



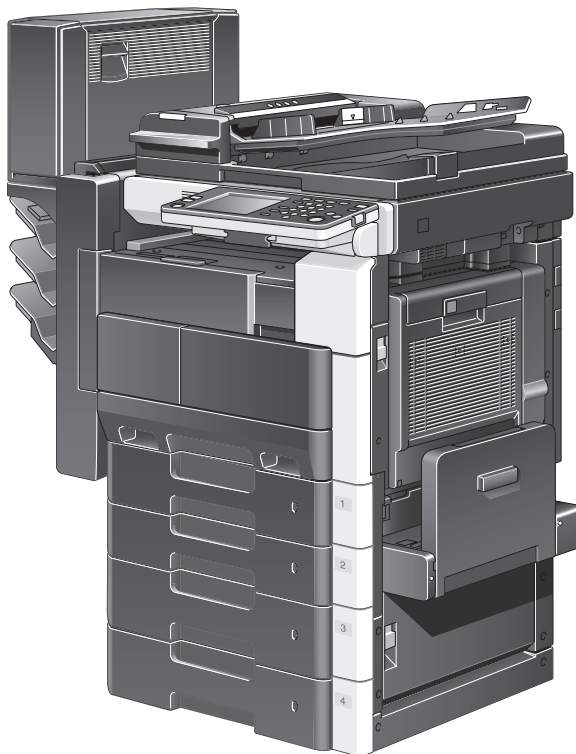
KONICA MINOLTA

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362/350/282/250/222

User's Guide [Facsimile Operations]



Introduction

Thank you for your purchase of this Konica Minolta digital electronic photocopying machine.

This User's Guide describes operating procedures and precautions for the use of the Fax functions. Be sure to read this User's Guide before starting any machine operations.

For correct operation, also read this User's Guide before starting any machine operations.

In order to ensure that this machine is used correctly and safely, carefully read the "Installation and operation precautions" in the User's Guide [Copy Operations] before using the machine.

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Special Notice to User

For Canada

NOTICE:

This product meets the applicable Industry Canada technical specifications.

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

AVIS:

Le present materiel est conforme aux specifications techniques applicables d'Industrie Canada.

L'indice d'equivalence de la sonnerie (IES) sert a indiquer le nombre maximal de terminaux qui peuvent etre raccordes a une interface telephonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, a la seule condition que la somme d'indices d'equivalence de la sonnerie de tous les dispositifs n'excede pas 5.

For U.S.A.

FCC PART 68 REQUIREMENTS:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the cover of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If required, this information must be provided to the telephone company.

This equipment uses certification jack USOC RJ11C.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.

A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0).

To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: US:AAAEQ##TXXXX.. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment FK-503, ML-502 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment FK-503, ML-502, for repair or warranty information, please contact the Konica Minolta dealer location where you purchased this equipment. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information. If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of FK-503, ML-502 does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps: See “Programming a name (TSI Registration)” on page 10-27.

WARNING/CAUTION Explained



WARNING

The exclamation point within an equilateral triangle followed by the word “Warning” is intended to alert the user to the possibility that a disregard for the warning may result in fatal hazards or critical injuries. Be sure to focus your attention on the Warning headings when reading the Copier User’s Guide.



CAUTION

The exclamation point within an equilateral triangle followed by the word “Caution” is intended to alert the user to the possibility that a disregard for the caution may result in minor injuries or in physical damage. Be sure to focus your attention on the Caution headings when reading the Copier User’s Guide.

For New Zealand

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

This equipment does not fully meet Telecom’s impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

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.

The automatic calling functions of this equipment must not be used to cause a nuisance to other customers.

Telepermitted equipment only may be connected to the auxiliary telephone port. The auxiliary port is not specifically designed for 3-wire connected equipment. 3-wire might not respond to incoming ringing when connected to this port.

For Europe

The Facsimile has been approved in accordance with Council Decision 1999/5/ EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of problems, you should contact your equipment supplier in the first instance.



The CE marking must be affixed to the product or to its data plate. Additionally it must be affixed to the packaging, if any, and to the accompanying documents.

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Getting Started

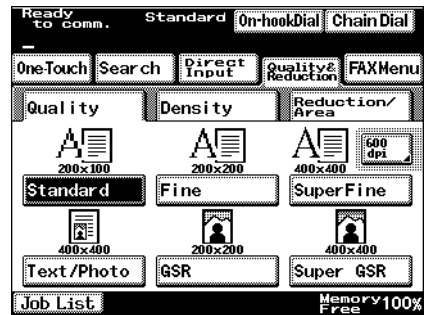
Sending a fax

The basic procedure for sending a fax is described below.

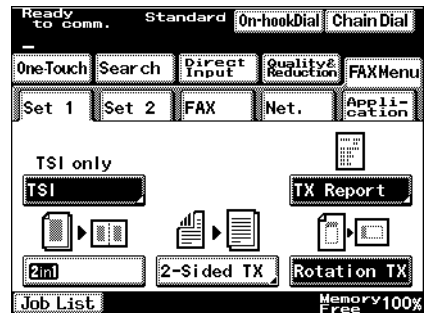
In order to use the Fax functions, the optional fax kit must be installed.

- 1 Press the [Fax/Scan] key in the control panel to enter Fax mode.
 - If the machine is set to display the FAX/Copy screen when it is in standby, a fax can be sent simply by specifying the recipient's fax number or by entering “#” and a one-touch number. For details, refer to “Default Screen” on page 10-12.
- 2 Position the document to be faxed.
 - For details on positioning the document, refer to “Feeding the document” on page 2-5.
- 3 Specify the desired settings.

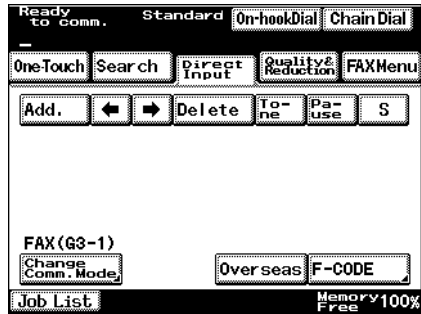
Quality & Reduction screen



FAX Menu screen

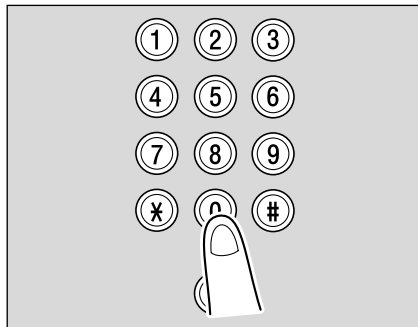


4 Touch [Direct Input].



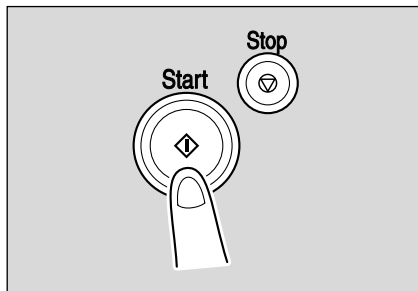
5 Using the keypad, type in the fax number of the recipient.

- If an incorrect fax number was entered, touch [Delete] to correct the number.
- To erase the entered number, press the [C] (clear) key.



6 Press the [Start] key in the control panel.

- If the fax could not be sent, refer to “When unable to send” on page 2-36.

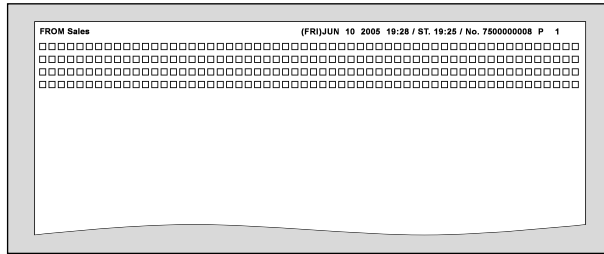


Available features

Printing transmission information

A fax can be sent printed with information such as the sender's name, the transmission date and time, document number, and number of pages. This is useful for informing the recipient of the sender's information.

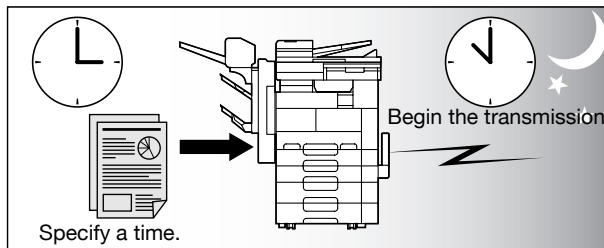
For details, refer to page 6-7.



Sending a fax at a specified time

A fax can be sent at a specified time. Sending faxes at discounted calling times, such as at night or early in the morning, can help reduce costs.

For details, refer to page 6-18.



Sending one scanned page at a time (Quick Scan TX)

With this feature, faxing begins at the same time that the document page is scanned.

For details, refer to page 6-22.

Overseas faxing

When faxing to a location where transmission conditions are poor, a slower transmission speed can be set to ensure that the fax can be sent.

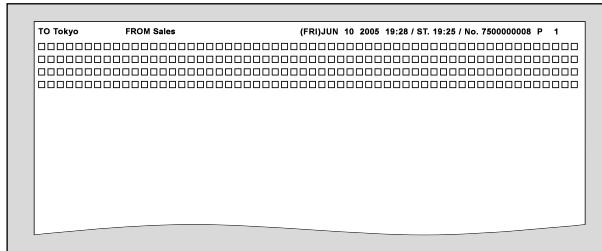
For details, refer to page 2-18.

Sending a fax printed with the recipient's name

The recipient's name can be printed on the fax that is sent.

This allows the fax to be delivered to the correct person on the receiving end.

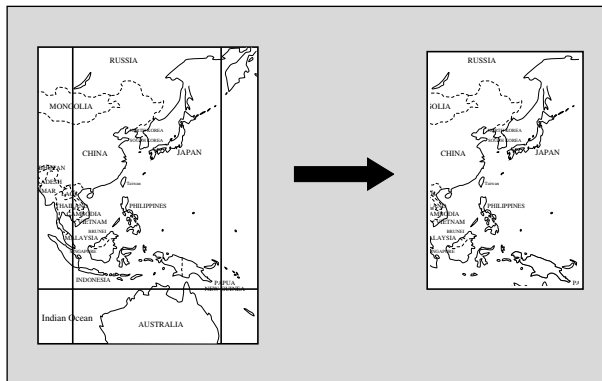
For details, refer to page 6-7.



Sending a fax with the document scanning area specified

The fax can be sent after the size of the area to be scanned is specified. This is useful when you want to fax only a portion of the document.

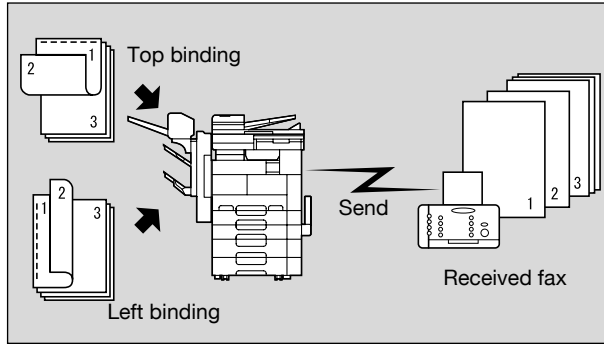
For details, refer to page 2-13.



Specifying the binding position of double-sided documents

The fax can be sent after the binding position is specified so that the position of the back of the document page can be adjusted.

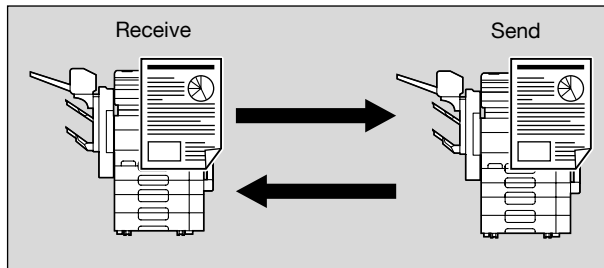
For details, refer to page 6-14.



Sending a fax with a command sent from the recipient

A document loaded to be scanned or stored on the machine can be sent when a command is sent from the recipient.

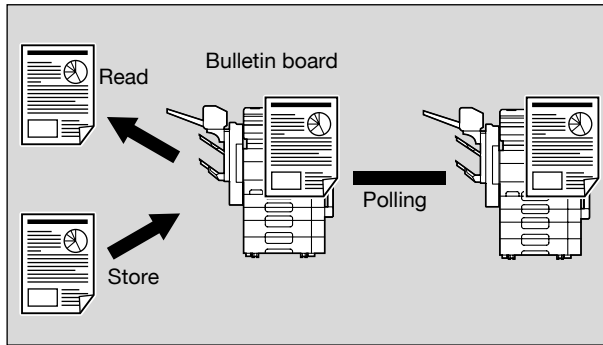
For details, refer to page 8-6.



Storing a document for polling

A document that you want viewed can be stored on the bulletin board to be sent through polling. In addition, a document can be received through polling from a different bulletin board.

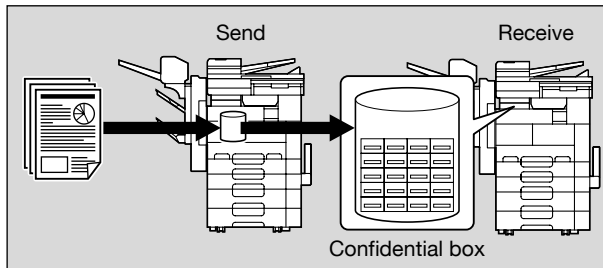
For details, refer to page 8-3.



Using a confidential box

A document to be sent to or received by a specific person can be transmitted using a confidential box.

For details, refer to page 6-28.



Sending a fax protected with a password

If the recipient is set up for the closed communication, a fax can be sent protected with a password.

For details, refer to page 6-23.



Advanced scanning features

The following features are available if scanner unit is installed.

- IP Scanner
With the advanced scanning features, a document can be scanned with the touch of a button, and the scan data can be set to the computer with the specified IP address. (If “Enhance Security” is set to “ON”, IP Scanner cannot be used.)
- IP address fax
By specifying an IP address, a fax can be sent via the LAN to a fax machine connected to the network. Since the telephone line is not used, communication costs can be reduced.
- Scan to PC
A document can easily be scanned with a one-touch dial button, and the scan data can be sent to the computer with the specified IP address.
- IP Relay
A fax can be sent through a relay machine connected to the LAN.

For more details, refer to the User’s Guide [Advanced Scan Operations] on the enclosed CD-ROM.

User's Guides

The following User's Guides have been prepared for this machine.

User's Guide [Copy Operations]

This manual contains details on basic operations and the operating procedures for the various copy functions.

- Refer to this User's Guide for details on operating procedures for copy functions, including precautions on installation/use, turning the machine on/off, loading paper, and troubleshooting operations such as clearing paper misfeeds.

User's Guide [Network Scanner Operations]

This manual contains details on specifying network functions for standard equipment and on operations for scanning functions.

- Refer to this User's Guide for details on operating procedures for network functions and for using the Scan to E-Mail, Scan to FTP, Scan to SMB and Internet fax operations.

User's Guide [Box Operations]

This manual contains details on operating procedures for using the Box functions.

- Refer to this User's Guide for details on printing a proof copy or a locked job and on functions that use the optional hard disk drive, such as routing and saving documents in boxes.

User's Guide [Print Operations]

This manual contains details on operating procedures using the standard built-in printer controller.

- For details on the printing functions, refer to the User's Guide (PDF file) on the Driver CD-ROM.

Quick Guide [Print Operations]

This manual contains details on operating procedures using the standard built-in printer controller.

- Refer to this Quick Guide for basic operating procedures on the printing functions.

User's Guide [Advanced Scan Operations]

This manual contains details on the operating procedures for the functions that can be used when the optional scanner unit is installed.

- Refer to this User's Guide for details on using the IP address faxing, IP Relay and Scan to PC operations and on using IP Scanner.

User's Guide [Facsimile Operations] (this manual)

This manual contains details on operating procedures for using the Fax functions.

- Refer to this User's Guide for details on operating procedures for the Fax functions when the fax kit is installed.

User's Guide [Fax Driver Operations]

This manual contains function details on the fax driver, which is used to send faxes directly from a computer.

- Refer to the User's Guide (PDF file) on the Driver CD-ROM for details on procedures for performing PC-FAX operations.

Explanation of manual conventions

Titles indicate the contents of the section.

Text that appears in this manner describes the function limitations and options required to use certain functions.

Names highlighted as shown above indicate keys on the control panel, buttons in the touch panel, and the power switches.

Touch panel screens are shown to check the actual display.

Text that appears in this manner describes supplemental information, such as precautions, references and actions, relating to steps.

Text that appears in this manner provides answers to problems and questions that may occur during operation.

Auxiliary functions

8

8.10 Printing copies overlapping a different image ("Image Overlay" function)

Images previously stored on the hard disk can be printed overlapping copies.

To store an overlay image (Store Overlay)

- ✓ The "Image Overlay" function is available only if optional hard disk HD-504 is installed.

- 1 Position the overlay document to be stored on the hard disk.
- 2 Press the [Utility/Counter] key, and then touch [User Setting]. The User Setting screen appears.

Utility/Counter			[Exit]
Start	User Measurement	Initial	0
Start	User Measurement	Initial	0
Print Management	Reports	Initial	0
Print	Reports	Initial	0
Print	Reports	Initial	0
Print	Reports	Initial	0
			[Touch]
Memory 100%			
- 3 Select the size of the area to be scanned.
 - To cancel changes to the settings, touch [Cancel].

Select the size of the Original or choose Quick Size.			
Utility/Counter			
Start	[Cancel]	[Enter]	
A3	A6	B6	[Enter]
A4	B4	FLS	
A5	B5	System	Setup

 - ? What do the Book Erase settings do?
 - If a Book Erase setting is selected, the dark shadows around the document or along the center of the document can be erased.
- 4 Touch [Enter].

8-30

CAUTION

Handling toner and toner bottles

- Do not throw toner or the toner bottle into a fire.
- Toner expelled from the fire may cause burns.

WARNING , CAUTION


Text highlighted in this manner indicates precautions to ensure safe use of this machine. "Warning" indicates instructions that, when not observed, may result in fatal or critical injuries. "Caution" indicates instructions that, when not observed, may result in serious injuries or property damage.

(The page shown above is an example only.)

Auxiliary functions 8

5 Select the document orientation.

- To cancel changes to the settings, touch [cancel].



6 Press the [Start] key.
The document is scanned, and the overlay image is stored.

⋮

Reminder
Be sure to use toner bottles of the specified model, otherwise the machine may be damaged.

⋮

Note
The size of the scanned area appears on the button where the image is stored.

🔍

Detail
For details on replacing the toner bottle, refer to "To replace the toner bottle" on page 9-4.

8-31

Chapter 8
Auxiliary functions

⋮

Reminder
Text highlighted in this manner indicates operation precautions. Carefully read and observe this type of information.

🔍

Detail
Text highlighted in this manner provides more detailed information concerning operating procedures or references to sections containing additional information. If necessary, refer to the indicated sections.

⋮

Note
Text highlighted in this manner contains references and supplemental information concerning operating procedures and other descriptions. We recommend that this information be read carefully.

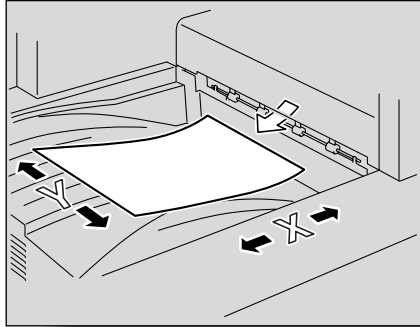
(The page shown above is an example only.)

Descriptions and symbols of documents and paper

The descriptions and symbols used in this manual for documents and paper are explained below.

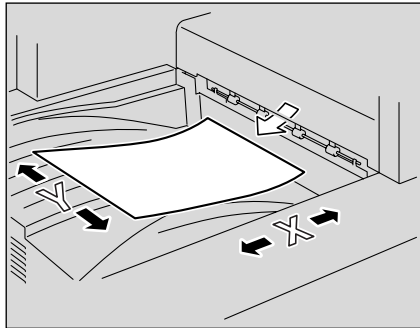
“Width” and “Length”

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “Y” in the illustration), and the second value refers to the length (shown as “X”).

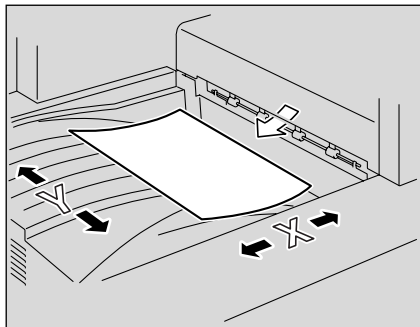


☐ and □

If the length (X) is longer than the width (Y), the paper orientation is indicated by ☐.



If the length (X) is shorter than the width (Y), the paper orientation is indicated by □.





Before use

1 Before use

1.1 Precautions

Telephone lines

The following types of telephone lines can be connected to this machine

- Local telephone line (including fax communication networks)
- PBX (private branch exchange, two line system)

Be sure to check the following for the telephone line to be used.

- The call waiting service is not used.
- If a digital line is multiplexed in a corporate network used by customers, the fax communication may be subject to the following limitations.
 - The transmission speed is limited.
- If an IP telephone is used, the status of the ADSL or Internet connection may reduce the transmission quality, or special faxes may not be transmitted correctly.

If this machine is used via an IP telephone and these types of problems occur frequently, use the machine with a general local telephone.

For details on using this machine with a general local telephone, refer to the manual for the device used to connect your IP telephone or contact your IP telephone company.

- If a private branch line using VoIP technology is used, settings must be specified from the private branch exchange in order for the fax connection to be established.
- If a country code and recipient's telephone number is entered immediately after the international dialing code, a busy signal is heard while the number is dialed and the fax cannot be sent. In this case, touch [Pause] twice after entering the international dialing code, and then enter the remainder of the telephone number after a six-second period. If the fax still cannot be sent, use the "Quick Scan TX" function.

Although rare, there may be times when a transmission error occurs when the default settings are used. This results from the multiplexing device placing extreme restrictions on the band used for the line on the assumption that it will be used for voice transmissions.

In addition, these restrictions vary depending on the devices that make up the network. For details, contact your network administrator.

Options

In order to use the Fax functions with this machine, the optional fax kit (FK-503) must be installed.

In order to use transmission/reception functions using two telephone lines, the optional fax multi line (ML-502) must be installed.

1.2 Part names and their functions

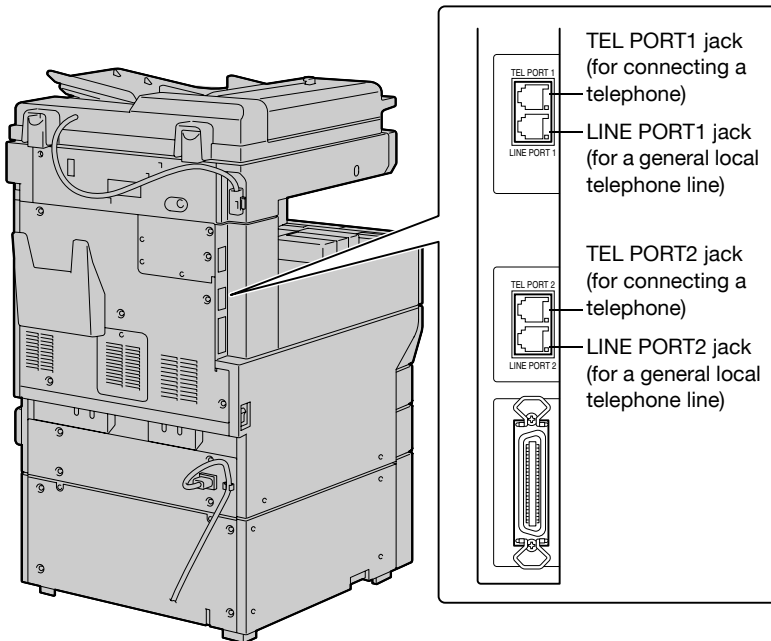
Use the appropriate telephone according to the type of telephone line used. It may not be possible to use some types of telephones.



Note

In order to use the Fax functions, optional fax kit must be installed.

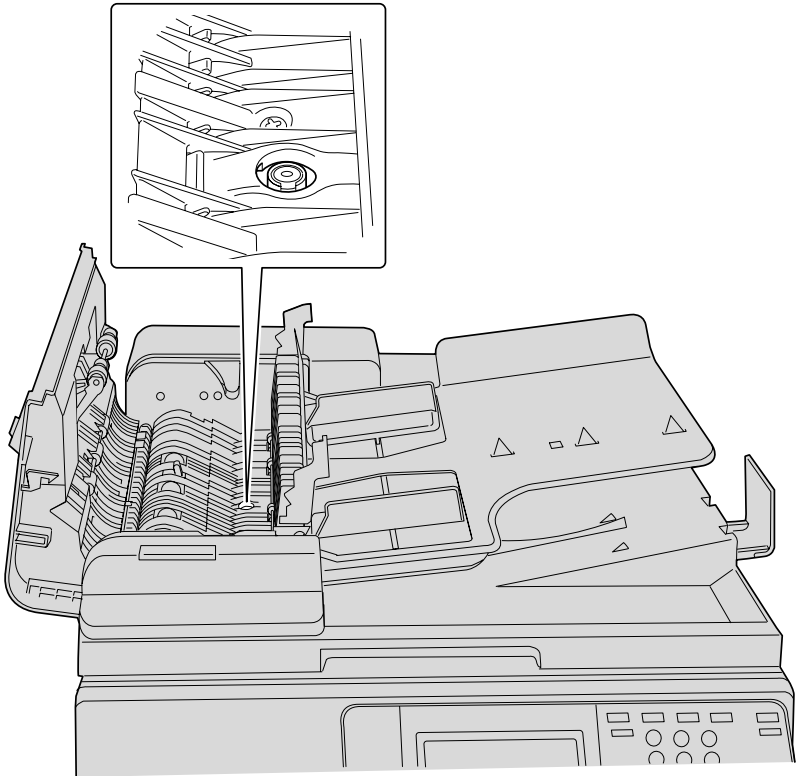
Back of main unit (Fax Kit FK-503)



* The illustration above shows the optional fax multi line (TEL PORT2 and LINE PORT2) installed.

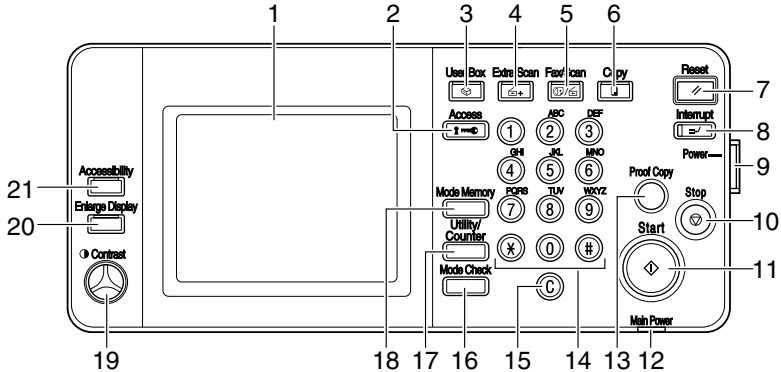
Stamp Unit SP-501

Scanned documents can be identified by stamping them. This feature can be used only if the ADF is installed. When the printed stamps become faint, replace the stamp with optional spare TX maker stamp 2.



1.3 Using the control panel

Control panel



No.	Part name	Description
1	Touch panel	Displays various screens and messages. Specify the various settings by directly touching the panel.
2	[Access] key	If user authentication or account track settings have been applied, press this key after entering the user name and password (for user authentication) or the account name and password (for account track) in order to use this machine.
3	[User Box] key	Press to enter Box mode. While the machine is in Box mode, the indicator on the [User Box] key lights up in green. For details, refer to the User's Guide [Box Operations].
4	[Extra Scan] key	Press to enter Extra Scan mode. While the machine is in Extra Scan mode, the indicator on the [Extra Scan] key lights up in green. For details, refer to the User's Guide [Network Scanner Operations] and the User's Guide [Advanced Scan Operations].
5	[Fax/Scan] key	Press to enter Fax/Scan mode. While the machine is in Fax/Scan mode, the indicator on the [Fax/Scan] key lights up in green. For details on the Fax functions, refer to this manual. For details on the Scan functions, refer to the User's Guide [Network Scanner Operations]. For details on the IP address fax, IP relay and Scan to PC operations, refer to the User's Guide [Advanced Scan Operations].
6	[Copy] key	Press to enter Copy mode. While the machine is in Copy mode, the indicator on the [Copy] key lights up in green. For details, refer to the User's Guide [Copy Operations].

No.	Part name	Description
7	[Reset] key	Press to clear all settings (except programmed settings) entered in the control panel and touch panel.
8	[Interrupt] key	Press to enter Interrupt mode. While the machine is in Interrupt mode, the indicator on the [Interrupt] key lights up in green and the message "Now in Interrupt mode." appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.
9	[Power] (auxiliary power) key	Press to turn the control panel on or off. When the [Power] (auxiliary power) key is turned off, the machine enters a state where it conserves energy.
10	[Stop] key	Press the [Stop] key while a Fax function is selected to stop the fax transmission.
11	[Start] key	Press to begin the operation selected in the Box, Fax, Scan or Copy mode. If a Fax function is selected, the fax transmission begins. When the machine is ready to start the operation, the indicator on the [Start] key lights up in green. If the indicator on the [Start] key lights up in orange, the operation cannot begin.
12	Main Power indicator	Lights up in green when the machine is turned on with the main power switch.
13	[Proof Copy] key	Press to print a single proof copy to be checked before printing a large number of copies. This key is not available in Fax mode.
14	Keypad	Use to type in numbers. These keys can be used when storing telephone numbers or other data. They can also be used to type in the number of copies to be produced, the zoom ratio, and the various settings.
15	[C] (clear) key	Press to erase a value (such as the telephone number, the number of copies, a zoom ratio, or a size) entered using the keypad.
16	[Mode Check] key	Press to display screens showing the specified settings.
17	[Utility/Counter] key	Press to display the Utility/Counter screen.
18	[Mode Memory] key	Press to register (store) the desired copy settings as a program or to recall a registered copy program. This key is not available in Fax mode.
19	Contrast dial	Use to adjust the contrast of the touch panel.
20	[Enlarge Display] key	Press to enter Enlarge Display mode.
21	[Accessibility] key	Press to display the Accessibility Settings screen. For details, refer to the User's Guide [Copy Operations].



Reminder

Do not apply extreme pressure to the touch panel, otherwise it may be scratched or damaged.

Never push down on the touch panel with force, and never use a hard or pointed object to make a selection in the touch panel.

1.4 Initial settings

Required settings

After installation, settings must be specified for the following in order to use the Fax functions. Be sure to specify these settings correctly, otherwise fax transmissions cannot be performed.

- **Date & Time Setting:** Specify the date and time.
- **Self-telephone # Information:** Specify the fax number for the machine and the dialing method that is used.
- **TSI Registration:** Program the name of the transmission source.
- **Reception Mode:** Select whether faxes will be received automatically or manually.

Date & Time Setting

- **Date & Time Setting**
Specify the current date and time.
- **Time Zone**
Specify the time zone.



Detail

For details on specifying the date and time, refer to the User's Guide [Copy Operations].

Self-telephone # Information

- **Self-Telephone #**
Program the machine's telephone number (local telephone number). The local telephone number is used when notifying the recipient of the machine's telephone number.
- **PBX Connection Mode**
The fax may not be transmitted correctly if a PBX (private branch exchange) is used. Specify the correct setting when a general local telephone line is used with a PBX.
- **Dialing Method**
Select the dialing method according to the telephone line being used. The dialing method can be a push-button line (PB) or a dial phone line (DP 10 pps or DP 20 pps). If the machine is not set for the dialing method used, faxes cannot be transmitted.



Detail

For details, refer to "Programming the telephone number ("Self-telephone # Information" parameter)" on page 10-23.

TSl Registration

The transmission source name (name of the machine indicated in alphanumeric characters) is registered as a part of the header information written at the edge of the sent document. A maximum of 40 alphanumeric characters and symbols can be entered, and up to 8 sets of information can be programmed.



Detail

For details, refer to “Programming a name (TSl Registration)” on page 10-27.

Reception Mode

Select whether faxes will be received automatically or manually.

To automatically receive faxes, select the setting for automatic reception. If the phone line is often busy, such as if an external telephone is connected, or if a remote reception function is to be used, select the setting for manual reception.



Detail

For details, refer to “Specifying the reception mode and the number of rings (RX Functions)” on page 10-46.

Useful functions

Specify the following to allow the Fax functions to be used more easily.

- One-Touch: Register recipient dialing information with one-touch dial buttons.
- FAX Program: Register recipient information and transmission settings with program buttons.
- Default Screen: Specify the mode screen that is given priority to be displayed when the machine is in standby.

One-Touch

A maximum of 540 telephone numbers can be programmed. This is convenient for specifying a recipient simply by pressing a button.



Detail

For details, refer to "Programming a one-touch dial button" on page 9-5.

FAX Program

A maximum of 30 transmission setting programs can be registered. This is convenient for specifying a recipient and the transmission settings simply by pressing a button.



Detail

For details, refer to "Registering a transmission program" on page 9-19.

Default Screen

Specify whether the screen given priority to be displayed when the machine is in standby is for the Copy mode or the Fax mode or is automatically selected. Selecting "FAX/Copy Auto" is convenient since it allows the copy functions and fax functions to easily be used.



Detail

For details, refer to "Default Screen" on page 10-12.

1.5 Fax settings screen

Fax mode screen

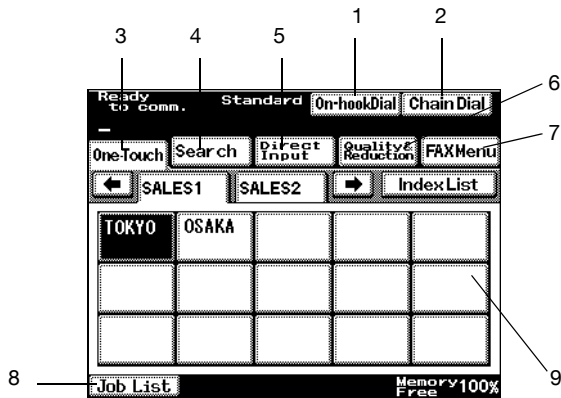
The Fax mode screen appears when the [Fax/Scan] key is pressed.

In the Fax mode screen, the various settings are divided onto five tabs available by touching [One-Touch], [Search], [Direct Input], [Quality & Reduction], and [FAX Menu].



Detail

The machine can be set to display the Fax mode screen when it is in standby. In addition, the initial functions displayed in the Fax mode screen can be specified. For details, refer to "Default Screen" on page 10-12.



No.	Item Name	Description
1	[On-hook Dial] button	If an external telephone is connected, a transmission connection can be made while the receiver is on its hook.
2	[Chain Dial] button	Multiple one-touch dial recipients can be combined and called.
3	[One-Touch] button	Select a one-touch dial button. The one-touch dial buttons are divided on 36 screens (indexes), and up to 540 one-touch dial buttons (15 per index screen) can be registered. Program buttons appear with a frame around them. One-touch dial buttons programmed with a secondary destination appear with "S" in the upper-right corner of the button.

No.	Item Name	Description
4	[Search] button	Search for a recipient registered with a one-touch dial button. In order to display the Search screen, one-touch dial buttons must be programmed. For details on programming one-touch dial buttons, refer to “Registering/specifying settings” on page 9-3.
5	[Direct Input] button	Directly type in the fax number of the recipient.
6	[Quality & Reduction] button	Specify the image quality, density and zoom ratio for the fax to be sent.
7	[FAX Menu] button	Specify settings for the various transmission functions.
8	[Job List] button	Documents queued to be printed, the transmission result and documents saved on the bulletin board or in a confidential box can be checked.
9	Settings screen	The settings for the selected function are displayed.

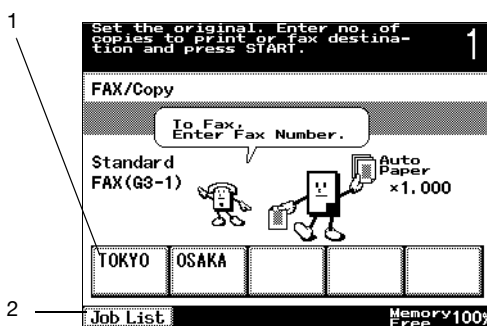
FAX/Copy screen

This screen appears while the machine is in standby and allows fax and copy operations to easily be performed. This screen appears when “Default Screen” is set to “FAX/Copy Auto”.



Detail

For details on specifying the default screen, refer to “Default Screen” on page 10-12.



No.	Item Name	Description
1	One-touch dial buttons	The one-touch dial buttons 1 through 4 and copy program 1 are displayed.
2	[Job List] button	Documents queued to be printed, the transmission result and documents saved on the bulletin board or in a confidential box can be checked.

**Note**

If a number containing 4 or more digits or a number that begins with “0”, “” or “#” is typed in and the [Start] key is pressed, the number is assumed to be a telephone number and the fax transmission begins. If a number of 3 or less digits beginning with a character other than “0”, “*” or “#” is typed in, the number is assumed to be the number of copies and copying begins.*











If software switch settings were specified to limit dialing, the number is not determined by whether it begins with “0”, “” or “#”. To specify a transmission recipient, press the [Fax/Scan] key, and then touch [One-Touch]. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.*



If the software switch settings were used to specify that user authentication is performed only with scanning functions, the default screen does not appear.

If the [Copy] key is pressed, the Copy mode screen appears. To specify a copy function, press the [Copy] key.

If the [Fax/Scan] key is pressed, the Fax mode screen appears. To specify a fax function, press the [Fax/Scan] key.

Icons that appear in the screen

Icon	Description
	Indicates that the machine is dialing
	Indicates that the machine is waiting to redial
	Indicates that a fax document is being scanned
	Indicates that a fax is being received
	Indicates that a fax is being sent
	Indicates that there is a document saved for polling
	Indicates that a document is registered on the bulletin board
	Indicates that pages are being printed
	Indicates that printing was stopped
	Indicates that pages are queued to be printed

Icon	Description
	Indicates that the machine is set for manual reception
	Indicates that a document has been received in a box

1.6 User authentication and account track

This machine may be set so that an account or user name and a password must be entered in order to use the machine. When the required information is entered in the displayed screen, the normal mode screen appears. Contact the administrator for details on the account or user name for using the machine.



Detail

For details on the user authentication and account track settings, refer to the User's Guide [Copy Operations].

When user authentication settings have been specified

Input User Name and Password to login.

User Authentication

Login

User Name

Password

Memory 100% Free

When account track settings have been specified

Input Account Name and Password to login.

Account Track

Account Name

Password

Job List

Memory 100% Free



Transmission

2 Transmission

2.1 General fax operation

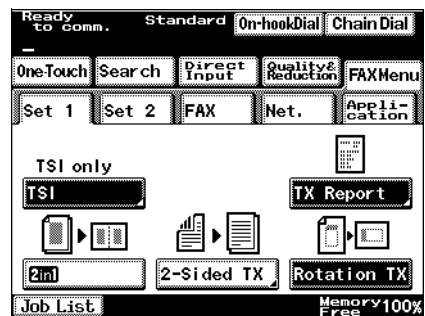
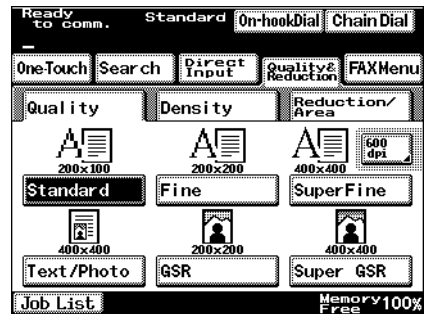
This section contains information on the general operation for sending a fax. An example of the basic procedure for sending a fax of a single-side document scanned using the ADF is described below.

To send a fax

1 Press the [Fax/Scan] key to display the Fax mode screen.

2 Touch [Quality & Reduction] and [FAX Menu], and then specify the desired settings.

- For details on the settings available on the Quality & Reduction screen, refer to “Specifying the transmission settings” on page 2-10.
- For details on the settings available on the FAX Menu screen, refer to “Useful transmission functions” on page 6-3.



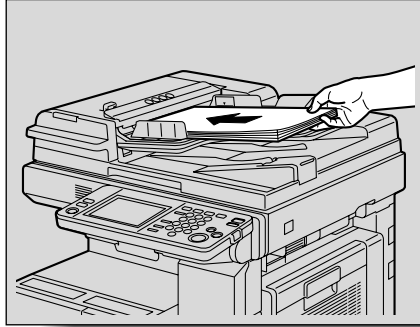
3 Specify the fax number of the recipient.

- The recipient can be specified in any of the following ways.
 - Direct dialing
 - One-touch dial buttons
 - Program buttons
- For details on specifying the recipient, refer to “Specifying a recipient” on page 2-18.

- Incorrect transmissions to unintended recipients can be prevented. For details, refer to “Specifying software switch settings (machine functions)” on page 10-69.

4 Load the document to be faxed facing up.

- For details on positioning the document, refer to “Feeding the document” on page 2-5.



5 Press the [Start] key.

Scanning of the document begins, and then the fax is sent.



Note

To stop the transmission, press the [Stop] key. For details, refer to “Stopping the transmission” on page 2-37.

If the fax could not be sent, a transmission report is printed. For details, refer to “When unable to send” on page 2-36.

Since a document with multiple pages is saved in the memory while it is being sent, the document is scanned at high speed.

2.2 Feeding the document

With this machine, the document can be loaded into the ADF or placed on the original glass. If the document is loaded into the ADF, the document is scanned automatically from the ADF.

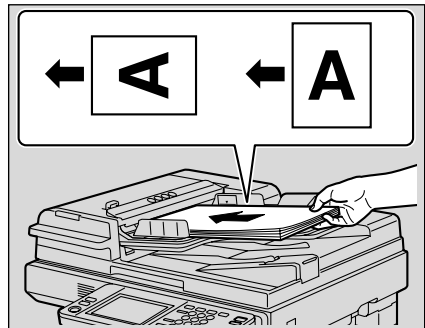
Loading the document into the ADF

If the ADF is used, documents containing multiple pages can be automatically scanned. In addition, double-sided documents can also be faxed.

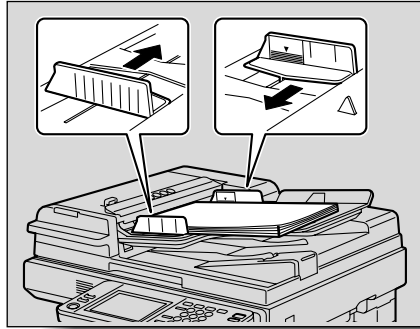
- ✓ Do not load documents that are bound together, for example, with paper clips or staples.
- ✓ Do not load more than 80 sheets or so many sheets that the top of the stack is higher than the ▼ mark, otherwise a document misfeed or damage to the document or machine may occur.
- ✓ If the document is not loaded correctly, it may not be fed in straight or a document misfeed or damage to the document may occur.

1 Close the ADF.

- 2 Load the document to be faxed facing up.
- Load the document pages so that the top of the document is toward the back or the right side of the machine.
 - Lightly insert the end of the document as far as possible. The machine makes a noise when the document is inserted.



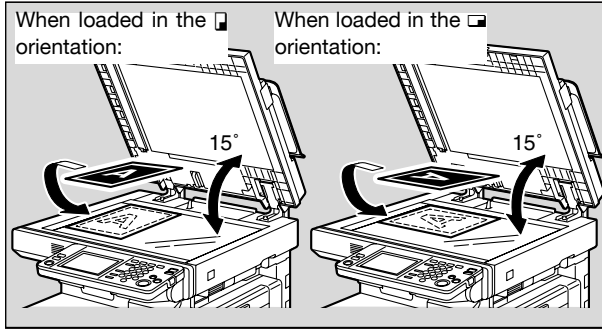
- 3 Slide the adjustable document guides against the edges of the document.




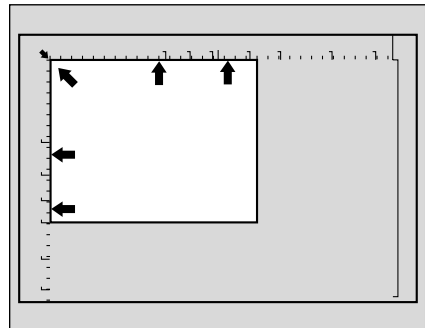
Placing the document on the original glass

- ✓ When placing the document on the original glass, be sure to lift open the original cover or ADF at least 15°. If the document is placed on the original glass without the original cover or ADF being lifted at least 15°, the correct document size may not be detected.
- ✓ Do not place objects weighing more than 2 kg on the original glass. In addition, do not press down extremely hard on a book spread placed on the original glass, otherwise the original glass may be damaged.
- ✓ For thick books or large objects, scan without closing the original cover or ADF. When a document is being scanned with the original cover or ADF open, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.
- ✓ The size of the following types of documents may not be correctly detected. In this case, specify the size before scanning. For details, refer to “Reduction/Area” on page 2-13.
 - Documents with a dark background
 - Documents that are transparent or where the back side can be read, such as with overhead projector transparencies or tracing paper
 - Non-standard-sized documents, long and thin documents, and documents that are not rectangular
 - Documents smaller than A5 (210 mm × 148 mm) or larger than A3 (420 mm × 297 mm)
- ✓ An area of 10 mm on all sides of the document cannot be scanned.
- ✓ When sending an A3- or B4-size document, the fax is automatically reduced to fit the size of paper loaded in the recipient’s fax machine. To send an A3- or B4-size document with its original dimensions, cancel automatic reduction of sent faxes. For details, refer to “Reduction/Area” on page 2-13.

- 1 Lift open the original cover or ADF.
- 2 Position the document face down onto the original glass.
 - Load the document pages so that the top of the document is toward the back or the left side of the machine.



- 3 Align the document with the  mark in the back-left corner of the document scales.



- 4 Close the original cover or ADF.

2.3 Faxing a multi-page document from the original glass

A document containing multiple pages can be faxed using the original glass.

Faxing using the original glass

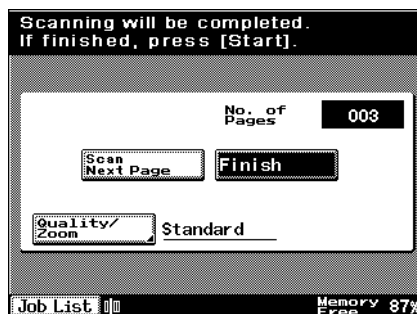
- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Specify the desired settings.
- 3 Specify the recipient.
- 4 Place the document on the original glass.
- 5 Press the [Start] key.
The first page of the document is scanned.

- 6 Position the second page of the document on the original glass, touch [Scan Next Page], and then press the [Start] key.
The second page of the document is scanned.
Repeat the procedure for the remaining pages in the document.



- Repeat step 6 until all document pages have been scanned.
- The amount of memory available can be checked beside “Memory Free” in the lower-right corner of the screen.
- To delete the scan data, press the [Stop] key, and then delete the job. For details, refer to “Stopping the transmission” on page 2-37.

- 7 After all document pages have been scanned, touch [Finish].



- 8 Press the [Start] key.
- To stop the transmission, press the [Stop] key. For details, refer to “Stopping the transmission” on page 2-37.
- The fax transmission begins.

**Note**

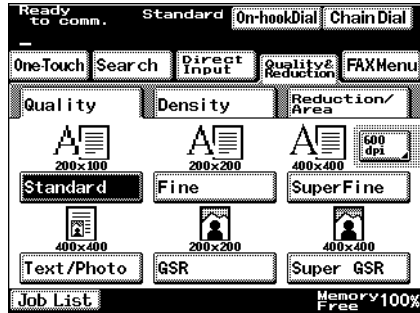
If the fax could not be sent, a transmission report is printed. For details, refer to “When unable to send” on page 2-36.

2.4 Specifying the transmission settings

Touch [Quality & Reduction] in the Fax mode screen to display [Quality], [Density], and [Reduction/Area], which can be used to specify transmission settings according to the document to be faxed.

To specify the transmission settings

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [Quality & Reduction].



- 3 Touch the button ([Quality], [Density], and [Reduction/Area]) for the functions to be set.



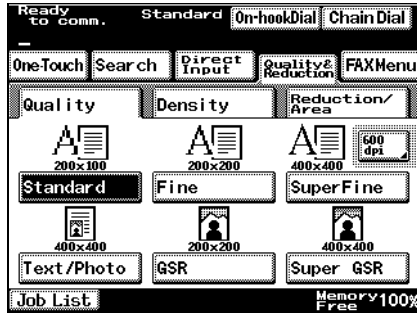
Note

The transmission settings cannot be specified separately for different pages.

The transmission settings return to their default settings after each transmission.

Quality

Select the appropriate Quality setting according to your document.



Six Quality settings are available. Select the setting that corresponds to your document.

Document type	Quality setting
Normal text (such as handwriting)	[Standard]
Small text (such as newspapers) or detailed illustrations	[Fine] [Super Fine]
Text and color shades (such as photos)	[Text/Photo]
Color shades (such as photos)	[GSR] [Super GSR]



Detail

Depending on the recipient's fax machine, it may not be possible to send faxes using the "Super Fine", "Super GSR" or "Text/Photo" settings. Instead, the fax is automatically sent with the "Fine" or "GSR" setting.

If the "Super Fine", "Super GSR" or "Text/Photo" setting is selected, the fax may be sent with a decreased image quality, depending on the quality of the recipient's fax machine or on whether the document size is larger than the paper loaded in the recipient's fax machine.

If a fax is sent with the "Text/Photo" setting selected, moire patterns may appear in photos of some documents. This is not a sign of a malfunction. To reduce the appearance of moire patterns, send the fax with the "GSR" or "Super GSR" setting.

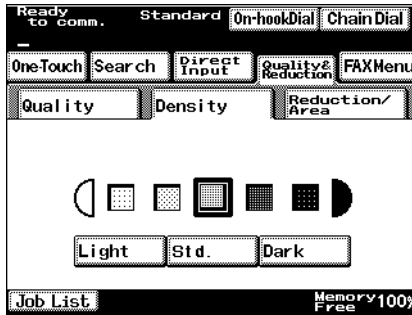


Note

The factory default setting is "Standard".

Density

Select the appropriate Density setting according to your document.



Five settings are available.

Each time [Dark] is touched, the density is darkened by one level. Each time [Light] is touched, the density is lightened by one level.

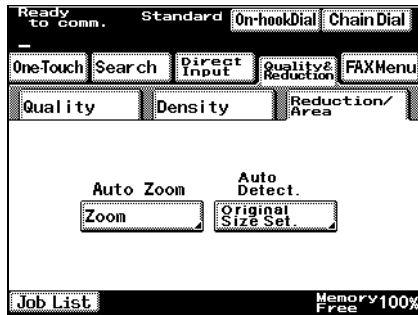


Note

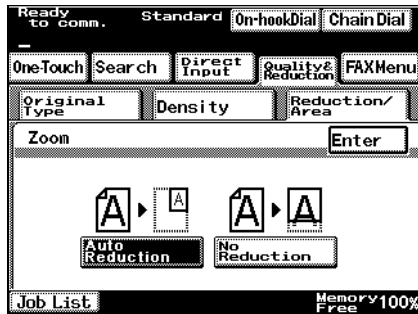
The factory default setting is the middle (third) setting.

Reduction/Area

The document zoom ratio and document size can be specified. To specify these settings, touch either [Zoom] or [Original Size Set.].



Reduction



Touch [Auto Reduction] to send the fax automatically adjusted according to the size of paper loaded in the recipient's fax machine.

Touch [No Reduction] to send the fax at its original size, trimming it to the size of the paper loaded in the recipient's fax machine.

However, a document with a width smaller than the A4 size is sent with an A4-size width.



Detail

If a document smaller than B4 size is sent, the fax is normally sent at its original size.

With documents B4 size or larger, select whether the document is reduced (“Auto Reduction” setting) or not (“No Reduction” setting) according to the size of paper loaded in the recipient’s fax machine.

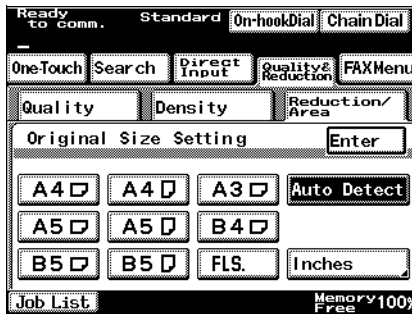


Note

The factory default setting is “Auto Reduction”.

The document may be printed at a reduced size after it is received, depending on the recipient’s fax machine.

Original Size Setting



Touch the button for the size and orientation of the document area to be scanned.

Touch [Auto Detect] to automatically select the size closest to the document size.

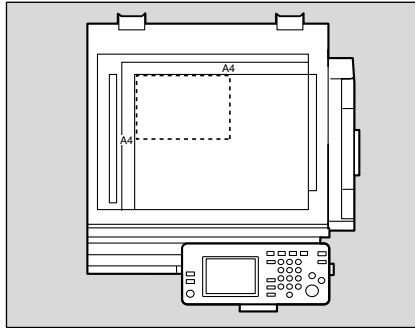


Note

The factory default setting is “Auto Detect”.

If “Auto Detect” is selected, a document smaller than A4 size is sent as A4 size.

Check the scanning size with the marks around the original glass. For example, if an A4 size is selected, the part of the document within the area indicated by the dotted line is faxed.



Checking the settings

The currently specified settings and the selected recipient can be checked from the Check Job Details screen.

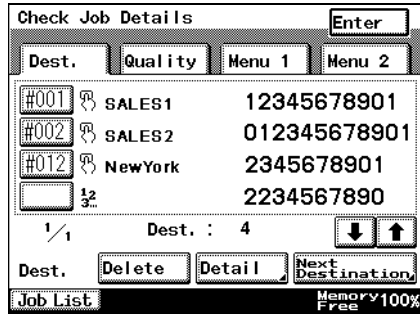
- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Specify a transmission recipient, and then specify settings on the Quality & Reduction and FAX Menu screens.
- 3 Press the [Mode Check] key.
- 4 Touch the button for the settings that you wish to check.


Check Job Details			Enter
Dest.	Quality	Menu 1	Menu 2
#001	SALES1	12345678901	
#002	SALES2	012345678901	
#012	NewYork	2345678901	
		2234567890	
1/1		Dest. : 4	↓ ↑
Dest.	Delete	Detail	Next Destination
Job List			Memory 100% Free


5 Touch [Enter] to finish checking the settings.

Dest. tab

Up to four selected destinations can be viewed in each screen. If more than four destinations have been selected, touch [↓] or [↑] to display a different screen. Destinations can be deleted or added.



 : Indicates that the recipient was selected using the one-touch dial buttons.

 : Indicates that the fax number was directly typed in.

[Delete]: Touch this button to delete the selected recipient.

[Detail]: Touch this button to check the transmission mode of the selected recipient.

[Next Destination]: Touch this button to add a recipient.



Detail

For details on adding a recipient, refer to “Specifying a recipient” on page 2-18.

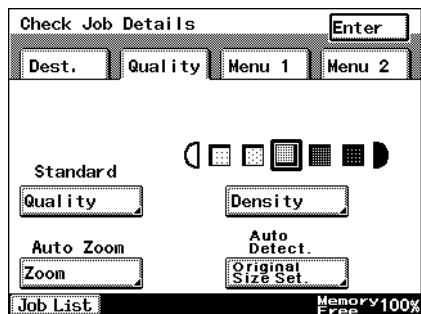
Quality tab

The Quality, Density, Zoom and Original Size Setting settings can be checked. Touch the button for the setting that you wish to change.



Detail

For details on the settings available on the Quality & Reduction screen, refer to “Specifying the transmission settings” on page 2-10.



Menu 1 and Menu 2 tabs

The settings specified from the FAX Menu screen can be checked. If a setting has been specified, the button appears selected. Touch a button to cancel or change the setting.



Detail

For details on the settings available on the FAX Menu screen, refer to “Useful transmission functions” on page 6-3.

Check Job Details				Enter
Dest.	Quality	Menu 1	Menu 2	
TSI				TX Report
2in	2-Sided TX			Rotation TX
Priority TX	Liner TX Setting			Stamp
Quick Scan TX	Password TX			Remote Copy
Job List				Memory 100% Free

Check Job Details				Enter
Dest.	Quality	Menu 1	Menu 2	
Subject Selection	Reply Address			File Name
Email Notification				
Job List				Memory 100% Free

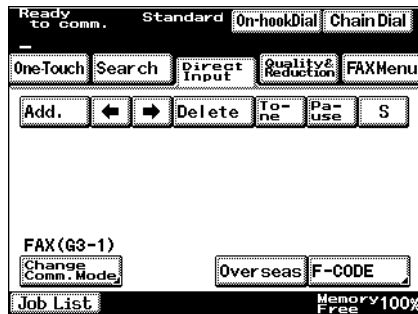
2.5 Specifying a recipient

The recipients can be specified in any of the following ways.

- Direct Input: Directly type in the fax number.
- One-Touch: Specify a recipient registered with a one-touch dial button.
- Program: Specify a recipient registered with a program button.
- Search: Search for a recipient registered with a one-touch dial button.


Using the Direct Input screen

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
 - If desired, touch [Quality & Reduction] or [FAX Menu], and then specify the desired settings. For details on the settings available on the Quality & Reduction screen, refer to “Specifying the transmission settings” on page 2-10. For details on the settings available on the FAX Menu screen, refer to “Useful transmission functions” on page 6-3.
- 2 Touch [Direct Input].



- 3 Use the keypad to type in the fax number for the recipient. If desired, enter a tone or a pause.
 - Tone: If pulse dialing is being used, touch this button to send a push-button tone. This is used when a fax information service is being used. “T” appears in the screen.
 - Pause: Touch this button to insert a pause when dialing. Touch [Pause] once to insert a 1-second pause. In addition, multiple pauses can be entered. “P” appears in the screen.
 - To erase the entered number, press the [C] (clear) key.
 - To select multiple recipients, touch [Add.], and then specify the next number.
 - S: To perform a checked receiver transmission, touch [S] to type in the special character “S”. For details on checked receiver transmissions, refer to “Check the recipient before sending” on page 2-29.

- When faxing overseas, depending on the destination, a transmission error may occur if the transmission conditions are poor. In this case, touch [Overseas] to decrease the transmission speed and allow the fax to be received more easily.

 When should [Pause] be used?

→ When sending a fax to an outside line, touch [Pause] after the outside line access number (for example, “0”) to ensure that a connection is established.

→ If a country code and recipient’s fax number is entered immediately after the international dialing code, a busy signal may be heard while the number is dialed and the fax cannot be sent. In this case, touch [Pause] twice after entering the international dialing code to enter a six-second pause.

4 Load the document.

5 Press the [Start] key.

Scanning of the document begins, and then the fax is sent.

If multiple recipients were selected, the Dest. tab of the Check Job Details screen appears so that the selected destinations can be checked. For details, refer to “Specifying multiple recipients (broadcast transmission)” on page 2-25.



Note

To stop the transmission, press the [Stop] key. For details, refer to “Stopping the transmission” on page 2-37.

If software switch settings were specified to limit dialing, a fax cannot be sent by directly typing in the fax number. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

If software switch settings were specified to prevent broadcast transmissions, a fax cannot be sent to multiple recipients. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Using a one-touch dial button

If a recipient has been registered with a one-touch dial button, the recipient's fax number can be dialed simply by pressing the programmed one-touch dial button.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
 - The recipient must have been registered with a one-touch dial button in advance. For details, refer to “Programming a one-touch dial button” on page 9-5.
 - If desired, touch [Quality & Reduction] or [FAX Menu], and then specify the desired settings. For details on the settings available on the Quality & Reduction screen, refer to “Specifying the transmission settings” on page 2-10. For details on the settings available on the FAX Menu screen, refer to “Useful transmission functions” on page 6-3.
- 2 Touch [One-Touch].



- 3 Touch the desired one-touch dial button.
 - Touch the index tabs and [←] and [→] to find the desired one-touch dial button.
 - If an incorrect recipient was selected, touch the button again to deselect it.

The selected button is highlighted. To select multiple recipients, continue selecting the desired one-touch dial buttons.

- 4 Load the document.

5 Press the [Start] key.

Scanning of the document begins, and then the fax is sent.

If multiple recipients were selected, the Dest. tab of the Check Job Details screen appears so that the selected destinations can be checked.

For details, refer to “Specifying multiple recipients (broadcast transmission)” on page 2-25.



Note

To stop the transmission, press the [Stop] key. For details, refer to “Stopping the transmission” on page 2-37.

If software switch settings were specified to prevent broadcast transmissions, a fax cannot be sent to multiple recipients. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Using a program

If a program has been registered, the recipient’s fax number can be dialed simply by pressing the program button.

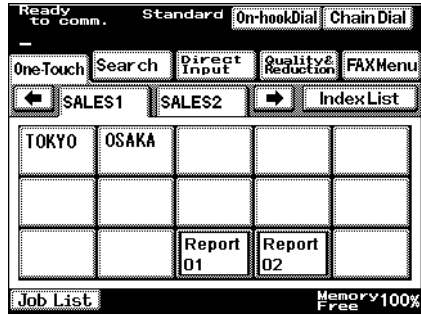
If transmission settings (such as the document type and 2in1 transmission) have been registered with a program button, the fax can be sent simply by pressing the program button, without having to specify the settings each time. In addition, the fax can be sent to multiple recipients if they are all registered in the fax program, or it can be sent at a specific time if the transmission time is specified.

1 Press the [Fax/Scan] key to display the Fax mode screen.

- The recipient and transmission settings must have been registered with a program button in advance. For details, refer to “Registering a transmission program” on page 9-19.
- If desired, touch [Quality & Reduction] or [FAX Menu], and then specify the desired settings. For details on the settings available on the Quality & Reduction screen, refer to “Specifying the transmission settings” on page 2-10. For details on the settings available on the FAX Menu screen, refer to “Useful transmission functions” on page 6-3.

2 Load the document.

3 Touch [One-Touch].



4 Touch the desired program button.

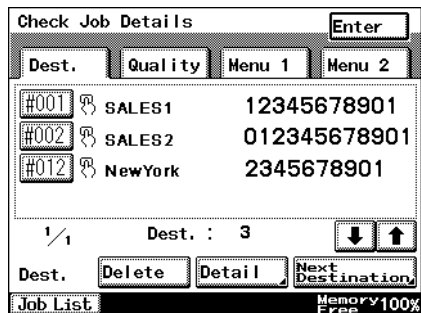
- The buttons registered with fax programs have a frame around them.
- Touch the index tabs and [←] and [→] to find the desired program button.
- If an incorrect recipient was selected, touch the button again to deselect it.



The Check Job Details screen appears so the settings can be checked.

? Why can't I select a program button?

- If a recipient has already been specified, for example, with a one-touch dial button or by directly entering the fax number, a program button cannot be selected. Select the program, and then specify recipients using one-touch dial buttons or by directly entering the fax number.



- 5 Check the settings, and then press the [Start] key.
Scanning of the document begins, and then the document is sent. If a transmission time was specified, the document is saved in the memory and is sent at the specified time.

**Note**

To stop the transmission, press the [Stop] key. For details, refer to “Stopping the transmission” on page 2-37.

If software switch settings were specified to prevent broadcast transmissions, a fax cannot be sent with a program button programmed with multiple recipients. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Using the Search screen

From the Search screen, a programmed one-touch dial button can be searched for.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
 - The recipient must have been registered with a one-touch dial button in advance. For details, refer to “Programming a one-touch dial button” on page 9-5.
 - If desired, touch [Quality & Reduction] or [FAX Menu], and then specify the desired settings. For details on the settings available on the Quality & Reduction screen, refer to “Specifying the transmission settings” on page 2-10. For details on the settings available on the FAX Menu screen, refer to “Useful transmission functions” on page 6-3.

2 Touch [Search].

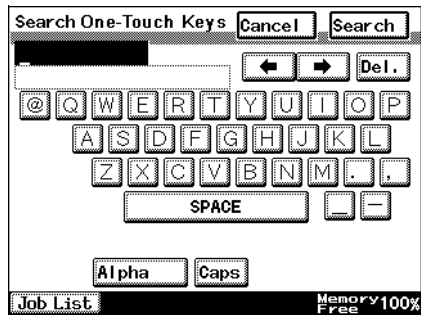
- If “LDAP Search” (displayed by touching [Network Settings] on the Administrator Management 2 screen, then [Network Setting 1], then [LDAP Setting]) is set to “Yes”, touching [Search] displays a screen where “Search One-Touch Keys” or “LDAP Search” can be selected. If [Search One-Touch Keys] is touched, the Search One-Touch Keys screen appears.

The Search One-Touch Keys screen appears.



3 Type in the name of the programmed one-touch button, and then touch [Search].

The corresponding one-touch button appears.



4 Touch the desired one-touch dial button.

- A list of one-touch dial buttons corresponding to the entered text appears in alphabetical/numerical order.
- If an incorrect recipient was selected, touch the button again to deselect it. Then, touch the correct button.
- To display the Search One-Touch Keys screen again, touch [Search].



The selected button is highlighted.
The buttons registered with fax programs have a frame around them.

5 Load the document.

6 Press the [Start] key.

Scanning of the document begins, and then the document is sent. If multiple recipients were selected, the Dest. tab of the Check Job Details screen appears so that the selected destinations can be checked. For details, refer to “Specifying multiple recipients (broadcast transmission)” on page 2-25.



...

Note

To stop the transmission, press the [Stop] key. For details, refer to “Stopping the transmission” on page 2-37.

If software switch settings were specified to prevent broadcast transmissions, a fax cannot be sent to multiple recipients. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Specifying multiple recipients (broadcast transmission)

A fax can be sent to multiple recipients at the same time. This is called a broadcast transmission. The following procedure describes how to specify multiple recipients.

- Direct Input: Directly type in the fax number.
- One-Touch: Specify a recipient registered with a one-touch dial button.
- Program: Specify a recipient registered with a program button.
- Search: Search for a recipient registered with a one-touch dial button.

Recipients can be specified using any combination of the methods listed above.

1 Use the normal operations to specify the first recipient.

2 Specify the additional recipients.

- Using one-touch dial buttons
In the One-Touch screen, touch the buttons for the desired recipients.
- By typing in directly
Touch [Add.], and then type in the next fax number. (If a recipient was specified by using a one-touch dial button in step 1, type in the next fax number without touching [Add.]
- Faxes can more easily be sent to many destinations at the same time if the multiple recipients are registered as a program.

- A maximum of 300 recipients can be specified for the same transmission. However, if recipients are specified by directly entering their fax numbers, only a maximum of 12 can be specified.
- For details, refer to “Using the Direct Input screen” on page 2-18, “Using a one-touch dial button” on page 2-20, “Using a program” on page 2-21, and “Using the Search screen” on page 2-23.

? Why can't I select a program button?

→ If a recipient has already been specified, for example, with a one-touch dial button or by directly entering the fax number, a program button cannot be selected. Select the program, and then specify recipients using one-touch dial buttons or by directly entering the fax number.

3 Load the document.

4 Press the [Start] key.

If multiple recipients were selected, a confirmation screen appears.

5 Touch [Enter].

The Dest. tab of the Check Job Details screen appears so that the selected destinations can be checked. If a program was selected, this screen does not appear.



6 Check the selected destinations, and then press the [Start] key.

- Using the software switch settings, you can specify whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission. For details, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Dest.	Quality	Menu 1	Menu 2
#001	SALES1	12345678901	
#002	SALES2	012345678901	
#012	NewYork	2345678901	
		2234567890	

1/1 Dest. : 4

Dest. [Delete] [Detail] [Next Destination]

Job List Memory 100% Free

Scanning of the document begins, and then the fax is sent.



Note

A report can be viewed to check whether or not the fax was sent to all recipients. Refer to “Specifying report output settings (Report Settings)” on page 10-50.

If software switch settings were specified to limit dialing, a fax cannot be sent by directly typing in the fax number. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

If software switch settings were specified to prevent broadcast transmissions, a fax cannot be sent to multiple recipients. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Checking/deleting recipients

The selected recipients can be checked or deleted.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Specify a transmission recipient, and then specify settings on the Quality & Reduction and FAX Menu screens.
- 3 Press the [Mode Check] key.

- 4 Check the specified information.

Dest.	Quality	Menu 1	Menu 2
#001	SALES1	12345678901	
#002	SALES2	012345678901	
#012	NewYork	2345678901	
		2234567890	

1/1 Dest. : 4

Buttons: [Delete] [Detail] [Next Destination]

Job List Memory 100% Free

- 5 Touch [Enter] to finish checking the settings.

Dest. tab


Up to four selected destinations can be viewed in each screen. If more than four destinations have been selected, touch [↓] or [↑] to display a different screen. Destinations can be deleted or added.


Dest.	Quality	Menu 1	Menu 2
#001	SALES1	12345678901	
#002	SALES2	012345678901	
#012	NewYork	2345678901	
		2234567890	

1/1 Dest. : 4

Buttons: [Delete] [Detail] [Next Destination]

Job List Memory 100% Free

 : Indicates that the recipient was selected using the one-touch dial buttons.

 : Indicates that the fax number was directly typed in.

[Delete]: Touch this button to delete the selected recipient.

[Detail]: Touch this button to check the transmission mode of the selected recipient.

[Next Destination]: Touch this button to add a recipient.



Detail

For details on adding a recipient, refer to "Specifying a recipient" on page 2-18.

2.6 Check the recipient before sending

The machine can be set to send the fax transmission after checking the CSI (called subscriber ID) signal received from the recipient's machine in order to prevent misdirected fax transmissions.

- The recipient's machine telephone number must be registered in order for the CSI signal to be checked.
- After specifying the recipient's telephone number, touch [S] to add the special character "S" and send the document after the receiving machine is checked.
- The telephone number and special character can be programmed in one-touch dial buttons, and a checked receiver transmission can be performed by using a one-touch dial button.
- Using the software switch settings, the machine can be set to perform checked receiver transmissions with each transmission even if the special character "S" is not added.

As a factory default, the machine is set to not perform the checked receiver transmission if no special character is specified (bit 4 of mode 200 is set to "0").

If the machine is set to perform the checked receiver transmission even if no special character is specified (bit 4 of mode 200 is set to "1"), touching [S] twice after entering the telephone number to add the special character "SS" cancels the checked receiver transmission operation.

For details on the software switch setting (bit 4 of mode 200) and the procedure for specifying checked receiver transmissions, refer to the following.

Software switch setting (bit 4 of mode 200)	When a checked receiver transmission is performed	When a checked receiver transmission is not performed
0	The recipient's telephone number and the special character "S" are dialed.	The recipient's telephone number is dialed. (The special character is not added.)
1	The recipient's telephone number is dialed. (The special character is not added.)	The recipient's telephone number and the special character "SS" are dialed.

- Before a document is sent, the CSI signal received from the recipient's machine is compared with the recipient's telephone number, and the document is sent only if the CSI signal matches the recipient's telephone number.
CSI (called subscriber ID) signal: Machine telephone number information = International telephone number (including "+", telephone number country code, area code and subscriber number)
- A transmission error occurs if the CSI signal is different from the recipient's telephone number or the CSI signal cannot be received.

- By adding a comparison number after the special character, the document can be sent only if the comparison number matches the CSI signal.

Dialing method	Method for checking the recipient's machine
Recipient's telephone number + special character "S"	The CSI signal and recipient's telephone number are compared.
Recipient's telephone number + special character "S" + comparison number	The CSI signal and comparison number are compared.

- The number of digits that are compared in the CSI signal and the recipient's telephone number can be specified with the software switch settings. As a factory default, the machine is set to "4 digits".



Detail

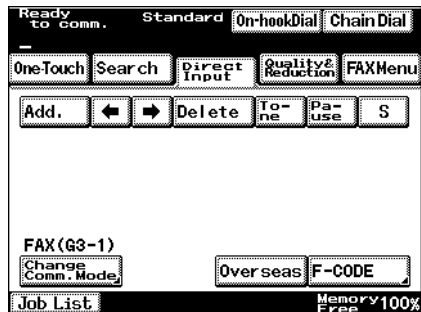
For details on transmitting using one-touch dial buttons, refer to "Using a one-touch dial button" on page 2-20.

For details on programming one-touch dial buttons, refer to "Registering/specifying settings" on page 9-3.

For details on the software switch settings for checked receiver transmissions and the number of digits that are compared, refer to "Specifying software switch settings (machine functions)" on page 10-69.

To perform a check receiver transmission

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Position the document to be faxed.
- 3 Touch [Direct Input].



- 4 Using the keypad, type in the fax number of the recipient, and then touch [S].

- To temporarily cancel the checked receiver transmission operation when the software switch settings are specified to automatically perform the operation (bit 4 of mode 200 is set to "1"), touch [S] twice to enter "SS" after the telephone number.

5 Press the [Start] key.

The transmission begins.

2.7 Faxing after using the telephone (manual faxing)

If a telephone is connected, a document can be sent after talking to the recipient on the telephone. This feature is useful, for example, if you want to notify the recipient that you are sending a fax.

To send a fax manually

- ✓ In order to send a fax manually, a telephone must be connected.
- ✓ When faxing after using the telephone, feed the document using the ADF.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Load the document into the ADF.
- 3 Lift up the receiver of the external telephone.
 - Instead, touch [On-hook Dial], and then, after the recipient answers, pick up the telephone receiver.A dial tone can be heard.
- 4 Touch [One-Touch] or [Direct Input], and then specify the recipient.

The recipient is dialed so you can talk to them.

? I heard a beep, but why can't I talk to the recipient?

→ If the recipient's fax machine is set to receive faxes automatically (automatic reception), a beep is sounded without the recipient answering the phone. In this case, you cannot talk to the recipient.
- 5 After talking to the recipient, have them press the [Start] key (transmission button) on their machine.

Once the recipient's fax machine is ready, a beep is heard.
- 6 Press the [Start] key.

The transmission begins.
- 7 Place the telephone receiver on its hook.



Note

If software switch settings were specified to limit dialing, a fax cannot be sent by directly typing in the fax number. For details on the software switch settings, refer to "Specifying software switch settings (machine functions)" on page 10-69.

2.8 Combining one-touch dialing and direct dialing (chain dialing)

Multiple recipients can be specified using a combination of one-touch dial buttons and direct dialing. This is called “chain dialing”. For example, if a fax communication network or the access number for the contracted telephone company is registered with a one-touch dial button, it can be combined with a one-touch dial button programmed with the recipient’s fax number. In addition, if the fax number and the extension number of a recipient are programmed in different one-touch dial buttons, the recipient can be specified by combining the two numbers.

To send a fax using chain dialing

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [Chain Dial].

[Chain Dial] is highlighted.



- 3 Touch [One-Touch] or [Direct Input], and then specify the first number.
- 4 Touch [One-Touch] or [Direct Input], and then specify the second number.
 - If the second number is specified from the Direct Input screen, a pause can be entered between the two numbers.
 - If a country code and recipient’s fax number is entered immediately after the international dialing code, a busy signal may heard while the number is dialed and the fax cannot be sent. In this case, touch [Pause] twice after entering the international dialing code, and then enter the remainder of the telephone number after a six-second period.
- 5 Load the document.

6 Press the [Start] key.

Scanning of the document begins, and then the fax is sent.



Note

If software switch settings were specified to limit dialing, chain dialing cannot be used. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

2.9 Operations while scanning

If document size cannot be detected

If the size of the document cannot be detected, the document cannot be scanned.

If this occurs, touch [Reduction/Area], then [Original Size Set.], and then specify the size.



Detail

For details on the settings available on the Quality & Reduction screen, refer to “Specifying the transmission settings” on page 2-10.

If memory became full

If many documents are stored in the memory (“Memory Free” is nearly 0%), it may not be possible to send the fax. In addition, if the document contains many pages or if the data is large, such as when the document contains many fine details, the memory may become full and the fax cannot be sent.

If this occurs, clear some of the memory or send the “Quick Scan TX” function.



Detail

For details on the “Quick Scan TX” function, refer to “Sending a document one page at a time (“Quick Scan TX” function)” on page 6-22.



Note

If the fax could not be sent, you can send it again since it remains in the memory. This data can be deleted to clear some of the memory.

2.10 When unable to send

If the fax could not be sent because the recipient's line was busy, it will be called again (auto redial).

If a different fax is queued, the fax number is automatically redialed after the queued fax is sent.

If the fax could not be sent even after automatically redialing, a transmission report is printed. This report contains part of the first page of fax that could not be sent (except if the "Quick Scan TX" function was used).



Detail

As a factory default, this machine is set to automatically redial up to 5 times at 1 minute intervals. The settings for the number of redials and the interval can be changed. For details, refer to "Specifying the reception mode and the number of rings (RX Functions)" on page 10-46.

Software switch settings can be specified to select whether or not the first page of the image is added to the results report. For details on the software switch settings, refer to "Specifying software switch settings (machine functions)" on page 10-69.

If it is not necessary that the transmission report be printed, the setting can be changed. For details, refer to "Specifying report output settings (Report Settings)" on page 10-50.

To send the fax again

If a fax could not be sent, follow the procedure described below to try sending it again.

- 1 Touch [Job List], then [Type], and then search for documents that could not be sent.
If [Retry] or [Change Destination] appears, the fax can be resent without having to scan the document again.
- 2 Touch [Retry] to send the fax to the same recipient.
 - To send the fax to a different recipient, touch [Change Destination].
 - If neither button appears, scan the document and try faxing it again.

2.11 Stopping the transmission

A fax stored to be sent or data waiting to be printed are called queued jobs. When an operation is stopped, the stored job is deleted.

To stop a job, press the [Stop] key, and then select the operation to be stopped.

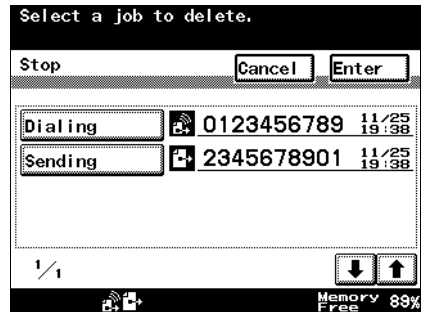
To stop sending a fax

- 1 Press the [Stop] key.

The transmission operation is stopped, and the job being sent is displayed.

- 2 Touch the button for the job to be stopped.

The job is deleted.



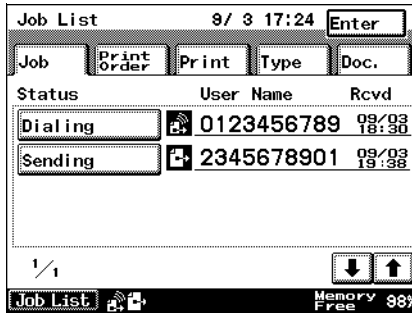
- 3 Touch [Enter].

2.12 Checking transmission results (Job List)

Jobs

Specifying the desired fax settings, then pressing the [Start] key queues the fax operation in this machine. This queued operation is called a job. In the same way, operations for copying and making scans and computer printouts are also queued as jobs.

Jobs that are being performed and jobs that are queued can be check from the Job List screen (displayed by touching [Job List]).



- Job: Lists operations that are being performed
- Print Order: Lists the order for up to 8 documents (such as copies, received faxes, reports and printouts) that are being printed or are queued to be printed
- Print: Lists the print status of copies and printouts
- Type: Lists the status of faxes to be sent or received
Documents being faxed or queued to be faxed (up to 200)
Faxed documents (up to 96)
Transmission results for sent documents (up to 296)
Documents being received or queued to be printed after being received (up to 200)
Received documents (up to 256)
Transmission results for received documents (up to 456)
- Doc.: Lists documents saved on the machine
Bulletin: Lists documents registered on the bulletin board
Conf.: Lists documents saved in confidential boxes
Public: Lists public documents saved as received documents

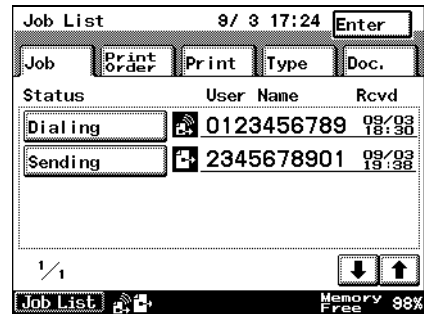
Checking a job

- 1 Touch [Job List].
- 2 The Job List screen appears.
Touch [Job] to view a list of the jobs being performed.

- Touch [↑] and [↓] to display a different screen.

? How can I delete a queued job?

- To delete a job being performed or a job waiting to be performed, such as a queued transmission, press the [Stop] key. For details, refer to “Stopping the transmission” on page 2-37.

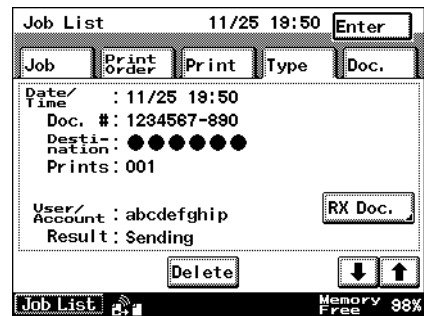


- 3 Touch [Type] to view the list of fax jobs.

- Touch [↑] and [↓] to display a different screen.
- If [Interim Rep.] appears, touch [Interim Rep.] during transmission to output a transmission progress report.
- If [Delete] appears, touch [Delete] to delete the fax job waiting to be sent.

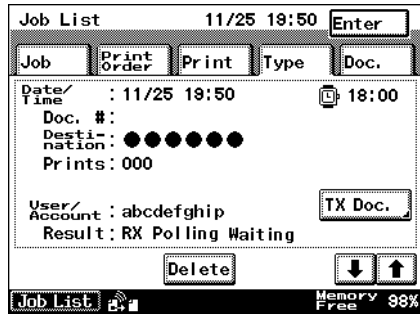
? Why does the clock icon appear to the right of the date and time that the job was received?

- If timer transmission was specified, a clock icon appears to the right of the date and time that the job was received.



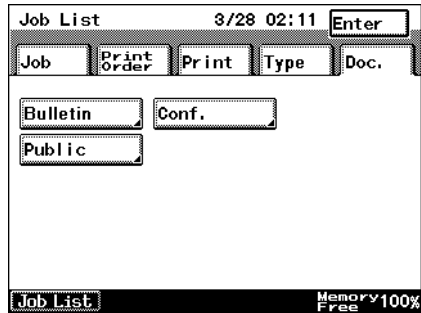
4 In the screen for the transmission job, touch [RX Doc.] to view received fax jobs.

- Touch [↑] and [↓] to display a different screen.
- If [Delete] appears, touch [Delete] to delete the fax job waiting to be printed.
- To delete a queued polling reception job, touch [Delete].



5 Touch [Doc.] to view the list of saved jobs.

Touch the button for the type of job to be checked.





Reception

3 Reception

3.1 Reception modes

This machine has two reception settings: “Auto reception” and “Manual reception”. Select the setting appropriate for your setup.



Note

In order to receive phone calls or connect an answering machine, an external telephone must be installed.

Auto reception (“Fax Priority”)

The fax is automatically received after the specified number of rings. Use this setting when the machine is being used with telephone number specifically for faxing.

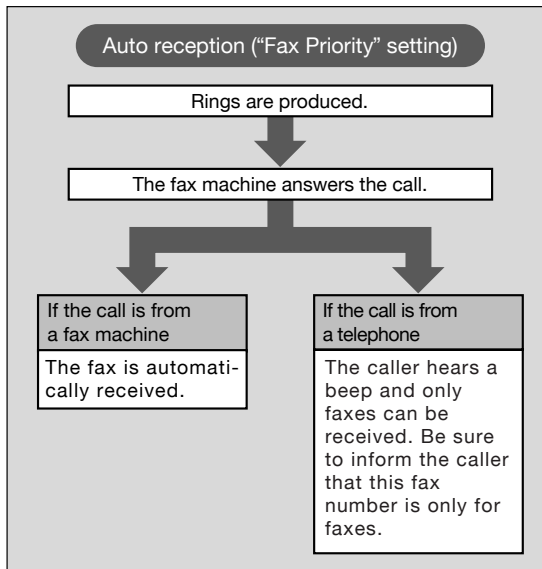
Manual reception (“Telephone Only”)

The machine operates in the same way as a normal telephone, for example, when you wish to receive the fax only after first answering the phone. This setting is used when you receive many telephone calls.



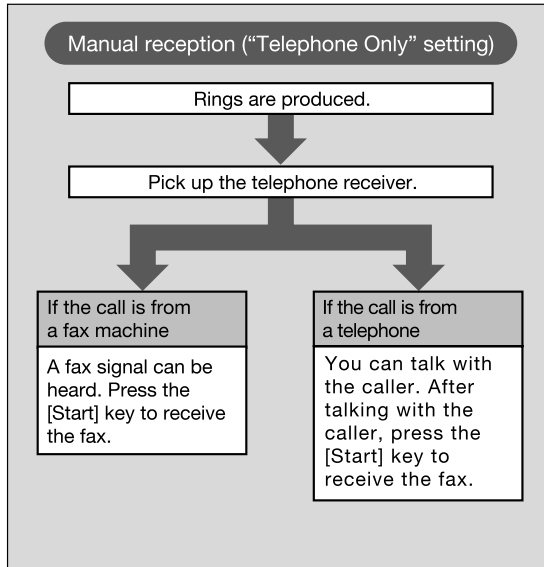
Detail

For details on specifying the settings, refer to “Specifying the reception mode and the number of rings (RX Functions)” on page 10-46.



Detail

If the number of rings is set between 1 and 20 with the “Auto reception” setting, the specified number of rings will be produced before the fax is received. However, if the number of rings is set to 10 or more, the recipient’s fax machine may stop the fax before it can be received.



3.2 Reception

If the machine is set to automatically receive faxes (auto reception), no special operation is needed in order to receive the fax.

When the telephone call is completed, press the [Start] key to receive the fax.

When the reception is finished, a beep is heard, the connection is cut, and the received document is printed.

Printing received faxes

When printing the received fax, the page size of the received document is compared with the size of the loaded paper, and the fax is printed on paper of the same size as the received document, if it is loaded.

If paper of the same size is not loaded, the following operations are performed.

- If the fax document is larger: The fax is reduced to fit in the paper or it is printed on paper one size larger.
- If the orientation of the fax document and of the paper are different: It is automatically rotated 90°, then printed. (rotate printing)
- If the fax document is longer: The fax is automatically reduced to fit within the paper. If still cannot fit within a single sheet of paper, even after being reduced as much as 65%, the fax is divided and printed on separate sheets of paper.



Note

A3-size documents can only be received if the fax complies with the ITU-T (formerly CCITT) recommendations that A3-size documents be received at full size.



Detail

The reception method can be changed using the Administrator mode and the software switch settings. For details, refer to “Specifying the procedure for received documents (Document Management)” on page 10-55 and “Specifying software switch settings (machine functions)” on page 10-69.

When unable to receive

If the fax cannot be received or printed, an error message appears.

Refer to “Error messages” on page 4-7, and then perform the indicated operation.

**Note**

If the received document cannot be printed, for example, if “Replenish paper.” or “Misfeed detected.” appears, it is saved in the machine’s memory until it can be printed (temporary memory reception). Check the error message, and then correct the problem, for example, clear the misfed paper. When the problem is corrected, the received document saved in the memory is printed.

If the memory is full, the fax cannot be temporarily saved. Check that paper is loaded into a paper tray.

If the connected telephone continues to ring, “Reception Mode” may be set to “Manual”. In order to automatically receive faxes, “Auto” must be selected. For details, refer to “Specifying the reception mode and the number of rings (RX Functions)” on page 10-46.

Reception information

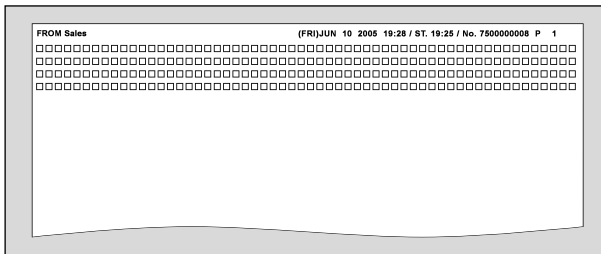
If document information is attached to the received document, the reception information (such as the date, time, and number of pages) is printed on the received document.

The information that is printed differs depending on the sender's settings.



Note

Other information such as the document number, date and time that the fax was received, time required to receive it, sender's name, mode, number of printed pages, and transmission results can be viewed on the reception report. For details, refer to "To specify the activity report printing conditions (Activity Report)" on page 10-51.



3.3 Receiving a telephone call

The following procedure describes how to receive a telephone call when an external telephone is connected.

To receive a telephone call

- 1 When the telephone rings, pick up the receiver to talk with the caller.
 - If a beep or nothing is heard, the incoming call is a fax. Press the [Start] key to receive the fax.
- 2 When the call is finished, hang up the receiver.

4

Troubleshooting

4 Troubleshooting

4.1 Problems when sending faxes

If the fax cannot be sent correctly, refer to the following table, and then perform the indicated operation. If the fax still cannot be sent correctly, even after performing the described operations, contact your technical representative.



Detail

For details on the error messages, refer to “Error messages” on page 4-7.

For details on troubleshooting procedures for document misfeeds, paper misfeeds, poor print quality, or empty toner, refer to the User’s Guide [Copy Operations].

Symptom	Cause	Remedy
The document is not scanned.	Is the document too thick?	Use the original glass to send the fax.
	Is the document too thin or too small?	Use the original glass to send the fax.
The document is scanned at an angle.	Were the adjustable document guides correctly adjusted to the width of the document?	Slide the adjustable document guides to fit the width of the document.
The fax received by the recipient is blurry.	Is the document incorrectly positioned?	Position the document correctly.
	Is the original glass dirty?	Clean the original glass.
	Is the text in the document written too faint?	Adjust the density.
	Is there a problem with the telephone connection or with the recipient’s fax machine?	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, try sending the fax again.
The fax received by the recipient is blank.	Was the document sent with the front side facing down (when the ADF is used)?	Load the document to be faxed facing up.

Symptom	Cause	Remedy
Transmission is not possible.	Was the transmission procedure performed correctly?	Check the transmission procedure, and then try sending the fax again.
	Was the fax number wrong?	Check the fax number.
	Was the one-touch dial button or program button correctly programmed?	Check that the buttons were correctly programmed.
	Was the correct telephone line setting selected?	Check the Dialing Method setting.
	Is the telephone line correctly connected?	Check the telephone line connection. If it is disconnected, connect it.
	Was there a problem with the recipient's fax machine (such as, no paper or turned off)?	Contact the recipient.

4.2 Problems when receiving faxes

If the fax cannot be received correctly, refer to the following table, and then perform the indicated operation. If the fax still cannot be received correctly, even after performing the described operations, contact your technical representative.



Detail

For details on the error messages, refer to “Error messages” on page 4-7.

For details on troubleshooting procedures for document misfeeds, paper misfeeds, poor print quality, or empty toner, refer to the User’s Guide [Copy Operations].

Symptom	Cause	Remedy
The received fax is blank.	Is there a problem with the telephone connection or with the caller’s fax machine?	Check that the machine can make clean copies. If it can, have the caller send the fax again.
	Did the caller load the pages backwards?	Contact the caller.
The fax could be received, but not printed.	Was the machine set for memory reception?	Select the document, and print it.
	Has the machine been set not to print received documents?	Select the setting to print received documents.
	Other causes	Touch [Type] in the Job List screen to check the details of the transmission error, and then refer to the table of error codes.

Symptom	Cause	Remedy
Faxes cannot be received automatically.	Is the machine set to receive faxes manually?	Set the machine to automatic reception.
	Is the memory full?	Load paper if it is empty, and then print the faxes stored in the memory.
	Is the telephone line correctly connected?	Check the telephone line connection. If it is disconnected, connect it.
	Did an alarm appear?	Follow the instructions that appeared, and then cancel the alarm.
	Was the fax sent with an incorrect SUB for the F code?	If an incorrect SUB is received while a confidential box is being used, a transmission error occurs and the fax cannot be received. Check the SUB setting on the sender's fax machine.
Black streaks appear through the printout of the received fax.	Is there a problem with the telephone connection or with the caller's fax machine?	Check that the machine can make clean copies. If no black streaks appear, have the caller send the fax again.

4.3 Error messages

If a machine malfunction occurs, the error screen appears with one of the following error messages. Refer to the following table, and then perform the indicated operation.

If correct transmission are still not possible, even after performing the described operations, contact your technical representative.



Detail

For details on troubleshooting procedures for document misfeeds, paper misfeeds, poor print quality, or empty toner, refer to the User's Guide [Copy Operations].

Error message	Cause	Remedy
Original size cannot be detected.	The paper size of the document cannot be detected.	Select the paper size of the document.
This mode cannot be set with XXX.	Functions that cannot be used together are selected.	Make copies using only one of the functions.
The job has been deleted. Not enough remaining memory.	The memory is full.	If documents stored in the memory are waiting to be printed, print them.
Malfunction detected. Please call your Technical Representative.	Some malfunction occurred in the machine.	Inform your technical representative of the code displayed on the touch panel.

If any message other than those listed above appears, perform the operation described in the message.



Specifications

5 Specifications

5.1 Specifications

The specifications for the main fax-related products are listed below. In order to incorporate improvements, these product specifications are subject to change without notice.

Element	Specifications
Image memory capacity	64 MB
Number of stored pages	Approx. 3,800 sheets (A4 □, 5% or less B/W), "Standard" Quality setting Approx. 3,800 sheets (A4 □, 5% or less B/W), "Fine" Quality setting Approx. 1,900 sheets (A4 □, 5% or less B/W), "Super Fine" Quality setting
Compatible lines	Local telephone line (including fax communication networks), PBX line
Transmission standard	G3
Baud rate	2400, 4800, 7200, 9600, 12000, 14400, 16800, 19200, 21600, 24000, 26400, 28800, 31200, or 33600 bps
Transmission time	Approx. 2 seconds (when sending a standard A4-size document containing approximately 700 characters on our standard paper with the "Standard" Quality setting; This is the transmission time for only the image, and does not include the time required for transmission management. The actual communication time varies depending on the document contents, the type of fax machine used by the recipient, and the condition of the telephone line.)
Coding method	MH, MR, MMR, or JBIG
Maximum scanning size	420 × 297 mm (A3 size) Width: 297 mm Length: Maximum 1000 mm
Maximum recording size	420 × 297 mm (A3 size) When receiving a document longer than the size of paper that is loaded, it is printed as specified by the divide setting.



Detail

For details on other specifications, refer to the User's Guide [Copy Operations].



6

Useful transmission functions

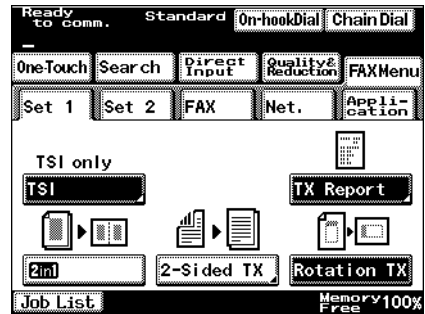
6 Useful transmission functions

6.1 FAX Menu

To send a fax using the useful transmission function, display the FAX Menu screen, and then specify the desired settings.

Displaying the Fax Menu screen

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch the tab for the function that you wish to use.
- 4 Touch the button for the function that you wish to use.



- 5 If another screen appears so a setting can be selected for the function, select the setting, and then touch [Enter].



Detail

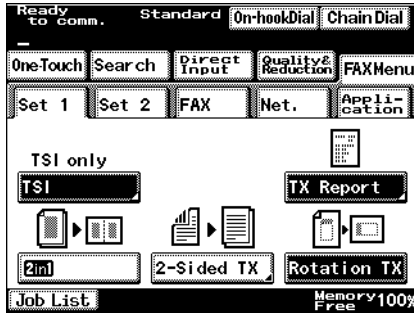
If the button for a function was touched, the settings screen for that function appears.

Some functions can be combined; however, some buttons may not be available if certain functions are selected.

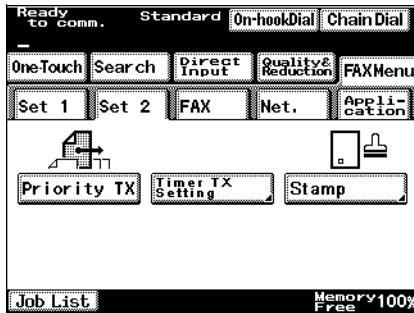
FAX Menu screens

The following scanning and transmission functions are available.

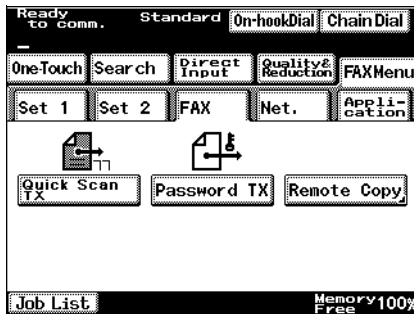
Set 1 screen



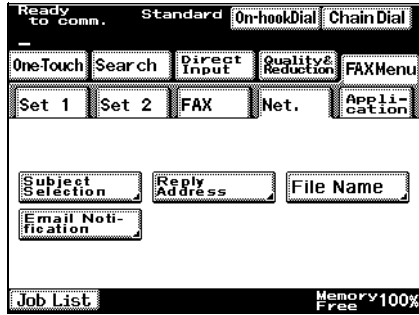
Set 2 screen



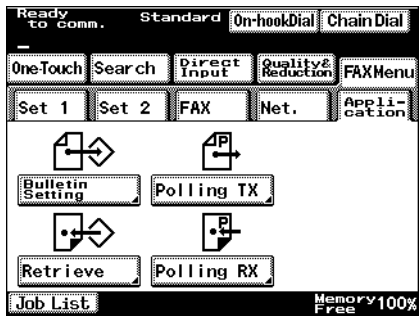
FAX screen



Net. screen



Application

**Detail**

For details on the function available on the Net. screen, refer to the User's Guide [Network Scanner Operations].

	Button	Description
Set 1 tab	TSI	Information such as the sender's name, recipient's name, transmission date, document number and page number can be printed at the edge of the fax printed by the recipient.
	TX Report	The transmission results report can be printed.
	2in1	Scans of two document pages can be sent as a single page. This can be used, for example, to combine two A4-size document pages and send them as one A4-size page.
	2-Sided TX	Double-sided document pages can be scanned and sent.
	Rotation TX	An A4-size document can be sent as an A4-size document, regardless of the orientation in which it is loaded.
Set 2 tab	Priority TX	A document specified as urgent can be given priority and sent, even if other documents are queued for transmission.
	Timer TX Setting	A document can be scanned and stored in the memory to be sent at a specified time. This function is convenient for sending documents at discounted calling times.
	Stamp	A stamp can be applied to the document to indicate that it was scanned.
FAX tab	Quick Scan TX	A document can be faxed as it is scanned, one page at a time.
	Password TX	Data can only be transmitted if the password set here is the same as the transmission password registered with the recipient.
	Remote Copy	The specified number of copies can be printed with the recipient's fax machine.
Application tab	Bulletin Setting	Documents can be registered on a bulletin board set up on this machine.
	Polling TX	Documents scanned and saved in the machine's memory can be retrieved by the recipient.
	Retrieve	Documents registered on the bulletin board of a different fax machine can be retrieved.
	Polling RX	Documents available through polling transmission or on a fax information service can be received.



Note

The functions on the Set 1 tab ("TSI", "TX Report", "2in1", "2-Sided TX", and "Rotation TX") return to their default settings after each transmission.

6.2 Sending faxes printed with transmission information

If transmission information is set to be added, information such as the sender's name, recipient's name, transmission date, document number and page number can be printed at the edge of the fax printed by the recipient.

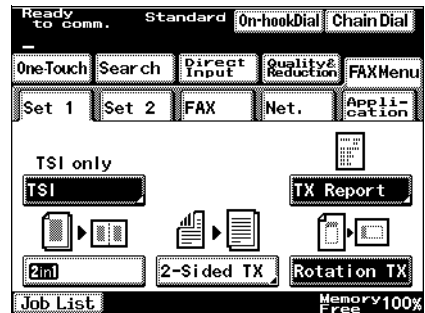
With a broadcast transmission, the fax can be sent printed with the name of each recipient.

8 sets of transmission source information can be programmed and used to send faxes within the same company by using the department name or to send faxes to a different company by using the company name.

In addition, in order to quickly verify who the document is being sent to, the recipient's name can be included in the transmission information printed from the recipient's machine. The printed name is the recipient name registered with the one-touch dial button.

To send faxes printed with transmission information

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [TSI] on the Set 1 tab.

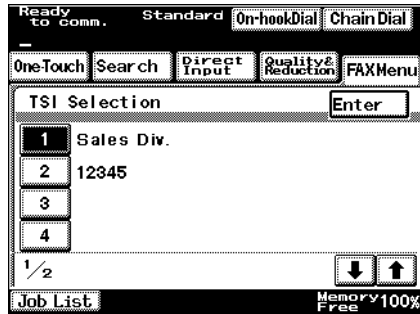


- 4 Select the print type for the transmission information, and then touch [TSI Selection].

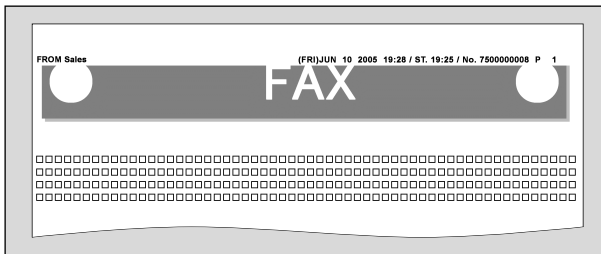
5 Select the transmission source name, touch [Enter], and then touch [Enter] in the next screen that appears.

6 Specify the recipient, and then load the document.

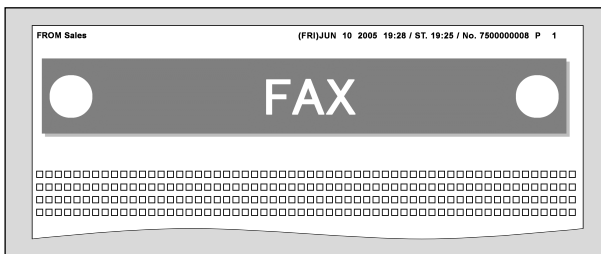
7 Press the [Start] key. The transmission source information is printed as shown below, according to the selected setting.



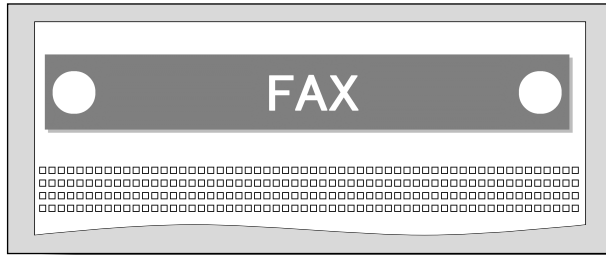
- If "TSI Position" is set to "Inside Body Text"



- If "TSI Position" is set to "Outside Body Text"



- If "TSI Position" is set to "OFF"



Detail

Transmission source information must be programmed in advance. For details, refer to "Programming a name (TSI Registration)" on page 10-27.

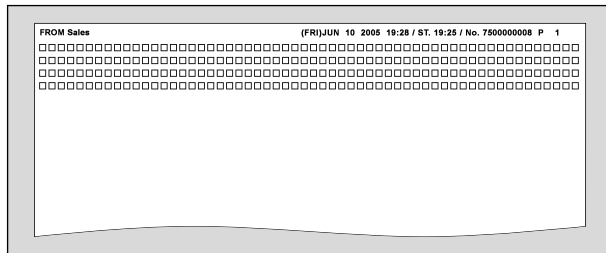
Whether or not transmission source information is printed can be specified with the TX Settings parameters in Administrator mode. For details, refer to "Specifying transmission settings (TX Settings)" on page 10-33.

The settings specified for "TSI Selection" are reset after each transmission.

The transmission information is printed as shown below, according to the selected setting.

If only the "TSI" function was selected

The document can be sent with the name of the sender, the transmission date and the document number added.



If the "Att./TSI" functions were selected

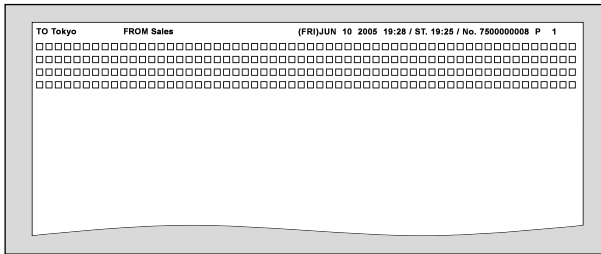
The document can be sent with the name of the sender added in addition to the name of the recipient.



Note

The fax is sent printed with the recipient name registered with the one-touch dial button. For this reason, the recipient must be registered with a one-touch dial button in advance. For details, refer to “Programming a one-touch dial button” on page 9-5.

“Att./TSI” cannot be specified with recipients for full dialing and chain dialing. In these cases, up to 20 characters can be added for the sender’s name.



If “OFF” was selected

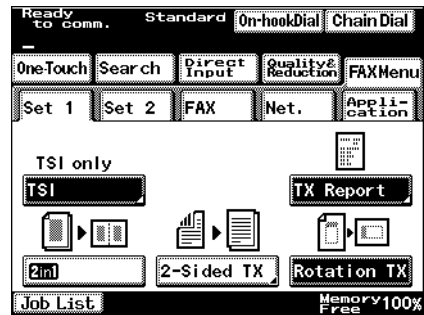
The document is sent without the name of the sender added.

6.3 Checking a report for the transmission result (“TX Report” function)

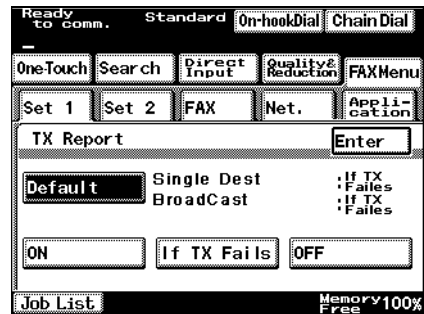
A report containing the transmission results can be printed. The machine can be set to either print or not print the transmission report or to print it according to the machine setting or only when a transmission fails.

To print the transmission report

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [TX Report] on the Set 1 tab.



- 4 Select how to output the report, and then touch [Enter].
 - Default: The transmission report is printed according to the previously specified method. For details, refer to “Specifying report output settings (Report Settings)” on page 10-50.
 - ON: The transmission report is printed with each transmission.
 - If TX Fails: The transmission report is printed only if the fax could not be sent.
 - OFF: The transmission report is not printed, regardless of the transmission result.



- 5 Specify the recipient, and then load the document.
- 6 Press the [Start] key.

Transmission report

Transmission source name
Report output date

TRANSMISSION REPORT

P. 1

(FRI) JUN10200518:31
12345

<p>User/Account : Sales DESTINATION : TOKYO DEST. NUMBER : 12345678 F-CODE :</p> <p>PAGES : 1page RESULT : OK</p>	<p>DOCUMENT# : 7500000-009 TIME STORED : JUN1018:31 TX START : JUN1018:31 DURATION : 29sec COM MODE : ECH</p>
---	---

Result	Details of Communications Status
OK	· Transmitted
BUSY	· The recipient's line is busy. · The lines are busy.
NO ANS	· The recipient could not receive the call. · The recipient did not answer.
INTERR	· Communications are suspended.
F.MEM	· The memory is full.
NG	· Communication was unsuccessful.

Details of transmission

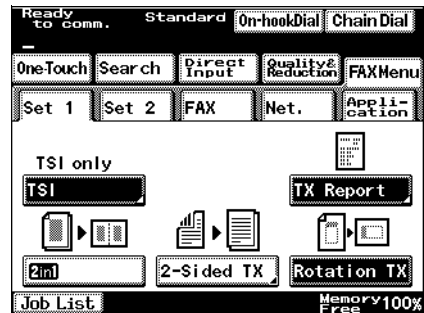
6.4 Sending two document pages as one (“2in1” function)

Scans of two document pages can be sent as a single page. This function can be used, for example, to send two A4-size document pages reduced to fit in one A4-size page.

To send a 2in1 fax

- ✓ When “2in1” function is selected, the document should be loaded into the ADF. Transmission is not possible by positioning the document on the original glass.
- ✓ 2in1 transmission is possible only with A5-, B5- or A4-size documents.
- ✓ The “2in1” function cannot be used together with the “2-Sided TX” and “Quick Scan TX” functions.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [2in1] on the Set 1 tab.
 - To cancel the function, touch the button again to deselect it.
 [2in1] is highlighted.



- 4 Specify the recipient, and then load the document.
- 5 Press the [Start] key.

6.5 Sending double-sided documents (“2-Sided TX” function)

Double-sided document pages can be scanned and sent.

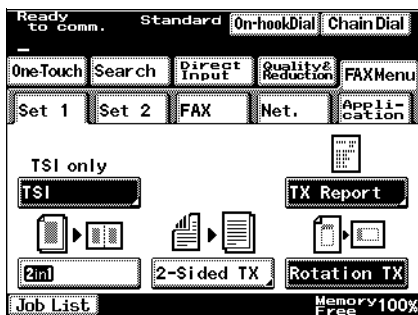
To fax double-sided document pages

- ✓ The “2-Sided TX” function cannot be used together with the “2in1”, “Stamp” and “Quick Scan TX” functions.

1 Press the [Fax/Scan] key to display the Fax mode screen.

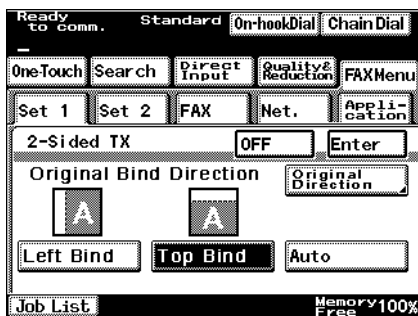
2 Touch [FAX Menu].

3 Touch [2-Sided TX] on the Set 1 tab.



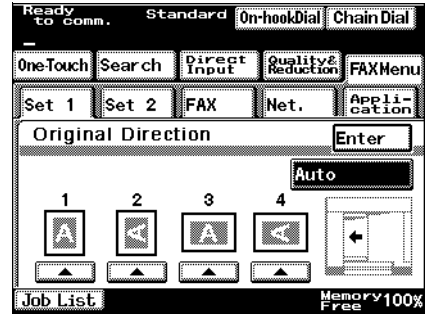
4 Select the binding margin for the document.

- Left Bind: The document is scanned with a binding margin on the left side.
- Top Bind: The document is scanned with a binding margin at the top.
- Auto: The binding margin is set according to the scanning direction.
- OFF: Cancels the function.



5 Touch [Original Direction].

- 6 Select the orientation of the document, and then touch [Enter].
- Auto: The long side of the document is automatically set as the binding position.



- 7 Specify the recipient, and then load the document.
- 8 Press the [Start] key.



Note

A double-sided document is received (printed) by the recipient as a single-sided document.

6.6 Sending an A4-size document with a landscape orientation (“Rotation TX” function)

Normally, when a document is loaded, it is loaded lengthwise (with the long edges toward the front and back of the machine).

Since an A4-size document loaded crosswise (with the short edges toward the front and back of the machine) will be treated as an A3-size document, the document is reduced when it is transmitted if the recipient’s fax machine only uses A4-size paper.

In this case, if the “Rotation TX” function is selected, an A4-size document will be sent as an A4-size document, regardless of the orientation in which it is loaded.

To send a rotated transmission

- ✓ Only an A4-size document can be sent a rotated fax.

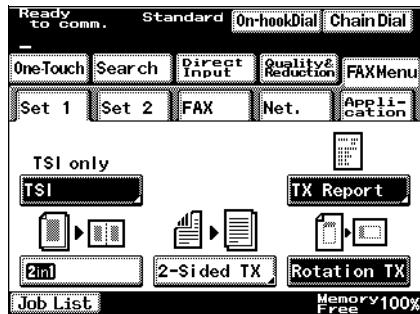
1 Press the [Fax/Scan] key to display the Fax mode screen.

2 Touch [FAX Menu].

3 Touch [Rotation TX] on the Set 1 tab.

- To cancel the function, touch the button again to deselect it.

[Rotation TX] is highlighted.



4 Specify the recipient, and then load the document.

5 Press the [Start] key.

6.7 Giving a fax priority (“Priority TX” function)

If documents are queued for transmission, a document specified as urgent can be given priority and sent.

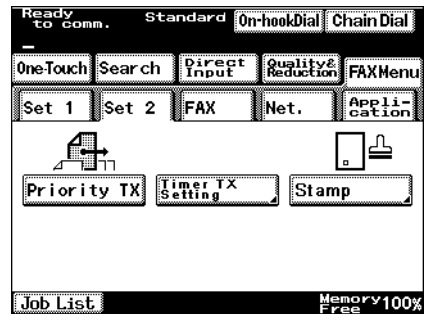
While sending a fax to multiple recipients, for example, with a broadcast transmission, a document that is scanned with the “Priority TX” function selected can be given priority and sent before the previous fax is sent to the next recipient.

To send a priority transmission

- ✓ The “Priority TX” function cannot be selected if multiple recipients have been specified.
- ✓ The “Priority TX” function cannot be used together with the “Timer TX Setting” and “Quick Scan TX” functions.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [Set 2], and then touch [Priority TX].
 - To cancel the function, touch the button again to deselect it.

[Priority TX] is highlighted.



- 4 Specify the recipient, and then load the document.
- 5 Press the [Start] key.

6.8 To send a fax at a specified time (“Timer TX Setting” function)

A document can be scanned and stored in the memory to be sent at a specified time. This function is convenient for sending documents with a large number of pages at discounted calling times, such as late at night.

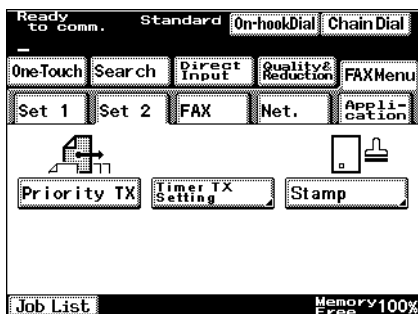
To send a timer transmission

- ✓ A maximum of 200 documents can be sent with a timer transmission.
- ✓ The “Timer TX Setting” function cannot be used together with the “Quick Scan TX” and “Priority TX” functions.

1 Press the [Fax/Scan] key to display the Fax mode screen.

2 Touch [FAX Menu].

3 Touch [Set 2], and then touch [Timer TX Setting].



4 Specify the transmission time, and then touch [Enter].

- To cancel the function, touch [OFF].
- The time is set in the 24-hour format. To send the transmission at midnight, type “00” for the hours and “00” for the minutes.



Touch [Hour] or [Minute], and then use the keypad to type in the desired time.

5 Specify the recipient, and then load the document.

6 Press the [Start] key.

The document is saved in the memory and sent at the specified time.



Note

If the machine is not programmed with the current time, the fax cannot be sent at the specified time.

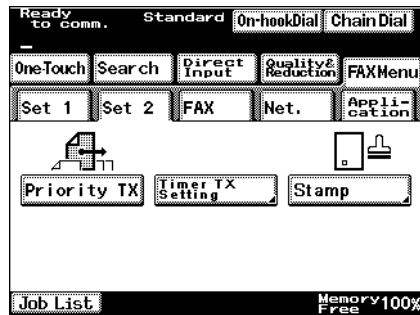
6.9 Stamping faxed documents (“Stamp” function)

After specifying that a stamp be added to faxed documents, each page of the document can be checked to determine whether or not it has been scanned. Document pages that have not been stamped must be sent again.

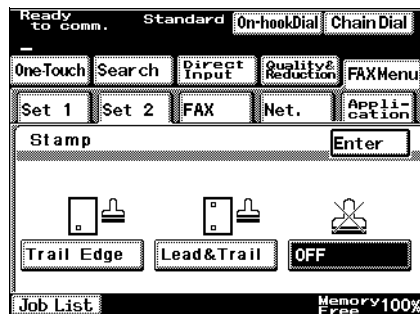
To stamp faxed documents

- ✓ In order to use the “Stamp” function, optional stamp unit must be installed.
- ✓ When the “Stamp” function is selected, the document should be loaded into the ADF. Transmission is not possible by positioning the document on the original glass.
- ✓ The “Stamp” function cannot be used together with the “2-Sided TX” function.
- ✓ The “Stamp” function is not available when copying.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [Set 2], and then touch [Stamp].



- 4 Select the stamping position, and then touch [Enter].



- 5 Specify the recipient, and then load the document.
- 6 Press the [Start] key.
The document is saved in the memory and sent at the specified time.

**Note**

The settings specified for the “Stamp” function are reset after each transmission.

Settings for the “Stamp” function can also be specified with the software switch settings. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

6.10 Sending a document one page at a time (“Quick Scan TX” function)

If the “Quick Scan TX” function is selected, documents can be scanned one page at a time, according to the transmission conditions. This ensures that even documents with a large number of pages can be sent.

To send a document one page at a time

- ✓ When the “Quick Scan TX” function is selected, the document should be loaded into the ADF. Transmission is not possible by positioning the document on the original glass.
- ✓ A quick scan transmission cannot be sent while a fax is being sent or received.
- ✓ The “Quick Scan TX” function cannot be selected if multiple recipients have been specified.
- ✓ The “Quick Scan TX” function cannot be used together with the “2in1”, “2-Sided TX”, “Timer TX Setting” and “Priority TX” functions.

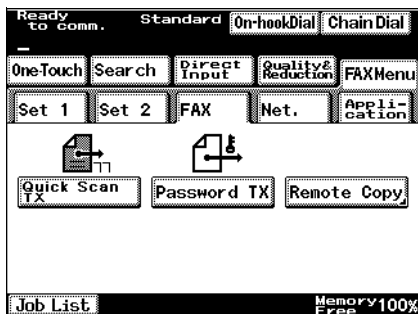
1 Press the [Fax/Scan] key to display the Fax mode screen.

2 Touch [FAX Menu].

3 Touch [FAX], and then touch [Quick Scan TX].

- To cancel the function, touch the button again to deselect it.

[Quick Scan TX] is highlighted.



4 Specify the recipient, and then load the document.

5 Press the [Start] key.

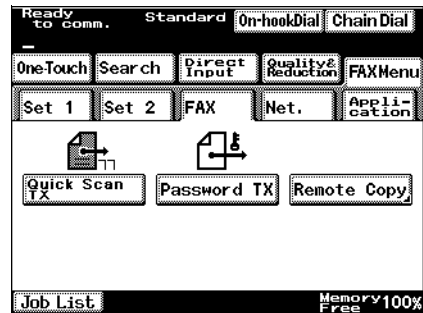
6.11 Sending a fax with a password applied (“Password TX” function)

Data can only be transmitted if this password is the same as the transmission password registered with the recipient. Password transmission is used, for example, to prevent the wrong recipient from receiving important documents.

To send faxes with a password applied

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [FAX], and then touch [Password TX].
 - To cancel the function, touch the button again to deselect it.

[Password TX] is highlighted.



- 4 Specify the recipient, and then load the document.
- 5 Press the [Start] key.



Note

Depending on the recipient's fax machine, password transmissions may not be received.



Detail

The sender and the recipient must specify the transmission password in advance. For details, refer to “Registering communication passwords” on page 10-48.

For details on password reception, refer to “Receiving a fax with a password applied (“Password RX” function)” on page 7-3.

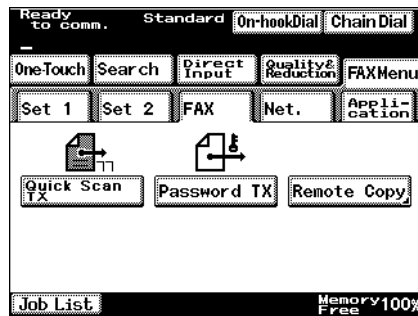
6.12 Specifying the number of fax copies (“Remote Copy” function)

Select the “Remote Copy” function when sending two or more copies of the same fax document. The specified number of copies are printed by the recipient’s fax machine.

To specify the number of fax copies to be printed

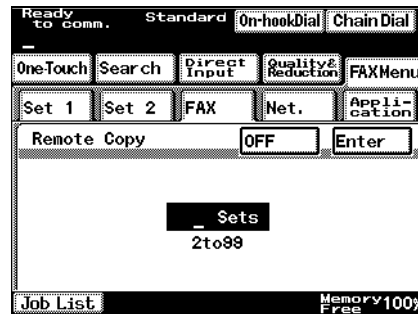
- ✓ A maximum of 99 copies can be specified with the “Remote Copy” function.

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [FAX], and then touch [Remote Copy].



- 4 Type in the number of copies, and then touch [Enter].
 - To cancel the function, touch [OFF].

Use the keypad to type in the number. The number of copies can be set to any number between 2 and 99.



- 5 Specify the recipient, and then load the document.
- 6 Press the [Start] key.



...

Note

If recipient's fax machine does not allow remote copying because of the F-code, the "Remote Copy" function can be set, but the fax cannot be sent (it will fail).

6.13 F-codes

This machine is compatible with F-code transmissions. The following section describes the various functions that use F-codes.

F-codes

F-code transmissions are fax transmission functions that use “SUB” (sub-addresses), “SEP” (selective polling), and “PWD” (password), which are regulated by the G3 standards of the ITU-T (International Telecommunication Union). Confidential box transmissions and bulletin board transmissions are possible only with similar machines compatible with F-code transmission. Using the [*], [#], and [0] through [9] keys of the keypad, specify the following, as necessary.

- SUB: Specify when transmitting using F-codes.
- SEP: Specify when calling another fax machine to retrieve a document from it (polling reception).
- SID/PWD: Specify when limiting the recipient/caller with a password.



Detail

If an F-code is specified by directly typing it in, only one transmission with the specified F-code can be completed per call. However, when sending the same fax to multiple recipients at the same time (broadcast transmission), different F-codes cannot be specified for each recipient.

If one-touch dial buttons are programmed with F-codes, the appropriate F-code can quickly be transmitted to the recipient.

F-code confidential transmissions

By programming F-codes, different confidential boxes can be created on this machine. Since a password is required in order to retrieve documents received in the different confidential boxes, confidential faxes can safely be sent and received.



Detail

In order to receive an F-code confidential document, the confidential boxes must be registered in advance. For details, refer to “Registering confidential boxes” on page 9-33.

Bulletin boards

Bulletin boards can be set up using F-codes to provide documents to any number of people.

By specifying an F-code programmed for each bulletin board, documents on the bulletin board can freely be retrieved by callers.



Detail

For details on setting up a bulletin board, refer to “Setting up a bulletin board” on page 9-28.

For details on putting a document on a bulletin board, refer to “Registering a document on a bulletin board” on page 6-31.

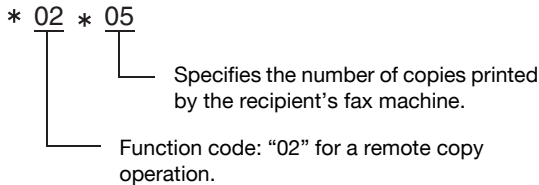
For details on retrieving documents registered on a bulletin board, refer to “Retrieving documents from bulletin boards (“Retrieve” function)” on page 7-4.

Remote copying

The sender can specify the number of fax copies to be printed by the recipient’s fax machine.

To perform remote copy operations

Specify the F-code (SUB) as shown below.



Precautions for specifying F-codes

When this machine receives an F-code, it first searches the F-codes for the bulletin boards (1 through 10). If there are no matching F-codes, it searches those for the confidential boxes (1 through 10).

When specifying an F-code, we recommend managing the numbers, such as by classifying them according to their function (for example, for confidential boxes or bulletin boards).

6.14 Using a confidential box (confidential transmission)

A confidential transmissions is a function where a document is sent to a specific person by using a confidential box. Sending a document to a confidential box on the recipient's fax machine is called a confidential transmission, and receiving a document in this machine's confidential box is called confidential reception.

For an F-code confidential transmission, specify a setting for "F-CODE (SUB)" when specifying the recipient.

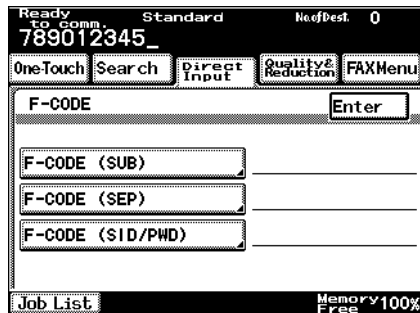
To use a confidential box

1 Press the [Fax/Scan] key to display the Fax mode screen.

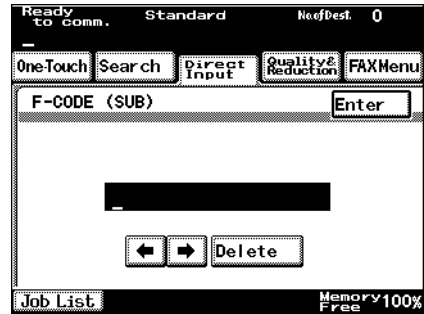
2 On the Direct Input screen, touch [F-CODE].



3 Touch [F-CODE (SUB)].



- 4 Type in the F-code (SUB) for the recipient, and then touch [Enter].
Use the keypad to type in the number.



- 5 Touch [Enter].



Detail

If an F-code is specified by directly typing it in, only one transmission with the specified F-code can be completed per call. When sending the same fax to multiple recipients at the same time (broadcast transmission), different F-codes cannot be specified for each recipient.

If one-touch dial buttons are programmed with F-codes, the appropriate F-code can quickly be transmitted to the recipient.

If an F-code password is required, specify a setting for "F-CODE (SID/PWD)".

In order perform a confidential transmission, a confidential box and password must be specified on the recipient's fax machine.

A confidential transmission/confidential reception can be used only if the recipient's fax machine has F-code functions.

If software switch settings were specified to limit dialing, a fax cannot be sent by directly typing in the fax number. For details on the software switch settings, refer to "Specifying software switch settings (machine functions)" on page 10-69.

Retrieving F-code confidential documents

- Touch [Job List], and then touch [Conf.] on the Doc. tab to retrieve the document.



Detail

In order to receive an F-code confidential document, the confidential boxes must be registered in advance. For details, refer to “Registering confidential boxes” on page 9-33. For details on the specified settings, contact the sender of the confidential transmission.

For details on receiving confidential documents, refer to “Using a confidential box (confidential reception)” on page 7-7.

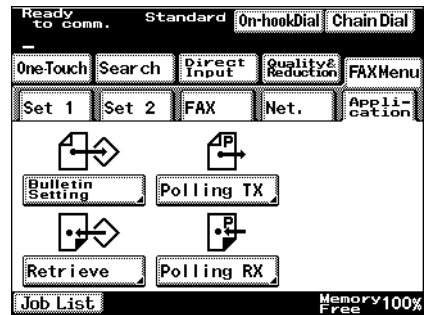
6.15 Registering a document on a bulletin board

Set up a virtual box on the machine for a specific purpose to provide documents to any number of people. In addition, documents can be registered on this machine's bulletin board from any other fax machine by anyone with access to the password.

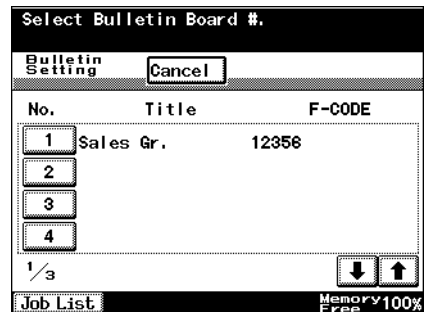
To register a document on a bulletin board

- ✓ A maximum of 10 bulletin boards can be set up.
- ✓ One document can be registered with each bulletin board. If a new document is registered on a bulletin board already registered with a document, the old document is deleted and replaced with the new document.

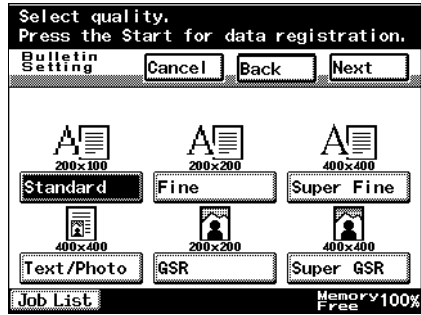
- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [Application], and then touch [Bulletin Setting].



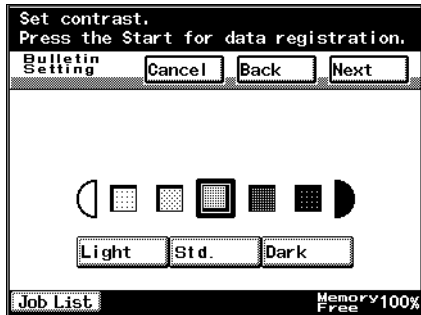
- 4 Touch the button for the number of the bulletin board where the document is to be registered.



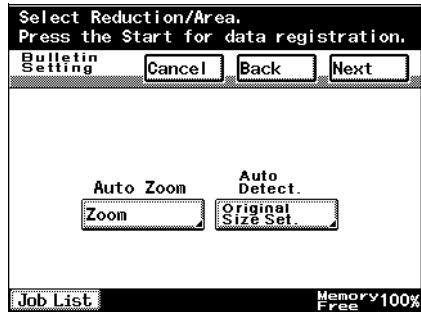
- 5 Specify the document type, and then touch [Next].



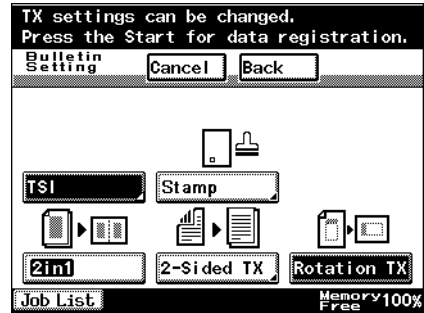
- 6 Specify the density, and then touch [Next].



- 7 Specify the zoom setting and document size, and then touch [Next].



- 8 Specify the desired transmission functions.



- 9 Press the [Start] key.
The document is scanned, and then a confirmation message appears.

Registering a document on a bulletin board from another fax machine

- 1 Load the document.
- 2 Specify the transmission settings, such as the document type and density.
- 3 In the SUB, type in the F-code for the bulletin board where the document is to be registered.
 - In order to register a document on a bulletin board, the bulletin board must be set up in advance, and the F-code and F-code password must be specified. For details, refer to “Setting up a bulletin board” on page 9-28.
- 4 In the SID/PWD, type in the password (F-code password) for the bulletin board where the document is to be registered.
- 5 Dial the telephone number.
- 6 Press the transmission button (Start button).
The document is registered on the bulletin board.

**Note**

For details on retrieving documents from a bulletin board, refer to “Retrieving documents from bulletin boards (“Retrieve” function)” on page 7-4.

For details on deleting registered documents, refer to “Checking transmission results (Job List)” on page 2-38.

If a document is already registered on the specified bulletin board, it is replaced with the sent document.

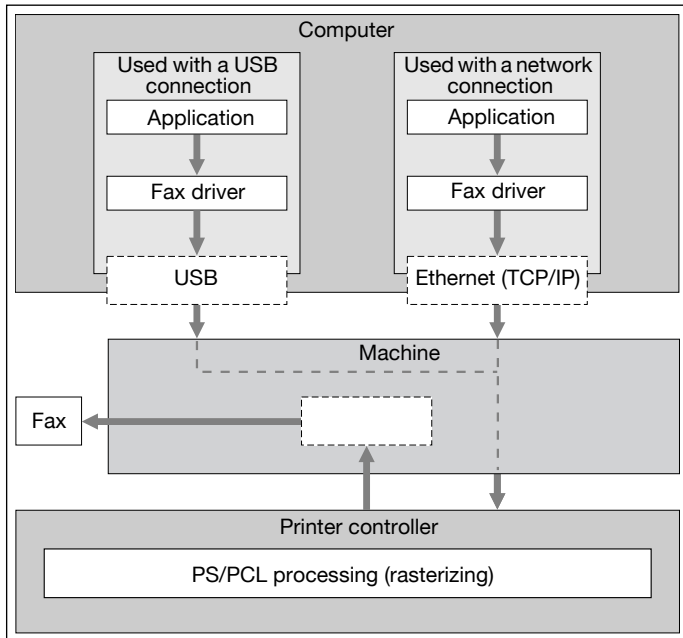
A document cannot be registered from a fax machine that cannot use F-code functions. For details on the functions available on the fax machine, refer to its instruction manual.

In order to register a document on a bulletin board from another fax machine, the F-code and F-code password specified for the bulletin board must be specified. If the specified F-code and F-code password does not match, the document cannot be registered on the bulletin board.

6.16 Faxing from a computer (PC-FAX)

If the optional fax kit has been installed and the fax driver is used on a Windows-compatible computer, faxes can be sent directly from the computer, without first being printed.

To perform the PC-FAX transmission operation, use the PCL driver on Driver CD-ROM Vol. 1. For details on performing the PC-FAX transmission operation, refer to the User's Guide [Fax Driver Operations].



To perform a PC-FAX transmission operation, a network connection must be made between this machine and a computer.



Detail

For details on making a network connection between this machine and a computer, refer to the User's Guide [Network Scanner Operations].



Useful reception functions

7 Useful reception functions

7.1 Receiving a fax with a password applied (“Password RX” function)

Data can only be received if this password is the same as the transmission password registered with the caller. This function is used to prevent receiving marketing advertisements by fax.



Note

Receptions are limited to machines programmed with the same transmission password registered on this machine. Transmission may not be possible, depending on the sender's fax machine.



Detail

The sender and the recipient must specify the transmission password in advance. For details, refer to “Registering communication passwords” on page 10-48.

For details on password transmission, refer to “Sending a fax with a password applied (“Password TX” function)” on page 6-23.

Using the software switch settings, you can specify whether or not password reception is permitted. For details, refer to “Specifying software switch settings (machine functions)” on page 10-69.

7.2 Retrieving documents from bulletin boards (“Retrieve” function)

Documents registered on the bulletin board of a different fax machine can be retrieved.



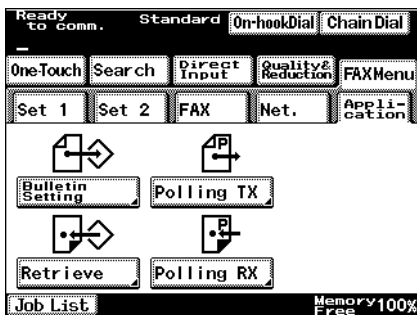
Detail

Specify the bulletin board by using its F-code. Check with the sender for the F-code registered with each bulletin board.

If the bulletin board on the sender's fax machine is protected with a password, the F-code password will also be required.

To retrieve a document from a bulletin board

- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [Application], and then touch [Retrieve].

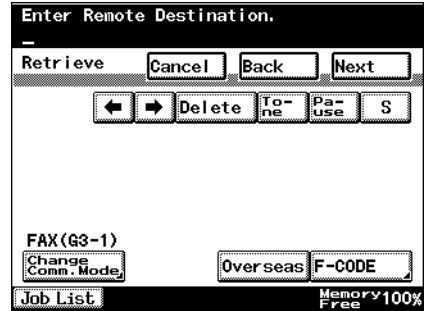


- 4 Select the method for specifying the sender.
 - If the sender is to be specified using a one-touch dial button, the F-code must be registered in advance.

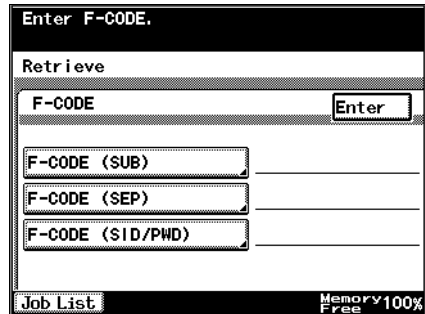


- 5 Specify the fax number of the sender.
 - If a one-touch dial button is used, touch the one-touch dial button for the sender. Continue with step 11.
 - If the number is to be typed in directly, type in the fax number of the sender. Continue with step 6.

- 6 On the screen for directly entering the fax number, touch [F-CODE].



- 7 Touch [F-CODE (SEP)].



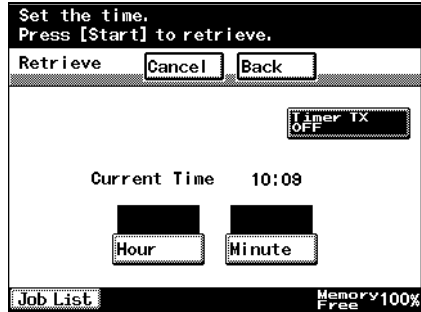
- 8 Type in the F-code (SEP) for the sender, and then touch [Enter].
 - To specify an F-code password, touch [F-CODE (SID/PWD)], and then type in the F-code password. Use the keypad to type in the number.



- 9 Touch [Enter].

- 10 Using the keypad, type in the telephone number of the sender.
- 11 Touch [Next].
- 12 Specify the reception time.

Touch [Hour] or [Minute], and then use the keypad to type in the desired time.



- 13 Press the [Start] key.

A confirmation message appears, and then the reception begins at the specified time.



Note

For details on putting a document on a bulletin board, refer to “Registering a document on a bulletin board” on page 6-31.

The procedure differs when retrieving a document registered on this machine’s bulletin board. For details, refer to “Checking transmission results (Job List)” on page 2-38.

If software switch settings were specified to limit dialing, a fax cannot be sent by directly typing in the fax number. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

7.3 Using a confidential box (confidential reception)

Retrieve documents saved in confidential boxes.



Detail

In order to receive a confidential document, the confidential boxes must be registered in advance. For details, refer to "Registering confidential boxes" on page 9-33. For details on the specified settings, contact the sender of the confidential transmission.

To receive a confidential document

- 1 Touch [Job List].
The Job List screen appears.
- 2 Touch [Doc.].

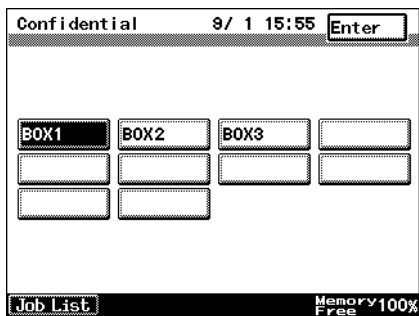
Job List		9/ 3 17:24		Enter
Job	Print order	Print	Type	Doc.
Status	User Name		Rcvd	
Dialing	0123456789		09/03 18:30	
Sending	2345678901		09/03 19:38	
1/1				
				↓ ↑
Job List				Memory Free 98%

- 3 Touch [Conf.].

Job List		3/28 02:11		Enter
Job	Print order	Print	Type	Doc.
Bulletin	Conf.			
Public				
Job List				
				Memory Free 100%

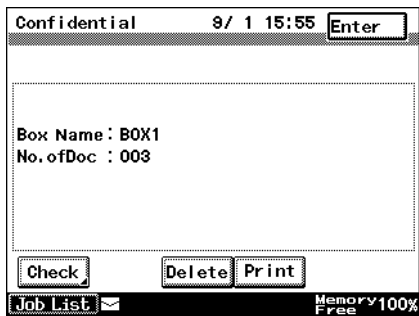
4 Touch the button for the desired confidential box.

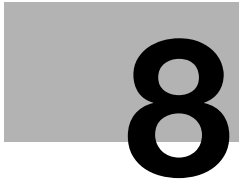
- If a password has been specified for the confidential box, the screen for entering the password appears when the button for the confidential box is touched.



5 Touch [Print].

- To delete the document without printing, touch [Delete].
The document is printed.





Polling

8 Polling

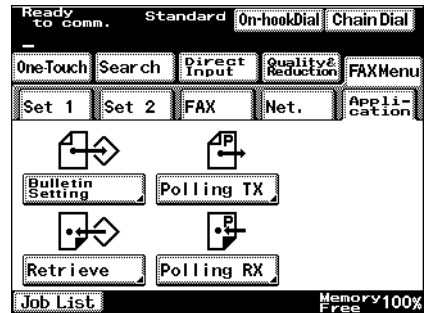
8.1 Preparing a polling document (“Polling TX” function)

With polling transmission, the document previously stored in the machine’s memory is sent when requested by the recipient.

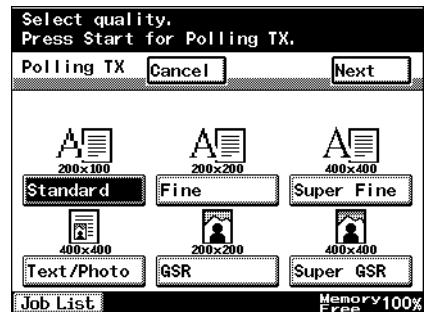
When the “Polling TX” function is selected, the document is stored in the polling transmission box and is sent when a polling request is received from the recipient.

To perform a polling transmission

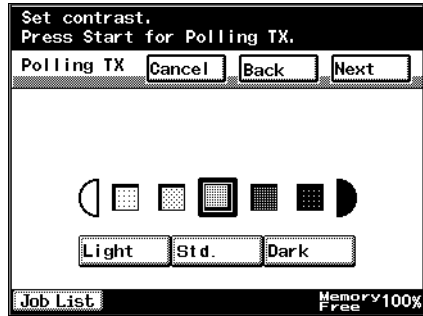
- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [Application], and then touch [Polling TX].



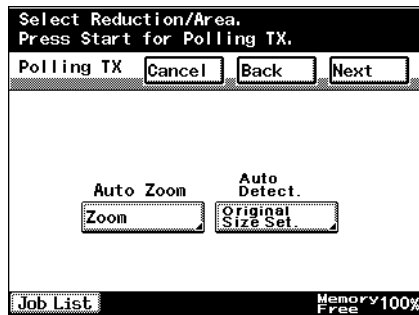
- 4 Specify the document type, and then touch [Next].



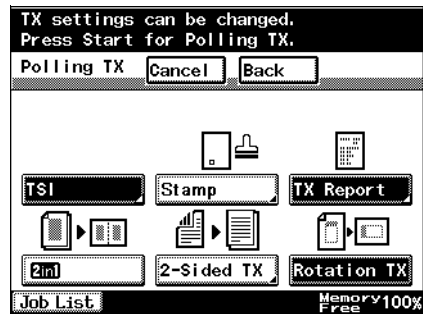
- 5 Specify the density, and then touch [Next].



- 6 Specify the zoom setting and document size, and then touch [Next].



- 7 Specify the desired transmission functions.



- 8 Press the [Start] key.
The document is scanned, and then a confirmation message appears.

**Detail**

The document is deleted from the memory after it is sent.

When the memory is full, polling transmission cannot be performed.

With polling transmission, the recipient incurs the cost of the call.

Only one document can be specified for polling transmission. If a document has already been specified for polling transmission, another document cannot be specified.

The polling transmission setting is canceled with each transmission.

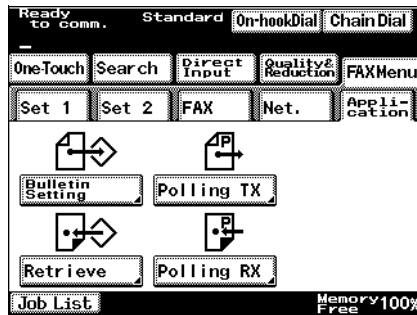
8.2 Receiving a polling document (“Polling RX” function)

With polling reception, a document loaded in the sender’s fax machine or the document reserved for polling transmission is sent when a request is sent.

Follow the procedure described below to receive a document available on a fax information service. With polling reception, the time that the fax is received can be specified. By specifying a reception time during discounted calling times, such as late at night, transmission costs can be reduced when receiving documents with a large number of pages or received with a long-distance call.

To perform polling reception

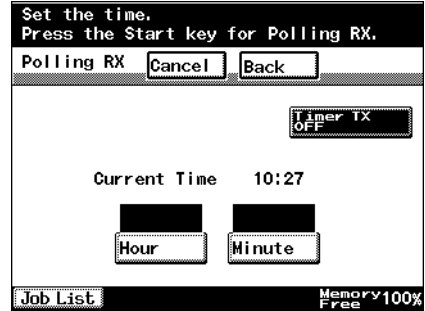
- 1 Press the [Fax/Scan] key to display the Fax mode screen.
- 2 Touch [FAX Menu].
- 3 Touch [Application], and then touch [Polling RX].



- 4 Select the method for specifying the sender.



- 5 Specify the fax number of the sender.
 - If a one-touch dial button is used, touch the one-touch dial button for the sender.
 - If the number is to be typed in directly, type in the fax number of the sender.
- 6 Touch [Next].
- 7 Specify the reception time.
 - Touch [Hour] or [Minute], and then use the keypad to type in the desired time.



- 8 Press the [Start] key.

A confirmation message appears, and then the reception begins at the specified time.



Note

With polling reception, the recipient incurs the cost of the call.

If software switch settings were specified to limit dialing, a fax cannot be sent by directly typing in the fax number. For details on the software switch settings, refer to "Specifying software switch settings (machine functions)" on page 10-69.



Registering/specifying settings

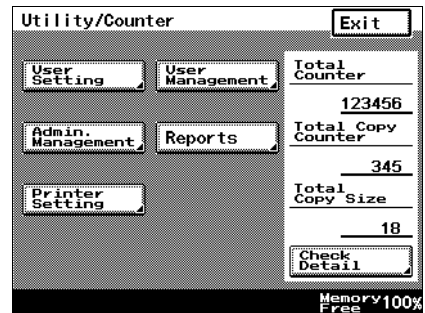
9 Registering/specifying settings

9.1 Displaying the FAX Registration screen

To display the FAX Registration screen

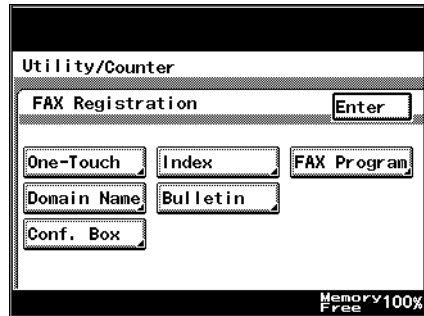
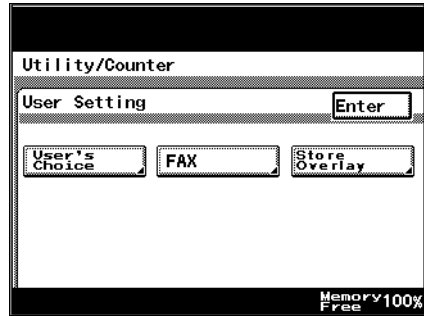
The following procedure describes how to display the FAX Registration screen.

- 1 Press the [Utility/Counter] key.
- 2 Touch [User Setting].



3 Touch [FAX].

The FAX Registration screen appears.



Note

If software switch settings were specified to limit use of the FAX Registration screen to the administrator, [FAX] does not appear in the User Setting screen. In this case, destination can only be registered, edited and deleted in Administrator mode. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.



Reminder

If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

9.2 Programming a one-touch dial button

If a recipient is registered with a one-touch dial button, the fax number can be entered quickly and easily.



Reminder

If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

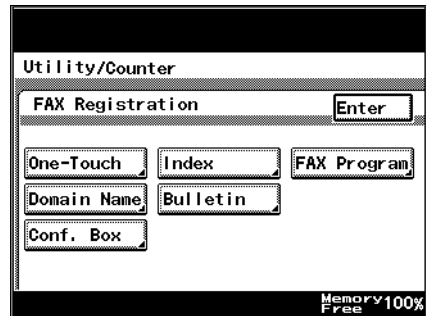
Programming a one-touch dial button with a fax number

When registering recipients, classify them in indexes to allow the desired recipient to be found more easily. For details, refer to “Registering indexes for one-touch dial buttons” on page 9-16.

One-touch dial buttons can be deleted or copied or their settings can be changed.

- ✓ Up to 36 indexes and up to 540 one-touch dial buttons (15 per index) can be registered.

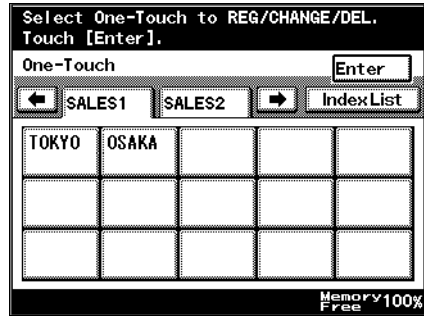
- 1 Press the [Utility/Counter] key.
- 2 Touch [User Setting].
- 3 Touch [FAX].
- 4 Touch [One-Touch].



5 Touch the one-touch dial button to be registered.

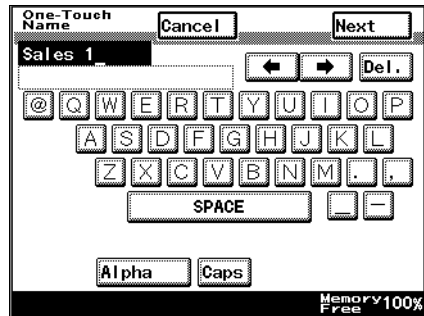
- The first index screen automatically appears. Touch an index tab, or touch [←], [→] or [Index List] to search for the desired one-touch dial button.

A screen appears, allowing you to enter the name that will appear on the button.



6 Type in the recipient name that will appear on the one-touch button, and then touch [Next].

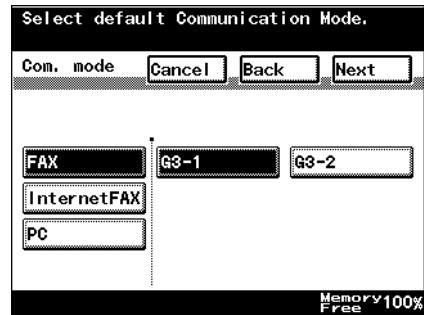
- A maximum of 12 characters can be entered.



7 Select the transmission mode, and then touch [Next].

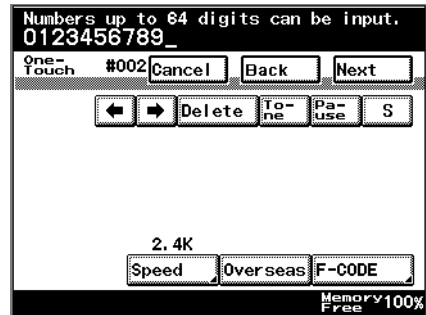
- G3-1: Select when using port 1 for transmitting.
- G3-2: Select when using port 2 for transmitting.

This screen appears if optional fax multi line is installed. If this screen does not appear, continue with the next step.



8 Use the keypad to type in the telephone number of the recipient, and then touch [Next].

- A number up to 64 digits long can be entered for the telephone number.
- To add a pause of 3 seconds, touch [Pause]. “P” appears. When transmitting to



an outside line, touch [Pause] after the outside line access number (for example, “0”) to ensure that a connection is established.

- If a country code and recipient’s fax number is entered immediately after the international dialing code, a busy signal may heard while the number is dialed and the fax cannot be sent. In this case, touch [Pause] twice after entering the international dialing code, and then enter the remainder of the telephone number after the six-second pause. If the fax still cannot be sent, use the “Quick Scan TX” function.
- To specify that the remainder of the transmission is for pulse dialing, touch [Tone]. “T” appears in the screen. If pulse dialing is being used, touch this button to send push-button tones.
- S: To perform a checked receiver transmission, touch [S] to type in the special character “S”. For details on checked receiver transmissions, refer to “Check the recipient before sending” on page 2-29.
- To transmit overseas, touch [Overseas].
When faxing overseas, depending on the destination, a transmission error may occur if the transmission conditions are poor. In this case, touch [Overseas] to decrease the transmission speed and allow the fax to be received more easily.
- To specify F-codes, touch [F-CODE]. For details, refer to “Registering an F-code” on page 9-9.
- To specify the transmission speed, touch [Speed]. For details, refer to “Specifying the transmission speed” on page 9-11.

9 Check the information to be registered, and then touch [Enter].

- To change a setting, touch the button for the setting to be changed, and then specify the new setting.

? What does the three-digit number beginning with “#” refer to?

- The one-touch dial button number appears as a three-digit number beginning with “#”. A one-touch dial button number is specified for each one-touch dial button. Instead of touching the one-touch dial button, the recipient can be specified by pressing [#] key, then entering the one-touch dial button number (between 000 and 539).

10 Touch [Enter] in each screen until the standby screen (initial screen) appears.



Note

If [One-Touch], then [Sub Address Registration] is touched, a recipient can be registered for automatic selection. For details, refer to “Registering/deleting a secondary destination” on page 9-15.

If software switch settings were specified to limit use of the FAX Registration screen to the administrator, [FAX] does not appear in the User Setting screen. In this case, destination can only be registered, edited and deleted in Administrator mode. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

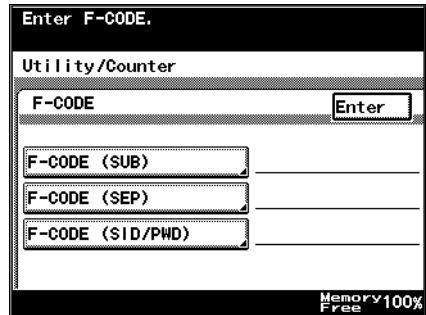
Registering an F-code

- 1 Perform steps 1 through 8 of the procedure for registering a one-touch dial button, until the screen for entering the number appears.
 - For details, refer to “Programming a one-touch dial button with a fax number” on page 9-5.

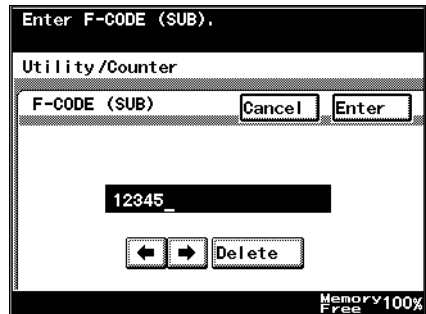
- 2 Use the keypad to type in the telephone number of the recipient, and then touch [F-CODE].



- 3 Touch the button ([F-CODE (SUB)], [F-CODE (SEP)], or [F-CODE (SID/PWD)]) for the information to be specified.
 - For details, refer to “F-codes” on page 6-26.



- 4 Use the keypad to type in the F-code, and then touch [Enter].



- 5 Touch [Enter].

Enter F-CODE.

Utility /Counter

F-CODE

F-CODE (SUB) 12345

F-CODE (SEP)

F-CODE (SID/PWD)

Memory Free 100%

- 6 Touch [Next].

- 7 Check the information to be registered, and then touch [Enter].

- To change a setting, touch the button for the setting to be changed, and then specify the new setting.

- 8 Touch [Enter] in each screen until the standby screen (initial screen) appears.

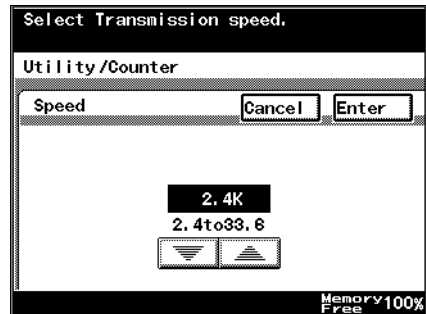
Specifying the transmission speed

- 1 Perform steps 1 through 8 of the procedure for registering a one-touch dial button, until the screen for entering the number appears.
 - For details, refer to “Programming a one-touch dial button with a fax number” on page 9-5.

- 2 Use the keypad to type in the telephone number of the recipient, and then touch [Speed].



- 3 Touch [▼] or [▲] to select the desired transmission speed, and then touch [Enter].



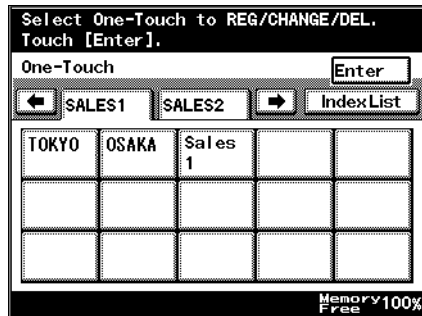
- 4 Touch [Next].
- 5 Check the information to be registered, and then touch [Enter].
 - To change a setting, touch the button for the setting to be changed, and then specify the new setting.
- 6 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Changing/deleting a one-touch dial button

- 1 Perform steps 1 through 4 of the procedure for registering a one-touch dial button, until the screen for selecting a one-touch dial button appears.
 - For details, refer to “Programming a one-touch dial button with a fax number” on page 9-5.

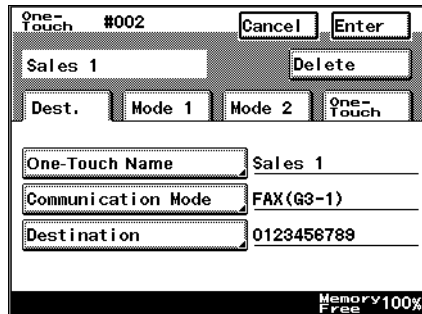
- 2 Touch the one-touch dial button whose settings are to be changed.

A confirmation screen appears, showing the specified settings.



- 3 Touch the button for the setting to be changed, and then change the setting.

- To delete the one-touch dial button, touch [Delete].



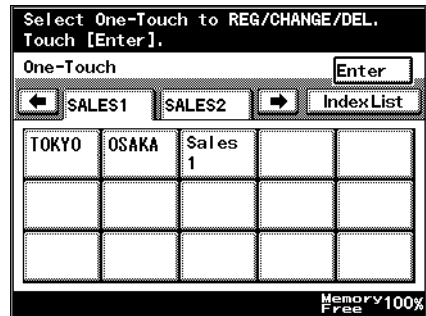
- 4 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Copying a one-touch dial button

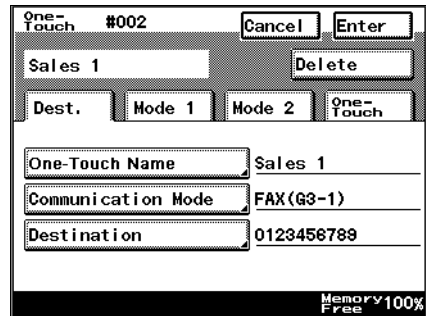
- 1 Perform steps 1 through 4 of the procedure for registering a one-touch dial button, until the screen for selecting a one-touch dial button appears.
 - For details, refer to “Programming a one-touch dial button with a fax number” on page 9-5.

- 2 Touch the one-touch dial button that is to be copied.

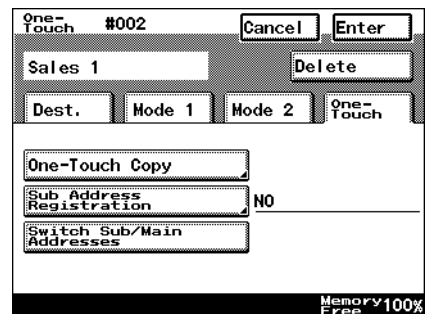
A confirmation screen appears, showing the specified settings.



- 3 Touch [One-Touch].

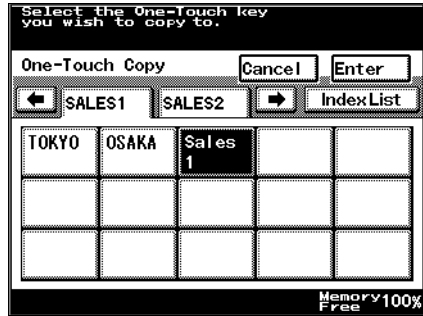


- 4 Touch [One-Touch Copy].



- 5 Touch the button where the one-touch dial button is to be copied.

The settings specified for the one-touch dial button is copied.



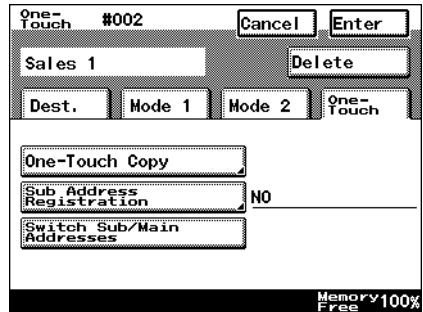
- 6 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Registering/deleting a secondary destination

In addition to the main destination, a secondary destination can be registered with the one-touch dial button in case the transmission to the main destination failed.

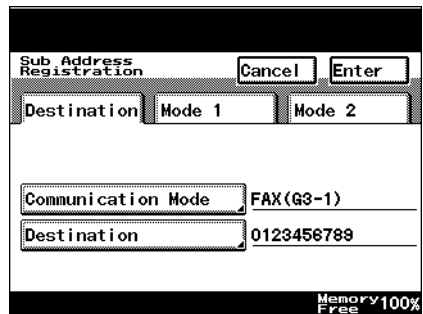
- 1 Perform steps 1 through 4 of the procedure for registering a one-touch dial button, until the screen for selecting a one-touch dial button appears.
 - For details, refer to “Programming a one-touch dial button with a fax number” on page 9-5.
- 2 Touch the one-touch dial button where the secondary destination is to be registered.
- 3 Touch [One-Touch], then [Sub Address Registration].

- If a secondary destination is already registered, touch [Switch Sub/Main Addresses] to switch the secondary and main destinations.



- 4 Enter the secondary destination information, and then touch [Enter].

- If a secondary destination is already registered, check the settings that appear, and then touch [Change Settings] or [Delete].
- If the secondary destination is being deleted, a confirmation message appears. Touch [Yes].



- 5 Touch [Enter] until the standby screen (initial screen) appears.

9.3 Registering indexes for one-touch dial buttons

Using the indexes, one-touch dial buttons can be categorized, for example, by specifying “Offices” and “Customer” or “California” and “New York”, to allow the desired one-touch dial button to be found more easily.



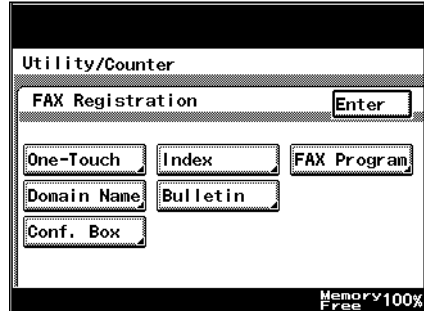
Reminder

If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

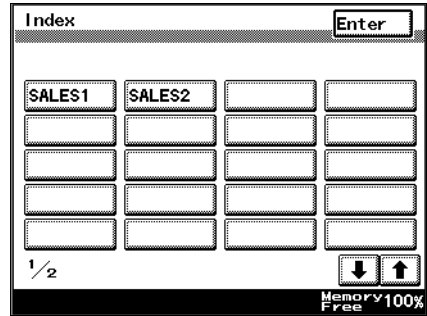
To register an index

- ✓ 36 indexes can be registered with up to 15 one-touch dial buttons per index.

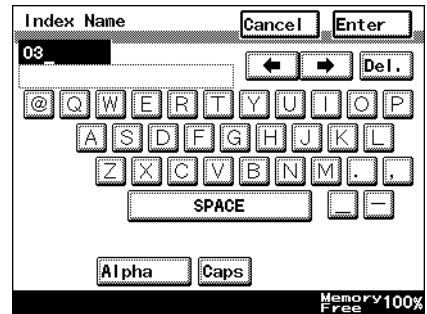
- 1 Press the [Utility/Counter] key.
- 2 Touch [User Setting].
- 3 Touch [FAX].
- 4 Touch [Index].



- 5 Touch the index button to be registered.
A screen appears, allowing you to enter the name that will appear on the button.



- 6 Type in the name that will appear on the index button, and then touch [Enter].
 - A maximum of 8 characters can be entered.



- 7 Touch [Enter] in each screen until the standby screen (initial screen) appears.



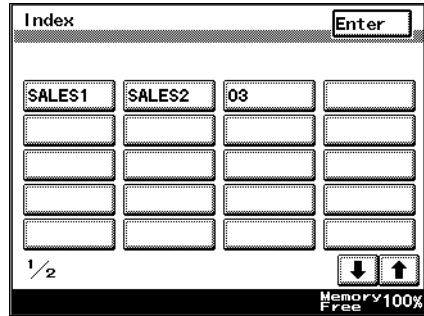
Note

If software switch settings were specified to limit use of the FAX Registration screen to the administrator, [FAX] does not appear in the User Setting screen. In this case, destination can only be registered, edited and deleted in Administrator mode. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

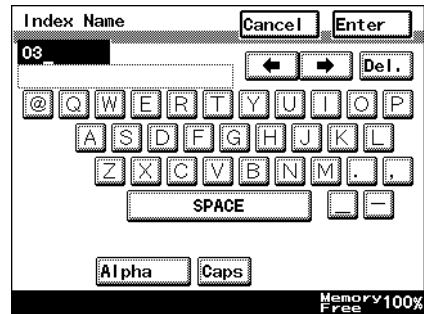
Changing/deleting an index

- 1 Perform steps 1 through 4 of the procedure for registering an index button, until the screen for selecting an index button appears.
 - For details, refer to “To register an index” on page 9-16.

- 2 Touch the index button to be changed.
A screen appears, allowing you to enter the name that will appear on the button.



- 3 Change the index name.
– To delete the index, erase the name.



- 4 Touch [Enter] in each screen until the standby screen (initial screen) appears.

9.4 Registering a transmission program

If transmission settings are programmed together with recipient information, transmission and reception is possible with the same transmission settings simply by pressing that button. This is useful if transmission or reception operations are performed frequently every day at a specific time.

There are three types of program buttons.

- **TX program:** A one-touch dial button recipient, Quality, Density, Zoom and Original Size Setting settings in addition to the “Quick Scan TX”, “Priority TX”, “Timer TX Setting”, “TSI”, “TX Report”, “Remote Copy”, “Password TX”, “2in1”, “2-Sided TX”, “Rotation TX” and “Stamp” functions can be registered with a program.
- **Batch program:** A program for sending multiple documents at a specified time can be registered.
- **Polling RX program:** The time for a polling reception can be specified.



Detail

Up to 30 fax programs can be registered. However, the total number of one-touch dial buttons and fax programs must not exceed 540.

Specify the recipient with a one-touch dial button. The recipient must be registered with the one-touch button in advance.



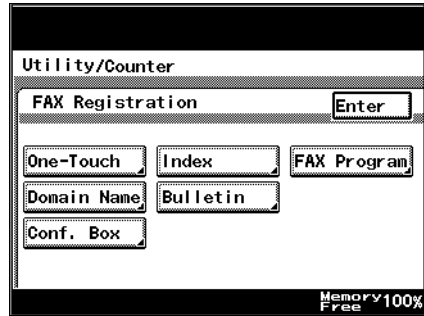
Reminder

If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

Registering a transmission program

- 1 Press the [Utility/Counter] key.
- 2 Touch [User Setting].
- 3 Touch [FAX].

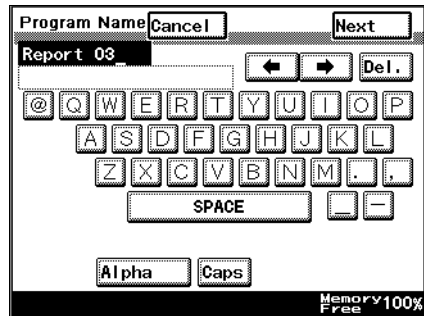
4 Touch [FAX Program].



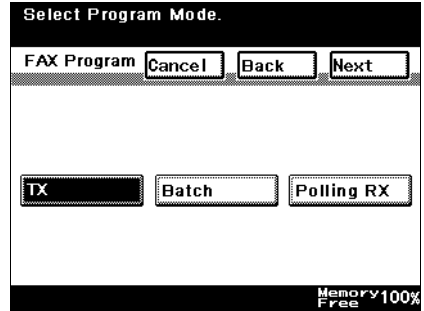
- 5 Touch the one-touch dial button to be registered. A screen appears, allowing you to enter the name that will appear on the button.



- 6 Type in the name that will appear on the program button, and then touch [Next].
- A maximum of 12 characters can be entered.



- 7 Touch [TX], and then touch [Next].



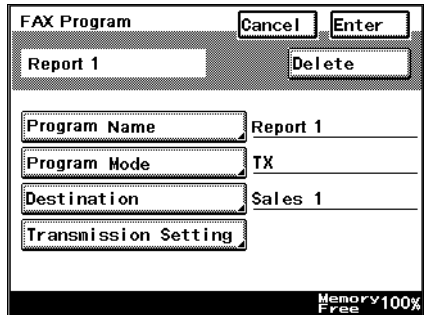
- 8 Specify the recipient.

- Touch [One-Touch] or [Search] and search for the desired one-touch dial button to specify the recipient, and then touch [Enter].
- When registering a program for broadcast transmission, specify all recipients. A maximum of 300 recipients can be registered.
- If no recipient is registered, touch [No Destination].

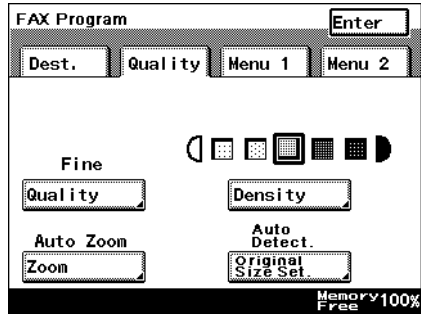


- 9 Touch [Next].

- 10 Touch the [Transmission Setting].

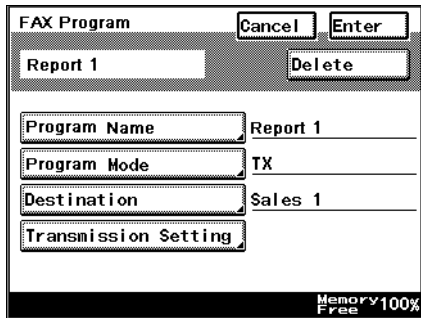


- 11** Specify the functions to be programmed. After all of the desired functions have been specified, touch [Enter].
- If desired, touch [Quality], [Menu 1] or [Menu 2], and then specify the desired settings. For details on the settings available on the Quality screen, refer to “Specifying the transmission settings” on page 2-10. For details on the settings available on the Menu 1 and Menu 2 screen, refer to “Useful transmission functions” on page 6-3.



- 12** Check the information to be registered, and then touch [Enter].

To change a setting, touch the button for the setting to be changed, and then specify the new setting.



- 13** Touch [Enter] in each screen until the standby screen (initial screen) appears.



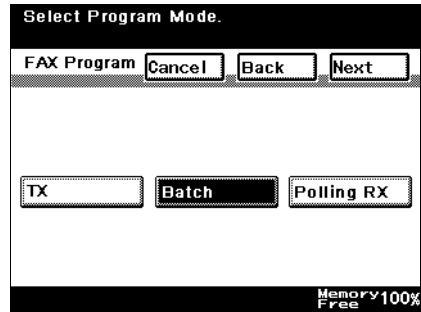
Note

If software switch settings were specified to limit use of the FAX Registration screen to the administrator, [FAX] does not appear in the User Setting screen. In this case, destination can only be registered, edited and deleted in Administrator mode. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Registering a batch transmission program

- 1 Perform steps 1 through 7 of the procedure for registering a transmission program, until the screen for selecting a program type appears.
 - For details, refer to “Registering a transmission program” on page 9-19.

- 2 Touch [Batch], and then touch [Next].

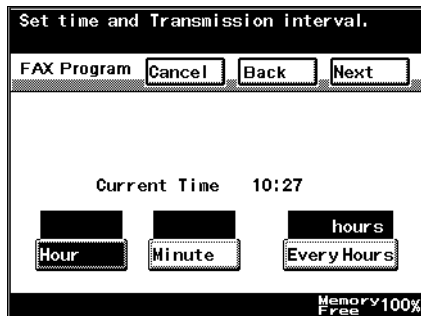


- 3 Specify the recipient.
 - Touch [One-Touch] or [Search] and search for the desired one-touch dial button to specify the recipient, and then touch [Enter].



- 4 Touch [Next].

- 5 Specify the transmission time and interval.
 - Touch the button for the setting to be specified, and then use the keypad to type in the desired setting.



- 6 Touch [Next].
- 7 Touch the [Transmission Setting].

- 8 Specify the functions to be programmed. After all of the desired functions have been specified, touch [Enter].

- If desired, touch [Quality] or [Menu 1], and then specify the desired settings. For details on the settings available on the Quality screen, refer to “Specifying the transmission settings” on page 2-10. For details on the settings available on the Menu 1 screen, refer to “Useful transmission functions” on page 6-3.

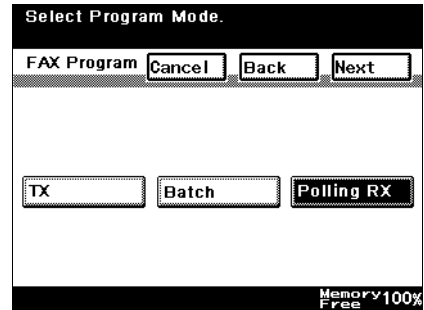
- 9 Check the information to be registered, and then touch [Enter].

To change a setting, touch the button for the setting to be changed, and then specify the new setting.

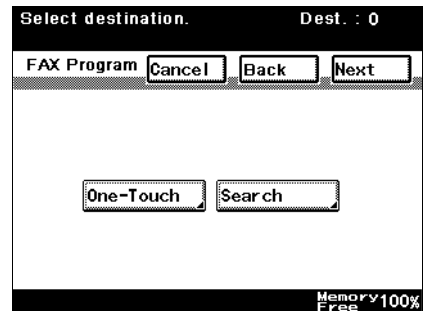
- 10 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Registering a polling reception program

- 1 Perform steps 1 through 7 of the procedure for registering a transmission program, until the screen for selecting a program type appears.
 - For details, refer to “Registering a transmission program” on page 9-19.
- 2 Touch [Polling RX], and then touch [Next].



- 3 Specify the recipient.
 - Touch [One-Touch] or [Search] and search for the desired one-touch dial button to specify the recipient, and then touch [Enter].



- 4 Touch [Next].

- 5 Touch [Timer TX Setting].

- 6 Specify the transmission time and interval.

- Touch the button for the setting to be specified, and then use the keypad to type in the desired setting.

- 7 Touch [Enter].

- 8 Check the information to be registered, and then touch [Enter].

- To change a setting, touch the button for the setting to be changed, and then specify the new setting.

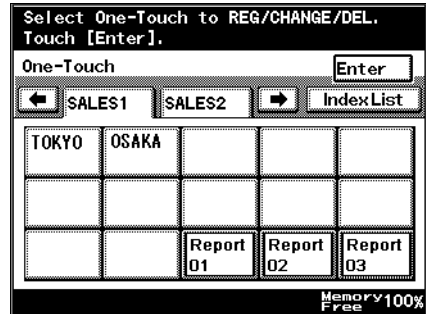
- 9 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Changing/deleting a program

- 1 Perform steps 1 through 4 of the procedure for registering a transmission program, until the screen for selecting a one-touch dial button appears.
 - For details, refer to “Registering a transmission program” on page 9-19.

- 2 Touch the one-touch dial button whose settings are to be changed.

A confirmation screen appears, showing the specified settings.

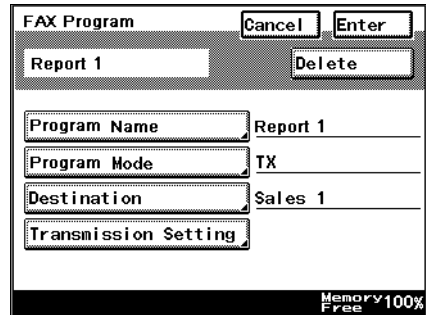


- 3 Touch the button for the setting to be changed, and then change the setting.

- To delete the one-touch dial button, touch [Delete].

? Why were all the programmed settings cleared?

→ If a different program type is selected, all programmed settings are cleared.



- 4 Touch [Enter] in each screen until the standby screen (initial screen) appears.

9.5 Setting up a bulletin board

In order to register a document on a bulletin board, the bulletin board must be set up in advance. The following procedure describes how to set up a bulletin board.



Detail

Specify an F-code for each bulletin board. If a password is to be specified for the bulletin board, also specify an F-code password. For details, refer to "F-codes" on page 6-26.

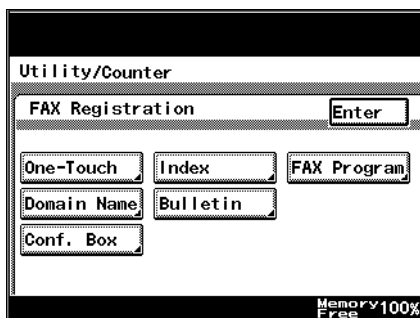


Reminder

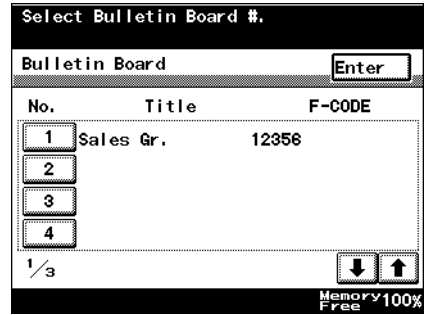
If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

To set up a bulletin board

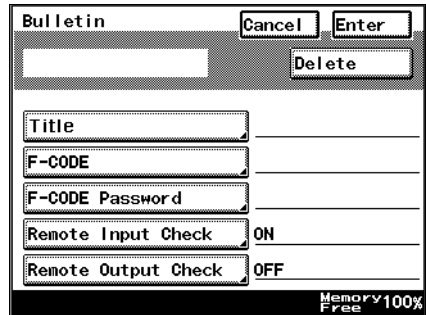
- 1 Press the [Utility/Counter] key.
- 2 Touch [User Setting].
- 3 Touch [FAX].
- 4 Touch [Bulletin].



- 5 Touch the button for the number of the bulletin board to be set up.

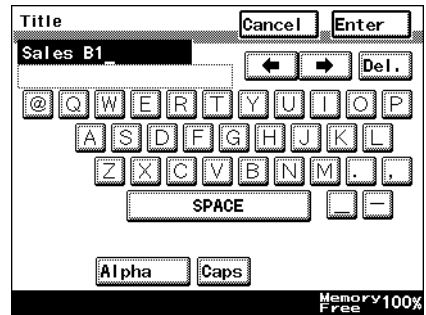


- 6 Touch [Title].



- 7 Type in the title, and then touch [Enter].

- A maximum of 16 characters can be entered.



8 Touch [F-CODE].

Bulletin

Cancel Enter

Sales B1 Delete

Title Sales B1

F-CODE

F-CODE Password

Remote Input Check ON

Remote Output Check OFF

Memory 100% Free

9 Type in the F-code, and then touch [Enter].

- Register the F-code for using the bulletin board.
- A maximum of 20 characters (0 through 9, # and *) can be entered.
- Do not specify the same F-code for a different bulletin board, or for a confidential box.

Enter F-CODE.

Utility /Counter

F-CODE Cancel Enter

12345_

← → Delete

Memory 100% Free

10 If desired, touch [F-CODE Password], and then type in password.

- Register a password for each bulletin board.
- A maximum of 20 characters (0 through 9, # and *) can be entered. The entered password appears as asterisks (*).

Bulletin

Cancel Enter

Sales B1 Delete

Title Sales B1

F-CODE 12345

F-CODE Password *

Remote Input Check ON

Remote Output Check OFF

Memory 100% Free

- ? Although a password was specified, why can't viewing be limited?
- The password is entered when limiting viewing of the bulletin board. To specify the viewing limitations, touch [Remote Input Check] or [Remote Output Check].

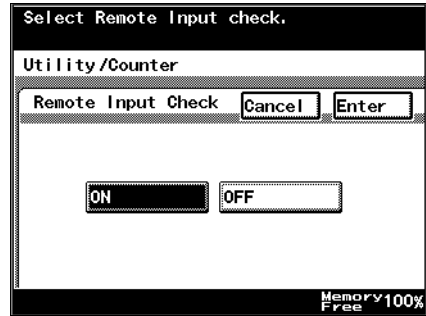
11 Touch [Remote Input Check].

12 Touch either [ON] or [OFF] to specify a setting for “Remote Input Check”, and then touch [Enter].

- If “ON” was selected, type in an F-code password.

? What does the “Remote Input Check” function do?

→ This function specifies whether or not registering a document on this machine’s bulletin board from another fax machine is regulated with a password.



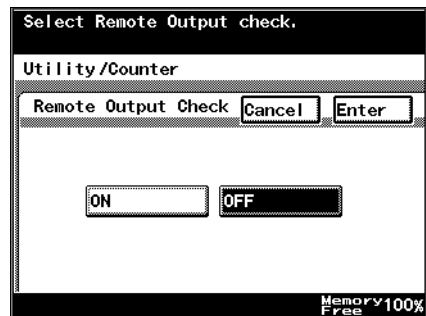
13 Touch [Remote Output Check].

14 Touch either [ON] or [OFF] to specify a setting for “Remote Output Check”, and then touch [Enter].

- If “ON” was selected, type in an F-code password.

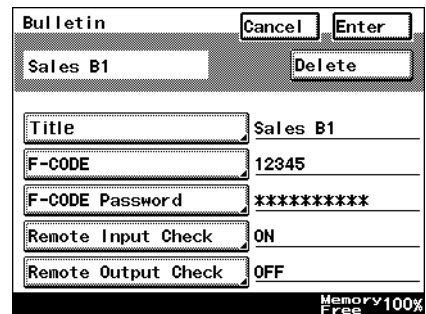
? What does the “Remote Output Check” function do?

→ This function specifies whether or not retrieving a bulletin board document from another fax machine is regulated with a password.



15 Check the information to be registered, and then touch [Enter].

- To change a setting, touch the button for the setting to be changed, and then specify the new setting.



16 Touch [Enter] in each screen until the standby screen (initial screen) appears.

**Note**

If software switch settings were specified to limit use of the FAX Registration screen to the administrator, [FAX] does not appear in the User Setting screen. In this case, destination can only be registered, edited and deleted in Administrator mode. For details on the software switch settings, refer to "Specifying software switch settings (machine functions)" on page 10-69.

9.6 Registering confidential boxes

In order to save a document in a confidential box, the confidential box must be registered in advance.



Detail

Specify an F-code for each confidential box. If a password is to be specified for the confidential box, also specify an F-code password. For details, refer to "F-codes" on page 6-26.



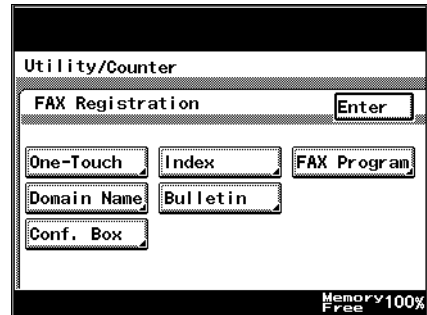
...

Reminder

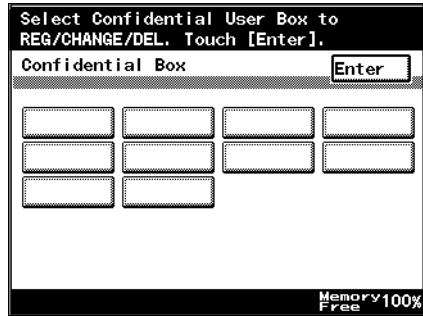
If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

To register a confidential box

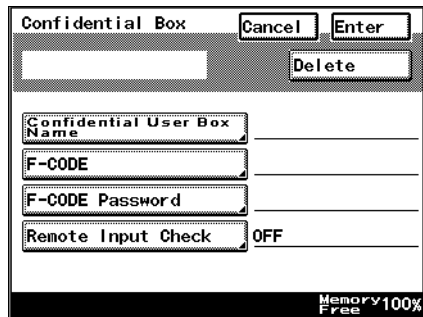
- 1 Press the [Utility/Counter] key.
- 2 Touch [User Setting].
- 3 Touch [FAX].
- 4 Touch [Conf. Box].



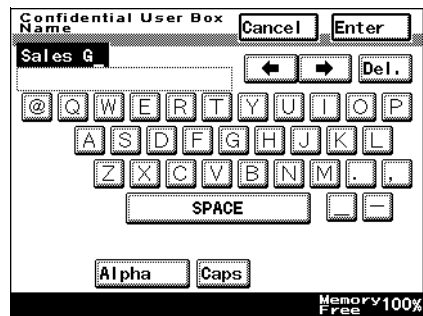
- 5 Touch the button for the confidential box to be registered.



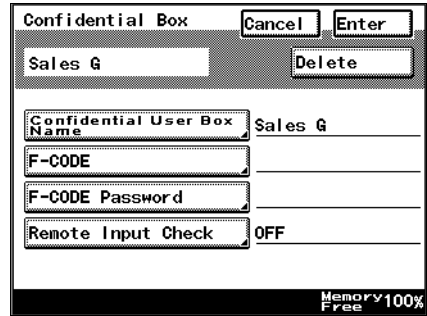
- 6 Touch [Confidential User Box Name].



- 7 Type in Confidential User Box Name, and then touch [Enter].
- A maximum of 8 characters can be entered.

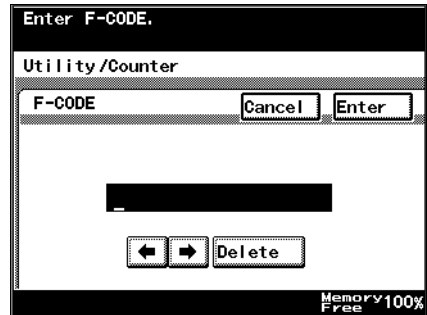


8 Touch [F-CODE].



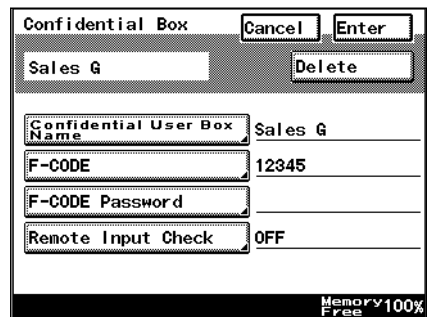
9 Type in the F-code, and then touch [Enter].

- Register the F-code for using the confidential box.
- A maximum of 20 characters (0 through 9, # and *) can be entered.
- Do not specify the same F-code for a different bulletin board, for a confidential box, for a users box, or for document management.



10 If desired, touch [F-CODE Password], and then type in password.

- Register a password for each confidential box.
- A maximum of 20 characters (0 through 9, # and *) can be entered. The entered password appears as asterisks (*).



- ? Although a password was specified, why can't viewing be limited?
- The password is entered when limiting viewing of the confidential box. To specify the viewing limitations, touch [Remote Input Check].

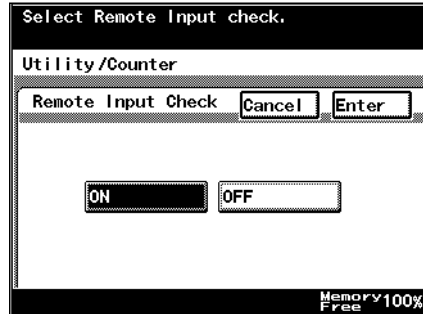
11 Touch [Remote Input Check].

12 Touch either [ON] or [OFF] to specify a setting for “Remote Input Check”, and then touch [Enter].

- If “ON” was selected, type in an F-code password.

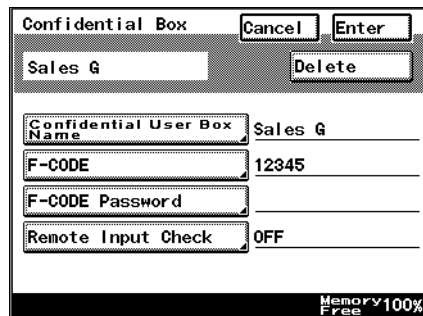
? What does the “Remote Input Check” function do?

→ This function specifies whether or not registering a document in this machine’s confidential box from another fax machine is regulated with a password.



13 Check the information to be registered, and then touch [Enter].

- To change a setting, touch the button for the setting to be changed, and then specify the new setting.



14 Touch [Enter] in each screen until the standby screen (initial screen) appears.



Note

If software switch settings were specified to limit use of the FAX Registration screen to the administrator, [FAX] does not appear in the User Setting screen. In this case, destination can only be registered, edited and deleted in Administrator mode. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

10

Utility mode

10 Utility mode

10.1 Overview of Utility mode parameters

List of registration information and parameters

This section describes the buttons available when the [Utility/Counter] key is pressed.

The functions related to the information in this manual are described here, and the corresponding reference page is listed after the name of the function.



Note

The buttons that appear in the screens differ depending on the specified settings.

*Buttons marked with ^{*1} may not appear depending on the specified settings or whether specific options are installed.*

*For details on buttons marked with ^{*2}, refer to the User's Guide [Network Scanner Operations].*

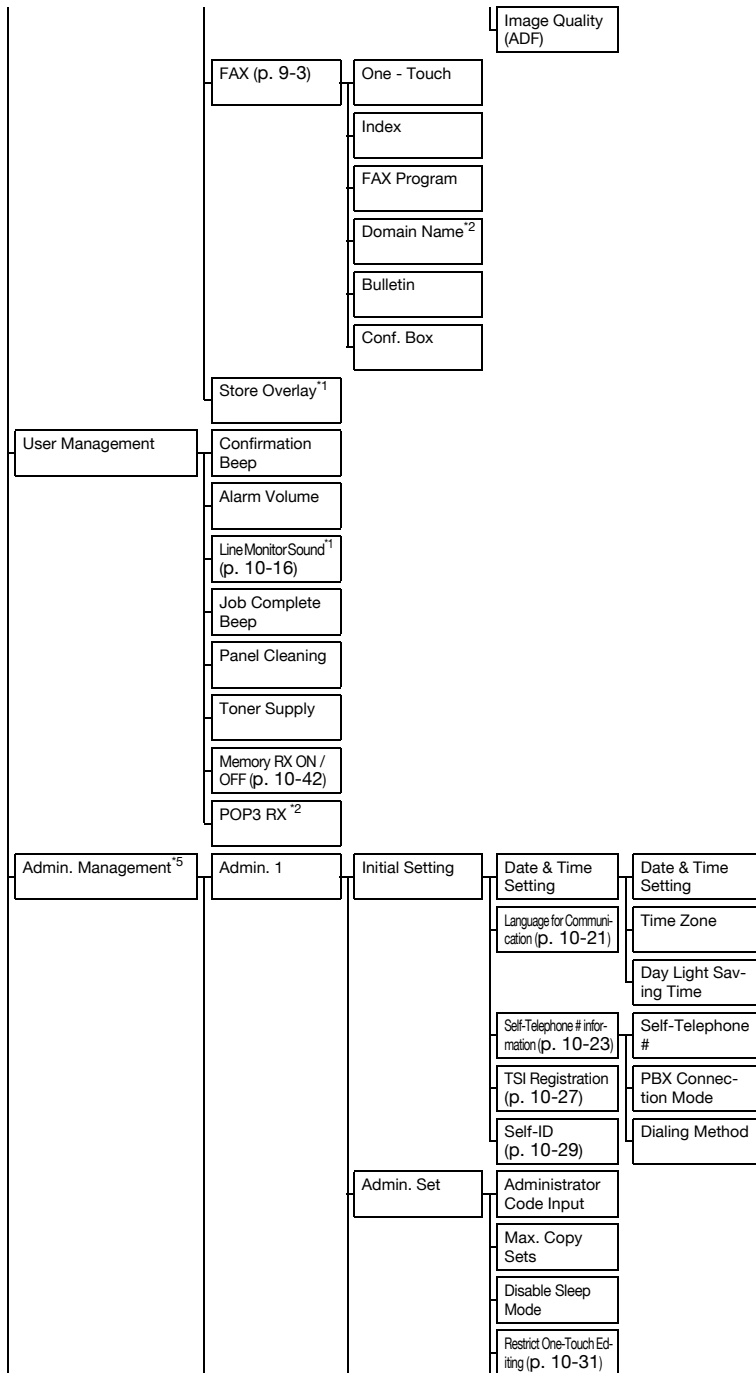
*For details on the buttons marked with ^{*3}, refer to the User's Guide [Print Operations].*

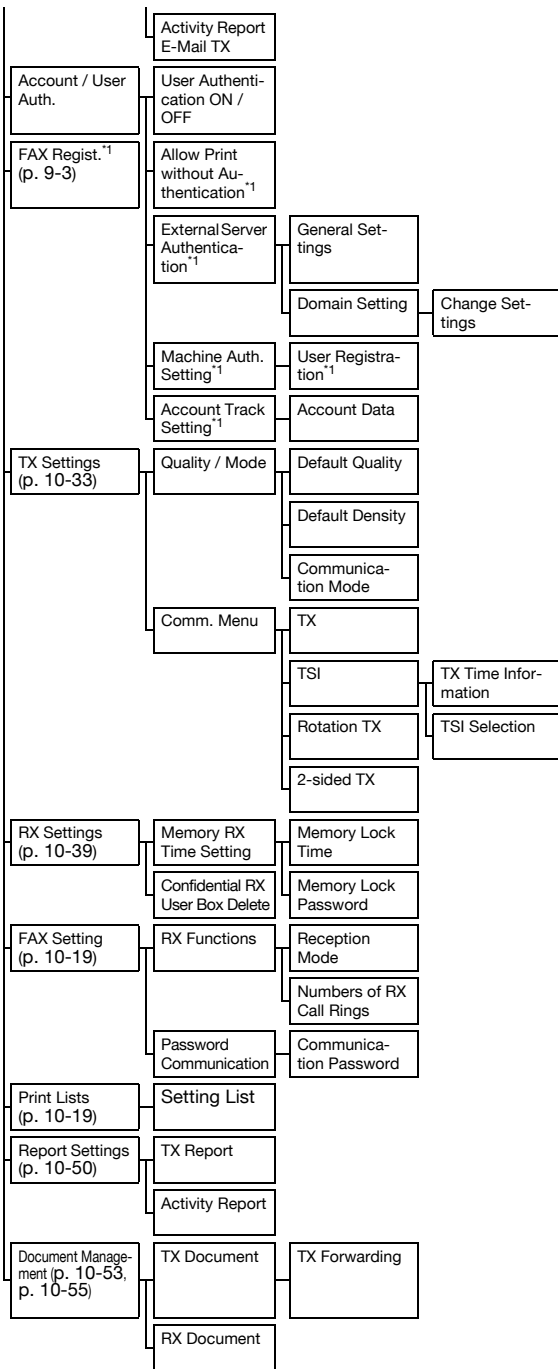
*For details on the buttons marked with ^{*4}, refer to the User's Guide [Box Operations].*

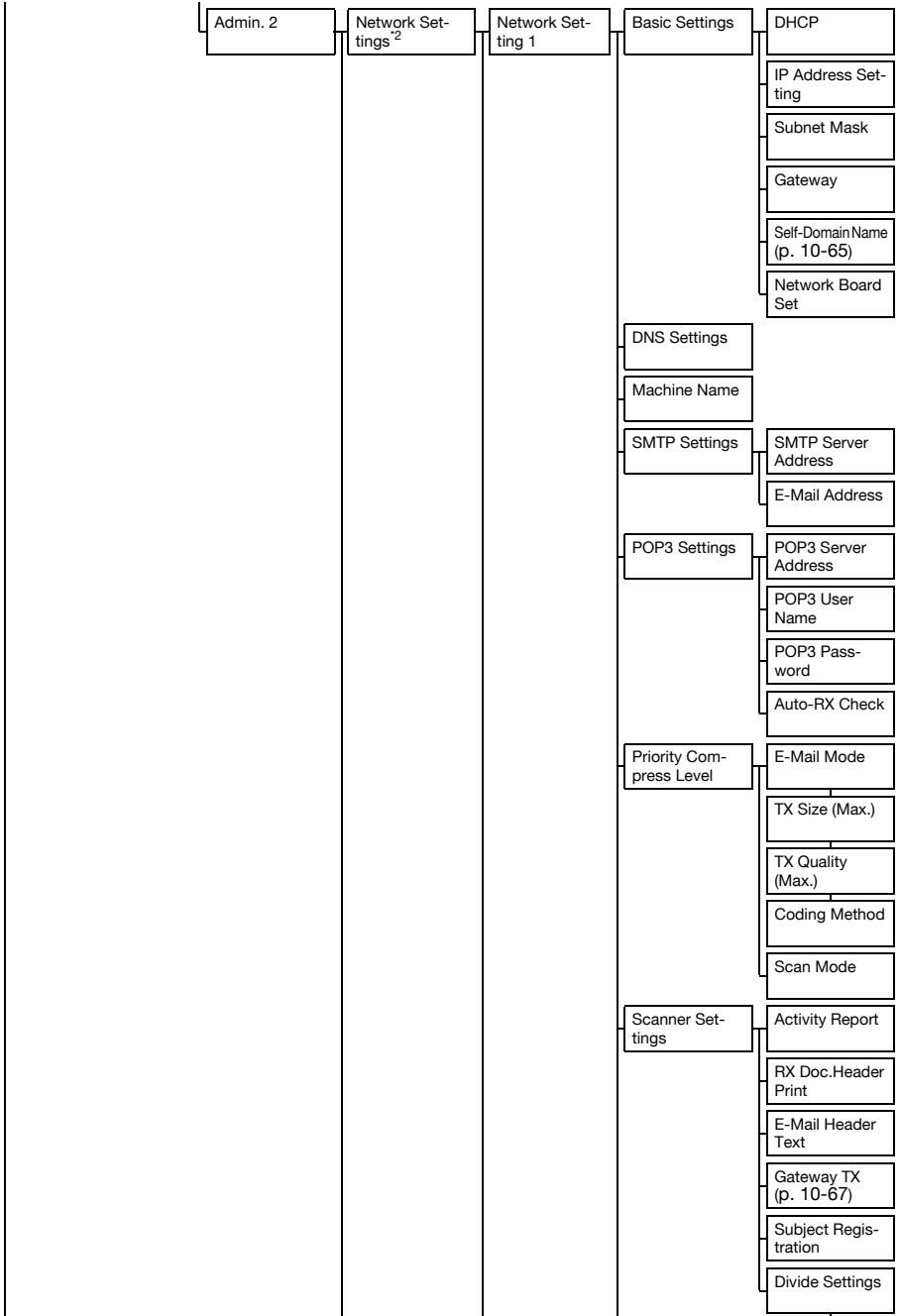
*If user authentication settings have been specified and the [Utility/Counter] key is pressed without performing user authentication, only the buttons marked with ^{*5} appear.*

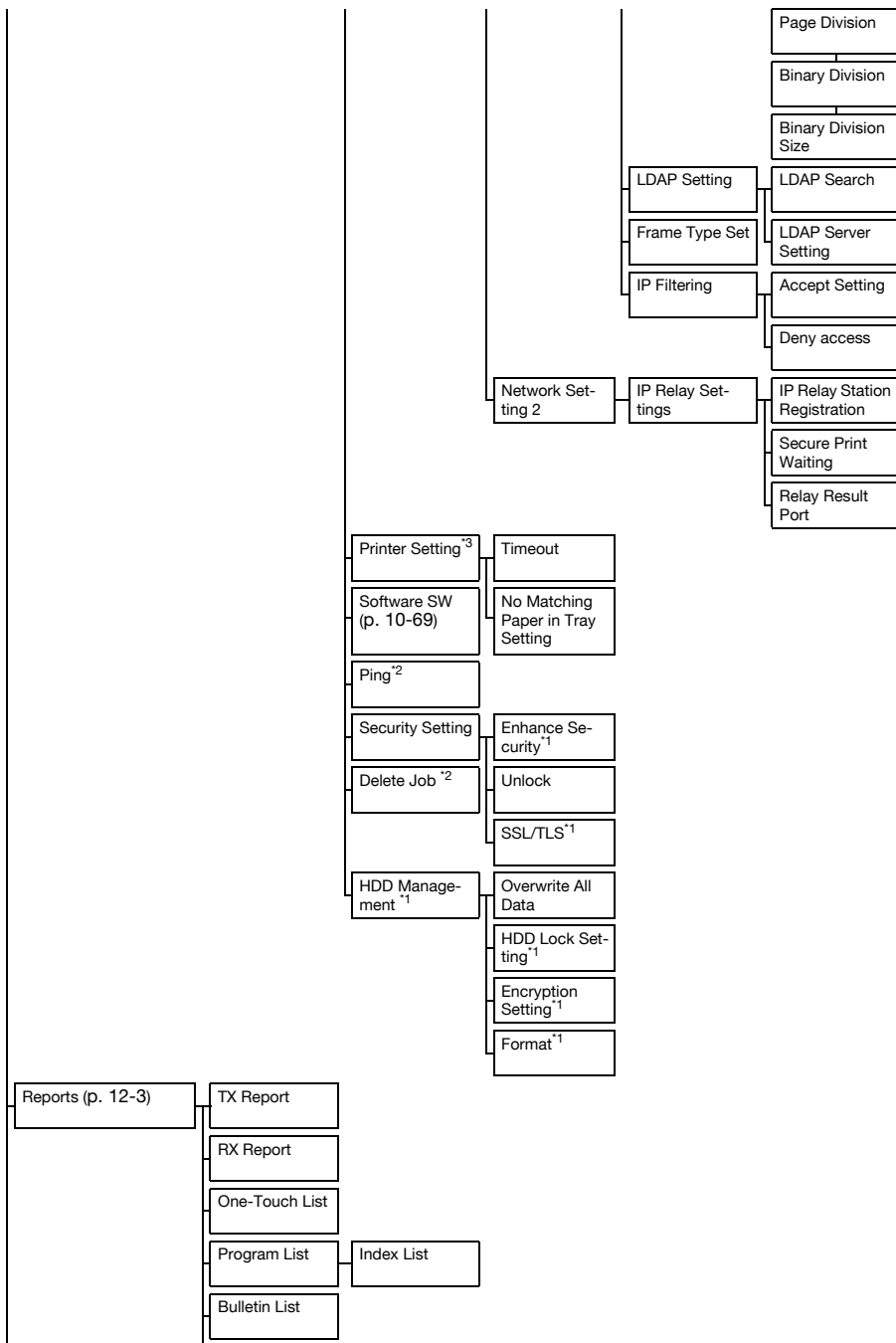
For details on the functions with no mark and no reference page indication, refer to the User's Guide [Copy Operations].

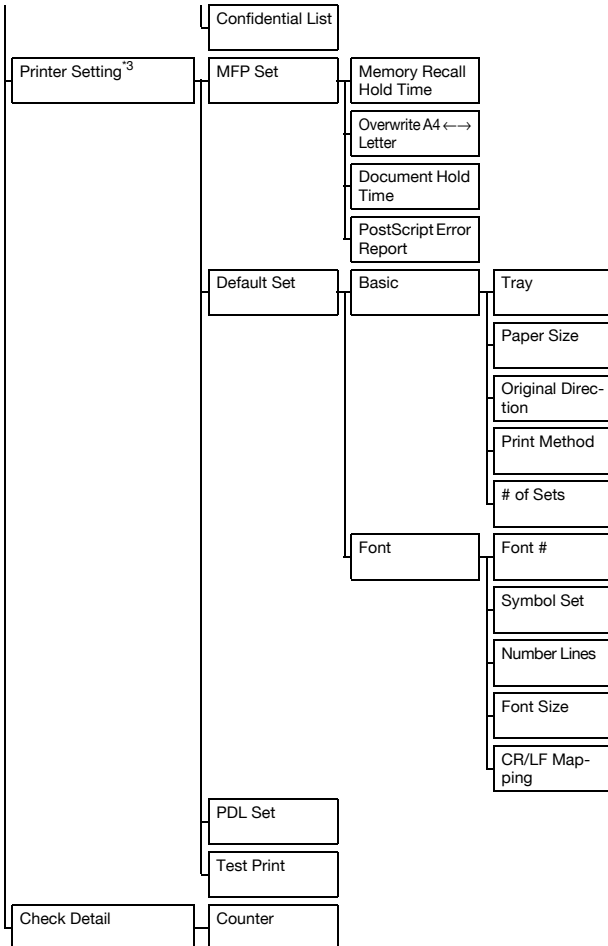
Utility/Counter	User's Choice		
User Setting	User's Choice	1/6	Mixed Original Detection
		Language Selection	
		Machine Authentication PW Change ¹	
		2/6	Default Setting Simplex / Duplex
		Auto Paper / Auto Zoom	
		Priority Tray	
		Special Paper Setting	
		Zoom Ratio for Combine Booklets	
		3/6	Low Power Mode
		Sleep Mode	
		LCD Back-Light OFF	
		Auto Reset	
		Auto Reset when Account is changed	
		4/6	4in1 Copy Order
		Default Quality / Density Modes	
		Default Copy Density Levels	
		Print Density	
		Default Finishing Mode	
		5/6	Sort / Non-Sort Auto Change
		Output Tray Settings ¹ (p. 10-11)	
		Auto Paper Select for Small Original	
		Crease / Center Staple ¹	
		6/6	Default Screen (p. 10-12)
		Default Device	











10.2 Specifying User's Choice settings

From the User's Choice screens, the default settings (settings selected when the machine is turned on) can be specified.

The following procedure describes how to display the User's Choice screens and specify their settings.

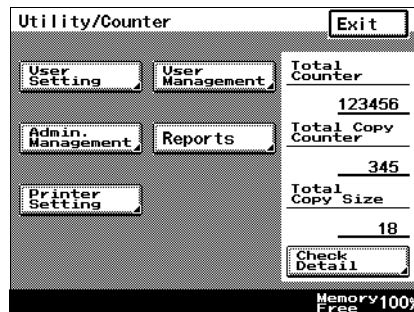


Reminder

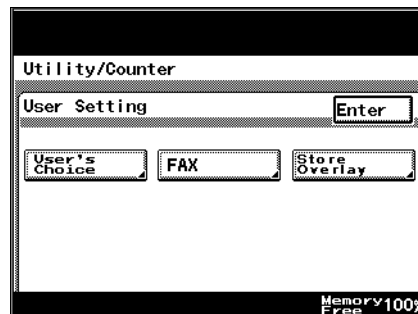
If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

To specify User's Choice settings

- 1 Press the [Utility/Counter] key.
The Utility/Counter screen appears.
- 2 Touch [User Setting].



- 3 Touch [User's Choice].
The User's Choice screen appears.



- 4 Select a tab, and then select a parameter to be set.

The screenshot shows the 'Utility/Counter' screen with an 'Enter' button in the top right. Below the title bar are six tabs labeled 1/6, 2/6, 3/6, 4/6, 5/6, and 6/6. The 'User's Choice' section contains three menu items: 'Mixed Original Detection' set to 'OFF', 'Language Selection' set to 'English', and 'Measurement Unit Setting' set to 'Inch (Fraction)'. At the bottom right, it displays 'Memory 100% Free'.

- 5 Specify the desired settings, and then touch [Enter].
- To cancel changes to the settings, touch [Cancel].
- “Output Tray Settings” is available on tab 5/6, and “Default Screen” is available on tab 6/6.



Note

To exit the User's Choice screens, touch [Enter] in each screen until the standby screen appears.

Output Tray Settings

Tab	Parameter		Description	Default Setting	
5/6	Output Tray Settings	Faxes/Prints	Port 1	Select the exit tray for data received at the fax port.	1 (output tray 1)
			Port 2	Select the exit tray for data received at port 2 when the multi port is installed.	1 (output tray 1)
			Network	Select the exit tray for data received from the network.	1 (output tray 1)
	Copier/Printer		Printer	Specify the exit tray for computer printouts.	1 (output tray 1)
			Copies	Specify the exit tray for copies.	2 (output tray 2) 1 (output tray 1)

**Note**

The “Output Tray Settings” parameter appears only if optional finisher or job separator is installed.

In order to use port 2, optional fax multi line must be installed.

“1” (output tray 1) appears when a finisher is installed, and “2” (output tray 2) appears when the job separator is installed.

Default Screen

Tab	Parameter	Description	Default Setting	
6/6	Default Screen	Default LCD Screen	Select one of the following as the mode screen given priority. Copy, FAX, Scanner, FAX/Copy Auto	Copy
		Default FAX Screen	Select one of the following as the Fax mode screen given priority. One-Touch, Search, Direct Input, Index	One-Touch

10.3 Specifying FAX Registration settings

From the FAX Registration screen, one-touch dial buttons and programs can be registered to allow the fax functions to be used more easily.

This section describes the buttons available in the FAX Registration screen. The operating procedures are described in the corresponding sections of chapter 9. For details on each item, refer to the indicated page.

Item	Description	Page Reference
One-Touch	Recipients can be registered as one-touch dial button. 15 one-touch dial buttons can be registered per screen to give a total of 540 buttons.	p. 9-5
Index	The names of indexes on the One-Touch screen can be registered. For convenience, classify the one-touch dial buttons in indexes. 36 indexes can be registered, and up to 15 one-touch dial buttons can be registered in each index.	p. 9-16
FAX Program	Transmission settings can be programmed together with recipient information in programs. This allows transmission and reception with the same transmission settings to often be performed simply by pressing that button. Programs are registered in one-touch dial buttons, and a maximum of 30 programs can be registered.	p. 9-19
Domain Name	Register text that is frequently entered. This allows recipient addresses to quickly be entered when e-mail functions are being used.	User's Guide [Network Scanner Operations]
Bulletin	Register bulletin boards for registering and retrieving documents that are shared.	p. 9-28
Conf. Box	Create individual confidential boxes on the machine. Since a password is required to retrieve documents from these boxes, confidential documents can effectively be transferred.	p. 9-33



Note

If software switch settings were specified to limit use of the FAX Registration screen to the administrator, [FAX] does not appear in the User Setting screen. In this case, destination can only be registered, edited and deleted in Administrator mode. For details on the software switch settings, refer to "Specifying software switch settings (machine functions)" on page 10-69.

10.4 Specifying User Management settings

From the User Management screen, settings for more convenient use of the machine can be specified, such as the volume.

The following procedure describes how to display the User Management screen and specify its settings.



Reminder

If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

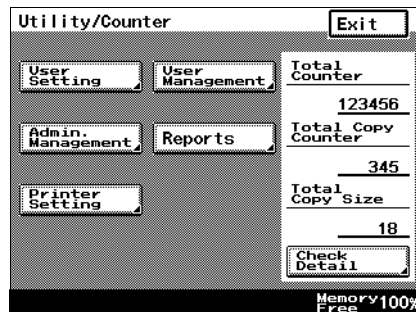
To specify User Management settings

- 1 Press the [Utility/Counter] key.

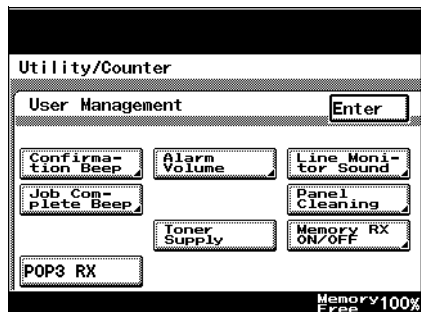
The Utility/Counter screen appears.

- 2 Touch [User Management].

The User Management screen appears.



- 3 Select a parameter to be set.



- 4 Specify the desired settings, and then touch [Enter].

- To cancel changes to the settings, touch [Cancel].

**Note**

To exit the User Management screen, touch [Enter] in each screen until the standby screen appears.

Tone volume parameters

In the User Management screen, sound levels can be specified using the “Line Monitor Sound” and the “Job Complete Beep” parameters.

Parameter	Description	Default Setting
Line Monitor Sound	Specify the volume (between 0 and 5) of the sound produced when a transmission is being monitored.	3
Job Complete Beep	Specify the volume (between 0 and 5) of the tone produced when a job is completed.	3

Memory RX ON/OFF

Parameter	Description
Memory RX ON/OFF	This is a temporary print function that can be used even in the off mode (setting where printing is not immediate, even when a fax is received). The print management password is required to print.

10.5 Displaying the Administrator Management screen

In order to change Administrator Management settings, display the Administrator Management screen.

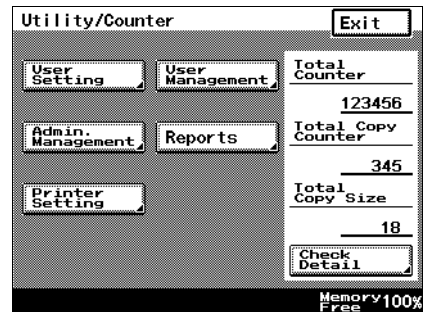


Reminder

If the [Utility/Counter] key was pressed to register items and specify settings, be sure to press the [Reset] key in the control panel after returning to the standby screen (initial screen).

To display the Administrator Management screen

- 1 Press the [Utility/Counter] key.
The Utility/Counter screen appears.
- 2 Touch [Admin. Management].
The Administrator Code screen appears.

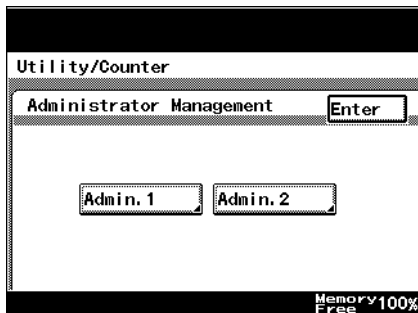


- 3 Use the keypad to type in the 8-digit administrator access code, and then touch [Enter].
 - To change the entered value, press the [C] (clear) key, and then enter the correct value.
 - To cancel the operation, touch [Cancel].

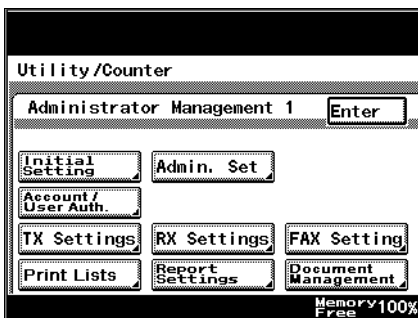


The Administrator Management screen appears.

- 4 Touch [Admin. 1] or [Admin. 2].



Administrator Management 1 screen



Administrator Management 2 screen



The Administrator Management 1 or Administrator Management 2 screen appears.



Note

To exit the Administrator Management screen, touch [Enter] in each screen until the standby screen appears.

If “Enhance Security” is set to “ON” or if access locks are specified with the software switch settings, incorrectly entering the password three times locks the machine so that no operation can be performed. If this machine is locked, contact the administrator of this machine. For details on “Enhance Security” and specifying access locks with the software switch settings, refer to the User’s Guide [Copy Operations].

10.6 Available parameters

The following Administrator Management parameters are related to the information in this manual.

Administrator Management 1 screen

Parameter		Description
Initial Setting	Language for Communication	Select the language used to display the fax number and the sender's name printed at the edge of the sent fax.
	Self-telephone # Information 1 & 2	Register the information required for a fax transmission, such as the machine's telephone number, whether or not a private branch exchange is used, and the dialing system.
	TSI Registration	Register this machine's name, which is printed at the edge of the sent fax. Since a maximum of 8 characters can be entered, specify a name that will be understood by the recipient.
	Self-ID	Type in the text that appears in the recipient's reports and machine control panel. This allows the receiver to easily check that the fax was sent from this machine.
Admin. Set	Restrict One-Touch Editing	Select whether or not one-touch dial buttons can be registered or changed from the User Setting screen. Use the "One-Touch" parameter, which is the same as that in the Administrator Management screen, to register one-touch dial buttons.
	Activity Report E-Mail TX	Type in the e-mail address of the computer. The CSV file of the activity report is sent to the specified e-mail address.
FAX Regist.		Use to register one-touch dial buttons if they cannot be registered or changed from the User Setting screen.
TX Settings		Specify the default transmission settings.
RX Settings		Specify the time and day for printing a fax that is received.
FAX Setting		Specify the settings for the fax line that is used.
Print Lists		Print lists of the machine settings.
Report Settings		Specify the conditions for printing result reports and transmission activity reports.
Document Management		Specify how sent and received documents are processed and transferred.

Administrator Management 2 screen

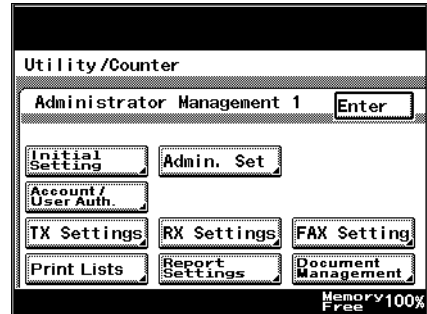
Parameter		Description
Network Settings	Basic Settings–Self-Domain Name	Specify the domain name of this unit.
	Scanner Settings–Gateway TX	Select whether to permit or prohibit gateway transmissions.
Software SW		Use the software switch settings to specify machine settings.

10.7 Specifying the language for reports and the transmission source name (“Language for Communication” parameter)

The language used for the transmission source name and for the reports can be specified.

To specify the language for reports and the transmission source name

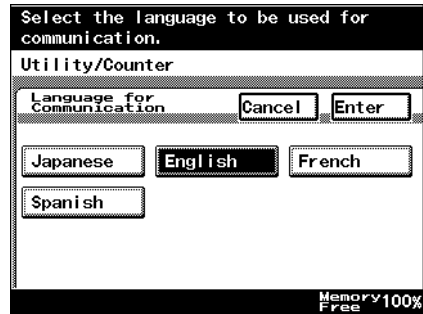
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Initial Setting].



- 3 Touch [Language for Communication].



- 4 Select the language, and then touch [Enter].
- ? Why are there some languages that cannot be selected?
- Depending on the report to be printed, some languages cannot be selected.



- 5 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.8 Programming the telephone number (“Self-telephone # Information” parameter)

Register the information required for a fax transmission, such as the machine’s telephone number, whether or not a private branch exchange is used, and the dialing system.

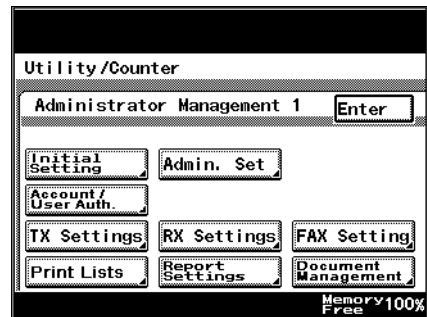


Note

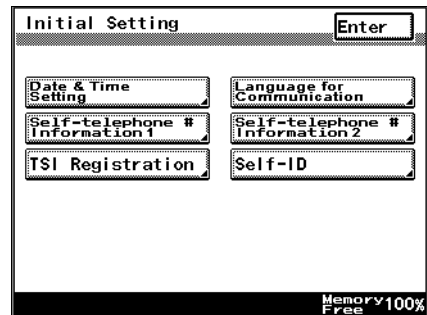
The machine’s telephone number may appear in recipient’s reports. We recommend that the area code also be registered so that the number can easily be recognized by the recipient.

To register the telephone number

- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Initial Setting].



- 3 Touch [Self-telephone # Information].
 - If optional fax multi line is being used, a second general subscriber line can be used. Touch [Self-telephone # Information 1] or [Self-telephone # Information 2] to specify a telephone number for each.



- 4 Touch [Self-Telephone #].

Self-Telephone # Information 1 Enter

Self-Telephone #

PBX Connection Mode Outside

Dialing Method DP20

Memory Free 100%

- 5 Use the keypad to type in the telephone number of the machine, and then touch [Enter].

- A maximum of 20 digits can be entered for the telephone number.
- To register a country code, touch [+], and then type in the country code.

Enter the fax number of this device (Max. 20 digits).

Utility/Counter

Self-Telephone # Cancel Enter

1234567890

← → Delete +

Memory Free 100%

- 6 Touch [PBX Connection Mode].

Self-Telephone # Information 1 Enter

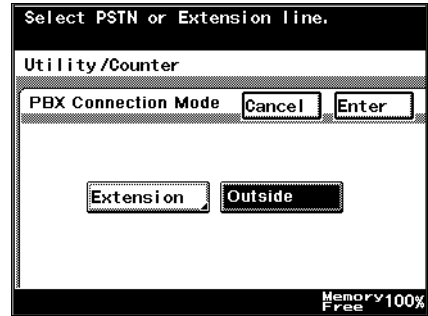
Self-Telephone # 1234567890

PBX Connection Mode Outside

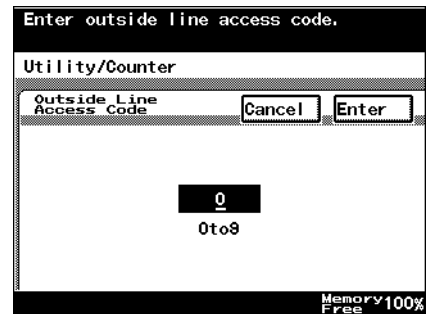
Dialing Method DP20

Memory Free 100%

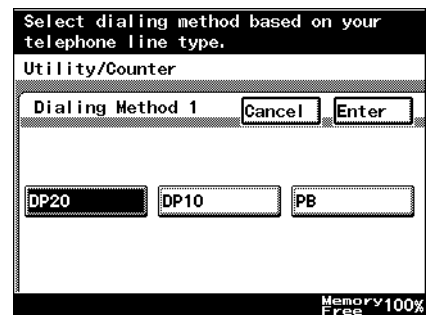
- 7 Touch [Extension] or [Outside].
- Outside: Select this setting if the connection is made directly to the general subscriber line.
 - Extension: Select this setting if the connection is made to the general subscriber line through a PBX (private branch exchange). If a PBX (private branch exchange) is used, fax transmission may not be completed correctly. Select when using a general subscriber line through a PBX (private branch exchange).



- 8 If “Extension” was selected, type in the outside line access code (outside line access number dialed to connect to the general subscriber line), and then touch [Enter].



- 9 Touch [Enter].
- 10 Touch [Dialing Method].
- 11 Touch the button for the dialing method that is used, and then touch [Enter].
- DP20: Select this setting when using a phone line with a dialing speed of 20 pps.



- DP10: Select this setting when using a phone line with a dialing speed of 10 pps.
- PB: Select this setting when using a push-button line.

12 Check the information to be registered, and then touch [Enter].

To change a setting, touch the button for the setting to be changed, and then specify the new setting.

Self-Telephone # Information	
Self-Telephone #	1234567890
PBX Connection Mode	Outside
Dialing Method	DP20

Memory Free 100%

13 Touch [Enter] in each screen until the standby screen (initial screen) appears.



Note

The registered machine telephone number can be changed by following the same procedure used to register it.

10.9 Programming a name (TSI Registration)

Text entered as the transmission source can be printed at the edge of faxes. Register the name of transmission source.

- A maximum of eight transmission source names can be registered. Since multiple transmission source names can be registered, a different transmission source name can be used for different recipients or for different accounts.
- A maximum of 40 characters can be entered for the transmission source name.

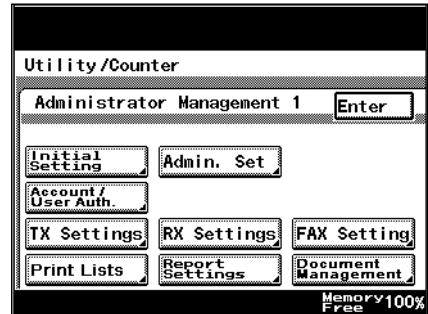


Note

For details on sending faxes with different transmission source names, refer to “Sending faxes printed with transmission information” on page 6-7.

To register a transmission source name

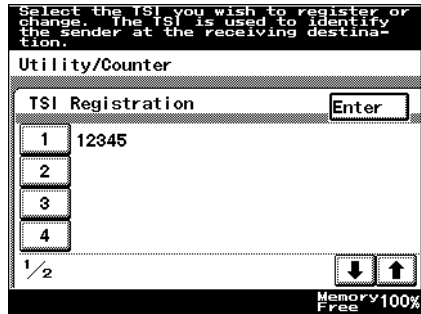
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Initial Setting].



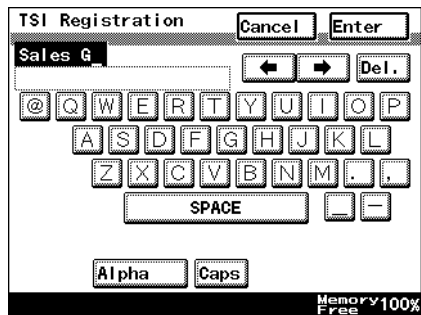
- 3 Touch [TSI Registration].



- 4 Select the number where you wish to register the transmission source.



- 5 Type in the transmission source name, and then touch [Enter].



- 6 Check the information to be registered, and then touch [Enter].
- 7 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.10 Registering the ID displayed on the recipient's machine ("Self-ID" parameter)

If the machine's name or telephone number is registered as an ID, that information will appear in the recipient's reports and machine control panel, allowing the receiver to easily check where the fax was sent from.

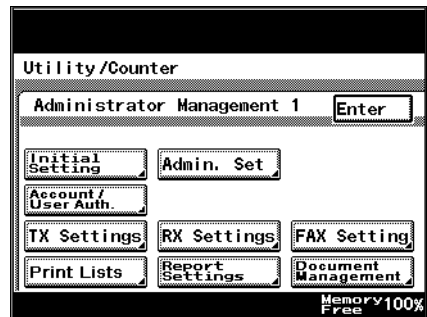


Note

Depending on the recipient's fax machine, the machine's ID may not appear. In this case, the registered telephone number will appear to identify the machine.

To register the machine's ID

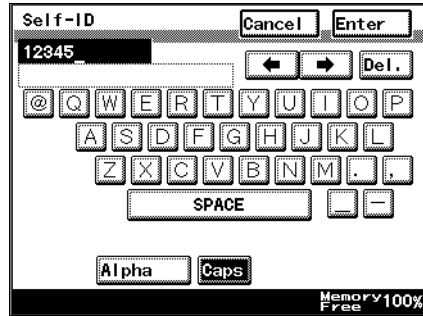
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Initial Setting].



- 3 Touch [Self-ID].



- 4 Type in the ID for the machine, and then touch [Enter].
- A maximum of 12 characters can be entered for the machine's ID.



- 5 Touch [Enter] in each screen until the standby screen (initial screen) appears.

**Note**

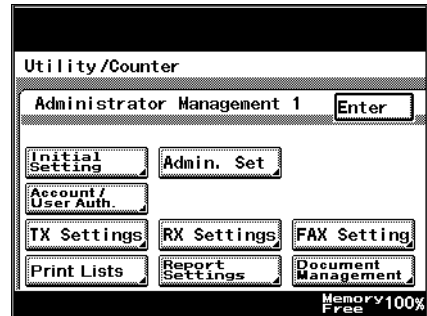
The registered machine ID can be changed by following the same procedure used to register it.

10.11 Preventing changes to one-touch dial buttons

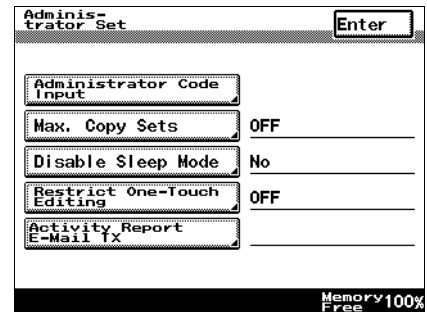
The machine can be set to limit the users allowed to register and change one-touch dial buttons.

To prevent changes to one-touch dial buttons

- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Admin. Set].



- 3 Touch [Restrict One-Touch Editing].
 - This button does not appear if “Enhance Security” was set to “ON”.



- 4 Touch [ON], and then touch [Enter].



- 5 Touch [Enter] in each screen until the standby screen (initial screen) appears.

**Note**

“Restrict One-Touch Editing” prevents changes from the User Setting screen. One-touch dial buttons can be registered and changed by touching [FAX Regist.] in the Administrator Management 1 screen.

10.12 Specifying transmission settings (TX Settings)

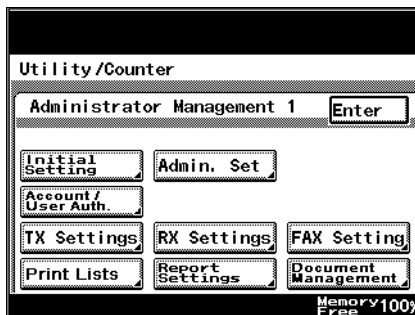
Specify the default transmission settings.

Settings can be specified for the following.

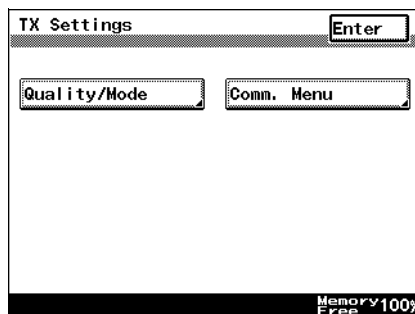
Function	Description
Quality/Mode	
Default Quality	Specify the default resolution setting that is selected when an operation is finished.
Default Density	Specify the default contrast setting that is selected when an operation is finished.
Communication Mode	Specify the default communication mode that is selected when an operation is finished.
Comm. Menu	
TX	Select the transmission method. Memory TX: Sends the data after the entire document is scanned. Quick Scan TX: Sends the document one page at a time.
TSI	Select where the transmission source name is added. OFF: The transmission source name is not added. Inside Body Text: The transmission source name is printed in the document. Outside Body Text: The transmission source name is printed outside of the document.
Rotation TX	Specify whether or not rotation transmission is selected when an operation is finished.
2-Sided TX	Specify whether or not double-sided transmission is selected when an operation is finished.

To specify Quality/Mode settings

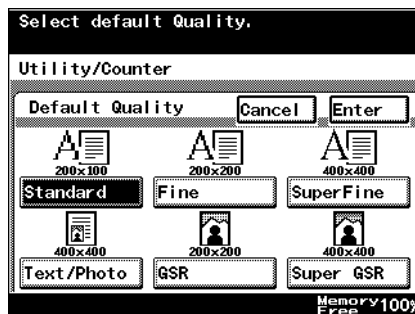
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [TX Settings].



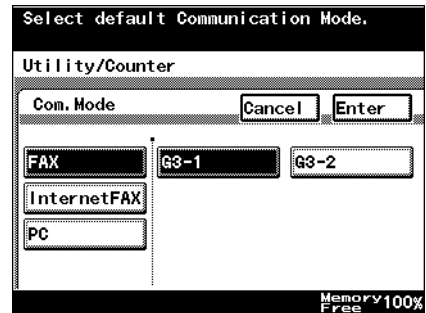
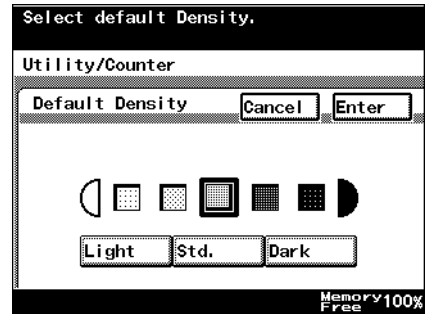
- 3 Touch [Quality/Mode].



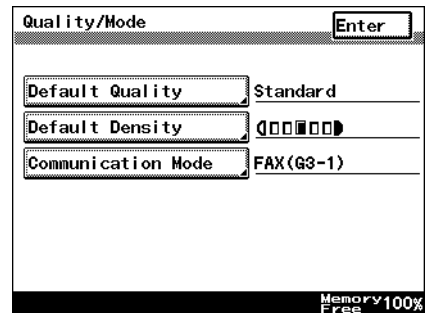
- 4 Touch the button for the setting to be specified, and then touch [Enter].
 - After touching [Default Quality], select the image quality that is given priority.



- After touching [Default Density], touch [Light] or [Dark] to select the density that is given priority.
- After touching [Communication Mode], select the transmission mode that is given priority.



5 Touch [Enter].



6 Touch [Enter] in each screen until the standby screen (initial screen) appears.

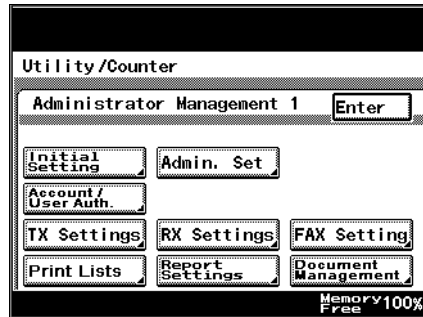


Note

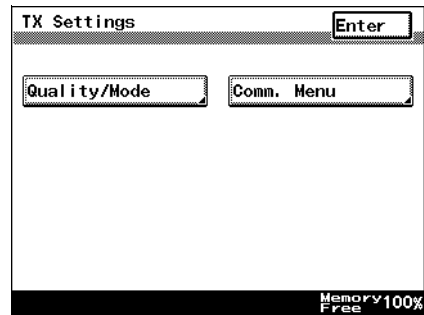
Certain communication modes may not be available, depending on the machine settings. For details, check with the administrator.

To specify Communication Menu settings

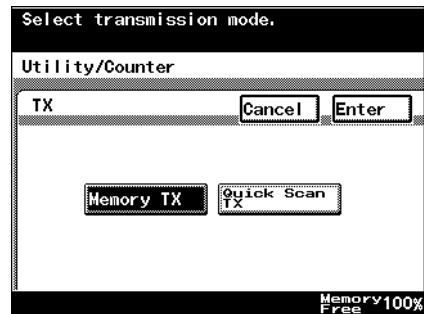
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [TX Settings].



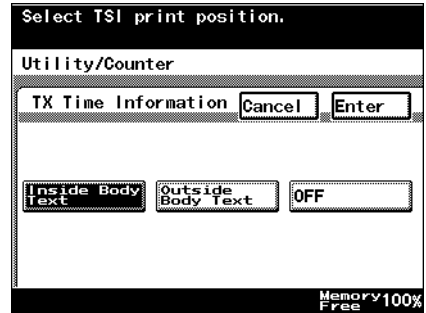
- 3 Touch [Comm. Menu].



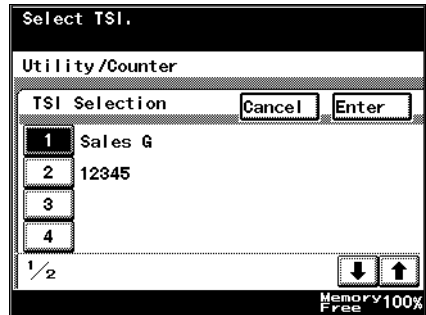
- 4 Touch the button for the setting to be specified, and then touch [Enter].
 - After touching [TX], select whether the document is transmitted from the memory ("Memory TX") or whether the document is transmitted page by page ("Quick Scan TX").



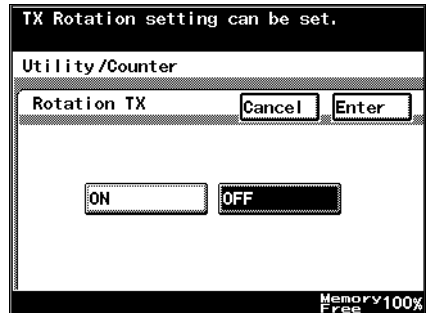
- After touching [TSI] - [TX Time Information], select the printing position of the transmission source information.



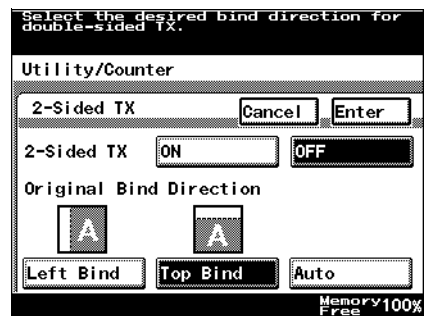
- Touch [TSI] - [TSI Selection] to select the transmission source name to be printed.



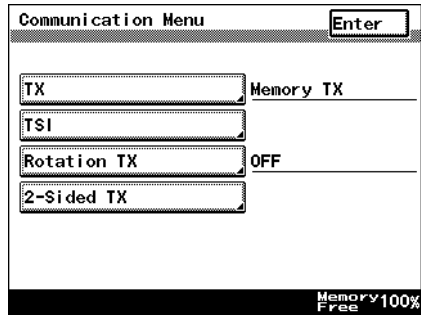
- After touching [Rotation TX], select whether or not a rotation transmission will be performed.



- After touching [2-Sided TX], select whether or not double-sided transmission will be performed. If "ON" was selected, select the binding position.



- 5 Touch [Enter].



- 6 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.13 Specifying the printing period for received documents (RX Settings)

Specify the time and day for setting the machine to off mode (setting where printing is not immediate, even when a fax is received) and for printing a fax that is received.

By regulating the time when printing is performed, faxes transmitted late at night can be safely received.

Settings can be specified for the following.

Parameter	Description
Memory Lock Time	Specify the time to print received faxes that were not immediately printed. During the specified time period on the specified days, all received faxes are collected and printed together. Specify the day, starting time and ending time.
Memory Lock Password	Specify the four-digit password used to print faxes received outside of the specified time period.

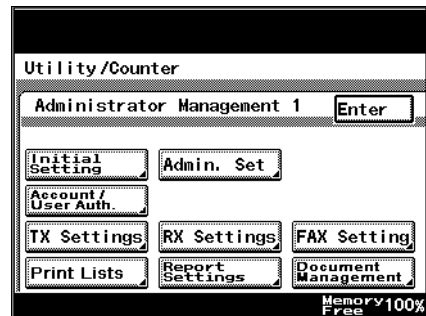


Note

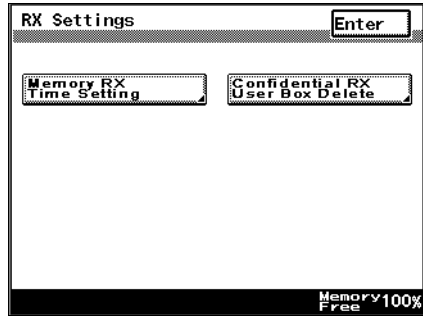
For details on entering a password to print the fax, refer to “Printing manually” on page 10-42.

Specifying the “Memory Lock Time” parameter

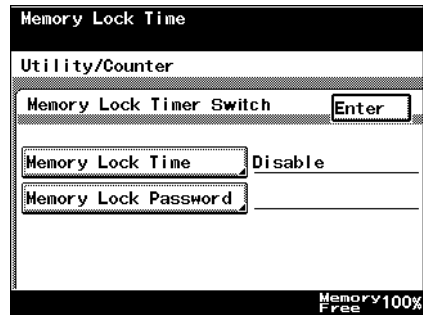
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [RX Settings].



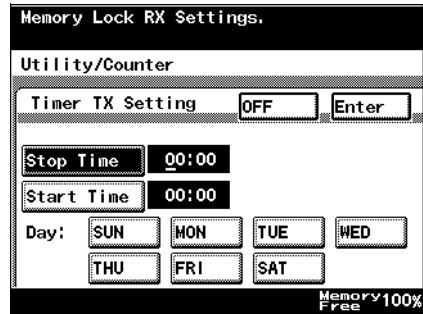
- 3 Touch [Memory RX Time Setting].



- 4 Touch [Memory Lock Time].



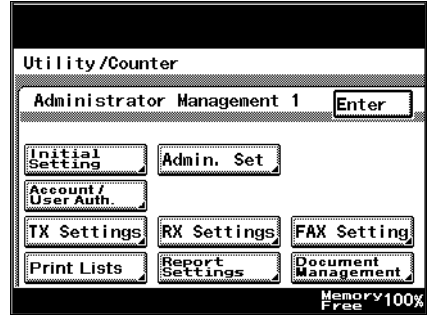
- 5 Touch the button for the setting to be specified, and then touch [Enter].
- To cancel the parameter, touch [OFF].



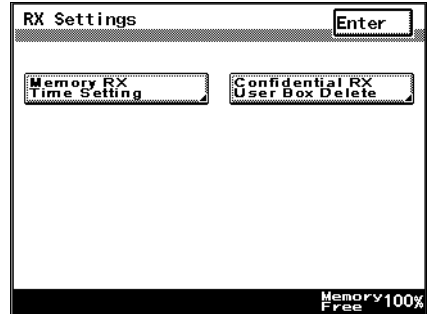
- 6 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Specifying the “Memory Lock Password” parameter

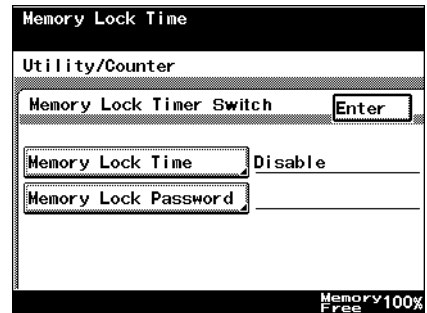
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [RX Settings].



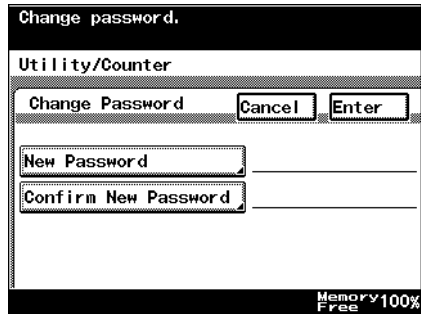
- 3 Touch [Memory RX Time Setting].



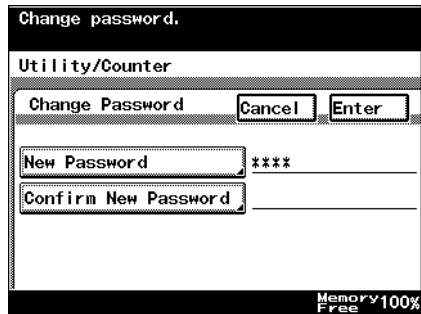
- 4 Touch [Memory Lock Password].



- 5 Touch [New Password], type in the password, and then touch [Enter].
 - Use the keypad to type in the four-digit password.



- 6 Touch [Confirm New Password], type in the password again, and then touch [Enter].



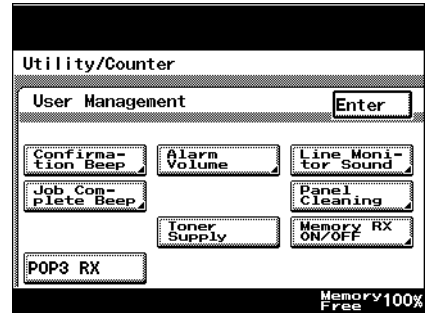
- 7 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Printing manually

Follow the procedure described below to print faxes outside of the specified time.

- 1 Press the [Utility/Counter] key.
- 2 Touch [User Management].

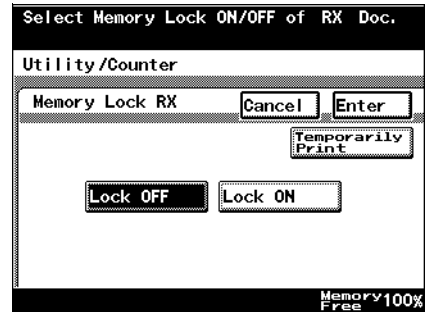
- 3 Touch [Memory RX ON/OFF].



- 4 If a print management password was specified, use the keypad to type it in, and then touch [Enter].



- 5 Touch [Lock OFF], and then touch [Enter].
- To stop printing, touch [Lock ON], and then touch [Enter].
 - To restart printing, touch [Temporarily Print].



- 6 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.14 Deleting confidential boxes

A registered confidential box can be deleted.



Detail

When a confidential box is deleted, all documents within the confidential box are also deleted. To delete only the documents in a confidential box without deleting the confidential box, delete the document from the Doc. tab of the Job List screen. For details, refer to “Checking transmission results (Job List)” on page 2-38.

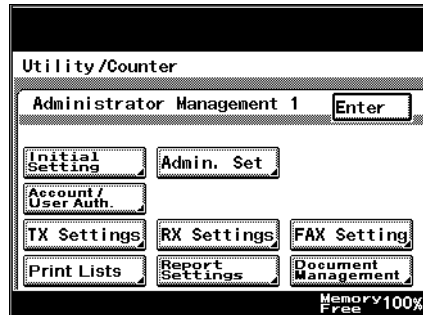


Note

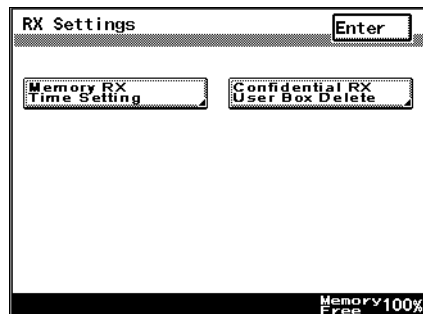
To register a confidential box, touch [FAX] on the User Setting screen. For details, refer to “Registering confidential boxes” on page 9-33.

To delete a confidential box

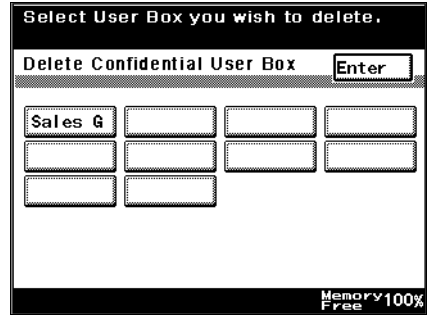
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [RX Settings].



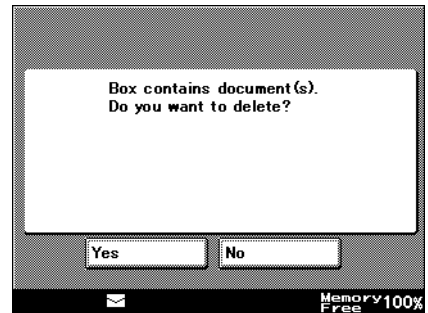
- 3 Touch [Confidential RX User Box Delete].



- 4 Select the confidential box to be deleted.



- 5 Touch [Yes].



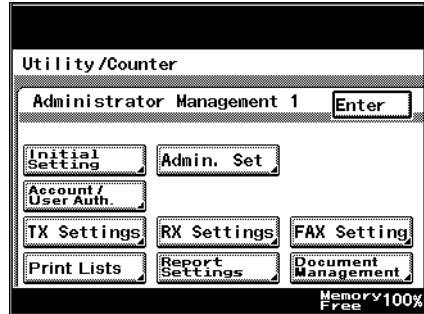
- 6 When the screen shown in step 3 appears, check that the confidential box was deleted, and then touch [Enter].
- 7 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.15 Specifying the reception mode and the number of rings (RX Functions)

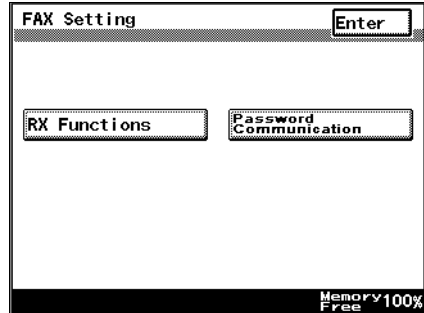
Specify how a fax is received and the number of rings until the call is automatically answered.

To specify RX Functions settings

- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [FAX Setting].



- 3 Touch [RX Functions].



- 4 Specify the desired settings.

To specify the reception method (Reception Mode)

- Set “Reception Mode” to either “Auto” or “Manual”.
- Auto: Select this setting to specify automatic reception.
 - Manual: Select this setting to specify manual reception.

To specify the number of rings (Numbers of RX Call Rings)

- Type in the number of rings until the call is automatically received.
- The number of rings can be set between 1 and 20.



Note

If the number of rings is set for 10 or more, the reception may not be completed, depending on the sender's fax machine.

10.16 Registering communication passwords

Password communication (password transmission and password reception) is a function for sending and receiving faxes only if the previously specified passwords on the sender's machine and the recipient's machine match. This section describes how to specify the communication password for a password transmission.

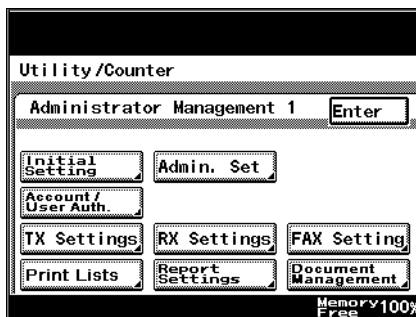


Detail

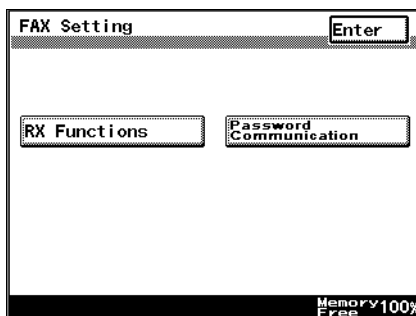
Use a communication password for password transmissions and password receptions. For details, refer to "Sending a fax with a password applied" ("Password TX" function)" on page 6-23 and "Receiving a fax with a password applied" ("Password RX" function)" on page 7-3.

To register a communication password

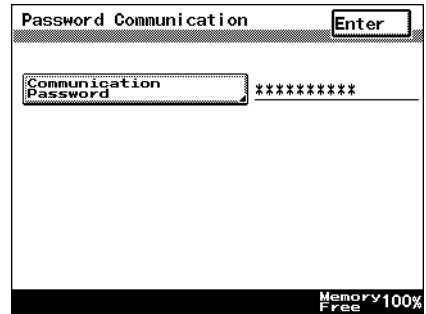
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [FAX Setting].



- 3 Touch [Password Communication].

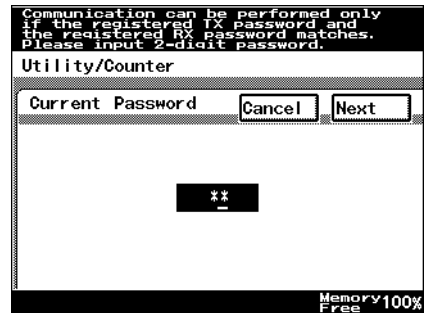


- 4 Touch [Communication Password].



- 5 Use the keypad to type in the current two-digit communication password, and then touch [Next].

The password appears as “**”.



- 6 Touch [New Password], type in the password, and then touch [Enter].
- 7 Touch [Confirm New Password], type in the password again, and then touch [Enter].
- 8 Check the information to be registered, and then touch [Enter].
- 9 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.17 Specifying report output settings (Report Settings)

Specify the conditions for printing transmission result reports and activity reports.

Settings can be specified for the following.

Parameter	Description
TX Report	Select how the result report for one recipient and for two or more recipients is printed. ON: Select this setting to print the report, regardless of the transmission result. If TX Fails: Select this setting to print the report if the transmission failed. OFF: Select this setting to not print the report, regardless of the transmission result.
Activity Report	Specify whether or not to automatically output the activity report with every 50 transmissions.



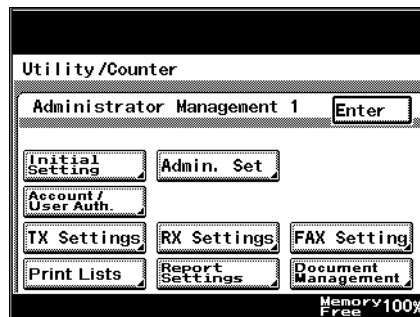
Detail

If "Activity Report" is set to "ON", the activity report contents can be outputted as a CSV file and sent by e-mail to the administrator when the activity report is printed. To manage the contents of the activity report as data, specify the e-mail address of the administrator.

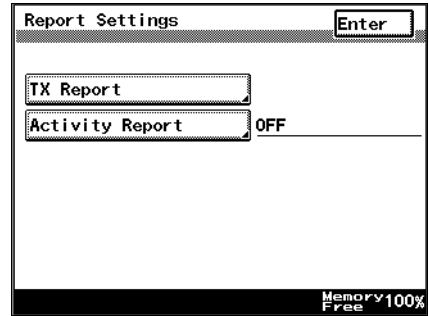
For details on specifying the e-mail address of the administrator, refer to "Administrator Management 1 screen" on page 10-19.

To specify the result report printing conditions (TX Report)

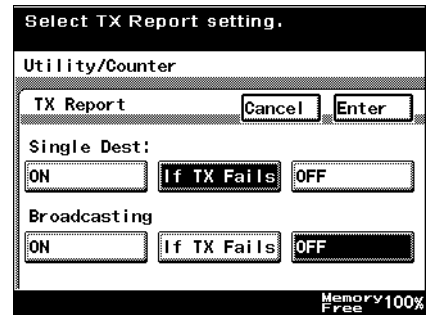
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Report Settings].



- 3 Touch [TX Report].



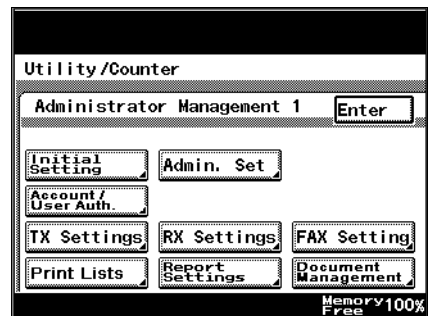
- 4 Specify the desired settings, and then touch [Enter].



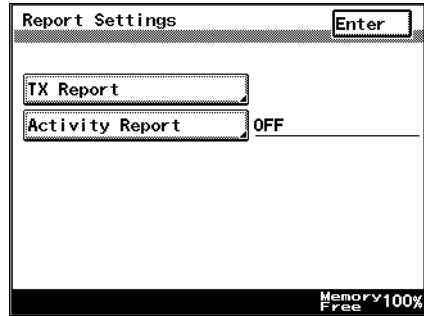
- 5 Touch [Enter] in each screen until the standby screen (initial screen) appears.

To specify the activity report printing conditions (Activity Report)

- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Report Settings].



- 3 Touch [Activity Report].



- 4 Specify the desired setting, and then touch [Enter].



- 5 Touch [Enter] in each screen until the standby screen (initial screen) appears.

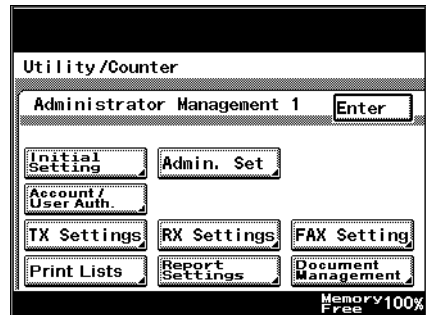
10.18 Forwarding sent documents to the specified recipient (TX Forwarding)

Specify that sent documents are forwarded to the recipient specified as the administrator in order to manage documents sent from this machine.

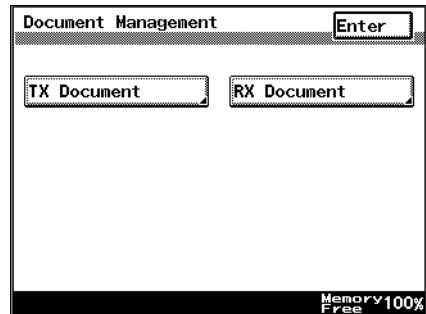
- Specify a forwarding destination with a one-touch dial button. The forwarding destination must be registered with a one-touch button in advance.
- A forwarded sent document cannot be forwarded again to the administrator.

To specify document forwarding

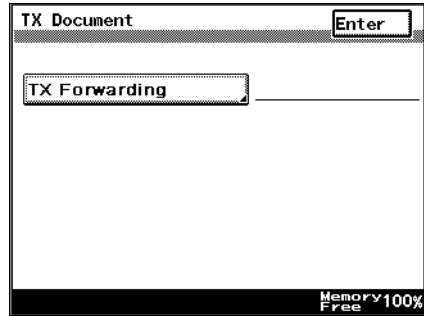
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Document Management].



- 3 Touch [TX Document].

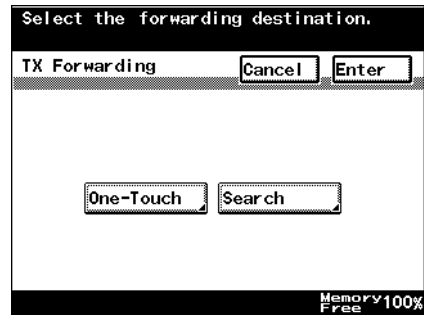


- 4 Touch [TX Forwarding].



- 5 Specify the forwarding destination, and then touch [Enter].

- To specify a forwarding destination with a one-touch dial button, touch [One-Touch], specify the recipient, and then touch [Enter].
- To search for a one-touch dial button, touch [Search], specify the recipient, and then touch [Enter].



- 6 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.19 Specifying the procedure for received documents (Document Management)

Specify the operation that is performed when a document is received. A different operation can be specified for each type of received document (categorized as “F-CODE”, “Port”, and “All Other Documents”).



Detail

Software switch settings can be specified so that the machine only receives faxes from senders with an F-code specified and blocks all other faxes. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

Software switch settings can be specified to add transmission source information when forwarding received documents. For details on software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

To specify the procedure performed with documents received on each line

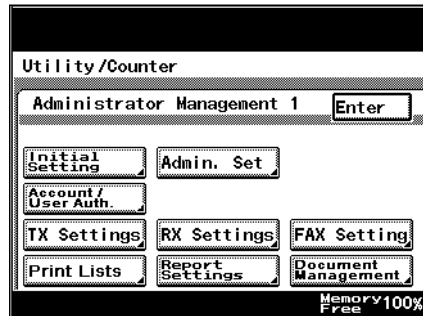
This machine can be set to perform a specific procedure, such as printing or forwarding the received document, for each line when a document is received.

Settings can be specified for the following.

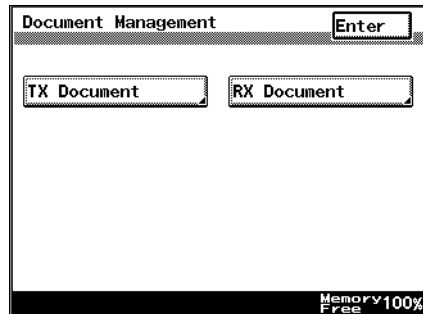
Parameter	Description
Document Management	Select whether or not an operation is performed with a document received at the selected port. NO: No operation is performed with the received document. YES: Specify where the received document is saved or forwarded.
RX Doc. Settings	If document management is set to “YES”, select the operation that is performed with the received document. Print: Select this setting to print the document. Forward: Select this setting to forward the data to the specified recipient. Up to 300 forwarding recipients can be specified. Print & Forward: Select this setting to print the document and forward it to the specified recipient. Up to 300 forwarding recipients can be specified.
Forwarding Dest.	Specify a destination when “RX Doc. Settings” is set to “Forward”.

To specify the procedure performed with documents received on each line

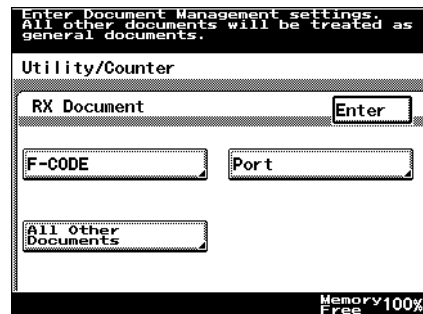
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Document Management].



- 3 Touch [RX Document].



- 4 Touch [Port].
 - If software switch settings were specified to block faxes received from senders other than those specified, only settings for “F-CODE” and “Port” can be specified. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.



5 Touch [G3].

- If the optional fax multi line is being used, two general subscriber lines can be used. Specify settings for each port: “G3-1” (port 1) and “G3-2” (port 2).
- To specify settings for documents sent through the network (such as Internet faxes), touch [Network].
- If software switch settings were specified to block faxes received from senders other than those specified, only the setting for “Network” can be specified. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

The screenshot shows the 'Document Management' screen with an 'Enter' button in the top right. Below the title bar, there is a 'Port' label and a text input field. A table lists three ports with their 'Forward Print' settings:

Port	Forward Print
G3-1	Odest. OFF
G3-2	Odest. OFF
Network	Odest. OFF

At the bottom left, there is a page indicator '1/1'. At the bottom right, there are two arrow buttons (down and up) and a status bar showing 'Memory 100% Free'.

6 Select whether or not document management is performed.

- If document management is set to “YES”, specify the operation performed on the received document.

The screenshot shows the 'Document Management' screen with 'Cancel' and 'Enter' buttons in the top right. Below the title bar, there is a 'Port' label and a text input field. Below that, there are two buttons: 'YES' (highlighted) and 'NO'. Below these are three rows of settings:

Port	G3-1
RX Doc. Settings	Print
Forwarding Dest.	NO

At the bottom right, there is a status bar showing 'Memory 100% Free'.

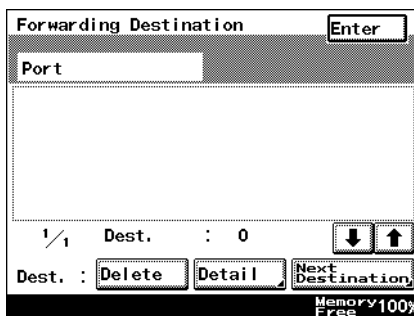
7 Specify how received documents are handled.

- Touch [RX Doc. Settings], select the operation to be performed, and then touch [Enter].

The screenshot shows the 'Select processing of Received Doc.' screen. Below the title bar, there is a 'Document Management' section with a 'Settings of RX Doc.' label and an 'Enter' button. Below this, there are three buttons: 'Print' (highlighted), 'Forward', and 'Print & Forward'.

At the bottom right, there is a status bar showing 'Memory 100% Free'.

- 8 If “RX Doc. Settings” was set to “Forward”, specify a destination.
- To add a new forwarding destination, touch [Next Destination].
 - To view the details of the forwarding destination, select the destination, and then touch [Detail].
 - To delete a forwarding destination, select the destination, and then touch [Delete].
- 9 Touch [Enter] in each screen until the standby screen (initial screen) appears.



To specify the procedure performed with documents received with an F-code

This machine can be set to perform a specific operation when a document is received with an F-code.



Note

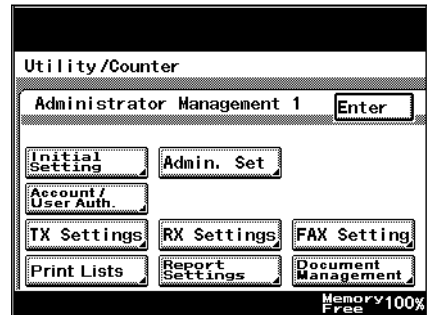
Up to 10 F-codes can be specified.

Settings can be specified for the following.

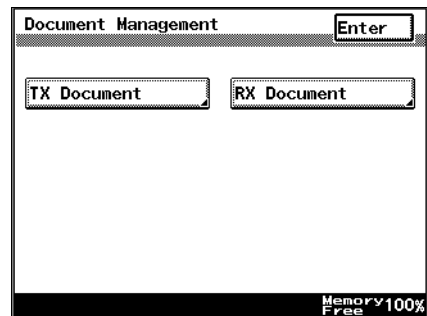
Parameter	Description
F-CODE	Specify the F-code with which document management is performed.
RX Doc. Settings	Select how the document received with the specified F-code is managed. Print: Select this setting to print the document. Forward: Select this setting to forward the data to the specified recipient. Up to 300 forwarding recipients can be specified. Print & Forward: Select this setting to print the document and forward it to the specified recipient. Up to 300 forwarding recipients can be specified.
Forwarding Dest.	Specify a destination when “RX Doc. Settings” is set to “Forward”.

To specify the procedure performed with documents received with an F-code

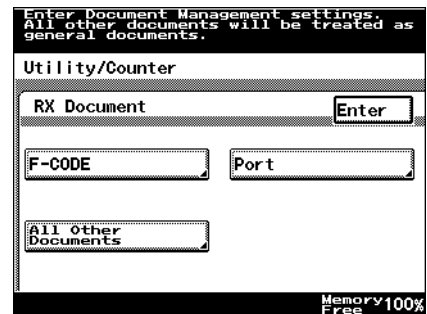
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Document Management].



- 3 Touch [RX Document].



- 4 Touch [F-CODE].



- 5 Touch the button to be programmed.

Document Management Enter

F-CODE

F-CODE	Forward Print
<input type="text"/>	Odest. OFF
<input type="text"/>	Odest. OFF
<input type="text"/>	Odest. OFF
<input type="text"/>	Odest. OFF

1/3 ↓ ↑

Memory 100% Free

- 6 Touch [F-CODE].

Document Management Cancel Enter

F-CODE Delete

F-CODE

RX Doc. Settings	Print
Forwarding Dest.	NO

Memory 100% Free

- 7 Specify settings for “F-CODE”, “F-CODE Password”, and “Remote Input Check”.

Enter F-CODE.

Document Management

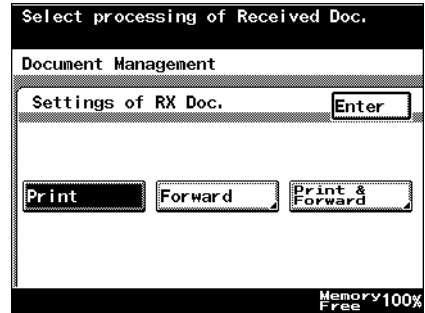
F-CODE Enter

F-CODE

F-CODE Password	
Remote Input Check	OFF

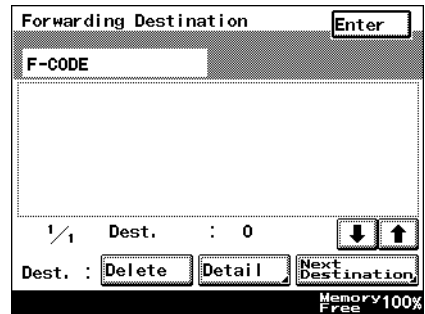
Memory 100% Free

- 8 Specify how received documents are handled.
- Touch [RX Doc. Settings], select the operation to be performed, and then touch [Enter].



- 9 If “RX Doc. Settings” was set to “Forward”, specify a destination.

- To add a new forwarding destination, touch [Next Destination].
- To view the details of the forwarding destination, select the destination, and then touch [Detail].
- To delete a forwarding destination, select the destination, and then touch [Delete].



- 10 Touch [Enter] in each screen until the standby screen (initial screen) appears.

Specifying the procedure performed with other received documents

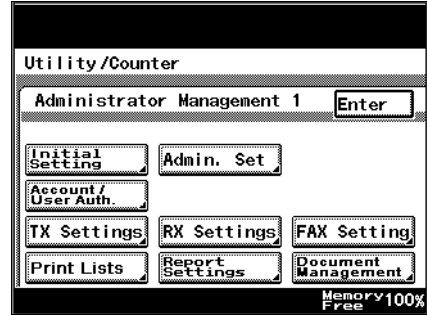
Specify the procedure performed when documents are received from lines other than ports.

Settings can be specified for the following.

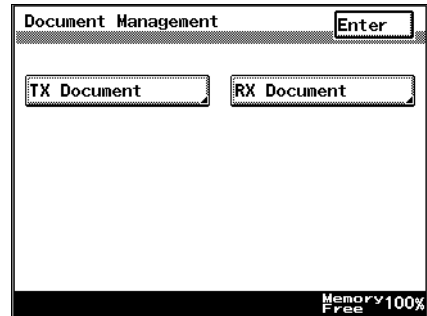
Parameter	Description
RX Doc. Settings	If document management is set to "YES", select the operation that is performed with the received document. Print: Select this setting to print the document. Forward: Select this setting to forward the data to the specified recipient. Up to 300 forwarding recipients can be specified. Print & Forward: Select this setting to print the document and forward it to the specified recipient. Up to 300 forwarding recipients can be specified. Memory RX: Select this setting to save the document in the memory.
Forwarding Dest.	If "RX Doc. Settings" was set to "Forward", specify a destination.

To specify the procedure performed with other received documents

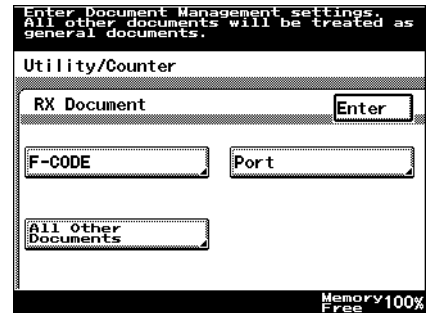
- 1 After entering Administrator mode, touch [Admin. 1].
- 2 Touch [Document Management].



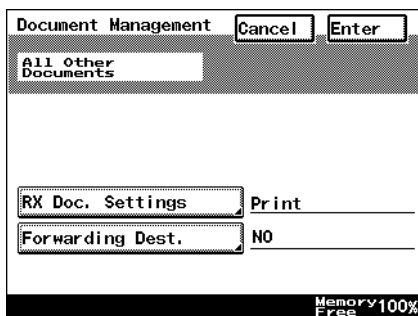
- 3 Touch [RX Document].



- 4 Touch [All Other Documents].

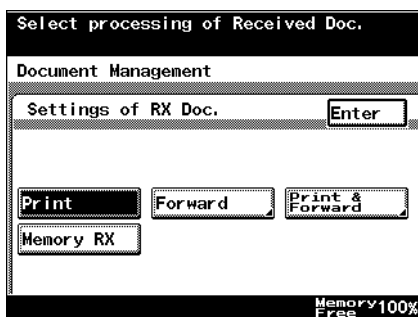


- 5 Touch [RX Doc. Settings].



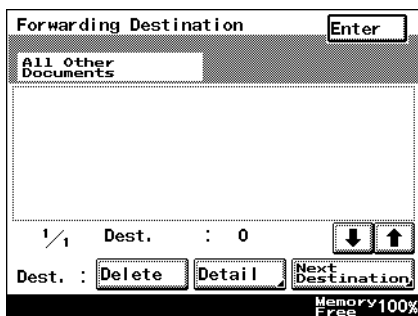
- 6 Specify how received documents are handled.

- Select the operation to be performed, and then touch [Enter].



- 7 If "RX Doc. Settings" was set to "Forward", specify a destination.

- To add a new forwarding destination, touch [Next Destination].
- To view the details of the forwarding destination, select the destination, and then touch [Detail].
- To delete a forwarding destination, select the destination, and then touch [Delete].



- 8 Touch [Enter] in each screen until the standby screen (initial screen) appears.

10.20 Specifying the self-registered domain name

The domain name of the machine can be specified.

To specify the self-registered domain name

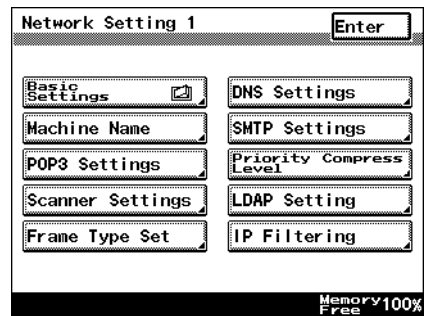
- ✓ When specifying a self-registered domain name, specify the DNS settings. For details on specifying the DNS setting, refer to the User's Guide [Network Scanner Operations].

1 After entering Administrator mode, touch [Admin. 2].

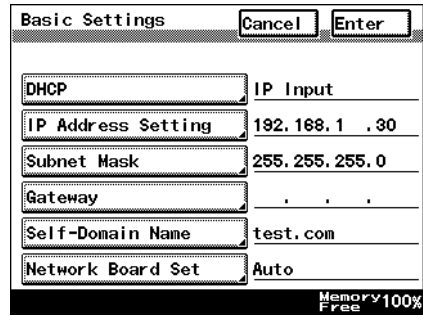
2 Touch [Network Settings], and then touch [Network Setting 1].



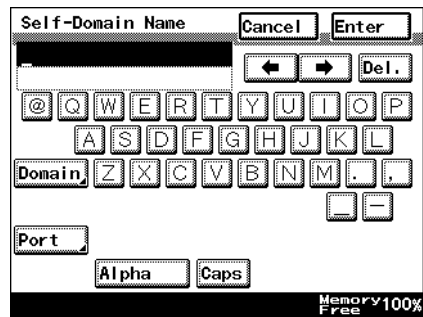
3 Touch [Basic Settings].



- 4 Touch [Self-Domain Name].



- 5 Type in the domain name for machine, and then touch [Enter].



10.21 Specifying the gateway transmission setting

Select whether to permit or prohibit gateway transmissions.

If this machine is to be used as a relay machine in IP relay operations, permit gateway transmissions.

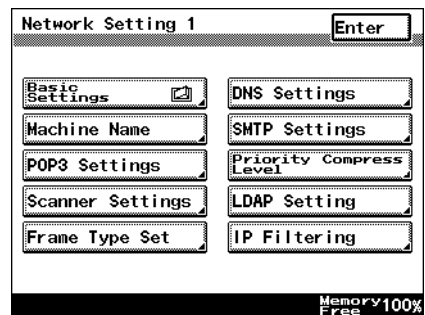
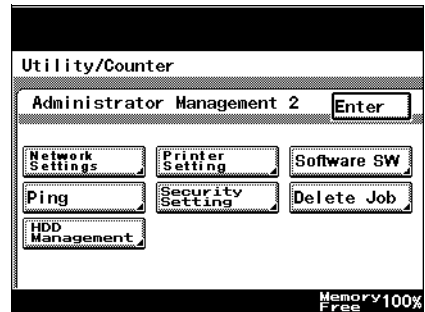


Detail

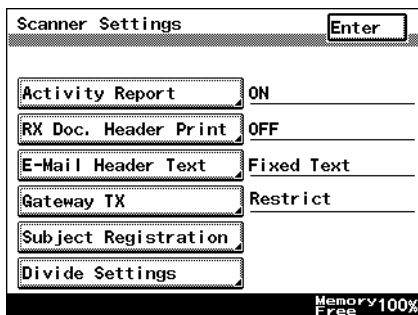
For details on IP relay operations, refer to the User's Guide [Advanced Scan Operations].

To specify the gateway transmission setting

- 1 After entering Administrator mode, touch [Admin. 2].
- 2 Touch [Network Settings], and then touch [Network Setting 1].
- 3 Touch [Scanner Settings].

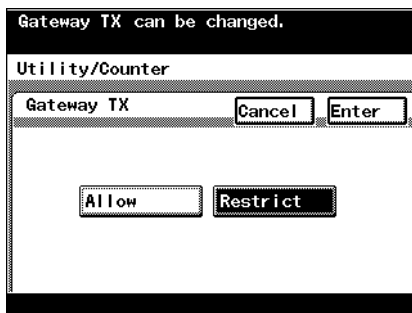


4 Touch [Gateway TX].



5 Touch either [Allow] or [Restrict] to specify a setting for gateway transmission, and then touch [Enter].

- Allow: Select this setting if this machine is to be used as a relay machine in IP relay operations.
- Restrict: Select this setting if this machine is not to be used as a relay machine in IP relay operations.



Note

If "Allow" is selected while optional fax multi line is installed, the screen for selecting the transmission mode for a gateway transmission appears.

10.22 Specifying software switch settings (machine functions)

By specifying the software switch settings (“Mode Selection”, “Bit Selection” and “Hex Selection”), various machine functions can be changed to meet your specific needs.



Reminder

Do not change any modes or bits other than those described in this manual.



Note

When “Enhance Security” is set to “ON”, the software switch settings cannot be changed.

Software SW settings

Parameter	Description
Mode Selection	The parameter to be specified is expressed as a three-digit number. Use the keypad to type in the value.
Bit Selection	The bits are the eight numbers that construct the mode status. By specifying a binary number (0 or 1) for each of the bits (0 through 7), a setting for each parameter can be specified.
HEX Selection	Specify a setting for each mode as a hexadecimal number (0 through 9 and A through F). Bit setting “0011 0000” is expressed as the hexadecimal setting “30”. Specify a mode setting by using either bits or hexadecimal values.

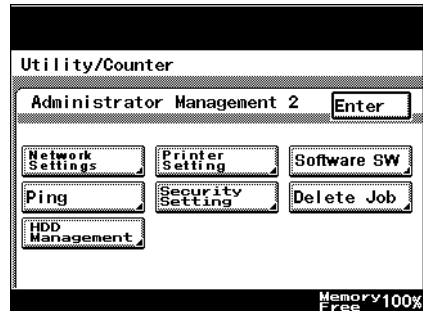
Examples of settings for “Bit Selection” (binary numbers) and “HEX Selection” (hexadecimal numbers) are shown below.

Decimal number	“Bit Selection” setting (binary number)	“HEX Selection” setting (hexadecimal number)
0	0000 0000	00
1	0000 0001	01
2	0000 0010	02
3	0000 0011	03
4	0000 0100	04
5	0000 0101	05
6	0000 0110	06

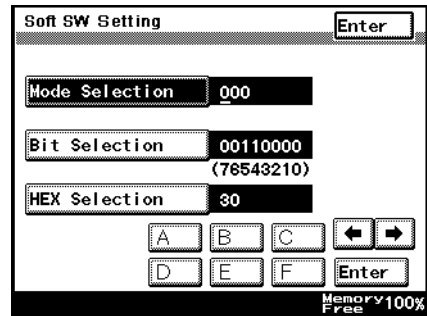
Decimal number	“Bit Selection” setting (binary number)	“HEX Selection” setting (hexadecimal number)
7	0000 0111	07
8	0000 1000	08
9	0000 1001	09
10	0000 1010	0A
11	0000 1011	0B
12	0000 1100	0C
13	0000 1101	0D
14	0000 1110	0E
15	0000 1111	0F
16	0001 0000	10
17	0001 0001	11
18	0001 0010	12
19	0001 0011	13
20	0001 0100	14
.	.	.
.	.	.
.	.	.
252	1111 1100	FC
253	1111 1101	FD
254	1111 1110	FE
255	1111 1111	FF

To specify a software switch setting

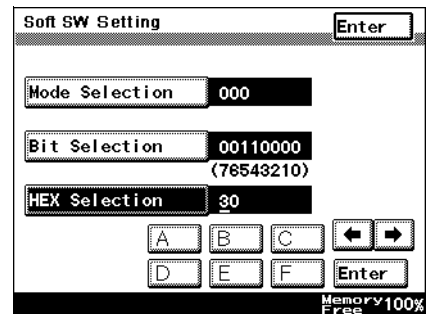
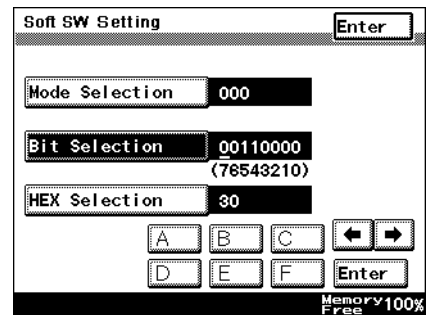
- 1 After entering Administrator mode, touch [Admin. 2].
- 2 Touch [Software SW].



- 3 Touch [Mode Selection], and then use the keypad to type in the mode number.



- 4 Specify a mode setting by using either bits or hexadecimal values.
- To specify the bits, touch [Bit Selection], touch [←] or [→] to move the cursor to the bit to be changed, use the keypad to specify the bit, and then touch [Enter].
 - To specify the hex value, touch [HEX Selection], use the keypad or touch [A] through [F] to specify the value, and then touch [Enter].



- 5 To change the setting for a different mode, repeat steps 3 and 4.
- 6 Touch [Enter] in each screen until the standby screen (initial screen) appears.
- 7 Turn the machine off, then on again.

**Reminder**

When turning the machine off, then on again with the main power switch, wait about 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

Specifying settings for the stamp and password comparison (mode 000)

Specify settings for stored (sent) stamping and communication password comparison.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 1 1 0 0 0 0 (HEX: 30)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	Specifies whether to return to the setting for applying or not applying the stored (sent) stamp when an operation is finished.	0	Does not stamp	p. 6-20
		1	Stamps	
6	Specifies the position of the stored (sent) stamp.	0	Stamps at the top and bottom of the document	p. 6-20
		1	Stamps only at the bottom of the document	
5, 4	-----	11	*Do not change these bits when specifying settings for this function.	-----
3	Specifies whether to return to the setting for comparing or not comparing the transmission password when an operation is finished.	0	Does not compare	p. 6-23
		1	Compares	
2	Specifies whether or not to compare the transmission password.	0	Does not compare	p. 7-3
		1	Compares	
1, 0	-----	00	*Do not change these bits when specifying settings for this function.	-----

Specifying settings for inserting the recipient's name in the document (mode 001)

Specify whether or not the recipient's name is added to documents.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 1 0 1 0 0 (HEX: 14)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4, 3, 2, 1	-----	0001010	*Do not change these bits when specifying settings for this function.	-----
0	Specifies whether or not the recipient name is added to transmitted documents.	0	Is not added	p. 6-7
		1	Is added	

Specifying printing of the memory clear report and the report for a broadcast transmission (mode 002)

Specify whether the memory clear report is printed and when the report is printed with a broadcast transmission.



Note

The memory clear report is printed when the data stored in the memory is erased, for example, after a power outage.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 0 1 0 1 0 0 0 (HEX: A8)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4	-----	1010	*Do not change these bits when specifying settings for this function.	-----
3	Specifies whether or not the memory clear report is printed.	0	Does not print	-----
		1	Prints	
2	Specifies whether the results of a broadcast transmission is printed altogether in a transmission report or individually.	0	Prints all together in a transmission report	p. 12-3
		1	Print individual transmission reports	
1, 0	-----	00	*Do not change these bits when specifying settings for this function.	-----

Specifying the storage time for failed transmission documents (mode 004)

Specify the length of time for storing documents that could not be transmitted.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 1 0 1 1 0 (HEX: 16)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4	-----	0001	*Do not change these bits when specifying settings for this function.	-----
3, 2, 1, 0	Specifies the length of time that documents that could not be transmitted are left in the memory.	0000	Does not resend with this setting	p. 2-39
		0001	10 minutes	
		0010	20 minutes	
		0011	30 minutes	
		0100	10 minutes	
		0101	50 minutes	
		0110	60 minutes (1 hour)	
		0111	2 hours	
		1000	4 hours	
		1001	8 hours	
		1010	12 hours	
		1011	24 hours	
		1100	72 hours	
	Others	*Do not specify any settings other than those mentioned above when specifying settings for this function.		

Specifying settings for general subscriber lines (mode 006)

Specify the setting for silent F net reception (port 1) and the calling method on the general subscriber line.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 1 1 0 0 1 0 (HEX: 32)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4, 3, 2	-----	001100	*Do not change these bits when specifying settings for this function.	-----
1	Specifies the calling method for the general subscriber line. (*)	0	Calls from the specified line (port 1 or 2), based on the operation and registration settings.	p. 10-36
		1	Calls from the available line (port 1 or 2), regardless of the operation and registration settings.	
0	-----	0	*Do not change this bit when specifying settings for this function.	-----

(*) Available when optional fax multi line is used.

Specifying settings for receiving long documents (mode 007)

Specify how long documents that are received are printed. The received document can be automatically reduced or the excess can be discarded.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 0 1 1 0 1 0 1 (HEX: B5)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5	When the received document is longer than the printable area of the paper, if the excess is shorter than the length specified here, it is discarded. (If it is longer, the document is either reduced or split onto different pages.) When reducing the document <ul style="list-style-type: none"> The document is reduced if the excess fits within the reduction ratio range specified by bits 2, 3 and 4 with bit 1 set to "0". When splitting the document <ul style="list-style-type: none"> The excess is printed on a separate page if it does not fit within the reduction ratio range specified by bits 2, 3 and 4 with bit 1 set to "0". The excess is printed on a separate page if bit 1 is set to "1". 	000	0 mm	p. 5-3
		001	8 mm	
		010	12 mm	
		011	14 mm	
		100	18 mm	
		101	20 mm	
		110	24 mm	
		111	*Do not specify this setting for this function.	

Bit	Description	Setting	Description	Page Reference
4, 3, 2	An excess longer than the length specified by bits 5, 6 and 7 is reduced to fit within the paper. Specify the maximum of this reduction ratio. (Available only if bit 1 is set to "0" while printing received documents.) For example, if "90%" is set, the document is reduced within the range of 90% to 100%. <ul style="list-style-type: none"> The excess is printed on a separate page if it does not fit within the printable area of the page with the maximum reduction ratio specified here. 	000	100%	p. 5-3
		001	95%	
		010	90%	
		011	85%	
		100	80%	
		101	65%	
		110	60%	
		111	*Do not specify this setting for this function.	
1	Specifies whether the document is reduced or the excess is discarded when the received document is longer than the printable area of the paper. (Available only when printing received documents.) <ul style="list-style-type: none"> Bits 7, 6 and 5 and bits 4, 3 and 2 can be specified for this setting. 	0	Reduces	p. 5-3
		1	Discards	
0	-----	1	*Do not change this bit when specifying settings for this function.	-----

*Example 1: If bits 7, 6, 5, 4, 3, 2 and 1 are set to "0", "0", "0", "1", "0", "1" and "0" (maximum discard length=0mm, maximum reduction ratio=65%, trailing edge operation=reduce) and the paper is 70% of the received image, the image is reduced 70% without discarding the trailing edge and printed to fit within a single page.

*Example 2: If bits 7, 6, 5, 4, 3, 2 and 1 are set to "0", "0", "0", "-", "-", "-" and "1" (maximum discard length=0mm, trailing edge operation=discard) and the received image is longer than the paper, the image is printed on two pages without reducing it or discarding the trailing edge.

Specifying the setting for selecting paper when printing received documents (mode 008)

Specify the settings for selecting paper when printing received documents.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 0 (HEX: 00)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	Specifies how to determine whether or not there is paper. (Available only when printing received documents.)	0	Paper priority method (determined by whether or not there is paper)	p. 3-6
		1	Tray paper method (determined by the tray paper size setting or the previous paper information, regardless of whether or not there is paper)	
6, 5, 4, 3	Specifies the paper size according to the received image. (Available only when printing received documents.)	0000	Automatically selects the appropriate paper according to the length and width of the transmitted document.	p. 3-6
		0100	Does not select paper with a width larger than the width of the transmitted document.	
		1000	Selects paper with a width that is the same as the width of the transmitted document.	
		Others	*Do not specify any settings other than those mentioned above when specifying settings for this function.	
2, 1, 0	-----	000	*Do not change these bits when specifying settings for this function.	-----

Specifying settings for the confirmation screen for broadcast transmissions (mode 014)

Specify whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 1 (HEX: 01)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4, 3, 2	-----	000000	*Do not change these bits when specifying settings for this function.	-----
1, 0	Specifies whether or not a screen asking for confirmation of the settings is displayed before a broadcast transmission.	00	Does not display the setting confirmation screen.	p. 2-27
		01	Displays the setting confirmation screen before a broadcast transmission.	
		10	Normally displays the setting confirmation screen, regardless of whether a broadcast transmission is being performed.	
		00	*Do not specify this setting for this function.	

Specifying whether or not a telephone is connected and whether or not a received date report is added and its format (mode 016)

Specify whether or not a telephone is connected, and whether or not a received date report is added and how it is formatted.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 1 0 0 0 0 0 0 (HEX: 40)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	-----	0	*Do not change these bits when specifying settings for this function.	-----
6	Specifies whether or not an external telephone is connected.	0	Not used	p. 2-32
		1	Used	
5, 4, 3, 2	-----	0000	*Do not change these bits when specifying settings for this function.	-----
1	Specifies whether or not a received date report is attached.	0	Not attached	-----
		1	Attached	
0	Specifies whether the received date report is attached outside or inside of the image.	0	Attached within the image	-----
		1	Attached outside the image	

Specifying settings to limit dialing and broadcast transmissions (mode 018)

Specify whether or not broadcast transmissions and dialing to specify destinations are limited.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 1 (HEX: 01)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4	-----	0000	*Do not change these bits when specifying settings for this function.	-----
3	Specifies whether or not dialing to specify a destination is prohibited. *1	0	Permitted	-----
		1	Prohibited	
2	Specifies whether or not broadcast transmissions are prohibited.	0	Permitted	-----
		1	Prohibited	
1, 0	-----	01	*Do not change these bits when specifying settings for this function.	-----

*1 Prohibited when bit 6 of software switch setting mode 477 is set so that the settings can only be specified in Administrator mode

Specifying settings for the image in the results report (Mode 023)

Specify whether or not an image of the transmitted document is added to the results report.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 1 1 1 1 0 0 0 (HEX: F8)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4	-----	1111	*Do not change these bits when specifying settings for this function.	-----
3	Specifies whether or not an image of the transmitted document is added to the results report.	0	Is not added	p. 6-11
		1	Is added	
2, 1, 0	-----	000	*Do not change these bits when specifying settings for this function.	-----

Specifying the copy limitation with remote copying (mode 028)

Specify the maximum number of copies allowed when a document specified for remote copying is received.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 1 1 0 0 0 1 1 (HEX: 63)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	-----	0	*Do not change this bit when specifying settings for this function.	-----
6, 5, 4, 3, 2, 1, 0	Specifies the maximum number of copies when a remote copy document is received	0000001	1 copy	p. 6-24
		0000010	2 copies	
		:		
		1100011	99 copies	
		Others	*Do not specify any settings other than those mentioned above when specifying settings for this function.	

Specifying settings for fax reception functions (mode 030)

Specify whether or not rotation or 2in1 printing is used with received faxes.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 0 1 1 0 0 0 0 (HEX: B0)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	-----	1	*Do not change this bit when specifying settings for this function.	-----
6, 5	Specifies whether or not rotation printing is used with received faxes. (*)	00	Does not rotate	p. 3-6
		01	Rotates (Does not sort crosswise if a remote copy fax is received)	
		10	Rotates (Sorts crosswise if a remote copy fax is received)	
		11	*Do not specify this setting for this function.	
4	Specifies whether or not 2in1 printing is used with received faxes. (*)	0	2in1 printing is not used with received faxes	p. 3-6
		1	2in1 printing is used with received faxes	
3, 2, 1, 0	-----	0000	*Do not change these bits when specifying settings for this function.	-----

(*) If rotation printing is specified, you can specify whether or not crosswise sorting is performed if a remote copy fax is received.

Specifying the setting for tray selection of received faxes (mode 037)

Specify whether the trays and bypass tray can be selected when printing received faxes.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 1 1 1 1 0 0 0 (HEX: F8)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	Specifies whether or not the 1st tray can be selected when printing received faxes.	0	Cannot be selected (*2)	p. 3-6
		1	Can be selected	
6	Specifies whether or not the 2nd tray can be selected when printing received faxes.	0	Cannot be selected (*2)	p. 3-6
		1	Can be selected	
5	Specifies whether or not the 3rd tray can be selected when printing received faxes. (*1)	0	Cannot be selected (*2)	p. 3-6
		1	Can be selected	
4	Specifies whether or not the 4th tray can be selected when printing received faxes. (*1)	0	Cannot be selected (*2)	p. 3-6
		1	Can be selected	
3	-----	1	*Do not change this bit when specifying settings for this function.	-----
2	Specifies whether or not the bypass tray can be selected when printing received faxes.	0	Cannot be selected (*2)	p. 3-6
		1	Can be selected	
1, 0	-----	00	*Do not change these bits when specifying settings for this function.	-----

(*1) Available only when the optional paper feed cabinet is installed.

(*2) Bits 7, 6, 5, 4 and 2 cannot all be set to "0".

Specifying administrator forwarding settings (mode 198)

You can specify whether a received document is forwarded to a destination specified by the administrator.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 1 0 1 0 0 0 0 (HEX: D0)

Specifying the setting

The shaded cells represent the factory settings. The page numbers on the right refer to the descriptions of the corresponding functions.

Bit	Description	Setting	Description	Page Reference
7	Specifies whether a received document is forwarded to a destination specified by the administrator.	0	Not forwarded	p. 10-53
		1	Forwarded	
6	Specifies whether to enable TX Forwarding when scanning.(*)	0	Not forwarded	-----
		1	Forwarded	
5, 4	Specifies the print conditions of transmission reports for TX Forwarding.(*)	00	Not output	p. 10-53
		01	Undeliverable	
		10	Always prints	
		11	*Do not specify this setting for this function.	
3, 2, 1, 0	-----	0000	*Do not change these bits when specifying settings for this function.	-----

(*) Bit 7 of mode 198 is enabled only when “1 (transmit)” is specified.

Specifying settings for checked receiver transmissions (mode 200)

Specify whether or not the fax transmission is sent after checking the CSI (called subscriber ID) signal from the recipient's machine.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 1 0 0 (HEX: 04)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected.

Bit	Description	Setting	Description	Page Reference
7, 6, 5	-----	000	*Do not change these bits when specifying settings for this function.	-----
4	Specify whether or not the machine performs a checked receiver transmission if the called number does not contain special characters for a checked receiver transmission.	0	Does not perform a checked receiver transmission	p. 2-29
		1	Performs a checked receiver transmission	
3, 2, 1, 0	Specifies the number of digits of the CSI signal that are compared when performing a checked receiver transmission. (If the called number does not fulfill the number of digits specified here, a comparison is made with all digits of the called number. If a comparison is made with a comparison number using special characters, the comparison is made with all digits of the comparison number, regardless of the number of digits specified with this setting.)	0000	Cancel	p. 2-29
		0001	1 digit	
		0010	2 digits	
		0011	3 digits	
		0100	4 digits	
		0101	5 digits	
		0110	6 digits	
		0111	7 digits	
		1000	8 digits	
		1001	9 digits	
		1010	10 digits	
		1011-1111	*Do not specify these settings for this function.	

Compared item and the setting for the number of digits compared in the CSI signal

Example: When the number of digits to be compared in the CSI signal is set to 6 and a 10-digit CSI signal is received

Compared item	Comparison relationship	Operation
Recipient's telephone number	When the recipient's telephone number has more digits than the number of digits to be compared from the CSI signal	The comparison is performed according to the setting for the number of digits compared in the CSI signal. (With a 10-digit called number, digit 6 from the end is compared.)
	When the recipient's telephone number has less digits than the number of digits to be compared from the CSI signal	The comparison is performed only with the number of digits in the called number. (With a 4-digit called number, digit 4 from the end is compared.)
Comparison number	When the comparison number has less digits than the number of digits in the CSI signal	The comparison is performed only with the number of digits in the comparison number. (With a 10-digit comparison number, digit 10 from the end is compared.)
	When the comparison number has more digits than the number of digits in the CSI signal	The comparison is performed only with the number of digits in the comparison number. (With a comparison number of 11 or more digits, digit 11 from the end is compared. However, since the CSI signal contains only 10 digits, it will not match, resulting in a transmission error.)

Specifying settings for the number of rings until automatic reception (port 2) (mode 249)

Specify the number of rings until an automatic reception is performed at port 2.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 1 0 0 0 (HEX: 08)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5, 4, 3	Specifies the number of rings until automatic reception (port 2).	00000	None (0 times)	p. 10-47
		00001	1 time	
		00010	2 times	
		00011	3 times	
		00100	4 times	
		00101	5 times	
		00110	6 times	
		00111	7 times	
		01000	8 times	
		01001	9 times	
		01010	10 times	
		01011	11 times	
		01100	12 times	
		01101	13 times	
		01110	14 times	
		01111	15 times	
		10000	16 times	
		10001	17 times	
		10010	18 times	
		10011	19 times	
		10100	20 times	
		Others	*Do not specify any settings other than those mentioned above when specifying settings for this function.	
2, 1, 0	-----	000	*Do not change these bits when specifying settings for this function.	-----

(*) Available when optional fax multi line is used.

Blocking calls from callers that are not specified (mode 306)

Specify whether or not only faxes (G3) received from callers with a specified F-code (bulletin board/confidential/forwarding) can be received and all other faxes (G3) are blocked.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 0 (HEX: 00)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected.

Bit	Description	Setting	Description	Page Reference
7	Specify whether or not to block calls from callers that are not specified.	0	Does not block	p. 10-55
		1	Blocks	
6, 5, 4, 3, 2, 1, 0	-----	0000000	*Do not change these bits when specifying settings for this function.	-----

Specifying the Internet fax settings (mode 350)

Specify the POP3 setting for Internet faxing.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 0 1 0 1 0 0 0 (HEX: A8)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	-----	1	*Do not change this bit when specifying settings for this function.	-----
6	Specify whether to enable a confirmation (POP3) before arriving at SMTP.	0	Arrival not confirmed	-----
		1	Arrival confirmed	

Bit	Description	Setting	Description	Page Reference
5, 4, 3, 2, 1, 0	-----	101000	*Do not change these bits when specifying settings for this function.	-----

Specifying whether transmission source information is added when performing an IP relay operation or forwarding received documents (mode 352)

Specify how transmission source information is added when performing an IP relay operation or forwarding received documents.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 1 0 1 0 0 0 0 (HEX: D0)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	-----	1	*Do not change this bit when specifying settings for this function.	-----
6	Specifies where transmission source information is added with IP relay operations.	0	Outside of the document	-----
		1	Inside the document	
5	Specifies whether or not transmission source information is added to received documents that are forwarded.	0	Not added	p. 10-55
		1	Added	
4	Specifies where transmission source information is added when a received document is forwarded.	0	Outside of the document	
		1	Inside the document	
3, 2, 1, 0	-----	0000	*Do not change these bits when specifying settings for this function.	-----

Specifying settings for the information indicated in the report for IP relay transmissions (mode 368)

Specify whether or not the results of IP relay transmissions are indicated in the reception report.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	1 1 0 0 0 0 1 0 (HEX: C2)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	-----	1	*Do not change this bit when specifying settings for this function.	-----
6	Specifies the valid range of administrator passwords. *Regardless of the setting specified for this bit, this machine is set to normally require the administrator password with the machine and with PageScope Web Connection.	1	The administrator password is required with this machine and with PageScope Web Connection.	-----
5, 4, 3, 2	-----	0000	*Do not change these bits when specifying settings for this function.	-----
1	Specifies whether or not the results of scan transmissions are indicated in the transmission report.	0	Not indicated	-----
		1	Indicated	
0	Specifies whether or not the results of IP relay transmissions are indicated in the reception report.	0	Not indicated	p. 12-7
		1	Indicated	

Specifying settings for when copying is finished using the ADF (mode 429)

Specify whether or not all settings are reset when copying is finished using the ADF.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 1 0 0 (HEX: 04)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6	-----	00	*Do not change these bits when specifying settings for this function.	-----
5	Specifies whether or not all settings in the Basics screen are reset when copying is finished using the ADF.	0	Does not perform the automatic panel reset operation	-----
		1	Performs the automatic panel reset operation	
4, 3, 2, 1, 0	-----	00100	*Do not change these bits when specifying settings for this function.	-----

Specifying settings to limit the use of communication modes-1 (mode 475)

Specify whether to permit or prohibit the use of individual communication modes. Prohibited communication modes do not appear in their selection screens.



Note

Programmed one-touch dial buttons can be used for transmission even if a prohibited communication mode has been specified.

If all communication modes are prohibited (modes 475 to 477), some screens, such as those for specifying transmission settings, may not normally be displayed.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 0 (HEX: 00)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	Specifies whether or not the use of TCP/IP is prohibited.	0	Permitted	-----
		1	Prohibited	
6	Specifies whether or not the use of LPD is prohibited.	0	Permitted	-----
		1	Prohibited	
5	Specifies whether or not the use of a RAW port is prohibited.	0	Permitted	-----
		1	Prohibited	
4	Specifies whether or not the use of SLP is prohibited.	0	Permitted	-----
		1	Prohibited	
3	Specifies whether or not the use of a Scan to FTP is prohibited.	0	Permitted	-----
		1	Prohibited	
2	Specifies whether or not the use of an FTP server is prohibited.	0	Permitted	-----
		1	Prohibited	
1	Specifies whether or not the use of SNMP is prohibited.	0	Permitted	-----
		1	Prohibited	
0	-----	0	*Do not change this bit when specifying settings for this function.	-----

Specifying settings to limit the use of communication modes-2 (mode 476)

Specify whether to permit or prohibit the use of individual communication modes. Prohibited communication modes do not appear in their selection screens.



Note

Programmed one-touch dial buttons can be used for transmission even if a prohibited communication mode has been specified.

If all communication modes are prohibited (modes 475 to 477), some screens, such as those for specifying transmission settings, may not normally be displayed.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 0 (HEX: 00)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	Specifies whether or not the use of the Scan to SMB operation is prohibited.	0	Permitted	-----
		1	Prohibited	
6	Specifies whether or not the use of SMB printing is prohibited.	0	Permitted	-----
		1	Prohibited	
5	Specifies whether or not the use of G3 faxing is prohibited.	0	Permitted	-----
		1	Prohibited	
4	Specifies whether or not the use of the Scan to HDD operation is prohibited.	0	Permitted	-----
		1	Prohibited	
3	Specifies whether or not the use of the Scan to E-Mail operation is prohibited.	0	Permitted	-----
		1	Prohibited	

Bit	Description	Setting	Description	Page Reference
2	Specifies whether or not the use of the Internet fax operation is prohibited.	0	Permitted	-----
		1	Prohibited	
1	Specifies whether or not the use of IP relay is prohibited.	0	Permitted	-----
		1	Prohibited	
0	Specifies whether or not the use of IP address fax operation is prohibited.	0	Permitted	-----
		1	Prohibited	

Specifying settings to limit the use of communication modes-3/Specifying restrictions for registering fax addresses and printing reports and specifying how one-touch dial recipients are displayed (mode 477)

Specify whether to permit or prohibit the use of individual communication modes. Prohibited communication modes do not appear in their selection screens.

Specify whether or not fax addresses can be registered and reports can be printed by users, and specify whether or not one-touch dial information is displayed in screens and reports.



Note

Programmed one-touch dial buttons can be used for transmission even if a prohibited communication mode has been specified.

If all communication modes are prohibited (modes 475 to 477), some screens, such as those for specifying transmission settings, may not normally be displayed.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 0 (HEX: 00)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	Specifies whether or not the use of the computer (scanner) is prohibited.	0	Permitted	-----
		1	Prohibited	
6	Specifies whether settings for registering fax addresses or printing reports can be specified by only the administrator or also by the user.	0	Settings can also be specified by users.	p. 10-50
		1	Settings can only be specified in Administrator mode.	
5	Specifies whether or not only recipient names are displayed (and the fax number or address is not displayed) in reports and Job List screens and when a one-touch dial button is touched. *1, *2	0	Displayed	-----
		1	Not displayed	
4	-----	0	*Do not change this bit when specifying settings for this function.	-----
3	Specifies whether or not the use of TCP-Socket is prohibited.	0	Permitted	-----
		1	Prohibited	
2, 1, 0	-----	000	*Do not change these bits when specifying settings for this function.	-----

*1 If bit 6 is set to “1”, the settings will not be applied if bit 5 is set to “1” (not displayed). If you do not wish to display the fax number or address of the recipient, bit 6 must also be set to “1” (settings can only be specified in Administrator mode).

*2 If the recipient is directly specified from the Direct Input tab, the recipient is displayed, even if “1” (not displayed) is selected.

Specifying the deleting method for [Del.] in input screens (mode 478)

Specify the deleting method for [Del.] in input screens.

Select whether the character at the cursor's position or the character to the left of the cursor is deleted.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 0 (HEX: 00)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7	Specify the deleting method for [Del.] in input screens.	0	Deletes the character at the cursor's position	p. 13-3
		1	Deletes the character to the left of the cursor	
6, 5, 4, 3, 2, 1, 0	-----	0000000	*Do not change these bits when specifying settings for this function.	-----

Specifying settings for limiting user authentication to only Scan functions (mode 479)

Specify whether or not user authentication is performed only when the [Fax/Scan] or [Extra Scan] key is pressed.

Settings at time of purchase

Bit	7 6 5 4 3 2 1 0
Setting	0 0 0 0 0 0 0 0 (HEX: 00)

Specifying the setting

During the production of this unit, the settings in the shaded cells were selected. The numbers on the right side indicate the page numbers with descriptions for the corresponding function.

Bit	Description	Setting	Description	Page Reference
7, 6, 5	-----	000	*Do not change these bits when specifying settings for this function.	-----
4, 3, 2, 1, 0	Specifies whether or not to limit authentication on Fax and Scan functions.	11001	Limited	-----
		00000	Not limited	-----



Reminder

Do not specify settings for mode 479 other than those described in "Specifying the setting".



Detail

If user authentication is limited to Scan functions, touch [Account/User Auth.] in the Administrator Management 1 screen, and then select "External Server" as the user authentication method. For details on the external server authentication settings, refer to the User's Guide [Copy Operations].



Specifying settings using PageScope Web Connection

11 Specifying settings using PageScope Web Connection

11.1 Items that can be specified using PageScope Web Connection

PageScope Web Connection is a device management utility supported by the HTTP server built into the device. Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.

When changing settings, operations such as typing text can be performed more easily from your computer.

The following fax function settings can be specified.

PageScope Web Connection provides a User mode, which can be accessed by all users, and an Administrator mode, which can only be accessed with the required administrator access code. The following settings can be specified in each mode.

Fax/Scan (User mode)

Item	Description
One-Touch Key Registration	Registers fax recipients as one-touch registrations. The registered data can also be changed or deleted. In addition, the index name can be changed.
FAX Program Registration	Registers fax programs as one-touch registrations. Unlike the one-touch registrations where only recipients are registered, transmission settings and multiple recipients can be registered. The registered data can also be changed or deleted.

System (Administrator mode)

Item	Description
User's Choice 5	Specifies the output trays for received faxes.
User's Choice 6	Specifies the screen given priority.

Fax/Scan (Administrator mode)

Item		Description
One-Touch Key Registration	Export	Exports the one-touch data together that were registered with the one-touch registration on this machine and saves the data as a file.
	Import	Imports all one-touch data from the exported data file saved on the computer.
Initial Setting		Specifies the information for the line connected to this machine.
TSI Registration		Specifies the information, such as the name, fax number, or address, that is added at the edge of the page printed by the recipient. Registers this transmission source name.
TX Settings		Specifies each default value at transmission.
RX Settings		Specifies the time and day for printing a fax that is received.
Fax Setting		Specifies the services being used, such as the dialing method.
TX Document		Specifies the destination for administrator forwarding.
RX Document		Specifies how received documents are processed and transferred.
Report Settings		Specifies the output conditions of the result reports and communication control reports.

Network (Administrator mode)

Item		Description
Common Setting	TCP/IP	Specifies the required settings for using this machine over a network.
E-Mail/Internet FAX	Other	Specifies other transmission settings.
IP Relay Settings		Specifies settings for IP relay transmissions.

11.2 Using PageScope Web Connection

Operating environment

Item	Operating Environment
Network	Ethernet [TCP/IP]
Computer application program	For Windows NT 4.0: Microsoft Internet Explorer 4 or later or Netscape Navigator 4.73 or 7.0 For Windows 2000: Microsoft Internet Explorer 5 or later or Netscape Navigator 7.0 For Windows XP/Server 2003: Microsoft Internet Explorer 6 or later or Netscape Navigator 7.0 For Windows Vista/Server 2008: Microsoft Internet Explorer 7 or later or Netscape Navigator 7.0 * In Microsoft Internet Explorer 5.5, the one-touch export function may not operate properly. Use the Microsoft Internet Explorer 5.5 Service Pack 1 or later.



Detail

PageScope Web Connection is a device management utility supported by the HTTP server built into the device. Using a Web browser on a computer connected to the network, machine settings can be specified from PageScope Web Connection.



Reminder

Do not use a proxy server when accessing from PageScope Web Connection.



Note

If this machine has been set so that TCP/IP use is prohibited, PageScope Web Connection cannot be used.

Accessing PageScope Web Connection

PageScope Web Connection can be accessed directly from a Web browser.

- 1 Start the Web browser.
- 2 In the Address bar, type the IP address of this machine, and then press the [Enter] key.

- http://[IP_address_of_the_machine]/
Example: If the IP address of the machine is 192.168.1.20
http://192.168.1.20/

**Detail**

Below is the URL after SSL/TLS is enabled.

https://[IP_address_of_the_machine]/ Redirected to "https://" even if "http://" is entered. (If "Enhance Security" is set to "ON", SSL is forcibly enabled.)

When performing user authentication

When performing user authentication or external server authentication, the following screen is displayed.

Type in the user name and password, and then click [Log-in].



Note

For the user authentication details, refer to User's Guide [Copy Operations].

For the user name and password, ask the network administrator.

If "Enhance Security" is set to "ON" or if access locks are specified with the software switch settings, incorrectly entering the password three times locks the machine so that no operation can be performed. If this machine is locked, contact the administrator of this machine. For details on "Enhance Security" and specifying access locks with the software switch settings, refer to the User's Guide [Copy Operations].

The screenshot shows a web browser window with a blue title bar and a menu bar containing "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area is white and contains a user authentication form. The form has two input fields: "User Name" and "User Password", each with a corresponding text box. A "Log-in" button is located at the bottom right of the form. The browser window also shows standard window control buttons (minimize, maximize, close) in the top right corner.

Page Structure

The page that appears immediately after PageScope Web Connection is accessed is called the User mode page. All users can view this page.

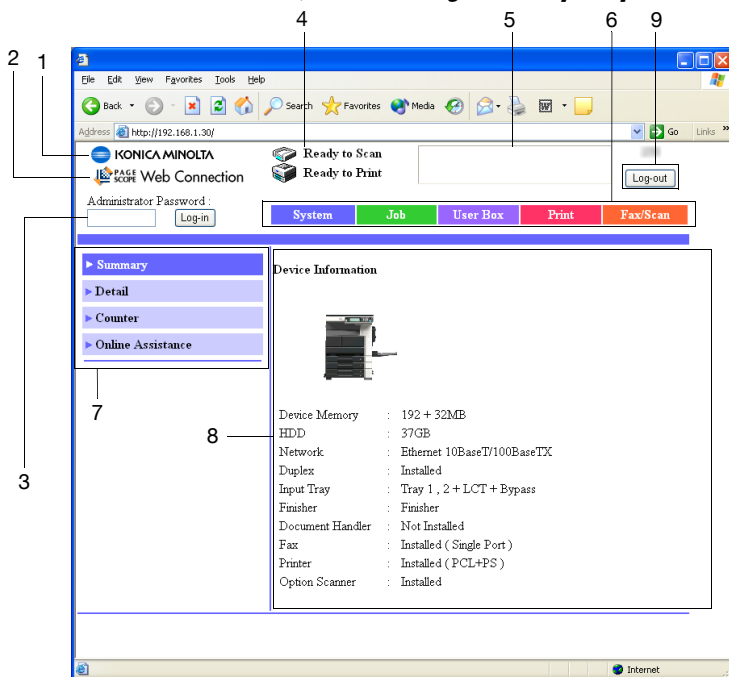
The configuration of the PageScope Web Connection page is shown below.



Note

The [User Box] tab appears only if the optional hard disk is installed.

The [Fax/Scan] tab appears only if the optional fax kit is installed. If the fax kit is not installed, the tab changes to the [Scan] tab.



No.	Item	Description
1	KONICA MINOLTA logo	Click the logo to go to the Kona Minolta Web site at the following URL. http://konicaminolta.com/
2	PageScope Web Connection logo	Click the PageScope Web Connection logo to display the version information.
3	Administrator mode logon button	Log on to Administrator mode.

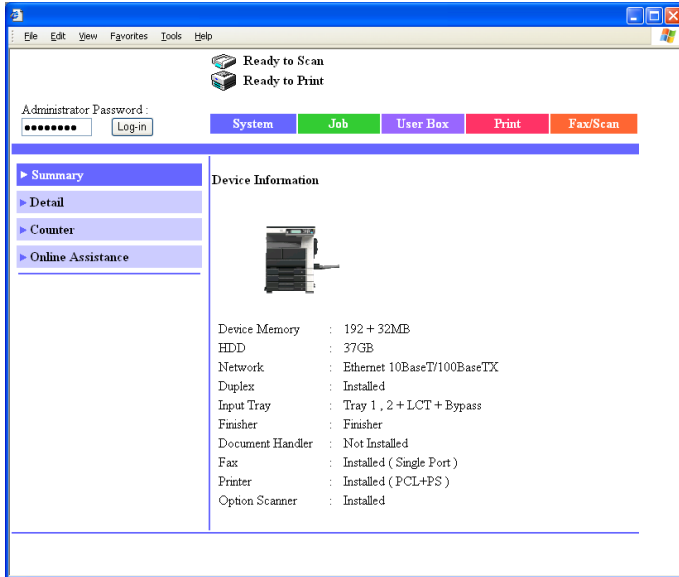
No.	Item	Description
4	Status display	The statuses of this machine's printer section and scanner section are displayed using icons.
5	Message display	If an error occurred in the machine, the status of the malfunction/error and other error information are displayed.
6	Tabs	Select the category of the page to be displayed. The following tabs are displayed in User mode. <ul style="list-style-type: none"> • System • Job • User Box • Print • Fax/Scan
7	Menus	Information and settings for the selected tab are listed. The menu that appears differs depending on the tab that is selected.
8	Information and settings display	Details of the item selected from the menu are displayed.
9	User authentication logoff button	Click this button to log off from user authentication.

Logging on to Administrator mode

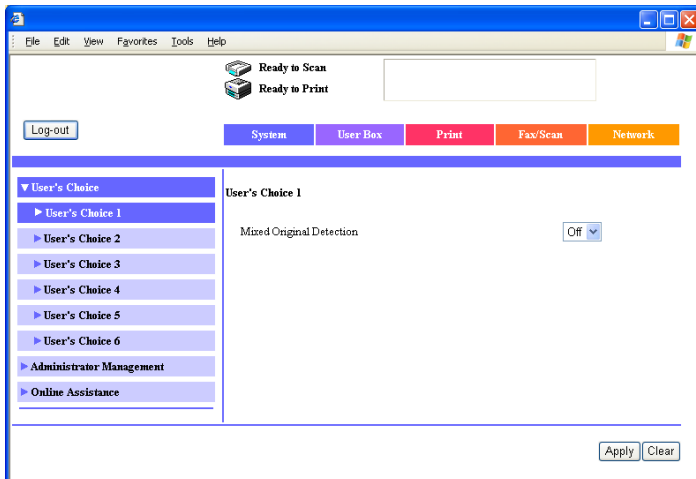
You can switch between User mode and Administrator mode. However, in order to specify system or network settings, you must be logged on to Administrator mode.

- ✓ When logged on to Administrator mode, the machine's control panel is locked and cannot be used.
- ✓ Depending on the status of the machine, you may not be able to log on to Administrator mode.
- ✓ When logged on to Administrator mode, if no operation is performed for 10 minutes, a timeout occurs and you will automatically be logged off from Administrator mode.

- 1 Type in the administrator password, and then click [Log-in].



The Administrator mode page appears.



- 2 To return to User mode, click [Log-out].

Web browser cache

The newest information may not appear in the PageScope Web Connection pages because older versions of pages are saved in the cache for the Web browser. In addition, the following problems may occur when the cache is used.

When using PageScope Web Connection, disable the cache for the Web browser.



Detail

If the utility is used with the cache enabled and Administrator mode was timed out, the timeout page may appear even after the utility is accessed again. In addition, since the machine's control panel remains locked and cannot be used, the machine must be restarted. In order to avoid this problem, disable the cache.



...

Note

The menus and commands may vary depending on the Web browser version. For details, refer to the Help for the Web browser.

For Internet Explorer

- 1 On the "Tools" menu, click "Internet Options".
- 2 On the General tab, click [Settings] under "Temporary Internet files".
- 3 Select "Every visit to the page", and then click [OK].

For Netscape

- 1 On the "Edit" menu, click "Preferences".
- 2 In the "Category" box, click "Advanced", then "Cache".
- 3 Under "Compare the page in the cache to the page on the network", select "Every time I view the page".

11.3 One-touch key registration (User mode)

The fax recipients can be registered as one-touch registrations. Two types of recipients can be registered with a one-touch registration: a main recipient and a secondary recipient, where the data is sent if the transmission to the main recipient fails.

A name can also be given to the index.



Note

This machine contains 36 indexes and up to 15 one-touch registrations and fax programs can be registered in each index.

The following items can be entered in the screen of each communication mode.

The screenshot shows a web browser window with the PageScope Web Connection interface. The main menu includes 'System', 'Job', 'User Box', 'Print', and 'Fax/Scan'. The 'One-Touch Key Registration' screen is active, showing the following fields and values:

- TX: FAX(G2-1)
- One-Touch Name: Tokyo Sales
- Destination Number: 0123456
- Overseas: Off
- Speed: 33.6kbps
- F-Code (SUB):
- F-Code (SEP):
- F-Code Password (SID/PWD):
- Retype F-Code Password (SID/PWD):

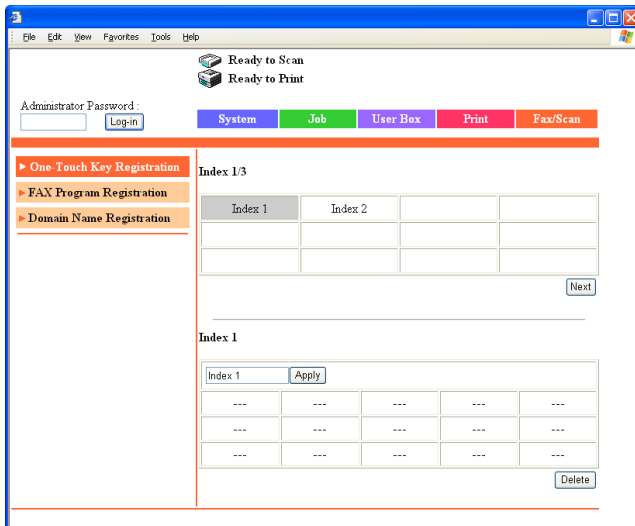
Buttons at the bottom include 'Apply', 'Back', 'Sub Address Registration', 'Cancel', and 'Clear'.

Item	Description
One-Touch Name	Enter the destination name displayed with one-touch registration. Up to 12 characters can be entered.
Destination Number	Enter the fax number of the destination. Up to 64 characters can be entered.
Overseas	To send the transmission overseas, select "On".
Speed	Specify transmission speed.
F-Code (SUB) F-Code (SEP)	If an F-code is used, enter the F-code.

Item	Description
F-Code Password (SID/PWD) Retype F-Code Password (SID/PWD)	Enter the password for the F-code.

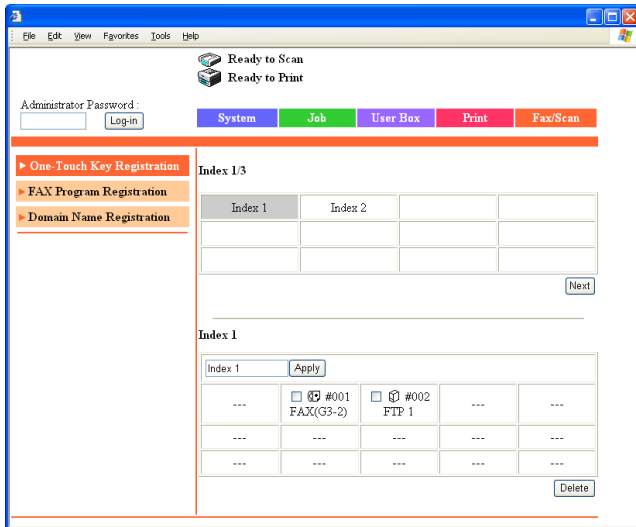
To name an index

- 1 Click the [Fax/Scan] tab.
- 2 Click [One-Touch Key Registration].
- 3 From “Index”, click the index (in the center of the frame) that is to be named.
The one-touch registrations that are saved in the selected indexes are displayed on the lower half of the screen.
- 4 Enter the index name, and then click [Apply].
 - Up to 8 characters can be entered.
 The index name is displayed in the index list on the upper half of the screen.

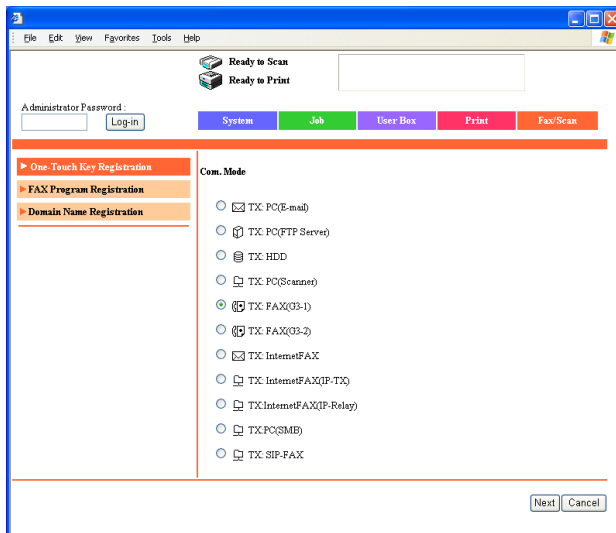


To register with one-touch registration

- 1 Click the [Fax/Scan] tab.
 - 2 Click [One-Touch Key Registration].
 - 3 From “Index”, click the index (in the center of the frame) that is to be named.
The one-touch registrations that are saved in the selected indexes are displayed on the lower half of the screen.
 - 4 Click the one-touch registrations that are not registered.
 - To change the information for a one-touch registration, click the one-touch registration to be changed.
 - To delete a one-touch registration, click the one-touch registration to be deleted, and then click [Delete].
 - A fax program cannot be selected, even if it clicked.
- ? Which are the one-touch registrations that are not registered?
 → The one-touch registrations that are not registered are indicated by “---”.



- 5 Select whether a fax (G3-1) transmission or fax (G3-2) transmission is to be performed.
- If the optional fax multi line is being used, two general subscriber lines can be used. Select whether a fax (G3-1) or fax (G3-2) operation is to be performed.
 - Certain communication modes may not be available, depending on the machine settings. For details, check with the administrator.



- 6 Specify the desired settings.
- For the item details, refer to page 11-12.
 - To change an F-code password that has already been specified, touch [Change Password].
- 7 Click [Apply].
- The one-touch registration is registered.

Registering sub-destinations

When transmission to the destination of a one-touch registration cannot be performed, the sub-destination can be specified as the transmission destination.

- 1 Click [Sub Address Registration] on the screen for entering the one-touch registration settings.

The screenshot shows a web browser window titled 'Ready to Scan'. The interface includes a navigation bar with buttons for 'System', 'Job', 'User Box', 'Print', and 'Fax Scan'. On the left, there are expandable sections for 'One-Touch Key Registration', 'FAX Program Registration', and 'Domain Name Registration'. The main content area is titled 'TX: FAX(G3-1)' and contains the following fields:

- One-Touch Name: Tokyo Sales
- Destination Number: 0123456
- Overseas: Off
- Speed: 33.6Kbps
- F.Code (SUB):
- F.Code (SEP):
- F.Code Password (SID/PWD):
- Retype F.Code Password (SID/PWD):

At the bottom, there are buttons for 'Apply', 'Back', 'Sub Address Registration', 'Cancel', and 'Clear'.

- 2 Select the communication mode of the sub-destination, and then click [Next].
 - Certain communication modes may not be available, depending on the machine settings. For details, check with the administrator.

The screenshot shows the same web browser window, but now displaying the 'Com. Mode Sub Address Registration' screen. The left navigation pane remains the same. The main content area lists various communication modes with radio buttons:

- TX: PC(E-mail)
- TX: PC(Scanner)
- TX: FAX(G3-1)
- TX: FAX(G3-2)
- TX: InternetFAX
- TX: InternetFAX(IP-TX)
- TX: InternetFAX(IP-Relay)
- TX: SIP-FAX

At the bottom, there are buttons for 'Next', 'Back', and 'Cancel'.

- 3 Enter each item, and then click [Apply].
 - For the item details, refer to “To register with one-touch registration” on page 11-15.
 - To change an F-code password that has already been specified, touch [Change Password].

The screenshot shows a web browser window with the PageScope Web Connection interface. The main content area is titled "TX: FAX(G3-I) Sub Address Registration". On the left, there are three expandable sections: "One-Touch Key Registration", "FAX Program Registration", and "Domain Name Registration". The "One-Touch Key Registration" section is currently expanded, showing the following fields:

- One-Touch Name: Tokyo Sales
- Destination Number: 09876
- Overseas: On (dropdown menu)
- Speed: 33.6Kbps (dropdown menu)
- F-Code (SUE): [Empty text box]
- F-Code (SEP): [Empty text box]
- F-Code Password (SID/PWD): [Masked with dots]
- Retype F-Code Password (SID/PWD): [Masked with dots]

At the bottom of the form, there are four buttons: [Apply], [Back], [Cancel], and [Clear]. Above the form, there is a navigation bar with buttons for [System], [Job], [User Box], [Print], and [Fax/Scan]. The top of the window shows "Ready to Scan" and "Ready to Print" status indicators.



Note

The destination name is displayed with the same contents as the main destination. Specify the settings for the other items.

11.4 FAX Program Registration (User mode)

Register fax programs as one-touch registrations. Unlike the one-touch registrations where only recipients are registered, transmission settings and multiple recipients can be registered. The registered data can also be changed or deleted.



Note

Up to 30 fax programs can be registered in this machine. Be sure to not exceed a total of 540 one-touch registrations and fax programs.

To register a fax program, specify the following items.

Item	Description
Program Name	Enter the program name displayed with one-touch registration. Up to 12 characters can be entered.
Mode	Specify "TX".
Destination	Specify the program destination. Click [Select Destination], select the registered one-touch registration that is selected, and then click [Apply].
Original Type	
Original Type	Select the resolution.
Density	Select the density.
Reduction	Select the zoom ratio. Auto Reduction: Automatically enlarges or reduces to match the destination paper. No Reduction: Sends at the reduction of the scanned original dimensions.
Scan Area	Specify the original document size when scanning.
Menu 1	
TSI	Select the information, such as the name, fax number, or address, that is printed at the edge of the page. For registering the transmission source, refer to "Programming a name (TSI Registration)" on page 10-27.
Dest. Insert	Select whether or not the recipient's name is printed at the edge of the page.
TX Report	Select under which conditions the send report is to be output. Default: Outputs by the specifications of the administrator. Output On: Outputs regardless of the send results. If TX Fail: Outputs only when undeliverable. Output Off: Does not output regardless of the send results.
2in1	Select whether or not to send the data using the 2in1 print function (reducing two pages to fit in a single page).

Item	Description
2-Sided TX	Select whether or not a double-sided transmission is to be sent. On: Performs duplex transmission. When specifying to On, specify the margin and original set orientation. Off: Does not performs duplex transmission.
Rotation TX	Select whether or not to rotate the scan image according to the paper orientation of the receiving machine.
Priority TX	Select whether to send as priority over other jobs.
Timer	Select whether to set the send time. Specifies the send time when "On" is selected.
Stamp	Select whether or not a stamp is applied to the document to indicate that it was sent.
Quick Scan TX	Select whether or not a quick scan transmission is performed to send the document one page at a time.
Password TX	Select whether or not a password transmission is performed to send the data only if the registered passwords are the same.
Remote Copy	Select whether or not a remote copy operation is performed to send multiple copies of the document.
Menu 2	Select the subject (e-mail message subject) and reply address used for Scan to E-Mail operations and for sending Internet faxes. For details, refer to the User's Guide [Network Scanner Operations].



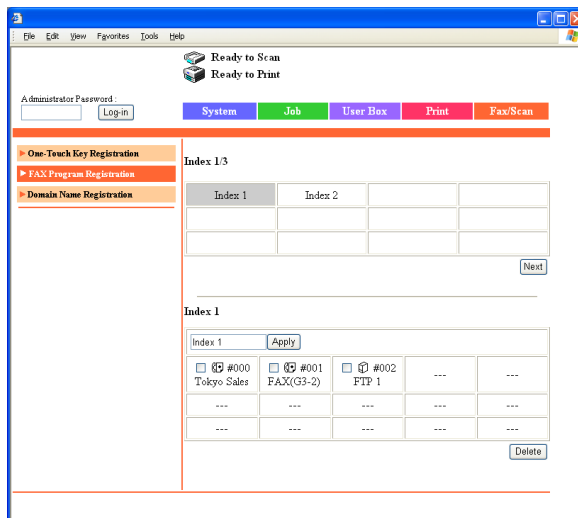
Detail

A one-touch registration specified for an F-code confidential transmission cannot be registered with a program in PageScope Web Connection. To register a one-touch registration specified for a confidential transmission, register the fax program from the control panel.

Registering fax programs

- ✓ To specify the fax program destination, register the destination with one-touch registration in advance.

- 1 Click the [Fax/Scan] tab.
 - 2 Click [FAX Program Registration].
 - 3 From “Index”, click the index name that is to be registered in the fax program. The one-touch registrations that are saved in the selected indexes are displayed on the lower half of the screen.
 - 4 Click the one-touch registrations that are not registered.
 - To change the information registered in a program, click the one-touch registration to be changed.
 - To delete a program, click the one-touch registration to be deleted, and then click [Delete].
 - Only a one-touch registration for a fax program can be selected, even if a different type of one-touch registration is clicked.
- ? Which are the one-touch registrations that are not registered?
 → The one-touch registrations that are not registered are indicated by “___”.



5 Enter each item.

- For the item details, refer to page 11-19.

The screenshot shows the 'FAX Program Registration' configuration page in a web browser. The page has a blue header with 'Ready to Scan' and 'Ready to Print' buttons. Below the header is a navigation bar with 'System', 'Job', 'User Box', 'Print', and 'Fax Scan' tabs. The 'FAX Program Registration' section is highlighted in orange. The settings are as follows:

Setting	Value
Program Name	Report03
Mode	TX
Destination	#000 TOKYO: 12345678 #001 OSAKA: 0987654
Original Type	Standard
Density	Middle
Reduction	Auto Reduction
Scan Area	Auto Detect
Menu 1	TSI 1_Tokyo Sales
TSI	Off
Dest. Insert	Default
TX Report	Off
2in1	Off
2-Sided TX	Off
Original Bind Direction	Auto
Original Direction	Auto
Rotation TX	On
Priority TX	Off
Timer	Off
Time	20:56
Stamp	Off
Quick-Scan TX	Off
Password TX	Off
Remote Copy	Off
# of Sets	2 (copies (2-99))
Menu 2	Subject Selection
Set Reply E-mail Address	
E-Mail Notification Destination	
Set File Name	

Buttons at the bottom: Apply, Cancel, Clear.

6 Click [Apply].

11.5 System (Administrator mode)

From the [System] tab, various settings concerning the system configuration of this machine can be changed. Settings for the following fax functions can be specified.

“Output Tray Settings” of “User’s Choice 5”

“Default LCD Screen” and “Priority Fax Screen” of “User’s Choice 6”

“Restrict One-Touch Editing” and “Activity Report E-mail Address” of “Administrator Settings”

To change settings

- 1 In the Administrator mode, click the [System] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [User’s Choice 5].
- 3 Select the paper output tray for fax output.
- 4 Click [User’s Choice 6].
- 5 Specify the initial screen and fax screen that are given priority.
- 6 Click [Apply].
- 7 Click [Administrator Management].
- 8 Click [Administrator Settings].
- 9 Select a setting for “Restrict One Touch Editing”.
 - To prevent one-touch dial buttons from being registered or changed from the User Setting screen, select “On”.
 - To allow one-touch dial buttons to be registered or changed from the User Setting screen, select “Off”.
- 10 Specify a setting for “Activity Report E-Mail Address”.
 - Type in the e-mail address of the computer. The CSV file of the activity report is sent to the specified e-mail address.
- 11 Click [Apply].

11.6 Export/Import (Administrator mode)

The data that was registered with the one-touch registration of this machine can be exported as a file.



Note

The exported data is written in the UTF-8 character code. Edit the data with the UTF-8 character code.

Files can be exported with the following four modes.

Item	Description
Mode 1	Select this setting when recipient information is to be edited. The data is exported in its complete format (including fax program data).
Mode 2	Select this setting when recipient information is to be edited. The data is exported in its simple format (not including fax program data).
Mode 3	Select this setting when recipient information is to be backed up. The data is exported in its complete format (including fax program data).
Mode 4	Select this setting when recipient information is to be backed up. The data is exported in its simple format (not including fax program data).



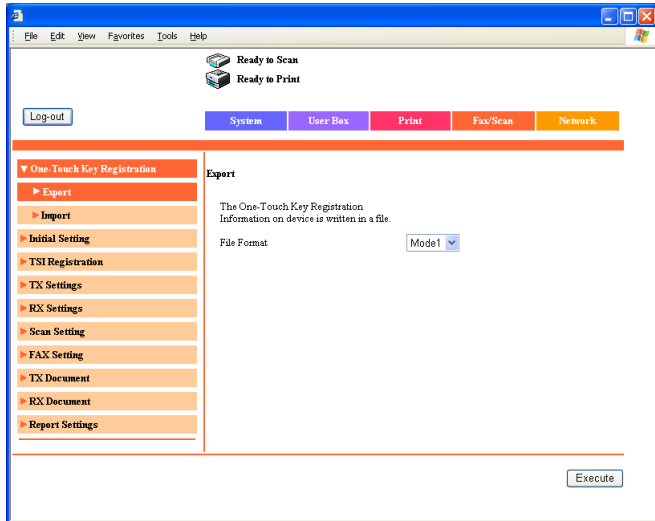
Note

Do not change the structure of data exported with “Mode 3” or “Mode 4” selected.

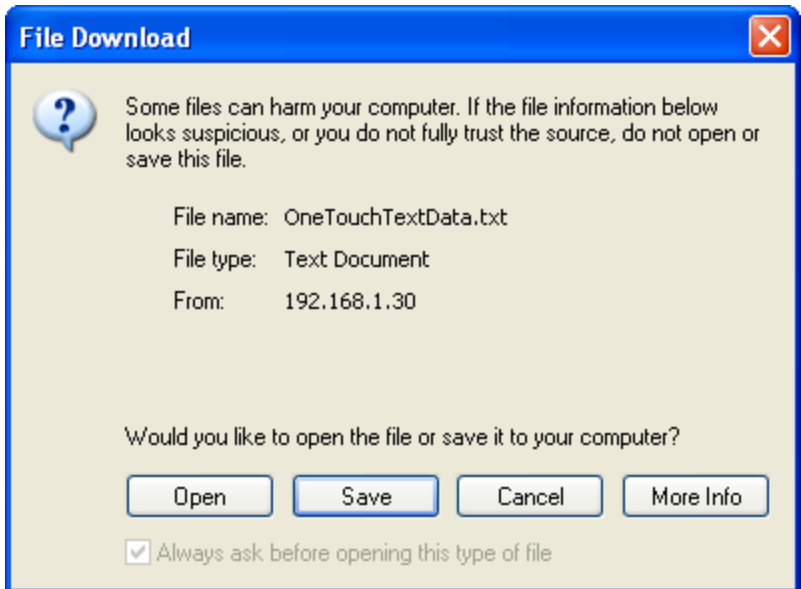
To export files

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [One-Touch Key Registration], then [Export].

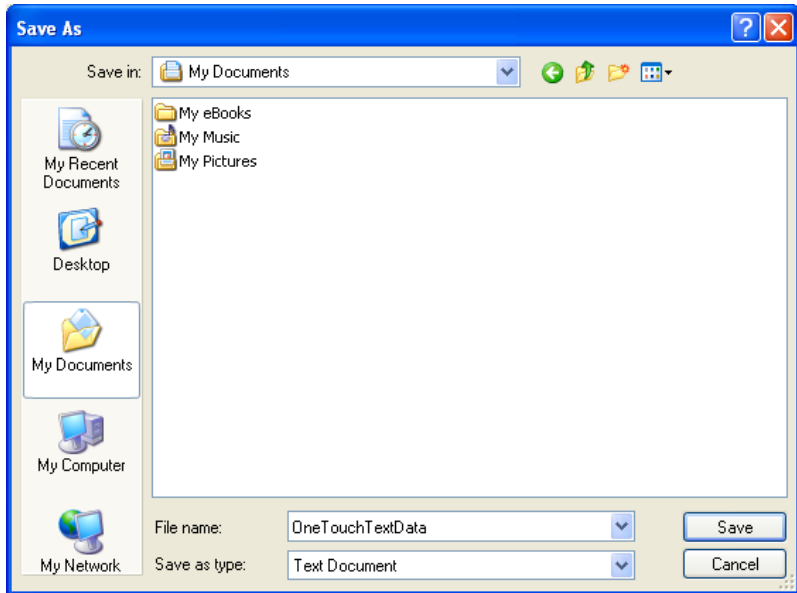
- 3 Select the export format, and then click [Execute].



- 4 Click [Save].



- 5 Specify the directory of the save destination. The file name can also be changed.



- 6 Click [Save].

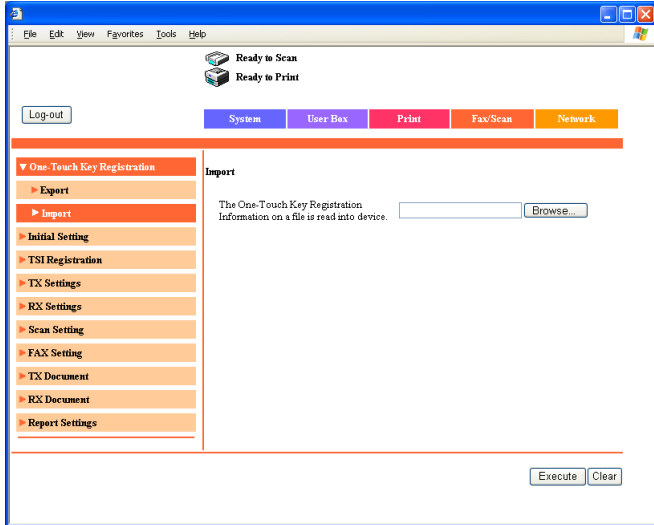
The exported data is saved in the specified directory.

To import files

The one-touch registration data can be imported to this machine from a file on the computer.

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [One-Touch Key Registration], then [Import].

3 Click [Browse].

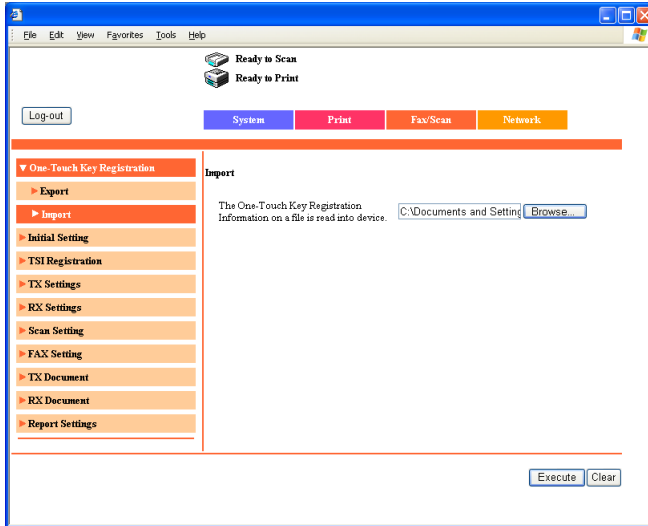


4 Select the file to be imported, and then click [Open].



5 Click [Execute].

The one-touch registered data is imported.



11.7 Line Settings (Administrator mode)

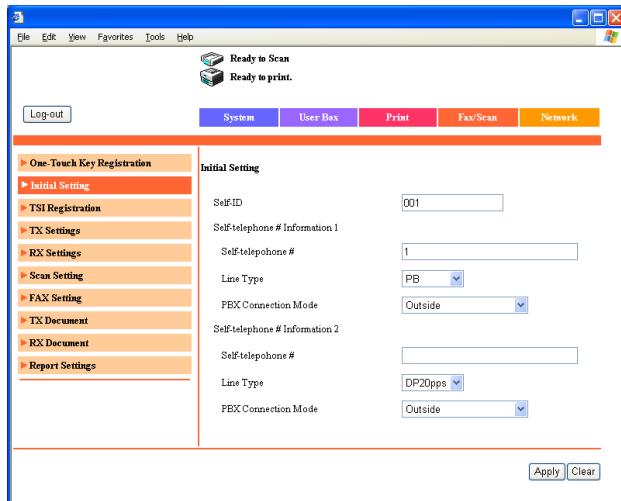
The information for the line connected to this machine can be specified. Settings can be specified for the following.

Item	Description
Self-ID	Enter the text that appears in the recipient's reports and machine control panel. This allows the receiver to easily check that the fax was sent from this machine.

To specify the machine telephone number

Register the information required for a fax transmission, such as the machine's telephone number, whether or not a private branch exchange is used, and the dialing system.

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [Initial Setting].
- 3 Specify the various settings, and then click [Apply].



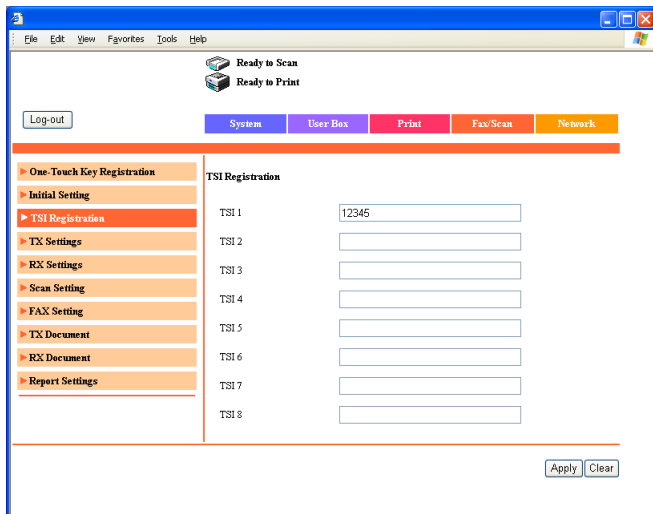
11.8 Transmission source registration

Select the information, such as the name, fax number, or address, that is printed at the edge of the page when a fax is sent.

Registers this transmission source name. Since multiple transmission sources can be registered, the names for each destination and track can be used separately. The registered transmission source name can be changed in the same procedure as that of registration.

To register transmission sources

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [TSI Registration].
- 3 Enter the transmission source name, and then click [Apply].
 - Up to 8 transmission source names can be registered.
 - Up to 40 characters can be entered.



- 4 Click [OK].

11.9 TX Settings (Administrator mode)

Transmission settings

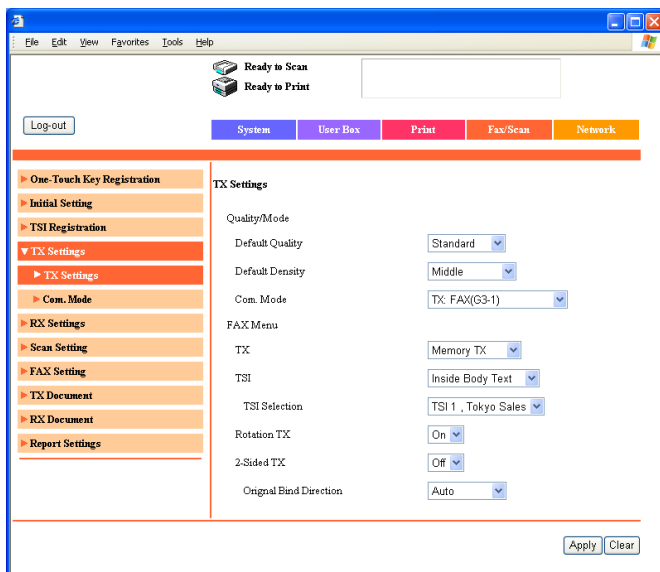
The default settings for transmission can be specified.

The following settings can be specified.

Item	Description
Quality/Mode	
Default Quality	Specify the quality default value that is reset after operation is complete.
Default Density	Specify the density default value that is reset after operation is complete.
Com. Mode	Specify the communication mode default value that is reset after operation is complete.
FAX Menu	
TX	Select the transmission method. Memory TX: Sends the data after the entire document is scanned. Quick Scan TX: Sends the document one page at a time.
TSI	Select the transmission source name. Off: Does not attach the transmission source name. Inside Body Text: Prints the transmission source name on the original document. Outside Body Text: Does not print the transmission source name on the original document.
TSI Selection	Select the name of the transmission source.
Rotation TX	Specify whether to reset the rotation transmission after the operation is complete.
2-Sided TX	Specify whether to reset the duplex transmission after the operation is complete.
Original Bind Direction	Select the position of the document binding margin for double - sided transmissions.

To specify the TX settings

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [TX Settings].
- 3 Specify each item, and then click [Apply].
 - For the item details, refer to page 11-31.



Communication mode

Select whether to enable or disable the individual communication modes.

The disabled communication modes will not appear in screens displayed in the machine’s control panel or in PageScope Web Connection pages.

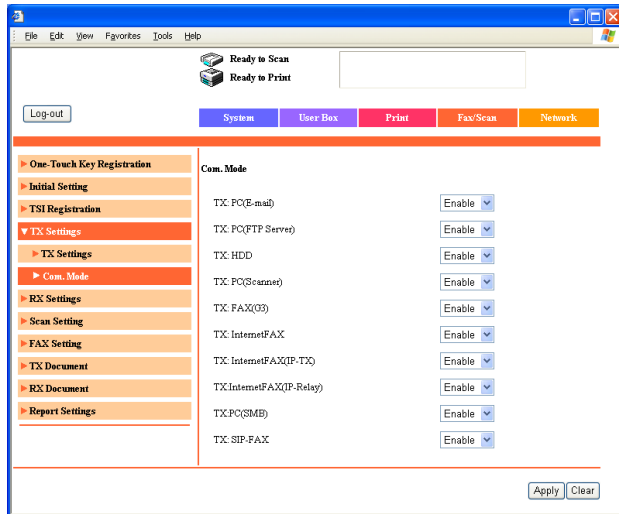


Note

Programmed one-touch dial buttons can be used for transmission even if a disabled communication mode has been specified.

To specify settings for communication modes

- 1 In the Administrator mode, click the [Fax/Scan] tab.
- 2 Click [TX Settings], then [Com. Mode].
- 3 Select either “Enable” or “Disable” for each communication mode, and then click [Apply].



11.10 RX Settings (Administrator mode)

Specify the time and day for printing a fax that is received while the machine is in the off mode (mode where printing is not immediate, even when a fax is received).

Faxes that are received in the middle of the night can be received safely by restricting the time that they are printed.

The following settings can be specified.

Item	Description
Timer	Select whether to print a fax at a specified time without printing when it is received. On: Prints the received faxes together on the specified day of the week and time. Specify the day of the week, the start time, and the stop time. Off: Prints faxes as soon as they are received.
Start Time	Enter the start time to start printing the received faxes.
Stop Time	Enter the stop time to stop printing the received faxes.
Day Of The Week	Select the day of the week to print at the specified time.
Memory Lock Password	Specify the four-digit password that is to be used to print received faxes outside of the specified time. To change the password, touch [Change Password], and then specify a password.

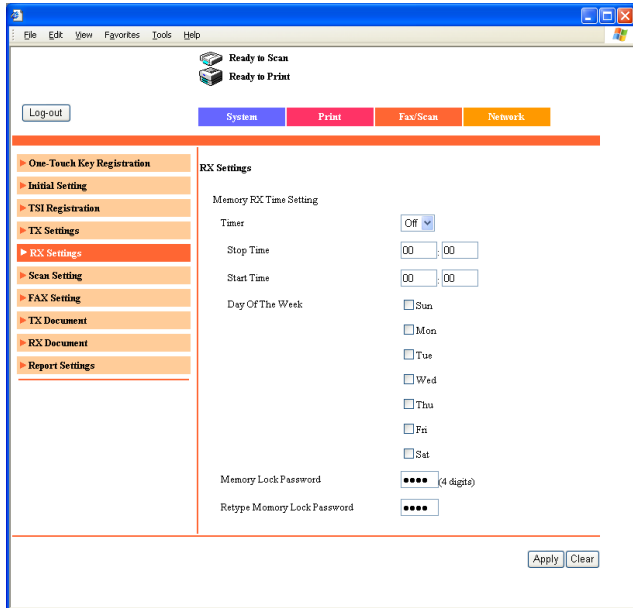


Note

For details on entering a password to print faxes, refer to "Printing manually" on page 10-42.

To specify the RX settings

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [RX Settings].
- 3 Specify each item, and then click [Apply].



11.11 Fax Setting (Administrator mode)

Specify the services being used, such as the dialing method.

RX Functions

Specify how a fax is received and the number of rings until the call is automatically answered.

Settings can be specified for the following.

Item	Description
Reception Mode	Select either "Auto" or "Manual" as the reception method. Auto: Select this setting to specify automatic reception. Manual: Select this setting to specify manual reception.
No. of RX Call Rings	Enter the number of rings until the call is automatically received. The number of rings can be set between 1 and 20.



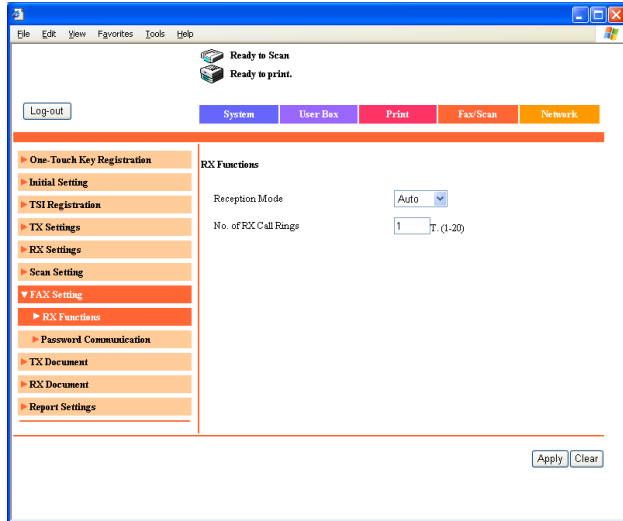
Detail

If the number of rings is set for 10 or more, the reception may not be completed, depending on the sender's fax machine.

To specify the reception function settings

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to "Logging on to Administrator mode" on page 11-9.
- 2 Click [RX Functions] under "Fax Setting".

3 Specify the various settings, and then click [Apply].



Password Communication

Password communication (password transmission and password reception) is a function for sending and receiving faxes only if the previously specified passwords on the sender's machine and the recipient's machine match. This section describes how to specify the communication password for a password transmission.

Settings can be specified for the following.

Item	Description
Password	Type in the current communication password as a two-digit number.
New Password	Type in the new communication password as a two-digit number.
Retype New Password	Type in the new password again for confirmation.

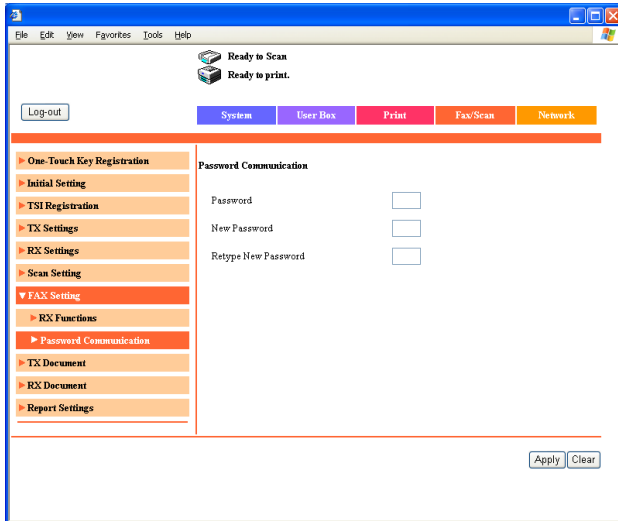


Detail

Use a communication password for password transmissions and password receptions. For details, refer to "Sending a fax with a password applied ("Password TX" function)" on page 6-23 and "Receiving a fax with a password applied ("Password RX" function)" on page 7-3.

To specify password communication settings

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [Password Communication] under “Fax Setting”.
- 3 Specify the various settings, and then click [Apply].



11.12 RX Document (Administrator mode)

The method for processing a received document can be specified.

The processing methods consist of the following three methods.

- F-Code: This machine can be set to perform a specific operation when a document is received with an F-code.
- Processing of documents received per line (Port): The processing of a received document such as printing and forwarding can be specified per line when the document is received.
- Processing of other received documents (All Other Documents): Specify the processing method of documents received by a line other than port.

With “F-Code”, settings can be specified for the following.

Item	Description
F-Code	Specify the F-code with which document management is performed.
F-Code Password	Specify the password for the F-code with which document management is performed.
Retype F-Code Password	Retype the password for the F-code.
Remote Input Check	To limit viewing depending on the F-code password, select “On”.
RX Doc. Settings	Select how the document received with the specified F-code is managed. Print: Select this setting to print the document. Forward: Select this setting to forward the data to the specified recipient. Print&Forward: Select this setting to print the document and forward it to the specified recipient.
Forwarding Destination	Specify a destination when “RX Doc. Settings” is set to “Forward”.

In “Port”, the following settings can be specified.

Item	Description
Distribution Conditions	Select whether to process the document of a selected line. Specifies: Specifies the save destination and forwarding destination of the received document. Default: Does not process the received document.
RX Doc. Settings	When “Specifies” is specified in Distribution Conditions, select the processing method for the received document. Forward: Forwards the data to the specified destination. Print: Prints the document. Print&Forward: Prints the document and at the same time forwards the data to the specified destination.
Forwarding Destination	Specify when “Forward” is selected in RX Doc. Settings. Click [Select Forwarding Destination], select the forwarding destination address, and then click [Apply].

In “All Other Documents”, the following settings can be specified.

Item	Description
RX Doc. Settings	When “Specifies” is specified in Distribution Conditions, select the processing method for the received document. Memory RX: Receives the memory by force. Forward: Forwards the data to the specified destination. Print: Prints the document. Print&Forward: Prints the document and at the same time forwards the data to the specified destination.
Forwarding Destination	Specify when “Forward” is selected in RX Doc. Settings. Click [Select Forwarding Destination], select the forwarding destination address, and then click [Apply].



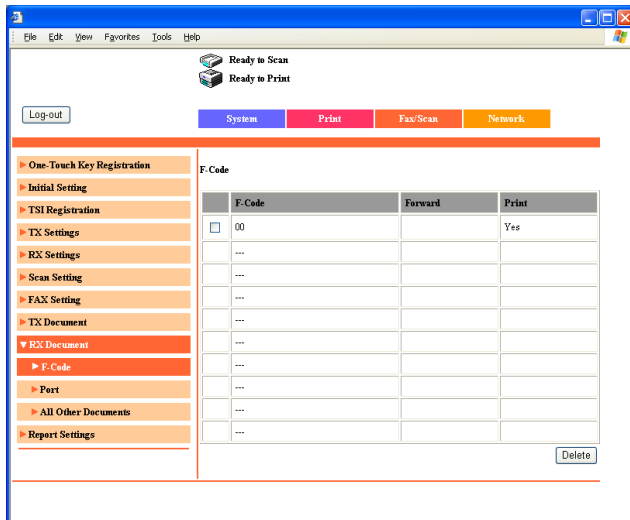
Note

If software switch settings were specified to block faxes received from senders other than those specified, the machine cannot be set to receive documents from lines other than the port. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

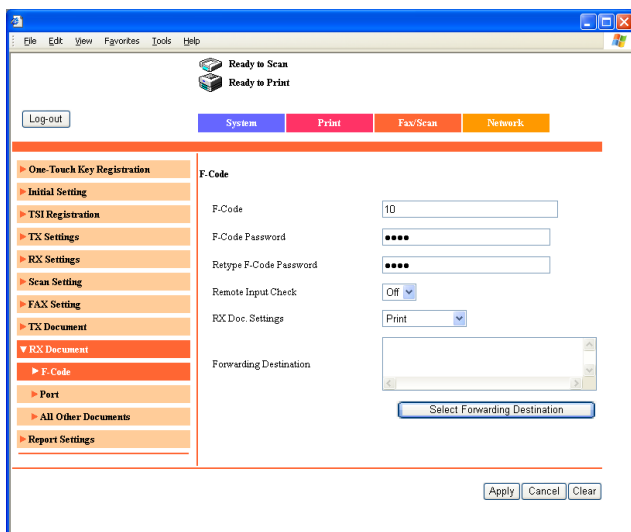
To specify F-code settings

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [RX Document], then [F-Code].
- 3 Click an F-code cell.

- If no F-code has been registered, “---” appears.



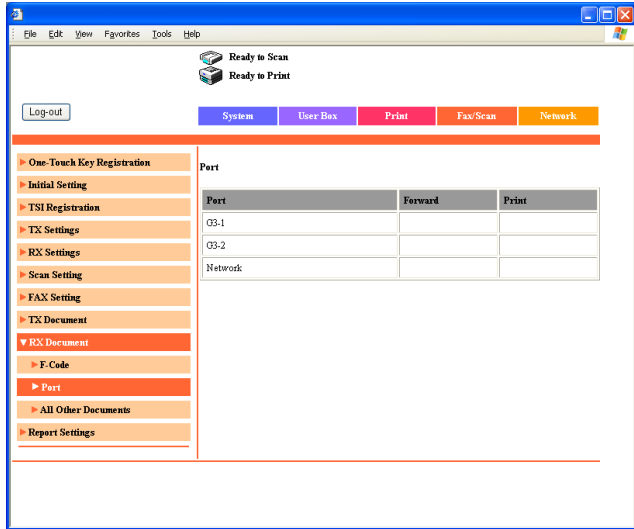
- 4 Specify the various settings, and then click [Apply].
 - To change an F-code password that has already been specified, touch [Change Password].
 - If software switch settings were specified to block faxes received from senders other than those specified, only the setting for “Network” can be specified. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.



To specify the processing of received documents per line

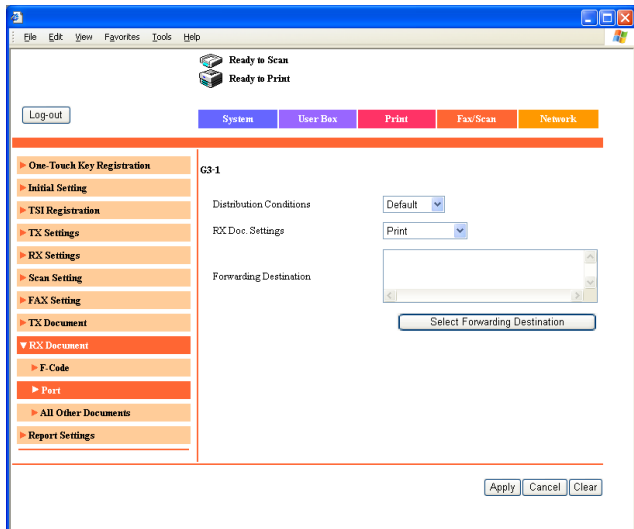
- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [RX Document], then [Port].
- 3 Click a port name (G3).
 - If the optional fax multi line is being used, two general subscriber lines can be used. Specify settings for each port: “G3-1” (port 1) and “G3-2” (port 2).
 - To specify settings for documents sent through the network (such as Internet faxes), click [Network].

- If software switch settings were specified to block faxes received from senders other than those specified, only the setting for “Network” can be specified. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.



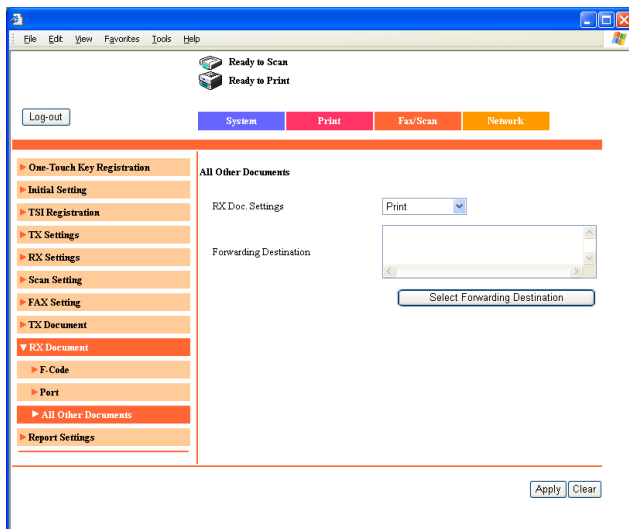
4 Specify each item, and then click [Apply].

- For the item details, refer to page 11-39.



To specify the processing of other received documents

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [RX Document], then [All Other Documents].
- 3 Specify each item, and then click [Apply].
 - For the item details, refer to page 11-39.



11.13 Report Output Settings (Administrator mode)

The output conditions of the send result reports and communication control reports can be specified.

The following settings can be specified.

Item	Description
TX Report (Single destination)	Select the output of the result report sent to a single destination. Output On: Outputs regardless of the results. If TX Fail: Outputs only when undeliverable. Output Off: Does not output regardless of the results.
TX Report (Multiple destination)	Select the output of the result report sent to multiple destinations. Output On: Outputs regardless of the results. If TX Fail: Outputs only when undeliverable. Output Off: Does not output regardless of the results.
Activity Report	Select the communication control report that is output every 50 transmissions.



Detail

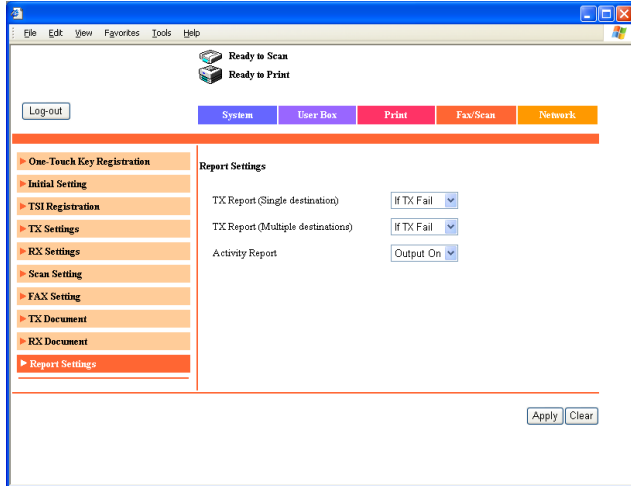
If “Activity Report” is set to “Output On”, the activity report contents can be outputted as a CSV file and sent by e-mail to the administrator when the activity report is printed. To manage the contents of the activity report as data, specify the e-mail address of the administrator.

For details on specifying the e-mail address of the administrator, refer to “System (Administrator mode)” on page 11-23.

To specify the report output settings

- 1 In the Administrator mode, click the [Fax/Scan] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [Report Settings].
- 3 Specify each item, and then click [Apply].

- For the item details, refer to page 11-45.



11.14 TCP/IP (Administrator mode)

Specifies the required settings for using this machine over a network.

In TCP/IP, the following settings can be specified.

Item	Description
TCP/IP Configuration[*]	Select whether to enable or disable TCP/IP.
DHCP Configuration [*]	Specify the DHCP server to enable (acquires the IP address automatically) or disable (specifies a fixed IP address).
IP Address [*]	Specify the IP address of this machine. Specify when "Disable" is selected in DHCP Configuration.
Subnet Mask [*]	Enter the subnet mask of the network to be connected. Specify when "Disable" is selected in DHCP Configuration.
Gateway Address [*]	Enter the default gateway of the network to be connected. Specify when "Disable" is selected in DHCP Configuration.
RAW Port[*]	Select whether or not a port number is used with RAW printing.
RAW Port Number	Specify the RAW port number. Enter the port number within the range of 1 to 65535.
Self-Domain Name [*]	Specify the domain name of this machine.
Port Number[*]	Type in a port number between 1 and 65535 for this machine's domain.
DNS Configuration	Specify "Yes" or "No" for the DNS (Domain Name System). When using a DNS server within a network, specify "Yes". When not using the a DNS server within a network, specify "No".
Host Name	Specify the host name of this machine. For the contents to be entered, ask the network administrator. Specify when "Yes" is selected in DNS Configuration.
Domain Name	Specify the domain name of the DNS server. For the contents to be entered, ask the network administrator. Specify when "Yes" is selected in DNS Configuration.
DNS Server Address 1 to 3	Specify the IP addresses of the DNS server. For the contents to be entered, ask the network administrator. Specify when "Yes" is selected in DNS Configuration.
DNS Query Timeout	Select the time when the attempt to access the DNS server is stopped. Select 20, 40, 80, 160, 320, or 640 seconds.
SLP Setting[*]	Select whether to enable or disable SLP (Service Location Protocol).
LPD Setting[*]	Select whether to enable or disable LPD (Line Printer Daemon).



Note

For the IP address and DNS server address, the IP address that begins with digits "0.", "127.", or "numbers 224 or more" cannot be specified.

**Reminder**

After changing the settings for parameters marked with an asterisk (), turn the machine off, then on again.*

When turning the machine off, then on again with the main power switch, wait about 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

To specify the TCP/IP settings

- 1** In the Administrator mode, click the [Network] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2** Click [Common Setting], then [TCP/IP].

- 3 Specify each item, and then click [Apply].
 - For the item details, refer to page 11-47.

- 4 [*] When the print items are changed, turn the power of this machine off, then on again.



Reminder

When turning the machine off, then on again with the main power switch, wait about 10 seconds to turn the machine on after turning it off. The machine may not operate correctly if it is turned on immediately after being turned off.

11.15 Mail/Internet FAX (Administrator mode)

The Scan to E-Mail and Internet fax transmission settings can be specified.

The following settings can be specified.

Item	Description
POP3	Specify the POP3 server for sending Internet faxes. For details, refer to the User's Guide [Network Scanner Operations].
SMTP	Specify the SMTP server for sending Scan to E-Mail. For details, refer to the User's Guide [Network Scanner Operations].
Subject/Text	Specify the subject and any text to be used when sending Scan to E-Mail and Internet faxes. For details, refer to the User's Guide [Network Scanner Operations].
Other	Specify all other related send and receive settings.

Other

Item	Description
Activity Report	Select whether or not to notify the recipient of the reception results.
RX Doc. Header Print	Select whether to print the e-mail header on the first page of the received document when the received document of an Internet fax is printed.
TX Doc. Text Insert	Text can be inserted into the text of the Scan to E-Mail and Internet faxes. No: Does not insert text. For Scan to E-Mail, fixed text is inserted even when "No" is selected. Default: Inserts the fixed text that has been saved in advance on this machine. Custom: Inserts text that can be set freely.
Gateway TX	Select whether to permit or prohibit gateway transmissions. If this machine is to be used as a relay machine in IP relay operations, permit gateway transmissions.

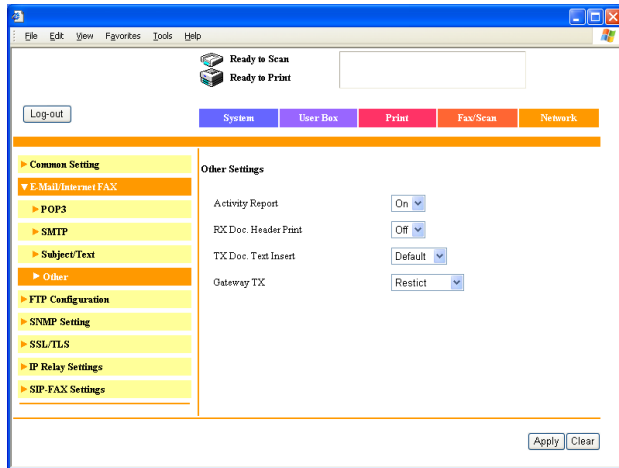


Detail

For details on IP relay operations, refer to the User's Guide [Advanced Scan Operations].

To specify other settings

- 1 In the Administrator mode, click the [Network] tab.
 - For the procedure to log on to Administrator mode, refer to “Logging on to Administrator mode” on page 11-9.
- 2 Click [E-Mail/Internet FAX], then [Other].
- 3 Specify each item, and then click [Apply].
 - For the item details, refer to page 11-50.



- 4 Click [OK].

12

Reports and lists

12 Reports and lists

12.1 Checking the transmission status (TX Report)

The transmission report shows the fax document number, starting time of the transmission, required time, recipient, mode, number of pages sent, transmission result, and the transmission volume. As a factory default, this machine is set to automatically output this report after every 50 transmissions. The following procedure describes how to manually print this report.



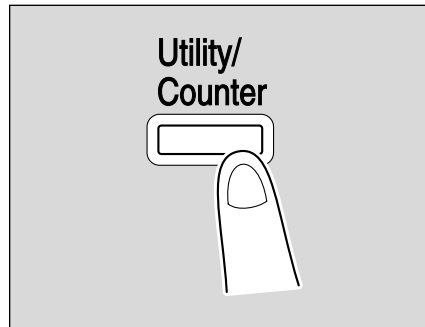
...

Note

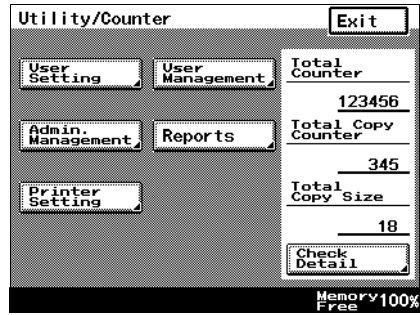
For details on changing report settings, refer to the User's Guide [Copy Operations]. For details on operations using PageScope Web Connection, refer to "Specifying settings using PageScope Web Connection" on page 11-3.

Printing the transmission activity report

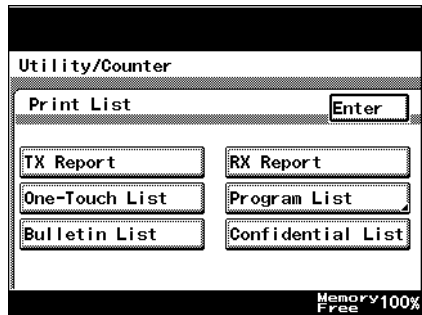
- 1 Press the [Utility/Counter] key.



- 2 Touch [Reports].



- 3 Touch [TX Report].
The transmission activity report is printed.



Contents of the report

The screenshot shows a 'TX REPORT' with the following header and table:

P. 1

(FRI) JUN10200521:24
Sales

DOCUMENT#	TX START DATE	DURATION	DESTINATION	MODE	PAGES	RESULT	User/Account	SIZE
7500000-000	JUN1018:03		12345678	G3	1 0	BUSY	Sales	
7500000-001	JUN1018:04		12345678	G3	1 0	BUSY	Sales	
7500000-002	JUN1018:08	1'		BR	1 -	INTERR		
7500000-004	JUN1018:13	23'		ECM	2 1	OK		
7500000-003	JUN1018:14		001P12345678	G3	1 0	BUSY		
7500000-008	JUN1018:18	1'	TOKYO	G3	1 0	INTERR		
7500000-005	JUN1018:20		999P123456789	G3	1 0	BUSY		
7500000-007	JUN1018:24	23'	NewYork	G3	2 1	OK		
7500000-008	JUN1018:25	23'		G3	2 1	OK	Sales	
7500000-009	JUN1018:31	23'	Boston	G3	2 1	OK		
TOTAL		1 34'				4pages		

Callouts in the image point to: 1 (Document#), 2 (TX START DATE), 3 (MODE), 4 (DESTINATION), 5 (PAGES), 6 (RESULT), 7 (User/Account), 8 (SIZE).

No.	Item	Description
1	Transmission source name	Shows the name and number of the transmission source.
2	Report output date	Shows the date that the report was printed.
3	Mode	Shows the mode used for the transmission. Any of the following may be indicated. BR: Broadcast transmission ECM: ECM mode G3: G3 mode
4	Transmission function	Shows a symbol for the transmission function that was used. C: Confidential box transmission B: Batch transmission P: Polling transmission I: Individual login F: Forwarding Blank: General transmission (transmission other than those mentioned above)
5	Port used	Shows the port used for the transmission. 1: Port 1 2: Port 2 Blank: Single port
6	Number of transmitted pages	Shows the number of document pages that were transmitted.

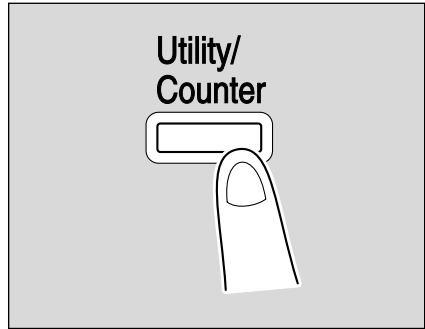
No.	Item	Description
7	Transmission results	Shows the transmission results. Any of the following may be indicated. OK: Transmitted successfully BUSY: The recipient's line was busy. NO ANS: The recipient could not receive the fax or the call was not answered. INTERR: The transmission was interrupted. F.MEM: The memory was full. NG: Transmissions to all recipients failed. PT.DEL: Transmissions to some recipients failed. IMG NG: Communication quality of image is coarse or transmission finished in progress.
8	User/Account	Shows the name of the user or account that was authenticated.

12.2 Checking the reception status (RX Report)

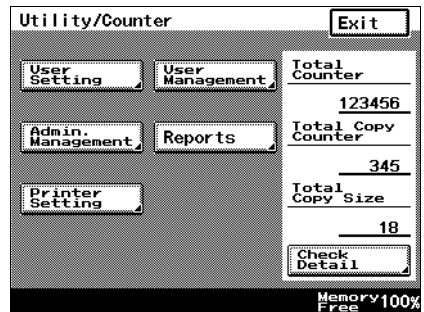
The reception report shows the document number, starting time of reception, time required, sender, mode, number of printed pages, and the transmission result.

Printing the reception activity report

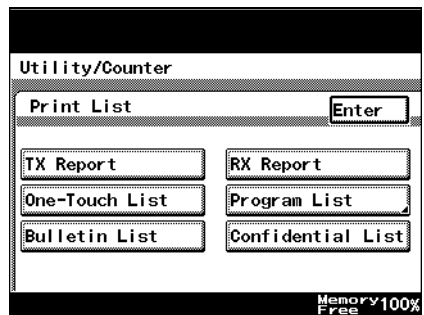
- 1 Press the [Utility/Counter] key.



- 2 Touch [Reports].



- 3 Touch [RX Report].
The reception activity report is printed.



Contents of the report

The screenshot shows an 'RX REPORT' with the following data:

(FRI) JUN102005Z11:24
Sales

DOCUMENT#	RX START DATE	DURATION	DESTINATION	MODE	PAGES	RESULT	User/Account
0000000-000	JUN1018:03	14'		G3	1	OK	TOKYO
0000000-001	JUN1018:04	14'		G3	1	OK	
0000000-002	JUN1018:08	13'		G3	0	B.PRT	NewYork
0000000-003	JUN1018:13	10'			0	NG	
0000000-004	JUN1018:12	14'		ECM	1	OK	
0000000-005	JUN1018:14	14'		G3	1	OK	Boston
0000000-005	JUN1018:45	13'		G3	0	B.PRT	DOC
0000000-007	JUN1018:46	10'		G3	0	NG	
TOTAL		51'			4	page	

Callouts in the image:

- 1: Points to the 'RX REPORT' title.
- 2: Points to the date and time '(FRI) JUN102005Z11:24'.
- 3: Points to the 'DOCUMENT#' column header.
- 4: Points to the 'RX START DATE' column header.
- 5: Points to the 'DURATION' column header.
- 6: Points to the 'MODE' column header.
- 7: Points to the 'PAGES' column header.
- 8: Points to the 'RESULT' column header.

No.	Item	Description
1	Transmission source name	Shows the name and address of the transmission source.
2	Report output date	Shows the date that the report was printed.
3	Mode	Shows the mode used for the transmission. Any of the following may be indicated. ECM: ECM mode G3: G3 mode
4	Reception function	Shows a symbol for the reception function that was used. C: Confidential box transmission P: Polling transmission F: Forwarding Blank: General transmission (transmission other than those mentioned above)
5	Port used	Shows the port used for the transmission. 1: Port 1 2: Port 2 Blank: Single port
6	Number of printed pages	Shows the number of pages printed.

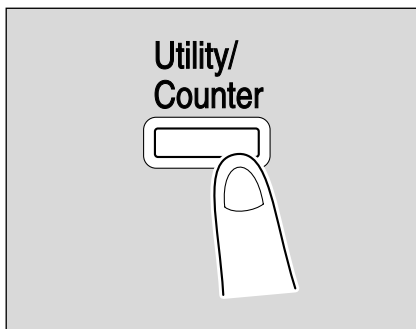
No.	Item	Description
7	Transmission results	Shows the transmission results. Any of the following may be indicated. OK: Received successfully BUSY: The recipient's line was busy. NO ANS: The recipient could not receive the fax or the call was not answered. INTERR: The transmission was interrupted. F.MEM: The memory was full. NG: The transmission failed. IMG NG: Communication quality of image is coarse or transmission finished in progress. B. PRT: The fax is being printed.
8	User/Account	Shows the name of the user or account that was authenticated.

12.3 Checking the list of the registered one-touch dial buttons (One-Touch List)

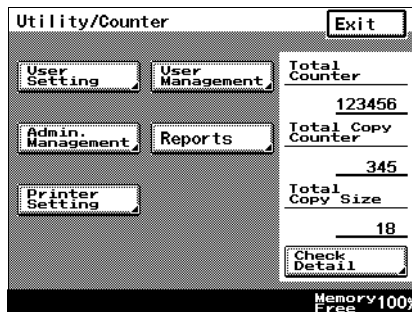
The list of recipients registered as one-touch dial buttons can be printed.

Printing the list of one-touch dial buttons

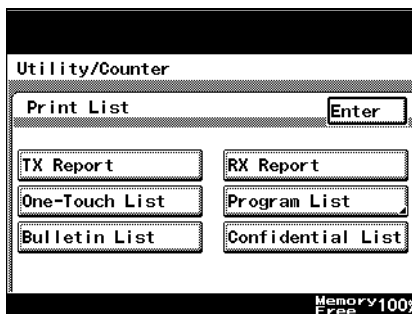
- 1 Press the [Utility/Counter] key.



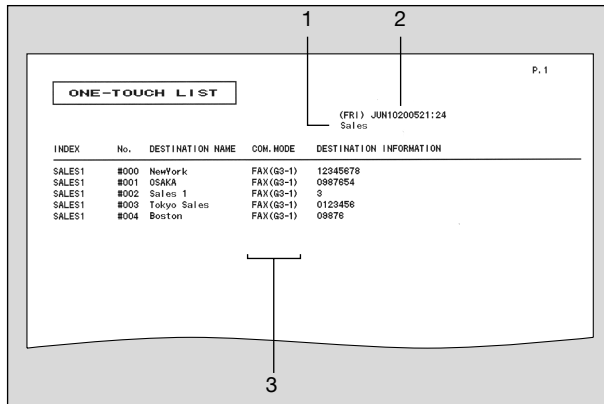
- 2 Touch [Reports].



- 3 Touch [One-Touch List].
The list of one-touch dial buttons is printed.



Contents of the list



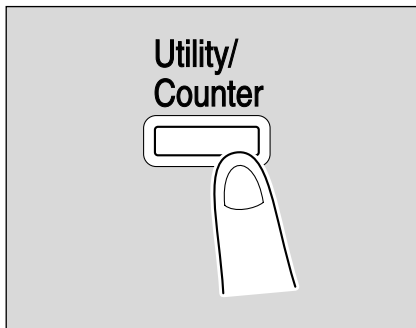
No.	Item	Description
1	Transmission source name	Shows the name and number of the transmission source.
2	Report output date	Shows the date that the report was printed.
3	Communication mode	Shows the registered transmission mode. Any of the following may be indicated. FAX (G3): Send to a G3 fax FAX (G3-1): Send to a G3 fax from port 1 (optional) FAX (G3-2): Send to a G3 fax from port 2 (optional)

12.4 Checking the list of fax programs (Program List)

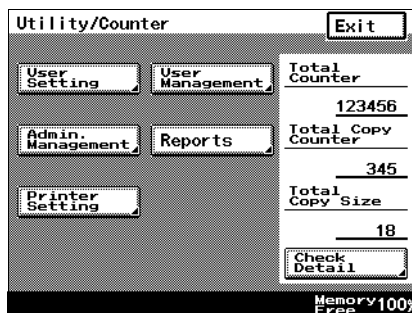
The list of program registered in one-touch buttons can be printed.

Printing the fax program list

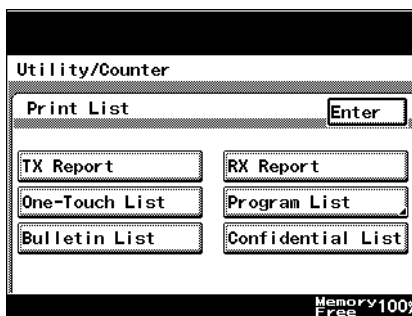
- 1 Press the [Utility/Counter] key.



- 2 Touch [Reports].



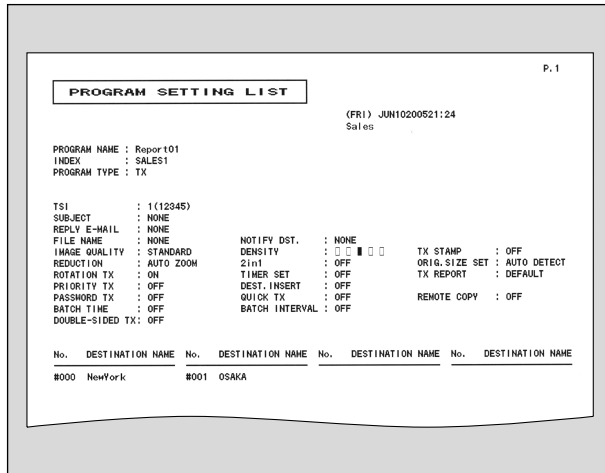
- 3 Touch [Program List].



- 4 Touch the button for the fax program that is to be printed.
The fax program list is printed.

Contents of the list

The settings for the fax program can be viewed.



12.5 Checking the bulletin board documents (Bulletin List)

The list of documents registered on the bulletin boards can be printed.

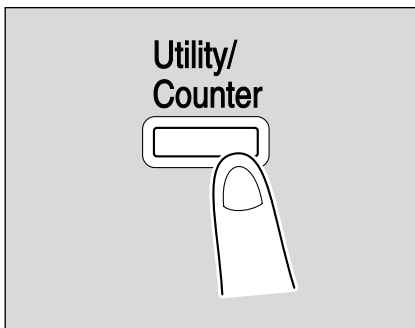


Detail

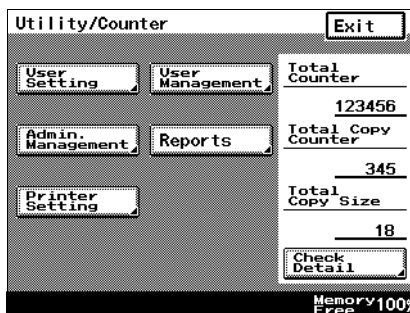
For details on the bulletin boards, refer to “Registering a document on a bulletin board” on page 6-31, “Retrieving documents from bulletin boards (“Retrieve” function)” on page 7-4, and “Setting up a bulletin board” on page 9-28.

Printing the bulletin board list

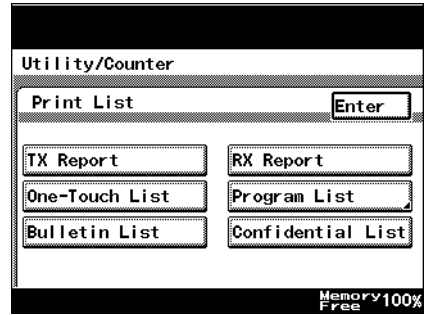
- 1 Press the [Utility/Counter] key.



- 2 Touch [Reports].



- 3 Touch [Bulletin List].
The list of bulletin boards is printed.



P. 1

BULLETIN BOARD LIST

(FRI) JUN10200521:25
Sales

No.	F-CODE	TITLE	ACCEPT DATE	PAGES	User/Account	REMOTE IN CHECK / REMOTE OUT CHECK
1	1	Sales Gr.	JUN1019:40	1		ON / OFF
2	2	TOKYO				
3						
4						
5						
6						
7						
8						

12.6 Checking the contents of confidential boxes (Confidential List)

A report on the contents of the confidential boxes can be printed.

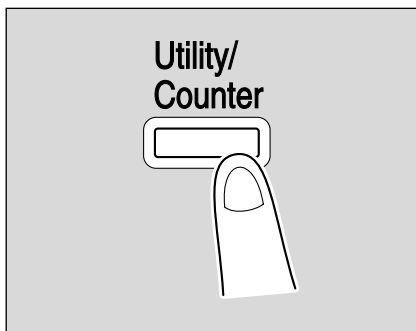


Detail

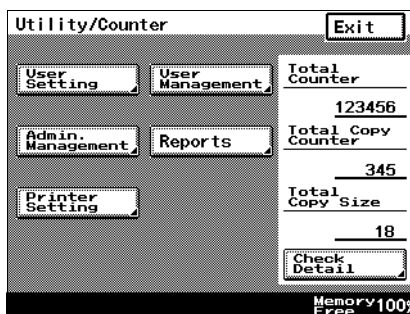
For details on the bulletin boards, refer to “Registering a document on a bulletin board” on page 6-31, “Retrieving documents from bulletin boards (“Retrieve” function)” on page 7-4, and “Setting up a bulletin board” on page 9-28.

Printing the confidential box list

- 1 Press the [Utility/Counter] key.

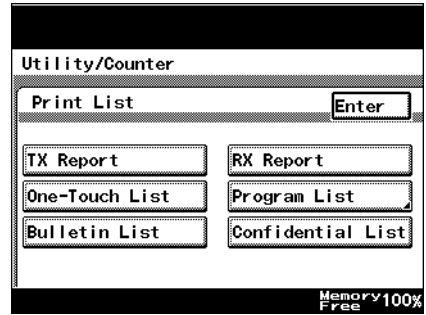


- 2 Touch [Reports].



3 Touch [Confidential List].

The list of contents of the confidential boxes is printed.



P. 1

CONFIDENTIAL LIST

(FR) JUN10200521:25
Sales

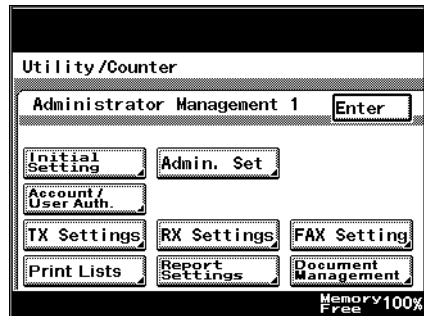
CONF. BOX	F-CODE	REMOTE IN CHECK
Sales Gr.	1234	OFF
TOKYO 2F	2345	ON

12.7 Checking the settings for each function (Setting List)

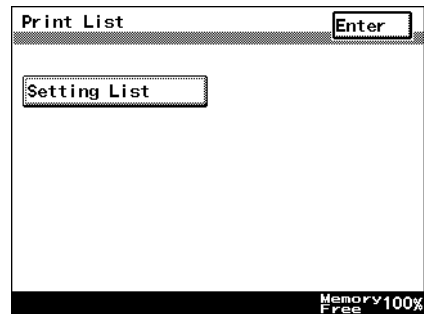
A list of all settings specified on this machine can be printed. The settings list can only be printed by the administrator.

Printing the settings list

- 1 Press the [Utility/Counter] key, and then enter Administrator mode.
 - For details on entering Administrator mode, refer to “To display the Administrator Management screen” on page 10-17.
- 2 Touch [Admin. 1].
- 3 Touch [Print Lists].



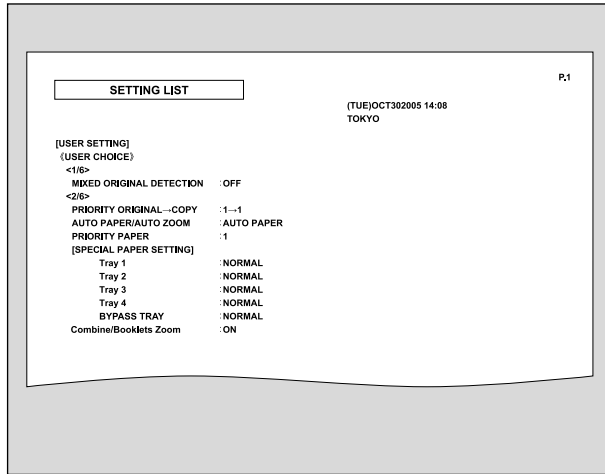
- 4 Touch [Setting List].
The settings list is printed.



Contents of the list

The list of specified settings can be viewed.

The password appears as “*****”.



13

Appendix

13 Appendix

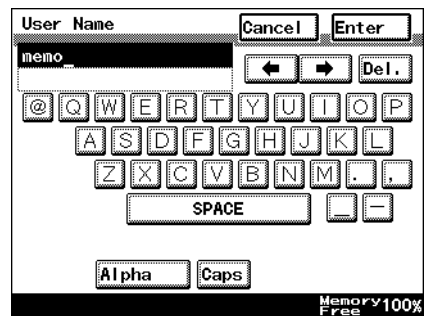
13.1 Entering text

This section contains details on using the keyboard that appears in the touch panel for typing in passwords and text to register one-touch recipients. The keypad can also be used to type in numbers.

The following procedure describes how to enter characters in the User Name screen when registering users for user authentication.

To type text

- In the keyboard that appeared, touch the button for the desired character.
 - Numbers can also be typed in with the keypad.
 - To type in uppercase letters, touch [Caps].
 - To cancel Caps mode, touch [Caps] again.





Note



To cancel the entered text, touch [Cancel].

To clear all entered text, press the [C] (clear) key.



Detail

To switch between entering letters or symbols, touch the button for switching the input mode.

To change a character in the entered text, touch  and  to move the cursor to the character to be changed, touch [Del.], and then type in the desired letter or number.

The software switch settings can be used to change how characters are deleted. For details on the software switch settings, refer to “Specifying software switch settings (machine functions)” on page 10-69.

If the number of characters exceeds the limit allowed, the last character is replaced with the last character entered.

List of available characters

Alphanumeric characters / symbols	ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz [](space)!"#\$%&'()*+,-./:;<=>?@[]_{}*~0123456789
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13.2 Replacing the stamp

When the printed stamps become faint, replace the stamp with spare TX maker stamp 2 according to the procedure described below.



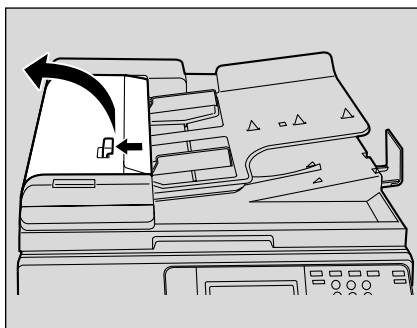
Note

The optional stamp unit must be installed in order to use the “Stamp” function.

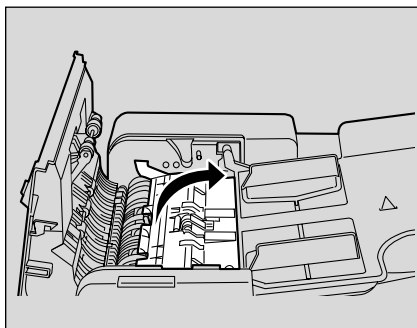
The spare TX maker stamp 2 is replaceable. Purchase it from your dealer or technical representative.

To replace the stamp

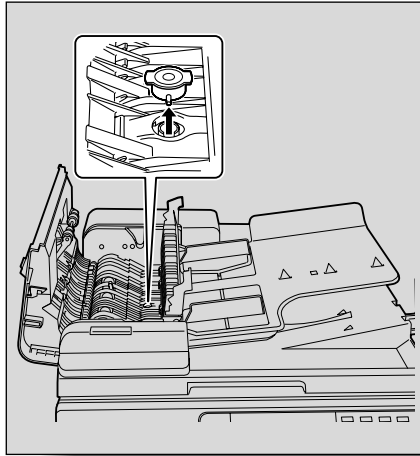
- 1 Pull the lever for the mis-feed-clearing cover, and then open the cover.



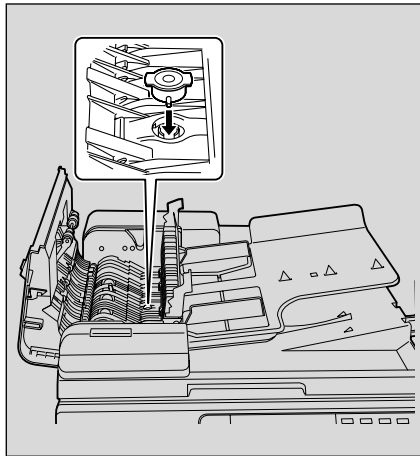
- 2 Swing up the document guide.



- 3** Remove the stamp.



- 4** Install a new stamp.
- Align the pin on the stamp with the notch in the machine, and then insert the stamp.



- 5** Return the document guide and misfeed-clearing cover to their original positions.

13.3 Glossary

Terms generally used in fax transmission are described below.

Some terms for functions not installed on this machine may be listed.

Term	Definition
2in1	A transmission function that combines two document pages into a single page that is sent as a spread
Batch transmission	A function that automatically sends a document at the specified time if the document is saved in the memory with the transmission settings, such as the recipients, transmission time, memory transmission and resolution
Baud rate	A transmission can be sent with this machine at a maximum baud rate of 33,600 bps. If an overseas transmission mode is set, the transmission is sent at noise-resistant baud rates of 7,200 bps or 4,800 bps.
bps	Abbreviation of bits per second A unit of data transmission that indicates the amount of data sent in one second
Broadcast	A transmission of a single document to many recipients in one operation
Bulletin board	A feature where documents to be distributed are posted, or documents to be transmitted through polling are saved
Confidential box transmission	A function for sending and receiving documents to be viewed only by specific people; The sent confidential document is saved in a confidential box on the recipient's fax machine and is not printed when it is received. The received document can be printed if a specific operation is performed, for example, the access code for the confidential box is entered.
Default setting	The settings specified when the machine was shipped from the factory; Many default settings can be changed from the Utility mode. This allows frequently used default settings to be specified according to your needs.
Dialing method	There are three types: PB (push-button (tone) dialing), 10PPS (pulse dialing at 10 pps), and 20PPS (pulse dialing at 20 pps).
Double-sided binding position	The function for specifying the binding position of a double-sided document sent using the ADF; There is top/bottom binding, where the binding position is at the top (or bottom) of the document, and there is left/right binding, where the binding position is at the left (or right) of the document. The top and bottom positions of the second side of the document differ.
Fax ID	The identifying code for mutual recognition when transmitting faxes; Normally, the fax number is registered as the fax ID.
F-code	A transmission procedure established by the Communications Industry Association of Japan for using a sub-address of T.30*, standardized by the ITU-T (International Telecommunication Union); By transmitting between fax machines that support F-code functions, various functions that use F-codes can be used, even if the machines are from different manufacturers. With this machine, the bulletin boards, relay transmissions, confidential box transmissions, and password transmission used F-codes. (*Transmission standard)
G3	A fax transmission mode standardized by the ITU-T (International Telecommunication Union); The transmission modes are G3 and G4. G3 is currently the most frequently used mode.
Local line	Public telephone line supported by telephone companies

Term	Definition
Long original	A setting for sending document pages longer than A3 size (420 mm); Long documents can be transmitted by specifying the setting for long originals.
Main scanning direction	The horizontal direction for scanning documents
Manual transmission	An operation to send a fax while checking the status of the receiving machine
Memory	A location where data is temporarily stored; The memory is used when a transmission is specified or a temporarily saved document is stored.
Memory overflow	A condition where the fax memory becomes full when many documents are scanned or temporarily saved documents are stored
Memory transmission	The procedure for starting a fax transmission after a document is scanned and stored in the memory; If memory transmission is used, the total number of pages are automatically printed in the page number of the transmission source information, and an image of the first page of the sent document is included in the transmission activity report. However, the memory may become full if there are many pages in the document or if the data is large due to finely detailed images.
One-touch dial button	One of the functions for registering the fax numbers of recipients where faxes are frequently sent; When a speed dial or address is registered, the recipient can also be specified by using search characters for speed dial selection if the recipient name and search characters are registered.
Original counter	Used with the quick scan transmission to send the fax with the number of pages indicated; This allows the recipient to easily check if all pages were received. (With a memory transmission, the total paper number is automatically added.)
Overseas transmission	A transmission to an overseas recipient; If an overseas transmission mode is set, the fax is sent with a slower speed. Specifying an overseas transmission mode when faxing to a location where transmission conditions are poor, even within the country, ensures that the fax can be sent.
Password transmission	A function for sending a transmission with a password applied; If the recipient's fax machine is set for closed network receptions, the sender's fax machine must transmit with the same password as the closed network reception password.
Pause	A temporary break in the dialing; Each pause creates a one-second break during dialing.
PB	Push-button (tone) line
Polling	A function for sending a document loaded to be scanned or stored on a machine when a requested by the recipient
Program	A function for registering recipient fax numbers where faxes are frequently sent and received and preset transmission operations; By simply touching the button of a program to select it, the transmission can be automatically performed with the specified recipients and functions.
Quick scan transmission	A function that begins sending the fax at the same time that the first page is scanned; This function is used for faxing without filling the memory, even if the document contains many pages.
Receiving	The condition where the fax machine answers the call

Term	Definition
Redial	The function for dialing the fax number again after waiting a specified length of time, for example, if the recipient's line was busy. There is a procedure for manually redialing the number, or the number can be redialed automatically.
Relay broadcast	A function for sending a broadcast transmission through other fax machines (called relaying stations); When there are multiple broadcast recipients at remote sites, total transmission costs can be reduced by specifying one of the broadcast recipients as a relay station and sending the broadcast transmission from the relay station.
Relay originating station	The fax machine that sends the relay broadcast request
Relaying station	The fax machine that receives the relay request from the originating station and broadcasts the fax to multiple stations.
Remote reception	The function for specifying that a fax be received by using a remote receiving number from an external telephone
Reserved transmission	A function for queuing the next transmission while printing or during a transmission
Resolution	The degree of details when scanning a document; The higher the resolution, the more detailed the image is and the more time (transmission time) transmitting takes. Select the appropriate resolution.
Scanning	The operation of optically reading the document and converting it to image data
Scanning size	The function for specifying the scanning size of a document and transmitting it; If the width of the paper in the recipient's fax machine is smaller than that of the transmitted document, the fax is normally reduced when it is printed. If you do not wish to reduce the fax, specify a document size that is the same as the size of paper in the recipient's fax machine to send the fax at its original size.
Sending	Making a call; The fax machine sends a document or dials for polling.
Sub-scanning direction	The vertical direction for scanning documents
Temporary document saving	A feature for automatically saving the received document in the memory when the machine cannot print the received document, for example, when the machine has run out of paper; When more paper is added, the temporarily saved document is printed.
Timer transmission	A function for sending a fax at a specified time; Sending faxes at discounted calling times, such as at night or early in the morning, can help reduce transmission costs.
Transmission source information	The transmission date, name, telephone number, page number and other information printed by the recipient's fax machine at the edge of the printed fax that was sent
Transmission source name	The name of this machine, indicated in alphanumeric characters; This name is printed as part of the transmission source information at the edge of the transmitted document.
Transmission time	The time needed to send a fax; The higher the resolution or larger the paper, the longer the transmission takes. With a fax machine, this is called the modem's baud rate.

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