

## Quick Reference Fax Guide

# ➡ Please put this guide above your machine ⬅

### To select an item on the display...

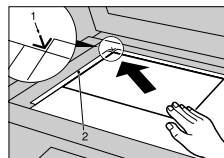
- Use [▲] or [▼] to scroll the display.
- Press the [OK] key to set the currently selected item and to proceed to the next display.

### How to send a fax...

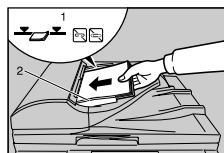
(1. Transmission)

- 1 Specify a transmission mode by pressing the [Transmission Mode] key:
  - Memory Transmission, or
  - Immediate Transmission

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



- 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 [F4] to display [E] 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 [F4] to display the following in the destination display column.
  - [H] : when using H.323
  - [S] : when using SIP
- Specify an alias telephone number, SIP user name, or IPv4 address as the 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. Receive File indicator
2. Communicating indicator
3. [Transmission Mode] key
4. [On Hook Dial] key
5. [Facsimile] key

Press to switch to the facsimile mode.

10. Indicators
11. Display panel
12. Selection keys
13. Scroll keys
14. [User Tools/Counter] key
15. [Clear/Stop] key
16. [Clear Modes] key
17. Main power indicator
18. Operation switch

Press to clear the current settings.

19. [Start] key
20. [#] key (enter key)
21. Number keys
22. [OK] key
23. [Escape] key
24. [Lighter] key, [Darker] key

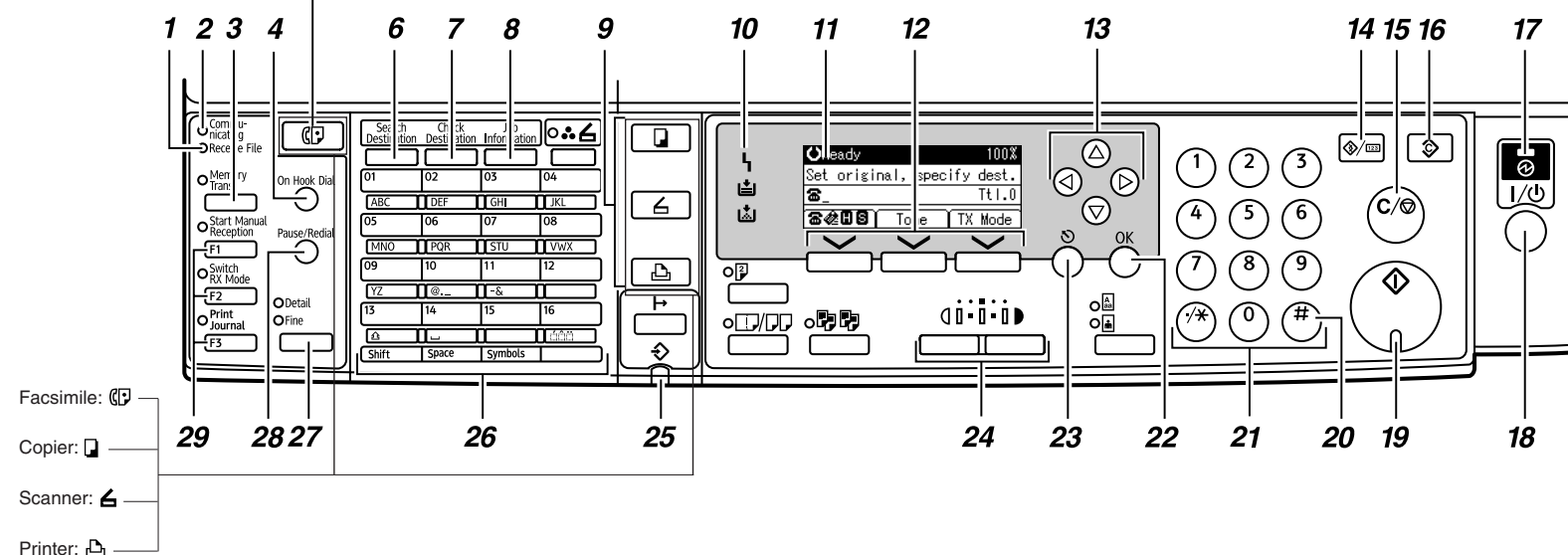
Press to set a selected item or an entered numeric value.

Press to cancel operation or return to the previous display.

25. Data In indicator
26. Quick Dial keys
27. [Resolution] key
28. [Pause/Redial] key
29. User Function keys

You can assign frequently-used functions to these keys.

5 This button needs to be selected as first step



Facsimile: [F]   
 Copier: [C]   
 Scanner: [S]   
 Printer: [P]

### 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].

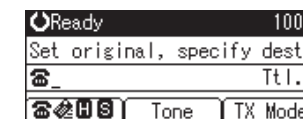
### How to send at a specific time (Send Later)

(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.

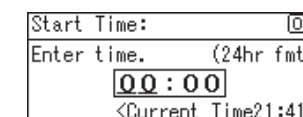
- 2 Press [TX Mode].



- 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:

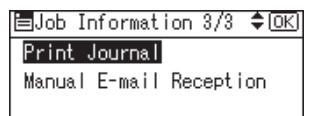
- 1 Press the [Job Information] key.
- 2 Select [Stop Communication], and then press the [OK] key.
- 3 Select the file you want to cancel, and then press [Stop TX].
- 4 Press [Delete].
- 5 Press the [Escape] key.

### 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)