

FAX Option Type 3045

Operating Instructions Facsimile Reference <Advanced Features>



-
- 1** Transmission Mode
 - 2** Checking and Canceling Transmission Files
 - 3** Communication Information
 - 4** Other Transmission Features
 - 5** Reception Features
 - 6** Fax via Computer
 - 7** Simplifying the Operation
 - 8** Facsimile Features
 - 9** Administrator Setting
 - 10** Solving Operation Problems
 - 11** Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information before using the machine.

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Notes

Some illustrations in this manual might be slightly different from the machine.

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

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

Important

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

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Note

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

- The product name of Windows® 95 is Microsoft® Windows 95.
- The product name of Windows® 98 is Microsoft® Windows 98.
- The product name of Windows® Me is Microsoft® Windows Millennium Edition (Windows Me).
- The product names of Windows® 2000 are as follows:
 - Microsoft® Windows® 2000 Advanced Server
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Professional
- The product names of Windows® XP are as follows:
 - Microsoft® Windows® XP Professional
 - Microsoft® Windows® XP Home Edition
- The product names of the Windows Server™ 2003 are as follows:
 - Microsoft® Windows Server™ 2003 Standard Edition
 - Microsoft® Windows Server™ 2003 Enterprise Edition
 - Microsoft® Windows Server™ 2003 Web Edition
- The product names of Windows NT® 4.0 are as follows:
 - Microsoft® Windows NT® Server 4.0
 - Microsoft® Windows NT® Workstation 4.0

Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

Note

- Manuals provided are specific to machine type.
- Adobe Acrobat Reader/Adobe Reader is necessary to view the manuals as a PDF file.
- Two CD-ROMs are provided:
 - CD-ROM 1 “Operating Instructions”
 - CD-ROM 2 “Scanner Driver and Document Management Utility”

❖ **General Settings Guide (PDF file - CD-ROM 1)**

Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting. Refer to this manual for Address Book procedures such as registering fax numbers, e-mail addresses, and user codes.

❖ **Security Reference**

This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered with, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Network Guide (PDF file - CD-ROM 1)**

Provides information about configuring and operating the printer in a network environment and using software. This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model.

❖ **Copy Reference (PDF file - CD-ROM 1)**

Describes operations, functions, and troubleshooting for the machine’s copier function.

❖ **Facsimile Reference <Basic Features> (PDF file - CD-ROM 1)**

Describes operations, functions, and troubleshooting for the machine’s facsimile function.

❖ **Facsimile Reference <Advanced Features> (this manual) (PDF file - CD-ROM 1)**

Describes advanced facsimile functions such as line settings and procedures for registering IDs.

❖ **Printer Reference (PDF file - CD-ROM 1)**

Describes system settings, operations, functions, and trouble shooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM 1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

❖ **Manuals for DeskTopBinder Lite**

DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver and Document Management Utility".

- DeskTopBinder Lite Setup Guide (PDF file - CD-ROM 2)
Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder Lite is installed.
- DeskTopBinder Introduction Guide (PDF file - CD-ROM 2)
Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM 2)
Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.

❖ **Other manuals**

- PostScript 3 Supplement (PDF file - CD-ROM 1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

 **Note**

☐ The following software products are referred to using general names:

- DeskTopBinder Lite and DeskTopBinder Professional → DeskTopBinder
- ScanRouter V2 Lite and ScanRouter EX Professional (optional) → the ScanRouter delivery software
- SmartDeviceMonitor for Admin and SmartDeviceMonitor for Client → SmartDeviceMonitor for Admin/Client

TABLE OF CONTENTS

Manuals for This Machine	i
How to Read This Manual	1
Symbols	1
Names of Major Functions	2
1. Transmission Mode	
<hr/>	
Sending at a Specific Time (Send Later)	3
Sender Settings	5
Priority Transmission	8
Confidential Transmission	9
Polling Transmission	11
Polling Transmission Clear Report.....	13
Polling Reception	14
Polling Reception Reserve Report	16
Polling Reception Result Report	16
2. Checking and Canceling Transmission Files	
<hr/>	
Displaying Confirmation of Transmission	18
Canceling a Transmission	19
Deleting a Destination	20
Adding a Destination	21
Changing Other Options	22
Changing the Transmission Time	22
Changing the SMTP Server Setting	23
Printing a File	24
Resending a File	25
Printing a List of Files in Memory (Print TX File List)	26
3. Communication Information	
<hr/>	
Printing the Journal	27
Journal	29
Checking the Transmission Result (TX File Status)	31
Checking the Reception Result (RX File Status)	32
Displaying the Memory Status	33
Printing/Deleting Received and Stored Documents (Print/Delete Stored RX File) ...	34
Printing Received and Stored Documents	34
Deleting Received and Stored Documents	35
Printing a Confidential Document	36
Confidential File Report.....	37
Printing a File Received with Memory Lock	38
Personal Boxes	40
Personal Boxes	40
Printing Personal Box Documents	41

Information Boxes	42
Information Boxes	42
Storing Documents in Information Boxes.....	42
Printing Information Box Documents.....	44
Deleting Information Box Documents.....	45

4. Other Transmission Features

Handy Dialing Functions.....	47
Chain Dial.....	47
(Example) 01133-1-555333.....	47
Redial.....	47
Advanced Features.....	49
SUB Code	49
SID Code	50
SEP Code	50
PWD Code.....	52
Transfer Request	52
With transfer requests set in the System Settings menu.....	55
On Hook Dial	57
Manual Dial	59
Changing the Line Port	60
Sub Transmission Mode	62
Book Fax.....	62
Two-Sided Transmission (Double-Sided Transmission).....	63
Standard Message Stamp.....	65
Sending an Auto Document	66
Printing documents stored as Auto Documents	67
Sending a Stored File.....	68
Sending stored documents.....	68
Printing stored documents.....	70
Stamp.....	73
Transmission Options	73
Fax Header Print	74
Label Insertion.....	74
Reduced Image Transmission.....	75
Auto Reduce.....	75
Default ID Transmission	75
Selecting transmission options for a single transmission	76
More Transmission Functions.....	78
If Memory Runs Out While Storing an Original	78
Parallel Memory Transmission.....	78
Automatic Redial.....	79
Batch Transmission.....	79
Dual Access	79
Transmission with Image Rotation	79
Simultaneous Broadcast	80
JBIG Transmission.....	80
Transmitting Journal by E-mail.....	81
Journal by e-mail	81
Printed Reports	82
Memory Storage Report.....	82
Communication Failure Report	82

5. Reception Features

Reception	83
Immediate Reception	83
Memory Reception	84
Substitute Reception	85
Receiving documents unconditionally	85
Receiving documents according to parameter-specified settings	86
Reception Functions	87
Transfer Station.....	87
Transfer Result Report	88
Transfer Result Report (transfer request by e-mail)	89
Forwarding Received Documents	90
Routing Received Documents with SUB Code	91
Transferring Received Documents.....	92
SMTP Reception Using Internet Fax.....	93
Routing e-mail received via SMTP	94
JBIG Reception	96
Auto Fax Reception Power-Up.....	96
Printing Options	97
Print Completion Beep	97
Checkered Mark.....	97
Centre Mark	97
Reception Time	98
Two-Sided Printing.....	98
180-degree rotation printing	99
Multi-Copy Reception.....	99
Image Rotation.....	100
Combine Two Originals.....	100
Page Separation and Length Reduction	101
Reverse Order Printing	102
Page Reduction.....	102
TSI Print (Transmitting Subscriber Identification Print)	103
If There Is No Paper of the Correct Size	103
Setting priority trays.....	104
Just size printing.....	104
Having incoming documents printed on paper from the bypass tray.....	105
Where Incoming Documents Are Delivered - Output Tray	106
Specifying Tray for Lines.....	106
Tray Shift.....	106

6. Fax via Computer

Sending Fax Documents from Computers	107
Before Use	108
Installing the Software.....	108
Auto run program.....	108
Installing individual applications	109
Applications Stored on the CD-ROM	109
LAN-Fax Driver.....	109
Address Book	110
LAN-Fax Cover Sheet Editor.....	110

Setting LAN-Fax Driver Properties	110
Setting print properties	110
Making Settings for Option Configuration	111
Basic Transmission	112
Specifying options	115
Confirming transmission results by e-mail	117
LAN-Fax Result Report	118
Printing and Saving	118
Editing Address Book	118
Editing Fax Cover Sheets	120
Creating a cover sheet	120
Attaching a created cover sheet	121
LAN-Fax Operation Messages	122
Viewing Fax Information Using a Web Browser	123
Viewing, Printing, and Deleting Received Fax Documents Using a Web Image Monitor ...	123
Viewing received fax documents using a Web browser	123
Printing fax information using a Web browser	124
Deleting fax information using a Web browser	125
Programming Destination Information from Web Browser	125
Delivering Files Received by Fax	127

7. Simplifying the Operation

Programs	129
Registering and Changing Keystroke Programs	129
Registering a priority function using a program	130
Changing a program name	131
Deleting a Program	131
Using a Program	132
Using the Document Server	133
Storing a Document	134
Changing Stored Document Information	136
Deleting a Stored Document	138
Managing Documents Saved in the Document Server from a Computer	139
Using DeskTopBinder	139
Using a Web browser	140

8. Facsimile Features

Function List	141
Accessing User Tools (Facsimile Features)	144
Quitting Default Settings	144
General Settings/Adjustment	145
Reception Settings	147
E-mail Settings	148
IP-Fax Settings	150
Configuring the H.323 gatekeeper	151
Configuring the SIP server	151
Registering or changing a gateway	152
Deleting a gateway	153

9. Administrator Setting

Administrator Tools List	155
Using Administrator Settings	157
Programming, Changing, and Deleting Standard Messages	157
Storing, Changing, and Deleting an Auto Document	158
Deleting an Auto Document.....	159
Programming, Changing and Deleting a Scan Size	160
Deleting a scan size	161
Printing Journal	162
Counters.....	162
Forwarding	162
Programming an End Receiver	163
Quitting the forwarding function.....	164
Forwarding Mark.....	165
Memory Lock.....	165
ECM (Error Correction Mode)	166
User Parameters	167
Changing the User Parameters	171
Printing the User Parameter List	172
Special Senders to Treat Differently	172
Authorized Reception	173
Forwarding.....	174
Reception File Print Quantity.....	174
Print 2 Sided.....	174
Memory Lock.....	175
Paper Tray.....	175
Programming/Changing Special Senders	175
Programming Initial Set Up of a Special Sender	178
Deleting a Special Sender	180
Printing the Special Sender List	181
Box Settings	181
Programming/changing Personal Boxes	182
Deleting Personal Boxes	184
Programming/changing Information Boxes	185
Deleting Information Boxes	187
Programming/changing Transfer Boxes.....	188
Deleting Transfer Boxes.....	190
Printing the Box List.....	191
Transfer Report	192
Programming a Confidential ID	192
Programming a Polling ID	193
Programming a Memory Lock ID	194
Selecting Dial/Push Phone.....	194
Storing or Printing Received Documents	195
Reception Report e-mail.....	196
Setting a User for Viewing Received and Stored Documents.....	197
Menu Protection Settings	198
Folder Transfer Result Report.....	198
Folder Transfer Result Report by e-mail	199

10.Solving Operation Problems

If an Error Report Is Printed.....	201
Turning Off the Main Power / In the Event of Power Failure.....	202
If an Error Occurs While Using Internet Fax	203
Error Mail Notification.....	203
Error Report (E-Mail).....	203
Server-Generated Error E-mail	203

11.Appendix

Connecting the Machine to a Telephone Line and Telephone	205
Connecting the Telephone Line	205
Selecting the Line Type.....	205
Optional Equipment.....	206
Expansion Memory (32MB: DIMM)	206
Extra G3 Interface Unit	206
Specifications.....	207
Compatible Machines.....	210
Acceptable Types of Originals	210
Acceptable original sizes	210
Original Sizes Difficult to Detect.....	213
Maximum Values.....	214
INDEX.....	215

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 if you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

 **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 if you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

This symbol indicates information or preparations required prior to operating.

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys and buttons that appear on the computer's display.

[]

Keys built into the machine's control panel.

Names of Major Functions

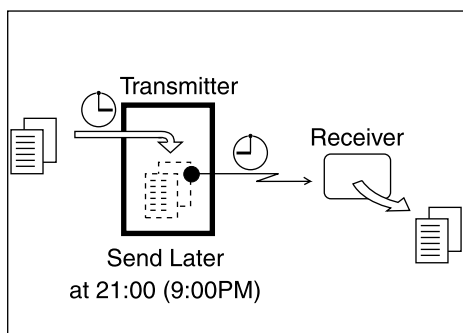
This machine's major functions are referred to in this manual as follows:

- Internet Fax (by specifying an e-mail address) → Internet Fax
- Internet Fax (by specifying an IP address) → IP-Fax

1. Transmission Mode

Sending at a Specific Time (Send Later)

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



If you have a non-urgent fax, select Send Later with Economy Transmission when you scan it. Faxes are queued in memory and sent during Economy Transmission Time.

Important

If the machine is switched off for about one hour, all fax documents stored in memory are lost. If documents are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents.

Limitation

This function is unavailable with Immediate Transmission. Use Memory Transmission.

Note

- You can specify up to 23 hours and 59 minutes.
- If the current time shown is not correct, change it. See "Timer Settings", *General Settings Guide*.
- Set the Economy Transmission Time to coincide with off-peak call charge time. See p.146 "Program Economy Time".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit step 2. See p.145 "General Settings/Adjustment".

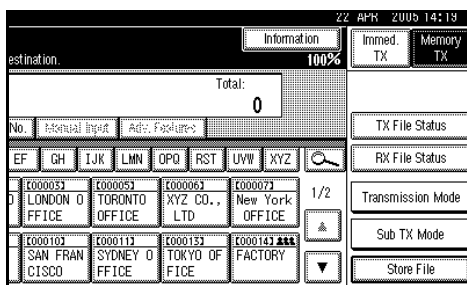
1 Place the original, and then select the scan settings you require.

Reference

p.11 "Placing Originals", *Facsimile Reference <Basic Features>*

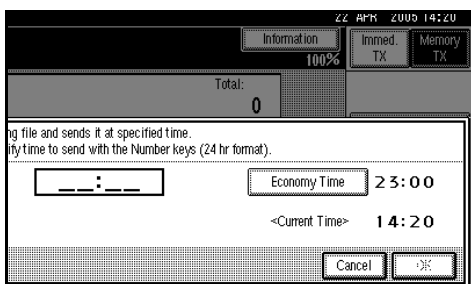
p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

2 Press [Transmission Mode].



3 Press [Send Later].

- 4** Enter the time (24 hour format) using the number keys, and then press [OK].



The specified time is shown above the highlighted [Send Later].

Note

- Press [Economy Time] to specify the economy time.
- When entering numbers smaller than 10, add a zero at the beginning.
- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.
- To cancel Send Later, press [Cancel]. The display returns to that of step 3.

- 5** Press [OK].

The standby display appears.

Note

- To check the settings, press [Transmission Mode].

- 6** Specify a destination, and then press the [Start] key.

Note

- You can cancel the transmission setup for Send Later. See p.19 "Canceling a Transmission".

Sender Settings

This function tells receivers the fax sender's identity.

If the sender's e-mail address is registered in the destination list, the sender can receive transmission results by e-mail.

Also, if you enable the Stamp Sender Name, the registered sender's name (user name) appears on the receiver's sheet, lists, and report.

Preparation

Before using this function, you must register senders in the destination list and specify the User Name as **[Sender]**. See "Fax Destination", *General Settings Guide*.

Note

- ❑ If user authentication is set, the user logged in is set as sender. The transmission result is sent to the logged-in user's e-mail address.
- ❑ You can program one of the Quick Operation keys with operations for Sender Settings. Quick Operation keys allow you to omit step 2. See p.145 "General Settings/Adjustment".
- ❑ You can use Communication Result Report, etc. to check usage status by specified users. If user authentication is set, you can check usage by logged-in users. See p.162 "Printing Journal". If User ID is set to sender, you can count the number of uses by each user. See "Authentication Information", *General Settings Guide*.

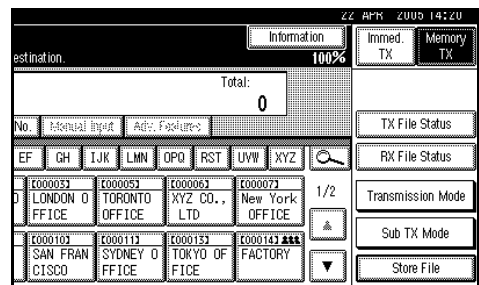
- 1 Place the original, and then select the scan settings you require.

Reference

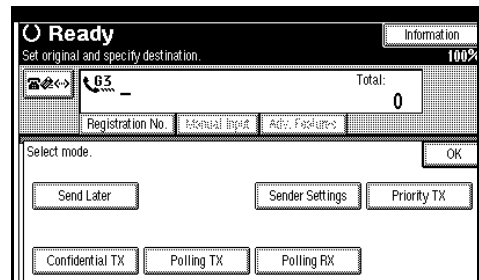
p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

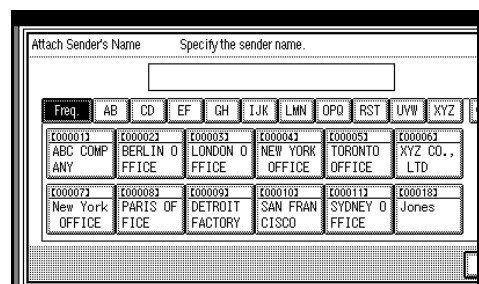
- 2 Press [Transmission Mode].



- 3 Press [Sender Settings].



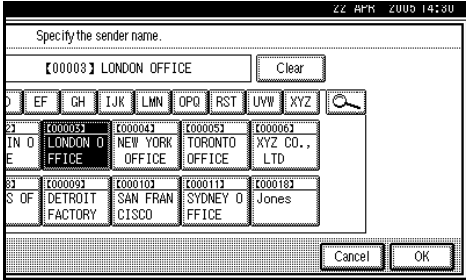
- 4 Select a sender.



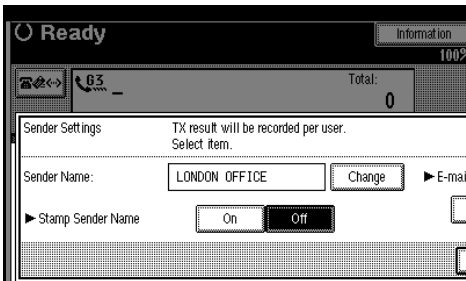
Note

- If a destination protection code is set, the entry screen appears. Enter the protection code for destination using the number keys, and then press **[OK]**.

5 Confirm the selected sender, and then press **[OK]**.



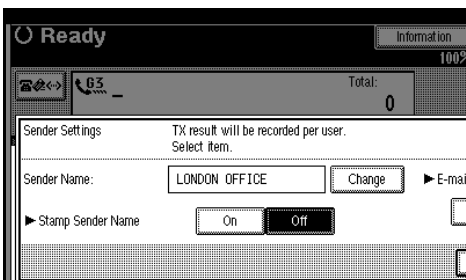
6 Select **[On]** or **[Off]** for the Stamp Sender Name.



Printing on the Receiver's Sheet

If you enable this function, the sender's name (user name) appears on the receiver's sheet, lists, and report.

1 Select **[On]** for the Stamp Sender Name function.



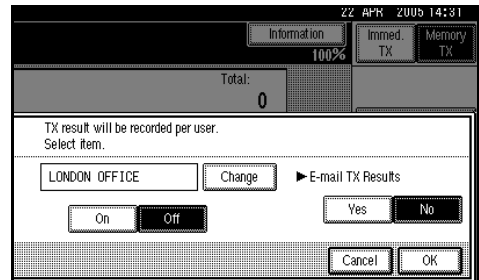
Confirming transmission results by e-mail

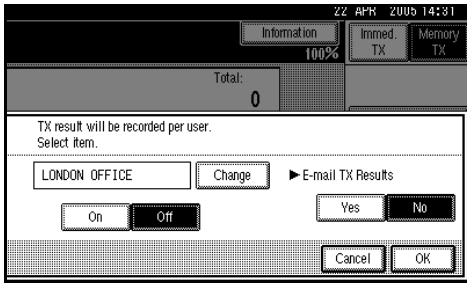
If the sender's e-mail address is registered you can specify whether or not to send the transmission result by e-mail to the sender. If you enable this function, the transmission result is sent to the registered mail address.

Note

- If a user logs in with User ID, the transmission result is sent by e-mail to the logged-in user.
- You can confirm transmission results by using both the E-mail TX Results function, which sends the results by e-mail, and the Communication Result Report printed by the machine. You can set whether to use both of these together in User Parameters. See p.167 "User Parameters" (switch 10, bit 6).

1 Select **[Yes]** or **[No]** for the E-mail TX Results function.



7 Press [OK].

The display returns to that of step **3**.

Note

- The selected sender's name appears above **[Sender Settings]**. The sender name is displayed in up to 14 characters, followed by an ellipsis (. . .).

8 Press [OK].

The standby display appears.

Note

- To check the settings, press **[Transmission Mode]**.

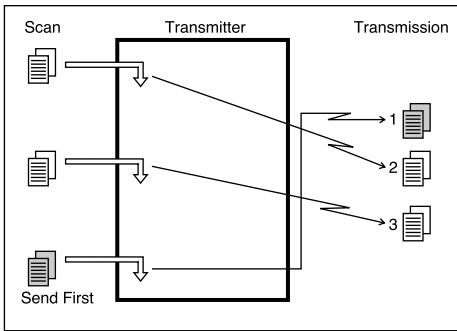
9 Specify the destination, and then press the **[Start]** key.**Note**

- To cancel the Sender Settings, cancel the transmission. See p.19 "Canceling a Transmission".

Priority Transmission

1

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



Limitation

- ❑ This function is not available with Immediate Transmission. If this function is selected, the machine automatically switches to Memory Transmission.

Note

- ❑ If there is already a document stored with this function or a transmission in progress, your document is sent after that document is transmitted.

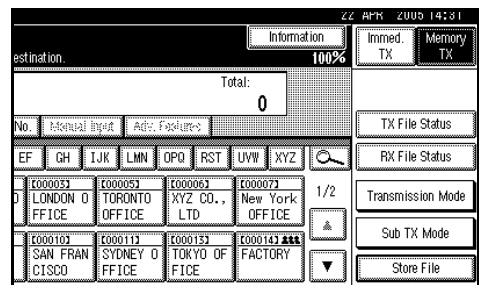
- 1 Place the original, and then select the scan settings you require.

Reference

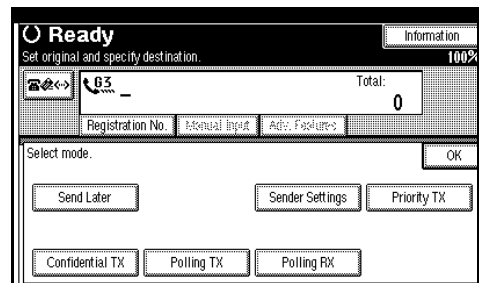
p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

- 2 Press [Transmission Mode].



- 3 Press [Priority TX], and then press [OK].



The standby display appears.

Note

- ❑ To check the settings, press [Transmission Mode].

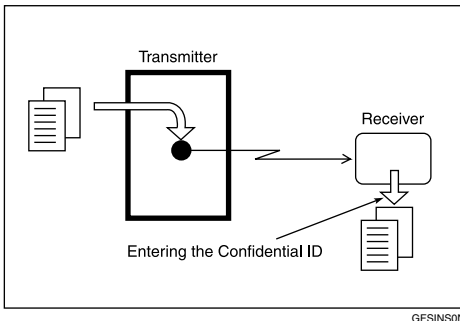
- 4 Specify the destination, and then press the [Start] key.

Note

- ❑ Press [Change / Stop TX File] to cancel the transmission. See p.19 "Canceling a Transmission".

Confidential Transmission

If you want to limit who views your document, use this function. The document is stored in memory at the other end and not printed until an ID is entered.



There are two types of Confidential Transmission:

❖ Default ID

It is not necessary to enter an ID when transmitting.

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

❖ ID Override:

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

💡 Limitation

- ❑ The destination machine must be of the same manufacturer and have the Confidential Reception function.
- ❑ The destination machine must have enough memory available.
- ❑ This function is not available with Internet Fax.

📝 Note

- ❑ It is recommended that you program the Confidential ID in this machine beforehand. See p.192 “Programming a Confidential ID”.
- ❑ An ID can be any 4-digit number (except 0000).
- ❑ If the destination machine is not of the same manufacturer, you can use Confidential Transmission with “SUB Code”. See p.49 “SUB Code”.

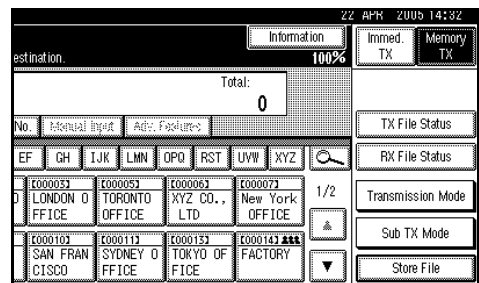
1 Place the original, and then select the scan settings you require.

🔍 Reference

p.11 “Placing Originals”, *Facsimile Reference* <Basic Features>

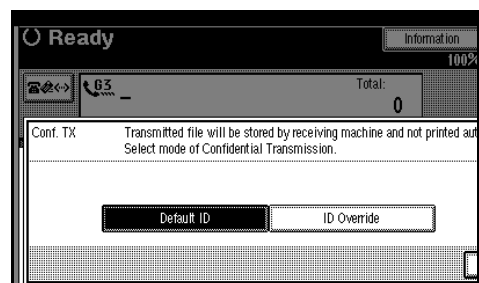
p.30 “Scan Settings”, *Facsimile Reference* <Basic Features>

2 Press [Transmission Mode].



3 Press [Confidential TX].

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



Default ID

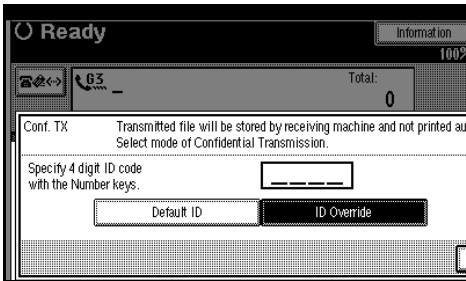
- 1 Check that **[Default ID]** is selected, and then press **[OK]**.

 **Note**

- To cancel Confidential Transmission, press **[Cancel]**. The display returns to that of step **3**.

Override ID

- 1 Select **[ID Override]**.
- 2 Enter the Confidential ID (4-digit number) using the number keys, and then press **[OK]**.



“ID Override: ” and the entered Confidential ID are shown above the highlighted **[Confidential TX]**.

 **Note**

- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.
- To cancel Confidential Transmission, press **[Cancel]**. The display returns to that of step **3**.

- 5 Press **[OK]**.

The standby display appears.

 **Note**

- To check the settings, press **[Transmission Mode]**.

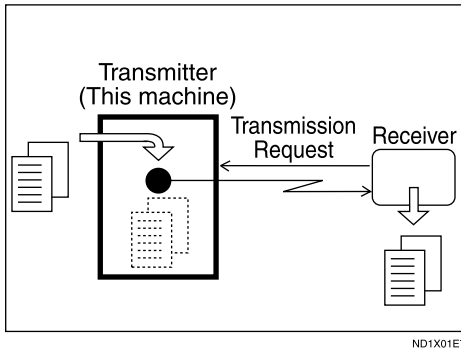
- 6 Specify the destination, and then press the **[Start]** key.

 **Note**

- You can cancel the transmission setup for Confidential Transmission. See p.19 “Canceling a Transmission”.

Polling Transmission

Use Polling Transmission to leave an original in the machine memory for others to pick up. The document is sent when the other party calls you up.



Preparation

Before using ID Polling Transmission, you must register a Polling ID. See p.193 “Programming a Polling ID”.

There are three types of Polling Transmission.

❖ Free Polling Transmission

It is not necessary to enter the Polling ID during the procedure.

Anybody can poll the document from your machine. The machine sends it regardless of whether Polling ID's match.

❖ Default ID Transmission

It is not necessary to enter the Polling ID during the procedure.

The document will only be sent if the Polling ID of the machine trying to poll your document is the same as the Polling ID stored in your machine. Make sure in advance that both machines' Polling IDs are identical.

❖ ID Override Transmission

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

! Limitation

- Polling Transmission is allowed only if the receiver's machine has the Polling Reception function.
- Usually, only machines of the same manufacturer that support Polling Reception can perform ID Polling Transmission. However, if the Information Box File function is used, and the other party's fax machine supports Polling Transmission and the SEP function, you can still carry out Polling Transmission with an ID. See p.42 “Information Boxes”.
- This function is not available with Internet Fax.

✎ Note

- Free Polling and Default ID Transmission allow only one file to be stored in memory.
- ID Override Polling Transmission allows a file to be stored in memory for each ID; you can store up to 400 files by changing IDs.
- You can set whether a Polling Transmission file is deleted in User Parameters. See p.167 “User Parameters” (switch 11, bit 7). To save a file for frequent sending, set to “Standby (Save)”.

- ❑ Polling Transmission Clear Report allows you to verify Polling Transmission has taken place. See p.13 “Polling Transmission Clear Report”.
- ❑ You can program one of the Quick Operation keys with operations for this function. Using this key allows you to omit step 2. See p.145 “General Settings/ Adjustment”.
- ❑ The communication fee is charged to the receiver.

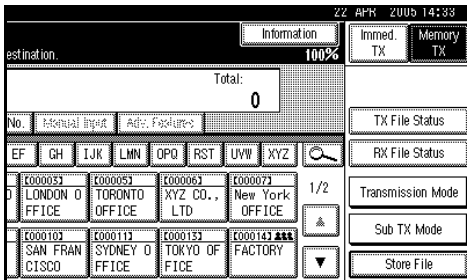
1 Place the original, and then select the scan settings you require.

Reference

p.11 “Placing Originals”, *Facsimile Reference* <Basic Features>

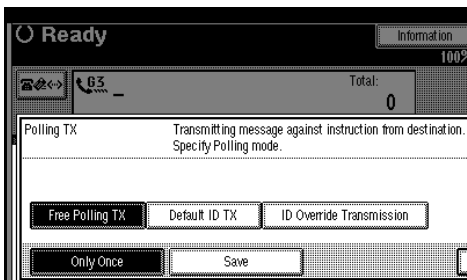
p.30 “Scan Settings”, *Facsimile Reference* <Basic Features>

2 Press [Transmission Mode].



3 Press [Polling TX].

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



Free Polling Transmission

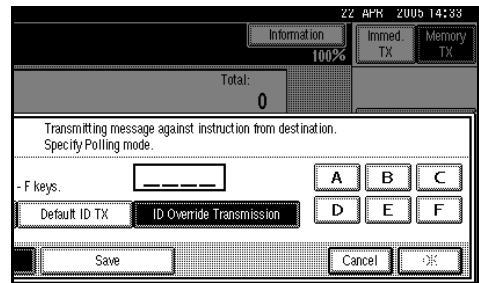
1 Check that [Free Polling TX] is selected.

Default ID Transmission

1 Select [Default ID TX].

ID Override Transmission

- 1** Select [ID Override Transmission].
- 2** Specify a 4-digit ID using the number keys and [A], [B], [C], [D], [E], and [F].



Note

- ❑ A Polling ID may be any four numbers (0 to 9) and characters (A to F), except 0000 and FFFF.
- ❑ If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.

5 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].
- ❑ To cancel Polling Transmission, press [Cancel]. The display returns to that of step 3.

6 Press [OK].
 “*****” appears.

The type of Polling Transmission is shown above the highlighted [Polling TX].

7 Press [OK].

 **Note**

- To check the settings, press [Transmission Mode].

8 Press the [Start] key.

 **Note**

- You can cancel the transmission setup for Polling Transmission. See p.19 “Canceling a Transmission”.

Polling Transmission Clear Report

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

If E-mail TX Results is programmed in a Quick Operation key, you can have the report e-mail sent after transmission. See p.146 “Quick Operation Key”.

 **Limitation**

- This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). See p.167 “User Parameters” (switch 11, bit 7).

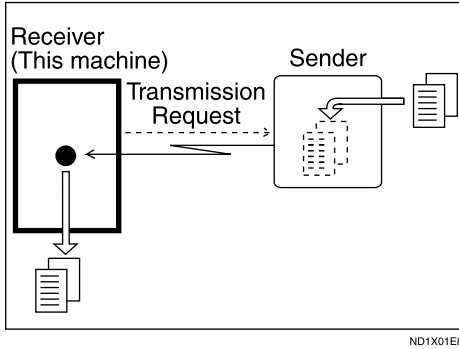
 **Note**

- You can turn this function on or off with the User Parameters. See p.167 “User Parameters” (switch 03, bit 6).
- You can have a portion of the sent image printed on the report with the User Parameters. See p.167 “User Parameters” (switch 04, bit 7).
- You can check the result of Polling Transmission with the Journal. See p.27 “Printing the Journal”
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- You can display a destination with the User Parameters. See p.167 “User Parameters” (switch 04, bit 4).
- You can indicate the sender's name with the User Parameters. See p.167 “User Parameters” (switch 04, bit 5).

Polling Reception

1

Use this function to poll a document from another machine. You can also poll documents from many machines with only one operation (use Groups and Keystroke Programs to fully exploit this function).



Preparation

Before using ID Polling Transmission, you must register a Polling ID. See p.193 "Programming a Polling ID".

There are two types of Polling Reception.

❖ Default ID/Free Polling Reception

Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any document waiting in the transmitting machine with the same ID are received. If the other machine does not have any documents waiting with the same Polling ID, any documents 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 the one stored in this machine. Your machine will receive any documents waiting in the transmitting machine that have matching ID's. If no ID's match, any documents that do not require IDs are received (Free Polling).

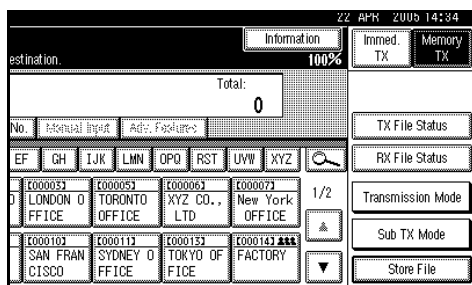
📌 Limitation

- Polling Reception requires that the other machine is capable of Polling Transmission.
- Usually, you can only receive documents with a Polling ID from machines of the same manufacturer that support the polling function. However, if the other party's fax machine supports Polling Transmissions and the SEP function, and also has stored IDs, you can still perform Polling Reception. See p.50 "SEP Code".
- This function is not available with Internet Fax.

📝 Note

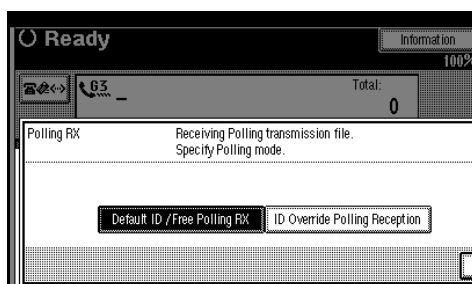
- To receive a document sent by Default ID Polling Transmission or ID Override Polling Transmission, it is necessary to specify the same Polling ID as the sender's. Free Polling Transmission does not require the same Polling ID.
- Polling Result Report allows you to verify Polling Reception has taken place. See p.16 "Polling Reception Result Report".
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. See p.145 "General Settings/Adjustment".

1 Press [Transmission Mode].



2 Press [Polling RX].

3 Depending on which method you are using, select one of the following procedures:



Default ID/Free Polling Reception

1 Check that [Default ID / Free Polling RX] is selected, and then press [OK].

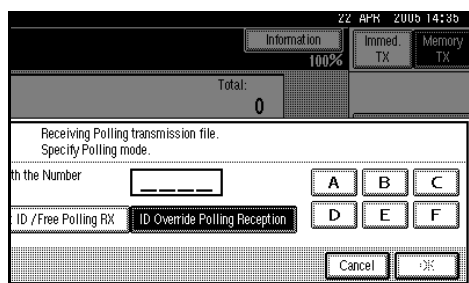
Note

- To cancel Polling Reception, press [Cancel]. The display returns to that of step 2.

ID Override Polling Reception

1 Select [ID Override Polling Reception].

2 Specify a 4-digit ID using the number keys and [A], [B], [C], [D], [E], and [F], and then press [OK].



“ID Override: ” and the entered Polling ID are shown above the highlighted [Polling RX].

Note

- A Polling ID may be any four numbers (0 to 9) and characters (A to F), except 0000 and FFFF.
- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.
- To cancel Polling Reception, press [Cancel]. The display returns to that of step 2.

4 Press [OK].

The standby display appears.

5 Specify the destination, and then press the [Start] key.

Polling Reception Reserve Report

This report is printed after Polling Reception is set up.

Note

- You can turn this function on or off with the User Parameters. See p.167 “User Parameters” (switch 03, bit 3).
- You can have a destination displayed with the User Parameters. See p.167 “User Parameters” (switch 04, bit 4).
- You can display a sender name with the User Parameters. See p.167 “User Parameters” (switch 04, bit 5).

- You can display a destination with the User Parameters. See p.167 “User Parameters” (switch 04, bit 4).
- You can display a sender name with the User Parameters. See p.167 “User Parameters” (switch 04, bit 5).

Polling Reception Result Report

This report is printed after each Polling Reception is completed and shows its result.

If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after reception. See p.146 “Quick Operation Key”.

Note

- You can also check the result of a Polling Reception with the Journal. See p.27 “Printing the Journal”.
- You can turn this function on or off with the User Parameters. See p.167 “User Parameters” (switch 03, bit 4).
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.

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. 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 the machine failed to transmit.

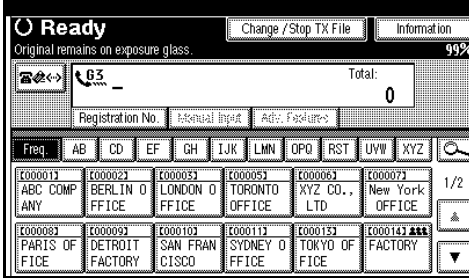
- Memory Transmission
- Internet Fax Transmission
- Send Later
- Sender Settings
- Priority Transmission
- Confidential Transmission
- Polling Reception
- Polling Transmission
- Transfer Request

Note

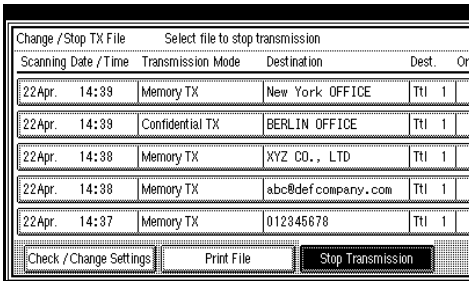
- If there are no files being sent, or stored by Memory Transmission, **[Change / Stop TX File]** does not appear on the display.
- You cannot check or edit a file being sent. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.
- There are cases when a destination may not be selected as the destination appears as “*”, depending on the security settings.

Displaying Confirmation of Transmission

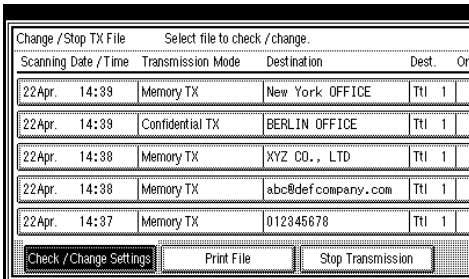
1 Press [Change / Stop TX File].



2 Press [Check / Change Settings].



3 Select a file to check.



Note

- If multiple destinations were specified, only the destination selected first appears.
- If multiple destinations were specified, only the number of destinations for unsent documents appears.

4 Confirm a transmission, and then press [Exit].

5 Press [Exit].

The standby display appears.

Canceling a Transmission

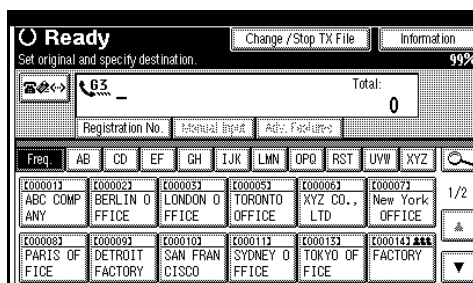
You can cancel transmission of a file while the file is being sent, stored in memory, or fails to transmit. All the scanned data is deleted from memory.

You can cancel a file for Memory Transmission. This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

Note

- If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and is received at the other end.
- If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

1 Press [Change / Stop TX File].



2 Make sure [Stop Transmission] is selected.

3 Select a file whose transmission you want to cancel.

Scanning Date / Time	Transmission Mode	Destination	Dest.	Or
22Apr. 14:38	Memory TX	New York OFFICE	Ttl	1
22Apr. 14:38	Confidential TX	BERLIN OFFICE	Ttl	1
22Apr. 14:38	Memory TX	XYZ CO., LTD	Ttl	1
22Apr. 14:38	Memory TX	abc@defcompany.com	Ttl	1
22Apr. 14:37	Memory TX	012345678	Ttl	1

Note

- To display only the files being sent, press [Files under TX].
- If multiple destinations were specified, only the number of destinations for unsent documents appears.
- If multiple destinations were specified, only one destination number appears. To display all destinations, press [Check / Change Settings].

4 Press [Stop Transmission].

The selected file is deleted.

Note

- To cancel stopping transmission, press [Save].
- To cancel another transmission, repeat from step 3.

5 Press [Exit].

The standby display appears.

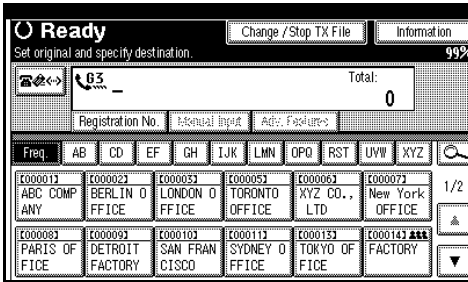
Deleting a Destination

You can delete destinations.

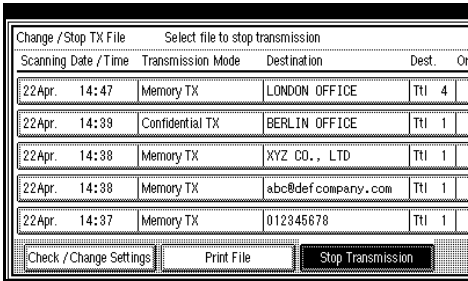
Note

- If you delete a destination that is the only destination for a transmission, the transmission is canceled.

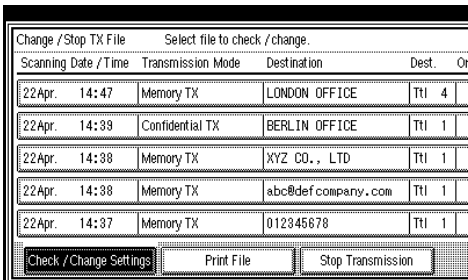
1 Press [Change / Stop TX File].



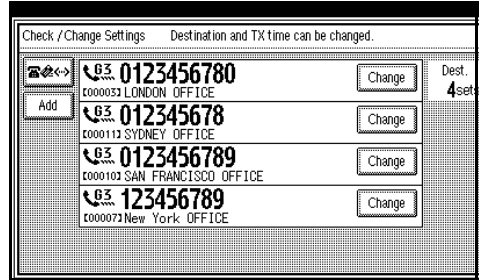
2 Press [Check / Change Settings].



3 Select the file from which you want to delete a destination.



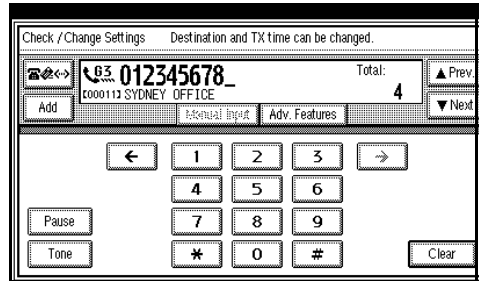
4 Press [Change] for the destination you want to delete.



Note

- Pressing switches the destination between fax number, Internet Fax address and IP-Fax address.

5 Press [Clear] to delete the destination.



Note

- Pressing [Clear] deletes by single digits the fax number or IP-Fax address entered using the number keys. The Internet Fax address can be entirely deleted at once by pressing [Clear].

6 Press [Exit].

Note

- To delete another destination, repeat from step 3.

7 Press [Exit].

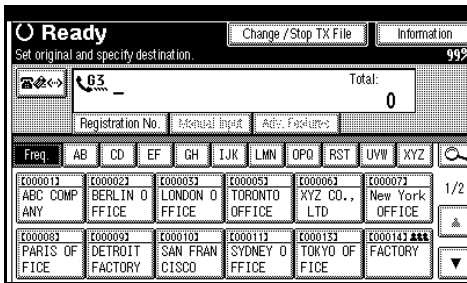
The standby display appears.

Adding a Destination

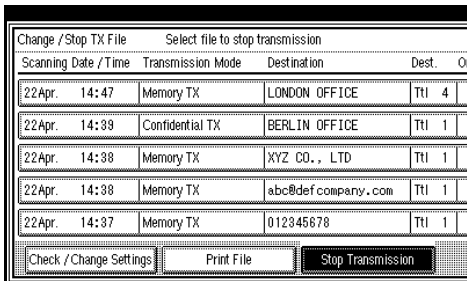
Note

- ❑ A destination cannot be added using a destination list.

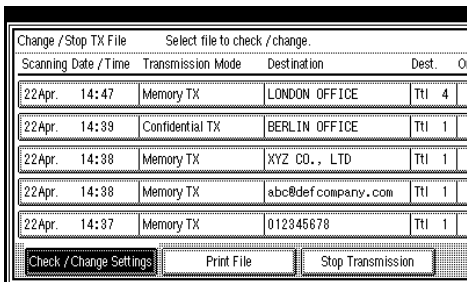
1 Press [Change / Stop TX File].



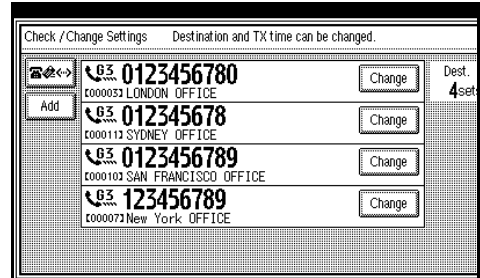
2 Press [Check / Change Settings].



3 Select the file to which you want to add a destination.



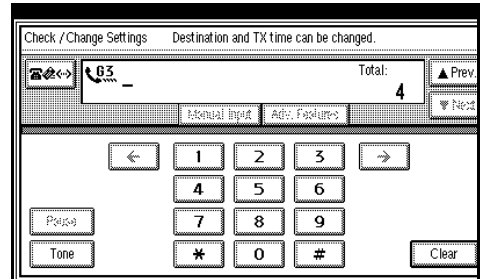
4 Press [Add].



Note

- ❑ Pressing switches the destination between fax number, Internet Fax address and IP-Fax address.

5 Specify the destination using the number keys or soft (on-screen) keys.



Note

- ❑ To add an e-mail address, press [Manual Input], and then specify the destination.
- ❑ You can also program a SUB Code or SEP Code by pressing [Adv. Features].

6 Press [Exit].

Note

- ❑ Repeat steps 3 through 5, if you want to add another destination.

7 Press [Exit].

The standby display appears.

Changing Other Options

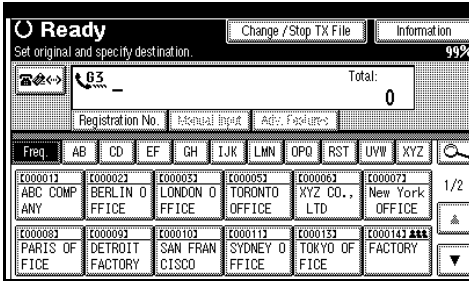
Changing the Transmission Time

2

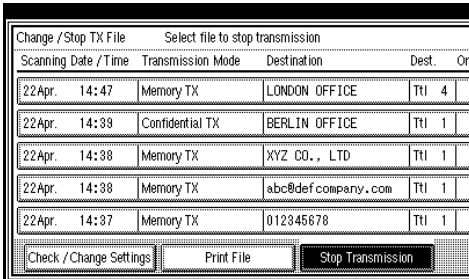
You can change the transmission time specified with Send Later. See p.3 “Sending at a Specific Time (Send Later)”.

You can also delete the transmission time. If the transmission time is deleted, the file is transmitted immediately.

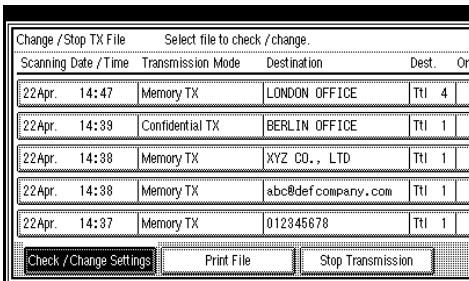
1 Press [Change / Stop TX File].



2 Press [Check / Change Settings].

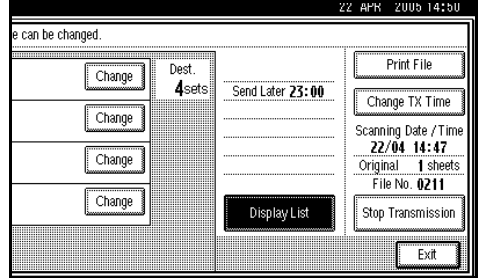


3 Select the file for which you want to change or cancel the transmission time.

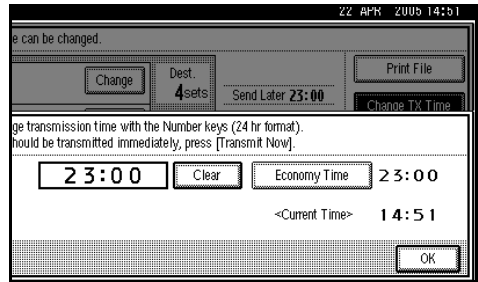


4 The recipient appears.

5 Press [Change TX Time].



6 Press [Clear], and then re-enter the transmission time using the number keys or select [Economy Time], and then press [OK].



Note

- ❑ If you select [Economy Time], the economy time already specified is entered. See p.145 “General Settings/Adjustment”.
- ❑ If you press [Transmit Now], the file is transmitted immediately. However, if there is a file on standby, that file is sent first.

7 Press [Exit].

Note

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

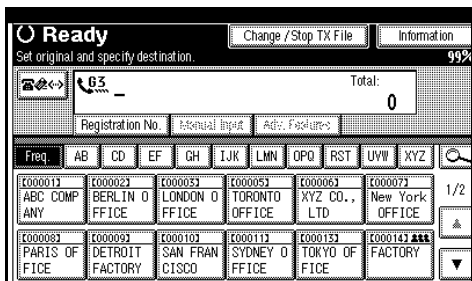
8 Press [Exit].

The standby display appears.

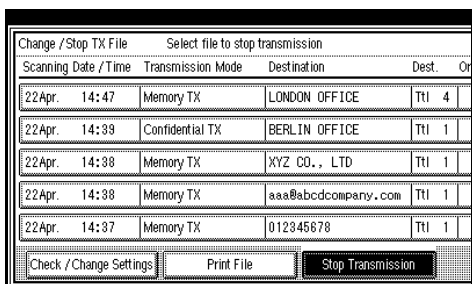
Changing the SMTP Server Setting

You can change the settings for whether or not to bypass the SMTP server. See p.66 "Bypassing the SMTP Server", *Facsimile Reference <Basic Features>*.

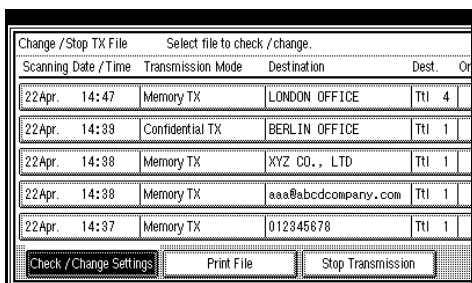
1 Press [Change / Stop TX File].



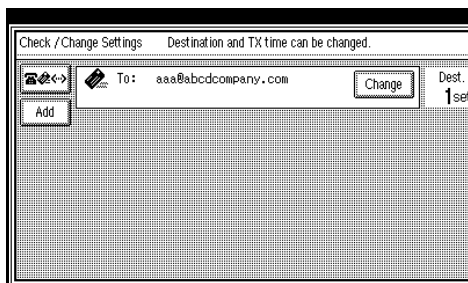
2 Press [Check / Change Settings].



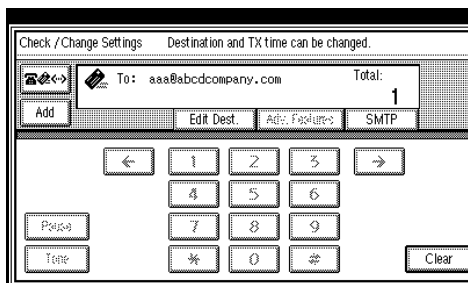
3 Select a file whose SMTP server setting you want to change.



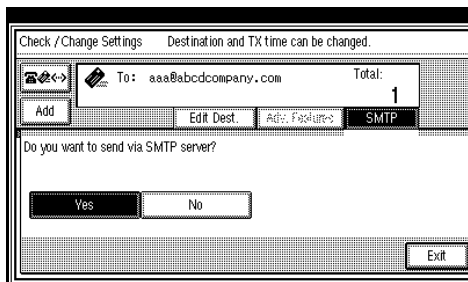
4 Press [Change].



5 Press [SMTP].



6 Select [Yes] or [No], and then press [Exit].



7 Press [Exit].

Note

Repeat from step **3** to change the SMTP server settings of other recipients.

8 Press [Exit].

The standby display appears.

2

Printing a File

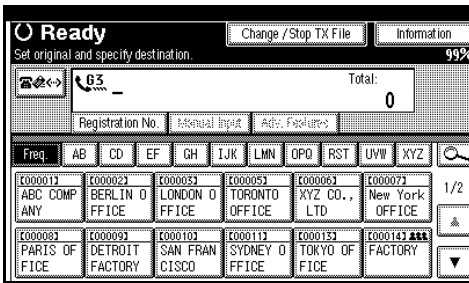
If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

2

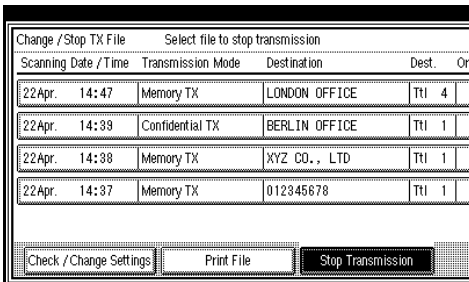
Note

- Confidential Transmission files are displayed, but cannot be printed.
- You can also print files that have not been successfully transmitted.

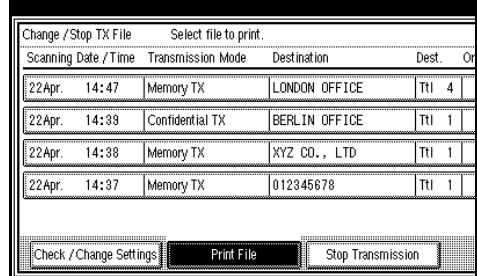
1 Press [Change / Stop TX File].



2 Press [Print File].



3 Select the file you want to print.



Note

- If multiple destinations were specified, only the number of destinations for unsent documents appears.
- If you want two-sided printing, press [Print 2 Sides].
- To cancel printing, press [Cancel]. The display returns to that of step 3.

4 Press the [Start] key.

Note

- To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

5 Press [Exit].

The standby display appears.

Note

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

Resending a File

Machine memory stores documents that could not be successfully transmitted using Memory Transmission. Use this procedure to resend these documents.

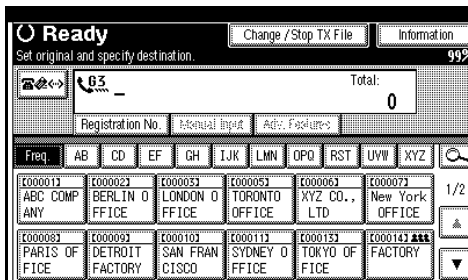
Preparation

Set "Store documents in memory that could not be transmitted" to "On" in User Parameters. See p.167 "User Parameters" (switch 24, bit 0).

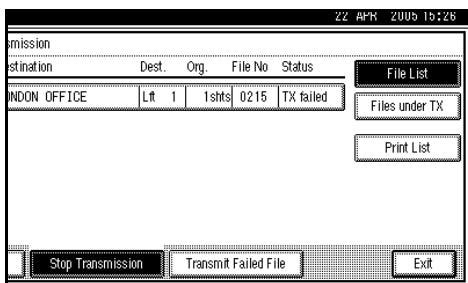
Note

- Files that could not be transmitted are kept for either 24 or 72 hours depending on how you program this function. See p.167 "User Parameters" (switch 24, bit 1).

1 Press [Change / Stop TX File].

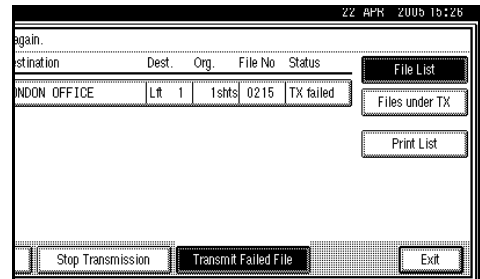


2 Press [Transmit Failed File].



3 Select the file you want to resend.

"TX failed" is displayed for files that could not be sent.



Note

- If multiple destinations were specified, only the destination you specify first appears.
- If multiple destinations were specified, only the number of destinations for unsent documents appears.
- To add a destination, press [Add], and then specify the destination.

4 Press [OK].

Note

- To cancel transmissions, press [Cancel]. The display returns to that of step 3.
- Repeat from step 3 to resend another file.

5 Press [Exit].

The standby display appears. Transmission starts.

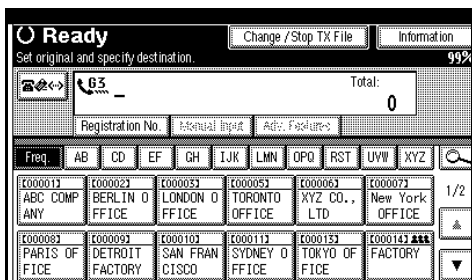
Printing a List of Files in Memory (Print TX File List)

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

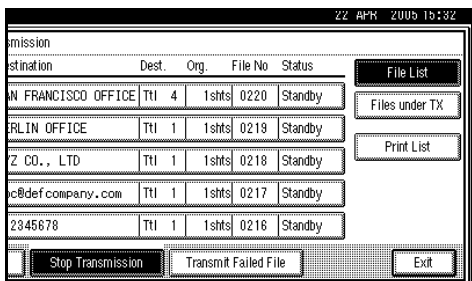
Note

- The contents of a file stored in memory can also be printed. See p.24 “Printing a File”.
- You can display a sender name with the User Parameters. See p.167 “User Parameters” (switch 04, bit 5).

1 Press [Change / Stop TX File].



2 Press [Print List].



Note

- To cancel printing before pressing the [Start] key, press [Cancel]. The display returns to that of step 2.

3 Press the [Start] key.

Note

- To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 2.

4 Press [Exit].

The standby display appears.

3. Communication Information

Printing the Journal

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

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

If the machine is equipped with the optional extra G3 interface unit, you can print the Journal of each line type.

❗ Important

❑ The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions. You can check a total of 200 communications (receptions and transmissions) on the display.

❖ All

Prints the results of communications in the order made.

❖ Print per File No.

Prints only the results of communications specified by file number.

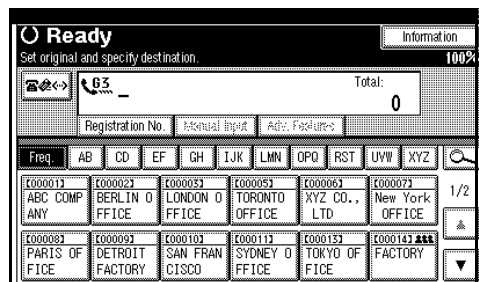
❖ Print per User

Prints the results of communications by individual senders.

📝 Note

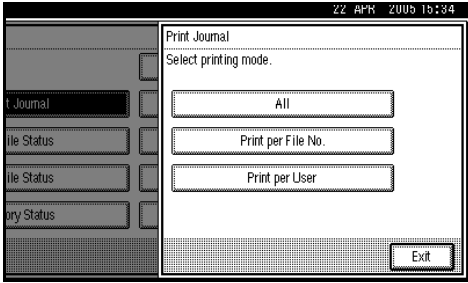
- ❑ The sender name column of the Journal is useful when you need to program a special sender. See p.172 "Special Senders to Treat Differently".
- ❑ You can set whether the Journal is automatically printed after every 50 communications in User Parameters. See p.167 "User Parameters" (switch 03, bit 7).
- ❑ You can display a sender name with the User Parameters. See p.167 "User Parameters" (switch 04, bit 5).
- ❑ You can set whether the Journal is printed by line type. See p.167 "User Parameters" (switch 19, bit 1).
- ❑ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. See p.145 "General Settings/Adjustment".
- ❑ Depending on security settings, the destination may not appear.

1 Press [Information].



2 Press [Print Journal].

3 Select a printing mode.



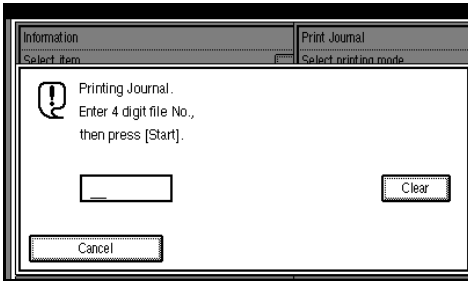
All

1 Select [All].

Print per File No.

1 Select [Print per File No.].

2 Enter a 4-digit file number.



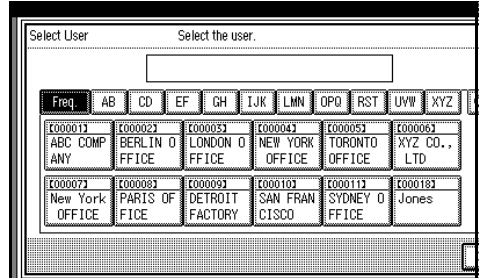
Note

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

Printing per User

1 Select [Print per User].

2 Select a user.



Note

- ❑ Press [Cancel] if the user is not registered. The display returns to that of step 3.
- ❑ Press [Clear] to return to the previous screen if a wrong user name is selected.

3 Press [OK] after checking the user name shown on the display.

Note

- ❑ Press [Cancel] if a wrong user name is selected. The display returns to that of step 3.

4 Press the [Start] key.

Note

- ❑ To cancel a file printing, press [Stop Printing]. The display returns to that of step 3.

5 Press [Exit] twice.

The standby display appears.

Journal

* * * Journal (1. Apr. 2005 18:38) * * *										
P. 1										
1) ABC.COMPANY										
2) DESIGN										
(Manual print)										
<TX>	Date	Time	Destination	Mode	TXtime	Page	Result	User Name	File No.	
	1. Apr.	14:35	NEW YORK OFFICE	G3TESM	0'31"	P.1	OK		0528	7
		14:36	LONDON OFFICE	G3TESM	0'07"	P.2	OK		0529	8
		14:40	SHARE FOLDER	TSM@	0'01"	P.1	OK		0530	2
		18:27	--LAN-Fax-->	*DM	0'02"	P.1	---	DESIGN	0536	11
		18:28	NEW YORK OFFICE	G3TEDM	0'53"	P.1	OK	DESIGN	0536	10
		18:35	aaa@abc.company.com:3	TS	0'01"	P.1	---		0537	9
<RX>	Date	Time	Sender	Mode	RXtime	Page	Result	User Name	File No.	
	1. Apr.	14:45	PARIS OFFICE	G3RES	0'04"	P.1	OK		0531	
		14:49	NEW YORK OFFICE	G3RESC	0'11"	P.2	OK		0532	
		15:00	LONDON OFFICE	G3RED	0'03"	P.1	OK		0533	
		15:30	LA FACTORY	G3RES	0'02"	P.1	OK		0534	
		15:32	BERLIN OFFICE	G3REF	0'03"	P.1	+OK		0535	
T X Count		00021			R X Count		00020			
# : Batch	C : Confidential			\$: Transfer		P : Polling				
M : Memory	L : Send later			@ : Forwarding		E : ECM				
S : Standard	D : Detail			F : Fine		U : Super Fine				
> : Reduction	H : Stored/D.Server			* : LAN-Fax		+ : Delivery				
Q : RX Notice Req.	A : RX Notice			: Mail		<> : IP-FAX				
: Folder										

1. Printing date

Shows the date and time the report was printed.

2. Programmed Fax Header

Shows the sender name programmed for printing.

3. Date

Shows the transmission or reception date.

4. Time

Shows the transmission or reception start time.

5. Other end

❖ For fax destinations

- Shows the name (for display) programmed by the other end.
- Shows the programmed fax number if the name (for display) was not programmed.
- If neither name nor fax number was programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.

Note

- ❑ To prioritize a fax number or name programmed in the destination list, contact your service representative.

❖ For Internet Fax destinations

At time of transmission, it shows the e-mail address or name programmed in the destination list. At time of reception, it shows the e-mail address of the sender.

At time of broadcasting transmission, it shows the number of destinations after the e-mail addresses or names of destination.

Note

- ❑ When documents are transmitted from the computer to the machine, --LAN-Fax --> appears. To check if the documents are sent to the receiver, confirm the same File No.



❖ For IP-Fax destinations

Shows the IP-Fax destination or name programmed in the destination list. The fax destination details appear on the reception report.

❖ For Folder destinations

Shows the name programmed in the destination list for forwarding.

6. Communication mode

- For fax transmissions and receptions
After "T" for outgoing faxes or "R" for incoming faxes, the communication mode appears in alphabetical letters or symbols. If the optional extra G3 interface unit is installed, "G3-1", "G3-2", or "G3-3" appears.
- For Internet Fax transmissions and receptions
After , and "T" for outgoing e-mail or "R" for incoming e-mail, the communication mode appears in alphabetical letters or symbols. Outgoing e-mail set for Reception Notice of E-mail Options is indicated by a "Q", whereas "A" appears with reception notice e-mails.
- For IP-Fax transmissions and receptions
After , and "T" for outgoing faxes or "R" for incoming faxes, the communication mode appears in alphabetical letters or symbols.
- For forwarding to the folder destinations
Shows (folder mark).

7. Communication time

Shows time taken for transmissions or receptions.

8. Number of pages

Shows the number of pages transmitted or received.

9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown. The results of received documents that were routed are preceded by "+".

--: The Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.) When using LAN-Fax, the results of communication from a computer to this machine are shown.

Error: A communication error occurred.

D: Power was disconnected during communication. Not all fax documents were transmitted.

10. User name

Shows the sender's name.

11. File number

Shows file management numbers.

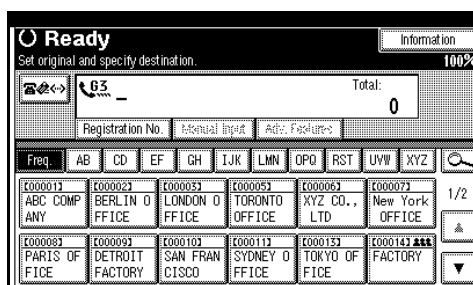
Checking the Transmission Result (TX File Status)

You can browse a part of the Journal on the display.

Note

- Only the transmission result of the last 200 communications (receptions and transmissions) are shown.
- You can view sent fax documents and their lists, using a network computer Web Image Monitor. For details, see the Web Image Monitor's Help.
- If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. See p.145 "General Settings/Adjustment".

1 Press [Information].



2 Select [TX File Status].

3 Check the transmission results.

TX File Status			Displaying transmission file status.	
Date / Time	Destination	Original	Original	Original
22Apr. 15:59	InternetFax:AB@abcdcompany.com	2		
22Apr. 15:56	NEWYORK DIV.	2		
22Apr. 15:53	NEWYORK DIV.	1		
22Apr. 15:53	InternetFax:D@abcdcompany.com	1		
22Apr. 15:51	InternetFax:AB@abcdcompany.com	1		
22Apr. 15:50	NEWYORK DIV.	1		

Transmission results are displayed, from the latest result down, in groups of six.

Note

- When a fax is sent, "Destination" shows the Own Fax Number or Fax Header information of the receiver. The e-mail address and name programmed in the destination list appears in the "To" field of the sent Internet Fax document. For a transmission from a computer, "-- LAN-Fax -->" is shown.
- Depending on security settings, the destination may appear as *.

4 Press [Exit] twice.

The standby display appears.

Note

- When documents are transmitted from the computer to the machine, --LAN-Fax --> appears. To check if the documents are sent to the receiver, confirm the same File No.

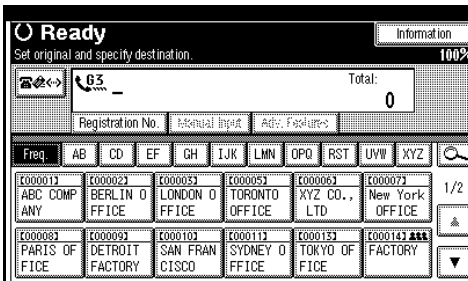
Checking the Reception Result (RX File Status)

You can browse a part of the Journal on the display.

Note

- Only the reception result of the last 200 communications (receptions and transmissions) are shown.
- You can view received fax documents and their lists, using a network computer Web Image Monitor. For details, see the Web Image Monitor's Help.
- If a document is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. See p.145 "General Settings/Adjustment".

1 Press [Information].



2 Press [RX File Status].

3 Check the reception results.

RX File Status				Displaying reception file status.	
Date / Time	TX Station			Original	
22Apr. 16:02	NEWYORK DIV.				3
22Apr. 16:01	NEWYORK DIV.				1
22Apr. 15:56	InternetFax:A@abcdcompany.com				1
22Apr. 15:53	InternetFax:D@abcdcompany.com				1
22Apr. 15:51	InternetFax:A@abcdcompany.com				1
22Apr. 13:33	NEWYORK DIV.				1

Reception results are displayed, from the latest result, in groups of six.

Note

- When a fax or IP-Fax is received, Transmission Station shows the sender's fax number or Fax Header information. The sender's e-mail address appears in the "From" field of received Internet Faxes.

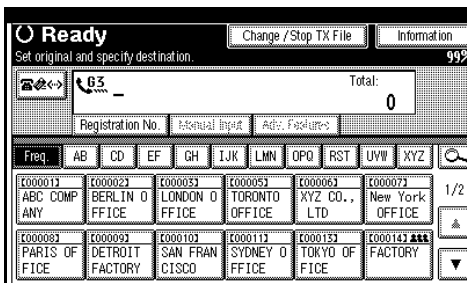
4 Press [Exit] twice.

The standby display appears.

Displaying the Memory Status

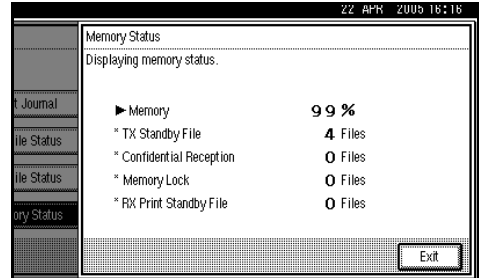
Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential documents, the number of files to be sent, the number of Memory Lock files and the number of received documents to be printed.

1 Press [Information].



2 Press [Memory Status].

3 Check the memory status.



Note

☐ “Others” is displayed when:

- storing attachment files. See p.66 “Sending an Auto Document”.
- storing Reception Request files. See p.52 “Transfer Station”.
- storing originals in the Information Boxes. See p.42 “Storing Documents in Information Boxes”.
- sending to the Personal Box. See p.41 “Printing Personal Box Documents”.

☐ If you made the machine save received documents on the hard disk, see “RX Print Standby File” on the display to check the number.

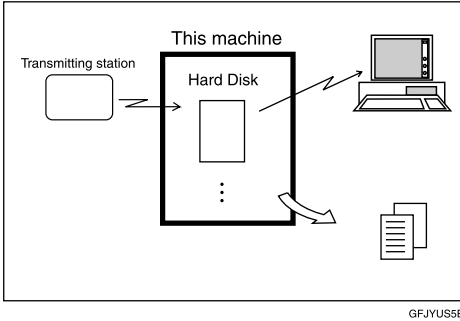
4 Press [Exit] twice.

The standby display appears.

Printing/Deleting Received and Stored Documents (Print/Delete Stored RX File)

The optional printer/scanner unit is required.

You can print documents that are received and stored on the hard disk. You can also delete unwanted documents.



3

Preparation

Make the settings for received and stored documents before using this function. See p.195 “Storing or Printing Received Documents”.

Note

- If you have selected to store received documents and specified an e-mail address for notification of receipt, fax reception notification can be sent to that e-mail address. See p.196 “Reception Report e-mail”.
- You can store up to 400 received documents on the hard disk.
- You can view and print received and stored documents using a Web Image Monitor or DeskTop-Binder. See p.123 “Viewing Fax Information Using a Web Browser” or the DeskTopBinder’s manuals and Help.

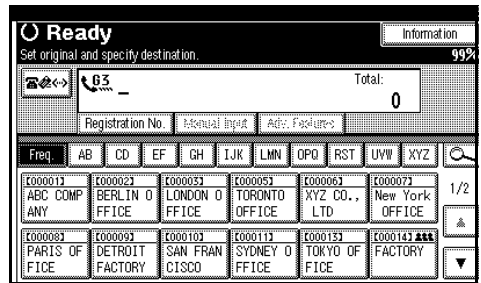
Printing Received and Stored Documents

Use the following procedure to print documents saved on the hard disk.

Note

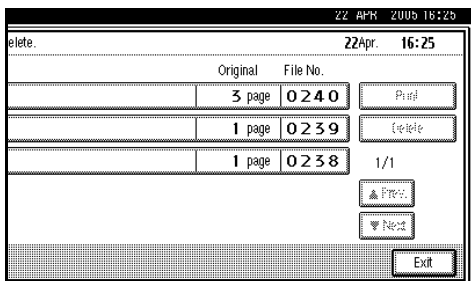
- This function allows you to print only received and stored documents.
- You cannot print and delete received documents using the Document Server function.
- You can specify and print multiple documents. You can specify a maximum of 30 documents at one time.

1 Press [Information].



2 Press [Print / Delete Stored RX File].

- 3 Select a file to be printed, and then press [Print].



Note

- To cancel printing, press [Cancel].
- To delete the document after printing, press [Delete File after Printing].
- To perform two-sided printing, press [Print on 2 Sides] before pressing the [Start] key.

- 4 Select the printing mode, and then press the [Start] key.

- 5 Press [Exit] twice.

The standby display appears.

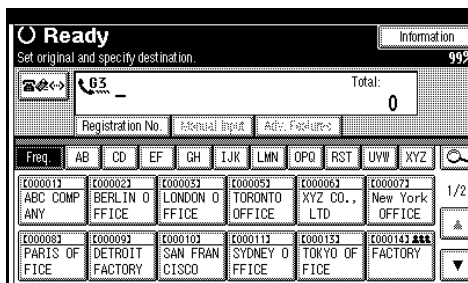
Deleting Received and Stored Documents

Use the following procedure to delete documents stored on the hard disk.

Note

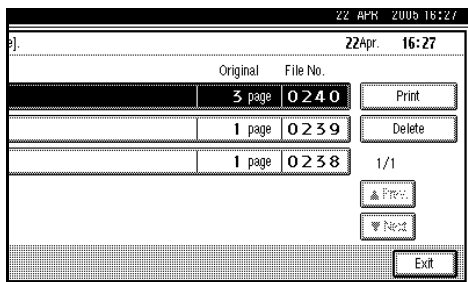
- You cannot delete a document while another person is previewing or printing it using a Web Image Monitor or DeskTopBinder.
- You can specify and delete multiple documents. You can specify a maximum of 30 documents at one time.

- 1 Press [Information].



- 2 Press [Print / Delete Stored RX File].

- 3 Select a file to be deleted, and then press [Delete].



- 4 Press [Yes].

Note

- To cancel a deletion, press [No]. The display returns to that of step 3.

- 5 Press [Exit] twice.

The standby display appears.

Printing a Confidential Document

This function is designed to prevent unauthorized users from reading your documents. If someone sends you a document using Confidential Transmission, it is stored in memory but not automatically printed. To print the document you have to enter the Confidential ID Code. When your machine has received a confidential document, the **Confidential File** (📧) indicator lights.

3

Preparation

Before using this function, program your Confidential ID. See p.192 “Programming a Confidential ID”.

Important

- ❑ If the main power switch is off for about an hour, all confidential documents are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See p.202 “Turning Off the Main Power / In the Event of Power Failure”.

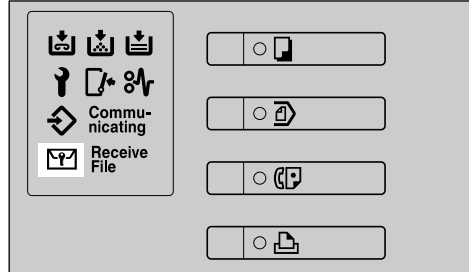
Limitation

- ❑ You must program the Confidential ID for Confidential Reception to work.
- ❑ This function is not available with Internet Fax.

Note

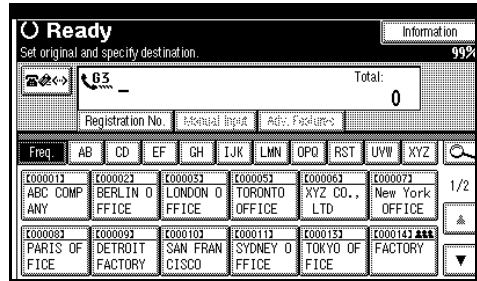
- ❑ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 2. See p.145 “General Settings/Adjustment”.

1 Confirm that the Confidential File indicator is lit.



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2 Press [Information].

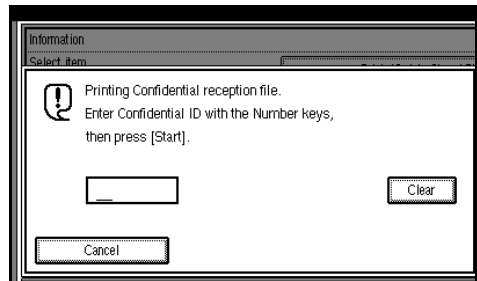


3 Press [Print Confidential RX File].

Note

- ❑ If no confidential documents have been received, the message “No reception file.” is shown. Press [Exit].

4 Enter a 4-digit Confidential ID using the number keys, and then press the [Start] key.



The Confidential ID differs depending on the Sender's specifications.

 **Note**

- You must enter the Confidential ID programmed in this machine, if the received file has no Confidential ID.
- You must enter the Confidential ID programmed by the sender. Confirm the sender's Confidential ID in advance.
- If the Confidential IDs or Personal Confidential IDs do not match, the message "No reception file under specified Confidential ID." appears. Press **[Exit]** to cancel the operation, and then check the Confidential ID or Personal Confidential ID with the other party, and then try again.

5 Press **[Exit]**.

The standby display appears.

 **If you cannot print confidential files even if the Confidential File (🔒) indicator is lit.**

The Confidential File indicator also lights if the machine received a document with a SUB Code. Check the Personal Boxes.

 **Note**

- Print from the Personal Box when a file is sent from another party with a SUB Code attached. See p.41 "Printing Personal Box Documents".

Confidential File Report

When this function is turned on, this report is printed whenever your machine receives a confidential document.

 **Note**

- You can turn this function on or off with the User Parameters. See p.167 "User Parameters" (switch 04, bit 0).

Printing a File Received with Memory Lock

This is a security function designed to prevent unauthorized users from reading your documents. If Memory Lock is switched on, all received documents are stored in memory and are not automatically printed. To print the documents, you have to enter the Memory Lock ID Code. When your machine has received a document with Memory Lock, the **Confidential File** (🔒) indicator blinks.

Preparation

Before using this function, program your Memory Lock ID. See p.194 “Programming a Memory Lock ID”.

Before using this function, set Memory Lock to On. See p.175 “Memory Lock”.

Important

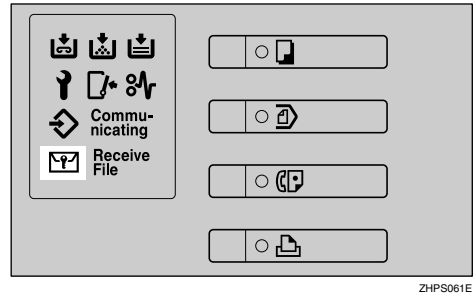
- ❑ If the main power switch is turned off for about an hour, all documents protected by Memory Lock are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See p.202 “Turning Off the Main Power / In the Event of Power Failure”.

Note

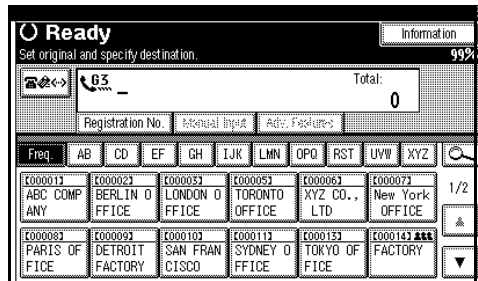
- ❑ If Memory Lock and received document storage are both set to on, Memory Lock is unavailable and received documents become stored documents. For details, see p.195 “Storing or Printing Received Documents” and p.34 “Printing/Deleting Received and Stored Documents (Print/Delete Stored RX File)”.
- ❑ Even when Memory Lock is available, if free memory is insufficient, reception is not possible.

- ❑ You can also apply a Memory Lock to documents that come only from certain senders. See p.175 “Programming/Changing Special Senders”.
- ❑ Documents received by Polling Reception are automatically printed even if this function is switched on.
- ❑ You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 2. See p.145 “General Settings/Adjustment”.

1 Confirm that the Confidential File indicator is blinking.



2 Press [Information].

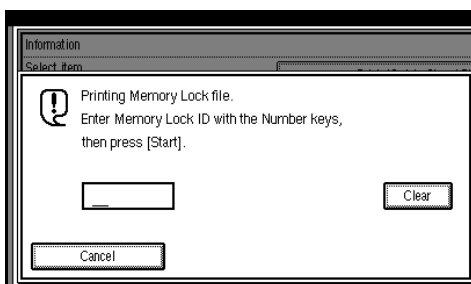


3 Press [Print Memory Lock].

Note

- ❑ If no documents were received while Memory Lock was switched on, the message “No reception file.” is shown. Press [Exit] .

- 4 Enter a 4-digit Memory Lock ID with the number keys, and then press the [Start] key.



 **Note**

- If the Memory Lock ID does not match, the message “Specified code does not correspond to programmed Memory Lock ID.” appears. Press [Exit] and retry after checking the Memory Lock ID.

- 5 Press [Exit].

The standby display appears.

Personal Boxes

Preparation

Before using this function, set the Personal Box in advance. See p.182 “Programming/changing Personal Boxes”.

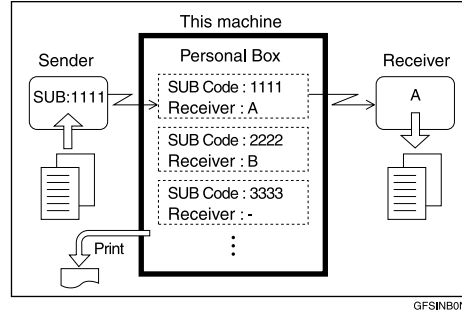
Personal Boxes

This function lets you set up the machine so that incoming documents 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 was designated as a Personal Box beforehand. When the other party sends their document, they specify the SUB Code of the receiver. When the document is received, it is stored in the Personal Box with the matching SUB Code.

This enables several individuals or departments to share a single fax machine yet be able to differentiate between documents. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming documents with this SUB Code appended are forwarded directly to the destination you specify. You can specify a fax number, e-mail address or IP-Fax destination as the receiver. See p.182 “Programming/changing Personal Boxes” for details about programming receivers.

For details about the SUB Code, see p.181 “Box Settings”.



- To be able to receive documents into a Personal Box, you must inform the sender of the SUB Code programmed for that Personal Box and ask them to send the document using SUB Code Transmission with that SUB Code. See p.49 “SUB Code”.
- When documents have been received into Personal Boxes, the Confidential Reception/Memory Lock indicator lights and the Confidential File Report is printed. See p.37 “Confidential File Report”.
- If a receiver is assigned, the delivered document is deleted.
- If a receiver is not assigned, you can print the received documents on this machine. See p.41 “Printing Personal Box Documents”.

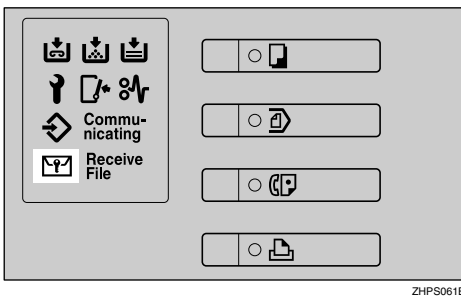
Printing Personal Box Documents

Follow these steps to print a document received into a Personal Box.

Note

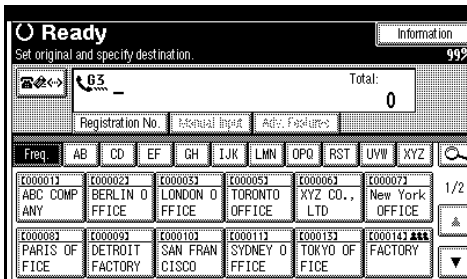
- If you print a Personal Box document, it is deleted.

1 Make sure that the Confidential File indicator is lit.



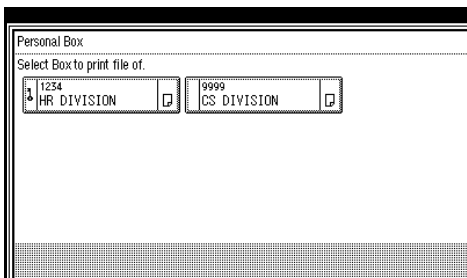
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2 Press [Information].



3 Press [Print Personal Box File].

4 Select the box with the document you want to print.



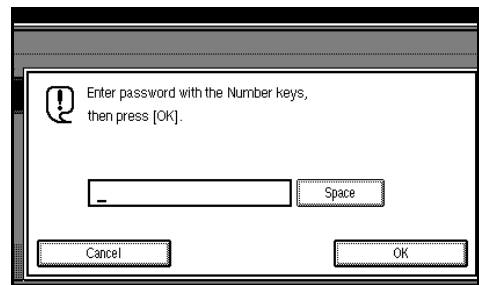
When a password is required

The display appears, when the selected Personal Box password is set in advance.

Note

- The password is programmed in "Administrator Tools". See p.182 "Programming/changing Personal Boxes".

1 Enter the password, and then press [OK].



Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.
- To cancel entering a password, press [Cancel]. The display returns to that of step 4.

5 Press the [Start] key.

Note

- To stop printing, press [Stop Printing]. The display returns to that of step 4.

6 Press [Exit].

Note

- To print a document in another Personal Box, repeat from step 4.

7 Press [Exit].

The standby display appears.

Information Boxes

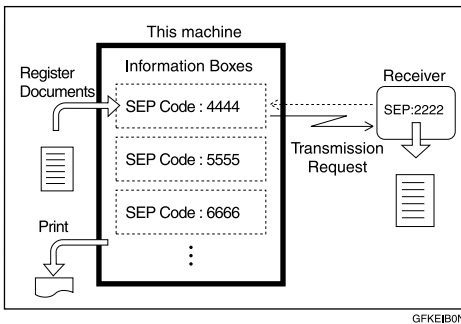
Preparation

Before using this function, set the Information Box in advance. See p.185 "Programming/changing Information Boxes".

Information Boxes

Use the Information Box function to set up the machine as a Document Server. By scanning documents into Information Boxes, other parties can receive these documents whenever they request them.

For details about the SEP Code, see p.181 "Box Settings".



- You can program documents for this function with "Store / Delete / Print Information Box File". See p.42 "Storing Documents in Information Boxes".
- For other parties to be able to retrieve a document programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.

- When an SEP Code Polling Reception request is made by another party, the SEP Code they specify is matched against the SEP Codes programmed in that Information Boxes. If a code matches, the document stored in the Information Box is sent to the other party automatically. See p.50 "SEP Code".
- You can check the contents of Information Boxes with "Store / Delete / Print Information Box File". See p.44 "Printing Information Box Documents".
- You can set a password for Information Boxes in advance. A password can be set in "Administrator Tools". See p.185 "Programming/changing Information Boxes".

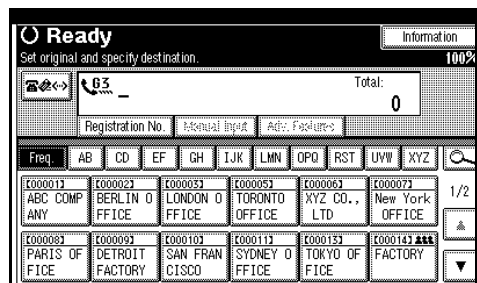
Storing Documents in Information Boxes

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

Note

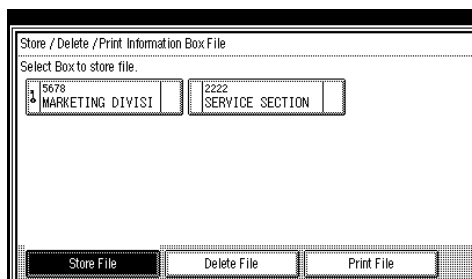
- One Information Box stores one file.
- The stored file is not deleted automatically. If you want to delete a stored file, see p.45 "Deleting Information Box Documents".

1 Press [Information].



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

3 Select the box in which you want to store the file.

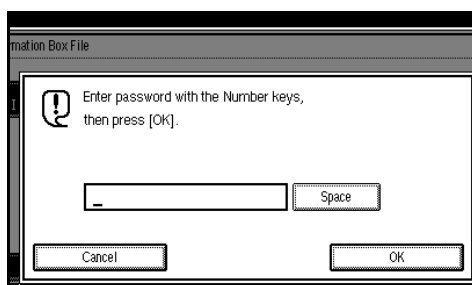


Note

- When there are pre-programmed files, a file mark is displayed at the end of the Box Name.
- A message is displayed if you select a box with a file stored in it. Press [Yes] when changing the file. The stored original file is overwritten.

When a password is required

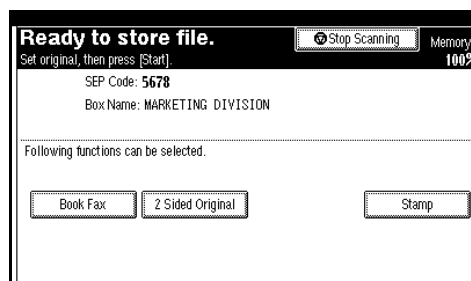
1 Enter the password, and then press [OK].



Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.
- To cancel entering a password, press [Cancel]. The display returns to that of step 3.

4 Place the original, and then select the scan settings you require.



Note

- You can also select the following settings:
 - Book Fax
 - 2 Sided Original (The optional ADF is required.)
 - Stamp (The optional ADF is required.)

Reference

p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

5 Press the [Start] key.

The machine starts to scan the original.

To stop scanning, press [Stop Scanning]. The display returns to that of step 3.

6 Press [Exit].

Note

- To store a document in another Information Box, repeat from step 3.

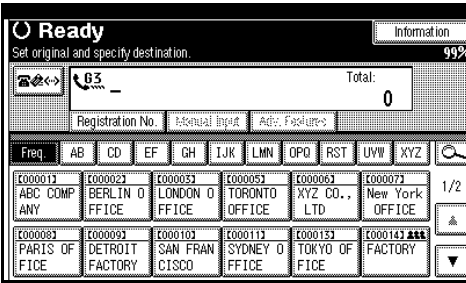
7 Press [Exit].

The standby display appears.

Printing Information Box Documents

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

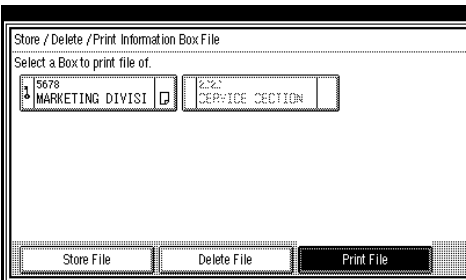
1 Press **[Information]**.



2 Press **[Store / Delete / Print Information Box File]**.

3 Press **[Print File]**.

4 Select the box that contains the stored file you want to print.

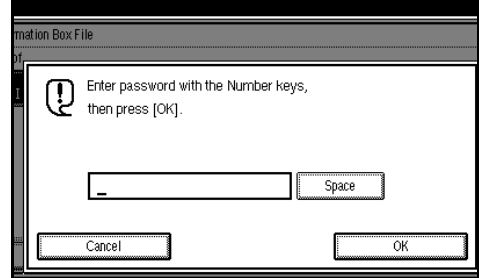


Note

- You cannot select a box that has no stored file.

When a password is required

1 Enter the password, and then press **[OK]**.



Note

- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.
- To cancel entering a password, press **[Cancel]**. The display returns to that of step **4**.

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

Note

- If you want two-sided printing, press **[Print 2 Sides]** before pressing the **[Start]** key.
- To stop printing before pressing the **[Start]** key, press **[Cancel]**. The display returns to that of step **4**.
- To stop printing after pressing the **[Start]** key, press **[Stop Printing]**. The display returns to that of step **4**.

6 Press **[Exit]**.

Note

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

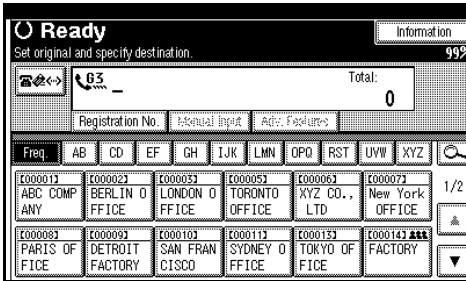
7 Press **[Exit]**.

The standby display appears.

Deleting Information Box Documents

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

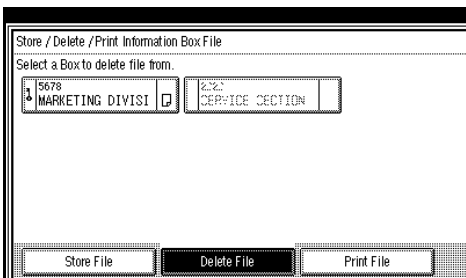
1 Press [Information].



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

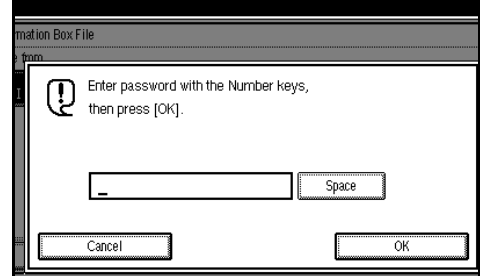
3 Press [Delete File].

4 Select the box that contains the stored file you want to delete.



When a password is required

1 Enter the password, and then press [OK].



Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.
- To cancel entering a password, press [Cancel]. The display returns to that of step 4.

5 Press [Delete].

Note

- To stop deleting, press [Do not Delete]. The display returns to that of step 4.

6 Press [Exit].

Note

- Repeat from step 4 to delete another stored file in another box.

7 Press [Exit].

The standby display appears.

4. Other 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 Destination keys and some of which may be entered using the number keys.

 **Limitation**

- You cannot use this function with Internet Fax transmission.

 **Note**

- The total number of digits that can be entered is up to 128 using Destination keys and number keys.
- For Memory Transmission and Immediate Transmission, insert a pause between parts of a number. For On Hook Dial and Manual Dial, no pause is needed.
- The Advanced Features function programmed in the destination list is unavailable.

(Example) 01133-1-555333

Assume that 01133 is stored in a Destination key.

- 1** Place the original, and then select the scan settings you require.
- 2** Press the Destination key that is programmed "01133".
- 3** Press the **[Pause/Redial]** key.
- 4** Enter **[1]**, **[5]**, **[5]**, **[5]**, **[3]**, **[3]**, **[3]** using the number keys.
- 5** Press the **[Start]** key.

Redial

The machine stores the last 10 destinations specified in each transmission method. This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination again.

 **Limitation**

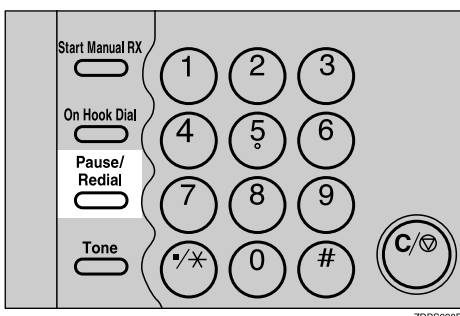
- The following kinds of destinations are not stored:
 - Destinations specified using the destination list
 - Destinations specified as a group destination
 - Destinations dialed as Receiving Stations for Transfer Request
 - Destinations dialed using the external telephone
 - Destinations dialed by Redial (regarded as already stored in memory)
 - Second and later destinations broadcasted to
 - Destinations specified in the LAN-Fax Driver on the computer
- To redial a fax number, 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 is entered instead.

 **Note**

- You can specify Internet Fax and IP-Fax destinations using the Redial function. Select this function before pressing **[Manual Input]**.

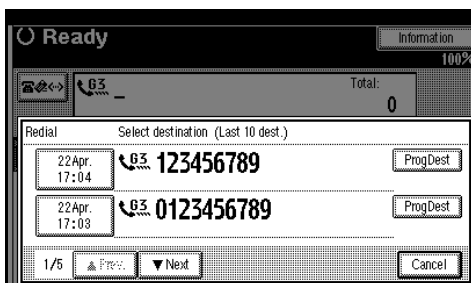
1 Place the original, and then select the scan settings you require.

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



4

3 Select the destination you want to redial to.



Note

- When the date and time the original was scanned appears as a key, select by pressing it.
- When you press **[ProgDest]**, you can register a selected recipient in the destination list. See p.40 “Registering Entered Destinations to the Address Book”, *Facsimile Reference <Basic Features>*.

Advanced Features

SUB Code

Normally you can only use Confidential Transmission to send documents to fax machines of the same manufacturer that have the Confidential Reception function. See p.9 “Confidential Transmission”. However, if the other machine supports a similar function called “SUB Code”, you can send fax documents to the other party using this method instead.

For details about the SUB Code, see p.181 “Box Settings”.

Limitation

- A SUB Code cannot be used with Internet Fax.

Note

- The ID can be up to 20 digits long.
- You can enter numbers, *, #, and spaces to program an ID.
- Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- You can store IDs in the destination list and Programs. See “Fax Destination”, *General Settings Guide*. See p.129 “Registering and Changing Keystroke Programs”.
- The SUB Code is printed on all reports. This is possible only if the SUB Code is specified in **[Adv. Features]** using the number keys.

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

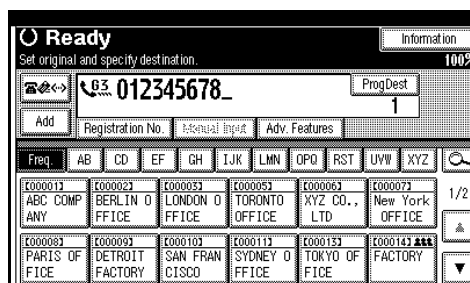
Reference

p.11 “Placing Originals”, *Facsimile Reference* <Basic Features>

p.30 “Scan Settings”, *Facsimile Reference* <Basic Features>

- 2** Enter the fax number of a destination or an IP-Fax destination.

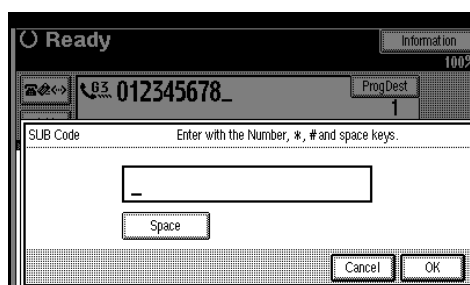
- 3** Press **[Adv. Features]**.



- 4** Press **[SUB Code]**.

- 5** Press **[TX SUB Code]**.

- 6** Enter a SUB Code, and then press **[OK]**.



“SUB Code” appears one line above **[Adv. Features]** on the display.

Note

- If you make a mistake, press **[Cancel]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.

- 7** To enter a password, press [Password (SID)].
- 8** Enter the password with the number keys, and then press [OK].
- 9** Press [Exit].
- 10** Press the [Start] key.

 **Note**

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

SID Code

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function. When you use a Personal Box that has a password, enter the SID Code as the password.

 **Note**

- The ID can be up to 20 digits long.
- You can enter numbers, *, #, and spaces to program an ID.
- You can store IDs in the destination list and Programs. See p.129 "Registering and Changing Keystroke Programs". See "Fax Destination", *General Settings Guide*.
- The SID Code is printed on all reports. This is possible only if the SID Code is specified in [Adv. Features] using the number keys.

SEP Code

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception function and the same manufacturer. However, if a machine of another manufacturer supports Polling Reception, you can receive fax documents from the other party using this method instead.

You can receive documents that have the same SEP Code as the SEP Code you entered.

For details about the SEP Code, see p.181 "Box Settings".

 **Limitation**

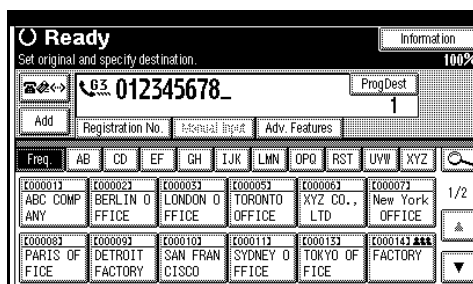
- A SEP Code cannot be used with Internet Fax.

 **Note**

- The ID can be up to 20 digits long.
- Make sure the number of digits in the ID matches the one set on the machine from which you are receiving.
- You can enter numbers, *, #, and spaces to program an ID.
- You can store IDs in the destination list and Programs. See "Fax Destination", *General Settings Guide*. See p.129 "Registering and Changing Keystroke Programs".
- The SEP Code is printed on all reports. This is possible only if the SEP Code is specified in [Adv. Features] using the number keys.

1 Enter the fax number of a destination or an IP-Fax destination.

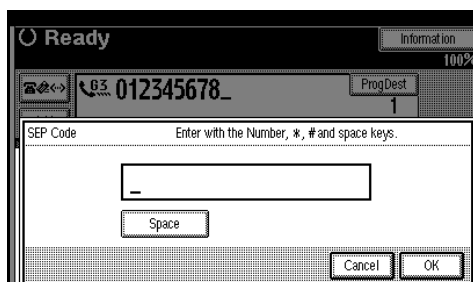
2 Press [Adv. Features].



3 Press [SEP Code].

4 Press [RX SEP Code].

5 Enter a SEP Code, and then press [OK].



“SEP Code” appears one line above [Adv. Features] on the display.

Note

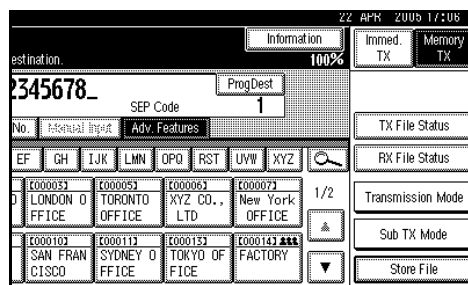
- If you make a mistake, press [Cancel] or the [Clear/Stop] key before pressing [OK], and then try again.

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

7 Enter the password using the number keys, and then press [OK].

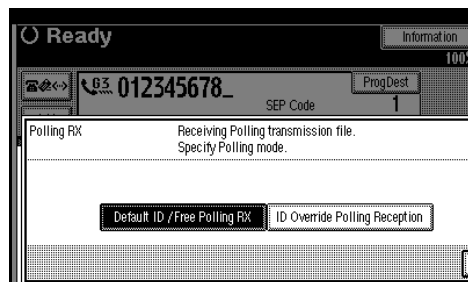
8 Press [Exit].

9 Press [Transmission Mode].



10 Press [Polling RX].

11 Press [Default ID / Free Polling RX], and then press [OK].



Note

- To cancel Polling RX, press [Cancel]. The display returns to that of step 10.

12 Press [OK].

The standby display appears.

13 Press the [Start] key.

PWD Code

There are times you may want to use a password when receiving faxes by polling using the SEP Code function. If you receive a document from a machine of the same manufacturer, the password does not have to be entered.

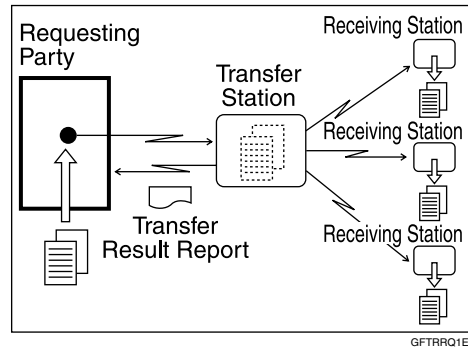
 **Note**

- The password can be up to 20 digits long.
- You can enter numbers, *, #, and spaces as a password.
- You can store IDs in the destination list and Programs. See “Fax Destination”, *General Settings Guide*. See p.129 “Registering and Changing Keystroke Programs”.
- The PWD Code is printed on all reports. This is possible only if the PWD Code is specified in **[Adv. Features]** using the number keys.

Transfer Request

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

The following diagram may make the concept clearer.



The following terminologies are used in this section:

❖ **Requesting Party**

The machine where the document originates.

❖ **Transfer Station**

The machine that forwards the incoming document to another destination.

❖ **Receiving Station**

The facsimile or computer that received the document from the Transfer Station.

Preparation

Before you can use this function, you must make the following preparations:

- Program each Transfer Station number in this machine (Requesting Party) and in the Transfer Station itself. See p.192 “Transfer Report”.
- Program the same Polling ID in both this machine (Requesting Party) and the Transfer Station. See p.193 “Programming a Polling ID”.
- To send a Transfer Request by fax, the Transfer Station must be a fax machine of the same manufacturer and have the Transfer Station function.
- To send a Transfer Request by e-mail, the Transfer Station must be a fax machine of the same manufacturer that supports Internet Fax.
- To send a Transfer Request by IP-Fax, the Transfer Station must be a fax machine that supports IP-Fax and be made by the same manufacturer.
- The Requesting Party's fax number must be programmed in the Transfer Station's Quick Dial or Speed Dial.
- The Receiving Station's fax number must be programmed in the Transfer Station's Quick Dial, Speed Dial or Group Dial.

Note

- You can specify up to 500 Transfer Stations in a Transfer Request.
- You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station's Group, the Group counts as a single receiver.
- When a Transfer Request is sent by e-mail, as soon as the Transfer Station completes transfer to all Receiving Stations, it sends back a Transfer Result Report by e-mail. See p.89 “Transfer Result Report (transfer request by e-mail)”.
- When a Transfer Request is sent by e-mail to a computer or facsimile without the Transfer Request function, that machine receives it as ordinary e-mail. It does not transfer the document nor send an error report back to the Requesting Party. To send Transfer Request by e-mail, use a Transfer Station that supports Internet Fax and has the Transfer Station function.
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step **3**. See p.145 “General Settings/Adjustment”.

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

Note

- When using a Transfer Request by e-mail, documents are sent at “Detail” resolution, even if you have specified “Super Fine”. To send a document at “Super Fine”, configure the Full Mode when registering the destinations in the Address Book. See p.57 “T.37 Full Mode”, *Facsimile Reference <Basic Features>*.

- ❑ When using a Transfer Request by e-mail, originals are sent at A4 width. Originals larger than A4 are reduced to A4 width. If the receiver is in compliance with the T.37 full mode, originals are sent at the width specified in the Address Book. See p.57 “T.37 Full Mode”, *Facsimile Reference <Basic Features>*.

Reference

- p.11 “Placing Originals”, *Facsimile Reference <Basic Features>*
- p.30 “Scan Settings”, *Facsimile Reference <Basic Features>*

2 Specify a Transfer Station.

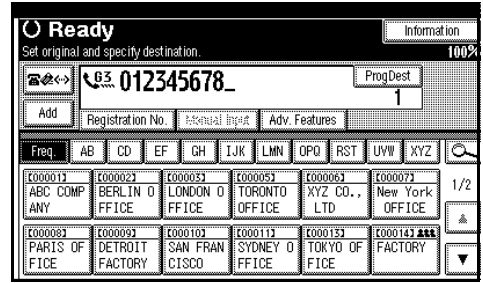
Note

- ❑ Enter directly or use a destination list to specify the fax number, e-mail address, or IP-Fax destination of the Transfer Station.
- ❑ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key, and then try again.
- ❑ When a Transfer Request is sent by e-mail, e-mail options can be set. See steps **2** and **3** on p.59 “Sending Internet Fax Documents”, *Facsimile Reference <Basic Features>*.

Reference

- p.35 “Entering a Fax Number”, *Facsimile Reference <Basic Features>*
- p.37 “Entering an E-mail Address”, *Facsimile Reference <Basic Features>*
- p.38 “Entering an IP-Fax Destination”, *Facsimile Reference <Basic Features>*
- p.41 “Using the Destination List to Specify Single or Group Destinations”, *Facsimile Reference <Basic Features>*

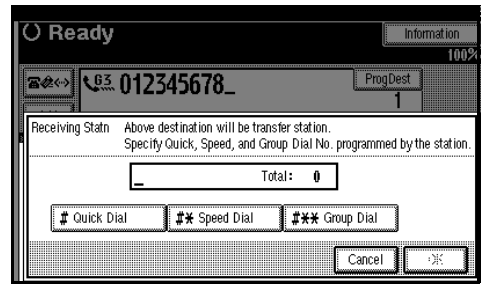
3 Press [Adv. Features].



4 Press [Transfer Req.].

5 Press [Receiving Statn].

6 Specify a Receiving Station.



Note

- ❑ You cannot enter Receiving Station numbers directly. The numbers must be stored in destination lists, Speed Dial, or Groups in the Transfer Station(s). To specify a Receiving Station, use the following procedure.
- ❑ To cancel the Transfer Request, press **[Cancel]** twice. The display returns to that of step **5**.

Destination List

- 1 Select [**#** Quick Dial].
- 2 Enter the registration number of the destination list where the Receiving Station is stored.

For example, to select the registration number stored in Quick Dial 01 of the Transfer Station, enter: **[0][1]**.

 **Note**

- You can enter up to five digits.

Speed Dial

- 1 Select [**#*** Speed Dial].
- 2 Enter the number of the Speed Dial code.

For example, to select the number stored in Speed Dial 12 of the Transfer Station, enter: **[1][2]**.

Group Dial

- 1 Select [**#*** Group Dial].
- 2 Enter the number of the Group number.

For example, to select the number stored in Group Dial 04 of the Transfer Station, enter: **[0][4]**.

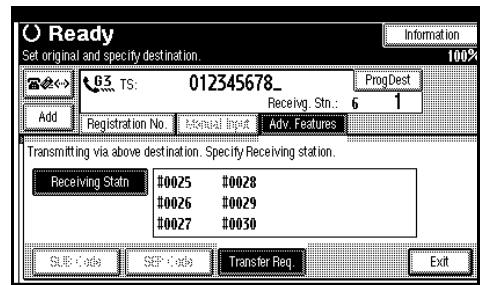
- 7 To specify another Receiving Station, press **[Add]**.

 **Note**

- Press **[▲Prev.]** or **[▼Next]** to see the Receiving Stations already entered. You can select a Receiving Station from this list and remove it by pressing **[Clear]** or the **[Clear/Stop]** key.

- 8 When you have specified all the Receiving Stations, press **[OK]**.

- 9 Press **[Exit]**.



The Transfer Stations and Receiving Stations are displayed.

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

With transfer requests set in the System Settings menu

You can program a Destination key with Transfer Station and/or Receiving Station under Program/Change/Delete Transfer Request in the System Settings menu. See “Registering the Transfer Request”, *General Settings Guide*.

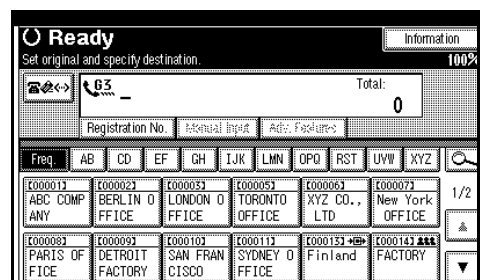
- 1 Place the original, and then select the scan settings you require.

 **Reference**

p.11 “Placing Originals”, *Facsimile Reference* <Basic Features>

p.30 “Scan Settings”, *Facsimile Reference* <Basic Features>

- 2 Press the key programmed with Transfer Request.




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


 **Setting Multistep Transfer**

Program a Transfer Station in a destination list. When receiving a Transfer Request that specifies the same Receiving Station as programmed in the destination list, this machine sends a Transfer Request to the programmed Transfer Station. This function allows fax documents to be transferred via multiple stations and makes fax document transfer more efficient.

4

You can program up to 30 Receiving Stations per Transfer Station. For more information, contact your service representative.



On Hook Dial

The On Hook Dial function allows you to dial while listening to the tone from the internal speaker. You can send a fax checking the connection.

Limitation

- ❑ This function is not available for the optional extra G3 interface unit, Internet Fax and IP-Fax.

Note

- ❑ This function is unavailable in some countries.
- ❑ If an Immediate TX Result Report (Immediate Transmission) is printed, On Hook Dial transmission results are not mentioned on the report.

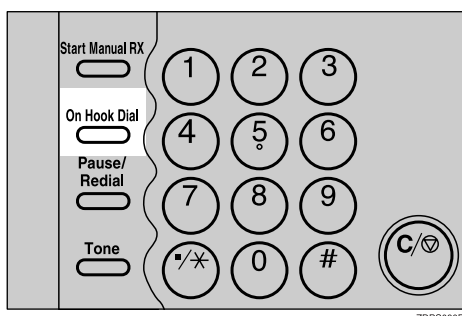
- 1** Place the original, and then select the scan settings you require.

Reference

p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

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

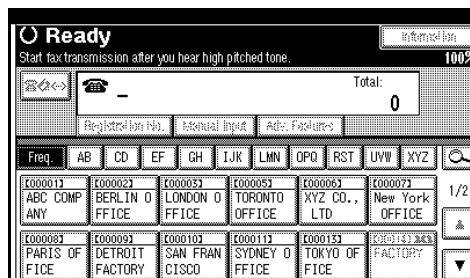


You will hear a low tone from the internal speaker.

Note

- ❑ If you want to cancel this operation, press the **[On Hook Dial]** key again.

- 3** Dial.



The machine immediately dials the destination.

Note

- ❑ You can adjust the volume of the on-hook sound by pressing **[Higher]** or **[Lower]** in the upper right-hand corner of the display. The volume can also be preprogrammed in "Gen. Settings/Adjust". See p.87 "Adjusting the Volume", *Facsimile Reference* <Basic Features> and p.145 "General Settings/Adjustment".
- ❑ If you make a mistake, press the **[On Hook Dial]** or **[Clear Modes]** key, and then return to step **2**.

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


The transmission starts.

Note

- ❑ After transmission, the machine returns to standby mode.
- ❑ If you want to cancel a transmission, press the **[Clear/Stop]** key, and then remove the originals.


 **External Telephone On Hook
Dial**

If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the **【Start】** key, pick up the external telephone and tell the receiver you want to send a fax document (ask them to switch to facsimile mode).



Manual Dial

The external telephone 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 document. If, on the other hand, you hear a voice at the other end, continue conversation as normal.

Limitation

- This function is not available for the optional extra G3 interface unit, Internet Fax and IP-Fax.
- If Immediate TX Result Report (Immediate Transmission) is printed, the result of a transmission with Manual Dial is not mentioned in the report.

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

Reference

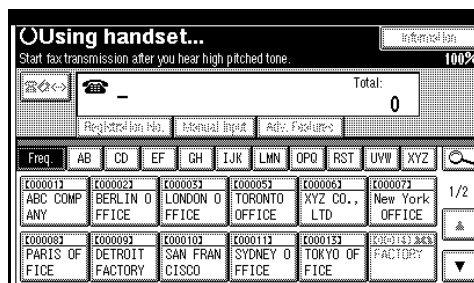
p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

- 2** Pick up the handset.

You will hear a dial tone.

- 3** Dial.



The machine immediately dials the destination.

Note

- If you make a mistake, replace the external telephone, and then 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 document.

The transmission starts.

Note

- If you hear a voice, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).

- 5** Replace the handset.

After transmission, the standby display appears.

Note

- If you want to cancel a transmission, press the **[Clear/Stop]** key, and then remove the originals.

Changing the Line Port

The optional extra G3 interface unit is required.

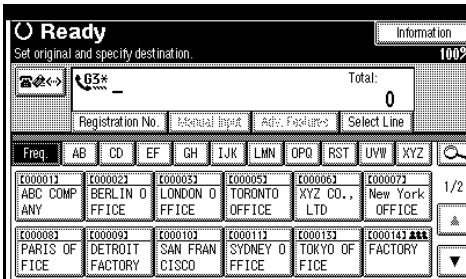
When the extra G3 interface unit is installed, you can connect to a maximum of three ports.

Note

- When you install the extra G3 interface unit, you can specify the line port home position from “Gen. Settings/ Adjust”. See p.145 “General Settings/Adjustment”.
- When sending a fax, you can select the line port if dialing with the number keys or Chain Dial.

G3

G3 is selected after power up or when the machine is reset. If you install the extra G3 interface unit, you can select “G3-1”, “G3-2”, “G3-3”, or “G3 Auto” depending on the number of the installed unit.



Multi-port

When the extra G3 interface unit is installed, communications can take place simultaneously through three lines at once.

The following list shows protocol combinations available for each line type.

Option	Available line types	Available protocol combinations
Without option	PSTN	G3
Extra G3 interface unit	PSTN+ PSTN	G3+G3
Extra G3 interface unit + Extra G3 interface unit	PSTN + PSTN + PSTN	G3 + G3 + G3

Note

- A maximum of three simultaneous communications are possible. You cannot perform three Immediate Transmissions simultaneously.
- If three communications are in progress, the display shows the first communication that was initiated

1 Press [Select Line].

Ready Information 100%

Set original and specify destination.

☎ G3* _ Total: 0

Registration No. Actual Input Act. Fax/Line Select Line

Freq.	AB	CD	EF	GH	IJK	LMN	OPO	RST	UVW	XYZ
C000013	C000023	C000033	C000053	C000063	C000073					
ABC COMP	BERLIN O	LONDON O	TORONTO	XYZ CO.,	New York					
ANY	FFICE	FFICE	OFFICE	LTD	OFFICE					
C000083	C000093	C000103	C000113	C000133	C000143					
PARIS OF	DETROIT	SAN FRAN	SYDNEY O	TOKYO OF	FACTORY					
FFICE	FACTORY	CISCO	FFICE	FFICE	FACTORY					

1/2

2 Select the line you want to use.

When one optional extra G3 unit is installed.

Ready Information 100%

Set original and specify destination.

☎ G3* _ Total: 0

Registration No. Actual Input Act. Fax/Line Select Line

Select line to use.

G3-1 G3-2 **G3 Auto**

Exit

Note

- If you select "G3 Auto", the machine will use any available line. This increases efficiency.

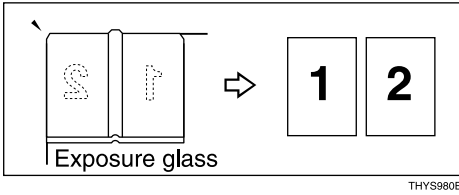
3 Press [Exit].

The standby display appears.

Sub Transmission Mode

Book Fax

Use to send book originals from the exposure glass. Pages are scanned in the following order.



4

Limitation

- Place the original on the exposure glass. You cannot use the optional ADF.
- Depending on paper sizes available in the destination machine, the document may be reduced when printed at the other end.

Note

- You can have bound originals scanned as left or right page first. You can set which page (left or right) the machine scans first as default with the User Parameters. See p.167 "User Parameters" (switch 06, bit 6).
- When using the Internet Fax function, originals are sent at A4 width. Originals larger than A4 are reduced to A4 width. See p.11 "Placing Originals", *Facsimile Reference* <Basic Features>. If the receiver is T.37 full mode compliant, originals are sent at the width specified in the Address Book. See p.57 "T.37 Full Mode", *Facsimile Reference* <Basic Features>.

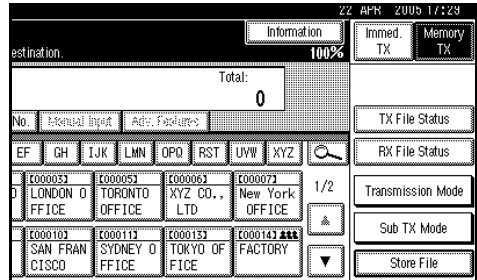
- 1** Place the original on the exposure glass, and then select the scan settings you require.

Reference

p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

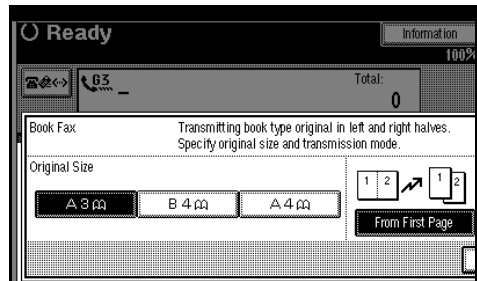
p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

- 2** Press [Sub TX Mode].



- 3** Press [Book Fax].

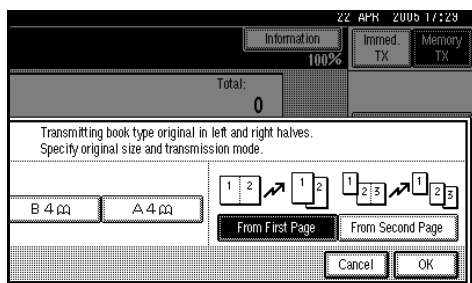
- 4** Select the size of the original.



Note

- To cancel this mode, press [Cancel]. The display returns to that of step 3.
- If you select A3, the original will be sent using Image Rotation Transmission. See p.79 "Transmission with Image Rotation".

- 5** Select **[From First Page]** or **[From Second Page]**, and then press **[OK]**.



The selected original size is shown above the highlighted **[Book Fax]**.

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.
- To cancel this mode, press **[Cancel]**. The display returns to that of step **3**.

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

- 7** Specify a destination, and then press the **[Start]** key.

Note

- When sending more than one page, place the originals individually, one after the other, pressing the **[Start]** key after each page.
- After scanning the last original, press **[#]**.
- If **[#]** is not pressed, the machine will automatically start sending the documents, 60 seconds after the last original has been scanned.

Two-Sided Transmission (Double-Sided Transmission)

The optional ADF is required.

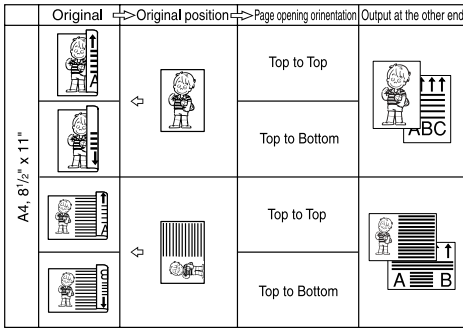
Use this function to send two-sided originals.

Note

- Originals placed on the exposure glass cannot be sent.
- 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".

	Original	Original position	Page opening orientation	Output at the other end
A3, B4, JIS, A4, 11" x 17", 8 1/2" x 14", 8 1/2" x 11"			Top to Top	
			Top to Bottom	
			Top to Top	
			Top to Bottom	
A5, B5, JIS, A5, 8 1/2" x 5 1/2"			Top to Top	
			Top to Bottom	
			Top to Top	
			Top to Bottom	

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See p.79 “Transmission with Image Rotation”

4

- This function is only available with Memory Transmission.
- This function is only available with the ADF.
- You can confirm whether both sides were properly scanned using the Stamp function. See p.73 “Stamp”.
- You can program one of the Quick Operation keys with operations for this function. Using the quick operation keys allows you to omit step 2. See p.145 “General Settings/Adjustment”.

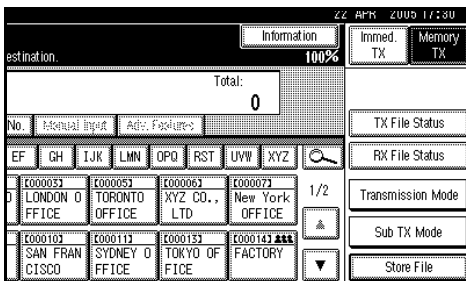
1 Place the original in the ADF, and then select the scan settings you require.

Reference

p.11 “Placing Originals”, *Facsimile Reference* <Basic Features>

p.30 “Scan Settings”, *Facsimile Reference* <Basic Features>

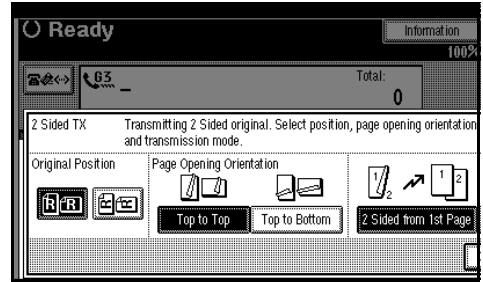
2 Press [Sub TX Mode].



3 Press [2 Sided Original].

4 Specify the original position.

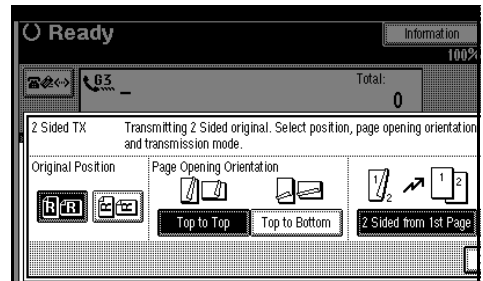
Check the orientation of the placed document, and then press [R/R] or [L/L].



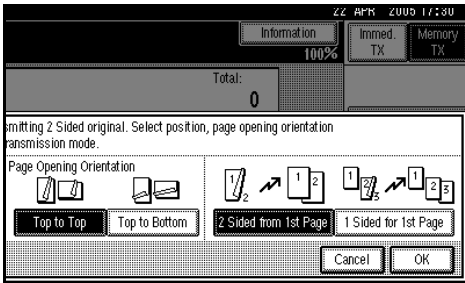
Note

- Make sure that the specified original position matches the orientation of originals loaded in the ADF.

5 Specify the 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], and then press [OK].



The selected original position and page opening orientation are shown above the highlighted [2 Sided Original].

Note

- To cancel this mode, press [Cancel]. The display returns to that of step 3.
- Select [2 Sided from 1st Page] to send a two-sided original from the first page.
- Select [1 Sided for 1st Page] if you want to send a cover letter as the first page.

- 7** Press [OK].

- 8** Specify the destination, and then press the [Start] key.

Standard Message Stamp

Use this function 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 function is in use, the third line of the Label Insertion is not printed. See p.74 "Label Insertion".
- 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. See p.157 "Programming, Changing, and Deleting Standard Messages".

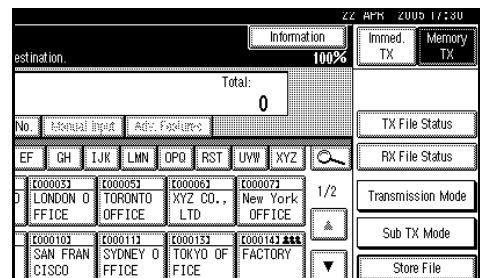
- 1** Place the originals, and then select the scan settings you require.

Reference

p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

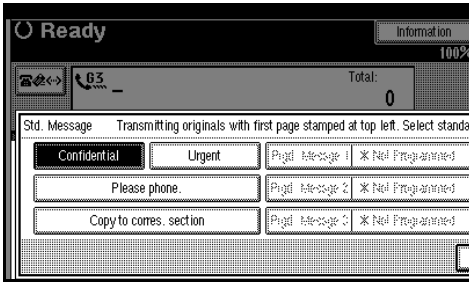
p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

- 2** Press [Sub TX Mode].



- 3** Press [Std. Message].

4 Select the standard message to be stamped, and then press [OK].



The selected standard message is shown above the highlighted [Std. Message].

Note

- To cancel the selection, press [Cancel]. The display returns to that of step 3.
- Programmed standard messages are shown in the keys.
- The machine cannot stamp multiple standard messages.

5 Press [OK].

6 Specify the destination, and then press the [Start] key.

Sending an Auto Document

If you often 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 rescanning every time you want to send it.

You can fax an Auto Document by itself, or attach it to a standard fax document.

Preparation

You need to register an Auto Document. See p.158 "Storing, Changing, and Deleting an Auto Document".

Note

- You can attach one Auto Document to each transmission.
- You can store up to 6 Auto Documents. See p.158 "Storing, Changing, and Deleting an Auto Document".
- Files with Auto Documents are sent by Memory Transmission.
- When sending an Auto Document with other files, 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 currently stored in memory. See p.67 "Printing documents stored as Auto Documents".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation keys allows you to omit step 2. See p.145 "General Settings/Adjustment".

1 Place the original, and then select the scan settings you require.

Reference

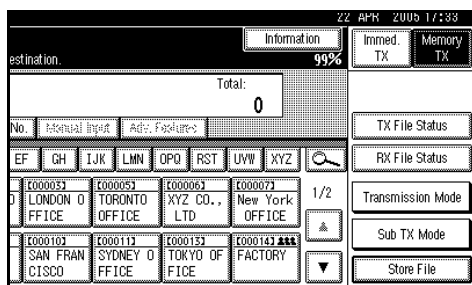
- p.11 "Placing Originals", *Facsimile Reference* <Basic Features>
- p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

Note

- When you fax an Auto Document, start from step 2.

4

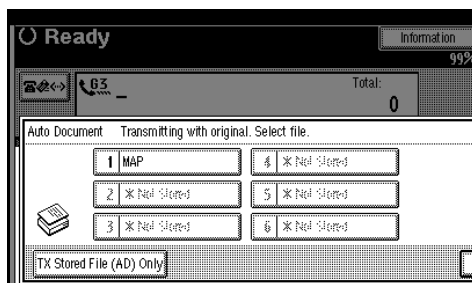
2 Press [Sub TX Mode].



3 Press [Auto Document].

4 Select an Auto Document file, and then press [OK].

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



The selected file name is shown above the highlighted **[Auto Document]**.

Note

- Programmed Auto Documents are shown in the keys.
- To cancel the Auto Document, press **[Cancel]**. The display returns to that of step 3.

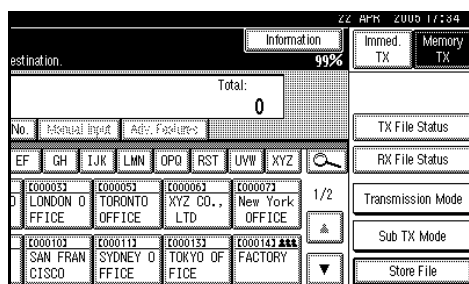
5 Press [OK].

6 Specify the destination, and then press the [Start] key.

Printing documents stored as Auto Documents

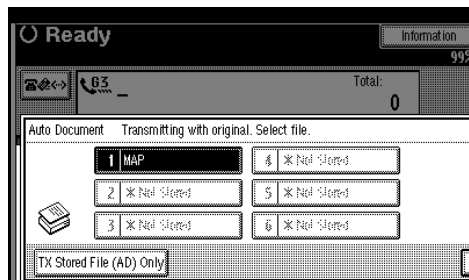
This function is used for printing documents stored as Auto Documents. This function is very convenient as it can be used for checking the contents of stored files.

1 Press [Sub TX Mode].



2 Press [Auto Document].

3 Select an Auto Document file to be printed, and then press [Print File].



Note

- To cancel the Auto Document, press **[Cancel]**. The display returns to that of step 2.

4 Press the [Start] key.

Once printing is completed, the display returns to that of step 3.

Note

- To cancel printing after pressing the **[Start]** key, press **[Stop Printing]**. The display returns to that of step 3.

5 Press [Cancel].

Note

- You can also send Auto Documents. See p.66 “Sending an Auto Document”.

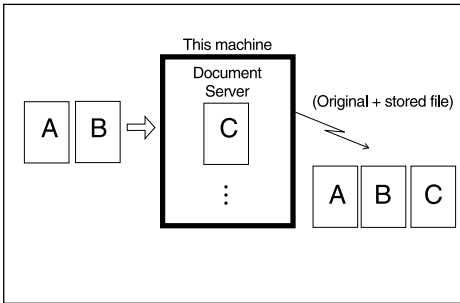
6 Press [OK].

The standby display appears.

Sending a Stored File

Use this function to send documents 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 stored originals with [Print File]. See p.70 “Printing stored documents”.



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Preparation

Store the documents to be sent in advance. You can program a password for this function. You can change the user names, file names, and passwords of stored documents. See p.133 “Using the Document Server”, and p.136 “Changing Stored Document Information”.

Note

- Received fax documents are stored and categorized as stored received files. See p.34 “Printing/Deleting Received and Stored Documents (Print/Delete Stored RX File)”.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation keys allows you to omit step 1. See p.145 “General Settings/Adjustment”.

Sending stored documents

The machine sends documents stored in the Document Server.

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

Limitation

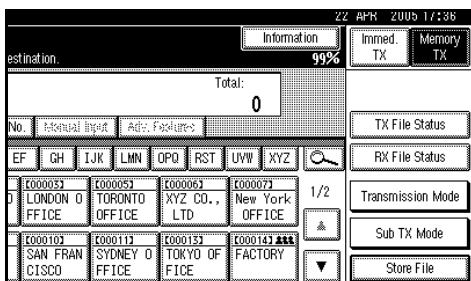
- You cannot use the following transmission methods:
 - Free Polling Transmission
 - Default ID Transmission
 - ID Override Transmission
 - Immediate Transmission
 - Parallel Memory Transmission
 - On Hook Dial
 - Manual Dial

Note

- You can send only documents saved with the facsimile function in the Document Server. You cannot send documents saved in the copy, printer, or scanner function.
- You can specify and print multiple documents. You can specify a maximum of 30 documents at once.

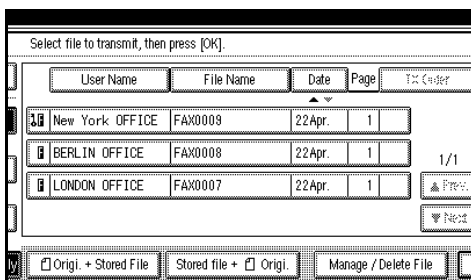
- ❑ The machine can send a total of 1,000 pages in one operation.
- ❑ The specified documents are sent with the scan settings made when they were stored.

1 Press [Sub TX Mode].



2 Press [Select Stored File].

3 Select the documents to be sent.



Note

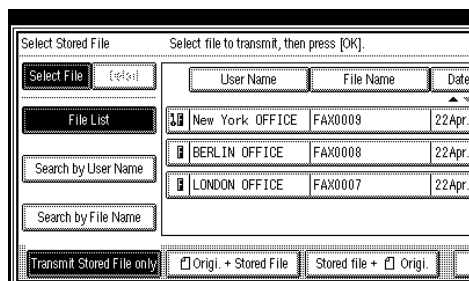
- ❑ When multiple documents are selected, they are sent in the order of selection.
- ❑ Press [TX Order] to arrange the order of the documents to be sent.
- ❑ Press [File Name] to place the documents in alphabetical order.
- ❑ Press [User Name] to place the documents in order by programmed user name.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

Specifying documents from the file list

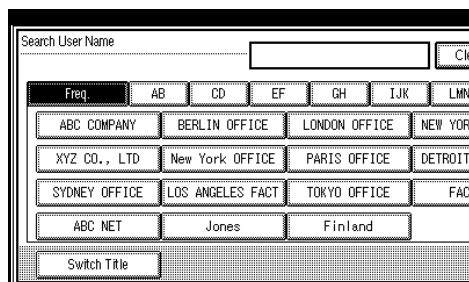
- 1 Press [▲Prev.] or [▼Next] to display the documents to be sent.
- 2 Select the file.

Specifying documents by User Name

- 1 Select [Search by User Name].



- 2 Select the user name of the programmed document, and then press [OK].



Note

- ❑ To search by directly entering a user name, press [Non-programmed Name], and then enter the user name. Partial matching is used when searching for a user name. See p.173 "Using Partial matching".

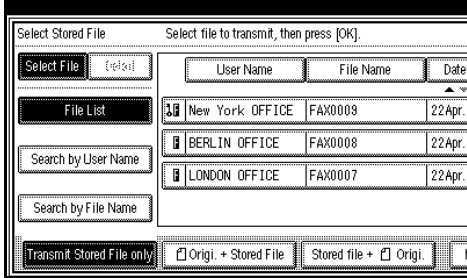
Reference

"Entering Text", *General Settings Guide*

- 3 Select the file to be sent.

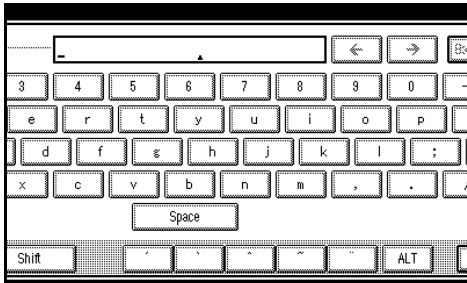
Specifying documents by file name

1 Select [Search by File Name].



4

2 Enter the name of the document to be sent, and then press [OK].

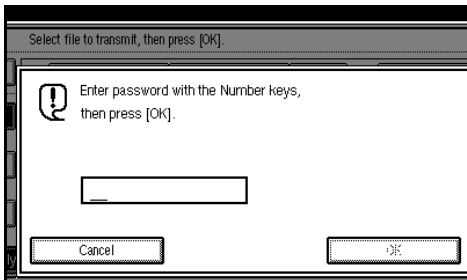


Note

- Partial matching is used when searching for a file name.

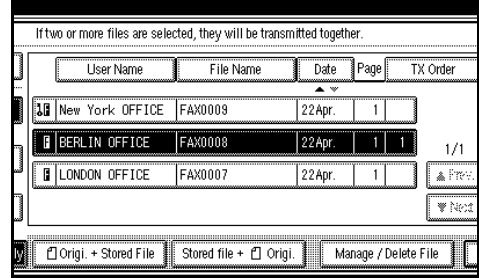
3 Select the file to be sent.

4 If you select a document with a password, enter the password, and then press [OK].



If the document does not have a password, proceed to step 5.

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



When sending only stored documents, proceed to step 6.

Note

- When [Orig. + Stored File] is pressed, the machine sends the originals, and then stored files. When [Stored file + Orig.] is pressed, the machine sends the stored files, and then originals.
- The added originals are not stored.

6 Press [OK] twice.

Note

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

7 Specify the destination, and then press the [Start] key.

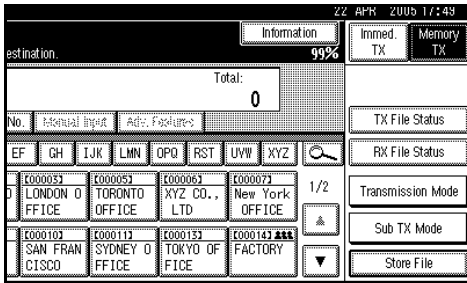
Printing stored documents

Use this function to print documents stored in the Document Server.

Note

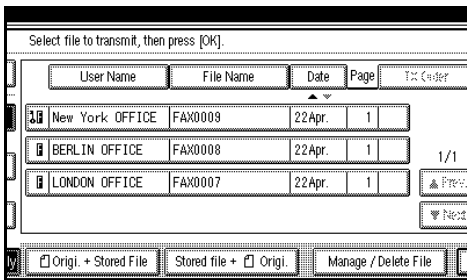
- Only documents stored using the facsimile function can be printed.
- You can also print the first page only to check the content of the original.
- You can specify and print multiple documents, a maximum of 30 documents at one time.

1 Press [Sub TX Mode].



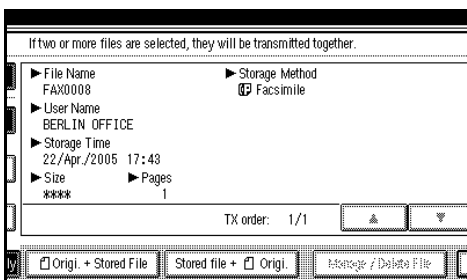
2 Press [Select Stored File].

3 Select the document to be printed.



Note

- The documents stored using the facsimile function appear on the display.
- Press [**File Name**] to place the documents in alphabetical order.
- Press [**User Name**] to place documents in order of programmed user name.
- Press [**Date**] to place the documents in order by the programmed date.
- To see details of the selected document, press [**Detail**]. To return to the display in step 3, press [**Select File**].



Selecting a document from file list

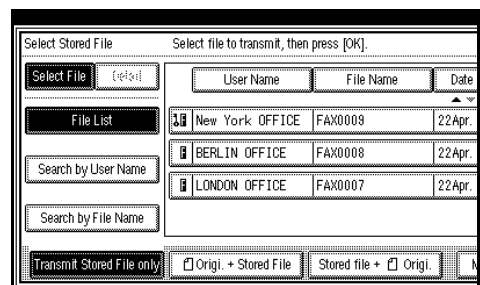
1 Select the file.

Note

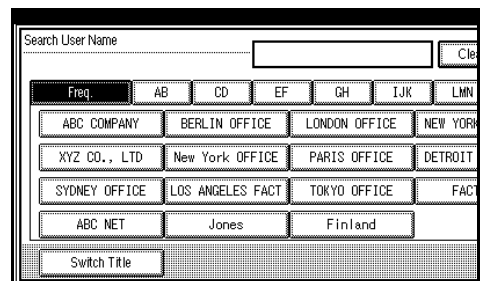
- Press [**▲Prev.**] or [**▼Next**] to display the document to be sent.

Specifying a document from the User Name

1 Select [Search by User Name].



2 Press the user name of the document to be sent, and then press [OK].



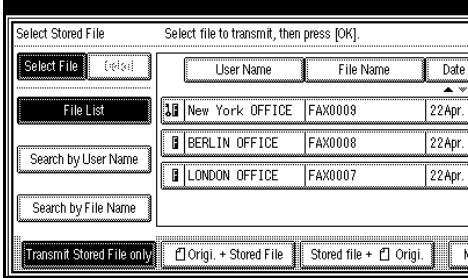
Note

- To search by directly entering a user name, press [**Non-programmed Name**], and then enter the user name.

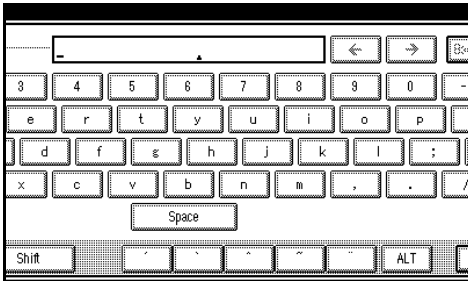
3 Select the file.

Specifying a document from the file name

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



2 Enter the file name to be printed, and then press **[OK]**.

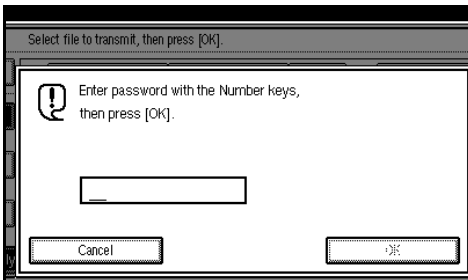


Note

- Partial matching is used to search for the file name.

3 Select the file.

4 If you select a document with a password, enter the password, and then press **[OK]**.



If the document does not have a password, proceed to step 5.

5 Press **[Print File]** or **[Print 1st Page]**.

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

Limitation

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

Note

- To print both sides, press **[Print 2 Sides]**.
- To cancel printing, press **[Cancel]**.

6 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 after pressing the **[Start]** key, press **[Stop Printing]**.

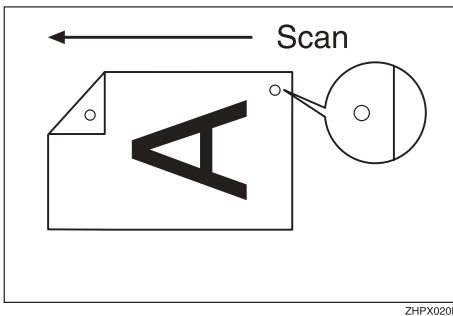
7 Press **[OK]** twice.

The standby display appears.

Stamp

The optional ADF is required.

When sending a fax document using the ADF, the machine can stamp a circle mark at the bottom of the original. When sending a two-sided document, the document is marked at the 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 successfully sent by Immediate Transmission.



Note

- ❑ Stamp only works when scanning from the ADF.
- ❑ When the stamp starts getting lighter, replace the cartridge. See “Replacing the Stamp Cartridge”, *General Settings Guide*.
- ❑ If a page was not stamped even though the Stamp function is turned on, you need to resend that page.
- ❑ If you use this function often, you can set the default in General Settings and Adjustment so that this function is always on. In this case, Stamp can easily be turned off for any single transmission by pressing **[Stamp]**. See p.145 “General Settings/Adjustment”.

- ❑ A paper jam during Parallel Memory Transmission may cause the transmission to fail even if stamping is performed.
- ❑ You cannot turn the Stamp function on or off while an original is being scanned.

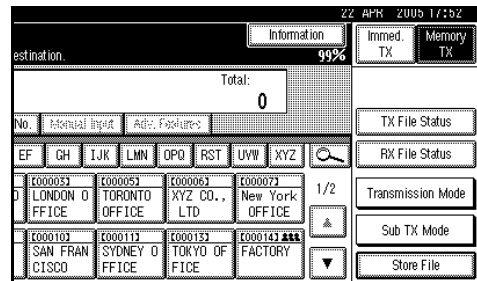
1 Place the original, and then select the scan settings you require.

Reference

p.11 “Placing Originals”, *Facsimile Reference* <Basic Features>

p.30 “Scan Settings”, *Facsimile Reference* <Basic Features>

2 Press [Sub TX Mode].



3 Press [Stamp], and then press [OK].

Note

- ❑ To cancel the stamp, press **[Stamp]** again before pressing **[OK]**.

4 Specify the destination, and then press the [Start] key.

Transmission Options

This section describes various functions that you can switch on and off for any particular transmission, following the procedures given here.

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

Fax Header Print

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

When the Fax Header is set to “On”, the stored name is printed on the receiver's paper.

You can store two Fax Headers; “First Name” and “Second Name”.

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

- If you used the number keys to specify the receiver, the first header name is printed on the receiver's paper. To print the second header name, contact your service representative.
- You can program fax header names using the Program Fax Information function.
- You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters. See p.167 “User Parameters” (switch 18, bit 3, 2, 1, 0).
- You can program one of the Quick Operation keys with operations for this function. See p.145 “General Settings/Adjustment”.

Label Insertion

With this function you can have the receiver's name printed on the document that is received at the other end.

The receiver's name is printed as follows:

- Receiver's name: printed at the top of the page and preceded by “To:”.
- Standard message: the programmed message is printed within the next two lines.

Set this function as follows:

- Set Label Insertion to **[On]** when programming fax destinations.
- Select **[Programmed Name]** for Label Insertion when sending fax documents.
- On the Std. Message screen, select the standard message you want to print.

Limitation

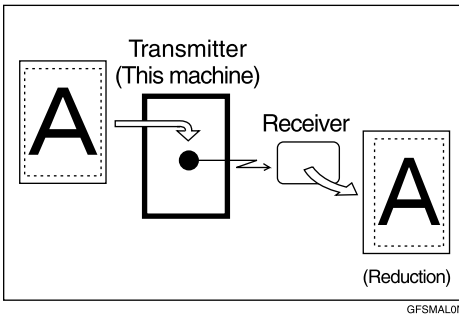
- To use this function, set Label Insertion to **[On]** when programming fax destinations and also select **[Programmed Name]** when sending fax documents.
- When there is an image around the area where the Label is to be printed, that image is deleted.

Note

- You can program one of the Quick Operation keys with operations for this function. See p.145 “General Settings/Adjustment”.
- To print a standard message that is not programmed as a default, program it on this machine in advance. See p.157 “Programming, Changing, and Deleting Standard Messages”.

Reduced Image Transmission

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

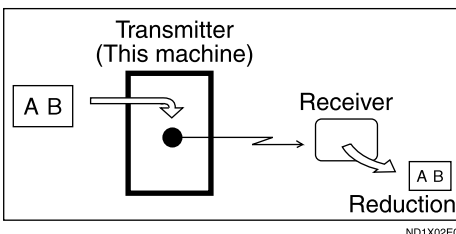


Note

- This function is unavailable with Immediate Transmission, or specified transmission of a stored document.
- Image Rotation is unavailable with this function.

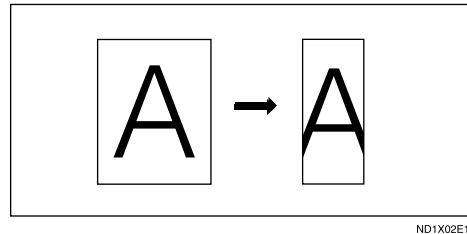
Auto Reduce

When this function is turned on, if the receiver's paper is smaller than the size of the original you are sending, the document is automatically reduced to fit onto the paper available at the other end.



Important

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



Default ID Transmission

If you turn this function on, transmission will only take place if the destination's Polling ID is the same as yours. This function can stop you accidentally sending information to the wrong place.

Preparation

You need to register a Polling ID beforehand. See p.193 "Programming a Polling ID".

Limitation

- This function is not available with Internet Fax.

Note

- You can program one of the Quick Operation keys with operations for this function. See p.145 "General Settings/Adjustment".

Selecting transmission options for a single transmission

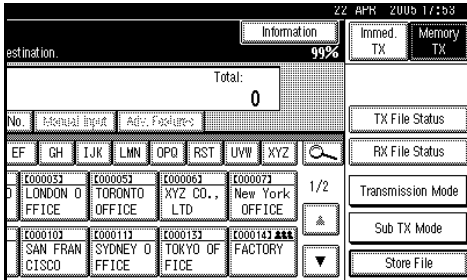
1 Place the original, and then select the scan settings you require.

Reference

p.11 "Placing Originals", *Facsimile Reference* <Basic Features>

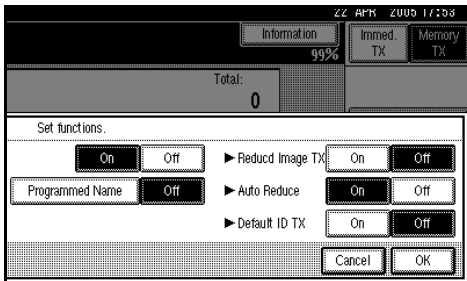
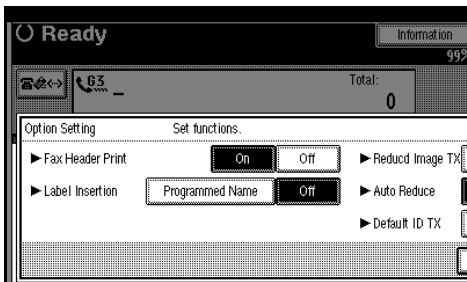
p.30 "Scan Settings", *Facsimile Reference* <Basic Features>

2 Press [Sub TX Mode].



3 Select [Options].

4 Select options to be set up.



Note

- To close the option settings, proceed to step **5**.
- To cancel the option settings, press [Cancel].

Programming the Fax Header Print

1 Press [On] for Fax Header Print.

Note

- Press [Off] if you do not want to print the sender name.

Programming the Label Insertion

1 Press [Programmed Name] for Label Insertion.

Note

- Press [Off] if you do not want to insert a destination.

Programming the Reduced Image Transmission

1 Press [On] in for Reduced Image TX.

Note

- Press [Off] if you do not want to do a reduced transmission.

Programming the Auto Reduce

1 Press [On] for Auto Reduce.

Note

- Press [Off] if you do not want to use the Auto Reduce function.

Programming the Default ID Transmission

1 Press **[On]** for Default ID TX.

 **Note**

- Press **[Off]** if you do not want to use ID transmission.

5 Press **[OK]** twice.

6 Specify the destination, and then 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%), the message “Memory is full. Cannot scan more. Transmitting only scanned pages.” is displayed. Press **[Exit]** to transmit stored pages only.

 **Note**

- ❑ When this happens, only the scanned pages are sent. If you want to delete the scanned pages and cancel transmission in this case, 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. This is useful when you are in a hurry and need to use the original for another purpose.

 **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
 - 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 an original is placed on the exposure glass, and then sent
 - When you send documents stored in the Document Server

 **Note**

- ❑ You can turn this function on or off with the User Parameters. See p.167 “User Parameters” (switch 07, bit 2).
- ❑ Standard Memory Transmission may be used instead of Parallel Memory Transmission depending on the optional equipment installed if there is not enough free memory left.
- ❑ If you use this function, the Memory Storage Report will not be printed.
- ❑ If the **[Clear/Stop]** key is pressed, the original will jam or memory will run out while Parallel Memory Transmission stops. The Communication Result Report is printed and files are deleted.
- ❑ When using Parallel Memory Transmission, only the original pages are printed without automatically printing the total number of originals in “Fax Header Print”.

Automatic Redial

If a fax document could not be sent because the line was busy or an error occurred during transmission, the line is switched to another at five-minute intervals and redial is attempted up to five times.

If redialing fails after four redials, the machine cancels the transmission and prints a Communication Result Report or Communication Failure Report. See p.82 “Communication Failure Report” and p.28 “Communication Result Report (Memory Transmission)”, *Facsimile Reference <Basic Features>*.

Batch Transmission

If you send a fax document by Memory Transmission and there is another fax document waiting in memory to be sent to the same destination, that document is sent along with your original. Several fax documents 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 documents whose transmission time was set in advance are sent by batch transmission when that time is reached.

Limitation

- This function is not available with Internet Fax and IP-Fax.

Note

- You can turn this function on or off with the User Parameters. See p.167 “User Parameters” (switch 14, bit 2).
- The originals to be transmitted at a specific time is sent at that time.
- If fax memory is overloaded, documents may not be sent in the order they were scanned.

Dual Access

The machine can scan other documents into memory even while sending a fax document from memory, receiving a document into memory, or automatically printing a report. Since the machine starts sending the second document immediately after the current transmission ends, the line is used efficiently.

Note

- During Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

Generally, place A4, 8¹/₂"×11" originals in the landscape orientation (☐). If you place an A4, 8¹/₂"×11" original in the portrait orientation (☐), the image is sent rotated by 90°. Providing the receiver has A4, 8¹/₂"×11" landscape paper (☐), the document is printed the same size as the original.

Note

- This function is unavailable with Immediate Transmission.
- When Image Rotation is used, all documents are sent by normal Memory Transmission.
- This function is unavailable when using Mixed Original Sizes.

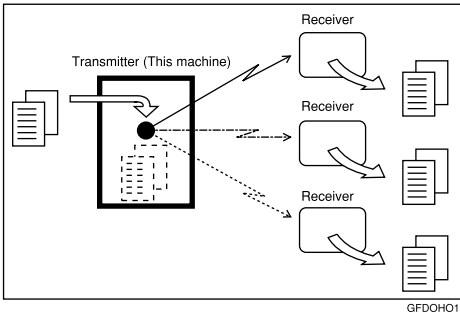
Simultaneous Broadcast

The optional extra G3 interface unit is required.

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

However, the Simultaneous Broadcast function can simultaneously send faxes to multiple destinations using different lines.

This results in a shorter overall transmission time.



Note

- A maximum of three simultaneous transmissions (including LAN) are possible.
- When using the optional extra G3 interface unit, if you set the line selection as "G3 Auto" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression.

Reference

p.31 "Original Type", *Facsimile Reference* <Basic Features>

Limitation

- You can only use this function on a telephone line.
- This function requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Note

- If ECM is turned off, JBIG Transmission is unavailable. See p.166 "ECM (Error Correction Mode)".

Transmitting Journal by E-mail

Preparation

To transmit the Journal by e-mail, it is necessary to make settings with User Parameters. See p.167 “User Parameters” (switch 21, bit 4).

The Journal is automatically transmitted to the e-mail address of the administrator after every 50 communications. A CSV format Journal is attached to the e-mail.

Important

- This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost. Sent CSV files are not left on the fax machine. See “File Transfer”, *Network Guide*.

Note

- If the administrator's address is wrong, you may not be able to acquire the Journal.
- If the Journal fails to be transmitted in e-mail format, the Journal is printed out.
- The name of an attached CSV file is “JOURNAL+year, month, date, hours, minutes”. For example, the file name transmitted in 14:40:12 on 20th, December, 2004 is “JOURNAL20041220144012.csv”.
- The subject of a Journal sent by e-mail begins with “Journal”.

Journal by e-mail

If the setting is made so that the Journal is transmitted as an e-mail, it is transmitted to the e-mail address of an administrator.

This section describes the CSV format of the Journal attached to an e-mail.

Note

- To transmit the Journal, it is necessary to make settings with the User Parameters. See p.167 “User Parameters” (switch 21, bit 4).
- You can display a sender name with the User Parameters. See p.167 “User Parameters” (switch 04, bit 5).
- To set the administrator e-mail address, see “File Transfer”, *Network Guide*.
- Depending on security settings, the Destination/Sender name may not appear.

Printed Reports

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.

Limitation

- ❑ If you use Parallel Memory Transmission, the Memory Storage Report is not printed.

Note

- ❑ You can turn this report on and off. See p.167 “User Parameters” (switch 03, bit 2).
- ❑ Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- ❑ You can select whether to include part of the original image on the report. See p.167 “User Parameters” (switch 04, bit 7).
- ❑ You can display a destination with the User Parameters. See p.167 “User Parameters” (switch 04, bit 4).
- ❑ You can display a sender name with the User Parameters. See p.167 “User Parameters” (switch 04, bit 5).

Communication Failure Report

This report is printed when a document could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Communication Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

Note

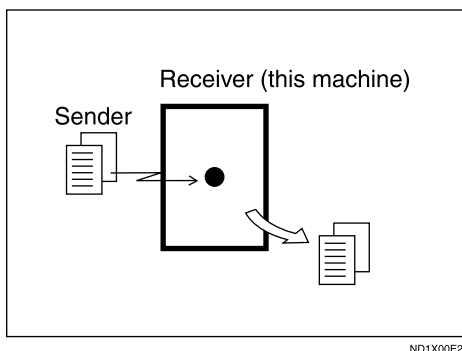
- ❑ You can select whether the Communication Failure Report and Transfer Result Report are automatically printed using the User Parameters. See p.167 “User Parameters” (switch 04, bit 1).
- ❑ This report is only printed if the Communication Result Report is turned off and a document could not be successfully transmitted with Memory Transmission.
- ❑ You can select whether to include part of the original image on the report. See p.167 “User Parameters” (switch 04, bit 7).
- ❑ You can display a destination with the User Parameters. See p.167 “User Parameters” (switch 04, bit 4).
- ❑ You can display a sender name with the User Parameters. See p.167 “User Parameters” (switch 04, bit 5).
- ❑ The Page column gives the total number of pages. The Not Sent column gives the number of pages that could not be sent successfully.
- ❑ “Unprogrammed” indicates that the document could not be sent because the Transfer Station's fax number is incorrect, or not programmed.
- ❑ “--” indicates that the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

5. Reception Features

Reception

Immediate Reception

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



Normally this machine receives documents by Immediate Reception. But Memory Reception is used when "Combine 2 originals", "Multi-copy Reception", "RX Reverse Printing" or "2 Sided Print" is set to "ON". See p.97 "Printing Options". If the Substitute Reception is used, a fax document is not printed: it is stored in memory. See p.84 "Memory Reception". See p.85 "Substitute Reception".

Important

- ❑ When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.

Note

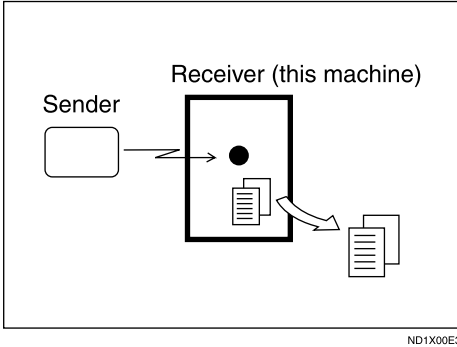
- ❑ The machine may not be able to receive fax documents when free memory space is low.
- ❑ If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

❖ Reception resolution

This machine supports Standard, Detail, and Super Fine resolutions for reception. If you do not have the optional expansion memory, faxes sent at Super Fine resolution is printed on your machine at Detail resolution. This may differ from the sender's intended resolution. See p.30 "Resolution", *Facsimile Reference <Basic Features>*.

Memory Reception

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



5 This method is used with the following functions:

- Combine 2 originals
See p.100 "Combine Two Originals".
- Multi-copy when set to multiple copies
See p.99 "Multi-Copy Reception".
- Reverse Order Printing
See p.102 "Reverse Order Printing".
- 2 sided printing
See p.98 "Two-Sided Printing".

Important

- About one hour after the machine is turned off, all fax documents stored in memory are lost. If any documents are lost in this way, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents.
- The machine may not be able to receive large numbers of documents or documents with high data content. In such cases, it is recommended that you switch off the above functions or install the optional expansion memory.

Limitation

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

Note

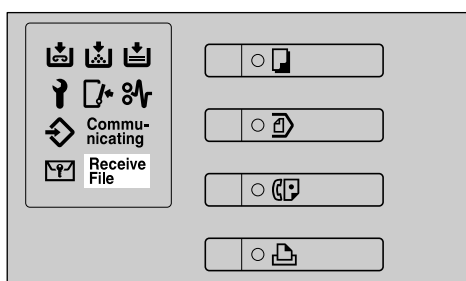
- If the free memory space reaches 0% during Memory Reception, the machine can no longer receive the current fax document and stops communicating.
- If you have selected Store for Reception File Setting, received document is saved on the hard disk and will not be printed. You can print those documents by operating the machine or a connected computer, as necessary. See p.195 "Storing or Printing Received Documents".

Substitute Reception

In Substitute Reception, a received fax document is stored in memory instead of being printed. Substitute Reception gets used when the machine cannot print any fax documents. Fax documents received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax documents received, or for only those documents that match a specified condition.

The Receive File indicator lights to let you know when fax documents have been received using Substitute Reception.



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Note

- Reception may not take place if there is not enough free memory.
- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.
- When a fax document is received after Store is selected for Reception File Setting in the Facsimile Features menu, the Receive File indicator lights.
- The Receive File indicator may light even when receiving documents using Immediate Reception.







Receiving documents unconditionally

If one of the conditions in the following list occurs, the machine receives all fax documents using Substitute Reception.

Problems	Causes	Solutions
The machine is printing with a different function.	The machine is busy printing with a different function.	The document is automatically printed after the current job finishes.
The message "Following output tray is full. Remove paper." appears.	The output tray is full.	Remove paper from the output tray.
<input type="checkbox"/> is lit.	The cover is open.	Close the cover shown in the display.

Receiving documents according to parameter-specified settings

If one of the conditions in the following list occurs, the machine receives only those documents that match the conditions specified in the User Parameters. See p.167 “User Parameters” (switch 05, bit 2,1).

Problems	Causes	Solutions
 is lit.	Paper is jammed.	Remove the jammed paper. See “  Clearing Misfeeds”, <i>General Settings Guide</i> .
 is lit.	All trays are out of paper.	Add paper. See “  Loading Paper”, <i>General Settings Guide</i> .
 is lit.	Toner is empty.	Replace the toner cartridge. See “  Adding Toner”, <i>General Settings Guide</i> .
The message “This tray is out of order.” appears.	All trays are out of action.	Call your service representative.

You can specify the following conditions with the User Parameters. See p.167 “User Parameters” (switch 05, bit 2,1).

❖ **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 documents stored in memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which documents 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 fail to receive an important fax document. It is recommended 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.

❖ **Polling ID match**

The machine switches to Substitute Reception only when the programmed Polling ID of the other end matches the ID of this machine.

❖ **Disable**

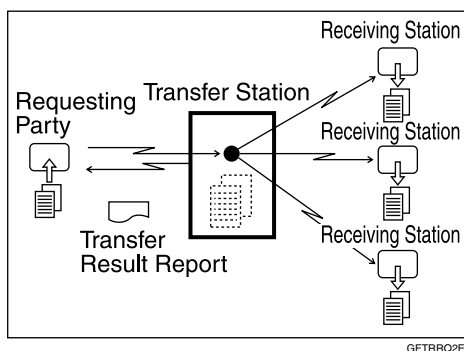
The machine does not receive any documents.

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard functions of your fax machine to set up complex networks.

The following diagram may make the concept clearer.



The following terminologies are used in this section:

❖ Requesting Party

The machine where the document originates.

❖ Transfer Station (this machine)

The machine that forwards the incoming document to another destination.

❖ Receiving Station

The facsimile or computer that receives the document from the Transfer Station.

The final destination of the document, this is the machine the Transfer Station sends to. Receiving Stations must be programmed into a Destination key in the Transfer Station.

📄 Preparation

This machine can receive forwarding requests by e-mail. Before you can use this function, you must make the following preparations.

- Program each Transfer Station number in this machine (Transfer Station) and in the Requesting Party itself. See p.192 "Transfer Report".
- Program the same Polling ID in both this machine (Transfer Station) and the Requesting Party. See p.193 "Programming a Polling ID".
- The Requesting Party's fax number must be programmed in the destination list of this machine (Transfer Station). The registration number must be between 00001 and 00100.
- The End Receiver's fax number, e-mail address, or IP-Fax destination, must be programmed in the destination list of this machine (Transfer Station).

📝 Note

- ❑ You can receive Transfer Requests only when your machine has the capacity to store two or more destinations specified using the number keys.
- ❑ If the Requesting Party specifies a Group for the Receiving Stations and the total number of Receiving Stations exceeds 500, the Transfer Station cannot transfer the document and sends a Transfer Result Report to the Requesting Party.

- ❑ If the Requesting Party specified a destination fax number, Internet Fax destination and IP-Fax destination programmed in Transfer Station as the End Receiver, this machine sends the document to the destination according to the User Parameter setting. See p.167 “User Parameters” (switch 32, bit 0).

 **Multistep transfer**

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

For more information, contact your service representative.

This function can only be used if the machines are made by the same manufacturer.

 **Sending the Transfer Result Report**

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed as a Destination key. 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 Destination key:
03-11112222

Transfer Result Report

 **Preparation**

Program the Requesting Party fax number into a Destination key in the Transfer Station (this machine) in advance.

Program your own fax number. See p.192 “Transfer Report”.

Program the Polling ID. See p.193 “Programming a Polling ID”.

This reports whether transmission to the Receiving Stations was successful or not.

When the Transfer Station has transferred the document to all Receiving Stations, 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.

 **Note**

- ❑ You can select whether the Communication Failure Report and Transfer Result Report be automatically printed using the User Parameters. See p.167 “User Parameters” (switch 04, bit 1).
- ❑ You can set whether a portion of the original image is printed on the report with the User Parameters. See p.167 “User Parameters” (switch 04, bit 7).
- ❑ “Unprogrammed” indicates that the document could not be sent because the end receiver's address is incorrect or not programmed.
- ❑ “--” indicates that the Internet Fax document was sent to the mail server programmed in this machine.

Transfer Result Report (transfer request by e-mail)

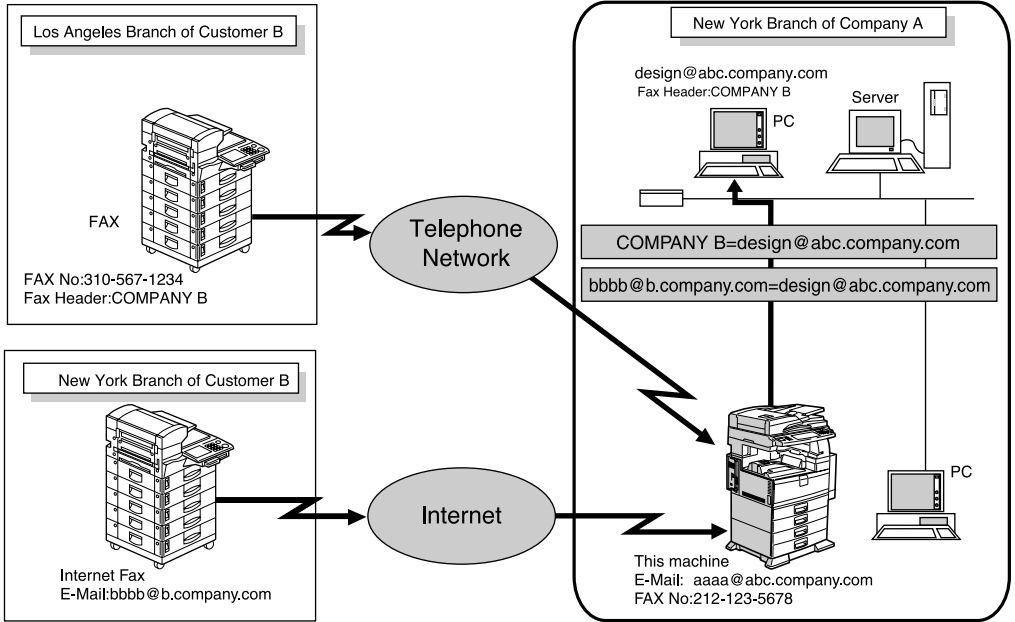
When this machine receives a transfer request by e-mail, the Transfer Result Report is sent by e-mail to the Requesting Party after completing all transmissions to the specified Transfer Stations. If the Administrator's e-mail address is programmed, the Transfer Result Report e-mail is forwarded to that address.

Note

- "Unprogrammed" indicates that the document could not be sent because the end receiver's address is incorrect or not programmed.
- "--" indicates that the Internet Fax document was sent to the mail server programmed in this machine.
- When using multistep transfer, the Transfer Result Report e-mail is sent to the last Transfer Station that sent Transfer Request.

Forwarding Received Documents

This machine can forward received documents to other destinations programmed in memory based on Own Name, Own Fax Number or sender's e-mail address. A fax number, Internet Fax address, IP-Fax address, or folder address can be set as a Transfer Box. If an e-mail address is programmed as the destination, documents received are forwarded as e-mail.



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⚠ Limitation

- A maximum of 500 parties can be specified in a group.

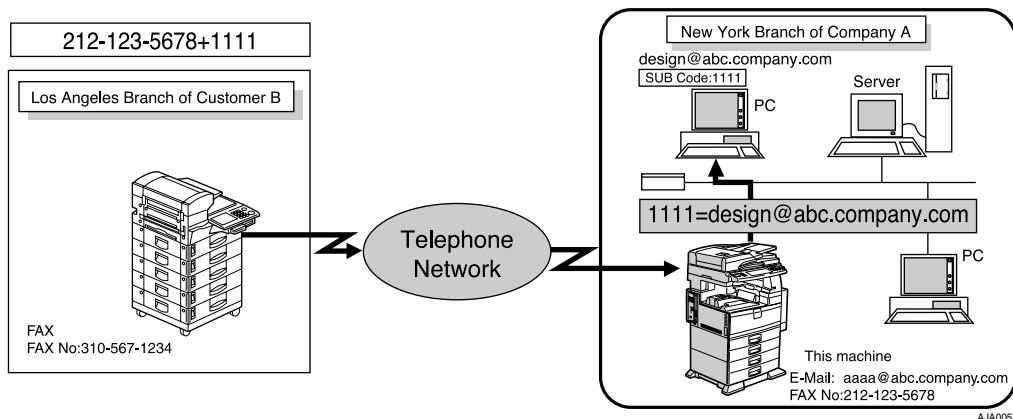
📝 Note

- You need to specify the Forwarding destination in advance. See p.162 "Forwarding".
- If you want to forward documents to a different destination depending on the sender, see p.172 "Special Senders to Treat Differently".
- You can select whether the machine prints out the documents it forwards with User Parameters (switch 11, bit 6). For details, see p.167 "User Parameters".
- You can set whether or not the Folder Transfer Result Report is transmitted to the specified e-mail address if folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders. For details, see p.198 "Folder Transfer Result Report".

Routing Received Documents with SUB Code

When a document is received, its SUB Code is compared to user codes programmed in Personal Boxes, and if a match is found, the document is routed to the destination whose user code is specified. If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.

In addition to SUB Codes, you can use the forward feature to send all received transmissions to a specific e-mail address. See p.162 "Forwarding".



Preparation

You must set the Personal Box and register a delivery destination beforehand. See p.182 "Programming/changing Personal Boxes".

Limitation

- This function is not available when you set received documents to be delivered to the network delivery server.
- Documents cannot be routed to folders using this function.

Note

- You can route documents received from any fax machine, regardless of manufacturer.

Transferring Received Documents

Originals sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received then relayed to the programmed receiver.

When e-mail addresses are programmed in the Transfer Station as receivers, received documents are sent in an e-mail format to the receivers.

Preparation

Transfer Boxes and Receiving Stations must be set up in order to transfer received documents. See p.188 "Programming/changing Transfer Boxes".

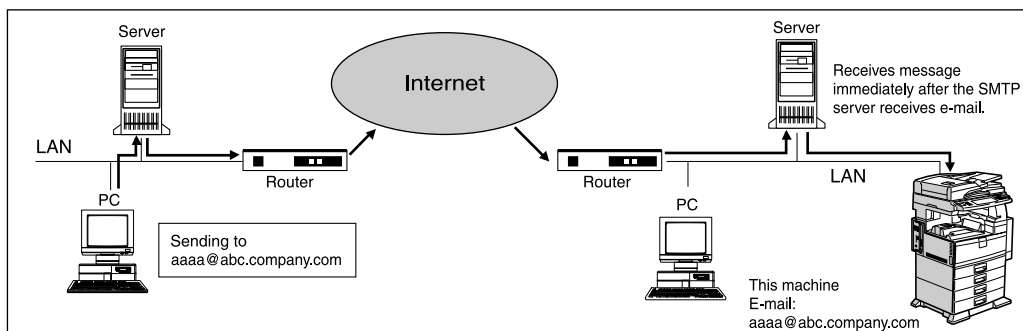
Note

- Transfer Results are not sent back to the Requesting Party.
- You can transfer data received from any fax machine, regardless of manufacturer.

SMTP Reception Using Internet Fax

You can set this machine to SMTP reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine. You can route received e-mail to other Internet Fax machines as well.



AJA006S

5

Preparation

Set this machine beforehand using the MX record of the DNS server to enable SMTP reception. Also, set the reception protocol to SMTP under "System Settings". See "Connecting and Setting Up", *Network Guide*.

Note

- Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set. Also, the SMTP server sends an error notification to the originator.
- If an error occurs while receiving e-mail, reception is aborted, the e-mail is deleted, and Error Report is printed. Also, the SMTP server will send an error notification to the originator.
- When the SMTP server attempts to route received documents to this machine while the machine is transmitting an e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries re-sending the documents until the set timeout.

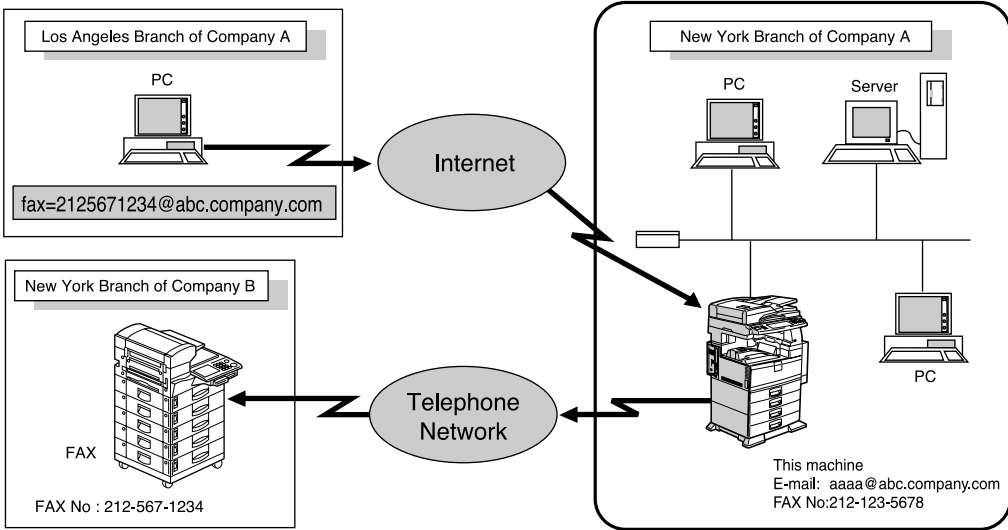
Reference

p.70 "Auto E-mail Reception", *Facsimile Reference <Basic Features>*

p.94 "Routing e-mail received via SMTP"

Routing e-mail received via SMTP

E-mail received via SMTP can be routed to other fax machines. It can also be routed to single or group destinations programmed in the destination list.



AJA007S

Preparation

Before routing e-mail received via SMTP, you first must set “SMTP RX File Delivery Settings” to “On”. See p.148 “E-mail Settings”.

Limitation

- Depending on security settings, this function may not be available.

Note

- If an e-mail transfer request is received when the “SMTP RX File Delivery Settings” is “Off”, this machine responds with an error message to the SMTP server.
- You can make settings that limit transfer to specified originators. See p.148 “E-mail Settings”.
- Using this function, you can also send documents from your e-mail application to e-mail addresses and G3 fax machines' destinations through this machine simultaneously. For details about specifying the destinations of fax machines, see the following.

 **Specifying E-mail Transfer**

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

❖ Fax Number

fax=destination fax number@host name of this machine. domain name

Example: to transfer to fax number 212-123-4567, specify:

fax=2121234567@abc.company.com

❖ Single destination programmed in the destination list

fax=#registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination number 00001:

fax=#00001@abc.company.com

❖ Group destination programmed in the destination list

fax=***registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination programmed under Group number 04:

fax=***04@abc.company.com

! Limitation

A maximum of 500 parties can be specified in a group.

JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive documents sent in the JBIG format through JBIG Transmission.

Limitation

- You can only use this function with telephone line.
- If ECM is turned off, JBIG Reception is unavailable. See p.166 “ECM (Error Correction Mode)”.

5

Auto Fax Reception Power-Up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming documents 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

- You can set whether documents are printed as soon as they are received (Immediate Reception) with the User Parameters. See p.167 “User Parameters” (switch 14, bit 0).
- You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Printing Options

Print Completion Beep

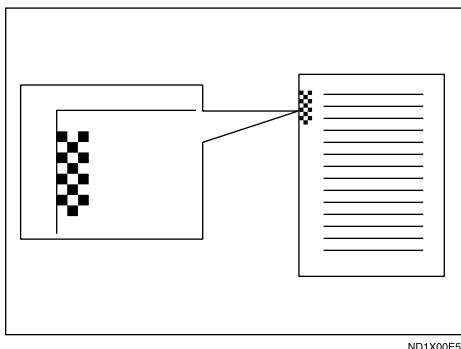
When this function is turned on, the machine beeps to let you know when a received document is printed.

Note

- You can alter the volume of the beep or turn it off completely (set the volume to the minimum level). See p.87 “Adjusting the Volume”, *Facsimile Reference <Basic Features>*.

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax documents to help you separate them.

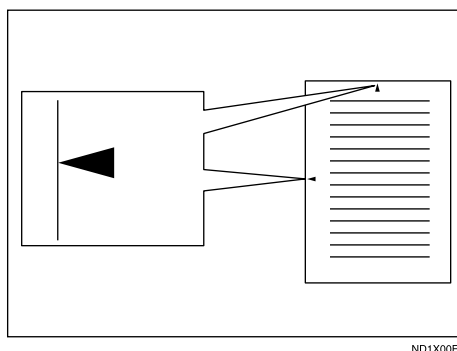


Note

- You can turn this function on or off using Reception Setting. See p.147 “Reception Settings”.

Centre Mark

When this function is enabled, marks are printed halfway down the left side and at the top centre of each page received. This makes it easy for you to position a hole puncher correctly when you file received documents.



Note

- The Centre Mark may deviate a little from the exact centre of the edge.
- You can enable or disable this function using Reception Settings. See p.147 “Reception Settings”.

Reception Time

You can have the date, time, and file number printed at the bottom of the document when it is received. You can turn this function on or off using Reception Settings. See p.147 "Reception Settings".

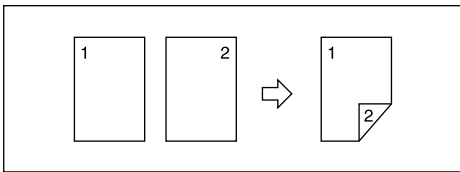
Note

- When a received document is printed on two or more sheets, the reception time is printed on the last page.
- The time when the document was printed can also be recorded on the document. If you need this function, contact your service representative.

5

Two-Sided Printing

You can have a received document printed on both sides of a sheet. You can turn this function on or off using Reception Settings. See p.147 "Reception Settings".



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 the machine of the same size as that sent by the sending party. In Two-Sided Printing, this machine will correctly receive in A3, B4 JIS (Japanese Industrial Standard), A4, B5 JIS, A5 (11"×17", 8 1/2"×14", 8 1/2"×11", 8 1/2"×5 1/2"). The following table shows the results that can be achieved when receiving with this machine.

	Originals	Top binding	Side binding
A4, B5 JIS, A5, 8 1/2" × 11", 8 1/2" × 5 1/2"			
A3, B4 JIS, 11" × 17", 8 1/2" × 14"			

ND0X03N3

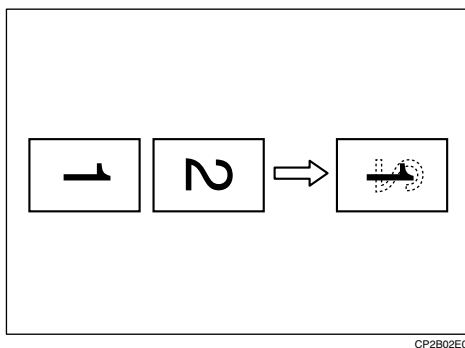
- This function works only when all pages are of the same width and received into memory.
- This function cannot be used with Combine Two Originals.

Note

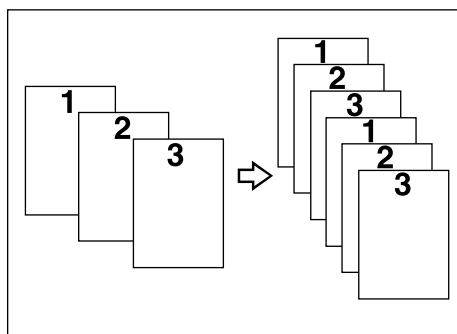
- Printouts may vary depending on how the sender sets the originals.
- You can select to have documents only from selected senders printed in this way. See p.172 “Special Senders to Treat Differently”.
- Stored documents of the same size are printed on the same paper. Some stored documents may be unavailable for this printing option.

180-degree rotation printing

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

**Multi-Copy Reception**

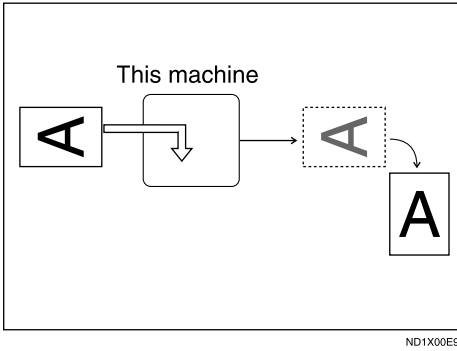
If you switch this function on, multiple copies of each incoming fax document is printed. You can also select to have multiple copies made of documents from particular senders. See p.172 “Special Senders to Treat Differently”. See p.147 “Reception Settings”.

**Note**

- The maximum number of copies that can be made for each document is 10.
- When using the Multi-copy function with specified senders, the maximum number of copies is 10.
- You can turn this function on or off using Reception Settings. See p.147 “Reception Settings”.
- The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have set paper in the standard tray , incoming fax documents are automatically rotated to fit onto the paper.



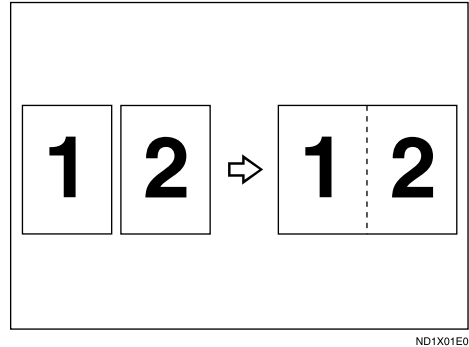
5

Note

You can choose to have received documents printed from a specified tray. See p.147 “Reception Settings”.

Combine Two Originals

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



- Two A5 documents are printed side by side on a sheet of A4 .
- Two B5 JIS documents are printed side by side on a sheet of B4 JIS .
- Two A4 documents are printed side by side on a sheet of A3 .
- Two 8¹/₂"×5¹/₂" documents are printed side by side on a sheet of 8¹/₂"×11" .
- Two 8¹/₂"×11" documents are printed side by side on a sheet of 11"×17" .

Limitation

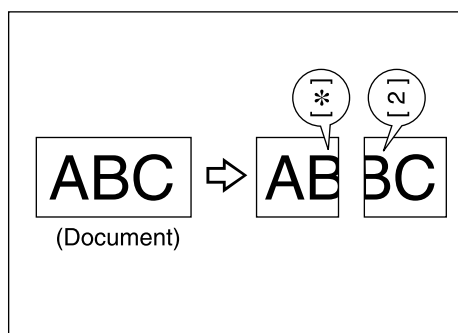
- ❑ This function does not work with documents larger than A5, B5 JIS, A4, 8¹/₂"×11" or 8¹/₂"×5¹/₂". When A5, B5 JIS, A4, 8¹/₂"×11" or 8¹/₂"×5¹/₂" size paper is loaded in the machine, each page of the received document is printed on a single sheet. When A5, B5 JIS, A4, 8¹/₂"×11" or 8¹/₂"×5¹/₂" size paper is loaded in the machine, each page of the received document is rotated and printed on a single sheet.
- ❑ If paper matching the size and orientation of a received document is available, Combine Two Originals is not possible.
- ❑ If Combine Two Originals and 2 Sided Print are selected at the same time, 2 Sided Print takes priority and Combine Two Originals is canceled.

Note

- ❑ You can turn this function on or off with the User Parameters. See p.167 "User Parameters" (switch 10, bit 1).
- ❑ This function uses Memory Reception.

Page Separation and Length Reduction

If the size of a received document is longer than the paper loaded in the machine, each page of the document can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this function splits the document if the document length is 20 mm (0.79") or longer than the paper used. The document is reduced if it is less than 20 mm (0.79"). When a document is split, an asterisk (*) is inserted at the split position and about 10 mm (0.39") of the split area is duplicated on the top of the second sheet.



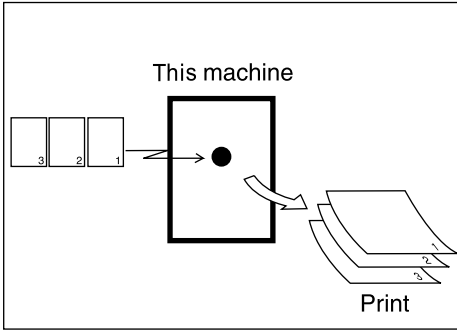
ND1X01E1

Note

- ❑ Your service representative can customize this function with the following settings:
 - Reduction
 - Print split mark
 - Overprinting
 - Overprinting length
 - Guideline for split
- ❑ You can adjust the overprinting and reduction lengths within the following ranges:
 - Overprinting length: 4 mm (0.16"), 10 mm (0.39"), 15 mm (0.59")
 - Guideline for split: 5-155 mm (5 mm steps)/0.2-6.1" (0.2" steps)

Reverse Order Printing

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



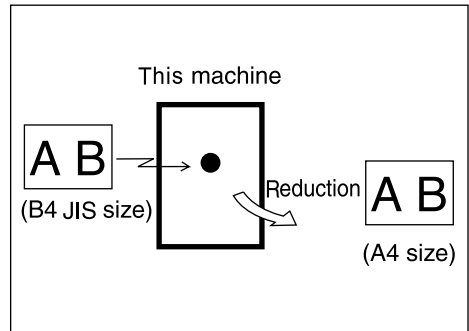
5

Note

- You can turn this function on or off using Reception Settings. See p.147 “Reception Settings”.
- When this function is on, the first page is printed last.
- This function uses Memory Reception.

Page Reduction

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



Note

- You can turn this function on or off with the User Parameters. See p.167 “User Parameters” (switch 10, bit 3).
- When this function is used, the printing quality may not be as good as usual.

Reference

p.101 “Page Separation and Length Reduction”

TSI Print (Transmitting Subscriber Identification Print)

Usually the sender's Fax Header is printed on received documents. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the document came from. When you receive an Internet Fax document, the e-mail address of the sender is printed.

Reference

p.79 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*

Note

- You can turn this function on or off in the User Parameters. See p.167 "User Parameters" (switch 02, bit 3).

If There Is No Paper of the Correct Size

If there is no paper in the machine that matches the size of a received document, the machine will choose a paper size based on the paper available.

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

Note

- The document is split over two sheets of paper depending on the paper size.
- Paper placed in the bypass tray is not usually selected for printing a received document. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. See p.172 "Special Senders to Treat Differently".
- Widths that this machine can receive are A4, B4 JIS, LT (8¹/₂"×11") and A3. Any documents narrower than A4 or LT (8¹/₂"×11") are received at A4 or LT (8¹/₂"×11") width. The length of documents depends on the document.
- The paper size used to print a received document may be different from the size of the sent original.

Reference

p.100 "Image Rotation"

p.101 "Page Separation and Length Reduction"

p.102 "Page Reduction"

"Tray Paper Settings", *General Settings Guide*

Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function. For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting using System Settings. See “Tray Paper Settings”, *General Settings Guide*.

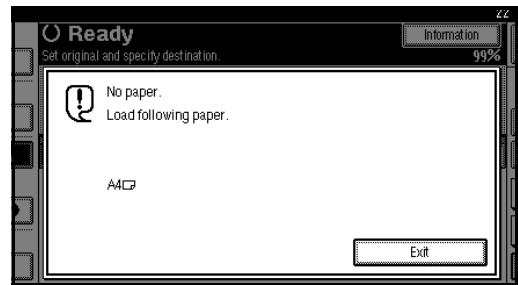
Note

- When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Just size printing

If you enable this function, received documents are printed on the sheet that has the highest priority. This function is enabled with User Parameters. See p.167 “User Parameters” (switch 05, bit 5).

If the paper tray is not stocked with paper of a suitable size to print a received document, a message appears on the display prompting you to load paper of the required size. When you have loaded new paper, press **[Exit]** to print the document.



Note

- After pressing **[Exit]**, procedure varies depending on machine status when the message occurred.
 - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
 - If any documents or reports were being printed manually, the printer does not resume printing. Perform the operation from the beginning again.

Having incoming documents printed on paper from the bypass tray

You can print documents sent from Specified Senders on paper from the bypass tray.





Set as follows:

- Program a special sender and select the Bypass Tray for the paper tray type. See p.179 “Programming Bypass Tray Paper Size” under “Program Special Sender”.
- Turn on the Authorized RX function under the Program Special Sender function. See p.179 “Programming Authorized RX and Special RX Function”.

Limitation

- When using this function, printed sheets cannot be delivered to the finisher output tray. Even if you specify the finisher output tray, sheets are delivered to the Internal Tray 1. See “General Features”, *General Settings Guide*.

Note

- You can load a maximum of 100 sheets of standard paper in the bypass tray.
- You can use a size of paper not loaded in the paper tray(s) in the bypass tray.
- The machine can detect A4 , A3  (8¹/₂"×11" , 11"×17" ) paper sizes. When you load any other size, specify the paper size. However, if the specified paper size and size of paper set in the bypass tray do not match, paper jams may occur, or the image may be shortened. See p.179 “Programming Bypass Tray Paper Size”.
- Documents printed on paper smaller than A4 may be shortened, or split across sheets.
- Paper longer than 600 mm may be creased, not sent, or jam.

- Print area depends on optional expansion memory, resolution, and vertical length of originals.
- If you use this function, Image Rotation and 180-Degree Rotating Printing are not possible.

Where Incoming Documents Are Delivered - Output Tray

Specifying Tray for Lines

The optional extra G3 interface unit is required.

You can specify the document feeding tray for each port (telephone, Internet Fax, IP-Fax). For example, you can specify documents received through the G3-1 port to be fed to the "Internal Tray 1" and documents received through the G3-2 port to be fed to the "Internal Tray 2", facilitating separation of files. You can also set the machine to output Internet Fax documents and ordinary faxes onto different trays.

 **Note**

- To use this function, specify the port and destination using [**Specify Tray for Lines**]. See p.147 "Reception Settings".

Tray Shift

The optional finisher is required.

When the optional finisher unit is selected for fax output, you can use the Tray Shift function whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, 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 function on or off with the User Parameters. See p.167 "User Parameters" (switch 19, bit 0).

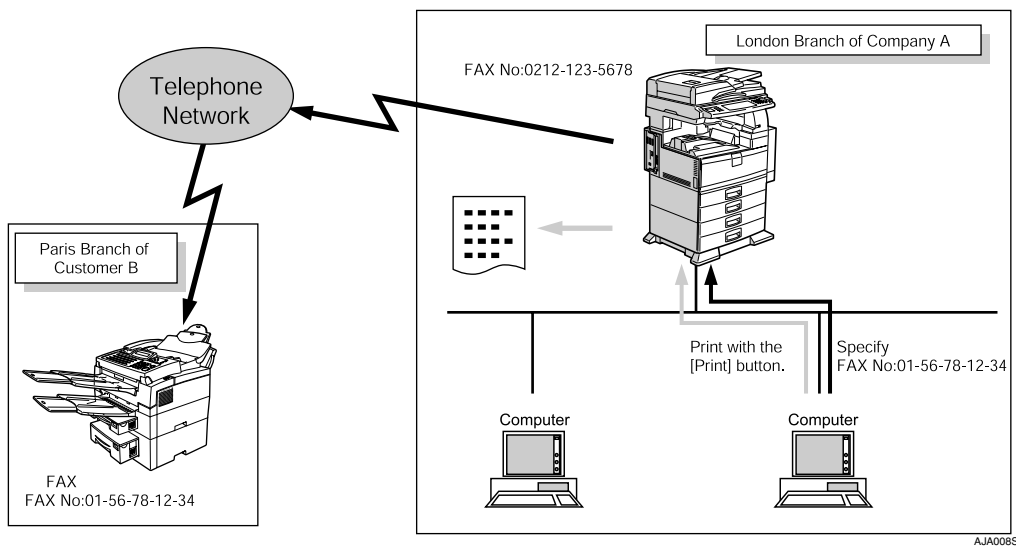
6. Fax via Computer

Sending Fax Documents from Computers

The optional printer/scanner unit is required.

Using computers connected to the machine through parallel ports (optional), IEEE 1394 (IP Over 1394) ports (optional), LANs, wireless LANs (optional), or USB 2.0 you can fax documents, created using Windows applications, to other fax machines over a telephone line.

- To send a fax, simply select **[Print]** from the Windows application, then select LAN-Fax as the printer, and then specify a destination. LAN-Fax enables paperless faxing from your computer to the other destinations.
- In addition to sending faxes, the LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.
- To use the LAN-Fax Driver, connect this machine to a LAN and make the necessary network settings, and then install the LAN-Fax Driver and the related utilities on your computer.



Important

- Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using a Web Image Monitor. See Web Image Monitor help.

Note

- It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

Before Use

To use these features, a LAN-Fax Driver must be installed on your computer. Use the LAN-Fax Driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

Reference

When a personal computer and the machine are connected in parallel:

See “System Settings (Parallel Connection)”, *Printer Reference*.

When using Ethernet, IEEE 1394 (IP over 1394), or IEEE 802.11b (wireless LAN):

See “Connecting and Setting Up”, *Network Guide*.

Installing the Software

You need to install a LAN-Fax Driver on your computer before using the LAN-Fax functions. The LAN-Fax Driver is on the CD-ROM included with the printer.

Address Book and LAN-Fax Cover Sheet Editor are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Note

- The following explanation assumes that you are familiar with general Windows procedures and practices. If you are not, see the operating instructions that come with Windows for details.

Auto run program

With Windows 95/98/Me, Windows 2000/XP, Windows Server 2003 and Windows NT 4.0, the installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

If your operating system is Windows 2000/XP, Windows Server 2003 or Windows NT 4.0, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

Note

- If the plug and play function starts, click **[Cancel]** in the **[New Hardware Found]**, **[Device Driver Wizard]**, or **[Found New Hardware Wizard]** dialog box, and then insert the CD-ROM. The **[New Hardware Found]** or **[Found New Hardware Wizard]** dialog box appears depending on the system version of Windows 95/98/Me, Windows 2000/XP, Windows Server 2003, or Windows NT 4.0.
- Auto Run might not work automatically with certain OS settings. If this is the case, double-click “Setup.exe”, located on the CD-ROM root directory.
- If you want to cancel Auto Run, hold down the **[SHIFT]** key (when your system is Windows 2000/Windows XP or Windows Server 2003, hold down the left **[SHIFT]** key) while inserting the CD-ROM. Keep the **[SHIFT]** key held down until the computer stops reading the CD-ROM.
- Clicking **[Cancel]** during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

Installing individual applications

Preparation

Before installing the above applications, install SmartDeviceMonitor for Client. See “Software and Utilities Included on the CD-ROM”, *Printer Reference*.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

1 Quit all applications currently running.

2 Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.

The installer launches automatically, and the language selection window appears.

Note

- Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click “Setup.exe” in the CD-ROM root directory to launch the installer.

3 Select the interface language of the software, and then click [OK].

4 Click [LAN-Fax Driver].

The software license agreement window appears.

5 Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next].

Note

- If you select [I don't accept the agreement.], you cannot complete the installation.

6 Select the [LAN-Fax Driver] check box, and then click [Next].

7 Confirm that the [Printer Name:<LAN-Fax M7>] check box is selected, and then click [Continue].

Note

- Select the desired port.

8 Click [Finish].

The installation completion dialog box appears.

9 Click [Finish].

10 Click [Exit].

Applications Stored on the CD-ROM

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

❖ Location of the file

The following folders are on the CD-ROM:

- LAN-Fax Driver for Windows 95/98/Me
 \DRIVERS\LAN-FAX\
 WIN9X_ME
- LAN-Fax Driver for Windows NT 4.0
 \DRIVERS\LAN-FAX\NT4
- LAN-Fax Driver for Windows 2000/XP
 \DRIVERS\LAN-FAX\
 WIN2K_XP

❖ Operating environment

- Computer
PC/AT compatible
- Operating systems
Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0
- Display
VGA 640×480 pixels or more

! Limitation

- All operations cannot be guaranteed depending on the system environment.
- When you use Windows NT, LAN-Fax Driver will not work in an RISC base processor (MIPS R series, Alpha AXP, PowerPC) environment.

Note

- Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

❖ Operating systems

Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

❖ Operating systems

Microsoft Windows 95/98/Me
Microsoft Windows 2000/XP
Microsoft Windows Server 2003
Microsoft Windows NT 4.0

Setting LAN-Fax Driver Properties

Note

- If your operating system is Windows NT 4.0, Windows 2000/XP, or Windows Server 2003, log on using an account that has Administrator rights.

Setting print properties

This section describes how to make settings such as paper size or resolution.

1 On the [Start] menu, point to [Settings], and then click [Printers].

Note

- With Windows XP Professional or Windows Server 2003, select [Printers and Faxes] on the [Start] menu.
- With Windows XP Home Edition, select [Control Panel] on the [Start] menu. Next select [Printers and Other Hardware], and then [Printers and Faxes].

2 Select to highlight [LAN-Fax M7], then click [Properties] on the [File] menu.

Note

- With Windows NT, click [Document Defaults...] on the [File] menu.

3 Set the print properties.

When using Windows 95/98/Me

- 1** Click the **[Paper]** tab.
 - 2** Set the following properties.
 - Paper size
 - Orientation
 - Tray
 - Resolution
 - Gray scale
 - Printing images of True Type fonts
-

When using Windows NT 4.0

- 1** Set the following properties.
 - Paper size
 - Orientation
 - Tray
 - Resolution
-

When using Windows 2000/XP or Windows Server 2003

- 1** Click the **[Printing Preferences...]** button.
- 2** Set the following properties.
 - Paper size
 - Orientation
 - Tray
 - Resolution

4 Click **[OK]**.**Making Settings for Option Configuration**

Make settings for optional units installed in this machine.

Note

- If the options on this machine are not configured as instructed, LAN-Fax functions may fail.
- When this machine is connected to a network, option configuration is automatically performed. For details, see LAN-Fax Driver's Help.

- 1** Perform steps **1** and **2** in "Setting print properties".

- 2** Click the **[Accessories]** tab, and then make the settings for the option configuration.

When using a network

- 1** If the settings do not match the installed optional units, click **[Load from Device]**.
-

When not using a network

- 1** Select the check box of the installed optional units.

- 3** Click **[Apply]**.

Option configuration settings are complete.

- 4** Click **[OK]**.

 **[Accessories] tab**

The **[Accessories]** tab contains the following items besides option configuration items.

- ❖ **Prohibit manual destination entry**
Check this option to inhibit direct destination specification.
- ❖ **Enable e-mail**
Check this when using Internet Fax with the LAN-Fax function.
- ❖ **IP-Fax**
Check this option when using IP-Fax.
After checking this option, select a protocol by clicking an appropriate radio button.

 **Reference**

Protocols are configured under IP-Fax Setting. See p.150 "IP-Fax Settings".

Basic Transmission

This section describes how to send fax documents created using Windows applications.

To send a fax, simply select **[Print...]** from the Windows application, then select **[LAN-Fax M7]** as the printer, and then specify a destination in the **[LAN-Fax]** dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see Help.

 **Limitation**

- When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

- 1** On the **[File]** menu, click **[Print...]**.
- 2** Select **[LAN-Fax M7]** in the **[Name:]** list.
- 3** Click **[OK]**.
The LAN-Fax dialog box appears.

 **Note**

- The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M7]** for the printer.

4 **Specify the destination.**

Use one of the following procedures to specify a destination. For details, see LAN-Fax Driver's Help.

 **Note**

- When user authentication is used with this machine, click **[User Settings]**.
- You can specify up to 500 destinations.
- Up to 400 documents transmitted from LAN-Fax can be kept on standby in this machine.

Specifying a destination using a destination list

- 1** Click the **[Address Book]** or **[Specify Destination]** tab.
The **[Address Book]** or **[Specify Destination]** tab appears.
- 2** Select the **[Device Address]** (or **[Use device address]**) check box.

- ③ The machine's address is displayed in the **[Device Address]** field on the **[Address Book]** tab. On the **[Specify Destination]** tab, enter the registration number of the Destination key.

- ④ Click **[Set as Destination]**.

The entered destination is added and appears in the **[List of Destination:]** box.

 **Note**

- If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

- ⑤ To specify more destinations, repeat steps ③ and ④.

Specifying a destination using Address Book

In order to use this method, you need to register destinations in the address list using Address Book. See p.110 "Address Book".

- ① Click the **[Address Book]** tab.

The **[Address Book]** tab appears.

- ② Select a CSV file containing the desired destination list, from the drop-down menu.

 **Note**

- Up to the three most recently used files appear in the drop-down menu. To use a destination list that did not appear, click **[Browse...]**, and then select the file.

- ③ Select **[Contact]** or **[Group]** in the **[Name:]** dropdown menu as the display format.

 **Note**

- Destination list contents change as follows, depending on the option selected:

- Contact: Individual name, company name, department name, fax number
- Group: Group name

- If you selected **[Group]** from the **[Name:]** dropdown menu, proceed to step ⑤.

- ④ Select the type of fax from the **[Type:]** dropdown menu.

 **Note**

- Select the fax type as follows:

- Send by standard fax: **[Fax]**
- Send by Internet Fax: **[E-mail]**
- Send by IP-Fax: **[IP-Fax]**

- If you selected **[Group]** from the **[Name:]** dropdown menu, you cannot select the fax type. Proceed to step ⑤.

- ⑤ Click the destination in the destination list to highlight it, and then click **[Set as Destination]**.

The entered destination is added and appears in the **[List of Destination:]** box.

 **Note**

- If you add a destination by mistake, click the wrong destination, and then click **[Delete from List]**.

- ⑥ To specify more destinations, repeat steps ② through ⑤.

Specifying a destination by directly entering a fax number, Internet Fax destination, or IP-Fax destination

1 Click the **[Specify Destination]** tab.

The **[Specify Destination]** tab appears.

2 Select the type of fax from the **[Type:]** dropdown menu.

 **Note**

- Select the fax type as follows:
 - Send by standard fax: **[Fax]**
 - Send by Internet Fax: **[E-mail]**
 - Send by IP-Fax: **[IP-Fax]**
- After you select the fax type, the items corresponding to the selected type appear.

3 Specify the destination.

 **Note**

- Specify the destination depending on the selected fax type as follows:
 - If you selected **[Fax]**: enter the fax number.
 - If you selected **[E-mail]**: enter the e-mail address.
 - If you selected **[IP-Fax]**: enter the IP-Fax destination.
- You can enter up to 128 characters for the destination.
- To enter a pause in the fax number, click **[Pause]**. If you selected **[E-mail]** or **[IP-Fax]** in step **2**, **[Pause]** is not available.

 **Reference**

p.35 “Entering a Fax Number”, *Facsimile Reference* <*Basic Features*>

p.37 “Entering an E-mail Address”, *Facsimile Reference* <*Basic Features*>

p.38 “Entering an IP-Fax Destination”, *Facsimile Reference* <*Basic Features*>

4 Specify settings according to type of fax transmission.

 **Note**

- Specify settings according to the type of fax transmission selected in step **2**, as follows:
 - If you selected **[Fax]**, select a line in the **[Line:]** list.
 - If you selected **[E-mail]**, select the **[Do not use SMTP server]** check box if you want to bypass the SMTP server. See p.66 “Bypassing the SMTP Server”, *Facsimile Reference* <*Basic Features*>.
 - If you selected **[IP-Fax]**, select a protocol in the **[Protocol:]** list.

5 Click **[Set as Destination]**.

The entered destination is added and displayed in the **[List of Destination:]** box.

 **Note**

- If you have added a wrong destination by mistake, click the wrong destination, and then click **[Delete from List]**.

6 To specify more destinations, repeat steps **2** through **5**.

5 Specify necessary options. **Reference**

p.115 "Specifying options".

p.117 "Confirming transmission results by e-mail".

6 Click [Send]. **Note**

- When you click [Send & Print], the fax is sent to the destination and your machine prints a copy of the document you sent.

Specifying options

You can specify the options in the following list.

For details, see LAN-Fax Driver's Help.

- Sending at a Specific Time
- Print Sender Stamp
- Attach Cover Sheet
- Two-Sided Printing
- Display Preview
- Save as File
- Document Server

1 Click [Send Options].

The [Send Options] tab appears.

2 Specify the options you want to use.

To send a fax document at a specific time

- 1** Select the [Sending at specific time] check box, and then specify a transmission time.
- 2** Click [Send].

To print a sender stamp

- 1** Select the [Print Fax Header] check box.
- 2** Click [Send].

To attach a cover sheet

- 1** Select the [Attach a Cover Sheet] check box to attach a cover sheet to the document you are sending.

 **Note**

- Click [Edit Cover Sheet...] to edit the cover sheet. See p.120 "Editing Fax Cover Sheets".

- 2** Click [Send].

To specify two-sided printing

- 1** Select the [2 sided printing] check box.
- 2** Click [Send].

To display preview

Selecting the [Preview] check box allows you to check how the fax document will be output at the destination.

- 1** Select the [Preview] check box.
- 2** Click [Send] or [Send & Print].
The [Preview] window appears.
- 3** Click [Next] or [Previous] to check the image.

 **Note**

- To close the [Preview] window, click [Cancel].
- To print the preview image, click [OK].

Saving as files

You can save the fax document in TIFF format.

 **Note**

- Single-page documents are saved as single TIFF files, and multiple-page documents are saved as multiple TIFF files.

- 1 Select the **[Save as file]** check box.
- 2 Click **[Save to...]**.
- 3 Select a folder on the folder tree.
- 4 Select a method of file naming.

 **Note**

- To enter a file name manually, select the **[Specify file name when saving]** check box. To have the file assigned a name and saved automatically, select the **[Automatically create a new file]** check box.

- 5 Click **[OK]**.
- 6 Click **[Save]** or **[Save & Send]**.

 **Note**

- If you select **[Automatically create a new file]**, the image file is assigned a name and saved under the specified folder.
- The file name will be RicHH-MMSS.tif (HH: hours, MM: minutes, SS: seconds).

- 7 Enter a file name.

 **Note**

- You can also change the folder in this step.

- 8 Click **[Save]**.

The image file is saved in the specified folder.

To store the fax document on the Document Server

- 1 Select the **[Send to Document Server]** check box, and then enter a user name, file name, and password.

 **Note**

- If **[Hard Disk Unit]** is not selected in **[Accessories]** on the printer properties dialog box, you cannot select **[Document Server]**.

- 2 Click **[Send]**.

 **Checking transmission using LAN-Fax Driver**

From “SmartDeviceMonitor for Admin”, “SmartDeviceMonitor for Client”, or Web Image Monitor, you can check information about files sent using LAN-Fax Driver. You can check the latest 70 files.

Also, you can save the contents of the communication management report in a personal computer as a CSV file using **[Spool Printing Job List(Printer)]** in “SmartDeviceMonitor for Admin”.

 **Reference**

See the relevant Help for details.

 **Note**

- ❑ When data is transmitted from the LAN-Fax Driver via the “SmartDeviceMonitor for Client” port, the “Data transfer completed” message appears on the computer's display, so you can easily ascertain the communication progress. However, if the volume of communication data from the LAN-Fax to this machine increases, the message may appear during the operation, due to the differences in memory capacity between this machine and “SmartDeviceMonitor for Client”. For more accurate fax transmission results, use “Communication Result Report”. See p.117 “Confirming transmission results by e-mail”.

Confirming transmission results by e-mail

After communicating in the LAN-Fax mode, this function transmits the communication results with the computer by e-mail.

When you have done **[Send]** or **[Send & Print]** using the LAN-Fax, and when the communication was successful, it transmits an e-mail of the transmission result. See p.28 “Communication Result Report (Memory Transmission)”, *Facsimile Reference <Basic Features>*.

Result notification e-mail is sent when printing is complete, or if an error occurs during communication between this machine and a computer.

 **Note**

- ❑ You can confirm transmission results using the E-mail TX Results function and the Communication Result Report. You can set whether to use both of these together in User Parameters. See p.167 “User Parameters” (switch 10, bit 6).
- ❑ If there be any insufficient configurations in the e-mail menu on this machine, or if “Auto Specify Sender Name” is set to “Off”, the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. See “File Transfer”, *Network Guide* for the e-mail settings, and see p.118 “LAN-Fax Result Report” for the LAN-Fax Result Report.

- 1** Click the **[E-mail Settings]** tab.
- 2** Select the **[Notify]** check box under **[E-mail TX results]**.
- 3** Enter the destination.

When entering the e-mail address directly

- 1** Click the **[Specify destinations]** radio button.
- 2** Enter the e-mail address in the **[Specify destinations]** field.

When entering the machine's programmed address

- 1** Click the **[Device Address]** radio button.
- 2** Enter the registration number of the Destination key in the **[Specify destinations]** box.

 **Note**

- ❑ This field is unavailable when the **[Specify destinations]** is selected, and you cannot enter anything in the text box.

- 4** Click **[Send]**.

LAN-Fax Result Report

If “Email TX results” is set to “Notify”, if there be any insufficient configurations in the e-mail menu on this machine, or if “Auto Specify Sender Name” is set to “Off”, the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. If the “E-mail TX Results” of “Sender Settings” has not been set at “Yes”, the LAN-Fax Result Report is printed.

Note

- Whether or not the LAN-Fax Result Report is printed, can be configured at “User Parameters”. See p.167 “User Parameters” (Switch 20, bit 0).
- When executing **[Send]** or **[Send & Print]** with the LAN-Fax Driver, and when the E-mail TX Result Report has not arrived, the Communication Result Report is printed. See p.28 “Communication Result Report (Memory Transmission)”, *Facsimile Reference <Basic Features>*.

Printing and Saving

You can print documents created using Windows applications.

You can also save documents in TIFF format.

Open the application document you want to print or create a new document, and then perform the following procedure.

For details, see Help.

Note

- You can select the length of time the machine keeps document data in memory if print failed due to problems such as paper shortage or paper jams. See p.167 “User Parameters” (switch 20, bit 2/3/4/5).

1 On the **[File]** menu, click **[Print...]**.

2 Select **[LAN-Fax M7]** in the **[Name:]** list, and then click **[OK]**.

The **[LAN-Fax]** dialog box appears.

Note

- The setting method may differ depending on the application you are using. In all cases, select **[LAN-Fax M7]** for the printer.

Printing

1 Click **[Print]** or **[Send & Print]**.

Note

- You can save the fax image in a file. See p.116 “Saving as files”.

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

For details, see Help.

1 On the **[Start]** menu, point to **[Programs]**, **[LAN-Fax Utilities]**, and then click **[Address Book]**.

The **[Address Book]** dialog box appears.

Note

- If LAN-Fax Driver has already started up, click **[Edit Address Book...]**.

2 Click **[New/Browse...]**, and then select the CSV file containing the address list to be edited.

3 Edit an existing destination or program a new one.

Note

- You can use files created in CSV format, as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.
- To program the contents of the Address Book of this machine to the destination list, select the **[Use device address]** check box, then enter the Destination key's registration number in the **[Device Address]** field.

Programming new destinations

1 Enter the destination and name.

Note

- You can enter a name, company name, department name, fax number, e-mail address, and IP-Fax address. The name and destination (Fax Number, E-mail Address or IP-Fax Address) cannot be omitted.
- For **[Line:]** under **[Fax number:]**, select the appropriate line type; G3, G3-2, G3-3, G3 Dir. Auto, G3 PABX Auto, or I-G3.
- To bypass the SMTP server, under the **[E-mail address:]** box, select the **[Do not use SMTP server]** check box.
- For **[Protocol:]** under **[IP-Fax address:]**, select **[H.323]** or **[SIP]**.

2 Click **[Add]**.

The destination is added to the destination list.

Editing programmed destinations

- 1 Select the destination you want to edit so it is highlighted in the list.
- 2 Edit the data.
- 3 Click **[Update]**.

Deleting programmed destinations

- 1 Select the destination you want to delete so it is highlighted in the list.
- 2 Click **[Delete]**.
- 3 Click **[Yes]**.

4 Click **[Close]**.

5 If you made changes to a destination, a confirmation message appears. To save the changes, click **[Yes]**.

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing display, click **[Cancel]**.

Note

- The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Using the machine's Address Book data in the destination list of the LAN-Fax

You can save information about fax destinations registered to this machine in a personal computer as a CSV file using "Address Management Tool" in "SmartDeviceMonitor for Admin". Saved CSV files can be inserted into the destination table of the LAN-Fax Driver by selecting **[New/Browse...]** in Address Book. Save the file again for the LAN-Fax Driver.

Reference

For details, see "SmartDeviceMonitor for Admin" Help.

Note

- When destinations registered in groups by this machine are inserted into Address Book, each person's destination is determined according to the following order of priority (check before inserting and changing the order of priority, if necessary): IP-Fax destination → Fax number → Mail address
- Depending on the machine type, you may not be able to use the machine when it is updating the Address Book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.

Managing facsimile functions using SmartDeviceMonitor for Admin

You can check information about this machine's fax functions using a computer and save files on a computer using SmartDeviceMonitor for Admin.

Note

- For details about SmartDeviceMonitor for Admin and its installation, see *Printer Reference*.
- For details, see *Network Guide* and SmartDeviceMonitor for Admin Help.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets. It is necessary to create a cover sheet file before attaching a cover sheet to fax document using LAN-Fax Driver.

Creating a cover sheet

Use the following procedure to create a fax cover sheet.

You can edit the following items using LAN-Fax Cover Sheet Editor.

- Company name as destination info.
- Department name as destination info.
- Person name as destination info.
- Company name as sender info.
- Department name as sender info.
- Person name as sender info.
- Telephone number as sender info.
- Fax number as sender info.
- Date
- Message

 **Note**

- Cover sheet data is stored in its own format (using “fcp” as its extension)

1 On the [Start] menu, point to [Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].

The [LAN-Fax Cover Sheet Editor] dialog box appears.

2 Edit the cover sheet.

 **Note**

- For details about operations, see Help.

3 Click [Save as...] on the [File] menu.

4 Select a folder, and then enter a file name.

5 Click [Save].

Attaching a created cover sheet

Use the following procedure to attach a created cover sheet file to a fax document.

1 On the [File] menu, click [Print...].

2 Select [LAN-Fax M7] in the [Name:] list, and then click [OK].

The [LAN-Fax] dialog box appears.

3 Click [Edit Cover Sheet...].

The [Cover Sheet] dialog box appears.

4 Select a cover sheet file from the drop-down list or after clicking [Browse...] in [Select Cover Sheet].

 **Note**

- The selection made in [Select Cover Sheet] is not canceled unless you select another file. If you want to change only destination information, omit this step and proceed to step **5**.

5 Select the type of information from [To:].

 **Note**

- You can select [Use Address Book], [To Whom It May Concern], [Edit Names], or [(None)]. Selecting [Edit Names] allows you to enter company, department, and person names.

6 To print the date, select the [With a Date] check box.

7 Enter the sender information.

 **Note**

- You can enter company, department, and person names, and telephone and fax numbers.
- To add a message, select the [With a Message] check box, and then enter a message.

8 Click [OK].

9 Specify a destination.

10 Click the [Send Options] tab, and then select the [Attach a Cover Sheet] check box.

11 Click [Send].

LAN-Fax Operation Messages

Message	Causes and Solutions
Cannot access the printer. Click [retry] to send the data again.	Check the network connection. Check that the power is turned on.
The number of entries in Destinations exceed the limits. Up to 500 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 500.
"LAN-Fax" has already been launched. Cannot launch it again.	The [LAN-Fax] dialog box is already open. Quit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory on the computer is insufficient. Quit applications currently not in use.

Viewing Fax Information Using a Web Browser

The optional printer/scanner unit is required.

You can view received fax documents and their lists or print these documents using a Web Image Monitor on a network computer.

Note

- It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.
- You need to select “Store” as the “Reception File Setting” in the Facsimile Features menu. See p.195 “Storing or Printing Received Documents”.
- You can also check and manage the documents using DeskTop-Binder Lite. See p.139 “Managing Documents Saved in the Document Server from a Computer”.

Reference

“Using Web Image Monitor”, *Network Guide*

Viewing, Printing, and Deleting Received Fax Documents Using a Web Image Monitor

Use the following procedure to view and/or print received fax documents using a Web Image Monitor.

Viewing received fax documents using a Web browser

- 1** Start a Web browser.
- 2** Enter the machine's IP address in the [Address] field.
- 3** Click [Fax Received File] in the left pane.

With a user code (stored received file) programmed

- 1** If you have programmed a user code, enter the code, and then press [OK].

A list of the received fax documents appears.

Note

- If the programmed user code was deleted using the Address Book Management function under System Settings, a message indicating incorrect user code entry appears. If this is the case, reprogram a user code. See p.197 “Setting a User for Viewing Received and Stored Documents”.

4 Click the Property icon of the desired fax document.

Note

- To view a list of the fax documents, select the thumbnail display, detail display, or icon display. Click **[Thumbnails]**, **[Details]**, or **[Icons]** in the **[Display method:]** list.
- To download the document data on the list of received fax documents, click **[TIFF]** or **[PDF]**. For details about downloading, see the Web Image Monitor Help.

5 View the content of the fax document.

Note

- To enlarge the preview image, click **[Enlarge Image]**. Enlargement cannot be performed without Acrobat Reader installed. For more information, see Help on the Web Image Monitor.

6 To download the received fax document, click **[PDF]** or **[Multi-page TIFF]**.

Clicking **[PDF]** causes Acrobat Reader to start and the document to be displayed.

Clicking **[Multi-page TIFF]** causes a downloading confirmation window to appear.

Note

- The method for downloading differs depending on the selected format. For more information, see Help on the Web Image Monitor.

Printing fax information using a Web browser

1 Start a Web browser.

2 Enter the machine's IP address in the **[Address]** field.

3 Click **[Fax Received File]** in the left pane.

The list of received fax documents appears.

4 Click and select the check box beside the fax document to be printed.

Note

- To view a list of the fax documents, select the thumbnail display, detail display, or icon display. Click **[Thumbnails]**, **[Details]**, or **[Icons]** in the **[Display method:]** list.

5 Click **[Print]**.

6 Click **[Start Print]**.

Note

- To cancel printing, press **[Cancel]** before clicking **[Start Print]**.
- You can change the printing order of selected multiple documents. You can also have documents printed on both sides of the paper. For more information, see Help on the Web Image Monitor.

7 Click **[OK]**.

The display returns to that of step 4.

Deleting fax information using a Web browser

- 1** Start a Web browser.
- 2** Enter the machine's IP address in the **[Address]** field.
- 3** Click **[Fax Received File]** in the left pane.

The list of received fax documents appears.

- 4** Select the check box of the fax document to be deleted in the **[Display method:]** list.

Note

- To view a list of the fax documents, select the thumbnail display, detail display, or icon display. Click **[Thumbnails]**, **[Details]**, or **[Icons]** in the **[Display method:]** list.

- 5** Click **[Delete]**.

- 6** Click **[Delete File]**.

Note

- To cancel deletion, press **[Cancel]** before clicking **[Delete File]**.
- After selecting multiple documents, you can also cancel deletion of some of the selected documents. For more information, see Help on the Web Image Monitor.

- 7** Click **[OK]**.

The display returns to that of step **4**.

Programming Destination Information from Web Browser

If the receiving machine is compliant with T.37 full mode Internet Fax, you can program the receiver's properties from Web Image Monitor. You can program the following properties:

- Compression type
- Paper size
- Character size

Note

- For a detailed description, see Help for Web Image Monitor.
- When a receiver that is programmed as full mode in the Address Book returns a Reception Notice e-mail, the contents of the newly received e-mail overwrite the existing information.

Reference

p.57 "T.37 Full Mode", *Facsimile Reference* <Basic Features>

- 1** Start the Web browser.

- 2** Enter the IP address of the machine you want to monitor after "http://" in the address field.

The top screen is displayed.

- 3** Click **[Login]**, and then enter the Administrator's name and password.

- 4** Click **[Address Book]** in the left pane.
The Address Book is displayed.

- 5** Set the Internet Fax data format.

To edit machine properties already programmed

- ❶ Click the radio button to the left of the machine you want to modify, and then click **[Change]**.
The **[Change User]** page appears.
- ❷ Set the properties for Internet Fax data format other than the mode selection.

 **Note**

- If you change the mode to "Simple Mode", you cannot set machine properties.

- ❸ Click **[OK]** at the upper-right of the screen.

The Address Book is displayed.

 **Note**

- To cancel the setting, click **[Cancel]** in the upper-right of the screen.

To add new receiver

- ❶ Click **[Add]**.
The **[Add User]** page appears.
- ❷ Check that **[User]** is selected in the dropdown menu.
- ❸ Enter the registration number, name, and e-mail address, then set the necessary properties.

 **Note**

- You can set the Internet Fax data format after entering the e-mail address.

- ❹ Click **[Full Mode]** under **[Internet Fax Data Format]**, and set the properties according to the receiver's properties.

 **Note**

- If you change the mode to "Simple Mode", you cannot set machine properties.

- ❺ Click **[OK]** in the upper-right of the screen.

The Address Book is displayed.

 **Note**

- To cancel the setting, click **[Cancel]** in the upper-right of the screen.

- ❻ Close the Web browser.

Delivering Files Received by Fax

The optional printer/scanner unit is required.

ScanRouter EX Professional (sold separately) is also required as a delivery server. DeskTopBinder Lite or DeskTopBinder Professional (sold separately) software must be installed on your computer.

Documents received by the machine can be viewed on or downloaded to a computer with the network delivery server, ScanRouter EX Professional. This is a useful function, enabling you to view and store documents on your computer without printing them.

Using the delivery server, you can eliminate the task of retrieving and delivering documents.

❖ Functions

Delivery server provides the following functions:

- Use the delivery server to associate incoming documents (Confidential ID, SUB Code, Own Name, and Own Fax Number) with receivers, so documents are delivered to the intended receivers.
- You can select the delivery method for incoming documents: “Save in the delivery server inbox”, “Send as an e-mail attachment”, or “Save in the designated folder on the computer”. Incoming documents with no Confidential ID for ID Override Confidential Transmission, SUB Code, Own Name, or Own Fax Number are saved in the delivery server inbox. You can also set it so that the received documents are stored in the specified delivery server inbox according to the line used for reception.

- You can check or download received documents stored in the delivery server inbox using DeskTopBinder Lite or DeskTopBinder Professional.

🚫 Limitation

- Confidential documents are also forwarded to the delivery server.

📝 Note

- To view or download documents stored in the delivery server inbox, you need to install DeskTopBinder Lite or the separately sold DeskTopBinder Professional on your computer.
- To send received documents to your computer as e-mail attachments, you need to have a ScanRouter EX Professional-compatible e-mail program on your computer.
- To create a network using the delivery server, settings must be specified in the User Tools of the machine. Settings must also be specified on the delivery server. See “File Transfer”, *Network Guide*.
- See ScanRouter EX Professional Help or instructions for more information about the delivery server (ScanRouter EX Professional).
- For information about DeskTopBinder, see DeskTopBinder's manual and Help.

7. Simplifying the Operation

Programs

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

Registering and Changing Keystroke Programs

Keystroke Programs can be recalled by just pressing a Destination 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, Internet Fax transmission, Immediate Transmission, destinations (up to 500 numbers), Resolution, Original Type, Select Line (only when a destination is specified using number keys), Stamp, Send Later, Confidential TX, Auto Image Density, Manual Image Density, Scan Area, Mixed Original Sizes, Auto Document, Book Fax, Polling TX, Polling RX, Transfer Req., 2 Sided Original, Enter Text, Receipt Notice, BCC TX, Protocol, Store File, Options
- Program name (up to 20 characters)

● Limitation

- Destinations and polling transmission cannot be registered in program No.1 as Keystroke Programs.

✎ Note

- The maximum number of programs you can register is 100.
- Use the same procedure to register and change programs. In step ③, select the program number you want to change.
- The method of registering or changing programs for the copy function is different from that of the fax function.

① Make the settings you want to register in the program.

✎ Note

- The procedure for programming differs depending on the items 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]** using the number keys.
- ② Continue doing the Send Later setting until the standby screen appears when you press **[OK]**.

🔍 Reference

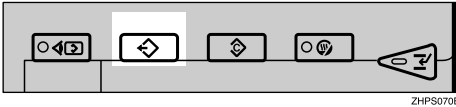
p.3 "Sending at a Specific Time (Send Later)"

- 2** Make sure that the machine is in facsimile mode and the standby display is shown.

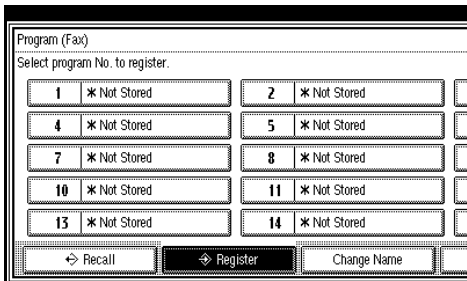
 **Note**

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

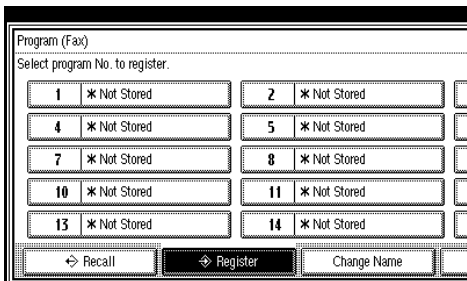
- 3** Press the **[Program]** key.



- 4** Make sure that **[Register]** is selected.



- 5** Select a program number in which “*Not Stored” is shown.



 **Note**

- If you make a mistake, press **[Cancel]** and select a program number again.
- When you change a Keystroke Program, press **[Register]** after pressing the program number you want to change. If you make a mistake, press **[Do not Register]** and return to step **5**.

- 6** Enter the program name, and then press **[OK]**.

The standby display appears.

 **Note**

- If you make a mistake, press **[Backspace]** or **[Delete All]**, and then try again.
- You should register the program name.
- To cancel a program, press **[Cancel]**. The display returns to that of step **5**.

 **Reference**

“Entering Text”, *General Settings Guide*

Registering a priority function using a program

You can select whether or not the function registered in program No. 1 is set after the power is turned on or the **[Clear Modes]** key is pressed.

After registering a function in program No. 1, select **[Program No.1]** for **[Change Initial Mode]** on the Facsimile Features menu. See p.145 “General Settings/Adjustment”.

 **Limitation**

- Destinations and polling transmission cannot be registered in program No.1 as Keystroke Programs.

 **Note**

- To store fax documents in the Document Server each time you send a fax, register **[Store & Transmit]** for Store File in program No.1, and then set the values registered in program No.1 to be used as the initial settings after power on or if the **[Clear Modes]** key is pressed.

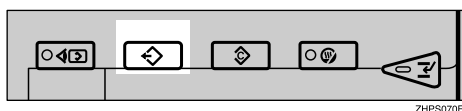
Changing a program name

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

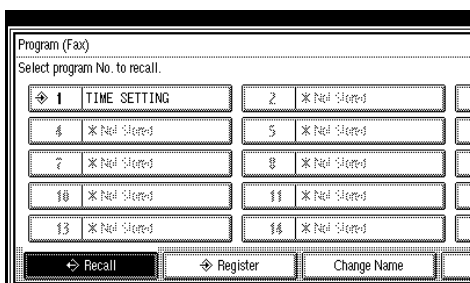
Note

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

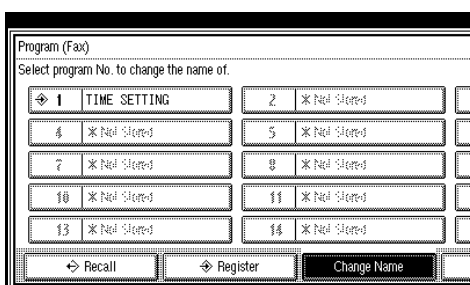
- 2 Press the **[Program]** key.



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



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



- 5 Enter a new program name, and then press **[OK]**.

Note

- Press **[Cancel]** to cancel the change, and proceed to step 6.

- 6 Press **[Exit]**.

The standby display appears.

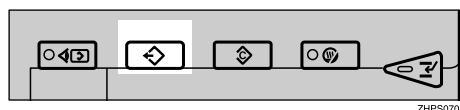
Deleting a Program

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

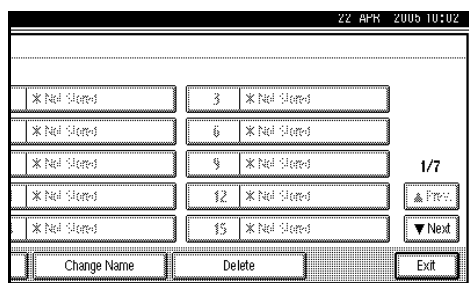
Note

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

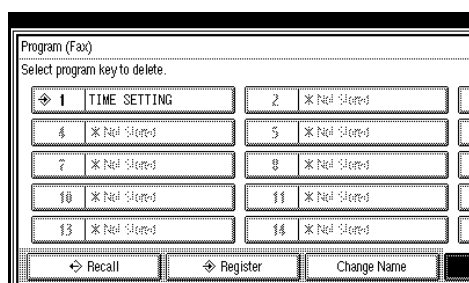
- 2 Press the **[Program]** key.



- 3 Press **[Delete]**.



- 4 Select the program number you want to delete.



- 5 Press **[Yes]**.

Note

- Press **[No]** not to delete the program. The display returns to that of step 4.

- 6 Press **[Exit]**.

The standby display appears.

Using a Program

Note

- ❑ Using the program causes the previous settings to be cleared.
- ❑ If you have no programmed destinations or scan settings as programs, select the program number, and then enter the fax number of the destination and select the scan settings you require.

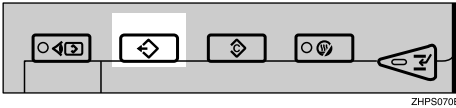
- 1** Make sure that the machine is in facsimile mode and the standby display is shown.

Note

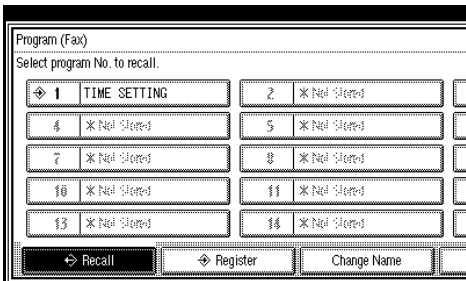
- ❑ If the standby display is not shown, press the **[Facsimile]** key.

- 2** Place the original.

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



- 4** Confirm that **[Recall]** is selected, and press the registered program number.



The standby display appears.

Then, the programmed fax number is shown. 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.

Transmission starts at the specified time.

Using the Document Server

The Document Server can store documents from various applications.

The documents that are stored using the facsimile function 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.
- Storing a document does not use facsimile memory.

You can send and print multiple stored documents as a single document, and also send them with scanned originals at the same time. Follow the instructions under **[Select Stored File]** in **[Sub TX Mode]** when sending or printing stored documents. See p.68 “Sending a Stored File”.

Reference

“What You Can Do with This Machine”, *General Settings Guide*

Important

- Data stored in the machine can be lost if there is an error on the machine's hard disk. The manufacturer is not responsible for any damage that might result from the loss of data.

Note

- Stored documents are not deleted even if there is a power failure, or the main power switch is turned off.
- You can specify whether or not the machine automatically deletes documents from the Document Server after a certain number of days. The delete function is pre-configured with the software and automatically deletes any stored document that is more than three days (72 hours) old. You can change this setting using “Auto Delete File” under “System Settings”. See “Administrator Tools — Auto Delete File in Document Server”, *General Settings Guide*.
- You can store approximately 9,000 pages (ITU-T No.4 chart) in the Document Server, using the copy, facsimile, printer, and scanner functions.
- The Document Server has a memory capacity of 3,000 documents maximum.
- You can store up to 1,000 pages per document.
- You cannot check received and stored documents through the Document Server. See p.34 “Printing Received and Stored Documents”.

Storing a Document

You can store and send a document at the same time. You can also just store a document.

❖ File names

Scanned documents are automatically assigned names like "FAX0001" or "FAX0002". See p.135 "Setting a file name".

❖ User Names

You can set this function if necessary to know who and what departments stored documents in the machine. See p.135 "Programming a user name".

❖ Password

You can set this function so as not to send to unspecified people. See p.135 "Setting a password".

Note

- You can change file names and user names. See p.136 "Changing Stored Document Information".

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

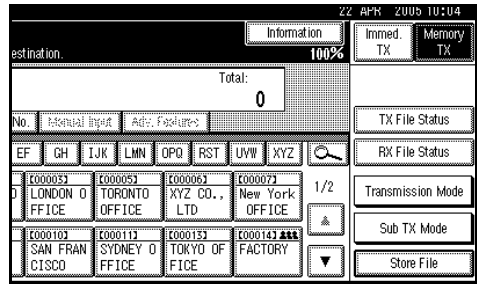
If the standby display is not shown, press the **[Facsimile]** key.

2 Place the original, and then select the scan settings you require.

Reference

- p.11 "Placing Originals", *Facsimile Reference <Basic Features>*
- p.30 "Scan Settings", *Facsimile Reference <Basic Features>*

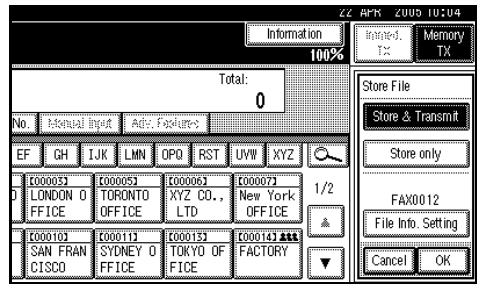
3 Press **[Store File]**.



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

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

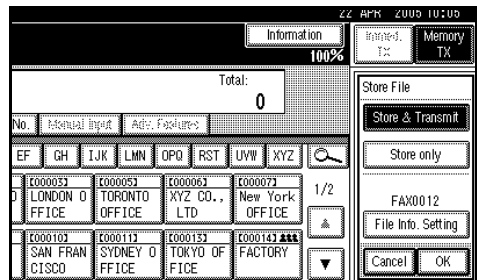
Select **[Store only]** to store documents.



Note

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

5 Press **[File Info. Setting]**, and then set the user name, file name, and password as necessary.



Note

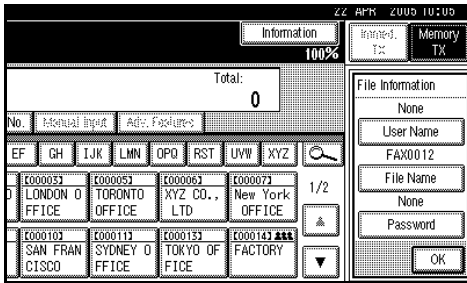
- If you are not setting a user name, file name, or password, proceed to step 6.
- You cannot change multiple documents at once.

Programming a user name

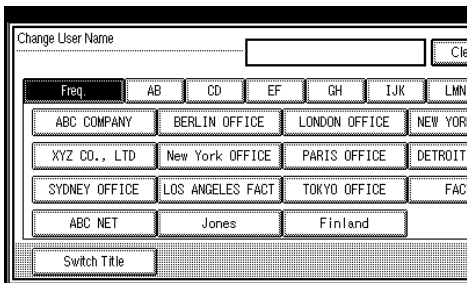
Note

- ❑ Set a user name from those programmed in the user code. User code is programmed in System Settings. See “Registering a New User Code”, *General Settings Guide*.

1 Press [User Name].



2 Press the user name to be programmed, and then press [OK].



Note

- ❑ Press the title key to switch between titles.
- ❑ To set a non-programmed user name, press [Non-programmed Name], and then enter the name. User names entered by pressing [Non-programmed Name] are not programmed into the user code.

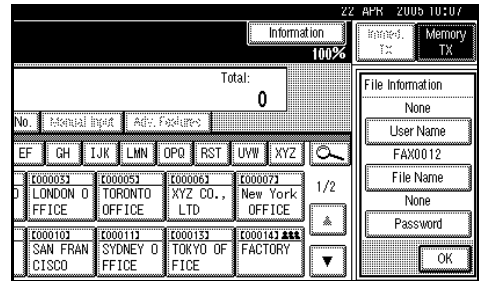
Reference

“Entering Text”, *General Settings Guide*

3 Press [OK].

Setting a file name

1 Press [File Name].



2 Enter the file name, and then press [OK].



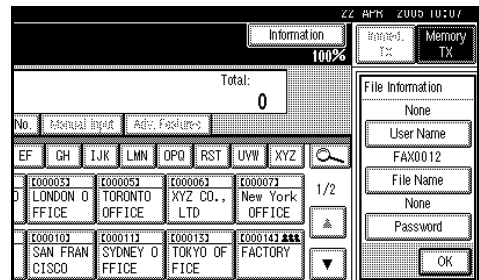
Reference

“Entering Text”, *General Settings Guide*

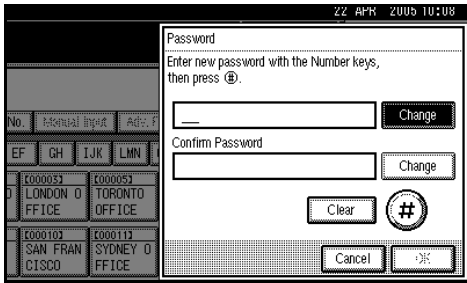
3 Press [OK].

Setting a password

1 Press [Password].



- 2 Enter a password using the number keys, and then press [#].



Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [#], and then reenter your password.
- You can enter up to four to eight digits.

- 3 Enter the password again, and then press [#].

- 4 Press [OK].

Note

- Press [Change] to enter a different password.

- 5 Press [OK].

- 6 Press [OK].

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

Note

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

- 8 Press the [Start] key.

Changing Stored Document Information

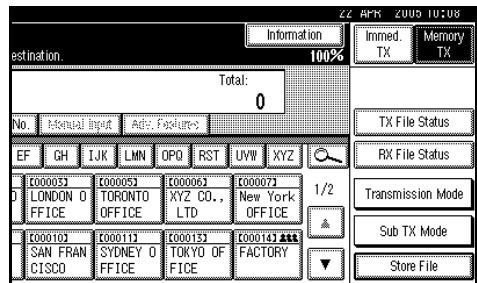
You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document. See p.138 “Deleting a Stored Document”.

Note

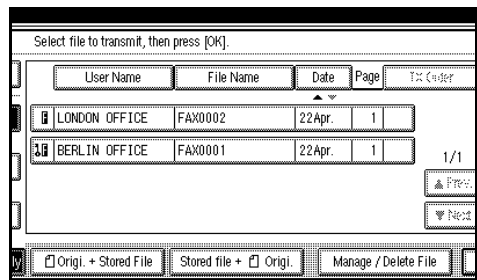
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. See p.145 “General Settings / Adjustment”.

- 1 Press [Sub TX Mode].



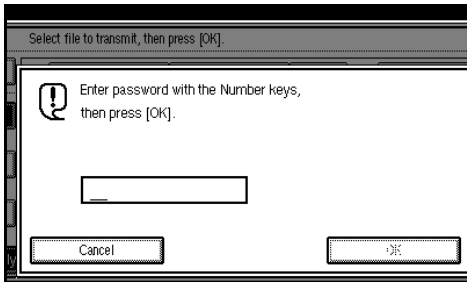
- 2 Select [Select Stored File].

- 3 Select [Manage / Delete File], and then press the document to be changed.

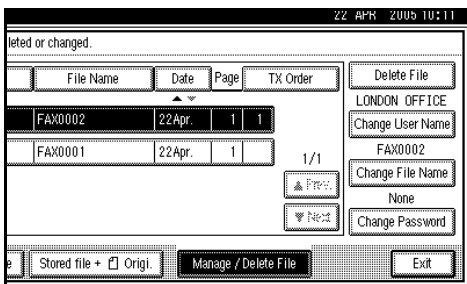


- 4** If you select a document for which a password is set, enter the password, and then press [OK].

When a selected file does not have a password, proceed to step **5**.



- 5** Change the desired information of the stored document.



Changing a user name

- 1** Press [Change User Name].
- 2** Press [Clear].

The user name is deleted.



- 3** Enter the new user name, and then press [OK].

Note

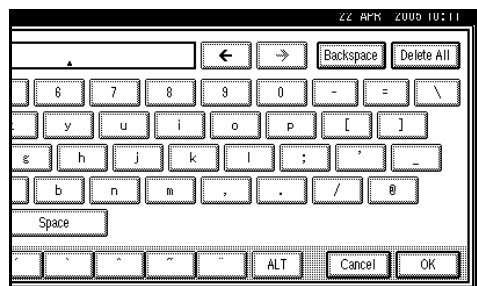
- Press the title word keys to switch between titles.
- To set a non-programmed user name, press [Non-programmed Name], and then enter the name.
- User names entered by pressing [Non-programmed Name] are not programmed into the user code.

Reference

“Entering Text”, *General Settings Guide*

Changing the file name

- 1** Press [Change File Name].
- 2** Press [Backspace] or [Delete All], and then re-enter the file name.



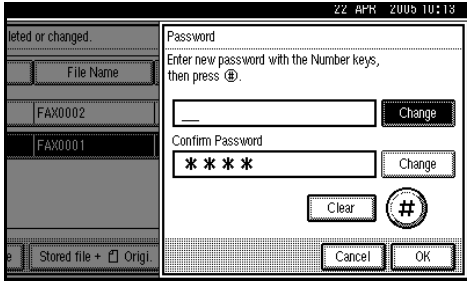
Reference

“Entering Text” *General Settings Guide*

- 3** Press [OK].

Changing the password

- 1 Press [Change Password].
- 2 Press upper [Change].
- 3 Enter a new password using the number keys, and then press [#].



- 4 Press lower [Change].
- 5 Enter the password again, and then press [#].
- 6 Press [OK].

6 Press [Exit].

7 Press [OK].

The standby display appears.

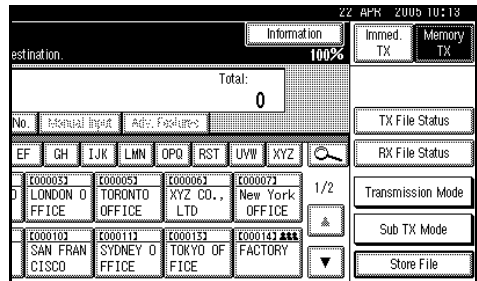
Deleting a Stored Document

Use this function to delete stored documents.

Note

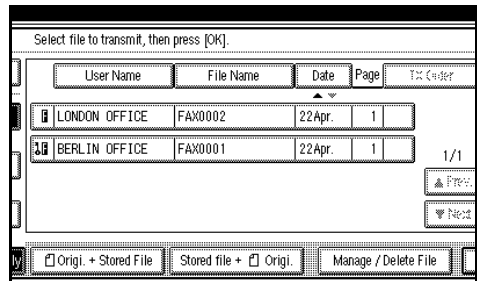
- You can program one of the Quick Operation keys with operations for this function. Using the key allows you to omit step 1. See p.145 "General Settings/Adjustment".

1 Press [Sub TX Mode].

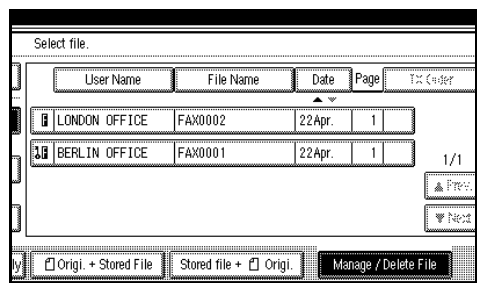


2 Press [Select Stored File].

3 Press [Manage / Delete File].



4 Select the document you want to delete.

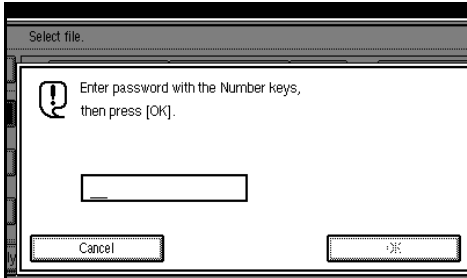


Note

- You can also delete multiple documents at once.

With a programmed password

- 1 Enter a password using the number keys, and then press [OK].



- 5 Press [Delete File].

- 6 Press [Delete].

 **Note**

- If you do not want to delete the document, press [Do not Delete].

- 7 Press [Exit].

- 8 Press [OK].

The standby display appears.

Managing Documents Saved in the Document Server from a Computer

The optional printer/scanner unit is required.

 **Note**

- It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

Using DeskTopBinder

Fax documents saved in the Document Server can be viewed and controlled from a network computer with DeskTopBinder installed.

The following operations are available using 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)
- Exporting documents as files (Export Document)
- Importing documents into a computer (Import Document)

For more information, see DeskTopBinder's manual and Help.

 **Limitation**

- If you use a link in Auto Document Link the versions earlier than DeskTopBinder Lite or Professional version 4.0.0.0., set the SNTP Server Address as "0.0.0.0" on Web Image Monitor. If the address is not set correctly, documents cannot be properly imported. For details about import settings, see Help for Web Image Monitor.

 **Note**

- When you send a document using the fax, if the registration number in the Address Book registered to the machine is specified, you can send the document to a fax number only. Documents cannot be sent even if e-mail and IP-Fax addresses are already registered.

Using a Web browser

Fax documents saved in the Document Server can be viewed using a Web Image Monitor on a network computer. These fax documents can also be downloaded to the computer's hard disk. See p.123 "Viewing Fax Information Using a Web Browser".

❖ **Reception Settings**

Description	Reference
<p>Allows you to switch the following reception functions on or off:</p> <ul style="list-style-type: none"> • Switch Reception Mode • Authorized RX • Forwarding • RX File Print Qty • 2 Sided Print • RX Reverse Printing • Paper Tray • Specify Tray for Lines • Checkered Mark • Centre Mark • Print Reception Time 	<p>p.147 "Reception Settings"</p> <p>p.176 "Authorized RX (Authorized Reception)"</p> <p>p.176 "Forwarding"</p> <p>p.177 "Reception File Print Qty"</p> <p>p.98 "Two-Sided Printing"</p> <p>p.102 "Reverse Order Printing"</p> <p>p.178 "Paper Tray"</p> <p>p.106 "Specifying Tray for Lines"</p> <p>p.97 "Checkered Mark"</p> <p>p.97 "Centre Mark"</p> <p>p.98 "Reception Time"</p>

❖ **E-mail Settings**

Description	Reference
<ul style="list-style-type: none"> • Internet Fax Settings • Max. E-mail Size • SMTP RX File Delivery Settings 	<p>p.148 "E-mail Settings"</p>

❖ **IP-Fax Settings**

Description	Reference
<ul style="list-style-type: none"> • Enable H.323 • Enable SIP • H.323 Settings • SIP Settings • Program / Change / Delete Gateway 	<p>p.150 "IP-Fax Settings"</p>

❖ Administrator Tools

Description	Reference
<ul style="list-style-type: none"> • Program / Change / Delete Standard Message • Store / Change / Delete Auto Document • Program / Change / Delete Scan Size • Print Journal • Transmission Page Count • Forwarding • Memory Lock RX • ECM • Parameter Setting • Program Special Sender • Box Setting • Transfer Report • Program Confidential ID • Program Polling ID • Program Memory Lock ID • Select Dial / Push Phone • Reception File Setting • Stored RX File User Setting • Menu Protection Settings • Folder Transfer Result Report 	p.155 "Administrator Setting"

 Displays

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

Accessing User Tools (Facsimile Features)

Customize the facsimile settings according to the operations to be frequently performed.

 **Note**

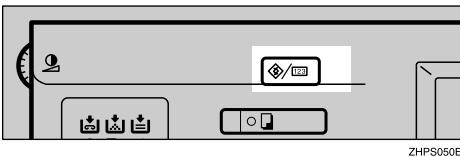
- The machine allows you to change the facsimile defaults in a mode that is not the facsimile mode. After changing the defaults, select facsimile mode again. This section describes the facsimile defaults that the machine allows you to customize.
- Customized facsimile defaults are kept until the defaults are changed again. The new settings are not canceled by turning off the main power switch or the operation switch, or pressing the **[Clear Modes]** key.

 **Reference**

For the items that can be changed using System Settings, see “User Tools (System Settings)”, *General Settings Guide*.

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

The User Tools main menu appears.



2 Press **[Facsimile Features]**.

The Facsimile Features menu appears.

3 Select the item that you want to change.

The corresponding setting display appears.

 **Reference**

p.141 “Function List”

4 Follow the displayed instructions to change the default, and then press **[OK]**.

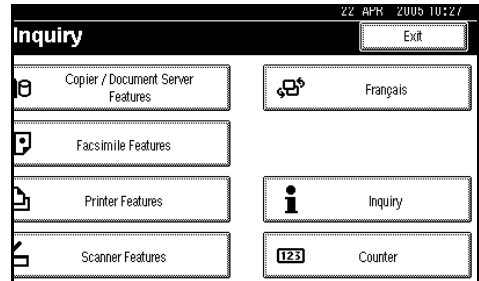
 **Note**

- If you make a mistake, press **[Cancel]**.

Quitting Default Settings

1 After changing the defaults, press **[Exit]** on the User Tools main menu.

The standby display appears.



 **Note**

- You can also press the **[User Tools/Counter]** key to quit the User Tools main menu.

General Settings/Adjustment

❖ Memory / Immed. Transmission Switch

Use this function to specify the Transmission Mode for document transmission.

- Memory Transmission
- Immediate Transmission

❖ Text Size Priority

Use this function to specify the character size of your originals for scanning.

- Standard
- Detail
- Super Fine (expansion memory required)

❖ Original Type Priority

Use this function to specify the type of originals for scanning.

- Text
- Text / Photo
- Photo

❖ Auto Image Density

Use this function to prioritize automatic Image Density for scanning your originals.

- On
- Off

❖ Adjust Scan Density

Use this function to specify the scan density of your originals.

❖ Select Title

Use this function for selecting the title to be shown on the destination list.

- Title 1
- Title 2
- Title 3

❖ Change Initial Mode

Use this function to select whether contents registered in program No.1 are to be used as the initial settings after the power is turned on or the **[Clear Modes]** key is pressed:

- Standard
- Program No.1

Note

- You cannot select Program No.1 if program No.1 has not been programmed with priority functions.

❖ Adjust Sound Volume

Use this function to adjust the sound volume during On Hook Mode and Immediate Transmission.

See p.87 "Adjusting the Volume", *Facsimile Reference <Basic Features>*.

- On Hook Mode
- At Transmission
- At Reception
- At Dialing
- At Printing

❖ Program Fax Information

See p.79 "Initial Settings and Adjustments", *Facsimile Reference <Basic Features>*.

- Fax Header
- Own Name
- Own Fax Number

❖ Scan End Reset

Use this function to return to the initial settings each time an original is scanned.

- On
- Off

❖ **TX Stamp Priority**

Use this function to press a TX stamp.

- On
- Off

❖ **Line Priority Setting**

Use this function to specify the line to be used.

 **Note**

- The display may differ depending on the line type you have.

❖ **Program Economy Time**

Use this function for specifying a time for transmission when call charges are low. See p.3 “Sending at a Specific Time (Send Later)”.

 **Limitation**

- You can program only one Economy Time.

 **Note**

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

❖ **On Hook Mode Release Time**

Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing.

- 1 minute
- 3 minutes
- 5 minutes
- 10 minutes

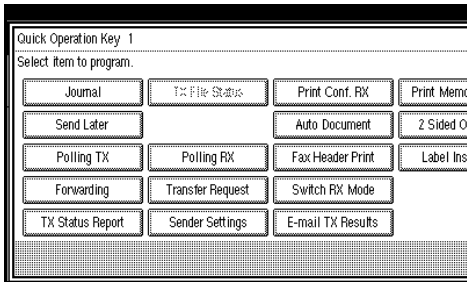
❖ **Quick Operation Key**

Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on. The Quick Operation keys can be programmed with the following functions:

- Journal
- TX File Status (Transmission File Status)
- Print Conf. RX (Print Confidential Reception)
- Print Memory Lock
- Stored File
- Send Later
- Auto Document
- 2 Sided Original
- Closed Network
- Polling TX (Polling Transmission)
- Polling RX (Polling Reception)
- Fax Header Print
- Label Insertion
- RX File Status (Reception File Status)
- Forwarding
- Transfer Request
- Switch RX Mode (Reception Mode Switch)
- Manual E-mail RX (when the Internet Fax is set to ON.)
- TX Status Report (Transmission Status Report)
- Sender Settings
- E-mail TX Results (E-mail Transmission Results)

Up to three functions can be programmed to a Quick Operation keys.

- ❶ Select the Quick Operation Key you want to program.
- ❷ Select the function you want to program to the Quick Operation Key .



 **Note**

- Functions that appear dimmed have already been set.

Reception Settings

❖ **Switch Reception Mode**

Specify the method for receiving fax documents.

- Manual Reception
- Auto Reception

❖ **Authorized RX (Authorized Reception)**

Specify whether or not unwanted fax documents are to be screened out.

- On
- Off

❖ **Forwarding**

Specify whether or not received fax documents are to be forwarded to a programmed receiver.

- On
- Off

❖ **RX File Print Qty (Reception File Print Quantity)**

Specify the number of copies to be printed for each fax document received.

- 1 to 10 set(s)

❖ **2 Sided Print**

Specify whether or not received fax documents are to be printed on both sides of the paper.

- On
- Off

❖ **RX Reverse Printing (Reception Reverse Printing)**

Specify whether or not received fax documents are to be printed from the last page received.

- On
- Off

❖ **Paper Tray**

Use this function to print fax documents received from programmed senders and fax documents from other senders, using different paper trays. See p.175 "Paper Tray". Display of tray names may differ depending on the options installed.

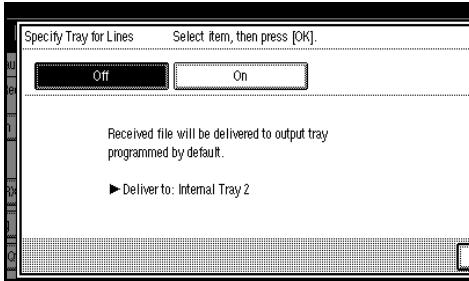
- Tray 1
- Tray 2
- Tray 3 (option)
- Tray 4 (option)
- Auto Select
- LCT (option)

❖ **Specify Tray for Lines**

Specify a paper tray for each line (telephone, Internet Fax, IP-Fax).

- On
- Off

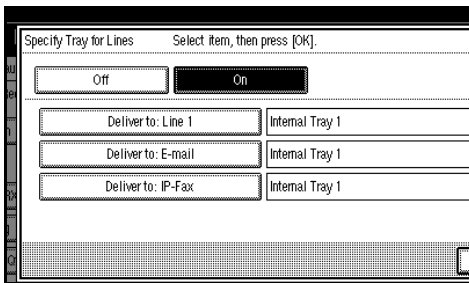
① Select [**On**] to select a paper tray.



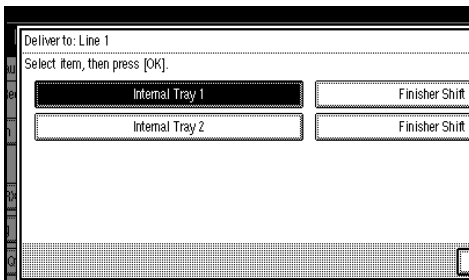
Note

- If you select [**Off**], the received fax is delivered to a default tray.

② Select the line type.



③ Select a tray to deliver the received paper onto, and then press [**OK**].



Note

- If you want to specify another line type, repeat from step ②.

❖ **Checkered Mark**

Specify whether or not a checkered mark is to be printed on the first page of received fax documents.

- On
- Off

❖ **Centre Mark**

Specify whether or not a centre mark is to be printed halfway down the left side and at the top centre of each page received.

- On
- Off

❖ **Print Reception Time**

Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents.

- On
- Off

E-mail Settings

❖ **Internet Fax Settings**

You can select to display or not. When you want to send an Internet Fax, set ON to display the icon.

- On
- Off

❖ **Max. E-mail Size**

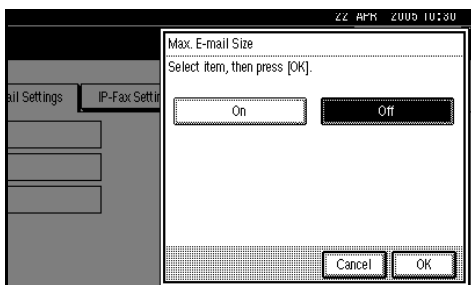
Make this setting when you want to limit the size of e-mail messages that are transmitted, if receivers limit e-mail size, or you cannot send large size e-mail for some reason. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

- On
- Off

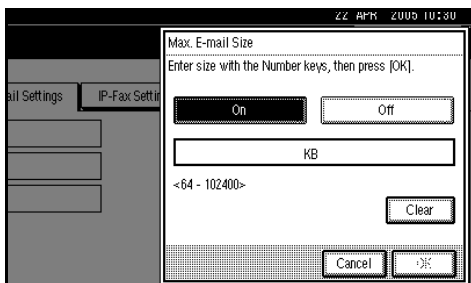
Note

- ❑ When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.
- ❑ Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

① Press **[On]**.



② Enter the maximum e-mail size using the number keys.



Note

- ❑ Maximum e-mail size can be between 64 and 102,400 KB.
- ❑ If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key, and then enter again.

③ Press **[OK]**.

❖ **SMTP RX File Delivery Settings (SMTP Reception File Delivery Settings)**

This function is available on systems that allow routing of e-mail received via SMTP. See p.94 "Routing e-mail received via SMTP".

- On
- Off

When an authorized e-mail address is set, e-mail received from addresses that do not match the authorized address is discarded, and an error message is returned to the SMTP server.

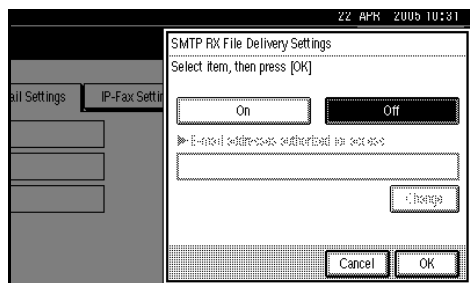
The authorized e-mail address is compared with the addresses of e-mail originators, as illustrated by the following examples.

When the authorized e-mail address is set to "@aaa.abcd.com":
 abc@aaa.abcd.com - accepted
 def@aaa.xyz.com - not accepted
 abc@abcd.com - not accepted

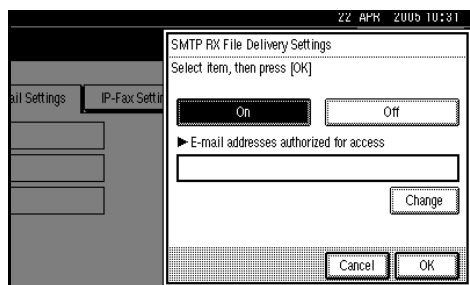
Note

- ❑ No Error Report is output even when e-mail is discarded.

① Press **[On]**.



② Press **[Change]**, and then enter the sending e-mail address with transmission permission.



Note

- ❑ If you make a mistake, press **[Backspace]** or **[Delete All]**, and then enter again.

③ Press **[OK]** twice.

IP-Fax Settings

Make settings to use IP-Fax.

Set H.323 for the gatekeeper, SIP for SIP server, and gateway for gateway access if necessary. Check the settings of the network to which this machine is connected before making settings.

 **Note**

The following characters can be used for registration of the alias telephone number in H.323 Setting. Make sure you enter these characters correctly:

- Numbers
- Symbols (# and *)

The following characters can be used for registration of the SIP User Name in SIP Settings. Make sure you enter these characters correctly:

- Alphanumeric symbols (lower and upper cases)
- The 21 symbols in the following table.

;	?	:	&	=
+	\$,	-	_
.	!	~	*	#
'	()	%	/
@				

Use numbers and periods (".") to enter the correct IP addresses for the gatekeeper, SIP server, and gateway. You can get the correct IP addresses from the network administrator.

❖ **Enable H.323**

Specify whether or not H.323 is used for IP-Fax transmission.

- On
- Off

❖ **Enable SIP**

Specify whether or not SIP is used for IP-Fax transmission.

- On
- Off

❖ **H.323 Settings**

Set the IP address and alias telephone number of the gatekeeper. For details, see p.151 "Configuring the H.323 gatekeeper".

- Gatekeeper Address (Main)
- Gatekeeper Address (Sub)
- Own Fax No.

❖ **SIP Settings**

Set the SIP server's IP address and SIP user name. For details, see p.151 "Configuring the SIP server".

- Proxy Server Addr. (Main)
- Proxy Server Address (Sub)
- Redirect Svr. Addr. (Main)
- Redirect Svr. Addr. (Sub)
- Registrar Address (Main)
- Registrar Address (Sub)
- SIP User Name

❖ **Program / Change / Delete Gateway**

Register, change, or delete the gateway used for transmission to IP-Fax. For details, see p.152 "Registering or changing a gateway" and p.153 "Deleting a gateway".

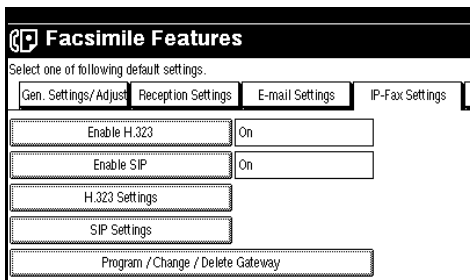
- Program / Change (Prefix, Select Protocol, Gateway Address)
- Delete

Configuring the H.323 gatekeeper

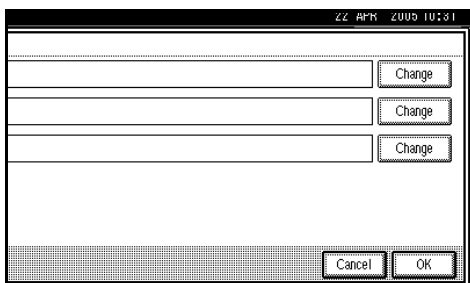
Note

- If you select "On" using the User Parameters, you can use the gatekeeper server. See p.167 "User Parameters"(switch 34, bit 0).

1 Press [H.323 Settings].

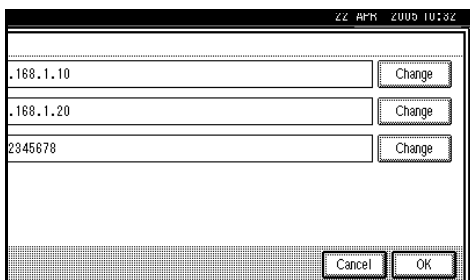


2 Press [Change] for each property.



3 Enter the IP address and alias telephone number and press [OK].

The screen returns to that of step 2.



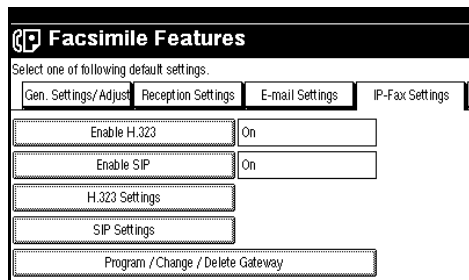
4 Press [OK].

Configuring the SIP server

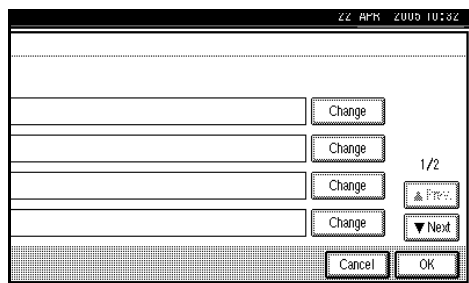
Note

- If you select "On" using the User Parameters, you can use the SIP server. See p.167 "User Parameters"(switch 34, bit 1).

1 Press [SIP Settings].



2 Press [Change] for each property.

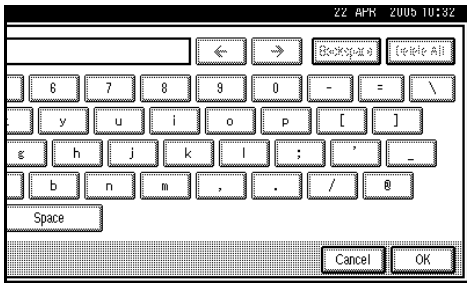


Note

- A proxy server relays call requests and responses.
- A redirect server processes request destination inquiries.
- A register server registers location information of user agents (which correspond to telephones or facsimiles on public telephone lines) on an IP network.

- 3 Enter the IP address and SIP user name, and then press [OK].

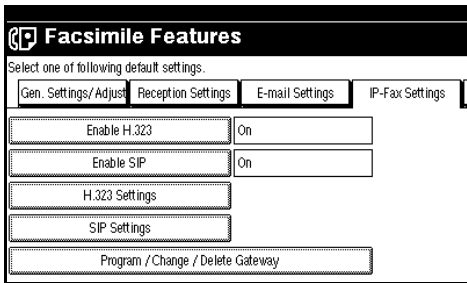
The screen returns to that of step 2.



- 4 Press [OK].

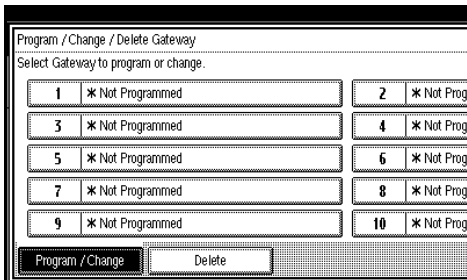
Registering or changing a gateway

- 1 Press [Program / Change / Delete Gateway].



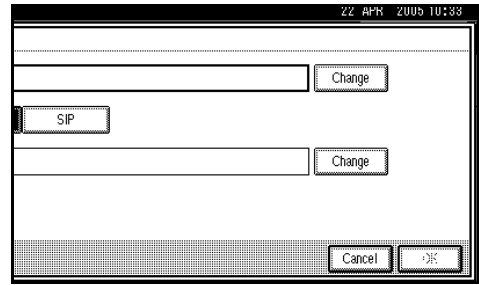
- 2 Check that [Program / Change] is selected.

- 3 Press a gateway to register.

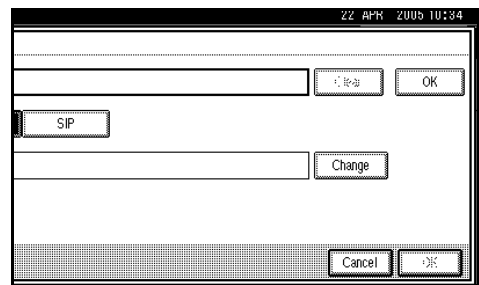


When registering a new gateway, press [***Not Programmed**].

- 4 Press [Change] for [Prefix].



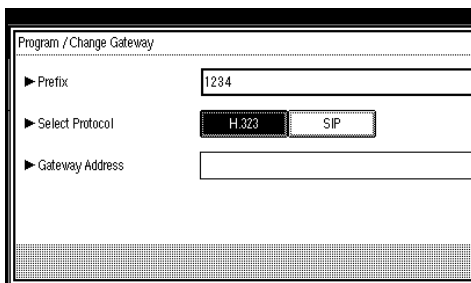
- 5 Enter the Prefix using the number keys, and then press [OK].



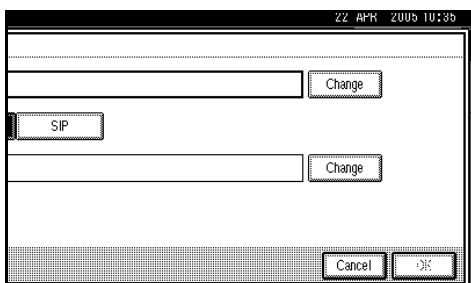
Note

- To change the existing prefix, press [**Clear**], and then enter a new prefix.
- For documents sent using a gateway to G3 Fax, prefixes can be used. If the first several digits of IP-Fax number and the gateway-specific prefix are identical, documents can be transmitted using the registered digits of the gateway. For example, if both 03 and 04 have been registered as gateway number while 0312345678 is also specified, documents can be transmitted via a gateway for which 03 is used as a prefix.
- When you wish to use the gateways regardless of the IP-Fax destination numbers, register only the gateway addresses without registering the prefix.

6 Select a protocol.

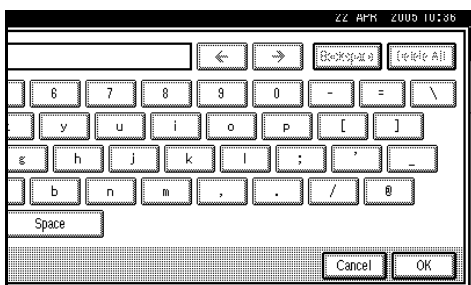


7 Press [Change] for Gateway Address.



8 Enter the gateway address, and then press [OK].

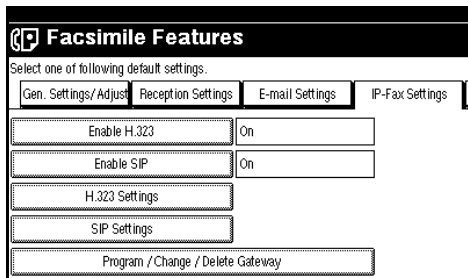
The screen returns to that of step 7.



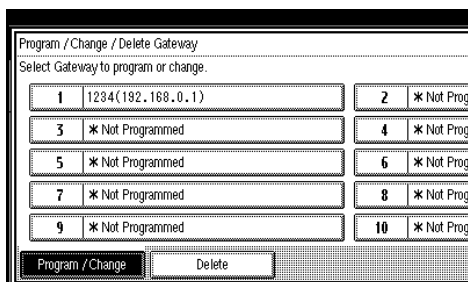
9 Press [OK].

Deleting a gateway

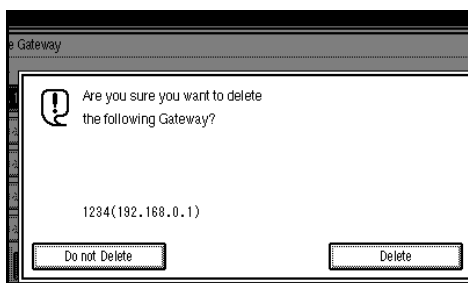
1 Press [Program / Change / Delete Gateway].



2 Press [Delete], and then select a gateway to delete.



3 Press [Delete] on the confirmation message.



Note

- If you do not want to delete the gateway you have selected, press [Do not Delete]. The screen returns to that of step 2.

4 Press [Exit].

Note


- To delete another gateway, repeat steps 2 and 3.

9. Administrator Setting

Administrator Tools List

You can program, change, or delete standard messages and auto documents. You can also set the line type for the machine connection, program various IDs (including a Polling ID), fax destinations, and many other items. In addition, you can check the number of documents transmitted and received.

Function name	Description	Reference
Program / Change / Delete Standard Message	You can program, change, or delete standard messages printed at the top of the first page of each incoming document.	p.157 "Programming, Changing, and Deleting Standard Messages"
Store / Change / Delete Auto Document	You can program, change, or delete pages stored as auto documents.	p.158 "Storing, Changing, and Deleting an Auto Document"
Program / Change / Delete Scan Size	You can program, change, or cancel frequently used scan sizes.	p.160 "Programming, Changing and Deleting a Scan Size"
Print Journal	Prints a Journal.	p.162 "Printing Journal"
Transmission Page Count	Checks the transmission and reception, and totals on the display.	p.162 "Counters"
Forwarding	Transfers received documents to a programmed receiver (forwarding destination).	p.162 "Forwarding"
Memory Lock RX	Switches the Memory Lock on or off. To use it, program an ID for printing a document received in Memory Lock mode.	p.165 "Memory Lock"
ECM	If part of the transmission fails due to a telephone line fault, this function resends the failed part automatically.	p.166 "ECM (Error Correction Mode)"
Parameter Setting	Allows you to change and print the function settings to meet your needs.	p.167 "User Parameters"
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.	p.175 "Programming/Changing Special Senders"

Function name	Description	Reference
Box Setting	By using SUB and SEP Codes with these functions, you can send documents to another party's box, and retrieve documents stored in boxes.	p.181 "Box Settings"
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	p.192 "Transfer Report"
Program Confidential ID	Registers an ID required for Confidential communication.	p.192 "Programming a Confidential ID"
Program Polling ID	Registers an ID required for Polling communication.	p.193 "Programming a Polling ID"
Program Memory Lock ID	Registers an ID required for Memory Lock reception.	p.194 "Programming a Memory Lock ID"
Select Dial / Push Phone	Selects a line type when you connect the machine to a G3 analog line.  Note <input type="checkbox"/> This function is not available in some areas.	p.194 "Selecting Dial/Push Phone"
Reception File Setting	Selects whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.	p.195 "Storing or Printing Received Documents"
Stored RX File User Setting	Set the password to view received and stored documents using a Web Image Monitor or DeskTopBinder Lite.	p.197 "Setting a User for Viewing Received and Stored Documents"
Menu Protection Settings	Set protection so only the Administrator can change menu settings.	p.198 "Menu Protection Settings"
Folder Transfer Result Report	Set whether the Folder Transfer Result Report is transmitted to the specified e-mail address when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.	p.198 "Folder Transfer Result Report"

Using Administrator Settings

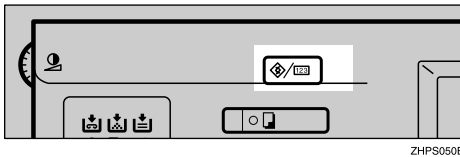
Programming, Changing, and Deleting Standard Messages

Use this function to program standard messages to be printed at the top of the first page of the original. It is useful for personalizing messages such as sending greetings.

Note

- You can program three standard messages. You cannot change the “Confidential”, “Urgent”, “Please phone.”, or “Copy to corres. section” messages.
- Use the same procedure to program and change your messages.

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



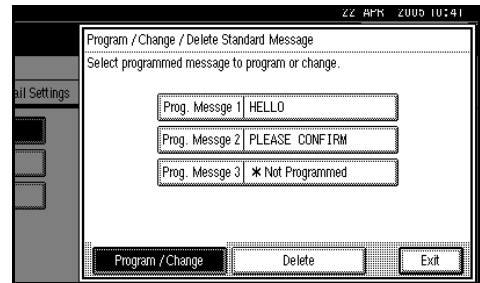
2 Press **[Facsimile Features]**.

3 Press **[Administrator Tools]**.

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

Programming or changing standard messages

1 Check **[Program / Change]** is selected.



2 Program or change the message.

Select the message you want to program or change.

3 Enter a new message.

Reference

“Entering Text”, *General Settings Guide*

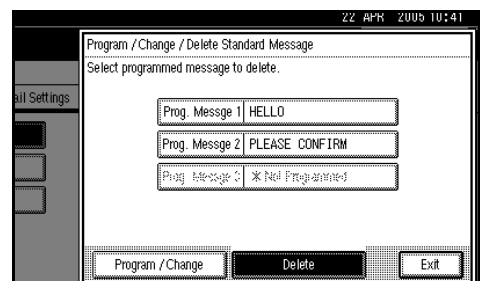
4 Press **[OK]**.

Note

- To program another message, repeat the procedure from step **1**.
- To cancel a registration, press **[Cancel]**.

Deleting Standard Messages

1 Press **[Delete]**, and then select the message you want to delete.



2 Press [Delete]. **Note**

- To delete another message, repeat from step **1**.
- To cancel a deletion, press [Do not Delete]. The display returns to that of step **1**.

5 Press [Exit].**6** Press the [User Tools/Counter] key.

The standby display appears.

Storing, Changing, and Deleting 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), you can store that page in memory as an Auto Document. This saves rescanning the original every time you want to send it.

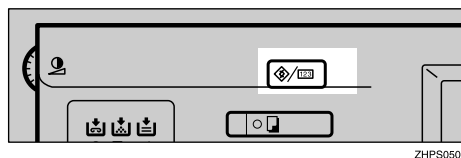
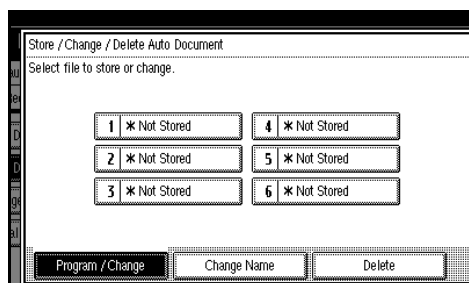
Use the following procedure to program a new Auto Document or overwrite an existing one.

You can store the following items in an Auto Document:

- Originals (6 documents maximum, only one page per file).
- Scan settings (resolution, original type, and image density)
- Irregular scan area
- Document name (16 characters maximum)

 **Important**

- When about one hour passes after power to the machine is turned off, all fax documents stored in memory are lost. If any documents have been lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to identify lost documents.

1 Press the [User Tools/Counter] key.**2** Press [Facsimile Features].**3** Press [Administrator Tools].**4** Press [Store / Change / Delete Auto Document].**5** Select and follow the appropriate procedure depending on what you want to perform. **Note**

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

Storing a file

1 Check [Program / Change] is selected.**2** Select [*Not Stored].**3** Enter a file name, and then press [OK]. **Reference**

"Entering Text", *General Settings Guide*

Changing a file

1 Check **[Program / Change]** is selected.

2 Select the file you want to change.

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

3 Press **[Store]**.

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

Changing only a file name

1 Press **[Change Name]**.

2 Select the file whose name you want to change.

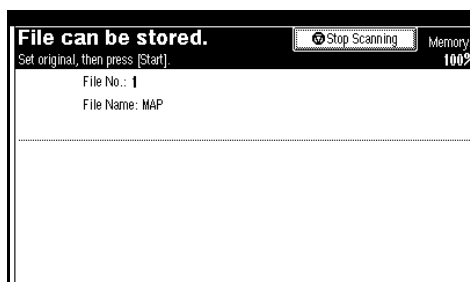
3 Enter a file name, and then press **[OK]**.

Reference

“Entering Text”, *General Settings Guide*

Proceed to step **3**.

6 Place the original, and then select any scan settings you require.



Note

You can also specify a scan size. See p.13 “Setting a Scan Area”, *Facsimile Reference <Basic Features>*.

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

The machine starts to scan and completes scanning.

Note

To cancel scanning, press **[Stop Scanning]**.

8 Press **[Exit]**.

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

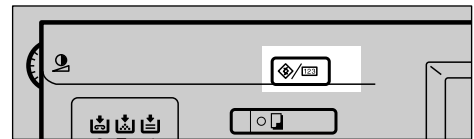
The standby display appears.

Deleting an Auto Document

Note

You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

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



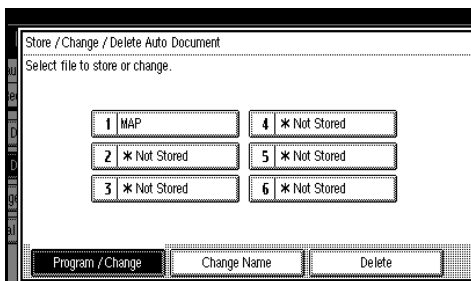
ZHPS050E

2 Press **[Facsimile Features]**.

3 Press **[Administrator Tools]**.

4 Press **[Store / Change / Delete Auto Document]**.

- 5 Press **[Delete]**, and then select the file you want to delete.



- 6 Press **[Delete]**.

Note

- To cancel deleting, press **[Do not Delete]**. The display returns to that of step 5.

- 7 Press **[Exit]**.

- 8 Press the **[User Tools/Counter]** key.
The standby display appears.

Programming, Changing and Deleting a Scan Size

When you select a scan size to scan a custom size original, two custom sizes 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.

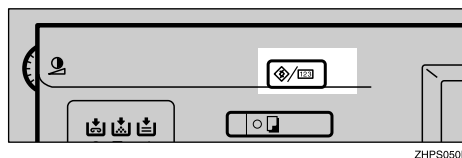
Important

- When programming or changing a scan size, it is recommended that you make a record of the new size.

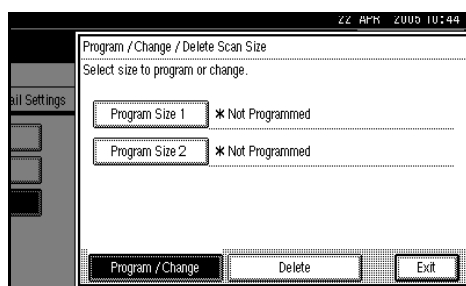
Note

- You can program up to two sizes.
- You can edit boxes in the same way you program them.
- You can specify a horizontal length from 128 to 1200 mm, or from 5.5 to 47 inches.

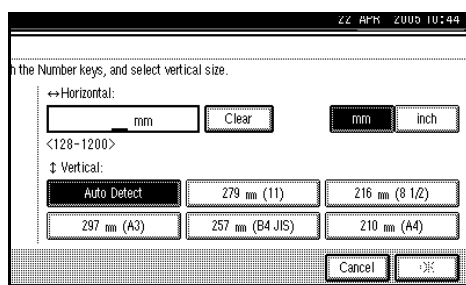
- 1 Press the **[User Tools/Counter]** key.



- 2 Press **[Facsimile Features]**.
- 3 Press **[Administrator Tools]**.
- 4 Press **[Program / Change / Delete Scan Size]**.
- 5 Select **[Program Size 1]** or **[Program Size 2]**.

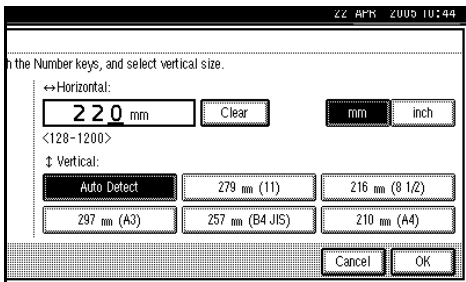


- 6 Enter a horizontal size using the number keys.



Note

- Each time you press [mm] or [inch], the units switch between “mm” and “inch”. If you enter a length and change the units by pressing [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter [2], [2], and [0] in millimeters and change to “inch”, the length “8.7 inch” is shown on the display. If you press [mm] or [inch] again, “221 mm” is displayed.
- If you make a mistake, press [Clear] or the [Clear/Stop] key, and then try again.
- To cancel a scan size, press [Cancel].

7 Select a vertical size, and then press [OK].**Note**

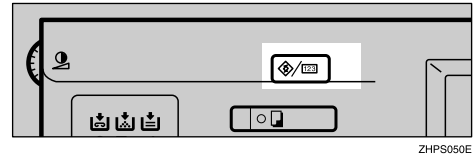
- The displayed vertical size differs depending on the selected unit. When [mm] is selected, [Auto Detect], [210 mm (A4)], [257 mm (B4 JIS)], [297 mm (A3)], [216 mm (8 1/2)], and [279 mm (11)] are shown. When [inch] is selected, [Auto Detect], [8.3 inch (A4)], [10.1 inch (B4 JIS)], [11.7 inch (A3)], [8.5 inch], and [11.0 inch] are shown.
- To cancel a scan size, press [Cancel].

8 Press [Exit].

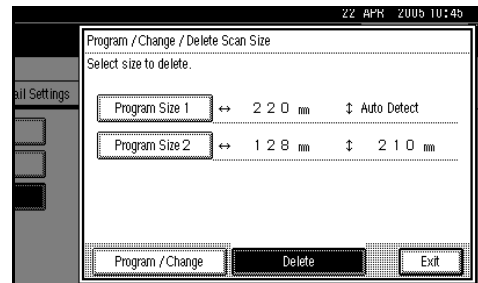
- 9** Press the [User Tools/Counter] key.
The standby display appears.

Deleting a scan size

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



- 2** Press [Facsimile Features].
- 3** Press [Administrator Tools].
- 4** Press [Program / Change / Delete Scan Size].
- 5** Press [Delete], and then select [Program Size 1] or [Program Size 2].



- 6** Press [Yes].

Note

- To cancel deleting, press [No]. The display returns to that of step 5.

- 7** Press [Exit].

- 8** Press the [User Tools/Counter] key.
The standby display appears.

Printing Journal

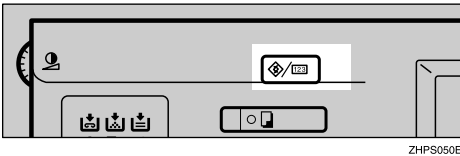
The Journal allows you to check a maximum of the last 50 communications (receptions and transmissions) performed by the machine. You can print the Journal using the Information menu. See p.27 “Printing the Journal”.

Counters

This function allows you to check the total number of pages transmitted and received.

- Transmissions:
Total number of transmitted pages
- Receptions:
Total number of received pages

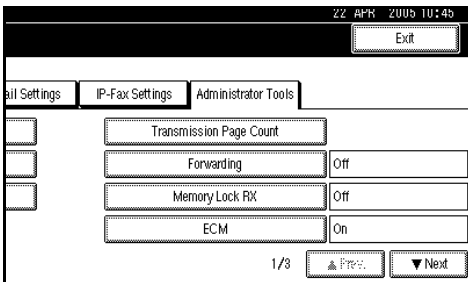
1 Press the **[User Tools/Counter]** key.



2 Press **[Facsimile Features]**.

3 Press **[Administrator Tools]**.

4 Press **[Transmission Page Count]**.



5 After checking the display, press **[Exit]**.

6 Press the **[User Tools/Counter]** key.
The standby display appears.

Forwarding

This function allows you to have documents printed on the machine, and sent to a specified End Receiver.

This is useful if, for example, you are visiting another office and would like a copy of your documents to be sent to that office.

You can also specify a “folder” as the forwarding destination.

Preparation

To use this function, set Forwarding under Reception Settings to On (enable). See p.147 “Reception Settings”.

Limitation

The Forwarding function does not forward documents received with Confidential Reception, Memory Lock, Polling Reception mode, or documents received by Transfer Request.

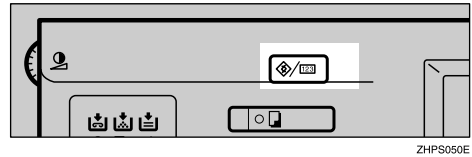
You can select end receivers only from among destinations programmed in the Address Book. You cannot specify programmed transfer stations as end receivers.

Note

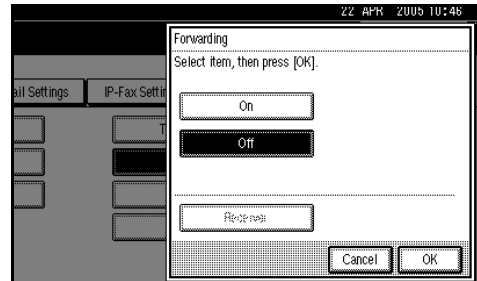
- ❑ A fax number, e-mail address, IP-Fax destination, and folder can be set as the forwarding destination.
- ❑ Even when **[On]** is selected for “Forwarding” in “Reception Settings”, if **[Off]** is selected for the forwarding destination in this function, only printing is performed, not forwarding. See p.147 “Reception Settings”.
- ❑ When you wish to change the end receivers depending on the senders, specify the end receivers by the senders, at “Program Special Sender”. Documents not received from specified senders are sent to the destination specified in this function. See p.172 “Special Senders to Treat Differently”
- ❑ You can specify whether or not to print forwarded documents. See p.167 “User Parameters” (switch 11, bit 6).
- ❑ Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See p.167 “User Parameters” (switch 32, bit 0).
- ❑ You can program one of the Quick Operation keys with operations for this function. See p.145 “General Settings/Adjustment”.
- ❑ If you have specified a folder for forwarding, you can specify the file format used for forwarding. See p.167 “User Parameters” (switch 21, bit 3).

Programming an End Receiver

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



- 2** Press **[Facsimile Features]**.
- 3** Press **[Administrator Tools]**.
- 4** Press **[Forwarding]**.
- 5** Press **[On]**.

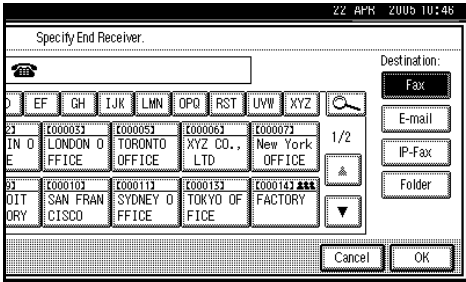
**Limitation**

- ❑ One end receiver can be registered for each special sender. To register two or more end receivers, use group destination. However, a maximum of 500 parties can be specified in a group.

Note

- ❑ If there is an End Receiver already programmed, a receiver name is shown. If you want to change the receiver, press **[Receiver]** and proceed to step **6**.
- ❑ To cancel Forwarding, press **[Off]** and proceed to step **7**.

6 Specify an End Receiver using the destination list, and then press [OK].



The receiver name is shown to the right of [Receiver].

Note

- Press the button on the right of the display to switch the destination between fax number, e-mail address, IP-Fax destination, and folder.
- Set a folder destination in Address Book Management under Administrator Tools in the System Settings menu. See “Registering Folders”, *General Settings Guide*.
- If you have specified a folder for forwarding, you can specify the file format used for forwarding. See p.167 “User Parameters” (switch 21, bit 3).
- If you make a mistake, press [Clear] before pressing [OK], and then try again.

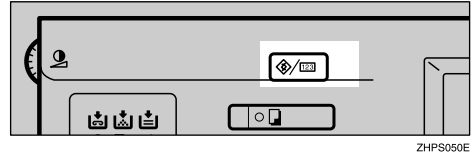
7 Press [OK].

8 Press the [User Tools/Counter] key.

The standby display appears.

Quitting the forwarding function

1 Press the [User Tools/Counter] key.

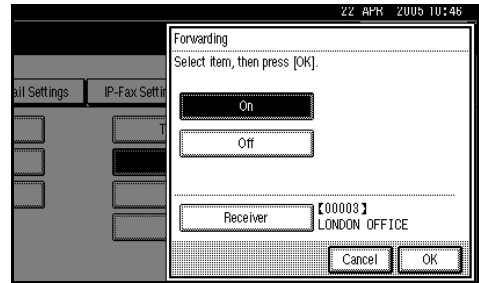


2 Press [Facsimile Features].

3 Press [Administrator Tools].

4 Press [Forwarding].

5 Press [Off], and then press [OK].



6 Press the [User Tools/Counter] key.

The standby display appears.

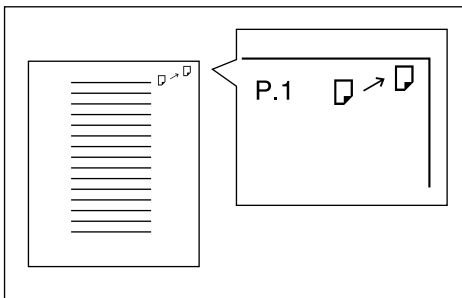
Forwarding Mark

You can print a Forwarding Mark on receiver's documents that have been forwarded.

The receiver can distinguish between forwarded and normally received documents.

Note

- ❑ You can specify whether or not to print a Forwarding Mark in the User Parameters. See p.167 "User Parameters" (switch 02, bit 0).
- ❑ This function is not available when memory forwarding is performed to a folder destination.



GFMTENOE

Memory Lock

When you switch Memory Lock on, received documents are stored in memory and not printed automatically. When a document is received in the Memory Lock mode, the Confidential File (🔒) indicator blinks. To print this document, enter the Memory Lock ID. A user without the ID cannot print the document. This prevents unauthorized users from seeing the document.

Preparation

To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on. See p.194 "Programming a Memory Lock ID".

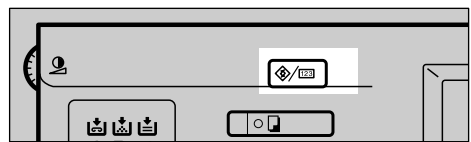
Limitation

- ❑ This function is not available with Internet Fax.

Note

- ❑ To store incoming documents from Special Senders only in Memory Lock, program each sender with "Special Senders to Treat Differently". See p.172 "Special Senders to Treat Differently".

1 Press the [User Tools/Counter] key.



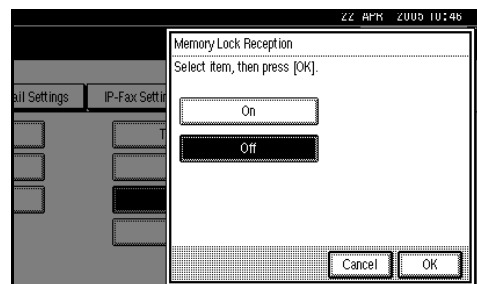
ZHPS050E

2 Press [Facsimile Features].

3 Press [Administrator Tools].

4 Press [Memory Lock RX].

5 Select [On] or [Off], and then press [OK].



Note

- ❑ To cancel this setting, press [Cancel]. The display returns to that of step 4.

6 Press the [User Tools/Counter] key. The standby display appears.

ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent. For this function to work, the other machine must have ECM. You can turn this function on or off through the following procedure.

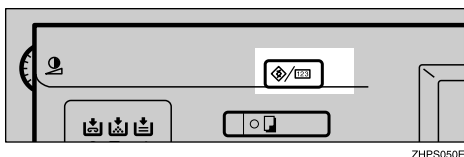
Limitation

- This function is not available with Internet Fax.

Note

- If you turn ECM off, you cannot use the following functions:
 - JBIG Transmission
 - Super G3 Communication

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

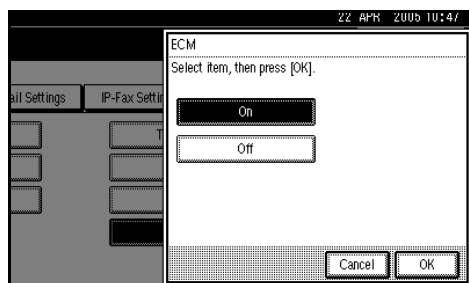


2 Press **[Facsimile Features]**.

3 Press **[Administrator Tools]**.

4 Press **[ECM]**.

5 Select **[On]** or **[Off]**, and then press **[OK]**.



Note

- To cancel this setting, press **[Cancel]**. The display returns to that of step **4**.

6 Press the **[User Tools/Counter]** key.
The standby display appears.

User Parameters

User Parameters allow you to customize various settings to suit your needs.

To change function settings, set the User Parameter Switches.

❖ Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

Switch 02	0	0	1	1	1	0	1	1
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

❖ User Parameter List

User Parameter Switches are outlined in the following table.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
03	0	Automatic printing of the Communication Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling RX Reserve Report	Off	On
	4	Automatic printing of the Polling RX Result Report	Off	On
	5	Automatic printing of the Immediate TX Result Report	Off	On
	6	Automatic printing of the Polling TX Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On

Switch	Bit	Item	0	1
04	0	Automatic printing of the Confidential File Report	Off	On
	1	Automatic printing of Communication Failure Report and Transfer Result Report	Off	On
	4	Indicates the parties	Off	On
	5	Include sender's name on reports	Off	On
	7	Include a portion of the image on reports	Off	On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Substitute the reception when the machine cannot print (because paper is jammed, all paper trays have run out of paper, toner is empty, or all paper trays are out of order) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Print sheet is limited to that which has highest priority.	Off	On
	7	Empty tray alert (Paper Empty Warning) even when one paper tray is empty	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception Type	Receive from specified senders only.	Receive all documents except from specified senders.
10	1	Combine two originals	Off	On
	3	Page reduction when printing	Off	On
	5	Reception file setting	Off	On
	6	Use both e-mail notification and printed reports to confirm the transmission results	Off	On
11	6	Local print when forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Use Once)	Standby (Save)

Switch	Bit	Item	0	1
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (On)	When turning on the operation switch (Off)
	1	Long Document Transmission (Well Log)	Off	On
	2	Batch Transmission	Off	On
	3	Reset when function changed	Off	On
17	2	Whether you need to press [Add] after specifying a destination with the Destination key when broadcasting	Not necessary	Necessary
	7	Receive documents by pressing the [Start] key when originals are not set.	Off (no documents received after pressing the [Start] key)	On (documents received after pressing the [Start] key)
18	0	Print date with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Offset Print)	Off	On
	1	Sort Journal by line type	Off	On
20	0	Automatic printing of the LAN-Fax Result Report.	Off	On
	5, 4, 3, 2	Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver 0000: 0 minutes / 0001: 1 minute / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 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		

Switch	Bit	Item	0	1
21	0	Print results of sending Reception Notice Request message	Off (print only when an error occurs)	On
	1	Respond to e-mail reception acknowledgment request	Off	On
	3	File format for files forwarded to folder destinations	TIFF	PDF
	4	Transmit Journal by E-mail	Off	On
	6	Display Network error	Display (On)	Not display (Off)
	7	Transmit Error Mail Notification	On	Off
22	0	Detect a dial tone before sending faxes when using the telephone line (LINE)	Not detect (Off)	Detect (On)
	1	Detect a dial tone before sending faxes when using the telephone line (LINE2)	Not detect (Off)	Detect (On)
	2	Detect a dial tone before sending faxes when using the telephone line (LINE3)	Not detect (Off)	Detect (On)
24	0	Store documents that could not be transmitted in memory	Off	On
	1	Length of time documents that could not be transmitted are stored in memory	24 hours	72 hours
25	4	RDS	Off	On
32	0	Select which order of priority to be used to select an alternative destination when there is no destination of the specified type.	Paper Output Priority <Priority Order> 1. IP-Fax destination 2. Fax number 3. E-mail address 4. Folder	Electronic Output Priority <Priority Order> 1. E-mail address 2. Folder 3. IP-Fax destination 4. Fax number
34	0	Use gatekeeper server with IP-Fax	Off	On
	1	Use SIP server with IP-Fax	Off	On

Changing the User Parameters

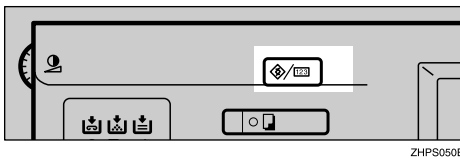
Preparation

Access to some User Parameter Settings requires installation of optional equipment, or that other settings be made beforehand.

Important

- ❑ It is recommended that you print and keep a User Parameter list when you program or change a User Parameter. See p.172 "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.

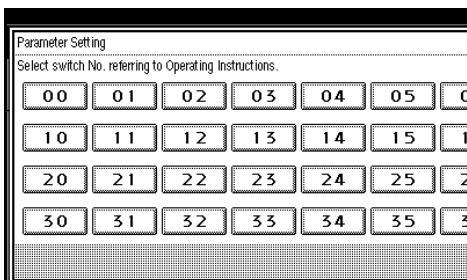


2 Press [Facsimile Features].

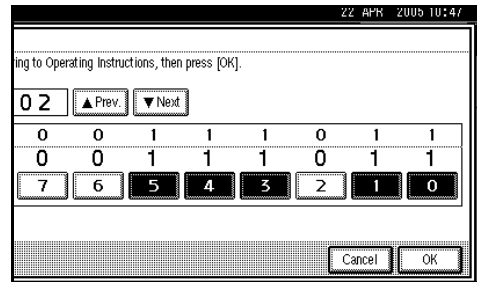
3 Press [Administrator Tools].

4 Press [Parameter Setting].

5 Select the switch number you want to change.



6 Select the 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 for the same switch.

7 Press [OK].

Note

- ❑ To cancel these settings, press [Cancel]. The display returns to that of step 5.

8 Repeat steps 5 through 7 to change the switch settings.

9 After all the settings are finished, press [Exit].

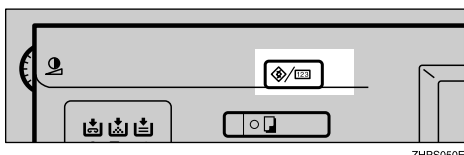
10 Press the [User Tools/Counter] key.

The standby display appears.

Printing the User Parameter List

Print this list to see the current User Parameter settings. However, only items of importance or often-used items are included in the list.

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



- 2 Press **[Facsimile Features]**.
- 3 Press **[Administrator Tools]**.
- 4 Press **[Print List]** next to "Parameter Setting".
- 5 Press the **[Start]** key.

Note

- To cancel printing a list before pressing the **[Start]** key, press **[Cancel]** or the **[Clear/Stop]** key. The display returns to that of step 4.
- To cancel printing a list after pressing the **[Start]** key, press **[Stop Printing]**. The display returns to that of step 4.

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

The standby display appears.

Special Senders to Treat Differently

By programming particular senders in advance, you can set the following function for each sender:

- Authorized RX
- Forwarding
- Reception File Print Qty
- Print 2 Sided
- Memory Lock
- Paper Tray

Use the Own Name or Own Fax Number to program your senders. If the sender has a machine of the same manufacturer, program an Own Name that has already been programmed as a sender. If the machine is not of the same manufacturer, use Own Fax Number. You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 20 characters for each name when using G3.)
- Full/Partial agreement
When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ **Using Full matching**

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

❖ **Using Partial matching**

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

 **Note**

- You can program up to 30 wild cards.
- Spaces are ignored when identifications are compared.
- You can use wild cards for the following functions:
 - See p.175 “Programming/Changing Special Senders”.
 - See p.176 “Authorized RX (Authorized Reception)”.
 - See p.176 “Forwarding”.
- When using Partial agreement, you can enter up to the first 24 characters of an e-mail address to use it as an own name or facsimile name.

 **Limitation**

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- The machine cannot differentiate between Polling Reception and Free Polling documents from Special Senders.

- You cannot use the following functions with Internet Fax receptions.
 - Authorized RX
 - Reception File Print Qty
 - Memory Lock

 **Note**

- You can program up to 24 characters for the sender.
- You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list. See p.27 “Printing the Journal”. See p.181 “Printing the Special Sender List”.
- To use Forwarding, Print 2 Sided, or Paper Tray with Internet Fax reception, program the sender's e-mail address.
- If you select “Off” for the Special Sender function in “Initial Set Up”, the settings will be the same as the Reception Settings. See p.147 “Reception Settings”.

Authorized Reception

Use this function to limit incoming senders. The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted documents, such as junk mail, and saves wasting fax paper.

 **Note**

- To use this function, program the Special Senders function, and then select “On” in “Authorized RX” with “Reception Settings”. See p.147 “Reception Settings”. See p.167 “User Parameters” (switch 08, bit 2).
- Without programming Special Senders, the Authorized RX function will not work, even if you select “On”.

- You can select to receive only from programmed senders or receive only from senders other than those programmed in User Parameters. See p.167 “User Parameters” (switch 08, bit 2).
- If you select “Off” for “Authorized RX” in “Initial Set Up”, settings are the same as the Reception Settings. See p.147 “Reception Settings”.
- You can change Special Senders in the same way as you program them.

Forwarding

Use this function to print received documents, and then transfer them to those receivers programmed beforehand.

Folder destination can be registered.

It is also possible to forward faxes sent only by senders programmed as Special Senders.

 **Note**

- To use this function, program your Special Senders, and then select “On” for “Forwarding” in “Reception Settings”. See p.147 “Reception Settings”.
- If you specify “On” in “Forwarding” and select [**Same as Basic Settings**], the fax document is forwarded to the receivers programmed in “Specify End Receiver.”. See p.162 “Forwarding”.
- If you do not program any Special Senders, the machine transfers all incoming documents to the other end receivers specified in “Specify End Receiver.”.
- You can set the fax destination, Internet fax destination, IP-Fax destination or folder destination, as a forward destination.

- Set folder destinations using the Address Book Management function under System Settings. See “Registering Folders”, *General Settings Guide*.
- If you have specified a folder for forwarding, you can specify the file format used for forwarding. See p.167 “User Parameters” (switch 21, bit 3).

Reception File Print Quantity

Use this function to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the specified number of copies for all received documents.

 **Limitation**

- You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.

 **Note**

- You can specify up to 10 copies.

Print 2 Sided

Use this function to print on both sides of the paper.

 **Limitation**

- If you select the bypass tray for “Paper Tray”, duplex printing is disabled.

Memory Lock

Use this function to store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax document from all senders using Memory Lock reception.

Preparation

You must register Memory Lock ID in advance. See p.194 "Programming a Memory Lock ID".

Limitation

- If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

Paper Tray

Use this function to print documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in Tray 1 and white paper is in Tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to separate the two.

If you do not program any Special Senders, the machine outputs documents received from all senders using the default paper tray.

Limitation

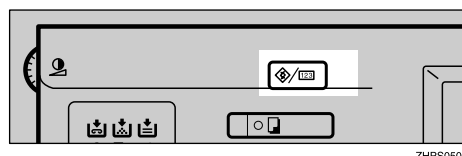
- For Polling Reception, you cannot select the paper tray.

Note

- If the machine receives a document that has a different size from the paper in the specified tray, the machine prints it after splitting it or minimizing its size. See p.101 "Page Separation and Length Reduction".
- Selection of the bypass tray enables you to specify the paper size in "Scan Area".

Programming/Changing Special Senders

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



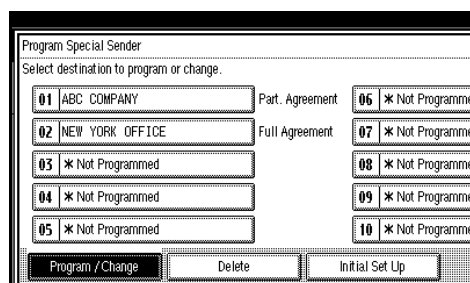
- 2** Press [Facsimile Features].

- 3** Press [Administrator Tools].

- 4** Press [Program Special Sender].

- 5** Check [Program / Change] is selected.

- 6** Select the destination to program or change.



When programming a new Special Sender, press [***Not Programmed**].

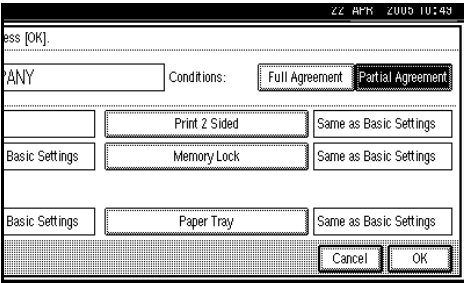
7 Enter a destination name, and then press [OK].

Enter a destination name using Own Name or Own Fax Number.

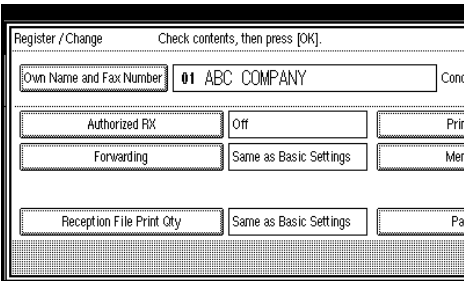
Reference

“Entering Text”, *General Settings Guide*

8 Press [Full Agreement] or [Partial Agreement].



9 Select the item you want to program.



Note

- You must select only the item you want to program.
- To cancel these settings, press [Cancel]. The display returns to that of step 5.

Authorized RX (Authorized Reception)

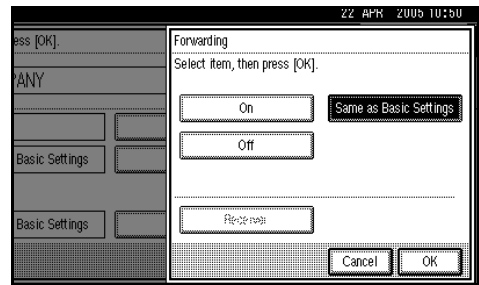
- 1** Select [Authorized RX].
- 2** Press [On] or [Off], and then press [OK].

Note

- After you perform step 1, set “Authorized RX” of “Reception Settings” to “On”. See p.147 “Reception Settings”.

Forwarding

- 1** Select [Forwarding].
- 2** Select [On] or [Off].

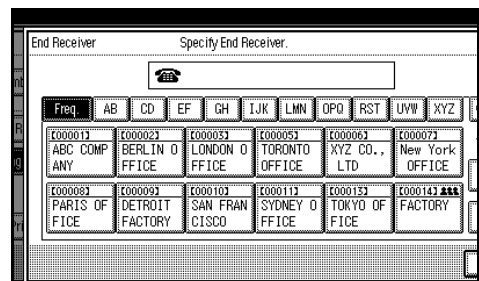


If you select [Off], proceed to step 4.

Note

- Selecting [Same as Basic Settings] will result in the same setting made for “Forwarding” under “Administrator Tools”. See p.162 “Forwarding”.

3 Press the Destination key of a forward destination, and then press [OK].



Limitation

- ❑ One forward destination can be registered for each Special Sender. To register two or more forward destinations, use group destinations. However a maximum of 500 parties can be specified in a group.

Note

- ❑ Press the button on the right of the display to switch the destination between fax number, e-mail address, IP-Fax destination, and folder.
- ❑ Set folder destinations using the Address Book Management function under System Settings. See “Registering Folders”, *General Settings Guide*.
- ❑ When a folder is specified as the forward destination, you can set a file format for forwarding. See p.167 “User Parameters” (switch 21, bit 3).
- ❑ Deleting a destination specified as a forward destination from the destination table causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See p.167 “User Parameters” (switch 32, bit 0).

4 Press [OK].

5 Press [OK].

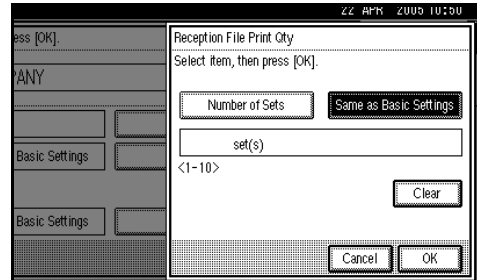
Note

- ❑ After you perform step 1, set “Forwarding” of “Reception Settings” to “On”. See p.147 “Reception Settings”.

Reception File Print Qty

1 Select [Reception File Print Qty].

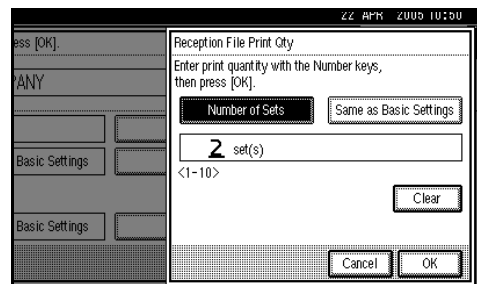
2 Press [Number of Sets].



Note

- ❑ Selecting [Same as Basic Settings] will result in the same setting made for “RX File Print Qty” of “Reception Settings”. See p.147 “Reception Settings”.

3 Enter the print quantity using the number keys, and then press [OK].



Note

- ❑ If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

Print 2 Sided

- 1 Select [Print 2 Sided].
- 2 Select [On] or [Off], and then press [OK].

Note

- Selecting [Same as Basic Settings] will result in the same setting made for "2 Sided Print" of "Reception Settings". See p.147 "Reception Settings".

Memory Lock

- 1 Select [Memory Lock].
- 2 Select [On] or [Off], and then press [OK].

Note

- Selecting [Same as Basic Settings] will result in the same setting made for "Program Memory Lock ID" under "Administrator Tools". See p.165 "Memory Lock".

Paper Tray

- 1 Select [Paper Tray].
- 2 Select the tray you want to use, and then press [OK].

Note

- Selecting [Same as Basic Settings] will result in the same setting made for "Paper Tray" of "Reception Settings". See p.147 "Reception Settings".

- 10 Press [OK].

A Special Sender is programmed.

Note

- To program another sender, repeat the procedure from step 6.

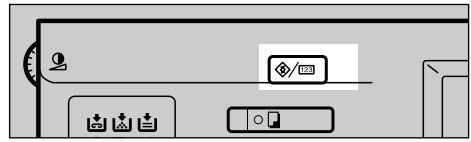
- 11 Press [Exit].

- 12 Press the [User Tools/Counter] key.
The standby display appears.

Programming Initial Set Up of a Special Sender

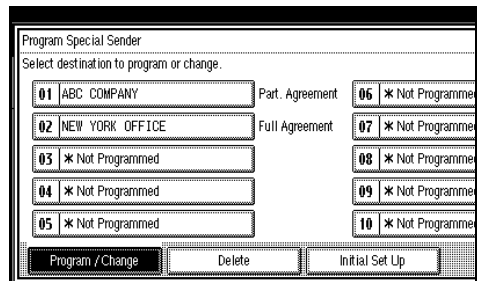
Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray Paper Size.

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

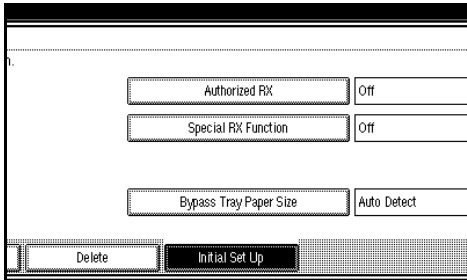


ZHPS050E

- 2 Press [Facsimile Features].
- 3 Press [Administrator Tools].
- 4 Press [Program Special Sender].
- 5 Press [Initial Set Up].



- 6** Select the function you want to program.

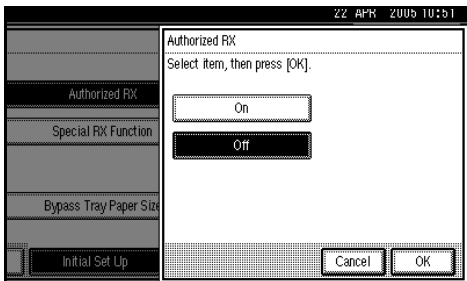


Note

- In this feature, “Authorized RX” has the same settings as “Reception Settings”. See p.147 “Reception Settings”.

Programming Authorized RX and Special RX Function

- 1** Select [Authorized RX] or [Special RX Function].
- 2** Select [On] or [Off], and then press [OK].



The illustration shows the “Authorized RX” display as an example.

Programming Bypass Tray Paper Size

- 1** Press [Bypass Tray Paper Size].

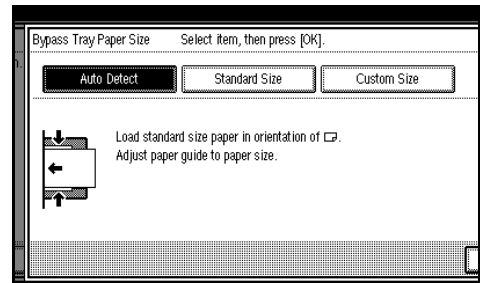
You can select a size from [Auto Detect], [Standard Size], or [Custom Size].

If you select [Auto Detect], proceed to steps **2** and **7**.

If you select [Standard Size], proceed to steps **2**, **3**, and **7**.



If you select [Custom Size], proceed to steps **2**, and **4** to **7**.

- 2** Select the size you want to program.



Note

- If you select [Auto Detect], the machine recognizes the paper size automatically.

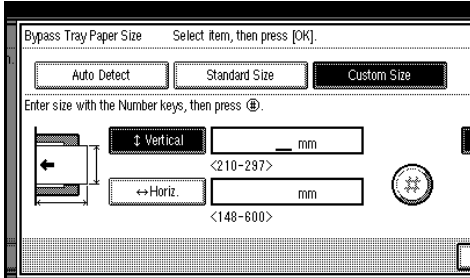
- The machine will detect the paper size for the bypass tray as the short edge of the paper is inserted into the machine. Even if you place an A4 size sheet in the  orientation, the machine will detect it as A3 .

- If you select [Standard Size], select a paper size displayed, and then proceed to step **7**.

- If you select [Custom Size], proceed to step **4**.

- 3** Select the size you want to program from the sizes shown.

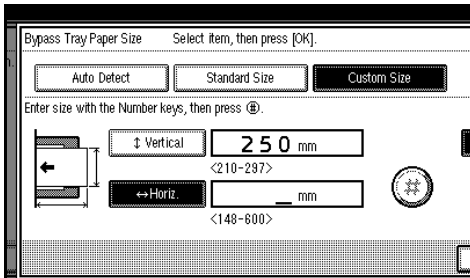
- 4 Make sure that [Vertical] is selected.
- 5 Enter the vertical size of the paper using the number keys, and then press [#].



Note

- You can specify a vertical size from 210 mm (8.3") to 297 mm (11.6"). You cannot enter a size smaller than 210 mm or larger than 297 mm.
- Each time you press [mm] or [inch], the units switch between "mm" and "inch". If you enter a length and change the units by pressing [mm] or [inch], it is converted automatically (fractions are rounded off).

- 6 Enter the horizontal size of the paper using the number keys, and then press [#].



Note

- You can specify a horizontal size from 148 mm (5.9") to 600 mm (23.7"). You cannot enter a size smaller than 148 mm or larger than 600 mm.
- Each time you press [mm] or [inch], the units switch between "mm" and "inch". If you enter a length and change the units by pressing [mm] or [inch], it is converted automatically (fractions are rounded off).

- 7 Press [OK].

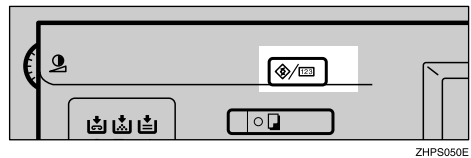
- 7 Press [Exit].

- 8 Press the [User Tools/Counter] key. The standby display appears.

Deleting a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. The Bypass Tray Paper Size can also be specified.

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



- 2 Press [Facsimile Features].

- 3 Press [Administrator Tools].

- 4 Press [Program Special Sender].

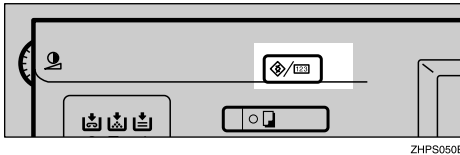
- 5 Press [Delete], and then select the Special Sender you want to delete.

6 Press [Delete]. **Note**

- To cancel deleting a special sender, press [Do not Delete]. The display returns to that of step **5**.

7 Press [Exit].**8** Press the [User Tools/Counter] key.
The standby display appears.

Printing the Special Sender List

1 Press the [User Tools/Counter] key.

ZHPS050E

2 Press [Facsimile Features].**3** Press [Administrator Tools].**4** Press [Print List] next to "Program Special Sender".**5** Press the [Start] key.

After printing the list, you can then start from step **4**.

 **Note**

- To cancel printing a list before pressing the [Start] key, press [Cancel] or the [Clear/Stop] key. The display returns to that of step **4**.
- To cancel printing a list after pressing the [Start] key, press [Stop Printing]. The display returns to that of step **4**.

6 Press the [User Tools/Counter] key.
The standby display appears.

Box Settings

The following functions are for delivery and transfer of documents:

- Personal Box
- Information Box
- Transfer Box

 **Reference**

For details about how to set up these functions:

- p.182 "Programming/changing Personal Boxes"
- p.185 "Programming/changing Information Boxes"
- p.188 "Programming/changing Transfer Boxes"

For details about how to print out and delete documents stored in boxes:

- p.40 "Personal Boxes"
- p.42 "Information Boxes"

❖ SUB Code and SEP Code

SUB Code and SEP Code are IDs consisting of up to 20 digits, and can include numbers, #, *, and spaces. To use this function, you must program a box and SUB/SEP Code beforehand. The other party can send documents to, and retrieve stored documents from, this box using the code.

 **Limitation**

- You cannot set the same Box code on two different boxes.
- Transmission or programming may not be allowed if there is not enough free memory left. The amount of free memory left differs depending on the optional equipment installed.

Note

- ❑ The combined total of items that can be stored using the Personal Box, Information Box, and Transfer Box functions is 150.

Programming/changing Personal Boxes

This section describes how to program Personal Boxes.

You can store the following items:

- Box name (required)
Up to 20 characters long
- 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).
- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

Note

- ❑ When programming a password, a mark is displayed before the Box name.
- Receiver (optional)
You can program one delivery destination for each Personal Box. Specify a delivery destination programmed in Destination key.

Note

- ❑ You can specify a fax number, Internet Fax destination and IP-Fax destination as the transmission destination.
- ❑ The Fax Header is not printed on delivered documents.
- ❑ If a document cannot be delivered, a Communication Failure Report is printed and the document is saved as a Confidential Reception document.

- ❑ You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.
- ❑ If a destination in the destination table is deleted after being registered, delivery is not performed and the settings of the delivery destination are also deleted. Also, when a delivery destination is changed, a document is sent to the changed destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See p.167 "User Parameters" (switch 32, bit 0).

Reference

p.40 "Personal Boxes"

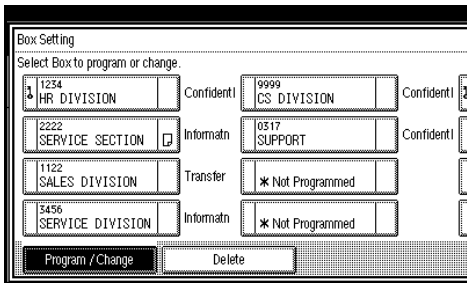
- 1 Press the [User Tools/Counter] key.



- 2 Press [Facsimile Features].
- 3 Press [Administrator Tools].
- 4 Press [Box Setting].
- 5 Check that [Program / Change] is selected.

6 Select a box to program.

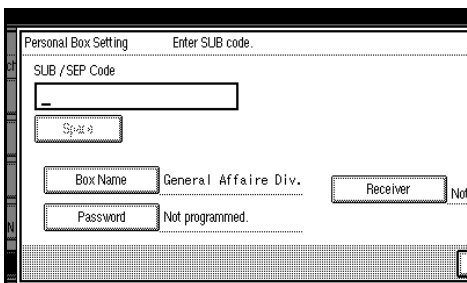
When programming a new box, press **[*Not Programmed]**.

**Note**

- To change a box already programmed, press it and proceed to step **9**.

7 Press **[Personal Box]**.**8** Enter a box name, and then press **[OK]**.**Reference**

"Entering Text", *General Settings Guide*

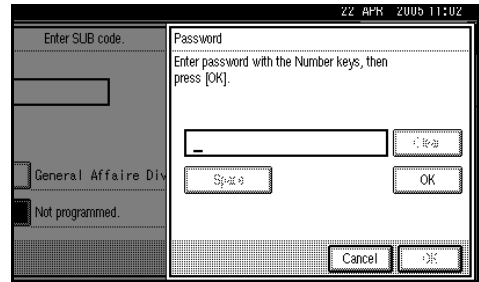
9 Enter a SUB Code.**Note**

- To change the SUB Code, press **[Clear]** or the **[Clear/Stop]** key, and then try again. To change a Box name, press **[Box Name]**, and then repeat from step **8**.

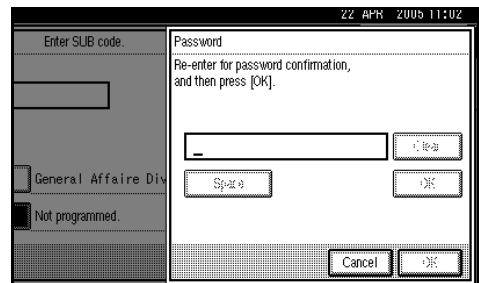
10 Specify the settings you require.

If you do not want to program a password or receiver, proceed to step **11**.

Programming a password

1 Press **[Password]**.**2** Enter a password, and then press **[OK]**.**Note**

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

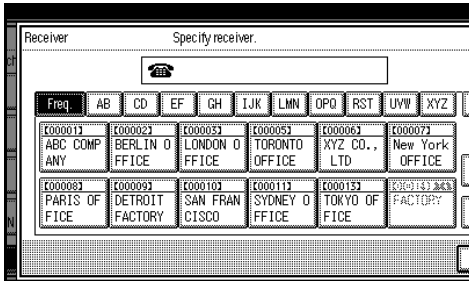
3 Re-enter the password, and then press **[OK]**.**Note**

- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.
- To change the password after pressing **[OK]**, press **[Change]** and repeat steps **2** and **3**, or press **[Cancel]** and repeat from step **1**.

4 Press **[OK]**.

Programming an End Receiver

- 1 Press **[Receiver]**.
- 2 Select a destination using the destination list, and then press **[OK]**.



Note

- Press the button shown on the right side of the screen to switch the destination among fax number, Internet Fax address and IP-Fax address.

- 11 Press **[OK]**.
- 12 Press **[Exit]**.
- 13 Press the **[User Tools/Counter]** key.
The standby display appears.

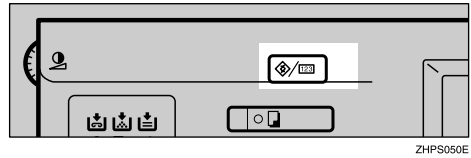
Deleting Personal Boxes

This section describes how to delete Personal Boxes.

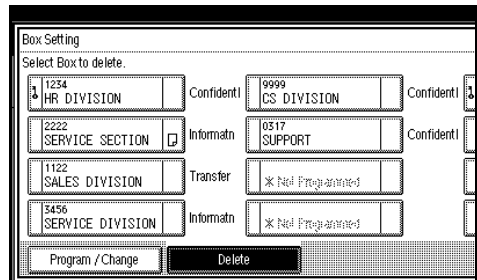
Limitation

- If documents were programmed in the box, you cannot delete the box.

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

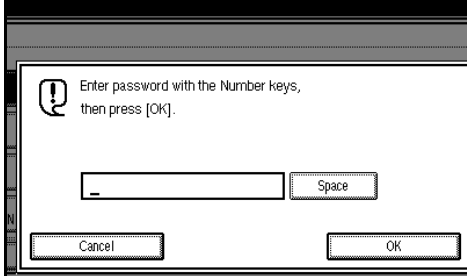


- 2 Press **[Facsimile Features]**.
- 3 Press **[Administrator Tools]**.
- 4 Press **[Box Setting]**.
- 5 Press **[Delete]**, and then select the box you want to delete.



With a programmed password

- 1 Enter a password using the number keys, and then press [OK].



Note

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

- 6 Press [Delete].

Note

- To cancel deleting a box, press [Do not Delete]. The display returns to that of step 5.

- 7 Press [Exit].

- 8 Press the [User Tools/Counter] key.
The standby display appears.

Programming/changing Information Boxes

This section describes how to set up an Information Box.

You can store the following items:

- Box name (required)
Up to 20 characters long
- 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).

When programming a password, a mark is displayed before the Box name.

Note

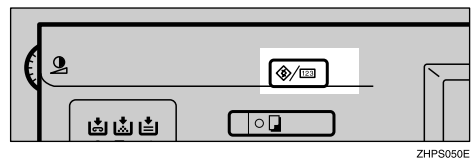
- You can edit boxes in the same way you program them. However, boxes that are being used cannot be edited.

- If a destination in the destination list is deleted after being registered, delivery is not performed and the settings of the delivery destination are also deleted. Also, when a delivery destination is changed, a document is sent to the changed destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See p.167 "User Parameters" (switch 32, bit 0).

Reference

p.42 "Information Boxes"

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



- 2 Press [Facsimile Features].

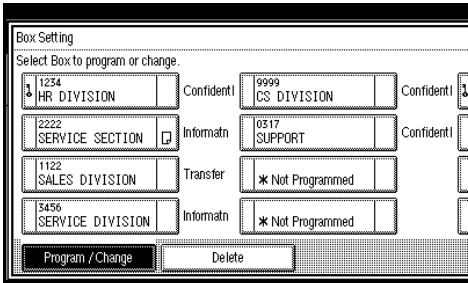
- 3 Press [Administrator Tools].

- 4 Press [Box Setting].

- 5 Check that [Program / Change] is selected.

6 Select the box to program.

When programming a new box, press [***Not Programmed**].



Note

- To change a box already programmed, press it, and then proceed to step 9. If a password is programmed, enter the password, press [OK], and then proceed to step 9.

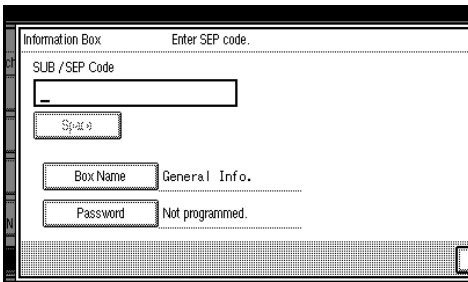
7 Press [Information Box].

8 Enter a box name, and then press [OK].

Reference

“Entering Text”, *General Settings Guide*

9 Enter the SEP Code.



Note

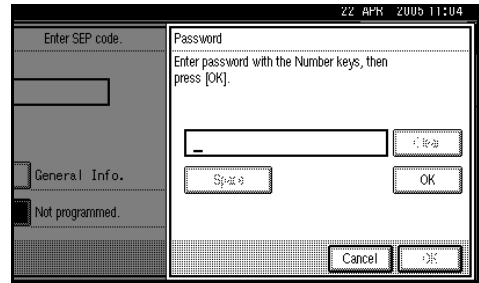
- To change the SEP Code, press [Clear] or the [Clear/Stop] key, and then try again. To change the box name, press [Box Name], and then repeat the procedure from step 8.

10 Press [Password].

Note

- If you do not want to program a password, proceed to step 14.

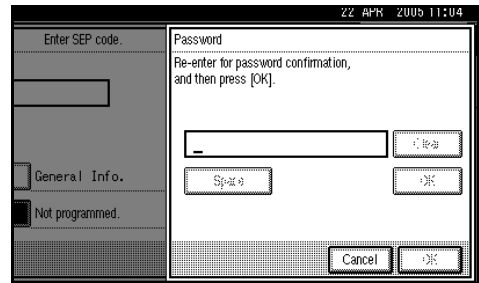
11 Enter a password, and then press [OK].



Note

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

12 Re-enter the password, and then press [OK].



Note

- If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.
- To change the password after pressing [OK], press [Change] and repeat steps 11 and 12, or press [Cancel] and repeat from step 10.

13 Press [OK].

14 Press [OK].

15 Press [Exit].

16 Press the [User Tools/Counter] key.
The standby display appears.

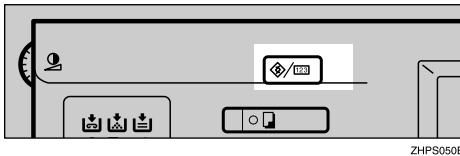
Deleting Information Boxes

This section describes how to delete Information Boxes.

Limitation

If documents are stored in the box, you cannot delete the box.

1 Press the [User Tools/Counter] key.



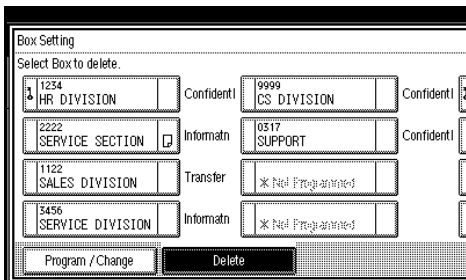
ZHPS050E

2 Press [Facsimile Features].

3 Press [Administrator Tools].

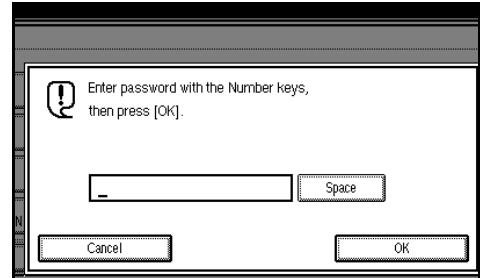
4 Press [Box Setting].

5 Press [Delete], and then select the box you want to delete.



With a programmed password

1 Enter a password using the number keys, and then press [OK].



Note

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

6 Press [Delete].

Note

To cancel deleting a box, press [Do not Delete]. The display returns to that of step **5**.

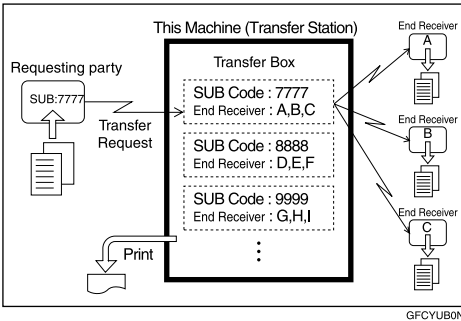
7 Press [Exit].

8 Press the [User Tools/Counter] key.
The standby display appears.

Programming/changing Transfer Boxes

This function turns the machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to a programmed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on call charges when sending to remote destinations.



Note

- Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they want to have a document transferred by your machine, ask them to send the document using SUB Code Transmission and specifying this SUB Code. If a password has also been programmed, inform them of this too, and ask them to enter it as the SID code.

You can store the following items:

- Box name (required)
Up to 20 characters
- 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).

- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

Note

- When programming a password, a mark is displayed in front of the Box name.

- End Receiver (required)
You can store five End Receivers (destinations to which documents are forwarded) for each box. Specify End Receivers using a single or group destination programmed in the destination list beforehand.

Limitation

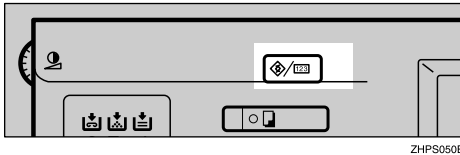
- After documents are transferred, Transfer Result Reports are not sent back to the sender.

Note

- You can specify the Internet fax destination and IP-Fax destination as a reception station.
- After documents are transferred, they are deleted.
- When this function is turned on, the machine prints out the received documents it transfers and a Transfer Result Report after the transfer has finished. If you want to turn this function off, contact your service representative.
- When the programmed receiver is a group destination for Multi-step Transfer, Multi-step Transfer takes place. For more information, contact your service representative.
- You can edit boxes in the same way you program them.

- ❑ If you delete a destination specified as a reception destination using the destination list, the settings of the reception destination are also deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See p.167 “User Parameters” (switch 32, bit 0).

1 Press the [User Tools/Counter] key.



ZHPS050E

2 Press [Facsimile Features].

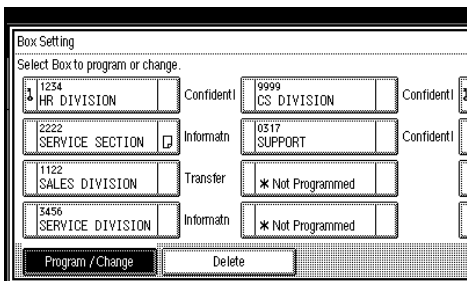
3 Press [Administrator Tools].

4 Press [Box Setting].

5 Check that [Program / Change] is selected.

6 Select the box to program.

When programming a new box, press [*Not Programmed].



Note

- ❑ To change a box already programmed, press it, and then proceed to step 9.

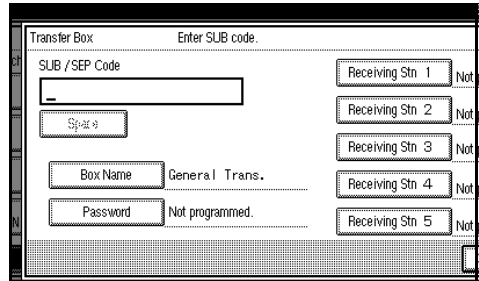
7 Press [Transfer Box].

8 Enter a Box name, and then press [OK].

Reference

“Entering Text”, *General Settings Guide*

9 Enter a SUB Code.



Note

- ❑ To change the SUB Code, press [Clear] or the [Clear/Stop] key, and then try again. To change Box name, press [Box Name], and then repeat from step 8.

10 Specify the condition of registration.

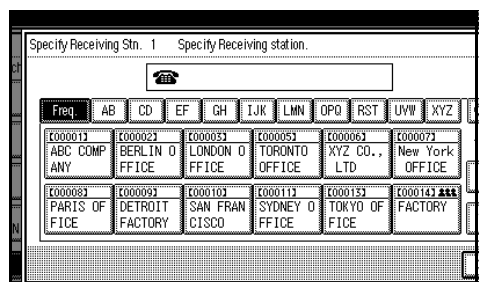
Programming End Receivers

1 Select an End Receiver.

Note

- ❑ You can store five End Receivers.

2 Specify End Receivers with Destination keys, and then press [OK].



Note

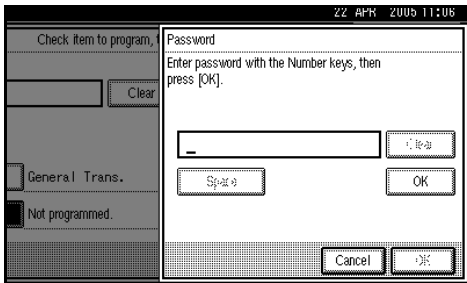
- ❑ You can change the display to the fax destination, Internet fax destination, and IP-Fax destination using the button on the right side of the display.
- ❑ A reception station can also be registered as a group destination. In such a case, a maximum of 500 parties including End Receivers 1-5 can be specified in a group.

To register another End Receiver, repeat from step ①.

Programming a password

If you do not want to program a password, proceed to step ⑪.

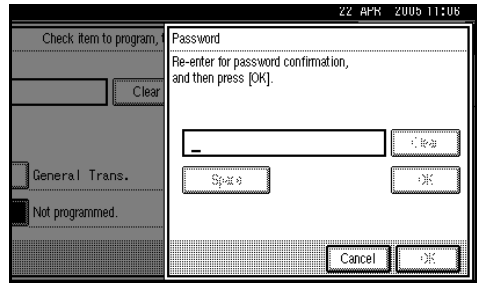
- ① Press [Password].
- ② Enter a password, and then press [OK].



Note

- ❑ If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.

- ③ Re-enter the password, and then press [OK].



Note

- ❑ If you make a mistake, press [Clear] or the [Clear/Stop] key before pressing [OK], and then try again.
- ❑ To change the password after pressing [OK], press [Change] and repeat steps ② and ③, or press [Cancel] and repeat from step ①.

- ④ Press [OK].

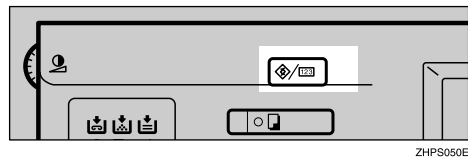
⑪ Press [OK].

⑫ Press [Exit].

⑬ Press the [User Tools/Counter] key. The standby display appears.

Deleting Transfer Boxes

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

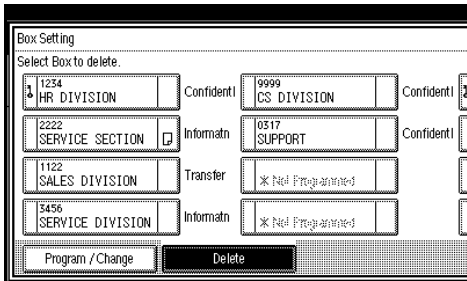


② Press [Facsimile Features].

③ Press [Administrator Tools].

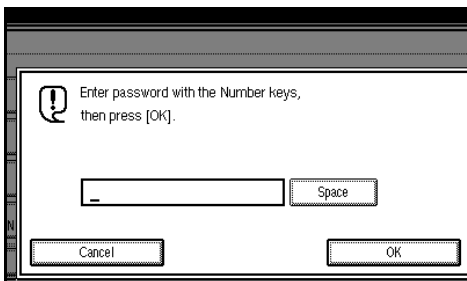
4 Press **[Box Setting]**.

5 Press **[Delete]**, and then select the box you want to delete.



With a programmed password

1 Enter a password using the number keys, and then press **[OK]**.



Note

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

6 Press **[Delete]**.

Note

- ❑ To cancel deleting a special sender, press **[Do not Delete]**. The display returns to that of step **5**.

7 Press **[Exit]**.

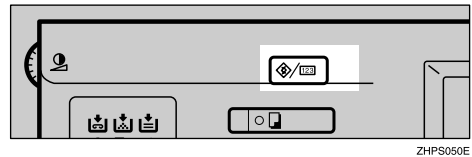
8 Press the **[User Tools/Counter]** key.

The standby display appears.

Printing the Box List

Use the following procedure to print a list showing the currently programmed Personal Boxes, Information Boxes, and Transfer Boxes.

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



2 Press **[Facsimile Features]**.

3 Press **[Administrator Tools]**.

4 Press **[Print List]** next to "Box Setting".

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

After printing the list, you can then start from step **4**.

Note

- ❑ To cancel printing a list before pressing the **[Start]** key, press **[Cancel]** or the **[Clear/Stop]** key. The display returns to that of step **4**.
- ❑ To cancel printing a list after pressing the **[Start]** key, press **[Stop Printing]**. The display returns to that of step **4**.

6 Press the **[User Tools/Counter]** key. The standby display appears.

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 that is connected to their own machine. See p.52 “Transfer Request”.

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 1212-1234567, program the following:

- 1212-1234567

You can program the fax number for the G3 line.

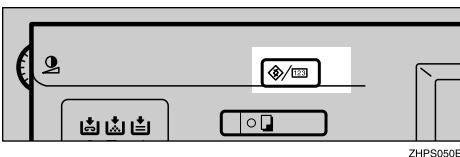
Limitation

- ❑ You cannot program or edit a Transfer Report when using a line (during communication). Program or edit after communication.

Note

- ❑ You cannot use Transfer Request if the telephone number of their machine is not programmed into that machine.
- ❑ Up to 16 digits are available for G3.

1 Press the [User Tools/Counter] key.

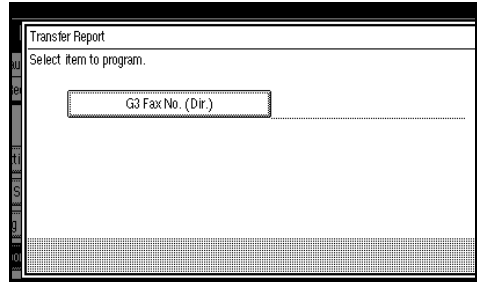


2 Press [Facsimile Features].

3 Press [Administrator Tools].

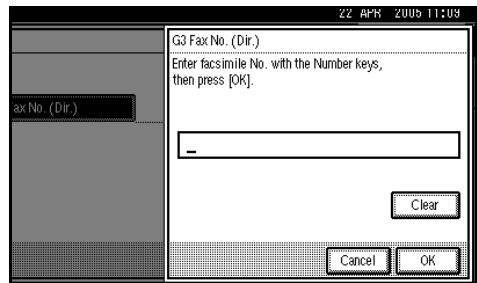
4 Press [Transfer Report].

5 Specify the fax number.



Programming a G3 Fax Number

- 1** Press [G3 Fax No. (Dir.)].
- 2** Enter your facsimile number using the number keys, and then press [OK].



Note

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

6 Press [Exit].

7 Press the [User Tools/Counter] key. The standby display appears.

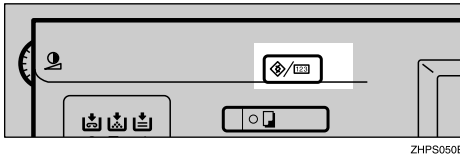
Programming a Confidential ID

Program a Confidential ID to print a Confidential Reception. See p.36 “Printing a Confidential Document”.

Note

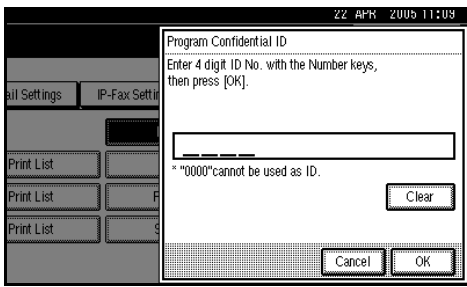
- ❑ If you do not program a Confidential ID, you cannot receive a Confidential Transmission.

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



ZHPS050E

- 2 Press **[Facsimile Features]**.
- 3 Press **[Administrator Tools]**.
- 4 Press **[Program Confidential ID]**.
- 5 Enter an ID using the number keys, and then press **[OK]**.



Note

- A Confidential ID can be any four-digit number, except 0000.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.

To cancel programming an ID, press **[Cancel]**. The display returns to that of step 4.

- 6 Press the **[User Tools/Counter]** key. The standby display appears.

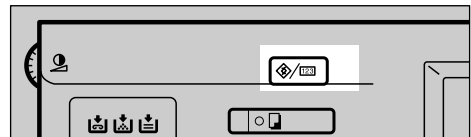
Programming a Polling ID

Program a Polling ID to use the Transfer Request, Transfer Station, Default ID Polling Transmission, and Default ID Polling Reception functions. When you use ID Transmission, program the same ID as the one programmed on the sender's machine.

Reference

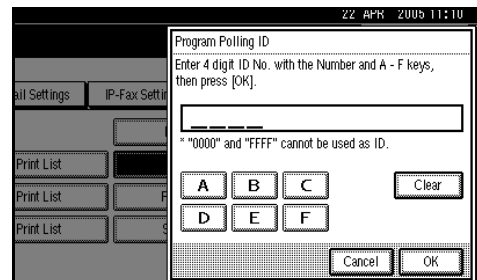
- p.11 "Polling Transmission"
- p.14 "Polling Reception"
- p.52 "Transfer Request"
- p.76 "Selecting transmission options for a single transmission"

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



ZHPS050E

- 2 Press **[Facsimile Features]**.
- 3 Press **[Administrator Tools]**.
- 4 Press **[Program Polling ID]**.
- 5 Enter an ID using the number keys and **[A]** to **[F]**, and then press **[OK]**.



Note

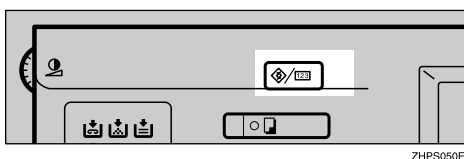
- Register a four-digit number using 0 through 9 and A through F (except for 0000 and FFFF).
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.
- To cancel programming an ID, press **[Cancel]**. The display returns to that of step 4.

- 6** Press the **[User Tools/Counter]** key.
The standby display appears.

Programming a Memory Lock ID

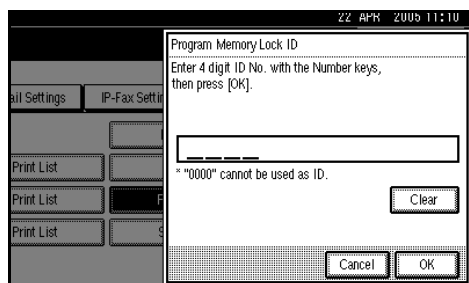
Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

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



- 2** Press **[Facsimile Features]**.
- 3** Press **[Administrator Tools]**.
- 4** Press **[Program Memory Lock ID]**.

- 5** Enter an ID using the number keys, and then press **[OK]**.

**Note**

- A Memory Lock ID can be any four-digit number, except 0000.
- If you make a mistake, press **[Clear]** or the **[Clear/Stop]** key before pressing **[OK]**, and then try again.
- To cancel programming an ID, press **[Cancel]**. The display returns to that of step 4.

- 6** Press the **[User Tools/Counter]** key.
The standby display appears.

Selecting Dial/Push Phone

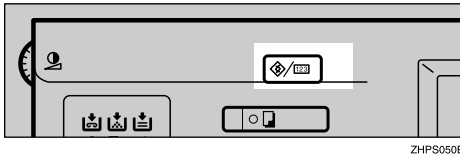
Use this function to select a line type when the machine is connected to a G3 analog line.

Dial and Push lines are available for selection.

Note

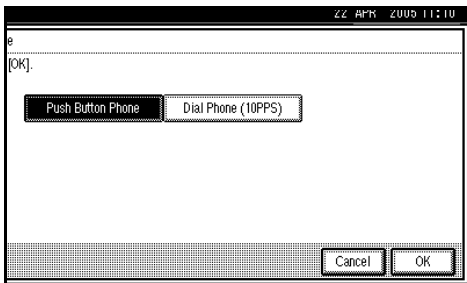
- If the optional extra G3 interface unit is installed, settings for the extra G3 lines appear.
- This function is not available in some areas.

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



ZHPS050E

- 2 Press **[Facsimile Features]**.
- 3 Press **[Administrator Tools]**.
- 4 Press **[Select Dial / Push Phone]**.
- 5 Press **[Push Button Phone]** or **[Dial Phone (10PPS)]** to select the line, and then press **[OK]**.



Reference

p.205 "Selecting the Line Type"

- 6 Press the **[User Tools/Counter]** key.
The standby display appears.

Storing or Printing Received Documents

The optional printer/scanner unit is required.

Specify whether received documents are to be saved on the hard disk or printed immediately without being saved. You can print stored documents repeatedly or download them as images to a computer using a Web Image Monitor or DeskTopBinder. If you select printing without saving, documents are printed each time they are received.

Limitation

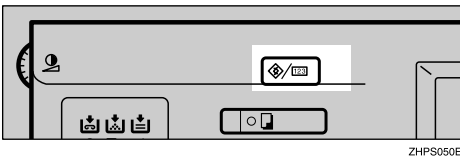
- If using System Settings you have set the machine to distribute received faxes to the delivery server, the documents cannot be saved on the hard disk.

Note

- You can use "User Parameters" (switch 10, bit 5) to set whether or not to print stored received document. See p.167 "User Parameters".
- If Store is selected and a destination for notification is specified, notification of document reception can be sent to the specified e-mail address.
- Documents saved on the hard disk are categorized as received and stored documents. For details about printing saved documents, see p.34 "Printing/Deleting Received and Stored Documents (Print/Delete Stored RX File)".
- You cannot switch the setting if received documents have been stored on the hard disk. To switch the setting, print documents stored on the hard disk if necessary, and then delete them.

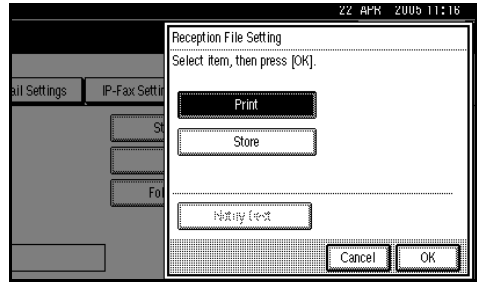
- ❑ Received confidential documents are stored in memory. Use the Print Confidential RX File function to print them.
- ❑ With **[Store]** selected, more memory space is used as the number of saved documents increases. After memory space becomes insufficient, no more documents are saved on the hard disk. When this happens, the machine starts printing then overwriting old documents.
- ❑ You can store received documents up to a total of approximately 320 pages or 2,240 (when the optional expansion memory is installed) of A4 size Standard <ITU-T#1Chart>.
- ❑ You cannot send received documents.
- ❑ You cannot manage documents stored on the Document Server display.
- ❑ It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

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



- 2** Press **[Facsimile Features]**.
- 3** Press **[Administrator Tools]**.
- 4** Press **[Reception File Setting]**.

5 Select **[Print]** or **[Store]**, and then press **[OK]**.



Note

- ❑ To cancel your selection, press **[Cancel]**. The display returns to that of step **4**.
- ❑ When **[Store]** is selected, you can select whether or not to send notice of reception to a specific e-mail address. To notify of reception, press **[Notify Dest.]** and select an e-mail address from the Internet Fax destinations programmed in the address book. Further, you can register a group destination. In such a case, a maximum of 500 parties can be specified in a group.

6 Press the **[User Tools/Counter]** key.
The standby display appears.

Reception Report e-mail

When a received document is stored, this report is sent to the e-mail address set as the destination for notification.

Setting a User for Viewing Received and Stored Documents

The administrator can be specified for managing documents stored on the machine after fax documents are received. To specify the administrator, enter the administrator user code for managing documents using Web Image Monitor or DeskTopBinder Lite/Professional.

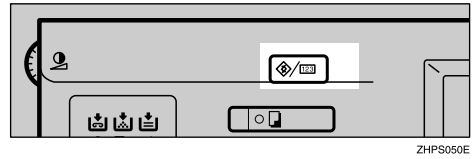
Preparation

You must register the administrator's User Code to the destination list in advance. See "Authentication Information", *General Settings Guide*

Note

- This function is only available when Store is selected in Reception File Setting. See p.195 "Storing or Printing Received Documents".
- It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.
- If the programmed user code was deleted using the Address Book Management function under System Settings, you cannot view received and saved documents using a Web Image Monitor. Select **[Off]** in step **5** or reprogram the user code.

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

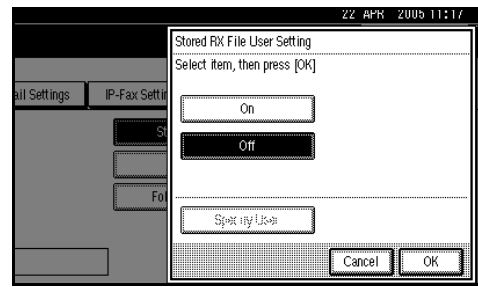


- 2** Press **[Facsimile Features]**.

- 3** Press **[Administrator Tools]**.

- 4** Press **[Stored RX File User Setting]**.

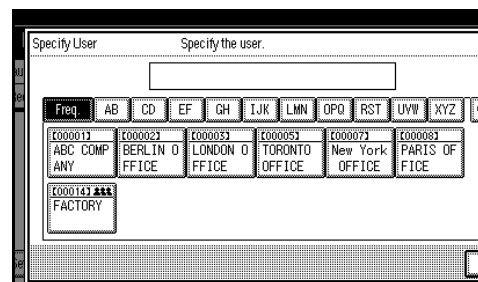
- 5** If you want to use a user code, press **[On]**.



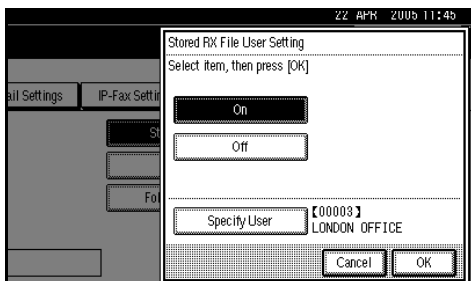
Note

- To disable user codes, press **[Off]**, and then press **[OK]**. Proceed to step **8**.
- To cancel the selection, press **[Cancel]**. The display returns to that of step **4**.

- 6** Press the Destination key of the user you wish to specify, and then press **[OK]**.



- 7** Check the selected user, and then press [OK].



Note

- When a programmed user is deleted from the destination list, a message “Deleted from Address Book” is displayed. Re-enter the user.

- 8** Press the [User Tools/Counter] key.
The standby display appears.

Menu Protection Settings

You can set up user access rights for functions that users other than administrators can set. For a detailed description, ask the administrator.

9

Folder Transfer Result Report

You can set whether the Folder Transfer Result Report is transmitted to the specified e-mail address, when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.

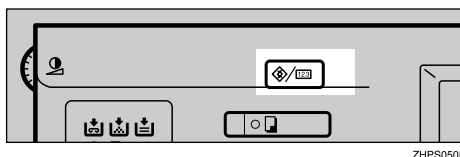
Preparation

You must first register the destination for the Folder Transfer Result Report in the destination list. See “Fax Destination”, *General Settings Guide*.

Note

- Specify a group destination to transfer documents to multiple destinations. See “Fax Destination”, *General Settings Guide*. A maximum of 500 parties can be specified in a group.
- Even if the Folder Transfer Result Report is not successfully transmitted, the report is not printed on this machine.

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

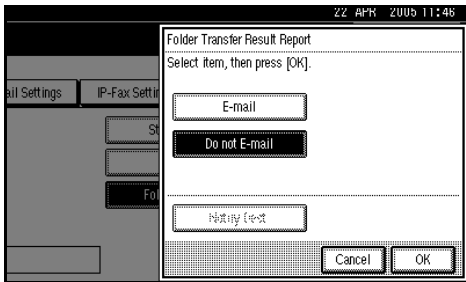


- 2** Press [Facsimile Features].

- 3** Press [Administrator Tools].

- 4** Press [Folder Transfer Result Report].

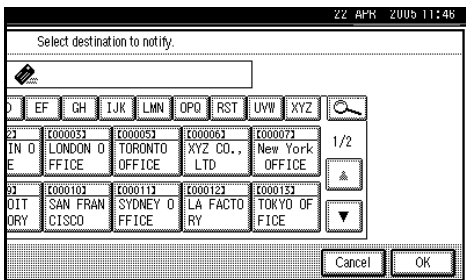
- 5** To send the Folder Transfer Result Report, press **[E-mail]**.



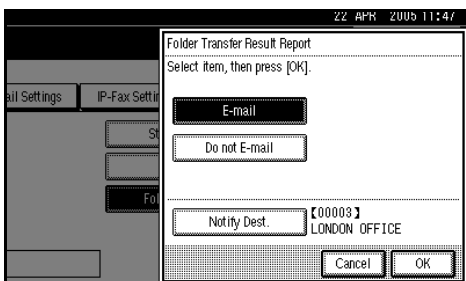
Note

- To not send the Folder Transfer Result Report, press **[Do not E-mail]**, and then press **[OK]**. Proceed to step **3**.
- To cancel the selection, press **[Cancel]**. The display returns to that of step **4**.

- 6** Press the Destination key of the e-mail address for notification, and then press **[OK]**.



- 7** Check the selected destination, and then press **[OK]**.



- 8** Press the **[User Tools/Counter]** key. The standby display appears.

Folder Transfer Result Report by e-mail

When forwarding is completed, if documents are sent from all senders or Special Senders, this report is sent to the e-mail address set as the destination for notification.

10. Solving Operation Problems

If an Error Report Is Printed

An Error Report is printed if a document cannot be successfully sent or received.

Possible causes include a problem with the machine or noise on the telephone line. If an error occurs during transmission, resend the original. If an error occurs during reception, ask the sender to resend the document.

Note

- If an error happens frequently, contact your service representative.
- The "Page" column gives the total number of pages. The "Page not sent" or "Page not received" column gives the number of pages not sent or received successfully.
- You can display a destination with the User Parameters. See p.167 "User Parameters" (switch 04, bit 4).
- You can display a sender name with the User Parameters. See p.167 "User Parameters" (switch 04, bit 5).

Turning Off the Main Power / In the Event of Power Failure

⚠ CAUTION:

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*

Even if the main power switch is turned off, the contents of the machine memory (for example, programmed numbers) will not be lost. However, if power is lost for about one hour because the main power switch is turned off, there is a power cut, or the power cable is removed, contents of the Fax memory are lost. Lost items will include any fax documents stored in memory using Memory Transmission/Reception, Auto Document, Confidential Reception, Memory Lock, or Substitute Reception.

If a file was deleted from memory, a Power Failure Report is automatically printed as soon as the power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a document received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

⚠ Important

- ❑ Do not turn off the main power switch while the power indicator is lit or blinking. If you do, the hard disk and memory may be damaged and failure could result.
- ❑ Turn off the main power switch before pulling out the plug. If you pull out the plug with the switch on, the hard disk and memory may be damaged and failure could result.

- ❑ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently present in memory.
- ❑ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Keep the machine plugged in and the main power switch on for about 24 hours after the power loss.

💡 RDS (Remote Diagnostic System)

If the machine has a problem, a service representative can perform various settings over the telephone line from the service station.

If you want to use this function, change the User Parameter. See p.167 “User Parameters” (switch 25, bit 4).

If an Error Occurs While Using Internet Fax

Error Mail Notification

The machine sends the Error Mail Notification to the sender when it is unable to successfully receive a particular e-mail message. A "cc" of this notification is also sent to the administrator's e-mail address when one is specified.

Limitation

- If an incoming Internet Fax from another party bypasses the SMTP server, even if reception is not successful, an Error Mail Notification is not sent to the sender.

Note

- You can select to send Error Mail Notification with User Parameters. See p.167 "User Parameters" (switch 21, bit 7).
- If Error Mail Notification cannot be sent, the Error Report (E-Mail) is printed by the machine.
- If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the document.

Error Report (E-Mail)

The Error Report (E-Mail) is printed by the machine when it is unable to send an Error Mail Notification.

Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully (due to reasons such as specifying an incorrect e-mail address).

Limitation

- If an Internet Fax transmission bypasses the SMTP server, even if transmission is not successful, an error e-mail is not sent from the server.

Note

- After a server-generated error e-mail is printed, the first page of the sent document is printed.

10

Connecting the Machine to a Telephone Line and Telephone

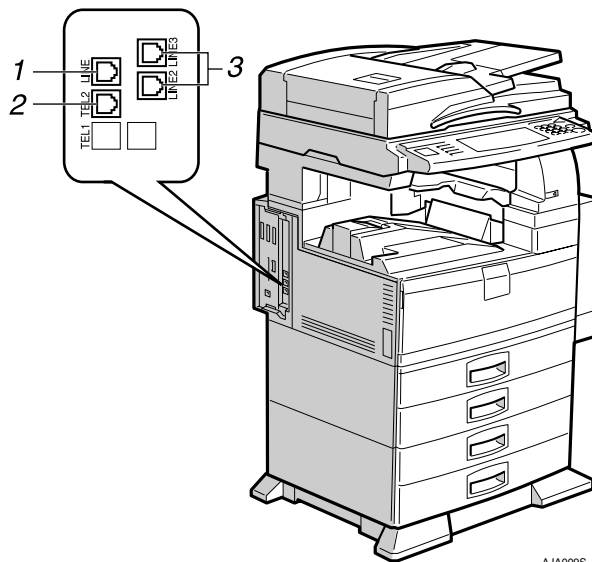
Connecting the Telephone Line

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



AJA009S

1. G3 interface unit connector
2. External telephone connector
3. Extra G3 interface unit connector

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Note

This function is not available in some areas.

Select the line type using “Administrator Tools”. See p.194 “Selecting Dial/Push Phone”.

Optional Equipment

Expansion Memory (32MB: DIMM)

This allows you to send fax documents at high resolution (Super Fine). This also allows you to receive fax documents at high resolution (Fine or Super Fine). If you require this option, consult your service representative. See p.214 "Maximum Values".

Extra G3 Interface Unit

This option provides one extra G3 line connection.
A maximum of two G3 interface units can be installed.

Specifications

❖ Fax Transmission and Reception

Standard	G3
Resolution	G3: 8 × 3.85/mm·200 × 100 dpi (Standard character), 8 × 7.7/mm·200 × 200 dpi (Detail character), 8 × 15.4/mm (Fine character: optional expansion memory required), 16 × 15.4/mm·400 × 400 dpi (Super Fine character: optional expansion memory required)
Transmission time	G3: 3 seconds at 28,800 bps, Standard resolution (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard size: A3, 11" × 17"
Maximum scanning size	Standard size: 297 × 432 mm/11" × 17" Irregular size: 297 × 1200 mm/11" × 47"
Print process	Printing on standard paper using a laser
Transmission speed	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)

❖ Power Consumption

Immediate Transmission	approx. 210 W
Memory Transmission	approx. 190 W
Memory Reception	approx. 190 W
Reception	approx. 650 W

❖ Internet Fax Transmission and Reception

Network	LAN : Local Area Network Ethernet/10Base-T, 100Base-TX, IEEE1394 (IP over 1394), IEEE802.11b (wireless LAN)
Transmit function	E-mail
Scan line density	200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character), 200 × 400 dpi (Fine character: optional) *1, 400 × 400 dpi (Super Fine character: optional) *1
Original size : Scanning width	A3 *1, B4 *1, A4
Communication Protocols	<ul style="list-style-type: none"> • Transmission SMTP, TCP/IP • Reception POP3, SMTP, IMAP4, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH, MR *1, MMR *1 compression)
Authentication method	SMTP-AUTH, POP before SMTP, A-POP
Internet communication	Send and receive e-mail with a computer that has an e-mail address
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

*1 Full mode

❖ IP-Fax Transmission and Reception

Network	LAN: Local Area Network Ethernet/10base-T, 100base-TX, IEEE1394 (IP over 1394), IEEE802.11b (wireless LAN)
Scan line density	8 × 3.85 mm·200 × 100 dpi (Standard character), 8 × 7.7 mm, 200 × 200 dpi (Detail character), 8 × 15.4 mm (Fine character: optional expansion memory re- quired), 16 × 15.4 mm, 400 × 400 dpi (Super Fine character: optional ex- pansion memory required)
Original size	Maximum A3 or 11" × 17" (DLT)
Maximum scanning size	Standard: A3, 297 mm × 432 mm, Irregular: 297 mm × 1200 mm
Transmission protocol	Recommended: T.38 Annex, TCP, UDP/IP communication, SIP (RFC 3261 compliant), H.323 v2
Compatible machines	IP-Fax compatible machines
IP-Fax transmission function	Specify an IP address and send faxes to an IP-Fax compatible fax through a network. Also capable of sending faxes from a G3 fax connected to a telephone line via a VoIP gateway.
IP-Fax reception function	Receive faxes sent from an IP-Fax compatible fax through a network. Also capable of receiving faxes from a G3 fax connected to a telephone line via a VoIP gateway.

Compatible Machines

This machine is compatible to machines having the following specifications.









Communication protocols	<ul style="list-style-type: none"> • Transmission SMTP • Reception POP3, SMTP, IMAP4
E-mail format	<ul style="list-style-type: none"> • Format MIME, Base64 • Content-Type Image/tiff Multipart/mixed (text/plain, Image/tiff (attached file forms))
Data format	<ul style="list-style-type: none"> • Profile TIFF Profile S • Coding MH, MR ^{*1}, MMR ^{*1} • Original size A3 ^{*1}, A4, B4 ^{*1}, 8¹/₂"×11" ^{*1}, 8¹/₂"×14" ^{*1} • Resolution (dpi) 200×100/200×200, 204×98/204×196, 200×400 or 400×400

^{*1} Available in full mode, depending on the other party's settings.

Acceptable Types of Originals

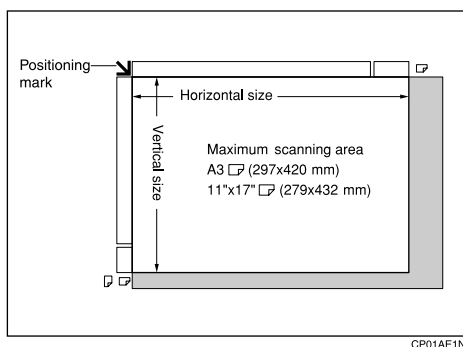
Make sure your originals are completely dry before setting them in the machine. Wet ink or correcting fluid from originals will mark the exposure glass and affect the resulting image.

Acceptable original sizes

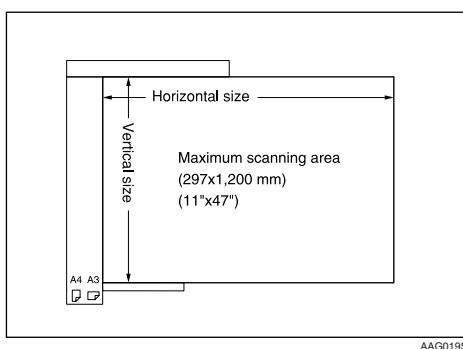
Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A3 (297 × 420 mm), 11" × 17" (279 × 432 mm)	1	----
ADF, one-sided document	Fax transmission: A5  to A3  (up to 1200 mm long) 8" × 5 ¹ / ₂ "  to 11" × 17" 	80 sheets (80 g/m ² , 20 lb)	40-128 g/m ² (11-34 lb)
ADF, two-sided document	Fax transmission: A5  to A3  (up to 432 mm long) 8" × 5 ¹ / ₂ "  to 11" × 17" 	80 sheets (80 g/m ² , 20 lb)	52-105 g/m ² (14-28 lb)

Paper size and scanned area

❖ Exposure Glass



❖ ADF



Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you place an original larger than A3, 11"×17" on the exposure glass, only an A3, 11"×17" area is scanned.

Note

- Even if an original is correctly placed on the exposure glass or in the ADF, a margin of 3 mm (0.1") around each edge of the original may not be sent.
- If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper. See p.75 "Auto Reduce".

☐ The machine detects paper sizes in the following ways:

- When you place an original in the ADF, an original wider than about 264 mm (10.4") is scanned as A3, 11"×17" size.

An original narrower than about 230 mm (9.1") is sent as 8¹/₂"×11" or 8¹/₂"×14" size, and an original narrower than about 264 mm (10.4") is scanned as B4 JIS.

Originals up to 1200 mm (47.2") in length can be scanned.

- See the following table for sizes the machine can detect when you place an original on the exposure glass. Because the machine scans custom size documents in a standard size, part of the image may be truncated depending on the length of the document. For details about how to set custom size documents, see p.13 "Setting a Scan Area", *Facsimile Reference <Basic Features>*.

❖ **Metric Version**

		Length *1			
		-249 mm	249 mm-274 mm	274 mm-316 mm	316 mm-
Width	-243 mm	×	B5 JIS ☐	A4 ☐	F ☐
	243 mm-268 mm	B5 JIS ☐	B4 JIS ☐	B4 JIS ☐	B4 JIS ☐
	268 mm-	A4 ☐	A3 ☐	A3 ☐	A3 ☐

❖ **Inch Version**

		Length *1			
		-9.8"	9.8"-10.8"	10.8"-12.4"	12.4"-
Width	-9.6"	×	×	8 ¹ / ₂ "×11" ☐	F ☐
	9.6"-10.6"	11"×8 ¹ / ₂ " ☐	11"×17" ☐	11"×17" ☐	11"×17" ☐
	10.6"-	11"×8 ¹ / ₂ " ☐	11"×17" ☐	11"×17" ☐	11"×17" ☐

× - Unable to auto detect

*1 Normally a length of about 420 mm (16.5") can be scanned; however, it is only possible to specify a scanning size up to 432 mm (17").

❖ **Maximum scan area**

The following shows the maximum scan area:

- Memory Transmission: 297 × 1200 mm/11" × 47" (W × L) from the ADF
- Immediate Transmission: 297 × 1200 mm/11" × 47" (W × L) from the ADF

 **Note**

☐ During Immediate Transmission, the length of the scanning range can become narrower than 1200 mm (47"), depending on the character size as well as the settings on the destination machine.

- 297 × 432 mm/11" × 17" (W × L) (from the exposure glass)









Original Sizes Difficult to Detect

The machine has difficulty detecting the size of the following kinds of originals. (When this happens, the receiving machine may not select print paper of the correct size.)

- documents placed on the exposure glass of sizes other than those listed in the following table
- originals with index tabs, tags, or protruding parts
- transparent originals, such as OHP transparencies or translucent paper
- dark originals with dense text or drawings
- originals that contain areas of solid print
- originals that have solid print around their edges
- originals with glossy surfaces
- bound originals of more than 10 mm (0.3") in thickness, such as books.

The following paper sizes are automatically detected in facsimile mode.






❖ Metric Version

Paper size where original is placed	A3 	8 1/2"×13" (F4)	B4 JIS 	A4  	B5 JIS  	A5  
Exposure glass	○	○	○	○	○	×
ADF	○	○	○	○	○	○

○ - Auto detect

× - Unable to auto detect

❖ Inch Version

Paper size where original is placed	11"×17" 	8 1/2"×14" 	8 1/2"×11"  	5 1/2"×8 1/2" 
Exposure glass	○	○	○	×
ADF	○	○	○	○

○ - Auto detect

× - Unable to auto detect

Maximum Values

The following list contains the maximum value for each item.

Note

- The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

Item	Standard	Expansion memory (Optional)
Memory (with optional)	4 MB	28 MB
Number of pages you can store in memory (Using A4 size Standard <ITU-T #1Chart>)	Approx. 320	Approx. 2,240
Total number of all documents	400	400
Number of pages per file	1,000	1,000
Number of pages for all files	1,000	3,000
Number of destinations you can specify for one file	500	500
Number of destinations you can specify for all files	500	500
Number of destinations you can program	2000	2000
Number of groups you can program	100	100
Number of destinations you can program in a group	500	500
Number of digits for fax numbers	128	128
Number of Programs you can register	100	100
Number of Auto Documents you can program	6	6
Number of Standard Message Stamps you can program	3	3
Number of transmission records the machine can store	200	200
Number of stored documents you can specify at one time	1,000	1,000
Number of stored documents you can send at one time	30	30
Number of pages that you can store in the Document Server (Using ITU-T #4Chart)	Approx. 9,000	Approx. 9,000
Number of pages you can store in the Document Server for one document	1,000	1,000

INDEX

-
- 180-degree rotation printing, 99
 - 1 Sided for 1st Page, 65
 - 2 Sided from 1st Page, 65
 - 2 Sided Original, 64
 - 2 Sided Printing, 98, 147

A

- Acceptable original sizes, 210
- Acceptable types of originals, 210
- Accessing user tools (Facsimile Features), 144
- Adding a destination, 21
- Address Book, 110, 118
- Adjust Scan Density, 145
- Adjust Sound Volume, 145
- Administrator settings, 155
- Administrator Tools, 157
- Administrator Tools list, 155
- All, 28
- Applications stored on the CD-ROM, 109
- Attaching a created cover sheet, 121
- Authorized Reception, 173
- Authorized RX, 147, 176, 179
- Auto Detect, 179
- Auto Document, 66, 158
 - Changing*, 158
 - Deleting*, 159
 - Sending*, 66
 - Storing*, 158
- Auto Fax Reception Power-Up, 96
- Auto Image Density, 145
- Automatic Redial, 79
- Auto Reduce, 75
- Auto run program, 108

B

- Basic transmission, 112
- Batch Transmission, 79
- Before use, 108
- Book Fax, 62
- Box Setting, 156, 181
- Bypass Tray Paper Size, 179

C

- Cancel, 26
- Canceling a transmission, 19
- Centre Mark, 97, 148
- Chain Dial, 47

- Change Initial Mode, 145
- Change / Stop TX File, 18
- Change TX Time, 22
- Changing a program name, 131
- Changing other options, 22
- Changing stored document information, 136
- Changing the line port, 60
- Changing the SMTP server setting, 23
- Changing the transmission time, 22
- Changing the User Parameters, 171
- Check / Change Settings, 18
- Checkered Mark, 97, 148
- Checking and canceling transmission files, 17
- Checking the reception result (RX File Status), 32
- Checking the transmission result (TX File Status), 31
- Combine Two Originals, 84, 100
- Communication Failure Report, 82
- Communication information, 27
- Confidential document, 36
- Confidential File Report, 37
- Confidential ID, 192
- Confidential Transmission, 9
- Confidential TX, 9
- Configuring the H.323 gatekeeper, 151
- Configuring the SIP server, 151
- Confirming transmission results by e-mail, 6, 117
- Connecting the machine to a telephone line and telephone, 205
- Connecting the telephone line, 205
- Counters, 155, 162
- Creating a cover sheet, 120
- Custom Size, 179

D

- Default ID, 10
- Default ID/Free Polling Reception, 14
- Default ID / Free Polling RX, 15, 51
- Default ID Transmission, 11, 12, 75
- Default ID TX, 12
- Delete, 35, 131, 153, 157, 160, 180, 184, 191
- Delete File, 45, 139
- Delete File after Printing, 35
- Deleting
 - Information Box documents*, 45
 - Programmed destinations*, 119
 - Received and stored documents*, 35
- Deleting a destination, 20
- Deleting a gateway, 153

Deleting a program, 131
Deleting a stored document, 138
Deleting Information Box documents, 45
Delivering files received by fax, 127
Destination
 Adding, 21
 Checking, 18
 Deleting, 20
Dial Phone (10PPS), 195
Displaying confirmation of transmission, 18
Displaying the memory status, 33
Document Server, 133
 Delete File, 138
 Manage File, 136
 Storing a document, 134
Do not Delete, 139, 160, 181
Dual Access, 79

E

ECM (Error Correction Mode), 155, 166
Economy Time, 4, 22
Economy Transmission Time, 3
Editing Address Book, 118
Editing fax cover sheets, 120
E-mail Settings, 148
E-mail transfer, 95
E-mail TX Results, 117
Enable H.323, 150
Enable SIP, 150
End Receiver, 163
Error Mail Notification, 203
Error Report, 201
Error Report (E-Mail), 203
Expansion memory, 206
Extra G3 interface unit, 206

F

Facsimile Features, 141, 144, 157
Fax Header Print, 74
Fax via computer, 107
File
 Printing, 24
 Printing a list of files in memory
 (*Print TX File List*), 26
 Resending, 25
File Info. Setting, 134
File Name, 135
Folder Transfer Result Report, 198
Folder Transfer Result Report by e-mail, 199
Forwarding, 90, 147, 155, 162, 174, 176
Forwarding Mark, 165
Forwarding received documents, 90
Free Polling Transmission, 11, 12

Free Polling TX, 12
From First Page, 63
From Second Page, 63
Full Agreement, 176
Full/Partial agreement, 172
Function list, 141

G

General Settings/Adjustment, 145
Group Dial, 55

H

H.323 Settings, 150
Handy dialing functions, 47

I

ID Override, 10
ID Override Polling Reception, 14
ID Override Transmission, 11, 12
If an error occurs while using Internet Fax, 203
If an Error Report is printed, 201
If memory runs out while storing an original, 78
If there is no paper of the correct size, 103
Image Rotation, 79, 100
Immediate Reception, 83
Information Boxes, 42, 187
 Changing, 185
 Deleting, 187
 Printing, 191
 Programming, 185
 Storing documents, 42
Initial Set Up, 178
Installing individual applications, 109
Installing the software, 108
Internet Fax Settings, 148
IP-Fax Settings, 150

J

JBIG, 80, 96
 Reception, 96
 Transmission, 80
Journal, 27
Journal by e-mail, 81
Journal by e-mail, Transmitting, 81
Just size printing, 104

K

Keystroke Program, 129

L

- Label Insertion, 74
- LAN-Fax Cover Sheet Editor, 110
- LAN-Fax Driver, 109
- LAN-Fax operation messages, 122
- LAN-Fax properties, setting, 110
- LAN-Fax Result Report, 118
- Line Priority Setting, 146
- Line type
 - Changing*, 60
 - Selecting*, 205

M

- Making settings for option configuration, 111
- Managing documents saved in the
 - Document Server from a computer, 139
- Manual Dial, 59
- Manual Input, 21
- Max. E-mail Size, 148
- Maximum value, 214
- Memory / Immed. Transmission Switch, 145
- Memory Lock, 38, 165, 175, 178
- Memory Lock ID, 194
- Memory Lock RX, 165
- Memory Reception, 84
- Memory Status, 33
- Memory Storage Report, 82
- Menu protection settings, 198
- More transmission functions, 78
- Multi-copy, 84
- Multi-copy Reception, 99
- Multi-port, 60
- Multistep transfer, 88

N

- Names of major functions, 2
- No, 35
- Non-programmed Name, 69, 135
- Number of Sets, 177

O

- Off, 164
- On Hook Dial, 57
- On Hook Dial key, 57
- On Hook Mode Release Time, 146
- Operation switch, 96
- Optional equipment, 206
- Originals, 210
- Original sizes difficult to detect, 213
- Original Type Priority, 145
- Orig. + Stored File, 70

- Other transmission features, 47
- Output Tray, 106

P

- Page Reduction, 102
- Page Separation and Length Reduction, 101
- Paper Tray, 147, 178
- Parallel Memory Transmission, 78
- Parameter Setting, 155
- Partial Agreement, 176
- Password, 135, 183
- Pause/Redial key, 47
- Personal Boxes, 40, 182, 184
 - Changing*, 182
 - Deleting*, 184
 - Printing*, 191
 - Programming*, 182
- Polling ID, 193
- Polling Reception, 14
- Polling Reception Reserve Report, 16
- Polling Reception Result Report, 16
- Polling RX, 15, 51
- Polling Transmission, 11
- Polling Transmission Clear Report, 13
- Polling TX, 12
- Power Failure Report, 202
- Print, 35
- Print 1st Page, 72
- Print 2 Sided, 178
- Print 2 Sides, 72
- Print Completion Beep, 97
- Print Confidential RX File, 36
- Print / Delete Stored RX File, 34, 35
- Printed reports, 82
- Print File, 24, 67, 72
- Printing
 - Box List*, 191
 - Confidential document*, 36
 - File received with Memory Lock*, 38
 - Information Box documents*, 44
 - Journal*, 27
 - Options*, 97
 - Personal Box documents*, 41
 - Received and stored documents*, 34
 - Special Sender List*, 181
- Printing a confidential document, 36
- Printing a file, 24
- Printing a file received with Memory Lock, 38
- Printing a list of files in memory
 - (Print TX File List), 26
- Printing and saving, 118
- Printing/deleting received and stored
 - documents (Print/Delete Stored RX File), 34

- Printing documents stored as
 - Auto Documents, 67
- Printing Information Box documents, 44
- Printing options, 97
- Printing Personal Box documents, 41
- Printing stored documents, 70
- Printing the Journal, 27
- Print List, 26, 172, 181, 191
- Print Memory Lock, 38
- Print on 2 Sides, 35
- Print per File No., 28
- Print Personal Box File, 41
- Print per User, 28
- Print Reception Time, 148
- Priority trays, 104
- Priority TX, 8
- Program / Change, 157, 158, 175
- Program / Change / Delete Gateway, 150
- Program / Change / Delete Scan Size, 160
- Program / Change / Delete Standard Message, 157
- Program Confidential ID, 193
- Program Economy Time, 146
- Program Fax Information, 145
- Program key, 130
- Program Memory Lock ID, 194
- Programming/changing Special Senders, 175
- Program Polling ID, 193
- Programs, 129
 - Changing, 129
 - Deleting, 131
 - Registering, 129
- Program Size 1, 160
- Program Size 2, 160
- Program Special Sender, 175
- Push Button Phone, 195
- PWD Code, 52

Q

- Quick Dial, 55
- Quick Operation Key, 146
- Quitting default settings, 144

R

- RDS (Remote Diagnostic System), 202
- Receiver, 184
- Receiving documents according to parameter-specified settings, 86
- Receiving documents unconditionally, 85
- Receiving Station, 52, 87
- Receiving Statn, 54

- Reception, 83
 - Reception features, 83
 - Reception File Print Quantity, 147
 - Reception functions, 87
 - Reception Reverse Printing, 147
 - Reception Settings, 147
 - Reception Time, 98
- Reception features, 83
- Reception File Setting, 196
- Reception functions, 87
- Reception Report e-mail, 196
- Reception Result (RX File Status), 32
- Reception Settings, 147
- Redial, 47
- Reduced Image Transmission, 75
- Registering and changing
 - Keystroke Programs, 129
- Registering a priority function
 - using a program, 130
- Registering or changing a gateway, 152
- Report, 82
 - Communication Failure Report, 82
 - Error Report, 201
 - Memory Storage Report, 82
 - Power Failure Report, 202
- Requesting Party, 52, 87
- Resending a file, 25
- Reverse Order Printing, 84, 102
- Routing e-mail received via SMTP, 94
- Routing received documents with SUB Code, 91
- RX File Print Qty, 147
- RX File Status, 32
- RX Reverse Printing, 147

S

- Same as Basic Settings, 176
- Scan End Reset, 145
- Scan Size, 160
 - Changing, 160
 - Deleting, 161
 - Programming, 160
- Search by File Name, 70, 72
- Search by User Name, 69, 71
- Selecting
 - Dial/Push Phone, 194
- Selecting the line type, 205
- Select Line, 61
- Select Title, 145
- Sender Settings, 5
- Sending a stored file, 68
- Sending at a specific time (Send Later), 3
- Sending fax documents from computers, 107
- Sending stored documents, 68

- Send Later, 3
- SEP Code, 50
- Server-generated error e-mail, 203
- Setting a user for viewing received and stored documents, 197
- Setting LAN-Fax Driver properties, 110
- Setting print properties, 110
- SID Code, 50
- Simultaneous Broadcast, 80
- SIP Settings, 150
- SMTP, 23, 94
- SMTP reception, 93
- SMTP reception using Internet Fax, 93
- SMTP RX File Delivery Settings, 149
- Solving operation problems, 201
- Special RX Function, 179
- Special Senders, 172
- Special Senders to treat differently, 172
- Specifications, 207
- Specifying options, 115
- Specify Tray for Lines, 148
- Speed Dial, 55
- Stamp, 73
- Standard Messages, 157
 - Deleting*, 157
 - Programming*, 157
- Standard Message Stamp, 65
- Standard Size, 179
- Std. Message, 65
- Stop Scanning, 159
- Stop Transmission, 19
- Store, 159
- Store / Change / Delete Auto Document, 158
- Store / Delete / Print Information Box File, 43
- Stored file + Origi., 70
- Stored RX File User Setting, 197
- Store File, 134
- Store only, 134
- Store & Transmit, 134
- Storing a document, 134
- Storing documents in Information Boxes, 42
- Storing or printing received documents, 195
- SUB Code, 49, 91
- Substitute Reception, 85
- Sub transmission mode, 62
- Sub TX Mode, 62, 136
- Switches and Bits, 167
- Switch Reception Mode, 147

T

- Telephone line, 205
- Text Size Priority, 145
- Top to Bottom, 64
- Top to Top, 64
- Transfer Boxes, 188
 - Changing*, 188
 - Deleting*, 190
 - Printing*, 191
 - Programming*, 188
- Transfer Report, 192
- Transfer Req., 54
- Transfer Request, 52
- Transfer Result Report, 88
- Transfer Result Report (transfer request by e-mail), 89
- Transferring, 92
- Transferring received documents, 92
- Transfer Station, 52, 87
- Transmission features, 47
- Transmission mode, 3
- Transmission options, 73
- Transmission Page Count, 162
- Transmission time
 - Changing*, 22
- Transmission with Image Rotation, 79
- Transmit Failed File, 25
- Tray for Lines, 106
- Tray Shift, 106
- TSI Print, 103
- Turning off the main power / in the event of power failure, 202
- Two-Sided Printing, 98
- Two-Sided Transmission, 63
- TX File, 18
- TX File Status, 31
- TX Stamp Priority, 146

U

User Name, 135
User Parameter List, 167
User Parameters, 167
User Tools/Counter key, 144, 157
Using administrator settings, 157
Using a program, 132
Using a Web browser, 140
Using DeskTopBinder, 139
Using the Document Server, 133

V

Viewing fax information using a
Web browser, 123

W

Web Image Monitor
Programming destination information, 125
Viewing, printing, and deleting received
fax documents, 123
Where incoming documents are
delivered - output tray, 106
With transfer requests set in the
System Settings menu, 55

FAX Option Type 3045 Operating Instructions Facsimile Reference <Advanced Features>

