

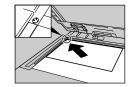
Quick Reference Fax Guide

⇒Please put this guide above your machine ⇒

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

How to send a fax... (1. Transmission)

- Specify a transmission mode:
- Memory Transmission, or
- Immediate Transmission (selected by pressing [Immed. TX])
- 2 Place the original.
- Exposure glass (face down)



 Auto Document Feeder (face up)



- **B** Make the scan settings you require.
- Specify a destination.
- Press the [Start] key.

If you choose Memory Transmission, you can send to more destinations at once. To do this, after step 4, press:

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

To send to an Internet Fax, e-mail, or folder destination, press [Internet Fax], [E-mail], or [Folder] to switch the transmission type.



How to fax to Document Server... (5. Storing a Document)

- 1 Press [Store File].
- 2 Select [Send & Store].
- Set the user name, file name, and password as necessary, and then press [OK].
- Specify a destination, and then press the [Start] kev.

To send a fax from Document Server:

1 Press [Select Stored File].

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- Select the documents to be sent, and then press [OK].
- Specify a destination, and then press the [Start] key.

- 1. Confidential File indicator
- 2. Communicating indicator
- 3. Receive File indicator
- User Tools/Counter] key
 Display panel
- 6. [Clear Modes] key
- Press to clear the current settings.
- 7. [Program] key
- Press to select the program mode.
- 8. Main power indicator
- 9. Operation switch
- 10. (Simplified Display) key
- 11. [Start] key 12. [#] key (enter key)
- Registers entered numbers or settings.
- 13. [Clear/Stop] key
- 14. Number keys 15. [Facsimile] key
- Press to switch to the facsimile mode.
- 16. Alert indicator
- 17. Function keys
 - While the original is being scanned = after pressing the [Start] key:

(2. Other

Memo

While the original is being transmitted:

1 Press the [Clear Modes] key.

Press the [Clear/Stop] key.

Memory + Immediate

- 2 Select the file you want to cancel.
- Press [Stop Transmission], and then press [OK].

How to cancel a transmission... (1. Transmission)

Before the original is scanned = before pressing the [Start] key:

Press [Exit].

Before the transmission is started:

- Press [Change TX / Info].
- Press [Check / Stop Transmission File].
- **B** Select the file you want to cancel.
- Press [Stop Transmission], and then press [OK].
- **5** Press [Exit] twice.

How to print the Journal...

(4. Changing/Confirming ommunication Information)

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

Press [Change TX / Info].



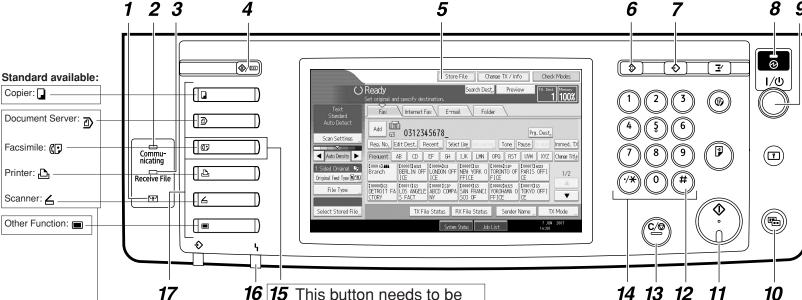
- Select [Print Journal].
- Select the printing method:
 - [All
 - [Print per File No.]
 - [Print per User]
- Press the [Start] key.
- Press [Exit] twice.

communication info Print Journal Store Transmiss Select enrieting mode. elission File Stor estion File Stor Print per File No. Print per Uber

Advanced Features Fax

Please see the <Facsimile Reference> Operating Instructions:

- SUB/SEP Codes (1. Transmission)
 Privacy can be protected when faxing with a SUB/SEP
 Code, since only people who know the SUB/SEP Code
 can receive or print the fax document.
- Printed reports (4. Changing/Confirming Communication Information)
 Inform you if a fax has been saved, sent, or failed to be transmitted.
- LAN-Fax features Sending a fax from a computer (6. Fax via Computer)



selected as first step

How to program a Destination key...

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

You can also store files, print, and scan on this machine!

Please ask your sales person for these options.

- 1 Press the [User Tools/Counter] key.
- Press [System Settings].
- **B** Press [Administrator Tools].
- Press [Address Book Management].
- 5 Check that [Program / Change] is selected.
- G Press [New Program].
- Press [Change] and set user's information, press [OK].
- 8 Press [Fax Dest.].
- Press [Change] and enter the fax number using the number keys, press [OK] under Fax Destination.
- Press [OK].
- Press [Exit].
- Press the [User Tools/Counter] key.
- You will get a message 'Destination list / machine settings are updated...'. Press [Exit].

How to send at a specific time (Send Later)

Using this function, you can instruct the machine to send the fax at a later time via Memory Transmission. Advantage: you can take advantage of off-peak telephone charges, without being at the machine.

- 1 Place the original, and then select the scan settings you require.
- Press [TX Mode].
- Press [Send Later].
- Enter the time (24 hour format) using the
- number keys, and then press [OK].
- Press [OK].
- **3** Specify a destination, and then press the [Start] key.

