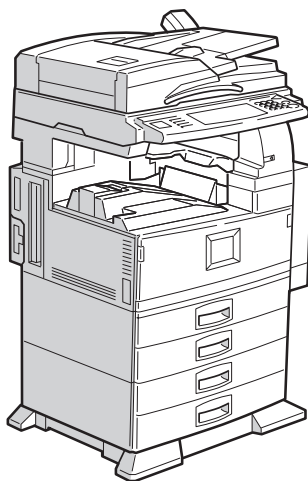




FAX Option Type 1045

Operating Instructions Facsimile Reference (option) <Advanced Features>






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.



FAX Option Type 1045 Operating Instructions



Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Option Type 1045)
- Extra G3 Interface Unit (G3 Interface Unit Type 1045)
- Expansion Memory (32MB: DIMM)
- Handset (Handset Type 450)

Supplies

- Marker Ink (Marker Type 30 is recommended for the best performance)

NOTICE

CAUTION:

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

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Although this equipment can use either loop disconnect or DTMF signalling, only the performance of the DTMF signalling is subject to regulatory requirements for correct operation. It is therefore strongly recommended that the equipment is set to use DTMF signalling for access to public or private emergency services. DTMF signalling also provides faster call set up.

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.

Note

- ☐ Some illustrations might be slightly different from your machine.
- ☐ Certain options might not be available in some countries. For details, please contact your local dealer.

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.

Trademarks

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Note

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

- Microsoft® Windows® 95 operating system
- Microsoft® Windows® 98 operating system
- Microsoft® Windows® Millennium Edition (Windows Me) operating system
- Microsoft® Windows® 2000 Professional

- Microsoft® Windows® 2000 Server
- Microsoft® Windows NT® Server operating system Version 4.0
- Microsoft® Windows NT® Workstation operating system Version 4.0

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

For this machine, TTI is called FAX HEADER.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

 **Warning**

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

 **Note:**

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

 **Avertissement:**

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Important Safety Instructions

Caution

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

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

Save these instructions.

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

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

Conserver ces instructions.

How to Read This Manual

Symbols

In this manual, the following symbols are used:

WARNING:

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

* 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 display panel.

[]

Keys built into the machine's control panel.

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Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Advanced Features (this manual)

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

Basic Features

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

❖ Chapter 1 Getting Started

Describes the parts of the machine and control panel.

❖ Chapter 2 Faxing

Explains about basic transmission. You can also learn about other types of transmissions and how to switch the Reception Modes.

❖ Chapter 3 Setup

Explains how to store, edit and erase names and fax numbers. Quick Dials and Groups are also explained. These functions store numbers and save time when dialing. Also contains information on how to enter letters and symbols.

❖ Chapter 4 Troubleshooting

Explains how to adjust the volume. When unusual messages appear on the display or the indicator lights, check the list and take the appropriate action.

1. Transmission Mode

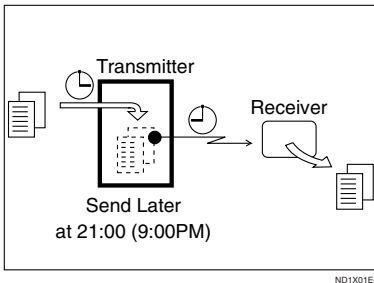
Overview

This feature describes various options that you can choose when sending a fax message. The selections you make will only apply to the current fax message.

Sending at a Specific Time (Send Later)

1

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.



For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ P.124 "Program Economy Time"

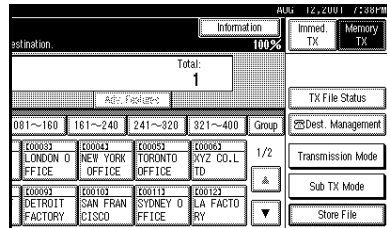
Then if you have a non urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will start being sent at Economy Transmission time.

Note

- ☐ You can not specify a time more than 24 hours.
- ☐ If you wish to use Economy Transmission, program the time when your phone charges are cheaper.
- ☐ This feature is only available with Memory Transmission.

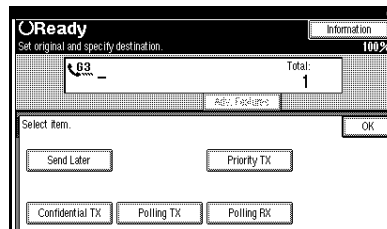
1 Place your original and select any scan settings you require.

2 Press [Transmission Mode].

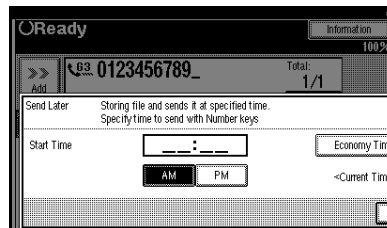


The Transmission Mode menu appears.

3 Select the [Send Later] function number with the number keys.



4 Enter the time with the number keys to change AM/PM, press [AM] or [PM] (North America only) or press [Economy Time].



 **Note**

- ☐ If the current time shown on the display is not correct, change it.
⇒ "Timer Setting" in the System Reference manual
- ☐ When entering numbers smaller than 10, add a leading zero.
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ To cancel Send Later, press **[Cancel]** and the display will return to the Transmission Mode menu.
- ☐ Press **[Economy Time]** to specify the economy time.

5 Press **[OK]**.

The Transmission Mode menu is shown on the display. The Send Later key is highlighted, and the specified time is shown above.

6 Press **[OK]**.

The initial display is shown.

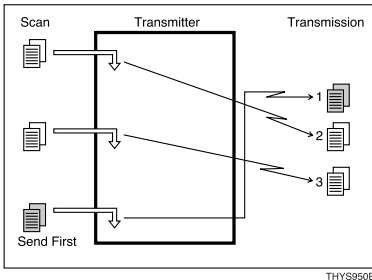
7 Dial and press the **[Start]** key. **Note**

- ☐ You can cancel a message transmission set up for Send Later. ⇒ P.17 "Canceling a Transmission"

Priority Transmission

1

Documents you send with Memory Transmission are sent in the order they are scanned in. Therefore, if several messages are queued in memory, the next document you send will not be sent immediately. However, by using this feature you can have your message sent before any other queued messages.



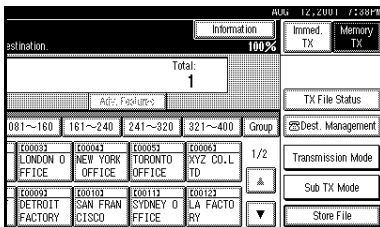
THYS950E

Limitation

- ❑ This feature is not available with Immediate Transmission—if selected, the machine automatically switches to Memory Transmission.
- ❑ If there is already a message stored with this feature or a transmission is in progress, your message will be sent after that message has been transmitted.

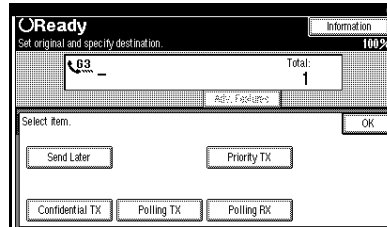
1 Place your original and select any scan settings you require.

2 Press [Transmission Mode].



The Transmission Mode menu appears.

3 Select [Priority TX].



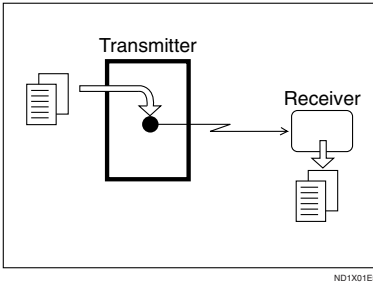
4 Press [OK].

The initial display is shown.

5 Dial and press the [Start] key.

Confidential Transmission

If you do not want your message to be picked up casually at the other end, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



Preparation

If you install the optional Expansion Memory or Hard Disk option, program the Confidential ID. ⇒ P.162 "Programing a Confidential ID"

There are two types of Confidential Transmission:

◆ Default ID

The other party can print the message by entering the Confidential ID that programmed in their machine.

◆ ID Override

Should you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to see that message. Before you send the message, do not forget to tell the intended receiver the ID that must be entered to print.

! Limitation

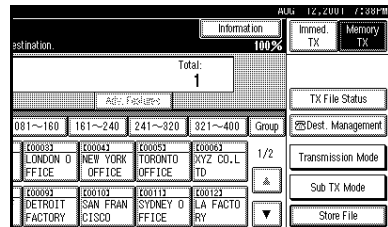
- ☐ The destination machine must be of the same make and have the Confidential Reception feature.
- ☐ The destination machine must have enough memory available.

✎ Note

- ☐ We recommend that you program the Confidential ID beforehand.
- ☐ An ID can be any 4 digit number except 0000.
- ☐ When the machine is not the same make, you can use Confidential Transmission using "SUB Code".

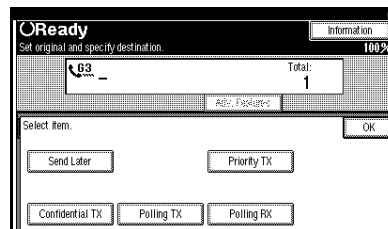
1 Place your original and select any scan settings you require.

2 Press [Transmission Mode].



The Transmission Mode menu appears.

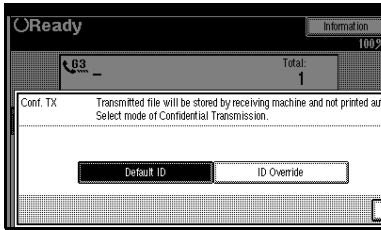
3 Select [Confidential TX].



- 4** Depending on the Confidential Transmission type, use one of the following procedures:

Confidential Transmission

- 1** Press [Default ID].



- 2** Press [OK].

The Transmission Mode menu is shown.

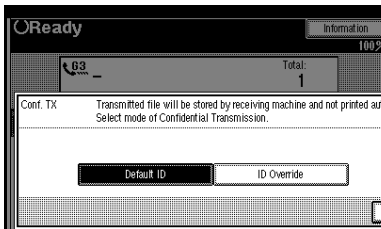
The [Default ID] key is highlighted, and Default ID is shown above.

Note

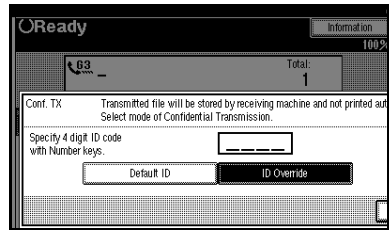
- ☐ To cancel Confidential TX, press [Cancel] and the display will return to the Transmission Mode menu.

Override ID

- 1** Press [ID Override].



- 2** Enter the confidential ID (4 digit number) with the number keys.



- 3** Press [OK].

The Transmission Mode menu is shown.

The [Confidential TX] key is highlighted, and Default ID is shown above.

Note

- ☐ To cancel Confidential TX, press [Cancel] and the display will return to the Transmission Mode menu.

- 5** Press [OK].

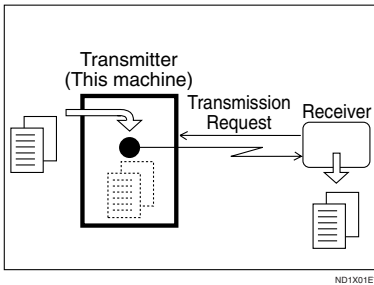
- 6** Dial and press the [Start] key.

Note

- ☐ For details on deleting a Confidential Transmission, see P.17 "Canceling a Transmission".

Polling Transmission

Use Polling Transmission when you want to leave an original in the machine's memory for others to pick up. The message will be sent when the other party calls you up.



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 ID's match.

❖ Default ID TX

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.

❖ ID Override Transmission

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. The user must supply this ID when they poll your machine and if the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

💡 Limitation

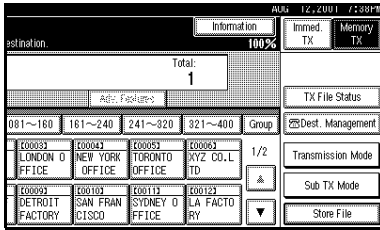
- ❑ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❑ Usually, you can only send using ID Polling Transmission to machines of the same make that support the Polling Reception function. However, when the Information Box File functions used, and if the other party's fax machine supports the Polling Transmission and the "SEP" feature, you can still carry out a polling transmission with an ID.

📝 Note

- ❑ Free Polling and ID Polling Transmission allow only one file to be stored in memory.
- ❑ Personal ID Polling Transmission allows a file to be stored in memory for each ID; a total of up to 200 files for varying ID's can be stored.
- ❑ Before using "Default ID Polling" and "Override ID Polling", you need to program the polling ID.
- ❑ A polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.
- ❑ The communication fee is charged to the receiver.

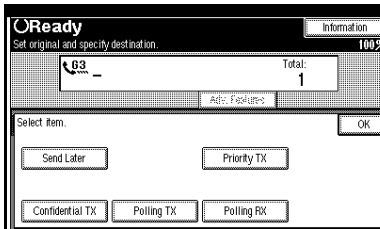
1 Place your original and select any scan settings you require.

2 Press [Transmission Mode].



The Transmission Mode menu appears.

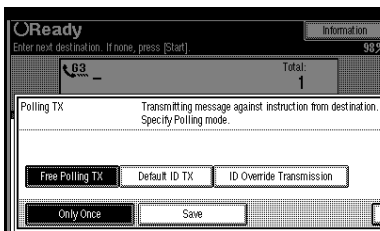
3 Select [Polling TX].



4 Depending on the Polling Transmission mode, use one of the following procedures:

Free Polling TX

1 Select [Free Polling TX].



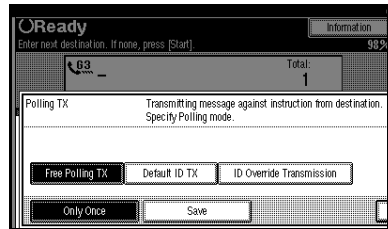
2 Press [Only Once] or [Save] to delete or save the file after transmission.

Note

- ☐ To delete the original immediately after transmission, select **[Only Once]**.
- ☐ To repeatedly send the original, select **[Save]**.

Default ID Polling TX

1 Select [Default ID TX].



2 Press [Only Once] or [Save] to delete or save the file after transmission.

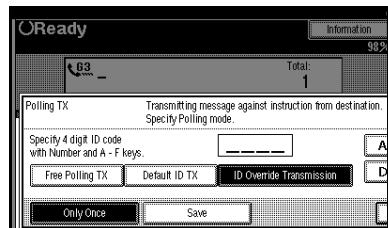
Note

- ☐ To delete the original immediately after transmission, select **[Only Once]**.
- ☐ To repeatedly send the original, select **[Save]**.

ID Override Transmission

1 Select [ID Override Transmission].

2 Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F] keys.



Note

- ☐ If you make a mistake, press **[Clear]** and try again

- ③ Press **[Only Once]** or **[Save]** to delete or save the file after transmission.

 **Note**

- ☐ To delete the original immediately after transmission, select **[Only Once]**.
- ☐ To repeatedly send the original, select **[Save]**.

- ⑤ Press **[OK]**.

The Transmission Mode menu is shown. The **[Polling TX]** key is highlighted, and the specified mode is shown above.

 **Note**

- ☐ To cancel the Polling Transmission, press **[Cancel]**. The Transmission Mode menu is shown.

- ⑥ Press **[OK]**.

The initial display is shown.

- ⑦ Press the **[Start]** key.

Polling Transmission Clear Report

This report allows you to verify whether Polling Transmission has taken place.

 **Limitation**

- ☐ This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). ⇒ P.136 *“Changing the User Parameters”* (Switch11, Bit7)

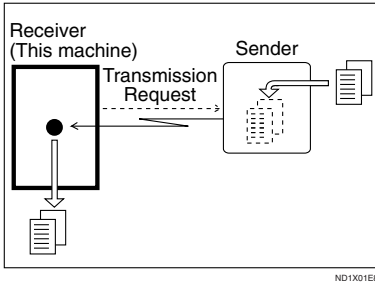
 **Note**

- ☐ This report is turned on by default. You can turn it off if you wish. ⇒ P.136 *“Changing the User Parameters”* (Switch03, Bit6)
- ☐ By default, a portion of the sent image is printed on the report. You can turn this off with the User Parameters. ⇒ P.136 *“Changing the User Parameters”* (Switch04, Bit7)

Polling Reception

1

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/Free Polling RX (Reception)

Use this method for Free Polling or Default ID Polling. 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 ID are received (Free Polling).

❖ ID Override Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

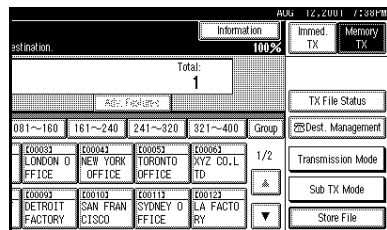
! Limitation

- ❑ Polling Reception requires that the other machine can perform Polling Transmission.
- ❑ To receive a message sent by any Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to specify the same polling ID as the sender's.
- ❑ Usually, you can only receive documents with a polling ID from machines of the same make that support the polling function. However, if the other party's fax machine supports Polling Transmission and the "SEP" function, you can still receive using Polling Reception from another party's fax machine that has stored IDs. ⇒ P.44 "SEP Code"

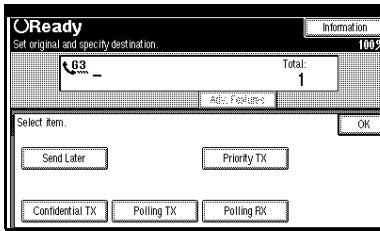
✎ Note

- ❑ A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

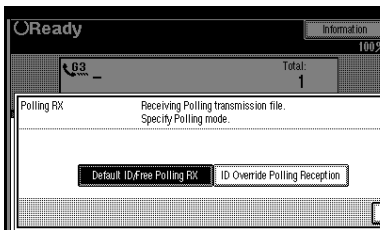
1 Press [Transmission Mode].



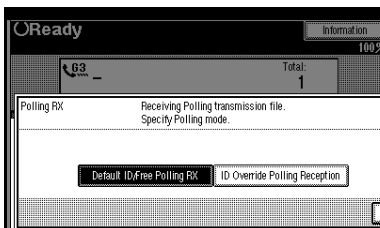
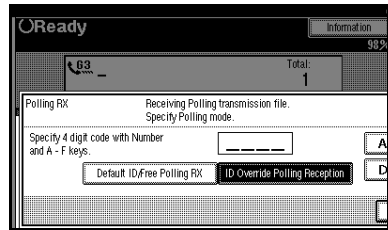
The Transmission Mode menu appears.

2 Select [Polling RX].**3** Depending which method you are using, choose one of the following procedures:

Default ID/Free Polling RX

1 Press [Default ID/Free Polling RX].

ID Override Polling Reception

1 Press [ID Override Polling Reception].**2** Specify a 4 digit ID Code with the number keys and the [A], [B], [C], [D], [E] and [F] keys.**Note**

- ☐ If you make a mistake, press [Clear] and try again

4 Press [OK].

The Transmission Mode menu is shown. The [Polling RX] key is highlighted, and the specified mode is shown above.

Note

- ☐ To cancel the Polling Reception, press [Cancel]. The Transmission Mode menu is shown.

5 Press [OK].

The initial display is shown.

6 Dial and press the [Start] key.

1

Polling Reserve Report

This report is printed after Polling Reception has been set up.

Note

- ☐ By default, this report is turned off. Turn it on with the User Parameters. ⇒ P.136 *“Changing the User Parameters”*(Switch03, Bit3)

Polling Result Report

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.
- ☐ By default, this report is turned on. Turn it off with the User Parameters. ⇒ P.136 *“Changing the User Parameters”*(Switch03, Bit4)

2. Checking and Canceling Transmission Files

After you have pressed the **[Start]** key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. And you can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files and resend a file which failed to transmit.

This feature is available for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling transmission.

Limitation

- ☐ You cannot check and edit a file being sent or receiving. Also the Confidential Transmission file and the stored file to be printed as a report cannot be checked and edited.

Note

- ☐ There is no file being sent, received or stored by Memory Transmission, if **[Change/Stop TX File]** does not appear on the display.

Checking Destinations (Destination List)

1 Press **[Change/Stop TX File]**.

File	001-080	081-160	161-240	241-320	321-400	Group
[00001] ABC COMP ANY	[00002] BERLIN OFFICE	[00003] LONDON OFFICE	[00004] NEW YORK OFFICE	[00005] TORONTO OFFICE	[00006] XYZ CO. LTD	1/2
[00007] X STORE	[00008] PARIS OFFICE	[00009] DETROIT FACTORY	[00010] SAN FRAN CISCO	[00011] SYDNEY OFFICE	[00012] LA FACTORY	

2 Select **[Check/Change Settings]**.

Scanning Date/Time	Transmission Mode	Destination	Dest. Or
Aug.12 7:28PM	Memory TX	X STORE	TH 1
Aug.12 7:27PM	Memory TX	PARIS OFFICE	TH 1
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	TH 1
Aug.12 7:26PM	Memory TX	DETROIT FACTORY	TH 1
Aug.12 7:26PM	Memory TX	BERLIN OFFICE	TH 1

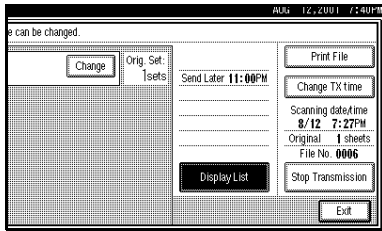
3 Select files to be changed or checked.

Scanning Date/Time	Transmission Mode	Destination	Dest. Or
Aug.12 7:28PM	Memory TX	X STORE	TH 1
Aug.12 7:27PM	Memory TX	PARIS OFFICE	TH 1
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	TH 1
Aug.12 7:26PM	Memory TX	DETROIT FACTORY	TH 1
Aug.12 7:26PM	Memory TX	BERLIN OFFICE	TH 1

Note

- ☐ If desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ☐ If you select multiple destinations, the file selected first is displayed.
- ☐ If you select multiple destinations, only the number of files which have not been transmitted is shown.
- ☐ You cannot select a file being sent.

4 Check a file and press [Exit].



5 Press [Exit].

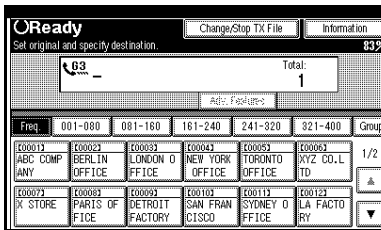
Canceling a Transmission

You can cancel a transmission when the file is being sent, stored in memory or fails to transmit. All the scanned data is deleted from memory.

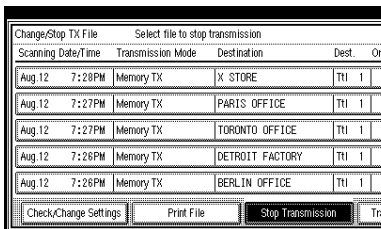
Note

- ☐ If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and will be received at the other end.
- ☐ If transmission finishes while you try to cancel it, it will not be canceled.

1 Press [Change/Stop TX File].



2 Select the files you want to stop transmitting.



Note

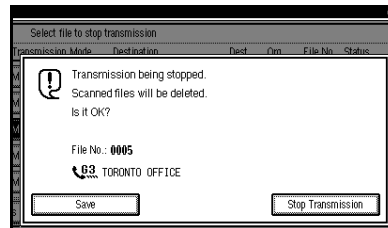
- ☐ If a desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].
- ☐ To display only files being sent, press [**Files under TX**].

- ☐ If you select multiple destinations, only the number of files which have not been transmitted is shown

- ☐ If you select multiple destinations, only one file can be displayed. To display all files, press [**Check/Change Settings**].

3 Press [Stop Transmission].

The file you select to stop transmitting is deleted.



Note

- ☐ To cancel Stop Transmission, press [**Save**].
- ☐ To cancel another transmission, repeat step 2.

4 Press [Exit].

The initial display is shown.

Changing a Destination

You can delete destinations.

Note

- If you delete a destination which only exists in memory, transmission is also canceled.

1 Press [Change/Stop TX File].

001-080	081-180	181-240	241-320	321-400	Group
00001 ABC COMP ANY	00003 BERLIN OFFICE	00003 LONDON O FFICE	00004 NEW YORK OFFICE	00005 TORONTO OFFICE	1/2
00007 X STORE	00009 PARIS OF FICE	00009 DETROIT FACTORY	00109 SAN FRAN CISCO	00012 SYDNEY O FFICE	00012 L.A. FACTO RY

2 Press [Check/Change Settings].

Scanning Date/Time	Transmission Mode	Destination	Dest.	Or
Aug.12 7:28PM	Memory TX	X STORE	TH	1
Aug.12 7:27PM	Memory TX	PARIS OFFICE	TH	1
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	TH	1
Aug.12 7:28PM	Memory TX	DETROIT FACTORY	TH	1
Aug.12 7:28PM	Memory TX	BERLIN OFFICE	TH	1

3 Select a file, and delete the desired destinations from it.

Scanning Date/Time	Transmission Mode	Destination	Dest.	Or
Aug.12 7:28PM	Memory TX	X STORE	TH	1
Aug.12 7:27PM	Memory TX	PARIS OFFICE	TH	1
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	TH	1
Aug.12 7:28PM	Memory TX	DETROIT FACTORY	TH	1
Aug.12 7:28PM	Memory TX	BERLIN OFFICE	TH	1

Note

- If a desired file is not shown, press [▲ Prev.] or [▼ Next].
- To display files only files being sent, press [Files under TX].

4 Press [Change] of destination you want to delete.

Check/Change Settings. Destination and TX time can be changed.

>> Add 07 00003 PARIS OFFICE Change Orig. Set 2 Set

0123456789 Change

5 Press [Clear] to delete a destination.

Check/Change Settings. Destination and TX time can be changed.

>> Add 0123456789_ Total: 2/2 Prev.

Adv. Features Clear

← 1 2 3 →

4 5 6

7 8 9

Pause * 0 # Tone

6 Press [OK].

Note

- To delete another destination, repeat step 5.

7 Press [Exit].

The initial display is shown.

Adding a Destination

1 Press [Change/Stop TX File].

Ready Change/Stop TX File Information **93%**

Set original and specify destination.

Freq.	001-080	081-160	161-240	241-320	321-400	Group
C00101 ABC COM ANY	C00023 BERLIN OFFICE	C00020 LONDON O FFICE	C00042 NEW YORK OFFICE	C00053 TORONTO OFFICE	C00092 75 DO L TD	1/2
C00077 X STORE	C00093 PARIS OF FICE	C00093 DETROIT FACTORY	C00103 SAN FRAN CISCO	C00113 SYDNEY O FFICE	C00123 LA FACTO RY	▲ ▼

2 Press [Check/Change Settings].

Change/Stop TX File		Select file to stop transmission			
Scanning Date/Time	Transmission Mode	Destination	Dest	On	Off
Aug.12 7:28PM	Memory TX	X STORE	T11	I	
Aug.12 7:27PM	Memory TX	PARIS OFFICE	T11	I	
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	T11	I	
Aug.12 7:26PM	Memory TX	DETROIT FACTORY	T11	I	
Aug.12 7:26PM	Memory TX	BERLIN OFFICE	T11	I	

3 Select a file, and add the desired destinations to it.

Scanning Date/Time	Transmission Mode	Destination	Dest.	On
Aug.12 7:28PM	Memory TX	X STORE	TI	I
Aug.12 7:27PM	Memory TX	PARIS OFFICE	TI	I
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	TI	I
Aug.12 7:28PM	Memory TX	DETROIT FACTORY	TI	I
Aug.12 7:28PM	Memory TX	BERLIN OFFICE	TI	I

Buttons: Check/Change Settings, Print File, Stop Transmission, Transfer

 **Note**

- ❑ If desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].
- ❑ To display files only which is being sent, press [**Files under TX**].

4 Press [Add].

Check/Change Settings. Destination and TX time can be changed.

>> Add

07
000003 PARIS OFFICE

0123456789

Change Change

Orig. Set
2set

5 Specify the destination.

Check/Change Settings. Destination and TX time can be changed.

Total: 3

Prev.

Next.

Add: Exports

← 1 2 3 →

4 5 6

7 8 9

Pause Tone * 0 #

 **Note**

- ❑ You can specify the destination using the number keys.
- ❑ Repeat steps **4** and **5**, if you want to add another destination.

6 Press [OK].

7 Press [Exit].

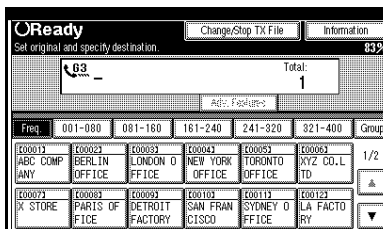
The initial display is shown.

Changing the Transmission Time

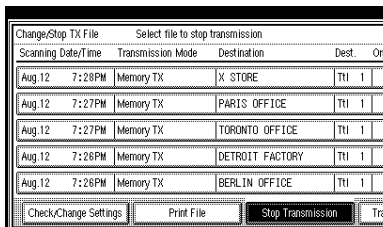
You can specify the transmission time with Send Later.

You can also delete the transmission time. When the transmission time is deleted, the file starts to transmit immediately.

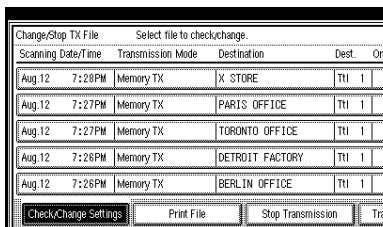
1 Press [Change/Stop TX File].



2 Press [Check/Change Settings].



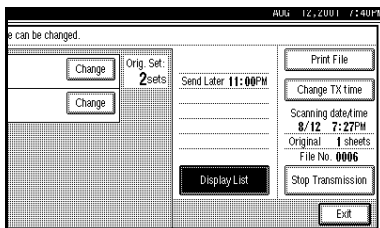
3 Select a file if you want to change the transmission time.



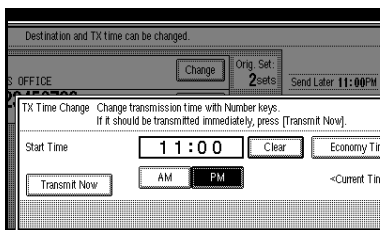
Note

- If a desired file is not shown, press [▲ Prev.] or [▼ Next].
- To display files only files being sent, press [Files under TX].

4 Press [Change TX time].



5 Press [Clear], and then reenter the transmission time using the number keys or select [Economy Time].



Note

- The time already specified is shown.
- If you select Economy Time, the time already specified is entered.
- If you press [Transmit Now], the file is transmitted immediately. But when there is stored file in memory, that file will be transmitted after this file.

6 Press [OK].

Note

- Repeat step 3, if you want to change another transmission time.

7 Press [Exit].

The initial display is shown.

Printing a File

If you wish to check the contents of a file that is stored in memory and has not been sent yet, use this procedure to print it out.

1 Press [Change/Stop TX File].

File	001-080	081-160	161-240	241-320	321-400	Group
E00013	E00023	E00033	E00043	E00053	E00063	1/2
ABC COMP	BERLIN OFFICE	LONDON OFFICE	NEW YORK OFFICE	TORONTO OFFICE	XYZ CO. L	
ANY					TO	
E00073	E00083	E00093	E00103	E00113	E00123	
X STORE	PARIS OFFICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNEY D	LA FACTO	
				RY		

2 Press [Print File].

Scanning Date/Time	Transmission Mode	Destination	Dest.	Or
Aug.12 7:28PM	Memory TX	X STORE	Ttl	1
Aug.12 7:27PM	Memory TX	PARIS OFFICE	Ttl	1
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	Ttl	1
Aug.12 7:26PM	Memory TX	DETROIT FACTORY	Ttl	1
Aug.12 7:26PM	Memory TX	BERLIN OFFICE	Ttl	1

Check/Change Settings Print File Stop Transmission Tr

3 Select a file you want to print.

Scanning Date/Time	Transmission Mode	Destination	Dest.	Or
Aug.12 7:28PM	Memory TX	X STORE	Ttl	1
Aug.12 7:27PM	Memory TX	PARIS OFFICE	Ttl	2
Aug.12 7:27PM	Memory TX	TORONTO OFFICE	Ttl	1
Aug.12 7:26PM	Memory TX	DETROIT FACTORY	Ttl	1
Aug.12 7:26PM	Memory TX	BERLIN OFFICE	Ttl	1

Check/Change Settings Print File Stop Transmission Tr

Note

- ☐ If desired file is not shown, press [▲ Prev.] or [▼ Next].
- ☐ To display files only which is being sent, press [Files under TX].
- ☐ If you want 2 sided printing, press [Print 2 Sides].

4 Press the [Start] key.

Note

- ☐ To cancel a file from printing before pressing the [Start] key, press [Cancel] and the display will return to step 3.
- ☐ To cancel a file from printing after pressing the [Start] key, press [Stop Printing] and the display will return to step 3.

5 Press [OK].

Note

- ☐ Repeat step 3, if you want to print another file.

6 Press [Exit].

The initial display is shown.

Re-sending a File

This function is valid when the machine is set up with the User Parameters to save messages that could not be sent in memory.

If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. These files will be kept for either up to 24 or 72 hours depending on how you program this feature. ⇒ P.136 “Changing the User Parameters”(Switch24, Bit1,0)

1 Press [Change/Stop TX File].

2 Press [Transmit Failed File].

3 Select a file you want to resend.

Note

- ☐ "TX Failed" displays when the file fails to transmit.
- ☐ If a desired file is not shown, press [▲ Prev.] or [▼ Next].
- ☐ If you select multiple destinations, the first file selected is displayed.
- ☐ If you select multiple destinations, only the number of files which have not been transmitted is shown.

4 Press [OK].

Note

- ☐ To add destinations, press [Add] to specify.
- ☐ To cancel transmissions, press [Cancel] and the display will return to step 1.

5 Press [Exit].

The initial display is shown.

Note

- ☐ Repeat step 3, if you resend another file.

Printing a List of Files in Memory (Print TX File List)

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

- The contents of an original stored in memory can also be printed. ⇒ P.21 "Printing a File"

1 Press [Change/Stop TX File].

Ready Change/Stop TX File Information

Set original and specify destination.

833

Ad: F0000000

File No.	001-080	081-180	181-240	241-320	321-400	Group
00001	00002	00003	00004	00005	00006	1/2
ABC COMP	BERLIN	LONDON O	NEW YORK	TORONTO	XYZ CO.L	
ANY	OFFICE	FFICE	OFFICE	OFFICE	TD	
00007	00008	00009	00010	00011	00012	
XX STORE	PARIS OF	DETROIT	SAN FRAN	SYDNEY O	LA FACTO	
	FFICE	FACTORY	CISCO	FFICE	RY	

2 Press [Print List].

File List

Destination	Dest.	Org.	File No.	Status
STORE	Ttl	1	1sths	0007 Standby
RIS OFFICE	Ttl	1	1sths	0006 Standby
RONTO OFFICE	Ttl	1	1sths	0005 Standby
TROIT FACTORY	Ttl	1	4sths	0004 Standby
RLIN OFFICE	Ttl	1	2sths	0003 Standby

1/2

Stop Transmission Transmit Failed File Exit

3 Press the [Start] key.

Note

- To cancel a file from printing before pressing the [Start] key, press [Cancel] and the display will return to step 2.
- To cancel a file from printing after pressing the [Start] key, press [Stop Printing] and the display will return to step 2.

4 Press [Exit].

The initial display is shown.

3. Communication Information

Printing the Journal

The Journal contains information about the last 50 communications made by your machine. It is printed automatically after every 50 communications (receptions+transmissions).

If the machine installs the optional ISDN Unit or the optional Extra G3 Interface Unit, you can print the Journal of each line type.

You can also print a copy of the Journal at any time by following the procedure below.

Important

- ❑ The contents of a Journal printed automatically is deleted after printing. If you administer the history of transmissions and receptions, we recommend that you keep the Journal. You can check total 200 communications (receptions+transmissions) on the display.

❖ All

Prints the Journal in order communications made.

❖ Print per File No.

Prints the Journal specified only by file a number.

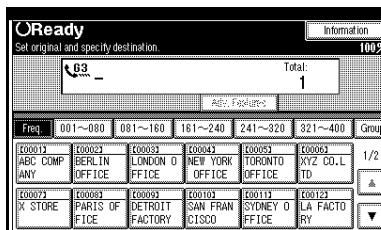
❖ Print per User Code

Prints the Journal of communications concerning specified a User Code.

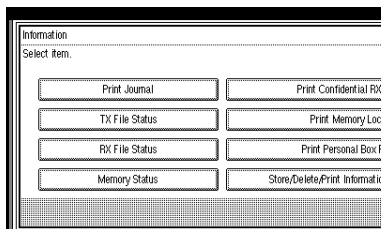
Note

- ❑ The sender's name column of the Journal is useful when you need to program a special sender.
- ❑ If you do not want the Journal printed, you can turn it off. ⇒ P.136 "Changing the User Parameters"(Switch03, Bit7)

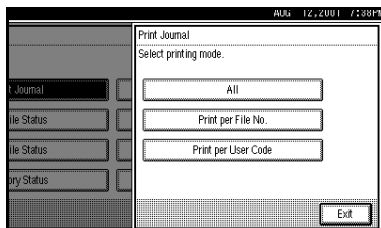
1 Press [Information].



2 Select [Print Journal].



3 Select a printing mode.



Selecting [All]

① Press [All].

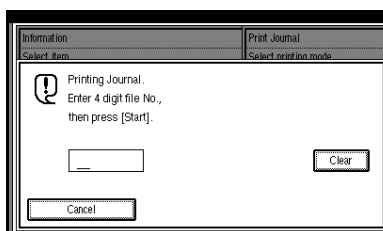
Note

- ☐ If you cancel printing, press [Cancel] and the display will return to step ③.

Selecting [Print per File No.]

① Press [Print per File No.].

② Enter a four digit file number.



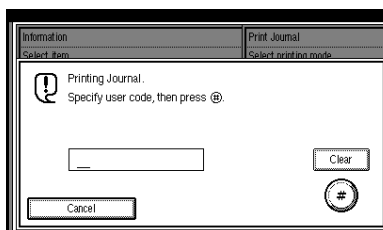
Note

- ☐ If you want to cancel printing, press [Cancel] and the display will return to step ③.

Selecting [Print per User Code]

① Press [Print per User Code].

② Specify an eight digit User Code with the number keys.



③ Press [#].

④ Check the User Code shown on the display.

Note

- ☐ If you want to cancel printing, press [Cancel] and the display will return to step ③.

④ Press the [Start] key.

⑤ Press [Exit].

The initial display is shown.

Checking the Transmission Result (TX File Status)

You can browse a part of the Transmission Result report on the display.

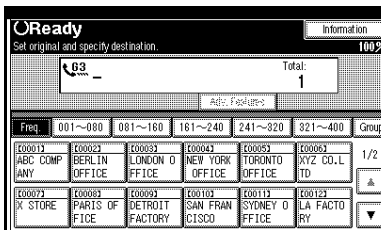
! Limitation

- ☐ If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

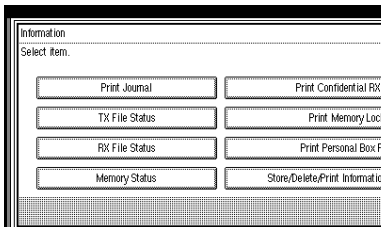
📖 Note

- ☐ Only the transmission result of the last 200 communications are shown.

1 Press [Information].



2 Select [TX File Status].



Displaying file ordered last communications.

3 Check the transmission result, and then press [Exit].

TX File Status				
Displaying transmission file status.				
Date/Time	Destination	Original C		
Aug.12 7:43 PM	ABC COMPANY	1		
Aug.12 7:47 PM	-- PCFAX -->	1		

📖 Note

- ☐ If a desired transmission result is not shown, press [**▲** Prev.] or [**▼** Next].
- ☐ The "Destination" shows the fax number of a sender or Fax Header Information. If there is a transmission from a computer, "-- PCFAX -->" is shown.

4 Press [Exit].

The initial display is shown.

Checking the Reception Result (RX File Status)

You can browse a part of the Reception Result report on the display.

⚠ Limitation

- ☐ If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

📖 Note

- ☐ Only the reception result of the last 200 communications are shown.

1 Press [Information].

Freq.	001~080	081~160	161~240	241~320	321~400	Group						
E0001	ABC COMP ANY	E0002	BERLIN OFFICE	E0003	LONDON OFFICE	E0004	NEW YORK OFFICE	E0005	TORONTO OFFICE	E0006	XYZ CO., LTD	1/2
E0007	FX STORE	E0008	PARIS OFFICE	E0009	DETROIT FACTORY	E0010	SAN FRANCISCO	E0011	SYDNEY OFFICE	E0012	LA FACTORY	

2 Select [RX File Status].

Print Journal	Print Confidential RX
TX File Status	Print Memory Log
RX File Status	Print Personal Box F
Memory Status	Store/Delete/Print Information

Displaying file ordered last communications.

3 Check the reception result, and then press [Exit].

Date/Time	TX Station	Original C
Aug 12 7:46 PM	ABC COMPANY	1

📖 Note

- ☐ If a desired reception result is not shown, press [**▲** Prev.] or [**▼** Next].
- ☐ The "Destination" shows the fax number of a sender or Fax Header Information.

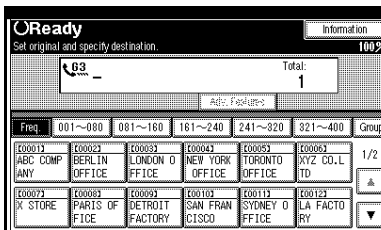
4 Press [Exit].

The initial display is shown.

Displaying the Memory Status

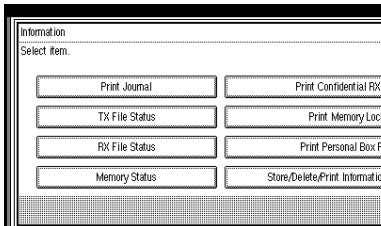
Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, the number of memory lock files and the number of received messages to be printed.

1 Press [Information].

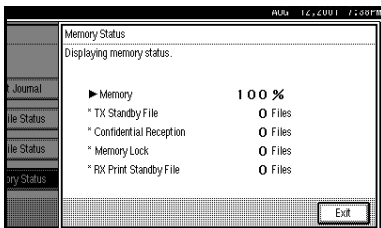


The Information menu is shown.

2 Select the [Memory Status] function number with the number keys.



3 Check the memory status and then press [Exit].



Note

- If "Others" is displayed, it means that one or more Auto Documents or transfer files have been stored. ⇒ P.113 "Storing an Auto Document", ⇒ P.46 "Transfer Request", ⇒ P.36 "Information Boxes"

4 Press [Exit].

The initial display is shown.

Printing a Confidential Message

This feature is designed to prevent messages from 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 **Confidential File** (📁) indicator lights.

3

Preparation

Before using this function, program your Confidential ID. ⇒ P.162 "Programing a Confidential ID"

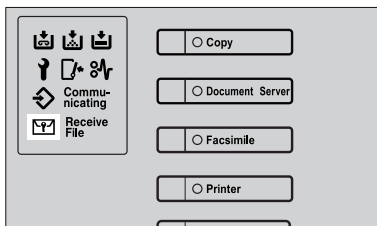
Important

- ❑ If the **Main Power** switch is off more than an hour, all Confidential Messages are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. ⇒ P.178 "When Power is Turned off or Fails"

Limitation

- ❑ You must program the Confidential ID for Confidential Reception to work.

- 1 Confirm that the **Confidential File** indicator lights.

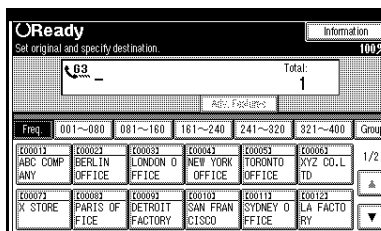


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Note

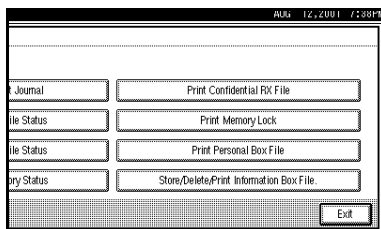
- ❑ If the machine received a message with SUB Code, the Confidential File indicator also lights.
- ❑ Print a message with SUB Code using the **[Print Personal Box File]** function. ⇒ P.35 "Printing Personal Box Messages"

- 2 Press **[Information]**.



The Information menu is shown.

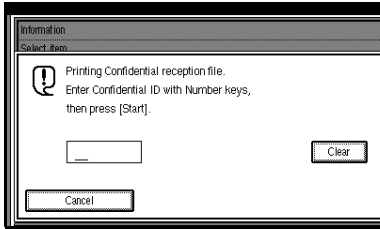
- 3 Select **[Print Confidential RX File]**.



Note

- ❑ If you receive a fax by Confidential ID Override Reception, enter the Override Confidential ID.
- ❑ You need to obtain the Override Confidential ID from the sender.

4 Enter a four digit confidential ID with number keys.



The confidential ID is not shown on the display.

Note

- ☐ You must enter the confidential ID programed by this machine when the received file has no confidential ID.
- ☐ You must enter the confidential ID programed by sender when the file is received. Confirm the sender's confidential ID in advance.

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

The received messages are printed. When printing has finished, the Information menu is shown.

Note

- ☐ If no Confidential Messages have been received, the message "No reception file." is shown. Press **[Exit]**.
- ☐ If the Confidential IDs or Personal Confidential IDs do not match, the message "No reception file." is displayed. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party and try again.

6 Press **[Exit]**.

The initial display is shown.

Confidential File Report

By default, this report is printed whenever your machine receives a Confidential Message.

Note

- ☐ You can turn this report off with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch04, Bit0)

Printing a File Received with Memory Lock

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 **Confidential File** (📁) indicator blinks.

3

Preparation

Before using this function, program your Memory Lock ID. ⇒ P.164 "Programing a Memory Lock ID"

Important

- ❑ If the **Main Power** switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. ⇒ P.178 "When Power is Turned off or Fails"

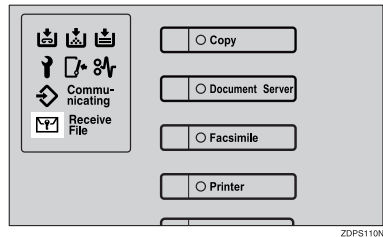
Limitation

- ❑ Messages received by Polling Reception are automatically printed even if this feature is switched on.

Note

- ❑ You can also apply Memory Lock to messages that come only from certain senders. ⇒ P.141 "Special Senders to Treat Differently"

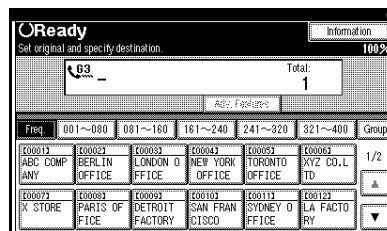
- 1 Confirm that the **Confidential File** indicator lights.



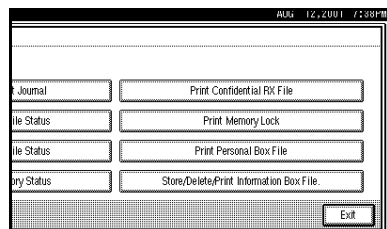
ZDPS110N

- 2 Press [Information].

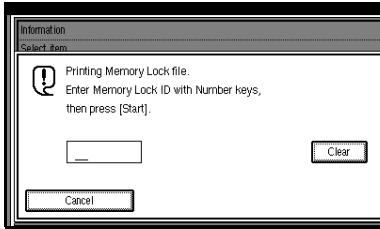
The Information menu is shown.



- 3 Select [Print Memory Lock].



4 Enter a four digit confidential ID with the number keys.



The confidential ID is not shown on the display.

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

The received messages are printed. When the printing is completed, the Information menu is shown.

 **Note**

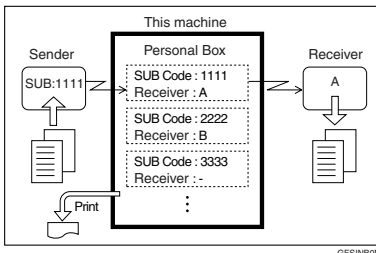
- ☐ If no messages have been received, while Memory Lock is switched on, the message "No reception file." is shown. Press **[Exit]**.
- ☐ If the Memory Lock ID does not match, the message "Specified code does not correspond to programed Memory Lock ID." is shown. Press **[Exit]** and retry after checking the Memory Lock ID.

6 Press **[Exit]**.

The initial display is shown.

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 (Personal 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 assigned 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.



Personal Boxes

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. ⇒ P.43 “SUB Code”
- ❑ When messages have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed.
- ❑ If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a forwarding mark stamped on them. If a receiver is not assigned, ⇒ P.35 “Printing Personal Box Messages” for how to print these messages out.

Printing Personal Box Messages

Follow these steps to print a message that has been received into a Personal Box.

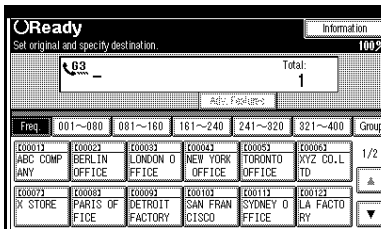
Preparation

Before using this function, set the Personal Box in advance.⇒ P.151 "Box Settings"

Note

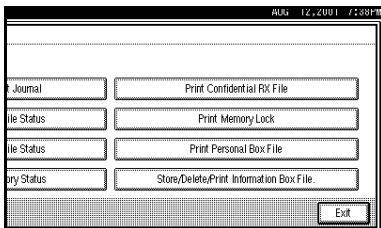
- ☐ The **Confidential File** (🔒) indicator lights when a message has been received into a Personal Box.
- ☐ If you print a Personal Box message, it is deleted.

1 Press [Information].

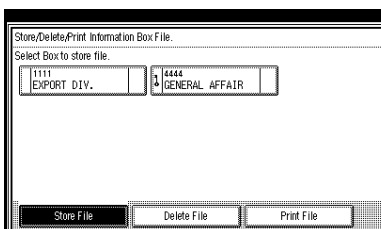


The Information menu is shown.

2 Select [Print Personal Box File].



3 Enter a box you want to print.

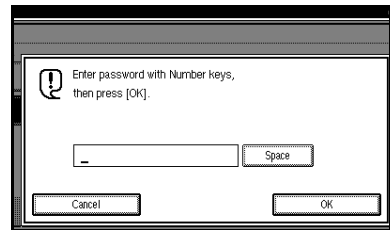


Note

- ☐ If a desired box is not shown, press [▲ Prev.] or [▼ Next].

When password is required

1 Enter a password.



2 Press [OK].

Note

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

4 Press the [Start] key.

The received messages are printed.

Note

- ☐ To stop printing, press [Stop Printing]. The display will return to step 3.

5 Press [Exit].

Note

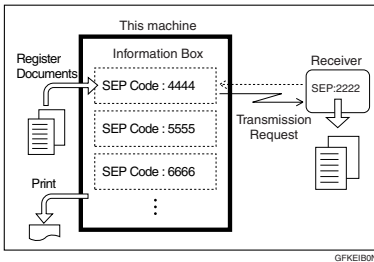
- ☐ If there are messages in other Personal Boxes, the display will return to step 3. Repeat from step 3 to print another file.

6 Press [Exit].

The initial display is shown.

Information Boxes

Use the Information Box feature to set up the machine as a fax information service or document server. By scanning documents into Information Boxes, other parties can receive these messages whenever they request them.



Information Boxes

Note

- ☐ Program documents for this feature using the “Storing Messages in Information Boxes” ⇒ P.36
- ☐ For other parties to be able to retrieve a message programed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- ☐ When a SEP Code Polling Reception request is made by another party, the SEP Code they specify is compared with the SEP Code programed in that Information Box. If the codes match, the message stored in the Information Box is sent to the other party automatically.
- ☐ To check on the contents of Information Boxes, use the “Printing Information Box Messages” ⇒ P.38

Storing Messages in Information Boxes

Follow these steps to store a message in an Information Box.

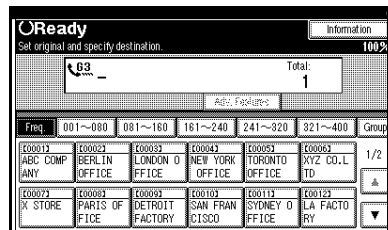
Preparation

Before using this function, set the Information Box in advance.

Note

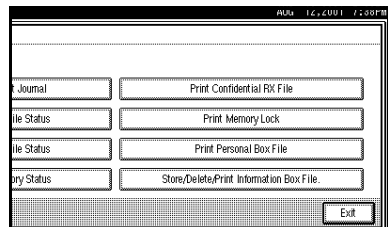
- ☐ One Information Box stores one file.
- ☐ The stored file is not deleted automatically. If you want to delete a stored file. ⇒ P.39 “Deleting Information Box Messages”
- ☐ If you want to change the stored file, delete the file in advance.

1 Press [Information].

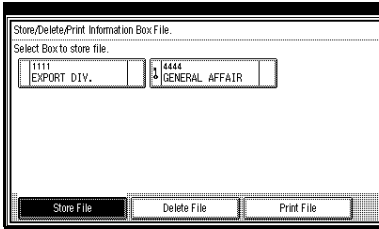


The information menu is shown.

2 Select [Store/Delete/Print Information Box File].



3 Select a box you want to store the file.

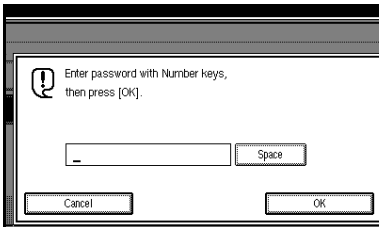


Note

- ☐ If a desired file is not shown, press [▲ Prev.] or [▼ Next].
- ☐ You cannot select a box which has already stored. If you want to change the stored file, delete the file in advance.

When password is required

1 Enter a password.

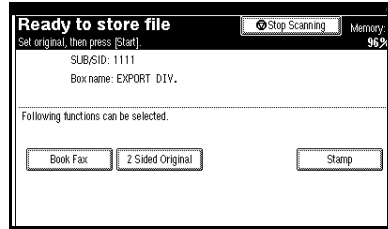


2 Press [OK].

Note

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

4 Place the original and select any scan settings you require.



Note

- ☐ You can also select the following settings.
 - Book Fax
 - 2 Sided Original
 - Stamp

5 Press the [Start] key.

The machine starts to scan the original.

To stop scanning, press [Stop Scanning] and the display will return to step 8.

Note

- ☐ When you place an original on the Exposure glass, place another original within 60 seconds. When there is no other original, press [⏻].

6 Press [Exit].

Press the [Start] key.

Repeat step 4 to store a file into another box.

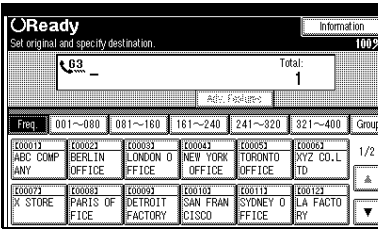
7 Press [Exit].

The initial display is shown.

Printing Information Box Messages

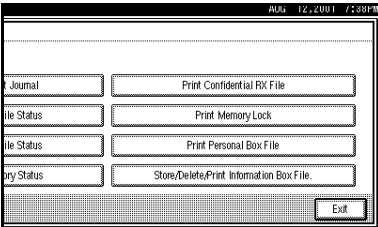
Follow these steps to print a message stored in an Information Box.

1 Press [Information].

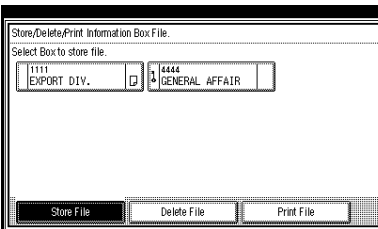


The information menu is shown.

2 Select [Store/Delete/Print Information Box File.].

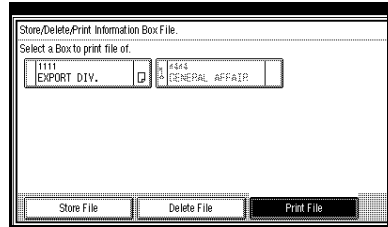


3 Press [Print File].



4 Select a box you want to print.

The SEP Code and box name are displayed.

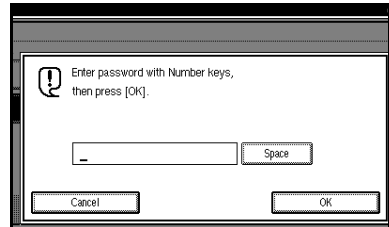


Note

- ☐ If a desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].
- ☐ You cannot select a box which has no stored file.

When the password is required

1 Enter a password.



2 Press [OK].

Note

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

5 Press the [Start] key.

The machine starts to print.

Note

- ☐ To stop printing, press [**Stop Printing**] and the display will return to step 4.

6 Press [Exit].

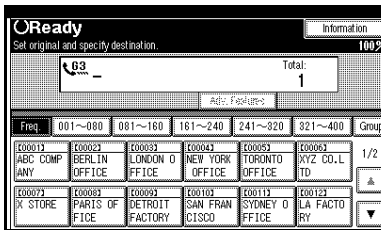
Repeat step **4** to print another stored file in the box.

7 Press [Exit].

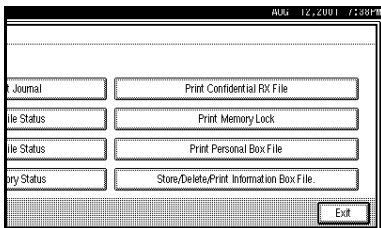
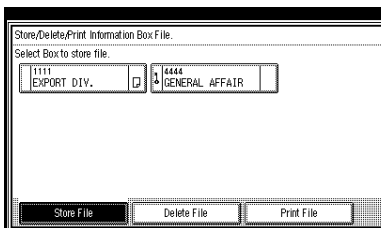
The initial display is shown.

Deleting Information Box Messages

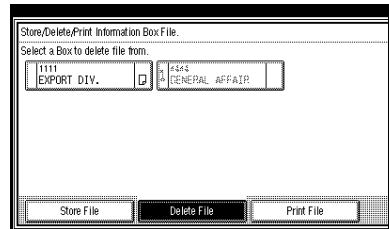
Follow these steps to delete a message stored in an Information Box.

1 Press [Information].

The information menu is shown.

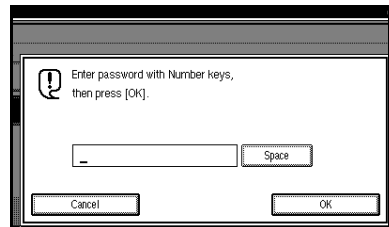
2 Select [Store/Delete/Print Information Box File.].**3** Press [Delete File].**4** Select a box that contains the stored file you want to delete.

The SEP Code and box name are displayed.

**Note**

- ☐ If a desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].
- ☐ You cannot select the box which has no stored file.

When the password is required

1 Enter a password.**2** Press [OK].**Note**

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

5 Press [Yes].

The file is deleted.

Note

- ☐ To cancel deleting, press [**No**] and the display will return to step **4**.

6 Press [Exit].

Repeat step **4** to delete another stored file in the box.

7 Press [Exit].

The initial display is shown.

4. Transmission Features

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials and some of which may be entered using the number keys.

Note

- ☐ Maximum length of a telephone or fax number: 254 digits
- ☐ For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On-hook Dial and Manual Dial, no pause is needed.

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01.

- ① Place the original and select any scan settings you require.
- ② Press the Quick Dial key **[0001]**.
- ③ Press the **[Pause/Redial]** key.
- ④ Enter **[1]**, **[5]**, **[5]**, **[5]**, **[3]**, **[3]**, **[3]** with the number keys.
- ⑤ Press the **[Start]** key.

Redial

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed to recently, the Redial feature saves you time by finding and entering the number again.

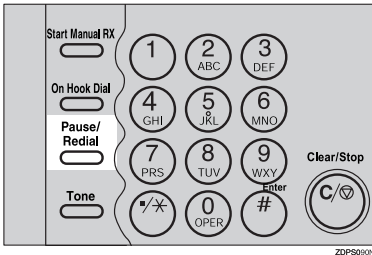
Limitation

- ☐ The following kinds of destinations are not memorized:
 - Quick Dials
 - Group Dials
 - Destinations dialed by a Program
 - Destinations dialed as End Receivers for Transfer Request
 - Forwarding terminal of the substitute reception
 - Destinations dialed using the external telephone or optional handset keypad
 - Destinations dialed by Redial (regarded as already memorized)
 - Any destinations after the first number if multiple destinations were dialed
- ☐ Do not dial any numbers before you press the **[Pause/Redial]** key. If you press the **[Pause/Redial]** key after entering numbers using the number keys, a pause will be entered instead.

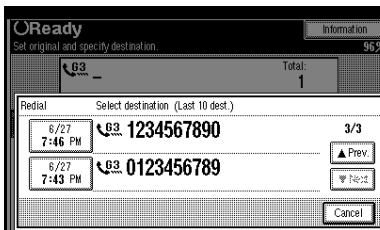
 **Note**

- ☐ If the receiver uses a fax machine of the same manufacturer that is capable of programing the Own Name, that name may be shown on the display instead of the fax number.

1 Press the **[Pause/Redial]** key.



2 Select a destination you want to redial.



Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send to fax machines of the same make that have the Confidential Reception feature. However, if the other machine supports a similar feature called "SUB Code", you can send fax messages to the other party using this method instead.

Limitation

- ☐ You can only use this feature with a G3 line (not with G4).
- ☐ You cannot use Chain Dial with this feature.
- ☐ You cannot select this function when carrying out standard Confidential Transmission.

Note

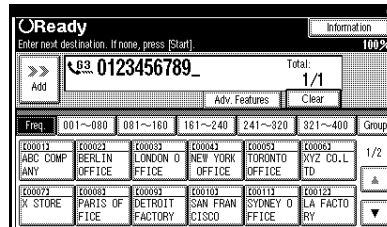
- ☐ The ID can be up to 20 digits long and consist of spaces, * and #.
- ☐ Make sure the ID matches the specification of the fax you are sending to.
- ☐ You can store IDs in Quick Dials, Groups and Programs.
- ☐ Messages you send using this feature are marked "SUB" on all reports.

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

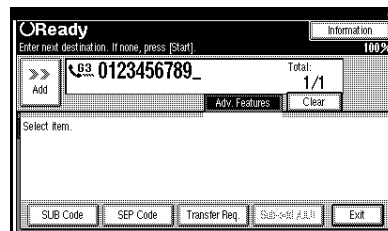
2 Dial the fax number using the number keys.

3 Press [Adv. Features].

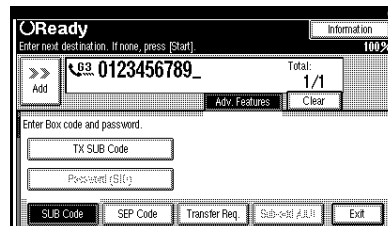
The advanced feature menu is shown.



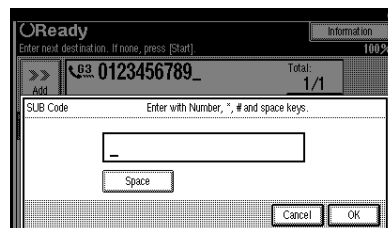
4 Select [SUB Code].



5 Press [TX SUB Code].



6 Enter a SUB Code with the number keys.



7 Press [OK].

SUB Code appears one line under the fax number on the display.

8 Press [Exit].

To enter a password, press [Password (SID)].

9 Press the [Start] key. **Note**

- ☐ If you use Immediate Transmission and the destination fax machine does not support the SUB Code feature, a message will appear on the display to inform you of this. In this case, press [OK] to cancel the transmission.

SID Code

There are times when you may wish to use a "SID" (Sender ID) when sending confidential faxes with the SUB Code feature.

 **Limitation**

- ☐ You can enter a SID up to 20 digits long.

 **Note**

- ☐ Messages you send using this feature are marked "SID" on all reports.

SEP Code

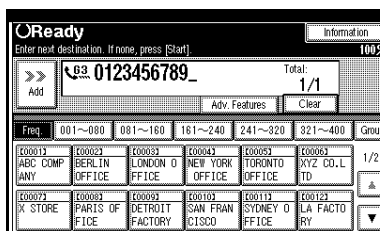
Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception feature of the same make. However, if the other machine of another make supports a polling reception, you can receive fax messages from the other party using this method instead.

 **Limitation**

- ☐ You can only use this feature with a G3 line (not with G4).
- ☐ You cannot use Chain Dial with this feature.

 **Note**

- ☐ The ID can be up to 20 digits long.
- ☐ Make sure the ID matches the specification of the fax you are sending to.
- ☐ You can store IDs in Quick Dials, Groups and Programs with the number keys, and consist of space, * and #.
- ☐ Messages you receive using this feature are marked "SEP" on all reports.

1 Dial the fax number using the number keys.**2** Press [Adv. Features].

The advanced features menu is shown.

3 Select [SEP Code].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1

Adv. Features Clear

Select item.

SUB Code SEP Code Transfer Req. Sub->RX ALL Exit

4 Press [RX SEP Code].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1

Adv. Features Clear

Enter SEP code and password.

RX SEP Code

Password (Pwty)

SUB Code SEP Code Transfer Req. Sub->RX ALL Exit

5 Enter a SEP Code with the number key.

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1

Adv. Features Clear

Enter SEP code and password.

SEP Code Enter with Number, *, # and space keys.

Space

Cancel OK

6 Press [OK].

A SEP Code appears one line under the fax number on the display.

7 Press [Exit].**8** Press [Transmission Mode].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1

Adv. Features Clear

TX status display

081-160	161-240	241-320	321-400	Group
000033 LONDON O FFICE	000045 NEW YORK OFFICE	000053 TORONTO OFFICE	000083 NY2 CO.L TD	1/2
000093 DETROIT FACTORY	000103 SAN FRAN CISCO	000113 SYDNEY O FFICE	000123 LA FACTO RY	

Transmission Mode

Sub TX Mode

Store File

9 Select [Polling RX].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1

Adv. Features Clear

Select item.

Send Later

Priority TX

Confidential TX

Polling TX

Polling RX

10 Press [Default ID/Free Polling RX].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1

Adv. Features Clear

Polling RX

Receiving Polling transmission file.
Specify Polling mode.

Default ID/Free Polling RX ID Override Polling Reception

Note

- To cancel Polling RX, press [Cancel] and the display will return to step 9.

11 Press [OK].

The advanced features menu is shown.

The [Polling RX] key is highlighted, and "Free/Default ID poll" is shown above.

12 Press [OK].

The initial display is shown.

13 Press the [Start] key.

PWD Code

There are times you may wish to use a password when receiving faxes by polling with the SEP Code feature.

Limitation

- ☐ You can enter a password up to 20 digits long.

Note

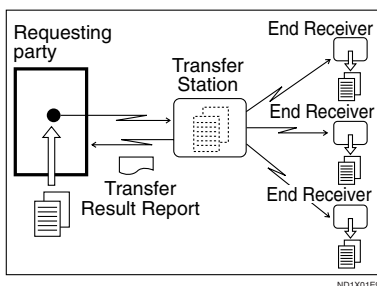
- ☐ Messages you send using this feature are marked "PWD" on all reports.

Transfer Request

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages onto multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The diagram below may make the concept clearer.

The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.



Preparation

Before you can use this feature, you must program the Polling ID.
⇒ P.163 "Programing a Polling ID"

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, or the machine the Transfer Station sends to. End Receivers must be programmed into Quick Dials or Groups in the Transfer Station.

Limitation

- ☐ Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.
- ☐ You can specify up to 99 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.
- ☐ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ☐ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 99.

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

2 Dial a Transfer Station.

Note

- ☐ Enter the fax numbers of the Transfer Stations with either Quick Dials or the number keys.
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.

3 Press [Adv. Features].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1
Adv. Features Clear

Freq. 001~080 081~180 181~240 241~320 321~400 Group

00001 ABC COMP ANY	00002 BERLIN OFFICE	00003 LONDON O FFICE	00004 NEW YORK OFFICE	00005 TORONTO OFFICE	00006 XYZ CO.,L TD
00007 X STORE	00008 PARIS OF FICE	00009 DETROIT FACTORY	00010 SAN FRAN CISCO	00011 SYDNEY O FFICE	00012 LA FACTO RY

1/2

The advanced features menu is shown.

4 Select [Transfer Req.].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1
Adv. Features Clear

Select Item.

SUB Code SEP Code Transfer Req. Sub-odd ALL Exit

5 Press [Receiving Station].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1
Adv. Features Clear

Transmitting via above destination. Specify Receiving Station.

Receiving Station

SUB Code SEP Code Transfer Req. Sub-odd ALL Exit

Note

- To cancel the Transfer Request, press [Cancel] and the display will return to step 4.

6 Dial a End Receiver.

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add 0123456789_ Total: 1/1
Adv. Features Clear

Receiving station Above destination will be transfer station.
Specify Quick, Speed, and Group Dial No. programmed by the station.

Quick Dial ** Speed Dial *** Group Dial

Cancel OK

Note

- You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described in, ⇒ P.48 "Specifying an End Receiver"

7 When you have specified all the End Receivers, press [OK].

OReady Information
Enter next destination. If none, press [Start] 99%

>> Add 0123456789_ Total: 1/1
Adv. Features Clear

Receiving station Above destination will be transfer station.
Specify Quick, Speed, and Group Dial No. programmed by the station.

Add>> #** 8/8 Clear Prev. Next

Quick Dial ** Speed Dial *** Group Dial

Cancel OK

8 Press [Exit].

OReady Information
Enter next destination. If none, press [Start] 100%

>> Add TS: 0123456789_ Total: 1/1
Adv. Features Clear

Receiving station Above destination will be transfer station.
Specify Quick, Speed, and Group Dial No. programmed by the station.

Receiving Station #001 #*004 #**14
#002 #*005 #**15
#003 #**01

SUB Code SEP Code Transfer Req. Sub-odd ALL Exit

Note

- The Transfer Stations and End Receivers are displayed.

9 Press the [Start] key.

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 Dials or Groups). The numbers must first have been stored in Quick Dials or Groups in the Transfer Station(s).

◆ Quick Dial

- ① Press **[# Quick Dial]**.
- ② Enter the number (2 or 3 digits) of the Quick Dial where the End Receiver is stored.

Note

- ☐ For example, to choose the number stored in Quick Dial 01 in the Transfer station, enter: **[0] [1]**.
- ☐ Press **[Add]** if you wish to enter more End Receivers.
- ☐ Press **[▲ Prev.]** or **[▼ Next]** to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing the **[Clear/Stop]** key or **[Clear]**.
- ☐ To cancel the Transfer Request, press **[Cancel]**.

◆ Speed Dial

- ① Press **[#* Speed Dial]**.
- ② Enter the number (2 or 3 digits) of the Speed Dial code.

Note

- ☐ For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **[1] [2]**
- ☐ Press **[Add]** if you wish to enter more End Receivers.
- ☐ Press **[▲ Prev.]** or **[▼ Next]** to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing the **[Clear/Stop]** key or **[Clear]**.
- ☐ To cancel the Transfer Request, press **[Cancel]**.

◆ Group Dial

- ① Press **[#* Group Dial]**.
- ② Enter the number (2 digits) of the Group number.

Note

- ☐ For example, to choose the number stored in Group Dial 04 in the Transfer station, enter: **[0] [4]**.
- ☐ Press **[Add]** if you wish to enter more End Receivers.
- ☐ Press **[▲ Prev.]** or **[▼ Next]** to see the End Receivers already entered. You can select an End Receiver from this list and remove it by pressing the **[Clear/Stop]** key or **[Clear]**.
- ☐ To cancel the Transfer Request, press **[Cancel]**.

Sub-address

The optional ISDN Unit is required.

ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.

Limitation

- ☐ Sub-addresses can only be used with ISDN.

Note

- ☐ You can program a sub-address in Quick Dial.

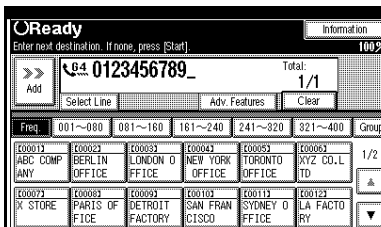
1 Select either G4 or G3 (ISDN).

Note

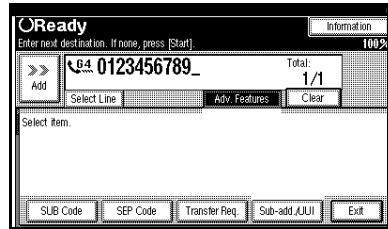
- ☐ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

2 Dial the fax number with the number keys.

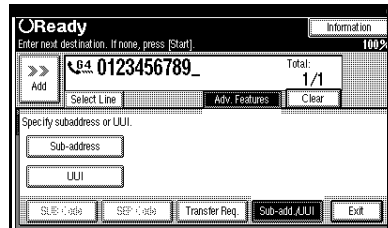
3 Press [Adv. Features].



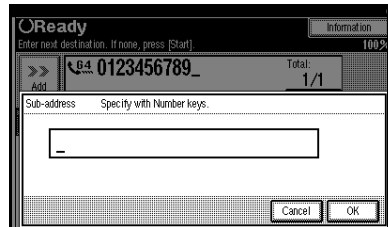
4 Select [Sub-address/UII].



5 Select [Sub-address].



6 Enter the destination sub-address with the number keys.



7 Press [OK].

8 Press [Exit].

9 Press the [Start] key.

UII

The optional ISDN Unit is required.

! Limitation

- ☐ UII can only be used with ISDN.

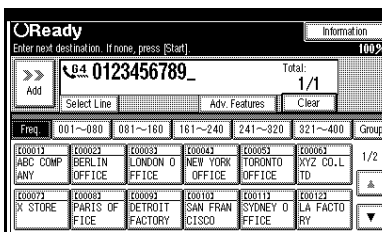
✎ Note

- ☐ You can program a UII in Quick Dial.

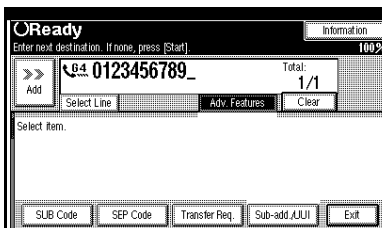
1 Select G4.

2 Dial the fax number with the number keys.

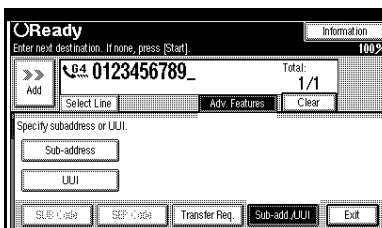
3 Press [Adv. Features].



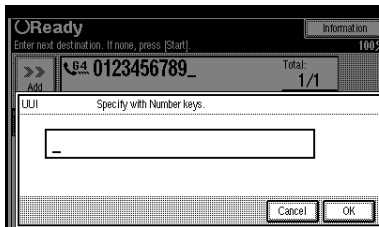
4 Select [Sub-address/UII].



5 Select [UII].



6 Enter the destination UII with the number keys.



7 Press [OK].

8 Press [Exit].

9 Press the [Start] key.

On-Hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the **[On Hook Dial]** key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

Limitation

- ☐ This feature is not available in some countries.
- ☐ On-Hook Dial does not work with ISDN lines.
- ☐ This feature is not available for the optional Extra G3 Interface Unit.

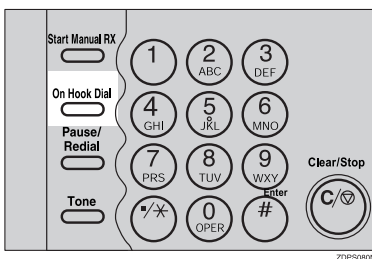
1 Place your original and select any scan settings you require.

Reference

⇒ Chapter 2, "Setting Originals" in the Basic Features manual

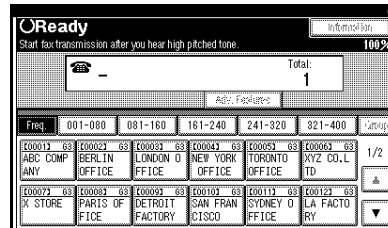
⇒ Chapter 2, "Scan Settings" in the Basic Features manual

2 Press the **[On Hook Dial]** key.



You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the **[On Hook Dial]** key again.

3 Dial.



The machine immediately dials the destination. If you make a mistake, press the **[On Hook Dial]** or **[Clear Modes]** key and return to step 2.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key.

- 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).
- After transmission, the machine will return to standby mode.

Manual Dial

The external telephone or optional Handset is required.

Pick up the handset of the external telephone 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.

4

Limitation

- ☐ Manual Dial does not work with ISDN lines.
- ☐ This feature is not available for the optional Extra G3 Interface Unit.
- ☐ The result of the transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- ☐ When the Economy Transmission mode has just been changed to night, there is no sounds for a period of 4 seconds (Max) when you pick up the handset. You can operate the machine after hearing a tone.

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

Reference

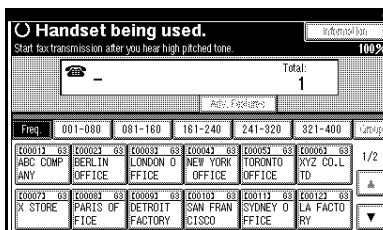
⇒ Chapter 2, "Setting Originals" in the Basic Features manual

⇒ Chapter 2, "Scan Settings" in the Basic Features manual

- 2** Pick up the external telephone.

You will hear a tone.

3 Dial.



The machine immediately dials the destination.

If you make a mistake, replace the external telephone and try again from step **2**.

- 4** When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message.

Note

- ☐ If you hear a voice, notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).

- 5** Replace the handset of the external telephone.

After transmission, the machine will return to standby mode.

Changing the Line Type

The optional ISDN Unit or Extra G3 Interface Unit is required.

When the optional ISDN Unit and Extra G3 Interface Unit are installed, you can connect to up to a maximum of 3 lines.

Limitation

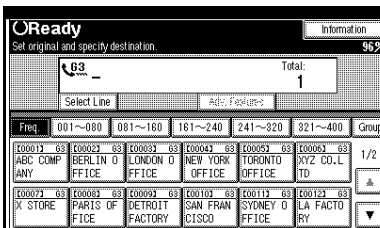
- ☐ When sending a fax, you can select the line type if dialing with the number keys or Chain Dial.
- ☐ Up to 2 Extra G3 Interface Units can be installed on this machine. However, if the machine installs a ISDN Unit, only one Extra G3 Interface Unit is able to install.

Note

- ☐ When you install the optional ISDN Unit or Extra G3 Interface Unit, you can specify the line type home position from "Gen. Settings/Adjust". By default, the machine is set to "G3 Auto". ⇒ P.120 "General Setting/Adjustment"

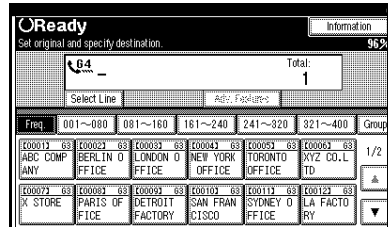
G3

G3 is selected after power up or when the machine is reset. If you install Extra G3 Interface Unit, you can select "G3-1", "G3-2" or "G3-3" depending on the number of the installed unit.



G4

ISDN line is selected.



Limitation

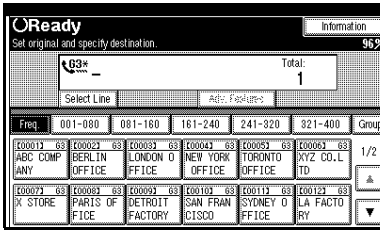
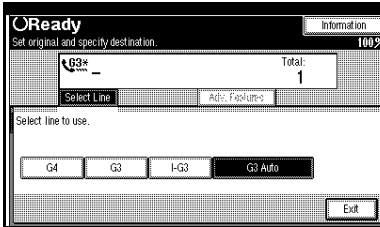
- ☐ If you select G4 mode, JBIG compression is not available.

Which line is used for G3 transmissions?

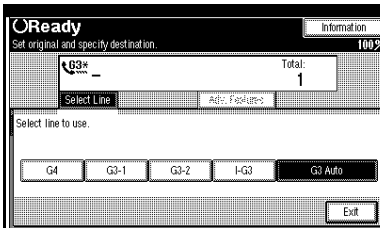
ISDN lines can be used for G3 communication as well as G4 communications. If the machine connected with an ISDN and analog (PSTN) line, each line can be available by selecting "G3 Auto". Select "I-G3" when you use the ISDN line for a G3 transmission.

Note

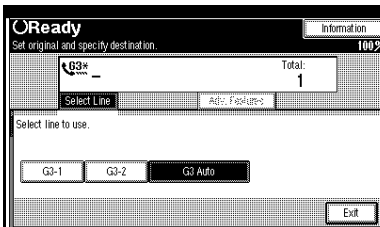
- ☐ If you wish to use an analog (PSTN) line for G3 transmission, contact your service representative.
- ☐ When you use G3 with ISDN, you can set the sub-address.

1 Press [Select Line].**2** Select the line you want to use.

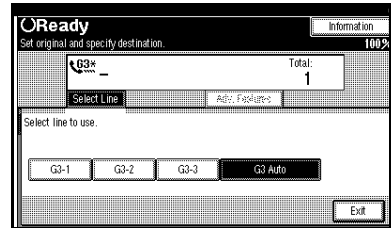
When an optional ISDN Unit is Installed.



When an optional ISDN Unit and optional Extra G3 Unit are installed.



When an optional Extra G3 Unit is installed.



When two optional Extra G3 Units are installed.

3 Press [Exit].

The initial display is shown.

◆ Auto Identification

This feature is used when G4 is selected. The machine first tries a G4 communication and if it cannot connect because the receiver is not a G4 terminal, it automatically switches to G3 and re-dials.

Note

- ❑ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PABX, since the called number is on ISDN, it is regarded as G4 and the Auto Identification feature may not automatically switch this machine to G3.

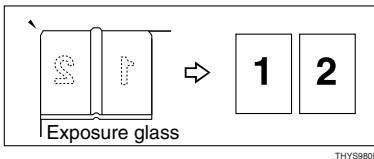
Sub Transmission Mode

Book Fax

Use to send book originals from the Exposure glass. Pages are scanned in the order shown below.

Limitation

- Depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.

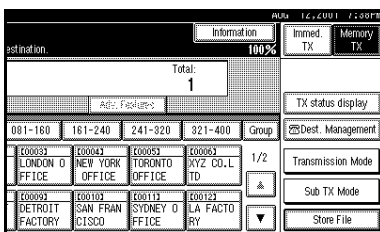


Note

- You can have bound originals scanned in left page first or right page first. By default, the machine scans in the left page first, but you can change this setting with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch06, Bit6)

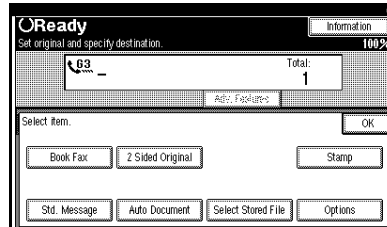
1 Place your original on the Exposure glass and select any scan settings you require.

2 Press [Sub TX Mode] .

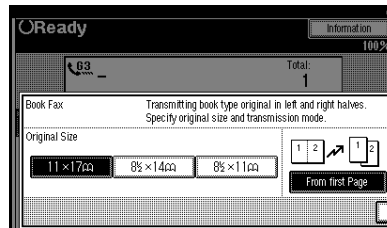


The Sub Transmission Mode menu is shown.

3 Select [Book Fax].



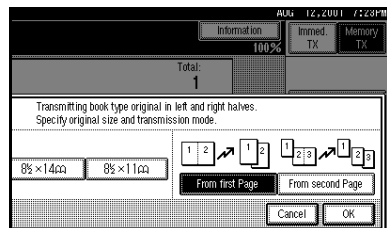
4 Select the size of the original.



Note

- To cancel this mode, press [Cancel]. The Sub Transmission Mode menu is shown on the display.
- If you choose A3, the original will be sent using Image Rotation Transmission.

5 Select [From first Page] or [From second Page].



Note

- ☐ Select "From first Page" to send a book original from the first page.
- ☐ Select "From second Page" if you want to send a cover letter as the first page.

6 Press [OK].

The **[Book Fax]** key is highlighted, and the selected file name is shown above.

7 Press [OK].**8 Dial and press the [Start] key.**

2-Sided Transmission (Double-Sided Transmission)

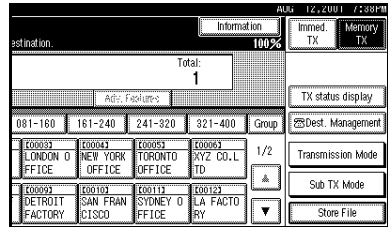
Use this feature to send 2-sided originals, the Document Feeder (ADF) is required.

Limitation

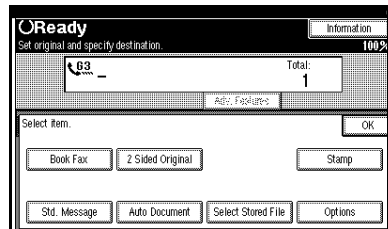
- ☐ The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the "Original Position" and "Page Opening Orientation".
- ☐ This feature is only available with Memory Transmission.
- ☐ This feature is only available using the Document Feeder (ADF).

Note

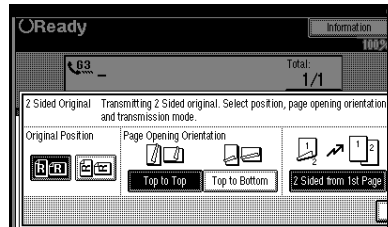
- ☐ You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ P.65 "Stamp"

1 Place your original in the Document Feeder (ADF) and select any scan settings you require.**2 Press [Sub TX Mode].**

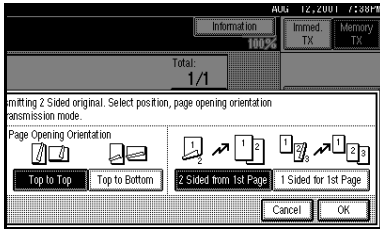
The Sub Transmission Mode menu is shown.

3 Select [2 Sided Original].**4 Specify original position.****Note**

- ☐ Make sure that the specified "Original Position" matches the orientation of originals loaded in the Document Feeder (ADF).

5 Specify page opening orientation from [Top to Top] or [Top to Bottom].

- 6** Specify the transmission mode from [2 Sided from 1st Page] or [1 Sided for 1st Page].



The initial display is shown.

- 7** Press [OK].

The [2 Sided Original] key is highlighted, and "Original position" and "Page Opening Orientation" are shown above.

- 8** Dial and press the [Start] key.

Standard Message Stamp

Use this feature to stamp a standard message at the top of the first original sent.

There are four types of standard messages: "Confidential", "Urgent", "Please phone" and "Copy to corres. section"

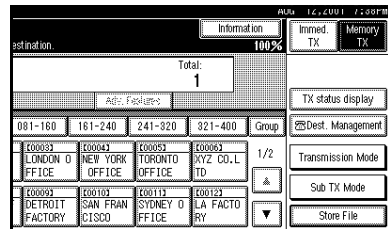
You can also program other messages.

Note

- ❑ While this feature is in use, the second and third lines of the "Label Insertion" are not printed.
- ❑ When there is an image around the area where the standard message is to be stamped, that image is deleted.
- ❑ To program a standard message, use the "Program/Change/Delete Standard Message" function. ⇒ P.111 "Programming Standard Messages", P.112 "Deleting Standard Messages"

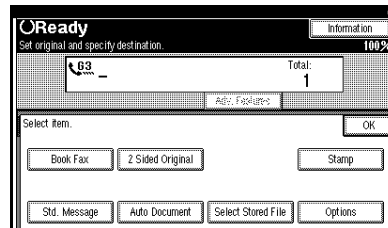
- 1** Place your originals and select any scan settings you require.

- 2** Press [Sub TX Mode].

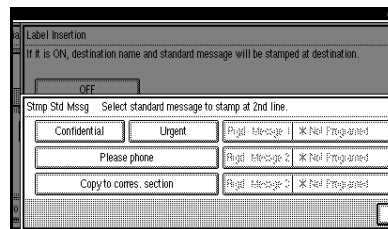


The Sub Transmission Mode menu is shown.

- 3** Select [Std. Message].



- 4** Select the standard message to be stamped.



Note

- ❑ Programed standard messages are shown in the keys. If there are none programed, the message "✱Not Programed" is shown.
- ❑ The machine cannot stamp multiple standard messages.

5 Press [OK].

The "Std Message" is highlighted, and the selected standard message is shown above.

6 Press [OK].**7** Dial and press the [Start] key.

Sending an Auto Document

If you often have to send a particular page to people (for example a map, a standard attachment or a set of instructions), store that page in the memory as an Auto Document. This saves rescanning the document every time you want to send it.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Preparation

You need to program an Auto Document. ⇒ P.113 "Storing an Auto Document"

Important

- ☐ Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ P.119 "Reports/Lists"

Limitation

- ☐ You can attach one Auto Document to each transmission.

Note

- ☐ You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed). ⇒ P.113 "Storing an Auto Document"
- ☐ Originals with Auto Documents are sent by Memory Transmission.

- ☐ When sending an Auto Document with another original, the Auto Document is sent first.
- ☐ Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- ☐ You can print an Auto Document or a summary of Auto Documents currently stored in memory. ⇒ P.119 "Reports/Lists"

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

When you fax an Auto Document by itself, go to step **2**.

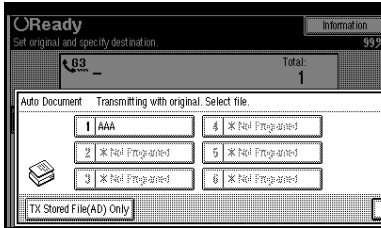
2 Press [Sub TX Mode].

The Sub Transmission Mode menu appears.

3 Select [Auto Document].

4 Select Auto Document file.

When you fax an Auto Document by itself, press **[TX Stored File(AD) Only]**.



Note

- ☐ Programed Auto Documents are shown in the keys. If there are none programed, the message "***Not Programed**" is shown.
- ☐ If a desired file is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ☐ If you make a mistake, press **[Cancel]** and try again.
- ☐ To cancel the Auto Document, press **[Cancel]** and the display will return to step 3.

5 Press [OK].

The "Auto Document" is highlighted, and the selected file name is shown above.

6 Press [OK].

7 Dial and press the [Start] key.

Sending a Stored File

Use this feature to send documents that are stored in the Document Server. You can specify and send multiple documents, and also send them with scanned originals all at once.

You can also print the stored originals with **[Print File]**.

Preparation

Store the documents to be sent in advance. ⇒ P.97 "Using the Document Server"

Limitation

- ☐ Only the documents that are stored using the fax feature can be sent or printed by pressing the **[Facsimile]** key. Documents stored using the copy feature or printer feature can be printed by pressing the **[Document Server]** key. ⇒ "Document Server" in the Copy Reference manual

Sending Stored Documents

The machine sends documents that are stored in the document server.

The documents stored in the document server can be sent again and again until they are deleted. Once sent, the documents are stored into the document server. Therefore, you can send them in just one operation without having to set your originals again.

Limitation

- ☐ Only the documents that are stored using the fax feature can be sent. Documents that are stored using the printer feature or scanner feature cannot be sent.

- ☐ You cannot use the following transmission methods.

- Free Polling transmission
- ID Polling transmission
- Personal ID Polling transmission
- Immediate transmission
- Batch transmission
- On-hook Dial
- Manual Dial

Note

- ☐ You can specify a maximum of 30 documents at one time.
- ☐ The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1000 pages.
- ☐ The specified documents are sent with the scan settings of when they were stored.
- ☐ The stored documents are given "File Names", such as "FAX001" and "FAX002", automatically. However, you can change the file names. ⇒ P.100 "File Manage"
- ☐ You can attach "User Names" to the stored documents. ⇒ P.100 "File Manage"

1 Press **[Sub TX Mode]**.

Destination				Information	Transm. TX	Memory TX
Total: 1				TX status display		
001-160 161-240 241-320 321-400 Group				Dest. Management		
00033 LONDON O FICE	00047 NEW YORK OFFICE	00052 TORONTO OFFICE	00065 XYZ CO. L TD	1/2	Transmission Mode	
00093 DETROIT FACTORY	00103 SAN FRAN CISCO	00117 SYDNEY O FICE	00122 L.A. FACTO RY		Sub TX Mode	
					Store File	

The Sub TX Mode menu is shown.

2 Select **[Select Stored File]**.

Ready Set original and specify destination. 100%

003 Total: 1

Select item.

Book Fax 2 Sided Original Stamp

Std. Message Auto Document **Select Stored File** Options

3 Select the documents to be sent.

Select file to transmit, then press [OK]

User Name	File Name	Date	Page	TX Order
DOMESTIC DIV.	FAX009	Aug. 12	1	
	FAX008	Aug. 12	1	

1/1

Orig. + Stored File Stored file + Orig. Manage/Delete File

Note

- ☐ When multiple documents are selected, they are sent in the order of selection.
- ☐ Press the **[TX Order]** key to arrange the order of the documents to be sent.
- ☐ Press the **[File Name]** key to place the documents in alphabetical order.
- ☐ Press the **[User Name]** key to place the documents in order by the programmed user name.
- ☐ Press the **[Date]** key to place the documents in order by the programmed date.

Specifying Documents from the "File List"

- 1** Press **[▲ Prev.]** or **[▼ Next]** to display the documents to be sent.
- 2** Select the file name.

Specifying Documents from the "File Name"

- 1 Press the **[Search by File Name]** key.

Select Stored File Select file to transmit, then press [OK].

Select File [F4/F5]

User Name File Name Date

File List

1	DOMESTIC DIV.	FAX0009	Aug.
2		FAX0008	Aug.
3		FAX0008	Aug.

Search by User Name

Search by File Name

Transmit: Stored File only ☐ Orig. + Stored File Stored file + ☐ Orig.

- 2 Enter the name of the document to be sent.

← → Back

3 4 5 6 7 8 9 0

a b c d e f g h i j k l m n o p q r s t u v w x y z

Space

Shift

Note

- ☐ The file name is searched by partial matching.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 3 Press **[OK]**.
- 4 Select the file name.

Specifying Documents from the "User Name"

- 1 Press the **[Search by User Name]** key.

Select Stored File Select file to transmit, then press [OK].

Select File [F4/F5]

User Name File Name Date

File List

1	DOMESTIC DIV.	FAX0009	Aug.
2		FAX0008	Aug.
3		FAX0008	Aug.

Search by User Name

Search by File Name

Transmit: Stored File only ☐ Orig. + Stored File Stored file + ☐ Orig.

- 2 Press or select the user name of the document to be sent.

Search by User Name

Freq. AB CD EF GH IJK LMN

SALES DIV. LEGAL DIV. CREDIT DIV. EXPORT

TECHNICAL DIV. DOMESTIC DIV.

Note

- ☐ If the user name of the document to be sent is not displayed, press **[▲ Prev.]** or **[▼ Next]**.
- ☐ To search by entering the user name, press **[Non-programmed Name]** and enter the user name. The user name is searched by partial matching.

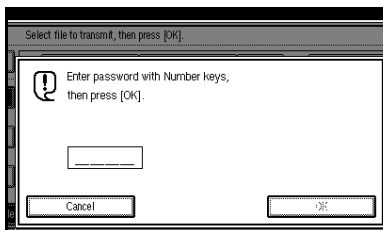
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 3 Press **[OK]**.
- 4 Select the file name.

- 4** If you select a document with a password, enter the password.

If the document does not have a password, proceed to step **6**.

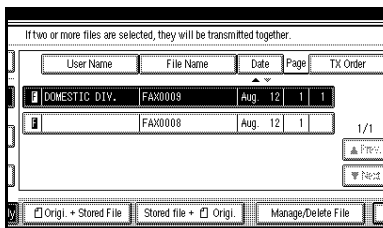


4

- 5** Press [OK].

- 6** When you want to add your originals to the stored documents and send them all at once, press [**Orig.** + **Stored File**] or [**Stored file** + **Orig.**].

When sending only the stored documents, go to step **7**.



Note

- ☐ When the [**Orig.** + **Stored File**] key is pressed, the machine sends in the order of "Originals" to "Stored Files". When the [**Stored file** + **Orig.**] key is pressed, the machine sends in the order of "Stored Files" to "Originals".
- ☐ The added originals are not stored.

- 7** Press [OK].

Note

- ☐ To add an original to the stored documents, place the original and select any scan settings you require.

- 8** Dial and press the **[Start]** key.

Printing Stored Documents

Use this feature to print the documents stored in the document server.

Limitation

- ☐ Only the documents that are stored using the fax feature can be printed. Documents stored using the fax feature are shown with an "F" in front. To print documents that are stored using the copy feature or printer feature, press the **[Document Server]** key. See the Copy Reference and Printer reference for details.

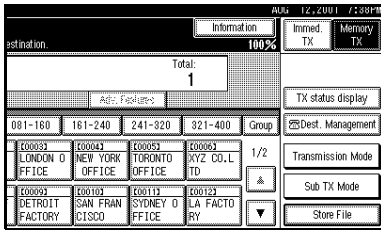
Reference

⇒ "Document Server" in the Copy Reference manual

Note

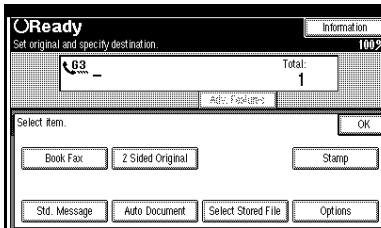
- ☐ You can also print the first page only to check the content of the original.
- ☐ You can specify and print multiple documents.
- ☐ When specifying and printing multiple documents, page numbers are put on all the files. You can specify whether to put page numbers on your files in "User Parameters". The factory default is set to "Print". ⇒ P.136 "Changing the User Parameters" (Switch18, Bit3)

1 Press [Sub TX Mode].

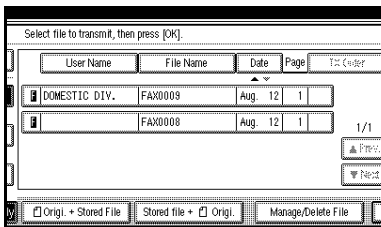


The Sub Transmission Mode menu is shown.

2 Press [Select Stored File].



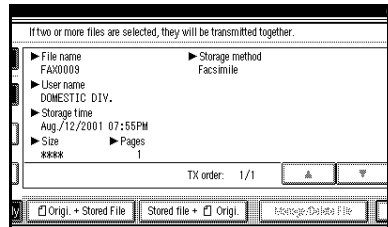
3 Select the document to be printed.



Note

- ❑ If you cannot find the document you want to print, press [**▲ Prev.**] or [**▼ Next**].
- ❑ Press [**File Name**] to place the documents in alphabetical order.
- ❑ Press [**User Name**] to place the documents in order by the programmed user name.

- ❑ Press [**Date**] to place the documents in order by the programmed date.
- ❑ To see details of the selected document, press the [**Detail**] key. To return to the standby menu, press the [**File List**] key.

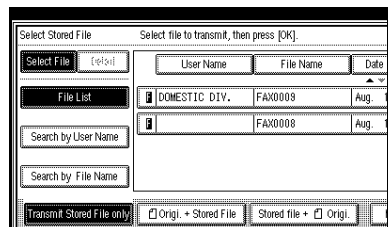


Selecting a Document from "File List"

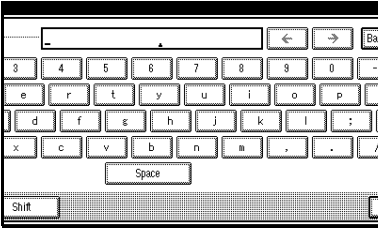
- 1 Press [**▲ Prev.**] or [**▼ Next**] to display the document to be sent.
- 2 Select the file name.

Specifying a Document from the "File Name"

- 1 Press [**Search by File Name**].



2 Enter the file name to be sent.



Note

- The file name is searched by partial matching.

Reference

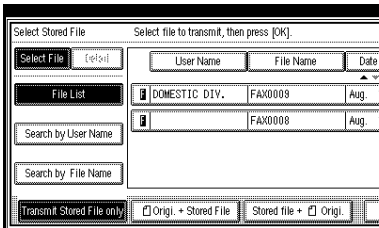
⇒ Chapter 3, "Entering Text" in the Basic Features manual

3 Press [OK].

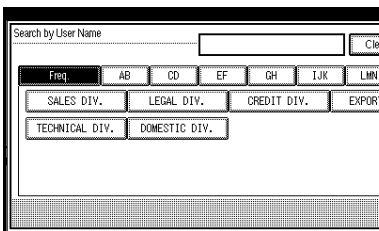
4 Select the file name.

Specifying a Document from the "User Name"

1 Press [Search by User Name].



2 Press the user name of the document to be sent.



Note

- If the user name of the document to be sent is not shown, press [▲ Prev.] or [▼ Next].
- To search by entering the user name, press the [Non-programmed Name] key, and then enter the user name. The user name is searched by partial matching.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

3 Press [OK].

4 Select the file name.

4 Press [Print File] or [Print 1st Page].

When the [Print File] key is pressed, the machine prints all the pages. When the [Print 1st Page] key is pressed, the machine prints only the first page.

Limitation

- When "Print 1st Page" is selected, originals larger than size A4 are printed after they are reduced to A4 size.
- The machine can print up to 30 files using the "Print 1st Page" feature.

Note

- To print both sides, press [Print 2 Sided].

5 Press the [Start] key.

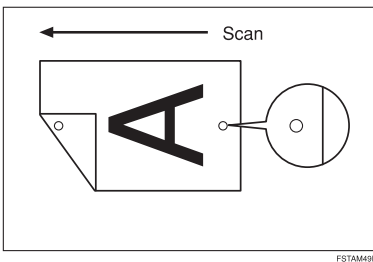
Note

- When only the first page is printed, the file name is printed at the top of the paper.
- To cancel printing, press [Cancel].

Stamp

Optional Document Feeder (ADF) is required.

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a double sided document, they are marked at bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



FSTAM49E

Limitation

- ☐ Stamp only works when scanning from the Document Feeder (ADF).
- ☐ You cannot turn the Stamp feature on or off while a document is being scanned.
- ☐ Do not open the document feeder (ADF) while scanning the document. A document jam could occur.

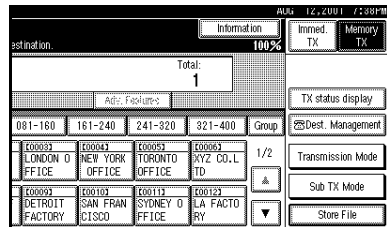
Note

- ☐ When the stamp starts getting lighter, replace the cartridge. ⇒ P.179 "Replacing the Stamp Cartridge"
- ☐ If a page was not stamped even though the Stamp feature is turned on, you need to resend that page.

- ☐ By default, Stamp is turned off. If you use this feature often, you can adjust the "Gen. Settings/Adjust" so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing [Stamp].

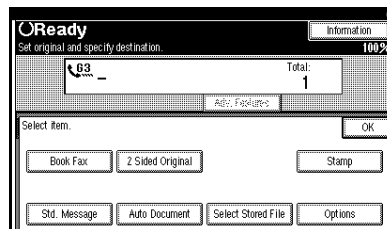
1 Place your original and select any scan settings you require.

2 Press [Sub TX Mode].



The Sub Transmission menu is shown.

3 Press [Stamp].



Note

- ☐ To cancel using stamp, press [Stamp] again.

4 Press [OK].

The [Stamp] key is highlighted.

5 Dial and press the [Start] key.

Transmission Options

This section describes various features that you can switch on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain configuration of options, you can change the default home position (on or off) of each option.

Fax Header Print

By default, the machine adds your Fax Header identification to each message you send so it appears on the printed fax at the other end.

You can store two Fax Header indications: "Own Number 1" and "Own Number 2".

For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

Note

- ☐ You can switch this feature on and off with "Gen. Settings/Adjust". The factory default is set to on

Label Insertion

With this feature you can have the receiver's name 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".

Limitation

- ☐ When there is an image around the area where the Label is to be printed, that image is deleted.
- ☐ You can switch this feature on and off with "Gen. Settings/Adjust". The factory default is set to off.

Sender Stamp

When there is data, such as the user name and department name, programmed into the user code, you can have the machine print a sender stamp on the right edge of your paper.

Note

- ☐ Enter the user name in System Settings.

Reduced Image Transmission

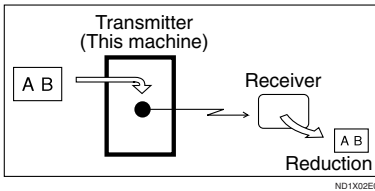
Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.

Limitation

- ☐ This feature is not available at Immediate Transmission.
- ☐ Image Rotation is not available with this feature.
- ☐ You can switch this feature on and off with "Gen. Settings/Adjust". The factory default is set to off.

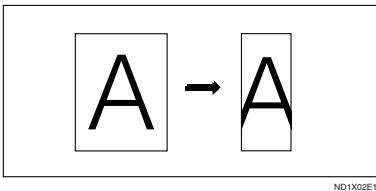
Auto Reduction

By default, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



Important

- ☐ If you turn this feature off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.



Note

- ☐ You can switch this feature on and off with "Gen. Settings/Adjust". The factory default is set to on.

Default ID Transmission

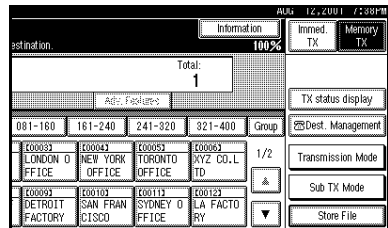
If you turn this feature on, transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party).

Note

- ☐ You can switch this feature on and off with "Gen. Settings/Adjust". The factory default is set to off.

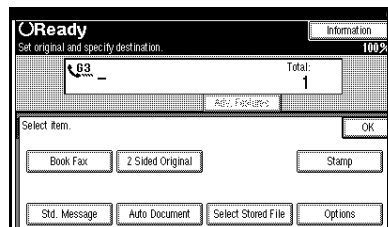
Selecting Transmission Options for a Single Transmission

- 1** Place the original and select any scan settings you require.
- 2** Press [Sub TX Mode].

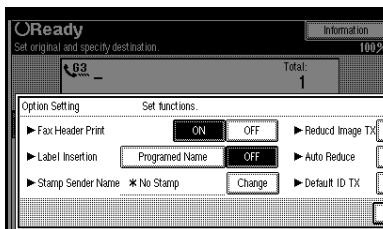


The Sub Transmission Mode menu is shown.

- 3** Select [Options].



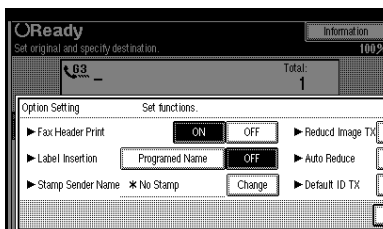
4 Press [ON] or [OFF] to specify "Fax Header Print".



Note

- ☐ The factory default is set to on.
- ☐ You can select "Own Number 1" or "Own Number 2". Contact your service representative for details.
- ☐ To close option settings, go to step 10.

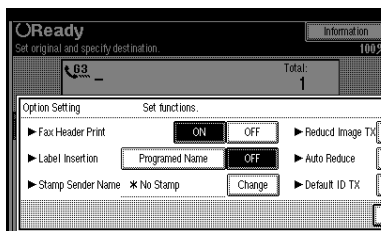
5 Press [Programed name] or [OFF] to specify "Label Insertion".



Note

- ☐ The factory default is set to on.
- ☐ To close option settings, go to step 10.

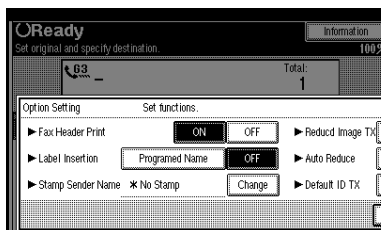
6 Change "Sender Stamp".



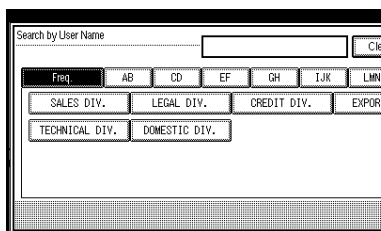
Note

- ☐ The factory default is set to "No Stamp".
- ☐ To close option settings, go to step 10.

1 Press [Change].



2 Enter user name to be stamped.

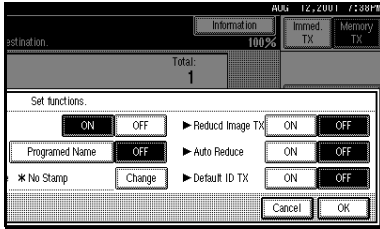


Note

- ☐ User name specified when the User Code is programmed appears.
- ☐ Press [Non-programed Name] to stamp a user name which is not programmed.

3 Press [OK].

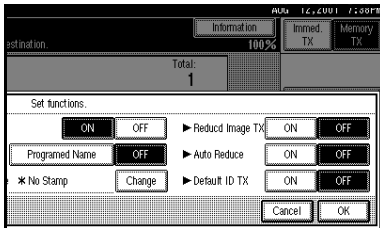
- 7** Press [ON] or [OFF] to specify "Reduced Image TX".



Note

- ☐ The factory default is set to off.
- ☐ To close option settings, go to step 10.

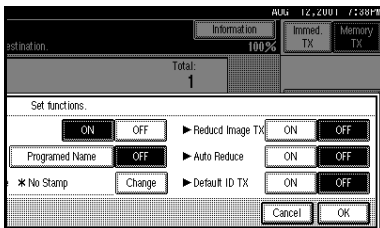
- 8** Press [ON] or [OFF] to specify "Auto reduce".



Note

- ☐ The factory default is set to on.
- ☐ To close option settings, go to step 10.

- 9** Press [ON] or [OFF] to specify "Default ID TX".



Note

- ☐ The factory default is set to off.
- ☐ To close option settings, go to step 10.

- 10** Press [OK].

The Sub Transmission menu is shown.

- 11** Press [OK].

- 12** Dial and press the [Start] key.

More Transmission Functions

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory is full. Cannot scan more. Transmission will be stopped." is displayed.

Press **[Exit]** to transmit the stored pages only.

Note

- ☐ By default, successfully scanned pages are sent. If you wish to change this setting, please contact your service representative.

Parallel Memory Transmission

This function dials while the original is being scanned. Standard Memory Transmission stores the original in memory, then dials the destination. Parallel Memory Transmission allows you to quickly determine whether a connection was made. In addition, this function scans the original faster than Immediate Transmission and is useful when you are in a hurry and need to use the original for another purpose.

Note

- ☐ By default this feature is turned on. You can change this with the User Parameters. ⇒ P.136 "Changing the User Parameters" (Switch07, Bit2)

Limitation

- ☐ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
 - When the line is busy and could not be connected to

- With Send Later
- With Transfer Request
- When you store an original for Memory Transmission while another communication is in progress
- When two or more destinations are specified
- When you send only an Auto Document
- When the original is set on the exposure glass
- When you send messages stored in the Document Server.

Checking the Transmission Result

- Turn the Transmission Result Report on if you want a report to be printed after every successful transmission. ⇒ Chapter 2, "Memory Transmission" in the Basic Features manual
If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the Journal. ⇒ P.25 "Printing the Journal"
You can either print or scroll through the Journal on the display. ⇒ P.27 "Checking the Transmission Result (TX File Status)"

Automatic Redial

If a fax message could not be transmitted because the line was busy or an error occurred during transmission, redialing is done 4 times at 5 minutes intervals (these figures vary according to which country you are in).

If redialing fails after four redials, the machine cancels the transmission and prints the Transmission 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 original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce 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

- ☐ By default, Batch Transmission is switched on. You can switch it on or off with the User Parameters. ⇒ P.136 *"Changing the User Parameters"* (Switch14, Bit2)

ECM (Error Correction Mode)

This feature automatically sends data that was not transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

Note

- ☐ By default, ECM is switched on. You can change this with the Key Operator Settings. ⇒ P.135 *"ECM"*

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message 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.

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list.

Dual Access

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 or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

For most purposes, place A4/LT originals in the landscape direction (□). If you place an A4/LT original in the portrait direction (□), the image will be sent rotated by 90°. Providing the receiver has A4/LT landscape paper (□), the message will be printed the same size as the original.

Limitation

- ☐ This feature is not available with Parallel Memory Transmission or Immediate Transmission.
- ☐ When Image Rotation is used, all messages are sent by normal Memory Transmission.

Simultaneous Broadcast

The optional ISDN Unit or optional extra G3 Interface Unit is required.

The Standard Broadcast feature sends faxes one at a time to multiple destinations in the order of specified destination numbers.

The Simultaneous Broadcast feature, however, can send faxes three at a time to multiple destinations by transmitting simultaneously over different lines.

This results in a shorter overall transmission time.

Note

- ☐ This feature can use a maximum of 3 lines simultaneously.
- ☐ When using the optional extra G3 Interface Unit, if you set the line selection to "G3 Auto Select" beforehand, the machine will use whichever G3 line is not busy thereby increasing efficiency.

JBIG Transmission

Fax Function Upgrade Unit is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic originals faster than the other compression method. You can only use this feature with G3/I-G3 of line type.

Limitation

- ☐ If ECM is turned off, JBIG Transmission is not available.
- ☐ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

- ☐ You can turn this report on and off. By default, it is not printed. ⇒ P.136 "Changing the User Parameters"(Switch03, Bit2)
- ☐ You can choose whether to include part of the original image on the report (part of the image is printed by default). ⇒ P.136 "Changing the User Parameters"(Switch04, Bit7)

Transmission 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, this 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. ⇒ P.73 "Communication Failure Report"

Note

- ☐ By default, this function is turned on. You can turn it off with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch03, Bit0)

- ☐ You can choose whether to include part of the original image on the report (by default, part of the image is printed). ⇒ P.136 "Changing the User Parameters"(Switch04, Bit7)
- ☐ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- ☐ You can choose whether to include part of the original image on the report (by default, part of the image is printed). ⇒ P.136 "Changing the User Parameters"(Switch04, Bit7)
- ☐ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

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. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error report is printed instead.

4

Note

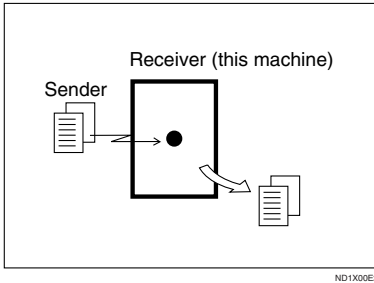
- ☐ You can switch this report on or off using the User Parameters. ⇒ P.136 "*Changing the User Parameters*" (Switch03, Bit5)
- ☐ If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

5. Reception Features

Reception

Immediate Reception

Each page of a fax message is printed as soon as it is received. This method is used for standard fax messages.



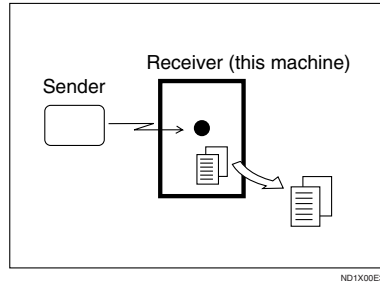
Reception Resolution

This machine supports **Standard**, **Detail** and **Super Fine** resolutions for reception. If you do not have the Fax Function Upgrade Unit, faxes sent at **Super Fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with the following features:

- Combine 2 originals ⇒ P.84 “Combine 2 Originals”
- Multi-copy when set to multiple copies ⇒ P.83 “Multi-copy Reception”
- Reverse Order Printing ⇒ P.85 “Reverse Order Printing”
- Substitute Reception ⇒ P.76 “Substitute Reception”
- 2-sided Printing ⇒ P.82 “2-Sided Printing”

Important

- ❑ All the messages stored in memory are deleted if the power is switched off for more than one hour.
- ❑ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above features off or add a memory card.

Limitation

- ❑ The machine may not be able to receive fax messages when the free memory space is low.

Note

- ❑ If the 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 unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run

Limitation

- ❑ Reception may not take place if there is not enough free memory left.

Note

- ❑ The Receive File indicator lights to let you know when message(s) have been received using Substitute Reception.

- ❑ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up machine memory, the machine can be programmed to only use Substitute Reception under the following conditions.

Four settings are available:

- "When Own Name or Own Fax Number is received"
- "Free"
- "disable"

Note

- ❑ The default setting is "When Own Name or Own Fax Number is received", only storing messages when the Own Name/Own Fax Number is present. You can change this with the User Parameters. ⇒ P.136 "*Changing the User Parameters*"(Switch05, Bit2,1)
- ❑ Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:
 - Paper becomes jammed while the power switch is on
 - Printing is not possible for some reason, for example, when copy job is in progress


 **When Own Name or Own 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 switched off for more than an hour, all the messages received into memory are deleted. In that 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.

 **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.


 **Free**




The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.



When the Receive File Indicator is Lit

If the **Confidential File** indicator is lit, a message has been received and stored in memory with Memory Lock or Personal Boxes. You need to print it out manually. ⇒ P.35 *"Printing Personal Box Messages"*

If the **Receive File** indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	 and/or [Facsimile] indicator is lit red.	Add paper. See "Loading Paper" in the Copy Reference manual
Toner is empty	 is lit	Replace the toner cartridge. See "Adding Toner" in the Copy Reference manual
Paper is jammed	 is lit	Remove the jammed paper. See "Clearing Misfeeds" in the Copy Reference manual
Cover is open	The message "Open Cover" appears.	Close the cover. A cover other than the Document Feeder (ADF) or front cover is open.
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.
Output tray is full.	The message "Following output tray is full. Remove paper." appears.	Remove paper from output tray.

When the Confidential File Indicator is Lit or Blinking

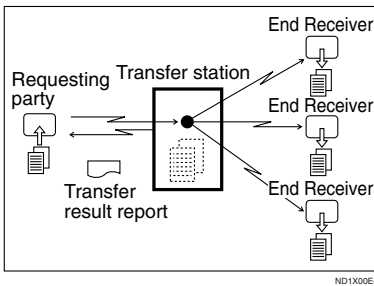
If the **Confidential File** indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ P.32 *"Printing a File Received with Memory Lock"*

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. Transfer Stations must be machines of the same make.

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.

◆ Transfer Station (this machine)

The machine that forwards the incoming message to another destination.

◆ End Receiver

The final destination of the message, that is the machine the Transfer Station sends to. End Receivers must be programmed into Quick Dial or Groups in the Transfer Station.

! Limitation

- ❑ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.
- ❑ If your line number is not programmed at the Transfer Station, reception will not take place.
- ❑ 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.
- ❑ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

💡 Multistep Transfer

The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the end receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

This feature can only be used if the machines are made by the same maker.

🔍 Reference

P.80 "ID Reception (Closed Network)"

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 or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:
001813-11112222
- Transfer Station's Quick Dial:
03-11112222

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not.

Preparation

Program the requesting party fax number in advance. ⇒ P.161 "Transfer Report"

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. You must program the fax number of the requesting party in a Quick Dial in the Transfer Station.

Note

- ☐ By default, a portion of the original image is printed on this report. You can turn this off with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch04, Bit7)

ID Reception (Closed Network)

If you wish to limit reception of messages from those with machines of the same make and with the same Polling ID, contact your service representative to turn this feature on.

Note

- ☐ When you use this function, contact your service representative for details.

JBIG Reception

Fax Function Upgrade Unit is required.

It allows you to receive messages sent in the JBIG format.

Limitation

- ☐ If ECM is turned off, JBIG Reception is not available.
- ☐ This feature is not available with G4 communication.
- ☐ When the optional Extra G3 Interface Unit is installed, JBIG receptions of "G3-2" and "G3-3" lines are standard.

Auto Fax Reception Power-up

This machine can be set to shut down automatically if nobody has used the it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the **Main Power** switch is on.

Important

- ☐ Reception is not possible if both the operation switch and **Main Power** switch are turned off.

Note

- ☐ By default, messages are printed as soon as they are received (Immediate Reception). To change this, see P.136 "Changing the User Parameters"(Switch14, Bit0)

Printing Functions

Print Completion Beep

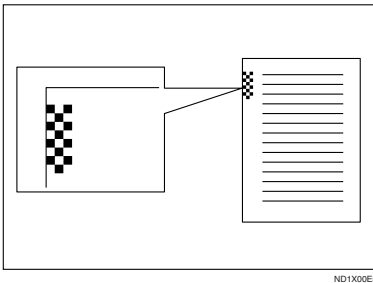
By default, the machine beeps to let you know when a received message has been printed.

Note

- ☐ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level).
⇒ Chapter 4, "Adjusting Volume" in the Basic Features manual

Checkered Mark

By default, a checkered mark is printed on the first page of fax messages to help you separate them.

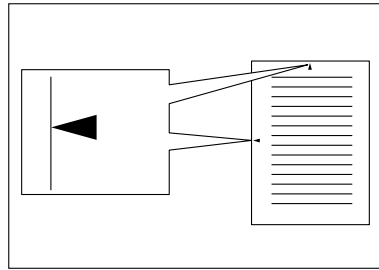


Note

- ☐ You can turn this feature off with the Initial Setup Reception Mode settings. ⇒ P.126 "Reception Mode"

Center Mark

By default, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Limitation

- ☐ The center mark may deviate a little from the exact center of the edge.

Note

- ☐ You can turn this feature off with the Initial Setup Reception Mode settings. ⇒ P.126 "Reception Mode"

Reception Time

You can have the date and time printed at the bottom of the message when its received. This feature is turned off by default—turn it on with the Initial Setup Reception Mode settings. ⇒ P.126 “Reception Mode”

Limitation

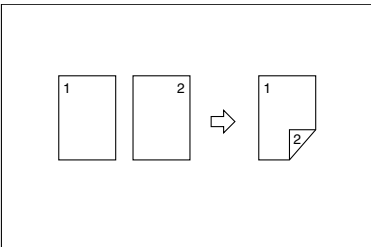
- ❑ When a received message are printed on two or more sheets, the date and time is printed on the last page.

Note

- ❑ The date and time when the message was printed can also be recorded on the message. If you need this feature, please contact your service representative.

2-Sided Printing

You can have a received message printed on both sides of the paper. By default, this feature is turned off. Switch it on with the Initial Setup Reception Mode settings. ⇒ P.126 “Reception Mode”



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 (A4→A4, B4→B4 are typical examples, whether A3 and B5 sizes are correctly scan in will depend on the fax machine). This machine will correctly scan in landscape A3, B4, A4, B5 and portrait A4, B5 and A5. The following table shows the results that can be achieved when sending and receiving using this machine.

	Originals	Top Binding	Side Binding
A4, B5			
A3, B4			

ND00X029G

- ❑ This feature works only when all pages are of the same width and are received into memory.
- ❑ The machine will use Memory Reception for 2-Sided Printing.
- ❑ This feature cannot be used with Combine 2 originals.
- ❑ Printouts may vary depending on how the sender set them.

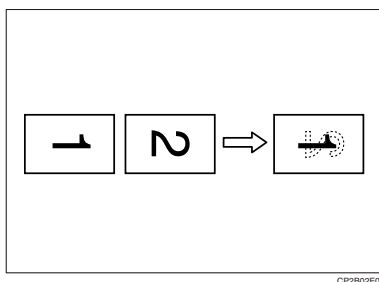
- ❑ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

Note

- ❑ You can choose to have messages only from selected senders printed in this way. ⇒ P.141 *"Special Senders to Treat Differently"*

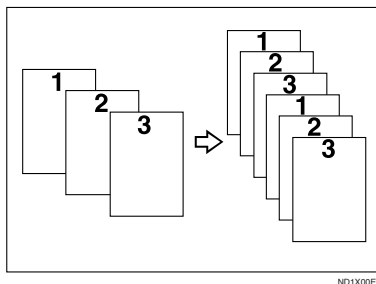
180 Degree Rotation Printing

When printing on both sides of the paper, this machine rotates images as shown in the diagram.



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. ⇒ P.141 *"Special Senders to Treat Differently"*, ⇒ P.126 *"Reception Mode"*




Limitation

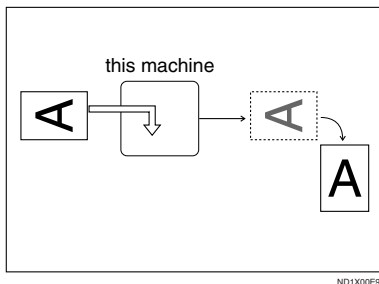
- ❑ The maximum number of copies that can be made of each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

- ❑ By default, this feature is turned off. Switch it on and set the number of copies with the Initial Setup Reception Mode settings. ⇒ P.126 *"Reception Mode"*
- ❑ The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have installed paper in the cassette portrait , incoming fax messages will be rotated automatically to fit on the paper.













Note

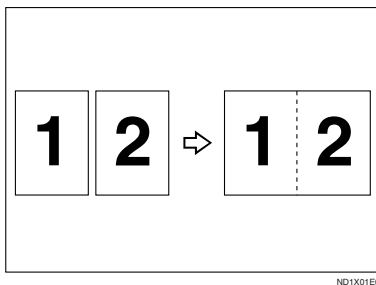
- ☐ You can choose to have received messages printed from the specified tray. ⇒ P.126 "Reception Mode"

Combine 2 Originals

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.









- Two A5  messages are printed side by side on a sheet of A4 .
- Two B5  messages are printed side by side on a sheet of B4 .
- Two A4  messages are printed side by side on a sheet of A3 .
- Two 8¹/₂"×5¹/₂"  messages are printed side by side on a sheet of 8¹/₂"×11" .

- Two 8¹/₂"×11"  messages are printed side by side on a sheet of 11"×17" .



ND1X01E0

Limitation

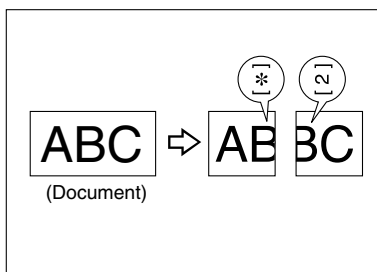
- ☐ This feature does not work with messages larger than A5 , B5 , A4 , or LT . When A5 , B5 , A4 , or LT  size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- ☐ If paper matching the size and direction of a received document is not available, Combine 2 originals is not possible.
- ☐ When "Combine 2 originals" and "2-Sided Printing" are selected at the same time, combine 2 originals takes priority and 2-sided printing is canceled.

Note

- ☐ By default, this feature is turned off. Switch it on with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch10, Bit1)
- ☐ This feature uses Memory Reception.

Page Separation and Length Reduction (Not Available in Some Countries)

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, this feature splits the message if the length exceeds 0.79" or more, by reducing the length within 0.79". When a message is split, the split mark (*) is inserted at the split position and about 0.39" of the split area is duplicated on the top of the second sheet.



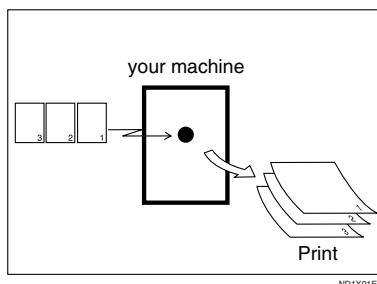
Note

- ☐ 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 (0.39")
 - Guideline for split (when message is 0.79" longer than paper)

- ☐ You can adjust the overprinting and reduction lengths within the following ranges:
 - Guideline for split: 0~6.1" (0.2" steps)
 - Overprinting length: 0.16", 0.39", 0.79", 1.57"

Reverse Order Printing




Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received.

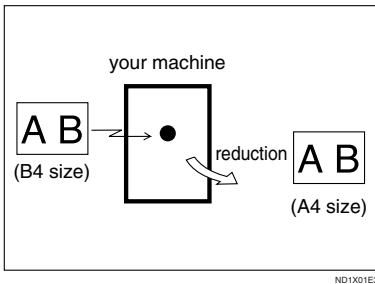


Note

- ☐ By default, this feature is turned off. Switch it on with the Initial Setup RX. ⇒ P.126 "Reception Mode"
- ☐ When this feature is on, the first page will be printed last.
- ☐ This feature uses Memory Reception.

Page Reduction

If you turn this feature on and you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. The machine reduces the width and length of the received image so that it will fit on one page. If A4  paper size is loaded and a message of B4  size is received, the machine will reduce the message to a single A4  sheet.



Note

- ☐ By default, this feature is turned off. Switch it on with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch10, Bit3)

TSI Print

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 is printed instead so you can find out where the message came from. ⇒ Chapter 3, "Initial settings and Adjustment" in the Basic Features manual

Note

- ☐ You can turn it on or off with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch02, Bit3)

CIL/TID Print

The optional ISDN Unit is required.

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page.

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number, name, the sender's own fax number and name, time, and page number. The default setting is on. The TID refers to the name programmed by the sender in their Fax Header. The default setting is off.

Limitation

- ☐ These features are available only when receiving in G4 mode.
- ☐ If the sender's TID contains double-byte characters (for example Chinese characters), the TID will not be printed even if TID Print is turned on.

Note








































- ☐ You can turn CIL and TID on or off with the User Parameters. ⇒ P.136 "Changing the User Parameters"(Switch02, Bit5 or Bit6)




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 will choose a paper size based upon the paper you have available. For example, if your machine has B4 and A3 installed and you receive a A4 size message, check the A4 column of the following table. The paper size at the top has the highest priority. In this case, since B4 is a higher priority than A3, the message is printed on A4.

If only B5 is loaded and you receive an A3 message, the received message is stored in memory and will not be printed.





◆ Priority Table

		Received Image Size						
		A3,DLT 	B4 	A4,LT 	A4,LT 	B5 	LG 	F/F4 
Paper Select Priorities	1	A3 	B4 	LT 	A4 	B5 	LG 	F/F4 
	2	DLT 	A3 	LT 	A4 	B5 	A4 	LG 
	3	A4 	DLT 	A4 	LT 	B4 	A4 	A4 
	4	A4 	B5 	A4 	LT 	A4 	LT 	A4 
	5	LT 	B5 	F/F4 	A3 	A4 	LT 	LT 
	6	LT 	A4 	LG 	F/F4 	LT 	F 	LT 
	7	F/F4 	A4 	A3 	DLT 	LT 	B4 	B4 
	8	B4 	LT 	B4 	B4 	F/F4 	A3 	A3 
	9	LG 	LT 	DLT 	LG 	A3 	DLT 	DLT 
	10		F/F4 	B5 		DLT 	B5 	B5 
	11		LG 	B5 		LG 	B5 	B5 

-  Portrait
-  Landscape
-  Image Rotation

OFFICE

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	0.79"(20mm)
Width or Length Priority	Width

-   and   indicate that the message is split over two pages of paper with the orientation and size shown.

! Limitation

- Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ P.141 "Special Senders to Treat Differently"
- The paper size used to print a received message may be different from the size of the sent original.

📎 Note

- Widths that this machine can receive are A4, B4, LT, LG, and A3. Any messages narrower than A4 or LT are sent as A4 or LT width with the length unchanged.

🔍 Reference

⇒ P.85 "Page Separation and Length Reduction (Not Available in Some Countries)"

P.86 "Page Reduction"

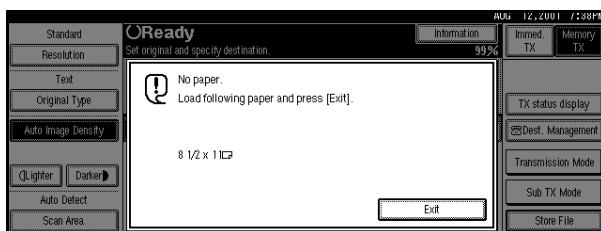
P.84 "Image Rotation"

"Just Size" Printing

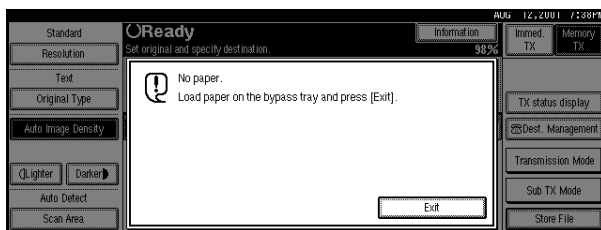
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray

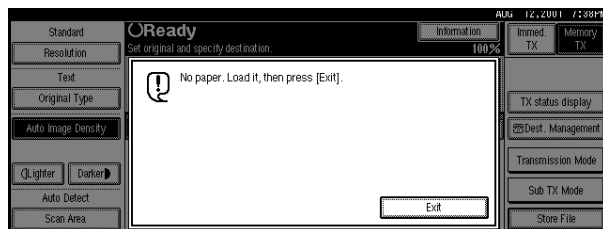


Note

- ☐ The action that is followed upon your pressing **[Exit]** varies depending on the status where the machine is situated at the occurrence of a message.
 - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.
 - If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.
- ☐ By default, this message is turned off. You can turn this message on with the User Parameters. ⇒ P.136 “Changing the User Parameters”(Switch05, Bit5)

Out of paper display message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.



Note

- ☐ By default, this message is turned off. You can turn it on with the User Parameters. ⇒ P.136 “Changing the User Parameters”(Switch05, Bit7)

Having Incoming Messages Printed on Paper from the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the Bypass Tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).

⚠ Limitation

- ❑ The print area is determined by Optional Expansion Memory, Resolution, and the vertical length of originals.

📝 Note

- ❑ Before you can use this feature, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. ⇒ P.126 "Reception Mode", ⇒ P.141 "Special Senders to Treat Differently"
- ❑ When you set paper sizes other than A4 landscape, B4 landscape and portrait, A3 landscape and portrait in the Bypass Tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying. ⇒ "Copying from the Bypass Tray" in the Copy Reference manual
- ❑ If the specified paper size and the size of paper set in the Bypass Tray do not match, paper jams may occur and the image may be truncated.
- ❑ If you use this feature, Image Rotation and 180 Degree Rotating Printing, are not possible.

Where Incoming Messages are Delivered - Output Tray

G3/G4 Separate Tray

An optional upper tray or optional finisher unit is required for using this feature.

You can specify the document feeding tray for each line. For example, you can specify documents received through the G3-1 line to be fed to the "Internal Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

Note

- ☐ To use this feature, specify the line and destination in "G3/G4 Separate Tray".
⇒ P.126 "Reception Mode"

Tray Shift

The optional Finisher Unit is Required.

When the optional Finisher Unit is selected for fax output, you can use the Tray Shift function to have the internal delivery exit move to the left or right whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray, that is, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.

Note

- ☐ You can turn this feature on or off with the User Parameters. When the machine is shipped, this feature is turned on by default. ⇒ P.136 "Changing the User Parameters"(Switch19, Bit0)

6. Simplifying the Operation

Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by registering this information in a Keystroke Program.

Registering Keystroke Programs

Keystroke Programs can be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Default ID, Auto Document, Book Fax, Transfer Deadline, Polling Transmission, Polling Reception, Transfer Request, 2-sided transmission and optional functions
- Program name (up to 20 characters)

Important

- ☐ We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ P.119 "Reports/Lists"

Limitation

- ☐ You cannot register a program in a Quick Dial key used for another function.

- ☐ When a registered program key is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is displayed and you cannot change the function for this key.

Note

- ☐ The maximum number of programs you can register is 100 (up to 200 with optional Fax Function Upgrade Unit installed).

1 Prepare for registering the program.

Note

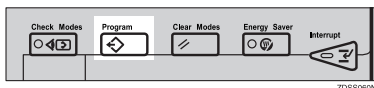
- ☐ The procedure of programming is differs depending on programs you want to register.
- ☐ Press the **[Clear Modes]** key to cancel programming.

Example of registering a program using Send Later with the fax number "0123456789".

- 1** Press **[0], [1], [2], [3], [4], [5], [6], [7], [8], [9]** with the number keys.
- 2** Press **[Transmission Mode]**.
- 3** Select **[Send Later]**.
- 4** Specify "Send Later".

Note

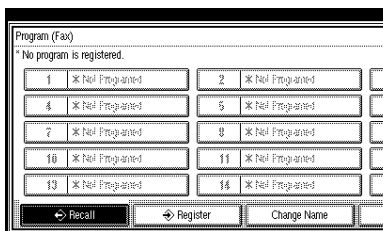
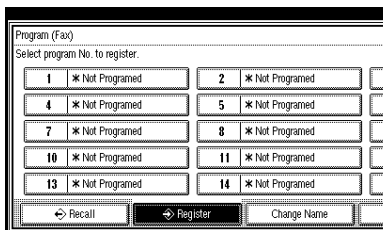
- ☐ If "Send Later" is already specified, that time is shown. Press the **[Clear Modes]** key to change "Send Later".

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

The program (facsimile) is shown.

3 Press **[Register]**.

Registered program number and names are shown in the keys. If there are none registered, "✱Not Programed" is shown.

**4** Select the program number which "✱Not Programed" is shown.**Note**

- ❑ If you make a mistake, press **[Delete]** and try again.

5 Enter the program name.

The "Program Name" display is shown.

Note

- ❑ You should register the program name.

6 Press **[OK]**.

The program has been registered.

7 Press **[Exit]**.

The initial display is shown.

Using a Program

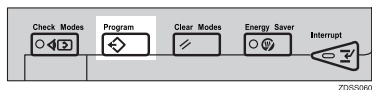
Example of executing a program using Send Later with the fax number "0123456789".

1 Make sure that the machine is in Facsimile mode and the standby display is shown.**Note**

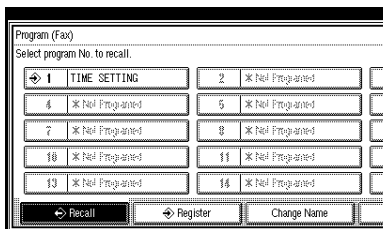
- ❑ If the standby display is not shown, press the **[Facsimile]** key.

2 Place your original.**Note**

- ❑ If you have not programmed destinations or scan settings for program, enter the fax number for the destination and select any scan settings you require.

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

- 4** Select a program number you registered.



The initial display is shown.

Then, the registered fax number and time is shown. Then Transmission Mode is selected.

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

The fax number and specified time are shown on the display and the machine starts to scan the original.

Changing a Program Name

Limitation

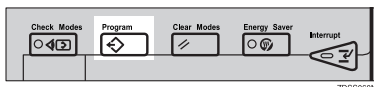
- ☐ When a registered program is being used for a standby Memory Transmission, you cannot change the program name.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

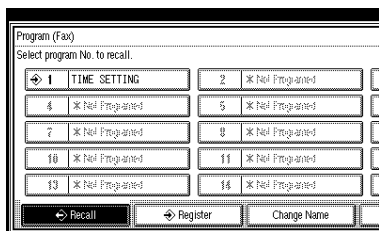
Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

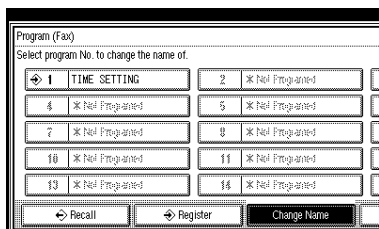
- 2** Press the **[Program]** key.



- 3** Press **[Change Name]**.



- 4** Select the program number for the name you want to change.



- 5** Reenter a program name.

Note

- ☐ Press **[Delete]** to cancel a program name from changing.

- 6** Press **[Exit]**.

The initial display is shown.

Deleting a Program

⚠ Limitation

- ❑ When a registered program is being used for a standby Memory Transmission, the following message appears and you cannot delete the program: "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed."

📝 Note

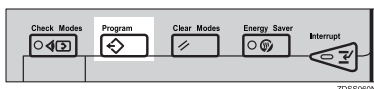
- ❑ If you delete a program, the registered program name is also deleted.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

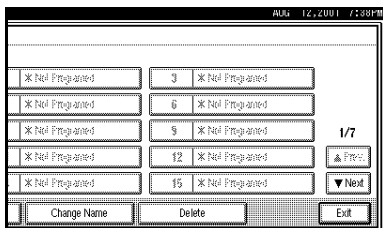
📝 Note

- ❑ If the standby display is not shown, press the **[Facsimile]** key.

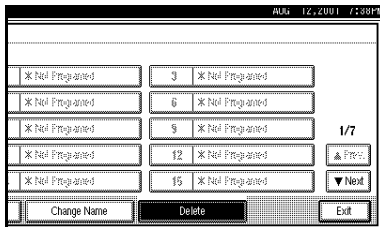
- 2** Press the **[Program]** key.



- 3** Press **[Delete]**.



- 4** Select the program number you want to delete.



- 5** Press **[Delete]**.

The contents of the program are shown on the display.

📝 Note

- ❑ Press **[Do not Delete]** to cancel delete, and the display will return to step **3**.

- 6** Press **[Exit]**.

The initial display is shown.

Using the Document Server

Use this feature to store documents into the Document Server of this machine.

The Document Server can store documents using, facsimile and printer features.

The documents that are stored using a facsimile feature are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want just by selecting it.
- A stored the document does not use facsimile memory.

You can also send multiple stored documents, and combine a document with a scanned original to send them out as a single document. Use "Select Stored File" in "Sub TX Mode" to send stored documents.

Note

- ❑ The stored documents are not deleted even after a power failure or when the main power source fails.
- ❑ The fax feature has a memory capacity of approximately 3,000 pages. You can store approximately 9,000 pages (ITU-T No.1 chart) into the Document box, using the copy, printer, and scanner features.
- ❑ You can store 400 pages as one document (up to 1,000 pages with optional Expansion Memory).

- ❑ You can print the stored documents by pressing the **[Document Server]** key. Documents stored using the fax feature are shown with an "F" in front of the user name.⇒ "Document Server" in the Copy Reference manual

User Name	File Name	Date
FAX002		25 July
FAX001		25 July

Storing a Document

You can send documents that are being scanned. Storage is only available for documents.

Scanned documents are given file names, such as "FAX001" and "FAX002" automatically. However, you can change the file names.

You can also specify a user name or password to the stored documents to identify or protect accidental transmission from others.

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

If the standby display is not shown, press the **[Facsimile]** key.

2 Place your original and select any scan settings you require.

3 Press [Store File].

The screenshot shows the FAX0003 screen with the 'Store File' button highlighted in the bottom right corner. The screen displays various fields including 'Total: 1', 'Adx: Features', and a list of office locations and their corresponding fax numbers.

4 Select [Store & Transmit] or [Store only].

Select **[Store & Transmit]** to send documents after stored.

The screenshot shows the FAX0003 screen with the 'Store & Transmit' button highlighted in the bottom right corner. The screen displays various fields including 'Total: 1', 'Adx: Features', and a list of office locations and their corresponding fax numbers.

Select **[Store only]** to store documents.

The screenshot shows the FAX0003 screen with the 'Store only' button highlighted in the bottom right corner. The screen displays various fields including 'Total: 1', 'Adx: Features', and a list of office locations and their corresponding fax numbers.

When **[Store only]** is selected, "*****" is shown.

5 Set the user name, file name and password if necessary.

Note

- ❑ If you are not going to set the user name, file name, or password, go to step 6.
- ❑ You cannot change multiple documents at once.

Programming a User Name

Note

- ❑ Set user names from those that are programmed in the user code. Set the user codes in the "System Settings" manual.

1 Press [File Info. Setting].

The screenshot shows the FAX0003 screen with the 'File Info. Setting' button highlighted in the bottom right corner. The screen displays various fields including 'Total: 1', 'Adx: Features', and a list of office locations and their corresponding fax numbers.

2 Press [User Name].

The screenshot shows the FAX0003 screen with the 'User Name' field highlighted in the bottom right corner. The screen displays various fields including 'Total: 1', 'Adx: Features', and a list of office locations and their corresponding fax numbers.

The User Name Change menu is shown.

3 Press the user name to be programmed.

The screenshot shows the User Name Change menu with the 'User Name' field highlighted. The menu displays various fields including 'Freq.', 'AB', 'CD', 'EF', 'GH', 'IJK', 'LMN', and a list of office locations and their corresponding fax numbers.

The user names that are programmed in the user code are shown.

Note

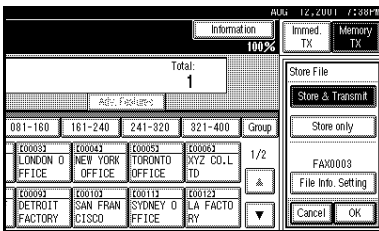
- ☐ Press the title key to switch between titles.
- ☐ To set an unprogrammed user name, press [**Non-programmed Name**] and enter the name. User names that are entered by pressing the [**Non-programmed Name**] key are Not Programed.

4 Press [OK].

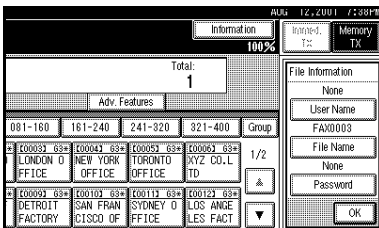
The specified user name is shown.

5 Press [OK].

Setting a File Name

1 Press [File Info. Setting].**2 Press the [File Name] key.**

The File Name Change menu is shown.

**3 Enter the file name.****Reference**

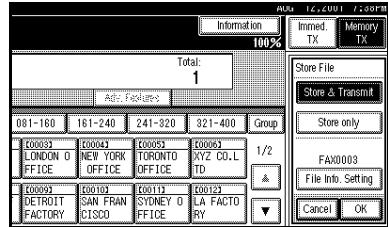
⇒ Chapter 3, "Entering Text" in the Basic Features manual

4 Press [OK].

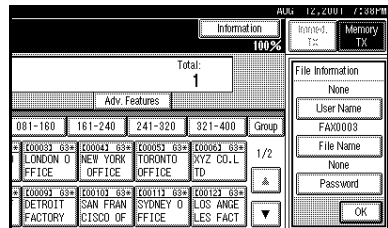
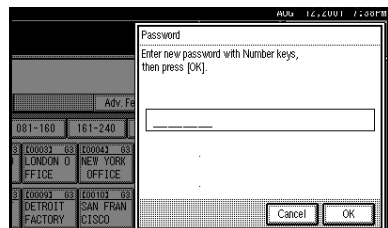
The changed file name is shown.

5 Press [OK].

Setting a Password

1 Press [File Info. Setting].**2 Press [Password].**

The Password Setting menu is shown.

**3 Enter a password using the number keys.****Note**

- ☐ If you make an error, press the [**Clear/Stop**] key or [**Clear**], and then reenter your password.

- 4 Press [OK].
*** is shown.

- 5 Press [OK].

- 6 Press [OK].

- 7 If you have selected the [Store & Transmit] key, specify the receiver.

Note

- ☐ If you have selected [Store only], go to step 8.

- 8 Press the [Start] key.

File Manage

You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document. ⇒ P.101 "Delete File"

You can also change the information by pressing the [Document Server] key. ⇒ "Document server" in the Copy Reference manual

- 1 Press [Sub TX Mode].

Information 100%
Total: 1
Adm. Functions
TX status display
Group 25 Dest. Management
Transmission Mode
Sub TX Mode
Store File

001-160	161-240	241-320	321-400	Group
E00032 LONDON O FFICE	E00042 NEW YORK OFFICE	E00052 TORONTO OFFICE	E00062 XYZ CO. L TD	1/2
E00092 DETROIT FACTORY	E00102 SAN FRAN CISCO	E00112 SYDNEY O FFICE	E00122 LA FACTO RY	

The Sub Transmission menu is shown.

- 2 Press [Select Stored File].

Ready Information
Set original and specify destination. 100%
83 Total: 1
Adm. Functions
Select item.
Book Fax 2 Sided Original Stamp
Std. Message Auto Document Select Stored File Options

- 3 Select [Manage/Delete File].

Select file to transmit, then press [OK]
User Name File Name Date Page TX Order
DOMESTIC DIV. FAX0009 Aug. 12 1
FAX0008 Aug. 12 1 1/1
Orig. + Stored File Stored file + Orig. Manage/Delete File

- 4 Press the document to be changed.

Select file.
User Name File Name Date Page TX Order
DOMESTIC DIV. FAX0009 Aug. 12 1
FAX0008 Aug. 12 1 1/1
Orig. + Stored File Stored file + Orig. Manage/Delete File

Note

- ☐ You can specify multiple documents at one time.

Changing a File Name

- 1 Press [Change File Name].

deleted or changed.
File Name Date Page TX Order
FAX0002 7/25 1 1
FAX0001 7/25 7 1/1
Delete File
DOMESTIC DIV.
Change User Name
FAX0002
Change File Name
None
Change Password
Stored file + Orig. Manage/Delete File Exit

- 2 Press [Backspace] or [Delete All] and reenter the file name.

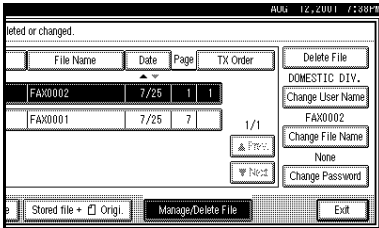
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 3 Press [OK].

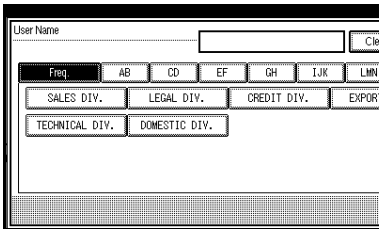
Changing a User Name

- 1 Press [Change User Name].



- 2 Press [Clear].

The user name is deleted.



- 3 Press the new user name.

Note

- ☐ If the user name to be changed is not shown, press [▲ Prev.] or [▼ Next].
- ☐ Press the title keys to switch between titles.
- ☐ To set an unprogrammed user name, press the [Non-programmed Name] key, and then enter the name.
- ☐ User names that are entered by pressing the [Non-programmed Name] key are not programmed into the user code.

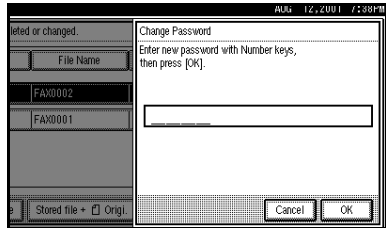
Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 4 Press [OK].

Changing the Password

- 1 Press [Change Password].
- 2 Enter a new password using the number keys.



- 3 Press [OK].

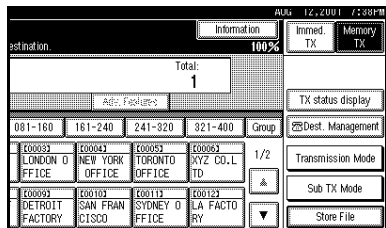
- 5 Press [OK].

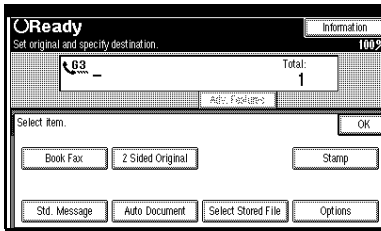
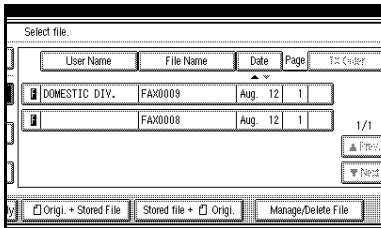
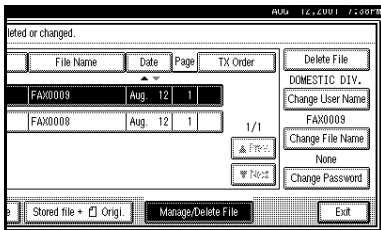
The initial display is shown.

Delete File

Use this feature to delete your stored documents.

- 1 Press [Sub TX Mode].



2 Press **[Select Stored File]**.**3** Select **[Manage/Delete File]**.**4** Press the document you want to delete.**5** Press **[Delete File]**.**6** Press **[Delete]**.**Note**

- ☐ If you want to cancel the deletion of a document, press **[Do not Delete.]**.

7 Press **[OK]**.**8** Press **[OK]**.

The initial display is shown.

Controlling documents saved in the Document Server from a computer

The fax documents saved in the Document Server can be viewed and controlled from a network computer with DesktopBinder V2 Lite or DesktopBinder V2 Professional installed.

The following operations are available from the computer:

- Displaying documents (Easy Viewer)
- Displaying document properties (Properties)
- Deleting documents (Delete)
- Copying documents to a computer (Copy)
- Printing documents (Print from Document Server)
- Sending documents by fax (Fax from Document Server)
- Exporting documents as files (Export Document)

For more information, see the DesktopBinder V2 operating instructions and Help.

Settings made in System Settings enable you to send documents to the delivery server or to automatically save documents in the Document Server.

For more information, see the Scanner Reference.

7. Facsimile User Tools

Accessing the User Tools

The User Tools allow you to program the machine with your identification, to store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function.

◆ **Prog./Change/Delete**

Use to program, change or delete: Quick Dial table, Group Dial, Title of Quick Dial, order of Quick Dial table, Auto Documents, Standard Message, Irregular scan Area

◆ **Print List/Report**

Use to print: the Journal, Group list, Program list, Auto Document list, Quick Dial list, Label Insertion list

◆ **General Settings/Adjustment**

Use to set defaults for: Transmission mode (Memory / Immediate), scan conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume Use to set defaults for: Transmission mode (Memory / Immediate), scanning conditions (Resolution, Auto Image Density and Original Type)

◆ **Reception Mode**

Use to turn on or off: Reverse Order, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-sided printing and Forwarding

- Change the Reception Mode
- Make the Bypass Paper Size Settings

◆ **Key Operator Tools**

Use to program/check: your name, your fax number, line type, various ID codes, number of transmitted/received documents

◆ **Menu**

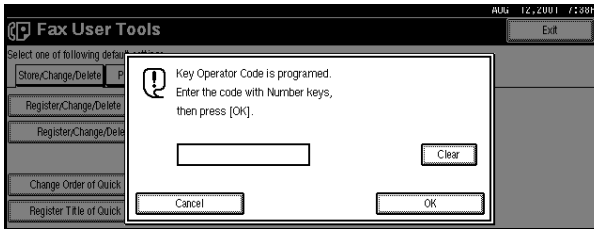
- Each menu appears in the each tab.
- You can switch the display by pressing [**▲ Prev.**] or [**▼ Next**].
- The selected item is highlighted.
- When you specify all the settings, press [**OK**]. If [**OK**] is not pressed, the settings you made might be canceled.
- Press [**Cancel**] to cancel specified settings. The previous display is shown.

◆ Key Operator Code

When Key Operator Code is programmed and turned on, users have to enter a programmed Key Operator Code (maximum 8 digits) to operate the User Tools and Key Operator Tools. This prevents unauthorized people from changing registrations.

✎ Note

- ☐ You can change the Key Operator Code on or off with "System Settings".
 - ☐ When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select **[Partial]** or **[All Initial Settings]** to limit access. The factory default is set to "Partial".
 - Selecting **[Partial]**
Only the Key Operator Tools are protected with a Key Operator Code.
 - Selecting **[All Initial Settings]**
The key Operator Tools and User Tools are protected with a Key Operator Code.
- ① Press the **[User Tools/Counter]** key.
If you have selected **[All Initial Settings]**, go to step ③.
 - ② Select **[Key Operator Code]**.
 - ③ Enter a maximum 8 digit Key Operator Code with the number Keys.



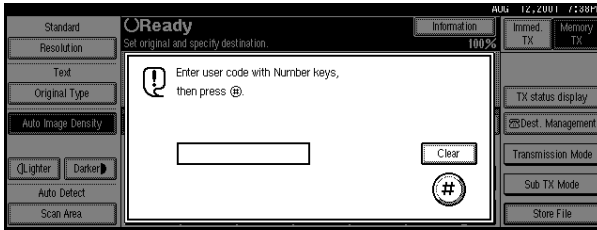
◆ User Code Management

The machine can be set up so that nobody can use it without entering a user code. This prevents unauthorized people from sending fax messages and helps track the activity of each user.

✎ Note

- ☐ You can specify a User Code with "System Settings".
- ☐ Even when User Code Management is set to on, you can still receive and print fax messages as usual.
- ☐ When you specify a user name, all reports are printed with the user name in the user code area.

- ① When the following message appears on the display, User Code Management has been set to on.

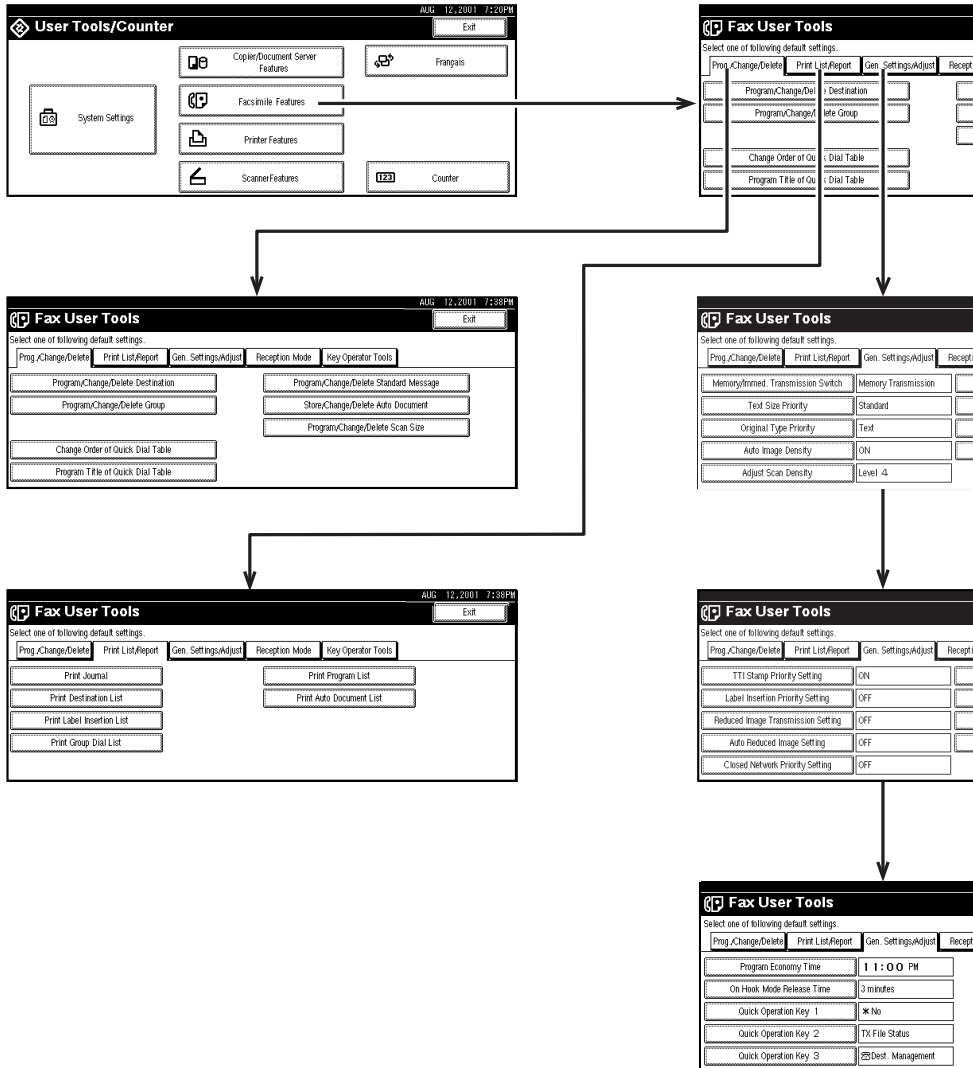


- ② Enter a maximum 8 digit User Code with the number keys.

Note

- ☐ Entering unprogrammed user code, the display returns to step ①.

Function Map.





Program/Delete Menu

Changing the Order of the Quick Dial Table

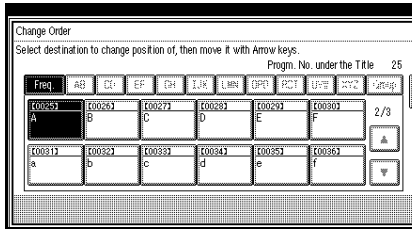
Use this feature to change the order of the programmed quick dial table.

It would be convenient if you list the receivers that you fax to frequently on the first page of the quick dial table.

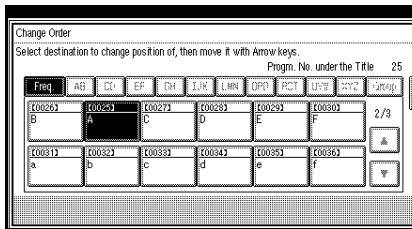
Note

- You can only change the order within Title 1, Title 2, and Title 3. You cannot change the order within the Destination List.

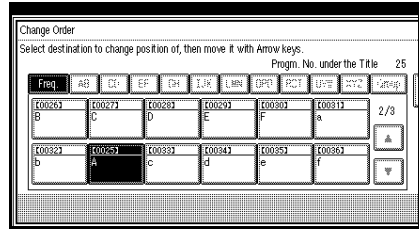
Pressing an arrow key will move the selection to the desired destination key position.



By pressing [→] as shown in the menu above, the destination key moves to the right.



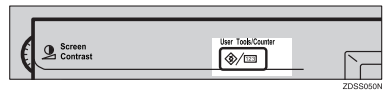
By pressing [↓] from the top menu, the destination key moves down.



Reference

⇒ Chapter 3, "Programing Quick Dials" in the Basic Features manual

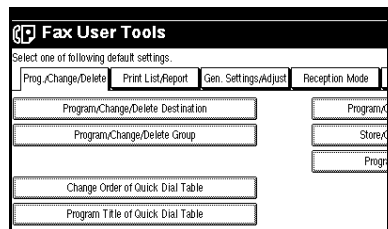
1 Press the [User Tools/Counter] key.



2 Select [Facsimile Features].

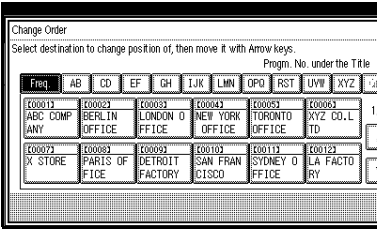
The Initial Facsimile Features menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.



4 Select [Change Order of Quick Dial Table].

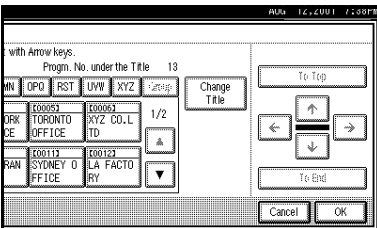
- 5** Press the destination key that you want to change the order of.



Note

- ☐ If the desired destination key is not shown, press [**▲ Prev.**] or [**▼ Next**] to switch displays.
- ☐ If the destination key is at a different title, press [**Change Title**] to switch between titles.

- 6** Press an arrow key to move throughout the document.



Note

- ☐ Press [**To Top**] to move to the top of the quick dial table, and press [**To End**] to move to the end of the quick dial table.

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

The order has been changed.

Note

- ☐ To cancel the change, press [**Cancel**].

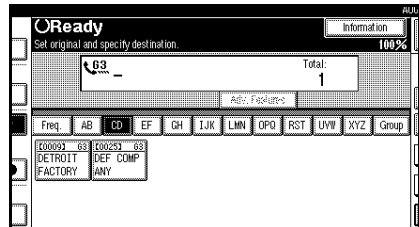
- 8** Press the [**User Tools/Counter**] key.

The display is returned to the standby mode.

Programing Title of the Quick Dial Table

Use this feature to add a name to the title of the quick dial table in order to facilitate finding the desired programmed destination.

As in a telephone directory, there are titles in the quick dial table to facilitate finding the desired receiver from among many destinations.



In the menu above, the "CD" page (menu) of the quick dial table is selected. The titles are "Freq.", "AB", "CD", "EF", "GH", "IJK", "LMN", "OPQ", "RST", "UVW", and "XYZ". For an example, press "EF" to select that page.

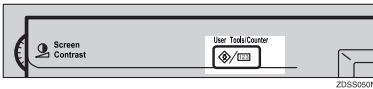
On this machine, you can create a Quick Dial Table according to your needs. In creating a quick dial table, you should program titles to facilitate your search process. The factory default settings, classified by alphabetical order, can be changed with a different type of classification.

Create and use your own titles according to your needs, for example, "Business and "Private".

Note

- ☐ The machine can make four types of quick dial tables. To display a quick dial table different from the one being shown, press the **[Change Title]** key. ⇒ P.111 "Switching Titles"
- ☐ You can program up to four characters for the "Title 1" and "Title 2" keys.
- ☐ You can program up to eight characters for the "Title 3" key.
- ☐ Use the same procedure to program and change the titles.

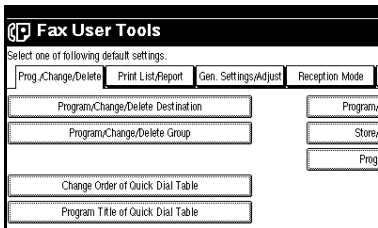
1 Press the **[User Tools/Counter]** key.



2 Press **[Facsimile Features]**.

The Fax User Tool menu is shown.

3 Check that the "Prog./Change/Delete" tab is selected.

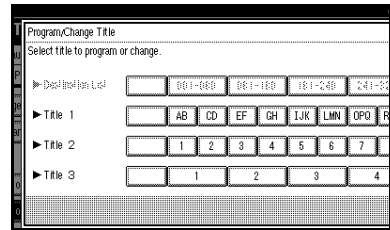


4 Select **[Program Title of Quick Dial Table]**.

5 Press the title key to program.

Note

- ☐ You cannot make any changes to "Destination List" or "Freq."



6 Enter the name for the title key.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

Note

- ☐ To program another title key, repeat from step **5**.

7 Press **[OK]**.

8 Press **[Exit]**.

9 Press the **[User Tools/Counter]** key.
The initial display is shown.

Switching Titles

To specify a fax receiver on the quick dial table, select the title where that receiver is programmed in.

You can specify all programmed receivers on the destination list.

To display the quick dial table in alphabetical order, select "Title 1". To display the quick dial table that is programmed by user, select "Title 2".

- ① Press **[Dest. Management]**.
- ② Select **[Change Title]**.
- ③ Press the title key to be displayed.
- ④ Press **[OK]**.

The selected title is shown above the "Change Title" menu.

Note

- ☐ To cancel changing the title, press **[Cancel]** and the display will return to step ②.
 - ⑤ Press **[Exit]**.
- The initial display is shown.

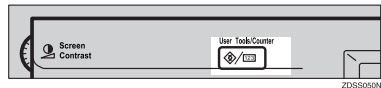
Programing Standard Messages

Use this feature to program standard messages to be printed at the top of the first page of the original. It would be convenient if you programmed your own greetings, etc.

Note

- ☐ You can program your own messages into **[Prog. Messge 1]**, **[Prog. Messge 2]** and **[Prog. Messge 3]** keys only. You cannot change the "Confidential", "Urgent", "Please phone", or "Copy to corres ..." messages.
- ☐ Use the same procedure to program and change your messages.

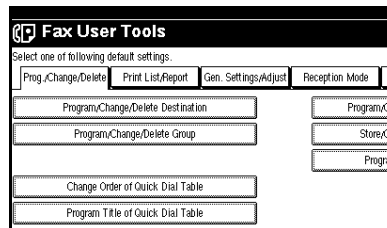
1 Press the **[User Tools/Counter]** key.



2 Select **[Facsimile Features]**.

The Fax User Tool menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.

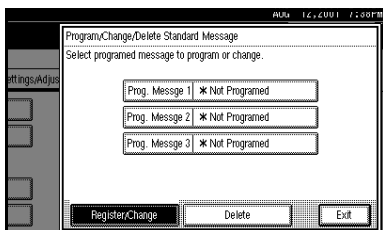


4 Select **[Program/Change/Delete Standard Message]**.

- 5 Select a key that is "***Not Programed**".

Note

- To change a message, press the programmed message that you want to change.



- 6 Enter your message.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 7 Press [OK].

Note

- To program another message, repeat from step 5.
- To cancel a registration, press [Cancel].

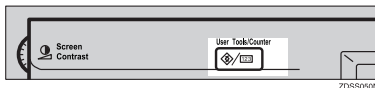
- 8 Press [Exit].

- 9 Press the [User Tools/Counter] key.
The initial display is shown.

Deleting Standard Messages

Use this feature to delete programmed messages that you no longer need.

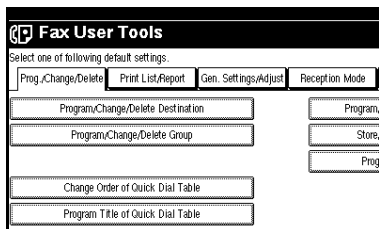
- 1 Press the [User Tools/Counter] key.



- 2 Select [Facsimile Features].

The Fax User Tool menu is shown.

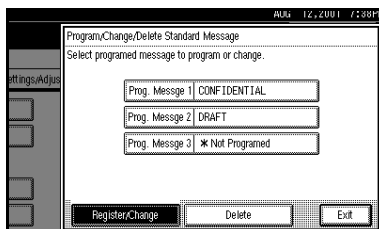
- 3 Check that the "Prog./Change/Delete" tab is shown.



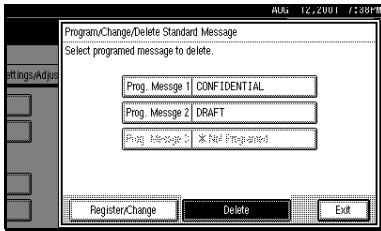
- 4 Select [Program/Change/Delete Standard Message].

- 5 Press [Delete].

To cancel the deletion, press [Register/Change].



- 6** Select the message that you want to delete.



- 7** Press **[Delete]**.

Note

- ☐ To delete another message, repeat from step **6**.
- ☐ To cancel a deletion, press **[Do not Delete]**, and the display will return to step **6**.

- 8** Press **[Exit]**.

- 9** Press the **[User Tools/Counter]** key.
The initial display is shown.

Storing an Auto Document

If you find that you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves re-scanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

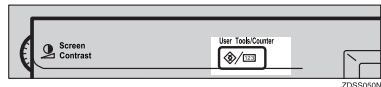
Important

- ☐ You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- ☐ You can store the following items in an Auto Document:
 - Scan settings (Resolution, Original Type, and Image Density)
 - Irregular Scan Area
 - Document name (up to 16 characters)
- ☐ We recommend that you print the Auto Document list and keep it when you program or change an Auto document. ⇒ P.119 "Reports/Lists"

Limitation

- ☐ You can only send one Auto Document per transmission.

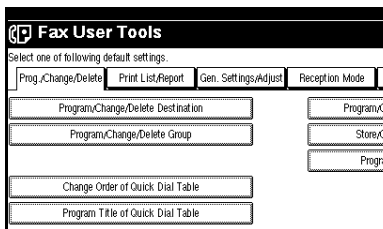
- 1** Press the **[User Tools/Counter]** key.



- 2** Select **[Facsimile Features]**.

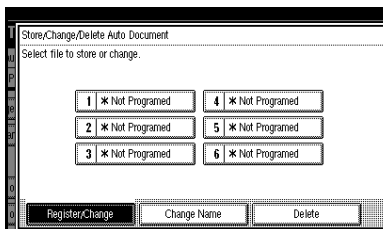
The Fax User Tool menu is shown.

- 3** Check that the "Prog./Change/Delete" tab is shown.



- 4** Select [Store/Change/Delete Auto Document].

- 5** Select the file you want to store or change



Note

- ☐ If there are stored files, the file names are shown.

Storing a file

- 1** Select [***Not Programed**].
- 2** Enter a file name.

Note

- ☐ You should program the file name.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 3** Press [OK].

Changing a file

- 1** Select a file you want to change.

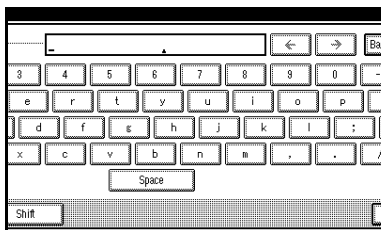
A message "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" is shown.

- 2** Press [Store].

If you want to cancel storing, press [Do not Store].

Changing only file name

- 1** Press [Change Name].
- 2** Select a file you want to change.
- 3** Enter a file name.

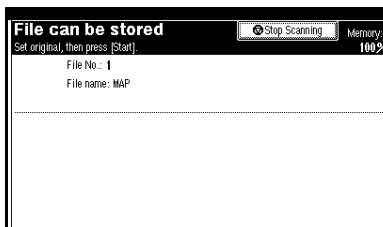


Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

- 4** Press [OK].
Go to step **8**.

- 6** Place your original and select any scan settings you require.



Note

- ☐ You can also specify a scan size.
⇒ Chapter 2, "Setting a Scan Area" in the Basic Features manual

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

The machine starts to scan.

Note

- ☐ To cancel scanning, press **[Stop Scanning]**.

- 8** Press **[Exit]** after scanning is finished.

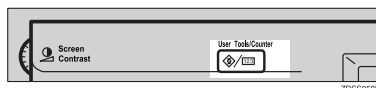
- 9** Press the **[User Tools/Counter]** key.
The initial display is shown.

Deleting an Auto Document

Limitation

- ☐ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission, or cancel the transmission on standby, and then delete the Auto Document.

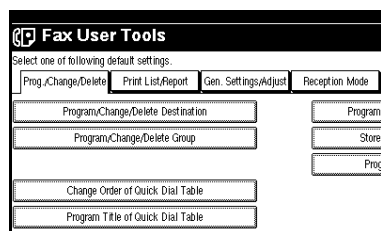
- 1** Press the **[User Tools/Counter]** key.



- 2** Select **[Facsimile Features]**.

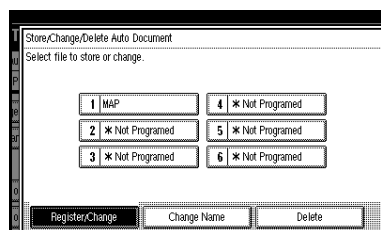
The Fax User Tool menu is shown.

- 3** Check that the "Prog./Change/Delete" tab is shown.

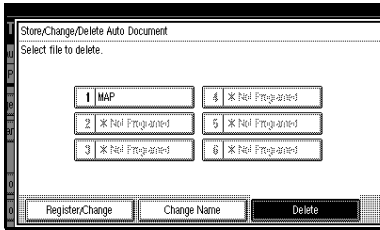


- 4** Select **[Store/Change/Delete Auto Document]**.

- 5** Press **[Delete]**.



6 Select the file you want to delete.



7 Press [Delete].

Note

- ☐ To cancel a file from deleting, press [Do not Delete].

8 Press [Exit].

The initial display is shown.

Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use these functions to program a custom size in advance.

To change an existing Scan size, just use the same procedure to change a Scan Size.

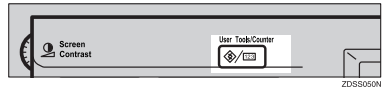
Important

- ☐ When programing or changing an original size, we recommend that you make a memo of the new size.

Note

- ☐ For the horizontal length, specify from 128 to 1200mm or from 5.5 to 47inches.

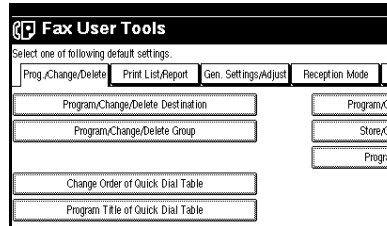
1 Press the [User Tools/Counter] key.



2 Select [Facsimile Features].

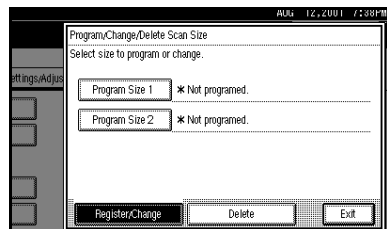
The Fax User Tool menu is shown.

3 Check that the "Prog./Change/Delete" tab is shown.



4 Select [Program/Change/Delete Scan Size].

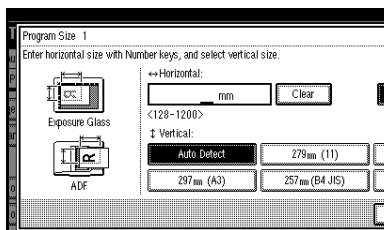
5 After confirming [Register/Change] is selected, press [Program Size 1] or [Program Size 2].



Note

- ☐ If a size is already programed, it is shown on the display. If not, "*Not Programed" is shown.

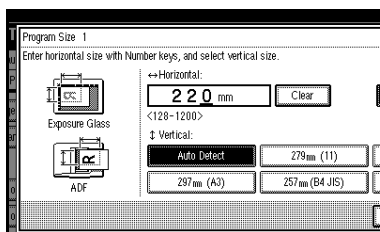
6 Enter a Horizontal size with the number keys.



Note

- ☐ For the horizontal length, specify from 128 to 1200mm or from 5.5 to 47 inches. You cannot specify shorter than 128mm, also longer than 1200mm.
- ☐ Each time you press **[mm]** or **[inch]**, the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter **[2]**, **[5]** and **[0]** in millimeters and change to "inch", the length "9.8inch" is shown on the display. If you press **[mm]** or **[inch]** again, "249mm" is displayed.
- ☐ If you make a mistake, press **[Clear]** and try again.
- ☐ To cancel a scan size from programming, press **[Cancel]**.

7 Select a Vertical size.



Note

- ☐ A displayed vertical size differs depending on selected unit. When **[mm]** is selected, **[Auto detect]**, **[210mm (A4)]**, **[257mm(B4 JIS)]**, **[297mm (A3)]**, **[216mm (8 1/2)]** and **[279mm (11)]** are shown. When **[inch]** is selected, **[Auto detect]**, **[8.3inch (A4)]**, **[10.1inch(B4 JIS)]**, **[11.7inch (A3)]**, **[8.5inch]** and **[11.0inch]** are shown.
- ☐ To cancel a scan size from programming, press **[Cancel]**.

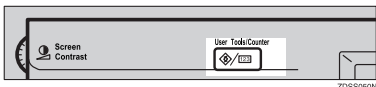
8 Press **[OK]**.

9 Press **[Exit]**.

10 Press the **[User Tools/Counter]** key. The initial display is shown.

Deleting a Scan Size

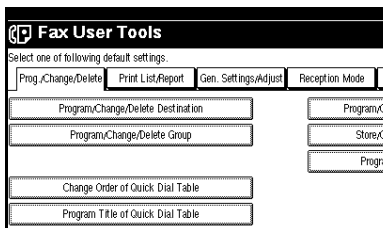
- 1** Press the **[User Tools/Counter]** key.



- 2** Select **[Facsimile Features]**.

The Fax User Tool menu is shown.

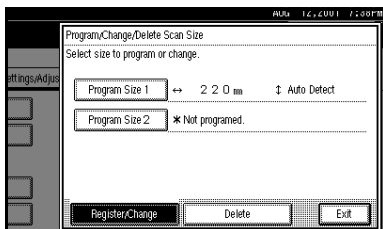
- 3** Check that the "Prog./Change/Delete" tab is shown.



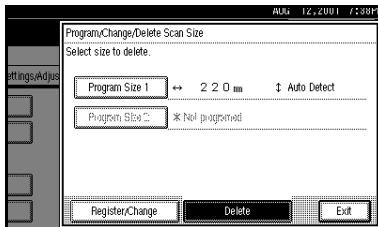
7

- 4** Select **[Program/Change/Delete Scan Size]**.

- 5** Press **[Delete]**.



- 6** Select **[Program Size 1]** or **[Program Size 2]**.



- 7** Press **[Yes]**.



Note

- ☐ To cancel a deletion, press **[No]**, and the display will return to step **6**.

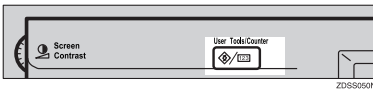
- 8** Press the **[User Tools/Counter]** key.
The initial display is shown.

Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
⇒ P.25 *"Printing the Journal"*
- Quick Dial list
⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Label Insertion list
⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Group Dial list
⇒ Chapter 3, "Groups" in the Basic Features manual
- Program list
⇒ P.93 *"Programs"*
- Auto Document list
⇒ P.113 *"Storing an Auto Document"*

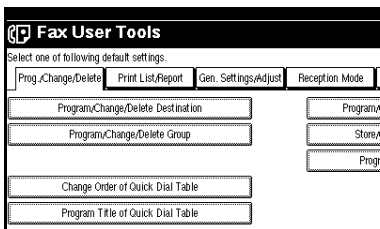
1 Press the **[User Tools/Counter]** key.



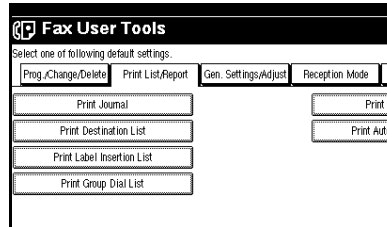
2 Select **[Facsimile Features]**.

The Fax User Tool menu is shown.

3 Select **[Print List/Report]**.



4 Select a list or report you want to print.



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

After printing, the display will return to step 5.

Note

- ❑ To cancel printing, press **[Cancel]** and the display will return to step 5.

6 Press the **[User Tools/Counter]** key. The initial display is shown.

7

General Setting/Adjustment

Make the settings for the following items. The set items are highlighted on the Fax User Tool menu when the power is turned on.

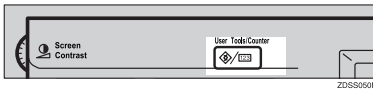
- **Memory/Immed. Transmission Switch**
Use this feature for specifying the transmission mode for document transmission.
- **Text Size Priority**
Use this feature to specify the character size of your originals for scanning.
- **Original Type Priority**
Use this feature for specifying the type of originals for scanning.
- **Auto Image Density Priority**
Use this feature for specifying whether to prioritize automatic image density for scanning your originals.
- **Scan Density Adjustment**
Use this feature for specifying the scan density of your originals.
- **Change Title of Quick Dial Table**
Use this feature for selecting the title to be shown on the quick dial table.
- **Quick Dial Table Display Switch**
Use this feature for displaying the ten-keys instead of the quick dial table.
- **Sound Volume Adjustment**
⇒ Chapter 4, "Adjusting Volume" in the Basic Features manual
- **Program Fax Information**
⇒ Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual
- **Fax Header Print Setting**
Use this feature for specifying whether sender name you will use when there are two sender names (for printing) programmed.
- **Label Insertion Priority Setting**
Use this feature for specifying whether to use the label insertion feature.
- **Reduced Image Transmission Setting**
Use this feature for specifying whether to use reduced image transmission. ⇒ P.66 "Transmission Options"
- **Auto Reduced Image Setting**
Use this feature for specifying whether to transmit an automatically reduced image. ⇒ P.66 "Transmission Options"
- **Closed Network Priority Setting**
Use this feature for specifying whether to execute ID transmission. ⇒ P.66 "Transmission Options"
- **Scan End Reset**
Use this feature for specifying whether to return to the initial settings each time an original is scanned.
- **Mix Original Size Priority Setting**
Use this feature for specifying whether to use the Mixed Original Sizes when your originals are set in the Document Feeder (ADF).
- **TX Stamp Priority**
Use this feature for specifying whether to press a TX stamp.
- **Line Priority Setting**
Use this feature for prioritizing the line of usage.

- **Program Economy Time**
Use this feature for specifying a time for transmission when the telecommunication rates are low. ⇒ P.4 "Sending at a Specific Time (Send Later)"
- **On Hook Mode Release Time**
Use this feature for specifying the time to cancel the On-hook mode after you transmit with On-hook dialing. It is convenient to use this when the fax information service disconnects your On-hook dialing.
- **Quick Operation Key**
Frequently used features that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.

 **Note**

- ☐ The following display shows the factory default of each function.

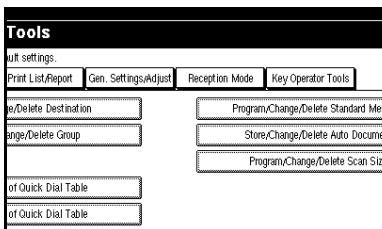
1 Press the **[User Tools/Counter]** key.



2 Press **[Facsimile Features]**.

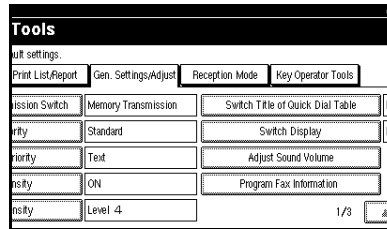
The Facsimile User Tools menu is shown.

3 Select **[Gen. Settings/Adjust.]**.



The General Settings/Adjust menu is shown.

4 Select a function you want to specify.



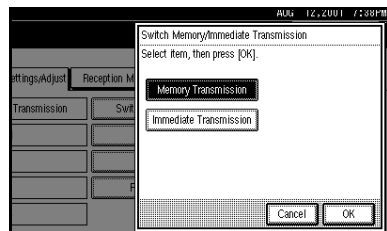
 **Note**

- ☐ If you make a mistake, press **[Exit]**.
- ☐ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Make any function settings you require.

Switch Memory/Immed.
Transmission

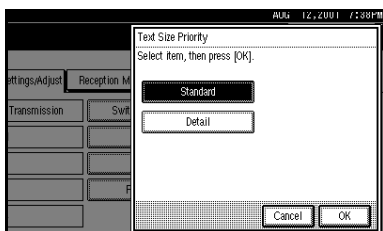
1 Select **[Memory Transmission]** or **[Immediate Transmission]**.



2 Press **[OK]**.

Text Size Priority

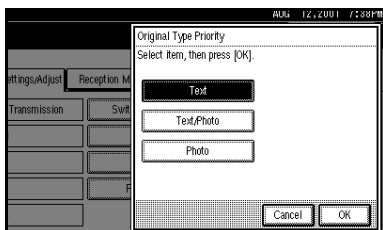
- 1 Select a text size.



- 2 Press [OK].

Original Type Priority

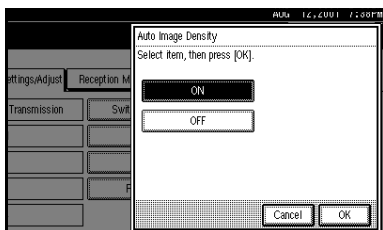
- 1 Select an original type.



- 2 Press [OK].

Auto Image Density

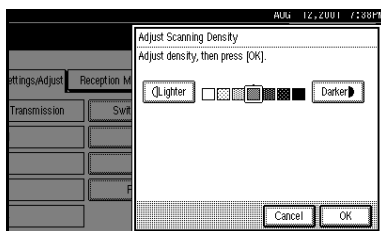
- 1 Select [ON] or [OFF].



- 2 Press [OK].

Adjust Scan Density

- 1 Press [Darker] or [Lighter].



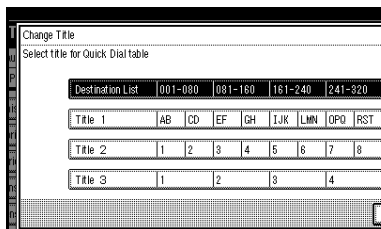
Note

- ☐ You can set the image density manually within seven levels.

- 2 Press [OK].

Change Title of Quick Dial Table

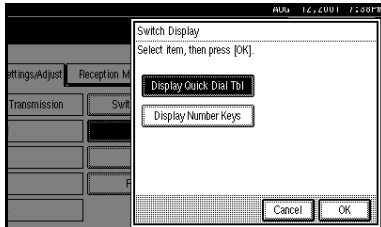
- 1 Select a title on Quick Dial Table.



- 2 Press [OK].

Switch Display

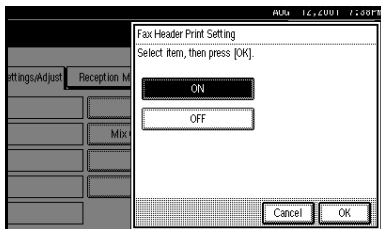
- 1 Select **[Display Quick Dial Tbl]** or **[Display Number Keys]**.



- 2 Press **[OK]**.

Fax Header Print Setting

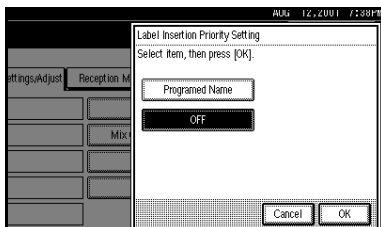
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Label Insertion Priority Setting

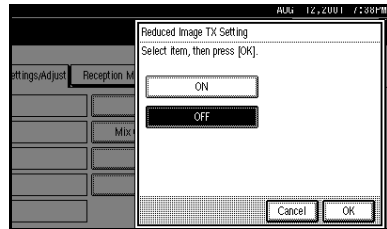
- 1 Select **[Programed name]** or **[OFF]**.



- 2 Press **[OK]**.

Reduced Image TX Setting

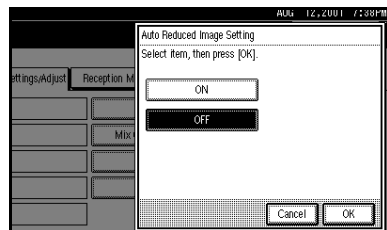
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Auto Reduced Image Setting

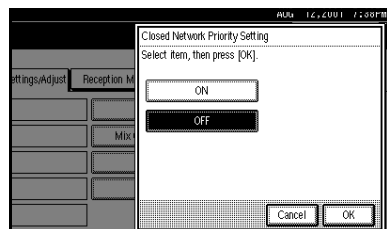
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Closed Network Priority Setting

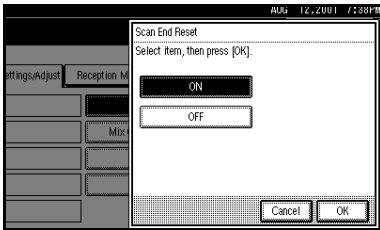
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Scan End Reset

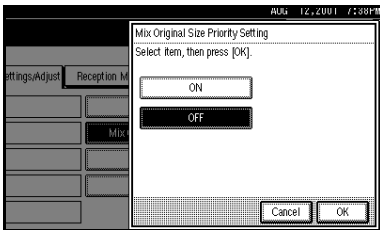
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Mix Original Size Priority Setting

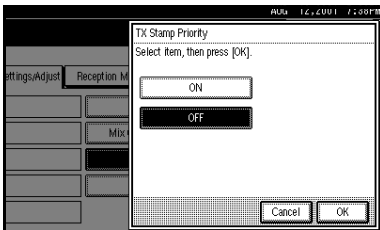
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

TX Stamp Priority

- 1 Select **[ON]** or **[OFF]**.



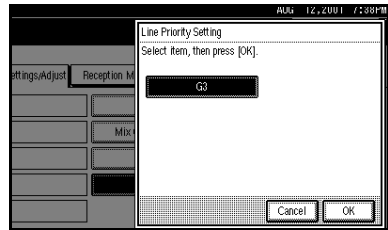
- 2 Press **[OK]**.

Line Priority Setting

Note

- ☐ The display may differ depending on the line type you have.

- 1 Select a line type you usually use.



- 2 Press **[OK]**.

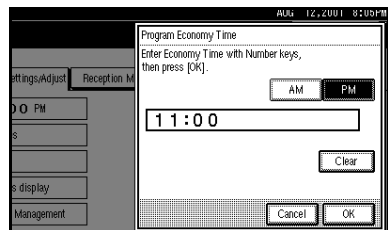
Program Economy Time

Limitation

- ☐ You can program only one Economy Transmission Time.

Note

- ☐ The factory default is set to "11:00 PM".
- 1 Enter the Economy Transmission Time to change AM/PM, press **[AM]** or **[PM]** (North America only) with the number keys.



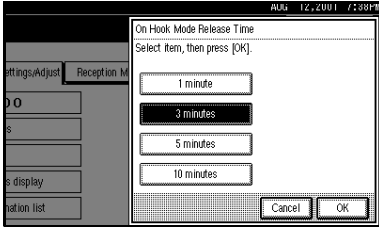
Note

- ☐ If you make a mistake, press **[Clear]** and try again.

② Press [OK].

On Hook Mode Release Time

① Select [1 minute], [3 minutes], [5 minutes] and [10 minutes] to start the On Hook mode.



② Press [OK].

Quick Operation Key

The Quick Operation Key can be programmed with following functions.

Journal, TX File Status, Print Conf. RX, Print Memory Lock, Select Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request

Up to three functions can be programmed in the Quick Operation Key.

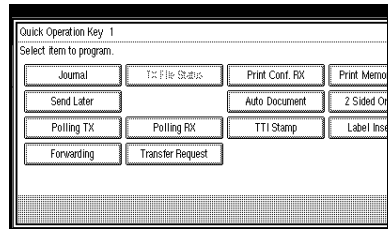
 **Note**

□ The factory default is as follows:

- Quick Operation Key 1
* No
- Quick Operation Key 2
TX File Status
- Quick Operation Key 2
Dest. Management

① Select Quick Operation Key you want to program.

② Select the function you want to program in the Quick Operation Key.



③ Press [OK].

⑥ Press the [User Tools/Counter] key.
The initial display is shown.

Reception Mode

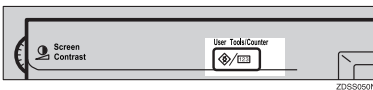
Make the settings "ON" or "OFF" for the following reception functions.

- Switch Reception Mode ⇒ P.79 "Reception Functions"
⇒ Chapter 2, "Selecting the Reception Mode" in the Basic Features manual
- Authorized RX
- Forwarding
- RX File Print Qty ⇒ P.83 "Multi-copy Reception"
- 2-Sided Print ⇒ P.82 "2-Sided Printing"
- RX Reverse Printing ⇒ P.85 "Reverse Order Printing"
- Paper Tray
- G3/G4 Separate Tray ⇒ P.91 "G3/G4 Separate Tray"
- Checkered Mark ⇒ P.81 "Checkered Mark"
- Center Mark ⇒ P.81 "Center Mark"
- Print Reception Time ⇒ P.82 "Reception Time"

Note

- ☐ The following display shows factory default of each function.

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



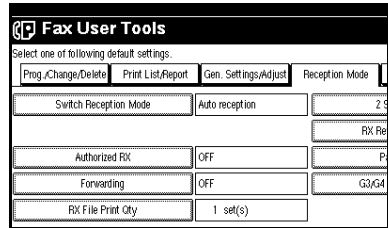
- 2** Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

- 3** Select **[Reception Mode]**.

The Reception Mode menu is shown.

- 4** Select a function you want to specify.



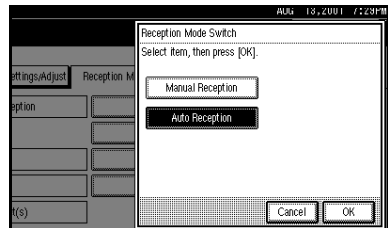
Note

- ☐ If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5** Make any function settings you require.

Switch Reception Mode

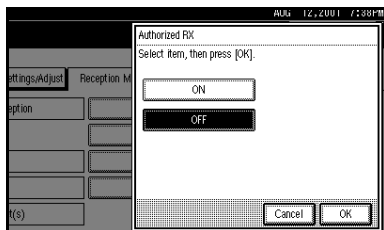
- 1** Select reception mode.



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

Authorized RX

1 Press [ON] or [OFF].



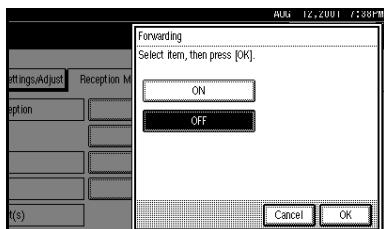
2 Press [OK].

Note

- ☐ To cancel this setting, Press [Cancel].

Forwarding

1 Press [ON] or [OFF].



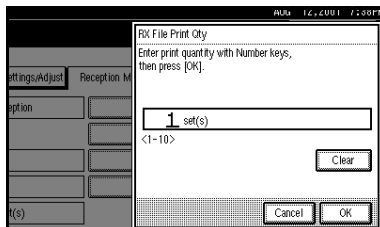
2 Press [OK].

Note

- ☐ To cancel this setting, Press [Cancel].

RX File Print Qty

1 Specify the print quantity with the number keys.



Note

- ☐ If you make a mistake, press [Clear] and try again.
- ☐ The available print quantity is 1 to 10. The factory default is set to 1.

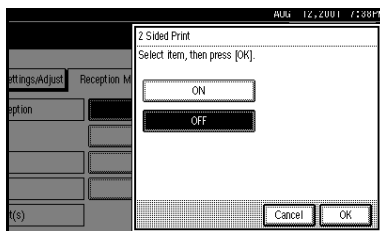
2 Press [OK].

Note

- ☐ To cancel this setting, Press [Cancel].

2 Sided Print

1 Press [ON] or [OFF].



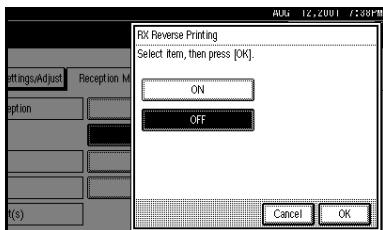
2 Press [OK].

Note

- ☐ To cancel this setting, Press [Cancel].

RX Reverse Printing

1 Press [ON] or [OFF].



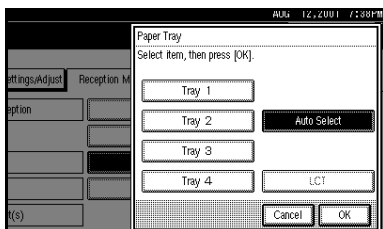
2 Press [OK].

Note

- ☐ To cancel this setting, Press [Cancel].

Paper Tray

1 Select paper tray.



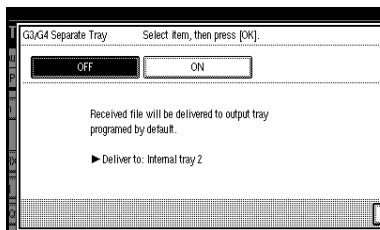
Note

- ☐ When no tray is specified, "Auto Select" will be selected.
- ☐ If you want to select the Bypass tray, specify it with "Special Sender". ⇒ P.141 "Special Senders to Treat Differently"

2 Press [OK].

G3/G4 Separate Tray

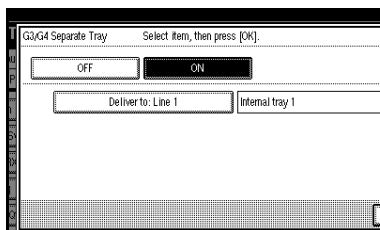
1 Select [ON].



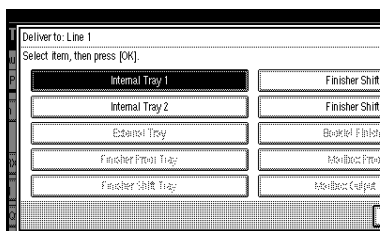
Note

- ☐ If you select "OFF", the received paper is printed from a default tray.

2 Select a line type.



3 Select a tray to deliver the received paper.



4 Press [OK].

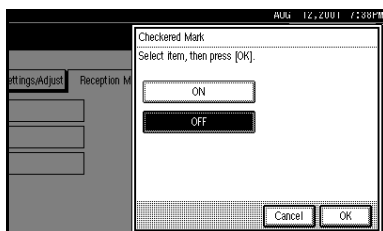
Note

- ☐ To cancel these settings, Press [Cancel].
- ☐ If you specify for another line type, repeat step 2.

5 Press [OK].

Checked Mark

- 1 Press [ON] or [OFF].



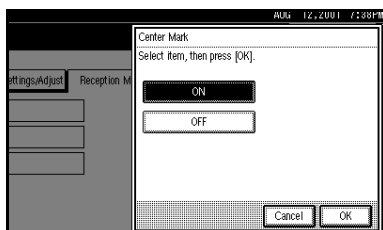
- 2 Press [OK].

Note

- ☐ To cancel this setting, Press [Cancel].

Center Mark

- 1 Press [ON] or [OFF].



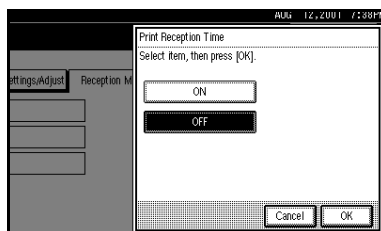
- 2 Press [OK].

Note

- ☐ To cancel this setting, press [Cancel].

Print Reception Time

- 1 Press [ON] or [OFF].



- 2 Press [OK].

Note

- ☐ To cancel this setting, Press [Cancel].

- 6 Press the [User Tools/Counter] key.
The initial display is shown.

8. Key Operator Setting

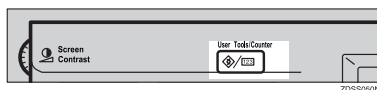
Changing Key Operator Settings

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
Total number of transmitted pages
- Receptions:
Total number of received pages

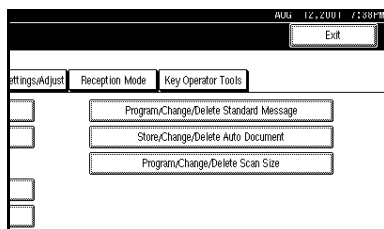
1 Press the **[User Tools/Counter]** key.



2 Press **[Facsimile Features]**.

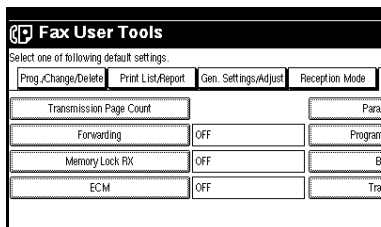
The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

4 Select **[Transmission Page Count]**.

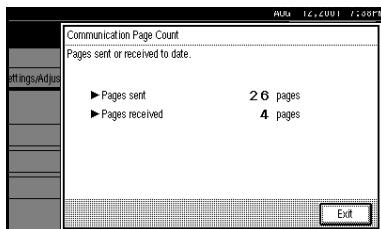


The total communication pages are shown.

Note

- If "Transmission Page Count" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 After checking the display, press **[Exit]**.



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

The initial display is shown.

Forwarding

Using this feature, you can select messages from Specified Senders to be printed on your machine, and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

Preparation

Before using this function, you should specify the "Forwarding" function in "Reception Mode" and that it is set to on.

You can specify the End Receiver separately, according to the Special Senders. If you do not specify the Special Sender, the messages are forwarded to the specified receiver.

Limitation

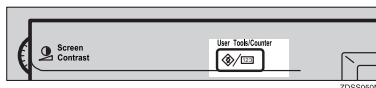
- ☐ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.
- ☐ You can program a sender with Quick Dial Table and Groups. You cannot program a sender with Groups that have destinations specified as transfer stations.

Note

- ☐ One receiver can be specified with this function. If you want more receivers, select Group Dial.
- ☐ You can print a forwarding mark on messages that are forwarded. ⇒ P.136 "Changing the User Parameters"(Switch02, Bit0)
- ☐ You can specify whether or not to print forwarded messages. The default setting is on. ⇒ P.136 "Changing the User Parameters"(Switch11, Bit6)

Programming Forwarding Stations

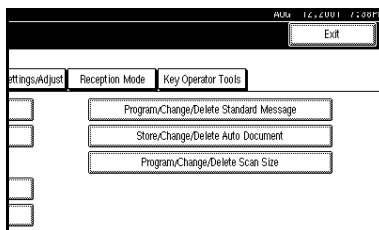
1 Press the **[User Tools/Counter]** key.



2 Press **[Facsimile Features]**.

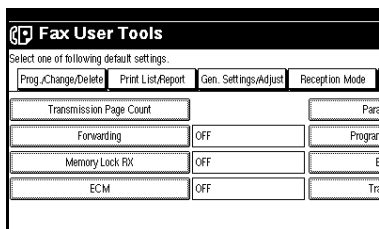
The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.



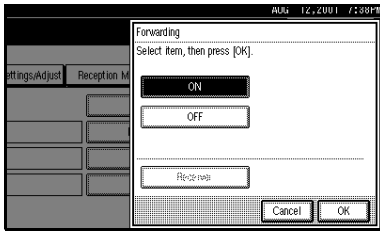
The Key Operator Tools menu is shown.

4 Select **[Forwarding]**.

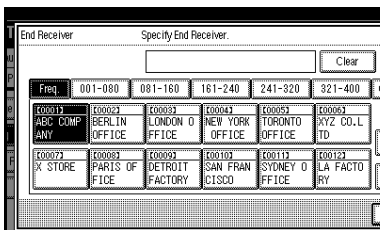


Note

- ☐ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next.]**.

5 Press **[ON]**.**Note**

- ☐ If there is a Forwarding Station already programed, a receiver name is shown. If you want to change, press **[Receiver]** and go to step **6**.
- ☐ To cancel "Forwarding", press **[Cancel]** and go to step **7**.

6 Select an end receiver with the Quick Dial Table.

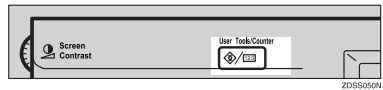
If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

7 Press **[OK]**.**8** Press **[OK]**.

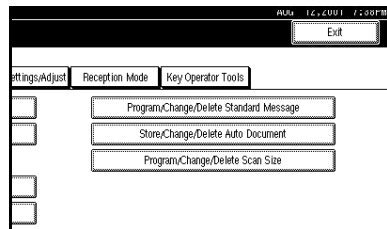
The receiver name is shown on the right side of **[Receiver]**.

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

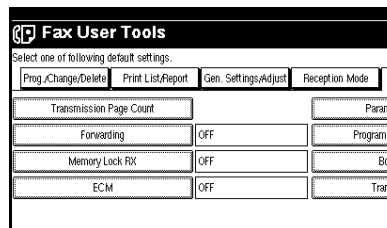
The initial display is shown.

Deleting a Forwarding Station**1** Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

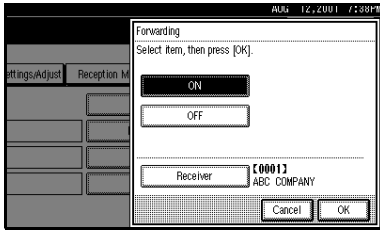
The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.

The Key Operator Tools menu is shown.

4 Select **[Forwarding]**.**Note**

- ☐ If "Forwarding" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Press [OFF].**6** Press [OK].**7** Press the [User Tools/Counter] key.

The initial display is shown.

Forwarding Mark

You can print a Forwarding Mark on the receiver's messages which have been forwarded.

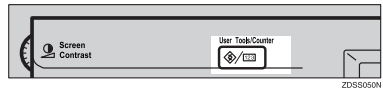
The receiver is easy to distinguish from forwarding paper and usual receptions.

You can specify whether or not to print a Forwarding Mark with P.136 "Changing the User Parameters" (Switch02, Bit0). The default setting is on.

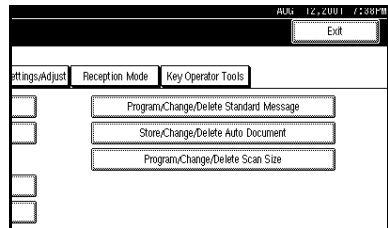
Memory Lock

When you switch Memory Lock on, received messages are stored in memory and are not printed automatically. When a message is received in the Memory Lock mode, the Confidential File indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents an unauthorized person from seeing the message.

To use Memory Lock, program the Memory Lock ID and switch it on.

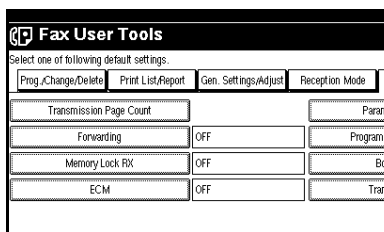
1 Press the [User Tools/Counter] key.**2** Press [Facsimile Features].

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].

The Key Operator Tools menu is shown.

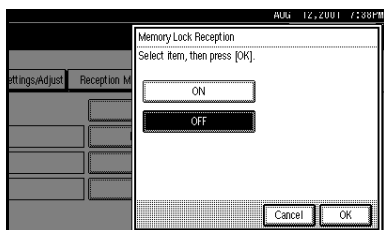
4 Select [Memory Lock RX].



Note

- ☐ If "Memory Lock RX" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Select [ON] or [OFF].



6 Press [OK].

Note

- ☐ To cancel this setting, press [**Cancel**] and the display will return to step 4.

7 Press the [User Tools/Counter] key.

The initial display is shown.

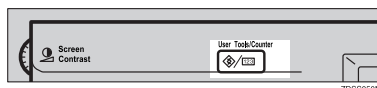
ECM

If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. By default, ECM is turned on, but you can change this with the following procedure.

Limitation

- ☐ If you turn ECM off, you cannot use the following features:
 - JBIG Transmission
 - Super G3 Communication

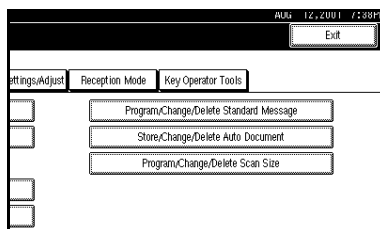
1 Press the [User Tools/Counter] key.



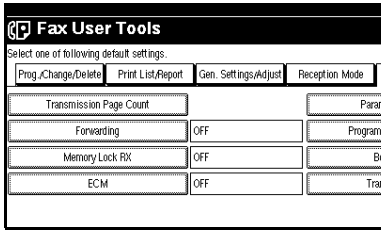
2 Press [Facsimile Features].

The Facsimile User Tools menu is shown.

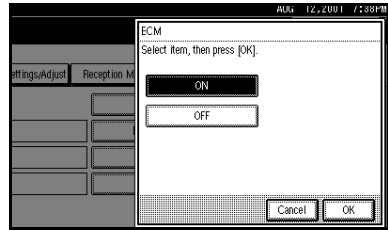
3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

4 Select [ECM].**Note**

- ☐ If "ECM" is not shown, press [▲ Prev.] or [▼ Next].

5 Select [ON] or [OFF].**6** Press [OK].**Note**

- ☐ To cancel this setting, press [Cancel] and the display will return to step 4.

7 Press the [User Tools/Counter] key.
The initial display is shown.

Changing the User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

8

Preparation

Access to some User Parameter Settings requires the installation of optional equipment or that other settings be made beforehand.

Switches and Bits

User Parameters are divided into Switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Switch 02	0	0	1	1	1	0	1	1
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

User Parameter List

The User Parameter switches are outlined below.

_ : Default Settings

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	<u>On</u>
	3	TSI Print	<u>Off</u>	On
	5	CIL Print	Off	<u>On</u>
	6	TID Print	<u>Off</u>	On
03	0	Automatic printing of the Memory TX Result Report	Off	<u>On</u>
	2	Automatic printing of the Memory Storage Report	<u>Off</u>	On
	3	Automatic printing of the Polling RX Reserve Report	<u>Off</u>	On
	4	Automatic printing of the Polling RX Result Report	Off	<u>On</u>
	5	Automatic printing of the Immediate TX Result Report	Off	<u>On</u>
	6	Automatic printing of the Polling TX Clear Report	Off	<u>On</u>
	7	Automatic printing of the Journal	Off	<u>On</u>
04	0	Automatic printing of the Confidential File Report	Off	<u>On</u>
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	<u>On</u>

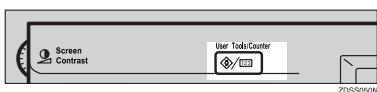
Switch	Bit	Item	0	1
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine can not print (Substitute reception during printer error) 00: Enabled unconditionally (Free), 01: Enabled for Own Name/Own Fax Number is received, 10: Enabled for Polling ID match, 11: Disabled (Reception off)		
	5	Just Size Printing	<u>Off</u>	On
	7	Empty cassette alert (Paper Empty Warning indication)	<u>Off</u>	On
06	6	First page scanned for book originals	From the left page	<u>From the right page</u>
07	2	Parallel Memory Transmission	Off	<u>On</u>
08	2	Authorized Reception type	<u>Only receive from specified senders</u>	Receive all messages except those from specified senders
10	1	Combine 2 Originals	<u>Off</u>	On
	3	Page Reduction when printing	<u>Off</u>	On
11	1	Send PB/UUI to ISDN	UUI	<u>PB</u>
	6	Local Print when Forwarding	Off	<u>On</u>
	7	Polling file after sending (Polling transmission standby time)	<u>Delete (Use Once)</u>	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (Off)	<u>When turning on the Operation switch (On)</u>
	1	Long Document Transmission (Well Log)	<u>Off</u>	On
	2	Batch Transmission	Off	<u>On</u>
	3	Reset when function changed	<u>Off</u>	On
	7	System Parameter List TX	<u>Off</u>	On

Switch	Bit	Item	0	1
17	2	Whether you need to press Add after entering a Quick Dial/Group Dial when broadcasting	<u>Not Necessary</u>	Necessary
	7	Receive messages by pressing the [Start] key when originals are not set.	Off (The machine does not receive messages by pressing the [Start] key.)	<u>On</u> (The machine receives messages by pressing the [Start] key.)
18	0	Print data with Fax Header	Off	<u>On</u>
	1	Print transmitter origin with Fax Header	Off	<u>On</u>
	2	Print file number with Fax Header	Off	<u>On</u>
	3	Print page number with Fax Header	Off	<u>On</u>
19	0	Use paper delivery shift function (Offset Print)	Off	<u>On</u>
	1	Sort Journal by line Type	<u>Off</u>	On
20	0	Automatic printing of the PC FAX error report	Off	<u>On</u>
	1	Reprint the documents that fail to print from PC FAX driver	<u>Off</u>	On
	5, 4, 3, 2	Store documents in memory that could not be printed from PC FAX driver 0000: 0 minute / 0001: 1 minutes / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / <u>0101: 5 minutes</u> / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
24	1, 0	Store a message in memory that could not be transmitted <u>00: Off</u> , 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	<u>Off</u>	On

Changing the User Parameters

- We recommend that you print the User Parameter list and keep it when you program or change a user parameter. ⇒ P.141 "Printing the User Parameter list"
- Do not change any bit switches other than those shown on the previous pages.

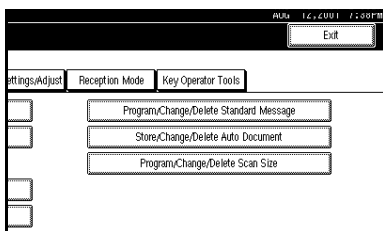
- 1 Press the **[User Tools/Counter]** key.



- 2 Press **[Facsimile Features]**.

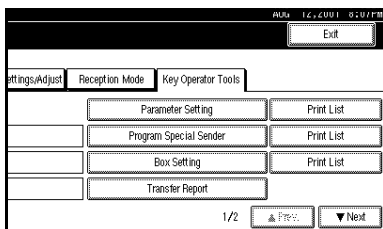
The Facsimile User Tools menu is shown.

- 3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

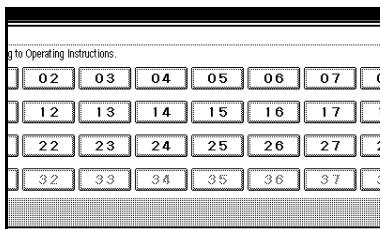
- 4 Select **[Parameter Setting]**.



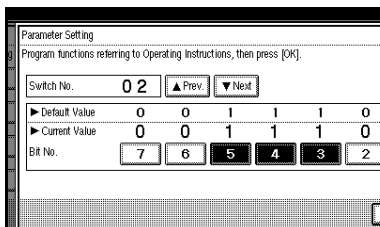
Note

- If "Parameter Setting" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5 Select the same Switch number you want to change.



- 6 Select the same Bit number you want to change.



When the Bit number is pressed, the current value switches between 1 and 0.

Note

- Repeat from step 6 to change another Bit number of the same Switch.

- 7 Press **[OK]**.

To cancel these settings, press **[Cancel]** and the display will return to step 5.

- 8 Repeat step 5 and 6 to change the Switch settings.

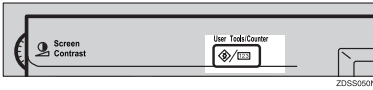
- 9 After all the settings are finished, press **[Exit]**.

- 10 Press the **[User Tools/Counter]** key.
The initial display is shown.

Printing the User Parameter list

Print this list to see the current User Parameter settings.

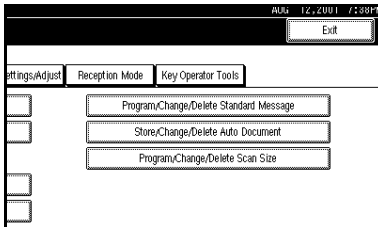
- 1** Press the **[User Tools/Counter]** key.



- 2** Press **[Facsimile Features]**.

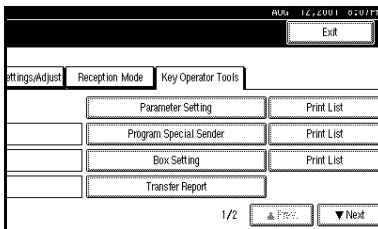
The Facsimile User Tools menu is shown.

- 3** Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

- 4** Press **[Print List]** just to the right side of **[Parameter Setting]**.



Note

- ❑ If "Parameter Setting" is not shown, press **[▲ Prev.]** or **[▼ Next.]**.

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

To cancel print a list, press **[Cancel]** and the display will return to step **4**.

- 6** Press the **[User Tools/Counter]** key.
The initial display is shown.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following feature for each receiver.

Use the Own Name or Own Fax Number to program your receivers. If the receiver has the same machine makes, program a Own Name that is already programed as a receiver. If the machine is not the same makes, use Own Fax Number. To transmit with G4, program the G4 destination information. You can also set the feature for all programed receivers. For convenience, you can specify a feature for all programed receivers when most of your receivers have the same settings, and specify in the Special Sender registration only the Special Senders that you wish to have a feature changed for.

The following items can be programed.

- Special Senders (Up to 30. A maximum of 50 when optional the Fax Function Upgrade Unit is installed. A maximum of 20 characters for each name when using G3, and a maximum of 24 characters for each name when using G4.)

- Full/Partial agreement

When you program Own Names or Facsimile Names for multiple destinations, you can program a sequence of characters common to these identifications as a Full agreement instead of programing every identification.

If a destination has a Own Name or Own Fax Number containing a Partial agreement, the machine determines if the destination matches a programed destination.

◆ Using a Full agreement

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

◆ Using a Partial agreement

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

● Limitation

- ☐ You can program up to 30 wild cards.

✎ Note

- ☐ Compare identifications by neglecting spaces.
- ☐ You can use wild cards for the following functions:
 - ⇒ P.144 *"programming/Changing Special Senders"*
 - ⇒ P.145 *"Authorized RX"*
 - ⇒ P.145 *"Forwarding"*

● Limitation

- ☐ You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed in their fax machines.
- ☐ The machine cannot discriminate between Polling Reception and Free Polling documents from Special Senders.

✎ Note

- ☐ You can program up to 24 characters for the sender.
- ☐ You can check Own Name and Own Fax Number with Journal. You can check programmed Special Senders with specified sender list. ⇒ P.150 *"Printing the Special Sender List"*
- ☐ If you select "OFF" for the Special Sender function in "Initial Set Up", the settings follow the "Reception Mode" settings.

◆ Authorized Reception

Use this feature to limit incoming senders. The machine only receives the faxes from programmed Special Senders, and therefore, it would help you screen out unwanted messages, such as junk mail, and save you from wasting fax paper.

✎ Note

- ☐ To use this feature, program the Special Senders, and then select "ON" in "Authorized RX" with "Reception Mode". ⇒ P.126 *"Reception Mode"* The factory default is set to "OFF". ⇒ P.136 *"Changing the User Parameters"* (Switch08, Bit2)
- ☐ Without the registration of Special Senders, the Authorized RX function will not work even if you select "ON".
- ☐ You can select whether to receive only from programmed senders or receive only from senders other than the ones programmed with "User Parameter". The factory default is set to "Only receive from specified senders". ⇒ P.136 *"Changing the User Parameters"* (Switch08, Bit2)
- ☐ If you select "OFF" for Authorized RX in "Initial Set Up", the settings follows the "Reception Mode" settings.

◆ Forwarding

Use this feature to output the received originals, and then transfer them to the senders which are programmed beforehand. Registration of a place outside your company as the other end will enable you to see your reception there.

To discriminate between the other ends, depends on the incoming sender, such as transferring originals only received from programmed senders (special senders), you have to program the sender with a transfer end.

Note

- ☐ To use this feature, program your Special Senders, and then select "ON" in "Forwarding" that is in "Reception Mode". The factory default is set to "OFF". ⇒ P.126 *"Reception Mode"*
- ☐ If you specify "ON" in "Forwarding" and select "Same as basic settings", the fax message will be forwarded to the other ends programmed in "Specify end Receiver". ⇒ P.132 *"Forwarding"*
- ☐ If you do not program any Special Senders, the machine transfers all incoming documents to the other end that is specified in "Specify end Receiver".

◆ RX File Print Qty

Use this feature to only print the number of specified documents copies received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the number of specified documents copies received from all senders.

Limitation

- ☐ You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.

Note

- ☐ You can specify 1 to 10 copies.

◆ Print 2 Sided

Use this feature to print on both sides of the paper.

Limitation

- ☐ Optional duplex unit is required for using this feature.
- ☐ If you select bypass tray in the "Paper Tray", duplex printing is disabled.

◆ Memory Lock

Use this feature to store incoming documents from programmed senders (special senders) on memory without outputting them. Persons who do not know the Memory Lock ID cannot output, and therefore this feature is useful for receiving confidential documents. If you do not program any senders, the machine receives the fax message from all senders using Memory Lock reception.

Reference

⇒ P.164 *"Programming a Memory Lock ID"*

Limitation

- ☐ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

◆ RX Reverse Printing

Use this feature to print the pages in reverse order. ⇒ P.85 *"Reverse Order Printing"*

◆ Paper Tray

Use this feature to output the documents received from programmed senders (special senders) and the documents from other senders on different types of paper.

For example, if you supply blue paper in tray 1 and white paper in tray 2, the machine outputs the documents from special senders on the blue paper and outputs the documents from other senders on the white paper, making it easy for you to discriminate between the two.

If you do not program any special senders, the machine outputs the documents received from all senders using default paper tray.

● Limitation

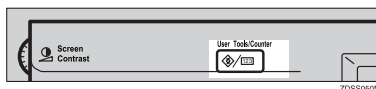
- ☐ During polling reception and free polling, you cannot select the paper tray.

✎ Note

- ☐ If the machine receives a message that is a different size from the paper that is in the specified tray, the machine prints the message after splitting it or minimizing its size. ⇒ P.85 "Page Separation and Length Reduction (Not Available in Some Countries)"
- ☐ Selection of the bypass tray (optional) enables you to specify the paper size in "Scan Area". The factory default is set to "Auto detect".

programming/Changing Special Senders

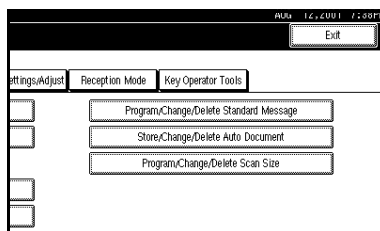
1 Press the **[User Tools/Counter]** key.



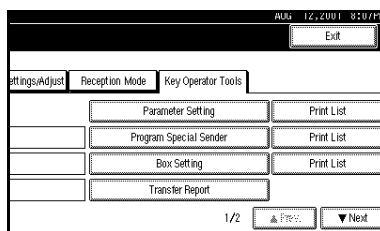
2 Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.



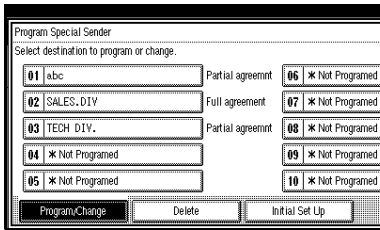
4 Select **[Program Special Sender]**.



✎ Note

- ☐ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Select destination to program



If you program a new destination, press ***Not Programmed**.

6 Enter a destination.

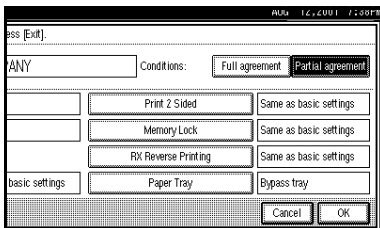
Enter a destination using Own Name or Own Fax Number.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

7 Press [OK].

8 If you program "Partial agreement" in condition, press [Partial agreement].



9 Select the item you want to program.

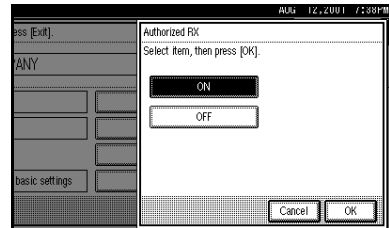
Note

- ☐ You must select only the item you want to program.
- ☐ If you select **[Same as basic settings]**, the settings will be the same as **[Reception Mode]**, **[Forwarding]** and **[Memory Lock]**.
- ☐ To cancel these settings, press **[Cancel]** and the display will return to step 6.

Authorized RX

1 Press [Authorized RX].

2 Select [ON] or [OFF].

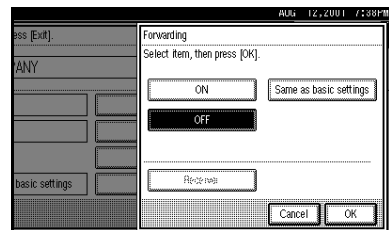


3 Press [OK].

Forwarding

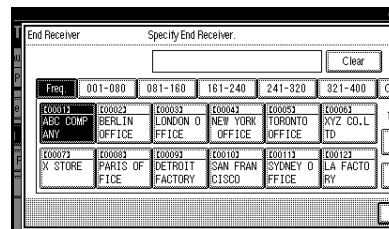
1 Press [Forwarding].

2 Select [ON] or [OFF].



If you select **[No]**, go to step 4.

3 Specify an end receiver.

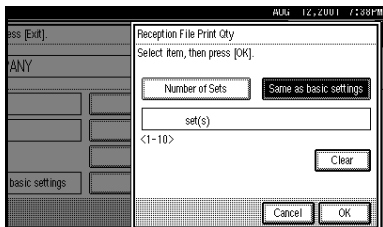


4 Press [OK].

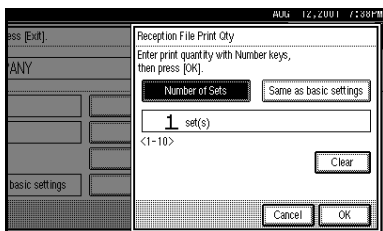
If you select **[Yes]**, the name of the end receiver is shown on the right of "Receiver:".

Reception File Print Qty

- 1 Press [Reception File Print Qty].
- 2 Select [Number of Sets].



- 3 Enter the print quantity with the number keys.



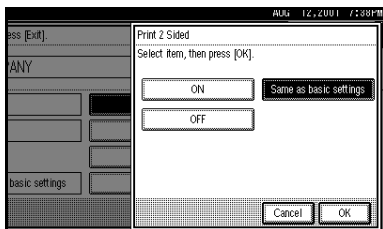
Note

- If you make a mistake, press [Clear] and try again.

- 4 Press [OK].

Print 2 Sided

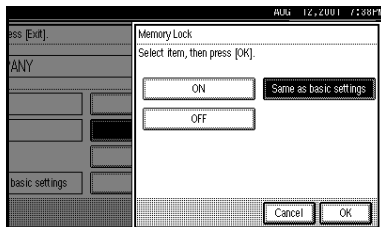
- 1 Press [Print 2 Sided].
- 2 Select [ON] or [OFF].



- 3 Press [OK].

Memory Lock

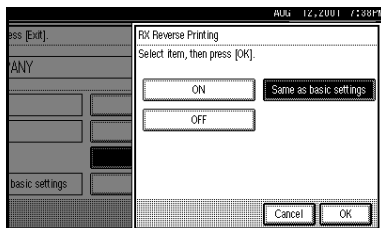
- 1 Press [Memory Lock].
- 2 Select [ON] or [OFF].



- 3 Press [OK].

RX Reverse Printing

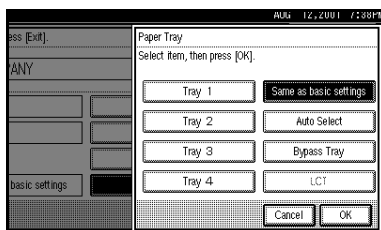
- 1 Press [RX Reverse Printing].
- 2 Select [ON] or [OFF].



- 3 Press [OK].

Paper Tray

- 1 Press [Paper Tray].
- 2 Select a tray you want to use.



You can select [Tray 1], [Tray 2], [Tray 3], [Tray 4], [Bypass tray] or [Auto Select].

- 3 Press [OK].

10 Press [OK].

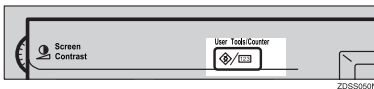
A Special Sender has been programmed.

11 Press [Exit].**12** Press [User Tools/Counter].

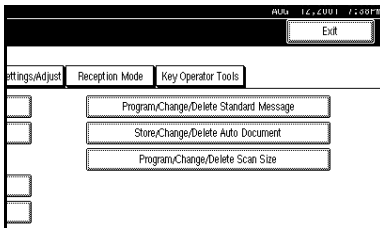
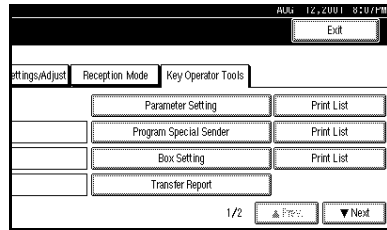
The initial display is shown.

Programming "Initial Set UP" of a Special Sender

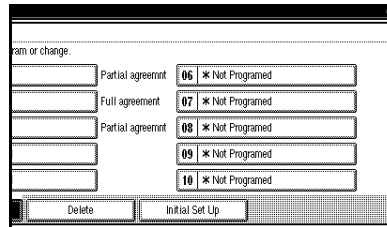
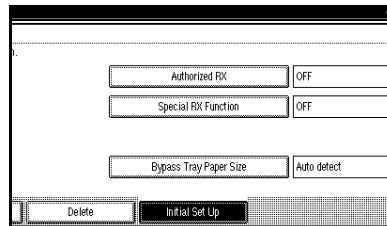
Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

1 Press the [User Tools/Counter] key.**2** Press [Facsimile Features].

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].**4** Select [Program Special Sender].**Note**

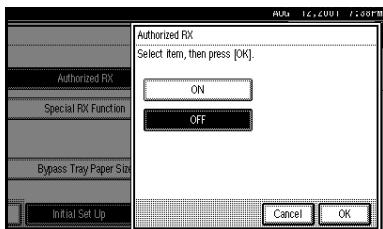
- If "Program Special Sender" is not shown, press [▲ Prev.] or [▼ Next].

5 Press [Initial Set Up].**6** Select a function you want to program.

In this feature, "Authorized RX" follows the same settings as "Reception Mode". ⇒ P.126 "Reception Mode"

Programing "Authorized RX" and "Special RX Function"

① Press [ON] or [OFF].

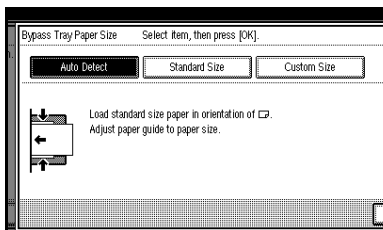


The illustration shows the "Authorized RX" display as a sample.

② Press [OK].

Programing "Bypass Tray Paper Size"

① Select [Auto detect], [Standard Size] or [Custom Size] you want to program.



Note

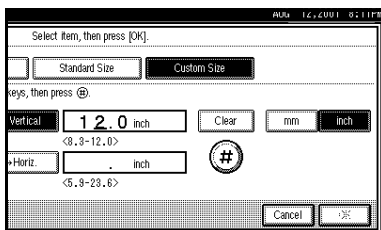
- ☐ If you select **[Auto detect]**, the machine shows a paper size automatically.
- ☐ If you select **[Standard Size]**, select a paper size displayed, and then go to step ②.
- ☐ If you select **[Custom Size]**, go to step ②.

② Make sure that [Vertical] is selected.

Note

- ☐ If "Vertical" is not selected, press **[Vertical]**.

③ Enter a vertical size of paper with the number keys.



Note

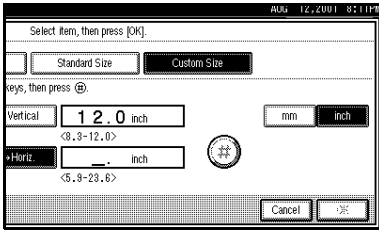
- ☐ You can specify a vertical size of paper from 209mm (8.2 inch) to 305mm (12.0 inch). You cannot enter a size smaller than 208, and larger than 305. ⇒ P.90 "Having Incoming Messages Printed on Paper from the Bypass Tray"
- ☐ Each time you press **[mm]** or **[inch]**, the units change between "millimeter" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

④ Press [#].

The programed size is shown.

⑤ Press [Horiz.].

6 Enter a horizontal size of paper with the number keys.



Note

- ☐ You can specify a horizontal size of paper from 148mm (5.8 inch) to 600mm (23.6 inch). You cannot enter a size smaller than 148, and larger than 600. ⇒ P.90 "Having Incoming Messages Printed on Paper from the Bypass Tray"
- ☐ Each time you press **[mm]** or **[inch]**, the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing **[mm]** or **[inch]**, the length is converted automatically according to the unit (fractions are rounded off).

7 Press **[#].**

8 Press **[OK].**

7 Press **[Exit].**

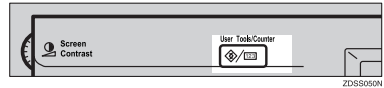
8 Press the **[User Tools/Counter] key.**

The initial display is shown.

Deleting a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. And the Bypass Tray Paper Size can be specified.

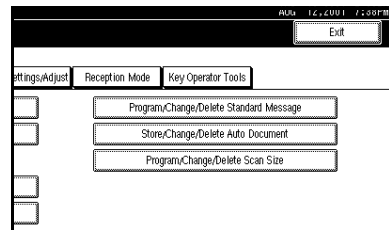
1 Press the **[User Tools/Counter] key.**



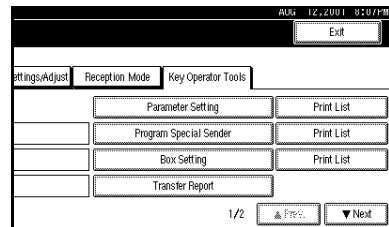
2 Press **[Facsimile Features].**

The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools].**

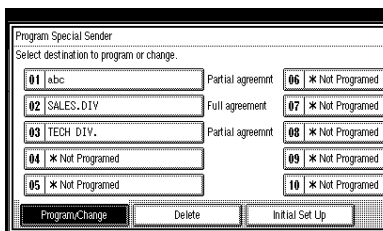
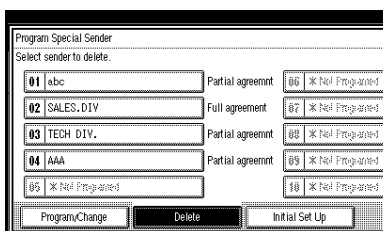


4 Select **[Program Special Sender].**



Note

- ☐ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Press **[Delete]**.**6** Select a Special Sender you want to delete.**7** Press **[Delete]**.

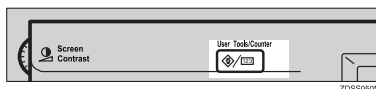
A Special Sender is deleted and "✖Not Programed" is shown.

8**Note**

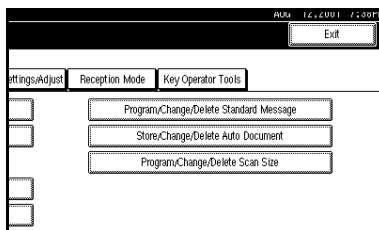
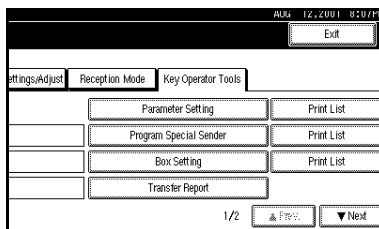
- ☐ To cancel deleting a special sender, press **[Do not Delete]** and the display will return to step **6**.

8 Press **[Exit]**.**9** Press the **[User Tools/Counter]** key.

The initial display is shown.

Printing the Special Sender List**1** Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.**4** Press **[Print List]** next to "Program Special Sender".**Note**

- ☐ If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

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

After printing a list, the display will return to step **4**.

Note

- ☐ To cancel printing a list, press **[Cancel]** and the display will return to step **4**.

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

The initial display is shown.

Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For detail about how to set up these functions, see the following.

⇒ P.151 *"Programming/Editing Personal Boxes"*

⇒ P.154 *"Programming/Editing Information Boxes"*

⇒ P.157 *"Programming/Editing Transfer Boxes"*

For detail about how to print out and delete messages stored in boxes, see the following.

⇒ P.34 *"Personal Boxes"*

⇒ P.36 *"Information Boxes"*

Note

- ☐ The combined total of items that can be stored with the Personal Box, Information Box and Transfer Box features is 150. Installing the optional Fax Function Upgrade Unit increases this capacity to 400 items.
- ☐ SUB and SEP Codes can be up to 20 digits long and contain, spaces, pound signs (#), and asterisks (*).

Programming/Editing Personal Boxes

This section describes how to program Personal Boxes.

You can store the following items:

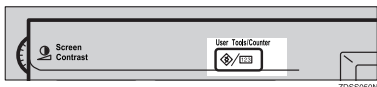
- SUB Code (required)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- Box Name (required)
Up to 20 characters long.
- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- Receiver (optional)
You can program one delivery destination for each Personal Box. Specify the Quick Dial or Speed Dial the delivery destination is stored in.

Note

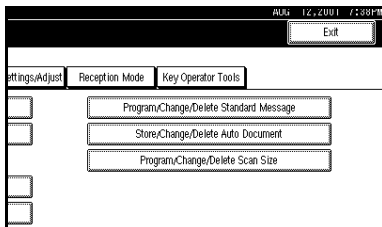
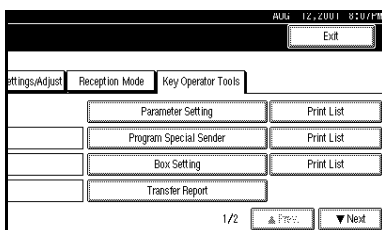
- ☐ The Fax Header is not printed on delivered messages.
- ☐ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- ☐ You can edit boxes in the same way as programming them. However, to change the SUB Code itself, you must delete it, and then program a new SUB Code.

Reference

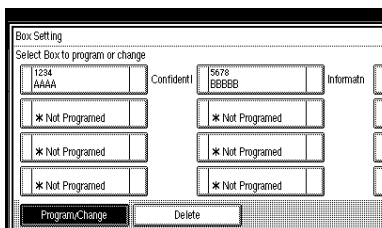
⇒ P.34 *"Personal Boxes"*

1 Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.**4** Select **[Box Setting]**.

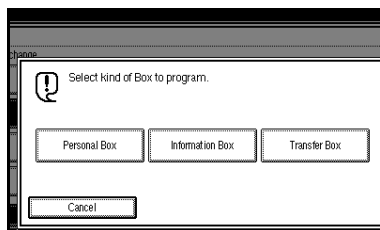
The "Box Setting" menu is shown.

5 Select a box to program.

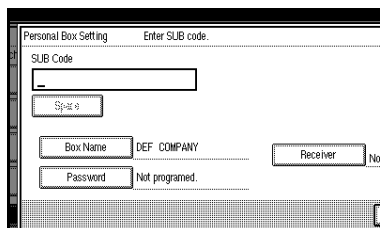
If you program a new box, press **"*Not Programed"**.

Note

- ☐ If you change a box already programmed, press it and go to step **9**.
- ☐ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 Press **[Personal Box]**.**7** Enter a Box Name.**Reference**

⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 Press **[OK]**.**9** Enter a Box Code.**Note**

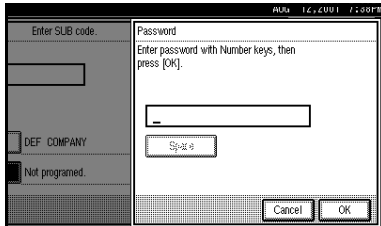
- ☐ To change the Box Code, press the **[Clear/Stop]** key or **[Clear]** and try again. To change Box Name, press **[Box Name]** and repeat step **7**.
- ☐ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

10 Specify any settings you require.

If you do not program **[Password]** or **[Receiver]**, go to step 11.

Programing a Password

- 1 Press [Password].**
- 2 Enter a password.**

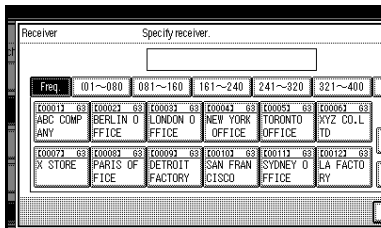
**Note**

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

- 3 Press [OK].**

Programing a Receiver

- 1 Press [Receiver].**
- 2 Select a destination with the Quick Dial Table.**

**Note**

- ☐ If the desired destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 3 Press [OK].**

- 11 Press [OK].**

A box mode is shown next to box.

- 12 Press [Exit].**

- 13 Press the [User Tools/Counter] key.**
The initial display is shown.

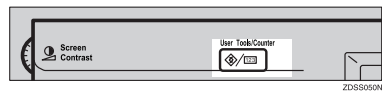
Deleting Personal Boxes

This section describes how to delete Personal Boxes.

Limitation

- ☐ If the messages are programed in the box, you cannot delete it.

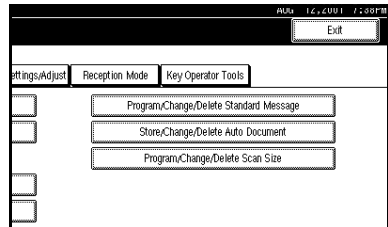
- 1 Press the [User Tools/Counter] key.**



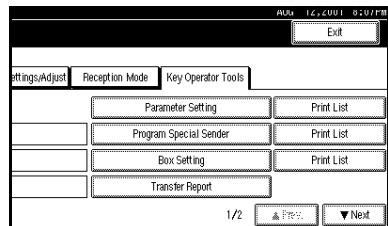
- 2 Press [Facsimile Features].**

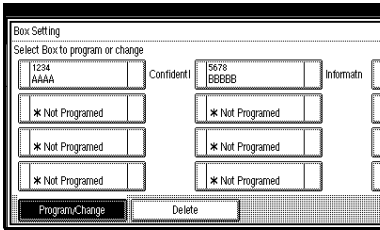
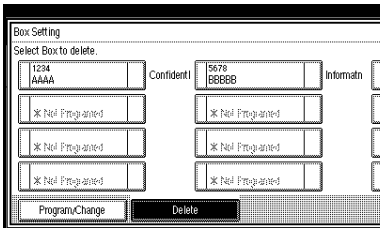
The Facsimile User Tools menu is shown.

- 3 Select [Key Operator Tools].**



- 4 Select [Box Setting].**



5 Press **[Delete]**.**6** Select a box you want to delete.**Note**

- If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

7 Press **[Delete]**.

A box is deleted and "***Not Programmed**" is shown.

Note

- To cancel deleting a Special Sender, press **[Do not Delete]** and the display will return to step **6**.

8 Press **[Exit]**.**9** Press the **[User Tools/Counter]** key.

The initial display is shown.

Programming/Editing Information Boxes

This section describes how to set up an Information Box.

You can store the following items:

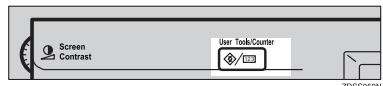
- **SEP Code (required)**
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- **Password (optional)**
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- **Box Name (required)**
Up to 20 characters long.

Note

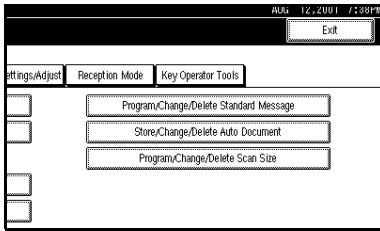
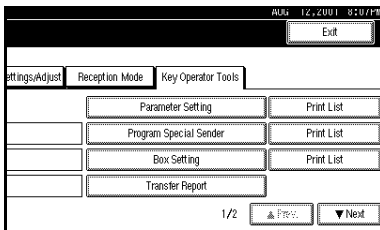
- You can edit boxes in the same way as programming them. However, to change the SEP Code itself, you must delete it, and then program a new SEP Code.

Reference

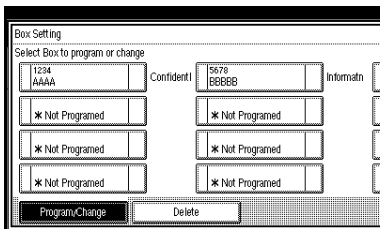
P.38 "Printing Information Box Messages"

1 Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

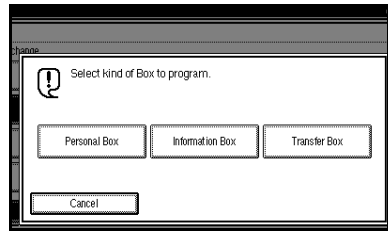
The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].**4** Select [Box Setting].**5** Select a box to program.

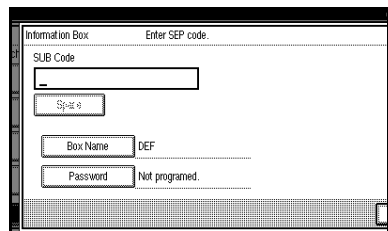
If you program a new box, press "***Not Programed**".

**Note**

- ☐ If you change a box already programmed, press it and go to step 9.
- ☐ If the desired box is not shown, press [▲ Prev.] or [▼ Next].

6 Press [Information Box].**7** Enter a Box Name.**Reference**

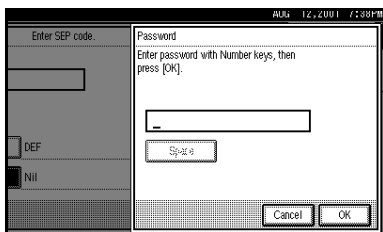
⇒ Chapter 3, "Entering" Text in the Basic Features manual

8 Press [OK].**9** Enter a Box Code.**Note**

- ☐ To change Box Code, press the [Clear/Stop] key or [Clear] and try again. To change Box Name, press [Box Name] and repeat step 7.
- ☐ If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.

10 Press [Password].**Note**

- ☐ If you do not program a password, go to step 10.

11 Enter a password.**Note**

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

12 Press [OK].**13 Press [OK].**

A box mode is shown next to box.

14 Press [Exit].**15 Press the [User Tools/Counter] key.**

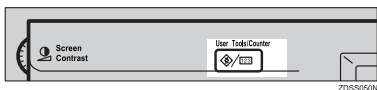
The initial display is shown.

Deleting Information Boxes

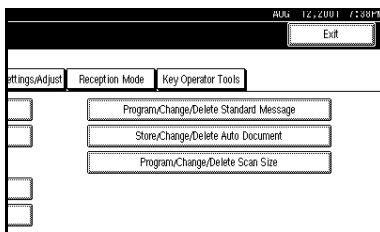
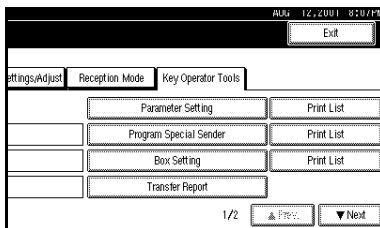
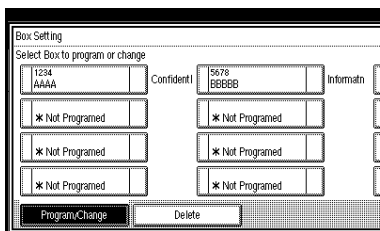
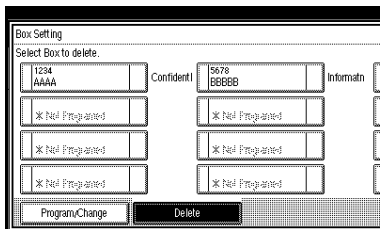
This section describes how to delete Information Boxes.

Limitation

- If the messages are programed in the Information Box, you cannot delete them.

1 Press the [User Tools/Counter] key.**2 Press [Facsimile Features].**

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].**4 Select [Box Setting].****5 Press [Delete].****6 Select a box you want to delete.****Note**

- If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

7 Press [Delete].

The box is deleted and "✖Not Programed" is shown.

Note

- ❑ To cancel deleting a special sender, press **[Do not Delete]** and the display will return to step 6.

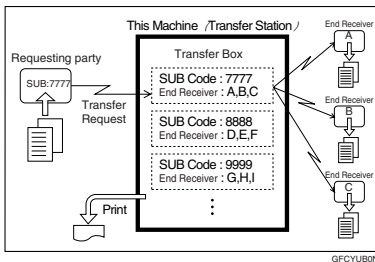
8 Press [Exit].**9 Press the [User Tools/Counter] key.**

The initial display is shown.

Programing/Editing Transfer Boxes

This feature turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programed as a Transfer Box are received, and then relayed to the programed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on communication costs when sending to remote destinations.

**Note**

- ❑ Inform the requesting party of the SUB Code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. If a password is also programed, inform them of this too and ask them to enter it for the SID Code.

You can store the following items:

- SUB (required)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- Box 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).
- Receiving Station (required)
You can store 5 receiving stations (destinations to which messages will be forwarded) for each box. Specify receiving stations with Quick Dials or Groups assigned to Quick Dials that have been programed beforehand.

Limitation

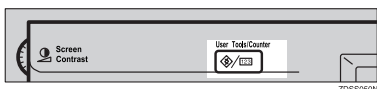
- ❑ After messages are transferred, a Transfer Result Report is not sent back to the sender.

Note

- ❑ 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.
- ☐ When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place.
- ☐ You can edit boxes in the same way as programming them. However, to change the SUB Code itself, you must delete it, and then program a new SUB Code.
- ☐ You can edit boxes in the same way as programming them.

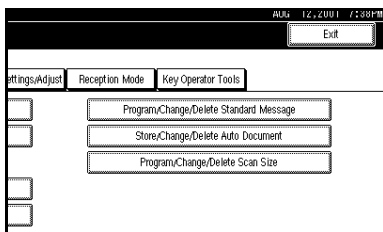
1 Press the **[User Tools/Counter]** key.



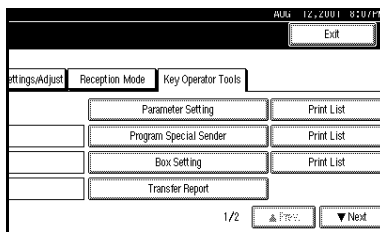
2 Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

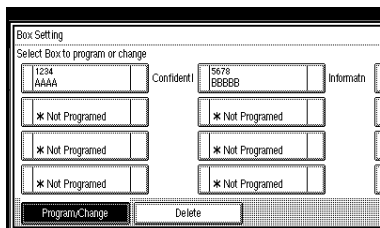
3 Select **[Key Operator Tools]**.



4 Select **[Box Setting]**.



5 Select a box to program.

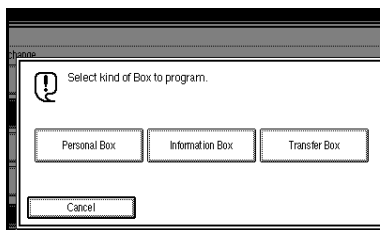


If you program a new box, press **"*Not Programed"**.

Note

- ☐ If you change a box already programmed, press it and go to step 9.
- ☐ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 Press **[Transfer Box]**.



7 Enter a Box Name.

Reference

⇒ Chapter 3, "Entering Text" in the Basic Features manual

8 Press **[OK]**.

9 Enter a Box Code.

Note

- ☐ To change Box Code, press the **[Clear/Stop]** key or **[Clear]** and try again. To change Box Name, press **[Box Name]** and repeat step **7**.
- ☐ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

10 Specify the condition of registration.

Programing Receiving Stations

1 Select Receiving Station

You can store 5 receiving stations.

2 Specify receiving stations with Quick Dials.

Note

- ☐ You can also specify receiving stations with Group Dials.
- ☐ If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

3 Press **[OK]**.

Repeat from step 1 to specify another receiving station.

Programing a Password

If you do not program a password, go to step **11**.

1 Press **[Password]**.

2 Enter a password

Note

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

3 Press **[OK]**.

11 Press **[OK]**.

A box mode is shown next to box.

12 Press the **[User Tools/Counter]** key.

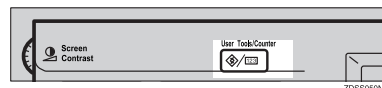
The initial display is shown.

Deleting Transfer Boxes

Limitation

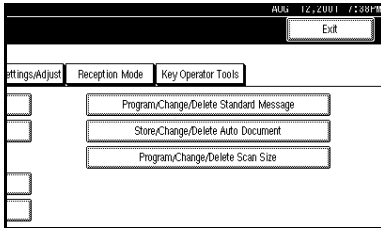
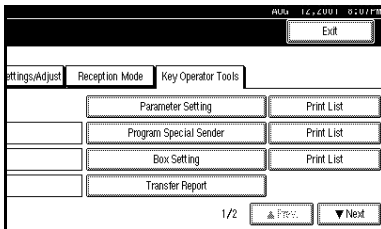
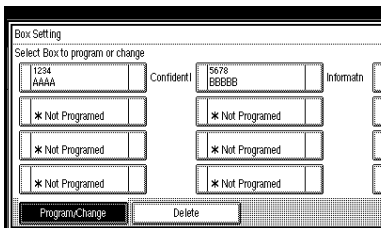
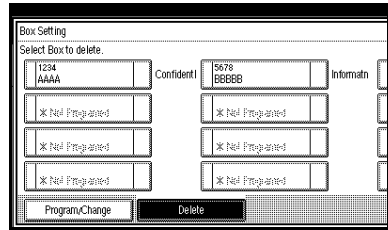
- ☐ If the specified SUB Code is not programed as a Transfer Box, or the messages of the box are programed, you cannot delete it.

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



2 Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.**4** Select **[Box Setting]**.**5** Press **[Delete]**.**6** Select a box you want to delete.**Note**

- If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

7 Press **[Delete]**.

A box is deleted and "***Not Pro-**gramed" is shown.

Note

- To cancel deleting a special sender, press **[Do not Delete]** and the display will return to step **6**.

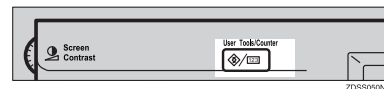
8 Press **[Exit]**.**9** Press the **[User Tools/Counter]** key.

The initial display is shown.

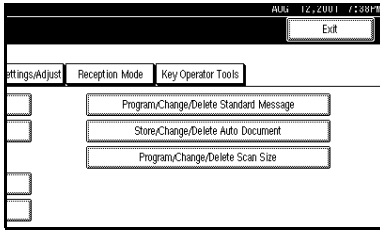
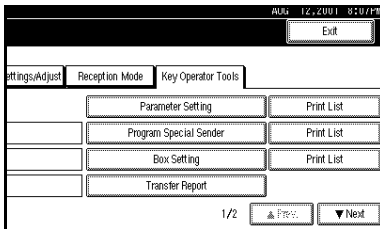
8

Printing the Box List

Follow the procedure below to print a list showing the currently programed Personal Boxes, Information Boxes and Transfer Boxes.

1 Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].**4 Press [Print List] next to "Box Setting".****Note**

- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

5 Press the [Start] key.

After printing a list, the display will return to step 4.

Note

- To cancel printing a list, press [Cancel] and the display will return to step 5.

6 Select a box you want to delete.**Note**

- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

7 Press the [User Tools/Counter] key.

The initial display is shown.

Transfer Report

For the requesting party to be able to receive Transfer Result Reports from the Transfer Station, the requesting party must program the number of the telephone line their machine is connected to in their own machine. ⇒ P.46 "Transfer Request", P.80 "ID Reception (Closed Network)"

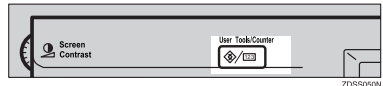
Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

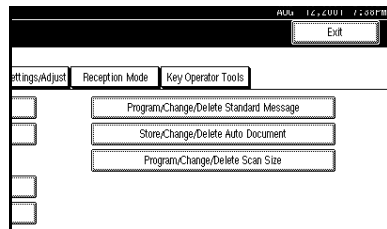
You can program the fax number for each line (G3, G4).

Note

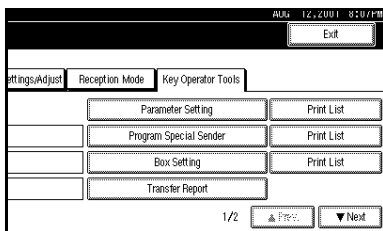
- Up to 16 digit are available for G3.
- Up to 29 digit are available for G4.
- 1212-1234567

1 Press the [User Tools/Counter] key.**2 Press [Facsimile Features].**

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].

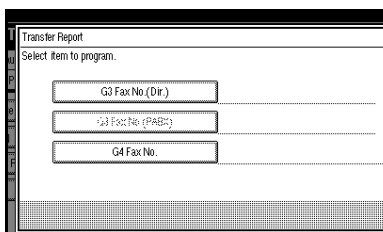
4 Select [Transfer Report].



Note

- If "Transfer Report" is not shown, press [**▲ Prev.**] or [**▼ Next**].

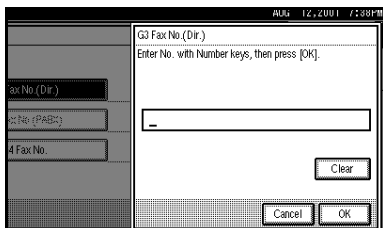
5 Specify the fax number for each line.



8

Programming a G3 Fax number

- 1 Press [**G3 Fax No.(Dir.)**].
- 2 Enter your own fax number with number keys.

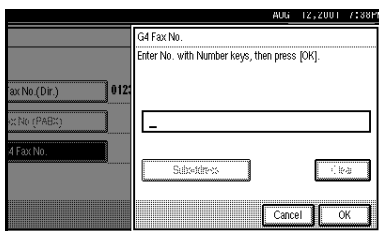


- 3 Press [**OK**].

Programming a G4 Fax number

To use this function, optional ISDN Unit is required.

- 1 Press [**G4 Fax No.**].
- 2 Enter your fax number with number keys.



- 3 Press [**OK**].
- 6 Press [**Exit**] twice.
- 7 Press the [**User Tools/Counter**] key.
The initial display is shown.

Programming a Confidential ID

Program a Confidential ID to print Confidential Reception.

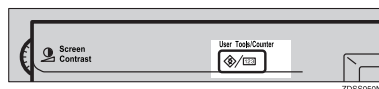
Limitation

- If you do not program the Confidential ID, you cannot receive a confidential transmission.

Note

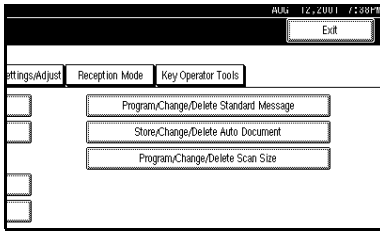
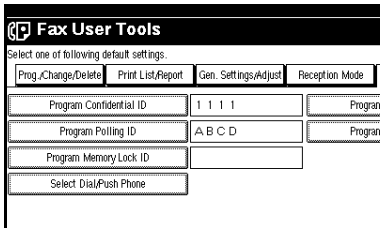
- A Confidential ID can be any four digit numeric codes except for 0000.

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

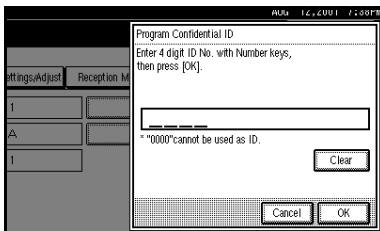


- 2 Press [**Facsimile Features**].

The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.**4** Select **[Program Confidential ID]**.**Note**

- ❑ If "Program Confidential ID" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter an ID with the number keys.

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

6 Press **[OK]**.

To cancel programming an ID, press **[Cancel]** and the display will return to step **4**

7 Press the **[User Tools/Counter]** key.

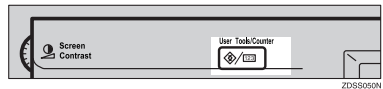
The initial display is shown.

Programming a Polling ID

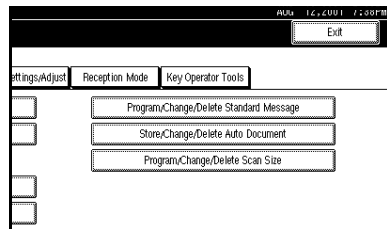
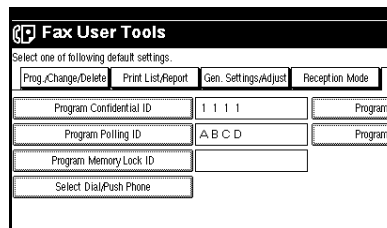
Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception and ID Reception. When you use ID Transmission, program the same ID as that programmed on the sender's machine.

Note

- ❑ A Polling ID can be any combination of digits (0-9) and letters (A-F) except for 0000 and FFFF.

1 Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

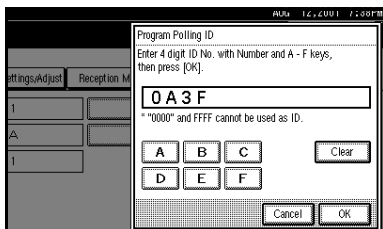
3 Select **[Key Operator Tools]**.**4** Select **[Program Polling ID]**.

Note

- If "Program Polling ID" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Enter an ID with the number keys and [A] to [F].

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

**6 Press [OK].**

To cancel programming an ID, press [**Cancel**] and the display will return to step 4.

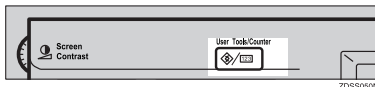
7 Press the [User Tools/Counter] key.

The initial display is shown.

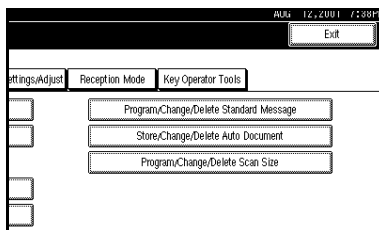
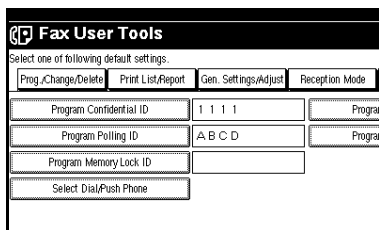
Programming a Memory Lock ID

Program a Memory Lock ID to print Memory Lock reception.

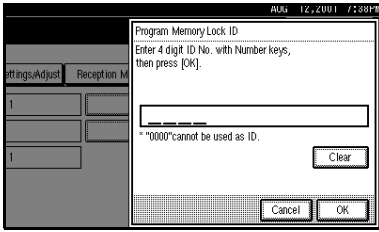
A Memory Lock ID can be any four digit numeric codes except for 0000.

1 Press the [User Tools/Counter] key.**2 Press [Facsimile Features].**

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].**4 Select [Program Memory Lock ID].****Note**

- If "Program Memory Lock ID" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Enter a ID with number keys.

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

6 Press **[OK]**.

To cancel programming an ID, press **[Cancel]** and the display will return to step 4.

7 Press the **[User Tools/Counter]** key.

The initial display is shown.

Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

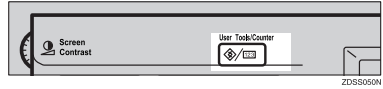
A Dial or Push line is available for selection. The factory default is set to Push Phone.

Limitation

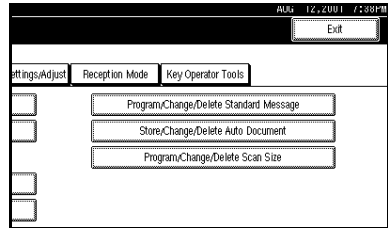
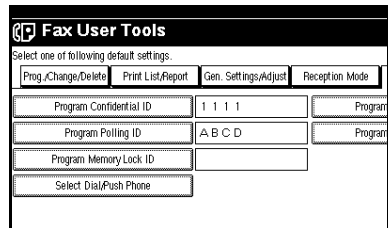
- ☐ If you are only connected to an ISDN line, this function is not available.

Note

- ☐ "G3-2" and "G3-3" is shown on the display, depending on the number of installed Extra G3 Interface Units.
- ☐ Use the same procedure to program and change this function.

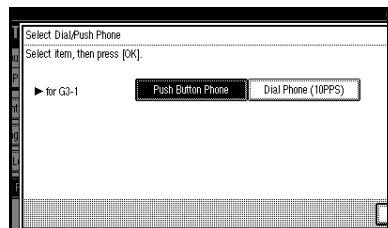
1 Press the **[User Tools/Counter]** key.**2** Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

3 Select **[Key Operator Tools]**.**4** Select **[Select Dial/Push Phone]**.

Note

- ☐ If "Select Dial/Push Phone" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Press **[Push Button Phone]** or **[Dial Phone (10PPS)]** to select line.

6 Press [OK].

7 Press [Exit].

8 Press the [User Tools/Counter] key.

The initial display is shown.

Programing ISDN G3 Line

This function must be set when you connect the machine to an ISDN G3 digital line.

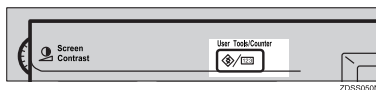
You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ P.49 "Sub-address"

Note

- ☐ Optional ISDN Unit is required.
- ☐ Program the Own Fax Number 1 as your own digital number. And Own Fax Number 2 as another digital number which occupies a single line.
- ☐ You should program the Own Fax Number 1.
- ☐ ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
- ☐ Up to four digits (0 to 9999) are available for a sub-address

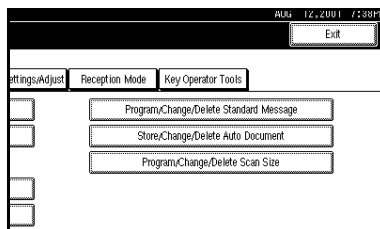
1 Press the [User Tools/Counter] key.



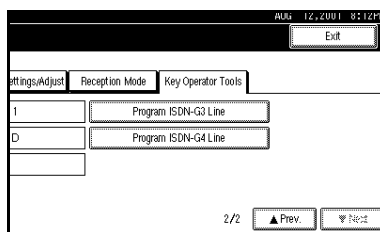
2 Press [Facsimile Features].

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].



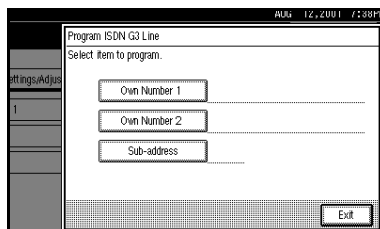
4 Select [Program ISDN-G3 Line].



Note

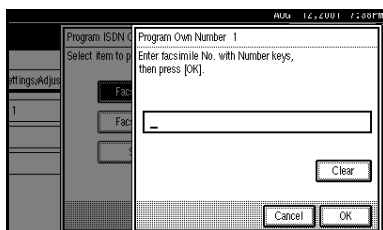
- ☐ If "Program ISDN-G3 Line" is not shown, press [▲ Prev.] or [▼ Next].

5 Select an item you want to program.



Programing Own Fax Number 1 and Own Fax Number 2

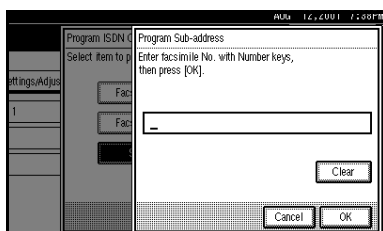
- 1 Select [Own Number 1] or [Own Number 2]
- 2 Enter your own facsimile number with the number keys.



- 3** Press [OK].

Programing a Sub-address

- 1 Select [Sub-address].
- 2 Enter a sub-address with the number keys.



- 3** Press **[OK]**.
- 6** Press **[Exit]**.
- 7** Press the **[User Tools/Counter]** key.
The initial display is shown.

Programing ISDN G4 Line

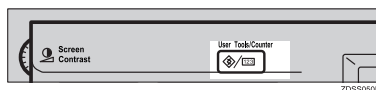
This function must be set when you connect the machine to an ISDN G4 digital line.

You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address \Rightarrow P.49 "*Sub-address*"

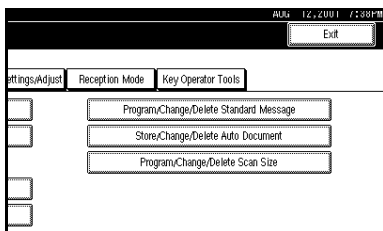
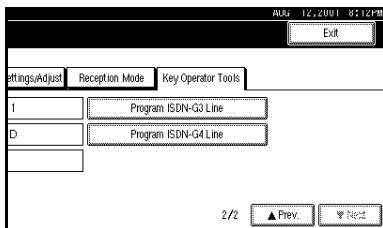
 Note

- ☐ Optional ISDN Unit is required.
 - ☐ Program the Own Fax Number 1 as your own digital number. And Own Fax Number 2 as another digital number which occupies single line.
 - ☐ You should program the Own Fax Number 1.
 - ☐ ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
 - ☐ Up to four digits (0 to 9999) are available for a sub-address
- 1** Press the **[User Tools/Counter]** key.

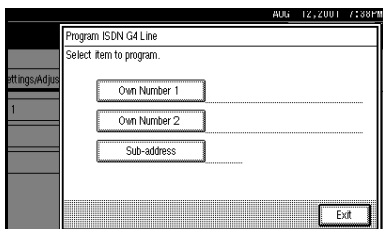


- 2** Press **[Facsimile Features]**.

The Facsimile User Tools menu is shown.

3 Select [Key Operator Tools].**4** Select [Program ISDN-G4 Line].**Note**

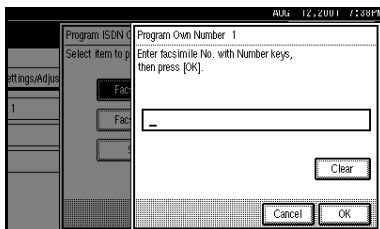
- If "Program ISDN-G4 Line" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Select an item you want to program.

Programming Own Fax Number 1 and Own Fax Number 2

- Select [**Own Fax Number 1**] or [**Own Fax Number 2**]

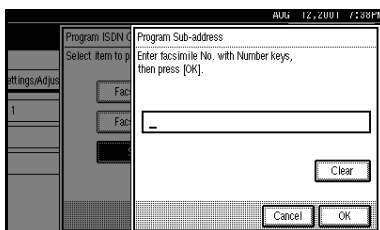
- Enter your own facsimile number with the number keys.



- Press [**OK**].

Programming a Sub-address

- Select [**Sub-address**].
- Enter a sub-address with the number keys.



- Press [**OK**].

- Press [**Exit**].

- Press the [**User Tools/Counter**] key.
The initial display is shown.

RDS (Remote Diagnostic System)

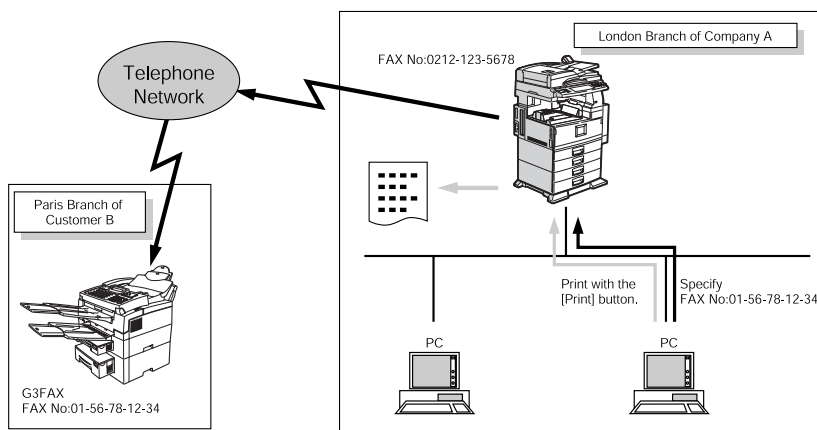
If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change User Parameter Switch 25 digits 4. ⇒ P.136 *"Changing the User Parameters"* (Switch25, Bit4)

9. PC FAX Features

The Optional Printer/Scanner Unit Type 1045 is required to use this feature.

- With a PC FAX connected to a LAN, you can use a telephone line to send a fax created using a Windows application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, LAN FAX allows PC FAX to be used for printing out documents prepared on a PC for proof checking.
- To use LAN FAX, connect PC FAX to a LAN and make the necessary settings, and then install the LAN FAX driver and related utilities on your PC.



Important

- ☐ If LAN FAX errors occur, they are not displayed on the PC.

Setting PC FAX Properties

This section describes how to make settings such as document size, resolution, and options.

Note

- ☐ If your operating system is Windows NT4.0 or Windows 2000, log on using an account that has Administrator permission.
- ☐ The dialog box appearance varies according to the Windows version. The examples shown here are from Windows 98.

1 On the **[Start]** menu, point to **[Settings]** and then **[Printers]**.

2 Click to select **[LAN-Fax M1]**, and then select **[Properties]** from the **[File]** menu.

Note

- ☐ With Windows NT, select **[Document Default]** from the **[File]** menu.

3 Click the **[Paper]** tab.

Note

- ☐ With Windows 2000, click the **[Advanced]** tab, and then click **[Printing Defaults...]**.

4 Make paper settings.

Note

- ☐ Even if you select Super Fine (400 x 400 dpi), this machine prints at 200 dpi when "Send & Print" is selected, unless you have installed the optional Fax Expansion Memory.
- ☐ The Gray Scale box does not appear in Windows NT or Windows 2000.

◆ Accessories

- ① Click **[Accessories]**.
- ② Select the appropriate check boxes.

Note

- ☐ When the optional Fax Expansion Memory is installed, select the **[Memory Extension]** check box.
- ☐ The optional ISDN Unit is required in order to use a G4 line.

- ③ Click **[OK]**.

5 Click **[OK]**.

Basic Transmission

This section describes how to send fax documents created using PC applications.

Open the application document you want to send, or create a new document, and then perform the following procedure.

1 On the **[File]** menu, click **[Print]**.

2 Click **[LAN-Fax M1]** in **[Printer Name]**, and then click **[OK]**.

 **Note**

- ☐ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M1]** for the printer.

3 Specify the destination.

You can select the destination from Address Book, or directly enter the fax number.

 **Note**

- ☐ You can select a line to use in the "Line" list box.
- ☐ If you specify the destination from Address Book, you must program destinations in advance.

4 Specify options.

If you do not want to specify options, go to step **5**.

Attaching a Cover Sheet

1 Place a check mark in the **[Attach a Cover Sheet]** checkbox.

 **Note**

- ☐ To edit this setting, click **[Cover Sheet]**. For details, see the Online Help.

Specifying Options

You can specify the following options:

- Sending at Specific Time
- User Code
- User ID
- Print Fax Header
- Document Server

1 Click **[Options]**.

2 Specify options you want to use.

 **Note**

- ☐ The User Code you specified for this machine, must be the same User Code enter.
- ☐ You cannot select a Document Server function unless the check box is selected.
- ☐ For details on specifying options, see the Help file on the PC Fax driver.

3 Click **[OK]**.

5 Click **[Send]**.

 **Note**

- ☐ Click **[Send & Print]** to print a copy of the document you send to the destination on your machine.
- ☐ Click **[Print]** to print a copy of the document you specified without sending it to the destination.

Transmission Management Using the PC FAX Driver

You can have the SmartNetMonitor for Admin/SmartNetMonitor for Client manage your transmissions using the PC FAX driver.

By using the PC FAX driver, you can refer to the following information of the documents sent using the PC FAX driver.

- User ID
- Transmission result
- Pages
- Starting time
- File number

Reference

⇒ PC FAX Online Help for more information about using the PC FAX function

Address Book

You can store and edit destinations in the Address List using Address Book.

Note

- ☐ For details, see the Online Help.

1 On the **[Start]** menu, point to **[Programs]**, and then **[Address Book]**.

2 Edit an existing destination, or store a new one.

Note

- ☐ You can divide programmed destinations into groups by clicking **[Group]**. For details, see the Online Help.
- ☐ For **[Line]**, select the appropriate line type: G3, G4, or I-G3.

◆ Storing New Destinations

- ① Enter the destination.
- ② Click **[Add]**.

◆ Editing Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Edit the data.
- ③ Click **[Update]**.

◆ Deleting Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Click **[Delete]**.
- ③ Click **[Yes]**.

3 Click **[Close]**.

4 If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click **[Yes]**.

If you do not want to save the changes and quit editing, click **[No]**.

To return to the editing screen, click **[Cancel]**.

Printing

You can print documents created using Windows applications.

Open the application document you want to print, or create a new document and perform the following procedure.

- 1** On the **[File]** menu, click **[Print]**.
- 2** Click **[LAN-Fax M1]** in **[Printer Name]**, and then click **[OK]**.

Note

- ☐ The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M1]** for the printer.

- 3** Click **[Print]**.

LAN FAX Operation Messages

Message	Causes and Recommended Actions
The number of entries in Destinations exceed the limits. Up to 30 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 100 (Up to 200 with optional Fax Function Upgrade Unit, up to 500 with optional Expansion Memory.).

10. Troubleshooting

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left you can still send fax messages.

Important

- ❑ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 communications (1000 with optional Expansion Memory installed).

Limitation

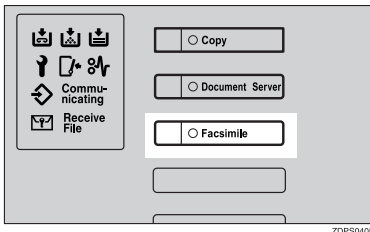
- ❑ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

2 Press [Exit].

The error display closes.

⇒ Chapter 2, "Memory Transmission" or "Immediate Transmission" in the Basic Features manual



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Note

- ❑ If the standby display is not shown, press the **[Facsimile]** key.

When Power is Turned off or Fails

Even if the **Main Power** switch is turned off, the contents of the machine's memory (programmed numbers etc.) will not be lost. However, if power is lost for about 1 hour by the **Main Power** switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If an original stored by Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it. If an Auto Document was lost, you will need to store it in memory again.

Important

- ☐ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ☐ Right after a power failure, the internal battery needs to be sufficiently re-charged to guard against future data loss. Please keep the machine plugged in and the **Main Power** switch on for about 24 hours after the power loss occurs.

11. Appendix

Replacing the Stamp Cartridge

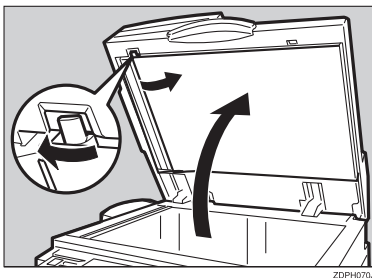
The ADF is required.

When the stamp becomes lighter, replace the cartridge.

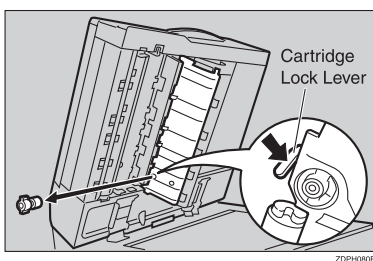
 **Note**

- ☐ Use the cartridge specified for this machine.

- 1** Lift the document feeder (ADF) and open the stamp cover.

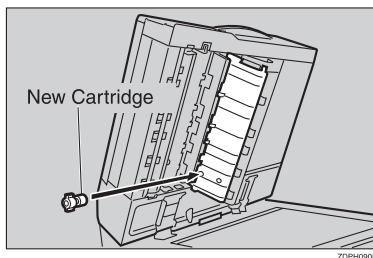


- 2** Pull out the cartridge.

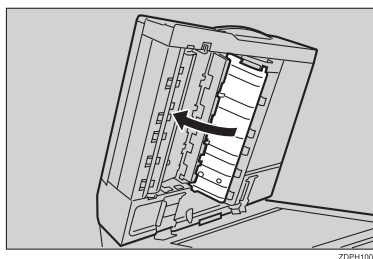


- 3** Set a new cartridge.

Insert the cartridge until its metal parts are not visible.



- 4** Replace the stamp cover until it clicks.



- 5** Close the document feeder.

Connecting the Machine to a Telephone Line and Telephone

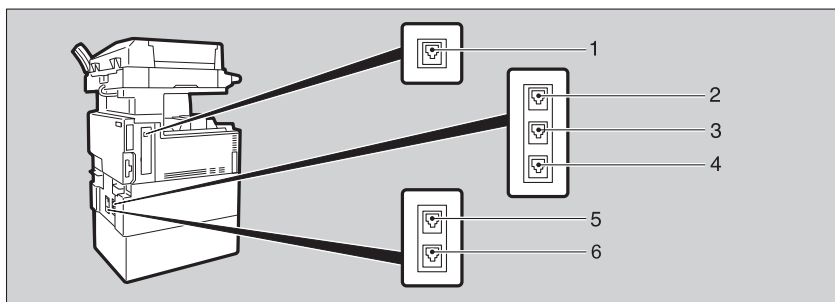
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

☐ Make sure the connector is the correct type before you start.

◆ Where to connect the machine



ZDPIH030N

1. G4

2. G3

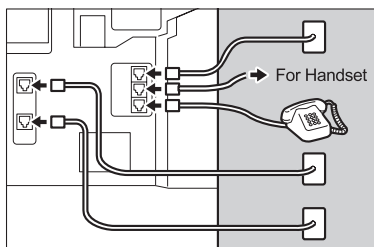
3. Handset

4. External Telephone

5. Extra G3-2

6. Extra G3-1

◆ When using a modular type connector



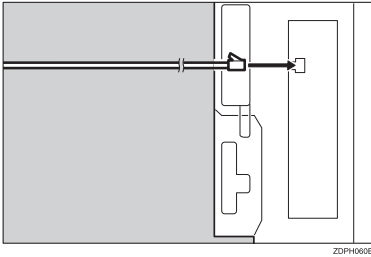
ZDPIH040N

Connecting the Machine to the ISDN

Optional ISDN Unit required.

For details about how to install the optional ISDN unit, please contact your service representative.

Connect the machine to the ISDN with a modular type connector.



ZDPH000E

Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

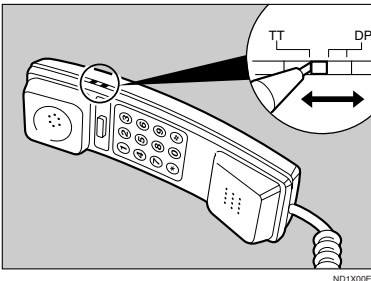
Note

- ☐ Some telephone may not be connected or may suffer reduced functionality.

Limitation

- ☐ When you use the handset or an optional external telephone with the On Hook Dial key for telephone calls, you can not talk with the other party without pressing the On Hook Dial key after taking off the receiver.

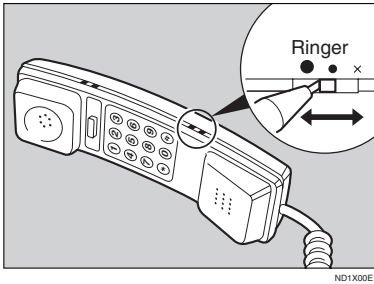
Specifying the handset line type



ND1X00E0

The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

◆ Adjusting the handset bell volume



Adjust the handset ringer volume using the volume switch.

Selecting the Line Type

Select the Line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using "PSTN Line Type" in "Key Operator Settings". The default settings is "Tone". ⇒ P.165 *"Selecting Dial/Push Phone"*

Multi-port

When the optional ISDN Unit or optional Extra G3 Interface Unit is installed, communications can take place simultaneously through two lines at once.

Option	Available Line Types	Available Protocol Combinations
Without option	PSTN	G3
Extra G3 Interface Unit	PSTN+PSTN	G3+G3
ISDN Unit	PSTN+ISDN	G3+G4 or G3 (ISDN)+G4
	ISDN	G3 (ISDN)+G4
Extra G3 Interface Unit + Extra G3 Interface Unit	PSTN+PSTN+PSTN	G3+G3+G3
Extra G3 Interface Unit+IS- DN Unit	PSTN+PSTN+ISDN	G3+G3+G4 or G3+G3(ISDN)+G4
	PSTN+ISDN	G3+G3(ISDN)+G4 or G3 (ISDN)+G3(ISDN)

Note

- ☐ A maximum of three communications can take place simultaneously.
- ☐ You cannot perform three Immediate Transmissions simultaneously.
- ☐ If three fax messages are received simultaneously, they cannot be printed out at the same time.
- ☐ If three communications are in progress, the display indicates the first communication that was initiated.

Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can extend the following features.

Function	Without Fax Function Upgrade Unit	With Fax Function Upgrade Unit
Quick Dial	400	1,200
Memory Transmission file	400	800
Auto Document	6	18
Specific Sender	30	50
Program	100	200

Expansion Memory (32MB: DIMM)

This allows you to send and receive fax messages at high resolution (Fine or Super Fine). If you need this option, please consult your service representative.

Function	Without Expansion Memory	With Expansion Memory	With Expansion Memory and Fax Function Upgrade Unit
Memory capacity for Memory Transmission	160 sheet	1000 sheet	2080 sheet
Memory capacity for storing in memory	Maximum 400 sheet	Maximum 1000 sheet	Maximum 3000 sheet

Note

- ☐ The above figure is for an ITU-T No.1 chart printed on this supplier's standard A4 paper and scanned in using the following settings:

- Resolution: Standard
- Image Density: Auto
- Original Type: Text

ISDN Unit (ISDN Option Type 1045)

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

Extra G3 Interface Unit (G3 Interface Unit Type 1045)

This option provides one Extra G3 line connection.

Specifications

Standard	G3, G4 (option)
Resolution	<p>G3: $8 \times 3.85 / \text{mm} \bullet 200 \times 100 \text{dpi}$ (Standard), $8 \times 7.7 / \text{mm} \bullet 200 \times 200 \text{dpi}$ (Detail), $8 \times 15.4 / \text{mm} \bullet 200 \times 400 \text{dpi}$ (Fine), $16 \times 15.4 / \text{mm} \bullet 400 \times 400 \text{dpi}$ (Super Fine: optional Expansion Memory required)</p> <p>G4: $200 \times 100 \text{dpi}$ (Standard), $200 \times 200 \text{dpi}$ (Detail), $400 \times 400 \text{dpi}$ (Super Fine: optional Expansion Memory required)</p>
Transmission Time	<p>G3: 3 seconds at 28,800bps, Standard resolution</p> <p>G4: 3 seconds, Detail resolution</p>
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Upgrade Unit required)
Maximum Original Size	Standard size: A3/ DLT Irregular size: 304×432mm
Maximum Scanning Size	297×1200mm/11"×47"
Print Process	Printing on standard paper using the laser
Transmission Speed	<p>G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system)</p> <p>G4: 64/56kbps (auto speed matching)</p>









◆ Power Consumption

Energy Saver (Auto Off) mode	8W
Standby mode	185W
Transmission	220W
Reception	190W
Printing (Average)	475W
Maximum Power Consumption	1500W

Acceptable Types of Originals

Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the Exposure glass and resulting image will be affected.

Acceptable Original Sizes

Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	----
Document Feeder (ADF), single-sided document	Fax transmission: A5  to A3  (up to 1,200mm long) 8"×5 ¹ / ₂ "  to 11"×17" 	80 sheets (80g/m ² , 20lb)	40–128g/m ² (35–110kg, 11–34lb)
Document Feeder (ADF), double-sided document	Fax transmission: A5  to A3  (up to 432mm long) 8"×5 ¹ / ₂ "  to 11"×17" 	80 sheets (80g/m ² , 20lb)	52–105g/m ² (45–90kg, 14–28lb)

Originals unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder (ADF) because they may be damaged. Place them on the Exposure glass instead.

- Originals of sizes other than those specified in the previous table
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (see table above)
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size.

- Documents set on the Exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

The following paper sizes are automatically detected in Facsimile mode.

❖ Inch Version

Paper Size Where Original is Set	11"×17"	8 1/2"×14"	8 1/2"×11"	5 1/2"× 8 1/2"	10"×14"	8 1/2"×13"	8"×10"
Exposure Glass	O	O	O	×	O	O	O
Document Feeder (ADF)	O	O	O	O	O	O	O

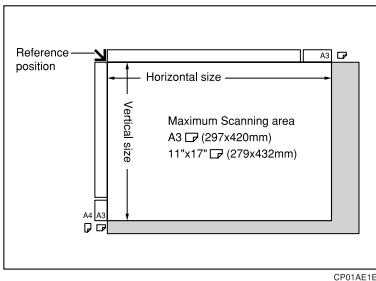
O - Auto detect

×

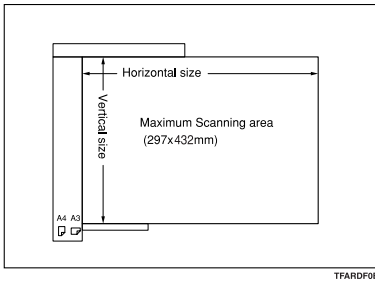
 - Unable to auto detect

Paper Size and Scanned Area

❖ Exposure Glass



◆ Document Feeder (ADF)



! Limitation

- ☐ There may be a difference in the size of the image when it is printed at the destination.
- ☐ If you set an original larger than 11"×17"/A3 on the Exposure glass, only an area of 11"×17"/A3 is scanned.

📖 Note

- ☐ Even if an original is correctly placed on the Exposure glass or in the Document Feeder (ADF), a margin of 3mm around each edge of the original may not be sent.
- ☐ If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width. ⇒ P.67 "Auto Reduction"
- ☐ The machine detects paper sizes in the following ways.
 - When you place an original in the Document Feeder (ADF), an original wider than about 10.4" (263mm) is scanned as 11"×17" size. An original narrower than about 9.1" (230mm) will be sent as 8¹/₂"×11" or 8¹/₂"×14" size. Originals up to 47" (1,200mm) in length can be scanned.
 - Refer to the table below for the sizes the machine can detect when you place an original on the Exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents. ⇒ P.116 "Programing and Changing a Scan Size".

		Length		
Width		~12.5"	12.5"~13.5"	13.5"~
	~9.6"	8 ¹ / ₂ "×11"	8 ¹ / ₂ "×13"	8 ¹ / ₂ "×14"
	9.6"~10.6"	8"×10"	not detected	10"×14"
	10.6"~	8 ¹ / ₂ "×11"	not detected	11"×17"



Maximum Scan Area

Memory Transmission/Immediate Transmission

- From the Document Feeder (ADF): 11"×47" / 297×1,200mm (W×L)
- From the Exposure glass: 11"×17" / 297×432mm (W×L)

Function List

Transmission Mode

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time	⇒ P.4 “ <i>Sending at a Specific Time (Send Later)</i> ”
Priority Transmission	You can have your message sent before any other queued messages.	⇒ P.6 “ <i>Priority Transmission</i> ”
Confidential TX	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	⇒ P.7 “ <i>Confidential Transmission</i> ”
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is a divided ID Polling Transmission, and Override ID Polling Transmission.	⇒ P.9 “ <i>Polling Transmission</i> ”
Polling Reception	Sends a transmission request to the other party and receives a message from the receiver. This feature is divided into Default ID Polling Reception and ID Override Polling Reception.	⇒ P.12 “ <i>Polling Reception</i> ”

Advanced Features

Options	Description	Reference
TX SUB Code	You can send and receive confidential faxes to and from other maker's machines that have the SUB/SID feature.	⇒ P.43 "SUB Code"
RX SEP Code	If you wish receive a message stored in the memory of another party's fax machine, you can use this feature.	⇒ P.44 "SEP Code"
Transfer Req.	Sends an original to a destination via a facsimile equipped with the transfer station capability.	⇒ P.46 "Transfer Request"
Sub-address	Sends an original with sub-address to a destination.	⇒ P.49 "Sub-address"
UUI	Sends an original with UUI to a destination.	⇒ P.50 "UUI"

Sub Transmission Information

Feature name	Description	Reference
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	⇒ P.55 "Book Fax"
2 Sided TX	Use to send 2-Sided originals (double-sided original) from the Document Feeder (ADF).	⇒ P.56 "2-Sided Transmission (Double-Sided Transmission)"
Std. Message	Use this feature to stamp a standard message at the top of the first original sent.	⇒ P.57 "Standard Message Stamp"
Auto Document	Stores a commonly used original and prints or sends it directly.	⇒ P.58 "Sending an Auto Document"
Select Stored File	Use this feature to send documents that are stored in the document server.	⇒ P.59 "Sending a Stored File"
Stamp	Indicates that the original has been successfully stored in memory or successfully sent.	⇒ P.65 "Stamp"

Transmission Options

Options	Description	Reference
Fax Header Print	You can print a message including the name registered as the Fax Header on the received message for each file.	⇒ P.66 <i>"Fax Header Print"</i>
Label Insertion	If you register the receiver's name in a Quick Dial or Speed Dial, the receiver's name is automatically printed at the top of the received message.	⇒ P.66 <i>"Label Insertion"</i>
Auto Reduce	If the receiver uses paper narrower than the message, it is reduced to fit a paper size available on the receiving party's machine before being sent.	⇒ P.67 <i>"Auto Reduction"</i>
Default ID TX	Sends an original only to the machine of the same Polling ID as that registered in the machine.	⇒ P.67 <i>"Default ID Transmission"</i>
Stamp Sender Name	You can have the machine print a sender stamp on the right edge of your paper.	⇒ P.66 <i>"Sender Stamp"</i>
Reducd Image TX	Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.	⇒ P.66 <i>"Reduced Image Transmission"</i>

Communication Information

Feature name	Description	Reference
Print Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	⇒ P.25 <i>"Printing the Journal"</i>
TX File Status	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	⇒ P.27 <i>"Checking the Transmission Result (TX File Status)"</i>
RX File Status	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	⇒ P.28 <i>"Checking the Reception Result (RX File Status)"</i>
Memory Status	The status of the memory is shown on the display.	⇒ P.29 <i>"Displaying the Memory Status"</i>
Print Confidential RX File	Prints messages received in Confidential Reception mode.	⇒ P.30 <i>"Printing a Confidential Message"</i>
Print Memory Lock	Prints messages received in Memory Lock mode.	⇒ P.32 <i>"Printing a File Received with Memory Lock"</i>
Print Personal Box File	Prints messages received in Personal Box.	⇒ P.35 <i>"Printing Personal Box Messages"</i>
Store/Delete/Print Information Box File.	Program messages in the Information Box. And Delete or Print a registered message is also available.	⇒ P.36 <i>"Information Boxes"</i>

Fax User Tools

Feature name	Description	Reference
Prog./Change/Delete		
Program/Change/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination only by pressing the Quick Dial key.	⇒ Chapter 3, "Quick Dial" in the Basic Features manual
Program/Change/Delete Group	If you program a several destinations into a Group, you can dial with just a few keystrokes.	⇒ Chapter 3, "Groups" in the Basic Features manual
Change Order of Quick Dial Table	Use this feature to change the order of the registered Quick Dial Table. It would be convenient to list the receivers that you fax to frequently on the first page of the Quick Dial Table.	⇒ P.108 <i>"Changing the Order of the Quick Dial Table"</i>
Program Title of Quick Dial Table	Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired registered destination.	⇒ P.109 <i>"Programing Title of the Quick Dial Table"</i>
Program/Change/Delete Standard Message	Use this feature to program standard messages to be printed at the top of the first page of the original.	⇒ P.111 <i>"Programing Standard Messages"</i>
Prog./Change/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	⇒ P.113 <i>"Storing an Auto Document"</i>
Program/Change/Delete Scan Size	Programs a frequently used original size in advance when you send a message with the Irregular Scan Area function.	⇒ P.116 <i>"Programing and Changing a Scan Size"</i>

Feature name	Description	Reference
Print List/Report	<p>This feature allows you to print various reports and lists manually. You can print the following reports and lists:</p> <ul style="list-style-type: none"> • Journal (⇒ P.25) • Quick Dial list (⇒ P.119) • Group Dial list (⇒ P.119) • Label Insertion list (⇒ P.119) • Program list(⇒ P.119) • Auto Document list (⇒ P.119) 	⇒ P.119 <i>"Reports/Lists"</i>
Gen. Settings/Adjust	<p>Default transmission mode and scan settings. When the power is turned on, settings specified here are selected.</p> <ul style="list-style-type: none"> • Memory/Immediate Transmission Switch • Text Size Priority • Original Type Priority • Auto Image Density • Adjust Scan Density • Switch Title of Quick Dial Table • Switch Display • Adjust Sound Volume • Program Fax Information • Fax Header Print Setting • Auto Reduced Image Setting • Closed Network Priority Setting • Scan End Reset • Mix Original Size Priority Setting • Transmission Stamp Priority • Line Priority Setting • On-hook Mode Release Time • Program Economy Time • Quick Operation Key 	⇒ P.120 <i>"General Setting/Adjustment"</i>

Feature name	Description	Reference
Reception Mode allows you to switch the following reception functions to on or off:	<p>Allows you to switch the following reception functions to on or off:</p> <ul style="list-style-type: none"> • Switch Reception Mode ⇒ P.79, ⇒ "Selecting the Reception Mode" in the Basic Features manual • Authorized Reception (⇒ P.127) • Forwarding (⇒ P.145) • Reception File Print Quantity (⇒ P.146) • 2 Sided Print (⇒ P.82) • Reception Reverse Printing (⇒ P.85) • Paper Tray (⇒ P.146) • G3/G4 Separate Tray (⇒ P.128) • Checkered Mark (⇒ P.81) • Center Mark (⇒ P.81) • Print Reception Time (⇒ P.82) 	⇒ P.126 "Reception Mode"
Key Operator Tools		
Transmission Page Count	Check the transmission, reception, and totals on the display.	⇒ P.131 "Counters"
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ P.132 "Forwarding"
Memory Lock RX	Switch the Memory Lock on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ P.134 "Memory Lock"
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ P.135 "ECM"
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ P.136 "Changing the User Parameters"
Program Special Sender	By programming particular receivers as a Special Sender in advance, you can set the special senders to treat differently.	⇒ P.144 "programming/Changing Special Senders"

Feature name	Description	Reference
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ P.151 <i>"Box Settings"</i>
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ P.161 <i>"Transfer Report"</i>
Program Confidential ID	Programs an ID required for Confidential communication.	⇒ P.162 <i>"Programing a Confidential ID"</i>
Program Polling ID	Programs an ID required for Polling communication.	⇒ P.163 <i>"Programing a Polling ID"</i>
Program Memory Lock ID	Programs an ID required for Memory Lock reception.	⇒ P.164 <i>"Programing a Memory Lock ID"</i>
Select Dial/Push Phone	Select a Line type when you connect G3 analog line.	⇒ P.165 <i>"Selecting Dial/Push Phone"</i>
Program ISDN-G3 Line	Program your own fax numbers, and Own Fax Number, and sub-address when you connect the machine to the ISDN.	⇒ P.166 <i>"Programing ISDN G3 Line"</i>
Program ISDN-G4 Line	Program your own fax number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ P.167 <i>"Programing ISDN G4 Line"</i>

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