



Quick Reference Fax Guide

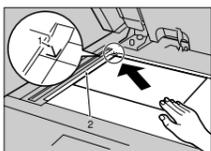
⇒ Please put this guide above your machine ⇐

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)

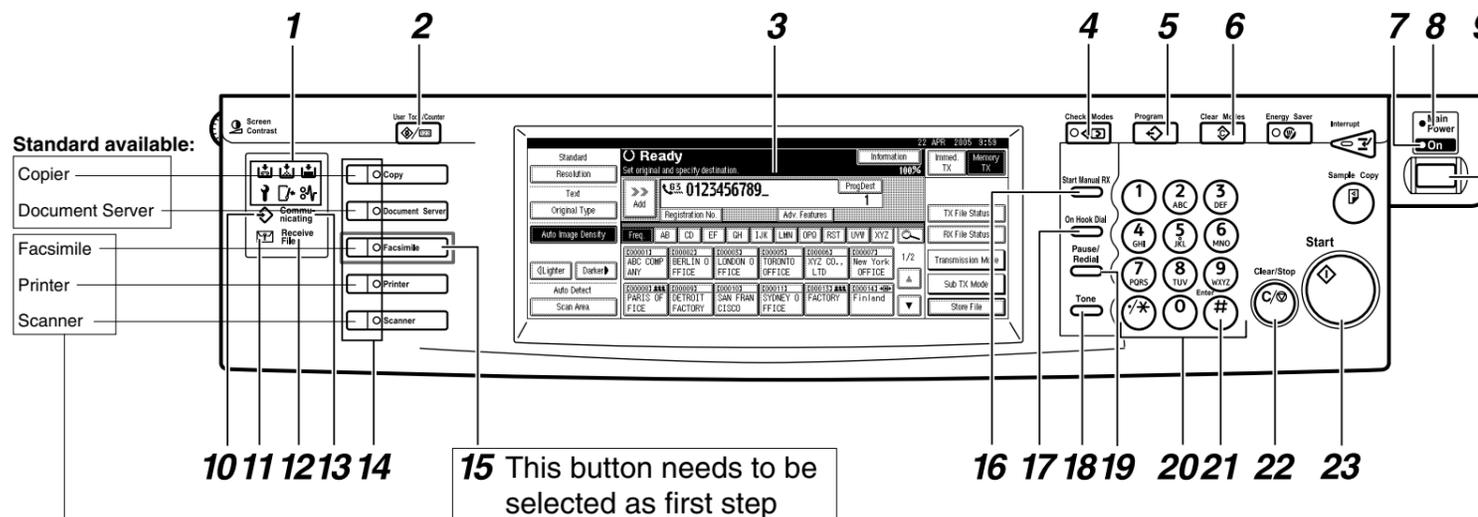


- 3 Make required settings.
- 4 Specify a destination.
- 5 Press the [Start] key.

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

- | | | | |
|--|---|--|--|
| 1. Indicators | 6. [Clear Modes] key
Press to cancel the current settings. | 14. Function status indicators | 18. [Tone] key
Press to send tonal signals down a pulse dialing line. |
| 2. [User Tools/Counter] key | 7. On indicator | 15. [Facsimile] key
Press to switch to the facsimile mode. | 19. [Pause/Redial] key |
| 3. Display panel | 8. Main power indicator | 16. [Start Manual RX] key
Press when reception mode is set to Manual Reception. | 20. Number keys |
| 4. [Check Modes] key
Press before pressing the [Start] key to check the settings selected for the fax about to be sent. | 9. Operation switch | 17. [On Hook Dial] key
Press to dial while listening to the speaker tone. | 21. [#] key (Enter key)
Registers entered numbers or settings. |
| 5. [Program] key
Press to select the program mode. | 10. Data In indicator | | 22. [Clear/Stop] key |
| | 11. Confidential File indicator | | 23. [Start] key |
| | 12. Receive File indicator | | |
| | 13. Communicating indicator | | |



You can also 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)

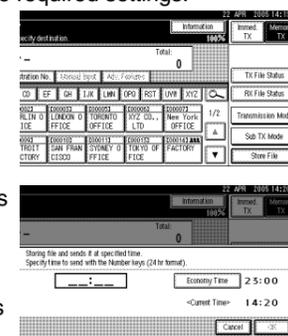
- 1 Press the [User Tools/Counter] key.
 - 2 Press [System Settings].
 - 3 Press [Administrator Tools] and then press [Next].
 - 4 Press [Address Book Management].
 - 5 Check that [Program / Change] is selected.
 - 6 Press [New Program].
 - 7 Press [Change] and set user's information, press [OK].
 - 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 the [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:

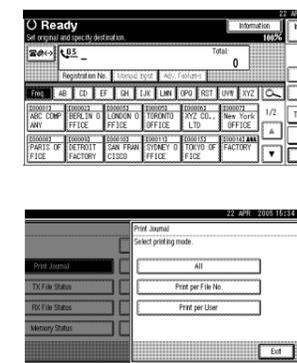
- 1 Press [Change / Stop TX File].
- 2 Select the file you want to cancel.
- 3 Press [Stop Transmission].
- 4 Press [Exit].

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.



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.

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)