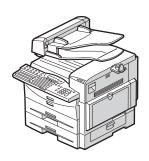


# Operating Instructions Advanced Features



- 1 Transmission Options
- 2 Communication Information
- 3 Other Transmission Features
- 4 Reception Features
- **5** Copying
- 6 Facsimile User Tools
- 7 Key Operator Settings
- 8 Solving Operation Problems
- 9 Maintaining Your Machine
- 10 Appendix

#### Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

#### Notes:

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

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

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

#### **Important**

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

#### **Power Source:**

220-240V, 50/60Hz

Please be sure to connect the power cord to a power source as above. For details about the power source, see Chapter 10, "Connecting the Power and Switching On" in the Advanced Features manual.

#### Notes:

For information about the latest available drivers, see the relevant manufacturer's Web site.

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## How to Read This Manual

The following set of symbols is used in this manual.

#### **MARNING:**

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

#### **↑** CAUTION:

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

\* The statements above are notes for your safety.

### **#Important**

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

### Preparation

This symbol indicates information or preparations required prior to operating.

### Note

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

### Limitation

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

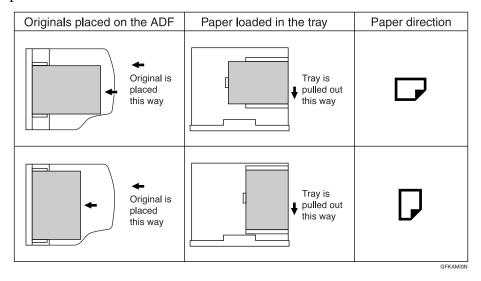
### 

This symbol indicates a reference.

Keys built into the control panel of the machine.

### **Paper Mark**

Paper directions in this book are shown as follows.



Portrait direction for originals is shown as  $\square$ , and landscape direction for originals is shown as  $\square$ .

Portrait direction for paper in the paper tray is shown as  $\square$ , and landscape direction for paper in the paper tray is shown as  $\square$ .

### Note

 $\square$  represents originals or paper.

### **₽** Reference

For details about the Auto Document Feeder (ADF), see p.19 "Guide to Components", *Basic Features*.

## Manuals for This Machine

### Advanced Features (this manual)

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

### **Basic Features**

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

### **Before You Use This Machine**

The Before You Use This Machine manual explains how to set up your machine.

### **NIC FAX Unit Manual (on CD-ROM)**

The NIC Fax Unit manual explains about the Scanner function, Internet Fax function, IP-Fax function, and LAN FAX function.

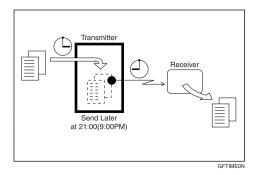
### **NIC FAX Unit CD-ROM Manual**

Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM. How to access the NIC FAX unit manual in PDF file on the CD-ROM is also explained.

# 1. Transmission Options

# Sending at a Specific Time (Send Later)

Using the Send Later function, you can delay transmission of your fax message until a specified time. This allows you to take advantage of offpeak telephone line charges without having to be by the machine at the time of transmission.



### **∰**Important

☐ If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

### Note

- ☐ You cannot specify a time more than 24 hours into the future.
- ☐ If you want to use Economy Transmission, program the time when your phone charges get cheaper. See p.137 "Economy Transmission".
- ☐ You can assign the Economy Transmission function to a User Function key. See p.101 "User Function Keys". When you press the User Function key with this function programmed in, proceed to step in the following procedure.
- Place your original, and then select any scan settings you require.

Press the [Trans. Option] key.

Trans. Option: 1.Send Later ◆

Confirm that " 1. Send Later " is displayed.

- Press the [OK] key.
- Press ⊚ or ତ to select "On".

Press the [OK] key.

### Specifying a time

● Confirm that "Option" is selected.

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

Send Later: Keypad/OK Time [15:47]

- Ø Note
- ☐ If the current time shown on the display is not correct, adjust it. See p.107 "Date/Time".
- 3 Enter the time that you want to send the fax message with the number keys.

Send Later: Keypad/OK Time [11:30]

### Note

- ☐ You can enter any time between 00:00 and 23:59.
- ☐ If you make a mistake, press the [Clear/Stop] key and try again.
- ☐ To cancel Send Later, press the [Cancel] key and the display in step ☐ reappears.

### Sending at Economy Transmission Time

Press ⓓ or ☒ to select "Economy TX".

2 Press the [OK] key.

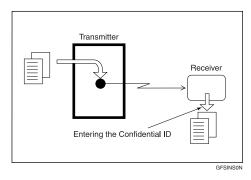
Send Later: Keypad/OK Time [23:00]

The programmed Economy Transmission Time is displayed.

- **∅** Note
- ☐ To cancel Send Later, press the [Cancel] key and the display in step ☐ reappears.
- 6 Press the [OK] key.
- **2** Specify the destination.
- 8 Press the [Start] key.
  - Note
  - ☐ To cancel an Immediate Transmission set up for Send Later, remove the original. To cancel a Memory Transmission set up for Send Later, see p.25 "Canceling a Transmission or Reception".

# **Sending Confidential Messages**

This feature is called Confidential Transmission. Use this feature if you do not want your message to be picked up casually by anybody at the other end. The message will be stored in the memory at the other end. It will not be printed until the Confidential ID is entered.



There are two types of Confidential Transmission:

#### Default ID

The other party can print the message by entering the ID that was previously stored in the other party's terminal using the Confidential ID feature.

#### ID Override

If you want to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Anybody entering the machine's Confidential ID will not be able to see the message. Before you send the message, do not forget to tell the intended receiver what code must be entered to print the message.

### Limitation

☐ The destination machine must be of the same make and have the Confidential Reception feature.

### Note

- ☐ We recommend that you program the Confidential ID beforehand. See p.150 "ID Codes".
- ☐ An ID can be any 4-digit number except 0000.
- ☐ The destination machine must have enough memory available.
- Place your original, and then select any scan settings you require.
- Press the [Trans. Option] key.
- Press ( or ( until "2. Confidential TX" is displayed.

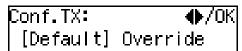
- Press the [OK] key.
- Press @ or D to select "On".



- 6 Press the [OK] key.
- **Z** Select the type of Confidential Transmission.

Normal Confidential Transmission

• Confirm that "Default" is selected.



### Note

- ☐ To cancel the Confidential Transmission, press the [Cancel] key and the display in step [3] reappears.
- 2 Press the [OK] key.

### Confidential ID Override Option

● Press ③ or ⑤ to select "Override".

Conf.TX: ♠/OK Default [Override]

- 2 Press the [OK] key.
- 3 Enter the Confidential ID (4 digits) with the number keys.

Conf.TX: Press OK ID [1234]

### Note

- ☐ To cancel the Confidential Transmission, press the [Cancel] key and the display in step [3] reappears.
- 4 Press the [OK] key.
- **8** Specify the destination.
- Press the [Start] key.

### Note

☐ To cancel an Immediate Transmission set up for Confidential Transmission, remove the original. To cancel a Memory Transmission set up for Confidential Transmission, see p.25 "Canceling a Transmission or Reception".

# Sending Confidential Messages to Other Makers' Machines

Confidential Transmission is only possible with machines of the same make that have the Confidential Transmission feature. However, if you use the SUB/SID function, you can send confidential fax messages to and receive confidential fax messages from other makers' machines that have the SUB/SID feature. See p.11 "SUB Code Transmission".

## **User Code Transmission**

User codes allow you to keep track of machine usage. If everyone uses a user code when they use the fax machine, the codes or the names programmed for the codes will be printed in the Journal and other reports. This will help you to check who has been using the machine and how often.

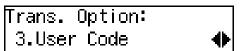
## Preparation

To program user codes, create a Personal Box for each user beforehand. The SUB code you specify will become the user's user code. See p.163 "Programming/changing Personal Boxes".

### **∅** Note

- ☐ User names (the name of the Personal Box) can be printed on faxes, lists, or reports printed at the other end.
- ☐ When a user name is programmed with a user code, and a fax message is sent with the Label Insertion function assigned to either a Quick Dial key or Speed Dial set to on, you can have the receiver name which is programmed in a Quick Dial key or Speed Dial and the user name printed on the message when it is received at the other end. See p.56 "Label Insertion".
- ☐ Instead of the Fax Header, you can choose the user name (the name of the Personal Box) to be printed at the same position on the message. You can turn this function on or off with the User Parameters. See p.140 "User Parameters" (switch 20, bit 5).

- ☐ You can assign the User Code Transmission function to a User Function key. See p.101 "User Function Keys". When you press the User Function key with this function programmed in, proceed to step **7** in the following procedure.
- Place your original, and then select any scan settings you require.
- **2** Press the [Trans. Option] key.
- Press @ or D until "3. User Code" is displayed.



- Press the [OK] key.
- **5** Press **(a)** or **(b)** to select "On".



- Press the [OK] key.
- 20 characters) with the number keys.



- ☐ If you incorrectly enter the code, press the [Clear/Stop] key and try again.
- ☐ To cancel the User Code Transmission, press the [Cancel] key and the display in step [3] reappears.

# Press the [OK] key.

### Note

- ☐ The programmed user name is displayed for two seconds.
- ☐ When an unprogrammed user code is entered, the message "The Code Entered is not Programmed" appears. Then the display in step **1** reappears.
- **9** Specify the destination.
- Press the [Start] key.

### Note

☐ To cancel an Immediate Transmission set up for User Code Transmission, remove the original. To cancel a Memory Transmission set up for User Code Transmission, see p.25 "Canceling a Transmission or Reception".

## **SUB Code Transmission**

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

This feature is used when sending faxes to other parties' Personal Boxes or Transfer Boxes.

## 

p.45 "SUB/SID (SUB Code Transmission)"

p.163 "Personal Boxes" p.166 "Transfer Boxes"

- Place your original, and then select any scan settings you require.
- **2** Press the [Trans. Option] key.
- Press ③ or ⑤ until "4. TX with SUB" is displayed.

Trans. Option: 4.TX with SUB ◆

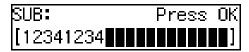
- Press the [OK] key.
- **b** Press **③** or **⑤** to select "On".

- 6 Press the [OK] key.
- **2** Specify the destination.

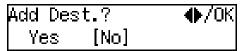
Dest.1 Press OK ☎123456789▮▮▮▮▮▮▮▮

Press the [OK] key.

Enter the SUB code (up to 20 characters).

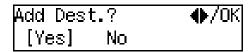


- Note
- ☐ You can enter digits 0–9, #, \*, and spaces (the first character cannot be a space).
- ☐ If you incorrectly enter the code, press the **[Clear/Stop]** key and try again.
- Press the [OK] key.



If you do not add a destination, confirm that "No" is selected, and then proceed to step **[**].

Press @ or © to select "Yes".



Press the [OK] key.

Repeat steps **7** to **11** for all destinations you want to specify.

- Press the [OK] key.
- Press the [Start] key.
  - Note

☐ To cancel an Immediate Transmission set up for SUB Code Transmission, remove the original. To cancel a Memory Transmission set up for SUB Code Transmission, see p.25 "Canceling a Transmission or Reception".

# **SEP Code Polling Reception**

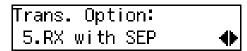
If you want to receive a message stored in the memory of another party's fax machine, use this feature. Your machine will receive the message with the SEP and PWD code that matches the SEP and PWD code you enter in the procedure below.

### 

p.47 "SEP/PWD (SEP Code Polling Transmission)"

p.16 "Polling Transmission"

- 1 Press the [Trans. Option] key.
- Press @ or © until "5. RX with SEP" is displayed.



- Press the [OK] key.
- **1** Press **③** or **⑤** to select "On".



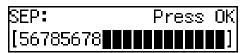
- Press the [OK] key.
- **6** Specify the destination.



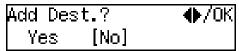
Note

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

Enter the SEP code (up to 20 characters).

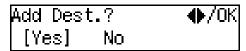


- Note
- ☐ You can enter digits 0-9, #, \*, and spaces (the first character cannot be a space).
- ☐ If you incorrectly enter the code, press the [Clear/Stop] key and try again.
- Press the [OK] key.



If you do not add a destination, confirm that "No" is selected, and then proceed to step **(2)**.

Press @ or © to select "Yes".



Press the [OK] key.

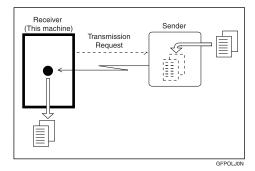
Repeat steps **()** to **()** for all destinations you want to specify.

- Press the [OK] key.
- Press the [Start] key.
  - Note
  - ☐ You can cancel SEP Code Polling Reception. See p.25 "Canceling a Transmission or Reception".

### 1

# **Polling Reception**

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



There are two types of Polling Reception.

### ❖ Default ID Polling Reception

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

### Override ID Polling Reception

You must enter an Override Polling ID unique to this transmission. This ID overrides the Polling ID. Your machine will receive any messages waiting in the transmitting machine with matching IDs. If no IDs match, any messages that does not require an ID are received (Free Polling).

### Limitation

- ☐ Polling Reception requires that the other machine can perform Polling Transmission.
- ☐ To receive a message sent by Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to specify the same Polling ID as the sender's.
- ☐ To receive a message sent by Default ID Polling Transmission or Override ID Polling Transmission, it is necessary to use a machine of the same make as the sender's machine that has polling capability. With Free Polling Reception, a message can be also received from other manufacturer's machines as long as they have a polling capability.

### **∅** Note

☐ A Polling ID may be any four character combination of numbers (0 to 9) and letters (A to F) except 0000 and FFFF.

### 

p.16 "Polling Transmission"

- 1 Press the [Trans. Option] key.
- Press ③ or ⑤ until " 6. Polling RX" is displayed.

Trans. Option: 6.Polling RX ◆

- Press the [OK] key.
- **4** Press **③** or **⑤** to select "On".

Press the [OK] key.

Select the type of Polling Reception.

### Default ID Polling Reception

• Confirm that "Default" is selected.

### Note

☐ To cancel Polling Reception, press the **[Cancel]** key and the display in step **②** reappears.

### Override ID Polling Reception

● Press ③ or ⑤ to select "Override".

- 2 Press the [OK] key.
- 3 Enter the Polling ID (four characters) with the number keys or Quick Dial keys A-F.

Polling RX: Press OK Override ID [1234]

### Note

- ☐ If you make a mistake, press the [Clear/Stop] key and try again.
- ☐ To cancel Polling Reception, press the **[Cancel]** key and the display in step **②** reappears.
- Press the [OK] key.
- **8** Specify the destination.

## Press the [Start] key.

You can cancel Polling Reception. See p.25 "Canceling a Transmission or Reception".

# Polling Documents from Other Manufacturers' Fax Machines

Standard Polling Reception only works with machines of the same make that have the Polling Reception feature. However, if the other party's fax machine supports SEP Transmission, you can receive documents from them using SEP/PWD Reception.

### **₽** Reference

p.16 "Polling Transmission"

p.47 "SEP/PWD (SEP Code Polling Transmission)"

p.11 "SUB Code Transmission"

# File Reserve Report (Polling Reception)

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

### 

☐ You can turn this function on or off with the User Parameters. See p.140 "User Parameters" (switch 03, bit 3).

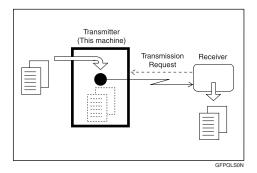
# **Communication Result Report** (Polling Reception)

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

- ☐ You can also check the result of a Polling Reception with the Journal. See p.39 "Printing the Journal".
- ☐ You can turn this function on or off with the User Parameters. See p.140 "User Parameters" (switch 03, bit 4).

# **Polling Transmission**

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



There are three types of Polling Transmission.

### Free Polling Transmission

Anybody can poll the message from your machine. The machine sends it regardless of whether Polling IDs match.

### ❖ Default ID Polling Transmission

The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

### Override ID Polling Transmission

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

### Preparation

Before using Polling Transmission, you must store the Polling ID in your machine. See p.150 "ID Codes".

### Limitation

- ☐ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ☐ With Free Polling, a message can also be sent to other manufacturer's machines as long as they have the Polling Reception feature. With Default ID and Override ID Polling Transmission, a document can be sent only to a machine of the same make with the Polling Reception feature.

- ☐ A Polling ID may be any four character combinations of numbers (0 to 9) and letters (A to F) except 0000 and FFFF.
- ☐ Free Polling and Default ID Polling Transmission allow only one file to be stored in memory each.
- ☐ Override ID Polling Transmission allows a file to be stored in memory for each ID; a total of up to 250 files can be stored.
- ☐ The communication fee is charged to the receiver.
- ☐ Documents that have been stored in memory and are awaiting Polling Transmission can be printed out. See p.36 "Printing a Stored Message (Print TX File)".
- Place your original, and then select any scan setting you require.
- Press the [Trans. Option] key.

Press or until "7. Polling TX " is displayed.

Trans. Option: 7.Polling TX ◆

- Press the [OK] key.
- Press @ or D to select "On".

- 6 Press the [OK] key.
- **7** Select the type of Polling Transmission.

### Free Polling Transmission

**1** Confirm that "Free" is displayed.

Note

☐ To cancel the Polling Transmission, press the [Cancel] key and the display in step [3] reappears.

### Default ID Polling Transmission

**1** Press **③** or **▷** to select "Default ID".

Note

☐ To cancel the Polling Transmission, press the [Cancel] key and the display in step [3] reappears.

### Override ID Polling Transmission

● Press ③ or ⑤ to select "Override ID".

- 2 Press the [OK] key.
- 3 Enter the Polling ID (four characters) with the number keys or Quick Dial keys A-F.

Polling TX: Press OK Override ID [1234]

### Note

- ☐ If you make a mistake, press the [Clear/Stop] key and try again.
- ☐ To cancel the Polling Transmission, press the [Cancel] key and the display in step [3] reappears.
- Press the [OK] key.
- Press (a) or (b) to specify whether to save the stored document for repeated use or not.

To save the document for repeated use, select "Save". To delete the document immediately after a single transmission, select "Single Use".

- ☐ You can choose "Save" or "Single Use" as a default with the User Parameters. See p.140 "User Parameters".
- Press the [OK] key.

# Press the [Start] key.

Your original is scanned.

### Note

☐ You can cancel transmission of a message set up for Polling Transmission. See p.25 "Canceling a Transmission or Reception".

# Polling Transmission with Other Manufacturers' Fax Machines

Standard Polling Transmission only works with machines of the same make that have the Polling Reception feature. However, if the other party's fax machine supports Polling Reception and SEP Code Polling Reception, you can send documents using the SEP code instead of the Polling ID.

### 

p.12 "SEP Code Polling Reception" p.47 "SEP/PWD (SEP Code Polling Transmission)"

. . . . . . . . . . . . . . .

# Polling Transmission Clear Report

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

### Limitation

☐ This report is not printed if the stored documents are saved for repeatedly use. See p.16 "Polling Transmission".

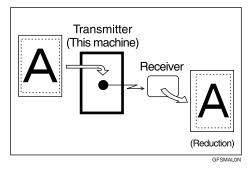
### 

- ☐ You can turn this function on or off with the User Parameters. See p.140 "User Parameters" (switch 03, bit 6).
- ☐ You can set whether the sent image is printed on the report with the User Parameters. See p.140 "User Parameters" (switch 04, bit 7).
- ☐ You can also check the result of a Polling Transmission with the Journal. See p.39 "Printing the Journal".

### f

# Reduced Image Transmission

You can reduce the document image slightly to 93% of the original image size by using this feature so that there is extra space on the left edge when the image is printed out by the other party's fax machine. This space is useful when making holes for filing purposes.



- Note
- ☐ The document image is reduced perpendicularly in relation to the direction in which the original is fed into the machine.
- ☐ Documents attached to a fax message using the Auto Document function are not reduced.
- ☐ The Fax Header or Label Insertion printed out at the other end is not reduced by this function.

p.97 "Auto Documents" p.23 "Fax Header Print" p.56 "Label Insertion"

- 1 Place your original, and then select any scan settings you require.
- Press the [Trans. Option] key.

Press @ or D until "8. Reduced Image TX" is displayed.



- Press the [OK] key.
- Press @ or D to select "On".

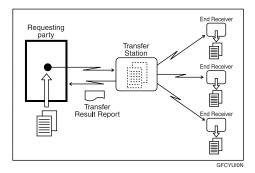


- ☐ To cancel the Reduced Image Transmission, press the [Cancel] key and the display in step reappears.
- 6 Press the [OK] key.
- **7** Specify the destination.
- Press the [Start] key.

### Ш

# **Transfer Request**

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



The following terminology is used in this section.

### ❖ Requesting Party

The machine where the message originates from.

#### Transfer Station

The machine that forwards the incoming message to another destination.

#### End Receiver

The final destination of the message.

### Preparation

Before you can use this feature you must program the Polling ID and set the Transfer Report. See p.150 "ID Codes" and p.154 "Transfer Report".

### Limitation

- ☐ The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.
- ☐ This function is not available unless the End Receiver's fax number is stored in any of a Quick Dial, Speed Dial, or Group Dial of the Transfer Station.
- ☐ This function is not available unless the Requesting Party's (this machine's) fax number is stored in either a Quick Dial or Speed Dial of the Transfer Station.
- ☐ Make sure that the return address is set up correctly in the Transfer Station's machine to use this function.
- ☐ Make sure that the return address is set up correctly in the Requesting Party's machine to use this function.
- ☐ The Polling IDs of the requesting party (this machine) and Transfer Stations must be identical.

- ☐ You can specify up to 1 Transfer Stations and up to 30 End Receivers per Transfer Station in a Transfer Request.
- ☐ When you specify Group Dials stored in the Transfer Station as receivers, one Group Dial is counted as one End Receiver.
- Place your original, and then select any scan settings you require.
- Press the [Trans. Option] key.

Press @ or D until "9. Transfer Request" is displayed.

Trans. Option: 9.Transfer Request ♦▶

- Press the [OK] key.
- Press @ or © to select "On".

Transf.Request: ♠/OK [On] Off

- 6 Press the [OK] key.
- **2** Enter a Transfer Station.

Transf. Stn.: Press OK ☎12345678███████████████

### Note

- ☐ You cannot specify a Transfer Station and a normal fax destination at the same time.
- ☐ Enter the fax numbers of the Transfer Stations with either Quick Dial keys, Speed Dials, or the number keys. See p.47 "Dialing", Basic Features.
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- Press the [OK] key.
- **9** Enter an End Receiver.

Receive Stn.: Press OK 1 [#01**]]]]]** 

### Note

☐ The numbers must be stored in Quick Dial keys, Speed Dials or Groups in the Transfer Station(s).

### 

p.22 "Specifying an End Receiver"

- Press the [OK] key.
- Confirm that "Yes" is selected.

Add Recv. Stn.? ♠/OK [Yes] No

If you finish adding an End Receiver, press ⓓ or ◉ to select "No", and then proceed to step ¶.

Press the [OK] key.

Repeat steps **9** to **1** for all End Receivers you want to specify.

- ☐ To cancel the Transfer Request, press the **[Cancel]** key and the display in step **[3]** reappears.
- Press the [OK] key.
- Press the [Start] key.
  - Mote
  - ☐ To cancel an Immediate Transmission set up for Transfer Request, remove the original. To cancel a Memory Transmission set up for Transfer Request, see p.25 "Canceling a Transmission or Reception".

# Transfer Request with Other Manufacturers' Fax Machines

Transfer Request only works with machines of the same make that have the Transfer Station function. However, you can specify other manufacturers' fax machines as the Transfer Station if they support a similar function to this, with the SUB Code Transmission function. Make sure the other party supports this function before making a Transfer Request. See p.45 "SUB/SID (SUB Code Transmission)" and p.11 "SUB Code Transmission".

## Specifying an End Receiver

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

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

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

#### Quick Dial

Enter [#] followed by the number (three digits) of the Quick Dial where the End Receiver is stored.

For example, to choose the number stored in Quick Dial 001 in the Transfer Station, enter:

[#][0][0][1].

### Note

☐ If the End Receivers only support two digits for the Quick Dials, enter the number with 2 digits like [#][0][1].

### ❖ Speed Dial

Enter [#] [\*] followed by the Speed Dial code (two or three digits).

For example, to choose the number stored in Speed Dial 012 in the Transfer Station, enter: [#][\*\*]
[0][1][2]

### Note

☐ If the End Receivers only support two digits for the Speed Dials, enter the number with two digits like [#][★][1][2].

### Group Dial

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

## Fax Header Print

Normally, the Fax Header programmed in your machine is printed at the top of each of the pages you transmit when they are received at the other end. The top of the image will be overprinted if there is no margin at the top of the transmitted page.

### Note

- ☐ You can assign the Fax Header Print function to a User Function key. By default, it is assigned to **[F2]**. See p.101 "User Function Keys". When you press the User Function key with this function programmed in, proceed to step **1** in the following procedure.
- ☐ You can set the machine so that it prints the Fax Header on the message when it is received on the other end with the User Parameters. It is handy to set this function to the option more frequently used, and then when necessary, you can change the setting back with this feature. See p.140 "User Parameters" (switch 06, bit 0).
- ☐ You can set your machine's internal clock to the current time and date. See p.107 "Date/Time".
- Place your original, and then select any scan settings you require.
- **2** Press the [Trans. Option] key.
- Press of or until "11. Fax Header Print" is displayed.

Trans. Option: 11.Fax Header Print**∢** 

### Note

- ☐ The code for each function that appears on the display varies depending on the installed options.
- Press the [OK] key.
- Press or to select "On" or "Off".

FaxHeader Print: ♠/OK [On] Off

- ☐ By default, "On" is selected. You can switch the default setting "Off" with the User Parameters.
- ☐ To cancel switching the setting, press the **[Cancel]** key and the display in step **[3]** reappears.
- 6 Press the [OK] key.
- **2** Specify the destination.
- Press the [Start] key.

# 2. Communication Information

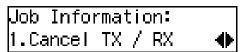
# Canceling a Transmission or Reception

You can cancel the transmission files that have been stored in memory and are awaiting transmission, or the files that have failed to be transmitted. If you notice an error in the destination specified or the contents of a document, you can cancel transmission of that document. This is done by searching for the document in the fax machine's memory and deleting it.

Also, you can cancel a reception in progress.

This function can be performed for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, and Polling Transmission.

1 Press the [Job Information] key.



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

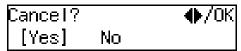
- Press the [OK] key.
- **3** Display the file you want to cancel.

Enter the file number with the number keys or press ② or ⑤ until the file number is displayed.



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

# Press the [OK] key.



### Note

- ☐ If you do not cancel a transmission or reception, press ④ or ⑤ to select "No".
- Press the [OK] key.

The standby display reappears.

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

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

### Note

- ☐ A document stored in memory can also be printed. See p.36 "Printing a Stored Message (Print TX File)".
- 1 Press the [Job Information] key.
- Press or until "2. Print TX File List" is displayed.

Job Information: 2.Print TX File List**∢** 

Press the [OK] key.

### Note

- ☐ To stop printing, press the [Cancel] key and the display in step ☐ reappears.
- Press the [Start] key.

The File List is printed out.

Press the [Job Information] key.

The standby display reappears.

# **Changing Transmission Files**

Use this procedure to change destinations or alter the transmission time.

This function can be performed for the files for Memory Transmission, Confidential Transmission, Transfer Request, and Polling Reception.

This section describes how you can:

#### ❖ Delete a destination

You can delete selected destinations when more than one destination is specified. If you delete a destination when only one destination is specified, the transmission of the file is canceled.

### Change a destination

You can change or edit the destinations of a file. However, you cannot change the destinations of files for Transfer Request or Confidential Transmission.

#### ❖ Add a destination

You can specify more destinations in addition to the destinations already specified for the selected file.

### Change the transmission time

You can change the transmission time of the selected file.

#### Start transmission now

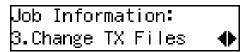
You can send selected files first, if memory contains other files queued for transmission.

### **∅** Note

- ☐ You cannot set or change the transmission time, or delete or add destinations when the file is being sent or received.
- ☐ Files that have been received by Transfer Request from other Requesting Parties cannot be viewed or edited.

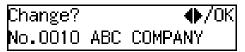
## **Deleting a Destination**

- 1 Press the [Job Information] key.
- Press ③ or ⑤ until "3. Change TX Files" is displayed.



- Press the [OK] key.
- Display the file you want to change the setting for.

Enter the file number with the number keys or press ① or ② until the file number is displayed.



Press the [OK] key.



Confirm that "1. Delete Dest." is displayed.

- 6 Press the [OK] key.
- Display the destination you want to delete.

Press ② or ⑤ until the destination you want to delete is displayed.



- Press the [OK] key.
- Press the [Job Information] key.

The standby display reappears.

## **Changing a Destination**

- Press the [Job Information] key.
- Press ③ or ⑤ until "3. Change TX Files" is displayed.

Job Information: 3.Change TX Files ◆

- Press the [OK] key.
- Display the file you want to change the setting for.

Enter the file number with the number keys or press ① or ② until the file number is displayed.

Change? ◆/OK No.0010 ABC COMPANY

- Press the [OK] key.
- Press @ or Dest." is displayed.

Change TX Files Menu 2.Change Dest. ◆

- Press the [OK] key.
- Display the destination you want to change.

Press (a) or (b) until the destination you want to change is displayed.

Dest.1 ♠/OK **☎**987654321

Press the [OK] key.

Press the [Clear/Stop] key, and then specify another destination.

Dest.1 Press OK **☎**0123456789▮▮▮▮▮▮▮▮

- Note
- ☐ When the destination was specified using Quick Dial or Speed Dial, you can specify another destination without pressing [Clear/Stop] key.
- Press the [OK] key.
  - **𝚱** Note
  - ☐ If you change a destination of a file that is automatically being dialed or awaiting redial, redial is canceled so you will need to resend that file.
- Press the [Job Information] key.
  The standby display reappears.

## **Adding a Destination**

- 1 Press the [Job Information] key.
- Press (a) or (b) until "3. Change TX Files" is displayed.

Job Information: 3.Change TX Files ◆

- Press the [OK] key.
- Display the file you want to change the setting for.

Enter the file number with the number keys or press ① or ② until the file number is displayed.

Change? ◆►/OK No.0010 ABC COMPANY

- Press the [OK] key.
- Press ③ or ⑤ until "3. Add Destination" is displayed.

Change TX Files Menu 3.Add Destination ◆

- Press the [OK] key.
- **8** Add a destination.



- Press the [OK] key.
  - Note
  - ☐ If you add more than one destination, repeat from step **7**.
- Press the [Job Information] key.
  The standby display reappears.

# **Changing the Transmission Time**

- 1 Press the [Job Information] key.
- Press (a) or (b) until "3. Change TX Files" is displayed.

Job Information: 3.Change TX Files ◆

- Press the [OK] key.
- Display the file you want to change the setting for.

Enter the file number with the number keys or press ③ or ⑤ until the file number is displayed.

Change? **♦**/OK No.0010 ABC COMPANY

Press the [OK] key.

Press ③ or ⑤ until "4. Change Start Time" is displayed.

Change TX Files Menu 4.Change Start Time **∢**▶

- Press the [OK] key.
- Enter the transmission time with the number keys.

Send Later: Keypad/OK Time [11:00]

- Mote
- ☐ You cannot specify a start time more than 24 hours into the future.
- Press the [OK] key.
- Press the [Job Information] key.
  The standby display reappears.

# Starting Transmission Now (Send Next)

- Press the [Job Information] key.
- Press (d) or (b) until "3. Change TX Files" is displayed.

Job Information: 3.Change TX Files ◆

- Press the [OK] key.
- Display the file you want to change the setting for.

Enter the file number with the number keys or press ② or ⑤ until the file number is displayed.

Change? ♠/OK No.OO1O ABC COMPANY

Press the [OK] key.

Press @ or D until "5. Send Next" is displayed.

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

Transmission starts. After transmission, the standby display reappears.

# **Retrying a Failed Transmission**

If there are any failed transmission files in Memory Transmission, you can choose to resend them. You can also resend those files after editing destinations.

## Preparation

Be sure to set the File Retention function beforehand to either "24 hours" or "72 hours" to allow you to resend the failed transmission files. See p.155 "File Retention".

# Resending a File

- 1 Press the [Job Information] key.
- Press or until "4. Retry Failed TX" is displayed.

Job Information: 4.Retry Failed TX ◆

- Press the [OK] key.
- Display the file you want to resend.

Enter the file number with the number keys or press ① or ② until the file number is displayed.

Press the [OK] key.

Retransmit Menu: 1.Retransmit ◆

Confirm that "1. Retransmit" is displayed.

6 Press the [OK] key.

Transmission starts.

Press the [Job Information] key.

The standby display reappears.

# **Deleting a Destination**

- 1 Press the [Job Information] key.
- Press @ or D until "4. Retry Failed TX" is displayed.

Job Information: 4.Retry Failed TX ◆

- Press the [OK] key.
- **4** Display the file you want to delete a destination for.

Enter the file number with the number keys or press ① or ⑤ until the file number is displayed.

- Press the [OK] key.
- Press or until "2. Delete Dest." is displayed.

- Press the [OK] key.
- Display the destination you want to delete.

Press (a) or (b) until the destination you want to delete is displayed.



Press the [OK] key.

Continue Change? ♠/OK [Yes] No

- **∅** Note
- ☐ If you have deleted all destinations, the above display is not shown. Proceed to step ②.
- If you do not want to continue making changes, press @ or D to select "No".

Continue Change? ♠/OK Yes [No]

- Note
- ☐ If you want to continue making changes, press ④ or ⑤ to select "Yes".
- Press the [OK] key.
  - Note
  - ☐ If you selected "Yes", the display in step **6** reappears.
- Press the [Job Information] key.
  The standby display reappears.

# **Changing a Destination**

- Press the [Job Information] key.
- Press or until "4. Retry Failed TX" is displayed.

Job Information: 4.Retry Failed TX ◆

Press the [OK] key.

Display the file you want to change a destination for.

Enter the file number with the number keys or press ① or ② until the file number is displayed.

- Press the [OK] key.
- Press @ or Dest." is displayed.

- Press the [OK] key.
- **3** Display the destination you want to change.

Press ③ or ⑤ until the destination you want to change is displayed.

Dest.1 **♦**/OK **☎**987654321

- Press the [OK] key.
- Press the [Clear/Stop] key, and then specify another destination.

Dest.1 Press OK **☎**123456789▮▮▮▮▮▮▮

Press the [OK] key.

Continue Change? ♠/OK [Yes] No If you do not want to continue making changes, press ③ or ⑤ to select "No".

Continue Change? ♠/OK Yes [No]

- Note
- ☐ If you want to continue making changes, press ④ or ⑤ to select "Yes".
- Press the [OK] key.

The file is queued for retransmission.

- Note
- ☐ If you selected "Yes", the display in step **6** reappears.
- Press the [Job Information] key.
  The standby display reappears.

# **Adding a Destination**

- 1 Press the [Job Information] key.
- Press or until "4. Retry Failed TX" is displayed.

Job Information: 4.Retry Failed TX ◆

- Press the [OK] key.
- Display the file you want to add a destination for.

Enter the file number with the number keys or press ③ or ⑤ until the file number is displayed.

Press the [OK] key.

Press ( or ( until "4. Add Destination" is displayed.

Retransmit Menu: 4.Add Destination ◆

- Press the [OK] key.
- 8 Add a destination.

Dest.2 Press OK ☎0987654321▮▮▮▮▮▮▮▮

Press the [OK] key.

Continue Change? ♠/OK [Yes] No

If you do not want to continue making changes, press @ or D to select "No".

Continue Change? ♠/OK Yes [No]

- Note
- ☐ If you want to continue making changes, press ④ or ⑤ to select "Yes".
- Press the [OK] key.

The file is queued for retransmission.

- Note
- ☐ If you selected "Yes", the display in step **6** reappears.
- Press the [Job Information] key.

# **Checking the Transmission Result (TX Status)**

If you want to find out whether a file was sent successfully, you don't have to always print the Journal. With this function you can browse through the completed transmissions on the display.

### Note

- ☐ If a transmission is completed while you are using this function, the result will not be displayed until you exit TX Status and start it again.
- ☐ The transmission results are displayed from the most recent. The maximum number of communication results you can check on the display is 250 (transmission and reception).
- 1 Press the [Job Information] key.
- Press @ or D until "5. TX File Status" is displayed.

- Press the [OK] key.
- Press or to scroll through the

| 15Apr. 11:53 | Done |
|--------------|------|
| ABC COMPANY  | 1P.  |

Press the [OK] key.

# Checking the Reception Result (RX Status)

This function lets you check the reception results without printing the Journal. You can browse through the reception results on the display.

### Note

- ☐ If a message is received while you are using this function, the result will not be displayed until you exit RX File Status and start it again.
- ☐ The reception results are displayed from the most recent. The maximum number of communication results you can check on the display is 250 (transmission and reception).
- 1 Press the [Job Information] key.
- Press (a) or (b) until "6. RX File Status" is displayed.

- Press the [OK] key.
- Press ⊚ or ▷ to scroll through the list.

| 15Apr. 11:55 | Done |
|--------------|------|
| ABC COMPANY  | 1P.  |

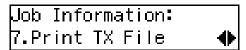
Press the [OK] key.

# Printing a Stored Message (Print TX File)

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

This function can be performed for files for Memory Transmission, Transfer Request, and Polling Transmission; files received by Transfer Request from other Requesting Parties; and files awaiting Forwarding.

- 1 Press the [Job Information] key.
- Press ③ or ⑤ until " 7. Print TX File " is displayed.



- Press the [OK] key.
- Display the file you want to print.

  Enter the file number with the number keys or search using ⓓ or ⑤.



Press the [OK] key.



- ☐ To stop printing, press the [Cancel] key and the display in step ☐ reappears.
- Press the [Start] key.
  The document is printed out.
- Press the [Job Information] key.
  The standby display reappears.

# Printing a Confidential Message

This feature is designed to prevent messages being picked up casually by anyone when they are received. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID code. When your machine has received a confidential message, the **Receive File** indicator lights.

## Preparation

Program your Confidential ID beforehand. See p.150 "ID Codes".

## ∰Important

☐ If the power is off for 12 hours or longer, all Confidential Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. See p.174 "Power Failure Report".

### Note

- ☐ When the other party sends you a fax with SUB code, the message is printed using the Printing Personal Box Messages function. See p.42 "Printing Personal Box Messages".
- ☐ Be sure that the other party enters a SUB code beforehand of up to 20 characters using numbers (0-9), #, ★ and spaces.
- 1 Make sure that the Receive File indicator is lit.
- Press the [Job Information] key.
- Press (a) or (b) until "8. Print Conf. RX" is displayed.

Job Information: 8.Print Conf. RX **♦** 

Press the [OK] key.

Enter the Confidential ID (four digits) with the number keys.



The Confidential ID you entered is not displayed.

### Note

- ☐ If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID. See p.7 "Sending Confidential Messages".
- Press the [OK] key.

### Note

- ☐ If the Confidential IDs or Personal Confidential IDs do not match, the message "No Files Exist" appears. Press the [Cancel] key and try again after checking the Confidential ID or Personal Confidential ID.
- Press the [Start] key.

The document is printed out.

Press the [Job Information] key.
The standby display reappears.

## **Confidential File Report**

You can set whether the machine prints this report whenever your machine receives a Confidential Message.

### Note

☐ You can turn this report on or off with the User Parameters. See p.140 "User Parameters" (switch 04, bit 0).

# Printing a Memory-locked Message

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

## Preparation

Program your Memory Lock ID beforehand. See p.150 "ID Codes". Also, before using this function, switch Memory Lock on with the User Tools. Memory Lock is switched off as a default. See p.121 "Memory Lock".

## **∰**Important

☐ If the power is off for 12 hours or longer, all Memory-locked Messages are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. See p.174 "Power Failure Report".

### Note

- ☐ Messages received by Polling Reception are automatically printed even if this feature is switched on. See p.13 "Polling Reception".
- ☐ When your machine does not have enough free memory, you may not be able to receive fax messages with Memory Lock.
- **1** Make sure that the Receive File indicator is blinking.
- Press the [Job Information] key.

Press or until "9. Print Mem. Lock" is displayed.

Job Information: 9.Print Mem. Lock ◆

- Press the [OK] key.
- Enter the Memory Lock ID (four digits) with the number keys.

Mem. Lock: Press OK ID[\*\*\*\*\*]

The Memory Lock ID you entered is not displayed.

6 Press the [OK] key.

### Note

- ☐ If the Memory Lock IDs do not match, the message "Incorrect Code is Entered. Try Again" appears. Press the [Cancel] key and try again after checking the Memory Lock ID.
- Press the [Start] key.

The document is printed out.

Press the [Job Information] key.
The standby display reappears.

# **Printing the Journal**

The Journal contains information about up to 50 of the last communications made by your machine. It is printed automatically after every 50 communications (transmissions and receptions).

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

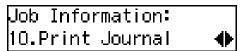
### **#Important**

☐ You cannot re-print the Journal after it has been automatically printed out. We recommend that you keep the Journal printed out automatically to keep track of communication records.

### **∅** Note

- ☐ Only the last 50 communications (transmissions and receptions) are printed. Earlier communications are not available.
- ☐ the sender name column of the Journal is useful when you need to register a specified sender.
- ☐ You can set your machine so that the Journal is printed automatically after every 50 communications (transmissions and receptions) with the User Parameters. See p.140 "User Parameters".
- ☐ When the optional paper tray unit is installed, you can specify which tray unit the designated reports or list are printed out from. However, once a tray unit is specified for the reports or lists printing, that tray will not be able to print any fax messages the machine receives. See p.140 "User Parameters" (switch 19; bit 2,1,0).

- ☐ You can assign the Printing the Journal function to a User Function key. By default, it is assigned to the **[F1 Print Journal]** key. See p.101 "User Function Keys". When you press the User Function key with this function programmed in, proceed to step **②** in the following procedure.
- 1 Press the [Job Information] key.
- Press ⊚ or ⊗ until "10. Print Journal" is displayed.



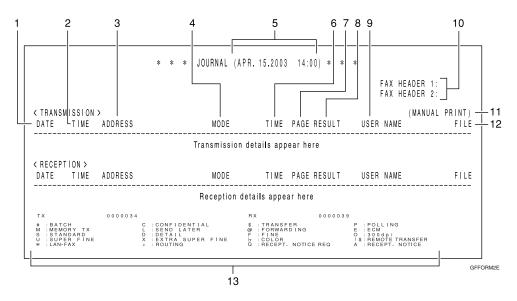
- Press the [OK] key.
- Press the [Start] key.
  The report is printed out
- Press the [Job Information] key.
  The standby display reappears.

## **Printing the Journal**

You can check the communication results on this report.

#### Note

- ☐ Communications made after the machine is connected to the line are printed on the Journal.
- ☐ You can set the machine to reduce the reports to 91% of the original size when printing with the User Parameters. This allows an extra margin which may be useful when filing. See p.140 "User Parameters" (switch 04, bit 5).
- ☐ You can select whether or not undelivered messages are to be included on this report with the User Parameters. When using the Automatic Redial function, the result of the last dialing is printed. See p.140 "User Parameters" (switch 04, bit 3).
- □ Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows the Own Name or Own Fax Number registered in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.140 "User Parameters" (switch 04, bit 4).



#### 1. DATE

The date of the transmission or reception

#### 2. TIME

The time when the transmission or reception started

#### 3. ADDRESS

The other party's name is printed in the following order of priority:

| The<br>Order<br>of Pri-<br>ority | Address   |
|----------------------------------|---|
| 1                                | The Own Name registered in the other party's machine            |
| 2                                | The Own Fax Number registered in the other party's machine      |
| 3                                | The name stored in the specified Quick Dial key or a Speed Dial |
| 4                                | The fax number entered manually using the number keys           |

For a transmission, 1 or 2 is printed, however, you can change the priority order to 3, 4, 1, 2 with the User Parameters (switch 04, bit 4). See p.140 "User Parameters". For a reception or a polling transmission, 1 or 2 is printed.

#### 4. MODE

The type of the communication mode is printed.

| Mode | Optional<br>Extra G3<br>Interface<br>Unit | Connceted Line Type | Selected<br>Line  |
|------|---|---------------------|-------------------|
| G3   | Not Installed                             | Outside<br>Line     | Main G3<br>Line   |
| G3-1 | Installed                                 | (PSTN<br>Line)      |                   |
| G3-2 |   | ŕ                   | Second<br>G3 Line |
| N    | Not Installed                             | Extension (PA-      | Main G3<br>Line   |
| N-1  | Installed                                 | BX Line)            |                   |
| N-2  |   |                     | Second<br>G3 Line |

# 5. The time of the output of the Journal

#### 6. TIME

The time it took to transmit or receive. When it exceeds 99 minutes 59 seconds, "\*" will be printed instead.

#### 7. PAGE

The number of pages the machine transmitted or received. When it exceeds 999, "\*\*\*" will be printed instead.

#### 8. RESULT

| OK | Successful communication   |
|----|--|
| Е  | An error occurred  |
| D  | The power was shutdown while the communication is in progress. A part of the document was not transmitted. |

#### 9. USER NAME

When User Code Transmission is used or the Restricted Access function is turned on, the name of the users registered are printed.

#### 10. FAX HEADERS

The names or numbers registered under FAX HEADER 1 and FAX HEADER 2 are printed.

# 11. This appears when the Journal was printed manually.

#### **12.** FILE

The file number of the fax message

### 13. Footnote for the Journal

Explains the codes printed on the Journal.

# **Printing Personal Box Messages**

Follow these steps to print a message received in a Personal Box.

# Preparation

In order to use the Personal Boxes function, you need to set up Personal Boxes beforehand. See p.162 "Box Settings".

### 

p.162 "What Is the SUB/SEP Code?"

p.163 "Personal Boxes"

### Note

- ☐ When a message has been received into a Personal Box, the **Receive File** indicator lights and the Confidential File Report is printed out. This report shows the name of the Personal Box in which the message has been received. However, if a Personal Box is assigned to a receiver in the Personal Box Setting, the Confidential File Report is not printed out. See p.37 "Confidential File Report" and p.163 "Personal Boxes".
- ☐ If you print a Personal Box message, it is deleted.
- 1 Press the [Job Information] key.
- Press of or until "11. Print Personal Box" is displayed.

Job Information: 11.Print PersonalBox**∢**▶

Press the [OK] key.

### Note

☐ If you have not received a message in a Personal Box, the message "There is No Personal Box File" appears.

**4** Enter the SUB code of the Personal Box you want to print.



Press the [OK] key.

### Note

- ☐ To stop printing, press the [Cancel] key and the display in step ☐ reappears.
- ☐ If a password is required, enter the password, and then press the [OK] key.



6 Press the [Start] key.

The message is printed out.

Press the [Job Information] key.

# 3. Other Transmission Features

# **Handy Dialing Functions**

### **Chain Dial**

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

You can program commonly used area or country codes into Quick Dial keys or Speed Dials.

### Note

- ☐ The maximum number of digits you can enter is 254.
- ☐ With Memory Transmission or Immediate Transmission, press the **[Pause/Redial]** key after entering digits using the number keys to enter a pause. However, this is not necessary with On Hook Dial and Manual Dial.

The following example is for the telephone number 01133–1–5551234 (from the United States to Paris).

Assume that the following Quick Dial keys and Speed Dial have already been programmed.

- Quick Dial 03 = 01133 (Overseas to France)
- Quick Dial 02 = 1 (Paris)
- Speed Dial 001 = 5551234

- 1 Place your original, and then select any scan settings you require.
- Press Quick Dial key [03].

Dest.1 Press Start ☎∭03 FRANCE

Press the [Pause/Redial] key.

| Dest.1                   | Press Start |  |
|--------------------------|-------------|--|
| <b>☎</b> 01133- <b>Ⅲ</b> |             |  |

Press Quick Dial key [02].

| Dest.1                    | Press | Start |
|---------------------------|-------|-------|
| <b>☎</b> 01133-1 <b>Ⅱ</b> |       |       |

Press the [Pause/Redial] key.

Press the [Speed Dial] key, and then press [0][0][1].

- ☐ To add a destination, press the **[OK]** key and then repeat from step **2**.
- **7** Press the [Start] key.

## **Telephone Directory**

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

### Limitation

- ☐ Speed Dial codes cannot be searched for by symbol or number.
- Place your original, and then select any scan settings you require.
- Press the [Speed Dial] key.
- Enter the search letter by pressing one of the Quick Dial keys (A/a to Z/z).

Speed Dial: Search/AZ [∰∎∎∎]



- ☐ The names or fax numbers programmed in Speed Dials are shown in numerical order on the display.
- Press (a) or (b) until the destination you are searching for is displayed, and then press the [OK] key.

Press the [Start] key.

### Redial

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

- ☐ The following kinds of destinations are not memorized:
  - Group Dials
  - Destinations dialed as End Receivers for Transfer Request
  - Destination of Memory File Transfer
  - Destinations dialed using the external telephone keypad
  - Destinations dialed by Redial (regarded as already memorized)
- ☐ The machine only remembers the most recent number that was dialed with a Quick Dial key or Speed Dial.
- ☐ When redialing the destination programmed in a Quick Dial key or Speed Dial, the programmed name appears.
- ☐ The machine only remembers the most recent number that was dialed with a Quick Dial key or Speed Dial. If a transmission dialed with the number keys takes place after a transmission using a Quick Dial key or Speed Dial, the previous 10 memorized numbers are erased.
- ☐ Even when dialed with the number keys, when a number has an Own Name or Own Fax Number programmed, the name or number programmed appears. See p.57 "Own Name/Fax Header/Own Fax Number", Basic Features.

- ☐ The machine remembers the Group Dials in which only one destination is stored.
- Place your original, and then select any scan settings you require.
- Press the [Pause/Redial] key.
- Press @ or D until the destination you want to redial is displayed.

Redial: ♠/OK **☎**9876543210

Press the [OK] key.

Note

- ☐ To add a destination, press the [OK] key and then repeat from step ②.
- Press the [Start] key.

# SUB/SID (SUB Code Transmission)

Normally you can only use Confidential Transmission or Transfer Request to send messages to fax machines of the same make that have the Confidential Reception or the Transfer Request feature. However, if the other machine supports a similar feature called SUB/SID, you can send fax messages to the other party using this method instead.

You can also use SUB code Transmission to send messages to Personal Boxes and Transfer Boxes registered in other fax machines.

# Preparation

You need to assign the Dial Option function to a User Function key beforehand. See p.101 "User Function Keys".

- ☐ When specifying a transmission with the Default ID, the SUB code of the SUB Code Transmission function is not available. See p.11 "SUB Code Transmission".
- $\square$  You can enter up to 20 characters.
- ☐ You can store SUB codes in addition to other parties names and fax numbers in Quick Dial keys, Speed Dials, or Key Stroke Programs.
- ☐ Messages you send using this feature are marked "SUB" on the File Reserve Report (Memory Transmission). See p.65 "File Reserve Report (Memory Transmission)".
- ☐ Make sure that the ID you enter conforms with the specifications of the other party's fax machine.

### **₽** Reference

p.7 "Sending Confidential Messages"

p.20 "Transfer Request"

p.163 "Personal Boxes"

p.166 "Transfer Boxes"

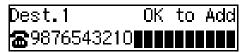
p.64 "Quick Dial", Basic Features

p.72 "Speed Dial", Basic Features

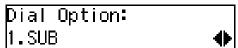
p.78 "Groups", Basic Features

p.95 "Programs"

- Place your original, and then select any scan settings you require.
- 2 Dial the destination fax number using the number keys.



Press the User Function key ([F1] to [F10]) with the Dial Option function programmed in.



Confirm that "1. SUB" is displayed.

- Press the [OK] key.
- Enter the SUB code with the number keys.



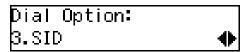
### Note

- ☐ Make sure to enter the same SUB code that is stored in the Personal Box, or the SUB code of the Transfer Box of the other parties'.
- ☐ You can enter up to 20 characters.

- ☐ You can enter digits 0–9, #, \* and spaces (the first character cannot be a space).
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ To cancel the operation, press the [Cancel] key and the display in step [3] reappears.
- 6 Press the [OK] key.

When a password (SID) is necessary

- Press the User Function key ( [F1] to [F10]) with the Dial Option function programmed in.
- **2** Press **③** or **▷** until "3. SID" is displayed.



- 3 Press the [OK] key.
- **4** Enter the SID code with the number keys.



- ☐ You can enter up to 20 characters.
- ☐ You can enter digits 0–9, #, \* and spaces (the first character cannot be a space).
- ☐ If you make a mistake, press the [Clear/Stop] key and try again.
- **6** Press the [OK] key.

# Press the [Start] key.

Dest.1 Press Start ☎9876543210▮▮▮▮▮▮▮▮

### **𝒜** Note

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

# SEP/PWD (SEP Code Polling Transmission)

Normally you can only use Polling Transmission/Reception between fax machines of the same make that have the Polling Transmission/Reception feature. However, if the other machine supports a similar feature called SEP/PWD, you can send faxes or receive messages using this polling method instead.

## **Preparation**

You need to assign the Dial Option function to a User Function key beforehand. See p.101 "User Function Keys".

### Note

- ☐ You can enter up to 20 characters.
- ☐ You can store the SEP Codes in addition to the other parties names and fax numbers in Quick Dial keys, Speed Dials, or Key Stroke Programs.
- ☐ Messages you send using this feature are marked "SEP" on the following reports:

- File Reserve Report (Memory Transmission)
  See p.65 "File Reserve Report (Memory Transmission)".
- File Reserve Report (Polling Reception)
   See p.14 "File Reserve Report (Polling Reception)".
- ☐ Make sure that the ID you enter conforms with the specifications of the other party's fax machine.

### 

p.13 "Polling Reception" p.16 "Polling Transmission" p.64 "Quick Dial", Basic Features p.72 "Speed Dial", Basic Features p.78 "Groups", Basic Features p.95 "Programs"

- Place your original, and then select any scan settings you require.
- 2 Dial the destination fax number using the number keys.

Dest.1 OK to Add **≘**9876543210**■■■■■■■■** 

- Press the User Function key ([F1] to [F10]) with the Dial Option function programmed in.
- **4** Press **③** or **⑤** until "2. SEP" is displayed.

Dial Option: 2.SEP ◆

- Press the [OK] key.
- **6** Enter the SEP code with the number keys.

SEP: Press OK
[1234

#### Note

- Make sure to enter the same SEP code that is stored in other party's fax machine.
- ☐ You can enter up to 20 characters.
- ☐ You can enter digits 0–9, #, \* and spaces (the first character cannot be a space).
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ To cancel the operation, press the [Cancel] key and the display in step [] reappears.
- Press the [OK] key.

When a password (PWD) is necessary

- Press the User Function key ( [F1] to [F10]) with the Dial Option function programmed in.
- 2 Press (4) or (5) until "4. PWD" is displayed.

- **3** Press the [OK] key.
- 4 Enter the PWD code with the number keys.



### Note

- ☐ Make sure to enter the same SEP code that is stored in other party's fax machine.
- ☐ You can enter up to 20 characters.
- ☐ You can enter digits 0–9, #, \* and spaces (the first character cannot be a space).

- ☐ If you make a mistake, press the [Clear/Stop] key and try again.
- 6 Press the [OK] key
- Press the [Start] key.

The connection is established and the reception starts.

# On Hook Dial

You can send a fax message while listening to the dial tone without lifting the external telephone handset.

When a connection is made to another fax machine (you will hear a high-pitched tone), press the [Start] key.

### 

- ☐ You cannot use this feature with the optional extra G3 interface unit.
- ☐ You can adjust the volume of the internal speaker. See p.96 "Adjusting Volume", Basic Features.
- Place your original, and then select any scan settings you require.
- Press the [On Hook Dial] key.

You will hear a tone from the internal speaker.

3 Dial.



The fax number you enter is dialed immediately.

### Note

- ☐ If you misdial the number, press the [On Hook Dial] or [Energy Saver/Clear Modes] key and return to step ②.
- ☐ Press ④ or ⑤ to adjust the monitor volume.

## 

p.43 "Handy Dialing Functions"

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

Transmission Starts. After transmission, the standby display reappears.

### Note

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

# **Manual Dial**

An external telephone is required to use this function.

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

### Note

- ☐ Results of transmissions with this feature are not mentioned in the Transmission Result Report.
- You can specify a destination with the number keys, Quick Dial key or Speed Dial.
- ☐ If you lift the handset immediately after the machine switches to Energy Save Timer mode, there will be no sound for a maximum of 4 seconds. When you can hear sound again, you can continue.
- Place your original, and then select any scan settings you require.
- **2** Pick up the external telephone.

You will hear a tone.

3 Dial.

The fax number you enter is dialed immediately.

### 

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

### ${\mathcal P}$ Reference

p.43 "Handy Dialing Functions"

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

1234567890 Dialing...

Transmission starts. After transmission, the standby display reappears.

### Note

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

# Selecting the Line

This feature requires the optional extra G3 interface unit.

Installing this option expands the machine's line capacity to a maximum of 2 lines.

The optional extra G3 interface unit connects to the PSTN.

#### Note

- ☐ Only one PSTN line is available with the base machine when no options are installed.
- ☐ Up to two lines can be used simultaneously.
- ☐ The optional extra G3 interface unit can be connected to a PSTN line.
- ☐ The optional extra G3 interface unit can be used for reception exclusively. To change the setup, please contact your service representative.
- ☐ When sending a fax and choosing the line, you can only specify destinations with the number keys and the Chain Dial feature.
- ☐ You can choose whether to use the default G3 line and expanded G3 line as a PSTN line (ouside line), or as a PABX line (extension) with the User Parameters. See p.140 "User Parameters" (switch 13; bit 1, 0), (switch 13; bit 3, 2).
- ☐ The On Hook Dial function is not available with the lines from the optional unit. See p.49 "On Hook Dial".
- ☐ The available combinations of connected line type(s) and communication type(s) is as follows.

| Optional<br>Compo-<br>nent(s)                                  | Connected<br>Line<br>Type(s) | Available<br>Communi-<br>cation<br>Type(s) |
|--|------------------------------|--|
| Base Ma-<br>chine  | PSTN                         | G3   |
| Base Ma-<br>chine + Op-<br>tional Extra<br>G3Interface<br>Unit | PSTN +<br>PSTN<br>(Optional) | G3 + G3                                    |

- ☐ When the machine is performing more than one communication at a time, the information of the first communication established is shown on the display.
- ☐ Up to two communications can be performed at one time.
- ☐ You can send one fax and receive one simultaneously.

# How to Select the Line When G3 Line(s) Are Connected through a PABX

When one G3 line is connected through a PABX, change the G3 line setting to a PABX line (extension) with the User Parameters, and then assign the Extension function to a User Function key. You can choose whether to use a PABX line or a PSTN line by pressing the User Function key in which the Extension function is stored.

When both G3 lines are connected through a PABX, you can select the line by just performing the "How to Select the Line" procedure.

### 

p.52 "How to Select the Line" p.140 "User Parameters"

### How to Select the Line

When the optional extra G3 interface unit is installed, you can store the Line Select function in one of the User Function keys.

# Preparation

You need to assign the Line Select function to a User Function key beforehand. See p.101 "User Function Keys".

Press the User Function key ([F1] to [F10]) with the Line Select function programmed in.

Line Selection **♦**/OK [Auto]

**2** Press **3** or **b** to select the line.

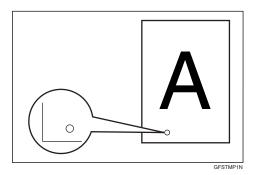
Line Selection **♦**/OK G3–1 Dir

Press the [OK] key.

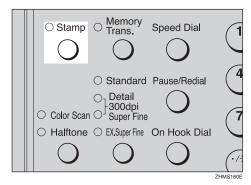
# **Transmission Features**

### **Stamp**

When sending a fax message, the machine can stamp a circle mark at the bottom of the document. This stamp indicates that the document has been successfully stored in memory for Memory Transmission, or that it has been successfully sent by Immediate Transmission.



Each time you press the **[Stamp]** key, the indicator light is turned on or off. When the Stamp feature is on, the light is on; when the Stamp feature is off, the light is off.



### Note

- ☐ If a page was not stamped when the Stamp feature was turned on, you need to resend that page.
- ☐ When the stamp starts getting lighter, replace the cartridge. See p.188 "Replacing the Stamp Cartridge".

### **ID Transmission**

When using this feature, transmission is limited to destination machines of the same make and with the same stored Polling ID. This feature is useful when sending documents containing confidential or sensitive information.

## Preparation

You need to program the Polling ID beforehand. See p.150 "ID Codes".

### Limitation

- ☐ ID Transmission is not available with the following functions:
  - Polling Transmission See p.16 "Polling Transmission".
  - Backup File Transmission See p.59 "Backup File Transmission".

### Note

☐ You can turn this feature on or off with the User Parameters. See p.140 "User Parameters" (switch 06, bit 2).

## **Duplex Original Settings**

This feature lets you scan in each side of a two-sided original, and then have both sides sent in a single operation.

# Preparation

You need to assign the Duplex function to a User Function key beforehand. See p.101 "User Function Keys".

### Limitation

☐ This feature is only available with Memory Transmission.

### Note

- ☐ You cannot send duplex originals using Parallel Memory Transmission.
- Make sure the Memory Transmission indicator is lit.
  - Note
  - ☐ If it is not, press the [Memory Trans.] key.
- Press the User Function key ([F1] to [F10]) with the Duplex function programmed in.
- Place the two-sided original with the front page face-up.
- A Select any scan settings as necessary.
- **5** Dial the destination number.
- 6 Press the [Start] key.

Scanning of the front page begins.

When scanning has finished, the following display appears.

Stored Front Page.Set Back and Press Start

Place the original with the back page face-up.

### **∅** Note

- ☐ Adjust the original so that the back page is scanned in the same direction as the front page was scanned in.
- ☐ Set the document within 60 seconds. If time runs out, an error will occur and transmission will not take place.

# 8 Press the [Start] key.

Scanning of the back page begins. When scanning is finished, transmission starts.

If the number of back pages and front pages are different

1 When the number of back pages and front pages are different, the following display appears.

Front and Back Page(s) are Not Same.Press OK

Press the [OK] key.

Stored Page(s): ♠/OK [Transmit] Delete

When transmitting the stored pages

- Press ⓓ or ☒ to select "Transmit", and then press the [OK] key.
  - Note
  - ☐ Successfully scanned pages are sent. Check the number of transmitted pages on the Communication Result Report.

When deleting the stored pages

Press ④ or ▷ to select "Delete", and then press the [OK] key.

Trans. Cancelled. File Deleted.

# **Batch Original Documents Transmission**

When sending a fax message which has a large number of pages, you can divide and scan the original documents in parts to store in the memory, and then send the whole data in one transmission.

# **Preparation**

You need to program this function to a User Function key. See p.101 "User Function Keys".

### Limitation

☐ Immediate Transmission is not available. Use Memory Transmission.

### Note

- ☐ You cannot send batch document data using Parallel Memory Transmission.
- Make sure the Memory Transmission indicator is lit.

### Note

- ☐ If it is not, press the [Memory Trans.] key.
- Press the User Function key ([F1] to [F10]) with the Batch Original Documents Transmission function programmed in.
- **3** Place the first stack of originals.

### Note

- ☐ You can set up to 70 pages (A4 and  $8^1/2$ "×11") or 30 pages ( $8^1/2$ "×14") of originals at one time.
- Select any scan settings as necessary.
- Dial the destination number.

# 6 Press the [Start] key.

The machine starts scanning the originals.

When the scanning of the placed originals is complete, the following display appears.

Set Additional Orig. Press # Key to Stop

### **∰**Important

- ☐ Do not attempt to add more originals into the ADF while scanning is in progress. Doing so may result in a paper jam.
- **7** Place the next stack of documents.

### Ø Note

☐ Set the document within 60 seconds. If time runs out, an error will occur and transmission will not take place.

# Press the [Start] key.

When the machine finishes scanning the placed originals, the following display appears.

Set Additional Orig. Press # Key to Stop

### Note

- ☐ If you have more originals to be scanned, repeat the procedure from **1**.
- When you finish scanning all documents, press the [#] key.

Transmission starts.

# If memory runs out while scanning is in progress

Scanning of originals is interrupted if the machine's memory runs out (the remaining amount of memory decreases to 0%) while scanning and storing the data is in progress. However, the data from originals already scanned can be transmitted.

### 

- ☐ We recommend that you use Immediate Transmission to send a lot of documents when the percentage of free memory space is low.
- If you run out of memory while storing an original (free space reaches 0%), the following display appears.

Memory is Full. Storing Stopped, /OK

Press the [OK] key.

When transmitting the stored pages

Press or to select "Transmit", and then press the [OK] key.

### Note

☐ Successfully scanned pages are sent. Check the number of transmitted pages on the Communication Result Report.

When deleting the stored pages

Press or to select "Delete", and then press the [OK] key.

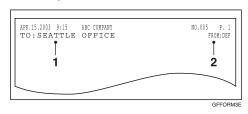
Trans. Cancelled. File Deleted.

### **Label Insertion**

With this feature you can have the receiver name programmed in a Quick Dial key or Speed Dial printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "TO:".

If you program the Label insertion feature in a Quick Dial key or Speed Dial, the feature is enabled when you select "On". This feature cannot be used if the other party's name is not programmed.

User name (the name of the Personal Box) will be printed preceded by "FROM:" as well as the name of the receiver when sending faxes with user code (SUB code of the Personal Box) using User Code Transmission to receivers whose Label Insertion setting is "On" in your machine.



- 1. The name stored in the Quick Dial key or Speed Dial
- 2. The name of the user (the name of the Personal Box)

### ∰Important

☐ If you turn this function on, any images located where the name of the receiver is to be printed will be erased.

### Note

- ☐ This feature does not work with the following function and condition:
  - Transfer Request See p.20 "Transfer Request".
  - When transmitting the fax with the Fax Header Print function "Off"

See p.23 "Fax Header Print".

☐ You can set this feature for each destination.

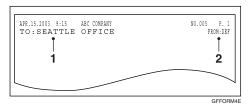
### 

p.9 "User Code Transmission"p.163 "Personal Boxes"p.64 "Quick Dial", Basic Featuresp.72 "Speed Dial", Basic Features

### Inserting a label using Auto Document

The Label Insertion function is available with the documents stored as Labels with the Auto Document function. See p.58 "Auto Document".

User name (the name of the Personal Box) will be printed preceded by "FROM:" as well as the name of the receiver when sending faxes with user code (SUB code of the Personal Box) using User Code Transmission to receivers whose Label Insertion setting is "On" in your machine.



- 1. The name stored in the Quick Dial key or Speed Dial
- 2. The name of the user (the name of the Personal Box)

### Preparation

In order to have the receiver name printed on the Label, store the document in memory and register the name of the receiver beforehand. See p.97 "Auto Documents".

### Ø Note

- ☐ Although you can specify scan settings when sending an Auto Document, these settings will only apply to the document you send along with the Auto Document. The settings used when you scanned and stored the Auto Document will apply to the Auto Document itself.
- Place the original you want to send along with the Label, and select any scan settings as necessary.
- Press the Quick Dial key that the Label is stored in.

The message "Retrieved Auto Doc." appears on the display and then the standby display reappears.

- Specify the destination fax number with Label Insertion set to "On" in one of the following ways:
  - Press the Quick Dial key that the destination fax number is stored in.
  - Press the **[Speed Dial]** key and enter the code of the Speed Dial that the destination fax number is stored in.
- Press the [Start] key.

### **Auto Document**

This feature allows you to automatically attach a registered document as the first page of the original you want to transmit. It is handy to store Labels or maps beforehand to use this function.

You can send an Auto Document along with another document, or just send it on its own.

### Preparation

You need to register the documents or images to be sent along with the original using this feature in advance. See p.97 "Auto Documents".

### 

- ☐ Although you can specify scan settings when sending an Auto Document, these settings will only apply to the document you send along with the Auto Document. The settings used when you scanned and stored the Auto Document will apply to the Auto Document itself.
- ☐ If you send another document with an Auto Document, the Auto Document is sent first.

## 

p.64 "Quick Dial", Basic Features p.72 "Speed Dial", Basic Features

1 Place the original you want to send along with the Auto Document, and select any scan settings as necessary.

To send just an Auto Document, start the following procedure from step **2**.

# Press the Quick Dial key the Auto Document is stored in.

The message "Retrieved Auto Doc." appears on the display and then the standby display reappears.

- **3** Specify the destination.
- Press the [Start] key.

## No Document, No Dial

If you dial a destination fax number and for some reason take your document back to your desk and another person places a different document, their document could be sent to the wrong destination. To avoid such mistakes, when this feature is turned on, you cannot dial a destination unless your document is set.

### Note

☐ The standby display when this feature is turned on.

**○**Ready 100% 10:05 Set Originals

☐ This feature is turned off by default. If you want to turn this feature on, please contact your service representative.

### **Blank Sheet Detect**

This feature is designed to help you avoid making mistakes while scanning documents.

If you try and scan in an almost completely blank original, an alarm sounds and the following display appears. Make sure the original is not blank.

Some Page(s) are Blank

### Limitation

☐ This feature is not supported in copier mode.

### 

- ☐ Transmission is not cancelled even if the machine detects the original is blank.
- ☐ With Memory Transmission, the alarm sounds as soon as the original has been scanned. To cancel the transmission, press the [Clear/Stop] key while the "Some Page(s) are Blank" is appears on the display.
- ☐ You can turn Blank Sheet Detect on or off with the User Parameters. See p.140 "User Parameters" (switch 11, bit 2).

## **Scanner Cleaning Message**

If dirt is stuck to the scanner, the other party receives fax messages with black lines. When the scanner is dirty, the warning message "Clean Contact Glass and White Strip" is displayed after scanning is complete. If this message is displayed, wipe the contact glass and white strip to remove the dirt, and then press the [OK] key.

#### Note

- ☐ You can select whether this message is displayed or not when the machine detects that the scanner is dirty with the User Parameters. "On" (Displayed) is selected by default. See p.140 "User Parameters" (switch 20, bit 7).
- ☐ If the dirty part of the scanner is small, that is, 0.127 mm (0.005 in.) or smaller, the machine tries to erase the black line made when scanning originals. The black line is less visible on the received message. However, sometimes very small parts of the image might be missing on the received message. You can turn this function on or off with the User Parameters. It is turned on by default. See p.140 "User Parameters" (switch 20, bit 4).
- ☐ Transmission is not interrupted even if the machine detects that the scanner is dirty.

## **Backup File Transmission**

When turned on, this feature sends a backup copy of all faxes you send to destinations that you specify.

### Preparation

You must specify the backup destinations beforehand. See p.136 "Backup File Transmission Settings".

- ☐ This function works with the following features:
  - Memory Transmission See p.36 "Memory Transmission", *Basic Features*.
  - Transfer Request Transmission See p.20 "Transfer Request".

- Confidential Transmission See p.7 "Sending Confidential Messages".
- SUB Code Transmission See p.11 "SUB Code Transmission".
- Mail Transmission

### **JBIG Transmission**

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic documents at high speed.

Normally, the JBIG method is used when sending to other fax machines. However, if connected to multiple lines and another JBIG transmission is in progress, transmission takes place without using JBIG.

### Limitation

- ☐ This feature requires that the other party's fax machine has both the JBIG function and ECM function.
- ☐ When connected to multiple lines and a JBIG transmission is in progress, another JBIG transmission is not possible until that transmission has finished.
- ☐ This feature is not available with an e-mail transmission when NIC FAX unit is installed.

### 

p.44 "Scan Settings", Basic Features

# **More Transmission Functions**

The following functions are useful when transmitting documents.

# If Memory Runs Out While Scanning Is in Progress

Scanning of originals is interrupted if the machine's memory runs out (the remaining amount of memory decreases to 0%) while scanning and storing the data is in progress. However, the data from documents already scanned can be transmitted.

### Note

- ☐ We recommend that you use Immediate Transmission to send a lot of documents when the percentage of free memory space is low. See p.41 "Immediate Transmission", Basic Features.
- ☐ If you run out of memory while storing an original (free space reaches 0%), the following display appears.

Memory is Full. Storing Stopped, /OK

☐ If a document jam occurs, the following display appears. Press the **[OK]** key, then remove the document. See p.98 "Clearing Original Jams", *Basic Features*.

Clear Misfed Original(s)

# Checking the Transmission Result

You can confirm successful transmission with the Communication Result Report or the Communication Failure Report for Memory Transmission, and the Immediate Transmission Result Report for Immediate Transmission.

### Communication Result Report

Turn on the Communication Result Report if you want a report to be printed after every transmission. See p.65 "Communication Result Report (Memory Transmission)".

### Communication Failure Report

If you turn the Communication result Report off, the Communication Failure Report will be printed when a communication fails. See p.66 "Communication Failure Report".

# Immediate Transmission Result Report

Turn on the Immediate Transmission Result Report if you want a report to be printed after every successful Immediate Transmission. See p.66 "Transmission Result Report (Immediate Transmission)".

### **∅** Note

☐ You can display the communication result on the display. See p.34 "Checking the Transmission Result (TX Status)" and p.35 "Checking the Reception Result (RX Status)".

☐ The communication result of Memory Transmission or Immediate Transmission can be printed in the Journal. See p.39 "Printing the Journal".

## **Broadcasting Sequence**

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

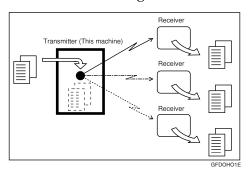
### Note

- ☐ The dialing order mentioned above does not apply in the Batch Transmission mode.
- ☐ For details about Broadcasting, see p.31 "Transmission Modes", *Basic Features*.

### **Simultaneous Broadcast**

Normally, if you specify several destinations, the messages are sent in the order in which they were specified. However, with this feature, you can send messages to more than one destination simultaneously, using separate communication lines.

You can complete the entire transmission in a shorter time with this feature than with Broadcasting.



### Note

- ☐ This feature requires the optional extra G3 interface unit.
- ☐ Up to two lines can be used simultaneously. When the optional extra G3 interface unit is installed, it is more efficient to set the line type of the destination to "Auto" so that the transmission is made with the available G3 line.

# Sending a Fax Message Immediately

When you want to send a fax straight away, use Immediate Transmission.

If a Memory Transmission is in progress, the display will switch to transmission standby and as soon as the current transmission has finished, the Immediate Transmission will start automatically.

If you are sending a message to more than one destination using Broadcasting and you scan a document for Immediate Transmission, Broadcasting will be interrupted to allow the Immediate Transmission to be sent.

However, if a transmission other than the current transmission is on standby, that document is sent first causing your Immediate Transmission to take a little longer.

# **Broadcasting: Checking Progress**

To check which destinations the fax message has been sent to so far, print the TX File List. See p.26 "Printing a List of Files in Memory (Print TX File List)".

### **Automatic Redial**

If a document cannot be transmitted because the line is busy or a transmission error occurred, redialing is done automatically for both Immediate Transmission and Memory Transmission. (The redialing interval and number of retries vary according to country.)

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

### **Batch Transmission**

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

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

### Note

☐ You can switch the Batch Transmission function on or off with the User Parameters. See p.140 "User Parameters" (switch 06, bit 4).

☐ You can assign the Batch Transmission function to a User Function key. You can turn Batch Transmission on or off by just pressing the User Function key with this function programmed in. The User Function key is lit when Batch Transmission is turned on. See p.101 "User Function Keys".

### **Dual Access**

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report.

Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission, when copying, or when the User Tools menu is open, the machine cannot scan in documents.

# **ECM (Error Correction Mode)**

This feature automatically resends data that wasn't transmitted successfully using a system that complies with international standards.

ECM requires that the destination machine has the same feature.

# **Parallel Memory Transmission**

With this feature the machine can call destinations while scanning documents. Compared with normal Memory Transmission (where the machine calls once all the documents have been stored), it is quick to verify whether a connection has been made or not.

Additionally, as scanning finishes quicker than in Immediate Transmission, it is useful if you want to take the document back to your desk immediately. However, if the connection cannot be made (for example if the line is busy), normal Memory Transmission takes place.

- ☐ Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:
  - When the line is busy and a connection could not be made
  - With Send Later
  - When you store a document for Memory Transmission while another communication is in progress
  - When you send just an Auto Document
  - With Duplex Original
  - With Batch Original Documents Transmission
- ☐ When the amount of remaining memory drops below a certain level, the machine switches to ordinary Memory Transmission and the Parallel Memory Transmission feature is disabled until more memory becomes available.

- ☐ If you press the 【Clear/Stop】 key, the document jams, or memory becomes full during Parallel Memory Transmission, the machine stops transmitting and prints the Communication Result Report (Memory Transmission). The file is erased.
- ☐ You can switch the Parallel Memory Transmission function on or off with the User Parameters. See p.140 "User Parameters" (switch 07, bit 2).

# **Printed Reports**

# File Reserve Report (Memory Transmission)

This report is printed after a document is stored in memory. It helps you review the contents and registered destinations of documents stored for transmission.

## Note

- ☐ This report is not printed for messages sent using Parallel Memory Transmission. See p.64 "Parallel Memory Transmission".
- ☐ You can turn this report on and off with the User Parameters. By default it is not printed. See p.140 "User Parameters" (switch 03, bit 2).
- ☐ Even if the machine is set up not to print this report, it is still printed if a document could not be stored.
- ☐ You can choose whether to print the document image on the report (part of the image is printed by default). This feature is not available for Confidential Transmission. See p.140 "User Parameters" (switch 04, bit 7).
- □ With the User Parameters, you can set the machine to print out this report when scanning documents is interrupted because the machine's memory runs out, or if a paper jam occurs. See p.140 "User Parameters" (switch 04, bit 6).

# **Communication Result Report** (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission. If two or more destinations are specified, the report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. See p.66 "Communication Failure Report".

### **𝚱** Note

- ☐ You can print the Journal to check the communication result. See p.39 "Printing the Journal".
- ☐ You can turn this report on and off with the User Parameters. See p.140 "User Parameters" (switch 03, bit 0).
- ☐ You can program a User Function key to switch Communication Result Report printing on or off for each transmission. After the transmission is completed, the setting reverts to the setting made with the User Parameters. When the User Function key is lit, the report is printed for each transmission. See p.101 "User Function Keys".
- ☐ You can choose whether to include print the document image on the report (the image is printed by default). This feature is not available for Confidential Transmission. See p.140 "User Parameters" (switch 04, bit 7).

□ Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows Own Name or Own Fax Number programmed in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.140 "User Parameters" (switch 04, bit 4).

# **Communication Failure Report**

This report is printed if a Memory Transmission failure occurs after a job is completed. It is only printed if the Communication Result Report is switched off, and a communication failure occurs.

### Note

- ☐ You can choose whether to print the receiver name on the report. See p.140 "User Parameters" (switch 04, bit 2).
- ☐ You can choose whether to print the document image on the report. See p.140 "User Parameters" (switch 04, bit 7).

# Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

# 

☐ You can switch this report on or off with the User Parameters. See p.140 "User Parameters" (switch 03, bit 5).

- ☐ You can program a User Function key to switch Communication Result Report printing on or off for each transmission. After the transmission completes, the setting reverts to the setting made with the User Parameters. When the User Function key is lit, the report is printed for each transmission. See p.101 "User Function Keys".
- □ Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows Own Name or Own Fax Number programmed in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.140 "User Parameters" (switch 04, bit 4).

# 4. Reception Features

# **General**

There are two types of reception method, Immediate Reception and Memory Reception.

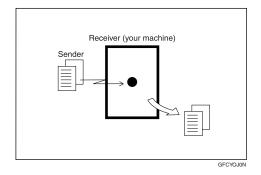
Normally, the machine receives all the faxes with Immediate Reception, however, in the case of Confidential Reception, (see p.37 "Printing a Confidential Message") receiving Memory-locked messages, (see p.38 "Printing a Memory-locked Message") or when you turn on one of the following functions, the machine receives faxes with Memory Reception.

- Muti-copy Reception See p.75 "Multi-copy Reception".
- Two in One See p.76 "Two in One".
- Two-sided Reception See p.128 "Two-sided Reception".
- Forwarding See p.131 "Forwarding".

Apart from the above, when any of the conditions for Substitute Reception occur, incoming faxes are not printed but stored in memory. See p.69 "Substitute Reception".

# **Immediate Reception**

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



# Display during Reception

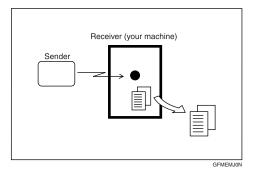
The sender's Own Name or Own Fax Number appears on the first line.

## **₽** Reference

p.57 "Own Name/Fax Header/Own Fax Number", Basic Features

# **Memory Reception**

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



# **#Important**

- ☐ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.
- ☐ If this function is turned on, you may not be able to receive very large or detailed faxes. If this happens, we recommend that you turn this function off.

# Limitation

☐ The machine may not be able to receive fax messages when the available memory space becomes less than 3%.

## Note

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

# **Substitute Reception**

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory and not printed, is called Substitute Reception. When Substitute Reception occurs, the **Receive File** is lit. Messages received using Substitute Reception are automatically printed when the problem which caused the machine to use Substitute Reception is rectified.

The table below lists some problems that could cause Substitute Reception to take place and their solutions.

| Problem  | Causes  | Solutions  |
|--|---|--|
| <b>≜</b> is lit red.   | Paper has run out.                              | Add paper. See p.91 "Loading<br>Paper in the Main Paper<br>Tray", Basic Features.                  |
| is lit red.  | Toner has run out.                              | Replace the toner cartridge. See p.92 "Replacing the Toner Cartridge", Basic Features.             |
| "Clear Misfed Paper" is displayed.   | Paper is jammed.                                | Remove the jammed paper.<br>See p.99 "Clearing a Copy,<br>Fax, or Print Jam", Basic Fea-<br>tures. |
| "Close Front/Right<br>Cover"or"Close Lower<br>Right Cover"is dis-<br>played. | Cover is open.                                  | Close the cover. See p.19 "Guide to Components", Basic Features.                                   |
| "Energy Saver Mode" indicator and "Receive File" indicator are lit.          | The machine is in Energy Saver Mode.            | Press the [Energy Saver/Clear Modes] key.  |
| Another function is currently printing.                                      | Machine is busy printing with another function. | The message will be printed automatically after the current job finishes.                          |

# Note

☐ You can switch this function on or off with the User Parameters. See p.140 "User Parameters" (switch 05, bit 0).

### Screening out messages from anonymous senders

To help you screen out unwanted messages that may fill up your memory, the machine can be programmed to only use Substitute Reception for messages that arrive with Own Name/Own Fax Number identification.

Two settings are available:

- "When a name or fax number is received"
- "Free"

## **#Important**

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

### 

☐ If "When a name or fax number is received" is selected, the machine only stores messages when the name or fax number is present. You can change this with the User Parameters. See p.140 "User Parameters" (switch 05, bit 1).

# 

p.57 "Own Name/Fax Header/Own Fax Number", Basic Features

#### When a name or fax number is received

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is turned off for 12 hours or longer, all the messages received are deleted. In such a case, the Power Failure Report or the Journal can be used to identify which messages are lost so you can ask the senders to transmit them again.

You can also use this function to screen out unwanted messages, thus conserving memory.

#### Free

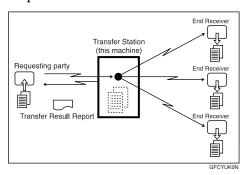
The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

# **Reception Functions**

### **Transfer Station**

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks.

The diagram below may make the concept clearer.



The following terminology is used in this section:

### ❖ Requesting Party

The machine where the message originates from, i.e. the machine making a Transfer Request.

#### Transfer Station

The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request. In this section this refers to your machine.

#### End Receiver

The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dial keys, Speed Dials or Groups in the Transfer Station (this machine).

## Preparation

You need the following settings before you can use this feature.

- Program the End Receiver fax numbers in the Transfer Station's Quick Dial keys, Speed Dials or Groups.
- Program the Requesting Party's fax number in either a Quick Dial key or Speed Dial of the Transfer Station's machine (this machine).
- Program the return address in the Transfer Station's machine (this machine).
- Program the return address in the Requesting Party's machine.
- Polling IDs of the Requesting Party and Transfer Station are identical.

### 

p.64 "Quick Dial", Basic Features p.72 "Speed Dial", Basic Features p.78 "Groups", Basic Features p.154 "Transfer Report" p.150 "ID Codes"

### Note

- ☐ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys. See p.47 "Entering Numbers Directly", Basic Features.
- ☐ If one of the specified End Receivers is not programmed in the Transfer Station, the transfer is halted.
- ☐ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 250, the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

### 

p.20 "Transfer Request"

### **Transfer Result Report**

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

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party.

# Preparation

You must program the fax number of the Requesting Party in a Quick Dial key or Speed Dial in the Transfer Station. Also, the return address of the machine needs to be programmed beforehand. See p.154 "Transfer Report".

# **∅** Note

☐ You can set whether to print the document image is printed on this report with the User Parameters. See p.140 "User Parameters" (switch 04, bit 7).

# Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial key or Speed Dial, and if the last five digits of the two numbers match, it sends the Transfer Result report to the Requesting Party.

• Requesting Party's own number:

44-11-22233333

Transfer Station's Quick Dial:011-22233333

### **Remote Transfer**

This feature allows same make or other make fax machines without the Transfer Request function to perform transfer requests to this machine.

# Preparation

In order for this machine to perform this function, you need to register the Remote ID, and the Transfer Result Report return address in Quick Dial keys or Speed Dials. See p.150 "ID Codes"; p.64 "Quick Dial", Basic Features; and p.72 "Speed Dial", Basic Features.

### Limitation

- ☐ The Requesting Party's fax machine must be able to send out a push signal.
- ☐ The Remote Transfer function only works with the standard and optional G3 line. NIC FAX unit is not supported.

### Note

☐ You can select whether the machine accepts Remote Transfers or not with the User Parameters. See p.140 "User Parameters" (switch 11, bit 0).

# How to make a Remote Transfer Request (push signal)

This procedure describes how to make a Transfer Request to this machine from the Requesting Party's machine. Require the Requesting Party to perform the following procedure.

#### Note

- ☐ To cancel the operation in progress, press the [#] key twice.
- Place your original, and then select any scan settings you require.
- 2 Dial using On Hook Dial, or lift the external telephone and dial.
- When the connected line is a dial line, the machine switches over so it can send a push signal.
- When you hear the reception tone, press the [#] key.

When the Remote Transfer is accepted, you will hear a confirmation "peece" tone.

### Note

- ☐ If Remote Transfer is turned off on the machine at the other end, you will not hear a confirmation tone and the tone mentioned in step ☐ will continue.
- ☐ If the Transfer Request is not accepted, for example if memory is full or the Remote ID has been wrongly entered five times, you will hear five "pee-po" tones and the line will be cut off.
- Enter the 4-digit Remote ID stored in the Transfer Station, and then press the [#] key.

When you enter the correct ID, you will hear a "peeee" tone.

## Note

- ☐ If you do not carry out each step from ☐ to ☐ within 30 seconds, the line will be cut off.
- ☐ Enter the next tone within five seconds. If you wait too long, you will hear a "pee pee pee" tone and you must start the whole procedure again.

- ☐ If you enter the wrong Remote ID five times, the line will be automatically cut off, and if you do not change this machine's Remote ID, Remote Transfer will not be accepted. The five times includes previous nonvalid attempts.
- ☐ If you enter the wrong ID, you will hear a "pee pee pee" tone. If this happens, try again.
- 6 Press [2] [4] [#].
- Press the [\*] key three times. Specify the Transfer Result Report return address stored in the Transfer Station using the procedure below, and then press the [#] key.

If the return address is correct, you will hear a "peece" tone.

When the return address is stored in a Quick Dial

1 Enter the number (01-90) of the Quick Dial key.

When the return address is stored in a Speed Dial

Press the [★] key, and then enter the Speed Dial code (000-199).

## Note

- ☐ If you hear a "pee pee pee" tone, press the [★] key three times, and then enter the return address again.
- ☐ If you keep getting the error tone, the return address may not be registered in the Quick Dial key or Speed Dial you are specifying.

# Specify the end receiver, and then press the [#] key.

If the End Receiver is correct, you will hear a "peeee" tone.

Specifying the end receiver with a Quick Dial key

**1** Enter the number (01-90) of the Quick Dial key.

Specifying the end receiver with a Speed Dial

Press the [★] key, and then enter the Speed Dial code (000-199).

### Note

☐ If the End Receivers only support 2 digits for the Speed Dials, enter the number with 2 digits.

Specifying the end receiver with a Group Dial

Press the [★] key twice, and then enter the group number (1-9).

## Note

- Specify an end receiver that has been stored in a Quick Dial key, Speed Dial, or Group Dial.
- ☐ If you hear a "pee pee pee pee" tone, specify the end receiver again.
- ☐ If you keep on getting the error tone, the End Receiver may not be registered in the destination you are specifying.

Repeat step 12 for all End Receivers.

### Note

☐ If you specify 30 End Receivers, the Transfer Request is accepted and you will hear a "pee pee pee pee" tone. In this case, proceed to step **①**.

# Press the [#] key twice.

The Transfer Request is accepted and you will hear a "pee pee pee pee" tone.

When you hear the reception tone again, press the [Start] key.

Your document will be sent.

# **ID Reception**

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

# 

p.150 "ID Codes" p.53 "ID Transmission"

# JBIG Reception

Use this feature to receive messages sent to you using the high compression protocol known as JBIG (Joint Bilevel Image Experts Group).

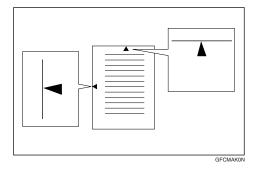
## 

p.60 "JBIG Transmission"

# **Printing Functions**

### **Center Mark**

When this function is turned on, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position the hole puncher correctly when you file received messages.

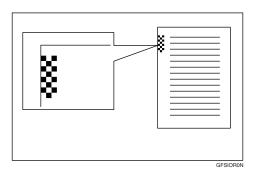


### Note

- ☐ You can turn this feature on or off. See p.140 "User Parameters" (switch 02, bit 1).
- ☐ If the size of the image or document is smaller than the upper half of the paper, the left side center mark is not printed.
- ☐ The center mark may deviate a little from the exact center of the edge.
- ☐ The center mark is not printed when you use the machine for making copies.

### **Checkered Mark**

When this function is turned on, a checkered mark is printed on the first page of fax messages to help you separate them.

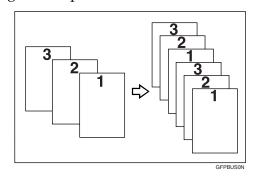


### Note

☐ You can turn this feature on or off. See p.140 "User Parameters" (switch 02, bit 4).

# **Multi-copy Reception**

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders.



### Note

- ☐ Only one set of prints is made when using the following features:
  - Confidential Reception
  - Memory Lock Reception
  - Polling Reception
- ☐ You cannot cancel the job in progress by pressing the [Clear/Stop] key.
- ☐ The maximum number of copies that can be made of each message is nine. If you are using Multi-copy with specified senders, the maximum number is nine.
- ☐ You can switch Multi-copy Reception on and set the number of copies. See p.123 "Multi-copy Reception".
- ☐ Note that the machine will use Memory Reception for Multi-copy.

# **Two-sided Reception**

If you turn this function on, you can have incoming messages printed on both sides of paper. You can also choose to have messages from specified senders printed in this way. For details, see p.128 "Two-sided Reception".

## **∰**Important

☐ While a message is being printed with this feature, do not pull out paper being delivered onto the output tray. The paper might become jammed.

# **Reception Time**

You can have the date and time when a message was received printed at the bottom of the received image.

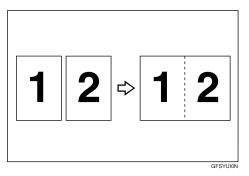
### Note

- ☐ When a received message is printed on two or more sheets, the date and time is printed on the last page.
- ☐ The date and time of the output is also printed on a message received with Memory Reception.
- ☐ You can turn this feature on or off with the User Parameters. See p.140 "User Parameters" (switch 02, bit 2).

### Two in One

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

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



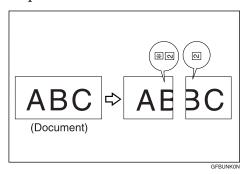
### Note

☐ This feature does not work with messages larger than A4 ☐, or 8¹/₂"×11" ☐. When 8¹/₂"×11" ☐ size paper is loaded in the machine, each page of the received message is output onto a single sheet.

- ☐ This feature is not available with Polling Reception or when copying.
- ☐ If the sent pages are of different width, or were sent with different scan settings, this feature is not available.
- ☐ If paper matching the size and orientation of a received document is not available, Two In One is not possible.
- ☐ You can turn this feature on or off with the User Parameters. See p.140 "User Parameters" (switch 10, bit 1).
- ☐ This feature uses Memory Reception.

# Page Separation and Length Reduction

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, when  $8^{1}/2$ "×11" $\square$  or A4 paper is loaded, this feature splits the received message if the excess length is about 20 mm (0.8 in.) or more, and reduces it if the excess length is within about 20 mm (0.8 in.). When a message is split, the split mark  $(\mathbf{X})$  is inserted at the split position and about 10 mm (0.4 in.) of the split area is duplicated on the top of the second sheet.



### Note

- ☐ Your service representative can customize this feature with the following settings. Bracketed values are defaults.
  - Reduction (on)
  - Print split mark (on)
  - Overprinting (on)
  - Overprinting length (10 mm or 0.4 in.)
  - Guideline for split (when message is 20 mm or 0.8 in. longer than paper)
- ☐ You can adjust the overprinting length and length of reduction within the following ranges:
  - Guideline for split: 0 155 mm (0 6.1 in.)

### **TSI Print**

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

TSI = Transmitting Subscriber Identification

### Note

☐ You can turn this function on or off with the User Parameters. See p.140 "User Parameters" (switch 02, bit 3).

# **Adjusting the Printing Density**

You can economize on toner by adjusting the image density used when generating all printed output (Output Density), or just for incoming faxes, reports, and lists (Toner Saving).

### **Toner saving**

Use this feature to save over 50% of the toner normally used for printing incoming faxes, reports, and lists.

### Limitation

☐ This feature does not apply to copies.

### **𝚱** Note

- ☐ When receiving faxes sent using Photo (Halftone) mode from this maker's machines, turn Toner Saving off.
- ☐ When Toner Saving is turned on, printed images will come out lighter than usual. To check on the image quality, print out the User Parameter List. See p.149 "Printing the User Parameter List".
- ☐ If the other party sends you a fax using the Photo (Halftone) mode, the printed fax image may differ from the document image.
- ☐ You can turn Toner Saving on or off with the User Parameters. See p.140 "User Parameters" (switch 12, bit 2).

# When There Is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine chooses a paper size based upon the paper you have available. For example, if your machine has A4  $\square$  and  $8^1/2"\times11"$   $\square$  loaded and you receive a A5  $\square$  size message, check the A5  $\square$  column of the table below. The paper size at the top has the highest priority. In this case, since  $8^1/2"\times11"$   $\square$  is a higher priority than A4  $\square$ , the message is printed on  $8^1/2"\times11"$   $\square$ .

### Priority Table

|          |   | Reception Size   |  |  |  |  |   |
|----------|---|--|--|--|--|--|---|
|          |   | 8 <sup>1</sup> / <sub>2</sub> "×14"□,<br>8 <sup>1</sup> / <sub>4</sub> "×14"□                  | 8 <sup>1</sup> / <sub>2</sub> "×13"□,<br>8 <sup>1</sup> / <sub>4</sub> "×13"□                  | A4D  | 8 <sup>1</sup> / <sub>2</sub> "×11"□   | <b>A</b> 5 □   | 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> " □             |
| Priority | 1 | 8 <sup>1</sup> / <sub>2</sub> "×14" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×14" <b>□</b> | 8 <sup>1</sup> / <sub>2</sub> "×13" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×13" <b>□</b> | A4□  | 8 <sup>1</sup> / <sub>2</sub> "×11" <b>□</b>   | A5 🖸   | 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "               |
|          | 2 | 8 <sup>1</sup> / <sub>2</sub> "×13"  *1  8 <sup>1</sup> / <sub>4</sub> "×13"   • 1             | A4□ *1   | 8 <sup>1</sup> / <sub>2</sub> "×11"□   | A4D  | 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "  D*1                           | A5 🔽  |
|          | 3 | A4□ *1   | 8 <sup>1</sup> / <sub>2</sub> "×11"  *1  | 8 <sup>1</sup> / <sub>2</sub> "×13" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×13" <b>□</b> | 8 <sup>1</sup> / <sub>2</sub> "×13" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×13" <b>□</b> | 8 <sup>1</sup> / <sub>2</sub> "×11" <b>□</b>   | 8 <sup>1</sup> / <sub>2</sub> "×11"□  |
|          | 4 | 8 <sup>1</sup> / <sub>2</sub> "×11" <b>□</b> *1  | 8 <sup>1</sup> / <sub>2</sub> "×14" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×14" <b>□</b> | 8 <sup>1</sup> / <sub>2</sub> "×14" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×14" <b>□</b> | 8 <sup>1</sup> / <sub>2</sub> "×14" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×14" <b>□</b> | A4D  | A4D   |
|          | 5 | A5DD   | A5DD   | A5DD   | A5DD   | 8 <sup>1</sup> / <sub>2</sub> "×13" <b>□</b> ,<br>8 <sup>1</sup> / <sub>4</sub> "×13" <b>□</b> | 8 <sup>1</sup> / <sub>2</sub> "×13"□,<br>8 <sup>1</sup> / <sub>4</sub> "×13"□ |
|          | 6 | 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> "                                | 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> " DD                             | 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> " DD                             | 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> " DD                             | 8 <sup>1</sup> / <sub>2</sub> "×14"□,<br>8 <sup>1</sup> / <sub>4</sub> "×14"□                  | 8 <sup>1</sup> / <sub>2</sub> "×14"□,<br>8 <sup>1</sup> / <sub>4</sub> "×14"□ |

<sup>\*1</sup> The printed image is reduced in size.

### Note

- ☐ If there is paper that matches the size of a received image only in the optional bypass tray, paper in the optional bypass tray has a higher priority than paper in the main paper tray or the optional paper tray unit. For example, if A4 size paper is loaded in the optional bypass tray and A5 size paper in the main paper tray or the optional paper tray unit, a received A4 size image is printed on the paper in the optional bypass tray.
- ☐ The paper size used to print a received message may be different from the size of the sent original.
- □ □ □ and □□ indicate that the message is split over two pages of paper with the orientation and size shown (Page Separation).

# 

p.77 "Page Separation and Length Reduction"

# 5. Copying

# Copying

This section describes how to make copies.

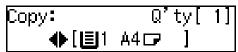
### **#Important**

☐ When making multiple copy sets, copying starts once all originals have been scanned into memory. If memory runs out (free memory reaches 0%) while scanning, the copy job is canceled and the scanned data is deleted from memory. However, copying the scanned original is possible if you select Stack as the output order for multiple copying.

### Note

- ☐ The recommended originals are the same as the recommended originals for fax transmission. Place your original, and then select any scan settings in the same way as for fax transmission.
- ☐ You cannot set the Resolution to Extra Super Fine in copier mode.
- ☐ Copy paper that cannot be loaded in the main paper tray or the optional paper tray(s) can be loaded in the optional bypass tray. See p.82 "Making Copies on Special Paper".
- ☐ You can set the output order for multiple sets of copies to Sort (1,2,3,1,2,3) or Stack (1,1,2,2,3,3) with the User Parameters. See p.140 "User Parameters" (switch 09, bit 7).

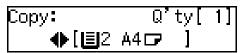
- ☐ If you want to prevent people from freely making copies, you can disable the copy function with the User Parameters. See p.140 "User Parameters" (switch 12, bit 7).
- ☐ There may be slight differences in the size and quality of printed image from fax transmissions and the copy feature.
- ☐ The copying feature is available only in standby mode. If the machine is in another operation mode, switch it to standby mode. See p.26 "Standby Display", Basic Features.
- Press the [Copy] key.



The Resolution automatically changes to Super Fine.

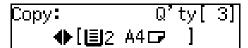
### Note

- ☐ If you press the **[Copy]** key again, the standby display reappears.
- Place your original in the ADF face up.
- Select any scan settings as necessary.
- Press ⊚ or ▷ to select the copy paper size.



### Note

- ☐ You cannot select the paper size if the optional paper tray unit is not installed.
- ☐ You can change which paper source to be selected first with the User Parameters. See p.140 "User Parameters"(switch 19; bit 7,6,5).
- ☐ If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.
- Enter the number of copies you need with the number keys.



### Note

☐ You can specify between 1 and 99 copies.

# 6 Press the [Start] key.

Copying starts.

When copying is completed, the standby display reappears.

### Note

☐ To stop copying while it is in progress, press the [Clear/Stop] key. Then open the ADF cover and ADF unit and remove any originals that are left inside.

## 

p.98 "Clearing Original Jams", Basic Features

# Making Copies on Special Paper

The optional bypass tray unit is required to use this function.

You can make copies on special paper that cannot be loaded in the main paper tray or optional paper tray unit by using the optional bypass tray.

Set the copy paper with the side to be printed facing down.

You can use the following types of special paper as well as the types of paper you load in the paper trays:

- Paper that weighs between 93 and 157 g/m<sup>2</sup> (25 to 42 lb)
- OHP transparencies
- Adhesive labels
- Postcards
- Envelopes

# Preparation

You need to specify the paper type for the optional bypass tray beforehand. See p.111 "Bypass Paper Type".

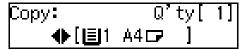
## **∰**Important

☐ If the paper is curled, flatten it before loading in order to avoid paper jams.

## Note

- ☐ You can load paper in the optional bypass tray up to approximately 100 sheets (8¹/₂″×14″ or smaller), or 1 sheet (larger than 8¹/₂″×14″). Up to 10 postcards or envelopes can be loaded.
- ☐ Load OHP transparencies one sheet at a time, and remove them from the paper tray immediately after copying is complete.

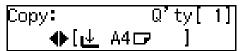
- ☐ When making copies on OHP transparencies, an unusual sound may be emitted depending on the type of OHP transparency. To avoid this, place a sheet of quality paper on top of the OHP transparency when loading.
- $\square$  Load postcards in the landscape orientation ( $\square$ ).
- ☐ Postcards that are curled in the center may cause a paper jam. Be sure to flatten them before loading.
- Press the [Copy] key.



The Resolution automatically changes to Super Fine.

### Note

- ☐ If you press the **[Copy]** key again, the standby display reappears.
- Place your original, and then select any scan settings as necessary.
- Press @ or © to select the optional bypass tray.



### Note

☐ Confirm that the correct paper size is displayed. If not, press the [#] and then change the paper size setting for the optional bypass tray.

# 

p.109 "Tray Paper Size"

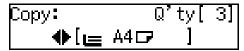
4 Load paper in the optional bypass tray.



## 

p.178 "Loading Paper in the Optional Bypass Tray"

Enter the number of copies you need with the number keys.



6 Press the [Start] key.

Copying starts.

When copying is completed, the standby display reappears.

# **Making Two-sided Copies**

The optional bypass tray unit is required to use this function.

This function can be used in the following ways:

### One-sided to two-sided

This mode makes two-sided copies from one-sided originals.

#### Two-sided to two-sided

This mode makes two-sided copies from two-sided originals.

#### ❖ Two-sided to one-sided

This mode copies each side of a two-sided original onto separate pages.

# Preparation

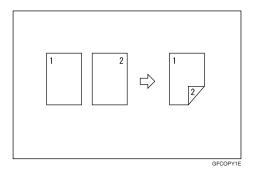
You need to assign the Duplex function to a User Function key beforehand. See p.101 "User Function Keys".

You need to turn on the Two-sided Printing function for the paper tray(s). See p.110 "Paper Tray for Two-sided Printing".

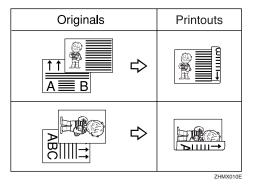
### Limitation

- ☐ You cannot use the following copy paper with this function:
  - A5  $\square$  and  $5^1/_2$ "  $\times$   $8^1/_2$ "  $\square$  paper
  - Translucent paper
  - Label paper (adhesive labels)
  - OHP transparencies
  - Postcards
- ☐ You cannot use the optional bypass tray with this function.
- ☐ When you set an odd number of one-sided originals in the ADF, the reverse side of the last page is left blank.

#### One-sided to two-sided



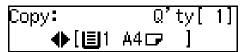
This table shows the results that can be achieved when making two-sided copies from one-sided originals.



Note

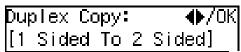
☐ When you set an odd number of one-sided originals, the setting for printing the last page on the front or back side of paper can be changed if all pages of the received documents are of the same size. To change the setting, contact your service representative.

1 Press the [Copy] key.



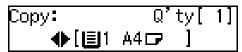
The Resolution automatically changes to Super Fine.

Press the User Function key ([F1] to [F10]) the Duplex function programmed in.

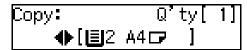


Confirm that "1 Sided To 2 Sided" is displayed.

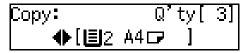
Press the [OK] key.



- Place the originals in the ADF, and then select any scan settings as necessary.
- Press @ or > to select the paper tray and the paper size.



- Note
- ☐ You need to select the paper tray for which the Two-sided Printing function is turned on.
- ☐ You cannot select the paper size if the optional paper tray unit is not installed.
- ☐ If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.
- **6** Enter the number of copies you need with the number keys.

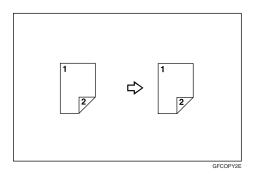


- Ø Note
- ☐ You can specify between 1 and 99 copies.
- Press the [Start] key.

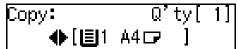
Copying starts.

- Note
- ☐ Do not pull out paper being delivered onto the output tray. The paper might become jammed. If this occurs, open the right cover and remove the jammed paper.

### Two-sided to two-sided

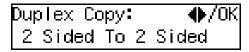


1 Press the [Copy] key.

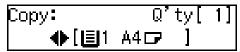


The Resolution automatically changes to Super Fine.

- Press the User Function key ([F1] to [F10]) with the Duplex function programmed in.
- Press or until "2 Sided To 2 Sided" is displayed.

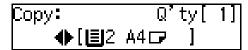


Press the [OK] key.

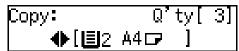


Place the original in the ADF, and then select any scan settings as necessary.

Press or to select the paper tray and the paper size.



- Note
- ☐ You need to select the paper tray for which the Two-sided Printing function is turned on.
- ☐ You cannot select the paper size if the optional paper tray unit is not installed.
- ☐ If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.
- **7** Enter the number of copies you need with the number keys.



- Note
- ☐ You can specify between 1 and 99 copies.
- 8 Press the [Start] key.

After the front side is scanned, the original is delivered onto the original output tray.

Place the original in the ADF with the back side facing up.

- Note
- ☐ Adjust the original so that the back side is scanned in the same direction as the front side was scanned in.

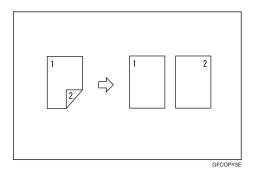
# Press the [Start] key.

After the back side is scanned, copying starts.

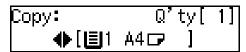
### 

☐ Do not pull out paper being delivered onto the output tray. The paper might become jammed. If this occurs, open the right cover and remove the jammed paper.

#### Two-sided to one-sided

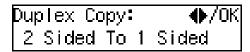


1 Press the [Copy] key.

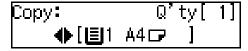


The Resolution automatically changes to Super Fine.

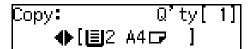
- Press the User Function key ([F1] to [F10]) with the Duplex function programmed in.
- Press @ or © until "2 Sided To 1 Sided" is displayed.



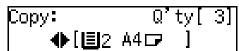
Press the [OK] key.



- Place the original in the ADF, and then select any scan settings as necessary.



- Note
- ☐ You cannot select the paper size if the optional paper tray unit is not installed.
- ☐ If your original is larger than in length than the copy paper you select, the excess part of the original image will not be copied.
- **2** Enter the number of copies you need with the number keys.



- Note
- ☐ You can specify between 1 and 99 copies.
- Press the [Start] key.

After the front side is scanned, the original is delivered onto the original output tray.

- Place the original in the ADF with the back side facing up.
  - Note
  - ☐ Adjust the original so that the back side is scanned in the same direction as the front side was scanned in.
- Press the [Start] key.

After the back side is scanned, copying starts.

# 6. Facsimile User Tools

# **User Tools Menu**

You can utilize fax features in full by accessing the User Tools and storing fax numbers of destinations or registering often used functions. You can also enable various functions such as Printing Reports/Lists or User Function Keys.

You can make settings for the functions described below.

Necessary option:

\*1 Bypass Tray Unit

#### ❖ Counter

Allows you to check the total number of transmitted, received, scanned, and printed pages on the display.

Reference p.94 "Counters"

#### Fax features

| Function Name   |  | Description  | Reference                               |
|---|--|--|---|
| Program /<br>Delete (Pro-<br>gram / De-<br>lete Menu) | Prog. Quick Dial<br>(Programming<br>Quick Dials) | Allows you to program a fax number into a Quick Dial key so that you may specify the destination simply by pressing the key.   | p.64 "Quick<br>Dial", Basic<br>Features |
|   | Delete Quick Dial<br>(Deleting Quick Dials)      | Allows you to delete a fax number programmed as a Quick Dial.  |   |
|   | Prog. Speed Dial<br>(Programming<br>Speed Dials) | Allows you to program a fax number as a Speed Dial destination so that you may specify the fax number as a destination simply by pressing the [Speed Dial] key and then the three-digit Speed Dial number. | p.72 "Speed<br>Dial", Basic<br>Features |
|   | Delete Speed Dial<br>(Deleting Speed Dials)      | Allows you to delete a fax number programmed as a Speed Dial.  |   |
|   | Prog. Group Dial<br>(Programming<br>Groups)      | Allows you to program multiple fax<br>numbers as a group so that you may<br>easily specify multiple fax numbers<br>as destinations.  | p.78"Groups",<br>Basic Features         |
|   | Delete Group Dial<br>(Deleting Groups)           | Allows you to delete fax numbers programmed as a group.  |   |

| Function Name                             |   | Description   | Reference   |  |
|---|---|---|---|--|
| Program / Delete (Program / De-lete Menu) | Change Prog.Name<br>(Changing the Prog-<br>am Name) | Allows you to change the name of a<br>Keystroke Program stored in a Quick<br>Dial key.  | p.95 "Programs"   |  |
|   | Delete Program (Deleting Programs)                  | Allows you to delete a Keystroke Program.   |   |  |
|   | Prog.Auto Doc.<br>(Programming Auto<br>Documents)   | Allows you to store a document that you often use in memory and send or print it when needed by using a Quick Dial key.   | p.97 "Auto<br>Documents"  |  |
|   | Delete Auto Doc.<br>(Deleting Auto Documents)       | Allows you to delete a document stored as Auto Document.  |   |  |
|   | Prog. Addr.Temp.<br>(Programming Address Template)  | Allows you to program a string of text for the [★] Quick Dial key. You can use this for entering text such as an e-mail address.  | Chapter 8,<br>"Registering<br>Template Ad-<br>dresses" in the<br>NIC FAX unit<br>manual |  |
|   | Del. Addr.Temp.<br>(Deleting Address<br>Template)   | Allows you to delete Template Addresses.  |   |  |
|   | User Functions (User Function Keys)                 | Allows you to program each of the User Function keys ( [F1] to [F10]) with a desired function. You can also assign a function that you often use, so that multiple key operations may be performed by pressing one key. | p.101 "User<br>Function<br>Keys"  |  |

| Function Name      |   | Description   | Reference   |
|--------------------|---|---|---|
| Reports /<br>Lists | Journal                                 | Allows you to print the Journal manually. You can check information about the most recent 50 communications (transmissions and receptions). | p.39 "Printing<br>the Journal"                                    |
|                    | TX File List (Transmission File List)   | Allows you to check the contents of a fax document queued for transmission.   | p.36 "Printing<br>a Stored Mes-<br>sage (Print TX<br>File)"       |
|                    | Dial List                               | Allows you to print the Quick Dial<br>List, Speed Dial List, and Group Dial<br>List.  | "Re-<br>ports/Lists"  |
|                    | Quick Dial Label                        | Allows you to print labels for Quick Dial keys.   | p.69 "Quick<br>Dial Key Label<br>(Dial Label)",<br>Basic Features |
|                    | Program List                            | Allows you to print and check contents of Keystroke Programs.   | p.105 "Reports/Lists"   |
|                    | Auto Doc.Orig. (Auto Document Original) | Allows you to print and check documents stored in Auto Document.  |   |
|                    | User Function List                      | Allows you to print and check contents of the programmed User Functions.  |   |

| Function Name                         |   | Description   | Reference   |
|---------------------------------------|---|---|---|
| Setup                                 | Monitor Volume  | Allows you to adjust the volume of sounds emitted from the machine's internal speaker such as monitoring sounds, the buzzer, or key sound.  | p.96 "Adjust-<br>ing Volume",<br>Basic Features                       |
|                                       | Display Contrast  | Allows you to adjust the contrast of the control display panel.   | p.107 "Adjust-<br>ing the Display<br>Contrast"                        |
|                                       | Date/Time   | Allows you to set the machine's internal clock to the current time, which is used for features such as Send Later.  | p.107<br>"Date/Time"  |
|                                       | Summer Time /<br>DST (Summer<br>Time/Daylight Sav-<br>ing Time) | Allows you to advance the machine's internal clock or set the clock back to observe the summer time.  | p.108 "Summer<br>Time/Day-<br>light Saving<br>Time"                   |
|                                       | Reception Mode  | Allows you to switch the Reception<br>Mode between Auto Receive and<br>Manual Receive.  | p.54 "Reception Modes", Basic Features                                |
|                                       | Fax Information<br>(Programming Own<br>Name / Fax Header)       | Allows you to register information displayed on the other party's machine or printed on the header of every fax you send. You can program one Own Name (RTI) and two Fax Headers (TTI). | p.57 "Own<br>Name/Fax<br>Header/Own<br>Fax Number",<br>Basic Features |
|                                       | Scanner RGB   | Allows you to adjust the color balance for scanning color originals using the Network Scanner function.   | Chapter 3,<br>"Scanner RGB"<br>in the NIC FAX<br>unit manual          |
|                                       | Tray Paper Size   | Allows you to change the paper size setting for each paper tray.  | p.109 "Tray Paper Size"   |
|                                       | Ppr.Tray(2 Sided)<br>(Paper Tray for<br>Two-sided Printing)     | Allows you to have messages or copies printed on both sides of paper for each tray.   | p.110 "Paper<br>Tray for Two-<br>sided Printing"                      |
|                                       | Bypass Paper Type*1   | Allows you to select the paper type for the optional bypass tray.   | p.111 "Bypass<br>Paper Type"  |
|                                       | Auto Reset Timer  | Allows you to set the period of time before the machine automatically returns to standby mode.  | p.112 "Auto<br>Reset Timer"   |
|                                       | On Hook Timeout   | Allows you to set the period of time before the machine automatically cancels the On Hook Dial mode when a number isn't entered after pressing the [On Hook Dial] key.                  | p.113 "On<br>Hook Time-<br>out"                                       |
| Key Op. Tools (Key Operator<br>Tools) |   | Allows you to make settings of functions that are mainly managed by key operators.  | p.115 "Key Operator Tools<br>Menu"                                    |

### Language

Allows you to use another language for messages on the display.

## 

p.94 "Selecting the Display Language"

### Note

- ☐ The numbers that appear with function names on the display vary depending on which options are installed.
- ☐ Access the user tools in standby mode. If the machine is in another operation mode, return it to standby mode. See p.26 "Standby Display", *Basic Features*.

# About the Display

- Press the **[OK]** key when you finish making settings. The settings that you made are not stored in the machine if you finish the procedure without pressing the **[OK]** key when accessing User Tools.
- Press the [User Tools] key to return to the standby display.

### **Counters**

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

- Transmissions: Total number of transmitted pages
- Receptions: Total number of received pages
- Scanning:
   The combined total number of pages that have been scanned when copying and sending faxes.
- Printing:
   The combined total number of pages that have been printed through fax reception, copying, and PC printing (optional).
- 1 Make sure that the standby display is shown.
- Press the [User Tools] key.

Confirm that "1. Counter " is displayed.



Press the [OK] key.

The number of pages transmitted is displayed. You can display the number of pages received, scanned, or printed by pressing ③ or ⑤.

- Once you have confirmed the number of pages, press the [Cancel] key.
- Press the [User Tools] key.

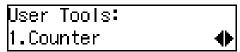
The standby display reappears.

# Selecting the Display Language

If you would rather use another language for messages and the display, follow the procedure below.

### Note

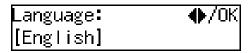
- ☐ Make sure that the standby display is shown before following this procedure. If the standby display is not shown when you start, the display may become temporarily jumbled up.
- 1 Press the [User Tools] key.



Press **③** or **⑤** until "4. Language" is displayed.



- Press the [OK] key.
- Press **③** or **⑤** to display the language you want to select.



- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# Program/Delete Menu

# **Programs**

### Storing a Program

If you regularly send messages to particular destinations using the same features, you can save a lot of repetitive keypad operation by storing these settings in a Keystroke Program.

Keystroke programs can then be recalled by just pressing a Quick Dial key.

You can register the following items in Keystroke Programs:

### Keypad operations

Memory Transmission, Immediate Transmission, Confidential Transmission, Free Polling, Polling Reception, destinations, User codes, Confidential ID codes, Polling ID codes, SUB Code Transmission, and SEP Code Polling Reception, Reduced Image Transmission, Transfer Request.

### **❖ NIC FAX functions**

Scan to E-mail, Color Scan, Internet FAX, IP-Fax, and Network Delivery Scanner.

### ❖ Program name

You can register the Program name using up to 20 characters.

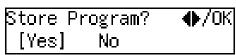
## Note

- ☐ We recommend that you print the Keystroke Program List and keep it when you register or change a function. See p.105 "Reports/Lists".
- ☐ You cannot register a program in a Quick Dial already used for another function.

- ☐ The maximum number of programs you can register is 90.
- Perform the operations you want to store in a Keystroke Program.

### Note

- ☐ The storing procedure varies depending on the contents of the program.
- Press the Quick Dial key you want to store the program in.



Confirm that "Yes" is selected.

Press the [OK] key.



If you do not register the program name, proceed to step **5**.

4 Enter the program name.



### Note

- ☐ To cancel the Keystroke Program, press the [Cancel] key. The display before you add a destination appears.
- Press the [OK] key.

The standby display reappears.

### **Changing the Program name**

To change the programmed name, perform the following procedure.

1 Press the [User Tools] key.

Press @ or D until " 2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

Confirm that "1. Program / Delete" is displayed.

- Press the [OK] key.
- Press (a) or (b) until "7. Change Prog.Name" is displayed.

Program / Delete: 7.Change Prog.Name ◆

- **6** Press the **(OK)** key.
- **7** Display the Quick Dial containing the program whose name you want to change.

Press the Quick Dial key, or search using ③ or ⑤.

Press the [OK] key.

Press the [Clear/Stop] key, and then enter another name.

07[ABC] /OK [DEF COMPANY■■■■■■]

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

### **Using a Program**

Example: Recalling a program stored in Quick Dial 07.

- 1 Place your original, and then select any scan settings you require.
- Press Quick Dial 07.

The machine starts scanning the original.

The message will be sent at the specified time.

### **Deleting a Program**

- Limitation
- ☐ You cannot delete a program which contains destinations specified with the number keys, when a file is queued for transmission using the program.
- ☐ You cannot delete a program when it contains destinations specified using a Group, if any destination of that Group has been programmed with the number keys.



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

1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

Confirm that "1. Program / Delete" is displayed.

- Press the [OK] key.
- Press ③ or ⑤ until "8. Delete Program" is displayed.

Program / Delete: 8.Delete Program **♦** 

- 6 Press the [OK] key.
- Display the Quick Dial containing the program you want to delete.

Press the Quick Dial, or search using ③ or ⑤.

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

### **Auto Documents**

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

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

### **#Important**

☐ If the power is off more than 12 hours, all Auto Documents stored are deleted. In such a case, use the Power Failure Report to identify which messages have been lost. See p.174 "Power Failure Report".



- ☐ You can check the Auto Document name in the Program List. See p.105 "Reports/Lists".
- ☐ You can print the document stored as Auto Document. See p.99 "Printing the Auto Document original".

# 

p.64 "Quick Dial", Basic Features

## Programming/changing

You can store the following items in an Auto Document:

- Document image
- Scan settings (Resolution and halftone)
- Document name (up to 20 characters)
- Label Insert Setting

### Note

- ☐ You cannot store Auto Document in a Quick Dial used for storing a program.
- ☐ You can only send one Auto Document per transmission.
- ☐ You can store up to 90 Auto Documents.
- ☐ How many pages of Auto Documents you can store in memory depends on the amount of memory currently available. The combined maximum number of pages in all kinds of documents that can be stored in memory is 1280.
- ☐ You cannot change the Auto Document queued for transmission.
- ☐ To insert a Label using Auto Document, press the Quick Dial key that contains the Auto Document stored as the Label, and then specify the destination with the Label Insertion is "On" by pressing the Quick Dial key that the destination fax number is stored in. See p.58 "Auto Document".
- ☐ To change the name of an Auto Document or the Label Insert setting, follow the same procedure for making a new setting.
- ☐ To change a stored Auto Document, store another Auto Document after deleting the stored Auto Document.
- Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦**  Press the [OK] key.

Fax Features: 1.Program / Delete ◆

Confirm that "1. Program / Delete" is displayed.

- Press the [OK] key.
- Press @ or © until "9. Prog.Auto Doc." is displayed.

Program / Delete: 9.Prog.Auto Doc. **♦** 

Press the [OK] key.

### Note

☐ You can search the Quick Dial by using ④ or ⑤. After displaying the Quick Dial in which you want to program Auto Document (as the display below), press the 【OK】 key, and then proceed to step ⑤.

Press the number of the Quick Dial where you want to program the document.



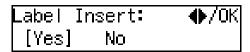
### Note

- ☐ If you press the Quick Dial key already used for storing Auto Document, the Auto Document name is displayed.
- ☐ If you do not want to store the Auto Document name, proceed to step ②.

Enter the name of the Auto Document.



- Note
- ☐ When the programmed Auto Document name is displayed, press the [Clear/Stop] key, and then enter another name.
- Press the [OK] key.
- Press (a) or (b) to select whether to store the Auto Document as the Label.



Press the [OK] key.

- Note
- ☐ When you are changing the programmed Auto Document, proceed to step **①**.
- Place your original, and then select any scan settings you require.
- Press the [Start] key.

The document is stored in memory and registered as an Auto Document.

Press the [User Tools] key.

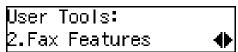
The standby display reappears.

# **Printing the Auto Document original**

Press the [User Tools] key.

User Tools: 1.Counter ◆

Press ③ or ⑤ until " 2. Fax Features " is displayed.



- Press the [OK] key.
- Press or until " 2. Reports / Lists " is displayed.



- Press the [OK] key.
- Press (a) or (b) until "6. Auto Doc.Orig." is displayed.

Reports / Lists: 6.Auto Doc.Orig. **♦** 

- Press the [OK] key.
- Display the Auto Document Original you want to print.

Press the Quick Dial key, or search using ③ or ⑤.



- Press the [OK] key.
- Press the [Start] key.

The Auto Document original is printed out.

Press the [User Tools] key.

The standby display reappears.

### **Deleting**



- ☐ You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission, or delete the Auto Document after deleting the file waiting to be transmitted.
- 1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

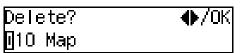
Confirm that "1. Program / Delete" is displayed.

- Press the [OK] key.
- Press ③ or ⑤ until "10. Delete Auto Doc." is displayed.

Program / Delete: 10.Delete Auto Doc. �▶

- 6 Press the [OK] key.
- Display the number of the Quick Dial where the document you want to delete is registered.

Press the Quick Dial key, or search using ③ or ⑤.



- Press the [OK] key.
- **9** Press **③** or **⑤** to select "Yes".

Are You Sure? **♦**/OK [Yes] No

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **User Function Keys**

You can program each of the User Function keys (**[F1]** to **[F10]**) with a function that you use frequently. When you want to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key. This procedure can be used to edit, delete or change the contents of the User Function keys.

The following table lists the functions you can store in the User Function keys ( [F1] to [F10]).

| <b>Function Name</b>        | Description   | Indica-<br>tor | Reference  |
|-----------------------------|---|----------------|--|
| Groups                      | Allows you to specify the destination using a Group code.                   |                | p.51 "Using Group Dials", Basic Features   |
| Economy Trans-<br>mission   | Allows you to specify Economy Transmission.                                 | 1              | p.137 "Economy<br>Transmission"  |
| User Code Trans-<br>mission | Allows you to specify User Code<br>Transmission                             |                | p.9 "User Code Trans-<br>mission"  |
| Fax Header Print            | Allows you to make on/off setting for Fax Header Print.                     | 1              | p.23 "Fax Header<br>Print"   |
| Tone                        | Allows you to enter Tone.   |                | p.48 "Tone", Basic Features  |
| Batch Transmission          | Allows you to make on/off setting for Batch Transmission.                   | 1              | p.63 "Batch Transmission"  |
| Duplex                      | Allows you to scan a duplex original for transmission or copying.           | 1              | p.53 "Duplex Original<br>Settings"   |
| Forwarding                  | Allows you to make on/off setting for Forwarding.                           | 1              | p.131 "Forwarding"   |
| Dial Option                 | Allows you to send or receive fax messages with an ID (SUB/SEP/SID/PWD).    | ✓              | p.45 "SUB/SID (SUB<br>Code Transmission)",<br>p.47 "SEP/PWD (SEP<br>Code Polling Trans-<br>mission)" |
| Line Select *1              | Allows you to select the telephone line for transmission.                   | 1              | p.51 "Selecting the<br>Line"   |
| Extension                   | Allows you to choose the Select Line setting between Extension and Outside. | 1              | p.151 "G3 Analog<br>Line"  |
| Print Journal               | Allows you to print the Journal.  |                | p.39 "Printing the<br>Journal"   |
| Internet Fax                | Allows you to enter texts such as an email address.                         |                | Chapter 2, "Transmission," and Chapter 3, "Transmission" in the NIC FAX unit manual                  |

| Function Name                                 | Description   | Indica-<br>tor | Reference   |
|---|---|----------------|---|
| Auto Mail Reception                           | Allows you to make on/off setting for Auto Mail Reception.  | 1              | Chapter 4, "Auto Mail<br>Reception" in the NIC<br>FAX unit manual   |
| Mail Reception                                | Allows you to receive e-mail manually.  |                | Chapter 4, "Manual<br>Mail Reception" in the<br>NIC FAX unit manual   |
| Mail Option                                   | Allows you to make the setting for transmission or reception of e-mail messages.  |                | Chapter 3, "Scanning a Color Original" in the NIC FAX unit manual Chapter 4, "Transmitting Internet Fax" in the NIC FAX unit manual |
| E-mail Message                                | Allows you to enter an e-mail message or to register template subjects and messages.  |                | Chapter 8, "Registering<br>Template Subjects and<br>Messages" in the NIC<br>FAX unit manual   |
| Scanner<br>(Scan to E-mail)                   | Allows you to enter destinations for Internet Fax transmissions using the Scanner function.   |                | Chapter 3, "Using Scan<br>to E-mail Functions" in<br>the NIC FAX unit man-<br>ual   |
| JPEG *1                                       | Allows you to select whether to send color documents in JPEG format or not.   | 1              | Chapter 3, "Using Scan<br>to E-mail Functions" in<br>the NIC FAX unit man-<br>ual   |
| Communication<br>Result Report                | Allows you to select whether to print<br>the Communication Result Report<br>(Memory Transmission) or Immedi-<br>ate Transmission Result Report (Im-<br>mediate Transmission). | 1              | p.61 "Checking the<br>Transmission Result"  |
| Reception Mode<br>Selection                   | Allows you to select the Reception Mode.  |                | p.54 "Selecting the Reception Mode", Basic Features   |
| Batch Original<br>Documents Trans-<br>mission | Allows you to send a fax message by using the Batch Original Documents Transmission function.   | 1              | p.55 "Batch Original<br>Documents Transmis-<br>sion"  |
| Program Quick<br>Dial                         | Allows you to program Quick Dial.   | — <del>-</del> | p.64 "Quick Dial", Ba-<br>sic Features  |
| Monitor Volume                                | Allows you to adjust the volume of the sounds the machine makes.  |                | p.96 "Adjusting Volume", Basic Features   |

<sup>\*1</sup> Option(s) required

- "✓" mark in the "Indicator" column indicates that the indicator on the User Function key is lit when the function is selected.
- The following functions are pre-assigned to User Function keys:
  - [F1]: Print Journal
  - [F2]: Fax Header Print
  - [F3]: Group Dial
  - [F4]: E-mail Message
  - **[F5]**: Internet Fax
  - **[F9]**: JPEG
  - [F10]: Scan to E-mail

## **#Important**

☐ We recommend that you print the User Function list and keep it when you program or change User Function keys. See p.105 "Reports/Lists".

# Note

☐ You can check the functions assigned to the User Function keys on the "Quick Dial Key Label (Dial Label)". See p.69 "Quick Dial Key Label (Dial Label)", Basic Features.

# Programming/changing the contents of a User Function key



- ☐ The function that is already assigned to a User Function key cannot be assigned to another User Function key.
- 1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

```
User Tools:
2.Fax Features      ♦
```

Press the [OK] key.

Confirm that "1. Program / Delete" is displayed



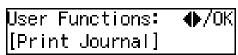
- Press the [OK] key.
- Press @ or © until "13. User Functions" is displayed.

```
Program / Delete:
13.User Functions   ◆
```

Press the [OK] key.

```
Press Key to Program
(F1–F10)
```

Press the User Function key ([F1] to [F10]) you want to assign.





- ☐ If you press the User Function key the function has not been assigned to yet, "None" is displayed.
- ☐ If you press the User Function key the function has been already programmed, the name of the programmed function is displayed.

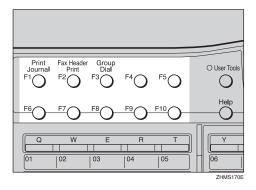
Press (a) or (b) to display the function name you want to assign.

User Functions: ♠/OK Forwarding

- Press the [OK] key.
- Press the [User Tools] key.
  The standby display reappears.

#### Using a User Function key

Press the User Function key ([F1] to [F10]) in which the function you want to use is stored.



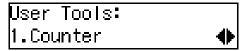
The stored function's display is shown.

❖ Example: "Group Dial"

Group Dial: Enter No. [Gp.D∎]

Deleting functions stored in User Function keys

Press the [User Tools] key.



Press or until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Confirm that "1. Program / Delete" is displayed.

Fax Features: 1.Program / Delete ◆

- Press the [OK] key
- **6** Press **③** or **⑤** until "13. User Functions" is displayed.

Program / Delete: 13.User Functions ◆

Press the [OK] key

Press Key to Program (F1–F10)

Press the User Function key you want to delete.

User Functions: ♠/OK [Group]

Press @ or D until "None" is displayed.

User Functions: ♠/OK \*\* None \*\*

- Press the [OK] key.
- Press the [User Tools] key.
  The standby display reappears.

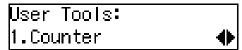
# **Reports/Lists**

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

- Journal See p.39 "Printing the Journal".
- TX File List See p.36 "Printing a Stored Message (Print TX File)".
- Quick Dial List See p.64 "Quick Dial", Basic Features.
- Speed Dial List See p.72 "Speed Dial", Basic Features.
- Group Dial List See p.78 "Groups", Basic Features.
- Quick Dial Label
   See p.69 "Quick Dial Key Label
   (Dial Label)", Basic Features.
- Program List See p.95 "Programs".
- Auto Document Original See p.99 "Printing the Auto Document original"
- User Function List See p.101 "User Function Keys"

# 

- ☐ If the optional paper tray unit is installed, you can set reports and lists to be printed using a specific paper tray with the User Parameters. However, once this setting is made, any fax messages received cannot be printed using that paper tray. See p.140 "User Parameters" (switch 19; bit 2,1,0).
- 1 Press the [User Tools] key.



Press or until " 2. Fax Features " is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until " 2. Reports / Lists " is displayed.

Fax Features: 2.Reports / Lists **♦** 

- Press the [OK] key.
- Press (a) or (b) to display the report or list you want to print.



- ☐ To display the following items, press ④ or ⑤ after displaying "3. Dial List" and pressing the [OK] key.
  - Quick Dial List
  - Speed Dial List
  - Group Dial List
- Press the [OK] key.

Note

- ☐ If you selected "2. Speed Dial List" in step **6**, you can choose Speed Dial order or alphabetic order. Press **③** or **⑤** to select "No." or "ABC", and then press the **[OK]** key.
- Press the [Start] key.
  Printing starts.

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

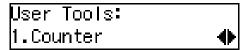
The standby display reappears.

# Setup

# **Adjusting the Display Contrast**

Follow these steps to adjust the contrast of the control panel display. Seven levels of contrast are available.

1 Press the [User Tools] key.



Press @ or © until "2. Fax Features" is displayed.



- Press the [OK] key.
- Press or until "3. Setup" is displayed.

- Press the [OK] key.
- Press (a) or (b) until "2. Display Contrast" is displayed.

Setup: 2.Display Contrast **∢** 

- **7** Press the [OK] key.
- Press of or to adjust the brightness of the display.

Display Contrast:♠/OK ⟨□□□■□□□▶

The standby display reappears.

- Press the [OK] key.
- Press the [User Tools] key.

Date/Time

Use this function to set your machine's internal clock to the current time and date. This time is shown on the display, printed on pages and used for various features, such as Send Later.

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

- Note
- ☐ The machine's internal clock may lose or gain up to about 60 seconds a month. We recommend that you adjust the time once a month
- Press the [User Tools] key.

Press (a) or (b) until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "3. Setup" is displayed.

Fax Features: 3.Setup ◆

- Press the [OK] key.
- Press @ or > until "3. Date/Time" is displayed.



- Press the [OK] key.
- Use the number keys to enter the year.

Year: Keypad/OK [2003]

- Press the [OK] key
- Press @ or © key to select the correct month.

Month: ♠/OK [April]

- Press the [OK] key.
- Use the number keys to enter the correct number for the date (1 to 31).

Day: Keypad/OK [15]

- Press the [OK] key.
- Use the number keys to enter the correct time.

Time: Keypad/OK [11:27]

Enter a two-digit number for the current hour setting (00 to 23), and then the current minute setting (00 to 59).

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# Summer Time/Daylight Saving Time

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

- Note
- ☐ Before you set this function, make sure that your machine's internal clock is correct.
- 1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "3. Setup" is displayed.

Fax Features: 3.Setup ◆

- Press the [OK] key.
- Press @ or De until "4. Summer Time / DST" is displayed.

Setup: 4.Summer Time / DST **∢**▶

Use ③ or ⑤ to select "On" or "Off".

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

Summer Time/DST: ♠/OK [On] Off

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **Tray Paper Size**

When you change the paper size in the main paper tray, optional paper tray unit, or the optional bypass tray, you need to change the paper size setting.

This section explains how to change the paper size setting for the main paper tray, the optional paper tray unit, or the optional bypass tray.

# Note

☐ If you do not use standard size paper for the optional bypass tray, you should enter vertical and horizontal dimensions. The sizes that you can enter are as follows.

| Metric version | • Vertical: 90 – 216 mm     |
|----------------|-----------------------------|
|                | • Horizontal: 140 – 1260 mm |
| Inch version   | • Vertical: 3.5" – 8.5"     |
|                | • Horizontal: 5.5" – 49.6"  |
|                |                             |

Press the [User Tools] key.

Press ③ or ⑤ until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

Press or until "3. Setup" is displayed.

- Press the [OK] key.
- Press ⊚ or ⊚ until "8. Tray Paper Size" is displayed.

Setup: 8.Tray Paper Size ◆

- **7** Press the [OK] key.
- Press ③ or ⑤ to display the tray whose paper size you want to change.

Tray Paper Size: 1.Tray 1 ◆



☐ If the optional tray unit or optional bypass tray are not installed, they are not displayed. Proceed to step **⑥**.

# Press the [OK] key.

#### Note

☐ If you chose the optional bypass tray in step ②, press ③ or ⑤ to choose "Standard Size " or " Custom Size ", and then press the 【OK】 key.

Press @ or © to display the paper size you want to set.



#### Note

- ☐ If you choose "Custom Size " for the optional bypass tray in step ②, enter the horizontal size with the number keys and press the [OK] key. Then enter the vertical size with the number keys.
- ☐ You cannot choose A5 or  $5^1/2$ "× $8^1/2$ " size paper for a tray with Two-sided Printing turned on.

# Press the [OK] key.

If you want to change the paper size for another tray, repeat the above steps from step  $\mathbf{E}$ .

Press the [User Tools] key.

The standby display reappears.

# Paper Tray for Two-sided Printing

You can set whether to have messages or copies printed on both sides of paper for each tray.

This section explains how to switch Two-sided Printing on and off for each tray.

#### Note

- ☐ The Two–sided Printing function is not available for the optional bypass tray.
- ☐ When you make Two-sided copies or use the Two-sided Reception function, you need to specify the tray for which Two-sided Printing is turned on.
- ☐ A received message is not printed on both sides of paper when the machine chooses a paper tray for printing the message for which Two-sided Printing is turned off. When the optional paper tray unit is installed, the machine chooses a tray for printing a received message in the following order of priority: optional paper tray (tray2), optional paper tray (tray3), main paper tray (tray1). We recommend that you turn Two-sided Printing on for the paper tray with the highest priority if you want to use the Two-sided Reception function often.
- ☐ When A5 or 5<sup>1</sup>/<sub>2</sub>"×8<sup>1</sup>/<sub>2</sub>" size paper is selected for a paper tray, you cannot turn Two-sided Printing on for that paper tray.
- Press the [User Tools] key.



Press @ or D until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Fax Features: 1.Program / Delete ◆

Press or until "3. Setup" is displayed.

- Press the [OK] key.
- 6 Press ⊚ or ⊚ until "9. Ppr.Tray(2 Sided)" is displayed.

Setup: 9.Ppr.Tray(2 Sided) �

- Press the [OK] key.
- Press @ or > to display the tray you want to specify.

- Press the [OK] key.
- Press (a) or (b) to select "2 Sided" or "1 Sided".

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **Bypass Paper Type**

The optional bypass tray unit is required to use this function.

You can print on OHP transparencies and thick paper the optional bypass tray. When you set these kinds of paper on the optional bypass tray, you need to set the paper type.

You can choose the following types of paper:

- Plain
   Ordinary paper that weighs between 60 and 90 g/m² (16 to 24 lb)
- Thick
   Paper that weighs between 93 and 157 g/m² (25 to 42 lb)
- Special OHP transparencies, adhesive labels, postcards, envelopes

Perform the following procedure to set the paper type for the optional bypass tray.

1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Fax Features: 1.Program / Delete ◆ Press or until "3. Setup" is displayed.

- Press the [OK] key.
- Press ③ or ⑤ until "10. Bypass Paper Type" is displayed.

Setup: 10.Bypass Paper Type**∢** 

- Press the [OK] key.
- Press @ or > to select the paper type.

Bypass PaperType:♠/OK [Thick]

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

## **Auto Reset Timer**

This machine automatically returns to the standby display if you do not use the machine for a certain period of time. You can select this period.

You can select 30 seconds, one minute, three minutes, or five minutes for the period.

Press the [User Tools] key.

Press @ or D until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "3. Setup" is displayed.

- Press the [OK] key.
- 6 Press or until "11. Auto Reset Timer" is displayed.

Setup: 11.Auto Reset Timer �

Press the [OK] key.

Auto Reset Timer:♠/OK [30 seconds]

Press @ or > to select a period of time.

Auto Reset Timer:♠/OK 3 minutes

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

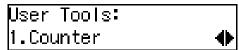
The standby display reappears.

# **On Hook Timeout**

This machine automatically cancels the On Hook Dial mode if you do not dial a number from the number keys for a certain period of time after pressing the [On Hook Dial] key. You can select this period.

You can select one minute, three minutes, five minutes, or ten minutes for the period.

Press the [User Tools] key.



Press or until " 2. Fax Features " is displayed.



- Press the [OK] key.
- Press or until "3. Setup" is displayed.

- Press the [OK] key.
- Press or until "12. On Hook Timeout" is displayed.

Setup: 12.On Hook Timeout ◆

Press the [OK] key.



Press or to select a period of time.

On Hook Timeout: ♠/OK 5 minutes

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# 7. Key Operator Settings

# **Key Operator Tools Menu**

This section describes functions that are mainly managed by key operators, such as various types of ID codes, type of telephone line the machine is connected to, User Parameters, or destinations for transmissions.

The functions that are available for setting are listed below. Please see the page referred to for more information.

**Necessary Options:** 

<sup>\*2</sup> Extra G3 Interface Unit

| <b>Function Name</b>                              | Description  | Reference   |
|---|--|---|
| ADF Counter Reset                                 | Allows you to clear the counter when replacing the ADF Maintenance Kit.  | p.118 "Resetting<br>the ADF Counter"              |
| Authorized RX<br>(Authorized Reception)           | Allows you to block out fax messages from specified senders or messages from senders other than those you specify.   | p.118 "Authorized<br>Reception"                   |
| Memory Lock                                       | Allows you to have all incoming messages, messages from specified senders, or messages from senders other than those you specify stored in memory without printing.                | p.121 "Memory<br>Lock"                            |
| Multi-Copy Recp.<br>(Multi-copy Reception)        | Allows you to have the machine print multiple copies of all incoming messages, messages from specified senders, or messages from senders other than those you specify.             | p.123 "Multi-copy<br>Reception"                   |
| Specified Tray *1                                 | Allows you to specify the paper tray used for printing all incoming messages, messages from specified senders, or messages from senders other than those you specify.              | p.125 "Specified<br>Tray"                         |
| 2 Sided Reception<br>(Two-sided Reception)        | Allows you to have the machine use both sides on paper for printing all incoming messages, messages from specified senders, or messages from senders other than those you specify. | p.128 "Two-sided<br>Reception"                    |
| Forwarding  | Allows you to forward incoming fax messages to the registered destinations. You can specify different destinations for each sender.  | p.131 "Forward-<br>ing"                           |
| Backup File TX<br>(Backup File Trans-<br>mission) | Allows you to register the destination that the machine automatically sends all messages to for back-up purposes.  | p.136 "Backup File<br>Transmission Set-<br>tings" |
| Economy TX<br>(Economy Transmission)              | Allows you to take advantage of off-peak line rates.<br>Register the off-peak hours.   | p.137 "Economy<br>Transmission"                   |

<sup>\*1</sup> Paper Tray Unit

| <b>Function Name</b>                          | Description  | Reference   |
|---|--|---|
| Energy Save Timer                             | Allows you to register the time for turning on/off the heater of the fusing unit. You can cut costs by turning the power off when nobody uses the machine, such as at night or holidays.   | p.138 "Energy Save<br>Timer"  |
| User Parameters                               | Allow you to customize various settings to match your needs. You can also print and check the details of the User Parameter settings.  | p.140 "User Parameters"   |
| ID Code                                       | Allows you to register ID codes for using the following features: Polling Transmission/Reception, Transfer Request, ID Transmission/Reception, Confidential Transmission (Default ID), Confidential Reception, and Remote Transfer.  | p.150 "ID Codes"  |
| G3 Analog Line                                | <ul> <li>G3–1 Analog Line         Allows you to register Own Fax Number, PSTN         Line Type, and PSTN Access Number if the machine is connected to a G3 analog line.</li> <li>G3–2 Analog Line *2         Allows you to register Own Fax Number, PSTN         Line Type, and PSTN Access Number if the optional extra G3 interface unit is installed.</li> </ul> | p.151 "G3 Analog<br>Line"   |
| Transfer Report                               | Allows you register your fax number to have the Transfer Result Report sent back from the Transfer Station when making a Transfer Request.   | p.154 "Transfer Report"   |
| File Retention                                | Allows you to specify the duration for which the machine retains the failed transmission data in memory.   | p.155 "File Retention"  |
| Network                                       | Allows you to make settings for connecting to a network when the NIC FAX unit is installed.  | Chapter 2, "Network Settings" in the NIC FAX unit manual.                   |
| IP-Fax Parameter                              | Allows you to make settings for using the IP-Fax function when the NIC FAX unit is installed.  | Chapter 2, "IP-Fax<br>Parameter Settings"<br>in the NIC FAX<br>unit manual. |
| Key Layout                                    | Allows you to select the key layout of characters assigned to Quick Dial keys.   | p.156 "Key Layout"  |
| Country                                       | Allows you to select the country or region in which you use the machine.   | p.157 "Country"   |
| Mem. File Trans.<br>(Memory File<br>Transfer) | Allows you to specify the fax number of the destination when you want to transfer all files stored in memory to another fax machine and print the data.  | p.158 "Memory File<br>Transfer"   |
| Print Position                                | Allows you to make margin adjustments if the image positioning varies depending on the paper tray used when receiving fax messages or making copies.   | p.159 "Print Position"  |

| <b>Function Name</b>                                   | Description   | Reference                             |
|--|---|---------------------------------------|
| System Param. TX<br>(System Parameter<br>Transmission) | Allows you to have information about the condition of your machine sent automatically to the nearest service representative.  | p.161 "System Parameter Transmission" |
| Box Settings   | <ul> <li>Allows you to program, change, or delete Personal Boxes.</li> <li>Allows you to program, change, or delete Transfer Boxes.</li> <li>Allows you to print the Box List.</li> </ul> | p.162 "Box Settings"                  |

# Note

 $\hfill\Box$  The code for each function that appears on the display varies depending on the installed options or function settings.

# **Using Key Operator Settings**

The chapter explains about functions the key operator handles.

# **Resetting the ADF Counter**

You need to replace the ADF Maintenance Kit when you are prompted to do so by "Replace ADF Maintenance Kit" message is displayed.

If you replace the ADF Maintenance Kit when this message is displayed, you do not need to reset the counter. However, if you replace the ADF Maintenance Kit when this message is not displayed, you must follow the procedure below to reset the counter.

# 

See p.184 "Replacing the ADF Maintenance Kit".

Press the [User Tools] key.

Press @ or D until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press ③ or ⑤ until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

Press the [OK] key.

6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

Press the [OK] key.

Key Op. Tools: 1.ADF Counter Reset �▶

Confirm that "1. ADF Counter Reset" is displayed.

- Press the [OK] key.
- Press or to select "Reset".

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **Authorized Reception**

You can block out unwanted fax messages by registering specified senders for Authorized Reception and choosing to receive faxes only from those senders. If a fax machine other than those specified as specified senders tries to send you a message, the line is disconnected immediately after the connection is established. This feature is useful, for example, if you want to block out junk faxes. You can also choose to receive faxes from senders other than those you specify as the specified senders.

7

#### Limitation

☐ If you do not program any specified senders, you cannot set up this function.

#### Note

- ☐ It is recommended that you print the Specified Sender List and keep it after programming or changing settings for this function. See p.121 "Printing a list of specified senders".
- ☐ Authorized Reception is not available for Polling Reception.
- ☐ You can choose to receive fax messages from specified senders, or from senders other than specified senders with the User Parameters. See p.140 "User Parameters" (switch 08; bit 3,2).
- ☐ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.
- ☐ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.87 "Entering Characters", Basic Features.
- ☐ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.
- ☐ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.39 "Printing the Journal".

- ☐ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.
- Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press ⊚ or ⊚ until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- **7** Press the [OK] key.
- Press @ or © until "2. Authorized RX" is displayed.

Key Op. Tools: 2.Authorized RX ◆

Depending on the setting you require, use one of the following procedures:

Switching Authorized Reception on/off

Press or until "1. On/Off " is displayed.

Authorized RX: 1.On/Off ◆

- 2 Press the [OK] key.
- 3 Press or to select "On" or "Off".

4 Press the [OK] key.



□ When you selected "On" without programming a specified sender beforehand, you will be prompted to program a specified sender. Press the [OK] key and follow the procedure (steps 3 to 6) for "Programming/changing a specified sender" below.

Programming/changing a specified sender

● Press ③ or ⑤ until "2. Program Sender" is displayed.

Authorized RX: 2.Program Sender **♦** 

2 Press the [OK] key.

3 Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

Name/No.:[ABC] /OK [ABC COMPANY**∎∎∎∎∎∎**]

- 4 Press the [OK] key.
- **6** Press **③** or **⑤** to choose whether to store this item as a wildcard.

Save as Wildcard?♠/OK [Yes] No

# **₽** Reference

p.87 "Entering Characters", Basic Features

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

Note

☐ To program another specified sender, repeat the procedure from step ②.

Deleting a specified sender

● Press ③ or ⑤ to until "3. Delete Sender" is displayed.

Authorized RX: 3.Delete Sender **♦** 

- 2 Press the [OK] key.
- 3 Press the ⊲ or ⊳ key to display the specified sender you want to delete.

Delete? **♦**/OK ABC COMPANY

## Printing a list of specified senders

● Press ② or ⑤ until "4. Print Sender List" is displayed.

Authorized RX: 4.Print Sender List �

- 2 Press the [OK] key.
- **3** Press the [Start] key. The list is printed out.
- Press the [User Tools] key.

The standby display reappears.

# **Memory Lock**

You can have messages from specified senders stored in memory without printing by using the Memory Lock function. A password is required when printing the Memorylocked messages in order to keep them confidential and private. If you do not program any specified senders, all incoming messages are received using Memory Lock.

# Preparation

You need to program the Memory Lock ID beforehand. See p.150 "ID Codes".

# Limitation

☐ Memory Lock is not activated if there is no Memory Lock ID programmed.

# Note

☐ It is recommended that you print the Specified Sender List and keep it after programming or changing settings for this function. See p.123 "Printing a list of specified senders".

- ☐ If a sender is specified for both Memory Lock and Forwarding functions when the Memory Lock is turned on, the messages from the sender are not forwarded.
- ☐ When Memory Lock is turned on, "Mem.Lock" is shown on the standby display.
- ☐ To print out Memory-locked messages, see p.38 "Printing a Memory-locked Message".
- ☐ You can choose to only lock messages from specified senders, or lock all messages except those from specified senders with the User Parameters. See p.140 "User Parameters" (switch 09; bit 1,0).
- ☐ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.
- ☐ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.87 "Entering Characters", Basic Features.
- ☐ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.
- ☐ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.39 "Printing the Journal".
- ☐ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

1 Press the [User Tools] key.

Press @ or D until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press or until "3. Memory Lock" is displayed.

Key Op. Tools: 3.Memory Lock ◆

- Press the [OK] key.
- Depending on the setting you require, use one of the following procedures:

Switching Memory Lock on/off

● Press ③ or ⑤ until "1. On/Off" is displayed.

Memory Lock: 1.On/Off ◆

- 2 Press the [OK] key.
- ③ Press ⓓ or 肽 to select "On" or "Off".

4 Press the [OK] key.

- Note
- ☐ If you turn on Memory Lock without programming a specified sender beforehand, all incoming messages are received using this feature.

Programming/changing a specified sender

● Press ③ or ⑤ until "2. Program Sender" is displayed.

Memory Lock: 2.Program Sender ◆

- 2 Press the [OK] key.
- 3 Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

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

- 4 Press the [OK] key.
- 6 Press ⓓ or ℮ to choose whether to store this item as a wild-card.

Save as Wildcard?♠/OK [Yes] No

# 

p.87 "Entering Characters", Basic Features

6 Press the [OK] key.



☐ To program another specified sender, repeat the procedure from step ②.

## Deleting a specified sender

● Press ③ or ⑤ until "3. Delete Sender" is displayed.

Memory Lock: 3.De∣ete Sender **∢** 

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

   or 
   to display the specified sender you want to delete.

4 Press the [OK] key.

## Printing a list of specified senders

● Press ③ or ⑤ to display "4. Print Sender List".

Memory Lock: 4.Print Sender List **∢** 

- 2 Press the [OK] key.
- **3** Press the [Start] key. The list is printed out.
- Press the [User Tools] key.
  The standby display reappears.

# **Multi-copy Reception**

Use this feature to have the machine print multiple copies of messages from specified senders. If no specified senders are registered, the machine prints multiple copies of all messages, regardless of sender.

#### Note

- ☐ It is recommended that you print the Specified Sender List and keep it after registering or editing settings for this function. See p.125 "Printing a list of specified senders".
- ☐ Multiple copies cannot be made of messages received using Polling Reception and Free Polling Reception, as well as Confidential Messages and Memory-locked Messages.
- ☐ You can specify the number of copies from 2 to 9.
- ☐ You can choose to print a specified number of copies of messages from specified senders, or to print specified number of copies of messages from senders other than specified senders with the User Parameters. See p.140 "User Parameters" (switch 08; bit 1,0).
- ☐ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.
- ☐ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.87 "Entering Characters", Basic Features.
- ☐ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number. See p.57 "Own Name/Fax Header/Own Fax Number", Basic Features.

- ☐ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.39 "Printing the Journal".
- ☐ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.
- Press the [User Tools] key.

Press ③ or ⑤ until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press ③ or ⑤ until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "4. Multi-Copy Recp." is displayed.

Key Op. Tools: 4.Multi–Copy Recp. ◆

Press the [OK] key.

Depending on the setting you require, use one of the following procedures:

Switching Multi-copy Reception on/off, Specifying the number of copies

● Press ③ or ⑤ until "1. On/Off,Quantity" is displayed.

Multi– Copy Recp.: 1.On/Off,Quantity ◆

- 2 Press the [OK] key.
- ③ Press ⓓ or 肽 to select "On" or "Off".

Multi–Copy Recp.:♠/OK On [Off]

4 Press the [OK] key.

- Note
- ☐ If you turn on Multi-copy Reception without programming a specified sender beforehand, multiple copies of all incoming messages are made.
- **5** Enter the number of copies to be printed with the number keys.

Quantity: Press OK [2] (2-9)

Note

☐ You can specify the number of copies from 2 to 9.

1

Programming/changing a specified sender

● Press ③ or ⑤ until "2. Program Sender" is displayed.

Multi– Copy Recp.: 2.Program Sender ◆

- 2 Press the [OK] key.
- 3 Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

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

- 4 Press the [OK] key.
- **5** Press **③** or **⑤** to choose whether to store this item as a wildcard.

Save as Wildcard?♠/OK [Yes] No

# 

p.87 "Entering Characters", Basic Features

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



☐ To program another specified sender, repeat the procedure from step ②.

Deleting a specified sender

● Press ③ or ⑤ to select "3. Delete Sender".

Multi– Copy Recp.: 3.Delete Sender **♦** 

2 Press the [OK] key.

③ Press the ⊚ or ▷ key to display the specified sender you want to delete.

De∣ete? **♦**/OK ABC COMPANY

4 Press the [OK] key.

Printing a list of specified senders

Press or to display "4. Print Sender List".

Multi– Copy Recp.: 4.Print Sender List **∢**▶

- 2 Press the [OK] key.
- 3 Press the [Start] key.

The list is printed out.

Press the [User Tools] key.

The standby display reappears.

# **Specified Tray**

This function requires the optional paper tray unit.

The Specified Tray function enables you to have messages from specified senders printed using one paper tray, and messages from other senders to be printed using another paper tray.

For example, if green paper is set in the main paper tray, and white paper is set in the optional paper tray unit, you can distinguish the senders of the message at a glance by choosing to have messages from specified senders printed using the main paper tray and messages from others printed using the optional paper tray unit.

#### Note

- ☐ It is recommended that you print the specified sender List and keep it after registering or editing settings for this function. See p.128 "Printing a list of specified senders".
- ☐ The Specified Tray function is not available for the optional bypass tray. You need to have the optional paper tray unit to use this feature.
- ☐ The Specified Tray function is not activated when receiving messages with Polling Reception or Free Polling Reception.
- ☐ You can choose to print messages from specified senders, or messages from senders other than specified senders using the main paper tray with the User Parameters. See p.140 "User Parameters" (switch 08; bit 5,4).
- ☐ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.
- ☐ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.87 "Entering Characters", Basic Features
- ☐ Register the Own Name or Own Fax Number of the other party as the specified sender. If the other party has not registered their Own Name or Own Fax Number, you cannot register them as a specified sender.

- ☐ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.
- ☐ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.39 "Printing the Journal".
- ☐ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.
- Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press @ or D until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

Press @ or D until "5. Specified Tray" is displayed.

Key Op. Tools: 5.Specified Tray **♦** 

- Press the [OK] key.
- Depending on the setting you require, use one of the following procedures:

Switching Specified Tray on/off

● Press ③ or ⑤ until "1. On/Off" is displayed.

Specified Tray: 1.On/Off ◆

- 2 Press the [OK] key.
- ③ Press ⊚ or ⊗ to select "On" or "Off".

Specified Tray: ♠/OK [On] Off

4 Press the [OK] key.



☐ If you turn on Specified Tray without programming a specified sender beforehand, all incoming messages are printed using the main paper tray.

Programming/changing a specified sender

● Press ③ or ⑤ until "2. Program Sender" is displayed.

Specified Tray: 2.Program Sender ◆

2 Press the [OK] key.

3 Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

Name/No.:[ABC] /OK [ABC COMPANY**ELLER**]

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

  or 

  or 

  to choose whether to store this item as a wildcard.

Save as Wildcard?♠/OK [Yes] No

#### 

p.87 "Entering Characters", Basic Features

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

Note

☐ To program another specified sender, repeat the procedure from step ②.

Deleting a specified sender

● Press ③ or ⑤ to select "3. Delete Sender".

Specified Tray: 3.Delete Sender **♦** 

- 2 Press the [OK] key.
- 3 Press the ⊚ or ▷ key to display the specified sender you want to delete.

Delete? **◆**/OK ABC COMPANY

Printing a list of specified senders

Press d or b to display "4. Print Sender List".

Specified Tray: 4.Print Sender List **♦** 

- 2 Press the [OK] key.
- **3** Press the [Start] key. The list is printed out.
- Press the [User Tools] key.
  The standby display reappears.

# **Two-sided Reception**

You can have a received message printed on both sides of the paper. You can also choose to have messages only from specified senders printed in this way. If no specified senders are programmed, all incoming messages are printed on both sides of paper.

# **Preparation**

You need to turn on the Two-sided Printing function for the paper tray(s) beforehand. See p.110 "Paper Tray for Two-sided Printing".

# 

p.130 "Remarks on Two-sided Reception"

You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

Press the [User Tools] key.

Press ③ or ⑤ until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "6. 2 Sided Reception" is displayed.

Key Op. Tools: 6.2 Sided Reception ◆▶

## Mote

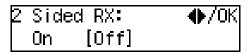
- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.

Depending on the setting you require, use one of the following procedures:

Switching Two-sided Reception on/off

Press or until "1. On/Off" is displayed.

- 2 Press the [OK] key.
- 3 Press or to select "On" or "Off".



4 Press the [OK] key.



☐ If you turn on Two-sided Reception without programming a specified sender beforehand, you can print all received messages on both sides of paper. However, whether this feature works depends on the size and width of incoming faxes, the tray used for printing, and the type of a reception.

Programming/changing a specified sender

● Press ③ or ⑤ to until "2. Program Sender" is displayed.

2 Sided RX: 2.Program Sender **♦** 

2 Press the [OK] key.

3 Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

Name/No.:[ABC] /OK [ABC COMPANY**∎∎∎∎∎∎**]

- 4 Press the [OK] key.
- 6 Press or to choose whether to store this item as a wild-card.

Save as Wildcard?♠/OK [Yes] No

## 

p.87 "Entering Characters", Basic Features

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



☐ To program another specified sender, repeat the procedure from step ②.

Deleting a specified sender

● Press ③ or ⑤ to select "3. Delete Sender".

2 Sided RX: 3.Delete Sender **♦** 

- 2 Press the [OK] key.
- 3 Press or ▷ to display the specified sender you want to delete.

Delete? **◆**F/OK ABC COMPANY

#### Printing a list of specified senders

● Press ③ or ⑤ until "4. Print Sender List" is displayed.

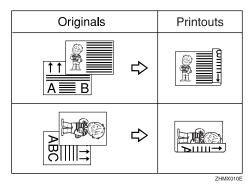
2 Sided RX: 4.Print Sender List **♦** 

- 2 Press the [OK] key.
- **3** Press the [Start] key. The list is printed out.
- Press the [User Tools] key.
  The standby display reappears.

#### **Remarks on Two-sided Reception**

#### Limitation

□ To use this function, all pages of the received document must be of the same size. Inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party. This machine will correctly scan land-scape 8¹/2"x14", 8¹/2"x11", 8¹/2"x13",8¹/4"x13", 8¹/4"x14", and A4. The following table shows the results that can be achieved when sending and receiving using this machine.



☐ This feature works only when messages are received with Memory Reception.

- ☐ If there is no paper in your machine that matches the size of a received message, the machine chooses a paper size based upon the paper you have available (see p.79 "When There Is No Paper of the Correct Size"). Two-sided Reception works only when the machine chooses the tray for which the Two-sided Printing function is turned on.
- ☐ Printouts may vary depending on how the sender set them.
- ☐ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a 8¹/₂"x11" original is a 8¹/₂"x14" original, it will be printed at your end on 8¹/₂"x14" size paper even if you have 8¹/₂"x11" paper available in your machine.

#### Note

- ☐ It is recommended that you print the specified sender List and keep it after registering or editing settings for this function. See p.130 "Printing a list of specified senders".
- ☐ You can choose to print messages from specified senders, or messages from senders you specify on both sides of paper with the User Parameters. See p.140 "User Parameters" (switch 35; bit 1,0).
- ☐ You can program specified senders for the following six functions: Authorized Reception, Memory Lock, Multi-copy Reception, Specified Tray, Two-sided Reception, and Forwarding. The maximum number of specified senders is 50.

- ☐ You can use up to 24 characters when registering a specified sender for G3 communication. You can also specify wildcards. See p.87 "Entering Characters", Basic Features.
- ☐ If the specified sender's fax machine is of the same make as your machine, register the sender name registered to their machine. If the specified sender's fax machine is of a different make, register the fax number.
- ☐ You can check the sender name or sender's fax number registered to the fax machines of specified senders in the Journal. See p.39 "Printing the Journal".
- ☐ When a received message is printed on both sides of paper, the Length Reduction function cannot be used. See p.77 "Page Separation and Length Reduction".
- ☐ The first page of a document sent along with the Label is printed on the back side of the Label if the sent message is printed using the Two-sided Reception function. See p.56 "Label Insertion".
- ☐ If messages are sent using the Batch Transmission function when Two-sided Reception is turned on, the first page of a document might be printed on the back side of paper on which the last page of another document is printed. See p.63 "Batch Transmission".
- ☐ When a message sent using Reduced Image Transmission is printed on both sides of paper, there is extra space on the left edge of the front and back sides of the paper. See p.19 "Reduced Image Transmission".

# **Forwarding**

With this feature, received messages are printed out then forwarded to a pre-registered destination (Forwarding Address). For example, when you are away on a trip, you can have messages automatically sent to where you are staying.

You can also choose to have messages only from specified senders forwarded, if you program specified senders when programming Forwarding Station. When no specified senders are programmed, all incoming messages are forwarded.

#### Note

- ☐ It is recommended that you print the Specified Sender List and keep it after registering or editing settings for this function. See p.135 "Printing a list of specified senders".
- ☐ To use the Forwarding function, you need to turn on the function after specifying the Forwarding Address.
- □ When Forwarding is turned on, "Forward" is shown on the standby display. However, when Memory Lock is also turned on, "Mem.Lock" is displayed.
- ☐ If a sender is specified for both Memory Lock and Forwarding functions and the Memory Lock is turned on, the messages from the sender are not forwarded.
- ☐ Messages received with Confidential Reception, Memory Lock, Polling Reception, or Transfer Request are not forwarded.

- ☐ Register the Own Name or Own Fax Number of the other party as the specified sender. If the other party has not registered their Own Name or Own Fax Number, you cannot register them as a specified sender and forwarding is not possible.
- ☐ You can choose to forward messages from specified senders, or messages from senders other than specified senders with the User Parameters. See p.140 "User Parameters" (switch 08; bit 7,6).
- ☐ The messages from the specified senders that you registered or messages from the senders other than those you registered are forwarded to the specified addresses. You can choose whether to have these messages forwarded also to the Forwarding Address with no specified senders, if there are any, using the User Parameters. See p.140 "User Parameters" (switch 09, bit 5).
- ☐ You can choose whether the machine prints out the messages it forwards with the User Parameters. See p.140 "User Parameters" (switch 11, bit 6).
- ☐ You can register up to 50 Forwarding Addresses.
- ☐ Each Forwarding Address may be up to 254 digits.
- ☐ You can register up to 10 specified senders to each Forwarding Address. The maximum number of specified senders is 50, including those registered for Authorized Reception, Memory Lock, Multicopy Reception, Specified Tray, or Two-sided Reception.
- ☐ By programming different specified senders to each Forwarding Address, the maximum 50 specified senders can be registered.

- ☐ The maximum number of specified senders you can register is 50, however, if you program the same specified senders to different Forwarding Addresses, up to 500 (50 Forwarding Addresses × 10 specified senders per Forwarding Address) of the specified senders can be programmed.
- ☐ See the below table for how to count the number of registered specified senders:

| Forwarding<br>Address 1                                 | Forwarding<br>Address 2 | The number of<br>the registered<br>specified<br>senders |          |
|---|-------------------------|---|----------|
| Specified sender A                                      | Specified sender A      | 1   | Total: 5 |
| Specified sender B                                      | -                       | 1   |          |
| -   | Specified sender C      | 1   |          |
| Specified sender D                                      | Specified sender D      | 1   |          |
| Specified sender F                                      | -                       | 1   |          |
| Total: 4  | Total: 3                |   |          |
| The total number of the programmed specified senders: 7 |                         |   |          |

- ☐ You can assign the Forwarding function to a User Function key. See p.101 "User Function Keys". You can turn Forwarding on or off by just pressing the User Function key with this function programmed in. However, you cannot turn Forwarding on or off when no Forwarding Addresses are programmed.
- ☐ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.

☐ You can have a forwarding mark stamped on each forwarded documents.

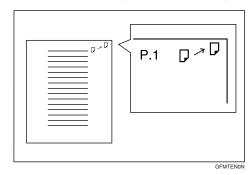
## ❖ Forwarding Mark

You can have a mark stamped on documents to indicate that they have been forwarded.

At the forwarding destination this can help distinguish between standard faxes and faxes that have been forwarded.

## **∅** Note

☐ Turn the Forwarding Mark feature on or off with the User Parameters. See p.140 "User Parameters" (switch 02, bit 0).



1 Press the [User Tools] key.

Press (a) or (b) until " 2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press ③ or ⑤ until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

Press the [OK] key.

6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- **7** Press the [OK] key.
- Press @ or © until "7. Forwarding " is displayed.



- Note
- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Depending on the setting you require, use one of the following procedures:
  - To switch Forwarding on or off, see p.134 "Switching Forwarding on/off".
  - To program or changing a Forwarding Station, or programming, changing, or deleting a specified sender, see p.134 "Programming/changing a Forwarding Station".
  - To delete a Forwarding Station, see p.135 "Deleting a Forwarding Station".
  - To check which specified sender is programmed for a Forwarding Address, see p.135
    "Printing a list of specified senders".

7

Switching Forwarding on/off

Press @ or D until "1. On/Off" is displayed.

Forwarding: 1.On/Off ◆

- Press the [OK] key.
- Press or to select "On" or "Off".

Forwarding: ♠/OK [On] Off

- Press the [OK] key.
  - Note
  - ☐ When you selected "On" without any Forwarding Station programmed, you will be prompted to program a Forwarding Station. Press the [OK] key and proceed to step ② in "Programming/changing a Forwarding Station" below.
  - ☐ If you selected "On" when a Forwarding Station is already programmed, or when you selected "Off", the display in step 1 reappears.
- Press the [User Tools] key.

The standby display reappears.

Programming/changing a Forwarding Station

**1** Press **③** or **⑤** until "2. Prog. Station" is displayed.

Forwarding: 2.Prog.Station **♦** 

Press the [OK] key.

Press or to display the number of the Forwading Station you want to program.

If a Forwarding Station is already programmed, the fax number for that station is displayed.

- Press the [OK] key.
- Enter the fax number of the Forwarding Address with the number keys.

Station 1: Press OK **☎**1234567890▮▮▮▮▮▮▮▮▮

- 6 Press the [OK] key.
  - Note
  - ☐ To program a specified sender, proceed to step ② in "Programming/changing a specified sender" below.
  - ☐ If you want to forward all incoming messages, you do not need to program specified senders. Proceed to step **⑤**.
  - ☐ To program another Forwarding Station, press the [Cancel] key, and then repeat from step 2.
- Make the setting for specified senders.

Programming/changing a specified sender

Press 

or 

until "1. Program Sender" is displayed.

Sender Setting: 1.Program Sender ◆

3 Enter the sender name or sender number of the other party's fax machine you want to program as a specified sender.

Name/No.:[ABC] /OK [ABC COMPANY**∎∎∎∎∎∎**]

- 4 Press the [OK] key.
- **6** Press **③** or **⑤** to choose whether to store this item as a wildcard.

Save as Wildcard?♠/OK [Yes] No

#### **₽** Reference

p.87 "Entering Characters", Basic Features

6 Press the [OK] key.

## Deleting a specified sender

**1** Press **③** or **⑤** until "2. Delete Sender" is displayed.

Sender Setting: 2.Delete Sender **♦** 

- 2 Press the [OK] key.
- 3 Press the **③** or **▷** key to display the specified sender you want to delete.

Delete? **♦**F/OK ABC COMPANY

- **4** Press the [OK] key.
- Press the [User Tools] key.
  The standby display reappears.

Deleting a Forwarding Station

Press ⊚ or ⊚ until "3. Delete Station" is displayed.

Forwarding: 3.Delete Station **♦**►

- Press the [OK] key.
- Press (a) or (b) to display the fax number of the Forwarding Station you want to delete.

Delete? **♦**/OK 1:9876543210

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

Printing a list of specified senders

Press (a) or (b) until "4. Print Sender List" is displayed.

Forwarding: 4.Print Sender List **♦** 

- Press the [OK] key.
- Press the [Start] key.
  The list is printed out.
- Press the [User Tools] key.
  The standby display reappears.

# **Backup File Transmission Settings**

By registering a destination for administrative use, you can automatically have backups made of all sent faxes.

You can register the following items:

- Administrator Address
   Store a single fax number, an e-mail address, an IP-Fax destination, or a destination on the network delivery server
- Administrator Name

Backup File Transmission applies to the following features:

- Memory Transmission p.36 "Memory Transmission", Basic Features
- Transfer Request Transmission p.20 "Transfer Request"
- Confidential Transmission p.7 "Sending Confidential Messages"
- SUB Code Transmission p.11 "SUB Code Transmission"
- E-mail Transmission
- Routing Mail Received via SMTP
- LAN-Fax transmission

#### Limitation

☐ If memory runs out due to too many standby messages or failed messages, transmission cannot take place.

#### Note

- ☐ You cannot register the administrator address to a Quick Dial key or Speed Dial.
- ☐ Immediate Transmission is not available when Backup File Transmission is turned on.

☐ You can check the result of a Backup File Transmission by reading the Communication Result Report (Memory Transmission). See p.65 "Communication Result Report (Memory Transmission)".

# 

p.59 "Backup File Transmission"

1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press @ or © until "4. Key Op. Tools" is displayed.

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press (a) or (b) until "8. Backup File TX" is displayed.

Key Op. Tools: 8.Backup File TX **♦** 

## Ø Note

☐ The code for each function that appears on the display varies depending on the installed options or functions settings.

7

- Press the [OK] key.
- Depending on the setting you require, use one of the following procedures:

Switching Backup File Transmission on/off

Press ③ or ⑤ until "1. On/Off" is displayed.

- 2 Press the [OK] key.
- 3 Press or to select "On" or "Off".

Backup File TX: ♠/OK On [Off]

4 Press the [OK] key.



□ When you selected "On" without any Receiver programmed, you will be prompted to program a Receiver. Press the [OK] key, and then proceed to step 3 in "Programming a Receiver for Backup File Transmission" below.

Programming a receiver for Backup File Transmission

**1** Press **③** or **⑤** until "2. Prog. Receiver" is displayed.

Backup File TX: 2.Prog. Receiver ◆

2 Press the [OK] key.

3 Enter the fax number of the backup destination (Administrator Address).

Backup TX: Press OK ☎0123456789▮▮▮▮▮▮▮▮

- Note
- ☐ If the NIC FAX unit is installed, you can enter an email address by pressing the User Function key (【F1】 to 【F10】) which the Internet Fax function is assigned to. See NIC FAX unit manual.
- 4 Press the [OK] key.
- **6** Enter a name for the administrator address.

Name:[ABC] Press OK [ADMINISTRATOR**≣≣≣≣≣**]

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

The standby display reappears.

# **Economy Transmission**

Economy Transmission allows you to take advantage of off-peak rates by delaying transmission of messages until a specified time.

Follow the procedure below to specify the Economy Transmission Time when the phone rates are lower.

- Note
- ☐ You can specify only one Economy Transmission Time.
- ☐ By default, 23:00 is programmed as the Economy Transmission Time.
- ☐ You can change the time setting by entering the new value in step ☐ of the procedure described below.

# 

p.5 "Sending at a Specific Time (Send Later)"

1 Press the [User Tools] key.



Press ③ or ⑤ until "2. Fax Features" is displayed.



- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "9. Economy TX" is displayed.

Key Op. Tools: 9.Economy TX ◆

- Note
- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.

Reenter the Economy Transmission Time with the number keys.

Economy TX: Keypad/OK Time [20:00]

- Note
- ☐ You can enter any time between 00:00 and 23:59.
- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **Energy Save Timer**

Use this feature to have the machine turn its heater on and off automatically at the times that you prescribe. For example, by having the heater turned off during the night, on holidays or at other times when you are absent, you can cut power costs.

- Note
- ☐ You can program the timer to turn the heater on or off twice daily over a 1-week cycle.
- ☐ Received fax messages are stored in memory (Substitute Reception) while the heater is turned off and not printed until the heater comes back on.
- ☐ You can change the current setting by following the same procedure for making a new setting. Change the values of settings according to your needs.
- ☐ You cannot use the PC Printing function (optional) while the heater is turned off by the Energy Save Timer.

1 Press the [User Tools] key.

Press or until " 2. Fax Features " is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "10. Energy Save Timer" is displayed.

Key Op. Tools: 1O.Energy Save Timer**∢** 

Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.

Depending on the setting you require, use one of the following procedures:

Switching the Energy Save Timer on/off

Press 

or 

until "1. On/Off" is displayed.

Energy Save Timer: 1.On/Off �

- 2 Press the [OK] key.
- **3** Press **③** or **⑤** to select "On" or "Off".

EnergySave Timer:♠/OK [On] Off

4 Press the [OK] key.

Programming the Energy Save Timer

**1** Press the **③** or **⑤** key to select "2. Date/Time Set".

Energy Save Timer: 2.Date/Time Set **♦** 

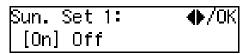
- 2 Press the [OK] key.
- ③ Press ⊚ or ▷ to select the day of the week.

- 4 Press the [OK] key.
- 6 Enter the first time for the first on/off switching with the number keys.

Sun. Set 1: Keypad/OK Time [09:30]

#### Note

- ☐ You can enter any time between 00:00 and 23:59.
- **6** Press the [OK] key.
- Press <a> or <a> or <a> or <a> to select whether to turn the heater on or off at the set time.</a>



- **8** Press the [OK] key.
- Now, repeat steps 6 to 8 to program the time for the second switching.
- (1) If you want to set switches for another day of the week, repeat from step (3).

# Press the [User Tools] key.

The standby display reappears.

# ip Display When the Heater Is Powered Off

When the heater is powered off, the display is blank. When the fax machine heater is switched off with the Energy Save Timer, you can restore the fax machine to normal operation temporarily by pressing the [Energy Saver/Clear Modes] key so fax messages in the memory can print. If the fax machine remains idle for more than 5 minutes, the fax machine will once again switch off the heater automatically.

# **User Parameters**

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

Set the switches of each parameter to a new value to make changes to the settings.

# **Preparation**

Some User Parameters require installation of optional equipment or operations such as turning a function on or off before changing the switch values.

#### Switches and Bits

Each User Parameter has a set of switches, and each of the switches consists of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

|           | bit 7        | bit 6        | bit 5        | bit 4        | bit 3        | bit 2        | bit 1        | bit 0        |
|-----------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Switch 00 | 0            | 0            | 0            | 0            | 0            | 0            | 0            | 0            |
|           | $\downarrow$ |
|           | 0            | 1            | 0            | 0            | 0            | 0            | 0            | 0            |



☐ The diagram above describes the change of setting for bit 6 of switch 00 from "0" (Memory Transmission) to "1" (Immediate Transmission).

# **❖** User Parameter List

| Switch | Bit | Item   | Available Settings  | Reference  |
|--------|-----|--|---|--|
| 00     | 0   | Stamp home position  | 1: On<br>0: Off   | p.53 "Stamp"   |
|        | 5,4 | Resolution home position   | 00: Standard<br>01: Detail<br>10: Super Fine<br>11: Extra Super<br>Fine | p.44 "Resolution", Basic Features  |
|        | 6   | Transmission Mode home position                                  | 1: Immediate<br>Transmission<br>0: Memory<br>Transmission               | p.31 "Switching<br>between Memo-<br>ry Transmission<br>and Immediate<br>Transmission",<br>Basic Features   |
|        | 7   | Halftone home position   | 1: On<br>0: Off   | p.45 "Original<br>Type", Basic Fea-<br>tures   |
| 01     | 6   | Emit a beep when a commu-<br>nication is complete                | 1: On<br>0: Off   | p.97 "Emit a<br>Beep When a<br>Communication<br>Is Complete",<br>Basic Features  |
|        | 7   | Return the machine to the home settings after each communication | 1: On<br>0: Off   | p.31 "Switching<br>between Memo-<br>ry Transmission<br>and Immediate<br>Transmission",<br>Basic Features,<br>p.44 "Scan Set-<br>tings", Basic Fea-<br>tures and p.45<br>"Original Type",<br>Basic Features |
| 02     | 0   | Forwarding Mark  | 1: On<br>0: Off   | p.131 "Forward-<br>ing"  |
|        | 1   | Center Mark  | 1: On<br>0: Off   | p.75 "Center<br>Mark"  |
|        | 2   | Print RX (Reception) Time  | 1: On<br>0: Off   | p.76 "Reception<br>Time"   |
|        | 3   | TSI Print  | 1: On<br>0: Off   | p.77 "TSI Print"   |
|        | 4   | Checkered Mark   | 1: On<br>0: Off   | p.75 "Checkered<br>Mark"   |

| Switch | Switch Bit Item |   | Available Settings | Reference  |
|--------|-----------------|---|--------------------|--|
| 03     | 0               | Print Communication Result Report (Memory Transmission) automatically | 1: On<br>0: Off    | p.65 "Communication Result Report (Memory Transmission)" |
|        | 2               | Print File Reserve Report<br>(Memory Transmission) au-<br>tomatically | 1: On<br>0: Off    | p.65 "File Reserve Report (Memory Transmission)"         |
|        | 3               | Print File Reserve Report<br>(Polling Reception) auto-<br>matically   | 1: On<br>0: Off    | p.14 "File Reserve Report<br>(Polling Reception)"        |
|        | 4               | Print Communication Result Report (Polling Reception) automatically   | 1: On<br>0: Off    | p.15 "Communication Result Report (Polling Reception)"   |
|        | 5               | Print Immediate Transmission Result Report automatically              | 1: On<br>0: Off    | p.61 "Checking<br>the Transmis-<br>sion Result"          |
|        | 6               | Print Polling Transmission<br>Clear Report automatically              | 1: On<br>0: Off    | p.18 "Polling<br>Transmission<br>Clear Report"           |
|        | 7               | Print Journal automatically   | 1: On<br>0: Off    | p.40 "Printing<br>the Journal"                           |

| Switch | Bit | Item   | Available Settings   | Reference   |
|--------|-----|--|--|---|
| 04     | 0   | Print Confidential File Report automatically   | 1: On<br>0: Off  | p.37 "Confidential File Report"   |
|        | 2   | Print the receiver name on<br>Communication Failure Re-<br>port  | 1: On<br>0: Off  | p.66 "Communication Failure<br>Report"  |
|        | 3   | Print failed transmission results in the Journal   | 1: On<br>0: Off  | p.61 "Checking<br>the Transmis-<br>sion Result"   |
|        | 4   | Give priority to the information provided by the receiving party when printing the receiver name on Communication Result Report (Memory Transmission), Immediate Transmission Result Report, Journal, and Error Report | 1: Print the Own<br>Name or Own<br>Fax Number of<br>the receiving<br>fax machine<br>0: Print destina-<br>tion names pro-<br>grammed into<br>Quick Dial keys<br>or Speed Dials,<br>or the fax<br>number that<br>you entered | p.39 "Printing<br>the Journal"<br>p.65 "Communi-<br>cation Result Re-<br>port (Memory<br>Transmission)"<br>p.61 "Checking<br>the Transmis-<br>sion Result"<br>p.174 "Error Re-<br>port"   |
|        | 5   | Reduce the size of the Jour-<br>nal when printing it   | 1: On<br>0: Off  | p.40 "Printing<br>the Journal"  |
|        | 6   | Print File Reserve Report<br>when memory is full or a<br>paper jam occurred  | 1: On<br>0: Off  | p.65 "File Reserve Report<br>(Memory Transmission)"   |
|        | 7   | Print an image on File Reserve Report, Communication Result Report, Communication Failure Report, Polling Transmission Clear Report, and Transfer Result Report  | 1: On<br>0: Off  | p.18 "Polling<br>Transmission<br>Clear Report"<br>p.65 "File Re-<br>serve Report<br>(Memory Trans-<br>mission)" p.65<br>"Communica-<br>tion Result Re-<br>port (Memory<br>Transmission)"<br>p.66 "Communi-<br>cation Failure<br>Report" p.72<br>"Transfer Result<br>Report" |

| Switch | vitch Bit Item |                                    | Available Settings  | Reference                                      |
|--------|----------------|------------------------------------|---|--|
| 05     | 0              | Substitute Reception               | 1: On<br>0: Off   | p.69 "Substitute<br>Reception"                 |
|        | 1              | Condition for Substitute Reception | 1: If Own Name<br>or Own Fax<br>Number is re-<br>ceived   | p.69 "Substitute<br>Reception"                 |
|        |                |                                    | 0: All incoming fax messages                              |  |
|        | 4              | Restricted Access                  | 1: On<br>0: Off   | p.28 "Restricted<br>Access", Basic<br>Features |
|        | 6              | Energy Saver mode                  | 1: Fax Standby<br>mode<br>0: Energy Saver<br>Standby mode | p.203 "Energy<br>Saving"                       |
| 06     | 0              | Print the Fax Header               | 1: On<br>0: Off   | p.23 "Fax Head-<br>er Print"                   |
|        | 2              | ID Transmission                    | 1: On<br>0: Off   | p.53 "ID Trans-<br>mission"                    |
|        | 4              | Batch Transmission                 | 1: On<br>0: Off   | p.63 "Batch<br>Transmission"                   |
| 07     | 2              | Parallel Memory Transmission       | 1: On<br>0: Off   | p.64 "Parallel<br>Memory Trans-<br>mission"    |
|        | 4              | Use the [ * ] key as a Tone key    | 1: On<br>0: Off   | p.48 "Tone", Ba-<br>sic Features               |

| Switch | Bit    | Item                     | Available Settings   | Reference                        |
|--------|--------|--------------------------|--|----------------------------------|
| 08     | 1,0    | Multi-copy Reception     | 00: Off 01: Copy messages from specified senders 11: Copy messages from senders other than those you specify         | p.123 "Multi-<br>copy Reception" |
|        | 3,2    | Authorized Reception     | 00: Off 01: Receive messages from specified send- ers 11: Receive messages from senders other than those you specify | p.118 "Authorized Reception"     |
|        | 5,4 *2 | Specified Tray Selection | 00: Off 01: Messages from specified senders 11: Messages from senders other than those you specify                   | p.125 "Specified<br>Tray"        |
|        | 7,6    | Forwarding               | 00: Off 01: Forward messages from specified send- ers 11: Forward messages from senders other than those you specify | p.131 "Forwarding"               |
| 09     | 1,0    | Memory Lock              | 00: Off 01: Messages from specified senders 11: Messages from senders other than those you specify                   | p.121 "Memory<br>Lock"           |

| Switch Bit |   | Item   | Available Settings                              | Reference                                      |
|------------|---|--|---|--|
| 09         | 5 | Forwarding function for messages intended for specified senders (messages intended for receivers other than those you specified if the setting for switch 08; bit 7,6 is "11") that are not registered with a forwarding destination | 1: On<br>0: Off                                 | p.131 "Forward-<br>ing"                        |
|            | 6 | Requires the user to press<br>add destinations when<br>specifying destinations us-<br>ing Quick Dial keys succes-<br>sively  | 1: On<br>0: Off                                 | p.49 "Using<br>Quick Dials",<br>Basic Features |
|            | 7 | The output order of multi-<br>ple sets of copies when us-<br>ing the Copying feature   | 1: Stack<br>0: Sort                             | p.81 "Copying"                                 |
| 10         | 1 | Two in One   | 1: On<br>0: Off                                 | p.76 "Two in<br>One"                           |
|            | 5 | Use the optional bypass tray exclusively for PC Printing   | 1: On<br>0: Off                                 | _  |
|            | 7 | Halftone Mode  | 1: Speed Mode<br>0: Standard<br>Mode            | p.45 "Original<br>Type", Basic Fea-<br>tures   |
| 11         | 0 | Remote Transfer  | 1: On<br>0: Off                                 | p.72 "Remote<br>Transfer"                      |
|            | 2 | Detect Blank Sheet trans-<br>missions  | 1: On<br>0: Off                                 | p.59 "Blank<br>Sheet Detect"                   |
|            | 6 | Print Forwarded Messages<br>Locally  | 1: On<br>0: Off                                 | p.131 "Forward-<br>ing"                        |
|            | 7 | Polling Files After Transmission   | 1: Store in memory 0: Delete after transmission | p.16 "Polling<br>Transmission"                 |
| 12         | 2 | Toner Saver Mode   | 1: On<br>0: Off                                 | p.78 "Toner sav-<br>ing"                       |
|            | 7 | Copying  | 1: Disable<br>0: Enable                         | p.81 "Copying"                                 |

| Switch | Bit      | Item  | Available Settings  | Reference  |
|--------|----------|---|---|--|
| 13     | 1,0      | Use the main G3 line as an outside line or an extension                 | 00: Outside line 01:Extension (PREFIX) 10: Extension (GROUND) 11: Extension (FLASH)   | p.151 "G3 Analog Line"                                       |
|        | 3,2 *1   | Use the second G3 line as an outside line or an extension               | 00: Outside line<br>01: Extension<br>(PREFIX)<br>10: Extension<br>(GROUND)<br>11: Extension<br>(FLASH)  | p.151 "G3 Analog Line"                                       |
| 19     | 2,1,0 *2 | The paper tray used for printing Reports                                | 000: Not specified 001: Main paper tray (tray 1) 010: Optional paper tray unit (tray 2) 011: Optional paper tray unit (tray 3) 111: Optional bypass tray unit | p.39 "Printing<br>the Journal"<br>p.105 "Re-<br>ports/Lists" |
|        | 7,6,5 *2 | The paper tray selected first when an original is set for making copies | 001: Main paper tray (tray 1) 010: Optional paper tray unit (tray 2) 011: Optional paper tray unit (tray 3) 111: Optional bypass tray unit                    | p.81 "Copying"   |
| 20     | 2        | Selection of "Ex. Super Fine" resolution for transmission               | 1: Enable<br>0: Disable   | p.44 "Resolution", Basic Features                            |
|        | 4        | Scanner Cleaning function   | 1: On<br>0: Off   | p.59 "Scanner<br>Cleaning Mes-<br>sage"                      |

| Switch | Bit | Item   | Available Settings  | Reference                               |
|--------|-----|--|---|---|
| 20     | 5   | Use the user code (name of<br>the Personal Box) as the Fax<br>Header | 1: On<br>0: Off   | p.23 "Fax Head-<br>er Print"            |
|        | 7   | Scanner Cleaning Message   | 1: Display<br>0: Not display  | p.59 "Scanner<br>Cleaning Mes-<br>sage" |
| 21     | 2   | Dial tone detection(PSTN1)   | 1: On<br>0: Off   |   |
|        | 3*1 | Dial tone detection(PSTN2)   | 1: On<br>0: Off   |   |
| 35     | 1,0 | Two-sided Reception  | 00: Off<br>01: Messages<br>from specified<br>senders<br>11: Messages<br>from senders<br>other than those<br>you specify | p.128 "Two-sided Reception"             |

**Necessary Options:** 

# Limitation

☐ When setting the User Parameter (switch 20, bit 2) for "Enable", the machine may not be able to send or receive fax messages using multiple lines, or copy or print the received fax messages.

#### How to set the User Parameters

This section describes how to set the User Parameters, using transmission mode as an example. To change the transmission mode from Memory Transmission to Immediate Transmission, you need to change the bit 6 of switch 00 from 0 to 1.

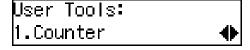
# **∰**Important

- ☐ Do not change any bit switches other than those listed in the previous section.
- ☐ Do not change the User Parameters while the line is being used. Communication may stop.

# Note

☐ You can print the User Parameter List to check the current settings. However, only the items of much importance or the items that you often use are included in the list. See p.149 "Printing the User Parameter List".

# 1 Press the [User Tools] key.



<sup>\*1</sup> Extra G3 Interface Unit

<sup>\*2</sup> Paper Tray Unit or Bypass Tray Unit

Press or until " 2. Fax Features " is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or D until "11. User Parameters" is displayed.

Key Op. Tools: 11.User Parameters ◆▶

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Depending on the setting you require, use one of the following procedures:

Changing the User Parameters

Press 

or 

until "1. Change" is displayed.

2 Press the [OK] key.

User Parameters: Switch 00 :0000 0000

Confirm that switch 00 is displayed.

- Note
- ☐ To display other switches, press ④ or ⑤.
- 3 Press number key [6] to change the value of bit 6 to 1.

User Parameters: Switch 00 :0100 0000

- Note
- ☐ The bits are numbered 7~0. The bits are displayed in ascending order from right to left, the right most bit being bit 0.
- ☐ Each time you press number key [6], the value switches between 1 and 0.
- ☐ Some items use multiple bits for their settings such as "Resolution home position".
- 4 Press the [OK] key.

Printing the User Parameter List

**1** Press the **③** or **⑤** key until "2. Print List" is displayed.

- 2 Press the [OK] key.
- 3 Press the [Start] key.

The User Parameter List is printed out.

Press the [User Tools] key.

The standby display reappears.

#### **ID Codes**

ID codes are required when using transmission modes such as Polling Transmission or Confidential Messages.

Register the following types of ID code before using the transmission modes:

#### ❖ Polling ID

This ID is required for using the Transfer Request (See p.20 "Transfer Request".), Transfer Station (See p.71 "Transfer Station".), Default ID Polling Transmission (See p.16 "Polling Transmission".), Default ID Polling Reception (See p.13 "Polling Reception"), ID Transmission (See p.53 "ID Transmission".), and the ID Reception (See p.74 "ID Reception".) functions. When using the ID Transmission feature, register the same Polling ID as the other party does.

#### Confidential ID

This ID is usually required for printing a message received with the Confidential Reception feature. See p.37 "Printing a Confidential Message".

# **❖** Memory Lock ID

This ID is required for printing a message received using the Memory Lock feature. Register this ID when you specify the destinations for Memory Lock. See p.38 "Printing a Memory-locked Message".

#### ❖ Remote ID

Register the ID that is used for the Remote Transfer Request. See p.72 "Remote Transfer".

#### Note

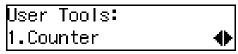
- ☐ You can check the programmed ID codes on the User Parameter List. It is recommended that you print and keep the list after you program or change IDs. See p.149 "Printing the User Parameter List".
- ☐ You cannot receive faxes with the Confidential Reception feature without programming the Confidential ID beforehand.
- ☐ You can change the IDs already programmed in the machine following the same procedure for programming a new ID. When changing a programmed ID, the current ID is shown on the display. Press the [Clear/Stop] key and enter the new ID.

#### **Programming**

To register ID Codes, perform the following procedure.

The following example is for Memory Lock ID.

1 Press the [User Tools] key.



Press @ or © until "2. Fax Features" is displayed.



- Press the [OK] key.
- Press or until "4 Key Op. Tools" is displayed.



- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "12. ID Code" is displayed.

#### Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press ③ or ⑤ until "3. Memory Lock ID" is displayed.

ID Code: 3.Memory Lock ID **♦** 

- Press the [OK] key.
- Enter the Memory Lock ID (four digits) with the number keys.

Memory Lock ID: /OK ID[1234]

# Note

- ☐ A Polling ID can be any combination of 4–digit numbers (0–9) or letters (A-F) except for 0000 and FFFF.
- ☐ A Confidential ID, Memory Lock ID, and Remote ID can be any four digit numeric code except for 0000.

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **G3 Analog Line**

You need to make settings for the G3–1 Analog Line before you connect the machine to a standard G3 analog line, and for the G3–2 Analog Line to connect to a G3 analog line by installing the optional extra G3 interface unit.

#### ❖ G3-1 Analog Line

- Own Fax Number (CSI) (up to 20 digits)
   Register an international identification number as your Own Fax Number (Called Station Identification), which is passed to the other party when you send or receive a fax.
- Line Type
   Select whether the connected line uses tone or pulse dialing.
- Select Line
   When your machine is connected through a PABX, change the
   Select Line setting to Extension.
   If it is connected directly to the
   telephone network, leave it set
   to Outside.
- Outside Access Number
  Use this setting if your machine is connected to a PABX that requires you to dial certain number such as "0" followed by a pause to connect to the outside line. By registering "0" as the PSTN Access Number, a pause will be inserted automatically after the "0" when dialing.

#### 1

#### ❖ G3-2 Analog Line

- Own Fax Number (CSI) (up to 20 digits)
  - Register an international identification number as your Own Fax Number (Called Station Identification), which is passed to the other party when you send or receive a fax.
- Line Type Select whether the connected line uses tone or pulse dialing.
- Select Line
   When your machine is connected through a PABX, change the
   Select Line setting to Extension.
   If it is connected directly to the
   telephone network, leave it set
   to Outside.
- Outside Access Number
  Use this setting if your machine is connected to a PABX that requires you to dial certain number such as "0" followed by a pause to connect to the outside line. By registering "0" as the PSTN Access Number, a pause will be inserted automatically after the "0" when dialing.

# Note

- ☐ The Own Fax Number (CSI) is passed to the other party when you send or receive a fax. When the Own Fax Number is received, it is shown on the display or printed on reports on the receiver's or sender's machine. The Own Fax Number works even if the receiver or sender uses a different make of machine.
- ☐ The Line Type function is not available in some areas.

1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "13. G3 Analog Line" is displayed.

Key Op. Tools: 13.G3 Analog Line **♦** 

# Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.

# Depending on the setting you require, use one of the following procedures:

- To program Own Fax Number, see p.57 "Own Name/Fax Header/Own Fax Number", Basic Features.
- To select Line Type, see p.153 "Selecting Line Type".
- To change the Select Line setting, see p.153 "Changing the Select Line setting".
- To program Outside Access Number, see p.153 "Programming Outside Access Number".

# Selecting Line Type

**1** Press **③** or **⑤** to select "2. Line Type" is displayed.

- 2 Press the [OK] key.
- 3 Press ③ or ⑤ to set your machine for a tone dial line or a pulse dial line.

4 Press the [OK] key.

Changing the Select Line setting

**1** Press **③** or **⑤** to select "3. Select Line" is displayed.

#### Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- 2 Press the [OK] key.
- **3** Press **③** or **⑤** to select "Extension" or "Outside".

4 Press the [OK] key.

Programming Outside Access Number

**1** Press **③** or **⑤** to select "4. Outside Access Number".

G3–1 Analog Line: 4.Outside Access No.∢▶



- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- **2** Press the [OK] key.
- 3 Enter the Outside Access Number (1 or 2-digits) with the number keys.

Outside Access No.:/OK [O∎]

4 Press the [OK] key.

Press the [User Tools] key.

The standby display reappears.

#### 7

# **Transfer Report**

This section describes the procedure for registering the fax number of the line your machine is connected to as the return address for Transfer Requests.

When you make a Transfer Request from this machine, the registered number is sent to the Transfer Station. The Transfer Station then sends back the Transfer Result Report to this fax number.

You can register a G3 Direct Number (return address) for each telephone line your machine is connected to, as described below.

• G3 Direct Number

The G3 Direct Number is usually registered with the International Access Code such as "011," country code, area code (minus the leading zero), "-" (a pause), and the fax number in that order. You can use up to 16 digits.

Example: If your country code is 1, area code is 222, and fax number is 123–4567, register the G3 Direct number as "0111222–1234567."

# Note

- ☐ The Transfer Request function will not be activated unless the return address is registered. See p.20 "Transfer Request".
- 1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or > until "14. Transfer Report" is displayed.

Key Op. Tools: 14.Transfer Report ◆



- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Enter the fax number to be used as the return address.

G3: Press OK ጬ[0111222–1234567∰]

The standby display reappears.

- Press the [OK] key.
- Press the [User Tools] key.

# **File Retention**

The File Retention function allows you to have the fax file/document retained in memory if a connection could not be made to the other party during a Memory Transmission (even though the number was redialed the stipulated number of times). This function is activated when it is set to either "24 hours" or "72 hours."

If a file/document is stored in memory, you can easily send it without having to scan it in again.

# 

p.31 "Retrying a Failed Transmission"

1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press ⊚ or ⊚ until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

Press the [OK] key.

Press of or buntil "15. File Retention" is displayed.

Key Op. Tools: 15.File Retention ◆▶

- Note
- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press (a) or (b) to select the time or turn off this function.

File Retention: ♠/OK [24hrs] 72hrs Off

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **Network Settings**

Adjust these settings to set up the Internet Fax Feature.

For details, see Chapter 2, "Network Settings" in the NIC FAX unit manual.

# **IP-Fax Parameter Settings**

Adjust these settings to set up the IP-Fax Feature.

For details, see Chapter 2, "IP-Fax Parameter Settings" in the NIC FAX unit manual.

# **Key Layout**

You can change the layout of characters assigned to Quick Dial keys, which are used for entering characters. Four types of layout are provided, the QWERTY layout, the ABCDEF layout, the QWERTZ layout, and the AZERT layout.

#### ❖ QWERTY layout

| Q       | W | Е | R | Т |
|---------|---|---|---|---|
| Α       | S | D | F | G |
| ABC/abc | Z | Х | С | ٧ |

| Υ | U | 1 | 0 | Р       |
|---|---|---|---|---------|
| Н | J | K | L | ()      |
| В | N | М | 1 | Symbols |

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# **❖** ABCDEF layout

| Α | В | С | D | Е |
|---|---|---|---|---|
| K | L | М | N | 0 |
| C | ٧ | W | Х | Υ |

| F | G | Н  | 1       | J       |
|---|---|----|---------|---------|
| Р | Q | R  | S       | Т       |
| Z | 1 | () | Symbols | ABC/abc |

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# ❖ QWERTZ layout

| Q       | W | Е | R | Т |
|---------|---|---|---|---|
| Α       | S | D | F | G |
| ABC/abc | Υ | Х | С | ٧ |

| Z | U | 1 | 0 | Р       |
|---|---|---|---|---------|
| Н | J | К | L | ()      |
| В | N | М | 1 | Symbols |

ZHMS360E

# ❖ AZERT layout

| Α       | Z | Е | R | Т |
|---------|---|---|---|---|
| Ω       | S | D | F | G |
| ABC/abc | W | Х | С | ٧ |

| Υ | U | ı | 0   | Р       |
|---|---|---|-----|---------|
| Н | J | K | L   | М       |
| В | N | 1 | ( ) | Symbols |

ZHMS370E

#### Note

- ☐ Set one of the keyboard labels that come with the machine on the control panel according to choice.
- 1 Press the [User Tools] key.

User Tools: 1.Counter ◆ Press @ or D until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press ⊚ or ⊚ until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- **7** Press the [OK] key.
- Press @ or © until "18. Key Layout" is displayed.

Key Op. Tools: 18.Key Layout ◆

- Press the [OK] key.
- Press @ or Description to select "QWERTY", "ABCDEF", "QWERTZ", or "AZERT".

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

7

# Country

Use this function to select the country or region in which you will be using the fax machine. Follow the procedure below to select the country.

#### Note

☐ This function is not available in some areas.

# **∰**Important

- ☐ Be sure to select the correct country setting. Selecting the wrong country may make it impossible for you to switch to a different setting. If you do accidentally make the wrong setting and find that you cannot correct the error, please contact your service representative for assistance.
- ☐ Changing the country setting restores various other settings to the defaults for the selected country or region, including settings made by your service representative. Do not change the country setting unless necessary.
- 1 Press the [User Tools] key.

Press or until " 2. Fax Features " is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Press or until " 4. Key Op. Tools " is displayed.

Fax Features: 4.Key Op. Tools **♦**►

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press o or o until " 19. Country " is displayed.

Key Op. Tools: 19.Country ◆

#### Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press ③ or ⑤ to select a country/region name.

Country Code: **♦**/OK Netherlands

# Note

- ☐ Press ④ or ⑤ until the name of your country or region is displayed, and then proceed to step ⑥.
- ☐ If the name of your country or region is not displayed, select "Others".
- Press the [OK] key.

Enter the 2-digit country code from the following list.

Country Code: Press OK [O2]

# **#Important**

Make sure you enter the proper country code. The machine might function improperly if you enter the wrong code.

#### Country Code List

| Code | Country /<br>Region | Code | Country /<br>Region |
|------|---------------------|------|---------------------|
| 00   | France              | 34   | Hungary             |
| 01   | Germany             | 35   | Czech               |
| 02   | UK                  | 36   | Poland              |
| 03   | Italy               | 02   | Cyprus              |
| 04   | Austria             | 06   | Iceland             |
| 05   | Belgium             | 02   | Malta               |
| 06   | Denmark             | 02   | Saudi Ara-<br>bia   |
| 07   | Finland             | 18   | Morocco             |
| 08   | Ireland             | 18   | Bahrain             |
| 09   | Norway              | 02   | Egypt               |
| 10   | Sweden              | 02   | Iran                |
| 11   | Switzerland         | 02   | Jordan              |
| 12   | Portugal            | 18   | Kuwait              |
| 13   | Netherlands         | 02   | Mauritious          |
| 14   | Spain               | 02   | Qatar               |
| 15   | Israel              | 02   | Oman                |
| 21   | South Africa        | 02   | UAE                 |
| 32   | Turkey              | 02   | Zimbabwe            |
| 33   | Greece              |      |                     |

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

# **Memory File Transfer**

The Memory File Transfer function enables you to send all messages currently stored in memory to another fax and have them printed out there, if your machine cannot print because the toner or paper has run out. You need to specify the forwarding destination when using this function.

Note that all files stored in memory including Memory–locked messages are transferred when this function is activated. Use this function only in an emergency.

- Note
- ☐ You cannot specify an e-mail address as the forwarding destination.
- ☐ The Fax Header is not added to the transferred messages.
- ☐ All messages are sent in a single transmission. The Confidential Messages and Memory-locked Messages as well as Auto Documents are transferred and printed at the specified destination.
- ☐ All documents are not erased from memory regardless of whether forwarding was successful or not.
- ☐ Even if a transmission error occurs, messages are not resent.
- ☐ Details of the forwarding operation are not printed in the Journal.

p.57 "Own Name/Fax Header/Own Fax Number", Basic Features

p.37 "Printing a Confidential Message"

p.38 "Printing a Memory-locked Message"

p.58 "Auto Document"

1 Press the [User Tools] key.

Press (a) or (b) until " 2. Fax Features " is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press (a) or (b) to display "20. Mem. File Trans.".

Key Op. Tools: 20.Mem. File Trans. ◆▶

- Note
- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.

  - ☐ If there are no files in memory, "No Files Exist" is displayed.

- Enter the fax number of the fax machine you want to send to with the number keys.
- Press the [Start] key.

The transmission to the specified destination begins.

Press the [User Tools] key.
The standby display reappears.

#### **Print Position**

If image positioning needs to be adjusted slightly, adjust the margins for the appropriate tray (the main paper tray, the optional paper tray unit, or the optional bypass tray).

- Note
- ☐ You can adjust the top and left margins of paper in 13 increments.
- ☐ You can adjust the position of the printed image in 0.5 mm (0.02 in.) increments.
- 1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

7

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "21. Print Position" is displayed.

Key Op. Tools: 21.Print Position **♦** 

- Note
- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press (a) or (b) to display the tray or page you want to adjust the margins for.

- ☐ The main paper tray is displayed as "Tray 1", the optional tray units as "Tray 2" and "Tray 3", the optional bypass tray as "Bypass", and the back side of the original as "Duplex-Back Page".
- Press the [OK] key.

Depending on the setting you require, use one of the following procedures:

- ☐ The printed image may not be complete if the margins are excessively increased or decreased depending on the received fax. It is recommended that you check the printed image by printing a sample document when making adjustments.

Adjusting the top margin

● Press ③ or ⑤ until "1. Top Margin" is displayed.

- 2 Press the [OK] key.
- **3** Press **③** or **⑤** to adjust the margin.



- **𝚱** Note
- □ To enlarge the margin, press the ⑤ key to move the arrow (▼) to the right. To reduce the margin, press the ⓓ key to move the arrow (▼) to the left.
- 4 Press the [OK] key.

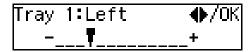
Adjusting the left margin

● Press ③ or ⑤ until "2. Left Margin" is displayed.

Tray 1: 2.Left Margin **♦** 

2 Press the [OK] key.

**3** Press **③** or **⑤** to adjust the margin.



- Note
- □ To enlarge the margin, press the (▷) key to move the arrow (▼) to the right. To reduce the margin, press the (③) key to move the arrow (▼) to the left.
- 4 Press the [OK] key.

#### Printing a sample

● Press ③ or ⑤ until "3. Test Print" is displayed.

Tray 1: 3.Test Print **♦** 

- 2 Press the [OK] key.
- 3 Press the [Start] key.

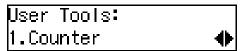
  After printing, the display in step 1 reappears.
- Press the [User Tools] key.

The standby display reappears.

# System Parameter Transmission

This feature sends information about the condition of your machine to your nearest service representative. Follow these steps when your service representative requests you to.

- Note
- ☐ This information is sent to the destination registered in your machine by a service representative.
- ☐ This information is sent directly from the machine's memory to your service representative.
- Press the [User Tools] key.



Press (a) or (b) until " 2. Fax Features " is displayed.



- Press the [OK] key.
- Press or until " 4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

Press the [OK] key.

1

Press (a) or (b) until "22. System Param. TX" is displayed.

Key Op. Tools: 22.System Param. TX ◆▶

#### Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press the [Start] key.

Transmission starts. After transmission, the display in step 2 reappears.

Press the [User Tools] key.

The standby display reappears.

# **Box Settings**

See the following pages for how to set up and delete Personal Boxes and Transfer Boxes. This feature provides the following functions:

# Programming/changing Personal Boxes

Registering or editing Personal Boxes

See p.163 "Programming/changing Personal Boxes".

# Deleting Personal Boxes

Deleting Personal Boxes See p.165 "Deleting Personal Boxes".

# Programming/changing Transfer Boxes

Registering or editing Transfer Boxes

See p.167 "Programming/changing Transfer Boxes".

#### ❖ Deleting Transfer Boxes

Deleting Transfer Boxes See p.169 "Deleting Transfer Boxes".

#### Printing the Box List

Print this list to view the contents of Personal Boxes and Transfer Boxes. See p.170 "Printing the Box List".

#### Note

- ☐ SUB or SEP codes registered in Personal Boxes or Transfer Boxes cannot be identical.
- ☐ If memory runs out, you may not be able to receive messages or register settings. The available memory capacity depends on installed options.
- ☐ The combined maximum number of Personal Boxes and Transfer Boxes that you can store is 150.

# **₽** Reference

p.42 "Printing Personal Box Messages"

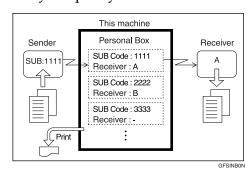
# What Is the SUB/SEP Code?

The SUB code or SEP code has a similar function to a password. It is a combination of numbers (0 to 9), symbols ("#" and "\*X") and spaces. You can use up to 20 characters when registering a SUB/SEP code.

SUB/SEP codes are used when making Box settings so that the users of Boxes may send messages to a Box or retrieve one from a Box by specifying the SUB/SEP code for the Box.

#### **Personal Boxes**

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



# Note

☐ To be able to receive messages into a Personal Box, you must inform the sender of the SUB code registered for that Personal Box, and ask them to send the message using SUB Code Transmission with that SUB code. See p.45 "SUB/SID (SUB Code Transmission)" and p.11 "SUB Code Transmission".

- □ When messages have been received into Personal Boxes, the Receive File indicator lights and the Confidential File Report is printed. See p.37 "Confidential File Report".
- ☐ If a Personal Box is assigned to a receiver, incoming messages are transferred to that receiver. If a receiver is not assigned, see p.42 "Printing Personal Box Messages" for how to print these messages out.

#### **Programming/changing Personal Boxes**

This section describes how to register Personal Boxes.

You can store the following items:

#### SUB code (required)

Up to 20 characters long and can be composed of digits 0-9, "#", "\*X" and spaces (the first character cannot be a space).

#### Name (required)

Up to 20 characters long.

# ❖ Password (optional)

Up to 20 characters long and can be composed of digits 0-9, "#", "\*X" and spaces (the first character cannot be a space). By programming the password, no one without the password can print out the received messages in the Personal Box. It is recommended to program the password if you receive confidential messages.

# ❖ Receiver (optional)

You can register one delivery destination for each Personal Box. Specify the Quick Dial key or Speed Dial that the delivery destination is stored in.

You can specify an e-mail address as the receiver.

#### Note

- ☐ When using the following functions, you can use SUB codes registered in Personal Boxes in place of user codes.
  - Restricted Access
     See p.28 "Restricted Access",
     Basic Features.
  - User Code Transmission See p.9 "User Code Transmission".
  - Printing the Journal See p.39 "Printing the Journal".
- ☐ The Fax Header is not printed on delivered messages. See p.58 "Own Name / Fax Header", Basic Features.
- ☐ If a message cannot be delivered, a Communication Failure Report is printed and the message is saved as a Confidential Reception document.
- ☐ You can change boxes in the same way as registering them. However, to change the SUB code itself, you must delete it then register a new SUB code.

# 

p.163 "Personal Boxes"

1 Press the [User Tools] key.

Press (a) or (b) until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

Press the [OK] key.

Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "23. Box Settings" is displayed.

Key Op. Tools: 23.Box Settings **♦** 

#### Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.

Box Setting: 1.Prg/Chg Persn∣.Box**∢** 

Confirm that "1. Prg/Chg Persnl.Box" is displayed.

- Press the [OK] key.
- Enter the SUB code you want to program as a Personal Box.

SUB: Press OK [12345678█████████████]

# Note

☐ If you make the code incorrectly, press the [Clear/Stop] key and try again.

Press the [OK] key.

Enter the name of the box.

Prsn|.Box Name[ABC]/OK [PERSONAL**]|||** 

Press the [OK] key.

If you do not want to program a password, proceed to step **U**.

Enter the password you want to program.

Prg/Chg Password /OK [87654321**]||||||||||** 

- Press the [OK] key.
- Press @ or D to select "Yes" or "No".

If you want to program a Receiver, select "Yes". If you do not, select "No", and then proceed to step \overline{\mathbb{D}}.

- Press the [OK] key.
- Specify the Quick Dial key or Speed Dial in which the delivery destination is stored.

Receiver: Press OK ☎∭01 ABC COMPANY

- Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

#### **Deleting Personal Boxes**

This section describes how to delete Personal Boxes.

#### Limitation

- ☐ If the specified SUB code is not registered as a Personal Box, or the messages of the box are registered, you cannot delete it.
- 1 Press the [User Tools] key.

Press @ or D until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "23. Box Settings" is displayed.

Key Op. Tools: 23.Box Settings **♦** 

#### Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press @ or Del. Personal Box" is displayed.

Box Setting: 2.Del. Personal Box **∢**▶

Press the [OK] key.



Display the SUB code you want to delete.

Delete? ♠/OK 12345678:PERSONAL

To display the SUB code, enter the SUB code with the number keys or press ③ or ⑤ until the SUB code is displayed.

Press the [OK] key.

When a password is programmed

• Enter the password.



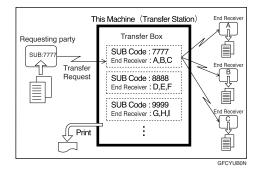
- 2 Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

#### **Transfer Boxes**

This feature turns your machine into a fax relay station. Documents sent with a SUB code that matches the SUB code registered as a Transfer Box are received then relayed to the registered receiver.

Since documents can be sent to multiple destinations in a single transfer request, you can economize on communication costs when sending to remote destinations.



#### Note

☐ Inform the requesting party of the SUB code assigned to the Transfer Box. When they want to have a message transferred by your machine, ask them to send the message using SUB Code Transmission and specifying this SUB code. If a password is also registered, inform them of this too and ask them to enter it for the SID code. See p.45 "SUB/SID (SUB Code Transmission)" and p.11 "SUB Code Transmission".

#### **Programming/changing Transfer Boxes**

This section describes how to set up a Transfer Box for forwarding incoming SUB transfer request messages onto end receivers.

You can store the following items:

#### ❖ SUB code (required)

Up to 20 characters long and can be composed of digits 0-9, "#", "\*\tilde\tau" and spaces (the first character cannot be a space).

#### ❖ Name (required)

Up to 20 characters long.

#### Password (optional)

Up to 20 characters long and can be composed of digits 0-9, "#", "\*\tilde\"" and spaces (the first character cannot be a space). By programming the password, no one without the password can access the Transfer Box. It is recommended to program the password if you want to restrict the access to the Transfer Box.

# End Receiver (required)

You can store 5 end receivers (destinations to which messages will be forwarded) for each box. Specify end receivers with Quick Dial keys, Speed Dials, or Groups assigned to Quick Dial keys that have been registered beforehand. You can specify an e-mail address as the receiver.

# Note

- ☐ After messages are transferred, a Transfer Result Report is not sent back to the sender.
- ☐ After messages are transferred they are deleted.

- ☐ By default, the machine prints out received messages and the Transfer Result Report that it transfers after the transfer has finished. If you want to turn this feature off, please contact your service representative.
- ☐ You can have received messages sent using Economy Transmission. Please contact your service representative for details. See p.5 "Sending at a Specific Time (Send Later)" and p.137 "Economy Transmission".
- ☐ You can change boxes in the same way as registering them. However, to change the SUB code itself, you must delete it then register a new SUB code.

# 

p.166 "Transfer Boxes"

Press the [User Tools] key.

Press o or o until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or > until "23. Box Settings" is displayed.

Key Op. Tools: 23.Box Settings **♦** 

- Note
- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press ③ or ⑤ until "3. Prg/Chg Transf.Box" is displayed.

Box Setting: 3.Prg/Chg Transf.Box**∢** 

- Press the [OK] key.
- Enter the SUB code you want to program as a Transfer Box.

SUB: Press OK [12345678█████████████]

- Press the [OK] key.
- **1** Enter the name of the box.

Trnsf.Box Name[ABC]/OK [TRANSFER

Press the [OK] key.

If you do not want to program a password, proceed to step **1**.

Enter the password you want to program.

Prg/Chg Password /OK [87654321**■■■■■■■■■**]

- Press the [OK] key.
- Press or to select an End Receiver.

Receive Stn. 1: ♠/OK

- Press the [OK] key.
- Specify the Quick Dial key or Speed Dial in which the delivery destination is stored.

Receive Stn. 1: /OK ☎∭01 ABC COMPANY

- ☐ If a search letter is programmed with a Speed Dial, you can specify the Speed Dial code using the Telephone Directory feature. See p.44 "Telephone Directory".
- Press the [OK] key.
- If you want to continue programming or changing a Receive Station, press ③ or ⑤ to select "Yes".

Continue Prg/Chg ♠/OK [Yes] No

- ☐ If you do not, press ④ or ⑤ to select "No".
- Press the [OK] key.
  - **∅** Note
  - ☐ If you selected "No", proceed to step ②.

Depending on the setting you require, use one of the following procedures:

Programming/changing a Receive Station

● Press ③ or ⑤ until "1. Program/Change" is displayed.

Program Receive Stn. 1.Program/Change ◆

- 2 Press the [OK] key.
- **3** Repeat the procedure from step **2**.

Deleting a Receive Station

● Press ③ or ⑤ until "2. Delete" is displayed.

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

  or 

  or 

  until the Receive Station you want to delete is displayed.

4 Press the [OK] key.

Exiting

● Press ③ or ⑤ until "3. Exit" is displayed.

- 2 Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

#### **Deleting Transfer Boxes**

This section describes how to delete Transfer Boxes.

- Limitation
- ☐ If the specified SUB code is not registered as a Transfer Box, or the messages of the box are registered you cannot delete it.
- Press the [User Tools] key.

Press or until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press ⊚ or ⊚ until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools ◆

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or © until "23. Box Settings" is displayed.

Key Op. Tools: 23.Box Settings ◆



- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.
- Press ③ or ⑤ until "4. Del. Transfer Box" is displayed.

Box Setting: 4.Del. Transfer Box **∢**▶

Press the [OK] key.



Display the SUB code you want to delete.

Delete? ♠/OK 12345678:TRANSFER

To display the SUB code, enter the SUB code with the number keys or press ③ or ⑤ until the SUB code is displayed.

Press the [OK] key.

When a password is programmed

• Enter the password.



- 2 Press the [OK] key.
- Press the [User Tools] key.

The standby display reappears.

#### **Printing the Box List**

Follow the procedure below to print a list showing the currently registered Personal Boxes and Transfer Boxes.

1 Press the [User Tools] key.

Press @ or © until "2. Fax Features" is displayed.

User Tools: 2.Fax Features **♦** 

- Press the [OK] key.
- Press or until "4. Key Op. Tools" is displayed.

Fax Features: 4.Key Op. Tools **♦** 

- Press the [OK] key.
- 6 Press [2][2][2][2].

Enter Key Op. Code [\*\*\*\*] /OK

- Press the [OK] key.
- Press @ or D until "23. Box Settings" is displayed.

Key Op. Tools: 23.Box Settings **♦** 

# Note

- ☐ The code for each function that appears on the display varies depending on the installed options or functions settings.
- Press the [OK] key.

Press (d) or (b) until "5. Print Box List" is displayed.

Box Setting: 5.Print Box List **♦** 

- Press the [OK] key.
- Press the [Start] key.

  Printing starts. After printing, the display in step reappears.
- Press the [User Tools] key.
  The standby display reappears.

# 8. Solving Operation Problems

# Clearing a Paper Jam in the Optional Paper Tray Unit

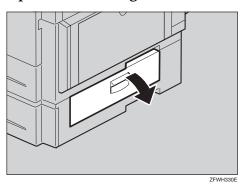
Make sure which cover you need to open by reading the message in the display.

## ∰Important

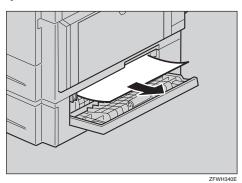
- ☐ The Fusing Unit and its surrounding areas may be very hot. Do not touch areas other than those indicated in this manual when clearing a paper jam. Doing so may result in burns.
- ☐ Do not attempt to pull out jammed paper with excessive force. Doing so may rip the paper or cause the machine to malfunction.

### 

- ☐ For instructions on clearing paper jams in the main paper tray, see p.99 "Clearing a Copy, Fax, or Print Jam", Basic Features.
- 1 Open the lower right cover.



Pull the jammed paper out slow-ly.



Close the lower right cover making sure it clicks firmly into place.

## **Reading Reports**

### **Error Report**

The error report is printed after **each** unsuccessful communication (both transmission and reception). The communication failure may normally be caused either by your machine, or the fax machine on the other end. Noise on the telephone line may also be one of the causes. If the error report is printed after sending a fax message, try sending it again. If the report is printed after a fax message came in, contact the sender and request them to send it again.

### Note

- ☐ If the machine continues to print error reports after retrials, contact your service representative.
- □ Normally, when specifying the destination with a Quick Dial key or Speed Dial, "ADDRESS" on this report shows Own Name or Own Fax Number registered in the receiver's machine. However, you can change the setting with the User Parameters so that the name or number of the destination stored in the Quick Dial key or Speed Dial in your machine is printed instead. See p.140 "User Parameters" (switch 04, bit 4).

## **Power Failure Report**

Turning the power off does not erase the data stored into the machine such as fax numbers programmed in a Quick Dial key. However, if the machine is left turned off for 12 hours or longer, the data stored in the machine memory (Memory Transmission/Reception, Substitute Reception, or Auto Document; or data of other standby documents) is deleted. Once the data stored in memory is deleted, the machine automatically prints out the power failure report when you turn it on again, so that you may check the deleted data.

If the deleted fax message was for Memory Transmission, check the receiver's information and send it. If it was stored in Memory Reception or Substitute Reception functions, contact the sender and request them to send it again. If it was an Auto Document, register the document once more.

### **#Important**

☐ Make sure that 100% appears on the display before you turn off the power.



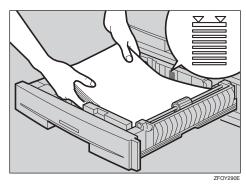
If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

# 9. Maintaining Your Machine

# Loading Paper in the Optional Paper Tray Unit

### **∰**Important

- Make sure that copying or printing of received fax messages is not in progress before performing the following procedure.
- Note
- ☐ You can load up to 500 sheets in the optional paper tray unit.
- Pull out the paper tray until it stops.
- While pinching the release lever, adjust the back fence and side fences.
- Push the metal plate down, and then square the paper and load it in the tray.



### Note

- ☐ Load paper with the printable side facing up.
- ☐ Fan the paper before loading it in the tray.
- ☐ Make sure not to load paper over the limited mark.

### **∰**Important

- ☐ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.
- **4** Readjust the back fence and side fences.

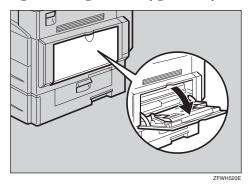
## **∰**Important

- ☐ When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.
- Push the paper tray in until it stops.

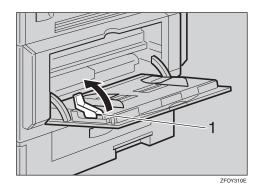
## Loading Paper in the Optional Bypass Tray

### Note

- ☐ You can load paper in the optional bypass tray up to approximately 100 sheets (8¹/₂"×14" or smaller), 1 sheet (larger than 8¹/₂"×14"), or 10 postcards or envelopes.
- ☐ Depending on the type of envelopes, the last envelope loaded in the optional bypass tray might be misfed. When you make copies on envelopes, we recommend that you load one more envelope than you are using to copy on to.
- 1 Open the optional bypass tray.

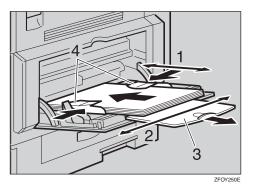


**2** Push up the paper guide release lever.



1. Paper guide release lever

Gently insert the copy paper face down and adjust the paper guides.



- 1. Horizontal size
- 2. Vertical size
- 3. Extender
- 4. Paper guides

## **#**Important

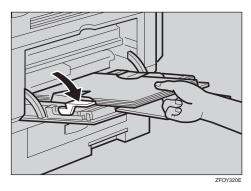
☐ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

### Note

- $\square$  Set the orientation of the paper to  $\square$ .
- ☐ Swing out the extender to support paper sizes larger than  $A4\Box$ ,  $8^{1}/_{2}$ " × 11"  $\Box$ .
- ☐ Fan paper to get air between the sheets and avoid a multi-sheet feed.

g

# Push down the paper guide release lever.



### Note

- ☐ If you set A4,  $8^1/2^{"} \times 11^{"}$  or larger paper, hold the edge of the paper and push down the paper guide release lever.
- ☐ If you do not push down the paper guide release lever, a misfeed might occur.
- ☐ You can specify the type of paper used for the optional bypass tray. See p.111 "Bypass Paper Type".

## **Changing the Paper Size**

# Changing the Paper Size in the Main Paper Tray

The following example explains how to switch to A4 size paper. To switch to other paper sizes, follow the same steps but move the end plate and side rails to the appropriate size mark on the tray.

### ∰Important

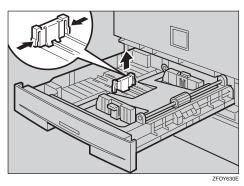
☐ Make sure that copying or printing of received fax messages is not in progress.

### Note

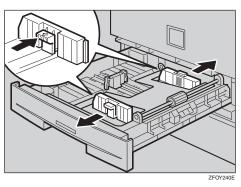
- ☐ You can load up to 250 sheets of copy paper in the main paper tray.
- ☐ For information about the size and orientation of copy paper that you can load in the paper tray, see p.201 "Paper"
- Pull out the paper tray until it stops.

## **∅** Note

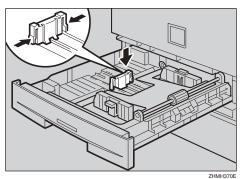
- ☐ Remove any remaining paper.
- **2** Remove the back fence.



While pressing the release lever, adjust the side fences to the desired paper size.

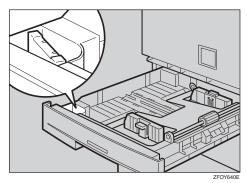


Set the back fence to the desired paper size.



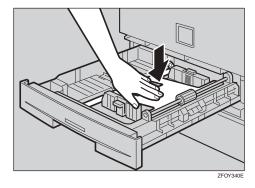
### Note

☐ When you load A4☐ paper, place the back fence in the corner pocket on the left.

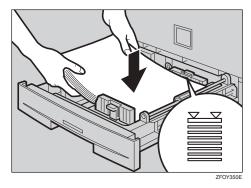


### 9

## **5** Push the metal plate down.



# Square the paper and load it in the tray.



### ∰Important

- ☐ Do not stack paper over the limit mark.
- ☐ Fan the paper before loading it in the tray.
- ☐ Load paper so that the paper touches the right side of the tray, or misfeed might occur.

# Push the paper tray in until it stops.

### Note

☐ Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size " function. See p.109 "Tray Paper Size".

# Changing the Paper Size in the Optional Paper Tray Unit

### **#Important**

Make sure that copying or printing of received fax messages is not in progress.

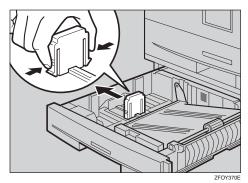
### Note

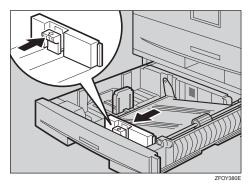
- ☐ You can load up to 500 sheets of copy paper in the optional paper tray unit.
- ☐ For information about the size and orientation of copy paper that you can load in the unit, see p.201 "Paper".
- Pull out the paper tray until it stops.

Note

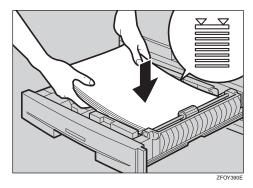
☐ Remove any remaining paper.

2 Adjust the back fence.





Push the metal plate down, and then square the paper and load it in the tray.



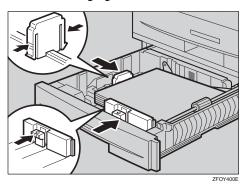
## ∰Important

- ☐ Do not stack paper over the limit mark.
- ☐ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

### Note

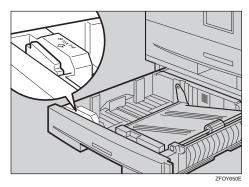
☐ Fan the paper before loading it in the tray.

Adjust the side and back fences to the desired paper size.



Note

☐ When you load  $8^1/_4$ " × 14" ☐ or  $8^1/_2$ " × 14" ☐ paper, place the back fence in the corner pocket on the left.



### **#Important**

- ☐ When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.
- Push the paper tray in until it stops.

### Note

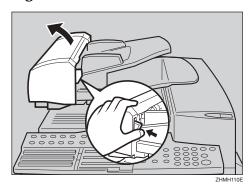
☐ Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size " function. See p.109 "Tray Paper Size".

### 9

# Cleaning the Scanner

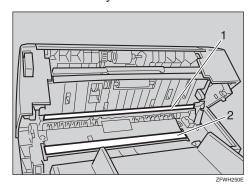
To maintain the machine, clean the scanner regularly.

Open the ADF unit while pushing the release button.



Wipe the white strip (1) and contact glass (2).

Use a soft dry cloth. If dirt is hard to remove, wipe with a well-wrung damp cloth, then wipe dry with a soft, dry cloth.



**3** Close the ADF unit making sure it clicks firmly into place.

# Replacing the ADF Maintenance Kit

In order to ensure maximum performance of your fax machine, the ADF Maintenance Kit is provided. You can replace the ADF Maintenance Kit after approximately 45,000 originals have been scanned with the ADF. You need to replace the ADF Maintenance Kit when you are prompted to do so by a message on the display:

Replace ADF Maintenance Kit /OK

Follow the procedure below to replace the ADF Maintenance Kit.

- Note
- ☐ If your service representative is responsible for performing this operation, this message will not appear.
- If you do not have time to perform the maintenance at that time, at step **B** below, select "No", and then press the **[OK]** key to return to the standby display so you can continue using the fax machine. However, after you scan an additional 100 originals with the ADF, you will be prompted once again to replace the ADF Maintenance Kit.
- ☐ After "Replace ADF Maintenance Kit" message appears in the display, you cannot continue to send fax messages and perform other operations.
- 1 A message on the display prompts you to replace the ADF Maintenance Kit when it is time for replacement.

Replace ADF Maintenance Kit /OK 2 Press the [OK] key.

Replace Now?: **♦**/OK [Yes] No

Confirm that "Yes" is selected, and then press the [OK] key.

Please Replace Kit Then Press OK

- Note
- ☐ If you want to replace the ADF Maintenance Kit later, press ④ or ⑤ to select "No", and then press the [OK] key. To replace the ADF Maintenance Kit when "Replace ADF Maintenance Kit" message is not displayed, you need to reset the ADF counter. See p.118 "Resetting the ADF Counter".
- Replace the ADF Maintenance Kit.

Follow the instructions in "Replacing the ADF Maintenance Kit" supplied with the ADF Maintenance Kit.

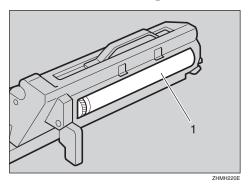
Press the [OK] key.

The ADF counter is reset automatically.

# Replacing the Photo Conductor Unit (PCU)

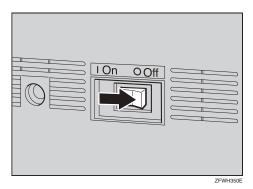
### **∰**Important

☐ When you take out the new PCU, do not touch the blue part (1).

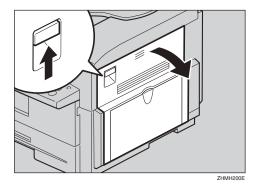


☐ Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.

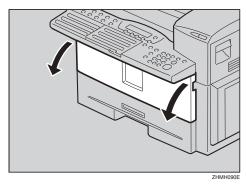
## **1** Turn Off the Power.



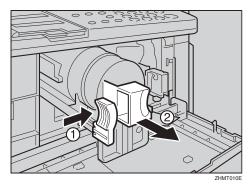
2 Open the right cover.



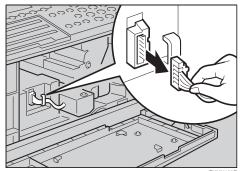
Open the front cover.



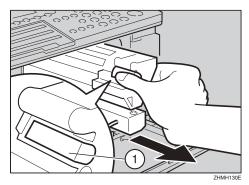
Push the lever (1) and pull out the toner cartridge holding (1) and ②.



**5** Take the cord off the hook and remove the connector.

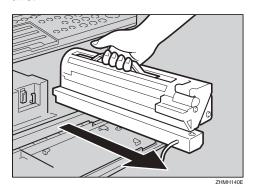


# **1** Pull the PCU while pushing ①.

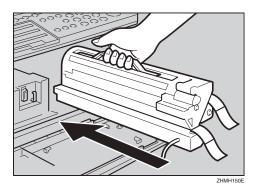


Note

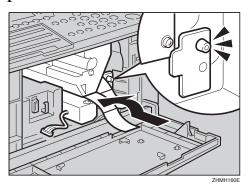
- ☐ If the PCU can not be pulled, make sure the right cover is opened.
- **7** Pull out the PCU holding the handle.



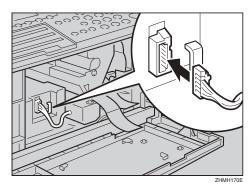
- Take out the new PCU from the box and remove the black paper.
- Insert the new PCU.



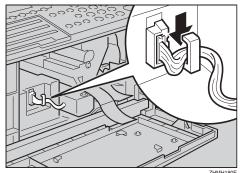
Push the PCU until it locks into place.



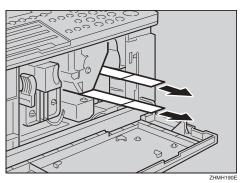
**1** Insert the connector.



Place the cord on the hook.

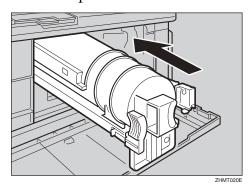


# Pull the two red tags to remove the plastic strips.



# **P** Return the toner cartridge.

Push the toner cartridge until it locks into place.



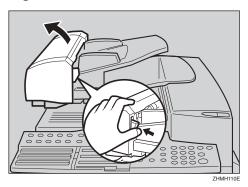
Close the right cover and front cover.

# Replacing the Stamp Cartridge

When the stamp mark begins to fade, it is time to replace the stamp cartridge.

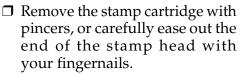
### Note

- ☐ Only use stamp cartridges designed specifically for this machine.
- ☐ One stamp cartridge can stamp approximately 3,000 times.
- 1 Open the ADF unit while pushing the release button.

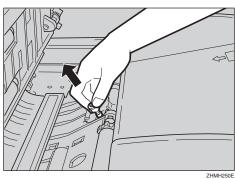


2 Open the stamp cover.

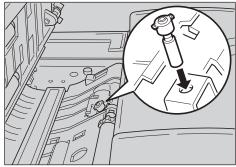




**E** Pull out the old stamp cartridge.



4 Insert the new stamp cartridge.



**5** Replace the stamp cover until it clicks.



Close the ADF unit, making sure that it clicks firmly into place.

# 10. Appendix

# Installing, Moving, and Disposing of the Machine

This section provides you with information about installation, move and disposal of this machine.

### **Machine Environment**

If the machine is installed in an inappropriate location, you may not be able to make copies or send or receive fax messages properly. Doing so may also cause the machine to malfunction.

#### **↑** WARNING:

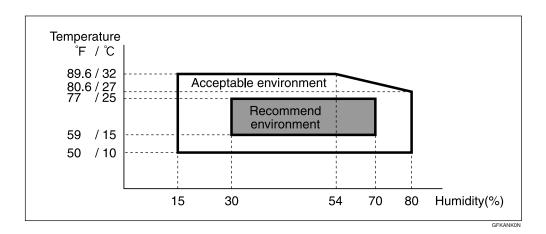
- Connect the power cord directly into a wall outlet and never use an extension cord.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
  - · You spill something into the machine.
  - You suspect that your machine needs service or repair.
  - The external housing of your machine has been damaged.

### **A CAUTION:**

- Protect the machine from dampness or wet weather, such as rain and snow.
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.

### Note

- $\square$  Install the machine on a level surface. Make sure that the difference in height is less than 2 mm (0.08 in.) between the four corners of the machine.
- ☐ Install the machine on a stable surface. If you need to place it on a table, prepare a sturdy table larger than the size of the machine exclusively for the machine.
- ☐ To avoid possible build-up of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.



Note

☐ When the machine is subject to a sudden and drastic change in temperature or humidity, condensation in the machine may affect the printing quality of the copied images or received messages. If this should occur, wait momentarily, and copy the images again, or ask the sender of the message to resend.

### ❖ Recommended environment

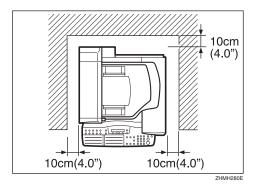
- Temperature 15 25°C (59 77°F)
- Humidity 30 70% RH (do not install near a humidifier)

### **❖** Acceptable environment

- Temperature 10 32°C (50 89.6°F)
- Humidity 15 80% RH (do not install near a humidifier)

### Location

Allow enough space around the machine for smooth fax or copy operation, and servicing by a service representative.



Note

☐ A working space of at least 30 cm (1.0 ft.) is necessary at the right side of the machine.

## **Connecting the Power and Switching On**

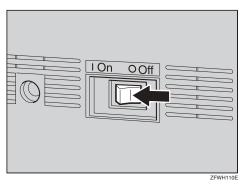
### **↑** WARNING:

- Connect the power cord directly into a wall outlet and never use an extension cord.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:
  - You spill something into the machine.
  - You suspect that your machine needs service or repair.
  - The external housing of your machine has been damaged.

#### **↑** CAUTION:

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- 1 Plug in the cable to the outlet.

## **2** Turn the power on.



### **#Important**

- ☐ The supply from the wall outlet must not fluctuate more than 10V either side of 230V.
- ☐ The power cord should not be laid in a place where it might trip somebody.
- $\square$  Do not lay anything on the power cord.
- ☐ If you must use an extension cord, make sure that it is capable of carrying 220-240V/4A, and that your facsimile terminal is the only piece of equipment connected to that cord.

## **Moving the Machine**

#### riangle CAUTION:

- Unplug the power cord from the wall outlet before you move the machine.
   While moving the machine, you should take care that the power cord will not be damaged under the machine.
- Make sure that 100% appears on the display before you turn off the power. If the power is turned off for 12 hours or longer, all documents stored in memory are deleted.
- If you are moving the machine to a distant location such as another floor or building, contact your service representative. Note that the moving service is a paid service.
- If the distance to the new location is short, move the machine yourself, following the precautions described below.
  - Make sure that the memory level indicated on the display is 100% before unplugging the power cord.
  - Make sure to unplug the power cord from the electrical outlet by holding the power plug.
  - Make sure to close the ADF cover, ADF unit, and side cover.
  - Make sure to move the machine carefully, keeping the machine horizontal at all times. Shaking the machine or tilting it to a large degree may cause the machine to malfunction.

- After changing the location of the machine, check the contents of the following information registered to the machine. If any of the information is incorrect, register the correct information again.
  - If the fax number is changed Own Fax Number See p.57 "Own Name/Fax Header/Own Fax Number", Basic Features, p.151 "G3 Analog Line", and p.154 "Transfer Report".
  - If the Own Name such as company name is changed Fax Header See p.57 "Own Name/Fax Header/Own Fax Number", Basic Features.

## **Disposing of the Machine**

Contact your service representative when you want to dispose of the machine.

### **MARNING:**

Disposal can take place at our authorized dealer.

### A CAUTION:

 For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.

## Connecting to a Telephone Line

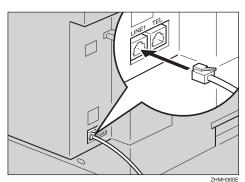
# Connecting the Machine to the Telephone Line

## ∰Important

☐ Make sure that the power cable is plugged in before connecting the machine to the telephone line.

There are similar sockets located at the rear of the machine.

- TEL: For an external telephone
- LINE1: Telephone line connection
- Insert the line cable into the socket labeled "LINE1".



**2** Connect the other end of the line cable to your telephone line.

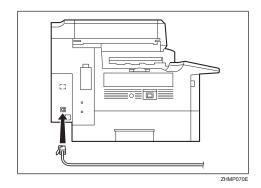
# Connecting to an Additional G3 Line

You can connect the machine to two G3 lines by installing the optional extra G3 interface unit. Connect the additional G3 line to the "LINE2" socket.

## ∰Important

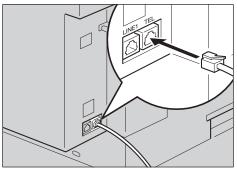
☐ Contact your service representative when connecting to the additional G3 line.

### Connecting location



# Connecting an External Telephone

Plug the handset jack into the "TEL" socket at the rear of the machine.



ZHMH290

# **Supplies**

### ❖ Toner Cartridge

One toner cartridge can print approximately 5,000 sheets (ITU-T #1Chart).

| Product Name    | Color | Purchase Unit |
|-----------------|-------|---------------|
| Toner Cartridge | Black | 1 pack        |

### **❖** ADF Maintenance Kit

One ADF maintenance kit should be replaced after feeding approximately 45,000 sheets of originals.

| Product Name        | Content           | Purchase Unit |
|---------------------|-------------------|---------------|
| ADF Maintenance Kit | Feed unit         | 1 box         |
|                     | Separation corona |               |

### ❖ Stamp Cartridge

One stamp cartridge can stamp approximately 3,000 times.

| Product Name    | Color | Purchase Unit     |
|-----------------|-------|-------------------|
| Stamp Cartridge | Pink  | 1 pack (4 pieces) |

### Photo Conductor Unit

| Product Name         | Purchase Unit |
|----------------------|---------------|
| Photo Conductor Unit | 1 pack        |

## **Options**

### Extra G3 Interface Unit

The optional extra G3 interface unit enables you to connect the machine to another G3 line in addition to the standard connection to a G3 line.

By installing this option, multiple communications can be made with each line at the same time so that you can complete the entire communication in a shorter time than without this option installed. See p.51 "Selecting the Line" and p.62 "Simultaneous Broadcast".

### **Color Unit**

The Color unit enables you to scan and send color originals using NIC FAX unit. The scanned image is attached to an e-mail as a JPEG or PDF format file.

### 

See NIC FAX unit manual for detailed information.

## **Paper Tray Unit**

You can load up to 500 sheets of A4  $\square$  or  $8^1/_2$ "×11"  $\square$  size paper (Adjustable to  $8^1/_2$ "×14"  $\square$ ,  $8^1/_2$ "×13"  $\square$ ,  $8^1/_4$ "×13"  $\square$ , and  $8^1/_4$ "×14"  $\square$ ). You can use the Specified Tray function by installing the optional paper tray unit. See p.125 "Specified Tray".

## **Bypass Tray Unit**

You can load paper of standard sizes such as A4  $\square$ ,  $8^1/_2$ "×11"  $\square$ ,  $8^1/_2$ "×14"  $\square$ ,  $8^1/_2$ "×13"  $\square$ ,  $8^1/_4$ "×13"  $\square$ ,  $8^1/_4$ "×14"  $\square$ , A5  $\square$   $\square$ , and  $5^1/_2$ "×8 $^1/_2$ "  $\square$   $\square$ 

You can also use custom size paper of 90 to 216 mm (3.6 to 8.5 in.) in width and 140 to 1260 mm (5.6 to 49.7 in.) in length when making copies.

You can load paper up to 100 sheets  $(8^1/2"\times14")$  or smaller, 1 sheet (larger than  $8^1/2"\times14"$ ), or 10 postcards or envelopes.

### Note

☐ A received fax message will be printed on paper in this tray if there is no paper loaded in the paper trays. A received message also will be printed on paper in this tray if the size of that paper is more suitable for the message than the size of paper in the paper trays. When making copies on custom size paper, thick paper, or special paper, use this tray.

## **Specifications**

### **❖** Power supply:

220-240V, 50/60Hz

### **❖** Power consumption \*1:

| Energy Saver Mode: | Average 6W or less   |  |
|--------------------|----------------------|--|
| Standby Mode:      | Average 15W or less  |  |
| Transmission:      | Average 25W or less  |  |
| Reception:         | Average 400W or less |  |
|                    | Maximum 1000W        |  |
| Copying:           | Average 400W or less |  |
|                    | Maximum 1000W        |  |

<sup>\*1</sup> When no option is installed.

#### Noise emission

Sound Power Level

|  | Mainframe Only   |
|--|------------------|
| During Printing (one-sided)                | 61 db(A) or less |
| During Printing (two-sided) During Copying | 63 db(A) or less |
| Standby                                    | 40 db(A) or less |

### Sound Pressure Level \*1

|                 | Mainframe Only   |
|-----------------|------------------|
| During Printing | 55 db(A) or less |

The above measurements made in accordance with ISO 7779 are actual values.

### ❖ Protocol:

G3

#### ❖ Transmission time:

Less than 3 seconds at 33,600 bps (JBIG coding)

### Note

 $\Box$  The values above are measured when sending an A4 size original with standard resolution (8 × 3.85 lines/mm (200 × 100 dpi) with JBIG coding) with Memory Transmission. They indicate the time spent on transmission, and do not include the time spent on communication control. The actual transmission time varies depending on the type of original, make of fax machine on the other end, and condition of the telephone line.

<sup>\*1</sup> It is measured at the position of the operator.

### ❖ Data compression:

MH, MR, MMR, JBIG

#### Modulation method

| Message Modem  | V.34, V.17, V.29, V.27ter (G3), V.33 (G3 non-standard) |
|----------------|--|
| Protocol Modem | V.21, V.8 (G3)   |

### **❖** Transmission speed:

33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps.

### Scanning resolution:

- Standard:  $8 \times 3.85$  lines/mm ( $200 \times 100$  dpi)
- Detail:  $8 \times 7.7$  lines/mm ( $200 \times 200$  dpi)
- Super Fine:  $16 \times 15.4$  lines/mm ( $400 \times 400$  dpi)
- Extra Super Fine:  $24 \times 23.1$  lines/mm ( $600 \times 600$  dpi)

## 

Chapter 11, "Specifications" in the NIC FAX unit manual

### Print process

Printing on standard paper using the laser

### ❖ Dimensions (Width×Depth×Height):

 $448 \times 551 \times 411 \text{ mm } (17.7 \times 21.7 \times 16.2 \text{ in.})$ 

### ❖ Weight:

23.0 kg (50.8 lb.) or less

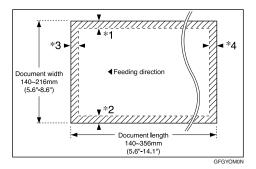
## **Acceptable Types of Originals**

Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the scanner and affect the resulting image.

### Acceptable original sizes

| Where Original is<br>Placed | Acceptable Original<br>Size  | Maximum Number of Sheets   | Paper Thickness                                       |
|-----------------------------|--|--|---|
| Auto Document Feeder (ADF)  | <ul> <li>Maximum:<br/>216×356 mm<br/>(8.6×14.1 in.)</li> <li>Minimum:<br/>140×140 mm<br/>(5.6 ×5.6 in.)</li> </ul> | <ul> <li>8<sup>1</sup>/<sub>2</sub>"×14" 30 sheets</li> <li>A4 or 8<sup>1</sup>/<sub>2</sub>"×11" 70 sheets</li> </ul> | 52–105g/m², 14 to 28<br>lb. paper (0.05 to 0.2<br>mm) |

### Paper size and scanned area



The part shaded will not be scanned, because it is outside the maximum scanning width range.

### Note

- ☐ Images at the edges of an original document may not be scanned (as shown in the following values) even if you set a standard sized original properly.
  - \*1 Maximum 4 mm (0.2 in.)
  - \*2 Maximum 4 mm (0.2 in.)
  - \*1 + \*2 Maximum 6 mm (0.3 in.)
  - \*3 4 mm (0.2 in.)
  - \*4 5 mm (0.2 in.)
- ☐ There may be some difference in size between the image scanned by your machine and the image printed at the receiving end.

## **Paper**

It is recommended that you use your supplier's paper for the best printing results.

• You can use paper of equivalent thickness to your supplier's paper.

### Recommended paper sizes and types

The recommended sizes, types and sheets of paper that you can load in the machine are described below.

### **#Important**

- ☐ Follow the precautions listed below when storing paper.
  - Avoid storing it in direct sunlight.
  - Store it in a dry place (humidity 70% or lower).
  - Store it on a level surface.
  - Once you open a package, store the remaining sheets in a plastic bag so that the paper does not absorb moisture.

☐ Paper that has absorbed moisture is often curled and may cause paper jams. Load this kind of paper face down.

| Where Paper is<br>Loaded    | Paper Sizes  | Paper Capacity   | Paper Type   |
|-----------------------------|--|--|--|
| Main Paper<br>Tray          | A4 $\square$ , 8 <sup>1</sup> / <sub>2</sub> "×11" $\square$ , 5 <sup>1</sup> / <sub>2</sub> "×8 <sup>1</sup> / <sub>2</sub> " $\square$ , A5 $\square$  | 250 sheets   | Ordinary high quality paper  |
| Optional Paper<br>Tray Unit | A4 □, 8 <sup>1</sup> / <sub>2</sub> "×11" □, 8 <sup>1</sup> / <sub>2</sub> "×14" □,<br>8 <sup>1</sup> / <sub>2</sub> "×13" □, 8 <sup>1</sup> / <sub>4</sub> "×13" □,<br>8 <sup>1</sup> / <sub>4</sub> "×14" □        | 500 sheets   | (60–90g/m², 16 to 24lb.)   |
| Optional Bypass<br>Tray     | Standard size: A4 □, 8¹/₂"×11" □, 8¹/₂"×14" □, 8¹/₂"×13" □, 8¹/₄"×13" □, 8°×13" □, 8¹/₄"×14" □, A5 □ □, 5¹/₂"×8¹/₂" □ □ □  Custom size: Width 90 to 216 mm (3.6 to 8.5 in.), Length 140 to 1260 mm (5.6 to 49.7 in.) | <ul> <li>8<sup>1</sup>/<sub>2</sub>"×14" or smaller: approximately 100 sheets</li> <li>Larger than 8<sup>1</sup>/<sub>2</sub>"×14": 1 sheet</li> <li>Postcard: 10 sheets</li> <li>Envelope: 10 sheets</li> </ul> | <ul> <li>Ordinary high quality paper (60-157 g/m², 16 to 42 lb)</li> <li>OHP transparencies</li> <li>Adhesive label</li> <li>Postcards</li> <li>Envelopes</li> </ul> |

### Note

- ☐ You can load only custom sized paper to the optional bypass tray when making copies or using the PC Printing function (optional).
- ☐ Load OHP transparencies to the optional bypass tray one sheet at a time, and remove it from the paper tray immediately after the copying is complete.
- $\square$  Load postcards or envelopes in landscape orientation ( $\square$ ) in the optional bypass tray.

### Non-recommended paper

Do not use the paper listed below. Using these kinds of paper may cause paper jams.

- Curled, wavy, creased or dog-eared paper
- Torn paper
- Paper with holes
- Paper with an unsmooth surface
- Paper with an slippery surface
- Thin and soft paper

### **#Important**

- $\Box$  The printed image may not be clear if the surface of the paper is rough.
- ☐ Do not use any paper with coating, such as thermo-sensitive paper, art paper, aluminum foil, carbon paper, or conductive paper. Using such paper may result in malfunction.

☐ Do not use copy paper that has been already copied on. Using such paper may result in malfunction.

## **Energy Saving**

#### Introduction

When your fax machine prints fax messages, it uses heat to fix the image on paper. This heat is generated using a heating roller which must be hot enough to fuse toner to the paper properly. Because keeping the roller hot all the time consumes electricity, this machine is provided with an Energy Saver Mode in which the heating roller is heated to full temperature only when a message needs to be printed.

Two available types of Energy Saver Mode are described in the table below.

| Energy Saver Mode                    | Machine status in Energy Saver Mode  | How long before<br>you can print after<br>exiting Energy<br>Saver Mode | Power consumption<br>in Energy Saver<br>Mode *1 |
|--------------------------------------|--|--|---|
| Fax Standby (Heater half- cool)      | Display is off. The machine maintains the heating roller temperature; warm up takes less time.     | Within about 30 seconds  | 20W   |
| Energy Saver Standby<br>(Heater off) | Display is off. The machine lets the heating roller cool to room temperature; warmup takes longer. | Within about 40 seconds  | 6W  |

<sup>\*1</sup> When options are not installed.

Values vary according to options installed and settings of the User Parameters.

In Energy Saver Standby mode, letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

In Fax Standby mode, letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

### Note

- ☐ You can still send fax messages stored in memory while the machine is in Energy Saver Mode.
- ☐ Even in Energy Saver Standby mode, indicators that blink or light during communication or reception still work. When the Substitute Reception, Memory Lock or Confidential message indicator lights, exit Energy Saver Mode and take appropriate action.

☐ While the Energy Save Timer is activated, the machine stays in the Energy Saver Standby mode. If a fax message comes in while the heater is turned off, it is stored in the machine's memory (Substitute Reception), and printed after the specified time is reached. See p.138 "Energy Save Timer".

### **Entering Energy Saver Mode**

The machine enters Energy Saver Mode when:

- Nobody uses the machine for about 5 minutes.
- The user holds down the **[Energy Saver/Clear Modes]** key for about 2 seconds.

### Note

☐ If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Energy Saver Mode automatically, please contact your service representative.

## When the Machine Does Not Enter Energy Saver Mode

The machine does not enter Energy Saver Mode when:

- The external telephone is not placed correctly
- The main paper tray is not loaded into the machine
- Either the ADF unit, ADF cover or the side cover is open.
- An original is jammed
- The machine is out of order
- There is no paper loaded into either the main paper tray or the optional paper tray unit

### **Exiting Energy Saver Mode**

Your machine exits Energy Saver Mode automatically when a fax is received, an e-mail message is received with the NIC FAX unit, and paper is printed out with the PC printing function (optional).

To exit Energy Saver Mode manually:

- In Energy Saver Standby mode, press the [Energy Saver/Clear Modes] key.
- In Fax Standby mode, press any key.
- Place an original.
- Pick up the external telephone handset.
- Pull out the main paper tray.
- Open the front cover.
- Open the right cover.
- Open the lower right cover of the optional paper tray unit.

### Selecting the Energy Saver Mode type

To select the Energy Saver Mode type, adjust the bit switch below with the User Parameters. See p.140 "User Parameters" (switch 05, bit 6).

### Switch 05, bit 6

- Energy Saver Standby: To let the heating roller cool to room temperature, set bit 6 to 0.
- Fax Standby: To let the heating roller cool halfway set bit 6 to 1.

### **Reception in Energy Saver Mode**

Once in Energy Saver Mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saver Mode.

# **Maximum Values**

The following table describes the maximum value for each item.

| Item  | Standard                 |
|---|--------------------------|
| Memory  | 16MB                     |
| The number of pages that you can store in memory (Using ITU-T #1Chart, Resolution: Standard, Original Type: Halftone Off) | approximately 1280 pages |
| Total number of Memory Transmission files   | 250                      |
| The number of destinations you can specify for one file   | 250                      |
| Total number of destinations that you can specify for all files   | 500                      |
| The number of Quick Dials you can register  | 90                       |
| The number of Speed Dials you can register  | 200                      |
| The number of Group Dials you can register  | 9                        |
| The number of destinations you can specify by the number keys   | 100                      |
| The number of destinations you can register in a group  | 250                      |
| The number of programs you can register   | 90                       |
| The number of user codes you can register   | 150                      |
| The number of digits for Dials  | 254                      |
| The number of Auto Document files   | 90                       |
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| In accordance with IEC 60417, this machine uses the following symbols for the main power switch | ch: |
|---|-----|
| I means POWER ON  |     |

O means POWER OFF.



