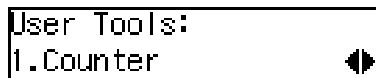
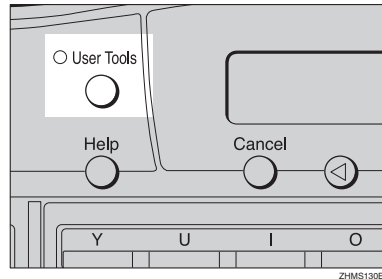
- ❑ The table below shows how to count numbers.

Group1	Group2	Total Number of items
Quick Dial [01]	Quick Dial [01]	8
Quick Dial [03]		
Quick Dial [05]	Quick Dial [05]	
Speed Dial [04]	Speed Dial [04]	
Speed Dial [06]		
	Speed Dial [09]	
Number keys 12345678	Number keys 12345678	
Number keys 87654321		

**Reference**

p.45 "Limitations When Dialing with the Number Keys"

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



- 2** Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

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

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

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

- 5** Press **[Left]** or **[Right]** until "5. Prog. Group Dial" is displayed.

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

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

```
Enter No. / Press Key
[Gp.D1] (Browse)
```

- 7** Display the number of the Group you want to program (1 to 9).

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

```
Program?
Gp.D1
```

 **Note**

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

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

```
Gp.D1:#1 Fax No.
[Phone Icon] [Bar Graph]
```

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

Enter the fax number with the number keys.

```
Gp.D1:#1 Press OK
[Phone Icon] 123456789 [Bar Graph]
```

Press a Quick Dial key.

```
Gp.D1:#1 Press OK
[Phone Icon] 01 ABC COMPANY
```

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

```
Gp.D1:#1 Press OK
[Phone Icon] 000 London office
```

 **Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- You can use "Redial" when specifying the destination. See p.46 "Redial", *Advanced Features*.
- To enter "-", press the **[Pause/Redial]** key.
- You can program SUB, SEP, SID, and PWD in this step with the Dial Option function. See p.47 "SUB/SID (SUB Code Transmission)", *Advanced Features* and p.49 "SEP/PWD (SEP Code Polling Transmission)", *Advanced Features*.



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

```

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

Confirm that "Add" is selected.

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

```

Gp.D1:#2 Fax No.
[█]
    
```

- 12** Repeat steps **9** to **11** for all the destinations you want to program in the Group.

- 13** If you finished adding a destination, press the **⏪** or **⏩** to select "Exit".

```

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

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

```

Gp.D1 [ABC] Name
[█]
    
```

If you do not program the Group name, proceed to step **16**.

- 15** Enter the Group name.

```

Gp.D1 [abc] /OK
[Europe█]
    
```

 **Reference**

p.86 "Entering Characters"

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

```

Assign to Key? ◀/OK
Yes [No]
    
```

- 17** Press **⏪** or **⏩** to select whether to assign the Group to a Quick Dial key.

```

Assign to Key? ◀/OK
[Yes] No
    
```

If you want to assign the Group to a Quick Dial key, select "Yes".

If you do not, select "No", and then proceed to step **20**.

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

```

Press Quick Dial Key
(Browse▶)
    
```

- 19** Press the Quick Dial key you want to program the Group in.

```

Assign to Key? ◀/OK
002
    
```

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

```

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

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

The standby display reappears.

## Editing

You can edit the group name or add destinations for programmed groups.

To edit a destination:

### ❖ For destinations programmed in Quick Dial or Speed Dial

Edit the contents of the programmed Quick Dial or Speed Dial. See p.62 "Quick Dial" and p.71 "Speed Dial".

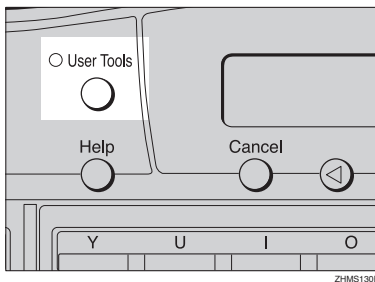
### ❖ For destinations programmed with number keys

Delete the destination you want to edit from the group, and then program the new destination.

#### Note

- When a programmed Group is being used for a standby Memory Transmission, you cannot edit the group name or add destinations for the group.

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



```
User Tools:
1.Counter
```

#### 2 Press $\leftarrow$ or $\rightarrow$ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

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

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

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

#### 5 Press $\leftarrow$ or $\rightarrow$ until " 5. Prog. Group Dial " is displayed.

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

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

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

#### 7 Display the number of the Group you want to edit (1 to 9).

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

```
Program? /OK
Gp.D1 Europe
```

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

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

Confirm that "Yes" is selected.

If you do not add a destination, press  $\leftarrow$  or  $\rightarrow$  to select "No", and then proceed to step 9.

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

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

Confirm that "Add" is selected.

3

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



11 Specify the destination using one of the following three methods:

Enter the fax number with the number keys.



Press a Quick Dial key.



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



**Note**

- You can use "Redial" when specifying the destination. See p.46 "Redial", *Advanced Features* .

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



Confirm that "Add" is selected.

13 To add another destination, repeat steps 10 to 12.

14 If you finished adding a destination, press the **[Left]** or **[Right]** to select "Exit".



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



Programmed Group name is displayed.

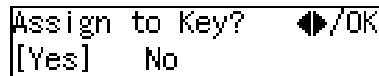
If you do not edit the Group name, proceed to step 17.

16 Press the **[Clear/Stop]** key, and then enter another name.



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

18 Press **[Left]** or **[Right]** to select whether to assign the Group to a Quick Dial key.



If you want to assign the Group to a Quick Dial key, select "Yes".

If you do not, select "No", and then proceed to step 21.

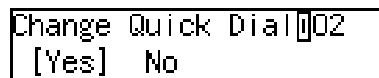
19 Perform one of the following procedures:

---

When the group was assigned to a Quick Dial key

---

1 Press **[Left]** or **[Right]** to select whether to change the assigned Quick Dial key.



If you want to assign the Group to another Quick Dial key, select "Yes".

If you do not, select "No", and then proceed to step 21.

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

```
Press Quick Dial Key
(Browse◀▶)
```

When the group was not assigned to a Quick Dial key

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

```
Press Quick Dial Key
(Browse◀▶)
```

- 20 Press the Quick Dial key you want to assign the Group.

```
Assign to Key? ◀▶/OK
005
```

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

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

If you want to edit another Group, proceed to step 6.

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

The standby display reappears.

## Deleting

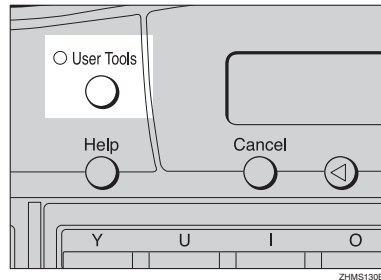
### Note

- When a programmed Group is being used for a standby Memory Transmission, you cannot delete the destination for the 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

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

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



```
User Tools:
1.Counter ◀▶
```

- 2 Press **◀** or **▶** until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features ◀▶
```

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

```
Fax Features:
1.Program / Delete ◀▶
```

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

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

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

- 5** Press **⏪** or **⏩** until " 5. Prog. Group Dial " is displayed.

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

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

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

- 7** Display the group number for the destination you want to delete (1 to 9).

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

```
Program?
Gp.D1 Europe1
```

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

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

Confirm that "Yes" is selected.

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

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

- 10** Press **⏪** or **⏩** to select "Delete".

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

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

```
Select Destination
with
```

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

```
Delete?
000 London office
```

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

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

To delete another destination, repeat steps **10** to **13**.

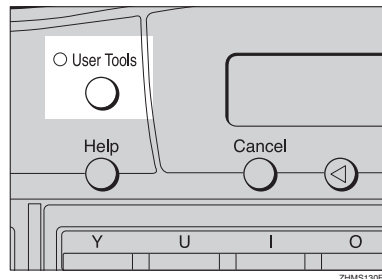
- 14** Press the **[User Tools]** key.

The standby display reappears.

**To delete an entire group**

The following procedure describes how to delete all destinations from a Group.

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



```
User Tools:
1.Counter
```

- 2** Press  $\leftarrow$  or  $\rightarrow$  until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features  ◀▶
```

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

```
Fax Features:
1.Program / Delete  ◀▶
```

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

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

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

- 5** Press  $\leftarrow$  or  $\rightarrow$  until " 6. Delete Group Dial " is displayed.

```
Program / Delete:
6.Delete Group Dial  ◀▶
```

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

```
Enter No. / Press Key
[Gp.D] (Browse◀▶)
```

- 7** Display the number of the group you want to delete (1 to 9).

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

```
Delete? ◀▶/OK
Gp.D1 Europe1
```

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

```
Program / Delete:
6.Delete Group Dial  ◀▶
```

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

The standby display reappears.

# Entering Characters

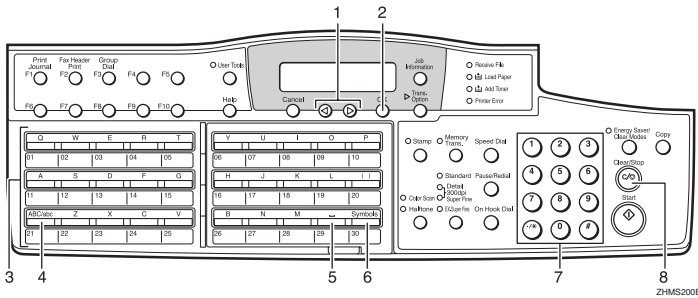
This section describes how to enter characters.

## Available Characters

- Letters:  
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols:  
- \_ (space) . , ( ) / @ & \$ ! " ' # \* % + : ; < = > ? ^ [ ] ` { | } ~
- Numbers:  
0123456789

## Keys

The following illustration is for Type1.



### 1. ⏪ or ⏩

Use to move the cursor left or right and to select a symbol.

### 2. [OK] key

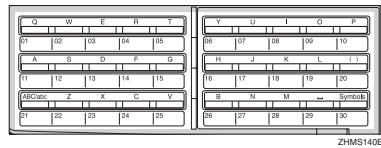
Press to program entered characters.

### 3. Quick Dial keys

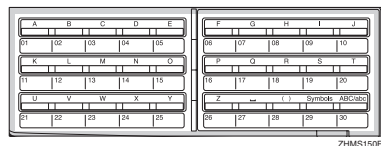
Press these keys to enter upper and lower case letters.

There are four types of keyboard layout. See p.162 "Key Layout", *Advanced Features* .

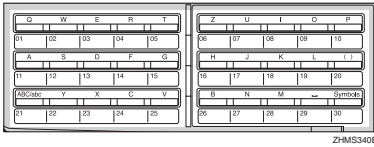
### • QWERTY layout



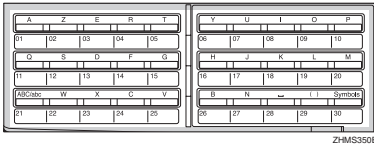
### • ABCDEF layout



- QWERTZ layout



- AZERT layout



#### 4. **[ABC/abc]** key (Quick Dial 21, 51, or 81)

Use to switch between upper and lower case.

#### 5. **Space** key (Quick Dial 29, 59, or 89)

Press to enter a space.

#### 6. **[Symbols]** key (Quick Dial 30, 60, or 90)

Press to enter symbols.

#### 7. **Number** keys

Use to enter numbers.

#### 8. **[Clear/Stop]** key

Deletes the character at the cursor position. If the cursor is placed to the right of the last character at the right end of a line, that character will be deleted.

## How to Enter Characters

The following procedure describes how to enter characters.

### Note

- When you enter a character, it is displayed at the position of the cursor. If there is a character at the cursor position, the entered character is displayed before the character.

### 1 Enter letters, symbols, or numbers.

Characters are entered and the cursor moves.

- For letters, press the Quick Dial keys.
- For symbols, press the **[Symbols]** key and Ⓞ or Ⓟ to select the symbol, and then press the **[OK]** key.
- For numbers, press the number keys.

### Note

- When you make a mistake, press the **[Clear/Stop]** key.
- When you want to insert a character, move the cursor to the character right of the position you want to enter the character, and enter the character. The inserted character is displayed left of the cursor position.

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



 **Wild Cards**

When you program other parties' Own Name or Own Fax Numbers for multiple destinations, you can program a sequence of characters common to these identifications as a wild card instead of programming every identification.

If a destination has an Own Name or Own Fax Number containing a wild card, the machine determines that the destination matches the registered destination.

◆ **Not using a wild card**

Destination to be registered (Own Name)	Number of programmed identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

◆ **Using a wild card**

Destination to be registered (Own Name)	Number of programmed identifications
BRANCH	1


 **Note**

- You can program up to 50 wild cards.
- Spaces are neglected when the machine compares identifications.
- You can use wild cards for the following functions:
  - Authorized Reception  
See p.123 "Authorized Reception", *Advanced Features* .

- Memory Lock  
See p.125 "Memory Lock", *Advanced Features* .
- Multi Copy Reception  
See p.127 "Multi-copy Reception", *Advanced Features* .
- Specified Tray  
See p.130 "Specified Tray", *Advanced Features* .
- Two-sided Reception  
See p.132 "Two-sided Reception", *Advanced Features* .
- Forwarding  
See p.136 "Forwarding", *Advanced Features* .

# 4. Troubleshooting

## Loading Paper in the Main Paper Tray

If there is no paper in the main paper tray, the  indicator on the control panel lights.

Use the following procedure to load paper.

### Important

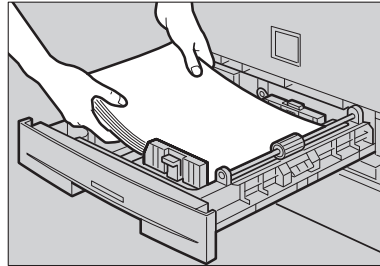
- When loading paper, be careful not to pinch your fingers inside the machine.
- Before loading paper, make sure that the machine is not delivering a copy or a received fax message.
- Do not use stapled paper or conductive paper, such as carbon paper or silver coated paper.

### Note

- You can load up to 250 sheets in the main paper tray.
- Regarding paper types and sizes that can be used, see p.208 "Recommended paper sizes and types", *Advanced Features*.

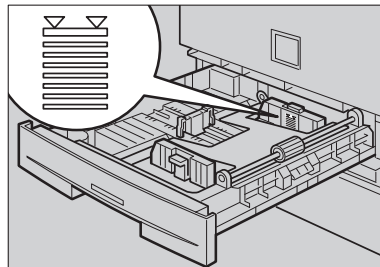
- 1** Pull out the main paper tray until it stops.

- 2** Push the metal plate down, and then square the paper and load it into the tray.



### Important

- Do not stack paper over the limit mark.



### Note

- Fan the paper before setting it in the tray.

- 3** Push the main paper tray in until it stops.

# Replacing the Toner Cartridge

When the Add Toner indicator (🔊) starts to blink, the toner cartridge is almost empty. About 50 pages can be printed while the Add Toner indicator blinks, but replace the toner cartridge soon.

When the Add Toner indicator (🔊) remains lit, printing is not possible.

**⚠️ WARNING:**

- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Dispose of the used toner cartridge in accordance with the local regulations.**

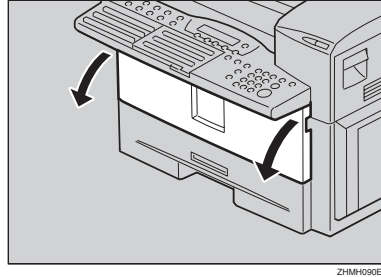
**⚠️ CAUTION:**

- **Keep toner (used or unused) and toner cartridges out of the reach of children.**

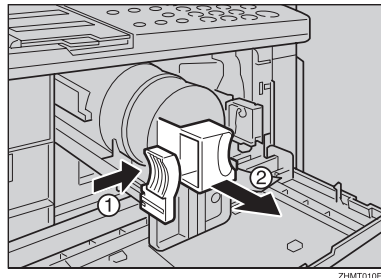
**🔊 Important**

- Used toner cartridges can be recycled. Please contact the seller of this machine.
- Make sure the power is turned on when replacing the toner cartridge.
- Always use toner cartridges recommended specifically for this model. Using any other type could damage the machine.
- Do not leave the front cover open for a protracted length of time. Exposing the toner cartridge to light for an extended period of time may cause it to deteriorate, so replace the cartridge as quickly as possible.
- Do not position the toner cartridge upside down or at an angle.

**1** Open the front cover.

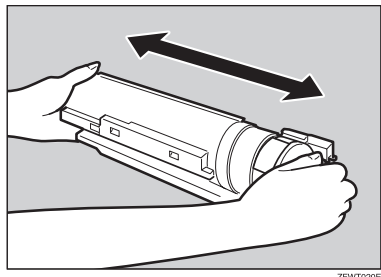


**2** Push the lever (1) and pull out the old toner cartridge holding (1) and (2).

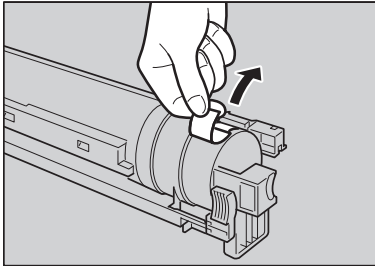


**3** Prepare the new toner cartridge.

Hold the cartridge horizontally and shake it gently from side to side a few times.



- 4** Remove the tape from the toner cartridge.

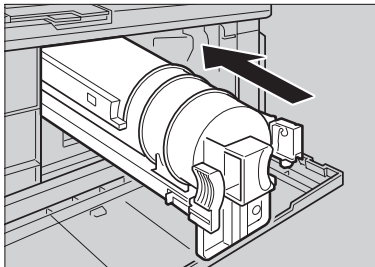


ZFWT030E

**Important**

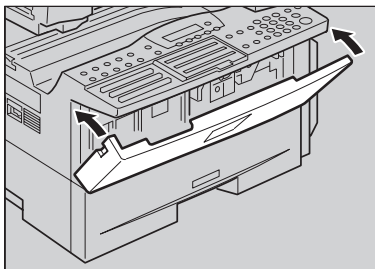
- The front cover will not close properly if the toner cartridge is set into the machine incorrectly. If the cover will not close, remove the cartridge and set it again.

- 5** Insert the toner cartridge and make sure it locks securely into place.



ZHMT020E

- 6** Close the front cover.



ZHMH100E

## Toner Cartridge Storage

Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.

Dispose of the used toner cartridge in accordance with the local regulations.

Keep toner (used or unused) and toner cartridge out of the reach of children.

- 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 cartridge.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

# Adjusting Volume

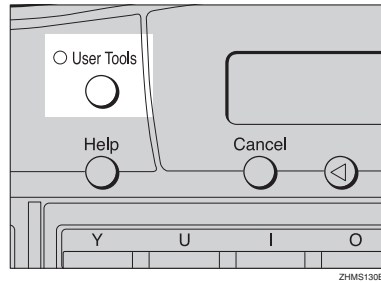
You can change the volume of the following sounds the machine makes:


- ❖ **On Hook**  
Sounds when you press the **[On Hook Dial]** key.
- ❖ **Transmission**  
Sounds when the machine sends a message.
- ❖ **Reception**  
Sounds when the machine receives a message.
- ❖ **Dialing**  
After pressing the **[Start]** key, this sound is made until the line connects to the destination.
- ❖ **Key Tone**  
Sounds when keys on the Control Panel are pressed.
- ❖ **Alarm**  
Sounds as a warning.



## Note

- When using On Hook Dial, you can adjust the volume on the display by pressing the **[On Hook Dial]** key. See p.51 "On Hook Dial", *Advanced Features* .
- You can assign the Monitor Volume function to a User Function key. See p.105 "User Function Keys", *Advanced Features* . When you press the User Function key with this function programmed in, proceed to step 3 in the following procedure.
- Make sure that the machine is in standby mode before performing the following procedure.

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




User Tools:  
1.Counter 



- 2 Press  or  until " 2. Fax Features " is displayed.


User Tools:  
2.Fax Features 

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


Fax Features:  
1.Program / Delete 

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

- 4 Press  or  until " 3. Setup " is displayed.

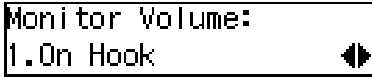
Fax Features:  
3.Setup 

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

Setup:  
1.Monitor Volume 

Confirm that " 1. Monitor Volume " is displayed.

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



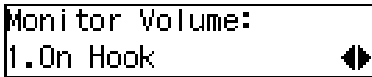
**7** Press **⏪** or **⏩** to select the item you want to adjust, and then press the **[OK]** key.



**8** Press **⏪** or **⏩** to adjust the volume.



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



If you want to adjust another item, repeat steps **7** to **9**.

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

The standby display reappears.


.....

**⚙️ Emit a Beep When a Communication Is Complete**

If you set "Emit a beep when a communication is complete" on with the User Parameters (switch 01, bit 6), a beep will be emitted when a communication is complete. This is useful for knowing when a fax message has been received or a transmission is complete. See p.146 "User Parameters", *Advanced Features*.

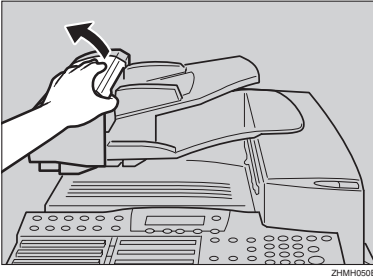
.....

# Clearing Original Jams

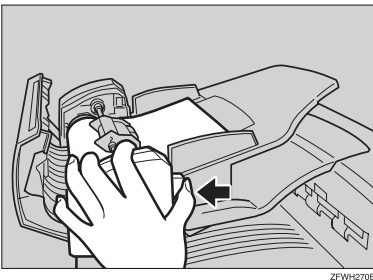
If an original is jammed, the  indicator blinks and "Clear Misfed Original (s)" is displayed.

Perform the following procedure to clear the jammed original.

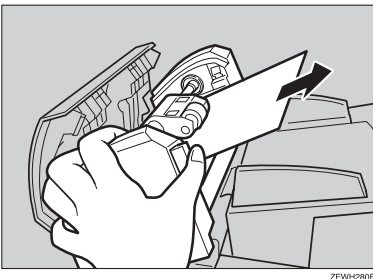
- 1** Open the ADF cover.



- 2** While pushing the release button, lift the ADF unit.



- 3** Remove the original.



- 4** Close the ADF unit and ADF cover making sure they click firmly into place.



# Clearing a Copy, Fax, or Print Jam

If a copy, fax, or printed paper is jammed, the **4** indicator blinks and "Clear Misfed Paper" is displayed.

Perform the following procedure to clear the jammed paper.

The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise an injury might occur.

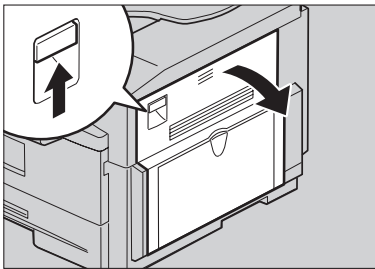
### Important

- The fusing unit 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.

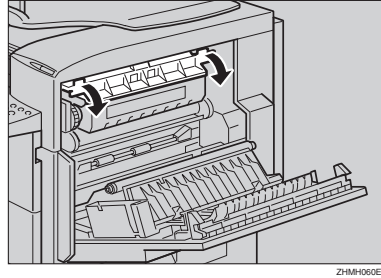
### Note

- If paper jams occur in the optional paper tray unit, see p.179 "Clearing a Paper Jam in the Optional Paper Tray Unit", *Advanced Features*.

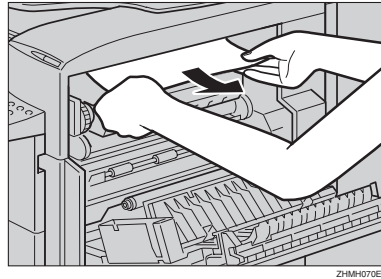
## **1** Open the right cover.



## **2** Open the blue cover.



## **3** Pull out the jammed paper.

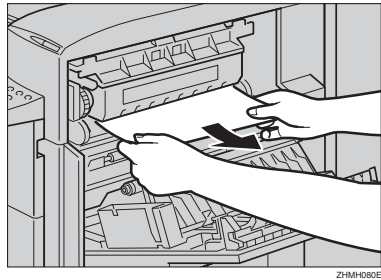



---

When paper is caught in the lower unit

---

## **1** Pull out the jammed paper.

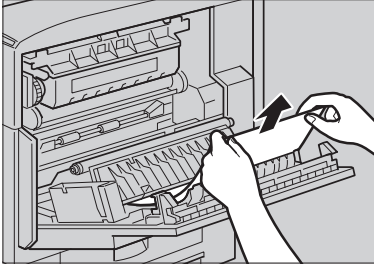


---

When paper is caught in the right cover

---

- 1** Pull out the jammed paper.



ZHM4210E

- 4** Close the right cover making sure it clicks firmly into place.

## Error Messages






The following messages may appear while you are operating or programming the machine.

Message	Causes and Solutions
No Files Exist	One of the following: <ul style="list-style-type: none"> <li>• There are no documents in memory waiting for transmission.</li> <li>• Incorrect file number is entered. Check the file number and try again.</li> <li>• No polling reception operations have been programmed.</li> </ul>
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 in Use as an Auto Document	This Quick Dial key has an Auto Document stored in it.
This Key is Not Programmed	One of the following: <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	One of the following: <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.
Communication Failed	A communication was not successful.
Please Change The Remote ID.	The Requesting Party entered the wrong Remote ID five times successively while making a Remote Transfer Request to the Transfer Station (your machine).
Load Paper	Paper is loaded in none of the paper trays.
Clear Misfed Original(s)	A original is jammed in the ADF.
Clear Misfed Paper	Paper is jammed in the printer.
Close Front/Right Cover	The front cover or right cover is not closed properly.
Close Lower Right Cover	The lower right cover is not closed properly.

Message	Causes and Solutions
Close ADF Cover	The ADF cover is not closed properly.
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.
This Dial is in Use. Cannot Delete. This Dial is in Use. Cannot Change.	This Quick Dial or Speed Dial is being used (such as for a standby Memory Transmission).
Some Page(s) are Blank	An almost entirely blank document was scanned. Check your document.
Time to Change PCU	Replace the PCU.
Reset PCU Correctly	The PCU is not set correctly.
Toner is Almost Empty	The toner cartridge is nearly empty.
Replace Toner	The toner cartridge is empty. Install a new cartridge.
Copy Mode Locked	Copy mode is disabled. Enable it with the User Parameters.
Replace ADF Maintenance Kit	Replace the ADF Maintenance Kit.
Clean Contact Glass and White Strip	Wipe the contact glass and the white strip.


# Indicators

4

Problem	Causes	Solutions
 is lit red.	Paper has run out	Load paper. See p.89 "Loading Paper in the Main Paper Tray".
 is lit red.	Toner is exhausted	Replace the toner cartridge. See p.90 "Replacing the Toner Cartridge".   <b>Note</b> <input type="checkbox"/> Even if there is no toner left, you can still send fax messages.
 is lit red.	Paper is jammed	Remove the jammed paper. See p.95 "Clearing Original Jams" and p.96 "Clearing a Copy, Fax, or Print Jam".
 is lit red.	Cover is open	Close the cover.
The <b>Receive File</b> indicator is lit.	You have received a message into memory. (Substitute Reception)	Print the message stored in memory if it is not printed out automatically. See p.73 "Substitute Reception", <i>Advanced Features</i> .

# Solving Problems

This table lists some common problems and their solutions.

Problem	Solutions	Reference
Cannot transmit or receive.	The telephone line may have become disconnected. Make sure it is correctly connected.	p.200 "Connecting to a Telephone Line", <i>Advanced Features</i>
The data stored in the machine memory (Memory Transmission/Reception, Substitute Reception, or Auto Document; or data of other standby document) has been deleted.	Check the Power Failure Report, and then request the sender to send the deleted fax message again or store the deleted document into memory once more.	p.180 "Power Failure Report", <i>Advanced Features</i>
Multiple sheets are fed into the ADF at the same time, or the original will not feed in at all.	If the original is too thick, too thin, or the back surface is slippery, it might not be fed into the ADF properly. Only set appropriate types of originals in the ADF.	p.207 "Acceptable Types of Originals", <i>Advanced Features</i>
Image background appears dirty when received at the other end.	Adjust the scan density.	p.42 "Scan Settings"
Printed or sent image contains black lines or spots.	The ADF is dirty. Make sure that ink or eraser is dry before setting originals.	p.187 "Cleaning the Scanner", <i>Advanced Features</i>
Message appears blank at the other end.	The original was placed with the wrong side facing down. Place it with the opposite side facing down.	p.31 "Placing Originals"
Received image is too light.	Request the sender to increase the image density.	p.207 "Acceptable Types of Originals", <i>Advanced Features</i>
	When using moist, rough or processed paper, the printed image may be hard to see. Only use recommended paper types.	
	When  is blinking, toner is beginning to run out. Replace the toner cartridge soon.	p.90 "Replacing the Toner Cartridge"

Problem	Solutions	Reference
You cannot add any destinations to a Group even though the maximum capacity does not seem to have been reached.	100 destinations have been programmed with the number keys. Program additional destinations with Quick Dials or Speed Dials instead.	p.47 "Using Quick Dials" or p.48 "Using Speed Dials"
Cannot print onto paper even though it is of an appropriate size.	Make sure the paper size detection plate for the main paper tray or optional paper tray unit matches the paper size actually loaded in that tray or unit.	p.184 "Changing the Paper Size", <i>Advanced Features</i>
Some part of a copied image is missing.	Check that the original is placed correctly.	p.31 "Placing Originals"
	Select the correct sized paper.	p.208 "Recommended paper sizes and types", <i>Advanced Features</i>
Cannot have messages or copies printed on both sides of paper.	Specify the tray for which Two-Sided Printing is turned on.	p.114 "Paper Tray for Two-sided Printing", <i>Advanced Features</i>
When you turn the power on, the high-pitched alarm sounds and nothing is shown on the display.	The optional 40MB memory card may not be inserted properly. Turn the power off, and then install the optional 40MB memory card properly. If the alarm sounds when you turn the power on after installing the optional 40MB memory card properly, contact your service representative.	p.202 "40MB Memory Card", <i>Advanced Features</i>

## When Things Don't Go as Expected

This table lists operations which allow you to cancel Memory Transmission, Immediate Transmission, or copying, or to exit Energy Saver Mode.

Problem	Solutions	Reference
You want to cancel a Memory Transmission.	If the original is being scanned, press the <b>【Clear/Stop】</b> key. After the original is has been scanned, press the <b>【Job Information】</b> key.	p.36 "Canceling a Memory Transmission"
You want to cancel Immediate Transmission.	Press the <b>【Clear/Stop】</b> key.	p.41 "Canceling an Immediate Transmission"
You want to cancel copying.	Press the <b>【Stop】</b> key.	p.85 "Copying", <i>Advanced Features</i>
You want to exit Energy Saver Mode.	Press the <b>【Clear Modes/Energy Saver】</b> key or place an original.	p.26 "Exiting Energy Saver Mode"



## Printing the Help List

Press the **[Help]** key and **[Start]** 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 and User Function Key Label

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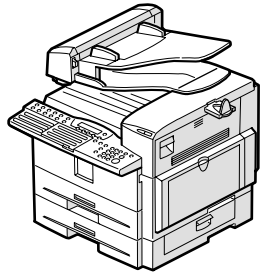
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MEMO



# Facsimile

## Operating Instructions Advanced Features



- 
- 1 Transmission Options
  - 2 Communication Information
  - 3 Other Transmission Features
  - 4 Reception Features
  - 5 Copying
  - 6 Facsimile User Tools
  - 7 Key Operator Settings
  - 8 Solving Operation Problems
  - 9 Maintaining Your Machine
  - 10 Appendix

## **Introduction**

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

### **Notes:**

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

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

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

### **Important**

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

### **Machine Types**

The model names of the machine do not appear in the following pages. Check the type of your machine before reading this manual.

- Type1: NIC FAX Unit and Color Unit are options.
- Type2: NIC FAX Unit and Color Unit are standards.

### **Power Source:**

220–240V, 50/60Hz

Please be sure to connect the power cord to a power source as above. For details about the power source, see Chapter 10, “Connecting the Power and Switching On” in the Advanced Features manual.

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# How to Read This Manual

The following set of symbols is used in this manual.

## **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 Basic 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 Basic 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 information or preparations required prior to operating.

## **Note**

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

## **Limitation**

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

## **Reference**

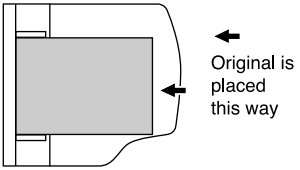
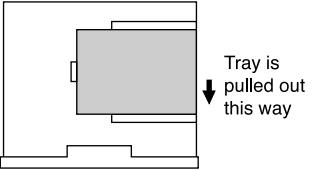

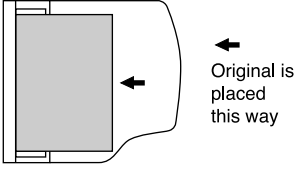
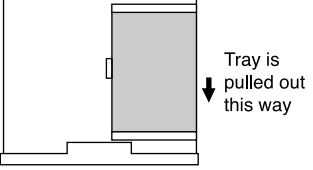

This symbol indicates a reference.

**[    ]**



Keys built into the control panel of the machine.



# Paper Mark

Paper directions in this book are shown as follows.



Originals placed on the ADF	Paper loaded in the tray	Paper direction
 <p>Original is placed this way</p>	 <p>Tray is pulled out this way</p>	
 <p>Original is placed this way</p>	 <p>Tray is pulled out this way</p>	

GFKAM10N

Portrait direction for originals is shown as , and landscape direction for originals is shown as .

Portrait direction for paper in the paper tray is shown as , and landscape direction for paper in the paper tray is shown as .

## Note

  represents originals or paper.

## Reference

For details about the Auto Document Feeder (ADF), see p.18 “Guide to Components”, *Basic Features*.

# Manuals for This Machine

---

## 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.

---

## Before You Use This Machine

---

The Before You Use This Machine manual explains how to set up your machine.

---

## NIC FAX Unit Manual (on CD-ROM)

---

The NIC Fax Unit manual explains about the Scanner function, Internet Fax function, IP-Fax function, and LAN FAX function.

 **Note**

- NIC FAX unit is an option for Type1.
- 

## NIC FAX Unit CD-ROM Manual

---

Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM. How to access the NIC FAX unit manual in PDF file on the CD-ROM is also explained.

 **Note**

- NIC FAX unit is an option for Type1.

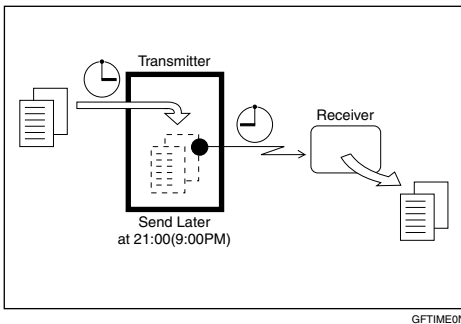




# 1. Transmission Options

## Sending at a Specific Time (Send Later)

Using the Send Later function, 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 of transmission.



### Important

❑ If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

### Note

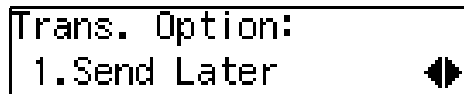
❑ You cannot specify a time more than 24 hours into the future.

❑ If you want to use Economy Transmission, program the time when your phone charges get cheaper. See p.142 "Economy Transmission".

❑ You can assign the Economy Transmission function to a User Function key. See p.105 "User Function Keys". When you press the User Function key with this function programmed in, proceed to step 1 in the following procedure.

1 Place your original, and then select any scan settings you require.

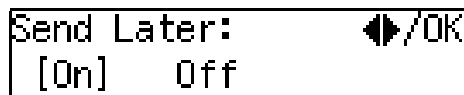
2 Press the [Trans. Option] key.



Confirm that "1. Send Later" is displayed.

3 Press the [OK] key.

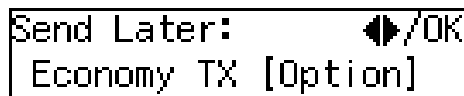
4 Press ⏪ or ⏩ to select "On".



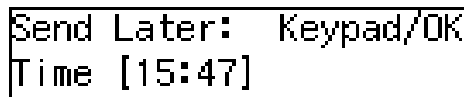
5 Press the [OK] key.

### Specifying a time

1 Confirm that "Option" is selected.



2 Press the [OK] key.



### Note

❑ If the current time shown on the display is not correct, adjust it. See p.111 "Date/Time".

- 3 Enter the time that you want to send the fax message with the number keys.

Send Later: Keypad/OK  
Time [11:30]

 **Note**

- You can enter any time between 00:00 and 23:59.
- If you make a mistake, press the **[Clear/Stop]** key and try again.
- To cancel Send Later, press the **[Cancel]** key and the display in step 2 reappears.

---

Sending at Economy  
Transmission Time

---

- 1 Press **[Left]** or **[Right]** to select "Economy TX".

Send Later: /OK  
[Economy TX] Option

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

Send Later: Keypad/OK  
Time [23:00]

The programmed Economy Transmission Time is displayed.

 **Note**

- To cancel Send Later, press the **[Cancel]** key and the display in step 2 reappears.

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

- 7 Specify the destination.

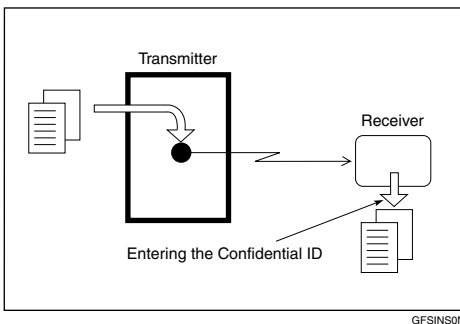
- 8 Press the **[Start]** key.

 **Note**

- To cancel an Immediate Transmission set up for Send Later, remove the original. To cancel a Memory Transmission set up for Send Later, see p.25 "Canceling a Transmission or Reception".

# Sending Confidential Messages

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 the Confidential ID is entered.



There are two types of Confidential Transmission:

## ❖ Default ID

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.

## ❖ ID Override

If you want 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.

## 📌 Limitation

- ❑ The destination machine must be of the same make and have the Confidential Reception feature.

## 📝 Note

- ❑ We recommend that you program the Confidential ID beforehand. See p.156 "ID Codes".
- ❑ An ID can be any 4-digit number except 0000.
- ❑ The destination machine must have enough memory available.

**1** Place your original, and then select any scan settings you require.

**2** Press the **[Trans. Option]** key.

**3** Press **◀** or **▶** until "2. Confidential TX" is displayed.

```
Trans. Option:
 2. Confidential TX
```

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

**5** Press **◀** or **▶** to select "On".

```
Conf. TX: [On] Off
```

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

**7** Select the type of Confidential Transmission.

Normal Confidential Transmission

- 1 Confirm that "Default" is selected.



Note

- To cancel the Confidential Transmission, press the **[Cancel]** key and the display in step 3 reappears.

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

Confidential ID Override Option

- 1 Press **[Left]** or **[Right]** to select "Override".



- 2 Press the **[OK]** key.
- 3 Enter the Confidential ID (4 digits) with the number keys.



Note

- To cancel the Confidential Transmission, press the **[Cancel]** key and the display in step 3 reappears.

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

- 8 Specify the destination.

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

Note

- To cancel an Immediate Transmission set up for Confidential Transmission, remove the original. To cancel a Memory Transmission set up for Confidential Transmission, see p.25 "Canceling a Transmission or Reception".

Sending Confidential Messages to Other Makers' Machines

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 confidential fax messages to and receive confidential fax messages from other makers' machines that have the SUB/SID feature. See p.11 "SUB Code Transmission".

# User Code Transmission

User codes allow you to keep track of machine usage. If everyone uses a user code when they use the fax machine, the codes or the names programmed for the codes will be printed in the Journal and other reports. This will help you to check who has been using the machine and how often.

### Preparation

To program user codes, create a Personal Box for each user beforehand. The SUB code you specify will become the user's user code. See p.170 "Programming/changing Personal Boxes".

### Note

- User names (the name of the Personal Box) can be printed on faxes, lists, or reports printed at the other end.
- When a user name is programmed with a user code, and a fax message is sent with the Label Insertion function assigned to either a Quick Dial key or Speed Dial set to on, you can have the receiver name which is programmed in a Quick Dial key or Speed Dial and the user name printed on the message when it is received at the other end. See p.58 "Label Insertion".
- Instead of the Fax Header, you can choose the user name (the name of the Personal Box) to be printed at the same position on the message. You can turn this function on or off with the User Parameters. See p.146 "User Parameters" (switch 20, bit 5).

- You can assign the User Code Transmission function to a User Function key. See p.105 "User Function Keys". When you press the User Function key with this function programmed in, proceed to step 1 in the following procedure.

- 1 Place your original, and then select any scan settings you require.
- 2 Press the **[Trans. Option]** key.
- 3 Press **◀** or **▶** until "3. User Code" is displayed.



- 4 Press the **[OK]** key.
- 5 Press **◀** or **▶** to select "On".



- 6 Press the **[OK]** key.
- 7 Enter a user code/SUB code (up to 20 characters) with the number keys.



### Note

- If you incorrectly enter the code, press the **[Clear/Stop]** key and try again.
- To cancel the User Code Transmission, press the **[Cancel]** key and the display in step 3 reappears.

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

 **Note**

- The programmed user name is displayed for two seconds.
- When an unprogrammed user code is entered, the message "The Code Entered is not Programmed" appears. Then the display in step **7** reappears.

**9** Specify the destination.

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

 **Note**

- To cancel an Immediate Transmission set up for User Code Transmission, remove the original. To cancel a Memory Transmission set up for User Code Transmission, see p.25 "Canceling a Transmission or Reception" .

# SUB Code Transmission

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 confidential fax messages to and receive confidential fax messages from other makers' machines that have the SUB/SID feature.

This feature is used when sending faxes to other parties' Personal Boxes or Transfer Boxes.

## Reference

p.47 "SUB/SID (SUB Code Transmission)"

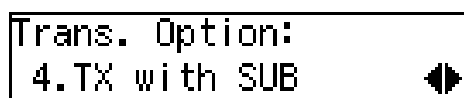
p.169 "Personal Boxes"

p.173 "Transfer Boxes"

**1** Place your original, and then select any scan settings you require.

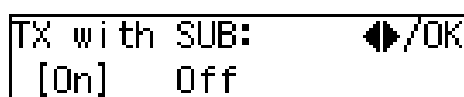
**2** Press the **[Trans. Option]** key.

**3** Press **⏪** or **⏩** until "4. TX with SUB" is displayed.



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

**5** Press **⏪** or **⏩** to select "On".



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

**7** Specify the destination.



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

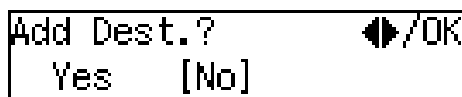
**9** Enter the SUB code (up to 20 characters).



### Note

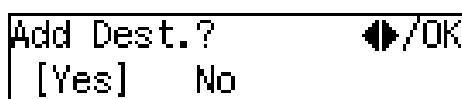
- You can enter digits 0–9, #, \*, and spaces (the first character cannot be a space).
- If you incorrectly enter the code, press the **[Clear/Stop]** key and try again.

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



If you do not add a destination, confirm that "No" is selected, and then proceed to step **11**.

**11** Press **⏪** or **⏩** to select "Yes".



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

Repeat steps **7** to **11** for all destinations you want to specify.

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

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

### Note

- To cancel an Immediate Transmission set up for SUB Code Transmission, remove the original. To cancel a Memory Transmission set up for SUB Code Transmission, see p.25 "Canceling a 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. Your machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the procedure below.

## Reference

p.49 "SEP/PWD (SEP Code Polling Transmission)"

p.16 "Polling Transmission"

**1** Press the **[Trans. Option]** key.

**2** Press **⏪** or **⏩** until "5. RX with SEP" is displayed.

```

Trans. Option:
5. RX with SEP
  
```

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

**4** Press **⏪** or **⏩** to select "On".

```

RX with SEP:
[On] Off
  
```

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

**6** Specify the destination.

```

Dest. 1          Press OK
☎123456789
  
```

## Note

If you make a mistake, press the **[Clear/Stop]** key and try again.

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

**8** Enter the SEP code (up to 20 characters).

```

SEP:          Press OK
[56785678
  
```

## Note

You can enter digits 0-9, #, \*, and spaces (the first character cannot be a space).

If you incorrectly enter the code, press the **[Clear/Stop]** key and try again.

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

```

Add Dest.?
Yes [No]
  
```

If you do not add a destination, confirm that "No" is selected, and then proceed to step **10**.

**10** Press **⏪** or **⏩** to select "Yes".

```

Add Dest.?
[Yes] No
  
```

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

Repeat steps **6** to **10** for all destinations you want to specify.

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

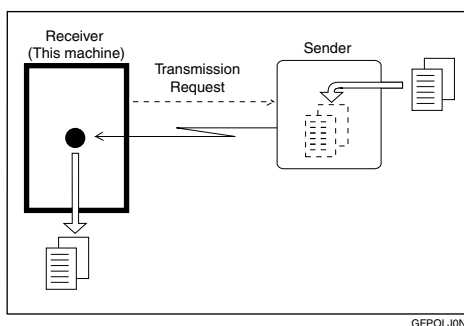
**13** Press the **[Start]** key.

## Note

You can cancel SEP Code Polling Reception. See p.25 "Canceling a Transmission or Reception".

# Polling Reception

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke programs to fully exploit this feature).



There are two types of Polling Reception.

## ❖ Default ID 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).

## ❖ Override ID Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching IDs. If no IDs match, any messages that does 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 Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- ❑ To receive a message sent by Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to use a machine of the same make as the sender's machine that has polling capability. With Free Polling Reception, a message can be also received from other manufacturer's machines as long as they have a polling capability.

## 📝 Note

- ❑ A Polling ID may be any four character combination of numbers (0 to 9) and letters (A to F) except 0000 and FFFF.

## 🔍 Reference

p.16 "Polling Transmission"

**1** Press the **[Trans. Option]** key.

**2** Press **⏪** or **⏩** until "6. Polling RX" is displayed.

```
Trans. Option:
6. Polling RX
```

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

**4** Press **⏪** or **⏩** to select "On".

```
Polling RX:
[On] Off
```

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

**6** Select the type of Polling Reception.

---

Default ID Polling Reception

---

**1** Confirm that "Default" is selected.



**Note**

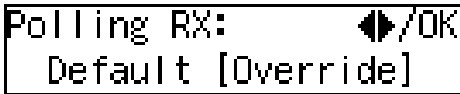
- To cancel Polling Reception, press the **[Cancel]** key and the display in step **2** reappears.

---

Override ID Polling Reception

---

**1** Press **[Left]** or **[Right]** to select "Override".



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

**3** Enter the Polling ID (four characters) with the number keys or Quick Dial keys A-F.



**Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- To cancel Polling Reception, press the **[Cancel]** key and the display in step **2** reappears.

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

**8** Specify the destination.

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

You can cancel Polling Reception. See p.25 "Canceling a Transmission or Reception".

**Polling Documents from Other Manufacturers' Fax Machines**

Standard Polling Reception only works with machines of the same make that have the Polling Reception feature. However, if the other party's fax machine supports SEP Transmission, you can receive documents from them using SEP/PWD Reception.

**Reference**

- p.16 "Polling Transmission"
- p.49 "SEP/PWD (SEP Code Polling Transmission)"
- p.11 "SUB Code Transmission"

---

**File Reserve Report (Polling Reception)**

---

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

**Note**

- You can turn this function on or off with the User Parameters. See p.146 "User Parameters" (switch 03, bit 3).

---

## Communication Result Report (Polling Reception)

---

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

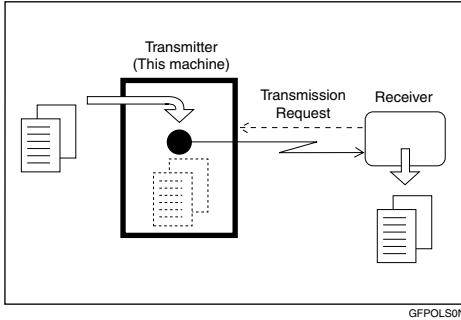
 **Note**

- You can also check the result of a Polling Reception with the Journal. See p.40 “Printing the Journal”.
- You can turn this function on or off with the User Parameters. See p.146 “User Parameters” (switch 03, bit 4).

# Polling Transmission

1

Use Polling Transmission when you want to leave a document in the machine's memory for others to receive. The message will be sent when the other party calls your machine.



There are three types of Polling Transmission.

## ❖ Free Polling Transmission

Anybody can poll the message from your machine. The machine sends it regardless of whether Polling IDs match.

## ❖ Default ID Polling Transmission

The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

## ❖ Override ID Polling Transmission

You must enter an Override Polling ID unique to this transmission. This ID overrides the Polling ID. The user must supply this ID when they poll your machine, and if the IDs match, the message will be sent. Make sure the other party knows the ID you are using in advance.

## 📁 Preparation

Before using Polling Transmission, you must store the Polling ID in your machine. See p.156 "ID Codes".

## ⚠️ Limitation

- ❑ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❑ With Free Polling, a message can also be sent to other manufacturer's machines as long as they have the Polling Reception feature. With Default ID and Override ID Polling Transmission, a document can be sent only to a machine of the same make with the Polling Reception feature.

## 📝 Note

- ❑ A Polling ID may be any four character combinations of numbers (0 to 9) and letters (A to F) except 0000 and FFFF.
- ❑ Free Polling and Default ID Polling Transmission allow only one file to be stored in memory each.
- ❑ Override ID Polling Transmission allows a file to be stored in memory for each ID; a total of up to 250 files can be stored.
- ❑ The communication fee is charged to the receiver.
- ❑ Documents that have been stored in memory and are awaiting Polling Transmission can be printed out. See p.37 "Printing a Stored Message (Print TX File)".

- 1 Place your original, and then select any scan setting you require.
- 2 Press the **[Trans. Option]** key.
- 3 Press **◀** or **▶** until "7. Polling TX" is displayed.

```
Trans. Option:
7.Polling TX  ◀▶
```

- 4 Press the **[OK]** key.
- 5 Press **◀** or **▶** to select "On".

```
Polling TX:  ◀▶/OK
[On]  Off
```

- 6 Press the **[OK]** key.
- 7 Select the type of Polling Transmission.

---

#### Free Polling Transmission

---

- 1 Confirm that "Free" is displayed.

```
Polling TX:  ◀▶/OK
[Free]
```

 **Note**

- To cancel the Polling Transmission, press the **[Cancel]** key and the display in step 3 reappears.

---

#### Default ID Polling Transmission

---

- 1 Press **◀** or **▶** to select "Default ID".

```
Polling TX:  ◀▶/OK
Default ID
```

 **Note**

- To cancel the Polling Transmission, press the **[Cancel]** key and the display in step 3 reappears.

---

#### Override ID Polling Transmission

---

- 1 Press **◀** or **▶** to select "Override ID".

```
Polling TX:  ◀▶/OK
Override ID
```

- 2 Press the **[OK]** key.
- 3 Enter the Polling ID (four characters) with the number keys or Quick Dial keys A-F.

```
Polling TX:  Press OK
Override ID [1234]
```

 **Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- To cancel the Polling Transmission, press the **[Cancel]** key and the display in step 3 reappears.

- 8 Press the **[OK]** key.
- 9 Press **◀** or **▶** to specify whether to save the stored document for repeated use or not.

```
TX Terms  ◀▶/OK
[Save]  Single Use
```

To save the document for repeated use, select "Save". To delete the document immediately after a single transmission, select "Single Use".

 **Note**

- You can choose “Save” or “Single Use” as a default with the User Parameters. See p.146 “User Parameters”.

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

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

Your original is scanned.

 **Note**

- You can cancel transmission of a message set up for Polling Transmission. See p.25 “Canceling a Transmission or Reception”.

 **Polling Transmission with Other Manufacturers' Fax Machines**

Standard Polling Transmission only works with machines of the same make that have the Polling Reception feature. However, if the other party's fax machine supports Polling Reception and SEP Code Polling Reception, you can send documents using the SEP code instead of the Polling ID.

 **Reference**

- p.12 “SEP Code Polling Reception”
- p.49 “SEP/PWD (SEP Code Polling Transmission)”

---

## Polling Transmission Clear Report

---

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

 **Limitation**

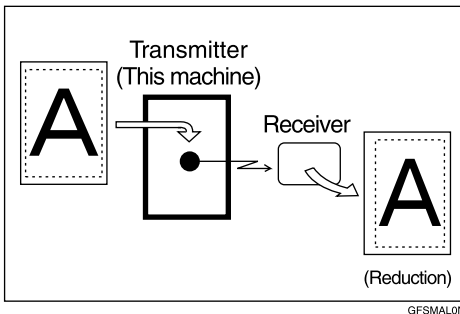
- This report is not printed if the stored documents are saved for repeatedly use. See p.16 “Polling Transmission” .

 **Note**

- You can turn this function on or off with the User Parameters. See p.146 “User Parameters” (switch 03, bit 6).
- You can set whether the sent image is printed on the report with the User Parameters. See p.146 “User Parameters” (switch 04, bit 7).
- You can also check the result of a Polling Transmission with the Journal. See p.40 “Printing the Journal” .

# Reduced Image Transmission

You can reduce the document image slightly to 93% of the original image size by using this feature so that there is extra space on the left edge when the image is printed out by the other party's fax machine. This space is useful when making holes for filing purposes.



## Note

- The document image is reduced perpendicularly in relation to the direction in which the original is fed into the machine.
- Documents attached to a fax message using the Auto Document function are not reduced.
- The Fax Header or Label Insertion printed out at the other end is not reduced by this function.

## Reference

p.101 "Auto Documents"  
 p.23 "Fax Header Print"  
 p.58 "Label Insertion"

**1** Place your original, and then select any scan settings you require.

**2** Press the **[Trans. Option]** key.

**3** Press **◀** or **▶** until "8. Reduced Image TX" is displayed.

```
Trans. Option:
8.Reduced Image TX ◀▶
```

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

**5** Press **◀** or **▶** to select "On".

```
Reduced Image TX ◀▶/OK
[On] Off
```

## Note

- To cancel the Reduced Image Transmission, press the **[Cancel]** key and the display in step **3** reappears.

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

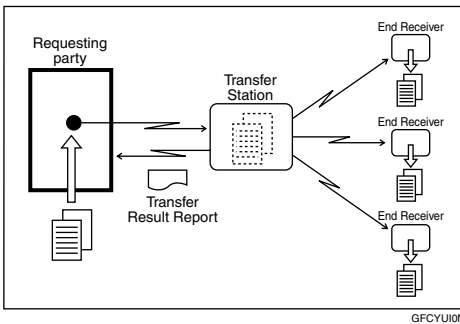
**7** Specify the destination.

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



# Transfer Request

Transfer Request allows fax machines to automatically distribute incoming messages to multiple fax destinations. This feature helps you reduce 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.



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.

## 📁 Preparation

Before you can use this feature you must program the Polling ID and set the Transfer Report. See p.156 "ID Codes" and p.160 "Transfer Report".

## 💡 Limitation

- The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- This function is not available unless the End Receiver's fax number is stored in any of a Quick Dial, Speed Dial, or Group Dial of the Transfer Station.
- This function is not available unless the Requesting Party's (this machine's) fax number is stored in either a Quick Dial or Speed Dial of the Transfer Station.
- Make sure that the return address is set up correctly in the Transfer Station's machine to use this function.
- Make sure that the return address is set up correctly in the Requesting Party's machine to use this function.
- The Polling IDs of the requesting party (this machine) and Transfer Stations must be identical.

## 📝 Note

- You can specify up to 1 Transfer Stations and up to 30 End Receivers per Transfer Station in a Transfer Request.
- When you specify Group Dials stored in the Transfer Station as receivers, one Group Dial is counted as one End Receiver.

**1** Place your original, and then select any scan settings you require.

**2** Press the **[Trans. Option]** key.

- 3** Press **◀** or **▶** until “9. Transfer Request” is displayed.

Trans. Option:  
9. Transfer Request ◀▶

- 4** Press the **[OK]** key.
- 5** Press **◀** or **▶** to select “On”.

Transf. Request: ◀▶/OK  
[On] Off

- 6** Press the **[OK]** key.
- 7** Enter a Transfer Station.

Transf. Stn.: Press OK  
☎ 12345678 ██████████

**Note**

- You cannot specify a Transfer Station and a normal fax destination at the same time.
- Enter the fax numbers of the Transfer Stations with either Quick Dial keys, Speed Dials, or the number keys. See p.45 “Dialing”, *Basic Features*.
- If you make a mistake, press the **[Clear/Stop]** key and try again.

- 8** Press the **[OK]** key.
- 9** Enter an End Receiver.

Receive Stn.: Press OK  
1 [#01 ██████████]

**Note**

- The numbers must be stored in Quick Dial keys, Speed Dials or Groups in the Transfer Station(s).

**Reference**

p.22 “Specifying an End Receiver”

- 10** Press the **[OK]** key.
- 11** Confirm that “Yes” is selected.

Add Recv. Stn.? ◀▶/OK  
[Yes] No

- If you finish adding an End Receiver, press **◀** or **▶** to select “No”, and then proceed to step **12**.

- 12** Press the **[OK]** key.
- Repeat steps **9** to **11** for all End Receivers you want to specify.

**Note**

- To cancel the Transfer Request, press the **[Cancel]** key and the display in step **3** reappears.

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

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

**Note**

- To cancel an Immediate Transmission set up for Transfer Request, remove the original. To cancel a Memory Transmission set up for Transfer Request, see p.25 “Canceling a Transmission or Reception” .

## Transfer Request with Other Manufacturers' Fax Machines

Transfer Request only works with machines of the same make that have the Transfer Station function. However, you can specify other manufacturers' fax machines as the Transfer Station if they support a similar function to this, with the SUB Code Transmission function. Make sure the other party supports this function before making a Transfer Request. See p.47 "SUB/SID (SUB Code Transmission)" and p.11 "SUB Code Transmission".

---

## Specifying an End Receiver

---

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.

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 Dial keys, Speed Dials, or Groups).

The numbers must first have been stored in Quick Dial keys, Speed Dials, or Groups in the Transfer Station(s).

### ❖ Quick Dial

Enter **【#】** followed by the number (three digits) of the Quick Dial where the End Receiver is stored.

For example, to choose the number stored in Quick Dial 001 in the Transfer Station, enter:

**【#】【0】【0】【1】.**

### Note

- ❑ If the End Receivers only support two digits for the Quick Dials, enter the number with 2 digits like **【#】【0】【1】.**

### ❖ Speed Dial

Enter **【#】【\*】** followed by the Speed Dial code (two or three digits).

For example, to choose the number stored in Speed Dial 012 in the Transfer Station, enter: **【#】【\*】【0】【1】【2】**

### Note

- ❑ If the End Receivers only support two digits for the Speed Dials, enter the number with two digits like **【#】【\*】【1】【2】.**

### ❖ Group Dial

Enter **【#】【\*】【\*】** followed by the Group number (two digits).

For example, to choose the number stored in Group 04 in the Transfer Station, enter: **【#】【\*】【\*】【0】【4】.**

# 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.

## Note

- You can assign the Fax Header Print function to a User Function key. By default, it is assigned to **[F2]**. See p.105 "User Function Keys". When you press the User Function key with this function programmed in, proceed to step **7** in the following procedure.
  - You can set the machine so that it prints the Fax Header on the message when it is received on the other end with the User Parameters. It is handy to set this function to the option more frequently used, and then when necessary, you can change the setting back with this feature. See p.146 "User Parameters" (switch 06, bit 0).
  - You can set your machine's internal clock to the current time and date. See p.111 "Date/Time".
- 1** Place your original, and then select any scan settings you require.
  - 2** Press the **[Trans. Option]** key.

- 3** Press **◀** or **▶** until "11. Fax Header Print" is displayed.

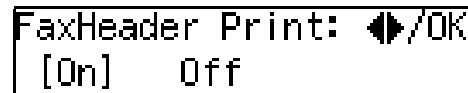


## Note

- The code for each function that appears on the display varies depending on the installed options.

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

- 5** Press **◀** or **▶** to select "On" or "Off".



## Note

- By default, "On" is selected. You can switch the default setting "Off" with the User Parameters.
- To cancel switching the setting, press the **[Cancel]** key and the display in step **3** reappears.

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

- 7** Specify the destination.

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



# 2. Communication Information

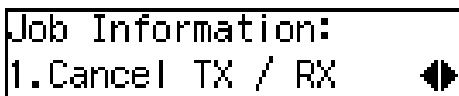
## Canceling a Transmission or Reception

You can cancel the transmission files that have been stored in memory and are awaiting transmission, or the files that have failed to be transmitted. If you notice an error in the destination specified or the contents of a document, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

Also, you can cancel a reception in progress.

This function can be performed for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, and Polling Transmission.

**1** Press the **[Job Information]** key.




```
Job Information:
1. Cancel TX / RX  →
```

Confirm that "1. Cancel TX / RX" is displayed.

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

**3** Display the file you want to cancel.

Enter the file number with the number keys or press ⏪ or ⏩ until the file number is displayed.

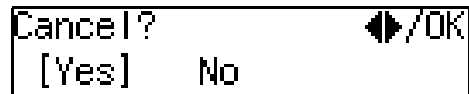


```
Cancel File:      →/OK
No.0007 ABC COMPANY
```

**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
```

**Note**

- If you do not cancel a transmission or reception, press ⏪ or ⏩ to select "No".

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

The standby display reappears.

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

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

### Note

- A document stored in memory can also be printed. See p.37 "Printing a Stored Message (Print TX File)".

**1** Press the **[Job Information]** key.

**2** Press **◀** or **▶** until "2. Print TX File List" is displayed.

```
Job Information:
2.Print TX File List▶
```

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

### Note

- To stop printing, press the **[Cancel]** key and the display in step **2** reappears.

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

The File List is printed out.

**5** Press the **[Job Information]** key.

The standby display reappears.

# Changing Transmission Files

Use this procedure to change destinations or alter the transmission time.

This function can be performed for the files for Memory Transmission, Confidential Transmission, Transfer Request, and Polling Reception.

This section describes how you can:

## ❖ Delete a destination

You can delete selected destinations when more than one destination is specified. If you delete a destination when only one destination is specified, the transmission of the file is canceled.

## ❖ Change a destination

You can change or edit the destinations of a file. However, you cannot change the destinations of files for Transfer Request or Confidential Transmission.

## ❖ Add a destination

You can specify more destinations in addition to the destinations already specified for the selected file.

## ❖ Change the transmission time

You can change the transmission time of the selected file.

## ❖ Start transmission now

You can send selected files first, if memory contains other files queued for transmission.


## 📌 Note

- ❑ You cannot set or change the transmission time, or delete or add destinations when the file is being sent or received.
- ❑ Files that have been received by Transfer Request from other Requesting Parties cannot be viewed or edited.

## Deleting a Destination

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "3. Change TX Files" is displayed.



Job Information:  
3. Change TX Files

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

**4** Display the file you want to change the setting for.

Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.



Change? /OK  
No.0010 ABC COMPANY

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



Change TX Files Menu  
1. Delete Dest.

Confirm that "1. Delete Dest." is displayed.

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

**7** Display the destination you want to delete.

Press **⏪** or **⏩** until the destination you want to delete is displayed.



Delete? /OK  
001 ABC COMPANY

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

**9** Press the **[Job Information]** key.

The standby display reappears.



## Changing a Destination

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "3. Change TX Files" is displayed.



```
Job Information:
3. Change TX Files  ⏪ ⏩
```

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

**4** Display the file you want to change the setting for.

Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.



```
Change?  ⏪ ⏩ /OK
No.0010 ABC COMPANY
```

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

**6** Press **⏪** or **⏩** until "2. Change Dest." is displayed.



```
Change TX Files Menu
2. Change Dest.  ⏪ ⏩
```

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

**8** Display the destination you want to change.

Press **⏪** or **⏩** until the destination you want to change is displayed.



```
Dest. 1  ⏪ ⏩ /OK
☎987654321
```

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

**10** Press the **[Clear/Stop]** key, and then specify another destination.



```
Dest. 1  Press OK
☎0123456789 ██████████
```

 **Note**

When the destination was specified using Quick Dial or Speed Dial, you can specify another destination without pressing **[Clear/Stop]** key.

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

 **Note**

If you change a destination of a file that is automatically being dialed or awaiting redial, redial is canceled so you will need to resend that file.

**12** Press the **[Job Information]** key.  
The standby display reappears.

## Adding a Destination

- 1 Press the **[Job Information]** key.
- 2 Press **⏪** or **⏩** until "3. Change TX Files" is displayed.

```
Job Information:
3.Change TX Files  ◀▶
```

- 3 Press the **[OK]** key.
- 4 Display the file you want to change the setting for.  
Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.

```
Change?           ◀▶/OK
No.0010 ABC COMPANY
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** until "3. Add Destination" is displayed.

```
Change TX Files Menu
3.Add Destination  ◀▶
```

- 7 Press the **[OK]** key.
- 8 Add a destination.

```
Dest.2           Press OK
☎0987654321 ██████████
```

- 9 Press the **[OK]** key.
- Note**
- If you add more than one destination, repeat from step 7.

- 10 Press the **[Job Information]** key.  
The standby display reappears.

## Changing the Transmission Time

- 1 Press the **[Job Information]** key.
- 2 Press **⏪** or **⏩** until "3. Change TX Files" is displayed.

```
Job Information:
3.Change TX Files  ◀▶
```

- 3 Press the **[OK]** key.
- 4 Display the file you want to change the setting for.  
Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.

```
Change?           ◀▶/OK
No.0010 ABC COMPANY
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** until "4. Change Start Time" is displayed.

```
Change TX Files Menu
4.Change Start Time ◀▶
```

- 7 Press the **[OK]** key.
- 8 Enter the transmission time with the number keys.

```
Send Later: Keypad/OK
Time [11:00]
```

- Note**
- You cannot specify a start time more than 24 hours into the future.

- 9 Press the **[OK]** key.
- 10 Press the **[Job Information]** key.  
The standby display reappears.

## Starting Transmission Now (Send Next)

- 1 Press the **[Job Information]** key.
- 2 Press **⏪** or **⏩** until "3. Change TX Files" is displayed.

```
Job Information:
3.Change TX Files  ⏪
```

- 3 Press the **[OK]** key.
- 4 Display the file you want to change the setting for.  
Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.

```
Change?           ⏪/OK
No.0010 ABC COMPANY
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** until "5. Send Next" is displayed.

```
Change TX Files Menu
5. Send Next      ⏪
```

- 7 Press the **[OK]** key.  
Transmission starts. After transmission, the standby display reappears.

# Retrying a Failed Transmission

If there are any failed transmission files in Memory Transmission, you can choose to resend them. You can also resend those files after editing destinations.

## Preparation

Be sure to set the File Retention function beforehand to either "24 hours" or "72 hours" to allow you to resend the failed transmission files. See p.161 "File Retention".

## Resending a File

- 1 Press the **[Job Information]** key.
- 2 Press **⏪** or **⏩** until "4. Retry Failed TX" is displayed.

```
Job Information:
4. Retry Failed TX  ◀▶
```

- 3 Press the **[OK]** key.
- 4 Display the file you want to resend.

Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.

```
Retransmit?      ◀▶/OK
No.0022 ABC COMPANY
```

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

```
Retransmit Menu:
1. Retransmit    ◀▶
```

Confirm that "1. Retransmit" is displayed.

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

- 7 Press the **[Job Information]** key.  
The standby display reappears.

## Deleting a Destination

- 1 Press the **[Job Information]** key.
- 2 Press **⏪** or **⏩** until "4. Retry Failed TX" is displayed.

```
Job Information:
4. Retry Failed TX  ◀▶
```

- 3 Press the **[OK]** key.
- 4 Display the file you want to delete a destination for.

Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.

```
Retransmit?      ◀▶/OK
No.0022 ABC COMPANY
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** until "2. Delete Dest." is displayed.

```
Retransmit Menu:
2. Delete Dest.  ◀▶
```

- 7 Press the **[OK]** key.
- 8 Display the destination you want to delete.

Press **⏪** or **⏩** until the destination you want to delete is displayed.

```
Delete?          ◀▶/OK
☎ 01 ABC COMPANY
```

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

```
Continue Change? ◀/OK
[Yes]   No
```

**Note**

- If you have deleted all destinations, the above display is not shown. Proceed to step 10.

- 10** If you do not want to continue making changes, press ◀ or ▶ to select "No".

```
Continue Change? ◀/OK
Yes   [No]
```

**Note**

- If you want to continue making changes, press ◀ or ▶ to select "Yes".

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

**Note**

- If you selected "Yes", the display in step 6 reappears.

- 12** Press the **[Job Information]** key.  
The standby display reappears.

## Changing a Destination

- 1** Press the **[Job Information]** key.

- 2** Press ◀ or ▶ until "4. Retry Failed TX" is displayed.

```
Job Information:
4. Retry Failed TX ▶
```

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

- 4** Display the file you want to change a destination for.

Enter the file number with the number keys or press ◀ or ▶ until the file number is displayed.

```
Retransmit? ◀/OK
No.0022 ABC COMPANY
```

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

- 6** Press ◀ or ▶ until "3. Change Dest." is displayed.

```
Retransmit Menu:
3. Change Dest. ▶
```

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

- 8** Display the destination you want to change.

Press ◀ or ▶ until the destination you want to change is displayed.

```
Dest. 1 ▶/OK
☎987654321
```

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

- 10** Press the **[Clear/Stop]** key, and then specify another destination.

```
Dest.1          Press OK
☎123456789 ██████████
```

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

```
Continue Change? ◀/OK
[Yes]  No
```

- 12** If you do not want to continue making changes, press **⏪** or **⏩** to select "No".

```
Continue Change? ◀/OK
Yes  [No]
```

**Note**

- If you want to continue making changes, press **⏪** or **⏩** to select "Yes".

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

The file is queued for retransmission.

**Note**

- If you selected "Yes", the display in step **6** reappears.

- 14** Press the **[Job Information]** key.

The standby display reappears.

## Adding a Destination

- 1** Press the **[Job Information]** key.

- 2** Press **⏪** or **⏩** until "4. Retry Failed TX" is displayed.

```
Job Information:
4. Retry Failed TX ◀▶
```

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

- 4** Display the file you want to add a destination for.

Enter the file number with the number keys or press **⏪** or **⏩** until the file number is displayed.

```
Retransmit? ◀▶/OK
No.0022 ABC COMPANY
```

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

- 6** Press **⏪** or **⏩** until "4. Add Destination" is displayed.

```
Retransmit Menu:
4. Add Destination ◀▶
```

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

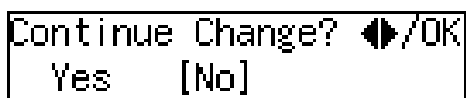
- 8** Add a destination.

```
Dest.2          Press OK
☎0987654321 ██████████
```

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

```
Continue Change? ◀▶/OK
[Yes]  No
```

- 10** If you do not want to continue making changes, press ◀ or ▶ to select “No”.



```
Continue Change? ◀/OK
Yes [No]
```

**2**

 **Note**

- If you want to continue making changes, press ◀ or ▶ to select “Yes”.

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

The file is queued for retransmission.

 **Note**

- If you selected “Yes”, the display in step **6** reappears.

- 12** Press the **[Job Information]** key.

The standby display reappears.

# Checking the Transmission Result (TX Status)

If you want to find out whether a file was sent successfully, you don't have to always print the Journal. With this function you can browse through the completed transmissions on the display.

## Note

- If a transmission is completed while you are using this function, the result will not be displayed until you exit TX Status and start it again.
- The transmission results are displayed from the most recent. The maximum number of communication results you can check on the display is 250 (transmission and reception).

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "5. TX File Status" is displayed.

```
Job Information:
5. TX File Status  ⏪
```

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

**4** Press **⏪** or **⏩** to scroll through the list.

```
15Apr. 11:53      Done
ABC COMPANY      1P.
```

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

The standby display reappears.



## Checking the Reception Result (RX Status)

This function lets you check the reception results without printing the Journal. You can browse through the reception results on the display.

2

### Note

- ❑ If a message is received while you are using this function, the result will not be displayed until you exit RX File Status and start it again.
- ❑ The reception results are displayed from the most recent. The maximum number of communication results you can check on the display is 250 (transmission and reception).

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "6. RX File Status" is displayed.

```
Job Information:
6.RX File Status  ◀▶
```

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

**4** Press **⏪** or **⏩** to scroll through the list.

```
15Apr. 11:55      Done
ABC COMPANY      1P.
```

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

The standby display reappears.

## Printing a Stored Message (Print TX File)

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

This function can be performed for files for Memory Transmission, Transfer Request, and Polling Transmission; files received by Transfer Request from other Requesting Parties; and files awaiting Forwarding.

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "7. Print TX File" is displayed.




Job Information:  
7. 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 **⏩**.



Print? →/OK  
No.0054 ABC COMPANY

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

**Note**

To stop printing, press the **[Cancel]** key and the display in step **2** reappears.

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

The document is printed out.

**7** Press the **[Job Information]** key.

The standby display reappears.

## Printing a Confidential Message

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 lights.

### Preparation

Program your Confidential ID beforehand. See p.156 "ID Codes" .

### Important



- If the power is off for 12 hours or longer, all Confidential Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. See p.180 "Power Failure Report" .

### Note

- When the other party sends you a fax with SUB code, the message is printed using the Printing Personal Box Messages function. See p.43 "Printing Personal Box Messages".
- Be sure that the other party enters a SUB code beforehand of up to 20 characters using numbers (0-9), #, \* and spaces.

**1** Make sure that the Receive File indicator is lit.

**2** Press the **[Job Information]** key.

**3** Press  or  until "8. Print Conf. RX" is displayed.

```
Job Information:
8.Print Conf. RX  ◀▶
```

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

**5** Enter the Confidential ID (four digits) with the number keys.

```
Conf.RX:      Press OK
ID [****]
```

The Confidential ID you entered is not displayed.

### Note

- If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID. See p.7 "Sending Confidential Messages".

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

### Note

- If the Confidential IDs or Personal Confidential IDs do not match, the message "No Files Exist" appears. Press the **[Cancel]** key and try again after checking the Confidential ID or Personal Confidential ID.

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

The document is printed out.

**8** Press the **[Job Information]** key.

The standby display reappears.

---

## Confidential File Report

---

You can set whether the machine prints this report whenever your machine receives a Confidential Message.

### Note

- You can turn this report on or off with the User Parameters. See p.146 "User Parameters" (switch 04, bit 0).

# Printing a Memory-locked Message

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

## Preparation

Program your Memory Lock ID beforehand. See p.156 “ID Codes”. Also, before using this function, switch Memory Lock on with the User Tools. Memory Lock is switched off as a default. See p.125 “Memory Lock”.

## Important

- If the power is off for 12 hours or longer, all Memory-locked Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. See p.180 “Power Failure Report”.

## Note

- Messages received by Polling Reception are automatically printed even if this feature is switched on. See p.13 “Polling Reception”.
- When your machine does not have enough free memory, you may not be able to receive fax messages with Memory Lock.

**1** Make sure that the **Receive File** indicator is blinking.

**2** Press the **[Job Information]** key.

**3** Press **⏪** or **⏩** until “9. Print Mem. Lock” is displayed.

```
Job Information:
9.Print Mem. Lock
```

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

**5** Enter the Memory Lock ID (four digits) with the number keys.

```
Mem. Lock:      Press OK
ID[****]
```

The Memory Lock ID you entered is not displayed.

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

## Note

- If the Memory Lock IDs do not match, the message “Incorrect Code is Entered. Try Again” appears. Press the **[Cancel]** key and try again after checking the Memory Lock ID.

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

The document is printed out.

**8** Press the **[Job Information]** key.

The standby display reappears.

## Printing the Journal

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

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

### Important

❑ You cannot re-print the Journal after it has been automatically printed out. We recommend that you keep the Journal printed out automatically to keep track of communication records.

### Note

- ❑ Only the last 50 communications (transmissions and receptions) are printed. Earlier communications are not available.
- ❑ the sender name column of the Journal is useful when you need to register a specified sender.
- ❑ You can set your machine so that the Journal is printed automatically after every 50 communications (transmissions and receptions) with the User Parameters. See p.146 “User Parameters” .
- ❑ When the optional paper tray unit is installed, you can specify which tray unit the designated reports or list are printed out from. However, once a tray unit is specified for the reports or lists printing, that tray will not be able to print any fax messages the machine receives. See p.146 “User Parameters” (switch 19; bit 2,1,0).

❑ You can assign the Printing the Journal function to a User Function key. By default, it is assigned to the **[F1 Print Journal]** key. See p.105 “User Function Keys”. When you press the User Function key with this function programmed in, proceed to step **1** in the following procedure.

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "10. Print Journal" is displayed.



Job Information:  
10. Print Journal 

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

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

The report is printed out

**5** Press the **[Job Information]** key.

The standby display reappears.

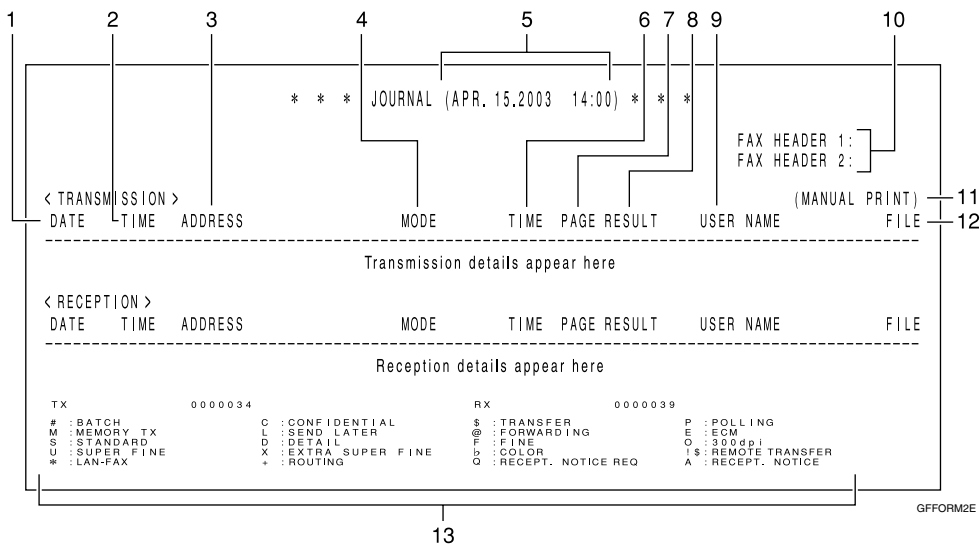
# Printing the Journal

You can check the communication results on this report.

 **Note**

- Communications made after the machine is connected to the line are printed on the Journal.
- You can set the machine to reduce the reports to 91% of the original size when printing with the User Parameters. This allows an extra margin which may be useful when filing. See p.146 "User Parameters" (switch 04, bit 5).
- You can select whether or not undelivered messages are to be included on this report with the User Parameters. When using the Automatic Redial function, the result of the last dialing is printed. See p.146 "User Parameters" (switch 04, bit 3).
- Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows the Own Name or Own Fax Number registered in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.146 "User Parameters" (switch 04, bit 4).

2



## 1. DATE

The date of the transmission or reception

## 2. TIME

The time when the transmission or reception started

**3. ADDRESS**

The other party's name is printed in the following order of priority:

The Order of Priority	Address
1	The Own Name registered in the other party's machine
2	The Own Fax Number registered in the other party's machine
3	The name stored in the specified Quick Dial key or a Speed Dial
4	The fax number entered manually using the number keys

For a transmission, 1 or 2 is printed, however, you can change the priority order to 3, 4, 1, 2 with the User Parameters (switch 04, bit 4). See p.146 "User Parameters". For a reception or a polling transmission, 1 or 2 is printed.

**4. MODE**

The type of the communication mode is printed.

Mode	Optional Extra G3 Interface Unit	Conncted Line Type	Selected Line
G3	Not Installed	Outside Line (PSTN Line)	Main G3 Line
G3-1	Installed		Second G3 Line
G3-2			
N	Not Installed	Extension (PABX Line)	Main G3 Line
N-1	Installed		Second G3 Line
N-2			

**5. The time of the output of the Journal**

**6. TIME**

The time it took to transmit or receive. When it exceeds 99 minutes 59 seconds, "\*" will be printed instead.

**7. PAGE**

The number of pages the machine transmitted or received. When it exceeds 999, "\*\*\*" will be printed instead.

**8. RESULT**

OK	Successful communication
E	An error occurred
D	The power was shutdown while the communication is in progress. A part of the document was not transmitted.

**9. USER NAME**

When User Code Transmission is used or the Restricted Access function is turned on, the name of the users registered are printed.

**10. FAX HEADERS**

The names or numbers registered under FAX HEADER 1 and FAX HEADER 2 are printed.

**11. This appears when the Journal was printed manually.**

**12. FILE**

The file number of the fax message

**13. Footnote for the Journal**

Explains the codes printed on the Journal.

# Printing Personal Box Messages

Follow these steps to print a message received in a Personal Box.

## Preparation

In order to use the Personal Boxes function, you need to set up Personal Boxes beforehand. See p.169 "Box Settings".

## Reference

p.169 "What Is the SUB/SEP Code?"

p.169 "Personal Boxes"

## Note

- When a message has been received into a Personal Box, the **Receive File** indicator lights and the Confidential File Report is printed out. This report shows the name of the Personal Box in which the message has been received. However, if a Personal Box is assigned to a receiver in the Personal Box Setting, the Confidential File Report is not printed out. See p.38 "Confidential File Report" and p.169 "Personal Boxes".
- If you print a Personal Box message, it is deleted.

**1** Press the **[Job Information]** key.

**2** Press **⏪** or **⏩** until "11. Print Personal Box" is displayed.

```
Job Information:
11.Print PersonalBox▶
```

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

## Note

- If you have not received a message in a Personal Box, the message "There is No Personal Box File" appears.

**4** Enter the SUB code of the Personal Box you want to print.

```
SUB:          Press OK
[12345678■■■■■■■■■■■■■■■■■■■■]
```

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

## Note

- To stop printing, press the **[Cancel]** key and the display in step **2** reappears.
- If a password is required, enter the password, and then press the **[OK]** key.

```
Password(SID):Press OK
[*****■■■■■■■■■■■■■■■■■■■■]
```

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

The message is printed out.

**7** Press the **[Job Information]** key.

The standby display reappears.





# 3. Other Transmission Features

## Handy Dialing Functions

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### Chain Dial

---

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

You can program commonly used area or country codes into Quick Dial keys or Speed Dials.

#### Note

- The maximum number of digits you can enter is 254.
- With Memory Transmission or Immediate Transmission, press the **[Pause/Redial]** key after entering digits using the number keys to enter a pause. However, this is not necessary with On Hook Dial and Manual Dial.

The following example is for the telephone number 01133-1-5551234 (from the United States to Paris).

Assume that the following Quick Dial keys and Speed Dial have already been programmed.


- Quick Dial 03 = 01133 (Overseas to France)
- Quick Dial 02 = 1 (Paris)
- Speed Dial 001 = 5551234

**1** Place your original, and then select any scan settings you require.

**2** Press Quick Dial key **[03]**.



**3** Press the **[Pause/Redial]** key.



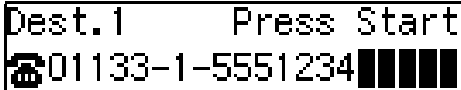
**4** Press Quick Dial key **[02]**.



**5** Press the **[Pause/Redial]** key.



**6** Press the **[Speed Dial]** key, and then press **[0][0][1]**.



#### Note

- To add a destination, press the **[OK]** key and then repeat from step **2**.

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

## Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, for example, the first letter of the name stored for that number.

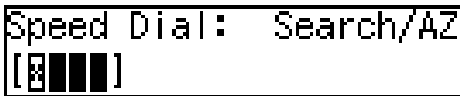
### ! Limitation

- Speed Dial codes cannot be searched for by symbol or number.

**1** Place your original, and then select any scan settings you require.

**2** Press the **[Speed Dial]** key.

**3** Enter the search letter by pressing one of the Quick Dial keys (A/a to Z/z).



### ✎ Note

- The names or fax numbers programmed in Speed Dials are shown in numerical order on the display.

**4** Press **◀** or **▶** until the destination you are searching for is displayed, and then press the **[OK]** key.



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

## Redial

The machine memorizes the last 10 destinations that have been dialed. If you want to send a message to a destination which you faxed recently, the Redial feature saves you finding and entering the number again.

### ✎ Note

- The following kinds of destinations are not memorized:

- Group Dials
- Destinations dialed as End Receivers for Transfer Request
- Destination of Memory File Transfer
- Destinations dialed using the external telephone keypad
- Destinations dialed by Redial (regarded as already memorized)

- The machine only remembers the most recent number that was dialed with a Quick Dial key or Speed Dial.

- When redialing the destination programmed in a Quick Dial key or Speed Dial, the programmed name appears.

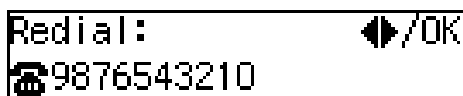
- The machine only remembers the most recent number that was dialed with a Quick Dial key or Speed Dial. If a transmission dialed with the number keys takes place after a transmission using a Quick Dial key or Speed Dial, the previous 10 memorized numbers are erased.

- ❑ Even when dialed with the number keys, when a number has an Own Name or Own Fax Number programmed, the name or number programmed appears. See p.55 “Own Name/Fax Header/Own Fax Number”, *Basic Features*.
- ❑ The machine remembers the Group Dials in which only one destination is stored.

**1** Place your original, and then select any scan settings you require.

**2** Press the **[Pause/Redial]** key.

**3** Press **⏪** or **⏩** until the destination you want to redial is displayed.



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

 **Note**

- ❑ To add a destination, press the **[OK]** key and then repeat from step **2**.

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

## SUB/SID (SUB Code Transmission)

Normally you can only use Confidential Transmission or Transfer Request to send messages to fax machines of the same make that have the Confidential Reception or the Transfer Request feature. However, if the other machine supports a similar feature called SUB/SID, you can send fax messages to the other party using this method instead.

You can also use SUB code Transmission to send messages to Personal Boxes and Transfer Boxes registered in other fax machines.

 **Preparation**

You need to assign the Dial Option function to a User Function key beforehand. See p.105 “User Function Keys”.

 **Note**

- ❑ When specifying a transmission with the Default ID, the SUB code of the SUB Code Transmission function is not available. See p.11 “SUB Code Transmission”.
- ❑ You can enter up to 20 characters.
- ❑ You can store SUB codes in addition to other parties names and fax numbers in Quick Dial keys, Speed Dials, or Key Stroke Programs.
- ❑ Messages you send using this feature are marked “SUB” on the File Reserve Report (Memory Transmission). See p.68 “File Reserve Report (Memory Transmission)”.
- ❑ Make sure that the ID you enter conforms with the specifications of the other party's fax machine.

**Reference**

- p.7 "Sending Confidential Messages"
- p.20 "Transfer Request"
- p.169 "Personal Boxes"
- p.173 "Transfer Boxes"
- p.62 "Quick Dial", *Basic Features*
- p.71 "Speed Dial", *Basic Features*
- p.77 "Groups", *Basic Features*
- p.99 "Programs"

- 1** Place your original, and then select any scan settings you require.
- 2** Dial the destination fax number using the number keys.



- 3** Press the User Function key ([F1] to [F10]) with the Dial Option function programmed in.



Confirm that "1.SUB" is displayed.

- 4** Press the [OK] key.
- 5** Enter the SUB code with the number keys.



**Note**

- Make sure to enter the same SUB code that is stored in the Personal Box, or the SUB code of the Transfer Box of the other parties'.
- You can enter up to 20 characters.

- You can enter digits 0–9, #, \* and spaces (the first character cannot be a space).
- If you make a mistake, press the **[Clear/Stop]** key and try again.
- To cancel the operation, press the **[Cancel]** key and the display in step **3** reappears.

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

When a password (SID) is necessary

- 1** Press the User Function key ([F1] to [F10]) with the Dial Option function programmed in.

- 2** Press ⏪ or ⏩ until "3.SID" is displayed.



- 3** Press the [OK] key.
- 4** Enter the SID code with the number keys.



**Note**

- You can enter up to 20 characters.
- You can enter digits 0–9, #, \* and spaces (the first character cannot be a space).
- If you make a mistake, press the **[Clear/Stop]** key and try again.

- 5** Press the [OK] key.

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



 **Note**

- If you use Immediate Transmission and the destination fax machine does not support the Dial Option function, a message will appear on the display to inform you of this. In this case, press the **[OK]** key to cancel the transmission.

## SEP/PWD (SEP Code Polling Transmission)

Normally you can only use Polling Transmission/Reception between fax machines of the same make that have the Polling Transmission/Reception feature. However, if the other machine supports a similar feature called SEP/PWD, you can send faxes or receive messages using this polling method instead.

 **Preparation**

You need to assign the Dial Option function to a User Function key beforehand. See p.105 "User Function Keys".

 **Note**

- You can enter up to 20 characters.
- You can store the SEP Codes in addition to the other parties names and fax numbers in Quick Dial keys, Speed Dials, or Key Stroke Programs.
- Messages you send using this feature are marked "SEP" on the following reports:

- File Reserve Report (Memory Transmission)  
See p.68 "File Reserve Report (Memory Transmission)".
- File Reserve Report (Polling Reception)  
See p.14 "File Reserve Report (Polling Reception)".

- Make sure that the ID you enter conforms with the specifications of the other party's fax machine.

 **Reference**

p.13 "Polling Reception"  
p.16 "Polling Transmission"  
p.62 "Quick Dial", *Basic Features*  
p.71 "Speed Dial", *Basic Features*  
p.77 "Groups", *Basic Features*  
p.99 "Programs"

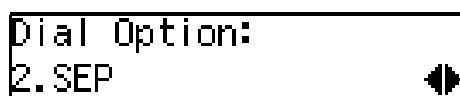
**1** Place your original, and then select any scan settings you require.

**2** Dial the destination fax number using the number keys.



**3** Press the User Function key (**[F1]** to **[F10]**) with the Dial Option function programmed in.

**4** Press **[Left]** or **[Right]** until "2. SEP" is displayed.



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

**6** Enter the SEP code with the number keys.



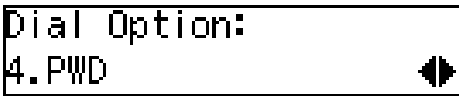
**Note**

- Make sure to enter the same SEP code that is stored in other party's fax machine.
- You can enter up to 20 characters.
- You can enter digits 0-9, #, \* and spaces (the first character cannot be a space).
- If you make a mistake, press the **[Clear/Stop]** key and try again.
- To cancel the operation, press the **[Cancel]** key and the display in step **4** reappears.

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

When a password (PWD) is necessary

- 1** Press the User Function key (**[F1]** to **[F10]**) with the Dial Option function programmed in.
- 2** Press **⏪** or **⏩** until "4. PWD" is displayed.



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

**4** Enter the PWD code with the number keys.



**Note**

- Make sure to enter the same SEP code that is stored in other party's fax machine.
- You can enter up to 20 characters.
- You can enter digits 0-9, #, \* and spaces (the first character cannot be a space).
- If you make a mistake, press the **[Clear/Stop]** key and try again.

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

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

The connection is established and the reception starts.

# On Hook Dial

You can send a fax message while listening to the dial tone without lifting the external telephone handset.

When a connection is made to another fax machine (you will hear a high-pitched tone), press the **[Start]** key.

## Note

- You cannot use this feature with the optional extra G3 interface unit.
- You can adjust the volume of the internal speaker. See p.93 “Adjusting Volume”, *Basic Features*.

**1** Place your original, and then select any scan settings you require.

**2** Press the **[On Hook Dial]** key.

You will hear a tone from the internal speaker.

**3** Dial.



The fax number you enter is dialed immediately.

## Note

- If you misdial the number, press the **[On Hook Dial]** or **[Energy Saver/Clear Modes]** key and return to step **2**.
- Press **⏪** or **⏩** to adjust the monitor volume.

## Reference

p.45 “Handy Dialing Functions”

**4** When the line is connected and you hear a high-pitched tone, press the **[Start]** key.

Transmission Starts. After transmission, the standby display reappears.

## Note

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).



# Manual Dial

*An external telephone is required to use this function.*

Pick up the external telephone handset and dial. When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

3

 **Note**

- Results of transmissions with this feature are not mentioned in the Transmission Result Report.
- You can specify a destination with the number keys, Quick Dial key or Speed Dial.
- If you lift the handset immediately after the machine switches to Energy Save Timer mode, there will be no sound for a maximum of 4 seconds. When you can hear sound again, you can continue.

**1** Place your original, and then select any scan settings you require.

**2** Pick up the external telephone.

You will hear a tone.

**3** Dial.

The fax number you enter is dialed immediately.

 **Note**

- If you make a mistake, replace the external telephone and try again from step **2**.

 **Reference**

p.45 “Handy Dialing Functions”

**4** When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message.



Transmission starts. After transmission, the standby display reappears.

 **Note**

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

# Selecting the Line

*This feature requires the optional extra G3 interface unit.*

Installing this option expands the machine's line capacity to a maximum of 2 lines.

The optional extra G3 interface unit connects to the PSTN.

## Note

- Only one PSTN line is available with the base machine when no options are installed.
  - Up to two lines can be used simultaneously.
  - The optional extra G3 interface unit can be connected to a PSTN line.
  - The optional extra G3 interface unit can be used for reception exclusively. To change the setup, please contact your service representative.
  - When sending a fax and choosing the line, you can only specify destinations with the number keys and the Chain Dial feature.
  - You can choose whether to use the default G3 line and expanded G3 line as a PSTN line (outside line), or as a PABX line (extension) with the User Parameters. See p.146 "User Parameters" (switch 13; bit 1, 0), (switch 13; bit 3, 2).
  - The On Hook Dial function is not available with the lines from the optional unit. See p.51 "On Hook Dial".
- The available combinations of connected line type(s) and communication type(s) is as follows.

Optional Component(s)	Connected Line Type(s)	Available Communication Type(s)
Base Machine	PSTN	G3
Base Machine + Optional Extra G3 Interface Unit	PSTN + PSTN (Optional)	G3 + G3

- When the machine is performing more than one communication at a time, the information of the first communication established is shown on the display.
- Up to two communications can be performed at one time.
- You can send one fax and receive one simultaneously.

### How to Select the Line When G3 Line(s) Are Connected through a PABX

When one G3 line is connected through a PABX, change the G3 line setting to a PABX line (extension) with the User Parameters, and then assign the Extension function to a User Function key. You can choose whether to use a PABX line or a PSTN line by pressing the User Function key in which the Extension function is stored.

When both G3 lines are connected through a PABX, you can select the line by just performing the "How to Select the Line" procedure.

#### Reference

- p.54 "How to Select the Line"
- p.146 "User Parameters"

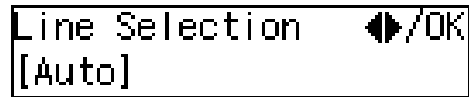
## How to Select the Line

When the optional extra G3 interface unit is installed, you can store the Line Select function in one of the User Function keys.

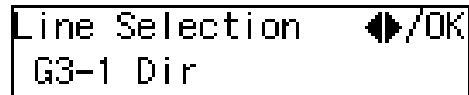
### Preparation

You need to assign the Line Select function to a User Function key beforehand. See p.105 "User Function Keys" .

- 1 Press the User Function key ([F1] to [F10]) with the Line Select function programmed in.



- 2 Press ⏪ or ⏩ to select the line.

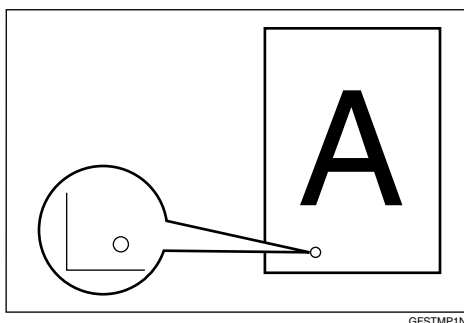


- 3 Press the [OK] key.

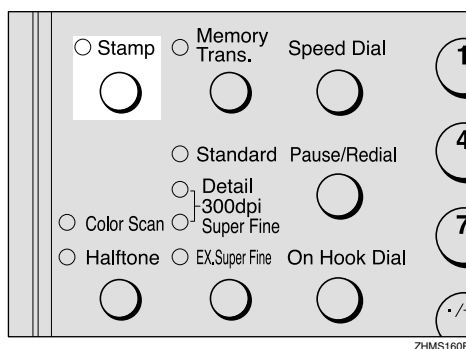
# Transmission Features

## 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 by Immediate Transmission.



Each time you press the **[Stamp]** key, the indicator light is turned on or off. When the Stamp feature is on, the light is on; when the Stamp feature is off, the light is off.



### Note

- If a page was not stamped when the Stamp feature was turned on, you need to resend that page.
- When the stamp starts getting lighter, replace the cartridge. See p.192 "Replacing the Stamp Cartridge".

## ID Transmission

When using this feature, transmission is limited to destination machines of the same make and with the same stored Polling ID. This feature is useful when sending documents containing confidential or sensitive information.

### Preparation

You need to program the Polling ID beforehand. See p.156 "ID Codes".

### Limitation

- ID Transmission is not available with the following functions:
  - Polling Transmission  
See p.16 "Polling Transmission".
  - Backup File Transmission  
See p.62 "Backup File Transmission".

### Note

- You can turn this feature on or off with the User Parameters. See p.146 "User Parameters" (switch 06, bit 2).

## Duplex Original Settings

This feature lets you scan in each side of a two-sided original, and then have both sides sent in a single operation.

### Preparation

You need to assign the Duplex function to a User Function key beforehand. See p.105 “User Function Keys”.

### Limitation

- This feature is only available with Memory Transmission.

### Note

- You cannot send duplex originals using Parallel Memory Transmission.

- 1** Make sure the Memory Transmission indicator is lit.

### Note

- If it is not, press the **[Memory Trans.]** key.

- 2** Press the User Function key ( **[F1]** to **[F10]** ) with the Duplex function programmed in.

- 3** Place the two-sided original with the front page face-up.

- 4** Select any scan settings as necessary.

- 5** Dial the destination number.

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

Scanning of the front page begins.

When scanning has finished, the following display appears.

```
Stored Front Page.Set
Back and Press Start
```

- 7** Place the original with the back page face-up.

### Note

- Adjust the original so that the back page is scanned in the same direction as the front page was scanned in.
- Set the document within 60 seconds. If time runs out, an error will occur and transmission will not take place.

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

Scanning of the back page begins. When scanning is finished, transmission starts.

### If the number of back pages and front pages are different

- 1** When the number of back pages and front pages are different, the following display appears.

```
Front and Back Page(s)
are Not Same.Press OK
```

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

```
Stored Page(s): ◀/OK
[Transmit] Delete
```

When transmitting the stored pages

- 1** Press **◀** or **▶** to select “Transmit”, and then press the **[OK]** key.

### Note

- Successfully scanned pages are sent. Check the number of transmitted pages on the Communication Result Report.

When deleting the stored pages

- 1 Press **◀** or **▶** to select "Delete", and then press the **[OK]** key.

```
Trans. Cancelled.
File Deleted.
```

## Batch Original Documents Transmission

When sending a fax message which has a large number of pages, you can divide and scan the original documents in parts to store in the memory, and then send the whole data in one transmission.

### Preparation

You need to program this function to a User Function key. See p.105 "User Function Keys".

### Limitation

- Immediate Transmission is not available. Use Memory Transmission.

### Note

- You cannot send batch document data using Parallel Memory Transmission.

- 1 Make sure the Memory Transmission indicator is lit.

### Note

- If it is not, press the **[Memory Trans.]** key.

- 2 Press the User Function key (**[F1]** to **[F10]**) with the Batch Original Documents Transmission function programmed in.

- 3 Place the first stack of originals.

### Note

- You can set up to 70 pages (A4 and 8<sup>1</sup>/<sub>2</sub>"×11") or 30 pages (8<sup>1</sup>/<sub>2</sub>"×14") of originals at one time.

- 4 Select any scan settings as necessary.

- 5 Dial the destination number.

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

The machine starts scanning the originals.

When the scanning of the placed originals is complete, the following display appears.

```
Set Additional Orig.
Press # Key to Stop
```

### Important

- Do not attempt to add more originals into the ADF while scanning is in progress. Doing so may result in a paper jam.

- 7 Place the next stack of documents.

### Note

- Set the document within 60 seconds. If time runs out, an error will occur and transmission will not take place.

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

When the machine finishes scanning the placed originals, the following display appears.

```
Set Additional Orig.
Press # Key to Stop
```

### Note

- If you have more originals to be scanned, repeat the procedure from 7.

**9** When you finish scanning all documents, press the **[#]** key.

Transmission starts.

**If memory runs out while scanning is in progress**

Scanning of originals is interrupted if the machine's memory runs out (the remaining amount of memory decreases to 0%) while scanning and storing the data is in progress. However, the data from originals already scanned can be transmitted.

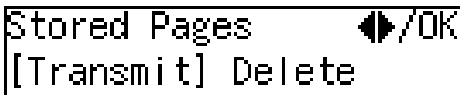
**Note**

□ We recommend that you use Immediate Transmission to send a lot of documents when the percentage of free memory space is low.

**1** If you run out of memory while storing an original (free space reaches 0%), the following display appears.



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



**When transmitting the stored pages**

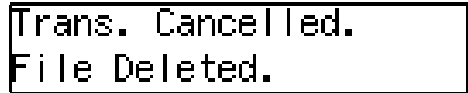
**1** Press **⏪** or **⏩** to select "Transmit", and then press the **[OK]** key.

**Note**

□ Successfully scanned pages are sent. Check the number of transmitted pages on the Communication Result Report.

**When deleting the stored pages**

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

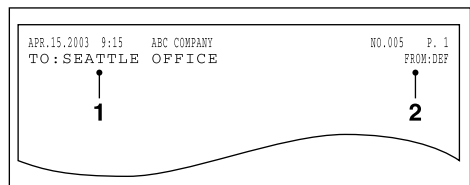


**Label Insertion**

With this feature you can have the receiver name programmed in a Quick Dial key 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:".

If you program the Label insertion feature in a Quick Dial key or Speed Dial, the feature is enabled when you select "On". This feature cannot be used if the other party's name is not programmed.

User code (the name of the Personal Box) will be printed preceded by "FROM:" as well as the name of the receiver when sending faxes with user code (SUB code of the Personal Box) using User Code Transmission to receivers whose Label Insertion setting is "On" in your machine.



GFFFORM3E

1. The name stored in the Quick Dial key or Speed Dial
2. The name of the user (the name of the Personal Box)

## Important

- ❑ If you turn this function on, any images located where the name of the receiver is to be printed will be erased.

## Note

- ❑ This feature does not work with the following function and condition:
  - Transfer Request  
See p.20 "Transfer Request".
  - When transmitting the fax with the Fax Header Print function "Off"  
See p.23 "Fax Header Print".
- ❑ You can set this feature for each destination.

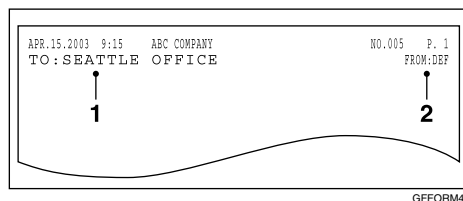
## Reference

- p.9 "User Code Transmission"
- p.169 "Personal Boxes"
- p.62 "Quick Dial", *Basic Features*
- p.71 "Speed Dial", *Basic Features*

## Inserting a label using Auto Document

The Label Insertion function is available with the documents stored as Labels with the Auto Document function. See p.60 "Auto Document".

User code (the name of the Personal Box) will be printed preceded by "FROM:" as well as the name of the receiver when sending faxes with user code (SUB code of the Personal Box) using User Code Transmission to receivers whose Label Insertion setting is "On" in your machine.



1. The name stored in the Quick Dial key or Speed Dial
2. The name of the user (the name of the Personal Box)

## Preparation

In order to have the receiver name printed on the Label, store the document in memory and register the name of the receiver beforehand. See p.101 "Auto Documents".

## Note

- ❑ 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 and stored the Auto Document will apply to the Auto Document itself.



**1** Place the original you want to send along with the Label, and select any scan settings as necessary.

**2** Press the Quick Dial key that the Label is stored in.

The message "Retrieved Auto Doc." appears on the display and then the standby display reappears.

**3** Specify the destination fax number with Label Insertion set to "On" in one of the following ways:

- Press the Quick Dial key that the destination fax number is stored in.
- Press the **[Speed Dial]** key and enter the code of the Speed Dial that the destination fax number is stored in.

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

## Auto Document

This feature allows you to automatically attach a registered document as the first page of the original you want to transmit. It is handy to store Labels or maps beforehand to use this function.

You can send an Auto Document along with another document, or just send it on its own.

### Preparation

You need to register the documents or images to be sent along with the original using this feature in advance. See p.101 "Auto Documents".

### Note

- 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 and stored the Auto Document will apply to the Auto Document itself.
- If you send another document with an Auto Document, the Auto Document is sent first.

### Reference

p.62 "Quick Dial", *Basic Features*

p.71 "Speed Dial", *Basic Features*

**1** Place the original you want to send along with the Auto Document, and select any scan settings as necessary.

To send just an Auto Document, start the following procedure from step **2**.

- 2 Press the Quick Dial key the Auto Document is stored in.

The message "Retrieved Auto Doc." appears on the display and then the standby display reappears.

- 3 Specify the destination.

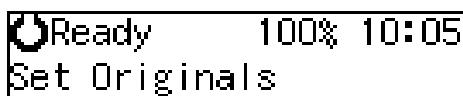
- 4 Press the **[Start]** key.

## No Document, No Dial

If you dial a destination fax number and for some reason take your document back to your desk and another person places a different document, their document 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.

### Note

- The standby display when this feature is turned on.



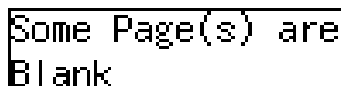
Ready 100% 10:05  
Set Originals

- This feature is turned off by default. If you want 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 documents.

If you try and scan in an almost completely blank original, an alarm sounds and the following display appears. Make sure the original is not blank.



Some Page(s) are  
Blank

### Limitation

- This feature is not supported in copier mode.

### Note

- Transmission is not cancelled even if the machine detects the original is blank.
- With Memory Transmission, the alarm sounds as soon as the original has been scanned. To cancel the transmission, press the **[Clear/Stop]** key while the "Some Page(s) are Blank" is appears on the display.
- You can turn Blank Sheet Detect on or off with the User Parameters. See p.146 "User Parameters" (switch 11, bit 2).

## Scanner Cleaning Message

If dirt is stuck to the scanner, the other party receives fax messages with black lines. When the scanner is dirty, the warning message "Clean Contact Glass and White Strip" is displayed after scanning is complete. If this message is displayed, wipe the contact glass and white strip to remove the dirt, and then press the **[OK]** key.

### Note

- You can select whether this message is displayed or not when the machine detects that the scanner is dirty with the User Parameters. "On" (Displayed) is selected by default. See p.146 "User Parameters" (switch 20, bit 7).
- If the dirty part of the scanner is small, that is, 0.127 mm (0.005 in.) or smaller, the machine tries to erase the black line made when scanning originals. The black line is less visible on the received message. However, sometimes very small parts of the image might be missing on the received message. You can turn this function on or off with the User Parameters. It is turned on by default. See p.146 "User Parameters" (switch 20, bit 4).
- Transmission is not interrupted even if the machine detects that the scanner is dirty.

## Backup File Transmission

When turned on, this feature sends a backup copy of all faxes you send to destinations that you specify.

### Preparation

You must specify the backup destinations beforehand. See p.140 "Backup File Transmission Settings".

### Note

- This function works with the following features:
  - Memory Transmission  
See p.34 "Memory Transmission", *Basic Features*.
  - Transfer Request Transmission  
See p.20 "Transfer Request".
  - Confidential Transmission  
See p.7 "Sending Confidential Messages".
  - SUB Code Transmission  
See p.11 "SUB Code Transmission".
  - Mail Transmission (NIC FAX unit (Option for Type1) required)

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## JBIG Transmission

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If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic documents at high speed.

Normally, the JBIG method is used when sending to other fax machines. However, if connected to multiple lines and another JBIG transmission is in progress, transmission takes place without using JBIG.

### ! **Limitation**

- This feature requires that the other party's fax machine has both the JBIG function and ECM function.
- When connected to multiple lines and a JBIG transmission is in progress, another JBIG transmission is not possible until that transmission has finished.
- This feature is not available with an e-mail transmission when NIC FAX unit (Option for Type1) is installed.

### 🔍 **Reference**

p.42 "Scan Settings", *Basic Features*

# More Transmission Functions

The following functions are useful when transmitting documents.

## If Memory Runs Out While Scanning Is in Progress

Scanning of originals is interrupted if the machine's memory runs out (the remaining amount of memory decreases to 0%) while scanning and storing the data is in progress. However, the data from documents already scanned can be transmitted.

 **Note**

- ❑ We recommend that you use Immediate Transmission to send a lot of documents when the percentage of free memory space is low. See p.39 "Immediate Transmission", *Basic Features*.
- ❑ If you run out of memory while storing an original (free space reaches 0%), the following display appears.

```
Memory is Full.  
Storing Stopped, /OK
```

- ❑ If a document jam occurs, the following display appears. Press the **[OK]** key, then remove the document. See p.95 "Clearing Original Jams", *Basic Features*.

```
Clear Misfed  
Original(s)
```

## Checking the Transmission Result

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. See p.68 "Communication Result Report (Memory Transmission)".

❖ **Communication Failure Report**

If you turn the Communication result Report off, the Communication Failure Report will be printed when a communication fails. See p.69 "Communication Failure Report".

❖ **Immediate Transmission Result Report**

Turn on the Immediate Transmission Result Report if you want a report to be printed after every successful Immediate Transmission. See p.69 "Transmission Result Report (Immediate Transmission)".

**Note**

- ❑ You can display the communication result on the display. See p.35 “Checking the Transmission Result (TX Status)” and p.36 “Checking the Reception Result (RX Status)”.
- ❑ The communication result of Memory Transmission or Immediate Transmission can be printed in the Journal. See p.40 “Printing the Journal”.

**Broadcasting Sequence**

If you specify several destinations for the same message (Broadcasting), the messages are sent in the order in which they were specified. 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.

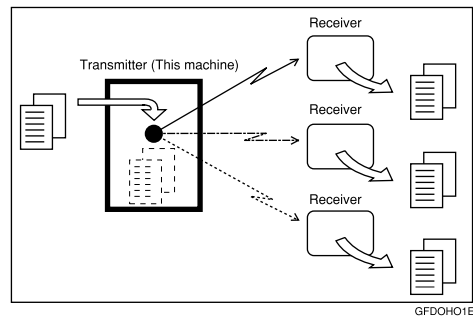
**Note**

- ❑ The dialing order mentioned above does not apply in the Batch Transmission mode.
- ❑ For details about Broadcasting, see p.29 “Transmission Modes”, *Basic Features*.

**Simultaneous Broadcast**

Normally, if you specify several destinations, the messages are sent in the order in which they were specified. However, with this feature, you can send messages to more than one destination simultaneously, using separate communication lines.

You can complete the entire transmission in a shorter time with this feature than with Broadcasting.

**Note**

- ❑ This feature requires the optional extra G3 interface unit.
- ❑ Up to two lines can be used simultaneously. When the optional extra G3 interface unit is installed, it is more efficient to set the line type of the destination to "Auto" so that the transmission is made with the available G3 line.

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## Sending a Fax Message Immediately

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When you want 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.

If you are sending a message to more than one destination using Broadcasting and you scan a document for Immediate Transmission, Broadcasting will be 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.

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## Broadcasting: Checking Progress

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To check which destinations the fax message has been sent to so far, print the TX File List. See p.26 "Printing a List of Files in Memory (Print TX File List)".

---

## Automatic Redial

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If a document cannot be transmitted because the line is busy or a transmission error occurred, redialing is done automatically for both Immediate Transmission and Memory Transmission. (The redialing interval and number of retries vary according to country.)

If redialing fails, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.

---

## Batch Transmission

---

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

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

### Note

- You can switch the Batch Transmission function on or off with the User Parameters. See p.146 "User Parameters" (switch 06, bit 4).
- You can assign the Batch Transmission function to a User Function key. You can turn Batch Transmission on or off by just pressing the User Function key with this function programmed in. The User Function key is lit when Batch Transmission is turned on. See p.105 "User Function Keys".

---

## Dual Access

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The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report.

Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

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 quicker than in 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.

### Note

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:
  - When the line is busy and a connection could not be made
  - With Send Later
  - When you store a document for Memory Transmission while another communication is in progress
  - When you send just an Auto Document
  - With Duplex Original
  - With Batch Original Documents Transmission
- 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.
- If you press the **[Clear/Stop]** key, the document jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report (Memory Transmission). The file is erased.
- You can switch the Parallel Memory Transmission function on or off with the User Parameters. See p.146 "User Parameters" (switch 07, bit 2).



## Printed Reports

### File Reserve Report (Memory Transmission)

This report is printed after a document is stored in memory. It helps you review the contents and registered destinations of documents stored for transmission.

#### Note

- This report is not printed for messages sent using Parallel Memory Transmission. See p.67 “Parallel Memory Transmission”.
- You can turn this report on and off with the User Parameters. By default it is not printed. See p.146 “User Parameters” (switch 03, bit 2).
- Even if the machine is set up not to print this report, it is still printed if a document could not be stored.
- You can choose whether to print the document image on the report (part of the image is printed by default). This feature is not available for Confidential Transmission. See p.146 “User Parameters” (switch 04, bit 7).
- With the User Parameters, you can set the machine to print out this report when scanning documents is interrupted because the machine's memory runs out, or if a paper jam occurs. See p.146 “User Parameters” (switch 04, bit 6).

### Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission. If two or more destinations are specified, the report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See p.69 “Communication Failure Report” .

#### Note

- You can print the Journal to check the communication result. See p.40 “Printing the Journal”.
- You can turn this report on and off with the User Parameters. See p.146 “User Parameters” (switch 03, bit 0).
- You can program a User Function key to switch Communication Result Report printing on or off for each transmission. After the transmission is completed, the setting reverts to the setting made with the User Parameters. When the User Function key is lit, the report is printed for each transmission. See p.105 “User Function Keys”.
- You can choose whether to include print the document image on the report (the image is printed by default). This feature is not available for Confidential Transmission. See p.146 “User Parameters” (switch 04, bit 7).

- ❑ Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows Own Name or Own Fax Number programmed in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.146 "User Parameters" (switch 04, bit 4).

## Communication Failure Report

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.

### Note

- ❑ You can choose whether to print the receiver name on the report. See p.146 "User Parameters" (switch 04, bit 2).
- ❑ You can choose whether to print the document image on the report. See p.146 "User Parameters" (switch 04, bit 7).

## Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

### Note

- ❑ You can switch this report on or off with the User Parameters. See p.146 "User Parameters" (switch 03, bit 5).
- ❑ You can program a User Function key to switch Communication Result Report printing on or off for each transmission. After the transmission completes, the setting reverts to the setting made with the User Parameters. When the User Function key is lit, the report is printed for each transmission. See p.105 "User Function Keys".
- ❑ Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows Own Name or Own Fax Number programmed in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.146 "User Parameters" (switch 04, bit 4).



# 4. Reception Features

## General

There are two types of reception method, Immediate Reception and Memory Reception.

Normally, the machine receives all the faxes with Immediate Reception, however, in the case of Confidential Reception, (see p.38 "Printing a Confidential Message" ) receiving Memory-locked messages, (see p.39 "Printing a Memory-locked Message" ) or when you turn on one of the following functions, the machine receives faxes with Memory Reception.

- Multi-copy Reception  
See p.81 "Multi-copy Reception".
- Two in One  
See p.82 "Two in One".
- Two-sided Reception  
See p.132 "Two-sided Reception".
- Forwarding  
See p.136 "Forwarding".

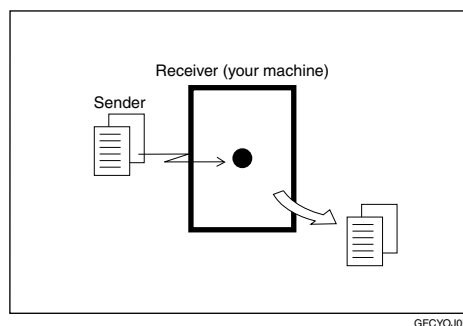
Apart from the above, when any of the conditions for Substitute Reception occur, incoming faxes are not printed but stored in memory. See p.73 "Substitute Reception".

---

## Immediate Reception

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



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## Display during Reception

The sender's Own Name or Own Fax Number appears on the first line.

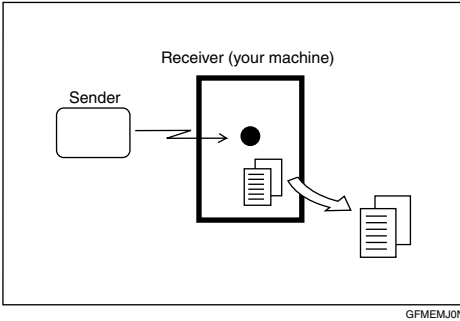
---

## Reference

p.55 "Own Name/Fax Header/Own Fax Number", *Basic Features*

## Memory Reception

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



### Important

- Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.
- If this function is turned on, you may not be able to receive very large or detailed faxes. If this happens, we recommend that you turn this function off.

### Limitation

- The machine may not be able to receive fax messages when the available memory space becomes less than 3%. However, this limitation does not apply when the optional 40MB memory card is installed.



### Note

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

## Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory and not printed, is called Substitute Reception. When Substitute Reception occurs, the **Receive File** is lit. Messages received using Substitute Reception are automatically printed when the problem which caused the machine to use Substitute Reception is rectified.

The table below lists some problems that could cause Substitute Reception to take place and their solutions.

Problem	Causes	Solutions
 is lit red.	Paper has run out.	Add paper. See p.89 "Loading Paper in the Main Paper Tray", <i>Basic Features</i> .
 is lit red.	Toner has run out.	Replace the toner cartridge. See p.90 "Replacing the Toner Cartridge", <i>Basic Features</i> .
"Clear Misfed Paper" is displayed.	Paper is jammed.	Remove the jammed paper. See p.96 "Clearing a Copy, Fax, or Print Jam", <i>Basic Features</i> .
"Close Front/Right Cover" or "Close Lower Right Cover" is displayed.	Cover is open.	Close the cover. See p.18 "Guide to Components", <i>Basic Features</i> .
"Energy Saver Mode" indicator and "Receive File" indicator are lit.	The machine is in Energy Saver Mode.	Press the <b>[Energy Saver/Clear Modes]</b> key.
Another function, such as the optional printer function, is currently printing.	Machine is busy printing with another function.	The message will be printed automatically after the current job finishes.

### Note

- You can switch this function on or off with the User Parameters. See p.146 "User Parameters" (switch 05, bit 0).

## Screening out 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 Own Name/Own Fax Number identification.

Two settings are available:

- "When a name or fax number is received"
- "Free"

 **Important**

- ❑ If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to program an Own Name or Own Fax Number in advance.

 **Note**

- ❑ If "When a name or fax number is received" is selected, the machine only stores messages when the name or fax number is present. You can change this with the User Parameters. See p.146 "User Parameters" (switch 05, bit 1).

 **Reference**

p.55 "Own Name/Fax Header/Own Fax Number", *Basic Features*

**4**

❖ **When a name or fax number is received**

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is turned off for 12 hours or longer, all the messages received are deleted. In such a case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

You can also use this function to screen out unwanted messages, thus conserving memory.

❖ **Free**

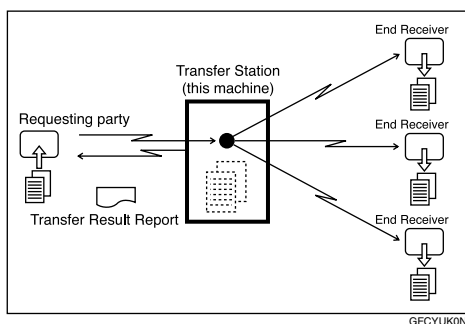
The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

# Reception Functions

## Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks.

The diagram below may make the concept clearer.



The following terminology is used in this section:

### ◆ Requesting Party

The machine where the message originates from, i.e. the machine making a Transfer Request.

### ◆ Transfer Station

The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request. In this section this refers to your machine.

### ◆ End Receiver

The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dial keys, Speed Dials or Groups in the Transfer Station (this machine).

### 📁 Preparation

You need the following settings before you can use this feature.

- Program the End Receiver fax numbers in the Transfer Station's Quick Dial keys, Speed Dials or Groups.
- Program the Requesting Party's fax number in either a Quick Dial key or Speed Dial of the Transfer Station's machine (this machine).
- Program the return address in the Transfer Station's machine (this machine).
- Program the return address in the Requesting Party's machine.
- Polling IDs of the Requesting Party and Transfer Station are identical.

### 🔍 Reference

p.62 "Quick Dial", *Basic Features*

p.71 "Speed Dial", *Basic Features*

p.77 "Groups", *Basic Features*

p.160 "Transfer Report"

p.156 "ID Codes"

### 📝 Note

- ❑ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. See p.45 "Entering Numbers Directly", *Basic Features*.
- ❑ If one of the specified End Receivers is not programmed in the Transfer Station, the transfer is halted.



- ❑ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 250, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.



**Reference**

p.20 "Transfer Request"

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**Transfer Result Report**

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This reports whether transmission to the End Receivers was successful or not.

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party.



**Preparation**

You must program the fax number of the Requesting Party in a Quick Dial key or Speed Dial in the Transfer Station. Also, the return address of the machine needs to be programmed beforehand. See p.160 "Transfer Report".



**Note**

- ❑ You can set whether to print the document image is printed on this report with the User Parameters. See p.146 "User Parameters" (switch 04, bit 7).



**Sending the Transfer Result Report**

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial key or Speed Dial, and if the last five digits of the two numbers match, it sends the Transfer Result report to the Requesting Party.

- Requesting Party's own number:  
**44 - 11 - 22233333**
- Transfer Station's Quick Dial:  
**011 - 22233333**

---

**Remote Transfer**

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This feature allows same make or other make fax machines without the Transfer Request function to perform transfer requests to this machine.



**Preparation**

In order for this machine to perform this function, you need to register the Remote ID, and the Transfer Result Report return address in Quick Dial keys or Speed Dials. See p.156 "ID Codes"; p.62 "Quick Dial", *Basic Features*; and p.71 "Speed Dial", *Basic Features*.



**Limitation**

- ❑ The Requesting Party's fax machine must be able to send out a push signal.
- ❑ The Remote Transfer function only works with the standard and optional G3 line. NIC FAX unit (Option for Type1) is not supported.

**Note**

- You can select whether the machine accepts Remote Transfers or not with the User Parameters. See p.146 "User Parameters" (switch 11, bit 0).

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**How to make a Remote Transfer Request (push signal)**


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This procedure describes how to make a Transfer Request to this machine from the Requesting Party's machine. Require the Requesting Party to perform the following procedure.

**Note**

- To cancel the operation in progress, press the **【#】** key twice.

**1** Place your original, and then select any scan settings you require.

**2** Dial using On Hook Dial, or lift the external telephone and dial.

**3** When the connected line is a dial line, the machine switches over so it can send a push signal.

**4** When you hear the reception tone, press the **【#】** key.

When the Remote Transfer is accepted, you will hear a confirmation "peeee" tone.

**Note**

- If Remote Transfer is turned off on the machine at the other end, you will not hear a confirmation tone and the tone mentioned in step **4** will continue.
- If the Transfer Request is not accepted, for example if memory is full or the Remote ID has been wrongly entered five times, you will hear five "pee-po" tones and the line will be cut off.

**5** Enter the 4-digit Remote ID stored in the Transfer Station, and then press the **【#】** key.

When you enter the correct ID, you will hear a "peeee" tone.

**Note**

- If you do not carry out each step from **5** to **10** within 30 seconds, the line will be cut off.
- Enter the next tone within five seconds. If you wait too long, you will hear a "pee pee pee" tone and you must start the whole procedure again.
- If you enter the wrong Remote ID five times, the line will be automatically cut off, and if you do not change this machine's Remote ID, Remote Transfer will not be accepted. The five times includes previous non-valid attempts.
- If you enter the wrong ID, you will hear a "pee pee pee" tone. If this happens, try again.

**6** Press **【2】【4】【#】**.

**7** Press the **【\*】** key three times. Specify the Transfer Result Report return address stored in the Transfer Station using the procedure below, and then press the **【#】** key.

If the return address is correct, you will hear a "peeee" tone.

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When the return address is stored in a Quick Dial

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**1** Enter the number (01-90) of the Quick Dial key.

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### When the return address is stored in a Speed Dial

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- 1 Press the **[\*]** key, and then enter the Speed Dial code (000-199).

 **Note**

- If you hear a "pee pee pee" tone, press the **[\*]** key three times, and then enter the return address again.
- If you keep getting the error tone, the return address may not be registered in the Quick Dial key or Speed Dial you are specifying.

- 8 Specify the end receiver, and then press the **[#]** key.

If the End Receiver is correct, you will hear a "peeee" tone.

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### Specifying the end receiver with a Quick Dial key

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- 1 Enter the number (01-90) of the Quick Dial key.

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### Specifying the end receiver with a Speed Dial

---

- 1 Press the **[\*]** key, and then enter the Speed Dial code (000-199).

 **Note**

- If the End Receivers only support 2 digits for the Speed Dials, enter the number with 2 digits.

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### Specifying the end receiver with a Group Dial

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- 1 Press the **[\*]** key twice, and then enter the group number (1-9).

 **Note**

- Specify an end receiver that has been stored in a Quick Dial key, Speed Dial, or Group Dial.
- If you hear a "pee pee pee" tone, specify the end receiver again.
- If you keep on getting the error tone, the End Receiver may not be registered in the destination you are specifying.

- 9 Repeat step 8 for all End Receivers.

 **Note**

- If you specify 30 End Receivers, the Transfer Request is accepted and you will hear a "pee pee pee" tone. In this case, proceed to step 10.

- 10 Press the **[#]** key twice.

The Transfer Request is accepted and you will hear a "pee pee pee" tone.

- 11 When you hear the reception tone again, press the **[Start]** key.

Your document will be sent.

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## ID Reception

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If you want to limit reception of messages to those from machines of the same make and with the same Polling ID, contact your service representative to enable this feature.

### Reference

p.156 "ID Codes"

p.55 "ID Transmission"

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## JBIG Reception

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Use this feature to receive messages sent to you using the high compression protocol known as JBIG (Joint Bi-level Image Experts Group).

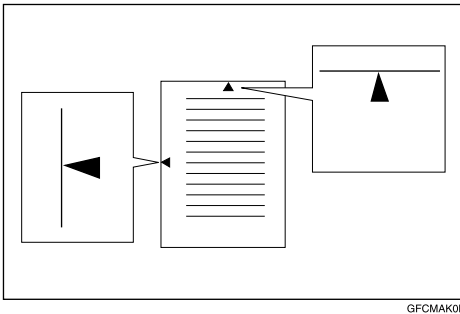
### Reference

p.63 "JBIG Transmission"

# Printing Functions

## Center Mark

When this function is turned on, 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.

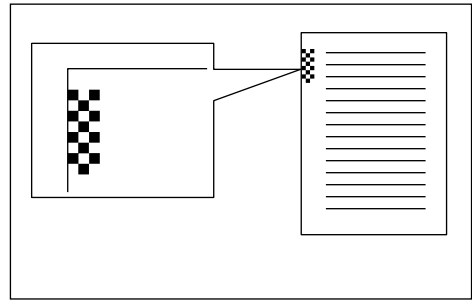


### Note

- You can turn this feature on or off. See p.146 “User Parameters” (switch 02, bit 1).
- If the size of the image or document is smaller than the upper half of the paper, the left side center mark is not printed.
- The center mark may deviate a little from the exact center of the edge.
- The center mark is not printed when you use the machine for making copies.

## Checkered Mark

When this function is turned on, a checkered mark is printed on the first page of fax messages to help you separate them.

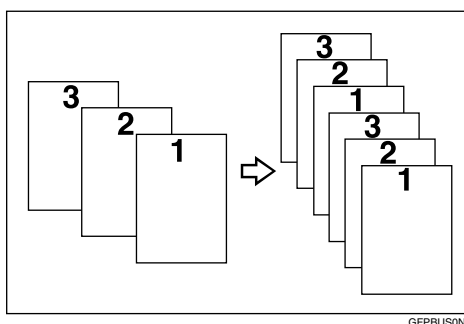


### Note

- You can turn this feature on or off. See p.146 “User Parameters” (switch 02, bit 4).

## 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 made of messages from particular senders.



### Note

- Only one set of prints is made when using the following features:
  - Confidential Reception
  - Memory Lock Reception
  - Polling Reception
- You cannot cancel the job in progress by pressing the **[Clear/Stop]** key.
- The maximum number of copies that can be made of each message is nine. If you are using Multi-copy with specified senders, the maximum number is nine.
- You can switch Multi-copy Reception on and set the number of copies. See p.127 “Multi-copy Reception”.
- Note that the machine will use Memory Reception for Multi-copy.

## Two-sided Reception

If you turn this function on, you can have incoming messages printed on both sides of paper. You can also choose to have messages from specified senders printed in this way. For details, see p.132 “Two-sided Reception”.

### Important

- While a message is being printed with this feature, do not pull out paper being delivered onto the output tray. The paper might become jammed.

## Reception Time





You can have the date and time when a message was received printed at the bottom of the received image.

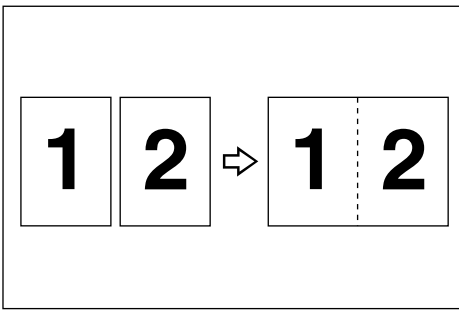
### Note

- When a received message is printed on two or more sheets, the date and time is printed on the last page.
- The date and time of the output is also printed on a message received with Memory Reception.
- You can turn this feature on or off with the User Parameters. See p.146 “User Parameters” (switch 02, bit 2).

## Two in One




When two messages of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5  messages are printed side by side on a sheet of A4 .
- Two 5<sup>1</sup>/<sub>2</sub>"×8<sup>1</sup>/<sub>2</sub>"  messages are printed side by side on a sheet of 8<sup>1</sup>/<sub>2</sub>"×11" .




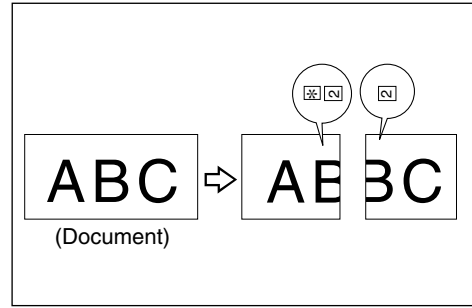
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### Note

- This feature does not work with messages larger than A4 , or 8<sup>1</sup>/<sub>2</sub>"×11" . When 8<sup>1</sup>/<sub>2</sub>"×11"  size paper is loaded in the machine, each page of the received message is output onto a single sheet.
- This feature is not available with Polling Reception or when copying.
- If the sent pages are of different width, or were sent with different scan settings, this feature is not available.
- If paper matching the size and orientation of a received document is not available, Two In One is not possible.
- You can turn this feature on or off with the User Parameters. See p.146 "User Parameters" (switch 10, bit 1).
- This feature uses Memory Reception.

## Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, when 8<sup>1</sup>/<sub>2</sub>"×11"  or A4 paper is loaded, this feature splits the received message if the excess length is about 20 mm (0.8 in.) or more, and reduces it if the excess length is within about 20 mm (0.8 in.). When a message is split, the split mark (✱) is inserted at the split position and about 10 mm (0.4 in.) of the split area is duplicated on the top of the second sheet.



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### Note

- Your service representative can customize this feature with the following settings. Bracketed values are defaults.
  - Reduction (on)
  - Print split mark (on)
  - Overprinting (on)
  - Overprinting length (10 mm or 0.4 in.)
  - Guideline for split (when message is 20 mm or 0.8 in. longer than paper)

- ❑ You can adjust the overprinting length and length of reduction within the following ranges:
  - Guideline for split: 0 - 155 mm (0 - 6.1 in.)

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## TSI Print

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Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number programmed by the sender is printed instead so you can find out where the message came from.

- TSI = Transmitting Subscriber Identification

### Note

- ❑ You can turn this function on or off with the User Parameters. See p.146 "User Parameters" (switch 02, bit 3).

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## Adjusting the Printing Density

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You can economize on toner by adjusting the image density used when generating all printed output (Output Density), or just for incoming faxes, reports, and lists (Toner Saving).

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### Toner saving

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Use this feature to save over 50% of the toner normally used for printing incoming faxes, reports, and lists.

### Limitation








- ❑ This feature does not apply to copies or prints made with the printer option. However, the optional printer interface unit has its own toner saving function.

### Note

































































- ❑ When receiving faxes sent using Photo (Halftone) mode from this maker's machines, turn Toner Saving off.
- ❑ When Toner Saving is turned on, printed images will come out lighter than usual. To check on the image quality, print out the User Parameter List. See p.156 "Printing the User Parameter List".
- ❑ If the other party sends you a fax using the Photo (Halftone) mode, the printed fax image may differ from the document image.
- ❑ You can turn Toner Saving on or off with the User Parameters. See p.146 "User Parameters" (switch 12, bit 2).



# When There Is No Paper of the Correct Size





If there is no paper in your machine that matches the size of a received message, the machine chooses a paper size based upon the paper you have available. For example, if your machine has A4  and 8<sup>1</sup>/<sub>2</sub>"×11"  loaded and you receive a A5  size message, check the A5  column of the table below. The paper size at the top has the highest priority. In this case, since 8<sup>1</sup>/<sub>2</sub>"×11"  is a higher priority than A4 , the message is printed on 8<sup>1</sup>/<sub>2</sub>"×11" .

## ◆ Priority Table

		Reception Size					
		8 <sup>1</sup> / <sub>2</sub> "×14"  , 8 <sup>1</sup> / <sub>4</sub> "×14" 	8 <sup>1</sup> / <sub>2</sub> "×13"  , 8 <sup>1</sup> / <sub>4</sub> "×13" 	A4 	8 <sup>1</sup> / <sub>2</sub> "×11" 	A5 	5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> " 
Priority	1	8 <sup>1</sup> / <sub>2</sub> "×14"  , 8 <sup>1</sup> / <sub>4</sub> "×14" 	8 <sup>1</sup> / <sub>2</sub> "×13"  , 8 <sup>1</sup> / <sub>4</sub> "×13" 	A4 	8 <sup>1</sup> / <sub>2</sub> "×11" 	A5 	5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> " 
	2	8 <sup>1</sup> / <sub>2</sub> "×13"  <sup>*1</sup> , 8 <sup>1</sup> / <sub>4</sub> "×13" 	A4  <sup>*1</sup>	8 <sup>1</sup> / <sub>2</sub> "×11"  <sup>*1</sup>	A4 	5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "  <sup>*1</sup>	A5 
	3	A4  <sup>*1</sup>	8 <sup>1</sup> / <sub>2</sub> "×11"  <sup>*1</sup>	8 <sup>1</sup> / <sub>2</sub> "×13"  , 8 <sup>1</sup> / <sub>4</sub> "×13" 	8 <sup>1</sup> / <sub>2</sub> "×13"  , 8 <sup>1</sup> / <sub>4</sub> "×13" 	8 <sup>1</sup> / <sub>2</sub> "×11" 	8 <sup>1</sup> / <sub>2</sub> "×11" 
	4	8 <sup>1</sup> / <sub>2</sub> "×11"  <sup>*1</sup>	8 <sup>1</sup> / <sub>2</sub> "×14"  , 8 <sup>1</sup> / <sub>4</sub> "×14" 	8 <sup>1</sup> / <sub>2</sub> "×14"  , 8 <sup>1</sup> / <sub>4</sub> "×14" 	8 <sup>1</sup> / <sub>2</sub> "×14"  , 8 <sup>1</sup> / <sub>4</sub> "×14" 	A4 	A4 
	5	A5  	A5  	A5  	A5  	8 <sup>1</sup> / <sub>2</sub> "×13"  , 8 <sup>1</sup> / <sub>4</sub> "×13" 	8 <sup>1</sup> / <sub>2</sub> "×13"  , 8 <sup>1</sup> / <sub>4</sub> "×13" 
	6	5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "  	5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "  	5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "  	5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "  	8 <sup>1</sup> / <sub>2</sub> "×14"  , 8 <sup>1</sup> / <sub>4</sub> "×14" 	8 <sup>1</sup> / <sub>2</sub> "×14"  , 8 <sup>1</sup> / <sub>4</sub> "×14" 

<sup>\*1</sup> The printed image is reduced in size.

### Note

- If there is paper that matches the size of a received image only in the bypass tray, paper in the bypass tray has a higher priority than paper in the main paper tray or the optional paper tray unit. For example, if A4 size paper is loaded in the bypass tray and A5 size paper in the main paper tray or the optional paper tray unit, a received A4 size image is printed on the paper in the bypass tray.
- The paper size used to print a received message may be different from the size of the sent original.
-  and  indicate that the message is split over two pages of paper with the orientation and size shown (Page Separation).

### Reference

p.82 “Page Separation and Length Reduction”

## Copying

This section describes how to make copies.

### Important

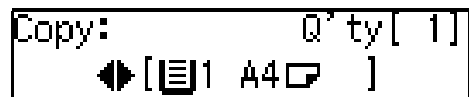
- ❑ When making multiple copy sets, copying starts once all originals have been scanned into memory. If memory runs out (free memory reaches 0%) while scanning, the copy job is canceled and the scanned data is deleted from memory. However, copying the scanned original is possible if you select Stack as the output order for multiple copying.

### Note

- ❑ The recommended originals are the same as the recommended originals for fax transmission. Place your original, and then select any scan settings in the same way as for fax transmission.
- ❑ You cannot set the Resolution to Extra Super Fine in copier mode. However, you can do so by installing the optional 40MB memory card and enabling Extra Super Fine resolution in copier mode with the User Parameters. See p.146 "User Parameters" (switch 20, bit 1).
- ❑ When turning the "Ex. Super Fine" on with the User Parameters (switch 20, bit 1), the machine may not be able to send or receive fax messages using multiple lines, or copy or print received messages.
- ❑ Copy paper that cannot be loaded in the main paper tray or the optional paper tray(s) can be loaded in the bypass tray. See p.86 "Making Copies on Special Paper".

- ❑ You can set the output order for multiple sets of copies to Sort (1,2,3,1,2,3) or Stack (1,1,2,2,3,3) with the User Parameters. See p.146 "User Parameters" (switch 09, bit 7).
- ❑ If you want to prevent people from freely making copies, you can disable the copy function with the User Parameters. See p.146 "User Parameters" (switch 12, bit 7).
- ❑ There may be slight differences in the size and quality of printed image from fax transmissions and the copy feature.
- ❑ The copying feature is available only in standby mode. If the machine is in another operation mode, switch it to standby mode. See p.24 "Standby Display", *Basic Features*.

### **1** Press the **[Copy]** key.



The Resolution automatically changes to Super Fine.

### Note

- ❑ If you press the **[Copy]** key again, the standby display reappears.

### **2** Place your original in the ADF face up.

### **3** Select any scan settings as necessary.

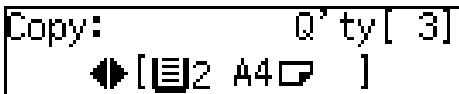
- 4** Press **◀** or **▶** to select the copy paper size.



**Note**

- You cannot select the paper size if the optional paper tray unit is not installed.
- You can change which paper source to be selected first with the User Parameters. See p.146 "User Parameters"(switch 19; bit 7,6,5).
- If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.

- 5** Enter the number of copies you need with the number keys.



**Note**

- You can specify between 1 and 99 copies.

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

Copying starts.

When copying is completed, the standby display reappears.

**Note**

- To stop copying while it is in progress, press the **[Clear/Stop]** key. Then open the ADF cover and ADF unit and remove any originals that are left inside.

**Reference**

p.95 "Clearing Original Jams",  
*Basic Features*

## Making Copies on Special Paper

You can make copies on special paper that cannot be loaded in the main paper tray or optional paper tray unit by using the bypass tray.

Set the copy paper with the side to be printed facing down.

You can use the following types of special paper as well as the types of paper you load in the paper trays:

- Paper that weighs between 93 and 157 g/m<sup>2</sup> (25 to 42 lb)
- OHP transparencies
- Adhesive labels
- Postcards
- Envelopes

**Preparation**

You need to specify the paper type for the bypass tray beforehand. See p.115 "Bypass Paper Type".

**Important**

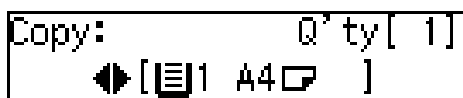
- If the paper is curled, flatten it before loading in order to avoid paper jams.

**Note**

- You can load paper in the bypass tray up to approximately 100 sheets (8<sup>1</sup>/<sub>2</sub>"×14" or smaller), or 1 sheet (larger than 8<sup>1</sup>/<sub>2</sub>"×14"). Up to 10 postcards or envelopes can be loaded.
- Load OHP transparencies one sheet at a time, and remove them from the paper tray immediately after copying is complete.

- ❑ When making copies on OHP transparencies, an unusual sound may be emitted depending on the type of OHP transparency. To avoid this, place a sheet of quality paper on top of the OHP transparency when loading.
- ❑ Load postcards in the landscape orientation (☐).
- ❑ Postcards that are curled in the center may cause a paper jam. Be sure to flatten them before loading.

### 1 Press the **[Copy]** key.



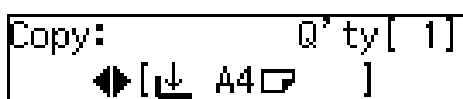
The Resolution automatically changes to Super Fine.

#### Note

- ❑ If you press the **[Copy]** key again, the standby display reappears.

### 2 Place your original, and then select any scan settings as necessary.

### 3 Press **⏪** or **⏩** to select the bypass tray.



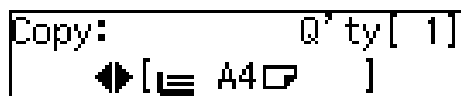
#### Note

- ❑ Confirm that the correct paper size is displayed. If not, press the **[#]** and then change the paper size setting for the bypass tray.

#### Reference

p.113 "Tray Paper Size"

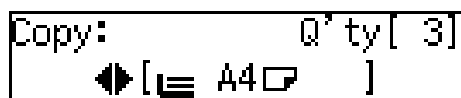
### 4 Load paper in the bypass tray.



#### Reference

p.182 "Loading Paper in the Bypass Tray"

### 5 Enter the number of copies you need with the number keys.



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

Copying starts.

When copying is completed, the standby display reappears.

## Making Two-sided Copies

This function can be used in the following ways:

#### ❖ One-sided to two-sided

This mode makes two-sided copies from one-sided originals.

#### ❖ Two-sided to two-sided

This mode makes two-sided copies from two-sided originals.

#### ❖ Two-sided to one-sided

This mode copies each side of a two-sided original onto separate pages.

#### Preparation

You need to assign the Duplex function to a User Function key beforehand. See p.105 "User Function Keys".

You need to turn on the Two-sided Printing function for the paper tray(s). See p.114 "Paper Tray for Two-sided Printing".

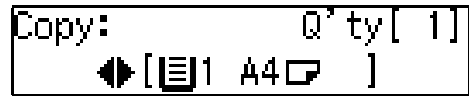
**Limitation**

- ❑ You cannot use the following copy paper with this function:
  - A5 and 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" paper
  - Translucent paper
  - Label paper (adhesive labels)
  - OHP transparencies
  - Postcards
- ❑ You cannot use the bypass tray with this function.
- ❑ When you set an odd number of one-sided originals in the ADF, the reverse side of the last page is left blank.

**Note**

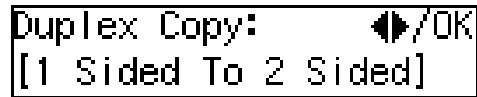
- ❑ When you set an odd number of one-sided originals, the setting for printing the last page on the front or back side of paper can be changed if all pages of the received documents are of the same size. To change the setting, contact your service representative.

**1** Press the **[Copy]** key.



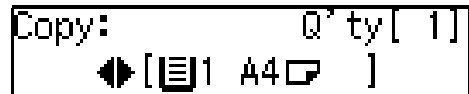
The Resolution automatically changes to Super Fine.

**2** Press the User Function key ( **[F1]** to **[F10]** ) the Duplex function programmed in.



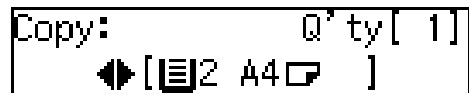
Confirm that "1 Sided To 2 Sided" is displayed.

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



**4** Place the originals in the ADF, and then select any scan settings as necessary.

**5** Press **[Left]** or **[Right]** to select the paper tray and the paper size.

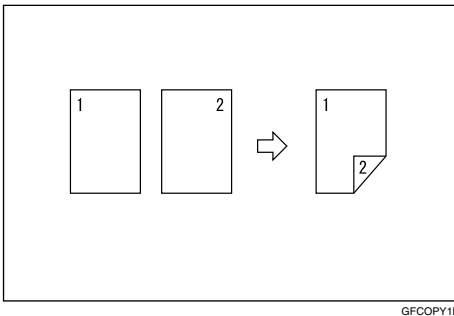


**Note**

- ❑ You need to select the paper tray for which the Two-sided Printing function is turned on.

**5**

**One-sided to two-sided**

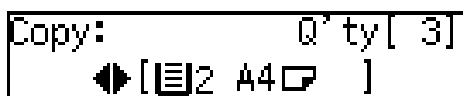


This table shows the results that can be achieved when making two-sided copies from one-sided originals.

Originals	Printouts

- You cannot select the paper size if the optional paper tray unit is not installed.
- If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.

**6** Enter the number of copies you need with the number keys.



**Note**

- You can specify between 1 and 99 copies.

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

Copying starts.

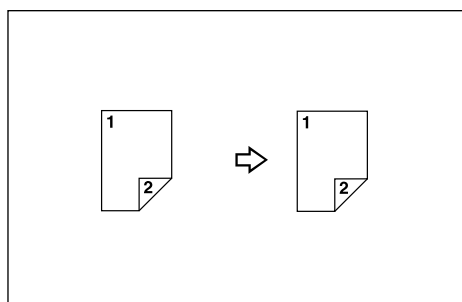
**Note**

- Do not pull out paper being delivered onto the output tray. The paper might become jammed. If this occurs, open the right cover and remove the jammed paper.

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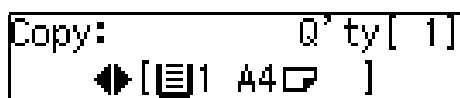
### Two-sided to two-sided

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GFCOPY2E

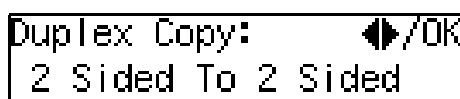
**1** Press the **[Copy]** key.



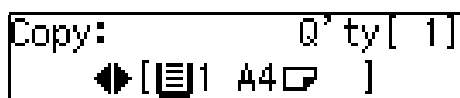
The Resolution automatically changes to Super Fine.

**2** Press the User Function key (**[F1]** to **[F10]**) with the Duplex function programmed in.

**3** Press **[Left]** or **[Right]** until "2 Sided To 2 Sided" is displayed.

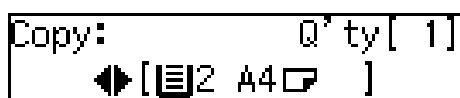


**4** Press the **[OK]** key.



**5** Place the original in the ADF, and then select any scan settings as necessary.

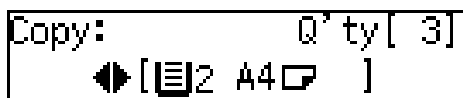
**6** Press **[Left]** or **[Right]** to select the paper tray and the paper size.



**Note**

- You need to select the paper tray for which the Two-sided Printing function is turned on.
- You cannot select the paper size if the optional paper tray unit is not installed.
- If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.

- 7** Enter the number of copies you need with the number keys.



**Note**

- You can specify between 1 and 99 copies.

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

After the front side is scanned, the original is delivered onto the original output tray.

- 9** Place the original in the ADF with the back side facing up.

**Note**

- Adjust the original so that the back side is scanned in the same direction as the front side was scanned in.

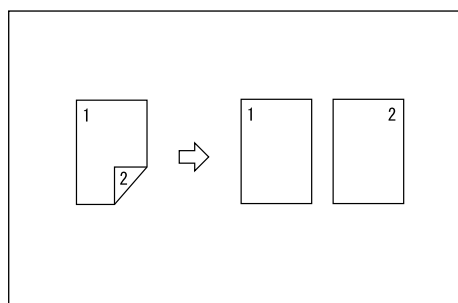
- 10** Press the **[Start]** key.

After the back side is scanned, copying starts.

**Note**

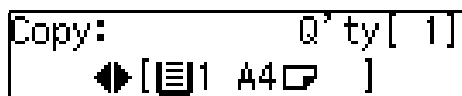
- Do not pull out paper being delivered onto the output tray. The paper might become jammed. If this occurs, open the right cover and remove the jammed paper.

**Two-sided to one-sided**



GFCOPY3E

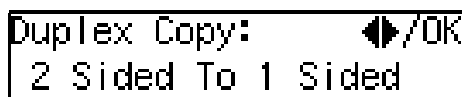
- 1** Press the **[Copy]** key.



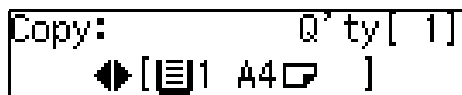
The Resolution automatically changes to Super Fine.

- 2** Press the User Function key (**[F1]** to **[F10]**) with the Duplex function programmed in.

- 3** Press **[Left]** or **[Right]** until "2 Sided To 1 Sided" is displayed.

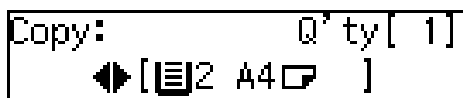


- 4** Press the **[OK]** key.



- 5** Place the original in the ADF, and then select any scan settings as necessary.

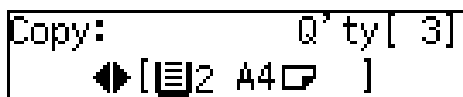
- 6** Press ◀ or ▶ to select the paper size.



 **Note**

- You cannot select the paper size if the optional paper tray unit is not installed.
- If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.

- 7** Enter the number of copies you need with the number keys.



 **Note**

- You can specify between 1 and 99 copies.

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

After the front side is scanned, the original is delivered onto the original output tray.

- 9** Place the original in the ADF with the back side facing up.

 **Note**

- Adjust the original so that the back side is scanned in the same direction as the front side was scanned in.

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

After the back side is scanned, copying starts.





# 6. Facsimile User Tools

## User Tools Menu

You can utilize fax features in full by accessing the User Tools and storing fax numbers of destinations or registering often used functions. You can also enable various functions such as Printing Reports/Lists or User Function Keys.

You can make settings for the functions described below.

Necessary option:

\*1 NIC FAX Unit (Option for Type1)

\*2 Printer Interface Unit

### ❖ Counter

Allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

### Reference

p.98 "Counters"

### ❖ Fax features

Function Name		Description	Reference
Program / Delete (Program / Delete Menu)	Prog. Quick Dial (Programming Quick Dials)	Allows you to program a fax number into a Quick Dial key so that you may specify the destination simply by pressing the key.	p.62 "Quick Dial", <i>Basic Features</i>
	Delete Quick Dial (Deleting Quick Dials)	Allows you to delete a fax number programmed as a Quick Dial.	
	Prog. Speed Dial (Programming Speed Dials)	Allows you to program a fax number as a Speed Dial destination so that you may specify the fax number as a destination simply by pressing the <b>[Speed Dial]</b> key and then the three-digit Speed Dial number.	p.71 "Speed Dial", <i>Basic Features</i>
	Delete Speed Dial (Deleting Speed Dials)	Allows you to delete a fax number programmed as a Speed Dial.	
	Prog. Group Dial (Programming Groups)	Allows you to program multiple fax numbers as a group so that you may easily specify multiple fax numbers as destinations.	p.77 "Groups", <i>Basic Features</i>
	Delete Group Dial (Deleting Groups)	Allows you to delete fax numbers programmed as a group.	

Function Name		Description	Reference
Program / Delete (Program / Delete Menu)	Change Prog.Name (Changing the Program Name)	Allows you to change the name of a Keystroke Program stored in a Quick Dial key.	p.99 "Programs"
	Delete Program (Deleting Programs)	Allows you to delete a Keystroke Program.	
	Prog.Auto Doc. (Programming Auto Documents)	Allows you to store a document that you often use in memory and send or print it when needed by using a Quick Dial key.	p.101 "Auto Documents"
	Delete Auto Doc. (Deleting Auto Documents)	Allows you to delete a document stored as Auto Document.	
	Prog. Addr.Temp. (Programming Address Template *1)	Allows you to program a string of text for the <b>【★】</b> Quick Dial key. You can use this for entering text such as an e-mail address.	Chapter 8, "Registering Template Addresses" in the NIC FAX unit manual
	Del. Addr.Temp. (Deleting Address Template *1)	Allows you to delete Template Addresses.	
	User Functions (User Function Keys)	Allows you to program each of the User Function keys ( <b>【 F1】</b> to <b>【 F10】</b> ) with a desired function. You can also assign a function that you often use, so that multiple key operations may be performed by pressing one key.	p.105 "User Function Keys"

Function Name		Description	Reference
Reports / Lists	Journal	Allows you to print the Journal manually. You can check information about the most recent 50 communications (transmissions and receptions).	p.40 "Printing the Journal"
	TX File List (Transmission File List)	Allows you to check the contents of a fax document queued for transmission.	p.37 "Printing a Stored Message (Print TX File)"
	Dial List	Allows you to print the Quick Dial List, Speed Dial List, and Group Dial List.	"Reports/Lists"
	Quick Dial Label	Allows you to print labels for Quick Dial keys.	p.67 "Quick Dial Key Label (Dial Label)", <i>Basic Features</i>
	Program List	Allows you to print and check contents of Keystroke Programs.	p.110 "Reports/Lists"
	Auto Doc.Orig. (Auto Document Original)	Allows you to print and check documents stored in Auto Document.	
	User Function List	Allows you to print and check contents of the programmed User Functions.	

Function Name		Description	Reference
Setup	Monitor Volume	Allows you to adjust the volume of sounds emitted from the machine's internal speaker such as monitoring sounds, the buzzer, or key sound.	p.93 "Adjusting Volume", <i>Basic Features</i>
	Display Contrast	Allows you to adjust the contrast of the control display panel.	p.111 "Adjusting the Display Contrast"
	Date/Time	Allows you to set the machine's internal clock to the current time, which is used for features such as Send Later.	p.111 "Date/Time"
	Summer Time / DST (Summer Time/Daylight Saving Time)	Allows you to advance the machine's internal clock or set the clock back to observe the summer time.	p.112 "Summer Time/Daylight Saving Time"
	Reception Mode	Allows you to switch the Reception Mode between Auto Receive and Manual Receive.	p.52 "Reception Modes", <i>Basic Features</i>
	Fax Information (Programming Own Name / Fax Header)	Allows you to register information displayed on the other party's machine or printed on the header of every fax you send. You can program one Own Name (RTI) and two Fax Headers (TTI).	p.55 "Own Name/Fax Header/Own Fax Number", <i>Basic Features</i>
	Scanner RGB <sup>*1</sup>	Allows you to adjust the color balance for scanning color originals using the Network Scanner function.	Chapter 3, "Scanner RGB" in the NIC FAX unit manual
	Tray Paper Size	Allows you to change the paper size setting for each paper tray.	p.113 "Tray Paper Size"
	Ppr.Tray(2 Sided) (Paper Tray for Two-sided Printing)	Allows you to have messages or copies printed on both sides of paper for each tray.	p.114 "Paper Tray for Two-sided Printing"
	Bypass Paper Type	Allows you to select the paper type for the bypass tray.	p.115 "Bypass Paper Type"
	Auto Reset Timer	Allows you to set the period of time before the machine automatically returns to standby mode.	p.116 "Auto Reset Timer"
On Hook Timeout	Allows you to set the period of time before the machine automatically cancels the On Hook Dial mode when a number isn't entered after pressing the <b>【On Hook Dial】</b> key.	p.117 "On Hook Timeout"	
Key Op. Tools (Key Operator Tools)	Allows you to make settings of functions that are mainly managed by key operators.	p.119 "Key Operator Tools Menu"	

### ❖ **Printer features**<sup>2</sup>

Allows you to use the machine as a printer when the machine is connected to a personal computer.

#### **Reference**

See the optional printer interface manual for detailed information.

### ❖ **Language**

Allows you to use another language for messages on the display.

#### **Reference**


p.98 "Selecting the Display Language"

### **Note**

- The numbers that appear with function names on the display vary depending on which options are installed.
- Access the user tools in standby mode. If the machine is in another operation mode, return it to standby mode. See p.24 "Standby Display", *Basic Features*.



### **About the Display**

- Press the **[OK]** key when you finish making settings. The settings that you made are not stored in the machine if you finish the procedure without pressing the **[OK]** key when accessing User Tools.
  - Press the **[User Tools]** key to return to the standby display.
- 

## Counters

This function allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

- **Transmissions:**  
Total number of transmitted pages
- **Receptions:**  
Total number of received pages
- **Scanning:**  
The combined total number of pages that have been scanned when copying and sending faxes.
- **Printing:**  
The combined total number of pages that have been printed through fax reception, copying, and PC printing (optional).

**1** Make sure that the standby display is shown.

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

Confirm that " 1. Counter " is displayed.



**3** 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 ⏩.

**4** Once you have confirmed the number of pages, press the **[Cancel]** key.

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

The standby display reappears.

## Selecting the Display Language

If you would rather use another language for messages and the display, follow the procedure below.

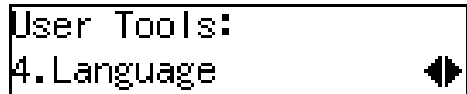
**Note**

- Make sure that the standby display is shown 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.

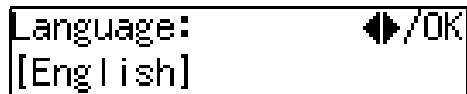


**2** Press ⏪ or ⏩ until "4. Language" is displayed.



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

**4** Press ⏪ or ⏩ to display the language you want to select.



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

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

The standby display reappears.

# Program/Delete Menu

## Programs

### Storing a Program

If you regularly send messages to particular destinations using the same features, you can save a lot of repetitive keypad operation by storing these settings in a Keystroke Program.

Keystroke programs can then be recalled by just pressing a Quick Dial key.

You can register the following items in Keystroke Programs:

#### ❖ Keypad operations

Memory Transmission, Immediate Transmission, Confidential Transmission, Free Polling, Polling Reception, destinations, User codes, Confidential ID codes, Polling ID codes, SUB Code Transmission, and SEP Code Polling Reception, Reduced Image Transmission, Transfer Request.

#### ❖ NIC FAX functions

Scan to E-mail, Color Scan, Internet FAX, IP-Fax, and Network Delivery Scanner. To use these functions, the NIC FAX unit (Option for Type1) is required.

#### ❖ Program name

You can register the Program name using up to 20 characters.

#### 📝 Note

- ❑ We recommend that you print the Keystroke Program List and keep it when you register or change a function. See p.110 “Reports/Lists”.

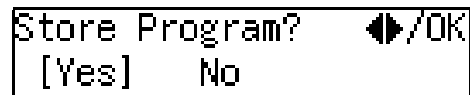
- ❑ You cannot register a program in a Quick Dial already used for another function.
- ❑ The maximum number of programs you can register is 90.

### 1 Perform the operations you want to store in a Keystroke Program.

#### 📝 Note

- ❑ The storing procedure varies depending on the contents of the program.

### 2 Press the Quick Dial key you want to store the program in.



Confirm that “Yes” is selected.

### 3 Press the [OK] key.



If you do not register the program name, proceed to step 5.

### 4 Enter the program name.



#### 📝 Note

- ❑ To cancel the Keystroke Program, press the [Cancel] key. The display before you add a destination appears.

### 5 Press the [OK] key.

The standby display reappears.



## Changing the Program name

To change the programmed name, perform the following procedure.

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



- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.



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



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

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

- 5 Press **⏪** or **⏩** until "7. Change Prog.Name" is displayed.



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

- 7 Display the Quick Dial containing the program whose name you want to change.

Press the Quick Dial key, or search using **⏪** or **⏩**.



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

- 9 Press the **[Clear/Stop]** key, and then enter another name.



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

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

The standby display reappears.

## Using a Program

Example: Recalling a program stored in Quick Dial 07.

- 1 Place your original, and then select any scan settings you require.

- 2 Press Quick Dial 07.

The machine starts scanning the original.

The message will be sent at the specified time.

## Deleting a Program

### ⚠ Limitation

- You cannot delete a program which contains destinations specified with the number keys, when a file is queued for transmission using the program.
- You cannot delete a program when it contains destinations specified using a Group, if any destination of that Group has been programmed with the number keys.

### 📝 Note

- If you delete a program, the registered program name is also deleted.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

```
Fax Features:
1.Program / Delete
```

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

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

- 5** Press **⏪** or **⏩** until "8. Delete Program" is displayed.

```
Program / Delete:
8.Delete Program
```

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

- 7** Display the Quick Dial containing the program you want to delete.

Press the Quick Dial, or search using **⏪** or **⏩**.

```
Delete?
007 DEF COMPANY
```

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

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

The standby display reappears.

## Auto Documents

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 memory as an Auto Document. This saves re-scanning the document every time you want to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

### Important

- If the power is off more than 12 hours, all Auto Documents stored are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. See p.180 "Power Failure Report".

### Note

- You can check the Auto Document name in the Program List. See p.110 "Reports/Lists".
- You can print the document stored as Auto Document. See p.103 "Printing the Auto Document original".

### Reference

p.62 "Quick Dial", *Basic Features*

## Programming/changing

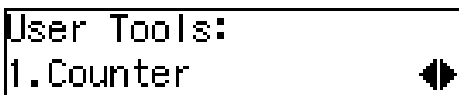
You can store the following items in an Auto Document:

- Document image
- Scan settings (Resolution and half-tone)
- Document name (up to 20 characters)
- Label Insert Setting

**Note**

- You cannot store Auto Document in a Quick Dial used for storing a program.
- You can only send one Auto Document per transmission.
- You can store up to 90 Auto Documents.
- How many pages of Auto Documents you can store in memory depends on the amount of memory currently available. The combined maximum number of pages in all kinds of documents that can be stored in memory is 560 (2,200 when the optional 40MB memory card is installed).
- You cannot change the Auto Document queued for transmission.
- To insert a Label using Auto Document, press the Quick Dial key that contains the Auto Document stored as the Label, and then specify the destination with the Label Insertion is "On" by pressing the Quick Dial key that the destination fax number is stored in. See p.60 "Auto Document".
- To change the name of an Auto Document or the Label Insert setting, follow the same procedure for making a new setting.
- To change a stored Auto Document, store another Auto Document after deleting the stored Auto Document.

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



**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



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



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

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

**5** Press **⏪** or **⏩** until "9. Prog.Auto Doc." is displayed.



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

**Note**

- You can search the Quick Dial by using **⏪** or **⏩**. After displaying the Quick Dial in which you want to program Auto Document (as the display below), press the **[OK]** key, and then proceed to step **8**.



**7** Press the number of the Quick Dial where you want to program the document.



**Note**

- If you press the Quick Dial key already used for storing Auto Document, the Auto Document name is displayed.
- If you do not want to store the Auto Document name, proceed to step 9.

- 8** Enter the name of the Auto Document.

**Note**

- When the programmed Auto Document name is displayed, press the **[Clear/Stop]** key, and then enter another name.

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

- 10** Press **◀** or **▶** to select whether to store the Auto Document as the Label.

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

**Note**

- When you are changing the programmed Auto Document, proceed to step 14.

- 12** Place your original, and then select any scan settings you require.

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

The document is stored in memory and registered as an Auto Document.

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

The standby display reappears.

**Printing the Auto Document original**

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

- 2** Press **◀** or **▶** until " 2. Fax Features " is displayed.

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

- 4** Press **◀** or **▶** until " 2. Reports / Lists " is displayed.

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

- 6** Press **◀** or **▶** until "6. Auto Doc.Orig." is displayed.

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

- 8** Display the Auto Document Original you want to print.

Press the Quick Dial key, or search using **◀** or **▶**.

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

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

The Auto Document original is printed out.

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

The standby display reappears.

## Deleting

 **Note**

- ❑ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission, or delete the Auto Document after deleting the file waiting to be transmitted.

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



**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



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



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

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

**5** Press **⏪** or **⏩** until "10. Delete Auto Doc." is displayed.



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

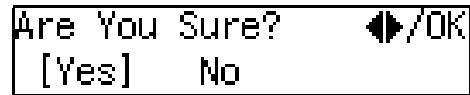
**7** Display the number of the Quick Dial where the document you want to delete is registered.

Press the Quick Dial key, or search using **⏪** or **⏩**.



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

**9** Press **⏪** or **⏩** to select "Yes".



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

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

The standby display reappears.

## User Function Keys

You can program each of the User Function keys ( **[F1]** to **[F10]** ) with a function that you use frequently. When you want to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key. This procedure can be used to edit, delete or change the contents of the User Function keys.

The following table lists the functions you can store in the User Function keys ( **[F1]** to **[F10]** ).

Function Name	Description	Indicator	Reference
Groups	Allows you to specify the destination using a Group code.	—	p.49 "Using Group Dials", <i>Basic Features</i>
Economy Transmission	Allows you to specify Economy Transmission.	✓	p.142 "Economy Transmission"
User Code Transmission	Allows you to specify User Code Transmission	—	p.9 "User Code Transmission"
Fax Header Print	Allows you to make on/off setting for Fax Header Print.	✓	p.23 "Fax Header Print"
Tone	Allows you to enter Tone.	—	p.46 "Tone", <i>Basic Features</i>
Batch Transmission	Allows you to make on/off setting for Batch Transmission.	✓	p.66 "Batch Transmission"
Duplex	Allows you to scan a duplex original for transmission or copying.	✓	p.56 "Duplex Original Settings" p.87 "Making Two-sided Copies"
Forwarding	Allows you to make on/off setting for Forwarding.	✓	p.136 "Forwarding"
Dial Option	Allows you to send or receive fax messages with an ID (SUB/SEP/SID/PWD).	✓	p.47 "SUB/SID (SUB Code Transmission)", p.49 "SEP/PWD (SEP Code Polling Transmission)"
Line Select <sup>*1</sup>	Allows you to select the telephone line for transmission.	✓	p.53 "Selecting the Line"
Extension	Allows you to choose the Select Line setting between Extension and Outside.	✓	p.158 "G3 Analog Line"
Print Journal	Allows you to print the Journal.	—	p.40 "Printing the Journal"

Function Name	Description	Indicator	Reference
Internet Fax <sup>*1</sup>	Allows you to enter texts such as an e-mail address.	—	Chapter 2, "Transmission," and Chapter 3, "Transmission" in the NIC FAX unit manual
Auto Mail Reception <sup>*1</sup>	Allows you to make on/off setting for Auto Mail Reception.	✓	Chapter 4, "Auto Mail Reception" in the NIC FAX unit manual
Mail Reception <sup>*1</sup>	Allows you to receive e-mail manually.	—	Chapter 4, "Manual Mail Reception" in the NIC FAX unit manual
Mail Option <sup>*1</sup>	Allows you to make the setting for transmission or reception of e-mail messages.	—	Chapter 3, "Scanning a Color Original" in the NIC FAX unit manual Chapter 4, "Transmitting Internet Fax" in the NIC FAX unit manual
E-mail Message <sup>*1</sup>	Allows you to enter an e-mail message or to register template subjects and messages.	—	Chapter 8, "Registering Template Subjects and Messages" in the NIC FAX unit manual
Scanner (Scan to E-mail) <sup>*1</sup>	Allows you to enter destinations for Internet Fax transmissions using the Scanner function.	—	Chapter 3, "Using Scan to E-mail Functions" in the NIC FAX unit manual
JPEG <sup>*1</sup>	Allows you to select whether to send color documents in JPEG format or not.	✓	Chapter 3, "Using Scan to E-mail Functions" in the NIC FAX unit manual
Communication Result Report	Allows you to select whether to print the Communication Result Report (Memory Transmission) or Immediate Transmission Result Report (Immediate Transmission).	✓	p.64 "Checking the Transmission Result"
Reception Mode Selection	Allows you to select the Reception Mode.	—	p.52 "Selecting the Reception Mode", <i>Basic Features</i>
Batch Original Documents Transmission	Allows you to send a fax message by using the Batch Original Documents Transmission function.	✓	p.57 "Batch Original Documents Transmission"
Program Quick Dial	Allows you to program Quick Dial.	—	p.62 "Quick Dial", <i>Basic Features</i>
Monitor Volume	Allows you to adjust the volume of the sounds the machine makes.	—	p.93 "Adjusting Volume", <i>Basic Features</i>

<sup>\*1</sup> Option(s) required

- "✓" mark in the "Indicator" column indicates that the indicator on the User Function key is lit when the function is selected.
- The following functions are pre-assigned to User Function keys:
  - 【F1】: Print Journal
  - 【F2】: Fax Header Print
  - 【F3】: Group Dial
- The following functions are also pre-assigned to User Function keys if your machine is Type2:
  - 【F4】: E-mail Message
  - 【F5】: Internet Fax
  - 【F9】: JPEG
  - 【F10】: Scan to E-mail

### Important

- We recommend that you print the User Function list and keep it when you program or change User Function keys. See p.110 "Reports/Lists".

### Note

- You can check the functions assigned to the User Function keys on the "Quick Dial Key Label (Dial Label)". See p.67 "Quick Dial Key Label (Dial Label)", *Basic Features*.

---

## Programming/changing the contents of a User Function key

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### Note

- The function that is already assigned to a User Function key cannot be assigned to another User Function key.

- 1 Press the **【User Tools】** key.

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

- 3 Press the **【OK】** key.

Confirm that "1. Program / Delete" is displayed

```
Fax Features:
1.Program / Delete
```

- 4 Press the **【OK】** key.

- 5 Press **⏪** or **⏩** until "13. User Functions" is displayed.

```
Program / Delete:
13.User Functions
```

- 6 Press the **【OK】** key.

```
Press Key to Program
(F1-F10)
```

- 7 Press the User Function key (**【F1】** to **【F10】**) you want to assign.

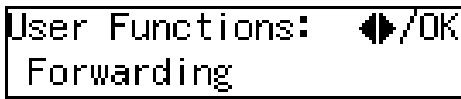
```
User Functions:
[Print Journal]
```



**Note**

- ❑ If you press the User Function key the function has not been assigned to yet, "None" is displayed.
- ❑ If you press the User Function key the function has been already programmed, the name of the programmed function is displayed.

**8** Press **◀** or **▶** to display the function name you want to assign.

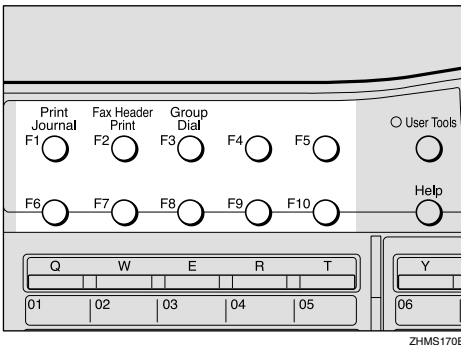


**9** Press the **[OK]** key.

**10** Press the **[User Tools]** key.  
The standby display reappears.

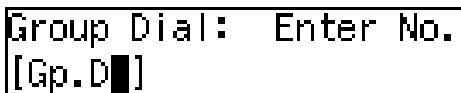
**Using a User Function key**

**1** Press the User Function key (**[F1]** to **[F10]**) in which the function you want to use is stored.



The stored function's display is shown.

❖ **Example: "Group Dial"**



**Deleting functions stored in User Function keys**

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



**2** Press **◀** or **▶** until "2. Fax Features" is displayed.



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

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

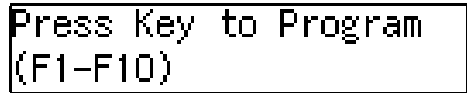


**5** Press the **[OK]** key

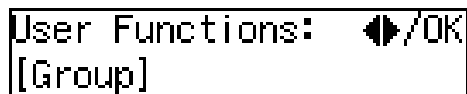
**6** Press **◀** or **▶** until "13. User Functions" is displayed.



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



**8** Press the User Function key you want to delete.



- 9 Press ◀ or ▶ until "None" is displayed.

```
User Functions: ◀/OK
** None **
```

- 10 Press the [OK] key.
- 11 Press the [User Tools] key.

The standby display reappears.

# Reports/Lists

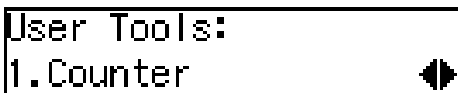
This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal  
See p.40 "Printing the Journal".
- TX File List  
See p.37 "Printing a Stored Message (Print TX File)".
- Quick Dial List  
See p.62 "Quick Dial", *Basic Features*.
- Speed Dial List  
See p.71 "Speed Dial", *Basic Features*.
- Group Dial List  
See p.77 "Groups", *Basic Features*.
- Quick Dial Label  
See p.67 "Quick Dial Key Label (Dial Label)", *Basic Features*.
- Program List  
See p.99 "Programs".
- Auto Document Original  
See p.103 "Printing the Auto Document original"
- User Function List  
See p.105 "User Function Keys"

## Note

- If the optional paper tray unit is installed, you can set reports and lists to be printed using a specific paper tray with the User Parameters. However, once this setting is made, any fax messages received cannot be printed using that paper tray. See p.146 "User Parameters" (switch 19; bit 2,1,0).

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



```

User Tools:
1.Counter
  
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

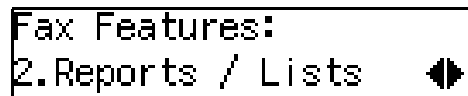


```

User Tools:
2.Fax Features
  
```

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

- 4** Press **⏪** or **⏩** until "2. Reports / Lists" is displayed.



```

Fax Features:
2.Reports / Lists
  
```

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

- 6** Press **⏪** or **⏩** to display the report or list you want to print.



```

Reports / Lists:
2.TX File List
  
```

## Note

- To display the following items, press **⏪** or **⏩** after displaying "3. Dial List" and pressing the **[OK]** key.
  - Quick Dial List
  - Speed Dial List
  - Group Dial List

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

## Note

- If you selected "2. Speed Dial List" in step **6**, you can choose Speed Dial order or alphabetic order. Press **⏪** or **⏩** to select "No." or "ABC", and then press the **[OK]** key.

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

Printing starts.

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

The standby display reappears.

# Setup

## Adjusting the Display Contrast

Follow these steps to adjust the contrast of the control panel display. Seven levels of contrast are available.

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

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4 Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6 Press **⏪** or **⏩** until "2. Display Contrast" is displayed.

```
Setup:
2.Display Contrast
```

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

- 8 Press **⏪** or **⏩** to adjust the brightness of the display.

```
Display Contrast: ◀/OK
◀□□□■□□▶
```

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

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

The standby display reappears.

## Date/Time

Use this function to set your machine's internal clock to the current time and date. This time is shown on the display, printed on pages and used for various features, such as Send Later.

If the current date and time are wrong, use this procedure to correct them.

### Note

- The machine's internal clock may lose or gain up to about 60 seconds a month. We recommend that you adjust the time once a month

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

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4 Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6 Press **⏪** or **⏩** until "3. Date/Time" is displayed.

```
Setup:
3.Date/Time
```

- 7** Press the **[OK]** key.
- 8** Use the number keys to enter the year.

```
Year: Keypad/OK
[2003]
```

- 9** Press the **[OK]** key
- 10** Press **⏪** or **⏩** key to select the correct month.

```
Month: ◀/OK
[April]
```

- 11** Press the **[OK]** key.
- 12** Use the number keys to enter the correct number for the date (1 to 31).

```
Day: Keypad/OK
[15]
```

- 13** Press the **[OK]** key.
- 14** Use the number keys to enter the correct time.

```
Time: Keypad/OK
[11:27]
```

Enter a two-digit number for the current hour setting (00 to 23), and then the current minute setting (00 to 59).

- 15** Press the **[OK]** key.
- 16** Press the **[User Tools]** key.  
The standby display reappears.

## Summer Time/Daylight Saving Time

Whenever local custom requires advancing the clock or setting the clock back, use this function. You can easily move the clock forward 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.

```
User Tools:
1. Counter ▶
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2. Fax Features ▶
```

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

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3. Setup ▶
```

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

- 6** Press **⏪** or **⏩** until "4. Summer Time / DST" is displayed.

```
Setup:
4. Summer Time / DST ▶
```

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

- 8** Use  $\leftarrow$  or  $\rightarrow$  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
```

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

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

The standby display reappears.

## Tray Paper Size

When you change the paper size in the main paper tray, optional paper tray unit, or the bypass tray, you need to change the paper size setting.

This section explains how to change the paper size setting for the main paper tray, the optional paper tray unit, or the bypass tray.

### Note

- If you do not use standard size paper for the bypass tray, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows.

Metric version	<ul style="list-style-type: none"> <li>• Vertical: 90 – 216 mm</li> <li>• Horizontal: 140 – 1260 mm</li> </ul>
Inch version	<ul style="list-style-type: none"> <li>• Vertical: 3.5" – 8.5"</li> <li>• Horizontal: 5.5" – 49.6"</li> </ul>

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

```
User Tools:
1.Counter ▶
```

- 2** Press  $\leftarrow$  or  $\rightarrow$  until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features ▶
```

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

```
Fax Features:
1.Program / Delete ▶
```

- 4** Press  $\leftarrow$  or  $\rightarrow$  until "3. Setup" is displayed.

```
Fax Features:
3.Setup ▶
```

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

- 6** Press  $\leftarrow$  or  $\rightarrow$  until "8. Tray Paper Size" is displayed.

```
Setup:
8.Tray Paper Size ▶
```

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

- 8** Press  $\leftarrow$  or  $\rightarrow$  to display the tray whose paper size you want to change.

```
Tray Paper Size:
1.Tray 1 ▶
```

### Note

- If the optional tray unit or bypass tray are not installed, they are not displayed. Proceed to step **10**.

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

### Note

- If you chose the bypass tray in step **8**, press  $\leftarrow$  or  $\rightarrow$  to choose "Standard Size" or "Custom Size", and then press the **[OK]** key.

- 10** Press **◀** or **▶** to display the paper size you want to set.



**Note**

- If you choose “ Custom Size ” for the bypass tray in step **9**, enter the horizontal size with the number keys and press the **[OK]** key. Then enter the vertical size with the number keys.
- You cannot choose A5 or 5<sup>1</sup>/<sub>2</sub>"x8<sup>1</sup>/<sub>2</sub>" size paper for a tray with Two-sided Printing turned on.

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

If you want to change the paper size for another tray, repeat the above steps from step **8**.

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

The standby display reappears.

## Paper Tray for Two-sided Printing

You can set whether to have messages or copies printed on both sides of paper for each tray.

This section explains how to switch Two-sided Printing on and off for each tray.

**Note**

- The Two-sided Printing function is not available for the bypass tray.
- When you make Two-sided copies or use the Two-sided Reception function, you need to specify the tray for which Two-sided Printing is turned on.
- A received message is not printed on both sides of paper when the machine chooses a paper tray for printing the message for which Two-sided Printing is turned off. When the optional paper tray unit is installed, the machine chooses a tray for printing a received message in the following order of priority: optional paper tray (tray2), optional paper tray (tray3), main paper tray (tray1). We recommend that you turn Two-sided Printing on for the paper tray with the highest priority if you want to use the Two-sided Reception function often.
- When A5 or 5<sup>1</sup>/<sub>2</sub>"x8<sup>1</sup>/<sub>2</sub>" size paper is selected for a paper tray, you cannot turn Two-sided Printing on for that paper tray.

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



- 2** Press  $\leftarrow$  or  $\rightarrow$  until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete
```

- 4** Press  $\leftarrow$  or  $\rightarrow$  until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

- 5** Press the [OK] key.

- 6** Press  $\leftarrow$  or  $\rightarrow$  until "9. Ppr.Tray(2 Sided)" is displayed.

```
Setup:
9.Ppr.Tray(2 Sided)
```

- 7** Press the [OK] key.

- 8** Press  $\leftarrow$  or  $\rightarrow$  to display the tray you want to specify.

```
Ppr.Tray(2 Sided):
1.Tray 1
```

- 9** Press the [OK] key.

- 10** Press  $\leftarrow$  or  $\rightarrow$  to select "2 Sided" or "1 Sided".

```
Tray 1:
[2 Sided] 1 Sided
```

- 11** Press the [OK] key.

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

The standby display reappears.

## Bypass Paper Type

You can print on OHP transparencies and thick paper the bypass tray. When you set these kinds of paper on the bypass tray, you need to set the paper type.

You can choose the following types of paper:

- Plain  
Ordinary paper that weighs between 60 and 90 g/m<sup>2</sup> (16 to 24 lb)
- Thick  
Paper that weighs between 93 and 157 g/m<sup>2</sup> (25 to 42 lb)
- Special  
OHP transparencies, adhesive labels, postcards, envelopes

Perform the following procedure to set the paper type for the bypass tray.

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

```
User Tools:
1.Counter
```

- 2** Press  $\leftarrow$  or  $\rightarrow$  until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

- 3** Press the [OK] key.

```
Fax Features:
1.Program / Delete
```

- 4** Press  $\leftarrow$  or  $\rightarrow$  until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

- 5** Press the [OK] key.



- 6** Press  $\leftarrow$  or  $\rightarrow$  until "10. Bypass Paper Type" is displayed.



- 7** Press the [OK] key.
- 8** Press  $\leftarrow$  or  $\rightarrow$  to select the paper type.

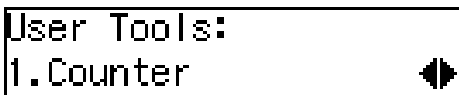


- 9** Press the [OK] key.
- 10** Press the [User Tools] key.  
The standby display reappears.

## 6 Auto Reset Timer

This machine automatically returns to the standby display if you do not use the machine for a certain period of time. You can select this period. You can select 30 seconds, one minute, three minutes, or five minutes for the period.

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



- 2** Press  $\leftarrow$  or  $\rightarrow$  until "2. Fax Features" is displayed.



- 3** Press the [OK] key.

- 4** Press  $\leftarrow$  or  $\rightarrow$  until "3. Setup" is displayed.



- 5** Press the [OK] key.
- 6** Press  $\leftarrow$  or  $\rightarrow$  until "11. Auto Reset Timer" is displayed.



- 7** Press the [OK] key.



- 8** Press  $\leftarrow$  or  $\rightarrow$  to select a period of time.



- 9** Press the [OK] key.
- 10** Press the [User Tools] key.  
The standby display reappears.

## On Hook Timeout

This machine automatically cancels the On Hook Dial mode if you do not dial a number from the number keys for a certain period of time after pressing the **[On Hook Dial]** key. You can select this period.

You can select one minute, three minutes, five minutes, or ten minutes for the period.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "3. Setup" is displayed.

```
Fax Features:
3.Setup
```

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

- 6** Press **⏪** or **⏩** until "12. On Hook Timeout" is displayed.

```
Setup:
12.On Hook Timeout
```

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

```
On Hook Timeout: /OK
[3 minutes]
```

- 8** Press **⏪** or **⏩** to select a period of time.

```
On Hook Timeout: /OK
5 minutes
```

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

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

The standby display reappears.



# 7. Key Operator Settings

## Key Operator Tools Menu

This section describes functions that are mainly managed by key operators, such as various types of ID codes, type of telephone line the machine is connected to, User Parameters, or destinations for transmissions.

The functions that are available for setting are listed below. Please see the page referred to for more information.

Necessary Options:

\*1 Paper Tray Unit

\*2 NIC FAX Unit (Option for Type1)

\*3 Extra G3 Interface Unit

Function Name	Description	Reference
ADF Counter Reset	Allows you to clear the counter when replacing the ADF Maintenance Kit.	p.122 "Resetting the ADF Counter"
Authorized RX (Authorized Reception)	Allows you to block out fax messages from specified senders or messages from senders other than those you specify.	p.123 "Authorized Reception"
Memory Lock	Allows you to have all incoming messages, messages from specified senders, or messages from senders other than those you specify stored in memory without printing.	p.125 "Memory Lock"
Multi-Copy Recp. (Multi-copy Reception)	Allows you to have the machine print multiple copies of all incoming messages, messages from specified senders, or messages from senders other than those you specify.	p.127 "Multi-copy Reception"
Specified Tray *1	Allows you to specify the paper tray used for printing all incoming messages, messages from specified senders, or messages from senders other than those you specify.	p.130 "Specified Tray"
2 Sided Reception (Two-sided Reception)	Allows you to have the machine use both sides on paper for printing all incoming messages, messages from specified senders, or messages from senders other than those you specify.	p.132 "Two-sided Reception"
Forwarding	Allows you to forward incoming fax messages to the registered destinations. You can specify different destinations for each sender.	p.136 "Forwarding"
Backup File TX (Backup File Transmission)	Allows you to register the destination that the machine automatically sends all messages to for backup purposes.	p.140 "Backup File Transmission Settings"

Function Name	Description	Reference
Economy TX (Economy Transmission)	Allows you to take advantage of off-peak line rates. Register the off-peak hours.	p.142 "Economy Transmission"
Energy Save Timer	Allows you to register the time for turning on/off the heater of the fusing unit. You can cut costs by turning the power off when nobody uses the machine, such as at night or holidays.	p.143 "Energy Save Timer"
User Parameters	Allow you to customize various settings to match your needs. You can also print and check the details of the User Parameter settings.	p.146 "User Parameters"
ID Code	Allows you to register ID codes for using the following features: Polling Transmission/Reception, Transfer Request, ID Transmission/Reception, Confidential Transmission (Default ID), Confidential Reception, and Remote Transfer.	p.156 "ID Codes"
G3 Analog Line	<ul style="list-style-type: none"> <li>• G3-1 Analog Line Allows you to register Own Fax Number, PSTN Line Type, and PSTN Access Number if the machine is connected to a G3 analog line.</li> <li>• G3-2 Analog Line <sup>*3</sup> Allows you to register Own Fax Number, PSTN Line Type, and PSTN Access Number if the optional extra G3 interface unit is installed.</li> </ul>	p.158 "G3 Analog Line"
Transfer Report	Allows you register your fax number to have the Transfer Result Report sent back from the Transfer Station when making a Transfer Request.	p.160 "Transfer Report"
File Retention	Allows you to specify the duration for which the machine retains the failed transmission data in memory.	p.161 "File Retention"
Network <sup>*2</sup>	Allows you to make settings for connecting to a network when the NIC FAX unit (Option for Type1) is installed.	Chapter 2, "Network Settings" in the NIC FAX unit manual.
IP-Fax Parameter <sup>*2</sup>	Allows you to make settings for using the IP-Fax function when the NIC FAX unit (Option for Type1) is installed.	Chapter 2, "IP-Fax Parameter Settings" in the NIC FAX unit manual.
Key Layout	Allows you to select the key layout of characters assigned to Quick Dial keys.	p.162 "Key Layout"
Country	Allows you to select the country or region in which you use the machine.	p.163 "Country"
Mem. File Trans. (Memory File Transfer)	Allows you to specify the fax number of the destination when you want to transfer all files stored in memory to another fax machine and print the data.	p.165 "Memory File Transfer"

Function Name	Description	Reference
Print Position	Allows you to make margin adjustments if the image positioning varies depending on the paper tray used when receiving fax messages or making copies.	p.166 "Print Position"
System Param. TX (System Parameter Transmission)	Allows you to have information about the condition of your machine sent automatically to the nearest service representative.	p.168 "System Parameter Transmission"
Box Settings	<ul style="list-style-type: none"> <li>• Allows you to program, change, or delete Personal Boxes.</li> <li>• Allows you to program, change, or delete Transfer Boxes.</li> <li>• Allows you to print the Box List.</li> </ul>	p.169 "Box Settings"

 **Note**

- The code for each function that appears on the display varies depending on the installed options or function settings.

## Using Key Operator Settings

The chapter explains about functions the key operator handles.

### Resetting the ADF Counter

You need to replace the ADF Maintenance Kit when you are prompted to do so by "Replace ADF Maintenance Kit" message is displayed.

If you replace the ADF Maintenance Kit when this message is displayed, you do not need to reset the counter. However, if you replace the ADF Maintenance Kit when this message is not displayed, you must follow the procedure below to reset the counter.

#### Reference

See p.188 "Replacing the ADF Maintenance Kit".

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

```
User Tools:
1.Counter
```

- 2** Press **[Left]** or **[Right]** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **[Left]** or **[Right]** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

```
Key Op. Tools:
1.ADF Counter Reset
```

Confirm that "1. ADF Counter Reset" is displayed.

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

- 9** Press **[Left]** or **[Right]** to select "Reset".

```
ADF Counter: [Reset] /OK
NotReset
```

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

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

The standby display reappears.

## Authorized Reception

You can block out unwanted fax messages by registering specified senders for Authorized Reception and choosing to receive faxes only from those senders. If a fax machine other than those specified as specified senders tries to send you a message, the line is disconnected immediately after the connection is established. This feature is useful, for example, if you want to block out junk faxes. You can also choose to receive faxes from senders other than those you specify as the specified senders.

### Limitation

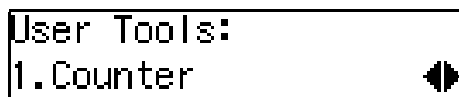
- ❑ If you do not program any specified senders, you cannot set up this function.

### Note

- ❑ It is recommended that you print the Specified Sender List and keep it after programming or changing settings for this function. See p.125 "Printing a list of specified senders".
- ❑ Authorized Reception is not available for Polling Reception.
- ❑ You can choose to receive fax messages from specified senders, or from senders other than specified senders with the User Parameters. See p.146 "User Parameters" (switch 08; bit 3,2).
- ❑ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.

- ❑ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.86 "Entering Characters", *Basic Features*.
- ❑ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.
- ❑ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.40 "Printing the Journal".
- ❑ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

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



User Tools:  
1.Counter

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



User Tools:  
2.Fax Features

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.



Fax Features:  
4.Key Op. Tools

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



- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[####] /OK
```

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

- 8** Press **[◀]** or **[▶]** until "2. Authorized RX" is displayed.

```
Key Op. Tools:
2. Authorized RX ◀▶
```

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

- 10** Depending on the setting you require, use one of the following procedures:

---

Switching Authorized Reception on/off

---

- 1** Press **[◀]** or **[▶]** until "1. On/Off" is displayed.

```
Authorized RX:
1. On/Off ◀▶
```

- 2** Press the **[OK]** key.  
**3** Press **[◀]** or **[▶]** to select "On" or "Off".

```
Authorized RX: ◀▶/OK
On [Off]
```

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

 **Note**

- When you selected "On" without programming a specified sender beforehand, you will be prompted to program a specified sender. Press the **[OK]** key and follow the procedure (steps **3** to **6**) for "Programming/changing a specified sender" below.

---

Programming/changing a specified sender

---

- 1** Press **[◀]** or **[▶]** until "2. Program Sender" is displayed.

```
Authorized RX:
2. Program Sender ◀▶
```

- 2** Press the **[OK]** key.  
**3** Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

```
Name/No.: [ABC] /OK
[ABC COMPANY■■■■■■■■■■]
```

- 4** Press the **[OK]** key.  
**5** Press **[◀]** or **[▶]** to choose whether to store this item as a wildcard.

```
Save as Wildcard? ◀▶/OK
[Yes] No
```

 **Reference**

p.86 "Entering Characters",  
*Basic Features*

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

 **Note**

- To program another specified sender, repeat the procedure from step **2**.

---

Deleting a specified sender

---

- 1** Press **[◀]** or **[▶]** until "3. Delete Sender" is displayed.

```
Authorized RX:
3. Delete Sender ◀▶
```

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

- ③ Press the ⏪ or ⏩ key to display the specified sender you want to delete.

```
Delete?          ◀▶/OK
ABC COMPANY
```

- ④ Press the [OK] key.

---

Printing a list of specified senders

---

- ① Press ⏪ or ⏩ until "4. Print Sender List" is displayed.

```
Authorized RX:
4.Print Sender List ▶◀
```

- ② Press the [OK] key.  
③ Press the [Start] key.

The list is printed out.

- ⑪ Press the [User Tools] key.

The standby display reappears.

---

## Memory Lock

---

You can have messages from specified senders stored in memory without printing by using the Memory Lock function. A password is required when printing the Memory-locked messages in order to keep them confidential and private. If you do not program any specified senders, all incoming messages are received using Memory Lock.

### Preparation

You need to program the Memory Lock ID beforehand. See p.156 "ID Codes".

### Limitation

- ❑ Memory Lock is not activated if there is no Memory Lock ID programmed.

### Note

- ❑ It is recommended that you print the Specified Sender List and keep it after programming or changing settings for this function. See p.127 "Printing a list of specified senders".
- ❑ If a sender is specified for both Memory Lock and Forwarding functions when the Memory Lock is turned on, the messages from the sender are not forwarded.
- ❑ When Memory Lock is turned on, "Mem.Lock" is shown on the standby display.
- ❑ To print out Memory-locked messages, see p.39 "Printing a Memory-locked Message".
- ❑ You can choose to only lock messages from specified senders, or lock all messages except those from specified senders with the User Parameters. See p.146 "User Parameters" (switch 09; bit 1,0).
- ❑ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.
- ❑ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.86 "Entering Characters", *Basic Features*.
- ❑ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.

- ❑ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.40 "Printing the Journal".
- ❑ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

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

```
User Tools:
1.Counter
```

**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

**4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

**6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[####] /OK
```

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

**8** Press **⏪** or **⏩** until "3. Memory Lock" is displayed.

```
Key Op. Tools:
3.Memory Lock
```

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

**10** Depending on the setting you require, use one of the following procedures:

---

### Switching Memory Lock on/off

---

**1** Press **⏪** or **⏩** until "1. On/Off" is displayed.

```
Memory Lock:
1.On/Off
```

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

**3** Press **⏪** or **⏩** to select "On" or "Off".

```
Memory Lock: /OK
[On] Off
```

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

 **Note**

- ❑ If you turn on Memory Lock without programming a specified sender beforehand, all incoming messages are received using this feature.

---

### Programming/changing a specified sender

---

**1** Press **⏪** or **⏩** until "2. Program Sender" is displayed.

```
Memory Lock:
2.Program Sender
```

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

**3** Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

```
Name/No. : [ABC] /OK
[ABC COMPANY■■■■■■■■■■]
```

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

- 5 Press **⏪** or **⏩** to choose whether to store this item as a wildcard.

```
Save as Wildcard? ◀▶/OK
[Yes]  No
```

 **Reference**

p.86 "Entering Characters",  
*Basic Features*

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

 **Note**

- To program another specified sender, repeat the procedure from step 2.

---

### Deleting a specified sender

---

- 1 Press **⏪** or **⏩** until "3. Delete Sender" is displayed.

```
Memory Lock:
3.Delete Sender ◀▶
```

- 2 Press the **[OK]** key.
- 3 Press **⏪** or **⏩** to display the specified sender you want to delete.

```
Delete? ◀▶/OK
ABC COMPANY
```

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

---

### Printing a list of specified senders

---

- 1 Press **⏪** or **⏩** to display "4. Print Sender List".

```
Memory Lock:
4.Print Sender List ◀▶
```

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

The list is printed out.

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

The standby display reappears.

---

## Multi-copy Reception

---

Use this feature to have the machine print multiple copies of messages from specified senders. If no specified senders are registered, the machine prints multiple copies of all messages, regardless of sender.

 **Note**

- It is recommended that you print the Specified Sender List and keep it after registering or editing settings for this function. See p.129 "Printing a list of specified senders".
- Multiple copies cannot be made of messages received using Polling Reception and Free Polling Reception, as well as Confidential Messages and Memory-locked Messages.
- You can specify the number of copies from 2 to 9.
- You can choose to print a specified number of copies of messages from specified senders, or to print specified number of copies of messages from senders other than specified senders with the User Parameters. See p.146 "User Parameters" (switch 08; bit 1,0).
- You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.

- ❑ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.86 "Entering Characters", *Basic Features*.
- ❑ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number. See p.55 "Own Name/Fax Header/Own Fax Number", *Basic Features*.
- ❑ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.40 "Printing the Journal".
- ❑ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

7

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



**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



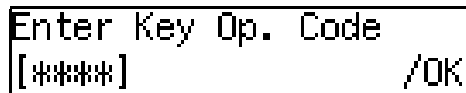
**3** Press the **[OK]** key.

**4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.



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

**6** Press **[2][2][2][2]**.



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

**8** Press **⏪** or **⏩** until "4. Multi-Copy Recp." is displayed.



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

**10** Depending on the setting you require, use one of the following procedures:

---

Switching Multi-copy Reception on/off, Specifying the number of copies

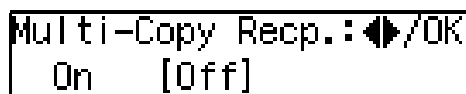
---

**1** Press **⏪** or **⏩** until "1. On/Off,Quantity" is displayed.



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

**3** Press **⏪** or **⏩** to select "On" or "Off".



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

**Note**

- ❑ If you turn on Multi-copy Reception without programming a specified sender beforehand, multiple copies of all incoming messages are made.

- 5 Enter the number of copies to be printed with the number keys.

```
Quantity:      Press OK
[2]            (2-9)
```

 **Note**

- You can specify the number of copies from 2 to 9.

---

### Programming/changing a specified sender

---

- 1 Press  $\leftarrow$  or  $\rightarrow$  until "2. Program Sender" is displayed.

```
Multi-Copy Recp.:
2.Program Sender  ◀▶
```

- 2 Press the **[OK]** key.
- 3 Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

```
Name/No.: [ABC] /OK
[ABC COMPANY ██████████]
```

- 4 Press the **[OK]** key.
- 5 Press  $\leftarrow$  or  $\rightarrow$  to choose whether to store this item as a wildcard.

```
Save as Wildcard? ◀▶/OK
[Yes]  No
```

 **Reference**

p.86 "Entering Characters",  
*Basic Features*

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

 **Note**

- To program another specified sender, repeat the procedure from step 2.

---

### Deleting a specified sender

---

- 1 Press  $\leftarrow$  or  $\rightarrow$  to select "3. Delete Sender".

```
Multi-Copy Recp.:
3.Delete Sender  ◀▶
```

- 2 Press the **[OK]** key.
- 3 Press the  $\leftarrow$  or  $\rightarrow$  key to display the specified sender you want to delete.

```
Delete? ◀▶/OK
ABC COMPANY
```

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

---

### Printing a list of specified senders

---

- 1 Press  $\leftarrow$  or  $\rightarrow$  to display "4. Print Sender List".

```
Multi-Copy Recp.:
4.Print Sender List ◀▶
```

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

The list is printed out.

- 11 Press the **[User Tools]** key.
- The standby display reappears.

## Specified Tray

*This function requires the optional paper tray unit.*

The Specified Tray function enables you to have messages from specified senders printed using one paper tray, and messages from other senders to be printed using another paper tray.

For example, if green paper is set in the main paper tray, and white paper is set in the optional paper tray unit, you can distinguish the senders of the message at a glance by choosing to have messages from specified senders printed using the main paper tray and messages from others printed using the optional paper tray unit.

### Note

- ❑ It is recommended that you print the specified sender List and keep it after registering or editing settings for this function. See p.132 "Printing a list of specified senders".
- ❑ The Specified Tray function is not available for the bypass tray. You need to have the optional paper tray unit to use this feature.
- ❑ The Specified Tray function is not activated when receiving messages with Polling Reception or Free Polling Reception.
- ❑ You can choose to print messages from specified senders, or messages from senders other than specified senders using the main paper tray with the User Parameters. See p.146 "User Parameters" (switch 08; bit 5,4).

- ❑ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.
- ❑ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.86 "Entering Characters", *Basic Features*.
- ❑ Register the Own Name or Own Fax Number of the other party as the specified sender. If the other party has not registered their Own Name or Own Fax Number, you cannot register them as a specified sender.
- ❑ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.
- ❑ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.40 "Printing the Journal".
- ❑ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

### Press the [User Tools] key.



User Tools:  
1.Counter 

- 2** Press **◀** or **▶** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features  ◀▶
```

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

- 4** Press **◀** or **▶** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools  ◀▶
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[####] /OK
```

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

- 8** Press **◀** or **▶** until "5. Specified Tray" is displayed.

```
Key Op. Tools:
5.Specified Tray  ◀▶
```

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

- 10** Depending on the setting you require, use one of the following procedures:

---

#### Switching Specified Tray on/off

---

- 1** Press **◀** or **▶** until "1. On/Off" is displayed.

```
Specified Tray:
1.On/Off  ◀▶
```

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

- 3** Press **◀** or **▶** to select "On" or "Off".

```
Specified Tray:  ◀▶/OK
[On]  Off
```

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

 **Note**

- If you turn on Specified Tray without programming a specified sender beforehand, all incoming messages are printed using the main paper tray.

---

#### Programming/changing a specified sender

---

- 1** Press **◀** or **▶** until "2. Program Sender" is displayed.

```
Specified Tray:
2.Program Sender  ◀▶
```

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

- 3** Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

```
Name/No.: [ABC] /OK
[ABC COMPANY■■■■■■■■■■]
```

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

- 5** Press **◀** or **▶** to choose whether to store this item as a wildcard.

```
Save as Wildcard? ◀▶/OK
[Yes]  No
```

 **Reference**

p.86 "Entering Characters",  
*Basic Features*



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

- To program another specified sender, repeat the procedure from step **2**.

## Deleting a specified sender

**1** Press **⏪** or **⏩** to select "3. Delete Sender".

```
Specified Tray:
3.Delete Sender  ◀▶
```

**2** Press the **[OK]** key.**3** Press the **⏪** or **⏩** key to display the specified sender you want to delete.

```
Delete?          ◀▶/OK
ABC COMPANY
```

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

## Printing a list of specified senders

**1** Press **⏪** or **⏩** to display "4. Print Sender List".

```
Specified Tray:
4.Print Sender List  ◀▶
```

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

The list is printed out.

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

The standby display reappears.

**Two-sided Reception**

You can have a received message printed on both sides of the paper. You can also choose to have messages only from specified senders printed in this way. If no specified senders are programmed, all incoming messages are printed on both sides of paper.

 **Preparation**

You need to turn on the Two-sided Printing function for the paper tray(s) beforehand. See p.114 "Paper Tray for Two-sided Printing".

 **Reference**

p.134 "Remarks on Two-sided Reception"

You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

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

```
User Tools:
1.Counter      ◀▶
```

**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features  ◀▶
```

**3** Press the **[OK]** key.**4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools  ◀▶
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **[◀]** or **[▶]** until "6. 2 Sided Reception" is displayed.

```
Key Op. Tools:
6.2 Sided Reception ◀▶
```

**Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10** Depending on the setting you require, use one of the following procedures:

---

Switching Two-sided Reception on/off

---

- 1** Press **[◀]** or **[▶]** until "1. On/Off" is displayed.

```
2 Sided RX:
1. On/Off ◀▶
```

- 2** Press the **[OK]** key.
- 3** Press **[◀]** or **[▶]** to select "On" or "Off".

```
2 Sided RX: ◀▶ /OK
On [Off]
```

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

**Note**

- If you turn on Two-sided Reception without programming a specified sender beforehand, you can print all received messages on both sides of paper. However, whether this feature works depends on the size and width of incoming faxes, the tray used for printing, and the type of a reception.

---

Programming/changing a specified sender

---

- 1** Press **[◀]** or **[▶]** to until "2. Program Sender" is displayed.

```
2 Sided RX:
2. Program Sender ◀▶
```

- 2** Press the **[OK]** key.
- 3** Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

```
Name/No. : [ABC] /OK
[ABC COMPANY■■■■■■■■■■]
```

- 4** Press the **[OK]** key.
- 5** Press **[◀]** or **[▶]** to choose whether to store this item as a wildcard.

```
Save as Wildcard? ◀▶ /OK
[Yes] No
```

**Reference**

p.86 "Entering Characters",  
*Basic Features*

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

**Note**

- To program another specified sender, repeat the procedure from step **2**.

Deleting a specified sender

- 1 Press **◀** or **▶** to select "3. Delete Sender".



- 2 Press the **[OK]** key.
- 3 Press **◀** or **▶** to display the specified sender you want to delete.



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

Printing a list of specified senders

- 1 Press **◀** or **▶** until "4. Print Sender List" is displayed.



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

The list is printed out.

- 11 Press the **[User Tools]** key.  
The standby display reappears.

Remarks on Two-sided Reception


**Limitation**

- To use this function, all pages of the received document must be of the same size. Inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party. This machine will correctly scan landscape 8 1/2"x14", 8 1/2"x11", 8 1/2"x13", 8 1/4"x13", 8 1/4"x14", and A4. The following table shows the results that can be achieved when sending and receiving using this machine.

Originals	Printouts

ZHM0010E

- This feature works only when messages are received with Memory Reception.
- If there is no paper in your machine that matches the size of a received message, the machine chooses a paper size based upon the paper you have available (see p.84 "When There Is No Paper of the Correct Size"). Two-sided Reception works only when the machine chooses the tray for which the Two-sided Printing function is turned on.
- Printouts may vary depending on how the sender set them.

- ❑ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a 8<sup>1</sup>/<sub>2</sub>"x11" original is a 8<sup>1</sup>/<sub>2</sub>"x14" original, it will be printed at your end on 8<sup>1</sup>/<sub>2</sub>"x14" size paper even if you have 8<sup>1</sup>/<sub>2</sub>"x11" paper available in your machine.
-  **Note**
- ❑ It is recommended that you print the specified sender List and keep it after registering or editing settings for this function. See p.134 "Printing a list of specified senders".
- ❑ You can choose to print messages from specified senders, or messages from senders you specify on both sides of paper with the User Parameters. See p.146 "User Parameters" (switch 35; bit 1,0).
- ❑ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.
- ❑ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.86 "Entering Characters", *Basic Features*.
- ❑ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.
- ❑ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.40 "Printing the Journal".
- ❑ When a received message is printed on both sides of paper, the Length Reduction function cannot be used. See p.82 "Page Separation and Length Reduction".
- ❑ The first page of a document sent along with the Label is printed on the back side of the Label if the sent message is printed using the Two-sided Reception function. See p.58 "Label Insertion".
- ❑ If messages are sent using the Batch Transmission function when Two-sided Reception is turned on, the first page of a document might be printed on the back side of paper on which the last page of another document is printed. See p.66 "Batch Transmission".
- ❑ When a message sent using Reduced Image Transmission is printed on both sides of paper, there is extra space on the left edge of the front and back sides of the paper. See p.19 "Reduced Image Transmission".

## Forwarding

With this feature, received messages are printed out then forwarded to a pre-registered destination (Forwarding Address). For example, when you are away on a trip, you can have messages automatically sent to where you are staying.

You can also choose to have messages only from specified senders forwarded, if you program specified senders when programming Forwarding Station. When no specified senders are programmed, all incoming messages are forwarded.

### Note

- ❑ It is recommended that you print the Specified Sender List and keep it after registering or editing settings for this function. See p.140 “Printing a list of specified senders”.
- ❑ To use the Forwarding function, you need to turn on the function after specifying the Forwarding Address.
- ❑ When Forwarding is turned on, “Forward” is shown on the standby display. However, when Memory Lock is also turned on, “Mem. Lock” is displayed.
- ❑ If a sender is specified for both Memory Lock and Forwarding functions and the Memory Lock is turned on, the messages from the sender are not forwarded.
- ❑ Messages received with Confidential Reception, Memory Lock, Polling Reception, or Transfer Request are not forwarded.

- ❑ Register the Own Name or Own Fax Number of the other party as the specified sender. If the other party has not registered their Own Name or Own Fax Number, you cannot register them as a specified sender and forwarding is not possible.
- ❑ You can choose to forward messages from specified senders, or messages from senders other than specified senders with the User Parameters. See p.146 “User Parameters” (switch 08; bit 7,6).
- ❑ The messages from the specified senders that you registered or messages from the senders other than those you registered are forwarded to the specified addresses. You can choose whether to have these messages forwarded also to the Forwarding Address with no specified senders, if there are any, using the User Parameters. See p.146 “User Parameters” (switch 09, bit 5).
- ❑ You can choose whether the machine prints out the messages it forwards with the User Parameters. See p.146 “User Parameters” (switch 11, bit 6).
- ❑ You can register up to 50 Forwarding Addresses.
- ❑ Each Forwarding Address may be up to 254 digits.
- ❑ You can register up to 10 specified senders to each Forwarding Address. The maximum number of specified senders is 50, including those registered for Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, or Two-sided Reception.

- ❑ By programming different specified senders to each Forwarding Address, the maximum 50 specified senders can be registered.
- ❑ The maximum number of specified senders you can register is 50, however, if you program the same specified senders to different Forwarding Addresses, up to 500 (50 Forwarding Addresses × 10 specified senders per Forwarding Address) of the specified senders can be programmed.
- ❑ See the below table for how to count the number of registered specified senders:

Forwarding Address 1	Forwarding Address 2	The number of the registered specified senders	
Specified sender A	Specified sender A	1	Total: 5
Specified sender B	-	1	
-	Specified sender C	1	
Specified sender D	Specified sender D	1	
Specified sender F	-	1	
Total: 4	Total: 3		
The total number of the programmed specified senders: 7			

- ❑ You can assign the Forwarding function to a User Function key. See p.105 "User Function Keys". You can turn Forwarding on or off by just pressing the User Function key with this function programmed in. However, you cannot turn Forwarding on or off when no Forwarding Addresses are programmed.

- ❑ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.
- ❑ You can have a forwarding mark stamped on each forwarded documents.

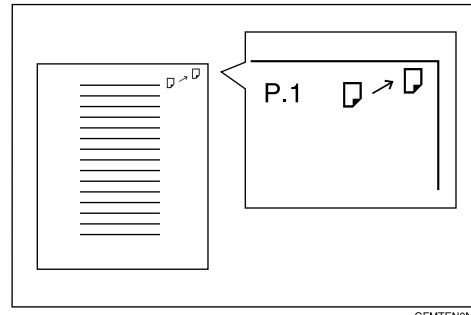
### ❖ Forwarding Mark

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

- ❑ Turn the Forwarding Mark feature on or off with the User Parameters. See p.146 "User Parameters" (switch 02, bit 0).



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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[####] /OK
```

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

- 8** Press **⏪** or **⏩** until "7. Forwarding" is displayed.

```
Key Op. Tools:
7.Forwarding
```

 **Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10** Depending on the setting you require, use one of the following procedures:

- To switch Forwarding on or off, see p.138 "Switching Forwarding on/off".
- To program or changing a Forwarding Station, or programming, changing, or deleting a specified sender, see p.139 "Programming/changing a Forwarding Station".
- To delete a Forwarding Station, see p.140 "Deleting a Forwarding Station".

- To check which specified sender is programmed for a Forwarding Address, see p.140 "Printing a list of specified senders".

---

### Switching Forwarding on/off

---

- 1** Press **⏪** or **⏩** until "1. On/Off" is displayed.

```
Forwarding:
1.On/Off
```

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

- 3** Press **⏪** or **⏩** to select "On" or "Off".

```
Forwarding: [On] Off /OK
```

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

 **Note**

- When you selected "On" without any Forwarding Station programmed, you will be prompted to program a Forwarding Station. Press the **[OK]** key and proceed to step **3** in "Programming/changing a Forwarding Station" below.
- If you selected "On" when a Forwarding Station is already programmed, or when you selected "Off", the display in step **1** reappears.

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

The standby display reappears.

---

## Programming/changing a Forwarding Station

---

- 1** Press **⏪** or **⏩** until "2. Prog. Station" is displayed.

```
Forwarding:
2.Prog. Station  ⏪/⏩
```

- 2** Press the **[OK]** key.
- 3** Press **⏪** or **⏩** to display the number of the Forwarding Station you want to program.

```
Program?  ⏪/⏩/OK
1:
```

If a Forwarding Station is already programmed, the fax number for that station is displayed.

- 4** Press the **[OK]** key.
- 5** Enter the fax number of the Forwarding Address with the number keys.

```
Station 1:  Press OK
☎1234567890■■■■■■■■■■
```

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

 **Note**

- To program a specified sender, proceed to step **2** in "Programming/changing a specified sender" below.
- If you want to forward all incoming messages, you do not need to program specified senders. Proceed to step **8**.
- To program another Forwarding Station, press the **[Cancel]** key, and then repeat from step **2**.

- 7** Make the setting for specified senders.

---

## Programming/changing a specified sender

---

- 1** Press **⏪** or **⏩** until "1. Program Sender" is displayed.

```
Sender Setting:
1.Program Sender  ⏪/⏩
```

- 2** Press the **[OK]** key.
- 3** Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

```
Name/No.: [ABC]  ⏪/⏩/OK
[ABC COMPANY■■■■■■■■■■]
```

- 4** Press the **[OK]** key.
- 5** Press **⏪** or **⏩** to choose whether to store this item as a wildcard.

```
Save as Wildcard? ⏪/⏩/OK
[Yes]  No
```

 **Reference**

p.86 "Entering Characters",  
*Basic Features*

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

---

## Deleting a specified sender

---

- 1** Press **⏪** or **⏩** until "2. Delete Sender" is displayed.

```
Sender Setting:
2.Delete Sender  ⏪/⏩
```

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



- 3 Press the ⏪ or ⏩ key to display the specified sender you want to delete.



- 4 Press the [OK] key.

- 8 Press the [User Tools] key.  
The standby display reappears.

---

### Deleting a Forwarding Station

---

- 1 Press ⏪ or ⏩ until "3. Delete Station" is displayed.



- 2 Press the [OK] key.

- 3 Press ⏪ or ⏩ to display the fax number of the Forwarding Station you want to delete.



- 4 Press the [OK] key.

- 5 Press the [User Tools] key.  
The standby display reappears.

---

### Printing a list of specified senders

---

- 1 Press ⏪ or ⏩ until "4. Print Sender List" is displayed.



- 2 Press the [OK] key.

- 3 Press the [Start] key.  
The list is printed out.

- 4 Press the [User Tools] key.  
The standby display reappears.

---

## Backup File Transmission Settings

---

By registering a destination for administrative use, you can automatically have backups made of all sent faxes.

You can register the following items:

- Administrator Address  
Store a single fax number, an e-mail address \*1, an IP-Fax destination \*1, or a destination on the network delivery server \*1
- \*1 NIC FAX unit (Option for Type1) required

- Administrator Name

Backup File Transmission applies to the following features:

- Memory Transmission  
p.34 "Memory Transmission", *Basic Features*
- Transfer Request Transmission  
p.20 "Transfer Request"
- Confidential Transmission  
p.7 "Sending Confidential Messages"
- SUB Code Transmission  
p.11 "SUB Code Transmission"
- E-mail Transmission (NIC FAX unit [Option for Type1] required)
- Routing Mail Received via SMTP (NIC FAX unit [Option for Type1] required)
- LAN-Fax transmission (NIC FAX unit [Option for Type1] required)

- **Limitation**

- If memory runs out due to too many standby messages or failed messages, transmission cannot take place.

**Note**

- ❑ You cannot register the administrator address to a Quick Dial key or Speed Dial.
- ❑ Immediate Transmission is not available when Backup File Transmission is turned on.
- ❑ You can check the result of a Backup File Transmission by reading the Communication Result Report (Memory Transmission). See p.68 "Communication Result Report (Memory Transmission)".

**Reference**

p.62 "Backup File Transmission"

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "8. Backup File TX" is displayed.

```
Key Op. Tools:
8.Backup File TX
```

**Note**

- ❑ The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10** Depending on the setting you require, use one of the following procedures:

---

Switching Backup File Transmission on/off

---

- 1** Press **⏪** or **⏩** until "1. On/Off" is displayed.

```
Backup File TX:
1.On/Off
```

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

- 3** Press **⏪** or **⏩** to select "On" or "Off".

```
Backup File TX:  /OK
On [Off]
```

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

**Note**

- ❑ When you selected "On" without any Receiver programmed, you will be prompted to program a Receiver. Press the **[OK]** key, and then proceed to step **3** in "Programming a Receiver for Backup File Transmission" below.

## Programming a receiver for Backup File Transmission

- 1 Press **⏪** or **⏩** until "2. Prog. Receiver" is displayed.

Backup File TX:  
2. Prog. Receiver

- 2 Press the **[OK]** key.
- 3 Enter the fax number of the backup destination (Administrator Address).

Backup TX: Press OK  
☎0123456789

### Note

- If the NIC FAX unit (Option for Type1) is installed, you can enter an e-mail address by pressing the User Function key ( **[F1]** to **[F10]** ) which the Internet Fax function is assigned to. See NIC FAX unit manual.

- 4 Press the **[OK]** key.
- 5 Enter a name for the administrator address.

Name: [ABC] Press OK  
[ADMINISTRATOR]

- 6 Press the **[OK]** key.
- 11 Press the **[User Tools]** key.  
The standby display reappears.

## Economy Transmission

Economy Transmission allows you to take advantage of off-peak rates by delaying transmission of messages until a specified time.

Follow the procedure below to specify the Economy Transmission Time when the phone rates are lower.

### Note

- You can specify only one Economy Transmission Time.
- By default, 23:00 is programmed as the Economy Transmission Time.
- You can change the time setting by entering the new value in step 10 of the procedure described below.

### Reference

p.5 "Sending at a Specific Time (Send Later)"

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

User Tools:  
1. Counter

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

User Tools:  
2. Fax Features

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

- 4 Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

Fax Features:  
4. Key Op. Tools

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

- 6** Press **[2][2][2][2]**.

Enter Key Op. Code  
[####] /OK

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

- 8** Press **⏪** or **⏩** until "9. Economy TX" is displayed.

Key Op. Tools:  
9. Economy TX

 **Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10** Reenter the Economy Transmission Time with the number keys.

Economy TX: Keypad/OK  
Time [20:00]

 **Note**

- You can enter any time between 00:00 and 23:59.

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

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

The standby display reappears.

## Energy Save Timer

Use this feature to have the machine turn its heater on and off automatically at the times that you prescribe. For example, by having the heater turned off during the night, on holidays or at other times when you are absent, you can cut power costs.

 **Note**

- You can program the timer to turn the heater on or off twice daily over a 1-week cycle.
- Received fax messages are stored in memory (Substitute Reception) while the heater is turned off and not printed until the heater comes back on.
- You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.
- You cannot use the PC Printing function (optional) while the heater is turned off by the Energy Save Timer.

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

User Tools:  
1. Counter

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

User Tools:  
2. Fax Features

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

- 4** Press  $\leftarrow$  or  $\rightarrow$  until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the [OK] key.

- 6** Press [2][2][2][2].

```
Enter Key Op. Code
[####] /OK
```

- 7** Press the [OK] key.

- 8** Press  $\leftarrow$  or  $\rightarrow$  until "10. Energy Save Timer" is displayed.

```
Key Op. Tools:
10.Energy Save Timer
```

 **Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

- 9** Press the [OK] key.

- 10** Depending on the setting you require, use one of the following procedures:

---

Switching the Energy Save Timer on/off

---

- 1** Press  $\leftarrow$  or  $\rightarrow$  until "1. On/Off" is displayed.

```
Energy Save Timer:
1.On/Off
```

- 2** Press the [OK] key.

- 3** Press  $\leftarrow$  or  $\rightarrow$  to select "On" or "Off".

```
EnergySave Timer: /OK
[On] Off
```

- 4** Press the [OK] key.

---

Programming the Energy Save Timer

---

- 1** Press the  $\leftarrow$  or  $\rightarrow$  key to select "2. Date/Time Set".

```
Energy Save Timer:
2.Date/Time Set
```

- 2** Press the [OK] key.

- 3** Press  $\leftarrow$  or  $\rightarrow$  to select the day of the week.

```
Date/Time Set:
1.Sunday
```

- 4** Press the [OK] key.

- 5** Enter the first time for the first on/off switching with the number keys.

```
Sun. Set 1: Keypad/OK
Time [09:30]
```

 **Note**

- You can enter any time between 00:00 and 23:59.

- 6** Press the [OK] key.

- 7** Press  $\leftarrow$  or  $\rightarrow$  to select whether to turn the heater on or off at the set time.

```
Sun. Set 1: /OK
[On] Off
```

- 8** Press the [OK] key.

9 Now, repeat steps 5 to 8 to program the time for the second switching.


10 If you want to set switches for another day of the week, repeat from step 3.

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

The standby display reappears.

  
 **Display When the Heater Is Powered Off**

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.

Set the switches of each parameter to a new value to make changes to the settings.

### Preparation

Some User Parameters require installation of optional equipment or operations such as turning a function on or off before changing the switch values.

### ◆ Switches and Bits

Each User Parameter has a set of switches, and each of the switches consists of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

	bit 7	bit 6	bit 5	bit 4	bit 3	bit 2	bit 1	bit 0
Switch 00	0	0	0	0	0	0	0	0
	↓	↓	↓	↓	↓	↓	↓	↓
	0	1	0	0	0	0	0	0

### Note

- The diagram above describes the change of setting for bit 6 of switch 00 from "0" (Memory Transmission) to "1" (Immediate Transmission).

### ◆ User Parameter List

Switch	Bit	Item	Available Settings	Reference
00	0	Stamp home position	1: On 0: Off	p.55 "Stamp"
	5,4	Resolution home position	00: Standard 01: Detail 10: Super Fine 11: Extra Super Fine	p.42 "Resolution", <i>Basic Features</i>
	6	Transmission Mode home position	1: Immediate Transmission 0: Memory Transmission	p.29 "Switching between Memory Transmission and Immediate Transmission", <i>Basic Features</i>
	7	Halftone home position	1: On 0: Off	p.44 "Original Type", <i>Basic Features</i>

Switch	Bit	Item	Available Settings	Reference
01	6	Emit a beep when a communication is complete	1: On 0: Off	p.94 "Emit a Beep When a Communication Is Complete", <i>Basic Features</i>
	7	Return the machine to the home settings after each communication	1: On 0: Off	p.29 "Switching between Memory Transmission and Immediate Transmission", <i>Basic Features</i> , p.42 "Scan Settings", <i>Basic Features</i> and p.44 "Original Type", <i>Basic Features</i>
02	0	Forwarding Mark	1: On 0: Off	p.136 "Forwarding"
	1	Center Mark	1: On 0: Off	p.80 "Center Mark"
	2	Print RX (Reception) Time	1: On 0: Off	p.81 "Reception Time"
	3	TSI Print	1: On 0: Off	p.83 "TSI Print"
	4	Checkered Mark	1: On 0: Off	p.80 "Checkered Mark"



Switch	Bit	Item	Available Settings	Reference
03	0	Print Communication Result Report (Memory Transmission) automatically	1: On 0: Off	p.68 "Communication Result Report (Memory Transmission)"
	2	Print File Reserve Report (Memory Transmission) automatically	1: On 0: Off	p.68 "File Reserve Report (Memory Transmission)"
	3	Print File Reserve Report (Polling Reception) automatically	1: On 0: Off	p.14 "File Reserve Report (Polling Reception)"
	4	Print Communication Result Report (Polling Reception) automatically	1: On 0: Off	p.15 "Communication Result Report (Polling Reception)"
	5	Print Immediate Transmission Result Report automatically	1: On 0: Off	p.64 "Checking the Transmission Result"
	6	Print Polling Transmission Clear Report automatically	1: On 0: Off	p.18 "Polling Transmission Clear Report"
	7	Print Journal automatically	1: On 0: Off	p.41 "Printing the Journal"

Switch	Bit	Item	Available Settings	Reference
04	0	Print Confidential File Report automatically	1: On 0: Off	p.38 "Confidential File Report"
	2	Print the receiver name on Communication Failure Report	1: On 0: Off	p.69 "Communication Failure Report"
	3	Print failed transmission results in the Journal	1: On 0: Off	p.64 "Checking the Transmission Result"
	4	Give priority to the information provided by the receiving party when printing the receiver name on Communication Result Report (Memory Transmission), Immediate Transmission Result Report, Journal, and Error Report	1: Print the Own Name or Own Fax Number of the receiving fax machine 0: Print destination names programmed into Quick Dial keys or Speed Dials, or the fax number that you entered	p.40 "Printing the Journal" p.68 "Communication Result Report (Memory Transmission)" p.64 "Checking the Transmission Result" p.180 "Error Report"
	5	Reduce the size of the Journal when printing it	1: On 0: Off	p.41 "Printing the Journal"
	6	Print File Reserve Report when memory is full or a paper jam occurred	1: On 0: Off	p.68 "File Reserve Report (Memory Transmission)"
	7	Print an image on File Reserve Report, Communication Result Report, Communication Failure Report, Polling Transmission Clear Report, and Transfer Result Report	1: On 0: Off	p.18 "Polling Transmission Clear Report" p.68 "File Reserve Report (Memory Transmission)" p.68 "Communication Result Report (Memory Transmission)" p.69 "Communication Failure Report" p.76 "Transfer Result Report"

Switch	Bit	Item	Available Settings	Reference
05	0	Substitute Reception	1: On 0: Off	p.73 "Substitute Reception"
	1	Condition for Substitute Reception	1: If Own Name or Own Fax Number is received 0: All incoming fax messages	p.73 "Substitute Reception"
	4	Restricted Access	1: On 0: Off	p.27 "Restricted Access", <i>Basic Features</i>
	6	Energy Saver mode	1: Fax Standby mode 0: Energy Saver Standby mode	p.210 "Energy Saving"
06	0	Print the Fax Header	1: On 0: Off	p.23 "Fax Header Print"
	2	ID Transmission	1: On 0: Off	p.55 "ID Transmission"
	4	Batch Transmission	1: On 0: Off	p.66 "Batch Transmission"
07	2	Parallel Memory Transmission	1: On 0: Off	p.67 "Parallel Memory Transmission"
	4	Use the <b>【*】</b> key as a Tone key	1: On 0: Off	p.46 "Tone", <i>Basic Features</i>

Switch	Bit	Item	Available Settings	Reference
08	1,0	Multi-copy Reception	00: Off 01: Copy messages from specified senders 11: Copy messages from senders other than those you specify	p.127 "Multi-copy Reception"
	3,2	Authorized Reception	00: Off 01: Receive messages from specified senders 11: Receive messages from senders other than those you specify	p.123 "Authorized Reception"
	5,4 <sup>*2</sup>	Specified Tray Selection	00: Off 01: Messages from specified senders 11: Messages from senders other than those you specify	p.130 "Specified Tray"
	7,6	Forwarding	00: Off 01: Forward messages from specified senders 11: Forward messages from senders other than those you specify	p.136 "Forwarding"

Switch	Bit	Item	Available Settings	Reference
09	1,0	Memory Lock	00: Off 01: Messages from specified senders 11: Messages from senders other than those you specify	p.125 "Memory Lock"
	5	Forwarding function for messages intended for specified senders (messages intended for receivers other than those you specified if the setting for switch 08; bit 7,6 is "11") that are not registered with a forwarding destination	1: On 0: Off	p.136 "Forwarding"
	6	Requires the user to press add destinations when specifying destinations using Quick Dial keys successively	1: On 0: Off	p.47 "Using Quick Dials", <i>Basic Features</i>
	7	The output order of multiple sets of copies when using the Copying feature	1: Stack 0: Sort	p.85 "Copying"
10	1	Two in One	1: On 0: Off	p.82 "Two in One"
	5	Use the bypass tray exclusively for PC Printing	1: On 0: Off	—
	7	Halftone Mode	1: Speed Mode 0: Standard Mode	p.44 "Original Type", <i>Basic Features</i>
11	0	Remote Transfer	1: On 0: Off	p.76 "Remote Transfer"
	2	Detect Blank Sheet transmissions	1: On 0: Off	p.61 "Blank Sheet Detect"
	6	Print Forwarded Messages Locally	1: On 0: Off	p.136 "Forwarding"
	7	Polling Files After Transmission	1: Store in memory 0: Delete after transmission	p.16 "Polling Transmission"

Switch	Bit	Item	Available Settings	Reference
12	2	Toner Saver Mode	1: On 0: Off	p.83 "Toner saving"
	7	Copying	1: Disable 0: Enable	p.85 "Copying"
13	1,0	Use the main G3 line as an outside line or an extension	00: Outside line 01: Extension (PREFIX) 10: Extension (GROUND) 11: Extension (FLASH)	p.158 "G3 Analog Line"
	3,2 <sup>*1</sup>	Use the second G3 line as an outside line or an extension	00: Outside line 01: Extension (PREFIX) 10: Extension (GROUND) 11: Extension (FLASH)	p.158 "G3 Analog Line"
19	2,1,0 <sup>*2</sup>	The paper tray used for printing Reports	000: Not specified 001: Main paper tray (tray 1) 010: Optional paper tray unit (tray 2) 011: Optional paper tray unit (tray 3) 111: Bypass tray unit	p.40 "Printing the Journal" p.110 "Reports/Lists"
	7,6,5 <sup>*2</sup>	The paper tray selected first when an original is set for making copies	001: Main paper tray (tray 1) 010: Optional paper tray unit (tray 2) 011: Optional paper tray unit (tray 3) 111: Bypass tray	p.85 "Copying"

Switch	Bit	Item	Available Settings	Reference
20	1 <sup>*3</sup>	Selection of "Ex. Super Fine" resolution for Copying	1: Enable 0: Disable	p.85 "Copying"
	2	Selection of "Ex. Super Fine" resolution for transmission	1: Enable 0: Disable	p.42 "Resolution", <i>Basic Features</i>
	3 <sup>*3</sup>	Selection of "Ex. Super Fine" resolution for reception	1: Enable 0: Disable	p.42 "Resolution", <i>Basic Features</i>
	4	Scanner Cleaning function	1: On 0: Off	p.62 "Scanner Cleaning Message"
	5	Use the user code (name of the Personal Box) as the Fax Header	1: On 0: Off	p.23 "Fax Header Print"
	7	Scanner Cleaning Message	1: Display 0: Not display	p.62 "Scanner Cleaning Message"
35	1,0	Two-sided Reception	00: Off 01: Messages from specified senders 11: Messages from senders other than those you specify	p.132 "Two-sided Reception"

Necessary Options:

\*1 Extra G3 Interface Unit

\*2 Paper Tray Unit

\*3 40MB Memory Card

#### 🚫 Limitation

- When setting the User Parameters (switch 20; bit 1,2,3) for "Enable", the machine may not be able to send or receive fax messages using multiple lines, or copy or print the received fax messages.

## How to set the User Parameters

This section describes how to set the User Parameters, using transmission mode as an example. To change the transmission mode from Memory Transmission to Immediate Transmission, you need to change the bit 6 of switch 00 from 0 to 1.

### Important

- Do not change any bit switches other than those listed in the previous section.
- Do not change the User Parameters while the line is being used. Communication may stop.

### Note

- You can print the User Parameter List to check the current settings. However, only the items of much importance or the items that you often use are included in the list. See p.156 "Printing the User Parameter List".

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "11. User Parameters" is displayed.

```
Key Op. Tools:
11.User Parameters
```

### Note

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10** Depending on the setting you require, use one of the following procedures:

### Changing the User Parameters

- 1** Press **⏪** or **⏩** until "1. Change" is displayed.

```
User Parameters:
1.Change
```

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

```
User Parameters:
Switch 00 :0000 0000
```

Confirm that switch 00 is displayed.

### Note

- To display other switches, press **⏪** or **⏩**.



- ③ Press number key **[6]** to change the value of bit 6 to 1.

```
User Parameters:
Switch 00 :0100 0000
```

 **Note**

- ❑ The bits are numbered 7~0. The bits are displayed in ascending order from right to left, the right most bit being bit 0.
- ❑ Each time you press number key **[6]**, the value switches between 1 and 0.
- ❑ Some items use multiple bits for their settings such as "Resolution home position".

- ④ Press the **[OK]** key.

---

### Printing the User Parameter List

---

- ① Press the **[◀]** or **[▶]** key until "2. Print List" is displayed.

```
User Parameters:
2. Print List
```

- ② Press the **[OK]** key.  
 ③ Press the **[Start]** key.

The User Parameter List is printed out.

- ⑪ Press the **[User Tools]** key.  
 The standby display reappears.

---

## ID Codes

---

ID codes are required when using transmission modes such as Polling Transmission or Confidential Messages.

Register the following types of ID code before using the transmission modes:

❖ **Polling ID**

This ID is required for using the Transfer Request (See p.20 "Transfer Request".), Transfer Station (See p.75 "Transfer Station".), Default ID Polling Transmission (See p.16 "Polling Transmission".), Default ID Polling Reception (See p.13 "Polling Reception"), ID Transmission (See p.55 "ID Transmission".), and the ID Reception (See p.79 "ID Reception".) functions. When using the ID Transmission feature, register the same Polling ID as the other party does.

❖ **Confidential ID**

This ID is usually required for printing a message received with the Confidential Reception feature. See p.38 "Printing a Confidential Message".

❖ **Memory Lock ID**

This ID is required for printing a message received using the Memory Lock feature. Register this ID when you specify the destinations for Memory Lock. See p.39 "Printing a Memory-locked Message".

❖ **Remote ID**

Register the ID that is used for the Remote Transfer Request. See p.76 "Remote Transfer".

**Note**

- ❑ You can check the programmed ID codes on the User Parameter List. It is recommended that you print and keep the list after you program or change IDs. See p.156 "Printing the User Parameter List".
- ❑ You cannot receive faxes with the Confidential Reception feature without programming the Confidential ID beforehand.
- ❑ You can change the IDs already programmed in the machine following the same procedure for programming a new ID. When changing a programmed ID, the current ID is shown on the display. Press the **[Clear/Stop]** key and enter the new ID.

**Programming**

To register ID Codes, perform the following procedure.

The following example is for Memory Lock ID.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4 Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press **⏪** or **⏩** until "12. ID Code" is displayed.

```
Key Op. Tools:
12.ID Code
```

**Note**

- ❑ The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10** Press **⏪** or **⏩** until "3. Memory Lock ID" is displayed.

```
ID Code:
3.Memory Lock ID
```

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

- 12** Enter the Memory Lock ID (four digits) with the number keys.

```
Memory Lock ID: /OK
ID[1234]
```

**Note**

- ❑ A Polling ID can be any combination of 4-digit numbers (0-9) or letters (A-F) except for 0000 and FFFF.
- ❑ A Confidential ID, Memory Lock ID, and Remote ID can be any four digit numeric code except for 0000.

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

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

The standby display reappears.

---

## G3 Analog Line

---

You need to make settings for the G3-1 Analog Line before you connect the machine to a standard G3 analog line, and for the G3-2 Analog Line to connect to a G3 analog line by installing the optional extra G3 interface unit.

### ❖ G3-1 Analog Line

- **Own Fax Number (CSI)** (up to 20 digits)  
Register an international identification number as your Own Fax Number (Called Station Identification), which is passed to the other party when you send or receive a fax.
- **Line Type**  
Select whether the connected line uses tone or pulse dialing.
- **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.
- **Outside Access Number**  
Use this setting if your machine is connected to a PABX that requires you to dial certain number such as "0" followed by a pause to connect to the outside line. By registering "0" as the PSTN Access Number, a pause will be inserted automatically after the "0" when dialing.

### ❖ G3-2 Analog Line

- **Own Fax Number (CSI)** (up to 20 digits)  
Register an international identification number as your Own Fax Number (Called Station Identification), which is passed to the other party when you send or receive a fax.
- **Line Type**  
Select whether the connected line uses tone or pulse dialing.
- **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.
- **Outside Access Number**  
Use this setting if your machine is connected to a PABX that requires you to dial certain number such as "0" followed by a pause to connect to the outside line. By registering "0" as the PSTN Access Number, a pause will be inserted automatically after the "0" when dialing.

### Note

- The Own Fax Number (CSI) is passed to the other party when you send or receive a fax. When the Own Fax Number is received, it is shown on the display or printed on reports on the receiver's or sender's machine. The Own Fax Number works even if the receiver or sender uses a different make of machine.
- The Line Type function is not available in some areas.

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

```
User Tools:
1.Counter
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[####] /OK
```

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

- 8** Press **⏪** or **⏩** until "13. G3 Analog Line" is displayed.

```
Key Op. Tools:
13.G3 Analog Line
```

 **Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10** Depending on the setting you require, use one of the following procedures:

- To program Own Fax Number, see p.55 "Own Name/Fax Header/Own Fax Number", *Basic Features*.
- To select Line Type, see p.159 "Selecting Line Type".
- To change the Select Line setting, see p.160 "Changing the Select Line setting".
- To program Outside Access Number, see p.160 "Programming Outside Access Number".

---

### Selecting Line Type

---

- 1** Press **⏪** or **⏩** to select "2. Line Type" is displayed.

```
G3-1 Analog Line:
2.Line Type
```

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

- 3** Press **⏪** or **⏩** to set your machine for a tone dial line or a pulse dial line.

```
Line Type: /OK
Pulse [Tone]
```

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

---

### Changing the Select Line setting

---

- 1 Press **⏪** or **⏩** to select "3. Select Line" is displayed.

```
G3-1 Analog Line:
3.Select Line
```

 **Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

- 2 Press the **[OK]** key.
- 3 Press **⏪** or **⏩** to select "Extension" or "Outside".

```
Select Line: /OK
Extension [Outside]
```

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

---

### Programming Outside Access Number

---

- 1 Press **⏪** or **⏩** to select "4. Outside Access Number".

```
G3-1 Analog Line:
4.Outside Access No.
```

 **Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 3 Enter the **Outside Access Number (1 or 2-digits)** with the number keys.

```
Outside Access No.:/OK
[0]
```

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

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

The standby display reappears.

---

## Transfer Report

---

This section describes the procedure for registering the fax number of the line your machine is connected to as the return address for Transfer Requests.

When you make a Transfer Request from this machine, the registered number is sent to the Transfer Station. The Transfer Station then sends back the Transfer Result Report to this fax number.

You can register a G3 Direct Number (return address) for each telephone line your machine is connected to, as described below.

- **G3 Direct Number**  
The G3 Direct Number is usually registered with the International Access Code such as "011," country code, area code (minus the leading zero), "-" (a pause), and the fax number in that order. You can use up to 16 digits.  
Example: If your country code is 1, area code is 222, and fax number is 123-4567, register the G3 Direct number as "0111222-1234567."

**Note**

- ❑ The Transfer Request function will not be activated unless the return address is registered. See p.20 "Transfer Request".

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

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4 Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6 Press **[2][2][2][2]**.

```
Enter Key Op. Code
[####] /OK
```

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

- 8 Press **⏪** or **⏩** until "14. Transfer Report" is displayed.

```
Key Op. Tools:
14.Transfer Report
```

**Note**

- ❑ The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- 10 Enter the fax number to be used as the return address.

```
G3: Press OK
☎ [0111222-1234567]
```

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

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

The standby display reappears.

---

## File Retention

---

The File Retention function allows you to have the fax file/document retained in memory if a connection could not be made to the other party during a Memory Transmission (even though the number was redialed the stipulated number of times). This function is activated when it is set to either "24 hours" or "72 hours."

If a file/document is stored in memory, you can easily send it without having to scan it in again.

### Reference

p.31 "Retrying a Failed Transmission"

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

```
User Tools:
1.Counter
```

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.



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

- Press **[2][2][2][2]**.



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

- Press **⏪** or **⏩** until "15. File Retention" is displayed.

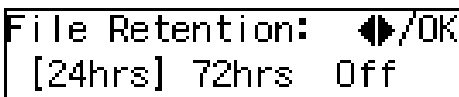


**Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

- Press **⏪** or **⏩** to select the time or turn off this function.



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

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

The standby display reappears.

## Network Settings

*Use of these settings requires the NIC FAX unit (Option for Type1).*

Adjust these settings to set up the Internet Fax Feature (Option for Type1).

For details, see Chapter 2, "Network Settings" in the NIC FAX unit manual.

## IP-Fax Parameter Settings

*Use of these settings requires the NIC FAX unit (Option for Type1).*

Adjust these settings to set up the IP-Fax Feature (Option for Type1).

For details, see Chapter 2, "IP-Fax Parameter Settings" in the NIC FAX unit manual.

## Key Layout

You can change the layout of characters assigned to Quick Dial keys, which are used for entering characters. Four types of layout are provided, the QWERTY layout, the ABCDEF layout, the QWERTZ layout, and the AZERT layout.

### ❖ QWERTY layout

Q	W	E	R	T
A	S	D	F	G
ABC/abc	Z	X	C	V

Y	U	I	O	P
H	J	K	L	( )
B	N	M	_	Symbols

ZHMS210E

### ❖ ABCDEF layout

A	B	C	D	E
K	L	M	N	O
U	V	W	X	Y

F	G	H	I	J
P	Q	R	S	T
Z	_	( )	Symbols	ABC/abc

ZHMS220E

### ❖ QWERTZ layout

Q	W	E	R	T
A	S	D	F	G
ABC/abc	Y	X	C	V

Z	U	I	O	P
H	J	K	L	( )
B	N	M	_	Symbols

ZHMS360E

### ❖ AZERT layout

A	Z	E	R	T
Q	S	D	F	G
ABC/abc	W	X	C	V

Y	U	I	O	P
H	J	K	L	M
B	N	_	( )	Symbols

ZHMS370E

### Note

- Set one of the keyboard labels that come with the machine on the control panel according to choice.

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

User Tools:  
1.Counter

**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

User Tools:  
2.Fax Features

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

**4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

Fax Features:  
4.Key Op. Tools

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

**6** Press **[2][2][2][2]**.

Enter Key Op. Code  
[####] /OK

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

**8** Press **⏪** or **⏩** until "18. Key Layout" is displayed.

Key Op. Tools:  
18.Key Layout

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

**10** Press **⏪** or **⏩** to select "QWERTY", "ABCDEF", "QWERTZ", or "AZERT".

Key Layout: /OK  
ABCDEF

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

**12** Press the **[User Tools]** key.  
The standby display reappears.

## Country

Use this function to select the country or region in which you will be using the fax machine. Follow the procedure below to select the country.

### Note

- This function is not available in some areas.

### Important

- Be sure to select the correct country setting. Selecting the wrong country may make it impossible for you to switch to a different setting. If you do accidentally make the wrong setting and find that you cannot correct the error, please contact your service representative for assistance.
- Changing the country setting restores various other settings to the defaults for the selected country or region, including settings made by your service representative. Do not change the country setting unless necessary.



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

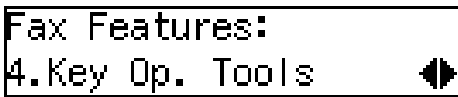


**2** Press **⏪** or **⏩** until " 2. Fax Features " is displayed.



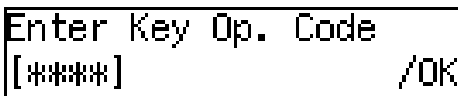
**3** Press the **[OK]** key.

**4** Press **⏪** or **⏩** until " 4. Key Op. Tools " is displayed.



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

**6** Press **[2][2][2][2]**.



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

**8** Press **⏪** or **⏩** until " 19. Country " is displayed.



**Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

**10** Press **⏪** or **⏩** to select a country/region name.

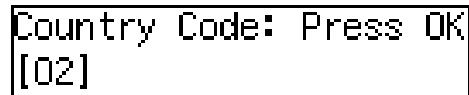


**Note**

- Press **⏪** or **⏩** until the name of your country or region is displayed, and then proceed to step **11**.
- If the name of your country or region is not displayed, select "Others".

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

**12** Enter the 2-digit country code from the following list.



**Important**

- Make sure you enter the proper country code. The machine might function improperly if you enter the wrong code.

Country Code List

Code	Country / Region	Code	Country / Region
00	France	34	Hungary
01	Germany	35	Czech
02	UK	36	Poland
03	Italy	02	Cyprus
04	Austria	06	Iceland
05	Belgium	02	Malta
06	Denmark	02	Saudi Arabia
07	Finland	18	Morocco
08	Ireland	18	Bahrain
09	Norway	02	Egypt
10	Sweden	02	Iran

11	Switzerland	02	Jordan
12	Portugal	18	Kuwait
13	Netherlands	02	Mauritius
14	Spain	02	Qatar
15	Israel	02	Oman
21	South Africa	02	UAE
32	Turkey	02	Zimbabwe
33	Greece		

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

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

The standby display reappears.

## Memory File Transfer

The Memory File Transfer function enables you to send all messages currently stored in memory to another fax and have them printed out there, if your machine cannot print because the toner or paper has run out. You need to specify the forwarding destination when using this function.

Note that all files stored in memory including Memory-locked messages are transferred when this function is activated. Use this function only in an emergency.

### Note

- You cannot specify an e-mail address (NIC FAX unit (Option for Type1) required) as the forwarding destination.
- The Fax Header is not added to the transferred messages.
- All messages are sent in a single transmission. The Confidential Messages and Memory-locked Messages as well as Auto Documents are transferred and printed at the specified destination.

- All documents are not erased from memory regardless of whether forwarding was successful or not.
- Even if a transmission error occurs, messages are not resent.
- Details of the forwarding operation are not printed in the Journal.

### Reference

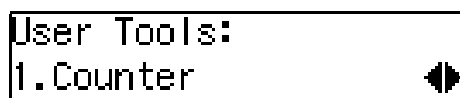
p.55 "Own Name/Fax Header/Own Fax Number", *Basic Features*

p.38 "Printing a Confidential Message"

p.39 "Printing a Memory-locked Message"

p.60 "Auto Document"

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



User Tools:  
1. Counter

**2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



User Tools:  
2. Fax Features

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

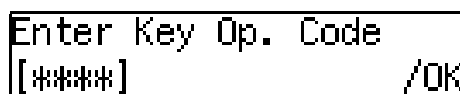
**4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.



Fax Features:  
4. Key Op. Tools

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

**6** Press **[2][2][2][2]**.



Enter Key Op. Code  
[\*\*\*\*] /OK

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

- 8** Press **⏪** or **⏩** to display "20. Mem. File Trans."

```
Key Op. Tools:
20.Mem. File Trans. ◀▶
```

**Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

**Note**

- If there are no files in memory, "No Files Exist" is displayed.

- 10** Enter the fax number of the fax machine you want to send to with the number keys.

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

The transmission to the specified destination begins.

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

The standby display reappears.

## Print Position

If image positioning needs to be adjusted slightly, adjust the margins for the appropriate tray (the main paper tray, the optional paper tray unit, or the bypass tray).

**Note**

- You can adjust the top and left margins of paper in 13 increments.
- You can adjust the position of the printed image in 0.5 mm (0.02 in.) increments.

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

```
User Tools:
1.Counter ◀▶
```

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features ◀▶
```

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools ◀▶
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8** Press ◀ or ▶ until "21. Print Position" is displayed.

```
Key Op. Tools:
21.Print Position
```

**Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

- 9** Press the [OK] key.

- 10** Press ◀ or ▶ to display the tray or page you want to adjust the margins for.

```
Print Position:
1.Tray 1
```

**Note**

- The main paper tray is displayed as "Tray 1", the optional tray units as "Tray 2" and "Tray 3", the bypass tray as "Bypass", and the back side of the original as "Duplex-Back Page".

- 11** Press the [OK] key.

- 12** Depending on the setting you require, use one of the following procedures:

**Note**

- The printed image may not be complete if the margins are excessively increased or decreased depending on the received fax. It is recommended that you check the printed image by printing a sample document when making adjustments.

### Adjusting the top margin

- 1** Press ◀ or ▶ until "1. Top Margin" is displayed.

```
Tray 1:
1.Top Margin
```

- 2** Press the [OK] key.

- 3** Press ◀ or ▶ to adjust the margin.

```
Tray 1:Top
- _____ ↑ _____ +
```

**Note**

- To enlarge the margin, press the ▶ key to move the arrow (▼) to the right. To reduce the margin, press the ◀ key to move the arrow (▼) to the left.

- 4** Press the [OK] key.

### Adjusting the left margin

- 1** Press ◀ or ▶ until "2. Left Margin" is displayed.

```
Tray 1:
2.Left Margin
```

- 2** Press the [OK] key.

- 3** Press ◀ or ▶ to adjust the margin.

```
Tray 1:Left
- _____ ↑ _____ +
```

**Note**

- To enlarge the margin, press the ▶ key to move the arrow (▼) to the right. To reduce the margin, press the ◀ key to move the arrow (▼) to the left.

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

---

Printing a sample

---

- 1 Press **⏪** or **⏩** until "3. Test Print" is displayed.

```
Tray 1:
3. Test Print
```

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

After printing, the display in step 1 reappears.

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

The standby display reappears.

---

## 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.

 **Note**

- This information is sent to the destination registered in your machine by a service representative.
- This information is sent directly from the machine's memory to your service representative.

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

```
User Tools:
1. Counter
```

- 2 Press **⏪** or **⏩** until "2. Fax Features" is displayed.

```
User Tools:
2. Fax Features
```

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

- 4 Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4. Key Op. Tools
```

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

- 6 Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****] /OK
```

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

- 8 Press **⏪** or **⏩** until "22. System Param. TX" is displayed.

```
Key Op. Tools:
22. System Param. TX
```

 **Note**

- The code for each function that appears on the display varies depending on the installed options or functions settings.

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

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

Transmission starts. After transmission, the display in step 8 reappears.

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

The standby display reappears.

## Box Settings

See the following pages for how to set up and delete Personal Boxes and Transfer Boxes. This feature provides the following functions:

### ❖ Programming/changing Personal Boxes

Registering or editing Personal Boxes

See p.170 "Programming/changing Personal Boxes".

### ❖ Deleting Personal Boxes

Deleting Personal Boxes

See p.172 "Deleting Personal Boxes".

### ❖ Programming/changing Transfer Boxes

Registering or editing Transfer Boxes

See p.174 "Programming/changing Transfer Boxes".

### ❖ Deleting Transfer Boxes

Deleting Transfer Boxes

See p.176 "Deleting Transfer Boxes".

### ❖ Printing the Box List

Print this list to view the contents of Personal Boxes and Transfer Boxes. See p.177 "Printing the Box List".

### Note

- ❑ SUB or SEP codes registered in Personal Boxes or Transfer Boxes cannot be identical.
- ❑ If memory runs out, you may not be able to receive messages or register settings. The available memory capacity depends on installed options.

- ❑ The combined maximum number of Personal Boxes and Transfer Boxes that you can store is 150.

### Reference

p.43 "Printing Personal Box Messages"

### What Is the SUB/SEP Code?

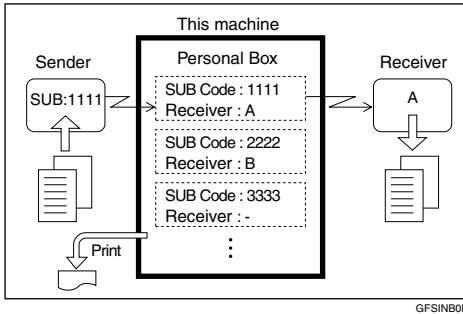
The SUB code or SEP code has a similar function to a password. It is a combination of numbers (0 to 9), symbols ("#" and "\*") and spaces. You can use up to 20 characters when registering a SUB/SEP code.

SUB/SEP codes are used when making Box settings so that the users of Boxes may send messages to a Box or retrieve one from a Box by specifying the SUB/SEP code for the Box.

## Personal Boxes

This feature lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB code (user code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB code of the user they are sending to. When the message is received, it is stored in the Personal Box with the matching SUB code. In order to print a message received into a Personal Box, you must enter the SUB code as-

signed to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB code appended are forwarded directly to the destination you specify.



**Note**

- ❑ To be able to receive messages into a Personal Box, you must inform the sender of the SUB code registered for that Personal Box, and ask them to send the message using SUB Code Transmission with that SUB code. See p.47 “SUB/SID (SUB Code Transmission)” and p.11 “SUB Code Transmission”.
- ❑ When messages have been received into Personal Boxes, the **Receive File** indicator lights and the Confidential File Report is printed. See p.38 “Confidential File Report”.
- ❑ If a Personal Box is assigned to a receiver, incoming messages are transferred to that receiver. If a receiver is not assigned, see p.43 “Printing Personal Box Messages” for how to print these messages out.

**Programming/changing Personal Boxes**

This section describes how to register Personal Boxes.

You can store the following items:

❖ **SUB code (required)**

Up to 20 characters long and can be composed of digits 0-9, "#", "\*" and spaces (the first character cannot be a space).

❖ **Name (required)**

Up to 20 characters long.

❖ **Password (optional)**

Up to 20 characters long and can be composed of digits 0-9, "#", "\*" and spaces (the first character cannot be a space). By programming the password, no one without the password can print out the received messages in the Personal Box. It is recommended to program the password if you receive confidential messages.

❖ **Receiver (optional)**

You can register one delivery destination for each Personal Box. Specify the Quick Dial key or Speed Dial that the delivery destination is stored in.

You can specify an e-mail address as the receiver when the NIC FAX unit (Option for Type1) is installed.

**Note**

- ❑ When using the following functions, you can use SUB codes registered in Personal Boxes in place of user codes.
  - Restricted Access  
See p.27 "Restricted Access", *Basic Features*.
  - User Code Transmission  
See p.9 "User Code Transmission".
  - Printing the Journal  
See p.40 "Printing the Journal".
- ❑ The Fax Header is not printed on delivered messages. See p.56 "Own Name / Fax Header", *Basic Features*.
- ❑ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- ❑ You can change boxes in the same way as registering them. However, to change the SUB code itself, you must delete it then register a new SUB code.

**Reference**

p.169 "Personal Boxes"

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

```
User Tools:
1.Counter
```

- 2**
- Press
- ⏪**
- or
- ⏩**
- until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features
```

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

- 4**
- Press
- ⏪**
- or
- ⏩**
- until "4. Key Op. Tools" is displayed.

```
Fax Features:
4.Key Op. Tools
```

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

- 6**
- Press
- [2][2][2][2]**
- .

```
Enter Key Op. Code
[****] /OK
```

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

- 8**
- Press
- ⏪**
- or
- ⏩**
- until "23. Box Settings" is displayed.

```
Key Op. Tools:
23.Box Settings
```

**Note**

- ❑ The code for each function that appears on the display varies depending on the installed options or functions settings.

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

```
Box Setting:
1.Prg/Chg Persnl.Box
```

Confirm that "1. Prg/Chg Persnl.Box" is displayed.

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

- 11**
- Enter the SUB code you want to program as a Personal Box.

```
SUB: Press OK
[12345678]
```

**Note**

- ❑ If you make the code incorrectly, press the **[Clear/Stop]** key and try again.







## Programming/changing Transfer Boxes

This section describes how to set up a Transfer Box for forwarding incoming SUB transfer request messages onto end receivers.

You can store the following items:

### ❖ SUB code (required)

Up to 20 characters long and can be composed of digits 0-9, "#", "\*" and spaces (the first character cannot be a space).

### ❖ Name (required)

Up to 20 characters long.

### ❖ Password (optional)

Up to 20 characters long and can be composed of digits 0-9, "#", "\*" and spaces (the first character cannot be a space). By programming the password, no one without the password can access the Transfer Box. It is recommended to program the password if you want to restrict the access to the Transfer Box.

### ❖ End Receiver (required)

You can store 5 end receivers (destinations to which messages will be forwarded) for each box. Specify end receivers with Quick Dial keys, Speed Dials, or Groups assigned to Quick Dial keys that have been registered beforehand.

You can specify an e-mail address as the receiver when the NIC FAX unit (Option for Type1) is installed.

### Note

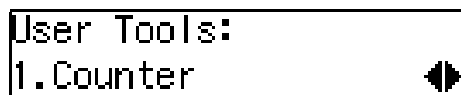
- ❑ After messages are transferred, a Transfer Result Report is not sent back to the sender.

- ❑ After messages are transferred they are deleted.
- ❑ By default, the machine prints out received messages and the Transfer Result Report that it transfers after the transfer has finished. If you want to turn this feature off, please contact your service representative.
- ❑ You can have received messages sent using Economy Transmission. Please contact your service representative for details. See p.5 "Sending at a Specific Time (Send Later)" and p.142 "Economy Transmission".
- ❑ You can change boxes in the same way as registering them. However, to change the SUB code itself, you must delete it then register a new SUB code.

### Reference

p.173 "Transfer Boxes"

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



User Tools:  
1.Counter

- 2** Press **⏪** or **⏩** until "2. Fax Features" is displayed.



User Tools:  
2.Fax Features

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

- 4** Press **⏪** or **⏩** until "4. Key Op. Tools" is displayed.



Fax Features:  
4.Key Op. Tools

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



- 24** Depending on the setting you require, use one of the following procedures:

---

#### Programming/changing a Receive Station

---

- 1** Press **◀** or **▶** until "1. Program/Change" is displayed.

```
Program Receive Stn.
1. Program/Change  ◀▶
```

- 2** Press the **[OK]** key.  
**3** Repeat the procedure from step **1**.

---

#### Deleting a Receive Station

---

- 1** Press **◀** or **▶** until "2. Delete" is displayed.

```
Program Receive Stn.
2. Delete  ◀▶
```

- 2** Press the **[OK]** key.  
**3** Press **◀** or **▶** until the Receive Station you want to delete is displayed.

```
Delete?  ◀▶/OK
☎ 01 ABC COMPANY
```

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

---

#### Exiting

---

- 1** Press **◀** or **▶** until "3. Exit" is displayed.

```
Program Receive Stn.
3. Exit  ◀▶
```

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

- 25** Press the **[User Tools]** key.  
 The standby display reappears.

---

#### Deleting Transfer Boxes

---

This section describes how to delete Transfer Boxes.

##### ! Limitation

- If the specified SUB code is not registered as a Transfer Box, or the messages of the box are registered you cannot delete it.

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

```
User Tools:
1. Counter  ◀▶
```

- 2** Press **◀** or **▶** until "2. Fax Features" is displayed.

```
User Tools:
2. Fax Features  ◀▶
```

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

- 4** Press **◀** or **▶** until "4. Key Op. Tools" is displayed.

```
Fax Features:
4. Key Op. Tools  ◀▶
```

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

- 6** Press **[2][2][2][2]**.

```
Enter Key Op. Code
[****]  /OK
```

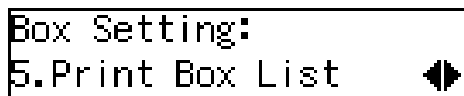
- 7** Press the **[OK]** key.

- 8** Press **◀** or **▶** until "23. Box Settings" is displayed.

```
Key Op. Tools:
23. Box Settings  ◀▶
```



- 10** Press **◀** or **▶** until “5. Print Box List” is displayed.



```
Box Setting:
5.Print Box List  ◀▶
```

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

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

Printing starts. After printing, the display in step **10** reappears.

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

The standby display reappears.

# 8. Solving Operation Problems

## Clearing a Paper Jam in the Optional Paper Tray Unit

Make sure which cover you need to open by reading the message in the display.

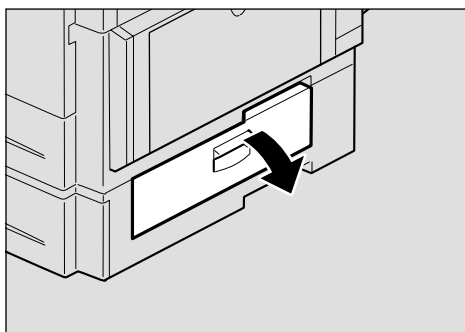
### Important

- The Fusing Unit and its surrounding areas may be very hot. Do not touch areas other than those indicated in this manual when clearing a paper jam. Doing so may result in burns.
- Do not attempt to pull out jammed paper with excessive force. Doing so may rip the paper or cause the machine to malfunction.

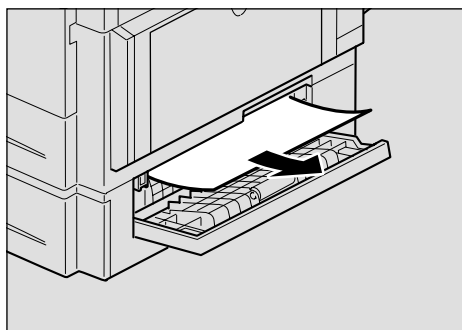
### Note

- For instructions on clearing paper jams in the main paper tray, see p.96 "Clearing a Copy, Fax, or Print Jam", *Basic Features*.

- 1** Open the lower right cover.



- 2** Pull the jammed paper out slowly.



- 3** Close the lower right cover making sure it clicks firmly into place.



# Reading Reports

## Error Report

The error report is printed after each unsuccessful communication (both transmission and reception). The communication failure may normally be caused either by your machine, or the fax machine on the other end. Noise on the telephone line may also be one of the causes. If the error report is printed after sending a fax message, try sending it again. If the report is printed after a fax message came in, contact the sender and request them to send it again.

### Note

- If the machine continues to print error reports after retrials, contact your service representative.
- Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows Own Name or Own Fax Number registered in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.146 "User Parameters" (switch 04, bit 4).

## Power Failure Report

Turning the power off does not erase the data stored into the machine such as fax numbers programmed in a Quick Dial key. However, if the machine is left turned off for 12 hours or longer, the data stored in the machine memory (Memory Transmission/Reception, Substitute Reception, or Auto Document; or data of other standby documents) is deleted. Once the data stored in memory is deleted, the machine automatically prints out the power failure report when you turn it on again, so that you may check the deleted data.

If the deleted fax message was for Memory Transmission, check the receiver's information and send it. If it was stored in Memory Reception or Substitute Reception functions, contact the sender and request them to send it again. If it was an Auto Document, register the document once more.

### Important

- Make sure that 100% appears on the display before you turn off the power.

### RDS (Remote Diagnostic System)

If your machine has a problem, a service representative 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 representative can also use RDS to change some of your machine's settings if you request it.

# 9. Maintaining Your Machine

## Loading Paper in the Optional Paper Tray Unit

### Important

- Make sure that copying or printing of received fax messages is not in progress before performing the following procedure.

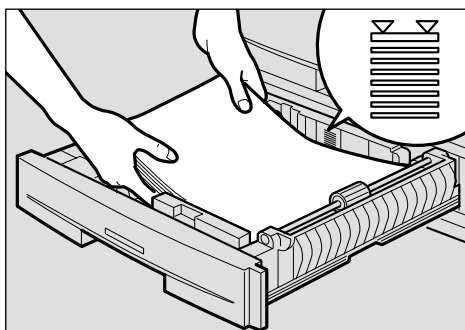
### Note

- You can load up to 500 sheets in the optional paper tray unit.

**1** Pull out the paper tray until it stops.

**2** While pinching the release lever, adjust the back fence and side fences.

**3** Push the metal plate down, and then square the paper and load it in the tray.



ZFOY280E

### Note

- Load paper with the printable side facing up.
- Fan the paper before loading it in the tray.
- Make sure not to load paper over the limited mark.

### Important

- Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

**4** Readjust the back fence and side fences.

### Important

- When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

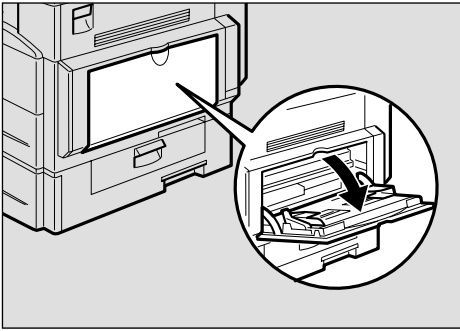
**5** Push the paper tray in until it stops.

# Loading Paper in the Bypass Tray

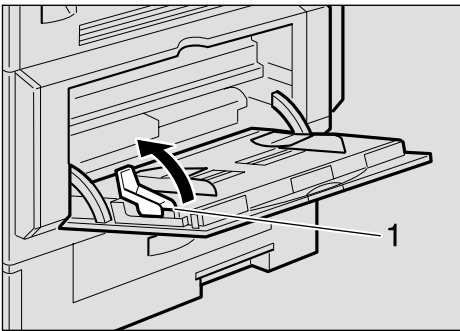
**Note**

- You can load paper in the bypass tray up to approximately 100 sheets (8<sup>1</sup>/<sub>2</sub>"×14" or smaller), 1 sheet (larger than 8<sup>1</sup>/<sub>2</sub>"×14"), or 10 postcards or envelopes.
- Depending on the type of envelopes, the last envelope loaded in the bypass tray might be misfed. When you make copies on envelopes, we recommend that you load one more envelope than you are using to copy on to.

**1** Open the bypass tray.

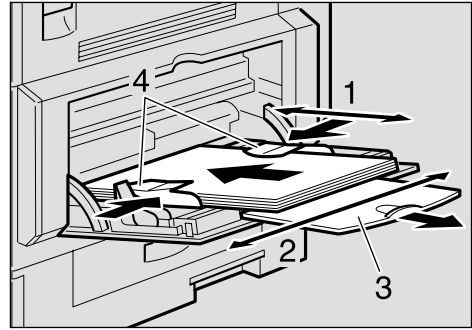


**2** Push up the paper guide release lever.



**1. Paper guide release lever**

**3** Gently insert the copy paper face down and adjust the paper guides.



- 1. Horizontal size**
- 2. Vertical size**
- 3. Extender**
- 4. Paper guides**

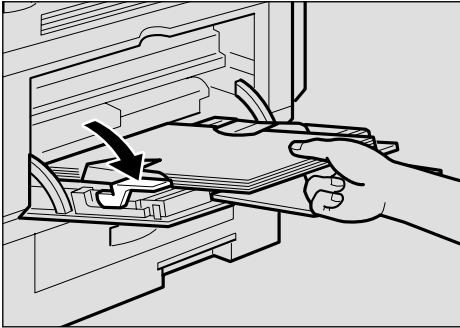
**Important**

- If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

**Note**

- Set the orientation of the paper to .
- Swing out the extender to support paper sizes larger than A4 , 8<sup>1</sup>/<sub>2</sub>" × 11" .
- Fan paper to get air between the sheets and avoid a multi-sheet feed.

**4** Push down the paper guide release lever.



**Note**

- If you set A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or larger paper, hold the edge of the paper and push down the paper guide release lever.
- If you do not push down the paper guide release lever, a mis-feed might occur.
- You can specify the type of paper used for the bypass tray. See p.115 "Bypass Paper Type".

# Changing the Paper Size

## Changing the Paper Size in the Main Paper Tray

The following 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 tray.

### Important

- Make sure that copying or printing of received fax messages is not in progress.

### Note

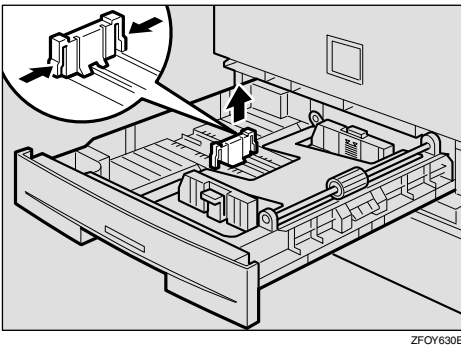
- You can load up to 250 sheets of copy paper in the main paper tray.
- For information about the size and orientation of copy paper that you can load in the paper tray, see p.208 "Paper"

- 1** Pull out the paper tray until it stops.

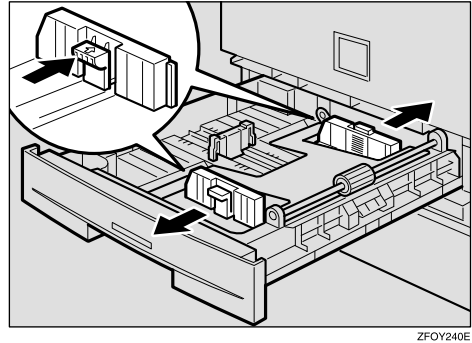
### Note

- Remove any remaining paper.

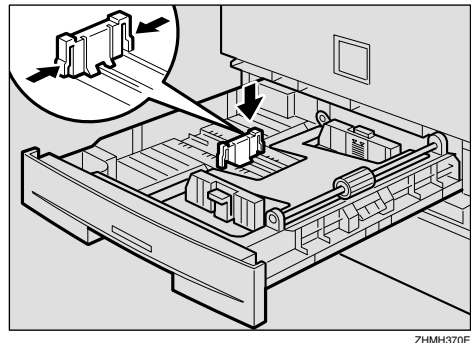
- 2** Remove the back fence.



- 3** While pressing the release lever, adjust the side fences to the desired paper size.

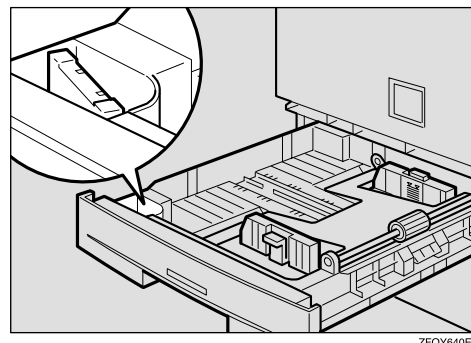


- 4** Set the back fence to the desired paper size.

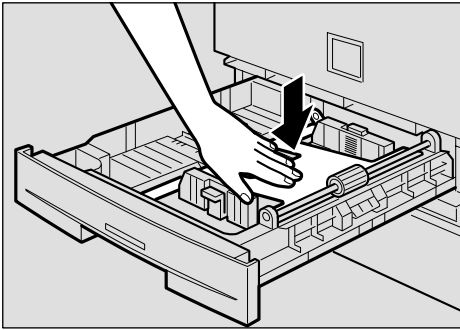


### Note

- When you load A4 paper, place the back fence in the corner pocket on the left.

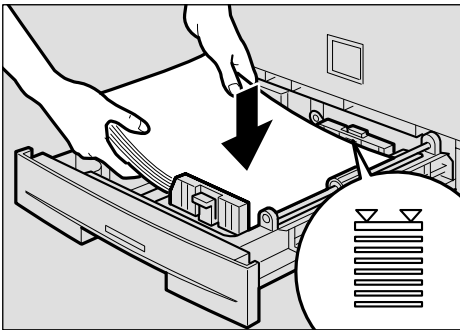


- 5** Push the metal plate down.



ZFOY340E

- 6** Square the paper and load it in the tray.



ZFOY350E

### Important

- Do not stack paper over the limit mark.
- Fan the paper before loading it in the tray.
- Load paper so that the paper touches the right side of the tray, or misfeed might occur.

- 7** Push the paper tray in until it stops.

### Note

- Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size" function. See p.113 "Tray Paper Size".

## Changing the Paper Size in the Optional Paper Tray Unit

### Important

- Make sure that copying or printing of received fax messages is not in progress.

### Note

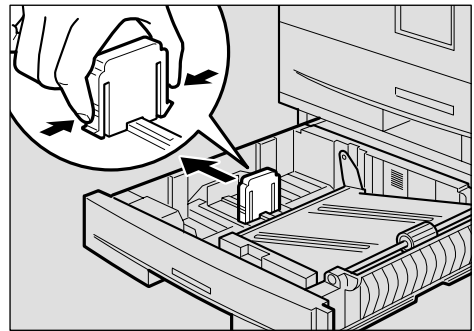
- You can load up to 500 sheets of copy paper in the optional paper tray unit.
- For information about the size and orientation of copy paper that you can load in the unit, see p.208 "Paper".

- 1** Pull out the paper tray until it stops.

### Note

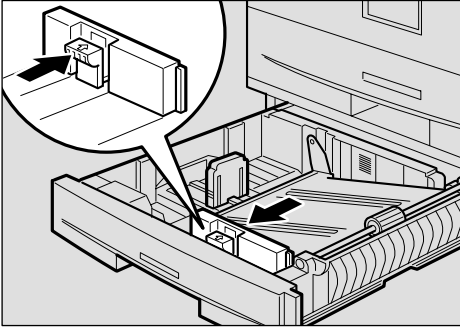
- Remove any remaining paper.

- 2** Adjust the back fence.



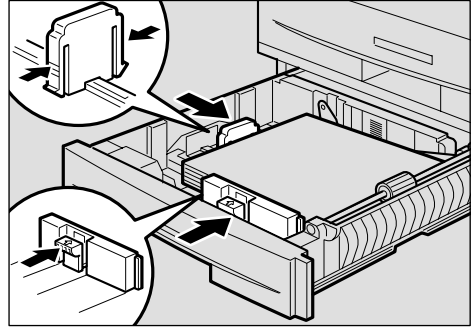
ZFOY370E

**3** While pressing the release lever, adjust the side fence.



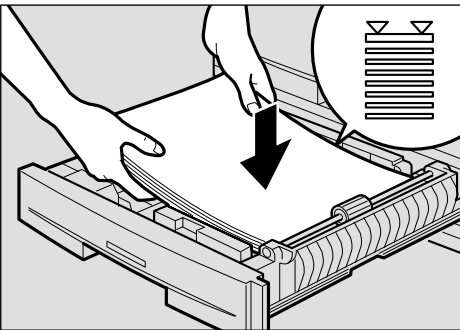
ZFOY380E

**5** Adjust the side and back fences to the desired paper size.



ZFOY400E

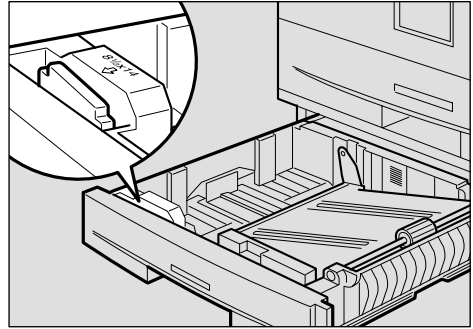
**4** Push the metal plate down, and then square the paper and load it in the tray.



ZFOY380E

**Note**

- When you load 8 1/4" x 14" or 8 1/2" x 14" paper, place the back fence in the corner pocket on the left.



ZFOY650E

**Important**

- Do not stack paper over the limit mark.
- Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

**Note**

- Fan the paper before loading it in the tray.

**Important**

- When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

**6** Push the paper tray in until it stops.

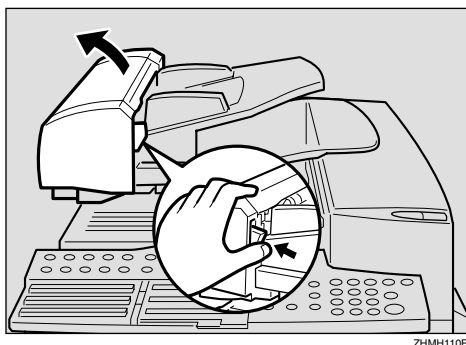
**Note**

- Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size" function. See p.113 "Tray Paper Size".

# Cleaning the Scanner

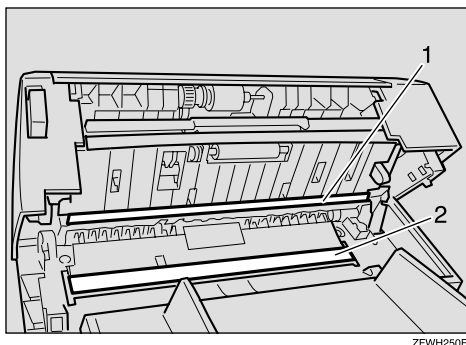
To maintain the machine, clean the scanner regularly.

- 1** Open the ADF unit while pushing the release button.



- 2** Wipe the white strip (1) and contact glass (2).

Use 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.



- 3** Close the ADF unit making sure it clicks firmly into place.



## Replacing the ADF Maintenance Kit

In order to ensure maximum performance of your fax machine, the ADF Maintenance Kit is provided. You can replace the ADF Maintenance Kit after approximately 45,000 originals have been scanned with the ADF. You need to replace the ADF Maintenance Kit when you are prompted to do so by a message on the display:

```
Replace ADF
Maintenance Kit /OK
```

Follow the procedure below to replace the ADF Maintenance Kit.

### Note

- ❑ If your service representative is responsible for performing this operation, this message will not appear.
- ❑ 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 display so you can continue using the fax machine. However, after you scan an additional 100 originals with the ADF, you will be prompted once again to replace the ADF Maintenance Kit.
- ❑ After "Replace ADF Maintenance Kit" message appears in the display, you cannot continue to send fax messages and perform other operations.

- 1** A message on the display prompts you to replace the ADF Maintenance Kit when it is time for replacement.

```
Replace ADF
Maintenance Kit /OK
```

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

```
Replace Now?: ◀/OK
[Yes] No
```

- 3** Confirm that "Yes" is selected, and then press the **[OK]** key.

```
Please Replace Kit
Then Press OK
```

### Note

- ❑ If you want to replace the ADF Maintenance Kit later, press ◀ or ▶ to select "No", and then press the **[OK]** key. To replace the ADF Maintenance Kit when "Replace ADF Maintenance Kit" message is not displayed, you need to reset the ADF counter. See p.122 "Resetting the ADF Counter".

- 4** Replace the ADF Maintenance Kit.

Follow the instructions in "Replacing the ADF Maintenance Kit" supplied with the ADF Maintenance Kit.

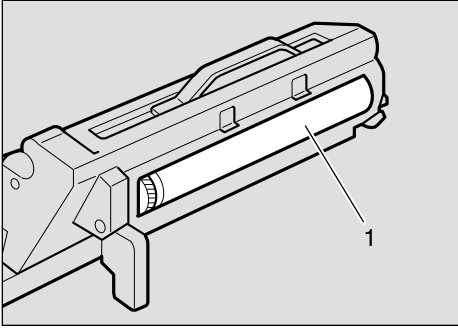
- 5** Press the **[OK]** key.

The ADF counter is reset automatically.

# Replacing the Photo Conductor Unit (PCU)

## ⚠ Important

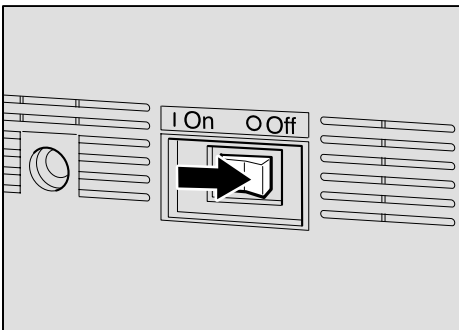
- ❑ When you take out the new PCU, do not touch the blue part (1).



ZHMH220E

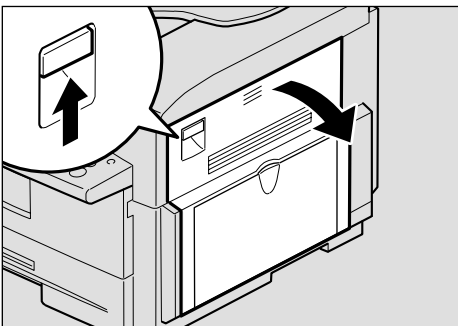
- ❑ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

## 1 Turn Off the Power.



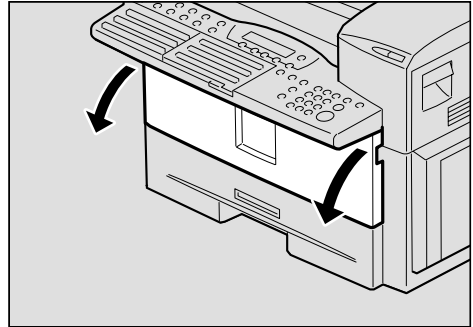
ZFWH350E

## 2 Open the right cover.



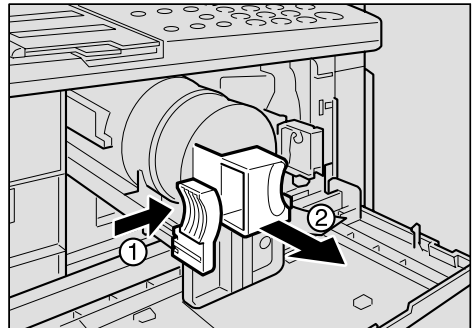
ZHMH200E

## 3 Open the front cover.



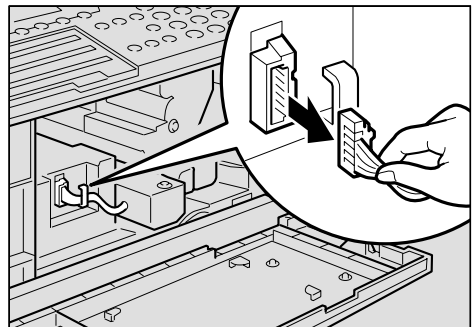
ZMH090E

## 4 Push the lever (1) and pull out the toner cartridge holding (1) and (2).



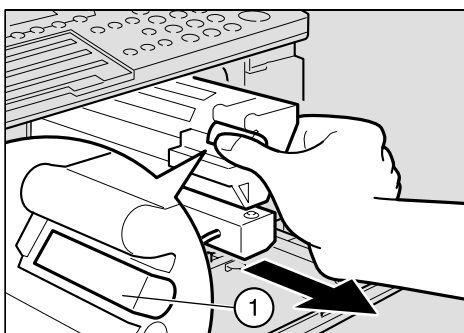
ZHMT010E

## 5 Take the cord off the hook and remove the connector.



ZHMH120E

**6** Pull the PCU while pushing ①.

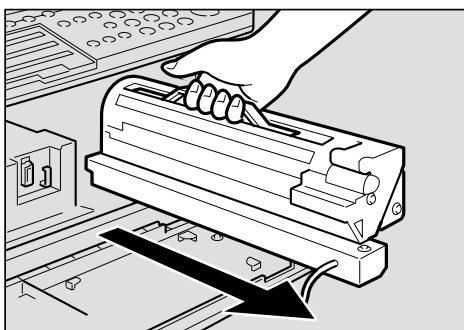


ZHMH130E

**Note**

- ❑ If the PCU can not be pulled, make sure the right cover is opened.

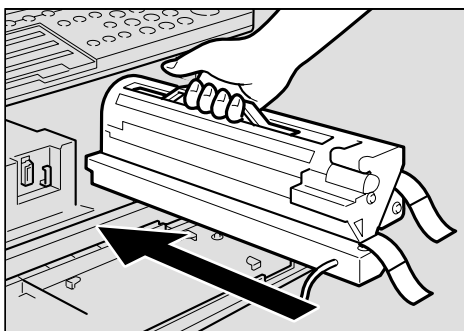
**7** Pull out the PCU holding the handle.



ZHMH140E

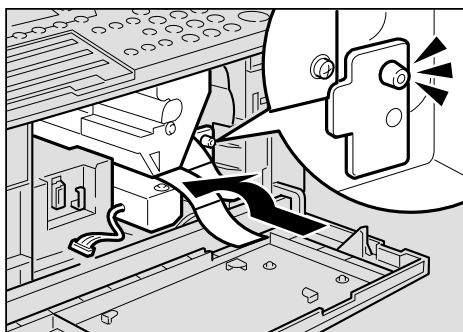
**8** Take out the new PCU from the box and remove the black paper.

**9** Insert the new PCU.



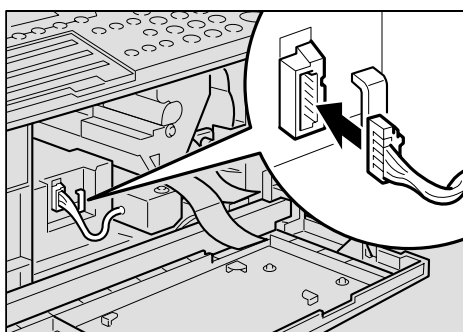
ZHMH150E

**10** Push the PCU until it locks into place.



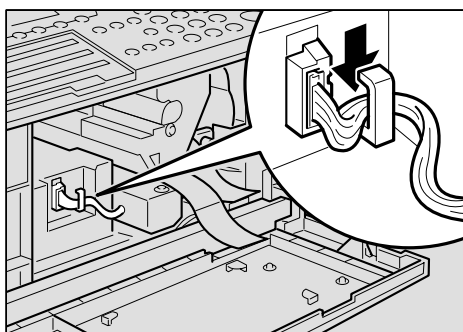
ZHMH160E

**11** Insert the connector.



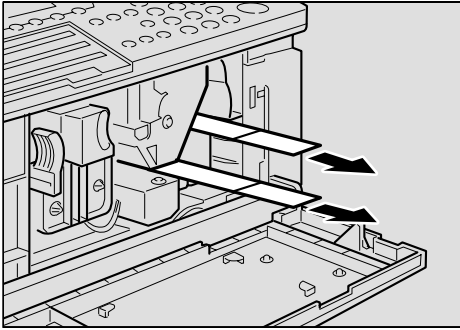
ZHMH170E

**12** Place the cord on the hook.



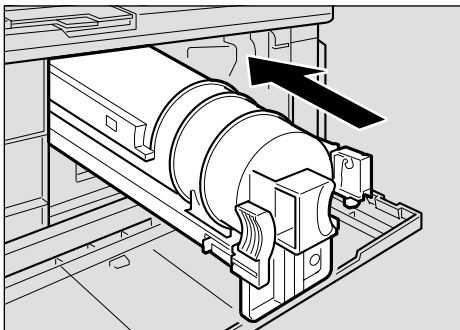
ZHMH180E

- 13** Pull the two red tags to remove the plastic strips.



ZHMH190E

- 14** Return the toner cartridge.  
Push the toner cartridge until it locks into place.



ZHMT020E

- 15** Close the right cover and front cover.

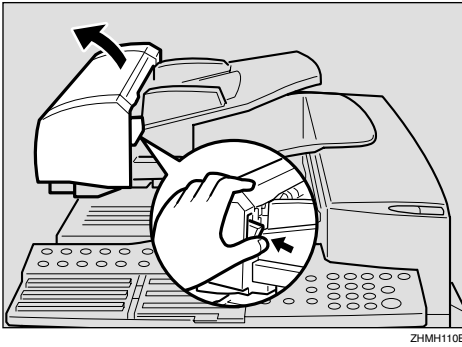
# Replacing the Stamp Cartridge

When the stamp mark begins to fade, it is time to replace the stamp cartridge.

 **Note**

- Only use stamp cartridges designed specifically for this machine.
- One stamp cartridge can stamp approximately 3,000 times.

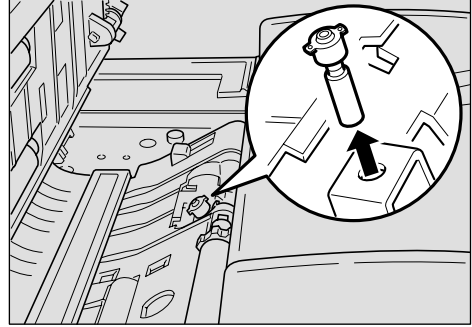
**1** Open the ADF unit while pushing the release button.



**2** Open the stamp cover.

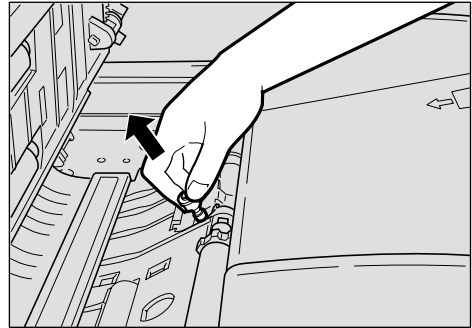


**3** Pull out the old stamp cartridge.

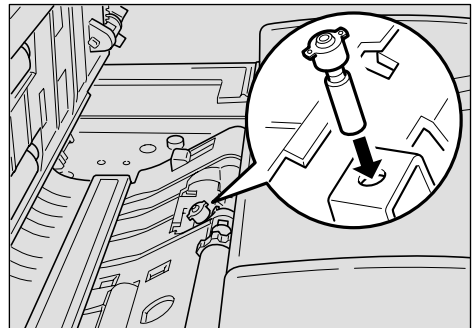


 **Note**

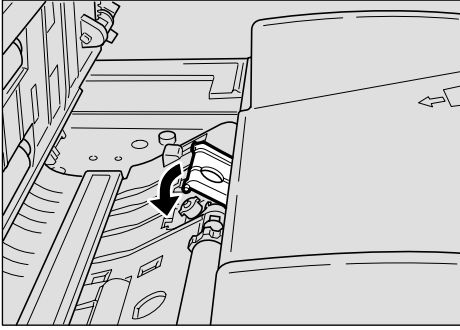
- Remove the stamp cartridge with pincers, or carefully ease out the end of the stamp head with your fingernails.



**4** Insert the new stamp cartridge.



- 5** Replace the stamp cover until it clicks.



ZHM#270E

- 6** Close the ADF unit, making sure that it clicks firmly into place.



## Installing, Moving, and Disposing of the Machine

This section provides you with information about installation, move and disposal of this machine.

### Important

- ❑ Installation of this machine must be performed by an authorized dealer or service representative. Never attempt to install the machine by yourself.

---

### Machine Environment

---

If the machine is installed in an inappropriate location, you may not be able to make copies or send or receive fax messages properly. Doing so may also cause the machine to malfunction.

#### **WARNING:**

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
  - **You spill something into the machine.**
  - **You suspect that your machine needs service or repair.**
  - **The external housing of your machine has been damaged.**

#### **CAUTION:**

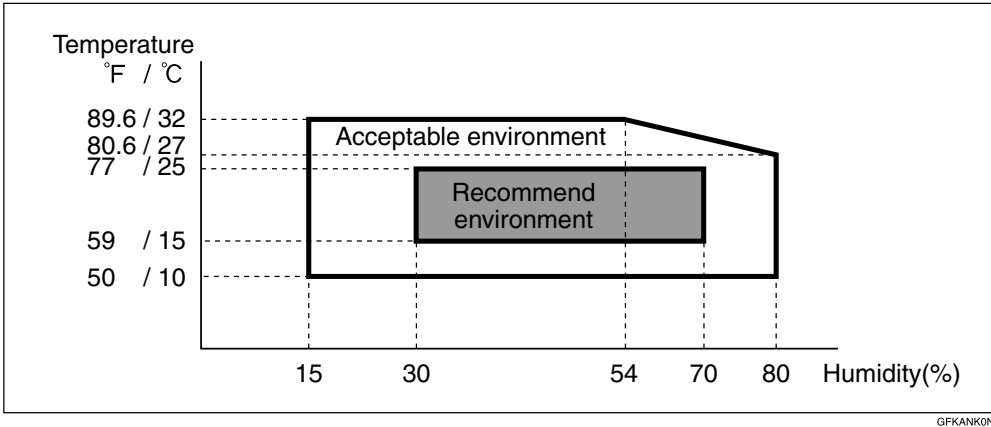
- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*

#### **Note**

- ❑ Install the machine on a level surface. Make sure that the difference in height is less than 2 mm (0.08 in.) between the four corners of the machine.
- ❑ Install the machine on a stable surface. If you need to place it on a table, prepare a sturdy table larger than the size of the machine exclusively for the machine.
- ❑ To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.



❖ Use this machine in an environment that satisfies the conditions described in the diagram below.



**Note**

☐ When the machine is subject to a sudden and drastic change in temperature or humidity, condensation in the machine may affect the printing quality of the copied images or received messages. If this should occur, wait momentarily, and copy the images again, or ask the sender of the message to resend.

❖ **Recommended environment**

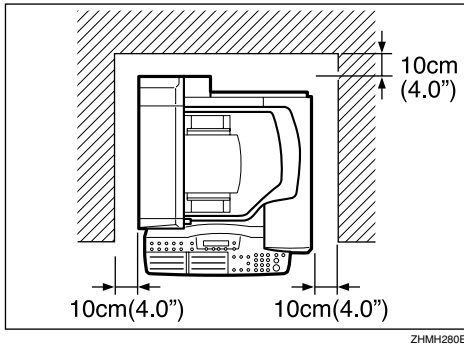
- Temperature 15 – 25°C (59 – 77°F)
- Humidity 30 – 70% RH (do not install near a humidifier)

❖ **Acceptable environment**

- Temperature 10 – 32°C (50 – 89.6°F)
- Humidity 15 – 80% RH (do not install near a humidifier)

## Location

Allow enough space around the machine for smooth fax or copy operation, and servicing by a service representative.



### Note

- A working space of at least 30 cm (1.0 ft.) is necessary at the right side of the machine.

## Connecting the Power and Switching On

### ⚠ **WARNING:**

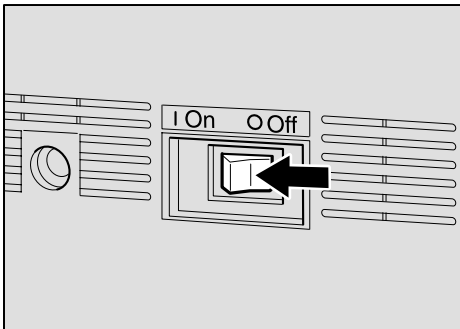
- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:**
  - **You spill something into the machine.**
  - **You suspect that your machine needs service or repair.**
  - **The external housing of your machine has been damaged.**

### ⚠ **CAUTION:**

- **When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).**

**1** Plug in the cable to the outlet.

**2** Turn the power on.



ZFWH110E

### ⚡ **Important**

- The supply from the wall outlet must not fluctuate more than 10V either side of 230V.
- 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 must use an extension cord, make sure that it is capable of carrying 220-240V/4A, and that your facsimile terminal is the only piece of equipment connected to that cord.

## Moving the Machine

### **⚠ CAUTION:**

- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.
- If you are moving the machine to a distant location such as another floor or building, contact your service representative. Note that the moving service is a paid service.
- If the distance to the new location is short, move the machine yourself, following the precautions described below.
  - Make sure that the memory level indicated on the display is 100% before unplugging the power cord.
  - Make sure to unplug the power cord from the electrical outlet by holding the power plug.
  - Make sure to close the ADF cover, ADF unit, and side cover.
  - Make sure to move the machine carefully, keeping the machine horizontal at all times. Shaking the machine or tilting it to a large degree may cause the machine to malfunction.
- After changing the location of the machine, check the contents of the following information registered to the machine. If any of the information is incorrect, register the correct information again.
  - If the fax number is changed  
Own Fax Number See p.55 “Own Name/Fax Header/Own Fax Number”, *Basic Features*, p.158 “G3 Analog Line”, and p.160 “Transfer Report”.
  - If the Own Name such as company name is changed  
Fax Header See p.55 “Own Name/Fax Header/Own Fax Number”, *Basic Features*.

## Disposing of the Machine

Contact your service representative when you want to dispose of the machine.

### **⚠ WARNING:**

- ***Disposal can take place at our authorized dealer.***

### **⚠ CAUTION:**

- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*

# Connecting to a Telephone Line

## Connecting the Machine to the Telephone Line

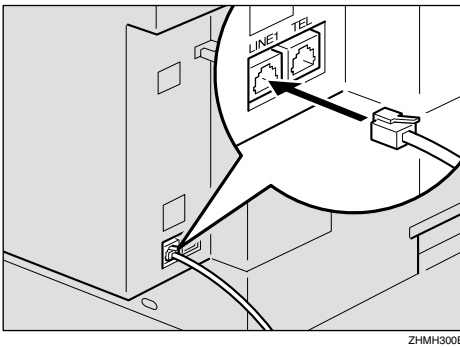
### ⚠ Important

- ❑ Make sure that the power cable is plugged in before connecting the machine to the telephone line.

There are similar sockets located at the rear of the machine.

- TEL: For an external telephone
- LINE1: Telephone line connection

- 1 Insert the line cable into the socket labeled "LINE1".



- 2 Connect the other end of the line cable to your telephone line.

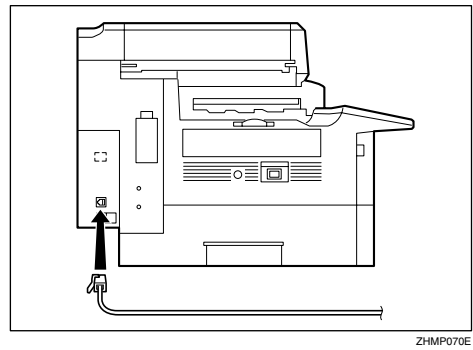
## Connecting to an Additional G3 Line

You can connect the machine to two G3 lines by installing the optional extra G3 interface unit. Connect the additional G3 line to the "LINE2" socket.

### ⚠ Important

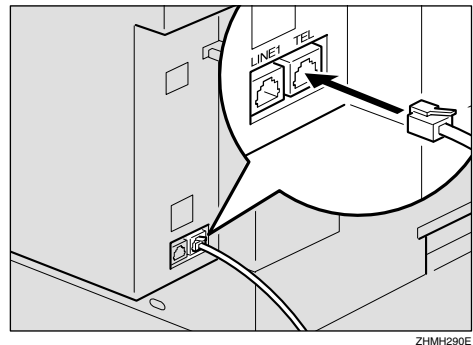
- ❑ Contact your service representative when connecting to the additional G3 line.

### ❖ Connecting location



## Connecting an External Telephone

- 1 Plug the handset jack into the "TEL" socket at the rear of the machine.



# Supplies

## ❖ Toner Cartridge

One toner cartridge can print approximately 5,000 sheets (ITU-T #1Chart).

Product Name	Color	Purchase Unit
Toner Cartridge	Black	1 pack

## ❖ ADF Maintenance Kit

One ADF maintenance kit should be replaced after feeding approximately 45,000 sheets of originals.

Product Name	Content	Purchase Unit
ADF Maintenance Kit	<ul style="list-style-type: none"> <li>• Feed unit</li> <li>• Separation corona</li> </ul>	1 box

## ❖ Stamp Cartridge

One stamp cartridge can stamp approximately 3,000 times.

Product Name	Color	Purchase Unit
Stamp Cartridge	Pink	1 pack (4 pieces)

## ❖ Photo Conductor Unit

Product Name	Purchase Unit
Photo Conductor Unit	1 pack

# Options

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## 40MB Memory Card

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Following features are enhanced when you install the optional 40MB memory card:

- Increasing the number of documents that you can store in the machine's memory
- Setting the Resolution to Extra Super Fine when copying, and printing the received messages

### ❖ Optional 40MB Memory Card

You can expand the memory size from the standard 7MB to 40MB. The number of documents that you can store in the machine's memory increases to approximately 2,200 sheets. <sup>\*1</sup>

<sup>\*1</sup> Assuming that the standard originals are stored with the Resolution settings "Standard".

### Note

- ❑ If you want to use the machine without the optional 40MB memory card installed, contact your service representative. If you turn the power on after removing the optional 40MB memory card, a high-pitched alarm sounds and the machine will not start up. If the alarm sounds when you turn the power on after installing the optional 40MB memory card, see p.101 "Solving Problems", *Basic Features*.

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## Extra G3 Interface Unit

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The optional extra G3 interface unit enables you to connect the machine to another G3 line in addition to the standard connection to a G3 line.

By installing this option, multiple communications can be made with each line at the same time so that you can complete the entire communication in a shorter time than without this option installed. See p.53 "Selecting the Line" and p.65 "Simultaneous Broadcast".

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## NIC FAX Unit (Option for Type1)

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The NIC FAX unit (Option for Type1) enables you to send fax messages as e-mail to another fax machine or send them to a personal computer. You can also receive such e-mail from another fax machine.

The NIC FAX unit (Option for Type1) enables you to connect the machine to a LAN environment and use the following functions:

- **Scanner Function**  
Enables you to scan documents and send them to a folder in a network server such as ScanRouter V2 Lite server or send it as an attachment to an e-mail. Scanning in color is also possible.
- **Internet Fax Function**  
Enables you to send or receive fax messages as e-mail through the Internet. The other end must be a fax machine of the same model or compatible to TIFF-F format. Your machine can also receive fax messages sent as e-mail, or send them to a personal computer.
- **IP-Fax Function**  
Enables message transmission and reception between fax machines that are directly connected to a network that uses TCP/IP.
- **LAN FAX Function**  
Enables you to send a document made using a PC application software from your machine to other fax machines through a telephone line. Your machine must be connected to a PC through a LAN network.

### **Note**

- Type2 is equipped with the NIC FAX unit in standard.

### **Reference**

See NIC FAX unit manual for detailed information.

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## Color Unit (Option for Type1)

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The Color unit enables you to scan and send color originals using NIC FAX unit (Option for Type1). The scanned image is attached to an e-mail as a JPEG or PDF format file.

### **Note**

- Type2 is equipped with the Color unit in standard.

### **Reference**

See NIC FAX unit manual for detailed information.



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## Printer Interface Unit

---

The Printer Interface enables you to connect the machine to a personal computer and use it as a printer. It also enables you to connect the machine to a LAN environment and use it as a network printer.







### Reference

See the optional printer interface unit manual for detailed information.

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## Paper Tray Unit

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You can load up to 500 sheets of A4  or 8<sup>1</sup>/<sub>2</sub>"×11"  size paper (Adjustable to 8<sup>1</sup>/<sub>2</sub>"×14" , 8<sup>1</sup>/<sub>2</sub>"×13" , 8<sup>1</sup>/<sub>4</sub>"×13" , and 8<sup>1</sup>/<sub>4</sub>"×14" ). You can use the Specified Tray function by installing the optional paper tray unit. See p.130 "Specified Tray".

# Specifications

## ❖ Power supply:

220–240V, 50/60Hz

## ❖ Power consumption \*1:

Energy Saver Mode:	Average 2W or less (Type1)
	Average 6W or less (Type2)
Standby Mode:	Average 15W or less
Transmission:	Average 25W or less
Reception:	Average 400W or less
	Maximum 1000W
Copying:	Average 400W or less
	Maximum 1000W

\*1 When no option is installed.

## ❖ Noise emission

### Sound Power Level

	Mainframe Only
During Printing (one-sided)	61 db(A) or less
During Printing (two-sided) During Copying	63 db(A) or less
Standby	40 db(A) or less

### Sound Pressure Level \*1

	Mainframe Only
During Printing	55 db(A) or less

The above measurements made in accordance with ISO 7779 are actual values.

\*1 It is measured at the position of the operator.

## ❖ Protocol:

G3

## ❖ Transmission time:

Less than 3 seconds at 33,600 bps (JBIG coding)

### Note

- The values above are measured when sending an A4 size original with standard resolution (8 × 3.85 lines/mm (200 × 100 dpi) with JBIG coding) with Memory Transmission. They indicate the time spent on transmission, and do not include the time spent on communication control. The actual transmission time varies depending on the type of original, make of fax machine on the other end, and condition of the telephone line.

❖ **Data compression:**

MH, MR, MMR, JBIG

❖ **Modulation method**

Message Modem	V.34, V.17, V.29, V.27ter (G3), V.33 (G3 non-standard)
Protocol Modem	V.21, V.8 (G3)

❖ **Transmission 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.

❖ **Scanning resolution:**

- Standard: 8 × 3.85 lines/mm (200 × 100 dpi)
- Detail: 8 × 7.7 lines/mm (200 × 200 dpi)
- Super Fine: 16 × 15.4 lines/mm (400 × 400 dpi)
- Extra Super Fine: 24 × 23.1 lines/mm (600 × 600 dpi) (the optional 40MB memory card required when in reception or copying)

🔍 **Reference**

Chapter 11, "Specifications" in the NIC FAX unit manual

❖ **Print process**

Printing on standard paper using the laser

❖ **Dimensions (Width×Depth×Height):**

448 × 551 × 411 mm (17.7 × 21.7 × 16.2 in.)

❖ **Weight:**

23.0 kg (50.8 lb.) or less

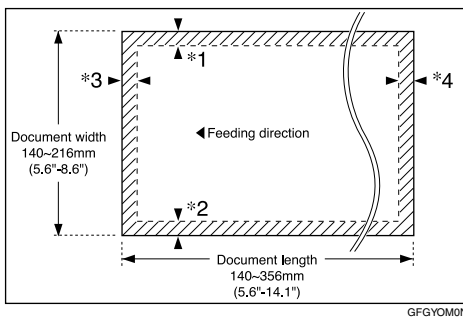
## Acceptable Types of Originals

Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the scanner and affect the resulting image.

### Acceptable original sizes

Where Original is Placed	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Auto Document Feeder (ADF)	<ul style="list-style-type: none"> <li>Maximum: 216×356 mm (8.6×14.1 in.)</li> <li>Minimum: 140×140 mm (5.6 ×5.6 in.)</li> </ul>	<ul style="list-style-type: none"> <li>8<sup>1</sup>/<sub>2</sub>"×14" 30 sheets</li> <li>A4 or 8<sup>1</sup>/<sub>2</sub>"×11" 70 sheets</li> </ul>	52–105g/m <sup>2</sup> , 14 to 28 lb. paper (0.05 to 0.2 mm)

### Paper size and scanned area



The part shaded will not be scanned, because it is outside the maximum scanning width range.

#### Note

- Images at the edges of an original document may not be scanned (as shown in the following values) even if you set a standard sized original properly.
  - \*1 Maximum 4 mm (0.2 in.)
  - \*2 Maximum 4 mm (0.2 in.)
  - \*1 + \*2 Maximum 6 mm (0.3 in.)
  - \*3 4 mm (0.2 in.)
  - \*4 5 mm (0.2 in.)
- There may be some difference in size between the image scanned by your machine and the image printed at the receiving end.

## Paper

It is recommended that you use your supplier's paper for the best printing results.




















- You can use paper of equivalent thickness to your supplier's paper.

### Recommended paper sizes and types


The recommended sizes, types and sheets of paper that you can load in the machine are described below.

#### Important

- Follow the precautions listed below when storing paper.
  - Avoid storing it in direct sunlight.
  - Store it in a dry place (humidity 70% or lower).
  - Store it on a level surface.
  - Once you open a package, store the remaining sheets in a plastic bag so that the paper does not absorb moisture.
- Paper that has absorbed moisture is often curled and may cause paper jams. Load this kind of paper face down.

Where Paper is Loaded	Paper Sizes	Paper Capacity	Paper Type
Main Paper Tray	A4  , 8 1/2"×11"  , 5 1/2"×8 1/2"  , A5 	250 sheets	Ordinary high quality paper (60–90g/m <sup>2</sup> , 16 to 24lb.)
Optional Paper Tray Unit	A4  , 8 1/2"×11"  , 8 1/2"×14"  , 8 1/2"×13"  , 8 1/4"×13"  , 8 1/4"×14"  	500 sheets	
Bypass Tray	Standard size: A4  , 8 1/2"×11"  , 8 1/2"×14"  , 8 1/2"×13"  , 8 1/4"×13"  , 8 1/4"×14"   , 5 1/2"×8 1/2"  Custom size: Width 90 to 216 mm (3.6 to 8.5 in.), Length 140 to 1260 mm (5.6 to 49.7 in.)	<ul style="list-style-type: none"> <li>8 1/2"×14" or smaller: approximately 100 sheets</li> <li>Larger than 8 1/2"×14": 1 sheet</li> <li>Postcard: 10 sheets</li> <li>Envelope: 10 sheets</li> </ul>	<ul style="list-style-type: none"> <li>Ordinary high quality paper (60–157 g/m<sup>2</sup>, 16 to 42 lb)</li> <li>OHP transparencies</li> <li>Adhesive label</li> <li>Postcards</li> <li>Envelopes</li> </ul>

**Note**

- You can load only custom sized paper to the bypass tray when making copies or using the PC Printing function (optional).
- Load OHP transparencies to the bypass tray one sheet at a time, and remove it from the paper tray immediately after the copying is complete.
- Load postcards or envelopes in landscape orientation () in the bypass tray.

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**Non-recommended paper**

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Do not use the paper listed below. Using these kinds of paper may cause paper jams.

- Curled, wavy, creased or dog-eared paper
- Torn paper
- Paper with holes
- Paper with an unsmooth surface
- Paper with an slippery surface
- Thin and soft paper

**Important**

- The printed image may not be clear if the surface of the paper is rough.
- Do not use any paper with coating, such as thermo-sensitive paper, art paper, aluminum foil, carbon paper, or conductive paper. Using such paper may result in malfunction.
- Do not use copy paper that has been already copied on. Using such paper may result in malfunction.

## Energy Saving

### Introduction

When your fax machine prints fax messages, it uses heat to fix the image on 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 Saver Mode in which the heating roller is heated to full temperature only when a message needs to be printed.

Two available types of Energy Saver Mode are described in the table below.

Energy Saver Mode	Machine status in Energy Saver Mode	How long before you can print after exiting Energy Saver Mode	Power consumption in Energy Saver Mode <sup>*1</sup>
Fax Standby (Heater half-cool)	Display is off. The machine maintains the heating roller temperature; warm up takes less time.	Within about 30 seconds	Type1: 15W Type2: 20W
Energy Saver Standby (Heater off)	Display is off. The machine lets the heating roller cool to room temperature; warmup takes longer.	Within about 40 seconds	Type1: 2W <sup>*2</sup> Type2: 6W

<sup>\*1</sup> When options are not installed.

<sup>\*2</sup> 6W when the NIC FAX unit (Option for Type1) is installed.

Values vary according to options installed and settings of the User Parameters.

In Energy Saver 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 Fax 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.

#### Note

- You can still send fax messages stored in memory while the machine is in Energy Saver Mode.
- Even in Energy Saver Standby mode, indicators that blink or light during communication or reception still work. When the Substitute Reception, Memory Lock or Confidential message indicator lights, exit Energy Saver Mode and take appropriate action.

- ❑ While the Energy Save Timer is activated, the machine stays in the Energy Saver Standby mode. If a fax message comes in while the heater is turned off, it is stored in the machine's memory (Substitute Reception), and printed after the specified time is reached. See p.143 "Energy Save Timer".

---

## Entering Energy Saver Mode

---

The machine enters Energy Saver Mode when:

- Nobody uses the machine for about 5 minutes.
- 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 Saver Mode automatically, please contact your service representative.

---

### When the Machine Does Not Enter Energy Saver Mode

The machine does not enter Energy Saver Mode when:

- The external telephone is not placed correctly
  - The main paper tray is not loaded into the machine
  - Either the ADF unit, ADF cover or the side cover is open.
  - An original is jammed
  - The machine is out of order
  - There is no paper loaded into either the main paper tray or the optional paper tray unit
- 

---

## Exiting Energy Saver Mode

---

Your machine exits Energy Saver Mode automatically when a fax is received, an e-mail message is received with the NIC FAX unit, and paper is printed out with the PC printing function (optional).

To exit Energy Saver Mode manually:

- In Energy Saver Standby mode, press the **【Energy Saver/Clear Modes】** key.
- In Fax Standby mode, press any key.
- Place an original.
- Pick up the external telephone handset.
- Pull out the main paper tray.
- Open the front cover.
- Open the right cover.
- Open the lower right cover of the optional paper tray unit.



---

## Selecting the Energy Saver Mode type

---

To select the Energy Saver Mode type, adjust the bit switch below with the User Parameters. See p.146 “User Parameters” (switch 05, bit 6).

### ❖ Switch 05, bit 6

- Energy Saver 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.

---

## Reception in Energy Saver Mode

---

Once in Energy Saver Mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saver Mode.

# Maximum Values

The following table describes the maximum value for each item.

Item	Standard	With the optional 40MB memory card installed
Memory	7MB	40MB
The number of pages that you can store in memory (Using ITU-T #1Chart, Resolution: Standard, Original Type: Halftone Off)	approximately 560 pages	approximately 2,200 pages
Total number of Memory Transmission files	250	
The number of destinations you can specify for one file	250	
Total number of destinations that you can specify for all files	500	
The number of Quick Dials you can register	90	
The number of Speed Dials you can register	200	
The number of Group Dials you can register	9	
The number of destinations you can specify by the number keys	100	
The number of destinations you can register in a group	250	
The number of programs you can register	90	
The number of user codes you can register	150	
The number of digits for Dials	254	
The number of Auto Document files	90	
The number of communication results that can be displayed	250	
The number of communication records that you can store in memory	250	
The number of specified senders you can register or add	50	

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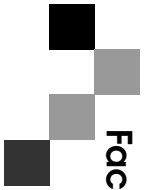
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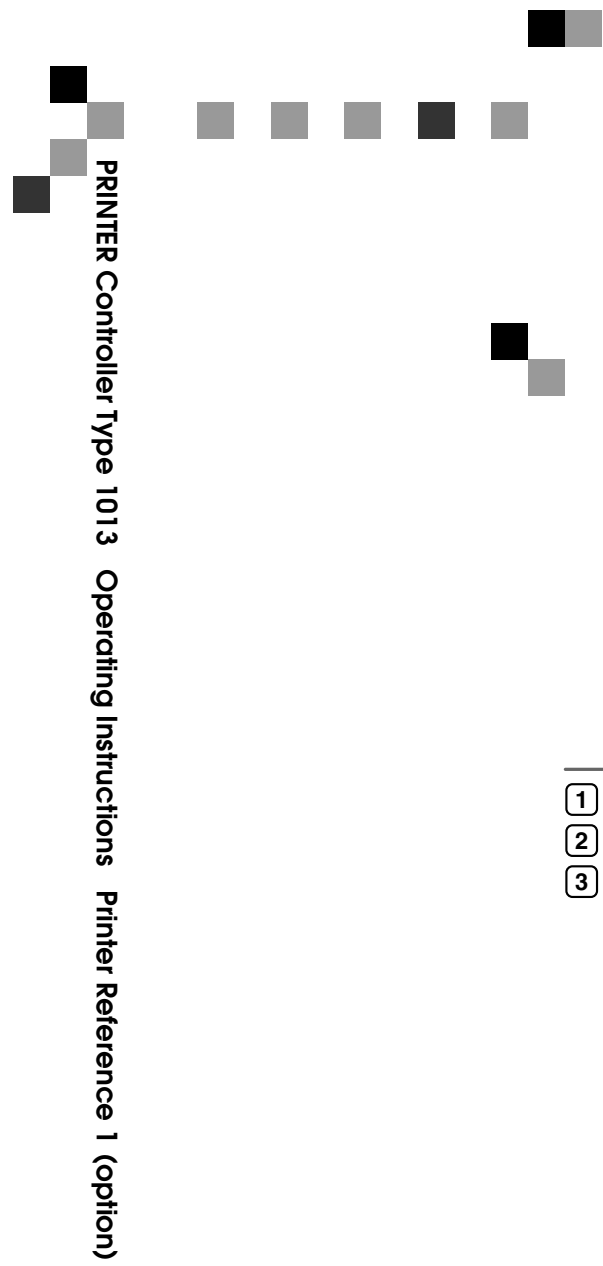
In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**I** means **POWER ON.**

**O** means **POWER OFF.**



# Facsimile Operating Instructions Advanced Features



# PRINTER Controller Type 1013

## Operating Instructions Printer Reference 1 (option)

- 
- 1 Getting Started
  - 2 Configuring the Printer for the Network
  - 3 Installing the Printer Driver and Software



## 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:

"PS2" stands for PostScript level2 Compatible in this manual.

### Important

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

### Trademarks

Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Ethernet is a registered trademark of Xerox Corporation.

Adobe, PostScript, Acrobat and PageMaker are registered trademarks of Adobe System Incorporated.

PCL is a registered trademark of Hewlett-Packard Company.

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.

### 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 in this manual might be slightly different from the machine.

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



### Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives."

### Caution (in case of IEEE1284 environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet EMC Directive 89/336/EEC emission limits.

### Caution (in case of 100BaseTX environment):

Interface cable with ferrite core must be used for RF interference suppression.

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# Manuals for This Machine

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## Manuals for This Machine

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The following manuals separately describe the operational procedures for the operation and maintenance of the machine.

Depending on the machine, some manuals are not provided. Confirm which type of machine you have.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently used functions for using this machine as a facsimile.

❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer. (this manual)

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 1018.

 **Note**

- Concerning UNIX printing information, please visit our web site or consult your authorized reseller.

# How to Read This Manual

---

## Symbols

---

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

\* 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 that appear on the machine's panel display.

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

[    ]

Keys built into the machine's control panel.

Keys on the computer's keyboard.



# 1. Getting Started

## Features of This Machine

This machine is designed especially for office workgroups, both for shared usage within a network environment, and for one-to-one usage by being connected directly to the computer.

### ◆ Compact Body

Its compact body requires minimum space to place it on your desk side.

### ◆ Network Connectivity

This printer is network ready with optional Network Interface Board Type 1018.

### ◆ Major Specifications

Maximum Print Quality	True 600 × 600 dpi resolutions (PCL 6, 5e, PS2 (option))
Printer Language	PCL 6, PCL 5e, PS2 (option)
Maximum Input Paper Size	Maximum input paper size depends on the machine. Confirm which type of machine you have. See the operating instructions that comes with this machine.
Standard Memory Size	16MB
Maximum Memory Size with Optional Memory	144MB

---

## Printer Drivers for This Machine

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Printing requires installation of a printer driver for your operating system. The following drivers are provided on the CD-ROM that comes with this machine.

	Printer Language	PCL 6	PCL 5e	PS2
Operating system				
Windows 95 <sup>*1</sup>		√	√	√
Windows 98 <sup>*2</sup>		√	√	√
Windows Me <sup>*3</sup>		√	√	√
Windows 2000 <sup>*4</sup>		√	√	√
Windows XP <sup>*5</sup>		√	√	√
Windows NT 4.0 <sup>*6</sup>		√	√	√ <sup>*9</sup>
Mac OS <sup>*7</sup>				√ <sup>*10</sup> <sup>*11</sup>
Mac OS X <sup>*8</sup>				√ <sup>*12</sup>



- \*1 Microsoft Windows 95 operating system
- \*2 Microsoft Windows 98 operating system
- \*3 Microsoft Windows Millennium Edition
- \*4 Microsoft Windows 2000 Professional  
Microsoft Windows 2000 Server
- \*5 Microsoft Windows XP Professional  
Microsoft Windows XP Home Edition
- \*6 Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.
- \*7 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)
- \*8 Mac OS X 10.1 or later (Native mode)
- \*9 Requires Service Pack 4 or later.
- \*10 PPD (PostScript Printer Description) files are provided on the CD-ROM.
- \*11 You can use the LaserWriter printer driver that comes with a Macintosh. Use the appropriate printer driver that comes with the Macintosh operating system you are using. See the documentation that comes with the Macintosh for more information about the LaserWriter functions.
- \*12 The Printer Description (PPD) installer is included on the CD-ROM labeled "Printer Drivers and Utilities".

### ❖ PCL printer drivers

Printer drivers allow the computer to communicate with the printer via a printer language. Two kinds of PCL printer drivers, PCL 6 and PCL 5e, are provided with this printer. We recommend PCL 6 as your first choice.

#### Note

- Some of your applications might require the installation of the PCL 5e printer driver. In this case, you can install PCL 5e in addition to PCL 6.  
⇒ p.22 "Installing the PCL 6/5e Printer Driver"

### ❖ PostScript Printer Driver for Windows

This is the PostScript Level 2 compatible driver. This printer driver allows the computer to communicate with the printer via PostScript Level 2.

- ⇒ p.24 "Windows 95/98/Me - Installing the PostScript Printer Driver"
- ⇒ p.25 "Windows 2000/Windows XP - Installing the PostScript Printer Driver"
- ⇒ p.27 "Windows NT 4.0 - Installing the PostScript Printer Driver"

### ❖ Post Script Printer Description (PPD) files for a Macintosh

- Mac OS  
The PPD files, in combination with the LaserWriter driver, allow the computer to communicate with the printer. The printer specific functions can be used by installing a PPD file.
- Mac OS X  
The PPD files, installed using the Printer Description (PPD) installer, allow the computer to communicate with the printer. The printer specific functions can be used by installing a PPD file.  
Use the appropriate printer driver that comes with the Macintosh operating system you are using.  
⇒ p.32 "Macintosh"

---

## Software and Utilities provided on the CD-ROM

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### ❖ **Agfa Monotype Font Manager 2000**

Helps you to install new screen fonts, or organize and manage fonts already installed on the system.

### ❖ **SmartNetMonitor for Admin**

SmartNetMonitor for Admin is software that uses the TCP/IP and IPX/SPX protocols to monitor the printers in a network. It can monitor multiple network printers having IP addresses. We recommend network administrators to use this software.

#### **Reference**

For more information about SmartNetMonitor for Admin, see the SmartNetMonitor for Admin online Help file.

### ❖ **SmartNetMonitor for Client**

SmartNetMonitor for Client is software equipped with the following functions. We recommend all users of this printer to install this software.

- Provides the function to print in a Peer-to-Peer network.
- Uses the TCP/IP and IPX/SPX protocols to monitor the status of devices in a network constantly.

#### **Reference**

For more information about SmartNetMonitor for Client, see the SmartNetMonitor for Client online Help file.

### ❖ **Acrobat Reader**

A utility that allows you to read PDF (Portable Document Format). This software is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

#### **Note**

- Documentation about using the printer is provided as a PDF format on the CD-ROM. See Acrobat Reader online Help for more information about using Acrobat Reader.

### ❖ **Printer Utility for Mac**

This utility allows users to download and manage a variety of fonts as well as to manage their printers. For more information about this utility, see the Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement which is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

### **Important**

- If you upgrade to Windows 2000/Windows XP from Windows 95/98/Me or Windows NT 4.0, the software and utilities must be uninstalled prior to installing Windows 2000/Windows XP. Then reinstall them in a Windows 2000/Windows XP environment.

# Guide to This Machine

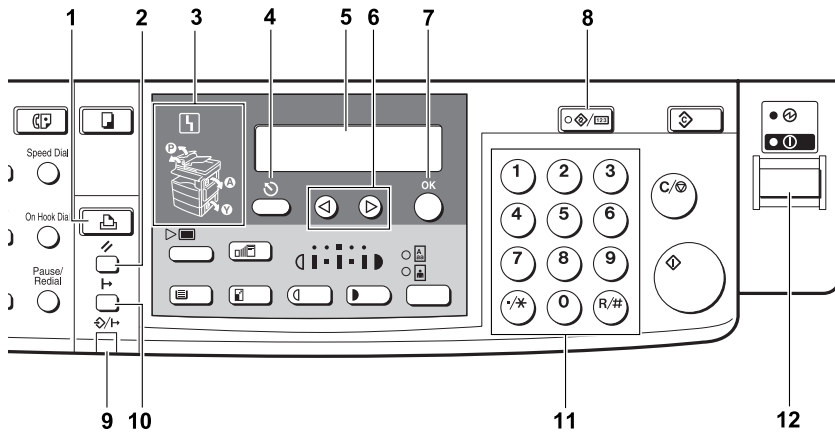
Control panel is differ depending on the machine. Confirm that which type of machine you have.

1

## Control Panel

### ◆ Copier based model

This panel display is for the installed Printer and Facsimile feature.



ZENSO62E

#### 1. **【Printer Mode】** key


Press to use printer functions.

#### 2. **【Job Reset】** key

When the printer is online, press this key to cancel any ongoing print job.

#### 3. **Indicators**

These indicators show errors or the status of the machine.

The  symbol is displayed following conditions and the message is displayed on the panel display.

#### ◆ **Loading Paper**

There is no paper in the paper tray.

#### **Note**

- Appears only when you use the machine as a Copier or Facsimile.

#### ◆ **Changing the Toner Cartridge**

It is time to supply toner.

#### ◆ **Clearing Misfeeds**

Paper misfeeds have occurred.

#### **Reference**

For more information about solving above error, see "Troubleshooting" in the Copy Reference.

#### 4. **【Cancel】** key

Press to cancel an operation or return to the previous display.

#### 5. **Display panel**

Shows operation status, error messages, and function menus.

**6. [Navigation] keys**

Press to select an item on the panel display.

**7. [OK] key**

**8. [User Tools/Counter] key**

Press to change the default settings and conditions to meet your requirements.

**9. Data In/Online indicator**

Blinks while the printer is receiving data from a computer or printing and is on while the printer is online.

**10. [On Line] key**

Press this key to switch the printer between online and offline.

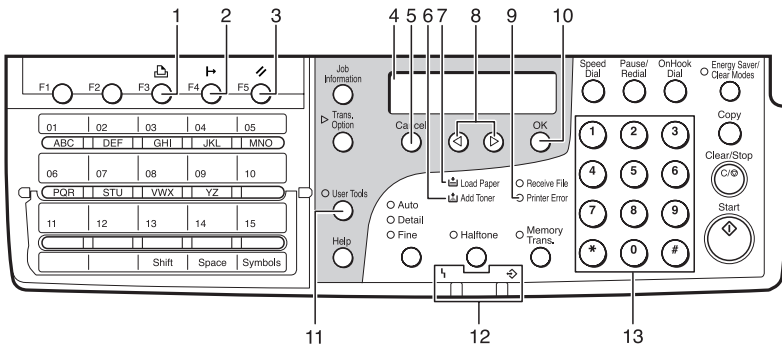
**11. Number keys**

Use to enter the desired number of copies and data for selected modes.

**12. Operation switch**

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

**◆ Facsimile based simplex model**



ZFW5031E

**1. [Printer Mode] Key**

Press to use printer functions.

**2. [On Line] key**

Press this key to switch the printer between online and offline.

**3. [Job Reset] key**

When the printer is online, press this key to cancel any ongoing print job.

**4. Display panel**

Shows operation status, error messages, and function menus.

**5. [Cancel] key**

Press to cancel an operation or return to the previous display.

**6. Add Toner indicator**

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

**7. Load Paper indicator**

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

**8. [Navigation] key**

Press to select an item on the panel display.

**9. Printer Error indicator**

Lights when an error occurred on the printer. Check the display and read the message to identify the problem.

**10. [OK] key**

**11. [User Tools] key**

Press to change the default settings and conditions to meet your requirements.

- Communicating  
Lights during fax transmission or reception.

**12. Status Indicator**

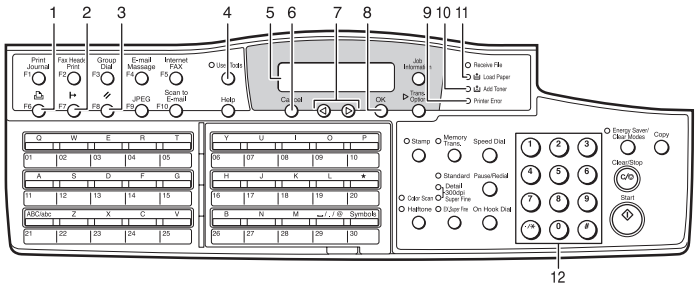
These indicators keep you informed about the current status of the unit.

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

**13. Number keys**

Use to enter the desired number of data for selected modes.

**◆ Facsimile based duplex model**



**1. [Printer Mode] Key**

Press to use printer functions.

**7. key**

Press to select an item on the panel display.

**2. [On Line] key**

Press this key to switch the printer between online and offline.

**8. [OK] key**

**9. Printer Error indicator**

Lights when an error occurred on the printer. Check the display and read the message to identify the problem.

**3. [Job Reset] key**

When the printer is online, press this key to cancel any ongoing print job.

**4. [User Tools] key**

Press to change the default settings and conditions to meet your requirements.

**10. Add Toner indicator**

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

**5. Display panel**

Shows operation status, error messages, and function menus.

**11. Load Paper indicator**

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

**6. [Cancel] key**

Press to cancel an operation or return to the previous display.

**12. Number keys**

Use to enter the desired number of data for selected modes.

---

## Panel Display

---

The panel display shows operational status, error messages, and function menus.

### Important

- Do not apply a strong shock or force of more than about 30N (about 3kgf) to the panel display or it may be damaged.

---

### Online and Offline

---

Press the **【Printer Mode】** key on the control panel.

"Ready" appears on the panel display.



Ready

---

### Online

---

When the machine is online, it can receive data from the computer.

Press the **【On Line】** key to switch the printer online. "Ready" appears on the panel display. Data In/Online or On Line indicator is on while the printer is online.



Ready

---

### Offline

---

When the machine is offline, it cannot receive data from the computer.

Press the **【On Line】** key to switch the printer offline. "Offline" appears on the panel display. Data In/Online or On Line indicator is off while the printer is offline.

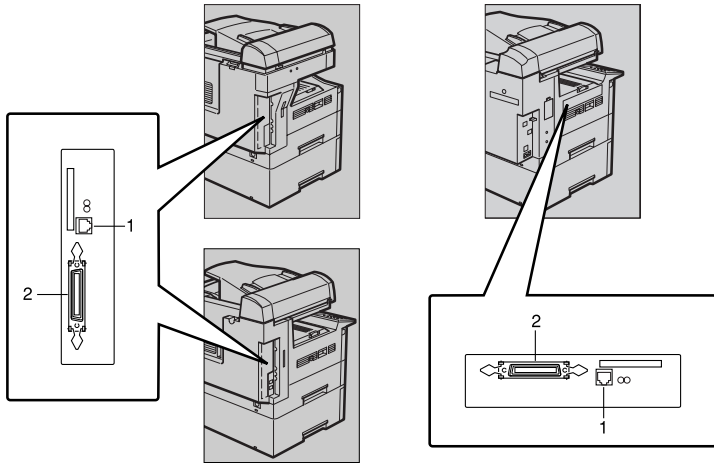


Offline

# Connecting the Machine

1

Confirm that the shape and the position of the connector are as shown in the illustration.



ZFWH232E

1. 10BASE-T/100BASE-TX (option)

2. Parallel Port

---

## Requirements

---

### Requirements

Before using this machine, confirm that all the environmental and electrical requirements have been met. Connect the machine to the computer using the parallel port, optional Network Interface Board Type 1018, or both.

Confirm that all the cables, connectors, and electrical outlets necessary to attach the machine to the computer or network.

### Important

The interface cable is not supplied in the box. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

### Reference

For more information about using the parallel port, see p.13 "Parallel cable requirements".

For more information about using a network, see p.13 "Network cable requirements".

---

## Network cable requirements

---

Optional Network Interface Board Type 1018 can be installed to allow direct connection to a network.

The optional Network Interface Board supports 10BASE-T or 100BASE-TX connections.

You can use the machine in the following network environments:

- Using the appropriate network management software and printer driver.
- Attaching the machine to a network (computer) set up as a server.

<b>Client</b>	Windows 95, 98, Me, Windows 2000, Windows XP, Windows NT 4.0, <sup>*1</sup> , Mac OS or Mac OS X (Type 1018 PostScript level2 Compatible Kit is required)
<b>Driver</b>	PCL 6/5e, PS2
<b>File Server</b>	NetWare 3.x, NetWare 4.x, NetWare 5.x
<b>Protocol</b>	TCP/IP, IPX/SPX, AppleTalk

<sup>\*1</sup> Under Windows NT 4.0, only x 86 CPU is supported.

In a mixed network environment, the protocol switches automatically.

### Reference

For more information about resolving network connection problems, see p.17 “Configuring the Printer for the Network”.

### Note

- Consult your network administrator before connecting the machine to a network.
- Be sure to use the interface cable with ferrite core for the connection to the computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission guidelines.

---

## Parallel cable requirements

---

The machine's parallel interface is a standard bidirectional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.

This machine does not provide the parallel cable to connect the machine to the computer.

### Note

- Do not use a parallel cable that is longer than 3 meters (10 feet).



---

## Connecting the Network Interface Cable to the Network

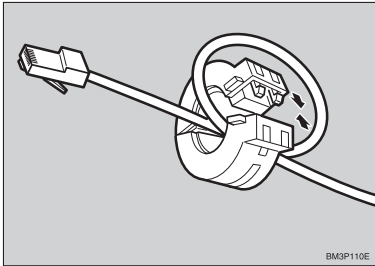
---

1

Connect the machine to the network using optional Network Interface Board Type 1018.

Follow these steps to connect the machine.

- 1** Confirm that you have the correct cable.
- 2** Confirm that the machine is turned off.
- 3** Loop the network cable. The loop should be about 15cm (6") from the end of the cable on the end closest to the printer.
- 4** Attach the ferrite core to the loop.



- 5** Attach the network cable to the 10BASE-T/100BASE-TX port on the machine.

 **Reference**

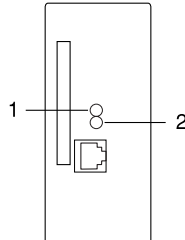
See p.12 "Connecting the Machine" to confirm the position of the 10BASE-T/100BASE-TX port.

 **Note**

- Confirm that the cable is connected to the 10BASE-T/100BASE-TX port.

- 6** Connect the other end of the cable to the network.

## Indicators on the optional Network Interface Board



### 1. Indicator (green)

Is on when the power of the machine is on and on while the machine is in a network environment.

### 2. Indicator (orange)

Is blinking while the machine is receiving print jobs over the network environment and off when the print jobs have been sent to the controller.

### Status page

The status page of Network Interface Board will be automatically printed in the following cases:

- when the printer is turned on.
- when Network Interface Board is reset.

This feature can be disabled with NIB Setup Tool which is included in the Smart-NetMonitor for Admin program folder.

To disable this feature, check **[Property Sheet]** in the "NIB Setup Tool" screen. Click **[Detailed...]** in the **[General]** tab and remove the check from the box for "Print configuration page on start up".

---

## Connecting the Machine to the Host Using the Parallel Interface Cable

---

1

Connect the machine to the host computer using a parallel interface cable compliant with IEEE 1284 (supplied by you).

Follow these steps to connect the machine to the host computer.

- 1** Confirm that you have the correct cable.
- 2** Confirm that both the machine and a computer are turned off.
- 3** Plug the 36-pin end of the parallel cable into the parallel port at the right side of the back cover of the machine.

 **Reference**

See p.12 "Connecting the Machine" to confirm the position of the parallel port.

- 4** Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.
- 5** Plug the other end of the parallel cable into the computer's parallel port.

# 2. Configuring the Printer for the Network

## Configuring the Printer for the Network with the Control Panel

After installing the optional Network Interface Board, configure it for the network using the machine's control panel.

If you use TCP/IP, you should assign the IP Address and Subnet Mask. You can also set the Gateway Address using the machine's control panel.

### Note

- When you turn the machine's power switch on, it may take a few minutes to initialize the optional Network Interface Board. If the "2. Network Setup" in the following step 4 is shaded, wait for a few minutes.

### Reference

For more information about using this machine as a network printer, see the "Network Interface Board Quick Configuration Guide" which is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

- 1** Press the **[User Tools/Counter]** or **[User Tools]** key.

The key is differ depending on the machine. Confirm that which type of machine you have.

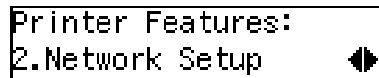
- 2** Press the **[Left Arrow]** or **[Right Arrow]** key to display "Printer Features".

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

The following screen appears on the panel display.

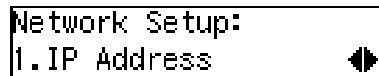


- 4** Press the **[Left Arrow]** or **[Right Arrow]** key until the following message appears on the panel display.



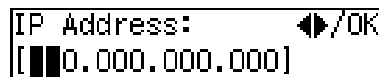
- 5** Press the **[OK]** key.

The following screen appears on the panel display.



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

The following screen appears on the panel display.





- 7** Set the IP Address with the **[Left Arrow]** or **[Right Arrow]** key and the number keys.

### Note

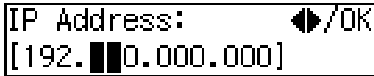
- To get the IP Address for the printer, contact your network administrator.

- ① Type the first three digits of the IP Address, and the pointer moves to the next entry field automatically.

 **Note**

-  key : Press to go to the next entry field.
-  key : Press to go back to the previous entry field.

The following screen appears on the panel display.



Repeat these procedures to complete the IP Address setting.



 **Note**

- [OK]**: Press to set the new settings and return to the previous menu.
  - [Cancel]**: Press to return to the previous menu without changing any data.
- ② Press the **[OK]** key.

The following screen appears on the panel display for two seconds.



The setting of the IP Address is completed. Then return to the previous screen.

- 8** Press the  or  key to display "Subnet Mask" and "Gateway Address", then set "Subnet Mask" and "Gateway Address" following the same procedure for setting the IP Address, if necessary.

 **Address**

◆ **Subnet Mask**

A number used to mathematically "mask" or hide an IP Address on the network by eliminating those parts of the address that are alike for all the machines on the network.

◆ **Gateway Address**

A gateway is a connection or interchange point that connects two networks. A gateway address is for the router or host computer used as a gateway.

 **Note**

- To get the addresses, contact your network administrator.

# 3. Installing the Printer Driver and Software

This manual assumes that you are familiar with general Windows procedures and practices. If you are not, see the documentation that comes with Windows for details.

## Installation Method

The following table shows how to install the printer drivers and software.

	Auto Run <sup>*1</sup>		
	Quick Install		Custom installation <sup>*2</sup>
	Network connection with TCP/IP	Parallel connection	
PCL 6 printer driver	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
PCL 5e printer driver			<input type="radio"/>
PostScript printer driver			<input type="radio"/>
Agfa Monotype Font Manager 2000			<input type="radio"/>
SmartNetMonitor for Admin			<input type="radio"/>
SmartNetMonitor for Client	<input type="radio"/>		<input type="radio"/>

<sup>\*1</sup> Available operating systems are as follows: Windows 95/98/Me, Windows 2000, Windows XP, Windows NT 4.0

<sup>\*2</sup> Using custom installation, you can install various software separately.

### Reference

For more information about the printer drivers, see p.5 "Printer Drivers for This Machine". For installing the printer drivers, see p.22 "Installing the PCL 6/5e Printer Driver" or p.24 "Installing the PostScript Printer Driver".

For more information about the software and utilities, see p.7 "Software and Utilities provided on the CD-ROM".

### Important

- Before starting this installation, close all documents and applications. In a network environment, confirm that users who are logged on are disconnected. Be sure to do this when it will create the least interference with other users.
- After installing a printer driver, you must restart the computer.

### Note

- If the "plug and play" function is started, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]**, **[Device Driver Wizard]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of the Windows 95/98/Me, Windows 2000, Windows XP.

## Quick Install

Auto Run starts the installer automatically when you load the CD-ROM in the CD-ROM drive. By selecting Quick Install, you can install the necessary software easily.

TCP/IP requires the following:

- This machine must be connected to the network through the network interface cable.
- This machine must be turned on.
- The TCP/IP protocol must be configured.
- An IP address must be allocated to this machine and to the computer.

### Limitation

- If your system is Windows 2000, Windows XP or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

### Note

- Auto Run might not automatically work with certain OS settings. In this case, launch "Setup.exe" located on the CD-ROM root directory.

If you want to cancel Auto Run, hold down the **[SHIFT]** key (when your system is Windows 2000, hold down the left **[SHIFT]** key) while inserting the CD-ROM. Keep the **[SHIFT]** key held down until the computer has finished accessing the CD-ROM.

**1** Close all applications that are running.

**2** Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

**3** Select a language to change the interface language, and then click **[OK]**.

The following languages are available: Cestna (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

**4** Select **[Quick Install]**.

**5** The software license agreement appears in the **[License Agreement]** dialog box.

After reading through all of the contents, click **[I accept the agreement]** to agree with the License Agreement, and then click **[Next]**.

**6** Click to select a model name you want to use when the "Select Printer" dialog box appears.

 **Note**

- For a network connection with TCP/IP, select the printer whose IP address is displayed in **[Connect To]**.
- For parallel connection, select the printer whose printer port is displayed in **[Connect To]**.

**7** Click **[Install]**.

**8** Follow the instructions on the screen.

 **Note**

- During installation in Windows 2000, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.
- During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

A message prompting you to restart your computer may appear. To complete the installation, restart your computer.



## Installing the PCL 6/5e Printer Driver

### Installing the PCL 6/5e Printer Driver

Two kinds of PCL printer drivers, PCL 6 and PCL 5e, are provided with this printer. We recommend PCL 6 as your first choice.

#### Limitation

- If your system is Windows 2000, Windows XP or Windows NT 4.0, installing a printer driver by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

#### Important

- When updating the printer driver by installing the latest version, you should uninstall that of former version if any. See "Uninstalling the Printer Driver and Software" in Printer Reference 2.

**1** Close all applications that are running.

**2** Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

**3** Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

**4** Select [PCL Printer Drivers].

**5** The software license agreement appears in the [License Agreement] dialog box.

After reading through all of the contents, click [I accept the agreement] to agree with the License Agreement, and then click [Next].

**6** Select the printer driver you want to install when the "Select Program" dialog box appears.

**7** Follow the instructions on the screen.

#### Note

- During installation in Windows 2000, the [Digital Signature Not Found] dialog box may appear. In this case, click [Yes] to continue the installation.
- During installation in Windows XP, the [Hardware Installation] dialog box may appear. In this case, click [Continue Anyway] to continue the installation.

---

## Setting up options

---

### Important

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

### Limitation

- In Windows 2000 or Windows XP, changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.
- In Windows NT4.0, changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

### Note

- When setting up options, you should access the Printer Properties dialog box from Windows. You cannot set up options by accessing the Printer Properties dialog box from an application.

### **1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

#### Note

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

### **2** Click to select the icon of the printer you want to use.

### **3** On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

### **4** Click the **[Accessories]** tab.

### **5** Select options you have installed from the **[Options]** group.

### **6** Click **[OK]**.

## Installing the PostScript Printer Driver

This section describes basic instructions for installing the PostScript printer driver. The actual procedure may differ depending on the operating system. Follow the appropriate procedures below.

### Important

- When updating the printer driver by installing the latest version, you should uninstall that of former version if any. See “*Uninstalling the Printer Driver and Software*” in Printer Reference 2.

3

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## Windows 95/98/Me - Installing the PostScript Printer Driver

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### Installing the printer driver

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**1** Close all applications that are running.

**2** Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

**3** Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

#### Note

- The printer driver with the selected language will be installed. The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues, Suomi

**4** Select [PostScript level2 Compatible Printer Driver].

[Add Printer Wizard] starts.

**5** Click [Next].

**6** Check [Local Printer] and then click [Next].

A dialog box for selecting the printer appears.

**7** Select the printer you want to use and then click [Next].

**8** Follow the instructions on the screen.

---

## Setting up options

---

### Important

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.

**2** Click to select the icon of the printer you want to use.

**3** On the **[File]** menu, click **[Properties]**.  
The Printer Properties appear.

**4** Click the **[Accessories]** tab.

**5** Select options you have installed from the **[Options]** group.

**6** Click **[OK]**.

3

---

## Windows 2000/Windows XP - Installing the PostScript Printer Driver

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### Installing the printer driver

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#### Limitation

- Installing a printer driver requires Administrators permission. When you install a printer driver, log on using an account that has Administrators permission.

**1** Close all applications that are running.

**2** Insert the CD-ROM into the CD-ROM drive.  
Auto Run will start the installer.

**3** Select a language to change the interface language, and then click **[OK]**.

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)  
Default interface language is English.

#### Note

- The printer driver with the selected language will be installed. The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues, Suomi

**4** Select **[PostScript level2 Compatible Printer Driver]**.

**[Add Printer Wizard]** starts.

**5** Click **[Next]**.

**6** Check **[Local Printer]** and then click **[Next]**.

A dialog box for selecting the printer port appears.

 **Note**

- With Windows XP, click **[Local printer attached to this computer]**, and confirm that **[Automatically detect and install my Plug and Play printer]** is unchecked. And then click **[Next]**.

**7** Select the check box of the port you want to use, and then click **[Next]**.

A dialog box for selecting the printer appears.

**8** Select the printer you want to use and then click **[Next]**.

**9** Follow the instructions on the screen.

 **Note**

- During installation, the **[Digital Signature Not Found]** dialog box may appear. In this case, click **[Yes]** to continue the installation.
- During installation in Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

---

## Setting up options

---

### **Important**

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

### **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

 **Note**

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

**2** Click to select the icon of the printer you want to use.

**3** On the [File] menu, click [Properties].

The Printer Properties appear.

**4** Click the [Accessories] tab.**5** Click [OK].

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## Windows NT 4.0 - Installing the PostScript Printer Driver

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### Installing the printer driver

---

3

 **Limitation**

- Installing a printer driver requires Administrators permission. When you install a printer driver, log on using an account that has Administrators permission.

 **Important**

- The CD-ROM containing the Windows NT Server operating system version 4.0, or the Windows NT Workstation operating system is required for installing the printer driver.
- We recommend that you upgrade the Windows NT 4.0 operating system to Service Pack 4 or later before installing the printer driver. Contact your Windows retailer for more information about the latest version available.

**1** Close all applications that are running.**2** Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

**3** Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

 **Note**

- The printer driver with the selected language will be installed. The printer driver will be installed in English if you select the following languages: Cestina, Magyar, Polski, Portugues, Suomi

**4** Select [PostScript level2 Compatible Printer Driver].

[Add Printer Wizard] starts.

- 5** Click **[Next]**.
- 6** After confirming that the **[My Computer]** option is selected, click **[Next]**.  
A dialog box for selecting the printer port appears.
- 7** Select the check box of the port you want to use, and then click **[Next]**.  
A dialog box for selecting the printer appears.
- 8** Select the printer you want to use and then click **[Next]**.
- 9** Follow the instructions on the screen.

---

### Setting up options

---

#### **Limitation**

- Changing the printer settings requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

#### **Important**

- If the printer is equipped with certain options (e.g. the Paper Feed Unit or the Memory Unit), you should set up the options with the printer driver.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 2** Click to select the icon of the printer you want to use.
- 3** On the **[File]** menu, click **[Properties]**.  
The Printer Properties appear.
- 4** Click the **[Accessories]** tab.
- 5** Select options you have installed from the **[Options]** group.
- 6** Click **[OK]**.

---

## Using Adobe PageMaker Version 6.0, 6.5 or 7.0

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If you use the machine under Windows 95/98/Me, Windows 2000/XP, or Windows NT 4.0 with Adobe PageMaker, you need to copy the PPD file to the PageMaker folder.

The PPD file is the file with extension “.ppd” in the folder “DRIVERS\PS\WIN9X\_ME\Language\DISK1\” on the CD-ROM.

The “WIN9X\_ME” folder, inside the “PS” folder is for Windows 95/98/Me. Use the folder at a level appropriate for the operating system you are currently using. The third folder, “(Language)” may be substituted by an appropriate language name.

Copy the file with extension “.ppd” to the PageMaker folder.

- **For PageMaker 6.0 default installation**

The directory is “C:\PM6\RSRC\PPD4”.

- **For PageMaker 6.5 default installation**

The directory is “C:\PM65\RSRC\USENGLISH\PPD4”.

The “USENGLISH” may vary depending on your language selection.

- **For PageMaker 7.0 default installation**

The directory is “C:\PM7\RSRC\USENGLISH\PPD4”.

The “USENGLISH” may vary depending on your language selection.

### **Note**

□ When using PageMaker, the optional features that can be selected by the printer driver will not be active. The following procedure describes how to activate the optional printer features.

- ① On the [File] menu, click **[Print]**.  
The **[Print Document]** dialogue box appears.
- ② Make the necessary settings in the **[Features]** box.



# Installing the SmartNetMonitor for Client/Admin

## Limitation

- If your system is Windows 2000, Windows XP or Windows NT 4.0, installing software by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

3

**1** Close all applications that are running.

**2** Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

**3** Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

**4** Select [SmartNetMonitor for Client / Admin].

**5** The software license agreement appears in the [License Agreement] dialog box.

After reading through all of the contents, click [I accept the agreement] to agree with the License Agreement, and then click [Next].

**6** Select the program you want to install when the "Select Program" dialog box appears.

**7** Follow the instructions on the screen.

# Installing the Agfa Monotype Font Manager 2000

## Limitation

- ❑ If your system is Windows 2000, Windows XP or Windows NT 4.0, installing software by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

**1** Close all applications that are running.

**2** Insert the CD-ROM into the CD-ROM drive.

Auto Run will start the installer.

**3** Select a language to change the interface language, and then click [OK].

The following languages are available: Cestina (Czech), Dansk (Danish), Deutsh (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.

**4** Select [Agfa Monotype Font Manager 2000].

**5** Follow the instructions on the screen.

# Macintosh

---

## Mac OS - Installing the PPD File

---

You can use the LaserWriter printer driver that comes with a Macintosh when printing from a Macintosh. However, if you use the LaserWriter printer driver alone, you cannot use the printer specific functions. The printer specific functions can be used by installing the PPD file.

### Note

- The LaserWriter printer driver for a Macintosh does not come with this printer. Use the appropriate printer driver that comes with the Macintosh you are using.
- See the documentation that comes with the operating system for more information about the functions of the LaserWriter 8 printer driver.

---

### Installing the PPD File

---

- 1** Start the Macintosh.
- 2** Double-click the icon of the hard disk to open it.
- 3** Open the [Extensions] folder inside the [System Folder] by double-clicking it.
- 4** Insert the CD-ROM into the CD-ROM drive.  
The icon of the CD-ROM appears.
- 5** Double-click the CD-ROM icon.  
The contents of the CD-ROM are displayed.
- 6** Double-click the [Mac OS 8 and 9] folder.
- 7** Double-click the folder of the language you use.
- 8** Drag the PPD file for the printer and drop it into the [Printer Descriptions] folder inside the [Extensions] folder on the Macintosh hard disk.  
The PPD file is installed.
- 9** Drag the CD-ROM icon and drop it into [Trash] to eject the CD-ROM.  
This completes PPD file installation.

---

## Setting up the PPD file

---

### Preparation

Confirm that the printer is connected to an AppleTalk network before performing the following procedure.

- 1** On the Apple menu, select **[Chooser]**.
- 2** Click the **[LaserWriter 8]** icon.
- 3** In the **[Select a PostScript Printer]** list, click to select the name of the printer you want to use.
- 4** Click **[Create]**.
- 5** Click to select the printer you want to use, and then click **[Select]**.

The PPD file is set up, and the LaserWriter 8 icon appears at the left of the printer name on the list. Next, follow the procedure on p.33 "Setting up options" to make the option settings, or close the **[Chooser]** dialog box.

---

## Setting up options

---

- 1** On the Apple menu, select **[Chooser]**.
- 2** Click the **[LaserWriter 8]** icon.
- 3** In the **[Select the PostScript Printer]** list, click to select the name of the printer you want to use, and then click **[Setup]**.
- 4** Click **[Configure]**.

A list of options appears.
- 5** Select the option you want to set up and select the appropriate setting for it.

### Note

- If the option you want to set up does not appear, the PPD file has not been set up correctly. Check the name of the PPD file shown in the dialog box.

- 6** Click **[OK]**.

The list of options closes.
- 7** Click **[OK]**.

The **[Chooser]** dialog box appears.
- 8** Close the **[Chooser]** dialog box.

---

## Mac OS X - Installing the PPD File

---

It is necessary to install a PPD file to print from a Macintosh. Follow the procedures to install a PPD file on Macintosh running Mac OS X:

### Preparation


You need an administrator name and a password (phrase). For more information, consult your administrator.

- 1** Insert the CD-ROM into the CD-ROM drive.
- 2** Double-click the CD-ROM icon.
- 3** Double-click the [Mac OS X] folder.
- 4** Double-click the [PPD Installer] folder, and then double-click the installer icon.
- 5** Follow the instructions on screen.

---

### Setting Up the PPD File


---

- 1** Run Print Center.
- 2** Click [Add Printer].
  -  **Note**
  - Select [AppleTalk] in the first pop-up menu.
  - If the zone has been set, select the zone in the second pop-up menu.
- 3** Select the PPD file for the model you are using from the [Printer Model:] pop-up menu.
- 4** Click [Add].

---

### Setting Up Options

---

-  **Limitation**
- You cannot make printer option settings in Mac OS X. Do not make settings for options that are not installed.

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MEMO



# PRINTER Controller Type 1013



## Operating Instructions Printer Reference 2 (option)

- 
- 1 Setting Up the Printer Driver and Canceling a Print Job
  - 2 Uninstalling the Printer Driver and Software
  - 3 Troubleshooting
  - 4 Using the Control Panel
  - 5 Appendix

## **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:**

"PS2" stands for PostScript level2 Compatible in this manual.

### **Important**

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

### **Trademarks**

Microsoft and Windows are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Ethernet is a registered trademark of Xerox Corporation.

Adobe, PostScript, Acrobat and PageMaker are registered trademarks of Adobe System Incorporated.

PCL is a registered trademark of Hewlett-Packard Company.

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.

### **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 in this manual might be slightly different from the machine.

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

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# Manuals for This Machine

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## Manuals for This Machine

---

The following manuals separately describe the operational procedures for the operation and maintenance of the machine.

Depending on the machine, some manuals are not provided. Confirm which type of machine you have.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

### ❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

### ❖ **System Settings**

Describes the system settings of this machine.

### ❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently used functions for using this machine as a facsimile.

### ❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

### ❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer.

### ❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer". (this manual)

### ❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

### ❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

### ❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 1018.

### **Note**

- Concerning UNIX printing information, please visit our web site or consult your authorized reseller.

# How to Read This Manual

---

## Symbols

---

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

\* 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 that appear on the machine's panel display.

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

[    ]

Keys built into the machine's control panel.

Keys on the computer's keyboard.





# 1. Setting Up the Printer Driver and Canceling a Print Job

## PCL 6/5e - Accessing the Printer Properties


---

### Windows 95/98/Me - Accessing the Printer Properties

---

#### Changing the default printer settings


---

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 2** Click to select the icon of the printer whose default settings you want to change.
- 3** On the **[File]** menu, click **[Properties]**.  
The Printer Properties appear.
- 4** Make any settings you require and click **[Apply]**.  
 **Note**
  - With some applications, the printer driver's settings are not used, and the application's own default settings are applied.
- 5** Click **[OK]**.

#### Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

-  **Note**
- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
  - Any settings you make in the following procedure are valid for the current application only.
- 1** On the **[File]** menu, click **[Print]**.  
The **[Print]** dialog box appears.

- 2** Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

- 3** Make any settings you require and click [Apply].

- 4** Click [OK] to start printing.

---

## Windows 2000/Windows XP - Accessing the Printer Properties

---

---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

#### Note

- With Windows XP, access the [Printers and Faxes] window from [Start] on the taskbar.

- 2** Click to select the icon of the printer whose default settings you want to change.

- 3** On the [File] menu, click [Properties].

The Printer Properties appear.

- 4** Make any settings you require and click [Apply].

#### Note

- Settings you make here are used as the default settings for all applications.

- 5** Click [OK].

---

### Changing the default printer settings - Printing Preferences Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

- 1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

 **Note**

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

- 2** Click to select the icon of the printer whose default settings you want to change.

- 3** On the **[File]** menu, click **[Printing Preferences...]**.

The Printing Preferences Properties appear.

- 4** Make any settings you require and click **[Apply]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

- 5** Click **[OK]**.

---

## Making printer settings from an application

---

To make the printer settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

 **Note**

- The actual procedures you should follow to open the **[Print]** dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

- 1** On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

- 2** Select the printer you want to use in the **[Select Printer]** box.

 **Note**

- With Windows XP, click **[Preference]** to open the Printer Preference window.

- 3** Make any settings you require and click **[Apply]**.

 **Note**

- With Windows XP, make any settings you require and click **[OK]**.

- 4** Click **[Print]** to start printing.

---

## Windows NT 4.0 - Accessing the Printer Properties

---

1

---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

**4** Make any settings you require and click **[OK]**.

#### Note

- Settings you make here are used as the default settings for all applications.

---

### Changing the default printer settings - Default Document Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the **[File]** menu, click **[Document Defaults...]**.

The Default Document Properties appear.

**4** Make any settings you require and click **[OK]**.

#### Note

- Settings you make here are used as the default settings for all applications.

---

## Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

 **Note**

- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

**1** On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

**2** Select the printer you want to use in the **[Name]** list box, and then click **[Properties]**.

The Printer Properties appear.

**3** Make any settings you require and click **[OK]**.

**4** Click **[OK]** to start printing.

# PostScript - Setting Up for Printing

1

---

## Windows 95/98/Me - Accessing the Printer Properties

---

---

### Changing the default printer settings

---

To make the Printer default settings, first open the Printer Properties dialog box from the **[Printers]** window.

 **Note**

- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

**4** Make any settings you require and click **[Apply]**.

**5** Click **[OK]**.

---

### Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 95/98/Me.

 **Note**

- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- With some applications, the printer driver's settings are not used, and the application's own default settings are applied.
- Any settings you make in the following procedure are valid for the current application only.

**1** On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

- 2** Select the printer you want to use in the [Name] list box, and then click [Properties].

The Printer Properties appear.

- 3** Make any settings you require and click [Apply].

- 4** Click [OK] to start printing.

---

## Windows 2000/Windows XP - Accessing the Printer Properties

---



---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.

- 1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

#### Note

- With Windows XP, access the [Printers and Faxes] window from [Start] on the taskbar.

- 2** Click to select the icon of the printer whose default settings you want to change.

- 3** On the [File] menu, click [Properties].

The Printer Properties appear.

- 4** Make any settings you require and click [Apply].

#### Note

- Settings you make here are used as the default settings for all applications.

- 5** Click [OK].

---

### Changing the default printer settings - Printing Preferences Properties

---

#### Limitation

- Changing the setting of the printer requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you set up options, log on using an account that has Manage Printers permission.



**1** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

 **Note**

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

**2** Click to select the icon of the printer whose default settings you want to change.

**3** On the **[File]** menu, click **[Printing Preferences...]**.

The Printing Preferences Properties appear.

**4** Make any settings you require and click **[Apply]**.

 **Note**

- Settings you make here are used as the default settings for all applications.

**5** Click **[OK]**.

---

### Making printer settings from an application

---

To make the printer settings for a specific application, open the **[Print]** dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows 2000.

 **Note**

- The actual procedures you should follow to open the **[Print]** dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

**1** On the **[File]** menu, click **[Print...]**.

The **[Print]** dialog box appears.

**2** Select the printer you want to use in the **[Select Printer]** box.

 **Note**

- With Windows XP, click **[Preference]** to open the Printer Preference window.

**3** Make any settings you require and click **[Apply]**.

 **Note**

- With Windows XP, make any settings you require and click **[OK]**.

**4** Click **[OK]** to start printing.

---

## Windows NT 4.0 - Accessing the Printer Properties

---

---

### Changing the default printer settings - Printer Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

#### **1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears .

#### **2** Click to select the icon of the printer whose default settings you want to change.

#### **3** On the [File] menu, click [Properties].

The Printer Properties appear.

#### **4** Make any settings you require and click [OK].

#### Note

- Settings you make here are used as the default settings for all applications.

---

### Changing the default printer settings - Default Document Properties

---

#### Limitation

- Changing the setting of the printer requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control permission by default. When you set up options, log on using an account that has Full Control permission.

#### **1** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

#### **2** Click to select the icon of the printer you want to use.

#### **3** On the [File] menu, click [Document Defaults...].

The Default Document Properties appear.

#### **4** Make any settings you require and click [OK].

#### Note

- Settings you make here are used as the default settings for all applications.

---

## Making printer settings from an application

---

To make the printer settings for a specific application, open the Printer Properties dialog box from that application. The following example describes how to make settings for the WordPad application that comes with Windows NT 4.0.

 **Note**

- The actual procedure you should follow to open the Printer Properties dialog box may differ depending on the application. For more information, see the documentation that comes with the application you are using.
- Any settings you make in the following procedure are valid for the current application only.

**1** On the **[File]** menu, click **[Print]**.

The **[Print]** dialog box appears.

**2** Select the printer you want to use in the **[Name]** list box, and then click **[Properties]**.

The Printer Properties appear.

**3** Make any settings you require and click **[OK]**.

**4** Click **[OK]** to start printing.

---

## Macintosh - Setting Up for Printing

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### Making paper settings from an application

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**1** Open the file you want to print.

**2** On the **[File]** menu, click **[Page Setup]**.

The **[LaserWriter 8 Page Setup]** dialog box appears.

**3** Confirm that the printer you want to use is shown in **[Format for:]** box.

Then, use **[Paper]** to select the paper size you want to use.

 **Note**

- If the printer is not shown in the **[Format for:]** box, use the pop-up menu to display a list of available printers.

 **Reference**

The actual appearance of the **[Page Setup]** dialog box depends on the application you are using. See the documentation that comes with the Macintosh for more information.

**4** After configuring the settings, click **[OK]**.

---

## Setting up for printing from an application

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- 1** Open the file you want to print.
- 2** On the [File] menu, click [Print].  
The [Printer] dialog box appears.
- 3** Confirm that the printer is selected in the [Printer :] box, and make the printer settings.
- 4** After configuring the settings, click [Print] .

# Canceling a Print Job

1

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## Windows 95/98/Me, Windows 2000, Windows XP, Windows NT 4.0 - Canceling a Print Job

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**1** Double-click the printer icon on the Windows taskbar.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

**2** Select the name of the job you want to cancel.

**3** On the [Document] menu, click [Cancel].

 **Note**

You can also open the print job queue window by double-clicking the printer icon in the [Printers] or [Printers and Faxes] window.

**4** Press the [Job Reset] key on the control panel.

The message appears on the panel display indicating that the print job is being canceled.

 **Important**

This procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press the [Job Reset] key.

When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

 **Note**

You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press the [Job Reset] key.

A print job that contains a large volume of data may take considerable time to stop.

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## Macintosh - Canceling a Print Job

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### **1** Double-click the printer's icon on the desktop.

A window appears, showing all the print jobs that are currently queuing to be printed. Check the current status of the job you want to cancel.

### **2** Select the name of the job you want to cancel.

### **3** Click the pause icon, and then click the trash icon.

### **4** Press the **[Job Reset]** key on the control panel.

The message appears on the panel display indicating that the print job is being canceled.

#### **Important**

- This procedure cancels the print job that is being processed by the printer. In some cases, the printer may already be processing data for the next print job following the one currently being output. In this case, the next print job is also canceled when you press the **[Job Reset]** key.
- When the printer is being shared by multiple computers, be careful not to accidentally cancel someone else's print job.

#### **Note**

- You cannot stop printing data that has already been processed internally by the printer. Because of this, printing may continue for a few pages after you press the **[Job Reset]** key.
- A print job that contains a large volume of data may take considerable time to stop.



# 2. Uninstalling the Printer Driver and Software

## Uninstalling the PCL 6/5e Printer Driver

This section describes how to uninstall the printer driver. The actual procedure may differ depending on the operating system.

Follow one of the appropriate procedures below.

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### Windows 95/98/Me - Uninstalling the PCL 6/5e Printer Driver

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- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 3** Click to select the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.  
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

---

### Windows 2000/Windows XP - Uninstalling the PCL 6/5e Printer Driver

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#### Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.

#### Note

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

- 3** Click to select the icon of the printer you want to remove.



**4** On the **[File]** menu, click **[Delete]**.

A confirmation dialog box appears.

**5** Click **[Yes]** to uninstall the printer driver.

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## Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

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2

### Limitation

Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you install a printer driver, log on using an account that has Full Control permission.

**1** Close all applications that are currently running.

**2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**3** Click to select the icon of the printer you want to remove.

**4** On the **[File]** menu, click **[Delete]**.

A confirmation dialog box appears.

**5** Click **[Yes]** to uninstall the printer driver.

# Uninstalling the PostScript Printer Driver

This section describes how to uninstall the PostScript printer driver. The actual procedure may differ depending on the operating system. Follow one of the appropriate procedures below.

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## Windows 95/98/Me - Uninstalling the PostScript Printer Driver

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2

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.
- 3** Click to select the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.  
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

---

## Windows 2000/Windows XP - Uninstalling the PostScript Printer Driver

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### Limitation

- Uninstalling a printer driver requires Manage Printers permission. Members of the Administrators and Power Users groups have Manage Printers permission by default. When you uninstall a printer driver, log on using an account that has Manage Printers permission.

- 1** Close all applications that are currently running.
- 2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.  
The **[Printers]** window appears.

### Note

- With Windows XP, access the **[Printers and Faxes]** window from **[Start]** on the taskbar.

- 3** Click to select the icon of the printer you want to remove.
- 4** On the **[File]** menu, click **[Delete]**.  
A confirmation dialog box appears.
- 5** Click **[Yes]** to uninstall the printer driver.

---

## Windows NT 4.0 - Uninstalling the PostScript Printer Driver

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### ! Limitation

- ❑ Uninstalling a printer driver requires Full Control access permission. Members of the Administrators, Server Operators, Print Operators, and Power Users groups have Full Control Permission by default. When you uninstall a printer driver, log on using an account that has Full Control permission.

**1** Close all applications that are currently running.

**2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

**3** Click to select the icon of the printer you want to remove.

**4** On the [File] menu, click [Delete].

A confirmation dialog box appears.

**5** Click [Yes] to uninstall the printer driver.

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## Macintosh - Uninstalling the PostScript Printer Driver

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- 1** Delete the "PPD" file inside the [Printer Description] folder in the [Extensions] folder in [System Folder].

# 3. Troubleshooting

## Error & Status Messages on the Control Panel

The messages on the control panel differ according to the machine or the attached options.

Messages/Second messages	Description	Solution
Add Toner. Open Front Cover and /Follow Instructions to Replace it.	Toner is running out.	It is time to supply toner.
Clear Missfeed(s) /Follow Instructions in Front Cover	There is misfeed at the front cover.	Remove the misfed paper following the instructions inside the front cover.
Close Front/Right Cover	The front or right cover is open.	Close the front or right cover.
Duplex Unit in Use Please Wait	Duplex unit is in use by another function.	Wait until the other function has finished using the duplex unit.
HDD is Full Collate Incomplete	The maximum hard disk area size for collate has been exceeded.	Reduce the number of pages to be printed.
Load Bypass Tray [Paper Size]	There is no paper left in the Bypass Tray or the Bypass Tray is not installed.	Load paper into the Bypass Tray or install the Bypass Tray. For more information about the Bypass Tray, see the Operating Instructions that comes with this machine.
Load Paper [Paper Size]	The paper size setting on the tray differs from that of printer driver.	Load paper that matches the paper size settings. Printing will not automatically resume if the paper size and orientation settings are incorrect.
	The optional paper tray unit is not installed.	Install the optional paper tray unit. For more information about optional paper tray unit, see the Operating Instructions that comes with this machine.
Load Tray # [Paper Size]	There is no paper left in this tray.	Load paper into the tray indicated.

Messages/Second messages	Description	Solution
Memory Overflow Job Incomplete	A memory overflow has occurred.	Add memory to the printer.
Memory Full Job Incomplete	A memory full has occurred.	Add memory to the printer.
Printing...	The printer is printing.	Wait for a while.
Print Overrun Job Incomplete	A print overrun occurred on a file being printed. Only a part of the data on the page will be printed, and the print job is suspended, or the current print job has been canceled.	To print the image correctly, add memory to the printer or simplify the actual data size. Set "Page Protect" to "On" on the printer driver. Be sure to return "Page Protect" to "Auto" after the print job. With "Page Protect" "On", the printer performance might be decreased. While using the PostScript printer driver, lower the resolution setting.
Remove Paper From Duplex Unit	There is paper remaining inside the duplex unit.	Open the right cover, and remove the paper.
Processing...	The printer is processing internally.	Wait for a while.
Ready	The printer is online and ready to print.	If you want to set the printer offline, press <b>[Online]</b> .
Resetting Job...	The print job is being reset.	Wait for a while.
Toner is Almost Empty	Toner is almost running out.	Replace the toner early to prevent poor print quality.
Waiting...	The printer is waiting for the next print job.	Wait for a while.
Warming Up...	The printer is warming up or toner is being supplied.	Wait until the panel display changes to "Ready".

# Machine Does Not Print

Possible Cause	Solutions
Is the power on?	Turn on the machine.
Is the interface cable properly connected?	Connect the interface cable properly. If there are any connectors or screws, make sure that they are fastened securely.
Are you using the correct interface cable?	Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the main switch?	Be sure to connect the interface cable before turning on the main switch.
Is the machine Online?	Make it Online by touching the <b>【On Line】</b> key.
Is the specified paper set?	Set the specified paper in any of the input trays.
Are there any error messages on the panel display?	Check the error message, and take the required action.
Does the indicator above the Printer Mode key stay red? Or Alarm indicator is flashing?	Check the error message, and take the required action.
Is the Data-in or Communicating Indicator blinking or lit?	If not, the data does not reach the machine. Check the printer cable connection. Also confirm that the printer port settings are correct.
Can you print a configuration page?	If you cannot, check the printer cable connection. Also confirm that the printer port settings are correct.
Can you make a "Print Test Page" from the printer driver?	If you cannot, the machine might be out of order. Contact your sales or service representative.

## Other Printing Problems

3

Problem	Action
An image is printed on the reverse side of the paper.	Set the paper upside down.
Multiple pages are fed through the printer at once.	Remove all the paper from the tray and fan them gently.
Paper misfeeds occur frequently.	Check the paper size settings. Use the recommended paper. Avoid using curled, folded or wrinkled paper, perforated paper, or glossy paper.
An control panel error message stays on after removing the misfed paper.	A paper misfeed message will remain until the front cover is opened and then closed. Open the front cover and close it.
It takes a long time for the printer to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job.
It takes too much time to complete the print job.	<p>The data is so large or complex that it takes time to process it.</p> <p>If the Data In indicator is blinking, the data processing is being done.</p> <p>Just wait until it is finished.</p>
<p>Windows 95/98/Me, Windows 2000, Windows XP, Windows NT 4.0 :</p> <p>The computer does not recognize the installed printer options.</p>	<p>If the printer is not connected to a network, specify which options you have installed using the printer driver.</p> <p>See the HELP file of the printer driver.</p>
No image is printed when loading paper on the bypass tray.	The machine operates the function that forces to feed the paper in three minutes after you load the paper on the bypass tray. Load the paper on the bypass tray again.

# 4. Using the Control Panel

Though the factory default settings of the printer are suitable for most printing jobs, the "Printer Features" gives you access to a number of settings that control basic printer operations. "Printer Features" settings you make are retained even when you turn off the printer.

## Reference

For more information about the copy features, facsimile features and system settings, see the Operating Instructions that comes with this machine.

## Note

- ❑ Some of the settings accessed by the printer driver can be accessed by the "Printer Features". Settings made by the printer driver take priority over settings by the "Printer Features".

## Adjusting Printer Features

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### Printer Features Menu

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There are four menu items in the "Printer Features" menu.

- Job Control
- Network Setup
- Maintenance
- List Print

You can select functions in the following table.

Category	Function menu		
Job Control ⇒ p.30	Paper Input	Tray Priority	
		Tray Locking	
		Bypass Paper Size *1	Standard Size
			Custom Size
	Duplex *2		
	Print Quality	Edge Smoothing	
		Resolution	PCL
			PS
Toner Saving			



Category	Function menu	
Job Control ⇒ p.30	System	Print PS Errors
		I/O Timeout
		I/O Buffer
		Page Protect
		Auto Continue
		Sub Paper Size
	PCL Menu	Orientation
		Form Lines
		Font Source
		Font Number
		Point Size
		Font Pitch
		Symbol Set
Network Setup * <sub>3</sub> ⇒ p.36	IP Address	
	Subnet Mask	
	Gateway Address	
Maintenance ⇒ p.37	Restart Printer	
	Menu Reset	
	Hex Dump	
List Print ⇒ p.38	Configuration Page	
	Menu List	
	PCL Font List	
	PS Font List * <sub>4</sub>	

\*<sub>1</sub> This menu is not displayed if the Bypass Tray is not installed.

\*<sub>2</sub> Duplex printing depends on the machine. Confirm which type of machine you have.

\*<sub>3</sub> Optional Network Interface Board is required.

\*<sub>4</sub> Optional PostScript level2 Compatible Kit is required.

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## Accessing the Printer Features Menu

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Press the **[User Toors/Counter]** or **[User Tools]** key.

The key is differ depending on the machine. Confirm that which type of machine you have.

Press the ◀ or ▶ key to display “Printer Features”, then press **[OK]**.

The following screen appears on the panel display.



Press the ◀ or ▶ key to display the following four items one by one.

- Job Control
- Network Setup
- Maintenance
- List Print

### Note

- ▶ key : Press to go to the next menu.
- ◀ key : Press to go back to the previous menu
- After making the printer settings, be sure to return to the previous menu by pressing the **[Cancel]** key.
- After making the printer settings, press the **[User Tools/Counter]** or **[User Tools]** key to return to the initial display.
- The revised settings are not canceled even if the power switch is turned off.

# Printer Features Parameters

## Job Control Menu



There are five menu items in the “Job Control” menu.


- Paper Input
- Duplex
- Print Quality
- System
- PCL Menu

4


## Job Control Parameters

### ❖ Paper Input


Menu	Description
Tray Priority	<p>If a print job does not have a paper size command, the paper size of the tray which is specified by the Tray Priority is used. Tray 1, Tray 2, Tray 3</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Tray 1</i></li> <li><input type="checkbox"/> Only the installed trays appear on the panel display.</li> <li><input type="checkbox"/> It is recommended that you load paper having the size and direction you frequently use in the tray selected with “Tray Priority”.</li> </ul>
Tray Locking	<p>If you use different kinds of paper, you can lock a tray to prevent printing on wrong paper such as letterhead or colored paper. When “Auto Select” is selected in the Paper Source selections from the printer driver, the locked tray will not be used. Tray 1, Tray 2, Tray 3, None</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>None</i></li> <li><input type="checkbox"/> This menu is invalid if the optional tray is not installed.</li> <li><input type="checkbox"/> If you want to use the locked tray, you must select the tray from the printer driver.</li> <li><input type="checkbox"/> When a locked tray is selected from the printer driver, the printer does not search for any other tray.</li> </ul>



Menu	Description
Bypass Paper Size	<p>You can specify the paper size, standard or custom, for the bypass tray.</p> <p>When the bypass paper size is not specified, the paper size you set on the control panel is used.</p> <p>If you use PCL 6 or PS2 printer driver to print custom paper size, the paper size you set in the printer driver is used.</p> <p>If you use PCL 5e printer driver to print custom paper size, paper size you set on the control panel is used.</p> <p>If the Bypass Tray can hold paper of either the short edge feed size or the long edge feed size, use the short edge feed size.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> This menu is not displayed if the Bypass Tray is not installed.</li> <li><input type="checkbox"/> Specifications of bypass tray depends on the machine. Confirm which type of machine you have. See the Operating Instructions that comes with this machine.</li> </ul>

#### ❖ Duplex




Menu	Description
Duplex	<p>You can select whether you want to print on both sides of each page.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• Long Edge Binding</li> <li>• Short Edge Binding</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: Off</li> <li><input type="checkbox"/> This menu appears only when the duplex unit is installed.</li> </ul>




#### ❖ Print Quality

Menu	Description
Edge Smoothing	<p>You can set whether to enable Edge Smoothing.</p> <ul style="list-style-type: none"> <li>• On</li> <li>• Off</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>On</i></li> <li><input type="checkbox"/> If "Toner Saving" is "On", "Edge Smoothing" is ignored even if it is "On".</li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul>


Menu	Description
Resolution	<p>You can set the print resolution in dots per inch.</p> <ul style="list-style-type: none"> <li>❖ <b>PCL</b> 300 dpi, 600 dpi</li> <li>❖ <b>PS</b> 300 dpi, 600 dpi</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: 600 dpi</li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul>
Toner Saving	<p>You can select whether to enable Toner Saving.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> <li><input type="checkbox"/> If “Toner Saving” is “On”, “Edge Smoothing” is ignored even if it is “On”.</li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul>







## ❖ System

Menu	Description
I/O Timeout	<p>You can set how many seconds the printer should wait before ending a print job. If data from other port often appears in the middle of the print job, you should increase the timeout value. 15 seconds, 30 seconds, 60 seconds, 180 seconds, 300 seconds</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>30 seconds</i></li> </ul>
I/O Buffer	<p>You can set the size of the I/O Buffer. Normally it is not necessary to change this setting. 16 KB, 32 KB, 64 KB, 128 KB, 256 KB, 512 KB</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>32 KB</i></li> </ul>
Print PS Errors	<p>You can set whether the PS error sheet should be printed out.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> </ul>

Menu	Description
Page Protect	<p>When the "Print Overrun. Job Incomplete." message appears on the panel display, set this function to "On".</p> <ul style="list-style-type: none"> <li>• Auto</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Be sure to return "Page Protect" to "Auto" after the print job. With "Page Protect" "On", the printer performance might be decreased.</li> <li><input type="checkbox"/> Default: <i>Auto</i></li> <li><input type="checkbox"/> The setting in the printer driver takes priority of the setting on control panel.</li> </ul>
Auto Continue	<p>You can set whether to enable Auto Continue. When it is set to "On", the printing continues even if the following error messages appear on the display.</p> <p>"Print Overrun. Job Incomplete.", "Memory Overflow. Job Incomplete.", "Memory Full. Job Incomplete."</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When it is "On", and a certain type of error occurs, the current job might be canceled, and the printer automatically resumes the next job.</li> <li><input type="checkbox"/> Default: <i>Off</i></li> </ul>
Sub Paper Size	<p>You can enable the Auto Substitute Paper Size feature between A4 and letter size. When you select "On", the printer substitutes A4 ↔ letter size if the paper currently specified is not loaded.</p> <ul style="list-style-type: none"> <li>• Off</li> <li>• On</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Off</i></li> <li><input type="checkbox"/> This feature is canceled when Bypass Tray or Use Slip Sheet function is used.</li> </ul>

#### ◆ PCL Menu

Menu	Description
Orientation	<p>You can set the page orientation.</p> <ul style="list-style-type: none"> <li>• Portrait</li> <li>• Landscape</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: Portrait</li> </ul>

Menu	Description
Form Lines	<p>You can set the number of lines per page. 5-128</p> <p> <b>Note</b>  <input type="checkbox"/> Default: 64 (Metric version), 60 (Inch version)</p>
Font Source	<p>You can set the location of the default font.</p> <ul style="list-style-type: none"> <li>• Internal</li> <li>• Download</li> </ul> <p> <b>Note</b>  <input type="checkbox"/> Default: Internal  <input type="checkbox"/> When you select "Download", you can select only fonts downloaded to printer RAM.</p>
Font Number	<p>You can set the ID of the default font you want to use.</p> <ul style="list-style-type: none"> <li>• 0 to 54 (for Internal)</li> <li>• 1 to 50 (for Download source)</li> </ul> <p> <b>Note</b>  <input type="checkbox"/> Default: Internal  <input type="checkbox"/> Default: 0</p>
Point Size	<p>You can set the point size you want to use for the default font. 4 to 999.75 by 0.25</p> <p> <b>Note</b>  <input type="checkbox"/> Default: 12.00  <input type="checkbox"/> This setting is effective only for a variable-space font.</p>
Font Pitch	<p>You can set the number of characters per inch you want to use for the default font. 0.44 to 99.99 by 0.01</p> <p> <b>Note</b>  <input type="checkbox"/> Default: 10.00  <input type="checkbox"/> This setting is effective only for a fixed-space font.</p>
Symbol Set	<p>You can specify the set of print characters for the default font. The available options are as follows. Roman-8, ISO L1, ISO L2, ISO L5, PC-8, PC-8 D/N, PC-850, PC-852, PC8-TK, Win L1, Win L2, Win L5, Desktop, VN Intl, VN US, MS Publ, Math-8, VN Math, Pifont, Legal, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, Win 3.0</p> <p> <b>Note</b>  <input type="checkbox"/> Default: Roman-8</p>

## Changing the Paper Input Menu

The following procedure describes changing the “Tray Priority” as an example in the “Paper Input” menu.

- 1 Press the **[User Tools/Counter]** or **[User Tools]** key.

The key differ depending on the machine. Confirm that which type of machine you have.

- 2 Press the **⌂** or **⌄** key to display "Printer Features".

- 3 Press **[OK]**.

The following screen appears on the panel display.

```
Printer Features:
1.Job Control  ◀▶
```

- 4 Press **[OK]**.

The following screen appears on the panel display.

```
Job Control:
1.Paper Input  ◀▶
```

- 5 Press **[OK]**.

The following screen appears on the panel display.

```
Paper Input:
1.Tray Priority  ◀▶
```

- 6 Press **[OK]**.

The following screen appears on the panel display.

```
Tray Priority:  ◀▶/OK
[Tray 1]
```

- 7 Press the **⌂** or **⌄** key to select the tray type you want to use.

- 8 Press **[OK]**.

“Programmed” is displayed for two seconds.

- 9 The following screen appears on the panel display.

```
Paper Input:
1.Tray Priority  ◀▶
```



- 10** Press the **[User Tools/Counter]** or **[User Tools]** key to return to the initial display.

## Network Setup Menu







There are three menu items in the “Network Setup” menu.

- IP Address
- Subnet Mask
- Gateway Address

### Note

- This “Network Setup” menu appears only when installing the optional Network Interface Board.

## Network Setup Parameters


Menu	Description
IP Address	<p>You can set the IP Address.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>All zero</i></p> <p> <b>Reference</b></p> <p>See “<i>Configuring the Printer for the Network with the Control Panel</i>” in “Printer Reference 1”.</p>
Subnet Mask	<p>You can set the Subnet Mask.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>255.000.000.000</i></p> <p> <b>Reference</b></p> <p>See “<i>Configuring the Printer for the Network with the Control Panel</i>” in “Printer Reference 1”.</p>
Gateway Address	<p>You can set the Gateway Address.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>All zero</i></p> <p> <b>Reference</b></p> <p>See “<i>Configuring the Printer for the Network with the Control Panel</i>” in “Printer Reference 1”.</p>

## Maintenance Menu

There are three menu items in the “Maintenance” menu.

- Restart Printer
- Menu Reset
- Hex Dump

## Maintenance Parameters

Menu	Description
Restart Printer	You can restart the printer. All the settings you made for printer function are reset, and also downloaded fonts are deleted. ⇒ p.37 “Restarting a Printer”
Menu Reset	You can reset the menu settings to the factory defaults except the optional Network Interface Board settings.
Hex Dump	You can set to isolate the source of a print job problem. With this function “On”, all data sent to the printer is printed in hexadecimal character representation. <ul style="list-style-type: none"> <li>• On</li> <li>• Off</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Off</i></p>

## Restarting a Printer

The following procedure describes selecting the “Restart Printer” as an example in the “Maintenance” menu.

**1** Press the **[User Tools/Counter]** or **[User Tools]** key.

The key differ depending on the machine. Confirm that which type of machine you have.

**2** Press the **⏪** or **⏩** key to display “Printer Features”.

**3** Press **[OK]**.

The following screen appears on the panel display.

```
Printer Features:
1.Job Control  ◀▶
```

- 4** Press the **⏪** or **⏩** key until the following message appears on the panel display.

```
Printer Features:
3.Maintenance  ⏪
```

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

The following screen appears on the panel display.

```
Maintenance:
1.Restart Printer  ⏪
```

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

The following screen appears on the panel display.

```
Restart Printer:
Press OK
```

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

"Ready" appears on the panel display.

```
Ready
```

---

## List Print Menu

---

There are four menu items in the "List Print" menu.

- Configuration Page
- Menu List
- PCL Font List
- PS Font List

---

### List Print Parameters

---

Menu	Description
Configuration Page	You can print a Configuration Page. ⇒ p.39 "Printing a Configuration Page"
Menu List	You can print the Menu List which shows the function menus of this machine.
PCL Font List	You can print a PCL Font List.
PS Font List	You can print a PS Font List.

## Printing a Configuration Page

The following procedure describes printing the "Configuration Page" as an example in the "List Print" menu.

### Reference

For more information, see p.40 "Interpreting the Configuration Page".

#### **1** Press the **[User Tools/Counter]** or **[User Tools]** key.

The key differ depending on the machine. Confirm that which type of machine you have.

#### **2** Press the **⌂** or **⏪** key to display "Printer Features".

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

The following screen appears on the panel display.

```
Printer Features:
1.Job Control  ◀▶
```

#### **4** Press the **⌂** or **⏪** key until the following message appears on the panel display.

```
Printer Features:
4.List Print  ◀▶
```

#### **5** Press **[OK]**.

The following screen appears on the panel display.

```
List Print:
1.Configuration Page▶◀
```

#### **6** Press **[OK]**.

The following screen appears on the panel display.

```
Configuration Page:
Press OK
```

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

The following screen appears on the panel display.

```
Printing...
Configuration Page
```

In a short time, the printing of the configuration page will start.

After completion of printing, the "Printer Features" display is shown.

 **Important**

- ❑ If you cannot complete printing a configuration page correctly, make sure an error message appears on the panel display. For more information about error messages, see p.23 “Error & Status Messages on the Control Panel”.

---

## Interpreting the Configuration Page

---

### Reference

---

❖ **Printer ID**

Shows the serial number assigned to the board by its manufacturer.

❖ **Firmware Version**

Shows the version number of the printer firmware.

❖ **Pages Printed**

Shows the total number of pages printed by the printer to date.

❖ **Total Memory**

Shows the total amount of memory (SDRAM) installed on the printer.

❖ **Options**

Show the options that you installed.

---

### Job Control

---

Shows the settings made under the “Job Control” menu.

 **Reference**

For more information, see p.30 “Job Control Menu”.

---

### Network Setup

---

Shows the settings you made under the “Network Setup” menu.

When DHCP is active on the network, the actual IP Address, Subnet Mask and Gateway Address appear in parentheses on the configuration page.

 **Reference**

For more information, see p.36 “Network Setup Menu”.

---

## Maintenance

---

Shows the settings you made under the “Maintenance”.

 **Reference**

For more information, see p.37 “Maintenance Menu”.

---

## Error Log

---


Shows the log of printer errors.




# 5. Appendix

## Specifications

This section contains the electrical and hardware specifications for the printer, including the information about the options.

Component	Specification
Resolution	300 × 300 dpi; PCL 5e <sup>*1</sup> , PS2 <sup>*2</sup> 600 × 600 dpi; PCL 5e <sup>*1</sup> , PCL 6, PS2
Parallel Interface	Standard 36-pin printer cable and a parallel port on the host computer. IEEE1284  <b>Note</b> <input type="checkbox"/> Do not use a parallel cable that is longer than 3 meters (10 feet).
Printer Language	PCL 5e , PCL 6 PS2 (option)
Fonts	<b>PCL 5e, PCL 6</b> 35 Intellifonts, 10 True Type fonts <b>PS2 (option)</b> 80 PS Resident fonts
Memory	<b>Standard</b> : 16MB <b>Optional SDRAM</b> : 32MB, 64MB, 128MB
Operation Systems supported by this printer	Windows 95 <sup>*3</sup> /98 <sup>*4</sup> /Me <sup>*5</sup> Windows 2000 <sup>*6</sup> Windows XP <sup>*7</sup> Windows NT 4.0 <sup>*8</sup> Mac OS <sup>*9</sup> Mac OS X <sup>*10</sup>
Network	<b>Topology</b> : Ethernet 10BASE-T/100BASE-TX <b>Protocol</b> : TCP/IP, IPX/SPX, AppleTalk
Network Cable	10BASE-T/100BASE-TX interface cable with ferrite core.



Component	Specification
Paper Size	<p>Specifications of paper size depends on the machine. Confirm which type of machine you have. See the Operating Instructions that comes with this machine.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When you use this machine as a printer, the bypass tray and the optional paper tray unit do not support the standard size of 8<sup>1</sup>/<sub>4</sub>"×14".</li> <li><input type="checkbox"/> When you use this machine as a printer, the bypass tray supports the following custom sizes: <ul style="list-style-type: none"> <li>• Metric Version Vertical 90-216mm Horizontal 148-355mm</li> <li>• Inch Version Vertical 3.54"-8.50" Horizontal 5.83"-14.00"</li> </ul> </li> </ul>

5

\*1 For PCL 5e, only 600dpi is selectable from the printer driver.

\*2 PostScript level2 Compatible

\*3 Microsoft Windows 95 operating system

\*4 Microsoft Windows 98 operating system

\*5 Microsoft Windows Millennium Edition

\*6 Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server

\*7 Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

\*8 Microsoft Windows NT Server operating system version 4.0, Microsoft Windows NT Workstation operating system version 4.0 in a computer using x86 processors.

\*9 Versions 8.6 to 9.2 of the Mac OS (Mac OS X Classic mode is supported.)

\*10 Mac OS X 10.1 or later (Native mode)

---

## Options

---

---

### Network Interface Board Type 1018

---

- ❖ **Topology:**  
Ethernet (10BaseT/100BaseTX)
- ❖ **Protocols:**  
TCP/IP, IPX/SPX, AppleTalk
- ❖ **Interface Connector:**  
RJ45
- ❖ **Required Cable:**  
Interface cable with ferrite core  
Interface cable is not provided with this option.

---

### Memory Unit

---

- ❖ **Module Type:**  
SO-DIMM (Small Outline Dual-in-line Memory Module)
- ❖ **Memory Type:**  
SDRAM (Synchronous Dynamic RAM)
- ❖ **Number of Pins**  
144 pins
- ❖ **Compatible:**  
PC100 compatible

---

### Type 1018 PostScript level2 Compatible Kit

---

PostScript level2 compatible.

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Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and its amending directives and the Low Voltage Directive 73/23/EEC and its amending directives.”



**Caution (in case of IEEE1284 environment):**

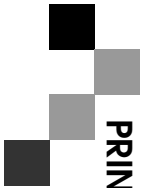
Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet EMC Directive 89/336/EEC emission limits.



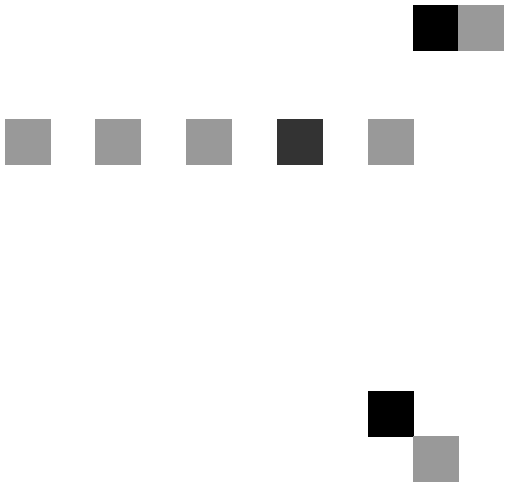
**Caution (in case of 100BaseTX environment):**

Interface cable with ferrite core must be used for RF interference suppression.



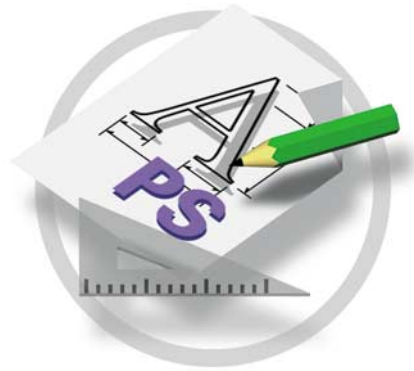


**PRINTER Controller Type 1013 Operating Instructions Printer Reference 2 (option)**



# Type 1018 PostScript level2 Compatible Kit

Operating Instructions  
Supplement





## **Introduction**

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 "Copy Reference" before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

## **Important**

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

## **Trademarks**

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## **Notes:**

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

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

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# 1. Type 1018 PostScript level2 Compatible Kit

## Printer Utility for Mac

By using the Printer Utility for Mac, you can download fonts, change the name of the printer and so on.

### Note

- The Printer Utility for Mac is included on the CD-ROM labeled “Printer Drivers and Utilities”.
- The Printer Utility for Mac requires from MacOS8.6 ~ 9.x (Mac OS X 10.1 ~ is supported.)

---

## Installing the Printer Utility for Mac

---

Follow these steps to install the Printer Utility for Mac on the machine.

**1** Start the Macintosh.

**2** Insert the CD-ROM into the CD-ROM drive.

The icon of the CD-ROM appears.

**3** Double-click the icon of hard disk to open it.

**4** Double-click the CD-ROM icon.

The contents of the CD-ROM are displayed.

**5** Double-click the [Mac OS 8 and 9] folder.

### Note

- Under Mac OS X, Double-click the [Mac OS X] folder.

**6** Double-click the [PS Utility] folder of the CD-ROM, and then drag the “Printer Utility for Mac” file and drop it into the Macintosh hard disk.

**7** Drag the CD-ROM icon and drop it into [Trash] to eject the CD-ROM.

The Printer Utility for Mac is installed.

---

## Starting the Printer Utility for Mac

---

The following instructions describe how to start Printer Utility for Mac.

1

**1** Double-click the icon of the Printer Utility for Mac.

The Printer Utility for Mac dialog box appears.

**2** Click [OK].

**3** From the [Available Printers:] box, select the printer you want to use.

 **Note**

- If you change zones, select a name from [Available Network Zones:].
- Under Mac OS, click [Choose Printer..] on the Apple menu if you want to change the printer.
- Under Mac OS X, click [Choose Printer..] on the Printer Utility for Mac menu if you want to change the printer.

**4** Select the printer you want to use.

Printer Utility for Mac will take a few seconds to start.

 **Reference**

For more information, see p.2 “Functions in the Printer Utility for Mac”.

---

## Functions in the Printer Utility for Mac

---

The functions in the Printer Utility for Mac are described below.

❖ **Apple menu (Mac OS), Printer Utility for Mac menu (Mac OS X)**

- [About Printer Utility for Mac...]
- [Choose Printer...]

Display the Choose target printer dialog box.

❖ **File menu**

- [Download PS Fonts]  
Downloads fonts (PostScript Type 1) to the machine. ⇒ p.3 “Downloading PS Fonts”
- [Display Printer's Fonts]  
Displays and deletes the fonts in the machine's memory and the machine's hard disk drive. ⇒ p.4 “Displaying the Machine's Fonts”
- [Initialize Printer's Disk]  
This function is not supported by this machine.
- [Page Setup]  
Sets up the paper size to print “Printer Font Catalog” and “Printer Font Sample”. ⇒ p.5 “Page Setup”

- **[Print Fonts Catalog]**  
Prints the names of available fonts. ⇒ p.5 “Printing the Font Catalog”
- **[Print Fonts Sample]**  
Prints a sample of fonts. ⇒ p.5 “Printing Font Samples”
- **[Rename Printer]**  
Changes the machine's name when viewed via Appletalk. ⇒ p.6 “Renaming the Machine”
- **[Restart Printer]**  
Restarts the machine. ⇒ p.6 “Restarting the Machine”

#### ❖ Utility menu

- **[Download PostScript File]**  
Downloads a PostScript file. ⇒ p.7 “Downloading PostScript Files”
- **[Select Zone]**  
Changes the zone the printer belongs to via Appletalk. ⇒ p.7 “Selecting the Zone”
- **[Display Printer Status]**  
Displays the status of the printer. ⇒ p.8 “Displaying the Machine Status”
- **[Launch Dialogue Console]**  
Creates and edits a PostScript file, and downloads it to the printer. ⇒ p.8 “Launching the Dialog Console”

---

## Downloading PS Fonts

---

You can download the PS fonts to the printer's memory or hard disk drive.

### Important

- The following procedure to download the fonts assumes that you are a system administrator. If you are not, make sure to consult your system administrator.
- Resetting the machine causes the fonts to be deleted.
- Make sure that the Macintosh computer and the machine are connected in the Appletalk environment.

### Note

- Some fonts cannot be downloaded.
- Before downloading, read the documentation of the fonts you want to use.

**1** Select **[Download PS Fonts...]** on the **[File]** menu.

**2** Click **[Add to list]**.

The dialog box to select fonts appears.

**3** Click to select the desired font files, and then click **[Open]**.

The list of selectable font names appears.

- 4** After adding all the fonts you want to download, click [OK].

The dialog box of selected fonts to download appears.

 **Note**

- You can select [Printer's Disk].

- 5** Click [Download].

The fonts begin to download, and the download status is shown.

 **Important**

- During the download, do not turn off the power switch, operate the panel, or open or close the cover.

- 6** After the completion message appears, click [OK].

- 7** Click [Cancel].

---

## Displaying the Machine's Fonts

---

You can view the available fonts currently downloaded into the machine. Fonts in the machine's memory and hard disk can be displayed.

- 1** Select [Display Printer's Fonts...] on the [File] menu.

The dialog box appears.

- 2** Select [Printer's memory] or [Printer's disk].

- 3** Click [OK].

---

## Deleting Fonts

---

You can delete fonts from the machine's memory or hard disk drive.

- 1** Select [Display Printer's fonts] on the [File] menu.

The dialog box appears.

- 2** Select [Printer's memory] or [Printer's disk].

- 3** Select the fonts you want to delete.

 **Limitation**

- You cannot delete fonts displayed in Italics.

- 4** Click [Delete].

A confirmation message appears.

- 5** Make sure that the fonts you want to delete and the printer name from which you want to delete the fonts are correct.
- 6** Click [Continue] and then click [OK].
- 7** Click [OK].

---

## Page Setup

---

You can set the paper size in the “Print Fonts Catalogue” and “Prints fonts Sample”.

- 1** Select [Page Setup...] on the [File] menu.
- 2** Choose the paper size.

---

## Printing the Font Catalog

---

You can print the names of fonts available on the machine.

 **Note**

- The paper selected under [Page Setup] is used.

- 1** Select [Print Fonts Catalogue] on the [File] menu.
- 2** Click [Print].

---

## Printing Font Samples

---

You can print samples of fonts that have been downloaded into the hard disk drive and into the memory.

 **Note**

- Printing will be done by using the paper selected on [Page Setup].

- 1** Select [Print Fonts Sample...] on the [File] menu.
- 2** Click [Print].



---

## Renaming the Machine

---

You can change the machine's name displayed under Appletalk. If you connect several printers on the network, assign different names so you can identify them. If several printers have the same name, a digit appears next to the machine name in [Chooser].

**1** Select [Rename Printer...] on the [File] menu.

**2** Type a new name in the [New Name:] field.

 **Limitation**

- You can enter up to 31 digits and letters.
- Do not use symbols, for example "\*", ":", "=", "@", "~".

**3** Click [Rename].

The machine name is changed.

**4** Press [OK].

**5** Select [Chooser] on the Apple menu.

**6** Click the icon of [LaserWriter 8].

**7** Click to select the machine name renamed in step **2**, and then close [Chooser].

 **Note**

- If there are several Appletalk zones, select the zone the machine belongs to.

---

## Restarting the Machine

---

You can restart the machine from the file menu; however, the fonts in the machine's memory will be deleted.

**1** Select [Restart Printer] on the [File] menu.

**2** Acknowledge the message that appears on the screen, and then click [Restart].

The machine restarts.

 **Note**

- If the machine is restarted, all the settings return to their defaults. For setting each function, see Printer Reference 2 provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

---

## Downloading PostScript Files

---

You can download PostScript files for printing.

- 1** Select **[Download PostScript File...]** on the **[Utility]** menu.
- 2** Select the file name to print and click the file name, and then click **[Open]**.
- 3** Type the log file name, and then click **[Save]**.

The selected file is printed.

 **Note**

- Errors are recorded in the log file.

---

## Selecting the Zone

---

You can change the zone the machine belongs to under Appletalk.

 **Important**

- Make sure that the machine and the Macintosh computer are connected in the Appletalk environment.

- 1** Select **[Select Zone...]** on the **[Utility]** menu.  
The zone the printer belongs to and the available zone list appear.
- 2** Select the zone that you want to switch the printer to and then click **[Change]**.  
A confirmation message appears.
- 3** Click **[Continue]**.  
A confirmation message appears.
- 4** Press **[OK]**.
- 5** Select **[Chooser]** on the Apple menu.
- 6** Click the **[LaserWriter 8]** icon.
- 7** Select the zone changed in step **2** on **[Appletalk zone:]**.
- 8** Click to select the machine you want to use on **[Select a PostScript Printer:]**.
- 9** Close **[Chooser]**.

---

## Displaying the Machine Status

---

You can display the current status of the machine.

- 1** Select **[Display Printer Status...]** on the **[Utility]** menu.

The current status of the machine appears.

- 2** Check the current status of the machine.

You can check the memory capacity, the VM space, the hard disk drive status and available space on the hard disk drive. You can also see the zone the machine belongs to.

- 3** Click **[OK]**.

---

## Launching the Dialog Console

---

You can create and edit PostScript file for printing, and download it to the machine.

### Important

- As the “Launch Dialogue Console” is recommended for users who have a firm grasp of PostScript, it is advised that you take extreme care when operating it.
- Do not download any file other than PostScript files to the machine.

- 1** Select **[Launch Dialogue Console...]** on the **[Utility]** menu.

Open the editing screen. The Dialogue Console menu bar appears.

- 2** Type the PostScript command in the editor screen.

#### Note

- To edit a PostScript file, select **[Open]** on the **[File]** menu to open it.
- You can search or replace a character string by using the **[Search]** menu.

- 3** After editing the PostScript file, select **[Download Top Window]** on the **[Console]** menu to start printing.

The PostScript file is sent to the machine.

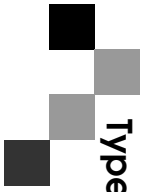
- 4** Printing is executed according to the transmitted PostScript file.

#### Note

- [Reply from Printer]** may open, depending on the PostScript file you sent.

- 5** Select **[Return To Main Menu]** on the **[Console]** menu to close the PostScript file.

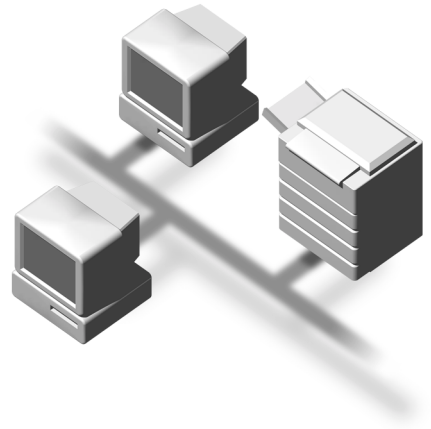




**Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**



# UNIX Supplement



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**

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 Copy Reference before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

## **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.

## **Further Information**

Please consult your authorized reseller concerning additional UNIX support.

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# Manuals for This Machine

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## Manuals for This Machine

---

There are ten manuals that separately describe the operational procedures for the operation and maintenance of the machine.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

❖ **System Settings**

Describes the system settings of this machine.

❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently used functions for using this machine as a facsimile.

❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

❖ **Printer Reference 1**

Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using this machine as a printer. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

❖ **UNIX Supplement**

Provides information about setting up and using the printer in a UNIX environment. This manual is included as a PDF file on the CD-ROM labeled "Operating Instructions for Printer". (this manual)

❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is included as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with optional Network Interface Board Type 1018.



# How to Read This Manual

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## Symbols

---

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

 **CAUTION:**

This symbol indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

\* The statements above are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfeed, 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 that appear on the machine's panel display.

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

[    ]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

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# 1. UNIX Configuration

This section explains how to set up a network printer and check the print status using UNIX.

## ! Limitation

- To print from a UNIX workstation, use the file that the printer supports.

## Before Setup

Setting up can vary depending on the printing commands. Please make sure to make the settings accordingly.

---

### Using the lp/lpr commands

---

**1** Use the Installation Shell Script to register the printer host name and the IP address.

**2** Start printing.

⇒ P.10 *"Printing Method"*

# Using the Installation Shell Script

1

The installation shell script helps with the setup process. The installation shell script automates some of the tasks in configuring `/etc/hosts`, `/etc/printcap`, and in creating the spool directory for BSD UNIX, and in running `lpadmin` command for System V UNIX.

## Preparation

The installation shell script can be used on the following three kinds of workstations. This installation shell script cannot be used with other types of workstations.

- Solaris 2.5.1, 2.6, 7, 8
- HP-UX 8.x, 9.x, 10.x, 11.0
- Red Hat Linux 6.x, 7

When you use NIS (Network Information Service) or DNS, you should configure the server before running this installation shell script.

For more information about the configuration utility of your OS, see the manual that came with the utility.

---

## Assigning the IP Address

---

### Preparation

Configure the machine to use the TCP/IP protocol.

- Make sure that the TCP/IP protocol on the machine is set to active. (The default is active.)
- Assign an IP address to the machine and configure the other settings required for using the TCP/IP protocol.

### Reference

For more information about how to make the above settings, see “Printer Reference 1” that comes with this machine.

---

## Checking the IP address configuration

---

Follow the procedure below to make sure that the IP address has been configured correctly.

- The following procedure uses the sample IP address: 192.168.15.16.

### **1** Enter the following:

```
# ping 192.168.15.16
```

If the address has been configured correctly, the following message appears.

```
192.168.15.16 is alive
```

If the address has been configured incorrectly, the following message appears.

```
no answer from 192.168.15.16
```

**Note**

- When you use NIS, the IP address and host name are written to `/etc/hosts` on the master server. When you use DNS, the information is written to a data file on the name server. After writing the host name and IP address to the file, make sure that the configuration is correct by pinging the host name.

```
# ping host_name
```

- If the host name is registered with an IP address, the server can access the printer using its host name instead of its IP address.

---

## Installing the Installation Shell Script

---

After configuring the printer IP address, follow the procedure below to install the installation shell script and set up the workstation printing environment.

The following procedure uses the sample IP address: 192.168.15.16, sample host name: nphost, and sample printer name: np.

### 1 Log on to the workstation as the root account.

**Note**

- If you do not log on as the root, the installation shell script will not run.

### 2 Obtain the installation shell script from the CD-ROM labeled "Printer Drivers and Utilities".

1 Move to the directory you want to copy the installation shell script to.

2 Use the `cp` command to copy the installation shell script.

```
# cp {CD-ROM_root}/unix/install install
```

### 3 Run the installation shell script.

```
# sh ./install
```

**Note**

- Insert a period and slash before the current directory.

### 4 Enter a number to select the workstation OS that you are using.

```
Network printer install shell
Copyright RICOH CO.,LTD. 1994-2000
Select your workstation OS type.
 1. SunOS 4.x.x
 2. Solaris 2.x, Solaris 7-8 (SunOS5.x)
 3. HP-UX 8.x,9.x,10.x,11.x
 4. UnixWare
 5. Linux
 6. other
```

```
Enter <1-6>:
```

```
2
```

 **Note**

- SunOS and UnixWare appear on the screen, but they are not supported. Use Solaris, HP-UX or Linux.
- If you select “6”, the installation shell script exits.

**5** Enter the IP address of the printer.

```
Enter Printer host IP address <xxx.xxx.xxx.xxx> [re-
turn=skip]:
192.168.15.16
```

 **Note**

- The IP address will be added to the /etc/hosts file.
- If the host name of the printer has already been configured, press the **[RETURN]** key. Nothing will be added to the /etc/hosts file.

**6** Enter the host name of the printer.

```
Enter Printer host name : nphost
```

 **Note**

- The host name will be added to the /etc/hosts file.
- If no IP address was entered in step **5**, nothing is added to the /etc/hosts file.

**7** Configure the printer name.

```
Enter logical printer name [default nphost_prn]
```

If you want to use the default name, press the **[RETURN]** key. Enter a new name, if you want to use a different one.

 **Note**

- The host name entered in step **6** followed by “\_prn” appears in “default”.

**8** Set the print option.

```
Enter remote printer name [default lp]:
```

- Press the **[RETURN]** key, print with PCL or PostScript is enabled.
- If you enter “text”, text printing is enabled.  
If you enter “text”, printing with PCL and PostScript is unavailable.

```
Enter remote printer name [default lp]:text
```

 **Limitation**

- You can enter up to 14 characters for HP-UX 11.0, 256 for Solaris 8, and 51 for Red Hat Linux 6.2.
- When printing with the lp command, use ( \_ ) instead of ( = ) and ( ; ) instead of ( , ) for operating systems that cannot use ( = ) and ( , ) such as Solaris 2.5 or later.

After the setup with the installation shell script is complete, and if you enter the IP address in step **5**, the following message appears.

```
hosts file is modified
```

**9** Perform a test print to make sure that the settings are correct.

```
# lpr -Pnp file_name
```

```
# lp -d np file_name
```

For more information about lpr and lp, see P.10 “*Printing Method*”.

---

## Deleting the printer

---

To print using the lp or lpr command, the option specified when the installation shell script is executed is used. Change the option in accordance with the workstation you are using.

### ❖ BSD UNIX workstation, Linux

Delete the printer entry from /etc/printcap, then execute the installation shell script again. Select options during the setup process.

Or, search the printer entry from /etc/printcap, and change its rp capability to option setting.

### ❖ Solaris, HP-UX

Delete the printer entry, and then execute the installation shell script again. Select options during the setup process. To delete the printer entry, follow the procedure below.

① Stop the scheduler.

```
# /usr/sbin/lpshut
```

② Delete the printer.

```
# /usr/sbin/lpadmin -x printer_name
```

③ Restart the scheduler.

```
# /usr/lib/lpsched
```



## After Executing Install Shell

The printing environment is set up automatically when the installation shell script is executed.

This section describes the set up contents when the installation shell script is executed under Red Hat Linux, Solaris and HP-UX.

### Linux

#### ❖ Adding the IP address and host name to the `/etc/hosts` file

The following line is added to the `/etc/hosts` file. The IP address and printer host name which you previously entered in the installation script will be used.

```
192.168.15.16 nphost # Network Printer
```

- `192.168.15.16` is the IP address, `nphost` is the host name, from `#` to the end of the line is a comment.

#### Note

- The `/etc/hosts` file contains a list of the IP addresses and host names of all of the hosts communicating on the network. Each entry is delimited with a space or a tab, and each line is separated with a return.
- If you do not use NIS or DNS, you must manually enter the IP address and host name of each workstation using the network printer in the `/etc/hosts` file.

#### ❖ Adding an entry to the `/etc/printcap` file

The following entry is added to the `/etc/printcap` file, which is the configuration for printing with the `lpr` command. In order to use the `lpr` command to print, you need to edit the `/etc/hosts` file, add an entry for the network printer to the `/etc/printcap` file and create a spool directory.

```
##PRINTTOOL3## REMOTE
np|Network Printer:\
    :rm=nphost:\
    :rp=option:\
    :sd=/var/spool/lpd/npd:\
    :lf=/var/log/npd-errs:\
    :sh:\
    :mx#0:
```

**Note**

- The `/etc/printcap` file is used to register the name and attributes of a printer. You must make an entry for the network printer in the `/etc/printcap` file of all workstations using the network printer.
- Each entry is separated with colons into several fields. The syntax is to begin each entry with a colon, followed by the entry, and then end with a colon, a back slash, and then a return.
- The first line of the field is the name of the printer. You use this name when logging on to a network printer from a workstation. You can define several different names by separating each name with the “|” character.
- The second and following lines contain the printer's attributes. Attributes of the printer are represented by two character names referred to as capabilities. For more information about capabilities, see the following table.

Capability	Explanation	Value Required for the Network Printer.
rm	Host name of the printer	The host name that was registered with the <code>/etc/hosts</code> file.
sd	Path name of the spool directory.	Path name of the spool directory that is to be created.
lf	Path name of the log file.	Path name of the log file. For example <code>/var/log/lpd-errs</code> .
mx	Maximum file size which the directory can copy. When set to 0, the size is unlimited. If nothing is entered, the size is set to 1024 k.	None or something suitable.

**❖ Making the spool directory**

Create a spool directory under `/var/spool/lpd`. The name of the spool directory should be the name of the printer followed by a “d”.

**Note**

- The spool directory is used to control the data used for a print job. For example, when a print job is created, a temporary copy of the file data used for printing is created in the spool directory. All workstations accessing the network printer need to have a spool directory for the network printer.
- A spool directory should be made for every network printer entry listed in the `/etc/printcap` file.
- The spool directory should normally be made under `/var/spool/lpd` and the name should match that listed under the `sd` capability in `/etc/printcap`. Change the owner and group of the directory to `root` and `lp`. The following examples show how to make a `/var/spool/lpd/npd` spool directory.

```
# cd /var/spool/lpd
# mkdir npd
# chown root npd
# chgrp lp npd
```

### ❖ Making the log file

Error messages are logged to a file created in the `/var/log` directory. The log file name is the printer name followed by “d-errs”.

#### Note

- The log file is used for logging some errors or warning messages by the UNIX workstation.
- The log file should be made for every network printer entry listed in the `/etc/printcap` file.
- The log file should normally be made under `/var/log` directory and the name should match that listed under the `lf` capability in `/etc/printcap`. Change the owner and group of the log file to `root` and `lp`. The following examples show how to make a `/var/log/npd-errs` file.

```
# cd /var/log
# touch npd-errs
# chown root npd-errs
# chgrp lp npd-errs
```

---

## Solaris

---

### ❖ Adding the IP address and host name to the `/etc/hosts` file

The following line is added to the `/etc/hosts` file. The IP address and printer host name which you previously entered in the installation script will be used.

```
192.168.15.16 nphost # Network Printer
```

- **192.168.15.16** is the IP address, **nphost** is the host name, from **#** to the end of the line is a comment.

#### Note

- The `/etc/hosts` file contains a list of the IP addresses and their host names of all of the hosts communicating on the network. Each entry is delimited with a space or a tab, and each line is separated with a return.
- If you do not use NIS or DNS, you must manually enter the IP address and host name of each workstation using the network printer in the `/etc/hosts` file.

### ❖ Registering the printer

The installation shell script registers the printer as a remote printer.

- ① If your workstation is Solaris 2.5.1, register the print server and print client to the print service.

```
# lpsystem -t bsd -R 0 -y "Network Printer" nphost
```

- ② Register the printer as a remote printer.

```
# lpadmin -p np -s nphost!"option" -T dump -I any
```

- **np** is the printer name, **nphost** is the host name.  
“lp” will be assigned, if the device option is not used.  
When printing with the `lp` command, use `( _ )` instead of `( = )` and `( ; )` instead of `( , )` for operating systems that cannot use `( = )` and `( , )` such as Solaris 2.5 or later.

- ③ If your workstation is Solaris 2.5.1, set the print job to active so that it can be accepted by the print queue.

```
/usr/lib/accept np
```

- ④ If your workstation is Solaris 2.5.1, set the print job to active to print.

```
/usr/lib/enable np
```

---

## HP-UX

---

### ❖ Adding the IP address and host name to the `/etc/hosts` file

The following line is added to the `/etc/hosts` file. The IP address and printer host name which you previously entered in the installation script will be used.

```
192.168.15.16 np # Network Printer
```

- **192.168.15.16** is the IP address, **np** is the host name, from # to the end of the line is a comment.

#### Note

- The `/etc/hosts` file contains a list of the IP addresses and their host names of all of the hosts communicating on the network. Each entry is delimited with a space or a tab, and each line is separated with a return.
- If you do not use NIS or DNS, you must manually enter the IP address and host name of each workstation using the network printer in the `/etc/hosts` file.

### ❖ Registering the printer

The installation shell script registers the printer as a remote printer following the procedure below.

- ① Stop the scheduler.

```
/usr/lib/lpshut
```

- ② Register the printer.

```
/usr/lib/lpadmin -Pnp -v/dev/null -mrmode1  
-ormnphost -orp"option" -ob3
```

- **np** is the printer name, **nphost** is the host name.  
"lp" will be assigned, if the Device option is not used.

- ③ Set the printer so that the print job is listed in the print queue.

```
/usr/lib/accept np
```

- ④ Set the printer to perform the print job.

```
/usr/lib/enable np
```

- ⑤ Restart the scheduler.

```
/usr/lib/lpsched
```

# Printing Method

## 1

---

### Printing with lpr, lp

---

Execute one of the following commands according to the type of workstation being used:

❖ **BSD UNIX workstation, Linux**

```
% lpr -Pprinter_name file_name [file_name...]
```

For example:

printer name is np, file names are file1 and file2

```
% lpr -Pnp file1 file2
```

❖ **Solaris, HP-UX**

```
% lp -d printer_name file_name [file_name...]
```

For example:

printer name is np, file names are file1 and file2

```
% lp -d np file1 file2
```

 **Note**

- “**printer\_name**” is the name that was entered when executing the installation shell script.
- You can use wild cards ( \* or ? ) for the file name.

# Printer Status

You can use the following commands to have information and the printer status displayed or copied to a file.

Use the `lpq` or `lpstat` command to display the status of the printer or information about print jobs.

1

---

## Viewing the Print Job Status with `lpq` and `lpstat`

---

### ❖ BSD UNIX workstation, Linux

```
% lpq -Pprinter_name  
For example: Printer name is np  
% lpq -Pnp
```

### ❖ System V UNIX, Solaris, HP-UX

```
% lpstat -o printer_name  
For example: Printer name is np  
% lpstat -o np
```

### Note

❑ In case of HP-UX, do not put a space between “-o” and “printer name”.

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UNIX Supplement





# Network Interface Board Type 1018 (option)



## Quick Configuration Guide

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  - 2** Windows 95/98/Me Configuration
  - 3** Windows 2000/Windows XP Configuration
  - 4** Windows NT 4.0 Configuration
  - 5** Dynamic Host Configuration Protocol (DHCP)
  - 6** NetWare Configuration
  - 7** Macintosh Configuration

## **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.

## **Important**

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

## **Trademarks**

NetWare is a registered trademark of Novell, Incorporated.

Windows is a registered trademark of Microsoft Corporation in the United States and/or other countries.

Macintosh is a registered trademark of Apple Computer, Inc.

All other products referenced are trademarks or registered trademarks of their respective companies.

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.

## **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 in this manual might be slightly different from the machine.

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

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# How to Read this Manual

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## Symbols

---

In this manual, the following symbols are used:

### **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 that appear on the machine's panel display.

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

[   ]

Keys built into the machine's control panel.

Keys on the computer's keyboard.

# Manuals for This Machine

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## Manuals for This Machine

---

The following manuals separately describe the operational procedures for the operation and maintenance of the machine.

Depending on the machine, some manuals are not provided. Confirm which type of machine you have.

To enhance safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

### ❖ **Copy Reference**

Describes the procedures and functions for using this machine as a copier.

### ❖ **System Settings**

Describes the system settings of this machine.

### ❖ **Facsimile Reference <Basic Features>**

Describes the procedures and most frequently functions for using this machine as a facsimile.

### ❖ **Facsimile Reference <Advanced Features>**

Describes the procedures and more advanced functions for using this machine as a facsimile. And also explains settings for key operators.

### ❖ **Printer Reference 1**

Describes the procedures and functions for using this machine as a printer.

### ❖ **Printer Reference 2**

Describes the procedures and provides necessary information about using the printer and its options. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

### ❖ **Network Interface Board Quick Configuration Guide**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer". (this manual)

### ❖ **Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement**

Describes the functions of Printer Utility for Mac. This manual is provided as a PDF file on the CD-ROM labeled "Operating Instructions for Printer".

### ❖ **Network Interface Board Type 1018 Owner's Manual**

Describes the procedures and provides necessary information about setting up and using the printer under the network environment. This manual is provided as a PDF file on the CD-ROM labeled "Print Server Software and Documentation" which comes with Network Interface Board Type 1018.

 **Note**

- ❑ Concerning UNIX printing information, please visit our web site or consult your authorized reseller.





# 1. Getting Ready for Software Installation

Supported programs for the installation and configuration of the Network Interface Board are provided on two CD-ROMs. One is "Printer Drivers and Utilities" and the other is "Print Server Software and Documentation" which come with this machine.

You can select any of the programs listed in the Configuration Programs.

## Configuration Programs

The CD-ROM labeled "Printer Drivers and Utilities" includes the following utilities.

### ❖ **SmartNetMonitor for Admin**

SmartNetMonitor for Admin is software that uses the TCP/IP and IPX/SPX protocols to monitor the printers in a network. It can monitor multiple network printers having IP addresses. We recommend network administrators to use this software.

#### **Reference**

For more information about SmartNetMonitor for Admin, see the SmartNetMonitor for Admin Help file.

### ❖ **SmartNetMonitor for Client**

SmartNetMonitor for Client is software equipped with the following functions. We recommend all users of this printer to install this software.

- Provides the function to print in a Peer-to-Peer network.
- Uses the TCP/IP and IPX/SPX protocols to monitor the status of devices in a network constantly.

#### **Reference**

For more information about SmartNetMonitor for Client, see the SmartNetMonitor for Client Help file.

The CD-ROM labeled "Print Server Software and Documentation" includes the following utilities.

### ❖ **MAP**

Web-based configuration utility

### ❖ **IPX Peer-to-Peer**

IPX Peer-to-Peer printing software

### ❖ **IP Peer-to-Peer**

IP Peer-to-Peer printing software

### ❖ **NWSetup**

NetWare Print Service Configuration

The four utilities are provided on the "Print Server Software and Documentation" CD-ROM, but you need this CD-ROM only if you use "IPX Peer-to-Peer" or "IP Peer-to-Peer" printing.

1 Although you can use the "MAP" or "NWSetup" utilities on the "Print Server Software and Documentation" CD-ROM, it is easier to use the SmartNetMonitor for Client/Admin provided on the "Printer Drivers and Utilities" CD-ROM.

To use "MAP" or "NWSetup" from the "Print Server Software and Documentation" CD-ROM, see the "Owner's Manual" on the CD-ROM labeled "Print Server Software and Documentation" for instructions.

# 2. Windows 95/98/Me Configuration

## Windows 95/98/Me Configuration

This section describes how to configure the Peer-to-peer printing. The Peer-to-peer printing software that is provided on the CD-ROM labeled "Printer Drivers and Utilities". "Print Server Software and Documentation" allows Windows 95/98/Me PCs to communicate directly with network attached printers. A network server, such as NetWare or Windows NT, is not required for Peer-to-peer printing.

There are three types of Peer-to-peer printing. You can select "SmartNetMonitor for Client/Admin", "IP Peer-to-Peer" and "IPX Peer-to-Peer" according to your network environment.

The Peer-to-peer printing software must be installed on each PC that uses Peer-to-peer printing. Once Peer-to-peer printing software is installed, all Network Interface Boards on the network automatically appear in the list of available printer ports.

The Peer-to-peer printing software can also be used in networks where servers are present; however, server based print services are often utilized instead. Server based print services offer centralized printing management and spooling and do not require software (other than the printer driver) to be installed on each PC.

If you use the printer in a network where servers are present, select either Peer-to-peer printing or the server based print service.

### Reference

For more information about setting IP parameters, see "*Configuring the Printer for the Network with the Control Panel*" in Printer Reference 1.

# Using SmartNetMonitor for Client

---

## Installing the SmartNetMonitor for Client/Admin

---

For information about installing the SmartNetMonitor for Client, see "*Installing the SmartNetMonitor for Client/Admin*" in Printer Reference 1.

---

### Setting up the printer driver

---

- 1** Install the printer driver you want to use.
- 2** From the [Printers] window, click to select the installed printer icon, and then click [Properties] in the [File] menu.
- 3** Click the [Details] tab and click [Add Port].
- 4** Click [Other], click to select [SmartNetMonitor] from the list and then click [OK].  
Available printers will be listed.
- 5** Select a printer you want to use.

---

#### TCP/IP

---

- 1** Click the printer you want to use, and then click [OK].

 **Note**

- Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click [Specify Address], and then type the IP address or host name.
- You cannot add an address partially similar to that already used. For example, when "192.168.0.2" is already used, "192.168.0.2xx" cannot be used. Similarly, when "192.168.0.20" is already used, "192.168.0.2" cannot be used.

---

#### IPP

---

 **Important**

- The machine must be turned on and must be set the IP address.

- 1** Click [IPP].

The IPP setting dialog box appears.

- 2** In [Printer URL], type "`http://(printer's IP address):631/Print`" as the printer's IP address.

(Example IP address is 192.168.15.16)

`http://192.168.15.15:631/Print`

- 3 As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a different name from those of any existing port names.

If you omit this, the address typed in [Printer URL] will be set as the IPP port name.

- 6 Click [OK].
- 7 Confirm that the selected port is highlighted, and then click [Next].
- 8 Click [Finish].
- 9 Restart the computer after the installation is complete.
- 10 Set up the options with the printer driver.

#### Reference

For more information about settings for options, see *“Installing the Printer Driver and Software”* in Printer Reference 1.

---

## Accessing the Port Settings Dialog Box

---

This section describes how to access the port settings dialog box to change the settings of SmartNetMonitor for Client.

#### Reference

For more information about these settings, see SmartNetMonitor for Client Help.

- 1 Click [Start] on the taskbar, point to [Settings], and then click [Printers].
- 2 Click to select the icon of the printer you want to use.
- 3 On the [File] menu, click [Properties].
- 4 Click the [Details] tab, and then click [Port Settings].

The SmartNetMonitor for Client settings dialog box appears.

# Using IP Peer-to-Peer

## Important

- The TCP/IP protocol is required for IP Peer-to-Peer printing. Confirm that the TCP/IP protocol is installed, if not, install it before starting the following procedure.

2

---

## Installing IP Peer-to-Peer

---

Follow these steps to install IP Peer-to-Peer.

## Important

- Confirm that the printer power is turned on before starting the following procedure.

- 1** Configure the IP parameters on the Network Interface Board using the control panel.

### Reference

For more information about setting IP parameters, see “Configuring the printer for the Network with the Control Panel” in Printer Reference 1.

- 2** Insert the CD-ROM labeled “Print Server Software and Documentation” into the CD-ROM drive.

The main screen appears.

- 3** Click [Install/Configuration Utilities].

The “Installation/Configuration Utilities” page appears.

- 4** Click [Windows IP Peer-to-Peer Printing].

The “Windows IP Peer-to-Peer Printing” page appears.

This page describes the functions of this utility.

- 5** At the bottom of the page, click the blue word [Install IP-P2P...] to begin installing.

- 6** The [Welcome] dialog box appears.

- 7** Click [Next].

The [Installation Notes] dialog box appears.

- 8** Click [Yes].

The [Choose Destination Directory] dialog box appears.

- 9** Click [Browse] to set a different folder.

The default installation folder is C:\PROGRAM FILES\IP-P2P.

**10** Click **[Next]**.

The **[Select Program Folder]** dialog box appears.

This allows you to set the name of the folder that contains the shortcut links inside the Program Folder.

**11** Type the name that you wish to see in “Program Folder:” and click **[Next]**.

The files are then copied to the computer in the specified directories.

**12** Follow the instructions on the screen.**13** Click **[OK]** to complete the installation. **Reference**

For more information about installing IP Peer-to-Peer, see the Owner's Manual on the CD-ROM labeled “Print Server Software and Documentation”.

 **For manual installation**

Follow these steps to install the software on your operating system (Windows 95/98/Me).

- ① Insert the CD-ROM into the CD-ROM drive.
- ② Close all the applications that are currently running.
- ③ Click **[Start]** on the task bar, and click **[Run]**.
- ④ Type <Drive>:\IP-P2P\SETUP.EXE (where <Drive> is your CD-ROM drive name).
- ⑤ Click **[OK]**.  
The **[Welcome]** dialog box appears.

The remaining steps are identical to **7-12** in the preceding procedure. ⇒ p.10 “Installing IP Peer-to-Peer”



---

## Selecting the Printer Port

---

The Peer-to-peer printing software should be installed on each Windows 95/98/Me PC that will use Peer-to-peer printing services.

**1** Install the printer driver you want to use.

If the printer drivers have already been installed, you can go to the next step.

 **Reference**

For more information about the printer drivers, see *“Installing the PCL 6/5e Printer Driver”* or *“Installing the PostScript Printer Driver”* in Printer Reference 1.

**2** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

The [Printers] window appears.

**3** Click the icon of the printer you want to set for Peer-to-peer printing.

**4** On the [File] menu, click [Properties].

The Printer Properties appear.

**5** Click the [Details] tab.

**6** From the [Print to the following port:] list box, select the port of the printer you want to use for Peer-to-peer printing.

- Select the IP address of the printer. If you do not find the IP address of the printer, the printer is not in your local subnet. Then you need to configure IP Peer-to-Peer port manually as described in the Owner's Manual on the CD-ROM labeled “Printer Drivers and Utilities”.

**7** Click [OK].

---

## Deleting the Port

---

The following procedure allows you to delete the printer port. If you want to delete the port which is currently used in Windows, switch the port to another such as "FILE", then delete it. For more information about IP Peer-to-Peer, see the Owner's Manual.

- 1** Click [Start] on the taskbar, point to [Programs], and then click [IP-P2P].

The [IP-Peer to Peer Setup] window appears.

- 2** Click [Printers...].

- 3** Click [Find Printers].

Available printers appear.

- 4** Click to select the port you want to delete from "Unit Name" list.

- 5** Click [Delete].

## Using IPX Peer-to-Peer

### Important

- The IPX protocol is required for IPX Peer-to-Peer printing. Confirm that the IPX protocol is installed, if not, install it before starting the following procedure.

### Note

- IPX protocol can use with Windows 95/98/Me.

---

## Installing IPX Peer-to-Peer

---

Follow these steps to install IPX Peer-to-Peer.

- 1** Insert the CD-ROM labeled “Print Server Software and Documentation” into the CD-ROM drive.

The main screen appears.

### Note

- If Adobe Acrobat Reader is not installed, click **[Install Adobe Acrobat Reader 4.0]**.

- 2** Click **[CD ROM Contents]**.

The “Introduction” page appears.

- 3** Click **[Installation/Configuration Programs]**.

The “Configuration Programs” page appears.

- 4** Click **[Windows 95/98/Me & NT 4.x IPX Peer-to-Peer Printing]**.

The “Windows 95/98/Me and NT 4.x IPX Peer-to-Peer Printing” page appears.

This page describes the functions of this utility.

- 5** At the bottom of the page, click the blue word **[here]** to begin installing.

A dialog box appears asking if the “Setup.exe” program should be started.

- 6** Click **[Yes]**.

The **[Welcome]** dialog box appears.

- 7** Click **[Next]**.

The **[Installation Notes]** dialog box appears.

- 8** Click **[Yes]**.

The files are then copied to the computer in the specified directories.

The **[Installation Complete]** dialog box appears.

**9** Click **[Finish]** to complete the installation.

### For manual installation

Follow these steps to install the software on your operating system (Windows 95/98/Me).

- ① Insert the CD-ROM into the CD-ROM drive.
- ② Close all the applications that are currently running.
- ③ Click **[Start]** on the taskbar, and click **[Run]**.
- ④ Type <Drive>:\IPX-P2P\SETUP.EXE (where <Drive> is your CD-ROM drive name).
- ⑤ Click **[OK]**.

The **[Welcome]** dialog box appears.

The remaining steps are identical to **7** - **9** in the preceding procedure. ⇒ p.14 “Installing IPX Peer-to-Peer”

---

## Selecting the Printer Port

---

The Peer-to-peer printing software should be installed on each Windows 95/98/Me PC that will use Peer-to-peer printing services.

**1** Install the printer driver you want to use.

If the printer drivers have already been installed, you can go to the next step.

### Important

- Using IPX Peer-to-Peer printing, confirm that the printer power is turned on before continuing the following steps.

### Reference

For more information about the printer drivers, see “Installing the PCL 6/5e Printer Driver” or “Installing the PostScript Printer Driver” in Printer Reference 1.

**2** Click **[Start]** on the taskbar, point to **[Settings]**, and then click **[Printers]**.

The **[Printers]** window appears.

**3** Click the icon of the printer you want to set for the Peer-to-peer printing.

**4** On the **[File]** menu, click **[Properties]**.

The Printer Properties appear.

**5** Click the **[Details]** tab.

**6** From the [Print to the following port:] list box, select the port of the printer you want to use for Peer-to-peer printing.

- Select the printer name. The printer name is shown in "Peer-to-Peer Connection Information" on the network configuration page. The default setting of the printer name is "RDP\_" followed by the 6 digit serial number.

**7** Click [OK].

# 3. Windows 2000/Windows XP Configuration

## Windows 2000/Windows XP Configuration

This manual describes the procedures and provides necessary information about setting up and using the printer under the network environment using Windows 2000/Windows XP.

- If a NetWare server is present, NetWare print services might be used by following the NetWare Configuration instructions in this guide.

# Using SmartNetMonitor for Client

---

## Installing SmartNetMonitor for Client

---

### Limitation

- If your system is Windows 2000/Windows XP, installing software by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

For information about installing the SmartNetMonitor for Client, see "*Installing the SmartNetMonitor for Client/Admin*" in Printer Reference 1.

---

## Setting up the printer driver

---

**1** Install the printer driver you want to use.

**2** From the [Printers] window, click to select the installed printer icon, and then click [Properties] in the [File] menu.

### Note

- With Windows XP, from the [Printers and Faxes] window, click to select the installed printer icon, and then click [Properties] in the [File] menu.

**3** Click the [Details] tab and click [Add Port].

### Note

- With Windows XP, click the [Ports] tab and click [Add Port].

**4** Click [Other], click to select [SmartNetMonitor] from the list and then click [OK].

Available printers will be listed.

### Note

- With Windows XP, click to select [SmartNetMonitor] from the list and then click [New Port].

**5** Select a printer you want to use.

---

**TCP/IP**

---

**1** Click the printer you want to use, and then click **[OK]**. **Note**

- Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click **[Specify Address]**, and then type the IP address or host name.
- You cannot add an address partially similar to that already used. For example, when “192.168.0.2” is already used, “192.168.0.2xx” cannot be used. Similarly, when “192.168.0.20” is already used, “192.168.0.2” cannot be used.

---

**IPP**

---

 **Important**

- The machine must be turned on and must be set the IP address.

**1** Click **[IPP]**.

The IPP setting dialog box appears.

**2** In **[Printer URL]**, type “http://(printer's IP address):631/Print” as the printer's IP address.

(Example IP address is 192.168.15.16)

`http://192.168.15.16:631/Print`

**3** As necessary, type the names to distinguish the printer in **[IPP Port Name]**. Type a different name from those of any existing port names.

If you omit this, the address typed in **[Printer URL]** will be set as the IPP port name.

**6** Click **[OK]**.**7** Confirm that the selected port is highlighted, and then click **[Close]**.



---

## Accessing the Port Settings Dialog Box

---

This section describes how to access the port settings dialog box to change the settings of SmartNetMonitor for Client.

### Reference

For more information about these settings, see SmartNetMonitor for Client Help.

**1** Click **[Start]** on the taskbar, point to **[Settings]**, and click **[Printers]**.

#### Note

With Windows XP, click **[Start]** on the taskbar, and click **[Printers and Faxes]**.

**2** Click the icon of the printer you want to use.

**3** On the **[File]** menu, click **[Properties]**.

**4** Click the **[Details]** tab, and then click **[Port Settings]**.

The SmartNetMonitor for Client settings dialog box appears.

#### Note

With Windows XP, click the **[Port]** tab, and then click **[Configure Port]**.

# Printing with a Standard TCP/IP Port

---

## Installing the Printer Driver

---

- 1** Install the printer driver you want to use.
- 2** From the **[Printers]** window, click to select the installed printer icon, and then click **[Properties]** in the **[File]** menu.

 **Note**

- With Windows XP, from the **[Printers and Faxes]** window, click to select the installed printer icon, and then click **[Properties]** in the **[File]** menu.

- 3** Click the **[Ports]** tab and click **[Add Port]**.

 **Note**

- With Windows XP, click the **[Ports]** tab and click **[Add Port]**.

- 4** Select **[Standard TCP/IP Port]**, and then click **[OK]**.

The **[Add Standard TCP/IP Printer Port Wizard]** window appears.

 **Note**

- With Windows XP, select **[Standard TCP/IP Port]**, and then click **[New Port]**.

- 5** Click **[Next]** in the "Add Standard TCP/IP Printer Port Wizard" window.

- 6** Type the IP address in the "Printer Name or IP Address" box, and then click **[Next]**.

- 7** Click **[Finish]** in the "Add Standard TCP/IP Printer Port Wizard" window.

 **Note**

- During configuration of Standard TCP/IP port, the **[Additional Port Information Required]** dialog box may appear. In this case, click to select **[Standard]** in the **[Device Type]** box and then select **[RICOH Network Printer D model]** from the list.



# 4. Windows NT 4.0 Configuration

## Windows NT 4.0 Configuration

There are several options for setting up printing in a Windows NT environment.

- If a NetWare server is present, NetWare print services might be used by following the NetWare Configuration instructions in this guide.
- Peer-to-peer print services can be available by using "IP Peer-to-Peer".
- LPR print services can be used via TCP/IP by following the instructions in this section.

Windows NT printing is very flexible. It is possible to configure the individual Windows NT or Windows 95/98/Me workstations to print using a different protocol from the Windows NT server. For example, a Windows NT server could be configured to print to the Network Interface Board via TCP/IP using the instructions in this section. The Network Interface Board could then be designated as shared on the NT server, allowing workstations to print via the NT server using a different protocol.

The optimum Windows NT printing configuration depends on the particular environment and user as well as administrator experience and preferences. Generally, LPR printing over TCP/IP covered in the following instructions is the best choice for environments where TCP/IP is already in use.

# Using the SmartNetMonitor for Client

---

## Installing the SmartNetMonitor for Client

---

### Limitation

- If your system is Windows NT 4.0, installing software by Auto Run requires Administrators permission. When you install a printer driver by Auto Run, log on using an account that has Administrators permission.

For information about installing the SmartNetMonitor for Client, see "Installing the SmartNetMonitor for Client/Admin" in Printer Reference 1.

## 4

---

### Setting up the printer driver

---

- 1** Install the printer driver you want to use.
- 2** From the [Printers] window, click to select the installed printer icon, and then click [Properties] in the [File] menu.
- 3** Click the [Details] tab and click [Add Port].
- 4** Click [Other], click to select [SmartNetMonitor] from the list and then click [OK].  
Available printers will be listed.
- 5** Select a printer you want to use.

---

### TCP/IP

---

- 1** Click the printer you want to use, and then click [OK].

#### Note

- Printers that respond to an IP broadcast from the computer will be displayed. To print to a printer not listed here, click [Specify Address], and then type the IP address or host name.
- You cannot add an address partially similar to that already used. For example, when "192.168.0.2" is already used, "192.168.0.2xx" cannot be used. Similarly, when "192.168.0.20" is already used, "192.168.0.2" cannot be used.

---

 IPP
 

---

 **Important**

The machine must be turned on and must be set the IP address.

**1** Click [IPP].

The IPP settings dialog box appears.

**2** In [Printer URL], type “`http://(printer's IP address):631/Print`” as the printer's IP address.

(Example IP address is 192.168.15.16)

`http://192.168.15.16:631/Print`

**3** As necessary, type the names to distinguish the printer in [IPP Port Name]. Type a different name from those of any existing port names.

If you omit this, the address typed in [Printer URL] will be set as the IPP port name.

**6** Click [OK].

**7** Confirm that the selected port is highlighted, and then click [Next].

**8** Click [Finish].

**9** Restart the computer after the installation is complete.

**10** Set up the options with the printer driver.

 **Reference**

For more information about settings for options, see “Installing the Printer Driver and Software” in Printer Reference 1.

---

**Accessing the Port Settings Dialog Box**


---

This section describes how to access the port settings dialog box to change the settings of SmartNetMonitor for Client.

 **Reference**

For more information about these settings, see SmartNetMonitor for Client Help.

**1** Click [Start] on the taskbar, point to [Settings], and click [Printers].

**2** Click the icon of the printer you want to use.

**3** On the [File] menu, click [Properties].

**4** Click the [Details] tab and click [Port Settings].

The SmartNetMonitor for Client settings dialog box appears.

# Using IP Peer-to-Peer

## Important

- The TCP/IP protocol is required for IP Peer-to-Peer printing. Confirm that the TCP/IP protocol is installed, if not, install it before starting the following procedure.

---

## Installing IP Peer-to-Peer

---

Follow these steps to install IP Peer-to-Peer.

## Important

- Confirm that the printer power is turned on before starting the following procedure.

- 1** Configure the IP parameters on the Network Interface Board using the control panel.

### Reference

For more information about setting IP parameters, see “*Configuring the printer for the Network with the Control Panel*” in Printer Reference 1.

- 2** Insert the CD-ROM labeled “Print Server Software and Documentation” into the CD-ROM drive.

The main screen appears.

- 3** Click [Install/Configuration Utilities].

The “Installation/Configuration Utilities” page appears.

- 4** Click [Windows IP Peer-to-Peer Printing].

The “Windows IP Peer-to-Peer Printing” page appears.

This screen describes the functions of this utility.

- 5** At the bottom of the page, click the blue word [Install IP-P2P...] to begin installing.

- 6** The [Welcome] dialog box appears.

- 7** Click [Next].

The [Installation Notes] dialog box appears.

- 8** Click [Yes].

The [Choose Destination Directory] dialog box appears.

- 9** Click [Browse] to set a different folder.

The default installation folder is C:\PROGRAM FILES\IP-P2Puy

**10** Click **[Next]**.

The **[Select Program Folder]** dialog box appears.

This allows you to set the name of the folder that contains the shortcut links inside the Program Folder.

**11** Type the name that you want to see in the Program Folder and click **[Next]**.

The files are then copied to the computer in the specified directories.

**12** Follow the instructions on the screen.**13** Click **[OK]** to complete the installation. **Reference**

For more information about installing IP Peer-to-Peer, see the Owner's Manual on the CD-ROM labeled "Print Server Software and Documentation".

 **For manual installation**

Follow these steps to install the software on your operating system (Windows NT 4.0).

- ① Insert the CD-ROM into the CD-ROM drive.
- ② Close all the applications that are currently running.
- ③ Click **[Start]** on the taskbar, and click **[Run]**.
- ④ Type <Drive>:\IP-P2P\SETUP.EXE (where <Drive> is your CD-ROM drive name).
- ⑤ Click **[OK]**.  
The **[Welcome]** dialog box appears.

The remaining steps are identical to **7-12** in the preceding procedure. ⇒ p.26 "Installing IP Peer-to-Peer"



---

## Selecting the Printer Port

---

The IP Peer-to-Peer printing software should be installed on each Windows NT 4.0 PC that uses Peer-to-peer printing services.

### Important

- The IP Peer-to-Peer printing software must be installed before selecting the printer port.

**1** Close all the applications that are currently running.

**2** Insert the CD-ROM labeled "Printer Drivers and Utilities" into the CD-ROM drive.

If the setup menu starts automatically, you can go to the next step. If not, see "*Installing the PCL 6/5e Printer Driver*" in Printer Reference 1 to start the installation and then go to the next step.

**3** The [Printer Installation] dialog box appears.

**4** From the [Port] list, select the IP address of the printer you want to set up, and click [Next >].

**5** Follow the instructions on the screen to finish the installation of the printer driver.

---

## Deleting the Port

---

The following procedure allows you to delete the printer port. If you want to delete the port which is currently used in Windows, switch the port to another such as "FILE", then delete it. For more information about IP Peer-to-Peer, see the Owner's Manual.

**1** Click [Start] on the taskbar, point to [Programs], and then click [IP-P2P].

The [IP-Peer to Peer Setup] window appears.

**2** Click [Printers...].

**3** Click [Find Printers].

Available printers appear.

**4** Click to select the port you want to delete from "Unit Name" list.

**5** Click [Delete].

# Setting Up LPR Printing

Follow these steps to set up LPR printing.

## Note

- In the following instructions, some fields or dialog box names may differ depending on the NT service pack in use.

**1** Configure the IP parameters on the Network Interface Board using the control panel.

## Reference

For more information about setting IP parameters, see *“Configuring the printer for the Network with the Control Panel”* in Printer Reference 1.

**2** Click [Start] on the taskbar, point to [Settings], and then click [Control Panel].

**3** Double-click [Network] and select the [Protocols] tab to confirm that the TCP/IP protocol is installed.

If the TCP/IP protocol is not on the list of Network Protocols, click [Add] to install it.

**4** Select the [Services] tab.

If Microsoft TCP/IP Printing is not on the list of Network Services, click [Add] to install it.

**5** Click [Close] when all protocols and services have been added.

If the TCP/IP protocol has just been added, set the IP address and other TCP/IP parameters.

The new protocols and services will be available after the system is restarted.

## Important

- If the printer driver has not been installed yet, install it before continuing.

**6** Click [Start] on the taskbar, point to [Settings], and then click [Printers].

**7** Right click the appropriate printer and select [Properties].

**8** On the [Ports] tab, click [Add Port].

**9** Double-click [LPR Port] in the list of available printer ports.

**10** In the [Name or address of server providing lpd:] field, type the IP address of the Network Interface Board (that was assigned with the control panel).

**11** In the [Name of printer or print queue on that server:] field, type “PORT1” (quotation marks are not included) in capital letters and click [OK].

**12** Click **[Close]** to close the **[Printer Ports]** dialog box.

The IP address of the Network Interface Board is now displayed and currently selected on the list of ports.

**13** If the printer is to be shared, click the **[Sharing]** tab, select **[Shared]** and type the **[Share name]**.

**14** Click **[OK]**.

# 5. Dynamic Host Configuration Protocol (DHCP)

## Dynamic Host Configuration Protocol (DHCP)

The Dynamic Host Configuration Protocol (DHCP) provides a mechanism for delivering IP configuration parameters, including the IP address, subnet mask and default gateway, to devices (hosts) on an IP network. A DHCP server manages the pool of available IP addresses and grants device requests for an IP address.

When the DHCP is set to on, the Network Interface Board broadcasts a DHCP request for an IP address. If a DHCP server is present, the request might be processed, and the IP address might be returned to the Network Interface Board. Upon receipt of the IP address, the Network Interface Board resets, and prints a network configuration page. The network configuration page might list the new IP address (and Subnet mask and default gateway). Once an IP address has been assigned to the Network Interface Board, it might no longer broadcast DHCP requests.

### Important

- The IP address of the Network Interface Board assignment by DHCP works only if the Network Interface Board does not have an existing IP address.

The DHCP server leases a temporary IP address which expires after a period of time, or leases a permanent or unlimited lease which does not expire.

Devices that are granted a temporary lease are notified before the lease expires and asked if they want to extend the lease. The Network Interface Board continues extending its lease indefinitely (unless prohibited by your DHCP server configuration) and thus maintains a consistent IP address.

### Important

- If the Network Interface Board is not turned on or is not connected to the network during the period when the DHCP server is sending requests to extend the lease, the lease will not be extended. The DHCP server might cancel the lease and might assign the IP address to another device. Therefore, it is highly recommended that you reserve an IP address for the Network Interface Board in your DHCP server configuration.

If you change DHCP setting for IP address assignment, it can be enabled using the NIB Setup Tool. The NIB Setup Tool allows you to use a Wizard or a Property Sheet to configure the Network Interface Board. Use the Property Sheet to enable or disable this feature. After you select the Network Interface Board with the NIB Setup Tool, click **[Configure]** and then click the **[TCP/IP]** tab. If you do not use DHCP, select **[Specify an IP Address]** and set the IP address, the subnet mask and the default gateway address. If you use DHCP, select Obtain an IP Address from DHCP server.

 **Note**

- If the IP address is not assigned to the Network Interface Board, you need to install IPX protocol into your system and set IPX protocol in the NIB Setup Tool.
- You can run the NIB Setup Tool on the **[Tools]** menu in the SmartNetMonitor for Admin. For more information about installing the SmartNetMonitor for Admin, see Printer Reference 1.

# 6. NetWare Configuration

This chapter describes how to configure the printer to use as a print server in a NetWare environment.

## ❖ SmartNetMonitor for Admin

To use a printer in a NetWare environment, configure the NetWare printing environment by using SmartNetMonitor for Admin.

### Note

❑ If you configure NetWare printing environment by using SmartNetMonitor for Admin under following environment, NetWare Client which is provided by Novell is required.

- NDS mode in Windows 95/98/Me
- NDS or Bindary mode in Windows 2000/Windows NT4.0

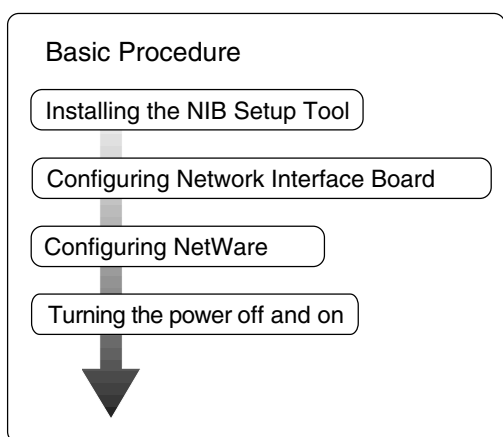
## ❖ Printers listed by SmartNetMonitor for Admin

SmartNetMonitor for Admin displays a list of printers, which are connected to the network.

If you cannot find out the printer from the displayed list, refer to the configuration page printed from the printer. For more information about printing a configuration page, see “Printing a configuration page” in Printer Reference 1.

## NetWare 3.x - Advanced Settings

This section describes how to configure your printer to use as a print server in the NetWare 3.x environment.



NW312-G-011

### Note

❑ This section assumes NetWare is functional and that the necessary environment for the NetWare Print Service is available.

---

## Setting Up as a Print Server

---

Follow these steps to set up the printer as a print server.

### Preparation

Install the SmartNetMonitor for Admin first by following the procedures below. See "Installing the Printer Driver and Software" in Printer Reference 1.

**1** Log on to the file server as a Supervisor or a Supervisor equivalent.

**2** Run SmartNetMonitor for Admin.

**3** Click the [Group] menu and click [Open LAN] and select [IPX/SPX].

A list of printers appears

### Note

If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see "Printing a configuration page" in Printer Reference 1.

**4** Click to select the printer you want to configure, and then click [NIB Setup Tool] on the [Tools] menu.

**5** Click to select [Wizard], and then click [OK].

**6** Type the device name into the [Device Name] box and comment into the [Comment] box as necessary, and then click [Next].

**7** Select the [NetWare] check box, and then click [Next].

**8** Click to select [Bindery], type the file server name into the [File Server Name:] box, and then click [Next].

In the [File Server Name:] box, type the name of the file server in which a print server is to be created. You can also select a file server from the list that appears by clicking [Browse].

**9** Type the print server name into the [Print Server Name] box, printer name into the [Printer Name] box, and print queue name into the [Print Queue Name] box, and then click [Next].

- In the [Print Server Name] box, type the name of the NetWare print server within 47 characters.
- In the [Printer Name] box, type the name of the NetWare printer.
- In the [Print Queue Name] box, type the name of the print queue to be added to NetWare.

**10** After confirming the settings, click [Next].

The settings take effect, and the NIB setup tool exits.

**11** Exit SmartNetMonitor for Admin.

**12** Turn the printer power off and on.

 **Note**

- To confirm that the printer is configured correctly, type as follows from the command prompt.

**F : > USERLIST**

- If the printer works as configured, the name of the print server appears as an attached user.

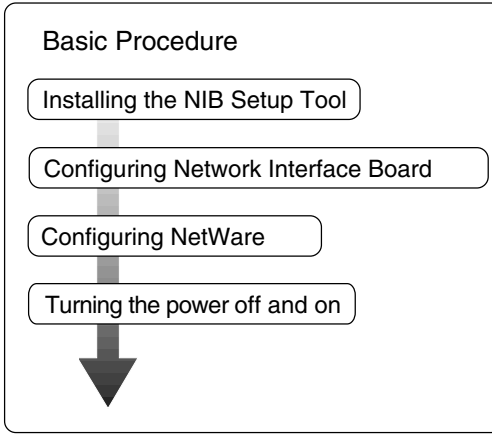


# NetWare 4.x, 5.x - Advanced Settings

This section describes how to configure your printer to use as a print server in the NetWare 4.x, 5.x environment.

## ❖ To use NetWare 5.x

- If you use Pure IP, use the printer as a print server. You cannot use the printer as a remote printer when you use Pure IP.



6

## Setting Up as a Print Server

Follow these steps to set up the printer as a print server.

### Preparation

Install the SmartNetMonitor for Admin first in accordance with the steps explained. See "Installing the Printer Driver and Software" in Printer Reference 1.

- 1** Log on to the file server as a Supervisor or a Supervisor equivalent.
- 2** Run SmartNetMonitor for Admin.
- 3** Click the [Group] menu and click [Open LAN] and select [IPX/SPX] or [TCP/IP].

A list of printers appears

### Note

- If you use Pure IP, select [TCP/IP].
- If you cannot identify which printer to configure from the list of printers, print Configuration Page from the printer and find the desired printer. For more information about printing Configuration Page, see "Printing a configuration page" in Printer Reference 1.

- 4 Click to select the printer you want to configure, and then click **[NIB Setup Tool]** on the **[Tools]** menu.

 **Note**

- If you use Pure IP, see p.38 "Using Pure IP in the NetWare 5.x environment".

- 5 Click to select **[Wizard]**, and then click **[OK]**.

- 6 Type the device name into the **[Device Name]** box and comment into the **[Comment]** box as necessary, and then click **[Next]**.

- 7 Select the **[NetWare]** check box, and then click **[Next]**.

- 8 Click to select **[NDS]**, type the file server name into the **[File Server Name:]** box, the NDS tree name into the **[Tree:]** box and the context into the **[Context:]** box, and then click **[Next]**.

In the **[File Server Name:]** box, type the name of the file server in which a print server is to be created. You can also select a file server from the list that appears by clicking **[Browse]**.

Clicking **[Browse]**, you can select a NDS context among those listed in the **[Browse]** dialog box.

As a context, object names are typed from a lower object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

- 9 Type the print server name into the **[Print Server Name]** box, printer name into the **[Printer Name]** box, print queue name into the **[Print Queue Name]** box, and print queue volume into the **[Print Queue Volume]** box, and then click **[Next]**.

- In the **[Print Server Name]** box, type the name of the NetWare print server within 47 characters.
- In the **[Printer Name]** box, type the name of the NetWare printer.
- In the **[Print Queue Name]** box, type the name of the print queue to be added to NetWare.
- In the **[Print Queue Volume]**, type the volume of print queue. As a volume, object names are typed from a lower object and divided by a period. You can select a volume by clicking **[Browse]**.

- 10 After confirming the settings, click **[Next]**.

The settings take effect, and the NIB setup tool exits.

- 11 Exit SmartNetMonitor for Admin.

**12** Turn the printer power off and on. **Note**

- To confirm that the printer is configured correctly, type as follows from the command prompt.

```
F :> NLIST USER /A/B
```

- If the printer works as configured, the name of the print server appears as an attached user.

**Using Pure IP in the NetWare 5.x environment****1** Log on to the file server as an Admin or an Admin equivalent.**2** Run SmartNetMonitor for Admin.**3** Click [Property Sheet] and click [OK].

The [NIB Setup Tool] dialog box appears.

**4** Click the [NetWare] tab, and make the following settings.**1** In the [Print Server Name:] box, type the name of the print server.**2** In the [File Server Name:] box, type the name of the file server in which a print server is to be created.

Clicking [Browse], you can select a file server among those listed in the [Browse File Server] dialog box.

**3** In the [NDS Context:] box, type the context of the print server.

Clicking [Browse], you can select a NDS tree and a NDS context among those listed in the [Browse Context] dialog box.

As a context, object names are typed from a lower object and divided by a period. For example, if you want to create a print server into NET under DS, type "NET.DS".

**4** In the [Print Server Operation Mode] group, click [As Print Server].**5** Click [OK] to close the property sheet.**6** After a confirmation dialog box appears, click [OK].**5** Exit SmartNetMonitor for Admin.

After this step, go to step **9** on p.36 "Setting Up as a Print Server".

# Setting Up a Client Computer

This section describes how to set up a client computer when using a NetWare print server.

After installing the printer driver, change the print port to NetWare queue.

## Note

- This section assumes that the client has NetWare client applications installed and is correctly configured to communicate with a NetWare print server. If not, install the necessary applications before starting the setup procedure.

---

## Windows 95/98/Me

---

Follow these steps to set up a Windows 95/98/Me client.

### Preparation

Log on to the NetWare file server before starting the following procedure.

### **1** Install the printer driver you want to use.

#### Reference

For more information about installing the printer driver, see Printer Reference 1.

#### Note

- Any port is selected during the installation, however, LPT1 is recommended.

### **2** Click [Start], point to [Settings], and then click [Printers].

### **3** In the [Printers] window, click the icon of the printer you want to use.

### **4** On the [File] menu, click [Properties].

### **5** Click the [Details] tab, and click [Add Port].

### **6** Click [Network] and click [Browse].

### **7** On the network tree, double-click the name of the file server. The queues are displayed.

### **8** Click the queue you want to print, and click [OK].

### **9** Click [OK].

In the [Print to the following port] box, a network path to the printer appears.

### **10** Click [OK] to close the Printer Properties, and again, open it.

### **11** Click the [Printer Settings] tab.

- 12** Clear the [Form feed] and the [Enable banner] check boxes.

 **Note**

- You should not select these check boxes because they should be specified using the printer driver. If they are selected, the printer might not print correctly.

---

### When Using the PostScript Printer Driver

---

Follow these steps to set up for the PostScript Printer Driver.

- 1** Click the [PostScript] tab.
- 2** Click [Advanced].
- 3** Click to clear the [Send CTRL+D before job] and the [Send CTRL+D after job] check boxes.

- 13** Click [OK] to close the Printer Properties.

---

## Windows 2000

---

6

Follow these steps to set up a Windows 2000 client.

 **Preparation**

Log on to the NetWare file server before starting the following procedure.

- 1** Double-click the [My Network Place] icon on the desktop and navigate to the queue you want to use, and then double-click it.  
The [Printers] dialog box appears.
- 2** Click [No].
- 3** Close all applications that are currently running.
- 4** Insert the CD-ROM labeled "Printer Drivers and Utilities" into the CD-ROM drive.  
If the setup menu starts automatically, you can go to the next step. If not, see Printer reference 1.
- 5** Install the printer driver you want to use.
- 6** Click [Start], point to [Settings], and then click [Printers].
- 7** In the [Printers] window, click the icon of the printer you want to use.
- 8** On the [File] menu, click [Properties].
- 9** Select the queue you selected in step **1** from the [Port] list in the [Ports] tab, and then click [OK].

---

## Windows NT 4.0

---

Follow these steps to set up a Windows NT 4.0 client.

### Preparation

Log on to the NetWare file server before starting the following procedure.

- 1** Double-click the **[Network Neighborhood]** icon on the desktop and navigate to the queue you want to use, and then double-click it.

The **[Printers]** dialog box appears.

- 2** Click **[No]**.

- 3** Close all the applications that are currently running.

- 4** Insert the CD-ROM labeled "Printer Drivers and Utilities" into the CD-ROM drive.

If the setup menu starts automatically, you can go to the next step. If not, see Printer Reference 1.

- 5** Install the printer driver you want to use.

- 6** Click **[Start]**, point to **[Settings]**, and then click **[Printers]**.

- 7** In the **[Printers]** window, click the icon of the printer you want to use.

- 8** On the **[File]** menu, click **[Properties]**.

- 9** From the **[Port]** tab, select the queue you selected in step **1**, and then click **[Next >]**.

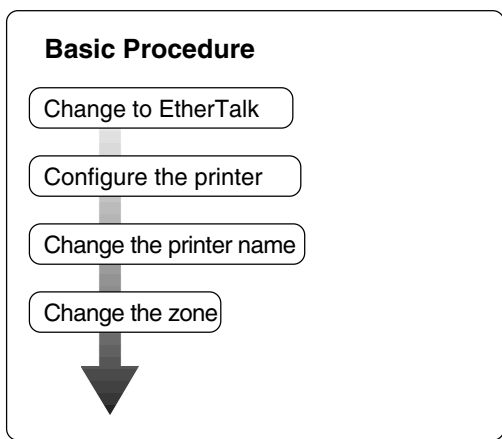
- 10** Follow the instructions on the screen.



# 7. Macintosh Configuration

## Configuring Macintosh

This section describes how to configure a Macintosh computer to use EtherTalk. The actual procedures to configure a Macintosh may vary depending on the version of the Mac OS. The following procedure describes how to configure Mac OS 9.1. If you are not using Mac OS 9.1, see the manual that comes with your version of Mac OS for more information.



MAC-G-010

### ! Limitation

- For use with Mac OS 8.6 or later. (Mac OS X Classic environment is supported.)
- For use with Mac OS X 10.1 or later.
- For use with a Macintosh, Power PC is required.



---

## Changing to EtherTalk

---

The following procedure is for configuring a Macintosh computer to use EtherTalk.

### Reference

For more information about installing the software required for EtherTalk, see the Macintosh manuals.

---

### Mac OS

---

- 1** Open [Control Panel], and then double-click the [AppleTalk] icon.
- 2** From the [Connect via:] pop-up menu, select "Ethernet".
- 3** If you change zones, select a name from the [Current zone:] pop-up menu.
- 4** Close the [AppleTalk] control panels.
- 5** Restart the computer.

---

### Mac OS X

---

#### Preparation

You need an administrator name and a password (phrase). For more information, consult your administrator.

- 1** Open [System Preference], and then click the [Network] icon.
- 2** Click the [AppleTalk] tab.
- 3** If you change zone, select a name from the [AppleTalk Zone:] pop-up menu.
- 4** When the setting is complete, click [Apple Now].

---

## Configuring the Printer

---

Use the control panel to activate the EtherTalk protocol. (The default is active.)

### Reference

For more information about configuration, see Printer Reference 1.

---

## Changing the Printer Name

---

If the network has several similar model printers, the names will be the same. Printers that have the same name will have their names slightly changed in the Chooser. For example, three printers named “printer” will appear in the chooser as “printer0”, “printer1” and “printer2”.

To change the printer name in the Macintosh EtherTalk environment, use the Printer Utility for Mac included on the CD-ROM labeled “Printer Drivers and Utilities”.

---

## Changing the Zone

---

To change the zone configuration in the Macintosh EtherTalk environment, use the Printer Utility for Mac included on the CD-ROM labeled “Printer Drivers and Utilities”.

### Reference

For more information about using Printer Utilities for Mac, see Type 1018 PostScript level2 Compatible Kit Operating Instructions Supplement provided as a PDF file on the CD-ROM labeled “Printer Drivers and Utilities”.

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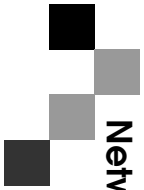
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# Network Interface Board Type 1018 (option) Quick Configuration Guide

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# Network Interface Board Owner's Manual

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This manual provides a description of the Network Interface Board for use in Novell NetWare<sup>®</sup>, AppleTalk<sup>™</sup>, and TCP/IP networks.

**Part Number/Version:** B405-8699

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## Conventions used in this manual

Convention	Description
<i>Italic</i> type	Indicates placeholders where you specify a value, such as a file name, address, or other value. Italics are also used for book titles and cross-references to other chapters or sections of this manual.
<b>Bold</b> type	Indicates specific choices within instructions or procedures, such as keys, buttons, or other dialog box options. For example: Click on <b>Software Installation</b> .
Choose <b>File</b> -> <b>Open</b>	Indicates a menu selection (such as choosing the <b>Open</b> command from the <b>File</b> menu).
<b>monospace bold</b> type	Indicates file names, path names, and so on. Code examples are also shown in a monospace font.
Press <b>Enter</b>	On some keyboards, the <b>Enter</b> key is marked <b>Return</b> . (Similarly, some keyboards may use different key labels such as <b>Esc</b> or <b>Escape</b> .) Unless it is otherwise noted, you terminate all typed commands (such as in a DOS command box) by pressing <b>Enter</b> or <b>Return</b> .

## Acronyms used in this manual

Acronym	Meaning
arp	Address Resolution Protocol
DIB	Directory Information Base
DHCP	Dynamic Host Configuration Protocol
ESD	Electrostatic Discharge
FTP	File Transfer Protocol
HTML	HyperText Markup Language
HTTP	HyperText Transfer Protocol
IP	Internet Protocol
IPP	Internet Printing Protocol



Acronym	Meaning
IPX	Internetwork Packet Exchange
MAP	Management Access Program
MIB	Management Information Base
NIC	Network Interface Card
NDS	NetWare Directory Services
NOS	Network Operating System
PCL	Printer Control Language
PDS	Print Device Subsystem
PPD	PostScript Printer Driver
rarp	Reverse Address Resolution Protocol
SAP	Service Advertising Protocol
SMIT	System Management Interface Tool
SNMP	Simple Network Management Protocol
SPX	Sequenced Packet Exchange
STP	Shielded Twisted Pair
TCP/IP	Transmission Control Protocol/Internet Protocol
UTP	Unshielded Twisted Pair

## Structure of this manual

- Chapter 1, *Introduction*, contains information about the Network Interface Board, its features, and the hardware and NOS requirements.
- Chapter 2, *Installing the Network Interface Board*, explains how to install the card.
- Chapter 3, *Monitoring the Network Interface Board*, explains how to use the Management Access Program (MAP) or a Web browser to configure and monitor the Network Interface Board.
- Chapters 4 through 7 explain how to configure the Network Interface Board for specific environments.
- Chapter 8, *Operation and Troubleshooting*, contains information on the LED status indicators, printing status reports, and resetting the print server to factory defaults. It also contains troubleshooting checklists.
- Appendix A, *Jumper Settings*, describes the jumper settings and locations.
- Appendix B, *Network Interface Board Specifications*, lists the general specifications for the Network Interface Board, including the specifications for the 10/100BaseT cables.



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# Chapter 1

## Introduction

---

The Network Interface Board is a Network Interface Controller that you install into compatible printers to provide Ethernet® network connectivity.

This chapter describes:

- Network Interface Board features
- Contents of the Network Interface Board package
- Hardware and NOS requirements

### 1.1 Network Interface Board Features

---

The Network Interface Board has the following features:

- Automatic selection of 100BaseT Fast Ethernet connection or 10BaseT Ethernet connection
- Fully-transparent AppleTalk™ printing support for Macintosh™ systems
- IP Peer-to-Peer (serverless) discovery and printing from Microsoft® Windows™ 95/98/Me or Windows NT™ 4.0 workstations
- IPX Peer-to-Peer (serverless) discovery and printing from Windows 95/98/Me workstations, without a Novell® file server present and without using IP
- Novell NetWare® PSERVER on Bindery based configurations and Novell Directory Services (NDS)
- **lpr/lpd** over TCP/IP for UNIX™-based systems and Windows systems
- IP and IPX Simple Network Management Protocol (SNMP) support of Management Information Base-2 (MIBII) and proprietary NIC-MIB
- SNMP support of standard MIB, MIBII, proprietary NIC-MIB, and proprietary printer MIBs on compatible printers
- Integral HTTP server to allow monitoring and management of your Network Interface Board from a Web browser such as Internet Explorer or Netscape® Navigator, Communicator
- Management Access Program (MAP) to allow Windows-based HTML viewing for monitoring and managing your Network Interface Board



- FTP printing directly from a Web browser or other FTP client

## 1.2 Network Interface Board Package Contents

---

The Network Interface Board package contains the following:

- Network Interface Board
- CD-ROM containing:
  - This manual
  - MAP
  - IPX Peer-to-Peer Windows Redirector
  - IP Peer-to-Peer Windows Redirector
  - NWSetup Utility

Check each directory for a **README** file containing the latest information about the installation and operation. Read these files before installing.

**Note:** Each Network Interface Board has a unique six-digit serial number with a three-letter prefix — for example, “RDP”. The serial number is listed on the bottom of the Network Interface Board and displayed on the box.

---

## 1.3 Hardware and NOS Requirements

---

The Network Interface Board hardware and software require the following:

### Version of protocol or NOS

- Novell NetWare Version 3.x (or higher), 4.x, or 5.x
- Apple Macintosh System 8.x or 9.x.
- UNIX, Windows, or LAN Server systems supporting **lpr** over TCP/IP
- Sun™ Solaris™ 2.5.1 or 2.6, 7, 8
- Hewlett Packard HP-UX™ 8.x, 9.x, 10.x, 11.0
- RED HAT Linux 6.2

### Software

- NetWare printing requires NetWare Capture, NPRINT, and either PCONSOLE (later than 1.0) or NWADMIN.
- NWSetup requires Windows 95/98/Me, Windows2000 or Windows NT 4.0 and the Novell 32-bit client.
- The IP Peer-to-Peer utility requires Windows 95/98/Me or Windows NT 4.0.
- The IPX Peer-to-Peer utility requires Windows 95/98/Me.
- The MAP utility requires Windows 95/98/Me, Windows 2000 or Windows NT 4.0. MAP also requires a Web browser such as Internet Explorer or Netscape Navigator, Communicator.
- AppleTalk printing requires the appropriate PostScript® Printer Description (PPD) for the printer.
- TCP/IP setup and maintenance can be done with Telnet. To monitor and maintain with HTTP requires a Web browser.

### Hardware

- Support for 10 Mbps Ethernet networks: 10BaseT (twisted pair) cables and hardware

- Support for 100 Mbps Ethernet networks: 100BaseT (twisted pair) cables and hardware
- CD-ROM drive on the workstation to accept Windows, Macintosh, or UNIX-based utilities

---

# Chapter 2

## Installing the Network Interface Board

---

This chapter describes:

- Installing an Network Interface Board in your printer
- Connecting the Network Interface Board to an Ethernet network
- Powering up the printer

### 2.1 Installing an Network Interface Board in Your Printer

---

1. Before installing the board, generate a printer status or test page, if possible.  
This gives you detailed information on the identification and configuration of your printer, and ensures the printer is set up and operating properly.
2. Make sure the printer is operating properly, there is paper in the paper tray, and the toner bottle is setting correctly.
3. Turn off the printer and remove the power cord.
4. Install the Network Interface Board in the option port, according to the printer manufacturer's instructions.

---

**Note:** The Network Interface Board is designed to protect sensitive components from damage due to electrostatic discharge during normal operation. When installing the card, however, take proper static-control precautions to prevent damage to equipment.

---

## 2.2 Connecting the Network Interface Board to an Ethernet Network

---

Connect the Network Interface Board to your Ethernet network using the 10BaseT or 100BaseT Ethernet interface. This network connection uses a 4-wire RJ cable to plug into the RJ45 network connector on the Network Interface Board. For a description of the signals, see *Appendix B, Network Interface Board Specifications*.

## 2.3 Powering up the Printer

---

1. Plug in the power cord.
2. Turn on the power and wait for the printer to warm up.

The printer may print a status or start-up page if this option is not disabled.

The Network Interface Board then sends a print job to the printer that contains the Network Interface Board status information. For more information, see *Section 8.2 Status Report*.

3. Check the Network Interface Board status report. Record the serial number (six digits with a three-letter prefix) and the network address or save the status report.

You need this information when you configure the printer for your network.

Refer to the chapters relevant to your particular network setup for instructions on configuring the network for the Network Interface Board.

---

# Chapter 3

## Monitoring the Network Interface Board

---

This chapter describes:

- Overview of the Management Access Program (MAP)
- MAP requirements
- Where to install MAP
- Installing MAP in Windows 95/98/Me, Windows 2000 or Windows NT
- Using MAP to monitor and maintain the Network Interface Board
- Using a Web browser to monitor and maintain the Network Interface Board

### 3.1 MAP Overview

---

The Management Access Program (MAP) provides a Windows-based HTML viewer linked to a proprietary bi-directional IPX/IP channel program to allow access to the Network Interface Board's HTML pages for monitoring and maintenance capabilities.

Using MAP lets you:

- Configure your network protocols for the Network Interface Board
- Reset the Network Interface Board remotely or return it to its factory default settings
- Troubleshoot problems in the Network Interface Board
- Enable or disable the status sheet printout
- Access a context-sensitive help menu that explains how to use each Network Interface Board HTML feature

You can also access the monitoring and maintenance capabilities by using a Web browser such as Internet Explorer or Netscape Navigator. The Network Interface Board must have an IP address for access with a Web browser.

---

**Note:** To change parameter values with MAP or with a Web browser, you must know the Network Interface Board management password. The factory default password is

sysadm.

---

## 3.2 MAP Requirements

---

To use MAP, your workstation must have the following installed:

- Microsoft TCP/IP protocol  
It is not necessary for the network to support TCP/IP. However, the TCP/IP protocol must be installed even if the network does not support it.
- A Web browser — such as Internet Explorer or Netscape Navigator
- IPX — if you want to use the IPX search functions  
Both the Microsoft standard stacks and Novell 32-bit stacks are supported.

## 3.3 Installing MAP

---

You can install MAP on any workstation hard drive or network drive.

### To install MAP:

1. Put the supplied CD-ROM into the CD drive of your workstation.
2. Choose **Start> Run**.
3. Type the following command and click **OK**:  

```
drive: \MAP\SETUP.EXE
```

where *drive* is your CD drive.
4. Read the information in the MAP installation notes.
5. At the prompt “Do you wish to install MAP?,” click **Yes**.
6. Select a destination directory for the program (default is **C:\Program Files\MAP**) and click **Next**.
7. Select a program folder (default is MAP) and click **Next**.

---

**Note:** You cannot use MAP with Windows 3.1.

---

## 3.4 Monitoring with MAP

---

1. To start MAP on your workstation, choose **Start -> Map -> Map**.  
MAP lists IP print servers by their IP address and lists IPX print servers by their SAP identification.
2. Select the print server you want to access.  
MAP sets up a link to the print server and obtains its HTML page.

## 3.5 Monitoring with a Web Browser

---

Once you have assigned an IP address to your Network Interface Board, you can use a Web browser, such as Netscape Navigator or Internet Explorer, to view the Network Interface Board HTML pages for monitoring and maintenance as follows:

1. In your Web browser, choose **File -> Open**.
2. Enter the IP address of the Network Interface Board and click **OK**.

For example:

**http://192.9.200.200**

The HTTP Server screen opens.

If you have problems, make sure you are using the correct IP address.





---

# Chapter 4

## NetWare Configuration

---

This chapter describes configuring the Network Interface Board as follows:

- Using PCONSOLE with NetWare 3.x
- Using PCONSOLE with NetWare 4.x Bindery Services (there is no bindery function in Version 5.x )
- Using NWADMIN with NetWare 4.x and 5.x Directory Services
- Using MAP or a Web browser to access parameters for NetWare
- Using standard NW Setup utilities to change the configuration

---

**Note:** These instructions assume that your NetWare environment is set up correctly according to the Novell documentation.

---

### 4.1 Configuring NetWare 3.x

---

Before configuring NetWare, use MAP or a Web browser to determine if the Network Interface Board has the name you want — either the default name or a user-defined name. See Chapter 3, *Monitoring the Network Interface Board*.

---

**Note:** Novell recommends upgrading to 4.2 and no longer supports versions lower than 3.2.

---

The general procedure for configuring the Network Interface Board for NetWare is as follows. Refer to the relevant sections in this chapter for detailed information.

- Using PCONSOLE, select the file server you want to use
- Create the print queues
- Specify the Network Interface Board as a print server
- Configure the print server and printer
- Assign the print queues
- Set Notify options

**Note:** You must have supervisor privileges to configure the queue. When you are finished, turn the printer off and on again. The printer prints a status page that lists the file servers attached to the unit and the queues it services.

---

Before you begin:

- Verify that you have supervisor privileges on the file servers on which you are entering the Network Interface Board print server and queue.
- Verify that your version of PCONSOLE is later than 1.0.

### 4.1.1 Using PCONSOLE to Select a File Server

1. Log in as a supervisor or ADMIN.
2. At the command prompt, enter the **PCONSOLE** command.
3. Choose **Change Current File Server** from the Available Options menu.  
A list of file servers is displayed.
4. Select the file server on which you want to install the print server.  
If the name of the file server you want is not displayed, type **h** to display a list of file servers.
5. Log in to the file server.
6. Press the **Esc** key to return to the Available Options menu.

### 4.1.2 Creating Print Queues

A print server takes the print jobs from queues and sends them to the printer. The print server must be assigned to at least one print queue on the file server.

If the print queue that you want the Network Interface Board to service already exists, and you know the name of this queue, refer to *Section 4.1.3 Entering the Print Server Name*.

If you do not know the name of the queue or it does not exist, create a queue.

To create a queue:

1. In PCONSOLE, choose **Print Queue Information** from the Available Options menu.  
A list of existing queues is displayed.
2. Press the **Insert** key.
3. Enter the name of the queue.

4. Press the **Esc** key to return to the Available Options menu.

### 4.1.3 Entering the Print Server Name

1. In PCONSOLE, choose **Print Server Information** from the Available Options menu.

A list of existing print servers is displayed.

2. Press the **Insert** key.

The New Print Server Name box is displayed.

3. Enter the name of the print server.

On the printer status sheet, the print server name will appear under NetWare information. The default name is the Network Interface Board serial number (six digits with a three-letter prefix).

---

**Note:** You can change the print server name using the MAP utility or a Web browser. See Chapter 3, *Monitoring the Network Interface Board*.

---

### 4.1.4 Configuring the Print Server

1. In PCONSOLE, choose the print server name from the Print Servers list.

The Print Server Information menu is displayed.

2. Choose **Print Server Configuration** from the menu.

3. Choose **Printer Configuration**.

The Configured Printers menu appears. Since this is a new Print Server entry, all printers are labeled “Not Installed.”

4. Choose **Printer 0**.

The Printer 0 Configuration screen appears with a title of “Printer 0.”

5. To change the name that the print server uses in its messages in the Notify list to users, select **Name** and enter a name.

This name helps you identify the printer — for example, LASER\_PRINTER.

6. Choose **Type**.

A list of printer types is displayed.

In the list of printer types, choose **Remote Other/Unknown**.

This creates default entries in the other fields. These defaults are usually optimal, so do not change them without specific knowledge of the effects.

7. Press the **Esc** key and save your changes. Then continue to press **Esc** to return to the Print Server Configuration menu. If you have finished the configuration, save your changes and exit from PCONSOLE.

### 4.1.5 Assigning Print Queues to the Printer

When you assign queues to the defined printer, you authorize the print server to service these queues.

---

**Note:** Do not assign the same queue to two different print servers. If a queue is assigned to multiple print servers, print jobs might not go to the intended printer.

---

To assign print queues to the printer:

1. In PCONSOLE, choose **Queues Serviced By Printer** from the Print Server Configuration menu.

2. Choose the printer name from the list of defined printers.

The Available Queues list for the printer is displayed.

3. Choose the queue you want and then assign a priority level from 1 to 10 (where 1 is the highest priority. It is also the default).

The queue is displayed on the list for the printer.

You can press **Enter** again to assign additional queues.

4. When you finish assigning queues, press the **Esc** key and save your changes. Then continue to press **Esc** to return to the Print Server Configuration menu. If you have finished the configuration, save your changes and exit from PCONSOLE.

## 4.1.6 Setting Up Notify Options for the Printer

You can specify users or groups of users that are notified if a problem occurs when a print job is sent to the printer. The print server supports the enhanced Notify options for printers, including informing users when the printer —

- Is off-line, jammed, opened, or out of paper
- Requires a manual paper feed or a form change
- Has had an engine failure

If the print server services queues on multiple file servers, you must set up a Notify list for each file server.

To configure the Notify options:

1. In PCONSOLE, choose **Notify List for Printer** on the Print Server Configuration menu.
2. Choose the printer from the Defined Printers list.
3. Press **Enter** to view a list of Notify Candidates.
4. Select the user or group from the list.
5. Set the First and Next intervals in the Notify Intervals screen by entering a number for each interval.

The First interval is the number of seconds the network waits before it notifies candidates about a print job problem. The Next interval specifies how often, in seconds, candidates are notified.

6. After entering the intervals, press the **Esc** key and save your changes. Then continue to press **Esc** to return to the Print Server Configuration menu. If you have finished the configuration, save your changes and exit from PCONSOLE.

## 4.1.7 Installing the Print Server on Multiple File Servers

To install the print server on more than one file server, perform the procedures described in sections 4.1.1 through 4.1.6 for each file server. You must use the same name and password (or no password) on all file servers. You can set the password for the Network Interface Board using MAP (see *Section 4.3 Configuring the Network Interface Board*). If you use a password, specify it on each file server using the Change Password option on the Print Server Information menu of the PCONSOLE utility.

A *hop* is an intermediate connection in a string of connections linking two network devices. For example, on a network, some data packets must go through several routers before reaching their final destination. Each time a packet is forwarded to the next router,

a hop occurs. The more hops, the longer it takes the data to go from the source to the destination.

A *tick* is 1/100 of a second for the Network Interface Board (Novell has a different value). **Propagation delay** is the time it takes for the data to travel through the network, from the source to the destination.

At startup, the Network Interface Board automatically searches for and attaches to the file servers that are no more than four hops away and that have no more than eight ticks propagation delay. For extremely large or complex networks, this allows a bounded search time on startup.

If the print server must attach to file servers beyond this range, or if you want to accelerate start up by eliminating the need to search all file servers within the four hops/eight ticks radius, enter the name of the file server operating with the print server in the Print Server Configuration of a **primary file server**. The primary file server is a server close to the printer and contains a list of file servers that it services. The primary file server can be any file server within the four hops/eight ticks propagation time limits but ideally is as close as possible to the print server. Once the print server locates the primary file server and the list of file servers to be serviced, the automatic search stops and the print server goes directly to those file servers listed (and to no others).

### 4.1.8 Setting Up a Primary File Server

1. Log in to the server you want to designate as the primary server and run PCONSOLE on that server.
2. Choose **File Server To Be Serviced** from the Print Server Configuration menu.
3. Press the **Insert** key to display the Available File Servers list.
4. Select the name of each file server to be serviced and press **Enter** to add it to the list.
5. When the list is complete, press **Esc** to return to the menu.
6. Install the Network Interface Board on each primary file server.

### 4.1.9 Setting Up Preferred File Servers

You can specify a preferred file server on the Network Interface Board (see Chapter 3, *Monitoring the Network Interface Board*). If a preferred file server is listed, the Network Interface Board attaches to this identified file server instead of initiating the automatic search. If the preferred file server is also a primary file server (for example, has file servers listed under File Servers to Be Serviced), the Network Interface Board connects directly to these file servers.

**Note:** The Preferred File Server applies only to bindery-based queues. There is no effect on NDS queues.

---

## 4.2 Configuring NetWare Bindery Emulation

---

NetWare 4.x can operate in two modes:

- NetWare Directory Services (NDS)
- Bindery Services Emulation

For NDS, refer to *Section 4.3 Configuring the Network Interface Board*.

These services run simultaneously and transparently to each other. You can configure the Network Interface Board to operate with Bindery Services Mode only or to operate under NDS. When configured under NDS, the Network Interface Board also services older file servers operating in Bindery Mode.

---

**Note:** If the Network Interface Board is not properly set up for NDS and the Bindery Services Mode is not running, the Network Interface Board cannot find its file servers. The status page then indicates the NetWare protocol is not active.

---

### 4.2.1 Confirming Bindery Context

Before installing the Network Interface Board on a Novell NetWare 4.x server in Bindery Emulation Mode, check that the server has a Bindery Context (name for the server under Bindery Services Mode). If the server does not have a Bindery Context, you can install the Network Interface Board in NDS mode. If the Network Interface Board must be installed in Bindery Emulation Mode, the server must have a Bindery Context.

1. At the system console on the 4.x server, enter the **load install** command.
2. Choose **Maintenance/Selective Install** from the menu.
3. Choose **NCF Files Options** from the menu.
4. Choose **Edit AUTOEXEC.NCF** from the menu.
5. Search the file to see if you have a statement similar to the following:

```
SET BINDERY CONTEXT=0U=context
```

where *context* is the name of your file server context. If this string is not present, you can enter it in the `autoexec.ncf` file.



6. If you entered a new string in `autoexec.ncf`, then at the console prompt, enter the `SET BINDERY CONTEXT` statement that you entered in the file.
- 

**Note:** The command at the console prompt takes effect immediately. The definition in `autoexec.ncf` takes effect when the server is restarted.

---

### 4.2.2 Configuring in Bindery Mode with PCONSOLE

Once you confirm the server has Bindery Context, use the following procedures to configure the Network Interface Board.

To configure the Network Interface Board with PCONSOLE:

1. Log in as a supervisor or ADMIN.
  2. At the command prompt, enter the `PCONSOLE` command.
  3. Press the **F4** key to switch to Bindery mode.
- 

**Note:** If you receive a message asking you to log in to a server with Bindery connections, the server you are attached to does not have Bindery Mode enabled. Follow the steps in *Section 4.2.1 Confirming Bindery Context* or log in to a server with Bindery Services activated.

---

4. Choose **Quick Setup** from the Available Options list.
5. Use Quick Setup to connect your print server, print queue, and printer correctly. You can modify these later if necessary.
6. Select Print Server and press **F3** or **Insert** to modify the entry.
7. Enter the name of the print server in the **Print Server** field.

The print server name appears under Novell Network Information on the Status and Configuration report. The default name is the Network Interface Board serial number (six digits with a three-letter prefix).

8. Enter a name in the **New Printer** field.
9. Enter a name in the **New Print Queue** field.
10. In the Printer Type field, choose **Other/Unknown** from the list of printer types.
11. When you are finished, press **Esc** to save the configuration.

Repeat steps 5 through 11 for each file server that the print server services.

To view, add, delete, or modify print servers or queues after the initial setup, select either **Print Queues** or **Print Servers** on the Available Options menu.

## 4.3 Configuring the Network Interface Board

---

NDS offers a more advanced approach to network management than previous NetWare versions. It stores and tracks all network objects. As a rule, all 4.x and 5.x servers must have NDS loaded in order to function. In this way, every NetWare 4.x or 5.x server is a directory server, because it services named directory objects such as printers, print servers, and print queues. With the appropriate privileges, you can create a print server object which, once configured in its context (or location) on the network, eliminates the cumbersome setup of print servers on *every* network server. NDS provides true enterprise networking based on a shared network database rather than an individually defined physical site. The result is greatly improved print server setup and management.

The Directory Information Base (DIB) stores information about servers and services, users, printers, gateways, and so on. It is a distributed database, allowing access to data anywhere on the network wherever it is stored. NetWare versions earlier than 4.x provide the same data found in the DIB, but the NetWare Bindery stores the data. The DIB was designed with more flexible access and more specific security; moreover, since it is distributed, it was designed to be partitioned. The DIB uses an object-oriented structure rather than the flat-file structure of the Bindery, and offers network-oriented access rather than the server-oriented access found in the Bindery.

The DIB is backward-compatible with the NetWare Bindery through Bindery Emulation Mode. *Section 4.2 Configuring NetWare Bindery Emulation* describes Print Server Operation with a NetWare 4.x system in Bindery Emulation Mode. When Bindery Emulation is enabled, Directory Services accept Bindery requests and respond as if a Bindery exists on the NetWare server being accessed. Information obtained from the Bindery query may not be stored in the server because the DIB is a partitioned and distributed database. Even though the NetWare 4.x server is not operating from a Bindery, the applications making Bindery requests do not know the difference.

You can use NWADMIN to configure the printer in NDS. Before you can print, NDS must be set up as described in the following sections and the Network Interface Board must be set up with NDS Context and Tree. See *Section 4.4 Configuring the Network Interface Board*.

The following sections describe using NWADMIN to create printer, print server, and print queue objects. You can assign or associate these objects with each other. You can keep

Bindery resources on any server under NetWare 4.x if you include a SET statement in your **autoexec.ncf** file.

Alternatively, you can use PCONSOLE to set up static information about print servers, such as the queues to service and whom to notify in the event of a problem. Refer to the NetWare documentation for more information about the use of PCONSOLE for NDS.

### 4.3.1 Creating the Printer Object

1. Start NWADMIN. (For example, double-click the NWADMIN icon in the NetWare Tools group.)  
The NetWare Administrator window opens.
2. Choose **Object -> Browse**.  
Your directory tree is displayed.
3. Select the Organizational Unit or Organization where you want to create the printer in the Directory Tree, and choose **Object -> Create**.  
The New Object windows appears.
4. In the Class of New Object list, choose **Printer** and click **OK**.
5. When the Create Printer window appears, enter a value in the **Printer Name** field and click **Create**.

### 4.3.2 Creating the Print Server Object

To create a print server object:

1. In NWADMIN, choose **Object -> Browse**.
2. Select the Organizational Unit where you want to create the print server in the directory tree and choose **Object -> Create**.
3. In the New Object window, scroll down the Class of New Object list, choose **Print Server** and click **OK**.
4. When the Create Printer window appears, enter a value in the **Print Server Name** field and click **Create**.

### 4.3.3 Creating the Print Queue Object

1. Start NWADMIN.
2. Choose **Object -> Browse**.
3. Select the Organizational Unit where you want to create the print queue in the directory tree and choose **Object -> Create**.

4. In the New Object window, scroll down the Class of New Object list, choose **Print Queue** and click **OK**.
5. In the Create Print Queue window, click **Directory Service Queue**, enter values for **Print Queue Name** and **Print Queue Volume** and click **Create**.

If you do not know the Print Queue Volume name (the hard drive you are accessing), click the icon to the right of the volume field. The Select Object window opens with the volume listed in Objects. If the volume is *not* listed, scroll through the Directory Context items to find the volume where you want the queue to reside.

6. Click the object (hard drive) of your choice.  
The object appears in the **Selected Object** field.
7. Click **OK** and then click **Create**.

### 4.3.4 Assigning the Printer Object

1. In NWADMIN, choose **Object -> Browse**.
2. In the NWADMIN directory tree, double-click the printer object created in *Section 4.3.3 Creating the Print Queue Object*.  
The Printer window opens.
3. Click **Assignments** and then click **Add**.
4. When the Select Object window opens, find the print queue object just created and select it.
5. Click **OK**.  
The print queue just created appears in the Print Queues list in the Printer window.
6. Click **OK**.

### 4.3.5 Assigning Print Server Object

1. In NWADMIN, choose **Object -> Browse**.
2. In the NWADMIN directory tree, double-click the print server object you just created.  
The Print Server window opens.
3. Click **Assignments** and then **Add**.
4. When the Select Object window opens, select the printer object just created in the Objects list and click **OK**.  
The printer (with its context) appears in the Printers list.

5. Click **OK**.

### 4.3.6 Checking Assignments

1. In NWADMIN, choose **Object -> Browse**.
2. In the NWADMIN directory tree, double-click the print queue object.  
The Print Queue window opens.
3. Click **Assignments**.  
If you configured the print queue and printer correctly, they will appear in the proper boxes in the Print Queue window.
4. Click **Cancel**.

### 4.3.7 Setting Up and Resetting the Printer

After completing the NWADMIN configuration, you must set up and reset (power cycle) the printer before you can begin printing.

## 4.4 Configuring the Network Interface Board

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Use the MAP utility or a Web browser to:

- Define the context and tree of the Print Server
- Change the Print Server name
- Set a password
- Set values for Bindery Mode

For more information, see Chapter 3, *Monitoring the Network Interface Board*.

To configure the Network Interface Board:

1. Access the setup pages for the Network Interface Board using MAP or a Web browser.
2. Once you have accessed the Network Administration pages or the Main Menu, choose **Setup NetWare** under *Protocols*.
3. Confirm that there is a check mark in the **Enable NetWare** option. If necessary, put a checkmark in that option.
4. Optionally, enter a name in the **Print Server Name** field.  
To use the default name, leave the field blank.

The default name is the Network Interface Board serial number (six digits with a three-letter prefix). This is also the default name of the printer in peer-to-peer mode.

---

**Note:** If you make any changes, you will be prompted for a password. The default password is sysadm.

---

5. Optionally, to secure the Network Interface Board with a password, enter a password in the **Print Server Password** field and again in the **Password Retype** field.

If you are using a password, use the same password for all bindery-based and NDS-based Print Server entries.

If you enter a password, you must also enter the same password in the password field on your file server setup using PCCONSOLE or NWADMIN.

6. For Bindery emulation, enter the name of a preferred bindery-based file server in the **Preferred File Server** field.

The Preferred File Server entry applies only for Bindery- or Bindery Emulation-based operations. See *Section 4.1.9 Setting Up Preferred File Servers* for the significance of a Preferred File Server. The Print Server must be configured on the preferred file server. Incorrect setup of a Preferred File Server can interfere with NetWare printing.

7. If the Print Server operates under Novell Directory Services, enter a Context and Preferred NDS Tree in the appropriate fields.

Be sure to give the *whole* context, whether *typed* or *typeless*, and do not begin your context path with a leading period.

An example of a *typed context name* is `ou=standard.ou=organization_1`.

(If you do not know your tree, open a DOS command box and enter the `whoami` command.)

An example of a *typeless context name* is `organization_1`.

You must use a typeless context if the Network Interface Board is on the same network segment as the file server.

8. Enter the time intervals, in seconds, in which the Print Server will scan the queues that it services in the **Print Queue Scan Rate** field.

The default scan rate is once per second.

9. If your network uses multiple frame types for Novell, you can bias the frame search to the desired type by setting the radio button next to the designation under Ethernet Frame Type.

The Network Interface Board normally monitors the network to determine which frame type is used for Novell. When it recognizes a type, it assumes the same frame type. Once it selects a frame type, the Network Interface Board only operates over that Novell frame type. Monitoring normally starts looking for IEEE 802.3, then Ethernet II, then 802.3 SNAP, and so on.

10. If you are operating in NDS mode only, you can disable Bindery Mode on the Print Server by putting a checkmark in the Disable Bindery checkbox.

If you disable Bindery Mode, the Network Interface Board does not support Print Servers on a Bindery file server.

11. Once you have selected all desired settings and entered the desired NetWare information, click **Accept Settings** to save this information in the Network Interface Board NVRAM.

If you have not entered the Network Interface Board Management password previously during this session, you must enter it in the appropriate space before clicking **Accept Settings**.

The values you entered do not take effect until the Network Interface Board is reset or power cycled. You can reset from MAP or the Web browser by returning to the home page or Network Administration page, and clicking **Reset** under **System**, and then clicking **Reset Unit**. Alternatively, you can power cycle the printer. The new NetWare values are now in effect.

## 4.5 Using the Novell PCONSOLE Utility

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You can use the PCONSOLE utility to:

- Attach and select a file server
- Select or delete queues for the print server
- Set up the Notify function

See the *NetWare Print Server Manual* for detailed information on this utility.

---

**Note:** You must have Supervisor privileges to perform many PCONSOLE operations.

---

### 4.5.1 Changing the File Server

1. Log in to the file server and run PCONSOLE on that server.
2. Choose **Change Current File Server** from the Available Options menu.
3. Press the **Insert** key to display the available file servers.

4. Select the file server you want.
5. Enter your username.

If the username requires a password, the Password screen appears. Enter the password.

The name of the file server appears in the status header at the top of the PCONSOLE window.

## 4.5.2 Changing Print Queues

When you print a file, your system sends the file to a print queue. The print server assigned to that queue extracts the print job and sends it to the assigned printer. If a print server services queues on multiple file servers, you must assign queues to the printer on each file server.

To change the print queues:

1. Log in to the file server and run PCONSOLE on that server.
2. Choose **Print Servers** from the Available Options menu.
3. Select the print server you want.
4. Choose **Printers** from the Print Server Information window.
5. Select the printer you want.
6. In that printer's Configuration Menu, choose **Print Queues Assigned**.
7. Select a queue from the list.
8. Select the priority for the print queue.

The highest priority queue is 1 (which is the default); the lowest is 10.

9. Press **Esc** and save all changes.

## 4.5.3 Setting Up a Notify List

You can specify users or groups of users that are notified if a problem occurs when a print job is sent to the printer. The print server supports the enhanced Notify options for printers, including informing users when the printer —

- Is off-line, jammed, opened, or out of paper
- Requires a manual paper feed or a form change
- Has had an engine failure

If the print server services queues on multiple file servers, you must set up a Notify list for each file server.



To set up a Notify list:

1. Log in to the file server and run PCONSOLE on that server.
2. Choose **Print Servers** from the Available Options menu.
3. Select the print server you want.
4. Choose **Printers** from the Print Server Information window.
5. Select the printer you want.
6. In that printer's Configuration Menu, choose **Notification** and press **Enter**.
7. Press the **Insert** key to get a list of available options.  
The Notify Candidates screen appears.
8. Select the notification candidate you want.  
The Notify Interval screen appears.
9. Specify the notify intervals you want.  
The **First** interval is the time the network waits before it notifies users about a print job problem. The **Next** interval specifies how often users are notified.
10. Press **Esc** and save all changes.

## 4.6 Configuring NetWare and Print Servers Using NWSetup

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The NWSetup program lets you set up NetWare and your network interface card (NIC) using one program. NWSetup combines the following configuration steps:

- Setting up the Novell file servers and print servers for NetWare printing (without using NWSetup utilities)
- Setting up your print server printers for network printing

### 4.6.1 Installing and Running NWSetup

1. Put the CD-ROM into your CD drive on your workstation.
2. Choose **Start -> Run**.
3. Type the following command and click **OK**:  
`drive:\NWSETUP\SETUP.EXE`  
where *drive* specifies your CD drive.
4. Follow the instructions in the Setup program.

After you install NWSetup, a program icon appears in your **Start** menu. To start the program, choose **Start -> NWSetup -> NWSetup**.

**Note:** If you are configuring for NDS, make sure you are logged in to the correct tree and context before running NWSetup.

---

## 4.6.2 Selecting a Print Server

NWSetup displays a list of all NICs available on your network. Each NIC is listed with its serial number.

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**Note:** NWSetup allows configuration of NICs that are connected to the same context of your NetWare server as the workstation running NWSetup.

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To choose the NIC you want to configure, do either of the following:

- Highlight the NIC you want and click **Select**.
- Double-click the NIC you want.

The Print Server Settings screen appears. This screen lets you set up your version of NetWare for the NIC.

## 4.6.3 Configuring the Network Interface Board for NetWare

There are two Settings screens that you need to complete to configure the Network Interface Board for NetWare, including Directory and Bindery Services.

The following table describes the fields on the Settings screens.

Field	Description
Print Server Name	Indicates the NetWare print server name that the Network Interface Board uses to log in to NetWare. You can enter any name that does not already exist in the network directory or server bindery.  The maximum length is 48 characters.

Print Queue Scan Rate	<p>Specifies the rate at which a Network Interface Board polls print queues for a new print job. For example, if you put 1 in the field, the Network Interface Board polls for new print jobs each second.</p> <p>The minimum value is 1 and the maximum is 250.</p>
Print Server Password and Print Server Password Retype	<p>Indicates the password for a Network Interface Board used to log in to NetWare. When you change this field, NWSetup sets the password in both NetWare and the Network Interface Board.</p> <p>The maximum length is 32 characters.</p> <p><b>Note:</b> The values in the <b>Password</b> and <b>Password Retype</b> fields must be identical before you can choose <b>Finish</b> on this screen.</p>
Ethernet Frame Type	<p>Indicates the Ethernet frame type that should be used by the NetWare protocol stack by default. Only one frame type can be selected.</p>
Enable NDS Mode	<p>Indicates whether the Network Interface Board supports Directory Services. When the box is checked, the Network Interface Board supports Directory Services.</p> <p>If this box is not checked, all other fields on this screen are not enabled.</p>
Preferred NDS Context	<p>Enter a text string to set the NDS directory context that the Network Interface Board uses to log in to the network. The maximum length is 128 characters.</p>
Preferred NDS Tree	<p>Enter a text string to set the NDS tree that the Network Interface Board uses to log in. The maximum length is 48 characters.</p>
Enable Bindery Mode	<p>Determines whether the Network Interface Board should attempt to service the NetWare network in Bindery Mode.</p> <p>If this option is not enabled, the Primary File Server option is not enabled.</p>

Primary File Server	Specifies the NetWare file server that the Network Interface Board uses as the primary file server. If no primary file server has been selected yet, or if an unavailable server is selected, the first file server in the list is selected.
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#### 4.6.4 Entering Print Server Settings

NWSetup also lets you set up each print server and queue. This information is usually entered using NWADMIN or PCONSOLE. NWSetup eliminates the need for configuring the file server with any NetWare utility.

The following table contains a description of the NWSetup dialog box options.

Dialog Box Option	Description
Enable Printer	Indicates whether support for the Network Interface Board and printer is enabled. <ul style="list-style-type: none"> <li>• If this box is checked, then the printer is enabled.</li> <li>• If the box is not checked, then the printer is not enabled, and the remaining fields on the screen are disabled.</li> </ul>
Printer	Displays the name of the printer. This is a read-only field.
Queues Serviced by <i>printer-name</i>	Lists all the queues that are to be serviced by the printer. <ul style="list-style-type: none"> <li>• Queues associated with bindery connections are listed in the format <i>bindery server name: queue name</i>.</li> <li>• Queues associated with NDS connections are listed by their distinguished names.</li> </ul> <p>For example: If a printer services a queue named <b>YOURPTR_Q</b> on a bindery server named <b>OLD_SERVER</b>, the queue is named <b>OLD_SERVER:YOURPTR_Q</b>. If an NDS server has a distinguishing name such as <b>ENGINEERING.CORP</b> and a queue named <b>ENGINEERING_Q</b> servicing the printer, the queue is listed as <b>ENGINEERING_Q.ENGINEERING.CORP</b>.</p>

Dialog Box Option	Description
Users/Groups Notified by <i>printer-name</i>	<p>Lists all users and user groups who are notified when a printer error is detected.</p> <ul style="list-style-type: none"> <li>• Users and groups associated with bindery connections are listed in the format <i>bindery server name: user name</i>.</li> <li>• Users and groups associated with NDS connections are listed by their distinguished names.</li> </ul> <p>For example: If a user named <b>Susan</b> on the bindery server <b>OLD_SERVER</b> is listed on the printer's notify list, the user is listed as <b>OLD_SERVER:SUSAN</b>. If a user named <b>Albert</b> with an NDS context of <b>ENGINEERING.CORP</b> is on the printer's notify list, that user is listed as <b>ALBERT.ENGINEERING.CORP</b>. When you double-click an entry in this field, the Notify Settings screen appears. See <i>Section 4.6.5 Configuring the Notify Settings</i>.</p> <p><b>Note:</b> The Network Interface Board supports the Notify function only in Bindery Mode.</p>
Add Queue/ Delete Queue	<p>Select <b>Add Queue</b> and/or <b>Delete Queue</b> to make changes. See <i>Sections 4.6.4.1 Adding a Queue</i> and <i>4.6.4.2 Deleting a Queue</i> for detailed information.</p>
Add User/ Delete User	<p>Select <b>Add User</b> or <b>Delete User</b> to add or remove users or groups for notification. See <i>Section 4.6.4.3 Adding Users/Groups for Notification</i>.</p>

Dialog Box Option	Description
Create Queue	<ul style="list-style-type: none"> <li>• <b>Queue Name</b> — Enter the name of the new queue. This field must be completed in order to create a new queue. The maximum length is 48 characters.</li> <li>• <b>File Server Volume</b> — Indicates the volume on which the queue should be created. This field is enabled only if the current connection is an NDS connection. When enabled, it contains a list of all available volumes. For Bindery Services, the default volume name is SYS.</li> <li>• <b>NDS Context</b> — Specifies the NDS context in which the queue is created. This field is enabled only when an NDS connection is being used. When this field first appears, it lists the NDS context specified in the Add Queue dialog box. If you change the context, NWSetup verifies that the new context exists on the directory tree. Click <b>OK</b> to start the verification process.</li> </ul>

#### 4.6.4.1 Adding a Queue

To add a queue to the printer, click **Add Queue**.

A dialog box opens containing the following buttons and fields:

Dialog Box Option	Description
Create Queue	<ul style="list-style-type: none"><li>• <b>Queue Name</b> — Enter the name of the new queue. This field must be completed to create a new queue. The maximum field length is 48 characters.</li><li>• <b>File Server Volume</b> — Indicates the volume on which the queue should be created. This field is enabled only if the current connection is an NDS connection. When enabled, it contains a list of all available volumes. For Bindery Services, the default volume name is SYS.</li><li>• <b>NDS Context</b> — Specifies the NDS context in which the queue is created. This field is enabled only when an NDS connection is being used. If you change the context, NWSetup verifies that the new context exists on the directory tree. Click <b>OK</b> to start the verification process.</li></ul>
Connection/Server	Selects a server connection. This list includes the NDS connection and all of the bindery file server connections that the user has. The NDS connection is always listed first, by default. When a new connection is selected, the <b>Queue</b> field is automatically updated.
NDS Context	Specifies an NDS context for the queue. NWSetup lists all the queues within this context or the subcontexts in the <b>Queue</b> field. This field is only enabled when NDS support is enabled. By default, the NDS Context should be set to the preferred NDS context specified in the Print Server Settings screen.

Dialog Box Option	Description
Queue	<p>Lists all queues available on the currently selected connection.</p> <ul style="list-style-type: none"> <li>• If an NDS connection is specified, then a list of all queue names in the selected context and all subcontexts displays.</li> <li>• If you change the context in the <b>NDS Context</b> field or change the connection in the <b>Connection/Server</b> field, the queue list refreshes to reflect the new connection or context.</li> <li>• If you double-click a queue in the list, the queue is automatically added to the printer's service and you exit this screen.</li> </ul>

#### 4.6.4.2 Deleting a Queue

1. In NWSetup, highlight the queue you want to delete.
2. Click **Delete Queue**.

A confirmation screen asks if you really want to delete the highlighted queue.

3. Select **Yes** to delete or **No** to cancel.

---

**Note:** Deleting a queue does not physically remove it from the file server. To remove the queue from a file server, you must use the NetWare utility to delete the queue from the file server queue list.

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#### 4.6.4.3 Adding Users/Groups for Notification

To add users and groups for notification, click **Add Users/Groups**. A dialog box opens, containing the following buttons and fields:

Dialog Box Option	Description
Connection	<p>Selects a connection from this field. This list includes the NDS connection and all of the bindery file server connections that a user can access. The NDS connection is always listed first, by default.</p>



NDS Context	Specifies the NDS context to use when generating a list of users and/or groups. This field is enabled only for NDS connections. When first displayed, this field lists the preferred NDS context specified in the Print Server Settings screen. If you change this value, NWSetup verifies that it is correct when you attempt to move to another field or when you click <b>OK</b> .
Users/Groups	Lists all the users and groups available on the selected connection. Any entry on this list can be added to a printer's service list. The list includes print job owner (the user whose job is currently being printed). <ul style="list-style-type: none"> <li>• If an NDS connection is selected, NWSetup generates a list of all users and groups in the currently selected context and all subcontexts.</li> <li>• When you double-click an entry in the list, the entry is added to the printer's service list.</li> <li>• The user/group list is updated whenever the <b>Connection</b> or <b>NDS Context</b> field is changed.</li> </ul>
Delay in seconds for first	Indicates how long the Network Interface Board should wait before sending a notification message that an error condition has been detected.
Delay in seconds for repeat	Indicates how long the Network Interface Board should wait before sending a repeat notification of an error condition. <b>Note:</b> The Network Interface Board supports Notify in Bindery Mode only.

### 4.6.5 Configuring the Notify Settings

To configure the Notify function for the users or group, double-click an entry in the **Users/Groups Notified by Printer** field on the Print Server screen. The Notify Settings screen appears with the following options.

Field	Description
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User/Group name	Indicates the name of the user or group that is being edited. This field cannot be changed.
Delay in seconds for first	Indicates how long the Network Interface Board should wait before sending a notification message to the user that an error condition has occurred.
Delay in seconds for repeat	Indicates how long the Network Interface Board should wait before sending a repeat notification message to a user or group when an error condition has occurred.  <b>Note:</b> The Network Interface Board supports Notify in Bindery Mode only.



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# Chapter 5

## Windows Peer-to-Peer Printing

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This chapter describes:

- Windows IPX Peer-to-Peer Printing, including preparing for the installation, installing, operating, setting up printing, and adding printers.
- Windows IP Peer-to-Peer Printing, including preparing for the installation, installing, setting up printing, and adding printers.

### 5.1 Windows IPX Peer-to-Peer Printing

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Windows IPX Peer-to-Peer printing allows workstations to print to Network Interface Board printers without an intervening server and without using IP. The main features of Windows IPX Peer-to-Peer printing are:

- Runs on Windows 95/98/Me workstations “out of the box”
- Runs on networks with or without a NetWare file server
- Implements IPX peer-to-peer bi-directional printing between Windows workstations and Network Interface Board printers

#### 5.1.1 Introduction and Preparation

The Peer-to-Peer implementation uses the IPX/SPX stacks provided with Windows 95/98/Me. The redirector software provided establishes a connection with the printers supporting IPX Peer-to-Peer, without using an intermediate file server, whether your network uses NetWare or not.

When configuring the network capabilities for Windows, you must include the IPX/SPX Compatible Protocol. If you are not using NetWare, you need not activate any NetWare Client application.

You can include IPX/SPX after the initial Windows installation by choosing **Start -> Settings -> Control Panel -> Network**. You will also need the Windows disks or CD-ROM.

**Note:** Peer-to-Peer printing uses the IPX/SPX protocol. Therefore, Novell operation must remain enabled on the Network Interface Board even if you are not using Novell printing facilities. The name of the Peer-to-Peer printer in the Windows Port List is the same as the Novell Print Server name. You can change the Novell Print Server name using MAP or a Web browser. See Chapter 3, *Monitoring the Network Interface Board*.

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On power-up, the Network Interface Board checks the network for any Novell activity. If there is activity, the Network Interface Board uses the frame type and the local network number that it senses. In addition, if the Network Interface Board can log in to a file server, it assumes Novell is normally used and stores this frame type and new number in NVRAM. Thus, when the Network Interface Board comes up again, it does not have to spend time sensing (which can cause a delay).

However, if the Network Interface Board cannot attach to a file server, it will use the sensed values but will not store them.

If the Network Interface Board does not see any Novell activity, it uses 802.2 on 802.3 as a frame type and assigns itself a network number of 0 (zero). The status and configuration sheet contains information on the frame type and network number used.

If you move Network Interface Board from a site that has active NetWare to a site that does not, you should reset the Network Interface Board to factory default values to clear the frame type and network number information.

### 5.1.2 Installing the IPX Peer-to-Peer Redirector

1. Put the CD-ROM labeled “Print Server Software and Documentation” into your CD drive.
2. Choose **Start -> Run**.
3. Type the following command and click **OK**:  
`drive:\IPX-P2P\SETUP.EXE`  
where *drive* specifies the CD drive on your system.
4. Follow the instructions in the Setup program.

---

**Note:** If there is a previous installation of the IPX Peer-to-Peer Redirector, the Setup program prompts you to have Setup delete the old driver and continue the installation procedure. Click **Yes** or **No**.

---

Once the redirector is installed, each printer on the network that supports this peer-to-peer capability appears as a port under Printer Properties.

### 5.1.3 Setting Up IPX Peer-to-Peer Printing

IPX Peer-to-Peer printing allows you to print to a network printer for networks without a file server or for networks where you do not want to use the server for printing. Use peer-to-peer printing on Windows 95/98/Me systems.

To set up IPX Peer-to-Peer printing, choose **Start -> IPX-P2P -> IPX-P2P**. The IPX peer-to-peer printing setup screen appears. The following table describes the fields and buttons in the screen.

Field or Button	Description
Available Printers	<p>The list of printers detected on the network. To clear this list, click <b>Clear</b>. To update the list, click <b>Find Printers</b>.</p> <ul style="list-style-type: none"> <li>• <b>Unit Name</b> — The Print Server Name defined in the printer. The default name is the Network Interface Board serial number (six digits with a three-letter prefix).</li> <li>• <b>Description</b> — Typically, the manufacturer's name and the printer's model number.</li> <li>• <b>Flags</b> — Selected (S) or Permanent (P)</li> </ul> <p>Any printers flagged with S appear in the Windows Port List. When you are adding or changing a printer, only selected printers are listed. Only 30 printers can be selected at one time.</p> <p>Any printer flagged with P remains in the Available Printers list even if the printer is physically removed from the network or if you click <b>Clear</b>.</p>
OK	Accepts changes made to setup and exits the program.
Cancel	Discards any changes made to setup and exits the program.
Clear	Clears the Available Printers list. This does not clear any printer marked with the Permanent flag (P).

Field or Button	Description
Delete	Deletes the highlighted printers from the Available Printers list. Printers deleted this way no longer appear in the Windows Port List when you are adding a printer. However, the printer is not actually deleted from the network — it is only removed from the list. You can put the printer back on the list by clicking <b>Find Printers</b> , so long as the printer is still connected to the network.
Permanent	Flags the highlighted printers with a P. These printers remain in the Available Printers list even if the printers are physically removed from the network or you click <b>Clear</b> .
Find Printers	Searches the network for printers and lists them by their Print Server Name (defined in the printer). The default name is the Network Interface Board serial number (six digits with a three-letter prefix).
Select	Flags the highlighted printers with an S. Only 30 printers can be selected at one time. When the Windows Port List is displayed during the process of adding or changing a printer, only selected printers are listed.

### 5.1.4 Adding Printers for IPX Peer-To-Peer Printing

You can add printers manually if the program cannot find printers automatically because of router setup or hop count setting. In general, this should not be necessary.

#### Using IPX-P2P to Add Printers to the port list:

1. Choose **Start -> IPX-P2P -> IPX-P2P**.

The IPX Peer-to-Peer Setup screen appears. A list of available IPX-enabled printers appears after a brief pause while the program searches the network.

2. Highlight one or more printers you want to display in the Windows Printer Port listing and click **Select**.

This ensures that these printers are included in the Windows Printer Port listing. You can have a maximum of 30 printers selected at a time.

3. Click **OK** when you have finished selecting all the printers you want to display in the Windows Printer Port list.

#### Using the Add Printers Wizard:

1. Choose **Start -> Settings -> Printers**.

**2. Double-click **Add Printer**.**

The Add Printer wizard appears. Click **Next** to proceed.

**3. Choose the **Local Printer** option and click **Next**.****4. Select the make and model of the printer you want to use and click **Next**.**

A list of printer ports appears. Any IPX peer-to-peer printers that have been selected from IPX-P2P Setup appear in this list.

**5. Select the IPX printer you want to use.****6. Complete the remainder of the printer setup procedure as you would normally.****To change the printer port:****1. Right-click the printer icon.****2. Choose **Properties** and then choose the **Details** tab (it can take up to 15 seconds to access).****3. Select the printer address you want to use from the **Print to the Following Port** list. (In Windows NT and Windows 2000, you must first deselect the previous printer port.)****4. Click **OK**.**

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## 5.2 Windows IP Peer-to-Peer Printing

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Windows IP Peer-to-Peer printing allows Windows 95/98/Me workstations or Windows NT 4.0 workstations and servers to print to Network Interface Board printers without an intervening server and without using IPX. The main features of Windows IP Peer-to-Peer printing are:

- Runs on Windows 95/98/Me workstations and on Windows NT 4.0 workstations or servers “out of the box”
- Implements IP peer-to-peer bi-directional printing between Windows workstations and Network Interface Board printers



## 5.2.1 Introduction and Preparation

The Peer-to-Peer implementation uses the TCP/IP stacks provided with Windows 95/98/Me or Windows NT. The redirector software provided establishes a connection with the printers supporting Peer-to-Peer, using a direct IP connection over the network.

When configuring the network capabilities for the Windows computer, you must include the TCP/IP Protocol. You do not need to activate any TCP/IP Client application.

You can include TCP/IP after the initial Windows installation by choosing **Start -> Settings -> Control Panel -> Network**. You will also need the Windows CD-ROM.

For more detailed information on TCP/IP setup and printing, see Chapter 7, *TCP/IP Configuration*.

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**Note:** Peer-to-Peer uses TCP/IP. Therefore, TCP/IP operation must remain enabled on the Network Interface Board, and the Network Interface Board must be assigned a valid IP address. By default, the name of the Peer-to-Peer printer as it appears in the Windows Port List is the same as the IP Address assigned to the Network Interface Board. You can change the IP address by using a Web browser or MAP. Refer to Chapter 3, *Monitoring the Network Interface Board*, for details.

---

If you are moving the Network Interface Board from a site that had active TCP/IP to a site that does not have it, you should restore the Network Interface Board to the factory default settings to clear the IP address and other network information.

## 5.2.2 Installation and Operation

To install the Windows IP Peer-to-Peer redirector:

1. Put the Network Interface Board CD-ROM into the CD drive on your workstation.
2. Choose **Start -> Run**.

3. Type the following command and click **OK**:

***drive*:\IP-P2P\SETUP.EXE**

where *drive* specifies your CD drive.

4. Follow the instructions in the Setup program.

---

**Note:** If the Setup program detected a previous installation of the IP Peer-to-Peer Redirector, the program asks whether to delete the old driver and continue the installation procedure. Click **Yes** or **No**.

---

Once the redirector is installed, each printer on the network that supports this peer-to-peer capability appears as a Port under Printer Properties.

### 5.2.3 Setting Up IP Peer-to-Peer

IP Peer-to-Peer printing allows you to print to a network printer on networks without a file server or on a network where you do not want to use the server for printing. You can use peer-to-peer printing on Windows 95/98/Me or Windows NT 4.0.

To set up IP Peer-to-Peer printing, choose **Start -> IP-P2P -> IP-P2P**. The Peer-to-Peer printing setup screen appears. The following table describes the fields in the setup screen.

Field or Button	Description
Max Hops for Search	The hop count determines how many networks the program searches to find units. The default count is 2. An entry of 0 (zero) means the program searches only the network wire directly connected to the workstation. An entry of 2 searches the wire directly connected to the workstation and also searches all networks accessible through two routers. Entries of 15 or higher cause an automatic search of every connected network. (This is not recommended due to the network traffic it could generate.)

Field or Button	Description
IP Port Base	<p>The starting port number for the print server. Each print server is assigned an IP port number. By default, the Network Interface Board is assigned port number 10001. However, the network administrator can change this setting. If the print servers on your network have been configured to use a different set of port numbers, then you should configure the IP Peer-to-Peer software accordingly. Note that IP Peer-to-Peer uses the new port number to communicate with all print servers.</p> <p><b>Note:</b> The IP Port selected here and in the print server should be one less than the actual port. For example, if port 10001 is desired, the IP Port on the this screen and on the Network Interface Board's HTML pages should be defined as 10000.</p>
Printer Names	<p>Lets you select how the printer names are displayed in the Windows Port List:</p> <ul style="list-style-type: none"> <li>• <b>Based on Serial Number</b> — Uses the print server serial number to identify the printer names. For example, if SN991354 is the serial number of the unit, SN991354 would be the printer port.</li> <li>• <b>Based on IP Address</b> — Uses the IP address to identify the printer port. For example, if the IP address for the unit is 199.99.92.99, the printer port is also 199.99.92.99. (This is the default.)</li> <li>• <b>Based on DNS</b> — Uses the Domain Name Server (DNS) name to identify the printer name.</li> <li>• <b>Based on Unit Name</b> — Uses the Network Interface Board Peer-to-Peer name set in the Novell section of the print server setup. This is the name used to identify the printer. The default name is the Network Interface Board serial number (six digits with a three-letter prefix).</li> </ul> <p><b>Note:</b> If you have both the IP Peer-to-Peer and IPX Peer-to-Peer Redirector Programs installed, you should not select the option to display IP Peer-to-Peer units based on <b>Unit Name</b>. This conflicts with the IPX Peer-to-Peer redirector and may cause conflicts in the Windows Printer Port List.</p>

<b>Field or Button</b>	<b>Description</b>
Printers	Displays the next program screen.
OK	Accepts changes made to setup and exits the program.
Cancel	Discards any changes made to setup and exits the program.
Help	Displays a description of the <b>Hop Count</b> and IP port number.

When you click **Printers**, the Windows Port List appears, allowing you to list, search, remove and manually add printers.

The following table contains an explanation of the fields and buttons in the Windows Port List:

<b>Field or Button</b>	<b>Description</b>
IP Address	Allows you to manually enter the IP address of a printer you want to add to the list.
Name	The name you want the printer to be listed by in the <b>Unit Name</b> field.
Port	The actual port for communicating with the printer. Default is 10001.
Description	The description you want listed in the <b>Description</b> field for the printer.

Field or Button	Description
Available Printers	<p>The list of printers detected on the network. To clear this list, click <b>Clear</b>. To update the list, click <b>Find Printers</b>.</p> <ul style="list-style-type: none"> <li>• <b>Unit Name</b> — The Printer Name based on the method defined in the previous screen. The default Printer Name method is by IP address. Printers can also be displayed by the Network Interface Board serial number, by the DNS Name of the printer, or by the Unit Name. The Unit Name is the Print Server Name defined in the Network Interface Board.</li> <li>• <b>Unit IP</b> — The actual IP address of the unit. This appears regardless of the selected Unit Name method.</li> <li>• <b>Port Number</b> — The IP port number used to connect with the printer over the network. The default port number is 10001.</li> </ul> <p><b>Note:</b> The IP Port selected on the previous screen and in the printer should be one less than the number displayed here (that is, if port 10001 displays here, the IP Port in the previous screen and in the printer should be defined as 10000).</p> <ul style="list-style-type: none"> <li>• <b>Description</b> — Typically, the manufacturer's name and the printer's model.</li> <li>• <b>Flags</b> — Selected (S) or Permanent (P)</li> </ul> <p>Any printers flagged with S appear in the Windows Port List. When you are adding a or changing a printer, only selected printers are listed. Only 30 printers can be selected at one time.</p> <p>Any printer flagged with P remains in the Available Printers list even if the printer is physically removed from the network or if you click Clear.</p>
OK	Applies the changes you have made to setup and returns to the previous screen.
Cancel	Discards any changes you have made and returns to the previous screen.

Field or Button	Description
Add	Lets you manually add a printer to the Available Printers list by entering information in the fields to the left of the button. This bypasses the Find Printers function. The port is not checked to see if it is actually available on the network.
Delete	Deletes the highlighted printers from the Available Printers list. Printers deleted this way no longer appear in the Windows Port List. However, the printer is not actually deleted from the network — it is only removed from the list. You can put the printer back on the list by clicking <b>Find Printers</b> so long as the printer is still connected to the network.
Find Printers	Searches the network for printers. The default method for displaying the list of printers is by IP Address.
Clear	Clears the Available Printers list. This does not clear any printer marked with the Permanent flag (P).
Select	Flags the highlighted printers with an S. Only 30 printers can be selected at one time. When the Windows Port List is displayed during the process of adding or changing a printer, only selected printers are listed.
Permanent	Flags the highlighted printers with a P. These printers remain in the Available Printers list even if the printers are physically removed from the network or you click <b>Clear</b> .

### 5.2.4 Manually Adding Printers for IP Peer-to-Peer Printing

You can add printers manually whenever the program cannot find printers automatically because of the router setup or hop count setting. In general, this should not be necessary.

#### Using IP-P2P to Add Printers to the port list:

1. Choose **Start** -> **IP-P2P** -> **IP-P2P**.  
The IP Peer-to-Peer Setup screen appears.
2. Click **Printers**.
3. Enter information for the printer in all the following fields:
  - **IP Address**  
Enter the IP address of the printer you want to add.

- **Name**  
Assign a name to identify the printer you want to add.
  - **Port Number**  
Enter the port number of the printer. Default is 10001.
  - **Description**  
Use this field to describe the printer's physical location, the users who can access the printer, or other convenient description information.
4. When you have entered all the information, click **Add**.  
The printer is listed in the **Available Printers** field at the bottom of the screen.
  5. Highlight the printer you have just added and click the S flag for this printer.

### Using the Add Printers Wizard:

1. Choose **Start -> Settings -> Printers**.
2. Click **Add Printer**.  
The Add Printer wizard appears. Click **Next** to proceed.
3. Choose the **Local Printer** option and click **Next**.
4. Select the make and model of the printer you want to use and click **Next**.  
A list of printer ports appears. Any IP peer-to-peer printers that have been selected from IP-P2P Setup appear in this list.
5. Select the IP printer you want to use.
6. Complete the remainder of the printer setup procedure normally.

### To change the printer port:

1. Right-click the printer icon.
2. Choose **Properties** and then choose the **Details** tab (it can take up to 15 seconds to access).
3. Select the printer address you want to use from the **Print to the Following Port** list. (In Windows NT and Windows 2000, you must first deselect the previous printer port.)
4. Click **OK**.

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# Chapter 6

## AppleTalk Configuration

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This chapter describes:

- Creating the printer
- Configuring the Network Interface Board using AppleTalk
- Changing the device names and AppleTalk zones
- Displaying the error log
- Configuring network protocols other than AppleTalk
- Setting up status report printing

### 6.1 Choosing the Printer

---

**To verify that AppleTalk is enabled:**

1. Make sure you have loaded the print driver and file drivers appropriate to your printer.
2. Choose **Control Panel** from the Apple menu.
3. Choose **AppleTalk**.
4. Choose **Connect via Ethernet** and close the window.

**To create a printer:**

1. Choose **Chooser** from the Apple menu.  
A list of AppleTalk zones is displayed (unless your network has only one zone).
2. Select the zone containing the printer from the AppleTalk Zones list, and then select the device driver type corresponding to your printer from those in the list in the upper left of the screen.  
The choice of driver determines the name of the list — Select PostScript Printer, Select LaserWriter Printer, and so on.



3. Select the printer from the Select a Printer list.  
The AppleTalk printer name for your printer appears in the Status and Configuration report under AppleTalk Connection Information.
4. Click **Create**.  
A dialog box appears so you can choose the PostScript Printer Description (PPD) you want.
5. Choose the PPD you want and click **Select**.  
(An additional dialog box may appear depending on the options available for that printer.)  
The printer now appears both on your desktop and in the list in Chooser.
6. To view printer information, change PPDs, or change other configuration options, click **Setup**.
7. If you are finished, exit from Chooser.

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# Chapter 7

## TCP/IP Configuration

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### 7.1 Overview

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This chapter describes configuring the Network Interface Board and your network for use with TCP/IP communication in various environments. This includes:

- Installing in a Windows environment
- Dynamic Host Configuration Protocol (DHCP)
- Windows Internet Name Service (WINS)
- FTP printing
- Printing on UNIX-based systems, including Linux
- Running Telnet
- Using the Internet Printing Protocol (IPP)

The Network Interface Board TCP/IP capability also operates with **lpr** spoolers on other systems, and with spooler/supervisor capabilities that communicate raw print jobs to the TCP/IP port.

The IP Peer-to-Peer redirector provided with the Network Interface Board for Windows 95/98/ME or Windows NT uses this TCP/IP port. The default port number is 10001 but can be changed by using Telnet or SNMP or by accessing the Network Interface Board HTML pages with MAP or a Web browser. For information on using Telnet, see *Section 7.7 Running Telnet*. For information on MAP and the HTML pages, see Chapter 3, *Monitoring the Network Interface Board*.

### 7.2 Installing in a Windows Environment

---

Several versions and variations of Windows can be used on NetWare and TCP/IP networks, as well as in a native Windows network. This flexibility provides you with various options for setting up the network printing system even though this Network Interface Board does not support NetBEUI.

If the Windows workstations are connected to a NetWare network, configure the printer interfaces for NetWare and use standard Windows and NetWare utilities to provide access to the printer. See Chapter 4, *NetWare Configuration*.

If you are not using NetWare, you can access the printer using TCP/IP.

If you are using Windows 95/98 or Windows NT 4.x, you can also use the Network Interface Board Peer-to-Peer capability described in Chapter 5, *Windows Peer-to-Peer Printing*.

### 7.2.1 Installing TCP/IP on Windows

Windows 95/98/ME and Windows NT come with TCP/IP and **lpr** capabilities, although these must be installed when the unit is configured. You must install the TCP/IP Protocol, Simple TCP/IP Services, and Microsoft TCP/IP Printing prior to entering the network printer on the workstation.

Once **lpr** is installed on a Windows system and you have allowed printer sharing, other workstations can use the printer through the Microsoft Windows Network without having to have separate **lpr** queues installed on each workstation.

### 7.2.2 Setting Up the Network Interface Board

1. Install the Network Interface Board in your printer.
2. Power up the printer.

Keep the status sheet handy for the Ethernet (MAC) address. It shows that TCP/IP is enabled but that the IP address is not configured.

If the unit already has an IP address, these procedures do not work. However, you can use Telnet to access the unit and change the IP parameters.

### 7.2.3 Assigning an IP Address

The Network Interface Board must be given an IP address and routing information to be used with TCP/IP. To do this:

- If you have a NetWare connection, use MAP (see Chapter 3, *Monitoring the Network Interface Board*).
- Otherwise, use **arp** (see *Section 7.2.3.1 Using arp*)

### 7.2.3.1 Using arp

The Network Interface Board must be on the same network segment as the workstation you are using to configure it. The TCP/IP stack must be installed and operating.

#### To assign an IP Address with arp:

1. Open a DOS command box and enter the following command:

```
ping psc-ip-address
```

where *psc-ip-address* is the IP address you want to use for the Network Interface Board. The request should time out with no response (which indicates that the address is unused).

2. Enter the following command:

```
ping ip-address
```

where *ip-address* is any valid IP address on your network. The identified unit should reply.

3. After the response, enter the following command:

```
arp -s psc-ip-address mac-address
```

where *psc-ip-address* is the IP address of the Network Interface Board and *mac-address* is its MAC address.

The entry should be accepted.

4. Enter the **ping** command from Step 1 again. The request should time out.
5. Let the Network Interface Board reset itself.  
The Network Interface Board generates a status page that should include the entered IP address.
6. When the Network Interface Board is up again, re-issue the **ping** command from Step 1. Continue until you get a reply.

---

**Note:** This only enters the IP address. To enter other IP parameters, use Telnet (*Section 7.7 Running Telnet*) or use MAP or a Web browser (see Chapter 3, *Monitoring the Network Interface Board*).

---

### 7.2.4 Setting Other IP parameters

The Network Interface Board provides for a setup connection through the standard Telnet port. To make changes to a unit with factory default settings, you must log in as the system administrator. You can change this password using Telnet (see *Section 7.7 Running Telnet*).

**To set up IP and lpr parameters:**

1. Use Telnet to access the Network Interface Board.  
The default login and password are both `sysadm`.
2. Turn off the protocols you are not using (Option 3).
3. Set up the subnet mask and default gateway for the Network Interface Board, if applicable (Option 1).
4. Exit, save, and reset the Network Interface Board.

Alternatively, you can set up IP and `lpr` parameters by accessing the Network Interface Board HTML pages with MAP or a Web browser (see Chapter 3, *Monitoring the Network Interface Board*). The password to change parameters with the HTML pages is the same as the Telnet password.

### 7.2.5 Setting Up lpr on Windows NT or Windows 2000

1. Choose **Start -> Settings -> Printers**.
2. Click **Add Printer**.  
The Add Printer wizard appears. Click **Next** to proceed.
3. **On Windows NT:**
  - Choose the **My Computer** option and click **Next**.
  - Click **Add Port**. A list of printer ports is displayed.
  - Select **LPR Port** in the list of ports and click **New Port**. The Add LPR Compatible Printer window appears.
3. **On Windows 2000:**
  - Choose the **Local Printer** option and click **Next**.
  - Choose **Create a New Port** and select **LPR Port** from the list.
  - Click **Next**.
4. Specify the IP address of the Network Interface Board. For the name of the printer or queue, specify `PORT1` (all uppercase, no space) and click **OK**.
5. **On Windows NT:** In the list of available ports, put a checkmark next to the LPR port you created and click **Next**.
6. Select the printer manufacturer and printer and click **Next**.
7. Optionally, specify the printer name and click **Next**.
8. You can choose the **Shared** option and select one or more operating systems that will print to this printer. Click **Next**.

9. Print a test page and click **Finish**.

## 7.3 Dynamic Host Configuration Protocol (DHCP)

---

DHCP is a service that provides a method for assigning and maintaining IP addresses. The Network Interface Board obtains IP information from this service.

There are two user-defined variables related to the DHCP function:

- DHCP enable
- Use IP info in NVRAM

These variables are accessible in the TCP section of Network Administration, in the HTML pages.

If DHCP is not enabled:

- The Network Interface Board makes no DHCP requests under any circumstances.

If DHCP is enabled:

- The Network Interface Board makes DHCP requests when the Network Interface Board is reset or on power up, provided that the Network Interface Board does not have an IP address stored or that “Use IP info in NVRAM” is OFF.
- If the Network Interface Board has an IP address in NVRAM and “Use IP info in NVRAM” is ON, the Network Interface Board uses the IP information from NVRAM and there is no DHCP activity on the part of the Network Interface Board.

The factory default is DHCP disabled and “Use IP info in NVRAM” is set ON. When DHCP is enabled and IP address in NVRAM is set OFF, the Network Interface Board issues DHCP requests if it does not already have IP identification information stored in NVRAM.

## 7.4 Windows Internet Name Service (WINS/DHCP)

---

Windows Internet Name Service (WINS) allows a device, such as your print server, to register a NetBIOS name such as the Network Interface Board serial number (six digits with a three-letter prefix) along with its current IP address (for example, 199.92.187.171). A client that wants to contact the printer uses the WINS server to match the NetBIOS name with an IP address. Most users find it easier to remember the NetBIOS name for the printer rather than its IP address.

### 7.4.1 Using WINS with Your Print Server

To use WINS with your Print Server, enter the IP address of the WINS Server on the TCP/IP configuration screen. You can access this screen with a Web browser or MAP utility (refer to Chapter 3, *Monitoring the Network Interface Board*).

### 7.4.2 Configuring the WINS Server

You can configure your DHCP Server to automatically provide WINS Server information to the print server, or you can use the print server's TCP/IP Configuration Menu to manually enter the necessary information. Refer to your DHCP Server's documentation for further information on automatic configuration through the DHCP Server.

**To manually configure your print server to work with the WINS server:**

1. Assign an IP address to the print server.  
To assign the address, you can use MAP, Address Resolution Protocol (**arp**), DHCP, Reverse Address Resolution Protocol (**rarp**).
2. Run your Web browser — Internet Explorer or Netscape Navigator.

3. Choose **File -> Open**.

The Open dialog box opens.

4. Enter the print server's IP address to access the print server's TCP/IP Configuration Menu.

5. Choose **TCP/IP Configuration** from the main menu.

The NetBIOS Name for the print server is shown on this screen. The default name is the Network Interface Board serial number (six digits with a three-letter prefix) unless you have previously configured a name for the print server with DHCP.

6. Optionally, specify a new NetBIOS name (15 characters or less).

7. If you have previously configured a DHCP Server to provide the print server with the IP address of the Primary WINS Server, the address is shown on the TCP/IP Configuration Menu. Otherwise, specify the IP address of the Primary NetBIOS Name Server here.

8. Optionally specify the IP address of a Secondary NetBIOS Name Server as well. If you have configured your DHCP Server to provide the address of a Secondary WINS Server to the print server, the address fields are automatically completed for you.

9. Reboot the printer/print server.

The printer's status page now shows that the print server has successfully registered with the WINS server. The check boxes labeled "Primary Server Logged in" and "Secondary Server Logged in" on the TCP/IP Configuration Menu now indicate any WINS Servers with which the print server has registered.

Normally, the print server automatically renews its registration with the WINS Server before its lease expires.

---

## 7.5 FTP Printing

### 7.5.1 FTP Printing Using Netscape

FTP printing with Netscape requires Navigator 2.0 or higher.

**To print from Netscape:**

1. Connect to the port you want to send the print job to on your print server.



2. Enter the command:

```
ftp://PORT1@dest-srvr-addr
```

where *dest-srvr-addr* is the IP address of the print server to which you want to send the print job.

3. Run Netscape.
4. Choose **File -> Upload File** and specify the file, or drag and drop the file to your browser window and click **OK**.

---

**Note:** FTP printing does *not* support selecting multiple file names. Only **one** user can be logged on to a port at any particular time.

---

### 7.5.2 Printing from an FTP Client

1. Open a DOS Command window and enter the following command:

```
ftp dest-srvr-addr
```

where *dest-srvr-addr* is the IP address of the print server to which you want to send the print job.

2. Specify **PORT1** as the login.
3. Enter the following FTP command:

```
put filename
```

where *filename* is the file you want to print.

## 7.6 UNIX Printing

---

The Network Interface Board can support UNIX TCP/IP printing in the following mode:

- Printer-based **lpd** where the printer appears as a host running a line printer daemon

In general, printer-based **lpd** is easiest to use on BSD UNIX systems, requiring an entry in the **printcap** file once the Network Interface Board has its IP information.

### 7.6.1 Configuring the IP Address on the Network Interface Board

The Network Interface Board must be given IP address and routing parameters. You can configure the IP address for the Network Interface Board in one of the following ways:

- Use MAP, as described in Chapter 3

- Use the reverse ARP (**rarp**, **Ethernet II frame type only**).
- Use **arp** and **ping**

For each method, you need to provide the Ethernet address of the Network Interface Board. The Ethernet address is the 12-character code that is printed under Network Address on the configuration status report each time the printer is turned on.

You can use the **rarp**, or **ping** procedures only when the Print Server is in its factory default state (no IP information entered.) After the Print Server has an IP address, you must use the Telnet utility or the Network Interface Board HTML management pages accessed through the MAP utility or a web Browser to change an IP address, Subnet Mask and Default Gateway.

### 7.6.1.1 Using **rarp**

The Reverse Address Resolution Protocol (**rarp**) allows network devices to query a server for their IP addresses on start up. For this procedure, there needs to be a workstation with a **rarp** server. To store the IP address, use the following procedure:

1. Turn off the printer.
2. Log in as **superuser** on a host on the same subnet as the print server.

However, if the server resides on another subnet, complete this procedure to store the IP address in the print server. Reconnect the print server anywhere on the network, and then use the TelNet or the HTML pages accessed by MAP or a Web Browser to adjust the IP parameters for the subnet on which the Network Interface Board is operate.

3. Find the Ethernet address of the Network Interface Board. The address is printed on the configuration status report when you power on the printer.
4. Edit the hosts file (usually **/etc/hosts**) or use NIS or DNS to add the IP Address and Network Interface Board's node name. See the network administrator for the IP address.

For example, a print server with the name of **printfast** has the following entry:

```
192.9.200.200 printfast
```

5. Edit the **/etc/ethers** file or use NIS or DNS to add the Ethernet address.

To continue the example, for the printfast card with an Ethernet address of 00:40:c8:00:00:ff, make the following entry:

```
0:40:c8:0:0:ff printfast
```

6. If the **rarp** daemon is running, stop it and restart it. Verify that the daemon is running.
7. Check the printer to see that the print server is connected to the network. Turn on

the printer.

8. Wait until the printer powers up and finishes initializing to allow enough time for the IP address to become known and to be saved in non-volatile memory. The Network Interface Board should then reset itself.
9. After the Network Interface Board has reset, use the **ping** command to verify that the print server obtained its IP address. For example:  

```
ping 192.9.200.200
```

If the server has the address, the result is a confirmation message:  

```
192.9.200.200 is alive
```
10. Remove, or comment out, your changes to the `/etc/ethers` file.
11. Stop the **rarp** daemon and, if you want it to run, restart it.

### 7.6.1.2 Using ping

Use the following procedure to enter the IP Address:

1. Turn off the printer.
2. Log in as **superuser** on a host on the same subnet as the print server.  
However, if the server resides on another subnet, complete this procedure to store the IP address in the print server. Reconnect the print server anywhere on the network, and then use Telnet or the HTML pages accessed by MAP or a Web Browser utility to change the IP Address.  
See 7.7 Running Telnet, for instructions on using Telnet.
3. Find the Ethernet address of the Network Interface Board. The address is printed on the configuration status report each time you turn the printer on.  
The address is printed on the configuration status report each time you turn the printer on.
4. Edit the hosts file (usually `/etc/hosts`) or use NIS or DNS to add the IP address and print server's node name. See the network administrator for the IP address.  
For example, a print server with the name of **printfast** has the following entry:  

```
192.9.200.200 printfast
```
5. Add an entry to the **arp** cache for the Print Server's IP address and Ethernet address.  
For example:  

```
arp -s 192.9.200.200 0:40:c8:0:0:ff
```
6. Check the printer to see that the Print Server is connected to the network. Turn on the printer.

7. Send a **ping** command the Network Interface Board to verify it is running on the network.

For example:

```
ping 192.9.200.200 or
ping printfast
```

The Network Interface Board will not respond to this **ping** command but it will read its IP address from the packets.

8. Turn the printer off and back on again and then send the ping command again to verify that the print server obtained its IP address. If the Print Server has the address, the result is a confirmation message:

```
192.9.200.200 is alive
```

9. Remove the entry from the **arp** cache using the following command. Specify the Print Server either by its IP address or by its name.

For example:

```
arp -d printfast
```

## 7.6.2 lpd/lpr Printing

The **lpd/lpr** is an implementation of the standard UNIX line printer daemon which lets you print across a TCP/IP network without installing software on your workstation with all filtering and banners done by the Network Interface Board. Remote printing uses the same commands (**lpr**, **lpq**, **lpc**) as local printing.

The process begins when the **lpr** call finds a printer on a remote system by looking at the remote (**rm**) entry in the **/etc/printcap** file for that printer. The **lpr** handles a print job for a remote printer by opening a connection with the **lpd/lpr** process on the remote system and sending the data file (followed by the control file containing control information for this job) to the remote system. The printer-based **lpd** then filters the data and prints the job according to information contained in the control file and its own **printcap** file.

The Network Interface Board **lpd** recognizes the format of certain printer emulations and filters the data, if possible, so the data can be printed on the printer type you specify.

You can indicate to the Network Interface Board **lpd** what type of printer is attached to by either:

- Accept the default port setting (PCL, PostScript, and other)
- Change the listed emulations via the Telnet or the HTML pages accessed by MAP or a Web Browser utility

The following sections give specific **lpd/lpr** setup instructions for various systems.

### 7.6.2.1 Setting Up a BSD Remote Printer to Use lpd

To set up a remote printer on the host that sends jobs to Network Interface Board using printer-resident `lpd`, add an entry to the `/etc/printcap` file on your host for each printer you use.

The steps are described below.

1. Open the `/etc/printcap` file. Make an entry naming the Network Interface Board as the remote host and `PORT1` as the remote printer name. A typical `printcap` entry is shown below:

```
<printer_name>\
  (for example, lprprinter)
  :lp=:\
  :rm=<remote_host>:\
    (for example, name as entered in /etc/hosts)
  :rp=PORT1:\
  :sd=/usr/spool/lpd/<printer_name>:
    (for example, spool directory on system used to
  spool data and control files)
```

This entry will send jobs spooled at `/usr/spool/lpd/<printer_name>` to the printer designated `<printer_name>` to be printed at `lp` (the internal connection to the printer) of the Network Interface Board designated as `<remote_host>`.

2. Create the spooling directory. For example, type:  
`mkdir /usr/spool/lpd/<printer_name>`
3. To print via the spooler, use the `lpr` command. Type:

```
lpr -P<printer_name> <file_name>
```

Installation and testing is done. You are now ready to print.

## 7.7 Running Telnet

---

The Telnet utility uses the standard remote terminal protocol to configure the IP address, `lpd/lpr` printers, and other parameters on your system. You have the same functionality with Telnet as with accessing the Network Interface Board HTML pages with MAP or a Web browser (see Chapter 3, *Monitoring the Network Interface Board*).

Use the following guidelines to run Telnet:

- Typically you make selections from menus by toggling between one choice or another, by selecting/deselecting or enabling/disabling an item.
- Press **Enter** when not selecting an item. This returns you to a previous menu.

- If you do not make a menu selection for two minutes, you get a two-minute warning that within two more minutes your Telnet session ends. This ensures that no one user leaves a session idle for too long.

## 7.7.1 Making the Connection and Accessing the Main Menu

To make the connection and access the Main menu:

1. At the prompt, type the following command:

```
telnet ip-address
```

where *ip-address* is the IP address of the card.

2. When the login prompt appears, type **guest** if you are interested in only browsing the menus, or type **sysadm** if you want to change the configuration.
3. When the password prompt appears, again type **guest** or **sysadm**.

The main menu is displayed. This utility lets you change the IP parameters, **lpd/lpr** printers, protocols, and password, and lets you restore to factory defaults.

4. Type the number for the parameter you want to check or change and press **Enter**.

<ol style="list-style-type: none"><li>1. IP Parameters</li><li>2. LPD Printers</li><li>3. Protocols</li><li>4. Restore Factory Defaults</li><li>5. Change Password</li><li>E. Exit</li></ol>
--

5. To end your Telnet session, type **E** at the Main Menu.

If you have made any changes you are prompted to either Save Changes and Exit or Exit Without Saving Changes. Choose the appropriate option and press **Enter**.

---

**Note:** To get online help in Telnet, type **?** (question mark).

---

## 7.7.2 Configuring IP Parameters

Although the Network Interface Board must have an IP address before a Telnet connection can be made, you can use the Telnet utility to change the address or the other IP parameters. The Network Interface Board automatically initiates a soft reset when it senses the IP address change.

---

**Note:** This causes the Telnet connection to be broken. It is advisable to make all other desired changes before changing the IP address.

---

### To configure IP parameters:

1. At the main menu, type **1** and press **Enter** to display the IP Parameters menu.
2. Type **1** again and press **Enter**.

The IP Address submenu is displayed:

1. IP Address	199.92.187.37
2. Subnet Mask	255.255.255.0
3. Default Gateway	199.92.187.254
4. Base Port Number	10000

3. Type the number for the parameter you want to change and press **Enter**.
- 

**Note:** The base port number is one less than the actual TCP/IP port number used by the printer. For example, to set the port number to 9100, enter 9099.

---

## 7.7.3 Selecting Printer Languages

Selection 2 in the main menu lets you designate the emulations (printer interpreter languages) that the printer supports. This lets the resident **lpd/lpr** modify files intended for other emulations so they can be printed. The menu also allows you to enable or disable banners attached to **lpd/lpr** handled jobs.

The emulation choices are:

- Printer Control Language (PCL)
- PostScript (PS)
- ASCII (simple text)
- Other (any print job not recognized as PCL, PS, or ASCII)

The file modifications and conditions are:

Print Server Setup	Job detected as	Action
PCL, (PostScript)	ASCII	<CR> changed to <CR><LF>
PostScript	PCL, Other	PostScript header added
not PostScript	PostScript	Job discarded
PostScript	ASCII	PostScript header added, <CR> changed to <CR><LF>
PCL, PS, ASCII	any	No action

**To select the printer language:**

1. To access the LPD Printers menu, type **2** and press **Enter**.

For a unit at factory default, the following menu appears.

LPD Printers	
1. Printer 1	PCL PS OTHER
2. Banners	DISABLED

2. To change the set of emulations, type **1** and press **Enter**.

The following options are displayed.

Printer 1	PCL PS OTHER
1. PCL	
2. PS	
3. ASCII	
4. OTHER	

3. To delete an emulation, select the number opposite the language listed and press **Enter**.
4. From the LPD Printers menu, type **2** to toggle Banners between Enabled/Disabled.



## 7.7.4 Enabling/Disabling Network Protocols

To enable network protocols, type **3** at the main menu.

You are given the choice of disabling either NetWare or AppleTalk since both network OSs are enabled by default. For example, to disable Appletalk, type **2** and press **Enter**.

## 7.7.5 Restoring Factory Defaults

When you need to restore factory defaults on your print server, type **4** at the Main Menu and press **Enter**. All NVRAM stored parameters are returned to their factory default values. The factory default values do not take effect until you exit the Telnet program or the unit is powered off and on.

## 7.7.6 Changing a Password

1. Type **5** at the main menu.
2. Type up to eight characters at the New Password query and press **Enter**.
3. Retype the same characters at the Retype New Password query and press **Enter**.
4. Choose the **Save Changes and Exit** option.

Once you have set your password, the `sysadm` password is no longer valid.

---

**Note:** There is a single maintenance access password to the Network Interface Board. You use this password with Telnet or when accessing the Network Interface Board HTML pages with MAP or a Web browser.

---

## 7.7.7 Exiting Telnet

1. Type **E** at the main menu.

If you have made any changes, the exit menu is displayed:

Exit
1. Save Changes and Exit
2. Save Changes and Reset
3. Exit Without Saving Changes

2. Choose an exiting option and press **Enter**.

## 7.8 Internet Printing Protocol (IPP) Printing

---

### 7.8.1 Setting Up a Printer Using IPP

You can use the IPP with Windows 2000.

**To set up a printer for IPP printing:**

1. Assign an IP address to your print server.
2. Reset the print server.
3. Use the **ping** command to make sure the print server responds.

### 7.8.2 Setting Up the IPP Functions of the Printer

You can set up the IPP functions of the printer by using MAP or a Web browser. For IPP printing, your workstation must have an IPP client installed (either from Microsoft or a third-party).

**To configure the printer for printing:**

1. Choose **Start -> Settings -> Printers**.
2. Click **Add Printer**.  
The Add Printer wizard appears. Click **Next** to proceed.
3. Choose the **Network Printer** option and click **Next**.
4. On the Locate Your Printer screen, select **Connect to a printer on the Internet or on your intranet** and type the correct printer path. (case sensitive)

The format is:

**URL: `http://ip-addr:631/Print`**

where *ip-addr* is the IP address of the printer. For example:

**URL: `http://199.92.186.97:631/Print`**

---

**Note:** Your printer port number is listed on the NIB Status Page next to the Internet Printing Protocol.

---

5. Click **Next** and finish printer setup.  
For example, select the appropriate printer type.
6. Perform a Test Print from your printer and check the printer for the test page.

The printer configuration is complete.

---

# Chapter 8

## Operation and Troubleshooting

---

This chapter describes:

- Normal operation of the Network Interface Board in the printer
- LED status indicator
- Status reports
- Resetting the Print Server to factory defaults
- Troubleshooting any problems you might have with the Network Interface Board

### 8.1 LED Status Indicators

---

The Network Interface Board has two LED status indicators: orange and green. The orange LED generally indicates job activity. The green LED indicates the operating condition of the Network Interface Board.

#### 8.1.1 Normal Operating Condition

##### Green LED

- When you first power on the printer, the green LED is on solid (that is, not blinking). This indicates that the Network Interface Board is performing self tests. The green LED may also be on solid when the printer is awaiting a print job and the Network Interface Board is functioning properly.
- When the printer finishes the self-tests, the green LED blinks, and may blink again after initialization with the printer is completed. If the Print Status Report on Power up feature is enabled, the Network Interface Board generates a status report.

##### Orange LED

- When the printer is receiving print jobs over the network, the orange LED blinks. It is off when there is no activity.
- The orange LED is on solid (not blinking) to indicate that the network connection has been lost — typically, because the server has been shut down.

### 8.1.2 Error Conditions

Combinations of blinking LEDs — 1 to 7 orange blinks followed by 1 to 12 green blinks — indicate various hardware failures. You should then notify the supplier of your printer according to whatever arrangements you have for technical support or replacement of defective equipment.

## 8.2 Status Report

---

The Status/Configuration report is generated when the print server is powered on (if the Print Status Report on Power up feature is enabled). The following sample report shows the configuration of the print server immediately before the report is printed. Some printers also allow you to use a command from the front panel that produces a status report.

You should generate and review a status report after installation and any time the setup changes. If your status report does not include a protocol that was configured, make sure the procedure was done properly.

### Sample Status Report

```
-----  
Unit Serial No: 123456                      Version: 05.60  
Network Address: 00:11:22:33:44:55  
Network Topology: Ethernet                  Connector: RJ45  
Network Speed: 100 Megabits  
  
Novell Network Information                  enabled  
  Novell Print Server Name: RDP_123456  
  Password Defined: No  
  Directory Services Context not defined  
  Frame Type: 802.3  
Peer-to-Peer Information                    enabled  
  Frame Type: 802.2 on 802.  
  Network ID: 6  
TCP/IP Network Information                  enabled  
  Frame Type: Ethernet II                   Protocol Address: 123.123.123.123  
  Subnet Mask: 123.123.123.123             Default Gateway: 123.123.123.123  
  WINS Name:  
IPP Network Information                     enabled  
  Internet Printing Protocol                http://123.123.123.123:631/Print  
AppleTalk Network Information              enabled
```

```
Frame Type: 802.2 SNAP on 802.3
Protocol Address: Net Number 123 Node Number:45 Socket Number 678
Preferred AppleTalk Zone:          Default Zone
Novell Connection Information
Printer Name: Assigned Name
File Server: NameOfFileServer
    Queue: NameOfQueue Priority: 1    Attached: yes
    Notify: Supervisor First: 30    Repeat: 60
Peer-to-Peer Connection Information
Port Name: RDP_123456
AppleTalk Connection Information
AppleTalk Printer Name: RDP_123456
TCP/IP Connection Information
Port Number: 10001
```

---

## 8.3 Returning the Network Interface Board to Factory Default Settings

---

You can restore parameters on the Network Interface Board to their factory default settings. You should do this before the Network Interface Board is moved to a new location where the environment (AppleTalk network zones, NetWare file servers, IP subnets, and so on) is different.

---

**Note:** Returning to factory default settings means that the print server loses all data such as names and IP addresses. It does not lose its serial number or MAC (Ethernet or Token Ring hardware) address.

---

To restore the factory default settings, you can use Telnet or the Network Interface Board's HTML pages (via MAP or a Web browser). If the network is not available, you can use the following method.

### To reset the Network Interface Board:

1. Power off the printer and remove the Network Interface Board from the printer.  
The removal process is the reverse of the installation process described in Chapter 2, *Installing the Network Interface Board*.
2. Locate the Reset Jumper (labeled OP2. Refer to the diagram in *Appendix A*). Move this jumper to the **ON** position.

3. Reinstall the Network Interface Board as described in Chapter 2 but do not connect the printer to the network.
4. Power on the printer.

The Network Interface Board performs self-diagnostic tests. The green LED blinks 3 times and then goes into an alternating green/orange sequence. When you see this LED pattern, do the following steps.
5. Power off the printer.
6. Remove the Network Interface Board from the printer.
7. Move the OP2 jumper to its **OFF** position, so that the jumper covers the center pin and the pin nearest the OFF designation.
8. Reinstall the Network Interface Board according to Chapter 2, *Installing the Network Interface Board*.
9. Reconnect to the network and power on the printer.

## 8.4 Troubleshooting Checklists

---

### 8.4.1 General Troubleshooting

Use the following list to determine the cause of printing problems:

- Verify that the printer is functioning properly:
  - Is the printer printing? To check whether the printer is operating properly, make it generate a test page. See your printer's owner's manual for instructions on generating a test page.
  - Is the printer on-line?
  - Does the control panel indicate an error? Refer to your printer documentation for an explanation of the error messages.
  - Did you get a Network Interface Board status page (if the Print Status Report on Power up feature is enabled)? On preppy, the Network Interface Board sends a status page which contains information that is useful for troubleshooting. Keep the status page available until the problem is resolved.
  - Check the Network Interface Board's LED status indicators to make sure there is no error condition. See *Section 8.1 LED Status Indicators* for more information.
  - Check the status report to see what protocols are enabled and active.

- See the appropriate chapter of this manual to confirm that you have installed and configured your network protocol correctly for the Network Interface Board. See *Section 8.2 Status Report* for a sample status report.
- If you added, changed, or removed any hardware on the network, verify that it was installed or removed correctly.
- If you added any new software applications, make sure the program is compatible and installed correctly on the network. See your network protocol documentation for more information.
- Can other users print? If they cannot print and they are all using the same network protocol, go to the troubleshooting section for that protocol.

When you have determined the nature of the problem, use the checklists in the next section.

### 8.4.2 Troubleshooting Network Hardware Connections

- Make sure the Network Interface Board has properly selected the connector type that you are using. The connector type is on the status/configuration report — RJ45 or BNC.
- For Thinnet, check that the network connector is plugged into the BNC connector on the Network Interface Board. If the printer is at the end of a run, ensure that a 50-ohm terminator is installed.
- For 100BaseT or 10BaseT, check that the network connector is plugged into the RJ45 connector on the Network Interface Board.
- If the network connectors are properly plugged in and the problem persists, try another cable.
- If you are using a 10BaseT Network Interface Board connected to a concentrator hub that does not support the link signal, use Manual Ethernet Port selection instead of the factory default of Automatic Ethernet Port selection. See *Appendix A, Jumper Settings*.

### 8.4.3 NetWare Troubleshooting

Use MAP to get the NetWare setup and parameter values. If you cannot resolve the problem after running MAP, go through the checklists in this section.



### 8.4.3.1 NetWare Checklist

- Is the print server name entered correctly?
- The default name is the Network Interface Board serial number (six digits with a three-letter prefix). This number is located on the card.
- Did you assign print queues to the printer?
- It is recommended you assign each print queue to only one Network Interface Board-connected printer. If print queues are assigned to other network printers, the print jobs might be going to another network printer.
- Did you assign the printer to the type **Remote Other/Unknown**?
- If the server settings are correct, the connection between the printer and network might have been broken. In this case:
  - Turn the printer off and, using NWADMIN or PCONSOLE, wait for the status message Not Connected.
  - Turn the printer on and the status should change to **Waiting for Job**.

### 8.4.3.2 File Server Checklist

- Is there enough disk space on the file server and is it running?
- Is the correct file server associated with the printer? Use NWADMIN or PCONSOLE to check this.
- Did you have the proper rights to configure the printer?
- Are the File Server and the Print Server communicating? Run the NetWare COMCHECK utility from any network workstation to check this.
- Are there enough user positions on the File Server? The Print Server function logs on as a user.

### 8.4.3.3 Workstation Checklist

- Is the network loaded onto the workstation? See your Novell documentation.
- Is the application set up to print to the printer? For example, are you using the correct driver?
- Is the workstation connected to the correct print queue? Print a file and verify that the file goes to the queue.
- Are the print queues assigned to the Network Interface Board-connected printer also assigned to another network printer? If so, the print jobs may be going to that printer.

- From NWADMIN or PCONSOLE, enter a sample print job directly into an assigned queue. Does the job become Active? Is the job printed?
- Is **AUTO ENDCAP** enabled? This option lets you send data to a network printer. Use PRINTCON to check.

#### **8.4.3.4 Network Interface Board Configuration Checklist**

If all your hardware connections are correct, check the following:

- Use MAP to check the status of the print server.  
The Report Print Server Status screen shows the status for the selected Network Interface Board. This report includes a status of file servers and queues assigned to a printer along with a description of any problems.
- The printer might not be assigned to the correct print queues.  
Use NWADMIN or PCONSOLE to direct print jobs to the correct queues, then check to see if the print job is in the queue.
- If devices were added or changed, use NWADMIN or PCONSOLE to make sure you configured the new devices correctly.
- Make sure the Network Interface Board's name has been entered correctly. If you changed the name in MAP, you must also change the name in NWADMIN or PCONSOLE before you can print.
- Use NWADMIN or PCONSOLE to check the printer status. Make sure it is not stopped or paused.

#### **8.4.3.5 Printer Server, File Server, and Printer Checklist**

- Can the Network Interface Board log in to the file server, and can it service jobs from a file server?
- Is the print server name listed on that file server?
- Does the print server password assigned to the Network Interface Board through NWADMIN or PCONSOLE match the print server password assigned through MAP?  
(Use MAP to update the password stored in the network print server's memory.)
- Is the print job in the print queue and waiting to be printed? Use NWADMIN or PCONSOLE to check whether the print jobs are being sent to the printer.

### 8.4.3.6 Workstation to Network Interface Board Connection Checklist

**To make sure the workstation is communicating with the Network Interface Board:**

- Print a file from the workstation. Use NWADMIN or PCONSOLE to verify that the print job gets to the print queue. If the print job does get to the queue, the problem is not with the workstation/print server connection.
- Use CAPTURE to send data to the printer from a software application. See your Novell documentation for information.
- Make sure another printer is not taking the print jobs from the queues before the Network Interface Board can service the job. Disable the other printer until you can verify the Network Interface Board-connected printer setup.

### 8.4.3.7 If the Network Interface Board Loses Its File Server Connection

If the network interface board loses its connection to the file server, it can take approximately 5–10 minutes to reconnect. If the connection is not made after some reasonable time, check the error conditions to troubleshoot the problem.

### 8.4.3.8 Cannot Print from a Different Context

The Network Interface Board does not support printing from a context different from the context you are installed in. If you want to do this, you must create an alias queue. See your Novell documentation for more information.

## 8.4.4 AppleTalk Troubleshooting

- Is the Macintosh connected to the network through Ethernet and has the AppleTalk driver been selected? To check, choose **Control Panel** from the Apple menu and then choose **Networks**.
- Did you select the correct Network Interface Board and correct zone?
- Is AppleTalk enabled on the Macintosh? Use Chooser to check this.
- If you are on a network with multiple zones, is the zone correct?
- Did you select the correct printer driver in Chooser? You must first select the printer icon and then select the printer name. (Not all printers communicate with the default Macintosh driver.)
- If you renamed the printer in the AppleTalk program, did you re-select the printer under its new name?
- If you put the printer in a new zone, did you re-select the zone?
- Are there other printers with similar names in Chooser? Make sure you chose the Network Interface Board-connected printer.

## 8.4.5 TCP/IP Troubleshooting

**Problem:** Cannot access the Network Interface Board from the network

- Make sure the Network Interface Board has a valid IP address. Use **ping** to check the IP address assigned to the card.
- Check the TCP/IP parameters (subnet mask, gateway, and so on).
- If your network supports DHCP or WINS:
  - Are the server names set correctly on the Network Interface Board Status Configuration page?
  - Is the DHCP Server or WINS Server running?
  - If the DHCP Server or WINS Server is running, is it configured properly? Refer to your network documentation for more information on configuring servers.

**Problem:** Cannot print from **lpr**

- Do you have the correct drivers?
- Is the print job directed to the correct IP address?
- Is the **lpr** channel full because of other jobs in the queue?

**Problem:** Cannot print from IP-P2P or Windows 2000 direct IP

- Do you have the correct drivers?
- Is the print job directed to the correct IP address?
- Is the correct port number being used for Raw Sockets printing? (The default for the Network Interface Board is 10001.)
- Is the printer reporting any errors?
- Was the print job removed from the spooler? (Check the Windows spooler for any details on the status of a failed job.)

**Problem:** Cannot print from IPP

- Do you have the correct drivers?
- Is the print job directed to the correct IP address in the IPP client (that is, **http://ip-address:631/Print**)?
- Was the print job removed from the spooler? (Check the Windows spooler for any details on the status of a failed job.)



---

# Appendix A

## Jumper Settings

---

This appendix describes:

- Changing jumper settings
- Network Interface Board and jumper locations
- Reset to factory defaults
- BUS handshake
- Ethernet-specific jumpers (10BaseT only)

### A.1 Changing Jumper Settings

---

The Network Interface Board normally configures the network configuration automatically without the need to access internal jumpers. However, there are certain jumpers on the board that you might have to access under certain circumstances. If you need to change the jumpers, follow the steps in this section.

---

**Note:** **Handling Precautions for Static Sensitive Devices:** The Network Interface Board is designed to protect sensitive components from damage due to electrostatic discharge during normal operation. When installing the card, however, take proper static-control precautions to prevent damage to equipment.

---

Make sure you do not have the printer plugged into a wall outlet. If it is plugged in, unplug the power cord *before* you open the unit. Remove the Network Interface Board according to the printer instructions.

### A.2 Reset to Factory Defaults

---

The Network Interface Board can be restored to factory default conditions by jumper OP2. The function of OP2 is to reconfigure NVRAM. Do this when a unit is moved from one site to another and should be restored to as-new condition.

If the unit is powered up with jumper OP2 in the FACT position (opposite of the CUST position), the board resets all parameters to their factory default values. This is indicated

by the three quick green flashes followed by the alternating amber and green indications (once per second rate). You should then turn off power and shift the OP2 jumper to the CUST or OFF position (opposite of the FACT or ON position). The unit operates normally when you turn the power on again.

---

# Appendix B

## Network Interface Board Specifications

---

This appendix describes:

- General specifications for the Network Interface Board
- 10/100BaseT cables

### B.1 General Specifications for the Network Interface Board

---

<b>Size:</b>	Length: 123.7 mm    Width: 95 mm
<b>Weight:</b>	8 ounces
<b>Environment:</b>	0–50° C    5%–80% humidity
<b>Controls and Indicators:</b>	One green LED and one amber LED
<b>Configuration:</b>	Stored in NVRAM
<b>Connectors:</b>	Any of the following: <ul style="list-style-type: none"><li>• Ethernet: 8-wire RJ45 10/100BaseT</li></ul>



## B.2 10/100BaseT Cables

---

Use the following universal Ethernet standard when configuring your 10/100BaseT cables to connect to the RJ45 connector on the Network Interface Board. The cable should be Category/Type 5 or better (depending on length).

Pin	Color	Ethernet
8	Blue/white	
7	Blue	
6	Orange/white	Receive –
5	Green/white	
4	Green	
3	Orange	Receive +
2	Brown/white	Transmit –
1	Brown	Transmit +

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# NIC FAX UNIT TYPE410

## Operating Instructions



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## Introduction

Thank you for purchasing NIC FAX. This manual contains important information 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. Note that you are authorized to use this manual and NIC FAX Driver and Utilities 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).
- NIC FAX UNIT TYPE410 is required in order to use the Internet Fax Features. (For Type 1.)
- Installation of NIC FAX UNIT TYPE410 should be performed by an authorized service provider. Do not attempt installation on your own. (For Type 1.)

For simplicity, fax machines equipped with NIC FAX UNIT TYPE410 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 use.

### Notes:

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

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

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

### Machine Types:

The model names of the machine do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see Chapter 1 "Machine Types", *Basic Features*.)

- Type 1: NIC FAX Unit and Color Unit are options.
- Type 2: NIC FAX Unit and Color Unit are standards.

### Note

- Type 2 machines are not available in some areas.

### Important

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

### Trademarks

Microsoft®, Windows®, Windows NT®, Outlook® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Netscape® is a registered trademark of Netscape Communications Corporation.

Netscape Communicator and Netscape Messaging Server are trademarks of Netscape Communications Corporation.

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 to 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® Millennium Edition (Windows Me)
  - Microsoft® Windows NT® Server network operating system version 4.0 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® XP Professional
  - Microsoft® Windows® XP Home Edition

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# What Do You Want to Do with This Machine?

This is the summary of this machine's features showing which page you have to read for detailed information.

I Want...	Reference
to change the interval time for automatic e-mail reception	p.39 "Mail RX Interval (Mail Reception Interval)"
to block out unwanted e-mail	p.41 "Auth. E-Mail RX (Authorized E-mail Reception)"
to scan a colored document and send it to computers (Option for Type 1)	p.61 "Scanning a Color Original"
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to send scanned documents as e-mail	p.68 "Scanning a Monochrome Original"
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to print documents created with computer applications for proof checking	p.112 "Printing and Saving"
to route scanned documents via network	p.117 "Delivering Scanned Data"
to register frequently-used addresses, subjects and messages	p.147 "Registering Template Addresses" p.149 "Registering Template Subjects and Messages"



# How to Read This Manual

---

## Symbols

---

The following set of symbols is used in this manual.

### **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 Basic 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 Basic 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 information or preparations required prior to operating.

### **Note**

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

### **Limitation**

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

### **Reference**

This symbol indicates a reference.

**[    ]**

Keys built into the control panel of the machine.

**[    ]**

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

# Manuals for This Machine

Three Facsimile Reference manuals are provided, the Basic Features manual, the Advanced Features manual, and Before You Use This Machine manual . For Type 2 machines and Type 1 machines with options, the NIC FAX Unit manual, NIC FAX Unit CD-ROM manual are also provided. Please refer to the manual that suits your needs.

---

## NIC FAX Unit Manual (on CD-ROM) (this manual)

---

Explains about the Scanner function, Internet Fax function, IP-Fax function, and LAN-Fax function.

 **Note**

NIC FAX Unit is an option for Type 1.

---

## NIC FAX Unit CD-ROM Manual

---

Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM.

How to access the NIC FAX Unit manual in PDF file on the CD-ROM is also explained.

 **Note**

NIC FAX Unit is an option for Type 1.

---

## Basic Features

---

Explains the most frequently used fax functions and operations.

---

## Advanced Features

---

Describes more advanced functions, and also explains settings for key operators.

---

## Before You Use This Machine

---

Explains how to set up your machine.

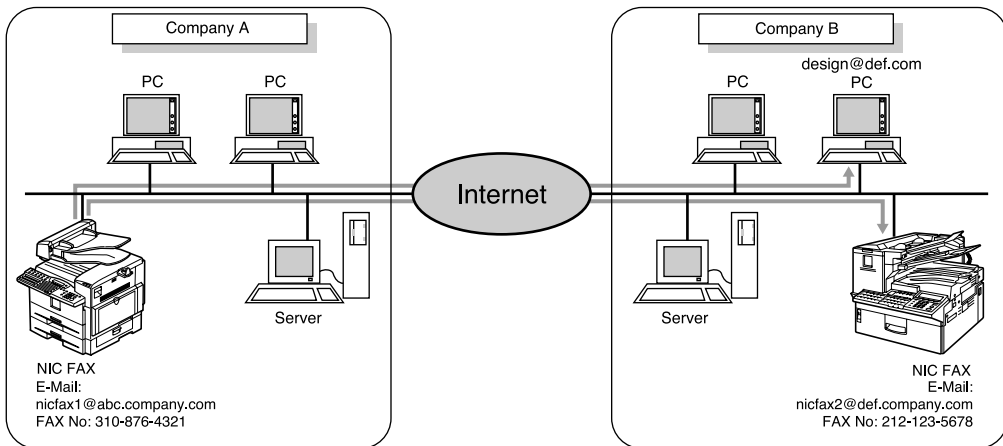


# 1. Introduction

## Scan to E-mail Functions

There are two types of scanner related functions Scan to E-mail and Network Delivery Scanner. This section describes about the Scan to E-mail function. For details about the Network Delivery Scanner function, see p.13 “Network Delivery Scanner Functions”.

Scanned documents are sent as e-mail messages with an attached image. Black and white documents are converted into PDF or TIFF-F, and color documents into PDF or JPEG images. You can specify a document format with user parameters. Also you can turn the JPEG function on and off with a user function key for Color Scanning.



GFSCAN0E

### Note

- ❑ To send color originals, you need optional color unit if your machine is Type 1.
- ❑ When you send e-mail with PDF or JPEG images to NIC FAX using the Scan to E-mail function, NIC FAX cannot receive the e-mail.

---

## Functions Not Supported by Scan to E-mail

---

1

The following functions are supported with standard fax transmission and reception, but not with Scan to E-mail transmission.

- Immediate Transmission for monochrome originals, Memory Transmission for color originals
- Confidential Transmission
- SUB Code Transmission
- SEP Code Polling Reception
- Polling Transmission
- Polling Reception
- Transfer Request Transmission
- Fax Header
- Label Insertion
- Dialing with the Dial Option Key
- Chain Dial
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

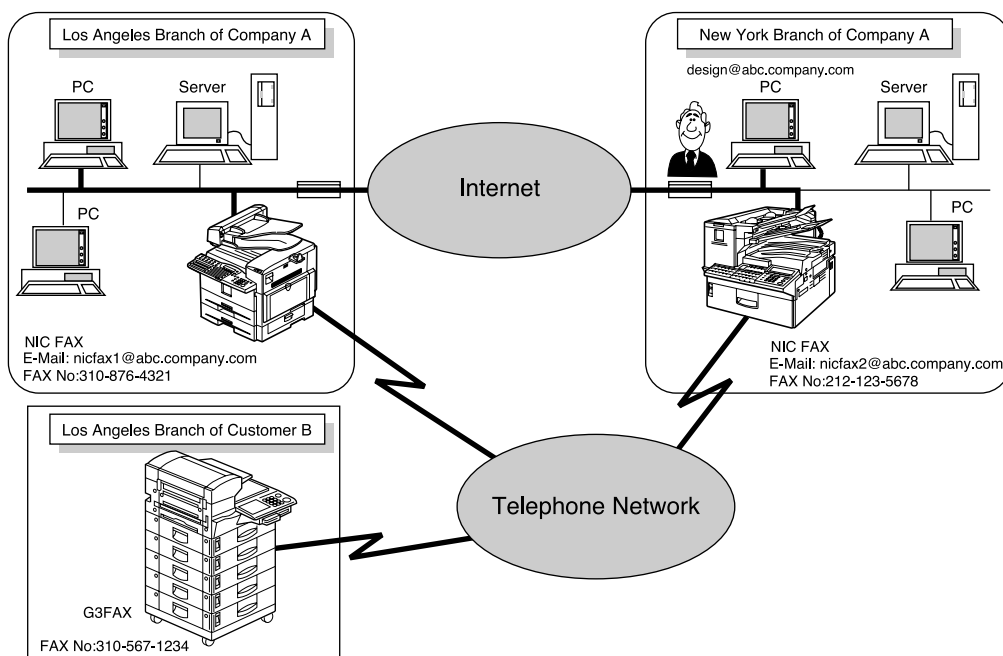
# Internet Fax Functions

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 computer. Instead of dialing the telephone number of the destination you want to send to, you enter the relevant 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 computer. To view an attached image, software capable of displaying TIFF-F formatted images is required. NIC FAX includes DeskTopBinder V2 Lite, which can be used to view, edit, and store image data.

You can also receive e-mail messages from computers or other Internet fax machines, and print or forward these.



GFINFX0E

## Note

- ❑ NIC FAX must be connected to a LAN and set up correctly in order to use its Internet fax functions. See p.23 "Getting Started".
- ❑ The Internet Fax function supported by NIC FAX is compliant with ITU-T Rec. T.37.

---

## Internet Fax Precautions

---

- Internet Fax communicates with a server over a LAN. It cannot communicate directly with other parties.
- If a transmission is not successful, NIC FAX usually receives an e-mail error notification. However, e-mail error notifications may not be transmitted for various reasons. We recommend you confirm receipt of important e-mail by calling the other party.
- The level of security for Internet communications is low. We recommend you use the telephone network for confidential communications.
- Voice communication is 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
- Confidential Transmission
- SUB Code Transmission
- ID Transmission
- Polling Transmission
- Chain Dial
- Dialing with the Dial Option Key
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

---

## 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
- Memory Lock Reception
- Polling Reception
- SEP Code Polling Reception
- Authorized Reception
- Multi-copy Reception
- Specified Tray (optional paper tray required)



# IP-Fax Functions

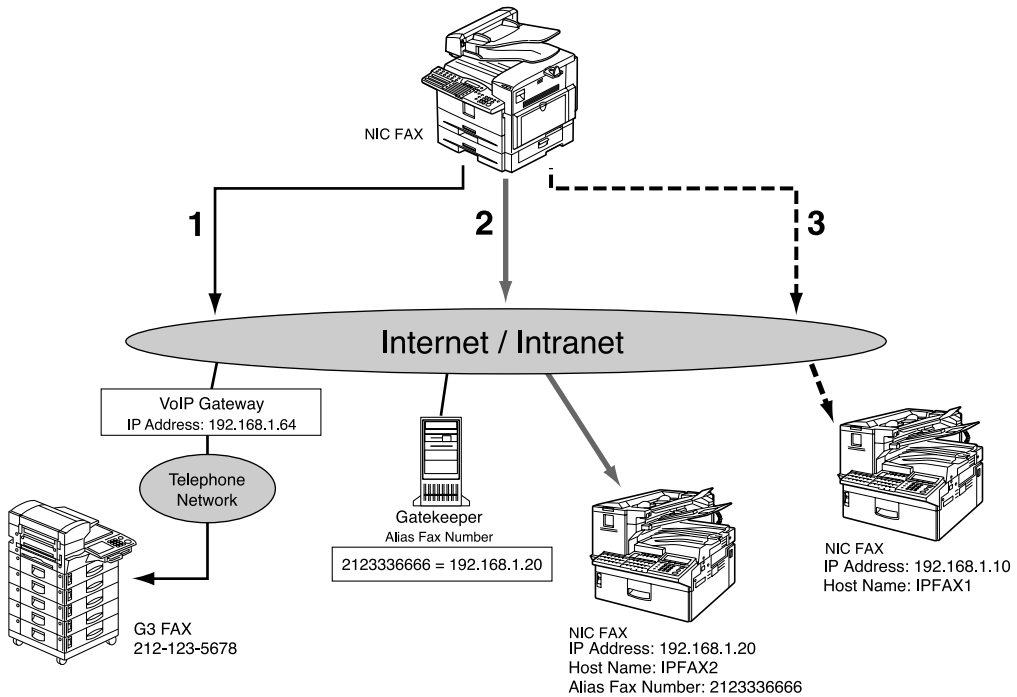
1

With the IP-Fax feature, you can send or receive faxes through fax machines directly connected to the same network using TCP/IP protocol.

Use the IP address or host name instead of the fax number to specify the destination machine, or use the alias number when using the gatekeeper.

You can also send faxes to G3 fax machines connected to PSTN via the VoIP gateways (with T.38 Function).

No e-mail server is required since NIC FAX communicates with destination fax machines connected to the same network directly. The transmission speed is higher than when using G3.



GFIPFX0E

1. Transmission by specifying the destination with the IP address of VoIP gateway (192.168.1.64) and fax number of the receiver (212–123–5678)

2. Transmission by specifying the destination with the alias fax number of the receiver (2123336666)

3. Transmission by specifying the destination with the IP address or host name of the receiver (192.168.1.10 or IPFAX1)

## Note

- ❑ NIC FAX must be connected to a LAN and set up correctly in order to use its IP-Fax functions. See p.23 “Getting Started”.
- ❑ The IP-Fax function supported by NIC FAX is compliant to ITU-T Rec. T.38.

---

 **Glossary****❖ Gatekeeper**

This is a device that manages equipment connected to an IP network by converting and authenticating addresses.

**❖ VoIP (Voice over Internet Protocol)**

This is a technology that enables voice communications over the Internet by linking telephone network and IP network. VoIP gateway converts protocols to connect these different types of networks.

---

---

**IP-Fax Precautions**

---

- You cannot transmit any data to other networks where a firewall is installed.
  - The level of security for Internet communications is low. We recommend use of the telephone network for confidential communications.
  - Voice communications are not supported over a LAN.
- 

**Functions Not Supported by IP-Fax Transmission**

---

The following functions are supported with standard fax transmission, but not with IP-Fax transmission.

- Batch Transmission
- Memory File Transfer
- Manual Dial

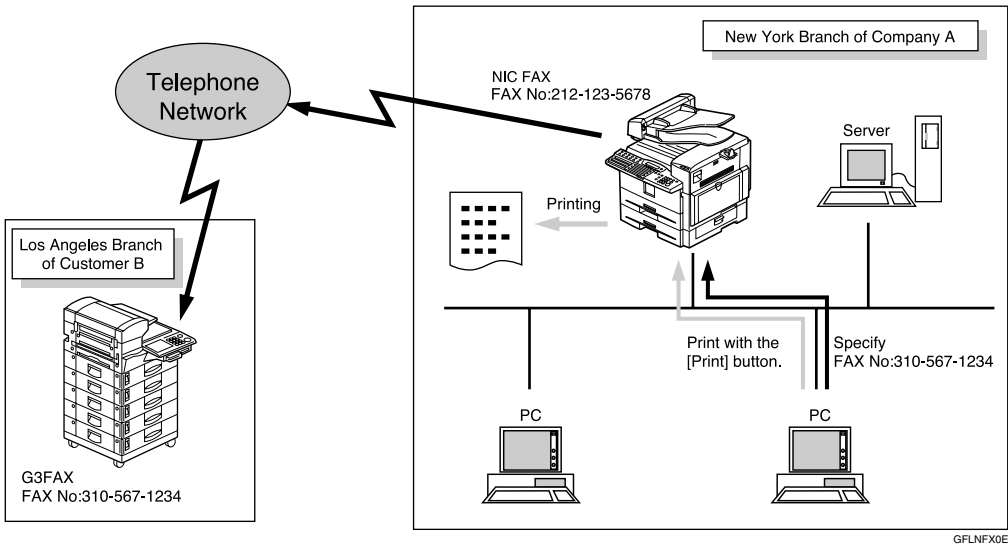
# LAN-Fax Functions

1

With a NIC FAX connected to a LAN, you can use a telephone line to send a fax created using a computer application to another fax machine.

To send a fax, simply select **[Print]** from the Windows application, and 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 and saving documents in TIFF-F file for proof checking.



**Note**

- ❑ NIC FAX must be connected to a LAN and set up correctly in order to use LAN-Fax functions. See p.23 "Getting Started".

---

## LAN-Fax Precautions

---

- When you transmit faxes, or print documents using the LAN-Fax functions, you cannot abort data transmission by pressing the **[Clear/Stop]** key while the data is being transmitted from your computer to the fax machine.

**Reference**

- p.107 "Basic Transmission"
- p.112 "Printing and Saving"

# Network Delivery Scanner Functions

You can use NIC FAX as a network scanner for ScanRouter V2 Lite/Professional. The documents scanned in by NIC FAX can be saved in the network server or in designated folders on network computers.

## Note

- ScanRouter V2 Lite and DeskTopBinder V2 Lite are on the CD-ROM which comes with your NIC FAX.
- ScanRouter V2 Professional is optional.
- Please contact your service representative if you want to use ScanRouter V2 Professional.
- For brevity, ScanRouter V2 Lite and ScanRouter V2 Professional are referred to throughout this manual as ScanRouter V2 Lite/Professional.
- There is no compatibility between the machine and ScanRouter/ScanRouter Professional. Thus, you cannot transmit documents to ScanRouter or ScanRouter Professional delivery servers.
- This function is available without using e-mail.

---

## Using ScanRouter V2 Lite Server

---

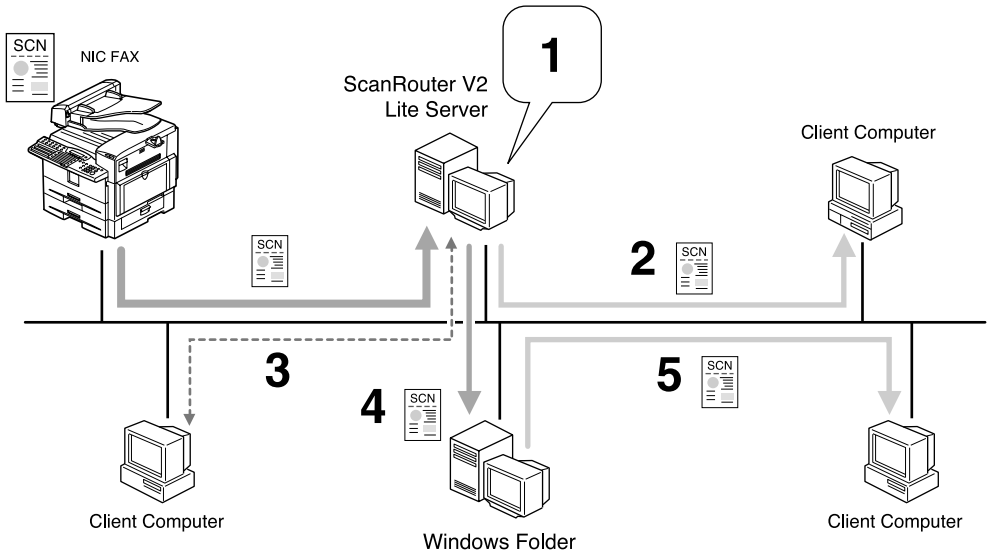
Documents scanned in by NIC FAX are sent to the ScanRouter V2 Lite server.

Sent documents are delivered to or saved in the following locations depending on the setting of ScanRouter V2 Lite server:

- ① ScanRouter V2 Lite server Fax In-Tray

② The designated folder on the same network as the ScanRouter V2 Lite server

1



GFLNFX1E

Scanned documents are:

- 1. saved in Fax In-Tray.
- 2. received with ScanRouter V2 Link.
- 3. viewed or picked up by DeskTopBinder V2 Lite.
- 4. delivered.
- 5. shared on network.

**Note**

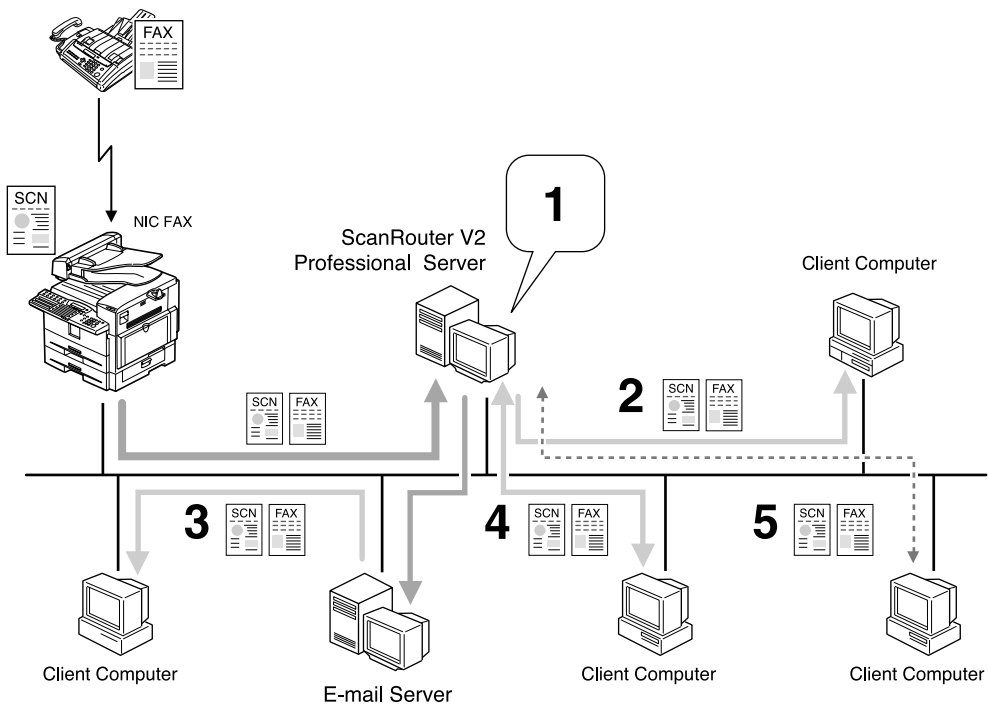
❑ Folders in the other computers as well as in the computer where the ScanRouter V2 Lite Server is installed can be specified as the destination as long as they are connected to the same network as the ScanRouter V2 Lite Server.

## Using ScanRouter V2 Professional Server

Documents received from other fax machines or scanned by NIC FAX itself are sent to the ScanRouter V2 Professional server.

Sent documents are delivered to or saved in the following locations depending on the setting of ScanRouter V2 Professional server:

- ① Fax In-Tray in the ScanRouter V2 Professional server
- ② The designated folder on the same network as the ScanRouter V2 Professional server
- ③ The specified e-mail address(es) set on the Fax In-Tray



GFLNFX2E

Faxed or scanned documents are:

1. saved as files in Fax In-Tray.
2. received with ScanRouter V2 Link.
3. delivered with e-mail.
4. viewed or downloaded with a Web browser.
5. viewed or picked up with DeskTopBinder V2 Lite.

### Note

- You need an e-mail server in order to transmit the scanned documents in e-mail format.
- Folders in the other computers as well as in the computer where ScanRouter V2 Professional Server is installed can be specified as the destination as long as they are connected to the same network as the ScanRouter V2 Professional Server.

---

## Functions Not Supported by Network Delivery Scanner

---

1

The following functions are supported with standard fax transmission and reception, but not with Network Delivery Scanner.

- Immediate Transmission for monochrome originals, Memory Transmission for color originals
- Confidential Transmission
- SUB Code Transmission
- SEP Code Polling Reception
- Polling Transmission
- Polling Reception
- Transfer Request Transmission
- Fax Header
- Label Insertion
- Dialing with the Dial Option Key
- Chain Dial
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

## How to Read This Manual

This manual describes the Network Delivery Scanner function that uses ScanRouter V2 Lite/Professional. Note that descriptions in some of the sections are applicable to both applications, and descriptions in other sections are applicable only to particular applications.

Refer to the table below to find the sections that contain the information about the applications you want to use.

Page Number in This Manual	ScanRouter V2 Lite	ScanRouter V2 Professional	Contents
p.117 "Delivering Scanned Data" p.120 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials" p.133 "Registering Addresses for Scanner"	Applicable	Applicable	Describes the procedure for delivering scanned documents or registering a destination. These procedures are the same for both (ScanRouter V2 Lite/Professional).
p.122 "Routing Received Fax Documents"	Not Applicable	Applicable	Provides additional information about ScanRouter V2 Professional not included in the instructions that come with the application. Read this section before you use ScanRouter V2 Professional.
p.159 "NIC FAX Display Messages" (Messages regarding the Network Scanner function only) p.162 "While Using the Network Delivery Scanner Function"	Applicable	Applicable	Provides information that is common to all (ScanRouter V2 Lite/Professional). Read this section as required.



## Necessary Operation Manuals

Several other operation manuals are provided other than this that are necessary for using ScanRouter V2 Lite/Professional. Refer to the table below to find additional instructions that are necessary to you.

### ◆ When Using ScanRouter V2 Lite

Basic Features manual/Advanced Features manual	The Basic Features manual explains the most frequently used fax functions and operations. The Advanced Features manual describes more advanced functions as well as settings for key operators.
NIC FAX UNIT TYPE410 Operating Instructions	This manual
ScanRouter V2 Lite Setup Guide <sup>*1</sup> ScanRouter V2 Lite Management Guide <sup>*2</sup>	ScanRouter V2 Lite Setup Guide describes the setup procedure for ScanRouter V2 Lite. ScanRouter V2 Lite Management Guide describes operations the Administrator needs to perform for managing and maintaining ScanRouter V2 Lite.

<sup>\*1</sup> An operation manual in PDF file that is displayed when you install ScanRouter V2 Lite

<sup>\*2</sup> An operation manual in PDF file that is registered to the Start Menu when you install ScanRouter V2 Lite

### ◆ When Using ScanRouter V2 Professional

Basic Features manual/Advanced Features manual	The Basic Features manual explains the most frequently used fax functions and operations. The Advanced Features manual describes more advanced functions as well as settings for key operators.
NIC FAX UNIT TYPE410 Operating Instructions	This manual
ScanRouter V2 Professional Setup Guide <sup>*1</sup> ScanRouter V2 Professional Management Guide <sup>*2</sup> ScanRouter V2 Professional Web Document Viewer Setup Guide <sup>*2</sup>	ScanRouter V2 Professional Setup Guide describes the setup procedure for ScanRouter V2 Professional. ScanRouter V2 Professional Management Guide describes the operation the Administrator needs to perform for managing and maintaining ScanRouter V2 Professional. ScanRouter V2 Professional Web Document Viewer Setup Guide describes the setup procedure for the server.

<sup>\*1</sup> An operation manual in PDF file that is displayed when you install ScanRouter V2 Professional

<sup>\*2</sup> An operation manual in PDF file that is registered to the Start Menu when you install ScanRouter V2 Professional

## Overview of Setting Up and Delivering Data

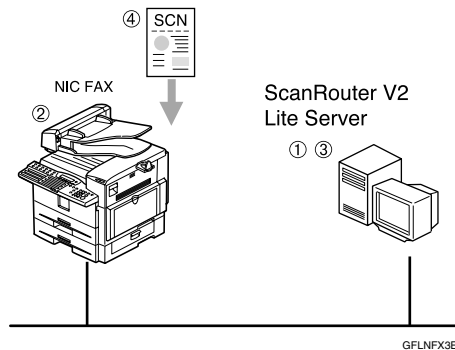
In order to deliver data to designated server or fax machines, you need to set up NIC FAX and the server correctly. First, follow the steps described below before delivering data. Note that you need to register NIC FAX by I/O device settings for ScanRouter V2 Lite/Professional.

1

### Using ScanRouter V2 Lite

#### Preparation

You need to complete "Network" settings beforehand. Also, set NIC FAX to use ScanRouter V2 Lite with user parameters. See p.166 "User Parameters" (switch 16, bit 2).



- ① Install ScanRouter V2 Lite from the CD-ROM that comes with NIC FAX. See *ScanRouter V2 Lite Setup Guide*.
- ② Register the IP address or the host name of the ScanRouter V2 Lite server with NIC FAX, and then assign the Scanner (Scan to E-mail) function to a user function key. If your machine is Type 2, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key. See p.41 "Scanner Server", p.26 "Assigning User Function Keys", and Chapter 6 "User Function Keys", *Advanced Features*.
- ③ Adjust necessary settings in the computer where ScanRouter V2 Lite is installed, and then set up destinations. See *ScanRouter V2 Lite Management Guide*.
- ④ Transmit the data from NIC FAX. See p.117 "Delivering Scanned Data".

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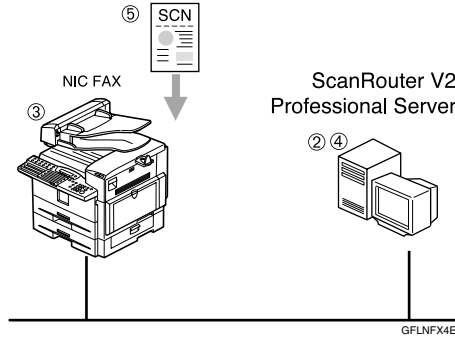
## Using ScanRouter V2 Professional

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### Preparation

You need to adjust "Network" settings beforehand. Also, you need to contact your service representative for the setup.

- ① Read precautions to use ScanRouter V2 Professional with NIC FAX. See p.122 "Setting up ScanRouter V2 Professional".



- ② Install ScanRouter V2 Professional on the computer server. See *ScanRouter V2 Professional Setup Guide*.
- ③ Register the IP address or the host name of the ScanRouter V2 Professional server with NIC FAX, and then assign the Scanner (Scan to E-mail) function to a user function key. If your machine is Type 2, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key. See p.41 "Scanner Server", p.26 "Assigning User Function Keys", and Chapter 6 "User Function Keys", *Advanced Features*.
- ④ Adjust necessary settings in the computer where ScanRouter V2 Professional is installed, and then set up destinations. See *ScanRouter V2 Professional Management Guide*.
- ⑤ Transmit the data from NIC FAX. See p.117 "Delivering Scanned Data".

## Precautions for Reading Instructions and Online Help

When using ScanRouter V2 Lite/Professional with NIC FAX, some specifications differ from those described in the ScanRouter V2 Lite Management Guide stored in NIC FAX Unit CD-ROM and the Operating Instructions and Help are provided with ScanRouter V2 Professional.

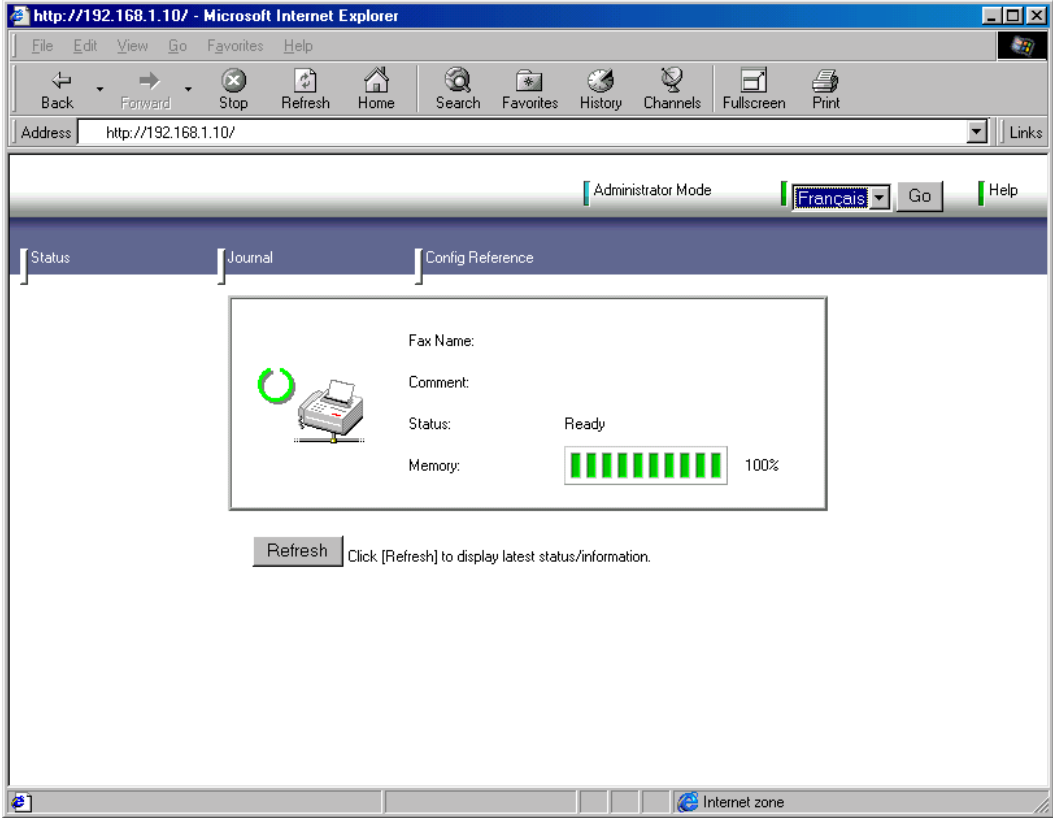
Specification differences are described below.

Function	Specification difference	ScanRouter V2 Lite	ScanRouter V2 Professional
Fax document delivery setup	NIC FAX forwards incoming faxes to ScanRouter V2 Professional via the network, thus omit the procedure described under "For a Device for Fax Delivery using RS232" in the ScanRouter V2 Professional Setup Guide.	—	Applied
Fax document delivery	<ul style="list-style-type: none"> <li>• You need to adjust the necessary settings of NIC FAX in order to use the Fax Delivery function, in addition to the settings of ScanRouter V2 Professional.</li> <li>• To specify the destination of the Fax Document Delivery using Fax Delivering ID, SUB codes are used.</li> </ul> <p><b>! Limitation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confidential Transmission (ID Override) is not available.</li> </ul> <p>See p.122 "Fax Document Delivery Settings" for details.</p>	—	Applied
Sender's information	Since NIC FAX cannot specify the sender when transmitting the data using the Network Deliver Scanner function, the sender's information is not included in the mail header.	Applied	Applied
Display order of the users/groups	Since user/group information is not shown on NIC FAX display when specifying the destination, even if you attempt to change the order of the users/groups in the server, the change will not be reflected.	Applied	Applied
Fax port settings	You cannot assign different actions to each fax port.	Applied	Applied

# Making Settings through a Web Browser

1

Using a Web browser on your computer connected to a network, you can check the condition of fax communications as well as make changes to settings.



**Note**

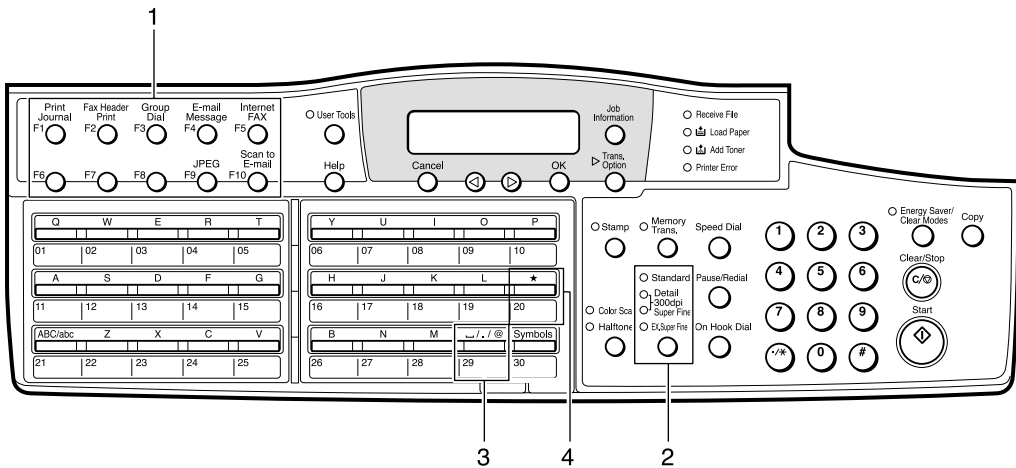
- ❑ You need to connect NIC FAX to a LAN and make "Network" settings in order to make fax settings through a Web browser. See p.23 "Getting Started".
- ❑ See p.153 "Making Settings through a Web Browser" for information about basic procedures and settings you can make.
- ❑ Use online Help to learn the procedures for making various settings. You need to make settings before using online Help. See p.157 "Using Online Help".

# 2. Getting Started

## Control Panel

This section describes the control panel buttons and indicators that are unique to Scanner, Internet Fax, IP-Fax and functions. See Chapter 1 "Control Panel", *Basic Features* for details on other control panel buttons and indicators.

The following illustration is for Type 2.



ZHMS270E

### 1. User Function keys

You can assign the following functions to user function keys according to your needs.

- Auto Mail Reception
- Mail Reception
- Mail Options
- E-mail Message
- Internet FAX
- JPEG
- Scanner (Scan to E-mail)

#### Note

- ❑ On Type 2 machines, the E-mail Message function is pre-assigned to the **[F4]** key, Internet FAX function to the **[F5]** key, JPEG function key to the **[F9]** key, and the Scanner (Scan to E-mail) function to the **[F10]** key.
- ❑ If your machine is Type 1 and assign the E-mail Message, Internet FAX, JPEG, or Scanner (Scan to E-mail) function to a user function key, put the label come with NIC FAX.

### Reference

p.26 "Assigning User Function Keys"

### 2. Resolution key

Press the Resolution key to toggle the resolutions (Standard, Detail, 300dpi, Super Fine, and Extra Super Fine) depending on how finely you want to transmit documents. See Chapter 2 "Resolution", *Basic Features*.

#### Note

- ❑ When selecting 300dpi, both the Detail and Super Fine indicators are lit.
- ❑ To select Extra Super Fine, you need to change the setting with user parameters. See p.166 "User Parameters" (switch 20, bit 2).

### 3. Space [.] [ @ ] key (when selecting the QWERTY layout)

You can use Space, ".", and "@" to enter e-mail address, IP address, host name or alias fax number. Depending on the key layout, the characters you can enter with Quick Dial keys differ. See Chapter 7 "Key Layout", *Advanced Features*.

#### Note

- Characters you can enter using Quick Dial keys differ depending on layout. To set a layout, see Chapter 7 "Key Layout", *Advanced Features*.

### 4. [★] key

You can register letter strings under this key and extract them entering e-mail addresses, subjects, and messages.

You can register the following letter strings:

- To enter e-mail addresses  
By registering strings like ".com" or ".net", you can enter e-mail addresses easily.

#### Reference

p.147 "Registering Template Addresses"

- To enter subjects and messages of e-mail  
By registering subjects and messages you often use beforehand, you can enter them easily.

#### Reference

p.149 "Registering Template Subjects and Messages"

# Before Using Network Functions

Before using network functions, you need to connect the machine to a LAN, and assign necessary functions to the user function keys.

## Connecting to a LAN

NIC FAX uses TCP/IP protocol to communicate over a LAN, and must be connected to the LAN with 10BASE-T or 100BASE-TX LAN cable.

### ❖ 10BASE-T

10BASE-T refers to a twisted pair IEEE802.3 (Ethernet) cable that supports LAN communication at 10 Mbps. Use cables of category 3, 4 or 5 to connect to the machine.

### ❖ 100BASE-TX

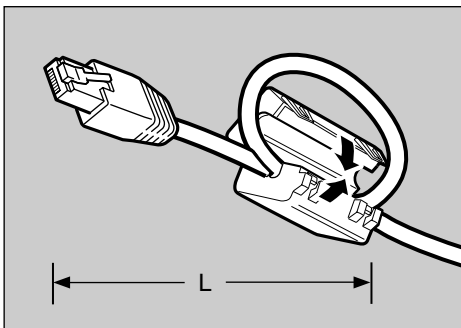
100BASE-TX refers to a twisted pair IEEE802.3u (Ethernet) cable that supports LAN communication at 100 Mbps. Use cables of category 5 to connect to the machine.

### Note

- ❑ A LAN cable is not supplied with NIC FAX.

### **1** Attach the ferrite core.

Loop the cable and attach the ferrite core as shown.

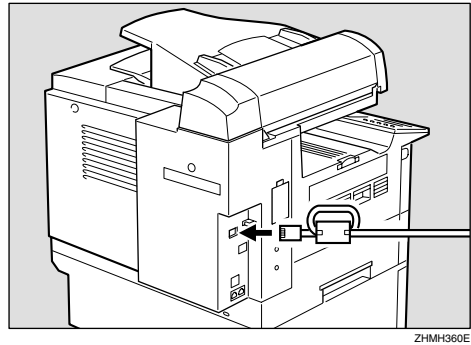


ZHMP120

### Note

- ❑ The LAN cable loop should be about 5.1 cm (2 inches) (L) from the end.

### **2** Connect the cable to the LAN port on the rear of NIC FAX.



ZHM1360E

### **3** Plug the other end of the cable into a hub.



## Assigning User Function Keys

Assign necessary functions to the user function keys in advance.

### ❖ Auto Mail Reception

Press the user function key assigned to 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. It is recommended to assign the Auto Mail Reception function to a user function key if you frequently switch the function. See p.88 "Auto Mail Reception".

You also can turn on or off in "Auto Mail RX (Auto Mail Reception)" of the "Network" settings. See p.42 "Auto Mail RX (Auto Mail Reception)".

### ❖ Mail Reception

Press the user function key assigned to the Mail Reception function to check the e-mail server and receive any new e-mail. Use this key if you do not want to wait for the machine to check the server automatically. This is the same function as "Mail Reception" under **【Job Information】**. It is recommended to assign the Mail Reception function to a user function key if you frequently check e-mail, in addition to Auto Mail Reception. See p.88 "Manual Mail Reception".

### ❖ Mail Options

You can enter a subject and/or message, and set the Heading, Reception Confirmation and Viewer URL Information function. These are the same functions as "Mail Options" under **【Trans. Option】**.

### 🔍 Reference

p.61 "Using Scan to E-mail Functions"

p.74 "Transmitting Internet Fax"

### ❖ E-mail Message

You can enter a message by pressing the user function key assigned to the E-mail Message function after entering a subject.

This key also enables you to register subjects/messages on the Template: Subject display.

### 📝 Note

- ❑ On Type 2 machines, the E-mail Message function is pre-assigned to the **【F4】** key.

### 🔍 Reference

p.61 "Using Scan to E-mail Functions"

p.74 "Transmitting Internet Fax"

p.149 "Registering Template Subjects and Messages"

### ❖ Internet FAX

You need to assign this function when you enter an e-mail address, IP address, host name, or alias fax number.

Pressing the user function key pre-assigned to the Internet FAX function changes the Quick Dial key's function and you can enter alphabets, ". (period)", "@ (at mark)", "- (hyphen)", "\_ (under bar)" and other symbols.

### 📝 Note

- ❑ On Type 2 machines, the Internet FAX function is pre-assigned to the **【F5】** key.

## ❖ JPEG

You can assign this function when you send color documents using the Scanner function. You can select whether you send color documents in JPEG format or not (PDF file) by pressing the user function key assigned to the function. You can also select "JPEG" or "PDF" with user parameters. If you frequently change format, it is recommended you assign the JPEG function to a user function key.

### Note

- If your machine is Type 1, you need optional color unit to use this feature.
- On Type 2 machines, the JPEG function is pre-assigned to the **[F9]** key.

### Reference

p.166 "User Parameters"  
(switch 17, bit 5)

## ❖ Scanner (Scan to E-mail)

This function must be assigned in order to use Scan to E-mail or Network Delivery Scanner.

To send scanned documents to computers using Scan to E-mail, press the assigned user function key to specify the mail address. To send documents scanned with the Network Delivery Scanner to a ScanRouter V2 Lite server or a ScanRouter V2 Professional server, press the user function key to specify the server-registered destinations.

### Note

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.
- When a user function key assigned to the Scanner (Scan to E-mail) function is pressed, the "Scanner" display appears.

### Reference

See Chapter 6 "User Function Keys", *Advanced Features* for details about how to assign these functions to user function keys.

# NIC FAX Initial Settings

NIC FAX settings of the machine include the following items.

❖ **How to Read This Table**

Required: Setting required

Optional: Setting required in order to use function, or as necessary

—: Setting not required

\*1 Items you can acquire from the DHCP server when the Network Boot function is active

\*2 Items you cannot set using the Web browser  
Other items you can set using the Web browser

❖ **TCP/IP settings**

Item	Used function							
	Scanner function			Internet Fax function			IP-Fax function	LAN-Fax function
	POP reception of error mail	Scan to E-mail		E-mail transmission	POP reception	SMTP reception		
		SMTP reception of error mail	Network Delivery Scanner					
IP Address *1	Required			Required	Required	Required	Required	Required
Subnet Mask *1	Required			Required	Required	Required	Required	Required
Gateway Address *1	Required			Required	Required	Required	Required	Required
Host Name	Optional	Optional	—	Required	Optional	Required	Optional	Optional
Domain Name *1	Optional	Optional	—	Required	Optional	Required	Optional	—
DNS Address 1 *1	Optional			Optional	Optional	Optional	Optional	Optional
DNS Address 2 *1	Optional			Optional	Optional	Optional	Optional	Optional
Access Control	Optional			Optional	Optional	Optional	Optional	Optional
Access Mask	Optional			Optional	Optional	Optional	Optional	Optional
Network Boot	Optional			Optional	Optional	Optional	Optional	Optional
WINS Server Addr. (WINS server address) *1	—			—	—	Optional	Optional	Optional

## ❖ Mail Server settings

Item	Used function					
	Scanner function			Internet Fax function		
	Scan to E-mail		Network Delivery Scanner	E-mail transmission	POP reception	SMTP reception
	POP reception of error mail	SMTP reception of error mail				
SMTP Server *1	Required	Required	—	Required	Required	Required
POP Server *1	Required	—	—	—	Required	—
Mail Address	Required	Required	—	Required	Required	Required
Account Name	Required	—	—	Optional	Required	—
Password	Required	—	—	Optional	Required	—
Mail RX Interval (Mail reception interval)	Optional	—	—	—	Optional	—
Time Zone	Required	Required	—	Required	Required	Required
Mail to Admin. (Mail to administrator)	Optional	Optional	—	Optional	Optional	Optional
Backup Mail TX (Backup mail transmission)	Optional	Optional	—	Optional	Optional	Optional
Max. Mail Size (Maximum mail size) *2	Optional	—	—	Optional	—	—
Auth. E-Mail RX (Authorized e-mail reception) *2	—	Optional	—	—	—	Optional
Scanner Address	—	—	Required	—	—	—
Template: Subject *2	Optional	Optional	—	Optional	—	—

## ❖ IP-Fax Parameter settings

Item	Used function
	IP-Fax function
GateKeeper Address	Optional
Own Fax Number (Alias fax number)	Optional

## Note

- ❑ After making the settings, print out the list of parameter settings and save it for future reference. See Chapter 7 "How to Set the User Parameters - Printing the User Parameter List", *Advanced Features*.
- ❑ To acquire the set values from the DHCP server using the Network Boot function, you need to register the set values on the DHCP server beforehand.
- ❑ You can set the reception protocol to IMAP4 with user parameters. IMAP (Internet Message Access Protocol) receives e-mail from the e-mail server. If you receive e-mail from an IMAP4 server, set IMAP4. See p.166 "User Parameters" (switch 17, bit 6).
- ❑ Set "Yes" with user parameters beforehand to use the gatekeeper for IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0).

## Reference

p.93 "SMTP Reception"

p.153 "Making Settings through a Web Browser"

## ◆ Safer E-mail Transmission and Reception

To transmit and receive e-mail via the Internet with more security, you can use APOP, SMTP authentication, and POP before SMTP for NIC FAX.

Function	Descriptions	Setting
APOP	When you use APOP, passwords are encrypted when e-mail is received. It is safer than POP3 authentication (clear text) which does not encrypt.  To use APOP, you need to use a POP server that supports APOP.	Set "Use APOP" to "Yes" with user parameters. See p.166 "User Parameters" (switch 18, bit 1).
SMTP authentication	SMTP authentication (SMTP-AUTH) is an SMTP function that authenticates users to prevent e-mail transmission via unauthorized access to your server.  To use the SMTP authentication function, you need to use an SMTP server that supports any of three systems of SMTP authentication (CRAM-MD5, PLAIN, LOGIN).  The account name and password specified in the "Mail Server" settings are used for SMTP authentication. Other account names and passwords cannot be specified.	Set "Execute SMTP authentication" to "Yes" with user parameters. See p.166 "User Parameters" (switch 18, bit 2).
POP before SMTP	This function prevents unauthorized access to the SMTP server, and requires users to access and log on the POP server before e-mail transmission.	Set "Access the POP server before accessing the SMTP server at the time of e-mail transmission" to "Yes" with user parameters. See p.166 "User Parameters" (switch 18, bit 6).

If the IMAP server supports AUTHENTICATE command (CRAM-MD5, PLAIN, LOGIN), the user authentication enables logon with more security.

## ❖ Network Boot

Network boot automatically acquires information related to network settings from the network's DHCP server. Setting Network Boot to "DHCP" activates the Network Boot function. See p.37 "Network Boot".

You do not need to set that information on the machine. You can acquire the following information from the DHCP server:

Acquired information	Descriptions	Note
<ul style="list-style-type: none"> <li>• IP Address</li> <li>• Subnet Mask</li> <li>• Gateway Address</li> </ul>	Even if you specify these on the machine, information acquired from the DHCP server is valid.	<ul style="list-style-type: none"> <li>• On the Network setting display, the values you specify on the machine always appear.</li> </ul>
<ul style="list-style-type: none"> <li>• Domain Name</li> <li>• DNS Address 1</li> <li>• DNS Address 2</li> <li>• WINS Addr.</li> <li>• SMTP Server</li> <li>• POP Server</li> </ul>	If you specify these on the machine, they are valid. If you do not, information acquired from the DHCP server is valid.	<ul style="list-style-type: none"> <li>• The User Parameter List shows both the values you specify on the machine and those the DHCP server acquires. See Chapter 7 "How to Set the User Parameters - Printing User Parameter List", <i>Advanced Features</i>.</li> <li>• You can check currently-valid ones only among values the DHCP server acquires using the Web browser. See p.153 "Making Settings through a Web Browser".</li> </ul>

### Note

- Servers that have been confirmed to work as DHCP server are Windows NT Server 4.0, and Windows 2000 Server.
- DHCP (Dynamic Host Configuration Protocol) automatically assigns IP addresses and other necessary settings to devices on the network.
- To use a DHCP server, the DHCP server (or DHCP relay agent) has to be installed on the same subnet.
- If the DHCP server cannot assign an IP address, an IP address that is not used on network and begins with "169.254", is automatically selected and used. Then, the fax machine periodically accesses the DHCP server to acquire an IP address, and when successful, the IP address is changed to the new one. This is called AutoNet function. While the AutoNet function runs, neither of the Scanner function, Internet Fax function, IP-Fax function and LAN-Fax function can be used.
- When Network Boot is set to "DHCP" and the fax machine runs, the IP address of the fax machine may be changed. To maintain the DHCP server-assigned IP address, do one of the following:
  - Reserve the NIC FAX IP address (MAC address) you want to use on the DHCP server, so the fixed address is allocated to NIC FAX.
  - Lease the IP address for an indefinite time.

## ❖ WINS Server

If a WINS server is running, the fax machine registers the host name and IP address to the WINS server, and renews them periodically. Computers with the WINS client function allow you to communicate with the fax machine using the host name instead of the IP address. To use a WINS server, you need to specify the WINS server address. See p.37 “WINS Server Addr. (WINS Server Address)”.

### Note

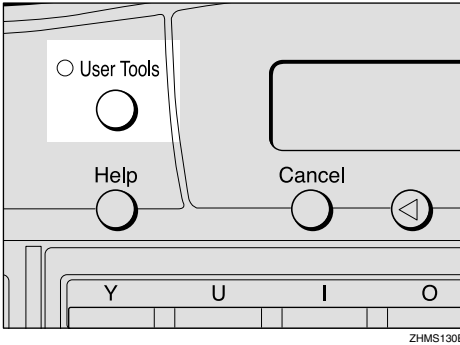
- Servers that have been confirmed to work as WINS server are Windows NT Server 4.0 Service Pack 4 and higher, and Windows 2000 Server.
- WINS (Windows Internet Name Service) associates the IP address allocated to the device on network with the computer name (host name).
- This function searches for NIC FAX using the name from your computer. You cannot inquire the computer name from NIC FAX with the WINS server.
- Only the scope ID allocated by the DHCP server is available.

## ❖ Other Settings

- To back up incoming and outgoing faxes, see Chapter 3, "Backup File Transmission" and Chapter 7 "Memory File Transfer", *Advanced Features*.
- To specify the SUB code and route documents from NIC FAX to destinations with set user codes, see p.91 “Routing Received Documents”.
- To forward received documents to registered destinations based on Own Name, Own Fax Number or sender's e-mail address, see p.92 “Forwarding Received Documents”.
- When you send a fax or e-mail specifying the user code, a Communication Result Report is sent to the routing destination's e-mail address. For details, see p.177 “Communication Result Report”.

## Network Settings

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



The User Tools main menu appears.

**Note**

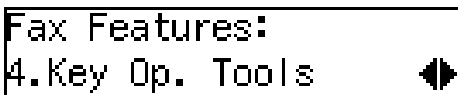
- Make sure the machine shows the standby display. If it does not, see Chapter 1 "Standby Display", *Basic Features* to return to the standby display.

- 2 Press the **[Left]** or **[Right]** key to display "2. Fax Features".



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

- 4 Press the **[Left]** or **[Right]** key to display "4. Key Op. Tools".



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

- 6 Press **[2] [2] [2] [2]**, and then press the **[OK]** key.

- 7 Press the **[Left]** or **[Right]** key to display "15. Network".



**Note**

- The number of the function differs depending on the options installed.

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



- 9 Press the **[Left]** or **[Right]** key to display the item you want to set.

**Note**

- For further steps, see p.33 "TCP/IP Settings", p.37 "Mail Server Settings", and p.42 "Auto Mail RX (Auto Mail Reception)".

### TCP/IP Settings

- 1 Press the **[Left]** or **[Right]** key to display "1. TCP/IP".



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



- 3 Press the **[Left]** or **[Right]** key to display the item you want to set, and then press the **[OK]** key.

**Note**

- If you make a mistake, press the **[Cancel]** key to try again.



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## IP Address

---

Enter the IP address.

The IP (Internet Protocol) address is used by TCP/IP protocol to identify a particular computer.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the IP address using the number keys.

```
IP Address:  Press OK
[192.168.  1. 10]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## Subnet Mask

---

Enter the subnet mask.

The subnet mask is a group of bits whose value operates on the IP address to separate the network ID portion from the host ID to identify a subnetwork.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the subnet mask using the number keys.

```
Subnet Mask:  Press OK
[255.255.255.  0]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## Gateway Address

---

Enter the default gateway address.

This is the IP address of the router through which connection is made to other networks.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the gateway address using the number keys.

```
Gateway Address:  /OK
[192.168.  1.  1]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## Host Name

---

Enter the host name of NIC FAX.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the host name.**

```
Host Name: [abc] /OK
fax1
```

 **Note**

- You can enter up to 63 characters for a host name.
- To use the WINS server, enter 13 or fewer characters. If you enter 14 or more characters, they are not registered in the WINS server.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## Domain Name

---

Enter the domain name of NIC FAX.

Domain name represents the organization you belong to on the Internet.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the domain name.**

```
Domain Name: [abc] /OK
company.com
```

 **Note**

- You can enter up to 63 characters for a domain name.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## DNS Address 1

---

Enter the primary DNS server IP address of the network to which NIC FAX is connected.

The DNS server uses DNS (Domain Name System) to manage the computer names (host names) and IP addresses of the computers on the network. When the DNS server is operative, you can find the IP address within the host name.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the primary DNS server address using the number keys.**

```
DNS Address 1: Press OK
[192.168. 1. 60]
```

 **Note**

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## DNS Address 2

---

Enter the secondary DNS server IP address of the network to which NIC FAX is connected.

You may set the DNS Address 2 when two domain name systems are connected to your machine. A connection is made to DNS 2 only if DNS 1 does not respond.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the secondary DNS server address using the number keys.

```
DNS Address 2: Press OK
[192.168.  1. 61]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## Access Control

---

Enter the access control setting.

When using the Web browser monitoring function or LAN-Fax function, access control determines the IP address(es) that can connect to NIC FAX.

Consult your systems administrator if you are unsure about this setting. If you do not want to use this feature, leave the setting as "0.0.0.0".

- 1 Enter the Access Control setting using the number keys.

```
Access Control: /OK
[ 0. 0. 0. 0]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

---

## Access Mask

---

Enter the access mask.

Enter a mask that specifies the range of IP addresses that can be connected based upon the access control setting.

- Example:

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.

Consult your systems administrator if you are unsure about this setting. If you set this value to "0.0.0.0", Access Control is not available.

- 1 Enter the access mask using the number keys.

```
Access Mask: Press OK
[ 0. 0. 0. 0]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the TCP/IP settings menu.

**Network Boot**

Set the Network Boot setting to "DHCP" if you use the Network Boot function with the DHCP server.

Consult your systems administrator if you are unsure about this setting.

**Reference**

p.31 "Network Boot"

**1 Press the ⏪ or ⏩ key to select "Off" or "DHCP".**

```
Network Boot:  ⏪/OK
                Off  [DHCP]
```

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

The display returns to the TCP/IP settings menu.

**WINS Server Addr. (WINS Server Address)**

Enter the IP address of the WINS server.

Consult your systems administrator if you are unsure about this setting.

**Reference**

p.32 "WINS Server"

**1 Enter the IP address of the WINS server using the number keys.**

```
WINS Server Addr.: /OK
[192.168.  1. 68]
```

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

The display returns to the TCP/IP settings menu.

**Mail Server Settings****1 Press the ⏪ or ⏩ key to display "2. Mail Server".**

```
Network:
2. Mail Server  ⏪
```

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

```
Mail Server:
1. SMTP Server  ⏪
```

**3 Press the ⏪ or ⏩ key to display the item you want to set, and then press the [OK] key.****Note**

- If you make a mistake, press the **[Cancel]** key to try again.
- You can enter "." and "@" with the Quick Dial key in each address setting. Pressing the **[Symbols]** key enables entering symbols. Pressing the **[ABC/abc]** key switches between upper cases and lower cases.

**SMTP Server**

Enter the IP address of the SMTP server.

The SMTP server is the server that delivers e-mail over the Internet.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the SMTP server address using the number keys.**

```
SMTP Server: [abc] /OK
192.168.15.32 [|||||]
```

**Note**

- If you make a mistake, press the **[Clear/Stop]** key to try again.
- The SMTP server can also be specified as a domain. In this case, you must specify the DNS server address beforehand.
- You can enter up to 127 characters for a domain.

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

The display returns to the Mail Server settings menu.

**POP Server**

Enter the IP address of the POP server.

The POP server is the server that receives e-mail over the Internet.

If you use IMAP4 server, specify the IMAP4 address in the following procedure. Also, you need to set IMAP4 with user parameters. See p.166 "User Parameters"(switch 17, bit 6).

Consult your systems administrator if you are unsure about this setting.

**1 Enter the POP server address using the number keys.**

```
POP Server: [abc] /OK
192.168.15.31
```

**Note**

- If you make a mistake, press the **[Clear/Stop]** key to try again.
- The POP server can also be specified as a domain. In this case, you must specify the DNS server address beforehand.
- You can enter up to 127 characters for a domain.

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

The display returns to the Mail Server settings menu.

**Mail Address**

Enter the mail address of NIC FAX.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the mail address.**

```
Mail Address: [abc] /OK
fax1@company.com
```

**Note**

- You can enter up to 127 characters for a mail address.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the Mail Server settings menu.

**Account Name**

Enter the account name to be used for connection to the POP server.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the account name.**

```
Account Name: [abc] /OK
fax1
```

**Note**

- You can enter up to 31 characters for an account name.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the Mail Server settings menu.

---

## Password

---

Enter the login password to be used for connection to the POP server.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the password.

```

Password: [abc] /OK
#####
  
```

 **Note**

- You can enter up to 31 characters for a password.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

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

The display returns to the Mail Server settings menu.

---

## Mail RX Interval (Mail Reception Interval)

---

When using the Auto Mail Reception function, enter the interval in minutes at which NIC FAX is to automatically check for mail.

- 1 Enter the interval for automatic reception using the number keys.

```

Mail RX Interval: /OK
[ 3] min.        (1-60)
  
```

 **Note**

- You can enter a value between 1 and 60 minutes in one-minute increments.

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

The display returns to the Mail Server settings menu.

---

## Time Zone

---

Enter the time difference between your time zone and Greenwich Mean Time.

- 1 Press the **[←]** or **[→]** key to adjust the time difference.

```

Time Zone:      ◀/OK
[ 0]hrs        (-12 +12)
  
```

 **Note**

- The time zone set up in this step appears on the mail header information, thus if the setting is not done correctly, the receivers will not get the correct reception time either.

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

The display returns to the Mail Server settings menu.

---

## Mail to Admin. (Mail to Administrator)

---

Make this setting when you want Error Mail Notifications to be sent to another address, in addition to the originator.

NIC FAX sends an Error Mail Notification and a Transfer Request Notification to the sender and a copy (CC) to the address specified with this setting.

You can also have the Journal sent to address specified with this setting. For more details about the setting, see p.81 "Transmitting Journal by E-mail".

- ❶ Enter the address to which notification will be sent if an error occurs.

```
Mail to Admin.: [abc]OK
nicf1@abc.company.com
```

 **Note**

- You can enter up to 127 characters.
- If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

- ❷ Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

**Backup Mail TX (Backup Mail Transmission)**

---

Make this setting when you want all outgoing e-mail sent by the Internet Fax function and monochrome Scan to E-mail function to be routed to another address in addition to the destination. A blind carbon copy (BCC) of all sent e-mail messages is sent to this address. If you want to back up outgoing faxes, see Chapter 3 "Backup File Transmission", *Advanced Features*.

- ❶ Enter the e-mail backup address.

```
Backup Mail TX: [abc]OK
nicf2@abc.company.com
```

 **Note**

- You can enter up to 127 characters.
- If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

- ❷ Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

**Max. Mail Size (Maximum Mail Size)**

---

Make this setting when you want to limit the size of e-mail messages that are transmitted, if receivers limit e-mail size, or you cannot send large size e-mail for some reason. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

 **Limitation**

- This function does not work with Backup File Transmission destinations specified on NIC FAX.

 **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.

- ❶ Press ⏪ or ⏩ key to display "1. On/Off".

```
Max. Mail Size:
1. On/Off
```

- ❷ Press the **[OK]** key.

- ❸ Press ⏪ or ⏩ key to select "On".

```
Max. Mail Size: ◀/OK
[On] Off
```

**Note**

- If you do not want to set a maximum e-mail size, press the ⏪ or ⏩ key to select "Off".

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

5 Press the ⏪ or ⏩ key to display "2. Available Size".

```
Max. Mail Size:
2. Available Size
```

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

7 Enter the file size limit using the number keys.

```
Size:          Press OK
[1000]KB      (1-9999)
```

**Note**

- You can set a file size from 1 to 9999 KB.

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

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

The display returns to the Mail Server settings menu.

---

### Auth. E-Mail RX (Authorized E-mail Reception)

---

This function is available on systems that allow routing of mail received via SMTP. See p.94 "Routing 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 Address: [abc]/OK
@nic.fax.com
```

**Note**

- You can enter up to 127 characters.
- If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press **[Clear/Stop]** key to try again.

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

The display returns to the Mail Server settings menu.

---

### Scanner Server

---

Enter the IP address of the delivery server to transmit the scanned documents.

**Note**

- "Scanner Server" only appears on the display when ScanRouter V2 Lite is selected with user parameters or ScanRouter V2 Professional is set up by the service representative. See p.166 "User Parameters" (switch 16, bit 2).



- 1 Enter the IP address or domain name of the server.



**Note**

- If you want to enter the server address with a domain name, make sure that the DNS server address is specified in advance.
- You can enter up to 127 characters for a domain name.

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

The display returns to the Mail Server settings menu.

**Template: Subject**

Register template subjects and/or messages to use them in "Subject/Message" under "Mail Options". In "Subject/Message" under "Mail Options", you can easily extract and enter registered subjects/messages by pressing the **[★]** key.

For details about the setting of "Template: Subject", see p.149 "Registering Template Subjects and Messages"

**Auto Mail RX (Auto Mail Reception)**

If Auto Mail Reception function is set to "On", the machine automatically receives e-mail according to the Mail Reception Interval setting. See p.39 "Mail RX Interval (Mail Reception Interval)".

**Note**

- Set the Auto Mail Reception function to "On" or "Off" by following the procedure below, or assign a user function key to "Auto Mail RX". If you assign a user function key to "Auto Mail RX" beforehand, you can easily switch between "On" and "Off" anytime. See p.23 "Control Panel".

- 1 Press the **[◀]** or **[▶]** key to display "3. Auto Mail RX".



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

- 3 Press the **[◀]** or **[▶]** key to select "On" or "Off".

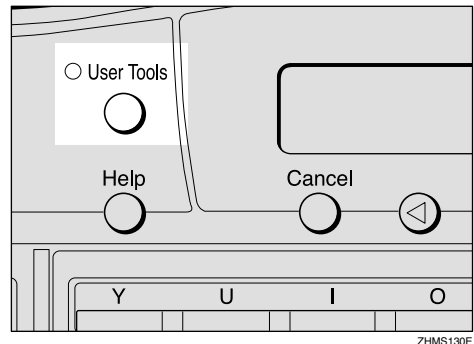


- 4 Press the **[OK]** key.

The display returns to the Network settings menu.

**Returning to the Initial Display**

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



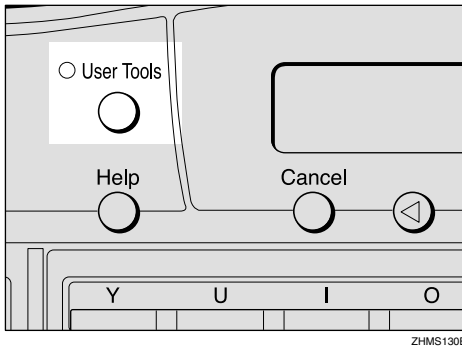
The standby display reappears.

## IP-Fax Parameter Settings

### Preparation

Select "Yes" with user parameters to use the gatekeeper for IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0).

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



The User Tools main menu appears.

#### Note

- Make sure that the machine shows the standby display. If it does not, see Chapter 1 "Standby Display", *Basic Features* to return to the standby display.

#### 2 Press the **[Left]** or **[Right]** key to display "2. Fax Features".



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

#### 4 Press the **[Left]** or **[Right]** key to display "4. Key Op. Tools".



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

#### 6 Press **[2] [2] [2] [2]**, and then press the **[OK]** key.

#### 7 Press the **[Left]** or **[Right]** key to display "16. IP-Fax Parameter".



#### Note

- The number of the function differs depending on the options installed.

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



#### 9 Press **[Left]** or **[Right]** to display the item you want to set, and then press the **[OK]** key.

### Gatekeeper Address

Gatekeeper is a server which connects the telephone number and the IP address.

You need to set up the gatekeeper address to use this function.

#### 1 Enter the IP address or host name of the gatekeeper.



#### Note

- If you want to enter the gatekeeper address using the host name, make sure that the DNS server address is specified in advance.
- You can enter up to 127 characters for a host name.

- ❑ If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

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

The display returns to the IP-Fax Parameter settings menu.

---

### Own Fax Number (Alias Fax Number)

---

Own Fax Number is an alias fax number that represents the IP address in a shortened form; that is a telephone number.

When using gatekeeper, Own Fax Number needs to be specified on NIC FAX.

**1 Enter Own Fax Number.**



Own Fax No.: Press OK  
☎ 2123366666

**Note**

- ❑ You can enter up to 127 digits.
- ❑ You can enter digits 0 to 9, "#", and "\*".
- ❑ If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

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

The display returns to the IP-Fax Parameter settings menu.

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

The standby display reappears.

# Installing the Software

NIC FAX comes with a CD-ROM containing the driver and utilities for LAN-Fax and Network Delivery Scanner functions.

## Note

- ❑ This manual assumes users already have a working knowledge of Windows operating systems. Refer to the relevant Windows manual for specific details of Windows functions and operations.

## Auto-run Program

When the CD-ROM is loaded, the installer starts automatically (auto-run), allowing easy installation.

## Note

- ❑ To install NIC FAX Driver and Utilities on a Windows NT 4.0, Windows 2000, or Windows XP system, you have to be in an Administrators group.
- ❑ Depending on Windows settings, the auto-run program may not start. In such cases, double-click "SETUP.EXE" (located in the CD-ROM's root directory).
- ❑ If you do not want to start the auto-run program, hold down the shift key until your computer loads the CD-ROM and access is complete.
- ❑ If you click [**Cancel**] before installation is complete, the process stops. Restart the installer to complete installation.
- ❑ Screen displays shown in the procedure below may differ depending on versions of Windows, and environment settings.

## Quick Install

You can install software easily, using the CD-ROM provided. By simply pressing Quick Install, the following are installed:

- LAN-Fax Driver (Settings for the TCP/IP port are also made.)
- Address Book
- SmartNetMonitor for Client

## Note

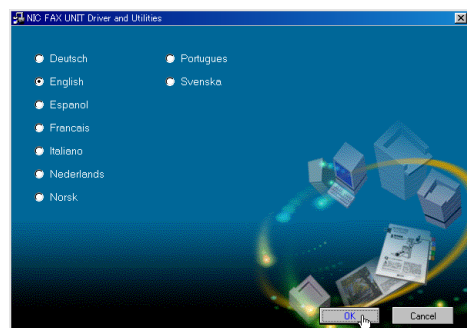
- ❑ If you have already installed SmartNetMonitor for Client, the LAN-Fax function will be ready after installing LAN-Fax Driver. See p.47 "LAN-Fax Driver".

**1** Before beginning installation, exit all other applications.

**2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on your computer.

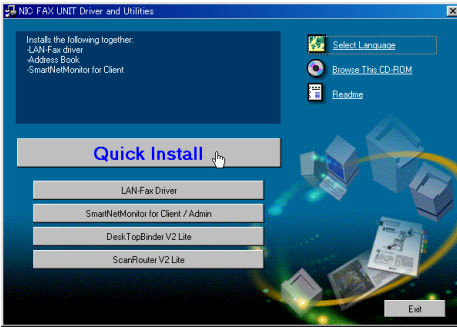
The Select Language dialog box appears.

**3** Select the language you want, and then click [OK].



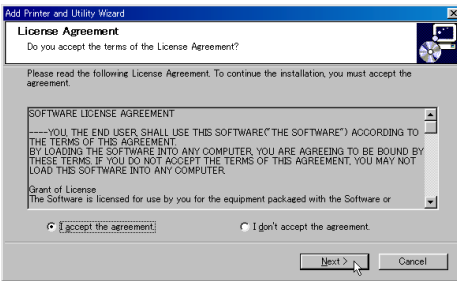
The install program starts.

**4** Click [Quick Install].

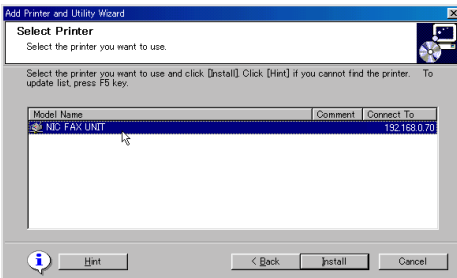


Software License Agreement appears.

**5** Make sure you read it carefully, click [I accept the agreement.], and then click [Next].

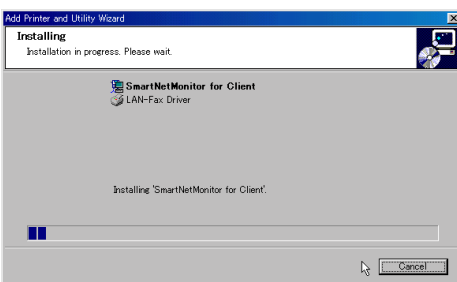


**6** Click [NIC FAX UNIT].



**7** Click [Install].

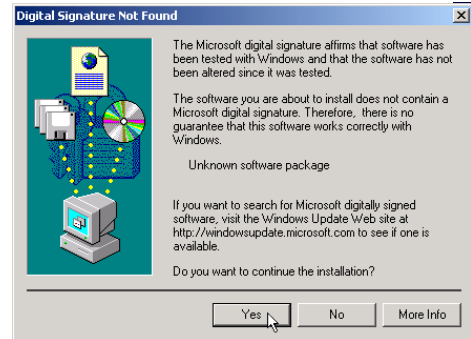
The following display appears and installation starts.



The Installation Completion dialog box appears.

**Note**

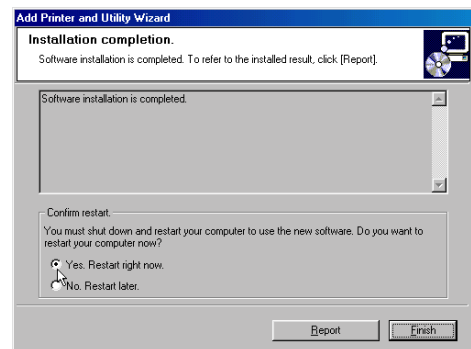
- The following display may appear during installation. Click [Yes] for Windows 2000, and [Continue Anyway] for Windows XP to continue the installation.
- Windows 2000



- Windows XP



**8** To restart the computer, click [Yes. Restart right now.]



**Note**

- If you do not want to restart the computer, click **[No. Restart later.]**
- If the **[Confirm restart]** area does not appear, proceed to step **9**.

**9** Click **[Finish]**.

If you click **[Yes. Restart right now.]** in the step **8** display, installation completes and the computer restarts.

**Note**

- If you click **[No. Restart later.]** in the step **8** display, installation completes without restarting the computer. Installed driver and utilities are available only after you restart the computer.
- To edit the printer name, on the **[Start]** menu, point to **[Settings]**, and then click **[Printers]**. Next, right-click the printer icon you want to edit the name of, and then click **[Rename]**.

## Installing the Driver and Utilities Individually

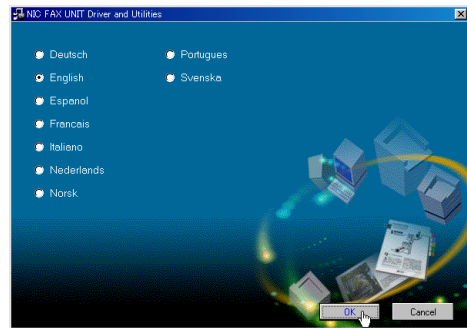
### LAN-Fax Driver

**Note**

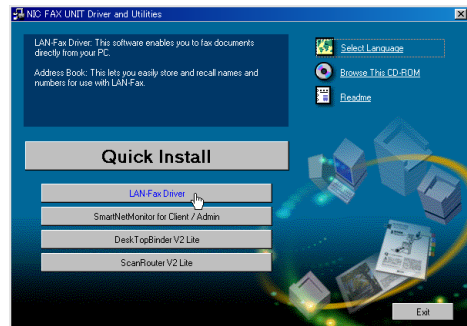
- You need to install SmartNetMonitor for Client before LAN-Fax Drivers. If SmartNetMonitor for Client is not installed, follow the steps described in SmartNetMonitor for Client. See p.50 "SmartNetMonitor for Client".

**1** Before beginning installation, exit all other applications.**2** Insert the CD-ROM that contains **NIC FAX Driver and Utilities** into the CD drive on your computer.

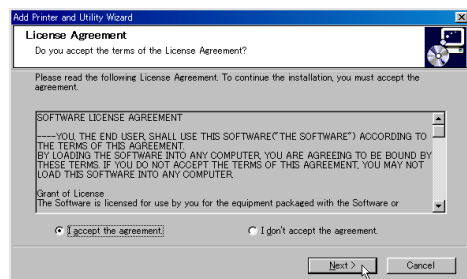
The Select Language dialog box appears.

**3** Select the language you want, and then click **[OK]**.

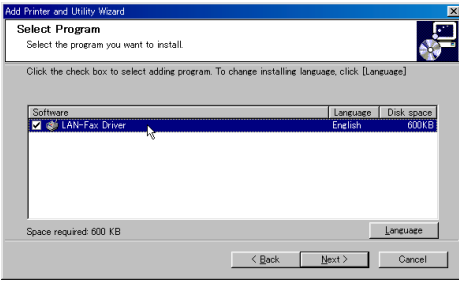
The install program starts.

**4** Click **[LAN-Fax Driver]**.

**[Add Printer and Utility Wizard]** starts, and Software License Agreement appears.

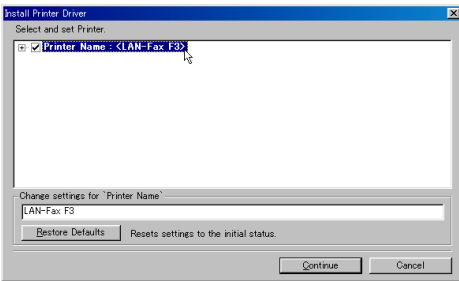
**5** Make sure you read it carefully, click **[I accept the agreement.]**, and then click **[Next]**.

**6** Click [LAN-Fax Driver].

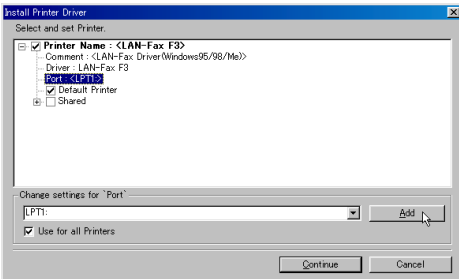


**7** Click [Next].

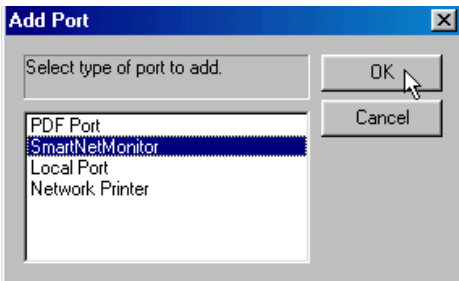
**8** Double-click [Printer Name: <LAN-Fax F3>].



**9** Click [Port], and then [Add].



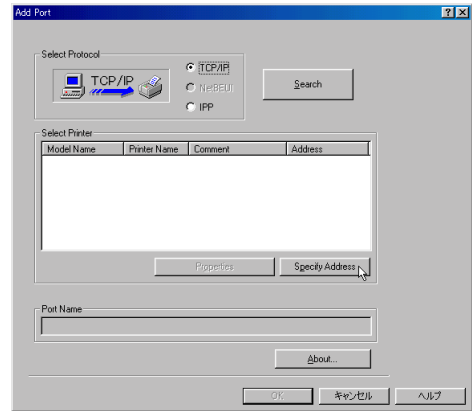
**10** Select [SmartNetMonitor], and then click [OK].



**Note**

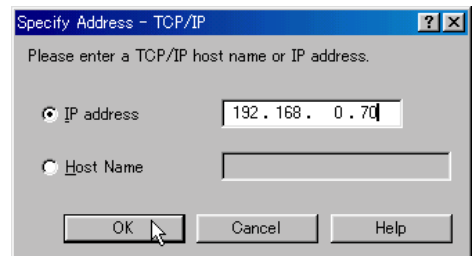
With Windows 2000 or Windows XP, do not select "Standard TCP/IP Port" as the port for LAN-Fax Driver. If "Standard TCP/IP Port" is specified, error notification will not be sent, even if an error occurs during data transmission from the computer to NIC FAX for LAN-Fax faxing or printing. See p.165 "When Using Standard TCP/IP Port".

**11** Click [Specify Address].



**12** Enter the IP address or host name assigned to NIC FAX, and then click [OK].

When entering a host name, first click [Host Name] and then enter the host name in the box to the right.



**Note**

❑ If you use the Network Boot function, specify the host name, as the NIC FAX IP address may change. In this case, you need to make the following settings to search for NIC FAX by host name:

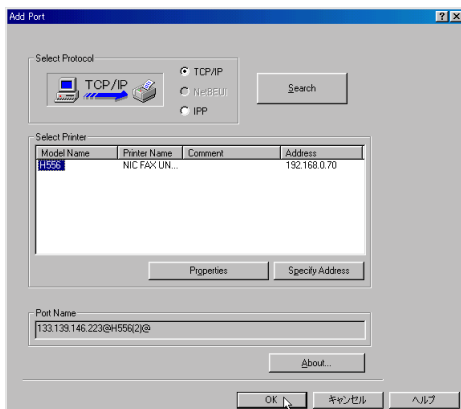
- When you use the DNS server:  
The DNS server settings must be made on the computer on which LAN-Fax Driver is being installed.
- When you use the WINS server:  
The settings of the WINS server must be made the same as those on the computer on which LAN-Fax Driver is being installed, and NIC FAX.

**Reference**

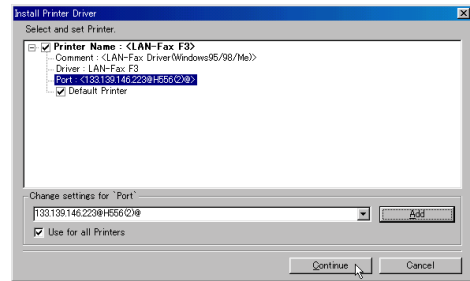
p.31 "Network Boot"

p.32 "WINS Server"

**13** Check to see if [TCP/IP] is selected and the machine's port name is displayed correctly, and then click [OK].

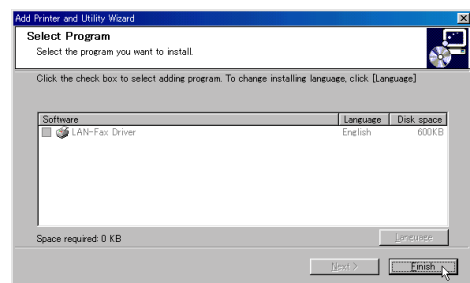


**14** Click [Continue].

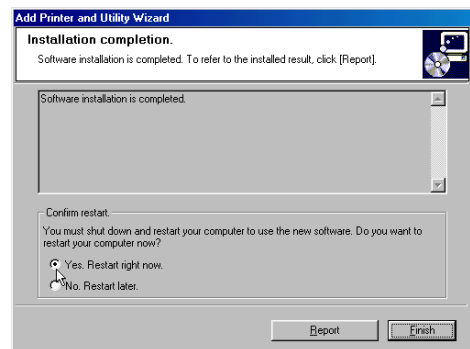


Install starts.

**15** Click [Finish].



**16** To restart the computer, click [Yes. Restart right now.]

**Note**

- ❑ If you do not want to restart the computer, click [No. Restart later.]
- ❑ If the [Confirm restart] area does not appear, proceed to step 17.

**17** Click [Finish].

If you click [Yes. Restart right now.] in the step 16 display, installation completes and the computer restarts.



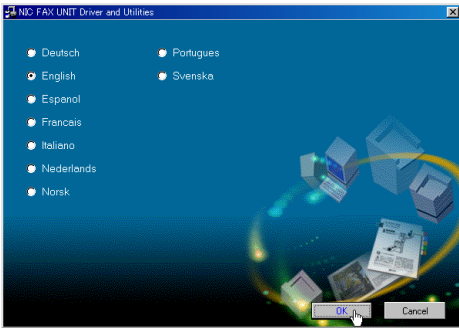
2

**Note**

- If you click **[No. Restart later.]** in the step 16 display, installation completes without restarting the computer. Installed driver and utilities are available only after you restart the computer.
- To edit the printer name, on the **[Start]** menu, point to **[Settings]**, and then click **[Printers]**. Next, right-click the printer icon you want to edit the name of, and then click **[Rename]**.

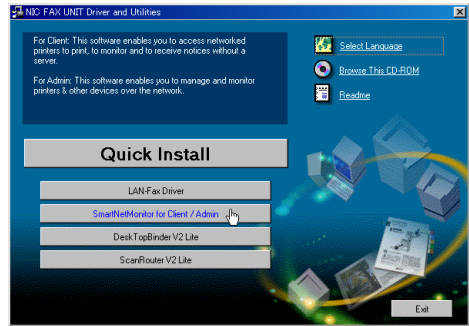
**SmartNetMonitor for Client**

- 1** Before beginning installation, exit all other applications.
- 2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on your computer. The Select Language dialog box appears.
- 3** Select the language you want, and then click **[OK]**.



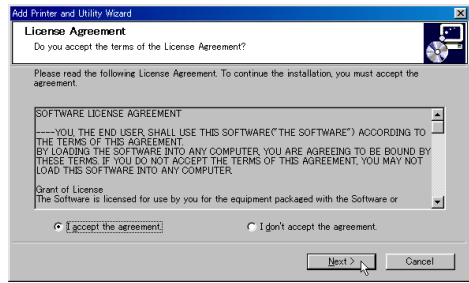
The install program starts.

- 4** Click **[SmartNetMonitor for Client / Admin]**.

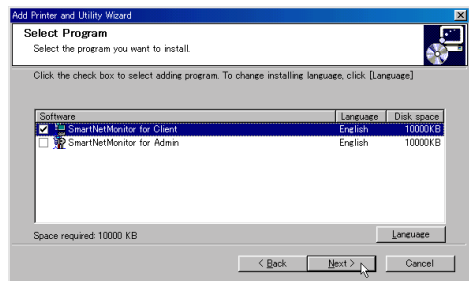


**[Add Printer and Utility Wizard]** starts, and Software License Agreement appears.

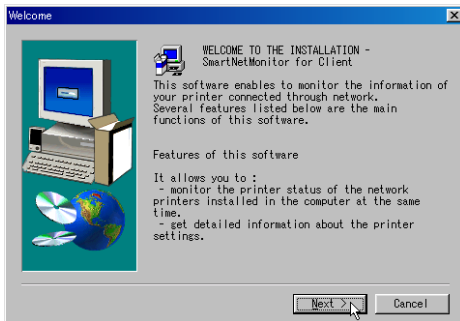
- 5** Make sure you read it carefully, click **[I accept the agreement.]**, and then click **[Next]**.



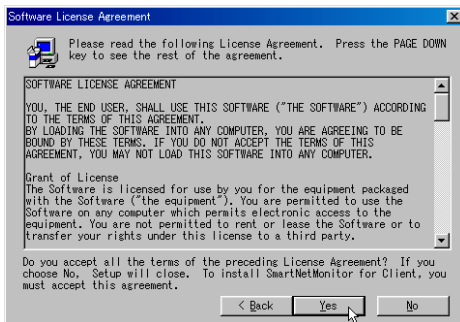
- 6** Select the **[SmartNetMonitor for Client]** check box, and then click **[Next]**.



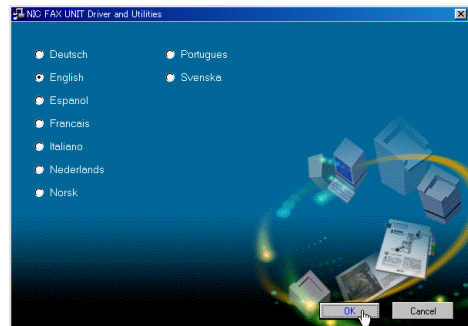
The **[Welcome]** dialog box appears.

**7** Click [Next].

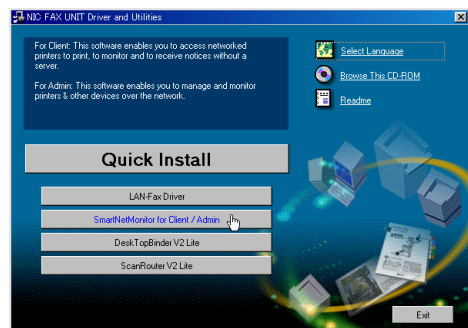
Software License Agreement appears.

**8** Make sure you read it carefully, and then click [Yes].**9** Follow the steps displayed on the screen to complete the installation of SmartNetMonitor for Client.**SmartNetMonitor for Admin****1** Before beginning installation, exit all other applications.**2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on your computer.

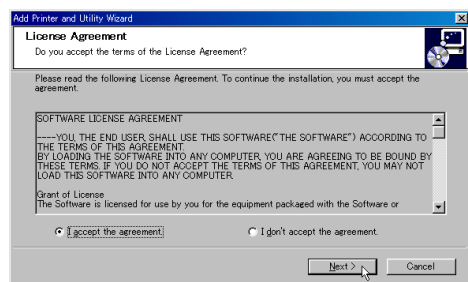
The Select Language dialog box appears.

**3** Select the language you want, and then click [OK].

The install program starts.

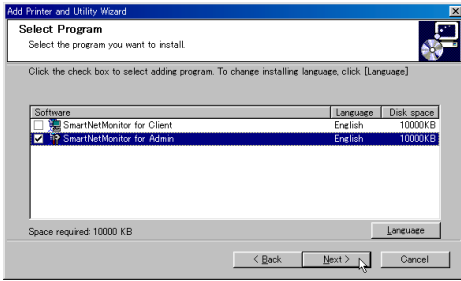
**4** Click [SmartNetMonitor for Client / Admin].

[Add Printer and Utility Wizard] starts, and Software License Agreement appears.

**5** Make sure you read it carefully, click [I accept the agreement.], and then click [Next].

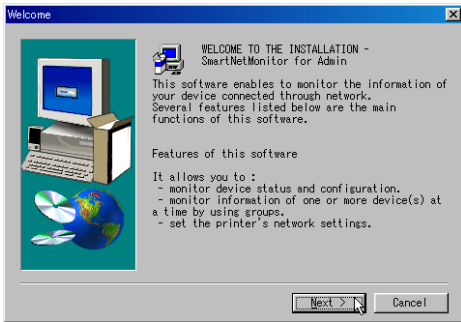
2

**6** Select the [SmartNetMonitor for Admin] check box, and then click [Next].



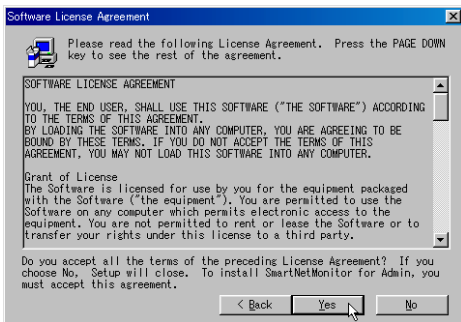
The [Welcome] dialog box appears.

**7** Click [Next].



Software License Agreement appears.

**8** Make sure you read it carefully, and then click [Yes].



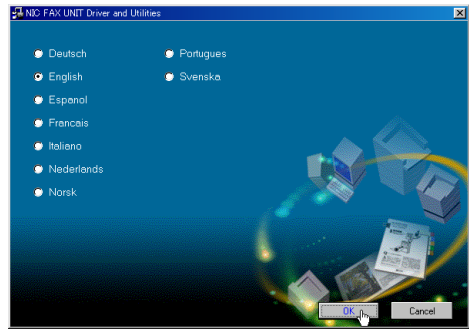
**9** Follow the steps displayed on the screen to complete installation of SmartNetMonitor for Admin.

## DeskTopBinder V2 Lite

**1** Before beginning installation, exit all other applications.

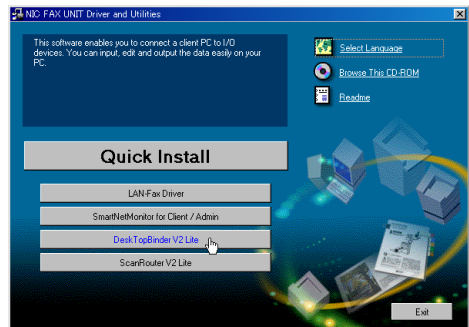
**2** Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer. The Select Language display appears.

**3** Select the language you want, and then click [OK].



The install program starts.

**4** Click [DeskTopBinder V2 Lite].



The DeskTopBinder V2 Lite Setup display appears.

**5** Click [Setup Guide] and follow the steps described in the PDF manual to complete installation.

### Note

To view the PDF manual, you need Adobe Acrobat Reader installed on your computer. If you need to install it, click [Acrobat Reader].

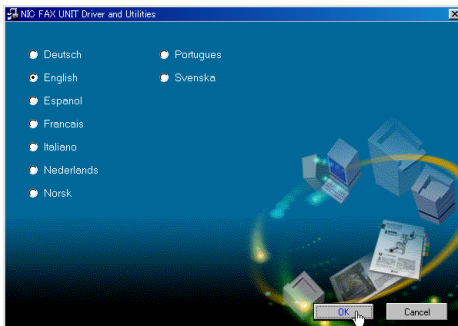
## ScanRouter V2 Lite

**1** Before beginning installation, exit all other applications.

**2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on the server computer.

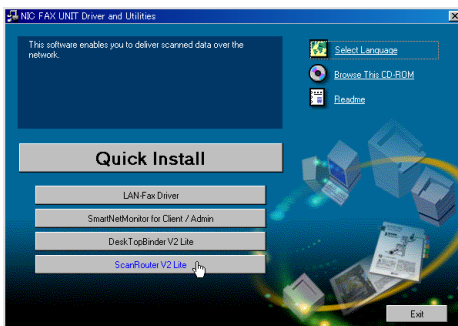
The Select Language display appears.

**3** Select the language you want, and then click [OK].



The install program starts.

**4** Click [ScanRouter V2 Lite].



The ScanRouter V2 Lite Setup display appears.

**5** Click [Setup Guide] and follow the steps described in the PDF manual to complete installation.

### Note

- To view the PDF manual, you need Acrobat Reader installed on your computer. If you need to install it, click [Acrobat Reader].

# Software Included on the CD-ROM

## List of Files

The software for LAN-Fax features or Network Delivery Scanner function is stored in the following directories on the CD-ROM.

2

CD-ROM	SETUP.EXE Software installer			
	DRIVERS	LAN-Fax	WIN9X_ME	LAN-Fax Driver, Address Book (for Windows 95/98/Me)
			NT4	LAN-Fax Driver, Address Book (for Windows NT4.0)
			WIN2000	LAN-Fax Driver, Address Book (for Windows 2000/XP)
	HELP	WSMHLP	de	Help file for using a Web browser (Deutsch)
			en	Help file for using a Web browser (English)
			es	Help file for using a Web browser (Español)
			fr	Help file for using a Web browser (Français)
			it	Help file for using a Web browser (Italiano)
			nl	Help file for using a Web browser (Nederlands)
			no	Help file for using a Web browser (Norsk)
			pt	Help file for using a Web browser (Português)
			sv	Help file for using a Web browser (Svenska)
	NET-WORK	NETMON	ADMIN	SmartNetMonitor for Admin
			CLIENT	SmartNetMonitor for Client
UTILITY	ROUTERV2		ScanRouter V2 Lite	
	DESKV2		DeskTopBinder V2 Lite	

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## LAN-Fax Driver

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LAN-Fax Driver enables you to send and print documents created using a computer.

### Note

- See LAN-Fax Help for detailed instructions.

### Reference

p.107 "Using LAN-Fax Functions"

### File Location

LAN-Fax Driver is stored in the following directories:

- LAN-Fax Driver for Windows 95/98/Me  
  \DRIVERS\LAN-FAX\WIN9X\_ME
- LAN-Fax Driver for Windows NT 4.0  
  \DRIVERS\LAN-FAX\NT4
- LAN-Fax Driver for Windows 2000/XP  
  \DRIVERS\LAN-FAX\WIN2000

### System Requirements

- Computer  
  IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

#### Limitation

- LAN-Fax Driver does not work with Windows NT on RISC processors (MIPS R series, Alpha AXP or PowerPC).
- Operating System  
  Microsoft Windows 95/98/Me  
  Microsoft Windows NT4.0  
  Microsoft Windows 2000/XP
- Display  
  VGA 640×480 or higher resolution

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## Address Book

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Address Book allows you to program destinations for fax transmissions using LAN-Fax functions.

### Note

- Address Book is saved as a CSV file. You can register 1000 addresses in a CSV file, and specify destinations using multiple CSV files.
- See Address Book Help for detailed instructions.

### Reference

p.110 "Address Book"

❖ **Operating System**

- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

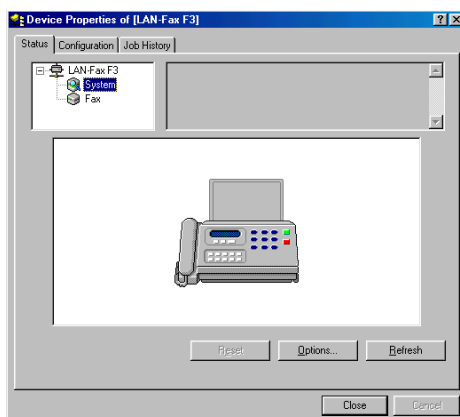
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## SmartNetMonitor for Client

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2

SmartNetMonitor for Client allows you to use NIC FAX as a network printer.



 **Note**

- See SmartNetMonitor for Client Help for the detailed instructions.

❖ **File Location**

SmartNetMonitor for Client is stored in the following directory on the CD-ROM:

NETWORK\NETMON\CLIENT

❖ **Operating System**

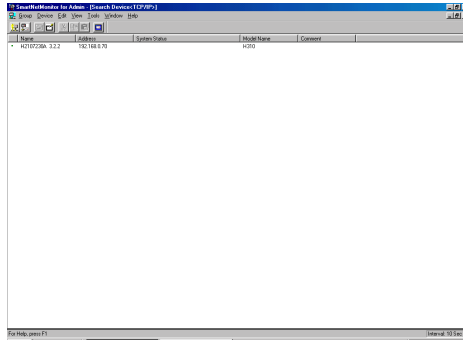
- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

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## SmartNetMonitor for Admin

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SmartNetMonitor for Admin is a network utility for administrator with it, you can confirm NIC FAX settings and conditions from a computer.



### Note

- See SmartNetMonitor for Admin Help for the detailed instructions.

### ◆ File Location

SmartNetMonitor for Admin is stored in the following directory on the CD-ROM:

NETWORK\NETMON\ADMIN

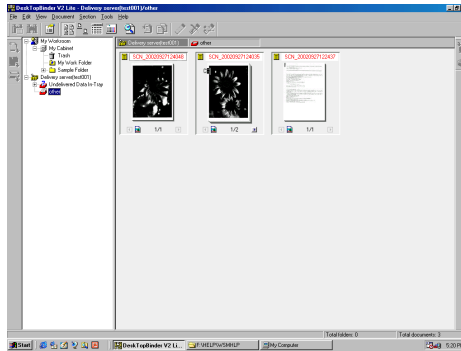
### ◆ Operating System

- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP



## DeskTopBinder V2 Lite

DeskTopBinder V2 Lite enables you to handle various data including scanned images, documents or files created with various software, or image files you already have. This software is installed on client computers. With it, you can use NIC FAX as a network delivery scanner, or view the documents in the Fax In-Tray saved using ScanRouter V2 Lite/Professional.



 **Note**

❑ See DeskTopBinder V2 Lite Help for the detailed instructions.

❖ **File Location**

DeskTopBinder V2 Lite is stored in the following directory on the CD-ROM:  
UTILITY\DESKV2

❖ **System Requirements**

- Computer  
IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

💡 **Limitation**

- ❑ DeskTopBinder V2 Lite does not work with Windows NT on RISC processors (MIPS R series, Alpha AXP or PowerPC).
- Operating System
  - Microsoft Windows 95 operating system OSR2 or later
  - Microsoft Windows 98/98SE operating system
  - Microsoft Windows Millennium Edition (Windows Me)
  - Microsoft Windows NT Workstation operating system version 4.0 (Service Pack 5 or later)
  - Microsoft Windows NT Server network operating system version 4.0 (Service Pack 5 or later)
  - Microsoft Windows 2000 Professional
  - Microsoft Windows 2000 Server (Service Pack 1 or later)
  - Microsoft Windows XP Professional
  - Microsoft Windows XP Home Edition

### ❖ Software Installed with DeskTopBinder V2 Lite

- Auto Document Link

Monitors the delivery server regularly, picks up newly arrived documents in the Fax In-Tray, and sends notification to users when new documents are delivered to the server.

Also, automatically registers the saved file under the specified directory to DeskTopBinder V2 Lite.

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## ScanRouter V2 Lite

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With ScanRouter V2 Lite installed, the delivery server enables you to sort scanned documents and images, save them in specified inboxes, and send them to designated client folders.

### Note

See ScanRouter V2 Lite Help for detailed instructions.

### ❖ File Location

ScanRouter V2 Lite is stored in the following directory on the CD-ROM.  
UTILITY\ROUTERV2

### ❖ System Requirements

- Computer

IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

- Operating System

Microsoft Windows 95 operating system OSR2 or later

Microsoft Windows 98/98SE operating system

Microsoft Windows Millennium Edition (Windows Me)

Microsoft Windows NT Workstation operating system version 4.0 (Service Pack 5 or later)

Microsoft Windows NT Server network operating system version 4.0 (Service Pack 5 or later)

Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server (Service Pack 1 or later)

Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

### ❖ Software Installed with ScanRouter V2 Lite

- Administration Utility

This application helps you run the delivery network system using ScanRouter V2 Lite.

With this utility, the destination(s) of scanned documents and sender(s) information can be programmed into the delivery server. It also performs maintenance operations such as monitoring free disk space on the delivery server, and recording error logs.

 **Note**

- Administration Utility can be installed on client computers as well as the delivery server. To install it, click **[Administration Utility]** on the ScanRouter V2 Lite display of the installer.

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## Online Help

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2

You can refer to this when you confirm or edit NIC FAX settings using a Web browser.

 **Note**

- To use online Help, see p.157 “Using Online Help”.
- The online Help file is common for Windows 95/98/Me, Windows NT4.0, and Windows 2000/XP.

**◆ File Location**

The online Help files are stored in the following directories on the CD-ROM:

Deutsch	\HELP\WSMHLP\de
English	\HELP\WSMHLP\en
Español	\HELP\WSMHLP\es
Français	\HELP\WSMHLP\fr
Italiano	\HELP\WSMHLP\it
Nederlands	\HELP\WSMHLP\nl
Norsk	\HELP\WSMHLP\no
Português	\HELP\WSMHLP\pt
Svenska	\HELP\WSMHLP\sv

# 3. Using Scan to E-mail Functions

There are two types of scanner related functions Scan to E-mail and Network Delivery Scanner. This section describes the Scan to E-mail function. If you want to deliver the scanned data to destinations registered to a networked ScanRouter V2 Lite server or ScanRouter V2 Professional server, see p.117 "Using Network Delivery Scanner Functions".

## Scanning a Color Original

To use this feature, you need optional color unit if your machine is Type 1.

You can scan and transmit originals in color using NIC FAX. The scanned image is attached to an e-mail as a PDF or JPEG file.

### Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

### Limitation

- You cannot use this feature with Memory Transmission. Use it with Immediate Transmission.
- If the fax machines at both ends are NIC FAX, the file exchange by using the Color Scanning function is not possible. If you attempt such transmissions, documents will not be received and a Mail Information / Error Mail Notification / Error Report will be printed on the transmitting or receiving end NIC FAX.
- You cannot specify an Internet fax machine as destination.

### Note

- You can store the **【Color Scan】** key into a Keystroke Program. If you regularly send color documents to particular destinations in the same size and format (PDF or JPEG), you can store the program and send quickly by just pressing the Quick Dial key you store the program in. For details about storing a program, see Chapter 6 "Programs", *Advance Features*.

When sending documents, you can set e-mail options using the **【Trans. Option】** key.

If the Mail Options function is already assigned to a user function key (**【F1】** to **【F10】**), you can set the same options using that key.

You can set the following options:

### ❖ Subject and Message

You can enter a subject and message for the document you want to send. You can also enter either subject or message only.

#### Note

- To enter a message, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys". On Type 2 machines, the E-mail Message function is pre-assigned to the **[F4]** key.
- If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is already registered as No.1 in "Template: Subject", the registered subject/message is automatically used. For more details about registering subjects/messages, see p.149 "Registering Template Subjects and Messages". If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is not registered, the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.79 "About the E-mail Subject".
- You cannot send only a subject/message as an e-mail without an original.

### ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

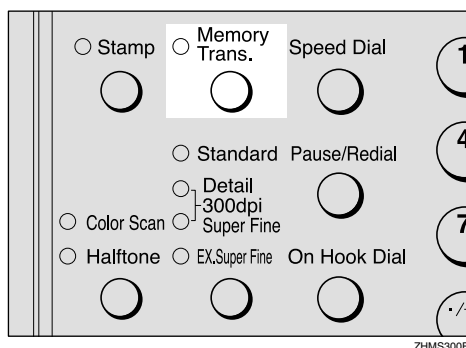
You can confirm sent documents were properly received using e-mail or the Journal.

#### Note

- You cannot specify multiple destinations, because this feature is available only with Immediate Transmission.
- You cannot send color originals to destinations already registered for Internet FAX or IP-FAX in Quick Dial or Speed Dial keys. Specify destinations for the scanner when you send originals in color. See p.133 "Registering Addresses for Scanner".
- The Color Scanning feature is not available with Backup Transmission.
- The Fax Header (TTI) is not added to the transmitted data.
- You need to select a format of transmitted files with user parameters or the user function key. If you frequently switch the format, it is recommended that you assign the JPEG function to a user function key so that you can switch the format easily. On Type 2 machines, the JPEG function is pre-assigned to the **[F9]** key. See p.27 "JPEG" and p.166 "User Parameters" (switch 17, bit 5).

- ❑ You can adjust the quality of images transmitted using the Color Scanning feature with user parameters. If you make a setting that reduces the difference between values for Brightness and Color Difference (for example, "Brightness: 1, Color Difference: 1, Color Difference: 1"), the quality of images increases, but the data size also increases. You do not need to make changes to default settings. For more information, see p.166 "User Parameters" (switch 33: bit 1,0). However, this setting is not valid when PDF is selected as the file format for Color Scanning with user parameters (switch 17, bit 5).
- ❑ You can adjust the color balance. See p.67 "Scanner RGB".
- ❑ Adobe Acrobat Reader is necessary for viewing PDF files.
- ❑ The following functions are invalid even if you specify them:
  - Fax Header Print
  - Label Insertion
  - Maximum Mail Size
  - Viewer URL Information

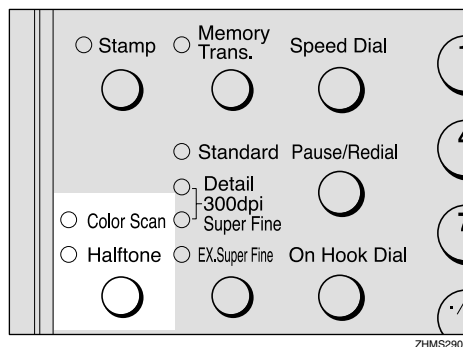
### 1 Make sure the Memory Trans. indicator is not lit.



#### Note

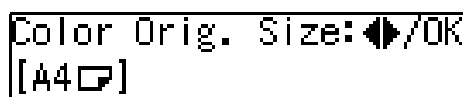
- ❑ If the **Memory Trans.** indicator is lit, press the **[Memory Trans.]** key.

### 2 Press the [Color Scan] key.



Make sure the **Color Scan** indicator is lit.

### 3 Press the ◀ or ▶ key to select the original size, and then press the [OK] key.



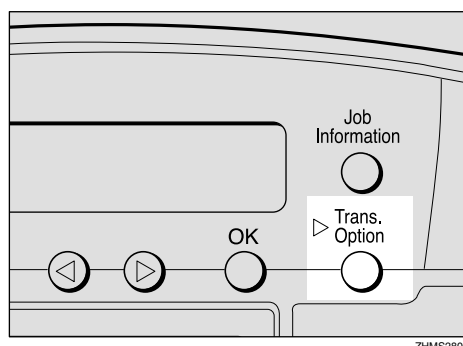
### 4 Make any settings for "Mail Options", if necessary.

#### Note

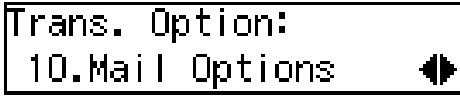
- ❑ Proceed to step 6 if you do not want to make any Mail Options settings.

### Using [Trans. Option] Key

#### 1 Press the [Trans. Option] key.



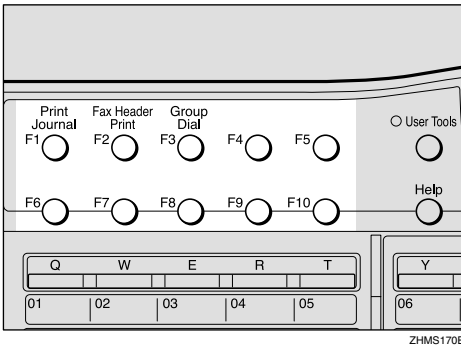
- 2 Press the ⏪ or ⏩ key to display "10. Mail Options".



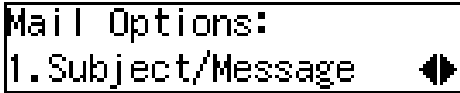
- 3 Press the [OK] key.

Using the User Function Key

- 1 Press the user function key ((F1) to (F10)) assigned to the Mail Options function.



- 5 Press ⏪ or ⏩ key to display the item you want to set, and then press the [OK] key.



Subject/Message

- 1 Enter the subject.



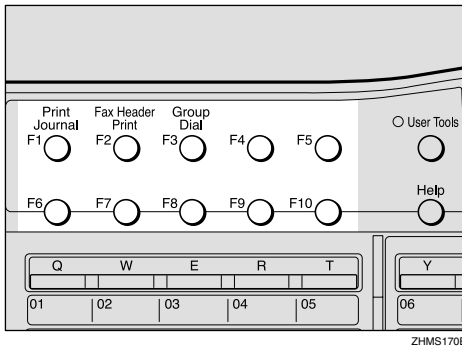
Note

- ❑ If you do not want to enter a subject, proceed to step 2.
- ❑ If a subject/message is registered as No.1, it automatically appears on the display above. If you want to enter another subject/message, press the [Clear/Stop] key to delete it, and then enter the subject/message.
- ❑ To enter a subject/message registered in "Template: Subject", press the [★] key, press the ⏪ or ⏩ key to display the desired subject/message, and then press the [OK] key.
- ❑ If you enter only a subject, you can enter up to 150 characters.
- ❑ If you enter only a message or both subject and message, you can enter up to 148 characters for message, since space for two characters is used by pressing the E-mail Message function.

Reference

Chapter 3 "Entering Characters", *Basic Features*  
 p.149 "Registering Template Subjects and Messages"

- 2 If you want to enter a message, press the user function key ([F1] to [F10]) assigned to the E-mail Message function.



Subject: [ABC] E-Msg./OK  
REPORT

#### Note

- If you do not want to enter a message, proceed to step 4.

- 3 Enter a message.

Subject: [ABC] E-Msg./OK  
EPORT PLEASE CONFIRM

- 4 Press the [OK] key.

#### Heading

- 1 Press the ◀ or ▶ key to select "No" or "Urgent".

Heading: ◀/OK  
[No] Urgent

- 2 Press the [OK] key.

#### Confirmation of Reception

- 1 Press the ◀ or ▶ key to select "Yes" or "No".

Confirm Receipt: ◀/OK  
Yes [No]

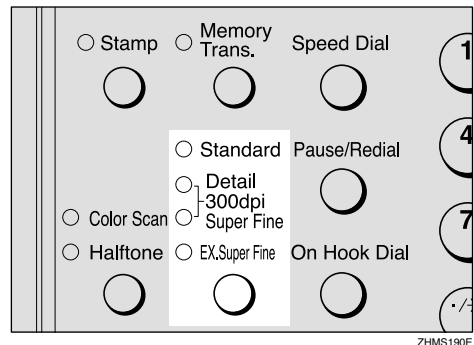
#### Reference

p.80 "Confirming Reception"

- 2 Press the [OK] key.

- 6 Set the original.

- 7 Press the [Resolution] key to select data resolution.



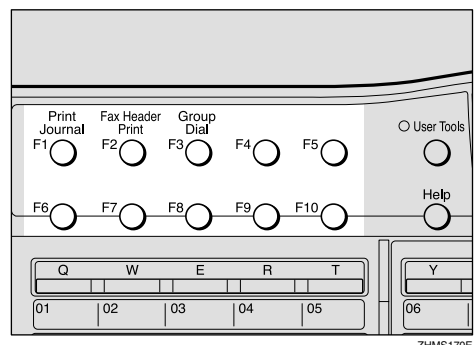
#### Note

- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 "User Parameters" (switch 20, bit 2).

- 8 Specify the destination.

#### Specifying by the E-mail Address

- 1 Press the user function key ([F1] to [F10]) assigned to the Scanner (Scan to E-mail) function.





 **Note**

- ❑ On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.
- ❑ You do not need to press the user function key in the following cases:
  - When the e-mail address is stored in either Quick Dial key, Speed Dial, or Group Dial.
  - When specifying the address using the Redial function.

 **Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

**2 Enter the e-mail address of the destination.**

```
Scanner: [abc] Press OK
nicf2@def.company.com
```

 **Note**

- ❑ You can enter up to 127 characters for an e-mail address.
- ❑ You can enter "." and "@" using a Quick Dial key. Press the **[Symbols]** key to enter symbols. You can shift between upper and lower case by pressing the **[ABC/abc]** key.
- ❑ To enter texts registered in "Template: Address", press the **[★]** key, press the ⏪ or ⏩ key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

- ❑ If you incorrectly enter characters, press the **[Clear/Stop]** key, and then enter the correct characters.

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

---

Specifying a Destination in the Server

---

**1 Specify the destination using a Quick Dial key or Speed Dial.**

```
Dest. Press Start
001 NEW YORK BRANCH
```

 **Note**

- ❑ You can specify the destination using methods other than Quick Dial or Speed Dial. See p.120 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials".

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

The transmission begins.

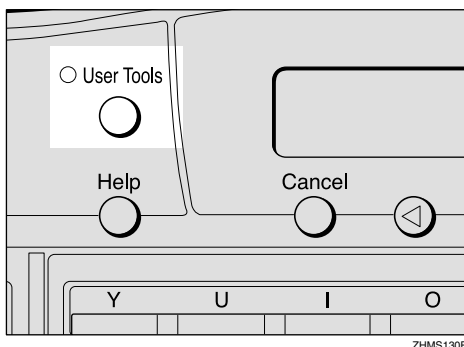
 **Note**

- ❑ To cancel transmission of a Scan to E-mail, follow the same procedure as for canceling an Internet fax. See p.96 "Canceling Transmission of an Internet Fax".

## Scanner RGB

You can adjust the color balance for Color Scanning by using the Scanner RGB feature.

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



### Note

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

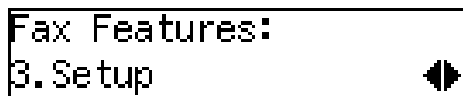
- 2 Press the **[Left]** or **[Right]** key to display "2. Fax Features".



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

The Fax Features main menu appears.

- 4 Press the **[Left]** or **[Right]** key to display "3. Setup".



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

The Setup main menu appears.

- 6 Press the **[Left]** or **[Right]** key to display "7. Scanner RGB".



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

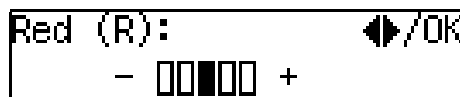
The Scanner RGB display appears.

- 8 Press the **[Left]** or **[Right]** key to display the color you want to adjust.



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

- 10 Press the **[Left]** or **[Right]** key to make adjustments, and then press the **[OK]** key.



The display in step 8 appears.

- 11 Repeat steps 8 to 10 as many times as necessary.

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

The standby display reappears.

# Scanning a Monochrome Original

You can scan originals and transmit them as image files with e-mail. The originals are converted into PDF or TIFF-F image files.

## Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

The content of originals is transmitted as an attachment to the e-mail in PDF or TIFF-F files. You can specify a format with user parameters. See p.166 "User Parameters" (switch 17, bit 5).

## Limitation

- If you specify the format of an attached image file to PDF, Viewer URL Information function is invalid even if you set it with "Mail Options".

When sending documents, you can set e-mail options using the **[Trans. Option]** key.

If the Mail Options function is already assigned to a user function key (**[F1]** to **[F10]**), you can set the same options using that key.

You can set the following options:

## ❖ Subject and Message

You can enter a subject and message for the document you want to send. You can also enter either subject or message only.

### Note

- To enter a message, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys". On Type 2 machines, the E-mail Message function is pre-assigned to the **[F4]** key.
- If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is already registered as No.1 in "Template: Subject", the registered subject/message is automatically used. For more details about registering subjects/messages, see p.149 "Registering Template Subjects and Messages". If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is not registered, the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.79 "About the E-mail Subject".
- You cannot send a subject/message only as e-mail without an original.

## ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

You can confirm sent documents were properly received using e-mail or the Journal.

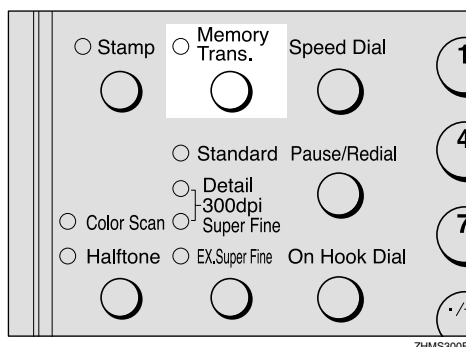
### ❖ Viewer URL Information

You can record URL sites for downloading viewer applications on e-mail you are about to send.

#### Note

- You need Acrobat Reader for viewing PDF files.
- The following functions are invalid even if you specify them:
  - Fax Header Print
  - Label Insertion
- When you transmit e-mail by the Scanner function specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission. See p.177 "Communication Result Report".

### 1 Make sure the Memory Trans. indicator is lit.



#### Note

- If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key.

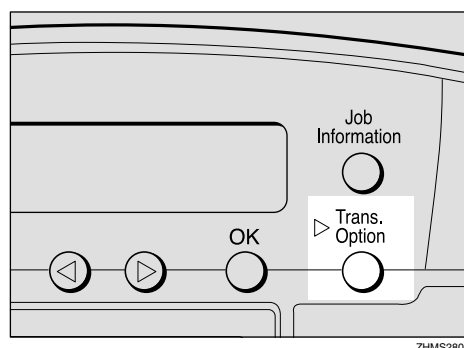
### 2 Make any settings for "Mail Options", if necessary.

#### Note

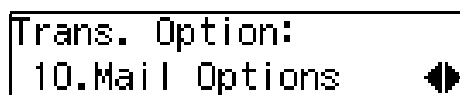
- Proceed to step 4 if you do not want to make any Mail Options settings.

#### Using **[Trans. Option]** Key

##### 1 Press the **[Trans. Option]** key.



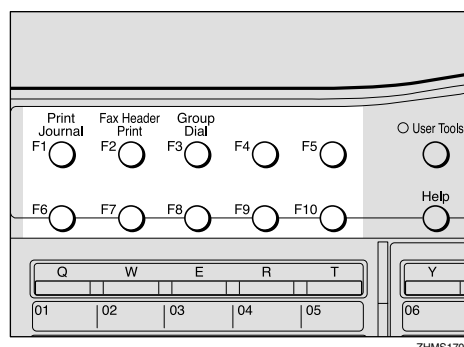
##### 2 Press the **◀** or **▶** key to display "10. Mail Options".



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

#### Using the User Function Key

##### 1 Press the user function key (**[F1]** to **[F10]**) assigned to the Mail Options function.



**3** Press **⏪** or **⏩** key to display the item you want to set, and then press the **[OK]** key.



Subject/Message

**1** Enter the subject.



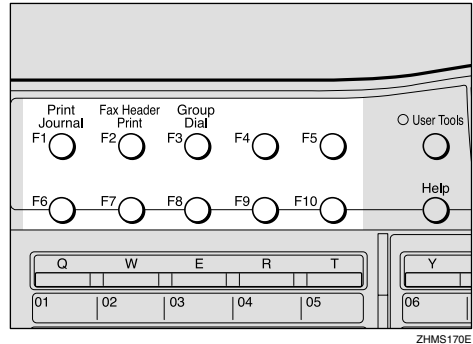
**Note**

- If you do not want to enter a subject, proceed to step **2**.
- If a subject/message is registered as No.1, it automatically appears on the display above. If you want to enter another subject/message, press the **[Clear/Stop]** key to delete it, and then enter the subject/message.
- To enter a subject/message registered in "Template: Subject", press the **[★]** key, press the **⏪** or **⏩** key to display the desired subject/message, and then press the **[OK]** key.
- If you enter only a subject, you can enter up to 150 characters.
- If you enter only a message or both subject and message, you can enter up to 148 characters for message, since space for two characters is used by pressing the E-mail Message function.

**Reference**

Chapter 3 "Entering Characters", *Basic Features*  
 p.149 "Registering Template Subjects and Messages"

**2** If you want to enter a message, press the user function key (**[F1]** to **[F10]**) assigned to the E-mail Message function.



**Note**

- If you do not want to enter a message, proceed to step **4**.

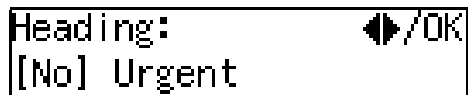
**3** Enter a message.



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

Heading

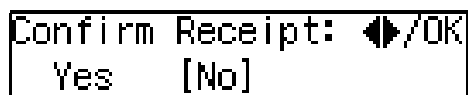
**1** Press the **⏪** or **⏩** key to select "No" or "Urgent".



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

Confirmation of Reception

**1** Press the **⏪** or **⏩** key to select "Yes" or "No".



**Reference**

p.80 "Confirming Reception"

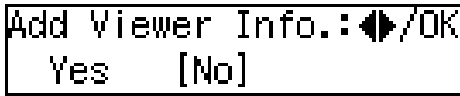
- 2 Press the **[OK]** key.

---

Viewer URL Information

---

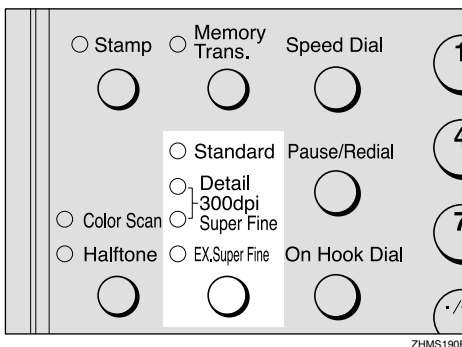
- 1 Press the **[Left]** or **[Right]** key to select "Yes" or "No".



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

- 4 Set the original.

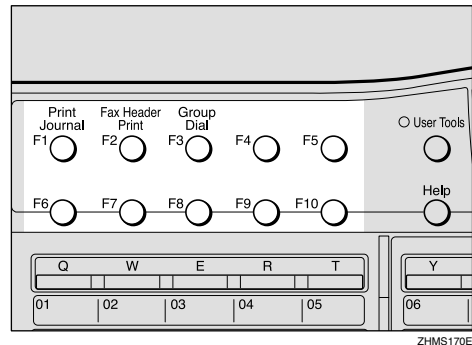
- 5 Press the **[Resolution]** key to select data resolution.



**Note**

- When you are specifying the Broadcasting function with a fax message, the resolution of the fax message is automatically set to 200 × 200 dpi, even if you specify 300dpi.
- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 "User Parameters" (switch 20, bit 2).

- 6 Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The display for entering the scanner destination appears.

**Note**

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.
- You do not need to press the user function key in the following cases:
  - When the e-mail address is stored in either Quick Dial key, Speed Dial, or Group Dial.
  - When specifying the address using the Redial function.

**Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

- 7 Specify the e-mail address using the Quick Dial key or number keys.



 **Note**

- You can enter up to 127 characters for an e-mail address.
- You can enter the "." and "@" with the Quick Dial keys. Press the **[Symbols]** key when you want to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- To enter texts registered in "Template: Address", press the **[★]** key, press the **[◀]** or **[▶]** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

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

The destination is set.



**9** To add one or more addresses, press the **[OK]** key, and then repeat steps **6** to **8**.

 **Note**

- If you do not want to add any other addresses, proceed to step **10**.
- You can also specify destinations of faxes using public telephone line. In this case, omit step **6**.

**10** 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 when a send operation is in progress.

 **Note**

- With a large volume of documents, it may take some time before transmission starts. This is due to the time the machine requires to convert data in memory.
- To cancel transmission of a Scan to E-mail, follow the same procedure as for canceling an Internet fax. See p.96 "Canceling Transmission of an Internet Fax".

# 4. Using Internet Fax Functions

## E-mail Server Settings (by Network Administrator)

The information in this section is for your network administrator.

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### Mail Server Settings

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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 reception 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's IP address or host name to NIC FAX users who need to input this information when establishing a connection through a Web browser.

---

### E-mail Servers That Have Been Confirmed to Work

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❖ **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**

Version: Ver.3.1 Release PO203a  
Agency: Software.com

❖ **Seattle Lab Mail Server**

Version: Ver.4.1  
Agency : Seattle Lab Inc.

❖ **Netscape Messaging Server**

Version: Ver.3.0  
Agency: Netscape Communications

❖ **IMail Server for Windows NT**

Version: Ver.4.0  
Agency: Ipswitch, Inc.

! **Limitation**

❑ Supported operations and services differ according to the e-mail server used.



# Transmitting Internet Fax

## Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

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 key, 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.

If the Mail Options function is already assigned to a user function key (**【F1】** to **【F10】**), you can set the same options using that key.

You can set the following options:

### ❖ Subject and Message

You can enter a subject and message for the document you want to send. You can also enter either subject or message only.

### Note

- To enter a message, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys". On Type 2 machines, the E-mail Message function is pre-assigned to the **【F4】** key.

- If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options", the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.79 "About the E-mail Subject". However, if a subject/message is already registered as No.1 in "Template: Subject", the registered subject/message is automatically used. For more details about registering subjects/messages, see p.149 "Registering Template Subjects and Messages".

- You cannot send a subject/message only as e-mail without an original.

### ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

You can confirm sent documents were properly received using e-mail or Journal.

### ❖ Viewer URL Information

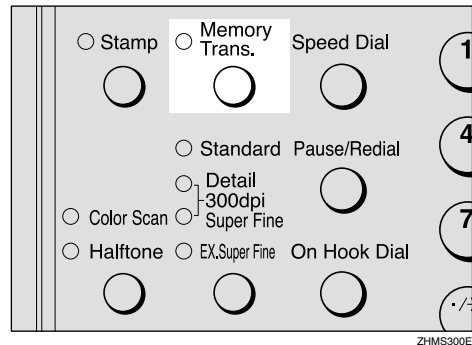
You can record URL sites for downloading viewer applications on e-mail you are about to send.

### 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 computer. You can inform the receiver of sites for downloading viewer applications using the Viewer URL Information mail option.
- ❑ When you send viewer URL information, depending on the receiver's fax machine, Journal may show a page count that is one or two pages greater than the number of pages actually sent.
- ❑ See p.184 "Received Images" for how e-mail is actually received by the computer when it is sent with mail options selected.
- ❑ With the Scanner function, you can transmit color documents from Type 2 machines and Type 1 machines with optional color unit. However, the Internet Faxing function does not support color transmission. For information about Color Scanning, see p.61 "Scanning a Color Original".
- ❑ When you transmit an Internet Fax specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission. See p.177 "Communication Result Report".

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

- ❑ When using NIC FAX to send e-mail over the Internet, documents are stored in memory, and then sent using Memory Transmission. Internet faxing does not allow immediate transmission.

**Note**

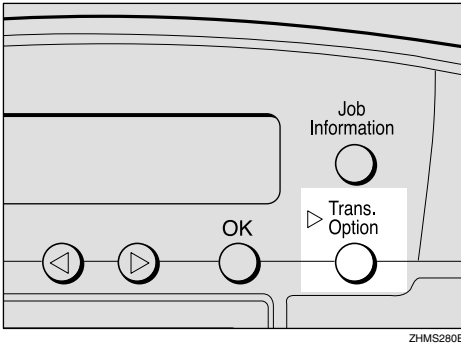
- ❑ If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key to change back to Memory Transmission.

**2 Make any settings for "Mail Options", if necessary.****Note**

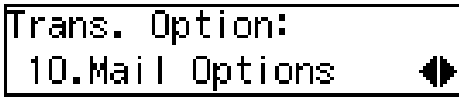
- ❑ Proceed to step **4** if you do not want to make any Mail Options settings.

### Using **[Trans. Option]** Key

① Press the **[Trans. Option]** key.



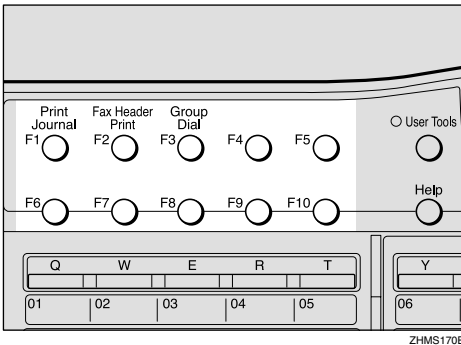
② Press the **⏪** or **⏩** key to display "10. Mail Options".



③ Press the **[OK]** key.

### Using the User Function Key

① Press the user function key (**[F1]** to **[F10]**) assigned to the Mail Options function.



③ Press the **⏪** or **⏩** key to display the item you want to set, and then press the **[OK]** key.



### Subject/Message

① Enter the subject.



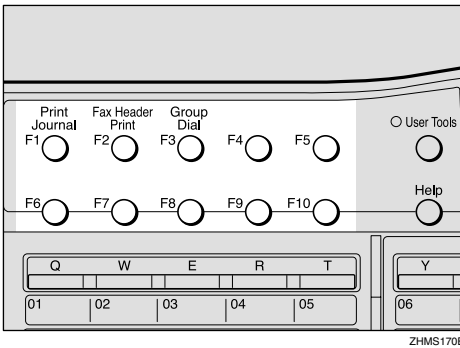
#### Note

- ❑ If you do not want to enter a subject, proceed to step ②.
- ❑ If a subject/message is registered as No.1, it automatically appears on the display above. If you want to enter another subject/message, press the **[Clear/Stop]** key to delete it, and then enter the subject/message.
- ❑ To enter a subject/message registered in "Template: Subject", press the **[★]** key, press the **⏪** or **⏩** key to display the desired subject/message, and then press the **[OK]** key.
- ❑ If you enter only a subject, you can enter up to 150 characters.
- ❑ If you enter only message or both subject and message, you can enter up to 148 characters since space for two characters is used by pressing a user function key assigned to the E-mail Message function.

#### Reference

Chapter 3 "Entering Characters", *Basic Features*  
 p.149 "Registering Template Subjects and Messages"

- 2 If you want to enter a message, press the user function key ([F1] to [F10]) assigned to the E-mail Message function.



**Note**

- If you do not want to enter a message, proceed to step 4.

- 3 Enter the message.



- 4 Press the [OK] key.

**Heading**

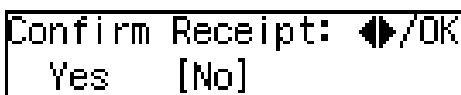
- 1 Press the ⏪ or ⏩ key to select "No" or "Urgent".



- 2 Press the [OK] key.

**Confirmation of Reception**

- 1 Press the ⏪ or ⏩ key to select "Yes" or "No".



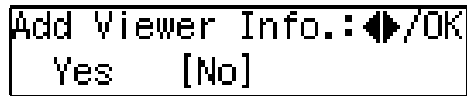
**Reference**

p.80 "Confirming Reception"

- 2 Press the [OK] key.

**Viewer URL Information**

- 1 Press the ⏪ or ⏩ key to select "Yes" or "No".



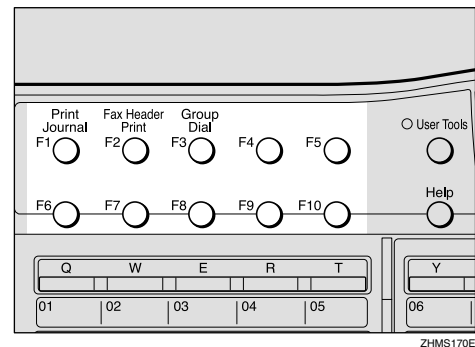
- 2 Press the [OK] key.

- 4 Set the original and adjust any scan settings as necessary.

**Note**

- Original images are sent at Detail resolution even if 300dpi, Super Fine, or Extra Super Fine is selected.

- 5 Press the user function key ([F1] to [F10]) assigned to the Internet FAX function.



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- You do not need to press the user function key in the following cases:
  - When the e-mail address is stored in a Quick Dial key, Speed Dial, or Group Dial.
  - When specifying the address using the Redial function.

**Reference**

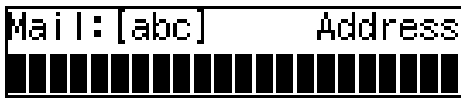
Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

**If the Network Transmission Auto Check Function Is Turned Off**

If the Network Transmission Auto Check function is set to "Off" with user parameters, select E-mail Transmission in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- 1** Confirm "1. Mail Address" appears, and then press the **[OK]** key.



- 6** Specify the e-mail address using the Quick Dial key or number keys.

When the Network Transmission Auto Check function is set to On:



When the Network Transmission Auto Check function is set to Off:



**Note**

- You can enter up to 127 characters for an e-mail address.
- You can enter the "." and "@" with the Quick Dial keys. Press the **[Symbols]** key when you want to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- To enter texts registered in "Template: Address", press the **[★]** key, press the **[◀]** or **[▶]** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

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

The destination is set.

- 8** To add one or more addresses, press the **[OK]** key, and then repeat steps **5** to **7**.

**Note**

- If you do not want to add more addresses, proceed to step **9**.
- You can also specify destinations of faxes using a public telephone line. In this case, omit step **5**.

- 9** 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 when a send operation is in progress.

**Note**

- ❑ With a large volume of document, it may take some time before transmission starts. This is due to the time NIC FAX requires to convert the data in memory.
- ❑ To cancel transmission of an Internet fax, see p.96 "Canceling Transmission of an Internet Fax".

**About the E-mail Subject**

If no subject is specified for "Subject/Message" in "Mail Options", the following subject is automatically inserted:

**❖ When a User 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 "User Code name" Fax Message NO.xxxx.

**❖ When a User 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**

- ❑ User codes refer to the names assigned to Confidential Boxes.
- ❑ "xxxx" is the document number that appears in the Journal.

**Reference**

Chapter 3 "Own Name/Fax Header/Own Fax Number", *Basic Features*

Chapter 1 "User Code Transmission", *Advanced Features*

**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 Receipt" or "On" is selected for "Label Insertion", sequential broadcasting is used for transmission. With sequential broadcasting, the e-mail is sent to one address at a time.

**Note**

- ❑ When using Quick Dial keys or Speed Dials to specify a destination, documents with Fax Header 1 and Fax Header 2 selected (according to Fax Header settings under Fax Information) are transmitted separately.
- ❑ The Auto Document function transmits specified destination and non-specified destination documents separately.

## Confirming Reception

When Reception Confirmation is selected, the receiver sends back a reception confirmation message. Once the reception confirmation message has been received, "OK" appears in the Result column of Journal, allowing the originator to verify that the transmission has been received.

### Limitation

- The Reception Confirmation feature is only available if the receiver supports MDN (Message Disposition Notification).

### Note

- If your fax is not received normally, "E" appears in the Result column.
- Information regarding the last 250 messages is recorded, but only the last 50 communications appear in Journal. If you do not receive a reception confirmation message for one of the last 50 communications from the receiver's machine, you may not be able to confirm that the e-mail has been received by the Journal's Result column.
- If you specify mailing list addresses, do not select "Yes" for "Confirm Receipt". Otherwise, you will receive multiple reception confirmation messages from e-mail recipients, and the Result column will be overwritten each time a new confirmation message is received. However, if you receive a reception confirmation message indicating an error, "E" appears in the Result column and will not be overwritten, even if you subsequently receive a reception confirmation message as "OK" following the error message.

- Reception confirmation results are only shown in Journal. The Result column in all other files, lists, and transmission reports show "- -".
- Reception confirmation messages themselves are not recorded in Journal.
- To enable Reception Confirmation under "Mail Options", select "Yes" for "Confirm Receipt". Set this to "Yes" with user parameters if you use this function frequently. You can have confirmation of receipt, without having to specify "Confirm Receipt" each time. Once you set this to "Yes" with user parameters, this function can be turned off by selecting "No" for "Confirm Receipt" under "Mail Options". See p.166 "User Parameters" (switch 17, bit 4).
- The reception confirmation notification can be printed out. This can be set with user parameters. See p.166 "User Parameters" (switch 18, bit 7).

## Transmitting Journal by E-mail

### Preparation

To transmit the Journal by e-mail, it is necessary to make settings with user parameters. See p.166 "User Parameters" (switch 18, bit 5).

The Journal is automatically transmitted to an e-mail address of the administrator by 50 communications. A CSV format Journal is attached to the e-mail. See p.39 "Mail to Admin. (Mail to Administrator)" and p.180 "Journal by E-mail".

### Important

- It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost and sent CSV file is not left on NIC FAX.

### Note

- Even if the administrator address is wrong, you can acquire Journal from Error Mail Notification by setting that the error e-mail is left on the server. To leave the error e-mail on the server, set "Leave message on POP server after receiving them" to "Save only errors" with user parameters beforehand. See p.166 "User Parameters" (switch 16; bit 1, 0).
- If you specify the destination of Backup Mail Transmission, the Journal is also transmitted to the destination.
- If the Journal in e-mail format fails to be transmitted, the Communication Failure Report and Journal are printed out.

- The name of an attached CSV file is "JOURNAL+year, month, hours, minutes". For example, the file name transmitted in 10:40:12 on 15th, April, 2003 is "JOURNAL20030415104012.csv".
- The subject of Journal by e-mail begins with "Journal".



# Transfer Request

You can request transfer specifying Quick Dial, Speed Dial, and Group destinations registered in Transfer Station. 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

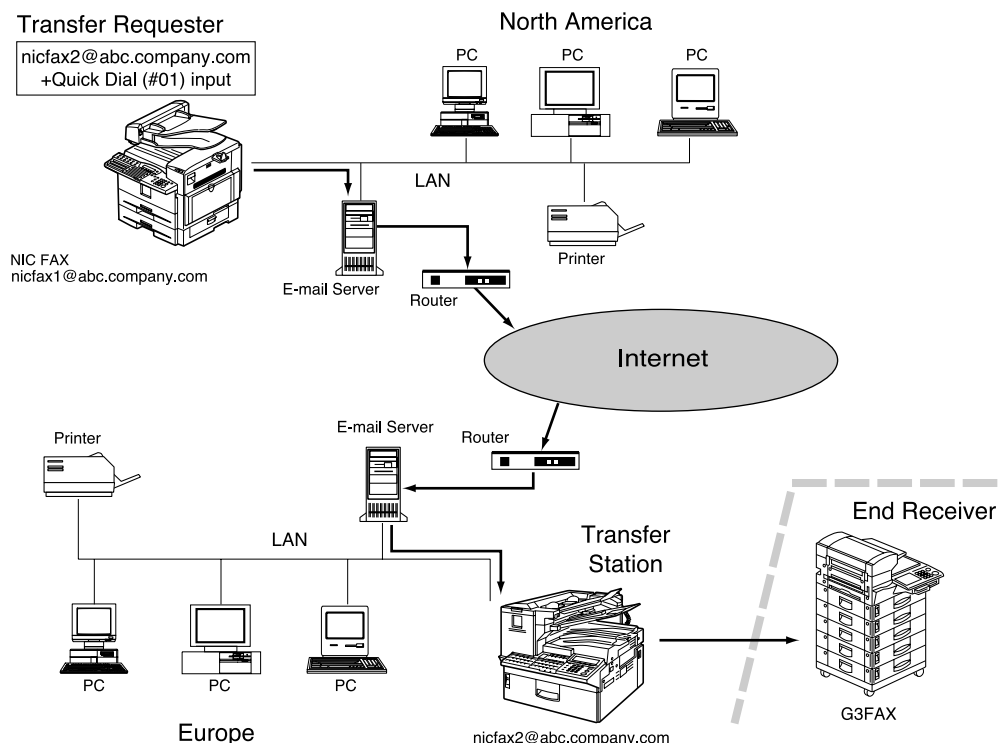
This is the fax machine that performs the transfer. This machine needs to be capable of performing transfers.

## ❖ End Receiver

This is the fax machine or computer that receives the e-mail or fax from the Transfer Station.

## Limitation

- ❑ Fax machines that are equipped with NIC FAX KIT TYPE 140, TYPE 500, NIC FAX UNIT TYPE410, or TYPE 510 can be specified as the Transfer Station for a transfer request by e-mail.



GFTRR00E

## Note

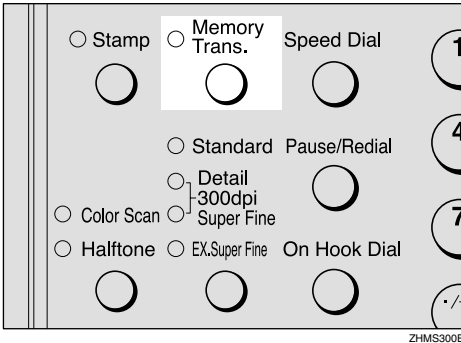
- ❑ You can specify one Transfer Station and up to 30 End Receivers in a single Transfer Request.
- ❑ Each group is considered one item when specifying Transfer Stations programmed in Group Dials.
- ❑ If you make a Transfer Request by e-mail, a Transfer Result Report is transmitted to the Transfer Requester by e-mail when Transfer Station completes all transmissions to the End Receivers.
- ❑ You can specify IP-Fax destinations as Transfer Station making a Transfer Request.
- ❑ If you use the Network Boot function, the IP address of the fax machine may be changed after making the Transfer Request by specifying IP-Fax destinations as Transfer Station and the Transfer Result Report cannot be received. If you want to specify an IP-Fax destination as Transfer Station, consult your network administrator in order to keep the same IP address. See p.31 "Network Boot".
- ❑ See Chapter 1 "Transfer Request", *Advanced Features* to send Transfer Requests by fax.

# Transfer Request by E-mail

## Preparation

In order to use this function, you must make polling ID and Transfer Report settings. The same polling ID must be set for both Transfer Requester and Transfer Stations. See Chapter 7 "ID Codes" and "Transfer Report", *Advanced Features*.

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

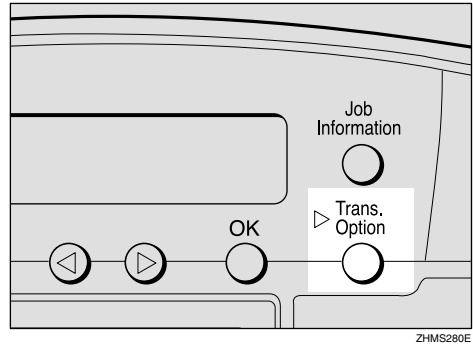


**Note**  
If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key to change back to Memory Transmission.

**2** Set the original and adjust the scan settings as necessary.

**Note**  
Originals are sent at Detail resolution even if 300dpi, Super Fine, or Extra Super Fine is selected.

**3** Press the **[Trans. Option]** key.



**4** Press the **[Left]** or **[Right]** key to display "9. Transfer Request", and then press the **[OK]** key.



**Note**  
If you want to make Mail Options settings, follow steps **2** to **3** of p.74 "Transmitting Internet Fax".

**5** Press the **[Left]** or **[Right]** key to select "On".



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



**7** Enter a Transfer Station.

## Limitation

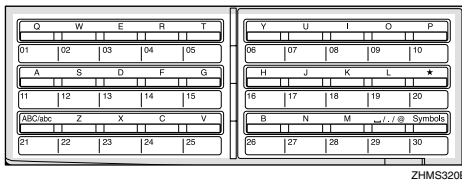
- ❑ When an originator requests transfer by e-mail to a station that is not capable of performing transfers, the station addressed receives the request as ordinary e-mail and does not transfer it or return an Error Report to the originator of the request. Before sending e-mail, confirm that the Transfer Station is equipped with the Transfer function.

## Note

- ❑ You can also specify the IP-Fax destination. See p.98 "Transmitting IP-Fax".

### Entering an E-mail Address Stored in a Quick Dial Key

- 1 Press the Quick Dial key in which the recipient's mail address is stored.

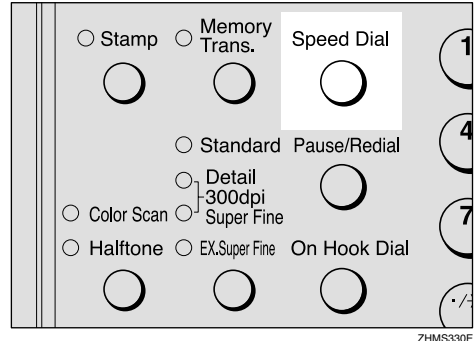


ZHMS320E

Transf. Stn.: Press OK  
 01 NEWYORK BRANCH

### Entering an E-mail Address Stored in a Speed Dial

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



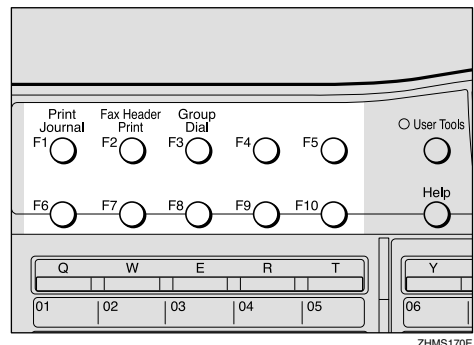
ZHMS330E

- 2 Enter the speed dial code in which the recipient's mail address is stored using the number keys.

Transf. Stn.: Press OK  
 001 HEAD OFFICE

### Entering an E-mail Address Manually

- 1 Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



ZHMS170E

Address: [abc]

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- If the Network Transmission Auto Check function is set to "Off" with user parameters, press the **⏪** or **⏩** key to select "1. Mail Address", and then press the **[OK]** key. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

**2** Enter the mail address of the Transfer Station.

```
Address: [abc] /OK
nicf1@abc.company.com
```

**Note**

- If you make a mistake, press the **[Clear/Stop]** key, and then try again.
- You can enter the "." and "@" with the Quick Dial keys. Press the **[Symbols]** key when you want to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.

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

```
Transf. Stn.: Press OK
☎ nicf1@abc.company.co
```

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

```
Receive Stn.:
1 [#
```

**9** Enter the End Receiver.

```
Receive Stn.: Press OK
1 [#01
```

Specify the End Receiver by using the Quick Dial key, Speed Dial and Group registered in Transfer Station.

**Reference**

p.87 "Specifying End Receivers"

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

**11** Press the **⏪** or **⏩** key to select "No", and then press the **[OK]** key.

```
Add Recv. Stn.? ⏪/OK
Yes [No]
```

**Note**

- If you want to add End Receivers, select "Yes", press the **[OK]** key, and then repeat steps **9** to **10**.

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

This starts reading the document into memory. The e-mail is sent to the Transfer Station after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.

---

## Specifying End Receivers

---

You can only specify End Receivers already programmed in a Quick Dial key, Speed Dial, or Group Dial of the designated Transfer Station.

### ❖ Quick Dial

Enter the number (two or three digits) of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 001 in the Transfer Station, enter: **[0][0][1]**.

#### Note

- If the Transfer Station only supports two digits for the Quick Dials, enter the number with two digits like **[0][1]**.

### ❖ Speed Dial

Enter **[\*]** followed by the Speed Dial code (two or three digits). For example, to select the number stored in Speed Dial 012 in the Transfer Station, enter: **[\*][0][1][2]**.

#### Note

- If the Transfer Station only supports 2 digits for the Speed Dials, enter the number with two digits like, **[\*][1][2]**.

### ❖ Group Dial

Enter **[\*]**, **[\*]** followed by the Group number (2 digits). For example, to select the number stored in Group 04 in the Transfer Station, enter: **[\*][\*][0][4]**.

# Receiving Internet Fax

There are two methods of receiving e-mail: Auto Mail Reception and Manual Mail Reception.

## Limitation

- Documents sent from computers as e-mail attachments cannot be received. Senders receive an Error Mail Notification if their e-mail contains attachments. You can select whether or not the machine sends this message with user parameters. See p.166 "User Parameters" (switch 16, bit 3). However, TIFF-F documents created by the Saving function of LAN-Fax Driver can be received.

## Note

- With user parameters, you can have the machine retain incoming mail or delete it from the POP server. See p.166 "User Parameters" (switch 16; bit 1, 0).
- With user parameters, you can have the machine return the acknowledgment of mail to the sender. See p.166 "User Parameters" (switch 17, bit 2).

---

## Auto Mail Reception

---

When this function is turned on, NIC FAX periodically checks the e-mail server for incoming e-mail and downloads it as necessary. You can set this function to "On" or "Off" by following p.42 "Auto Mail RX (Auto Mail Reception)" of the "Network" settings, or by assigning the Auto Mail Reception function to a user function key and specifying "On" or "Off".

The interval between checks is referred to as Mail RX Interval (Mail Reception Interval). You can specify the interval to any value between 1 and 60 minutes, and can also force NIC FAX to check for incoming e-mail by pressing the user function key assigned to the Mail Reception function or the **【Job Information】** key. See p.88 "Manual Mail Reception".

You can also configure this feature to work in conjunction with the Night Timer so that Auto Mail Reception does not occur at times when NIC FAX is saving energy. See p.166 "User Parameters" (switch 16, bit 4), and Chapter 7 "Energy Save Timer", *Advanced Features*.

## Note

- If the indicator of the user function key assigned to the Auto Mail Reception function is not lit, automatic e-mail reception will not take place. See Chapter 6 "User Function Keys", *Advanced Features*.
- If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

---

## Manual Mail Reception

---

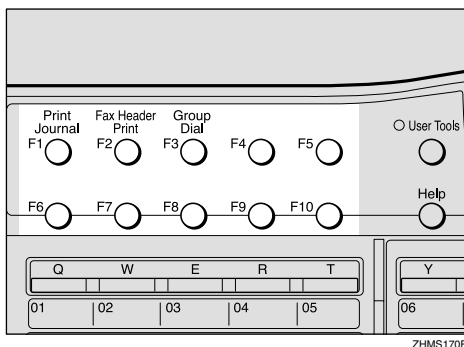
Follow these steps at any time to check for incoming e-mail immediately.

## Preparation

To receive e-mail by the Manual Mail Reception key, you need to assign the Manual Mail Reception function (Mail Reception) to a user function key beforehand. See p.26 "Assigning User Function Keys".

## Receiving E-mail with the Mail Reception Function

- 1 Press the user function key (**[F1]** to **[F10]**) assigned to the Mail Reception function.



```
Mail Reception:
Press Start
```

- 2 Press the **[Start]** key to check for e-mail.

After checking the server, the machine receives e-mail, if there is any.

If there is no e-mail, the following display appears. Press the **[OK]** key.

```
No Mail Received
Press OK
```

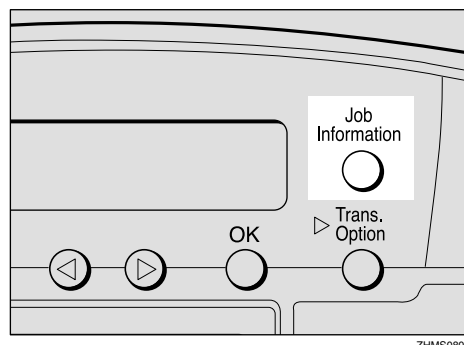
### Note

- If there is e-mail, the Communicating indicator will light and the e-mail will be printed.

- 3 Press the **[Job Information]** key.  
The standby display reappears.

## Receiving E-mail with the Job Information Function

- 1 Press the **[Job Information]** key.



- 2 Press the **[Left]** or **[Right]** key to display "12. Mail Reception".

```
Job Information:
12. Mail Reception
```

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

```
Mail Reception:
Press Start
```

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

The machine accesses the server to check whether there is e-mail. If there is, it is received.

If there is no e-mail, the following display appears. Press the **[OK]** key.

```
No Mail Received
Press OK
```

### Note

- If there is e-mail, the Communicating indicator will light and the e-mail will be printed.

- 5 Press the **[Job Information]** key.  
The standby display reappears.



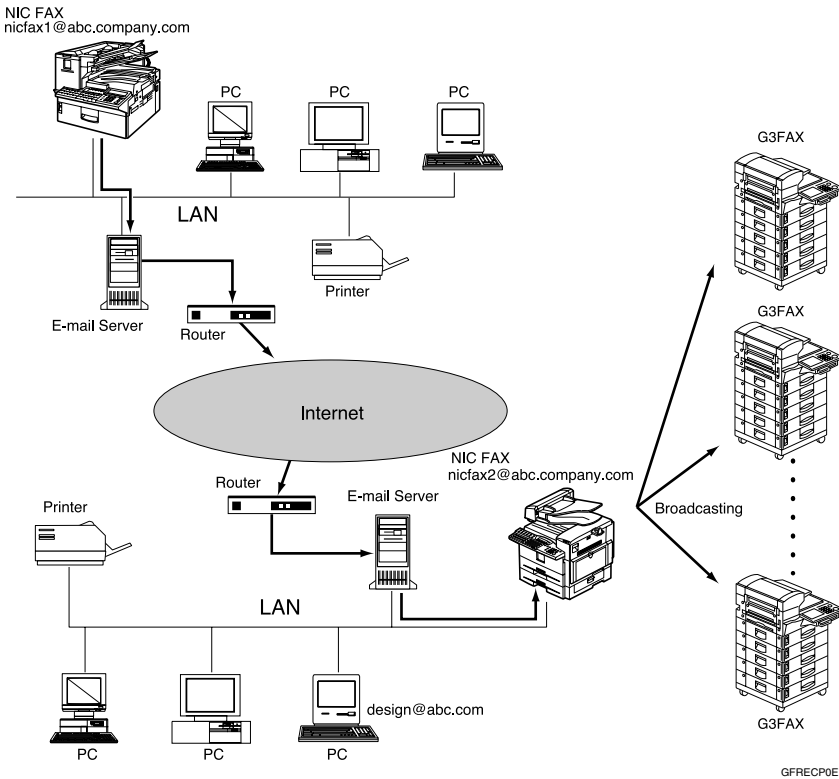
## Receiving Transfer Request E-mail

When the machine receives Transfer Request e-mail, it transfer faxes to all the End Receivers specified in the e-mail.

**Note**

- You must register Polling ID and End Receivers.
- End Receivers must be programmed into Quick Dial keys, Speed Dials, or Groups in the Transfer Station (this machine). You can specify e-mail addresses as End Receivers.
- The transferred originals are printed in the Transfer Station.
- NIC FAX can receive the transfer request when the Internet Fax or IP-fax destination is specified as Transfer Station.

4

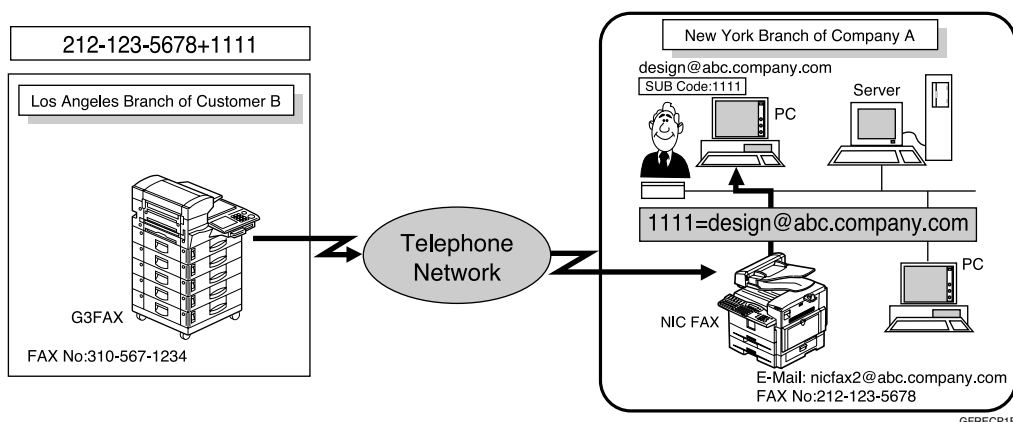


When NIC FAX (nicfax2@abc.company.com) receives Transfer Request e-mail from another NIC FAX (nicfax1@abc.company.com), it transfers the faxes to the specified End Receivers.

## Routing Received Documents

When a document is received, its SUB code is compared to user codes registered in Personal Boxes and, if a match is found, the document is routed to the destination whose user code is specified. If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.

At the same time, you can make the settings that all documents which do not have the SUB code are routed to the specified e-mail address by the Forwarding function. For details, see p.92 "Forwarding Received Documents".



### Note

- You can route documents received from any fax machine, regardless of manufacturer.
- Before routing received documents, you must set up a Personal Box and routing address. See Chapter 7 "Programming / changing Personal Boxes", *Advanced Features*.

## Transferring Received Documents

Originals sent with a SUB code that matches the SUB code registered as a Transfer Box are received then relayed to the registered receiver.

When e-mail addresses are registered in the Transfer Station as receivers, received messages are sent in an e-mail format to the receivers.

### Preparation

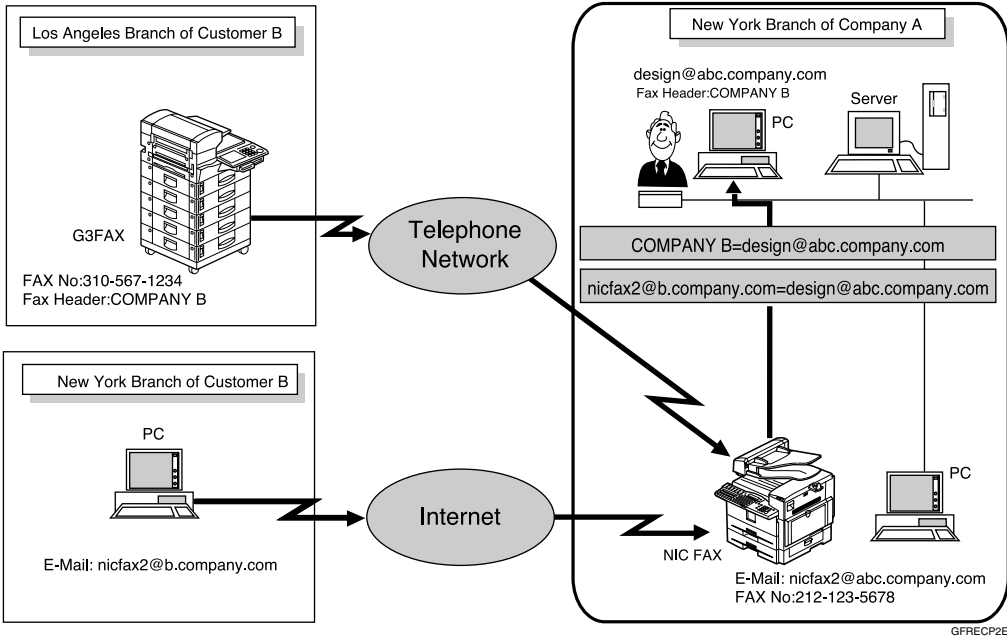
Transfer Boxes and End Receivers must be set up in order to transfer received documents. See Chapter 7 "Programming / changing Transfer Boxes", *Advanced Features*.

### Note

- Transfer Results are not sent back to Transfer Requesters.
- You can transfer data received from any fax machine, regardless of manufacturer.

## Forwarding Received Documents

NIC FAX can automatically forward received documents to other destinations registered in memory based on Own Name, Own Fax Number or sender's e-mail address. If an e-mail address is registered as the destination, documents received are forwarded as e-mail.



**Note**

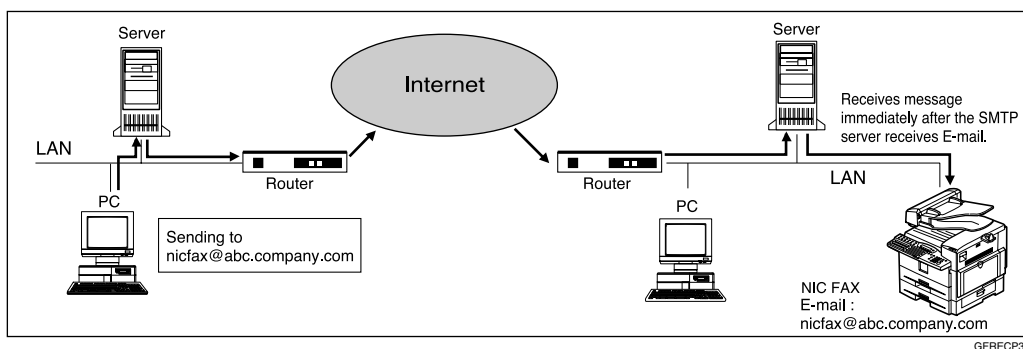
- You need to specify the Forwarding destination in advance. See Chapter 7 "Forwarding", *Advanced Features*.
- You can select whether the machine prints out the messages it forwards with user parameters (switch 11, bit 6). For details, see Chapter 7 "User Parameters", *Advanced Features*.
- If you do not specify Own Name, Own Fax Number or sender's e-mail address, all documents are forwarded to the registered destination. For details, see Chapter 7 "Forwarding", *Advanced Features*.

## SMTP Reception

NIC FAX ordinarily uses POP e-mail reception, but can be set to use SMTP reception.

With POP reception, e-mail is received using Auto Mail Reception or Manual Reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by NIC FAX. You can route received e-mail to other Internet fax machines also.



### Note

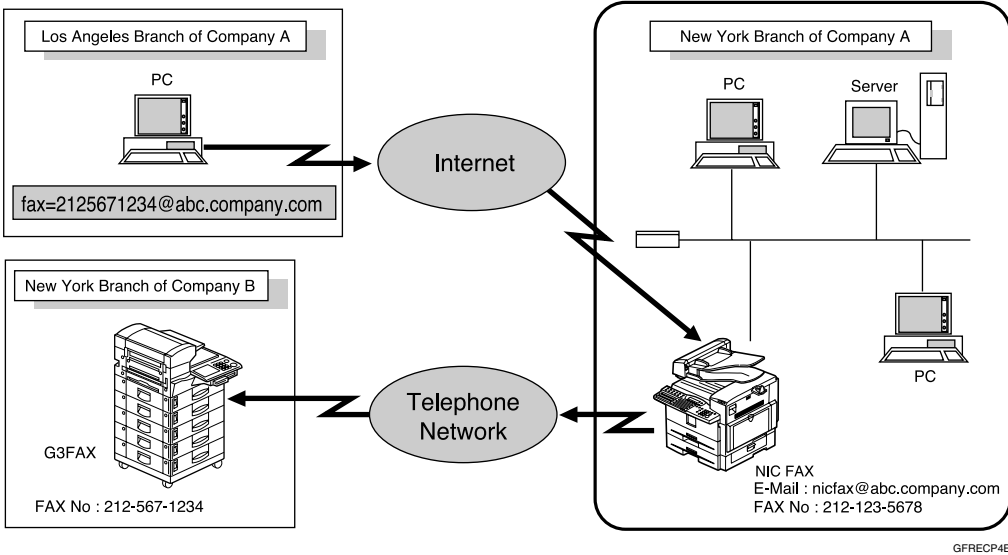
- ❑ DNS server settings must be made before using SMTP reception. See p.73 “E-mail Server Settings (by Network Administrator)”.
- ❑ To use SMTP reception, SMTP reception must be set to "On" as described in p.166 “User Parameters” (switch 17, bit 0).
- ❑ Even if SMTP reception is enabled on the DNS server, mail sent from the SMTP server will not be received and NIC FAX reports an error if SMTP reception is set to "Off" with user parameters. Also, the SMTP server sends an error notification to the originator.
- ❑ If an error is encountered during e-mail reception, reception is aborted, the e-mail is discarded, and Error Report is printed. Also, the SMTP server sends an error notification to the originator.
- ❑ SMTP reception cannot be interrupted by pressing the **[Clear/Stop]** key.
- ❑ When the SMTP server attempts to route received documents to NIC FAX while NIC FAX is transmitting an e-mail, NIC FAX will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

### Reference

- p.88 “Auto Mail Reception”
- p.88 “Manual Mail Reception”
- p.94 “Routing Mail Received via SMTP”

## Routing Mail Received via SMTP

Mail received via SMTP can be routed to other fax machines. It can also be routed to destinations registered as Quick Dial entries, Speed Dial entries, or Groups.



4

### Preparation

Before routing mail received via SMTP, you first must set "Route documents received with SMTP" to "Yes" with user parameters. See p.166 "User Parameters" (switch 17, bit 1).

### Note

- If a mail transfer request is received when the "Route documents received with SMTP" with user parameters is set to "No," NIC FAX responds with an error message to the SMTP server.
- You can make settings that limit transfer to specified originators. See p.41 "Auth. E-Mail RX (Authorized E-mail Reception)".
- Using this function, you can also send documents from your e-mail software to e-mail addresses and G3 fax machines' destinations through NIC FAX simultaneously. For details about specifying the destinations of fax machines, see the following.

 **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

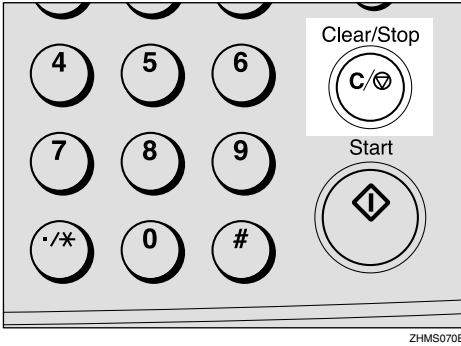
Example: to transfer to the destination registered under Group number 04:

fax=\*\*\*04@nicfax.abc.company.com

# Canceling Transmission of an Internet Fax

## While the Original is Being Scanned In

**1** Press the **[Clear/Stop]** key.



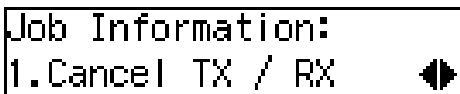
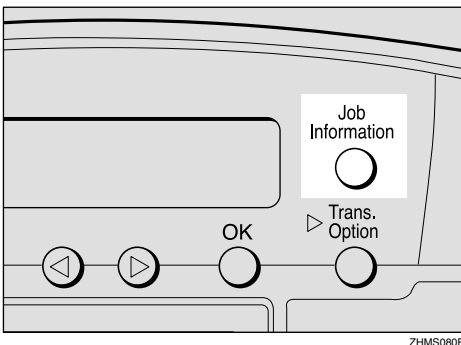
The machine will stop storing the original and the data will not be sent.

## After the Original Has Been Scanned In

### Limitation

You cannot cancel transmission of a message after it has been sent. Messages not shown in the file list have been already sent. See Chapter 2 "Printing a List of Files in Memory (Print TX File List)", *Advanced Features*.

**1** Press the **[Job Information]** key.



**2** Confirm "1. Cancel TX / RX (Cancel Transmission / Reception)" appears, and then press the **[OK]** key.

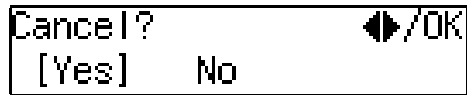


**3** Press the **[Left]** or **[Right]** key to display the message you want to delete.



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

**5** Press the **[Left]** or **[Right]** key to select "Yes".



### Note

If you do not want to cancel transmission, select "No".

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

The standby display reappears.

### Standby documents under forwarding

Although received transfer request documents and standby documents under forwarding are displayed in the display of step **5**, you cannot delete these documents.

# 5. Using IP-Fax Functions

IP-Faxing enables you to send fax messages via networks that use TCP/IP such as LAN or Internet. The transmission procedure for IP-Faxing is almost the same as that for conventional fax transmission.

The functions used for conventional fax transmission are also available for IP-Fax with similar operation procedures.

You can also send fax messages through your network to ordinary G3 fax machines connected to the public telephone lines by using VoIP gateways (with T.38 Function).

## Note

- In case of transmission via the Internet, the equipment on the receiving end must be connected directly to the Internet. The equipment is not accessible if it is connected to a network which is protected by installing Firewall.
- You can specify IP-Fax destinations as Transfer Station making a Transfer Request. See p.84 "Transfer Request by E-mail".
- For information about VoIP gateways (with T.38 Function) or gatekeepers that have been confirmed to work, contact your dealer or service representative.
- When you send IP-Fax specifying a user code (only in the Memory Transmission) and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission. See p.177 "Communication Result Report".



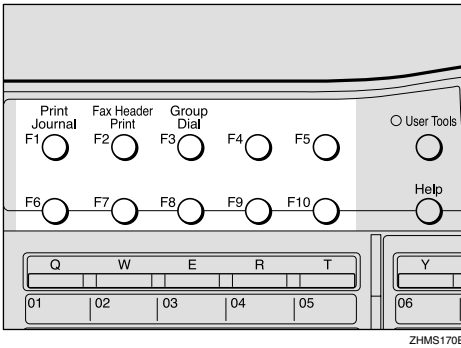
# Transmitting IP-Fax

## Transmitting by Specifying an IP Address or Host Name

This section describes how to send fax messages to an IP-Fax connected to the same LAN or connected directly to the Internet.

- 1** Set the original, and then select the scan settings as necessary.
- 2** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.

5



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- Use the following to specify an IP address or host name without pressing the user function key:
  - Quick Dial, Speed Dial, or Group Dial assigned to the destination IP address
  - The Redial function

**Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

### If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "IP-Fax Address" in the display that appears. For information on changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- 1** Press the **[Left]** or **[Right]** key to select "2. IP-Fax Address".



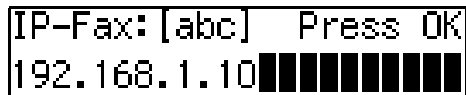
- 2** Press the **[OK]** key.

- 3** Enter the IP address or host name of the destination, and then press the **[OK]** key.

When the Network Transmission Auto Check Function is set to On:



When the Network Transmission Auto Check Function is set to Off:



**Note**

- When specifying a destination using IP address, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination IP address is 192.168.1.10 and the port number is 2100, you should identify the destination as 192.168.1.10:2100. Contact your network administrator for details.
- When specifying a destination using the host name, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination host name is "abc.company.com" and the port number is 2100, you should identify the destination as "abc.company.com:2100". Contact your network administrator for details.
- When specifying a destination using host name, set the DNS Server Address beforehand.
- To enter texts registered in "Template: Address", press the **[★]** key, press the **⏪** or **⏩** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

- 4** Press the **⏪** or **⏩** key to display "2. IP-Fax Address".

```
Network TX Option
2. IP-Fax Address
```

**Note**

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step **6**. See p.166 "User Parameters" (switch 32, bit 1).

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

```
Dest.1      Press Start
<->192.168.1.10
```

- 6** If you want to specify another destination, press the **[OK]** key, and then repeat steps **2** to **5**.

**Note**

- If you do not want to specify other destination, proceed to step **7**.

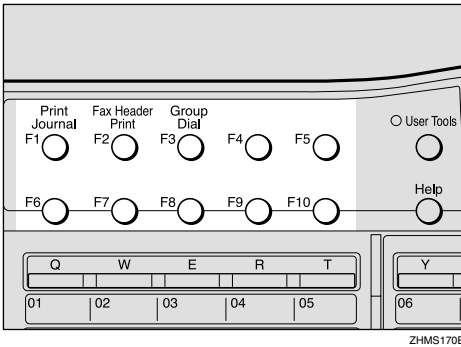
- 7** Press the **[Start]** key.

IP-Fax transmission begins.

## Transmitting by Specifying a VoIP Gateway

This section describes how to send fax messages through your network to ordinary G3 fax machines connected to the public telephone lines via a VoIP gateway.

- 1** Set the original, and then select the scan settings as necessary.
- 2** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- Use the following to specify an IP address or host name without pressing the user function key:
  - Quick Dial, Speed Dial or Group Dial assigned to the destination IP address
  - The Redial function

**Reference**

- Chapter 2 "Dialing", *Basic Features*
- Chapter 3 "Redial", *Advanced Features*

### If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "IP-Fax Address" in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- 1** Press **[Left]** or **[Right]** key to display "2. IP-Fax Address".



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

- 3** Enter the G3 fax number of the receiver using the number keys, and then press the **[OK]** key.

When the Network Transmission Auto Check Function is set to On:



When the Network Transmission Auto Check Function is set to Off:



- 4** Press the **[Left]** or **[Right]** key to display "2. IP-Fax Address".



**Note**

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step **6**. See p.166 "User Parameters" (switch 32, bit 1).

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

**6** Press the **◀** or **▶** key to select "Yes".

```
Specify Gateway: ◀/OK
[Yes] No
```

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

The display for entering the VoIP gateway address appears.

**8** Enter the IP address or host name of the VoIP gateway.

```
GW Address: [abc] /OK
192.168.1.10 ██████████
```

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

```
Dest.1 Press Start
↔3105671234<192.168.1
```

**10** If you want to specify another destination, press the **[OK]** key, and then repeat steps **2** to **9**.

 **Note**

- If you do not want to specify other destination, proceed to step **11**.

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

The IP-Fax transmission begins.

## Transmitting by Specifying an Alias Fax Number

This section describes how to send fax messages by specifying an alias fax number of a destination stored in the gatekeeper.

### Preparation

You need to set the gatekeeper address as well as alias fax number beforehand with IP-Fax Parameter settings. See p.43 "IP-Fax Parameter Settings".

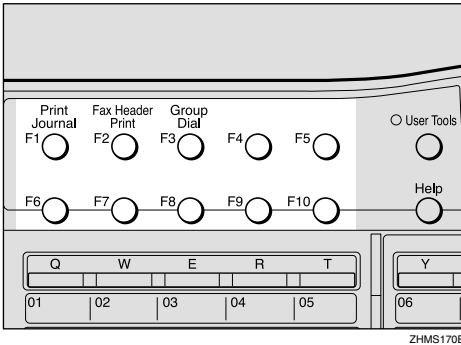
Also, you need to make settings for using the gatekeeper for IP-Fax transmission with user parameters. For information about making these settings, see p.166 "User Parameters" (switch 32, bit 0).

### Note

- Alias fax numbers are fax numbers stored in the gatekeeper and valid only within the network.
- If you change the settings for using or not using the gatekeeper, you need to program the destinations for the Quick Dial or Speed Dial again. Normal IP-Fax transmission is not possible without performing this procedure.

**1** Set the original, and then select the scan settings as necessary.

**2** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



The display for entering an address appears.

5

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- Use the following to specify an alias fax number without pressing the user function key:
  - Quick Dial, Speed Dial or Group Dial, assigned to the destination IP address
  - The Redial function

**Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

**If the Network Transmission Auto Check Function Is Turned Off**

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "IP-Fax Address" in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

**1** Press the **[Left]** or **[Right]** key to select "2. IP-Fax Address".



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

**3** Enter the alias fax number of the destination using the number keys, and then press the **[OK]** key.

When the Network Transmission Auto Check function is set to "On":



When the Network Transmission Auto Check function is set to "Off":



**4** Press the **[Left]** or **[Right]** key to display "2. IP-Fax Address".

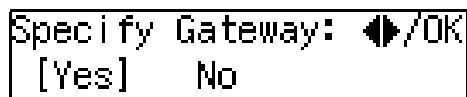


**Note**

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step **6**. See p.166 "User Parameters" (switch 32, bit 1).

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

**6** Confirm "Yes" is selected, and then press the **[OK]** key.



The display for entering the VoIP gateway address appears.

 **Note**

- If you do not use the gateway, select "No", press the **[OK]** key, and then proceed to step **9**.

- 7** Enter the alias fax number registered on the gatekeeper.

```
GW Address: /OK
2123336666
```

 **Reference**

p.44 "Own Fax Number (Alias Fax Number)"

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

```
Dest.1 Press Start
<->2121235678<212333666
```

- 9** If you want to specify another destination, press the **[OK]** key, and then repeat steps **2** to **8**.

 **Note**

- If you do not want to specify other destination, proceed to step **10**.

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

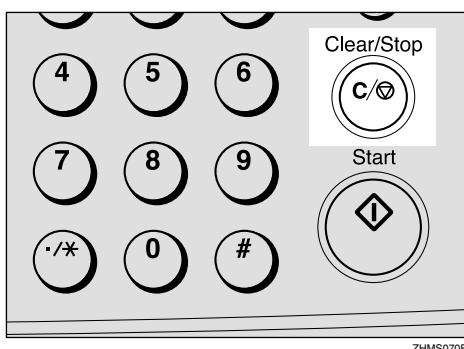
The IP-Fax transmission begins.

# Canceling Transmission of an IP-Fax

## While the Original Is Being Scanned In

To cancel IP-Fax transmission while scanning is in progress, perform the procedure described below.

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



The machine will stop storing the original and the data will not be sent.

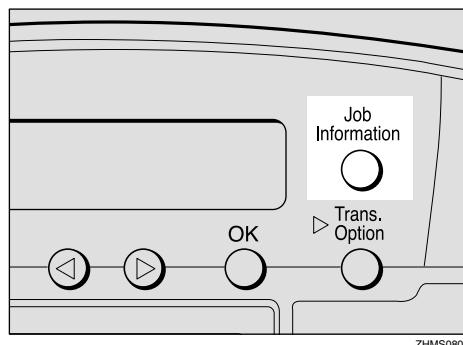
## After the Original Has Been Scanned In

To cancel IP-Fax transmission after scanning is complete, perform the procedure described below.

### Limitation

- ❑ You cannot cancel a transmission that has already been performed. If a file is not in the List of Files in Memory, it has already been transmitted. See Chapter 2 "Printing a List of Files in Memory (Print TX File List)", *Advanced Features*.

- 1 Press the **[Job Information]** key.



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

- 2 Confirm "1.Cancel TX / RX (Cancel Transmission / Reception)" appears, and then press the **[OK]** key.

```
File No. To Cancel
No. [■■■■] (Browse◀▶)
```

If there are any files stored in memory, the file information is displayed.

- 3 Press the **◀** or **▶** key until the file you want to delete appears.

```
Cancel File: ◀▶/OK
No.0007 ABC COMPANY
```

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

- 5 Press the **◀** or **▶** key to select "Yes".

```
Cancel? ◀▶/OK
[Yes] No
```

### Note

- ❑ To cancel deletion, select "No".

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

**7** Press the **[Job Information]** key.  
The standby display reappears.





# 6. Using LAN-Fax Functions

## Basic Transmission

This section describes how to send fax documents created using computer applications.

Open the document you want to send, or create a new document using an application, and then perform the following procedure.

### Note

- You can specify up to 100 destinations.
- NIC FAX can communicate with up to three computers on the network simultaneously.
- Set the resolution for transmission with the Properties setting for LAN-Fax beforehand. See p.114 “Setting LAN-Fax Properties”.
- By programming your own e-mail address as a destination in the user codes, you can have a Communication Result Report sent to that address by specifying it when you transmit using LAN-Fax. This makes it possible to verify the results of transmission. See p.177 “Communication Result Report”.

**1** On the [File] menu, click [Print].

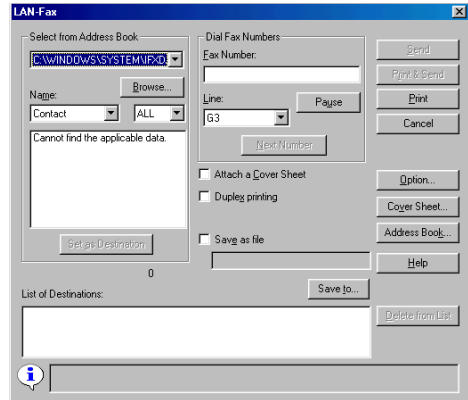
**2** Click [LAN-Fax F3] in [Printer Name], and then click [OK].

The [LAN-Fax] dialog box appears.

### Note

- The setting method may vary depending on the application you are using. In all cases, select [LAN-Fax F3] for the printer.

**3** Specify the destination.



Use either one of the following procedures to specify the destination:

### Directly Entering the Fax Number

**1** In the [Fax Number] box, enter the destination's fax number .

### Note

- To enter a pause (-), click [Pause] (the first digit cannot be a pause).
- For details about functions other than the pause function, see the online Help.

**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 a destination already stored on your NIC FAX in the [Fax Number] text box, following the instruction below.

#### ❖ Quick Dial

Enter **[#]** followed by the Quick Dial code (two digits). For example, to specify the end receiver assigned to Quick Dial code 01, enter: **[#][0][1]**.

#### ❖ Speed Dial

Enter **[#]**, **[\*]** followed by the Speed Dial code (three digits). For example, to specify the end receiver assigned to Speed Dial code 012, enter: **[#][\*][0][1][2]**.

#### ❖ Groups

Enter **[#]**, **[\*]**, **[\*]** followed by the 2-digit Group code. For example, to specify the end receiver assigned to Group code 04, enter: **[#][\*][\*][0][4]**.

#### Note

- If an attachment is registered to specified Quick Dial key, it cannot be transmitted. See Chapter 6 "Auto Documents", *Advanced Features*.
- 2 If you want to specify another destination, click [Next Number] and repeat step 3.

---

### Specifying a Destination from Address Book

---

- 1 Click the ▼ button to the right of the [Select from Address Book] selector, select a destination in the list that appears, and then click [Set as Destination].

#### Note

- Destinations must be stored in the list of destinations using Address Book beforehand. See p.110 "Address Book".
  - Click [Address Book] to start up Address Book.
- 2 If you want to specify another destination, repeat step 3.

#### **4** Specify options as necessary.

If you do not want to specify any options, proceed to step 5.

---

### Attaching a Cover Sheet

---

- 1 Select the [Attach a Cover Sheet] check box.

#### Note

- If you specify this setting, a cover sheet is attached in front of the document you are sending. To edit the cover sheet, click [Cover Sheet]. For details, see online Help.

---

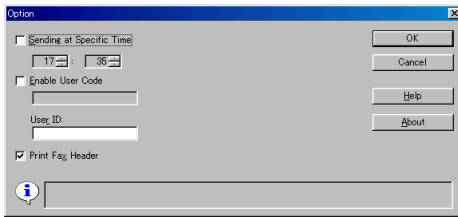
### Specifying Options

---

You can specify the following options:

- Sending at Specific Time
  - User Code Transmission
  - User ID
  - Fax Header Print
- 1 Click [Option].

## 2 Specify options.



### ❖ To Select Sending at Specific Time

Select the **[Sending at Specific Time]** check box, and then specify the transmission time.

### ❖ To Select User Code Transmission

Select the **[Enable User Code]** check box to select the box, and then enter the user code (SUB code for Personal Box) into the text box.

Entering the user code is necessary if Restricted Access is specified on your NIC FAX.

### ❖ To Select Fax Header Print

Select the **[Print Fax Header]** check box.

### 🔍 Reference

Chapter 1 "Restricted Access Display", *Basic Features*

Chapter 1 "Sending at a Specific Time (Send Later)", "User Code Transmission", "Fax Header Print", and Chapter 7 "Programming / changing Personal Boxes", *Advanced Features*

## 3 Click [OK].

## 5 Click [Send].

### 📌 Note

- Click **[Print&Send]** to send the document and print a local copy.

- Click **[Print]** to print a copy of the document you specified without sending it.

## 💡 Managing Transmissions from LAN-Fax Driver

You can manage transmissions from LAN-Fax Driver using SmartNet-Monitor for Admin and SmartNet-Monitor for Client.

You can check the following information you sent with LAN-Fax Driver.

- User ID
- Status
- Pages (Number of pages)
- Started At (Start time)
- File No.

### 📌 Note

- When using SmartNetMonitor for Admin, double-click NIC FAX on the Group window, and then click the **[Job History]** tab of the information window.
- When you use SmartNetMonitor for Client, register NIC FAX as network device first. Double-click NIC FAX on the Status window, and then click the **[Job History]** tab of the information window.
- If an error occurs during transmission or printing, "0" appears as the page number, even when part of a document is transmitted or printed.
- If renewing the display is attempted from another computer at the same time, it may not be successful. If this happens, try it again.

### 🔍 Reference

For details about using SmartNet-Monitor for Admin and SmartNet-Monitor for Client, see their respective online Help.

# Address Book

You can store and edit entries in the list of destinations using Address Book.

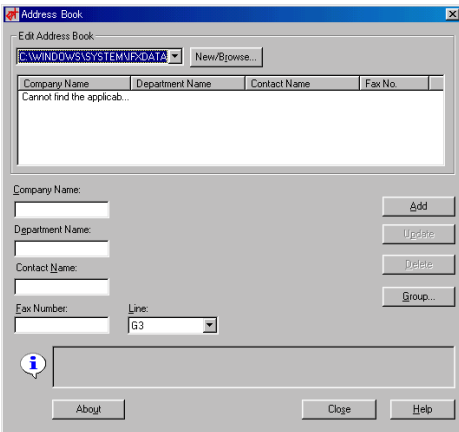
## Note

- ❑ Address Book is saved as a CSV file. You can register 1000 addresses in a CSV file, and specify destinations using multiple CSV files.
- ❑ For detailed information, see the online Help.

**1** On the task bar, first click **[Start]**, point to **[Programs]**, point to **[LAN-Fax Utilities]**, and then click **[Address Book]**.

The Address Book display appears.

**2** Edit an existing destination, or store a new one.



## Note

- ❑ You can store destinations in groups. Click **[Group]** to start the procedure.

### Storing a New Destination

**1** Enter the destination.

## Note

- ❑ You can enter data for the following items: Company Name, Department Name, Contact Name, and Fax Number. To register a new destination, Contact Name and Fax Number are required.
- ❑ For **[Line]**, select the appropriate line type from the following: G3, G3-2, G3-Dir.Auto, G3 PABX Auto. G3-3 and G4 also appear, but you cannot specify them since NIC FAX UNIT TYPE410 does not support them.

**2** Click **[Add]**.

The new destination is added to the list.

### Editing Stored Destinations

**1** Select the destination you want to edit from the list.

The name of the company is highlighted.

**2** Edit the data.

**3** Click **[Update]**.

The edited destination is stored, overwriting the old data.

### Deleting Stored Destinations

**1** Select the destination you want to edit from the list.

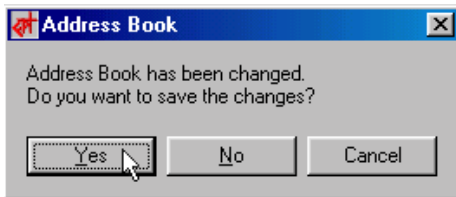
The name of the company is highlighted.

**2** Click **[Delete]**.

**3** Click **[Yes]** in the **[Address Book]** dialog box.

**3** Click **[Close]**.

**4** If you have made any changes to entries in the list, the confirmation message 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 display, click **[Cancel]**.

 **Note**

- The dialog box shown above does not appear if you have not made any changes to the list after opening Address Book.

# Printing and Saving

You can print documents created using computer applications. Instead of printing, you can also save documents as TIFF-F image files on a computer.

Open the document you want to print or save as an image file, or create a new document using an application, and then perform the following procedure.

## Note

You can select either one of four resolution settings: Standard (200 × 100 dpi), Detail (200 × 200 dpi), Super Fine (400 × 400 dpi), Extra Super Fine (600 × 600 dpi). In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 "User Parameters" (switch 20, bit 3).

If you use the Saving function to save documents created using computer applications as image files, and send the file as e-mail attachments, they can be received by NIC FAX.

**1** On the [File] menu, click [Print].

**2** Click [LAN-Fax F3] in [Printer Name], and then click [OK].

The [LAN-Fax] dialog box appears.

## Note

Setting procedures may vary depending on the application you are using. In all cases, select [LAN-Fax F3] for the printer.

**3** If you want to print on both sides of the paper, select the [Duplex Printing] check box.

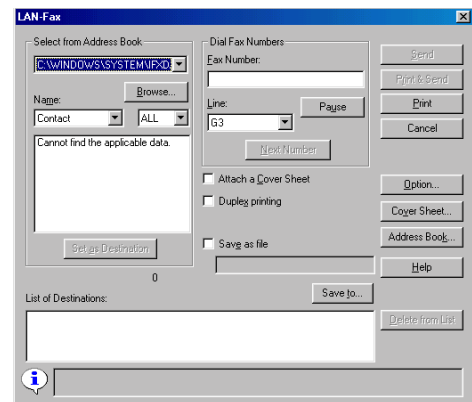
## Note

If you do not want to specify Duplex Printing, proceed to step **4**.

To specify the Duplex Printing function, click [Duplex Printing]. This setting is cleared next time you send a text.

When you specify Duplex Printing, you need to specify the tray for which the Two-sided Printing function is turned on. For details about the Two-sided Printing function, see Chapter 6 "Paper Tray for Two-sided Printing", *Advanced Features*.

**4** Follow either of the procedures below according to your needs.



## Printing from the Fax Machine

**1** Click [Print].

## Note

If a receiver is already specified, [Print&Send] appears instead of [Print]. Click [Print&Send] to print from the fax machine and send to the destination.

## Saving as File to Computer

- 1 Select the **[Save as file]** check box.

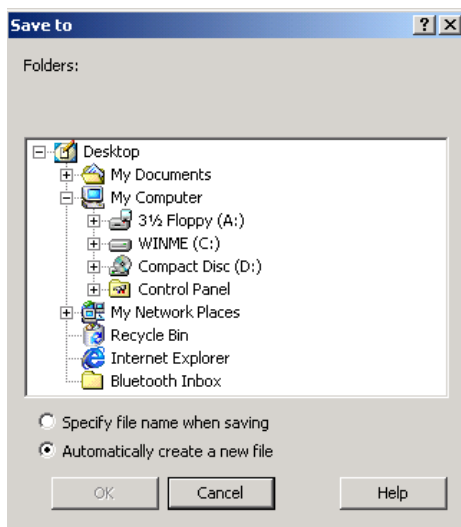
- 2 Click **[Save to]**.

### Note

- The information about the folder you set is stored. If you want to save using the former settings, omit steps 2 to 5 and proceed to step 6.

- 3 Specify the folder you want to save the file in.

Click the folder in the folder list that you want to save in.



- 4 Click **[Specify file name when saving]** or **[Automatically create a new file]**.

### Note

- If you select **[Automatically create a new file]** the file name is created in "Ric+hours, minutes and seconds.tif" format. For example, if you save at 10:40:12, the file name is "Ric104012.tif".

- 5 Click **[OK]**.

- 6 Click **[Save]**.

### Note

- If a receiver is specified, **[Save\_Send]** appears instead of **[Save]**. Click **[Save\_Send]** to save as an image file and send to the destination.

- 7 The **[Save as]** dialog box appears. Enter a file name, and then click **[Save]**.

### Note

- The dialog box appears only when you select **[Specify file name when saving]** in step 4.



# Setting LAN-Fax Properties

This section describes how to make settings, such as document size, resolution, and options.

- Paper Size
- Orientation
- (Paper) Tray
- Resolution
- Gray Scale  
(Only with Windows 95/98/Me)
- Print as Graphics  
(Only with Windows 95/98/Me)
- Accessories

## Note

- The dialog box appearance varies according to the Windows version. The examples shown here appear with Windows 98.

**1** On the task bar, click [Start], point to [Settings], and then click [Printers].

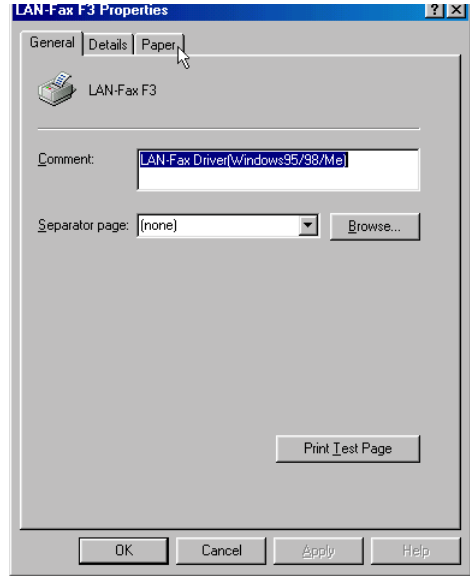
Click [LAN-Fax F3] so that it is highlighted, and then click [Properties] on the [File] menu.

The [LAN-Fax F3 Properties] dialog box appears.

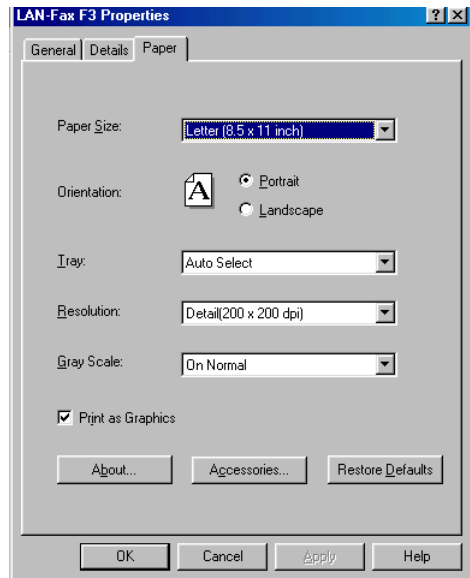
## Note

- Under Windows 2000/XP or Windows NT4.0, log on as a member of the Administrators group.
- With Windows NT 4.0, click [Document Default] on the [File] menu.
- With Windows 2000/XP, click [Print Settings] on the [File] menu.

**2** Click the [Paper] tab.



**3** Make paper settings.



 **Note**

- "Gray Scale" and "Print as Graphics" appears only with Windows 95, Windows 98, or Windows Me.
- To make settings for options, click **[Accessories]** and select the check boxes of the options that are installed on your NIC FAX.

**4** Click **[OK]**.



# 7. Using Network Delivery Scanner Functions

You can use NIC FAX as a network scanner.

The scanned data can be sent, or delivered to destinations registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server on the network.

## Note

- To use ScanRouter V2 Lite, it is necessary to make settings with user parameters. See p.166 “User Parameters” (switch 16, bit 2).
- To use ScanRouter V2 Professional, settings must be made by a customer engineer. Contact your nearest dealer.

## Delivering Scanned Data

### Preparation

You need to make Network settings beforehand. See p.28 “NIC FAX Initial Settings”.

You need to register this machine by I/O device settings for ScanRouter V2 Lite/Professional.

It is recommended that you program destinations in Quick Dial keys or Speed Dials beforehand, so that the operation will be easy and trouble-free. It is assumed that destinations are already programmed into Quick Dial keys or Speed Dials in the following instructions. See p.133 “Registering Addresses for Scanner”.

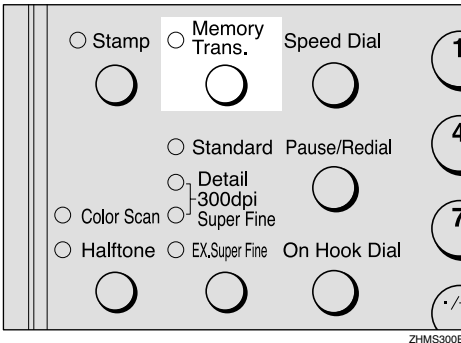
### Note

- The scanned data is first transmitted from NIC FAX to the server, and then delivered to the specified destinations. The delivery procedure varies depending on the settings made in each server.
- The following functions are not available even if you specify them:
  - Fax Header Print
  - Label Insertion

## Color Original

To use this feature, you need optional color unit if your machine is Type 1.

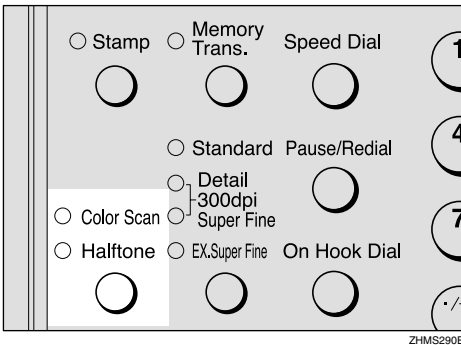
- 1 Make sure the **Memory Trans.** indicator is not lit.



**Note**

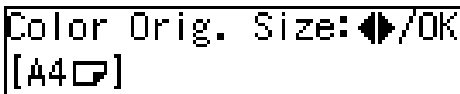
- If the **Memory Trans.** indicator is lit, press the **[Memory Trans.]** key.

- 2 Press the **[Color Scan]** key.



Make sure the **Color Scan** indicator is lit.

- 3 Press the **⏪** or **⏩** key to select the original size, and then press the **[OK]** key.



- 4 Set the original, and then make the scan settings as necessary.

**Note**

- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 “User Parameters” (switch 20, bit 2).

- 5 Enter the destination using a **Quick Dial** key or **Speed Dial**.



**Note**

- You can specify the destination using methods other than Quick Dial or Speed Dial. See p.120 “Specifying Destinations Without Using Quick Dial Keys or Speed Dials”.

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

Scanning begins.

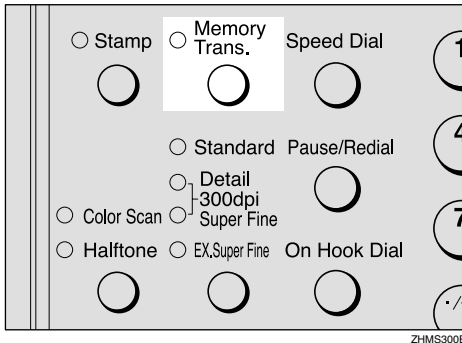
When scanning is complete, the standby display reappears, and the scanned data is transmitted to the server.

**Note**

- Press the **[Clear/Stop]** key to cancel scanning. If scanning is canceled, the scanned data is cleared and will not be transmitted.
- The Communication Failure Report is printed if transmission was not successful.

## Monochrome Original

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



### Note

- If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key.

- 2 Set the original, and then make the scan settings as necessary.

### Note

- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 "User Parameters" (switch 20, bit 2).

- 3 Enter the destination using a Quick Dial key or Speed Dial.



### Note

- You can specify the destination using methods other than Quick Dial or Speed Dial. See p.120 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials".

- If you want to specify another destination, press the **[OK]** key and repeat step 3.
- You can perform fax transmission as well as Scanner Delivery by entering a fax number as the destination.

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

Scanning begins.

When scanning is complete, the standby display reappears, and the scanned data is transmitted to the server.

### Note

- Press the **[Clear/Stop]** key to cancel scanning. If scanning is canceled, the scanned data is cleared and will not be transmitted.
- Scanner Delivery stores the scanned data in memory and converts it into a file before transmission. This procedure may take a while depending on the quantity of originals.
- The Communication Failure Report is printed if transmission to any of the specified destinations was not successful.

# Specifying Destinations Without Using Quick Dial Keys or Speed Dials

You can specify the destination using methods other than Quick Dial or Speed Dial, such as Groups or Redial. You can also specify destinations using the number keys.

## Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

You need to register this machine by I/O device settings for ScanRouter V2 Lite/Professional.

## Note

- The destinations programmed into Groups may be a mixture of destinations of users or groups registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server on the network and fax number destinations.

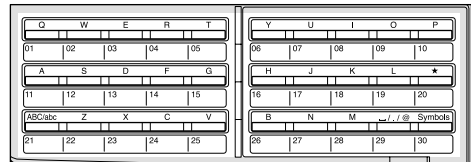
## Note

- For information about registering a function to a user function key, see Chapter 6 "User Function Keys", *Advanced Features*.

- Enter the Group code which the destinations are programmed into.

## Specifying by Groups (Quick Dial)

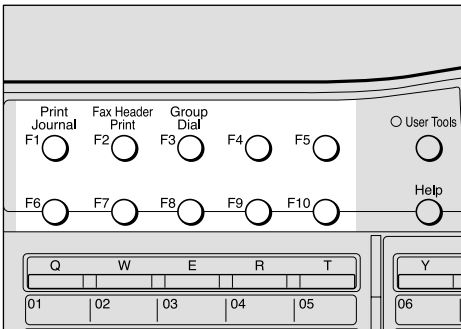
- Press the Quick Dial key which the Group destination is programmed into.



ZHMS320E

## Specifying by Groups (Group Code)

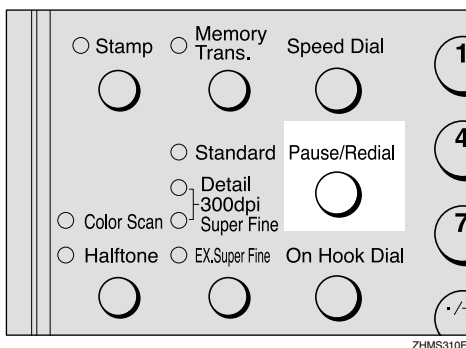
- Press the user function key ((F1) to (F10)) assigned to the Groups function.



ZHMS170E

## Specifying by Redial

**1** Press the **[Pause/Redial]** key.

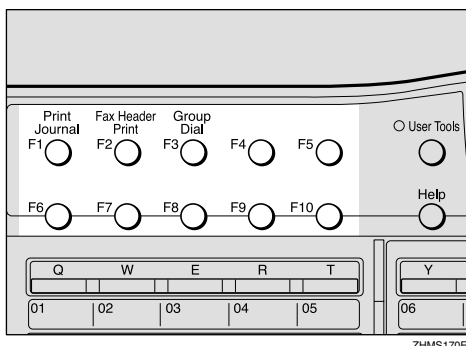


**2** The last 10 destinations you dialed are shown. Press the **[Left Arrow]** or **[Right Arrow]** key to display the destination which you want to deliver the scanned data to.

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

## Specifying Using the Number Keys

**1** Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The display for entering the scanner destination appears.

### Note

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

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



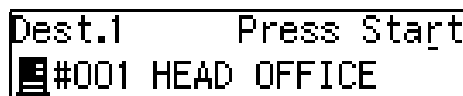
**3** Enter the Short ID (three digits) for the user or group using the number keys.

For example, if the Short ID is "001," enter **[#][0][0][1]**.



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

The destination for ScanRouter V2 Lite/Professional that corresponds to the Short ID appears.



### Note

- If you want to specify another destination, press the **[OK]** key and repeat steps **2** to **3**.
- See p.136 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.



# Routing Received Fax Documents

Received fax documents can be automatically routed using ScanRouter V2 Professional.

To route using NIC FAX, follow p.122 "Setting up ScanRouter V2 Professional" and p.122 "Fax Document Delivery Settings".

### Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

You need to register this machine by I/O device settings for ScanRouter V2 Lite/Professional.

## Setting up ScanRouter V2 Professional

The setup procedure for ScanRouter V2 Professional should be performed according to the instructions described in the "ScanRouter V2 Professional Setup Guide". However, the procedure described under "For a Device for Fax Delivery using RS232" in the Setup Guide is not necessary for this machine. This is because the machine transfers the received fax documents to ScanRouter V2 Professional server via a network.

### Note

- To use ScanRouter V2 Professional, settings must be made by a customer engineer. Contact your nearest dealer.
- You may need to perform the procedure described under "For a Device for Fax Delivery using RS232" in the Setup Guide depending on the make of fax machine used with NIC FAX for sending and receiving fax documents with a ScanRouter V2 Professional server.

## Fax Document Delivery Settings

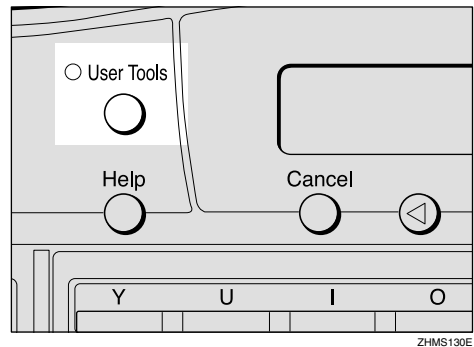
To deliver fax documents, you need to make settings for transferring all received documents to the ScanRouter V2 Professional server using the NIC FAX Forwarding function. Follow the steps below to make the settings.

### Note

- If the document delivery was not successful, NIC FAX prints out a Communication Failure Report as well as the document, and then clears the document data from memory.

## Forwarding Received Documents to the ScanRouter V2 Professional Server

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



The User Tools main menu appears.

### Note

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the ⏪ or ⏩ key to display "2. Fax Features".

```
User Tools:
2.Fax Features
```

- 3** Press the [OK] key.

- 4** Press the ⏪ or ⏩ key to display "4. Key Op. Tools".

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the [OK] key.

- 6** Press [2] [2] [2] [2], and then press the [OK] key.

- 7** Press the ⏪ or ⏩ key to display "6. Forwarding".

```
Key Op. Tools:
6.Forwarding
```

 **Note**

- The number of the function differs depending on the options installed.

- 8** Press the [OK] key.

- 9** Confirm "1. On/Off" appears, and then press the [OK] key.

```
Forwarding:
On [Off]
```

- 10** Press the ⏪ or ⏩ key to select "On".

```
Forwarding:
[On] Off
```

- 11** Press the [OK] key.

 **Note**

- After you set the Forwarding to "On", make sure to follow the steps below to specify the destination.

- 12** Specify the destination.

When some destination is already registered:

Press the ⏪ or ⏩ key to display "2. Prog. Station", and then press the [OK] key.

```
Forwarding:
2.Prog. Station
```

When any destination is not registered:

Press the [OK] key.

```
Press OK to Program
Forwarding Station
```

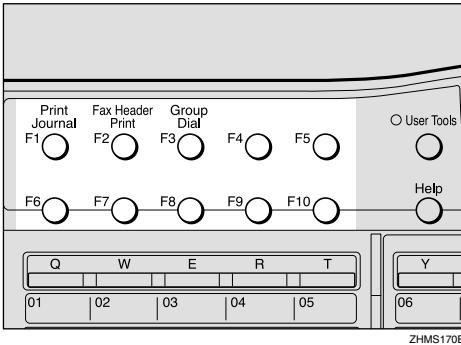
- 13** Press the ⏪ or ⏩ key to display the number you want to register the destination in.

If the code "1" is available, select "1".

```
Program?
1:
```

- 14** Press the [OK] key.

- 15** Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The Scanner display appears.

**Note**

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

- 16** Enter **[#][0][0][0]**.



**Note**

- By specifying "#000" as the destination, all received fax documents are forwarded to the ScanRouter V2 Professional server, and delivered according to Fax Delivering ID or sender's information (Own Name (RTI) or Own Fax Number).

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

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

The standby display reappears.

**Changing the Conditions for Forwarding Received Documents**

With user parameters, you can change conditions for forwarding received documents to ScanRouter V2 Professional server. Normally, all received documents are forwarded to ScanRouter V2 Professional server, but you can filter forwarded documents using Fax Delivering ID. With this, NIC FAX prints only those received documents without a Fax Delivering ID. See p.166 "User Parameters" (switch 16, bit 5).

**Note**

- See p.126 "Transmission End Operation" for information about Fax Delivering ID.

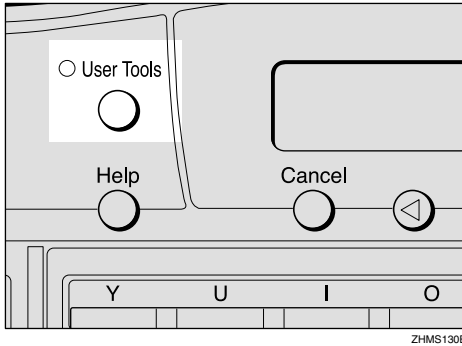
**Turning off Printing Functions of Received Fax Documents**

When NIC FAX receives fax documents, it first prints, and then forwards to the ScanRouter V2 Professional server. If you want to forward documents without printing, turn off the printing function by following the procedure below.

**Note**

- If document delivery was not successful, NIC FAX prints out the Communication Failure Report as well as the document, and then clears the document data from memory.

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



The User Tools main menu appears.

**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the **[Left]** or **[Right]** key to display "2. Fax Features".

```
User Tools:
2.Fax Features
```

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

- 4** Press the **[Left]** or **[Right]** key to display "4. Key Op. Tools".

```
Fax Features:
4.Key Op. Tools
```

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

- 6** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.

- 7** Press the **[Left]** or **[Right]** key to display "10. User Parameters".

```
Key Op. Tools:
10.User Parameters
```

**Note**

- The number of the function differs depending on the options installed.

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

- 9** Confirm "1. Change" appears, and then press the **[OK]** key

```
User Parameters:
Switch 00 :0000 0000
```

- 10** Press the **[Left]** or **[Right]** key to display switch 11.

```
User Parameters:
Switch 11 :0100 1110
```

- 11** Enter **[6]** using the number key to change the number displayed at bit 6 (second from the left) to 0.

```
User Parameters:
Switch 11 :0000 1110
```

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

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

The standby display reappears.

---

## Transmission End Operation

---

There are two ways to select the destinations of fax document delivery through the ScanRouter V2 Professional server. Either specify destinations using Fax Delivering ID, or register the destinations that correspond to the sender's Own Name (RTI) or Own Fax Number. The choice of method depends on the functions available for the fax machine at the transmission end. Select the most appropriate method to suit your needs.

 **Note**

- You need to make settings for ScanRouter V2 Professional server, regardless of chosen method. See *ScanRouter V2 Professional Server Administrators' Guide* for more information.

**❖ To Deliver Fax Documents Using Fax Delivering ID**

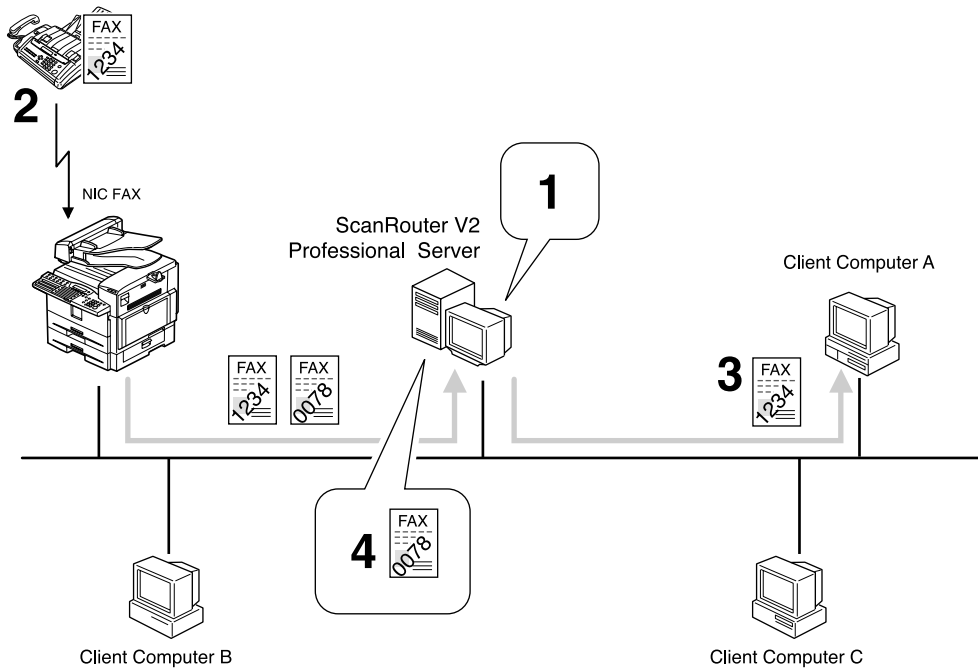
You can use SUB code to specify the destination.

This method is available if SUB codes can be entered on the fax machine at the transmission end.

The transmitter enters the SUB code as the Fax Delivering ID to send documents.

 **Limitation**

- You cannot specify destinations using the Confidential Transmission (ID Override) function.
- If you cannot specify the end receiver, you cannot send the document using Fax Delivering ID. Send the document using Own Name (RTI) or Own Fax Number.



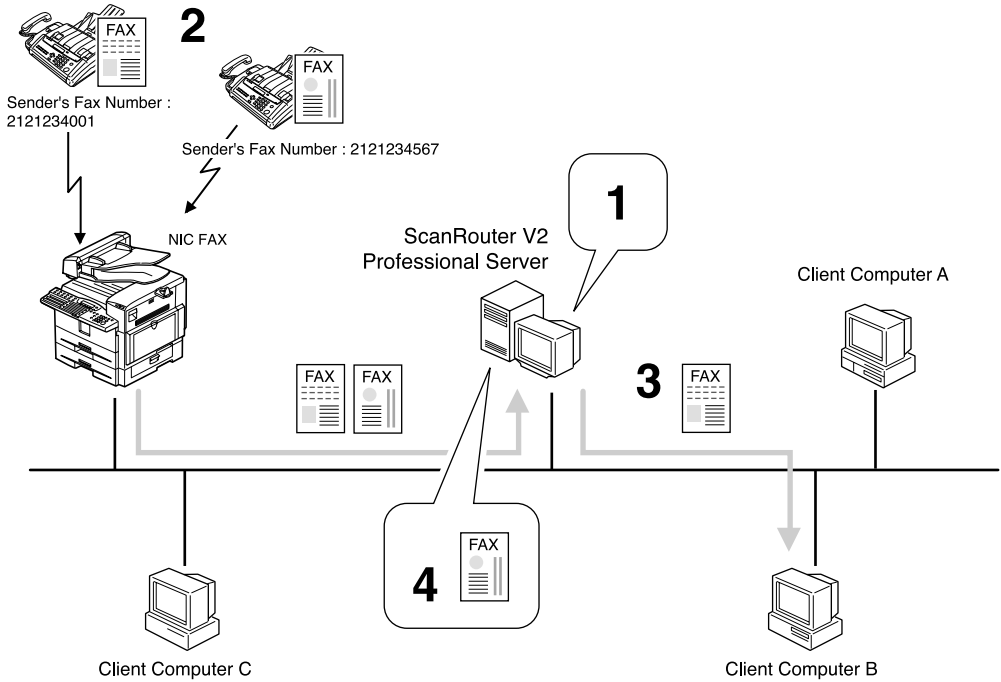
GFNTDS0E

- ① Register the Fax Delivering ID as a destination.  
"1234: Client computer A"
- ② Specify the end receiver with the SUB code.
- ③ The fax document is delivered to the client computer with the specified Fax Delivering ID.
- ④ Fax documents with destinations that cannot be found are saved in the Undelivered Data In-Tray.

❖ **Delivering a Fax Document Using Own Name (RTI) or Own Fax Number**

Operation at the transmitting end is the same as that for conventional fax transmission.

The ScanRouter V2 Professional server determines the end receiver according to Own Name (RTI) or Own Fax Number registered to the fax machine at the transmitting end.

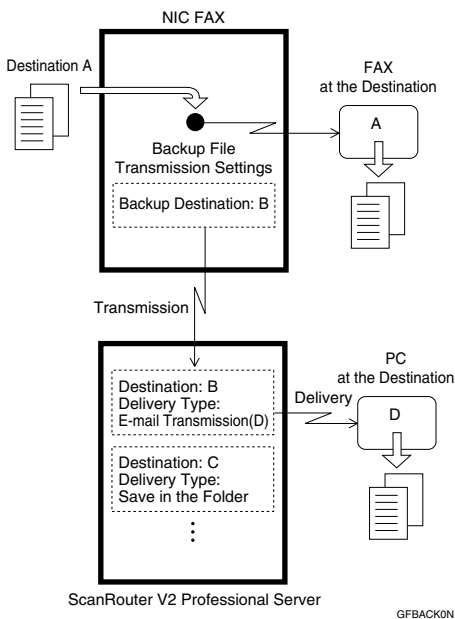


GFNTDS1E

## Transmission Using the Backup File Transmission Feature

By using the Backup File Transmission function of NIC FAX, you can send and save backup files of sent fax documents in the ScanRouter V2 Professional server.

The documents sent to the ScanRouter V2 Professional server are delivered according to the destination settings for each receiving User or Group, so that they may be stored in the Inbox within the server or delivered to other computers by e-mail.



### Reference

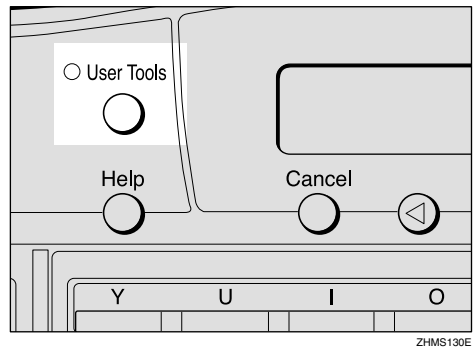
Chapter 3 "Backup File Transmission", *Advanced Features*

Chapter 7 "Backup File Transmission Settings", *Advanced Features*

## Settings to Be Done on NIC FAX

To perform Backup File Transmission to the ScanRouter V2 Professional server, you need to make settings for the destinations of Backup File Transmission following the procedure described below. Once you make these settings, the Backup File Transmission is activated automatically whenever your NIC FAX performs fax transmissions.

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



The User Tools main menu appears.

### Note

Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

**2** Press the **[Left Arrow]** or **[Right Arrow]** key to display "2. Fax Features".



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



- 4** Press the **◀** or **▶** key to display "4. Key Op. Tools".



- 5** Press the **[OK]** key.
- 6** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.
- 7** Press the **◀** or **▶** key to display "7. Backup File TX (Backup File Transmission)".

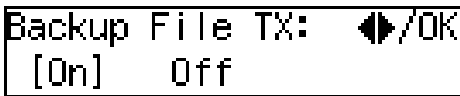


- Note**
- The number of the function differs depending on the options installed.

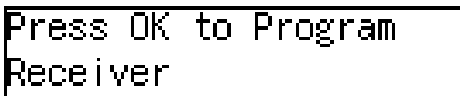
- 8** Press the **[OK]** key.
- 9** Confirm "1. On/Off" appears, and then press the **[OK]** key



- 10** Press the **◀** or **▶** key to select "On".

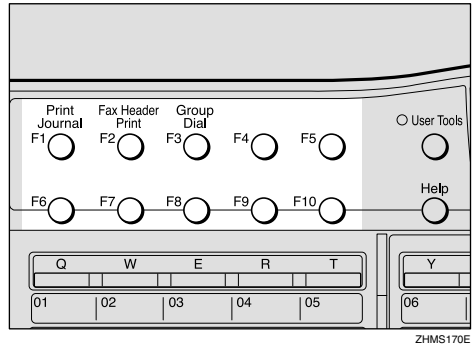


- 11** Press the **[OK]** key.



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

- 13** Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The Scanner display appears.

- Note**
- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

- 14** Press the **[#]** key.



- 15** Enter the Short ID (three digits) for the user or group for the destination of the backup file using the number keys.



- Note**
- See p.136 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

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



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

- 18** Enter the name of the receiver.

```
Name: [ABC]      Press OK
[HEAD OFFICE■■■■■■■■■■]
```

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

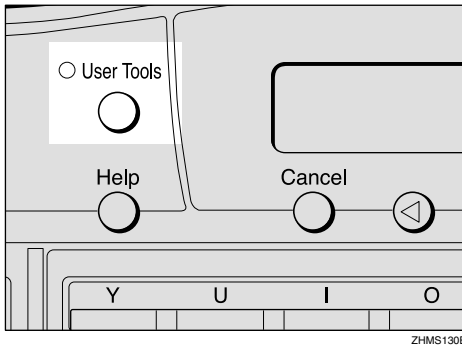
- 20** Press the **[User Tools]** key.

The standby display reappears.

## Temporarily Terminating Fax Document Delivery

Temporarily terminate delivery of received fax documents by setting Memory Transmission to "Off", using the procedure below. Set to "On" when you want to resume delivery.

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



The User Tools main menu appears.

**Note**

- Start this procedure when the standby display appears. If the standby display appears. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the **[◀]** or **[▶]** key to display "2. Fax Features".

```
User Tools:
2.Fax Features  ◀▶
```

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

- 4** Press the **[◀]** or **[▶]** key to display "4. Key Op. Tools".

```
Fax Features:
4.Key Op. Tools  ◀▶
```

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

- 6** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.

- 7** Press the **[◀]** or **[▶]** key to display "6. Forwarding".

```
Key Op. Tools:
6.Forwarding  ◀▶
```

**Note**

- The number of the function differs depending on the options installed.

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

- 9** Confirm "1. On/Off" appears, and then press the **[OK]** key

```
Forwarding:  ◀▶/OK
On  [Off]
```

- 10** Confirm "Off" is selected, and then press the **[OK]** key.

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

The standby display reappears.



# 8. Registering Addresses

## Registering Addresses for Scanner

This section describes how to register e-mail address for the Scan to E-mail function or destinations on the network server for the Network Delivery Scanner function.

It is recommended that you register e-mail addresses or delivery destinations as Quick Dial or Speed Dial destinations for easy operation.

---

### Registering/Editing a Destination

---

The procedure for storing an e-mail address for Scanner function or destination in a Quick Dial key or Speed Dial is basically the same as that for registering a fax number as Quick Dial or Speed Dial destination. The only difference is the way you enter a destination.

The following example describes how to register a destination as a Quick Dial destination.

#### Preparation

You need to assign the Scanner (Scan to E-mail) function to a user function key beforehand. If you fail to do so, you cannot enter the necessary data when registering a destination. See p.26 "Assigning User Function Keys".

On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

You can register the following information in Quick Dial keys:

- Receiver's e-mail address or network server destination, and their names

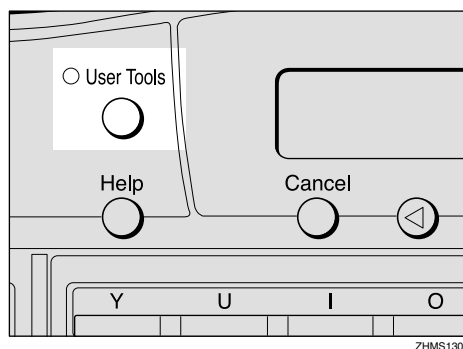
#### Important

- ❑ It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help, or see p.153 "Making Settings through a Web Browser".

#### Note

- ❑ You can also make settings using the Web browser. See p.153 "Making Settings through a Web Browser".

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



#### Note

- ❑ Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

#### **2** Press the **[◀]** or **[▶]** key to display "2. Fax Features".

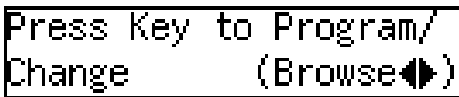


**3** Press the **[OK]** key.

**4** Confirm "1. Program / Delete" appears, and then press the **[OK]** key



**5** Confirm "1. Prog. Quick Dial" appears, and then press the **[OK]** key.



**6** Press the Quick Dial key you want to program a new destination into, or the destination you want to edit is programmed into.

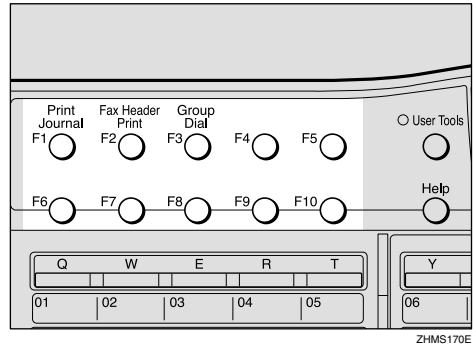
Press the Quick Dial key, or press the **[Left]** or **[Right]** key to select the destination, and then press the **[OK]** key.



**Note**

- If an e-mail address is already assigned to the selected Quick Dial key, the assigned e-mail address appears. To edit the e-mail address, press the **[Clear/Stop]** key to delete the e-mail address shown on the display, and then enter the new e-mail address.
- You cannot assign an address to a Quick Dial key which another function is already programmed into.

**7** Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



**Note**

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

**8** Enter the e-mail address or the destination on the network server.

To Specify the E-mail Address

**1** Enter the e-mail address.



**Note**

- You can enter up to 127 characters for an e-mail address.
- You can enter "." and "@" using a Quick Dial key. Press the **[Symbols]** key to enter symbols. You can shift between upper and lower case by pressing the **[ABC/abc]** key.

- ❑ To enter texts registered in "Template: Address", press the **【★】** key, press the **⏪** or **⏩** key to display the desired text, and then press the **【OK】** key. See p.147 "Registering Template Addresses".
- ❑ If you incorrectly enter characters, press the **【Clear/Stop】** key, and then enter the correct characters.

**2** Press the **【OK】** key



To Specify the Destination on the Network Server

**1** Press the **【#】** key.



**2** Enter the Short ID (3-digit number) for the user or group of the destination.



**Note**

- ❑ See p.136 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

**3** Press the **【OK】** key.



**Note**

- ❑ When you enter Short ID (3-digit number) for a user or group, the corresponding destination registered to ScanRouter V2 Lite/Professional appears on the display.

**9** Press the **【OK】** key.



**10** Enter the name of the receiver.



**Note**

- ❑ To edit the currently registered name, press the **【Clear/Stop】** key deleting the name displayed on the display, and then enter the new name.

**11** Press the **【OK】** key.

The destination for scanner is registered.

**12** Press the **【User Tools】** key.

The standby display reappears.

## Checking the Short ID of a Destination

Follow the procedure below to check the Short ID of a destination registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server.

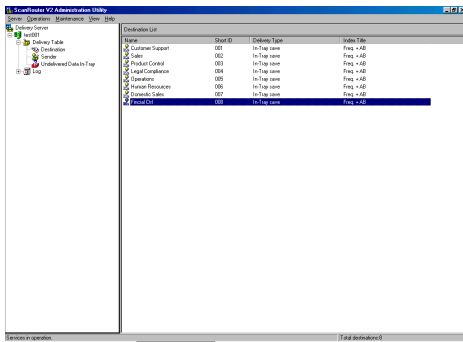
- 1 Start up the ScanRouter V2 Administration Utility.
- 2 Select the server on the Select Server display.

This display appears when the program is started up for the first time.

- 3 Enter the Administrator Password, and then click [OK].

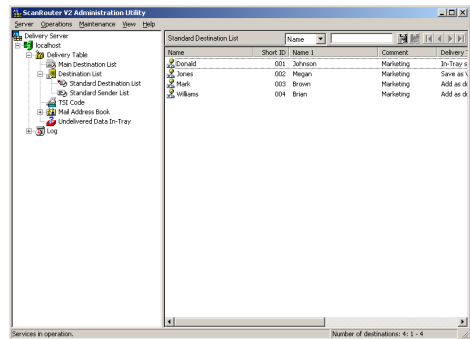
## Using ScanRouter V2 Lite

- 1 Click [Destination] under [Delivery Table]. The list of users and groups is displayed. Check the Short ID of the desired address.



## Using ScanRouter V2 Professional

- 1 Click [Destination List] under [Delivery Table].
- 2 Click [Standard Destination List] under [Destination List]. The list of users and groups appears. Check the Short ID of the desired address.



# Registering Addresses for Internet Faxing

This section describes how to register an e-mail address used as a destination for Internet Faxing.

You can easily specify a destination by registering the e-mail address of the receiving party as a Quick Dial or Speed Dial destination. If you turn on the Label Insertion function, the registered name is automatically printed on the first page of the sent message with "To" before it.

You can also attach a document to the fax message with an easy operation if you store an Auto Document in the Quick Dial key which the destination is registered to.

## Reference

Chapter 3 "Label Insertion", *Advanced Features*

Chapter 6 "Auto Documents", *Advanced Features*

---

## Registering/Editing a Destination

---

The procedure for registering a destination for Internet Faxing with Quick Dial or Speed Dial is basically the same as that for registering a fax number as a Quick Dial or Speed Dial destination. The only difference is that you enter an e-mail address instead of a fax number.

The following example describes how to register a destination as a Quick Dial destination.

## Preparation

You need to assign the Internet FAX function to a user function key beforehand. If you fail to do so, you cannot enter the e-mail address when registering a destination. See p.26 "Assigning User Function Keys".

On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

You can program the following items for a Quick Dial destination:

- E-mail address and name of the receiving party
- On/off for the Label Insertion function
- Selection of Fax Header

## Important

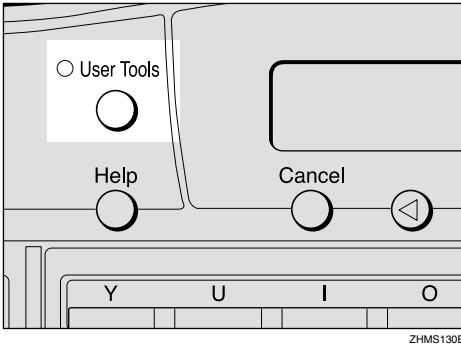
- It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help and p.153 "Making Settings through a Web Browser".

## Note

- You can store an e-mail address as a Speed Dial destination or Group destination in the same way as a Quick Dial destination.
- You can also make settings using your Web browser. See p.153 "Making Settings through a Web Browser".



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



**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

**2** Press the **[Left]** or **[Right]** key to display "2. Fax Features".

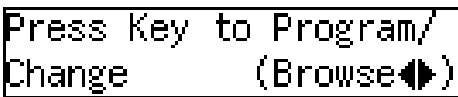


**3** Press the **[OK]** key.

**4** Confirm "1. Program / Delete" appears, and then press the **[OK]** key.



**5** Confirm "1. Prog. Quick Dial" appears, and then press the **[OK]** key.



**6** Press the Quick Dial key you want to program a new destination into, or the key whose destination you want to edit is programmed into.

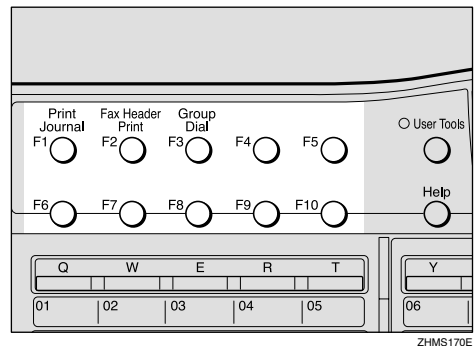
Press the Quick Dial key, or press **[Left]** or the **[Right]** key to select the destination, and then press the **[OK]** key.



**Note**

- If an e-mail address is already registered to the selected Quick Dial key, the currently registered e-mail address appears. To edit the address, press the **[Clear/Stop]** key to delete the e-mail address shown on the display, and then enter the new e-mail address.
- You cannot register an e-mail address to a Quick Dial key that another function is already registered to.

**7** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

**If the Network Transmission Auto Check Function Is Turned Off**

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "Mail Address" in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- ❶ Confirm "1. Mail Address" appears, and then press the **[OK]** key.



- ❷ Enter the e-mail address you want to register.

When the Network Transmission Auto Check Function set to On:



When the Network Transmission Auto Check Function set to Off:



**Note**

- ❑ You can enter up to 127 characters for an e-mail address.
- ❑ You can enter "." and "@" using a Quick Dial key. Press the **[Symbols]** key to enter symbols. You can shift between upper and lower case by pressing the **[ABC/abc]** key.
- ❑ To enter texts registered in "Template: Address", press the **[★]** key, press the **[Left]** or **[Right]** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

- ❑ If you incorrectly enter characters, press the **[Clear/Stop]** key, and then enter the correct characters.

- ❸ Press the **[OK]** key.



- ❹ Press the **[OK]** key.

- ❺ Enter the name of the receiver.

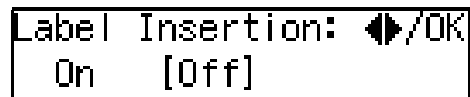


**Note**

- ❑ To edit the currently registered name, press the **[Clear/Stop]** key to delete the name shown, and then enter the new name.

- ❻ Press the **[OK]** key.

- ❼ Press the **[Left]** or **[Right]** key to select "On" or "Off".



**Note**

- ❑ If you set the Label Insertion function to "On", documents are transmitted by Sequential Broadcasting.

**Reference**

p.79 "When using NIC FAX with Broadcasting and Sequential Broadcasting"

Chapter 3 "Label Insertion", *Advanced Features*

- ❽ Press the **[OK]** key.

- 15 Press the ⏪ or ⏩ key to select "Hdr.1 (Fax Header 1)" or "Hdr.2 (Fax Header 2)".



- 16 Press the [OK] key.  
The e-mail address is registered.

 **Note**

- To register another Quick Dial destination, repeat the procedure from step 5.

- 17 Press the [User Tools] key.  
The standby display reappears.

.....

 **Transmission Using a Quick Dial Destination**

Follow these steps to send a fax document to a Quick Dial destination:

- ① Make sure that the **Memory Trans.** indicator is lit.
  - ② Set the original, and then make necessary adjustments to scan the settings.
  - ③ Press the Quick Dial key that the receiver is programmed into.  
The name or e-mail address of the destination appears.
  - ④ After confirming the destination, press the [Start] key.
- .....

# Registering Addresses for IP-Faxing

This section describes how to register an IP address, host name, or alias fax number used as a destination for IP-Faxing.

You can easily specify a destination by registering the IP address of the receiving party with Quick Dial or Speed Dial. If you turn on the Label Insertion function, the registered name is automatically printed on the first page of the sent message with "To" before it.

You can also attach a document to the fax message with an easy operation if you store an Auto Document in the Quick Dial key the destination is registered to.

## Reference

Chapter 3 "Label Insertion", *Advanced Features*

Chapter 6 "Auto Documents", *Advanced Features*

---

## Registering/Editing a Destination

---

The procedure for registering a destination for IP-Faxing as a Quick Dial or Speed Dial destination is basically the same as that for registering a fax number as a Quick Dial or Speed Dial destination. The only difference is the way you enter a destination.

The following example describes how to register a destination as a Quick Dial destination.

## Preparation

You need to assign the Internet FAX function to a user function key beforehand. If you fail to do so, you cannot enter the necessary data when registering a destination. See p.26 "Assigning User Function Keys".

On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

You can program the following items as Quick Dial destinations:

- IP address (or the host name or alias fax number) and name of the receiving party
- On/off for the Label Insertion function
- Selection of Fax Header

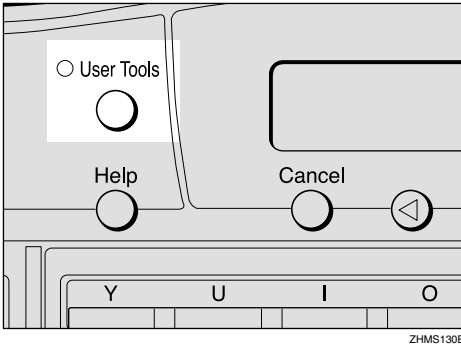
## Important

- It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help and p.153 "Making Settings through a Web Browser".

## Note

- Do not register both alias fax number and IP address or alias fax number and host name for the same destination.
- You can store an IP-Fax number as a Speed Dial destination or Group destination in the same way as storing it as a Quick Dial destination.
- You can also make settings through the Web browser. See p.153 "Making Settings through a Web Browser".

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



**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

**2** Press the **[Left]** or **[Right]** key to display "2. Fax Features".

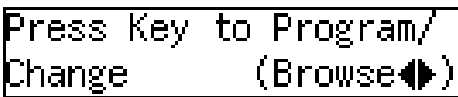


**3** Press the **[OK]** key.

**4** Confirm "1. Program / Delete" appears, and then press the **[OK]** key.



**5** Confirm "1. Prog. Quick Dial" appears, and then press the **[OK]** key.



**6** Press the Quick Dial key you want to program a new destination into, or the destination you want to edit is programmed into.

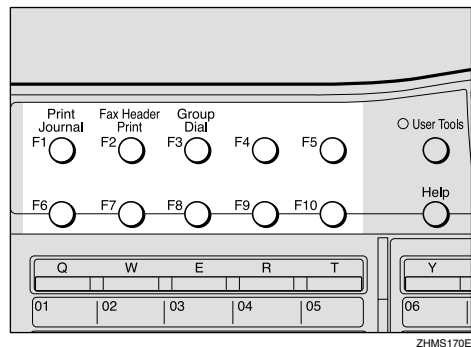
Press the Quick Dial key, or press the **[Left]** or **[Right]** key to select the destination, and then press the **[OK]** key.



**Note**

- If an IP address is already assigned to the selected Quick Dial key, the assigned IP address appears. To edit the IP address, press the **[Clear/Stop]** key to delete the IP address shown on the display, and then enter the new IP address.
- You cannot assign an address to a Quick Dial key which another function is already programmed into.

**7** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

### If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to "Off" with user parameters, select IP-Fax Transmission in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- ① Press the ⏪ or ⏩ key to select "2. IP-Fax Address".

```
Address
2. IP-Fax Address
```

- ② Press the [OK] key.

- ⑧ Enter the destination for IP-Faxing you want to register.

### Using IP Address or Host Name

- ① Enter the IP address or host name you want to register.

If the Network Transmission Auto Check function is set to "On":

```
Address: [abc] /OK
192.168.1.10
```

If the Network Transmission Auto Check function is set to "On":

```
IP-Fax: [abc] Press OK
192.168.1.10
```

#### Note

- IP addresses and host names can contain up to 127 characters.

- When specifying a destination using IP address, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination IP address is 192.168.1.100 and the port number is 2100, you should identify the destination as 192.168.1.100:2100. Contact your network administrator for details.

- When specifying a destination using host name, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination host name is "abc.company.com" and the port number is 2100, you should identify the destination as "abc.company.com:2100". Contact your network administrator for details.

- When specifying a destination using host name, set the DNS Server Address beforehand.

- ② Press the [OK] key.

- ③ Press the ⏪ or ⏩ key to select "2. IP-Fax Address".

```
Network TX Option
2. IP-Fax Address
```

#### Note

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step ⑨. See p.166 "User Parameters" (switch 32, bit 1).

- ④ Press the [OK] key.



Using an Alias Fax Number without VoIP Gateway

To use an alias fax number, you need to select "Yes" with user parameters for gatekeeper IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0). You also need to register the gatekeeper address and alias fax number with IP-Fax Parameter settings. See p.43 "IP-Fax Parameter Settings".

- ① Enter the alias fax number using the number keys.

When the Network Transmission Auto Check function is set to "On":



When the Network Transmission Auto Check function is set to "Off":



- ② Press the [OK] key.
- ③ Press the ⏪ or ⏩ key to select "2. IP-Fax Address".



Note

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step ⑤. See p.166 "User Parameters" (switch 32, bit 1).

- ④ Press the [OK] key.



- ⑤ Press the ⏪ or ⏩ key to select "No".



- ⑥ Press the [OK] key.



Using VoIP Gateway

If you use the VoIP gateway, documents are transmitted to a G3 fax machine connected to public telephone line via the VoIP gateway.

- ① Enter the G3 fax number of the receiver using the number keys.



Note

- To use the gatekeeper, you need to select "Yes" with user parameters for gatekeeper IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0).
- You also need to register the gatekeeper address and alias fax number with IP-Fax Parameter settings. See p.43 "IP-Fax Parameter Settings".

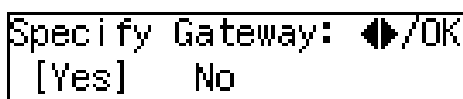
- ② Press the [OK] key.
- ③ Press the ⏪ or ⏩ key to select "2. IP-Fax Address".



**Note**

- ❑ If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step 5. See p.166 "User Parameters" (switch 32, bit 1).

**4** Press the **[OK]** key.



**5** Confirm "Yes" is selected, and then press the **[OK]** key.

The display for entering the VoIP gateway address appears.

**6** Enter the IP address or host name of the VoIP gateway.



**Note**

- ❑ If you use the gatekeeper, the following display appears. Enter the alias fax number registered on the gatekeeper.



**Reference**

p.44 "Own Fax Number (Alias Fax Number)"

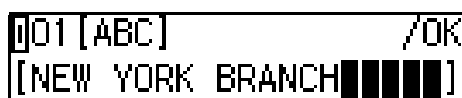
**7** Press the **[OK]** key.



**9** Press the **[OK]** key.



**10** Enter the name of the receiver.



**Note**

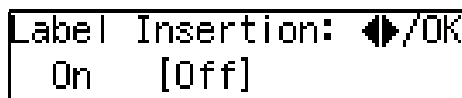
- ❑ To edit the currently registered name, press the **[Clear/Stop]** key to delete the name shown, and then enter the new name.

**Reference**

Chapter 3 "Entering Characters", *Basic Features*

**11** Press the **[OK]** key.

**12** Press the **[Left]** or **[Right]** key to select "On" or "Off".



**Reference**

Chapter 3 "Label Insertion", *Advanced Features*

**13** Press the **[OK]** key.

**14** Press the **[Left]** or **[Right]** key to select "Hdr.1 (Fax Header 1)" or "Hdr.2 (Fax Header 2)".



**15** Press the **[OK]** key.

The destination is registered.

**Note**

- ❑ To register another Quick Dial destination, repeat the procedure from step 5.


**16** Press the **[User Tools]** key.

The standby display reappears.



  
 **Transmission Using a Quick Dial Destination**

Follow these steps to send IP-Fax using Quick Dial keys:

- ① Set the original, and then make necessary adjustments to scan the settings.
  - ② Press the Quick Dial key the destination is programmed into.  
The name, IP address, host name, or alias fax number of the destination appears.
  - ③ After confirming the destination, press the **【Start】** key.
- 

# Registering Template Addresses

This section describes how to register frequently-used texts to enter e-mail addresses.

You can easily extract a text by pressing the **[★]** key when you enter e-mail address.

## Limitation

- ❑ You can use registered texts to specify destinations for Scanner, Internet Fax, and IP-Fax functions, but not to enter IP addresses or domain names for the Network settings.

## Note

- ❑ You can register up to 20 texts.
- ❑ You can use up to 16 characters when registering texts.

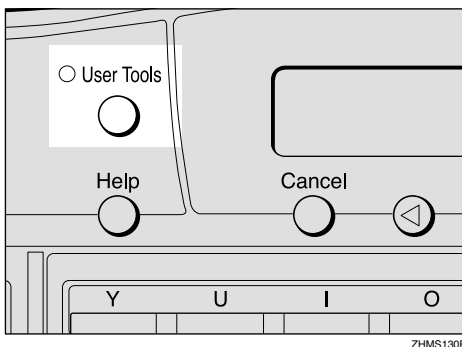
## Reference

p.61 "Using Scan to E-mail Functions"

p.74 "Transmitting Internet Fax"

p.98 "Transmitting IP-Fax"

- 1** Press the **[User Tools]** key.



The User Tools main menu appears.

## Note

- ❑ Start this procedure when the standby display is shown. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the **[⏪]** or **[⏩]** key to display "2. Fax Features".



- 3** Press the **[OK]** key.

- 4** Confirm "1. Program / Delete" appears, and then press the **[OK]** key.



- 5** Press the **[⏪]** or **[⏩]** key to display "11. Prog. Addr. Temp.".



- 6** Press the **[OK]** key.

- 7** Press the **[⏪]** or **[⏩]** key to display the text number you want to program or edit.



- 8** Press the **[OK]** key.

**9** Enter the text you want to register.



**10** Press the [OK] key.

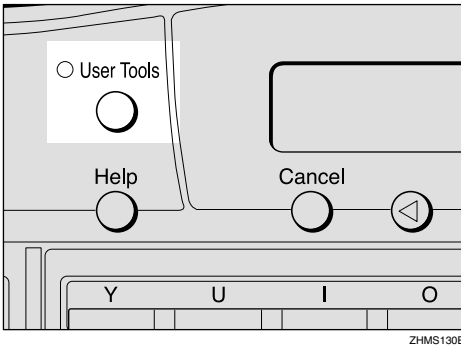
The text is registered.

**11** Press the [User Tools] key.

The standby display reappears.

## Deleting Template Addresses

**1** Press the [User Tools] key.



ZHMS130E

The User Tools main menu appears.

**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

**2** Press the ⏪ or ⏩ key to display "2. Fax Features".



**3** Press the [OK] key.

**4** Confirm "1. Program / Delete" appears, and then press the [OK] key.



**5** Press the ⏪ or ⏩ key to display "12. Del. Addr. Temp.".



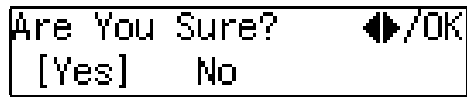
**6** Press the [OK] key.

**7** Press the ⏪ or ⏩ key to display the text you want to delete.



**8** Press the [OK] key.

**9** Press the ⏪ or ⏩ key to select "Yes".



**Note**

- To cancel the delete, select "No".

**10** Press the [OK] key.

The text is deleted.

**11** Press the [User Tools] key.

The standby display reappears.

# Registering Template Subjects and Messages

This section describes how to register template subjects and messages to use on the Subject/Message display under "Mail Options". You can easily extract registered subjects and messages with the **[★]** key, when setting a subject and/or message on the Subject/Message display.

## Preparation

To register messages, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys".

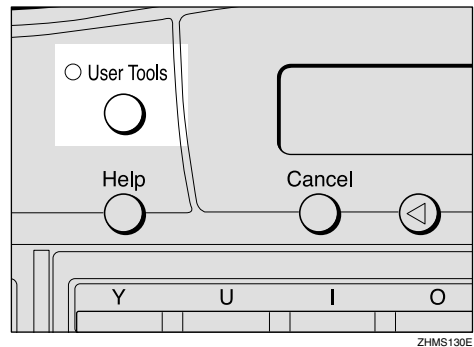
## Note

- You can register up to five subjects and/or messages.
- When registering only a subject, you can enter up to 150 characters.
- When registering only message or both a subject and message, you can enter up to 148 characters, since the space of two characters is used when the E-mail Message function key is pressed.
- If you send e-mail without setting a subject/message in "Mail Options" when a subject/message is already registered as No.1 on the Template: Subject display, the registered subject/message is automatically used.
- You can check the registered subjects and messages in User Parameter List. See Chapter 7 "How to Set the User Parameters - Printing the User Parameter List", *Advanced Features*.

## Reference

- p.61 "Using Scan to E-mail Functions"
- p.74 "Transmitting Internet Fax"

## **1** Press the **[User Tools]** key.



The User Tools main menu appears.

## Note

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

## **2** Press the **⏪** or **⏩** key to display "2. Fax Features".



## **3** Press the **[OK]** key.

## **4** Press the **⏪** or **⏩** key to display "4. Key Op. Tools".



- 5 Press the **[OK]** key.
- 6 Press **[2] [2] [2] [2]**, and then press the **[OK]** key.
- 7 Press the **[◀]** or **[▶]** key to display "15. Network".

```
Key Op. Tools:
15.Network
```

- Note**
- The number of the function differs depending on the options installed.

- 8 Press the **[OK]** key.
- 9 Press the **[◀]** or **[▶]** key to display "2. Mail Server".

```
Network:
2.Mail Server
```

- 10 Press the **[OK]** key.
- 11 Press the **[◀]** or **[▶]** to display "13. Template: Subject".

```
Mail Server:
13.Template: Subject
```

- Note**
- The number of the function differs depending on the settings of the machine.

- 12 Press the **[OK]** key.
- 13 Enter the number of the subject or message you want to program or edit using the number keys.

```
Enter Prog./Change No.
[ ] (1-5) (Browse)
```

- Note**
- If you are selecting a number that is not registered, proceed to step 13.
- To browse, press the **[◀]** or **[▶]** key.

- 14 Press the **[OK]** key.

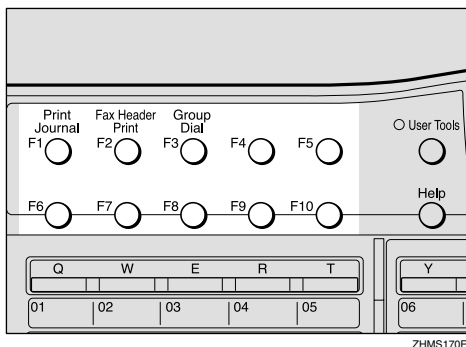
- 15 Enter a subject.

```
1 [ABC] Press OK
REPORT
```

- Note**
- If you do not want to enter a subject, proceed to step 16.
- If a subject/message is already registered to the selected number, the currently registered subject/message appears. To edit the subject/message, press the **[Clear/Stop]** key, deleting, and then enter a new subject/message.

- Reference**
- Chapter 3 'Entering Characters', *Basic Features*

- 16** To enter a message, press the user function key ([F1] to [F10]) assigned to the E-mail Message function.



**Note**

- If you do not want to enter a message, proceed to step 18.

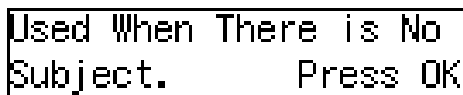
- 17** Enter a message.



- 18** Press the [OK] key.

The subject/message is registered.

- 19** Press the [OK] key.



**Note**

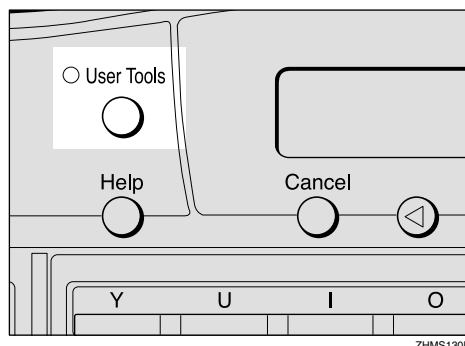
- This display appears when the subject/message is programmed as No.1. If you register the subject/message as No.2 or higher, proceed to step 20.

- 20** Press the [User Tools] key.

The standby display reappears.

## Deleting Template Subjects and Messages

- 1** Press the [User Tools] key.



The User Tools main menu appears.

**Note**

- Start this procedure when the standby display appears. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the [Left] or [Right] key to display "2. Fax Features".



- 3** Press the [OK] key.

- 4** Press the [Left] or [Right] key to display "4 Key Op. Tools".



- 5** Press the [OK] key.

- 6** Press [2] [2] [2] [2], and then press the [OK] key.

**7** Press **◀** or **▶** to display "15. Network".



**Note**

□ The number of the function differs depending on the options installed.

**8** Press the **[OK]** key.

**9** Press the **◀** or **▶** key to display "2. Mail Server".



**10** Press the **[OK]** key.

**11** Press the **◀** or **▶** key to display "13. Template: Subject".



**Note**

□ The number of the function differs depending on the settings of the machine.

**12** Press the **[OK]** key.



**13** Enter the number of the subject or message you want to delete using the number keys.



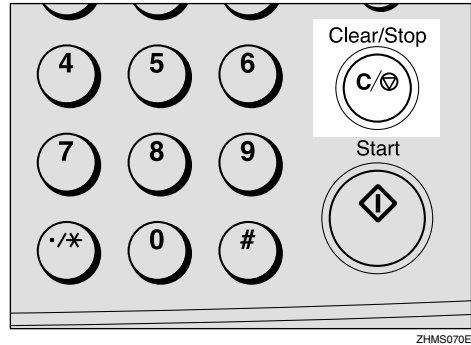
**Note**

□ To browse, press the **◀** or **▶** key.

**14** Press the **[OK]** key.



**15** Press the **[Clear/Stop]** key.



**16** Press the **[OK]** key.

The subject/message is deleted.

**17** Press the **[User Tools]** key.

The standby display reappears.

# 9. Making Settings through a Web Browser

## Connecting from your Computer

Using a Web browser in your computer connected to a network, you can check the status of fax communications, as well as make changes to the settings.

---

### System Requirements

---

#### ❖ Operating Systems

Microsoft Windows 95/98/Me  
Microsoft Windows NT4.0  
Microsoft Windows 2000  
Microsoft Windows XP

#### ❖ Web Browser Applications That Have Been Confirmed to Work

Microsoft Internet Explorer 6.0  
Netscape Communicator 4.78  
Netscape 6.2

#### 💡 Limitation

- The monitor resolution must be SVGA (800 × 600) or higher.
- You may not be able to return to the previous page by clicking the **[Back]** button on the Web browser. Use the on-screen Menu button in order to switch the display.

#### 📝 Note

- Different language versions of Web browser applications may have different version numbers.

---

### Initial Display

---

The initial display appears when you start up the Web browser and enter your fax machine's IP address or host name as a URL.

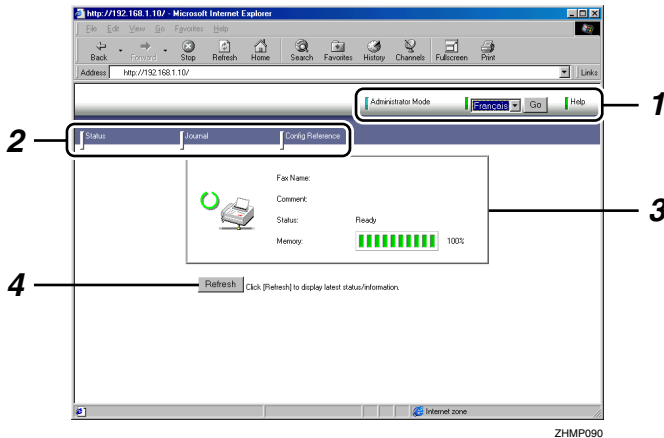
#### ❖ Entering the URL

- Example: If the IP address of your fax machine is "192.168.1.10", enter "http://192.168.1.10/".
- Example: If the host name of your fax machine is "fax1", enter "http://fax1/".



**Note**

- ❑ In the following cases, you can use the host name as the URL:
  - When the DNS server is connected to the network:  
Register the NIC FAX IP address and host name on the DNS server.
  - When the WINS server is connected to the network:  
Register the WINS server address and host name on NIC FAX.
- ❑ For details, consult your network administrator.
- ❑ If you use the Network Boot function, the NIC FAX IP address may change. Pay attention to this. If you use dynamic DNS, specify the host name. See p.31 “Network Boot”.
- ❑ Proxy servers are not recommended. If multiple users connect to NIC FAX via a proxy server, they can enter Administrator Mode simultaneously.
- ❑ If you have to use a proxy server, use the Web browser to make the following settings:
  - Using Internet Explorer  
Go to **[Tools]**, **[Internet Options]**, **[Connections]**, **[LAN Settings]**, and **[Advanced]** in this order. In the **[Do not use Proxy server for addresses beginning with:]** text box, enter your NIC FAX IP address.
  - Using Netscape Communicator  
Go to **[Edit]**, **[Preferences]**, **[Advanced]**, **[Proxies]**, and **[View]** in this order. In the **[Do not use Proxy servers for Domain Names beginning with:]** text box, enter your NIC FAX IP address.



### 1. Header Area

❖ **[Administrator Mode]**

Click this button to enter the Administrator Mode where you can make changes to the settings of your NIC FAX. When you enter this mode, a dialog box appears, asking you to enter your user name and password. Enter only the password in this dialog box.

**[Exit Administrator Mode]** appears when Administrator Mode is active. Click the button to exit.

❖ **Language Menu, [ Go ]**

Select **[English]**, **[Français]**, **[Español]**, **[Deutsch]**, **[Italiano]**, **[Svenska]**, **[Norsk]**, **[Português]**, or **[Nederlands]** from the Language menu and click **[ Go ]** to switch the language.

**❖ [Help]**

Click this button to display the Help. The URL for Help is specified in the Properties Settings in the Administrator Mode. See p.157 “Using Online Help”.

** Note**

- When checking status or making settings with the buttons in the Menu area, **[Top Page]** appears, but the Language menu and the **[ Go ]** button are not displayed. Click **[Top Page]** to return to the initial display.

**2. Menu Area**

Click these buttons in the Menu area to check current status or make settings for your NIC FAX.

**[Status]**, **[Journal]**, and **[Config. Reference]** appear when Administrator Mode is inactive. **[Status]**, **[Journal]**, **[Configuration]**, and **[Maintenance]** appear when Administrator Mode is active.

**3. Display Area**

Fax Name, Comment, Status, and Memory are displayed in this area.

**4. [Refresh] Button**

If you click this button, the Web browser accesses your NIC FAX and reloads the latest data of the machine's condition.

## Functions You Can Check or Set Up

You can check the status or change settings of the following items using the Web browser:

### ❖ **Items that You Can Monitor**

- Fax name
- Comment
- Status
- Memory level
- Paper tray
- Toner level
- Functions available when options are installed
- Memory usage (Transmission, Reception, Auto document)
- Journal (Transmission, Reception)
- Quick Dial destinations, Speed Dial destinations, Group Dial destinations
- Forwarding destinations, Forwarding options
- Boxes
- Setup (General, TCP/IP, E-Mail, IP-Fax, Backup receiver, Others)

### ❖ **Settings that You Can Make in the Administrator Mode**

- Destinations for Quick Dial, Speed Dial, and Group Dial (Program, Change, or Delete)
- Destinations for Forwarding (Program, Change, Delete, or Change Forwarding Options)
- Boxes (Program, Change, or Delete)
- Setup (General, TCP/IP, E-Mail, IP-Fax, Backup receiver, Others)
- Password
- Backup
- Restore

# Using Online Help

Online Help is included as an HTML file on the CD-ROM that comes with NIC FAX. You need to specify the location of the Help file in the **[Setup]** setting under **[Configuration]** in order to use it.

After making necessary settings for using online Help, you can display the Help (which is in HTML format) by clicking **[Help]** (one of the buttons in the Header area).

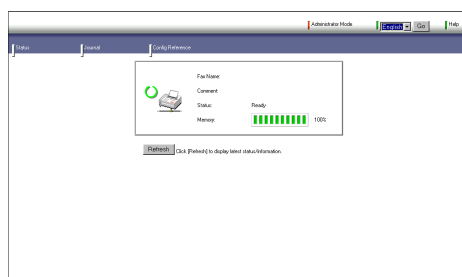
## ◆ Location of the Help File

English	\\HELP\WSMHLP\en
Français	\\HELP\WSMHLP\fr
Español	\\HELP\WSMHLP\es
Deutsch	\\HELP\WSMHLP\de
Italiano	\\HELP\WSMHLP\it
Svenska	\\HELP\WSMHLP\sv
Norsk	\\HELP\WSMHLP\no
Português	\\HELP\WSMHLP\pt
Nederlands	\\HELP\WSMHLP\nl

Help files in each language are stored in the folder, listed above on the CD-ROM.

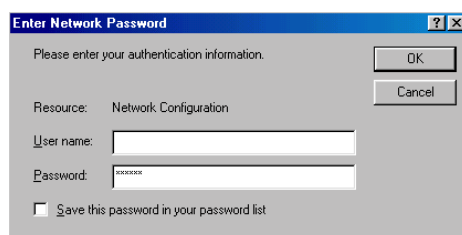
To use Help, copy it to your computer's hard disk. Be sure to copy all files in the folder to the new folder you have created on the hard disk.

## 1 Click **[Administrator Mode]**.

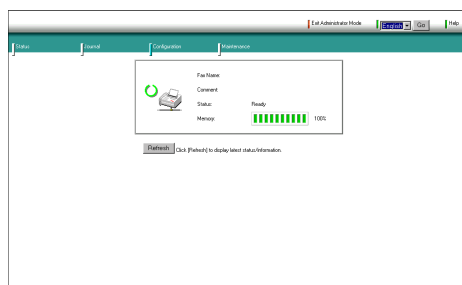


## 2 Enter the Administrator password, and then click **[OK]**.

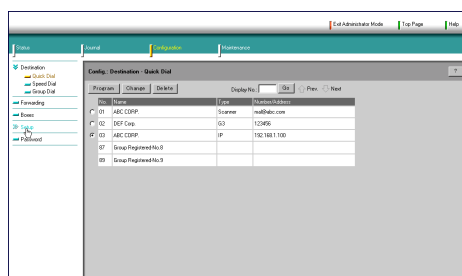
You do not need to enter the user name.



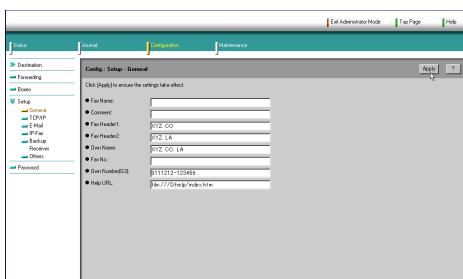
## 3 Click **[Configuration]**.



## 4 Click **[Setup]**.



- 5** Enter the URL where the Help file (HTML file) is stored into the text box for [Help URL], and then click [Apply].



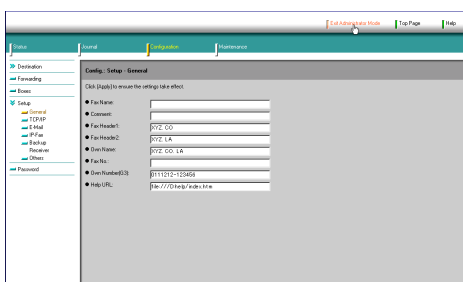
For example, if you created a folder named "help" in the D drive and you copied the Help file into the folder, enter "file:///D:/help/index.htm".

If the Help file is stored in the http server and open to public access, enter "http://(URL of the server that stores the Help file)/index.htm".

### Note

- If you specify the saved Help file as "file:///", the [Help] button may not open Help (depending on the security settings of the operation system or Web browser). In this case, use the Web browser to locate the Help file directly, and then open "index.htm" to see Help.

- 6** Click [Exit Administrator Mode].



# 10. Troubleshooting

## Error Messages

### NIC FAX Display Messages

The following error messages appear on the display of NIC FAX when a problem occurs. If the advice provided below does not solve the problem, contact your service representative.

Message	Causes and solutions
Network Error 10-40	<ul style="list-style-type: none"><li>• No fax IP address is set. Use NIC FAX control panel to set an IP address. See p.34 "IP Address".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-41	<ul style="list-style-type: none"><li>• Multiple IP addresses are set. Use NIC FAX control panel to check that the IP address is correct. See p.34 "IP Address".</li><li>• Consult your network administrator.</li></ul>
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 using the Web browser. See p.153 "Making Settings through a Web Browser".</li><li>• Consult your network administrator.</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 using the Web browser. See p.153 "Making Settings through a Web Browser".</li><li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-47	<ul style="list-style-type: none"><li>• No IP address is provided by the DHCP server. Multiple IP addresses is found or the DHCP server canceled to provide an IP address. See p.31 "Network Boot".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-48	<ul style="list-style-type: none"><li>• No DHCP server is found. Check the DHCP server is present on the network. See p.31 "Network Boot".</li><li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-56	<ul style="list-style-type: none"><li>• No WINS server is found. Check that the WINS server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li><li>• Consult your network administrator.</li></ul>

Message	Causes and solutions
Network Error 10-57	<ul style="list-style-type: none"> <li>• Registering a host name to the WINS server failed. Check that the same host name is not used by other devices and the address of the WINS server is correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-60	<ul style="list-style-type: none"> <li>• No POP server address is set. Check the POP server's host name/IP address is correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-61	<ul style="list-style-type: none"> <li>• POP server cannot be found. Check the POP server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-62	<ul style="list-style-type: none"> <li>• Cannot log on to the POP server. Check the login name and password are correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Try to log on to a POP server that does not support APOP when the APOP function is set to "On". Check that the POP server supports APOP. If it does not, change the setting with user parameters so APOP is not used. See p.28 "NIC FAX Initial Settings" and p.166 "User Parameters".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-70	<ul style="list-style-type: none"> <li>• No SMTP server's IP address is set. Check the SMTP server's host name/IP address is correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-73	<ul style="list-style-type: none"> <li>• SMTP server cannot be found. Check the SMTP server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-74 12-18	<ul style="list-style-type: none"> <li>• No e-mail address is set for NIC FAX. Check the e-mail address is set correctly using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-88	<ul style="list-style-type: none"> <li>• Cannot log on to the SMTP server when e-mail is transmitted using SMTP authentication. Check the account name and password are set correctly using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
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. Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>

Message	Causes and solutions
Network Error 10-04 10-08 10-30 10-31 10-32 10-33 10-34 10-35	<ul style="list-style-type: none"> <li>• A mechanical malfunction has occurred. Contact your service representative.</li> </ul>
Network Error 12-50	<ul style="list-style-type: none"> <li>• No delivery server IP address is set. Check that the delivery server's IP address is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-51	<ul style="list-style-type: none"> <li>• Cannot find the delivery server. Check the delivery server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-52	<ul style="list-style-type: none"> <li>• Cannot log on to the delivery server. Check the delivery server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Check the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-53	<ul style="list-style-type: none"> <li>• The delivery server is not started up. Check the server is properly functioning.</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-55	<ul style="list-style-type: none"> <li>• An error occurred while sending data to the delivery server. Check the server is properly functioning.</li> <li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 13-10	<ul style="list-style-type: none"> <li>• Multiple alias fax numbers are set. Check that the alias fax number is correctly registered using the Web browser. See p.43 "IP-Fax Parameter Settings".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 13-11	<ul style="list-style-type: none"> <li>• Cannot access the gatekeeper. Check that the gatekeeper address is correct using the Web browser See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>



Message	Causes and solutions
Short ID not found.	<ul style="list-style-type: none"> <li>• The Short ID specified with the Network Delivery Scanner function is not found in the server. Specify the correct Short ID. See p.136 “Checking the Short ID of a Destination”.</li> <li>• The server is not started up, or temporarily inactive for reasons such as insufficient hard disc memory space. Check the condition of the server. If it is not working because hard disc memory space is insufficient, increase available memory space.</li> <li>• Consult your network administrator.</li> </ul>



 **While Using the Network Delivery Scanner Function**

❖ **The Transmission to the Server Does Not Begin, Although Scanning of the Original Is Complete.**

When delivering a fax document using the Scanner function, NIC FAX transmits data after storing the document data in memory and then converting it into a file format. Consequently, it may take a while before transmission begins, depending on the number of originals.

❖ **An Error Occurred while a Transmission to the Server Was in Progress, or a Communication Failure Report Was Printed.**

Check if a network error message is shown on the display. If a message is shown, go through the table above to find out the causes and solutions for the message and solve the problem. If the server is not working because hard disk memory space is insufficient, increase available memory space.








 **Note**



- ❑ If the troubleshooting procedure takes a long time, you can select to temporarily terminate a transmission and print out the document using NIC FAX. See p.131 “Temporarily Terminating Fax Document Delivery”.
- ❑ If an error occurs while transferring a received fax document, the machine prints out a Communication Failure Report as well as the fax document, and then deletes the document data from memory. Check the contents of the printed documents, and then make a request to the sender to resend if necessary.



## Web Browser Initial Display Messages

If any of the messages listed in the table below appear on the initial display of the Web browser, take appropriate action, following the instructions given.


Icons	Messages	Causes and solutions
	Network Communication Error	A LAN error has occurred. Check the message shown on the display.
	Fax Transmission Error	A communication error has occurred on the G3 line. See Chapter 4 "Solving Problems", <i>Basic Features</i> .
	No Paper	NIC FAX has run out of paper. Load paper. See Chapter 4 "Loading Paper in the Main Paper Tray", <i>Basic Features</i> . See Chapter 9 "Loading Paper in the Optional Paper Tray Unit" and "Loading Paper in the Bypass Tray", <i>Advanced Features</i> .
	Paper Misfeed	A paper jam has occurred in NIC FAX. Remove jammed paper. See Chapter 4 "Clearing a Copy, Fax or Print Jam", <i>Basic Features</i> . See Chapter 8 "Clearing a Paper Jam in the Optional Paper Tray Unit", <i>Advanced Features</i> .
	Original Misfeed: ADF	An original jam has occurred in NIC FAX. Remove the jammed original. See Chapter 4 "Clearing Original Jams", <i>Basic Features</i> .
	Cover Open	The cover of NIC FAX is open. Close it.
	No Toner Cartridge	Install the toner cartridge correctly. See Chapter 4 "Replacing the Toner Cartridge", <i>Basic Features</i> .
	No Toner	The toner has run out. Replace with a new one. See Chapter 4 "Replacing the Toner Cartridge", <i>Basic Features</i> .

Icons	Messages	Causes and solutions
	Toner Almost Empty	The toner level is low. Replace the toner cartridge before the toner runs out. See Chapter 4 "Replacing the Toner Cartridge", <i>Basic Features</i> .
	Call Service Center	Contact your service representative.

## LAN-Fax Operation Messages

If one of the messages listed below appears on the Windows display, follow the instructions given here.

Message	Causes and solutions
Cannot connect to the printer. If you select [ <b>Retry</b> ], the data will be sent to the printer again.	<ul style="list-style-type: none"> <li>• No destination is programmed under the specified Quick Dial, Speed Dial, or Group Dial code when using LAN-Fax transmission. Click [<b>Cancel</b>]. Specify a Quick Dial, Speed Dial, or Group Dial code which the destination is already programmed under and send the document again, or program the destination under the Quick Dial, Speed Dial, or Group Dial code.</li> <li>• The memory limit was reached during a LAN-Fax transmission. Click [<b>Cancel</b>] to cancel the transmission, and then divide the document you want to send into parts for multiple transmissions. If there are any documents in memory waiting to be sent or printed with Substitute Reception, try to send the document again after transmission or printing of these is complete.</li> <li>• Check the network connection.</li> <li>• Check the power of NIC FAX is turned on.</li> </ul>
The number of entries in Destinations exceed the limits. Up to 100 entries can be entered.	The number of destinations specified exceeds the limit. The maximum number of destinations that can be specified at one time is 100.
Up to 1500 characters can be entered. Please check.	The total number of characters used for the specified destinations exceeds the limit. The maximum number of characters that can be entered is 1500.
"LAN-Fax" has already been launched. Cannot launch it again.	The LAN-Fax dialog box is already open. Exit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory is insufficient.

Message	Causes and solutions
Device cannot be opened because there is no response from the device.	<p>This message appears when trying to display the Status List by double-clicking the icon of SmartNetMonitor for Client on the taskbar after installing and starting SmartNetMonitor for Client. Follow the procedure below after starting up SmartNetMonitor for Client to stop this message from appearing.</p> <ol style="list-style-type: none"> <li>① On the taskbar, right-click the icon of SmartNetMonitor for Client, and then click <b>[Options]</b>.</li> <li>② In "Printer List", click <b>[LAN-Fax F3]</b>.</li> <li>③ Click to clear the <b>[To be Monitored]</b> check box under "Monitoring Information Settings".</li> <li>④ Click <b>[OK]</b>.</li> </ol> <p> <b>Reference</b>  p.45 "Quick Install"  p.50 "SmartNetMonitor for Client"</p>

### When Using Standard TCP/IP Port

When you use the LAN-Fax function on Windows 2000/XP, do not set "Standard TCP/IP Port" as the port for LAN-Fax Driver. Otherwise, the following limitations apply:

- The transmission result and printing result dialog boxes will not appear.
- If NIC FAX cannot print (such as when it is turned off or the cover is opened), and you save a file using the Saving function, the zero size file remains in the spooler. After a while, "There was an error found when printing the document "file://xxxxx" to IP\_xxxxx. Do you want to retry or cancel the job?" message appears.

# User Parameters

The user parameters allow you to customize various settings to match your needs.

Set the switches of each parameter to a new value to make changes to the settings.

 **Preparation**

Some user parameters require installation of optional equipment or operations such as turning a function on or off before changing the switch values. See Chapter 7 "User Parameters", *Advanced Features*.

**◆ 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.



	bit 7	bit 6	bit 5	bit 4	bit 3	bit 2	bit 1	bit 0
switch 16	0	0	0	1	0	0	0	0
			*5	*4	*3	*2		*1

- \*1 Bits 0 and 1 determine if transmitted e-mail is retained on the server.
- \*2 Bit 2 determines if ScanRouter V2 Lite is used.
- \*3 Bit 3 determines if Error Mail Notification is sent.
- \*4 Bit 4 determines if NIC FAX receives e-mail while the Night Timer is activated.
- \*5 Bit 5 determines if received documents are forwarded to the ScanRouter V2 Professional server.

## ◆ User Parameter List

Switch	Bit	Item	Settings	Reference
16	1,0	Leave messages on POP server after receiving them.	00: No 01: Save all 10: Save only errors <b>⚠ Important</b> <input type="checkbox"/> If you select "Save all" or "Save errors," periodically check your e-mail from a computer to remove messages from the POP server. <b>🚫 Limitation</b> <input type="checkbox"/> You may not be able to save e-mail depending on the type of POP server.	⇒ p.88
2		Use ScanRouter V2 Lite	0: No 1: Yes <b>🚫 Limitation</b> <input type="checkbox"/> If you select "Yes," the following limitations are applied to the fax features: <ul style="list-style-type: none"> <li>• Destinations such as "#001" or "#002" cannot be specified as e-mail addresses because they are recognized as destinations programmed in the delivery server.</li> <li>• Some Reception features are not available.</li> </ul>	⇒ p.13 ⇒ p.19
3		If an error occurs during e-mail reception, send the Error Mail Notification to the sender.	0: Yes 1: No	⇒ p.172
4		Receive e-mail while the Night Timer is activated.	0: Yes 1: No	⇒ p.88
5		Condition for forwarding received documents to the ScanRouter V2 Professional server	0: Forward all documents 1: Only forward documents with Fax Delivering IDs	⇒ p.124

Switch	Bit	Item	Settings	Reference
17	0	SMTP Reception	0: Off 1: On	⇒ p.93
	1	Route documents received with SMTP	0: No 1: Yes	⇒ p.94
	2	Respond to requests to confirm the receipt of e-mail documents.	0: No 1: Yes	⇒ p.80
	4	Make a request for confirming reception when sending e-mail.	0: No 1: Yes	⇒ p.88
	5	Data format for scanned documents	0: TIFF-F (monochrome) / JPEG (color) 1: PDF	⇒ p.68
	6	Protocol for e-mail reception	0: POP3 1: IMAP4	⇒ p.28
18	0	Print LAN-Fax Error Report.	0: No 1: Yes	⇒ p.178
	1	Use APOP.	0: No 1: Yes	⇒ p.28
	2	Execute SMTP authentication.	0: No 1: Yes	⇒ p.28
	5	Transmit Journal.	0: No 1: Yes	⇒ p.81
	6	Access the POP server before accessing the SMTP server at the time of e-mail transmission.	0: No 1: Yes	⇒ p.28
	7	Print results of sending Reception Notice Request messages.	0: Print if the result is "E (Error)" 1: Print all	⇒ p.80

Switch	Bit	Item	Settings	Reference
32	0	Use gatekeepers at the time of IP-Fax transmission.	0: No 1: Yes   <b>Note</b> <input type="checkbox"/> If you change the setting to "Yes" or "No", register the destinations stored in Quick Dial keys or Speed Dials again. Otherwise, you will not perform the IP-Fax transmission correctly.	⇒ p.101
	1	Network Transmission Auto Check Function	0: Off 1: On   <b>Note</b> <input type="checkbox"/> If you select "On," network transmissions are automatically checked according to the setting made with switch 32, bit 0. If you select not to use the gatekeepers, IP addresses and host names are used for checking. If you select to use the gatekeepers, alias fax numbers are used for checking.	⇒ p.78 ⇒ p.98 ⇒ p.100 ⇒ p.102 ⇒ p.139 ⇒ p.143
33	1, 0	Adjustment of the image quality for Scanning of color originals (Brightness : Color Difference : Color Difference)	00: 4 : 1 : 1 01: 2 : 1 : 1 10: Disable 11: 1 : 1 : 1	⇒ p.61



The following table shows user parameter switches related to e-mail communications.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not the forwarding mark should be appended to images of received e-mail when they are being forwarded or routed.
	1	Center mark printing	
	2	Reception time printing	
	3	TSI printing	Printing e-mail address in the From field of received e-mail
	4	Checkered Mark printing	
04	7	Attach images to File Reserve Reports, Transmission Result Reports, Communication Failure Reports, and Polling Transmission Clear Reports	This setting specifies whether or not a partial image of the transmitted document should be attached to the Transfer Result Report (Transmission Result Notification Mail) at the time of LAN-Fax transmission (if you set the user code in Options). See p.107 "Basic Transmission" and p.177 "Communication Result Report".
06	0	Fax Header printing	
	4	Batch transmission	E-mail transmission does not support batch transmission, but when you set to "On", the same e-mail is sent to multiple destinations at the same time (broadcasting). When you set to "Off", e-mail is sent to individual destinations one at a time (sequential broadcasting). See p.79 "When using NIC FAX with Broadcasting and Sequential Broadcasting".
10	1	Two In One	
	2	Image Rotation	
20	2	Selection of "Extra Super Fine" resolution for transmission	
	3	Selection of "Extra Super Fine" resolution for reception	

## Reports and Lists

The formats of most reports and lists printed while you are using the Internet Fax or LAN-Fax features are identical to those printed for the standard fax functions. This section describes important reports and lists that have different formats.

### Note

- See the Advanced Features manual for information about the reports and lists not described in this section. Note that e-mail addresses are printed in place of fax numbers to indicate the e-mail transmission addresses in those reports and lists.

---

## Transfer Result Report

---

When NIC FAX receives a transfer request by e-mail, the Transfer Result Report is sent by e-mail to the requesting party after completing all transmissions to the specified Transfer Stations.

```
***** MAIL INFORMATION ***** 15. APR. 2003 17:14 *****
From: nicfax@abc. company. com
Subject: From "0123456789" ("ABC. COMPANY") (Fax Message NO. 9407)
*****

***** TRANSFER RESULT REPORT ( 2003. 4.15 17:14 ) *****

TRANSFER STATION          nicfax@abc. company. com
TRANSFER REQUESTED TIME   4.15 17:13

ADDRESS (GROUP)          PAGE    RESULT
-----
Mail : nicfax@ccc. company. com      1      --
G3  : 212-123-4567                   1      OK
```

ZHMX110E

### ◆ RESULT

Describes results of transmissions.

OK	Indicates all pages of the fax document were successfully transmitted.
Error	Indicates the transmission was not successful.
--	Indicates the fax document was successfully transmitted to the e-mail server registered to NIC FAX using the Internet Fax Transmission feature. (It does not indicate the e-mail reached the receiver.)

## Error Mail Notification

NIC FAX sends the Error Mail Notification to the sender when it is unable to successfully receive a particular e-mail message. A "cc" of this notification is also sent to the administrator's e-mail address when one is specified.

### Note

- You can select to send Error Mail Notification with user parameters. See p.166 "User Parameters" (switch 16, bit 3).
- If Error Mail Notification cannot be sent, the Error Report (Mail) is printed by NIC FAX.
- If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the message.

### Reference

p.40 "Backup Mail TX (Backup Mail Transmission)"

p.173 "Error Report (Mail)"

p.166 "User Parameters"

```
***** MAIL INFORMATION ***** 15. APR. 2003 17:17 *****
```

```
From: nicfax@abc. company. com
Subject: From "0123456789" ("ABC. COMPANY") (Error Message NO. 9410)
```

```
*****
```

```
***** ERROR MAIL NOTIFICATION (2003. 4.15 17:16) *****
```

```
NOTIFICATION FROM          nicfax@abc. company. com
```

```
CAUSE OF ERROR:   INVALID FILE (DECODE ERROR)
```

```
PLEASE CONFIRM
```

```
THANK YOU
```

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## Error Report (Mail)

The Error Report (Mail) is printed by NIC FAX when it is unable to send an Error Mail Notification.

* * * ERROR REPORT (MAIL) (15.APR. 2003 17:20) * * *		P.1
		FAX HEADER 1: ABC.COMPANY
		FAX HEADER 2: DESIGN
FILE TIME	ADDRESS	
-----		
9413 17:19	✦ :nicfax@ abc.company.com	
PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.		
REASON FOR ERROR:      INVALID FILE (DECODE ERROR)		

ZHMX130E

## Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

### Note

- After a server-generated error e-mail is printed, the first page of the sent document is printed.

# 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", *Advanced Features*.

P. 1

\* \* \* JOURNAL (15.APR. 2003 18:38) \* \* \*

FAX HEADER 1: ABC.COMPANY  
FAX HEADER 2: DESIGN  
(MANUAL PRINT)

<TRANSMISSION>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	USER NAME	FILE	
15.APR.	14:35	New York Branch	G3ESM	0'31"	P. 1	OK		0528	
	14:36	nicfax2@abc.company.com:2	MAILDM	0'07"	P. 2	---		0529	
	14:40	nicfax3@abc.company.com	MAILSMA	0'01"	P. 1	---		0530	
	18:27	-LAN-FAX→	*DM	0'02"	P. 1	OK	DESIGN	0536	
	18:38	New York Branch	G3EDM+	0'53"	P. 1	OK	DESIGN	0536	

<RECEPTION>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	USER NAME	FILE	
15.APR.	14:45	nicfax5@abc.company.com	MAILS	0'04"	P. 1	OK		0531	
	14:49	nicfax6@abc.company.com	MAILD	0'11"	P. 2	OK		0532	
	15:00	nicfax7@abc.company.com	MAILS	0'03"	P. 1	OK		0533	
	15:30	nicfax2@abc.company.com	MAILS	0'02"	P. 1	OK		0534	
	15:32	nicfax3@abc.company.com	MAILS	0'03"	P. 1	OK		0535	

T X	0152845	R X	0152272
# : BATCH	C : CONFIDENTIAL	\$ : TRANSFER	P : POLLING
M : MEMORY TX	L : SEND LATER	@ : FORWARDING	E : ECM
S : STANDARD	D : DETAIL	F : FINE	O : 300dpi
U : SUPER FINE	X : EXTRA SUPER FINE	b : COLOR	!\$ : REMOTE TRANSFER
* : LAN-FAX	+ : ROUTING	Q : RECEPT. NOTICE REQ.	A : RECEPT. NOTICE

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### 1. DATE

Date of transmission or reception

### 2. TIME

Time transmission or reception started

### 3. ADDRESS

In the case of e-mail transmission, this column shows the address that was entered manually, or the name assigned to the specified Quick Dial or Speed Dial code. In the case of e-mail reception, this column shows the address that appeared in the From field of the received e-mail. In the case of communication with another fax machine, this column shows the other party's fax number or registered name.

#### 4. MODE

A letter or symbol indicates the adopted 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 e-mail for which Receipt Notifications have been sent.

#### 5. TIME

Time elapsed during transmission or reception. If the elapsed time exceeds 99 minutes and 59 seconds, \*\*' \*\*' is printed .

#### 6. PAGE

Number of pages of the transmitted or received documents. If the number of pages exceeds 999, \*\* is printed.

#### 7. RESULT

Describes results of transmission or reception.

OK	Indicates all pages of the fax document were successfully transmitted. 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	Indicates the transmission was not successful. Also indicates e-mail is not being received normally. See p.80 "Confirming Reception".
- -	Indicates the fax document was successfully transmitted to the e-mail server registered to NIC FAX by using the Internet Fax Transmission feature. (It does not indicate the e-mail reached the receiver.)
D	Power outage occurred during communication. Part of the document was not successfully transmitted.

#### 8. USER NAME

The user name is printed with User Code Transmission, or if Restricted Access is activated

#### 9. FILE

File number (document control number)

\*1: Data and time of printing

\*2: Names registered as Fax Header 1 and Fax Header 2

\*3: Printed when the report is manually printed

\*4: E-mail transmission

\*5: LAN-Fax transmission

\*6: Broadcasting transmission

\*7: Meaning of the symbols shown in MODE

## Box List

BOX NAME	MODE	SUB/SEP [SID/PWD]	PROGRAMMED RECEIVER
DESIGN	PERSONAL BOX	1111 []	<input type="checkbox"/> 15 <input type="checkbox"/> : design@abc.comp any.com
ABCD	PERSONAL BOX	2222 [4444]	
PRODUCT	TRANSFER BOX	3333 []	<input checked="" type="checkbox"/> 100 G3 : 1234567 (G1) North America

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### 1. BOX NAME

The Personal/Transfer Box names registered in NIC FAX are printed.

### 2. MODE

"PERSONAL BOX" or "TRANSFER BOX" is printed.

### 3. SUB/SEP [SID/PWD]

The SUB or SEP code specified to each registered Box is printed. If a password is registered, it is printed in the bracket.

\*1: Data and time of printing

\*2: Names registered as Fax Header 1 and Fax Header 2

### 4. PROGRAMMED RECEIVER

Receivers set for Personal Boxes and End Receivers set for Transfer Boxes are printed.  indicates a Quick Dial destination,  indicates a Speed Dial destination,  indicates an e-mail address, and "G\*" indicates a Group Dial destination.

# Communication Result Report

When a fax is sent, a Communication Result Report is sent to the destination if the routing destination's e-mail address is specified using a programmed user code. This makes it possible to verify the result of a transmission.

A Communication Result Report is also transmitted when you specify a user code and send a fax or e-mail using the Scanner function, Internet Fax function, or LAN-Fax function.

 **Note**

- You can have the transmitted document attached to the Transmission Result Report with user parameters. See p.166 "User Parameters" (switch 04, bit 7).
- To have digits or characters appear correctly in the report mail, specify a fixed-width font in the Properties settings for the Mail application on your computer.
- If all transmissions are successful, the subject of the Communication Result Report begins with "Transmission Result:OK". Even if one transmission fails, the subject of the Communication Result Report begins with "Transmission Result:Error".

 **Reference**

- p.68 "Scanning a Monochrome Original"
- p.73 "Using Internet Fax Functions"
- p.97 "Using IP-Fax Functions"
- p.107 "Using LAN-Fax Functions"

```

***** MAIL INFORMATION ***** 15.APR. 2003 17:17 *****
From: nicfax@abc.company.com
Subject: From "0123456789" ("ABC. COMPANY") (Error Message NO. 9407)
*****

***** COMMUNICATION RESULT REPORT( 2003. 4.15 17:16 ) *****

TRANSFER STATION          nicfax@abc.company.com
TRANSFER REQUESTED TIME   4.15 17:15

ADDRESS(GROUP)            PAGE RESULT
-----
Mail :nicfax@ccc.company.com          1/ 1 --

-----
REASON FOR ERROR
E-1) HANG UP OR LINE FAIL
E-3) NO ANSWER
E-5) MAIL SIZE OVER
E-2) BUSY
E-4) NO FACSIMILE CONNECTION
    
```

ZHMX160E



## ◆ RESULT

Indicates the results of transmissions.

OK	Indicates all pages of the document were successfully transmitted.
E	Indicates the transmission was not successful. After "E", a number showing the reason for the error is printed.
--	Indicates the fax document was successfully transmitted to the e-mail server registered to the machine. (It does not indicate the e-mail reached the receiver.)

## LAN-Fax Error Report

The LAN-Fax Error Report is printed if the settings for options are not correct or an error occurs during communication with the computer when the LAN-Fax function is used.

### Note

- You can select whether the LAN-Fax Error Report is printed with user parameters. See p.166 "User Parameters" (switch 18, bit 0).

	P. 1
	* * * LAN-FAX ERROR REPORT (15.APR. 2003 18:07) * * *
	FAX HEADER 1: ABC.COMPANY FAX HEADER 2: DESIGN
A	TRANSMISSION REQUEST WAS CANCELED.
B	FAX NUMBER IS NOT CORRECT. FAX NUMBER OR LINE IS NOT CORRECT.

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### ❖ Error Messages

One of the following types of error messages is printed on the LAN-Fax Error Report, according to the cause of the error.

Error messages consist of two parts ("A" and "B" respectively in the table below).

Type	Error Messages	
1	A	LAN-FAX ERROR. THIS FILE HAS NOT BEEN STORED.
	B	EXCEEDED MAXIMUM FILE CAPACITY. EXCEEDED MAXIMUM NUMBER OF PAGES PER FILE.
2	A	TRANSMISSION REQUEST WAS CANCELED.
	B	YOU CANNOT SPECIFY DESTINATION NOW.
3	A	TRANSMISSION REQUEST WAS CANCELED.
	B	FAX NUMBER IS NOT CORRECT. FAX NUMBER OR LINE IS NOT CORRECT.
4	A	ERROR DURING COMMUNICATION WITH PC.
	B	–
5	A	TRANSMISSION REQUEST WAS NOT ACCEPTED.
	B	YOU ARE NOT AUTHORIZED TO ACCESS THIS.

# Journal by E-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

This section describes the CSV format of the Journal attached with e-mail.

## Important

- It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost and sent CSV file is not left on NIC FAX.

## Note

- To transmit the Journal, it is necessary to make settings with user parameters. See p.166 "User Parameters"(switch 18, bit 5).

## Reference

To set the administrator e-mail address, see p.39 "Mail to Admin. (Mail to Administrator)".

Transmission										
Date	Time	Name	Type	Option	Time	Page(s)	Result	User Name	File No.	
[5.DEC.]	[10:23]	[New York Branch]	[G3]	[ECM/Standard/Memory Trans.]	[0'15"]	[P. 1]	[OK]	DESIGN	[ 001]	
[5.DEC.]	[12:09]	[--LAN-FAX--]	[LAN-FAX]	[Detail/Memory Trans.]	[0'01"]	[P. 1]	[OK]		[ 003]	*2
[5.DEC.]	[12:09]	[04511112222]	[G3]	[Detail/Memory Trans./Routing]	[0'03"]	[P. 1]	[--]		[ 003]	
[5.DEC.]	[15:09]	[nicfax2@abc.company.com]	[Mail]	[Standard/Memory Trans.]	[0'02"]	[P. 1]	[--]		[ 007]	*3
[5.DEC.]	[15:12]	[nicfax3@abc.company.com]	[Mail]	[Standard/Memory Trans.]	[0'02"]	[P. 1]	[--]		[ 008]	

Reception										
Date	Time	Name	Type	Option	Time	Page(s)	Result	User Name	File No.	
[5.DEC.]	[9:34]	[New York Branch]	[Mail]	[Detail]	[0'14"]	[P. 2]	[OK]		[ 002]	
[5.DEC.]	[12:59]	[nicfax4@abc.company.com]	[Mail]	[Standard]	[1'32"]	[P.10]	[OK]		[ 004]	
[5.DEC.]	[13:19]	[nicfax5@abc.company.com]	[Mail]	[Standard]	[1'12"]	[P.10]	[OK]		[ 005]	
[5.DEC.]	[14:05]	[nicfax6@abc.company.com]	[Mail]	[Standard]	[0'20"]	[P. 3]	[OK]		[ 006]	
[5.DEC.]	[15:27]	[nicfax7@abc.company.com]	[Mail]	[Standard]	[0'15"]	[P. 2]	[OK]		[ 009]	

\*1

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### 1. Date

Date of transmission or reception

### 2. Time

Time transmission or reception started

### 3. Name

Sender or receiver name

### 4. Type and Option

Type of line and communication mode

### 5. Time

Time elapsed during transmission or reception. If the elapsed time exceeds 99 minutes and 59 seconds, \*\*'\*\*" is printed.

### 6. Page

Number of pages of the transmitted or received documents. If the number of pages exceeds 999, P. \*\* is printed .

## 7. Result

Result of transmission or reception

OK	Indicates all pages of the fax document are successfully transmitted. 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	Indicates the transmission was not successful. Also indicates the e-mail is not normally received. See p.80 "Confirming Reception".
--	Indicates the fax document was successfully transmitted to the e-mail server registered to the machine using the Internet Fax Transmission feature. (It does not indicate that the e-mail reached the receiver.)
D	Power outage occurred during communication. Part of the document was not successfully transmitted.

\*1: Each transmission and reception result is shown.

\*2: These are LAN-Fax transmission results.

\*3: These are Scan to E-mail transmission result.

## 8. User Name

The user name is printed with User Code Transmission or if Restricted Access is activated.

## 9. File No.

File number (document control number)

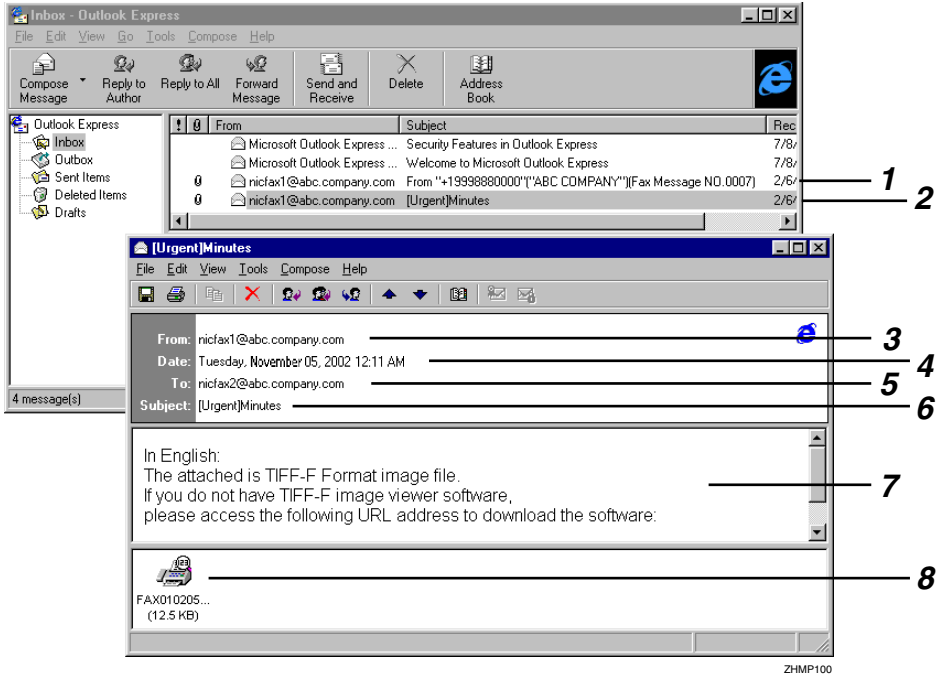
# Specifications

Network	LAN : Local Area Network (Ethernet/10Base-T, 100Base-TX)
Transmit function	E-mail
Scan line density	<ul style="list-style-type: none"> <li>• Internet Fax feature Standard (200 × 100 dpi), Detail (200 × 200 dpi)</li> <li>• IP-Fax feature Standard (200 × 100 dpi), Detail (200 × 200 dpi), Super Fine (400 × 400 dpi), Extra Super Fine (600 × 600 dpi)</li> <li>• Scanner feature Standard (Monochrome: 200 × 100 dpi, Color: 100 × 100 dpi), Detail (200 × 200 dpi), 300dpi (300 × 300 dpi), Super Fine (400 × 400 dpi), Extra Super Fine (600 × 600 dpi)</li> </ul>
Document size (Original size : Scanning width)	<ul style="list-style-type: none"> <li>• Internet Fax feature A4 : 216 mm (8.5 in.) (Originals larger than A4 size is reduced in size when transmitted.)</li> <li>• IP-Fax feature A4 : 216 mm (8.5 in.)</li> <li>• Scanner feature A4 : 210 mm (8.3 in.)</li> </ul>
Transmit protocols	<ul style="list-style-type: none"> <li>• E-mail Transmission SMTP, TCP/IP</li> <li>• E-mail Reception POP3, SMTP, IMAP4, TCP/IP</li> <li>• IP-Fax T.38 Annex B, TCP, UDP/IP</li> <li>• Network Delivery Scanner FTP, TCP/IP</li> </ul>
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH compression), JPEG (Transmission only), PDF (Transmission only), DCX (Reception only)
Compatible models	Machines that are equipped with NIC FAX Kit Type 500/210/140 and NIC FAX UNIT TYPE410
Internet communication	<ul style="list-style-type: none"> <li>• Internet Fax Send and receive e-mail with a computer that has an e-mail address</li> <li>• IP-Fax Communicates with gatekeepers and converts fax numbers to IP addresses to transmit documents.</li> </ul>
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

IP-Fax transmission functions	Transmits fax documents to IP-Fax compatible fax machines via a network by specifying IP addresses. You can also transmit fax documents to G3 fax machines connected to public telephone line via a VoIP gateway.
IP-Fax reception functions	Receives fax documents sent from IP-Fax compatible fax machines via a network. Also can receive documents sent from a G3 fax machine connected to the public telephone line via a VoIP gateway.
LAN-Fax transmission functions	Transmits documents made using an application on the computer as fax documents from NIC FAX connected to a network. You can use NIC FAX as a printer to print those documents.
Scan to E-mail functions	Converts scanned documents to image files, and transmits them as attachments to e-mail. Transmission of color originals is also possible.
Network Delivery Scanner functions	Delivers scanned documents to destinations in the ScanRouter V2 Lite server, or ScanRouter V2 Professional server.

# Received Images

Here is an example of a fax message sent from NIC FAX and received on a computer using Outlook e-mail software.



**1. Mail transmitted without specifying a subject and priority in "Mail Options".**

**2. Mail transmitted with a subject and priority specified in "Mail Options".**

**3. From**  
The name (e-mail address) of the sender

**4. Date**  
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 "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 varies according to whether the e-mail was sent using user codes and other settings. See p.79 "About the E-mail Subject".

**7. Viewer URL Information**

If you select "Yes" for the "Add Viewer URL" 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.  
View it using DeskTopBinder V2 Lite.

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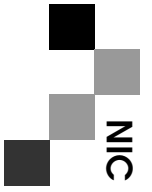
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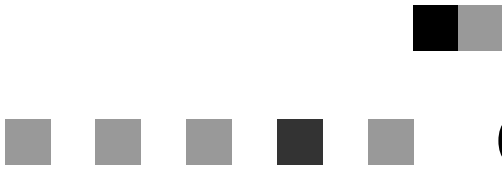


Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC and 93/68/EEC.”



**NIC FAX UNIT TYPE410 Operating Instructions**



# COLOR NIC FAX UNIT TYPE410

## Operating Instructions



- 
- 1** Introduction
  - 2** Getting Started
  - 3** Using Scan to E-mail Functions
  - 4** Using Internet Fax Functions
  - 5** Using IP-Fax Functions
  - 6** Using LAN-Fax Functions
  - 7** Using Network Delivery Scanner Functions
  - 8** Registering Addresses
  - 9** Making Settings through a Web Browser
  - 10** Troubleshooting
  - 11** Appendix

For safe and correct use of this machine, please be sure to read the Safety Information in the Basic Features manual before you use it.

## Introduction

Thank you for purchasing NIC FAX. This manual contains important information 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. Note that you are authorized to use this manual and NIC FAX Driver and Utilities 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).
- COLOR NIC FAX UNIT TYPE410 is required in order to use the Internet Fax Features. (For Type 1.)
- Installation of COLOR NIC FAX UNIT TYPE410 should be performed by an authorized service provider. Do not attempt installation on your own. (For Type 1.)

For simplicity, fax machines equipped with COLOR NIC FAX UNIT TYPE410 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 use.

### Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

### Machine Types:

The model names of the machine do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see Chapter 1 "Machine Types", *Basic Features*.)

- Type 1: NIC FAX Unit optional
- Type 2: NIC FAX Unit standard

### Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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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 to 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® Millennium Edition (Windows Me)
  - Microsoft® Windows NT® Server network operating system version 4.0 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® XP Professional
  - Microsoft® Windows® XP Home Edition

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# What Do You Want to Do with This Machine?

This is the summary of this machine's features showing which page you have to read for detailed information.

I Want...	Reference
to change the interval time for automatic e-mail reception	p.39 "Mail RX Interval (Mail Reception Interval)"
to block out unwanted e-mail	p.41 "Auth. E-Mail RX (Authorized E-mail Reception)"
to scan a colored document and send it to computers	p.61 "Scanning a Color Original"
to adjust the color balance for color scanning	p.67 "Scanner RGB"
to send scanned documents as e-mail	p.68 "Scanning a Monochrome Original"
to send fax via the Internet	p.73 "Using Internet Fax Functions"
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to route documents sent with a SUB code to my computer through NIC FAX using an e-mail address	p.91 "Routing Received Documents"
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to route scanned documents via network	p.117 "Delivering Scanned Data"
to register frequently-used addresses, subjects and messages	p.147 "Registering Template Addresses" p.149 "Registering Template Subjects and Messages"

# How to Read This Manual

---

## Symbols

---

The following set of symbols is used in this manual.

 **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 Basic 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 Basic 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 information or preparations required prior to operating.

 **Note**

This symbol indicates precautions for operation, or actions to take after abnormal operation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

**[    ]**

Keys built into the control panel of the machine.

**[    ]**

Keys and buttons that appear on the computer's display.

# Manuals for This Machine

Three Facsimile Reference manuals are provided, the Basic Features manual, the Advanced Features manual, and Before You Use This Machine manual . For Type 2 machines and Type 1 machines with option, the NIC FAX Unit manual, NIC FAX Unit CD-ROM manual are also provided. Please refer to the manual that suits your needs.

---

## NIC FAX Unit Manual (on CD-ROM) (this manual)

---

Explains about the Scanner function, Internet Fax function, IP-Fax function, and LAN-Fax function.

 **Note**

- NIC FAX Unit is an option for Type 1.

---

## NIC FAX Unit CD-ROM Manual

---

Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM.

How to access the NIC FAX Unit manual in PDF file on the CD-ROM is also explained.

 **Note**

- NIC FAX Unit is an option for Type 1.

---

## Basic Features

---

Explains the most frequently used fax functions and operations.

---

## Advanced Features

---

Describes more advanced functions, and also explains settings for key operators.

---

## Before You Use This Machine

---

Explains how to set up your machine.



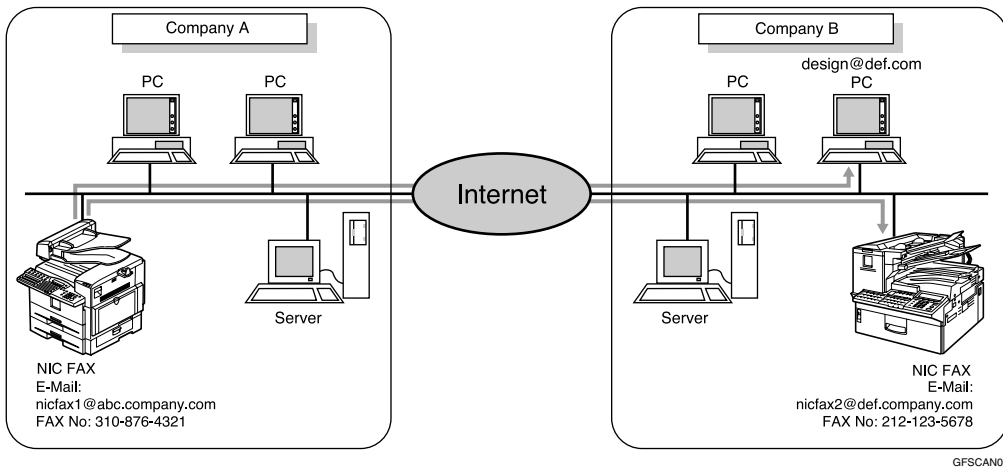


# 1. Introduction

## Scan to E-mail Functions

There are two types of scanner related functions Scan to E-mail and Network Delivery Scanner. This section describes about the Scan to E-mail function. For details about the Network Delivery Scanner function, see p.13 “Network Delivery Scanner Functions”.

Scanned documents are sent as e-mail messages with an attached image. Black and white documents are converted into PDF or TIFF-F, and color documents into PDF or JPEG images. You can specify a document format with user parameters. Also you can turn the JPEG function on and off with a user function key for Color Scanning.



### Note

- ❑ When you send e-mail with PDF or JPEG images to NIC FAX using the Scan to E-mail function, NIC FAX cannot receive the e-mail.

---

## Functions Not Supported by Scan to E-mail

---

1

The following functions are supported with standard fax transmission and reception, but not with Scan to E-mail transmission.

- Immediate Transmission for monochrome originals, Memory Transmission for color originals
- Confidential Transmission
- SUB Code Transmission
- SEP Code Polling Reception
- Polling Transmission
- Polling Reception
- Transfer Request Transmission
- Fax Header
- Label Insertion
- Dialing with the Dial Option Key
- Chain Dial
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

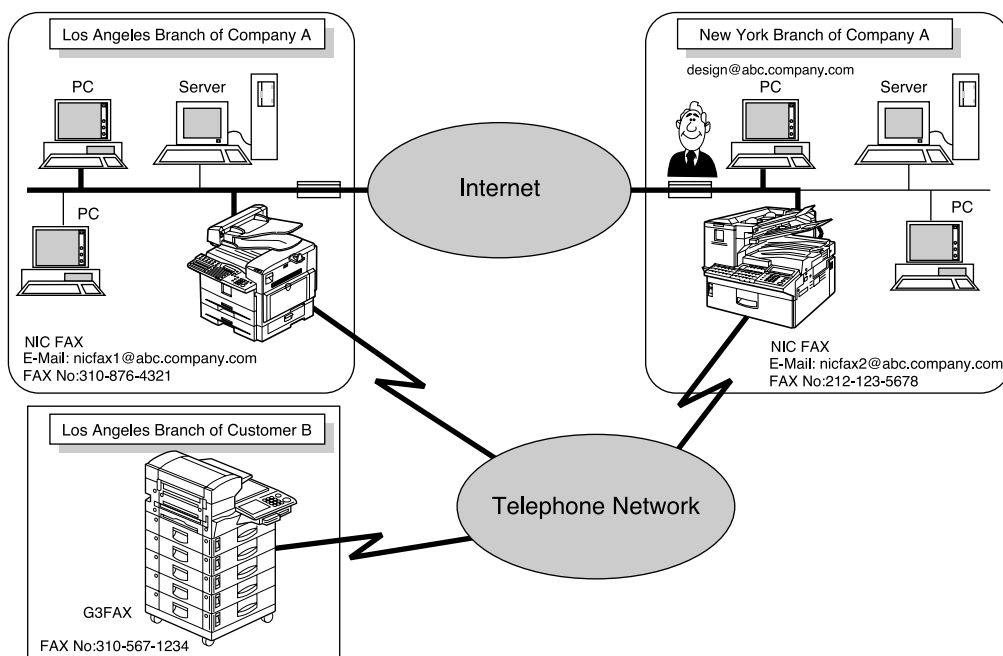
# Internet Fax Functions

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 computer. Instead of dialing the telephone number of the destination you want to send to, you enter the relevant 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 computer. To view an attached image, software capable of displaying TIFF-F formatted images is required. NIC FAX includes DeskTopBinder V2 Lite, which can be used to view, edit, and store image data.

You can also receive e-mail messages from computers or other Internet fax machines, and print or forward these.



GFINFX0E

## Note

- ❑ NIC FAX must be connected to a LAN and set up correctly in order to use its Internet fax functions. See p.23 "Getting Started".
- ❑ The Internet Fax function supported by NIC FAX is compliant with ITU-T Rec. T.37.

---

## Internet Fax Precautions

---

- Internet Fax communicates with a server over a LAN. It cannot communicate directly with other parties.
- If a transmission is not successful, NIC FAX usually receives an e-mail error notification. However, e-mail error notifications may not be transmitted for various reasons. We recommend you confirm receipt of important e-mail by calling the other party.
- The level of security for Internet communications is low. We recommend you use the telephone network for confidential communications.
- Voice communication is 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
- Confidential Transmission
- SUB Code Transmission
- ID Transmission
- Polling Transmission
- Chain Dial
- Dialing with the Dial Option Key
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

---

## 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
- Memory Lock Reception
- Polling Reception
- SEP Code Polling Reception
- Authorized Reception
- Multi-copy Reception
- Specified Tray (optional paper tray required)

# IP-Fax Functions

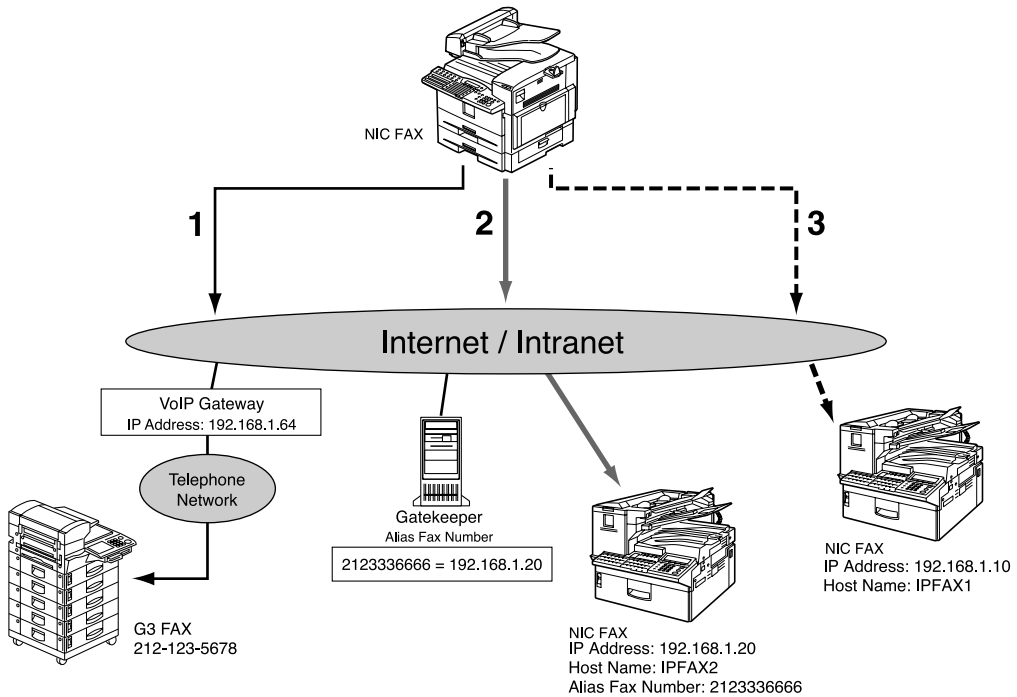
1

With the IP-Fax feature, you can send or receive faxes through fax machines directly connected to the same network using TCP/IP protocol.

Use the IP address or host name instead of the fax number to specify the destination machine, or use the alias number when using the gatekeeper.

You can also send faxes to G3 fax machines connected to PSTN via the VoIP gateways (with T.38 Function).

No e-mail server is required since NIC FAX communicates with destination fax machines connected to the same network directly. The transmission speed is higher than when using G3.



1. Transmission by specifying the destination with the IP address of VoIP gateway (192.168.1.64) and fax number of the receiver (212–123–5678)

2. Transmission by specifying the destination with the alias fax number of the receiver (2123336666)

3. Transmission by specifying the destination with the IP address or host name of the receiver (192.168.1.10 or IPFAX1)

## Note

- ❑ NIC FAX must be connected to a LAN and set up correctly in order to use its IP-Fax functions. See p.23 “Getting Started”.
- ❑ The IP-Fax function supported by NIC FAX is compliant to ITU-T Rec. T.38.

---

 **Glossary****◆ Gatekeeper**

This is a device that manages equipment connected to an IP network by converting and authenticating addresses.

**◆ VoIP (Voice over Internet Protocol)**

This is a technology that enables voice communications over the Internet by linking telephone network and IP network. VoIP gateway converts protocols to connect these different types of networks.

---

---

**IP-Fax Precautions**

---

- You cannot transmit any data to other networks where a firewall is installed.
  - The level of security for Internet communications is low. We recommend use of the telephone network for confidential communications.
  - Voice communications are not supported over a LAN.
- 

---

**Functions Not Supported by IP-Fax Transmission**

---

The following functions are supported with standard fax transmission, but not with IP-Fax transmission.

- Batch Transmission
  - Memory File Transfer
  - Manual Dial
- 

---

**Functions Not Supported by IP-Fax Reception**

---

The following functions are supported with standard fax reception, but not with IP-Fax reception.

- RDS



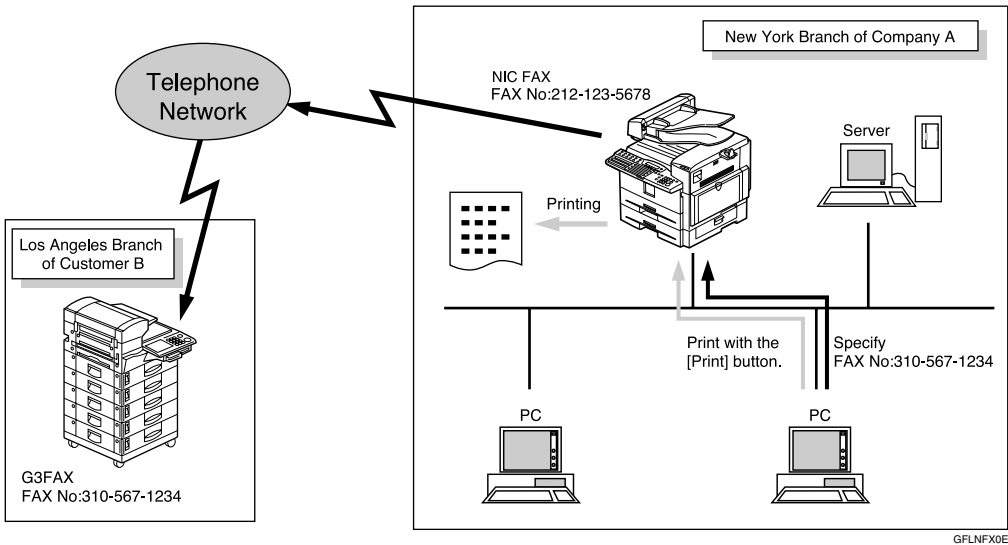
# LAN-Fax Functions

1

With a NIC FAX connected to a LAN, you can use a telephone line to send a fax created using a computer application to another fax machine.

To send a fax, simply select **[Print]** from the Windows application, and 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 and saving documents in TIFF-F file for proof checking.



**Note**

- ❑ NIC FAX must be connected to a LAN and set up correctly in order to use LAN-Fax functions. See p.23 "Getting Started".

---

## LAN-Fax Precautions

---

- When you transmit faxes, or print documents using the LAN-Fax functions, you cannot abort data transmission by pressing the **[Clear/Stop]** key while the data is being transmitted from your computer to the fax machine.

**Reference**

- p.107 "Basic Transmission"
- p.112 "Printing and Saving"

# Network Delivery Scanner Functions

You can use NIC FAX as a network scanner for ScanRouter V2 Lite/Professional. The documents scanned in by NIC FAX can be saved in the network server or in designated folders on network computers.

## Note

- ScanRouter V2 Lite and DeskTopBinder V2 Lite are on the CD-ROM which comes with your NIC FAX.
- ScanRouter V2 Professional is optional.
- Please contact your service representative if you want to use ScanRouter V2 Professional.
- For brevity, ScanRouter V2 Lite and ScanRouter V2 Professional are referred to throughout this manual as ScanRouter V2 Lite/Professional.
- There is no compatibility between the machine and ScanRouter/ScanRouter Professional. Thus, you cannot transmit documents to ScanRouter or ScanRouter Professional delivery servers.
- This function is available without using e-mail.

---

## Using ScanRouter V2 Lite Server

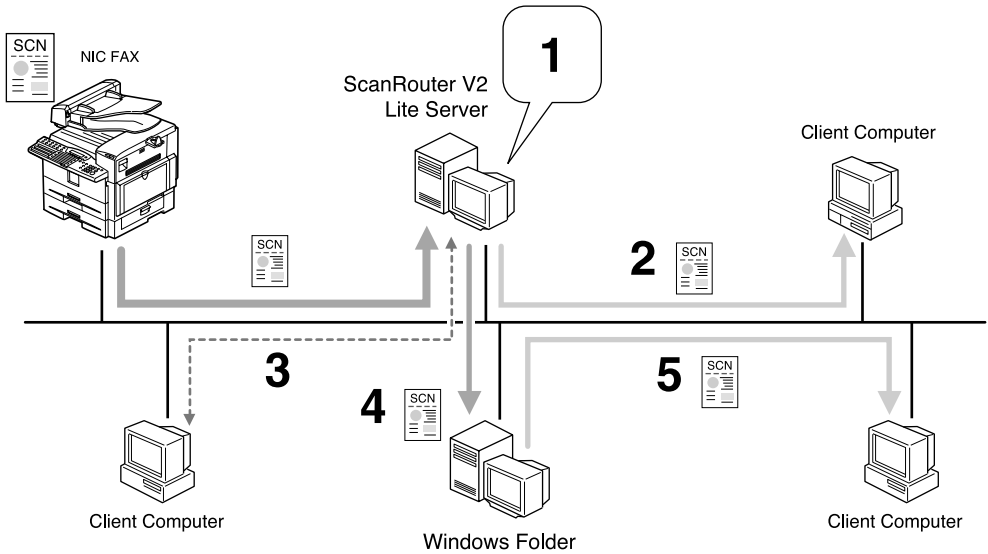
---

Documents scanned in by NIC FAX are sent to the ScanRouter V2 Lite server.

Sent documents are delivered to or saved in the following locations depending on the setting of ScanRouter V2 Lite server:

- ① ScanRouter V2 Lite server Fax In-Tray

② The designated folder on the same network as the ScanRouter V2 Lite server



GFLNFX1E

Scanned documents are:

- 1. saved in Fax In-Tray.
- 2. received with ScanRouter V2 Link.
- 3. viewed or picked up by DeskTopBinder V2 Lite.
- 4. delivered.
- 5. shared on network.

**Note**

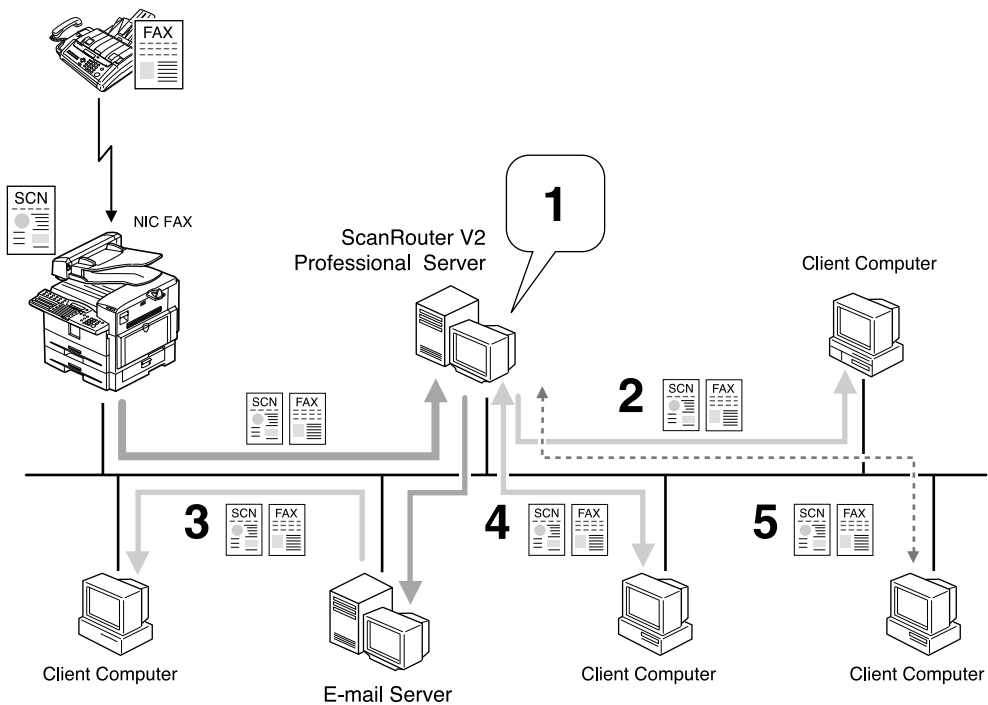
- ❑ Folders in the other computers as well as in the computer where the ScanRouter V2 Lite Server is installed can be specified as the destination as long as they are connected to the same network as the ScanRouter V2 Lite Server.

## Using ScanRouter V2 Professional Server

Documents received from other fax machines or scanned by NIC FAX itself are sent to the ScanRouter V2 Professional server.

Sent documents are delivered to or saved in the following locations depending on the setting of ScanRouter V2 Professional server:

- ① Fax In-Tray in the ScanRouter V2 Professional server
- ② The designated folder on the same network as the ScanRouter V2 Professional server
- ③ The specified e-mail address(es) set on the Fax In-Tray



GFLNFX2E

Faxed or scanned documents are:

1. saved as files in Fax In-Tray.
2. received with ScanRouter V2 Link.
3. delivered with e-mail.
4. viewed or downloaded with a Web browser.
5. viewed or picked up with DeskTopBinder V2 Lite.

### Note

- You need an e-mail server in order to transmit the scanned documents in e-mail format.
- Folders in the other computers as well as in the computer where ScanRouter V2 Professional Server is installed can be specified as the destination as long as they are connected to the same network as the ScanRouter V2 Professional Server.

---

## Functions Not Supported by Network Delivery Scanner

---

1

The following functions are supported with standard fax transmission and reception, but not with Network Delivery Scanner.

- Immediate Transmission for monochrome originals, Memory Transmission for color originals
- Confidential Transmission
- SUB Code Transmission
- SEP Code Polling Reception
- Polling Transmission
- Polling Reception
- Transfer Request Transmission
- Fax Header
- Label Insertion
- Dialing with the Dial Option Key
- Chain Dial
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

## How to Read This Manual

This manual describes the Network Delivery Scanner function that uses ScanRouter V2 Lite/Professional. Note that descriptions in some of the sections are applicable to both applications, and descriptions in other sections are applicable only to particular applications.

Refer to the table below to find the sections that contain the information about the applications you want to use.

Page Number in This Manual	ScanRouter V2 Lite	ScanRouter V2 Professional	Contents
p.117 "Delivering Scanned Data" p.120 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials" p.133 "Registering Addresses for Scanner"	Applicable	Applicable	Describes the procedure for delivering scanned documents or registering a destination. These procedures are the same for both (ScanRouter V2 Lite/Professional).
p.122 "Routing Received Fax Documents"	Not Applicable	Applicable	Provides additional information about ScanRouter V2 Professional not included in the instructions that come with the application. Read this section before you use ScanRouter V2 Professional.
p.159 "NIC FAX Display Messages" (Messages regarding the Network Scanner function only) p.162 "While Using the Network Delivery Scanner Function"	Applicable	Applicable	Provides information that is common to all (ScanRouter V2 Lite/Professional). Read this section as required.

## Necessary Operation Manuals

Several other operation manuals are provided other than this that are necessary for using ScanRouter V2 Lite/Professional. Refer to the table below to find additional instructions that are necessary to you.

### ◆ When Using ScanRouter V2 Lite

Basic Features manual/Advanced Features manual	The Basic Features manual explains the most frequently used fax functions and operations. The Advanced Features manual describes more advanced functions as well as settings for key operators.
COLOR NIC FAX UNIT TYPE410 Operating Instructions	This manual
ScanRouter V2 Lite Setup Guide <sup>*1</sup> ScanRouter V2 Lite Management Guide <sup>*2</sup>	ScanRouter V2 Lite Setup Guide describes the setup procedure for ScanRouter V2 Lite. ScanRouter V2 Lite Management Guide describes operations the Administrator needs to perform for managing and maintaining ScanRouter V2 Lite.

<sup>\*1</sup> An operation manual in PDF file that is displayed when you install ScanRouter V2 Lite

<sup>\*2</sup> An operation manual in PDF file that is registered to the Start Menu when you install ScanRouter V2 Lite

### ◆ When Using ScanRouter V2 Professional

Basic Features manual/Advanced Features manual	The Basic Features manual explains the most frequently used fax functions and operations. The Advanced Features manual describes more advanced functions as well as settings for key operators.
COLOR NIC FAX UNIT TYPE410 Operating Instructions	This manual
ScanRouter V2 Professional Setup Guide <sup>*1</sup> ScanRouter V2 Professional Management Guide <sup>*2</sup> ScanRouter V2 Professional Web Document Viewer Setup Guide <sup>*2</sup>	ScanRouter V2 Professional Setup Guide describes the setup procedure for ScanRouter V2 Professional. ScanRouter V2 Professional Management Guide describes the operation the Administrator needs to perform for managing and maintaining ScanRouter V2 Professional. ScanRouter V2 Professional Web Document Viewer Setup Guide describes the setup procedure for the server.

<sup>\*1</sup> An operation manual in PDF file that is displayed when you install ScanRouter V2 Professional

<sup>\*2</sup> An operation manual in PDF file that is registered to the Start Menu when you install ScanRouter V2 Professional

## Overview of Setting Up and Delivering Data

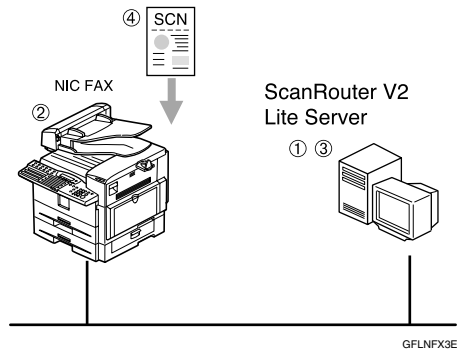
In order to deliver data to designated server or fax machines, you need to set up NIC FAX and the server correctly. First, follow the steps described below before delivering data. Note that you need to register NIC FAX by I/O device settings for ScanRouter V2 Lite/Professional.

1

### Using ScanRouter V2 Lite

#### Preparation

You need to complete "Network" settings beforehand. Also, set NIC FAX to use ScanRouter V2 Lite with user parameters. See p.166 "User Parameters" (switch 16, bit 2).



- ① Install ScanRouter V2 Lite from the CD-ROM that comes with NIC FAX. See *ScanRouter V2 Lite Setup Guide*.
- ② Register the IP address or the host name of the ScanRouter V2 Lite server with NIC FAX, and then assign the Scanner (Scan to E-mail) function to a user function key. If your machine is Type 2, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key. See p.41 "Scanner Server", p.26 "Assigning User Function Keys", and Chapter 6 "User Function Keys", *Advanced Features*.
- ③ Adjust necessary settings in the computer where ScanRouter V2 Lite is installed, and then set up destinations. See *ScanRouter V2 Lite Management Guide*.
- ④ Transmit the data from NIC FAX. See p.117 "Delivering Scanned Data".

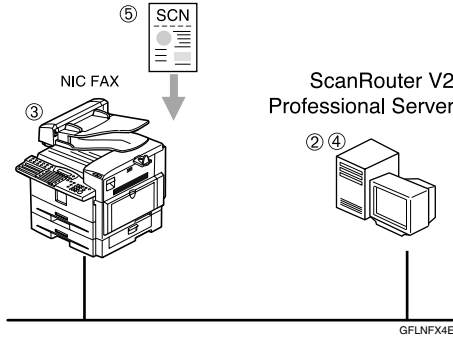


## Using ScanRouter V2 Professional

### 1 Preparation

You need to adjust "Network" settings beforehand. Also, you need to contact your service representative for the setup.

- ① Read precautions to use ScanRouter V2 Professional with NIC FAX. See p.122 "Setting up ScanRouter V2 Professional".



- ② Install ScanRouter V2 Professional on the computer server. See *ScanRouter V2 Professional Setup Guide*.
- ③ Register the IP address or the host name of the ScanRouter V2 Professional server with NIC FAX, and then assign the Scanner (Scan to E-mail) function to a user function key. If your machine is Type 2, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key. See p.41 "Scanner Server", p.26 "Assigning User Function Keys", and Chapter 6 "User Function Keys", *Advanced Features*.
- ④ Adjust necessary settings in the computer where ScanRouter V2 Professional is installed, and then set up destinations. See *ScanRouter V2 Professional Management Guide*.
- ⑤ Transmit the data from NIC FAX. See p.117 "Delivering Scanned Data".

## Precautions for Reading Instructions and Online Help

When using ScanRouter V2 Lite/Professional with NIC FAX, some specifications differ from those described in the ScanRouter V2 Lite Management Guide stored in NIC FAX Unit CD-ROM and the Operating Instructions and Help are provided with ScanRouter V2 Professional.

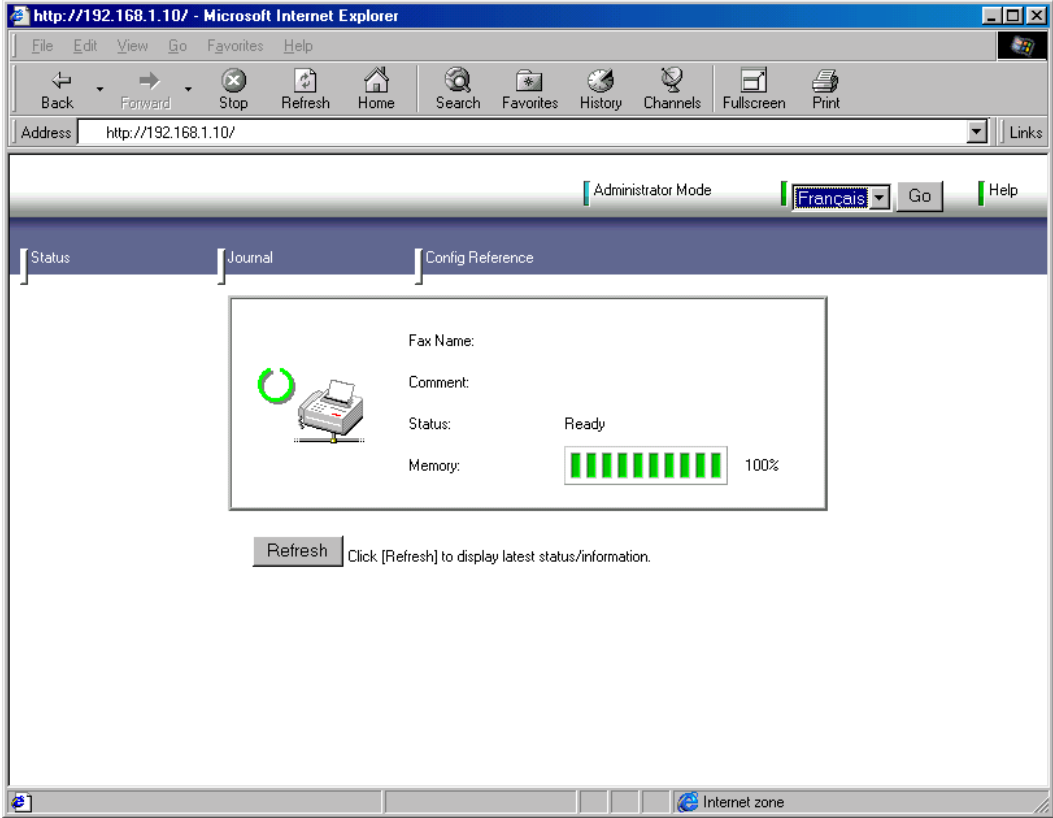
Specification differences are described below.

Function	Specification difference	ScanRouter V2 Lite	ScanRouter V2 Professional
Fax document delivery setup	NIC FAX forwards incoming faxes to ScanRouter V2 Professional via the network, thus omit the procedure described under "For a Device for Fax Delivery using RS232" in the ScanRouter V2 Professional Setup Guide.	—	Applied
Fax document delivery	<ul style="list-style-type: none"> <li>• You need to adjust the necessary settings of NIC FAX in order to use the Fax Delivery function, in addition to the settings of ScanRouter V2 Professional.</li> <li>• To specify the destination of the Fax Document Delivery using Fax Delivering ID, SUB codes are used.</li> </ul> <p><b>! Limitation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Confidential Transmission (ID Override) is not available.</li> </ul> <p>See p.122 "Fax Document Delivery Settings" for details.</p>	—	Applied
Sender's information	Since NIC FAX cannot specify the sender when transmitting the data using the Network Deliver Scanner function, the sender's information is not included in the mail header.	Applied	Applied
Display order of the users/groups	Since user/group information is not shown on NIC FAX display when specifying the destination, even if you attempt to change the order of the users/groups in the server, the change will not be reflected.	Applied	Applied
Fax port settings	You cannot assign different actions to each fax port.	Applied	Applied

# Making Settings through a Web Browser

1

Using a Web browser on your computer connected to a network, you can check the condition of fax communications as well as make changes to settings.



**Note**

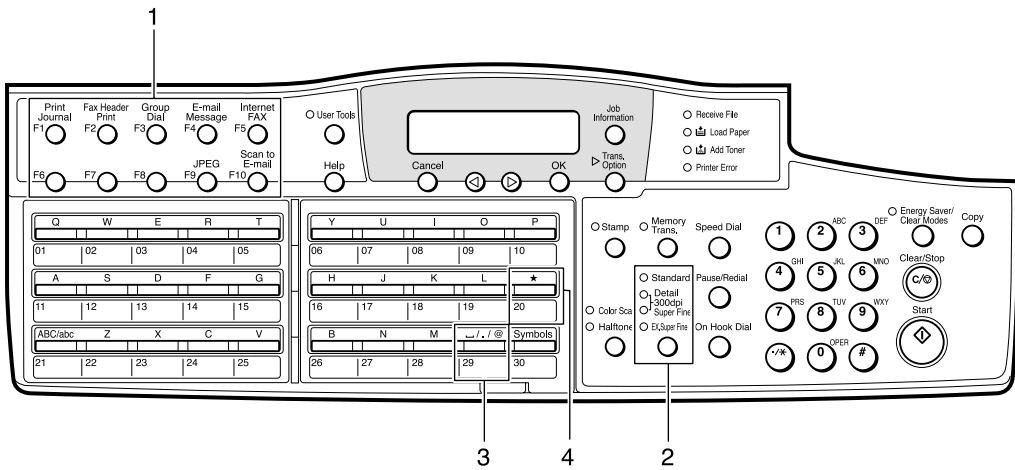
- ❑ You need to connect NIC FAX to a LAN and make "Network" settings in order to make fax settings through a Web browser. See p.23 "Getting Started".
- ❑ See p.153 "Making Settings through a Web Browser" for information about basic procedures and settings you can make.
- ❑ Use online Help to learn the procedures for making various settings. You need to make settings before using online Help. See p.157 "Using Online Help".

# 2. Getting Started

## Control Panel

This section describes the control panel buttons and indicators that are unique to Scanner, Internet Fax, IP-Fax and functions. See Chapter 1 "Control Panel", *Basic Features* for details on other control panel buttons and indicators.

The following illustration is for Type 2.



ZHMS010N

### 1. User Function keys

You can assign the following functions to user function keys according your needs.

- Auto Mail Reception
- Mail Reception
- Mail Options
- E-mail Message
- Internet FAX
- JPEG
- Scanner (Scan to E-mail)

#### Note

- ❑ On Type 2 machines, the E-mail Message function is pre-assigned to the **[F4]** key, Internet FAX function to the **[F5]** key, JPEG function key to the **[F9]** key, and the Scanner (Scan to E-mail) function to the **[F10]** key.
- ❑ If your machine is Type 1 and assign the E-mail Message, Internet FAX, JPEG, or Scanner (Scan to E-mail) function to a user function key, put the label come with NIC FAX.

### Reference

p.26 "Assigning User Function Keys"

### 2. Resolution key

Press the Resolution key to toggle the resolutions (Standard, Detail, 300dpi, Super Fine, and Extra Super Fine) depending on how finely you want to transmit documents. See Chapter 2 "Resolution", *Basic Features*.

#### Note

- ❑ When selecting 300dpi, both the Detail and Super Fine indicators are lit.
- ❑ To select Extra Super Fine, you need to change the setting with user parameters. See p.166 "User Parameters" (switch 20, bit 2).

### 3. Space [.] [ @ ] key (when selecting the QWERTY layout)

You can use Space, ".", and "@" to enter e-mail address, IP address, host name or alias fax number. Depending on the key layout, the characters you can enter with Quick Dial keys differ. See Chapter 7 "Key Layout", *Advanced Features*.

#### Note

- Characters you can enter using Quick Dial keys differ depending on layout. To set a layout, see Chapter 7 "Key Layout", *Advanced Features*.

### 4. [★] key

You can register letter strings under this key and extract them entering e-mail addresses, subjects, and messages.

You can register the following letter strings:

- To enter e-mail addresses  
By registering strings like ".com" or ".net", you can enter e-mail addresses easily.

#### Reference

p.147 "Registering Template Addresses"

- To enter subjects and messages of e-mail  
By registering subjects and messages you often use beforehand, you can enter them easily.

#### Reference

p.149 "Registering Template Subjects and Messages"

# Before Using Network Functions

Before using network functions, you need to connect the machine to a LAN, and assign necessary functions to the user function keys.

## Connecting to a LAN

NIC FAX uses TCP/IP protocol to communicate over a LAN, and must be connected to the LAN with 10BASE-T or 100BASE-TX LAN cable.

### ❖ 10BASE-T

10BASE-T refers to a twisted pair IEEE802.3 (Ethernet) cable that supports LAN communication at 10 Mbps. Use cables of category 3, 4 or 5 to connect to the machine.

### ❖ 100BASE-TX

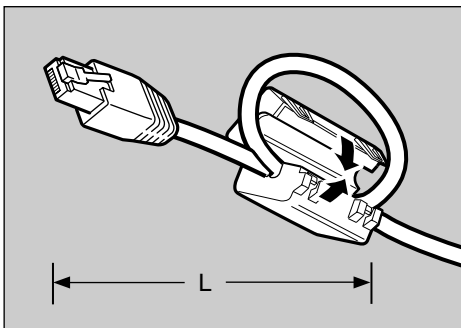
100BASE-TX refers to a twisted pair IEEE802.3u (Ethernet) cable that supports LAN communication at 100 Mbps. Use cables of category 5 to connect to the machine.

### Note

- ❑ A LAN cable is not supplied with NIC FAX.

### **1** Attach the ferrite core.

Loop the cable and attach the ferrite core as shown.

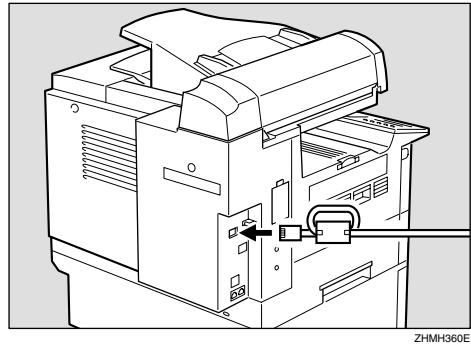


ZHMP120

### Note

- ❑ The LAN cable loop should be about 5.1 cm (2 inches) (L) from the end.

### **2** Connect the cable to the LAN port on the rear of NIC FAX.



### **3** Plug the other end of the cable into a hub.

## Assigning User Function Keys

Assign necessary functions to the user function keys in advance.

### ❖ Auto Mail Reception

Press the user function key assigned to 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. It is recommended to assign the Auto Mail Reception function to a user function key if you frequently switch the function. See p.88 "Auto Mail Reception".

You also can turn on or off in "Auto Mail RX (Auto Mail Reception)" of the "Network" settings. See p.42 "Auto Mail RX (Auto Mail Reception)".

### ❖ Mail Reception

Press the user function key assigned to the Mail Reception function to check the e-mail server and receive any new e-mail. Use this key if you do not want to wait for the machine to check the server automatically. This is the same function as "Mail Reception" under **【Job Information】**. It is recommended to assign the Mail Reception function to a user function key if you frequently check e-mail, in addition to Auto Mail Reception. See p.88 "Manual Mail Reception".

### ❖ Mail Options

You can enter a subject and/or message, and set the Heading, Reception Confirmation and Viewer URL Information function. These are the same functions as "Mail Options" under **【Trans. Option】**.

### 🔍 Reference

p.61 "Using Scan to E-mail Functions"

p.74 "Transmitting Internet Fax"

### ❖ E-mail Message

You can enter a message by pressing the user function key assigned to the E-mail Message function after entering a subject.

This key also enables you to register subjects/messages on the Template: Subject display.

### 📝 Note

- ❑ On Type 2 machines, the E-mail Message function is pre-assigned to the **【F4】** key.

### 🔍 Reference

p.61 "Using Scan to E-mail Functions"

p.74 "Transmitting Internet Fax"

p.149 "Registering Template Subjects and Messages"

### ❖ Internet FAX

You need to assign this function when you enter an e-mail address, IP address, host name, or alias fax number.

Pressing the user function key pre-assigned to the Internet FAX function changes the Quick Dial key's function and you can enter alphabets, "." (period)", "@ (at mark)", "-" (hyphen)", "\_" (under bar)" and other symbols.

### 📝 Note

- ❑ On Type 2 machines, the Internet FAX function is pre-assigned to the **【F5】** key.

## ❖ JPEG

You can assign this function when you send color documents using the Scanner function. You can select whether you send color documents in JPEG format or not (PDF file) by pressing the user function key assigned to the function. You can also select "JPEG" or "PDF" with user parameters. If you frequently change format, it is recommended you assign the JPEG function to a user function key.

### Note

- On Type 2 machines, the JPEG function is pre-assigned to the **[F9]** key.

### Reference

p.166 "User Parameters"  
(switch 17, bit 5)

## ❖ Scanner (Scan to E-mail)

This function must be assigned in order to use Scan to E-mail or Network Delivery Scanner.

To send scanned documents to computers using Scan to E-mail, press the assigned user function key to specify the mail address. To send documents scanned with the Network Delivery Scanner to a ScanRouter V2 Lite server or a ScanRouter V2 Professional server, press the user function key to specify the server-registered destinations.

### Note

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.
- When a user function key assigned to the Scanner (Scan to E-mail) function is pressed, the "Scanner" display appears.

### Reference

See Chapter 6 "User Function Keys", *Advanced Features* for details about how to assign these functions to user function keys.



# NIC FAX Initial Settings

NIC FAX settings of the machine include the following items.

❖ **How to Read This Table**

Required: Setting required

Optional: Setting required in order to use function, or as necessary

—: Setting not required

\*1 Items you can acquire from the DHCP server when the Network Boot function is active

\*2 Items you cannot set using the Web browser  
Other items you can set using the Web browser

❖ **TCP/IP settings**

Item	Used function							
	Scanner function			Internet Fax function			IP-Fax function	LAN-Fax function
	Scan to E-mail		Network Delivery Scanner	E-mail transmission	POP reception	SMTP reception		
	POP reception of error mail	SMTP reception of error mail						
IP Address *1	Required			Required	Required	Required	Required	Required
Subnet Mask *1	Required			Required	Required	Required	Required	Required
Gateway Address *1	Required			Required	Required	Required	Required	Required
Host Name	Optional	Optional	—	Required	Optional	Required	Optional	Optional
Domain Name *1	Optional	Optional	—	Required	Optional	Required	Optional	—
DNS Address 1 *1	Optional			Optional	Optional	Optional	Optional	Optional
DNS Address 2 *1	Optional			Optional	Optional	Optional	Optional	Optional
Access Control	Optional			Optional	Optional	Optional	Optional	Optional
Access Mask	Optional			Optional	Optional	Optional	Optional	Optional
Network Boot	Optional			Optional	Optional	Optional	Optional	Optional
WINS Server Addr. (WINS server address) *1	—			—	—	Optional	Optional	Optional

## ◆ Mail Server settings

Item	Used function					
	Scanner function			Internet Fax function		
	Scan to E-mail		Network Delivery Scanner	E-mail transmission	POP reception	SMTP reception
	POP reception of error mail	SMTP reception of error mail				
SMTP Server *1	Required	Required	—	Required	Required	Required
POP Server *1	Required	—	—	—	Required	—
Mail Address	Required	Required	—	Required	Required	Required
Account Name	Required	—	—	Optional	Required	—
Password	Required	—	—	Optional	Required	—
Mail RX Interval (Mail reception interval)	Optional	—	—	—	Optional	—
Time Zone	Required	Required	—	Required	Required	Required
Mail to Admin. (Mail to administrator)	Optional	Optional	—	Optional	Optional	Optional
Backup Mail TX (Backup mail transmission)	Optional	Optional	—	Optional	Optional	Optional
Max. Mail Size (Maximum mail size) *2	Optional	—	—	Optional	—	—
Auth. E-Mail RX (Authorized e-mail reception) *2	—	Optional	—	—	—	Optional
Scanner Address	—	—	Required	—	—	—
Template: Subject *2	Optional	Optional	—	Optional	—	—

## ◆ IP-Fax Parameter settings

Item	Used function
	IP-Fax function
GateKeeper Address	Optional
Own Fax Number (Alias fax number)	Optional

 **Note**

- ❑ After making the settings, print out the list of parameter settings and save it for future reference. See Chapter 7 "How to Set the User Parameters - Printing the User Parameter List", *Advanced Features*.
- ❑ To acquire the set values from the DHCP server using the Network Boot function, you need to register the set values on the DHCP server beforehand.
- ❑ You can set the reception protocol to IMAP4 with user parameters. IMAP (Internet Message Access Protocol) receives e-mail from the e-mail server. If you receive e-mail from an IMAP4 server, set IMAP4. See p.166 "User Parameters" (switch 17, bit 6).
- ❑ Set "Yes" with user parameters beforehand to use the gatekeeper for IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0).

 **Reference**

- p.93 "SMTP Reception"
- p.153 "Making Settings through a Web Browser"

**◆ Safer E-mail Transmission and Reception**

To transmit and receive e-mail via the Internet with more security, you can use APOP, SMTP authentication, and POP before SMTP for NIC FAX.

Function	Descriptions	Setting
APOP	When you use APOP, passwords are encrypted when e-mail is received. It is safer than POP3 authentication (clear text) which does not encrypt.  To use APOP, you need to use a POP server that supports APOP.	Set "Use APOP" to "Yes" with user parameters. See p.166 "User Parameters" (switch 18, bit 1).
SMTP authentication	SMTP authentication (SMTP-AUTH) is an SMTP function that authenticates users to prevent e-mail transmission via unauthorized access to your server.  To use the SMTP authentication function, you need to use an SMTP server that supports any of three systems of SMTP authentication (CRAM-MD5, PLAIN, LOGIN).  The account name and password specified in the "Mail Server" settings are used for SMTP authentication. Other account names and passwords cannot be specified.	Set "Execute SMTP authentication" to "Yes" with user parameters. See p.166 "User Parameters" (switch 18, bit 2).
POP before SMTP	This function prevents unauthorized access to the SMTP server, and requires users to access and log on the POP server before e-mail transmission.	Set "Access the POP server before accessing the SMTP server at the time of e-mail transmission" to "Yes" with user parameters. See p.166 "User Parameters" (switch 18, bit 6).

If the IMAP server supports AUTHENTICATE command (CRAM-MD5, PLAIN, LOGIN), the user authentication enables logon with more security.

## ❖ Network Boot

Network boot automatically acquires information related to network settings from the network's DHCP server. Setting Network Boot to "DHCP" activates the Network Boot function. See p.37 "Network Boot".

You do not need to set that information on the machine. You can acquire the following information from the DHCP server:

Acquired information	Descriptions	Note
<ul style="list-style-type: none"> <li>• IP Address</li> <li>• Subnet Mask</li> <li>• Gateway Address</li> </ul>	Even if you specify these on the machine, information acquired from the DHCP server is valid.	<ul style="list-style-type: none"> <li>• On the Network setting display, the values you specify on the machine always appear.</li> </ul>
<ul style="list-style-type: none"> <li>• Domain Name</li> <li>• DNS Address 1</li> <li>• DNS Address 2</li> <li>• WINS Addr.</li> <li>• SMTP Server</li> <li>• POP Server</li> </ul>	If you specify these on the machine, they are valid. If you do not, information acquired from the DHCP server is valid.	<ul style="list-style-type: none"> <li>• The User Parameter List shows both the values you specify on the machine and those the DHCP server acquires. See Chapter 7 "How to Set the User Parameters - Printing User Parameter List", <i>Advanced Features</i>.</li> <li>• You can check currently-valid ones only among values the DHCP server acquires using the Web browser. See p.153 "Making Settings through a Web Browser".</li> </ul>

### Note

- Servers that have been confirmed to work as DHCP server are Windows NT Server 4.0, and Windows 2000 Server.
- DHCP (Dynamic Host Configuration Protocol) automatically assigns IP addresses and other necessary settings to devices on the network.
- To use a DHCP server, the DHCP server (or DHCP relay agent) has to be installed on the same subnet.
- If the DHCP server cannot assign an IP address, an IP address that is not used on network and begins with "169.254", is automatically selected and used. Then, the fax machine periodically accesses the DHCP server to acquire an IP address, and when successful, the IP address is changed to the new one. This is called AutoNet function. While the AutoNet function runs, neither of the Scanner function, Internet Fax function, IP-Fax function and LAN-Fax function can be used.
- When Network Boot is set to "DHCP" and the fax machine runs, the IP address of the fax machine may be changed. To maintain the DHCP server-assigned IP address, do one of the following:
  - Reserve the NIC FAX IP address (MAC address) you want to use on the DHCP server, so the fixed address is allocated to NIC FAX.
  - Lease the IP address for an indefinite time.

**❖ WINS Server**

If a WINS server is running, the fax machine registers the host name and IP address to the WINS server, and renews them periodically. Computers with the WINS client function allow you to communicate with the fax machine using the host name instead of the IP address. To use a WINS server, you need to specify the WINS server address. See p.37 “WINS Server Addr. (WINS Server Address)”.

2

** Note**

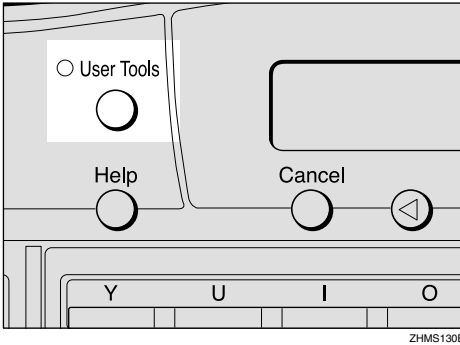
- Servers that have been confirmed to work as WINS server are Windows NT Server 4.0 Service Pack 4 and higher, and Windows 2000 Server.
- WINS (Windows Internet Name Service) associates the IP address allocated to the device on network with the computer name (host name).
- This function searches for NIC FAX using the name from your computer. You cannot inquire the computer name from NIC FAX with the WINS server.
- Only the scope ID allocated by the DHCP server is available.

**❖ Other Settings**

- To back up incoming and outgoing faxes, see Chapter 3, "Backup File Transmission" and Chapter 7 "Memory File Transfer", *Advanced Features*.
- To specify the SUB code and route documents from NIC FAX to destinations with set user codes, see p.91 “Routing Received Documents”.
- To forward received documents to registered destinations based on Own Name, Own Fax Number or sender's e-mail address, see p.92 “Forwarding Received Documents”.
- When you send a fax or e-mail specifying the user code, a Communication Result Report is sent to the routing destination's e-mail address. For details, see p.177 “Communication Result Report”.

## Network Settings

- 1 Press the **[User Tools]** key.



The User Tools main menu appears.

### Note

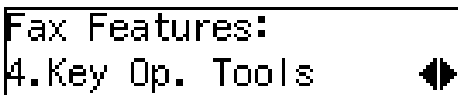
- Make sure the machine shows the standby display. If it does not, see Chapter 1 "Standby Display", *Basic Features* to return to the standby display.

- 2 Press the **[Left]** or **[Right]** key to display "2. Fax Features".



- 3 Press the **[OK]** key.

- 4 Press the **[Left]** or **[Right]** key to display "4. Key Op. Tools".



- 5 Press the **[OK]** key.

- 6 Press **[2] [2] [2] [2]**, and then press the **[OK]** key.

- 7 Press the **[Left]** or **[Right]** key to display "15. Network".



### Note

- The number of the function differs depending on the options installed.

- 8 Press the **[OK]** key.



- 9 Press the **[Left]** or **[Right]** key to display the item you want to set.

### Note

- For further steps, see p.33 "TCP/IP Settings", p.37 "Mail Server Settings", and p.42 "Auto Mail RX (Auto Mail Reception)".

## TCP/IP Settings

- 1 Press the **[Left]** or **[Right]** key to display "1. TCP/IP".



- 2 Press the **[OK]** key.



- 3 Press the **[Left]** or **[Right]** key to display the item you want to set, and then press the **[OK]** key.

### Note

- If you make a mistake, press the **[Cancel]** key to try again.

### IP Address

Enter the IP address.

The IP (Internet Protocol) address is used by TCP/IP protocol to identify a particular computer.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the IP address using the number keys.

```
IP Address:  Press OK
[192.168.  1. 10]
```

#### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the TCP/IP settings menu.

### Subnet Mask

Enter the subnet mask.

The subnet mask is a group of bits whose value operates on the IP address to separate the network ID portion from the host ID to identify a subnetwork.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the subnet mask using the number keys.

```
Subnet Mask:  Press OK
[255.255.255. 0]
```

#### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the TCP/IP settings menu.

### Gateway Address

Enter the default gateway address.

This is the IP address of the router through which connection is made to other networks.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the gateway address using the number keys.

```
Gateway Address:  /OK
[192.168.  1.  1]
```

#### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the TCP/IP settings menu.

---

## Host Name

---

Enter the host name of NIC FAX.

Consult your systems administrator if you are unsure about this setting.

**① Enter the host name.**

```
Host Name: [abc] /OK
fax1
```

 **Note**

- You can enter up to 63 characters for a host name.
- To use the WINS server, enter 13 or fewer characters. If you enter 14 or more characters, they are not registered in the WINS server.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

**② Press the [OK] key.**

The display returns to the TCP/IP settings menu.

---

## Domain Name

---

Enter the domain name of NIC FAX.

Domain name represents the organization you belong to on the Internet.

Consult your systems administrator if you are unsure about this setting.

**① Enter the domain name.**

```
Domain Name: [abc] /OK
company.com
```

 **Note**

- You can enter up to 63 characters for a domain name.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

**② Press the [OK] key.**

The display returns to the TCP/IP settings menu.

---

## DNS Address 1

---

Enter the primary DNS server IP address of the network to which NIC FAX is connected.

The DNS server uses DNS (Domain Name System) to manage the computer names (host names) and IP addresses of the computers on the network. When the DNS server is operative, you can find the IP address within the host name.

Consult your systems administrator if you are unsure about this setting.

**① Enter the primary DNS server address using the number keys.**

```
DNS Address 1: Press OK
[192.168. 1. 60]
```

 **Note**

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

**② Press the [OK] key.**

The display returns to the TCP/IP settings menu.



---

## DNS Address 2

---

Enter the secondary DNS server IP address of the network to which NIC FAX is connected.

You may set the DNS Address 2 when two domain name systems are connected to your machine. A connection is made to DNS 2 only if DNS 1 does not respond.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the secondary DNS server address using the number keys.

```
DNS Address 2: Press OK
[192.168.  1. 61]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the TCP/IP settings menu.

---

## Access Control

---

Enter the access control setting.

When using the Web browser monitoring function or LAN-Fax function, access control determines the IP address(es) that can connect to NIC FAX.

Consult your systems administrator if you are unsure about this setting. If you do not want to use this feature, leave the setting as "0.0.0.0".

- 1 Enter the Access Control setting using the number keys.

```
Access Control: /OK
[ 0. 0. 0. 0]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the TCP/IP settings menu.

---

## Access Mask

---

Enter the access mask.

Enter a mask that specifies the range of IP addresses that can be connected based upon the access control setting.

- Example:

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.

Consult your systems administrator if you are unsure about this setting. If you set this value to "0.0.0.0", Access Control is not available.

- 1 Enter the access mask using the number keys.

```
Access Mask: Press OK
[ 0. 0. 0. 0]
```

### Note

- Press the ⏪ or ⏩ key to move the display cursor.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

**2 Press the [OK] key.**

The display returns to the TCP/IP settings menu.

**Network Boot**

Set the Network Boot setting to "DHCP" if you use the Network Boot function with the DHCP server.

Consult your systems administrator if you are unsure about this setting.

**Reference**

p.31 "Network Boot"

**1 Press the ⏪ or ⏩ key to select "Off" or "DHCP".**

```
Network Boot:  ⏪/OK
                Off  [DHCP]
```

**2 Press the [OK] key.**

The display returns to the TCP/IP settings menu.

**WINS Server Addr. (WINS Server Address)**

Enter the IP address of the WINS server.

Consult your systems administrator if you are unsure about this setting.

**Reference**

p.32 "WINS Server"

**1 Enter the IP address of the WINS server using the number keys.**

```
WINS Server Addr.: /OK
[192.168.  1. 68]
```

**2 Press the [OK] key.**

The display returns to the TCP/IP settings menu.

**Mail Server Settings****1 Press the ⏪ or ⏩ key to display "2. Mail Server".**

```
Network:
2. Mail Server  ⏪
```

**2 Press the [OK] key.**

```
Mail Server:
1. SMTP Server  ⏪
```

**3 Press the ⏪ or ⏩ key to display the item you want to set, and then press the [OK] key.****Note**

- If you make a mistake, press the **[Cancel]** key to try again.
- You can enter "." and "@" with the Quick Dial key in each address setting. Pressing the **[Symbols]** key enables entering symbols. Pressing the **[ABC/abc]** key switches between upper cases and lower cases.

**SMTP Server**

Enter the IP address of the SMTP server.

The SMTP server is the server that delivers e-mail over the Internet.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the SMTP server address using the number keys.**

```
SMTP Server: [abc] /OK
192.168.15.32
```

**Note**

- If you make a mistake, press the **[Clear/Stop]** key to try again.
- The SMTP server can also be specified as a domain. In this case, you must specify the DNS server address beforehand.
- You can enter up to 127 characters for a domain.

**2 Press the [OK] key.**

The display returns to the Mail Server settings menu.

---

### POP Server

---

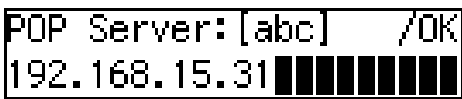
Enter the IP address of the POP server.

The POP server is the server that receives e-mail over the Internet.

If you use IMAP4 server, specify the IMAP4 address in the following procedure. Also, you need to set IMAP4 with user parameters. See p.166 "User Parameters"(switch 17, bit 6).

Consult your systems administrator if you are unsure about this setting.

**1 Enter the POP server address using the number keys.**



**Note**

- If you make a mistake, press the **[Clear/Stop]** key to try again.
- The POP server can also be specified as a domain. In this case, you must specify the DNS server address beforehand.
- You can enter up to 127 characters for a domain.

**2 Press the [OK] key.**

The display returns to the Mail Server settings menu.

---

### Mail Address

---

Enter the mail address of NIC FAX.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the mail address.**



**Note**

- You can enter up to 127 characters for a mail address.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

**2 Press the [OK] key.**

The display returns to the Mail Server settings menu.

---

### Account Name

---

Enter the account name to be used for connection to the POP server.

Consult your systems administrator if you are unsure about this setting.

**1 Enter the account name.**



**Note**

- You can enter up to 31 characters for an account name.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

**2 Press the [OK] key.**

The display returns to the Mail Server settings menu.

---

## Password

---

Enter the login password to be used for connection to the POP server.

Consult your systems administrator if you are unsure about this setting.

- 1 Enter the password.

```

Password: [abc] /OK
#####
  
```

 **Note**

- You can enter up to 31 characters for a password.
- If you make a mistake, press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

## Mail RX Interval (Mail Reception Interval)

---

When using the Auto Mail Reception function, enter the interval in minutes at which NIC FAX is to automatically check for mail.

- 1 Enter the interval for automatic reception using the number keys.

```

Mail RX Interval: /OK
[ 3] min.        (1-60)
  
```

 **Note**

- You can enter a value between 1 and 60 minutes in one-minute increments.

- 2 Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

## Time Zone

---

Enter the time difference between your time zone and Greenwich Mean Time.

- 1 Press the **[←]** or **[→]** key to adjust the time difference.

```

Time Zone:      ◀/OK
[ 0]hrs        (-12 +12)
  
```

 **Note**

- The time zone set up in this step appears on the mail header information, thus if the setting is not done correctly, the receivers will not get the correct reception time either.

- 2 Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

## Mail to Admin. (Mail to Administrator)

---

Make this setting when you want Error Mail Notifications to be sent to another address, in addition to the originator.

NIC FAX sends an Error Mail Notification and a Transfer Request Notification to the sender and a copy (CC) to the address specified with this setting.

You can also have the Journal sent to address specified with this setting. For more details about the setting, see p.81 "Transmitting Journal by E-mail".

- 1 Enter the address to which notification will be sent if an error occurs.

```
Mail to Admin.: [abc]OK
nicf1@abc.company.com
```

**Note**

- You can enter up to 127 characters.
- If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

**Backup Mail TX (Backup Mail Transmission)**

---

Make this setting when you want all outgoing e-mail sent by the Internet Fax function and monochrome Scan to E-mail function to be routed to another address in addition to the destination. A blind carbon copy (BCC) of all sent e-mail messages is sent to this address. If you want to back up outgoing faxes, see Chapter 3 "Backup File Transmission", *Advanced Features*.

- 1 Enter the e-mail backup address.

```
Backup Mail TX: [abc]OK
nicf2@abc.company.com
```

**Note**

- You can enter up to 127 characters.
- If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

- 2 Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

**Max. Mail Size (Maximum Mail Size)**

---

Make this setting when you want to limit the size of e-mail messages that are transmitted, if receivers limit e-mail size, or you cannot send large size e-mail for some reason. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

**Limitation**

- This function does not work with Backup File Transmission destinations specified on NIC FAX.

**Note**

- When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.
- Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

- 1 Press ⏪ or ⏩ key to display "1. On/Off".

```
Max. Mail Size:
1. On/Off
```

- 2 Press the **[OK]** key.

- 3 Press ⏪ or ⏩ key to select "On".

```
Max. Mail Size: ◀/OK
[On] Off
```

**Note**

- If you do not want to set a maximum e-mail size, press the ⏪ or ⏩ key to select "Off".

④ Press the **[OK]** key.

⑤ Press the ⏪ or ⏩ key to display "2. Available Size".

```
Max. Mail Size:
2. Available Size
```

⑥ Press the **[OK]** key.

⑦ Enter the file size limit using the number keys.

```
Size:          Press OK
[1000]KB      (1-9999)
```

**Note**

- You can set a file size from 1 to 9999 KB.

⑧ Press the **[OK]** key.

⑨ Press the **[Cancel]** key.

The display returns to the Mail Server settings menu.

---

### Auth. E-Mail RX (Authorized E-mail Reception)

---

This function is available on systems that allow routing of mail received via SMTP. See p.94 "Routing 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 Address: [abc]/OK
@nic.fax.com
```

**Note**

- You can enter up to 127 characters.
- If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press **[Clear/Stop]** key to try again.

② Press the **[OK]** key.

The display returns to the Mail Server settings menu.

---

### Scanner Server

---

Enter the IP address of the delivery server to transmit the scanned documents.

**Note**

- "Scanner Server" only appears on the display when ScanRouter V2 Lite is selected with user parameters or ScanRouter V2 Professional is set up by the service representative. See p.166 "User Parameters"(switch 16, bit 2).

- 1 Enter the IP address or domain name of the server.



**Note**

- If you want to enter the server address with a domain name, make sure that the DNS server address is specified in advance.
- You can enter up to 127 characters for a domain name.

- 2 Press the **[OK]** key.

The display returns to the Mail Server settings menu.

**Template: Subject**

Register template subjects and/or messages to use them in "Subject/Message" under "Mail Options". In "Subject/Message" under "Mail Options", you can easily extract and enter registered subjects/messages by pressing the **[★]** key.

For details about the setting of "Template: Subject", see p.149 "Registering Template Subjects and Messages"

**Auto Mail RX (Auto Mail Reception)**

If Auto Mail Reception function is set to "On", the machine automatically receives e-mail according to the Mail Reception Interval setting. See p.39 "Mail RX Interval (Mail Reception Interval)".

**Note**

- Set the Auto Mail Reception function to "On" or "Off" by following the procedure below, or assign a user function key to "Auto Mail RX". If you assign a user function key to "Auto Mail RX" beforehand, you can easily switch between "On" and "Off" anytime. See p.23 "Control Panel".

- 1 Press the **⏪** or **⏩** key to display "3. Auto Mail RX".



- 2 Press the **[OK]** key.

- 3 Press the **⏪** or **⏩** key to select "On" or "Off".

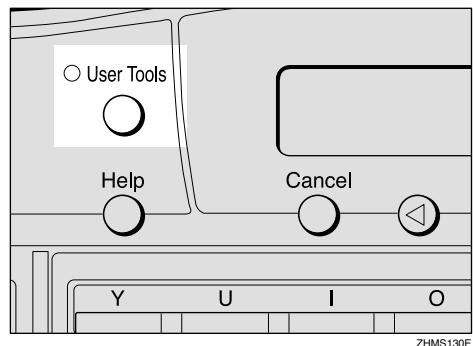


- 4 Press the **[OK]** key.

The display returns to the Network settings menu.

**Returning to the Initial Display**

- 1 Press the **[User Tools]** key.



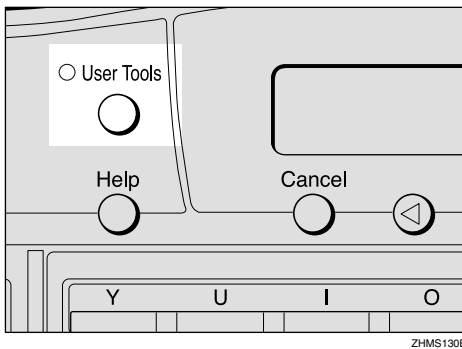
The standby display reappears.

## IP-Fax Parameter Settings

### Preparation

Select "Yes" with user parameters to use the gatekeeper for IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0).

#### 1 Press the [User Tools] key.



The User Tools main menu appears.

#### Note

- Make sure that the machine shows the standby display. If it does not, see Chapter 1 "Standby Display", *Basic Features* to return to the standby display.

#### 2 Press the ◀ or ▶ key to display "2. Fax Features".



#### 3 Press the [OK] key.

#### 4 Press the ◀ or ▶ key to display "4. Key Op. Tools".



#### 5 Press the [OK] key.

#### 6 Press [2] [2] [2] [2], and then press the [OK] key.

#### 7 Press the ◀ or ▶ key to display "16. IP-Fax Parameter".



#### Note

- The number of the function differs depending on the options installed.

#### 8 Press the [OK] key.



#### 9 Press ◀ or ▶ to display the item you want to set, and then press the [OK] key.

### Gatekeeper Address

Gatekeeper is a server which connects the telephone number and the IP address.

You need to set up the gatekeeper address to use this function.

#### 1 Enter the IP address or host name of the gatekeeper.



#### Note

- If you want to enter the gatekeeper address using the host name, make sure that the DNS server address is specified in advance.
- You can enter up to 127 characters for a host name.



- ❑ If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

**2 Press the [OK] key.**

The display returns to the IP-Fax Parameter settings menu.

---

**Own Fax Number (Alias Fax Number)**

---

Own Fax Number is an alias fax number that represents the IP address in a shortened form; that is a telephone number.

When using gatekeeper, Own Fax Number needs to be specified on NIC FAX.

**1 Enter Own Fax Number.**



**Note**

- ❑ You can enter up to 127 digits.
- ❑ You can enter digits 0 to 9, "#", and "\*".
- ❑ If you make a mistake, press the ⏪ or ⏩ key to move the display cursor, and then press the **[Clear/Stop]** key to try again.

**2 Press the [OK] key.**

The display returns to the IP-Fax Parameter settings menu.

**10 Press the [User Tools] key.**

The standby display reappears.

# Installing the Software

NIC FAX comes with a CD-ROM containing the driver and utilities for LAN-Fax and Network Delivery Scanner functions.

## Note

- ❑ This manual assumes users already have a working knowledge of Windows operating systems. Refer to the relevant Windows manual for specific details of Windows functions and operations.

## Auto-run Program

When the CD-ROM is loaded, the installer starts automatically (auto-run), allowing easy installation.

## Note

- ❑ To install NIC FAX Driver and Utilities on a Windows NT 4.0, Windows 2000, or Windows XP system, you have to be in an Administrators group.
- ❑ Depending on Windows settings, the auto-run program may not start. In such cases, double-click "SETUP.EXE" (located in the CD-ROM's root directory).
- ❑ If you do not want to start the auto-run program, hold down the shift key until your computer loads the CD-ROM and access is complete.
- ❑ If you click [**Cancel**] before installation is complete, the process stops. Restart the installer to complete installation.
- ❑ Screen displays shown in the procedure below may differ depending on versions of Windows, and environment settings.

## Quick Install

You can install software easily, using the CD-ROM provided. By simply pressing Quick Install, the following are installed:

- LAN-Fax Driver  
(Settings for the TCP/IP port are also made.)
- Address Book
- SmartNetMonitor for Client

## Note

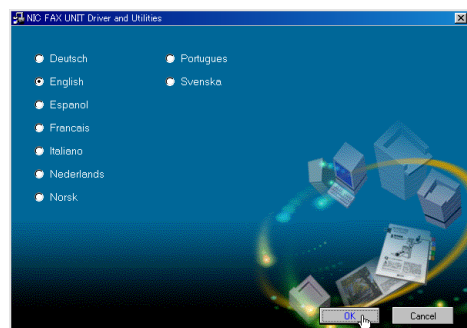
- ❑ If you have already installed SmartNetMonitor for Client, the LAN-Fax function will be ready after installing LAN-Fax Driver. See p.47 "LAN-Fax Driver".

**1** Before beginning installation, exit all other applications.

**2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on your computer.

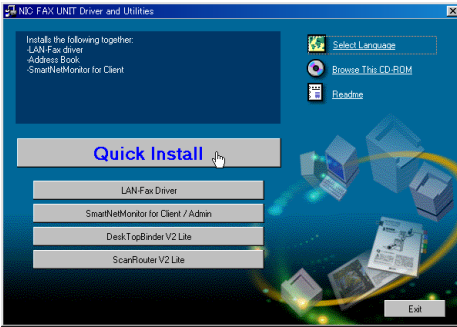
The Select Language dialog box appears.

**3** Select the language you want, and then click [OK].



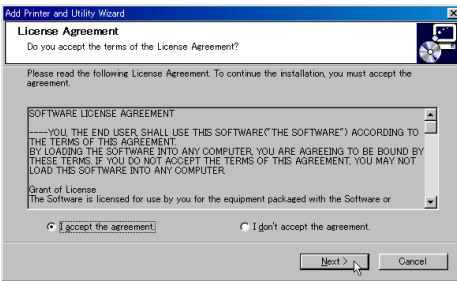
The install program starts.

**4** Click [Quick Install].

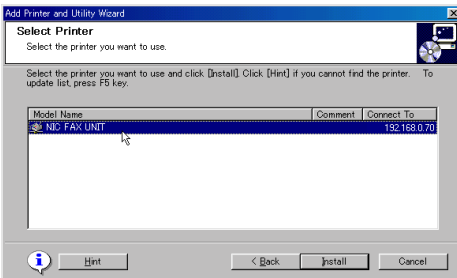


Software License Agreement appears.

**5** Make sure you read it carefully, click [I accept the agreement.], and then click [Next].

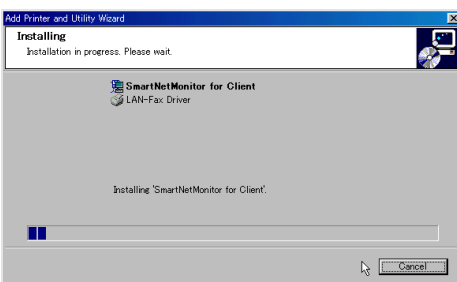


**6** Click [NIC FAX UNIT].



**7** Click [Install].

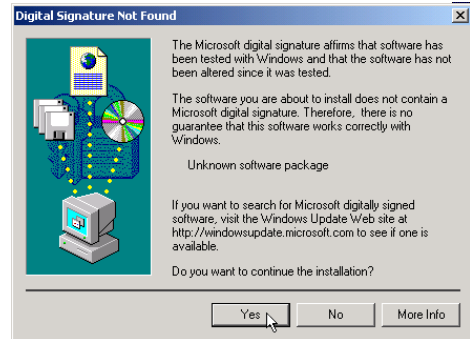
The following display appears and installation starts.



The Installation Completion dialog box appears.

**Note**

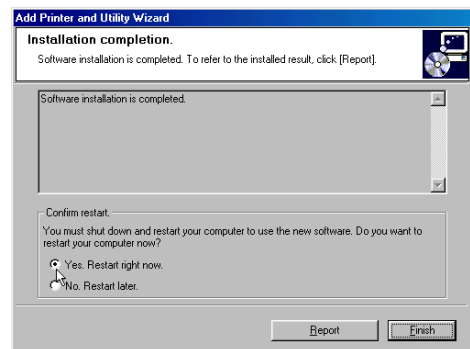
- The following display may appear during installation. Click [Yes] for Windows 2000, and [Continue Anyway] for Windows XP to continue the installation.
- Windows 2000



- Windows XP



**8** To restart the computer, click [Yes. Restart right now.]



**Note**

- If you do not want to restart the computer, click **[No. Restart later.]**
- If the **[Confirm restart]** area does not appear, proceed to step **9**.

**9** Click **[Finish]**.

If you click **[Yes. Restart right now.]** in the step **8** display, installation completes and the computer restarts.

**Note**

- If you click **[No. Restart later.]** in the step **8** display, installation completes without restarting the computer. Installed driver and utilities are available only after you restart the computer.
- To edit the printer name, on the **[Start]** menu, point to **[Settings]**, and then click **[Printers]**. Next, right-click the printer icon you want to edit the name of, and then click **[Rename]**.

## Installing the Driver and Utilities Individually

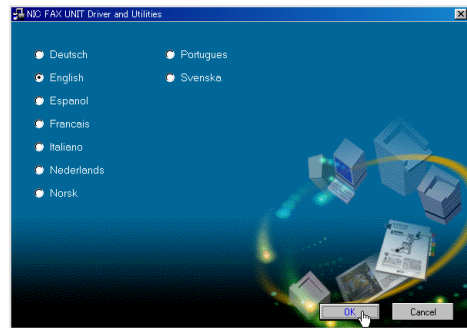
### LAN-Fax Driver

**Note**

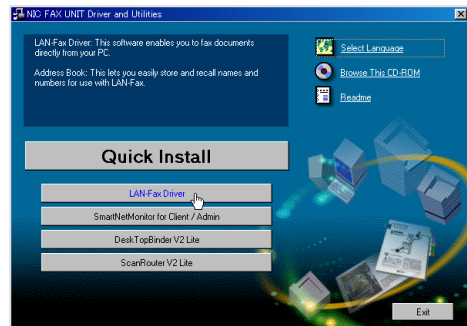
- You need to install SmartNetMonitor for Client before LAN-Fax Drivers. If SmartNetMonitor for Client is not installed, follow the steps described in SmartNetMonitor for Client. See p.50 "SmartNetMonitor for Client".

**1** Before beginning installation, exit all other applications.**2** Insert the CD-ROM that contains **NIC FAX Driver and Utilities** into the CD drive on your computer.

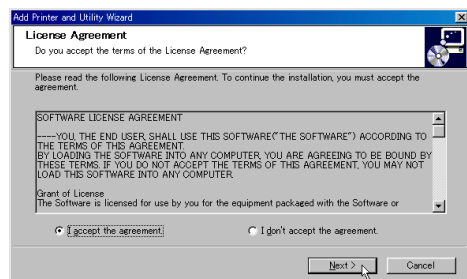
The Select Language dialog box appears.

**3** Select the language you want, and then click **[OK]**.

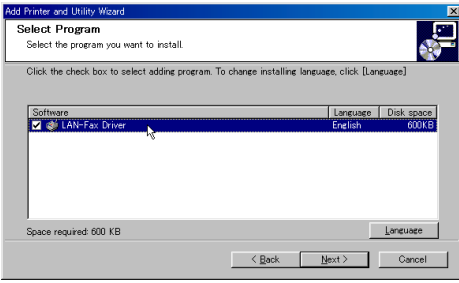
The install program starts.

**4** Click **[LAN-Fax Driver]**.

**[Add Printer and Utility Wizard]** starts, and Software License Agreement appears.

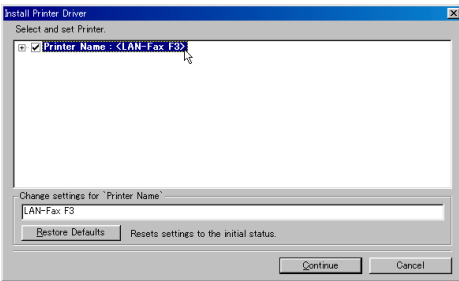
**5** Make sure you read it carefully, click **[I accept the agreement.]**, and then click **[Next]**.

**6** Click [LAN-Fax Driver].

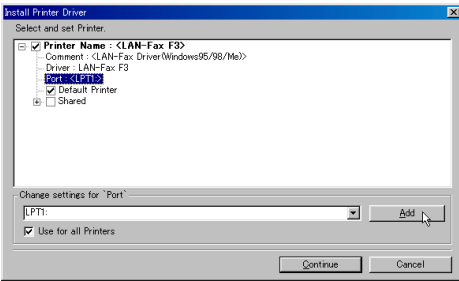


**7** Click [Next].

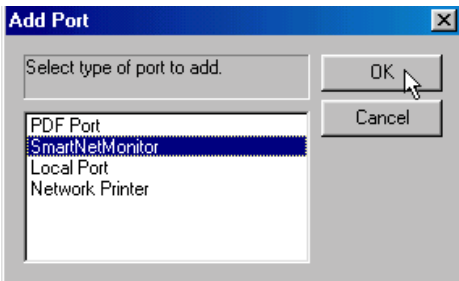
**8** Double-click [Printer Name: <LAN-Fax F3>].



**9** Click [Port], and then [Add].



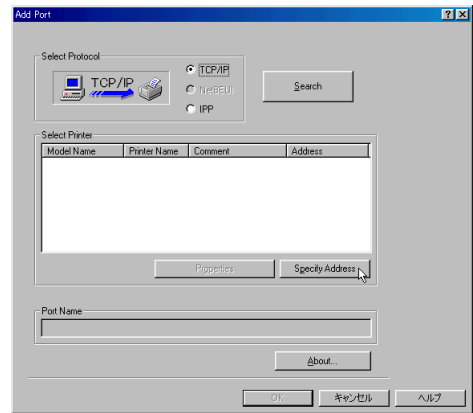
**10** Select [SmartNetMonitor], and then click [OK].



**Note**

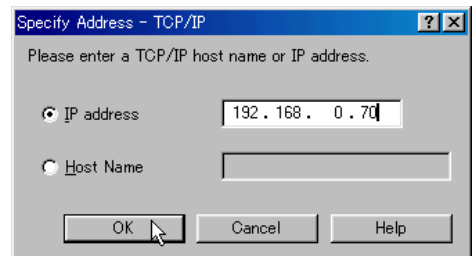
With Windows 2000 or Windows XP, do not select "Standard TCP/IP Port" as the port for LAN-Fax Driver. If "Standard TCP/IP Port" is specified, error notification will not be sent, even if an error occurs during data transmission from the computer to NIC FAX for LAN-Fax faxing or printing. See p.165 "When Using Standard TCP/IP Port".

**11** Click [Specify Address].



**12** Enter the IP address or host name assigned to NIC FAX, and then click [OK].

When entering a host name, first click [Host Name] and then enter the host name in the box to the right.



**Note**

❑ If you use the Network Boot function, specify the host name, as the NIC FAX IP address may change. In this case, you need to make the following settings to search for NIC FAX by host name:

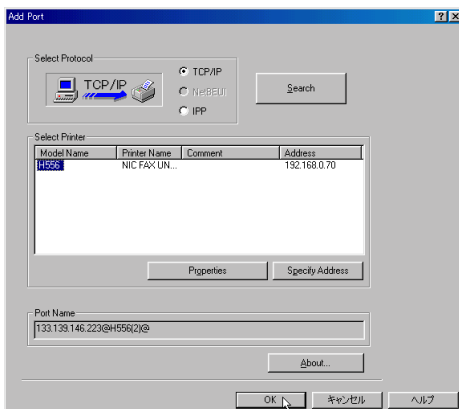
- When you use the DNS server:  
The DNS server settings must be made on the computer on which LAN-Fax Driver is being installed.
- When you use the WINS server:  
The settings of the WINS server must be made the same as those on the computer on which LAN-Fax Driver is being installed, and NIC FAX.

**Reference**

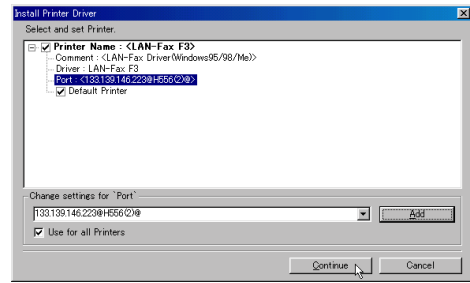
p.31 "Network Boot"

p.32 "WINS Server"

**13** Check to see if [TCP/IP] is selected and the machine's port name is displayed correctly, and then click [OK].

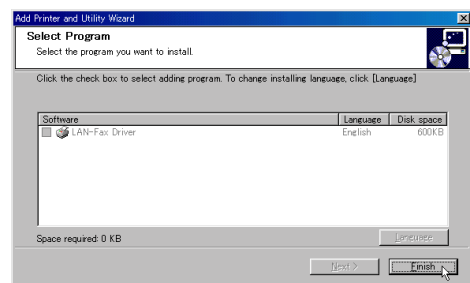


**14** Click [Continue].

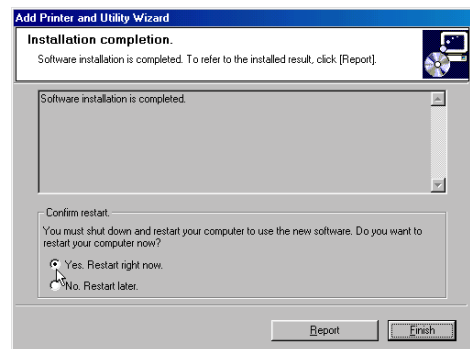


Install starts.

**15** Click [Finish].



**16** To restart the computer, click [Yes. Restart right now.]

**Note**

- ❑ If you do not want to restart the computer, click [No. Restart later.]
- ❑ If the [Confirm restart] area does not appear, proceed to step 17.

**17** Click [Finish].

If you click [Yes. Restart right now.] in the step 16 display, installation completes and the computer restarts.

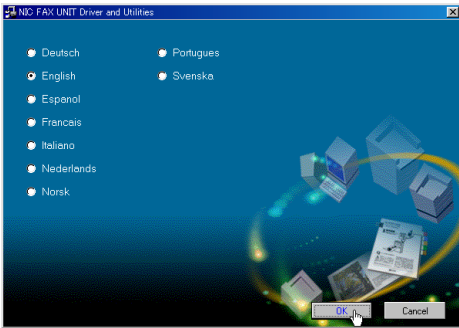
2

**Note**

- If you click **[No. Restart later.]** in the step 16 display, installation completes without restarting the computer. Installed driver and utilities are available only after you restart the computer.
- To edit the printer name, on the **[Start]** menu, point to **[Settings]**, and then click **[Printers]**. Next, right-click the printer icon you want to edit the name of, and then click **[Rename]**.

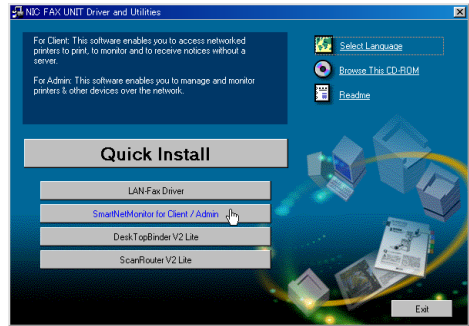
**SmartNetMonitor for Client**

- 1** Before beginning installation, exit all other applications.
- 2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on your computer. The Select Language dialog box appears.
- 3** Select the language you want, and then click **[OK]**.



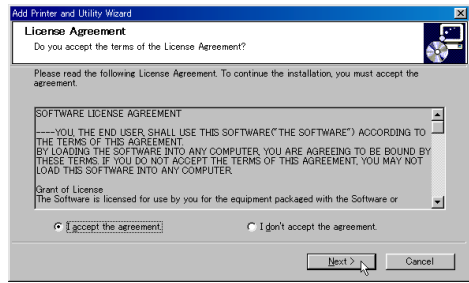
The install program starts.

- 4** Click **[SmartNetMonitor for Client / Admin]**.

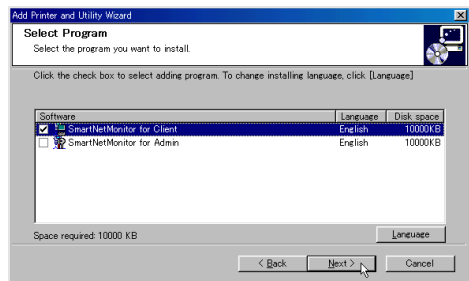


**[Add Printer and Utility Wizard]** starts, and Software License Agreement appears.

- 5** Make sure you read it carefully, click **[I accept the agreement.]**, and then click **[Next]**.



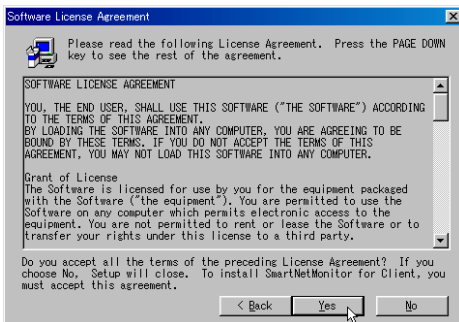
- 6** Select the **[SmartNetMonitor for Client]** check box, and then click **[Next]**.



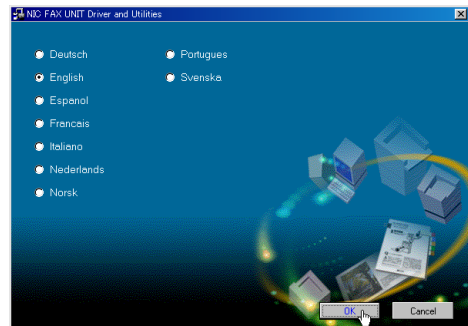
The **[Welcome]** dialog box appears.

**7** Click [Next].

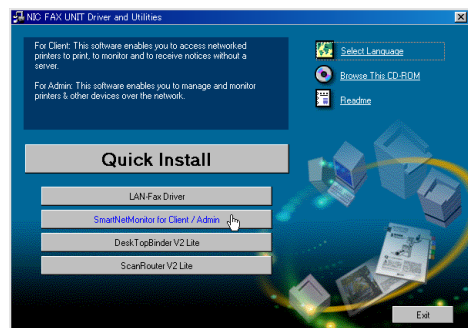
Software License Agreement appears.

**8** Make sure you read it carefully, and then click [Yes].**9** Follow the steps displayed on the screen to complete the installation of SmartNetMonitor for Client.**SmartNetMonitor for Admin****1** Before beginning installation, exit all other applications.**2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on your computer.

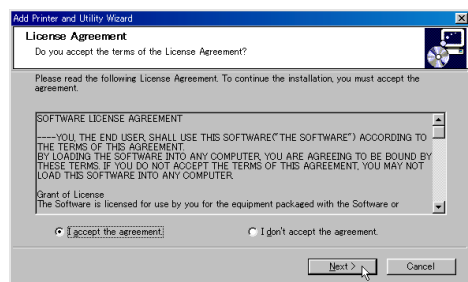
The Select Language dialog box appears.

**3** Select the language you want, and then click [OK].

The install program starts.

**4** Click [SmartNetMonitor for Client / Admin].

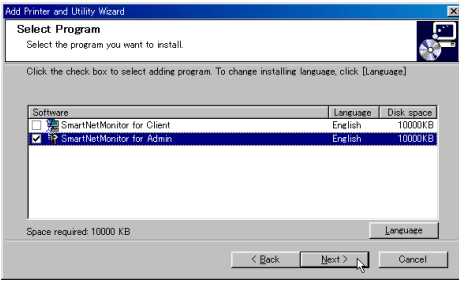
[Add Printer and Utility Wizard] starts, and Software License Agreement appears.

**5** Make sure you read it carefully, click [I accept the agreement.], and then click [Next].

2

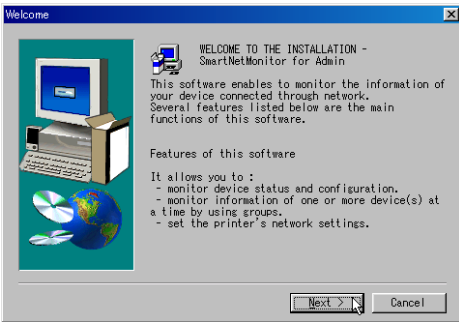


**6** Select the [SmartNetMonitor for Admin] check box, and then click [Next].



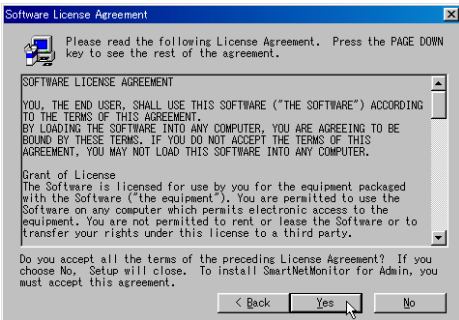
The [Welcome] dialog box appears.

**7** Click [Next].



Software License Agreement appears.

**8** Make sure you read it carefully, and then click [Yes].



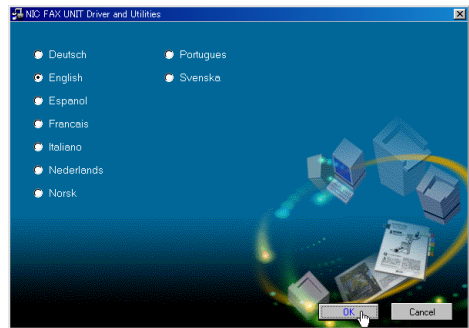
**9** Follow the steps displayed on the screen to complete installation of SmartNetMonitor for Admin.

## DeskTopBinder V2 Lite

**1** Before beginning installation, exit all other applications.

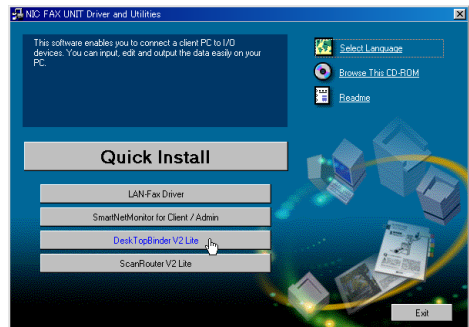
**2** Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer. The Select Language display appears.

**3** Select the language you want, and then click [OK].



The install program starts.

**4** Click [DeskTopBinder V2 Lite].



The DeskTopBinder V2 Lite Setup display appears.

**5** Click [Setup Guide] and follow the steps described in the PDF manual to complete installation.

### Note

To view the PDF manual, you need Adobe Acrobat Reader installed on your computer. If you need to install it, click [Acrobat Reader].

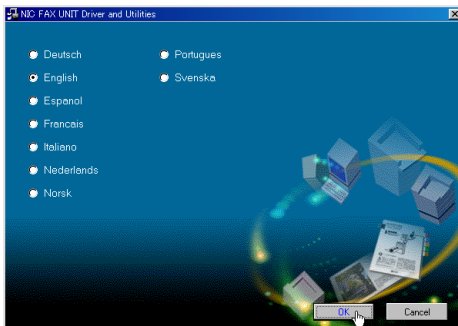
## ScanRouter V2 Lite

**1** Before beginning installation, exit all other applications.

**2** Insert the CD-ROM that contains NIC FAX Driver and Utilities into the CD drive on the server computer.

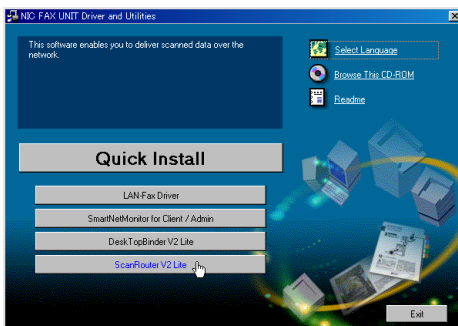
The Select Language display appears.

**3** Select the language you want, and then click [OK].



The install program starts.

**4** Click [ScanRouter V2 Lite].



The ScanRouter V2 Lite Setup display appears.

**5** Click [Setup Guide] and follow the steps described in the PDF manual to complete installation.

### Note

- To view the PDF manual, you need Acrobat Reader installed on your computer. If you need to install it, click [Acrobat Reader].

# Software Included on the CD-ROM

## List of Files

The software for LAN-Fax features or Network Delivery Scanner function is stored in the following directories on the CD-ROM.

2

CD-ROM	SETUP.EXE Software installer			
	DRIVERS	LAN-Fax	WIN9X_ME	LAN-Fax Driver, Address Book (for Windows 95/98/Me)
			NT4	LAN-Fax Driver, Address Book (for Windows NT4.0)
			WIN2000	LAN-Fax Driver, Address Book (for Windows 2000/XP)
	HELP	WSMHLP	en	Help file for using a Web browser (English)
			es	Help file for using a Web browser (Español)
			fr	Help file for using a Web browser (Français)
	NETWORK	NETMON	ADMIN	SmartNetMonitor for Admin
			CLIENT	SmartNetMonitor for Client
	UTILITY	ROUTERV2		ScanRouter V2 Lite
		DESKV2		DeskTopBinder V2 Lite

---

## LAN-Fax Driver

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LAN-Fax Driver enables you to send and print documents created using a computer.

### Note

- See LAN-Fax Help for detailed instructions.

### Reference

p.107 "Using LAN-Fax Functions"

### File Location

LAN-Fax Driver is stored in the following directories:

- LAN-Fax Driver for Windows 95/98/Me  
  \DRIVERS\LAN-FAX\WIN9X\_ME
- LAN-Fax Driver for Windows NT 4.0  
  \DRIVERS\LAN-FAX\NT4
- LAN-Fax Driver for Windows 2000/XP  
  \DRIVERS\LAN-FAX\WIN2000

### System Requirements

- Computer  
  IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

#### Limitation

- LAN-Fax Driver does not work with Windows NT on RISC processors (MIPS R series, Alpha AXP or PowerPC).
- Operating System  
  Microsoft Windows 95/98/Me  
  Microsoft Windows NT4.0  
  Microsoft Windows 2000/XP
- Display  
  VGA 640×480 or higher resolution

---

## Address Book

---

Address Book allows you to program destinations for fax transmissions using LAN-Fax functions.

### Note

- Address Book is saved as a CSV file. You can register 1000 addresses in a CSV file, and specify destinations using multiple CSV files.
- See Address Book Help for detailed instructions.

### Reference

p.110 "Address Book"

❖ **Operating System**

- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

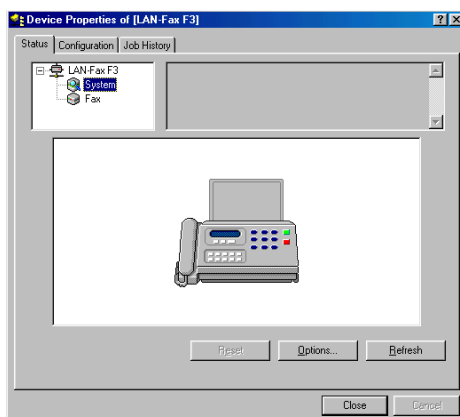
---

## SmartNetMonitor for Client

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2

SmartNetMonitor for Client allows you to use NIC FAX as a network printer.



 **Note**

- See SmartNetMonitor for Client Help for the detailed instructions.

❖ **File Location**

SmartNetMonitor for Client is stored in the following directory on the CD-ROM:

NETWORK\NETMON\CLIENT

❖ **Operating System**

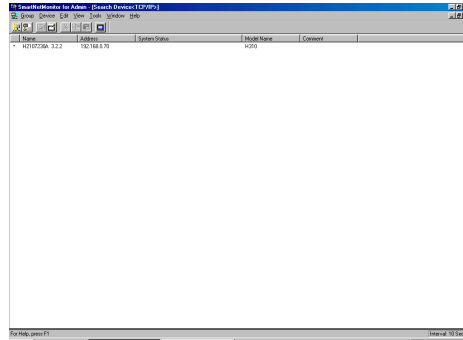
- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

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## SmartNetMonitor for Admin

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SmartNetMonitor for Admin is a network utility for administrator with it, you can confirm NIC FAX settings and conditions from a computer.



### Note

- See SmartNetMonitor for Admin Help for the detailed instructions.

### ◆ File Location

SmartNetMonitor for Admin is stored in the following directory on the CD-ROM:

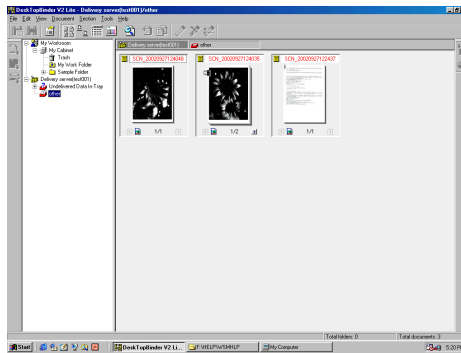
NETWORK\NETMON\ADMIN

### ◆ Operating System

- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

## DeskTopBinder V2 Lite

DeskTopBinder V2 Lite enables you to handle various data including scanned images, documents or files created with various software, or image files you already have. This software is installed on client computers. With it, you can use NIC FAX as a network delivery scanner, or view the documents in the Fax In-Tray saved using ScanRouter V2 Lite/Professional.



### Note

- See DeskTopBinder V2 Lite Help for the detailed instructions.

### ❖ File Location

DeskTopBinder V2 Lite is stored in the following directory on the CD-ROM:  
UTILITY\DESKV2

### ❖ System Requirements

- Computer  
IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

#### 💡 Limitation

- DeskTopBinder V2 Lite does not work with Windows NT on RISC processors (MIPS R series, Alpha AXP or PowerPC).
- Operating System
  - Microsoft Windows 95 operating system OSR2 or later
  - Microsoft Windows 98/98SE operating system
  - Microsoft Windows Millennium Edition (Windows Me)
  - Microsoft Windows NT Workstation operating system version 4.0 (Service Pack 5 or later)
  - Microsoft Windows NT Server network operating system version 4.0 (Service Pack 5 or later)
  - Microsoft Windows 2000 Professional
  - Microsoft Windows 2000 Server (Service Pack 1 or later)
  - Microsoft Windows XP Professional
  - Microsoft Windows XP Home Edition

### ❖ Software Installed with DeskTopBinder V2 Lite

- Auto Document Link

Monitors the delivery server regularly, picks up newly arrived documents in the Fax In-Tray, and sends notification to users when new documents are delivered to the server.

Also, automatically registers the saved file under the specified directory to DeskTopBinder V2 Lite.

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## ScanRouter V2 Lite

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With ScanRouter V2 Lite installed, the delivery server enables you to sort scanned documents and images, save them in specified inboxes, and send them to designated client folders.

### Note

See ScanRouter V2 Lite Help for detailed instructions.

### ❖ File Location

ScanRouter V2 Lite is stored in the following directory on the CD-ROM.  
UTILITY\ROUTERV2

### ❖ System Requirements

- Computer

IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

- Operating System

Microsoft Windows 95 operating system OSR2 or later

Microsoft Windows 98/98SE operating system

Microsoft Windows Millennium Edition (Windows Me)

Microsoft Windows NT Workstation operating system version 4.0 (Service Pack 5 or later)

Microsoft Windows NT Server network operating system version 4.0 (Service Pack 5 or later)

Microsoft Windows 2000 Professional

Microsoft Windows 2000 Server (Service Pack 1 or later)

Microsoft Windows XP Professional

Microsoft Windows XP Home Edition

### ❖ Software Installed with ScanRouter V2 Lite

- Administration Utility

This application helps you run the delivery network system using ScanRouter V2 Lite.

With this utility, the destination(s) of scanned documents and sender(s) information can be programmed into the delivery server. It also performs maintenance operations such as monitoring free disk space on the delivery server, and recording error logs.



 **Note**

- Administration Utility can be installed on client computers as well as the delivery server. To install it, click **[Administration Utility]** on the ScanRouter V2 Lite display of the installer.

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## Online Help

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2

You can refer to this when you confirm or edit NIC FAX settings using a Web browser.

 **Note**

- To use online Help, see p.157 “Using Online Help”.
- The online Help file is common for Windows 95/98/Me, Windows NT4.0, and Windows 2000/XP.

**◆ File Location**

The online Help files are stored in the following directories on the CD-ROM:

English	\HELP\WSMHLP\en
Español	\HELP\WSMHLP\es
Français	\HELP\WSMHLP\fr

# 3. Using Scan to E-mail Functions

There are two types of scanner related functions Scan to E-mail and Network Delivery Scanner. This section describes the Scan to E-mail function. If you want to deliver the scanned data to destinations registered to a networked ScanRouter V2 Lite server or ScanRouter V2 Professional server, see p.117 "Using Network Delivery Scanner Functions".

## Scanning a Color Original

You can scan and transmit originals in color using NIC FAX. The scanned image is attached to an e-mail as a PDF or JPEG file.

### Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

### Limitation

- You cannot use this feature with Memory Transmission. Use it with Immediate Transmission.
- If the fax machines at both ends are NIC FAX, the file exchange by using the Color Scanning function is not possible. If you attempt such transmissions, documents will not be received and a Mail Information / Error Mail Notification / Error Report will be printed on the transmitting or receiving end NIC FAX.
- You cannot specify an Internet fax machine as destination.

### Note

- You can store the **【Color Scan】** key into a Keystroke Program. If you regularly send color documents to particular destinations in the same size and format (PDF or JPEG), you can store the program and send quickly by just pressing the Quick Dial key you store the program in. For details about storing a program, see Chapter 6 "Programs", *Advance Features*.

When sending documents, you can set e-mail options using the **【Trans. Option】** key.

If the Mail Options function is already assigned to a user function key (**【F1】** to **【F10】**), you can set the same options using that key.

You can set the following options:

### ❖ Subject and Message

You can enter a subject and message for the document you want to send. You can also enter either subject or message only.

#### Note

- To enter a message, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys". On Type 2 machines, the E-mail Message function is pre-assigned to the **[F4]** key.
- If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is already registered as No.1 in "Template: Subject", the registered subject/message is automatically used. For more details about registering subjects/messages, see p.149 "Registering Template Subjects and Messages". If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is not registered, the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.79 "About the E-mail Subject".
- You cannot send only a subject/message as an e-mail without an original.

### ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

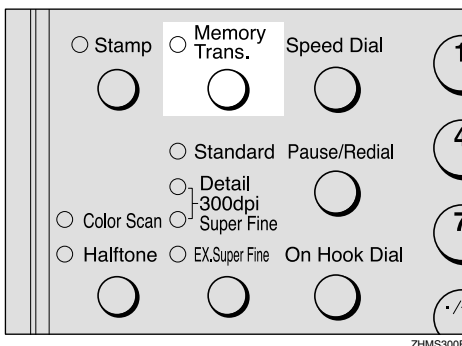
You can confirm sent documents were properly received using e-mail or the Journal.

#### Note

- You cannot specify multiple destinations, because this feature is available only with Immediate Transmission.
- You cannot send color originals to destinations already registered for Internet FAX or IP-FAX in Quick Dial or Speed Dial keys. Specify destinations for the scanner when you send originals in color. See p.133 "Registering Addresses for Scanner".
- The Color Scanning feature is not available with Backup Transmission.
- The Fax Header (TTI) is not added to the transmitted data.
- You need to select a format of transmitted files with user parameters or the user function key. If you frequently switch the format, it is recommended that you assign the JPEG function to a user function key so that you can switch the format easily. On Type 2 machines, the JPEG function is pre-assigned to the **[F9]** key. See p.27 "JPEG" and p.166 "User Parameters" (switch 17, bit 5).

- ❑ You can adjust the quality of images transmitted using the Color Scanning feature with user parameters. If you make a setting that reduces the difference between values for Brightness and Color Difference (for example, "Brightness: 1, Color Difference: 1, Color Difference: 1"), the quality of images increases, but the data size also increases. You do not need to make changes to default settings. For more information, see p.166 "User Parameters" (switch 33: bit 1,0). However, this setting is not valid when PDF is selected as the file format for Color Scanning with user parameters (switch 17, bit 5).
- ❑ You can adjust the color balance. See p.67 "Scanner RGB".
- ❑ Adobe Acrobat Reader is necessary for viewing PDF files.
- ❑ The following functions are invalid even if you specify them:
  - Fax Header Print
  - Label Insertion
  - Maximum Mail Size
  - Viewer URL Information

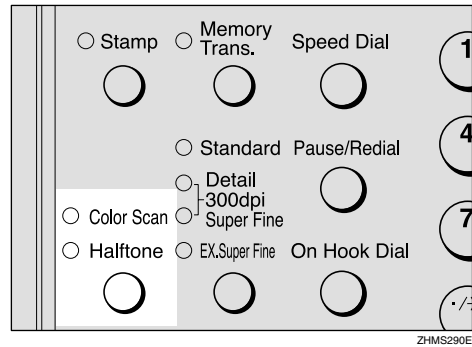
### 1 Make sure the Memory Trans. indicator is not lit.



#### Note

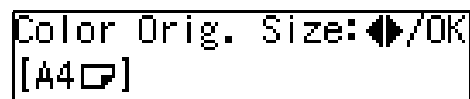
- ❑ If the **Memory Trans.** indicator is lit, press the **[Memory Trans.]** key.

### 2 Press the [Color Scan] key.



Make sure the **Color Scan** indicator is lit.

### 3 Press the ◀ or ▶ key to select the original size, and then press the [OK] key.



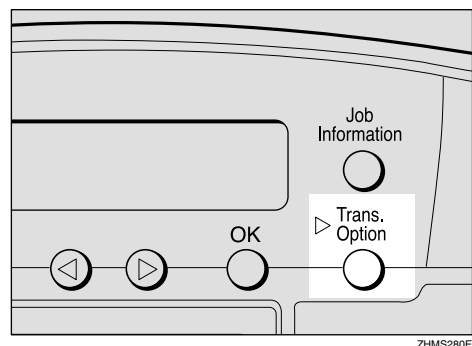
### 4 Make any settings for "Mail Options", if necessary.

#### Note

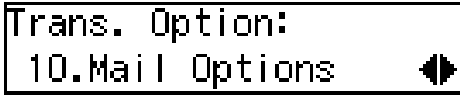
- ❑ Proceed to step 6 if you do not want to make any Mail Options settings.

### Using [Trans. Option] Key

#### 1 Press the [Trans. Option] key.



- 2 Press the ⏪ or ⏩ key to display "10. Mail Options".



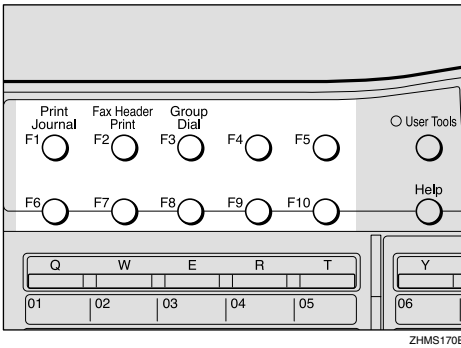
- 3 Press the [OK] key.

---

### Using the User Function Key

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- 1 Press the user function key ((F1) to (F10)) assigned to the Mail Options function.



- 5 Press ⏪ or ⏩ key to display the item you want to set, and then press the [OK] key.




---

### Subject/Message

---

- 1 Enter the subject.



### Note

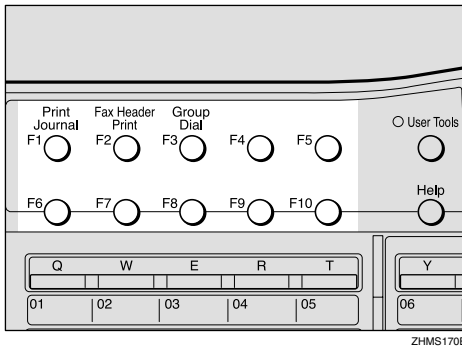
- ❑ If you do not want to enter a subject, proceed to step 2.
- ❑ If a subject/message is registered as No.1, it automatically appears on the display above. If you want to enter another subject/message, press the [Clear/Stop] key to delete it, and then enter the subject/message.
- ❑ To enter a subject/message registered in "Template: Subject", press the [★] key, press the ⏪ or ⏩ key to display the desired subject/message, and then press the [OK] key.
- ❑ If you enter only a subject, you can enter up to 150 characters.
- ❑ If you enter only a message or both subject and message, you can enter up to 148 characters for message, since space for two characters is used by pressing the E-mail Message function.

### Reference

Chapter 3 "Entering Characters", *Basic Features*

p.149 "Registering Template Subjects and Messages"

- 2 If you want to enter a message, press the user function key ([F1] to [F10]) assigned to the E-mail Message function.



Subject: [ABC] E-Msg./OK  
REPORT

#### Note

- If you do not want to enter a message, proceed to step 4.

- 3 Enter a message.

Subject: [ABC] E-Msg./OK  
EPORT PLEASE CONFIRM

- 4 Press the [OK] key.

#### Heading

- 1 Press the [Left] or [Right] key to select "No" or "Urgent".

Heading: [Left/Right] /OK  
[No] Urgent

- 2 Press the [OK] key.

#### Confirmation of Reception

- 1 Press the [Left] or [Right] key to select "Yes" or "No".

Confirm Receipt: [Left/Right] /OK  
Yes [No]

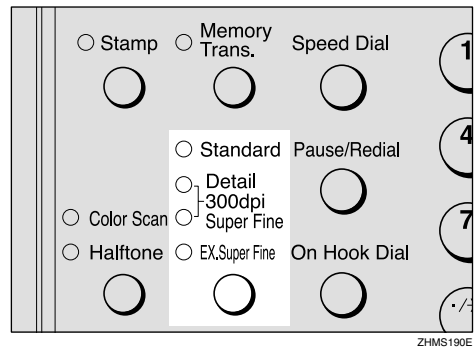
#### Reference

p.80 "Confirming Reception"

- 2 Press the [OK] key.

- 6 Set the original.

- 7 Press the [Resolution] key to select data resolution.



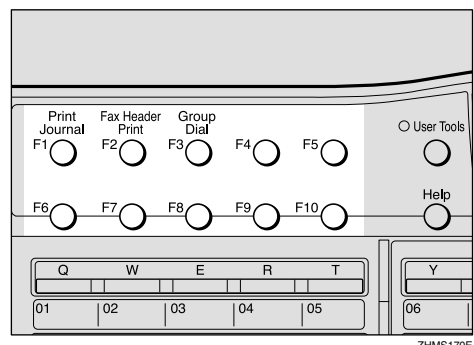
#### Note

- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 "User Parameters" (switch 20, bit 2).

- 8 Specify the destination.

#### Specifying by the E-mail Address

- 1 Press the user function key ([F1] to [F10]) assigned to the Scanner (Scan to E-mail) function.



**Note**

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.
- You do not need to press the user function key in the following cases:
  - When the e-mail address is stored in either Quick Dial key, Speed Dial, or Group Dial.
  - When specifying the address using the Redial function.

**Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

**2 Enter the e-mail address of the destination.**

```
Scanner: [abc] Press OK
nicf2@def.company.com
```

**Note**

- You can enter up to 127 characters for an e-mail address.
- You can enter "." and "@" using a Quick Dial key. Press the **[Symbols]** key to enter symbols. You can shift between upper and lower case by pressing the **[ABC/abc]** key.
- To enter texts registered in "Template: Address", press the **[★]** key, press the **[◀]** or **[▶]** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

- If you incorrectly enter characters, press the **[Clear/Stop]** key, and then enter the correct characters.

**3 Press the [OK] key.**

Specifying a Destination in the Server

**1 Specify the destination using a Quick Dial key or Speed Dial.**

```
Dest. Press Start
001 NEW YORK BRANCH
```

**Note**

- You can specify the destination using methods other than Quick Dial or Speed Dial. See p.120 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials".

**9 Press the [Start] key.**

The transmission begins.

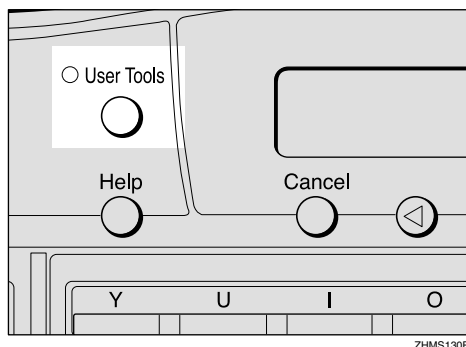
**Note**

- To cancel transmission of a Scan to E-mail, follow the same procedure as for canceling an Internet fax. See p.96 "Canceling Transmission of an Internet Fax".

## Scanner RGB

You can adjust the color balance for Color Scanning by using the Scanner RGB feature.

- 1 Press the **[User Tools]** key.



### Note

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

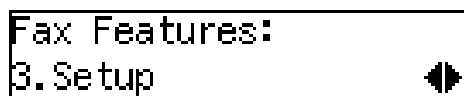
- 2 Press the **[Left]** or **[Right]** key to display "2. Fax Features".



- 3 Press the **[OK]** key.

The Fax Features main menu appears.

- 4 Press the **[Left]** or **[Right]** key to display "3. Setup".



- 5 Press the **[OK]** key.

The Setup main menu appears.

- 6 Press the **[Left]** or **[Right]** key to display "7. Scanner RGB".



- 7 Press the **[OK]** key.

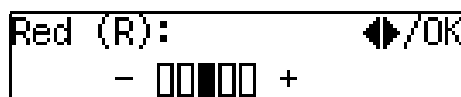
The Scanner RGB display appears.

- 8 Press the **[Left]** or **[Right]** key to display the color you want to adjust.



- 9 Press the **[OK]** key.

- 10 Press the **[Left]** or **[Right]** key to make adjustments, and then press the **[OK]** key.



The display in step 8 appears.

- 11 Repeat steps 8 to 10 as many times as necessary.

- 12 Press the **[User Tools]** key.

The standby display reappears.



# Scanning a Monochrome Original

You can scan originals and transmit them as image files with e-mail. The originals are converted into PDF or TIFF-F image files.

## Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

The content of originals is transmitted as an attachment to the e-mail in PDF or TIFF-F files. You can specify a format with user parameters. See p.166 "User Parameters" (switch 17, bit 5).

## Limitation

- ❑ If you specify the format of an attached image file to PDF, Viewer URL Information function is invalid even if you set it with "Mail Options".

When sending documents, you can set e-mail options using the **[Trans. Option]** key.

If the Mail Options function is already assigned to a user function key (**[F1]** to **[F10]**), you can set the same options using that key.

You can set the following options:

## ❖ Subject and Message

You can enter a subject and message for the document you want to send. You can also enter either subject or message only.

## Note

- ❑ To enter a message, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys". On Type 2 machines, the E-mail Message function is pre-assigned to the **[F4]** key.
- ❑ If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is already registered as No.1 in "Template: Subject", the registered subject/message is automatically used. For more details about registering subjects/messages, see p.149 "Registering Template Subjects and Messages". If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options" when a subject/message is not registered, the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.79 "About the E-mail Subject".
- ❑ You cannot send a subject/message only as e-mail without an original.

## ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

You can confirm sent documents were properly received using e-mail or the Journal.

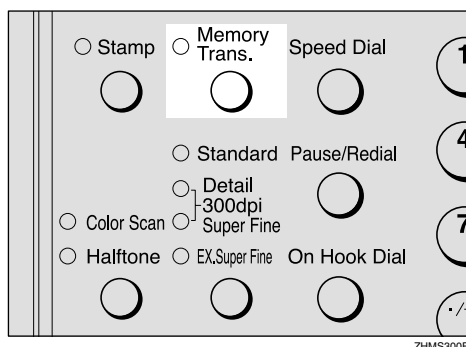
### ❖ Viewer URL Information

You can record URL sites for downloading viewer applications on e-mail you are about to send.

### Note

- You need Acrobat Reader for viewing PDF files.
- The following functions are invalid even if you specify them:
  - Fax Header Print
  - Label Insertion
- When you transmit e-mail by the Scanner function specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission. See p.177 "Communication Result Report".

### 1 Make sure the Memory Trans. indicator is lit.



### Note

- If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key.

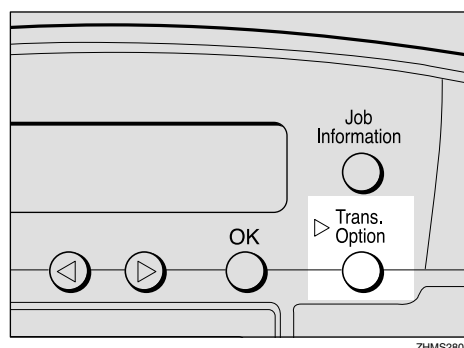
### 2 Make any settings for "Mail Options", if necessary.

### Note

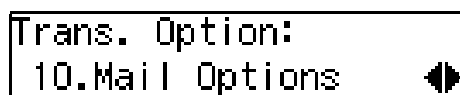
- Proceed to step 4 if you do not want to make any Mail Options settings.

### Using [Trans. Option] Key

#### 1 Press the [Trans. Option] key.



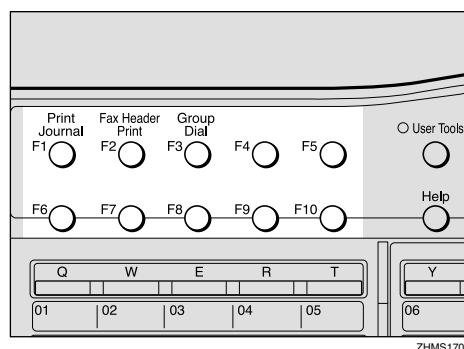
#### 2 Press the ◀ or ▶ key to display "10. Mail Options".



#### 3 Press the [OK] key.

### Using the User Function Key

#### 1 Press the user function key ([F1] to [F10]) assigned to the Mail Options function.



**3** Press **⏪** or **⏩** key to display the item you want to set, and then press the **[OK]** key.



Subject/Message

**1** Enter the subject.



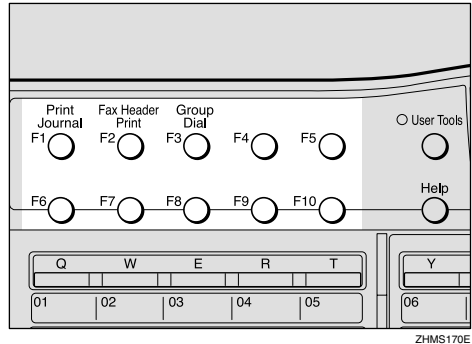
**Note**

- If you do not want to enter a subject, proceed to step **2**.
- If a subject/message is registered as No.1, it automatically appears on the display above. If you want to enter another subject/message, press the **[Clear/Stop]** key to delete it, and then enter the subject/message.
- To enter a subject/message registered in "Template: Subject", press the **[★]** key, press the **⏪** or **⏩** key to display the desired subject/message, and then press the **[OK]** key.
- If you enter only a subject, you can enter up to 150 characters.
- If you enter only a message or both subject and message, you can enter up to 148 characters for message, since space for two characters is used by pressing the E-mail Message function.

**Reference**

Chapter 3 "Entering Characters", *Basic Features*  
 p.149 "Registering Template Subjects and Messages"

**2** If you want to enter a message, press the user function key (**[F1]** to **[F10]**) assigned to the E-mail Message function.



**Note**

- If you do not want to enter a message, proceed to step **4**.

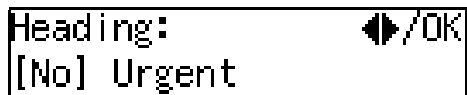
**3** Enter a message.



**4** Press the **[OK]** key.

Heading

**1** Press the **⏪** or **⏩** key to select "No" or "Urgent".



**2** Press the **[OK]** key.

Confirmation of Reception

**1** Press the **⏪** or **⏩** key to select "Yes" or "No".



**Reference**

p.80 "Confirming Reception"

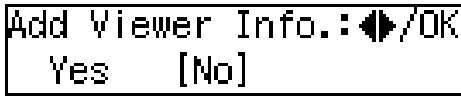
- 2 Press the **[OK]** key.

---

Viewer URL Information

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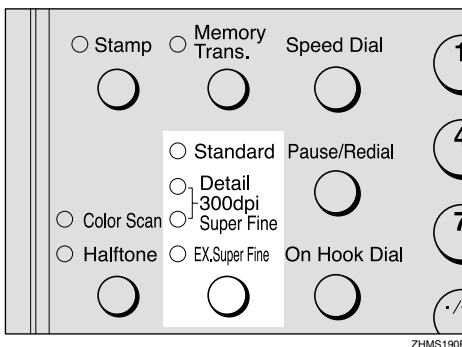
- 1 Press the **[Left]** or **[Right]** key to select "Yes" or "No".



- 2 Press the **[OK]** key.

- 4 Set the original.

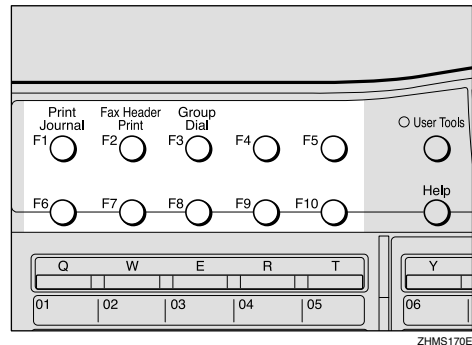
- 5 Press the **[Resolution]** key to select data resolution.



 **Note**

- When you are specifying the Broadcasting function with a fax message, the resolution of the fax message is automatically set to 200 × 200 dpi, even if you specify 300dpi.
- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 "User Parameters" (switch 20, bit 2).

- 6 Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The display for entering the scanner destination appears.

 **Note**

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.
- You do not need to press the user function key in the following cases:
  - When the e-mail address is stored in either Quick Dial key, Speed Dial, or Group Dial.
  - When specifying the address using the Redial function.

 **Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

- 7 Specify the e-mail address using the Quick Dial key or number keys.



 **Note**

- You can enter up to 127 characters for an e-mail address.
- You can enter the "." and "@" with the Quick Dial keys. Press the **[Symbols]** key when you want to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- To enter texts registered in "Template: Address", press the **[★]** key, press the **[◀]** or **[▶]** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

**8** Press the **[OK]** key.

The destination is set.



**9** To add one or more addresses, press the **[OK]** key, and then repeat steps **6** to **8**.

 **Note**

- If you do not want to add any other addresses, proceed to step **10**.
- You can also specify destinations of faxes using public telephone line. In this case, omit step **6**.

**10** 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 when a send operation is in progress.

 **Note**

- With a large volume of documents, it may take some time before transmission starts. This is due to the time the machine requires to convert data in memory.
- To cancel transmission of a Scan to E-mail, follow the same procedure as for canceling an Internet fax. See p.96 "Canceling Transmission of an Internet Fax".

# 4. Using Internet Fax Functions

## E-mail Server Settings (by Network Administrator)

The information in this section is for your network administrator.

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### Mail Server Settings

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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 reception 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's IP address or host name to NIC FAX users who need to input this information when establishing a connection through a Web browser.

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### E-mail Servers That Have Been Confirmed to Work

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❖ **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**

Version: Ver.3.1 Release PO203a  
Agency: Software.com

❖ **Seattle Lab Mail Server**

Version: Ver.4.1  
Agency : Seattle Lab Inc.

❖ **Netscape Messaging Server**

Version: Ver.3.0  
Agency: Netscape Communications

❖ **IMail Server for Windows NT**

Version: Ver.4.0  
Agency: Ipswitch, Inc.

! **Limitation**

☐ Supported operations and services differ according to the e-mail server used.

# Transmitting Internet Fax

## Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

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 key, 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.

If the Mail Options function is already assigned to a user function key (**【F1】** to **【F10】**), you can set the same options using that key.

You can set the following options:

### ❖ Subject and Message

You can enter a subject and message for the document you want to send. You can also enter either subject or message only.

### Note

- To enter a message, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys". On Type 2 machines, the E-mail Message function is pre-assigned to the **【F4】** key.

- If you send e-mail without setting a subject/message in "Subject/Message" under "Mail Options", the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.79 "About the E-mail Subject". However, if a subject/message is already registered as No.1 in "Template: Subject", the registered subject/message is automatically used. For more details about registering subjects/messages, see p.149 "Registering Template Subjects and Messages".

- You cannot send a subject/message only as e-mail without an original.

### ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

You can confirm sent documents were properly received using e-mail or Journal.

### ❖ Viewer URL Information

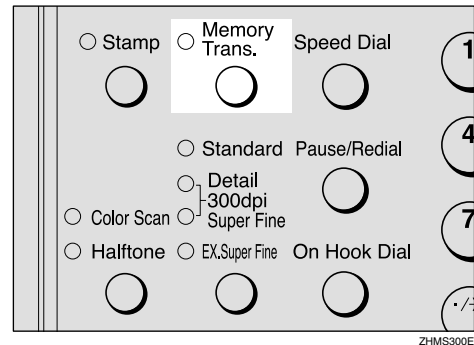
You can record URL sites for downloading viewer applications on e-mail you are about to send.

### 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 computer. You can inform the receiver of sites for downloading viewer applications using the Viewer URL Information mail option.
- ❑ When you send viewer URL information, depending on the receiver's fax machine, Journal may show a page count that is one or two pages greater than the number of pages actually sent.
- ❑ See p.184 "Received Images" for how e-mail is actually received by the computer when it is sent with mail options selected.
- ❑ With the Scanner function, you can transmit color documents. However, the Internet Faxing function does not support color transmission. For information about Color Scanning, see p.61 "Scanning a Color Original".
- ❑ When you transmit an Internet Fax specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission. See p.177 "Communication Result Report".

**1** Make sure that the **Memory Trans. indicator** is lit.**Limitation**

- ❑ When using NIC FAX to send e-mail over the Internet, documents are stored in memory, and then sent using Memory Transmission. Internet faxing does not allow immediate transmission.

**Note**

- ❑ If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key to change back to Memory Transmission.

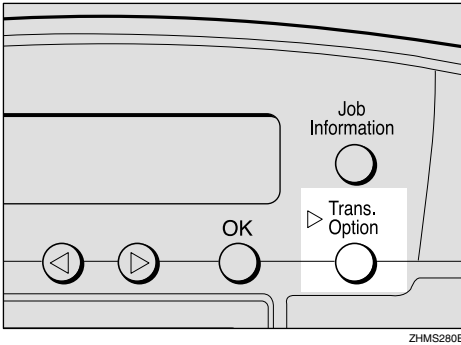
**2** Make any settings for "Mail Options", if necessary.**Note**

- ❑ Proceed to step **4** if you do not want to make any Mail Options settings.

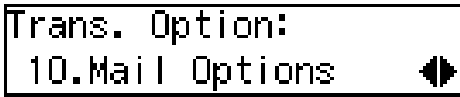


### Using **[Trans. Option]** Key

① Press the **[Trans. Option]** key.



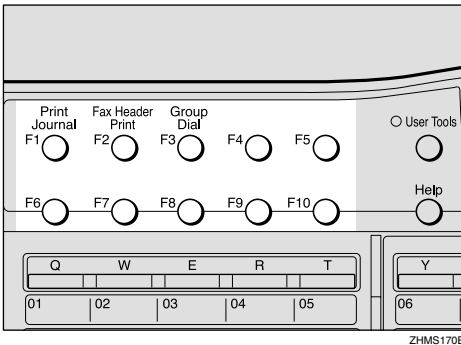
② Press the **⏪** or **⏩** key to display "10. Mail Options".



③ Press the **[OK]** key.

### Using the User Function Key

① Press the user function key (**[F1]** to **[F10]**) assigned to the Mail Options function.



③ Press the **⏪** or **⏩** key to display the item you want to set, and then press the **[OK]** key.



### Subject/Message

① Enter the subject.



#### Note

- ❑ If you do not want to enter a subject, proceed to step ②.
- ❑ If a subject/message is registered as No.1, it automatically appears on the display above. If you want to enter another subject/message, press the **[Clear/Stop]** key to delete it, and then enter the subject/message.
- ❑ To enter a subject/message registered in "Template: Subject", press the **[★]** key, press the **⏪** or **⏩** key to display the desired subject/message, and then press the **[OK]** key.
- ❑ If you enter only a subject, you can enter up to 150 characters.
- ❑ If you enter only message or both subject and message, you can enter up to 148 characters since space for two characters is used by pressing a user function key assigned to the E-mail Message function.

#### Reference

Chapter 3 "Entering Characters", *Basic Features*  
 p.149 "Registering Template Subjects and Messages"



**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- You do not need to press the user function key in the following cases:
  - When the e-mail address is stored in a Quick Dial key, Speed Dial, or Group Dial.
  - When specifying the address using the Redial function.

**Reference**

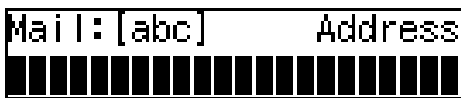
Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

**If the Network Transmission Auto Check Function Is Turned Off**

If the Network Transmission Auto Check function is set to "Off" with user parameters, select E-mail Transmission in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- 1** Confirm "1. Mail Address" appears, and then press the **[OK]** key.



- 6** Specify the e-mail address using the Quick Dial key or number keys.

When the Network Transmission Auto Check function is set to On:



When the Network Transmission Auto Check function is set to Off:



**Note**

- You can enter up to 127 characters for an e-mail address.
- You can enter the "." and "@" with the Quick Dial keys. Press the **[Symbols]** key when you want to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- To enter texts registered in "Template: Address", press the **[★]** key, press the **[◀]** or **[▶]** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

- 7** Press the **[OK]** key.

The destination is set.

- 8** To add one or more addresses, press the **[OK]** key, and then repeat steps **5** to **7**.

**Note**

- If you do not want to add more addresses, proceed to step **9**.
- You can also specify destinations of faxes using a public telephone line. In this case, omit step **5**.

- 9** 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 when a send operation is in progress.

 **Note**

- With a large volume of document, it may take some time before transmission starts. This is due to the time NIC FAX requires to convert the data in memory.
- To cancel transmission of an Internet fax, see p.96 "Canceling Transmission of an Internet Fax".

 **About the E-mail Subject**

If no subject is specified for "Subject/Message" in "Mail Options", the following subject is automatically inserted:

**❖ When a User 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 "User Code name" Fax Message NO.xxxx.

**❖ When a User 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)

 **Note**

- User codes refer to the names assigned to Confidential Boxes.
- "xxxx" is the document number that appears in the Journal.

 **Reference**

Chapter 3 "Own Name/Fax Header/Own Fax Number", *Basic Features*

Chapter 1 "User Code Transmission", *Advanced Features*

 **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 Receipt" or "On" is selected for "Label Insertion", sequential broadcasting is used for transmission. With sequential broadcasting, the e-mail is sent to one address at a time.

 **Note**

- When using Quick Dial keys or Speed Dials to specify a destination, documents with Fax Header 1 and Fax Header 2 selected (according to Fax Header settings under Fax Information) are transmitted separately.
- The Auto Document function transmits specified destination and non-specified destination documents separately.

## Confirming Reception

When Reception Confirmation is selected, the receiver sends back a reception confirmation message. Once the reception confirmation message has been received, "OK" appears in the Result column of Journal, allowing the originator to verify that the transmission has been received.

### Limitation

- ❑ The Reception Confirmation feature is only available if the receiver supports MDN (Message Disposition Notification).

### Note

- ❑ If your fax is not received normally, "E" appears in the Result column.
- ❑ Information regarding the last 250 messages is recorded, but only the last 50 communications appear in Journal. If you do not receive a reception confirmation message for one of the last 50 communications from the receiver's machine, you may not be able to confirm that the e-mail has been received by the Journal's Result column.
- ❑ If you specify mailing list addresses, do not select "Yes" for "Confirm Receipt". Otherwise, you will receive multiple reception confirmation messages from e-mail recipients, and the Result column will be overwritten each time a new confirmation message is received. However, if you receive a reception confirmation message indicating an error, "E" appears in the Result column and will not be overwritten, even if you subsequently receive a reception confirmation message as "OK" following the error message.

- ❑ Reception confirmation results are only shown in Journal. The Result column in all other files, lists, and transmission reports show "- -".
- ❑ Reception confirmation messages themselves are not recorded in Journal.
- ❑ To enable Reception Confirmation under "Mail Options", select "Yes" for "Confirm Receipt". Set this to "Yes" with user parameters if you use this function frequently. You can have confirmation of receipt, without having to specify "Confirm Receipt" each time. Once you set this to "Yes" with user parameters, this function can be turned off by selecting "No" for "Confirm Receipt" under "Mail Options". See p.166 "User Parameters" (switch 17, bit 4).
- ❑ The reception confirmation notification can be printed out. This can be set with user parameters. See p.166 "User Parameters" (switch 18, bit 7).

## Transmitting Journal by E-mail

### Preparation

To transmit the Journal by e-mail, it is necessary to make settings with user parameters. See p.166 "User Parameters" (switch 18, bit 5).

The Journal is automatically transmitted to an e-mail address of the administrator by 50 communications. A CSV format Journal is attached to the e-mail. See p.39 "Mail to Admin. (Mail to Administrator)" and p.180 "Journal by E-mail".

### Important

- It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost and sent CSV file is not left on NIC FAX.

### Note

- Even if the administrator address is wrong, you can acquire Journal from Error Mail Notification by setting that the error e-mail is left on the server. To leave the error e-mail on the server, set "Leave message on POP server after receiving them" to "Save only errors" with user parameters beforehand. See p.166 "User Parameters" (switch 16; bit 1, 0).
- If you specify the destination of Backup Mail Transmission, the Journal is also transmitted to the destination.
- If the Journal in e-mail format fails to be transmitted, the Communication Failure Report and Journal are printed out.

- The name of an attached CSV file is "JOURNAL+year, month, hours, minutes". For example, the file name transmitted in 10:40:12 on 15th, April, 2003 is "JOURNAL20030415104012.csv".
- The subject of Journal by e-mail begins with "Journal".

# Transfer Request

You can request transfer specifying Quick Dial, Speed Dial, and Group destinations registered in Transfer Station. 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

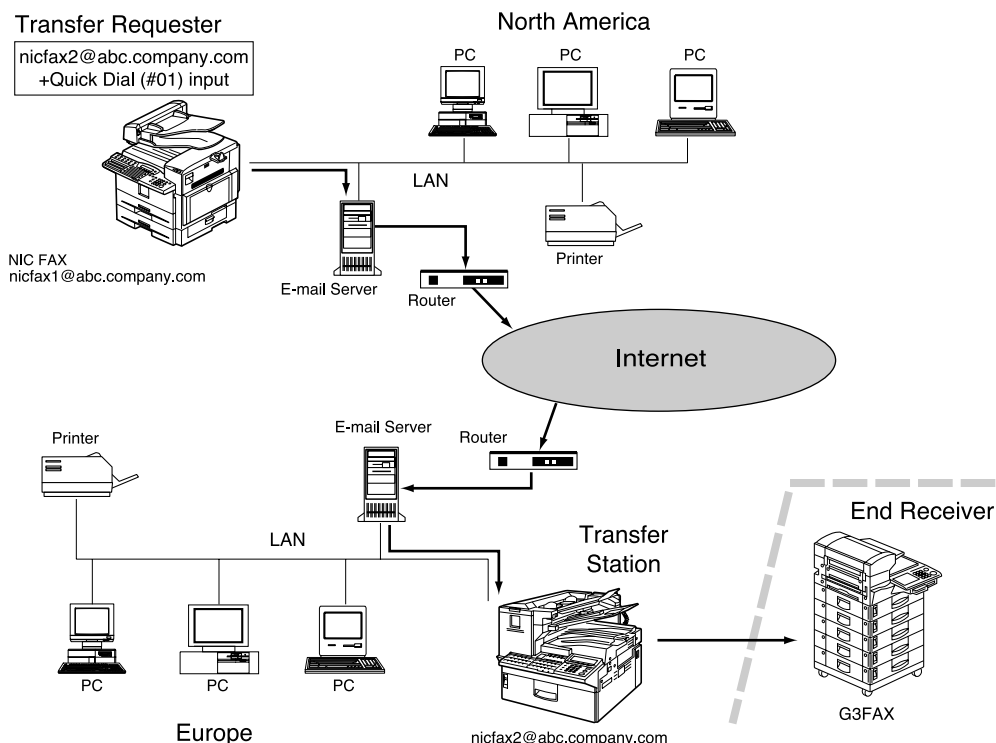
This is the fax machine that performs the transfer. This machine needs to be capable of performing transfers.

## ❖ End Receiver

This is the fax machine or computer that receives the e-mail or fax from the Transfer Station.

## Limitation

- ❑ Fax machines that are equipped with NIC FAX KIT TYPE 140, TYPE 500, COLOR NIC FAX UNIT TYPE410, or NIC FAX UNIT TYPE 510 can be specified as the Transfer Station for a transfer request by e-mail.



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## Note

- ❑ You can specify one Transfer Station and up to 30 End Receivers in a single Transfer Request.
- ❑ Each group is considered one item when specifying Transfer Stations programmed in Group Dials.
- ❑ If you make a Transfer Request by e-mail, a Transfer Result Report is transmitted to the Transfer Requester by e-mail when Transfer Station completes all transmissions to the End Receivers.
- ❑ You can specify IP-Fax destinations as Transfer Station making a Transfer Request.
- ❑ If you use the Network Boot function, the IP address of the fax machine may be changed after making the Transfer Request by specifying IP-Fax destinations as Transfer Station and the Transfer Result Report cannot be received. If you want to specify an IP-Fax destination as Transfer Station, consult your network administrator in order to keep the same IP address. See p.31 "Network Boot".
- ❑ See Chapter 1 "Transfer Request", *Advanced Features* to send Transfer Requests by fax.

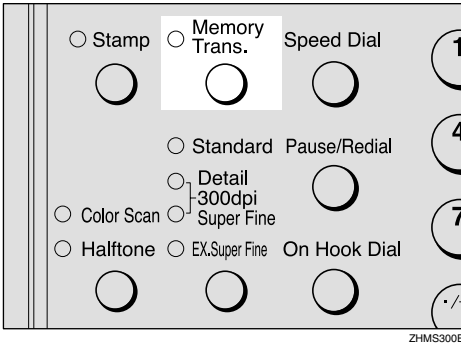


# Transfer Request by E-mail

## Preparation

In order to use this function, you must make polling ID and Transfer Report settings. The same polling ID must be set for both Transfer Requester and Transfer Stations. See Chapter 7 "ID Codes" and "Transfer Report", *Advanced Features*.

**1** Make sure that the Memory Trans. indicator is lit.



### Note

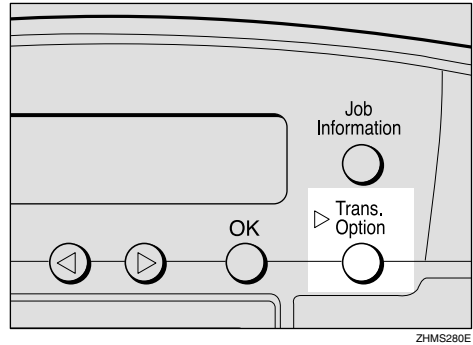
If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key to change back to Memory Transmission.

**2** Set the original and adjust the scan settings as necessary.

### Note

Originals are sent at Detail resolution even if 300dpi, Super Fine, or Extra Super Fine is selected.

**3** Press the **[Trans. Option]** key.



**4** Press the **[Left]** or **[Right]** key to display "9. Transfer Request", and then press the **[OK]** key.



### Note

If you want to make Mail Options settings, follow steps **2** to **3** of p.74 "Transmitting Internet Fax".

**5** Press the **[Left]** or **[Right]** key to select "On".



**6** Press the **[OK]** key.



## 7 Enter a Transfer Station.

### ! Limitation

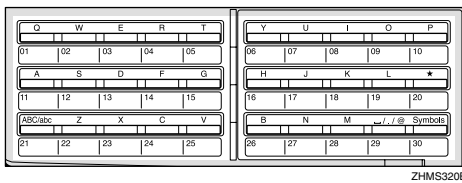
- When an originator requests transfer by e-mail to a station that is not capable of performing transfers, the station addressed receives the request as ordinary e-mail and does not transfer it or return an Error Report to the originator of the request. Before sending e-mail, confirm that the Transfer Station is equipped with the Transfer function.


### Note

- You can also specify the IP-Fax destination. See p.98 "Transmitting IP-Fax".

## Entering an E-mail Address Stored in a Quick Dial Key

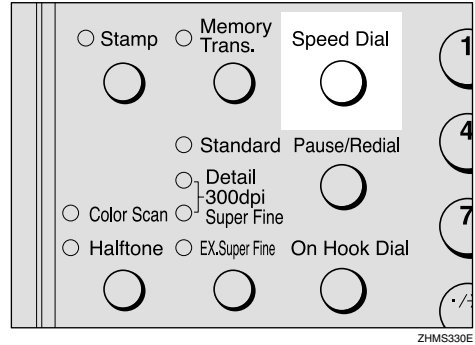
- 1 Press the Quick Dial key in which the recipient's mail address is stored.




Transf. Stn.: Press OK  
 01 NEWYORK BRANCH

## Entering an E-mail Address Stored in a Speed Dial

- 1 Press the **[Speed Dial]** key.

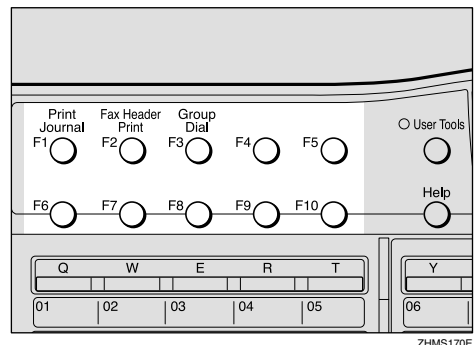


- 2 Enter the speed dial code in which the recipient's mail address is stored using the number keys.

Transf. Stn.: Press OK  
 001 HEAD OFFICE

## Entering an E-mail Address Manually

- 1 Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



Address: [abc]  


**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- If the Network Transmission Auto Check function is set to "Off" with user parameters, press the **⏪** or **⏩** key to select "1. Mail Address", and then press the **[OK]** key. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

**2** Enter the mail address of the Transfer Station.

```
Address: [abc] /OK
nicf1@abc.company.com
```

**Note**

- If you make a mistake, press the **[Clear/Stop]** key, and then try again.
- You can enter the "." and "@" with the Quick Dial keys. Press the **[Symbols]** key when you want to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.

**3** Press the **[OK]** key.

```
Transf. Stn.: Press OK
☎ nicf1@abc.company.co
```

**8** Press the **[OK]** key.

```
Receive Stn.:
1 [#
```

**9** Enter the End Receiver.

```
Receive Stn.: Press OK
1 [#01
```

Specify the End Receiver by using the Quick Dial key, Speed Dial and Group registered in Transfer Station.

**Reference**

p.87 "Specifying End Receivers"

**10** Press the **[OK]** key.

**11** Press the **⏪** or **⏩** key to select "No", and then press the **[OK]** key.

```
Add Recv. Stn.? ⏪/OK
Yes [No]
```

**Note**

- If you want to add End Receivers, select "Yes", press the **[OK]** key, and then repeat steps **9** to **10**.

**12** Press the **[Start]** key.

This starts reading the document into memory. The e-mail is sent to the Transfer Station after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.

---

## Specifying End Receivers

---

You can only specify End Receivers already programmed in a Quick Dial key, Speed Dial, or Group Dial of the designated Transfer Station.

### ❖ Quick Dial

Enter the number (two or three digits) of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 001 in the Transfer Station, enter: **[0][0][1]**.

#### Note

- If the Transfer Station only supports two digits for the Quick Dials, enter the number with two digits like **[0][1]**.

### ❖ Speed Dial

Enter **[\*]** followed by the Speed Dial code (two or three digits). For example, to select the number stored in Speed Dial 012 in the Transfer Station, enter: **[\*][0][1][2]**.

#### Note

- If the Transfer Station only supports 2 digits for the Speed Dials, enter the number with two digits like, **[\*][1][2]**.

### ❖ Group Dial

Enter **[\*]**, **[\*]** followed by the Group number (2 digits). For example, to select the number stored in Group 04 in the Transfer Station, enter: **[\*][\*][0][4]**.

# Receiving Internet Fax

There are two methods of receiving e-mail: Auto Mail Reception and Manual Mail Reception.

## Limitation

- Documents sent from computers as e-mail attachments cannot be received. Senders receive an Error Mail Notification if their e-mail contains attachments. You can select whether or not the machine sends this message with user parameters. See p.166 "User Parameters" (switch 16, bit 3). However, TIFF-F documents created by the Saving function of LAN-Fax Driver can be received.

## Note

- With user parameters, you can have the machine retain incoming mail or delete it from the POP server. See p.166 "User Parameters" (switch 16; bit 1, 0).
- With user parameters, you can have the machine return the acknowledgment of mail to the sender. See p.166 "User Parameters" (switch 17, bit 2).

---

## Auto Mail Reception

---

When this function is turned on, NIC FAX periodically checks the e-mail server for incoming e-mail and downloads it as necessary. You can set this function to "On" or "Off" by following p.42 "Auto Mail RX (Auto Mail Reception)" of the "Network" settings, or by assigning the Auto Mail Reception function to a user function key and specifying "On" or "Off".

The interval between checks is referred to as Mail RX Interval (Mail Reception Interval). You can specify the interval to any value between 1 and 60 minutes, and can also force NIC FAX to check for incoming e-mail by pressing the user function key assigned to the Mail Reception function or the **【Job Information】** key. See p.88 "Manual Mail Reception".

You can also configure this feature to work in conjunction with the Night Timer so that Auto Mail Reception does not occur at times when NIC FAX is saving energy. See p.166 "User Parameters" (switch 16, bit 4), and Chapter 7 "Energy Save Timer", *Advanced Features*.

## Note

- If the indicator of the user function key assigned to the Auto Mail Reception function is not lit, automatic e-mail reception will not take place. See Chapter 6 "User Function Keys", *Advanced Features*.
- If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

---

## Manual Mail Reception

---

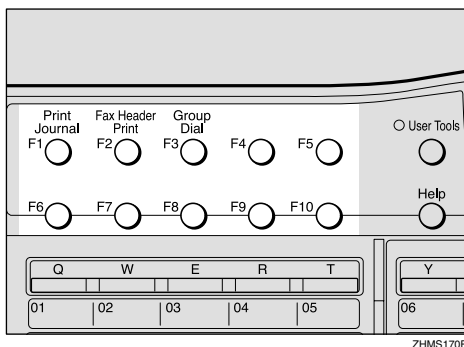
Follow these steps at any time to check for incoming e-mail immediately.

## Preparation

To receive e-mail by the Manual Mail Reception key, you need to assign the Manual Mail Reception function (Mail Reception) to a user function key beforehand. See p.26 "Assigning User Function Keys".

## Receiving E-mail with the Mail Reception Function

- 1 Press the user function key (**F1**) to **F10**) assigned to the Mail Reception function.



```
Mail Reception:
Press Start
```

- 2 Press the **[Start]** key to check for e-mail.

After checking the server, the machine receives e-mail, if there is any.

If there is no e-mail, the following display appears. Press the **[OK]** key.

```
No Mail Received
Press OK
```

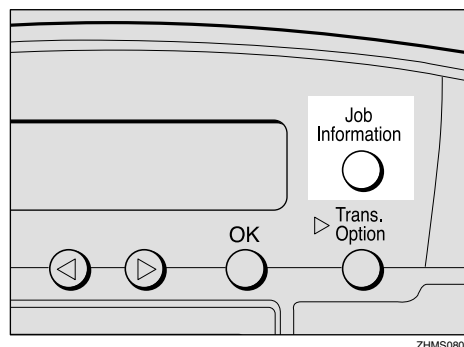
### Note

- If there is e-mail, the Communicating indicator will light and the e-mail will be printed.

- 3 Press the **[Job Information]** key.  
The standby display reappears.

## Receiving E-mail with the Job Information Function

- 1 Press the **[Job Information]** key.



- 2 Press the **⏪** or **⏩** key to display "12. Mail Reception".

```
Job Information:
12. Mail Reception
```

- 3 Press the **[OK]** key.

```
Mail Reception:
Press Start
```

- 4 Press the **[Start]** key.

The machine accesses the server to check whether there is e-mail. If there is, it is received.

If there is no e-mail, the following display appears. Press the **[OK]** key.

```
No Mail Received
Press OK
```

### Note

- If there is e-mail, the Communicating indicator will light and the e-mail will be printed.

- 5 Press the **[Job Information]** key.  
The standby display reappears.

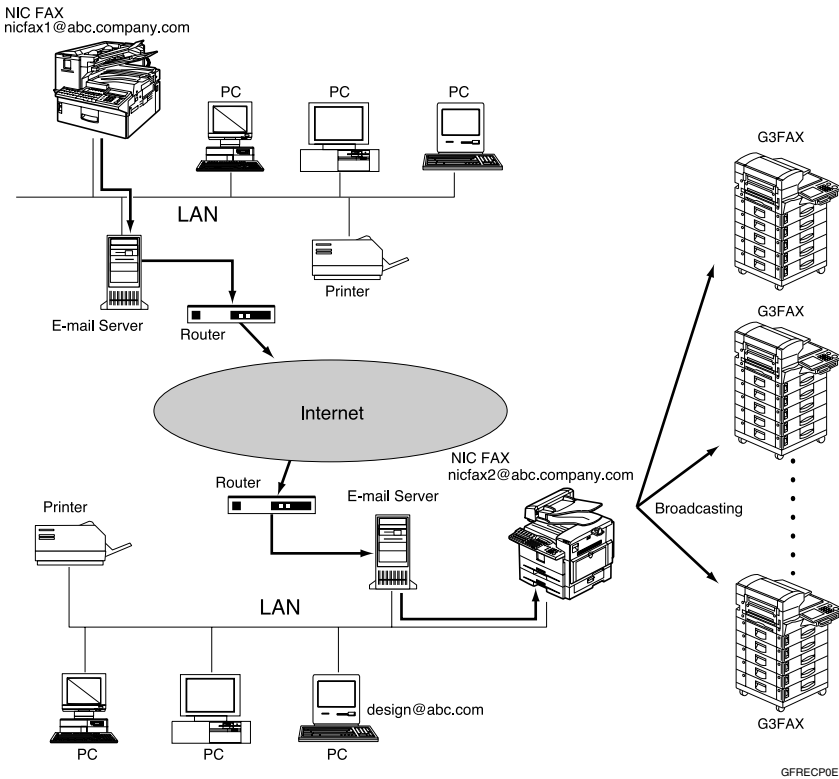
## Receiving Transfer Request E-mail

When the machine receives Transfer Request e-mail, it transfer faxes to all the End Receivers specified in the e-mail.

**Note**

- You must register Polling ID and End Receivers.
- End Receivers must be programmed into Quick Dial keys, Speed Dials, or Groups in the Transfer Station (this machine). You can specify e-mail addresses as End Receivers.
- The transferred originals are printed in the Transfer Station.
- NIC FAX can receive the transfer request when the Internet Fax or IP-fax destination is specified as Transfer Station.

4

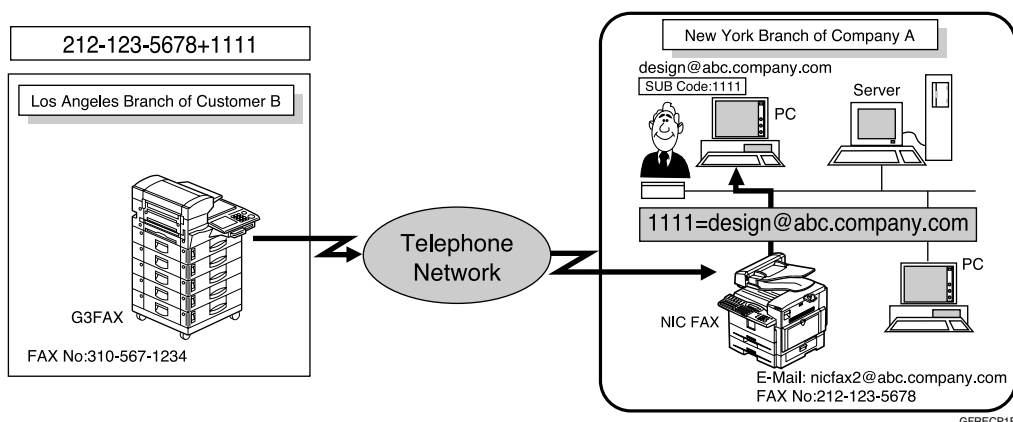


When NIC FAX (nicfax2@abc.company.com) receives Transfer Request e-mail from another NIC FAX (nicfax1@abc.company.com), it transfers the faxes to the specified End Receivers.

## Routing Received Documents

When a document is received, its SUB code is compared to user codes registered in Personal Boxes and, if a match is found, the document is routed to the destination whose user code is specified. If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.

At the same time, you can make the settings that all documents which do not have the SUB code are routed to the specified e-mail address by the Forwarding function. For details, see p.92 "Forwarding Received Documents".



### Note

- You can route documents received from any fax machine, regardless of manufacturer.
- Before routing received documents, you must set up a Personal Box and routing address. See Chapter 7 "Programming / changing Personal Boxes", *Advanced Features*.

## Transferring Received Documents

Originals sent with a SUB code that matches the SUB code registered as a Transfer Box are received then relayed to the registered receiver.

When e-mail addresses are registered in the Transfer Station as receivers, received messages are sent in an e-mail format to the receivers.

### Preparation

Transfer Boxes and End Receivers must be set up in order to transfer received documents. See Chapter 7 "Programming / changing Transfer Boxes", *Advanced Features*.

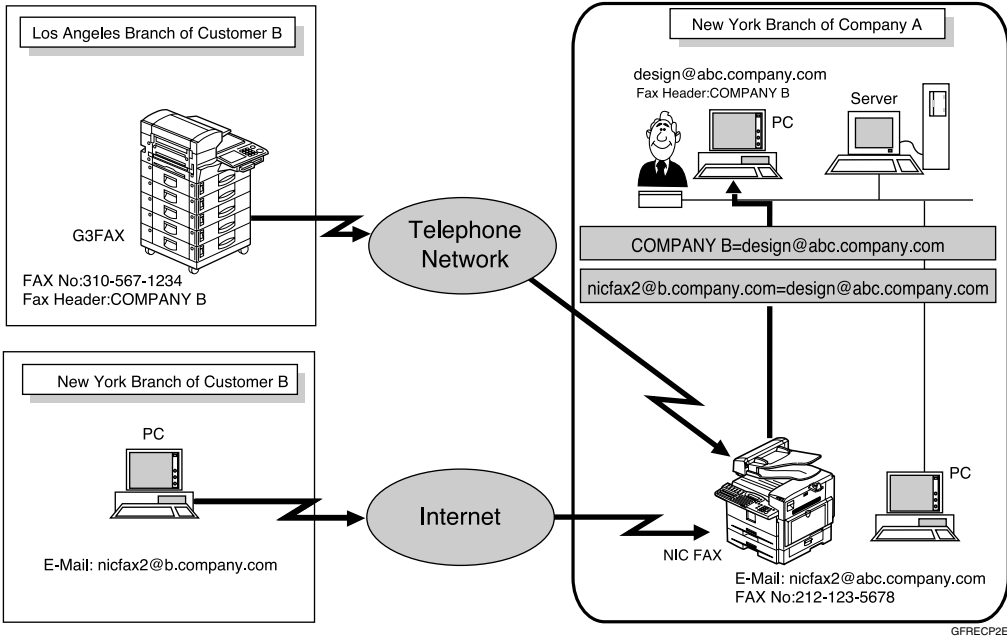
### Note

- Transfer Results are not sent back to Transfer Requesters.
- You can transfer data received from any fax machine, regardless of manufacturer.



## Forwarding Received Documents

NIC FAX can automatically forward received documents to other destinations registered in memory based on Own Name, Own Fax Number or sender's e-mail address. If an e-mail address is registered as the destination, documents received are forwarded as e-mail.



**Note**

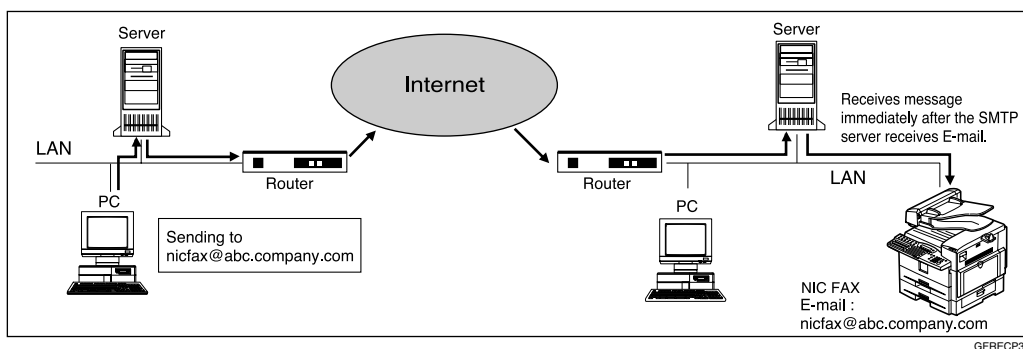
- You need to specify the Forwarding destination in advance. See Chapter 7 "Forwarding", *Advanced Features*.
- You can select whether the machine prints out the messages it forwards with user parameters (switch 11, bit 6). For details, see Chapter 7 "User Parameters", *Advanced Features*.
- If you do not specify Own Name, Own Fax Number or sender's e-mail address, all documents are forwarded to the registered destination. For details, see Chapter 7 "Forwarding", *Advanced Features*.

## SMTP Reception

NIC FAX ordinarily uses POP e-mail reception, but can be set to use SMTP reception.

With POP reception, e-mail is received using Auto Mail Reception or Manual Reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by NIC FAX. You can route received e-mail to other Internet fax machines also.



### Note

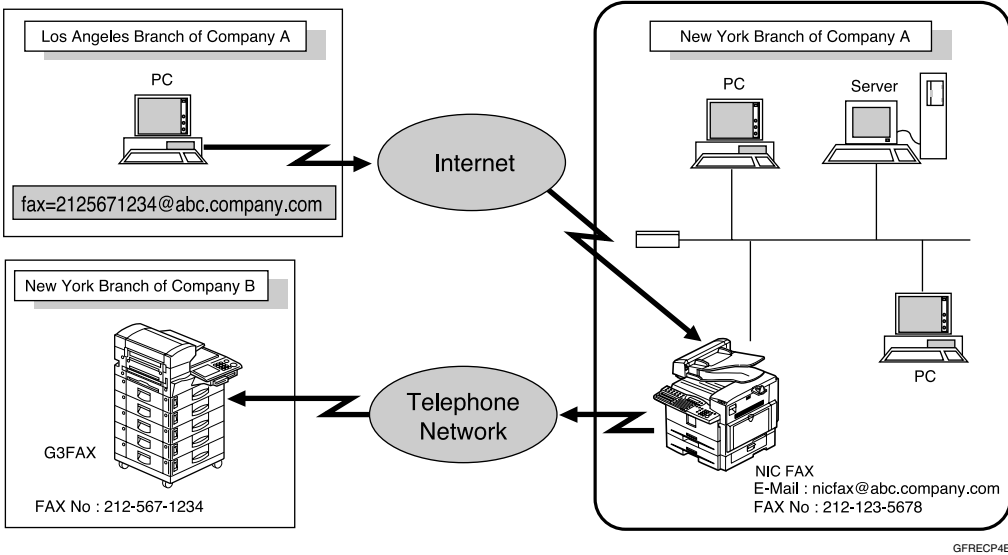
- ❑ DNS server settings must be made before using SMTP reception. See p.73 “E-mail Server Settings (by Network Administrator)”.
- ❑ To use SMTP reception, SMTP reception must be set to "On" as described in p.166 “User Parameters” (switch 17, bit 0).
- ❑ Even if SMTP reception is enabled on the DNS server, mail sent from the SMTP server will not be received and NIC FAX reports an error if SMTP reception is set to "Off" with user parameters. Also, the SMTP server sends an error notification to the originator.
- ❑ If an error is encountered during e-mail reception, reception is aborted, the e-mail is discarded, and Error Report is printed. Also, the SMTP server sends an error notification to the originator.
- ❑ SMTP reception cannot be interrupted by pressing the **[Clear/Stop]** key.
- ❑ When the SMTP server attempts to route received documents to NIC FAX while NIC FAX is transmitting an e-mail, NIC FAX will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

### Reference

- p.88 “Auto Mail Reception”
- p.88 “Manual Mail Reception”
- p.94 “Routing Mail Received via SMTP”

## Routing Mail Received via SMTP

Mail received via SMTP can be routed to other fax machines. It can also be routed to destinations registered as Quick Dial entries, Speed Dial entries, or Groups.



4

### Preparation

Before routing mail received via SMTP, you first must set "Route documents received with SMTP" to "Yes" with user parameters. See p.166 "User Parameters" (switch 17, bit 1).

### Note

- If a mail transfer request is received when the "Route documents received with SMTP" with user parameters is set to "No," NIC FAX responds with an error message to the SMTP server.
- You can make settings that limit transfer to specified originators. See p.41 "Auth. E-Mail RX (Authorized E-mail Reception)".
- Using this function, you can also send documents from your e-mail software to e-mail addresses and G3 fax machines' destinations through NIC FAX simultaneously. For details about specifying the destinations of fax machines, see the following.

 **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

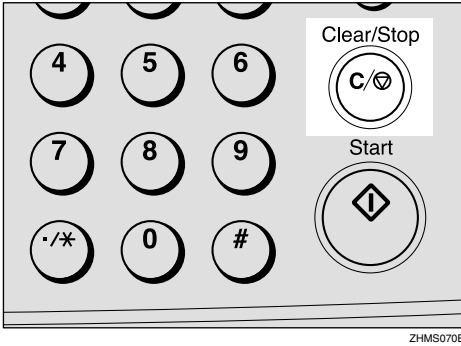
Example: to transfer to the destination registered under Group number 04:

fax=\*\*\*04@nicfax.abc.company.com

# Canceling Transmission of an Internet Fax

## While the Original is Being Scanned In

**1** Press the **[Clear/Stop]** key.



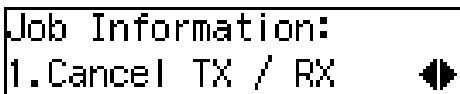
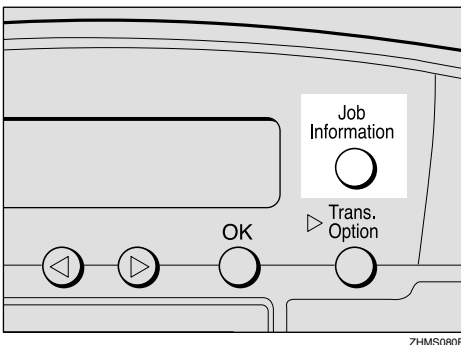
The machine will stop storing the original and the data will not be sent.

## After the Original Has Been Scanned In

### Limitation

You cannot cancel transmission of a message after it has been sent. Messages not shown in the file list have been already sent. See Chapter 2 "Printing a List of Files in Memory (Print TX File List)", *Advanced Features*.

**1** Press the **[Job Information]** key.



**2** Confirm "1. Cancel TX / RX (Cancel Transmission / Reception)" appears, and then press the **[OK]** key.

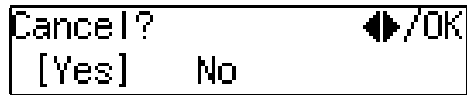


**3** Press the **[Left]** or **[Right]** key to display the message you want to delete.



**4** Press the **[OK]** key.

**5** Press the **[Left]** or **[Right]** key to select "Yes".



### Note

If you do not want to cancel transmission, select "No".

**6** Press the **[OK]** key.

The standby display reappears.

### Standby documents under forwarding

Although received transfer request documents and standby documents under forwarding are displayed in the display of step **3**, you cannot delete these documents.

# 5. Using IP-Fax Functions

IP-Faxing enables you to send fax messages via networks that use TCP/IP such as LAN or Internet. The transmission procedure for IP-Faxing is almost the same as that for conventional fax transmission.

The functions used for conventional fax transmission are also available for IP-Fax with similar operation procedures.

You can also send fax messages through your network to ordinary G3 fax machines connected to the public telephone lines by using VoIP gateways (with T.38 Function).

## Note

- In case of transmission via the Internet, the equipment on the receiving end must be connected directly to the Internet. The equipment is not accessible if it is connected to a network which is protected by installing Firewall.
- You can specify IP-Fax destinations as Transfer Station making a Transfer Request. See p.84 "Transfer Request by E-mail".
- For information about VoIP gateways (with T.38 Function) or gatekeepers that have been confirmed to work, contact your dealer or service representative.
- When you send IP-Fax specifying a user code (only in the Memory Transmission) and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission. See p.177 "Communication Result Report".

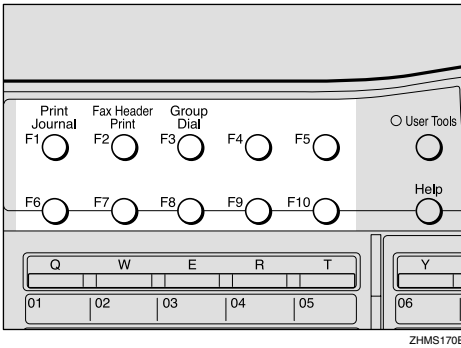
# Transmitting IP-Fax

## Transmitting by Specifying an IP Address or Host Name

This section describes how to send fax messages to an IP-Fax connected to the same LAN or connected directly to the Internet.

- 1** Set the original, and then select the scan settings as necessary.
- 2** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.

5



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- Use the following to specify an IP address or host name without pressing the user function key:
  - Quick Dial, Speed Dial, or Group Dial assigned to the destination IP address
  - The Redial function

**Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

### If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "IP-Fax Address" in the display that appears. For information on changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- 1** Press the **[Left]** or **[Right]** key to select "2. IP-Fax Address".



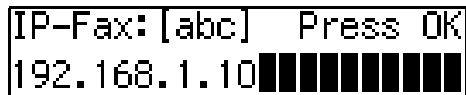
- 2** Press the **[OK]** key.

- 3** Enter the IP address or host name of the destination, and then press the **[OK]** key.

When the Network Transmission Auto Check Function is set to On:



When the Network Transmission Auto Check Function is set to Off:



**Note**

- ❑ When specifying a destination using IP address, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination IP address is 192.168.1.10 and the port number is 2100, you should identify the destination as 192.168.1.10:2100. Contact your network administrator for details.
- ❑ When specifying a destination using the host name, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination host name is "abc.company.com" and the port number is 2100, you should identify the destination as "abc.company.com:2100". Contact your network administrator for details.
- ❑ When specifying a destination using host name, set the DNS Server Address beforehand.
- ❑ To enter texts registered in "Template: Address", press the **[★]** key, press the **⏪** or **⏩** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

- 4** Press the **⏪** or **⏩** key to display "2. IP-Fax Address".

```

Network TX Option
2. IP-Fax Address
  
```

**Note**

- ❑ If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step **6**. See p.166 "User Parameters" (switch 32, bit 1).

- 5** Press the **[OK]** key.

```

Dest.1      Press Start
<->192.168.1.10
  
```

- 6** If you want to specify another destination, press the **[OK]** key, and then repeat steps **2** to **5**.

**Note**

- ❑ If you do not want to specify other destination, proceed to step **7**.

- 7** Press the **[Start]** key.

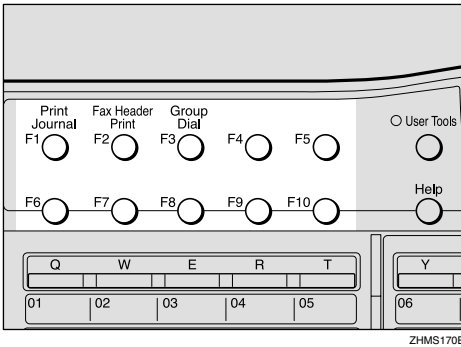
IP-Fax transmission begins.



## Transmitting by Specifying a VoIP Gateway

This section describes how to send fax messages through your network to ordinary G3 fax machines connected to the public telephone lines via a VoIP gateway.

- 1 Set the original, and then select the scan settings as necessary.
- 2 Press the user function key ((F1) to (F10)) assigned to the Internet FAX function.



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the (F5) key.
- Use the following to specify an IP address or host name without pressing the user function key:
  - Quick Dial, Speed Dial or Group Dial assigned to the destination IP address
  - The Redial function

**Reference**

- Chapter 2 "Dialing", *Basic Features*
- Chapter 3 "Redial", *Advanced Features*

### If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "IP-Fax Address" in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- 1 Press (Left) or (Right) key to display "2. IP-Fax Address".



- 2 Press the (OK) key.

- 3 Enter the G3 fax number of the receiver using the number keys, and then press the (OK) key.

When the Network Transmission Auto Check Function is set to On:



When the Network Transmission Auto Check Function is set to Off:



- 4 Press the (Left) or (Right) key to display "2. IP-Fax Address".



**Note**

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step 6. See p.166 "User Parameters" (switch 32, bit 1).

**5** Press the **[OK]** key.

**6** Press the **◀** or **▶** key to select "Yes".

```
Specify Gateway: ◀/OK
[Yes] No
```

**7** Press the **[OK]** key.

The display for entering the VoIP gateway address appears.

**8** Enter the IP address or host name of the VoIP gateway.

```
GW Address: [abc] /OK
192.168.1.10 ██████████
```

**9** Press the **[OK]** key.

```
Dest.1 Press Start
↔3105671234<192.168.1
```

**10** If you want to specify another destination, press the **[OK]** key, and then repeat steps **2** to **9**.

 **Note**

- If you do not want to specify other destination, proceed to step **11**.

**11** Press the **[Start]** key.

The IP-Fax transmission begins.

## Transmitting by Specifying an Alias Fax Number

This section describes how to send fax messages by specifying an alias fax number of a destination stored in the gatekeeper.

### Preparation

You need to set the gatekeeper address as well as alias fax number beforehand with IP-Fax Parameter settings. See p.43 "IP-Fax Parameter Settings".

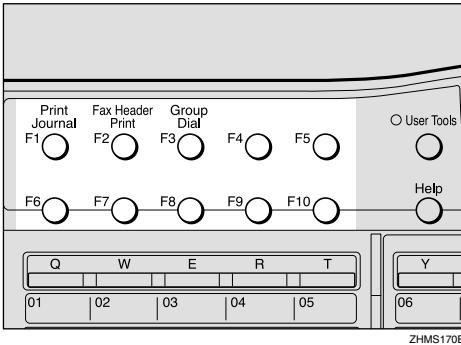
Also, you need to make settings for using the gatekeeper for IP-Fax transmission with user parameters. For information about making these settings, see p.166 "User Parameters" (switch 32, bit 0).

### Note

- Alias fax numbers are fax numbers stored in the gatekeeper and valid only within the network.
- If you change the settings for using or not using the gatekeeper, you need to program the destinations for the Quick Dial or Speed Dial again. Normal IP-Fax transmission is not possible without performing this procedure.

**1** Set the original, and then select the scan settings as necessary.

**2** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



The display for entering an address appears.

5

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.
- Use the following to specify an alias fax number without pressing the user function key:
  - Quick Dial, Speed Dial or Group Dial, assigned to the destination IP address
  - The Redial function

**Reference**

Chapter 2 "Dialing", *Basic Features*

Chapter 3 "Redial", *Advanced Features*

**If the Network Transmission Auto Check Function Is Turned Off**

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "IP-Fax Address" in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

**1** Press the **[Left]** or **[Right]** key to select "2. IP-Fax Address".



**2** Press the **[OK]** key.

**3** Enter the alias fax number of the destination using the number keys, and then press the **[OK]** key.

When the Network Transmission Auto Check function is set to "On":



When the Network Transmission Auto Check function is set to "Off":



**4** Press the **[Left]** or **[Right]** key to display "2. IP-Fax Address".

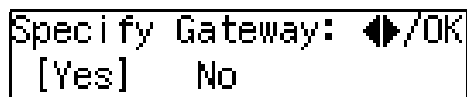


**Note**

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step **6**. See p.166 "User Parameters" (switch 32, bit 1).

**5** Press the **[OK]** key.

**6** Confirm "Yes" is selected, and then press the **[OK]** key.



The display for entering the VoIP gateway address appears.

 **Note**

- If you do not use the gateway, select "No", press the **[OK]** key, and then proceed to step **9**.

- 7** Enter the alias fax number registered on the gatekeeper.

```
GW Address: /OK
2123336666
```

 **Reference**

p.44 "Own Fax Number (Alias Fax Number)"

- 8** Press the **[OK]** key.

```
Dest.1      Press Start
<->2121235678<212333666
```

- 9** If you want to specify another destination, press the **[OK]** key, and then repeat steps **2** to **8**.

 **Note**

- If you do not want to specify other destination, proceed to step **10**.

- 10** Press the **[Start]** key.

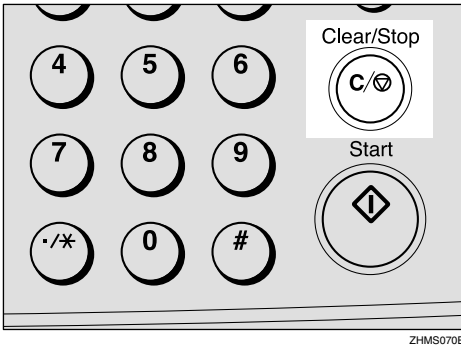
The IP-Fax transmission begins.

# Canceling Transmission of an IP-Fax

## While the Original Is Being Scanned In

To cancel IP-Fax transmission while scanning is in progress, perform the procedure described below.

- 1 Press the **[Clear/Stop]** key.



The machine will stop storing the original and the data will not be sent.

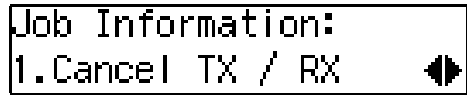
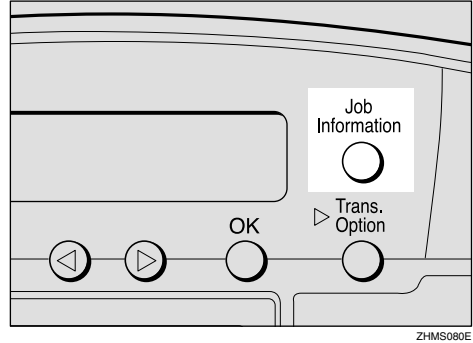
## After the Original Has Been Scanned In

To cancel IP-Fax transmission after scanning is complete, perform the procedure described below.

### Limitation

- ❑ You cannot cancel a transmission that has already been performed. If a file is not in the List of Files in Memory, it has already been transmitted. See Chapter 2 "Printing a List of Files in Memory (Print TX File List)", *Advanced Features*.

- 1 Press the **[Job Information]** key.



- 2 Confirm "1.Cancel TX / RX (Cancel Transmission / Reception)" appears, and then press the **[OK]** key.



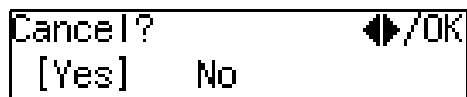
If there are any files stored in memory, the file information is displayed.

- 3 Press the **◀** or **▶** key until the file you want to delete appears.



- 4 Press the **[OK]** key.

- 5 Press the **◀** or **▶** key to select "Yes".



### Note

- ❑ To cancel deletion, select "No".

**6** Press the **[OK]** key.

**7** Press the **[Job Information]** key.  
The standby display reappears.



# 6. Using LAN-Fax Functions

## Basic Transmission

This section describes how to send fax documents created using computer applications.

Open the document you want to send, or create a new document using an application, and then perform the following procedure.

### Note

- You can specify up to 100 destinations.
- NIC FAX can communicate with up to three computers on the network simultaneously.
- Set the resolution for transmission with the Properties setting for LAN-Fax beforehand. See p.114 “Setting LAN-Fax Properties”.
- By programming your own e-mail address as a destination in the user codes, you can have a Communication Result Report sent to that address by specifying it when you transmit using LAN-Fax. This makes it possible to verify the results of transmission. See p.177 “Communication Result Report”.

**1** On the [File] menu, click [Print].

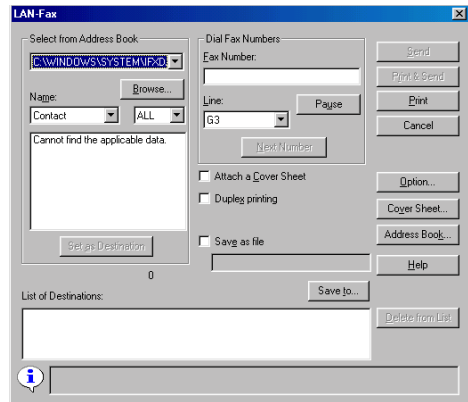
**2** Click [LAN-Fax F3] in [Printer Name], and then click [OK].

The [LAN-Fax] dialog box appears.

### Note

- The setting method may vary depending on the application you are using. In all cases, select [LAN-Fax F3] for the printer.

**3** Specify the destination.



Use either one of the following procedures to specify the destination:

### Directly Entering the Fax Number

**1** In the [Fax Number] box, enter the destination's fax number .

### Note

- To enter a pause (-), click [Pause] (the first digit cannot be a pause).
- For details about functions other than the pause function, see the online Help.

**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 a destination already stored on your NIC FAX in the [Fax Number] text box, following the instruction below.

#### ❖ Quick Dial

Enter **[#]** followed by the Quick Dial code (two digits). For example, to specify the end receiver assigned to Quick Dial code 01, enter:

**#[0][1]**.

#### ❖ Speed Dial

Enter **#[\*]** followed by the Speed Dial code (three digits).

For example, to specify the end receiver assigned to Speed Dial code 012, enter:

**#[\*][0][1][2]**.

#### ❖ Groups

Enter **#[\*]**, **[\*]** followed by the 2-digit Group code.

For example, to specify the end receiver assigned to Group code 04, enter:

**#[\*][\*][0][4]**.

#### Note

- If an attachment is registered to specified Quick Dial key, it cannot be transmitted. See Chapter 6 "Auto Documents", *Advanced Features*.
- 2 If you want to specify another destination, click [Next Number] and repeat step 3.

---

### Specifying a Destination from Address Book

---

- 1 Click the ▼ button to the right of the [Select from Address Book] selector, select a destination in the list that appears, and then click [Set as Destination].

#### Note

- Destinations must be stored in the list of destinations using Address Book beforehand. See p.110 "Address Book".
  - Click [Address Book] to start up Address Book.
- 2 If you want to specify another destination, repeat step 3.

- 4 Specify options as necessary.

If you do not want to specify any options, proceed to step 5.

---

### Attaching a Cover Sheet

---

- 1 Select the [Attach a Cover Sheet] check box.

#### Note

- If you specify this setting, a cover sheet is attached in front of the document you are sending. To edit the cover sheet, click [Cover Sheet]. For details, see online Help.

---

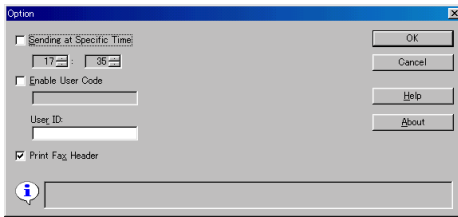
### Specifying Options

---

You can specify the following options:

- Sending at Specific Time
  - User Code Transmission
  - User ID
  - Fax Header Print
- 1 Click [Option].

## 2 Specify options.



### ❖ To Select Sending at Specific Time

Select the **[Sending at Specific Time]** check box, and then specify the transmission time.

### ❖ To Select User Code Transmission

Select the **[Enable User Code]** check box to select the box, and then enter the user code (SUB code for Personal Box) into the text box.

Entering the user code is necessary if Restricted Access is specified on your NIC FAX.

### ❖ To Select Fax Header Print

Select the **[Print Fax Header]** check box.

### 🔍 Reference

Chapter 1 "Restricted Access Display", *Basic Features*

Chapter 1 "Sending at a Specific Time (Send Later)", "User Code Transmission", "Fax Header Print", and Chapter 7 "Programming / changing Personal Boxes", *Advanced Features*

## 3 Click [OK].

## 5 Click [Send].

### 📌 Note

- Click **[Print&Send]** to send the document and print a local copy.

- Click **[Print]** to print a copy of the document you specified without sending it.

## 💡 Managing Transmissions from LAN-Fax Driver

You can manage transmissions from LAN-Fax Driver using SmartNet-Monitor for Admin and SmartNet-Monitor for Client.

You can check the following information you sent with LAN-Fax Driver.

- User ID
- Status
- Pages (Number of pages)
- Started At (Start time)
- File No.

### 📌 Note

- When using SmartNetMonitor for Admin, double-click NIC FAX on the Group window, and then click the **[Job History]** tab of the information window.
- When you use SmartNetMonitor for Client, register NIC FAX as network device first. Double-click NIC FAX on the Status window, and then click the **[Job History]** tab of the information window.
- If an error occurs during transmission or printing, "0" appears as the page number, even when part of a document is transmitted or printed.
- If renewing the display is attempted from another computer at the same time, it may not be successful. If this happens, try it again.

### 🔍 Reference

For details about using SmartNet-Monitor for Admin and SmartNet-Monitor for Client, see their respective online Help.

# Address Book

You can store and edit entries in the list of destinations using Address Book.

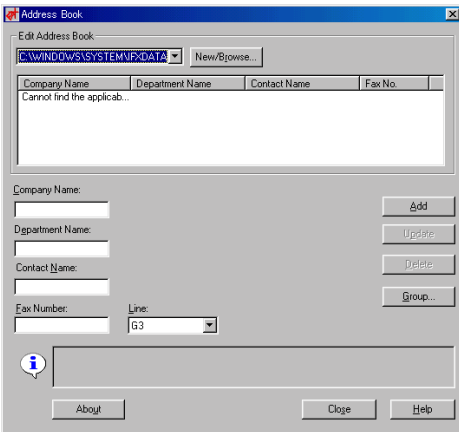
## Note

- ❑ Address Book is saved as a CSV file. You can register 1000 addresses in a CSV file, and specify destinations using multiple CSV files.
- ❑ For detailed information, see the online Help.

**1** On the task bar, first click **[Start]**, point to **[Programs]**, point to **[LAN-Fax Utilities]**, and then click **[Address Book]**.

The Address Book display appears.

**2** Edit an existing destination, or store a new one.



## Note

- ❑ You can store destinations in groups. Click **[Group]** to start the procedure.

### Storing a New Destination

**1** Enter the destination.

## Note

- ❑ You can enter data for the following items: Company Name, Department Name, Contact Name, and Fax Number. To register a new destination, Contact Name and Fax Number are required.
- ❑ For **[Line]**, select the appropriate line type from the following: G3, G3-2, G3-Dir.Auto, G3 PABX Auto. G3-3 and G4 also appear, but you cannot specify them since COLOR NIC FAX UNIT TYPE410 does not support them.

**2** Click **[Add]**.

The new destination is added to the list.

### Editing Stored Destinations

**1** Select the destination you want to edit from the list.

The name of the company is highlighted.

**2** Edit the data.

**3** Click **[Update]**.

The edited destination is stored, overwriting the old data.

### Deleting Stored Destinations

**1** Select the destination you want to edit from the list.

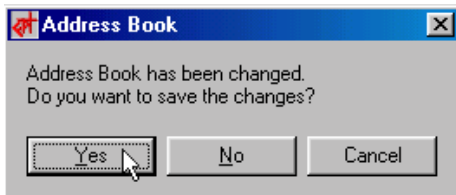
The name of the company is highlighted.

**2** Click **[Delete]**.

**3** Click **[Yes]** in the **[Address Book]** dialog box.

**3** Click **[Close]**.

**4** If you have made any changes to entries in the list, the confirmation message 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 display, click **[Cancel]**.

 **Note**

- The dialog box shown above does not appear if you have not made any changes to the list after opening Address Book.

# Printing and Saving

You can print documents created using computer applications. Instead of printing, you can also save documents as TIFF-F image files on a computer.

Open the document you want to print or save as an image file, or create a new document using an application, and then perform the following procedure.

## Note

You can select either one of four resolution settings: Standard (200 × 100 dpi), Detail (200 × 200 dpi), Super Fine (400 × 400 dpi), Extra Super Fine (600 × 600 dpi). In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 "User Parameters" (switch 20, bit 3).

If you use the Saving function to save documents created using computer applications as image files, and send the file as e-mail attachments, they can be received by NIC FAX.

**1** On the [File] menu, click [Print].

**2** Click [LAN-Fax F3] in [Printer Name], and then click [OK].

The [LAN-Fax] dialog box appears.

## Note

Setting procedures may vary depending on the application you are using. In all cases, select [LAN-Fax F3] for the printer.

**3** If you want to print on both sides of the paper, select the [Duplex Printing] check box.

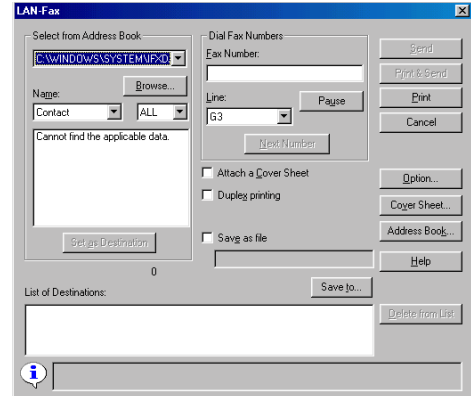
## Note

If you do not want to specify Duplex Printing, proceed to step **4**.

To specify the Duplex Printing function, click [Duplex Printing]. This setting is cleared next time you send a text.

When you specify Duplex Printing, you need to specify the tray for which the Two-sided Printing function is turned on. For details about the Two-sided Printing function, see Chapter 6 "Paper Tray for Two-sided Printing", *Advanced Features*.

**4** Follow either of the procedures below according to your needs.



## Printing from the Fax Machine

**1** Click [Print].

## Note

If a receiver is already specified, [Print&Send] appears instead of [Print]. Click [Print&Send] to print from the fax machine and send to the destination.

## Saving as File to Computer

- 1 Select the **[Save as file]** check box.

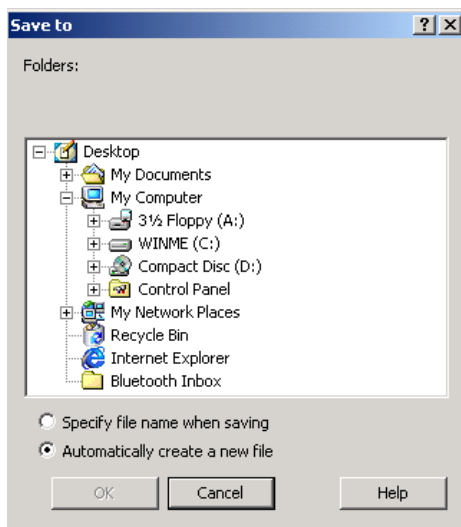
- 2 Click **[Save to]**.

### Note

- The information about the folder you set is stored. If you want to save using the former settings, omit steps 2 to 5 and proceed to step 6.

- 3 Specify the folder you want to save the file in.

Click the folder in the folder list that you want to save in.



- 4 Click **[Specify file name when saving]** or **[Automatically create a new file]**.

### Note

- If you select **[Automatically create a new file]** the file name is created in "Ric+hours, minutes and seconds.tif" format. For example, if you save at 10:40:12, the file name is "Ric104012.tif".

- 5 Click **[OK]**.

- 6 Click **[Save]**.

### Note

- If a receiver is specified, **[Save\_Send]** appears instead of **[Save]**. Click **[Save\_Send]** to save as an image file and send to the destination.

- 7 The **[Save as]** dialog box appears. Enter a file name, and then click **[Save]**.

### Note

- The dialog box appears only when you select **[Specify file name when saving]** in step 4.

# Setting LAN-Fax Properties

This section describes how to make settings, such as document size, resolution, and options.

- Paper Size
- Orientation
- (Paper) Tray
- Resolution
- Gray Scale  
(Only with Windows 95/98/Me)
- Print as Graphics  
(Only with Windows 95/98/Me)
- Accessories

## Note

- The dialog box appearance varies according to the Windows version. The examples shown here appear with Windows 98.

**1** On the task bar, click [Start], point to [Settings], and then click [Printers].

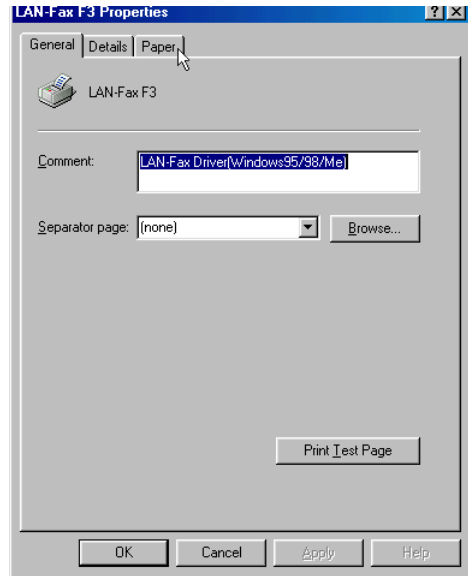
Click [LAN-Fax F3] so that it is highlighted, and then click [Properties] on the [File] menu.

The [LAN-Fax F3 Properties] dialog box appears.

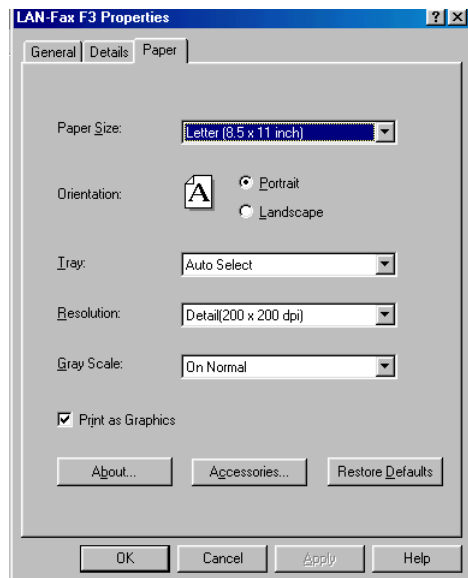
## Note

- Under Windows 2000/XP or Windows NT4.0, log on as a member of the Administrators group.
- With Windows NT 4.0, click [Document Default] on the [File] menu.
- With Windows 2000/XP, click [Print Settings] on the [File] menu.

**2** Click the [Paper] tab.



**3** Make paper settings.



 **Note**

- "Gray Scale" and "Print as Graphics" appears only with Windows 95, Windows 98, or Windows Me.
- To make settings for options, click **[Accessories]** and select the check boxes of the options that are installed on your NIC FAX.

**4** Click **[OK]**.





# 7. Using Network Delivery Scanner Functions

You can use NIC FAX as a network scanner.

The scanned data can be sent, or delivered to destinations registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server on the network.

## Note

- To use ScanRouter V2 Lite, it is necessary to make settings with user parameters. See p.166 “User Parameters” (switch 16, bit 2).
- To use ScanRouter V2 Professional, settings must be made by a customer engineer. Contact your nearest dealer.

## Delivering Scanned Data

### Preparation

You need to make Network settings beforehand. See p.28 “NIC FAX Initial Settings”.

You need to register this machine by I/O device settings for ScanRouter V2 Lite/Professional.

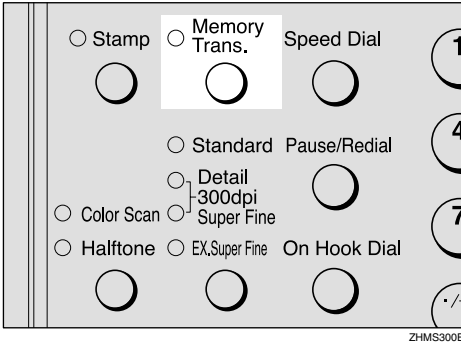
It is recommended that you program destinations in Quick Dial keys or Speed Dials beforehand, so that the operation will be easy and trouble-free. It is assumed that destinations are already programmed into Quick Dial keys or Speed Dials in the following instructions. See p.133 “Registering Addresses for Scanner”.

### Note

- The scanned data is first transmitted from NIC FAX to the server, and then delivered to the specified destinations. The delivery procedure varies depending on the settings made in each server.
- The following functions are not available even if you specify them:
  - Fax Header Print
  - Label Insertion

## Color Original

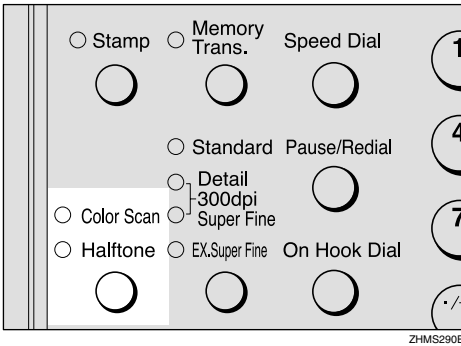
- 1 Make sure the Memory Trans. indicator is not lit.



**Note**

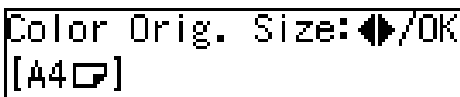
- If the **Memory Trans.** indicator is lit, press the **[Memory Trans.]** key.

- 2 Press the **[Color Scan]** key.



Make sure the **Color Scan** indicator is lit.

- 3 Press the **[Left Arrow]** or **[Right Arrow]** key to select the original size, and then press the **[OK]** key.



- 4 Set the original, and then make the scan settings as necessary.

**Note**

- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 “User Parameters” (switch 20, bit 2).

- 5 Enter the destination using a Quick Dial key or Speed Dial.



**Note**

- You can specify the destination using methods other than Quick Dial or Speed Dial. See p.120 “Specifying Destinations Without Using Quick Dial Keys or Speed Dials”.

- 6 Press the **[Start]** key.

Scanning begins.

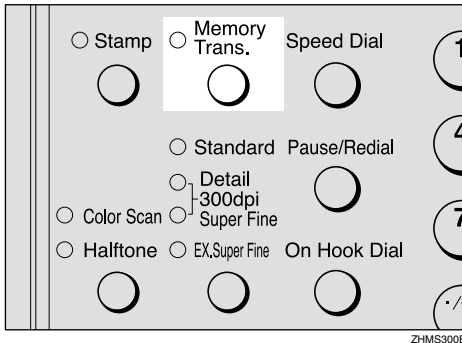
When scanning is complete, the standby display reappears, and the scanned data is transmitted to the server.

**Note**

- Press the **[Clear/Stop]** key to cancel scanning. If scanning is canceled, the scanned data is cleared and will not be transmitted.
- The Communication Failure Report is printed if transmission was not successful.

## Monochrome Original

- 1 Make sure the **Memory Trans.** indicator is lit.



### Note

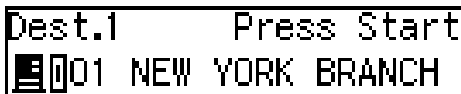
- If the **Memory Trans.** indicator is not lit, press the **[Memory Trans.]** key.

- 2 Set the original, and then make the scan settings as necessary.

### Note

- In order to set resolution to Extra Super Fine, you need to make necessary settings with user parameters. For information about making this setting, see p.166 “User Parameters” (switch 20, bit 2).

- 3 Enter the destination using a Quick Dial key or Speed Dial.



### Note

- You can specify the destination using methods other than Quick Dial or Speed Dial. See p.120 “Specifying Destinations Without Using Quick Dial Keys or Speed Dials”.

- If you want to specify another destination, press the **[OK]** key and repeat step 3.
- You can perform fax transmission as well as Scanner Delivery by entering a fax number as the destination.

- 4 Press the **[Start]** key.

Scanning begins.

When scanning is complete, the standby display reappears, and the scanned data is transmitted to the server.

### Note

- Press the **[Clear/Stop]** key to cancel scanning. If scanning is canceled, the scanned data is cleared and will not be transmitted.
- Scanner Delivery stores the scanned data in memory and converts it into a file before transmission. This procedure may take a while depending on the quantity of originals.
- The Communication Failure Report is printed if transmission to any of the specified destinations was not successful.

# Specifying Destinations Without Using Quick Dial Keys or Speed Dials

You can specify the destination using methods other than Quick Dial or Speed Dial, such as Groups or Redial. You can also specify destinations using the number keys.

## Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

You need to register this machine by I/O device settings for ScanRouter V2 Lite/Professional.

## Note

- The destinations programmed into Groups may be a mixture of destinations of users or groups registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server on the network and fax number destinations.

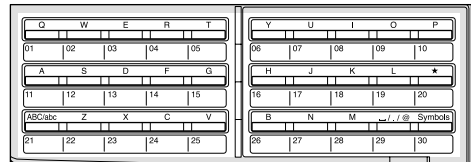
## Note

- For information about registering a function to a user function key, see Chapter 6 "User Function Keys", *Advanced Features*.

- Enter the Group code which the destinations are programmed into.

## Specifying by Groups (Quick Dial)

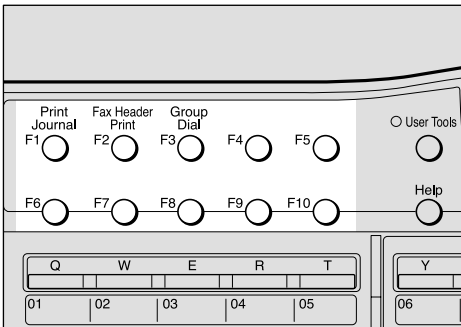
- Press the Quick Dial key which the Group destination is programmed into.



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## Specifying by Groups (Group Code)

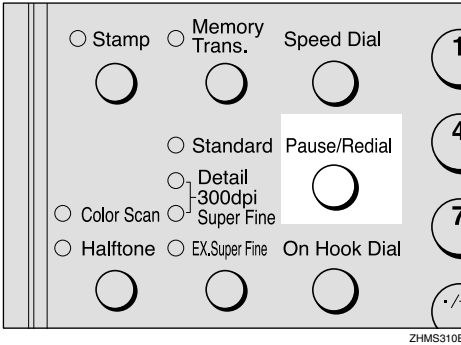
- Press the user function key ((F1) to (F10)) assigned to the Groups function.



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## Specifying by Redial

**1** Press the **[Pause/Redial]** key.

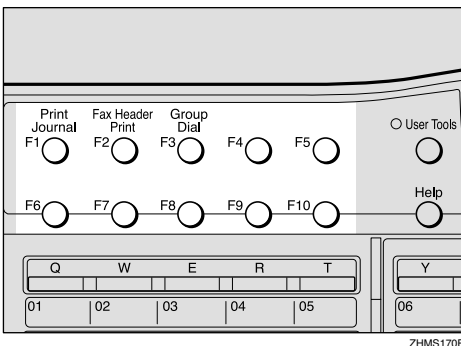


**2** The last 10 destinations you dialed are shown. Press the **[Left Arrow]** or **[Right Arrow]** key to display the destination which you want to deliver the scanned data to.

**3** Press the **[OK]** key.

## Specifying Using the Number Keys

**1** Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The display for entering the scanner destination appears.

### Note

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

**2** Press the **[#]** key.



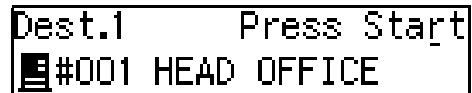
**3** Enter the Short ID (three digits) for the user or group using the number keys.

For example, if the Short ID is "001," enter **[#][0][0][1]**.



**4** Press the **[OK]** key.

The destination for ScanRouter V2 Lite/Professional that corresponds to the Short ID appears.



### Note

- If you want to specify another destination, press the **[OK]** key and repeat steps **2** to **3**.
- See p.136 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

# Routing Received Fax Documents

Received fax documents can be automatically routed using ScanRouter V2 Professional.

To route using NIC FAX, follow p.122 "Setting up ScanRouter V2 Professional" and p.122 "Fax Document Delivery Settings".

### Preparation

You need to make Network settings beforehand. See p.28 "NIC FAX Initial Settings".

You need to register this machine by I/O device settings for ScanRouter V2 Lite/Professional.

## Setting up ScanRouter V2 Professional

The setup procedure for ScanRouter V2 Professional should be performed according to the instructions described in the "ScanRouter V2 Professional Setup Guide". However, the procedure described under "For a Device for Fax Delivery using RS232" in the Setup Guide is not necessary for this machine. This is because the machine transfers the received fax documents to ScanRouter V2 Professional server via a network.

### Note

- To use ScanRouter V2 Professional, settings must be made by a customer engineer. Contact your nearest dealer.
- You may need to perform the procedure described under "For a Device for Fax Delivery using RS232" in the Setup Guide depending on the make of fax machine used with NIC FAX for sending and receiving fax documents with a ScanRouter V2 Professional server.

## Fax Document Delivery Settings

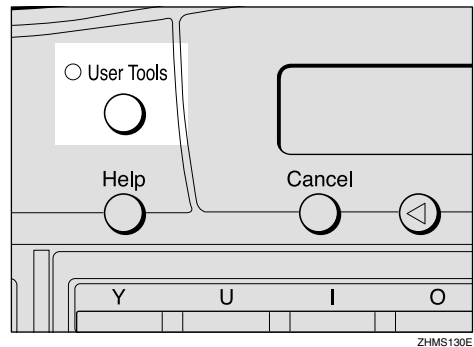
To deliver fax documents, you need to make settings for transferring all received documents to the ScanRouter V2 Professional server using the NIC FAX Forwarding function. Follow the steps below to make the settings.

### Note

- If the document delivery was not successful, NIC FAX prints out a Communication Failure Report as well as the document, and then clears the document data from memory.

## Forwarding Received Documents to the ScanRouter V2 Professional Server

- 1** Press the **[User Tools]** key.



The User Tools main menu appears.

### Note

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the ⏪ or ⏩ key to display "2. Fax Features".

```
User Tools:
2.Fax Features
```

- 3** Press the [OK] key.

- 4** Press the ⏪ or ⏩ key to display "4. Key Op. Tools".

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the [OK] key.

- 6** Press [2] [2] [2] [2], and then press the [OK] key.

- 7** Press the ⏪ or ⏩ key to display "6. Forwarding".

```
Key Op. Tools:
6.Forwarding
```

 **Note**

- The number of the function differs depending on the options installed.

- 8** Press the [OK] key.

- 9** Confirm "1. On/Off" appears, and then press the [OK] key.

```
Forwarding:
On [Off]
```

- 10** Press the ⏪ or ⏩ key to select "On".

```
Forwarding:
[On] Off
```

- 11** Press the [OK] key.

 **Note**

- After you set the Forwarding to "On", make sure to follow the steps below to specify the destination.

- 12** Specify the destination.

When some destination is already registered:

Press the ⏪ or ⏩ key to display "2. Prog. Station", and then press the [OK] key.

```
Forwarding:
2.Prog. Station
```

When any destination is not registered:

Press the [OK] key.

```
Press OK to Program
Forwarding Station
```

- 13** Press the ⏪ or ⏩ key to display the number you want to register the destination in.

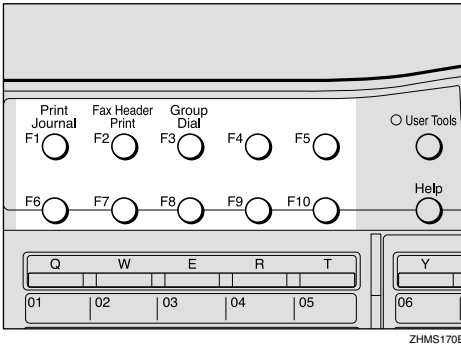
If the code "1" is available, select "1".

```
Program?
1:
```

- 14** Press the [OK] key.



- 15 Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The Scanner display appears.

**Note**

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

- 16 Enter **[#][0][0][0]**.



**Note**

- By specifying "#000" as the destination, all received fax documents are forwarded to the ScanRouter V2 Professional server, and delivered according to Fax Delivering ID or sender's information (Own Name (RTI) or Own Fax Number).

- 17 Press the **[OK]** key.

- 18 Press the **[User Tools]** key.

The standby display reappears.

### Changing the Conditions for Forwarding Received Documents

With user parameters, you can change conditions for forwarding received documents to ScanRouter V2 Professional server. Normally, all received documents are forwarded to ScanRouter V2 Professional server, but you can filter forwarded documents using Fax Delivering ID. With this, NIC FAX prints only those received documents without a Fax Delivering ID. See p.166 "User Parameters" (switch 16, bit 5).

**Note**

- See p.126 "Transmission End Operation" for information about Fax Delivering ID.

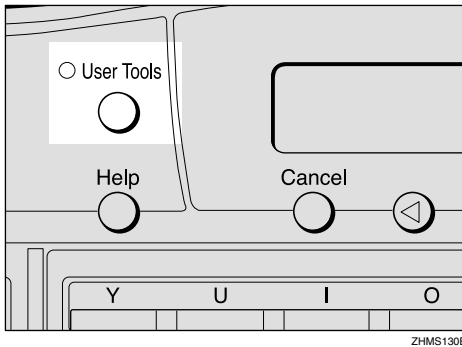
### Turning off Printing Functions of Received Fax Documents

When NIC FAX receives fax documents, it first prints, and then forwards to the ScanRouter V2 Professional server. If you want to forward documents without printing, turn off the printing function by following the procedure below.

**Note**

- If document delivery was not successful, NIC FAX prints out the Communication Failure Report as well as the document, and then clears the document data from memory.

- 1** Press the **[User Tools]** key.



The User Tools main menu appears.

**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the **[Left]** or **[Right]** key to display "2. Fax Features".

```
User Tools:
2.Fax Features
```

- 3** Press the **[OK]** key.

- 4** Press the **[Left]** or **[Right]** key to display "4. Key Op. Tools".

```
Fax Features:
4.Key Op. Tools
```

- 5** Press the **[OK]** key.

- 6** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.

- 7** Press the **[Left]** or **[Right]** key to display "10. User Parameters".

```
Key Op. Tools:
10.User Parameters
```

**Note**

- The number of the function differs depending on the options installed.

- 8** Press the **[OK]** key.

- 9** Confirm "1. Change" appears, and then press the **[OK]** key

```
User Parameters:
Switch 00 :0000 0000
```

- 10** Press the **[Left]** or **[Right]** key to display switch 11.

```
User Parameters:
Switch 11 :0100 1110
```

- 11** Enter **[6]** using the number key to change the number displayed at bit 6 (second from the left) to 0.

```
User Parameters:
Switch 11 :0000 1110
```

- 12** Press the **[OK]** key.

- 13** Press the **[User Tools]** key.

The standby display reappears.

---

## Transmission End Operation

---

There are two ways to select the destinations of fax document delivery through the ScanRouter V2 Professional server. Either specify destinations using Fax Delivering ID, or register the destinations that correspond to the sender's Own Name (RTI) or Own Fax Number. The choice of method depends on the functions available for the fax machine at the transmission end. Select the most appropriate method to suit your needs.

 **Note**

- You need to make settings for ScanRouter V2 Professional server, regardless of chosen method. See *ScanRouter V2 Professional Server Administrators' Guide* for more information.

**❖ To Deliver Fax Documents Using Fax Delivering ID**

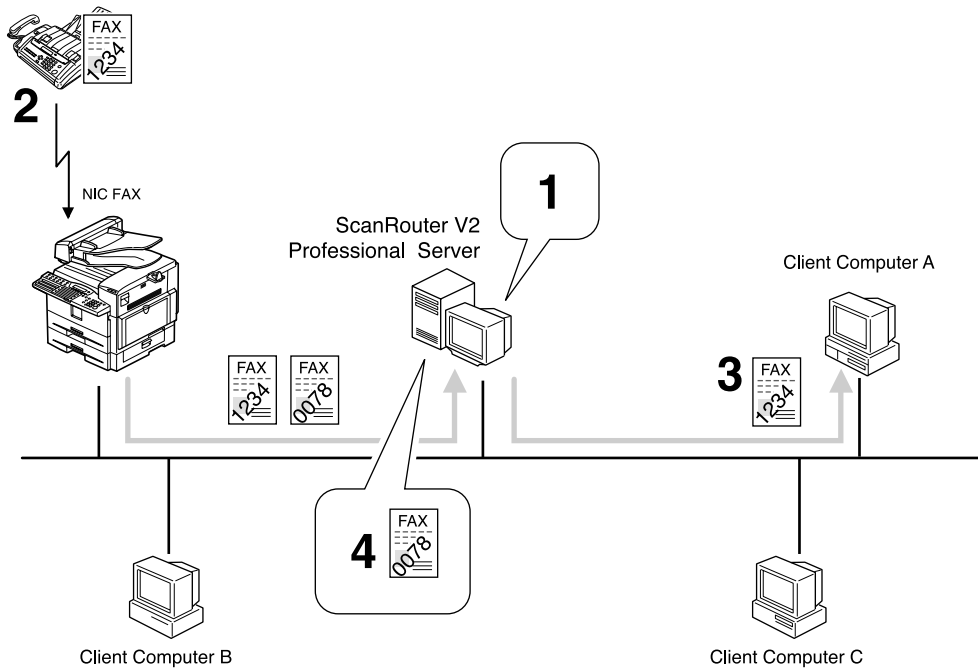
You can use SUB code to specify the destination.

This method is available if SUB codes can be entered on the fax machine at the transmission end.

The transmitter enters the SUB code as the Fax Delivering ID to send documents.

 **Limitation**

- You cannot specify destinations using the Confidential Transmission (ID Override) function.
- If you cannot specify the end receiver, you cannot send the document using Fax Delivering ID. Send the document using Own Name (RTI) or Own Fax Number.



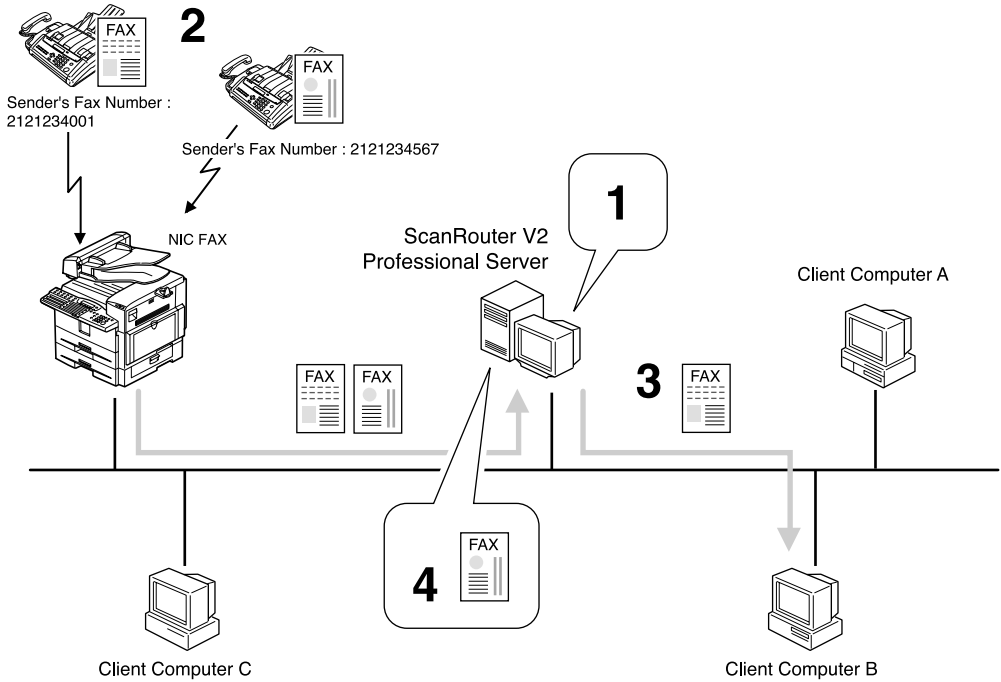
GFNTDS0E

- ① Register the Fax Delivering ID as a destination.  
"1234: Client computer A"
- ② Specify the end receiver with the SUB code.
- ③ The fax document is delivered to the client computer with the specified Fax Delivering ID.
- ④ Fax documents with destinations that cannot be found are saved in the Undelivered Data In-Tray.

❖ **Delivering a Fax Document Using Own Name (RTI) or Own Fax Number**

Operation at the transmitting end is the same as that for conventional fax transmission.

The ScanRouter V2 Professional server determines the end receiver according to Own Name (RTI) or Own Fax Number registered to the fax machine at the transmitting end.



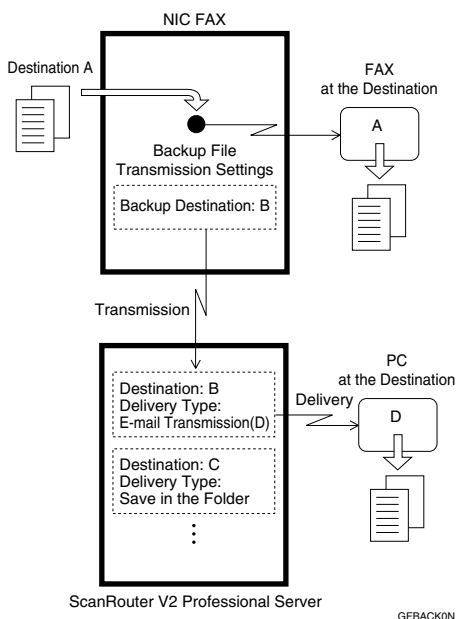
GFNTDS1E

- ① Register Own Fax Number and End Receivers.  
"2121234001: Client Computer B"
- ② Send documents by specifying only Own Fax Number.
- ③ If the specified Own Fax Number is registered, the document is delivered to the client computer.
- ④ If any End Receiver that matches the specified Own Fax Number cannot be found, the document is saved in the Undelivered Data In-Tray.

## Transmission Using the Backup File Transmission Feature

By using the Backup File Transmission function of NIC FAX, you can send and save backup files of sent fax documents in the ScanRouter V2 Professional server.

The documents sent to the ScanRouter V2 Professional server are delivered according to the destination settings for each receiving User or Group, so that they may be stored in the Inbox within the server or delivered to other computers by e-mail.



### Reference

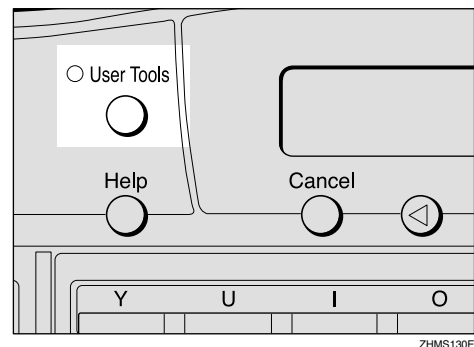
Chapter 3 "Backup File Transmission", *Advanced Features*

Chapter 7 "Backup File Transmission Settings", *Advanced Features*

## Settings to Be Done on NIC FAX

To perform Backup File Transmission to the ScanRouter V2 Professional server, you need to make settings for the destinations of Backup File Transmission following the procedure described below. Once you make these settings, the Backup File Transmission is activated automatically whenever your NIC FAX performs fax transmissions.

### 1 Press the [User Tools] key.



The User Tools main menu appears.

### Note

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

### 2 Press the [Left] or [Right] key to display "2. Fax Features".



### 3 Press the [OK] key.

- 4** Press the **◀** or **▶** key to display "4. Key Op. Tools".



- 5** Press the **[OK]** key.
- 6** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.
- 7** Press the **◀** or **▶** key to display "7. Backup File TX (Backup File Transmission)".



- Note**
- The number of the function differs depending on the options installed.

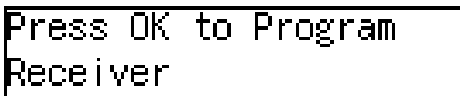
- 8** Press the **[OK]** key.
- 9** Confirm "1. On/Off" appears, and then press the **[OK]** key



- 10** Press the **◀** or **▶** key to select "On".

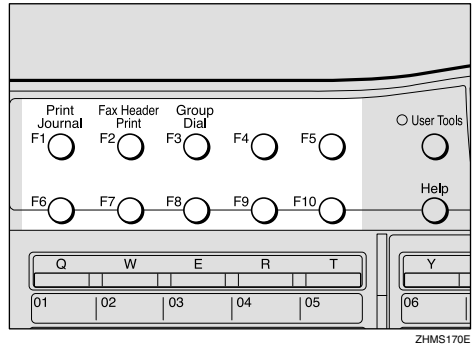


- 11** Press the **[OK]** key.



- 12** Press the **[OK]** key.

- 13** Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



The Scanner display appears.

- Note**
- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

- 14** Press the **[#]** key.

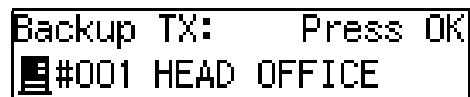


- 15** Enter the Short ID (three digits) for the user or group for the destination of the backup file using the number keys.



- Note**
- See p.136 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

- 16** Press the **[OK]** key.



- 17** Press the **[OK]** key.

- 18** Enter the name of the receiver.

```
Name: [ABC]      Press OK
[HEAD OFFICE■■■■■■■■■■]
```

- 19** Press the **[OK]** key.

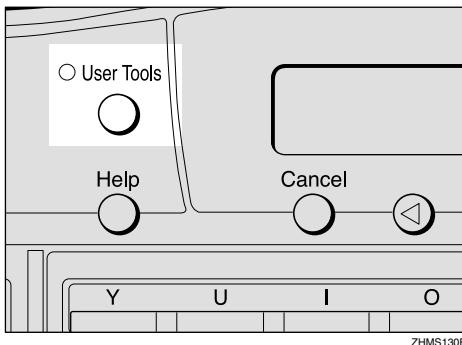
- 20** Press the **[User Tools]** key.

The standby display reappears.

## Temporarily Terminating Fax Document Delivery

Temporarily terminate delivery of received fax documents by setting Memory Transmission to "Off", using the procedure below. Set to "On" when you want to resume delivery.

- 1** Press the **[User Tools]** key.



The User Tools main menu appears.

**Note**

- Start this procedure when the standby display appears. If the standby display appears. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the **[◀]** or **[▶]** key to display "2. Fax Features".

```
User Tools:
2.Fax Features  ◀▶
```

- 3** Press the **[OK]** key.

- 4** Press the **[◀]** or **[▶]** key to display "4. Key Op. Tools".

```
Fax Features:
4.Key Op. Tools  ◀▶
```

- 5** Press the **[OK]** key.

- 6** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.

- 7** Press the **[◀]** or **[▶]** key to display "6. Forwarding".

```
Key Op. Tools:
6.Forwarding  ◀▶
```

**Note**

- The number of the function differs depending on the options installed.

- 8** Press the **[OK]** key.

- 9** Confirm "1. On/Off" appears, and then press the **[OK]** key

```
Forwarding:  ◀▶/OK
On  [Off]
```

- 10** Confirm "Off" is selected, and then press the **[OK]** key.

- 11** Press the **[User Tools]** key.

The standby display reappears.





# 8. Registering Addresses

## Registering Addresses for Scanner

This section describes how to register e-mail address for the Scan to E-mail function or destinations on the network server for the Network Delivery Scanner function.

It is recommended that you register e-mail addresses or delivery destinations as Quick Dial or Speed Dial destinations for easy operation.

---

### Registering/Editing a Destination

---

The procedure for storing an e-mail address for Scanner function or destination in a Quick Dial key or Speed Dial is basically the same as that for registering a fax number as Quick Dial or Speed Dial destination. The only difference is the way you enter a destination.

The following example describes how to register a destination as a Quick Dial destination.

#### Preparation

You need to assign the Scanner (Scan to E-mail) function to a user function key beforehand. If you fail to do so, you cannot enter the necessary data when registering a destination. See p.26 "Assigning User Function Keys".

On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

You can register the following information in Quick Dial keys:

- Receiver's e-mail address or network server destination, and their names

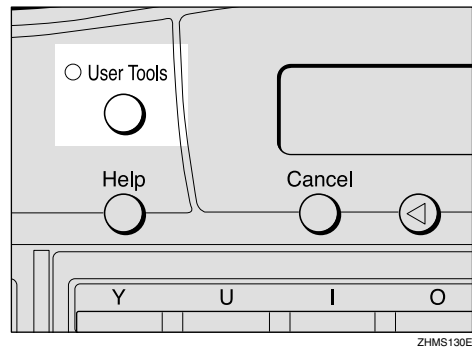
#### Important

- ❑ It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help, or see p.153 "Making Settings through a Web Browser".

#### Note

- ❑ You can also make settings using the Web browser. See p.153 "Making Settings through a Web Browser".

#### **1** Press the **[User Tools]** key.



#### Note

- ❑ Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

#### **2** Press the **[◀]** or **[▶]** key to display "2. Fax Features".

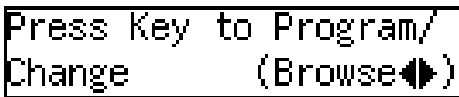


**3** Press the **[OK]** key.

**4** Confirm "1. Program / Delete" appears, and then press the **[OK]** key



**5** Confirm "1. Prog. Quick Dial" appears, and then press the **[OK]** key.



**6** Press the Quick Dial key you want to program a new destination into, or the destination you want to edit is programmed into.

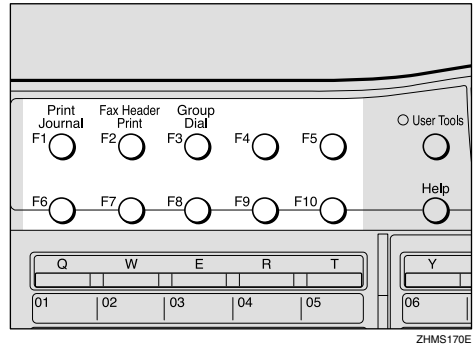
Press the Quick Dial key, or press the **[Left]** or **[Right]** key to select the destination, and then press the **[OK]** key.



**Note**

- If an e-mail address is already assigned to the selected Quick Dial key, the assigned e-mail address appears. To edit the e-mail address, press the **[Clear/Stop]** key to delete the e-mail address shown on the display, and then enter the new e-mail address.
- You cannot assign an address to a Quick Dial key which another function is already programmed into.

**7** Press the user function key (**[F1]** to **[F10]**) assigned to the Scanner (Scan to E-mail) function.



**Note**

- On Type 2 machines, the Scanner (Scan to E-mail) function is pre-assigned to the **[F10]** key.

**8** Enter the e-mail address or the destination on the network server.

To Specify the E-mail Address

**1** Enter the e-mail address.



**Note**

- You can enter up to 127 characters for an e-mail address.
- You can enter "." and "@" using a Quick Dial key. Press the **[Symbols]** key to enter symbols. You can shift between upper and lower case by pressing the **[ABC/abc]** key.

- ❑ To enter texts registered in "Template: Address", press the **【★】** key, press the **⏪** or **⏩** key to display the desired text, and then press the **【OK】** key. See p.147 "Registering Template Addresses".
- ❑ If you incorrectly enter characters, press the **【Clear/Stop】** key, and then enter the correct characters.

**2** Press the **【OK】** key



To Specify the Destination on the Network Server

**1** Press the **【#】** key.



**2** Enter the Short ID (3-digit number) for the user or group of the destination.



- Note**
  - ❑ See p.136 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

**3** Press the **【OK】** key.



- Note**
  - ❑ When you enter Short ID (3-digit number) for a user or group, the corresponding destination registered to ScanRouter V2 Lite/Professional appears on the display.

**9** Press the **【OK】** key.



**10** Enter the name of the receiver.



- Note**
  - ❑ To edit the currently registered name, press the **【Clear/Stop】** key deleting the name displayed on the display, and then enter the new name.

**11** Press the **【OK】** key.

The destination for scanner is registered.

**12** Press the **【User Tools】** key.

The standby display reappears.

## Checking the Short ID of a Destination

Follow the procedure below to check the Short ID of a destination registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server.

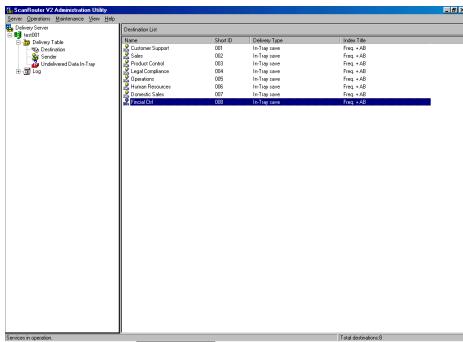
- 1** Start up the ScanRouter V2 Administration Utility.
- 2** Select the server on the Select Server display.

This display appears when the program is started up for the first time.

- 3** Enter the Administrator Password, and then click [OK].

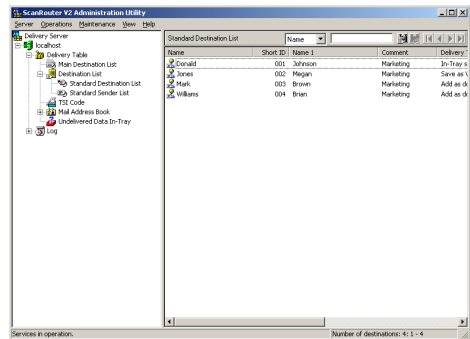
## Using ScanRouter V2 Lite

- 1** Click [Destination] under [Delivery Table]. The list of users and groups is displayed. Check the Short ID of the desired address.



## Using ScanRouter V2 Professional

- 1** Click [Destination List] under [Delivery Table].
- 2** Click [Standard Destination List] under [Destination List]. The list of users and groups appears. Check the Short ID of the desired address.



# Registering Addresses for Internet Faxing

This section describes how to register an e-mail address used as a destination for Internet Faxing.

You can easily specify a destination by registering the e-mail address of the receiving party as a Quick Dial or Speed Dial destination. If you turn on the Label Insertion function, the registered name is automatically printed on the first page of the sent message with "To" before it.

You can also attach a document to the fax message with an easy operation if you store an Auto Document in the Quick Dial key which the destination is registered to.

## Reference

Chapter 3 "Label Insertion", *Advanced Features*

Chapter 6 "Auto Documents", *Advanced Features*

---

## Registering/Editing a Destination

---

The procedure for registering a destination for Internet Faxing with Quick Dial or Speed Dial is basically the same as that for registering a fax number as a Quick Dial or Speed Dial destination. The only difference is that you enter an e-mail address instead of a fax number.

The following example describes how to register a destination as a Quick Dial destination.

## Preparation

You need to assign the Internet FAX function to a user function key beforehand. If you fail to do so, you cannot enter the e-mail address when registering a destination. See p.26 "Assigning User Function Keys".

On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

You can program the following items for a Quick Dial destination:

- E-mail address and name of the receiving party
- On/off for the Label Insertion function
- Selection of Fax Header

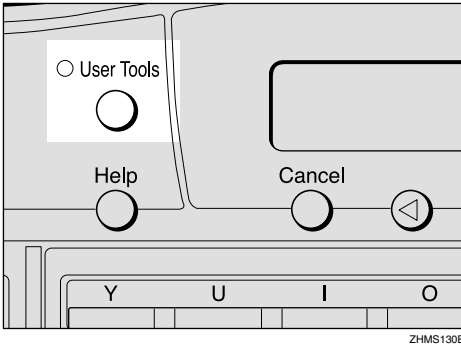
## Important

- It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help and p.153 "Making Settings through a Web Browser".

## Note

- You can store an e-mail address as a Speed Dial destination or Group destination in the same way as a Quick Dial destination.
- You can also make settings using your Web browser. See p.153 "Making Settings through a Web Browser".

**1** Press the **[User Tools]** key.



**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

**2** Press the **[Left]** or **[Right]** key to display "2. Fax Features".

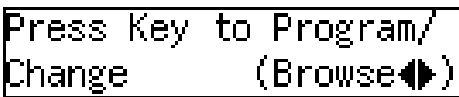


**3** Press the **[OK]** key.

**4** Confirm "1. Program / Delete" appears, and then press the **[OK]** key.



**5** Confirm "1. Prog. Quick Dial" appears, and then press the **[OK]** key.



**6** Press the Quick Dial key you want to program a new destination into, or the key whose destination you want to edit is programmed into.

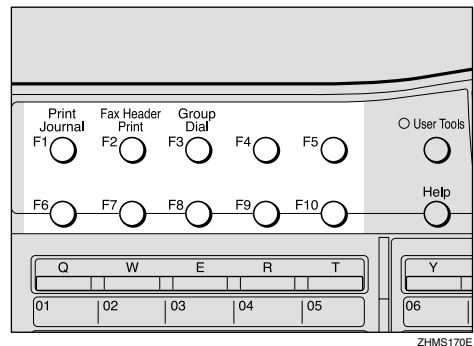
Press the Quick Dial key, or press **[Left]** or the **[Right]** key to select the destination, and then press the **[OK]** key.



**Note**

- If an e-mail address is already registered to the selected Quick Dial key, the currently registered e-mail address appears. To edit the address, press the **[Clear/Stop]** key to delete the e-mail address shown on the display, and then enter the new e-mail address.
- You cannot register an e-mail address to a Quick Dial key that another function is already registered to.

**7** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

**If the Network Transmission Auto Check Function Is Turned Off**

If the Network Transmission Auto Check function is set to "Off" with user parameters, select "Mail Address" in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- ❶ Confirm "1. Mail Address" appears, and then press the **[OK]** key.



- ❷ Enter the e-mail address you want to register.

When the Network Transmission Auto Check Function set to On:



When the Network Transmission Auto Check Function set to Off:



**Note**

- ❑ You can enter up to 127 characters for an e-mail address.
- ❑ You can enter "." and "@" using a Quick Dial key. Press the **[Symbols]** key to enter symbols. You can shift between upper and lower case by pressing the **[ABC/abc]** key.
- ❑ To enter texts registered in "Template: Address", press the **[★]** key, press the **[Left]** or **[Right]** key to display the desired text, and then press the **[OK]** key. See p.147 "Registering Template Addresses".

- ❑ If you incorrectly enter characters, press the **[Clear/Stop]** key, and then enter the correct characters.

- ❸ Press the **[OK]** key.



- ❹ Press the **[OK]** key.

- ❺ Enter the name of the receiver.

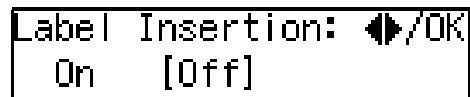


**Note**

- ❑ To edit the currently registered name, press the **[Clear/Stop]** key to delete the name shown, and then enter the new name.

- ❻ Press the **[OK]** key.

- ❼ Press the **[Left]** or **[Right]** key to select "On" or "Off".



**Note**

- ❑ If you set the Label Insertion function to "On", documents are transmitted by Sequential Broadcasting.

**Reference**

p.79 "When using NIC FAX with Broadcasting and Sequential Broadcasting"

Chapter 3 "Label Insertion", *Advanced Features*

- ❽ Press the **[OK]** key.



- 15 Press the ⏪ or ⏩ key to select "Hdr.1 (Fax Header 1)" or "Hdr.2 (Fax Header 2)".



- 16 Press the [OK] key.  
The e-mail address is registered.

 **Note**

- To register another Quick Dial destination, repeat the procedure from step 5.

- 17 Press the [User Tools] key.  
The standby display reappears.

.....

 **Transmission Using a Quick Dial Destination**

Follow these steps to send a fax document to a Quick Dial destination:

- ① Make sure that the **Memory Trans.** indicator is lit.
  - ② Set the original, and then make necessary adjustments to scan the settings.
  - ③ Press the Quick Dial key that the receiver is programmed into.  
The name or e-mail address of the destination appears.
  - ④ After confirming the destination, press the [Start] key.
- .....

# Registering Addresses for IP-Faxing

This section describes how to register an IP address, host name, or alias fax number used as a destination for IP-Faxing.

You can easily specify a destination by registering the IP address of the receiving party with Quick Dial or Speed Dial. If you turn on the Label Insertion function, the registered name is automatically printed on the first page of the sent message with "To" before it.

You can also attach a document to the fax message with an easy operation if you store an Auto Document in the Quick Dial key the destination is registered to.

## Reference

Chapter 3 "Label Insertion", *Advanced Features*

Chapter 6 "Auto Documents", *Advanced Features*

---

## Registering/Editing a Destination

---

The procedure for registering a destination for IP-Faxing as a Quick Dial or Speed Dial destination is basically the same as that for registering a fax number as a Quick Dial or Speed Dial destination. The only difference is the way you enter a destination.

The following example describes how to register a destination as a Quick Dial destination.

## Preparation

You need to assign the Internet FAX function to a user function key beforehand. If you fail to do so, you cannot enter the necessary data when registering a destination. See p.26 "Assigning User Function Keys".

On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

You can program the following items as Quick Dial destinations:

- IP address (or the host name or alias fax number) and name of the receiving party
- On/off for the Label Insertion function
- Selection of Fax Header

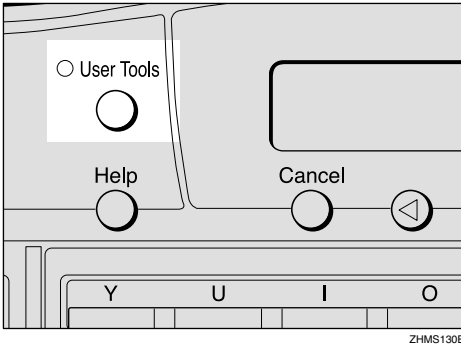
## Important

- It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help and p.153 "Making Settings through a Web Browser".

## Note

- Do not register both alias fax number and IP address or alias fax number and host name for the same destination.
- You can store an IP-Fax number as a Speed Dial destination or Group destination in the same way as storing it as a Quick Dial destination.
- You can also make settings through the Web browser. See p.153 "Making Settings through a Web Browser".

**1** Press the **[User Tools]** key.



**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

**2** Press the **[Left]** or **[Right]** key to display "2. Fax Features".

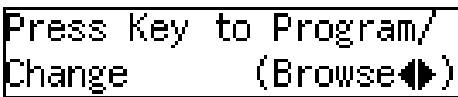


**3** Press the **[OK]** key.

**4** Confirm "1. Program / Delete" appears, and then press the **[OK]** key.



**5** Confirm "1. Prog. Quick Dial" appears, and then press the **[OK]** key.



**6** Press the Quick Dial key you want to program a new destination into, or the destination you want to edit is programmed into.

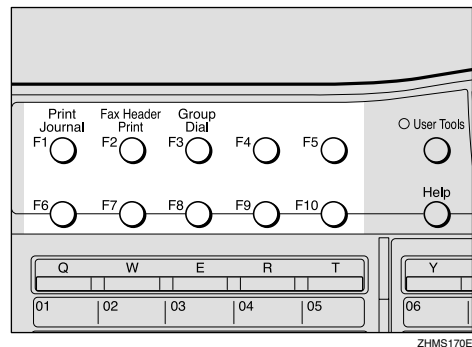
Press the Quick Dial key, or press the **[Left]** or **[Right]** key to select the destination, and then press the **[OK]** key.



**Note**

- If an IP address is already assigned to the selected Quick Dial key, the assigned IP address appears. To edit the IP address, press the **[Clear/Stop]** key to delete the IP address shown on the display, and then enter the new IP address.
- You cannot assign an address to a Quick Dial key which another function is already programmed into.

**7** Press the user function key (**[F1]** to **[F10]**) assigned to the Internet FAX function.



The display for entering an address appears.

**Note**

- On Type 2 machines, the Internet FAX function is pre-assigned to the **[F5]** key.

**If the Network Transmission Auto Check Function Is Turned Off**

If the Network Transmission Auto Check function is set to "Off" with user parameters, select IP-Fax Transmission in the display that appears. For information about changing this setting, see p.166 "User Parameters" (switch 32, bit 1).

- ① Press the ⏪ or ⏩ key to select "2. IP-Fax Address".



- ② Press the [OK] key.

- ⑧ Enter the destination for IP-Faxing you want to register.

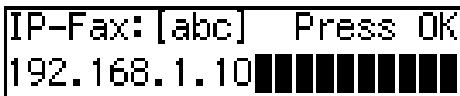
**Using IP Address or Host Name**

- ① Enter the IP address or host name you want to register.

If the Network Transmission Auto Check function is set to "On":



If the Network Transmission Auto Check function is set to "On":



**Note**

- IP addresses and host names can contain up to 127 characters.

- When specifying a destination using IP address, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination IP address is 192.168.1.100 and the port number is 2100, you should identify the destination as 192.168.1.100:2100. Contact your network administrator for details.

- When specifying a destination using host name, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination host name is "abc.company.com" and the port number is 2100, you should identify the destination as "abc.company.com:2100". Contact your network administrator for details.

- When specifying a destination using host name, set the DNS Server Address beforehand.

- ② Press the [OK] key.

- ③ Press the ⏪ or ⏩ key to select "2. IP-Fax Address".



**Note**

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step ⑨. See p.166 "User Parameters" (switch 32, bit 1).

- ④ Press the [OK] key.



Using an Alias Fax Number without VoIP Gateway

To use an alias fax number, you need to select "Yes" with user parameters for gatekeeper IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0). You also need to register the gatekeeper address and alias fax number with IP-Fax Parameter settings. See p.43 "IP-Fax Parameter Settings".

- ① Enter the alias fax number using the number keys.

When the Network Transmission Auto Check function is set to "On":



When the Network Transmission Auto Check function is set to "Off":



- ② Press the [OK] key.
- ③ Press the ⏪ or ⏩ key to select "2. IP-Fax Address".



Note

- If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step ⑤. See p.166 "User Parameters" (switch 32, bit 1).

- ④ Press the [OK] key.



- ⑤ Press the ⏪ or ⏩ key to select "No".



- ⑥ Press the [OK] key.



Using VoIP Gateway

If you use the VoIP gateway, documents are transmitted to a G3 fax machine connected to public telephone line via the VoIP gateway.

- ① Enter the G3 fax number of the receiver using the number keys.



Note

- To use the gatekeeper, you need to select "Yes" with user parameters for gatekeeper IP-Fax transmission. See p.166 "User Parameters" (switch 32, bit 0).
- You also need to register the gatekeeper address and alias fax number with IP-Fax Parameter settings. See p.43 "IP-Fax Parameter Settings".

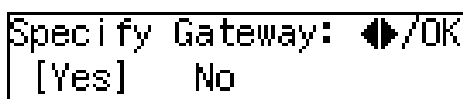
- ② Press the [OK] key.
- ③ Press the ⏪ or ⏩ key to select "2. IP-Fax Address".



**Note**

- ❑ If the Network Transmission Auto Check function is turned off, the display does not appear. Proceed to step 5. See p.166 "User Parameters" (switch 32, bit 1).

**4** Press the **[OK]** key.



**5** Confirm "Yes" is selected, and then press the **[OK]** key.

The display for entering the VoIP gateway address appears.

**6** Enter the IP address or host name of the VoIP gateway.



**Note**

- ❑ If you use the gatekeeper, the following display appears. Enter the alias fax number registered on the gatekeeper.



**Reference**

p.44 "Own Fax Number (Alias Fax Number)"

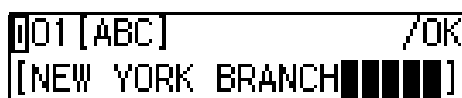
**7** Press the **[OK]** key.



**9** Press the **[OK]** key.



**10** Enter the name of the receiver.



**Note**

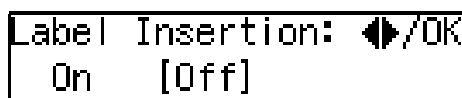
- ❑ To edit the currently registered name, press the **[Clear/Stop]** key to delete the name shown, and then enter the new name.

**Reference**

Chapter 3 "Entering Characters", *Basic Features*

**11** Press the **[OK]** key.

**12** Press the **[Left]** or **[Right]** key to select "On" or "Off".



**Reference**

Chapter 3 "Label Insertion", *Advanced Features*

**13** Press the **[OK]** key.

**14** Press the **[Left]** or **[Right]** key to select "Hdr.1 (Fax Header 1)" or "Hdr.2 (Fax Header 2)".



**15** Press the **[OK]** key.

The destination is registered.

**Note**


- ❑ To register another Quick Dial destination, repeat the procedure from step 5.

**16** Press the **[User Tools]** key.

The standby display reappears.

  
 **Transmission Using a Quick Dial Destination**

Follow these steps to send IP-Fax using Quick Dial keys:

- ① Set the original, and then make necessary adjustments to scan the settings.
  - ② Press the Quick Dial key the destination is programmed into.  
The name, IP address, host name, or alias fax number of the destination appears.
  - ③ After confirming the destination, press the **【Start】** key.
- 

# Registering Template Addresses

This section describes how to register frequently-used texts to enter e-mail addresses.

You can easily extract a text by pressing the **【★】** key when you enter e-mail address.

## Limitation

- ❑ You can use registered texts to specify destinations for Scanner, Internet Fax, and IP-Fax functions, but not to enter IP addresses or domain names for the Network settings.

## Note

- ❑ You can register up to 20 texts.
- ❑ You can use up to 16 characters when registering texts.

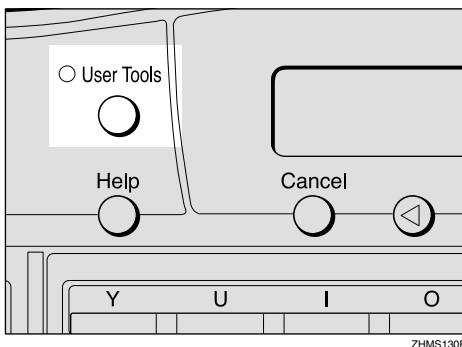
## Reference

p.61 "Using Scan to E-mail Functions"

p.74 "Transmitting Internet Fax"

p.98 "Transmitting IP-Fax"

- 1** Press the **【User Tools】** key.



The User Tools main menu appears.

## Note

- ❑ Start this procedure when the standby display is shown. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the **⏪** or **⏩** key to display "2. Fax Features".



- 3** Press the **【OK】** key.

- 4** Confirm "1. Program / Delete" appears, and then press the **【OK】** key.



- 5** Press the **⏪** or **⏩** key to display "11. Prog. Addr. Temp.".



- 6** Press the **【OK】** key.

- 7** Press the **⏪** or **⏩** key to display the text number you want to program or edit.



- 8** Press the **【OK】** key.



- 9 Enter the text you want to register.



- 10 Press the [OK] key.

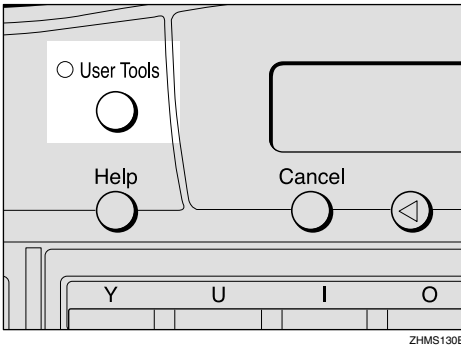
The text is registered.

- 11 Press the [User Tools] key.

The standby display reappears.

## Deleting Template Addresses

- 1 Press the [User Tools] key.



ZHMS130E

The User Tools main menu appears.

**Note**

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2 Press the ⏪ or ⏩ key to display "2. Fax Features".



- 3 Press the [OK] key.

- 4 Confirm "1. Program / Delete" appears, and then press the [OK] key.



- 5 Press the ⏪ or ⏩ key to display "12. Del. Addr. Temp.".



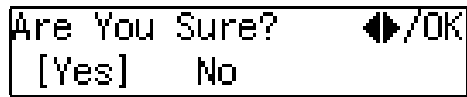
- 6 Press the [OK] key.

- 7 Press the ⏪ or ⏩ key to display the text you want to delete.



- 8 Press the [OK] key.

- 9 Press the ⏪ or ⏩ key to select "Yes".



**Note**

- To cancel the delete, select "No".

- 10 Press the [OK] key.

The text is deleted.

- 11 Press the [User Tools] key.

The standby display reappears.

# Registering Template Subjects and Messages

This section describes how to register template subjects and messages to use on the Subject/Message display under "Mail Options". You can easily extract registered subjects and messages with the **[★]** key, when setting a subject and/or message on the Subject/Message display.

## Preparation

To register messages, you need to assign the E-mail Message function to a user function key beforehand. See p.26 "Assigning User Function Keys".

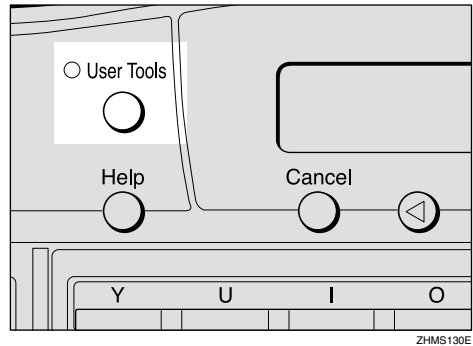
## Note

- You can register up to five subjects and/or messages.
- When registering only a subject, you can enter up to 150 characters.
- When registering only message or both a subject and message, you can enter up to 148 characters, since the space of two characters is used when the E-mail Message function key is pressed.
- If you send e-mail without setting a subject/message in "Mail Options" when a subject/message is already registered as No.1 on the Template: Subject display, the registered subject/message is automatically used.
- You can check the registered subjects and messages in User Parameter List. See Chapter 7 "How to Set the User Parameters - Printing the User Parameter List", *Advanced Features*.

## Reference

- p.61 "Using Scan to E-mail Functions"
- p.74 "Transmitting Internet Fax"

## **1** Press the **[User Tools]** key.



The User Tools main menu appears.

## Note

- Start this procedure when the standby display is shown on the display. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

## **2** Press the **⏪** or **⏩** key to display "2. Fax Features".



## **3** Press the **[OK]** key.

## **4** Press the **⏪** or **⏩** key to display "4. Key Op. Tools".



- 5** Press the **[OK]** key.
- 6** Press **[2] [2] [2] [2]**, and then press the **[OK]** key.
- 7** Press the **[◀]** or **[▶]** key to display "15. Network".

```
Key Op. Tools:
15.Network
```

**Note**

- The number of the function differs depending on the options installed.

- 8** Press the **[OK]** key.
- 9** Press the **[◀]** or **[▶]** key to display "2. Mail Server".

```
Network:
2.Mail Server
```

- 10** Press the **[OK]** key.
- 11** Press the **[◀]** or **[▶]** to display "13. Template: Subject".

```
Mail Server:
13.Template: Subject
```

**Note**

- The number of the function differs depending on the settings of the machine.

- 12** Press the **[OK]** key.
- 13** Enter the number of the subject or message you want to program or edit using the number keys.

```
Enter Prog./Change No.
[ ] (1-5) (Browse)
```

**Note**

- If you are selecting a number that is not registered, proceed to step **16**.
- To browse, press the **[◀]** or **[▶]** key.

- 14** Press the **[OK]** key.

- 15** Enter a subject.

```
1 [ABC] Press OK
REPORT
```

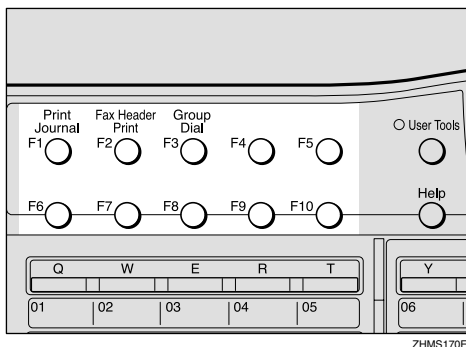
**Note**

- If you do not want to enter a subject, proceed to step **16**.
- If a subject/message is already registered to the selected number, the currently registered subject/message appears. To edit the subject/message, press the **[Clear/Stop]** key, deleting, and then enter a new subject/message.

**Reference**

Chapter 3 'Entering Characters', *Basic Features*

- 16** To enter a message, press the user function key ([F1] to [F10]) assigned to the E-mail Message function.



**Note**

- If you do not want to enter a message, proceed to step 18.

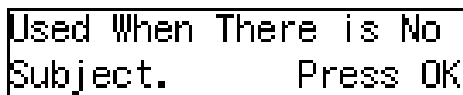
- 17** Enter a message.



- 18** Press the [OK] key.

The subject/message is registered.

- 19** Press the [OK] key.



**Note**

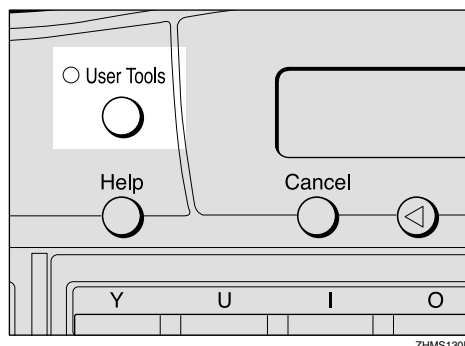
- This display appears when the subject/message is programmed as No.1. If you register the subject/message as No.2 or higher, proceed to step 20.

- 20** Press the [User Tools] key.

The standby display reappears.

## Deleting Template Subjects and Messages

- 1** Press the [User Tools] key.



The User Tools main menu appears.

**Note**

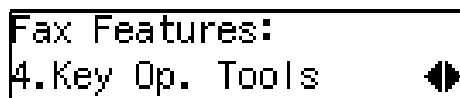
- Start this procedure when the standby display appears. If the standby display is not shown, make it reappear. See Chapter 1 "Standby Display", *Basic Features*.

- 2** Press the [Left] or [Right] key to display "2. Fax Features".



- 3** Press the [OK] key.

- 4** Press the [Left] or [Right] key to display "4 Key Op. Tools".



- 5** Press the [OK] key.

- 6** Press [2] [2] [2] [2], and then press the [OK] key.

**7** Press **◀** or **▶** to display "15. Network".



**Note**

□ The number of the function differs depending on the options installed.

**8** Press the **[OK]** key.

**9** Press the **◀** or **▶** key to display "2. Mail Server".



**10** Press the **[OK]** key.

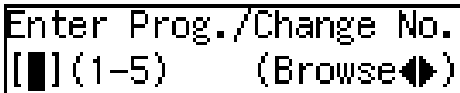
**11** Press the **◀** or **▶** key to display "13. Template: Subject".



**Note**

□ The number of the function differs depending on the settings of the machine.

**12** Press the **[OK]** key.



**13** Enter the number of the subject or message you want to delete using the number keys.



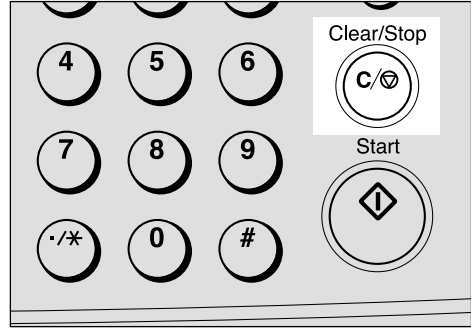
**Note**

□ To browse, press the **◀** or **▶** key.

**14** Press the **[OK]** key.



**15** Press the **[Clear/Stop]** key.



**16** Press the **[OK]** key.

The subject/message is deleted.

**17** Press the **[User Tools]** key.

The standby display reappears.

# 9. Making Settings through a Web Browser

## Connecting from your Computer

Using a Web browser in your computer connected to a network, you can check the status of fax communications, as well as make changes to the settings.

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### System Requirements

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#### ❖ Operating Systems

Microsoft Windows 95/98/Me  
Microsoft Windows NT4.0  
Microsoft Windows 2000  
Microsoft Windows XP

#### ❖ Web Browser Applications That Have Been Confirmed to Work

Microsoft Internet Explorer 6.0  
Netscape Communicator 4.78  
Netscape 6.2

#### 🗨 Limitation

- The monitor resolution must be SVGA (800 × 600) or higher.
- You may not be able to return to the previous page by clicking the **[Back]** button on the Web browser. Use the on-screen Menu button in order to switch the display.

#### 📝 Note

- Different language versions of Web browser applications may have different version numbers.

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### Initial Display

---

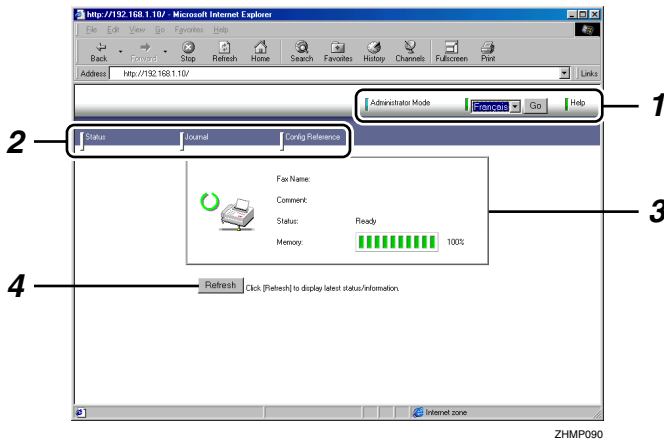
The initial display appears when you start up the Web browser and enter your fax machine's IP address or host name as a URL.

#### ❖ Entering the URL

- Example: If the IP address of your fax machine is "192.168.1.10", enter "http://192.168.1.10/".
- Example: If the host name of your fax machine is "fax1", enter "http://fax1/".

**Note**

- ❑ In the following cases, you can use the host name as the URL:
  - When the DNS server is connected to the network:  
Register the NIC FAX IP address and host name on the DNS server.
  - When the WINS server is connected to the network:  
Register the WINS server address and host name on NIC FAX.
- ❑ For details, consult your network administrator.
- ❑ If you use the Network Boot function, the NIC FAX IP address may change. Pay attention to this. If you use dynamic DNS, specify the host name. See p.31 “Network Boot”.
- ❑ Proxy servers are not recommended. If multiple users connect to NIC FAX via a proxy server, they can enter Administrator Mode simultaneously.
- ❑ If you have to use a proxy server, use the Web browser to make the following settings:
  - Using Internet Explorer  
Go to **[Tools]**, **[Internet Options]**, **[Connections]**, **[LAN Settings]**, and **[Advanced]** in this order. In the **[Do not use Proxy server for addresses beginning with:]** text box, enter your NIC FAX IP address.
  - Using Netscape Communicator  
Go to **[Edit]**, **[Preferences]**, **[Advanced]**, **[Proxies]**, and **[View]** in this order. In the **[Do not use Proxy servers for Domain Names beginning with:]** text box, enter your NIC FAX IP address.



**1. Header Area**

❖ **[Administrator Mode]**

Click this button to enter the Administrator Mode where you can make changes to the settings of your NIC FAX. When you enter this mode, a dialog box appears, asking you to enter your user name and password. Enter only the password in this dialog box.

**[Exit Administrator Mode]** appears when Administrator Mode is active. Click the button to exit.

❖ **Language Menu, [ Go ]**

Select **[English]**, **[Français]**, or **[Español]** from the Language menu and click **[ Go ]** to switch the language.

## ❖ [Help]

Click this button to display the Help. The URL for Help is specified in the Properties Settings in the Administrator Mode. See p.157 “Using Online Help”.

### Note

- When checking status or making settings with the buttons in the Menu area, **[Top Page]** appears, but the Language menu and the **[ Go ]** button are not displayed. Click **[Top Page]** to return to the initial display.

## 2. Menu Area

Click these buttons in the Menu area to check current status or make settings for your NIC FAX.

**[Status]**, **[Journal]**, and **[Config. Reference]** appear when Administrator Mode is inactive. **[Status]**, **[Journal]**, **[Configuration]**, and **[Maintenance]** appear when Administrator Mode is active.

## 3. Display Area

Fax Name, Comment, Status, and Memory are displayed in this area.

## 4. [Refresh] Button

If you click this button, the Web browser accesses your NIC FAX and reloads the latest data of the machine's condition.



## Functions You Can Check or Set Up

You can check the status or change settings of the following items using the Web browser:

### ❖ **Items that You Can Monitor**

- Fax name
- Comment
- Status
- Memory level
- Paper tray
- Toner level
- Functions available when options are installed
- Memory usage (Transmission, Reception, Auto document)
- Journal (Transmission, Reception)
- Quick Dial destinations, Speed Dial destinations, Group Dial destinations
- Forwarding destinations, Forwarding options
- Boxes
- Setup (General, TCP/IP, E-Mail, IP-Fax, Backup receiver, Others)

### ❖ **Settings that You Can Make in the Administrator Mode**

- Destinations for Quick Dial, Speed Dial, and Group Dial (Program, Change, or Delete)
- Destinations for Forwarding (Program, Change, Delete, or Change Forwarding Options)
- Boxes (Program, Change, or Delete)
- Setup (General, TCP/IP, E-Mail, IP-Fax, Backup receiver, Others)
- Password
- Backup
- Restore

# Using Online Help

Online Help is included as an HTML file on the CD-ROM that comes with NIC FAX. You need to specify the location of the Help file in the **[Setup]** setting under **[Configuration]** in order to use it.

After making necessary settings for using online Help, you can display the Help (which is in HTML format) by clicking **[Help]** (one of the buttons in the Header area).

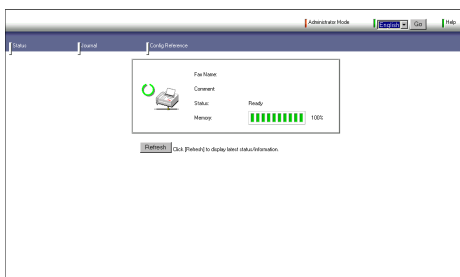
## ◆ Location of the Help File

English	\\HELP\WSMHLP\en
Français	\\HELP\WSMHLP\fr
Español	\\HELP\WSMHLP\es

Help files in each language are stored in the folder, listed above on the CD-ROM.

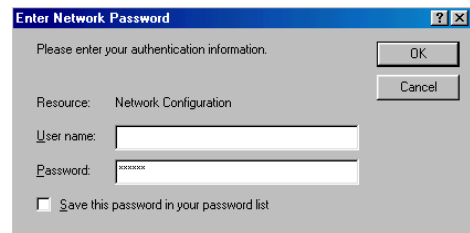
To use Help, copy it to your computer's hard disk. Be sure to copy all files in the folder to the new folder you have created on the hard disk.

## 1 Click **[Administrator Mode]**.

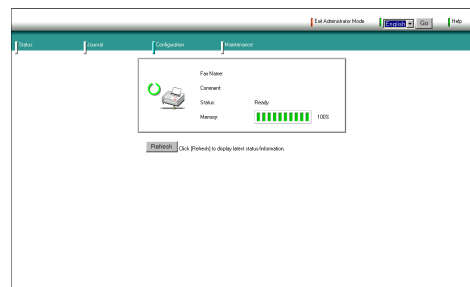


## 2 Enter the Administrator password, and then click **[OK]**.

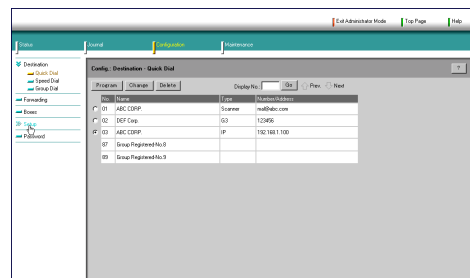
You do not need to enter the user name.



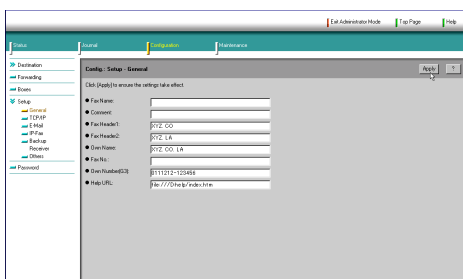
## 3 Click **[Configuration]**.



## 4 Click **[Setup]**.



- 5 Enter the URL where the Help file (HTML file) is stored into the text box for [Help URL], and then click [Apply].



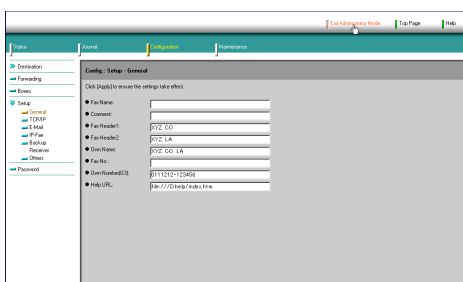
For example, if you created a folder named "help" in the D drive and you copied the Help file into the folder, enter "file:///D:/help/index.htm".

If the Help file is stored in the http server and open to public access, enter "http://(URL of the server that stores the Help file)/index.htm".

**Note**

- If you specify the saved Help file as "file:///", the [Help] button may not open Help (depending on the security settings of the operation system or Web browser). In this case, use the Web browser to locate the Help file directly, and then open "index.htm" to see Help.

- 6 Click [Exit Administrator Mode].



# 10. Troubleshooting

## Error Messages

### NIC FAX Display Messages

The following error messages appear on the display of NIC FAX when a problem occurs. If the advice provided below does not solve the problem, contact your service representative.

Message	Causes and solutions
Network Error 10-40	<ul style="list-style-type: none"><li>• No fax IP address is set. Use NIC FAX control panel to set an IP address. See p.34 "IP Address".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-41	<ul style="list-style-type: none"><li>• Multiple IP addresses are set. Use NIC FAX control panel to check that the IP address is correct. See p.34 "IP Address".</li><li>• Consult your network administrator.</li></ul>
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 using the Web browser. See p.153 "Making Settings through a Web Browser".</li><li>• Consult your network administrator.</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 using the Web browser. See p.153 "Making Settings through a Web Browser".</li><li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-47	<ul style="list-style-type: none"><li>• No IP address is provided by the DHCP server. Multiple IP addresses is found or the DHCP server canceled to provide an IP address. See p.31 "Network Boot".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-48	<ul style="list-style-type: none"><li>• No DHCP server is found. Check the DHCP server is present on the network. See p.31 "Network Boot".</li><li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li><li>• Consult your network administrator.</li></ul>
Network Error 10-56	<ul style="list-style-type: none"><li>• No WINS server is found. Check that the WINS server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li><li>• Consult your network administrator.</li></ul>

Message	Causes and solutions
Network Error 10-57	<ul style="list-style-type: none"> <li>• Registering a host name to the WINS server failed. Check that the same host name is not used by other devices and the address of the WINS server is correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-60	<ul style="list-style-type: none"> <li>• No POP server address is set. Check the POP server's host name/IP address is correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-61	<ul style="list-style-type: none"> <li>• POP server cannot be found. Check the POP server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-62	<ul style="list-style-type: none"> <li>• Cannot log on to the POP server. Check the login name and password are correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Try to log on to a POP server that does not support APOP when the APOP function is set to "On". Check that the POP server supports APOP. If it does not, change the setting with user parameters so APOP is not used. See p.28 "NIC FAX Initial Settings" and p.166 "User Parameters".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-70	<ul style="list-style-type: none"> <li>• No SMTP server's IP address is set. Check the SMTP server's host name/IP address is correct using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-73	<ul style="list-style-type: none"> <li>• SMTP server cannot be found. Check the SMTP server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-74 12-18	<ul style="list-style-type: none"> <li>• No e-mail address is set for NIC FAX. Check the e-mail address is set correctly using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 10-88	<ul style="list-style-type: none"> <li>• Cannot log on to the SMTP server when e-mail is transmitted using SMTP authentication. Check the account name and password are set correctly using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
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. Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>

Message	Causes and solutions
Network Error 10-04 10-08 10-30 10-31 10-32 10-33 10-34 10-35	<ul style="list-style-type: none"> <li>• A mechanical malfunction has occurred. Contact your service representative.</li> </ul>
Network Error 12-50	<ul style="list-style-type: none"> <li>• No delivery server IP address is set. Check that the delivery server's IP address is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-51	<ul style="list-style-type: none"> <li>• Cannot find the delivery server. Check the delivery server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-52	<ul style="list-style-type: none"> <li>• Cannot log on to the delivery server. Check the delivery server is correctly registered using the Web browser. See p.153 "Making Settings through a Web Browser".</li> <li>• Check the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-53	<ul style="list-style-type: none"> <li>• The delivery server is not started up. Check the server is properly functioning.</li> <li>• Consult your network administrator.</li> </ul>
Network Error 12-55	<ul style="list-style-type: none"> <li>• An error occurred while sending data to the delivery server. Check the server is properly functioning.</li> <li>• Check that the LAN cable is correctly connected to NIC FAX. See p.25 "Connecting to a LAN".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 13-10	<ul style="list-style-type: none"> <li>• Multiple alias fax numbers are set. Check that the alias fax number is correctly registered using the Web browser. See p.43 "IP-Fax Parameter Settings".</li> <li>• Consult your network administrator.</li> </ul>
Network Error 13-11	<ul style="list-style-type: none"> <li>• Cannot access the gatekeeper. Check that the gatekeeper address is correct using the Web browser See p.153 "Making Settings through a Web Browser".</li> <li>• Consult your network administrator.</li> </ul>

Message	Causes and solutions
Short ID not found.	<ul style="list-style-type: none"> <li>• The Short ID specified with the Network Delivery Scanner function is not found in the server. Specify the correct Short ID. See p.136 “Checking the Short ID of a Destination”.</li> <li>• The server is not started up, or temporarily inactive for reasons such as insufficient hard disc memory space. Check the condition of the server. If it is not working because hard disc memory space is insufficient, increase available memory space.</li> <li>• Consult your network administrator.</li> </ul>



 **While Using the Network Delivery Scanner Function**

❖ **The Transmission to the Server Does Not Begin, Although Scanning of the Original Is Complete.**

When delivering a fax document using the Scanner function, NIC FAX transmits data after storing the document data in memory and then converting it into a file format. Consequently, it may take a while before transmission begins, depending on the number of originals.

❖ **An Error Occurred while a Transmission to the Server Was in Progress, or a Communication Failure Report Was Printed.**

Check if a network error message is shown on the display. If a message is shown, go through the table above to find out the causes and solutions for the message and solve the problem. If the server is not working because hard disk memory space is insufficient, increase available memory space.









 **Note**

- ❑ If the troubleshooting procedure takes a long time, you can select to temporarily terminate a transmission and print out the document using NIC FAX. See p.131 “Temporarily Terminating Fax Document Delivery”.
- ❑ If an error occurs while transferring a received fax document, the machine prints out a Communication Failure Report as well as the fax document, and then deletes the document data from memory. Check the contents of the printed documents, and then make a request to the sender to resend if necessary.




## Web Browser Initial Display Messages

If any of the messages listed in the table below appear on the initial display of the Web browser, take appropriate action, following the instructions given.

Icons	Messages	Causes and solutions
	Network Communication Error	A LAN error has occurred. Check the message shown on the display.
	Fax Transmission Error	A communication error has occurred on the G3 line. See Chapter 4 "Solving Problems", <i>Basic Features</i> .
	No Paper	NIC FAX has run out of paper. Load paper. See Chapter 4 "Loading Paper in the Main Paper Tray", <i>Basic Features</i> . See Chapter 9 "Loading Paper in the Optional Paper Tray Unit" and "Loading Paper in the Bypass Tray", <i>Advanced Features</i> .
	Paper Misfeed	A paper jam has occurred in NIC FAX. Remove jammed paper. See Chapter 4 "Clearing a Copy, Fax or Print Jam", <i>Basic Features</i> . See Chapter 8 "Clearing a Paper Jam in the Optional Paper Tray Unit", <i>Advanced Features</i> .
	Original Misfeed: ADF	An original jam has occurred in NIC FAX. Remove the jammed original. See Chapter 4 "Clearing Original Jams", <i>Basic Features</i> .
	Cover Open	The cover of NIC FAX is open. Close it.
	No Toner Cartridge	Install the toner cartridge correctly. See Chapter 4 "Replacing the Toner Cartridge", <i>Basic Features</i> .
	No Toner	The toner has run out. Replace with a new one. See Chapter 4 "Replacing the Toner Cartridge", <i>Basic Features</i> .
	Toner Almost Empty	The toner level is low. Replace the toner cartridge before the toner runs out. See Chapter 4 "Replacing the Toner Cartridge", <i>Basic Features</i> .




Icons	Messages	Causes and solutions
	Call Service Center	Contact your service representative.

## LAN-Fax Operation Messages

If one of the messages listed below appears on the Windows display, follow the instructions given here.

Message	Causes and solutions
<p>Cannot connect to the printer. If you select <b>[Retry]</b>, the data will be sent to the printer again.</p>	<ul style="list-style-type: none"> <li>• No destination is programmed under the specified Quick Dial, Speed Dial, or Group Dial code when using LAN-Fax transmission. Click <b>[Cancel]</b>. Specify a Quick Dial, Speed Dial, or Group Dial code which the destination is already programmed under and send the document again, or program the destination under the Quick Dial, Speed Dial, or Group Dial code.</li> <li>• The memory limit was reached during a LAN-Fax transmission. Click <b>[Cancel]</b> to cancel the transmission, and then divide the document you want to send into parts for multiple transmissions. If there are any documents in memory waiting to be sent or printed with Substitute Reception, try to send the document again after transmission or printing of these is complete.</li> <li>• Check the network connection.</li> <li>• Check the power of NIC FAX is turned on.</li> </ul>
<p>The number of entries in Destinations exceed the limits. Up to 100 entries can be entered.</p>	<p>The number of destinations specified exceeds the limit. The maximum number of destinations that can be specified at one time is 100.</p>
<p>Up to 1500 characters can be entered. Please check.</p>	<p>The total number of characters used for the specified destinations exceeds the limit. The maximum number of characters that can be entered is 1500.</p>
<p>"LAN-Fax" has already been launched. Cannot launch it again.</p>	<p>The LAN-Fax dialog box is already open. Exit LAN-Fax once, and then start it up again.</p>
<p>Failed to allocate memory.</p>	<p>Available memory is insufficient.</p>

Message	Causes and solutions
Device cannot be opened because there is no response from the device.	<p>This message appears when trying to display the Status List by double-clicking the icon of SmartNetMonitor for Client on the taskbar after installing and starting SmartNetMonitor for Client. Follow the procedure below after starting up SmartNetMonitor for Client to stop this message from appearing.</p> <ol style="list-style-type: none"> <li>① On the taskbar, right-click the icon of SmartNetMonitor for Client, and then click <b>[Options]</b>.</li> <li>② In "Printer List", click <b>[LAN-Fax F3]</b>.</li> <li>③ Click to clear the <b>[To be Monitored]</b> check box under "Monitoring Information Settings".</li> <li>④ Click <b>[OK]</b>.</li> </ol> <p> <b>Reference</b>  p.45 "Quick Install"  p.50 "SmartNetMonitor for Client"</p>

### When Using Standard TCP/IP Port

When you use the LAN-Fax function on Windows 2000/XP, do not set "Standard TCP/IP Port" as the port for LAN-Fax Driver. Otherwise, the following limitations apply:

- The transmission result and printing result dialog boxes will not appear.
- If NIC FAX cannot print (such as when it is turned off or the cover is opened), and you save a file using the Saving function, the zero size file remains in the spooler. After a while, "There was an error found when printing the document "file://xxxxx" to IP\_xxxxx. Do you want to retry or cancel the job?" message appears.

# User Parameters

The user parameters allow you to customize various settings to match your needs.

Set the switches of each parameter to a new value to make changes to the settings.

 **Preparation**

Some user parameters require installation of optional equipment or operations such as turning a function on or off before changing the switch values. See Chapter 7 "User Parameters", *Advanced Features*.

**◆ 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.



	bit 7	bit 6	bit 5	bit 4	bit 3	bit 2	bit 1	bit 0
switch 16	0	0	0	1	0	0	0	0
			*5	*4	*3	*2		*1

- \*1 Bits 0 and 1 determine if transmitted e-mail is retained on the server.
- \*2 Bit 2 determines if ScanRouter V2 Lite is used.
- \*3 Bit 3 determines if Error Mail Notification is sent.
- \*4 Bit 4 determines if NIC FAX receives e-mail while the Night Timer is activated.
- \*5 Bit 5 determines if received documents are forwarded to the ScanRouter V2 Professional server.

## ◆ User Parameter List

Switch	Bit	Item	Settings	Reference
16	1,0	Leave messages on POP server after receiving them.	00: No 01: Save all 10: Save only errors <b>⚠ Important</b> <input type="checkbox"/> If you select "Save all" or "Save errors," periodically check your e-mail from a computer to remove messages from the POP server. <b>🚫 Limitation</b> <input type="checkbox"/> You may not be able to save e-mail depending on the type of POP server.	⇒ p.88
2		Use ScanRouter V2 Lite	0: No 1: Yes <b>🚫 Limitation</b> <input type="checkbox"/> If you select "Yes," the following limitations are applied to the fax features: <ul style="list-style-type: none"> <li>• Destinations such as "#001" or "#002" cannot be specified as e-mail addresses because they are recognized as destinations programmed in the delivery server.</li> <li>• Some Reception features are not available.</li> </ul>	⇒ p.13 ⇒ p.19
3		If an error occurs during e-mail reception, send the Error Mail Notification to the sender.	0: Yes 1: No	⇒ p.172
4		Receive e-mail while the Night Timer is activated.	0: Yes 1: No	⇒ p.88
5		Condition for forwarding received documents to the ScanRouter V2 Professional server	0: Forward all documents 1: Only forward documents with Fax Delivering IDs	⇒ p.124

Switch	Bit	Item	Settings	Reference
17	0	SMTP Reception	0: Off 1: On	⇒ p.93
	1	Route documents received with SMTP	0: No 1: Yes	⇒ p.94
	2	Respond to requests to confirm the receipt of e-mail documents.	0: No 1: Yes	⇒ p.80
	4	Make a request for confirming reception when sending e-mail.	0: No 1: Yes	⇒ p.88
	5	Data format for scanned documents	0: TIFF-F (monochrome) / JPEG (color) 1: PDF	⇒ p.68
	6	Protocol for e-mail reception	0: POP3 1: IMAP4	⇒ p.28
18	0	Print LAN-Fax Error Report.	0: No 1: Yes	⇒ p.178
	1	Use APOP.	0: No 1: Yes	⇒ p.28
	2	Execute SMTP authentication.	0: No 1: Yes	⇒ p.28
	5	Transmit Journal.	0: No 1: Yes	⇒ p.81
	6	Access the POP server before accessing the SMTP server at the time of e-mail transmission.	0: No 1: Yes	⇒ p.28
	7	Print results of sending Reception Notice Request messages.	0: Print if the result is "E (Error)" 1: Print all	⇒ p.80

Switch	Bit	Item	Settings	Reference
32	0	Use gatekeepers at the time of IP-Fax transmission.	0: No 1: Yes   <b>Note</b> <input type="checkbox"/> If you change the setting to "Yes" or "No", register the destinations stored in Quick Dial keys or Speed Dials again. Otherwise, you will not perform the IP-Fax transmission correctly.	⇒ p.101
	1	Network Transmission Auto Check Function	0: Off 1: On   <b>Note</b> <input type="checkbox"/> If you select "On," network transmissions are automatically checked according to the setting made with switch 32, bit 0. If you select not to use the gatekeepers, IP addresses and host names are used for checking. If you select to use the gatekeepers, alias fax numbers are used for checking.	⇒ p.78 ⇒ p.98 ⇒ p.100 ⇒ p.102 ⇒ p.139 ⇒ p.143
33	1, 0	Adjustment of the image quality for Scanning of color originals (Brightness : Color Difference : Color Difference)	00: 4 : 1 : 1 01: 2 : 1 : 1 10: Disable 11: 1 : 1 : 1	⇒ p.61

The following table shows user parameter switches related to e-mail communications.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not the forwarding mark should be appended to images of received e-mail when they are being forwarded or routed.
	1	Center mark printing	
	2	Reception time printing	
	3	TSI printing	Printing e-mail address in the From field of received e-mail
	4	Checkered Mark printing	
04	7	Attach images to File Reserve Reports, Transmission Result Reports, Communication Failure Reports, and Polling Transmission Clear Reports	This setting specifies whether or not a partial image of the transmitted document should be attached to the Communication Result Report at the time of LAN-Fax transmission (if you set the user code in Options).  See p.107 "Basic Transmission" and p.177 "Communication Result Report".
06	0	Fax Header printing	
	4	Batch transmission	E-mail transmission does not support batch transmission, but when you set to "On", the same e-mail is sent to multiple destinations at the same time (broadcasting). When you set to "Off", e-mail is sent to individual destinations one at a time (sequential broadcasting).  See p.79 "When using NIC FAX with Broadcasting and Sequential Broadcasting".
10	1	Two In One	
	2	Image Rotation	
20	2	Selection of "Extra Super Fine" resolution for transmission	
	3	Selection of "Extra Super Fine" resolution for reception	

## Reports and Lists

The formats of most reports and lists printed while you are using the Internet Fax or LAN-Fax features are identical to those printed for the standard fax functions. This section describes important reports and lists that have different formats.

### Note

- ❑ See the Advanced Features manual for information about the reports and lists not described in this section. Note that e-mail addresses are printed in place of fax numbers to indicate the e-mail transmission addresses in those reports and lists.

---

## Transfer Result Report

---

When NIC FAX receives a transfer request by e-mail, the Transfer Result Report is sent by e-mail to the requesting party after completing all transmissions to the specified Transfer Stations.

```
**** MAIL INFORMATION ***** APR. 15. 2003  5:14PM *****
From: nicfax@abc. company. com
Subject: From " 0123456789" (" ABC. COMPANY") (Fax Message NO. 9407)
*****

***** TRANSFER RESULT REPORT ( 2003. 4.15 17:14 ) *****

TRANSFER STATION          nicfax@abc. company. com
TRANSFER REQUESTED TIME   4.15 17:13

ADDRESS (GROUP)          PAGE      RESULT
-----
Mail : nicfax@ccc. company. com      1      --
G3   : 212-123-4567                  1      OK
```

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### ◆ RESULT

Describes results of transmissions.

OK	Indicates all pages of the fax document were successfully transmitted.
Error	Indicates the transmission was not successful.
--	Indicates the fax document was successfully transmitted to the e-mail server registered to NIC FAX using the Internet Fax Transmission feature. (It does not indicate the e-mail reached the receiver.)



## Error Mail Notification

NIC FAX sends the Error Mail Notification to the sender when it is unable to successfully receive a particular e-mail message. A "cc" of this notification is also sent to the administrator's e-mail address when one is specified.

### Note

- You can select to send Error Mail Notification with user parameters. See p.166 "User Parameters" (switch 16, bit 3).
- If Error Mail Notification cannot be sent, the Error Report (Mail) is printed by NIC FAX.
- If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the message.

### Reference

p.40 "Backup Mail TX (Backup Mail Transmission)"

p.173 "Error Report (Mail)"

p.166 "User Parameters"

```

**** MAIL INFORMATION ***** APR. 15. 2003 5:17PM *****

From: nicfax@abc. company. com
Subject: From "0123456789" ("ABC. COMPANY") (Error Message NO. 9410)

*****

***** ERROR MAIL NOTIFICATION (2003. 4.15 17:16) *****

NOTIFICATION FROM          nicfax@abc. company. com

CAUSE OF ERROR:  INVALID FILE (DECODE ERROR)

PLEASE CONFIRM

THANK YOU

```

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## Error Report (Mail)

The Error Report (Mail) is printed by NIC FAX when it is unable to send an Error Mail Notification.

* * * ERROR REPORT (MAIL) (APR.15.2003 5:20PM) * * *		P.1
		FAX HEADER 1: ABC.COMPANY
		FAX HEADER 2: DESIGN
FILE TIME	ADDRESS	
-----		
9413 5:19PM	✧ :nicfax@ abc.company.com	
PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.		
REASON FOR ERROR: INVALID FILE (DECODE ERROR)		

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## Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

### Note

- After a server-generated error e-mail is printed, the first page of the sent document is printed.

## 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", *Advanced Features*.

\* \* \* JOURNAL (APR.15. 2003 6:38PM) \* \* \*

P. 1

FAX HEADER 1: ABC.COMPANY  
FAX HEADER 2: DESIGN  
(MANUAL PRINT)

<TRANSMISSION>								
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	USER NAME	FILE
APR.15.	2:35PM	New York Branch	G3ESM	0'31"	P. 1	OK		0528
	2:36PM	nicfax2@abc.company.com:2	MAILDM	0'07"	P. 2	---		0529
	2:40PM	nicfax3@abc.company.com	MAILSMA	0'01"	P. 1	---		0530
	6:27PM	-LAN-FAX→	*DM	0'02"	P. 1	OK	DESIGN	0536
	6:28PM	New York Branch	G3EDM+	0'53"	P. 1	OK	DESIGN	0536

<RECEPTION>								
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	USER NAME	FILE
APR.15.	2:45PM	nicfax5@abc.company.com	MAILS	0'04"	P. 1	OK		0531
	2:49PM	nicfax6@abc.company.com	MAILD	0'11"	P. 2	OK		0532
	3:00PM	nicfax7@abc.company.com	MAILS	0'03"	P. 1	OK		0533
	3:30PM	nicfax2@abc.company.com	MAILS	0'02"	P. 1	OK		0534
	3:32PM	nicfax3@abc.company.com	MAILS	0'03"	P. 1	OK		0535

T X	0152845		R X	0152272		
# :	BATCH		\$ :	TRANSFER	P :	POLLING
M :	MEMORY TX	C :	L :	SEND LATER	@ :	FORWARDING
S :	STANDARD	D :	F :	FINE	O :	300dpi
U :	SUPER FINE	X :	b :	COLOR	!\$ :	REMOTE TRANSFER
* :	LAN-FAX	+	Q :	RECEPT. NOTICE REQ.	A :	RECEPT. NOTICE

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### 1. DATE

Date of transmission or reception

### 2. TIME

Time transmission or reception started

### 3. ADDRESS

In the case of e-mail transmission, this column shows the address that was entered manually, or the name assigned to the specified Quick Dial or Speed Dial code. In the case of e-mail reception, this column shows the address that appeared in the From field of the received e-mail. In the case of communication with another fax machine, this column shows the other party's fax number or registered name.

#### 4. MODE

A letter or symbol indicates the adopted 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 e-mail for which Receipt Notifications have been sent.

#### 5. TIME

Time elapsed during transmission or reception. If the elapsed time exceeds 99 minutes and 59 seconds, '\*\* \*\*' is printed .

#### 6. PAGE

Number of pages of the transmitted or received documents. If the number of pages exceeds 999, '\*\*' is printed.

#### 7. RESULT

Describes results of transmission or reception.

OK	Indicates all pages of the fax document were successfully transmitted. 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	Indicates the transmission was not successful. Also indicates e-mail is not being received normally. See p.80 "Confirming Reception".
--	Indicates the fax document was successfully transmitted to the e-mail server registered to NIC FAX by using the Internet Fax Transmission feature. (It does not indicate the e-mail reached the receiver.)
D	Power outage occurred during communication. Part of the document was not successfully transmitted.

#### 8. USER NAME

The user name is printed with User Code Transmission, or if Restricted Access is activated

#### 9. FILE

File number (document control number)

\*1: Data and time of printing

\*2: Names registered as Fax Header 1 and Fax Header 2

\*3: Printed when the report is manually printed

\*4: E-mail transmission

\*5: LAN-Fax transmission

\*6: Broadcasting transmission

\*7: Meaning of the symbols shown in MODE

# Box List

\* \* \* BOX LIST (APR.15.2003 6:31PM) \* \* \*

P. 1

FAX HEADER 1: ABC.COMPANY  
FAX HEADER 2: DESIGN

BOX NAME	MODE	SUB/SEP [SID/PWD]	PROGRAMMED RECEIVER
DESIGN	PERSONAL BOX	1111 []	<input type="checkbox"/> 15 <input type="checkbox"/> : design@abc.comp any.com
ABCD	PERSONAL BOX	2222 [4444]	
PRODUCT	TRANSFER BOX	3333 []	<input checked="" type="checkbox"/> 100 G3 : 1234567 (G1) North America

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### 1. BOX NAME

The Personal/Transfer Box names registered in NIC FAX are printed.

### 2. MODE

"PERSONAL BOX" or "TRANSFER BOX" is printed.

### 3. SUB/SEP [SID/PWD]

The SUB or SEP code specified to each registered Box is printed. If a password is registered, it is printed in the bracket.

\*1: Data and time of printing

\*2: Names registered as Fax Header 1 and Fax Header 2

### 4. PROGRAMMED RECEIVER

Receivers set for Personal Boxes and End Receivers set for Transfer Boxes are printed.  indicates a Quick Dial destination,  indicates a Speed Dial destination,  indicates an e-mail address, and "G\*" indicates a Group Dial destination.

# Communication Result Report

When a fax is sent, a Communication Result Report is sent to the destination if the routing destination's e-mail address is specified using a programmed user code. This makes it possible to verify the result of a transmission.

A Communication Result Report is also transmitted when you specify a user code and send a fax or e-mail using the Scanner function, Internet Fax function, or LAN-Fax function.

 **Note**

- You can have the transmitted document attached to the Transmission Result Report with user parameters. See p.166 "User Parameters" (switch 04, bit 7).
- To have digits or characters appear correctly in the report mail, specify a fixed-width font in the Properties settings for the Mail application on your computer.
- If all transmissions are successful, the subject of the Communication Result Report begins with "Transmission Result:OK". Even if one transmission fails, the subject of the Communication Result Report begins with "Transmission Result:Error".

 **Reference**

- p.68 "Scanning a Monochrome Original"
- p.73 "Using Internet Fax Functions"
- p.97 "Using IP-Fax Functions"
- p.107 "Using LAN-Fax Functions"

```

***** MAIL INFORMATION ***** APR.15. 2003 5:17 PM *****
From: nicfax@abc.company.com
Subject: From "0123456789" ("ABC. COMPANY") (Error Message NO. 9407)

*****

***** COMMUNICATION RESULT REPORT( 2003. 4.15 17:16 ) *****

TRANSFER STATION          nicfax@abc.company.com
TRANSFER REQUESTED TIME   4.15 17:15

ADDRESS(GROUP)                PAGE RESULT
-----
Mail :nicfax@ccc.company.com   1/ 1 --

-----
REASON FOR ERROR
E-1) HANG UP OR LINE FAIL
E-3) NO ANSWER
E-5) MAIL SIZE OVER
E-2) BUSY
E-4) NO FACSIMILE CONNECTION
    
```

ZHMX160N

## ◆ RESULT

Indicates the results of transmissions.

OK	Indicates all pages of the document were successfully transmitted.
E	Indicates the transmission was not successful. After "E", a number showing the reason for the error is printed.
--	Indicates the fax document was successfully transmitted to the e-mail server registered to the machine. (It does not indicate the e-mail reached the receiver.)

## LAN-Fax Error Report

The LAN-Fax Error Report is printed if the settings for options are not correct or an error occurs during communication with the computer when the LAN-Fax function is used.

### Note

- You can select whether the LAN-Fax Error Report is printed with user parameters. See p.166 "User Parameters" (switch 18, bit 0).

	P. 1
	* * * LAN-FAX ERROR REPORT (APR.15. 2003 6:07PM) * * *
	FAX HEADER 1: ABC.COMPANY FAX HEADER 2: DESIGN
A	TRANSMISSION REQUEST WAS CANCELED.
	-----
B	FAX NUMBER IS NOT CORRECT. FAX NUMBER OR LINE IS NOT CORRECT.
	<small>ZHMX170N</small>

### ❖ Error Messages

One of the following types of error messages is printed on the LAN-Fax Error Report, according to the cause of the error.

Error messages consist of two parts ("A" and "B" respectively in the table below).

Type	Error Messages	
1	A	LAN-FAX ERROR. THIS FILE HAS NOT BEEN STORED.
	B	EXCEEDED MAXIMUM FILE CAPACITY. EXCEEDED MAXIMUM NUMBER OF PAGES PER FILE.
2	A	TRANSMISSION REQUEST WAS CANCELED.
	B	YOU CANNOT SPECIFY DESTINATION NOW.
3	A	TRANSMISSION REQUEST WAS CANCELED.
	B	FAX NUMBER IS NOT CORRECT. FAX NUMBER OR LINE IS NOT CORRECT.
4	A	ERROR DURING COMMUNICATION WITH PC.
	B	–
5	A	TRANSMISSION REQUEST WAS NOT ACCEPTED.
	B	YOU ARE NOT AUTHORIZED TO ACCESS THIS.



# Journal by E-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

This section describes the CSV format of the Journal attached with e-mail.

## Important

- It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost and sent CSV file is not left on NIC FAX.

## Note

- To transmit the Journal, it is necessary to make settings with user parameters. See p.166 "User Parameters"(switch 18, bit 5).

## Reference

To set the administrator e-mail address, see p.39 "Mail to Admin. (Mail to Administrator)".

Transmission										
Date	Time	Name	Type	Option	Time	Page(s)	Result	User Name	File No.	
[5.DEC.]	[10:23]	[New York Branch]	[G3]	[ECM/Standard/Memory Trans.]	[0'15"]	[P. 1]	[OK]	DESIGN	[ 001]	
[5.DEC.]	[12:09]	[-LAN-FAX→]	[LAN-FAX]	[Detail/Memory Trans.]	[0'01"]	[P. 1]	[OK]		[ 003]	*2
[5.DEC.]	[12:09]	[04511112222]	[G3]	[Detail/Memory Trans./Routing]	[0'03"]	[P. 1]	[--]		[ 003]	
[5.DEC.]	[15:09]	[nicfax2@abc.company.com]	[Mail]	[Standard/Memory Trans.]	[0'02"]	[P. 1]	[--]		[ 007]	*3
[5.DEC.]	[15:12]	[nicfax3@abc.company.com]	[Mail]	[Standard/Memory Trans.]	[0'02"]	[P. 1]	[--]		[ 008]	

Reception										
Date	Time	Name	Type	Option	Time	Page(s)	Result	User Name	File No.	
[5.DEC.]	[9:34]	[New York Branch]	[Mail]	[Detail]	[0'14"]	[P. 2]	[OK]		[ 002]	
[5.DEC.]	[12:59]	[nicfax4@abc.company.com]	[Mail]	[Standard]	[1'32"]	[P.10]	[OK]		[ 004]	
[5.DEC.]	[13:19]	[nicfax5@abc.company.com]	[Mail]	[Standard]	[1'12"]	[P.10]	[OK]		[ 005]	
[5.DEC.]	[14:05]	[nicfax6@abc.company.com]	[Mail]	[Standard]	[0'20"]	[P. 3]	[OK]		[ 006]	
[5.DEC.]	[15:27]	[nicfax7@abc.company.com]	[Mail]	[Standard]	[0'15"]	[P. 2]	[OK]		[ 009]	

\*1

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### 1. Date

Date of transmission or reception

### 2. Time

Time transmission or reception started

### 3. Name

Sender or receiver name

### 4. Type and Option

Type of line and communication mode

### 5. Time

Time elapsed during transmission or reception. If the elapsed time exceeds 99 minutes and 59 seconds, **\*\*:\*"** is printed.

### 6. Page

Number of pages of the transmitted or received documents. If the number of pages exceeds 999, **P. \*\*** is printed .

## 7. Result

Result of transmission or reception

OK	Indicates all pages of the fax document are successfully transmitted. 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	Indicates the transmission was not successful. Also indicates the e-mail is not normally received. See p.80 "Confirming Reception".
--	Indicates the fax document was successfully transmitted to the e-mail server registered to the machine using the Internet Fax Transmission feature. (It does not indicate that the e-mail reached the receiver.)
D	Power outage occurred during communication. Part of the document was not successfully transmitted.

\*1: Each transmission and reception result is shown.

\*2: These are LAN-Fax transmission results.

\*3: These are Scan to E-mail transmission result.

## 8. User Name

The user name is printed with User Code Transmission or if Restricted Access is activated.

## 9. File No.

File number (document control number)

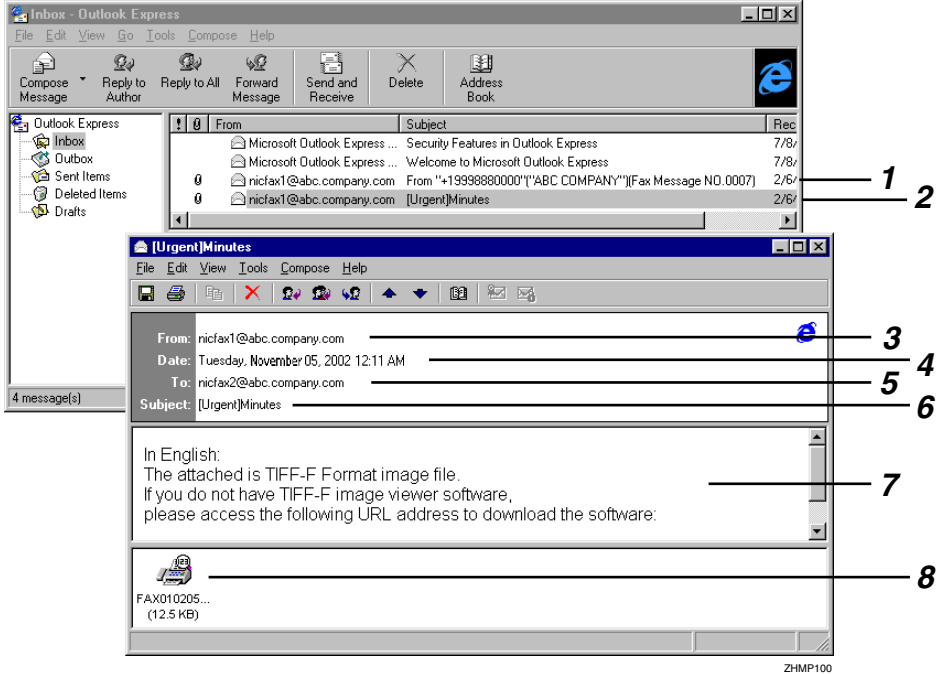
# Specifications

Network	LAN : Local Area Network (Ethernet/10Base-T, 100Base-TX)
Transmit function	E-mail
Scan line density	<ul style="list-style-type: none"> <li>• Internet Fax feature Standard (200 × 100 dpi), Detail (200 × 200 dpi)</li> <li>• IP-Fax feature Standard (200 × 100 dpi), Detail (200 × 200 dpi), Super Fine (400 × 400 dpi), Extra Super Fine (600 × 600 dpi)</li> <li>• Scanner feature Standard (Monochrome: 200 × 100 dpi, Color: 100 × 100 dpi), Detail (200 × 200 dpi), 300dpi (300 × 300 dpi), Super Fine (400 × 400 dpi), Extra Super Fine (600 × 600 dpi)</li> </ul>
Document size (Original size : Scanning width)	<ul style="list-style-type: none"> <li>• Internet Fax feature A4 : 216 mm (8.5 in.)</li> <li>• IP-Fax feature A4 : 216 mm (8.5 in.)</li> <li>• Scanner feature A4 : 216 mm (8.5 in.)</li> </ul>
Transmit protocols	<ul style="list-style-type: none"> <li>• E-mail Transmission SMTP, TCP/IP</li> <li>• E-mail Reception POP3, SMTP, IMAP4, TCP/IP</li> <li>• IP-Fax T.38 Annex B, TCP, UDP/IP</li> <li>• Network Delivery Scanner FTP, TCP/IP</li> </ul>
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH compression), JPEG (Transmission only), PDF (Transmission only), DCX (Reception only)
Compatible models	Machines that are equipped with NIC FAX Kit Type 500/210/140 and COLOR NIC FAX UNIT TYPE410
Internet communication	<ul style="list-style-type: none"> <li>• Internet Fax Send and receive e-mail with a computer that has an e-mail address</li> <li>• IP-Fax Communicates with gatekeepers and converts fax numbers to IP addresses to transmit documents.</li> </ul>
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

IP-Fax transmission functions	Transmits fax documents to IP-Fax compatible fax machines via a network by specifying IP addresses. You can also transmit fax documents to G3 fax machines connected to public telephone line via a VoIP gateway.
IP-Fax reception functions	Receives fax documents sent from IP-Fax compatible fax machines via a network. Also can receive documents sent from a G3 fax machine connected to the public telephone line via a VoIP gateway.
LAN-Fax transmission functions	Transmits documents made using an application on the computer as fax documents from NIC FAX connected to a network. You can use NIC FAX as a printer to print those documents.
Scan to E-mail functions	Converts scanned documents to image files, and transmits them as attachments to e-mail. Transmission of color originals is also possible.
Network Delivery Scanner functions	Delivers scanned documents to destinations in the ScanRouter V2 Lite server, or ScanRouter V2 Professional server.

# Received Images

Here is an example of a fax message sent from NIC FAX and received on a computer using Outlook e-mail software.



**1. Mail transmitted without specifying a subject and priority in "Mail Options".**

**2. Mail transmitted with a subject and priority specified in "Mail Options".**

**3. From**  
The name (e-mail address) of the sender

**4. Date**  
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 "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 varies according to whether the e-mail was sent using user codes and other settings. See p.79 "About the E-mail Subject".

**7. Viewer URL Information**  
If you select "Yes" for the "Add Viewer URL" 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. View it using DeskTopBinder V2 Lite.

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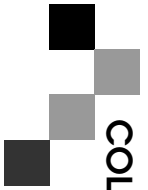
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**COLOR NIC FAX UNIT TYPE410 Operating Instructions**