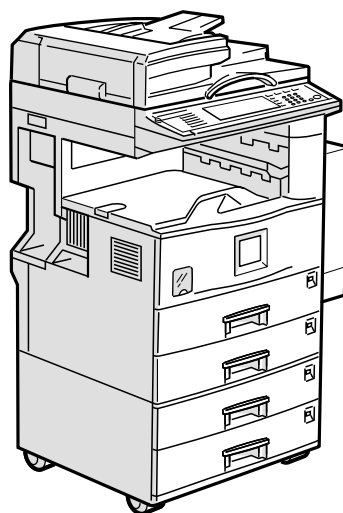




Fax Option Type 1027

Operating Instructions Facsimile Reference (option) <Advanced Features>



ZFGH130E

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



Fax Option Type 1027 Operating Instructions




Introduction

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

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

Notes:

Some illustrations might be slightly different from your machine.

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

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

Important

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

Available Options

- Fax Function Upgrade Unit (Fax Function Upgrade Type 185)
- ISDN Unit (ISDN Option Type 1027)
- Extra G3 Interface Unit (G3 Interface Unit Type 1027)
- Expansion Memory (32MB: DIMM)

Supplies

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



Declaration of Conformity

Notice to Users in EEA Countries

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

Notice to Users Accessing Analog PSTN in EEA Countries

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

Notice to Users Accessing ISDN in EEA Countries

This product is designed to be able to access ISDN in all EEA countries without requiring changes to software switch settings. In the event of problems, please contact your service representative in the first instance.

The CE Declaration of Conformity is available on the Internet at URL; http://www.ricoh.co.jp/fax/ce_doc/.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

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

CAUTION:

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

* The statements above are notes for your safety.

Important

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

Preparation

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

Note

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

Limitation

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

Reference

This symbol indicates a reference.

[]

Keys that appear on the machine's display panel.

[]

Keys built into the machine's control panel.

TABLE OF CONTENTS

Manuals for This Machine	1
Advanced Features (this manual)	1
Basic Features	1

1. Transmission Mode

Overview	3
Sending at a Specific Time (Send Later)	4
Priority Transmission	6
Confidential Transmission	7
Polling Transmission	10
Polling Transmission Clear Report.....	12
Polling Reception	13
Polling Reserve Report	15
Polling Result Report	15

2. Checking and Canceling Transmission Files

Checking Destinations	17
Canceling a Transmission	19
Deleting a Destination	21
Adding a Destination	22
Changing the Transmission Time	23
Printing a File	25
Re-sending a File	26
Printing a List of Files in Memory (Print TX File List)	27

3. Communication Information

Printing the Journal	29
Checking the Transmission Result (TX File Status)	31
Checking the Reception Result (RX File Status)	32
Displaying the Memory Status	33
Printing a Confidential Message	34
Confidential File Report.....	35
Printing a File Received with Memory Lock	36
Personal Boxes	38
Personal Boxes	38
Printing Personal Box Messages	38

Information Boxes	40
Information Boxes	40
Storing Messages in Information Boxes.....	40
Printing Information Box Messages	42
Deleting Information Box Messages	43

4. Transmission Features

Handy Dialing Functions	45
Chain Dial.....	45
Redial	45
Advanced Features	47
SUB Code	47
SID Code.....	48
SEP Code	48
PWD Code	50
Transfer Request	50
Sub-address.....	53
UUI	54
On Hook Dial	56
Manual Dial	57
Changing the Line Type	58
Sub Transmission Mode	60
Book Fax	60
2-Sided Transmission (Double-Sided Transmission)	61
Standard Message Stamp.....	62
Sending an Auto Document	63
Sending a Stored Document	64
Stamp.....	70
Transmission Options	71
More Transmission Functions	76
If Memory Runs Out While Storing an Original	76
Parallel Memory Transmission	76
Checking the Transmission Result.....	77
Automatic Redial	77
Batch Transmission.....	77
ECM (Error Correction Mode)	77
Broadcasting Sequence	78
Checking the Transmission Progress	78
Dual Access	78
Transmission with Image Rotation	78
Simultaneous Broadcast	78
JBIG Transmission	79
Printed Report	80
Memory Storage Report.....	80
Transmission Result Report (Memory Transmission)	80

Communication Failure Report	80
Transmission Result Report (Immediate Transmission)	81

5. Reception Features

Reception	83
Immediate Reception	83
Memory Reception	83
Substitute Reception	84
Screening Out Messages from Anonymous Senders	84
When the Receive File Indicator is Lit	86
When the Confidential File Indicator is Lit or Blinking	86
Reception Functions	87
Transfer Station	87
Transfer Result Report	88
ID Reception (Closed Network)	88
JBIG Reception	88
Auto Fax Reception Power-up	88
Printing Functions	90
Print Completion Beep	90
Checkered Mark	90
Center Mark	90
Reception Time	90
2-Sided Printing	91
180 Degree Rotation Printing	92
Multi-copy Reception	92
Image Rotation	93
Combine 2 Originals	93
Page Separation and Length Reduction	94
Reverse Order Printing	94
Page Reduction	95
Sender's Own Fax Number Print	95
CIL/TID Print	95
When There is No Paper of the Correct Size	97
Having Incoming Messages Printed on Paper from the Bypass Tray	99
Where Incoming Messages are Delivered - Output Tray	101
G3/G4 Separate Tray	101
Tray Shift	101

6. Simplifying the Operation

Programs	103
Registering Keystroke Programs	103
Deleting a Program	106
Using the Document Server	108
Storing a Document	108
Manage File	111
Delete File	113

7. Facsimile Features

Accessing the User Tools	115
Function Map	116
Program/Delete Menu	119
Changing the Order of the Quick Dial Table	119
Programming Title of the Quick Dial Table	120
Programming Standard Messages.....	122
Deleting Standard Messages	123
Storing and Changing an Auto Document.....	124
Deleting an Auto Document	126
Programming and Changing a Scan Size	126
Deleting a Scan Size.....	128
Reports/Lists	130
General Setting/Adjustment	131
Reception Mode	137

8. Key Operator Setting

Changing Key Operator Settings	141
Counters.....	141
Forwarding	141
Memory Lock.....	144
ECM	145
Changing the User Parameters.....	146
Special Senders to Treat Differently	151
Box Settings	161
Transfer Report	173
Programming a Confidential ID	174
Programming a Polling ID	175
Programming a Memory Lock ID	176
Selecting Dial/Push Phone.....	177
Programming ISDN G3 Line	178
Programming ISDN G4 Line	179
RDS (Remote Diagnostic System).....	181

9. PC FAX Features

Setting PC FAX Properties	183
Basic Transmission	185
Address Book.....	186
Printing.....	187
LAN FAX Operation Messages	187

10.Troubleshooting

When Toner Runs Out.....	189
When Power is Turned Off or Fails.....	190

11.Appendix

Replacing the Stamp Cartridge	191
Connecting the Machine to a Telephone Line and Telephone.....	192
Connecting the Telephone Line	192
Connecting the Machine to ISDN	193
Selecting the Line Type.....	193
Multi-port	193
Optional Equipment	195
Fax Function Upgrade Unit	195
Expansion Memory (32MB: DIMM)	195
ISDN Unit (ISDN Option Type 1027).....	195
Extra G3 Interface Unit (G3 Interface Unit Type 1027)	196
Specifications	197
Acceptable Types of Originals	198
Acceptable Original Sizes	198
Original Sizes Difficult to Detect.....	199
Paper Size and Scan Area.....	199
Function List	202
Transmission Mode.....	202
Advanced Features	202
Sub Transmission Mode	203
Communication Information	204
Facsimile Features.....	205
INDEX.....	209

Manuals for This Machine

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

Advanced Features (this manual)

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

Basic Features

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

❖ **Chapter 1 Getting Started**

Describes the parts of the machine and control panel.

❖ **Chapter 2 Faxing**

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

❖ **Chapter 3 Setup**

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

❖ **Chapter 4 Troubleshooting**

Explains how to adjust the volume of sounds generated by the machine and how to interpret error messages.

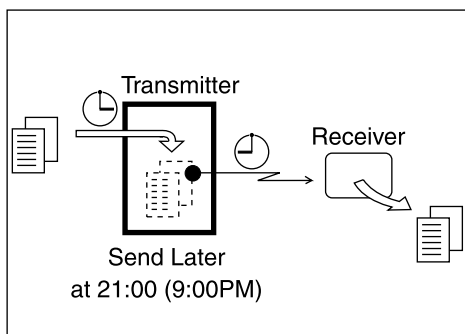
1. Transmission Mode

Overview

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

Sending at a Specific Time (Send Later)

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.



ND1X01E4

For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ P.136 "Program Economy Time"

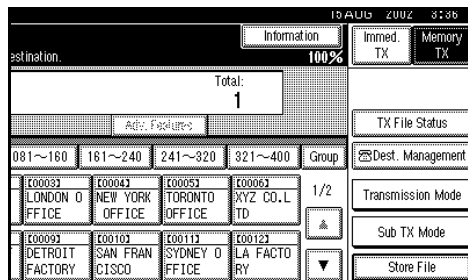
Then if you have a non-urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will be sent during Economy Transmission time.

Note

- You can not specify a time more than 24 hours later.
- This feature is only available with Memory Transmission.
- If the current time shown on the display is not correct, change it. ⇒ "Timer Setting" in the System Reference manual
- If you wish to use Economy Transmission, program the time when your phone charges are cheaper.

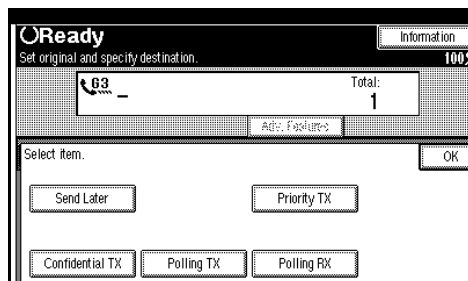
1 Place your original, and then select any scan settings you require.

2 Press [Transmission Mode].

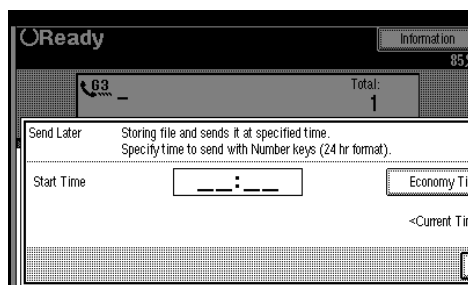


The Transmission Mode menu appears.

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



4 Enter the time with the number keys (24 hr format) or press [Economy Time].



Note

- When entering numbers smaller than 10, add a leading zero.

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
- To cancel your procedure, press **[Cancel]** and the display will return to the Transmission Mode menu.

5 Press **[OK]**.

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

6 Press **[OK]**.

The initial display is shown.

 **Note**

- To check settings, press **[Transmission mode]**.

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

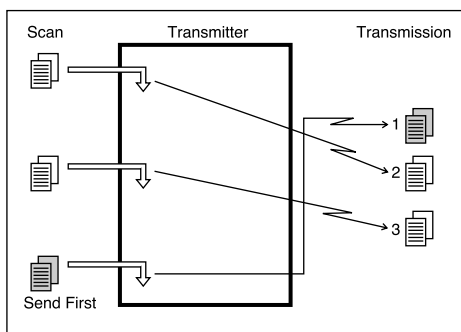
 **Note**

- You can cancel a message transmission set up for Send Later. ⇒ P.19 *“Canceling a Transmission”*

Priority Transmission

1

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

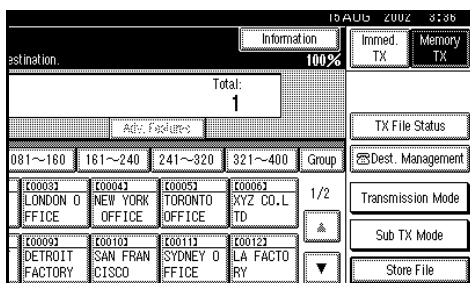


Limitation

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

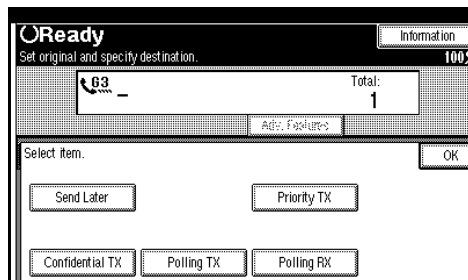
1 Place your original, and then select any scan settings you require.

2 Press [Transmission Mode].



The Transmission Mode menu appears.

3 Select [Priority TX].



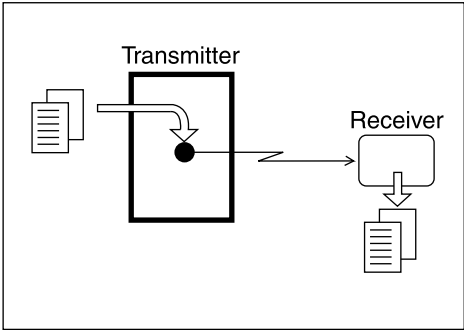
4 Press [OK].

The initial display is shown.

5 Dial, and then press the [Start] key.

Confidential Transmission

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



ND1X01E5

Preparation

If you install the optional Expansion Memory, program the Confidential ID. => P.174 "Programming a Confidential ID"

There are two types of Confidential Transmission:

❖ Default ID

It is not necessary to enter an ID when transmitting. The other party can print the message by entering the Confidential ID programmed in their machine.

❖ ID Override

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

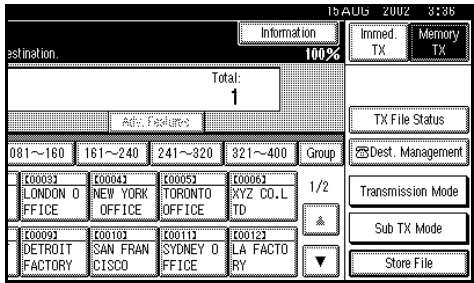
! Limitation

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

📖 Note

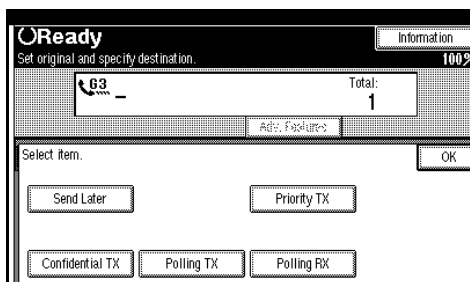
- We recommend that you program the Confidential ID beforehand. => P.174 "Programming a Confidential ID"
- An ID can be any 4 digit number except 0000.
- When the machine is not the same make, you can use Confidential Transmission using "SUB Code". => P.47 "SUB Code"

- 1** Place your original, and then select any scan settings you require.
- 2** Press [Transmission Mode].



The Transmission Mode menu appears.

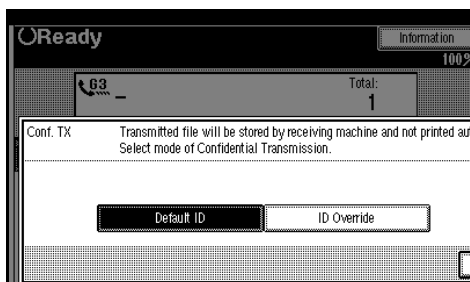
3 Select [Confidential TX].



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

Default ID

1 Check that [Default ID] is selected.

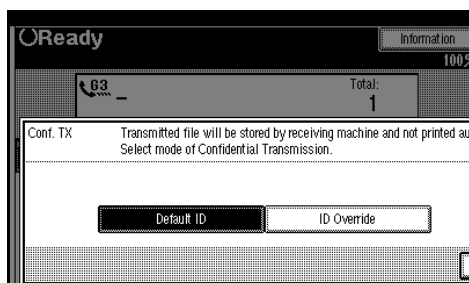


Note

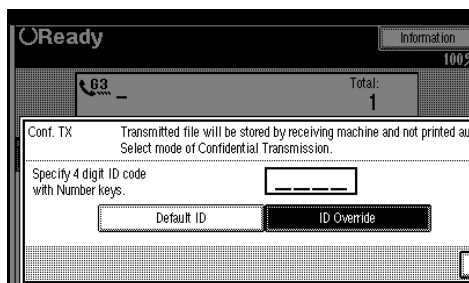
- If [Default ID] is not selected, press [Default ID].
- To cancel the procedure, press [Cancel]. The display will return to the Transmission Mode menu.

Override ID

1 Press [ID Override].



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



Note

- To cancel this procedure, press [Cancel]. The display will return to the Transmission Mode menu.
- 3 If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.

5 Press[OK].

The Transmission Mode menu is shown.

[Confidential TX] is highlighted, and the type of Confidential Transmission is shown .

6 Press [OK].

The initial display is shown.

Note

- To check settings, press [Transmission mode] .

7 Dial, and then press the **【Start】** key.

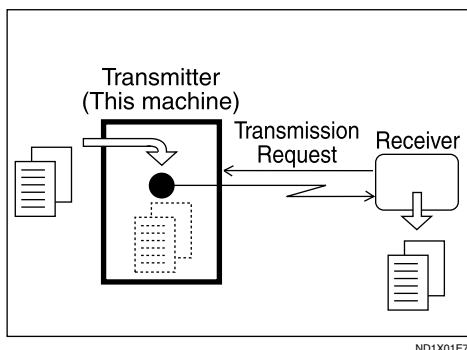
 **Note**

- For details on deleting a Confidential Transmission, see P.19 *“Canceling a Transmission”*.

Polling Transmission

1

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



There are three types of Polling Transmission.

❖ Free Polling Transmission

It is not necessary to enter the Polling ID during the procedure. Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

❖ Default ID TX

It is not necessary to enter the Polling ID during the procedure. The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

❖ ID Override Transmission

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

● Limitation

- Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- Usually, only machines of the same make that support Polling Reception can perform ID Polling Transmission. However, when the Information Box File function is used, and the other party's fax machine supports Polling Transmission and the "SEP" feature, you can still carry out a polling transmission with an ID. ⇒ P.38 "Personal Boxes"

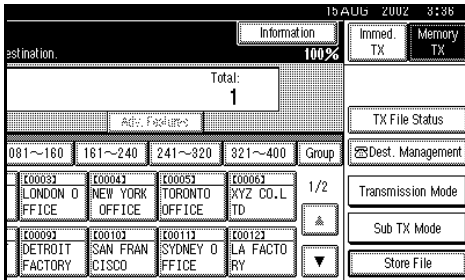
✎ Note

- Before using "Default ID Polling" and "Override ID Polling", you need to program the Polling ID.
- "Free Polling" and "Default ID Transmission" allow only one file to be stored in memory.
- "ID Override Transmission" allows a file to be stored in memory for each ID; a total of up to 400 (800 with optional Fax Function Upgrade Unit) files for varying ID's can be stored.
- A polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

- The communication fee is charged to the receiver.

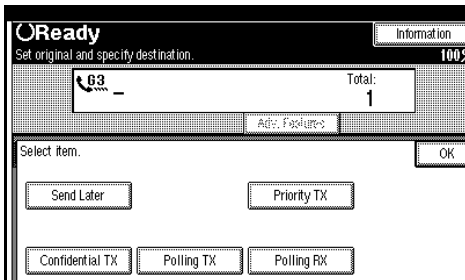
1 Place your original, and then select any scan settings you require.

2 Press [Transmission Mode].



The Transmission Mode menu appears.

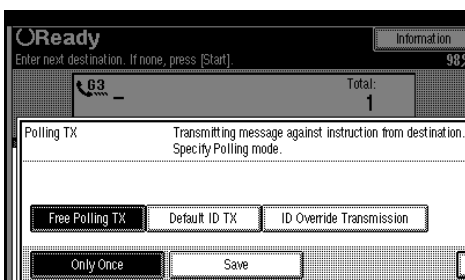
3 Select [Polling TX].



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

Free Polling TX

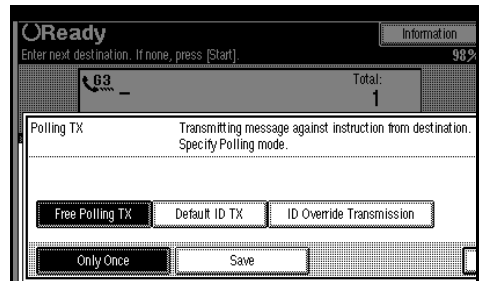
1 Check that [Free Polling TX] is selected.



2 If [Free Polling TX] is not selected, press [Free Polling TX].

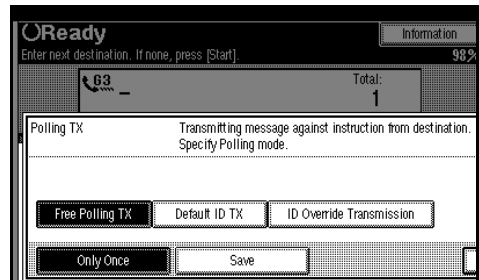
Default ID Polling TX

1 Select [Default ID TX].

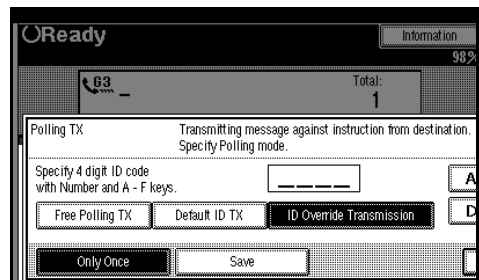


ID Override Transmission

1 Select [ID Override Transmission].



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



Note

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

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

 **Note**

- To delete the message immediately after transmission, select **[Only Once]**.
- To repeatedly send the message, select **[Save]**.
- To cancel this procedure, press **[Cancel]**. The display will return to the Transmission Mode menu.

6 Press **[OK]**.

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

7 Press **[OK]**.

The initial display is shown.

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

Polling Transmission Clear Report

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

 **Limitation**

- This report is not printed if the User Parameters are set to allow the stored documents to be repeatedly sent (Save). ⇒ P.146 *“Changing the User Parameters”*(Switch11, Bit7)

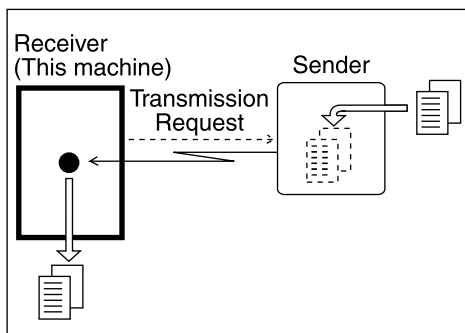
 **Note**

- You can choose whether this report is printed. ⇒ P.146 *“Changing the User Parameters”*(Switch03, Bit6)
- You can also check the result of Polling Transmission in ⇒ P.29 *“Printing the Journal”*

- You can choose whether a portion of the sent image is printed on the report. Set this with the User Parameters. ⇒ P.146 *“Changing the User Parameters”*(Switch04, Bit7)
- You can set whether a Polling Transmission file is deleted after being transmitted in "User Parameters". If you want to save the file to transmit repeatedly, select "Standby (Save)". ⇒ P.146 *“Changing the User Parameters”*(Switch 11, Bit7)

Polling Reception

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



ND1X01E8

There are two types of Polling Reception.

❖ Default ID/Free Polling RX (Reception)

Use this method for Free Polling or Default ID Polling. If the Polling ID is programmed in your machine, any messages waiting in the transmitting machine with the same ID are received. If the other machine does not have any messages waiting with the same Polling ID, any messages that do not require ID are received (Free Polling).

❖ ID Override Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides the stored Polling ID.

Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

📌 Limitation

- For ID Polling Reception, program a Polling ID in advance. ⇒ P.175 "Programming a Polling ID"
- Polling Reception requires that the other machine can perform Polling Transmission.
- Usually, you can only receive documents with a polling ID from machines of the same make that support the polling function. However, if the other party's fax machine supports Polling Transmission and the "SEP" function, and also has stored IDs, you can still perform Polling Reception. ⇒ P.48 "SEP Code"
- To receive a message sent by any Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to specify the same polling ID as the sender's.
- To receive a message sent by any Free Polling Transmission, it is not necessary to specify the same polling ID as the sender's.

📌 Note

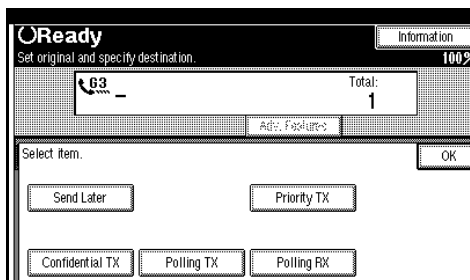
- A Polling ID may be any four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

1 Press [Transmission Mode].

15 AUG 2002 3:38				Information	Immed. TX	Memory TX
Destination:				Total: 100%		
				TX File Status		
Act. Facilito				Dest. Management		
081~160	161~240	241~320	321~400	Group		
E00033 LONDON OFFICE	E00041 NEW YORK OFFICE	E00053 TORONTO OFFICE	E00063 XYZ CO.,LTD	1/2	Transmission Mode	
E00093 DETROIT FACTORY	E00103 SAN FRAN CISCO	E00113 SYDNEY OFFICE	E00123 LA FACTORY		Sub TX Mode	
					Store File	

The Transmission Mode menu appears.

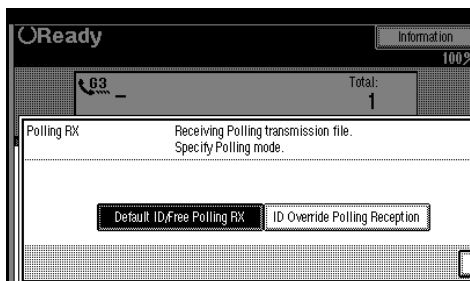
2 Select [Polling RX].



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

Default ID/Free Polling RX

1 Check that [Default ID/Free Polling RX] is selected.

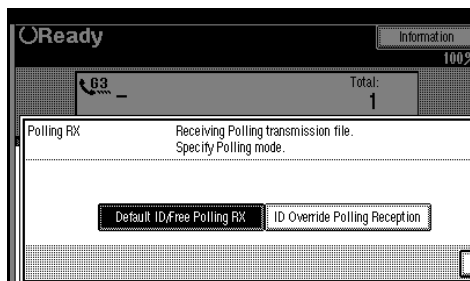


If [Default ID/Free Polling RX] is not selected, press [Default ID/Free Polling RX].

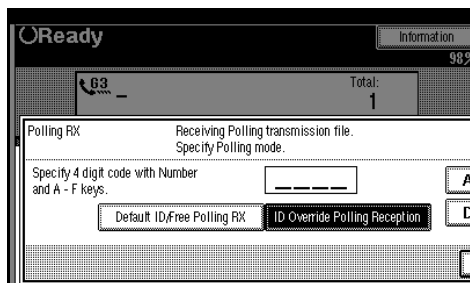
To cancel this procedure, press [Cancel]. The display will return to the Transmission Mode menu.

ID Override Polling Reception

1 Press [ID Override Polling Reception].



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



Note

- If you make a mistake, press the [Clear/Stop] key or [Clear] and try again
- To cancel this procedure, press [Cancel]. The display will return to the Transmission Mode menu.

4 Press [OK].

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

5 Press [OK].

The initial display is shown.

6 Dial, and then press the [Start] key.

Polling Reserve Report

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

 **Note**

- You can choose whether this report is turned on. Set this with the User Parameters. (Switch03, Bit3)

Polling Result Report

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

 **Note**

- You can also check the result of Polling Reception in "Printing the Journal". ⇒ P.29 "*Printing the Journal*"
- You can choose whether this report is turned on. Set this with the User Parameters. (Switch03, Bit4)

2. Checking and Canceling Transmission Files

After you have pressed the **[Start]** key (after scanning originals), you can check, edit, or cancel the destination or transmission settings. You can also print a stored originals or a list of stored files. This feature is available for the following functions.

- Memory Transmission
- "Confidential Transmission" ⇒ P.7
- "Transfer Request" ⇒ P.50
- "Polling Reception" ⇒ P.13
- "Polling Transmission" ⇒ P.10

Limitation

- ❑ You cannot check or edit a file being sent or received. Also a Confidential Transmission file or stored file to be printed as a report cannot be checked or edited.

Note

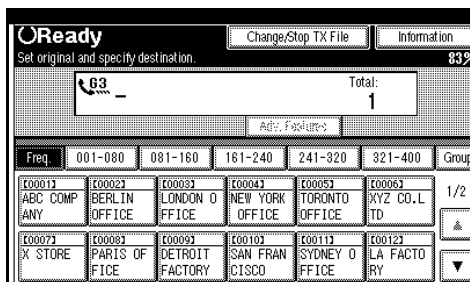
- ❑ There is no file being sent, received or stored by Memory Transmission, if **[Change/Stop TX File]** does not appear on the display.

Reference

⇒ Chapter 2, "Memory Transmission" in the Basic Features manual

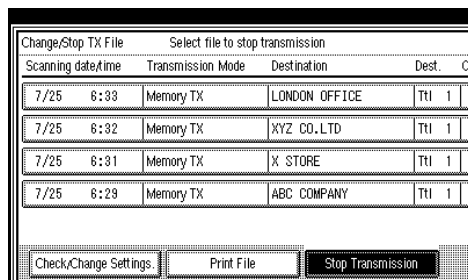
Checking Destinations

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

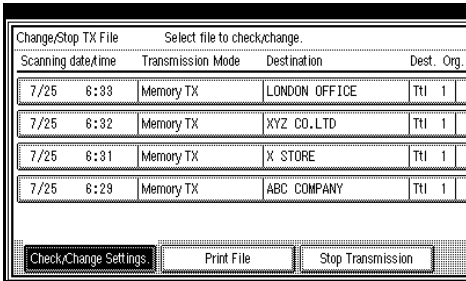


2 Select **[Check/Change Settings]**.

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number, and Status are displayed.



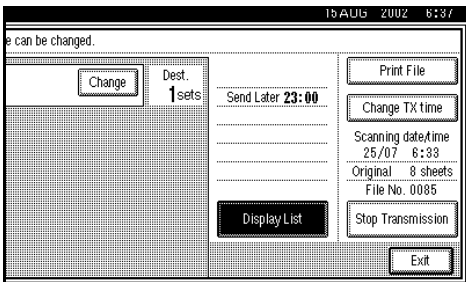
3 Select files to be changed or checked.



Note

- If the desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].
- If there are multiple destinations for a file, only the destination selected first is displayed.
- If there are multiple destination for a file, only the number of destinations that have not been sent the file are displayed.

4 Check a file, and then press [**Exit**].



5 Press [**Exit**].

The initial display is shown.

Canceling a Transmission

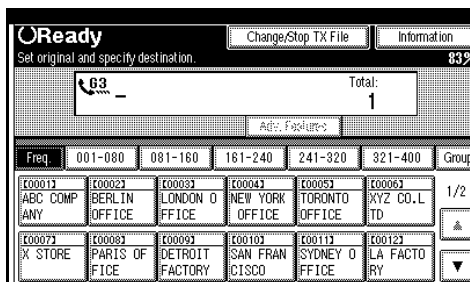
You can cancel a transmission of a file when the file is being sent, stored in memory or fails to transmit. All the scanned data is deleted from memory.

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

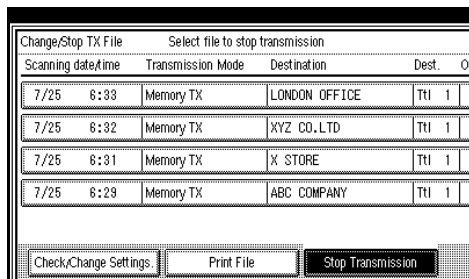
Note

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

1 Press [Change/Stop TX File].



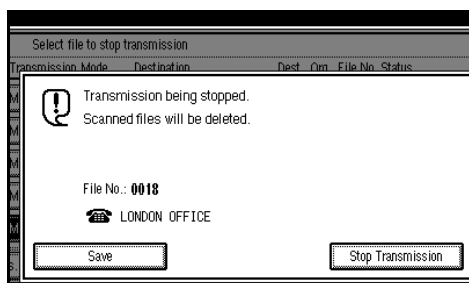
2 Select the file whose transmission you want to cancel.



Note

- If the desired file is not shown, press [▲ Prev.] or [▼ Next].
- To display only the files being sent, press [Files under TX].
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- If there are multiple destinations for a file, only one destination can be displayed. To display all destinations, press [Check/Change Settings].

3 Press [Stop Transmission].



The file displayed is deleted.

Note

- To not cancel transmission, press [Save].

- To cancel another transmission, repeat step **2**.

4 Press [Exit].

The initial display is shown.

2

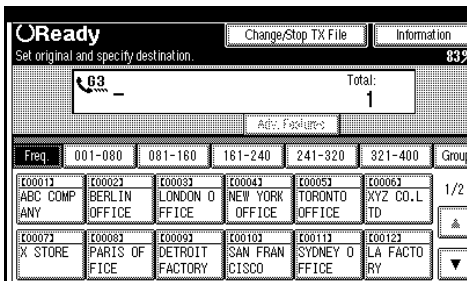
Deleting a Destination

You can delete destinations.

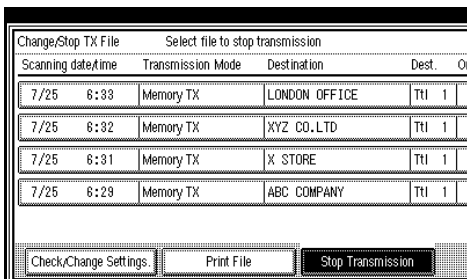
Note

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

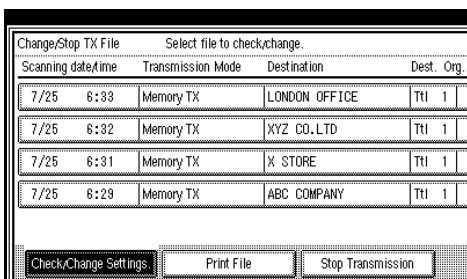
1 Press [Change/Stop TX File].



2 Press [Check/Change Settings].



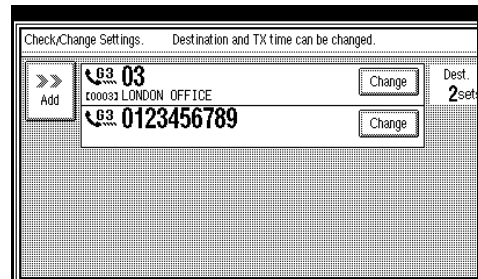
3 Select the file from which you want to delete a destination.



Note

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

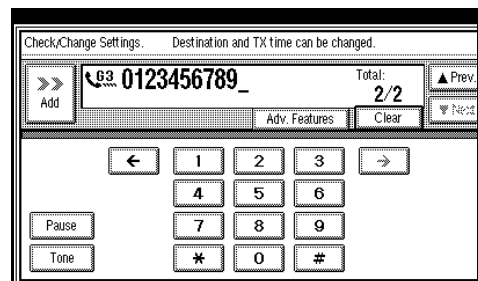
4 Press [Change] for the destination you want to delete.



Note

- ❑ If the desired destination is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Press [Clear] to delete the destination.



6 Press [OK].

Note

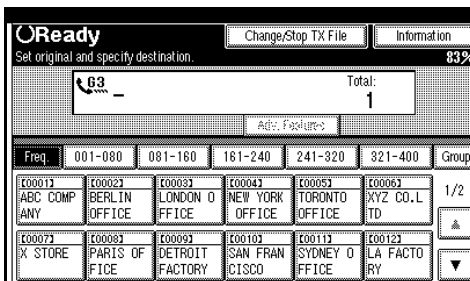
- ❑ To delete another destination, repeat from step 3.

7 Press [Exit].

The initial display is shown.

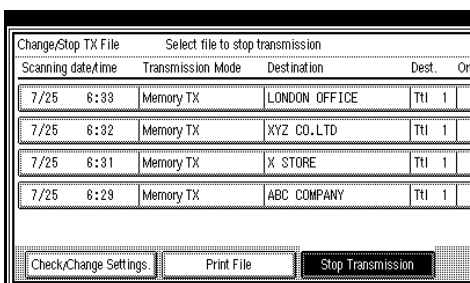
Adding a Destination

1 Press [Change/Stop TX File].

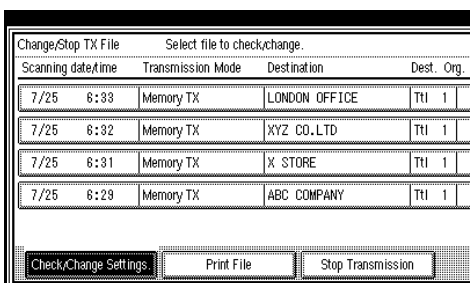


2

2 Press [Check/Change Settings].



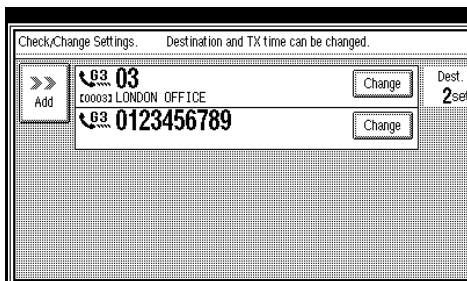
3 Select the file to which you want to add a destination.



Note

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

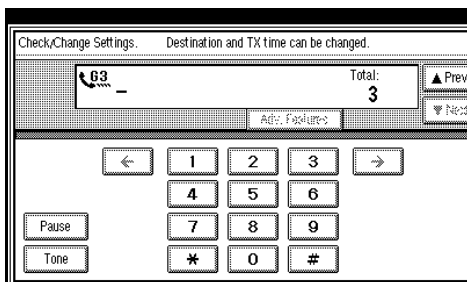
4 Press [Add].



Note

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

5 Specify the destination using the number keys.



Note

- You can also program SUB Code and Sub-address by pressing [Adv.Features].

6 Press [Exit].

Note

- Repeat steps **4** and **5**, if you want to add more destinations.

7 Press [Exit].

The initial display is shown.

Changing the Transmission Time

You can specify the transmission time with Send Later. ⇒ P.4 “*Sending at a Specific Time (Send Later)*”

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

1 Press [Change/Stop TX File].

Freq.	001-080	081-160	161-240	241-320	321-400	Group
E00012	E00022	E00032	E00042	E00052	E00062	1/2
ABC COMP ANY	BERLIN OFFICE	LONDON OFFICE	NEW YORK OFFICE	TORONTO OFFICE	XYZ CO.LTD	
E00072	E00082	E00092	E00102	E00112	E00122	
X STORE	PARIS OFFICE	DETROIT FACTORY	SAN FRAN CISCO	SYDNEY OFFICE	LA FACTORY	

2 Press [Check/Change Settings].

Scanning date/time	Transmission Mode	Destination	Dest. Or
7/25 6:33	Memory TX	LONDON OFFICE	TTI 1
7/25 6:32	Memory TX	XYZ CO.LTD	TTI 1
7/25 6:31	Memory TX	X STORE	TTI 1
7/25 6:29	Memory TX	ABC COMPANY	TTI 1

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

Scanning Date/Time	Transmission Mode	Destination	Dest. Or
7/25 6:33	Memory TX	LONDON OFFICE	TTI 1
7/25 6:32	Memory TX	XYZ CO.LTD	TTI 1
7/25 6:31	Memory TX	X STORE	TTI 1
7/25 6:29	Memory TX	ABC COMPANY	TTI 1

Note

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

4 Press [Change TX time].

Change TX time

Scanning date/time: 25/07 6:33

Original: 8 sheets

File No. 0085

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

TX Time Change

Change transmission time with Number keys (24 hr format). If it should be transmitted immediately, press [Transmit Now].

Start Time: 23:00

Transmit Now

Note

- The time already specified is shown.
- If you select [Economy Time], the economy time already specified is entered. ⇒ P.131 “*General Setting/Adjustment*”
- If you press [Transmit Now], the file is transmitted immediately. However, if there is a file on standby that file is sent first.

6 Press [OK].

7 Press [Exit].

 **Note**

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

8 Press [Exit].

The initial display is shown.

2

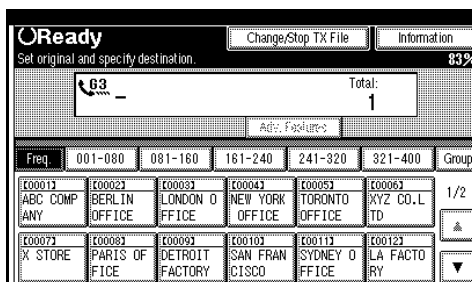
Printing a File

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

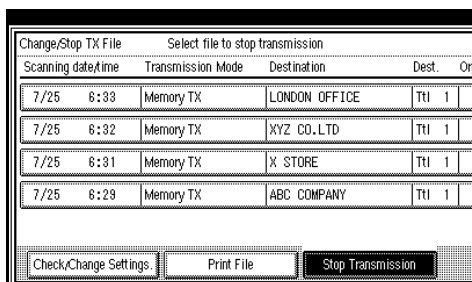
Limitation

- Polling Transmission files are not displayed in the list. Confidential Transmission files are displayed, but cannot be printed.

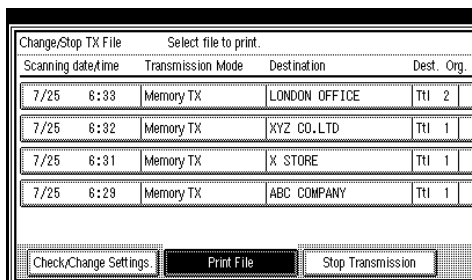
1 Press [Change/Stop TX File].



2 Press [Print File].



3 Select the file you want to print.



Note

- If the desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.
- If you want 2 sided printing (option), press [**Print 2 Sides**].
- If you do not want to print, press [**Cancel**]. The display will return to step 3.

4 Press the [Start] key.

Note

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

5 Press [Exit].

Note

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

6 Press [Exit].

The initial display is shown.

Re-sending a File

Memory Transmission files that could not be sent can be stored in memory. You can send these files again.

2

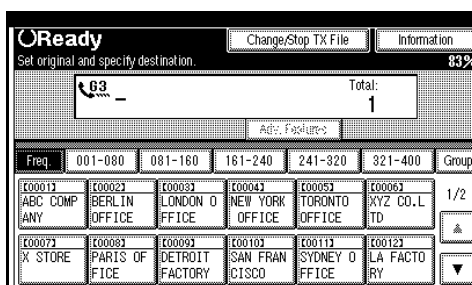
Preparation

You should select "Store for 24 hours" for "Store a message that could not be transmitted in "User Parameters." ⇒ P.146 "Changing the User Parameters"(Switch 24, Bit0)

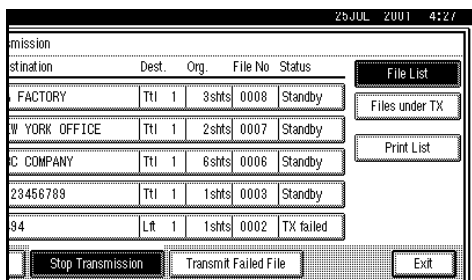
Note

- If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. You can choose whether a message in memory that could not be transmitted is kept for 24 hours or 72 hours. ⇒ P.146 "Changing the User Parameters"(Switch24, Bit1)

1 Press [Change/Stop TX File].

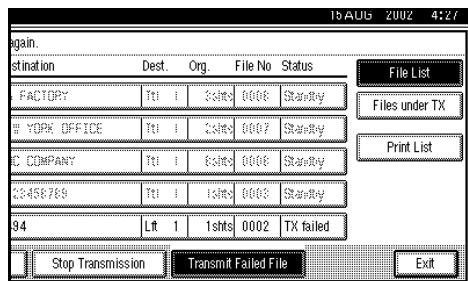


2 Press [Transmit Failed File].



3 Select a file you want to resend.

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



Note

- If a desired file is not shown, press [**▲ Prev.**] or [**▼ Next**].
- If there are multiple destinations for a file only the destinations selected first is displayed.
- If there are multiple destinations for a file, only the number of destinations that have not been sent the file are displayed.

4 Press [OK].

Note

- To add destinations, press [**Add**] and specify the destinations.
- To cancel transmissions, press [**Cancel**]. The display will return to step 3.
- Repeat from step 3 to resend another file.

5 Press [Exit].

The initial display is shown.

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

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

Note

- The contents of a file stored in memory can also be printed. ⇒ P.25 "Printing a File"

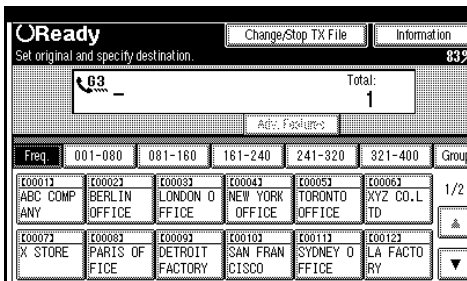
Note

- To cancel printing, press **[Stop Printing]**. The display will return to step 2.

4 Press **[Exit]**.

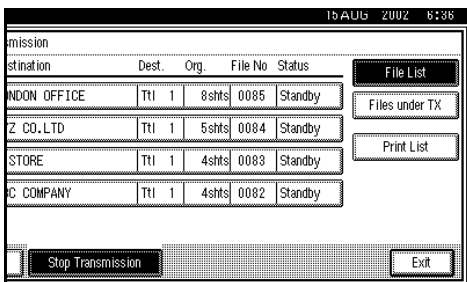
The initial display is shown.

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



2 Press **[Print List]**.

Scanning date/time, transmission mode, destination, total number of destinations, total of originals, file number. And Status are displayed.



Note

- If you do not want to print, press **[Cancel]**. The display will return to step 2.

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

3. Communication Information

Printing the Journal

The Journal can be printed manually. You can check the result of the last 50 communications (receptions+transmissions). It is printed automatically after every 50 communications (receptions+transmissions).

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

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

Important

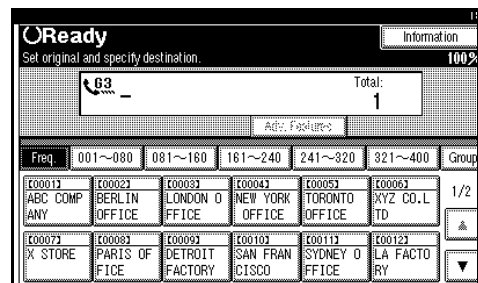
The contents of a Journal printed automatically are deleted after printing. If you administer the history of transmissions and receptions, we recommend that you keep the Journal. You can check a total of 200 communications (receptions+transmissions) on the display.

- ❖ **All**
Prints the results of communications in the order mode.
- ❖ **Print per File No.**
Prints only the results of communications specified by file number.
- ❖ **Print per User Code**
Prints only the results of communications for a specified User code.
⇒Chapter 1, "Reading the Display Panel and Using Keys" in the Basic Features manual

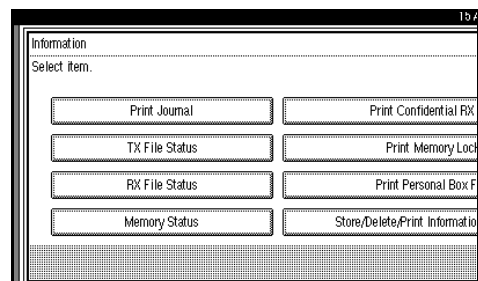
Note

- ❑ The sender's name column of the Journal is useful when you need to program a special sender.
- ❑ You can set whether the Journal is automatically printed after every 50 communications in "User Parameters". ⇒ P.146 "Changing the User Parameters"(Switch03, Bit7)
- ❑ You can set whether you print the Journal by line type. ⇒ P.146 "Changing the User Parameters"(Switch19, Bit1)

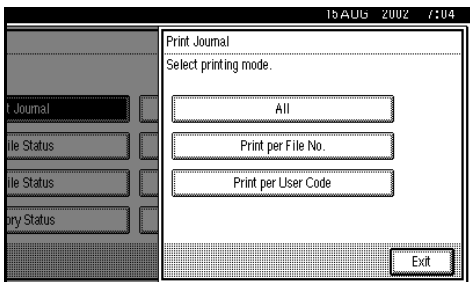
1 Press [Information].



2 Select [Print Journal].



3 Select a printing mode.

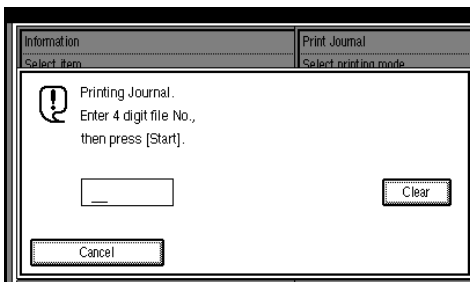


Selecting [All]

- 1 Press [All].

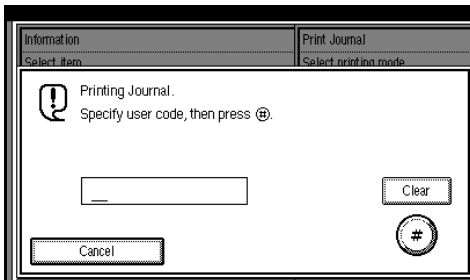
Selecting [Print per File No.]

- 1 Press [Print per File No.].
- 2 Enter a four digit file number.



Selecting [Print per User Code]

- 1 Press [Print per User Code].
- 2 Specify an eight digit User Code with the number keys.



- 3 Press [#].

- 4 Check the User Code shown on the display.

- 4 Press the [Start] key.
The Journal is printed.

Note

- ☐ To cancel printing, press [Cancel]. The display will return to step 2.

- 5 Press [Exit].

- 6 Press [Exit].
The initial display is shown.

Checking the Transmission Result (TX File Status)

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

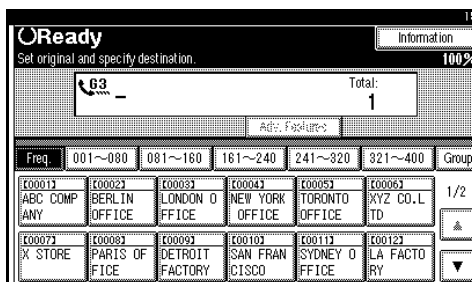
! Limitation

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

✎ Note

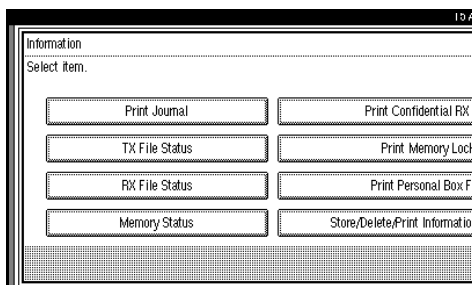
- Only the transmission result of the last 200 communications (receptions+transmissions) are shown.

1 Press [Information].



The Information menu is shown.

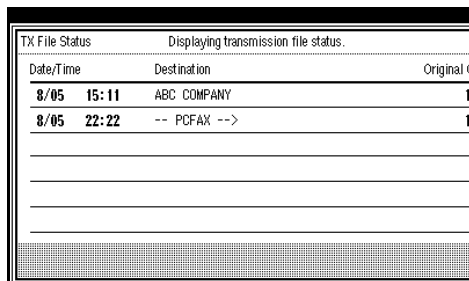
2 Select [TX File Status].



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

Transmission date/time, transmission mode, destination, total numbers destinations, total number of originals, file number and Status are displayed.

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



✎ Note

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

4 Press [Exit].

The initial display is shown.

Checking the Reception Result (RX File Status)

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

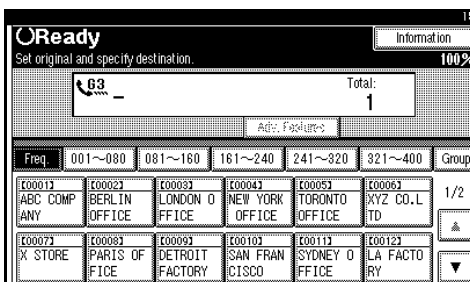
Limitation

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

Note

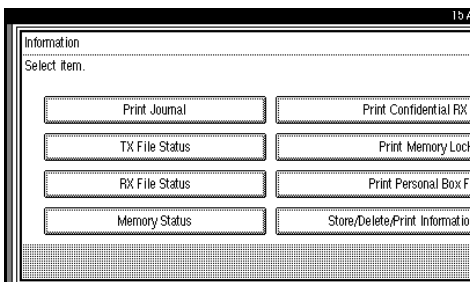
- Only the reception result of the last 200 communications (receptions+transmissions) are shown.

1 Press [Information].



The Information menu is shown.

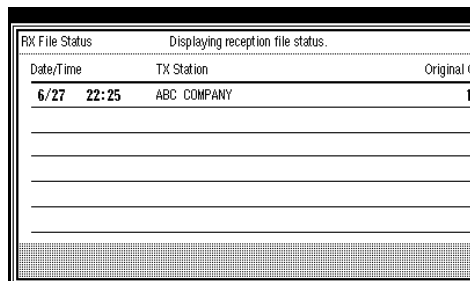
2 Select [RX File Status].



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

Scanning date/time, transmission mode, destination, total number of destinations, total number of originals, file number and Status are displayed.

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



Note

- If a desired reception result is not shown, press [▲ Prev.] or [▼ Next].
- TX station shows the fax number of a sender or Fax Header information.

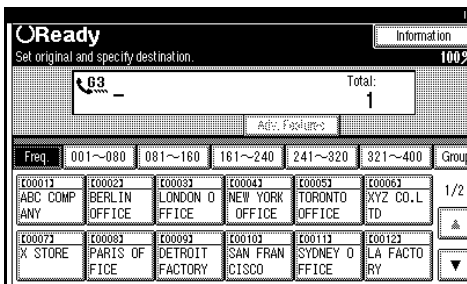
4 Press [Exit].

The initial display is shown.

Displaying the Memory Status

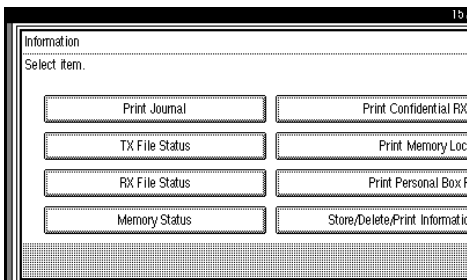
Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, the number of memory lock files and the number of received messages to be printed.

1 Press [Information].

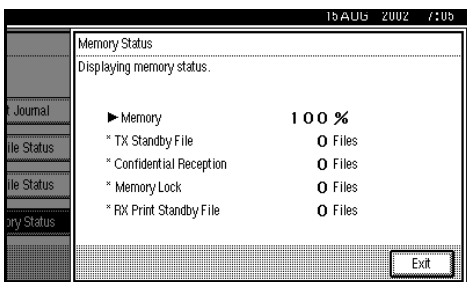


The Information menu is shown.

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



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



Note

□ "Others" is displayed in the following cases.

- When storing an Auto Document ⇒ P.124 "Storing and Changing an Auto Document"
- When storing a Transfer Request file ⇒ P.50 "Transfer Request"
- When storing messages in Information Boxes ⇒ P.40 "Storing Messages in Information Boxes"
- When messages are received in Personal Boxes ⇒ P.38 "Printing Personal Box Messages"

4 Press [Exit].

The initial display is shown.

Printing a Confidential Message

When your machine has received a confidential message, the Confidential File (🔒) indicator lights. This feature is designed to prevent unauthorized users from reading your messages. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message, you have to enter the Confidential ID code.

3

Preparation

Program your Confidential ID in advance. ⇒ P.174 "Programming a Confidential ID"

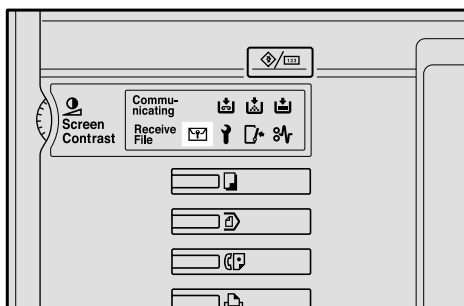
Important

❑ If the Main Power switch is off more than an hour, all Confidential Files are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. ⇒ P.190 "When Power is Turned Off or Fails"

Limitation

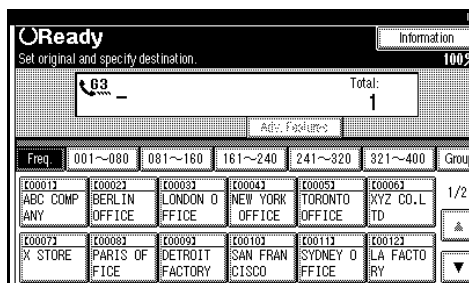
❑ You must program the Confidential ID for Confidential Reception to work.

1 Confirm that the Confidential File indicator is lit.



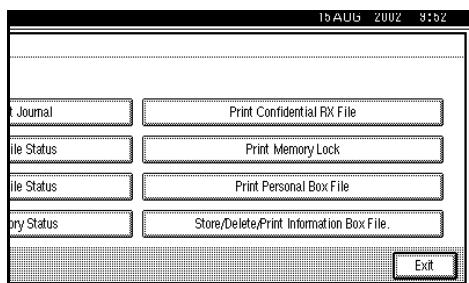
ZFGH014E

2 Press [Information].



The Information menu is shown.

3 Select [Print Confidential RX File].

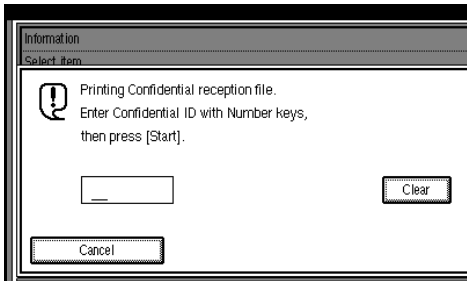


4 Enter a four digit Confidential ID with the number keys.

The Confidential ID to be entered is different depending on the transmission method at the other end.

- You must enter the Confidential ID programmed in this machine when the received file has no in Confidential ID (Default ID).

- You must enter the Confidential ID programmed by the sender (ID Override) when the received file has a Confidential ID. Confirm the sender's confidential ID in advance.



The confidential ID is not shown on the display.

Note

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

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

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

6 Press **[Exit]**.

The initial display is shown.

If Confidential Files cannot be printed even when the Confidential File indicator lights

The Confidential File indicator also lights when messages are received in Personal Boxes. Check the Personal Boxes.

Note

- If the machine received a message with a SUB Code, print the message from the Personal Box. ⇒ P.38 *"Printing Personal Box Messages"*

Confidential File Report

You can set whether this report is printed automatically when the machine receives a Confidential File in "User Parameters". ⇒ P.146 *"Changing the User Parameters"* (Switch04, Bit0)

Printing a File Received with Memory Lock

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

3

Preparation

Program your Memory Lock ID in advance. ⇒ P.176 “Programming a Memory Lock ID”

Important

- ❑ If the Main Power switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. ⇒ P.190 “When Power is Turned Off or Fails”

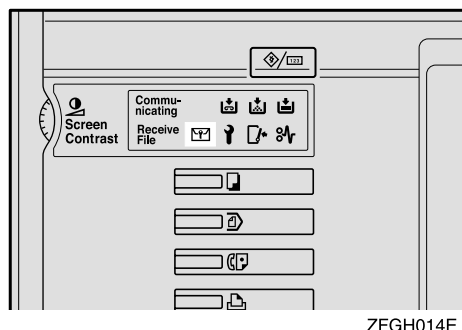
Limitation

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

Note

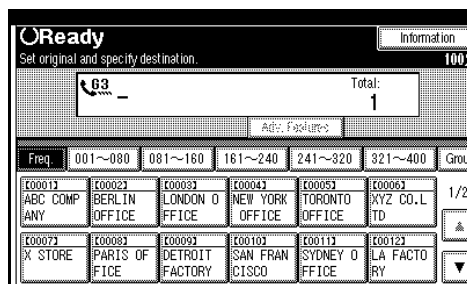
- ❑ You can also apply Memory Lock to messages that come only from certain senders. ⇒ P.151 “Special Senders to Treat Differently”

- 1 Confirm that the Confidential File indicator is lit.



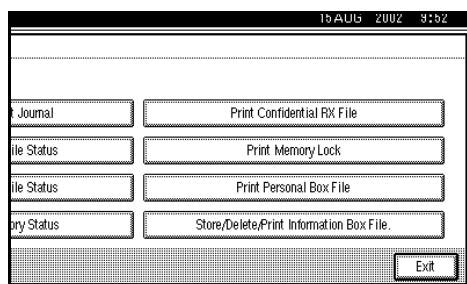
ZFGH014E

- 2 Press [Information].

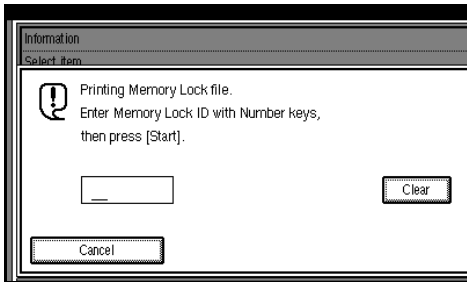


The Information menu is shown.

- 3 Select [Print Memory Lock].



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



The confidential ID is not shown on the display.

 **Note**

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

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

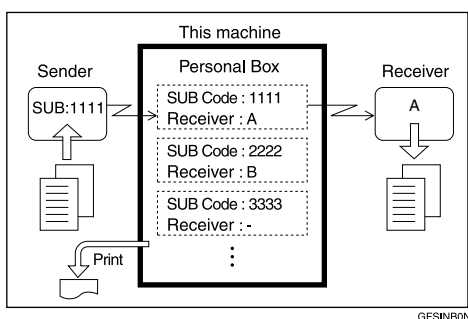
The received messages are printed. When the printing is completed, the Information menu is shown.

6 Press **[Exit]**.

The initial display is shown.

Personal Boxes

This feature lets you set up the machine so that incoming messages addressed to certain users are stored in memory instead of being printed out immediately. Each user must be assigned a SUB Code (Personal Code) that has been designated as a Personal Box beforehand. When the other party sends their message, they specify the SUB Code of the user to which they are sending the message. When the message is received, it is stored in the Personal Box with the matching SUB Code. In order to print a message received into a Personal Box, you must enter the SUB Code assigned to that Personal Box. This enables several individuals or departments to share a single fax machine yet be able to differentiate between messages. Furthermore, if you specify a receiver for the Personal Box, instead of being stored in memory, incoming messages with this SUB Code appended are forwarded directly to the destination you specify.



Personal Boxes

Note

- ❑ To be able to receive messages into a Personal Box you must inform the sender of the SUB Code registered for that Personal Box and ask them to send the message using SUB Code Transmission with that SUB Code. ⇒ P.47 "SUB Code"
- ❑ When messages have been received into Personal Boxes, the Confidential File (☑) indicator lights and the Confidential File Report is printed.
- ❑ If a Personal Box is assigned a receiver, incoming messages are transferred to that receiver with a forwarding mark stamped on them. If a receiver is not assigned, ⇒ P.38 "Printing Personal Box Messages" for how to print these messages. Transferred messages are deleted.

Printing Personal Box Messages

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

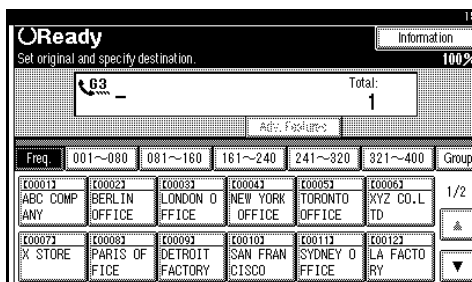
Preparation

Set the Personal Box in advance. ⇒ P.161 "Box Settings"

Note

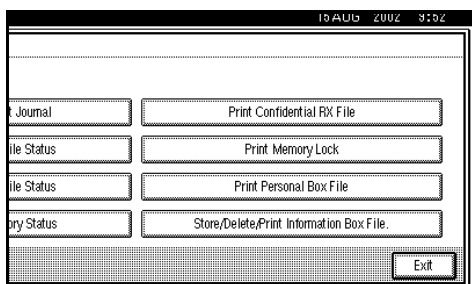
- ❑ If you print a Personal Box message, it is deleted.

1 Press [Information].

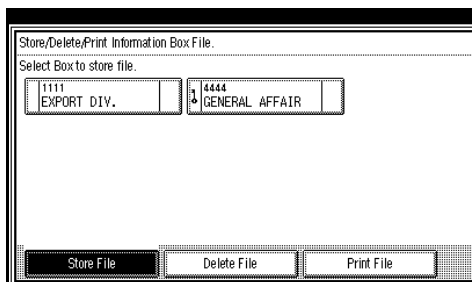


The Information menu is shown.

2 Select [Print Personal Box File].



3 Select the box with the message you want to print.



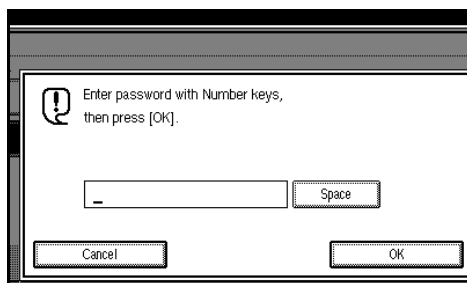
Note

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

When a password is required

If a password is set for the selected Personal Box, the following display is shown. A password can be set in "Key Operator Setting" ⇒ P.162 "Programming/Editing Personal Boxes"

1 Enter a password.



Note

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

- When you press [**Cancel**], the display returns to step **3**.

Press [**OK**].

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

The received messages are printed.

Note

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

5 Press [**Exit**].

Note

- Repeat from step **3** to print another file.

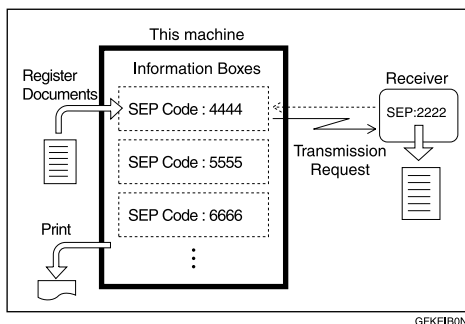
6 Press [**Exit**].

The initial display is shown.

3

Information Boxes

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



Information Boxes

Note

- ❑ Program documents for this feature using “*Storing Messages in Information Boxes*” ⇒ P.40
- ❑ For other parties to be able to retrieve a message programmed in an Information Box, you need to inform them of the SEP Code assigned to that Information Box.
- ❑ When a SEP Code Polling Reception request is made by another party, the SEP Code they specify is compared with the SEP Boxes programmed for Information Boxes. If a code matches, the message stored in that Information Box is sent to the other party automatically. ⇒ P.48 “*SEP Code*”
- ❑ To check on the contents of Information Boxes, use “*Printing Information Box Messages*” ⇒ P.42.

- ❑ You can set a password for Information Boxes in advance.
- ❑ A password can be set in “Key Operator Setting.” ⇒ P.165 “*Programming/Editing Information Boxes*”

Storing Messages in Information Boxes

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

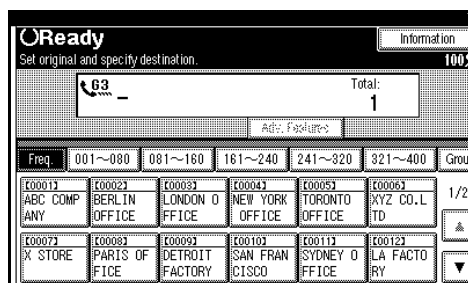
Preparation

Set the Information Box in advance. ⇒ P.165 “*Programming/Editing Information Boxes*”

Note

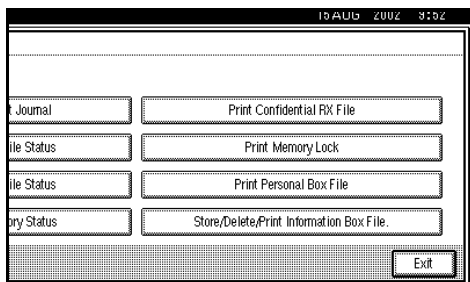
- ❑ One Information Box stores one file.
- ❑ The stored file is not deleted automatically. If you want to delete a stored file. ⇒ P.43 “*Deleting Information Box Messages*”
- ❑ If you want to change the stored file, delete the file in advance.

1 Press [Information].

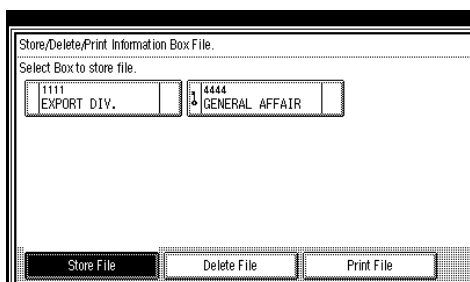


The information menu is shown.

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



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

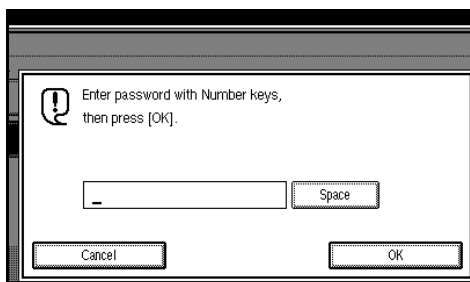


Note

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

When a password is required

1 Enter a password.

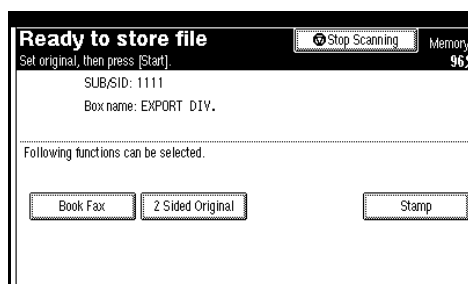


Note

- If you make a mistake, press the [**Clear/Stop**] key or [**Clear**] and try again.
- When you press [**Cancel**], the display returns to step 2.

2 Press [OK].

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



Note

- You can also select the following settings.
 - Book Fax
 - 2 Sided Original (option)
 - Stamp

5 Press the [Start] key.

The machine starts to scan the original.

To stop scanning, press [**Stop Scanning**]. The display will return to step 3.

Note

- After you place an original on the exposure glass, place the next original within 60 seconds. After all originals are scanned, press [**#**].

6 Press [Exit].

Note

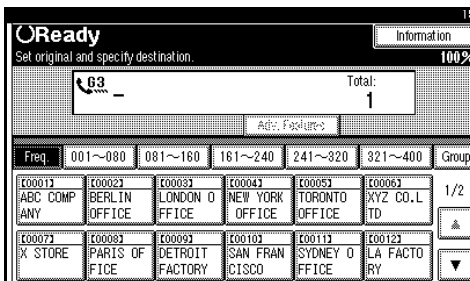
- Repeat from step 3 to store another file in a box.

- 7** Press **[Exit]**.
The initial display is shown.

Printing Information Box Messages

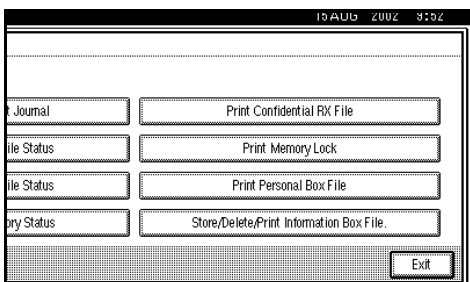
Follow these steps to print the message stored in an Information Box.

- 1** Press **[Information]**.

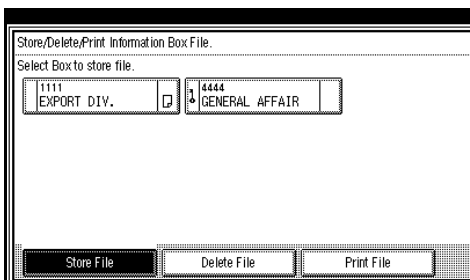


The information menu is shown.

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

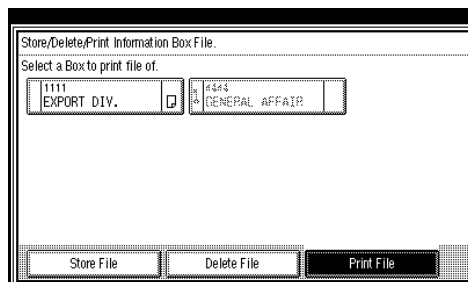


- 3** Press **[Print File]**.



- 4** Select the box with the message you want to print.

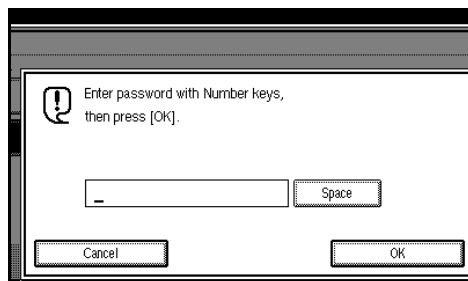
The SEP Code and box name are displayed.



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

When the password is required

- 1** Enter a password.



- Note**
- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
 - When you press **[Cancel]**, the display returns to step 4.

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

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

The machine starts to print.

- Note**
- If you want 2 sided printing (option), press **[Print 2 Sides]** before pressing the **[Start]** key.

- To cancel printing before pressing the [Start] key, press [Cancel]. The display will return to step 4.
- To stop printing after pressing the [Start] key, press [Stop Printing]. The display will return to step 4.

6 Press [Exit].

Repeat from step 4 to print a file stored in another box.

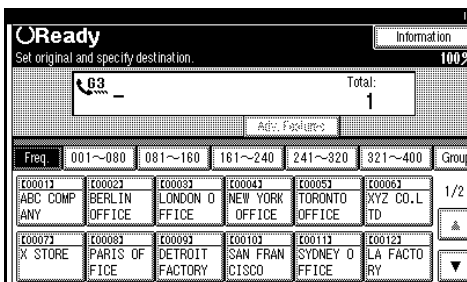
7 Press [Exit].

The initial display is shown.

Deleting Information Box Messages

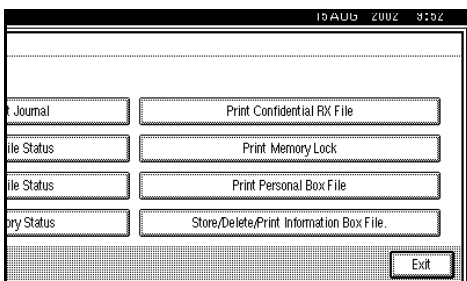
Follow these steps to delete the file stored in an Information Box.

1 Press [Information].

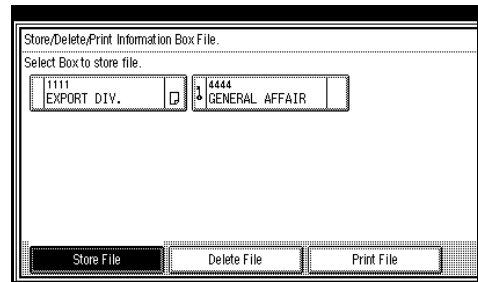


The information menu is shown.

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

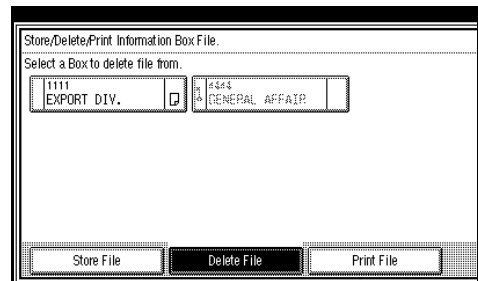


3 Press [Delete File].



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

The SEP Code and box name are displayed.

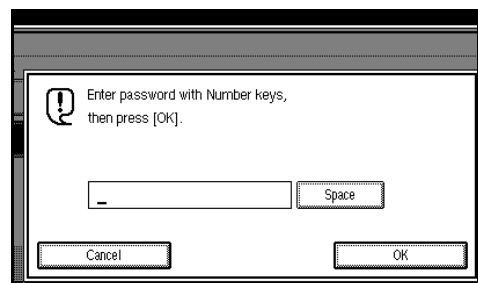


Note

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

When the password is required

1 Enter a password.



3

 **Note**

- If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.
- When you press **[Cancel]**, the display returns to step **4**.

2 Press **[OK]**.

5 Press **[Yes]**.

The file is deleted.

 **Note**

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

6 Press **[Exit]**.

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

7 Press **[Exit]**.

The initial display is shown.

4. Transmission Features


Handy Dialing Functions

Chain Dial

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

 **Note**

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

 **(Example) 01133-1-555333**

Assume that 01133 is stored in Quick Dial 01.

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

Redial

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

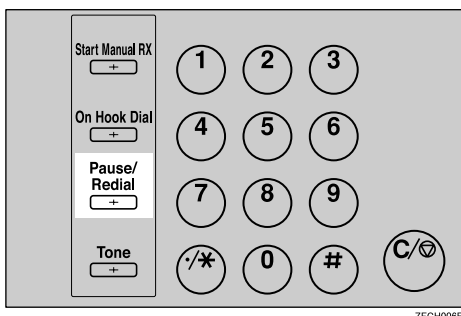
 **Limitation**

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

Note

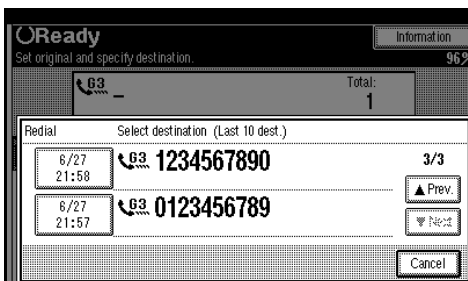
- ❑ If you dial a destination already memorized and the telephone route is changed, the same number may automatically be memorized again.

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



ZFGH006E

2 Select a destination you want to redial.



Note

- ❑ Select a destination by pressing a date/time key. This Key Displays the date/time when the original was scanned.
- ❑ If the receiver uses a fax machine of the same manufacturer that is capable of programming the Own Name, that name may be shown on the display instead of the fax number.

Advanced Features

SUB Code

You can use Confidential Transmission to send messages to fax machines of other makes that support the SUB Code communication feature. ⇒ P.7 "Confidential Transmission" You can also use Transfer Request Transmission to send messages to fax machines of other makes that support the Transfer Station feature. When using SUB code, your machine can only safely communicate with other machines that support SUB Code.

Limitation

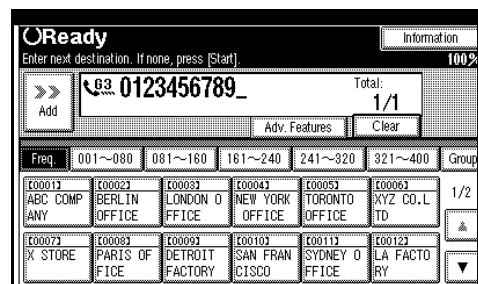
- ❑ You can only use this feature with a G3 or I-G3 line (not with G4).
- ❑ You cannot use Chain Dial with this feature. ⇒ P.45 "Chain Dial"
- ❑ You cannot select the SUB Code function when carrying out standard Confidential Transmission.

Note

- ❑ The ID can be up to 20 digits long and consist of numbers, spaces, * and # .
- ❑ Make sure the number of digits in the ID matches the specification of the machine to which you are sending.
- ❑ You can store not only destination names and fax numbers but also SUB Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored. ⇒ Chapter 3, "Quick Dials" in the Basic Features manual, Chapter 3, "Groups" in the Basic Features manual, ⇒ P.103 "Registering Keystroke Programs"

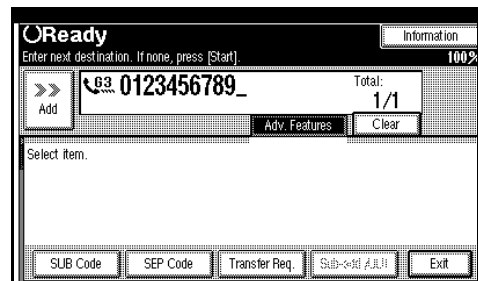
- ❑ Messages you send using this feature are marked "SUB" on all reports. ⇒ P.130 "Reports/Lists"

- 1 Place your original, and then select any scan settings you require.
- 2 Dial the fax number using the number keys.
- 3 Press [Adv. Features].

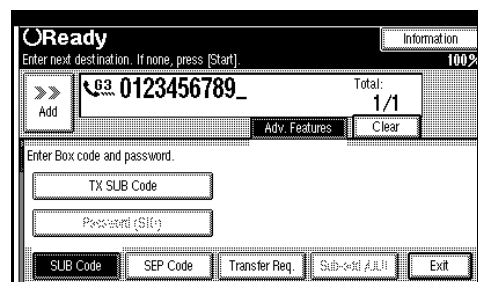


The advanced feature menu is shown.

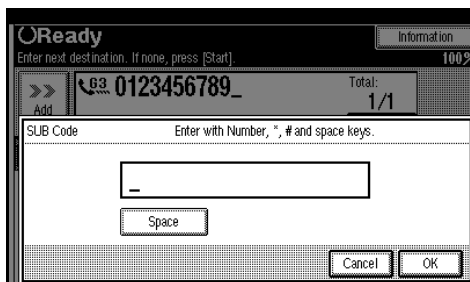
- 4 Select [SUB Code].



- 5 Press [TX SUB Code].



- 6** Enter a SUB Code with the number keys.



You can store not only destination names and fax numbers but also SUB Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored. ⇒ Chapter 3, "Quick Dials" in the Basic Features manual, Chapter 3, "Groups" in the Basic Features manual, ⇒ P.103 "Registering Keystroke Programs"

- 7** Press [OK].
SUB Code appears one line under the fax number on the display.
- 8** Press [Exit].
To enter a password, press [Password (SID)].
- 9** Press the [Start] key.

Note

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

SID Code

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

If a password is set in a Transfer Box with a SUB Code, you should also enter a SID Code as a password.

Limitation

- You can enter a SID using up to 20 digits .

Note

- Messages you send using this feature are marked "SID" on all reports. ⇒ P.130 "Reports/Lists"

Reference

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

Chapter 3, "Groups" in the Basic Features manual

SEP Code

Normally you can only use Polling Reception (⇒ P.13 "Polling Reception") to receive faxes with ID from machines that have the Polling Reception feature of the same make. However, if a machine of another make supports polling reception, you can receive fax messages with ID from that machine using this method instead.

Poll the other machine. You can receive messages that have the same SEP code as the SEP code you entered.

Limitation

- You can only use this feature with a G3 or I-G3 line (not with G4).
- You cannot use Chain Dial with this feature. ⇒ P.45 "Chain Dial"

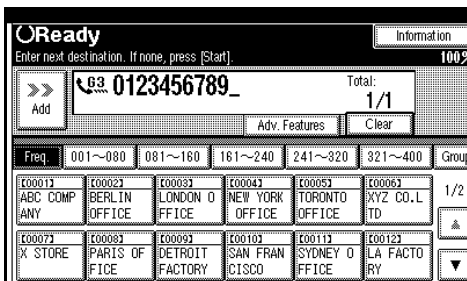
Note

- The ID can be up to 20 digits long.
- Make sure the number of digits in the ID matches the specification of the machine to which you are sending.

- ❑ You can store not only destination names and fax numbers but also SEP Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored. ⇒ Chapter 3, "Quick Dials" in the Basic Features manual, Chapter 3, "Groups" in the Basic Features manual, ⇒ P.103 "Registering Keystroke Programs"
- ❑ Messages you receive using this feature are marked "SEP" on all reports. ⇒ P.130 "Reports/Lists"

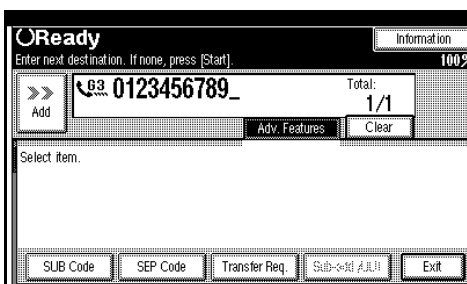
1 Dial the fax number using the number keys.

2 Press [Adv. Features].

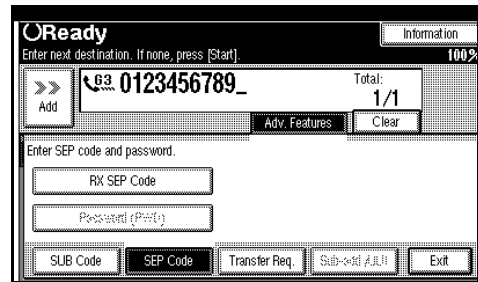


The advanced features menu is shown.

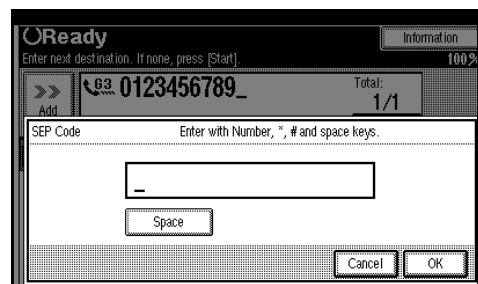
3 Select [SEP Code].



4 Press [RX SEP Code].



5 Enter a SEP Code with the number keys.



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

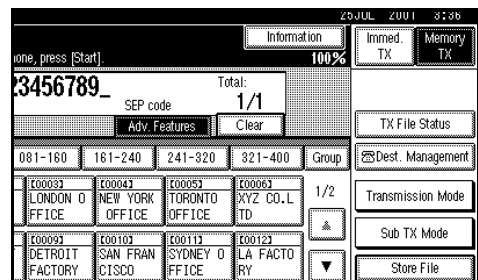
6 Press [OK].

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

7 Press [Exit].

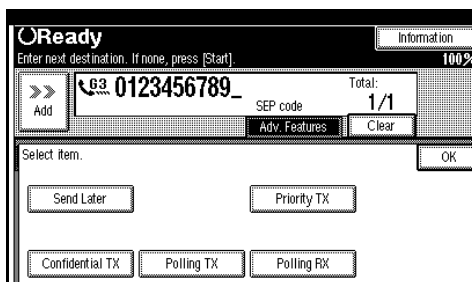
To enter a password, press [Password (PWD)].

8 Press [Transmission Mode].

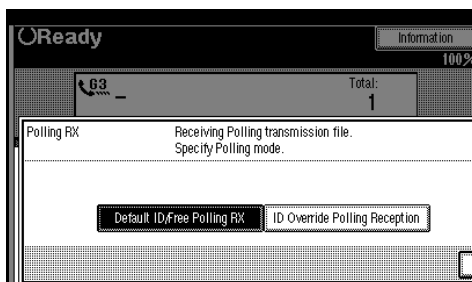


The advanced features menu is shown.

9 Select [Polling RX].



10 Press [Default ID/Free Polling RX].



Note

- To cancel this procedure, press [Cancel]. The display will return to step 9.

11 Press [OK].

The advanced features menu is shown.

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

12 Press [OK].

The initial display is shown.

13 Press the [Start] key.

PWD Code

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

Limitation

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

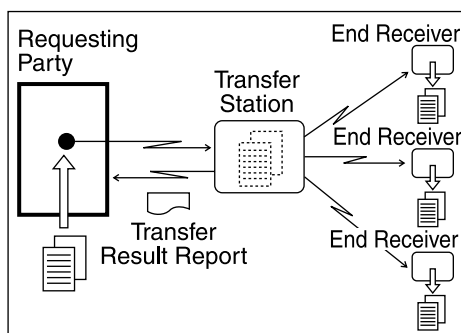
Note

- You can store not only destination names and fax number but also PWD Codes in Quick Dials, Groups and Programs. Digits, spaces, * and # can be stored. ⇒ Chapter 3, "Quick Dials" in the Basic Features manual, Chapter 3, "Groups" in the Basic Features manual, ⇒ P.103 "Registering Keystroke Programs"
- Messages you send using this feature are marked "PWD" on all reports. ⇒ P.130 "Reports/Lists"

Transfer Request

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages to 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.



ND1X01E9

📁 Preparation

Before you can use this feature, you must program the Polling ID.
 ⇒ P.175 "Programming a Polling ID", ⇒ P.173 "Transfer Report"

The following terminology is used in this section.

❖ Requesting Party

The machine where the message originates from (this machine).

❖ Transfer Station

The machine that forwards the incoming message to another destination.

❖ End Receiver

The final destination of the message or the machine to which the Transfer Station sends to.

💡 Limitation

- ❑ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- ❑ The fax number of the Requesting Party (this machine) must be programmed into a Quick Dial or Speed Dial in the Transfer Station. If not, you cannot use this feature.

📎 Note

- ❑ Polling ID's of the Requesting Party (this machine) and Transfer Stations must be identical.
- ❑ You can specify up to 100 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.
- ❑ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.

- ❑ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 100. ⇒ Chapter 2, "Restrictions with Dialing with Number Keys" in the Basic Features manual

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

2 Dial a Transfer Station.

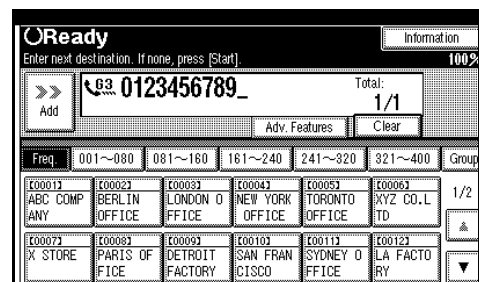
📎 Note

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

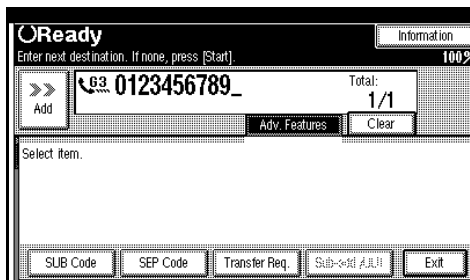
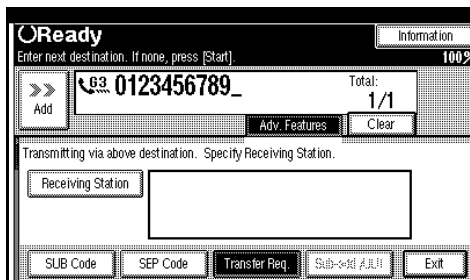
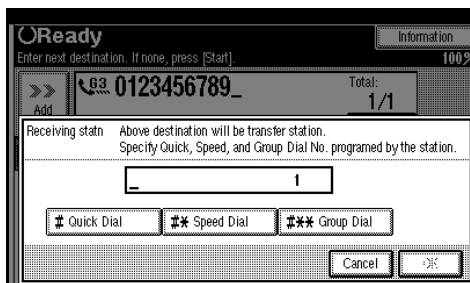
🔍 Reference

Chapter 2, "Quick Dials" in the Basic Features manual
 Chapter 2, "Number Keys" in the Basic Features manual

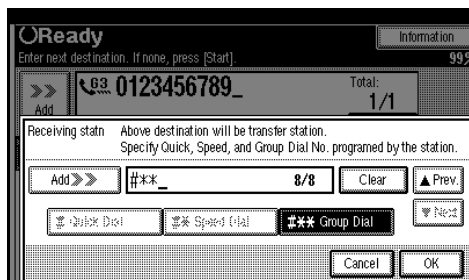
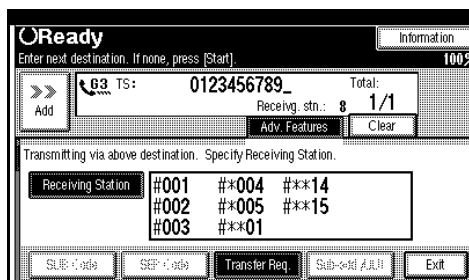
3 Press **[Adv. Features]**.



The advanced features menu is shown.

4 Select [Transfer Req.].**5** Press [Receiving Station].**6** Dial an End Receiver.**Note**

- ❑ You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described in ⇒ P.52 "Specifying an End Receiver".
- ❑ To cancel the Transfer Request, press [Cancel]. The display will return to step 4.

7 When you have specified all the End Receivers, press [OK].**8** Press [Exit].

The Transfer Stations and End Receivers are displayed.

9 Press the [Start] key.**Specifying an End Receiver**

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

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

◆ Quick Dial

- ① Press [# Quick Dial].

- ② Enter the number (2 or 3 digits) of the Quick Dial where the End Receiver is stored.

 **Note**

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

❖ **Speed Dial**

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

 **Note**

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

❖ **Group Dial**

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

 **Note**

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

 **Group of Multistep Transfer**

Program a Transfer Station into groups of this machine. By programming the end receivers in the Transfer Station Group, you can enable this machine to transfer messages to other Transfer Stations. (The number of end receiver destinations per one Transfer Station should not exceed 30.) The principles of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations.

For more information, contact your service representative.

Sub-address

The optional ISDN Unit is required.

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

Limitation

- Sub-addresses can only be used with ISDN.

4

Note

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

1 Select either G4 or G3 (ISDN).

Note

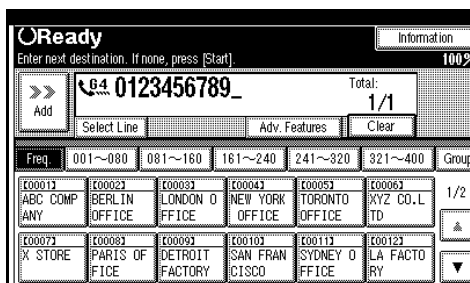
- When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

Reference

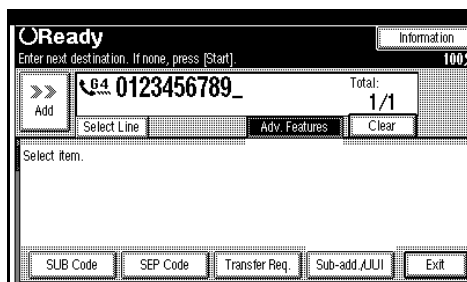
⇒ P.58 "Changing the Line Type"

2 Dial the fax number with the number keys.

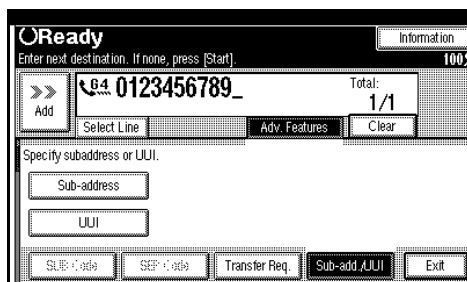
3 Press [Adv. Features].



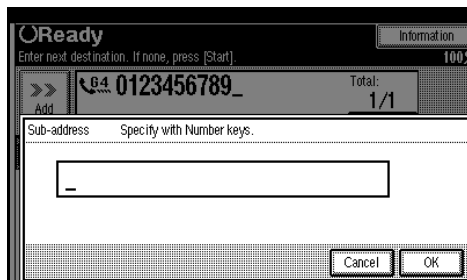
4 Select [Sub-address/UII].



5 Select [Sub-address].



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



Note

- You can enter up to 19 digits.

7 Press [OK].

8 Press [Exit].

"Sub-address" is shown in the display.

9 Press the [Start] key.

UII

The optional ISDN Unit is required.

! Limitation

- ❑ UII can only be used with ISDN.

📎 Note

- ❑ You can program a UII in Quick Dial.

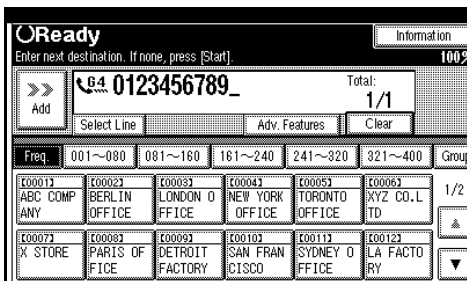
1 Select G4.

🔍 Reference

⇒ P.58 "Changing the Line Type"

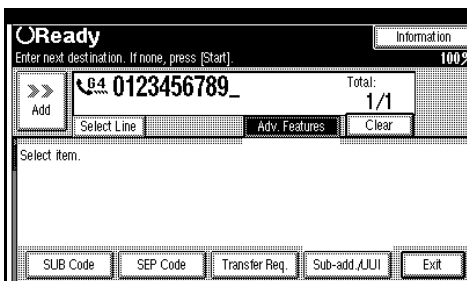
2 Dial the fax number with the number keys.

3 Press [Adv. Features].

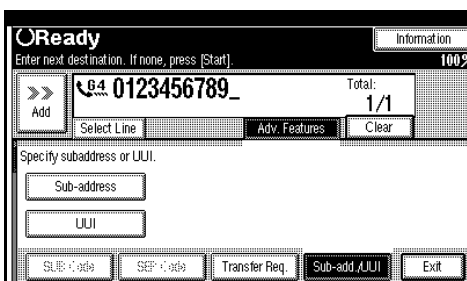


The advanced feature menu is shown.

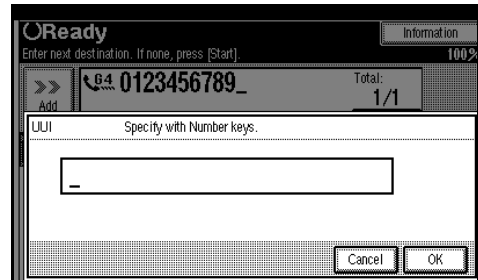
4 Select [Sub-address/UII].



5 Select [UII].



6 Enter the destination UII with the number keys.



7 Press [OK].

8 Press [Exit].

"UII" is shown in the display.

9 Press the [Start] key.

On Hook Dial

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

Limitation

- This feature is not available in some countries.
- On Hook Dial does not work with ISDN lines.
- This feature is not available for the optional Extra G3 Interface Unit.
- Chapter 2, "Adjusting Volume" in the Basic Features manual

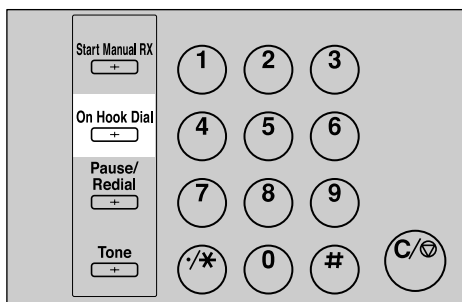
- 1** Place your original, and then select any scan settings you require.

Reference

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

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

You will hear a low tone from the internal speaker.

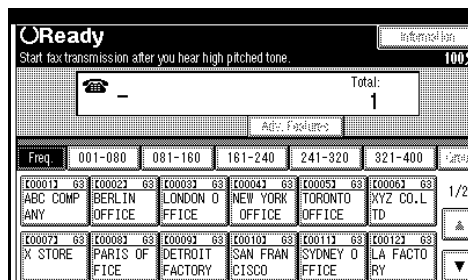


ZFQH011E

Note

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

3 Dial.



The machine immediately dials the destination.

Note

- If you make a mistake, press the **[On Hook Dial]** or **[Clear Modes]** key and try again.

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

Note

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

Manual Dial

The external telephone is required.

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

! Limitation

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

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

🔍 Reference

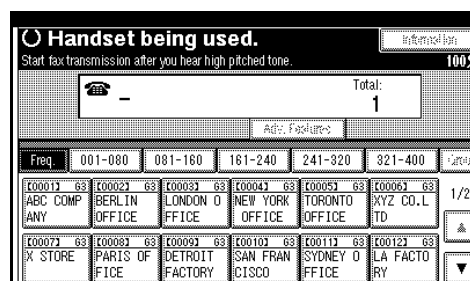
⇒ Chapter 2, "Setting Originals" in the Basic Features manual

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

2 Pick up the handset of the external telephone.

You will hear a tone.

3 Dial.



The machine immediately dials the destination.

📝 Note

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

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

📝 Note

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

5 Replace the handset of the external telephone.

After transmission, the machine will return to standby mode.

To stop transmission, press the **[Clear/Stop]** key and remove originals.

Changing the Line Type

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

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

! Limitation

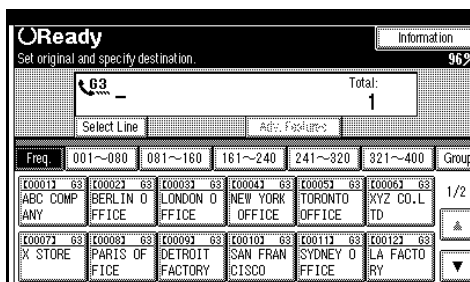
- When sending a fax, you can select the line type if dialing with the number keys or Chain Dial.

📝 Note

- When you install the optional ISDN Unit or Extra G3 Interface Unit, you can specify the line type home position from "Gen. Settings/Adjust". ⇒ P.131 "General Setting/Adjustment"

❖ G3

If you install Extra G3 Interface Unit, you can select "G3-1" or "G3-2" depending on the number of the installed unit.

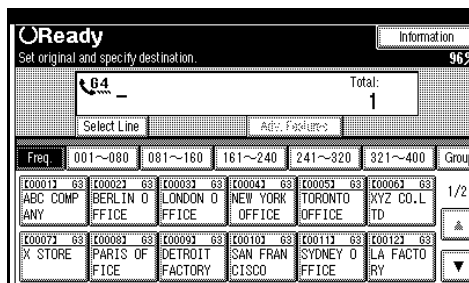


❖ G4

ISDN line is selected.

! Limitation

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



❖ Which line is used for G3 transmissions?

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

📝 Note

- When you use G3 with ISDN, you can set the sub-address and UUI.

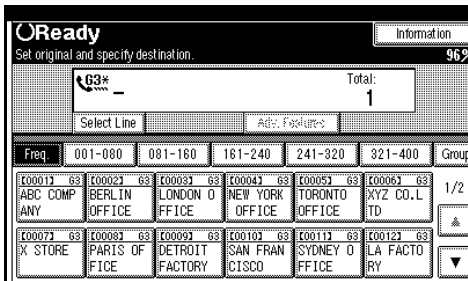
❖ Auto Identification

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

Note

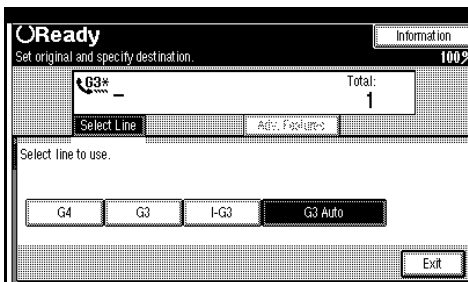
- ❑ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PA-BX, the line is regarded as G4 since the called number is on ISDN. The Auto Identification feature may not automatically switch this machine to G3.

1 Press [Select Line].

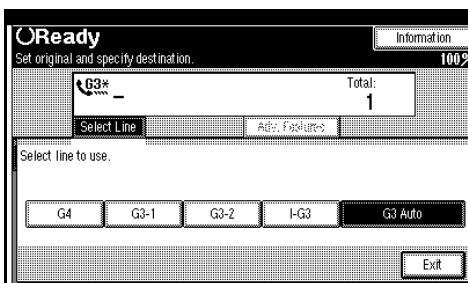


2 Select the line you want to use.

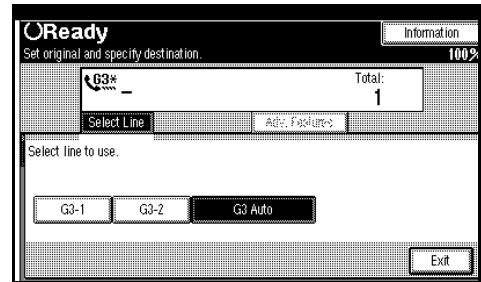
When an optional ISDN Unit is Installed.



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



When an optional Extra G3 Unit is installed.



3 Press [Exit].

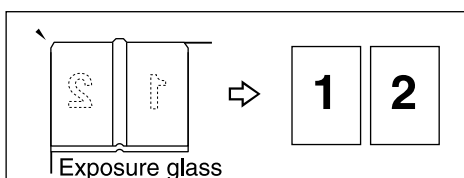
The initial display is shown.

4

Sub Transmission Mode

Book Fax

Use to send book originals from the exposure glass.



THYS980E

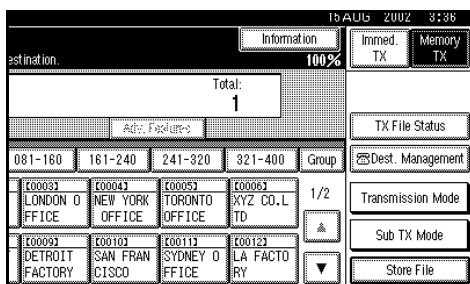
4

Limitation

- Set originals on the exposure glass. The Document Feeder (ADF) cannot be used.
- Depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.

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

2 Press [Sub TX Mode] .

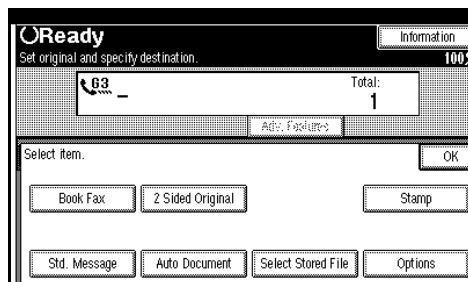


The Sub Transmission Mode menu is shown.

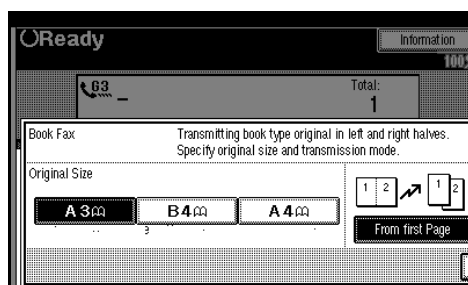
Note

- You can choose whether the machine scans in left page first or right page first. Set this with the User Parameters. ⇒ P.146 "Changing the User Parameters"(Switch06, Bit6)

3 Select [Book Fax].



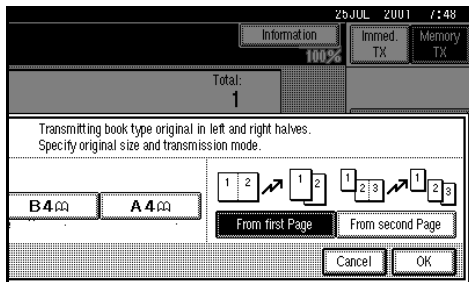
4 Select the size of the original.



Note

- To cancel this mode, press [Cancel]. The Sub Transmission Mode menu is shown on the display.
- If you choose A3, the original will be sent using Image Rotation Transmission. ⇒ P.73 "Reduced Image Transmission"

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



Note

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

- 6** Press [OK].

The [Book Fax] key is highlighted, and the selected size of the file is shown.

- 7** Press [OK].

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

2-Sided Transmission (Double-Sided Transmission)

Use this feature to send 2-Sided originals. The Document Feeder (ADF) is required.

The front and back of the scanned original will be printed in order on separate sheets at the other end.

Limitation

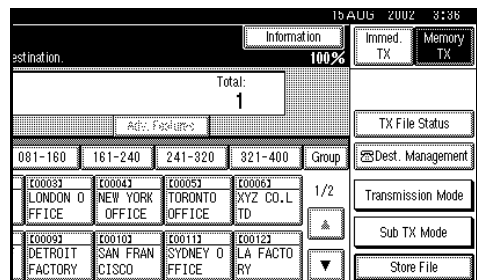
- The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the "Original Position" and "Page Opening Orientation".
- This feature is only available with Memory Transmission and Parallel Memory Transmission. It is not available with Immediate Transmission.
- This feature is only available using the Document Feeder (ADF).
- This is not available using the exposure glass.

Note

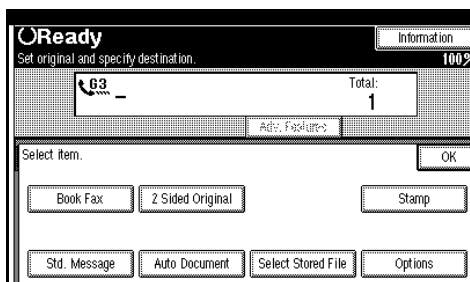
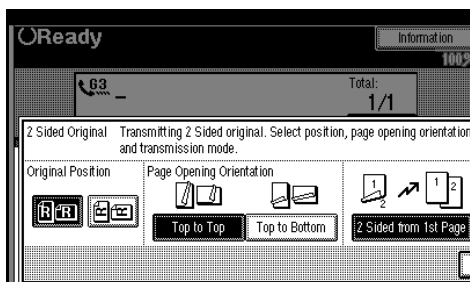
- You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ P.70 "Stamp"

- 1** Place your original in the Document Feeder (ADF), and then select any scan settings you require.

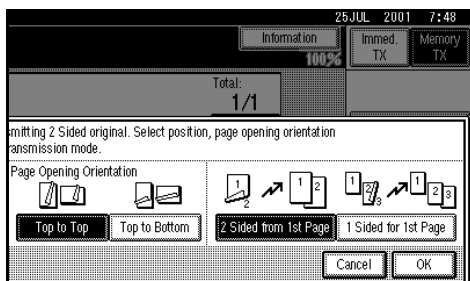
- 2** Press [Sub TX Mode].



The Sub Transmission Mode menu is shown.

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

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

5 Specify page opening orientation from [Top to Top] or [Top to Bottom].**6** Specify the transmission mode from [2 Sided from 1st Page] or [1 Sided for 1st Page].

To fax the originals using The Document Feeder (ADF) when the first page is a cover letter, select [1 Sided for 1st Page].

7 Press [OK].

The [2 Sided Original] key is highlighted, and the original position and page opening orientation are shown.

8 Press [OK].

The Sub Transmission Mode menu is shown.

9 Dial, and then press the [Start] key.

Standard Message Stamp

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

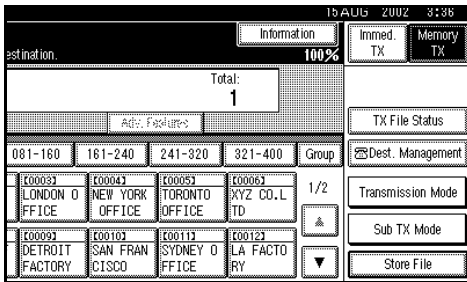
There are four types of standard messages: "Confidential", "Urgent", "Please phone" and "Copy to corres ..."

You can also program other messages.

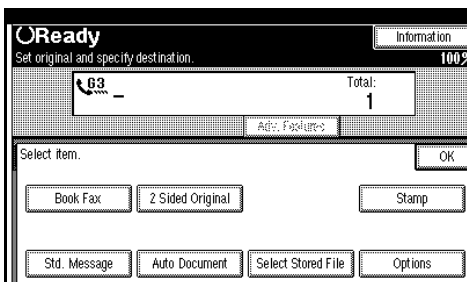
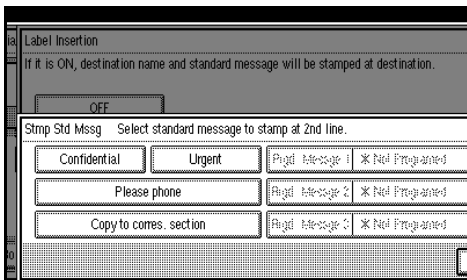
Note

- While this feature is in use, the second and third lines of the "Label Insertion" are not printed.
- When there is an image around the area where the standard message is to be stamped, that image is deleted.
- To program a standard message, use the "Program/Change/Delete Standard Message" function. ⇒ P.122 "Programming Standard Messages", P.123 "Deleting Standard Messages"

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

2 Press [Sub TX Mode].

The Sub Transmission Mode menu is shown.

3 Select [Std. Message].**4** Select the standard message to be stamped.**Note**

- Programmed standard messages are shown in the keys. If there are none programmed, the message "Not programmed" is shown.
- The machine cannot stamp multiple standard messages.

5 Press [OK].

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

6 Press [OK].

The Sub Transmission Mode menu is shown.

7 Dial, and then press the [Start] key.

Sending an Auto Document

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

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

Preparation

You need to program an Auto Document. ⇒ P.124 "Storing and Changing an Auto Document"

Important

- Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ P.130 "Reports/Lists"

Limitation

- You can attach one Auto Document to each transmission.

Note

- You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed). ⇒ P.124 "Storing and Changing an Auto Document"

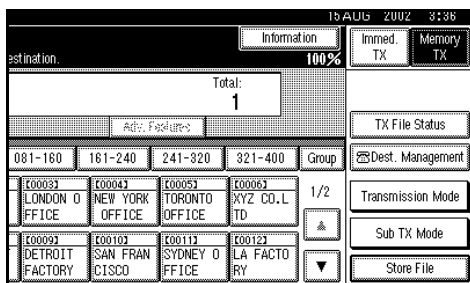
- ❑ Files with Auto Documents are scanned by Memory Transmission.
- ❑ When sending an Auto Document with another file, the Auto Document is scanned first.
- ❑ Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- ❑ You can print an Auto Document or a summary of Auto Documents currently stored in memory. ⇒ P.130 "Reports/Lists"

4

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

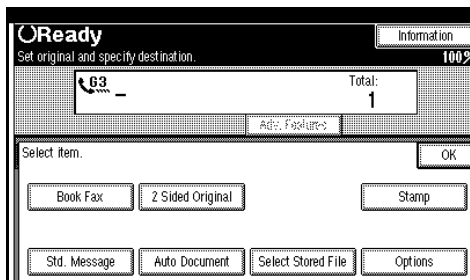
When you fax an Auto Document by itself, go to step **2**.

- 2** Press [Sub TX Mode].



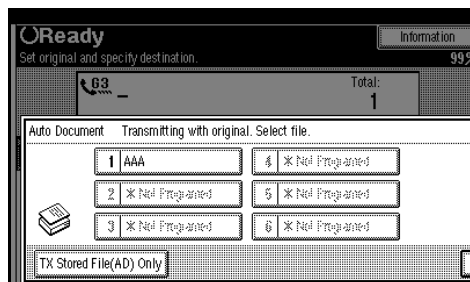
The Sub Transmission Mode menu appears.

- 3** Select [Auto Document].



- 4** Select Auto Document file.

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



Note

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

- 5** Press [OK].

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

- 6** Press [OK].

- 7** Dial, and then press the [Start] key.

Sending a Stored Document

The optional Hard Disk Unit is required.

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

You can also print the stored originals with **[Print File]**. ⇒ P.68 "Printing Stored Documents"

Preparation

Store the documents to be sent in advance. You can also set a password. ⇒ P.108 "Using the Document Server"

Limitation

- Only the documents that are stored using the fax feature can be sent or printed by pressing the **[Facsimile]** key. Received documents cannot be specified as Stored Documents. Documents stored using the copy feature or printer feature can be printed by pressing the **[Document Server]** key. ⇒ "Document Server" in the System settings

Sending Stored Documents

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

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

Limitation

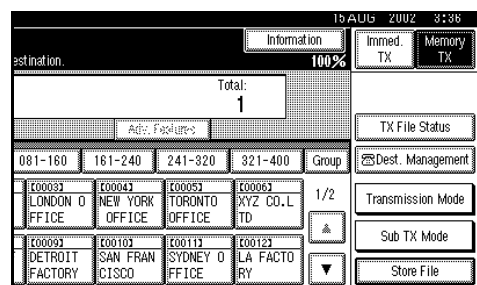
- Only the documents that are stored using the fax feature can be sent. Documents that are stored using the printer feature or scanner feature cannot be sent.
- You cannot use the following transmission methods.
 - Free Polling transmission
 - ID Polling transmission

- Personal ID Polling transmission
- Immediate transmission
- Parallel Memory transmission
- On Hook Dial
- Manual Dial

Note

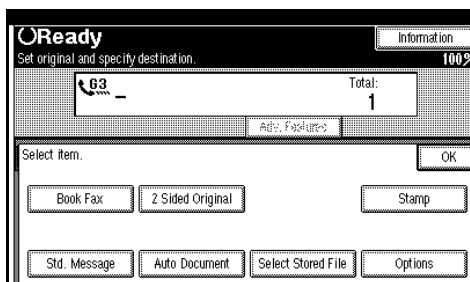
- You can specify a maximum of 30 documents at one time.
- The machine can send a total of 400 pages in one operation. With the optional Expansion Memory, it can send a maximum of 1000 pages.
- The specified documents are sent with the scan settings made when they were stored.
- The stored documents are given "file names", such as "FAX001" and "FAX002", automatically. However, you can change the file names. ⇒ P.111 "Manage File"
- You can attach "User Names" to the stored documents. ⇒ P.111 "Manage File"

Press **[Sub TX Mode]**.

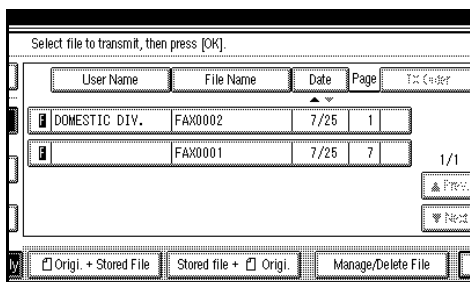


The Sub TX Mode menu is shown.

2 Select [Select Stored File].



3 Select the documents to be sent.



Note

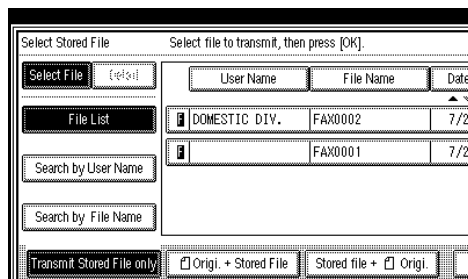
- When multiple documents are selected, they are sent in the order of selection.
- Press the [TX Order] key to arrange the order of the documents to be sent.
- Press the [File Name] key to place the documents in alphabetical order.
- Press the [User Name] key to place the documents in order by the programmed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

Specifying Documents from the "File List"

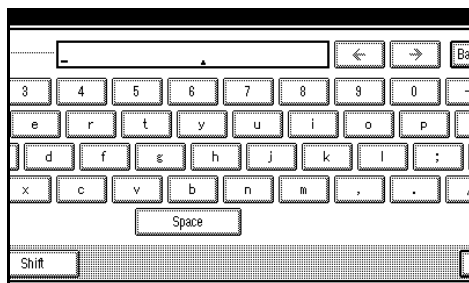
- 1 Press [▲ Prev.] or [▼ Next] to display the documents to be sent.
- 2 Select the file name.

Specifying Documents from the "File Name"

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



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



Note

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

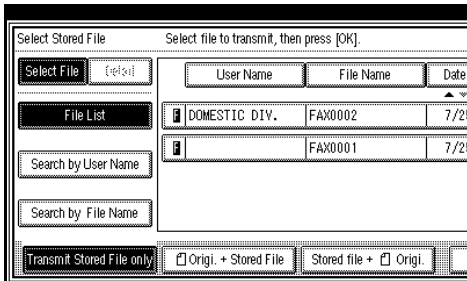
Reference

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

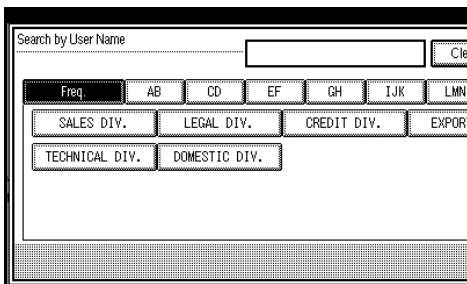
- 3 Press [OK].
- 4 Select the file name.

Specifying Documents from the "User Name"

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



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



Note

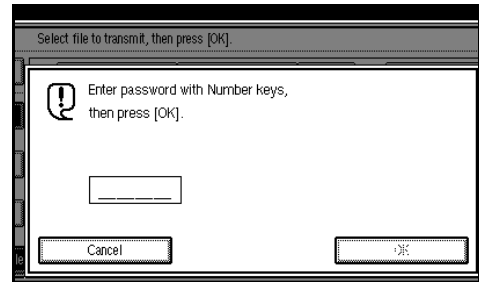
- If the user name who stored the document to be sent is not displayed, press [▲ Prev.] or [▼ Next].
- To search by entering the user name, press [Non-programmed Name], and then enter the user name. Partial matching is used to search for the user name.

Reference

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

- 3 Press [OK].
- 4 Select the file name to be sent.
- 4 If you select a document with a password, enter the password.

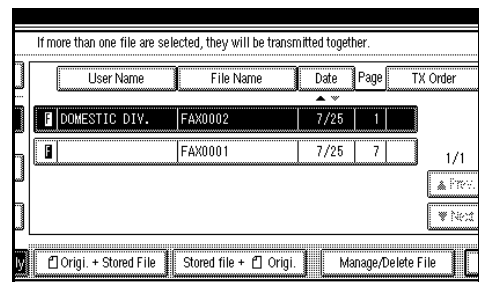
If the document does not have a password, proceed to step 6.



- 5 Press [OK].

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

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



Note

- When the [Orig. + Stored File] key is specified, the machine sends the "Originals" and then "Stored Files". When the [Stored file + Orig.] key is specified, the machine sends the "Stored Files" and then "Originals".
- The added originals are not stored.

- 7 Press [OK].

The Sub Transmission Mode menu is shown.

- 8 Press [OK].

Note

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

- 9 Dial, and then press the **[Start]** key.

Printing Stored Documents

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

Limitation

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

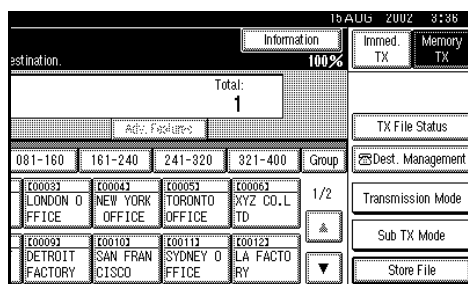
Reference

⇒ "Document Server" in the Copy Reference manual, and Printer Reference manual

Note

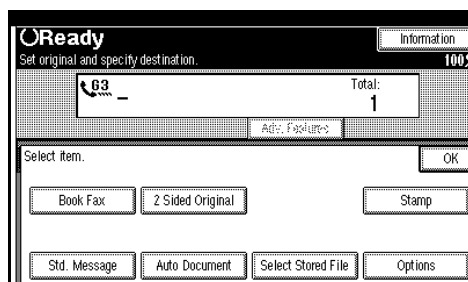
- ❑ You can also print the first page only to check the content of the original.
- ❑ You can specify and print multiple documents.
- ❑ When specifying and printing multiple documents, you can choose whether to put page numbers on all the files. Set this with User Parameters. ⇒ P.146 "Changing the User Parameters" (Switch18, Bit3)

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

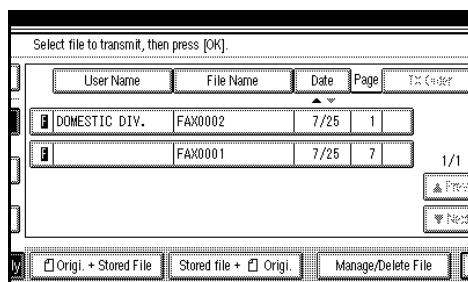


The Sub Transmission Mode menu is shown.

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

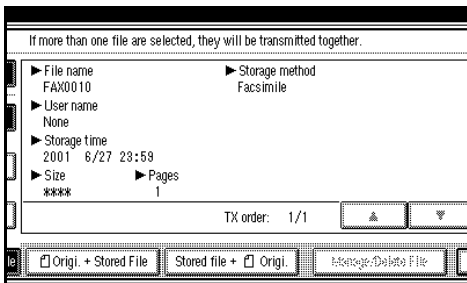


- 3 Select the document to be printed.

**Note**

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

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

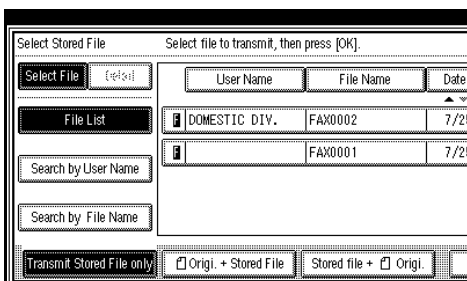


Selecting a Document from "File List"

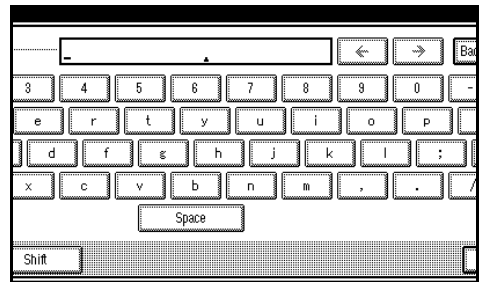
- 1** Press **[▲ Prev.]** or **[▼ Next]** to display the document to be sent.
- 2** Select the file name.

Specifying a Document from the "File Name"

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



- 2** Enter the file name to be sent.



Note

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

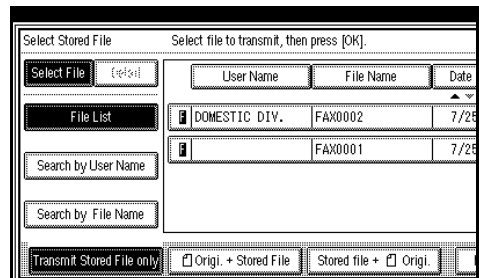
Reference

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

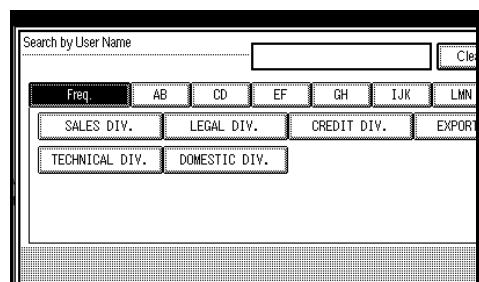
- 3** Press **[OK]**.
- 4** Select the file name.

Specifying a Document from the "User Name"

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



- 2** Press the user name who stored the document to be sent.



Note

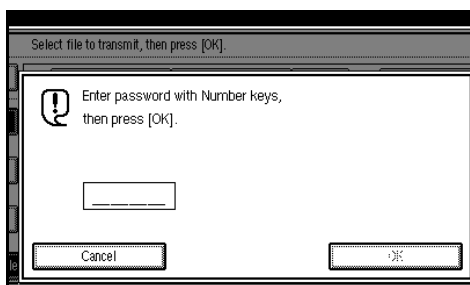
- If the user name of the document to be printed is not shown, press [**▲ Prev.**] or [**▼ Next**].
- To search by entering the user name, press the [**Non-programmed Name**] key, and then enter the user name. Partial matching is used to search for the user name.

Reference

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

3 Press [**OK**].**4** Select the file name.**4** If you select a file to which a password is set, enter the password.

When a selected file does not have a password, go to step 6.

**5** Press [**OK**].**6** Press [**Print File**] or [**Print 1st Page**].

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

Limitation

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

Note

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

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

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

8 Press [**Cancel**].**Note**

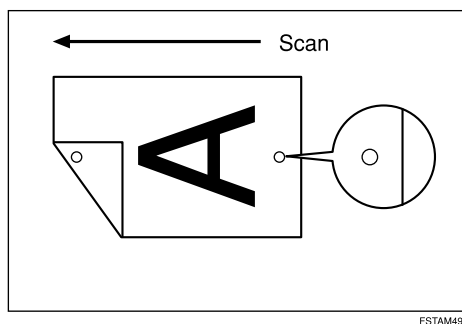
- You can also fax a specified Stored Document. ⇒ P.65 "Sending Stored Documents"

The Sub Transmission Mode menu is shown.

Stamp

The optional Document Feeder (ADF) is required.

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the bottom of the original. When sending a 2-sided document, the document is marked at the bottom of the front page and top of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



FSTAM49E

Limitation

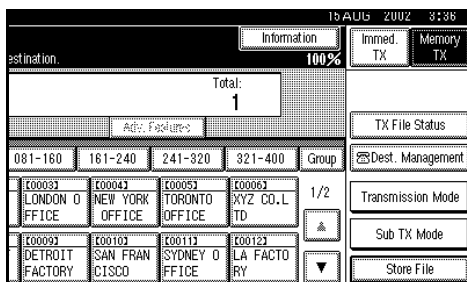
- ❑ Stamp only works when scanning from the Document Feeder (ADF).
- ❑ You cannot turn the Stamp feature on or off while a document is being scanned.
- ❑ Do not open the document feeder (ADF) while scanning a document. A document jam could occur.

Note

- ❑ When the stamp starts getting lighter, replace the cartridge. ⇒ P.191 "Replacing the Stamp Cartridge"
- ❑ If a page was not stamped even though the Stamp feature is turned on, you need to resend that page.
- ❑ You can choose whether Stamp is turned on or off. Select this in "General Settings/Adjustment" (⇒ P.131). If you set it on, Stamp can easily be turned off for any single transmission by pressing [Stamp].

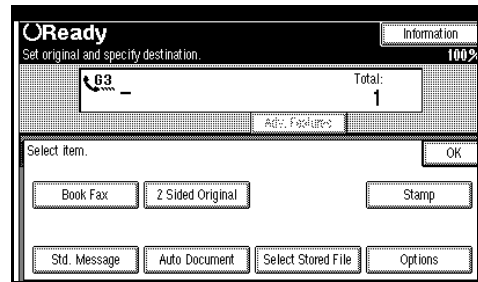
1 Place your original, and then select any scan settings you require.

2 Press [Sub TX Mode].



The Sub Transmission menu is shown.

3 Press [Stamp].



The [Stamp] key is highlighted.

Note

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

4 Press [OK].

5 Dial, and then press the [Start] key.

Transmission Options

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

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

Fax Header Print

When "Fax Header Print" is set to "ON", the machine adds your stored Fax Header to each message you send so it appears on the printed fax at the other end.

You can store two Fax Headers "indications" seem strange. May be "...two Fax Headers": "First Name" and "Second Name".

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

Program in advance which Fax Header is printed when you store a destination into Quick Dials.

Note

- If a destination is dialed with the number keys, "First Name" is printed.
- You can switch this feature on and off in "General Setting/Adjustment" (⇒ P.131). Select the setting that you normally use or change the setting in "Transmission Options" if necessary.
- The Fax Header can be programmed in "programming". ⇒ Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual
- You can set whether you print "date", "transmitter origin", "file number" and "page number" with Fax Header in "User Parameters". ⇒ P.146 "Changing the User Parameters" (Switch18, Bit3, 2, 1, 0)
- In some cases, you may wish the other party to receive an unmarked copy of your original. In this case, you can switch Fax Header off.

Label Insertion

When a destination is stored in Quick Dials and "Label Insertion" is set to "ON", the receiver's name will be printed at the top of the page of message received at the other end and will be preceded by "To". You can also print a sentence stored as a Standard Message.

Reference

⇒ P.122 "Programming Standard Messages"

⇒ Chapter 2, "Quick Dials" in the Basic Features manual

Note

- You can switch this feature on and off in "General Setting/Adjustment" (⇒ P.131).

Limitation

- When "Label Insertion Priority Setting" is set to "Programmed Name" and there is an image around the area where the Label is to be printed, that image is deleted. When this setting is set to "OFF", Label Insertion is not printed.

Sender Stamp

When there is data, such as the user name and department name, programmed into the user code, you can have the machine print a sender stamp on the right edge of your paper. To print a sender stamp, press [Change] and program a user name to be printed. When you select [No Stamp], a sender stamp is not printed.

Note

- ❑ Enter the user name in System Settings.

Reduced Image Transmission

When this feature is set to "ON", your message is sent at a reduced size (93%) with a blank margin on the left. When this feature is set to "OFF", "Reduced Image Transmission" is canceled.

Limitation

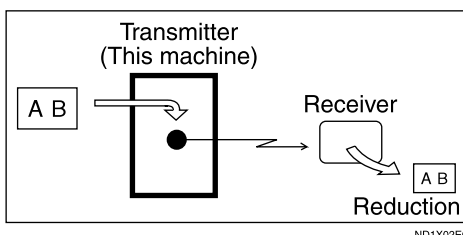
- ❑ This feature is not available with Immediate Transmission or a specified transmission of a stored document.
- ❑ Image Rotation is not available with this feature.

Note

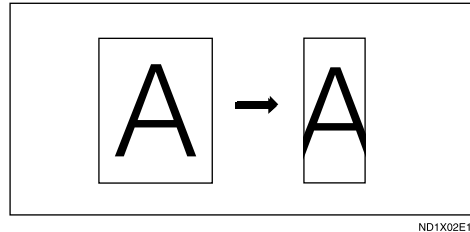
- ❑ You can switch this feature on and off in "General Setting/Adjustment" (⇒ P.131)

Auto Reduction

When this feature is set to "ON" and the receiver's paper is smaller than the original, the message is automatically reduced to fit onto the paper available at the other end. When this feature is set to "OFF", "Auto Reduction" is canceled.

**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 in "General Setting/Adjustment" (⇒ P.131).

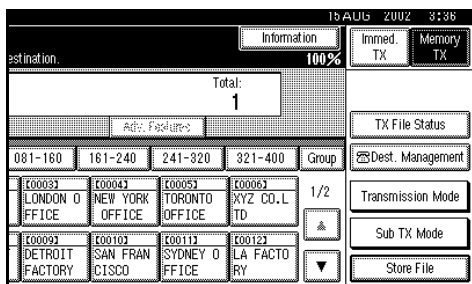
Default ID Transmission

When this feature is set to "ON", transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party). When this feature is set to "OFF", "Default ID Transmission" is canceled.

Selecting Transmission Options for a Single Transmission

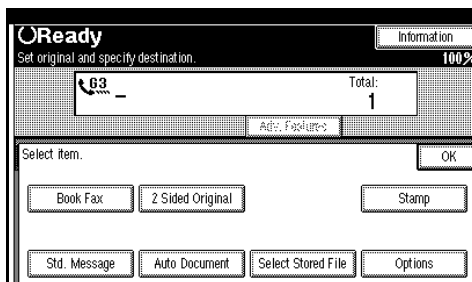
- 1 Place the original, and then select any scan settings you require.

2 Press [Sub TX Mode].

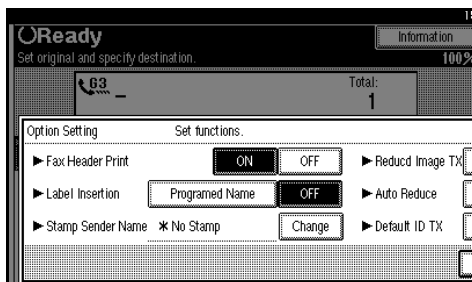


The Sub Transmission Mode menu is shown.

3 Select [Options].



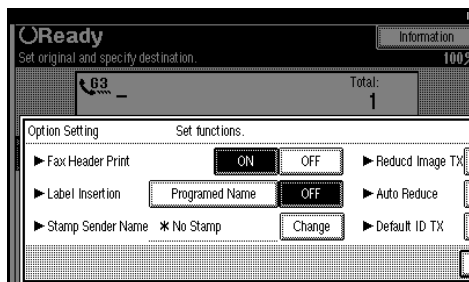
4 Press [ON] or [OFF] to specify "Fax Header Print".



Note

- To close option settings, go to step 10.

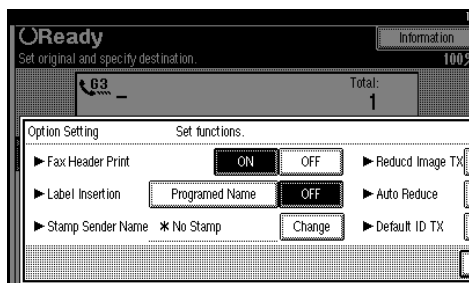
5 Press [Programed name] or [OFF] to specify "Label Insertion".



Note

- To close option settings, go to step 10.

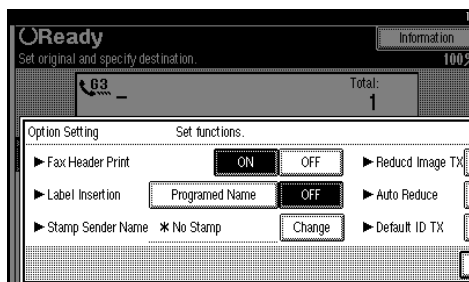
6 Change "Stamp Sender Name".



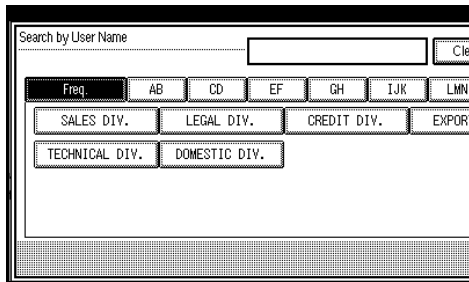
Note

- To close option settings, go to step 10.

1 Press [Change].



2 Enter user name to be stamped.



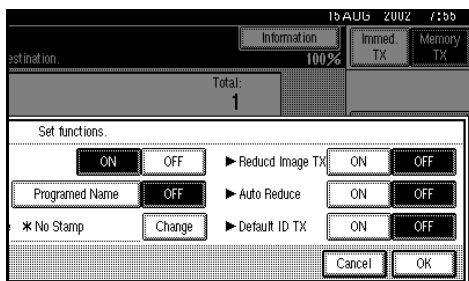
Note

- The user name specified when the User Code was programmed appears. ⇒ "User Code" in System Settings
- Press the title key to switch between titles.
- Press [**Non-programed Name**] to stamp a user name which is not programmed.
- If you do not want to print a "Stamp Sender Name", press [**No Stamp**].

3 Press [OK].

A "Stamp Sender Name" is displayed.

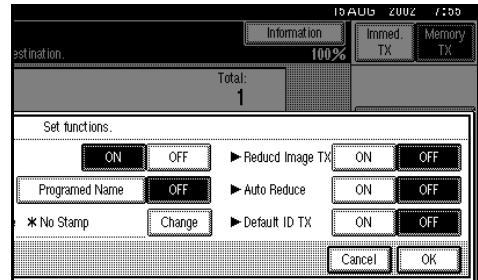
7 Press [ON] or [OFF] to specify "Reducd Image TX".



Note

- To close option settings, go to step 10.

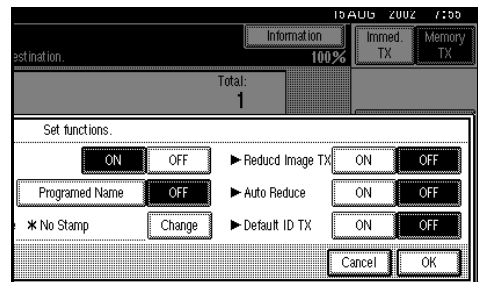
8 Press [ON] or [OFF] to specify "Auto Reduce".



Note

- To close option settings, go to step 10.

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



Note

- To close option settings, go to step 10.

10 Press [OK].

The Sub Transmission menu is shown.

11 Press [OK].

12 Dial, and then press the [Start] key.

More Transmission Functions

If Memory Runs Out While Storing an Original

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

Note

- If you wish to change whether successfully scanned pages are sent or not, please contact your service representative.

Parallel Memory Transmission

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

Note

- You can choose whether this feature is turned on. Set this with the User Parameters.
- Standard Memory Transmission may be used instead of Parallel Memory Transmission depending the optional equipment installed if there is not enough free memory left. ⇒ P.146 "Changing the User Parameters" (Switch07, Bit2)

Limitation

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases.
 - When the line is busy and could not be connected to
 - With Send Later
 - With Transfer Request
 - When you store an original for Memory Transmission while another communication is in progress
 - When two or more destinations are specified
 - When you send only an Auto Document
 - When the first page of an original is placed on the exposure glass
 - When you send messages stored in the Document Server
- If the **[Clear/Stop]** key is pressed, an original is jammed or memory runs out during Parallel Memory Transmission transmission stops. The Transmission Result Report is printed and files are deleted.
- When Parallel Memory Transmission is used, the total number of originals in "Fax Header Print" is not automatically printed.

Checking the Transmission Result

- Turn the Transmission Result Report (Memory Transmission) on if you want a report to be printed after every successful transmission. ⇒ Chapter 2, "Memory Transmission" in the Basic Features manual, P.80 "*Transmission Result Report (Memory Transmission)*"
If you leave the Transmission Result Report off, the report will not be printed after every transmission. However, should a transmission fail, a Communication Failure Report will be printed instead.
- If you turn the Transmission Result Report (Memory Transmission) off, the Error Report will be printed when the communication fails. ⇒ P.80 "*Communication Failure Report*"
- You can also check the transmission result by examining the Journal. ⇒ P.29 "*Printing the Journal*"
You can either print or scroll through the Journal on the display. ⇒ P.31 "*Checking the Transmission Result (TX File Status)*"

Automatic Redial

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

If redialing fails after four redials, the machine cancels the transmission and prints the Transmission Result Report (Memory Transmission) ⇒ P.80 or Communication Failure Report. ⇒ P.80

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.

Note

- You can choose whether Batch Transmission is turned on. Set this with the User Parameters. ⇒ P.146 "*Changing the User Parameters*" (Switch14, Bit2)
- Fax messages for which the transmission time has been set in advance are sent by batch transmission when that time is reached.
- If there are many messages waiting in memory to be sent, they may not be sent in the order of scanning.

ECM (Error Correction Mode)

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

ECM requires that the destination machine has the same feature.

Note

- You can choose whether ECM is turned on. Set this with the Key Operator Settings. ⇒ P.145 “ECM”

Broadcasting Sequence

If you dial several destinations for the same message (Broadcasting) the messages are sent in the order in which they were dialed. If the fax message could not be transmitted, the machine redials that destination after the last destination specified for Broadcasting. For example, if you specify four destinations A through D for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C. If the optional ISDN Unit or the optional Extra G3 Interface Unit Connector is installed, Simultaneous Broadcast over different lines is possible. ⇒ P.78 “*Simultaneous Broadcast*”

Checking the Transmission Progress

To check which destinations the fax message has been sent to so far, print the TX file list. (⇒ P.27)

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.

Limitation

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

Transmission with Image Rotation

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

Limitation

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

Simultaneous Broadcast

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

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

This results in a shorter overall transmission time.

Limitation

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

- ❑ This feature can use a maximum of 3 lines simultaneously.

 **Note**

- ❑ When using the optional Extra G3 Interface Unit, if you set the line selection as "G3 Auto Select" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.

JBIG Transmission

Fax Function Upgrade Unit is required.

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

 **Limitation**

- ❑ If ECM is turned off, JBIG Transmission is not available. ⇒ P.145 "ECM"
- ❑ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

Printed Report

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

Limitation

- ❑ This report is not printed with Parallel Memory Transmission.

Note

- ❑ You can choose whether this report is turned on. Set this with the User Parameters. ⇒ P.146 "Changing the User Parameters"(Switch03, Bit2)
- ❑ Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- ❑ You can choose whether to include part of the original image on the report. ⇒ P.146 "Changing the User Parameters"(Switch04, Bit7)

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission.

Note

- ❑ If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations.

- ❑ If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. ⇒ P.80 "Communication Failure Report"
- ❑ You can choose whether this function is turned on or off. Set this with the User Parameters. ⇒ P.146 "Changing the User Parameters"(Switch03, Bit0)
- ❑ You can choose whether to include part of the original image on the report. ⇒ P.146 "Changing the User Parameters"(Switch04, Bit7)
- ❑ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Communication Failure Report

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

Note

- ❑ You can choose whether to include part of the original image on the report. ⇒ P.146 "Changing the User Parameters"(Switch04, Bit7)
- ❑ The "Page" column gives the total number of pages. The "Not Sent" column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

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

Note

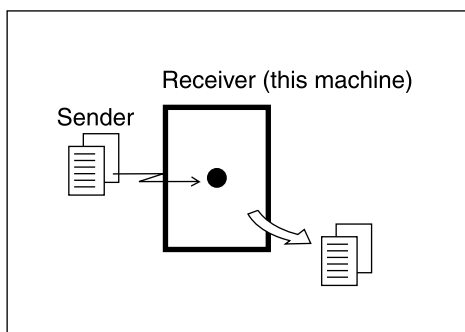
- You can switch this report on or off using the User Parameters. ⇒ P.146 "*Changing the User Parameters*"(Switch03, Bit5)
- If the page was sent successfully, the "Page" column gives the total number of pages that was sent successfully. The "Not Sent" column gives the number of pages that could not be sent successfully.

5. Reception Features

Reception

Immediate Reception

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



ND1X00E2

Normally this machine receives messages by Immediate Reception. But Memory Reception is used when "Combine 2 Originals", "Multi-copy reception", "Reverse Order Printing reception" or "2-Sided Printing" is set to "ON". If the conditions are that Substitute Reception should be used, a fax message is not printed. It will be stored in memory. ⇒ P.83 "Memory Reception", P.84 "Substitute Reception"

Reception Resolution

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

Limitation

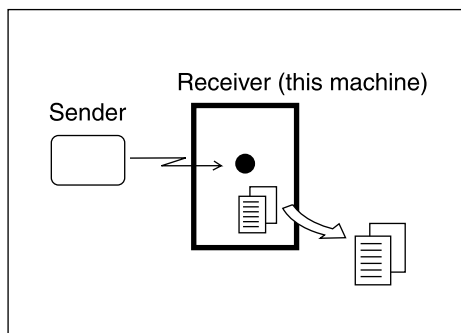
- ❑ Reception may not take place if there is not enough free memory left.

Note

- ❑ 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 the following features:

- Combine 2 Originals ⇒ P.93 "Combine 2 Originals"
- Multi-copy when set to multiple copies ⇒ P.92 "Multi-copy Reception"
- Reverse Order Printing ⇒ P.94 "Reverse Order Printing"

- **Substitute Reception** ⇒ P.84 “*Substitute Reception*”
- **2-Sided Printing (option)** ⇒ P.91 “*2-Sided Printing*”

Important

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

Limitation

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

Note

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

Substitute Reception

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

- Paper runs out

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

Limitation

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

Note

- You can set whether you use "Substitute Reception" in "User Parameters". ⇒ P.146 “*Changing the User Parameters*” (Switch05, Bit1, 2)
- 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 set conditions.

Four settings are available:

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

 **Note**

- ❑ You can choose which setting to use. Set this with the User Parameters. ⇒ P.146 “*Changing the User Parameters*”(Switch05, Bit2,1)
- ❑ Even if the sender does not have an Own Name or Own Fax Number, the machine will still receive messages using Substitute Reception if:
 - Paper becomes jammed while the power switch is on
 - Printing is not possible for some reason, for example, when a copy job is in progress

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

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

 **Important**

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

 **Free**

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




 **Polling ID match**

The machine switches to Substitute Reception only when the programmed Polling ID's of the other end and this machine are identical.

When the Receive File Indicator is Lit

If the Confidential File indicator is lit, a message has been received and stored in memory with Memory Lock or Personal Boxes. You need to print it out manually. ⇒ P.38 *"Printing Personal Box Messages"*

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

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

When the Confidential File Indicator is Lit or Blinking

If the Confidential File Indicator is lit, a message has been received by Confidential Reception or received in Personal Boxes. When a message has been received by Confidential Reception, print a Confidential Message. ⇒ P.34 *"Printing a Confidential Message"* When a message has been received in Personal Boxes, print Personal Box Messages. ⇒ P.38 *"Printing Personal Box Messages"*

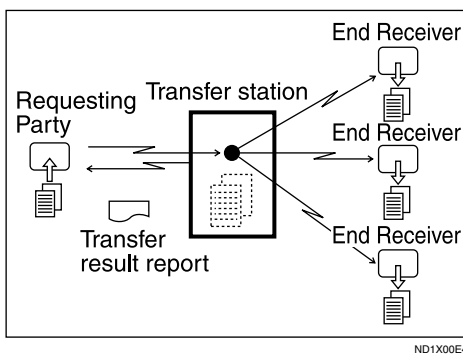
If the Confidential File indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ P.36 *"Printing a File Received with Memory Lock"*

Reception Functions

Transfer Station

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

The diagram below may make the concept clearer.



The following terminology is used in this section.

- ❖ **Requesting Party**
The machine where the message originates from.
- ❖ **Transfer Station (this machine)**
The machine that forwards the incoming message to another destination.
- ❖ **End Receiver**
The final destination of the message, that is the machine the Transfer Station sends to. End Receivers must be programmed into Quick Dial or Groups in the Transfer Station.
- **Limitation**
 - ❑ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.

- ❑ If your line number is not programmed at the Transfer Station, reception will not take place. ⇒ P.173 "Transfer Report"
- ❑ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. ⇒ Chapter 2, "Restrictions When Dialing with the Keys" in the Basic Features manual.
- ❑ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 500, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

💡 Multistep Transfer

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

For more information, contact your service representative.

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

🔍 Reference

P.88 "ID Reception (Closed Network)"

Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

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

Transfer Result Report

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

Preparation

Program the Requesting Party fax number in advance. ⇒ P.173 "Transfer Report"

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the Requesting Party in a Quick Dial in the Transfer Station.

Note

- You can choose whether a portion of the original image is printed on this report. Set this with the User Parameters. ⇒ P.146 "Changing the User Parameters"(Switch04, Bit7)

ID Reception (Closed Network)

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

Note

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

JBIG Reception

Fax Function Upgrade Unit is required.

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

Limitation

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

Auto Fax Reception Power-up

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

- ❑ You can choose whether messages are printed as soon as they are received (Immediate reception). P.146 *“Changing the User Parameters”* (Switch14, Bit0)
- ❑ You can also set that fax messages received by Memory Reception (Substitute Reception) will be printed after the machine is turned on.

Printing Functions

Print Completion Beep

The machine beeps to let you know when a received message has been printed.

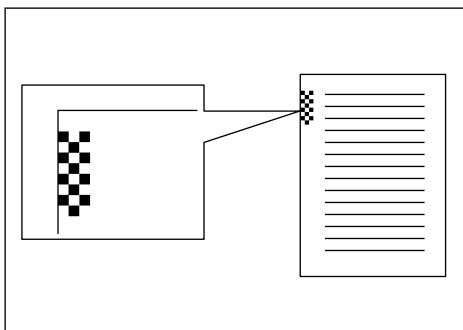
Note

- You can choose whether the volume of the beep is turned on or off completely (set the volume to the minimum level). ⇒ Chapter 4, "Adjusting Volume" in the Basic Features manual.

5

Checkered Mark

A checkered mark is printed on the first page of fax messages to help you separate them.

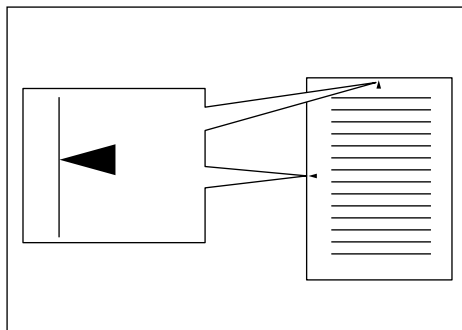


Note

- You can choose whether this feature is on with the Initial Setup Reception Mode Settings. ⇒ P.137 "Reception Mode"

Center Mark

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 choose whether this feature is on with the Initial Setup Reception Mode Settings. ⇒ P.137 "Reception Mode"

Reception Time

You can have the date and time printed at the bottom of the message when it is received. You choose whether this feature is on with the Initial Setup Reception Mode settings. ⇒ P.137 "Reception Mode"

Limitation

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

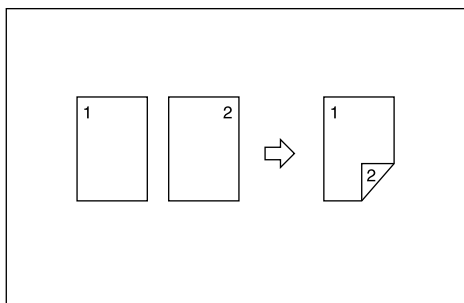
Note

- ❑ 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.

2-Sided Printing

The optional Duplex Unit is required. If this setting is set to on, fax messages will be received with Memory Reception. You can have a received message printed on both sides of the paper.

You can turn this feature on or off with the Initial Setup reception Mode settings. You can also print⇒ P.137 "Reception Mode"



Limitation

- ❑ To use this function, all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (A4→A4, B4→B4 are typical examples, whether A3 and B5 sizes are correctly scanned in will depend on the fax machine). This machine will correctly scan in landscape A3, B4, A4, and B5; and portrait A4, B5 and A5. The following table shows the results that can be achieved when sending and receiving using this machine.

	Originals	Top Binding	Side Binding
A4, B5			
A3, B4			

ND0X03N3

- ❑ This feature works only when all pages are of the same width and are received into memory.
- ❑ The machine will use Memory Reception for 2-Sided Printing.
- ❑ This feature cannot be used with Combine 2 Originals.

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

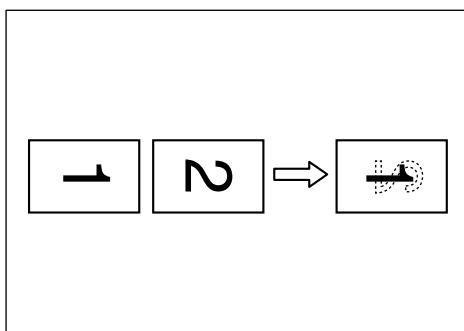
 **Note**

- You can choose to have messages only from selected senders printed in this way. ⇒ P.151 *“Special Senders to Treat Differently”*

5

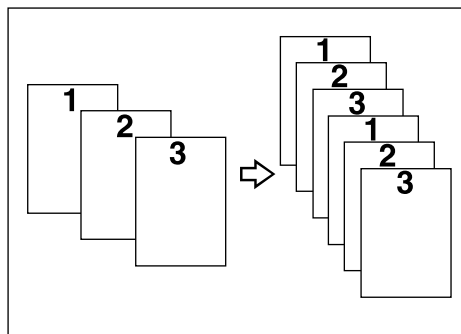
180 Degree Rotation Printing

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



Multi-copy Reception

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ P.151 *“Special Senders to Treat Differently”*, ⇒ P.137 *“Reception Mode”*



ND1X00E7


 **Limitation**

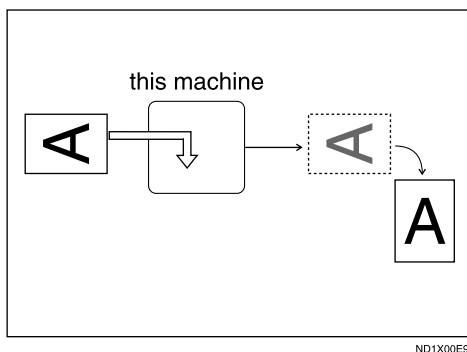
- The maximum number of copies that can be made for each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

 **Note**

- You can choose whether this feature is turned on or off and set the number of copies with the Initial Setup Reception Mode Settings. ⇒ P.137 *“Reception Mode”*
- The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

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













Note

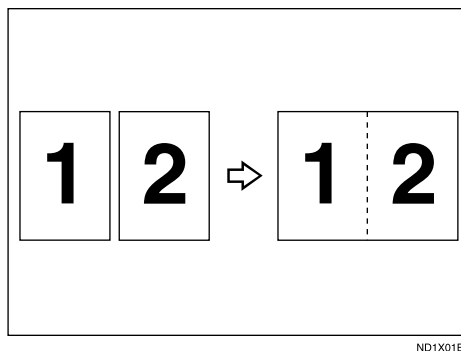
- You can choose to have received messages printed from a specified tray. ⇒ P.137 "Reception Mode"

Combine 2 Originals









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

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

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



Limitation

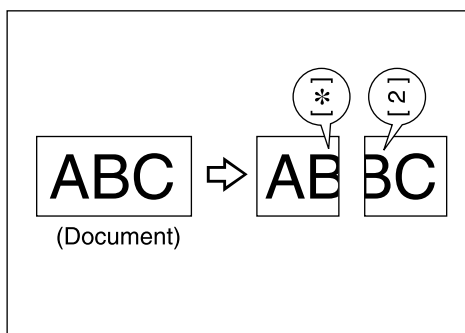
- This feature does not work with messages larger than A5 , B5 , A4  or LT . When A5 , B5 , A4 , or LT  size paper is loaded in the machine, each page of the received message is printed on a single sheet.
- If paper matching the size and direction of a received document is not available, Combine 2 Originals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

Note

- You can choose whether this feature is turned on or off. Set this with the User Parameters. ⇒ P.146 "Changing the User Parameters"(Switch10, Bit1)
- This feature uses Memory Reception.

Page Separation and Length Reduction

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



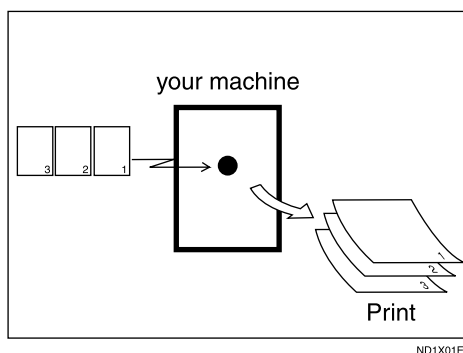
Note

- Your service representative can customize this feature with the following settings.
 - Reduction
 - Print split mark
 - Overprinting
 - Overprinting length
 - Guideline for split
- You can adjust the overprinting and reduction lengths within the following ranges:
 - Guideline for split: 0~155mm (5mm steps)

- Overprinting length: 4mm, 10mm, 20mm, 40mm

Reverse Order Printing

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

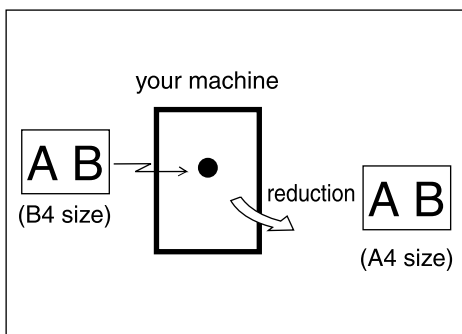


Note

- You can choose whether this feature is turned on or off. Set this with the Initial Setup RX. ⇒ P.137 "Reception Mode"
- When this feature is on, the first page will be printed last.
- This feature uses Memory Reception.

Page Reduction

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



Note

- You can choose whether this feature is turned on. Set this with the User Parameters. ⇒ P.146 "Changing the User Parameters" (Switch10, Bit3)

Reference

⇒ P.94 "Page Separation and Length Reduction"

Sender's Own Fax Number Print

Usually the sender's Fax Header is printed on received messages. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this feature on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the message came from. ⇒ Chapter 3, "Initial settings and Adjustment" in the Basic Features manual

Note

- You can turn it on or off with the User Parameters. ⇒ P.146 "Changing the User Parameters" (Switch02, Bit3)

CIL/TID Print

The optional ISDN Unit is required.

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

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number and name, the sender's own fax number and name, time, and page number. The TID refers to the name programmed by the sender in their Fax Header. ⇒ Chapter 3, "Initial settings and Adjustment" in the Basic Features manual

Limitation

- These features are available only when receiving in G4 mode.

- ❑ If the sender's TID contains double-byte characters (for example Chinese characters), the TID will not be printed even if TID Print is turned on.

 **Note**

















































































- ❑ You can turn CIL and TID on or off with the User Parameters. ⇒ P.146 *“Changing the User Parameters”* (Switch02, Bit5 or Bit6)

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has B4 and A3 installed and you receive an A4 size message, check the A4 column of the following table. The paper size at the top has the highest priority. In this case, since B4 is a higher priority than A3, the message is printed on A4.

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

◆ Priority Table

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



Portrait



Landscape



Image Rotation

GFRXPSE

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

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

Limitation

- ❑ Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ P.151 "Special Senders to Treat Differently"
- ❑ The paper size used to print a received message may be different from the size of the sent original.

Note

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

Reference

⇒ P.94 "Page Separation and Length Reduction"

P.95 "Page Reduction"

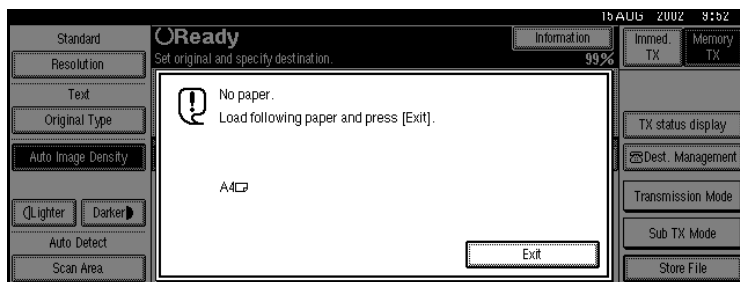
P.93 "Image Rotation"

"Just Size" Printing

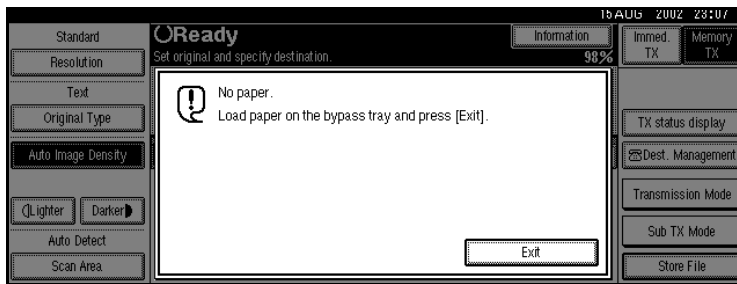
If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette



- Bypass Tray



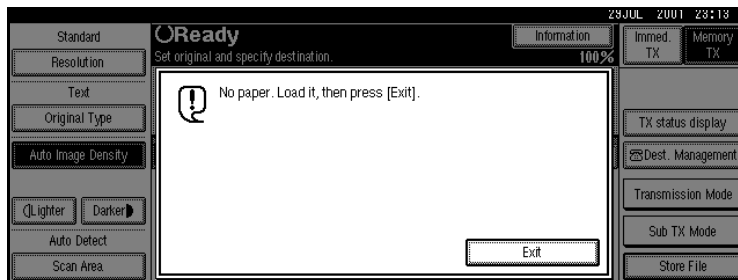
Note

- The action that follows pressing **[Exit]** varies depending on the status of the machine when the message occurred.
 - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it had left off.
 - If any documents or reports were being printed manually, the printer does not resume the printing. Perform the operations from the beginning again.
- You can choose whether the message is turned on. Set this with the User Parameters. ⇒ P.146 “*Changing the User Parameters*”(Switch05, Bit5)

5

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

- You can choose whether the message is turned on. Set this with the User Parameters. ⇒ P.146 “*Changing the User Parameters*”(Switch05, Bit7)

Having Incoming Messages Printed on Paper from the Bypass Tray

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

📌 Limitation

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

📝 Note

- ❑ Before you can use this feature, you need to turn on Authorized Reception (Initial Setup Reception Mode settings), program the Specified Senders (Key Operator Settings) along with the Paper. ⇒ P.137 "*Reception Mode*", ⇒ P.151 "*Special Senders to Treat Differently*"
- ❑ When you set paper sizes other than A4 landscape, B4 landscape and portrait, A3 landscape and portrait in the Bypass Tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying. ⇒ "Copying from the Bypass Tray" in the Copy Reference manual
- ❑ If the specified paper size and the size of paper set in the Bypass Tray do not match, paper jams may occur or the image may be truncated.
- ❑ If you use this feature, Image Rotation and 180 Degree Rotating Printing are not possible.

Where Incoming Messages are Delivered - Output Tray

G3/G4 Separate Tray

An optional upper tray or optional finisher unit is required for using this feature. You can specify the document feeding tray for each line. For example, you can specify documents received through the G3-1 line to be fed to the "Internal Tray" and documents received through the G4 line to be fed to the "Upper Tray", facilitating the separation of files.

Note

- To use this feature, specify the line and destination in "G3/G4 Separate Tray".
⇒ P.137 "Reception Mode"

Tray Shift

The optional Finisher Unit is Required.

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

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

Note

- You can choose whether the message is turned on. Set this with the User Parameters. ⇒ P.146 "Changing the User Parameters"(Switch19, Bit0)

6. Simplifying the Operation

Programs

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

Registering Keystroke Programs

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

You can register the following items in Keystroke Programs:

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

Important

- We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ P.130 "Reports/Lists"

Limitation

- You cannot register a program in a Quick Dial key used for another function.
- When a registered program key is being used for a Memory Transmission on standby, the message "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." is displayed. You cannot change the function for this key at this time.
- You cannot program Transfer Request Transmission and Broadcasting at the same time.

Note

- The maximum number of programs you can register is 100 (up to 200 with optional Fax Function Upgrade Unit installed).
- Use the same procedure to registering and change programs. Follow the procedure for the items you want to change.
- The method to register or change programs for Copy Function is different from that of Fax Function. ⇒ "Programs" in Copy Reference manual.

1 Prepare for registering the program.

Note

- The procedure for programming differs depending on the items you want to register.

- ❑ Press the **[Clear Modes]** key to cancel programming.

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

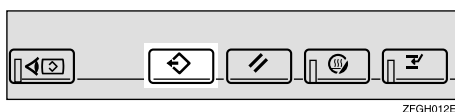
- 1 Press **[0], [1], [2], [3], [4], [5], [6], [7], [8], [9]** with the number keys.
- 2 Press **[Transmission Mode]**.
- 3 Select **[Send Later]**.
- 4 Enter the time to send.

 **Note**

- ❑ If the time is already specified, that time is shown. Press the **[Clear Modes]** key to change the time to send.

6

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

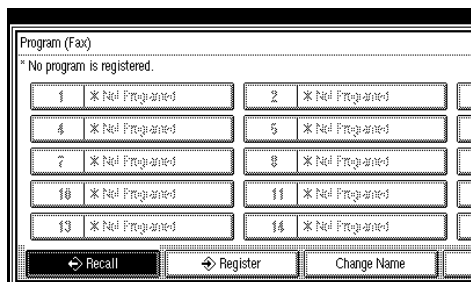


The program (facsimile) menu is shown.

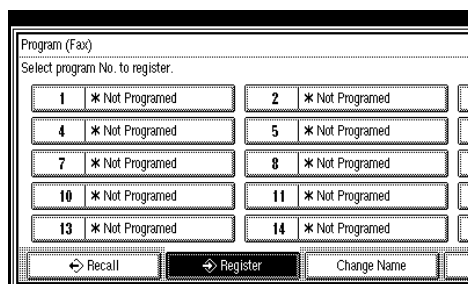
- 3 Press **[Register]**.

Registered program numbers and names are shown in the keys.

If there is no program registered, "*Not programmed" is shown.



- 4 Select a program number in which "*Not programmed" is shown.



 **Note**

- ❑ If "*Not programmed" is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- ❑ If you make a mistake, press **[Delete]** and try again.
- ❑ To change a program, after pressing the number of the program to be changed, press **[Register]**. If you make a mistake, press **[Do not Register]** and repeat from step 4.

- 5 Enter the program name.

The "Program Name" display is shown.

 **Note**

- ❑ To delete the contents you entered, press **[Delete]**. The display returns to step 4.
- ❑ If a program has been already registered, a program name is displayed. To change a program name, press the **[Clear/Stop]** key and reenter.
- ❑ You should register the program name.

- 6 Press **[OK]**.

The program has been registered.

- 7 Press **[Exit]**.

The initial display is shown.

Using a Program

Note

- When using a program, the settings that you have already made are canceled.

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

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

Note

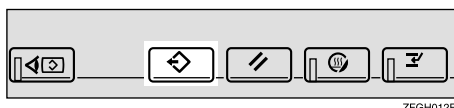
- If the standby display is not shown, press the **[Facsimile]** key.

- 2** Place your original.

Note

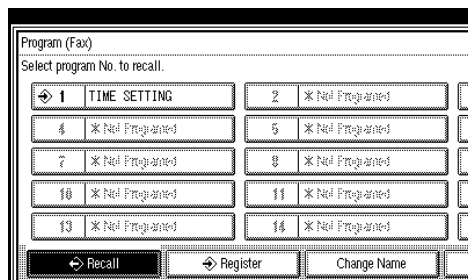
- If you have not registered destinations or scan settings as a program, enter the fax number for the destination and select any scan settings you require.

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



ZFGH012E

- 4** Select a program number you registered.



The initial display is shown.

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

Note

- If the number of the program to be used is not shown, press **[▲ Prev.]** or **[▼ Next]**.

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

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

Changing a Program Name

You can only change a program name.

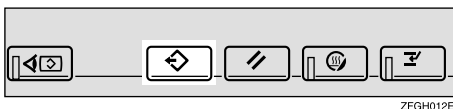
Limitation

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

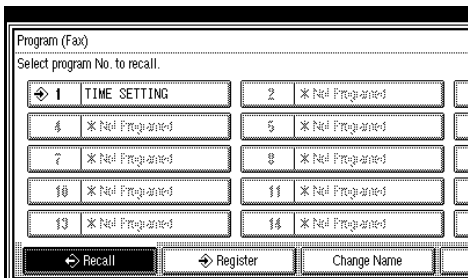
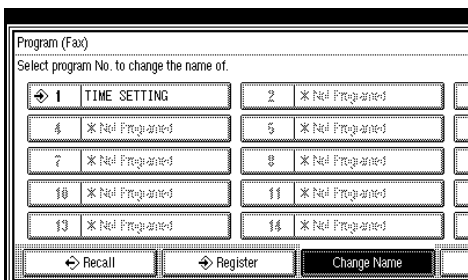
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

Note

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

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

ZFGH012E

3 Press **[Change Name]**.**4** Select the program number for the name you want to change.**Note**

- If the number of the program to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 Enter a new program name.**Note**

- Press **[Delete]** to cancel the change.

6 Press **[Exit]**.

The initial display is shown.

7 Press **[Exit]**

The initial display is shown.

Deleting a Program

Limitation

- When a registered program is being used for a standby Memory Transmission, the following message appears "Specified destination is used by transmission standby file. It cannot be changed or deleted. Specify it again after transmission is completed." The program can not be deleted at this time.

Note

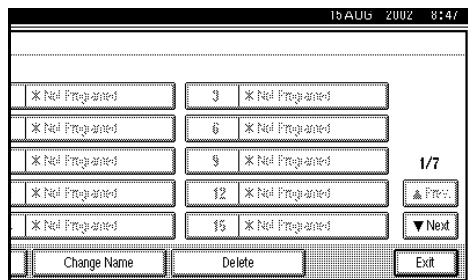
- If you delete a program, the registered program name is also deleted.

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

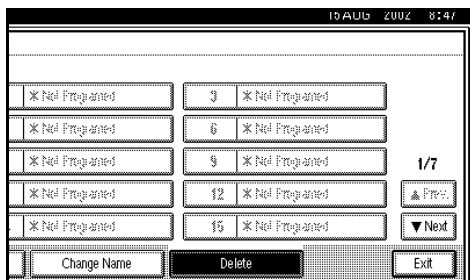
- If the standby display is not shown, press the **[Facsimile]** key.

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

ZFGH012E

3 Press **[Delete]**.

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



The contents of the program are shown on the display.

 **Note**

- If the number of the program to be deleted is not shown, press [▲ Prev.] or [▼ Next].

- 5** Press [Delete].

 **Note**

- Press [Do not Delete] to not delete the program. The display returns to step **3**.

- 6** Press [Exit].

The initial display is shown.

Using the Document Server

The optional Hard Disk Unit is required

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

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

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

Storing in the Document Server enables the following:

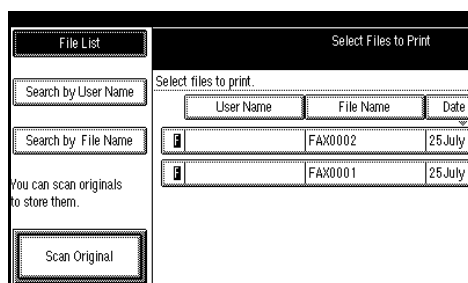
- Once stored, a document can be sent out as many times as you want just by selecting it.
- Storing a document does not use facsimile memory.

You can also send multiple stored documents or combine a document with a scanned original to send them out as a single document. Use "Select Stored File" in "Sub TX Mode" to send stored documents. ⇒ P.68 "Printing Stored Documents"

Note

- ❑ The stored documents are not deleted even when there is a power failure or the Main Power switch is turned off.
- ❑ The fax feature has a memory capacity of approximately 3,000 pages. You can store approximately 9,000 pages (ITU-T No.1 chart) in the Document server using the copy, printer, and scanner features.
- ❑ You can store up to 400 pages as one document (up to 1,000 pages with optional Expansion Memory).

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



Storing a Document

You can send and store a document at the same time. You can also just store a document.

You can program or change the following items of stored documents.

- File name

Scanned documents are given file names, such as "FAX001" and "FAX002" automatically. However, you can change the file names. ⇒ P.110 "Setting a File Name"

- User name

Specify a user name to identify the stored documents if necessary. ⇒ P.109 "Programming a User Name"

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

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

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

3 Press [Store File].

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

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

Select [Store only] to store documents.

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

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

Note

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

Programming a User Name

Note

- Set a user name from those that are programmed in the user code. Set the user codes in the System Settings.

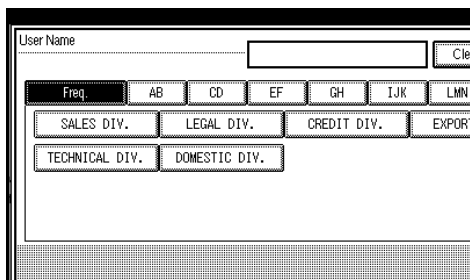
1 Press [File Info. Setting].

2 Press [User Name].

The User Name Change menu is shown.

3 Press the user name to be programmed.

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



Note

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

Reference

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

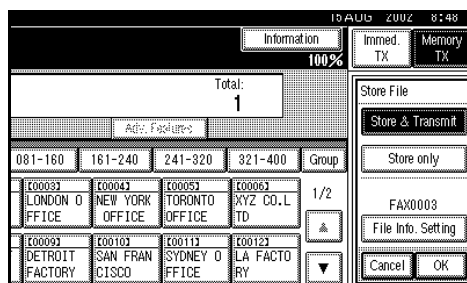
4 Press [OK].

The specified user name is shown.

5 Press [OK].

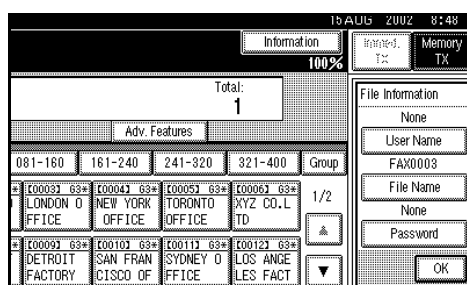
Setting a File Name

1 Press [File Info. Setting].



2 Press the [File Name] key.

The File Name Change menu is shown.



3 Enter the file name.

Reference

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

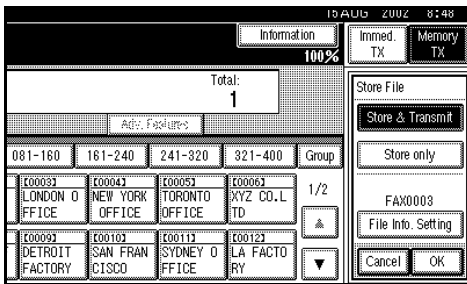
4 Press [OK].

The changed file name is shown.

5 Press [OK].

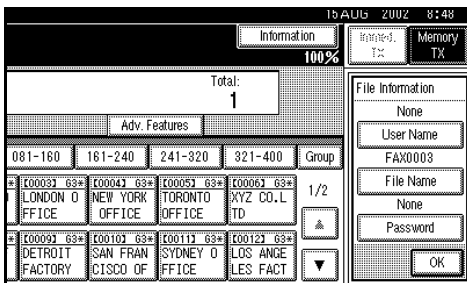
Setting a Password

- 1 Press [File Info. Setting].

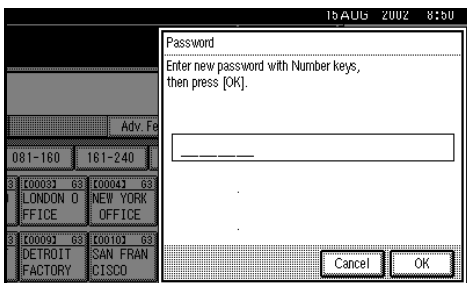


- 2 Press [Password].

The Password Setting menu is shown.



- 3 Enter a password using the number keys.



Note

- If you make an error, press the [Clear/Stop] key or [Clear], and then reenter your password. You can enter up to 4 digits for a password.

- 4 Press [OK].

XXXX is shown.

- 5 Press [OK].

- 6 Press [OK].

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

Note

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

- 8 Press the [Start] key.

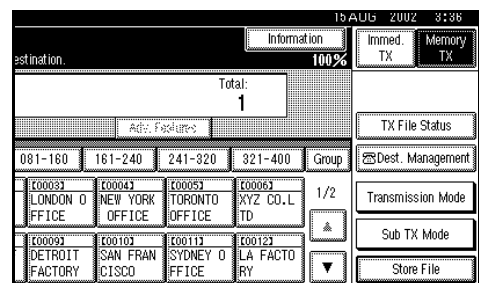
Manage File

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

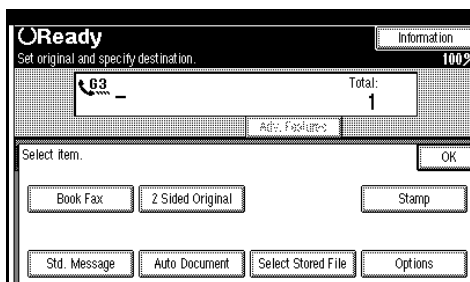
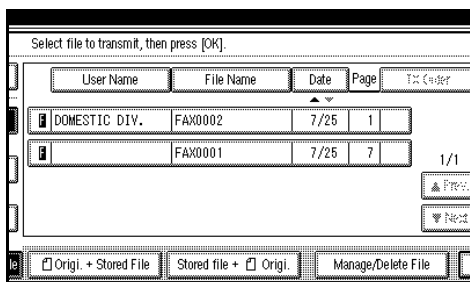
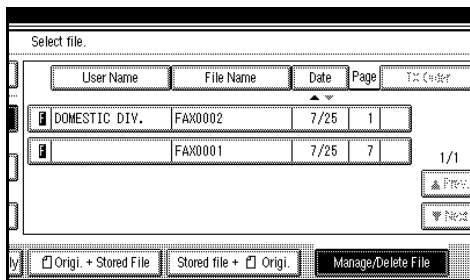
To change a stored document, delete the document you no longer need, and then reprogram the new document. ⇒ P.113 "Delete File"

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

- 1 Press [Sub TX Mode].



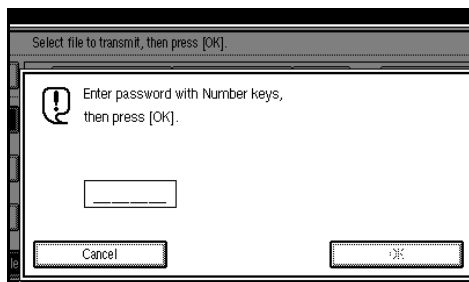
The Sub Transmission menu is shown.

2 Press **[Select Stored File]**.**3** Select **[Manage/Delete File]**.**4** Press the document to be changed.**Note**

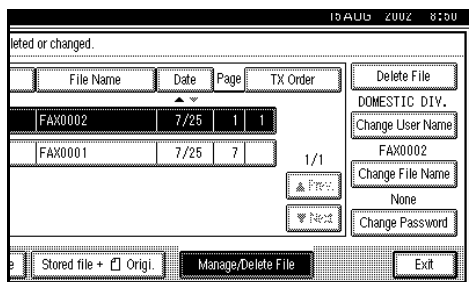
- If the document to be changed is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- You can specify multiple documents at one time.

5 If you select a document for which a password is set, enter the password.

When a selected file does not have a password, go to step **7**.

**6** Press **[OK]**.**7** Change the information of the stored document. Change the desired items.

Changing a File Name

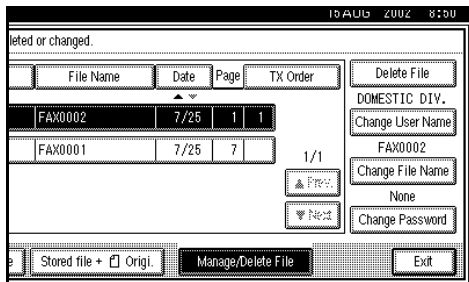
1 Press **[Change File Name]**.**2** Press **[Backspace]** or **[Delete All]**, and then reenter the file name.**Reference**

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

3 Press **[OK]**.

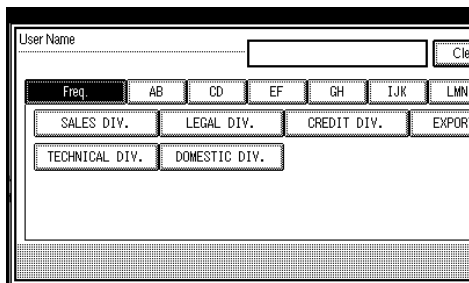
Changing a User Name

- 1 Press [Change User Name].



- 2 Press [Clear].

The user name is deleted.



- 3 Press the new user name.

Note

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

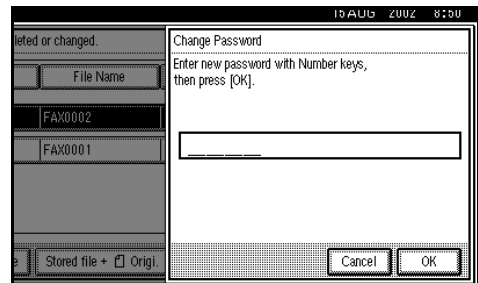
Reference

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

- 4 Press [OK].

Changing the Password

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



- 3 Press [OK].

- 8 Press [Exit].

The Sub Transmission menu is shown.

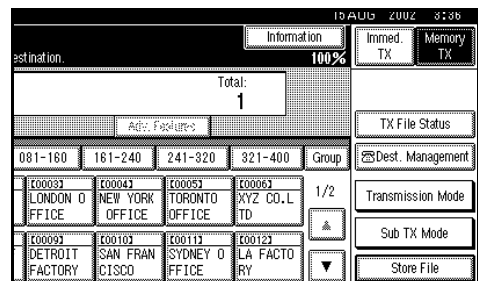
- 9 Press [OK].

The initial display is shown.

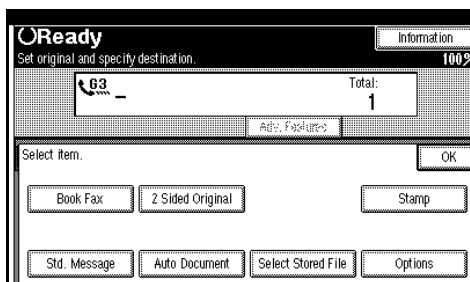
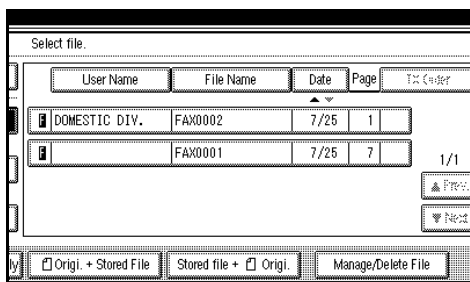
Delete File

Use this feature to delete your stored documents.

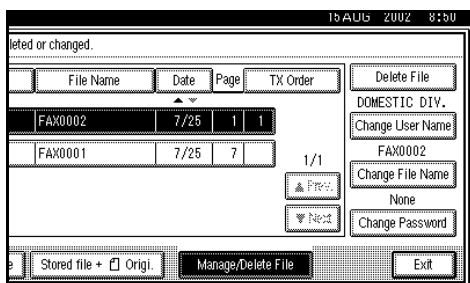
- 1 Press [Sub TX Mode].



The Sub Transmission menu is shown.

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

- You can specify multiple documents and delete them at one time.
- If a document to be deleted is not shown, press [**▲** Prev.] or [**▼** Next].

5 Press [Delete File].**6** Press [Delete].**Note**

- If you do not want to delete the document, press [Do not Delete.].

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

The initial display is shown.

Controlling documents saved in the Document Server from a computer

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

The following operations are available from the computer:

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

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

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

For more information, see the Scanner Reference.

7. Facsimile Features

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.

❖ Prog./Change/Delete

Use to program, change or delete: Quick Dial table, Group Dial, title of Quick Dial, Order of Quick Dial table, Auto Documents, Standard Message, Irregular Scan Area

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

⇒ Chapter 3, "Groups" in the Basic Features manual ⇒ P.119 "Program/Delete Menu"

❖ Print List/Report

Use to print: the Journal, Group list, Program list, Auto Document list, Quick Dial list, Label Insertion list ⇒ P.130 "Reports/Lists"

❖ General Settings/Adjustment

Use to set defaults for: Transmission mode (Memory / Immediate), scan conditions (Resolution / Auto Image Density / Original Type), Fax Information, Adjust Sound Volume Use ⇒ P.131 "General Setting/Adjustment"

❖ Reception Mode

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

- Also use to set the delivery tray according to line type and make paper tray settings.

❖ Key Operator Tools

Use to program/check: your name, your fax number, line type, various ID codes, number of transmitted/received documents ⇒ P.137 "Reception Mode"

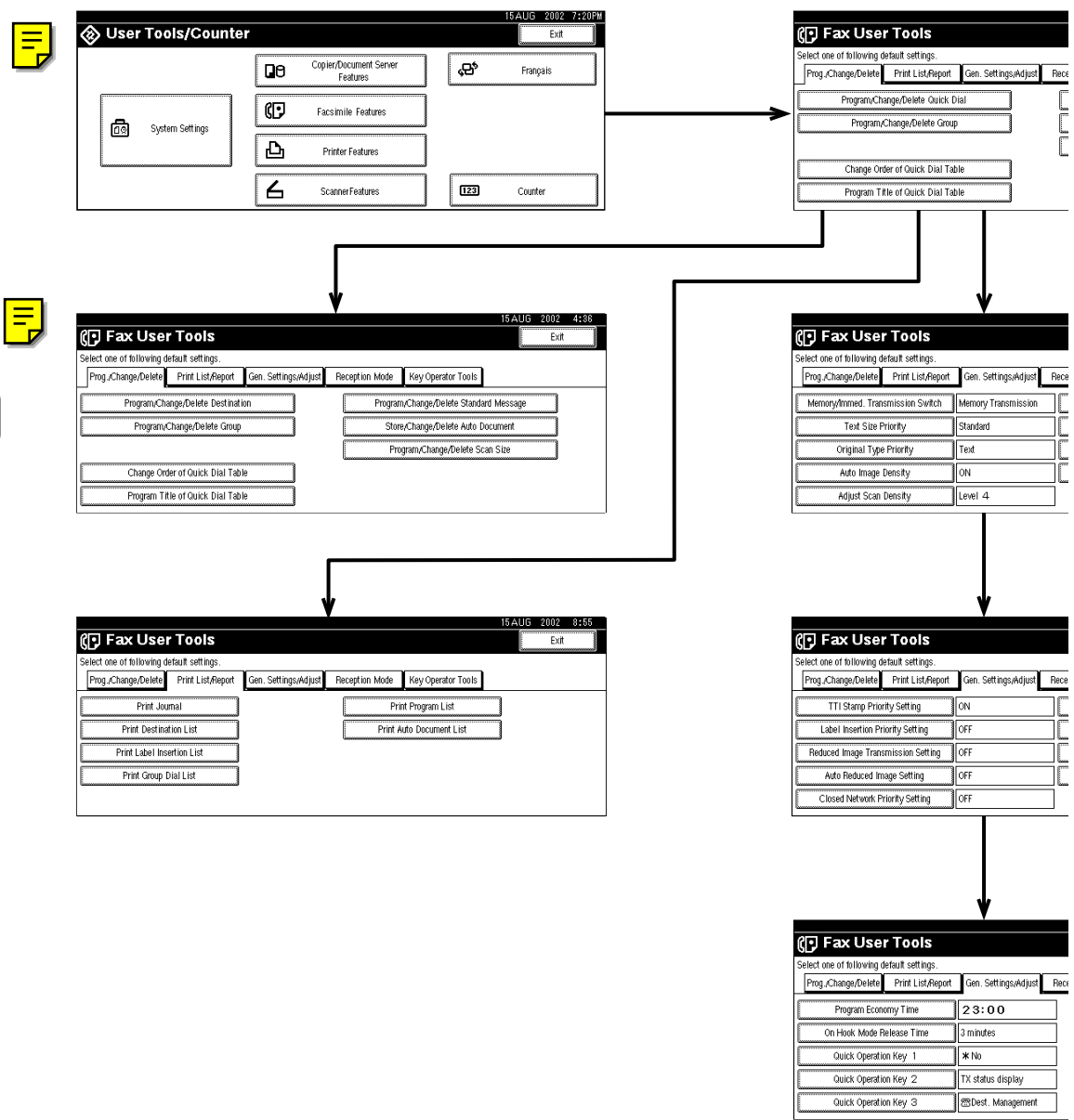
Note

- Refer to "Function Map" ⇒ P.116 for the order of the System Setting function displays. For further details, refer to each page.
- For System Settings, refer to the System Settings Reference manual.

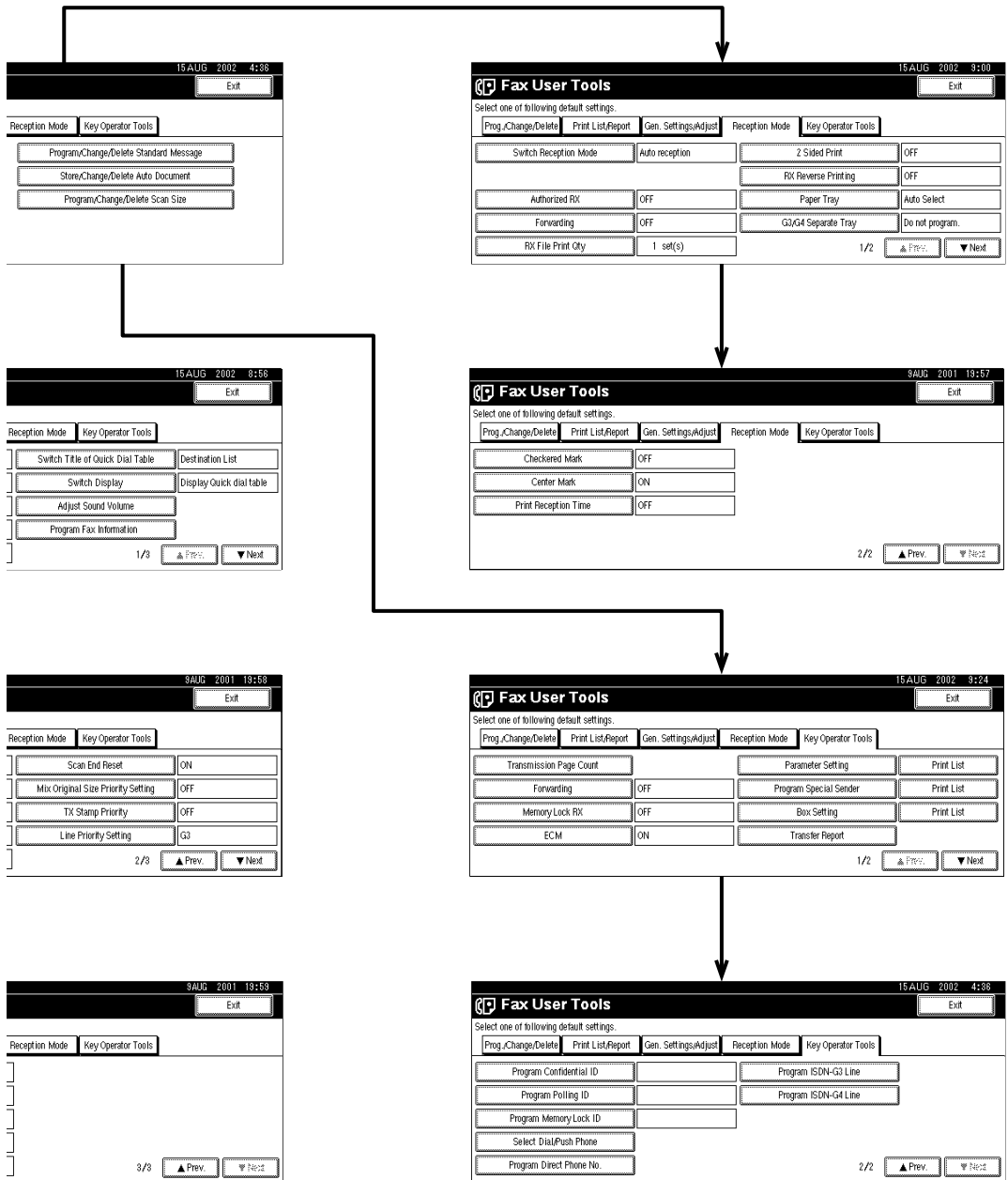
Function Map

Note

- This Function Map shows displays when the machine is installed with the optional ISDN Unit. The displays are different depending on the existence optional equipment installed.



7



7

GFH1U

❖ Menu

- Select the tab to display the menu.
- You can switch the display by pressing [**▲ Prev.**] or [**▼ Next**].
- The selected item is highlighted.
- After you specify settings, press [**OK**]. If [**OK**] is not pressed, the settings you made will not be applied.
- Press [**Cancel**] to cancel specified settings. The previous display is shown.

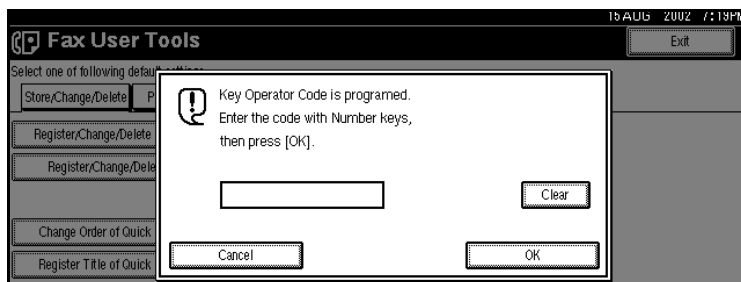
❖ Key Operator Code

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

Note

- You can turn the Key Operator Code on or off with "System Settings".
- When you set the Key Operator Code active, enter a code (maximum 8 digits) with the number keys and select [**Partial**] or [**All Initial Settings**] to limit access.
 - When [**Partial**] is selected
Only the Key Operator Tools are protected with a Key Operator Code.
 - When [**All Initial Settings**] is selected
The Key Operator Tools and User Tools are protected with a Key Operator Code.

- ① Press the [**User Tools/Counter/Inquiry**] key.
If you have selected [**All Initial Settings**], go to step ③.
- ② Select [**Key Operator Code**].
- ③ Enter a maximum 8 digit Key Operator Code with the number keys.



- ④ Press [**EXIT**].

Note

- If an unprogrammed key operator code is entered, the display returns to step ③.

Program/Delete Menu

Changing the Order of the Quick Dial Table

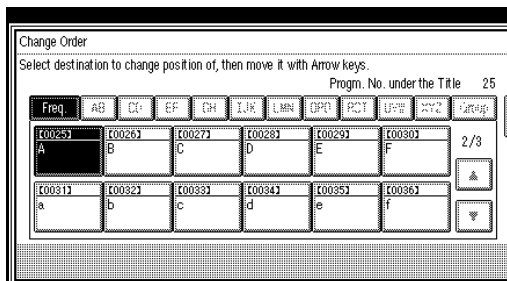
Use this feature to change the order of the programmed Quick Dial table.

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

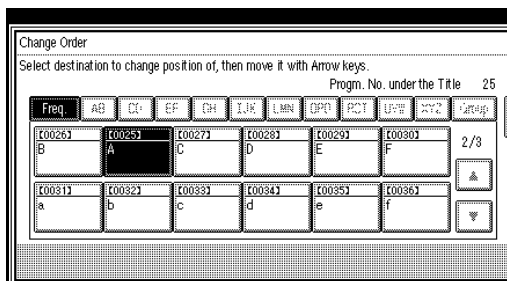
Note

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

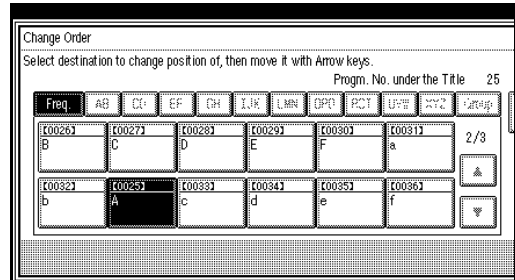
Pressing an arrow key will move the selection in the direction of the arrow.



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



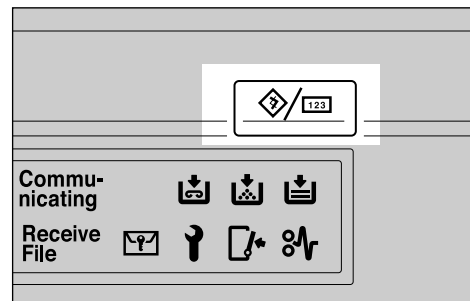
By pressing [↓], the destination key moves down.



Reference

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

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

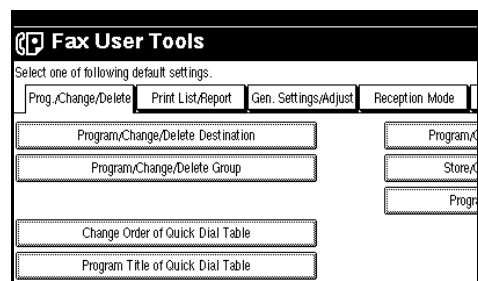


ZFGH008E

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

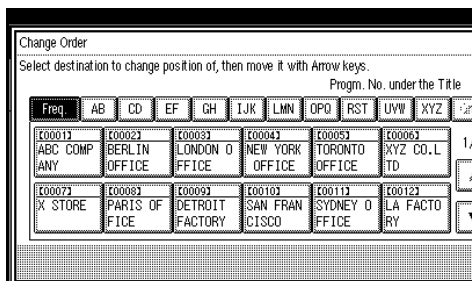
The Initial Facsimile Features menu is shown.

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



4 Select [Change Order of Quick Dial Table].

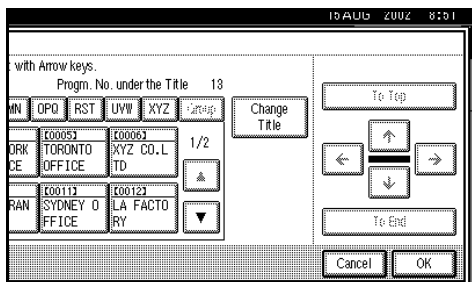
5 Press the destination key for which you want to change the order.



Note

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

6 Press the arrow keys to move the destination key.



Note

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

7 Press [OK].

The order has been changed.

Note

- If you do not want to change the order, press [Cancel].

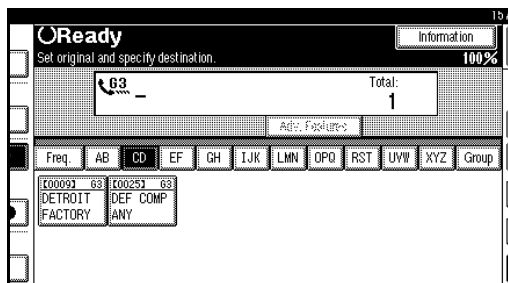
8 Press the [User Tools/Counter/Inquiry] key.

The display returns to the standby mode.

Programming Title of the Quick Dial Table

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

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



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

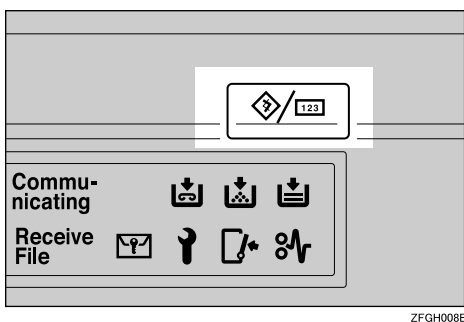
On this machine, you can create a Quick Dial Table according to your needs. In creating a quick dial table, you should program titles to facilitate your search process. The factory default settings, classified by alphabetical order, can be changed to a different type of classification.

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

Note

- The machine can make four types of quick dial tables. To display a quick dial table different from the one being shown, press the [Change Title] key. ⇒ P.121 "Switching Titles"
- You can program up to four characters for the "Title 1" and "Title 2" keys.
- You can program up to eight characters for the "Title 3" key.
- Use the same procedure to program and change the titles.

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

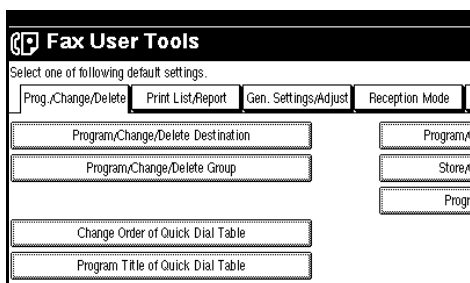


ZFGH008E

2 Press **[Facsimile Features]**.

The Facsimile Features menu is shown.

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

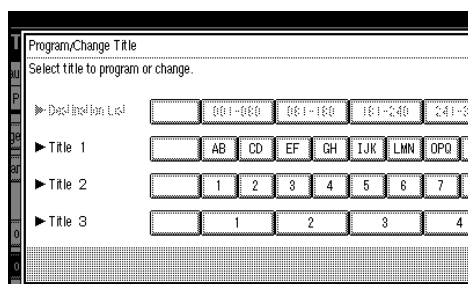


4 Select **[Program Title of Quick Dial Table]**.

5 Press the title key to program.

Note

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



6 Enter the name for the title key.

Reference

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

7 Press **[OK]**.

Note

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

8 Press **[Exit]**.

9 Press the **[User Tools/Counter/Inquiry]** key.

The initial display is shown.

Switching Titles

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

You can specify all programmed receivers on the destination list.

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

- ① Press **[Dest. Management]**.
- ② Select **[Change Title]**.
- ③ Press the title key to be displayed.
- ④ Press **[OK]**.
The selected title is shown above the "Change Title" menu.

Note

- ❑ If you do not want to change the title, press **[Cancel]**. The display will return to step ②.

- ⑤ Press **[Exit]**.
The initial display is shown.

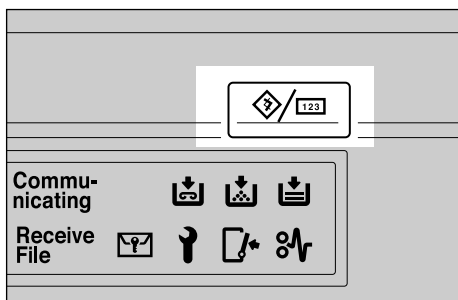
Programming Standard Messages

Use this feature to program standard messages to be printed at the top of the first page of the original. It is convenient if you program message such as your own greetings.

Note

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

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

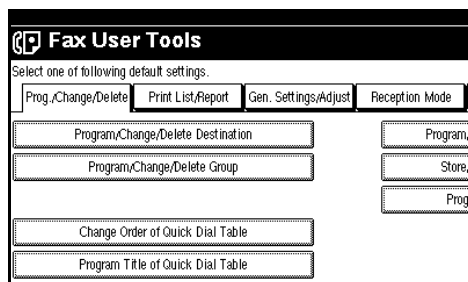


ZFGH008E

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

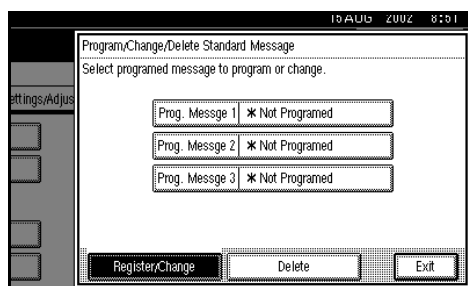
The Facsimile Features menu is shown.

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



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

- 5 Select a key in which **"*Not programmed"** is displayed.



Note

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

6 Enter your message.

 **Reference**

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

7 Press [OK].

 **Note**

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

8 Press [Exit].

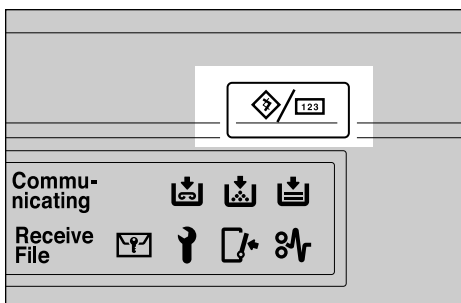
9 Press [User Tools/Counter/Inquiry].

The initial display is shown.

Deleting Standard Messages

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

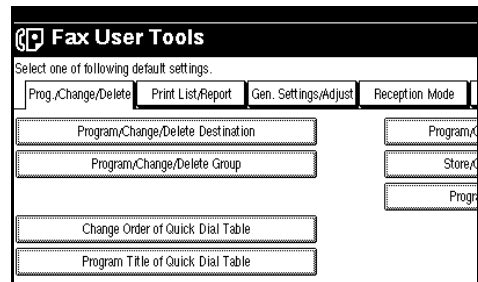
1 Press the [User Tools/Counter/Inquiry] key.



2 Select [Facsimile Features].

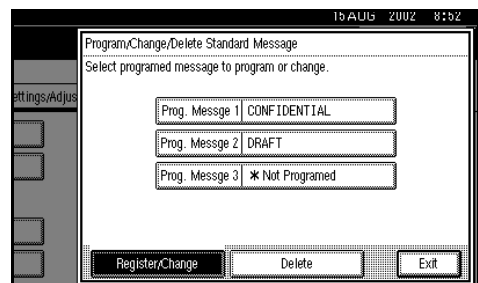
Facsimile Features menu is shown.

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

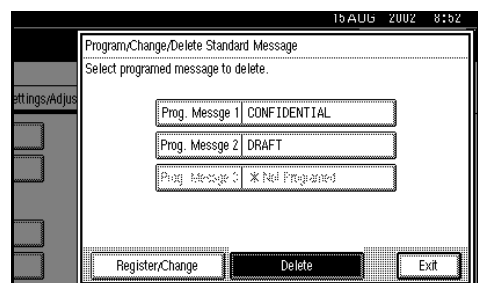


4 Select [Program/Change/Delete Standard Message].

5 Press [Delete].



6 Select the message that you want to delete.



7 Press [Delete].

 **Note**

- To delete another message, repeat from step **6**.
- If you do not want to delete, press [Do not Delete]. The display will return to step **6**.

8 Press [Exit].

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

The initial display is shown.

Storing and Changing an Auto Document

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

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

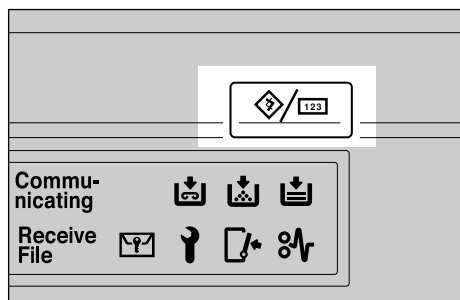
Important

- ❑ You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- ❑ You can store the following items in an Auto Document:
 - Scan settings (Resolution, Original Type, and Image Density)
 - Irregular Scan Area
 - Document name (up to 16 characters)
- ❑ We recommend that you print the Auto Document list and keep it when you program or change an Auto Document. ⇒ P.130 "Reports/Lists"

Limitation

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

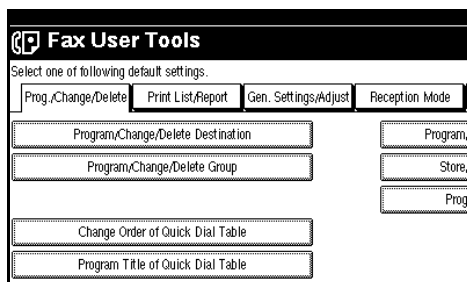
- 1 Press the **[User Tools/Counter/Inquiry]** key.



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

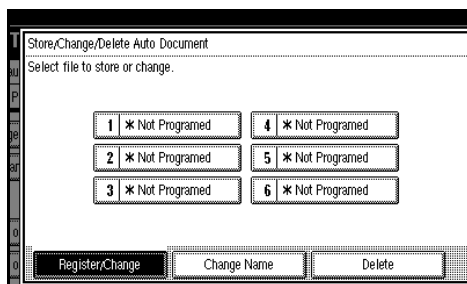
The Facsimile Features menu is shown.

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



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

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



Note

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

Storing a file

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

 **Reference**

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

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

Changing a file

- 1 Select a file you want to change.

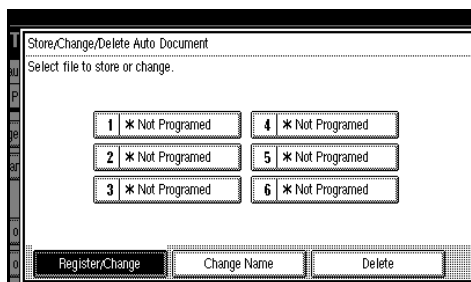
The message "A file is already stored. If another file is stored, previous one will be deleted. Is it OK?" is shown.

- 2 Press [**Store**].

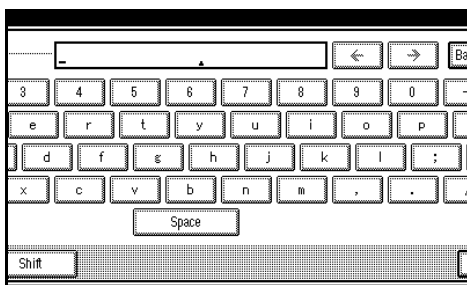
If you do not want to change the file, press [**Do not Store**].

Changing only a file name

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



- 3 Enter a file name.



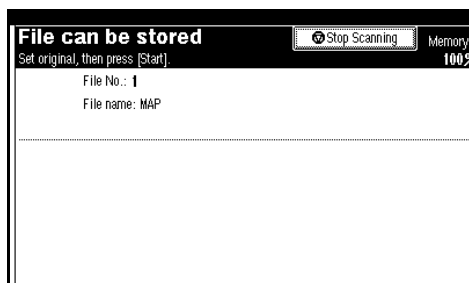
 **Reference**

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

- 4 Press [**OK**].

Go to step 8.

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



 **Note**

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

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

The machine starts to scan.

 **Note**

- To cancel scanning, press [**Stop Scanning**].

- 8 Press [**Exit**] after scanning is finished.

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

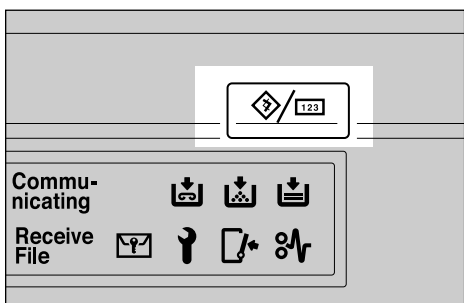
The initial display is shown.

Deleting an Auto Document

! Limitation

- You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission or cancel the transmission, and then delete the Auto Document.

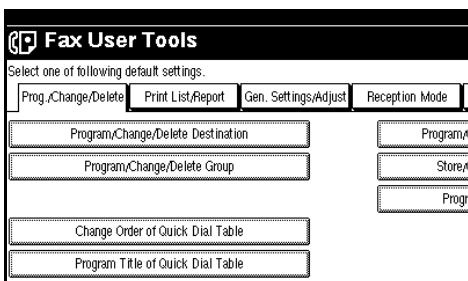
1 Press the **[User Tools/Counter/Inquiry]** key.



ZFGH008E

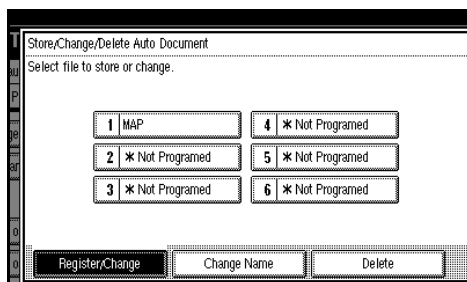
2 Select **[Facsimile Features]**.
Facsimile Features menu is shown.

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

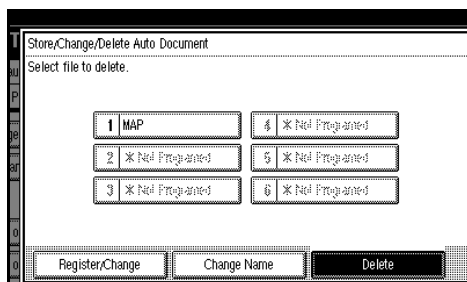


4 Select **[Store/Change/Delete Auto Document]**.

5 Press **[Delete]**.



6 Select the file you want to delete.



7 Press **[Delete]**.

Note

- If you do not want to delete, press **[Do not Delete]**. The display will return to step **6**.

8 Press **[Exit]**.
The Auto Document is deleted.

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

Programming and Changing a Scan Size

When you select a Scan Size to scan a non-standard size original, two custom sizes of original are available (Program Size 1 and Program Size 2). Use the following procedure to program a custom size in advance.

To change an existing Scan Size, use the same procedure.

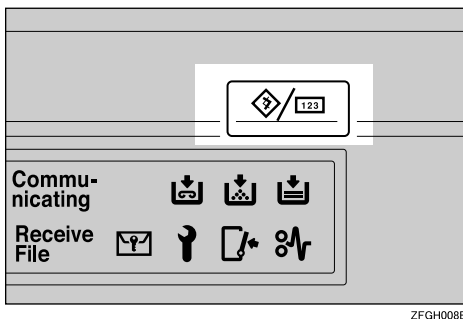
Important

- When programming or changing a Scan Size, we recommend that you make a memo of the new size.

Note

- Use the same procedure to program and change a Scan Size. Follow the procedure for the items you want to change.
- You can specify a horizontal length from 128 to 1200mm or from 5.5 to 47 inches.

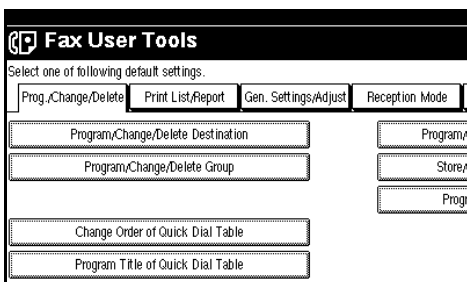
1 Press the **[User Tools/Counter/Inquiry]** key.



2 Select **[Facsimile Features]**.

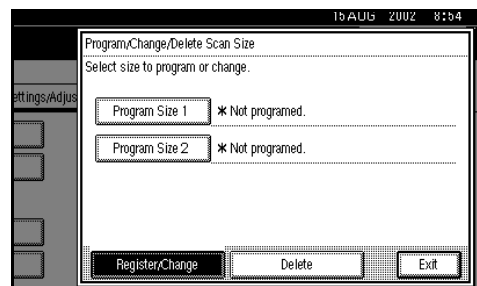
The Facsimile Features menu is shown.

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



4 Select **[Program/Change/Delete Scan Size]**.

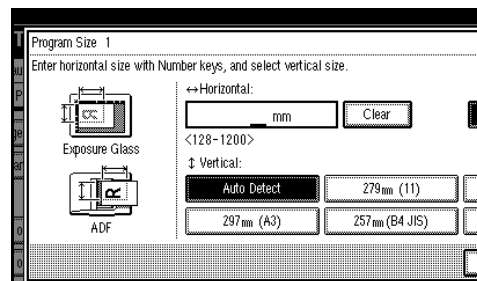
5 After confirming **[Register/Change]** is selected, press **[Program Size 1]** or **[Program Size 2]**.



Note

- If **[Register/Change]** is not selected, press **[Register/Change]**.
- If a size is already programmed, it is shown on the display. If not, "*Not programmed" is shown.

6 Enter a horizontal size with the number keys.

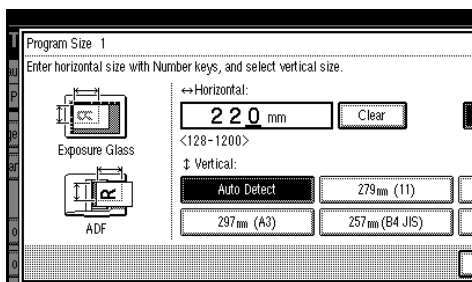


Note

- You can specify a horizontal length from 128 to 1200mm or from 5.5 to 47 inches. You cannot specify a length shorter than 128mm or longer than 1200mm.

- ❑ Each time you press [mm] or [inch], the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off). For Example, When you enter [2], [5] and [0] in millimeters and change to "inch", the length "9.8inch" is shown on the display. If you press "mm" again, "249mm" is displayed.
- ❑ If you make a mistake, press [Clear] and try again.
- ❑ To cancel a Scan Size, press [Cancel].

7 Select a vertical size.



Note

- ❑ A displayed vertical size differs depending on the selected unit. When [mm] is selected, [Auto detect], [210mm (A4)], [257mm(B4 JIS)], [297mm (A3)], [216mm (8 1/2)] and [279mm (11)] are shown. When [inch] is selected, [Auto detect], [8.3inch (A4)], [10.1inch(B4 JIS)], [11.7inch (A3)], [8.5inch] and [11.0inch] are shown.
- ❑ To cancel a Scan Size, press [Cancel].

8 Press [OK].

A programmed size is displayed. If you set the size to [Auto Detect], "Auto" is displayed.

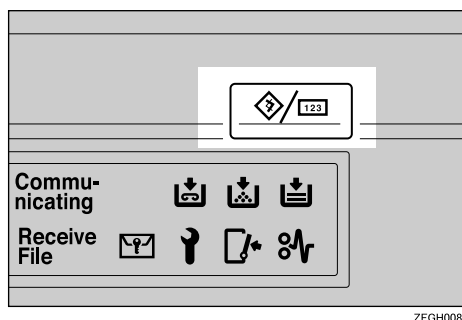
9 Press [Exit].

10 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

Deleting a Scan Size

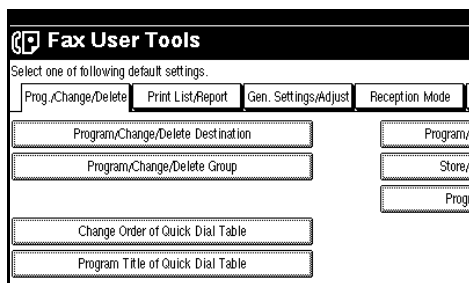
1 Press the [User Tools/Counter/Inquiry] key.



2 Select [Facsimile Features].

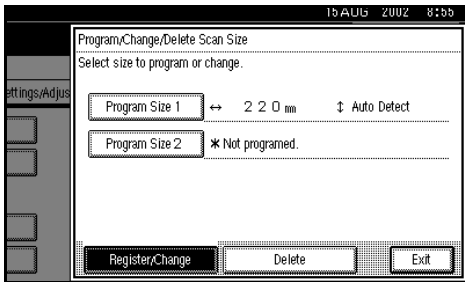
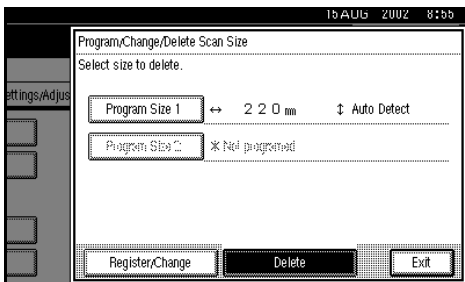
The Facsimile Features menu is shown.

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



4 Select [Program/Change/Delete Scan Size].

Programmed contents are displayed.

5 Press [Delete].**6** Select the size to be deleted.**7** Press [Yes].

The selected Scan Size is deleted.

 **Note**

- If you do not want to delete, press [No]. The display will return to step **6**.

8 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

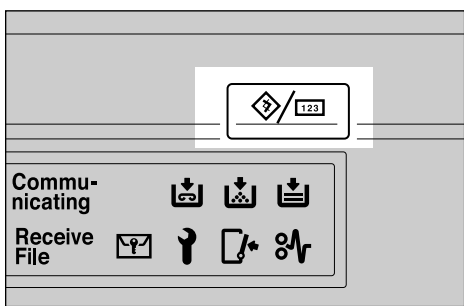
Reports/Lists

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

- Journal
⇒ P.29 "Printing the Journal"
- Quick Dial list
⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Label Insertion list
⇒ Chapter 3, "Quick Dial" in the Basic Features manual
- Group Dial list
⇒ Chapter 3, "Groups" in the Basic Features manual
- Program list
⇒ P.103 "Programs"
- Auto Document list
⇒ P.124 "Storing and Changing an Auto Document"

7

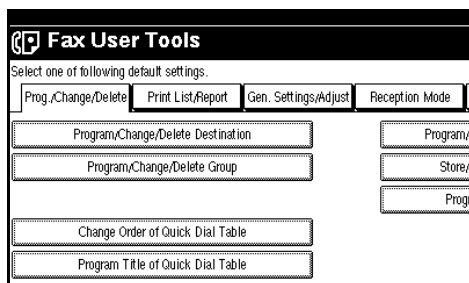
1 Press the **[User Tools/Counter/Inquiry]** key.



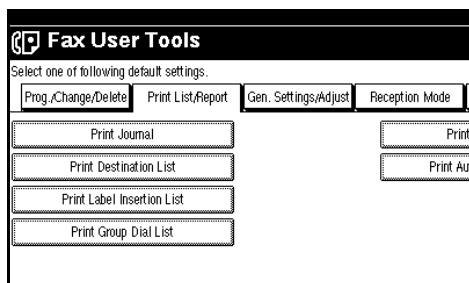
2 Select **[Facsimile Features]**.

The Facsimile Features menu is shown.

3 Select **[Print List/Report]**.



4 Select a list or report you want to print.



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

After printing, the display will return to step **4**.

Note

- To cancel printing, press **[Cancel]**. The display will return to step **4**.

6 Press the **[User Tools/Counter/Inquiry]** key.

The initial display is shown.

General Setting/Adjustment

Make settings for the following items. The set items are highlighted on the Facsimile Features menu when the power is turned on.

❖ Memory/Immediate. Transmission Switch

Use this feature for specifying the transmission mode for document transmission.

- Memory Transmission
- Immediate Transmisson

❖ Text Size Priority

Use this feature to specify the character size of your originals for scanning.

- Standard
- Detail
- Super fine

Note

- For Super fine resolution, the optional Fax Function Upgrade Unit is required.

❖ Original Type Priority

Use this feature for specifying the type of originals for scanning.

- Text
- Text/Photo
- Photo

❖ Auto Image Density Priority

Use this feature for specifying whether to prioritize automatic image density for scanning your originals.

- ON
- OFF

❖ Scan Density Adjustment

Use this feature for specifying the scan density of your originals from seven levels.

❖ Change Title of Quick Dial Table

Use this feature for selecting the title to be shown on the quick dial table.

- Destination list
- Title 1
- Title 2
- Title 3

❖ Quick Dial Table Display Switch

Use this feature for displaying the number keys instead of the quick dial table.

- Display Quick Dial Tbl
- Display Number Keys

❖ Sound Volume Adjustment

⇒ Chapter 4, "Adjusting Volume" in the Basic Features manual
Adjust the volume for the following. By default, the volume is set to the second level.

- On Hook Dial
- Transmission
- Reception
- Faxing
- Fax Printing

❖ Program Fax Information

⇒ Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual

❖ Fax Header Print Setting

Use this feature for specifying whether to print the fax header.

- ON

- OFF

❖ **Label Insertion Priority Setting**

Use this feature for specifying whether to use the label insertion feature.

- Programmed Name
- OFF

❖ **Reduced Image Transmission Setting**

Use this feature for specifying whether to use reduced image transmission. ⇒ P.71 *“Transmission Options”*

- ON
- OFF

❖ **Auto Reduced Image Setting**

Use this feature for specifying whether to transmit an automatically reduced image. ⇒ P.71 *“Transmission Options”*

- ON
- OFF

❖ **Closed Network Priority Setting**

Use this feature for specifying whether to execute ID transmission. ⇒ P.71 *“Transmission Options”*

- ON
- OFF

❖ **Scan End Reset**

Use this feature for specifying whether to return to the initial settings each time an original is scanned.

- ON
- OFF

❖ **TX Stamp Priority**

Use this feature for specifying whether to press a TX stamp.

- ON

- OFF

❖ **Line Priority Setting**

Use this feature for specifying the line to be used ordinarily.

❖ **Program Economy Time**

Use this feature for specifying a time for transmission when the telecommunication rates are low. ⇒ P.4 *“Sending at a Specific Time (Send Later)”*

❖ **On Hook Mode Release Time**

Use this feature for specifying the time to cancel the On Hook mode after you transmit with On Hook dialing. It is convenient to use this when the fax information service disconnects your On Hook dialing.

❖ **Quick Operation Key**

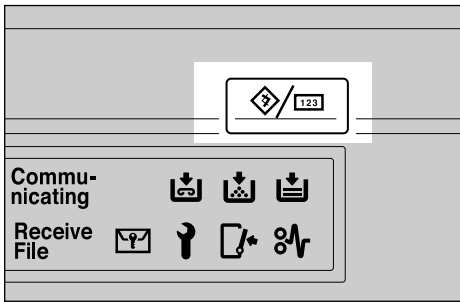
Frequently used features that are programmed as Quick Operation Keys are shown on the menu immediately after the power is turned on.

The Quick Operation Keys can be programmed with the following functions.

Journal, TX File Status, Print Conf. RX, Print Memory Lock, Select Stored File, Send Later, Auto Document, 2 Sided Original, Closed Network, Polling TX, Polling RX, Fax Header Print, Label Insertion, Dest. Management, Forwarding, Transfer Request

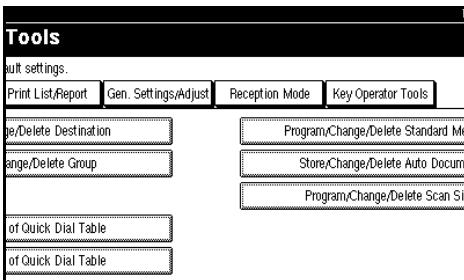
Up to three functions can be programmed in Quick Operation Keys.

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



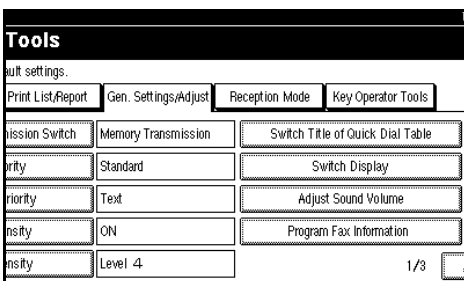
- 2 Press **[Facsimile Features]**.
The Facsimile Features menu is shown.

- 3 Select **[Gen. Settings/Adjust]**.



The General Settings/Adjust menu is shown.

- 4 Select a function you want to specify.



Note

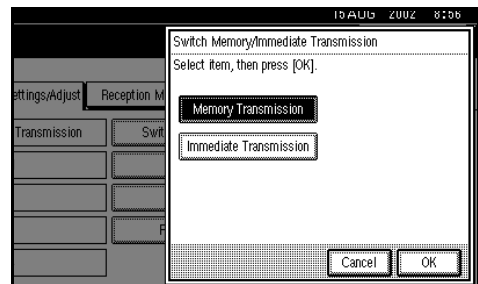
- If you make a mistake, press **[Exit]**.

- If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5 Make any function settings you require.

Switch Memory/Immediate Transmission

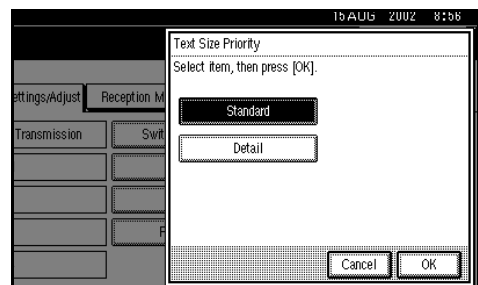
- 1 Select **[Memory Transmission]** or **[Immediate Transmission]**.



- 2 Press **[OK]**.

Text Size Priority

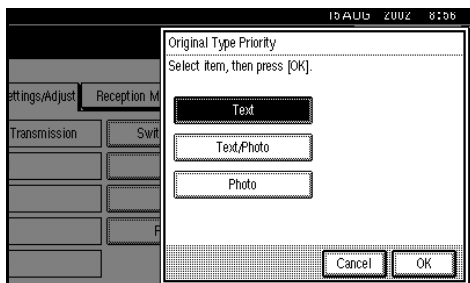
- 1 Select a text size.



- 2 Press **[OK]**.

Original Type Priority

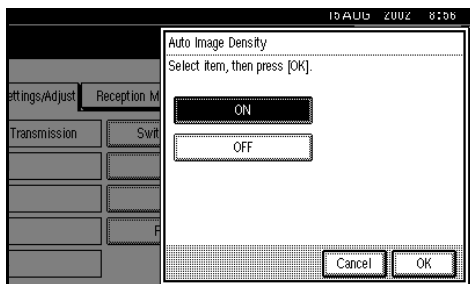
- 1 Select an original type.



- 2 Press [OK].

Auto Image Density

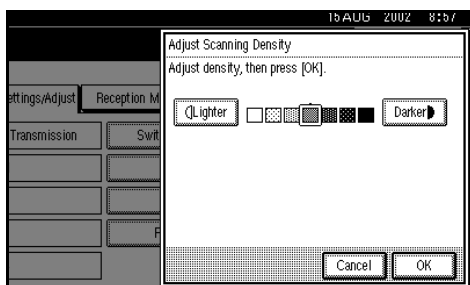
- 1 Select [ON] or [OFF].



- 2 Press [OK].

Adjust Scan Density

- 1 Press [Darker] or [Lighter].



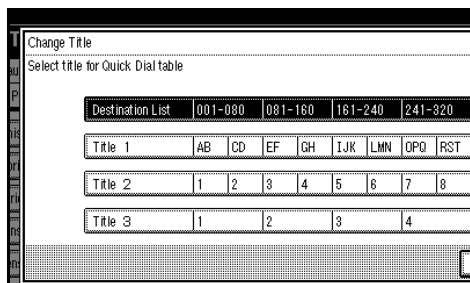
 **Note**

- You can set the image density manually from seven levels.

- 2 Press [OK].

Change Title of Quick Dial Table

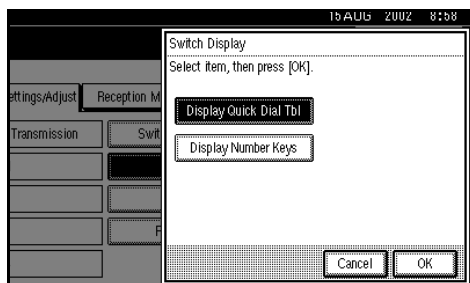
- 1 Select a title on the Quick Dial table.



- 2 Press [OK].

Switch Display

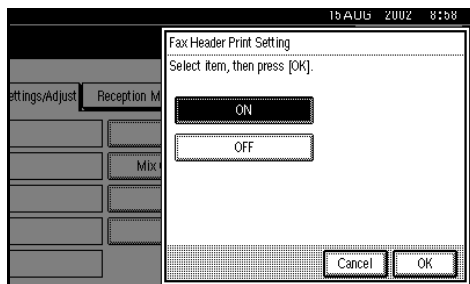
- 1 Select [Display Quick Dial Tbl] or [Display Number Keys].



- 2 Press [OK].

Fax Header Print Setting

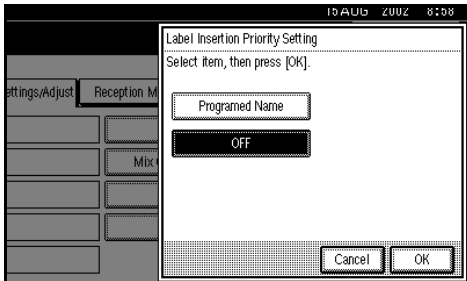
- 1 Select [ON] or [OFF].



- 2 Press [OK].

Label Insertion Priority Setting

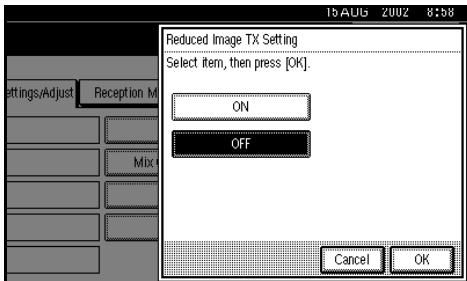
- 1 Select **[Programed name]** or **[OFF]**.



- 2 Press **[OK]**.

Reduced Image TX Setting

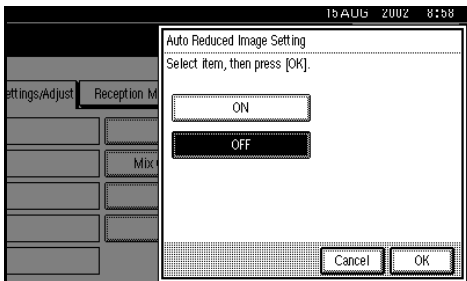
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Auto Reduced Image Setting

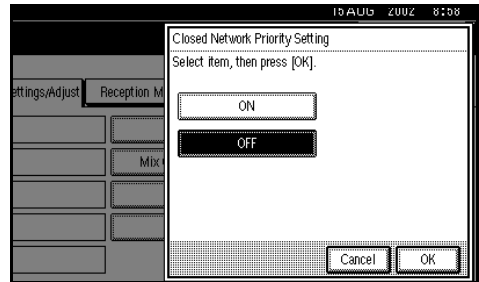
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Closed Network Priority Setting

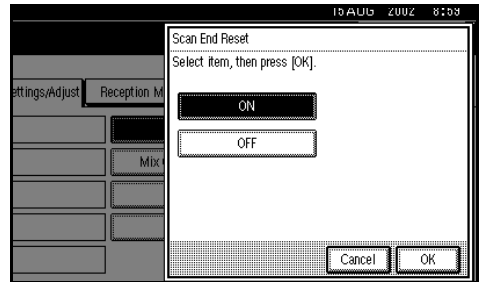
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

Scan End Reset

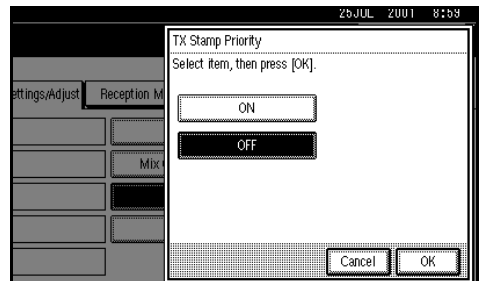
- 1 Select **[ON]** or **[OFF]**.



- 2 Press **[OK]**.

TX Stamp Priority

- 1 Select **[ON]** or **[OFF]**.



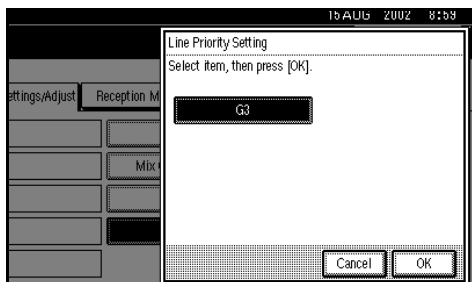
- 2 Press **[OK]**.

Line Priority Setting

Note

- The display may differ depending on the line type you have.

- Select a line type you usually use.



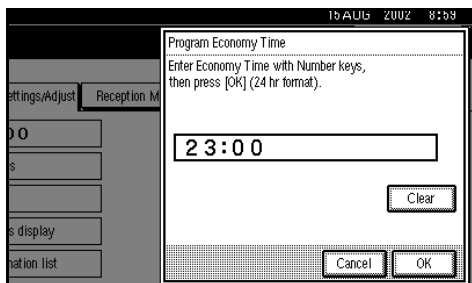
- Press [OK].

Program Economy Time

Limitation

- You can program only one Economy Transmission Time.

- Enter the Economy Transmission Time (24 hour format) with the number keys.



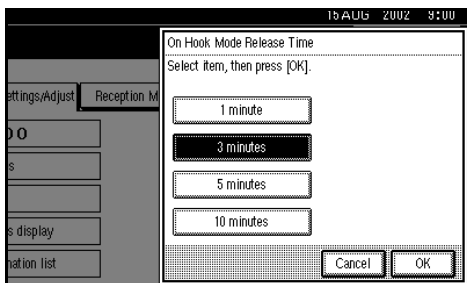
Note

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

- Press [OK].

On Hook Mode Release Time

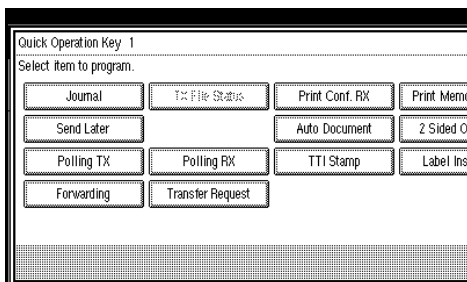
- Select [1 minute], [3 minutes], [5 minutes] or [10 minutes] to start the On Hook mode.



- Press [OK].

Quick Operation Key

- Select the Quick Operation Key you want to program.
- Select the function you want to program in the Quick Operation Key.



Note

- A function which is dimly lit means that it has already been programmed.

- Press [OK].

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

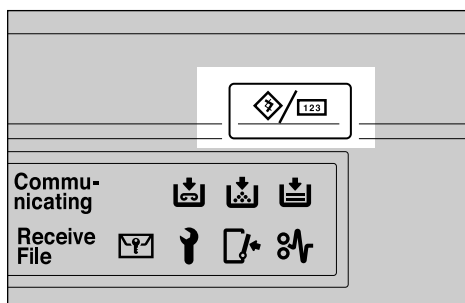
The initial display is shown.

Reception Mode

Make settings for the following reception functions.

- Switch Reception Mode ⇒ P.87 "Reception Functions" ⇒ Chapter 2, "Selecting the Reception Mode" in the Basic Features manual
- Authorized RX ⇒ P.152 "Authorized Reception"
- Forwarding ⇒ P.153 "Forwarding"
- RX File Print Qty ⇒ P.92 "Multi-copy Reception"
- 2-Sided Print ⇒ P.91 "2-Sided Printing"
- RX Reverse Printing ⇒ P.94 "Reverse Order Printing"
- Paper Tray ⇒ P.154 "Paper Tray"
- G3/G4 Separate Tray ⇒ P.101 "G3/G4 Separate Tray"
- Checkered Mark ⇒ P.90 "Checkered Mark"
- Center Mark ⇒ P.90 "Center Mark"
- Print Reception Time ⇒ P.90 "Reception Time"

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



ZFGH008E

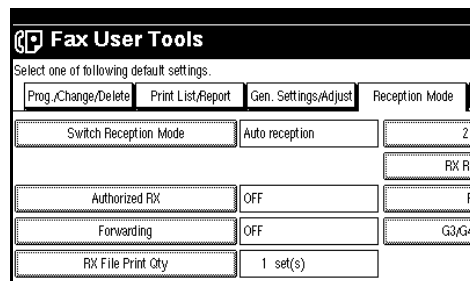
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select **[Reception Mode]**.

The Reception Mode menu is shown.

4 Select a function you want to specify.



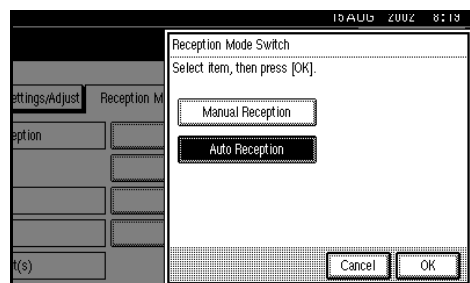
Note

- If the function you want to specify is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- If you make a mistake, press **[Cancel]**.

5 Make any function settings you require.

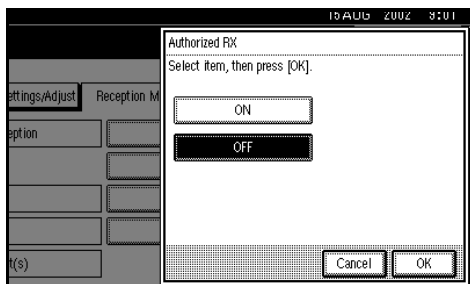
Switch Reception Mode

1 Select reception mode.



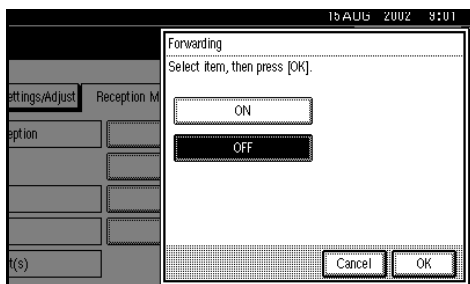
Authorized RX

- 1 Select [ON] or [OFF].



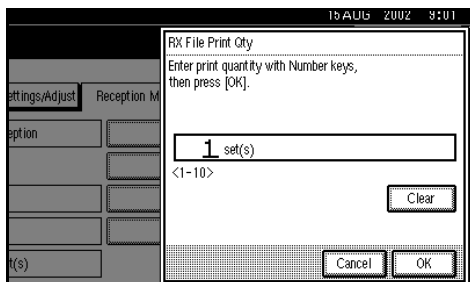
Forwarding

- 1 Select [ON] or [OFF].



RX File Print Qty

- 1 Specify the print quantity with the number keys.



Note

- If you make a mistake, press [Clear] and try again.
- The range of available print quantities is 1 to 10.

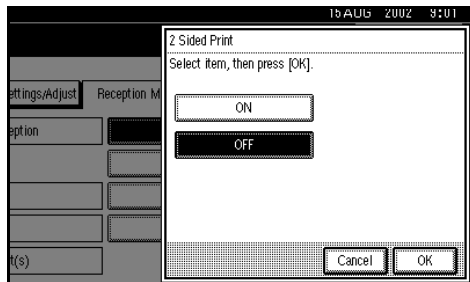
- 2 Press [OK].

Note

- To cancel this setting, press [Cancel].

2 Sided Print

- 1 Select [ON] or [OFF].



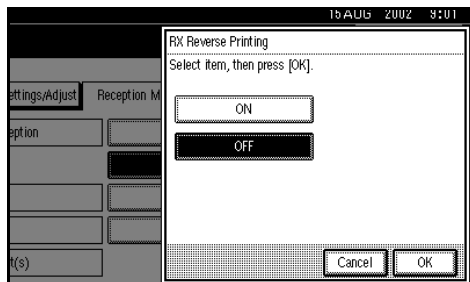
- 2 Press [OK].

Note

- To cancel this setting, press [Cancel].

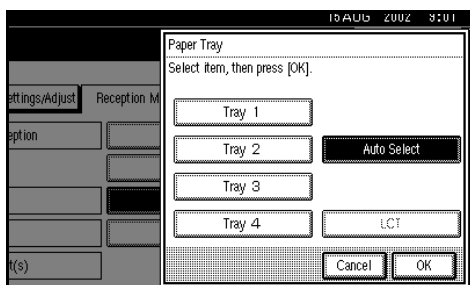
RX Reverse Printing

- 1 Select [ON] or [OFF].



Paper Tray

1 Select paper tray.



Note

- When no tray is specified, "Auto Select" will be selected.
- If you want to select the Bypass tray, specify it with "Special Sender". ⇒ P.151 "Special Senders to Treat Differently"
- When the optional LCT is installed, select [Tray 3].

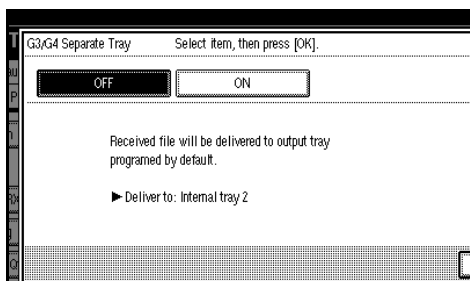
2 Press [OK].

Note

- To cancel this setting, press [Cancel].

G3/G4 Separate Tray

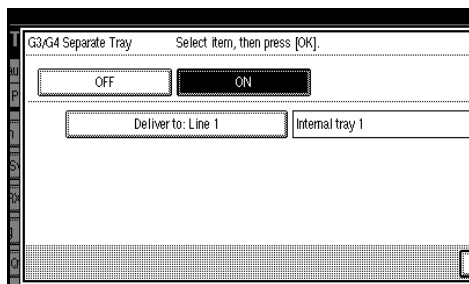
1 Select [ON].



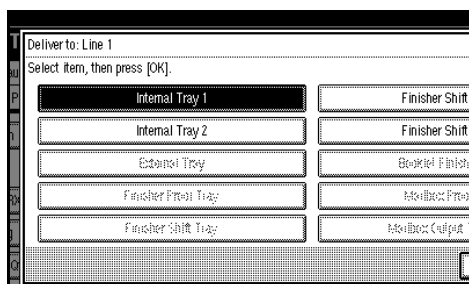
Note

- If you select "OFF", the received file is delivered to the default tray. ⇒ Chapter 3, "User Tools (System Settings)" in System Settings Reference manual

2 Select a line type.



3 Select a tray to deliver the received file.



4 Press [OK].

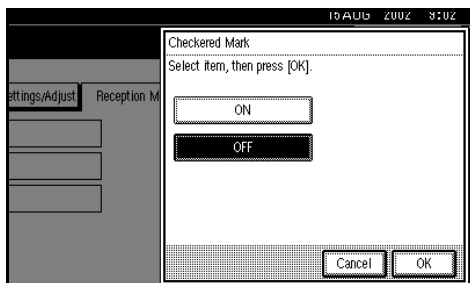
Note

- To cancel these settings, press [Cancel].
- To specify a tray for another line type, repeat step 2.

5 Press [OK].

Checked Mark

① Select [ON] or [OFF].



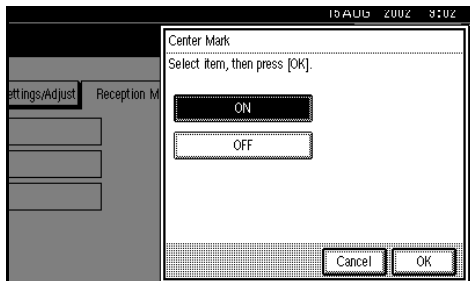
② Press [OK].

Note

- To cancel this setting, press [Cancel].

Center Mark

① Select [ON] or [OFF].



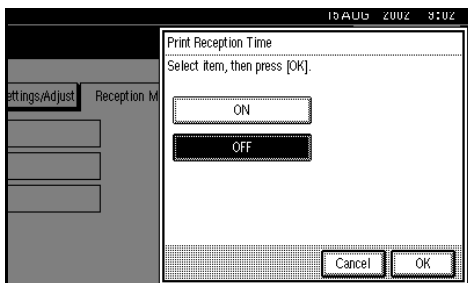
② Press [OK].

Note

- To cancel this setting, press [Cancel].

Print Reception Time

① Select [ON] or [OFF].



② Press [OK].

Note

- To cancel this setting, press [Cancel].

⑥ Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

8. Key Operator Setting

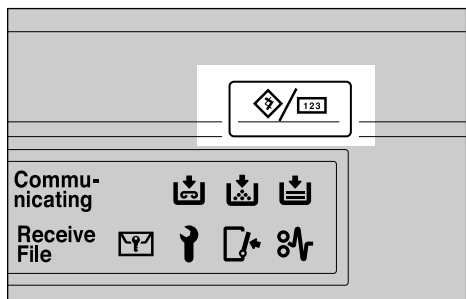
Changing Key Operator Settings

Counters

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

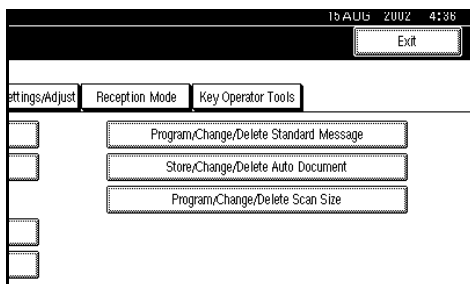
- **Transmissions:**
Total number of transmitted pages
- **Receptions:**
Total number of received pages

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



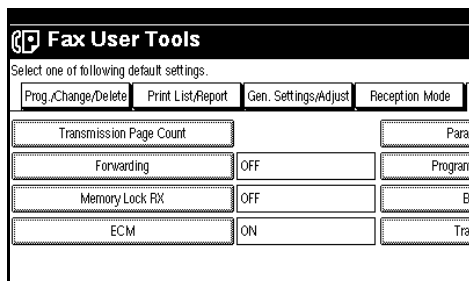
2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

4 Select **[Transmission Page Count]**.

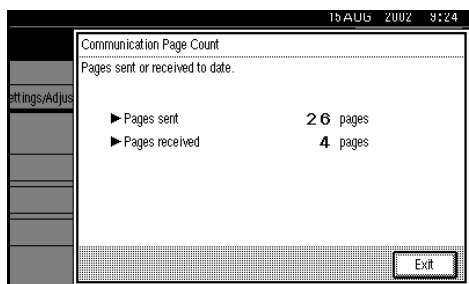


The totals for the number of pages transmitted and received are shown.

Note

- If "Transmission Page Count" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

5 After checking the display, press **[Exit]**.



6 Press the **[User Tools/Counter/Inquiry]** key.

The initial display is shown.

Forwarding

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

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

Reference

⇒ P.151 "Special Senders to Treat Differently"

Limitation

- ❑ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.
- ❑ You can program senders with the Quick Dial Table and Groups. You cannot program a sender with a Group that has destinations specified as transfer stations.

Reference

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

⇒ Chapter 3, "Groups" in the Basic Features manual

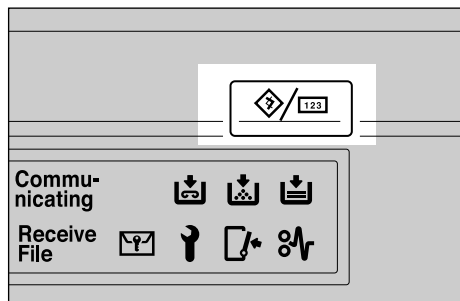
Note

- ❑ To use this function, select "ON" for the "Forwarding" function in "Reception Mode". ⇒ P.137 "Reception Mode"
- ❑ If you do not program the Forwarding function when this function is set to on in "Reception Mode", only the output function is available. You can specify the End Receiver separately, according to the Special Sender. If you do not specify the Special Sender, the messages are forwarding to the specified receiver.

- ❑ One receiver can be specified with this function. For multiple receivers, use Group Dial. ⇒ Chapter 3, "Groups" in the Basic Features manual
- ❑ You can print a forwarding mark on messages that are forwarded. ⇒ P.144 "Forwarding Mark" ⇒ P.146 "Changing the User Parameters" (Switch02, Bit0)
- ❑ You can specify whether or not to print forwarded messages. The default setting is on. ⇒ P.146 "Changing the User Parameters" (Switch11, Bit6)
- ❑ Use the same procedure to program and make changes. Follow the procedure for the items you want to change.

Programming Forwarding Stations

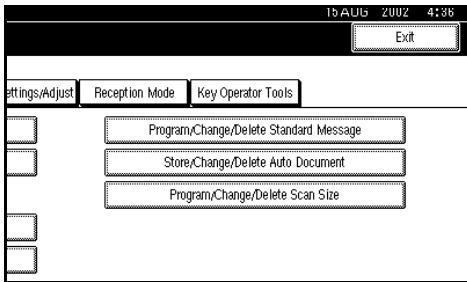
- 1** Press the **[User Tools/Counter/Inquiry]** key.



ZFGH008E

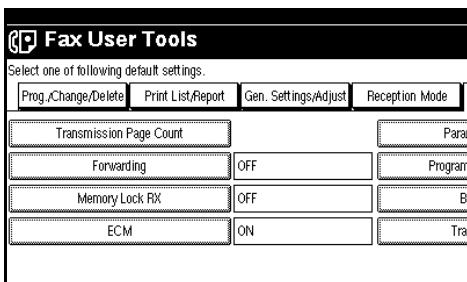
- 2** Press **[Facsimile Features]**.
Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

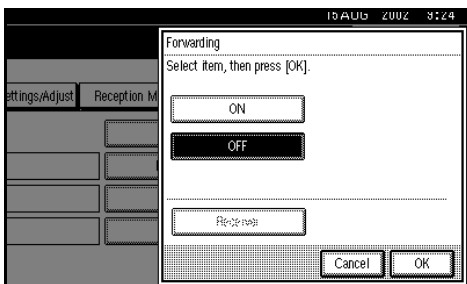
4 Select [Forwarding].



Note

- If "Forwarding" is not shown, press [▲ Prev.] or [▼ Next].

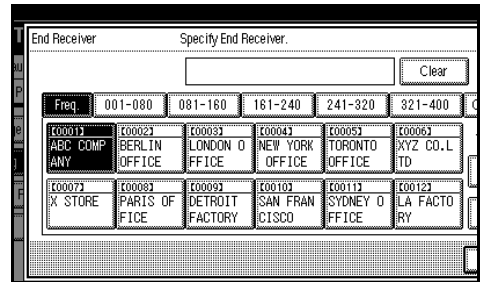
5 Press [ON].



Note

- If there is a Forwarding Station already programmed, a receiver name is shown. If you want to change the receiver, press [Receiver] and go to step 6.
- To cancel "Forwarding", press [Cancel] and go to step 7.

6 Select an end receiver with the Quick Dial Table.



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

7 Press [OK].

The receiver name is shown on the right side of [Receiver].

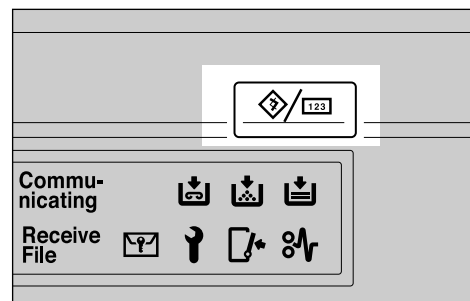
8 Press [OK].

9 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

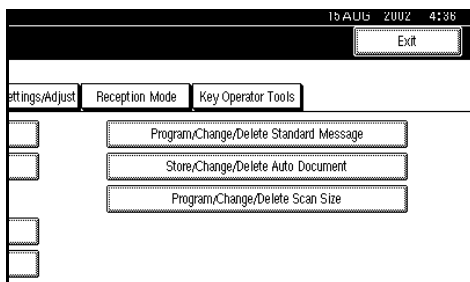
Deleting a Forwarding Station

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

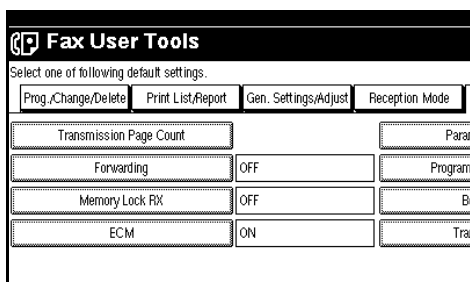


2 Press [Facsimile Features].

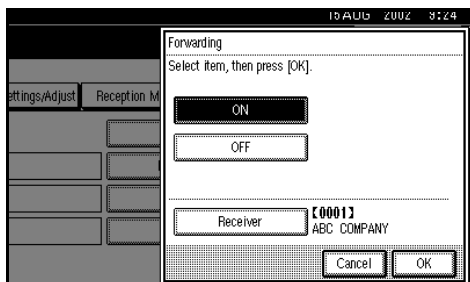
Facsimile Features menu is shown.

3 Select [Key Operator Tools].

The Key Operator Tools menu is shown.

4 Select [Forwarding].**Note**

- If "Forwarding" is not shown, press [▲ Prev.] or [▼ Next].

5 Press [OFF].**6** Press [OK].**7** Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

Forwarding Mark

You can print a Forwarding Mark on the receiver's messages which have been forwarded.

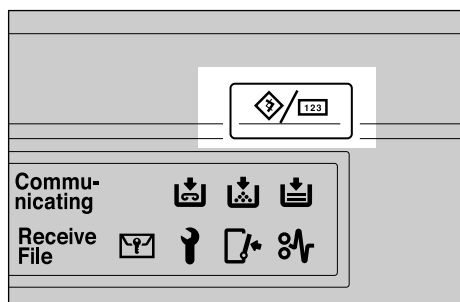
The receiver can distinguish between forward messages and usual receptions.

You can specify whether or not to print a Forwarding Mark with the User Parameters. P.146 "Changing the User Parameters"

Memory Lock

When you switch Memory Lock on, received messages are stored in memory and are not printed automatically. When a message is received in the Memory Lock mode, the Confidential File indicator blinks. To print this message, enter the Memory Lock ID. A user without the ID cannot print the message. This prevents an unauthorized person from seeing the message.

To use Memory Lock, program the Memory Lock ID another switch Memory Lock on.⇒ P.176 "Programming a Memory Lock ID"

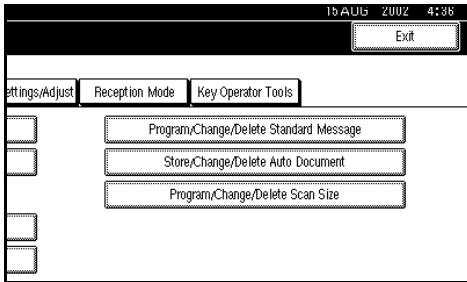
1 Press the [User Tools/Counter/Inquiry] key.

ZFGH008E

2 Press [Facsimile Features].

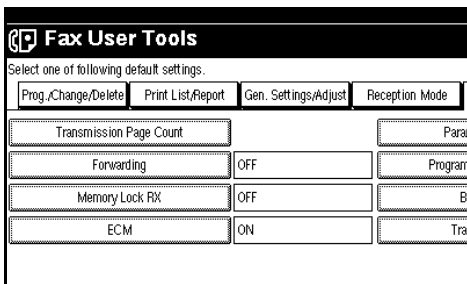
Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

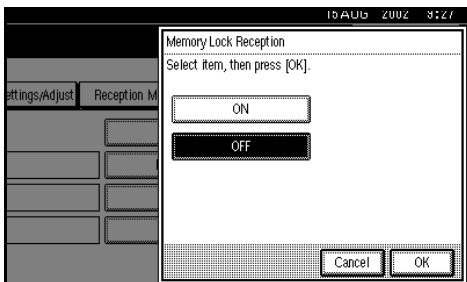
4 Select [Memory Lock RX].



Note

If "Memory Lock RX" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Select [ON] or [OFF].



6 Press [OK].

Note

To cancel this setting, press [**Cancel**]. The display will return to step **4**.

7 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

ECM

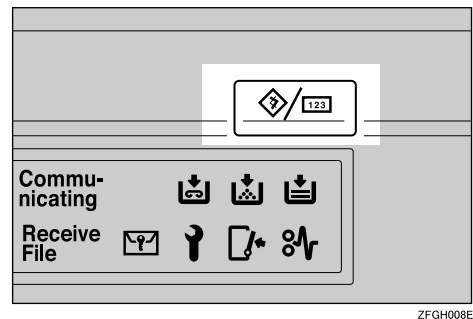
If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. You can choose whether ECM is turned on or off with the following procedure.

Limitation

If you turn ECM off, you cannot use the following features:

- JBIG Transmission
- Super G3 Communication

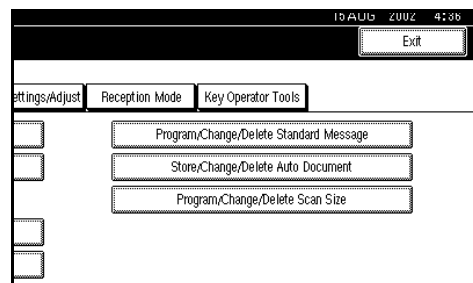
1 Press the [User Tools/Counter/Inquiry] key.



2 Press [Facsimile Features].

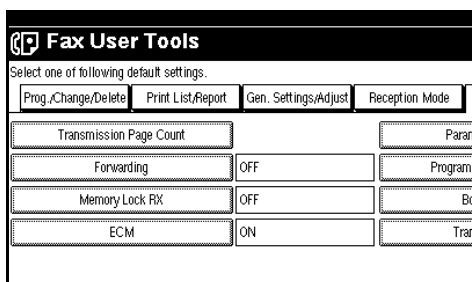
Facsimile Features menu is shown.

3 Select [Key Operator Tools].



The Key Operator Tools menu is shown.

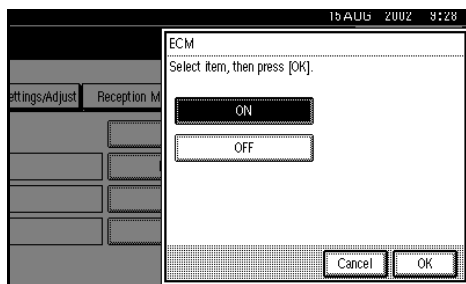
4 Select [ECM].



Note

- If "ECM" is not shown, press [▲ Prev.] or [▼ Next].

5 Select [ON] or [OFF].



6 Press [OK].

Note

- To cancel this setting, press [Cancel]. The display will return to step 4.

7 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

Changing the User Parameters

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

To change the function settings, set the User Parameter switches.

Preparation

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

Switches and Bits

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

Switch 02	0	0	1	1	1	0	1	1
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0

 **User Parameter List**

The User Parameter switches are outlined below.

Switch	Bit	Item	0	1
02	0	Forwarding Mark	Off	On
	3	TSI Print	Off	On
	5	CIL Print	Off	On
	6	TID Print	Off	On
03	0	Automatic printing of the Memory TX Result Report	Off	On
	2	Automatic printing of the Memory Storage Report	Off	On
	3	Automatic printing of the Polling RX Reserve Report	Off	On
	4	Automatic printing of the Polling RX Result Report	Off	On
	5	Automatic printing of the Immediate TX Result Report	Off	On
	6	Automatic printing of the Polling TX Clear Report	Off	On
	7	Automatic printing of the Journal	Off	On
04	0	Automatic printing of the Confidential File Report	Off	On
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	On

Switch	Bit	Item	0	1
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine can not print (Substitute reception during printer error) 00: Enabled unconditionally (Free) 01: Enabled when Own Name/Own Fax Number is received 10: Enabled for Polling ID match 11: Disabled (Reception off)		
	5	Just Size Printing	Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	Off	On
06	6	First page scanned for book originals	From the left page	From the right page
07	2	Parallel Memory Transmission	Off	On
08	2	Authorized Reception type	Only receive from specified senders	Receive all messages except those from specified senders
10	1	Combine 2 Originals	Off	On
	3	Page Reduction when printing	Off	On
11	1	Send PB/UUI to ISDN	UUI	PB
	6	Local Print when Forwarding	Off	On
	7	Polling file after sending (Polling transmission standby time)	Delete (Only Once)	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	Immediate printing (Off)	When turning on the Operation switch (On)
	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

Switch	Bit	Item	0	1
17	2	Whether you need to press Add after entering a Quick Dial/Group 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.)
18	0	Print data with Fax Header	Off	On
	1	Print transmitter origin with Fax Header	Off	On
	2	Print file number with Fax Header	Off	On
	3	Print page number with Fax Header	Off	On
19	0	Use paper delivery shift function (Offset Print)	Off	On
	1	Sort Journal by line Type	Off	On
20	0	Automatic printing of the PC FAX error report	Off	On
	1	Reprint the documents that fail to print from PC FAX driver	Off	On
	5, 4, 3, 2	Store the documents in memory that could not be printed from the PC FAX driver 0000: 0 minute / 0001: 1 minutes / 0010: 2 minutes / 0011: 3 minutes / 0100: 4 minutes / 0101: 5 minutes / 0110: 6 minutes / 0111: 7 minutes / 1000: 8 minutes / 1001: 9 minutes / 1010: 10 minutes / 1011: 11 minutes / 1100: 12 minutes / 1101: 13 minutes / 1110: 14 minutes / 1111: 15 minutes		
24	1, 0	Store a message in memory that could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	Off	On

Changing the User Parameters

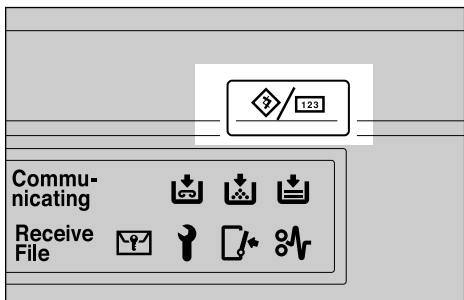
Important

- We recommend that you print and keep the User Parameter list when

you program or change a user parameter. ⇒ P.151 “Printing the User Parameter list”

- Do not change any bit switches other than those shown on the previous pages.

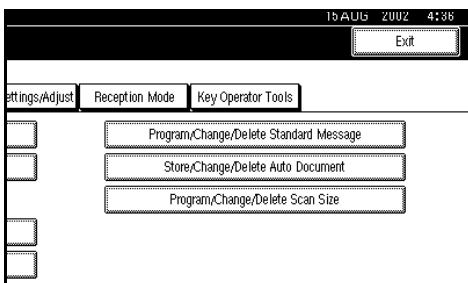
- 1 Press the **[User Tools/Counter/Inquiry]** key.



ZFGH008E

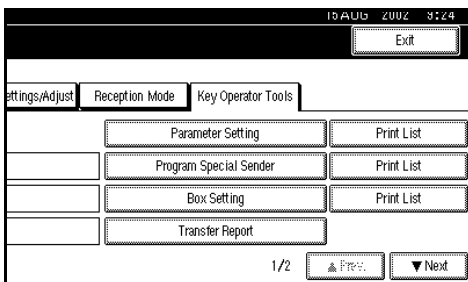
- 2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

- 3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

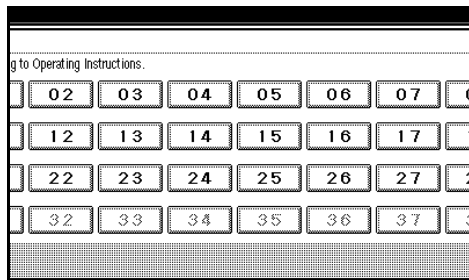
- 4 Select **[Parameter Setting]**.



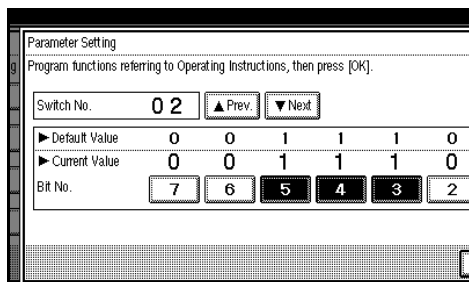
Note

- If "Parameter Setting" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5 Select the Switch number you want to change.



- 6 Select the Bit number you want to change.



When the Bit number is pressed, the current value switches between 1 and 0.

Note

- Repeat from step **6** to change another Bit number for the same Switch.

- 7 Press **[OK]**.

To cancel these settings, press **[Cancel]**. The display will return to step **5**.

- 8 Repeat step **5** and **6** to change the Switch settings.

- 9 After all the settings are finished, press **[Exit]**.

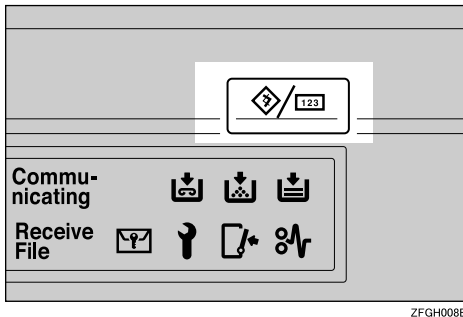
- 10 Press the **[User Tools/Counter/Inquiry]** key.

The initial display is shown.

Printing the User Parameter list

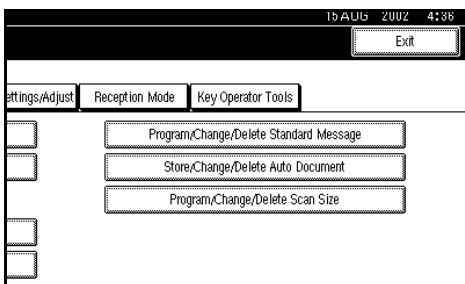
Print this list to see the current User Parameter settings.

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



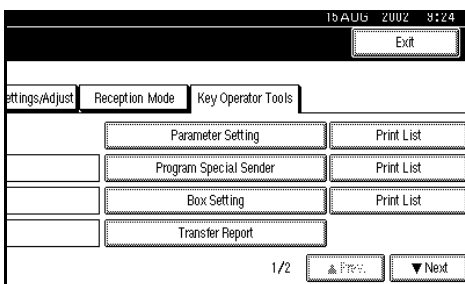
- 2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

- 3 Select **[Key Operator Tools]**.



The Key Operator Tools menu is shown.

- 4 Press **[Print List]** just to the right side of **[Parameter Setting]**.



Note

- If "Parameter Setting" is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

To cancel printing a list, press **[Cancel]**. The display will return to step **4**.

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

The initial display is shown.

Special Senders to Treat Differently

By programming particular receivers in advance, you can set the following feature for each receiver.

Use the Own Name or Own Fax Number to program your receivers. If the receiver has the same machine make, program an Own Name that is already programmed as a receiver. If the machine is not the same make, use Own Fax Number. To transmit with G4, program G4 sender information. You can set this feature for all programmed receivers at the same time. When you wish to apply different settings for some programmed receivers, first set the feature for all programmed receivers, and then register receivers whose setting you want to change as Special Senders.

The following items can be programmed.

- Special Senders (Up to 30. A maximum of 50 when the optional Fax Function Upgrade Unit is installed. A maximum of 20 characters for each name when using G3, and a maximum of 24 characters for each name when using G4.)
- Full/Partial agreement
When you program Own Names and Facsimile Names for multiple destinations, you can program a common sequence of characters to identify destinations using Partial agreement.

❖ Using a Full agreement

Destination to be registered (Own Name)	Number of registered identifications
NEW YORK BRANCH	3
HONG KONG BRANCH	
SYDNEY BRANCH	

❖ Using a Partial agreement

Destination to be registered (Own Name)	Number of registered identifications
BRANCH	1

Note

- You can program up to 30 wild cards.
- Ignore spaces when comparing identifications.
- You can use wild cards for the following functions:
 - ⇒ P.154 "Programming/Changing Special Senders"
 - ⇒ P.155 "Authorized RX"
 - ⇒ P.156 "Forwarding"

Limitation

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- The machine cannot discriminate between Polling Reception and Free Polling documents from Special Senders.

Note



- You can program up to 24 characters for the sender.
- You can check Own Name and Own Fax Number with Journal. You can check programmed Special Senders with specified sender list. ⇒ P.160 "Printing the Special Sender List"
- If you select "OFF" for the Special Sender function in "Initial Set Up", the settings will be the same as the "Reception Mode" ⇒ P.137 settings.

❖ Authorized Reception

Use this feature to limit incoming senders. The machine only receives the faxes from programmed Special Senders, and therefore, it helps you screen out unwanted messages, such as junk mail, and save you from wasting fax paper.

Note

- To use this feature, program the Special Senders, and then select "ON" in "Authorized RX" with "Reception Mode". ⇒ P.137 "Reception Mode" The factory default is set to "OFF". ⇒ P.146 "Changing the User Parameters" (Switch08, Bit2)

- Without programming Special Senders, the Authorized RX function will not work even if you select "ON".
 - You can select whether to receive only from programmed senders or receive only from senders other than the ones programmed with "User Parameters". ⇒ P.146 *"Changing the User Parameters"* (Switch08, Bit2)
 - If you select "OFF" for Authorized RX in "Initial Set Up", the settings will be the same as the "Reception Mode" settings.
- ❖ **Forwarding**
Use this feature to print received messages, and then transfer them to receivers which are programmed beforehand. Only faxes sent by programmed senders (Special Senders) will be received. Thus, paper will not be wasted for printing unnecessary faxes. Receiving faxes sent only by senders not programmed as Special Senders is also possible.
-  **Note**
- To use this feature, program your Special Senders, and then select "ON" for "Forwarding" in "Reception Mode". ⇒ P.137 *"Reception Mode"*
 - If you specify "ON" in "Forwarding" and select "Same as basic settings", the fax message will be forwarded to the other ends programmed in "Specify end Receiver". ⇒ P.141 *"Forwarding"*
- If you do not program any Special Senders, the machine transfers all incoming documents to the other ends that is specified in "Specify end Receiver".
- ❖ **RX File Print Qty**
Use this feature to print the specified number of copies of documents received from programmed senders (Special Senders). If you do not program any Special Senders, the machine prints the specified number of copies for all received documents.
- ! **Limitation**
- You cannot use multi-copy printing with Polling Reception, Confidential Reception, or Memory Lock.
-  **Note**
- You can specify 1 to 10 copies.
- ❖ **Print 2 Sided**
Use this feature to print on both sides of the paper.
- ! **Limitation**
- Optional duplex unit is required for using this feature.
 - If you select bypass tray (option) for the "Paper Tray", duplex printing is disabled.

❖ Memory Lock

Use this feature to store incoming documents from programmed senders (Special Senders) in memory printing them. People who do not know the Memory Lock ID cannot print the documents, and therefore this feature is useful for receiving confidential documents. If you do not program any senders, the machine receives fax messages from all senders using Memory Lock reception.

🔍 Reference

⇒ P.176 "Programming a Memory Lock ID"

💡 Limitation

- ❑ If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

❖ RX Reverse Printing

Use this feature to print the pages in reverse order. ⇒ P.94 "Reverse Order Printing"

❖ Paper Tray

Use this feature to print the documents received from programmed senders (Special Senders) and the documents from other senders on different types of paper.

For example, if blue paper is in tray 1 and white paper is in tray 2, the machine prints the documents from Special Senders on the blue paper and prints the documents from other senders on the white paper, making it easy for you to discriminate between the two.

If you do not program any Special Senders, the machine outputs the documents received from all senders using the default paper tray.

💡 Limitation

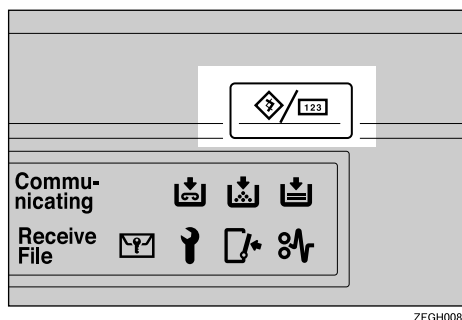
- ❑ For polling reception and free polling, you cannot select the paper tray.

📝 Note

- ❑ If the machine receives a message that is a different size from the paper that is in the specified tray, the machine prints the message after splitting it or minimizing its size. ⇒ P.94 "Page Separation and Length Reduction"
- ❑ Selection of the bypass tray (optional) enables you to specify the paper size in "Scan Area".

Programming/Changing Special Senders

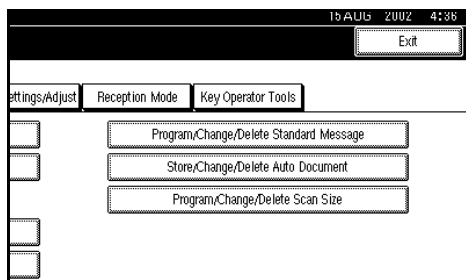
- 1** Press the **[User Tools/Counter/Inquiry]** key.



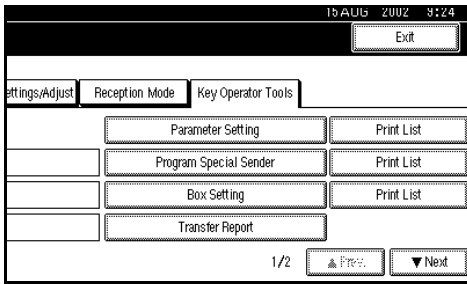
- 2** Press **[Facsimile Features]**.

Facsimile Features menu is shown.

- 3** Select **[Key Operator Tools]**.



4 Select [Program Special Sender].

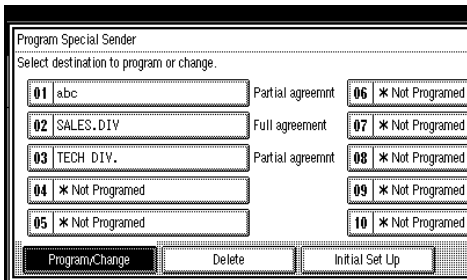


Note

- If "Program Special Sender" is not shown, press [▲ Prev.] or [▼ Next].

5 Select destination to program.

When programming a new destination, press "*Not programmed".



6 Enter a destination.

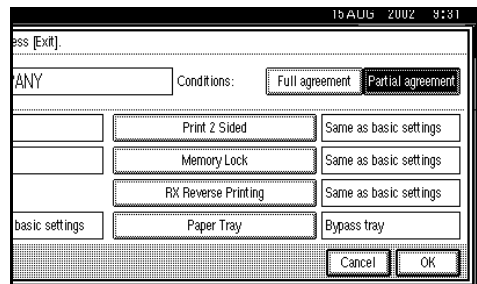
Enter a destination using Own Name or Own Fax Number.

Reference

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

7 Press [OK].

8 When programming the "Partial agreement" condition, press [Partial agreement].



Reference

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

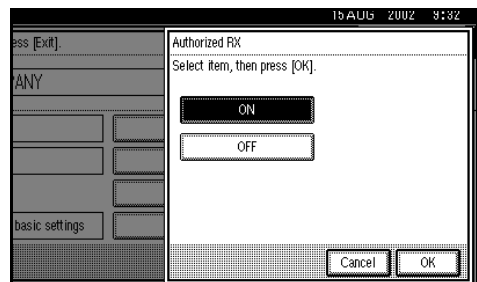
9 Select the item you want to program.

Note

- You must select only the item you want to program.
- If you select [Same as basic settings], the settings will be the same as [Reception Mode], [Forwarding] and [Memory Lock].
- To cancel these settings, press [Cancel]. The display will return to step 5.

Authorized RX

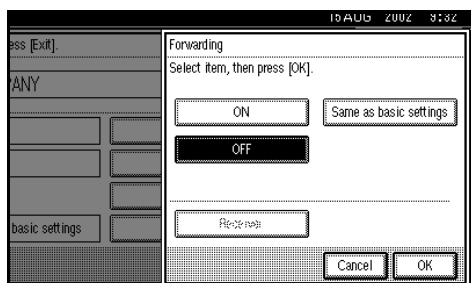
- 1** Press [Authorized RX].
- 2** Select [ON] or [OFF].



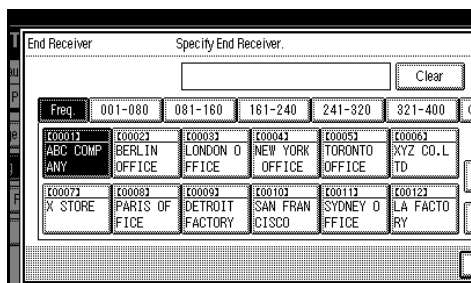
3 Press [OK].

Forwarding

- 1 Press [Forwarding].
 - 2 Select [ON] or [OFF].
- If you select [OFF], go to step 4.



- 3 Specify an end receiver.

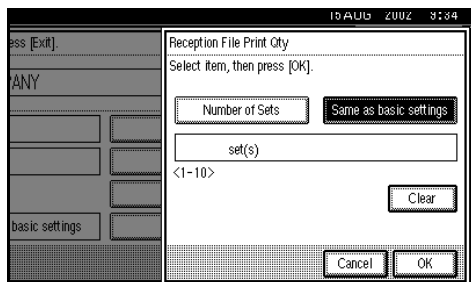


- 4 Press [OK].

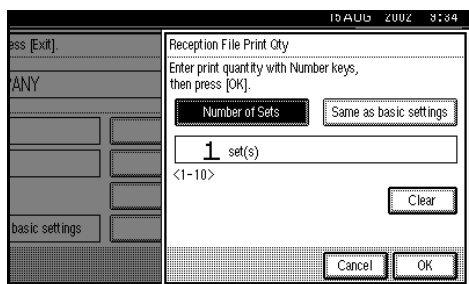
If you select [ON], the name of the end receiver is shown on the right of "Receiver:".

Reception File Print Qty

- 1 Press [Reception File Print Qty].
- 2 Select [Number of Sets].



- 3 Enter the print quantity with the number keys.



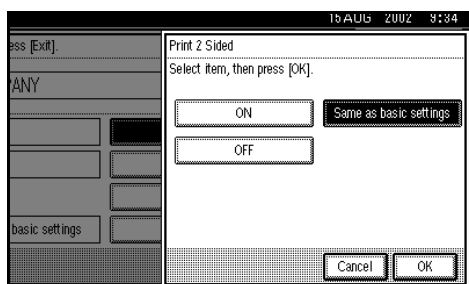
Note

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

- 4 Press [OK].

Print 2 Sided

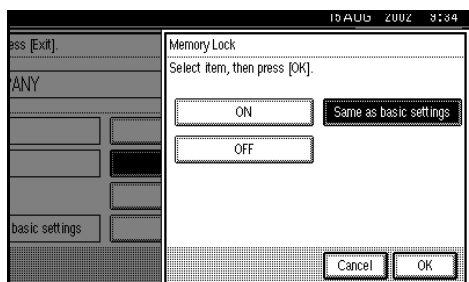
- 1 Press [Print 2 Sided].
- 2 Select [ON] or [OFF].



- 3 Press [OK].

Memory Lock

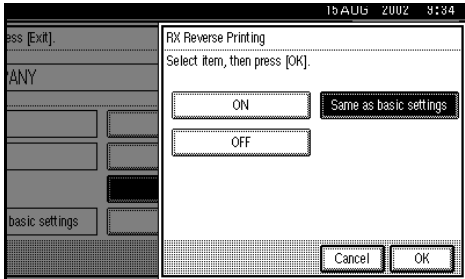
- 1 Press [Memory Lock].
- 2 Select [ON] or [OFF].



- 3 Press [OK].

RX Reverse Printing

- 1 Press [RX Reverse Printing].
- 2 Select [ON] or [OFF].



- 3 Press [OK].

Paper Tray

- 1 Press [Paper Tray].
- 2 Select the tray you want to use.
When optional equipment is installed
You can select [Tray 1], [Tray 2], [Tray 3], [Tray 4], [Bypass tray] or [Auto Select]. When the optional LCT is installed, select [Tray 3].

- 3 Press [OK].

- 10 Press [OK].

A Special Sender has been programmed.

Note

- To program another sender, repeat from step 5.

- 11 Press [Exit].

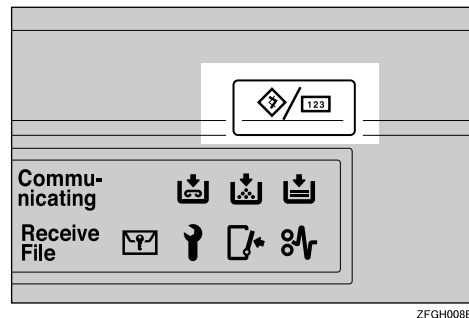
- 12 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

Programming "Initial Set UP" of a Special Sender

Use this function to program "Initial Set Up" of a Special Sender. You can also specify the Bypass Tray(option) Paper Size.

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

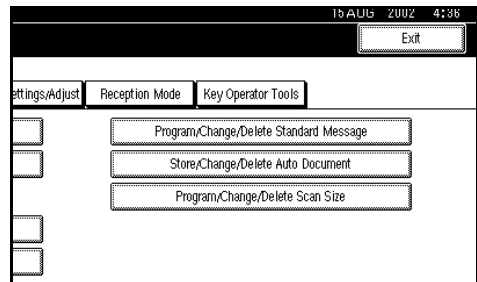


ZFGH008E

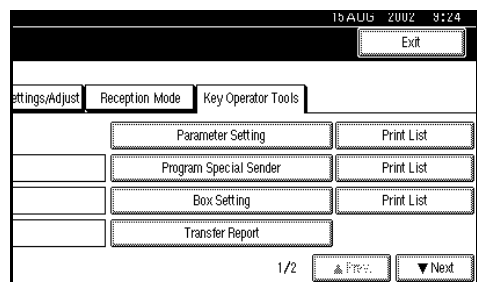
- 2 Press [Facsimile Features].

Facsimile Features menu is shown.

- 3 Select [Key Operator Tools].



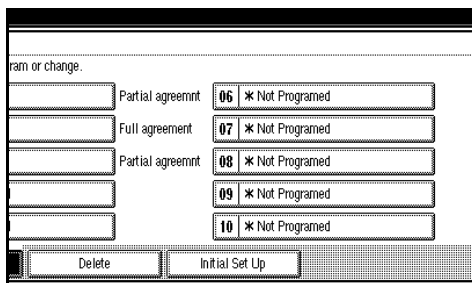
- 4 Select [Program Special Sender].



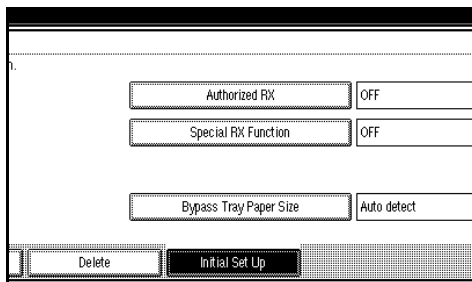
Note

- ❑ If "Program Special Sender" is not shown, press [▲ Prev.] or [▼ Next].

5 Press [Initial Set Up].



6 Select a function you want to program.



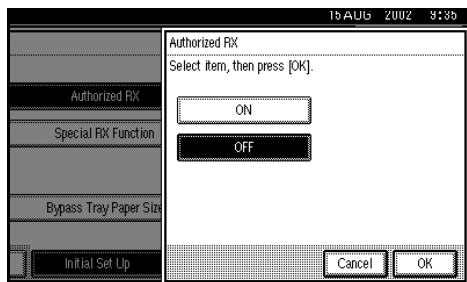
Note

- ❑ In this feature, "Authorized RX" has the same settings as "Reception Mode". => P.137 "Reception Mode"

Programming "Authorized RX" and "Special RX Function"

1 Select [ON] or [OFF].

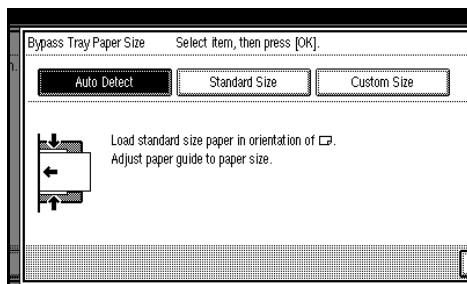
The illustration shows the "Authorized RX" display as a sample.



2 Press [OK].

Programming "Bypass Tray Paper Size"

1 Select [Auto detect], [Standard Size] or [Custom Size] to program.



Note

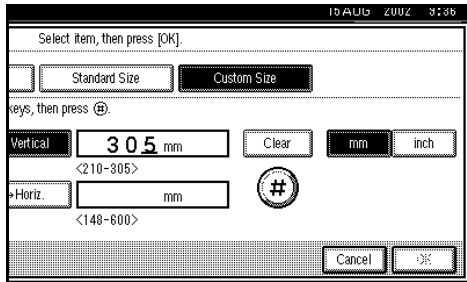
- ❑ If you select [Auto detect], the machine shows a paper size automatically.
- ❑ If you select [Standard Size], select a paper size displayed, and then go to step 3.
- ❑ If you select [Custom Size], go to step 2.

2 Make sure that [Vertical] is selected.

Note

- ❑ If " [Vertical] is not selected, press [Vertical].

3 Enter the vertical size of the paper with the number keys.



Note

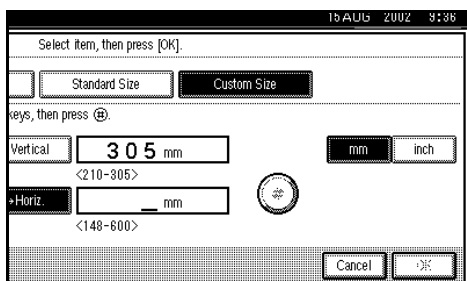
- You can specify a vertical size from 210mm (8.2 inch) to 305mm (12.0 inch). You cannot enter a size smaller than 210mm or larger than 305mm. ⇒ P.99 "Having Incoming Messages Printed on Paper from the Bypass Tray"
- Each time you press [mm] or [inch], the units change between "millimeter" and "inch" alternately. If you enter a length and change the unit by pressing [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off).

4 Press [#].

The programmed size is shown.

5 Press [Horiz.].

6 Enter the horizontal size of the paper with the number keys.



Note

- The way of programming/ changing Bypass Tray Paper Size for Copy Function is different from that of Fax Function. ⇒ "Copying from the Bypass Tray" in Copy Reference manual
- You can specify a horizontal size from 148mm (5.8 inch) to 600mm (23.6 inch). You cannot enter a size smaller than 148mm or larger than 600mm. ⇒ P.99 "Having Incoming Messages Printed on Paper from the Bypass Tray"
- Each time you press [mm] or [inch], the units change between "mm" and "inch" alternately. If you enter a length and change the unit by pressing [mm] or [inch], the length is converted automatically according to the unit (fractions are rounded off).

7 Press [#].

8 Press [OK].

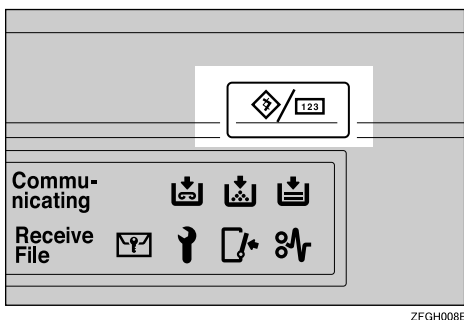
7 Press [Exit].

8 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

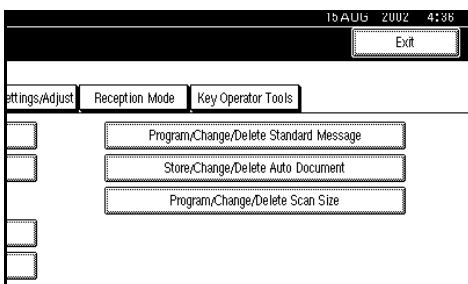
Deleting a Special Sender

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

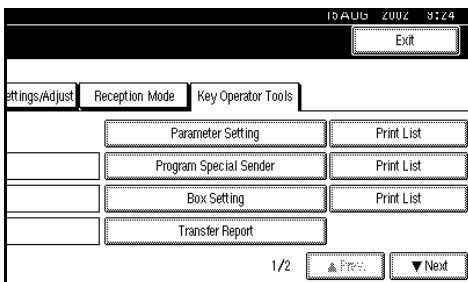


- 2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

- 3 Select **[Key Operator Tools]**.



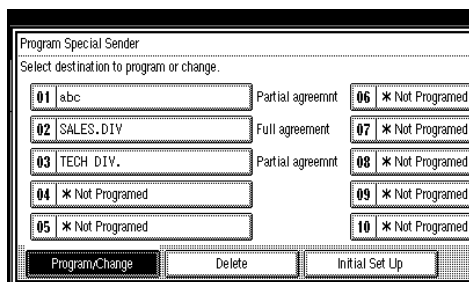
- 4 Select **[Program Special Sender]**.



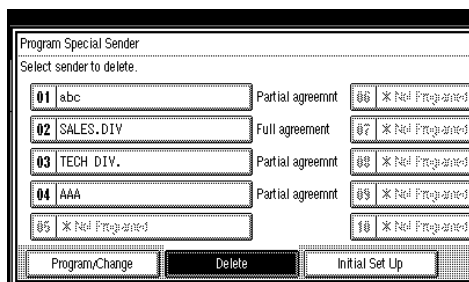
Note

- If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

- 5 Press **[Delete]**.



- 6 Select a Special Sender you want to delete.



- 7 Press **[Delete]**.

A Special Sender is deleted and "*Not programed" is shown.

Note

- To cancel deleting a special sender, press **[Do not Delete]**. The display will return to step 6.

- 8 Press **[Exit]**.

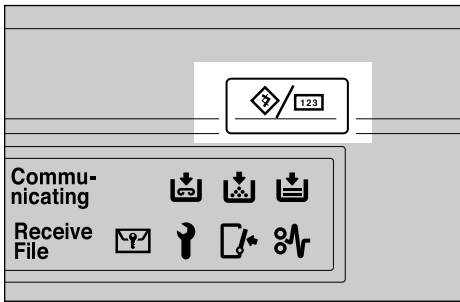
- 9 Press the **[User Tools/Counter/Inquiry]** key.

The initial display is shown.

Printing the Special Sender List

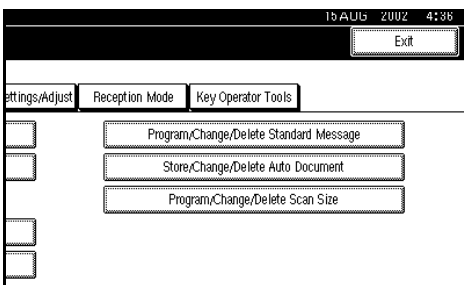
You can check the programmed Special Senders.

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

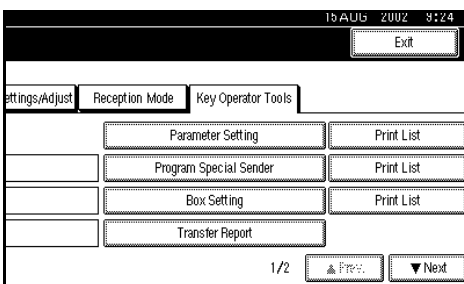


- 2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

- 3 Select **[Key Operator Tools]**.



- 4 Press **[Print List]** next to "Program Special Sender".



Note

- If "Program Special Sender" is not shown, press **[▲ Prev.]** or **[▼ Next]**.
- To cancel printing a list, press **[Cancel]**. The display will return to step 4.

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

After printing a list, the display will return to step 4.

Note

- To cancel printing a list, press **[Cancel]**. The display will return to step 4.

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

The initial display is shown.

Box Settings

The following functions are for delivery and transfer of messages:

- Personal Box
- Information Box
- Transfer Box

By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.

For details about how to set up these functions, see the following.

⇒ P.162 "Programming/Editing Personal Boxes"

⇒ P.165 "Programming/Editing Information Boxes"

⇒ P.168 "Programming/Editing Transfer Boxes"

For details about how to print out and delete messages stored in boxes, see the following.

⇒ P.38 "Personal Boxes"

⇒ P.40 "Information Boxes"

Note

- ❑ The combined total of items that can be stored with the Personal Box, Information Box and Transfer Box features is 150. Installing the optional Fax Function Upgrade Unit increases this capacity to 400 items.
- ❑ SUB and SEP Codes can be up to 20 digits long and contain numbers, spaces, pound signs (#), and asterisks (*).

Limitation

- ❑ You cannot set the same Box Code on two different boxes.
- ❑ Transmission or programming may not be used if there is not enough free memory left. The amount of free memory left is different depending on the optional equipment installed.

Programming/Editing Personal Boxes

This section describes how to program Personal Boxes.

You can store in one box the following items:

- SUB Code (required)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- Box Name (required)
Up to 20 characters long.
- Password (optional)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).

Note

- ❑ When a password is programmed, a mark is displayed before the Box Name.
- Receiver (optional)
You can program one delivery destination for each Personal Box. Specify the Quick Dial or Speed Dial the delivery destination is stored in.

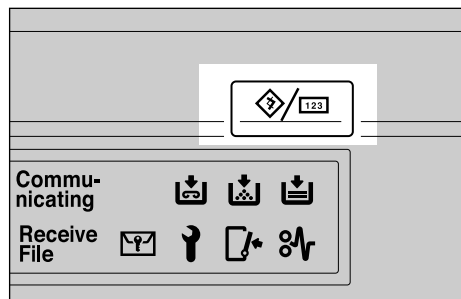
Note

- ❑ The Fax Header is not printed on delivered messages.
- ❑ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- ❑ You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.

Reference

⇒ P.38 "Personal Boxes"

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

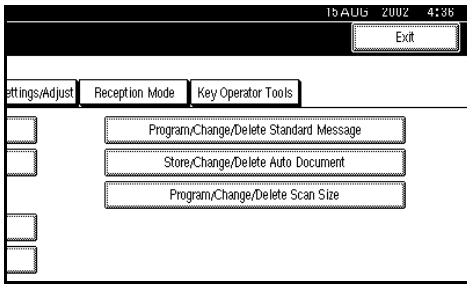


ZFGH008E

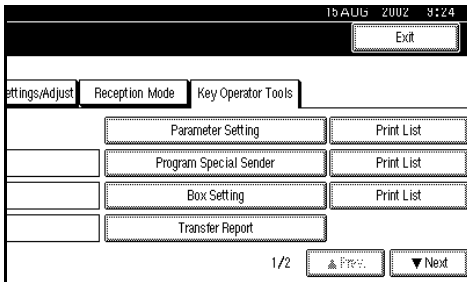
- 2** Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



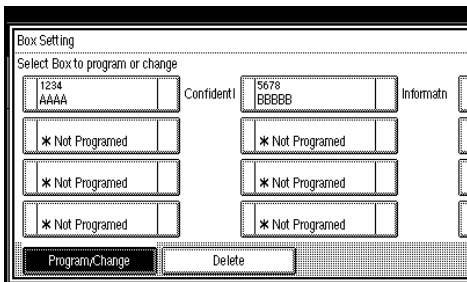
4 Select [Box Setting].



The "Box Setting" menu is shown.

5 Select a box to program.

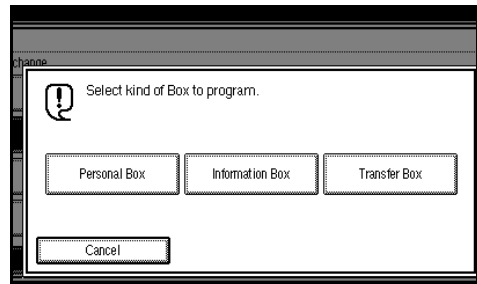
To program a new box, press "*Not programmed".



Note

- To Change a box already programmed, press it and go to step 9.
- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

6 Press [Personal Box].

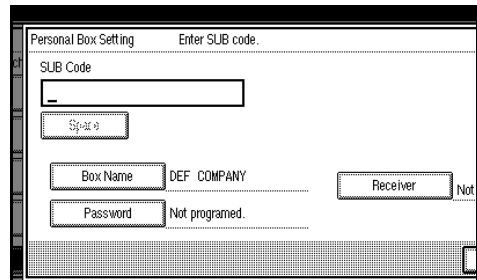


7 Enter a Box Name.

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

8 Press [OK].

9 Enter a Box Code.



Note

- To change the Box Code, press the [Clear/Stop] key or [Clear] and try again. To change Box Name, press [Box Name], and then repeat step 7.
- If you make a mistake, press the [Clear/Stop] key or [Clear] and try again.

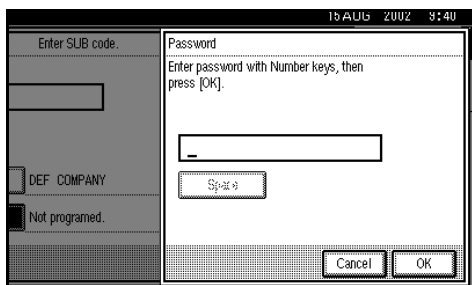
10 Specify any settings you require.

If you do not program [Password] or [Receiver], go to step 11.

Programming a Password

1 Press [Password].

2 Enter a password.



Note

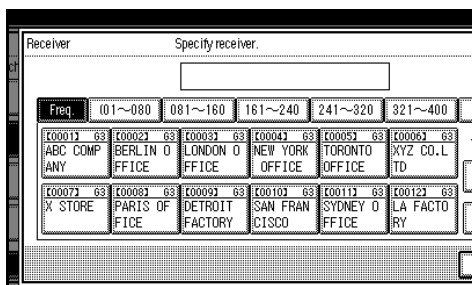
- ❑ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

3 Press [OK].

Programming a Receiver

1 Press [Receiver].

2 Select a destination with the Quick Dial Table.



Note

- ❑ If the desired destination is not shown, press **[▲ Prev.]** or **[▼ Next]**.

3 Press [OK].

11 Press [OK].

A box mode is shown next to the box.

12 Press [Exit].

13 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

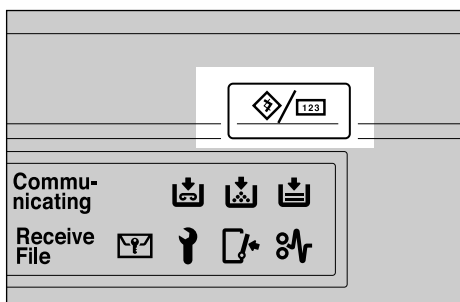
Deleting Personal Boxes

This section describes how to delete Personal Boxes.

Limitation

- ❑ If messages are programmed in the box, you cannot delete the box.

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

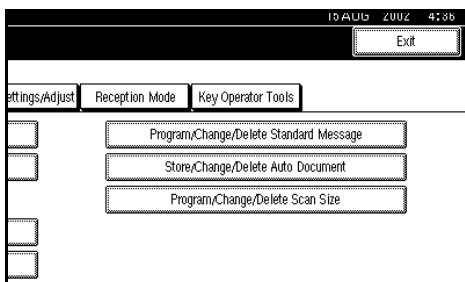


ZFGH008E

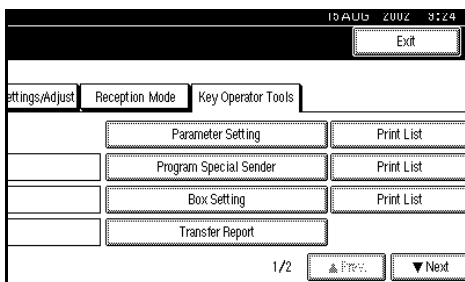
2 Press [Facsimile Features].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



4 Select [Box Setting].



5 Press [Delete].

The screenshot shows the 'Box Setting' screen with the title 'Box Setting'. Below the title is the instruction 'Select Box to program or change'. There are two columns of boxes. The left column has a box with '1234' and 'AAAA' below it, and three boxes below that, each with '* Not Programed'. The right column has a box with '5678' and 'BBBBB' below it, and three boxes below that, each with '* Not Programed'. At the bottom, there are two buttons: 'ProgramChange' and 'Delete'. The 'Delete' button is highlighted with a dark background.

6 Select a box you want to delete.

The screenshot shows the 'Box Setting' screen with the title 'Box Setting'. Below the title is the instruction 'Select Box to delete.'. The layout of boxes is identical to the previous screenshot. At the bottom, the 'Delete' button is highlighted with a dark background.

Note

- If the desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].
- If you select a box for which a password is programmed, the display to enter a password is shown. Enter a password with number keys and press [**OK**]. To delete digits entered, press [**Clear**]. To cancel selecting a box, press [**Cancel**].

7 Press [Delete].

The box is deleted and "*Not programmed" is shown.

Note

- To cancel deleting a box, press [**Do not Delete**]. The display will return to step **6**.

8 Press [Exit].**9** Press the [**User Tools/Counter/Inquiry**] key.

The initial display is shown.

Programming/Editing Information Boxes

This section describes how to set up an Information Box.

You can store in one box the following items:

- **SEP Code (required)**
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- **Password (optional)**
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- **Box Name (required)**
Up to 20 characters long.

Note

- When a password is programmed, a mark is displayed before the Box Name.

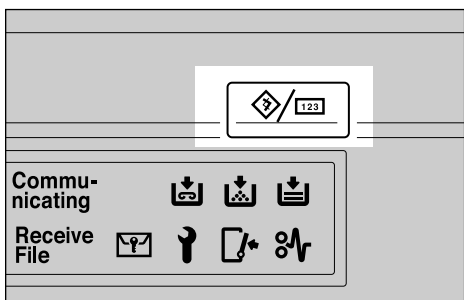
Note

- You can edit boxes in the same way you program them. However, to change the SEP Code itself, you must delete the box, and then program a new SEP Code.

Reference

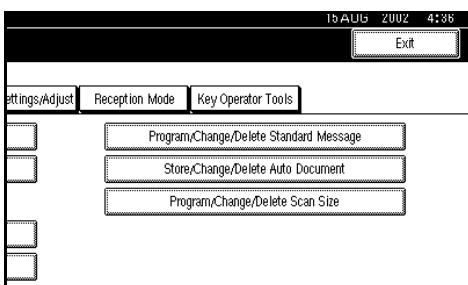
P.42 "Printing Information Box Messages"

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

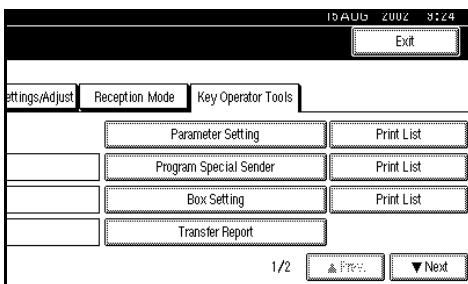


2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.

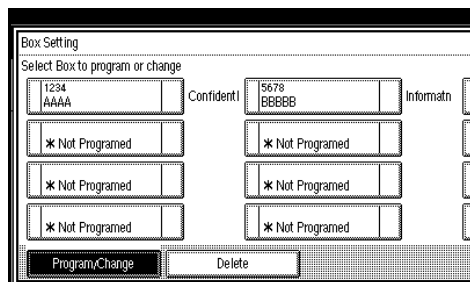


4 Select **[Box Setting]**.



5 Select a box to program.

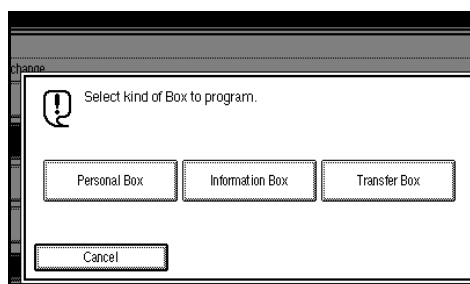
When programming a new box, press **"*Not programmed"**.



Note

- To change a box already programmed, press it, and then go to step **5**.
- If the desired box is not shown, press **[▲ Prev.]** or **[▼ Next]**.

6 Press **[Information Box]**.

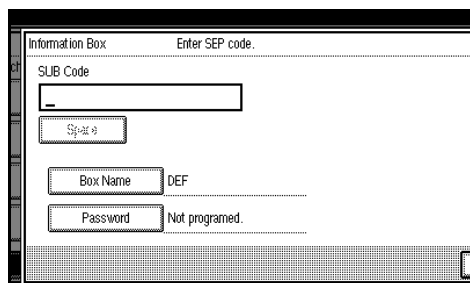


7 Enter a Box Name.

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

8 Press **[OK]**.

9 Enter a Box Code.



Note

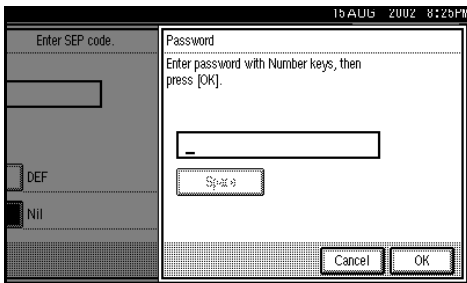
- ❑ To change Box Code, press the **[Clear/Stop]** key or **[Clear]** and try again. To change Box Name, press **[Box Name]**, and then repeat from step 7.
- ❑ If you make a mistake, press the **[Clear/Stop]** key or **[Clear]** and try again.

10 Press **[Password]**.

Note

- ❑ If you do not want to program a password, go to step 13.

11 Enter a password.



Note

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

12 Press **[OK]**.

13 Press **[OK]**.

A box mode is shown next to the box.

14 Press **[Exit]**.

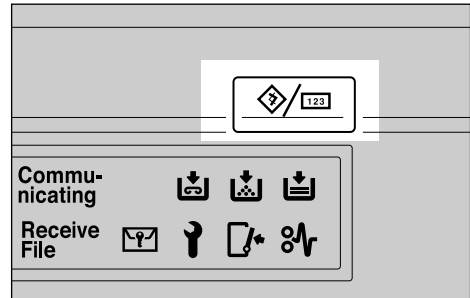
15 Press the **[User Tools/Counter/Inquiry]** key.

The initial display is shown.

Limitation

- ❑ If messages are programmed in the Information Box, you cannot delete the box.

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

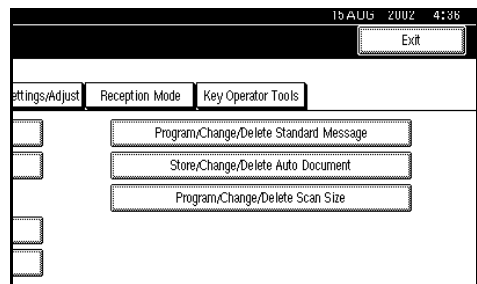


ZFGH008E

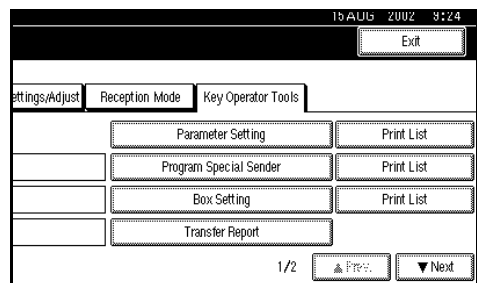
2 Press **[Facsimile Features]**.

Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.

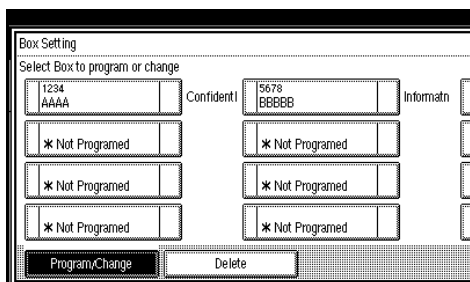
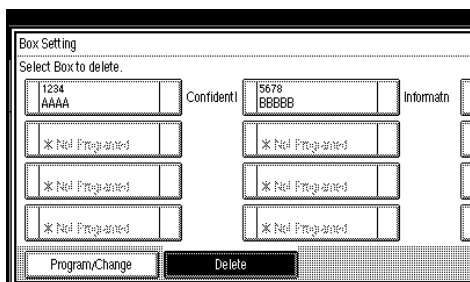


4 Select **[Box Setting]**.



Deleting Information Boxes

This section describes how to delete Information Boxes.

5 Press [Delete].**6** Select a box you want to delete.**Note**

- If the desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].
- If you select a box for which a password is programmed, the display to enter a password is shown. Enter a password with number keys and press [**OK**]. To delete digits entered, press [**Clear**]. To cancel selecting a box, press [**Cancel**].

7 Press [Delete].

The box is deleted and "*Not programmed" is shown.

Note

- To cancel deleting a box, press [**Do not Delete**]. The display will return to step **6**.

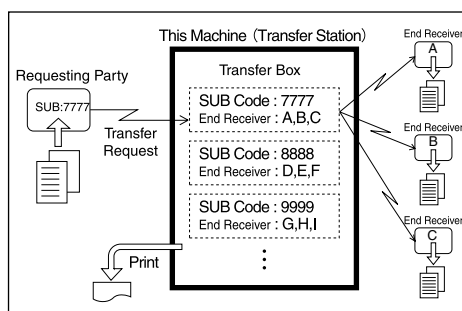
8 Press [Exit].**9** Press the [**User Tools/Counter/Inquiry**] key.

The initial display is shown.

Programming/Editing Transfer Boxes

This feature turns your machine into a fax relay station. Documents sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received, and then relayed to the programmed receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on communication costs when sending to remote destinations.



GFCYUB0N

Note

- Inform the Requesting Party of the SUB Code assigned to the Transfer Box. When they wish to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB Code. ⇒ P.47 If a password is also programmed, inform them of this too and ask them to enter it for the SID Code. ⇒ P.48

You can store in one box the following items:

- SUB (required)
Up to 20 characters long and can be composed of digits 0-9, "#", "*" and spaces (the first character cannot be a space).
- Box Name (required)
Up to 20 characters long.
- Password (optional)

Up to 20 characters long and can be composed of digits 0-9, "#", "*", and spaces (the first character cannot be a space).

Note

When a password is programmed, a mark is displayed before the Box Name.

- Receiving Station (required)
You can store 5 receiving stations (destinations to which messages will be forwarded) for each box. Specify receiving stations with Quick Dials or Groups assigned to Quick Dials that have been programmed beforehand.

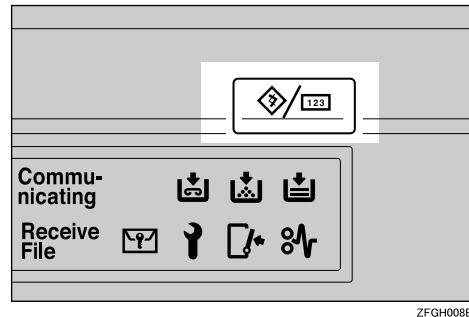
Limitation

After messages are transferred, a Transfer Result Report is not sent back to the sender.

Note

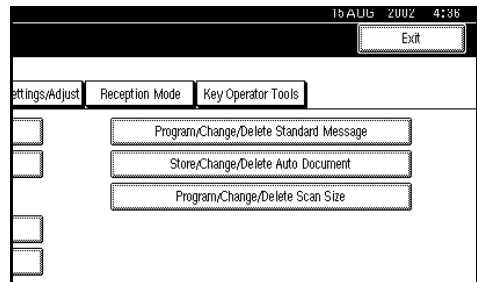
- After messages are transferred, they are deleted.
- If messages cannot be sent by Transfer Request, messages received are printed.
- The machine prints out received messages that it transfers and the Transfer Result Report after the transfer has finished. If you want to turn this feature off, please contact your service representative.
- When the programmed receiver is a Multi-step Transfer Group Dial, Multi-step Transfer takes place.⇒ P.87 "Multistep Transfer"
- You can edit boxes in the same way you program them. However, to change the SUB Code itself, you must delete the box, and then program a new SUB Code.
- You can edit boxes in the same way you program them.

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

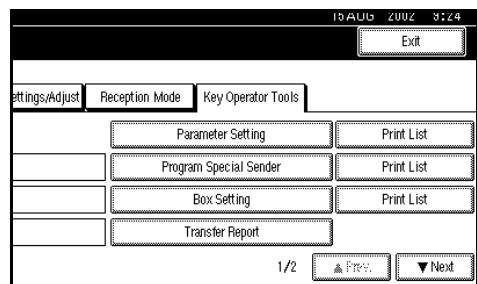


2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.

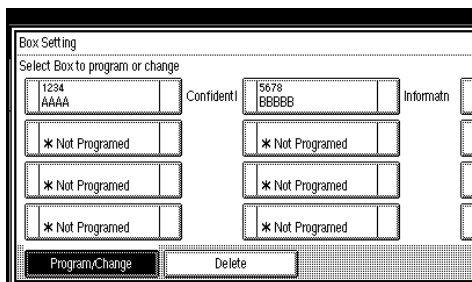


4 Select **[Box Setting]**.



5 Select a box to program.

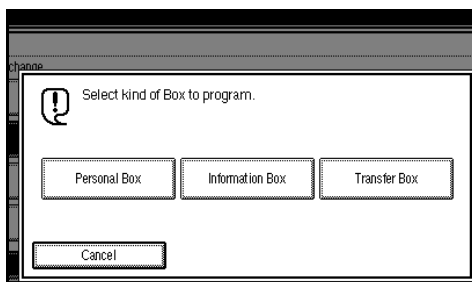
When programming a new box, press **"*Not programed"**.



Note

- To change a box already programmed, press it, and then go to step 6.
- If the desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].

6 Press [**Transfer Box**].



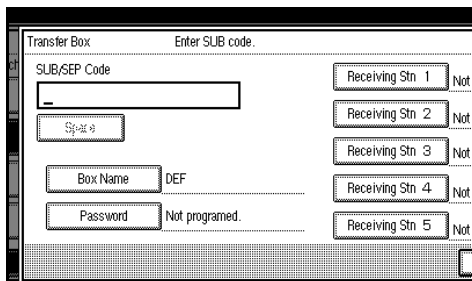
7 Enter a Box Name.

Reference

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

8 Press [**OK**].

9 Enter a Box Code.



Note

- To change Box Code, press the [**Clear/Stop**] key or [**Clear**] and try again. To change Box Name, press [**Box Name**], and then repeat from step 7.
- If you make a mistake, press the [**Clear/Stop**] key or [**Clear**] and try again.

10 Specify the condition of registration.

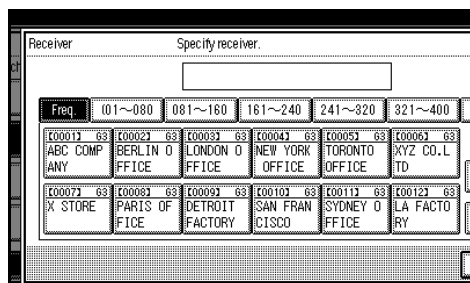
Programming Receiving Stations

1 Select Receiving Station

Note

- You can store 5 receiving stations.

2 Specify receiving stations with Quick Dials.



Note

- You can also specify receiving stations with Group Dials.
- If the desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].

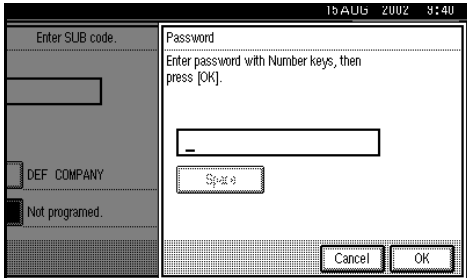
3 Press [**OK**].

Repeat from step 1 to specify another receiving station.

Programming a Password

If you do not want to program a password, go to step 11.

- 1 Press [Password].
- 2 Enter a password.



Note

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

- 3 Press [OK].

- 11 Press [OK].

A box mode is shown next to the box.

- 12 Press the [User Tools/Counter/Inquiry] key.

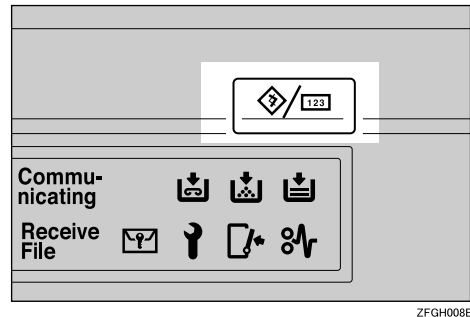
The initial display is shown.

Deleting Transfer Boxes

Limitation

- If the specified SUB Code is not programmed as a Transfer Box, or messages are programmed in the box, you cannot delete the box.

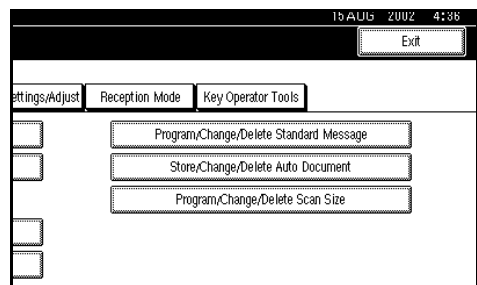
- 1 Press the [User Tools/Counter/Inquiry] key.



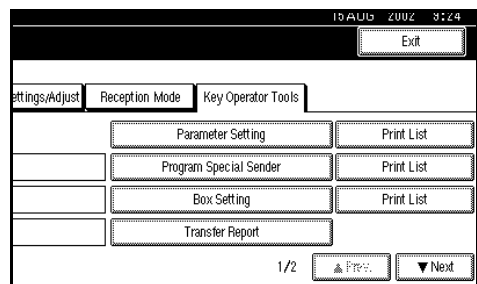
- 2 Press [Facsimile Features].

Facsimile Features menu is shown.

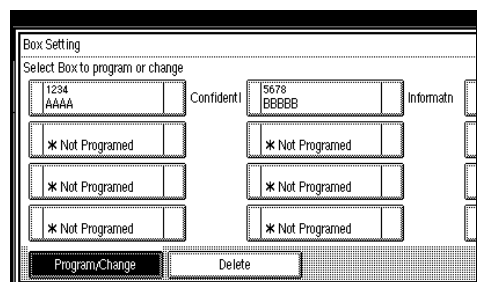
- 3 Select [Key Operator Tools].



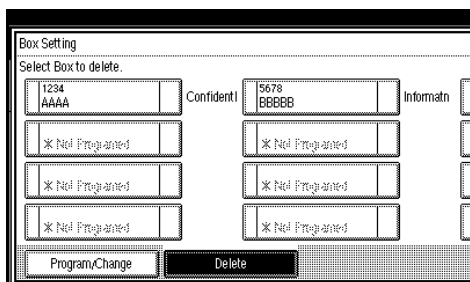
- 4 Select [Box Setting].



- 5 Press [Delete].



6 Select a box you want to delete.



Note

- If the desired box is not shown, press [**▲ Prev.**] or [**▼ Next**].
- If you select a box for which a password is programmed, the display to enter a password is shown. Enter a password with number keys and press [**OK**]. To delete digits entered, press [**Clear**]. To cancel selecting a box, press [**Cancel**].

7 Press [**Delete**].

The box is deleted and "*Not programmed" is shown.

8

Note

- To cancel deleting a special sender, press [**Do not Delete**]. The display will return to step 6.

8 Press [**Exit**].

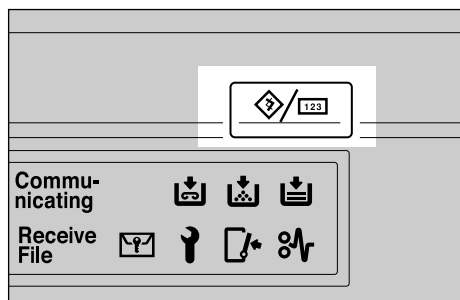
9 Press the [**User Tools/Counter/Inquiry**] key.

The initial display is shown.

Printing the Box List

Follow the procedure below to print a list showing the currently programmed Personal Boxes, Information Boxes and Transfer Boxes.

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

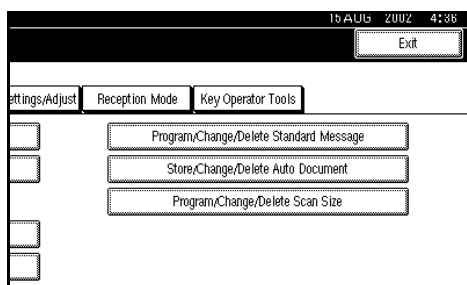


ZFGH008E

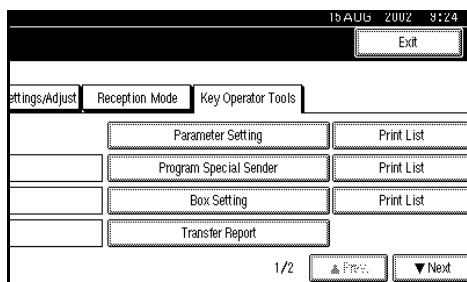
2 Press [**Facsimile Features**].

Facsimile Features menu is shown.

3 Select [**Key Operator Tools**].



4 Press [**Print List**] next to "Box Setting".



Note

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

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

After printing the list, the display will return to step 4.

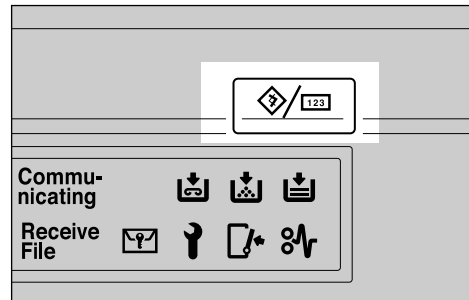
Note

- To cancel printing a list, press [Cancel]. The display will return to step 5.
- If the desired box is not shown, press [▲ Prev.] or [▼ Next].

6 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

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



Transfer Report

For the Requesting Party to be able to receive Transfer Result Reports from the Transfer Station, the Requesting Party must program the number of the telephone line their machine is connected to in their own machine. ⇒ P.50 "Transfer Request", P.88 "ID Reception (Closed Network)"

Be sure to insert a pause after the area code.

For example, if you are in the United States and your fax number is 212-1234567, program the following:

You can program the fax number for each line (G3, G4).

Limitation

- You cannot program or edit Transfer Report when using a line (during communication). Program or edit after communication.

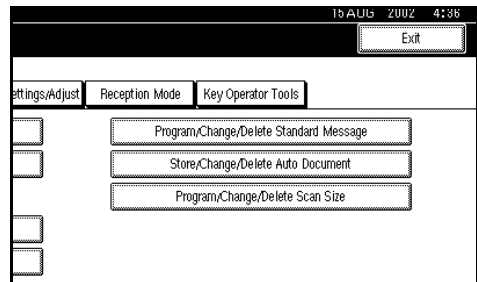
Note

- Program the fax number as a number of Transfer Station. If not, you cannot use Transfer Request Transmission.
- Up to 16 digit are available for G3.
- Up to 29 digit are available for G4.
- 1212 - 1234567

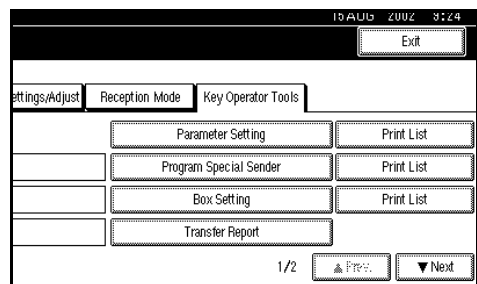
2 Press [Facsimile Features].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



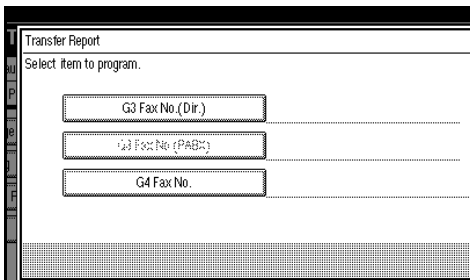
4 Select [Transfer Report].



Note

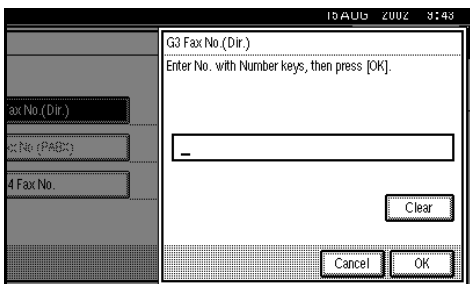
- If "Transfer Report" is not shown, press [▲ Prev.] or [▼ Next].

5 Specify the fax number for each line.



Programming a G3 Fax number

- 1** Press [G3 Fax No.(Dir.)].
- 2** Enter your own fax number with the number keys.

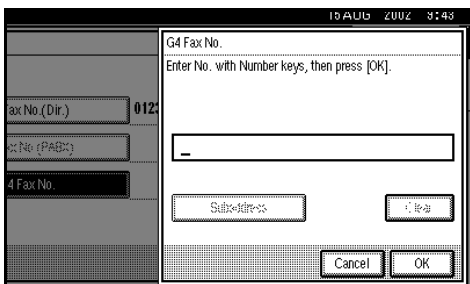


- 3** Press [OK].

Programming a G4 Fax number

To use this function, optional ISDN Unit is required.

- 1** Press [G4 Fax No.].
- 2** Enter your fax number with the number keys.



- 3** Press [OK].

- 6** Press [Exit] twice.

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

The initial display is shown.

Programming a Confidential ID

Program a Confidential ID to print Confidential Reception. => P.7 "Confidential Transmission"

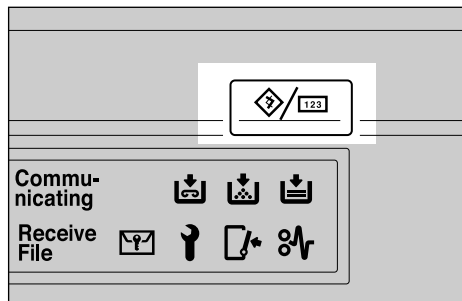
Limitation

- If you do not program a Confidential ID, you cannot receive a confidential transmission.

Note

- A Confidential ID can be any four digit numeric code except for 0000.

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

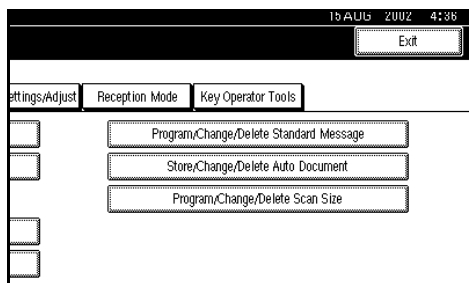


ZFGH008E

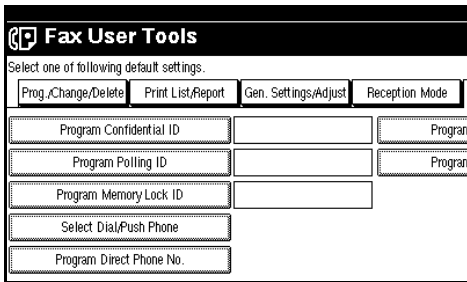
- 2** Press [Facsimile Features].

Facsimile Features menu is shown.

- 3** Select [Key Operator Tools].



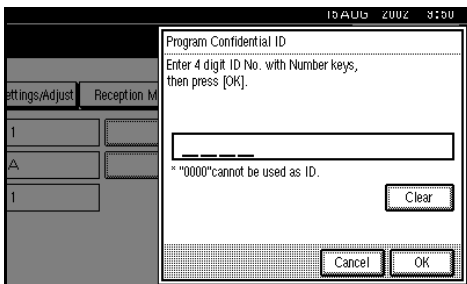
4 Select [Program Confidential ID].



Note

- If "Program Confidential ID" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Enter an ID with the number keys.



Note

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

6 Press [OK].

Note

- To cancel programming an ID, press [**Cancel**]. The display will return to step **4**

7 Press the [**User Tools/Counter/Inquiry**] key.

The initial display is shown.

Programming a Polling ID

Program a Polling ID to use Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception and ID Reception. When you use ID Transmission, program the same ID as that programmed on the sender's machine.

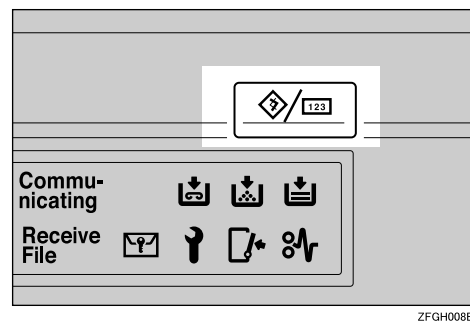
Reference

- ⇒ P.10 "Polling Transmission"
- ⇒ P.13 "Polling Reception"
- ⇒ P.73 "Default ID Transmission"
- ⇒ P.50 "Transfer Request"

Note

- A Polling ID can be any combination of digits (0-9) and letters (A-F) except for 0000 and FFFF.

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

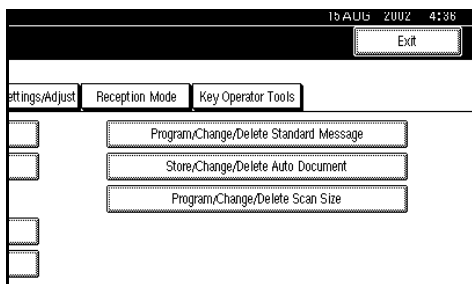


ZFGH008E

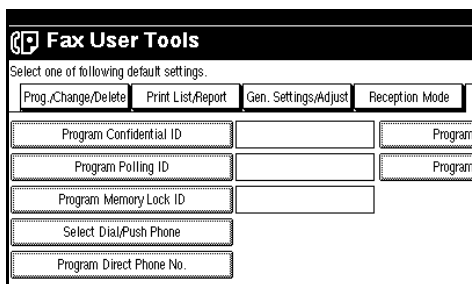
2 Press [**Facsimile Features**].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



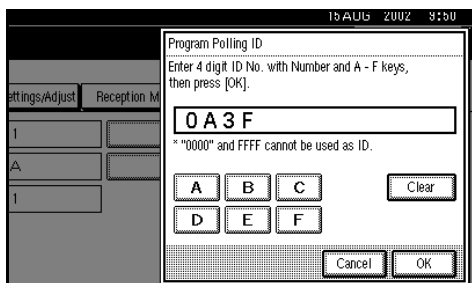
4 Select [Program Polling ID].



Note

- If "Program Polling ID" is not shown, press [▲ Prev.] or [▼ Next].

5 Enter an ID with the number keys and [A] to [F].



Note

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

6 Press [OK].

Note

- To cancel programming an ID, press [Cancel]. The display will return to step 4.

7 Press the [User Tools/Counter/Inquiry] key.

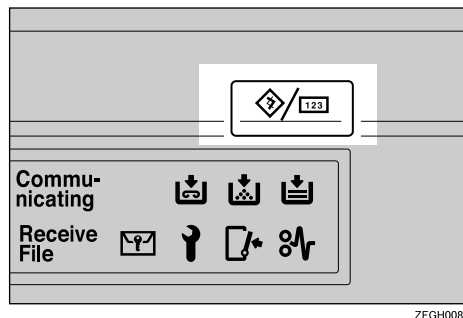
The initial display is shown.

Programming a Memory Lock ID

Program a Memory Lock ID ⇒ P.154 to print Memory Lock reception. ⇒ P.144

A Memory Lock ID can be any four digit numeric code except for 0000.

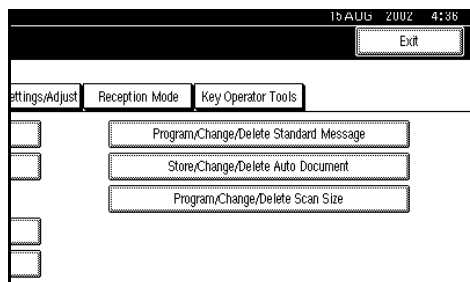
1 Press the [User Tools/Counter/Inquiry] key.



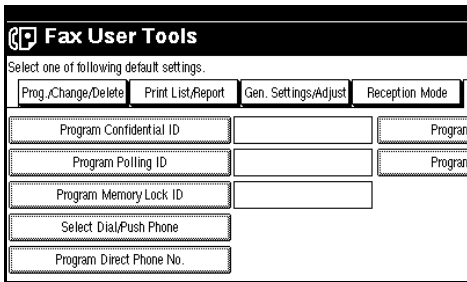
2 Press [Facsimile Features].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



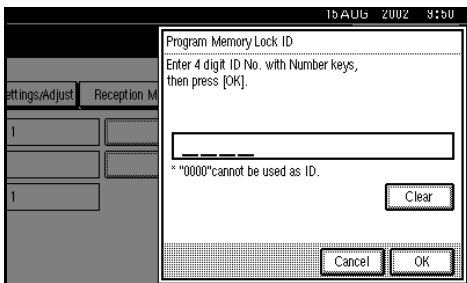
4 Select [Program Memory Lock ID].



Note

- If "Program Memory Lock ID" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Enter an ID with number keys.



Note

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

6 Press [OK].

Note

- To cancel programming an ID, press [**Cancel**]. The display will return to step **4**.

7 Press the [**User Tools/Counter/Inquiry**] key.

The initial display is shown.

A Dial and Push line are available for selection.

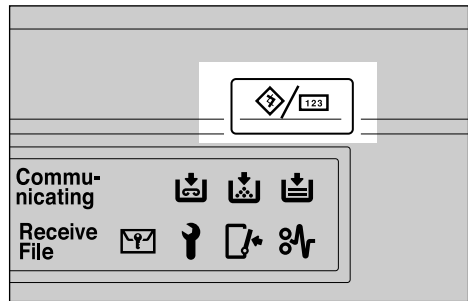
Limitation

- If you are only connected to an ISDN line, this function is not available.

Note

- "G3-2" is shown on the display when the Extra G3 Interface Unit is installed.
- Use the same procedure to program and change this function.

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

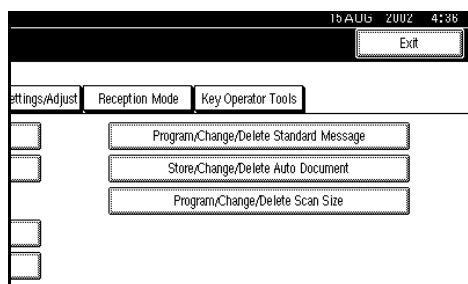


ZFGH008E

2 Press [**Facsimile Features**].

Facsimile Features menu is shown.

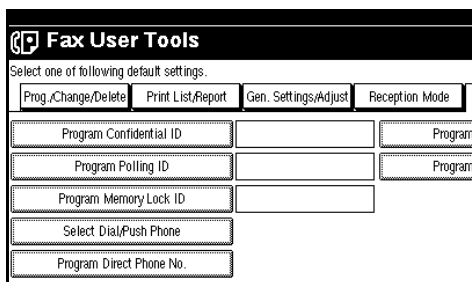
3 Select [**Key Operator Tools**].



Selecting Dial/Push Phone

Use this function to select a line type when the machine is connected to a G3 analog line.

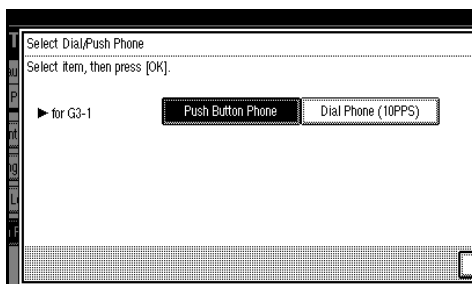
4 Select [Select Dial/Push Phone].



Note

- If "Select Dial/Push Phone" is not shown, press [**▲ Prev.**] or [**▼ Next**].

5 Press [Push Button Phone] or [Dial Phone (10PPS)] to select the line.



6 Press [OK].

7 Press [Exit].

8 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

Programming ISDN G3 Line

Optional ISDN Unit is required.

• This function must be set when you connect the machine to an ISDN G3 digital line.

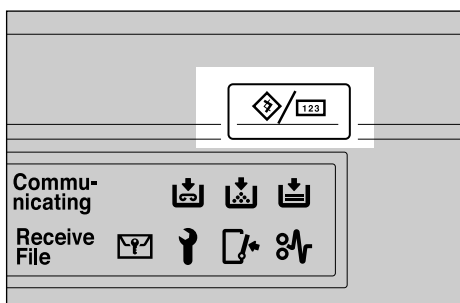
You can program the following items.

- Own Fax Number 1
- Own Fax Number 2

- Sub-address ⇒ P.53 "Sub-address"

Note

- Program Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.
 - You should program the Own Fax Number 1.
 - ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
 - Up to four digits (0 to 9999) are available for a sub-address
- 1** Press the [User Tools/Counter/Inquiry] key.

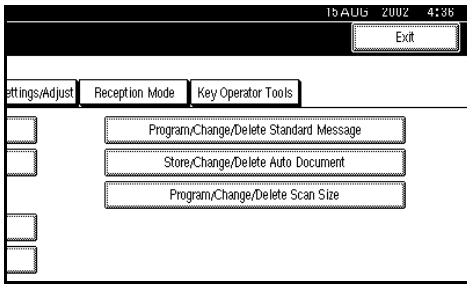


ZFGH008E

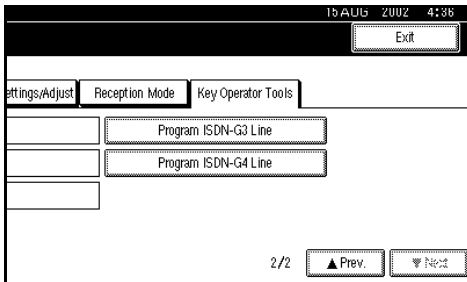
2 Press [Facsimile Features].

Facsimile Features menu is shown.

3 Select [Key Operator Tools].



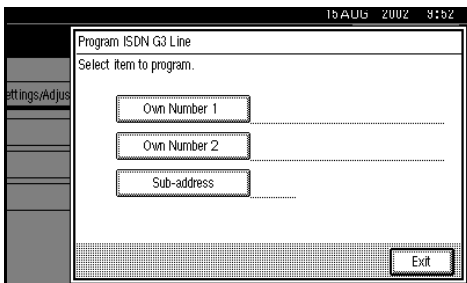
4 Select [Program ISDN-G3 Line].



Note

- If "Program ISDN-G3 Line" is not shown, press [**▲** Prev.] or [**▼** Next].

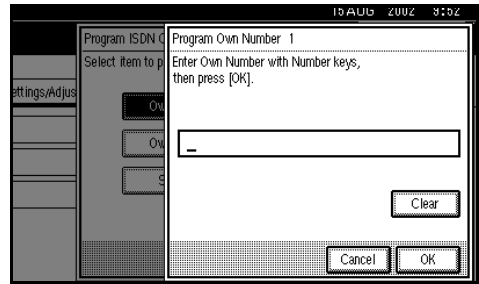
5 Select an item you want to program.



Programming Own Number 1 and Own Number 2

- 1** Select [Own Number 1] or [Own Number 2]

2 Enter your own facsimile number with the number keys.

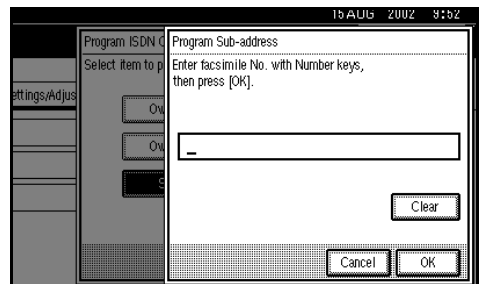


3 Press [OK].

Programming a Sub-address

1 Select [Sub-address].

2 Enter a sub-address with the number keys.



3 Press [OK].

6 Press [Exit].

7 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

Programming ISDN G4 Line

Optional ISDN Unit is required.

This function must be set when you connect the machine to an ISDN G4 digital line.

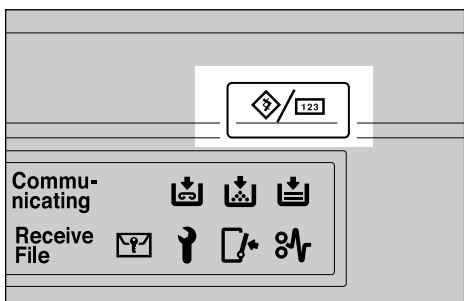
You can program the following items.

- Own Fax Number 1
- Own Fax Number 2
- Sub-address ⇒ P.53 "Sub-address"

Note

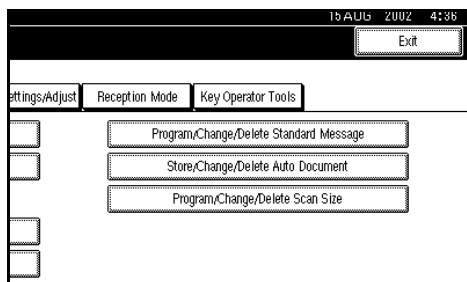
- ❑ Program the Own Fax Number 1 as your own digital number. Program Own Fax Number 2 as another digital number which occupies a single line.
- ❑ You should program the Own Fax Number 1.
- ❑ ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their sub-address numbers. If the terminals connected to the line at a destination are assigned sub-addresses, dialing a sub-address allows you to direct your fax message to a particular terminal at the destination.
- ❑ Up to four digits (0 to 9999) are available for a sub-address

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

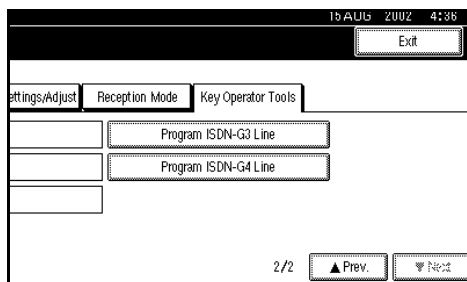


2 Press **[Facsimile Features]**.
Facsimile Features menu is shown.

3 Select **[Key Operator Tools]**.



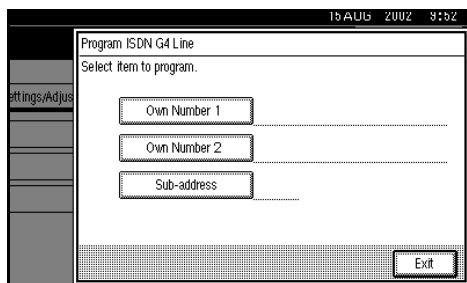
4 Select **[Program ISDN-G4 Line]**.



Note

- ❑ If "Program ISDN-G4 Line" is not shown, press **[▲ Prev.]** or **[▼ Next]**.

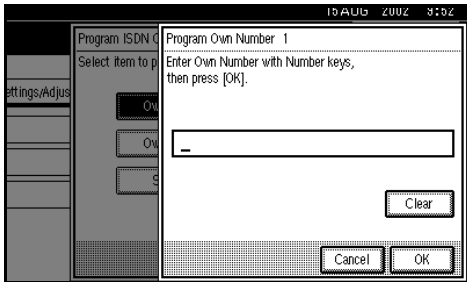
5 Select an item you want to program.



Programming Own Number 1 and Own Number 2

1 Select **[Own Number 1]** or **[Own Number 2]**

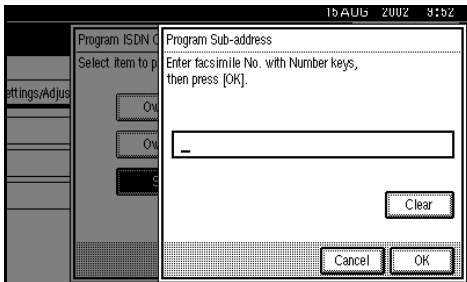
- 2 Enter your own facsimile number with the number keys.



- 3 Press [OK].

Programming a Sub-address

- 1 Select [Sub-address].
- 2 Enter a sub-address with the number keys.



- 3 Press [OK].

- 6 Press [Exit].

- 7 Press the [User Tools/Counter/Inquiry] key.

The initial display is shown.

RDS (Remote Diagnostic System)

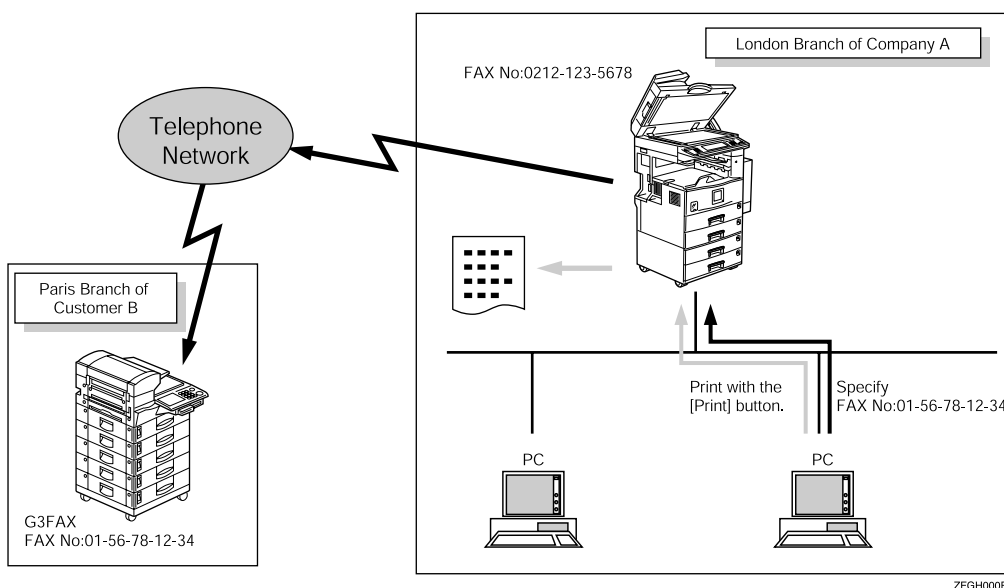
If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change User Parameter Switch 25 bit 4. ⇒ P.146 "Changing the User Parameters" (Switch25, Bit4)

9. PC FAX Features

The Optional Printer/Scanner Unit Type 1027 is required to use this feature.

- With a PC FAX connected to a LAN, you can use a telephone line to send a fax created using a Windows application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, LAN FAX allows PC FAX to be used for printing out documents prepared on a PC for proof checking.
- To use LAN FAX, connect PC FAX to a LAN and make the necessary settings, and then install the LAN FAX driver and related utilities on your PC.



Important

- If a LAN FAX error occurs, it is not displayed on the PC.

Setting PC FAX Properties

This section describes how to make settings such as document size, resolution, and options.

Note

- If your operating system is Windows NT4.0 or Windows 2000, log on using an account that has Administrator permission.

- The dialog box appearance varies according to the Windows version. The examples shown here are from Windows 98.

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

2 Click to select **[LAN-Fax M1]**, and then select **[Properties]** from the **[File]** menu.

 **Note**

- With Windows NT, select **[Document Default]** from the **[File]** menu.

3 Click the **[Paper]** tab.

 **Note**

- With Windows 2000, click the **[Advanced]** tab, and then click **[Printing Defaults...]**.

4 Make paper settings.

 **Note**

- Even if you select Super Fine (400 x 400 dpi), this machine prints at 200 dpi when "Send & Print" is selected, unless you have installed the optional Fax Expansion Memory.
- The Gray Scale box does not appear in Windows NT or Windows 2000.

❖ **Accessories**

- ① Click **[Accessories]**.
- ② Select the appropriate check boxes.

 **Note**

- When the optional Fax Expansion Memory is installed, select the **[Memory Extension]** check box.
- The optional ISDN Unit is required in order to use a G4 line.

! **Limitation**

- With optional equipment installed to this machine, selectable line types are "G3-1", "G3-2" and "G4". Do not select the check box for "G3-3"

- ③ Click **[OK]**.

5 Click **[OK]**.

Basic Transmission

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

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

1 On the [File] menu, click [Print].

2 Click [LAN-Fax M1] in [Printer Name], and then click [OK].

 **Note**

- The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M1] for the printer.

3 Specify the destination.

You can select the destination from Address Book or directly enter the fax number.

 **Note**

- You can select a line to use in the "Line" list box.
- To specify the destination from Address Book, you must program destinations in advance.

4 Specify options.

If you do not want to specify options, go to step **5**.

Attaching a Cover Sheet

1 Select the [Attach a Cover Sheet] checkbox.

 **Note**

- To edit this setting, click [Cover Sheet]. For details, see the Online Help.

Specifying Options

You can specify the following options:

- Sending at Specific Time⇒ P.4 "Sending at a Specific Time (Send Later)"
- User Code⇒ "User Code Management" in the Basic Features manual
- User ID
- Print Fax Header⇒ P.134 "Fax Header Print Setting"
- Document Server⇒ P.108 "Using the Document Server"

1 Click [Options].

2 Specify options you want to use.

 **Note**

- The User Code you specified for this machine must be the same as the one entered in this machine. ⇒ "User Code" in the System Settings manual
- You cannot select a Document Server function unless the check box is selected.
- For details on specifying options, see the Help file on the PC Fax driver.

3 Click [OK].

5 Click [Send].

 **Note**

- When you click **[Send & Print]**, a fax will be transmitted to the destination and a copy of the document you send will be printed from your machine.
- Click **[Print]** to print a copy of the document you specified without sending it to the destination.

 **Transmission Management**
Using the PC FAX Driver

You can have the SmartNetMonitor for Admin/SmartNetMonitor for Client manage your transmissions using the PC FAX driver.

By using the PC FAX driver, you can refer to the following information for the documents sent using the PC FAX driver.

- User ID
- Transmission result
- Pages
- Starting time
- File number

 **Reference**

⇒ PC FAX Online Help for more information about using the PC FAX function

Address Book

You can store and edit destinations in the Address List using Address Book.

 **Note**

- For details, see the Online Help.

1 On the **[Start]** menu, point to **[Programs]**, and then **[Address Book]**.

2 Edit an existing destination or store a new one.

 **Note**

- You can divide programmed destinations into groups by clicking **[Group]**. For details, see the Online Help.
- For **[Line]**, select the appropriate line type: G3, G4, or I-G3.

❖ Storing New Destinations

- ① Enter the destination.
- ② Click **[Add]**.

❖ Editing Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Edit the data.
- ③ Click **[Update]**.

❖ Deleting Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Click **[Delete]**.
- ③ Click **[Yes]**.

3 Click **[Close]**.

4 If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click **[Yes]**.

If you do not want to save the changes and want to quit editing, click **[No]**.

To return to the editing screen, click **[Cancel]**.

Printing

You can print documents created using Windows applications.

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

Note

- You can set whether to print the documents that fail to print (when the machine has run out of toner, for example) in "User Parameters". Transmission using PC FAX driver may be impossible until reprinting is done. ⇒ P.146 "Changing the User Parameters" (Switch20, Bit1)

- You can set the time until attempting to print a document that failed to print occurs in "User Parameters". ⇒ P.146 "Changing the User Parameters" (Switch20, Bit2, 3, 4, 5)

- 1** On the [File] menu, click [Print].
- 2** Click [LAN-Fax M1] in [Printer Name], and then click [OK].

Note

- The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M1] for the printer.

- 3** Click [Print].

LAN FAX Operation Messages

Note

- You can set whether the PC FAX error report is automatically printed when the documents fail to print in "User Parameters". Transmission using PC FAX driver may be impossible until reprinting is done. ⇒ P.146 "Changing the User Parameters" (Switch20, Bit0)

Message	Causes and Recommended Actions
The number of entries in Destinations exceeds the limit. Up to 100 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 100 (Up to 200 with optional Fax Function Upgrade Unit, up to 500 with optional Expansion Memory.).

10. Troubleshooting

When Toner Runs Out

When the machine has run out of toner a symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

⇒ Chapter 2, "Memory Transmission" or "Immediate Transmission" in the Basic Features manual

Important

- If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 communications (1000 with optional Expansion Memory installed).

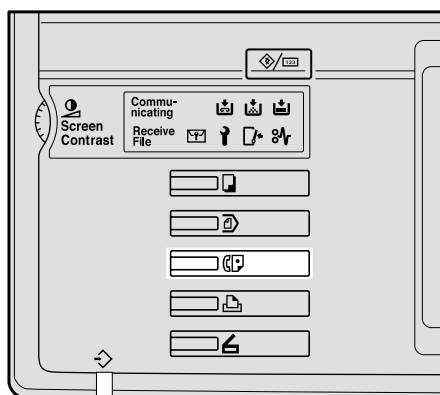
Limitation

- The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

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

Note

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



ZFGH013E

2 Press **[Exit]**.

The error display closes.

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 by Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it. If an Auto Document was lost, you will need to store it in memory again.

Important

- Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- Right after a power failure, the internal battery needs to be sufficiently 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.

Replacing the Stamp Cartridge

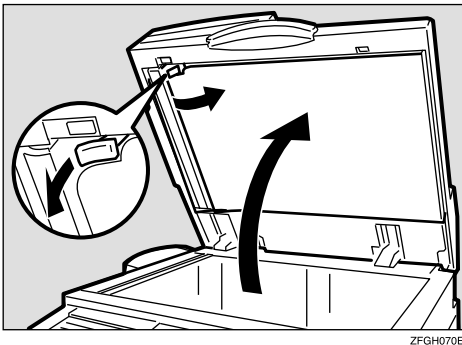
The ADF is required.

When the stamp becomes lighter, replace the cartridge.

Note

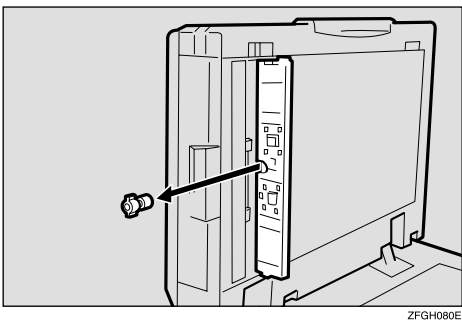
- Use the cartridge specified for this machine.

- 1** Lift the document feeder (ADF) and open the stamp cover.



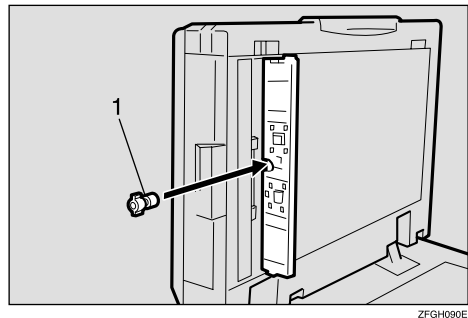
- 2** Pull out the cartridge.

Tap the cartridge lock lever lightly in order to pull out the cartridge. Remove the cartridge by pressing the lock lever.



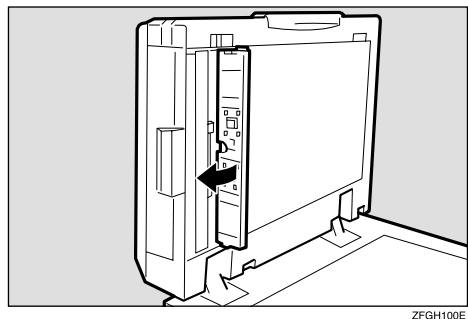
- 3** Set a new cartridge.

Insert the cartridge until its metal parts are not visible.



- 1.** New Cartridge

- 4** Replace the stamp cover until it clicks.



- 5** Close the document feeder.

Connecting the Machine to a Telephone Line and Telephone

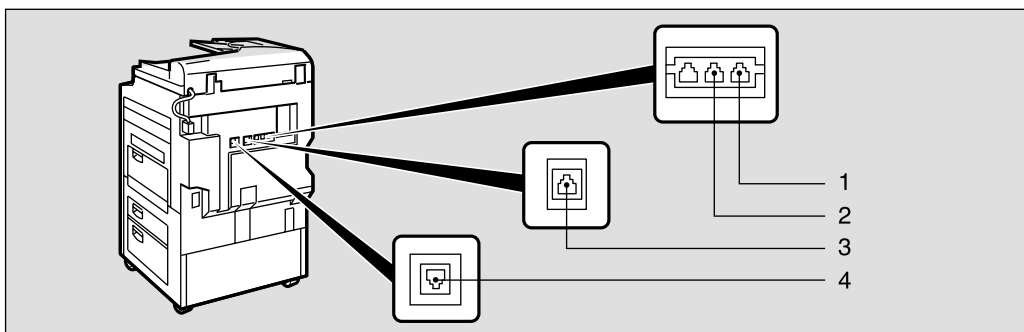
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

Make sure the connector is the correct type before you start.

◆ Where to connect the machine



ZFGH030E

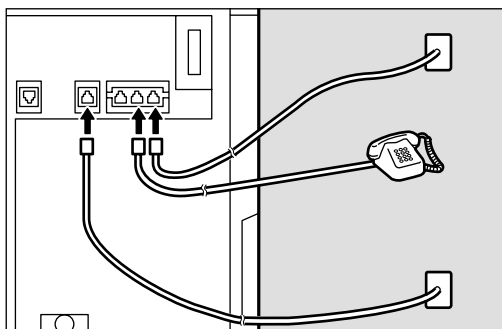
1. G3

2. External Telephone

3. Extra G3

4. G4

◆ When using a modular type connector



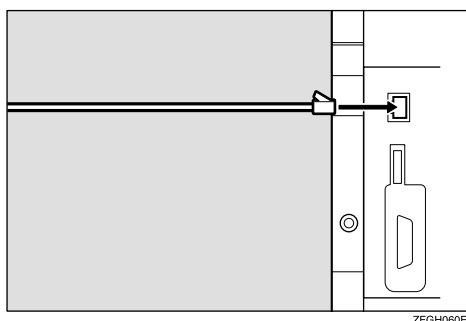
ZFGH040E

Connecting the Machine to ISDN

Optional ISDN Unit required.

For details about how to install the optional ISDN Unit, please contact your service representative.

Connect the machine to the ISDN with a modular type connector.



the left side of the machine

Selecting the Line Type

Select the Line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using "PSTN Line Type" in "Key Operator Settings". The default settings is "Tone". ⇒ P.177 "Selecting Dial/Push Phone"

Multi-port

When the optional ISDN Unit or optional Extra G3 Interface Unit is installed, communications can take place simultaneously through multiple lines.

Option	Available Line Types	Available Protocol Combinations
Without option	PSTN	G3
Extra G3 Interface Unit	PSTN+PSTN	G3+G3
ISDN Unit	PSTN+ISDN	G3+G4 or G3 (ISDN)+G4
	ISDN	G3 (ISDN)+G4

Option	Available Line Types	Available Protocol Combinations
Extra G3 Interface Unit+IS-DN Unit	PSTN+PSTN+ISDN	G3+G3+G4 or G3+G3(ISDN)+G4
	PSTN+ISDN	G3+G3(ISDN)+G4 or G3 (ISDN)+G3(ISDN)

 **Note**

- A maximum of three communications can take place simultaneously.
- You cannot perform three Immediate Transmissions simultaneously.
- If three fax messages are received simultaneously, they cannot be printed out at the same time.
- If three communications are in progress, the display shows the first communication that was initiated.

Optional Equipment

Fax Function Upgrade Unit

JBIG compression for transmission/reception becomes possible.

You can extend the following features.

Function	Without Fax Function Upgrade Unit	With Fax Function Upgrade Unit
Quick Dial	400	1,200
Memory Transmission file	400	800
Auto Document	6	18
Specific Sender	30	50
Program	100	200

Expansion Memory (32MB: DIMM)

This allows you to send and receive fax messages at high resolution (Fine or Super Fine). If you need this option, please consult your service representative.

Function	Without Expansion Memory	With Expansion Memory	With Expansion Memory and Fax Function Upgrade Unit
Memory capacity for Memory Transmission	160 sheet	1000 sheet	2080 sheet
Memory capacity for storing in memory	Maximum 400 sheet	Maximum 1000 sheet	Maximum 3000 sheet

Note

The above figure is for an ITU-T No.1 chart printed on this supplier's standard A4 paper and scanned in using the following settings:

- Resolution: Standard
- Image Density: Auto
- Original Type: Text

ISDN Unit (ISDN Option Type 1027)

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

Extra G3 Interface Unit (G3 Interface Unit Type 1027)

This option provides one Extra G3 line connection.

Specifications

Standard	G3, G4 (option)
Resolution	<p>G3: 8×3.85/mm•200×100dpi (Standard), 8×7.7/mm•200×200dpi (Detail), 8×15.4/mm•200×400dpi (Fine), 16×15.4/mm•400×400dpi (Super Fine: optional Expansion Memory required)</p> <p>G4: 200×100dpi (Standard), 200×200dpi (Detail), 400×400dpi (Super Fine: optional Expansion Memory required)</p>
Transmission Time	<p>G3: 3 seconds at 28,800bps, Standard resolution</p> <p>G4: 3 seconds, Detail resolution</p>
Data Compression Method	MH, MR, MMR, JBIG (optional Fax Function Upgrade Unit required)
Maximum Original Size	Standard size: A3/DLT Irregular size: 304×432mm
Maximum Scanning Size	297×1200mm/11"×47"
Print Process	Printing on standard paper using a laser
Transmission Speed	<p>G3: 33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system)</p> <p>I G3: max 26,400bps</p> <p>G4: 64/56kbps (auto speed matching)</p>

❖ Power Consumption

Energy Saver (Auto Off) mode	9W
Standby mode	190W
Transmission	220W
Reception	195W
Printing (Average)	490W
Maximum Power Consumption	1500W

Acceptable Types of Originals

Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and the resulting image will be affected.

Acceptable Original Sizes

Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure Glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	----
Document Feeder (ADF), single-sided document	Fax transmission: A5 □□ to A3 □ (up to 1,200mm long) 8"×5 ¹ / ₂ " □□ to 11"×17"□	50 sheets (80g/m ² , 20lb)	40–128g/m ² (35–110kg, 11–34lb)
Document Feeder (ADF), double-sided document	Fax transmission: A5 □□ to A3 □ (up to 432mm long) 8"×5 ¹ / ₂ " □□ to 11"×17"□	50 sheets (80g/m ² , 20lb)	52–105g/m ² (45–90kg, 14–28lb)

Originals unsuitable for the Document Feeder (ADF)

Do not place the following types of originals in the Document Feeder (ADF) because they may be damaged. Place them on the exposure glass instead.

- Originals of sizes other than those specified in the previous table
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight (see table above)
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper






Original Sizes Difficult to Detect

The machine finds it difficult to detect the size of the following kinds of originals. If this happens, the receiving machine may not select print paper of the correct size.

- Documents set on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or projecting parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with many characters or drawings
- Originals which partially contain solid printing
- Originals which have solid printing at their edges

The following paper sizes are automatically detected in Facsimile mode.

❖ Metric Version

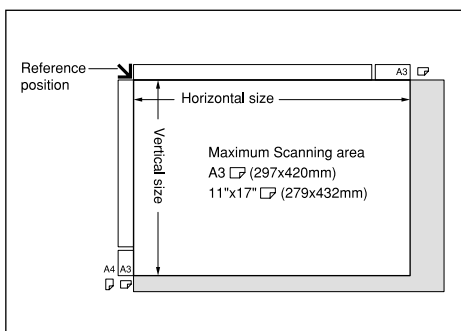
Paper Size Where Original is Set	A3  , 8 1/2" x 13" (F4)	B4 	A4 	B5 	A5 
Exposure Glass	○	○	○	○	×
Document Feeder (ADF)	○	○	○	○	○

○ - Auto detect

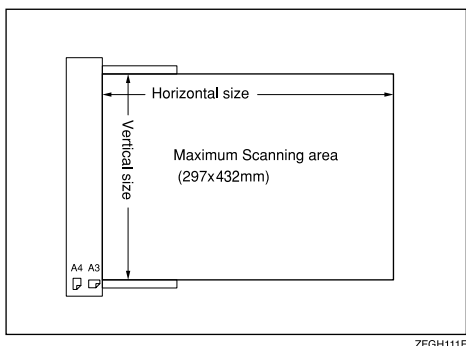
× - Unable to auto detect

Paper Size and Scan Area

❖ Exposure Glass



❖ Document Feeder (ADF)



ZFGH111E

! Limitation

- There may be a difference in the size of the image when it is printed at the destination.
- If you place an original larger than 11"×17"/A3 on the exposure glass, only an area of 11"×17"/A3 is scanned.


✎ Note

- Even if an original is correctly placed on the exposure glass or in the Document Feeder (ADF), a margin of 3mm around each edge of the original may not be sent.
- In the receiver uses paper of smaller width than the original, the image will be reduced to fit the paper. ⇒ P.73 "Auto Reduction"
- The machine detects paper sizes in the following ways.
 - When you place an original in the Document Feeder (ADF), an original wider than about 10.4" (263mm) is scanned as 11"×17" size. An original narrower than about 9.1" (230mm) will be sent as 8¹/₂"×11" or 8¹/₂"×14" size. Originals up to 47" (1,200mm) in length can be scanned.
 - Refer to the table below for the sizes the machine can detect when you place an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For details about how to set non-standard size documents. ⇒ P.126 "Programming and Changing a Scan Size".

		Length		
		~12.5"	12.5"~13.5"	13.5"~
Width	~9.6"	8 ¹ / ₂ "×11"	8 ¹ / ₂ "×13"	8 ¹ / ₂ "×14"
	9.6"~10.6"	8"×10"	not detected	10"×14"
	10.6"~	8 ¹ / ₂ "×11"	not detected	11"×17"


 **Maximum Scan Area**

Memory Transmission/Immediate Transmission

- From the Document Feeder (ADF): 11"×47"/297×1,200mm (W×L)
 - From the exposure glass: 11"×17"/297×432mm (W×L)
- 

Function List

Transmission Mode

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time	⇒ P.4 "Sending at a Specific Time (Send Later)"
Priority Transmission	You can have your message sent before any other queued messages.	⇒ P.6 "Priority Transmission"
Confidential TX	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	⇒ P.7 "Confidential Transmission"
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into ID Polling Transmission and Override ID Polling Transmission.	⇒ P.10 "Polling Transmission"
Polling Reception	Sends a transmission request to the other party and receives a message from the sender. This feature is divided into Default ID Polling Reception and ID Override Polling Reception.	⇒ P.13 "Polling Reception"

Advanced Features

Options	Description	Reference
TX SUB Code	You can send and receive confidential faxes to and from other maker's machines that have the SUB/SID feature.	⇒ P.47 "SUB Code"
RX SEP Code	If you wish receive a message stored in the memory of another party's fax machine, you can use this feature.	⇒ P.48 "SEP Code"

Options	Description	Reference
Transfer Req.	Sends an original to a destination via a facsimile equipped with the transfer station capability.	⇒ P.50 <i>"Transfer Request"</i>
Sub-address	Sends an original with a sub-address to a destination.	⇒ P.53 <i>"Sub-address"</i>
UUI	Sends an original with UUI to a destination.	⇒ P.54 <i>"UUI"</i>

Sub Transmission Mode

Feature name	Description	Reference
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	⇒ P.60 <i>"Book Fax"</i>
2-Sided TX	Use to send 2-Sided originals (double-sided originals) from the Document Feeder (ADF).	⇒ P.61 <i>"2-Sided Transmission (Double-Sided Transmission)"</i>
Std. Message	Use this feature to stamp a standard message at the top of the first original sent.	⇒ P.62 <i>"Standard Message Stamp"</i>
Auto Document	Stores a commonly used original and prints or sends it directly.	⇒ P.63 <i>"Sending an Auto Document"</i>
Select Stored File	Use this feature to send documents that are stored in the document server.	⇒ P.64 <i>"Sending a Stored Document"</i>
Stamp	Indicates that the original has been successfully stored in memory or successfully sent.	⇒ P.70 <i>"Stamp"</i>

Transmission Options

Options	Description	Reference
Fax Header Print	You can print a message including the name registered as the Fax Header on the received message for each file.	⇒ P.71 <i>"Fax Header Print"</i>

Options	Description	Reference
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 a sent message.	⇒ P.72 "Label Insertion"
Auto Reduce	If the receiver uses paper narrower than the message, the message is reduced to fit a paper size available on the receiving party's machine before being sent.	⇒ P.73 "Auto Reduction"
Default ID TX	Sends an original only to a machine that has the same Polling ID as that registered in the machine.	⇒ P.73 "Default ID Transmission"
Stamp Sender Name	You can have the machine print a sender stamp on the right edge of your paper.	⇒ P.72 "Sender Stamp"
Reducd Image TX	Using this feature, your message is sent at a reduced size (93%) with a blank margin on the left.	⇒ P.73 "Reduced Image Transmission"

Communication Information

Feature name	Description	Reference
Print Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	⇒ P.29 "Printing the Journal"
TX File Status	Part of the Journal can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	⇒ P.31 "Checking the Transmission Result (TX File Status)"
RX File Status	Part of the Journal can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	⇒ P.32 "Checking the Reception Result (RX File Status)"
Memory Status	The status of the memory is shown on the display.	⇒ P.33 "Displaying the Memory Status"
Print Confidential RX File	Prints messages received in Confidential Reception mode.	⇒ P.34 "Printing a Confidential Message"

Feature name	Description	Reference
Print Memory Lock	Prints messages received in Memory Lock mode.	⇒ P.36 "Printing a File Received with Memory Lock"
Print Personal Box File	Prints messages received in Personal Box.	⇒ P.38 "Printing Personal Box Messages"
Store/Delete/Print Information Box File	Program, Delete, or Print messages in the Information Box.	⇒ P.40 "Information Boxes"

Facsimile Features

Feature name	Description	Reference
Prog./Change/Delete		
Program/Change/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by just pressing the Quick Dial key.	⇒ Chapter 3, "Quick Dial" in the Basic Features manual
Program/Change/Delete Group	If you program several destinations into a Group, you can dial with just a few key-strokes.	⇒ Chapter 3, "Groups" in the Basic Features manual
Change Order of Quick Dial Table	Use this feature to change the order of the registered Quick Dial Table. It would be convenient to list the receivers that you fax to frequently on the first page of the Quick Dial Table.	⇒ P.119 "Changing the Order of the Quick Dial Table"
Program Title of Quick Dial Table	Use this feature to add a name to the title of the Quick Dial Table in order to facilitate finding the desired registered destination.	⇒ P.120 "Programming Title of the Quick Dial Table"
Program/Change/Delete Standard Message	Use this feature to program standard messages to be printed at the top of the first page of the original.	⇒ P.122 "Programming Standard Messages"
Store/Change/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	⇒ P.124 "Storing and Changing an Auto Document"
Program/Change/Delete Scan Size	Register a frequently used original size in advance when you send a message with the Irregular Scan Area function.	⇒ P.126 "Programming and Changing a Scan Size"

Feature name	Description	Reference
Print List/Report	<p>This feature allows you to print various reports and lists manually. You can print the following reports and lists:</p> <ul style="list-style-type: none"> • Journal (⇒ P.29) • Quick Dial list (⇒ P.130) • Group Dial list (⇒ P.130) • Label Insertion list (⇒ P.130) • Program list(⇒ P.130) • Auto Document list (⇒ P.130) 	⇒ P.130 <i>“Reports/Lists”</i>
Gen. Settings/Adjust	<p>Default transmission mode and scan settings. When the power is turned on, settings specified here are selected.</p> <ul style="list-style-type: none"> • Memory/Immediate Transmission Switch • Text Size Priority • Original Type Priority • Auto Image Density • Adjust Scan Density • Switch Title of Quick Dial Table • Switch Display • Adjust Sound Volume • Program Fax Information • Fax Header Print Setting • Auto Reduced Image Setting • Closed Network Priority Setting • Scan End Reset • Transmission Stamp Priority • Line Priority Setting • Onhook Mode Release Time • Program Economy Time • Quick Operation Key 	⇒ P.131 <i>“General Setting/Adjustment”</i>

Feature name	Description	Reference
Reception Mode	<p>Allows you to switch the following reception functions to on or off:</p> <ul style="list-style-type: none"> • Switch Reception Mode ⇒ P.87, ⇒Chapter 2, "Selecting the Reception Mode" in the Basic Features manual • Authorized Reception (⇒ P.138) • Forwarding (⇒ P.156) • Reception File Print Quantity (⇒ P.156) • 2-Sided Print (⇒ P.91) • Reception Reverse Printing (⇒ P.94) • Paper Tray (⇒ P.157) • G3/G4 Separate Tray (⇒ P.139) • Checkered Mark (⇒ P.90) • Center Mark (⇒ P.90) • Print Reception Time (⇒ P.90) 	⇒ P.137 "Reception Mode"
Key Operator Tools		
Transmission Page Count	Check the transmission and reception totals on the display.	⇒ P.141 "Counters"
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	⇒ P.141 "Forwarding"
Memory Lock RX	Switch the Memory Lock to on or off. To use it, register an ID for printing a message received in Memory Lock mode.	⇒ P.144 "Memory Lock"
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	⇒ P.145 "ECM"
Parameter Setting	Allows you to change and print the function settings to meet your needs.	⇒ P.146 "Changing the User Parameters"
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.	⇒ P.154 "Programming/Changing Special Senders"

Feature name	Description	Reference
Box Setting	By using SUB and SEP Codes with these functions, you can send messages to another party's box and retrieve messages stored in boxes.	⇒ P.161 <i>"Box Settings"</i>
Transfer Report	Before using Transfer Request, you need this Transfer Report setting.	⇒ P.173 <i>"Transfer Report"</i>
Program Confidential ID	Register an ID required for Confidential communication.	⇒ P.174 <i>"Programming a Confidential ID"</i>
Program Polling ID	Register an ID required for Polling communication.	⇒ P.175 <i>"Programming a Polling ID"</i>
Program Memory Lock ID	Register an ID required for Memory Lock reception.	⇒ P.176 <i>"Programming a Memory Lock ID"</i>
Select Dial/Push Phone	Select a Line type when you connect the machine to a G3 analog line.	⇒ P.177 <i>"Selecting Dial/Push Phone"</i>
Program ISDN-G3 Line	Program Own Fax Numbers, and sub-addresses when you connect the machine to ISDN.	⇒ P.178 <i>"Programming ISDN G3 Line"</i>
Program ISDN-G4 Line	Program your own fax number, TID (Terminal ID) and sub-address when you connect the machine to a G4 digital line.	⇒ P.179 <i>"Programming ISDN G4 Line"</i>

INDEX

180 Degree Rotation Printing, 92
2-Sided Printing, 84, 91
2-Sided Transmission, 61
2-Sided TX, 203

A

Acceptable Types of Originals, 198
Accessories, 184
Adding a Destination, 22
Address Book, 186
Attaching a Cover Sheet, 185
Auto Document, 63, 124, 203, 205
Auto Fax RX Power-up, 88
Auto Identification, 58
Automatic Redial, 77
Auto Reduce, 204
Auto Reduction, 73

B

Basic Transmission, 185
Batch Transmission, 77
Book Fax, 60, 203
Box Settings, 161

C

Canceling a Transmission, 19
Center Mark, 90
Chain Dial, 45
Changing a Destination, 21
Changing Key Operator Settings, 141
Changing the Line Type, 58
Changing the Transmission Time, 23
Checkered Mark, 90
Checking/Canceling TX Files, 17
Checking the Transmission Result (TX File Status), 31
CIL, 95
CIL/TID Print, 95
Combine 2 originals, 83, 93
Communication Failure Report, 80
Communication Information, 204
Confidential File, 86
Confidential File Indicator, 86
Confidential File Report, 35
Confidential Message, 34

Confidential Transmission, 7
Counters, 141, 207
CSI→Own Fax Number, 85

D

Default ID/Free Polling RX (Reception), 13
Default ID Polling TX, 11
Default ID TX, 10, 204
Deleting Information Boxes, 167
Deleting Information Box Messages, 43
Deleting Personal Boxes, 164
Deleting Programmed Destinations, 186
Deleting Transfer Boxes, 171
Dual Access, 78

E

ECM, 77, 145, 207
Economy Transmission Time, 4
Editing Programmed Destinations, 186
End Receiver, 51, 52, 87
Expansion Memory, 195
Extra G3 Interface Unit, 196

F

Facsimile Features, 205
Fax Function Upgrade Unit, 195
Fax Header Print, 71, 203
Forwarding, 141, 207
Forwarding Station, 142
Free Polling Transmission, 10
Free Polling TX, 11
Full/Partial agreement, 152
Function List, 202

G

General Settings/Adjustment Initial Setup TX, 115
Group Dial, 205

H

Handy Dialing Functions, 45

I

ID Override Polling Reception, 13

ID Override Transmission, 10, 11
ID Reception, 88
ID Transmission, 73
Image Rotation, 93
Immediate Reception, 83
Information Boxes, 40
ISDN, 193
ISDN G3 Line, 178
ISDN G4 Line, 179
ISDN Unit, 195

J

JBIG, 79, 88
JBIG Reception, 88
JBIG Transmission, 79
Journal, 29

K

Key Operator Settings, 141
Key Operator Tools, 115
Keystroke Program, 103

L

Label Insertion, 72, 204
LAN FAX Operation Messages, 187

M

Manual Dial, 57
Memory Lock, 36, 144
Memory Lock RX, 207
Memory Reception, 83
Memory Status, 33, 204
Memory Storage Report, 80
More Transmission Functions, 76
Multi-copy, 83
Multi-copy Reception, 92
Multi-port, 193
Multistep Transfer, 87

O

On Hook Dial, 56
Output Tray, 101

P

Page Reduction, 95
Page Separation and Length Reduction,
94
PC FAX Features, 183

PC FAX Properties, Setting, 183
Personal Boxes, 38
Polling Reception, 13, 202
Polling Reserve Report, 15
Polling Result Report, 15
Polling Transmission, 10
Polling Transmission Clear Report, 12
Print Completion Beep, 90
Print Confidential RX File, 204
Printed Report, 80
Printing, 187
Printing a File, 25
Printing Functions, 90
Printing Information Box Messages, 42
Printing Personal Box Messages, 38
Printing Special Sender List, 160
Printing the Box List, 172
Printing the Journal, 29
Print Journal, 204
Print List/Report, 115, 206
Print Memory Lock, 205
Print Personal Box File, 205
Print TX File List, 27
Priority Transmission, 6
Prog./Change/Delete, 115
Program/Delete, 119
Programming/Editing Information
Boxes, 165
Programming ISDN-G3 Line, 178
Programming ISDN-G4 Line, 179
PWD, 50

Q

Quick Dial, 205

R

RDS, 181
Receive File Indicator, 86
Reception, 83
Reception Features, 83
Reception Functions, 87
Reception Mode, 115
Reception Time, 90
Redial, 45
Registering/Editing Personal Boxes, 162
Reports/Lists, 130
Requesting Party, 51, 87
Re-sending a File, 26
Reverse Order Printing, 83, 94
RTI→Own Name, 85

S

Scan Size, 126
Selecting the Line Type, 193
Sender's Own Fax Number Print, 95
Sending at a Specific Time (Send Later), 4
Send Later, 202
SEP, 48
SID, 48
Simultaneous Broadcast, 78
Special Senders to Treat Differently, 151
Specifications, 197
Specifying Options, 185
Stamp, 70, 191
Store/Delete/Print Information Box File,
205
Storing Messages in Information Boxes,
40
Storing New Destinations, 186
SUB, 47
Sub-address, 53
Substitute Reception, 84, 86
Switches and Bits, 146
Switching Titles, 121

T

Telephone Line, 192
TID, 95
Toner, 189
Transfer Boxes, 168
Transfer Report, 173
Transfer Request, 50
Transfer Result Report, 88
Transfer Station, 51, 87
Transmission Features, 45
Transmission Options, 71
Transmission Result Report (Immediate
TX), 81
Transmission Result Report (Memory
TX), 80
Transmission with Image Rotation, 78
Tray Shift, 101
Troubleshooting, 189
TX File, 17
TX File Status, 204

U

User Parameter List, 147
User Parameters, 146

