



## Quick Reference Fax Guide

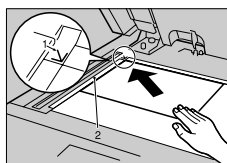
⇒ Please put this guide above your machine ⇐

### How to send a fax...

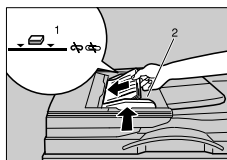
(Basic 2. Faxing)  
(1. Transmission)

- 1 Choose a type of transmission:
  - Memory Transmission, or
  - Immediate Transmission

- 2 Place the original.
  - Exposure glass (face down)



- Auto Document Feeder (face up)



- 3 Make required settings.
- 4 Specify a destination.
- 5 Press the [Start] key.

If you choose Memory Transmission, you can send to more destinations at once. To do this, after step 4, press:  
- [Add] and specify destinations  
- the [Start] key

### How to fax to Document Server...

(Advanced 7. Simplifying the Operation)  
(5. Storing a Document)

- 1 Press [Store File].
- 2 Choose [Store & Transmit].
- 3 Make your settings via [File Info. Setting].
- 4 Press [OK].
- 5 Specify a destination, and then press the [Start] key.

#### To send a fax from Document Server:

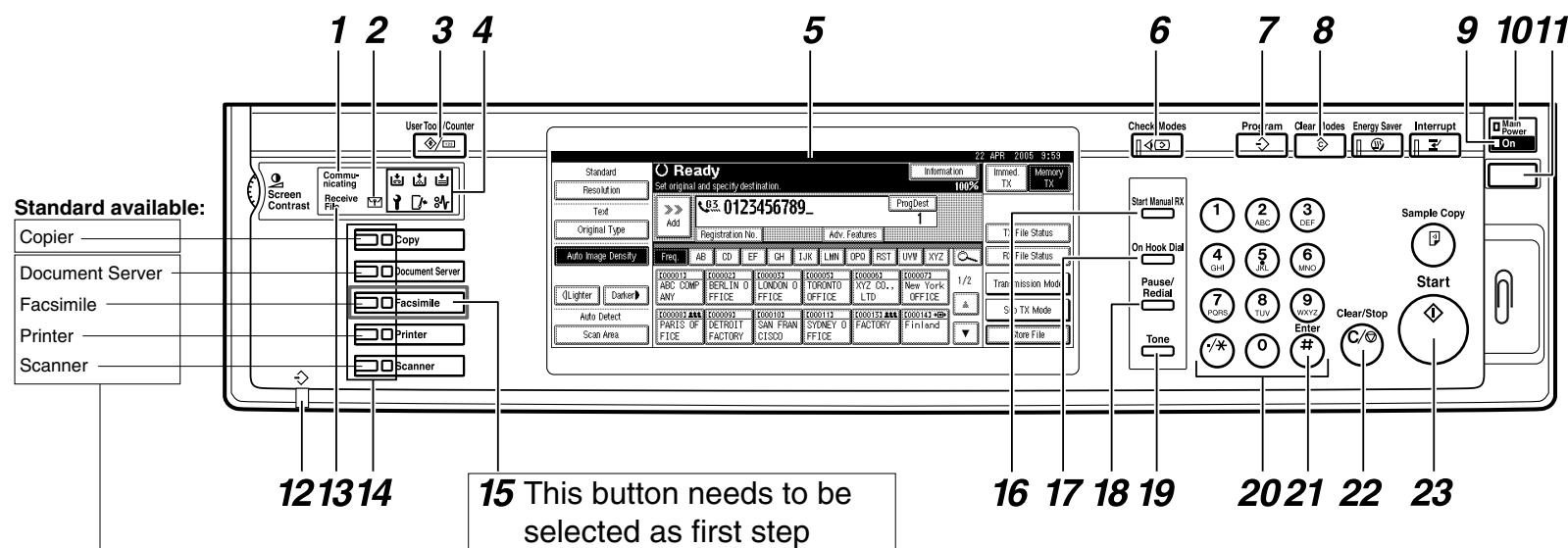
- 1 Press [Sub TX Mode].
- 2 Press [Select Stored File].
- 3 Select the document you want to send, and then press [OK] twice.
- 4 Specify a destination, and then press the [Start] key.

1. Communicating indicator
  2. Confidential File indicator
  3. [User Tools/Counter] key
  4. Indicators
  5. Display panel
  6. [Check Modes] key
- Press before pressing the [Start] key to check the settings selected for the fax about to be sent.

7. [Program] key
8. [Clear Modes] key
9. On indicator
10. Main power indicator
11. Operation switch
12. Data In indicator
13. Receive File indicator

14. Function status indicators
  15. [Facsimile] key
  16. [Start Manual RX] key
  17. [On Hook Dial] key
- Press to select the program mode.  
Press to switch to the facsimile mode.  
Press when reception mode is set to Manual Reception.  
Press to dial while listening to the speaker tone.

18. [Pause/Redial] key
  19. [Tone] key
  20. Number keys
  21. [#] key (Enter key)
  22. [Clear/Stop] key
  23. [Start] key
- Press to send tonal signals down a pulse dialing line.  
Registers entered numbers or settings.



You can also store files, print, and scan on this machine!  
Please ask your sales person for these options.

### How to program a Destination key...

(General Settings Guide 5. Registering Addresses and Users for Facsimile/Scanner Functions)  
(General Settings Guide 7. Registering Addresses and Users for Facsimile/Scanner Functions)

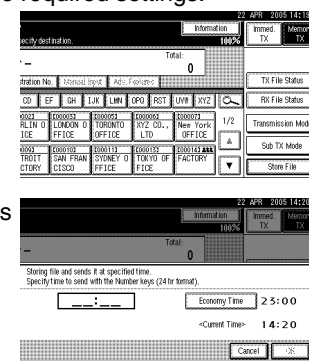
- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Administrator Tools] and then press [Next].
- 4 Press [Address Book Management].
- 5 Check that [Program / Change] is selected.
- 6 Press [New Program].
- 7 Press [Change] and set user's information, press [OK].
- 8 Press [Fax Dest.] and enter fax number with number keys. Press [OK] twice.
- 9 Press [Exit] three times.
- 10 You will get a message 'Destination list / machine settings are updated...'. Press [Exit].

### How to send at a specific time (Send Later)

(Advanced 1. Transmission Mode)  
(2. Other Transmission Features)

Using this function, you can instruct the machine to send the fax at a later time via Memory Transmission. Advantage: you can take advantage of off-peak telephone charges, without being at the machine.

- 1 Place the original, and then select the required settings.
- 2 Press [Transmission Mode].
- 3 Select [Send Later].
- 4 Enter the time using the number keys (24 hr format), and then press [OK].
- 5 Press [OK].
- 6 Specify a destination, and then press the [Start] key.



### How to cancel a transmission...

(Basic 2. Faxing)  
(1. Transmission)

#### Memory + Immediate

Before the original is scanned = before pressing the [Start] key:

- 1 Press the [Clear Modes] key.

While the original is being scanned = after pressing the [Start] key:

- 1 Press [Clear/Stop] key.

#### Memory

While the original is being transmitted:

- 1 Press the [Clear/Stop] key.
- 2 Select the file you want to cancel.
- 3 Press [Stop Transmission].
- 4 Press [Exit].

Before the transmission is started:

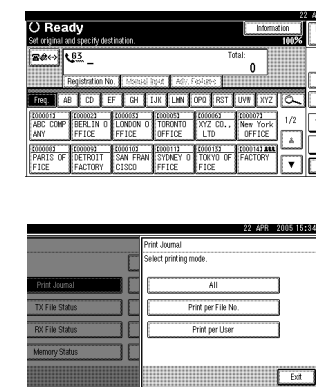
- 1 Press [Change / Stop TX File].
- 2 Select the file you want to cancel.
- 3 Press [Stop Transmission].
- 4 Press [Exit].

### How to print the Journal...

(Advanced 3. Communication Information)  
(4. Changing/Confirming Communication Information)

The Journal is printed automatically after every 50 communications. You can also request a Journal at any time, by following the procedure below.

- 1 Press [Information].
- 2 Select [Print Journal].
- 3 Select a printing mode:
  - [All]
  - [Print per File No.]
  - [Print per User]
- 4 Press the [Start] key.
- 5 Press [Exit] twice.



### Advanced Fax Features

Please see the <Facsimile Reference> Operating Instructions:

- Confidential Transmission  
The document is stored in memory at the other end and not printed until an ID is entered.  
(Advanced 1. Transmission Mode)  
(2. Other Transmission Features)
- Printed reports  
Inform you if a fax has been saved, sent, or failed to be transmitted.  
(Advanced 4. Other Transmission Features)  
(4. Changing/Confirming Communication Information)
- LAN-Fax features - Sending a fax from a computer  
(Advanced 6. Fax via Computer)  
(6. Fax via Computer)