Quick Reference Fax Guide

⇨ Please put this guide above your machine ⇦

1. **Indicators**
2. **【User Tools/Counter】key**
3. **Display Panel**
4. **【Check Modes】key**
Press before pressing the 【Start】 key to check the settings selected for the fax about to send.
5. **【Program】key**
Press to select the program mode.

6. **【Clear Modes】key**
Press to cancel the current settings.
7. **On indicator**
8. **Main power indicator**
9. **Operation switch**
10. **Data In indicator**
11. **Confidential file indicator**
12. **Receive File indicator**
13. **Communicating indicator**

14. **Function status indicators**
15. **【Facsimile】key**
Press to switch facsimile mode.
16. **【Start Manual RX】key**
Press when reception mode is set to Manual Reception.
17. **【On Hook Dial】key**
Press when manual facsimile reception is set to Manual Reception.

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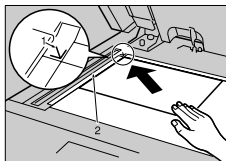22. **【Clear/Stop】key**
23. **【Start】key**

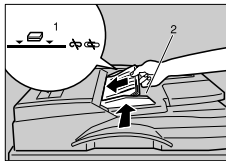### How to send a fax... (Basic 2. Faxing)

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

2. Placing Originals
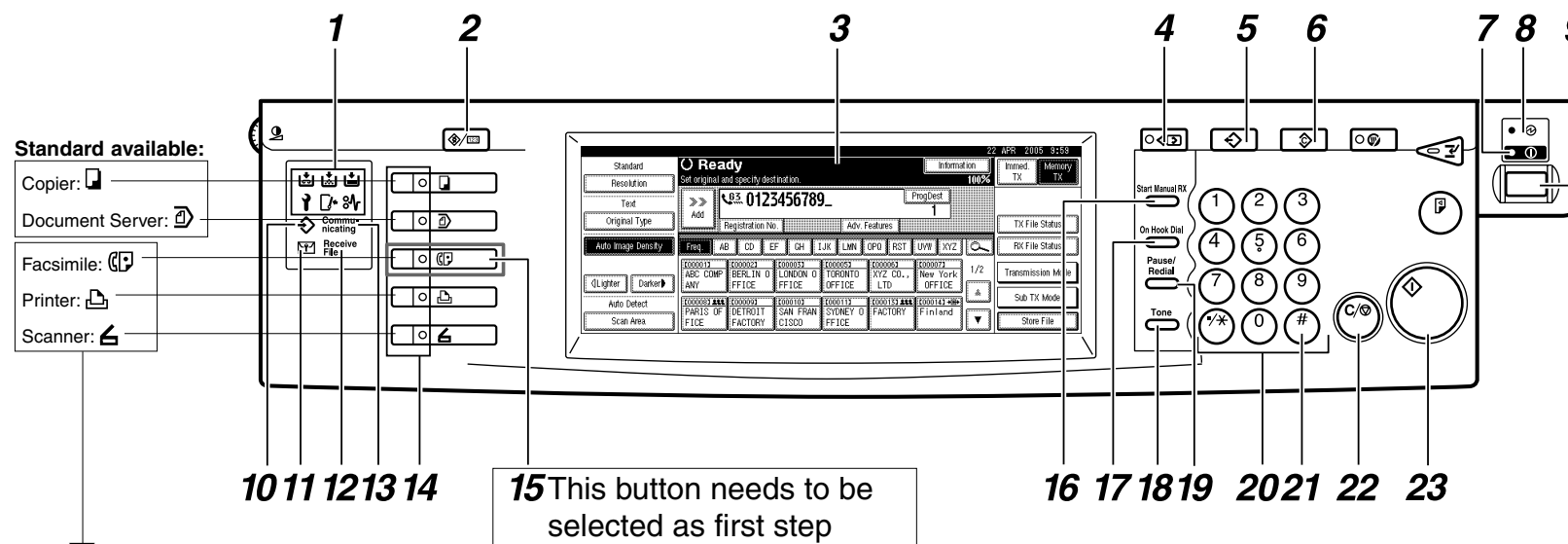- Exposure Glass (Face down)

- Document Feeder (Face up)

3. Make required settings

4. Dial 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

Standard available:
Copier:
Document Server:
Facsimile:
Printer:
Scanner:

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

15 This button needs to be selected as first step

How to cancel a Transmission... (Basic 2. Faxing)

Memory + immediate
Before original is scanned = before pressing 【Start】key:
1. Press 【Clear Modes】key.

While original is being scanned = after pressing 【Start】key:
1. Press 【Clear/Stop】key.

Memory
While original is being transmitted:
1. Press 【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 file to be cancelled.
3. Press [Stop Transmission].
4. Press [Exit].

How to print the journal... (Advanced 3. Communication Information)

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

1. Press [Information].

2. Select [Print Journal].

3. Select a printing mode:
- [All]
- [Print per File No.]
- [Print per User]

4. Press 【Start】key.

5. Press [Exit] twice.

How to fax to Document Server... (Advanced 7. Simplifying the Operation)

1. Press [Store File].
2. Choose [Store & Transmit].
3. Make your settings via [File Info. Setting].
4. Press [OK].
5. Select desired destinations and 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. Select the destinations you want to send to, and then press the 【Start】key.

How to registering a Quick Dial... (General Settings Guide 5. Registering Addresses and Users for Facsimile/Scanner Functions)
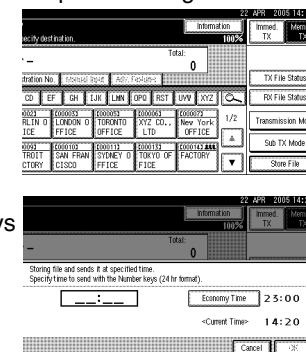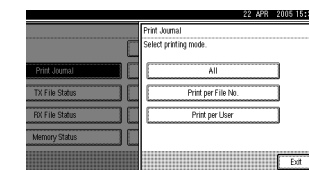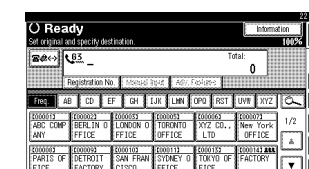
1. Press the 【User Tools/Counter】 key.
2. Press [System Settings].
3. Press [Administrator Tools] and then press [Next].
4. Press [Address Book Management].
5. Press [New Program].
6. Press [Change] and set user's information, press [OK].
7. Press [Fax Dest.] and enter fax number with number keys. Press [OK] twice.
8. Press [Exit] three times.
9. You will get a message 'Destination list is updated..'. Press [Exit].

How to send at a specific time (Send later) (Advanced 1. Transmission Mode)

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. Dial and press the 【Start】key.

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 inserted

- 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)

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