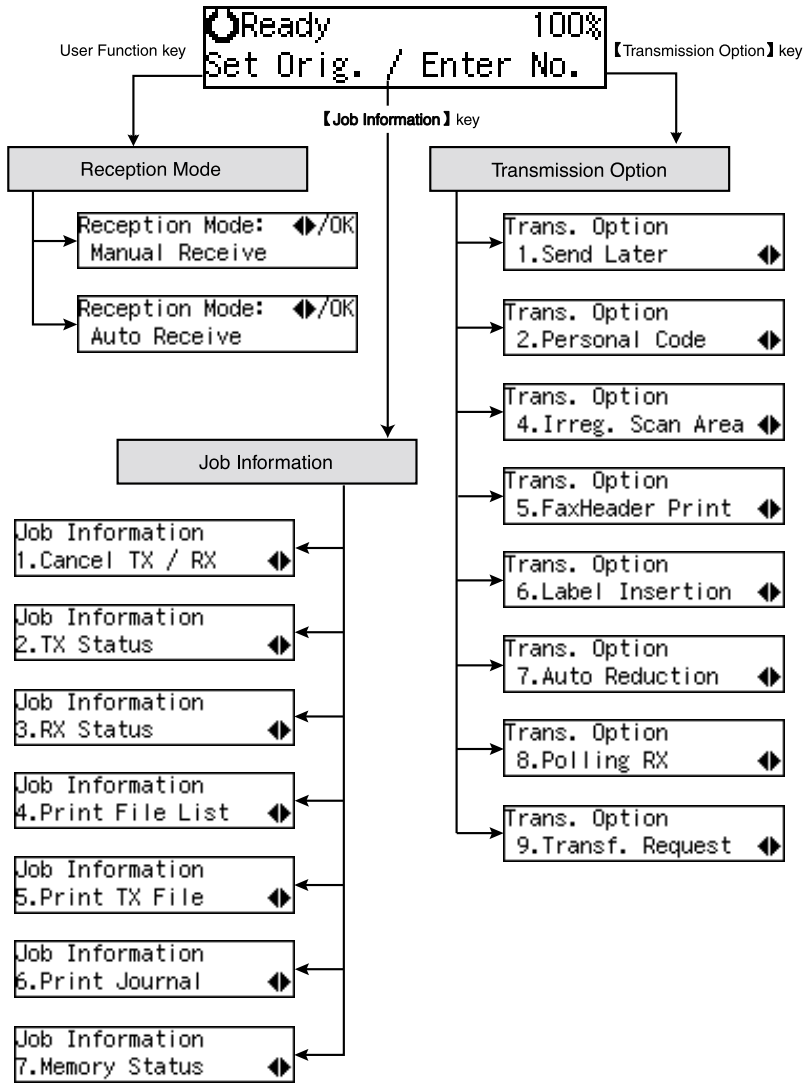
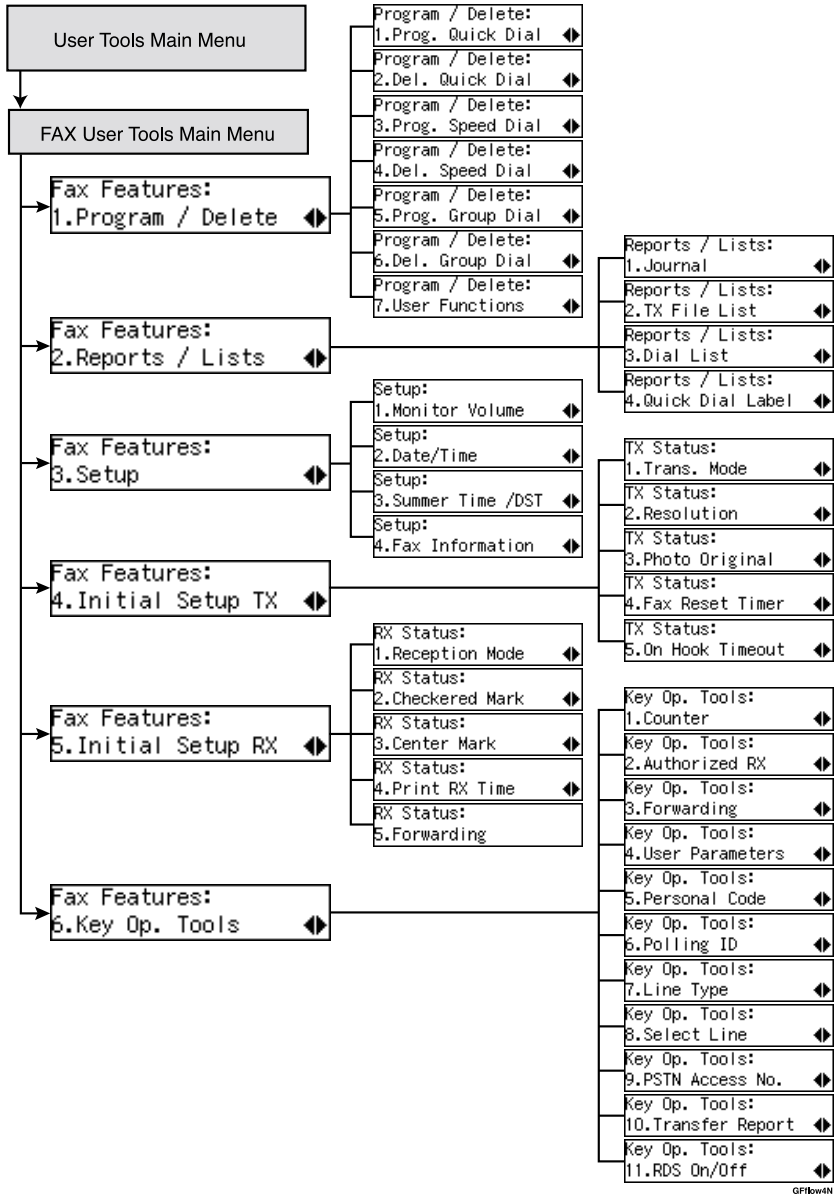


FUNCTION MAP



GFlow3N

【User Tools】 key



GFB04WH

How to Read this Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

* The statements above are notes for your safety.

 **Important**

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

 **Preparation**

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

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys built into the machine's operation panel.

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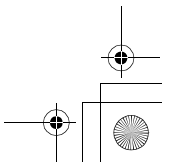
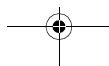
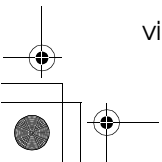
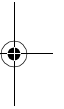
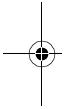
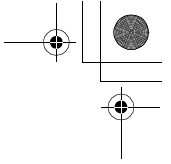
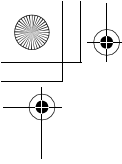
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Manuals for This Machine

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

Advanced Features (this manual)

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

Basic Features

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

❖ Chapter 1 Getting Started

Describes part names of the machine and operation panel.

❖ Chapter 2 Faxing

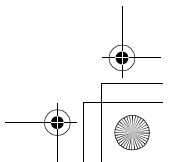
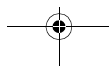
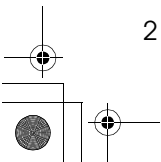
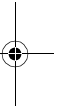
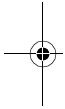
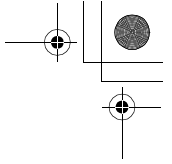
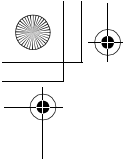
Explains basic transmission. You can also find out about other types of transmissions.

❖ Chapter 3 Setup

Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These functions allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

❖ Chapter 4 Troubleshooting

Explains changing the volume of audible signals generated by the machine and error messages. When the display or indicator lights show unusual information, check the list and take appropriate action.



1. Transmission Options

Overview

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

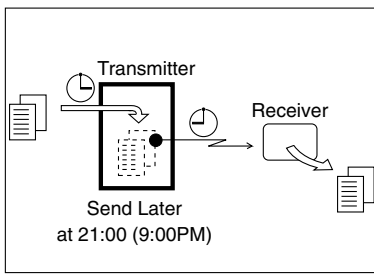
 **Note**

- If you frequently use a certain configuration of options, you can change their default settings (on or off) with the User Parameters. See P.72 "*User Parameters*".

Sending at a Specific Time (Send Later)

1

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



Note

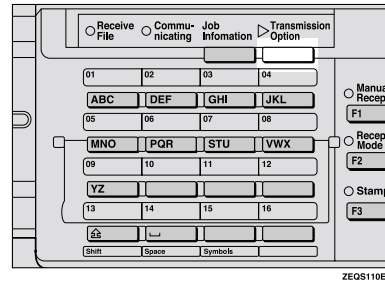
- You can not specify a time more than 24 hours.
- This feature is only available with Memory Transmission.

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

Ready 100%
Set Orig. / Enter No.

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

3 Press the **[Transmission Option]** key.



Trans. Option
1. Send Later

4 Confirm that "1. Send Later" is displayed.

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

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

Send Later: [On] Off

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

8 Press **[Left]** or **[Right]** to select "AM" or "PM".

Send Later: Time [AM] PM

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

- 10** Enter the time that you want to send the fax message.

```
Send Later:  Press OK
Time [10:23] AM
```

1

 **Note**

- When entering numbers smaller than 10, add a leading zero.
- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If the current time shown on the display is not correct, change it. See P.51 *“Setting the Date and Time”*.

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

The specified time is set.

- 12** Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step 10.

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

 **Note**

- You can cancel a message transmission set up for Send Later. See P.15 *“Canceling Transmission or Reception”*.

Personal Code Transmission

1

Personal Codes allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes or the names programmed for the codes will be printed in the Journal and other reports. This will help you to check up on who has been using the machine and how often.

Preparation

Before using this feature you must register personal codes. See P.77 "Registering Personal Codes".

Limitation

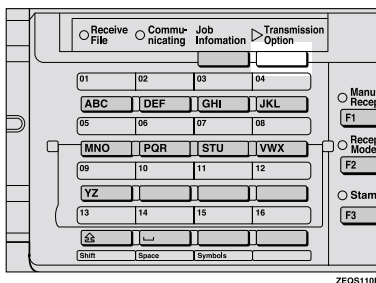
- Personal codes may be any 8 digit number except 00000000 (00000001 through 99999999). You can program up to 20 personal codes. See P.77 "Personal Codes".

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

Ready 100%
Set Orig. / Enter No.

- 2** Set your original and select any scan settings you require.

- 3** Press the **[Transmission Option]** key.



- 4** Press **[Left]** or **[Right]** until "2. Personal Code" is displayed.

Trans. Option
2. Personal Code

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

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

Pers. Code: [On] Off

Note

- You can cancel this feature by selecting "Off".

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

- 8** Enter a personal code (up to 8 digits) with the number keys.

Pers. Code: Press OK
[11111111]

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- Personal codes may be any string of 8-digit numbers (0 to 9). You can register up to 20 personal codes.

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

The personal code is set.

- 10** Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step 10.

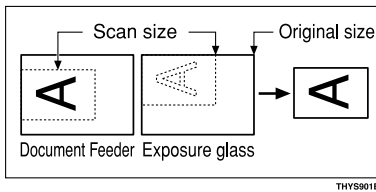
- 11** Press the **[Start]** key.

Note

- You can cancel transmission of a message set up for Personal Code Transmission.

Choosing the Area to be Scanned Yourself (Irregular Scan Area)

Usually the machine automatically detects the size of an original when it is scanned. However, you may wish to override this and choose the area to be scanned yourself.



You can choose one of the standard paper sizes (A4, A3, B4, 8¹/₂ × 11", 8¹/₂ × 14", 11" × 17",).

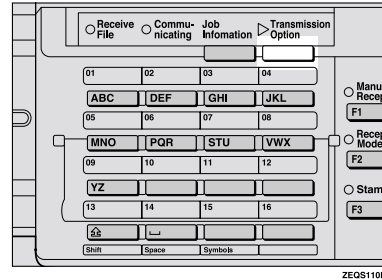
Although you can specify a different scan area for each page when using the exposure glass, only one size is allowed when scanning from the Document Feeder.

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

```
Ready 100%
Set Orig. / Enter No.
```

- 2 Set your original and select any scan settings you require.

- 3 Press the **[Transmission Option]** key.



The Transmission Option menu appears.

- 4 Press **[Left]** or **[Right]** until "4. Irreg. Scan Area" is displayed and press the **[OK]** key.

```
Trans. Option
4. Irreg. Scan Area
```

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

```
Irreg. Scan Area: /OK
[On] Off
```

Note

- You can cancel this feature by selecting "Off".

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

Transmission Options

- 7** Press **◀** or **▶** to select the paper size.

1



Size: [8 1/2 x 11] [OK]

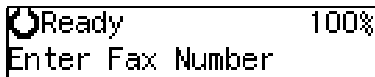
 **Note**

- To see which paper sizes have already been programmed, press **◀** or **▶**.

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

- 9** Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step **9**.



Ready 100%
Enter Fax Number

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


Fax Header Print

By default, the machine adds your Fax Header to each message you send so it appears on the printed fax at the other end. See Chapter 3 "Own Name/Fax Header/Own Fax Number" in the Basic Features manual.

Important

- In the USA, this must contain the telephone number of the line your machine is connected to. It will be printed on the header of every page you send. Required in the USA.

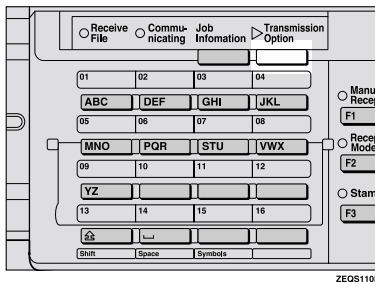
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



Ready 100%
Set Orig. / Enter No.

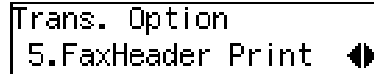
- 2** Set your original and select any scan settings you require.

- 3** Press the [Transmission Option] key.



The Transmission Option menu appears.

- 4** Press \leftarrow or \rightarrow until "5. FaxHeader Print" is displayed and press the [OK] key.



Trans. Option
5.FaxHeader Print \rightarrow

- 5** Press \leftarrow or \rightarrow to select "On" or "Off".



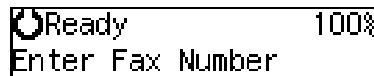
FaxHeader Print: \leftarrow /OK
[On] Off

- 6** Press the [OK] key.

- 7** Press the [Transmission Option] key.

- 8** Specify the destination.

If you want to specify another destination, press the [OK] key and repeat step 8.



Ready 100%
Enter Fax Number

- 9** Press the [Start] key.

1

9

Label Insertion

1

With this feature you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".

Note

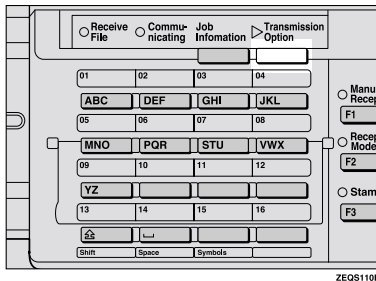
- If you select Label Insertion, the label might be printed over a portion of the image when received at the other end.
- Program the receiver's name and number in a Quick Dial or Speed Dial then Label Insertion turned on with the User Parameters. See P.72 "User Parameters" (Switch01, Bit0).

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



- 2** Set your original and select any scan settings you require.

- 3** Press the [Transmission Option] key.



The Transmission Option menu appears.

- 4** Press \leftarrow or \rightarrow until "6. Label Insertion" is displayed and press the [OK] key.



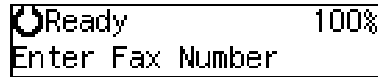
- 5** Press \leftarrow or \rightarrow to select "Programmed Value".



- 6** Press the [OK] key.

- 7** Specify the destination.

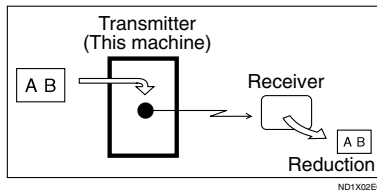
If you want to specify another destination, press the [OK] key and repeat step 7.



- 8** Press the [Start] key.

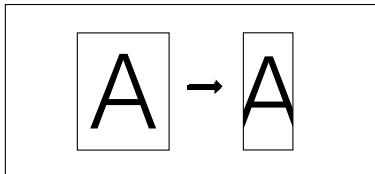
Auto Reduction

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



Important

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



Note

- You can switch this feature on and off with the User Parameters. The default setting is on. See P.72 "User Parameters" (Switch01, Bit2).

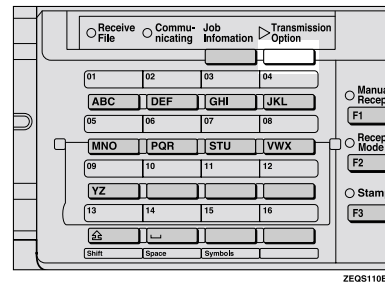
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

```

Ready 100%
Set Orig. / Enter No.
  
```

- 2** Set your original and select any scan settings you require.

- 3** Press the **[Transmission Option]** key.



The Transmission Option menu appears.

- 4** Press **◀** or **▶** until "7. Auto Reduction" is displayed and press the **[OK]** key.

```

Trans. Option
7.Auto Reduction
  
```

- 5** Press **◀** or **▶** to select "On" or "Off".

```

Auto Reduc.(TX): ◀/OK
[On] Off
  
```

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

- 7** Press the **[Transmission Option]** key.

- 8** Specify the destination.

If you want to specify another destination, press the **[OK]** key and repeat step **8**.

```

Ready 100%
Enter Fax Number
  
```

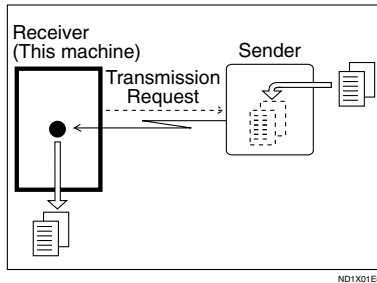
- 9** Press the **[Start]** key.

1

Polling Reception

1

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups to fully exploit this feature).



Limitation

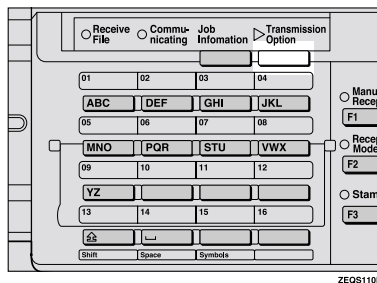
- Polling Reception requires that the other machine can perform Polling Transmission.

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

```

Ready          100%
Set Orig. / Enter No.
  
```

- 2** Press the **[Transmission Option]** key.



- 3** Press **⏪** or **⏩** until "8. Polling RX" is displayed.

```

Trans. Option
8.Polling RX
  
```

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

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

```

Polling RX:
[On]   Off
  
```

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

- 7** Specify the other party's fax number.

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

File Reserve Report

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

Note

- By default, this report is turned off. Turn it on with the User Parameters. See P.72 "User Parameters" (Switch03, Bit3).

Communication Result Report

This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

Note

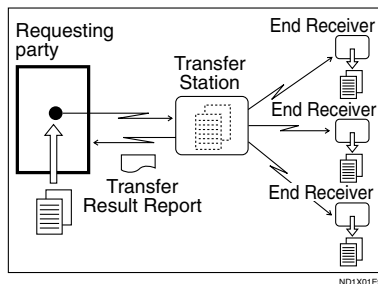
- You can also check the result of a Polling Reception with the Journal.
- By default, this report is turned on. Turn it off with the User Parameters. See P.72 "User Parameters" (Switch03, Bit4).

Transfer Request

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

The diagram below may make the concept clearer.

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



Preparation

Before using this feature, you must program the Polling ID. See P.81 "Polling ID".

Polling ID's of the requesting party (this machine) and Transfer Stations must be identical.

Before using this feature, you must program the Transfer Report. See P.85 "Transfer Report".

The following terminology is used in this section.

Requesting Party

The machine where the message originates from, that is, the machine making a Transfer Request (in this section, this machine).

Transfer Station

The machine that forwards the incoming message to another destination, that is, the machine that receives the Transfer Request.

End Receiver

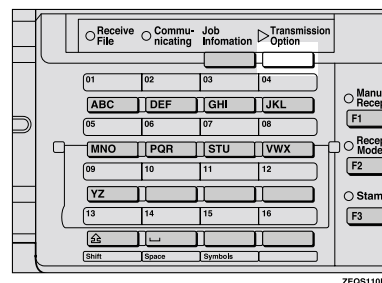
The final destination of the message, that is, the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.

Limitation

- You can specify only one Transfer Station in a Transfer Request.
- You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 30.

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

2 Press the **[Transmission Option]** key.



Transmission Options

- 3** Press **◀** or **▶** until "10. Transfer Report" is displayed.

1

```
Key Op. Tools:
10.Transfer Report ◀▶
```

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

- 5** Press **◀** or **▶** to select "On" or "Off".

```
Transf. Request: ◀▶/OK
[On] Off
```

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

- 7** Specify the Transfer Station.

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

```
Transf. Stn.: Press OK
☎9876543210■■■■■■■■■■
```

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

- 9** Specify the End Receiver.

 **Note**

- You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

```
Receive Stn.: Press OK
1 [#12■■]
```

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

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

```
Add Recv. Stn.? ◀▶/OK
[Yes] No
```

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

If you selected "Yes", go back to step **9**.

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

Specifying an End Receiver

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups).

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

◆ **Quick Dial**

Enter **[#]** followed by the number (2 digits) of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: **[#][0][1]**

◆ **Speed Dial**

Enter **[#]**, **[*]** followed by the Speed Dial code (2 digits). For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **[#][*][1][2]**

◆ **Group Dial**

Enter **[#]**, **[*]**, **[*]** followed by the Group number (2 digits). For example, to choose the number stored in Group 04 in the Transfer Station, enter: **[#][*][*][0][4]**

2. Job Information

Canceling Transmission or Reception

Transmission files are originals that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Transfer Request, Polling Reception. For details about these features, see Chapter 2 "Memory Transmission" in the Basic Features manual, P.13 "Transfer Request", and P.12 "Polling Reception".

If you notice an error in the destination specified or the document content after scanning a document into memory, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

Note

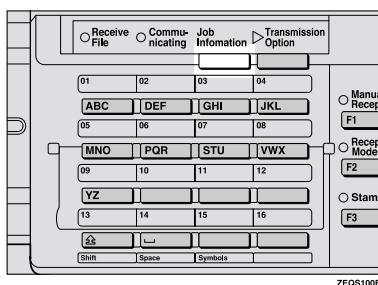
- You can cancel Memory Transmission even while files are being sent. However, any pages that have already been sent cannot be canceled.
- To cancel transmission in progress, press the **[Clear/Stop]** key.
- You can print out a File List to confirm the transmission files stored in memory.

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

```

Ready          96%
Set Orig. / Enter No.
  
```

- 2** Press the **[Job Information]** key.



```

Job Information
1.Cancel TX / RX
  
```

Confirm that "1. Cancel TX / RX" is displayed.

- 3** Press the **[OK]** key.
- 4** Display the file you want to cancel.

To display the file, enter the file number with the number keys, or press \leftarrow or \rightarrow until the file number is displayed.

```

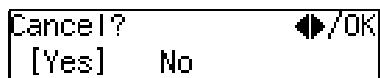
Cancel File?
No.0018 9876543210
  
```

Note

- If you make a mistake, press the **[Cancel]** key and try again.
- If you cannot find the file you want to cancel, the document has already been sent.

Job Information

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



6 Confirm that you have selected the correct file, and press the **[OK]** key.

2

"Trans. Cancelled File Deleted" is displayed, and the machine returns to standby display.

Checking the Transmission Result (TX File Status)

This function let you check up on the last 50 completed transmissions without having to print the Journal. You can browse through the transmitted messages on the display.

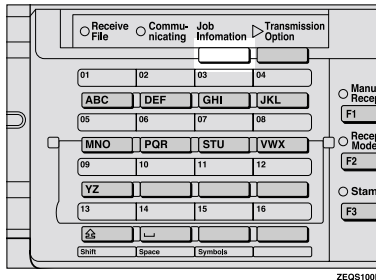
⚠ Limitation

- Only the last 50 communications are displayed. Earlier transmissions are not available.
- If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

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

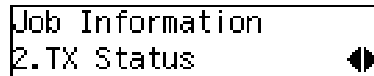


2 Press the **[Job Information]** key.

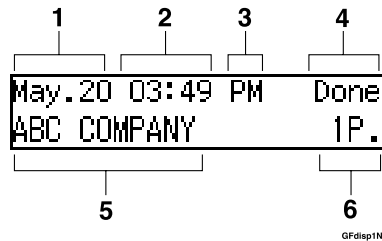


The Information menu is shown.

3 Press **⏪** or **⏩** until "2. TX Status" is displayed and press the **[OK]** key.



4 Press **⏪** or **⏩** to scroll through the messages.



1. Date
 2. Time
 3. AM/PM
 4. Transmission result
 5. Destination name
 6. Page
- 5** Press the **[OK]** key.

The machine returns to standby display.

2

Checking the Reception Result (RX File Status)

2

This function let you check up on the last 50 messages received without having to print the Journal. You can browse through the received messages on the display.

⚠ Limitation

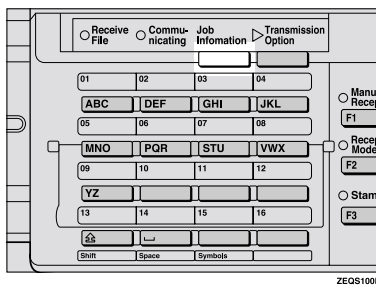
- Only the last 50 communications are displayed. Earlier messages are not available.
- If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

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



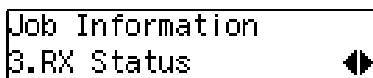
Ready 100%
Set Orig. / Enter No.

- 2** Press the **[Job Information]** key.



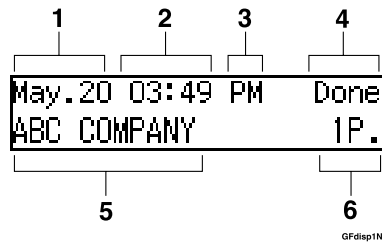
The Information menu is shown.

- 3** Press **⏪** or **⏩** until "3. RX Status" is displayed and press the **[OK]** key.



Job Information
3. RX Status

- 4** Press **⏪** or **⏩** to scroll through the messages.



1. Date
2. Time
3. AM/PM
4. Reception Result
5. Recipient
6. Page

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

The machine returns to standby display.

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

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

2

Note

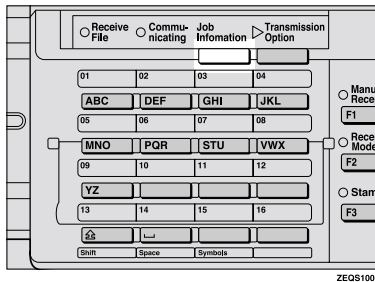
- The contents of an original stored in memory can also be printed. See P.20 "Printing a Stored Message".

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

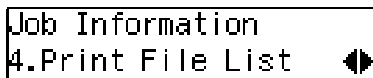


Ready 96%
Set Orig. / Enter No.

- 2** Press the **[Job Information]** key.



- 3** Press **◀** or **▶** until "4. Print File List" is displayed.



Job Information
4. Print File List ▶

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

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

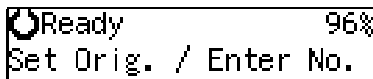
The File List is printed out and the machine returns to standby display.

Printing a Stored Message

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

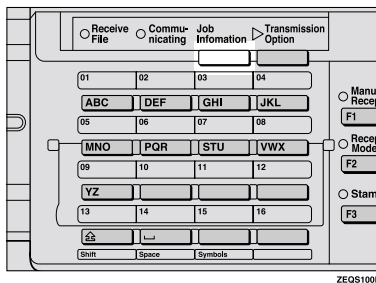
2

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



Ready 96%
Set Orig. / Enter No.

- 2** Press the **[Job Information]** key.



The Information menu is shown.

- 3** Press **⏪** or **⏩** until "5. Print TX File" is displayed and press the **[OK]** key.



Job Information
5. Print TX File

- 4** Display the file you want to print.

The registered name or fax number appears on the lower line.

Note

- Enter the file number with the number keys, or search using **⏪** or **⏩**.
- If you make a mistake, press the **[Cancel]** key and try again.

Printing the Journal

The Journal contains information about the last 100 communications made by your machine. When automatic communication report printing is turned on, the Journal is printed automatically after every 50 communications (receptions + transmissions). You can also print a copy of the Journal at any time by following the procedure below.

Note

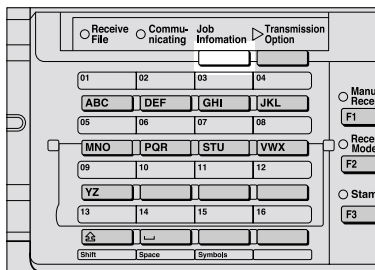
- The sender's name column of the Journal is useful when you need to register a Specified Sender.
- If you do not want the Journal to be printed automatically, you can turn automatic printing off. See P.72 "User Parameters" (switch 03, bit 7).

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



Ready 96%
Set Orig. / Enter No.

- 2** Press the **[Job Information]** key.



- 3** Press **[Left]** or **[Right]** until "6. Print Journal" is displayed.



Job Information
6. Print Journal →

2

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

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

The report is printed and the machine returns to standby display.

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 files to be sent, and the number of received messages to be printed.

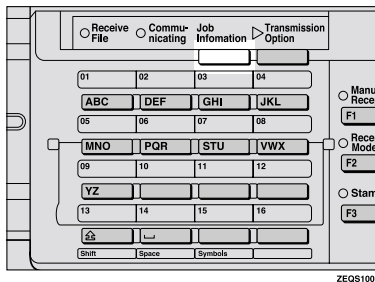
2

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

```

Ready 99%
Set Orig. / Enter No.
  
```

- 2 Press the **[Job Information]** key.



The Information menu is shown.

- 3 Press **[Left]** or **[Right]** until "7. Memory Status" is displayed and press the **[OK]** key.

```

Job Information
7. Memory Status
  
```

- 4 The usage is displayed. When you have finished, press the **[OK]** key.

```

Memory Status: /OK
Memory: 99%
  
```

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

```

Memory Status: /OK
TX Files: 001file(s)
  
```

The number of files to be sent is displayed.

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

```

Memory Status: /OK
RX Files: 000file(s)
  
```

The number of received files is displayed.

Note

- Memory can hold up to about 160 pages.

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

```

Ready 99%
Set Orig. / Enter No.
  
```

The machine returns to standby display.

3. Transmission Features

Handy Dialing Functions

Chain Dial

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

Limitation

- Maximum length of telephone or fax number: 254 digits

Note

- For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On Hook Dial and Manual Dial, no pause is needed.

(Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01 and that 1 is stored in Speed Dial 01.

- ① Place the original and select any scan settings you require.
- ② Press the Quick Dial key **[01]**.
- ③ Press the **[Pause/Redial]** key.
- ④ Press the **[Speed Dial]** key and **[0]** and **[1]** using the number keys.
- ⑤ Press the **[Pause/Redial]** key.
- ⑥ Enter **[5]**, **[5]**, **[5]**, **[3]**, **[3]**, **[3]** with the number keys.
- ⑦ Press the **[Start]** key.

Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, for example, the first letter of the name stored for that number.

Preparation

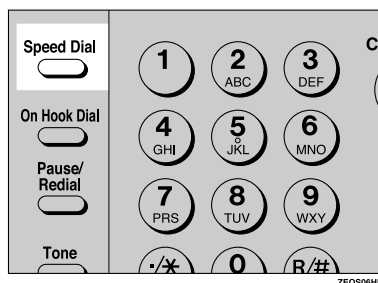
To use the Telephone Directory feature, you need to register a search letter when you program Speed Dials. See Chapter 3 "Speed Dial" in the Basic features manual.

Limitation

- Speed Dial codes cannot be searched for by symbol or number.
- Names enclosed within brackets are not searched for.

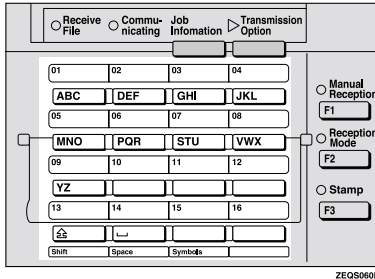
1 Set your original and select any scan settings you require.

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



Transmission Features

- 3** Enter the search letter by pressing one of the Quick Dial keys (A to Z).



Speed Dial: Search/AZ
[■■■]

Note

- The names or fax numbers registered in Speed Dials are shown in numerical order on the display.

- 4** Press \leftarrow or \rightarrow until the destination you are searching for is displayed and press the **[OK]** key.

Tel Dir.: [D] \blacktriangleleft /OK
01 DEF COMPANY

Note

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

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

Redial

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

- 1** Set your original and select any scan settings you require.
- 2** Press the **[Pause/Redial]** key.
- 3** Press \leftarrow or \rightarrow until the destination you want to redial is displayed.

Redial: \blacktriangleleft /OK
9876543210

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

Limitation

- The following kinds of destinations are not memorized.
 - Quick Dials
 - Speed Dials
 - Group Dials
 - Destinations dialed as End Receivers for Transfer Request
 - Any destinations if multiple destinations were dialed
 - Destinations dialed by Redial (regarded as already memorized)

On Hook Dial

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

Reference

See Chapter 4 “Adjusting Volume” in the Basic Features manual.

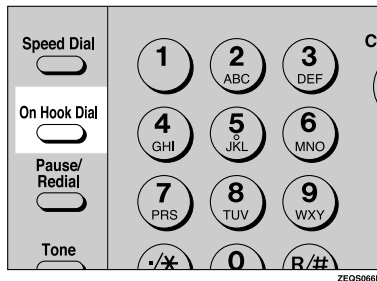
1 Set your original and select any scan settings you require.

Reference

See Chapter 2 “Setting Originals” in the Basic Features manual.

See Chapter 2 “Scan Settings” in the Basic Features manual.

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



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

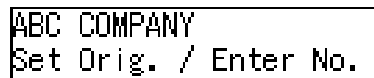
3 Dial.



The image shows a fax machine's display screen. The text 'On Hook:' is at the top. Below it, a telephone handset icon is followed by the number '9876543210'. To the right of the number are ten vertical bars of varying heights, representing a progress indicator.

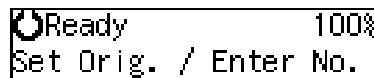
The machine immediately dials the destination. If you make a mistake, press the **[On Hook Dial]** and return to step **2**.

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



The image shows a fax machine's display screen. The text 'ABC COMPANY' is at the top. Below it, the text 'Set Orig. / Enter No.' is displayed.

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).
- After transmission the machine will return to standby mode.



The image shows a fax machine's display screen. The text 'Ready 100%' is at the top, with a circular progress indicator to the left. Below it, the text 'Set Orig. / Enter No.' is displayed.

3

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 message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

3

Limitation

- The result of the transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).

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

Reference

See Chapter 2 "Setting Originals" in the Basic Features manual.

See Chapter 2 "Scan Settings" in the Basic Features manual.

- 2** Pick up the external telephone.

You will hear a tone.

- 3** Dial.

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

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

```
ABC COMPANY
Set Orig. / Enter No.
```

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

After transmission the machine will return to standby mode.

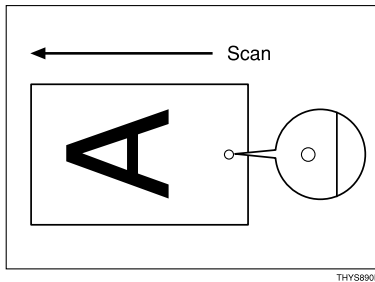
```
Ready 100%
Set Orig. / Enter No.
```

Transmission Features

Stamp

The optional Document Feeder is required.

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



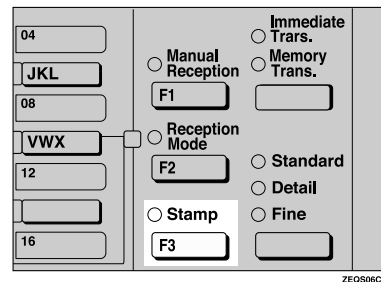
Limitation

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

Note

- When the stamp starts getting lighter, replace the cartridge. See P.91 "Replacing the Stamp Cartridge".
- If a page was not stamped even though the Stamp feature is turned on, you need to re-send that page.
- By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the **[F3]** key. See P.72 "User Parameters" (Switch00, Bit0).

1 Press the **[F3]** key.



The Stamp indicator will light. Pressing the **[F3]** key again will turn it off.

SEP Code

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

3

Preparation

You need to assign the Dial Option feature to a User Function key beforehand. See P.47 "Assigning User Function Keys".

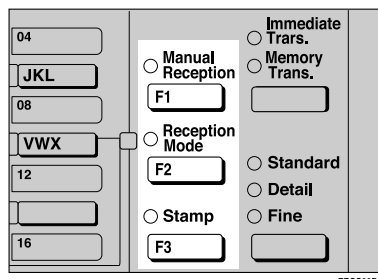
Note

- The ID can be up to 20 digits long and consist of digits.
- Make sure the ID matches the other terminal of the fax you are receiving from.
- You can store IDs in Quick Dials, Speed Dials, and Groups with number keys.
- Messages you receive using this feature are marked "SEP" on all reports.

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

Dest.1 OK to Add
 9876543210

- 2** Press the **[User Function]** key assigned with the Dial Option feature.



- 3** Press **[Left Arrow]** or **[Right Arrow]** until "2. SEP" is displayed and press the **[OK]** key.

Dial Option:
2.SEP

- 4** Enter the SEP code with the number Keys and press the **[OK]** key.

SEP: Press OK
 1234

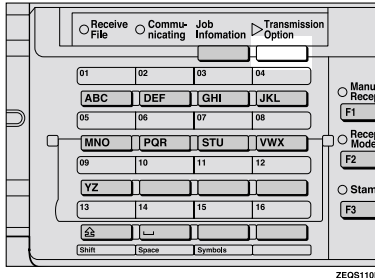
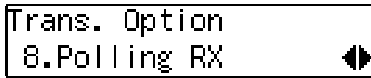
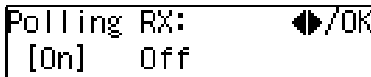
When a password (PWD) is necessary

- 1** Press the **[User Function]** key assigned with the Dial Option feature.
- 2** Press **[Left Arrow]** or **[Right Arrow]** until "4. PWD" is displayed and press the **[OK]** key.

Dial Option:
4.PWD

- 3** Enter the PWD code with the number keys and press the **[OK]** key.

PWD: Press OK
 1234

5 Press the **[Transmission Option]** key.**6** Press **[Left]** or **[Right]** until "8. Polling RX" is displayed.**7** Press the **[OK]** key.**8** Press **[Left]** or **[Right]** to select "On" or "Off".**9** Press the **[OK]** key.**10** Press the **[Start]** key.**SUB Code**

Transfer Request is only possible with machines of the same make that have the Transfer Request feature. However, if you use the SUB/SID function, you can send and receive fax messages to and from other makers' machines that have the SUB/SID feature.

Preparation

You need to assign the Dial Option feature to a User Function key beforehand. See P.47 "Assigning User Function Keys".

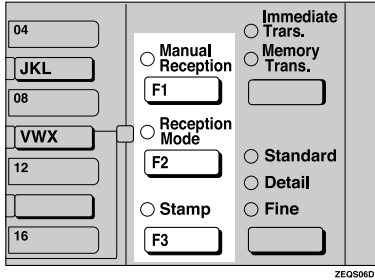
Note

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

1 Set your original and make any changes to the scan settings if necessary.**2** Dial the destination fax number using the number keys.**3**

Transmission Features

- 3** Press the **[User Function]** key assigned with the Dial Option feature.



- 4** Confirm that "1. SUB" is displayed and press the **[OK]** key.



- 5** Enter the SUB code with the number keys and press the **[OK]** key.



When a password (SID) is necessary

- 1** Press the **[User Function]** key assigned with the Dial Option feature.
- 2** Press **[Left]** or **[Right]** until "3. SID" is displayed and press the **[OK]** key.



- 3** Enter the SID code with the number keys and press the **[OK]** key.



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



Note

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

More Transmission Functions

Auto Fax Reception Power-up

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

Important

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

Note




- By default, messages are printed as soon as they are received (Immediate Reception). To change this, see P.72 "User Parameters" (Switch14, Bit0).

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

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

Limitation

- This feature is not available with Immediate Transmission.

Checking the Transmission Result

- Turn the Communication Result Report on if you want a report to be printed after every successful transmission. See P.34 "Printed Report".
If you leave the Communication Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn the Transmission Result Report (Immediate Transmission) off, the Error Report will be printed when the communication on fails.
- You can also check the transmission result by examining the Journal. See P.21 "Printing the Journal". You can either print or scroll through the Journal on the display. See P.17 "Checking the Transmission Result (TX File Status)".

Sending a Fax Message Immediately

To send a fax message immediately, use Immediate Transmission. If you have just set up an original for broadcasting, Immediate Transmission will interrupt the current communication.

Your original will not be sent until previously queued files have been sent.

3

Automatic Redial

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

If redialing fails after four redials, the machine cancels the transmission and prints the Communication Result Report or Communication Failure Report.

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

Checking the Transmission Progress

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

If Memory Runs Out While Storing an Original

If you run out of memory while storing an original (free space reaches 0%), "Memory is Full. Storing Stopped, Transmission Has Been Cancelled." is displayed.

```
Memory is Full.
Storing Stopped. /OK
```

Press the [OK] key to transmit the stored pages only.

```
Transmission Has
Been Cancelled.
```

Note

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

Batch Transmission

If you send a fax message by Memory Transmission and there is another fax message waiting in memory to be sent to the same destination, that message is sent along with your original. Several fax messages can be sent with a single call, thus eliminating the need for several separate calls. This helps save communication costs and reduce transmission time.

Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.

Note

- By default Batch Transmission is switched on. You can switch it on or off with the User Parameters. See P.72 "User Parameters" (Switch14, Bit2).

ECM (Error Correction Mode)

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

ECM requires that the destination machine has the same feature.

Parallel Memory Transmission

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

Note

- By default this feature is turned on. You can change this with the User Parameters. See P.72 "User Parameters" (Switch07, Bit2).

Limitation

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
 - When the line is busy and could not be connected to
 - With Send Later
 - With Transfer Request
 - When you store an original for Memory Transmission while another communication is in progress

- When two or more destinations are specified
- When the original is set on the exposure glass

Note

- If you press the **[Clear/Stop]** key, the original jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report. The file is erased.
- Total stored page numbers are not printed in the Parallel Memory Transmission. Only the page numbers are printed, such as P.1, P.2 not 1/2, 2/2.
- If you run out of memory, normal Memory Transmission takes place.

Printed Report

3

File Reserve Report

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

Note

- You can turn this report on and off. By default, it is not printed. See P.72 "User Parameters" (Switch03, Bit2).
- You can choose whether to include part of the original image on the report (part of the image is printed by default). See P.72 "User Parameters" (Switch04, Bit7).

Communication Result Report

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See P.34 "Communication Failure Report".

Note

- By default, this function is turned on. You can turn it off with the User Parameters. See P.72 "User Parameters" (Switch03, Bit0).

- You can choose whether to include part of the original image on the report (by default, part of the image is printed). See P.72 "User Parameters" (Switch04, Bit7).
- The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

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

Note

- You can choose whether to include part of the original image on the report (by default, part of the image is printed). See P.72 "User Parameters" (Switch04, Bit7).
- The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error report is printed instead.

Note

- You can switch this report on or off using the User Parameters. See P.72 "User Parameters" (Switch03, Bit5).
- If the page was sent successfully, the "Page" column gives the total number of pages that were sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Features

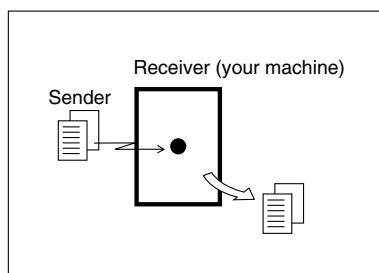
3

4. Reception Features

Reception

Immediate Reception

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



ND1X00E2

Display During Reception

The sender's name or fax number appears on the upper line.

```

ABC COMPANY
Set Orig. / Enter No.
  
```

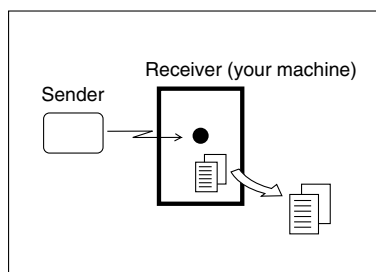
Reception Resolution

This machine supports **Standard**, **Detail** and **Fine** resolutions for reception. This may differ from the sender's intention.

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

Memory Reception

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



ND1X00E3

This method is used with Substitute Reception. See P.38 "Substitute Reception".

Important

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

Limitation

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

Note

- If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

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

Limitation

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

Note

- The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.
- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

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

Four settings are available:

- Enabled unconditionally (Free)
- Enabled for Own Name/Own Fax Number is received
- Enabled for Polling ID match
- Disabled (Reception off)

Note

- The default setting is "When Own Name or Own Fax Number is received", only storing messages when the Own Name/Own Fax Number is present. You can change this with the User Parameters. See P.72 "User Parameters" (Switch05, Bit2,1).
- Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:
 - Paper becomes jammed while the power switch is on
 - For some reason printing is not possible for example when copy job is in progress
- The machine must be of the same manufacturer and matches the Polling ID.



 **When Own Name or Own Fax Number is Received**

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than an hour, all the messages received into memory are deleted. In that case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.


 **Important**

- If a sender has not programmed their Own Name or Own Fax Number, the machine may reject an important fax message. We recommend that you ask important senders to register 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.



Printing Functions

Print Completion Beep

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

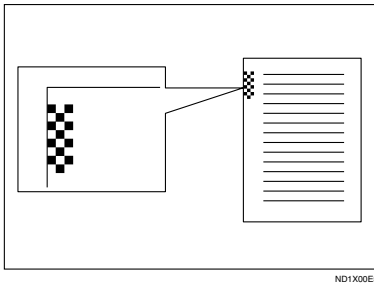
 **Note**

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

4

Checkered Mark

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

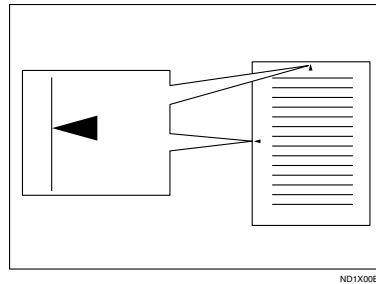


 **Note**

- You can turn this feature off with the Initial Setup RX settings. See P.56 “Changing the Initial Setup Reception”.

Center Mark

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



 **Limitation**

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

 **Note**

- You can turn this feature off with the Initial Setup RX. See P.56 “Changing the Initial Setup Reception”.

Reception Time

You can have the date and time when a message was received printed at the bottom of the received image. This feature is turned off by default—turn it on with the Initial Setup RX settings. See P.56 “*Changing the Initial Setup Reception*”.

! Limitation

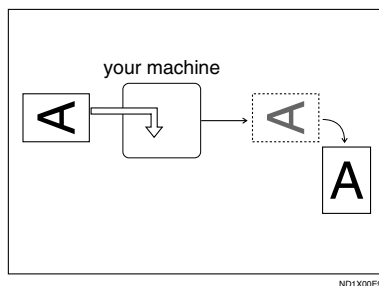
- When a received message is printed on two or more sheets, the date and time is printed on the last page.

📝 Note

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

Image Rotation

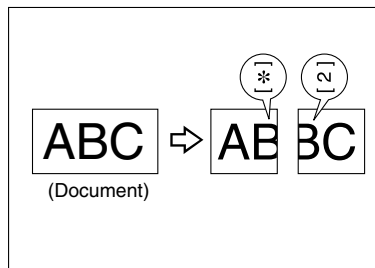
If you have installed paper in the cassette portrait , incoming fax messages will be rotated automatically to fit on the paper.



ND1X00E9

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

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the length exceeds 0.79" or more, by reducing within 0.79". When a message is split, the split mark (*) is inserted at the split position and about 0.39" of the split area is duplicated on the top of the second sheet.



ND1X01E1

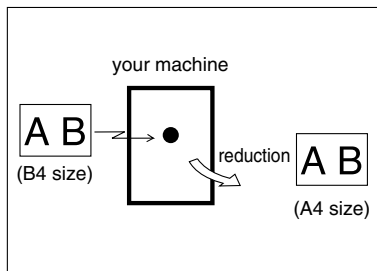
📝 Note

- Your service representative can customize this feature with the following settings. Bracketed values are defaults.
 - Reduction (on)
 - Print split mark (on)
 - Overprinting (on)
 - Overprinting length (0.39")
 - Guideline for split (when message is 0.79" longer than paper)

Page Reduction

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

4



Note

- By default, this feature is turned off. Switch it on with the User Parameters. See P.72 "User Parameters" (Switch10, Bit3).

Reference

P.41 "Page Separation and Length Reduction (Not Available in Some Countries)"

TSI Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Name or Fax Number is printed instead so you can find out where the message came from.

Note

- You can turn it on or off with the User Parameters. See P.72 "User Parameters" (Switch02, Bit3).




When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has LG (8¹/₂"×14") and DLT (11"×17") installed and you receive a LT (8¹/₂"×11") size message, check the LT (8¹/₂"×11") column of the table below. The paper size at the top has the highest priority. In this case, since LG (8¹/₂"×14") is a higher priority than DLT (11"×17") , the message is printed on LG (8¹/₂"×14") .

If only B5 is loaded and you receive an DLT (11"×17") message, the received message is stored in memory and will not be printed.



◆ Priority Table

		Received Image Size							
		A3,DLT	B4	A4,LT	A4,LT	B5	A5,HLT	LG	F/F4
Paper Select Priorities	1	A3	B4	LT	A4	B5	HLT	LG	F/F4
	2	DLT	A3	LT	A4	B5	HLT	A4	LG
	3	A4	DLT	A4	LT	B4	A5	A4	A4
	4	A4	B5	A4	LT	A4	A5	LT	A4
	5	LT	B5	F/F4	A3	A4	LT	LT	LT
	6	LT	A4	LG	F/F4	LT	LT	F	LT
	7	F/F4	A4	A3	DLT	LT	A4	B4	B4
	8	B4	LT	B4	B4	F/F4	A4	A3	A3
	9	LG	LT	DLT	LG	A3	F/F4	DLT	DLT
	10		F/F4	HLT		DLT	LG	HLT	HLT
	11		LG	HLT		LG	B5	HLT	HLT
	12			A5			B5	A5	A5
	13			A5			A3	A5	A5
	14			B5			B4	B5	B5
	15			B5			DLT	B5	B5

-  Portrait
-  Landscape
-  Image Rotation

GFRXPSE1

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

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

Reception Features

⚠ **Limitation**

- The paper size used to print a received message may be different from the size of the sent original.

📝 **Note**

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

🔍 **Reference**

P.41 "Page Separation and Length Reduction (Not Available in Some Countries)"

P.42 "Page Reduction"

P.41 "Image Rotation"

4

"Just Size" Printing

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

Two messages can appear:

- Paper Cassette

No Paper in Tray(s).

Load A4 Paper.

📝 **Note**

- By default, this message is turned off. You can turn this message on with the User Parameters. See P.72 "User Parameters" (Switch05, Bit5).

Out of paper display message

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

📝 **Note**

- By default, this message is turned off. You can turn it on with the User Parameters. See P.72 "User Parameters" (Switch05, Bit7).

5. Facsimile User Tools

Accessing the User Tools

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

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

◆ Program/Delete

Use to program or delete: Quick Dials, Groups, Speed Dials and User Functions

◆ Reports/Lists

Use to print: the Journal, TX File List, Group Dial list, Quick Dial list, Speed Dial list and Quick Dial label

◆ Setup

Use to configure: Monitor Volume, Date/Time, Summer Time/DST and Fax Information

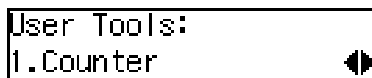
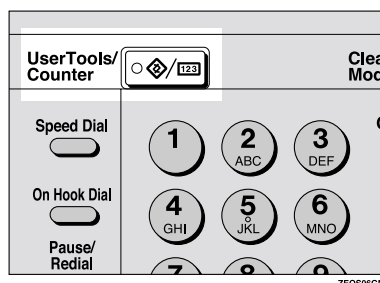
◆ Initial Setup TX

Use to set defaults for: Transmission mode (Memory/Immediate), scanning conditions (Resolution and Original Type), Fax Reset Timer and On Hook Timeout.

◆ Initial Setup RX

Use to change settings for: Reception Mode, Checkered Mark, Center Mark, Print RX Time and Forwarding

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

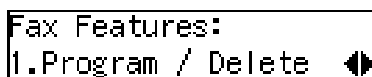


- 2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.



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

- 4 Press **⏪** or **⏩** until the category you require is displayed and press the **[OK]** key.



- 5 Press **⏪** or **⏩** until the User Tool you require is displayed and press the **[OK]** key.



Facsimile User Tools

6 Follow the instructions appearing on the display.

For more details on each User Tool, see the relevant pages of this manual.

7 When you have made your changes, press the **[OK]** key.

The machine automatically returns to the User Tools main menu.

Exiting User Tool mode

1 Press the **[Cancel]** key on each display until you reach the stand-by display.

5

Assigning User Function Keys

You can program each of the User Function keys ([F1] - [F3]) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key. This procedure can be used to edit, delete or change the contents of the User Function keys.

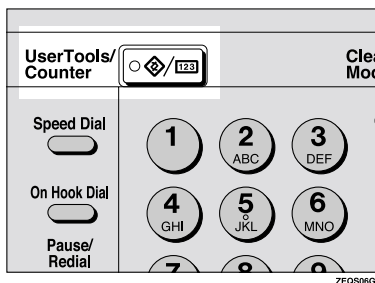
Note

- When the machine is shipped, the following functions are stored in the User Function keys by default.

Key	Function
F1	Manual Reception
F2	Reception Mode
F3	Stamp

Storing/Editing the Contents of a User Function Key

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



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

- 2** Press ⏪ or ⏩ until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

- 3** Press the [OK] key.

- 4** Confirm that "1. Program / Delete" is displayed and press the [OK] key.

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

- 5** Press ⏪ or ⏩ until "7. User Functions" is displayed and press the [OK] key.

```
Program / Delete:
7.User Functions
```

- 6** Press the User Function key ([F1] - [F3]) you want to use.

```
Press Key to Program
(F1-F3)
```

Note

- If you make a mistake, press the [Cancel] key and repeat from step 1.

Facsimile User Tools

- 7** Press **◀** or **▶** until the function you want to register into the User Function key and press the **[OK]** key.

```
User Functions  ◀/▶/OK
TX Status
```

Note

- If you wish to store more functions, repeat steps **5** to **7** for other keys.
- If you press the **[Cancel]** key, the function is not stored and the display shown in step **5** appears again.

5

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

Utilizing a User Function Key

- 1** Press the User Function Key (**[F1]** – **[F3]**) in which the function you want to use is stored.

The stored function's display is shown.

- ◆ For example, "Print Journal"

```
Journal:
Press Start to Print
```

Functions You Can Store in User Function Keys

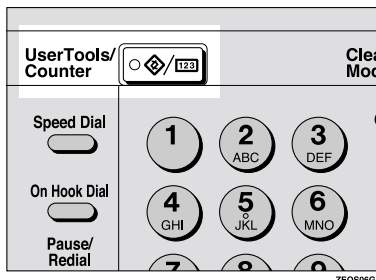
Function Name	Default Key
Manual Reception	F1
Reception Mode	F2
Stamp	F3
TX Status	
RX Status	
Print Journal	
Fax Header Print	
TX Result Report	
Forwarding	
Group	
Dial Option	

Printing Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- Journal
See P.21 "Printing the Journal".
- TX File List
See P.19 "Printing a List of Files in Memory (Print TX File List)".
- Quick Dial list
See Chapter 3 "Quick Dial" in the Basic Features manual.
- Speed Dial list
See Chapter 3 "Speed Dial" in the Basic Features manual.
- Group Dial list
See Chapter 3 "Groups" in the Basic Features manual.

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



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

2 Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

4 Press **[Left]** or **[Right]** until "2. Reports / Lists" is displayed and press the **[OK]** key.

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

Printing the Journal

1 Confirm that "1. Journal" is displayed and press the **[OK]** key.

```
Reports / Lists:
1.Journal
```

5

Note

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

Printing a TX File List

1 Press **[Left]** or **[Right]** until "2. TX File List" is displayed and press the **[OK]** key.

```
Reports / Lists:
2.TX File List
```

Note

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

Printing the Quick Dial List

- 1 Press **⏪** or **⏩** until "3. Dial List" is displayed and press the **[OK]** key.

```
Reports / Lists:
3.Dial List      ◀▶
```

- 2 Confirm that "1. Quick Dial List" is displayed and press the **[OK]** key.

```
Dial List:
1.Quick Dial List  ◀▶
```

 **Note**

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

Printing the Speed Dial List

- 1 Press **⏪** or **⏩** until "3. Dial List" is displayed and press the **[OK]** key.

```
Reports / Lists:
3.Dial List      ◀▶
```

- 2 Press **⏪** or **⏩** until "2. Speed Dial List" is displayed and press the **[OK]** key.

```
Dial List:
2.Speed Dial List  ◀▶
```

 **Note**

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

Printing the Group Dial List

- 1 Press **⏪** or **⏩** until "3. Dial List" is displayed and press the **[OK]** key.

```
Reports / Lists:
3.Dial List      ◀▶
```

- 2 Press **⏪** or **⏩** until "3. Group Dial List" is displayed and press the **[OK]** key.

```
Dial List:
3.Group Dial List  ◀▶
```

 **Note**

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

Printing the Quick Dial Label

- 1 Press **⏪** or **⏩** until "4. Quick Dial Label" is displayed and press the **[OK]** key.

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

 **Note**

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

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

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

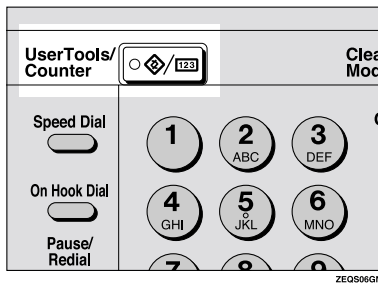
The machine returns to standby display.

Setting the Date and Time

Use this function to set your machine's internal clock to the current time and date.

If the current date and time are wrong, use this procedure to correct them.

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



User Tools:
1.Counter

- 2 Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4 Press **[Left]** or **[Right]** until "3. Setup" is displayed.

Fax Features:
3.Setup

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

- 6 Press **[Left]** or **[Right]** until "2. Date/Time" is displayed.

Setup:
2.Date/Time

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

- 8 Press a number key to enter the year for the digit, or if the year is correct press the **[OK]** key.

Year: Press OK
[2001]

- 9 Press **[Left]** or **[Right]** key to select the correct month, and then press the **[OK]** key.

Month: /OK
[May]

- 10 Press the **[Clear/Stop]** key and use the number keys to enter the correct number for the date (01 to 31), and then press the **[OK]** key.

Day: Press OK
[20]

- 11 Press **[Left]** or **[Right]** key to select the "AM" or "PM", then press the **[OK]** key.

AM/PM: /OK
AM [PM]

- 12 Use the number keys to enter the correct time.

Time: Press OK
[2:30]

Enter the current hour setting (1 to 12), and then press the **[Left]** or **[Right]** key. Press the **[Clear/Stop]** key and use the number keys to enter a 2-digit number for the correct minute setting (00 to 59).

Facsimile User Tools

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

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

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

5

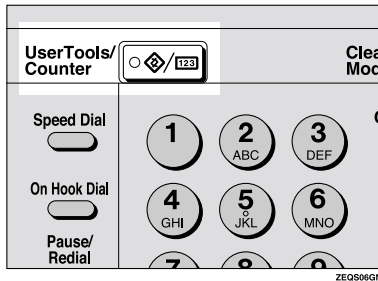
Summer Time / Daylight Saving Time

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends.

Note

- Before you set this function, make sure that your machine's internal clock is correct.

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



User Tools:
1.Counter

2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

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

Fax Features:
3.Setup

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

6 Press **⏪** or **⏩** until "3. Summer Time /DST" is displayed.

Setup:
3.Summer Time /DST

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

8 Use **⏪** or **⏩** to select "On" or "Off".

Select "On" to advance your machine's internal clock one hour, and select "Off" to go back one hour.

Summer Time/DST
[On] Off

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

If you selected "On", "The Clock Advanced By One Hour" is displayed in the display, and if you selected "Off", "The Clock Put Back By One Hour" is displayed.

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

Changing the Initial Setup Transmission

When you turn on the machine or return to Copy mode, the machine returns to the home settings. You can change these home settings so that the machine starts with your most frequently used features selected.

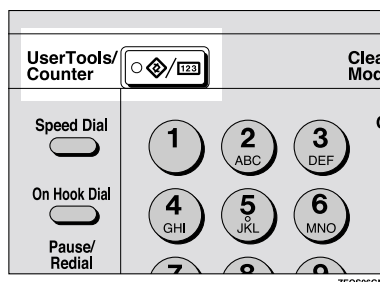
This procedure can be used to change the home settings for the following functions.

- Transmission mode
See Chapter 2 "Faxing" in the Basic Features manual.
- Resolution
See Chapter 2 "Resolution" in the Basic Features manual.
- Photo Original
See Chapter 2 "Original Type" in the Basic Features manual.
- Fax Reset Timer
See Chapter 1 "Starting the Machine" in the Basic Features manual.
- On Hook Timeout
See P.25 "On Hook Dial".

Note

- You can also choose whether the machine returns to the home settings after each communication. See P.72 "User Parameters" (Switch01, Bit7).

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[Left]** or **[Right]** until "4. Initial Setup TX" is displayed and press the **[OK]** key.

Fax Features:
4.Initial Setup TX

The "Initial Setup TX" menu is shown on the display.

- 5** Press **[Left]** or **[Right]** until the mode you want to change is displayed and press the **[OK]** key.

TX Status:
1.Trans. Mode

Note

- If you make a mistake, press the **[Clear/Stop]** key and enter the correct number.

- 6** Select the home setting with the **[Left]** or **[Right]** key then press the **[OK]** key.

◆ Transmission Mode

Trans. Mode: [Memory] Immediate

You can select the either way to send a fax message (Memory Transmission or Immediate Transmission).

◆ Resolution

Resolution: ◀/OK
[Standard]

Resolution: ◀/OK
Detail

Resolution: ◀/OK
Fine

You can select the setting that meets your needs based upon this trade off between speed and image clarity.

◆ Photo Original

Photo Original: ◀/OK
[Text]

Photo Original: ◀/OK
Photo

You can select the setting that meets your needs based upon the appropriate Original Type to optimize image clarity.

◆ Fax Reset Timer

Fax Reset Timer: ◀/OK
[30sec.]

Fax Reset Timer: ◀/OK
1min.

Fax Reset Timer: ◀/OK
3min.

Fax Reset Timer: ◀/OK
5min.

This machine automatically enters the Energy Saver mode if you do not use the machine for a certain period of time. You can select this period from these options.

◆ On Hook Timeout

On Hook Timeout: ◀/OK
1min.

On Hook Timeout: ◀/OK
[3min.]

On Hook Timeout: ◀/OK
5min.

On Hook Timeout: ◀/OK
10min.

This machine automatically cancel the On Hook Dial mode if you do not dial a number from the numeric keypad for a certain period of time after pressing the **[On Hook Dial]** key. You can select this period from these options.

✎ Note

- If you want to change other home settings, repeat steps **5** and **6**.

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

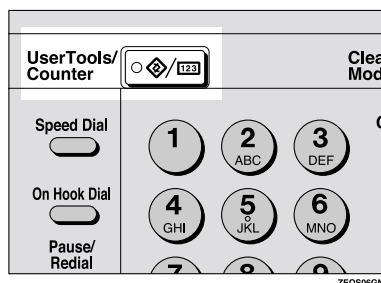
Changing the Initial Setup Reception

The Initial Setup Reception function allows you to change settings for the following reception functions.

- Reception Mode
See Chapter 2 "Selecting the Reception Mode" in the Basic Features manual.
- Checkered Mark
See P.40 "Checkered Mark".
- Center Mark
See P.40 "Center Mark".
- Print RX Time
See P.41 "Reception Time".
- Forwarding
See P.65 "Forwarding".

5

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



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

2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

4 Press **⏪** or **⏩** until "5. Initial Setup RX" is displayed and press the **[OK]** key.

```
Fax Features:
5.Initial Setup RX
```

The "Initial Setup RX" menu is shown on the display.

5 Press **⏪** or **⏩** until the mode you want to change is displayed and press the **[OK]** key.

```
RX Status:
1.Reception Mode
```

Note

- If you make a mistake, press the **[Clear/Stop]** key and enter the correct number.

6 Change the setting using the **⏪** or **⏩** key and press the **[OK]** key.

◆ Reception Mode

```
Reception Mode: /OK
[Manual Receive]
```

```
Reception Mode: /OK
Auto Receive
```

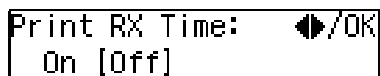
◆ Checkered Mark


```
Checkered Mark: /OK
[On] Off
```

◆ Center Mark

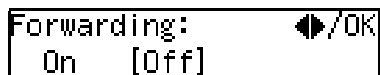
```
Center Mark: /OK
[On] Off
```



◆ Print RX Time



Print RX Time: 
On [Off]

◆ Forwarding



Forwarding: 
On [Off]

✎ Note

- If you wish to change other functions, repeat steps **5** and **6**.
- Select on or off for Checkered Mark, Center Mark, Print RX Time and Forwarding.

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

5

Facsimile User Tools

5

6. Key Operator Settings

Changing Key Operator Settings

This chapter explains about functions the key operator handles.

◆ Key Operator Code

When the Key Operator Code is registered and turned on, user have to enter registered the Key Operator Code (maximum 8 digit) to operate Key Operator Tools. This prevents unauthorized people from changing registration.

✎ Note

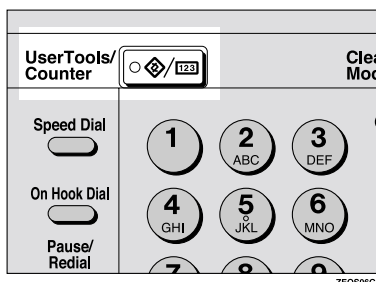
- You can change the Key Operator Code between on and off with "System Settings". See Chapter 2 "Settings You Can Change with the User Tools" in the System Settings.
- When you register or change the key operator access code, see Chapter 2 "13.Key Op. Tools" in the System Settings.

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
Total number of transmitted pages
- Receptions:
Total number of received pages

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



User Tools:
1.Counter

2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

4 Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

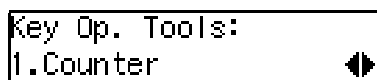
Key Operator Settings

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

 **Note**

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

6 Confirm that "1. Counter" is displayed.



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

The number of pages transmitted is displayed. You can display the number of pages received, scanned, or printed by pressing **[Left]** or **[Right]**.

8 Once you have confirmed the number of pages, press the **[OK]** key.

9 Press the **[Cancel]** key on each display until you reach the stand-by display.

Authorized Reception

This feature helps you to reject junk mail. It lets you specify which terminals you wish to receive fax messages from; the others will be shut out. This is useful if you are very annoyed with someone.

You can register the following:

- 30 Specified Senders (up to 24 characters for each sender)
- Wild Card

 **Important**

- We recommend that you print the Sender/Authorized Reception list and keep it when you register or change a sender. See P.64 "Sender (Authorized Reception) List".

 **Limitation**

- You cannot register a Specified Sender who does not have an Own Name or Own Fax Number.
- You can register up to 30 senders for Forwarding and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. See P.65 "Forwarding".

 **Note**

- To find out a senders Own Name/ Own Fax Number, check the Journal.
- You can specify whether to only receive messages from Specified Senders, or to receive all messages except those from Specified Senders. The default setting is "Receive from Authorized Senders". See P.72 "User Parameters" (Switch08, Bit2).

Switching Authorized Reception On/Off

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

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

- 7** Press **[Left]** or **[Right]** until "2. Authorized RX" is displayed.

Key Op. Tools:
2.Authorized RX

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

Authorized RX:
1.On/Off

Confirm that "1. On/Off" is displayed.

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

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

Authorized RX: **[Left/Right]**/OK
[On] Off

Note

- You can cancel this feature by selecting "Off".

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

Note

- If you have not programmed a specified sender, the message "Press OK to Program Sender Name/Number" is displayed. Press **[OK]** key, go to Step **10** in "Programming specified senders". See P.62 "Programming specified senders".

- 12** Press the **[Cancel]** key on each display until you reach the stand-by display.

Key Operator Settings

Programming specified senders

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "2. Authorized RX" is displayed.

Key Op. Tools:
2.Authorized RX

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

- 8** Press **[Left]** or **[Right]** until "2. Program Sender" is displayed.

Authorized RX:
2.Program Sender

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

- 10** Enter the name for the Specified User.

Enter the other party's name or fax number.

Name/No. : [ABC] OK
ABC

Reference

For details about how to enter names, see Chapter 3 "Entering Text" in the Basic Features manual.

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

- 12** If you want to specify a wildcard, press the **[Left]** or **[Right]** key to select "Yes", or select "No".

Store as Wildcard?
[Yes] No

Reference

See Chapter 3 "Wild Cards" in the Basic Features manual.

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

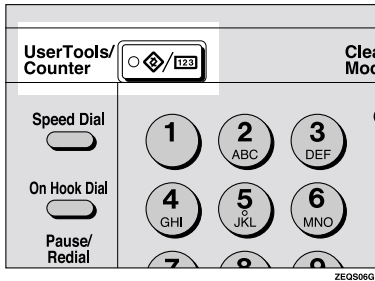
The Specified User is registered.

If you want to register another Specified User, repeat from step **9**.

- 14** Press the **[Cancel]** key on each display until you reach the standby display.

Deleting a Specified Sender (Authorized Reception)

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



User Tools:
1.Counter

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **⏪** or **⏩** until "2. Authorized RX" is displayed.

Key Op. Tools:
2.Authorized RX

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

- 8** Press **⏪** or **⏩** until "3. Delete Sender" is displayed.

Authorized RX:
3.Delete Sender

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

- 10** Press the **⏪** or **⏩** key to select the name of the Specified Sender that you want to delete.

Delete?
ABC

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

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat the above steps from step **9**.

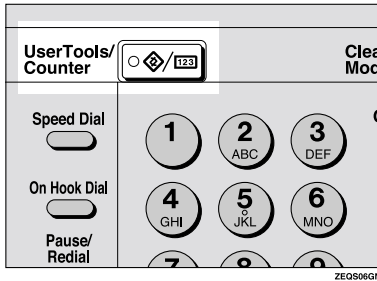
- 12** Press the **[Cancel]** key on each display until you reach the standby display.

Key Operator Settings

Sender (Authorized Reception) List

Print this list to find out which Specified Senders are currently programmed.

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



6 User Tools:
1.Counter

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **⏪** or **⏩** until "2. Authorized RX" is displayed.

Key Op. Tools:
2.Authorized RX

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

- 8** Press **⏪** or **⏩** until "4. Print Sender List" is displayed.

Authorized RX:
4.Print Sender List

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

- 10** Press the **[Start]** key.
The list is printed.

- 11** Press the **[Cancel]** key on each display until you reach the standby display.

Forwarding

Using this feature, you can select messages from Specified Senders to be printed on your machine and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 5 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 24 characters each)
- Wild Cards

Important

- We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

Limitation

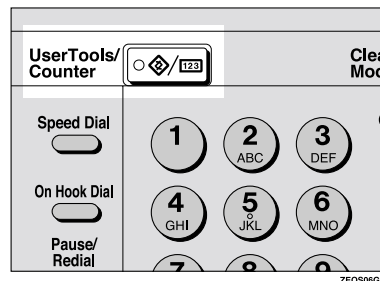
- This feature only works if the incoming message is from another party that has been programmed as a Specified Sender.
- The Forwarding function does not forward messages received with Polling Reception mode.
- You cannot register a sender who does not have an Own Name or Own Fax Number.
- You can register up to 30 senders for Forwarding and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions. See P.60 "Authorized Reception".

Note

- Before using the Forwarding function, register Forwarding Stations and turn Forwarding function on. See P.56 "Changing the Initial Setup Reception".
- You can print a forwarding mark on forward messages. See P.72 "User Parameters" (Switch02, Bit0).
- To register a sender, use an Own Name or Own Fax Number.
- You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.
- You can specify whether or not to print forwarded messages. This feature is called "Local Printing". The default setting is on. See P.72 "User Parameters" (Switch11, Bit6).

Registering Forwarding Stations

- 1 Press the [User Tools] key.



User Tools:
1.Counter

- 2 Press \leftarrow or \rightarrow until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

- 3 Press the [OK] key.

Key Operator Settings

- 4** Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

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

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

 **Note**

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **⏪** or **⏩** until "3. Forwarding" is displayed.

```
Key Op. Tools:
3.Forwarding
```

6

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

- 8** Press **⏪** or **⏩** until "1. Prog. Station" is displayed

```
Forwarding:
1.Prog. Station
```

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

- 10** Press **⏪** or **⏩** to display the number of the forwarding station you want to register.

```
Program?
1:
```

If a forwarding station is already registered, the fax number for that station is displayed.

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

- 12** Enter the other party's fax number with the number keys.

```
Station 1: Press OK
☎1234567890
```

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

The Forwarding Station's fax number is registered.

```
Sender Setting:
1.Program Sender
```

When specifying senders

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

- 2** Enter the other party's name.

Enter the other party's Own Name or Own Fax Number.

```
Name/No. : [ABC] OK
ABC COMPANY
```

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

The name is registered.

- 4** If you want to register the Specified Sender as a Wildcard, press **⏪** or **⏩** to select "Yes" or "No".

```
Store as Wildcard?
[Yes] No
```

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

To register another Specified Sender, repeat the above steps from step **1**.

To register a different Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **9**.

 **Limitation**

- Names for Specified Senders can be up to 24 characters long.

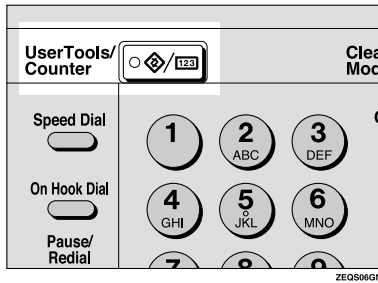
 **Note**

- You can confirm the names and fax numbers of Specified Senders on the Journal.
- You can confirm registered Specified Senders on the Specified Sender list.

- 14** Press the **[Cancel]** key on each display until you reach the stand-by display.

Editing a Forwarding Station

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

- 3** Press the **[OK]** key.
4 Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "3. Forwarding" is displayed.

Key Op. Tools:
3.Forwarding

- 7** Press the **[OK]** key.
8 Press **[Left]** or **[Right]** until "1. Prog. Station" is displayed.

Forwarding:
1.Prog. Station

- 9** Press the **[OK]** key.
10 Press **[Left]** or **[Right]** to display the fax number of the Forwarding Station you want to edit.

Program? /OK
1:1234567890

- 11** Press the **[OK]** key.
12 Press the **[Clear/Stop]** key and enter the Forwarding Station's correct fax number.

Station 1: Press OK
9876543210

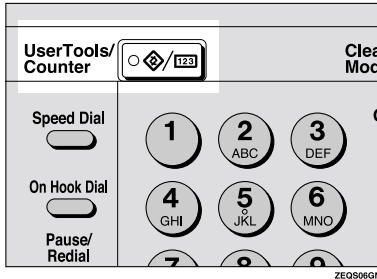
- 13** Press the **[OK]** key.
The fax number is registered.
If you want to edit another Forwarding Station, press the **[Cancel]** key and repeat the above steps from step **9**.

- 14** Press the **[Cancel]** key on each display until you reach the stand-by display.

Key Operator Settings

Deleting a Forwarding Station

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "3. Forwarding" is displayed.

Key Op. Tools:
3.Forwarding

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

- 8** Press **[Left]** or **[Right]** until "2. Delete Station" is displayed.

Forwarding:
2.Delete Station

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

- 10** Press **[Left]** or **[Right]** to display the fax number of the Forwarding Station you want to delete.

Delete? /OK
1:9876543210

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

The Forwarding Station is deleted.

If you want to delete another Forwarding Station, repeat the procedure from step **9**.

- 12** Press the **[Cancel]** key on each display until you reach the standby display.

Deleting a Specified Sender (Forwarding)

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



User Tools:
1.Counter

- 2** Press **[4]** or **[6]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[4]** or **[6]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[4]** or **[6]** until "3. Forwarding" is displayed.

Key Op. Tools:
3.Forwarding

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

- 8** Press **[4]** or **[6]** until "1. Prog. Station" is displayed.

Forwarding:
1.Prog. Station

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

- 10** Press **[4]** or **[6]** to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.

Program?
1:1234567890

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

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

- 13** Press **[4]** or **[6]** until "2. Delete Sender" is displayed.

Sender Setting:
2.Delete Sender

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

- 15** Use **[4]** or **[6]** to display the Specified Sender you want to delete.

Delete?
ABC COMPANY

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

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step **7**.

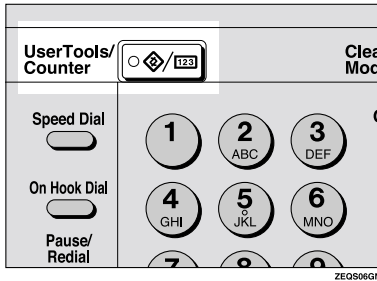
- 17** Press the **[Cancel]** key on each display until you reach the standby display.

Key Operator Settings

Specified Sender/Forwarding Station list

Print this list to find out which Specified Senders are assigned to which Forwarding Stations.

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "3. Forwarding" is displayed.

Key Op. Tools:
3.Forwarding

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

- 8** Press **[Left]** or **[Right]** until "3. Print Sender List" is displayed.

Forwarding:
3.Print Sender List

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

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

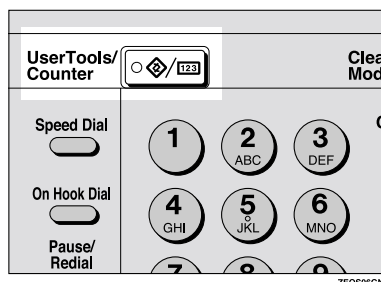
The list is printed.

- 11** Press the **[Cancel]** key on each display until you reach the standby display.

Sender Setting

For Forwarding, select the messages to forward either from all senders, from specified senders.

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



User Tools:
1.Counter

- 2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

- 3 Press the **[OK]** key.
- 4 Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6 Press **⏪** or **⏩** until "3. Forwarding" is displayed.

Key Op. Tools:
3.Forwarding

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

- 8 Press **⏪** or **⏩** until "4. Sender Setting" is displayed.

Forwarding:
4.Sender Setting

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

- 10 Press **⏪** or **⏩** and select "Selected ON" or "All ON".

Sender Setting: ◀/OK
[Selected ON]

Messages are transferred only to the specified party.

Sender Setting: ◀/OK
All ON

Messages are transferred to any party.

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

- 12 Press the **[Cancel]** key on each display until you reach the standby display.

Key Operator Settings

User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

Switches and Bits

User Parameters are divided into Switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Bit Number	7	6	5	4	3	2	1	0
Bit Value	↓	↓	↓	↓	↓	↓	↓	↓
	0	1	0	0	0	0	0	0

6

User Parameter List

The User Parameter switches are outlined below.

* : Default Settings

Switch	Bit	Item	0	1
00	0	Stamp home position	*Off	On
	3, 2, 1	Image density adjustment level home position (the higher level, the greater image density) 001: Level 1 (lightest), 010: Level 2, *011: Level 3, 100: Level 4, 101: Level 5		
01	0	Label Insertion home position	*Off	On
	2	Auto Reduction home position	Off	*On
	5	Fax Header Print home position	Off	*On
	7	Return the machine to the home settings after each communication (Return to default after transmission)	Off	*On

Changing Key Operator Settings

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 (Memory TX)	Off	*On
	2	Automatic printing of the File Reserve Report (Memory TX)	*Off	On
	3	Automatic printing of the File Reserve Report (Polling RX)	*Off	On
	4	Automatic printing of the Communication Result Report (Polling RX)	Off	*On
	5	Automatic printing of the Transmission Result Report (Immediate TX)	Off	*On
	7	Automatic printing of the Journal	Off	*On
04	7	Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report.	Off	*On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	*Not possible (Reception off)
	2, 1	Receive when the machine can not print (Substitute reception during printer error) 00: Enabled unconditionally (Free), *01: Enabled for Own Name/Own Fax Number is received, 10: Enabled for Polling ID match, 11: Disabled (Reception off)		
	4	Restricted Access	*Off	On
	5	Just Size Printing	*Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	*Off	On
06	4	Selecting the Sheet to Print the Quick Dial Label	*Paper label sheet	Transparent label sheet
07	2	Parallel Memory Transmission	Off	*On

Key Operator Settings

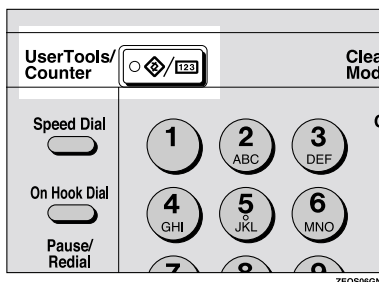
Switch	Bit	Item	0	1
08	2	Authorized Reception type	*Only receive from specified senders	Receive all messages except those from specified senders
10	3	Page Reduction when printing	*Off	On
11	6	Local Print when Forwarding	Off	*On
14	0	Print documents received with Auto Power-On Reception (Night Printing 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
	7	System Parameter List TX	*Off	On
15	2, 1, 0	Select paper feed tray to fix *001: First, 010: Second, 011 Third, 100: Four		
	5	Fixed Input tray	On	*Off
17	2	Whether you need to press the [OK] key after entering a Quick Dial when broadcasting.	*Not Necessary	Necessary
	7	Receive messages by pressing the [Start] key when originals are not set.	Off (The machine does not receive messages by pressing the [Start] key.)	*On (The machine receives messages by pressing the [Start] key.)

6

Changing the User Parameters

- We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See P.76 "Printing the User Parameter List".
- Do not change any bit switches other than those shown on the previous pages.

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



User Tools:
1.Counter

2 Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

4 Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

6 Press **⏪** or **⏩** until "4. User Parameters" is displayed.

Key Op. Tools:
4.User Parameters

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

User Parameters:
1.Change

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

Refer Op. Manual:
Switch 00 :0000 0110

For a list of the switches and settings, see P.72 "User Parameter List".

Use the User Parameters table to look up the number of the switch that you want to change, and then press the **⏪** or **⏩** key to display the number of the switch.

The switch bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

Key to Press	7	6	5	4	3	2	1	0
SW 00:	0	0	0	0	0	0	0	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

9 When you are finished making adjustments, press the **[OK]** key.

User Parameters:
1.Change

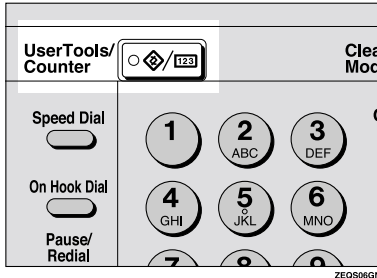
10 Press the **[Cancel]** key on each display until you reach the standby display.

Key Operator Settings

Printing the User Parameter List

Print this list to see the current User Parameter settings.

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "4. User Parameters" is displayed.

Key Op. Tools:
4.User Parameters

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

User Parameters:
1.Change

- 8** Press the **[Left]** or **[Right]** key until "2. Print List" is displayed and press the **[OK]** key.

User Parameters:
2.Print List

- 9** Press the **[Start]** key to print the list.

User Parameters List:
Press Start to Print

Note

- If you press **[Cancel]** before printing starts, the printing stops and the display shown in step **8** appears again.
- 10** Press the **[Cancel]** key on each display until you reach the stand-by display.

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax.

Important

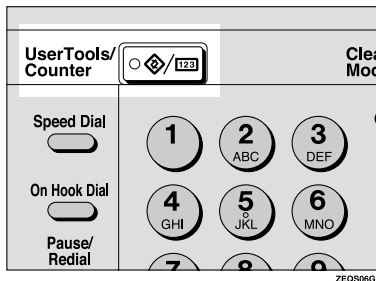
- We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See P.79 "Printing the Personal Code List".

Note

- To enter a Personal Code when sending a fax, follow the steps shown in "Personal Code Transmission". See P.6 "Personal Code Transmission".

Registering Personal Codes

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



User Tools:
1.Counter

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **⏪** or **⏩** until "5. Personal Code" is displayed.

Key Op. Tools:
5.Personal Code

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

- 8** Confirm that "1. Prog. Pers. Code" is displayed and press the **[OK]** key.

Personal Code:
1.Prog. Pers. Code

- 9** Enter the Personal Code (8-digits or less) with the number keys.

Enter Code to Prog.
[11111111] Press OK

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

- 11** Enter the user name.

Name: [ABC] OK
ABC COMPANY

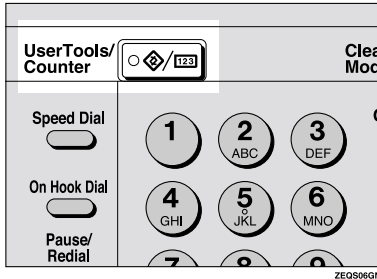
- 12** Press the **[OK]** key.

- 13** Press the **[Cancel]** key on each display until you reach the standby display.

Key Operator Settings

Editing a Personal Code

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "5. Personal Code" is displayed.

Key Op. Tools:
5.Personal Code

- 7** Press the **[OK]** key.
- 8** Confirm that "1. Prog. Pers. Code" is displayed and press the **[OK]** key.

Personal Code:
1.Prog. Pers. Code

- 9** Press **[Left]** or **[Right]** to display the Personal Code for the user name or routing sub-address you want to change.

Program? /OK
11111111:ABC COMPANY

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

- 11** Enter the user name.

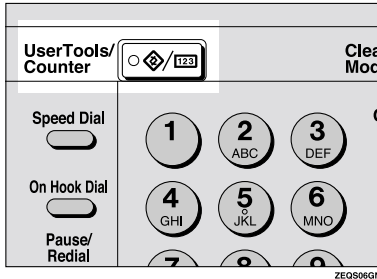
Name: [ABC] OK
DEF COMPANY

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

- 13** Press the **[Cancel]** key on each display until you reach the stand-by display.

Deleting a Personal Code

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



User Tools:
1.Counter

- 2 Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

- 4 Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6 Press **[Left]** or **[Right]** until "5. Personal Code" is displayed.

Key Op. Tools:
5.Personal Code

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

- 8 Press **[Left]** or **[Right]** until "2. Delete" is displayed.

Personal Code:
2.Delete

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

- 10 Press **[Left]** or **[Right]** to display the Personal Code you want to delete.

Delete? /OK
11111111:DEF COMPANY

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

The Personal Code is deleted.

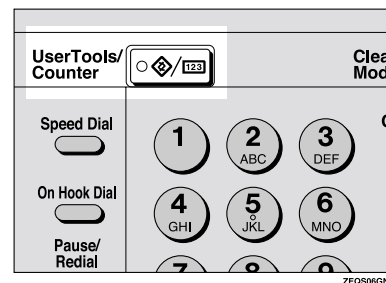
If you want to delete another Personal Code, repeat the above steps from step 9.

- 12 Press the **[Cancel]** key on each display until you reach the standby display.

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

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



User Tools:
1.Counter

Key Operator Settings

- 2** Press **◀** or **▶** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **◀** or **▶** until "6. Key Op. Tools" is displayed.

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

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

 **Note**

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

6

- 6** Press **◀** or **▶** until "5. Personal Code" is displayed.

```
Key Op. Tools:
5.Personal Code
```

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

- 8** Press **◀** or **▶** until "3. Print List" is displayed.

```
Personal Code:
3.Print List
```

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

- 10** Press the **[Start]** key.
The list is printed.

- 11** Press the **[Cancel]** key on each display until you reach the standby display.

Restricted Access

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

 **Preparation**

In order to use this feature you need to register Personal Codes beforehand. See P.77 "Registering Personal Codes".

 **Note**

- When the machine is shipped, this feature is turned off by default. Turn it on or off with the User Parameters. See P.72 "User Parameters" (Switch 05, Bit 4).
- The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:
 - The machine is not used for a certain time
 - A previously set document is removed
 - The current operation is completed
- When Restricted Access is turned on, incoming faxes are received and printed as normal.

- 1** Check that the Restricted Access display is shown.

```
Restricted Access:
Pers. Code[■■■■■■■■]
```

- 2** Enter your personal code with the number keys.

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

Note

- When Restricted Access is turned on and you enter a personal code to use the machine, Personal Code Transmission is selected by default.

Polling ID

Use this procedure to register the Polling ID code.

This ID is required for using the Transfer Request (See P.13 "Transfer Request").

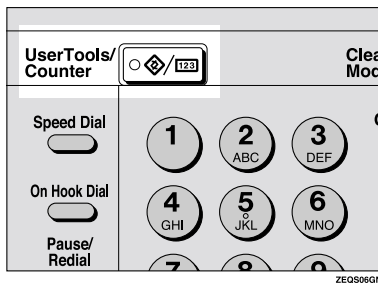
Limitation

- When you use Transfer Request, register the same ID code as that registered on the sender's machine.

Note

- A Polling ID can be any combination of digits (0 - 9) and letters (A - F) except for 0000 and FFFF.

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



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

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

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

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "6. Polling ID" is displayed.

```
Key Op. Tools:
6.Polling ID
```

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

- 8** Enter the Polling ID (4-digits) with the number keys.

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

```
Polling ID: /OK
ID[1111]
```

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

If you want to enter another item, repeat the above steps from step **7**.

- 10** Press the **[Cancel]** key on each display until you reach the standby display.

Key Operator Settings

Line Type

You must register the Line Type before you connect the machine to the line.

Note

- By default, Line Type is set to "Tone".
- This function is not available in some areas.
- If you do not know the type of line you are connected to, select "Tone" and dial a trial number. If the connection was successful, your Line Type is "Tone", if it did not, set the Line Type to "Pulse" and dial a trial number. If the connection was successful, your Line Type is "Pulse".

Limitation

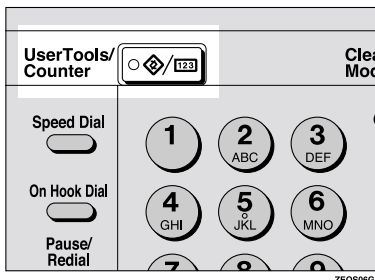
- If you do not correctly set the Line Type, you will be able to receive messages, but you may not be able to send them.

To register the Line Type, perform the following procedure.

Note

- You can edit the registered Line Type by performing the steps for registering the Line Type in the following procedure.

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



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

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

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

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "7. Line Type" is displayed.

```
Key Op. Tools:
7.Line Type
```

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

- 8** Press **[Left]** or **[Right]** and select "Tone" or "Pulse".

```
Line Type:
Pulse [Tone]
```

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

"Function Accepted" is displayed on the screen.

- 10** Press the **[Cancel]** key on each display until you reach the standby display.

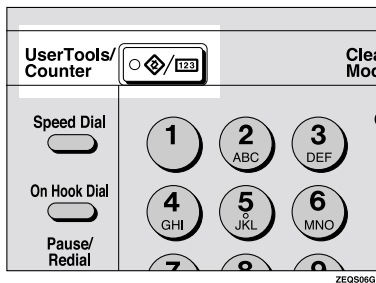
Select Line

When your machine is connected through a PABX, change the Select Line setting to Extension. If it is connected directly to the telephone network, leave it set to Outside.

Note

- After you have registered an outside line access number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".

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



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

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

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

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "8. Select Line" is displayed.

```
Key Op. Tools:
8.Select Line
```

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

- 8** Press **[Left]** or **[Right]** and select "Extension" or "Outside".

```
Select Line:
Extension [Outside]
```

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

"Function Accepted" is displayed on the screen.

- 10** Press the **[Cancel]** key on each display until you reach the standby display.

Key Operator Settings

PSTN Access Number

Use this setting to save having to enter a pause after the outside line access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

Limitation

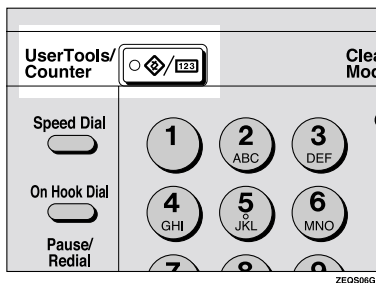
- Outside line access numbers can be up to 2 digits long.
- This feature does not work when using On Hook mode or when dialing from an external telephone.

Note

- After you have registered an outside line access number, set the line to "Extension" in "Select Line". By default, this feature is set to "Outside".

To register an outside line access number perform the following procedure.

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



User Tools:
1.Counter

- 2** Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

- 3** Press the **[OK]** key.
- 4** Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **[Left]** or **[Right]** until "9. PSTN Access No." is displayed.

Key Op. Tools:
9.PSTN Access No.

- 7** Press the **[OK]** key.
- 8** Enter the outside line access number (2-digits) with the number keys.

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

PSTN Access No.: /OK
[00]

- 9** Press the **[OK]** key.
"Programmed" is displayed on the screen.
- 10** Press the **[Cancel]** key on each display until you reach the standby display.

Transfer Report

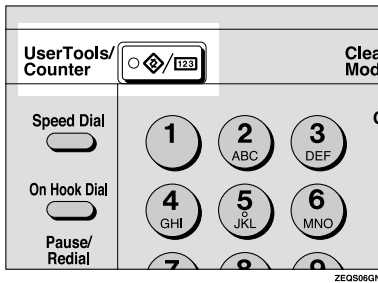
For the requesting party to be able to receive Transfer Result Reports from the Transfer Station, the requesting party must store the number of the telephone line their machine is connected to in their own machine.

Be sure to insert a pause after the area code.

For example, if your fax number is 1-234-567-8900, store the following:

- 1-234-567-8900

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



User Tools:
1.Counter

2 Press **[Left]** or **[Right]** until "4. Fax Features" is displayed.

User Tools:
4.Fax Features

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

4 Press **[Left]** or **[Right]** until "6. Key Op. Tools" is displayed.

Fax Features:
6.Key Op. Tools

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

6 Press **[Left]** or **[Right]** until "10. Transfer Report" is displayed.

Key Op. Tools:
10.Transfer Report

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

8 Enter the fax number with the number keys and **[Pause/Redial]** key.

G3: Press OK
[1-234-567-8900]

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

10 Press the **[Cancel]** key on each display until you reach the standby display.

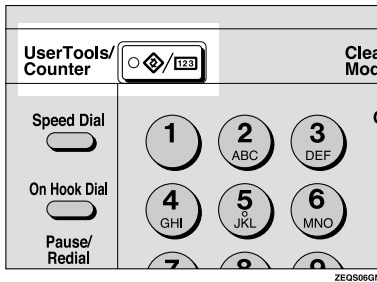
Key Operator Settings

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

When the machine is shipped, this feature is turned on.

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



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

- 2** Press **⏪** or **⏩** until "4. Fax Features" is displayed.

```
User Tools:
4.Fax Features
```

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

- 4** Press **⏪** or **⏩** until "6. Key Op. Tools" is displayed.

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

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

Note

- If the key operator code is registered and turned on, enter the key operator code and press the **[OK]** key.

- 6** Press **⏪** or **⏩** until "11. RDS On/Off" is displayed.

```
Key Op. Tools:
11.RDS On/Off
```

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

- 8** Press **⏪** or **⏩** and select "On" or "Off".

```
RDS On/Off:
[On] Off
```

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

"Function Accepted" is displayed on the screen.

- 10** Press the **[Cancel]** key on each display until you reach the standby display.

7. Troubleshooting

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left you can still send fax messages. However, it is advisable to replace the toner early to avoid poor printing quality.

● **Limitation**

- The File Reserve Report is not printed.

When an Error Report is Printed

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or the receiver's noise on the telephone line etc. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

 **Note**

- If the error happens frequently, contact your service representative.
- The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages that were not sent or received successfully.

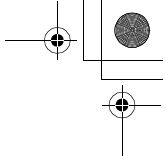
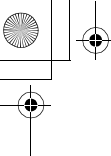
When Power is Turned off or Fails

Even if the **Main Power** switch is turned off, the contents of the machine's memory (programmed numbers etc.) will not be lost. However, if power is lost for about 1 hour through the **Main Power** switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

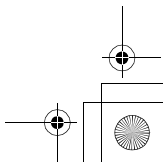
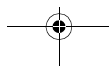
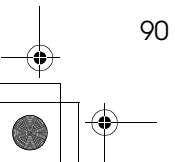
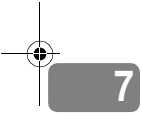
If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If an original stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

Important

- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the **Main Power** switch on for about 24 hours after the power loss occurs.



Troubleshooting



8. Maintaining Your Machine

Replacing the Stamp Cartridge

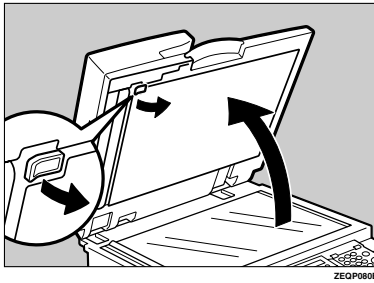
The optional Document Feeder is required.

When the stamp is getting to become lighter, replace the cartridge.

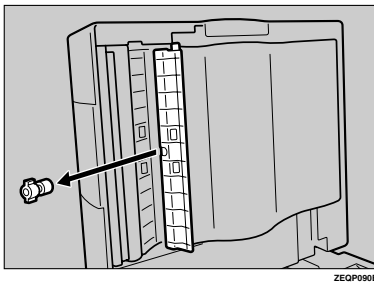
Note

- Use the cartridge specified for this machine.

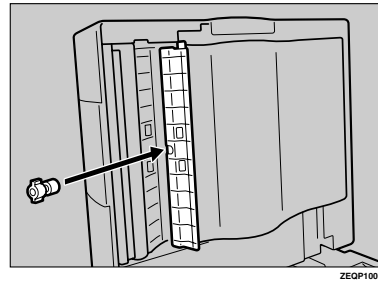
- 1** Lift the Document Feeder and open the stamp cover.



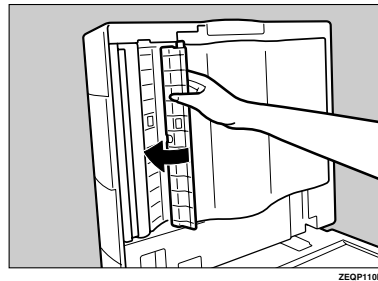
- 2** Pull out the cartridge.



- 3** Set a new cartridge.



- 4** Return the stamp cover to its original position.



- 5** Close the Document Feeder.

Note

- Hold down the center part of the cover to make sure that it is closed completely.

Maintaining Your Machine

8

9. Appendix

Connecting the Machine to a Telephone Line and Telephone

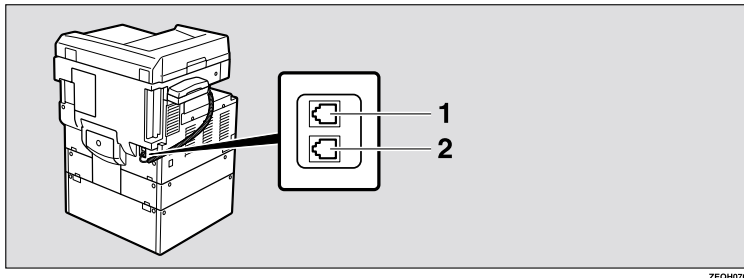
Connecting the Telephone Line

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.

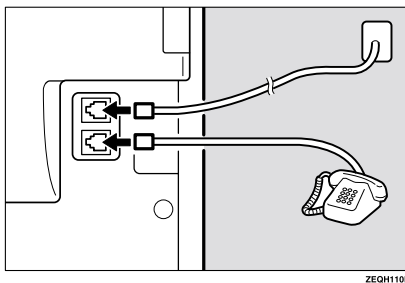
◆ **Where to connect the machine**



1. G3

2. Optional Handset/External Telephone

◆ **When using a modular type connector**



Appendix

Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

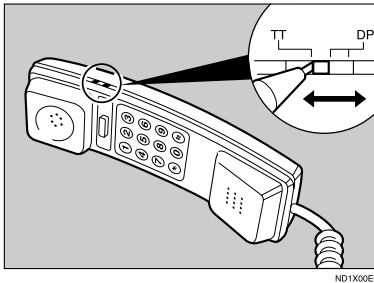
Note

- Some telephone may not be connected or may suffer reduced functionality.

Limitation

- When you use the handset or an optional external telephone with the **[On Hook Dial]** key for telephone calls, you can not talk with the other party without pressing the **[On Hook Dial]** or **[Clear/Stop]** key after taking off the receiver.

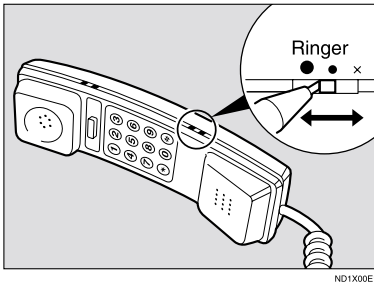
Specifying the handset line type



The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

Adjusting the handset bell volume

9



Adjust the handset ringer volume using the volume switch.

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using "Line Type" in "Key Operator Settings". The default settings is "Tone".

 **Note**

- This setting is not displayed in some areas.

Appendix

Specifications

Standard	G3
Resolution	8×3.85/mm•200×100dpi (Standard), 8×7.7/mm•200×200dpi (Detail), 8×15.4/mm•200×400dpi (Fine)
Transmission Time	3 seconds at 28,800bps, Standard resolution
Data Compression Method	MH, MR, MMR
Maximum Original Size	297×1200mm / 11"×47"
Maximum Scanning Size	297×432mm / 11" × 17"
Print Process	Printing on standard paper using the laser
Transmission Speed	33,600/31,200/28,800/26,400/24,000/21,600/ 19,200/16,800/14,400/12,000/9,600/7,200/4,800/ 2,400bps (auto shift down system)






◆ Power Consumption

Standby mode	135W
Immediate Transmission	185W
Memory Transmission	140W
Memory Reception	125W
Printing	330W
Night Timer Off mode	25W

Acceptable Types of Originals

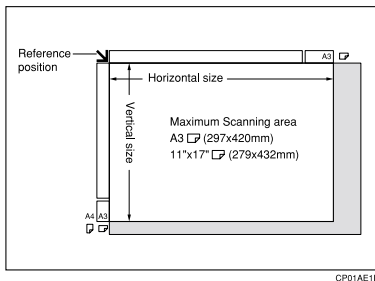
Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and resulting image will be affected.

Acceptable Original Sizes

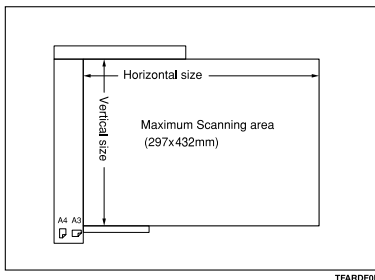
Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	---
Document Feeder (ADF)	Fax transmission: A5  to A3  (up to 1200mm long) 8 1/2"  ×5 1/2"  to 11"×17" (DLT) 	30 sheets (80g/m ² , 20lb)	52-105g/m ² (45-90kg, 14-28lb)

Paper Size and Scanned Area


◆ Exposure Glass



◆ Document Feeder



Note

-  Maximum scanning area is 297×1,200 mm / 11"×47" for 1-Sided original.

Appendix

⚠ Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you set an original larger than DLT/A3 on the exposure glass, only an area of DLT/A3 is scanned.

✎ Note

- Even if an original is correctly placed on the exposure glass or in the Document Feeder, a margin of 3mm around each edge of the original may not be sent.
- If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width.
- The machine detects paper sizes in the following ways.
 - When you set an original in the Document Feeder, an original narrower than about 9.1" (230mm) is scanned as 8¹/₂" width. An original wider than about 10.4" (263mm) is scanned as 11" width. Widths between 9.1" and 10.3" are scanned as 10" width. Originals up to 47" (1200mm) in length can be scanned.
 - Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For how to set non-standard size documents, see P.7 "Choosing the Area to be Scanned Yourself (Irregular Scan Area)".

		Length		
		~12.5"	12.5"~ 13.5"	13.5"~
width	~7.9"	not detected	8 ¹ / ₂ "×13"☐	not detected
	7.9"~ 8.9"	LT☐	8 ¹ / ₂ "×13"☐	8 ¹ / ₂ "×14"☐
	8.9"~	LT☐	not detected	11"×17"☐

9

💡 Maximum Scan Area

Memory Transmission/Immediate Transmission *1

- From the Document Feeder: 11"×17" / 297×432mm (W×L)
- From the exposure glass: 11"×17" / 297×432mm (W×L)

*1 In the immediate transmission, the maximum scan area varies according to the resolution.

Function List

Advanced Transmission Features

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	P.4 " <i>Sending at a Specific Time (Send Later)</i> "
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P.6 " <i>Personal Code Transmission</i> "
Irregular Scan Area	When sending a non-standard size original, this feature specifies the length and width. The machine scans the original in the specified size.	P.7 " <i>Choosing the Area to be Scanned Yourself (Irregular Scan Area)</i> "
Fax Header Print	You can print a message including the name registered as the Fax Header on the received message for each file.	P.9 " <i>Fax Header Print</i> "
Label Insertion	If you register the receiver's name in a Quick Dial or Speed Dial, the receiver's name is automatically printed at the top of the received message.	P.10 " <i>Label Insertion</i> "
Auto Reduction	If the receiver uses paper narrower than the message, it is reduced to fit a paper size available on the receiving party's machine before being sent.	P.11 " <i>Auto Reduction</i> "
Polling Reception	Sends a transmission request to the other party and receives a message from the receiver.	P.12 " <i>Polling Reception</i> "
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	P.13 " <i>Transfer Request</i> "

Appendix

Communication Information

Feature name	Description	Reference
Canceling Transmission or Reception	This feature cancels a file (reservation) for Memory Transmission, Transfer Request, Polling Reception.	P.15 "Canceling Transmission or Reception"
Displaying the Transmission Result	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	P.17 "Checking the Transmission Result (TX File Status)"
Displaying the Reception Result	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	P.18 "Checking the Reception Result (RX File Status)"
Printing the TX File List	The transmission file list can be manually printed. This list allows you to know the files stored in memory or the file numbers.	P.19 "Printing a List of Files in Memory (Print TX File List)"
Printing a stored Message	Prints the contents of a fax that is stored in memory and has not been sent yet.	P.20 "Printing a Stored Message"
Printing the Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	P.21 "Printing the Journal"
Displaying the Memory Status	The status of the memory is shown on the display.	P.22 "Displaying the Memory Status"

User Tools

Feature name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination only by pressing the Quick Dial key.	Chapter3 "Quick Dial" in the Basic Features manual.
Register/Delete Speed Dial	When you register a destination in a speed dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.	Chapter3 "Speed Dial" in the Basic Features manual.
Register/Delete Group Dial	If you program a several destinations into a Group, you can dial with just a few key-strokes.	Chapter3 "Groups" in the Basic Features manual.
Assigning User Function Keys	Stores a frequently used function in a User Function Key ([F1] to [F3]).	P.47 "Assigning User Function Keys"
Reports/Lists	This feature allows you to print various reports and lists manually. You can print the following reports and lists: <ul style="list-style-type: none"> • Journal • Transmission File List • Quick Dial list • Speed Dial list • Group Dial list • Quick Dial Label 	P.49 "Printing Reports/Lists"
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	Chapter4 "Adjusting Volume" in the Basic Features manual.
Date/Time	Adjusts the date and the time as a reference.	P.51 "Setting the Date and Time"
Summer Time/DST	Allows you to advance or put back the clock by one hour.	P.53 "Summer Time / Daylight Saving Time"
Fax Information	Registers your Own Name, Fax Header and Own Fax Number.	Chapter3 "Own Name / Fax Header / Own Fax Number" in the Basic Features manual.

Appendix

Feature name	Description	Reference
Initial Setup TX	Allows you to change following transmission function settings: <ul style="list-style-type: none"> • Transmission • Resolution • Photo Original • Fax Reset Timer • On Hook Timeout 	P.54 <i>"Changing the Initial Setup Transmission"</i>
Initial Set Up RX	Allows you to change following reception settings: <ul style="list-style-type: none"> • Reception Mode • Checkered Mark • Center Mark • Print RX Time • Forwarding 	P.56 <i>"Changing the Initial Setup Reception"</i>
Counters	Check the transmission, reception, and totals on the display.	P.59 <i>"Counters"</i>
Authorized Reception	When you register Specified Senders in advance, you can restrict senders from whom you receive message.	P.60 <i>"Authorized Reception"</i>
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	P.65 <i>"Forwarding"</i>
Changing User Parameters	Allows you to change the function settings to meet your needs.	P.72 <i>"User Parameters"</i>
Printing User Parameter List	Allows you to print and check User Parameter settings.	P.76 <i>"Printing the User Parameter List"</i>
Personal Code	Registers personal codes for each user. When each user enters a personal code when sending messages, you can check the machine usage by user. Personal Code is also used for Restricted Access.	P.77 <i>"Personal Codes"</i>
Polling ID	Registers ID required for using the Transfer Request.	P.81 <i>"Polling ID"</i>
Line Type	Registers the type of line (Tone or Pulse) you are connected to.	P.82 <i>"Line Type"</i>

Function List

Feature name	Description	Reference
Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	P.83 "Select Line"
PSTN Access Number	Allows you to specify the code used to access an outside line when you dialing.	P.84 "PSTN Access Number"
Transfer Report	Register a number for receiving Transfer Result Reports from the Transfer Station.	P.85 "Transfer Report"
RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	P.86 "RDS (Remote Diagnostic System)"

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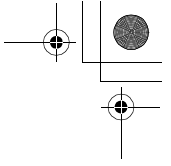
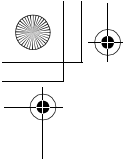
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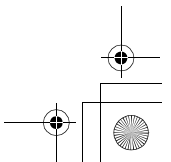
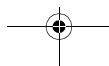
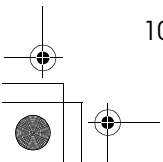
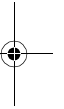
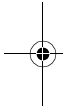
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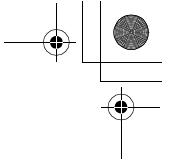
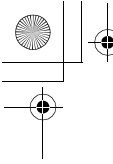
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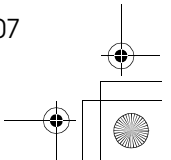
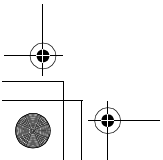
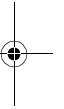
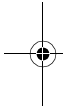


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