

Quick Reference Fax Guide

⇒ Please put this guide above your machine ⇐

To select an item on the display...

- Use [▲] or [▼] to scroll the display.
- Press the [OK] key to set the currently selected item and to proceed to the next display.

How to send a fax...

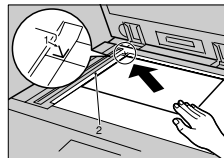
(1. Transmission)

- 1 Specify a transmission mode by pressing the [Transmission Mode] key:

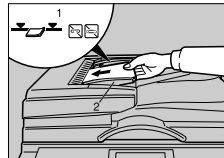
- Memory Transmission, or
- Immediate Transmission

- 2 Place the original.

- Exposure glass (face down)



- ADF or ARDF (face up)



- 3 Make the scan settings you require.

- 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 Dest] and specify destinations
- the [Start] key

How to fax via a network

(1. Transmission, 5. Fax via Computer)

Internet Fax

This machine converts scanned document images to e-mail format and transmits the data over the Internet.

- Press [F3] to display in the destination display column.
- Specify the e-mail address as a destination.

IP-Fax

The IP-Fax function sends or receives documents between two facsimiles directly via a TCP/IP network.

- Press [F3] to display the following in the destination display column.
 - H : when using a gatekeeper
 - S : when using a SIP server
- Specify the IPv4 address as a destination.

LAN-Fax

Using the LAN-Fax Driver, you can send a document created with a Windows application from a computer connected to the machine to another fax machine. To use LAN-Fax, install the LAN-Fax Driver on your computer.

1. Communicating indicator

2. [On Hook Dial] key

3. Receive File indicator

4. [Pause/Redial] key

5. [Search Destination] key

6. [Check Destination] key

7. [Job Information] key

8. [Facsimile] key

Press to switch to the facsimile mode.

9. Function keys

10. Indicators

11. Display panel

12. Selection key

13. Scroll keys

14. [User Tools/Counter] key

15. [Clear Modes] key

Press to clear the current settings.

16. [Clear/Stop] key

17. Main power indicator

18. Operation switch

19. [Start] key

20. [#] key (enter key)

21. Number keys

22. [OK] key

Press to set a selected item or an entered numeric value.

23. [Escape] key

Press to cancel operation or return to the previous display.

24. [Lighter] key, [Darker] key

25. Data In indicator

26. Quick Dial keys

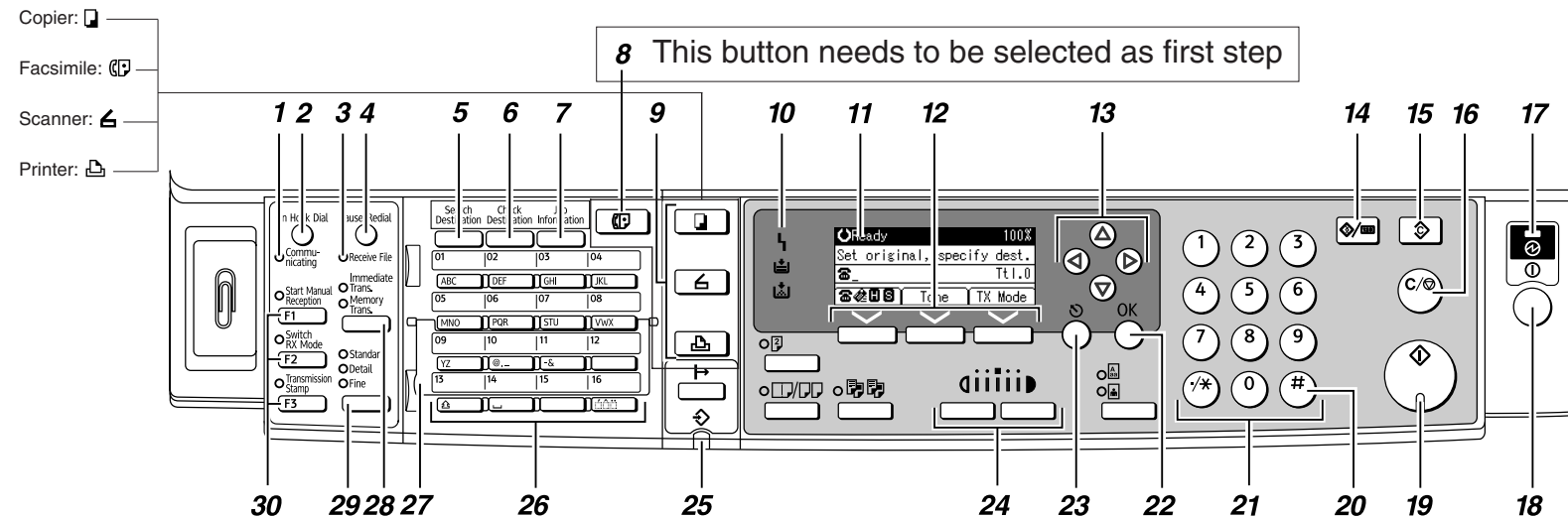
27. Quick Dial Flip Plate

28. [Transmission Mode] key

29. [Resolution] key

30. User Function keys

You can assign frequently-used functions to these keys.



How to register a Quick Dial...

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

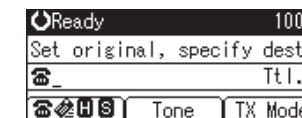
- 1 Press the [User Tools/Counter] key.
- 2 Select [System Settings], and then press the [OK] key.
- 3 Select [Administrator Tools], and then press the [OK] key.
- 4 Select [Address Book Management], and then press the [OK] key.
- 5 Select [Program/Change], and then press the [OK] key.
- 6 Enter the registration number you want to program, and then press the [OK] key.
- 7 Enter the name, and then press the [OK] key.
- 8 Press [Details].
- 9 Select [Fax Settings], and then press the [OK] key.
- 10 Enter the fax number and specify optional settings.
- 11 Press [End].
- 12 Press the [OK] key.
- 13 Press the [User Tools/Counter] key.
- 14 You will get a message 'Settings have been updated...'. Press [Exit].

How to send at a specific time (Send Later) (2. Send Settings)

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 scan settings you require.

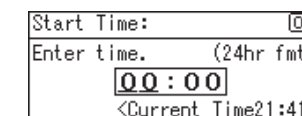
- 2 Press [TX Mode].



- 3 Select [Send Later], and then press the [OK] key.

- 4 Select [Send at Specified Time], and then press the [OK] key.

- 5 Enter the time (24 hour format) using the number keys, and then press the [OK] key.



- 6 Press the [Escape] key.

- 7 Specify a destination, and then press the [Start] key.

How to cancel a transmission... (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, and then press [Stop TX].
- 3 Press [Delete].

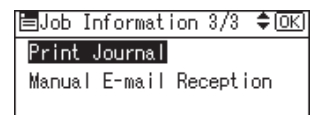
Before the transmission is started:

- 1 Press the [Job Information] key.
- 2 Select [Stop Communication], and then press the [OK] key.
- 3 Select the file you want to cancel, and then press [Stop TX].
- 4 Press [Delete].
- 5 Press the [Escape] key.

How to print the Journal... (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 the [Job Information] key.
- 2 Select [Print Journal], and then press the [OK] key.
- 3 Press the [Start] key.
- 4 Press the [Escape] key.



Advanced Fax Features

Please see the <Facsimile Reference> Operating Instructions:

- SUB/SEP Codes (2. Send Settings)
Privacy can be protected when faxing with a SUB/SEP Code, since only people who know the SUB/SEP Code can receive or print the fax document.
- Printed reports (4. Changing/Confirming Communication Information)
Inform you if a fax has been saved, sent, or failed to be transmitted.
- LAN-Fax features - Sending a fax from a computer (5. Fax via Computer)