
magicolor[®] 4690MF Facsimile User's Guide

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Thank You

Thank you for purchasing a magicolor 4690MF. You have made an excellent choice. 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.

In order to ensure correct use of the Fax functions, read this User's Guide, and then store it where it can immediately be referred to when necessary.

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Contents

1 Introduction	1
Machine Parts 2	
Front View 2	
Rear View 2	
2 Control Panel and Configuration Menu	3
About the Control Panel 4	
Fax Mode Screen 7	
Main Screen 7	
Entering Fax Mode 10	
Symbol list 10	
Configuration Menu Overview 11	
Utility Menu 19	
MACHINE SETTING 20	
ADMIN. MANAGEMENT 21	
DIAL REGISTER 24	
FAX TX OPERATION 25	
FAX RX OPERATION 27	
REPORTING 30	

Specifying Settings in Utility Menu 31	
General Procedure for Specifying Settings in Utility Menu 31	
Memory Reception 31	
Setting Up the Memory RX Mode 32	
Turning Off the Memory RX Mode 33	
Specifying Forwarding Settings 33	
3 Sending Faxes35	
Basic Fax Operation 36	
Sending a Fax Using the ADF 36	
Sending a Fax Using the Original Glass 38	
Adjusting the Image Quality 40	
Adjusting the Resolution 40	
Adjusting the Scan Density 41	
Specifying a Recipient 41	
Directly Entering a Fax Number 42	
Using the Favorite List 42	
Using the Speed Dial Function 43	
Using the List Function of the Phone Book 43	
Using the Search Function of the Phone Book 44	
Using the Redial Function 45	
Specifying Multiple Recipients 45	
Sending a Fax to Multiple Recipients (Broadcast Transmission) 45	
Sending a Fax to Multiple Recipients (Group Dial) 47	
Sending a Fax at a Specified Time (Timer Transmission) 48	
Sending a Batch Transmission 49	
Memory Transmission and Direct Transmission 50	
Memory Transmission 50	
Direct Transmission 50	
Changing the Transmission Method 50	
Sending a Duplex (Double-Sided) Document Transmission 51	
Sending a Fax Manually 52	
Sending a Fax Manually After Using the Telephone 52	
Sending a Fax Manually Using the On Hook Key 53	
Sending a Fax to a Combination of Fax Numbers (Chain Dial) 54	
Canceling a Queued Transmission 55	
About the Fax Header 56	
4 Faxing From a Computer (PC-FAX)57	
Sending a Fax Directly From a Computer (PC-FAX) 58	
PC-FAX Settings 58	
Common Buttons 58	
Settings Tab 58	
Sender Information Tab 58	
Address Book Tab 59	

Displaying PC-FAX Settings 59	
Windows Vista 59	
Windows XP Home Edition 59	
Windows XP Professional/Server 2003 59	
Windows 2000 59	
Basic PC-FAX Transmissions 60	
Uninstalling the FAX Driver (for Windows) 61	
Windows Vista/XP/Server 2003 61	
Windows 2000 61	
5 Receiving Faxes 63	
Receiving Faxes Automatically 64	
Receiving Faxes Manually 64	
Forwarding Received Faxes 65	
Printing Received Faxes 65	
What Is the Guaranteed Imageable (Printable) Area? 65	
Adding the Sender's Information When Printing Faxes 66	
Method of printing during reception 67	
REDUCTION RX: ON 67	
REDUCTION RX: OFF 69	
REDUCTION RX: CUT 70	
6 Registering Recipients 73	
About the Dial Register Function 74	
Favorite List 74	
Registering Destinations in the Favorite List 74	
Deleting Destinations from the Favorite List 75	
Speed Dialing 76	
Registering a Speed Dial Destination 76	
Changing/Deleting Speed Dial Information 77	
Group Dialing 78	
Registering a Group Dial Destination 78	
Changing/Deleting Group Dial Information 80	
7 Confirmation Mode 81	
About the Machine's Counters 82	
Checking the Counter for Fax Printing 82	
Checking the Counter for Total Scans 82	
Checking the Transmission/Reception Result From the Message Window 82	
About the Reports and Lists 83	
Printing the Reports and Lists 83	
TX RESULT REPORT 83	
RX RESULT REPORT 84	
ACTIVITY REPORT 84	
MEMORY DATA LIST 84	
MEMORY IMAGE PRINT 85	

FAVORITE LIST 85
SPEED DIAL LIST 85
GROUP DIAL LIST 85

8	Troubleshooting	87
	Problems When Sending Faxes 88	
	Problems When Receiving Faxes 89	
	Other Problems 90	
	Error Messages on the Message Window 91	
9	Appendix	93
	Technical Specifications 94	
	Entering Text 95	
	Key Operation 95	
	Entering Fax Numbers 95	
	Entering Names 96	
	Entering Email Addresses 96	
	Changing Input Mode 97	
	Inputting Example 97	
	Correcting Text And Input Precautions 98	
	Index 99	

Introduction

1

Machine Parts

The parts of the machine referred to throughout this manual are illustrated below. Please take some time to become familiar with them.

Front View

1—Automatic document feeder (ADF)

1-a: Document guide

1-b: Document feed tray

1-c: Document output tray

1-d: Document stopper

2—Tray 1 (Manual feed tray)

3—Tray 2

4—Control panel

5—Output tray

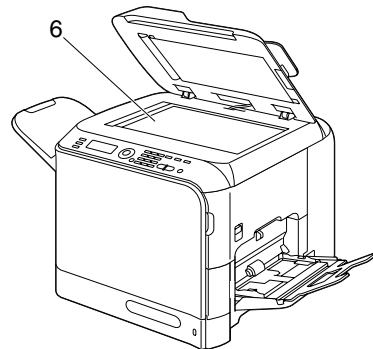
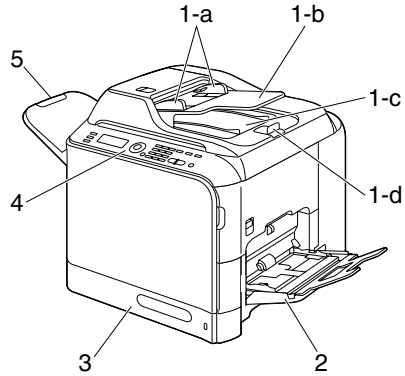
6—Original glass



The ADF may appear as “document cover” in some status and error messages.



Lower the document stopper when scanning Legal-size paper with the ADF.



Rear View

1—TEL (telephone) jack

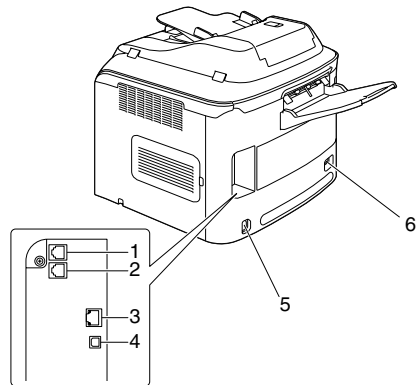
2—LINE (telephone line) jack

3—10Base-T/100Base-TX (IEEE 802.3) Ethernet interface port

4—USB port

5—Power connector

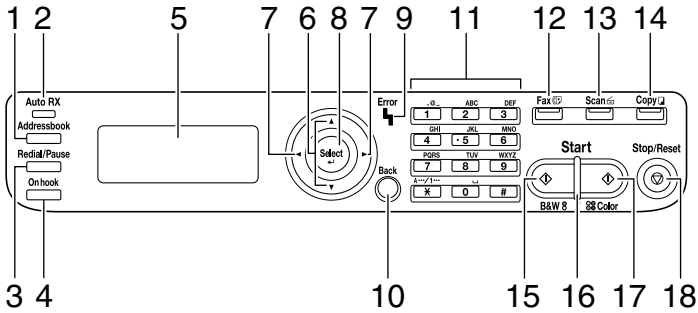
6—Power switch



***Control Panel and
Configuration
Menu***

2

About the Control Panel



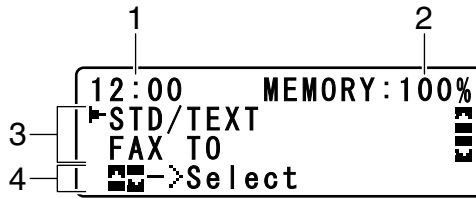
No.	Part Name	Description
1	Addressbook key	<ul style="list-style-type: none"> ■ Displays the information registered in the favorite list, speed dial destinations and group dial destinations. ■ For detail on the favorite list, refer to “Using the Favorite List” on page 42. For detail on the speed dial destinations, refer to “Using the Speed Dial Function” on page 43. For detail on the group dial destinations, refer to “Sending a Fax to Multiple Recipients (Group Dial)” on page 47.
2	Auto RX indicator	<ul style="list-style-type: none"> ■ Lights up when the automatic receiving function is selected. ■ For details, refer to “Receiving Faxes Automatically” on page 64.
3	Redial/Pause key	<ul style="list-style-type: none"> ■ Recalls the last number dialed. ■ Inserts a pause when a number is dialed. ■ For details, refer to “Using the Redial Function” on page 45.
4	On hook key	<ul style="list-style-type: none"> ■ Sends and receives transmissions with the receiver on the hook. ■ For details, refer to “Sending a Fax Manually Using the On Hook Key” on page 53 or “Receiving Faxes Manually” on page 64.

No.	Part Name	Description
5	Message window	<ul style="list-style-type: none"> ■ Displays settings, menus, and messages. ■ For details, refer to “Fax Mode Screen” on page 7.
6	▲/▼ keys	<ul style="list-style-type: none"> ■ Moves up and down through menus, options, or choices. ■ For details, refer to “Specifying Settings in Utility Menu” on page 31.
7	◀/▶ keys	<ul style="list-style-type: none"> ■ Moves left and right through menus, options, or choices. ■ For details, refer to “Specifying Settings in Utility Menu” on page 31.
8	Select key	<ul style="list-style-type: none"> ■ Press to select the setting that is currently displayed. ■ For details, refer to “Specifying Settings in Utility Menu” on page 31.
9	Error indicator	<ul style="list-style-type: none"> ■ Indicates an error condition. ■ For details, refer to “Error Messages on the Message Window” on page 91.
10	Back key	<ul style="list-style-type: none"> ■ Clears the specified number of copies and entered text. ■ Press to return to the previous screen. ■ Press to cancel the setting that is currently displayed. ■ For details, refer to “Specifying Settings in Utility Menu” on page 31 and “Entering Text” on page 95.
11	Keypad	<ul style="list-style-type: none"> ■ Enters desired number of copies. ■ Enters fax numbers, mail addresses, and names of recipients. ■ For details on dialing a destination, refer to “Specifying a Recipient” on page 41. For details on entering text, refer to “Entering Text” on page 95.

No.	Part Name	Description
12	Fax key LED	<ul style="list-style-type: none"> ■ Enters Fax mode. ■ Lights up in green to indicate that the machine is in Fax mode. ■ For details, refer to “Fax Mode Screen” on page 7.
13	Scan key LED	<ul style="list-style-type: none"> ■ Enters Scan mode (Scan to E-mail, Scan to FTP, Scan to a shared folder on a computer, Scan to PC, or Scan to USB Memory). ■ Lights up in green to indicate that the machine is in Scan mode. ■ For details, refer to the Printer/Copier/Scanner User’s Guide on the Documentation CD/DVD.
14	Copy key LED	<ul style="list-style-type: none"> ■ Enters Copy mode. ■ Lights up in green to indicate that the machine is in Copy mode. ■ For details, refer to the Printer/Copier/Scanner User’s Guide on the Documentation CD/DVD.
15	Start (B&W) key/LED	<ul style="list-style-type: none"> ■ Starts monochrome copying, scanning or faxing. ■ For details, refer to “Basic Fax Operation” on page 36 or “Receiving Faxes Manually” on page 64.
16	Start indicator	<ul style="list-style-type: none"> ■ Lights up in blue when copying and fax transmission are possible. ■ Lights up in orange when copying and fax transmissions are not possible, for example, during warm-up or if an error has occurred.
17	Start (Color) key/LED	<ul style="list-style-type: none"> ■ Starts color copying, scanning or faxing. ■ For details, refer to “Basic Fax Operation” on page 36 or “Receiving Faxes Manually” on page 64.
18	Stop/Reset key	<ul style="list-style-type: none"> ■ Returns the settings to their defaults and stops functions. For details, refer to “Basic Fax Operation” on page 36.

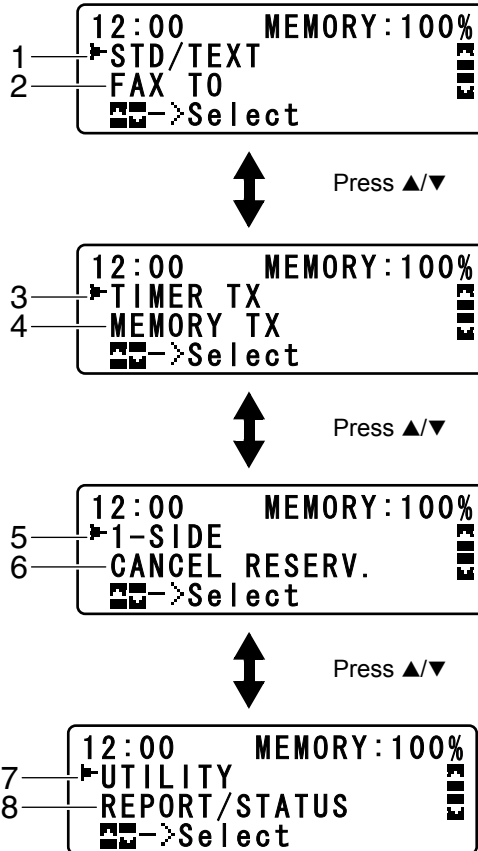
Fax Mode Screen


Main Screen






No.	Indication	Description
1	Time	Displays the time currently specified with ADMIN . MANAGEMENT/USER SETTING/DATE&TIME in the UTILITY menu.
2	Available memory	Indicates the percentage of memory available for scanning and fax operations.
3	Fax settings	Allows the current settings to be checked and the various settings to be changed. For details, refer to "Fax settings" on page 8.
4	Status	Depending on the situation, the machine status or an error message may appear.

■ Fax settings



No.	Indication	Description
1	Fax quality	Indicates the fax quality that is selected. For details on selecting the fax quality, refer to “FAX TX OPERATION” on page 25 and “Adjusting the Image Quality” on page 40.
2	Fax destination	Indicates the specified fax destination. For details on specifying the destination, refer to “Specifying a Recipient” on page 41 and “Specifying Multiple Recipients” on page 45.  If no destination has been specified, FAX TO appears.










No.	Indication	Description
3	TIMER TX	Select this menu item to specify the time when the fax is to be sent. For details on specifying settings for a timer transmission, refer to “Sending a Fax at a Specified Time (Timer Transmission)” on page 48.
4	Transmission mode	Indicates the fax transmission mode that is selected. For details on the transmission modes, refer to “FAX TX OPERATION” on page 25 and “Memory Transmission and Direct Transmission” on page 50.
5	Single-sided/double-sided faxing	Indicates the fax document scanning method (single-sided/double-sided) that is selected. For details on selecting double-sided/single-sided scanning, refer to “Sending a Duplex (Double-Sided) Document Transmission” on page 51.
6	CANCEL RESERV.	<p>Select this menu item to display the list of jobs queued for transmission and to delete a job. For details, refer to “Canceling a Queued Transmission” on page 55.</p> <p> <i>This menu item does not appear if a destination has been specified.</i></p>
7	UTILITY	<p>Select this menu item to change the various machine settings. For details, refer to “Utility Menu” on page 19.</p> <p> <i>This menu item does not appear if a destination has been specified.</i></p>
8	REPORT/STATUS	<p>Select this menu item to view the total number of pages printed by this machine and the results of fax transmissions/receptions as well as to print reports. For details, refer to “Confirmation Mode” on page 81.</p> <p> <i>This menu item does not appear if a destination has been specified.</i></p>

Entering Fax Mode

Before using the Fax function, make sure that the **Fax** key lites green. Otherwise, press it to enter the Fax mode.

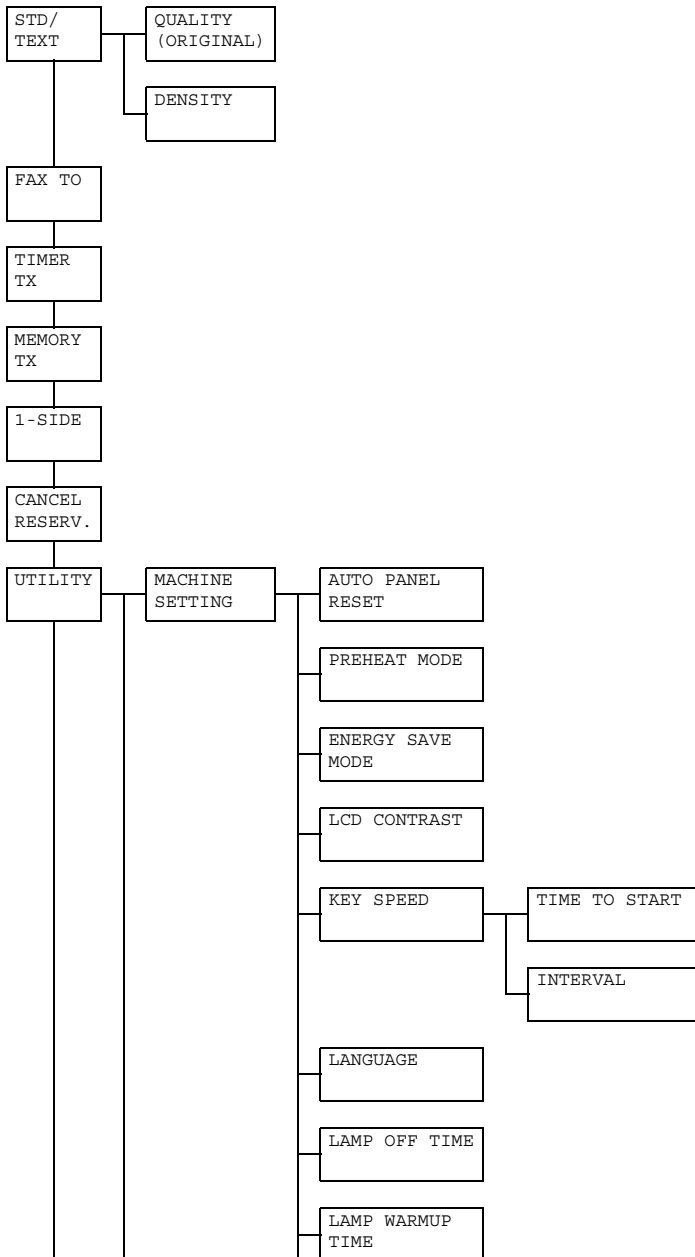
Pressing the **Redial/Pause** key or **On hook** key switches the machine to Fax mode when it is in any mode other than Fax mode.

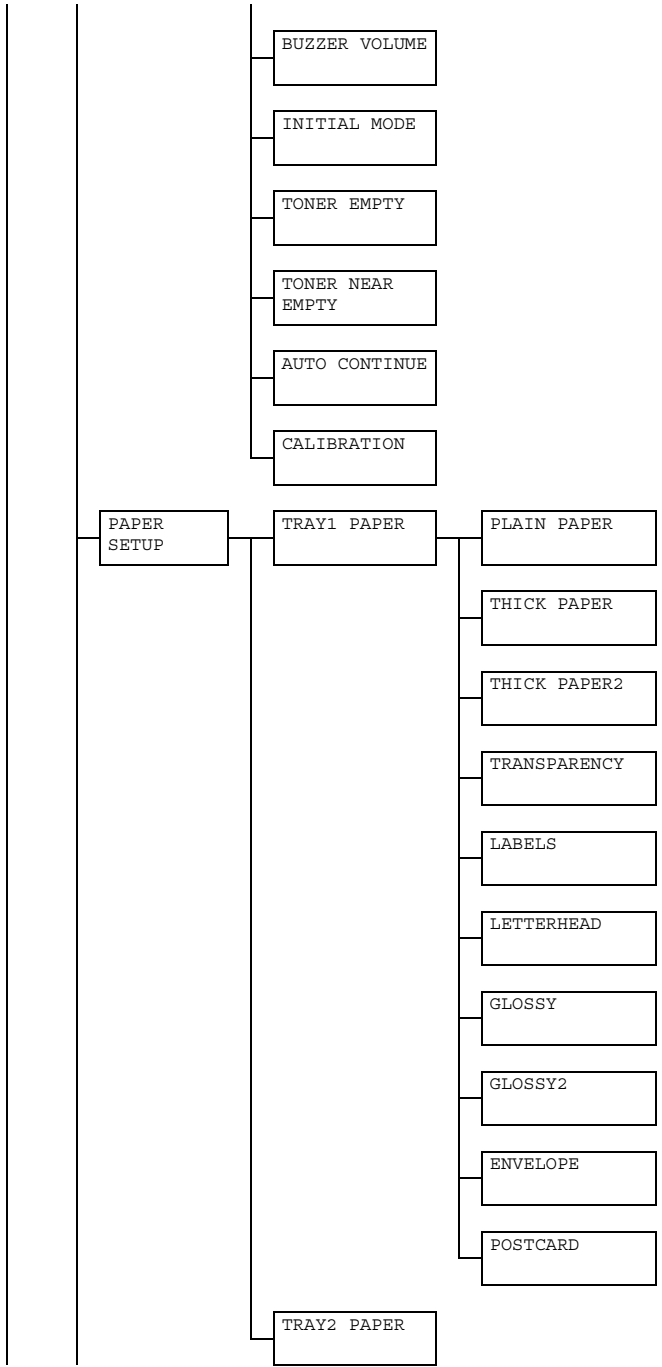
Symbol list

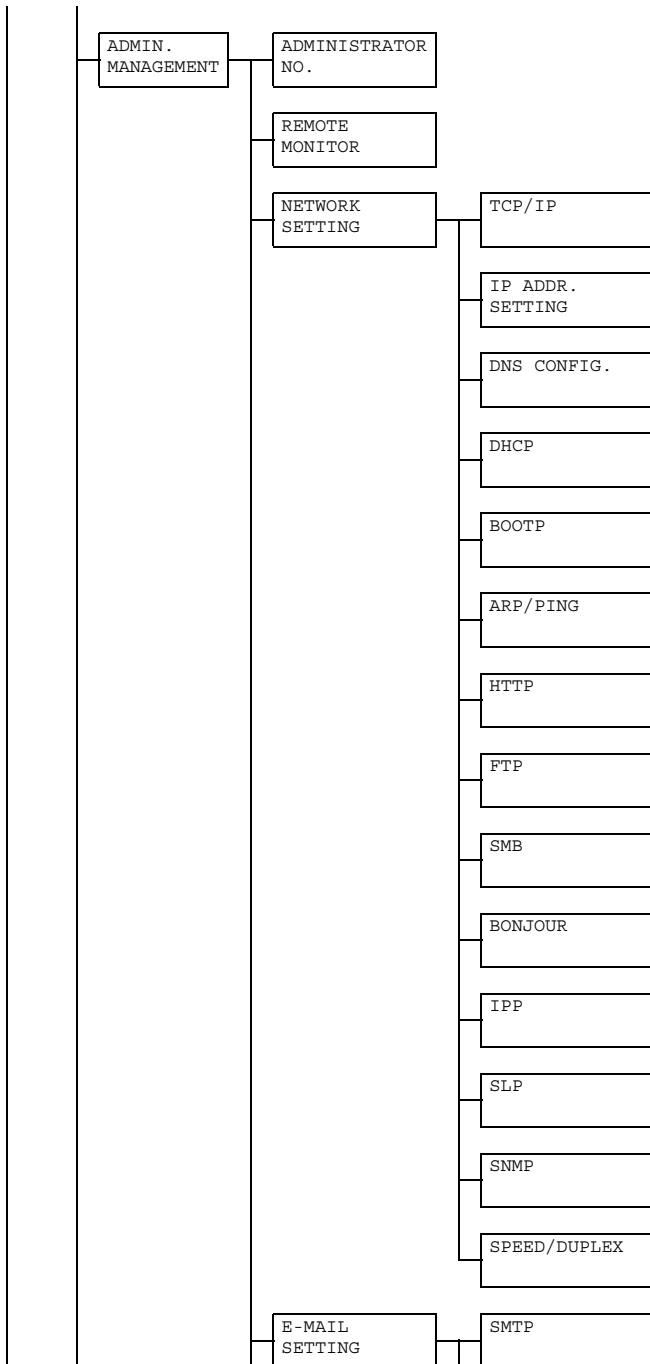
Symbol		Description
	Dialing	A fax number is being dialed.
	Ringing	The machine is being called.
	Sending	The document is being sent.
	Receiving	A document is being received.
	Number of scanning document pages	The number of scanning document pages appears next to the icon.
	Tone	If Pulse is selected as the telephone line type, press the * key to temporarily change the line type to Tone.
	Pause	A pause is inserted.
	Queued timer transmission or batch transmission	A document is queued for timer transmission or batch transmission.
	Memory reception	A document is queued for memory reception.

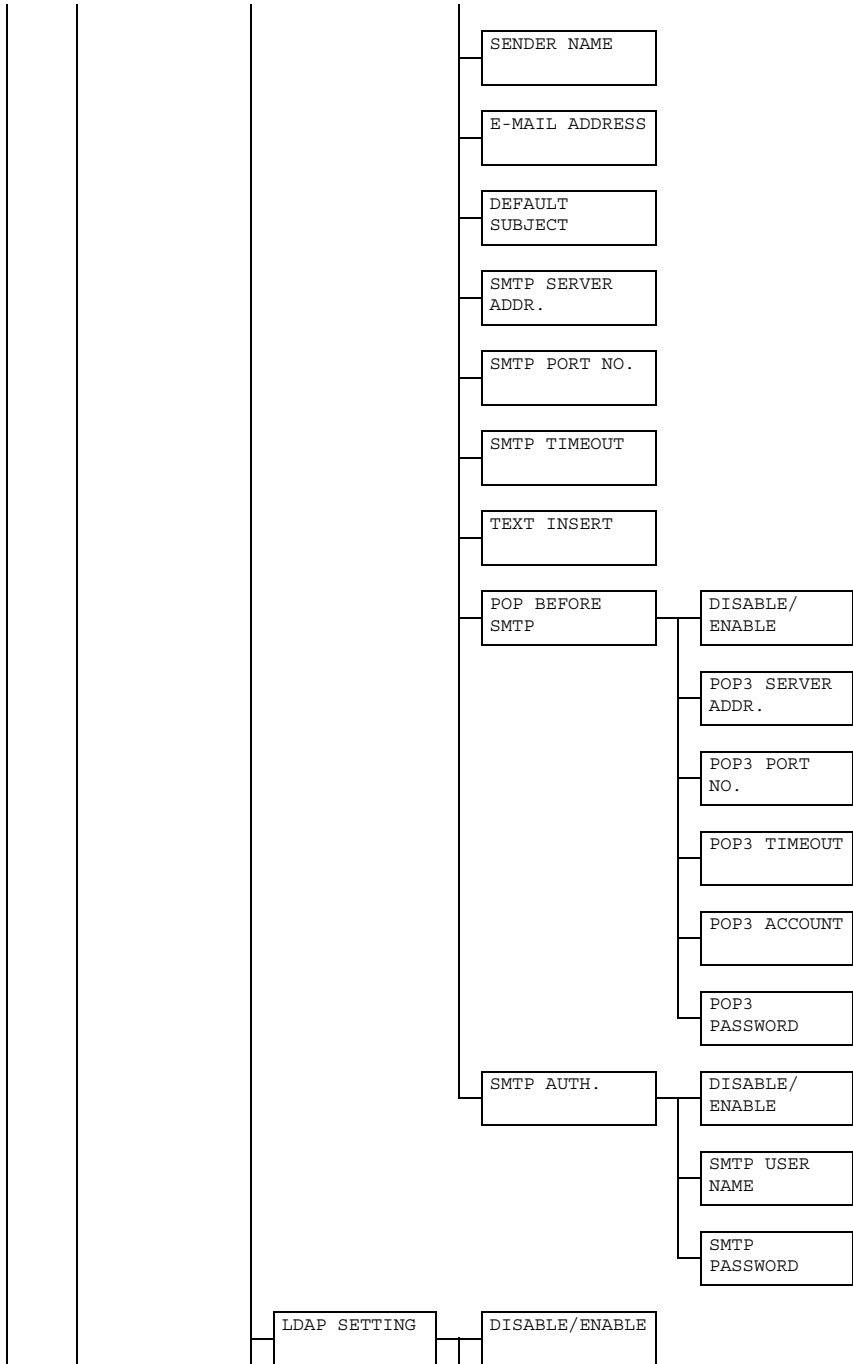
Configuration Menu Overview

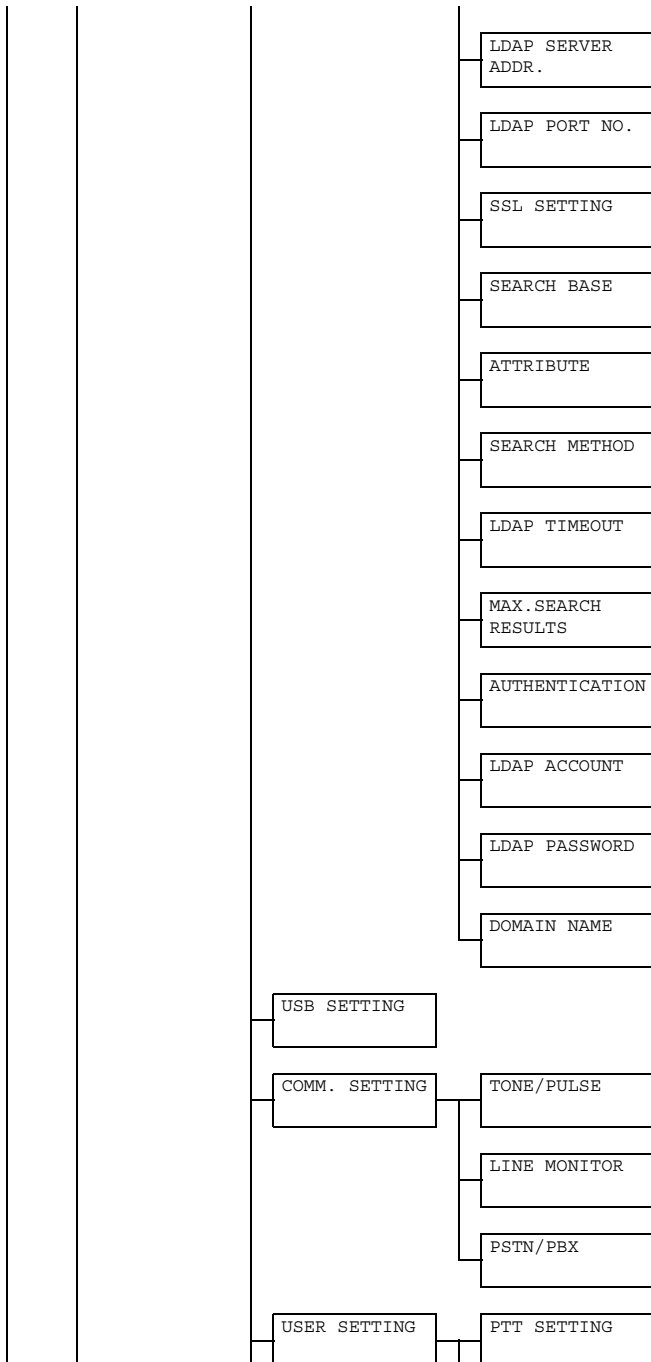
The menu accessible from the control panel is structured as shown below.

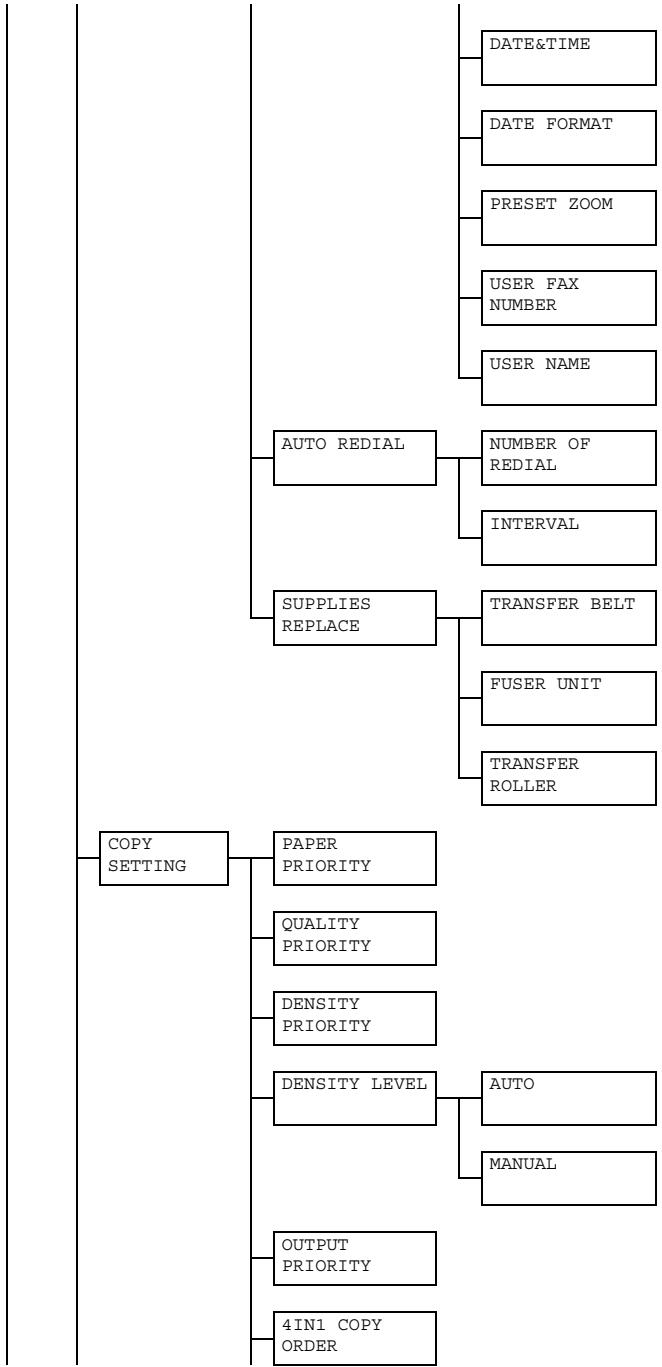


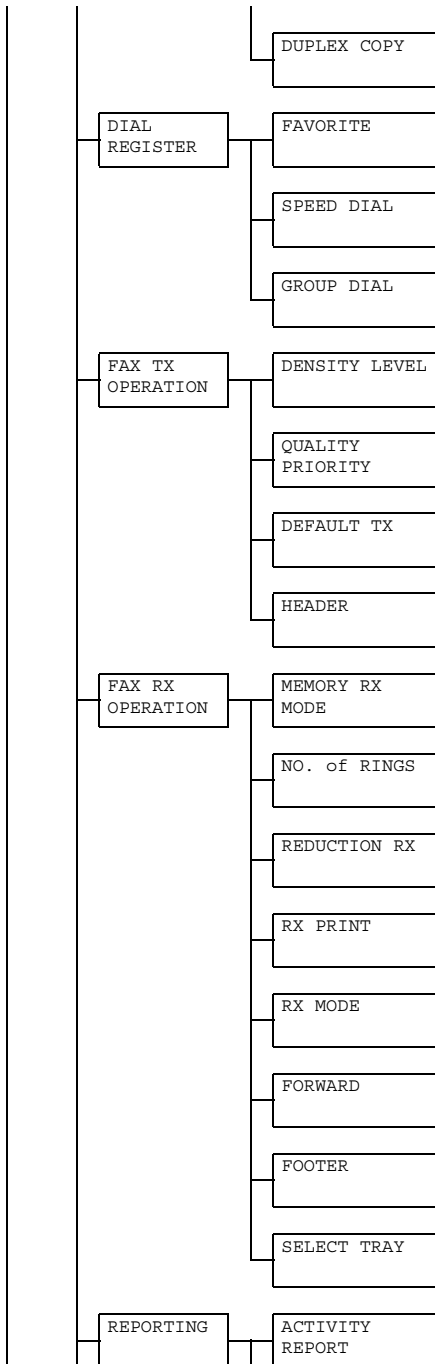


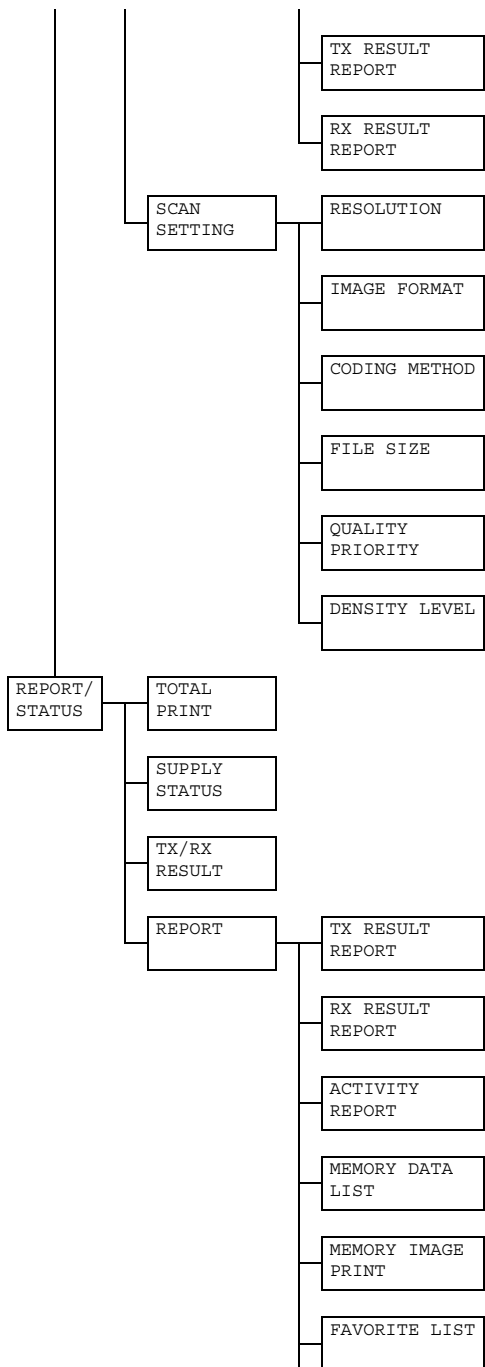


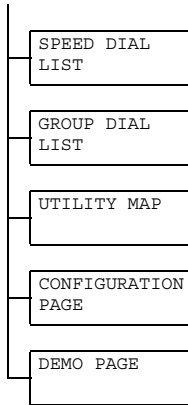












Utility Menu

The machine settings can be changed according to the desired normal operations.



All factory default values are shown in bold.



For details on specifying settings on the Utility Menu, refer to “Specifying Settings in Utility Menu” on page 31.



For details on specifying settings for options in the PAPER SETUP, COPY SETTING, E-MAIL SETTING and SCAN SETTING menus and for some options in the MACHINE SETTING and USER SETTING menus, refer to the Printer/Copier/Scanner User’s Guide on the Documentation CD/DVD.



For details on specifying settings for options in the NETWORK SETTING, refer to the Reference Guide on the Documentation CD/DVD.

MACHINE SETTING

Specify settings related to machine operations and displays by selecting MACHINE SETTING in the UTILITY menu.

AUTO PANEL RESET	For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
PREHEAT MODE		
ENERGY SAVE MODE		
LCD CONTRAST		
KEY SPEED		
LANGUAGE		
LAMP OFF TIME		
LAMP WARMUP TIME		
BUZZER VOLUME	Settings	OFF / LOW / HIGH
	Select the volume of alarms and the beep that sounds when a key is pressed.	
INITIAL MODE	Settings	COPY / FAX
	Select the mode that the machine starts up in or returns to after the automatic reset.	
TONER EMPTY	Settings	STOP / BW CONTINUE
	Select whether or not printing, copying and faxing stop when the toner has run out. If STOP is selected, printing, copying and faxing stop when the toner runs out. If BW CONTINUE is selected, monochrome printing, monochrome copying and fax reception can continue when one or more color toners run out while black toner still remains.	
TONER NEAR EMPTY	For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
AUTO CONTINUE	Settings	ON / OFF
	Select whether to continue or stop printing if a paper size error occurs during printing. If ON is selected, printing continues, even if a size error occurs. If OFF is selected, printing stops if a size error occurs.	
CALIBRATION	For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	

ADMIN. MANAGEMENT

Specify machine administrator settings, such as network settings, by selecting ADMIN. MANAGEMENT in the UTILITY menu.



The ADMIN. MANAGEMENT menu is accessible only by the administrator.

*To display the settings for this menu, select ADMIN. MANAGEMENT, use the keypad to type in the 6-digit administrator access code (default: **000000**), and then press the **Select** key.*

ADMINISTRATOR NO.		For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
REMOTE MONITOR		For details on specifying settings, refer to the Reference Guide on the Documentation CD/DVD.	
NETWORK SETTING		For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
E-MAIL SETTING		For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
USB SETTING		For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
LDAP SETTING		For details on specifying settings, refer to the Reference Guide on the Documentation CD/DVD.	
COMM. SETTING	TONE/PULSE	Settings	TONE / PULSE
		Select the dialing system. If this parameter is not correctly set to the type of dialing system used, faxes cannot be sent and received. Select the correct setting after checking which type of dialing system is used by your telephone line.	
		<i>If PTT SETTING in the USER SETTING menu is set to U. S. A, CANADA or NEW ZEALAND, the settings cannot be changed.</i>	
	LINE MONITOR	Settings	OFF / LOW / HIGH
		Select the volume of the monitoring sound of the transmission signal.	
		<i>Even when OFF is selected, the monitoring sound can be heard when the On hook key is pressed.</i>	

	PSTN/PBX	Settings	PSTN / PBX
		<p>Select whether the connected telephone wiring is a public switched telephone network (PSTN) or a private branch exchange (PBX). For a PBX system, the prefix number (outside line access number or extension number) can be specified.</p>	
USER SETTING	PTT SETTING	Settings	ARGENTINA / AUSTRALIA / AUSTRIA / BELGIUM / BRAZIL / CANADA / CHINA / CZECH / DENMARK / EUROPE / FINLAND / FRANCE / GERMANY / GREECE / HONG KONG/ HUNGARY / IRELAND / ISRAEL / ITALY / JAPAN / KOREA / MALAYSIA / MEXICO / THE NETHERLANDS / NEW ZEALAND / NORWAY / PHILIPPINES / POLAND / PORTUGAL / RUSSIA / SAUDI ARABIA / SINGAPORE / SLOVAKIA / SOUTH AFRICA / SPAIN / SWEDEN / SWITZERLAND / TAIWAN / TURKEY/ U.S.A / UNITED KINGDOM / VIETNAM
		<p>Select the country where this machine is installed.</p>	
	DATE& TIME	Settings	TIME: 00:00-23:59 (Default: 00:00) DATE: '00/01/01-'99/12/31 (Default: '07/01/01) ZONE: GMT+12:00-GMT-12:00 (in 30-minute intervals) (Default: GMT+00:00)
		<p>Use the keypad to specify the current date, time and time zone. If PTT SETTING is set to U.S.A or CANADA, the time changes automatically for daylight saving time. (Starts: Second Sunday of March at 2 a.m.; Ends: First Sunday of November at 2 a.m.)</p>	
DATE FORMAT	Settings	MM/DD/YY / DD/MM/YY / YY/MM/DD	
	<p>Select the display format for reports and lists.</p>		

	PRESET ZOOM	For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
	USER FAX NUMBER	Enter your fax number. A maximum of 20 characters (consisting of numbers, spaces, + and -) can be entered. The specified number is printed in the header of outgoing faxes. The default setting is blank.	
	USER NAME	Enter your name. A maximum of 32 characters can be entered. The specified name is printed in the header of outgoing faxes. The default setting is blank.	
AUTO REDIAL	NUMBER OF REDIAL	Settings	1-10 (Default: Depends on PTT SETTING)
		Specify the number of times a redial is attempted if there is no answer, for example, when the line is busy.	
	INTERVAL	Settings	2-99 min (Default: Depends on PTT SETTING)
		Specify the interval between redial attempts.	
SUP-PLIES REPLACE	TRANS-FER BELT	For details on specifying settings, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.	
	FUSER UNIT		
	TRANS-FER ROLLER		

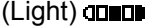
DIAL REGISTER


Register addresses in the favorite list, as speed dial destinations or as group dial destinations by selecting **DIAL REGISTER** in the **UTILITY** menu.

FAVORITE	<p>Frequently specified speed dial destinations and group dial destinations can be registered in the favorite list. Press the Addressbook key, and then press the ▲ or ▼ key to quickly select the desired destination.</p> <p>A maximum of 20 destinations can be registered in the favorite list.</p> <p>For details, refer to “Favorite List” on page 74.</p>
SPEED DIAL	<p>Program speed dial numbers with fax numbers, allowing the recipient to be specified easily without the need to manually enter the number using the keypad.</p> <p>A maximum of 220 fax numbers can be programmed.</p> <p>For details on specifying speed dial numbers, refer to “Speed Dialing” on page 76.</p>
GROUP DIAL	<p>Frequently specified broadcast destinations can be registered as a group dial destination. Multiple destinations can be recalled simply by specifying the group dial number.</p> <p>A maximum of 50 destinations can be registered with one group.</p> <p>With group dial destinations, a maximum of 20 destinations can specified.</p> <p>For details, refer to “Group Dialing” on page 78.</p>

FAX TX OPERATION

Specify settings related to fax transmissions by selecting FAX TX OPERATION in the UTILITY menu.

DENSITY LEVEL	Settings	(Light)  (Dark)
	Specify the density for scanning a document. To change the density during transmission from the default setting specified here, refer to "Adjusting the Image Quality" on page 40.	
QUALITY PRIORITY	Settings	STD/TEXT, FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO, S-FINE/PHOTO
	<p>Select the default scanning resolution (fax document quality).</p> <ul style="list-style-type: none"> ■ STD/TEXT: Select this setting for documents containing handwriting or for computer printouts. ■ FINE/TEXT: Select this setting for documents containing small print. ■ S-FINE/TEXT: Select this setting for documents containing small print, such as newspapers, and documents containing detailed illustrations. ■ STD/PHOTO: Select this setting for photo documents containing regular photos. ■ FINE/PHOTO: Select this setting for photo documents containing fine images. ■ S-FINE/PHOTO: Select this setting for photo documents containing finer images. <p>To change the resolution during transmission from the default setting specified here, refer to "Adjusting the Image Quality" on page 40.</p>	


DEFAULT TX	<table border="1" data-bbox="448 73 965 108"> <tr> <td data-bbox="448 73 582 108">Settings</td> <td data-bbox="582 73 965 108">MEMORY TX / DIRECT TX</td> </tr> </table> <p data-bbox="448 108 965 167">Select the desired method for sending documents.</p> <ul data-bbox="448 167 965 662" style="list-style-type: none"> <li data-bbox="448 167 965 438">■ MEMORY TX: With this method, the fax transmission starts after the entire document is scanned and stored in the memory. The total number of pages is automatically printed with the page number in the header. However, the memory may become full if there are many pages in the document or if the data is large due to the fine image quality (resolution). <li data-bbox="448 438 965 662">■ DIRECT TX: With this method, the transmission is performed in real time in the transmission sequence of the destinations. If there are many pages in the document, the fax can be sent with this method without the memory becoming full. <p data-bbox="448 662 965 794">To change the method for sending documents during transmission from the default setting specified here, refer to “Memory Transmission and Direct Transmission” on page 50.</p>	Settings	MEMORY TX / DIRECT TX
Settings	MEMORY TX / DIRECT TX		
HEADER	<table border="1" data-bbox="448 794 965 829"> <tr> <td data-bbox="448 794 582 829">Settings</td> <td data-bbox="582 794 965 829">OFF / ON</td> </tr> </table> <p data-bbox="448 829 965 981">Select whether or not to print transmission source information (date/time of transmission, sender's name, sender's fax number, session number and page number) for the machine in the transmitted document.</p> <p data-bbox="448 981 965 1129">  <i>If PTT SETTING in the USER SETTING menu is set to U. S. A, CANADA and KOREA, the settings cannot be changed.</i> </p>	Settings	OFF / ON
Settings	OFF / ON		

FAX RX OPERATION

Specify settings related to fax receptions by selecting **FAX RX OPERATION** in the **UTILITY** menu.

MEMORY RX MODE	Settings	OFF / ON
	<p>Select whether to allow (ON) memory reception or not (OFF). Select ON not to print when receiving confidential faxes or when no one is around, for example, at night. The received documents can be stored in memory and printed at a specified time or when memory reception is turned off (this function is set to OFF).</p> <p>A password can be set to specify the starting time or ending time of memory reception, or to cancel the function. The set starting time and ending time are valid every day until memory reception is turned off.</p> <p>For details on specifying settings, refer to “Setting Up the Memory RX Mode” on page 32.</p>	
NO. of RINGS	Settings	1-16 (Default: Depends on PTT SETTING)
	<p>Enter the number of rings (between 1 and 16) until the machine automatically begins receiving the fax when an external telephone is connected.</p>	
REDUCTION RX	Settings	OFF / ON / CUT
	<p>Select whether documents longer than the current paper size are printed reduced, split, or discarded.</p> <ul style="list-style-type: none"> ■ ON: The document is printed at a reduced size. ■ OFF: The document is printed at full size and split onto multiple pages. ■ CUT: The document is printed, but any part that does not fit within the page is erased. For details on the relationship between the length of the received document and the document that is actually printed, refer to “Printing Received Faxes” on page 65. 	

RX PRINT	Settings	MEMORY RX / PRINT RX
	<p>Select whether the fax is printed only after all document pages have been received or printing begins as soon as the first page of the document is received.</p> <ul style="list-style-type: none"> ■ MEMORY RX: Printing begins after all pages have been received. ■ PRINT RX: Printing begins after the first page has been received. 	
RX MODE	Settings	AUTO RX / MANUAL RX
	<p>Select whether the reception mode is set to automatic reception or manual reception.</p> <ul style="list-style-type: none"> ■ AUTO RX: Automatically begins receiving the fax after the set number of rings. ■ MANUAL RX: Does not automatically receive the fax. Reception begins after making a connection by picking up the telephone receiver or pressing the On hook key, then pressing the Start key. <p>For details on manual reception, refer to "Receiving Faxes Manually" on page 64.</p>	
FORWARD	Settings	OFF / ON / ON (PRINT)
	<p>Select whether or not to forward received fax documents.</p> <ul style="list-style-type: none"> ■ OFF: Select this setting to not forward the document. ■ ON: Select this setting to forward the received fax document to the specified fax number or e-mail address. ■ ON (PRINT): Select this setting to forward the received fax document to the specified fax number or e-mail address at the same time that the machine prints it. <p>For details on specifying settings, refer to "Specifying Forwarding Settings" on page 33.</p>	
FOOTER	Settings	OFF / ON
	<p>Select whether or not the reception information (date received, number of pages, etc.) is printed at the bottom of each received document.</p>	

SELECT TRAY	Settings	TRAY1 : DISABLE / ENABLE TRAY2 : DISABLE / ENABLE TRAY3 : DISABLE / ENABLE
	<p>Select which paper tray can be used to supply paper when printing received documents or transmission reports. A paper tray that cannot be used for supplying paper can also be specified.</p> <p> <i>If a lower feeder unit is not installed, TRAY3 does not appear.</i></p>	

REPORTING

Specify report settings by selecting REPORTING in the UTILITY menu.

ACTIVITY REPORT	Settings	OFF / ON
After every 60 transmissions/receptions, a report can be printed to show the results of the transmissions/receptions. Select whether the report is printed automatically when the 60th transmission/reception is reached.		
TX RESULT REPORT	Settings	ON / ON (ERROR) / OFF
<p>Select whether the report showing the result of a transmission is printed automatically after the transmission is finished.</p> <ul style="list-style-type: none"> ■ ON: Prints the report after each transmission. ■ ON (ERROR) : Prints the report after a transmission only if an error occurred. ■ OFF: Does not print the report after each transmission, even if an error has occurred. <p>The transmission result report is normally printed after a broadcast transmission.</p>		
RX RESULT REPORT	Settings	ON / ON (ERROR) / OFF
<p>Select whether the report showing the result of a reception is printed automatically after the reception is finished.</p> <ul style="list-style-type: none"> ■ ON: Prints the report after each reception. ■ ON (ERROR) : Prints the report after a reception only if an error occurred. ■ OFF: Does not print the report after each reception, even if an error has occurred. 		

Specifying Settings in Utility Menu

General Procedure for Specifying Settings in Utility Menu

- 1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.
- 2 Press the ▲ or ▼ key to select the desired menu, and then press the **Select** key to display the selected menu.



Refer to the menu configuration on page 11 to display the desired menu.

- 3 To select a setting, press the ▲, ▼, ◀ or ▶ key.
To enter a setting, use the keypad to type in the number.
- 4 Press the **Select** key.
The setting is applied.



*To cancel the settings, press the **Back** key.*

Memory Reception

Received faxes can be stored in the memory and printed at a specified time. This is convenient, for example, when confidential documents are received.

Memory reception can be used with the following settings.

- Start/end time settings: Not set
MEMORY RX MODE function is normally set to **ON**. To print a fax saved in memory, set MEMORY RX MODE function to **OFF**.
- Start/end time settings: Set
Memory reception mode begins and ends at the specified time.


Example 1: When **ON TIME** setting is set to 18:00 and **OFF TIME** setting is set to 8:00

The machine is in memory reception mode from 18:00 to 8:00 and in normal reception mode, where faxes are printed after being received, from 8:00 to 18:00.


Example 2: When **ON TIME** setting is set to 12:00 and **OFF TIME** setting is set to 12:00 (the start time and end time are the same)


MEMORY RX MODE function is normally set to **ON**; however, faxes saved in memory are printed at 12:00.


Setting Up the Memory RX Mode

- 1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.
 *For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.*
- 2 Press the ▲ or ▼ key to select **FAX RX OPERATION**, and then press the **Select** key.
- 3 Check that **MEMORY RX MODE** is selected, and then press the **Select** key.
- 4 Using the ▲ or ▼ keys, select **ON**, and then press the **Select** key.
- 5 Use the keypad to type in the time when memory reception mode begins, and then press the **Select** key.




The ending time input box appears.

-  *To specify no start time, press the **Select** key without specifying a time. The password input box appears. Continue with step 7.*
- 6 Use the keypad to type in the time when memory reception mode ends, and then press the **Select** key.
The password input box appears.
- 7 Enter the password, and then press the **Select** key.
Memory reception mode is set.




 *The password is required for turning off memory reception mode or changing the start/end times. Enter a 4-digit number.*

 *To specify no password, press the **Select** key without specifying a password.*

Turning Off the Memory RX Mode

- 1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.
 *For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.*
- 2 Press the ▲ or ▼ key to select **FAX RX OPERATION**, and then press the **Select** key.
- 3 Check that **MEMORY RX MODE** is selected, and then press the **Select** key.
- 4 Using the ▲ or ▼ keys, select **OFF**, and then press the **Select** key.
The password input box appears.
 *If no password was specified, memory reception mode is canceled.*
- 5 Enter the password, and then press the **Select** key.
Memory reception mode is canceled.
 *If faxes are saved in memory, printing of the faxes begins.*

Specifying Forwarding Settings

- 1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.
 *For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.*
- 2 Press the ▲ or ▼ key to select **FAX RX OPERATION**, and then press the **Select** key.
- 3 Press the ▲ or ▼ key to select **FORWARD**, and then press the **Select** key.
The FORWARD setting appears.
- 4 Press the ▲ or ▼ key to select **ON** or **ON (PRINT)**, and then press the **Select** key.
- 5 Enter the destination, or select from the speed dial destinations.
 *To select from the speed dial destinations, press the **Address-book** key, type in the speed dial number, and then press the **Select** key.*
 *An e-mail address can also be specified.*
- 6 Press the **Select** key.
The forwarding settings are specified.

Sending Faxes

3

Basic Fax Operation

This section contains basic information of fax transmission.



Documents with the following paper sizes can be faxed.

Maximum size: Legal (when using the original glass)

Width: 140 to 216 mm

Length: 148 to 500 mm (when using the ADF)

Sending a Fax Using the ADF

If the ADF is used, original documents containing multiple pages can be automatically scanned.



Do not load original documents that are bound together, for example, with paper clips or staples.



Do not load more than 50 sheets; otherwise an original document misfeed or damage to the document or machine may occur.



If the original document is not loaded correctly, it may not be fed in straight, or an original document misfeed or damage to the document may occur.



Do not open the ADF cover while documents loaded into the ADF are being scanned.

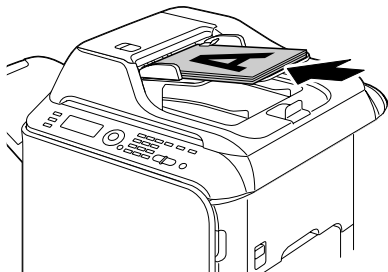
1 Press the **Fax** key to enter Fax mode.



If the initial mode (UTILITY - MACHINE SETTING - INITIAL MODE) is set to FAX, this step can be skipped.

2 Make sure that there is no document on the original glass.

3 Put the document into the ADF document feed tray face up.



4 Adjust the document guides to the document size.

5 Adjust the document image quality.



For details on adjusting the document image quality, refer to “Adjusting the Image Quality” on page 40.

6 Specify the fax number of the recipient in one of the following ways:

- Direct dialing
- Using the favorite list
- Using the Speed Dial function
- Using the Group Dial function
- Using the Phone Book function
- Using the **Redial/Pause** key



*For details on specifying the recipient, refer to “Specifying a Recipient” on page 41. For details on using the **Redial/Pause** key, refer to “Using the Redial Function” on page 45.*



A transmission can also be sent to multiple recipients with the Broadcast function. For details on sending a broadcast transmission, refer to “Sending a Fax to Multiple Recipients (Broadcast Transmission)” on page 45.

7 Press the **Start** key.

The document is scanned, and then the fax is sent.



*To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key.*



If the fax could not be sent (for example, because the line was busy), the automatic redial function will try sending the transmission again. If the fax could not be sent with the automatic redial function, a TX Result Report can be printed. For details, refer to “TX RESULT REPORT” on page 83.



*If you want to cancel a scanned document queued for transmission or a fax waiting to be redialed, select **CANCEL RESERV.** from the menu. For details, refer to “Canceling a Queued Transmission” on page 55.*



If memory is nearly full, scanning of the document is stopped and a message appears, allowing you to select whether to start the transmission or cancel that transmission job. If the selection is made to cancel the job, the pages of the document that have been scanned for that job are deleted. If the selection is made to begin the transmission, transmission begins. After the scanned pages have been sent, scanning of the document starts again.

Sending a Fax Using the Original Glass

1 Press the **Fax** key to enter Fax mode.



If the initial mode (UTILITY - MACHINE SETTING - INITIAL MODE) is set to FAX, this step can be skipped.

2 Remove all documents from the ADF.



If you are using the original glass to scan, do not load any documents into the ADF.

3 Lift to open the ADF cover.

4 Place the original document face down on the original glass and align the document on the scales above and to the left of the original glass.

5 Gently close the ADF cover.



Closing it too quickly may cause the document to move on the original glass.

6 Adjust the document image quality.



For details on adjusting the document image quality, refer to “Adjusting the Image Quality” on page 40.

7 Specify the fax number of the recipient in one of the following ways:

- Direct dialing
- Using the favorite list
- Using the Speed Dial function
- Using the Group Dial function
- Using the Phone Book functions
- Using the **Redial/Pause** key



For details on specifying the recipient, refer to “Specifying a Recipient” on page 41. For details on using the **Redial/Pause** key, refer to “Using the Redial Function” on page 45.



A transmission can also be sent to multiple recipients with the Broadcast function. For details on sending a broadcast transmission, refer to “Sending a Fax to Multiple Recipients (Broadcast Transmission)” on page 45.

8 Press the **Start** key.

A screen appears, requesting confirmation of the scanning area.

9 To scan the displayed scanning area, press the **Select** key. The document is scanned.



To change the displayed scanning area, press the ▲ or ▼ key, select the desired scanning area. Press the **Select** key again to start scanning.

10 To scan multiple pages from the original glass, check that the message NEXT PAGE? appears, replace the document, and then press the **Select** key. When scanning of the document is finished, press the **Start** key. The document is scanned, and then the fax is sent.



To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key.



If the fax could not be sent (for example, because the line was busy), the automatic redial function will try sending the transmission again. If the fax could not be sent with the automatic redial function, a TX Result Report can be printed. For details, refer to “TX RESULT REPORT” on page 83.



If you want to cancel a scanned document queued for transmission or a fax waiting to be redialed, select **CANCEL RESERV.** from the menu. For details, refer to “Canceling a Queued Transmission” on page 55.



If memory is nearly full, scanning of the document is stopped and a message appears, allowing you to select whether to start the transmission or cancel that transmission job. If the selection is made to cancel the job, the pages of the document that have been scanned for that job are deleted. If the selection is made to begin the transmission, transmission begins. After the scanned pages have been sent, scanning of the document starts again.

Adjusting the Image Quality

The image quality of a document can be adjusted before it is sent as a fax.

Adjusting the Resolution

- 1 Press the ▲ or ▼ key to select the current fax image quality, and then press the **Select** key.



STD/TEXT, FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO or S-FINE/PHOTO may appear, depending on the setting selected for FAX TX OPERATION in the UTILITY menu.

- 2 Check that **QUALITY (ORIGINAL)** is selected, and then press the **Select** key.

- 3 Press the ▲ or ▼ key to select the fax resolution, and then press the **Select** key.

The resolution is adjusted.




Select the resolution appropriate for the document.

- *STD/TEXT: Select this setting for documents containing handwriting or for computer printouts.*
- *FINE/TEXT: Select this setting for documents containing small print.*
- *S-FINE/TEXT: Select this setting for documents containing small print, such as newspapers, and documents containing detailed illustrations.*
- *STD/PHOTO: Select this setting for photo documents containing regular photos.*
- *FINE/PHOTO: Select this setting for photo documents containing fine images.*
- *S-FINE/PHOTO: Select this setting for photo documents containing finer images.*



The resolution returns to the default setting after the document is scanned with a normal transmission or after transmission after manual transmission. The default setting can be changed. This is useful for specifying a frequently used resolution setting as the default. For details, refer to "FAX TX OPERATION" on page 25.

Adjusting the Scan Density

- 1 Press the ▲ or ▼ key to select the current fax image quality, and then press the **Select** key.
 *STD/TEXT, FINE/TEXT, S-FINE/TEXT, STD/PHOTO, FINE/PHOTO or S-FINE/PHOTO may appear, depending on the setting selected for FAX TX OPERATION function in the UTILITY menu.*
- 2 Press the ▲ or ▼ key to select DENSITY, and then press the **Select** key.
- 3 Press the ◀ or ▶ key to select the scan density, and then press the **Select** key.
The scan density is adjusted.

Specifying a Recipient

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

- Direct dialing: Directly type in the fax number.
- Using the favorite list: Recall a speed dial destination or group dial destination registered on the favorite list.
- Using the Speed Dial function: Specify a recipient registered with a speed dial.
- Using group dial numbers: Recall a registered group dial destination.
- Using the phone book functions: List or search for recipients registered as speed dial numbers or group dial numbers, and then select a recipient.
- Using the **Redial/Pause** key: Specify the number of the recipient dialed last.

Directly Entering a Fax Number

1 Use the numeric keypad to type in the fax number for the recipient.



*The keys that can be used to enter the fax number are: the number keys (0 through 9), *, and #.*

*If the **Redial/Pause** key is pressed while entering the fax number, a 2.5-second pause is added. A pause appears as P in the message window.*



*If the machine is connected to a PBX line and the prefix number (outside line access number) has been specified in the **COMM. SETTING**, enter “#” to dial the outside line access number automatically.*



*To erase the entered number, hold down the **Back** key for about one second, or press the **Stop/Reset** key.*

2 Press the **Select** key.

3 Press the ▲ or ▼ key to select **FINISH**, and then press the **Select** key.

The destination is specified.



*To erase the selected destinations, press the **Stop/Reset** key.*

Using the Favorite List

If frequently specified speed dial destinations and group dial destinations are registered in the favorite list, press the **Addressbook** key, and then press the ▲ or ▼ key to quickly select the desired destination.



The destination must have been previously registered on the favorite list. For details, refer to “Registering Destinations in the Favorite List” on page 74.

1 Press the **Addressbook** key.



*The **Addressbook** key can be used if the main screen or **Can Use AddressBook** is displayed.*

2 Press the ▲ or ▼ key to select the desired destination, and then press the **Select** key.



*If a destination was incorrectly selected, press the **Back** key, press the **Addressbook** key, and then select the correct destination.*

3 Press the **Select** key again.

4 Press the ▲ or ▼ key to select **FINISH**, and then press the **Select** key.

The destination is specified.



If a group dial destination was selected, multiple destinations are specified.



To erase the selected destinations, press the **Stop/Reset** key.

Using the Speed Dial Function

If a recipient has been registered with a speed dial number, the recipient's fax number can be dialed simply by pressing a speed dial number key.



The recipient must have been registered with a speed dial in advance. For details, refer to "Registering a Speed Dial Destination" on page 76.

1 Press the **Addressbook** key twice.



The **Addressbook** key can be used if the main screen or *Can Use AddressBook* is displayed.

2 Use the keypad to type in the speed dial number (1-220), and then press the **Select** key.



If a number was incorrectly entered, press the **Back** key, and then type in the correct number of the speed dial destination.



If the entered speed dial number is not registered with a fax number, the message *NOT FAX NO.* appears. In addition, if the entered speed dial number is not registered with a recipient, the message *NOT REGISTERED!* appears. Enter a speed dial number registered with a fax number.

3 When *EDIT=SELECT* appears, press the **Select** key again.

4 Press the **▲** or **▼** key to select *FINISH*, and then press the **Select** key. The destination is specified.



To erase the selected destinations, press the **Stop/Reset** key.

Using the List Function of the Phone Book

If a recipient is registered with a speed dial number or a group dial number, the recipient can be found by using the List or Search function of the phone book.

Follow the procedure described below to search using the List function of the phone book.

1 Press the **Addressbook** key four times.



The **Addressbook** key can be used if the main screen or *Can Use AddressBook* is displayed.

- 2 Check that **LIST** is selected, and then press the **Select** key.
The list of programmed speed dial numbers and group dial numbers is displayed.
- 3 Press the **▲** or **▼** key to select the desired destination, and then press the **Select** key.



*If a destination was incorrectly selected, press the **Back** key, and then perform the operation again from step 1.*

- 4 When **EDIT=SELECT** appears, press the **Select** key again.
- 5 Press the **▲** or **▼** key to select **FINISH**, and then press the **Select** key.



*To erase the selected destinations, press the **Stop/Reset** key.*

Using the Search Function of the Phone Book

If a recipient is registered with a speed dial number or a group dial number, the recipient can be found by using the List or Search function of the phone book.

Follow the procedure described below to search using the Search function of the phone book.

- 1 Press the **Addressbook** key four times.



*The **Addressbook** key can be used if the main screen or **Can Use AddressBook** is displayed.*

- 2 Press the **▲** or **▼** key to select **SEARCH**, and then press the **Select** key.
A screen appears, allowing you to enter the text to be searched for.
- 3 Using the keypad, enter the first few characters of the name programmed for the desired recipient.



Enter the name programmed in the speed dial number or the group dial number. For details on entering text, refer to "Entering Text" on page 95.



Text up to 10 characters long can be entered.

- 4 Press the **Select** key.
The number of names beginning with the text entered in step 3 is displayed.



*If no names beginning with the entered text are found, **NOT FOUND** is displayed.*

- 5 Press the ▲ or ▼ key to select the desired destination, and then press the **Select** key.



*If the desired recipient name does not appear in the search results, press the **Back** key twice to return to the screen allowing you to enter the text to be searched for, and then try searching for different text.*

- 6 When EDIT=SELECT appears, press the **Select** key again.

- 7 Press the ▲ or ▼ key to select FINISH, and then press the **Select** key.



*To erase the selected destinations, press the **Stop/Reset** key.*

Using the Redial Function

To send a fax to the last number dialed, press the **Redial/Pause** key to recall the fax number.

- 1 Press the **Redial/Pause** key. Check that the desired fax number appears in the message window.

Specifying Multiple Recipients

A fax can be sent to multiple recipients in a single transmission. There are two methods for sending a fax to multiple recipients in a single transmission.

- Using group dial function
- Using Broadcast function

Sending a Fax to Multiple Recipients (Broadcast Transmission)

Directly type in multiple destinations, or select from the favorite list, speed dial destinations or address book.



A maximum of 236 destinations can be specified at one time.



With the transmission result report, you can check whether the fax was sent to all recipients. For details on the transmission result report, refer to “Checking the Transmission/Reception Result From the Message Window” and “About the Reports and Lists” on page 83.

- 1 Position the document to be faxed.

- 2 If desired, adjust the image quality.



The document image quality can be adjusted. For details, refer to “Adjusting the Image Quality” on page 40.

3 Specify the fax number of the recipient.

- Direct dialing: Enter the fax number of the recipient directly using the keypad. Press the **Select** key.
- Using the favorite list (including group dial destinations): Press the **Addressbook** key, press the **▲** or **▼** key to select the number of the desired speed dial or group dial destination, and then press the **Select** key. Then, press the **Select** key again.
- Using speed dial numbers: Press the **Addressbook** key twice, use the keypad to type in the number of the desired speed dial destination, and then press the **Select** key. Then, press the **Select** key again.
- Using group dial numbers: Press the **Addressbook** key three times, use the keypad to type in the number of the desired group dial destination, and then press the **Select** key. Then, press the **Select** key again.
- Using the address book: Press the **Addressbook** key four times, and then use the List function or Search function to search for the desired destination. (For details, refer to “Using the List Function of the Phone Book” on page 43 or “Using the Search Function of the Phone Book” on page 44.) Then, press the **Select** key.

4 To add a destination, check that **ADD** is selected, and then press the **Select** key. Repeat step 3 until all desired destinations are specified.

- To finish specifying destinations, select **FINISH**, and then press the **Select** key.
- To check the specified destinations, select **CHECK/EDIT**. After checking the destinations, press the **Back** key.
- To delete a destination, press the **▲** or **▼** key to select the destination to be deleted after selecting **CHECK/EDIT** to check the destinations, and then press the **Stop/Reset** key. When a message appears, requesting confirmation to delete the destination, select **YES**, and then press the **Select** key to delete the destination. After the destination is deleted, press the **Back** key.



*The **Addressbook** key can be used if **Can Use AddressBook** is displayed.*

5 Press the **Start** key.

The document is scanned, and then the fax is sent.



*To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key. If this is done, all selected recipients are cleared.*

Sending a Fax to Multiple Recipients (Group Dial)

Multiple destinations can be selected with a group dial destination.



Multiple destinations must have been previously registered with a group dial destination. For details, refer to “Registering a Group Dial Destination” on page 78.

1 Press the **Addressbook** key three times.



*The **Addressbook** key can be used if the main screen or Can Use AddressBook is displayed.*

2 Use the keypad to type in the group dial number (1-20), and then press the **Select** key.



*If a number was incorrectly entered, press the **Back** key, and then type in the correct number of the group dial destination.*



*If the entered group dial number is not registered with a fax number, the message **NOT FAX NO.** appears. In addition, if the entered group dial number is not registered with a recipient, the message **NOT REGISTERED!** appears. Enter a group dial number registered with a fax number.*

3 When **EDIT=SELECT** appears, press the **Select** key again.

4 Press the **▲** or **▼** key to select **FINISH**, and then press the **Select** key.



*To erase the selected destinations, press the **Stop/Reset** key.*

5 Press the **Start** key.

The document is scanned, and then the fax is sent.



*To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key. If this is done, all selected recipients are cleared.*

Sending a Fax at a Specified Time (Timer Transmission)

A document can be scanned and stored in memory to be sent at a specified time. This feature is convenient for sending faxes at discounted calling times.



When sending multiple documents together to a single destination at a specified time, batch transmission is useful since only a single connection is required.



If the machine is not programmed with the current time, the fax cannot be sent at the specified time. For details on specifying the time, refer to “ADMIN. MANAGEMENT” on page 21.



Timer transmission can be combined with broadcast transmission.

1 Position the document to be faxed.

2 If desired, adjust the image quality.



The document image quality can be adjusted. For details, refer to “Adjusting the Image Quality” on page 40.

3 Press the ▲ or ▼ key to select **TIMER TX**, and then press the **Select** key. The **TIMER TX SETTING** screen appears.

4 Using the keypad, enter the desired transmission time, and then press the **Select** key.



The time is set in the 24-hour format.



*If you want to correct the time, press the **Back** key, and then enter the correct time.*

5 Specify the fax number of the recipient.



Refer to “Specifying a Recipient” on page 41.



*To send a broadcast transmission to multiple destinations, refer to “Sending a Fax to Multiple Recipients (Broadcast Transmission)” on page 45. After all recipients have been specified, press the **Start** key to begin scanning. After scanning is finished, the machine will enter a standby state.*



If the specified speed dial number is registered with batch transmission settings, the fax will be sent at the time specified for the batch transmission.

- 6 Press the **Start** key to begin scanning, and then the machine enters transmission standby mode.

I appears in the screen when the machine is in standby mode.



If you want to cancel a timer transmission, select CANCEL RESERV.. For details, refer to “Canceling a Queued Transmission” on page 55.

Sending a Batch Transmission

Multiple documents can be scanned and stored in the memory of this machine to be sent together to a single destination at a specified time.



From the UTILITY menu, batch transmission settings (transmission time) must have been registered with a speed dial number in advance. For details, refer to “Using the Speed Dial Function” on page 43.

- 1 Position the document to be faxed.
- 2 If desired, adjust the image quality.



For details, refer to “Adjusting the Image Quality” on page 40.

- 3 Select destinations for the batch transmission from the favorite list, or specify their speed dial number.



For details on selecting destinations from the favorite list, refer to “Using the Favorite List” on page 42.



For details on specifying destinations by their speed dial number, refer to “Using the Speed Dial Function” on page 43.

- 4 Press the **Start** key to begin scanning, and then the machine enters transmission standby mode.

I appears in the screen when the machine is in standby mode.



To cancel a batch transmission, select CANCEL RESERV.. For details, refer to “Canceling a Queued Transmission” on page 55.

Memory Transmission and Direct Transmission

There are two methods for sending documents with this machine: memory transmission and direct transmission.

Memory Transmission

With this method, the fax transmission starts after the entire document is scanned and stored in the memory. The total number of pages is automatically printed with the page number in the header. However, the memory may become full if there are many pages in the document or if the data is large due to the fine image quality (resolution).

Direct Transmission

With this method, the transmission is performed in real time in the transmission sequence of the destinations. If there are many pages in the document, the fax can be sent with this method without the memory becoming full.



As a default, **MEMORY TX** (memory transmission) is selected. The default setting can be changed from the **UTILITY** menu. For details, refer to “**FAX TX OPERATION**” on page 25.



Direct transmission cannot be used together with duplex (double-sided) document transmission.

Changing the Transmission Method

The transmission method can be temporarily changed from the default setting.

- 1 Position the document to be faxed.
- 2 If desired, adjust the image quality.



The document image quality can be adjusted. For details, refer to “**Adjusting the Image Quality**” on page 40.

- 3 Press the **▲** or **▼** key to select the current transmission method, and then press the **Select** key.
The **TX MODE** screen appears.



If memory transmission has been specified as the default, **MEMORY TX** appears. If direct transmission has been specified as the default, **DIRECT TX** appears.

4 Press the ▲ or ▼ key to select the desired transmission method, and then press the **Select** key.

5 Specify the fax number of the recipient.



Refer to “Specifying a Recipient” on page 41.



To send a broadcast transmission to multiple destinations, refer to “Sending a Fax to Multiple Recipients (Broadcast Transmission)” on page 45.

6 Press the **Start** key to begin scanning and sending the fax.



*To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key.*



The transmission method returns to the default setting after the document is scanned with a normal transmission or after transmission with a manual transmission. It is useful if the most frequently used transmission method is selected as the default. For details, refer to “FAX TX OPERATION” on page 25.

Sending a Duplex (Double-Sided) Document Transmission

Both sides of the document pages can be scanned and sent.



Duplex (double-sided) document transmission cannot be used together with direct transmission.

1 Position the document to be faxed.

2 If desired, adjust the image quality.



The document image quality can be adjusted. For details, refer to “Adjusting the Image Quality” on page 40.

3 Press the ▲ or ▼ key to select the current simplex (single-sided)/duplex (double-sided) fax setting, and then press the **Select** key.
The SIMPLEX/DUPLEX screen appears.



If simplex (single-sided) transmission has been specified as the default, 1-SIDE appears. If duplex (double-sided) transmission has been specified as the default, 2-SIDE appears.

4 Press the ▲ or ▼ key to select 2-SIDE, and then press the **Select** key.
The ORIGINAL TYPE screen appears.

- 5 Press the ▲ or ▼ key to select **LONG EDGE** or **SHORT EDGE**, and then press the **Select** key.



Select **LONG EDGE** if the pages are laid out to flip horizontally.
Select **SHORT EDGE** if the pages are laid out to flip vertically.

- 6 Specify the fax number of the recipient.



Refer to “Specifying a Recipient” on page 41.



To send a broadcast transmission to multiple destinations, refer to “Sending a Fax to Multiple Recipients (Broadcast Transmission)” on page 45.

- 7 Press the **Start** key to begin scanning and sending the fax.



To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key.

Sending a Fax Manually

Sending a Fax Manually After Using the Telephone

If the machine is connected to a telephone and the same line is used for both phoning and faxing, the document can simply be sent after talking with the recipient over the phone.

This is useful, for example, if you want to tell the recipient that you are sending a fax.



Manual transmission cannot be used together with duplex (double-sided) document transmission.

- 1 Load the document into the ADF.



When sending a fax manually, load the document into the ADF. An error will occur if the document is placed on the original glass.



For details on loading the document into the ADF, refer to “Sending a Fax Using the ADF” on page 36.


- 2 If desired, adjust the image quality.




The document image quality can be adjusted. For details, refer to “Adjusting the Image Quality” on page 40.

- 3 Pick up the handset and check that the dial tone can be heard.

- 4 Specify the fax number of the recipient by using the telephone to dial the fax number.


 *The fax number of the recipient can also be specified using the keypad in the control panel of this machine.*

 *If Pulse is selected as the telephone line type, press the * key to temporarily change the line type to Tone.*


- 5 After finishing talking on the phone, the recipient should press the necessary key to start receiving the fax.
Once the recipient's fax machine is ready, a beep is sounded.

- 6 Press the **Start** key to begin scanning and sending the fax.


- 7 Replace the handset to its cradle.


 *To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key.*

Sending a Fax Manually Using the On Hook Key


 *Manual transmission cannot be used together with duplex (double-sided) document transmission.*

- 1 Load the document into the ADF.

 *When sending a fax manually, load the document into the ADF. An error will occur if the document is placed on the original glass.*


 *For details on loading the document into the ADF, refer to "Sending a Fax Using the ADF" on page 36.*


- 2 If desired, adjust the image quality.

 *The document image quality can be adjusted. For details, refer to "Adjusting the Image Quality" on page 40.*

- 3 Press the **On hook** key.

- 4 Specify the fax number of the recipient.

 *The keys for registered destinations can be used even if the **On hook** key has been pressed. For details, refer to "Specifying a Recipient" on page 41. (Group dial destinations cannot be specified.)*

 *If Pulse is selected as the telephone line type, press the * key to temporarily change the line type to Tone.*

5 Press the **Start** key to begin scanning and sending the fax.



*To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key.*

Sending a Fax to a Combination of Fax Numbers (Chain Dial)

Multiple fax numbers can be combined to specify the recipients. This is called “chain dialing”.

For example, if the phone number and the extension number of a recipient are registered as different speed dial destinations, the fax number of the recipient can be specified by combining the two numbers.

1 Position the document to be faxed.

2 If desired, adjust the image quality.



The document image quality can be adjusted. For details, refer to “Adjusting the Image Quality” on page 40.

3 Press the **On hook** key.

4 Directly type in the first number, or select it from the favorite list or speed dial destinations.



Refer to “Specifying a Recipient” on page 41.

5 Directly type in the second number, or select it from the favorite list or speed dial destinations.

6 Press the **Start** key to begin scanning and sending the fax.



*To stop the transmission, press the **Stop/Reset** key. A message appears, requesting confirmation to cancel the setting. Select **YES**, and then press the **Select** key.*

Canceling a Queued Transmission

Of the documents stored in memory and waiting to be sent, a specific document can be selected and deleted.

- 1 Press the ▲ or ▼ key to select **CANCEL RESERV.**, and then press the **Select** key.

The **CANCEL RESERV.** screen appears.



*If no jobs have been queued in memory, the message **NONE** appears.*

- 2 Using the ▲ or ▼ key, select the job to be deleted.



The following types of job are displayed.

- **MEMORY:** Normal transmission queued in memory
- **BROADCAST:** Broadcast transmission
- **TIMER TX:** Timer transmission (fax)
- **FORWARD:** Forwarding transmission




*To check the recipients for the currently displayed broadcast transmission job, press the ► key. After checking, press the **Back** key to return to the previous screen.*

- 3 Press the **Select** key.
A message requesting confirmation to delete the job appears.
- 4 Check that **YES** is selected, and then press the **Select** key.
The job is deleted.

About the Fax Header

If transmission source information is set in Header setting to be printed, information such as the sender's name, fax number, transmission date/time, session number and page number can be printed by the recipient.

The following items in the header.

Element	Description
Transmission date/time	Shows the date/time that the fax was sent. The time is indicated in the 24-hour format.
Fax number	Shows the sender's fax number.
Sender's name	Shows the sender's name.
Session number	Shows the session number used to manage the sent fax.
Page number	Shows the page number. Shown as page number/total number of pages.  <i>With a transmission using the telephone or the On hook key or with a direct transmission, multiple pages are not shown.</i>



To print the header, specify the transmission source settings with ADMIN. MANAGEMENT/USER SETTING in the UTILITY menu, and then set FAX TX OPERATION/HEADER to ON. For details refer to "FAX TX OPERATION" on page 25.

***Faxing From a
Computer
(PC-FAX)***

4

Sending a Fax Directly From a Computer (PC-FAX)

A fax can be sent directly from a computer, instead of the computer document being printed, then loaded to be faxed.



In order to perform a PC-FAX operation, the fax driver must be installed. For details on installing the driver, refer to the Installation Guide.



The fax driver is not compatible with IPP (Internet Printing Protocol).

PC-FAX Settings

Common Buttons

The buttons described below appear on each tab.

- **OK:** Click to exit the Printing Preferences dialog box, saving any changes made.
- **Cancel:** Click to exit the Printing Preferences dialog box without saving any changes made.
- **Apply:** Click to save all changes without exiting the Printing Preferences dialog box.
- **Help:** Click to view the help.

Settings Tab

The Settings tab allows you to

- Specify the paper size
- Specify the paper orientation
- Specify the resolution

Sender Information Tab

The Sender Information tab allows you to

- Enter sender information (for example, the sender name and sender fax number)

Address Book Tab

The Address Book tab allows you to

- Register frequently used destinations
- Register multiple frequently used destinations
- Edit/delete recipient information
- Import/export recipient information

Displaying PC-FAX Settings

Windows Vista

- 1 From the **Start** menu, select **Control Panel**, and then click **Hardware and Sound** to select **Printers**.
- 2 Right-click the **KONICA MINOLTA mc4690MF (FAX)** printer icon, and then select **Printing Preferences**.

Windows XP Home Edition

- 1 From the **Start** menu, click **Control Panel**, then **Printers and Other Hardware**, and then click **Printers and Faxes** to display the Printers and Faxes folder.
- 2 Right-click the **KONICA MINOLTA magicolor 4690MF(FAX)** printer icon, and then click **Printing Preferences**.

Windows XP Professional/Server 2003

- 1 From the **Start** menu, select **Printers and Faxes** to display the Printers and Faxes folder.
- 2 Right-click the **KONICA MINOLTA mc4690MF (FAX)** printer icon, and then select **Printing Preferences**.

Windows 2000

- 1 From the **Start** menu, select **Settings**, and then select **Printers** to display the Printers folder.
- 2 Right-click the **KONICA MINOLTA mc4690MF (FAX)** printer icon, and then select **Printing Preferences**.

Basic PC-FAX Transmissions

- 1 Click **Print** in the menu of the document to be faxed.
A dialog box appears, allowing you to specify the print settings.
- 2 Select **KONICA MINOTA mc4690MF (FAX)** as the printer.
- 3 Click the **Print** button.
The Destination Settings dialog box appears.



The names of buttons that appear differ depending on the application.

- 4 In the **Destinations Settings** tab, specify the destination.
 - When directly typing in the fax number of the recipient, enter the information in the **Name** and **Fax Number** boxes under **User/Group List**.
 - When selecting the recipient fax number from the address book, click the desired recipient in the list.
- 5 Click the > button.
The recipient moves under **Destination List**.



*The fax will be sent to all destinations displayed under **Destination List**.*



*To remove a destination from under **Destination List**, click the < button.*

- 6 Click the **Cover Sheet** tab.
- 7 Under **Select Cover Sheet**, select the desired cover page format.
- 8 If **Select Cover Sheet** is set to any setting other than **No Cover Sheet**, settings can be specified for the following.
 - To insert an image in the cover page, select the **Insert Image** check box, and then specify settings for the following.
 - Zoom:** Specify the size of the image.
 - X:** Specify the horizontal position of the image.
 - Y:** Specify the vertical position of the image.
 - Under **Cover Sheet Information**, select the information to be printed on the cover page.
 - Subject:** A subject can be printed on the fax. Type the subject in the text box.
 - Destination List:** The recipient of the fax transmission can be printed.
 - Sender:** The information for the sender of the fax can be printed. The PC-FAX settings specified on the **Sender Information** tab are printed. Click the **Edit** button to change the information in the dialog box that appears.
 - Date/Time:** The date and time of the fax transmission can be printed.

- 9 Click the **OK** button.
The PC-FAX transmission is sent.

Uninstalling the FAX Driver (for Windows)

This section describes how to uninstall the fax driver, if necessary.



You must have administrator privileges in order to uninstall the fax driver.



*If the User Account Control window appears when uninstalling on Windows Vista, click the **Allow** button or the **Continue** button.*

Windows Vista/XP/Server 2003

- 1 From the **Start** menu, select **All Programs**, **KONICAMINOLTA**, **magicolor 4690MF**, then **Fax**, and then select **Uninstall**.
- 2 When the Uninstall dialog box appears, click the **Yes** button to uninstall.

Windows 2000

- 1 From the **Start** menu, select **Programs**, **KONICAMINOLTA**, **magicolor 4690MF**, then **Fax**, and then select **Uninstall**.
- 2 When the Uninstall dialog box appears, click the **Yes** button to uninstall.

Receiving Faxes

5

Receiving Faxes Automatically



When the machine is turned off, faxes cannot be received. Therefore, be sure to leave the machine turned on.



To print a received fax, change the paper type to **PLAIN PAPER** and the paper size to **A4, LEGAL, LETTER** or **OFICIO** (Mexico only).

If the **RX Mode** parameter on the **FAX RX OPERATION** menu is set to **AUTO RX**, no special operation is needed in order to receive the fax. Reception begins after the specified number of rings.



If the **RX Mode** parameter on the **FAX RX OPERATION** menu is set **MANUAL RX**, the fax is not received automatically. For details, refer to “**FAX RX OPERATION**” on page 27.



If **MEMORY RX MODE** function is set to **ON**, printing does not begin automatically after the fax is received. A received document is saved in memory and is printed at the time specified for **MEMORY RX MODE** function. In addition, if **MEMORY RX MODE** function is set to **OFF**, the fax is printed. For details on **MEMORY RX MODE** function in the **UTILITY** menu, refer to “**FAX RX OPERATION**” on page 27. For details on specifying the settings for **MEMORY RX MODE** function, refer to “**Setting Up the Memory RX Mode**” on page 32.



This machine does not support polling reception.

Receiving Faxes Manually



When the machine is turned off, faxes cannot be received. Therefore, be sure to leave the machine turned on.



To print a received fax, change the paper type to **PLAIN PAPER** and the paper size to **A4, LEGAL, LETTER** or **OFICIO** (Mexico only).

If a telephone is connected to this machine and the same line is used for phoning and faxing, the fax can be received after picking up the handset.

1 After the telephone rings, pick up the handset.



If **RX MODE** setting on the **FAX RX OPERATION** menu is set to **MANUAL RX**, the machine will continue ringing whether the call is being received from a fax machine or a telephone.

2 Press the **Start** key.

The machine starts receiving the fax.



*If the machine is in any mode other than Fax mode, press the **Fax** key to enter Fax mode before pressing the **Start** key.*



*After completing the telephone conversation, press the **Start** key to begin receiving the fax.*



*If the handset is picked up and the call is being received from a fax machine, press the **Start** key to begin receiving the fax.*

3 Replace the handset to its cradle.

Forwarding Received Faxes

With forwarding, the received document is sent to the destination specified with this machine.

A fax number or e-mail address can be specified as the forwarding destination.



For details on specifying the forwarding destination, refer to "Specifying Forwarding Settings" on page 33.

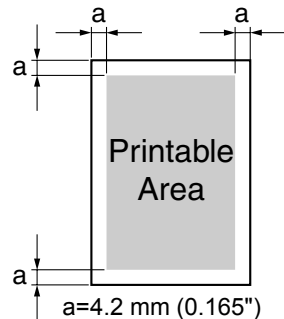
Printing Received Faxes

What Is the Guaranteed Imageable (Printable) Area?

The printable area on all media sizes is up to 4.2 mm (0.165") from the edges of the media.



The printable area of received faxes differs depending on the sender's scanning area.



Adding the Sender's Information When Printing Faxes

If FOOTER setting in the Utility menu is set to ON, information such as the sender's fax number, reception date/time, session number and page number can be printed 4.2 mm (0.165") from the bottom edge of the fax that is received and printed.

The following items in the footer.

Item	Description
This machine's fax number	Shows the fax number specified for this machine with ADMIN. MANAGEMENT/USER SETTING in the UTILITY menu.
Reception date/time	Shows the date/time that the fax was received. The time is indicated in the 24-hour format.
Sender's fax number	Shows the sender's fax number.
Session number	Shows the session number used to manage the received fax.
Page number	Shows the page number.



To print the footer, set FAX RX OPERATION/FOOTER to ON. For details refer to "FAX RX OPERATION" on page 27.

Method of printing during reception

The relationship between the length of the received document and the document that is actually printed is shown below.

The document is printed differently depending on the setting selected for the REDUCTION RX parameter on the FAX RX OPERATION menu.

REDUCTION RX: ON



Images are only reduced in the vertical direction.

Recording paper size	Footer	Length of received image [mm]	Printing
A4	OFF	Less than 289	1 page with 100%
		290 – 313	1 page with (289/image length)% reduction
		314 – 570	Divide into 2 pages with 100%
		571 – 851	Divide into 3 pages with 100%
		852 -	Divide into 4 pages with 100%....
	ON	Less than 285	1 page with 100%
		286 – 309	1 page with (285/image length)% reduction
		310 – 562	Divide into 2 pages with 100%
		563 – 839	Divide into 3 pages with 100%
		840 -	Divide into 4 pages with 100%...
Letter	OFF	Less than 271	1 page with 100%
		272 – 295	1 page with (271/image length)% reduction
		296 – 534	Divide into 2 pages with 100%
		535 – 797	Divide into 3 pages with 100%
		798 -	Divide into 4 pages with 100%....
	ON	Less than 267	1 page with 100%
		268 – 291	1 page with (267/image length)% reduction
		292 – 526	Divide into 2 pages with 100%
		527 – 785	Divide into 3 pages or more
		786 -	Divide into 4 pages with 100%....

Recording paper size	Footer	Length of received image [mm]	Printing
Legal	OFF	Less than 348	1 page with 100%
		349 – 371	1 page with (347/image length)% reduction
		372 – 688	Divide into 2 pages with 100%
		689 – 1028	Divide into 3 pages with 100%
		1029 -	Divide into 4 pages with 100%....
	ON	Less than 344	1 page with 100%
		345 – 367	1 page with (343/image length)% reduction
		368 – 680	Divide into 2 pages with 100%
		681 – 1016	Divide into 3 pages with 100%
		1017 -	Divide into 4 pages with 100%....
Oficio	OFF	Less than 335	1 page with 100%
		336 – 359	1 page with (335/image length)% reduction
		360 – 662	Divide into 2 pages with 100%
		663 – 989	Divide into 3 pages with 100%
		990 -	Divide into 4 pages with 100%....
	ON	Less than 331	1 page with 100%
		332 – 355	1 page with (331/image length)% reduction
		356 – 654	Divide into 2 pages with 100%
		655 – 977	Divide into 3 pages with 100%
		978	Divide into 4 pages with 100%....

REDUCTION RX: OFF

Recording paper size	Footer	Length of received image [mm]	Printing
A4	OFF	Less than 289	1 page
		290 – 570	Divide into 2 pages
		571 – 851	Divide into 3 pages
		852 -	Divide into 4 pages or more
	ON	Less than 285	1 page
		286 – 562	Divide into 2 pages
		563 – 839	Divide into 3 pages
		840 -	Divide into 4 pages or more
Letter	OFF	Less than 271	1 page
		272 – 534	Divide into 2 pages
		535 – 797	Divide into 3 pages
		798 -	Divide into 4 pages or more
	ON	Less than 267	1 page
		268 – 526	Divide into 2 pages
		527 – 785	Divide into 3 pages
		786 -	Divide into 4 pages or more
Legal	OFF	Less than 348	1 page
		349 – 688	Divide into 2 pages
		689 – 1028	Divide into 3 pages
		1029 -	Divide into 4 pages or more
	ON	Less than 344	1 page
		345 – 680	Divide into 2 pages
		681 – 1016	Divide into 3 pages
		1017 -	Divide into 4 pages or more

Recording paper size	Footer	Length of received image [mm]	Printing
Oficio	OFF	Less than 335	1 page
		356 – 662	Divide into 2 pages
		663 – 989	Divide into 3 pages
		990 -	Divide into 4 pages or more
	ON	Less than 331	1 page
		332 – 654	Divide into 2 pages
		655 – 977	Divide into 3 pages
		978 -	Divide into 4 pages or more

REDUCTION RX: CUT



If an image does not fit within a page, any part of the image exceeding 24 mm is cut off and printed on the next page.

Recording paper size	Footer	Length of received image [mm]	Printing
A4	OFF	Less than 289	1 page
		290 – 313	Print into 1 page. 1-24mm of end is cut.
		314 – 570	Divide into 2 pages
		571 – 594	Divide into 2 pages. 1-24mm of end is cut.
		595 – 851	Divide into 3 pages
		852 -	Divide into 3 pages....
	ON	Less than 285	1 page
		286 – 309	Print into 1 page. 1-24mm of end is cut.
		310 – 562	Divide into 2 pages
		563 – 586	Divide into 2 pages. 1-24mm of end is cut.
		587 – 839	Divide into 3 pages
		840 -	Divide into 3 pages....

Recording paper size	Footer	Length of received image [mm]	Printing
Letter	OFF	Less than 271	1 page
		272 – 295	Print into 1 page. 1-24mm of end is cut.
		296 – 534	Divide into 2 pages
		535 – 558	Divide into 2 pages. 1-24mm of end is cut.
		559 – 797	Divide into 3 pages
		798 -	Divide into 3 pages....
	ON	Less than 267	1 page
		268 – 291	Print into 1 page. 1-24mm of end is cut.
		292 – 526	Divide into 2 pages
		527 – 550	Divide into 2 pages. 1-24mm of end is cut.
		551 – 785	Divide into 3 pages
		786 -	Divide into 3 pages....
Legal	OFF	Less than 348	1 page
		349 – 371	Print into 1 page. 1-24mm of end is cut.
		372 – 688	Divide into 2 pages
		689 – 712	Divide into 2 pages. 1-24mm of end is cut.
		713 – 1028	Divide into 3 pages
		1029 -	Divide into 3 pages....
	ON	Less than 344	1 page
		345 – 367	Print into 1 page. 1-24mm of end is cut.
		368 – 680	Divide into 2 pages
		681 – 704	Divide into 2 pages. 1-24mm of end is cut.
		705 – 1016	Divide into 3 pages
		1017 -	Divide into 3 pages....

Recording paper size	Footer	Length of received image [mm]	Printing
Oficio	OFF	Less than 335	1 page
		336 – 359	Print into 1 page. 1-24mm of end is cut.
		360 – 662	Divide into 2 pages
		663 – 686	Divide into 2 pages. 1-24mm of end is cut.
		687 – 989	Divide into 3 pages
		990 -	Divide into 3 pages....
		ON	Less than 331
	332 – 355		Print into 1 page. 1-24mm of end is cut.
	356 –654		Divide into 2 pages
	655 – 678		Divide into 2 pages. 1-24mm of end is cut.
	679 – 977		Divide into 3 pages
	978 -		Divide into 3 pages....

***Registering
Recipients***

6

About the Dial Register Function

Frequently used fax numbers can be registered with the DIAL REGISTER function so that the fax number can be easily accessed. In addition, this reduces input errors.

The following registration methods are available:

- **Favorite:** Frequently used speed dial and group dial destinations can be registered on the favorite list to allow the fax number to quickly be recalled. For details on registering destinations, refer to “Favorite List” on page 74.
- **Speed Dial:** Fax numbers can be registered as speed dial destinations. When sending a fax transmission, type in the speed dial number to recall the fax number. For details on registering destinations, refer to “Speed Dialing” on page 76.
- **Group Dial:** Multiple destinations can be registered together as a group dial destination. When sending a fax transmission, type in the group dial number to recall fax numbers for a broadcast transmission. For details on registering destinations, refer to “Group Dialing” on page 78.



When registering destinations as speed dial or group dial destinations, use the Search function to search for the recipients. For details on using the Search Function, refer to “Using the List Function of the Phone Book” on page 43 and “Using the Search Function of the Phone Book” on page 44.

Favorite List

Registering Destinations in the Favorite List

Frequently used speed dial and group dial destinations can be registered on the favorite list to allow the fax number to quickly be recalled. A maximum of 20 destinations can be registered on the favorite list.



Before registering destinations in the favorite list, register them as speed dial or group dial destinations.

- 1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.



For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.

- 2 Press the ▲ or ▼ key to select **DIAL REGISTER**, and then press the **Select** key.

- 3 Check that **FAVORITE** is selected, and then press the **Select** key.
The **FAVORITE** screen appears.



When registering the first destination in the favorite list, continue with step 5.

- 4 Check that **ADD** is selected, and then press the **Select** key.

- 5 Type in the speed dial number (1-220), and then press the **Select** key.

- To program a group dial number, press the **Addressbook** key, type in the group dial number (1-20), and then press the **Select** key.



*If a destination is already registered in the favorite list, select **ADD**, and then press the **Select** key to display a screen for entering the speed dial number.*



For details on entering/editing text and the characters that can be entered, refer to "Entering Text" on page 95.

- 6 Press the **Select** key again.

- 7 Press the **▲** or **▼** key to select **FINISH**, and then press the **Select** key.

- To add another destination to the favorite list, select **ADD**, press the **Select** key, and then repeat steps 4 through 6.
The destination is registered in the favorite list.



*To return to the Fax mode screen, continue pressing the **Back** key until the Fax mode screen appears, or press the **Stop/Reset** key.*

Deleting Destinations from the Favorite List

A destination registered in the favorite list can be deleted.

- 1 Press the **▲** or **▼** key to select **UTILITY**, and then press the **Select** key.



For details on selecting a menu, refer to "General Procedure for Specifying Settings in Utility Menu" on page 31.

- 2 Press the **▲** or **▼** key to select **DIAL REGISTER**, and then press the **Select** key.

- 3 Check that **FAVORITE** is selected, and then press the **Select** key.
The **FAVORITE** screen appears.

- 4 Press the **▲** or **▼** key to select **CHECK/EDIT**, and then press the **Select** key.

- 5 Press the **▲** or **▼** key to select the destination to be deleted, and then press the **Stop/Reset** key.

- 6 Check that **YES** is selected, and then press the **Select** key.

7 Press the **Back** key.



To delete another destination, repeat the procedure from step 5.

8 Press the **▲** or **▼** key to select **FINISH**, and then press the **Select** key.
The destination is deleted from the favorite list.



*To return to the Fax mode screen, continue pressing the **Back** key until the Fax mode screen appears, or press the **Stop/Reset** key.*

Speed Dialing

Registering a Speed Dial Destination

Frequently specified fax numbers (maximum of 220) can be registered as speed dial destinations. In addition, batch transmission settings can be specified.

1 Press the **▲** or **▼** key to select **UTILITY**, and then press the **Select** key.



For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.

2 Press the **▲** or **▼** key to select **DIAL REGISTER**, and then press the **Select** key.

3 Press the **▲** or **▼** key to select **SPEED DIAL**, and then press the **Select** key.

The **SPEED DIAL** screen appears.

4 Use the keypad to type in the speed dial number (1-220), and then press the **Select** key.



*If LDAP search settings have been specified, a screen allowing **MANUAL SETTING** or **LDAP SEARCH** to be selected appears after the **Select** key is pressed. Select **MANUAL SETTING**, and then press the **Select** key.*



For details on entering/editing numbers, refer to “Entering Text” on page 95.



*If the destination is already registered with the specified speed dial number, **REGISTERED!** appears. Press the **Back** key to return to the **DIAL REGISTER** screen, and then continue with step 3.*

5 Enter the name of the speed dial destination to be registered, and then press the **Select** key.



Text up to 20 characters long can be entered for the name.



For details on entering/editing text and the characters that can be entered, refer to “Entering Text” on page 95.

6 Use the keypad to enter the fax number of the recipient.



The fax number can contain a maximum of 50 characters.



For details on entering/editing numbers, refer to “Entering Text” on page 95.

7 Press the ▼ key.

8 Press the ▲ or ▼ key to select an item whose settings have already been specified.

- To specify batch transmission settings, select **Batch Time**, press the **Select** key, and then continue with step 9.
- To specify the modem speed, select **MODEM SPEED**, press the **Select** key, and then continue with step 10.

9 Use the keypad to type in the batch transmission time, and then press the **Select** key.

The batch transmission settings are specified. Continue with step 11.



For details on entering/editing text and the characters that can be entered, refer to “Entering Text” on page 95.

10 Press the ▲ or ▼ key to select the desired modem speed, and then press the **Select** key.

The modem speed is specified. Continue with step 11.



If a transmission error occurs, select 14.4 or 9.6 for the modem speed.

11 Press the **Back** key.

12 Press the **Select** key.

The entered information is registered with the speed dial number.



To return to the Fax mode screen, continue pressing the **Back** key until the Fax mode screen is displayed.

Changing/Deleting Speed Dial Information

The registered speed dial information can be changed.

1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.



For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.

2 Press the ▲ or ▼ key to select **DIAL REGISTER**, and then press the **Select** key.

3 Press the ▲ or ▼ key to select **SPEED DIAL**, and then press the **Select** key.

The **SPEED DIAL** screen appears.

4 Use the keypad to type in the speed dial number (1-220) to be edited/ deleted, and then press the **Select** key.



For details on entering/editing text and the characters that can be entered, refer to “Entering Text” on page 95.

5 Press the ▲ or ▼ key to select **EDIT** or **DELETE**, and then press the **Select** key.

– If **EDIT** was selected, the name is displayed. Continue with step 6.

– If **DELETE** was selected, the settings registered with the speed dial number are deleted. This completes the procedure when it is deleted.

6 If desired, edit the name, fax number, modem speed and batch transmission settings, and then press the **Select** key.

The edited information is registered with the speed dial number.



*If the edited speed dial destination is registered in the favorite list, with a group dial destination or as forwarding settings, a message appears, requesting confirmation to leave the edited speed dial destination registered as it is. To leave it registered as it is, select **YES**. To not leave it registered as it is, select **NO**. Then, press the **Select** key.*



If a document is queued in the memory for a batch transmission and the batch transmission time is changed, the document in the memory will be sent at the time before the setting was changed.



For details on editing text, refer to “Entering Text” on page 95.

Group Dialing

Registering a Group Dial Destination

Fax numbers frequently specified for broadcast transmission can be registered as a group dial destination. A maximum of 50 destinations can be registered together as one group.



Before registering a group dial destination, register the destinations as speed dial destinations.

1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.



For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.

- 2 Press the ▲ or ▼ key to select **DIAL REGISTER**, and then press the **Select** key.
- 3 Press the ▲ or ▼ key to select **GROUP DIAL**, and then press the **Select** key.
The **GROUP DIAL** screen appears.
- 4 Use the keypad to type in the group dial number (1-20), and then press the **Select** key.



For details on entering/editing numbers, refer to “Entering Text” on page 95.



*If the destination is already registered with the specified group dial number, **REGISTERED!** appears. Press the **Back** key to return to the **DIAL REGISTER** screen, and then continue with step 3.*

- 5 Enter the name of the group dial destination to be registered, and then press the **Select** key.



Text up to 20 characters long can be entered for the name.



For details on entering/editing text and the characters that can be entered, refer to “Entering Text” on page 95.

- 6 Use the keypad to type in the speed dial number to be registered with the group dial destination, and then press the **Select** key.



*To program a group dial number registered with a group dial destination, press the **Addressbook** key, type in the group dial number and then press the **Select** key.*



For details on entering/editing text and the characters that can be entered, refer to “Entering Text” on page 95.

- 7 Press the **Select** key again.
- 8 Check that **ADD** is selected, and then press the **Select** key. Repeat steps 6 through 8 until all desired destinations are specified.
 - If no more recipients are to be specified, continue with step 9.
- 9 Select **FINISH**, and then press the **Select** key.
The destinations are registered as the group dial destination.



*To return to the Fax mode screen, continue pressing the **Back** key until the Fax mode screen appears, or press the **Stop/Reset** key.*

Changing/Deleting Group Dial Information

The registered group dial information can be changed.

- 1 Press the ▲ or ▼ key to select **UTILITY**, and then press the **Select** key.



For details on selecting a menu, refer to “General Procedure for Specifying Settings in Utility Menu” on page 31.

- 2 Press the ▲ or ▼ key to select **DIAL REGISTER**, and then press the **Select** key.

- 3 Press the ▲ or ▼ key to select **GROUP DIAL**, and then press the **Select** key.

The **GROUP DIAL** screen appears.

- 4 Use the keypad to type in the number of the group dial destination to be edited/deleted, and then press the **Select** key.



For details on entering/editing text and the characters that can be entered, refer to “Entering Text” on page 95.

- 5 Press the ▲ or ▼ key to select **EDIT** or **DELETE**, and then press the **Select** key.

- If **EDIT** was selected, the name is displayed. Continue with step 6.
- If **DELETE** was selected, the settings programmed for the group dial number are deleted. This completes the procedure when it is deleted.

- 6 If you want to change the name of the group, enter the new name, and then press the **Select** key.



For details on editing text, refer to “Entering Text” on page 95.

- 7 Add/delete destinations.

- To add a destination, check that **ADD** is selected, and then press the **Select** key. Type in the speed dial number, press the **Select** key, and then press the **Select** key again.
- To delete a destination, press the ▲ or ▼ key to select **CHECK/EDIT**, and then press the **Select** key.
Press the ▲ or ▼ key to select the destination to be deleted, and then press the **Stop/Reset** key.
Check that **YES** is selected, and then press the **Select** key.
The destination is deleted from the group dial list.

- 8 Press the ▲ or ▼ key to select **FINISH**, and then press the **Select** key.
The edited information is registered with the group dial number.

***Confirmation
Mode***

7

About the Machine's Counters

The operations performed since this machine was installed can be checked with **REPORTS/STATUS** in the menu. Follow the procedure described below to check the fax-related counters.

Checking the Counter for Fax Printing

This counter shows the total number of fax prints made since this machine was installed.

- 1 Press the **▲** or **▼** key to select **REPORTS/STATUS**, and then press the **Select** key.
- 2 Check that **TOTAL PRINT** is selected, and then press the **Select** key. The **TOTAL PRINT** screen appears.
- 3 Press the **▲** or **▼** key to scroll through the screen until **FAX PRINT** appears.
Check the total number of pages printed as faxes.



*To return to the Fax mode screen, press the **Stop/Reset** key.*

Checking the Counter for Total Scans

This counter shows the total number of scans made, excluding copies, since this machine was installed.

- 1 Press the **▲** or **▼** key to select **REPORTS/STATUS**, and then press the **Select** key.
- 2 Check that **TOTAL PRINT** is selected, and then press the **Select** key. The **TOTAL PRINT** screen appears.
- 3 Press the **▲** or **▼** key to scroll through the screen until **TOTAL SCAN** appears.
Check the total number of scans made with faxes.



*To return to the Fax mode screen, press the **Stop/Reset** key.*

Checking the Transmission/Reception Result From the Message Window

The results of a maximum of 60 fax transmissions/receptions can be viewed.

In addition, the transmission/reception results that are displayed can be printed by pressing the **Start** (B&W) key.

- 1 Press the ▲ or ▼ key to select **REPORTS/STATUS**, and then press the **Select** key.
- 2 Press the ▲ or ▼ key to select **TX/RX RESULT**, and then press the **Select** key.
The **TX/RX RESULT** screen appears and displays the communications log.



To return to the Fax mode screen, press the **Select** key.

About the Reports and Lists

Reports on the status of fax transmissions/receptions and the speed dial settings can be printed.

The following reports and lists can be printed with this machine.



For details on printing the reports and the lists, refer to the following section.

Printing the Reports and Lists

- 1 Press the ▲ or ▼ key to select **REPORTS/STATUS**, and then press the **Select** key.
- 2 Press the ▲ or ▼ key to select **REPORT**, and then press the **Select** key.
- 3 Press the ▲ or ▼ key to select the desired report, press the **Select** key, and then **Start** key.
The report is printed

TX RESULT REPORT

The session number, recipient name, date sent, starting time of transmission, number of document pages, time required, mode, and transmission result are printed.



The machine can also be set to print this report with each transmission, only when an error occurs, or not at all. For details, refer to "REPORTING" on page 30.

SESSION	FUNCTION	NO.	DESTINATION STATION	DATE	TIME	PAGE	DURATION	MODE	RESULT
0001	TX	001	AAA NEWYORK 012345678	APR.19	18:00	010	00h02min21s	G3	STOP
			00A0: TX CANCEL						

RX RESULT REPORT

The session number, date received, starting time of reception, number of pages received, time required, mode, and reception result are printed.



The machine can also be set to print this report with each reception, only when an error occurs, or not at all. For details, refer to "REPORTING" on page 30.

SESSION	FUNCTION	NO.	DESTINATION STATION	DATE	TIME	PAGE	DURATION	MODE	RESULT
0001	RX	001	098765432	APR.19	18:00	001	00h02min21s	ECM	NG
			0014:ERROR DURING RX						

ACTIVITY REPORT

The operation number, session number, date of operation, starting time of transmission/reception, type of operation (transmission or reception), recipient name, number of pages sent/received, mode, and transmission/reception result are printed.



The machine can also be set to print this report automatically after every 60 transmissions/receptions. For details, refer to "REPORTING" on page 30.

NO.	SESSION	DATE	TIME	TX/RX	DESTINATION STATION	PAGE	DURATION	MODE	RESULT
01	0001	APR.19	16:32	TX---	AAA NEWYORK 012345678	006	00h01min16s	ECM	OK
02	0002	APR.19	18:00	---RX	098765432	001	00h02min21s	ECM	NG 0034
03	0003	APR.19	18:00	---RX	098765432	012	00h02min48s	ECM	OK
04	0004	APR.19	19:12	TX---	HEAD OFFICE 024682468	001	00h00min56s	ECM	OK

MEMORY DATA LIST

This is a list of documents queued to be sent and documents specified for timer transmission (including batch transmission).

The session number, type of operation being performed, time, recipient name, and number of document pages are printed.

SESSION	FUNCTION	TIME	NO.	DESTINATION STATION	PAGE
0001	TX	18:00	001	SP-001 AAA NEWYORK 012345678	012

MEMORY IMAGE PRINT

A reduced image of the first page of the document waiting to be sent in addition to the session number, type of operation being performed, recipient name, date, time, and number of document pages are printed.

FAVORITE LIST

The destinations registered in the favorite list are printed in the order that they appear in the favorite list.

FA-NO.	DESTINATION STATION	DESTINATION NUMBER	SPEED	SET DATE
FA-01	AAA NEWYORK	012345678	33.6	JAN.20.2006
FA-02	AAA TOKYO	098765432	33.6	JAN.20.2006
FA-03	HEAD OFFICE	024682468	33.6	FEB.12.2006
FA-04	0P02345678	0224466880	12.8	FEB.12.2006

SPEED DIAL LIST

The recipients programmed for the speed dial numbers are printed in numerical order. The time specified for speed dial numbers registered with batch transmission settings appears below "DETAIL".

SP-NO.	DESTINATION STATION	DESTINATION NUMBER	DETAIL	SET DATE	
SP-001	AMSTERDAM OFFICE	0P09876543	23:00	33.6	JAN.20.2006
SP-002	KOREA OFFICE	0P01357913		33.6	JAN.20.2006
SP-003	ABCDEF	024682468		33.6	FEB.12.2006
SP-004	POST OFFICE	0224466880		14.4	FEB.12.2006

GROUP DIAL LIST

The group dialing settings are printed in numerical order.

KEY-NO.	NAME	NO.	DESTINATION STATION
GP-01	GROUP-01	01	SP-002 AAA TOKYO 098765432
		02	SP-004 NJ OFFICE 0P02345678
		03	SP-001 AMSTERDAM OFFICE 0P09876543

Troubleshooting

8

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.



For details on the error messages, refer to “Error Messages on the Message Window” on page 91. For details on troubleshooting procedures for document misfeeds, paper misfeeds, poor print quality, or empty consumables, refer to the Printer/Copier/Scanner User’s Guide on the Documentation CD/DVD.

Symptom	Cause	Solution
The document is not scanned.	The document is too thick, too thin or too small.	Use the original glass to send the fax.
The document is scanned at an angle.	The document guides are not adjusted to the width of the document.	Slide the document guides to fit the width of the document.
The fax received by the recipient is blurry.	The document is incorrectly positioned.	Position the document correctly.
	The original glass is dirty.	Clean the original glass.
	The text in the document is written too faint.	Adjust the resolution.
	There may be a problem with the telephone connection.	Check the telephone line, and then try sending the fax again.
	There may be a problem 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, have the recipient check the condition of their fax machine.
The fax received by the recipient is blank.	The document was sent with the front side facing down (when the ADF is used).	Load the document to be faxed facing up.

Symptom	Cause	Solution
Transmission is not possible.	The transmission procedure may have been performed incorrectly.	Check the transmission procedure, and then try sending the fax again.
	The fax number may be wrong.	Check the fax number.
	The destination in the favorite list, the speed dial destination or the group dial destination may be incorrectly programmed.	Check that the keys were correctly programmed.
	The telephone line may be incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the recipient's fax machine (such as, no paper or turned off).	Contact the recipient.

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.



For details on the error messages, refer to "Error Messages on the Message Window" on page 91. For details on troubleshooting procedures for document misfeeds, paper misfeeds, poor print quality, or empty toner, refer to the Printer/Copier/Scanner User's Guide on the Documentation CD/DVD.

Symptom	Cause	Solution
The received fax is blank.	There may be 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.
	The caller may have loaded the pages backward.	Contact the caller.

Symptom	Cause	Solution
Faxes cannot be received automatically.	The machine is set to receive faxes manually.	Set the machine to automatic reception.
	Memory is full.	Load paper if it is empty, and then print the faxes stored in memory.
	The telephone line is incorrectly connected.	Check the telephone line connection. If it is disconnected, connect it.
	There may be a problem with the caller's fax machine.	Make a copy to check that this machine is operating correctly, and then, if the copy was printed correctly, have the recipient check the condition of their fax machine.

Other Problems

Symptom	Cause	Solution
The number of document pages indicated in the transmission result report is different from the number of pages in a batch transmission.	Memory is full.	During batch transmission, the number of document pages indicated in the transmission result report may be different from the number of pages in the transmission if the memory is full.

Error Messages on the Message Window

Error message	Cause	Solution
ADMINISTERED BY PC PLEASE WAIT!	This machine is accessing LSU or the Admin. Mode of PageScope Web Connection.	<ul style="list-style-type: none"> ■ Log off from PageScope Web Connection. ■ Exit LSU. ■ If no operation is performed for 600 seconds, the main screen appears.
COMMUNICATION ERROR (####)	<ul style="list-style-type: none"> ■ Communication is not possible because of some problem in the machine. ■ Communication is not possible because of a problem with the recipient/caller's fax machine. 	Check the transmission results.
Check Fax Mode	A fax error occurred while an operation was being performed in Copy mode or Scan mode.	Press the Fax key to check the error condition, and take appropriate measures.
FAX DATA LOST	Data stored in the memory has been erased.	Check the printed lost data report. If transmission data was erased, scan the transmission data again. If received data was erased, have the fax sent again.
HUNG UP THE PHONE	The receiver of the connected telephone is lifted.	Replace the receiver of the connected telephone on the hook.
LINE PROBLEM CHECK LINE	<ul style="list-style-type: none"> ■ The telephone dialing system or telephone wiring system is not set correctly. ■ The telephone cable is not attached correctly. 	<ul style="list-style-type: none"> ■ Check the telephone dialing system or telephone wiring system and use the appropriate configuration menu to make the correct settings. ■ Correctly connect the telephone cable.

Error message	Cause	Solution
MEMORY FILE FULL	<ul style="list-style-type: none"> ■ The number of items registered in the memory has exceeded the maximum allowed. 	<ul style="list-style-type: none"> ■ If MEMORY RX MODE is set to ON, cancel memory reception mode, and print received documents stored in the memory.
MEMORY FULL	<ul style="list-style-type: none"> ■ While sending a fax, the size of the data for the scanned image has exceeded the capacity of the memory. ■ While receiving a fax, the size of the data for the scanned image has exceeded the capacity of the memory. 	<ul style="list-style-type: none"> ■ If MEMORY RX MODE is set to ON, cancel memory reception mode, and print received documents stored in the memory. ■ Send the fax manually.
REDIAL ALL FAILED	All redial attempts failed because either the recipient's line is busy or there was no answer.	Check the condition of the recipient's line, and then try sending the fax again.

Appendix

A

Technical Specifications

Compatible lines	PSTN (Public Switched Telephone Network), PBX (Private Branch eXchange)
Compatibility	ECM/Super G3
Modem speed	V.34 (up to 33.6 Kbps)
Fax transmission speed	3 sec/page (at V.34)
Coding method	MH, MR, MMR, JBIG
Memory for receiving	6 MB (approx. 384 pages)
Original	<ul style="list-style-type: none"> ■ ADF <ul style="list-style-type: none"> Maximum size: Legal☐ Width: 140 to 216 mm Length: 148 to 500 mm (500 mm: Fax mode with ADF) ■ Original Glass <ul style="list-style-type: none"> Maximum size : Legal☐
Paper size	Maximum size: Legal☐
Edge erase	4.2 mm (top, bottom, left, right)
Transmission resolution	Standard: 203 × 98 dpi Fine: 203 × 196 dpi Super Fine: 203 × 392 dpi
PC-FAX	<p>Operating system:</p> <ul style="list-style-type: none"> Windows 2000 Service Pack 4 Windows Server 2003 (32-bit/64-bit) Windows XP (32-bit/64-bit) Windows VISTA (32-bit/64-bit) <p>Interface:</p> <ul style="list-style-type: none"> USB 2.0 Network (TCP/IP(RAW port, LPR)) <p>PC requirements:</p> <p>Minimum specifications:</p> <ul style="list-style-type: none"> CPU speed: Pentium 200MHz RAM: 128 MB <p>Recommended specifications:</p> <ul style="list-style-type: none"> CPU speed: Pentium 4/1.6GHz RAM: 256 MB <p>Driver command language:</p> <ul style="list-style-type: none"> GDI <p>Driver compression:</p> <ul style="list-style-type: none"> JBIG



For details on other specifications, refer to the *Printer/Copier/Scanner User's Guide on the Documentation CD/DVD*.

Entering Text

When specifying the user name or programming the recipient name, letters, accented characters, numbers and symbols can be entered.

Key Operation

Use the keypad to enter numbers, letters, and symbols.

List of characters available with each key of the keypad

Entering Fax Numbers

Keypad Key	Available characters		Available characters (Registration of USER FAX NO.) *	
	[1]	[A]	[1]	[A]
1	1	-1	1	-1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
0	0	(space)0	0	(space)0
*				
#	#	#*		+

* To display your fax number, select ADMIN . MANAGEMENT / USER SETTING / USER FAX NUMBER in the UTILITY menu.

Entering Names

Keypad Key	Available characters	
	[1]	[A]
1	1	.,'?¿! "1-()@/!:_
2	2	ABC2abcÆÇàáâãäåæç
3	3	DEF3defÐèéêëð
4	4	GHI4ghiiïñ
5	5	JKL5jkl€£¢
6	6	MNO6mnoØŒñòóôõöøœ°
7	7	PQRS7pqrsß\$
8	8	TUV8tuvùúûü
9	9	WXYZ9wxyzþÿ
0	0	(space)0
*		
#	#	*+×÷=#%&<>[]{} μ^`~

Entering Email Addresses

Keypad Key	Available characters	
	[1]	[A]
1	1	.@_-1
2	2	ABC2abc
3	3	DEF3def
4	4	GHI4ghi
5	5	JKL5jkl
6	6	MNO6mno
7	7	PQRS7pqrs
8	8	TUV8tuv
9	9	WXYZ9wxyz
0	0	(space)0
*		
#	#	+&/!*=?()%)^[^`'{} ~\$,:.

Changing Input Mode

Each press of the \times key switches the input mode between numbers and letters.

[1...]: Numbers can be typed in.

[A...]: Letters can be typed in.

Inputting Example

The procedure for entering text is described below, using “NJ Office” as an example.

- 1 Press the **6** key twice.
“N” is entered.
- 2 Press the **5** key once.
“J” is entered.
- 3 Press the **0** key once.
A space is entered.
- 4 Press the **6** key three times.
“O” is entered.
- 5 Press the **3** key seven times.
“f” is entered.
- 6 Press the **▶** key.
The cursor moves to the right.
- 7 Press the **3** key seven times.
“f” is entered.
- 8 Press the **4** key seven times.
“;” is entered.
- 9 Press the **2** key seven times.
“c” is entered.
- 10 Press the **3** key six times.
“e” is entered.

Correcting Text And Input Precautions

- To erase all entered text, hold down the **Back** key.
- To delete only part of the entered text, use the ◀ or ▶ key to move the cursor (|) to the character that you want to delete, and then press the **Back** key.
- If the same key is to be used to enter two characters in a row, press the ▶ key after selecting the first character. (Refer to the above inputting example.)
- To enter a space, press the **0** key.

Index

A

Addressbook key 4

ADF 2

 Sending faxes 36

Adjusting

 Density 41

 Image Quality 40

 Resolution 40

B

Back key 4

Batch transmission 49

C

Canceling

 Memory 55

Chain dial 54

Changing/deleting

 Favorite list 75

 Group dial 80

 Speed dial 77

Confirm 81

Control panel 2

 menu 11

Counters 82

 Fax printing 82

 Total scans 82

D

Deleting

 Memory 55

Density, Adjusting 41

Dialing, direct 42

Direct transmission 50

Document feed tray 2

Document guide 2

Double-sided document 51

Duplex document 51

E

Entering text 95

Correcting text 98

Input mode 97

Input precautions 98

Error messages 91

F

Favorite list

Deleting 75

Registering 74

Specifying recipient 42

Fax key 4

Fax mode screen 7

Footer 66

Forwarding 65

Specifying 33

G

Group dial

Changing/deleting 80

Registering 78

Specifying recipient 47

H

Header 56

I

Image Quality, Adjusting 40

Imageable area 65

Input mode 97

K

Key operation 95

Keypad 4

L

Lists 83

FAVORITE LIST 85

GROUP DIAL LIST 85

MEMORY DATA LIST 84

Printing 83

SPEED DIAL LIST 85

M

Manual

Reception 64

Transmission 52

Manual transmission

On hook key 53

Using telephone 52

Memory

Cancel/delete 55

Queue 55

Memory reception 31

Memory RX mode 31

Setting up 32

Turning off 33

Memory transmission 50

Menu

Control panel 11

Utility 19

Message window 4

Multiple recipients

Broadcast 45

Group dial 47

O

On hook key 4

Original glass 2

Sending faxes 38

P

Parts 2

PC-FAX 58

Basic transmission 60

Settings 58

Uninstalling 61

PC-FAX Settings

- Address Book tab 59
- Common buttons 58
- Displaying settings 59
- Sender Information tab 58
- Settings tab 58

Phone book

- List 43
- Search 44

Printable area 65

R

Receiving faxes

- Automatic reception 64
- Forwarding 65
- Manual reception 64
- Memory reception 31
- Method of printing 67
- Printing 65

Reception result 82, 84

Recipients

- Dial register function 74
- Favorite list 74
- Group dial 78
- Multiple recipients 45
- Registering 73
- Speed dial 76

Redial 45

Redial/Pause 4

Registering recipients 73, 74

- Favorite list 74
- Group dial 78
- Speed dial 76

Reports 83

- ACTIVITY REPORT 84
- MEMORY IMAGE PRINT 85
- Printing 83
- RX RESULT REPORT 84
- TX RESULT REPORT 83

Resolution, Adjusting 40

S

Select key 4

Sending faxes

- Basic fax operation 36

- Batch transmission 49
- Chain dial 54
- Direct transmission 50
- Double-sided document 51
- Duplex document 51
- Manual transmission 52
- Memory transmission 50
- PC-FAX transmission 60
- Redial 45
- Timer 48
- Using ADF 36
- Using original glass 38

Specifications 94

Specifying a recipient

- Direct dialing 42
- Favorite list 42
- Group dial 47
- Speed dial 43

Specifying recipient 41

- List 43
- Phone book 43, 44
- Search 44

Speed dial

- Changing/deleting 77
- Registering 76
- Registering (manual setting) 76
- Specifying recipient 43

Start key 4

Stop/Reset key 4

Symbol, Message window 10

T

Timer transmission 48

Transmission method 50

- Changing transmission method 50
- Direct transmission 50
- Memory transmission 50

Transmission result 82, 83

Troubleshooting 87

- Error messages 91
- Receiving faxes 89
- Sending faxes 88

U

Utility

- ADMIN. MANAGEMENT 21
- DIAL REGISTER 24
- FAX RX OPERATION 27
- FAX TX OPERATION 25
- MACHINE SETTING 20
- REPORTING 30
- Specifying Settings 31