FAX Option Type 2027

Operating Instructions

Facsimile Reference <Basic Features>

1 Getting Started

2 Faxing

3 Using Internet Fax Functions

4 Programming

5 Troubleshooting

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

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes

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

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

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

Important

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

Trademarks

Microsoft® and Outlook® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe® and Acrobat® are registered trademarks of Adobe Systems Incorporated.

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

NOTICE

NOTICE TO USERS (NEW ZEALAND)

① The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

② This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

③ This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.

④ If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code degit or the "0" prefix.

⑤ This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

⑥ This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem should not be referred to the Telecom Faults Service.

⑦ This equipment shoule not be used under any circumstances, which may constitute a nuisance to other Telecom custmers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.

⑧ The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.

⑨ Not all telephones will respond to incoming ringing when connected to the extension socket.

Manuals for This Machine

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

Note

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Two CD-ROMs are provided:

- CD-ROM 1"Operating Instructions for Printer/Scanner"
- CD-ROM 2"Scanner Driver & Document Management Utilities"

❖ **General Settings Guide**

Provides an overview of the machine and describes System Settings (paper tray, Key Operator Tools, etc.), Document Server functions, and troubleshooting.

Refer to this manual for Address Book procedure such as registering fax numbers, e-mail addresses, and user codes.

❖ **Network Guide (PDF file - CD-ROM1)**

Describes procedures for configuring the machine and computers in a network environment.

❖ **Copy Reference**

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

❖ **Facsimile Reference <Basic Features>(this manual)**

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

❖ **Facsimile Reference<Advanced Features>**

Describes advanced functions and settings for key operators.

❖ **Printer Reference 1**

Describes system settings and operations for the machine's printer function.

❖ **Printer Reference 2 (PDF file - CD-ROM1)**

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

❖ **Scanner Reference (PDF file - CD-ROM1)**

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

❖ Manuals for DeskTopBinder V2 Lite

DeskTopBinder V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- DeskTopBinder V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTopBinder V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when DeskTopBinder V2 Lite is installed.
- DeskTopBinder V2 Lite Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder V2 Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder V2 Lite. This guide is added to the **[Start]** menu when DeskTopBinder V2 Lite is installed.

❖ Manuals for ScanRouter V2 Lite

ScanRouter V2 Lite is a utility included on the CD-ROM labeled "Scanner Driver & Document Management Utilities".

- ScanRouter V2 Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, settings, and the operating environment for ScanRouter V2 Lite in detail. This guide can be displayed from the **[Setup]** dialog box when ScanRouter V2 Lite is installed.
- ScanRouter V2 Lite Management Guide (PDF file - CD-ROM2)
  Describes delivery server management and operations, and provides an overview of ScanRouter V2 Lite functions. This guide is added to the **[Start]** menu when ScanRouter V2 Lite is installed.

❖ Other manuals

- PS3 Supplement (PDF file - CD-ROM1)
- Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.)

Note

❒ The following software products are referred to using a general names:

- DeskTopBinder V2 Lite and DesktopBinder V2 Professional → DesktopBinder V2 Lite/Professional
- ScanRouter V2 Lite and ScanRouter V2 Professional (optional) → ScanRouter V2 Lite/Professional
- SmartNetMonitor for Admin and SmartNetMonitor for Client → SmartNetMonitor for Admin/Client

TABLE OF CONTENTS

NOTICE i
Manuals for This Machine ii
How to Read This Manual 1
Symbols 1

1. Getting Started

Control Panel 3
Reading the Display 5
Reading the display panel and using keys 5
Reading the Destination List 7
Standby Display 8
Communication Display 9
User Code Entry Display 10

2. Faxing

Transmission Modes 11
Switching between Memory Transmission and Immediate Transmission 12
Placing Originals 13
Placing a Single Original on the Exposure Glass 14
Bound original page order 15
Placing Originals in the Optional Auto Document Feeder (ADF) 15
Originals unsuitable for the optional Auto Document Feeder 16
Setting a Scan Area 16
Original sizes difficult to detect 19
Memory Transmission 20
Canceling a Memory Transmission 24
Before the Original Is Scanned 24
While the Original Is Being Scanned 24
While the Original Is Being Transmitted 24
Before the Transmission Is Started 25
Immediate Transmission 27
Canceling an Immediate Transmission 29
Before You Have Pressed the 【Start】 Key 29
After You Have Pressed the 【Start】 Key 29
Scan Settings 30
Resolution 30
Original Type 31
Image Density (Contrast) 32
Mixing Scan Settings for a Multiple Page Original 33
When placing originals on the exposure glass 34
When placing originals in the optional Auto Document Feeder 34
Specifying a Destination 35
Entering a Fax Number 35
Pause 35
Tone 36
Entering an E-mail Address 36
Using Destination Lists 37

Searching for a Destination **40**
Search by Destination Name 40
Search by Fax Number 41
Search by E-mail Address 42
Specifying a Registration Number 43
Reception **45**
Switching the Reception Mode 45
Receiving a Fax in Manual Reception Mode 46

3. Using Internet Fax Functions

Internet Fax Functions **47**
Internet Fax Precautions 48
Functions Not Supported by E-mail Transmission 48
Functions Not Supported by E-mail Reception 49
Sending Internet Fax Documents **50**
Confirming Reception 56
Canceling a Transmission of an Internet Fax **57**
Before the Original Is Scanned 57
While the Original Is Being Scanned In 57
After the Original Has Been Scanned In 57
Receiving Internet Fax Documents **59**
Auto E-mail Reception 59
Manual E-mail Reception 59
Received Images 60

4. Programming

Initial Settings and Adjustments **63**
Programming 64
Editing 66
Deleting 67
Programming Fax Number and E-mail Addresses **69**

5. Troubleshooting

Adjusting the Volume **71**
When the【Facsimile】Key Is Lit in Red **72**
When Toner Runs Out **73**
Error Messages and Their Meanings **74**
Solving Problems **78**
When Things Don't Go as Expected **80**

INDEX **81**

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 "Safety Information", *General Settings Guide*.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in "Safety Information", *General Settings Guide*.

* The statements above are notes for your safety.

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

Preparation
This symbol indicates information or preparations required prior to operating.

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

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

Reference
This symbol indicates a reference.

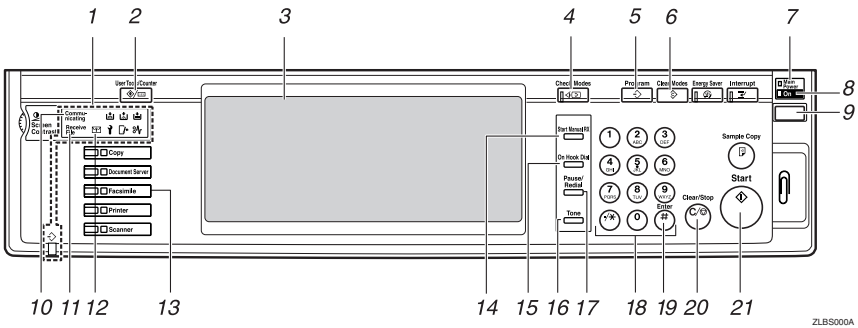
[ ]
Keys that appear on the machine's display panel.

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

【 】
Keys built into the machine's control panel.

Control Panel

The actual machine control panel may differ from this illustration depending on installed optional units. This illustration has all options installed.



1. Indicators

Shows errors and machine status.

: Data In indicator

: Service Call indicator

: Misfeed indicator

: Open Cover indicator

: Add Staple indicator

: Add Toner indicator

: Paper run-out indicator

See "Control Panel", *General Settings Guide*.

2. 【User Tools/Counter】 key

User Tools:

Press to enter User Tools mode. These tools allow you to customize default settings. See p.137 "Facsimile Features", *Facsimile Reference <Advanced Features>* .

Counter:

Displays and prints the total number of copied or printed pages.

3. Display Panel

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

4. 【Check Modes】 key

Press before pressing the 【Start】 key to check the settings selected for the fax about to be sent. See p.23 "Checking the transmission settings".

5. 【Program】 key

Enables you to program frequently used settings and recall previously programmed settings. See p.125 "Programs", *Facsimile Reference <Advanced Features>* .

6. 【Clear Modes】 key

Press to cancel the current settings.

7. Main Power indicator

This indicator lights when the main power switch is turned on.

8. On indicator

This indicator lights when the operation switch is turned on.

Important

❒ Do not turn off the main power switch while the **On** indicator stays lighted or is blinking. Neglecting this may damage the hard disk.

Note

❒ If the main power switch is on even when the **On** indicator is off, the machine will receive a fax message.

9. Operation switch

Press to turn the power on (the **On** indicator lights). To turn the power off, press this switch again (the **On** indicator goes off). See p.189 "Power Failure Report", *Facsimile Reference <Advanced Features>* .

Note

❒ The Operation switch does not function when the **[User Tools/Counter/Inquiry]** display is shown.

10. Communicating indicator

Lights during transmission or reception.

11. Receive File indicator

Lights when a message other than a Confidential Reception or Memory Lock file is received. See p.84 "Substitute Reception", *Facsimile Reference <Advanced Features>* .

When Reception File Setting is set to Store, also lights when a message is received. See p.185 "Storing or Printing Received Documents", *Facsimile Reference <Advanced Features>* .

12. Confidential file indicator

Lights when a message is received into memory with Confidential Reception or Personal Box. See p.41 "Printing Personal Box Messages", *Facsimile Reference <Advanced Features>* .

Blinks when a Memory Lock file is received into memory. See p.38 "Printing a File Received with Memory Lock", *Facsimile Reference <Advanced Features>* .

13. 【Facsimile】key

Press to switch to facsimile mode.

- Lights up in yellow
  Facsimile mode has been selected.
- Lights up in green
  Printing while in facsimile mode.
- Lights up in red
  Lights up whenever a facsimile error occurs. Press the 【Facsimile】 key to display the error message and take appropriate action. See p.72 "When the 【Facsimile】 Key Is Lit in Red".

14. 【Start Manual RX】key

Press when Manual Reception is set. See p.46 "Receiving a Fax in Manual Reception Mode".

15. 【On Hook Dial】key

Press when you want to dial while hearing tone from the internal speaker. See p.56 "On Hook Dial", *Facsimile Reference <Advanced Features>* .

16. 【Tone】key

Press to send tonal signals down a pulse dialing line. See p.36 "Tone".

17. 【Pause/Redial】key

Pause:

Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit. See p.35 "Pause".

Redial:

Press to redial one of the last ten numbers. See p.47 "Redial", *Facsimile Reference <Advanced Features>* .

18. Number keys

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

19. 【#】key (Enter key)

Programs entered contents or settings.

20. 【Clear/Stop】key

Clear:

Cancels entered numbers or characters.

Stop:

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

21. 【Start】key

Press to start faxing, or printing reports, or lists.

Reading the Display

The display shows you the machine status, messages, and guides you through operations.

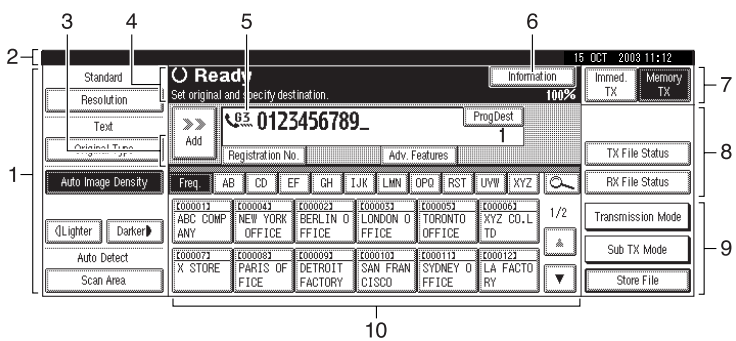
Note

❒ This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Fax Reset Timer. See "Timer Settings", *General Settings Guide*.

Reading the display panel and using keys

Display contents will differ depending on installed optional units.

❖ **Initial Display**



1. **Allows you to select scanning conditions and sizes.**

2. **Displays the date and time, the name and facsimile number of a destination when transmitting, and the size of the original.**

3. **Press to add a destination by entering a fax number or e-mail address.**

4. **Displays messages and the machine status.**

5. **Displays the entered number of a destination. When adding destinations using the number keys, press [Add].**

6. **Press to display various information about transmission.**

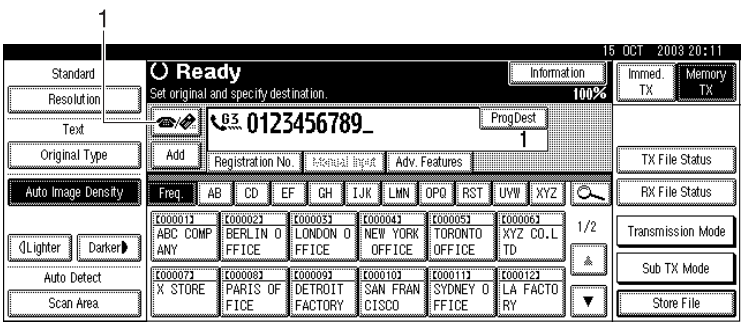
7. **Switches transmission mode between Memory Transmission and Immediate Transmission.**

8. **Displays Quick Operation Keys set for often used functions. [TX File Status] and [RX File Status] are preset.**

9. **Displays various functions for transmitting.**

10. **Displays the destination lists of programmed destinations.**

❖ **Initial Display (When Internet Fax Settings is ON)**



ZLBX050E

1. **Switches the destination between fax number and e-mail address.**

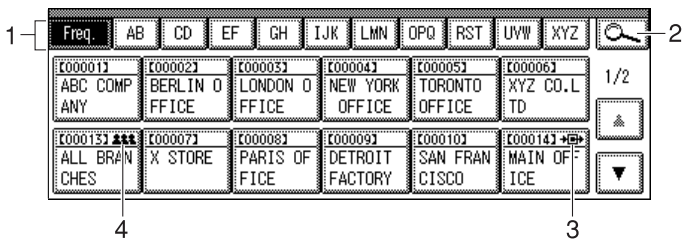
Note

- To use the Internet Fax functions, the optional printer/scanner unit is required.
- You also need to set Internet Fax Settings to ON in Fax Features. See p.145 “E-mail Settings”, *Facsimile Reference <Advanced Features>* .

Reading the Destination List

When using the facsimile function, only fax or Internet Fax destinations programmed in the Address Book appears.

❖ **Destination List**



1. **Title word keys appear. Allows you to switch from one page (display) to another on the destination list.**

2. **Allows you to search for a destination by destination name, fax number, e-mail address, or registration number.**

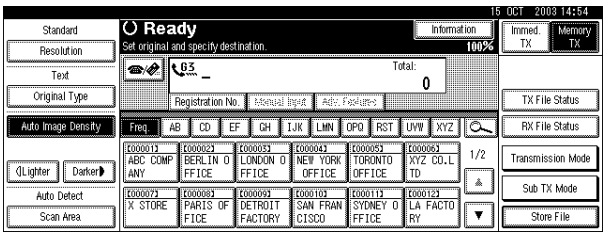
3. **Appears on Quick Dial keys programmed as a transfer station.**

4. **Appears on Quick Dial keys programmed with a group of destinations.**

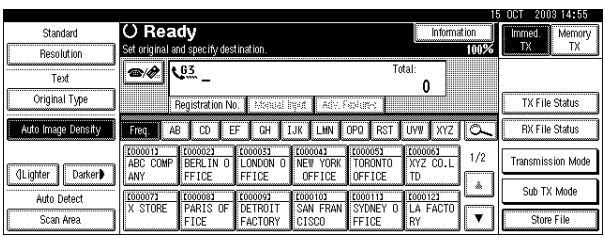
Standby Display

While the machine is in standby mode (immediately after the **【Facsimile】** key is pressed or after the **【Clear Modes】** key is pressed), the following display appears.

❖ Memory Transmission (initial display)



❖ Immediate Transmission



Note

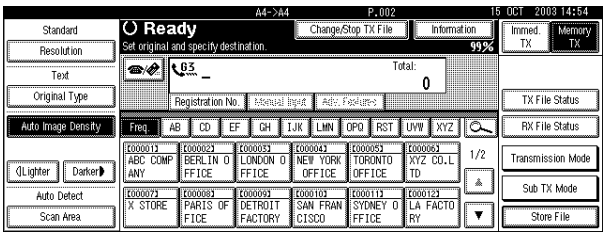
❒ To return to standby mode, do one of the following:

- If you have placed the original in the optional Auto Document Feeder (ADF) and have not pressed the **【Start】** key, remove the original.
- If you have not placed an original, press the **【Clear Modes】** key.
- If you are in User Tools mode, press the **【User Tools/Counter】** key.

Communication Display

While communicating, the machine status is displayed.

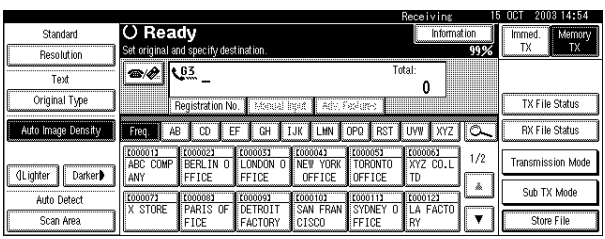
❖ Memory Transmission (fax transmission)



Note

❒ While e-mail is being sent, the "Sending E-mail...:" message appears.

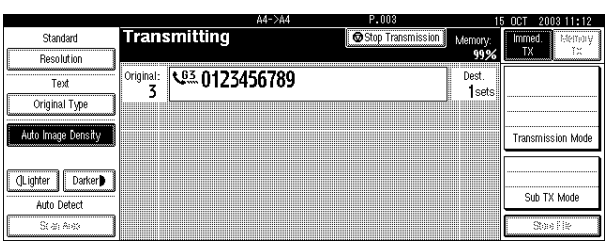
❖ Reception



Note

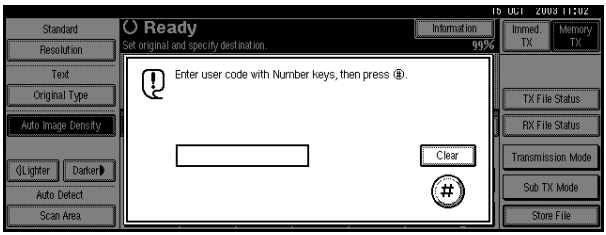
❒ Even when the machine is being used as a copier, printer, or scanner, the sender name or number will appear for received faxes.

❖ Immediate Transmission



User Code Entry Display

When the following message appears on the display, User Code Management is active. Enter a user code to deactivate User Code Management.



The machine can be set up so that no one can use it without entering a user code. This prevents unauthorized people from sending fax messages and helps track the activity of each user or department.

Note

❒ You can specify a user code with "System Settings". See "Registering a New User Code", *General Settings Guide*.

❒ Even when User Code Management is on, you can still receive and print fax messages as normal.

1 Enter a user code of up to eight digits using the number keys.

2 Press [#].

Note

❒ If an unprogrammed user code is entered, the display returns to that of step 1.

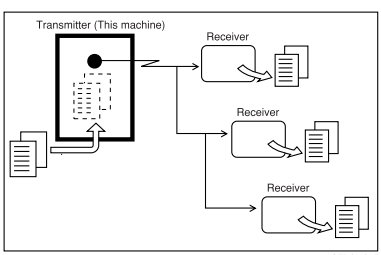
Transmission Modes

There are two types of transmission:

- Memory Transmission
- Immediate Transmission

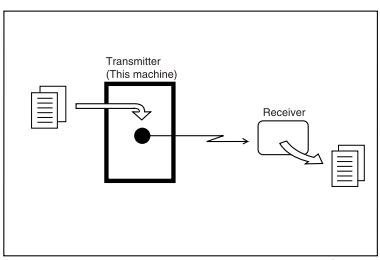
❖ Memory Transmission

Transmission starts automatically after the original has been stored in memory. It is a convenient method for when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations (broadcasting).



❖ Immediate Transmission

Immediately dials the destination number, and while reading the original, sends it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one address.



Important

❒ If power outage lasts about an hour, or the machine is disconnected from the power outlet for about an hour, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See p.189 “Power Failure Report”, *Facsimile Reference <Advanced Features>* .

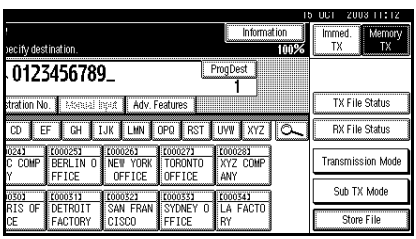
Note

❒ You can use Parallel Memory Transmission that dials while the original is being scanned. See p.77 "Parallel Memory Transmission", *Facsimile Reference <Advanced Features>* .

2

Switching between Memory Transmission and Immediate Transmission

Check the display to see which mode is currently active. You can change transmission mode by pressing **[Immed. TX]** or **[Memory TX]**.



Note

❒ You can select the transmission mode that is operative when the machine is turned on with **[Memory/Immed. Transmission Switch]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

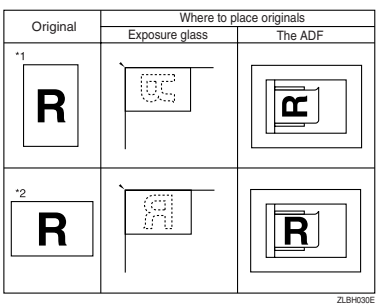
❒ You can have the machine return to default mode after each transmission using **[Scan End Reset]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

Placing Originals

You can place the originals either in the optional ADF or on the exposure glass. Some types of originals are unsuitable for the ADF, so they must be placed on the exposure glass.

Which way you place the original depends on its size and whether you are using the ADF or the exposure glass. See p.19 "Original sizes difficult to detect".

❖ How to place A4, B4 JIS (Japanese Industrial Standard), A3, 8 1/2"×11", 8 1/2"×14", and 11"×17" size originals

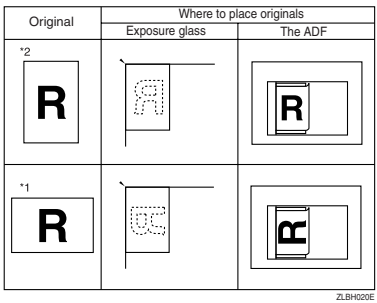


Note

❒ When you place originals as shown in the above illustration, the fax header will be printed on received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

❖ How to place A5 and B5 JIS size originals



Limitation

❒ If you place A5 size documents on the exposure glass, they will not be detected. A5 size documents placed in the ADF are sent. See p.19 "Original sizes difficult to detect".

Note

❒ When you place originals as shown in the above illustration, the fax header will be printed on the received faxes at the destination as follows:

- *1 On the top of the fax
- *2 On the left side of the fax

❒ When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's terminal. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided into two or more sheets. When sending an important original, we recommend you ask the receiver about the size and orientation of the paper used in their terminal.

❒ When sending an original of irregular (i.e. custom) size or part of a large original, you can specify the scan area precisely. See p.16 "Setting a Scan Area".

❒ Custom size documents are scanned as regular size documents, so the receiver may find extra blank margins or edges of images missing. If you specify a scan area, only that area will be scanned regardless of actual document size.

❒ Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will be marked and those marks will appear on the received image.

❒ If you place an A4 size original in the portrait orientation, the machine rotates the image by 90 degrees before sending. See p.79 "Transmission with Image Rotation", *Facsimile Reference <Advanced Features>* .

❒ You can send the first pages from the exposure glass then the remaining pages from the ADF. After you have removed the last page from the exposure glass, insert the remaining pages in the ADF, and then press the 【Start】 key.

❒ When using the Internet Fax function, documents transmitted are sent at A4 width. Documents larger than A4 are reduced to A4 width.

Reference

For how to place two-sided documents, see p.62 "Two-Sided Transmission (Double-Sided Transmission)", *Facsimile Reference <Advanced Features>* .

For acceptable types of originals, see p.199 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .

Placing a Single Original on the Exposure Glass

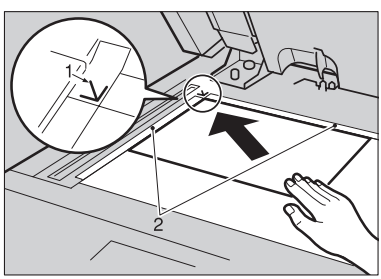
Place originals that cannot be placed in the optional ADF, such as a book, on the exposure glass one page at a time.

1 **Lift the exposure glass cover or the ADF by at least 30 degrees.**

Note

❒ If you do not lift the ADF by at least 30 degrees, the original size will not be detected.

2 **Place the original face down and align its upper left corner with the reference mark at the upper left corner of the exposure glass.**



ZFGH050E

1. **Positioning mark**

2. **Scale**

3 **Lower the ADF.**

Note

❒ When setting a bound original, the received image may contain some black areas. To reduce this effect, hold down the original to prevent the bound part from rising.

Bound original page order

When setting bound originals (books, magazines, etc.), you can select to have either the left page or right page sent first. See p.61 "Book Fax", *Facsimile Reference <Advanced Features>* .

Note

❒ You can select whether the left page or right page is sent first. See p.158 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 06, bit 6).

Placing Originals in the Optional Auto Document Feeder (ADF)

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

Limitation

❒ Place all the originals to be sent in a single stack.

❒ You cannot place originals in the ADF one page at a time or in sheaves.

Note

❒ The maximum document length is 1200 mm (47").

❒ If you send documents longer than 420 mm (17"), specify the area to be scanned. If you send such documents frequently, select Long Document mode with the User Parameters. If a jam occurs, the document might be damaged because scanning will not stop. See p.16 "Setting a Scan Area". See p.158 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 14, bit 1).

❒ Documents longer than 800 mm (32") must be sent by memory transmission (immediate transmission is not possible).

❒ If your original is bent or folded, flatten it before you place it.

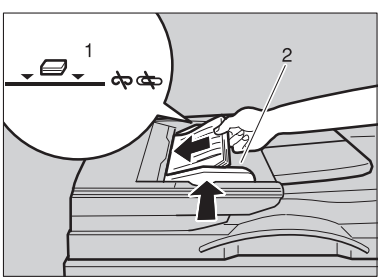
❒ When sending thin originals, place them on the exposure glass.

❒ If an original jammed, press the 【Clear/Stop】 key, and then slowly remove the original.

❒ You can check information about the sizes and number of originals that can be placed in the ADF. See p.199 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .

1 Adjust the document guide to match the size of the originals.

2 Align the edges of the originals and stack them in the ADF face up.



1. **Limit mark**

2. **Document guide**

Originals unsuitable for the optional Auto Document Feeder

Do not place the following types of originals in the ADF because they may be damaged. Place them on the exposure glass instead.

- Originals in unacceptable sizes (See p.199 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .)
- 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 p.199 "Acceptable Types of Originals", *Facsimile Reference <Advanced Features>* .)
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

Setting a Scan Area

Normally, a placed document is scanned according to the automatically detected size. If a scan area is specified, the document is scanned accordingly. Thus, documents can be sent without extra space or blank margins.

❖ **Auto Detect**

The placed document is scanned according to the automatically detected size.

Note

❒ If the machine cannot detect the original size, a confirmation message appears. Replace the original.

❖ **Regular**

The placed document is scanned according to specified size regardless of actual size.

The sizes that can be specified are A4 ▯ ▯, B4 JIS ▯, A3 ▯, $8^1/_2$"×11" ▯ ▯, $8^1/^2$"×14" ▯, and 11"×17" ▯.

❖ **Area**

Enter the area to be scanned. Only the area in the specified size is scanned regardless of the actual size of a placed document. See p.152 "Programming, Changing and Deleting a Scan Size", *Facsimile Reference <Advanced Features>* .

Note

❒ To cancel the selected scan area, select **[Auto Detect]**. See p.18 "Specifying Auto Detect".

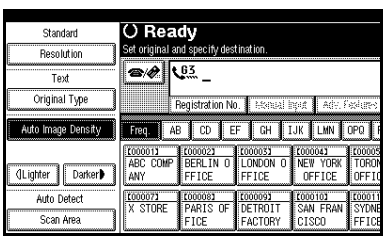
1 **Place the originals, and then select any scan settings you require.**

Note

❒ When placing different size originals into the ADF, adjust the document guide to the largest original.

❒ Small-size originals may be sent at a slight slant since they do not match the document guide.

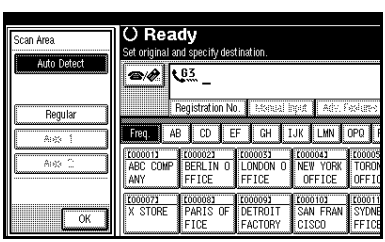
2 **Press [Scan Area].**



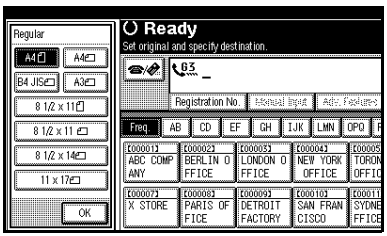
3 **Select the scan area.**

Specifying standard sizes

❶ **Press [Regular].**



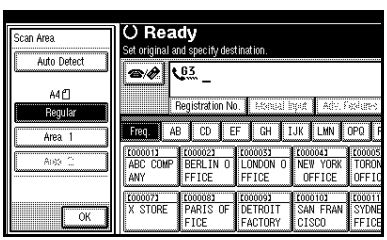
❷ **Press the size of the originals to be sent, and then press [OK].**



Note

❒ $8\frac{1}{2}$"×11" indicates LT. $8\frac{1}{2}$"×14" indicates LG. 11"×17" indicates DLT.

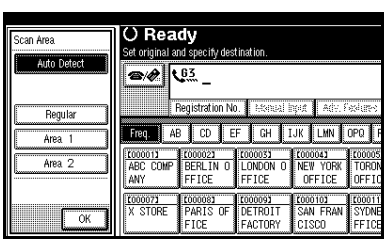
❸ **Press [OK].**



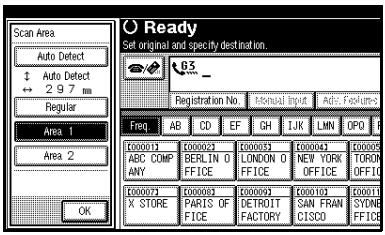
The selected size is shown above the highlighted **[Scan Area]**.

Specifying programmed sizes

❶ **Press [Area 1] or [Area 2].**



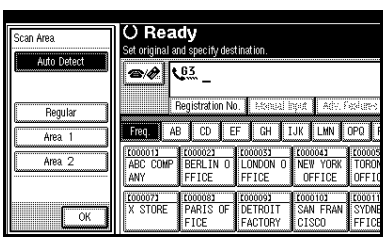
❷ **Press [OK].**



"Area 1" or "Area 2" is shown above the highlighted **[Scan Area]**.

Specifying Auto Detect

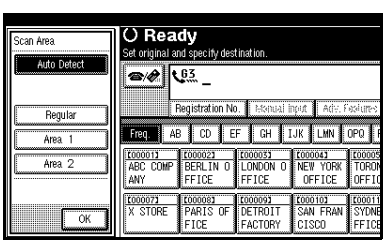
❶ **Make sure that [Auto Detect] is selected.**



Note

❒ If it is not, press **[Auto Detect]**.

❷ **Press [OK].**



"Auto Detect" is shown above **[Scan Area]**.

4 **Specify a destination and press the 【Start】 key.**

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 placed on the exposure glass of sizes other than those listed in the table below
- Originals with index tabs, tags, or protruding parts
- Transparent originals, such as OHP transparencies or translucent paper
- Dark originals with dense text or drawings
- Originals which partially contain solid printing
- Originals which have solid printing around their edges
- Originals with glossy surfaces
- Bound originals of more than 10 mm (0.3") in thickness, such as books.

The following paper sizes are automatically detected in facsimile mode.

❖ Metric Version

Paper size where original is placed	**A3**	**8 1/2"×13" (F4)**	**B4 JIS**	**A4**	**B5 JIS**	**A5**
Exposure glass	O	O	O	O	O	×
ADF	O	O	O	O	O	O

❖ Inch Version

Paper size where original is placed	**11"×17"**	**8 1/2"×14"**	**8 1/2"×11"**	**5 1/2"×8 1/2"**
Exposure glass	O	O	O	×
ADF	O	O	O	O

O - Auto detect

× - Unable to auto detect

Memory Transmission

In Memory Transmission mode, after you press the **【Start】** key, the machine does not dial the destination until all pages of your fax message have been scanned into memory (in contrast to Immediate Transmission, where the number is dialed first and pages are scanned and sent one by one).

Memory Transmission is useful because:

- You can take your original away from the machine without having to wait too long.
- While your message is being sent, other people can use the machine.
- You can send the same message to more than one place in a single operation (broadcasting).

Memory transmission mode has normal fax and Internet Fax functions.

Important

❒ If there is a power failure (the main power switch is off) or the machine is unplugged out for more than one hour, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you identify deleted files. If you turn only the operation switch off, documents are not deleted. See p.189 "Power Failure Report", *Facsimile Reference <Advanced Features>* .

❒ We recommend you call the receiver and confirm with them when sending important messages.

Limitation

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

Note

❒ Maximum number of destinations per Memory Transmission: 500.

❒ Combined total number of destinations of standby messages stored in memory: 500 (2,000 with the optional fax function upgrade unit).

❒ After the total number of programmed destination numbers exceeds 500 (2,000 with the optional fax function upgrade unit), you can perform only Immediate Transmission.

❒ The number of documents you can store is 400. You can store 800 documents with the optional fax function upgrade unit.

❒ The number of pages you can store in memory depends on the original images and the scan settings. You can store up to 320 standard pages (ITU-T #4 chart, Resolution: Standard, Original Type: Text). You can store up to 2,240 standard pages, with the optional expansion memory installed.

❒ You can have the machine set to Memory Transmission mode or Immediate Transmission mode right after the power is turned on or the **【Clear Modes】** key is pressed. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the default transmission mode (Memory Transmission or Immediate Transmission) after every transmission. You can change this so that the desired setting is maintained. See p.142 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

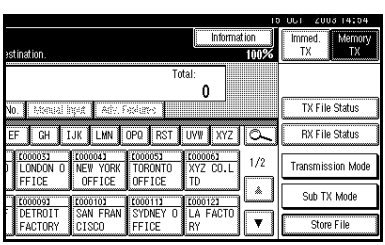
❒ When E-mail TX Results is programmed in a Quick Operation key, you can select whether transmission result report e-mail is sent to specified e-mail addresses. The destination for notification is selected from Internet Fax destinations in the destination list. See p.81 “Transmission Result Report (Memory Transmission)”, *Facsimile Reference <Advanced Features>* and p.142 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

❒ Allows you to specify fax number and e-mail address simultaneously.

Reference

p.50 “Sending Internet Fax Documents”

1 **Make sure that Memory TX is selected.**



Note

❒ If it is not, press **[Memory TX]**.

2 **Place the original.**

Note

❒ You can send the first few pages from the exposure glass then the remaining pages from the ADF. After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the ADF.

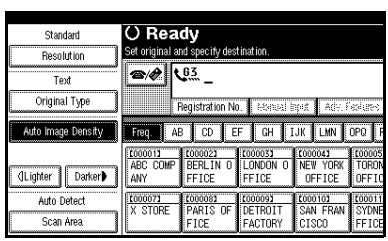
❒ Note that you cannot place pages on the exposure glass after you have started using the ADF.

❒ The original can be placed either in the ADF or on the exposure glass, until the **[Start]** key is pressed.

Reference

p.13 “Placing Originals”

3 **Make the settings you require.**



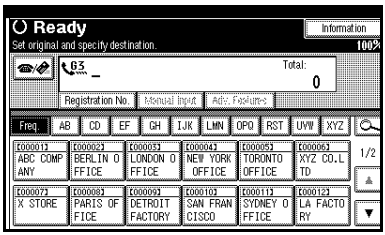
Reference

p.30 “Scan Settings”

p.31 “Original Type”

p.32 “Image Density (Contrast)”

4 **Specify a destination.**



Note

❒ If you make a mistake, press the **【Clear/Stop】** key, and then enter the correct number.

Reference

p.35 “Entering a Fax Number”

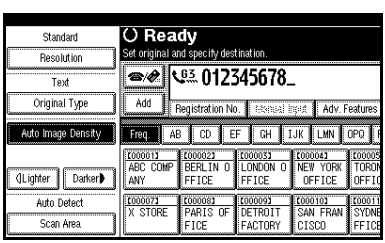
p.36 “Entering an E-mail Address”

p.37 “Using Destination Lists”

p.47 “Chain Dial”, *Facsimile Reference <Advanced Features>*

p.47 “Redial”, *Facsimile Reference <Advanced Features>*

5 **When sending the same original to several destinations (broadcasting), press [Add] to specify the destinations.**

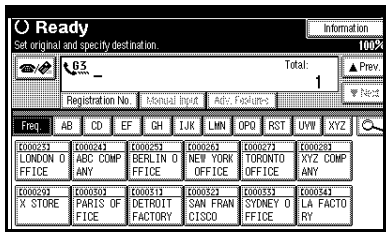


Note

❒ You do not have to press **[Add]** when adding a destination using the destination list.

❒ If you do not want to do a broadcast transmission, proceed to step **7**.

6 **Specify a destination.**



Note

❒ Press ✉ to switch the destination between fax number and e-mail address.

❒ If you want to specify another destination, repeat steps **5** and **6**.

7 **Press the 【Start】 key.**

Note

❒ Do not lift the ADF during scanning.

After scanning, the standby display appears.

Sending originals using the exposure glass

① Make sure that Memory TX is selected, if it is not, press **[Memory TX]**.

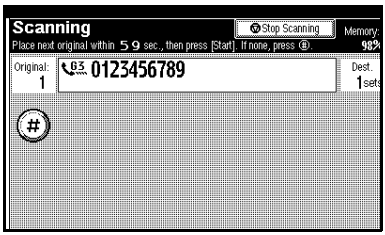
② Place the first page of your original face down on the exposure glass.

③ Specify a destination.

④ Make the scan settings you require.

⑤ Press the **【Start】** key.
The machine starts scanning.

⑥ Place the next original on the exposure glass within 60 seconds after the machine has finished scanning the first original.



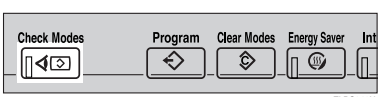
⑦ Repeat steps ④ to ⑥ for all originals.

⑧ Place the last original, and then press **[#]**.

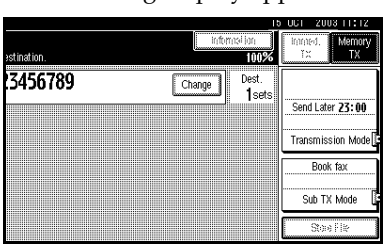
Checking the transmission settings

You can check the transmission settings (e.g. destination and transmission mode) on the display.

① Press the **【Check Modes】** key.



The following display appears.



Note

❒ Press [e-mail] to switch the destination between fax number and e-mail address.

② After checking the settings on the display, press the **【Check Modes】** key.
The display before the **【Check Modes】** key was pressed appears.

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. See p.79 “Simultaneous Broadcast”, *Facsimile Reference <Advanced Features>*

Checking the transmission progress

To check the transmission progress, print the TX file list. See p.25 “Printing a List of Files in Memory (Print TX File List)”, *Facsimile Reference <Advanced Features>* .

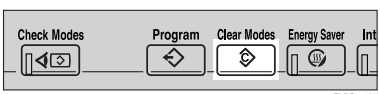
Canceling a Memory Transmission

Even when fax number and e-mail address are simultaneously specified, or only e-mail address is specified, you can cancel the mode using the same procedure. However, you cannot cancel the transmission of an Internet Fax document being sent.

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the [Start] key.

1 **Press the [Clear Modes] key.**



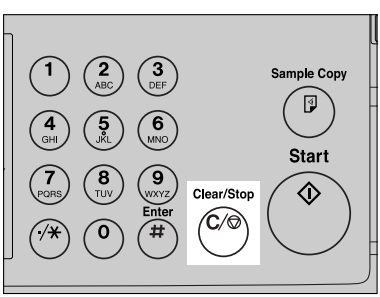
Note

❒ When documents are placed in the ADF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned

Use this procedure to cancel a transmission after pressing the [Start] key.

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



The machine stops scanning.

Note

❒ You can also cancel scanning by pressing **[Stop Scanning]**.

❒ Scanning may be completed while you are performing the cancel operation.

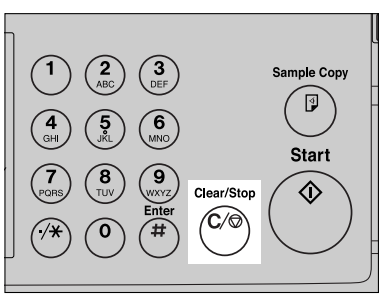
While the Original Is Being Transmitted

Note

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

❒ If you cancel a message while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of your message may have already been sent and received at the other end.

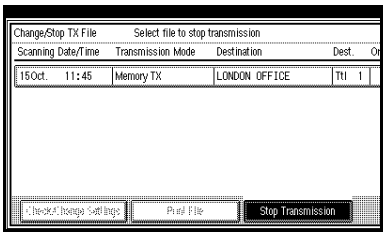
1 **Press the [Clear/Stop] key.**



Note

❒ You can also cancel a Memory Transmission by pressing **[Change/Stop TX File]**.

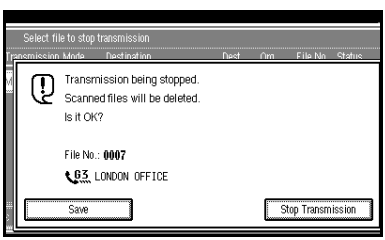
2 **Select the file you want to cancel.**



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]** to find it.

3 **Press [Stop Transmission].**

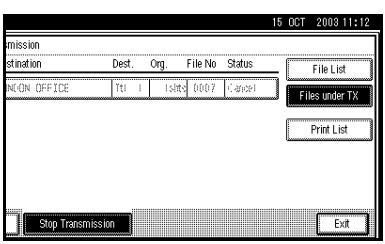


Note

❒ To cancel another file, repeat steps **2** and **3**.

❒ To cancel stopping transmission, press **[Save]**.

4 **Press [Exit].**

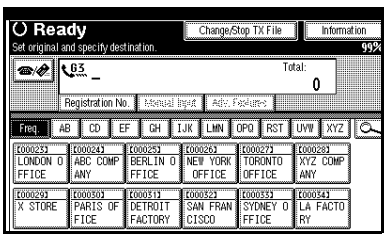


The standby display appears.

Before the Transmission Is Started

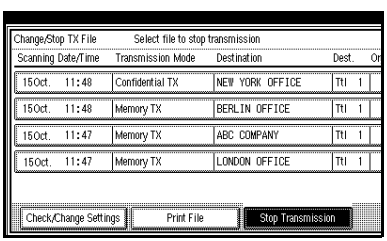
Use this procedure to cancel a transmission after the original has been scanned.

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



The list of stored files being transmitted or waiting for transmission appears.

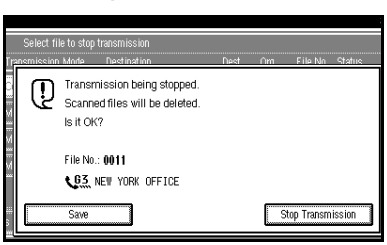
2 **Select the file you want to cancel.**



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]** to find it.

3 **Press [Stop Transmission].**

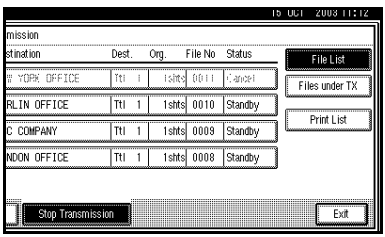


Note

❒ To cancel another file, repeat steps 2 and 3.

❒ To cancel stopping transmission, press **[Save]**.

4 **Press [Exit].**



The standby display appears.

Immediate Transmission

With Immediate Transmission, when you press the 【Start】 key, the fax number is dialed immediately. The message is scanned and transmitted page by page without being stored in memory. This contrasts with Memory Transmission which scans all pages into memory before dialing the destination.

Immediate Transmission is useful if you want immediate confirmation that the message is being sent to the correct destination (just check the other terminal's Own Name or Own Fax Number on the control panel during transmission).

Limitation

❒ Internet Fax is executed in only Memory Transmission that starts transmission automatically after storing documents in memory. If you specify Immediate Transmission in Internet Fax, the mode is switched to Memory Transmission while an e-mail address is being entered.

Note

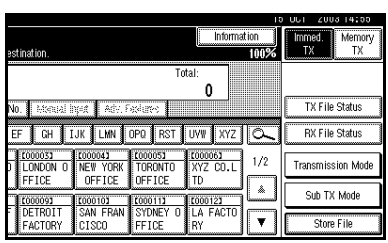
❒ You cannot send the same document to multiple destinations (broadcasting). Memory Transmission allows this function.

❒ You can have the machine set to Memory Transmission mode or Immediate Transmission mode right after the power is turned on. See p.142 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the default transmission mode (Memory Transmission or Immediate Transmission) after every transmission. You can change this so that the desired setting is maintained. See p.142 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

❒ When E-mail TX Results is programmed in a Quick Operation key, you can send notification of memory transmission results to specified e-mail addresses. The destination for notification is selected from Internet Fax destinations in the destination list. See p.82 “Transmission Result Report (Immediate Transmission)”, *Facsimile Reference <Advanced Features>* and p.142 “General Settings/Adjustment”, *Facsimile Reference <Advanced Features>* .

1 Make sure that Immed. TX is selected.



Note

❒ If it is not, press **[Immed. TX]**.

2 Place the original.

Note

❒ You can scan a few pages of your original from the exposure glass and the remaining pages from the ADF. When you have finished scanning from the exposure glass, remove the original from the exposure glass and place the remaining pages in the ADF within ten seconds.

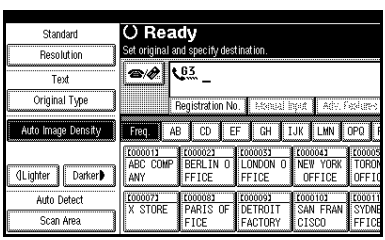
❒ To send two or more pages using the exposure glass, set them one page at a time.

❒ The original can be placed whenever, before the **【Start】** key is pressed.

Reference

p.13 “Placing Originals”

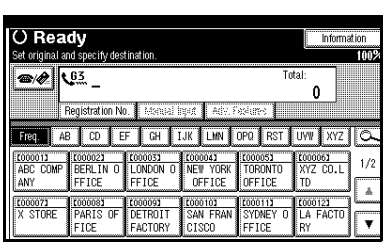
3 Select the scan settings you require.



Reference

p.30 “Scan Settings”

4 Dial a destination.



Note

❒ If you make a mistake, press the **【Clear/Stop】** key, and then enter the correct number.

Reference

p.35 “Specifying a Destination”

p.47 “Chain Dial”, *Facsimile Reference <Advanced Features>*

p.47 “Redial”, *Facsimile Reference <Advanced Features>*

5 Press the 【Start】 key.

Note

❒ Do not lift the ADF during scanning.

After transmission, the standby display appears.

Sending originals using the exposure glass

① Make sure that Immed. TX is selected. If it is not, press **[Immed. TX]**.

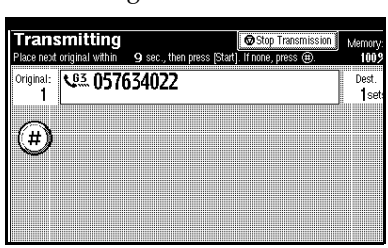
② Place the first page face down on the exposure glass.

③ Dial a destination.

④ Make the scan settings you require.

⑤ Press the **【Start】** key.

⑥ Place the next original on the exposure glass within 10 seconds after the machine has finished scanning the first original.



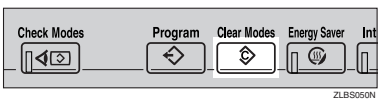
⑦ Repeat steps ④ to ⑥ for all originals.

⑧ Place the last original, and then press **[#]**.

Canceling an Immediate Transmission

Before You Have Pressed the 【Start】 Key

1 **Press the 【Clear Modes】 key.**

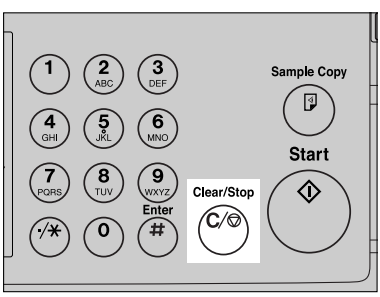


Note

❒ When the original is placed in the ADF, you can also cancel an Immediate Transmission by removing the original.

After You Have Pressed the 【Start】 Key

1 **Press the 【Clear/Stop】 key, and then remove the original.**



Note

❒ You can also cancel an Immediate Transmission by pressing **[Stop Transmission]**.

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

Scan Settings

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

❖ **Resolution:**
Standard, Detail, Super Fine (optional)

❖ **Original Type:**
Text, Text/Photo, Photo

❖ **Image Density (Contrast):**
Auto Image Density, Manual Image Density (seven levels), Combined Auto and Manual Image Density

Resolution

Images and text are scanned into the machine by converting them to sequences of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (Super Fine) have high quality but transmission takes longer. Conversely, low resolution (Standards) scanning results in lower quality but your original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

❖ **Standard (8 x 3.85 lines/mm, 200 x 100 dpi)**
Select for originals containing normal size characters.

❖ **Detail (8 x 7.7 lines/mm, 200 x 200 dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (optional expansion memory required: 16 x 15.4 lines/mm, 400 x 400 dpi)**
Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times finer than Standard.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you sent actually. See p.154 "Printing the Journal", *Facsimile Reference <Advanced Features>*

❒ Sending with Super Fine resolution requires that your machine has the optional expansion memory, and the other party's machine has the capability to receive fax messages at Super Fine resolution.

Note

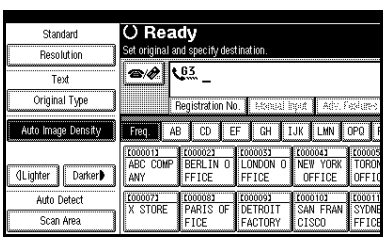
❒ The machine supports Standard, Detail, and (with the optional expansion memory) Super Fine resolutions.

❒ You can select the resolution type that is selected right after the machine is turned on or modes are cleared with **[Scan End Reset]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the resolution default setting after every transmission, with **[Text Size Priority]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

❒ In Internet Fax transmission, the original is scanned using "Detail" for transmission, even if you select "Super Fine".

1 **Press [Resolution].**



2 **Select the resolution you require, and then press [OK].**

Note

❒ If you install the optional expansion memory, "Super Fine" will be displayed in the Resolution box.

Original Type

If your original contains photographs, illustrations, or diagrams with complex shading patterns or grays, select the appropriate original type to optimize image clarity.

❖ **Text**

Select **[Text]** to send high-contrast black-and-white image originals. Use this setting even if your original contains text and photographs, or if you only want to send clearer text.

❖ **Text/Photo**

Select **[Text/Photo]** to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image, such as a photograph.

❖ **Photo**

Select **[Photo]** to send an original containing a halftone image, such as a photograph or a colour original.

Note

❒ If you select **[Text/Photo]** or **[Photo]**, the transmission will take longer than when **[Text]** is selected.

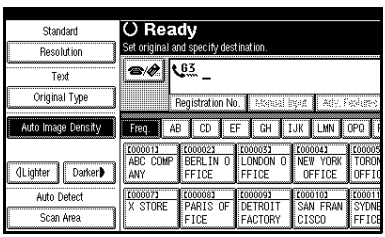
❒ If you send a fax message with **[Text/Photo]** or **[Photo]** and the background of the received image is dirty, reduce the density setting and resend the fax. See p.32 "Image Density (Contrast)".

❒ You can set the original type that is selected right after the machine is turned on or modes are cleared, with **[Original Type Priority]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the original type default setting after every transmission, with **[Scan End Reset]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

2

1 **Press [Original Type].**



2 **Select the original type you require, and then press [OK].**

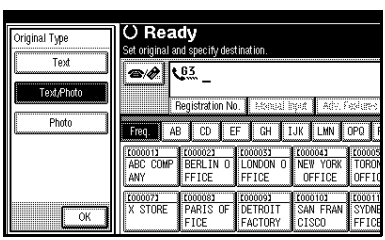


Image Density (Contrast)

The text and diagrams on originals should stand out clearly from the paper they are on. If your original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the image density.

❖ **Auto Image Density**
The appropriate density setting for the original is automatically selected.

❖ **Manual Image Density**
Use manual image density to set image density yourself.
You can select one of seven image density levels.

❖ **Combined Auto and Manual Image Density**
You can only adjust image density for photographs, illustrations, or diagrams if the original has a dark background.
You can select one of seven image density levels.

Note

❒ Selecting **[Text]** or **[Text/Photo]** for the original type causes **[Auto Image Density]** to be selected.

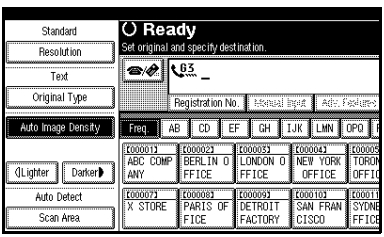
❒ You can set the image density that is selected right after the machine is turned on or modes are cleared, with **[Auto Image Density]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

❒ You can have the machine return to the image density default setting after every transmission, with **[Scan End Reset]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

1 Select the type of image density.

Auto Image Density

❶ Make sure that [Auto Image Density] is selected.



Note

❒ If **[Auto Image Density]** has not been selected, press **[Auto Image Density]**.

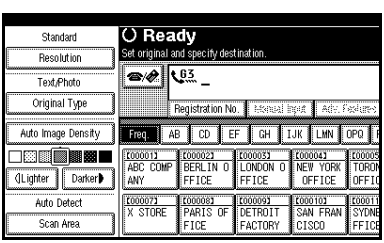
Manual Image Density

❶ Make sure that [Auto Image Density] is not selected. If it has been selected, press [Auto Image Density] to turn it off.

Note

❒ If **[Auto Image Density]** has not been selected, proceed to step ❷.

❷ Press [◁ Lighter] or [Darker ▷] to adjust the density.



Combined Auto and Manual Image Density

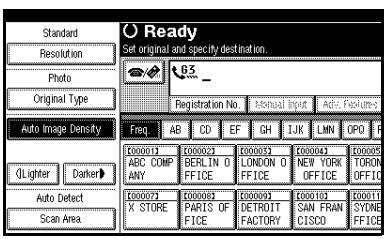
❶ Make sure that [Auto Image Density] is selected.

Note

❒ If **[Auto Image Density]** has not been selected, press **[Auto Image Density]**.

❷ Press [◁ Lighter] or [Darker ▷] to adjust the density.

The square moves.



Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different image density, resolution, and original type setting for each page.

Place the original, select the scan settings for the first page, dial, and then press the **[Start]** key as you would normally. Then follow one of the following two procedures.

Note

❒ It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

When placing originals on the exposure glass

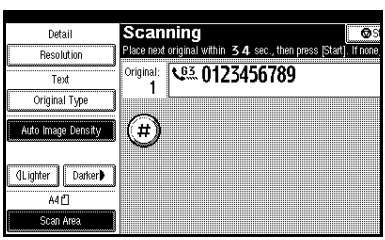
Note

❒ While the machine is beeping, you have about 60 seconds (10 seconds for Immediate Transmission) to select density, resolution, and original type. The remaining time is shown on the display.

1 **Check which pages you want to scan with different settings.**

2 **Remove the previous page and place the next page.**

3 **Select the image density, resolution, and original type.**



Note

❒ Adjust the settings for each page before you press the 【Start】 key.

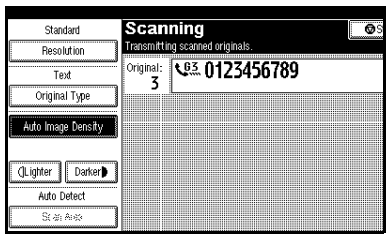
When placing originals in the optional Auto Document Feeder

Note

❒ Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

1 **Check which pages you want to scan with different settings.**

2 **Select the image density, resolution, and original type before the next page is scanned.**



Specifying a Destination

You can specify the destination using one of three methods.

❖ **Fax number**
p.35 “Entering a Fax Number”

❖ **E-mail address**
p.36 “Entering an E-mail Address”

❖ **Destination list**
p.37 “Using Destination Lists”

This section covers these functions and others in more detail.

Note

❒ The display shows the percentage of free memory space for storing originals. Since fax numbers and e-mail addresses are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

Entering a Fax Number

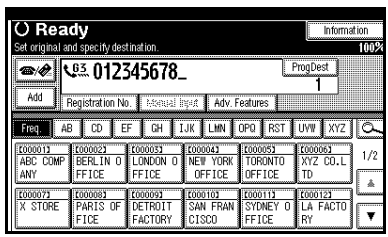
Enter numbers directly using the key pad on the right side of the control panel.

Note

❒ Maximum length of a fax number: 128 digits.

❒ You can insert pauses and tones in a fax number. See p.35 “Pause”, p.36 “Tone”.

1 Enter the fax number using the number keys.



Note

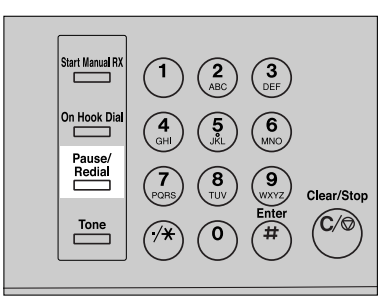
❒ If you make a mistake, press the 【Clear/Stop】 key, and then enter again.

❒ If the optional extra G3 interface unit is installed, select G3 before you proceed to the next step. See p.59 “Changing the Line Port”, *Facsimile Reference <Advanced Features>* .

❒ Press **[ProgDest]** after entering the fax number to store the fax number in the destination list.

Pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert a pause of about two seconds.

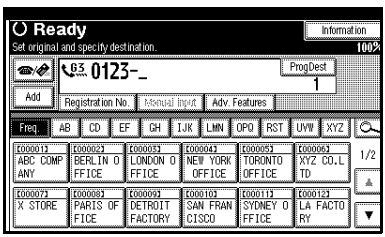


ZEWS013A

Note

❒ You cannot insert a pause before the first digit of a fax number. If you press the 【Pause/Redial】 key at the first digit, a redial occurs. See p.47 "Redial", *Facsimile Reference <Advanced Features>* .

❒ A pause is shown as a "-" on the display.



Note

❒ You can also program numbers including pauses in destination lists.

Tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the 【Tone】 key, the machine dials the number using tonal signals.

Limitation

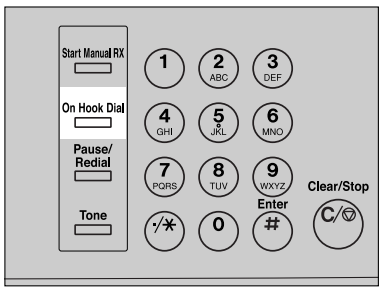
❒ Certain services may be unavailable when using the 【Tone】 key.

Note

❒ A tone is shown as a "•" on the display.

Using the 【Tone】 key with On Hook Dial

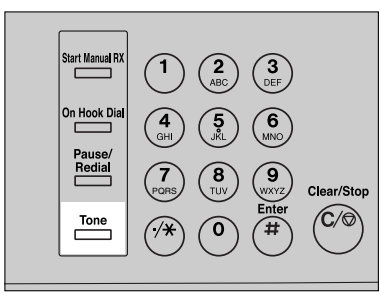
1 **Press the 【On Hook Dial】 key.**



ZFGH011A

2 **Enter the fax number using the number keys.**

3 **Press the 【Tone】 key.**



ZEWS014A

4 **Enter the number you want to tone dial using the number keys.**

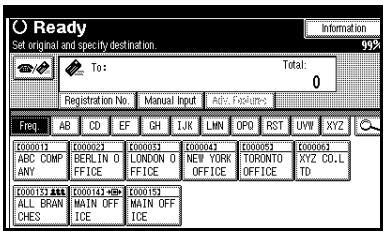
Entering an E-mail Address

When using Internet Fax transmission, specify the e-mail address in place of the fax number.

Note

❒ You can enter up to 128 characters.

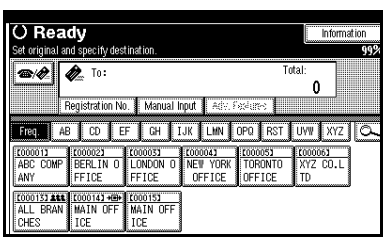
1 **Make sure that is displayed in the destination display column.**



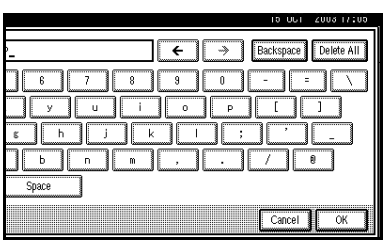
Note

❒ If it is not displayed, press .

2 **Press [Manual Input].**



3 **Enter the e-mail address destination and then press [OK].**



Note

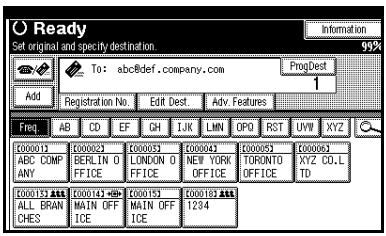
❒ If you enter an incorrect character, press **[Backspace]** or **[Delete All]**. Then, re-enter the characters correctly.

❒ To change the e-mail address after pressing **[OK]**, press **[Edit Dest.]**, re-enter an e-mail address, and then press **[OK]**.

Reference

"Entering Text", *General Settings Guide*

The destination is specified.



Note

❒ Press **[ProgDest]** in this order to store the entered e-mail address in the address book.

Using Destination Lists

When you program a destination number into a destination list, you can specify the destination by just selecting the Quick Dial key from the destination list.

The programmed name appears on Quick Dial key.

Pressing switches the destination list between fax number destination and e-mail address destination.

If you frequently send the same message to more than one place, program these numbers and/or e-mail addresses into a Group. Then you can send messages to all the destinations in that Group with just a few keystrokes. You can also program a name for the Group (for example, "Branch Offices"), this will be displayed before you press the **[Start]** key.

Preparation

In the destination list, program individual fax number, e-mail address and/or groups of destinations. See "Registering a Fax Destination", "Registering an E-mail Destination", and "Registering a New Group", *General Settings Guide*.

Limitation

❒ Group Dial can be used only for Memory Transmission; it cannot be used for Immediate Transmission. The machine automatically changes to Memory Transmission when you use Group Dial.

Note

❒ When you press the title key above the destination keys, the destination keys programmed in that title key appear.

❒ To check the contents of Quick Dial, print the destination list. See "Key Operator Tools", *General Settings Guide*.

❒ A stored name can be printed out on the first page of a received fax at the other end. See p.74 "Label Insertion", *Facsimile Reference <Advanced Features>* .

❒ To check the contents of the Groups, print the list. See "Key Operator Tools", *General Settings Guide*.

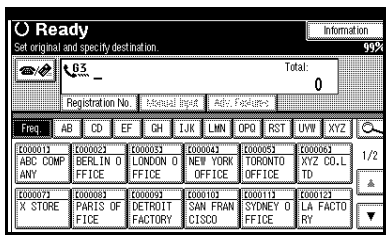
❒ A total of 500 destinations (per message) can be programmed for Group Dial.

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

2 **Press [✉] to switch the destination to fax number or e-mail address.**

3 **Press the title key where the desired destination is progammed.**

For example, if you want to specify "NEW YORK OFFICE" programmed in "LMN", press **[LMN]**.



Note

❒ There are three types of title for destination lists; "Title 1", "Title 2", and "Title 3". The above display shows "Title 1".

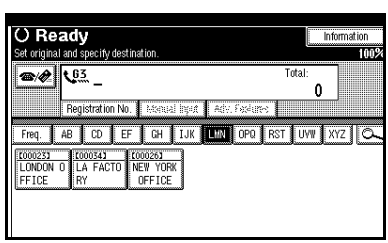
Switching the titles of Destination lists

❶ **Press [🔍].**

❷ **Press [Switch Title].**

❸ **Select the type of the title, and then press [Exit].**

4 **Select a destination.**

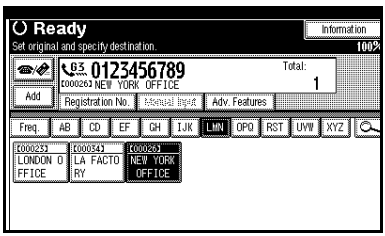


Note

❒ Press [✉] to switch the destination between fax number and e-mail address.

Specifying a single destination

❶ **Press the Quick Dial key programmed with the desired destination.**



Note

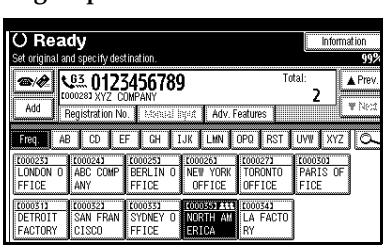
❒ If the desired Quick Dial key is not shown, press **[▲]** and **[▼]** to scroll through the list.

❒ To cancel the selection, press the selected Quick Dial key again. You can also press the **【Clear / Stop】** key to cancel the selection.

❒ To select more destinations, repeat steps **3** and **4**.

Specifying a group of destinations

❶ **Press the Quick Dial key programmed with the desired group.**



Note

❒ If the desired Quick Dial key is not shown, press **[▲]** and **[▼]** to look through the list.

❒ To cancel the selection, press the selected Quick Dial key again. You can also press the **【Clear / Stop】** key to cancel the selection.

❒ To cancel any destination(s) among the group, press **[▲ Prev.]** or **[▼ Next]** to display the desired destination. Then, press the **【Clear / Stop】** key.

❒ Quick Dial keys with fax numbers and e-mail addresses programmed to them appear in both fax destination and Internet Fax destination.

❒ When a destination where neither fax number nor e-mail address are programmed is included in the specified group, "The specified group contains some invalid destination(s). Do you want to select only valid destination(s)?" message appears. Press **[Select]** to specify destinations where the fax number or the e-mail address is programmed. Press **[Cancel]** to change the destination.

❒ To select more groups, repeat steps **3** and **4**.

5 **Press the 【Start】 key.**

Searching for a Destination

Use this procedure to search through the destination lists for a particular destination.

2

❖ **Search by Destination Name**
p.40 "Search by Destination Name"

❖ **Search by Fax Number**
p.41 "Search by Fax Number"

❖ **Search by E-mail Address**
p.42 "Search by E-mail Address" ID

❖ **Specifying a Registration Number**
p.43 "Specifying a Registration Number"

Search by Destination Name

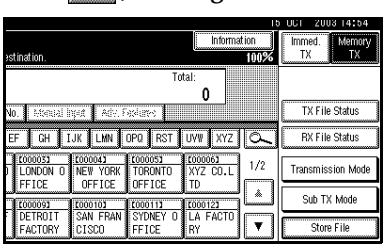
Note

❒ The search returns only destinations whose beginnings match the entered name.

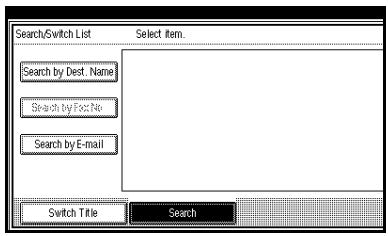
❒ This function distinguishes between small and capital letters.

1 **Press to switch the destination to fax number or e-mail address.**

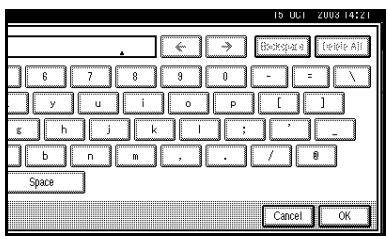
2 **Press , the magnifier icon.**



3 **Press [Search by Dest. Name].**



4 **Enter a destination name to search for, and then press [OK].**



A search-in-progress message appears.

When the search is finished, a result appears.

Note

❒ If you press **[Fax]** or **[E-mail]** on the search result display, you can switch between fax destination and e-mail destination.

❒ A warning appears if the search returns more than 100 items. Press **[OK]** to proceed to step **5**.

5 **Select a destination.**

Note

❒ If the desired destination does not appear, use **[▲]** or **[▼]** to scroll through the list.

❒ If the search returns more than 100 destinations, only 100 will appear. Change the destination name to view fewer destinations.

Search by Fax Number

Limitation

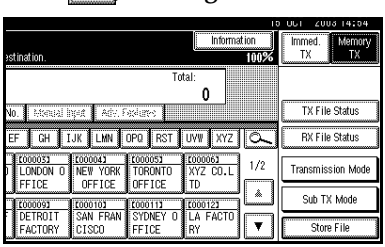
❒ You can search by fax number only. To search by e-mail address, see p.42 "Search by E-mail Address".

Note

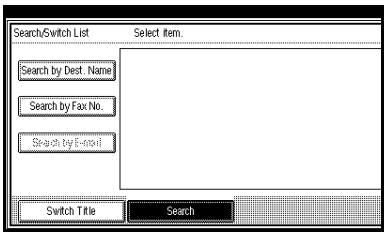
❒ The search returns only destinations whose beginnings match the entered number.

1 **Press [Fax] to switch the destination to fax number.**

2 **Press [Search], the magnifier icon.**

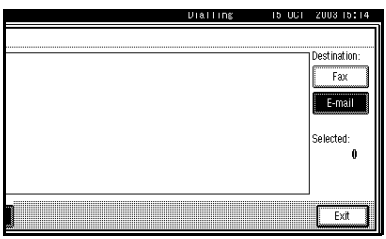


3 **Press [Search by Fax No.].**

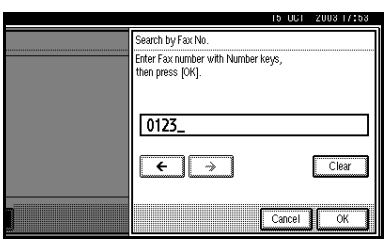


Note

❒ If **[Search by Fax No.]** appears dimmed, press **[Fax]** on the right of the display, and then press **[Search by Fax No.]**.



4 **Enter a number to search for, and then press [OK].**



Note

❒ If you enter a wrong number, press **[←]**/**[→]** and **[Clear]**, and then enter the number again.

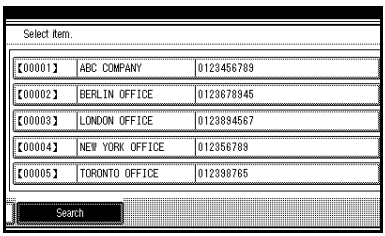
A search-in-progress message appears.

When the search is finished, a result appears.

Note

❒ A warning appears if the search returns more than 100 items. Press **[OK]** to proceed to step **5**.

5 Select a destination.



Note

❒ If the desired destination does not appear, use **[▲]** or **[▼]** to scroll through the list.

Limitation

❒ If the search rerurns more than 100 destinations, only 100 will appear. Change the number to view fewer destinations.

Search by E-mail Address

Limitation

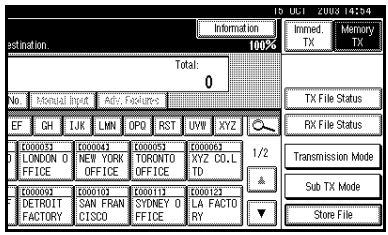
❒ You can search by e-mail address only. To search by fax number, see p.41 “Search by Fax Number”.

Note

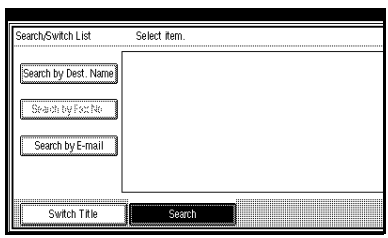
❒ The search returns only destinations whose beginnings match the entered e-mail address.

1 Press to switch the destination to e-mail address.

2 Press , the magnifier icon.

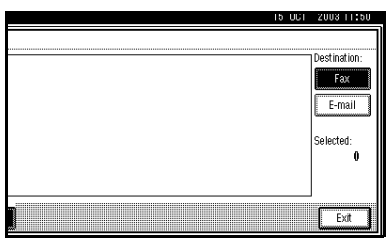


3 Press [Search by E-mail].

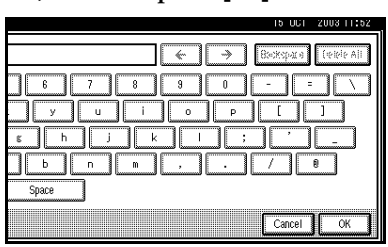


Note

❒ If **[Search by E-mail]** appears dimmed, press **[E-mail]** on the right of the display, and then **[Search by E-mail]**.



4 Enter an e-mail address to search for, and then press [OK].



Note

❒ If you enter a wrong e-mail address, press **[←]**/**[→]** and **[Backspace]**/**[Delete All]**, and then enter the e-mail address again.

A search-in-progress message appears.

When the search is finished, a result appears.

Note

❒ A warning appears if the search returns more than 100 items. Press **[OK]** to proceed to step **5**.

5 **Select a destination.**

Note

❒ If the desired destination does not appear, use **[▲]** or **[▼]** to scroll through the list.

Limitation

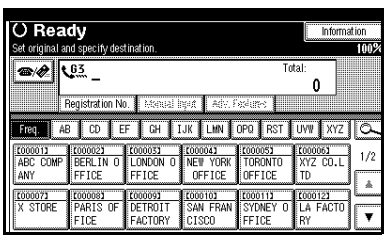
❒ If the search rerurns more than 100 destinations, only 100 will appear. Change the e-mail address to view fewer destinations.

Specifying a Registration Number

Use this procedure to select a destination by specifying a registration number.

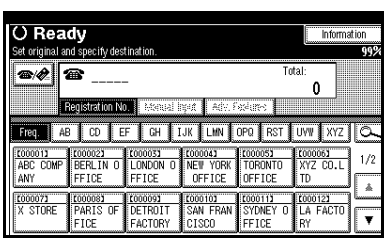
1 **Press to switch the destination to fax number or e-mail address.**

2 **Press [Registration No.].**



The registration number entry display appears.

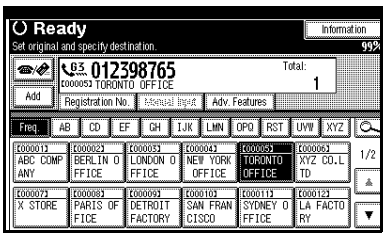
3 **Enter a registration number using the number keys.**



Note

❒ You do not need to enter the first zeros of a registration number when the display prompts you to enter five digits. If you do not enter 5 digits, press the **[#]** key to complete the entry.

The corresponding destination appears.



Note

- The Title word key switches to that which the specified destination is programmed in.
- If the "`Cannot find the specified Registration No.`" message appears, the specified registration number is wrong. Press **[Exit]**, check the registration number again, and then follow the procedure from step **1**.
- If the "`No valid destination under the specified No.`" message appears, the key is wrong. Press **[Exit]**, and then follow the procedure from step **1**.

Reception

There are two ways you can set up your machine to handle incoming calls:

- Manual Reception (external telephone required)
- Auto Reception

You can change the reception mode only if a standard G3 line is used.

You cannot change the reception mode when a line other than the standard G3 line (G3-2) is used.

❖ **Manual Reception**
When a telephone call comes in, the machine rings. If the call is a fax message, you must switch manually to facsimile mode.

❖ **Auto Reception**
When a telephone call comes in, the machine automatically receives it as a fax message. Use this setting on a dedicated fax line.

Note

❒ The external telephone is required to use this machine as a telephone.

Switching the Reception Mode

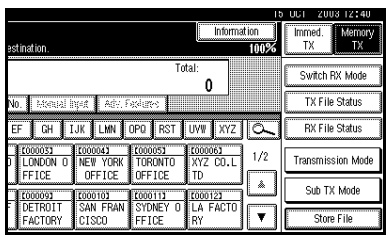
You can switch reception modes using the Reception Settings menu (under Facsimile Features). See p.144 "Reception Settings", *Facsimile Reference <Advanced Features>* .

If you program a Quick Operation key with Switch Reception Mode, you can switch reception mode quickly.

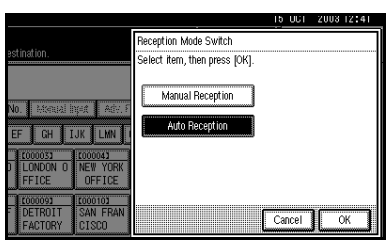
Note

❒ You can only use this function after programming a Quick Operation key as the reception mode switch with **[Quick Operation Key (1 to 3)]** under Gen. Settings/Adjust. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

1 **Press the [Switch RX Mode] Quick Operation key.**



2 **Select the reception mode, and then press [OK].**



The standby display appears.

Note

❒ To cancel the selection, press **[Cancel]**.

Receiving a Fax in Manual Reception Mode

1 **When the machine rings, pick up the handset of the external telephone.**

2 **If you hear beeps, press the【Start】key or the【Start Manual RX】key. (The【Start】key is only available in facsimile mode when an original is not placed.)**

3 **Replace the handset of the external telephone. The machine will start receiving.**

Limitation

❒ When printing documents stored in the Document Server, the【Start Manual RX】key or the【Start】key cannot be used to switch to facsimile mode. Press the【2】key of the external telephone.

3. Using Internet Fax Functions

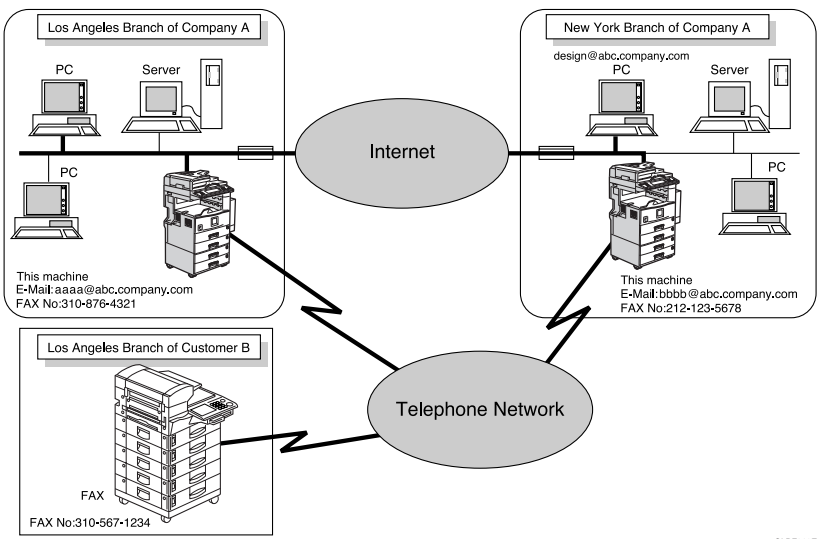
Internet Fax Functions

The optional printer/scanner unit is required.

This machine converts scanned document images to e-mail format and transmits the data over the Internet.

The e-mail sent by this machine can be received by another Internet Fax machine. Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address.

You can also print or forward received e-mail messages.



Note

- ❒ This machine must be connected to a LAN and set up correctly in order to use its Internet Fax functions. See *Network Guide*.
- ❒ The Internet Fax function supported by this machine is compliant with ITU-T Rec. T.37. See p.198 “Compatible Machines”, *Facsimile Reference <Advanced Features>*
- ❒ You can receive e-mail messages with an attached TIFF-F image from computers.

Internet Fax Precautions

- Internet Fax communicates with a server over a LAN. It cannot communicate directly with other parties.
- If a transmission is not successful, this machine usually receives an e-mail error notification. See p.191 “Server-Generated Error E-mail”, *Facsimile Reference <Advanced Features>* . However, e-mail error notifications may not be transmitted for various reasons. We recommend you confirm receipt of important document by calling the other party.
- The level of security for Internet communications is low. We recommend you use the telephone network for confidential communications.
- Voice communication is not supported over a LAN.
- Internet Fax delivery might be delayed due to network congestion. Use a standard fax whenever communication is time sensitive.
- If you use this machine with a dial-up connection, the Auto E-mail Reception function accesses the provider's e-mail server via telephone line and this may incur call charges even if you do not receive e-mail. To reduce the frequency of server access, specify a large E-mail Reception Interval. For the E-mail Reception Interval setting, see “Settings You Can Change with User Tools–File Transfer”, *Network Guide*.

Functions Not Supported by E-mail Transmission

The following functions are supported with standard fax transmission, but not with Internet Faxing.

- Immediate Transmission
- Confidential Transmission
- ID Transmission
- Polling Transmission
- Chain Dial
- Transmission by SUB Code
- On Hook Dial
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

Functions Not Supported by E-mail Reception

The following functions are supported with standard fax reception, but not with Internet Faxing.

- Confidential Reception
- Memory Lock Reception
- Polling Reception
- SUB Code Reception
- Authorized Reception
- Reception File Print Quantity

Sending Internet Fax Documents

Preparation

You need to make System Settings beforehand. See "Setting Up the Machine on a Network", *Network Guide*.

This section describes how to scan a document into this machine's memory and send it as e-mail. Specify the destination's e-mail address instead of fax number.

You can send Internet Fax documents only by Memory Transmission. If you specify Immediate Transmission in Internet Fax, the mode is switched to Memory Transmission when one e-mail address or more is specified.

When sending documents, you can set e-mail options using **[Sub TX Mode]**.

You can set the following options:

❖ **Enter Subject**

Allows you to enter a subject for the document you want to send.

Note

❒ For convenience, program frequently-used subject. "Urgent", and "High" are programmed as default. See "Settings You Can Change with User Tools–File Transfer", *Network Guide*.

❒ You can enter up to 64 characters in total.

❒ If you send e-mail without setting a subject/text in "E-mail Options" under "Sub TX Mode", the subject is automatically inserted. For more details about how a subject is automatically inserted, see p.55 "About the E-mail Subject".

❒ You cannot send a subject only as e-mail without an original.

❖ **Enter Text**

Allows you to enter the text to be transmitted.

Note

❒ To enter text, program it beforehand. See "Settings You Can Change with User Tools–File Transfer", *Network Guide*.

❒ You cannot send a text only without an original.

❖ **Reception Notice**

You can confirm sent documents were properly received using e-mail or Journal.

❖ **BCC Transmission**

E-mails are sent to all specified destinations as bcc.

Important

❒ If power outage lasts about an hour, or the machine is disconnected from the power outlet for about an hour, documents stored in the fax machine's memory are deleted. If any document is deleted, the Power Failure Report is automatically printed out when the main power switch is turned on. Use this report to check which documents were deleted. Simply turning off the power by pressing the Operation switch does not delete stored documents. See p.189 "Power Failure Report", *Facsimile Reference <Advanced Features>* .

❒ You may not be able to send large files as e-mail, depending on e-mail environment conditions.

❒ The level of security for Internet communications is low. Use of the telephone network is recommended for confidential communications.

Limitation

❒ When available memory is low, you may not be able to send Internet Fax documents.

Note

❒ Because this machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer.

❒ You can limit the size of transmitted e-mail messages in "E-mail Settings" of "Fax Features". See p.145 "E-mail Settings", *Facsimile Reference <Advanced Features>* .

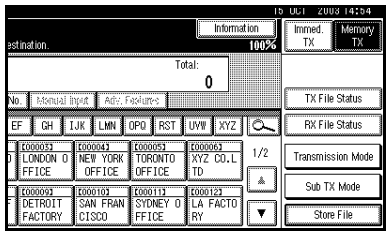
❒ See p.60 "Received Images" for how e-mail is actually received by the computer when it is sent with mail options selected.

❒ When you send an Internet Fax document specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission.

❒ You can specify fax destination and Internet Fax destination simultaneously.

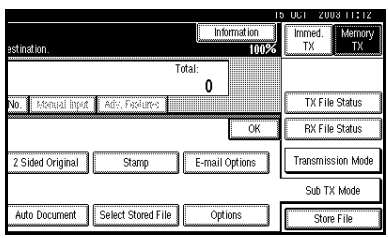
❒ You cannot send e-mails to destinations as cc.

1 When you set an e-mail option, press [Sub TX Mode].



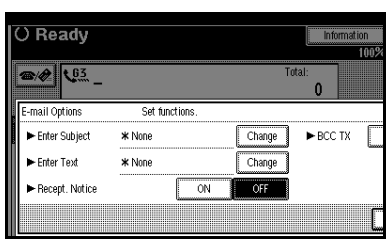
If you are not setting e-mail options, proceed to step **5**.

2 Press [E-mail Options].



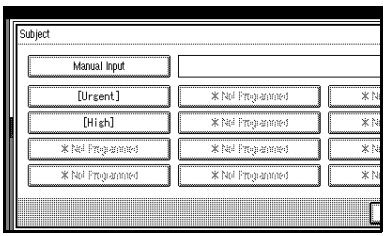
To enter the subject

❶ **Press [Change] for Enter Subject.**

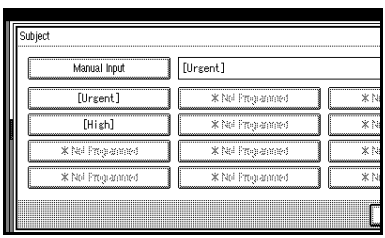


There are two methods of entering a subject: Selecting from programmed subjects, or entering characters directly. If you are entering characters, proceed to step ❸.

❷ **Select the subject from the displayed list.**



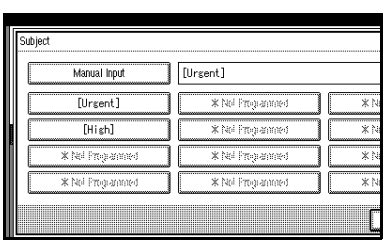
The selected subject appears in the manual input column.



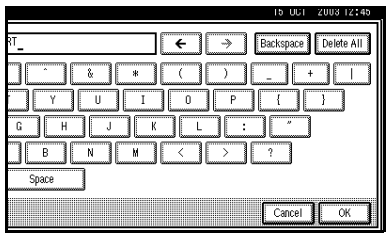
Note

❒ You can enter extra characters after the selected subject. If you do not need to enter extra characters, proceed to step ❺.

❸ **Press [Manual Input].**



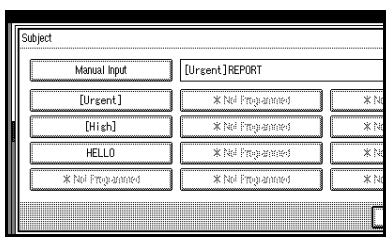
❹ **After entering the subject, press [OK].**



Reference

"Entering Text", *General Settings Guide*

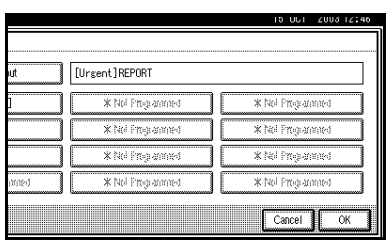
Entered characters appear in the manual input column.



Note

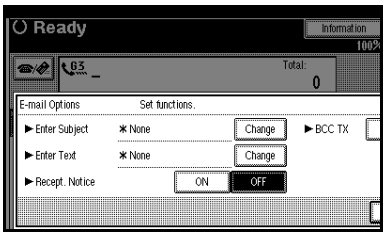
❒ You can add a programmed subject after the entered subject. Select the subject from the displayed subjects.

❺ **Press [OK].**

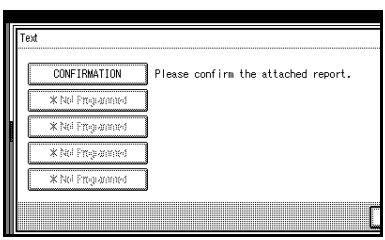


To enter the text

❶ **Press [Change] for Enter Text.**

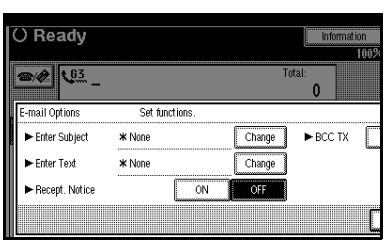


❷ **Select a text, and then press [OK].**



To set reception notice

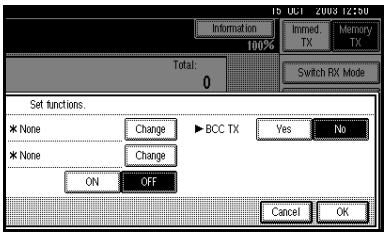
❶ **Select [ON] or [OFF] for Recept. Notice.**



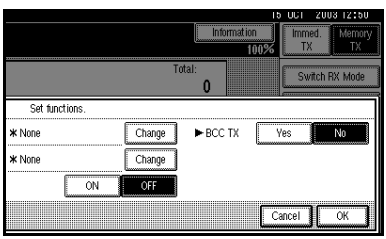
Reference
p.56 “Confirming Reception”

To set BCC transmission

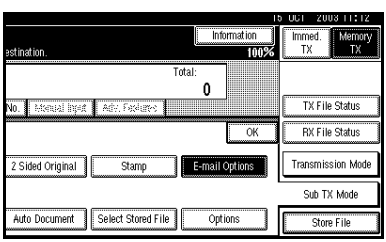
❶ **Select [Yes] or [No] for BCC TX.**



❸ **Press [OK].**



❹ **Press [OK].**



❺ **Place the original.**

Note

❒ You can send the first few pages from the exposure glass then the remaining pages from the ADF. After you remove the last page from the exposure glass, you have 60 seconds to insert the remaining pages in the ADF.

❒ Note that you cannot place pages on the exposure glass after you have started using the ADF.

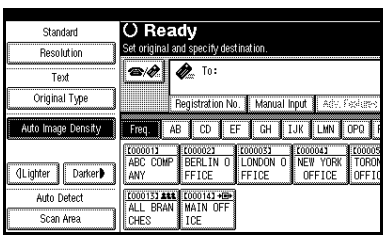
❒ The original can be placed either in the ADF or on the exposure glass, until the 【Start】 key is pressed.

Reference

p.13 “Placing Originals”

3

6 Select the scan settings you require.



Note

❒ In Internet Fax transmission, the original is scanned using “Detail” resolution for transmission, even if you select “Super Fine”.

❒ When using the Internet Fax function, documents transmitted are sent at A4 width. Documents larger than A4 are reduced to A4 width.

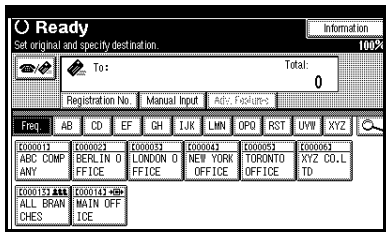
Reference

p.30 “Resolution”

p.31 “Original Type”

p.32 “Image Density (Contrast)”

7 Specify the e-mail address.



Note

❒ If ✉ is not displayed in the destination display column, press ✉.

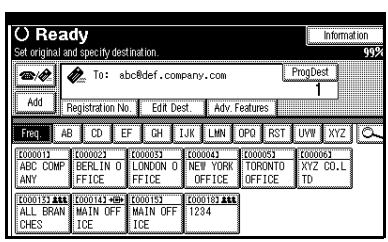
Reference

p.36 “Entering an E-mail Address”

p.37 “Using Destination Lists”

p.47 “Redial”, *Facsimile Reference <Advanced Features>*

8 To send the same document to multiple destinations, press [Add].

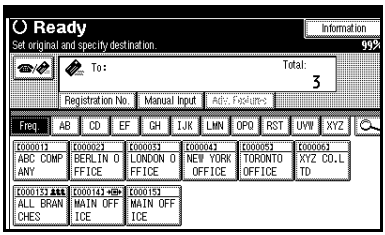


To send e-mail to one destination only, proceed to step ⑩.

Note

❒ It is not necessary to press **[Add]** when adding destinations using the destination list.

9 **Specify the next destination.**



Note

❒ Press [✉] to switch the destination between fax number and e-mail address.

❒ To specify more destinations, repeat steps **8** and **9**.

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

This starts reading the document into memory. The e-mail send operation starts after the read operation is complete. When scanning is complete, the Communicating indicator lights and transmission starts.

Note

❒ With a large volume of document, it may take some time before transmission starts. This is due to the time this machine requires to convert the data in memory.

❒ To cancel transmission of an Internet Fax, see p.57 "Canceling a Transmission of an Internet Fax".

About the E-mail Subject

If no subject is specified for "Enter Subject / Text" under "E-mail Options", a subject is automatically inserted. The subject is different according to the setting of Stamp Sender Name.

❖ **When a name is set to Stamp Sender Name:**

- From "Stamp Sender Name" Fax Message NO.xxxx.

❖ **When a Stamp Sender Name is set to Do not Stamp:**

- If Own Fax Number and Own Name are programmed:
  From "Own Fax Number" ("Own Name") (Fax Message NO.xxxx)
- If only Own Fax Number is programmed:
  From "Own Fax Number" (Fax Message NO.xxxx)
- If only Own Name is programmed:
  From "Own Name" (Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are programmed:
  Fax Message NO.xxxx

Note

❒ "xxxx" is the document number that appears in the Journal.

Reference

p.75 "Selecting transmission options for a single transmission", *Facsimile Reference <Advanced Features>*

E-mail Text

When Internet Fax e-mail is sent to computer, the following information is always inserted in the e-mail text. To check the host name and e-mail address, see "Settings You Can Change with User Tools", *Network Guide*.

This e-mail was sent from "Host Name" (product name)

Queries to: "Administrator's e-mail address"

Confirming Reception

When Reception Notice is set under "E-mail Options", the receiver sends back a reception notice message. Once the reception notice message has been received, "OK" appears in the Result column of Journal, allowing the originator to verify that the transmission has been received.

Limitation

- ❒ The Reception Notice feature is only available if the receiver supports MDN (Message Disposition Notification).

Note

- ❒ If your fax is not received normally, "Error" appears in the Result column.
- ❒ Information regarding the last 200 messages is recorded, but only the last 50 communications appear in Journal. If you do not receive a reception notice message for one of the last 50 communications from the receiver's machine, you may not be able to confirm that the e-mail has been received by the Journal's Result column.
- ❒ If you specify mailing list addresses, do not set for Reception Notice. Otherwise, you will receive multiple reception notice messages from e-mail recipients, and the Result column will be overwritten each time a new notice message is received. However, if you receive a reception notice message indicating an error, "Error" appears in the Result column and will not be overwritten, even if you subsequently receive a reception notice message as "OK" following the error message.
- ❒ Reception notice results are only shown in Journal. The Result column in all other files, lists, and transmission reports show "- -".
- ❒ The Reception notice messages themselves are not recorded in Journal.
- ❒ The reception notice can be printed out. This can be set with user parameters. See p.158 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 21, bit 0).
- ❒ You cannot broadcast e-mails with the Reception Notice feature. The message is sent to the receiver in specified destination order.

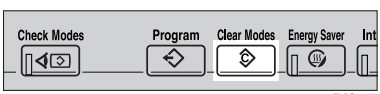
Canceling a Transmission of an Internet Fax

When fax and Internet Fax destinations are specified simultaneously, you can cancel sending using the same method. However, you cannot cancel the transmission of an Internet Fax document being sent.

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the 【Start】 key.

1 **Press the 【Clear Modes】 key.**



ZLBS050N

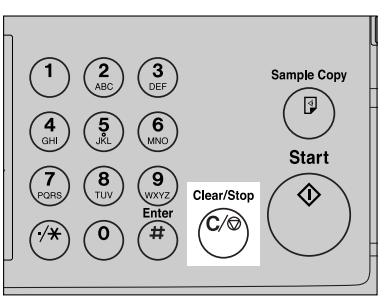
Note

❒ When documents are placed in the ADF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned In

Use this procedure to cancel a transmission after pressing the 【Start】 key.

1 **Press the 【Clear/Stop】 key.**



ZEWS011A

The machine stops scanning.

Note

❒ You can also cancel scanning by pressing **[Stop Scanning]**.

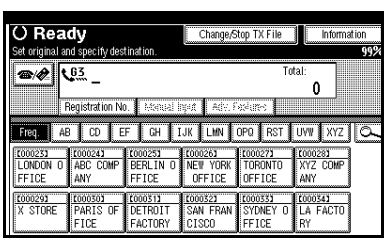
❒ Scanning may be completed while you are performing the cancel operation.

After the Original Has Been Scanned In

Note

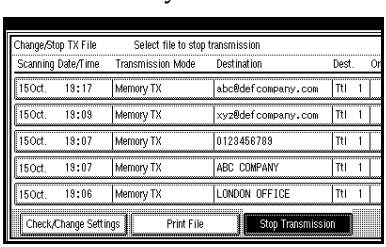
❒ You can not cancel the transmission of an Internet Fax being sent.

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



The list of stored files being transmitted or waiting for transmission appears.

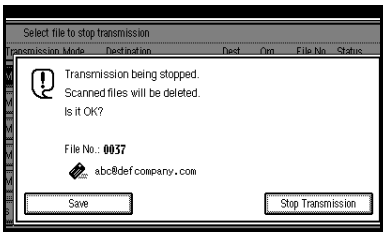
2 **Select the file you want to cancel.**



Note

❒ If the desired file is not shown, press **[▲ Prev.]** or **[▼ Next]** to find it.

3 **Press [Stop Transmission].**

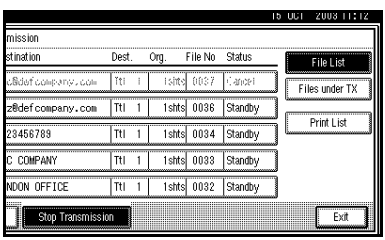


Note

❒ To cancel another file, repeat steps **2** and **3**.

❒ To save the scanned file, press **[Save]**.

4 **Press [Exit].**



The standby display appears.

Receiving Internet Fax Documents

You can receive e-mail documents by Internet Fax.

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-mail Reception.

Limitation

❒ E-mail with attachments other than TIFF-F format files cannot be received. Senders receive an Error Mail Notification if their e-mail contains attachments. You can select whether or not the machine sends this message with user parameters. See p.158 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 21, bit 7). However, TIFF-F documents created by the Saving function of DesktopBinder V2 Professional Lite can be received.

Note

❒ When Reception Protocol is set to POP3 or IMAP4, you can set the machine to retain incoming e-mail or delete it from the server in "System Settings". See "Settings You Can Change with User Tools–File Transfer", *Network Guide*.

❒ With user parameters, you can have the machine return the acknowledgment of e-mail to the sender. See p.158 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 21, bit 1).

Auto E-mail Reception

When this function is turned on, this machine periodically checks the e-mail server for incoming e-mail and downloads it as necessary.

E-mail auto-reception should be set in "System Settings". When you select auto-reception, set the reception interval in minutes.

See "Settings You Can Change with User Tools–File Transfer", *Network Guide*.

Note

❒ If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

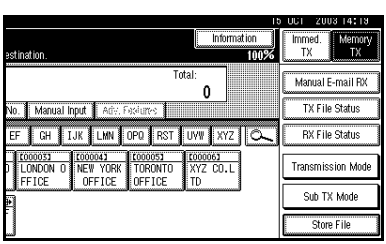
Manual E-mail Reception

The following operation allows you to receive e-mail at all times.

Preparation

Program the Manual E-mail RX function to the Quick Operation key first. See p.142 "General Settings/Adjustment", *Facsimile Reference <Advanced Features>* .

1 **Press [Manual E-mail RX].**



Access the server to check for e-mail. Receive any saved e-mails.

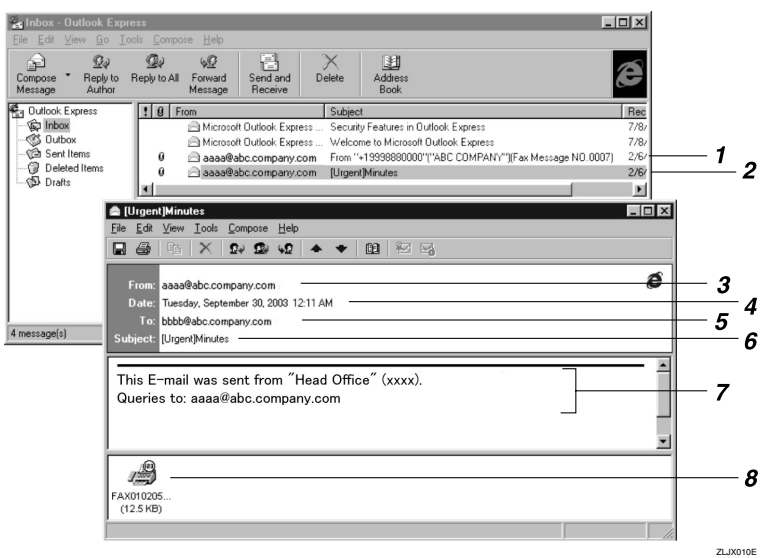
2 **Check the message, and then press [Exit].**

The standby display appears.

Received Images

Here is an example of an Internet Fax message sent from this machine and received on a computer using Outlook e-mail software.

The received image varies according to e-mail software.



1. **Mail transmitted without specifying a subject in "E-mail Options".**

2. **Mail transmitted with a subject specified in "E-mail Options".**

3. **From**

The name (e-mail address) of the sender

Note

❒ The display format of the sender name differs according to that of Stamp Sender Name setting and other functions.

4. Date

The date and time of e-mail transmission

5. To

The e-mail address of the recipient

6. Subject

Shows the subject specified in "E-mail Options" at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

From "Own Fax Number" ("Own Name") (Fax Message NO. document number)

Note

❒ The format varies according to Stamp Sender Name and other settings. See p.55 "About the E-mail Subject".

7. The message is inserted in all e-mails.

"xxxx" is the product name.

8. Attachment File

Any message included by the sender is displayed as an attached document.

Initial Settings and Adjustments

You can send information to the other party when transmitting or receiving a fax message. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

Important

❒ You can confirm programmed settings from the user parameter list. We recommend that you print and keep the user parameter list when you program or change settings. See p.163 "Printing the User Parameter list", *Facsimile Reference <Advanced Features>* .

❖ **Fax Header**

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

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

Note

❒ You can program up to 32 characters in the Fax Header.

❒ You can use characters, symbols, numbers, and spaces.

❒ You can set whether or not to print a Fax Header using **[Fax Header Print]** under **[Options]** . See p.73 "Fax Header Print", *Facsimile Reference <Advanced Features>* .

❒ In program No. 1 you can program a preference about whether or not the Fax Header is always printed. You will then switch the setting using the Fax Header Print function only when necessary. See p.126 "Registering a priority function using a program", *Facsimile Reference <Advanced Features>* .

Reference

p.73 "Fax Header Print", *Facsimile Reference <Advanced Features>*

p.126 "Registering a priority function using a program", *Facsimile Reference <Advanced Features>*

❖ **Own Name**

The Own Name is sent to the other party when you send or receive a fax using a G3 line. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Limitation

❒ Own Name works only when the other machine is of the same manufacturer, and has the Own Name function.

Note

❒ You can use characters, symbols, numbers, and spaces.

❒ You can program up to 20 characters as an Own Name.

❖ **Own Fax Number (facsimile number of sender)**

The sender's Own Fax Number is sent to the other party when sending a fax using a G3 line. The received facsimile number is shown on the display of the other machine and printed in a report. This function is available regardless of the manufacturer of the other party's machine.

Note

❒ You can program up to 20 characters in Own Fax Number.

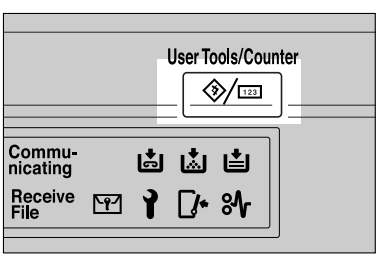
Note

❒ When the Key Operator Code is programmed and turned on, user have to enter the programmed Key Operator Code (maximum 8 digit) to operate Key Operator Tools.

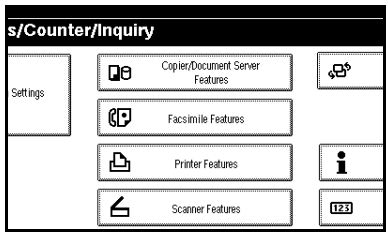
❒ This prevents unauthorized people from changing program.

Programming

1 **Press the 【User Tools/Counter】 key.**



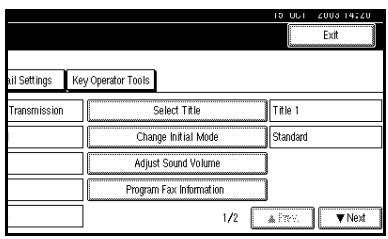
2 **Press [Facsimile Features].**



Note

❒ If the Key Operator Code is programmed and turned on, enter the programmed Key Operator Code and press the **[OK]** key.

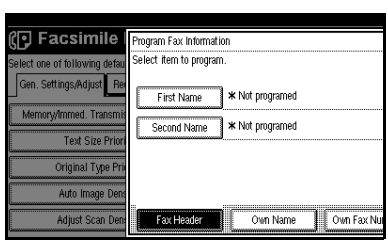
3 **Press [Program Fax Information].**



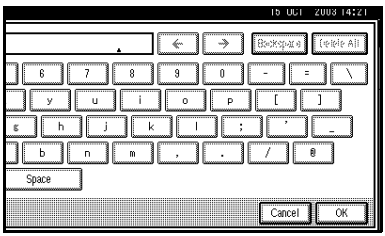
4 **Program the name and facsimile number.**

Programming a Fax Header

❶ **Press [First Name] or [Second Name].**



❷ **Enter a fax header, and then press [OK].**

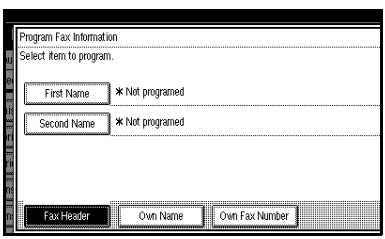


Reference

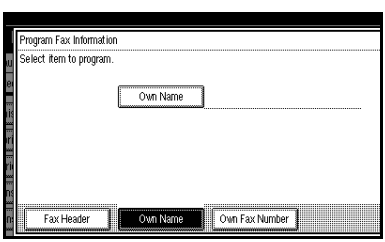
"Entering Text", *General Settings Guide*

Programming an Own Name

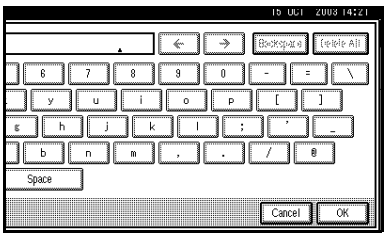
❶ **Press [Own Name].**



❷ **Press [Own Name].**



❸ **Enter an own name, and then press [OK].**

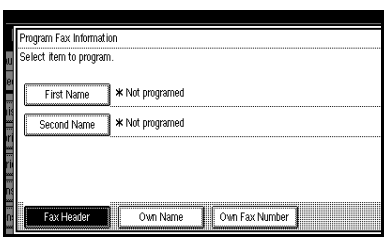


Reference

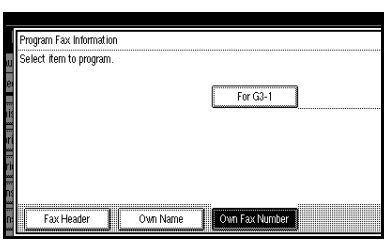
"Entering Text", *General Settings Guide*

Programming an Own Fax Number

❶ **Press [Own Fax Number].**



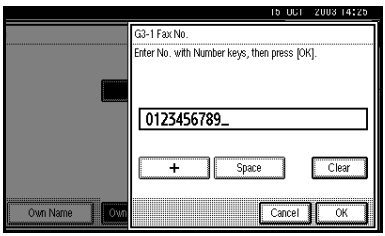
❷ **Select line type to program.**



Note

❒ The display differs depending on the optional units installed on your machine.

❸ **Enter your own facsimile's number using the number keys, and then press [OK].**



Note

❒ To enter a + sign or a space, press **[+]** or **[Space]**.

❒ If you make a mistake, press **[Clear]** or the **【Clear / Stop】** key, and then enter the facsimile number again.

5 **Press [Exit].**

6 **Press the 【User Tools/Counter】 key.**

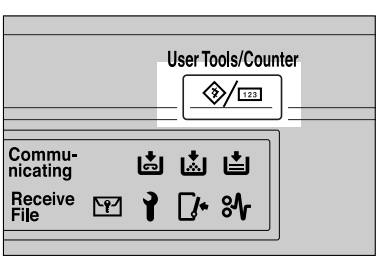
The standby display appears.

Editing

Note

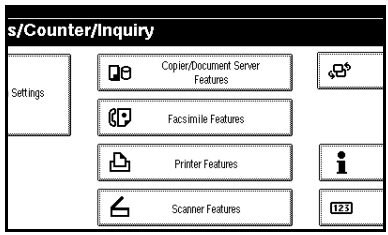
❒ The following procedure explains how to edit Own Name, as an example of editing.

1 **Press the 【User Tools/Counter】 key.**

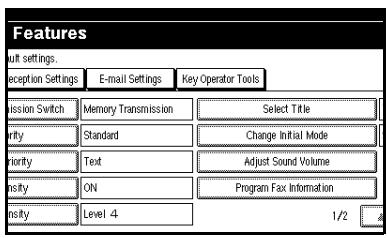


ZEWS050N

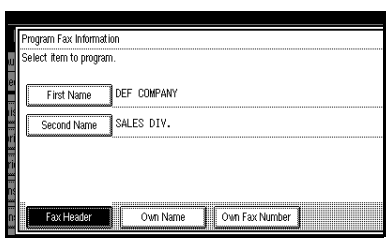
2 **Press [Facsimile Features].**



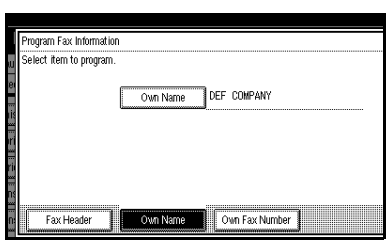
3 **Press [Program Fax Information].**



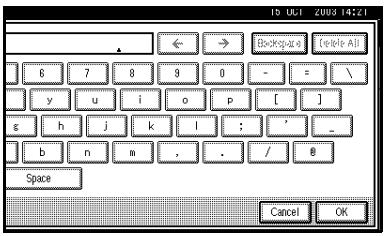
4 **Press [Fax Header], [Own Name], or [Own Fax Number] for editing.**



5 **Press the item you want to edit.**



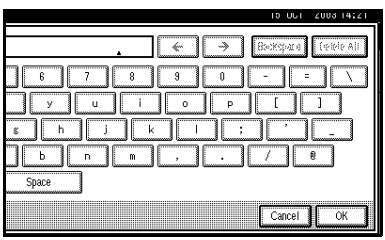
6 **Press [Backspace] or [Delete All], and then re-enter the name or number.**



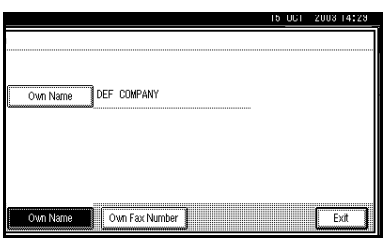
Note

❒ Press **[Clear]** or the **【Clear/Stop】** key if you want to edit Own Fax Number.

7 **Press [OK].**



8 **Press [Exit].**



9 **Press the 【User Tools/Counter】 key.**

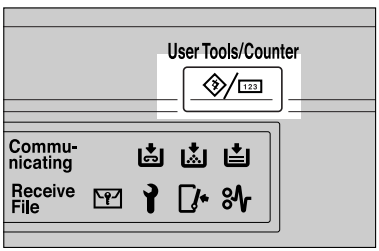
The standby display appears.

Deleting

Note

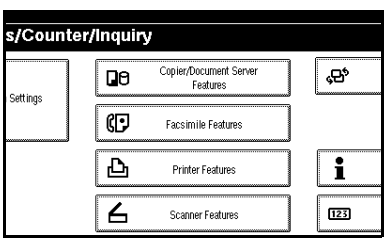
❒ The following procedure explains how to delete Own Name, as an example of deleting.

1 **Press the 【User Tools/Counter】 key.**

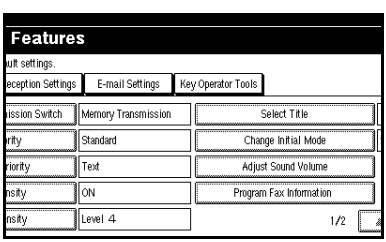


ZEWS050N

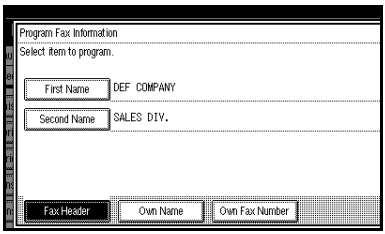
2 **Press [Facsimile Features].**



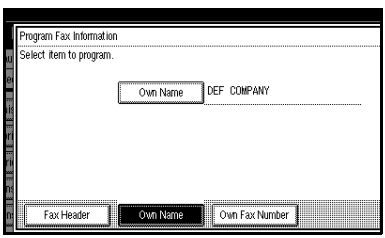
3 **Press [Program Fax Information].**



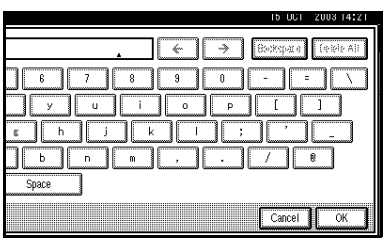
4 **Press [Fax Header], [Own Name], or [Own Fax Number] to delete.**



5 **Press the item you want to delete.**



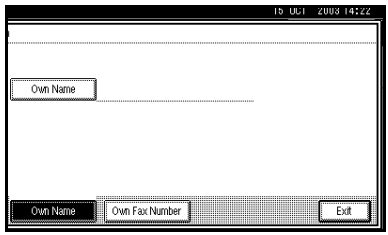
6 **Press [Backspace] or [Delete All], and then press [OK].**



Note

❒ Press **[Clear]** or the **【Clear/Stop】** key if you want to edit Own Fax Number.

7 **Press [Exit].**



8 **Press the 【User Tools/Counter】 key.**

The standby display appears.

Programming Fax Number and E-mail Addresses

You can program fax destinations using Address Book Management in the Key Operator Tools menu under System Settings.

You can also register the programmed fax numbers and e-mail addresses in a Group.

Note

❒ When you press the 【**Facsimile**】 key after changing the contents of the Address Book, such a message appears that indicates that the destination list has been updated. Press **[Exit]**. The standby display appears.

Reference

"Key Operator Tools", *General Settings Guide*

"E-mail Destination", *General Settings Guide*

"Registering Destinations to a Group", *General Settings Guide*

Adjusting the Volume

You can change the volume of the following sounds that the machine makes.

❖ **On Hook Mode**
Heard when the 【On Hook Dial】 key is pressed.

❖ **At Transmission**
Heard when the machine sends a message.

❖ **At Reception**
Heard when the machine receives a message.

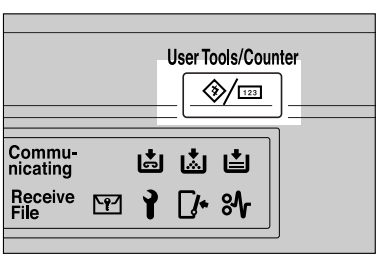
❖ **At Dialing**
Heard after pressing the 【Start】 key, until the line connects to the destination.

❖ **At Printing**
Heard when a received message is printed. See p.95 "Print Completion Beep", *Facsimile Reference <Advanced Features>* .

Note

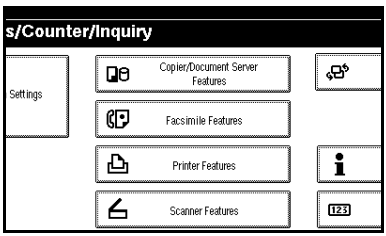
❒ You can adjust the On Hook volume when you press the 【On Hook Dial】 key. See p.56 "On Hook Dial", *Facsimile Reference <Advanced Features>* .

1 **Press the 【User Tools/Counter】 key.**

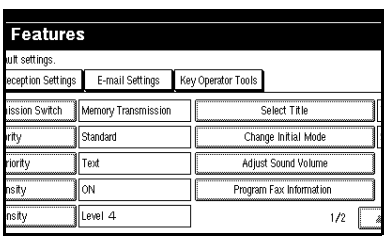


ZEWS050N

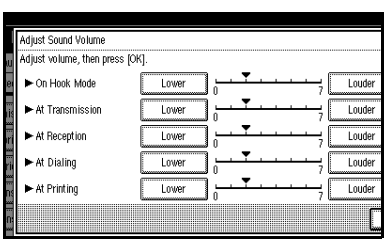
2 **Press [Facsimile Features].**



3 **Press [Adjust Sound Volume].**



4 **Press [Lower] or [Louder] for each item, and then press [OK].**



Note

❒ You can hear the actual volume by pressing **[Check]**.

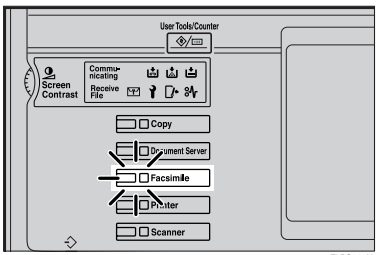
❒ If you press **[Cancel]**, the volume setting is canceled. The display returns to that of step **3**.

5 **Press the 【User Tools/Counter】 key.**

The standby display appears.

When the【Facsimile】Key Is Lit in Red

If this key is lit, press the key to enter the facsimile mode. Then, refer to the table below and take the appropriate action.



Problem	Solutions
The paper output tray is full.	Remove the paper from the tray.
A facsimile error has occurred.	The facsimile has a problem. Contact your service representative. See p.74 “Error Messages and Their Meanings”. The copier will still function normally.
Out of paper	Add more paper. “Loading Paper”, *General Settings Guide*
A network error has occurred.	• Check the displayed message. See p.74 “Error Messages and Their Meanings”. • Check the machine is correctly connected to the network, and the machine is correctly set. See *Network Guide*. • Consult your network administrator. • When the key is still lit in red even if you take the measures above, please contact your service representative.

When Toner Runs Out

When the machine has run out of toner, the symbol appears on the display. Note that even if there is no toner left, you can still send fax messages.

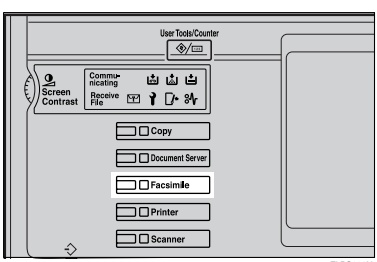
Important

❒ The number of communications, that have been executed after the toner has run out and that automatically-output Journal has not list, exceeds 200 (1000 with the optional expansion memory installed), communication will not be possible.

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.



Note

❒ If the standby screen is not displayed, press the 【Facsimile】 key.

2 Press [Exit], and then perform transmission operation.

The error message disappears.

Reference

p.20 “Memory Transmission”
p.27 “Immediate Transmission”

5

Error Messages and Their Meanings

If there is an error, one of the following messages may appear on the display. If other message appears, follow the message.

Message	Causes and solutions
`Put original back, check it and press [Start].`	Original jammed during Memory Transmission. Place originals that have not been scanned again.
`Error occurred, and transmission was canceled.`	A document jam occurred during Immediate Transmission. Press **[OK]**, and then resend the pages that have not been sent.
	An error occurred during Immediate Transmission. Press **[OK]**, and then resend the original. **Note** ❒ There may be a problem with the machine or the telephone line (for example noise or cross talk). If the error reoccurs frequently, contact your service representative.
`Cannot detect original size. Place original again, then press [Start].`	The machine failed to detect the size of the original. Place originals again, and then press the **【Start】** key.
`Call Service` `Functional problems with facsimile. Please call service.`	There is a problem with the fax. Record the code number shown in the display and contact your service representative. The copy function will still work normally.
`Memory is full. Cannot scan more. Transmitting only scanned pages.`	If you press **[OK]**, the machine returns to standby mode and starts transmitting the pages that have been stored.
`Following output tray is full. Remove paper.`	The paper output tray is full. Remove paper from the tray indicated in the display.
`Cannot scan to send fax message as scanner is in use for other function.`	The Copy or Document Server function is in use. To cancel the job in process, do the following, and then try faxing again. Press **[Exit]**, and then press the **【Copy】** or **【Document Server】** key. Next press the **【Clear/Stop】** key. When the message "`[Stop] key was pressed. Stop copying?`" or "`[Stop] key was pressed. Stop storing?`" appears, press **[Stop]**.

Message	Causes and solutions
Updating the destination list. Please wait. Selected destinations or function settings have been cleared. Please reselect after the update finishes.	Wait with the main power switch on. The machine will enter standby mode after it exits from RDS mode.
Check whether there are any network problems. [14-01]	Cannot find the DNS server or SMTP server. • Check the DNS server's IP address is correctly programmed using the Web browser. See the Web browser's Help. • Check the DNS server is correctly programmed using the Web browser. See the Web browser's Help. • Check the host name or IP address of the SMTP server is correctly programmed using the Web browser. See the Web browser's Help. • Check the SMTP server is correctly programmed using the Web browser. See the Web browser's Help. • Check the LAN cable is correctly connected to the fax machine. See "Connecting the Network Cable to the Network", *Network Guide*. • Consult your network administrator.
Check whether there are any network problems. [14-09]	E-mail transmission was refused by SMTP authentication or POP before SMTP authentication. • Check the user name and password for SMTP authentication or POP before SMTP authentication are correctly programmed from File Transfer under System Settings. See "Settings You Can Change with User Tools – File Transfer", *Network Guide*. • Check the user name and password of the e-mail account are correctly programmed from File Transfer under System Settings. See "Settings You Can Change with User Tools – File Transfer", *Network Guide*. • Consult your network administrator.
Check whether there are any network problems. [14-33]	No machine's address is programmed. • Check the fax machine's e-mail address is correctly programmed from File Transfer under System Settings. See "Settings You Can Change with User Tools – File Transfer", *Network Guide*. • Consult your network administrator.

Message	Causes and solutions
Check whether there are any network problems. [15-01]	No POP3/IMAP4 server's address is programmed. • Check the host name or IP address of the POP3/IMAP4 server is correctly programmed using the Web browser. See the Web browser's Help. • Consult your network administrator.
Check whether there are any network problems. [15-02]	Cannot log on to the POP3/IMAP4 server. • Check the user name and password of the e-mail account are correctly programmed from File Transfer under System Settings. See "Settings You Can Change with User Tools – File Transfer", *Network Guide*. • Consult your network administrator.
Check whether there are any network problems. [15-03]	No machine's e-mail address is programmed. • Check the fax machine's e-mail address is correctly programmed from File Transfer under System Settings. See "Settings You Can Change with User Tools – File Transfer", *Network Guide*.
Check whether there are any network problems. [15-11]	Cannot find the DNS server or POP3/IMAP4 server. • Check the DNS server's IP address is correctly programmed using the Web browser. See the Web browser's Help. • Check the DNS server is correctly programmed using the Web browser. See the Web browser's Help. • Check the host name or IP address of the POP3/IMAP4 server is correctly programmed using the Web browser. See the Web browser's Help. • Check the POP3/IMAP4 server is correctly programmed using the Web browser. See the Web browser's Help. • Consult your network administrator.

Message	Causes and solutions
`Check whether there are any network problems.` `[15-12]`	Cannot log on to the POP3/IMAP4 server. • Check the user name and password of the e-mail account are correctly programmed from File Transfer under System Settings. See "Settings You Can Change with User Tools – File Transfer", *Network Guide*. • Check the user name and password for POP before SMTP authentication are correctly programmed from File Transfer under System Settings. See "Settings You Can Change with User Tools – File Transfer", *Network Guide*. • Consult your network administrator.

Out of paper display message

If the paper tray runs out of paper, "`No paper. Load it, then press [Exit].`" appears on the display, asking you to add more paper.

Note

❒ If there is paper left in the other paper trays, you can receive messages as usual, even if the message appears on the display.

❒ You can turn this function on or off with the User Parameters. See p.158 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 05, bit 7).

Network error display message

If the "`Check whether there are any network problems`" message appears, the machine is not correctly connected to the network or the settings of the machine is not correct. If you do not need to connect the machine to the network, you can select so that the message disappear and the key goes out with User Parameters. See p.158 "User Parameters", *Facsimile Reference <Advanced Features>* (switch 21, bit 6).

Note

❒ When you restart connecting the machine to the network, make sure to set "Display" with User Parameters. Otherwise, you cannot check the status of the network connection.

Solving Problems

This table lists some common problems and their solutions.

Problem	Causes and solutions	Reference
Image background appears dirty when received at the other end. Images from the back page appears.	Adjust scan density.	p.32 "Image Density (Contrast)"
Printed or sent image contains spots.	The ADF or exposure glass is dirty. Clean them. Make sure that ink or correction fluid is dry before placing originals.	"Maintaining Your Machine", *General Settings Guide*
Received image is too light.	Request the sender to increase image density.	---
	When using moist, rough, or processed paper, the printed image may be partly invisible. Only use recommended paper.	"Copy Paper", *General Settings Guide*
	When appears on the display, toner is beginning to run out. Replace the toner cartridge soon.	"Adding Toner", *General Settings Guide*
The machine failed to print received fax messages.	If this happened when the receive file indicator was lit, a problem such as run out of paper or toner might disable printing.	p.84 "Substitute Reception", *Facsimile Reference <Advanced Features>*
	[Store] has been selected for **[Reception File Setting]**. Print the fax messages using a Web browser or the print Stored RX File function.	p.120 "Printing fax information using a Web browser", *Facsimile Reference <Advanced Features>* and p.34 "Printing Received and Stored Documents", *Facsimile Reference <Advanced Features>*
	When is lit, load paper into the tray.	"Loading Paper", *General Settings Guide*
Message appears blank at the other end.	The original was placed upside down. Place it properly.	p.13 "Placing Originals"
Both transmission and receiving are impossible.	Make sure that the modular cord is correctly connected.	p.194 "Connecting the Machine to a Telephone Line and Telephone", *Facsimile Reference <Advanced Features>*
	The terminal adaptor setting is incorrect. Check the setting.	---

Problem	Causes and solutions	Reference
Transmission is possible, though receiving is impossible.	The optional terminal adaptor setting is incorrect. Check the setting.	---
Receiving is possible, though transmission is impossible.	The optional terminal adaptor setting is incorrect. Check the setting.	---
When using On Hook Dial or Manual Dial, "Receiving" appears and transmission is not allowed.	If the machine fails to detect the size of the original when the **[Start]** key is pressed, it performs a receiving operation. Press **[Scan Area]**, select the scan area, and then resend the document.	p.16 "Setting a Scan Area"
All fax messages stored in memory have been lost. Those messages include ones stored through Memory Transmission/Reception, Confidential Reception, Substitute Reception, or Auto Document.	When about one hour passes after power of the machine is turned off, all fax messages stored in memory are lost. If any messages have been lost for this reason, a Power Failure Report is automatically printed when the machine is turned on. If fax messages stored for Memory Transmission have been lost, check the destinations and resend the messages. If fax messages received through Memory, Confidential or Substitute Reception have been lost, ask the senders to resend the messages. If Auto Documents have been lost, reprogram them.	p.145 "E-mail Settings", *Facsimile Reference <Advanced Features>*
Transmission failed due to "Exceeded max. E-mail size" error.	If the e-mail size specified on the machine exceeds, an Internet Fax document cannot be sent. Set Max. E-mail Size to OFF, or specify the maximum e-mail size to a larger volume. Then, resend the document.	p.145 "E-mail Settings", *Facsimile Reference <Advanced Features>*
When a correct password is entered, you cannot print documents that appear in the confidential box or bulletin board box, or transmit / print out stored documents.	Documents are locked by a security function when incorrect passwords are entered a certain number of times. Contact the administrator.	"Extended Security Function", *General Settings Guide*

When Things Don't Go as Expected

I Want...	Operation	Reference
to cancel a Memory Transmission.	If the original is being scanned, press **[Stop Scanning]** or the **【Clear/Stop】** key.	p.24 “Canceling a Memory Transmission”
	If the original is being sent or if it is in standby, press **[Change/Stop TX File]** or the **【Clear/Stop】** key.	p.24 “Canceling a Memory Transmission” p.19 “Canceling a Transmission”, *Facsimile Reference <Advanced Features>*
to cancel an Immediate Transmission.	Press **[Stop Transmission]** or the **【Clear/Stop】** key.	p.29 “Canceling an Immediate Transmission”

INDEX

A

Adjusting The Volume, 71
At Dialing, 71
At Printing, 71
At Reception, 71
At Transmission, 71
On Hook Mode, 71
Authorized Reception, 49
Auto E-mail Reception, 59
Auto Reception, 45

B

Batch Transmission, 48
BCC transmission, 50
Broadcasting, 20
Broadcasting Sequence, 23

C

Chain Dial, 48
Check Modes key, 3
Clear Modes key, 3
Clear/Stop key, 5
Communicating indicator, 4
Confidential file indicator, 4
Confidential Reception, 49
Confidential Transmission, 48
Control Panel, 3
CSI->Own Fax Number, 64

D

Destination list, 35, 37
Detail, 30
Display, 5
Display Panel, 3

E

ECM, 48
Entering a fax number, 35
Entering an e-mail address, 36
Enter Text, in e-mail, 50
Error Messages, 74

F

Facsimile key, 4, 72
Fax Header, 63
Deleting, 67
Editing, 66
Programming, 64
Faxing, 11
Functions Not Supported by e-mail Reception, 49
Functions Not Supported by e-mail Transmission, 48

G

Getting Started, 3
Groups
Specifying a Destination, 35

I

ID Transmission, 48
Image Density (Contrast), 30, 32
Immediate Transmission, 11, 12, 27, 48
Canceling, 29
Internet Fax, 47
Internet Fax Precautions, 48
Internet Fax, Sending, 50

J

JBIG Transmission, 48

K

key (Enter key), 5

M

Main Power indicator, 3
Manual Dial, 48
Manual Reception, 45
Memory File Transfer, 48
Memory Lock Reception, 49
Memory Transmission, 11, 12, 20
Canceling, 24

N

Number keys, 5

O

On Hook Dial, 48
On Hook Dial key, 4
On indicator, 4
Operation switch, 4
Original Type, 30, 31
Own Fax Number, 64
    Deleting, 67
    Editing, 66
    Programming, 64
Own Name, 63
    Deleting, 67
    Editing, 66
    Programming, 64

P

Pause, 35
Pause/Redial key, 4
Photo, 31
Placing Originals, 13
Polling Reception, 49
Polling Transmission, 48
Program key, 3
Programming, 63

Q

Quick Dial
    Specifying a Destination, 35

R

Received Images, 60
Receive File indicator, 4
Receiving Internet Fax, 59
Reception, 45
    Auto Reception, 45
    Manual Reception, 45
Reception Confirmation, 56
Reception File Print Quantity, 49
Reception Notice, 50, 56
Resolution, 30
RTI->Own Name, 63

S

Scan Settings, 30
Stamp Sender Name, 55
Standard, 30
Start key, 5
Start Manual RX key, 4
SUB Code Reception, 49
Subject, in e-mail, 50, 55
Super Fine, 30

T

Text, 31
Text / Photo, 31
Tone, 36
Tone key, 4
Toner, 73
Transmission by SUB Code, 48
Transmission of an Internet Fax
    Canceling, 57
TTI->Fax Header, 63

U

User Tools/Counter key, 3

Copyright © 2003

FAX Option Type 2027 Operating Instructions Facsimile Reference <Basic Features>

Printed in Japan
AE (AE) B576-8608