Quick Reference Fax Guide

⇒Please put this guide above your machine



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Chapter references in this guide refer to the bundled OI CD; Basic Fax, Advanced Fax and General Settings Guide.

How to cancel a Transmission...

Memory + immediate

- Before original is scanned = before pressing [Start] key: Press [Clear Modes] key.
- While original is being scanned = after pressing [Start] key:
- Press [Clear/Stop] key.

Memory

- While original is being transmitted:
- Press [Clear/Stop] key.
- 2 Select the file you want to cancel.
- D Press [Stop Transmission].
- Press [Exit].

Before the transmission is started:

- Press [Change/Stop TX File].
- 2 Select file to be cancelled.
- B Press [Stop Transmission].
- Press [Exit].

How to print the journal...

3. Communication Info The journal is printed automatically after every 50 communications. You can also request a journal at any time, by following below procedure.

- Press [Information].
- 2 Select [Print Journal]
- **1** Select a printing mode: - [AII]
 - [Print per File No.]
 - [Print per User]
- Press [Start] key.
- D Press [Exit] twice.

Advanced Features Fax

Please see the <Fax Advanced Features> Operating Instructions:

- Confidential transmission (1. Transmission Mode) Message is stored in memory at the other end and not printed until an ID is insterted
- Printed Reports (4. Other Transmission Features) To inform you if fax has been saved, send or failed to be
- Lan fax features Sending a fax from pc (6. Fax via Computer)



(Basic 2. Faxing)

(Advanced