MP 171F/MP 171SPF
Aficio™ MP 171F/171SPF

Operating Instructions

Facsimile Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

TABLE OF CONTENTS

4. Confirming Communication Information

5. Fax via Computer

6. Fax Features

7. Appendix

Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, and other consumables.

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy Reference

Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link Guide

🔽 Note

- Manuals provided are specific to machine types.
- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.
- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional[*1]	DeskTopBinder

*1 Optional

Notice

Important

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

How to Read This Manual

Symbols

This manual uses the following symbols:

⭐ **Important**

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

🔽 **Note**

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

📃 **Reference**

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

Names of Major Functions

This section tells you the names of this machine's major functions.

- Internet Fax (by specifying an e-mail address) → Internet Fax
- Internet Fax (by specifying an IP address) → IP-Fax

Notes

Contents of this manual are subject to change without prior notice.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Laws and Regulations

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

NOTICE TO USERS (NEW ZEALAND)

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

- This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

- This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.

- If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the "0" prefix.

- This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

- This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem SHOULD NOT be referred to the Telecom Faults Service.

- This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.

- The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.

- Not all telephones will respond to incoming ring when connected to the extension socket.

Reading the Display

This section explains how to use the keys on the control panel and screen items.

The display guides you through operations, shows messages, machine status, and destinations registered in the destination lists.

If you press the [Clear Modes] key during operation, the standby screen appears.

Press the [OK] key to complete the settings.

Press the [Escape] key to return to the previous screen.

⬇ **Note**
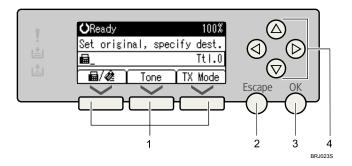
- This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Facsimile Auto Reset Timer in System Settings.

- The Fax Features menu includes a user parameter setting (switch 17, bit 3) that enables you to configure the machine to return to standby mode whenever it finishes scanning an original, see "Parameter Settings".

- To return to the standby screen manually, do one of the following:
  - If you have placed the original in the Auto Document Feeder (ADF) and have not pressed the [Start] key, remove the original.
  - If you have not placed an original, press the [Clear Modes] key.
  - If you are in User Tools mode, press the [User Tools/Counter] key.

📘 **Reference**

- p.224 "Parameter Settings"

Reading the Display Panel and Using Keys

This section explains screen items and their corresponding keys.

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1. **Selection keys**

   Correspond to items at the bottom line on the display.

Example: The standby display

- When the instruction "Press [📠/✉]" appears in this manual, press the left selection key.
- When the instruction "Press [Tone]" appears in this manual, press the middle selection key.
- When the instruction "Press [TX Mode]" appears in this manual, press the right selection key.

2. **[Escape] key**

Press to cancel an operation or return to the previous display.
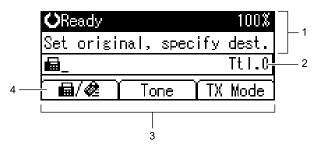
3. **[OK] key**
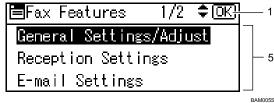
Press this to set numeric values, make settings, or select an entered item.

4. **Scroll keys**

Press to move the cursor to each direction one by one.

When [▲], [▼], [▶], or [◀] appears in this manual, press the scroll key of the same direction.

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1. **Machine status and message**

2. **Destination entry**

3. **Selection keys**

4. **Switches the destination type between 📠 (fax or IP-Fax) and ✉ (Internet Fax).**

   To specify fax numbers or IP-Fax destinations, select 📠.

   To specify Internet Fax destinations (e-mail addresses), select ✉.

5. **Selectable items**

⬇ Note

- The display will differ depending on installed optional units.
- You can change Internet Fax setting under E-mail Settings in the Fax Features menu. See "E-mail Settings".
- You can change IP-Fax settings under IP-Fax Settings in the Fax Features menu. See "IP-Fax Settings".

1. Transmission

This section explains basic transmission operations such as specifying a transmission mode or a destination.

Transmission Modes
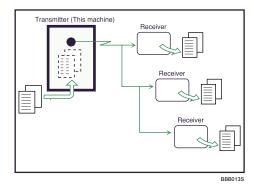
There are two types of transmission: Memory Transmission and Immediate Transmission.

⭐ **Important**

- **It is recommended that you call the receivers and confirm with them when sending important documents.**
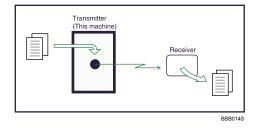
Memory Transmission

Transmission starts automatically after the original is stored in memory. This is convenient when you are in a hurry and want to take the document away with you. You can also send the same original to several destinations. For details about a broadcast and Parallel Memory Transmission, see "Parallel Memory Transmission" and "Broadcast sequence".

BBB013S
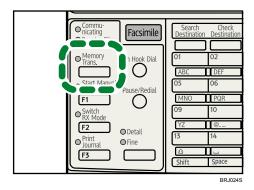
Immediate Transmission

Immediately dials the destination number, and while scanning the original, sends to it. It is very convenient when you want to send an original quickly or when you want to check the destination you are sending to. When using this type of transmission, the original is not stored in memory. You can only specify one destination.

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Normally the machine is in the Memory Transmission mode. To switch the mode to Immediate Transmission, press the [Memory Trans.] key.

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Check the indicator on the operation panel to see which mode is currently active.

If it is not lit, Immediate Transmission mode is set.

↓Note

- You can set the machine to enter Memory Transmission mode or Immediate Transmission mode right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults (Home Position)".

🖹Reference

- p.20 "Parallel Memory Transmission"
- p.21 "Broadcasting sequence"
- p.96 "Setting Transmission Function Defaults (Home Position)"

Selecting Type of Transmission
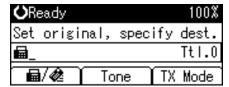
You can select the transmission type: standard fax, IP-Fax, or Internet Fax.

⭐Important

- To select IP-Fax destinations or Internet Fax destinations, the Hard Disk Drive Option and printer/scanner functions must be installed. The display differs depending on whether or not the Hard Disk Drive Option and printer/scanner functions are installed.
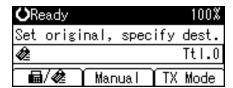
When sending over a fax line

Press [📠/✉] to display 📠 in the destination display column.

When sending to an e-mail address

Press [📠/✉] to display ✉ in the destination display column.

```
ⓊReady              100%
Set original, specify dest.
✏                    Ttl.0
  🖷/✏  │ Manual │ TX Mode
```
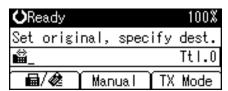
When sending by IP-Fax

To send by IP-Fax, specify the protocol. After you specify the protocol, 🖷 appears in the destination display column.

If you are using a gatekeeper server, select H.323.

If you are using a SIP server, select SIP.

```
ⓊReady              100%
Set original, specify dest.
🖷_                   Ttl.0
  🖷/✏  │ Manual │ TX Mode
```

⬇Note

- For details about IP-Fax or Internet Fax transmission, see "IP-Fax Functions" and "Internet Fax Functions".

🔖 Reference
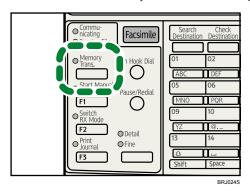
Memory Transmission

Memory Transmission mode has standard fax, Internet Fax, and IP-Fax.

⭐ Important

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the Operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- If memory is full (0% appears on the top right corner of the display), Memory Transmission is disabled. Use Immediate Transmission instead.

1. **Make sure that Memory Trans. indicator lights.**

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Normally Memory Transmission mode is selected.

If it is not, Immediate Transmission mode is selected. Press the [Memory Trans.] key.

2. **Place the original into the ADF.**

3. **Make the scan settings you require.**
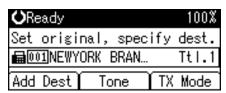
For details about the scan settings, see "Scan Settings".

4. **Using the number keys or a Quick Dial key, specify a destination.**
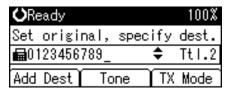
If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

5. **When sending the same original to several destinations (broadcasting), press [Add Dest] to specify the destinations.**

You do not have to press [Add Dest] when adding a destination using the destination list.

6. **Specify the next destination.**

Pressing [📇/✎] switches the destination type between 📇 and ✎.

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A fax number, e-mail address and IP-Fax destination can be specified simultaneously.

7. **Press the [Start] key.**

⬇ Note

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".
- If the combined total number of programmed destinations exceeds the maximum value, only Immediate Transmission is possible.
- For the maximum values of the following items, see "Maximum Values".
  - Number of documents you can store in memory for Memory Transmission
  - Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)
  - Number of destinations you can specify per file
  - Number of destinations you can specify for all files (including files in memory)

🗐 Reference
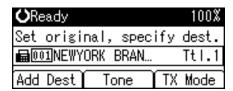
- p.39 "Scan Settings"
- p.56 "Using the Quick Dial Keys"
- p.255 "Maximum Values"

Sending originals using the exposure glass (Memory Transmission)

This section explains how to send originals by Memory Transmission using the exposure glass.

1. **Make sure that Memory Trans. indicator lights.**
2. **Place the first page of the original face down on the exposure glass.**
3. **Specify a destination.**

4. **Make the scan settings you require.**
5. **Press the [Start] key.**

   The machine starts scanning.

6. **Place the next original on the exposure glass within 60 seconds when you send multiple originals, and then repeat steps 4 and 5.**

   Repeat this step for each page.

```
Set next page within
60 second(s), then press
Start key.
Press ⊕ key to finish.
```

7. **Press the [#] key.**

   The machine dials the destination and starts transmission.

Parallel Memory Transmission

This function dials while the original is being scanned.

Standard Memory Transmission stores the original in memory, and then dials the destination. However, Parallel Memory Transmission allows you to confirm the connection status quickly. In addition, this function scans the original faster than Immediate Transmission. This is useful when you are in a hurry and need to use the original for another purpose.

⭐ **Important**

- Standard Memory Transmission is used instead of Parallel Memory Transmission in the following cases:
    - When the line is busy and could not be connected to
    - With Send Later
    - When you store an original for Memory Transmission while another communication is in progress
    - When two or more destinations are specified
    - When an original is placed on the exposure glass, and then sent

⬇ **Note**

- You can turn this function on or off with the User Parameter (switch 07, bit 2) in the Fax Features menu, see "Parameter Settings".
- Standard Memory Transmission may be used instead of Parallel Memory Transmission if there is not enough free memory left.
- If you use this function, the Memory Storage Report will not be printed.
- If the [Clear/Stop] key is pressed, the original jams or memory runs out, Parallel Memory Transmission will stop. The Communication Result Report is printed and files are deleted.
- When using Parallel Memory Transmission, only the page number is printed on the header of the fax, the total number of originals is not automatically printed.

📘 **Reference**

- p.224 "Parameter Settings"

1
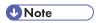
Automatic Redial

If a fax document could not be sent because the line was busy or an error occurred during transmission, redial is attempted at five-minute intervals up to five times.

If redialing fails after four redials, the machine cancels the transmission and prints a Communication Result Report or Communication Failure Report.

⬇ Note

- If there are a large number of files stored in memory, documents might not be sent in the order they were scanned.

Dual Access

The machine can scan other documents into memory even while sending a fax document from memory, receiving a document into memory, or automatically printing a report.

Since the machine starts sending the second document immediately after the current transmission ends, the line is used efficiently.

⬇ Note

- During Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Broadcasting sequence

Use the broadcasting function to send the same original to multiple destinations simultaneously.

To specify multiple destinations, specify the first destination, and then specify the next destination by pressing [Add Dest].

If you dial several destinations for the same document (broadcasting), the documents are sent in the order in which they were dialed. If the fax document could not be transmitted, the machine redials that destination after the last destination specified for broadcasting. For example, if you specify four destinations, A through D, for broadcasting, and if the lines to destinations A and C are busy, the machine dials the destinations in the following order: A, B, C, D, A, and C.

To check the transmission progress, print the TX file list. See "Printing a List of Files in Memory (Print TX Standby File List)".

If you specify a second transmission while broadcasting to several destinations, faxes are transmitted alternately to each remaining destination in the current and second broadcast.

For example, if you specify a broadcast to destinations A and B, and then specify a broadcast to destinations C and D while transmission to destination A is in progress, the machine sends the faxes in the following order: A, C, B, and then D.

If the previous file and the next file are both on standby, these are also sent in the same order.

↓ Note

- To avoid accidentally specifying multiple destinations, you can disable broadcasting. You cannot specify group destinations if you disable broadcasting. You can specify only one address at a time. For details about how to disable broadcasting, contact your service representative.

- The Fax Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add Dest] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".

Reference

- p.149 "Printing a List of Files in Memory (Print TX Standby File List)"

- p.224 "Parameter Settings"

If memory runs out while storing an original

If you run out of memory while storing an original (free space reaches 0%), scanning will be stopped.

If this happens, the "Memory is full. Scanning will be stopped and only scanned page(s) will be stored." message appears.

Press [Exit] to transmit stored pages only.

↓ Note

- When this happens, only the scanned pages are sent. If you want to delete the scanned pages and cancel transmission in this case, contact your service representative.

ECM (Error Correction Mode)

If part of a transmission fails because of a line problem, the lost data is automatically resent.

★ Important
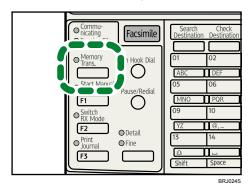
- For this function to work, the other machine must have ECM.

- This function is not available with Internet Fax.

Immediate Transmission

Immediate Transmission is possible with standard fax transmission and IP-Fax transmission.

★ Important

- Internet Fax is performed using only Memory Transmission, which automatically starts transmission after storing documents in memory.

1

- If you specify an Internet Fax destination after selecting Immediate Transmission, the mode switches to Memory Transmission.
- If you try to select Immediate Transmission after specifying an Internet Fax destination, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press [Exit].

- Group cannot be used for Immediate Transmission. You cannot send the same document to multiple destinations (broadcasting).

  - If you specify a second destination or a group after selecting Immediate Transmission, the mode switches to Memory Transmission.
  - If you try to select Immediate Transmission after specifying multiple destinations or a group, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press [Exit].

1. **Make sure that Memory Trans. indicator is not lit.**

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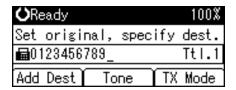
If it is lit, Memory Transmission mode is selected. Press the [Memory Trans.] key.

2. **Place the original into the ADF.**

3. **Select the scan settings you require.**

For details about the scan settings, see "Scan Settings".

4. **Using the number keys or a Quick Dial key, specify a destination.**

If you make a mistake, press the [Clear/Stop] key, and then enter the correct number.

5. **Press the [Start] key.**

The machine dials a destination.

↓Note

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

- Documents are not stored in memory.

≡ Reference

- p.39 "Scan Settings"
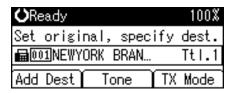
- p.56 "Using the Quick Dial Keys"

Sending originals using the exposure glass (Immediate Transmission)

This section explains how to send originals by Immediate Transmission using the exposure glass.

1. **Make sure that Memory Trans. indicator is not lit.**

2. **Place the first page face down on the exposure glass.**

3. **Specify a destination.**

   ```
   ⟳Ready                100%
   Set original, specify dest.
   ▥001 NEWYORK BRAN…    Ttl.1
   Add Dest │  Tone  │ TX Mode
   ```

4. **Make the scan settings you require.**

5. **Press the [Start] key.**

   The machine dials the destination.

6. **Place the next original on the exposure glass within 10 seconds when you send multiple originals, and then repeat steps 4 and 5.**

   Repeat this step for each page.

   ```
   Set next page within
   10 second(s), then press
   Start key.
   Press ⊕ key to finish.
   ```

7. **Press the [#] key.**

IP-Fax Functions

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

This function has the following advantages and is suitable for communication within the same LAN:
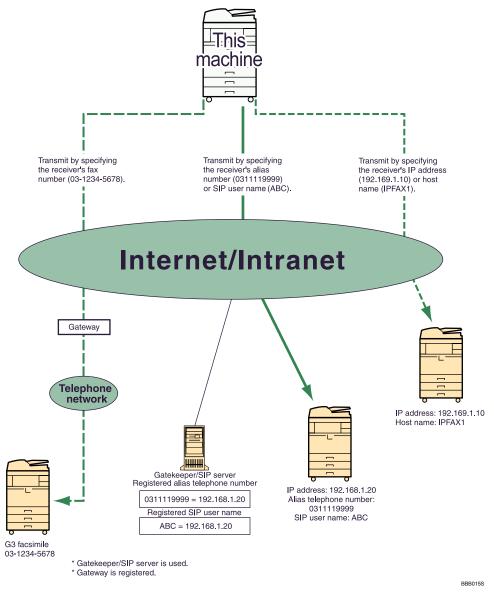
- Reducing communication costs
- Communicating between IP-Faxes at higher speed than by standard fax

IP-Fax uses SIP and H.323 as the network protocol.

Specify an IP address or host name instead of a fax number for sending. When using a gatekeeper, specify an alias telephone number. When using a SIP server, you can send by specifying SIP user name. Specify addresses of the gatekeeper or SIP server (proxy server, registrar server, redirect server) as appropriate under H.323 Settings, SIP Settings, or Gateway Settings in the Fax Features menu.

You can also transmit to a G3 facsimile connected to the public switched telephone network (PSTN) via a gateway (T.38-compliant).

You can receive IP-Faxes in the same manner as standard faxes. For details about reception, see "Types of Reception".

1

Transmit by specifying the receiver's fax number (03-1234-5678).

Transmit by specifying the receiver's alias number (0311119999) or SIP user name (ABC).

Transmit by specifying the receiver's IP address (192.169.1.10) or host name (IPFAX1).

Internet/Intranet

Gateway

Telephone network

IP address: 192.169.1.10
Host name: IPFAX1

Gatekeeper/SIP server
Registered alias telephone number

0311119999 = 192.168.1.20

Registered SIP user name

ABC = 192.168.1.20

IP address: 192.168.1.20
Alias telephone number:
0311119999
SIP user name: ABC

G3 facsimile
03-1234-5678

* Gatekeeper/SIP server is used.
* Gateway is registered.

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⭐ **Important**

- To use IP-Fax functions, the Hard Disk Drive Option and printer/scanner functions must be installed.

- To use IP-Fax functions, this machine must be connected to a LAN and its IP-Fax settings correctly specified under IP-Fax Settings in Fax Features. For details about these settings, see "IP-Fax Settings".

- Before using this function, configure the network in the System Settings menu. For details about the required settings, see "Connecting the Machine", Network and System Settings Guide.

🔽 **Note**

- IP-Fax supported by this machine is ITU-T Recommendation T.38 compliant.

- SIP allows you to transmit and receive documents over an IPv6 network.

- For details about H.323 Settings, SIP Settings, or Gateway Settings, see "IP-Fax Settings".

- This function supports both IPv4 and IPv6 addresses.

🗈 Reference

- p.121 "Types of Reception"

- p.203 "IP-Fax Settings"

Terminology

This section introduces you to useful IP-Fax-related terminology.

H.323

A multimedia communication protocol that sends or receives files via one-to-one communication over a LAN or the Internet.

SIP

A communication control protocol for Internet telephone that utilizes VoIP (which converts voice information to IP packets) and is equipped with functions such as creating, modifying, and terminating sessions with one or more participants.

Gatekeeper (VoIP gatekeeper)

A gatekeeper manages devices connected to an IP network and converts alias telephone numbers to IP addresses and performs authentication functions. In addition, a gatekeeper governs band (transmission rate assignment) and access control.

SIP server

A SIP server mediates connection requests between devices connected to an IP network and is composed mainly of servers that have the following three functions:

- Proxy server: Receives SIP requests and forwards them on behalf of the requestor.

- Registrar server: Receives information about a device's address within an IP network and registers them in the database.

- Redirect server: Used to inquire the destination address.

Gateway (VoIP gateway)

A gateway connecting a telephone network and IP network, it has functions such as protocol conversion for connecting these different networks, and also connects communication devices (telephones, facsimiles, etc.) to a LAN or other network.

Notes on Using IP-Fax

This section describes notes on using IP-Fax.

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- You may not be able to send to a firewall-protected network.
- You cannot use telephones on a LAN.
- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

Functions Not Available for IP-Fax Transmission

This section tells you which functions are not available for IP-Fax transmission.

You can use the following functions with standard fax transmission, but not IP-Fax transmission:

- On Hook Dial
- Manual Dial
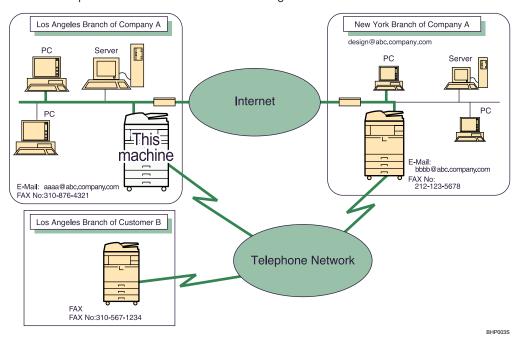
Internet Fax Functions

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

The e-mail sent by this machine can be received by another Internet Fax machine.

Instead of dialing the telephone number of the destination you want to send to, you enter the relevant e-mail address.

You can also print or forward received e-mail messages.

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⭐**Important**

- To use Internet Fax functions, the Hard Disk Drive Option and printer/scanner functions must be installed.

- To use Internet Fax functions, this machine must be connected to a LAN and set up correctly under "System Settings". For details about the required settings, see "Connecting the Machine", Network and System Settings Guide.

- To send Internet Fax documents, in the Fax Features menu, under E-mail Settings, set [Internet Fax Settings] to [On]. However, documents can still be forwarded or delivered to Internet Fax destinations even if [Off] is selected. See "E-mail Settings".

- To receive Internet Fax documents, in the System Settings menu, under File Transfer, set Fax E-mail Account to [Receive]. See "System Settings", Network and System Settings Guide.

🔽**Note**

- The Internet Fax function supported by this machine is compliant with ITU-T Recommendation T.37.

- You can receive e-mail messages with an attached TIFF-F image from computers.

- Though Internet Fax documents are normally sent via an SMTP server, you can also send Internet Fax documents directly to their destinations without going through an SMTP server. To do this, set whether or not to bypass the SMTP server from [TX Mode]. For details about using this function, see "Bypassing the SMTP server".

- When sending Internet Fax documents, you can specify "Attach Subject" and "Return Receipt" in [TX Mode]. For details about setting these options, see "E-mail Options".

- You can limit the size of transmitted e-mail messages in "Maximum E-mail Size" of "Fax Features". For details about the setting, see "E-mail Settings".

- See "Received images" for how e-mail is actually received by the computer.

- For details about how to confirm the transmission result, see "Checking the Transmission Result (TX File Status)".

- If you send Internet Fax documents specifying a user code, and the e-mail address is set as the routing destination of the specified user code, a Communication Result Report is sent after the transmission is completed. This makes it possible to verify the result of a transmission.

- The CC function is disabled.

- This function supports both IPv4 and IPv6 addresses.

🔁 Reference

Notes on Using Internet Fax

This section describes notes on using Internet Fax.

- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book.

- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Fine". To send a document at "Fine", configure the Full Mode when registering the destinations in the Address Book.

- If a transmission is not successful, this machine usually receives error notification e-mail. However, error notification e-mail may not be transmitted for various reasons. It is recommended that you confirm receipt of important document by calling the other party.

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- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.
- Voice communication is not supported over a LAN.
- Internet Fax delivery might be delayed due to network congestion. Use Internet Fax transmission that bypasses the SMTP server, a public telephone line fax, or IP-Fax whenever communication time is a concern. For details about the SMTP server-bypass function, see "Bypassing the SMTP server".
- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- You may not be able to send large files as e-mail, depending on e-mail environment conditions.
- When available memory is low, you may not be able to send Internet Fax documents.
- Because the machine sends documents as e-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a computer.
- With a large volume of document, it may take some time before transmission starts. This is due to the time the machine requires to convert the data in memory.
- POP before SMTP is available in IPv4 environments only.

🔽 Note

- For details about the T.37 full mode, see "T.37 Full Mode".

🔖 Reference

- p.32 "T.37 Full Mode"
- p.54 "Bypassing the SMTP server"

Functions Not Available for Internet Fax Transmission

This section tells you which functions are not available for Internet Fax transmission.

The following functions are supported with standard fax transmission, but not with Internet Faxing.

- Immediate Transmission
- Transmission by SUB Code
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)
- Memory File Transfer

Functions Not Available for Internet Fax Reception

This section tells you which functions are not available for Internet Fax reception.

The following functions are available for standard fax reception, but not for Internet Faxing:

- Memory Lock Reception
- SEP Code reception
- Authorized Reception

E-mail Subject

If you do not enter a subject when sending e-mail, a subject will be auto generated. This section explains how to specify the content of auto-generated subjects.

Subjects differ depending on Stamp Sender Name settings. For details about using the Stamp Sender Name function, see "Sender Settings".

When Stamp Sender Name is set to on:

> From Sender Name(Fax Message NO.xxxx)

When Stamp Sender Name is set to off:

- If Own Fax Number and Own Name are programmed:

    From "Own Fax Number"("Own Name")(Fax Message NO.xxxx)

- If only Own Fax Number is programmed:

    From "Own Fax Number"(Fax Message NO.xxxx)

- If only Own Name is programmed:

    From "Own Name"(Fax Message NO.xxxx)

- If neither Own Fax Number nor Own Name are programmed:

    Fax Message NO.xxxx

🔱 Note

- "xxxx" is the document number that appears in the Journal.

🔳 Reference

- p.99 "Sender Settings"

T.37 Full Mode

This machine is T.37 full mode compatible. T.37 full mode is an international standard for Internet Fax transmission. (ITU-T Recommendation, RFC2532)

When an Internet Fax communication is made between T.37 full mode compatible machines, the receiver side sends the return receipt (dispatched) in response to the reception notice request attached to the sent e-mail. This return receipt includes the receiver's reception capability information (compression type, paper size, and resolution). When the receiver is programmed in the Address Book as the full mode destination, the sender side automatically registers the received information in the Address Book. This allows you to send a subsequent Internet Fax document to that receiver based on this information.

Returning a Return Receipt

When e-mail is received, if the sender requests reception notice, the receiver sends a return receipt that includes the receiving machine's capability (compression type, paper size, and resolution).

Registering the Received Reception Confirmation Contents

When the sender receives the return receipt that includes the receiver's reception capability, the sender checks that the final recipient address sent is programmed in the Address Book. If it is programmed as a full mode destination, the sender automatically registers the receiver's reception capability. The registered reception capability is updated each time the sender receives new reception capability information. The sender can send documents to the receiver based on this information.

If the receiver is programmed as the simple mode machine or not programmed in the Address Book, the receiver's reception capability cannot be registered.

If you know the receiver's reception capability, you can set it manually.

Requesting a Reception Notice

When the receiver's machine supports T.37 full mode and is programmed as a full mode machine in the Address Book, the machine requests the reception notice from the receiver. Then, the machine will receive the return receipt (sent) that includes the receiver's reception capability.

🔽 Note

- For details about requesting reception notice from this machine, see "Requesting a Reception Notice".

- Use Web Image Monitor to manually program a receiver's reception capability information. For details about programming receiver's information, see "Programming Destination Information from Web Browser".

- If you use Internet Fax transmission, you can send documents to multiple destinations at once. However, if you specify full mode destinations, since each destination may have a different reception capability, transmission is done one by one in the specified transmission order.

📖 Reference

- p.103 "Requesting a Reception Notice"

- p.192 "Programming Destination Information from Web Browser"

Placing Originals
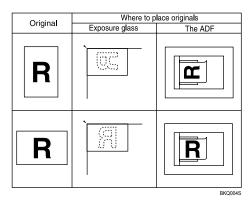
Place the original either on the exposure glass or in the ADF.

For details about how to place originals, see the following:
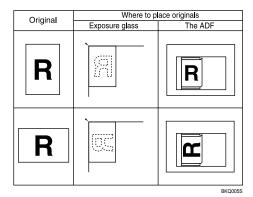
- Placing originals on the exposure glass

  See "Placing Originals on the Exposure Glass" in "Placing Originals", Copy Reference.

- Placing originals in the ADF

  See "Placing Originals in the ADF" in "Placing Originals", Copy Reference.

⭐**Important**

- **Do not lift the ADF while using it to scan originals.**

How to place A4, B5 JIS (Japanese Industrial Standard), A5, $5^1/_2$ × $8^1/_2$, $8^1/_2$ × 11, and $8^1/_2$ × 14 size originals

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How to place A5 and $5^1/_2$ × $8^1/_2$ size originals

BKQ005S

⬇**Note**

- Originals that are clipped or creased cannot be scanned using the ADF. For details about originals that are not recommended for the ADF, see "Originals", Copy Reference.

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- To scan multiple originals using the ADF, set originals in a stack.

- When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's machine. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided across two or more sheets. When sending an important original, ask the receiver about the size and orientation of the paper in their machine.

- To send an original longer than 356 mm (14 inches), select Long Document mode with the User Parameters (switch 14, bit 1) in the Fax Features menu. See "Parameter Settings".

- Documents longer than 1000 mm (39 inches) must be sent by memory transmission (immediate transmission may not be possible).

- If an original jams, press the [Clear/Stop] key, and then carefully remove the original.

- Make sure that all ink, correcting fluid etc., has completely dried before placing your original. If it is still wet, the exposure glass will become marked and those marks will appear on the received image.

- You can send the first page from the exposure glass then the remaining pages from the ADF. You cannot change from the ADF to the exposure glass.

- When using the Internet Fax function, originals are sent at A4 size. Originals larger than A4 are reduced to A4 size. If the receiver's machine is compliant with the T.37 full mode, originals are sent at the size specified in the Address Book. See "T.37 Full Mode".

- Information about this machine is printed at the destination. This information is printed on the side of the paper that is to your left when placing the documents on the exposure glass or the ADF.

- For acceptable types of originals, see "Acceptable Original Sizes" and "Paper Size and Scanned Area".

🗐 Reference

- p.32 "T.37 Full Mode"
- p.35 "Acceptable Original Sizes"
- p.36 "Paper Size and Scanned Area"
- p.224 "Parameter Settings"

Acceptable Original Sizes

This section describes the size and thickness limitations that apply to originals placed on the exposure glass or the ADF.

1

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A4 (210 × 297 mm), $8^1/_2$ × 14 (216 × 356 mm)	1 sheet	—
ADF, one-sided original	A5▭▭ to A4▭ (up to 1200 mm long) $8^1/_2$ × $5^1/_2$▭▭ to $8^1/_2$ × 14▭	50 sheets (80 g/m², 20 lb)	52-105 g/m² (14-28 lb)
ADF, two-sided original	A5▭ to A4▭ (up to 356 mm long) $8^1/_2$ × $5^1/_2$▭ to $8^1/_2$ × 14▭	50 sheets (80 g/m², 20 lb)	64-105 g/m² (17-28 lb)

Paper Size and Scanned Area

This section explains the size of the area the machine can scan and detect.

⬇️ Note

- There may be a difference in the size of the image when it is printed at the destination.

- Even if an original is correctly placed on the exposure glass or in the ADF, a margin of 3 mm (0.1 inch) around each edge of the original may not be sent.

- If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper.

- Originals placed face down on the exposure glass are scanned at A4 ($8^1/_2$ × 11). To scan originals at $8^1/_2$ × 14, change the paper size setting with User Parameters (switch 32, bit 1) in the Fax Features menu. See "Parameter Settings".

🔵 Reference

- p.224 "Parameter Settings"

When placing an original on the exposure glass
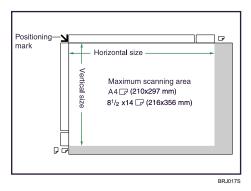
This section explains how to place an original on the exposure glass.

⭐ Important

- **If you place an original larger than A4, $8^1/_2$ × 14 on the exposure glass, only an A4, $8^1/_2$ × 14 area is scanned.**

- Maximum scan area

  The following shows the maximum scan area:

1

216 × 356 mm, $8^1/_2$ × 14 inches (W × L)

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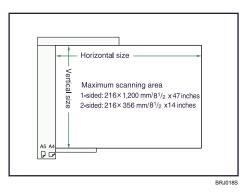
When placing an original into the ADF

This section explains how to place an original into the ADF.

- Maximum scan area

    The following shows the maximum scan area:

    Memory Transmission: 216 × 1200 mm, $8^1/_2$ × 47 inches (W × L)

    Immediate Transmission: 216 × 1200 mm, $8^1/_2$ × 47 inches (W × L)

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⬇ Note

- During Immediate Transmission, the length of the scanning range can decrease to less than 1200 mm (47 inches), depending on the resolution of the image and the configuration of the receiving machine.

Detecting Blank Sheet

Upon completion of the first page scanning, an alarm sounds if the page is nearly blank.

⭐ Important

- **The blank sheet-detecting function works only when an original is scanned using the ADF.**
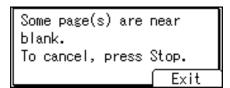
- **The blank sheet-detecting function is ineffective for second and subsequent pages.**

This function notifies you if an original is placed wrong side down on the scanner. When this happens, a message appears for a few seconds. The message differs depending on the number of pages to be scanned and transmission mode.

- When sending a document using Immediate Transmission or when all pages have been scanned in Memory Transmission:

```
Some page(s) are near
blank.
                         Exit
```

- When some pages are left unscanned in Parallel Memory Transmission or Memory Transmission:

```
Some page(s) are near
blank.
To cancel, press Stop.
                         Exit
```

🔽 **Note**

- Even if a near blank sheet is detected, it is transmitted as normal.

- You can turn this function on or off with the User Parameter (switch 11, bit 2) in the Fax Features menu. See "Parameter Settings".

- To cancel scanning if a blank sheet is detected, press the [Clear/Stop] key.

🔖 **Reference**

- p.224 "Parameter Settings"

Scan Settings

You can configure the scan settings according to the original you are scanning.

You may want to send many different types of fax documents. Some of these may be difficult to reproduce at the receiver's end. However, the machine has three settings that you can adjust to help you transmit the document with the best possible image quality.

Original Type:

> Text, Photo

Resolution:

> Standard, Detail, Fine

Image Density (Contrast):

> Manual Image Density (five levels)

Original Type

To optimize image clarity, select the appropriate original type.

The following settings for original types are available:
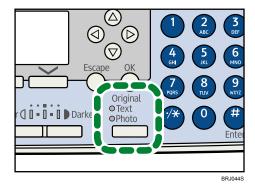
Text

> Select Text to send high-contrast black-and-white image originals. Use this setting when you only want to send clearer text, even if the original contains text and photographs.

Photo

> Select Photo to send an original containing a halftone image, such as a photograph or a colour original.

1. **Press the [Original] key for the type you require.**

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Press the [Original] key to switch between Text and Photo.

⤓ **Note**

- If you select Photo, the transmission will take longer than when Text is selected.

- If you send a fax document with Photo and the background of the received image is dirty, reduce the density setting and resend the fax. For details about setting the image density, see "Image Density (Contrast)".

- You can set the original type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults (Home Position)".

🗐 **Reference**

- p.41 "Image Density (Contrast)"

- p.96 "Setting Transmission Function Defaults (Home Position)"

JBIG Transmission

If you use JBIG (Joint Bi-level Image experts Group) compression, you can send originals scanned using Photo faster than with other compression methods.

⭐ **Important**

- This function is not available with the Internet Fax function.

- This function requires that the other party's fax machine has both the JBIG function and ECM function.

Resolution

Specify the resolution according to the size of the text on the original.

Images and text are scanned into the machine by converting them to a sequence of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution have high quality but transmission takes longer. Conversely, low resolution scanning results in lower quality but the original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

Standard (8 × 3.85 lines/mm, 200 × 100 dpi)

Select for originals containing normal size characters.
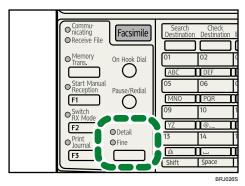
Detail (8 × 7.7 lines/mm, 200 × 200 dpi)

Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

Fine (8 × 15.4 lines/mm)

Select for originals with fine details or when you require the best possible image clarity. This resolution is four times finer than Standard.

1. **Press the [Resolution] key to switch between resolutions.**

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The indicators above the key show the current selection.

When both indicators are unlit, Standard is selected.

⬇️**Note**

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you actually sent by printing the Journal. For details about printing the Journal, see "Printing the Journal".

- The machine supports reception at both Standard and Detail resolution.

- You can set the resolution type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults (Home Position)".

- When using Internet Fax transmission, documents are sent at "Detail" resolution, even if you have specified "Fine". To send a document at "Fine", configure the Full Mode when registering the destinations in the Address Book. See "T.37 Full Mode".

🔖**Reference**
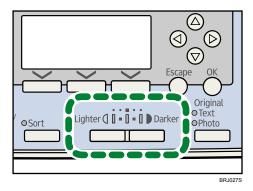
- p.32 "T.37 Full Mode"
- p.96 "Setting Transmission Function Defaults (Home Position)"
- p.161 "Printing the Journal"

Image Density (Contrast)
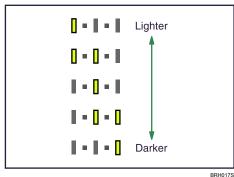
Adjust the image density at which the originals are scanned.

Use the [Image Density] key to vary the image density within 5 levels.

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1. **Press the [Lighter] or [Darker] key to change the density from five density levels.**

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The image density changes in five increments as follows:

Lighter

Darker

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⬇ Note

- You can set the image density that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults (Home Position)".

📑 Reference

- p.96 "Setting Transmission Function Defaults (Home Position)"

Mixing Scan Settings for a Multiple Page Original

When sending an original of several pages, you can select a different scan setting for each page.

It is recommended that originals be placed on the exposure glass when mixing scan settings for a multiple page original.

⭐ Important

- If you are using the ADF, do not change the "Resolution" setting while originals are being scanned.

When placing originals on the exposure glass

1. Check which pages you want to scan with different settings.

2. Remove the previous page and place the next page that you checked on the exposure glass.

3. Make the scan settings.

   You have about 60 seconds (10 seconds for Immediate Transmission) to make the scan settings. The time remaining is shown on the display.

   ```
   Set next page within
   45 second(s), then press
   Start key.
   Press ⊛ key to finish.
   ```

   Adjust the settings for each page before you press the [Start] key.

When placing originals in the ADF

1. Check which pages you want to scan with different settings.

2. Make the scan settings before the page you want to change the settings for starts being scanned.

   Depending on what time the scan settings are adjusted, the settings may not be reflected in the resulting operation.

Specifying a Destination

This section explains how to specify a destination.

Fax numbers, IP-Fax destinations, and e-mail addresses can be specified.

📥Note
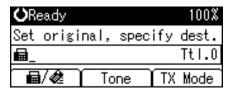
- The display shows the percentage of free memory space for storing originals. Since fax numbers, IP-Fax destinations, and e-mail addresses are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

Sending over a Fax Line
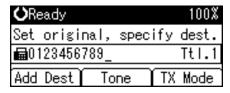
This section explains how to enter a fax number.

Use the number keys on the right side of the control panel to enter numbers.

1. **Press [📠/✉] to display 📠.**

   ```
   ⏻Ready              100%
   Set original, specify dest.
   📠_                   Ttl.0
   ┃ 📠/✉ ┃ Tone ┃ TX Mode ┃
   ```

2. **Enter the fax number using the number keys.**

   ```
   ⏻Ready              100%
   Set original, specify dest.
   📠0123456789_         Ttl.1
   ┃Add Dest┃ Tone ┃ TX Mode ┃
   ```

   If you make a mistake, press the [Clear/Stop] key, and then enter again.

   When adding a destination, pressing [📠/✉] switches the destination type between 📠 and ✉.

3. **Press the [Start] key.**

   The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

📥Note

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

- You can insert pauses and tones in a fax number. For details, see "Entering a pause" or "Entering a tone".

- For the maximum number of digits for a destination, see "Maximum Values".
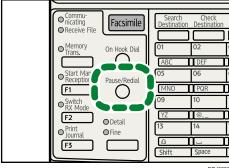
⊟ Reference

- p.45 "Entering a pause"
- p.45 "Entering a tone"
- p.56 "Using the Quick Dial Keys"
- p.255 "Maximum Values"

Entering a pause

This section explains how to enter a pause.

Press the [Pause/Redial] key when dialing or storing a number to insert a pause of about two seconds.

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⬇ Note

- If you press the [Pause/Redial] key at the first digit, the Redial screen appears.
- A pause is shown as a "-" on the display.

- You can also program numbers including pauses in the destination list.
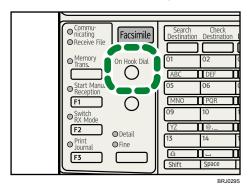
Entering a tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).
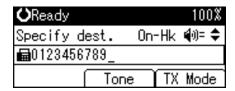
When you press [Tone], the machine dials the number using tonal signals.

This section explains how to use the tone function with On Hook Dial as an example.
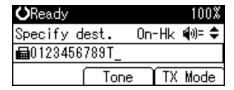
1. **Press the [On Hook Dial] key.**

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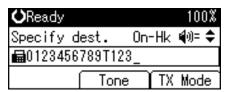
2. **Enter the fax number using the number keys.**

3. **Press [Tone].**

4. **Enter the number you want to tone dial using the number keys.**

5. **Press the [Start] key.**

   Transmission starts.

   If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

   After transmission, the standby display appears.

Note

- Certain services may be unavailable even when using the Tone function.

- A tone is shown as a "T" on the display and the next numbers are dialed using tonal signals.
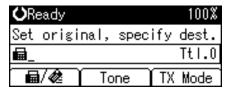
Sending by IP-Fax

This section explains how to specify a destination using IP-Fax transmission.
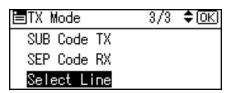
When using IP-Fax transmission, specify the IP-Fax destination (IP address, host name, or alias telephone number) in place of the fax number.
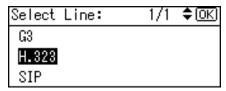
⭐ **Important**

- To use IP-Fax functions, the Hard Disk Drive Option and printer/scanner functions must be installed.
- To send an IP-Fax document, in the Fax Features menu, configure the IP-Fax Settings as follows. For details about IP-Fax Settings, see "IP-Fax Settings".
  - If you are using a gatekeeper server, set [Enable H.323] to [On] and configure the gatekeeper settings under [H.323 Settings].
  - If you are using a SIP server, set [Enable SIP] to [On] and configure the SIP server settings under [SIP Settings].

1. Press [TX Mode].

```
ⓊReady              100%
Set original, specify dest.
🖷_                    Ttl.0
  🖷/✐    Tone   TX Mode
```

2. Select [Select Line] using [▲] or [▼], and then press the [OK] key.
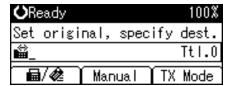
```
▤TX Mode        3/3  ⬍ⓄⓀ
  SUB Code TX
  SEP Code RX
  Select Line
```

3. Select [H.323] or [SIP] using [▲] or [▼], and then press the [OK] key.

```
Select Line:    1/1  ⬍ⓄⓀ
  G3
  H.323
  SIP
```

4. Press the [Escape] key.

The standby screen appears.

5. **Press [Manual].**

```
ᏫReady               100%
Set original, specify dest.
🖀_                  Ttl.0
  📠/🖊  │ Manual │ TX Mode
```
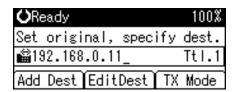
6. **Enter the IP-Fax destination, and then press the [OK] key.**
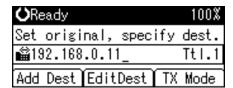
```
IP-Fax Destination:   ⊡OK⊡
Enter destination.
abc │ 192.168.0.11_

```

   If you enter an incorrect character, press the [Clear/Stop] key. Then, re-enter the characters correctly.
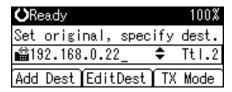
   To change the IP-Fax destination after pressing the [OK] key, press [EditDest], re-enter an IP-Fax destination, and then press the [OK] key.

```
ᏫReady               100%
Set original, specify dest.
🖀192.168.0.11_      Ttl.1
 Add Dest │EditDest│ TX Mode
```

7. **To add a destination, press [Add Dest].**

```
ᏫReady               100%
Set original, specify dest.
🖀192.168.0.11_      Ttl.1
 Add Dest │EditDest│ TX Mode
```

8. **Specify the next destination.**

```
ᏫReady               100%
Set original, specify dest.
🖀192.168.0.22_  ⬍  Ttl.2
 Add Dest │EditDest│ TX Mode
```

   To add another destination, repeat steps 7 and 8.

   Pressing [📠/🖊] switches the destination type between 📠 and 🖊.

9. **Press the [Start] key.**

   The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

1

Note

- Depending on the security settings, [Manual] might not appear and you might not be able to enter the IP-Fax destination.

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

- For a list of gateways (T.38-compliant), gatekeepers, or SIP servers that are certified as operable with this machine, contact your local retail or service representative.

- Methods of entering a destination vary depending on the network settings made by the administrator. Ask the machine administrator for details. For details about entering the IP-Fax destination, see "When using a gatekeeper server or SIP server".

- For details about text entry, see "Entering Text", About This Machine.

- The Fax Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add Dest] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".

- You can program one of the User Function keys with operations for Select Line. User Function keys allow you to omit steps 1, 2, and 4. For details about the User Function keys, see "General Settings/ Adjust".

- For the maximum number of digits for a destination, see "Maximum Values".

Reference

- p.49 "When using a gatekeeper server or SIP server"

- p.56 "Using the Quick Dial Keys"

- p.197 "General Settings/Adjust"

- p.203 "IP-Fax Settings"

- p.224 "Parameter Settings"

- p.255 "Maximum Values"

When using a gatekeeper server or SIP server

The IP-Fax destination details that you must specify vary depending on the machine's configuration and the configuration of the network to which it is connected.

Depending on this machine's configuration, specify the IP-Fax destination as follows:

When not using a gatekeeper/SIP server

- From IP-Fax to IP-Fax

  Specify the IP address or host name of the receiving machine.

  Example: 192.168.1.10 (IP address)

  Example: IPFAX1 (host name)

- From IP-Fax to G3 fax

  Specify the G3 fax telephone number of the receiving machine.

  Example: 0312345678

When using a gatekeeper server

- From IP-Fax to IP-Fax

  Specify the alias telephone number of the receiving machine.

  Example: 0311119999 (alias telephone number)

- From IP-Fax to G3 fax

  Specify the G3 fax telephone number of the receiving machine.

  Example: 0312345678

When using a SIP server

- From IP-Fax to IP-Fax

  Specify the SIP user name of the receiving machine.

  Example: ABC (SIP user name)

- From IP-Fax to G3 fax

  Specify the G3 fax telephone number of the receiving machine.

  Example: 0312345678

⬇ **Note**

- To send to a G3 fax via a gateway connected to a public telephone line, you must specify the receiver's machine telephone number. For example, if the receiver's fax number is "0312345678", specify "5678". To send from an IP-Fax to G3 fax without using gatekeeper or SIP server, you must register the gateway also.

- An alias telephone number is a number that is registered in the gatekeeper, and is available only in the network to which the gatekeeper is connected.

- Pay attention to the number of telephone number digits set in the gateway/IP address conversion table to avoid transmission error.

- SIP allows you to transmit and receive documents via an IPv6 network. This machine does not support H.323 over IPv6.

- Although the machine can have multiple IP addresses in an IPv6 environment, only one address can receive IP-Faxes.

- To send via IPv6, you must specify, for the receiver's IPv6 address and host name, the manually configured address for the receiver's fax.

- For reception when not using SIP server in an IPv6 environment, you must specify this machine's IPv6 address manually. This is not necessary if you are using SIP server.

- To send by IPv4 when using SIP server in a mixed IPv4/IPv6 environment, enter "v4:" at the beginning of the IP-Fax destination. Likewise, to send by IPv6 when using SIP server in a mixed IPv4/IPv6 environment, enter "v6:" at the beginning of the IP-Fax destination.

- "SIP call setup" is performed either by IPv4 or IPv6, depending on the configuration of your environment.

Setting a port number

When using IP address and port number

To send to an IP-Fax destination, depending on the receiver's network configuration, you might have to specify the IPv4 address and port number of the receiving machine. For example, if the receiver's IPv4 address is "192.168.1.10" and the port number is "2100", specify "192.168.1.10:2100". Similarly, if the receiver's IPv6 address is "fe80::0123:4567:89ab:cdef" and the port number is "2200", specify "[fe80::0123:4567:89ab:cdef]:2200". Ask your network administrator for details.

When using host name and port number

When you specify a host name, depending on the receiver's network configuration, you may need to specify the host name and port number of the receiving machine. For example, if the receiver's host name is "IPFAX1"and the port number is "2100", specify "IPFAX1:2100". Ask the network administrator for details.
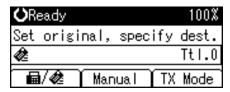
Sending to an E-mail Address

This section explains how to specify an e-mail address as a destination.
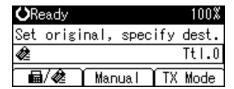
When using Internet Fax transmission, specify the e-mail address in place of the fax number.

⭐ **Important**

- To use Internet Fax functions, the Hard Disk Drive Option and printer/scanner functions must be installed.

- To send Internet Fax, you must specify the sender.

- The sender must be registered in the Address Book in advance. Register his/her e-mail address and register as [Sender Only] or [Dest. & Sender] using "Address Book Management" in "System Settings". For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

- Internet Fax is performed using Memory Transmission, which automatically starts transmission after storing documents in memory.

  - If you specify an Internet Fax destination after selecting Immediate Transmission, the mode switches to Memory Transmission.
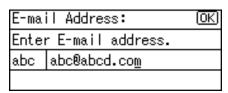
- If you try to select Immediate Transmission after specifying an Internet Fax destination, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press [Exit].

1. Press [📠/✏️] to display ✏️.

```
ᗝReady              100%
Set original, specify dest.
✏️                    Ttl.0
  📠/✏️  │ Manual │ TX Mode
```

2. Press [Manual].

```
ᗝReady              100%
Set original, specify dest.
✏️                    Ttl.0
  📠/✏️  │ Manual │ TX Mode
```
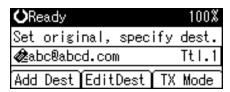
3. Enter the e-mail address destination, and then press the [OK] key.

```
E-mail Address:       OK
Enter E-mail address.
abc │ abc@abcd.com
```

If you enter an incorrect character, press the [Clear/Stop] key. Then, re-enter the characters correctly.

To change the e-mail address after pressing the [OK] key, press [EditDest], re-enter an e-mail address, and then press the [OK] key.

```
ᗝReady              100%
Set original, specify dest.
✏️abc@abcd.com        Ttl.1
 Add Dest │EditDest │ TX Mode
```

4. To add a destination, press [Add Dest].

```
ᗝReady              100%
Set original, specify dest.
✏️abc@abcd.com        Ttl.1
 Add Dest │EditDest │ TX Mode
```

1

5. **Specify the next destination.**

```
⟳Ready            100%
Set original, specify dest.
📧def@abcd.com   ↕  Ttl.2
 Add Dest  EditDest  TX Mode
```

To add another destination, repeat steps 4 and 5.

Pressing [📠/📧] switches the destination type between 📠 and 📧.

6. **Specify the sender.**

For details, see "Sender Settings".

7. **Press the [Start] key.**

The machine starts to scan the original and stores it in memory. When scanning ends, the Communicating indicator lights and transmission starts.

🔽 **Note**

- Depending on the security settings, [Manual] might not appear and you might not be able to enter the e-mail address.

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

- For details about text entry, see "Entering Text", About This Machine.

- For details about canceling a transmission, see "Canceling a Transmission".

- The Fax Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add Dest] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".

- For the maximum number of digits that can be included in a destination, see "Maximum Values".

- When the sender is specified, the transmission result etc. is sent to the sender's e-mail address.

- If "Auto Specify Sender Name" is set to "On", the sender is automatically specified and you can omit the procedure for specifying a sender. If "On" is selected, either the administrator's or this machine's e-mail address appears in the "From" field. For details about Auto Specify Sender Name, see "System Settings", Network and System Settings Guide.

- If "Auto Specify Sender Name" is set to "Off" in "System Settings" and no e-mail address is registered for the sender you specified, Internet Fax documents cannot be sent.

📖 **Reference**

- p.56 "Using the Quick Dial Keys"

- p.91 "Canceling a Transmission"

- p.99 "Sender Settings"

- p.224 "Parameter Settings"

- p.255 "Maximum Values"

Bypassing the SMTP server

You can send Internet Fax documents directly to their destinations without going through the SMTP server.

Normally, Internet Fax is sent through the SMTP server. With this feature however, the domain part of the destination's e-mail address is read as the SMTP server's address and transmissions bypass the SMTP server. Since this reduces the load on the server, you can send Internet Faxes without having to take into account the transfer time from server to destination.

⭐ **Important**

- To use this function, the following settings must be specified:
  - In "System Settings", "Port No.", in "SMTP Server", set the port number to "25".
  - To specify the host name of the other party as the domain part of the e-mail address, register the host name of the other party on the DNS server.
  - For details about these settings, see "System Settings", and "Special Operations under Windows", Network and System Settings Guide.
- If the other party's IP address is not registered on the DNS server, specify the IP address at the domain part of the e-mail address.
- To send a document over an IPv6 network, you must specify the other party's host name (not IP address) as the domain part.
- To use this function, the other party's fax machine must:
  - be compatible with Internet Fax
  - be connected to the same LAN as this machine
  - have its reception protocol set to SMTP
- SMTP authentication set on the other party's fax machine is disabled when Internet Fax is transmitted using this function.
- If an Internet Fax is transmitted from the other party using this function, even if reception fails, Error Mail Notification is not sent to the sender.
- When an Internet Fax is transmitted using this function, even if transmission fails, the server does not send error notification e-mail.
- When using this function, you cannot send Internet Fax to the administrator e-mail address that is registered on this machine.

By specifying the other party's host name

Specify a destination's e-mail address by adding the other party's host name to the domain part of the e-mail address. Specify the address after the @ as follows: "host name", ". (dot)", and "domain name".

xxxx@host name of the other party.domain name

For example, if the other party's e-mail address is "abc@defcompany.com" and the host name is "HOST":

abc@HOST.defcompany.com
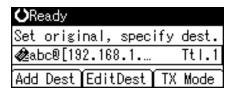
By specifying the other party's IP address

Specify a destination's e-mail address by changing the domain part of the e-mail address to the other party's IP address.

xxxx@[the other party's IP address]
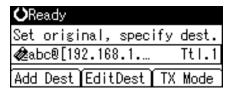
For example, if the other party's e-mail address is "abc@defcompany.com" and the IP address is "192.168.1.10":

abc@[192.168.1.10]

```
⏻Ready
Set original, specify dest.
🖃abc@[192.168.1.…    Ttl.1
Add Dest EditDest  TX Mode
```

Use the following procedure to bypass the SMTP server.

1. **Press [TX Mode].**
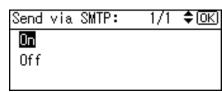
```
⏻Ready
Set original, specify dest.
🖃abc@[192.168.1.…    Ttl.1
Add Dest EditDest  TX Mode
```

2. **Select [Send via SMTP Server] using [▼] or [▲], and then press the [OK] key.**

```
☰TX Mode          3/3  ⬍OK
  SUB Code TX
  SEP Code RX
  Send via SMTP Server
```

3. **Select [On] or [Off] using [▼] or [▲], and then press the [OK] key.**

```
Send via SMTP:   1/1  ⬍OK
  On
  Off
```

4. **Press the [Escape] key.**

The standby screen appears.

⬇️**Note**

- If you use [Manual] to specify the destinations directly, you can also specify whether or not to use SMTP server for each destination.

- If you use the destination list to select the destinations, the SMTP server setting specified in the Address Book is enabled. For details about making the SMTP server settings in the Address Book, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

- You can program one of the User Function keys with operations for this function. Using the User Function keys allow you to omit steps 1, 2, and 4. For details about the User Function keys, see "General Settings/Adjust".

- To send Internet Fax documents from a computer, use the LAN-Fax Driver to specify whether or not to bypass the SMTP server. When sending with the [Use device address] check box selected, the SMTP server setting specified on this machine is enabled.

🗐**Reference**

- p.197 "General Settings/Adjust"

Using the Quick Dial Keys

You can specify a destination simply by pressing the Quick Dial key to which the destination's number is registered.
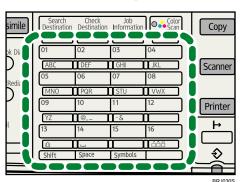
When a Quick Dial key is pressed, the destination it is registered to appears on the screen.

Pressing [📧/📧] switches the destination list between fax number/IP-Fax destination 📧 and e-mail address 📧.

⭐**Important**

- **In the destination list, program an individual fax number, IP-Fax destination, e-mail address and/or groups of destinations. For details about programming destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.**

Specifying a destination using the Quick Dial key
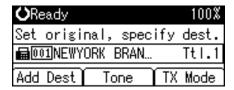
You can select a fax number, IP-Fax destination, or e-mail address programmed to a Quick Dial key.

1. **Press [📧/📧] to switch the destination type between 📧 and 📧.**

1

2. **Press the Quick Dial key in which the destination's number is programmed.**

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The destination's name is shown on the display.

If you make a mistake, press the [Clear/Stop] key and try again.

To select more destinations, repeat steps 1 and 2.

When you add destinations, if you switch the destination type between 📠 and ✉, press [Add Dest], and then repeat steps 1 and 2.

3. **Press the [Start] key.**

⬇**Note**

- To check the contents of Quick Dial keys, print the destination list using Address Book:Print List under System Settings. For details about the printing method, see "System Settings", Network and System Settings Guide.

- You do not have to press [Add Dest] when adding the same type of destination as you specified in step 1 using the Quick Dial keys.

Specifying a group of destinations using the Quick Dial key
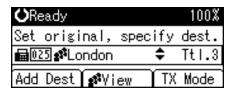
If you program multiple destinations into a group, you can send documents to all destinations in that group using just a few keystrokes.

Destinations programmed in a group are indicated by a group icon🏁.

⭐**Important**

- **In the destination list, program an individual fax number, IP-Fax destination, e-mail address, and/or groups of destinations. For details about programming destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.**

- Group destination can be used only for Memory Transmission; it cannot be used for Immediate Transmission.

   - If you specify a group after selecting Immediate Transmission, the mode switches to Memory Transmission.

    - If you try to select Immediate Transmission after specifying a group, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press [Exit].

- The total number of destinations programmed in multiple groups should not exceed the maximum number of destinations you can specify for one file, see "Maximum Values".

1. Press [📠/✍] to switch the destination type between 📠 and ✍.

2. Press the Quick Dial key in which the group is programmed.

```
⏾Ready            100%
Set original, specify dest.
📠025 🏘London     ⬍  Ttl.3
Add Dest  🏘View  TX Mode
```

    If you make a mistake, press the [Clear/Stop] key and try again.

    To select more destinations, repeat steps 1 and 2.

    When you add destinations, if you switch the destination type between 📠 and ✍, press [Add Dest], and then repeat steps 1 and 2.

3. Press the [Start] key.

⬇Note

- To view which destinations are registered in a group, print the group list using the Address Book:Print List function under System Settings. For details about the printing method, see "System Settings", Network and System Settings Guide.

- A confirmation message appears if the destination group includes an address that is incompatible with the specified destination type. Press [Select] to specify destinations where the numbers or addresses of the specified destination type are registered. Press [Cancel] to change the destination.

- To cancel any destination(s) among the group, press [🏘View] and display the desired destination using [▼] or [▲], and then press the [Clear/Stop] key.

▤Reference
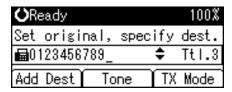
- p.255 "Maximum Values"

Checking the Specified Destination
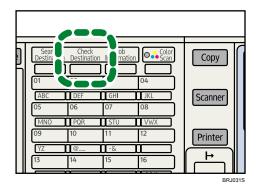
This section explains how to check the specified destinations.

1

If you specified a destination from the destination list, you can display names, fax numbers, e-mail addresses, or IP-Fax destinations. If a group is specified as the destination, you can display the fax numbers, e-mail addresses, or IP-Fax destinations of the group.
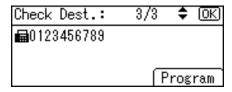
1. **Make sure the destination appears on the display.**

```
ⓇReady              100%
Set original, specify dest.
📠0123456789_      ⬍  Ttl.3
Add Dest | Tone | TX Mode
```

2. **Press the [Check Destination] key.**

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3. **If you specified more than one destination, display them one by one using [▼] or [▲].**

```
Check Dest.:   3/3  ⬍ [OK]
📠0123456789

                    Program
```

4. **Press the [OK] key when confirmation is complete.**

   The display returns to that of step 1.

⬇ **Note**

- If you specified a group using the Quick Dial keys, 📱, the group icon appears to the left of the destination name by pressing the [Check Destination] key.
- When you specify a destination using the number keys, [Program] appears on the screen by pressing the [Check Destination] key. Press [Program] to register a selected destination in the destination list. For details about registering a destination, see "Programming Destinations from Check Destination Screen".

📄 **Reference**
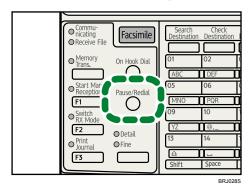
- p.70 "Programming Destinations from Check Destination Screen"

Redial

The machine stores the latest destinations specified for each transmission method.
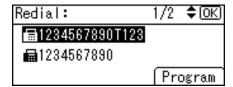
This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination again.

⭐**Important**
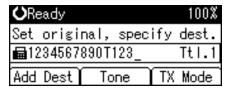
- The following kinds of destinations are not stored:
    - Destinations specified using the destination list
    - Destinations specified as a group destination
    - Destinations specified under Memory File Transfer
    - Destinations dialed using the external telephone
    - Destinations dialed by Redial (regarded as already stored in memory)
    - Second and later destinations broadcasted to
    - Destinations specified in the LAN-Fax Driver on the computer
- To redial a fax number, do not dial any numbers before you press the [Pause/Redial] key. If you press the [Pause/Redial] key after entering numbers using the number keys, a pause is entered instead.

1. **Place the original, and then select the scan settings you require.**

2. **Press the [Pause/Redial] key.**

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3. **Select the destination you want to redial to using [▼] or [▲], and then press the [OK] key.**

1

4. **Press the [Start] key.**

```
⏻Ready              100%
Set original, specify dest.
📠1234567890T123_     Ttl.1
[Add Dest] [ Tone ] [ TX Mode ]
```

⬇ **Note**

- You can specify Internet Fax destination using the Redial function. Select this function before pressing [Manual].

- When you press [Program], you can register a selected destination in the destination list. For details about registering a destination, see "Programming Destinations from Redial Screen".

- For the maximum number of redials the machine can store, see "Maximum Values".

📖 **Reference**

Preventing Transmission to the Wrong Destination

If you want to prevent documents being sent to the wrong destination, you can configure the machine to prompt users twice for the destination, or to display the entered destination prior to transmission.

Re-entering a fax number to confirm destination
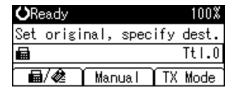
Enter the fax number again to confirm the destination is correct.

Transmission is disabled if the confirmation fax number does not match the first fax number. This function helps prevent users accidentally sending faxes to the wrong destination.
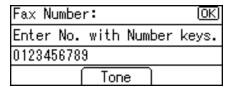
If you want to enable this function, contact your service representative.

⭐ **Important**

- **When using this function, you must press [Manual] on the standby display to enter the fax number.**

1. **Press [Manual].**
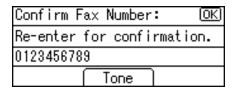
```
⏻Ready              100%
Set original, specify dest.
📠                   Ttl.0
[📠/✐] [ Manual ] [ TX Mode ]
```

2. Enter the fax number using the number keys, and then press the [OK] key.

```
Fax Number:          [OK]
Enter No. with Number keys.
0123456789
          [ Tone ]
```

If you make a mistake, press the [Clear/Stop] key, and then enter the number again.

3. Enter the fax number again, and then press the [OK] key.

```
Confirm Fax Number:   [OK]
Re-enter for confirmation.
0123456789
          [ Tone ]
```

The destination is specified.

4. Press the [Start] key.

```
⟳Ready               100%
Set original, specify dest.
⊞0123456789        Ttl.1
[Add Dest][ Manual ][ TX Mode ]
```

Transmission starts.

After transmission, the standby display appears.

⬇**Note**

- If the "Entered destination is not correct." message appears, press [Exit] and check the fax number again, and then repeat the procedure from step 1.

- If you want to specify the number of times that the fax number must be dialed, contact your service representative. Step 3 must be repeated as many times as is set here (1 to 15).

- You cannot edit the first fax number that is entered.

Displaying the destination prior to transmission
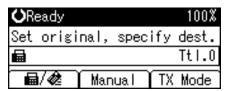
To prevent documents being sent to the wrong destination, you can configure the machine to display the destination again after it has been entered and before the file is sent.

If you want to enable this function, contact your service representative.

Note that the entered destination will not be displayed again if you are using any of the following to perform transmission:
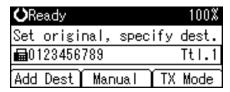
- On Hook Dial

• Manual Dial

1. **Specify the destination.**

```
ОReady              100%
Set original, specify dest.
🖶                      Ttl.0
 🖶/✎  │ Manual │ TX Mode
```
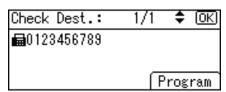
If you make a mistake, press the [Clear/Stop] key, and then enter the number again.

2. **Press the [Start] key.**

```
ОReady              100%
Set original, specify dest.
🖶0123456789          Ttl.1
Add Dest │ Manual │ TX Mode
```

Displays the destination and the transmission settings.

```
Check Dest.:   1/1  ✦ OK
🖶0123456789


                    Program
```

To change the destination, press the [Escape] key, and then specify the destination again.

3. **Press the [Start] key again.**

Transmission starts.

After transmission, the standby display appears.

Programming Destinations in the Address Book

This section explains how to register a fax number in the Address Book.

You can register fax numbers, Internet Fax destinations, IP-Fax destinations, and folder destinations in the Address Book. For details about how to register Internet Fax destinations, IP-Fax destinations, and folder destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

↓Note
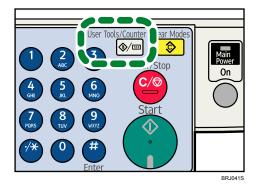
- You can also register Address Book fax numbers, e-mail addresses, IP-Fax destinations, and folder destinations to groups.

- In the facsimile initial display, if you change the contents of the Address Book, the "Settings have been updated. The selected dest./functions have been cancelled." message appears. Press [Exit] to bring back the facsimile initial display.

- You can register destinations in the Address Book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about installation or operation of them, see "Monitoring and Configuring the Printer", Network and System Settings Guide, or, for information about the Address Book, see the relevant Help topics.

Registering a Fax Destination

This section explains how to register a name and fax number to the Address Book.

1. **Press the [User Tools/Counter] key.**

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2. **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

1

3. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
☰System Settings 2/2  ♦ OK
 Interface Settings
 File Transfer
 Administrator Tools
```

4. **Select [Address Book Management] using [▲] or [▼], and then press the [OK] key.**

```
☰Admin. Tools    1/6  ♦ OK
 Address Book Management
 Prgrm./Change/Delete Group
 Address Book:Print List
```

5. **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**

```
☰Address Book    1/1  ♦ OK
 Program/Change
 Delete
```

6. **Enter the registration number you want to program using the number keys or the Quick Dial keys, and then press the [OK] key.**

```
Program/Change:         OK
Enter No. to program/change
 001 Quick Dial:001-016
 Search
```

To specify a destination using a Quick Dial key, press a registration number from 001 to 016.

7. **Enter the name and then press the [OK] key.**

```
Name:                   OK
Enter name.
ABC  ABC COMPANY        ▲
```

8. **Press [Details].**

```
Program/Change:         OK
 001  ABC COMPANY
 Press OK key after setting
 Details          Reg. No.
```

9. **Select [Fax Settings] using [▲] or [▼], and then press the [OK] key.**

```
📧Det. Settings   2/3  ⬍ OK
Fax Settings
E-mail Settings
                    End
```

10. **Enter the fax number using the number keys.**

```
Fax Settings:        OK
Enter Fax Dest.
📠11111111
  Option    Tone      IP
```
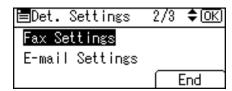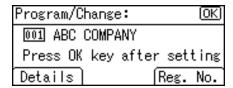
11. **Press [Option], and then specify the following functions for each destination, as necessary:**

    - SUB Code: register a SUB Code to use SUB Code Transmission.

    - SEP Code: register a SEP Code to use SEP Code Reception.

    - Label Insertion: if you enable this function, when the faxes you send are printed at the receiver's end, the receiver's name is also printed.

    After changing the settings, press [Exit], and then press the [OK] key.

12. **Press [End].**

```
📧Det. Settings   2/3  ⬍ OK
Fax Settings
E-mail Settings
                    End
```

13. **Press the [OK] key.**

```
Program/Change:      OK
 001 ABC COMPANY
 Press OK key after setting
 Details         Reg. No.
```

14. **Press the [User Tools/Counter] key.**

⬇ **Note**

- For details about the procedure in step 11, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

Changing a Fax Destination

This section explains how to change a name and fax number registered in the Address Book.
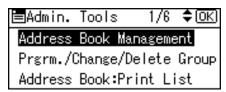
1. **Press the [User Tools/Counter] key.**

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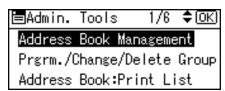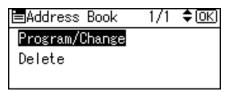2. **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

```
User Tools      1/4  ♦ OK
 Counter
 System Settings
```

3. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
System Settings 2/2  ♦ OK
 Interface Settings
 File Transfer
 Administrator Tools
```

4. **Select [Address Book Management] using [▲] or [▼], and then press the [OK] key.**

```
Admin. Tools    1/6  ♦ OK
 Address Book Management
 Prgrm./Change/Delete Group
 Address Book:Print List
```

5. **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**

```
Address Book    1/1  ♦ OK
 Program/Change
 Delete
```
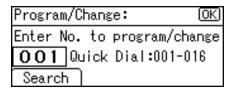
6. **Enter the registration number you want to change using the number keys or the Quick Dial keys, and then press the [OK] key.**

```
Program/Change:          [OK]
Enter No. to program/change
 001 Quick Dial:001-016
 Search
```

To specify a destination using a Quick Dial key, press a registration number from 001 to 016.
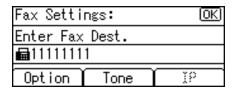
7. **Enter the new name, and then press the [OK] key.**
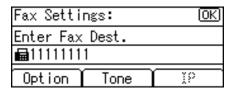
```
Name:                    [OK]
Enter name.
ABC  ABC COMPANY          ▲
```

8. **Press [Details].**

```
Program/Change:          [OK]
 001 ABC COMPANY
 Press OK key after setting
 Details        [Reg. No.]
```

9. **Select [Fax Settings] using [▲] or [▼], and then press the [OK] key.**

```
Det. Settings  2/3  ▲[OK]
Fax Settings
E-mail Settings
                    End
```

10. **Enter the new fax number using the number keys.**

```
Fax Settings:            [OK]
Enter Fax Dest.
 11111111
 Option   Tone     IP
```
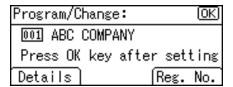
11. **Press [Option], and then change the settings of "SUB Code", "SEP Code", and "Label Insertion", as necessary.**

After changing the settings, press [Exit], and then press the [OK] key.

12. **Press [End].**

```
目Det. Settings    2/3  ⬍OK
Fax Settings
E-mail Settings
                        End
```

13. **Press the [OK] key.**

```
Program/Change:          OK
 001 ABC COMPANY
 Press OK key after setting
 Details          Reg. No.
```

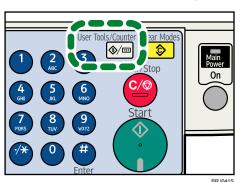**14.** **Press the [User Tools/Counter] key.**

⬇️**Note**
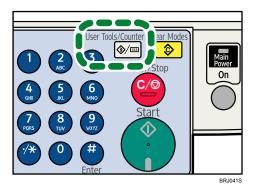
- For details about the procedure in step 11, see "Registering Addresses and Users for Facsimile/ Scanner Functions", Network and System Settings Guide.
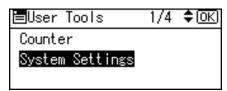
Deleting a Fax Destination

This section explains how to delete destination information from the Address Book.

1. **Press the [User Tools/Counter] key.**

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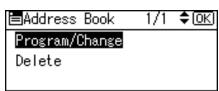**2.** **Select [System Settings] using [▲] or [▼], and then press the [OK] key.**

```
目User Tools      1/4  ⬍OK
 Counter
 System Settings
```

3. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

```
目System Settings 2/2  ⬍OK
 Interface Settings
 File Transfer
 Administrator Tools
```

4. Select [Address Book Management] using [▲] or [▼], and then press the [OK] key.

```
目Admin. Tools    1/6  ⬍OK
 Address Book Management
 Prgrm./Change/Delete Group
 Address Book:Print List
```

5. Select [Delete] using [▲] or [▼], and then press the [OK] key.

```
目Address Book    1/1  ⬍OK
 Program/Change
 Delete
```
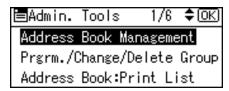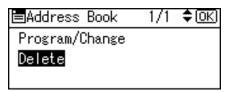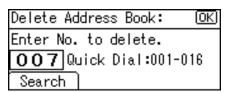
6. Enter the registration number you want to delete using the number keys or the Quick Dial keys, and then press the [OK] key.

```
Delete Address Book:    OK
Enter No. to delete.
 007 Quick Dial:001-016
 Search
```

To specify a destination using a Quick Dial key, press a registration number from 001 to 016.

7. Press [Yes].

```
Do you want to delete
this user (destination)?
007 ABC COMPANY
         No      Yes
```
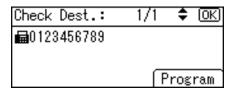
8. Press the [User Tools/Counter] key.

Programming Destinations from Check Destination Screen

This section explains how to register a directly entered fax number, e-mail address, or IP-Fax destination to the Address Book using the Check Destination screen.

If [Program] appears on the screen, it is possible to register a destination displayed on the check destination screen to the Address Book.

1. **On the check destination screen, select the destination you want to register to the Address Book.**

   ```
   Check Dest.:   1/1  ⬍ OK
   📠0123456789


                     Program
   ```

   For the operating procedure, see "Checking the Specified Destination".

2. **Press [Program].**

   For details about registering destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

3. **Make the settings, and then press the [OK] key.**

   The screen returns to that of step 1.

⬇ Note

- Depending on the security settings, [Program] might not appear and you might not be able to register the destination.

🅱 Reference
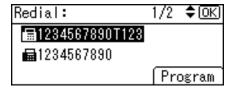
- p.58 "Checking the Specified Destination"

Programming Destinations from Redial Screen

This section explains how to register a directly entered fax number, e-mail address, or IP-Fax destination to the Address Book using the Redial screen.

If [Program] appears on the screen, it is possible to register a destination displayed on the Redial screen to the Address Book.

1. **On the Redial screen, select the destination you want to register to the Address Book.**

   ```
   Redial:        1/2  ⬍ OK
   📠1234567890T123
   📠1234567890
                     Program
   ```

   For the operating procedure, see "Redial".

2. **Press [Program].**

   For details about registering destinations, see "Registering Addresses and Users for Facsimile/ Scanner Functions", Network and System Settings Guide.

3. **Make the settings, and then press the [OK] key.**

   The screen returns to that of step 1.

Note

- Depending on the security settings, [Program] might not appear and you might not be able to register the destination.

Reference

- p.60 "Redial"

Searching for a Destination in the Address Book

Use this function to search for a destination registered in the destination list or on the LDAP server.

Important

- To search for a destination from an LDAP server, the LDAP server must be registered in advance, under Prog/Chnge/Del LDAP Server, in System Settings. For details about registering LDAP servers, see "System Settings", Network and System Settings Guide.

Note

- The search returns destinations whose first characters match the entered characters.

- A warning message appears if the search returns more than the maximum number of destinations you can search for at a time. Press [Exit] and change the destination name to view fewer destinations.

- For the maximum number of destinations you can search at a time, see "Maximum Values".

Reference
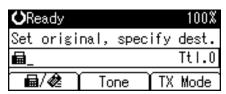
- p.255 "Maximum Values"

Search by Name

This section explains how to search for a destination registered in the Address Book by name.
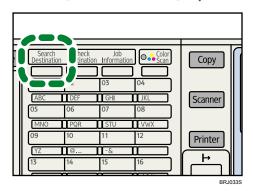
Important

- If [LDAP Search] is set to [Off] in Administrator Tools, in the System Settings menu, the display for selecting either [Search Address Book] or [Search LDAP] does not appear.

1. Press [📠/✉] to switch the destination type between 📠 and ✉.

```
⏻Ready              100%
Set original, specify dest.
📠_                    Ttl.0
  📠/✉  │  Tone  │ TX Mode
```

2. Press the [Search Destination] key.

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3. Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.

4. Select [Search by Name] using [▲] or [▼], and then press the [OK] key.

5. Enter the destination name you want to search for, and then press the [OK] key.

Depending on the type of characters to enter, press the [Shift] key to switch the mode.
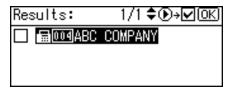
If you enter the wrong destination name, before pressing the [OK] key, press the [Clear/Stop] key, and then enter the correct destination name.

6. Check the characters you have entered are correct, and then press the [OK] key.

When the search is finished, the results appear.

7. Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).

```
Results:    1/1 ♦⟩→☑OK
☐ 🖩004ABC COMPANY
```

Multiple destinations can be selected.

Press [◀] to deselect a destination.

8. Press the [OK] key.

📥**Note**

- If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 4.

- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.

- Press [Add Dest] to specify other destinations.

- For details about text entry, see "Entering Text", About This Machine.

Search by Destination List
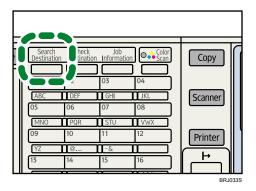
This section explains how to search for a destination registered in the Address Book using the destination list.

⭐**Important**

- If [LDAP Search] is set to [Off] in Administrator Tools, in the System Settings menu, the display for selecting either [Search Address Book] or [Search LDAP] does not appear.

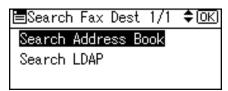**1. Press [🖩/✎] to switch the destination type between 🖩 and ✎.**

```
⏻Ready          100%
Set original, specify dest.
🖩_              Ttl.0
 🖩/✎  | Tone | TX Mode
```

2. Press the [Search Destination] key.

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3. Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.

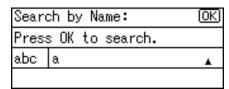**4. Select [Display List] using [▲] or [▼], and then press the [OK] key.**

Destinations appear in registration number order.

5. Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).

Multiple destinations can be selected.

Press [◀] to deselect a destination.

6. Press the [OK] key.
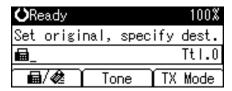
💬 **Note**

- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.
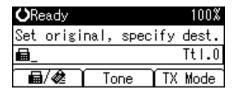
- Press [Add Dest] to specify other destinations.

Search by Registration Number
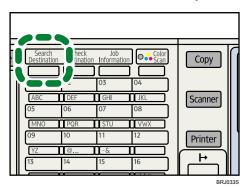
This section explains how to search for a destination by specifying a registration number registered in the Address Book.
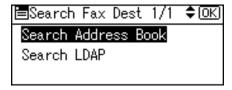
⭐**Important**

- If [LDAP Search] is set to [Off] in Administrator Tools, in the System Settings menu, the display for selecting either [Search Address Book] or [Search LDAP] does not appear.

1. Press [📠/✎] to switch the destination type between 📠 and ✎.

2. Press the [Search Destination] key.

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3. Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.
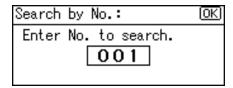
4. Select [Search by Registration No.] using [▲] or [▼], and then press the [OK] key.

1
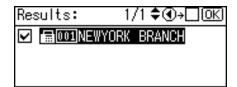
5. **Enter the three-digit registration number using the number keys, and then press the [OK] key.**

```
Search by No.:        [OK]
 Enter No. to search.
        001
```

If you enter the wrong registration number, before pressing the [OK] key, press the [Clear/Stop] key, and then enter the correct registration number.

When the search is finished, the result appears.

6. **Press the [OK] key.**

```
Results:     1/1 ◆◀▶→□[OK]
☑ ▤001NEWYORK BRANCH
```

Note

- If no destination matches the specified registration number, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 4.

- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.

- Press [Add Dest] to specify other destinations.

- You can program one of the User Function keys with operations for this function. Using the User Function keys allow you to omit steps 2 through 4, and 6. For details about the User Function keys, see "General Settings/Adjust".

Reference

- p.197 "General Settings/Adjust"
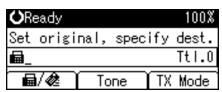
Search by Fax Number

This section explains how to search for a destination registered in the Address Book by fax number.
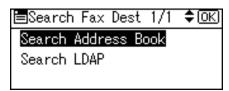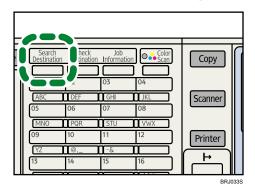
Important

- If [LDAP Search] is set to [Off] in Administrator Tools, in the System Settings menu, the display for selecting either [Search Address Book] or [Search LDAP] does not appear.

1. Press [📠/✒] to display 📠.

```
⟳Ready                100%
Set original, specify dest.
📠_                    Ttl.0
  📠/✒  │  Tone  │ TX Mode
```

2. Press the [Search Destination] key.

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3. Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.

```
▤Search Fax Dest 1/1  ⬍OK
Search Address Book
Search LDAP
```

4. Select [Search Fax Destination] using [▲] or [▼], and then press the [OK] key.

```
▤Search Fax Dest 2/2  ⬍OK
Search Fax Destination
```

If [Search Fax Destination] does not appear, press the [Escape] key to return to step 1, and then switch the destination type to 📠.

5. Enter the number you want to search for, and then press the [OK] key.

```
Search Fax Destination: OK
Enter No./chara. to search.
📠123_
        │  Tone  │   IP
```
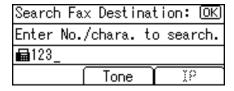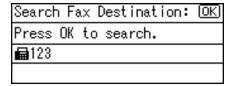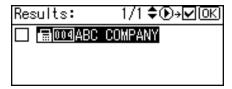
If you enter the wrong number, before pressing the [OK] key, press the [Clear/Stop] key, and then enter the correct number.

6. **Check the fax numbers you have entered are correct, and then press the [OK] key.**

```
Search Fax Destination: [OK]
Press OK to search.
📠123
```

When the search is finished, the results appear.

7. **Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).**

```
Results:      1/1 ♦⊕→☑[OK]
☐  📠[004]ABC COMPANY
```

Multiple destinations can be selected.

Press [◀] to deselect a destination.

8. **Press the [OK] key.**

⬇Note
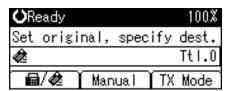
- If no destination matches the specified fax number, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 4.

- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.

- Press [Add Dest] to specify other destinations.
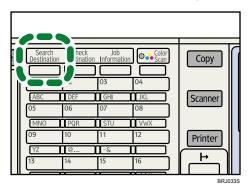
Search by E-mail Address

This section explains how to search for a destination registered in the Address Book by e-mail address.
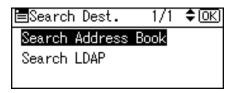
⭐Important

- If [LDAP Search] is set to [Off] in Administrator Tools, in the System Settings menu, the display for selecting either [Search Address Book] or [Search LDAP] does not appear.

1. **Press [📠/✉] to display ✉.**

```
⟳Ready             100%
Set original, specify dest.
✉                    Ttl.0
  📠/✉  | Manual | TX Mode
```

1

2. Press the [Search Destination] key.

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3. Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.


```
≡Search Dest.    1/1  ≑ OK
Search Address Book
Search LDAP
```
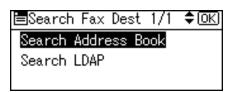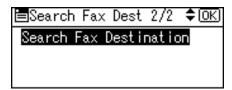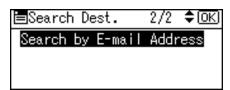
4. Select [Search by E-mail Address] using [▲] or [▼], and then press the [OK] key.


```
≡Search Dest.    2/2  ≑ OK
Search by E-mail Address
```

If [Search by E-mail Address] does not appear, press the [Escape] key to return to step 1, and then switch the destination type to 📇.

5. Enter the e-mail address you want to search for, and then press the [OK] key.


```
Search by E-mail Add.:  OK
Enter characters to search.
abc │abc
```
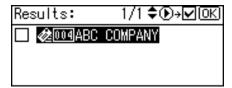
If you enter the wrong e-mail address, before pressing the [OK] key, press the [Clear/Stop] key, and then enter the correct e-mail address.

6. Check the characters you have entered are correct, and then press the [OK] key.


```
Search by E-mail Add.:  OK
Press OK to search.
abc │abc
```

When the search is finished, the results appear.

7. **Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).**

```
Results:     1/1 ⬍ⓘ→☑ⓄⓀ
☐ ⧉004 ABC COMPANY
```

Multiple destinations can be selected.

Press [◀] to deselect a destination.

8. **Press the [OK] key.**

📥**Note**

- If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 4.

- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.
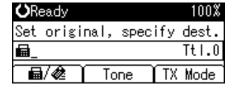
- Press [Add Dest] to specify other destinations.
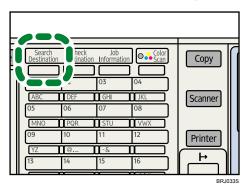
Search by IP-Fax Destination

This section explains how to search for a destination registered in the Address Book by IP-Fax destination.
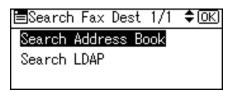
⭐**Important**

- If [LDAP Search] is set to [Off] in Administrator Tools, in the System Settings menu, the display for selecting either [Search Address Book] or [Search LDAP] does not appear.

1. **Press [📠/⧉] to display 📠.**

```
⏻Ready           100%
Set original, specify dest.
📠_              Ttl.0
  📠/⧉ │ Tone │ TX Mode
```

2. **Press the [Search Destination] key.**

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3. **Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.**

```
▤Search Fax Dest 1/1  ≑OK
Search Address Book
Search LDAP
```

4. **Select [Search Fax Destination] using [▲] or [▼], and then press the [OK] key.**

```
▤Search Fax Dest 2/2  ≑OK
Search Fax Destination
```

If [Search Fax Destination] does not appear, press the [Escape] key to return to step 1, and then switch the destination type to ▦.

5. **Press [IP].**
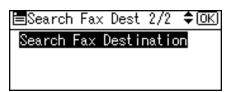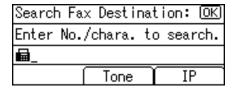
```
Search Fax Destination: OK
Enter No./chara. to search.
▦_
            Tone      IP
```

The Search IP-Fax Destination screen appears.
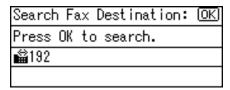
6. **Enter the IP-Fax destination you want to search for, and then press the [OK] key.**

```
Search IP-Fax Dest.:   OK
Enter characters to search.
abc  192_
```

If you enter the wrong destination, before pressing the [OK] key, press the [Clear/Stop] key, and then enter the correct destination.

7. Check the characters you have entered are correct, and then press the [OK] key.

```
Search Fax Destination: [OK]
Press OK to search.
📠192
```

When the search is finished, the results appear.

8. Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).

```
Results:      1/1 ⬍⊕→☑[OK]
☐ 📠[003]BERLIN OFFICE
☐ 📠[027]PARIS OFFICE
```

Multiple destinations can be selected.

Press [◀] to deselect a destination.

9. Press the [OK] key.
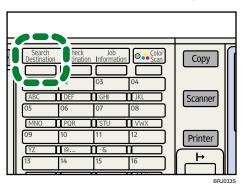
🔽**Note**

- If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 4.

- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.

- Press [Add Dest] to specify other destinations.

Search by LDAP Server
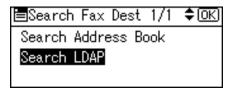
This section explains how to search for a destination registered in the Address Book using the LDAP server.

⭐**Important**
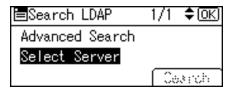
- **This function is not available if [LDAP Search] is set to [Off] under Administrator Tools, in the System Settings menu.**

1. **Press the [Search Destination] key.**

BRJ033S
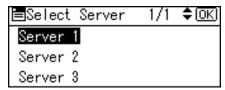
2. **Select [Search LDAP] using [▲] or [▼], and then press the [OK] key.**

3. **Select [Select Server] using [▲] or [▼], and then press the [OK] key.**
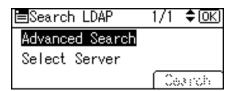
4. **If more than one server is programmed, select the server you want to search using [▲] or [▼], and then press the [OK] key.**
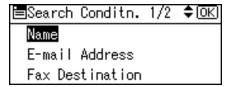
The screen returns to that of step 3.

5. **Select [Advanced Search] using [▲] or [▼], and then press the [OK] key.**
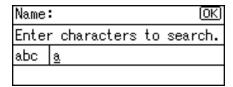
6. **Select a search condition using [▲] or [▼], and then press the [OK] key.**

```
≣Search Conditn. 1/2  ♦ OK
 Name
 E-mail Address
 Fax Destination
```

Conditions (Name, E-mail Address, Fax Destination, Company Name, and Department Name) are those programmed in the LDAP server.
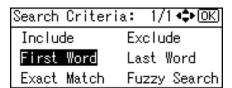
7. **Enter a partial string, and then press the [OK] key.**

```
Name:                  OK
Enter characters to search.
abc  a
```

Depending on the type of characters you need to enter, press the [Shift] key to switch between modes.

To search for an IP-Fax destination, press [IP] on the Fax Destination screen.

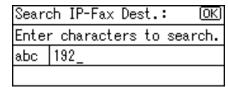8. **Select the search criteria using the scroll keys, and then press the [OK] key.**

```
Search Criteria:  1/1 ♦▶ OK
 Include      Exclude
 First Word   Last Word
 Exact Match  Fuzzy Search
```
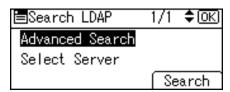
The meanings of the search criteria are as follows:

- [Include]: Search for strings that include the specified character.

   Example: When searching for "ABC", enter "A", "B", or "C".

- [Exclude]: Search for strings that do not include the specified character.

   Example: When searching for "ABC", enter "D".

- [First Word]: Search for strings that start with the specified character.

   Example: When searching for "ABC", enter "A".

- [Last Word]: Search for strings that end with the specified character.

   Example: When searching for "ABC", enter "C".

- [Exact Match]: Search for strings that fully match the specified character.

   Example: When searching for "ABC", enter "ABC".

- [Fuzzy Search]: Perform a fuzzy search (according to the searching method supported by the LDAP server).

9. **Press the [Escape] key.**

   The screen returns to that of step 5.

10. **Press [Search].**

    ```
    ▤Search LDAP    1/1  ⬍ OK
    Advanced Search
    Select Server
                        Search
    ```

    When the search is finished, the results appear.

11. **Select a destination using [▲] or [▼], and then press [▶] to specify it (put a tick against it).**

    Multiple destinations can be selected.

    Press the [Check Destination] key to display details about the selected destination.

    Press [◀] to deselect a destination.

12. **Press the [OK] key.**

⬇ **Note**

- Although one user can program multiple e-mail addresses, only one address can be retrieved by the search. The address retrieved by the search depends on the searching method supported by the LDAP server. However, the address programmed first is normally retrieved.

- You can add one additional search condition for LDAP servers by specifying the Search Options under Prog/Chnge/Del LDAP Server under System Settings. See "System Settings", Network and System Settings Guide.

- The string you enter in the [Name] condition field in step 6 is read as the first or last name, depending on the administrator's setting. For example, to search for the name "John Smith", ask the system administrator whether you should enter "John" or "Smith".

- For details about text entry, see "Entering Text", About This Machine.
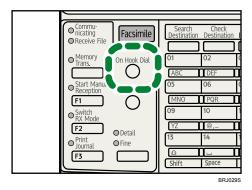
On Hook Dial

The On Hook Dial function allows you to dial while listening to the tone from the internal speaker.

You can send a fax checking the connection.
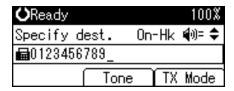
⭐ **Important**

- **This function is not available for Internet Fax and IP-Fax.**

1. **Place the original, and then select the scan settings you require.**

2. **Press the [On Hook Dial] key.**

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You will hear a low tone from the internal speaker.

If you want to cancel this operation, press the [On Hook Dial] key again.

3. **Dial.**

The machine immediately dials the destination.

If you make a mistake, press the [On Hook Dial] or [Clear Modes] key, and then try again.

4. **When the line is connected and you hear a high-pitched tone, press the [Start] key.**

Transmission starts.

If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

After transmission, the standby display appears.

⬇ **Note**

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

- This function is unavailable in some countries.

- Press [▲] or [▼] to adjust the volume of the on-hook sound in eight increments. At the maximum volume level, ▲ changes to △. Similarly, at the minimum level, ▼ changes to ▽. The volume can also be preprogrammed in the Fax Features menu.

- If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the [Start] key, pick up the external telephone and tell the receiver you want to send a fax document (ask them to switch to facsimile mode).

- The Fax Features menu contains the On Hook Release Time setting, which allows you to specify the time after which On Hook mode is deactivated. See "General Settings/Adjust".

📄 Reference

- p.56 "Using the Quick Dial Keys"
- p.197 "General Settings/Adjust"

Manual Dial
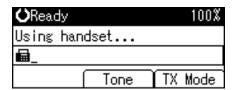
Pick up the handset of the external telephone and dial. If you hear a voice at the other end, continue conversation as normal.

⭐**Important**

- An external telephone is required.

- This function is not available for Internet Fax and IP-Fax.

1. **Place the original, and then select the scan settings you require.**

2. **Pick up the handset.**

   You will hear a dial tone.

3. **Dial.**

   ```
   ⏻Ready              100%
   Using handset...
   🖶_
              | Tone | TX Mode |
   ```

   The machine immediately dials the destination.

   If you make a mistake, replace the handset, and then try again from step 2.

4. **When the line is connected and you hear a high-pitched tone, press the [Start] key to send your fax document.**

   If you hear a voice, tell the receiver that you want to send them a fax document (ask them to switch to facsimile mode).

   Transmission starts.

5. **Replace the handset.**

   If you want to cancel a transmission, press the [Clear/Stop] key, and then remove the originals.

   After transmission, the standby display appears.

⬇**Note**

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".

- When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

📖**Reference**

- p.56 "Using the Quick Dial Keys"

Canceling a Transmission

This section explains how to cancel a fax transmission.

⭐**Important**
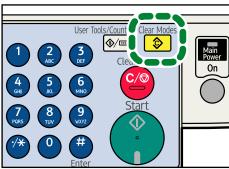
- Remember that the Communicating indicator turns off almost immediately when an Internet Fax is being sent.

Before the Original Is Scanned

Use this procedure to cancel a transmission before pressing the [Start] key.

1. **Press the [Clear Modes] key.**

BRJ042S
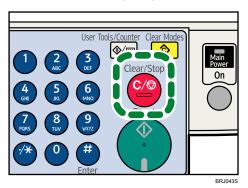
⬇**Note**

- When originals are placed into the ADF, you can cancel transmission simply by removing them.

While the Original Is Being Scanned

Use this procedure to cancel a transmission while the originals are being scanned after the [Start] key has been pressed.

1. **Press the [Clear/Stop] key.**

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The machine stops scanning.

⬇Note
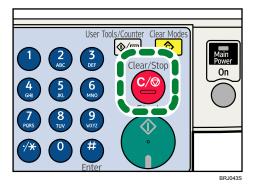
- Scanning may be completed while you are performing the cancel operation.
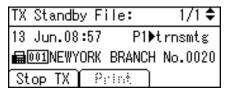
While the Original Is Being Transmitted

This section explains how to cancel a transmission while the Communicating indicator is lit.
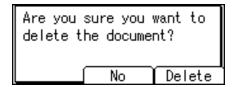
1. **Press the [Clear/Stop] key.**

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2. **Select the file you want to cancel using [▲] or [▼], and then press [Stop TX].**

TX Standby File: 1/1 ⬍
13 Jun.08:57   P1▶trnsmtg
🖷001NEWYORK BRANCH No.0020
Stop TX   Print

3. **Press [Delete].**


```
Are you sure you want to
delete the document?

              No    Delete
```

To cancel stopping transmission, press [No].

4. **Press the [Escape] key.**

The standby display appears.

◆Note

- If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.

- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

- If multiple destinations were specified, only one destination number appears.

Before the Transmission Is Started
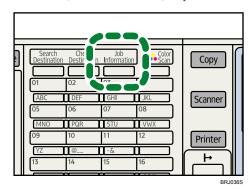
Use this procedure to cancel a transmission after the original is scanned.

This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

You can cancel transmission of a file while the file is being sent, stored in memory, or fails to transmit. All the scanned data is deleted from memory.

★Important
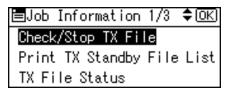
- **This function is unavailable with Immediate Transmission.**

1. **Press the [Job Information] key.**
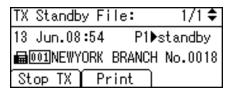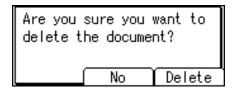
BRJ036S

2. **Select [Check/ Stop TX File] using [▲] or [▼], and then press the [OK] key.**

```
≣Job Information 1/3  ⬍OK
Check/Stop TX File
Print TX Standby File List
TX File Status
```

3. **Select the file you want to cancel using [▲] or [▼], and then press [Stop TX].**

```
TX Standby File:      1/1⬍
13 Jun.08:54    P1▶standby
📠001NEWYORK BRANCH No.0018
 Stop TX   Print
```

4. **Press [Delete].**

```
Are you sure you want to
delete the document?


        No    Delete
```

The display returns to that of step 3.

To cancel another file, repeat from step 3.

To cancel stopping transmission, press [No].

5. **Press the [Escape] key twice.**

The standby display appears.

🔸**Note**

- If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and is received at the other end.

- If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.

- If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.

- If multiple destinations were specified, only one destination number appears.

Checking the Storage Result (Memory Storage Report)

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals.

⭐**Important**

- **If you use Parallel Memory Transmission, the Memory Storage Report is not printed.**

⬇️**Note**

- You can turn this report on and off with the User Parameter (switch 03, bit 2) in the Fax Features menu.

- Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Fax Features menu.

- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.

- For details about Parameter Setting, see "Parameter Settings".

📄**Reference**

- p.224 "Parameter Settings"

Setting Transmission Function Defaults (Home Position)

You can specify a default for each document transmission function setting.

A "default" is the value that a setting returns to following power on or whenever the [Clear Modes] key is pressed.

You can specify defaults for the following settings:

Image Density, Resolution, Original Type, Transmission Mode, Label Insertion, Fax Header

For details about how to set, see "Home Position".

Reference

- p.235 "Home Position"

2. Other Transmission Features

This section explains functions you can apply using the [TX Mode] setting, such as Sending at a Specific Time (Send Later) and Label Insertion. TX Mode allows you to use various functions with transmissions.
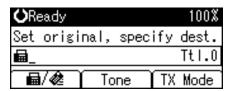
Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time.
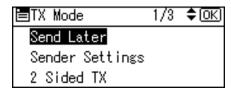
This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

🟊 **Important**
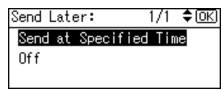
- If the machine is switched off for about twelve hours, all fax documents stored in memory are lost. If documents are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to check the list of lost documents. For details, see "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- This function is unavailable with Immediate Transmission. If you specify Immediate Transmission for this function, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press [Exit], and then switch to Memory Transmission.

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**

   ```
   ◐Ready              100%
   Set original, specify dest.
   🖷_                    Ttl.0
   ┌────────┬──────┬─────────┐
   │ 🖷/✐    │ Tone │ TX Mode │
   └────────┴──────┴─────────┘
   ```

3. **Select [Send Later] using [▲] or [▼], and then press the [OK] key.**

   ```
   ▤TX Mode         1/3  ⬍[OK]
    Send Later
    Sender Settings
    2 Sided TX
   ```
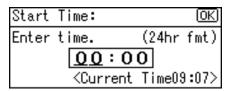
4. **Select [Send at Specified Time] using [▲] or [▼], and then press the [OK] key.**

   ```
   Send Later:      1/1  ⬍[OK]
    Send at Specified Time
    Off
   ```

To cancel the setting, select [Off], and then press the [OK] key. The display returns to that of step 3.

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

```
Start Time:          [OK]
Enter time.    (24hr fmt)
         00:00
    <Current Time09:07>
```

When entering numbers smaller than 10, add a zero at the beginning.

If you make a mistake, press the [Clear/Stop] key before pressing the [OK] key, and then try again.

To cancel Send Later, press the [Escape] key. The display returns to that of step 3.

6. **Press the [Escape] key.**

The standby display appears.

To check the settings, press [TX Mode].

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

⬇ **Note**

- You can specify a time within 24 hours of the current time.

- If the current time shown is not correct, change it using Set Time under System Settings. For details about the setting, see "System Settings", Network and System Settings Guide.

- You can cancel the transmission setup for Send Later. See "Canceling a Transmission".

🗐 **Reference**

Sender Settings
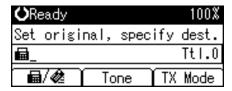
Select a user that you want to specify as a sender.

If the sender's e-mail address is registered in the destination list, the sender can receive transmission results by e-mail.
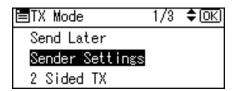
Also, if you enable the Stamp Sender Name, the registered sender's name (user name) appears on the receiver's sheet, lists, and report.
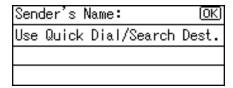
⭐ **Important**

- To receive transmission results by e-mail, the Hard Disk Drive Option and printer/scanner functions must be installed.
- You must first register the senders in the destination list using "Address Book Management" under "System Settings" to specify their e-mail addresses, and then specify "Register as" for [Sender Only] or [Dest. & Sender]. If you want senders to receive e-mail notification of transmission results, you must specify [Dest. & Sender]. For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.
- If user authentication is set, the user logged in is set as sender. The transmission result is sent to the logged-in user's e-mail address.

1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].

   ```
   ⏻Ready              100%
   Set original, specify dest.
   📠_              Ttl.0
   📠/✎   |  Tone  | TX Mode
   ```

3. Select [Sender Settings] using [▲] or [▼], and then press the [OK] key.

   ```
   🗐TX Mode    1/3  ⬍ OK
     Send Later
     Sender Settings
     2 Sided TX
   ```

4. Select a sender.

   ```
   Sender's Name:        OK
   Use Quick Dial/Search Dest.
   
   
   ```
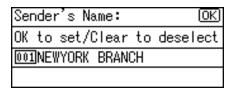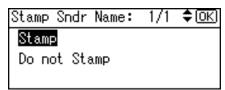
   If a destination protection code is set, the entry screen appears. Enter the protection code for destination using the number keys, and then press the [OK] key.

5. **Confirm the selected sender, and then press the [OK] key.**

```
Sender's Name:           [OK]
OK to set/Clear to deselect
[001]NEWYORK BRANCH

```
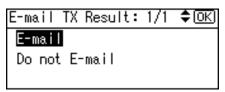
6. **To print the sender's name on the receiver's sheet, select [Stamp] using [▲] or [▼], and then press the [OK] key.**

   If you enable this function, the sender's name (user name) appears on the receiver's sheet, lists, and report.

```
Stamp Sndr Name: 1/1  ≑[OK]
 Stamp
Do not Stamp

```

7. **To confirm transmission results by e-mail notification, select [E-mail] using [▲] or [▼], and then press the [OK] key.**

```
E-mail TX Result: 1/1 ≑[OK]
 E-mail
Do not E-mail

```

   If the sender's e-mail address is registered, you can specify whether or not to send the transmission result by e-mail to the sender. If you enable this function, the transmission result is sent to the registered e-mail address.

   The display returns to that of step 3.

8. **Press the [Escape] key.**

   The standby display appears.

   To check the settings, press [TX Mode].

9. **Specify the destination, and then press the [Start] key.**

⬇ Note

- You can confirm transmission results by using both the E-mail TX Result function, which sends the results by e-mail, and the Communication Result Report printed by the machine. You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Fax Features menu. See "Parameter Settings".

- You can program one of the User Function keys with operations for Sender Settings. User Function keys allow you to omit steps 2, 3, and 7. For details about the User Function keys, see "General Settings/Adjust".

- You can use Communication Result Report, etc. to check usage status by specified users. If user authentication is set, you can check usage by logged-in users. If User Code is set to sender, you can count the number of uses by each user.

- To cancel the Sender Settings, cancel the transmission. See "Canceling a Transmission".

Reference

- p.91 "Canceling a Transmission"
- p.197 "General Settings/Adjust"
- p.224 "Parameter Settings"

E-mail Options

This section explains the settings required for using the Internet Fax function.
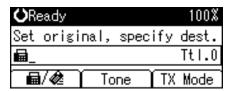
⭐ Important

- To use Internet Fax functions, the Hard Disk Drive Option and printer/scanner functions must be installed.
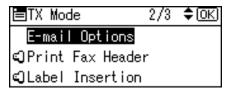
Entering the Subject

Allows you to enter a subject for the e-mail document you want to send.
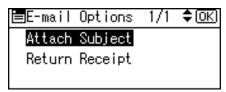
1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**

   ```
   ⏻Ready              100%
   Set original, specify dest.
   🖷_                  Ttl.0
   ┌─🖷/✎─┬─Tone─┬─TX Mode─┐
   ```

3. **Select [E-mail Options] using [▲] or [▼], and then press the [OK] key.**

   ```
   ≣TX Mode      2/3  ⇕OK
     E-mail Options
   ◁Print Fax Header
   ◁Label Insertion
   ```

4. **Select [Attach Subject] using [▲] or [▼], and then press the [OK] key.**

   ```
   ≣E-mail Options  1/1  ⇕OK
     Attach Subject
     Return Receipt
   ```

5. **Enter the subject line, and then press the [OK] key.**

   ```
   Attach Subject:        OK
   Enter subject.
   abc  _
   ```

   Depending on the type of characters to enter, press the [Shift] key to switch the mode.

   The screen returns to that of step 4.

2

6. **Press the [Escape] key twice.**

   The standby screen returns.

   To check the settings, press [TX Mode].

7. **Specify a destination.**

8. **Specify the sender.**

   For details, see "Sender Settings".

9. **Press the [Start] key.**

⬇ Note

- If you send e-mail without setting a subject, a subject is automatically inserted. For details about how the subject is automatically inserted, see "E-mail Subject" and "Received images".

- You cannot send a subject only as e-mail without an original.

- You can program one of the User Function keys with operations for E-mail Options. User Function keys allow you to omit steps 2 and 3. For details about the User Function keys, see "General Settings/Adjust".

- For details about text entry, see "Entering Text", About This Machine.

- For the maximum number of characters for an e-mail subject, see "Maximum Values".

📄 Reference

- p.32 "E-mail Subject"

- p.99 "Sender Settings"

- p.132 "Received images"

- p.197 "General Settings/Adjust"

- p.255 "Maximum Values"

Requesting a Reception Notice
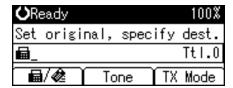
You can confirm sent documents were properly received using e-mail or the Journal.

When Reception Notice is set under "E-mail Options", the receiver sends back a reception notice message. Once the reception notice message is received, "OK" appears in the Result column of the Journal, allowing the originator to verify the transmission was received.
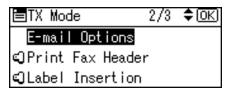
⭐ Important

- The Reception Notice feature is only available if the receiver supports MDN (Message Disposition Notification).

1. **Place the original, and then select the scan settings you require.**

2. Press [TX Mode].

```
ОReady              100%
Set original, specify dest.
🖨_                  Ttl.0
  🖨/🖉  |  Tone  | TX Mode
```

3. Select [E-mail Options] using [▲] or [▼], and then press the [OK] key.

```
🖹TX Mode      2/3  ⬍OK
  E-mail Options
◁Print Fax Header
◁Label Insertion
```
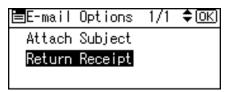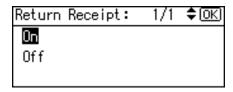
4. Select [Return Receipt] using [▲] or [▼], and then press the [OK] key.

```
🖹E-mail Options  1/1  ⬍OK
  Attach Subject
  Return Receipt
```

5. Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.

```
Return Receipt:  1/1  ⬍OK
  On
  Off
```

The screen returns to that of step 4.

6. Press the [Escape] key twice.

The standby screen returns.

To check the settings, press [TX Mode].

7. Specify a destination.

8. Specify the sender.

For details, see "Sender Settings".

9. Press the [Start] key.

🔽Note

- If the fax is not received normally, "Error" appears in the Result column.

- Only the last 50 communications appear in the Journal. If you do not receive a reception notice message before the last 50 communications are finished, "OK" might not be printed in the Journal's Result column. This may happen even if the mail is received normally at the other end.

- If you specify mailing list addresses, do not set for Reception Notice. Otherwise, you will receive multiple reception notice messages from e-mail recipients, and the Result column will be overwritten each time a new notice message is received. However, if you receive a reception notice message indicating an error, "Error" appears in the Result column and will not be overwritten, even if you subsequently receive a reception notice message as "OK" following the error message.

- Reception notice results are only shown in the Journal. The Result column in all other files, lists, and transmission reports show "--".

- Reception notice messages themselves are not recorded in the Journal.

- You can select whether the Reception Notice is printed every time or printed only when an error occurs. This can be set with User Parameter (switch 21, bit 0) in the Fax Features menu. See "Parameter Settings".

- You cannot broadcast e-mail using Reception Notice. The documents are sent to the destinations in the order in which they were specified.

- You can program one of the User Function keys with operations for E-mail Options. User Function keys allow you to omit steps 2 and 3. For details about the User Function keys, see "General Settings/Adjust".

🔲 Reference
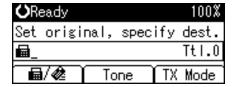
- p.99 "Sender Settings"
- p.197 "General Settings/Adjust"
- p.224 "Parameter Settings"

Fax Header Print
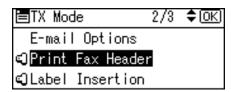
When the Fax Header is set to "On", the stored name is printed on the receiver's paper.

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.
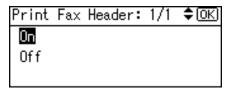
1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**

   ```
   ⟳Ready              100%
   Set original, specify dest.
   📠_                   Ttl.0
   ┌─📠/✎─┬──Tone──┬─TX Mode─┐
   ```

3. **Select [Print Fax Header] using [▲] or [▼], and then press the [OK] key.**

   ```
   ☰TX Mode      2/3  ⬍OK
    E-mail Options
   ◁|Print Fax Header|
   ◁Label Insertion
   ```

4. **Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.**

   ```
   Print Fax Header: 1/1  ⬍OK
    |On|
    Off
   ```

   The screen returns to that of step 3.

5. **Press the [Escape] key.**

   The standby screen returns.

   To check the settings, press [TX Mode].

6. **Specify a destination, and then press the [Start] key.**

⤵ **Note**

- You can program fax header names using the Program Fax Information function in the Fax Features menu. For details about the programming method, see "Registering Fax Information".

- You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters (switch 18, bit 3, 2, 1, 0) in the Fax Features menu. See "Parameter Settings".

- You can program one of the User Function keys with operations for this function. Using the User Function key allows you to omit steps 2 through 5. For details about the User Function keys, see "General Settings/Adjust".

⊟ **Reference**

- p.197 "General Settings/Adjust"
- p.215 "Registering Fax Information"
- p.224 "Parameter Settings"

Label Insertion

With this function you can have the receiver's name printed on the document that is received at the other end.

⭐**Important**
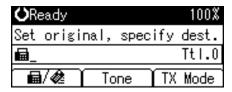
- **To use this function, set Label Insertion to [On] when registering fax destinations in the Address Book, and also select [Programmed Name] when sending fax documents.**

- **When there is an image around the area where the Label is to be printed, that image is deleted.**

The receiver's name is printed as follows:
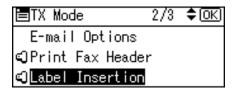
- Receiver's name: printed at the top of the page and preceded by "To:".

Set this function as follows:
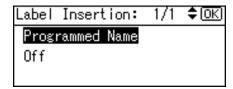
- Set Label Insertion to [On] when programming fax destinations.

- Select [Programmed Name] for Label Insertion when sending fax documents.

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**

```
⏻Ready              100%
Set original, specify dest.
📠_                    Ttl.0
  📠/✐  │  Tone  │ TX Mode
```

3. **Select [Label Insertion] using [▲] or [▼], and then press the [OK] key.**

```
☰TX Mode        2/3  ⬍ OK
  E-mail Options
◁)Print Fax Header
◁)Label Insertion
```

4. **Select [Programmed Name] or [Off] using [▲] or [▼], and then press the [OK] key.**

```
Label Insertion:  1/1  ⬍ OK
  Programmed Name
  Off
```

The screen returns to that of step 3.

5. **Press the [Escape] key.**

The standby screen returns.

To check the settings, press [TX Mode].

6. **Specify a destination, and then press the [Start] key.**

⬇ **Note**

- [Programmed Name] is selected by default.

Setting SUB Codes for Transmission

This section explains how to send a document with a SUB Code as a confidential transmission.
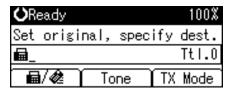
A SUB Code is an ID consisting of numbers, #, *, and spaces. Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document. Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB Code can print the document.

Documents can also be sent via facsimiles that have the Transfer Station function.
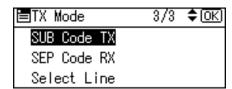
This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

⭐ Important
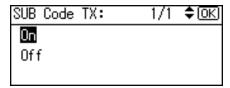
- Documents can be sent to facsimiles that have the Personal Box function.

- A SUB Code cannot be used with Internet Fax.

- To use this function, set [SUB Code TX] to [On].

- Program this function to one of the User Function keys in advance. For details about the User Function keys, see "General Settings/Adjust".

- Obtain the SUB Code of the other party in advance.

- When sending a confidential document, inform the other party of the SUB Code in advance.

- This machine cannot receive documents that are transmitted with a SUB Code.

1. **Place the original, and then select the scan settings you require.**

2. **Press [TX Mode].**

3. **Select [SUB Code TX] using [▲] or [▼], and then press the [OK] key.**

4. **Select [On] using [▲] or [▼], and then press the [OK] key.**

```
SUB Code TX:      1/1  ♦ OK
On
Off
```

The screen returns to that of step 3.

5. **Press the [Escape] key.**
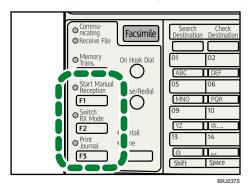
The standby screen returns.
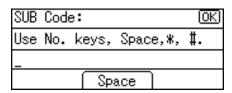
6. **Enter the fax number of a destination or an IP-Fax destination.**

```
⏻Ready              100%
Set original, specify dest.
📠0123456789_       Ttl.1
Add Dest │  Tone  │ TX Mode
```

7. **Press the User Function key ([F1] to [F3]) programmed with [SUB/SEP Code].**

BRJ037S
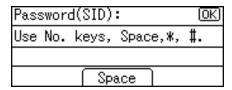
8. **Enter a SUB Code, and then press the [OK] key.**

```
SUB Code:            OK
Use No. keys, Space,*, ♯.

_
        │  Space  │
```

If you make a mistake, press the [Clear/Stop] key before pressing the [OK] key, and then try again.

111

9. **When a password is required, enter the SID Code using the number keys, and then press the [OK] key.**

```
Password(SID):          [OK]
Use No. keys, Space,*, #.

        [ Space ]
```

When a SID Code is not required, just press the [OK] key.

The standby screen returns.

10. **Press the [Start] key.**

If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press [Exit] to cancel the transmission.

Note

- Make sure the number of digits in the SUB Code matches the specification of the machine to which you are sending. For the maximum number of digits for the SUB Code of this machine, see "Maximum Values".

- You can store SUB Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

- The SUB Code is printed on lists and reports.

Reference

- p.197 "General Settings/Adjust"
- p.255 "Maximum Values"

Setting a Password

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function.

When you use a Transfer Box that has a password, enter the SID Code as the password.

Note

- For the maximum number of digits for the SID Code, see "Maximum Values".

- You can enter numbers, ✱, #, and spaces.

- You can store SID Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

• The SID Code is printed on lists and reports.

Reference

• p.255 "Maximum Values"

2

Setting SEP Codes for Reception
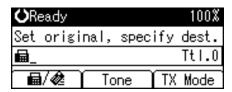
This section explains how to enter a SEP Code to request the destination to transmit a document.

You can receive a document stored in the destination's memory if the document has the same SEP Code as the SEP Code you entered.
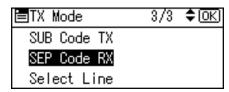
This function enables the machine to receive documents from multiple destinations.

⭐**Important**
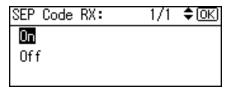
- Documents can be received from facsimiles that have Information Boxes.
- A SEP Code cannot be used with Internet Fax.
- To use this function, set [SEP Code RX] to [On].
- Program this function to one of the User Function keys in advance. For details about the User Function keys, see "General Settings/Adjust".

1. **Press [TX Mode].**

   ```
   ⏻Ready              100%
   Set original, specify dest.
   📠_                    Ttl.0
     📠/🖋   |  Tone  | TX Mode
   ```

2. **Select [SEP Code RX] using [▲] or [▼], and then press the [OK] key.**

   ```
   ☰TX Mode        3/3  ⬍ OK
      SUB Code TX
      SEP Code RX
      Select Line
   ```

3. **Select [On] using [▲] or [▼], and then press the [OK] key.**

   ```
   SEP Code RX:    1/1  ⬍ OK
      On
      Off
   ```
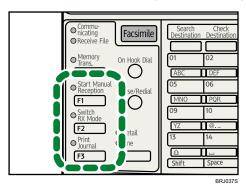
   The screen returns to that of step 2.
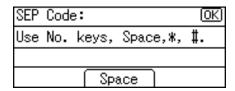
4. **Press the [Escape] key.**

5. **Enter the fax number of a destination or an IP-Fax destination.**

6. **Press the User Function key ([F1] to [F3]) programmed with [SUB/SEP Code].**

BRJ037S
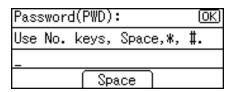
7. **Enter a SEP Code, and then press the [OK] key.**

If you make a mistake, press the [Clear/Stop] key before pressing the [OK] key, and then try again.

8. **When a password is required, enter the PWD Code using the number keys, and then press the [OK] key.**

When a PWD Code is not required, just press the [OK] key.

The standby screen returns.

9. **Press the [Start] key.**

Note

- Make sure the number of digits in the SEP Code matches the specification of the machine from which you are receiving. For the maximum number of digits for the SEP Code of this machine, see "Maximum Values".

- You can enter numbers, $*$, $\#$, and spaces.

- You can store SEP Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

- The SEP Code is printed on lists and reports.

2

▤ Reference

- p.197 "General Settings/Adjust"
- p.255 "Maximum Values"

Entering a Password

There are times you may want to use a password when receiving faxes by SEP Code Reception.

⬇ Note

- For the maximum number of digits for the PWD Code, see "Maximum Values".
- You can enter numbers, ✱, #, and spaces.
- You can store PWD Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.
- The PWD Code is printed on lists and reports.

▤ Reference

- p.255 "Maximum Values"

SEP Code RX Reserve Report

This report is printed after SEP Code Reception is set up.

You can use this report to check the reservations for SEP Code Reception.

⬇ Note

- You can turn this function on or off with the User Parameter (switch 03, bit 3) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".

▤ Reference

- p.224 "Parameter Settings"

SEP Code RX Result Report

This report is printed after each SEP Code Reception is completed and shows its result.

Note

- You can turn this function on or off with the User Parameter (switch 03, bit 4) in the Fax Features menu.

- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.

- For details about Parameter Setting, see "Parameter Settings".

- To view the report without text disruption, select a font of even character width in your e-mail application's settings.

- You can also check the result of a SEP Code Reception with the Journal.

Reference
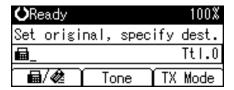
- p.224 "Parameter Settings"

Two-Sided Transmission (Double-Sided Transmission)
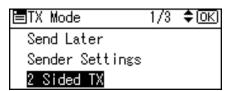
Use this function to send two-sided originals.

⭐ **Important**
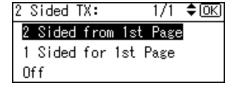
- When you use [2 Sided TX] under [TX Mode], the originals cannot be sent by using the exposure glass.

- This function is only available with Memory Transmission.

1. **Place the original in the ADF, and then select the scan settings you require.**

2. **Press [TX Mode].**

```
⏻Ready              100%
Set original, specify dest.
🖷_                    Ttl.0
   🖷/🖋  │  Tone  │ TX Mode
```

3. **Select [2 Sided TX] using [▲] or [▼], and then press the [OK] key.**

```
☰TX Mode         1/3  ⬍ OK
   Send Later
   Sender Settings
   2 Sided TX
```
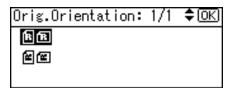
4. **Select the transmission mode using [▲] or [▼], and then press the [OK] key.**

```
2 Sided TX:      1/1  ⬍ OK
   2 Sided from 1st Page
   1 Sided for 1st Page
   Off
```

Select [2 Sided from 1st Page] to send a two-sided original from the first page.

Select [1 Sided for 1st Page] if you want to send a cover letter as the first page.
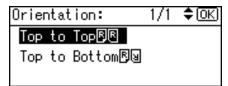
5. **Select the position of the placed document using [▲] or [▼], and then press the [OK] key.**

```
Orig.Orientation: 1/1  ⬍ OK
   🖹🖹
   🖹🖹
```

To cancel Two-Sided Transmission, press the [Escape] key. The display returns to that of step 3.

6. **Select the page opening orientation using [▲] or [▼], and then press the [OK] key.**

```
Orientation:    1/1  ⇕ OK
Top to Top🆁🆁
Top to Bottom🆁🔄
```

The screen returns to that of step 3.
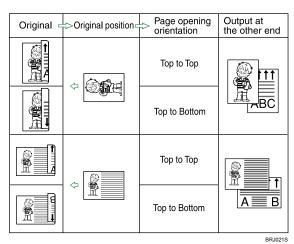
7. **Press the [Escape] key.**

The screen returns to the standby screen.

8. **Specify a destination, and then press the [Start] key.**

🔽 **Note**

- The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the original position and page opening orientation.

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- For details about acceptable original size and paper thickness for two-sided scanning with the ADF, see "Acceptable Original Sizes".

- You can program one of the User Function keys with operations for this function. Using the User Function keys allows you to omit steps 2, 3, and 7. For details about the User Function keys, see "General Settings/Adjust".

- Make sure that the specified original position matches the orientation of originals loaded in the ADF.

📖 **Reference**

- p.35 "Acceptable Original Sizes"
- p.197 "General Settings/Adjust"

2

3. Reception
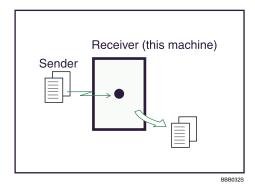
This section explains reception and reception functions such as printing received documents or routing received documents to other fax machines.

Types of Reception

This section explains different ways of receiving fax documents.

Immediate Reception

Each page of a fax document is printed as soon as it is received. This method is used for standard fax documents.

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⭐ **Important**
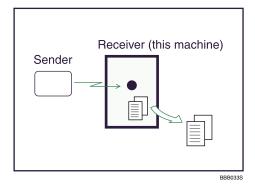
- When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.
- The machine may not be able to receive fax documents when free memory space is low.
- If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

↓ **Note**

- Reception is always by Immediate Reception unless "Combine Two Originals" or [2 Sided Print] is set to "On", in which cases the machine switches to Memory Reception.
- If the Substitute Reception is used, a fax document is not printed: it is stored in memory.
- This machine supports Standard and Detail resolutions for reception. Faxes sent at Fine or Super Fine resolution is printed on your machine at Detail resolution. This may differ from the sender's intended resolution.

Memory Reception

The machine waits until all pages of the document have been received into memory before printing it.

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⭐**Important**

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.

- The machine might not be able to receive large numbers of documents or documents with high data content. If this is the case, we recommend that you disable "Combine Two Originals" or "2 Sided Print".

- The machine may not be able to receive fax documents when free memory space is low.

- If free memory reaches 0% during Memory Reception, any further reception becomes impossible and the current communication is terminated.

⬇**Note**

- Reception is always by Immediate Reception unless "Combine Two Originals" or "2 Sided Print" is set to "On", in which cases the machine switches to Memory Reception.
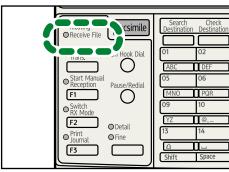
Substitute Reception

Substitute Reception is used when the machine cannot print any fax documents.

In Substitute Reception, a received fax document is stored in memory instead of being printed. Fax documents received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax documents received, or for only those documents that match a condition specified in the User Parameters in the Fax Features menu.

The Receive File indicator lights to let you know when fax documents have been received using Substitute Reception.

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⭐ **Important**

- **Reception may not take place if there is not enough free memory.**

- **If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.**

⬇ **Note**

- When a fax document is received after "Store(Notify)" or "Store(Do not Notify)" is selected for Reception File Setting in the Fax Features menu, the Receive File indicator lights. For details about Reception File Setting, see "Reception File Setting".

- The Receive File indicator may light even when receiving documents using Immediate Reception.

📄 **Reference**

- p.212 "Reception File Setting"

Receiving documents unconditionally

When faxes cannot be printed as normal, Substitute Reception allows fax reception. This section describes the conditions under which this will occur.

If one of the conditions in the following list occurs, the machine receives all fax documents using Substitute Reception.

Problems	Causes	Solutions
The machine is printing with a different function.	The machine is busy printing with a different function.	The document is automatically printed after the current job finishes.
! is lit.	The cover is open.	Close the cover shown in the display.

Receiving documents according to parameter-specified settings

When faxes cannot be printed as normal, Substitute Reception allows reception of faxes that match the criteria specified in User Parameters. This section describes the conditions under which this will occur.

If any of the conditions listed below applies, the machine receives only faxes that match the criteria specified in User Parameters.

Problems	Causes	Solutions
! is lit.	Paper is jammed.	Remove the jammed paper. For details about removing the paper, see "Clearing Misfeeds", Troubleshooting.
⬇ is lit.	All trays are out of paper.	Add paper. For details about adding paper, see "Adding Paper", About This Machine.
⬇ is lit.	Toner is empty.	Replace the toner cartridge. For details about replacing the toner cartridge, see "Adding Toner", About This Machine.
The message "Problem with this tray" appears.	All trays are out of action.	Call your service representative.

In User Parameters (switch 05, bit 2, 1) on the Fax Features menu, specify the following conditions for Substitute Reception:

- When Own Name or Own Fax Number is received

  The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than twelve hours, all the documents stored in memory are deleted. In this case, the Journal can be used to identify the senders of the deleted documents, so you can ask them to resend.

  If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax document. It is recommended that you ask important senders to program an Own Name or Own Fax Number in advance.

- Free

  The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

- Disable

  The machine does not receive any documents.

↓Note

- For details about Parameter Setting, see "Parameter Settings".

Reference

- p.224 "Parameter Settings"

Reception Modes

There are three ways you can set up the machine to handle incoming calls.

- Auto Switch
- Manual Reception (an external telephone required)
- Auto Reception

The reception mode can be switched under Switch Reception Mode in the Fax Features menu. See "Reception Settings".

🔽 **Note**

- An external telephone is required to use this machine as a telephone.

📄 **Reference**

- p.199 "Reception Settings"

Auto Switch

In this mode, the machine rings a number of times. You can answer the call while the machine is ringing. If you do not answer the call, the machine automatically changes to receive fax documents.

🔽 **Note**

- You can change the number of rings using "RX Mode Auto Switch Time" in the Fax Features menu. See "Reception Settings".
- When the other party send a fax document, the machine changes to receive the fax document automatically.
- You can connect a telephone answering machine with Auto Switch.
- Set a smaller number of rings for the telephone answering machine than for the fax machine.
- This function will not work with certain answering machines.

📄 **Reference**

- p.199 "Reception Settings"

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

1. **When the machine rings, pick up the handset of the external telephone.**

2. **If you hear beeps, press the [Start] key or the User Function key programmed with Start Manual Reception. (The [Start] key is only available in facsimile mode when an original is not placed.)**

3. **If you pressed the [Start] key in step 2, press [Start RX].**

```
Select Start TX or
Start RX.

           Start TX Start RX
```

4. **Replace the handset of the external telephone. The machine will start receiving.**

🔸**Note**

- When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax document.

Use this setting on a dedicated fax line.
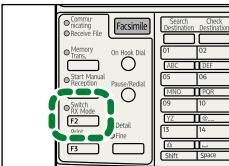
Switching the Reception Mode

This section explains how to switch the reception mode.
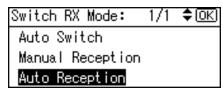
You can switch reception modes using Switch Reception Mode in Reception Settings.

If you program a User Function key with Switch Reception Mode, you can switch the reception mode quickly.

1. **Press the [Switch RX Mode] key.**

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2. **Select the reception mode using [▲] or [▼], and then press the [OK] key.**

```
Switch RX Mode:  1/1  ⇕ OK
 Auto Switch
 Manual Reception
 Auto Reception
```

The standby display appears.

To cancel the selection, press the [Escape] key.

🔻**Note**

• For details about Switch Reception Mode, see "Reception Settings".

• For details about the User Function keys, see "General Settings/Adjust".

📘**Reference**

• p.197 "General Settings/Adjust"

• p.199 "Reception Settings"

Receiving E-mail

This section explains this machine's e-mail reception functions.

⭐ **Important**

- **To use Internet Fax and Mail to Print functions, the Hard Disk Drive Option and printer/scanner functions must be installed.**

If a TIFF-F file is attached to an e-mail, the machine receives the e-mail by Internet Fax. If a JPEG or PDF file is attached to an e-mail, the machine receives the e-mail by Mail to Print.

Only one attached file can be printed from a received e-mail.

When multiple files are attached to an e-mail, the reception method and the file that is printed vary according to the file type and the order of the attached files.

File type attached	File to be printed	Reception method
Text	Text	Internet Fax
Text$^+$TIFF	Text$^+$TIFF	Internet Fax
Text$^+$JPEG	JPEG	Mail to Print
Text$^+$TIFF$^+$JPEG	JPEG	Mail to Print
Text$^+$JPEG$^+$TIFF	JPEG	Mail to Print
TIFF$^+$TIFF$^+$....	TIFF$^+$TIFF$^+$....	Internet Fax
JPEG(1) $^+$JPEG(2) $^+$....	JPEG(1)	Mail to Print
TIFF$^+$JPEG	JPEG	Mail to Print
JPEG$^+$TIFF	JPEG	Mail to Print
Text$^+$PDF	PDF	Mail to Print
TIFF$^+$PDF	PDF	Mail to Print
JPEG$^+$PDF	JPEG	Mail to Print
PDF$^+$JPEG	PDF	Mail to Print
PDF(1) $^+$PDF(2) $^+$....	PDF(1)	Mail to Print

If JPEG or PDF files are attached along with other types of file, the machine receives the e-mail by Mail to Print. Only the first JPEG or PDF file is printed and the other files are deleted.

3

Note

- If Reception Protocol is set to POP3 or IMAP4, you can use the E-mail Storage in Server setting (in System Settings) to configure the machine to either retain or delete the received e-mail from the server. See "System Settings", Network and System Settings Guide.

- To specify whether or not the machine prints the header (title) and text (body) of each e-mail it receives, use [Parameter Setting] (switch 21 bit 5) in [Fax Features]. See "Parameter Settings".

Reference

- p.224 "Parameter Settings"

Receiving Internet Fax Documents

You can receive e-mail documents by Internet Fax.

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-mail Reception.

Important

- If [Require Secure Password Authentication (SPA) for all client connections] is selected in Windows Server 2003/2003 R2, reception is not possible.

Note

- With User Parameter (switch 21, bit 1) in the Fax Features menu, you can have the machine send the return receipt in response to the reception notice request attached to the sent e-mail. For details about Parameter Setting, see "Parameter Settings".

Reference

- p.224 "Parameter Settings"

Auto e-mail reception

When this function is turned on, the machine periodically checks the e-mail server for incoming e-mail and downloads it as necessary.

Note

- If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

- E-mail auto-reception should be set in "System Settings". When you select auto-reception, set the reception interval in minutes under E-mail Recept. Interval, in System Settings. See "System Settings", Network and System Settings Guide.

- E-mail can also be received manually. For details about the manual reception, see "Manual e-mail reception".
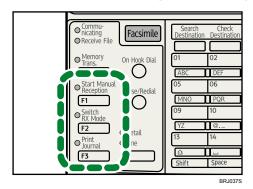
Manual e-mail reception

Use this function to receive an e-mail by accessing the e-mail server manually.

Important

• Program the Manual E-mail Reception function to a User Function key beforehand. For details about the User Function keys, see "General Settings/Adjust".

1. **Press the User Function key ([F1] to [F3]) programmed with Manual E-mail Reception.**

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2. **Press the [Start] key.**

The machine accesses the server to check for e-mail and receives any new e-mail.

The standby display appears.

Note

• Alternatively, press the [Job Information] key, and then select [Manual E-mail Reception] to receive e-mail.

Received images
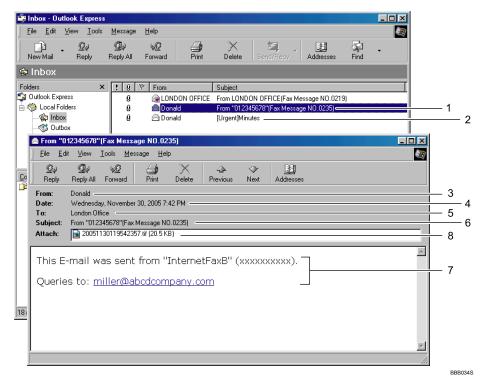
Here is an example of an Internet Fax document sent from this machine and received on a computer using the Outlook Express e-mail application.

The received image varies according to the e-mail application.

⭐Important

- When Internet Fax e-mail is sent to computer, the following information is always inserted in the e-mail text "This E-mail was sent from "Host Name" (product name) Queries to: "Administrator's e-mail address"". To check the machine's host name and administrator's e-mail address, use Host Name or Admin. E-mail Address under System Settings. For details about Host Name and Admin. E-mail Address, see "System Settings", Network and System Settings Guide.

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1. **E-mail transmitted without specifying a subject in "E-mail Options".**

2. **E-mail transmitted with a subject specified in "E-mail Options".**

3. **From**

   The name (e-mail address) of the sender

4. **Date**

   The date and time of e-mail transmission

5. **To**

   The e-mail address of the recipient

6. **Subject**

   Shows the subject specified in "E-mail Options" at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

7. **The message is inserted in all e-mail. "xxxx" is the machine name.**

8. **Attachment File**

   Any document included by the sender is displayed as an attached document.

🔽 **Note**

- The display format of the sender name differs according to that of the Stamp Sender Name setting and other functions.

- The display format of the subject varies according to Stamp Sender Name and other settings. For the format of the subject, see "E-mail Subject".

📄 **Reference**

- p.32 "E-mail Subject"

Mail to Print

JPEG or PDF files that are attached to e-mails are printed using the Mail to Print function.

The reception method for e-mail is the same as the method for Internet Fax. For details about reception methods, see "Auto e-mail reception" and "Manual e-mail reception".

Mail to Print is not available with the following functions:

Checkered Mark, TSI Print (Transmitting Subscriber Identification Print), Reception Time, Auto Fax Reception Power-Up, Memory Lock, Program Special Sender, Resolution, Page Separation and Length Reduction, Centre Mark, 2 Sided Print, Communication Page Count, Forwarding, Auto Paper Select function, Just size printing

⭐ **Important**

- To print a JPEG or PDF file, the optional PostScript 3 unit must be installed.

- Version 1.3, 1.4, 1.5, and 1.6 PDF files are printable. However, this machine might not be able to print PDF files if they were sent from certain machines or created in certain environments.

- This machine cannot print Exif format JPEG images captured by digital cameras, but it can print JFIF format JPEG images created on multi-function peripherals. However, this machine might not be able to print JPEG images if they were sent from certain machines or created in certain environments.

🔽 **Note**

- The Fax Features menu provides a user parameter setting (switch 21, bit 2) that you can use to enable or disable this function. Text and TIFF files will still be printed even if this function is disabled.

- If a JPEG or PDF file is received when the Mail to Print function is disabled, the file will be detected as an error and Error Mail Notification is sent back to the sender. You can turn this function on or off with the User Parameter (switch 21, bit 7) in Parameter Settings.

- For details about Parameter Setting, see "Parameter Settings".

- Only one attached file can be printed from a received e-mail. If multiple JPEG or PDF files are attached, the first JPEG or PDF file is printed and the other files are deleted.

- If an e-mail contains multiple or unsupported files, its reception result is detected as an error, but an error notification is not sent to the sender.

- Printing is in black and white even if the image that is received contains colour.

- Printed JPEG images and PDF files are counted as printer jobs.

- If an encrypted PDF is received, the PDF file is printed only if its password matches this machine's password.

- You can check the results of Mail to Print reception using the Journal. In the Journal, "P.1" is always printed in the number of pages column and "S", which indicates the Standard resolution, is always printed in the communication mode column regardless of the actual page/resolution. If the machine receives files that are unprintable due to their format, "error" will be printed in the result column.

- When receiving by Mail to Print, this machine does not respond to reception notification requests attached to the received e-mail.

🔖 Reference

Reception Functions
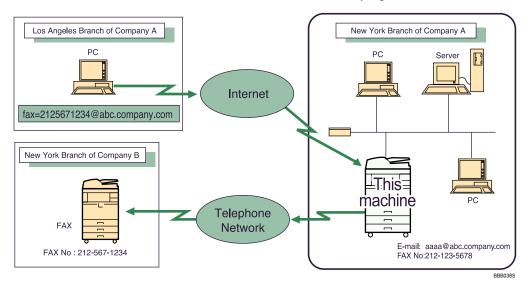
This section explains useful functions for receiving fax documents.

⭐ **Important**

- To use Internet Fax and IP-Fax functions, the Hard Disk Drive Option and printer/scanner functions must be installed.

Forwarding Received Documents

3

This machine can forward received documents to other destinations programmed in this machine.

Los Angeles Branch of Company A — PC — fax=2125671234@abc.company.com

Internet

New York Branch of Company A — PC — Server

This machine — E-mail: aaaa@abc.company.com FAX No:212-123-5678 — PC

New York Branch of Company B — FAX — FAX No : 212-567-1234

Telephone Network

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⭐ **Important**

- To use this function, specify the Forwarding destination in advance. Forwarding can be specified under Forwarding on the Fax Features menu. See "Forwarding".

⬇ **Note**

- A fax number, Internet Fax address, IP-Fax destination, or folder address can be set as a forwarding destination.

- If an e-mail address is programmed as the destination, documents received are forwarded as e-mail.

- If you would like the machine to forward received documents to a particular destination according to the sender, specify the Forwarding destination for each sender under Fax Features, Administrator Tools, Program Special Sender. Documents from other senders are forwarded to the default Forwarding destination specified for this function. For details about Program Special Sender, see "Program Special Sender".

- You can select whether the machine prints out the documents it forwards with User Parameter (switch 11, bit 6) in the Fax Features menu. For details, see "Parameter Settings".

- You can set whether or not the Folder Transfer Result Report is transmitted to the specified e-mail address if folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders. For details, see "Administrator Tools".

- The Fax Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination.

- User Parameters (switch 37, bit 4) on the Fax Features menu allows you to include the sender's name in the names of files sent to folders. For details, see "Parameter Settings".

- Garbling of the file name and data loss can result if the receiver's operating system cannot accept certain characters in file names. To prevent this, use User Parameters (switch 37, bit 5) to limit the file names to plain characters only. For details, see "Parameter Settings".

- If you limit file names to plain characters only but errors still occur, disable display of the sender's name in the file name of documents forwarded to folders.

- Using the User Parameters (switch 38, bit 7-0 and switch 39, bit 7-0) on the Fax Features menu, you can specify the number of fax resend attempts and the interval between them. These settings become useful when the receiver is a folder destination and the connection to the destination computer fails. For details, see "Parameter Settings".

- For the maximum number of destinations you can program in a group, see "Maximum Values".

🗉 Reference
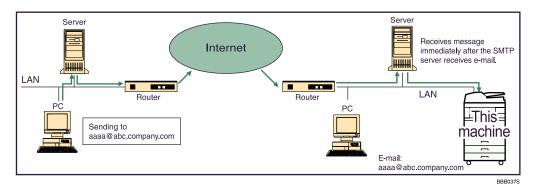
SMTP Reception Using Internet Fax

You can receive a document sent by Internet Fax using SMTP reception.

With SMTP reception, e-mail is received as soon as it is sent to the e-mail address set by the machine.

BBB037S

⭐ **Important**
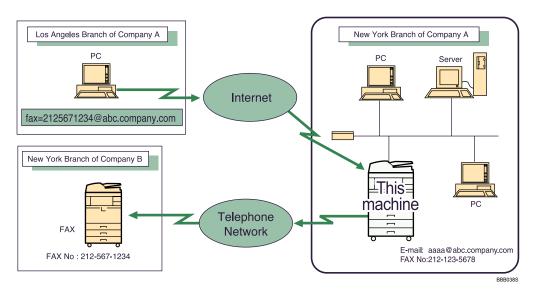
- Set this machine beforehand using the MX record of the DNS server to enable SMTP reception.

- Use the Reception Protocol setting in System Settings to set the reception protocol. See "System Settings", Network and System Settings Guide.

⬇ **Note**

- You can route received e-mail to other Internet Fax machines as well.

- Even if SMTP reception is enabled on the DNS server, e-mail sent from the SMTP server will not be received and the machine reports an error if SMTP reception is not set in "System Settings". Also, the SMTP server sends error notification e-mail to the originator.

- If an error occurs while receiving e-mail, reception is aborted, the e-mail is deleted, and Error Report is printed. Also, the SMTP server will send error notification e-mail to the originator.

- When the SMTP server attempts to route received documents to this machine while the machine is transmitting e-mail, the machine will respond to the SMTP server with a "busy" signal. Then, the SMTP server usually tries resending the documents until the set timeout.

Routing e-mail received via SMTP

E-mail received via SMTP can be routed to other fax machines.

Los Angeles Branch of Company A

PC

fax=2125671234@abc.company.com

Internet

New York Branch of Company A

PC   Server

This machine

PC

New York Branch of Company B

FAX

FAX No : 212-567-1234

Telephone Network

E-mail: aaaa@abc.company.com
FAX No:212-123-5678

BBB038S

⭐ **Important**

- Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery" to "On" in the Fax Features menu. See "E-mail Settings".

- Depending on security settings, this function may not be available.

The originator can request transfer of e-mail sent to another fax machine by specifying the e-mail address as follows:

Fax Number

fax=destination fax number@host name of this machine. domain name

Example: to transfer to fax number 212-123-4567, specify:

fax=2121234567@abc.company.com

Single destination programmed in the Quick Dial Keys

fax=#registration number of 3 digits or less@host name of this machine.domain name

Example: to transfer to the destination number 001:

fax=#001@abc.company.com

Group destination programmed in the destination list

fax=#✱✱registration number of 3 digits or less@host name of this machine.domain name

Example: to transfer to the destination programmed under group number 004:

fax=#✱✱004@abc.company.com

⬇ **Note**

- E-mail received via SMTP can also be routed to single or group destinations programmed in the destination list.

- If an e-mail transfer request is received when the "SMTP RX File Delivery" is "Off" in the Fax Features menu, this machine responds with an error message to the SMTP server.

- You can make settings that limit transfer to specified originators.

- Using this function, you can also send documents from your e-mail application to e-mail addresses and G3 fax machines' destinations through this machine simultaneously.

- For the maximum number of destinations you can program in a group, see "Maximum Values".

- The Fax Features menu provides a user parameter setting (switch 32, bit 0) that allows you to select a priority order for alternative destinations for sent documents. When this parameter is set, if the specified receiver is a group destination that includes an address not registered for the specified transmission type, the document is routed to an alternative destination. See "Parameter Settings".

🔖 **Reference**

- p.201 "E-mail Settings"
- p.224 "Parameter Settings"
- p.255 "Maximum Values"

JBIG Reception

If you use JBIG (Joint Bi-level Image Experts Group) compression, you can send photographic originals faster than with other methods of compression. It allows you to receive documents sent in the JBIG format through JBIG Transmission.

⭐ **Important**

- **This function is not available with Internet Fax function and Mail to Print functions.**

Auto Fax Reception Power-Up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming documents as long as the main power switch is on.

⭐ **Important**

- **Reception is not possible if both the operation switch and the main power switch are turned off.**

⬇ **Note**

- You can set whether documents are printed as soon as they are received (Immediate Reception) with the User Parameter (switch 14, bit 0) in the Fax Features menu. See "Parameter Settings".

- You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Reference

- p.224 "Parameter Settings"
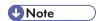
Printing Options

This section explains useful functions for printing received documents.

Print Completion Beep
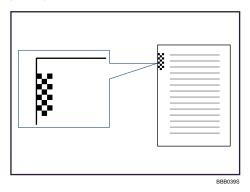
When this function is turned on, the machine beeps to let you know when a received document is printed.

⏬ **Note**

- You can alter the volume of the beep or turn it off completely using "Adjust Sound Volume" in General Settings/Adjust (set the volume to the minimum level). See "Adjusting the Volume", Troubleshooting.

Checkered Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax documents to help you separate them.

BBB039S

⏬ **Note**

- You can turn this function on or off using Checkered Mark in the Fax Features menu. See "Reception Settings".

🔖 **Reference**
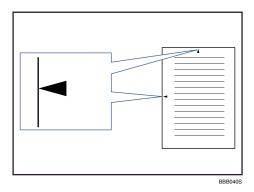
- p.199 "Reception Settings"

Centre Mark

When this function is enabled, marks are printed halfway down the left side and at the top centre of each page received.

This makes it easy for you to position a hole puncher correctly when you file received documents.

BBB040S

Note

- You can enable or disable this function using Center Mark in the Fax Features menu. See "Reception Settings".

- The Centre Mark may deviate a little from the exact centre of the edge.

Reference

- p.199 "Reception Settings"

Reception Time

You can have the date, time, and file number printed at the bottom of the document when it is received.

Note
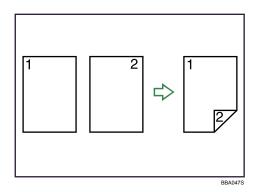
- You can turn this function on or off using Print Reception Time in the Fax Features menu. See "Reception Settings".

- When a received document is split and printed on two or more sheets, the reception time is printed on the last sheet.

- The time when the document was printed can also be recorded on the document. If you need this function, contact your service representative.

Reference
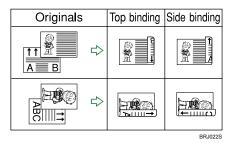
- p.199 "Reception Settings"

Two-Sided Printing

You can have a received document printed on both sides of a sheet.

BBA047S

⭐ **Important**

- To use this function, all pages of the received document must be of the same size-inform the sending party of this beforehand if necessary. You must also have paper set in the machine of the same size as that sent by the sending party. In Two-Sided Printing, this machine will correctly receive in A4▽, B5 JIS▽ (8$^1/_2$ × 14▽, 8$^1/_2$ × 11▽). The following table shows the results that can be achieved when receiving with this machine.

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- This function works only when all pages are of the same width and received into memory.

- This function cannot be used with Combine Two Originals.

⬇ **Note**

- You can turn this function on or off using 2 Sided Print in the Fax Features menu. For details, see "Reception Settings".

- Printouts may vary depending on how the sender sets the originals.

- You can select to have documents only from selected senders printed in this way.

- Stored documents of the same size are printed on the same paper. Some stored documents may be unavailable for this printing option.

📖 **Reference**
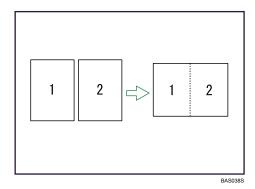
- p.199 "Reception Settings"

Combine Two Originals

When two documents of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.

⭐ **Important**

- This function does not work with documents larger than A5$\square$ or $8^1/_2 \times 5^1/_2\square$. When A5$\square$ or $8^1/_2 \times 5^1/_2\square$ size paper is loaded in the machine, each page of the received document is printed on a single sheet.

- If paper matching the size and orientation of a received document is available, Combine Two Originals is not possible.

BAS038S

- Two A5$\square$ documents are printed side by side on a sheet of A4$\square$.

- Two $8^1/_2 \times 5^1/_2\square$ documents are printed side by side on a sheet of $8^1/_2 \times 11\square$.

🔽 **Note**
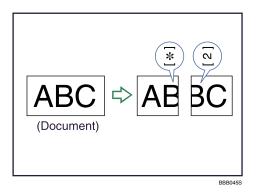
- You can turn this function on or off with the User Parameter (switch 10, bit 1) in the Fax Features menu. See "Parameter Settings".

- This function uses Memory Reception.

📖 **Reference**

- p.224 "Parameter Settings"

Page Separation and Length Reduction

If the size of a received document is longer than the paper loaded in the machine, each page of the document can be split and printed on several sheets, or reduced and printed on a single sheet.

BBB045S

For example, this function splits the document if the document length is 20 mm (0.79 inch) or longer than the paper used. The document is reduced if it is less than 20 mm (0.79 inch). When a document is split, an asterisk (✱) is inserted at the split position and about 10 mm (0.39 inch) of the split area is duplicated on the top of the second sheet.

Note

- Your service representative can customize this function with the following settings:

    - Reduction

    - Print split mark

    - Overprinting

    - Overprinting length

    - Guideline for split

- You can adjust the overprinting and reduction lengths within the following ranges:

    - Overprinting length: 4 mm (0.16 inch), 10 mm (0.39 inch), 15 mm (0.59 inch)

    - Guideline for split: 5-155 mm (5 mm steps)/0.2-6.1 inches (0.2 inch steps)

TSI Print (Transmitting Subscriber Identification Print)

You can have the sender's Own Name or Own Fax Number printed on documents that this machine receives.

Usually the sender's Fax Header is printed on received documents. When you receive an Internet Fax document, the e-mail address of the sender is printed. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the document came from.

Note

- You can turn this function on or off with the User Parameter (switch 02, bit 3) in the Fax Features menu. See "Parameter Settings".

- p.224 "Parameter Settings"

If There Is No Paper of the Correct Size

If there is no paper in the machine that matches the size of a received document, the machine will choose a paper size based on the paper available.

If you have not set the same size paper in the paper tray, incoming fax documents are printed on the nearest size available.

For example, if your machine does not have A5 loaded and you receive an A5 size document, the document is printed on A4. If your machine does not have A4 loaded and you receive an A4 size document, the document is printed on two sheets of A5.

🔽 Note

- The document is split over two sheets of paper depending on the paper size. See "Page Separation and Length Reduction".

- Paper placed in the bypass tray is not usually selected for printing a received document.

- Widths that this machine can receive are A4 and $8^1/_2 \times 11$. Any documents narrower than A4 or $8^1/_2 \times 11$ are received at A4 or $8^1/_2 \times 11$ width. The length of documents depends on the document.

- The paper size used to print a received document may be different from the size of the sent original.

🔖 Reference

- p.144 "Page Separation and Length Reduction "

Setting priority trays

With the same size of paper loaded into multiple trays, you can make the machine use one tray for one function and another tray for another function.

For example, you may load white A4 paper into tray 1 to use when making copies, and yellow A4 paper into tray 2 to use when printing received faxes. You can then easily identify for which purpose paper has been output. You can perform this setting in "Ppr Tray Priority:Fax" in "System Settings". See "System Settings", Network and System Settings Guide.

🔽 Note

- When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.
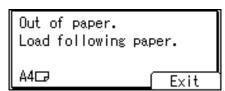
Just size printing

If you enable this function, received documents are printed on the sheet that has the highest priority.

This function is enabled with User Parameter (switch 05, bit 5) in the Fax Features menu. See "Parameter Settings".

If the paper tray is not stocked with paper of a suitable size to print a received document, a message appears on the display prompting you to load paper of the required size. When you have loaded new paper, press [Exit] to print the document.

```
Out of paper.
Load following paper.

A4▯                    Exit
```

😊 Note

- After pressing [Exit], procedure varies depending on machine status when the message occurred.
  - If any received documents or reports were being printed automatically, the machine automatically continues printing from where it left off.
  - If any documents or reports were being printed manually, the machine does not resume printing. Perform the operation from the beginning again.

📄 Reference

- p.224 "Parameter Settings"
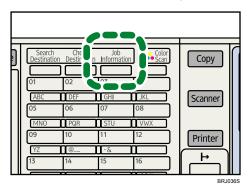
4. Confirming Communication Information

This section explains the features of the [Job Information] key, which you can use to confirm communication results on the screen or printed reports.
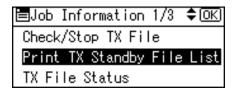
Printing a List of Files in Memory (Print TX Standby File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are.

Knowing the file number can be useful (for example when erasing files).

1. **Press the [Job Information] key.**

2. **Select [Print TX Standby File List] using [▲] or [▼], and then press the [OK] key.**

To cancel printing before pressing the [OK] key, press the [Escape] key. The standby display appears.

3. **Press the [Start] key.**

To cancel printing after pressing the [Start] key, press the [Clear/Stop] key. The display returns to that of step 2.

The display returns to that of step 2 after printing a TX Standby File List.

4. **Press the [Escape] key.**

The standby display appears.

🔽 **Note**

- The contents of a file stored in memory can also be printed.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu. See "Parameter Settings".

📄 **Reference**

- p.224 "Parameter Settings"

4
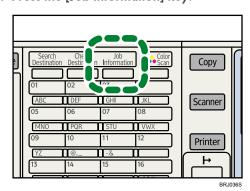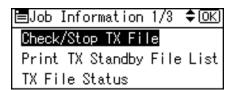
Printing a File from Memory

If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

1. **Press the [Job Information] key.**

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2. **Select [Check/Stop TX File] using [▲] or [▼], and then press the [OK] key.**

3. **Select the file you want to print using [▲] or [▼].**

   To cancel printing, press the [Escape] key. The display returns to that of step 2.

4. **Press [Print].**

5. **Press the [Start] key.**

```
To print TX standby
files, press Start key.

                    2 Sided
```

If you want two-sided printing, press [2 Sided].

To cancel printing after pressing the [Start] key, press the [Clear/Stop] key. The display returns to that of step 3.

The display returns to that of step 3 after printing a TX Standby File.

Repeat from step 3, if you want to print another file.

6. **Press the [Escape] key twice.**

The standby display appears.
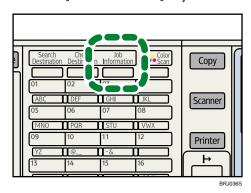
Checking the Transmission Result (TX File Status)

You can confirm transmission by the display, report, or e-mail.

Confirming on Display
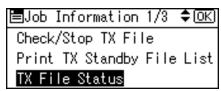
Use this function to display the transmission results.

1. **Press the [Job Information] key.**

BRJ036S

2. **Select [TX File Status] using [▲] or [▼], and then press the [OK] key.**

3. **Check the transmission results using [▲] or [▼].**

When a fax is sent, the Own Fax Number or Own Name information of the receiver appears. When an Internet Fax is sent, the e-mail address you entered or the name programmed in the machine's destination list appears. For a transmission from a computer, "-- LAN-Fax -->" is shown.

4. **Press the [Escape] key twice.**

The standby display appears.

⬇ **Note**

- Only the transmission results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".

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- You can view sent fax documents and their lists, using Web Image Monitor on a network computer. For details, see the Web Image Monitor's Help.

- If a transmission is completed while you are using this function, the result will not appear. To view the latest result, exit TX File Status, and then try again.

- You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2. For details about the User Function keys, see "General Settings/Adjust".

- When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.

Reference

- p.197 "General Settings/Adjust"

- p.255 "Maximum Values"

Confirming by Report

Print reports for confirmation.

Memory Transmission

You can confirm the result with a Communication Result Report.

This report is printed each time a Memory Transmission is completed if turned on with User Parameter (switch 03, bit 0) in the Fax Features menu.

You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.

If you turn the Communication Result Report on, the Communication Failure Report is not printed.

For details about the contents printed in the reports, see "Communication Result Report (Memory Transmission)" or "Communication Failure Report".

Immediate Transmission

You can confirm the result with an Immediate TX Result Report.

Select to print this report with User Parameter (switch 03, bit 5) in the Fax Features menu. A report is printed after every Immediate Transmission is completed.

You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.

For details about the contents printed in the report, see "Immediate TX Result Report (Immediate Transmission)".

Note

- For details about Parameter Setting and User Function key, see "Parameter Settings" or "General Settings/Adjust".

📑 **Reference**

- p.156 "Communication Result Report (Memory Transmission)"

- p.157 "Immediate TX Result Report (Immediate Transmission)"

- p.157 "Communication Failure Report"

- p.197 "General Settings/Adjust"

- p.224 "Parameter Settings"

Confirming by E-mail

Use the E-mail TX Result function to send reports by e-mail to a computer, and then confirm them on the computer.

The available reports are:

- Communication Result Report.

- Immediate TX Result Report.

- Polling with SEP RX Result.

⭐ **Important**

- To confirm transmission results by e-mail, the Hard Disk Drive Option and printer/scanner functions must be installed.

- You must first register the e-mail addresses of the destinations the report is to be sent to on the destination list. For details about registering e-mail addresses, see "Registering Addresses and Users for Facsimile/Scanner Functions", Network and System Settings Guide.

🔽 **Note**

- For details about E-mail TX Result, see "Sender Settings".

- For details about the contents of the reports, see "Communication Result Report (Memory Transmission)", "Immediate TX Result Report (Immediate Transmission)", and "SEP Code RX Result Report".

- When using the Sender Settings function to select the sender, the transmission results are sent to senders' e-mail addresses that have been registered. Select the sender from the Internet Fax destinations in the destination list. For details, see "Sender Settings".

- If you send fax documents from a computer, use LAN-Fax Driver to specify whether or not the e-mail notification of transmission results is sent to the computer.

📑 **Reference**

- p.99 "Sender Settings"

- p.116 "SEP Code RX Result Report"

- p.156 "Communication Result Report (Memory Transmission)"

- p.157 "Immediate TX Result Report (Immediate Transmission)"

Confirming by Report and E-mail

You can confirm transmission results using both the E-mail TX Result function, which sends the results by e-mail, and the Communication Result Report printed by the machine.

You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Fax Features menu. See "Parameter Settings".

🔲 Reference

- p.224 "Parameter Settings"

Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission.

🔽 Note

- You can turn this function on or off with the User Parameter (switch 03, bit 0) in the Fax Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- "--" indicates that the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.
- If two or more destinations are specified, this report is printed after the fax document is sent to all the destinations.
- If the machine is set up not to print this report and the fax document could not be successfully transmitted, a Communication Failure Report is printed. See "Communication Failure Report".

🔲 Reference

- p.157 "Communication Failure Report"

• p.224 "Parameter Settings"

Immediate TX Result Report (Immediate Transmission)

If you turn this report on, a report is printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

If the machine is set up not to print this report and the fax document could not be successfully transmitted, the Error Report is printed instead.

Note

• You can switch this report on or off in the User Parameter (switch 03, bit 5) in the Fax Features menu.

• If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.

• For details about Parameter Setting, see "Parameter Settings".

• To view the report without text disruption, select a font of even character width in your e-mail application's settings.

• If the page was sent successfully, the Page column gives the total number of pages sent successfully.

Reference

• p.224 "Parameter Settings"

Communication Failure Report

This report is printed when a document could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Communication Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

Note

• You can select whether the Communication Failure Report is automatically printed using the User Parameter (switch 04, bit 1) in the Fax Features menu.

• This report is only printed if the Communication Result Report is turned off and a document could not be successfully transmitted with Memory Transmission.

• You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Fax Features menu.

• If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.

• If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.

• For details about Parameter Setting, see "Parameter Settings".

- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.

- "Unprogrammed" indicates that the document could not be sent because the forwarding destination is not programmed.

- "--" indicates that the Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

Reference

- p.224 "Parameter Settings"
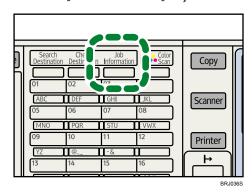
Checking the Reception Result (RX File Status)

Confirm the reception result on the screen or in a report.

Confirming on Display
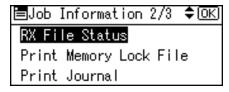
Use this function to display the reception result.

1. **Press the [Job Information] key.**

BRJ036S
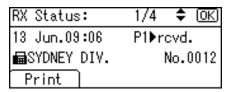
2. **Select [RX File Status] using [▲] or [▼], and then press the [OK] key.**

3. **Check the reception results using [▲] or [▼].**

When a fax or IP-Fax is received, the sender's fax number or Fax Header information appears. When an Internet Fax is received, the sender's e-mail address appears.

4. **Press the [Escape] key twice.**

The standby display appears.

Note

- Only the reception results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".

- You can view received fax documents and their lists, using Web Image Monitor on a network computer. For details, see the Web Image Monitor's Help.

- If a document is received while you are using this function, the result will not appear. To view the latest result, exit RX File Status, and then try again.

- You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2. For details about the User Function keys, see "General Settings/Adjust".

🔖 Reference

- p.197 "General Settings/Adjust"
- p.255 "Maximum Values"

4 Confirming by Report

Print a report to confirm reception results.

Journal

Print the Journal to confirm the latest reception results.

For details, see "Printing the Journal".

🔖 Reference

- p.161 "Printing the Journal"
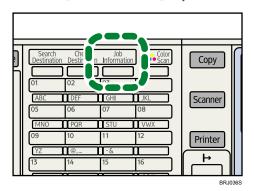
Printing the Journal
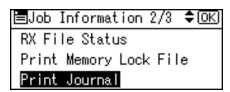
You can print the Journal manually.

⭐**Important**

- **The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions.**

1. **Press the [Job Information] key.**

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2. **Select [Print Journal] using [▲] or [▼], and then press the [OK] key.**

3. **Press the [Start] key.**

   To cancel printing after pressing the [Start] key, press the [Clear/Stop] key. The display returns to that of step 2.

   The display returns to that of step 2 after printing the Journal.

4. **Press the [Escape] key.**

   The standby display appears.

💧**Note**

- You can set whether the Journal is automatically printed after every 50 communications with the User Parameter (switch 03, bit 7) in the Fax Features menu.

- Depending on security settings, the Journal is not automatically printed.

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.

- For details about Parameter Setting, see "Parameter Settings".

- You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1, 2, and 4. For details about the User Function keys, see "General Settings/Adjust".
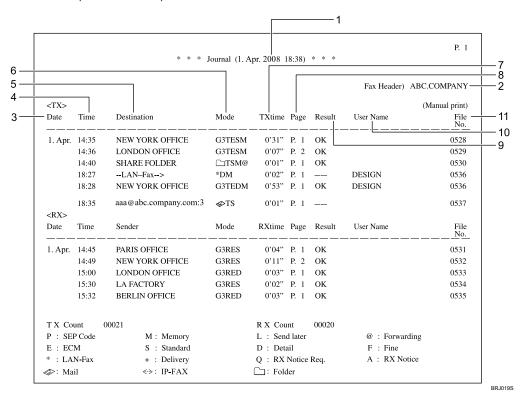
- Depending on security settings, the Destination/Sender name may not appear.

- For the maximum number of communication results printed in the Journal, see "Maximum Values".

🔖 Reference

- p.197 "General Settings/Adjust"

- p.224 "Parameter Settings"

- p.255 "Maximum Values"

4 Journal

This section explains the items printed in the Journal.


```
                                                                              P. 1
                        *  *  *  Journal  (1. Apr. 2008 18:38)  *  *  *

                                                         Fax Header)   ABC.COMPANY

    <TX>                                                              (Manual print)
    Date    Time      Destination        Mode    TXtime  Page  Result   User Name         File
                                                                                          No.

    1. Apr.  14:35    NEW YORK OFFICE     G3TESM   0'31"  P. 1  OK                          0528
             14:36    LONDON OFFICE       G3TESM   0'07"  P. 2  OK                          0529
             14:40    SHARE FOLDER        ⌂TSM@    0'01"  P. 1  OK                          0530
             18:27    --LAN–Fax-->        *DM      0'02"  P. 1  ——       DESIGN             0536
             18:28    NEW YORK OFFICE     G3TEDM   0'53"  P. 1  OK       DESIGN             0536

             18:35    aaa@abc.company.com:3  ⬙TS   0'01"  P. 1  ——                          0537
    <RX>
    Date    Time      Sender             Mode    RXtime  Page  Result   User Name         File
                                                                                          No.

    1. Apr.  14:45    PARIS OFFICE        G3RES    0'04"  P. 1  OK                          0531
             14:49    NEW YORK OFFICE     G3RES    0'11"  P. 2  OK                          0532
             15:00    LONDON OFFICE       G3RED    0'03"  P. 1  OK                          0533
             15:30    LA FACTORY          G3RES    0'02"  P. 1  OK                          0534
             15:32    BERLIN OFFICE       G3RED    0'03"  P. 1  OK                          0535


    T X  Count      00021              R X  Count      00020
    P  :  SEP Code      M :  Memory    L  :  Send later    @  :  Forwarding
    E  :  ECM          S  :  Standard  D  :  Detail        F  :  Fine
    *  :  LAN-Fax      +  :  Delivery  Q  :  RX Notice Req. A  :  RX Notice
    ⬙:  Mail           ⬌:  IP-FAX      ⌂:  Folder
```

BRJ019S

1. **Printing date**

   Shows the date and time the report was printed.

2. **Programmed Fax Header**

   Shows the sender name programmed for printing.

3. **Date**

Shows the transmission or reception date.

4. **Time**

Shows the transmission or reception start time.

5. **Other end**

- For fax destinations

  Shows the name (for display) programmed by the other end.

  Shows the programmed fax number if the name (for display) was not programmed.

  If neither name nor fax number was programmed by the other end, an entered fax number or a name programmed in a destination list is shown for transmissions.

- For Internet Fax destinations

  At time of transmission, it shows the e-mail address or name programmed in the destination list. At time of reception, it shows the e-mail address of the sender.

  At time of broadcasting transmission, it shows the number of destinations after the e-mail addresses or names of destination.

  When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.

- For IP-Fax destinations

  Shows the IP-Fax destination or name programmed in the destination list. The fax destination details appear on the reception report.

- For Folder destinations

  Shows the name programmed in the destination list.

6. **Communication mode**

- For fax transmissions and receptions

  After "G3", "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.

- For Internet Fax transmissions and receptions

  After ✍ (e-mail mark), "T" for outgoing e-mail or "R" for incoming e-mail, and the communication mode appear in alphabetical letters or symbols. Documents sent from Internet Fax destinations are received by Internet Fax, and documents sent from e-mail destinations are received by Mail to Print. "Q" indicates outgoing e-mail for which a Reception Notice is set in "TX Mode", whereas "A" indicates reception notice e-mail.

- For IP-Fax transmissions and receptions

  After ⟨-⟩ (IP-Fax mark), "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.

- For forwarding to the folder destinations

  After ⬜ (folder mark) and "T" for outgoing faxes, the communication mode appears in alphabetical letters or symbols.

7. **Communication time**

Shows time taken for transmissions or receptions.

8. **Number of pages**

   Shows the number of pages transmitted or received.

9. **Communication result**

   Shows the result of transmissions or receptions.

   OK: All pages were properly transmitted or received. When Reception Notice is activated using the Internet Fax E-mail Options, receipt of Reception Notice is shown.

   --: The Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.) When using LAN-Fax, the results of communication from a computer to this machine are shown.

   E: A communication error occurred.

   D: Power was disconnected during communication. Not all fax documents were transmitted.

10. **User name**

    Shows the sender's name.

11. **File number**

    Shows file management numbers.

⬇ Note

- For Mail to Print reception, "P.1" is always printed in the number of pages column and "S", which indicates the Standard resolution, is always printed in the communication mode column regardless of the actual page/resolution.

- To prioritize a fax number or name programmed in the destination list, contact your service representative.

Transmitting Journal by E-mail

Use this function to send the Journal to the administrator's e-mail address.

The Journal is sent automatically after every 50 communications. A CSV format Journal is attached to the e-mail.

⭐ Important

- To transmit the Journal by e-mail, the Hard Disk Drive Option and printer/scanner functions must be installed.

- To transmit the Journal by e-mail, it is necessary to make settings with User Parameter (switch 21, bit 4) in the Fax Features menu. See "Parameter Settings".

- This machine does not store sent CSV files. It is recommended that you double-check the e-mail address of an administrator before the Journal is transmitted. If the e-mail address of the administrator is not correct, your important Journal may be lost. Sent CSV files are not left on the fax machine.

⬇ Note

- If the administrator's address is wrong, you may not be able to acquire the Journal.

- If the Journal fails to be transmitted in e-mail format, the Journal is printed out.

- The name of an attached CSV file is "JOURNAL+year, month, date, hours, minutes". For example, the file name transmitted in 14:40 on 20th, December, 2007 is "JOURNAL200712201440.csv".

- The subject of a Journal sent by e-mail begins with "Journal".

Reference

- p.224 "Parameter Settings"

Journal by e-mail

If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.

Note

- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu. For details about Parameter Setting, see "Parameter Settings".

- To confirm the administrator's e-mail address, use Admin. E-mail Address under System Settings. See "System Settings", Network and System Settings Guide.

- Depending on security settings, the Destination/Sender name may not appear.

Reference

- p.224 "Parameter Settings"

Printing a File Received with Memory Lock

Prints files received with Memory Lock.

This is a security function designed to prevent unauthorized users from reading your documents. If Memory Lock is switched on, all received documents are stored in memory and are not automatically printed.

To print the documents, you have to enter the Memory Lock ID. When your machine has received a document with Memory Lock, the Receive File indicator blinks.
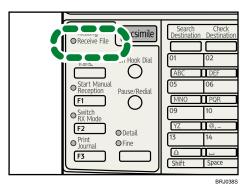
Before using this function, the following preparations are required in the Fax Features menu.

- Program your Memory Lock ID under Program Memory Lock ID.
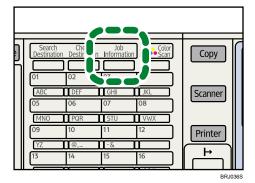
- Set Memory Lock to On.

For details about these settings, see "Administrator Tools".

⭐ **Important**

- If the main power switch is turned off for about twelve hours, all documents protected by Memory Lock are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
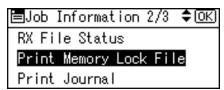
1. **Confirm that the Receive File indicator is blinking.**
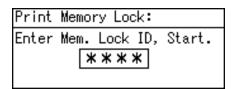

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2. **Press the [Job Information] key.**

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3. **Select [Print Memory Lock File] using [▲] or [▼], and then press the [OK] key.**

```
☰Job Information 2/3  ⬍OK
RX File Status
Print Memory Lock File
Print Journal
```

If no documents were received while Memory Lock was switched on, the message "There are no memory lock files." is shown, and then the display returns to that of step 3.

4. **Enter a 4-digit Memory Lock ID with the number keys, and then press the [Start] key.**

```
Print Memory Lock:
Enter Mem. Lock ID, Start.
        ✳✳✳✳
```

If the Memory Lock ID does not match, the "Specified code does not match the programmed Memory Lock ID." message appears, and then the display returns to the previous screen. Retry after checking the Memory Lock ID.

5. **Press the [Escape] key.**

The standby display appears.

⬇ Note

- Even when Memory Lock is available, if free memory is insufficient, reception is not possible.

- You can also apply a Memory Lock to documents that come only from certain senders.

- Documents received by SEP Code Reception are automatically printed even if this function is switched on.

- If you print a Memory Lock File, it is deleted.

⬛ Reference

- p.206 "Administrator Tools"
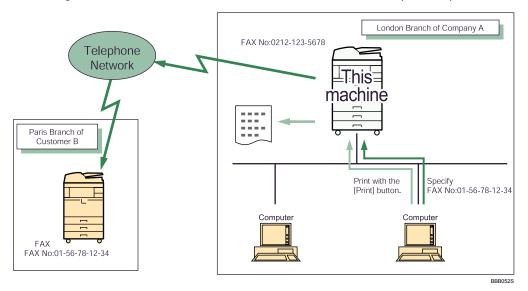
5. Fax via Computer

This section explains how to use this machine's facsimile function from a computer via a network.

Sending Fax Documents from Computers

You can send a document created with a Windows application from a computer connected to the machine to another fax machine.

Connect computers to the machine via parallel port, LAN, wireless LAN, or USB 2.0.

- To send a fax, simply select [Print...] from the Windows application, then select LAN-Fax as the printer, and then specify a destination. LAN-Fax enables paperless faxing from your computer to the other destinations.

- In addition to sending faxes, the LAN-Fax Driver allows this machine to be used for printing out documents prepared on a computer for proof checking.

- To use the LAN-Fax Driver, connect this machine to computers and make the necessary network settings, and then install the LAN-Fax Driver and the related utilities on your computer.

London Branch of Company A
FAX No:0212-123-5678
This machine
Telephone Network
Paris Branch of Customer B
FAX
FAX No:01-56-78-12-34
Print with the [Print] button.
Specify FAX No:01-56-78-12-34
Computer
Computer

BBB052S

⭐ **Important**

- To specify IP-Fax destinations or Internet Fax destinations, the Hard Disk Drive Option and printer/scanner functions must be installed.

- Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using Web Image Monitor. See Web Image Monitor help.

↓Note

- It is recommended that you use Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

- This function supports both IPv4 and IPv6 addresses.

Before Use

To use LAN-Fax features, LAN-Fax Driver must be installed on your computer.

Use the LAN-Fax Driver included on the printer CD-ROM. You must also make the required computer to fax network settings on the machine, according to the type of connection.

↓Note

- When a personal computer and the machine are connected in parallel, See "Printing with Parallel Connection", Printer Reference and "Connecting the Machine", Network and System Settings Guide.

- When using Ethernet or wireless LAN, see "Connecting the Machine", Network and System Settings Guide.

Using the Software

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

★Important

- All operations cannot be guaranteed depending on the system environment.

Location of the file

The following folder is on the CD-ROM:

- LAN-Fax Driver for Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008
  \DRIVERS\LAN-FAX\XP_VISTA

Operating environment

- Computer
  PC/AT compatible

- Operating systems
  Microsoft Windows 2000/XP/Vista
  Microsoft Windows Server 2003/2003 R2/2008

- Display

  VGA 640 × 480 pixels or more

Note

- Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2/2008

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2/2008

Auto Run program

The installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

Important

- If the plug and play function starts, click [Cancel] in the [Found New Hardware] dialog box, and then insert the CD-ROM.

- Auto Run might not work automatically with certain OS settings. If this is the case, double-click "Setup.exe", located on the CD-ROM root directory.

- If you want to cancel Auto Run, hold down the [SHIFT] key (when your system is Windows 2000/ XP/Vista or Windows Server 2003/2003 R2, hold down the left [SHIFT] key) while inserting the CD-ROM. Keep the [SHIFT] key held down until the computer stops reading the CD-ROM.

- Clicking [Cancel] during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

⤵ Note

- If your operating system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

Installing Individual Applications

You need to install a LAN-Fax Driver on your computer before using the LAN-Fax functions.

The LAN-Fax Driver is on the CD-ROM included with the machine.

Address Book and LAN-Fax Cover Sheet Editor are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

⭐ Important

- Before installing the above applications, install SmartDeviceMonitor for Client. For details about installing SmartDeviceMonitor for Client, see "Using the SmartDeviceMonitor for Client Port", Printer Reference.

1. **Quit all applications currently running.**

2. **Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.**

   The installer launches automatically, and the language selection window appears.

   Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "Setup.exe" in the CD-ROM root directory to launch the installer.

3. **Select the interface language of the software, and then click [OK].**

4. **Click [LAN-Fax Driver].**

   The software license agreement window appears.

5. **Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next].**

   If you select [I don't accept the agreement.], you cannot complete the installation.

6. **Confirm that the [LAN-Fax Driver] check box is selected, and then click [Next].**

7. **Confirm that the [Printer Name:<LAN-Fax M13>] check box is selected, and then click [Continue].**

   Select the desired port.

8. **Click [Finish].**

   The installation completion dialog box appears.

9. **Click [Finish].**

10. **Click [Exit].**

Setting LAN-Fax Driver Properties

This section explains how to set properties required for using the LAN-Fax Driver.

⬇**Note**

- If your operating system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, log on using an account that has Administrator rights.

Setting print properties

This section explains how to make settings such as paper size or resolution.

1. **On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].**

   In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

   In Windows XP Professional, Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

   In Windows Vista or Windows Server 2008, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

2. **Select to highlight [LAN-Fax M13], then click [Properties] on the [File] menu.**

   In Windows Vista, click [Set printer properties].

3. **Click [Printing Preferences...] to set the following properties.**

   - Paper Size
   - Orientation
   - Tray
   - Resolution

4. **Click [OK].**

Making settings for option configuration

Make settings for optional units installed in this machine.

1. **On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].**

   In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

In Windows XP Professional, Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

In Windows Vista or Windows Server 2008, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

2. **Select to highlight [LAN-Fax M13], then click [Properties] on the [File] menu.**

With Windows Vista, click [Set printer properties].

3. **Click the [Accessories] tab, and then make the settings for the option configuration.**

4. **When the machine is connected to a network, option configuration is automatically performed. If the settings do not match the installed optional units, click [Load from Device].**

5. **When the machine is connected locally to your computer, select the check boxes for the installed optional units.**

6. **Click [Apply].**

Option configuration settings are complete.

7. **Click [OK].**

[Accessories] tab

The [Accessories] tab contains the following items besides option configuration items.

- Prohibit manual destination entry

  Check this option to inhibit direct destination specification.

- Enable E-mail

  Check this when using Internet Fax with the LAN-Fax function.

- IP-Fax

  Check this option when using IP-Fax.

  After checking this option, select a protocol by clicking an appropriate radio button.

🔸Note

- If the options on this machine are not configured as instructed, LAN-Fax functions may fail.

- When this machine is connected to a network and the port is set via the "SmartDeviceMonitor for Client" port, option configuration is automatically performed. For details, see LAN-Fax Driver's Help.

Basic Transmission

This section explains how to send fax documents created using Windows applications.

To send a fax, simply select [Print...] from the Windows application, then select [LAN-Fax M13] as the printer, and then specify a destination in the [LAN-Fax] dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see LAN-Fax Driver's Help.

⭐ **Important**

- **When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.**

1. **On the [File] menu, click [Print...].**

2. **Select [LAN-Fax M13] in the list.**

3. **Click [Print].**

   The LAN-Fax dialog box appears.

   The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M13] for the printer.

4. **Specify the destination.**

   You can specify the destination using the following methods:

   - "Specifying a destination using a destination list"
   - "Specifying a destination using Address Book"
   - "Entering a destination directly"

   When user authentication is used with this machine, click [User Settings...].

5. **Specify necessary options.**

   For details about specifying options, see "Specifying Options" and "Confirming Transmission Results by E-mail".

6. **Click [Send].**

   When you click [Send & Print], the fax is sent to the destination and your machine prints a copy of the document you sent.

⬇ **Note**

- The machine can retain documents sent from a LAN-Fax Driver as files to be sent.
- For the maximum values of the following items, see "Maximum Values".
  - Number of destinations you can specify per file
  - Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent

📄 **Reference**

Specifying a destination using a destination list

This section explains how to specify destinations in the machine's Address Book using the LAN-Fax Driver.

⭐ Important

- To use a destination list to specify a destination, you must insert the machine's address book data into the destination table of the LAN-Fax Driver. See "Using the Machine's Address Book as the LAN-Fax Destination List".

1. **Click the [Address Book] or [Specify Destination] tab.**

   The [Address Book] or [Specify Destination] tab appears.

2. **Select the [Device Address] (or [Use device address]) check box.**

   Device addresses that were registered by selecting the [Use device address] check box of the [Specify Destination] tab appear.

3. **Click the destination in the destination list to highlight it. On the [Specify Destination] tab, enter the registration number of the destination list in the [Device Address:] box.**

4. **Click [Set as Destination].**

   The entered destination is added and appears in the [List of Destination:] box.

   If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

5. **To specify more destinations, repeat steps 3 and 4.**

⬇ Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.

📄 Reference

- p.187 "Using the Machine's Address Book as the LAN-Fax Destination List"

Specifying a destination using Address Book

This section explains how to specify a destination using Address Book.

⭐ Important

- In order to use this method, you need to register destinations in the address list using Address Book.

- To use device address data as the LAN-Fax Driver destination table, you must convert the destinations registered on the machine to a CSV file and send that file to your computer. For details, see "Using the Machine's Address Book as the LAN-Fax Destination List".

1. **Click the [Address Book] tab.**

   The [Address Book] tab appears.

2. **Select a CSV file containing the desired destination list, from the [Address Book:] dropdown menu.**

   Up to the three most recently used files appear in the dropdown menu. To use a destination list that did not appear, click [Browse...], and then select the file.

3. **Select [Contact] or [Group] in the [Name:] dropdown menu as the display format.**

   Destination list contents change as follows, depending on the option selected:

   - Contact: Individual name, company name, department name, fax number
   - Group: Group name

4. **If you selected [Contact] in step 3, select the type of fax from the [Type:] dropdown menu.**

   To send by standard fax or IP-Fax, select [Fax]. To send by Internet Fax, select [E-mail].

5. **Click the destination in the destination list to highlight it, and then click [Set as Destination].**

   The selected destination is added and appears in the [List of Destination:] box.

   If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

   In the Address Book list box, directly enter the name you want to search for. You can then jump to the name you entered.

6. **To specify more destinations, repeat steps 2 through 4.**

⬇ **Note**

- For details about specifying destinations, see the LAN-Fax Driver's Help.
- Destination list contents can be narrowed down by selecting the first letter of a contact name, company name or group name in the [Search] dropdown menu.

🔖 **Reference**

- p.187 "Using the Machine's Address Book as the LAN-Fax Destination List"

Entering a destination directly

This section explains how to enter a destination manually.

1. **Click the [Specify Destination] tab.**

   The [Specify Destination] tab appears.

2. **Select the type of fax from the [Type:] dropdown menu.**

   To send by standard fax or IP-Fax, select [Fax]. To send by Internet Fax, select [E-mail].

   After you select the fax type, the items corresponding to the selected type appear.

3. **Specify the destination.**

   Specify the destination depending on the selected fax type as follows:

   - If you selected [Fax]: enter the fax number. To send by IP-Fax, enter the IP-Fax destination.

- If you selected [E-mail]: enter the e-mail address.

To enter a pause in the fax number, click [Pause]. If you selected [E-mail] in step 2, [Pause] is not available.

4. **Specify settings according to the type of fax transmission.**

   Specify settings according to the type of fax transmission selected in step 2, as follows:

   - If you selected [Fax], select a line or a protocol in the [Line:] list.
   - If you selected [E-mail], select the [Do not use SMTP server] check box if you want to bypass the SMTP server.

5. **Click [Set as Destination].**

   The entered destination is added and appears in the [List of Destination:] box.

   If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

6. **To specify more destinations, repeat steps 2 through 5.**

⬇ **Note**

- For details about specifying destinations, see the LAN-Fax Driver's Help.
- For the maximum number of digits that can be included in a destination, see "Maximum Values".

📄 **Reference**

- p.255 "Maximum Values"

Specifying Options

You can specify the transmission options when sending a fax.

- Sending at specific time
- Print Fax Header
- Attach a Cover Sheet
- 2 sided printing
- Preview
- Save as file

⬇ **Note**

- For details about transmission options, see the LAN-Fax Driver's Help.

To send a fax document at a specific time

Specify a time for sending fax documents.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Sending at specific time] check box, and then specify a transmission time.**

To print a sender stamp

Print a sender stamp that is registered in the machine.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Print Fax Header] check box.**

To attach a cover sheet

Attach a cover sheet to a document.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [Attach a Cover Sheet] check box.**

   A cover sheet is attached to the document you are sending.

🔸 **Note**

- Click [Edit Cover Sheet...] to edit the cover sheet. For details, see "Editing Fax Cover Sheets".

🔹 **Reference**

- p.185 "Editing Fax Cover Sheets"

To specify two-sided printing

You can configure this machine to perform two-sided printing.

1. **Click [Send Options].**

   The [Send Options] tab appears.

2. **Select the [2 sided printing] check box.**

To display preview

Selecting the [Preview] check box allows you to check how the fax document will be output at the destination.

1. **Click [Send Options].**

    The [Send Options] tab appears.

2. **Select the [Preview] check box.**

3. **Click [Print], [Send], or [Send & Print].**

    The [Preview] window appears.

4. **Click [Next] or [Previous] to check the image.**

    To close the [Preview] window, click [Cancel].

Saving as files

You can save the fax document in TIFF format (TIFF-F).

1. **Click [Send Options].**

    The [Send Options] tab appears.

2. **Select the [Save as file] check box.**

3. **Click [Save to...].**

4. **Select a folder on the folder tree.**

5. **Select a method of file naming.**

    To enter a file name manually, select the [Specify file name when saving] check box. To have the file assigned a name and saved automatically, select the [Automatically create a new file] check box.

6. **Click [OK].**

7. **Click [Save] or [Save & Send].**

    If you select [Automatically create a new file], the image file is assigned a name and saved under the specified folder.

    The file name will be RicHHMMSS.tif (HH: hours, MM: minutes, SS: seconds).

8. **Enter a file name.**

    You can also change the folder in this step.

9. **Click [Save].**

    The image file is saved in the specified folder.

🔽Note

*   Single-page documents are saved as single-page TIFF files, and multiple-page documents are saved as multi-page TIFF files.

Checking Transmission Using LAN-Fax Driver

From "SmartDeviceMonitor for Admin", "SmartDeviceMonitor for Client", or Web Image Monitor, you can check information about files sent using LAN-Fax Driver.

For the maximum number of transmission results you can check, see "Maximum Values".

Also, you can save the contents of the Journal in a personal computer as a CSV file using [Load Fax Journal] in "SmartDeviceMonitor for Admin".

⬇ **Note**

- When data is transmitted from the LAN-Fax Driver via the "SmartDeviceMonitor for Client" port, the "Data-transmission complete." message appears on the computer's display, so you can easily ascertain the communication progress. However, if the volume of communication data from the LAN-Fax to this machine increases, the message may appear during the operation, due to the differences in memory capacity between this machine and "SmartDeviceMonitor for Client". For more accurate fax transmission results, use "E-mail TX results".

- The job history may differ from the machine's transmission results. In that case, refer to the machine's transmission results.

- See the relevant Help for details.

🔖 **Reference**

- p.255 "Maximum Values"

Confirming Transmission Results by E-mail

After communicating in the LAN-Fax mode, this function transmits the communication results with the computer by e-mail.

⭐ **Important**

- To confirm transmission results by e-mail, the Hard Disk Drive Option and printer/scanner functions must be installed.

When you have done [Send] or [Send & Print] using the LAN-Fax, and when the communication was successful, it transmits e-mail of the transmission result.

Result notification e-mail is sent when printing is complete, or if an error occurs during communication between this machine and a computer.

1. **Click the [E-mail Settings] tab.**

2. **Select the [Notify] check box under [E-mail TX results].**

3. **Enter the destination.**

   When entering the e-mail address directly, click the [Specify destinations] radio button, and then enter the e-mail address in the [Specify destinations] field.

When entering the machine's programmed address, click the [Device Address] radio button, and then enter the registration number of the destination list in the [Device Address] box.

The [Device Address] box is unavailable when [Specify destinations] is selected, and you cannot enter anything in the text box.

4. **Click [Send] or [Send & Print].**

↓Note

- You can confirm transmission results using the E-mail TX Result function and the Communication Result Report. You can set whether to use both of these together in User Parameter (switch 10, bit 6) in the Fax Features menu. See "Parameter Settings".

- If there be any insufficient configurations in the e-mail menu on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. See "Connecting the Machine", Network and System Settings Guide for the e-mail settings, and see "LAN-Fax Result Report" for the LAN-Fax Result Report.

Reference

LAN-Fax Result Report

This section explains the LAN-Fax Result Report.

If "E-mail TX results" is set to "Notify", if there be any insufficient configurations in the e-mail menu on this machine, or if "Auto Specify Sender Name" is set to "Off", the LAN-Fax result notification e-mail is not transmitted, and the LAN-Fax Result Report is printed. If the "E-mail TX Result" of "Sender Settings" has not been set at "E-mail", the LAN-Fax Result Report is printed.

↓Note

- Whether or not the LAN-Fax Result Report is printed, can be configured with User Parameter (Switch 20, bit 0) in the Fax Features menu. See "Parameter Settings".

- When executing [Send] or [Send & Print] with the LAN-Fax Driver, and when the E-mail TX Result Report has not arrived, the Communication Result Report is printed. For details about Communication Result Report, see "Communication Result Report (Memory Transmission)".

Reference

Printing and Saving

You can print documents created using Windows applications.

Open the application document you want to print or create a new document, and then perform the following procedure.

1. **On the [File] menu, click [Print...].**
2. **Select [LAN-Fax M13] in the list, and then click [Print].**

   The [LAN-Fax] dialog box appears.

   The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax M13] for the printer.
3. **Click [Print] or [Send & Print].**

🔱**Note**

- You can also save documents in TIFF format. For details about saving in TIFF format, see "Saving as files".
- You can select the length of time the machine keeps document data in memory if print failed due to problems such as paper shortage or paper jams. Make this setting with User Parameters (switch 20, bit 5, 4, 3, 2) in the Fax Features menu. Data is deleted when the specified length of time elapses. See "Parameter Settings".
- For details about printing the fax image, see the LAN-Fax Driver's Help.

🗐**Reference**

- p.180 "Saving as files"
- p.224 "Parameter Settings"

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

🔱**Note**

- For details about the Address Book, see the LAN-Fax Driver's Help.
- You can use files created in CSV format as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

Programming new destinations

Register a new destination in the LAN-Fax Address Book.

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The [Address Book] dialog box appears.

   If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Enter the destination and name.**

   You can enter a contact name, company name, department name, fax number, e-mail address, and IP-Fax address. The name and destination (Fax Number, E-mail address or IP-Fax address) cannot be omitted.

4. **Click [Add].**

   The destination is added to the destination list.

5. **Click [Close].**

6. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click [No].

   To return to the editing display, click [Cancel].

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

⏷Note

- To program the contents of the destination list of this machine to the Address Book, select the [Use device address] check box, then enter the destination list's registration number in the [Device Address:] field.

- For [Line:] under [Fax Number:], the following line types are selectable; G3, G3-2, G3-3, G4, G3 Dir. Auto, G3 PABX Auto, or I-G3. However, this machine supports G3 only.

- For [Protocol:] under [IP-Fax address:], select [H.323] or [SIP].

- To bypass the SMTP server, under the [E-mail address:] box, select the [Do not use SMTP server] check box.

Editing programmed destinations

Edit destinations registered in the LAN-Fax Address Book.

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The [Address Book] dialog box appears.

   If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Select the destination you want to edit so it is highlighted in the list.**

4. **Edit the data.**

5. **Click [Update].**

6. **Click [Close].**

7. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click [No].

   To return to the editing display, click [Cancel].

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Deleting programmed destinations

Delete destinations registered in the LAN-Fax Address Book.

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].**

   The [Address Book] dialog box appears.

   If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. **Click [New/Browse...], and then select the CSV file containing the address list to be edited.**

3. **Select the destination you want to delete so it is highlighted in the list.**

4. **Click [Delete].**

5. **Click [Yes].**

6. **Click [Close].**

7. **If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].**

   If you do not want to save the changes and want to quit editing, click [No].

   To return to the editing display, click [Cancel].

   The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets.

⭐ **Important**

- It is necessary to create a cover sheet file before attaching a cover sheet to fax document using LAN-Fax Driver.

Creating a cover sheet

This section explains how to create a fax cover sheet.

You can edit the following items using LAN-Fax Cover Sheet Editor.

- Company name as destination information
- Department name as destination information
- Contact name as destination information
- Company name as sender information
- Department name as sender information
- Contact name as sender information
- Telephone number as sender information
- Fax number as sender information
- Date
- Message

1. **On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].**

   The [LAN-Fax Cover Sheet Editor] dialog box appears.

2. **Edit the cover sheet.**

   For details about operations, see Help.

3. **Click [Save as...] on the [File] menu.**

4. **Select a folder, and then enter a file name.**

5. **Click [Save].**

🔽 **Note**

- Cover sheet data is stored in its own format (using "fcp" as its extension).

Attaching a created cover sheet

This section explains how to attach a created cover sheet file to a fax document.

1. **On the [File] menu, click [Print...].**

2. **Select [LAN-Fax M13] in the list, and then click [Print].**

   The [LAN-Fax] dialog box appears.

3. **Click [Edit Cover Sheet...].**

   The [Cover Sheet] dialog box appears.

4. **Select a cover sheet file from the dropdown list or after clicking [Browse...] in [Select Cover Sheet].**

   The selection made in [Select Cover Sheet] is not canceled unless you select another file. If you want to change only destination information, omit this step and proceed to step 5.

5. **Select the type of information from [To:].**

   You can select [Use Address Book], [To Whom It May Concern], [Edit Names], or [(None)]. Selecting [Edit Names] allows you to enter company, department, and contact names.

6. **To print the date, select the [With a Date] check box.**

7. **Enter the sender information.**

   You can enter company, department, and contact names, and telephone and fax numbers.

   To add a message, select the [With a Message] check box, and then enter a message.

8. **Click [OK].**

9. **Specify a destination.**

10. **Click the [Send Options] tab, and then select the [Attach a Cover Sheet] check box.**

11. **Click [Send] or [Send & Print].**

Managing Facsimile Functions Using SmartDeviceMonitor for Admin

You can check information about this machine's fax functions using a computer and save files on a computer using SmartDeviceMonitor for Admin.

⬇Note

- For details about SmartDeviceMonitor for Admin and its installation, see "Using SmartDeviceMonitor for Admin", Network and System Settings Guide.

- For details, see "Using SmartDeviceMonitor for Admin", Network and System Settings Guide and SmartDeviceMonitor for Admin Help.

Using the Machine's Address Book as the LAN-Fax Destination List

Using SmartDeviceMonitor for Admin, you can copy the machine's Address Book data as a CSV file to a computer. This file can then be used as the LAN-Fax Destination List, and can also be installed on the machine using [Address Management Tool]. This section explains how to use the Address Book for LAN-Fax.

⭐ **Important**

- SmartDeviceMonitor for Admin must be installed in advance.

⬇ **Note**

- When destinations registered in groups by this machine are inserted into Address Book, each person's destination is determined according to the following order of priority (check before inserting and changing the order of priority, if necessary): IP-Fax destination → Fax number → E-mail address

- You may not be able to use the machine when it is updating the Address Book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.

- For details, see "SmartDeviceMonitor for Admin" Help.

Copying the Machine's Address Book to a Computer

1. **Launch SmartDeviceMonitor for Admin**

   The machine is automatically detected and its model and IP address appear in the network list.

   If nothing appears in the list, select [Search/Monitoring Settings] in the [Group] menu, enter the machine's IP address, then click [Add], and then click [OK]. Then check the machine's IP address. To do this, on the machine's control panel, press the [User Tools/Counter] key, then select [System Settings], [Interface Settings], [Network], and then [Machine IPv4 Address]. Then press [IP Add.]. If the machine's IP address still does not appear in the list, check the settings of any security applications that are installed, as these settings might be disabling display of the IP address.

2. **Select the model of your machine, click [Tools], and then click [Address Management Tool].**

3. **In the [Enter Authentication Information] dialog box, specify the user name and password, and then click [OK].**

   Enter the factory-set user name "admin", and leave the password blank.

   The "Address Management Tool - Receiving Information" message appears briefly, and then the machine's Address Book appears.

4. **In the [Address Management Tool] dialog box, click [File], and then click [Export Data].**

   If the "The password information cannot be reused in any device" message appears, click [OK].

5. **Select where to store the file, and then click [Save].**

   The following three files will be stored:

   - "Machinemodel_addr.csv"
   - "Machinemodel_faxinfo.csv"
   - "Machinemodel_taginfo.csv"

   "Machinemodel_addr.csv" will be used as the Address Book file.

   The Address Book data is now stored in the computer.

6. **Close the [Address Management Tool] dialog box, and then close SmartDeviceMonitor for Admin.**

   This will be followed by a procedure for displaying the computer's Address Book file on the LAN Fax screen.

Using the Address Book Stored in the Computer for LAN-Fax

1. **On the [File] menu, click [Print...].**
2. **Select the [Printer Name:<LAN-Fax M13>], and then click [Print].**

   The LAN-Fax dialog box appears.
3. **In [Address Book], click [Browse...].**
4. **Select the Address Book file, and then click [Open].**

   Select "Machinemodel_addr.csv".

   The Address Book appears.
5. **Specify the destination.**

   For details about sending the file, see "Sending Fax Documents from Computers".

🗎 Reference

LAN-Fax Operation Messages

This section explains typical operation error messages displayed on the computer when using the LAN-Fax Driver, and solutions to those messages.

Message	Causes and Solutions
The number of entries in Destinations exceed the limits. Up to 300 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 300.
"LAN-Fax" has already been launched. Cannot launch it again.	The [LAN-Fax] dialog box is already open. Quit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory on the computer is insufficient. Quit applications currently not in use.

Viewing Fax Information Using a Web Browser

You can view received fax documents and their lists or print these documents using Web Image Monitor on a network computer.

⭐ **Important**

- **To use this function, the Hard Disk Drive Option and printer/scanner functions are required.**

🔽 **Note**

- It is recommended that you use a Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

- When entering an IPv4 address, do not begin segments with zeros. For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

- You need to select "Store(Notify)" or "Store(Do not Notify)" as the "Reception File Setting" in the Fax Features menu. For details about Reception File Setting, see "Reception File Setting".

- You can also check and manage the documents using DeskTopBinder. For details about the operation on DeskTopBinder, see the DeskTopBinder's manual and Help.

- For details about using Web Image Monitor, see "Monitoring and Configuring the Printer", Network and System Settings Guide.

🔖 **Reference**

- p.212 "Reception File Setting"

Viewing, Printing, and Deleting Received Fax Documents Using Web Image Monitor

This section explains how to view and/or print received fax documents using Web Image Monitor.

Viewing received fax documents using a Web browser

Check the content of received documents stored in the machine.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Fax Received File] in the left pane.**

4. **If you have programmed a user code for the stored reception file, enter the code, and then press [OK].**

   A list of the received fax documents appears.

If the programmed user code was deleted using the Address Book Management function under System Settings, a message indicating incorrect user code entry appears. If this is the case, reprogram a user code.

5. **Click the property icon ▣ of the desired fax document.**

When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click ▦ , ▥ , or ▤ .

6. **View the content of the fax document.**

7. **To download the received fax document, click [PDF] or [Multi-page: TIFF], and then click [Download].**

A downloading confirmation dialog box appears.

When you select [PDF], make the necessary "PDF File Security Settings" before clicking [Download]. Acrobat Reader starts and the selected document is displayed.

8. **Close the Web browser.**

⬇ Note

- If your computer cannot be connected to Web Image Monitor, see "Monitoring and Configuring the Printer", Network and System Settings Guide.

- To enlarge the preview image, click [Enlarge Image]. Enlargement cannot be performed without Acrobat Reader installed. For more information, see Help on the Web Image Monitor.

- To download the document data on the list of received fax documents, click [TIFF] or [PDF]. For details about downloading, see the Web Image Monitor Help.

- The method for downloading differs depending on the selected format. For more information, see Help on the Web Image Monitor.

Printing fax information using a Web browser

Print received documents stored in the machine.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

The top page of Web Image Monitor is displayed.

3. **Click [Fax Received File] in the left pane.**

The list of received fax documents appears.

4. **Select the check box of the fax document to be printed.**

When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click ▦ , ▥ , or ▤ .

5. **Click [Print].**

6. **Click [Print].**

   To cancel printing, press [Cancel] before clicking [Print].

7. **Click [OK].**

   The display returns to that of step 5.

8. **Close the Web browser.**

⬇️**Note**

- You can change the printing order of selected multiple documents. You can also have documents printed on both sides of the paper. For more information, see Help on the Web Image Monitor.

Deleting fax information using a Web browser

Delete received documents stored in the machine.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Fax Received File] in the left pane.**

   The list of received fax documents appears.

4. **Select the check box of the fax document to be deleted.**

   When viewing a list of the fax documents, you can select the thumbnail display, icon display, or detail display. Click 🎛️, 🎛️, or ☰.

5. **Click [Delete].**

6. **Click [Delete File(s)].**

   To cancel deletion, press [Cancel] before clicking [Delete File(s)].

7. **Click [OK].**

   The display returns to that of step 5.

8. **Close the Web browser.**

⬇️**Note**

- After selecting multiple documents, you can also cancel deletion of some of the selected documents. For more information, see Help on the Web Image Monitor.

Programming Destination Information from Web Browser

If the receiving machine is compliant with T.37 full mode Internet Fax, you can program the receiver's properties from Web Image Monitor.

You can program the following properties:

- Compression Type
- Paper size
- Resolution

⬇️Note

- For a detailed description, see Help for Web Image Monitor.
- For details about the T.37 full mode, see "T.37 Full Mode".
- When a receiver that is programmed as full mode in the Address Book returns a Reception Notice e-mail, the contents of the newly received e-mail overwrite the existing information.

📄Reference

- p.32 "T.37 Full Mode"

To edit machine properties already programmed

Use Web Image Monitor to edit information about the destination machine registered in the Address Book.

1. **Start a Web browser.**
2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.
3. **Click [Login], and then enter the Administrator's name and password.**
4. **Click [Address Book] in the left pane.**

   The Address Book is displayed.
5. **Click the radio button to the left of the machine you want to modify, and then click [Change].**

   The [Change User] page appears.
6. **Set the properties for Internet Fax data format other than the mode selection.**

   If you change the mode to "Simple Mode", you cannot set machine properties.
7. **Click [OK] at the upper or lower left of the screen.**

   To cancel the setting, click [Cancel] at the upper or lower left of the screen.

   The Address Book is displayed.
8. **Close the Web browser.**

To add new receiver

Use Web Image Monitor to add a new destination to the Address Book.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   The top page of Web Image Monitor is displayed.

3. **Click [Login], and then enter the Administrator's name and password.**

4. **Click [Address Book] in the left pane.**

   The Address Book is displayed.

5. **Click [Add User].**

   The [Add User] page appears.

6. **Enter the registration number, name, and e-mail address, then set the necessary properties.**

   You can set the Internet Fax data format after entering the e-mail address.

7. **Click [Full Mode] under [Internet Fax Data Format], and set the properties according to the receiver's properties.**

   If you change the mode to "Simple Mode", you cannot set machine properties.

8. **Click [OK] at the upper or lower left of the screen.**

   To cancel the setting, click [Cancel] at the upper or lower left of the screen.

   The Address Book is displayed.

9. **Close the Web browser.**

6. Fax Features

This section describes User Tools in the Fax Features menu.

Accessing User Tools

User Tools allow you to change or set defaults.

⬇ **Note**
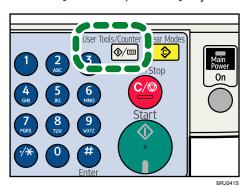
- Operations for system settings differ from normal operations. Always quit User Tools when you have finished.
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off or the [Clear Modes] key is pressed.
- Default settings are shown in bold type.

Changing Default Settings

This section describes how to change the settings of User Tools.

⭐ **Important**

- **If Administrator Authentication Management is specified, contact your administrator.**

1. **Press the [User Tools/Counter] key.**

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2. **Select the menu using [▼] or [▲], and then press the [OK] key.**

   To change the Fax Features, select [Fax Features].

3. **Select the item using [▼] or [▲], and then press the [OK] key.**

4. **Change settings by following instructions on the display, and then press the [OK] key.**

❖ Note
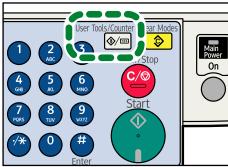
- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.
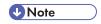
Quitting User Tools

This section describes how to end User Tools.

1. **Press the [User Tools/Counter] key.**

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❖ Note

- You can also quit User Tools by pressing the [Escape] key.

General Settings/Adjust

This section describes the User Tools in the General Settings/Adjust menu under Fax Features.

Adjust Sound Volume

> Adjust the sound volume during On Hook Mode and Immediate Transmission.
>
> The default setting is **2** (the second lowest level).
>
> For details about how to adjust the sound volume, see "Adjusting the Volume", Troubleshooting.

Program Fax Information

> Register the sender details that appear on the recipient's fax machine and faxed document.
>
> For details about Program Fax Information, see "Registering Fax Information".

On Hook Release Time

> Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing. This is useful when On Hook dialing is cancelled in fax information service.
>
> The default setting is **3 minutes**.

Set User Function Key

> Frequently used functions can be programmed as User Function key.
>
> The User Function keys can be programmed with the following items:
>
> - Print Journal
> - TX File Status (Transmission File Status)
> - RX File Status (Reception File Status)
> - 2 Sided TX (Two-sided transmission)
> - Print Fax Header
> - Forwarding
> - Switch Reception Mode
> - Start Manual Reception
> - Sender Settings
> - E-mail Options
> - Print TX Status Report (Print Transmission Status Report)
> - Manual E-mail Reception
> - Select Line/SMTP
> - SUB/SEP Code
> - Specify Dest. Reg. No. (Specify Destination Registration Number)
> - Not programmed

6

Up to three functions can be programmed to User Function keys.

The default setting for User Function Key 1 is **Start Manual Reception**.

The default setting for User Function Key 2 is **Switch Reception Mode**.

The default setting for User Function Key 3 is **Print Journal**.

🔽**Note**

- For details about the display panel and how to use the keys, see "Reading the Display Panel and Using Keys".

📘**Reference**

- p.12 "Reading the Display Panel and Using Keys"
- p.215 "Registering Fax Information"

6

Reception Settings

This section describes the User Tools in the Reception Settings menu under Fax Features.

Switch Reception Mode

Specify the method for receiving fax documents.

The default setting is **Auto Reception**.

RX Mode Auto Switch Time

Specify the number of rings with the Auto Switch Time.

In Auto Switch Mode, the machine rings a number of times to give you the chance to pick up the handset before taking the call automatically.

The default setting is **8 Times**.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
2. Select [Reception Settings] using [▲] or [▼], and then press the [OK] key.
3. Select [RX Mode Auto Switch Time] using [▲] or [▼], and then press the [OK] key.
4. Enter the number of rings from 1 to 29 using the number keys, and then press the [OK] key.
5. Press the [User Tools/Counter] key.

Authorized Reception

Specify whether or not unwanted fax documents are to be screened out.

The default setting is **Off**.

To use this function, program the Special Senders function in advance. For details, see "Programming Initial Set Up of a Special Sender".

Checkered Mark

Specify whether or not a checkered mark is to be printed on the first page of received fax documents.

The default setting is **On**.

Center Mark

Specify whether or not a centre mark is to be printed halfway down the left side and at the top centre of each page received.

The default setting is **On**.

Print Reception Time

Specify whether or not received date and time are to be printed at the bottom of received fax documents.

The default setting is **Off**.

2 Sided Print

Specify whether or not received fax documents are to be printed on both sides of the paper.

6

The default setting is **Off**.

Reception File Setting

Select whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.

The default setting is **Print**.

For details about Reception File Setting, see "Reception File Setting".

Stored Recpt.File User Set (Stored Reception File User Setting)

The administrator can be specified for managing documents stored on the machine after fax documents are received. To specify the administrator, enter the administrator user code for managing documents using Web Image Monitor or DeskTopBinder.

You must register the administrator's User Code to the destination list in advance.

This function is available when [Store(Notify)] or [Store(Do not Notify)] is selected in "Reception File Setting".

It is recommended that you use Web Image Monitor operating under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

The default setting is **Do not Set**.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [Reception Settings] using [▲] or [▼], and then press the [OK] key.

3. Select [Stored Recpt.File User Set] using [▲] or [▼], and then press the [OK] key.

4. If you want to use a user code, select [Set] using [▲] or [▼], and then press the [OK] key.

5. Search and select a user using the Quick Dial keys or the [Search Destination] key, and then press the [OK] key.

6. Press the [User Tools/Counter] key.

   If the programmed user code was deleted using the Address Book Management function under System Settings, you cannot view received and saved documents using Web Image Monitor.

   Select [Do not Set] in step 4 or reprogram the user code.

🔲 Reference

- p.212 "Reception File Setting"
- p.247 "Programming Initial Set Up of a Special Sender"

E-mail Settings

This section describes the User Tools in the E-mail Settings menu under Fax Features.

Default settings are shown in bold type.

Internet Fax Settings

You can select to display ⬛/✎ or not. When you want to send an Internet Fax, set On to display the icon.

The default setting is **Off**.

Maximum E-mail Size

Use this setting to limit the size of sent e-mail, so that destinations that refuse e-mail over a certain size can still receive your e-mail. When this function is set to on, you cannot send e-mail that is larger than the specified limit.

The default setting is **Off**.

When e-mail exceeds the maximum file size, an Error Report is output, and the e-mail is deleted.

Even when e-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
2. Select [E-mail Settings] using [▲] or [▼], and then press the [OK] key.
3. Select [Maximum E-mail Size] using [▲] or [▼], and then press the [OK] key.
4. Select [On] using [▲] or [▼], and then press the [OK] key.
5. Enter an upper limit on the size of outgoing e-mail using the number key, and then press the [OK] key.

    Specify a size limit of 128 - 102,400 KB.

    If you make a mistake, press the [Clear/Stop] key, and then reenter the number.
6. Press the [User Tools/Counter] key.

SMTP RX File Delivery

This function is available on systems that allow routing of e-mail received via SMTP.

The default setting is **Off**.

When an authorized e-mail is set, e-mail received from addresses that do not match the authorized address is discarded and an error message is returned to the SMTP server.

The authorized e-mail address is compared with the addresses of e-mail originators, as illustrated by the following examples.

• When the authorized e-mail address is set to "@aaa.abcd.com":

    abc@**aaa.abcd.com** - accepted

    def@aaa.xyz.com - not accepted

abc@abcd.com - not accepted

No Error Report is output even when e-mail is discarded.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [E-mail Settings] using [▲] or [▼], and then press the [OK] key.

3. Select [SMTP RX File Delivery] using [▲] or [▼], and then press the [OK] key.

4. Select [On] using [▲] or [▼], and then press the [OK] key.

5. Enter the authorized e-mail address and then press the [OK] key.

   You can enter up to 128 characters for the e-mail address.

   If you make a mistake, press the [Clear/Stop] key, and then enter again.

6. Press the [User Tools/Counter] key.

⬇ Note

- For details about the display panel and how to use the keys, see "Reading the Display Panel and Using Keys".

🗉 Reference

- p.12 "Reading the Display Panel and Using Keys"

IP-Fax Settings

This section describes the User Tools in the IP-Fax Settings menu under Fax Features.

Default settings are shown in bold type.

Make settings to use IP-Fax.

Set H.323 for the gatekeeper, SIP for SIP server, and the VoIP gateway to G3 fax if necessary. Check the settings of the network to which this machine is connected before making settings.

The following characters can be used for registration of the alias telephone number in H.323 Setting. Make sure you enter these characters correctly:

- Numbers
- Symbols (# and ✱)

The following characters can be used for registration of the SIP User Name in SIP Settings. Make sure you enter these characters correctly:

- Alphanumeric symbols (lower and upper cases)
- Symbols (;?:&=+$,-_.!~✱#'@()%/[])

Use numbers and periods (".") to enter the correct IP addresses for the gatekeeper, SIP server, and VoIP gateway. To obtain the correct IP addresses, consult administrator.

Enable H.323

Specify whether or not H.323 is used for IP-Fax transmission.

The default setting is **Off**.

Enable SIP

Specify whether or not SIP is used for IP-Fax transmission.

The default setting is **Off**.

H.323 Settings

Set the IPv4 address and alias telephone number of the gatekeeper.

To use the gatekeeper, set the parameter setting (switch 34, bit 0) to "On".

The default parameter setting for switch 34, bit 0 is **Off**.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
2. Select [IP-Fax Settings] using [▲] or [▼], and then press the [OK] key.
3. Select [H.323 Settings] using [▲] or [▼], and then press the [OK] key.
4. Select [Gatekeeper Address (Main)] using [▲] or [▼], and then press the [OK] key.
5. Enter the IPv4 address of the gatekeeper, and then press the [OK] key.
6. Select [Own Fax No.] using [▲] or [▼], and then press the [OK] key.
7. Enter Own Fax No. and then press the [OK] key.

8. Press the [User Tools/Counter] key.

SIP Settings

Set the SIP server's IP address or host name, and SIP user name. You can register either an IPv4 or IPv6 address for the SIP server. You cannot register an IPv4-mapped address.

To use the SIP server, set the parameter setting (switch 34, bit 1) to "On".

The default parameter setting for switch 34, bit 1 is **Off**.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [IP-Fax Settings] using [▲] or [▼], and then press the [OK] key.

3. Select [SIP Settings] using [▲] or [▼], and then press the [OK] key.

4. Select [Proxy Server Addr. (Main)] using [▲] or [▼], and then press the [OK] key.

   A proxy server relays call requests and responses.

5. Enter the IP address of the proxy server, and then press the [OK] key.

6. Select [Redirect Svr. Addr. (Main)] using [▲] or [▼], and then press the [OK] key.

   A redirect server processes request destination inquiries.

7. Enter the IP address of the redirect server, and then press the [OK] key.

8. Select [Registrar Address (Main)] using [▲] or [▼], and then press the [OK] key.

   A register server registers location information of user agents (which correspond to telephones or facsimiles on public telephone lines) on an IP network.

9. Enter the IP address of the register server, and then press the [OK] key.

10. Select [SIP User Name] using [▲] or [▼], and then press the [OK] key.

11. Enter SIP User Name, and then press the [OK] key.

12. Select [SIP Digest Authentication] using [▲] or [▼], and then press the [OK] key.

13. Specify whether to perform SIP digest authentication, and then press the [OK] key.

    If you select [On], enter the password using up to 128 characters.

14. Press the [User Tools/Counter] key.

Gateway Settings

Register, change, or delete the VoIP gateway used for transmission to IP-Fax. Register to use the VoIP gateway without using the gatekeeper/SIP server. You can register either an IPv4 or IPv6 address for the Gateway. You cannot register an IPv4-mapped address.

Programming/Changing the VoIP gateway:

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [IP-Fax Settings] using [▲] or [▼], and then press the [OK] key.

3. Select [Gateway Settings] using [▲] or [▼], and then press the [OK] key.

4. Select [Program/Change] using [▲] or [▼], and then press the [OK] key.

5. Select [Not Programmed] using [▲] or [▼], and then press the [OK] key.

6. Enter the Prefix using the number key, and then press the [OK] key.

   For documents sent using a VoIP gateway to G3 Fax, prefixes can be used. If the first several digits of IP-Fax number and the VoIP gateway- specific prefix are identical, documents can be transmitted using the registered digits of the VoIP gateway. For example, if both 03 and 04 have been registered as VoIP gateway number while 0312345678 is also specified, documents can be transmitted via a VoIP gateway for which 03 is used as a prefix.

   When you wish to use the VoIP gateways regardless of the IP-Fax destination numbers, register only the VoIP gateway addresses without registering the prefix.

7. Enter VoIP gateway address and then press the [OK] key.

8. Select [H.323] or [SIP] using [▲] or [▼], and then press the [OK] key.

9. Press the [User Tools/Counter] key.

Deleting VoIP gateway:

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [IP-Fax Settings] using [▲] or [▼], and then press the [OK] key.

3. Select [Gateway Settings] using [▲] or [▼], and then press the [OK] key.

4. Select [Delete] using [▲] or [▼], and then press the [OK] key.

5. Select the VoIP gateway you want to delete using [▲] or [▼], and then press the [OK] key.

6. Press [Yes].

7. Press the [User Tools/Counter] key.

↓Note

- For details about setting parameters, see "Parameter Settings".

Reference

- p.224 "Parameter Settings"

Administrator Tools

This section describes the User Tools in the Administrator Tools Settings menu under Fax Features.

Print Journal

Prints a Journal. Up to 50 of the latest results of transmission/reception results can be checked on this machine.

You can also print the journal using the [Job Information] key.

Print TX Standby File List

Use this function to print the transmission standby file list.

You can also print the transmission standby file list using the [Job Information] key.

Communication Page Count

Checks the transmission and reception on the display.

Memory Lock

When you switch Memory Lock on, received documents are stored in memory and not printed automatically. When a document is received in the Memory Lock mode, the Receiving File indicator blinks. To print this document, enter the Memory Lock ID. A user without the ID cannot print the document. This prevents unauthorized users from accessing the document.

To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on.

To store incoming documents from Special Senders only in Memory Lock, program each sender with "Program Special Sender".

This function cannot be used with Internet Fax or Mail to Print.

The default setting is **Off**.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
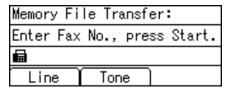
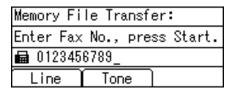2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

3. Select [Memory Lock] using [▲] or [▼], and then press the [OK] key.

4. Select [On] using [▲] or [▼], and then press the [OK] key.

5. Press the [User Tools/Counter] key.

Forwarding

Specify whether or not received fax documents are to be forwarded to a programmed receiver.

The default setting is **Off**.

For details about Forwarding, see "Forwarding".

Folder TX Result Report

When a folder is included in the forwarding destination or the forwarding destination by special sender, the specified destination will be notified of the results of forwarding.

To forward to two or more destinations, specify group destination. For details about how to specify group destination, see "Registering a Names to a Group", Network and System Settings Guide.

Even if the Folder Transfer Result Report is not successfully transmitted, the report is not printed on this machine.

The default setting is **Do not E-mail**.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

3. Select [Folder TX Result Report] using [▲] or [▼], and then press the [OK] key.

4. Select [E-mail] using [▲] or [▼], and then press the [OK] key.

5. Search and select a receiver using the Quick Dial keys or the [Search Destination] key, and then press the [OK] key.

6. Press the [User Tools/Counter] key.

Parameter Setting

Parameter Setting allows you to customize various settings to suit your needs. To change function settings, set the Parameter Switches. For details, see "Parameter Settings".

Program Special Sender

Program/Change/Delete Special Senders, perform initial setup, and print the Special Sender List. You can set functions for each sender if Special Senders are preprogrammed. For details, see "Program Special Sender".

Program Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

Preprogram the ID when you set "Memory Lock" and "Program Special Sender"-"Memory Lock".

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

3. Select [Program Memory Lock ID] using [▲] or [▼], and then press the [OK] key.

4. Enter the ID using the number key, and then press the [OK] key.

   A Memory Lock ID can be any four-digit number, except 0000.

   If you make a mistake, press the [Clear/Stop] key before pressing the [OK] key, and then enter again.

5. Press the [User Tools/Counter] key.

For details about printing a file received with Memory Lock, see "Printing a File Received with Memory Lock".

Select Dial/Push Phone

Use this function to select a line type.

Dial and Push lines are available for selection.

This function is not available in some areas.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

3. Select [Select Dial/Push Phone] using [▲] or [▼], and then press the [OK] key.

4. Select [Push Phone] or [Dial Phone (10PPS)] using [▲] or [▼], and then press the [OK] key.

5. Press the [User Tools/Counter] key.

G3 Analog Line

You need to make the following settings for the G3 Analog Line before you connect the machine to a standard G3 analog line.

- When your machine is connected through a PABX, set to Extension. If it is connected directly to the telephone network, set to Outside.

  The default setting is **Outside**.

- Outside Access No.

  Use this setting if your machine is connected to a PABX that requires you to dial a certain number such as "0" followed by a pause to connect to the outside line. By programming "0" as the Outside Access No., a pause will be inserted automatically after the "0" when dialing.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

3. Select [G3 Analog Line] using [▲] or [▼], and then press the [OK] key.

4. Select [Extension/Outside] using [▲] or [▼], and then press the [OK] key.

5. Select [Outside], [Extension(PREFIX)] or [Extension(FLASH)] using [▲] or [▼], and then press the [OK] key.

6. Select [Outside Access No.] using [▲] or [▼], and then press the [OK] key.

7. Enter the Outside Access No. using the number key, and then press the [OK] key.

   You can program the number up to two digits.

   If you make a mistake, press the [Clear/Stop] key, and then enter again.

8. Press the [User Tools/Counter] key.

Memory File Transfer

If the printer has stopped functioning or run out of toner or paper, you can transfer the files in facsimile memory to another machine for printing. Note that this function forwards all documents that are stored in memory, including files that were received with Memory Lock. Use this function only in emergencies. For details, see "Memory File Transfer".

Menu Protect

Using Menu Protect, you can prevent unauthenticated users from changing the User Tools.

For details, consult your administrator.

Memory File Transfer

If the printer has stopped functioning or run out of toner or paper, you can transfer the files in facsimile memory to another machine for printing. Note that this function forwards all documents that are stored in memory, including files that were received with Memory Lock. Use this function only in emergencies.

⭐ **Important**
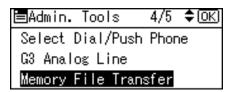
- **This function is not available with Internet Fax.**

1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**

   ```
   ▤User Tools      2/4  ⬍ OK
    Copier Features
    Fax Features
   ```

2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

   ```
   ▤Fax Features    2/2  ⬍ OK
    IP-Fax Settings
    Administrator Tools
   ```

3. **Select [Memory File Transfer] using [▲] or [▼], and then press the [OK] key.**

   ```
   ▤Admin. Tools    4/5  ⬍ OK
    Select Dial/Push Phone
    G3 Analog Line
    Memory File Transfer
   ```

4. **Press [Line], then use [▲] or [▼] to select [G3], [H.323], or [SIP], and then press the [OK] key.**

   ```
   Memory File Transfer:
   Enter Fax No., press Start.
   ▤
     Line      Tone
   ```

5. **Enter the forwarding destination, and then press the [Start] key.**

   ```
   Memory File Transfer:
   Enter Fax No., press Start.
   ▤ 0123456789_
     Line      Tone
   ```

If you make a mistake, press the [Clear/Stop] key, and then try again.

6. **Press the [User Tools/Counter] key.**

↓Note

- The document is not deleted after you forward it. It is stored in the machine.

- All documents stored in facsimile memory are forwarded, including received with Memory Lock.

- If you program SUB Codes as User Function keys beforehand, you can use SUB Codes and a password to specify a forwarding destination. Take care to change only those settings that are required. For details about the User Function keys, see "General Settings/Adjust".

Reference
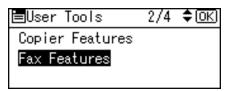
- p.197 "General Settings/Adjust"

Reception File Setting
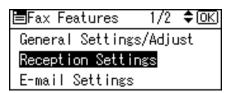
Specify whether received documents are to be saved on the hard disk or printed immediately without being saved. You can print stored documents repeatedly and download them as images to a computer using Web Image Monitor or DeskTopBinder. If you select printing without saving, documents are printed each time they are received.
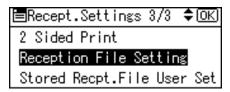
⭐**Important**

- To use this function, the Hard Disk Drive Option and printer/scanner functions are required.

1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**

   ```
   ≣User Tools    2/4  ⇕OK
   Copier Features
   Fax Features
   ```

2. **Select [Reception Settings] using [▲] or [▼], and then press the [OK] key.**

   ```
   ≣Fax Features   1/2  ⇕OK
   General Settings/Adjust
   Reception Settings
   E-mail Settings
   ```
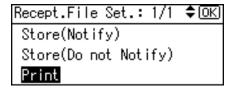
3. **Select [Reception File Setting] using [▲] or [▼], and then press the [OK] key.**

   ```
   ≣Recept.Settings 3/3  ⇕OK
   2 Sided Print
   Reception File Setting
   Stored Recpt.File User Set
   ```

4. **Select [Store(Notify)], [Store(Do not Notify)] , or [Print] using [▲] or [▼], and then press the [OK] key.**

   ```
   Recept.File Set.: 1/1  ⇕OK
   Store(Notify)
   Store(Do not Notify)
   Print
   ```

   If you select [Store(Notify)] and specify a notification destination, notification that the document was received is sent to the specified e-mail address. Further, you can register a group destination. For the maximum number of destinations you can specify in a group, see "Maximum Values".

5. **Press the [User Tools/Counter] key.**

⤵ Note

- You can use "Parameter Settings" (switch 10, bit 5) to select whether or not to print stored received documents. See "Parameter Settings".

- Documents saved on the hard disk are categorized as received and stored documents.

- You cannot change to a different setting if received documents have been stored on the hard disk. To change to different setting, print documents stored on the hard disk if necessary, and then delete them.

- You cannot use the control panel to manage stored documents.

- With [Store(Notify)] or [Store(Do not Notify)] selected, more memory space is used as the number of saved documents increases. After memory space becomes insufficient, no more documents are saved on the hard disk. When this happens, the machine starts printing and then overwriting old documents, or it deletes the received document data without printing it and then prints the Reception File Erased Report.

- You can store received documents up to a total of approximately 320 pages of A4 size Standard <ITU-T♯1Chart>.

- You cannot send received documents.

- It is recommended that you use Web Image Monitor running under the same network environment as this machine. Otherwise, the Web browser may not open and an error may occur.

📄 Reference

- p.224 "Parameter Settings"
- p.255 "Maximum Values"

Specifying Automatic Deletion of Incoming Faxes when an Error Occurs

Even if the machine is set to store documents on its hard disk when it cannot print them if they cannot be stored normally because of the following conditions, the machine usually prints them.

- Error occurs on the hard disk of the machine

- The memory is full

- The number of received documents exceeds the number of received documents you can store on the machine's hard disk or facsimile memory

In this case, you can have machine delete the document data without printing it. The machine prints the Reception File Erased Report to confirm information in the received document instead.

Using the User Parameters (switch 10, bit 7) on the Fax Features menu, you can select whether or not to turn on this function. See "Parameter Settings".

⤵ Note

- For details about storing documents on the machine's hard disk, see "Reception File Setting".

- You cannot change to a different setting if received documents have been stored on the hard disk. To change to different setting, print documents stored on the hard disk if necessary, and then delete them.

▣ Reference

- p.212 "Reception File Setting"
- p.224 "Parameter Settings"

Reception Report e-mail

When a received document is stored, this report is sent to the e-mail address set as the destination for notification.

◆Note

- Depending on your e-mail application, a phishing warning might appear after you receive a "Reception Report e-mail". To prevent phishing warnings appearing after you receive a "Reception Report e-mail", you must add the sender to your e-mail application's exclusion list. For details about how to do this, see your e-mail application's Help.

6

Registering Fax Information

This section describes Fax Information.

You can send information to the other party when transmitting or receiving a fax document. This information is shown on the display of the other machine and printed in a report. The following information can be sent.

⭐**Important**

- **You can confirm programmed settings from the Parameter Settings List. It is recommended to print and keep the Parameter Settings List when you program or change settings. For information about how to print the Parameter Settings List, see "Printing the Parameter Settings List".**

Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

You can register "Fax Header" using up to 32 alphanumeric characters, symbols, and spaces.

You can set whether or not to print the Fax Header (for printing) in [Print Fax Header] under [TX Mode]. For details about how to set, see "Fax Header Print".

Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Own Name works only if the other machine is of the same manufacturer and has the Own Name function.

You can register "Own Name" using up to 20 alphanumeric characters and symbols.

Own Fax Number (facsimile number of sender)

The sender's Own Fax Number is sent to the other party when sending a fax. The Own Fax Number is shown on the display of the other machine and printed in a report.

This function is available regardless of the manufacturer of the other party's machine.
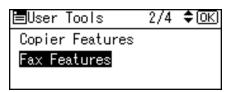
You can register "Own Fax Number" using up to 20 numbers, spaces, and the "+" symbol.

📄**Reference**

- p.106 "Fax Header Print"
- p.233 "Printing the Parameter Settings List"

Registering Fax Information
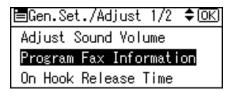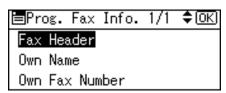
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

```
┌─────────────────────────────┐
│ ▤User Tools      2/4  ≑OK  │
│ Copier Features             │
│ ▓Fax Features▓              │
│                             │
└─────────────────────────────┘
```

2. Select [General Settings/Adjust] using [▲] or [▼], and then press the [OK] key.

```
┌─────────────────────────────┐
│ ▤Fax Features    1/2  ≑OK  │
│ ▓General Settings/Adjust▓   │
│ Reception Settings          │
│ E-mail Settings             │
└─────────────────────────────┘
```

3. Select [Program Fax Information] using [▲] or [▼], and then press the [OK] key.

```
┌─────────────────────────────┐
│ ▤Gen.Set./Adjust 1/2  ≑OK  │
│ Adjust Sound Volume         │
│ ▓Program Fax Information▓   │
│ On Hook Release Time        │
└─────────────────────────────┘
```
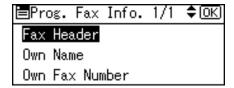
4. Select fax information you want to program/change using [▲] or [▼], and then press the [OK] key.

```
┌─────────────────────────────┐
│ ▤Prog. Fax Info. 1/1  ≑OK  │
│ ▓Fax Header▓                │
│ Own Name                    │
│ Own Fax Number              │
└─────────────────────────────┘
```

5. Program/change the selected fax information, and then press the [OK] key.

6. Press the [User Tools/Counter] key.

Programming/Changing Fax Header

1. Select [Fax Header] using [▲] or [▼], and then press the [OK] key.

```
┌─────────────────────────────┐
│ ▤Prog. Fax Info. 1/1  ≑OK  │
│ ▓Fax Header▓                │
│ Own Name                    │
│ Own Fax Number              │
└─────────────────────────────┘
```

2. **Enter the fax header, and then press the [OK] key.**

```
Fax Header:              [OK]
Enter Name.
abc  Important

```
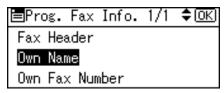
To change the programmed Fax Header, press the [Clear/Stop] key, and then enter again.

⬇Note
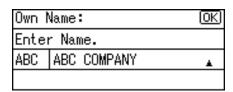
- You can register "Fax Header" using up to 32 alphanumeric characters, symbols, and spaces.

- For details about entering text, see "Entering Text", About This Machine.

Programming/Changing Own Name

1. **Select [Own Name] using [▲] or [▼], and then press the [OK] key.**

```
≣Prog. Fax Info. 1/1  ⬦[OK]
Fax Header
Own Name
Own Fax Number
```

2. **Enter the own name, and then press the [OK] key.**

```
Own Name:                [OK]
Enter Name.
ABC  ABC COMPANY          ▲

```

To change the programmed Own Name, press the [Clear/Stop] key, and then enter again.

⬇Note
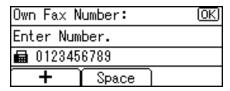
- You can register "Own Name" using up to 20 alphanumeric characters and symbols.

- For details about entering text, see "Entering Text", About This Machine.

Programming/Changing Own Fax Number

1. **Select [Own Fax Number] using [▲] or [▼], and then press the [OK] key.**

```
≣Prog. Fax Info. 1/1  ⬦[OK]
Fax Header
Own Name
Own Fax Number
```

2. **Enter the own fax number using the number keys, and then press the [OK] key.**

```
Own Fax Number:        [OK]
Enter Number.
📠 0123456789
     ✛   ‖  Space
```

To change the programmed Own Fax Number, press the [Clear/Stop] key, and then enter again.

When you enter "✛" and space, press [✛], [Space] for each.
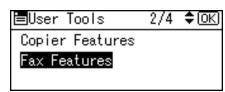
If you make a mistake, press the [Clear/Stop] key, and then enter again.

⬇ Note

- You can register "Own Fax Number" using up to 20 numbers, space, and "✛" symbol.

Deleting Fax Information
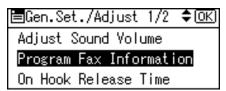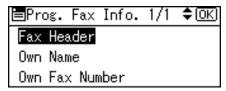
1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**

```
☰User Tools      2/4  ⬍[OK]
Copier Features
Fax Features
```

2. **Select [General Settings/Adjust] using [▲] or [▼], and then press the [OK] key.**

```
☰Fax Features    1/2  ⬍[OK]
General Settings/Adjust
Reception Settings
E-mail Settings
```

3. **Select [Program Fax Information] using [▲] or [▼], and then press the [OK] key.**

```
☰Gen.Set./Adjust 1/2  ⬍[OK]
Adjust Sound Volume
Program Fax Information
On Hook Release Time
```

4. **Select fax information you want to delete using [▲] or [▼], and then press the [OK] key.**

```
☰Prog. Fax Info. 1/1  ⬍[OK]
Fax Header
Own Name
Own Fax Number
```

5. **Press the [Clear/Stop] key.**

```
Fax Header:            [OK]
Enter Name.
abc  Important

```

The programmed information is deleted.

6. **Press the [OK] key.**

```
Fax Header:            [OK]
Enter Name.
abc  _

```

7. **Press the [User Tools/Counter] key.**

6

Forwarding

Print documents received and forward to a specified end receiver. This is useful if, for example, you are visiting another office and would like a copy of your documents to be sent to that office.

You can also specify a "folder" as the forwarding destination.

⭐ **Important**

- To use this function, set [Forwarding] under [Administrator Tools] to [On].

- The Forwarding function does not forward documents received with Memory Lock.

- You can select end receivers only from among destinations programmed in the Address Book. You cannot specify programmed transfer stations as end receivers.

A fax number, e-mail address, IP-Fax destination, and folder can be set as the forwarding destination.

When you wish to change the end receivers depending on the senders, specify the end receivers by the senders, at "Program Special Sender". Documents not received from specified senders are sent to the destination specified in this function. For details about programming special sender, see "Program Special Sender".

You can set whether or not to print the forwarded documents on this machine in "Parameter Setting" (switch 11, bit 6). See "Parameter Settings".

Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination in "Parameter Setting" (switch 32, bit 0). See "Parameter Settings".

You can program one of the User Function keys with operations for this function. See "General Settings/Adjust".

If you have specified a folder for forwarding, you can specify the file format used for forwarding in "Parameter Setting" (switch 21, bit 3). See "Parameter Settings".

User Parameters (switch 37, bit 4) on the Fax Features menu allows you to include the sender's name in the names of files sent to folders. However, garbling of the file name and data loss can result if the receiver's operating system cannot accept certain characters in file names. To prevent this, use User Parameters (switch 37, bit 5) to limit the file names to plain characters only. If you limit file names to plain characters only but errors still occur, disable display of the sender's name in the file name of documents forwarded to folders. For details, see "Parameter Settings".

Using the parameter setting (switches 38 and 39), you can specify the maximum number of resends that the machine attempts if it fails to forward a fax (including faxes from special senders) to a folder destination, and the interval between the resend attempts.

📄 **Reference**

- p.197 "General Settings/Adjust"
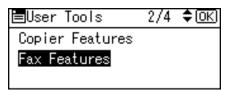
- p.224 "Parameter Settings"
- p.239 "Program Special Sender"

Programming an End Receiver

⭐**Important**
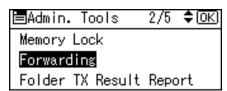
- One end receiver can be registered for each special sender. To register two or more end receivers, use group destination. Up to 100 destinations can be specified in a group. However, when adding a group to another group, a maximum of 150 destinations can be specified in a group.

1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**
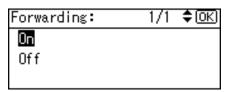
```
目User Tools    2/4  ⬍ OK
 Copier Features
 Fax Features
```

2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
目Fax Features   2/2  ⬍ OK
 IP-Fax Settings
 Administrator Tools
```

3. **Select [Forwarding] using [▲] or [▼], and then press the [OK] key.**

```
目Admin. Tools   2/5  ⬍ OK
 Memory Lock
 Forwarding
 Folder TX Result Report
```

4. **Select [On] using [▲] or [▼], and then press the [OK] key.**

```
Forwarding:     1/1  ⬍ OK
 On
 Off
```
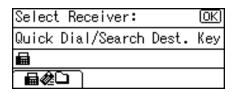
To cancel forwarding, press [Off] and proceed to step 6.

5. **Search and select a receiver using the Quick Dial keys, and then press the [OK] key.**

Pressing ▣⬿▢ switches the destination.

```
Select Receiver:        [OK]
Quick Dial/Search Dest. Key
📠
 📠⊘🗀
```

If you make a mistake, press the [Clear/Stop] key, and then enter again.

6. **Press the [User Tools/Counter] key.**

⬇ Note
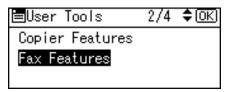
- In Step 5, you can search for and specify the forwarding destination by pressing the Search Destination key or a User Function key. To specify a forwarding destination by pressing a User Function key, you must first register the [Specify Dest. Reg. No.] function as a User Function key. For details about the User Function keys, see "General Settings/Adjust".

- For details about how to register folders, see "Registering Folders", Network and System Settings Guide.

🔖 Reference
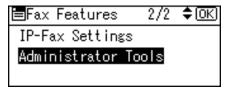
- p.197 "General Settings/Adjust"

Quitting the Forwarding Function
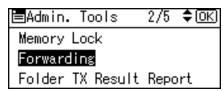
1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**
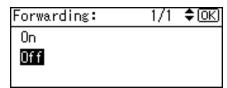
```
📃User Tools      2/4  ⬍[OK]
Copier Features
Fax Features
```

2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
📃Fax Features    2/2  ⬍[OK]
IP-Fax Settings
Administrator Tools
```

3. **Select [Forwarding] using [▲] or [▼], and then press the [OK] key.**

```
📃Admin. Tools    2/5  ⬍[OK]
Memory Lock
Forwarding
Folder TX Result Report
```

4. **Select [Off] using [▲] or [▼], and then press the [OK] key.**

```
Forwarding:      1/1  ⬍ OK
 On
 Off
```

The set receiver name is deleted.
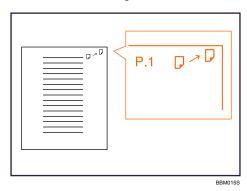
5. **Press the [User Tools/Counter] key.**

Forwarding Mark

This section describes Forwarding Mark.

You can print a Forwarding Mark on receiver's documents that have been forwarded.

The receiver can distinguish between forwarded and normally received documents.

BBM015S

You can specify whether or not to print a Forwarding Mark in the User Parameters (switch 02, bit 0). See "Parameter Settings".

This function is not available when Forwarding is performed to a folder destination.

🅑 Reference

-

6

Parameter Settings

User Parameters allow you to customize various settings to suit your needs. To change function settings, set the User Parameter Switches.

Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

Switch 02:

0	0	0	1	1	0	1	1
↓	↓	↓	↓	↓	↓	↓	↓
7	6	5	4	3	2	1	0

User Parameter List

User Parameter Switches are outlined in the following list.

Switch: 02, Bit: 0

Forwarding Mark

- 0: Off
- 1: On

Switch: 02, Bit: 3

TSI Print

- 0: Off
- 1: On

Switch: 03, Bit: 0

Automatic printing of the Communication Result Report

- 0: Off
- 1: On

Switch: 03, Bit: 2

Automatic printing of the Memory Storage Report

- 0: Off
- 1: On

Switch: 03, Bit: 3

Whether or not to print the SEP Code RX Reserve Report automatically

- 0: Off

- 1: On

Switch: 03, Bit: 4

Whether or not to print the SEP Code RX Result Report automatically

- 0: Off

- 1: On

Switch: 03, Bit: 5

Automatic printing of the Immediate TX Result Report

- 0: Off

- 1: On

Switch: 03, Bit: 7

Automatic printing of the Journal

- 0: Off

- 1: On

Switch: 04, Bit: 1

Automatic printing of the Communication Failure Report

- 0: Off

- 1: On

Switch: 04, Bit: 4

Indicate the parties

- 0: Off

- 1: On

Switch: 04, Bit: 5

Include sender's name on reports

- 0: Off

- 1: On

Switch: 04, Bit: 7

Include a portion of the image on reports

- 0: Off

- 1: On

Switch: 05, Bit: 0

Receive Service Call (SC) Condition (Substitute Reception during service call)

- 0: Possible (Substitute RX)
- 1: Not possible (Reception off)

Switch: 05, Bit: 2, 1

Substitute the reception when the machine cannot print (because paper is jammed, all paper trays have run out of paper, toner is empty, or all paper trays are out of order)

- 00: Enabled unconditionally (Free)
- 01: Enabled when Own Name/Own Fax Number is received
- 11: Disabled (Reception off)

Switch: 05, Bit: 5

Just size printing

- 0: Off
- 1: On

Switch: 05, Bit: 7

Empty tray alert (Paper Empty Warning) even when one paper tray is empty

- 0: Off
- 1: On

Switch: 07, Bit: 2

Parallel Memory Transmission

- 0: Off
- 1: On

Switch: 08, Bit: 2

Authorized Reception Type

- 0: Receiving from specified senders only
- 1: Receiving all documents except from specified senders

Switch: 10, Bit: 1

Combine Two Originals

- 0: Off
- 1: On

Switch: 10, Bit: 5

Reception file setting

- 0: Off

- 1: On

Switch: 10, Bit: 6

Use both e-mail notification and printed reports to confirm the transmission result

- 0: Off

- 1: On

Switch: 10, Bit: 7

Have the machine delete the document data without printing it when an error occurs

- 0: Off

- 1: On

Switch: 11, Bit: 2

Detect and report nearly blank documents when scanning

- 0: Off

- 1: On

Switch: 11, Bit: 6

Local print when forwarding

- 0: Off

- 1: On

Switch: 14, Bit: 0

Print documents received with Auto Power-On Reception

- 0: Immediate printing (On)

- 1: When turning on the operation switch (Off)

Switch: 14, Bit: 1

Long Document Transmission (Well Log)

- 0: Off

- 1: On

Switch: 14, Bit: 3

Reset when function changed

- 0: Off

- 1: On

Switch: 15, Bit: 2, 1, 0

Selecting the available paper feed tray

You cannot specify any values other than the following

- 001: Tray 1

- 010: Tray 2

- 011: Tray 3

Switch: 15, Bit: 5

Select the specified paper feed tray

- 0: Off

- 1: On

Switch: 17, Bit: 2

Whether you need to press [Add Dest] after entering a Quick Dial/Group Dial when broadcasting

- 0: Not necessary

- 1: Necessary

Switch: 17, Bit: 3

Whether or not to reset the settings when original is scanned

- 0: On

- 1: Off

Switch: 18, Bit: 0

Print date with Fax Header

- 0: Off

- 1: On

Switch: 18, Bit: 1

Print transmitter origin with Fax Header

- 0: Off

- 1: On

Switch: 18, Bit: 2

Print file number with Fax Header

- 0: Off

- 1: On

Switch: 18, Bit: 3

Print page number with Fax Header

- 0: Off

- 1: On

Switch: 19, Bit: 1

Sort Journal by transmission type

- 0: Off

- 1: On

Switch: 20, Bit: 0

Automatic printing of the LAN-Fax Result Report

- 0: Off
- 1: On

Switch: 20, Bit: 5, 4, 3, 2

Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver

- 0000: 0 minutes
- 0001: 1 minute
- 0010: 2 minutes
- 0011: 3 minutes
- 0100: 4 minutes
- 0101: 5 minutes
- 0110: 6 minutes
- 0111: 7 minutes
- 1000: 8 minutes
- 1001: 9 minutes
- 1010: 10 minutes
- 1011: 11 minutes
- 1100: 12 minutes
- 1101: 13 minutes
- 1110: 14 minutes
- 1111: 15 minutes

Switch: 21, Bit: 0

Print results of sending Reception Notice Request message

- 0: Off (print only when an error occurs)
- 1: On (print every time)

Switch: 21, Bit: 1

Respond to e-mail reception acknowledgment request

- 0: Off
- 1: On

Switch: 21, Bit: 2

Choose whether to print JPEG or PDF files attached to incoming e-mail

- 0: Do not print
- 1: Print

Switch: 21, Bit: 3

File format for files forwarded to folder destinations

- 0: TIFF
- 1: PDF

Switch: 21, Bit: 4

Transmit Journal by E-mail

- 0: Off
- 1: On

Switch: 21, Bit: 5

Limit printing of specified data in normal e-mail (attached TIFF files)

- 0: No
- 1: Yes

Switch: 21, Bit: 6

Not displaying Network Errors

- 0: Off
- 1: On

Switch: 21, Bit: 7

Transmit Error Mail Notification

- 0: On
- 1: Off

Switch: 22, Bit: 0

Detect a dial tone before sending faxes when using the telephone line

- 0: Not detect (Off)
- 1: Detect (On)

Switch: 32, Bit: 0

Select priority order for alternative destinations if there is no destination of the specified type.

- 0: Paper Output Priority

  <Priority Order>

  1. IP-Fax destination

  2. Fax number

  3. E-mail address

4. Folder

- 1: Off

  Electronic Output Priority

  <Priority Order>

  1. E-mail address

  2. Folder

  3. IP-Fax destination

  4. Fax number

Switch: 32, Bit: 1

Specify whether or not originals placed faced down on the exposure glass are scanned at $8^1/_2 \times 14$

- 0: Off
- 1: On

Switch: 34, Bit: 0

Use gatekeeper with IP-Fax

- 0: Off
- 1: On

Switch: 34, Bit: 1

Use SIP Server with IP-Fax

- 0: Off
- 1: On

Switch: 37, Bit: 4

Display the sender's information in the file name of documents that are forwarded to folder destinations

- 0: Off
- 1: On

Switch: 37, Bit: 5

Specify whether or not to limit the file names of documents that are forwarded to folder destinations to plain characters only

- 0: Off
- 1: On

Switch: 38, Bit:7, 6, 5, 4, 3, 2, 1, 0

Maximum number of resends the machine attempts after failing to forward a fax from a sender (including special senders) to a folder destination

- 00000000/00000001: 1 time(s) 〜 1111110/11111111: 254 time(s)

Switch: 39, Bit:7, 6, 5, 4, 3, 2, 1, 0

Interval (in minutes) between resend attempts after failing to forward a fax from a sender (including special senders) to a folder destination
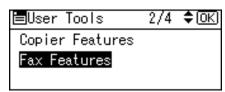
- 00000000: 0 minute(s) ～ 11111111: 255 minute(s)

Changing the User Parameters

This section describes how to set parameters.

⭐ **Important**
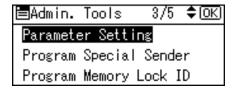
- Access to some User Parameter Setting may require options, or other settings may need to be made beforehand.

- It is recommended that you print and store the "Parameter Settings List" when you program or change parameter settings.

- Do not change any bit switches other than those shown on the previous pages.

1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**
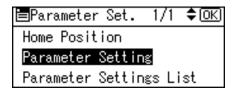
```
目User Tools    2/4  ⬍OK
 Copier Features
 Fax Features
```

2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
目Fax Features   2/2  ⬍OK
 IP-Fax Settings
 Administrator Tools
```

3. **Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.**

```
目Admin. Tools   3/5  ⬍OK
 Parameter Setting
 Program Special Sender
 Program Memory Lock ID
```

4. **Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.**

```
目Parameter Set.  1/1  ⬍OK
 Home Position
 Parameter Setting
 Parameter Settings List
```

5. **Select the switch number you want to change using the scroll keys, and then press the [OK] key.**
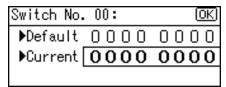
```
Parameter Setting 1/8 ◀✦▶ OK
 00        01
 02        03
 04        05
```

6. **Select the bit number you want to change.**

```
Switch No. 00:          OK
 ▶Default  0000  0000
 ▶Current  0000  0000
```
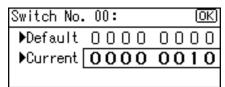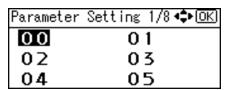
When the bit number is pressed, the current value switches between 1 and 0.

Repeat step 6 to change another bit number for the same switch.

7. **Press the [OK] key.**

```
Switch No. 00:          OK
 ▶Default  0000  0000
 ▶Current  0000  0010
```

8. **Repeat steps 5 through 7 to change the switch settings.**

9. **After all the settings are finished, press the [User Tools/Counter] key.**

```
Parameter Setting 1/8 ◀✦▶ OK
 00        01
 02        03
 04        05
```

⬇ Note

• For details about how to print parameter settings list, see "Printing the Parameter Settings List".
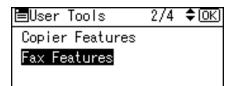
📄 Reference

• p.233 "Printing the Parameter Settings List"

Printing the Parameter Settings List

Print this list to see the current Parameter Settings. However, only items of importance or often-used items are included in the list.
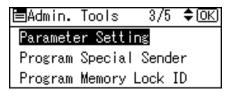
1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**

```
🖹User Tools      2/4  ♦OK
 Copier Features
Fax Features
```

2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
🖹Fax Features    2/2  ♦OK
 IP-Fax Settings
Administrator Tools
```

3. **Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.**

```
🖹Admin. Tools    3/5  ♦OK
Parameter Setting
 Program Special Sender
 Program Memory Lock ID
```
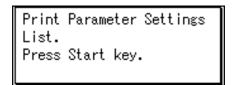
4. **Select [Parameter Settings List] using [▲] or [▼], and then press the [OK] key.**

```
🖹Parameter Set.  1/1  ♦OK
 Home Position
 Parameter Setting
Parameter Settings List
```

5. **Press the [Start] key.**

```
Print Parameter Settings
List.
Press Start key.
```

To cancel printing a list, press the [Escape] key. The display returns to that of step 4.

6. **Press the [User Tools/Counter] key.**

Home Position

Specify the type of original immediately after the power is turned on and when [Clear Modes] key is pressed.

Home Position

- Image Density

  For details about Image Density, see "Image Density (Contrast)".

- Resolution

  For details about Resolution, see "Resolution".

- Original Type

  For details about Original Type, see "Original Type".

- Transmission Mode

  For details about Transmission Mode, see "Transmission Modes".

- Label Insertion

  For details about Label Insertion, see "Label Insertion".

- Fax Header

  For details about Fax Header, see "Fax Header Print".

🗐 Reference

Home Position Parameter List

For details about setting parameters, see "Parameter Settings".

Do not change switches other than those listed.

Switch: 00, Bit: 3, 2, 1

Allows one of five image density steps to be set as the home position.

- 000: Normal density
- 001: The lightest density
- 010: The darkest density

- 101: Lighter density
- 110: Darker density

Switch: 00, Bit: 5, 4

Allows Standard, Details, or Fine to be set as the home position.

- 00: Standard
- 01: Detail
- 10: Fine

Switch: 01, Bit: 1, 0

Allows Text or Photo to be set as the home position.

- 00: Text
- 01: Photo

Switch: 02, Bit: 1

Allows either Immediate Transmission or Memory Transmission to be set as the home position.

- 0: Memory transmission
- 1: Immediate transmission

Switch: 02, Bit: 2

Allows the label insertion as the home position to be set to on or off.

- 0: Off
- 1: On

Switch: 02, Bit: 6, 5

Allows the fax header as the home position to be set to on or off.
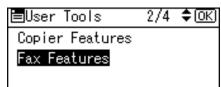
- 00: Off
- 01: On

🔖 Reference

- p.224 "Parameter Settings"

Changing the Home Position
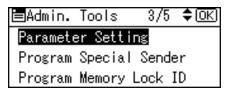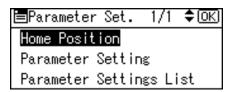
1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**

2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

```
目Fax Features    2/2  ♦OK
 IP-Fax Settings
Administrator Tools
```

3. Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.

```
目Admin. Tools    3/5  ♦OK
Parameter Setting
 Program Special Sender
 Program Memory Lock ID
```
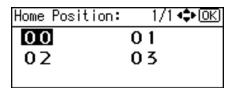
4. Select [Home Position] using [▲] or [▼], and then press the [OK] key.
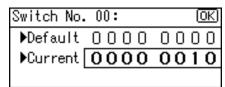
```
目Parameter Set.  1/1  ♦OK
Home Position
 Parameter Setting
 Parameter Settings List
```

5. Select the switch number you want to change using the scroll keys, and then press the [OK] key.

```
Home Position:   1/1 ⟷►OK
 00          01
 02          03
```

6. Select the bit number you want to change.

```
Switch No. 00:        OK
►Default 0000 0000
►Current 0000 0000
```

7. Press the [OK] key.

```
Switch No. 00:        OK
►Default 0000 0000
►Current 0000 0010
```

8. **Press the [User Tools/Counter] key.**

Program Special Sender

This section describes Program Special Sender.

By programming particular senders in advance, you can set the following function for each sender:

- Authorized RX
- Forwarding
- Memory Lock
- 2 Sided Print

Use Own Name or Own Fax Number to program your senders. If the sender has a machine of the same manufacturer, program an Own Name that has already been programmed as a sender. If the machine is not from the same manufacturer, Own Fax Number is used.

You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

Special Senders

Up to 30 Special Senders can be registered. A maximum of 24 characters can be used for each name.

Full Agreement / Partial Agreement

When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations.

Using a Full agreement

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

Using a Partial agreement

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

You can program up to 30 wild cards.

Spaces are ignored when identifications are compared.

You can use wild cards for the following functions:

- Authorized RX

- Forwarding

- Memory Lock

- 2 Sided Print

Note

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.

- The machine cannot differentiate between SEP Code RX documents from Special Senders.

- You cannot use the following functions with Internet Fax receptions.

    - Authorized RX

    - Memory Lock

- You can program up to 24 characters for the sender.

- To use Forwarding or 2 Sided Print with Internet Fax reception, program the sender's e-mail address.

- You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list.

- For details about checking registered special senders, see "Printing Special Sender List".

- To specify whether or not to configure "Initial Set UP of a Special Sender", use the "Special RX Function" setting in "Initial Set Up". For details, see "Programming Initial Set Up of a Special Sender".

Reference

Authorized Reception

Use this function to limit incoming senders.

The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted documents, such as junk mail, and saves wasting fax paper.

Note

- To use this function, program the Special Senders function, and then select "On" in "Authorized Reception" with "Reception Settings".

- Without programming Special Senders, the Authorized RX function will not work, even if you select "On".

- If you select "Off" for "Authorized Reception" in "Initial Set Up", settings are the same as the Reception Settings.

- You can change Special Senders in the same way as you program them.

- By setting User Parameters (switch 8, bit 2), you can configure the machine to receive transmissions from specified senders only or to receive transmissions from other than specified senders only. See "Parameter Settings".

Reference

- p.224 "Parameter Settings"

Forwarding

Print received documents, and then transfer them to those receivers programmed beforehand.

Folder destination can be registered.

It is also possible to forward faxes sent only by senders programmed as Special Senders.

Note

- If you specify "On" in "Forwarding" and select [Same as Basic Settings], the fax document is forwarded to the receivers programmed in "Forwarding".

- If you do not program any Special Senders, the machine transfers all incoming documents to the other end receivers specified in "Forwarding".

- You can set the fax destination, Internet Fax destination, IP-Fax destination, and folder destination, as a forward destination.

- Set folder destinations using the Address Book Management function under System Settings. See "Registering Folders", Network and System Settings Guide.

- If you have specified a folder for forwarding, you can specify the file format you want to use for forwarding in "Parameter Setting" (switch 21, bit 3). See "Parameter Settings".

Reference

- p.224 "Parameter Settings"

Memory Lock

Store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax document from all senders using Memory Lock reception.

Important

- You must register Memory Lock ID in advance. For details about how to register Memory Lock ID, see "Administrator Tools".

- If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

Reference

- p.206 "Administrator Tools"
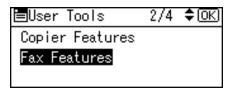
2 Sided Print

Print on both sides of the paper.
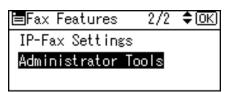
Programming/Changing Special Senders

This section describes how to program and change Special Senders.
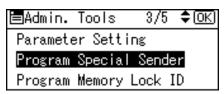
1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**
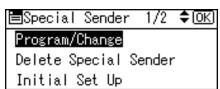
```
目User Tools    2/4  ♦OK
 Copier Features
 Fax Features
```

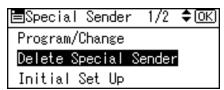2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
目Fax Features   2/2  ♦OK
 IP-Fax Settings
 Administrator Tools
```

3. **Select [Program Special Sender] using [▲] or [▼], and then press the [OK] key.**

```
目Admin. Tools   3/5  ♦OK
 Parameter Setting
 Program Special Sender
 Program Memory Lock ID
```

4. **Select [Program/Change] using [▲] or [▼], and then press the [OK] key.**

```
目Special Sender  1/2  ♦OK
 Program/Change
 Delete Special Sender
 Initial Set Up
```
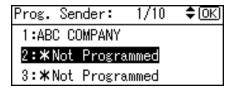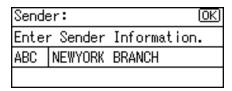
5. **Select senders using [▲] or [▼], and then press the [OK] key.**

```
Prog. Sender:   1/10  ≑ OK
 1:ABC COMPANY
 2:✱Not Programmed
 3:✱Not Programmed
```
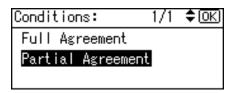
6. **Enter the sender name, and then press the [OK] key.**

```
Sender:                OK
Enter Sender Information.
ABC │NEWYORK BRANCH
```
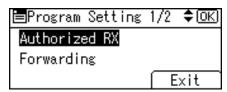
Enter a sender name using Own Name or Own Fax Number.

7. **Select [Full Agreement] or [Partial Agreement] using [▲] or [▼], and then press the [OK] key.**

```
Conditions:      1/1  ≑ OK
 Full Agreement
 Partial Agreement
```
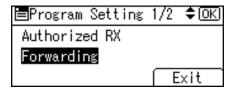
8. **Select items using [▲] or [▼], and then press the [OK] key.**

```
≣Program Setting 1/2  ≑ OK
 Authorized RX
 Forwarding
                 Exit
```

You must select only the item you want to program.

To cancel these settings, press the [Escape] key. The display returns to that of step 5.

9. **Press [Exit].**

```
≣Program Setting 1/2  ≑ OK
 Authorized RX
 Forwarding
                 Exit
```

10. **Press the [User Tools/Counter] key.**

⬇️**Note**

- For details about specifying items in step 8, see "Authorized RX (Authorized Reception)", "Forwarding", "Memory Lock" , or "2 Sided Print".

Authorized RX (Authorized Reception)
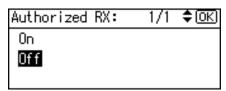
This section describes how to specify Authorized RX.

Specify when programming a Special Sender.

1. **Select [Authorized RX] using [▲] or [▼], and then press the [OK] key.**

```
☰Program Setting 1/2  ⬍OK
Authorized RX
Forwarding
                    Exit
```

2. **Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.**

```
Authorized RX:   1/1  ⬍OK
 On
 Off
```
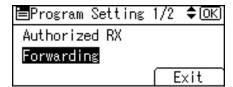
Forwarding

This section describes how to specify Forwarding.

Specify when programming a Special Sender.

⭐Important
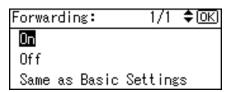
* One forward destination can be registered for each Special Sender. To register two or more forward destinations, use group destinations. Up to 100 destinations can be specified in a group. However, when adding a group to another group, a maximum of 150 destinations can be specified in a group.

1. **Select [Forwarding] using [▲] or [▼], and then press the [OK] key.**

```
☰Program Setting 1/2  ⬍OK
 Authorized RX
 Forwarding
                    Exit
```

2. **Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.**
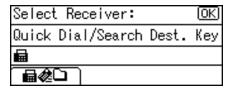
   Selecting [Same as Basic Settings] will result in the same setting made for [Forwarding] under [Administrator Tools].

   If you select [Off] or [Same as Basic Settings], the display returns to that of step 1.

   ```
   Forwarding:      1/1  ≑[OK]
    On
    Off
    Same as Basic Settings
   ```
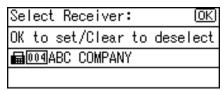
3. **Specify an end receiver using the Quick Dial keys, and then press the [OK] key.**

   Pressing [🖷⊘🗀] switches the destination.

   ```
   Select Receiver:       [OK]
   Quick Dial/Search Dest. Key
   🖷
   [ 🖷⊘🗀 ]
   ```

4. **Press the [OK] key.**

   ```
   Select Receiver:       [OK]
   OK to set/Clear to deselect
   🖷[004]ABC COMPANY
   ```

↓Note

- In Step 3, you can search for and specify the forwarding destination by pressing the [Search Destination] key or a User Function key. To specify a forwarding destination by pressing a User Function key, you must first register the [Specify Dest. Reg. No.] function as a User Function key. For details about the User Function keys, see "General Settings/Adjust".

- Set folder destinations using [Address Book Management] under [System Settings]. For details about registering folder destinations, see "Registering Folders", Network and System Settings Guide.

- When a folder is specified as the forward destination, you can set a file format for forwarding. See "Parameter Settings" (switch 21, bit 3).

- Deleting a destination specified as a forward destination from the destination list causes the settings of the forward destination to be deleted, so they must be registered again. When a destination is changed, a document is transmitted to the new destination. If there is no destination of the specified type, you can set which destination to be used as an alternative destination. See "Parameter Settings" (switch 32, bit 0).

🗎Reference

- p.197 "General Settings/Adjust"

• p.224 "Parameter Settings"
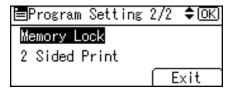
Memory Lock

This section describes how to specify Memory Lock.

Specify when programming a Special Sender.
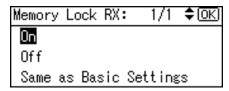
⭐**Important**

• You must register Memory Lock ID in advance. For details about how to register Memory Lock ID, see "Administrator Tools".

1. **Select [Memory Lock] using [▲] or [▼], and then press the [OK] key.**

```
📃Program Setting 2/2  ↕OK
Memory Lock
2 Sided Print
                   Exit
```

2. **Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.**

Selecting [Same as Basic Settings] will result in the same setting made for [Memory Lock] under [Administrator Tools].

```
Memory Lock RX:    1/1  ↕OK
On
Off
Same as Basic Settings
```

📘**Reference**

• p.206 "Administrator Tools"

2 Sided Print
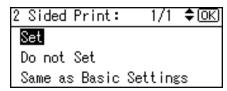
This section describes how to specify 2 Sided Print.

Specify when programming a Special Sender.

1. **Select [2 Sided Print] using [▲] or [▼], and then press the [OK] key.**

```
📃Program Setting 2/2  ↕OK
Memory Lock
2 Sided Print
                   Exit
```

2. **Select [Set] or [Do not Set] using [▲] or [▼], and then press the [OK] key.**

```
2 Sided Print:    1/1  ≑ OK
Set
Do not Set
Same as Basic Settings
```
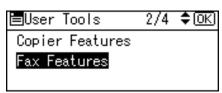
Selecting [Same as Basic Settings] will result in the same setting made for [2 Sided Print] under [Reception Settings].

Programming Initial Set Up of a Special Sender

This section describes how to program Initial Set Up of a Special Sender.

Program the "Initial Set Up" of a Special Sender.
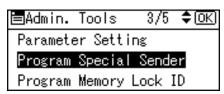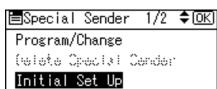
1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**

```
⊟User Tools      2/4  ≑ OK
Copier Features
Fax Features
```

2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
⊟Fax Features    2/2  ≑ OK
 IP-Fax Settings
Administrator Tools
```

3. **Select [Program Special Sender] using [▲] or [▼], and then press the [OK] key.**

```
⊟Admin. Tools    3/5  ≑ OK
 Parameter Setting
Program Special Sender
 Program Memory Lock ID
```
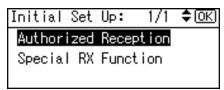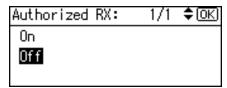
4. **Select [Initial Set Up] using [▲] or [▼], and then press the [OK] key.**

```
⊟Special Sender  1/2  ≑ OK
 Program/Change
 Delete Special Sender
Initial Set Up
```

5. **Select [Authorized Reception] or [Special RX Function] using [▲] or [▼], and then press the [OK] key.**

```
Initial Set Up:  1/1 ≑ OK
 Authorized Reception
 Special RX Function
```

6. **Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.**

```
Authorized RX:  1/1 ≑ OK
 On
 Off
```
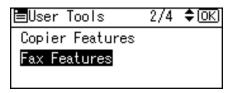
7. **Press the [User Tools/Counter] key.**

Deleting a Special Sender

This section describes how to delete a Special Sender.

1. **Select [Fax Features] using [▲] or [▼], and then press the [OK] key.**

```
目User Tools    2/4 ≑ OK
 Copier Features
 Fax Features
```

2. **Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.**

```
目Fax Features  2/2 ≑ OK
 IP-Fax Settings
 Administrator Tools
```

3. **Select [Program Special Sender] using [▲] or [▼], and then press the [OK] key.**

```
目Admin. Tools  3/5 ≑ OK
 Parameter Setting
 Program Special Sender
 Program Memory Lock ID
```
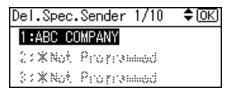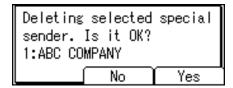
4. Select [Delete Special Sender] using [▲] or [▼], and then press the [OK] key.

```
☰Special Sender  1/2  ⬍ OK
 Program/Change
 Delete Special Sender
 Initial Set Up
```

5. Select the sender you want to delete using [▲] or [▼], and then press the [OK] key.

```
Del.Spec.Sender 1/10  ⬍ OK
 1:ABC COMPANY
 2:✕Not Programmed
 3:✕Not Programmed
```

6. Press [Yes].

```
Deleting selected special
sender. Is it OK?
1:ABC COMPANY
           No        Yes
```
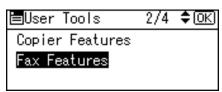
To cancel deleting a special sender, press [No]. The display returns to that of step 5.

7. Press the [User Tools/Counter] key.
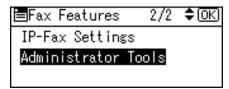
Printing Special Sender List

You can display programmed Special Senders.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

```
☰User Tools    2/4  ⬍ OK
 Copier Features
 Fax Features
```

2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

```
☰Fax Features  2/2  ⬍ OK
 IP-Fax Settings
 Administrator Tools
```

3. **Select [Program Special Sender] using [▲] or [▼], and then press the [OK] key.**

```
┌─────────────────────────┐
│⊟Admin. Tools   3/5  ⇕OK │
│ Parameter Setting       │
│ Program Special Sender  │
│ Program Memory Lock ID  │
└─────────────────────────┘
```
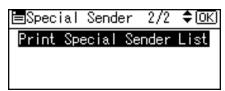
4. **Select [Print Special Sender List] using [▲] or [▼], and then press the [OK] key.**

```
┌─────────────────────────┐
│⊟Special Sender  2/2 ⇕OK │
│ Print Special Sender List│
│                         │
│                         │
└─────────────────────────┘
```

5. **Press the [Start] key.**

   The screen returns to step 4 after completion of printing.

   To cancel printing, press the [Escape] key. The screen returns to step 4.

6. **Press the [User Tools/Counter] key.**

7. Appendix

This section explains specifications of the facsimile function.

Specifications

Fax Transmission and Reception

Component	Specifications
Standard	G3
Resolution	G3: 8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character), 8 × 15.4 lines/mm (Fine character)
Transmission time	G3: 3 seconds at 28,800 bps, Standard resolution (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard: A4▯, $8^1/_2$ × 14▯ Custom: 216 × 1200 mm, $8^1/_2$ × 47 inches
Maximum scanning size	216 × 1200 mm, $8^1/_2$ × 47 inches
Print process	Printing on standard paper using a laser
Transmission speed	G3: 33,600 / 31,200 / 28,800 / 26,400 / 24,000 / 21,600 / 19,200 / 16,800 / 14,400 / 12,000 / 9,600 / 7,200 / 4,800 / 2,400bps (auto shift down system)

Power Consumption

Component	Specifications
Immediate Transmission	approx. 110 W
Memory Transmission	approx. 85 W
Memory Reception	approx. 85 W

Component	Specifications
Reception	approx. 400 W

IP-Fax Transmission and Reception

Component	Specifications
Network	Ethernet (1000BASE-T, 100BASE-TX, 10BASE-T) Wireless LAN (Based on IEEE 802.11a/b/g)
Scan line density	8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character), 8 × 15.4 lines/mm (Fine character)
Maximum original size	Standard: A4▷, $8^1/_2$ × 14▷ Custom: 216 × 1200 mm, $8^1/_2$ × 47 inches
Maximum scanning size	216 × 1200 mm, $8^1/_2$ × 47 inches
Transmission protocol	Recommendation: T.38, TCP, UDP/IP communication, SIP (RFC 3261 compliant), H.323 v2
Compatible machines	IP-Fax compatible machines
IP-Fax transmission function	Specify an IP address and send faxes to an IP-Fax compatible fax through a network. Also capable of sending faxes to a G3 fax connected to a telephone line via a VoIP gateway.
IP-Fax reception function	Receive faxes sent from an IP-Fax compatible fax through a network. Also capable of receiving faxes from a G3 fax connected to a telephone line via a VoIP gateway.

Internet Fax Transmission and Reception

Component	Specifications
Network	Ethernet (1000BASE-T, 100BASE-TX, 10BASE-T) Wireless LAN (Based on IEEE 802.11a/b/g)
Transmit function	E-mail

Component	Specifications
Scan line density	200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character), 200 × 400 dpi (Fine character)[*1]
Original size : Scanning width	A4

Communication Protocols	• Transmission
	  SMTP, TCP/IP
	• Reception
	  POP3, SMTP, IMAP4, TCP/IP

E-mail format	Single/Multi-part, MIME Conversion
	Attached file forms:
	• Internet Fax Transmission/Reception
	  TIFF-F (MH, MR[*1], MMR[*1] compression)
	• Mail to Print
	  JPEG (JFIF), PDF

Authentication method	SMTP-AUTH, POP before SMTP, A-POP
Internet communication	Send and receive e-mail with a computer that has an e-mail address.
E-mail send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
E-mail receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

*1   Full mode

Specifications Required for the Internet Fax Destination Machines

This section explains the specifications required for the Internet Fax destination machine.

When communicating with full mode-compatible machines, you can take advantage of higher specifications for coding, original size, and resolution. For details about the specifications available in full mode, see "Internet Fax Transmission and Reception" in "Specifications".

Component	Specifications
Communication protocols	• Transmission SMTP • Reception POP3, SMTP, IMAP4
E-mail format	• Format MIME, Base64 • Content-Type Image/tiff Multipart/mixed (text/plain, Image/tiff (attached file forms))
Data format	• Profile TIFF Profile S • Coding MH • Original size A4 • Resolution (dpi) 200 × 100/200 × 200 or 204 × 98/204 × 196

🔲 Reference

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Maximum Values

The following list contains the maximum value for each item.

Item	Description
Memory	4 MB
Number of documents you can store in memory for Memory Transmission	200
Number of pages you can store in memory (using A4 Standard <ITU-T ♯1 Chart>)	Approx. 320
Number of destinations you can register in the destination list	150
Number of groups you can register	10
Number of destinations you can register in a group	100
Number of destinations you can specify per file	300
Number of destinations you can specify for all files (including files in memory)	300
Number of destinations you can search for at a time	100
Number of redials the machine can store	10
Number of digits that can be included in a destination	128
Number of characters you can enter in the e-mail subject line	128
Number of digits for a SEP/SUB/PWD/SID Code	20
Number of communication results you can check on this machine	100
Number of communication results printed in the Journal	50
Number of special senders you can register	30
Number of LAN-Fax Driver transmission results you can check from a network computer "SmartDeviceMonitor for Admin", "DeskTopBinder", or Web Image Monitor	70
Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent	200
Number of received documents you can store on the machine's hard disk	200

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Item	Description
Number of destinations you can register in the Address Book of the LAN-Fax	2,000
Number of destinations you can specify at once using LAN-Fax	300

🡇 **Note**

- The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

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- The product names of Windows 2000 are as follows:

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  Microsoft® Windows® 2000 Server

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- The product names of Windows XP are as follows:

  Microsoft® Windows® XP Professional

  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Media Center Edition

  Microsoft® Windows® XP Tablet PC Edition

- The product names of Windows Vista are as follows:

  Microsoft® Windows Vista® Ultimate

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic

  Microsoft® Windows Vista® Enterprise

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