

MP 4000/MP 4000B/MP 5000/MP 5000B  $MP \, 4000/MP \, 4000B/MP \, 5000/MP \, 5000B$  Aficio $^{\circ}$  MP 4000/4000B/5000/5000B MP 4000/MP 4000B/MP 5000/MP 5000B

# Operating Instructions Facsimile Reference



- 1 Transmission
- 2 Other Transmission Features
- 3 Reception
- (4) Changing/Confirming Communication Information
- 5 Storing a Document
- 6 Fax via Computer
- 7 Appendix

#### Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

#### **Important**

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

#### Notes:

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, your machine may include certain options as standard. For details, please contact your local dealer.

#### Caution:

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

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

### **NOTICE**

#### 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.

### Manuals for This Machine

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

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- 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**

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

#### **Troubleshooting**

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

### Copy/Document Server Reference

Explains Copier and Document Server 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 Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

#### **General Settings Guide**

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

#### **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.

#### **UNIX Supplement**

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.

#### Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

#### Other manuals

- Manuals for DeskTopBinder Lite
  - DeskTopBinder Lite Setup Guide
  - DeskTopBinder Introduction Guide
  - · Auto Document Link Guide



- Manuals provided are specific to machine types.
- The following software products are referred to using general names:

Product name	General name
DeskTopBinder Lite and DeskTopBinder Professional* 1	DeskTopBinder
ScanRouter EX Professional*1 and ScanRouter EX Enterprise*1	the ScanRouter delivery software

\*1 Optional

# **TABLE OF CONTENTS**

NOTICE Manuals for This Machine	1
	2
How to Read This Manual	11
Symbols	11
Names of Major Functions	11
Reading the Display	12
Reading the Display Panel and Using Keys	12
Simplified Display	15
1. Transmission	
Transmission Modes	17
Selecting Type of Transmission	18
Memory Transmission	20
Immediate Transmission	25
Displaying Confirmation of Transmission	27
IP-Fax Functions	29
Terminology	31
Notes on Using IP-Fax	32
Functions Not Available for IP-Fax Transmission	32
Internet Fax Functions	33
Notes on Using Internet Fax	34
Functions Not Available by Internet Fax Transmission	35
Functions Not Available by Internet Fax Reception	36
T.37 Full Mode	36
E-mail Encryption	37
Sending to E-mail/Folder Destinations	39
Functions Not Available for E-mail Transmission	39
Functions Not Available for Folder Transmission	40
E-mail Encryption	40
Placing Originals	42
Setting the Original Orientation	44
Scanning Two-Sided Originals	45
Acceptable Original Sizes	48
Paper Size and Scanned Area	48

Types of Original whose Sizes are Difficult to Detect	51
Transmission with Image Rotation	52
Stamp	52
Checking the Content of a Scanned Original (Preview Before Transmission)	54
Scan Settings	57
Scan Type	57
Resolution	59
Scan Size	61
Density (Contrast)	67
Mixing Scan Settings for a Multiple Page Original	69
Changing the Line Port	71
Simultaneous Broadcast Using Multiple Line Ports	73
Specifying a Destination	75
Sending over a Fax Line	75
Sending by IP-Fax	79
Sending by Internet Fax	83
Sending an E-mail	89
Sending to Folder Destinations.	94
Using the Address Book to Specify Destinations	97
Specifying Group Destinations	98
Selecting Destinations from Recent Destinations	99
Programming Destinations in the Address Book	101
Registering a Fax Destination	101
Changing a Fax Destination	103
Deleting a Fax Destination	105
Registering Entered Destinations to the Address Book	107
Searching for a Destination in the Address Book	108
Search by Destination Name	108
Search by Fax Number/IP-Fax Destination	111
Search by Internet Fax Destination	113
Search by E-mail Destination	115
Search by Folder Destination	117
Search Using Advanced Search	120

Search by Registration Number	122
On Hook Dial	125
Manual Dial	127
Sender Settings	129
Advanced Features	132
Setting SUB Codes for Transmission	132
Setting SEP Codes for Reception	135
SEP Code RX Reserve Report	138
SEP Code RX Result Report	139
Canceling a Transmission	140
Before the Original Is Scanned	140
While the Original Is Being Scanned	140
While the Original Is Being Transmitted	141
Before the Transmission Is Started	143
Confirming a Transmission	147
Checking the Storage Result (Memory Storage Report)	149
Setting Transmission Function Defaults	150
2. Other Transmission Features	
Sending at a Specific Time (Send Later)	
Requesting a Reception Notice	155
Setting an Internet Fax/E-mail Destination as a BCC	157
Confirming Transmission Results by E-mail	159
Entering the Subject	161
Specifying Auto-Generated Subjects for E-mail	163
Entering the Text	164
Transmission Options	166
Standard Message Stamp	166
Auto Reduce	167
Label Insertion	168
Closed Network	170
SUB Code Transmission	171
SEP Code Reception	173
Fax Header Print	174

### 3. Reception

Types of Reception	177
Immediate Reception	177
Memory Reception	178
Substitute Reception	178
Reception Modes	182
Manual Reception	182
Auto Reception	182
Switching the Reception Mode	182
Receiving E-mail	184
Receiving Internet Fax Documents	185
Mail to Print	188
Reception Functions	190
Routing Received Documents	190
Transferring Received Documents	191
Forwarding Received Documents	192
SMTP Reception of E-mail	193
JBIG Reception	196
Auto Fax Reception Power-Up	196
Printing Options	197
Print Completion Beep	197
Checkered Mark	197
Centre Mark	197
Reception Time	198
Two-Sided Printing	198
Multi-Copy Reception	200
Image Rotation	200
Page Separation and Length Reduction	201
Page Reduction	
TSI Print (Transmitting Subscriber Identification Print)	
If There Is No Paper of the Correct Size	
Where Incoming Documents Are Delivered - Output Tray	
4. Changing/Confirming Communication Information	

Changing the Settings of Files in Memory	207
Deleting a Destination from a Broadcast	207
Adding a Destination	209
Changing the Transmission Time	212
Changing the SMTP Server Setting	214
Printing a File from Memory	218
Printing a List of Files in Memory (Print TX File List)	220
Resending a File	222
Checking the Transmission Result (Transmission File Status)	224
Confirming on Display	224
Confirming by Report	225
Confirming by E-mail	226
Confirming by Report and E-mail	227
Communication Result Report (Memory Transmission)	227
Immediate TX Result Report (Immediate Transmission)	228
Communication Failure Report	228
Checking the Reception Result (Reception File Status)	230
Confirming on Display	230
Confirming by Report	231
Print Journal	232
Printing the Journal	232
Journal	236
Transmitting Journal by E-mail	238
Confirming/Printing/Deleting Received and Stored Documents	240
Confirming Received and Stored Documents	240
Printing Received and Stored Documents	242
Deleting Received and Stored Documents	243
Printing a File Received with Memory Lock	245
Personal Boxes.	247
Personal Boxes.	247
Printing Personal Box Documents	248
Confidential File Report	249
Information Boxes	251

Information Boxes	251
Storing Documents in Information Boxes	252
Printing Information Box Documents	254
Deleting Information Box Documents	255
5. Storing a Document	
Sending a Stored File	257
Storing a Document	258
Sending Stored Documents	262
Printing Stored Documents	267
Changing Stored Document Information	269
Deleting a Stored Document	273
6. Fax via Computer	
Sending Fax Documents from Computers	275
Before Use	276
Using the Software	276
Installing Individual Applications	278
Setting LAN-Fax Driver Properties	279
Basic Transmission	280
Specifying Options	284
Checking Transmission Using LAN-Fax Driver	287
Confirming Transmission Results by E-mail	288
LAN-Fax Result Report	288
Printing and Saving	289
Editing Address Book	290
Using the Machine's Address Book Data in the Destination List of the LAN-Fax	292
Editing Fax Cover Sheets	292
Managing Facsimile Functions Using SmartDeviceMonitor for Admin	294
LAN-Fax Operation Messages	294
Viewing Fax Information Using a Web Browser	295
Viewing, Printing, and Deleting Received Fax Documents Using a Web Image Monitor	295
Programming Destination Information from Web Browser	297
Delivering Files Received by Fax	300
7. Appendix	

Checking the Memory Status	301
Programs	302
Registering and Changing Keystroke Programs	302
Deleting a Program	305
Using a Program	306
Optional Equipment	308
Expansion Memory (28MB: DIMM)	308
Extra G3 Interface Unit	308
Specifications	309
Specifications Required for the Internet Fax Destination Machines	312
Maximum Values	314
Function List	317
INDEX	321

### How to Read This Manual

### **Symbols**

This manual uses the following symbols:



Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

### **ACAUTION**

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

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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.



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

## Reading the Display

This section explains how to use control panel and screen-displayed keys.

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

If you press the [Facsimile] or [Clear Modes] key during operation, the standby display appears.

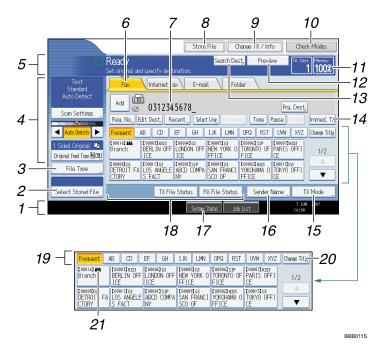


- This machine automatically returns to standby mode if you do not use the machine for a certain period
  of time. You can select the period using the Facsimile Auto Reset Timer in System Settings.
- The Facsimile Features menu includes a user parameter setting (switch 17, bit 3) that enables you to
  configure the machine to return to standby mode whenever it finishes scanning an original, see
  "Facsimile Features", General Settings Guide.
- To manually return to the standby display, do one of the following:
  - If you have placed the original in the optional 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.

### Reading the Display Panel and Using Keys

This section explains key functions and messages that appear on the control panel.

#### **Initial Display**



1. Displays the date, time, and machine status. Displays the name, facsimile number of the destination, and the size of the original when transmitting.

When user authentication is set, a login user name appears.

- 2. Allows you to send or print the documents stored in the Document Server.
- 3. Allows you to select the file type.
- 4. Allows you to set scan settings and original feed types.
- 5. Displays messages and the machine status.
- 6. Press a tab to switch the transmission type between "Fax", "Internet Fax", "E-mail", and "Folder".
  - When Fax (Fax) is selected, you can specify fax numbers or IP-Fax destinations.
  - When Internet Fax (Internet Fax) is selected, you can specify Internet Fax destinations.
  - When E-mail (E-mail) is selected, you can specify e-mail destinations.
  - When Folder (Folder) is selected, you can specify folder destinations.
- 7. Displays the entered number of a destination.
- 8. Allows you to store documents in the Document Server.

For details about storing documents, see "Sending a Stored File".

9. Press to display various information about communication.

For details about confirming information, see "Changing/Confirming Communication Information".

- 10. Allows you to confirm the transmission settings.
- 11. Displays the percentage of free memory space.

- 12. Allows you to check the scanned original before sending it.
- 13. Allows you to search for a destination by destination name, fax number, e-mail address or registration number.

For details about a destination search, see "Searching for a Destination in the Address Book".

14. Switches transmission mode to Immediate Transmission.

When [Immed. TX] is not highlighted, the machine is in the Memory Transmission mode.

15. Allows you to set various features for transmission.

For details about setting the features, see "Other Transmission Features".

- 16. Allows you to set a sender.
- 17. Allows you to check the number of "Transmission Standby File(s)", "Memory Lock File(s)", and "RX Print Standby File(s)".

For details about checking the status in [System Status], see "Checking the Memory Status".

18. Displays Quick Operation keys set for frequently used functions. [TX File Status] and [RX File Status] are preset.

For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

- Title word keys appear. Allows you to switch from one page (display) to another on the destination list.
- 20. Switches the type of title word keys.

For details, see "Switching the type of title in the Address Book".

21. Appears on Destination keys programmed as a group destination.

### **U** Note

- The display will differ depending on installed optional units.
- To use the Internet Fax, IP-Fax, e-mail, or folder transmission functions, the optional HDD unit and printer/scanner functions are required.
- When the following settings are set to "On" in the Facsimile Features menu, transmission type tabs
  are displayed. For details about these settings, see "Facsimile Features", General Settings Guide.
  - Internet Fax (Internet Fax): When "Internet Fax Setting" is set to "On".
  - E-mail (E-mail): When "E-mail Setting" is set to "On".
  - Folder (Folder): When "Folder Setting" is set to "On".
- Information about documents sent using the facsimile function cannot be checked in [Job List]. Use [Change TX / Info].

### Reference

- p.17 "Transmission Modes"
- p.98 "Switching the type of title in the Address Book"
- p.108 "Searching for a Destination in the Address Book"

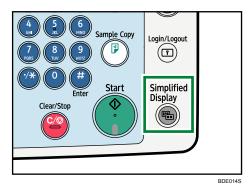
- p.257 "Sending a Stored File"
- p.301 "Checking the Memory Status"

### **Simplified Display**

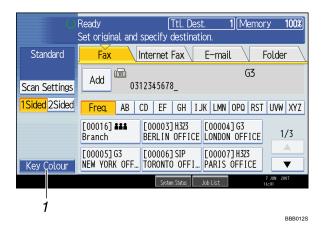
This section explains how to switch to the simplified display.

When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



#### Example of a simplified display



#### 1. [Key Colour]

Press to increase screen contrast by changing the colour of the keys. This is available only for the simplified display.



- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

# 1. Transmission

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

### **Transmission Modes**

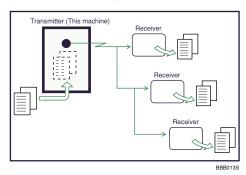
There are two types of transmission: Memory Transmission and Immediate Transmission.



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

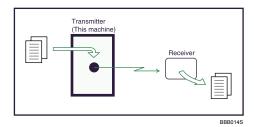
### **Memory Transmission**

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 (broadcasting). For details about a broadcast and Parallel Memory Transmission, see "Parallel Memory Transmission" and "Broadcasting sequence".



#### **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 address.



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





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".

### Reference

- p.23 "Parallel Memory Transmission"
- p.24 "Broadcasting sequence"
- p.150 "Setting Transmission Function Defaults"

### **Selecting Type of Transmission**

You can select the transmission type: standard fax, IP-Fax, Internet Fax, e-mail transmission, or folder transmission.

Press the tab in the standby display to select the transmission type.

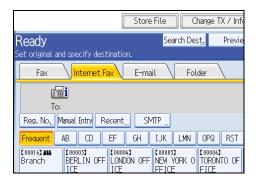
#### When sending to a standard fax or IP-Fax destination

Make sure that [Fax] is selected.



#### When sending to an Internet Fax destination

Press [Internet Fax] to switch the type of transmission to Internet Fax.



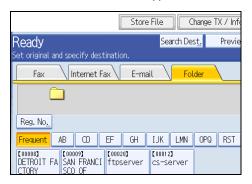
### When sending to an e-mail destination

Press [E-mail] to switch the type of transmission to e-mail.



#### When sending to a folder destination

Press [Folder] to switch the type of transmission to folder.



### **U** Note

• For details about each transmission type, see "IP-Fax Functions", "Internet Fax Functions", and "Sending to E-mail/Folder Destinations".

### Reference

- p.29 "IP-Fax Functions"
- p.33 "Internet Fax Functions"

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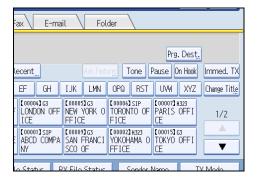
• p.39 "Sending to E-mail/Folder Destinations"

### **Memory Transmission**

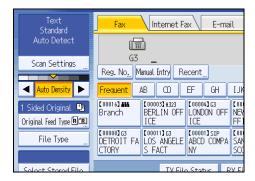
Memory Transmission mode has standard fax, Internet Fax, IP-Fax, e-mail transmission, and folder transmission.



- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about one hour, 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 in "Memory" at the upper right of the screen), Memory Transmission is disabled. Use Immediate Transmission instead.
- Make sure [Immed. TX] is not highlighted.
   Normally Memory Transmission mode is selected.



- 2. Place the original into the ADF.
- 3. Make the scan settings you require.



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



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4. Using the number keys or a Destination key, specify a destination.

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

For details about specifying a destination, see "Specifying a Destination".

**FFICE** 

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



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

6. Specify the next destination.



Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, email, and folder.

Multiple transmission types can be specified simultaneously.

7. Press the [Start] key.





- 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.57 "Scan Settings"
- p.75 "Specifying a Destination"
- p.314 "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 [Immed. TX] is not highlighted.
- 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.



### 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, 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
  - When you send documents stored in the Document Server



- You can turn this function on or off with the User Parameter (switch 07, bit 2) in the Facsimile Features
  menu. See "Facsimile Features", General Settings Guide.
- Standard Memory Transmission may be used instead of Parallel Memory Transmission depending on the optional equipment installed 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.

#### **Automatic Redial**

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



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.



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.

You can broadcast via multiple transmission types (fax, IP-Fax, Internet Fax, e-mail, and folder) at the same time.

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

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 File List)".

If the optional extra G3 interface unit is installed, you can use the Simultaneous Broadcast function to send faxes simultaneously on different phone lines. See "Simultaneous Broadcast Using Multiple Line Ports".

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

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- 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 Facsimile 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] whenever s/he specifies a destination using a
  destination key. This prevents users accidentally sending documents to the wrong destination. See
  "Facsimile Features", General Settings Guide.

### Reference

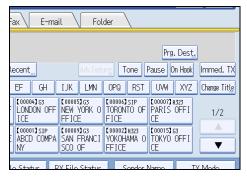
- p.73 "Simultaneous Broadcast Using Multiple Line Ports"
- p.220 "Printing a List of Files in Memory (Print TX File List)"

#### **Immediate Transmission**

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

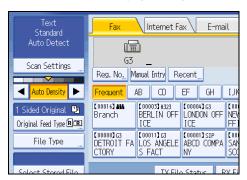
### 

- Internet Fax, e-mail transmission and folder transmission are performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to them while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.
- Group cannot be used for Immediate Transmission. You cannot send the same document to multiple
  destinations (broadcasting). If you specify broadcast or transmission for a group, the machine changes
  automatically to Memory Transmission.
- 1. Press [Immed. TX].



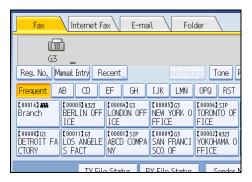
2. Place the original into the ADF.

3. Select the scan settings you require.



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

4. Using the number keys or a Destination key, specify a destination.



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

For details about specifying a destination, see "Specifying a Destination".

5. Press the [Start] key.

The machine dials a destination.



· Documents are not stored in memory.

### Reference

- p.57 "Scan Settings"
- p.75 "Specifying a Destination"

### Sending originals using the exposure glass (Immediate Transmission)

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

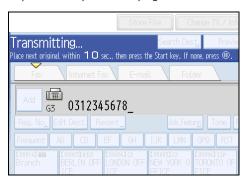
- 1. Press [Immed. TX].
- 2. Place the first page face down on the exposure glass.

- 3. Specify a destination.
- 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.



7. Press the [#] key.

### **Displaying Confirmation of Transmission**

On this screen you can check the destination, transmission mode, and other transmission settings before transmission.

1. Press [Check Modes], and then check the transmission settings.



The following display appears.



2. After checking the settings on the display, press [Exit].

### **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

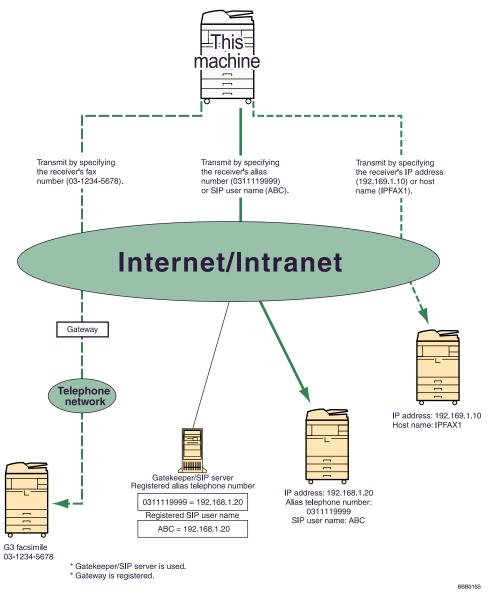
IP-Fax uses SIP and H.323 as the network protocol.

Specify an IP address or host name instead of a fax number for sending. When using a gatekeeper, specify an alias telephone number. Specify addresses of the gatekeeper or SIP server (proxy server, registrar server, redirect server) as appropriate under H.323 Settings, SIP Settings, or Program / Change / Delete Gateway in the Facsimile Features menu.

When using a SIP server, you can send by specifying SIP user name.

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".





- To use this function, the optional HDD unit and printer/scanner functions are required.
- To use IP-Fax functions, this machine must be connected to a LAN and its IP-Fax settings correctly specified under Initial Settings in the Facsimile Features menu. For details about these settings, see "Facsimile Features", General Settings Guide.
- Before using this function, configure the network in the System Settings menu. For details about the required settings, see "Connecting the Machine", General Settings Guide.

### **U** 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 Program / Change / Delete Gateway, see "Facsimile Features", General Settings Guide.
- In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

### Reference

• p.177 "Types of Reception"

### **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.

- 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 one hour, 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

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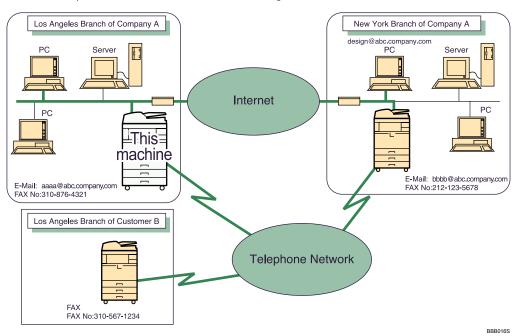
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### Internet Fax Functions

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 (Internet Fax destination).

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





- To use this function, the optional HDD unit and printer/scanner functions are required.
- To use Internet Fax functions, this machine must be connected to a LAN and set up correctly in "System Settings". For details about the required settings, see "Connecting the Machine", General Settings Guide.
- To send Internet Fax documents, in the Facsimile Features menu, under Initial Settings, set [Internet
  Fax Setting] to [On]. However, documents can still be forwarded or delivered to Internet Fax
  destinations even if [Off] is selected. See "Facsimile Features", General Settings Guide.
- To receive Internet Fax documents, in the System Settings menu, in File Transfer, under [Fax E-mail Account], set Account to [Receive]. See "System Settings", General Settings Guide.



- 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 on the standby display. For details about using this function, see
  "Bypassing the SMTP server".
- When sending Internet Fax documents, "Subject", "Text", "Reception Notice", "BCC Transmission"
  can be selected in [TX Mode]. For details about setting these options, see "Other Transmission
  Features".
- You can limit the size of transmitted e-mail messages in "Max. E-mail Size" of "Facsimile Features".
   For details about the setting, see "Facsimile Features", General Settings Guide.
- See "Received images" for how e-mail is actually received by the computer.
- The CC function is disabled.
- 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.
- For details about how to confirm the transmission result, see "Checking the Transmission Result (Transmission File Status)".
- In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

#### Reference

- p.86 "Bypassing the SMTP server"
- p.186 "Received images"
- p.224 "Checking the Transmission Result (Transmission File Status)"

### 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 "Super Fine". To send a document at "Super 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.
- The level of security for Internet communications is low. It is recommended that you use the telephone network for confidential communications.

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- 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 using this 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 one hour, 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.

# **U** Note

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

# Reference

- p.36 "T.37 Full Mode"
- p.86 "Bypassing the SMTP server"

# Functions Not Available by 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
- Closed Network Transmission
- SUB Code Transmission
- On Hook Dial
- Manual Dial
- IBIG Transmission
- ECM (Error Correction Mode)

## Functions Not Available by 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 per Sender
- Reception File Print Quantity per Sender

### 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.



• 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.155 "Requesting a Reception Notice"
- p.297 "Programming Destination Information from Web Browser"

# **E-mail Encryption**

For security, this machine can apply encryption and/or digital signatures to the e-mail it receives for forwarding and routing.

Use of encryption and/or digital signatures helps prevent e-mail spoofing and information leakage.

Encryption and digital signatures can be used with the following functions:

- Routing documents to addresses registered in Personal Boxes.
- Transferring documents to addresses registered in Transfer Boxes.
- E-mail forwarding
- Routing e-mail received via SMTP

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- First register the forwarding/routing destinations' e-mail addresses in the Address Book, and then
  specify the encryption settings in both Address Book and Web Image Monitor for each destination
  that you want to send encrypted e-mail to. For details about these settings, ask your administrator.
- E-mail encryption and digital signatures are not available with standard transmission to Internet Fax
  destinations. Encryption is only available for forwarding, routing, or transferring to Internet Fax
  destinations.

# **U**Note

- The encryption method of this machine is S/MIME. For details about S/MIME, ask the administrator.
- If you specify "Encrypt All" in Web Image Monitor's Address Book settings, all e-mail is forwarded
  and routed in encrypted form, regardless of the encryption settings specified on the Facsimile Features
  menu.
- If you specify "Use Signatures" in Web Image Monitor's security settings, all e-mail is forwarded and
  routed with digital signatures applied, regardless of the digital signature settings specified on the
  Facsimile Features menu.

- Encrypted e-mail cannot be broadcasted. When specifying multiple destinations, broadcasted documents are sent one by one in the order in which the destinations were specified.
- This machine cannot receive e-mails encrypted with S/MIME. When configuring the S/MIME encryption settings, you should confirm that the receiver can receive S/MIME-encrypted e-mail.
- For details about how to specify encryption and digital signature settings, see "Facsimile Features", General Settings Guide.
- For details about forwarding/routing/transferring functions, see the following:
  - "Routing Received Documents"
  - "Transferring Received Documents"
  - "Forwarding Received Documents"
  - "Routing e-mail received via SMTP"

## ■ Reference

- p.190 "Routing Received Documents"
- p.191 "Transferring Received Documents"
- p.192 "Forwarding Received Documents"
- p.194 "Routing e-mail received via SMTP"

# Sending to E-mail/Folder Destinations

This machine uses its fax function to send scanned documents over the network to computers.

Specify an e-mail address or the path to the destination folder.

You can send the same document to an e-mail destination, folder destination, fax number, IP-Fax destination, and Internet Fax destination simultaneously. If you specify a destination fax number (of another party's fax machine) and a destination folder on your computer at the same time, you can view the sent document on your computer.

When sending to e-mail/folder destinations, you can select PDF or TIFF as the file type of the document you are sending.

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- To use this function, the optional HDD unit and printer/scanner functions are required.
- To send to e-mail/folder destinations, this machine must be connected to a LAN and set up correctly in "System Settings".
- To send e-mail documents, set [E-mail Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Facsimile Features", General Settings Guide.
- To send to folder destinations, set [Folder Setting] to [On] in the Facsimile Features menu, under Initial Settings. See "Facsimile Features", General Settings Guide.



- Black and white images are sent in the same way as standard fax transmissions.
- To send to a folder destination, you must first register the path for the folder in the Address Book. You cannot enter the path manually on the standby display.
- To use an e-mail address registered in the Address Book as an e-mail destination, specify "Use E-mail Address for" for [E-mail / Internet Fax Destination].
- In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

## Functions Not Available for E-mail Transmission

This section tells you which functions are not available for e-mail transmission.

The following functions are available for standard fax transmission, but not for e-mail transmission:

- Immediate Transmission
- Closed Network Transmission
- SUB Code Transmission
- On Hook Dial
- Manual Dial

- JBIG Transmission
- ECM (Error Correction Mode)

#### Functions Not Available for Folder Transmission

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

The following functions are available for standard fax transmission, but not for folder transmission:

- Immediate Transmission
- Closed Network Transmission
- SUB Code Transmission
- On Hook Dial
- Manual Dial
- JBIG Transmission
- ECM (Error Correction Mode)
- Selecting destinations from recent destinations
- Simultaneous Broadcast using multiple line ports
- Directly entering destinations

## **E-mail Encryption**

For security, this machine can apply encryption and/or digital signatures to the e-mail it receives for forwarding and routing.

Use of encryption and/or digital signatures helps prevent e-mail spoofing and information leakage.

Encryption and digital signatures can be used with the following functions:

- Routing documents to addresses registered in Personal Boxes.
- Transferring documents to addresses registered in Transfer Boxes.
- · E-mail forwarding
- Routing e-mail received via SMTP

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- First register the forwarding/routing destinations' e-mail addresses in the Address Book, and then
  specify the encryption settings in both Address Book and Web Image Monitor for each destination
  that you want to send encrypted e-mail to. For details about these settings, ask your administrator.
- E-mail encryption and digital signatures are not available with standard transmission to e-mail destinations. Encryption is only available for forwarding, routing, or transferring to e-mail destinations.

# Note

- The encryption method of this machine is S/MIME. For details about S/MIME, ask the administrator.
- If you specify "Encrypt All" in Web Image Monitor's Address Book settings, all e-mail is forwarded
  and routed in encrypted form, regardless of the encryption settings specified on the Facsimile Features
  menu.
- If you specify "Use Signatures" in Web Image Monitor's security settings, all e-mail is forwarded and routed with digital signatures applied, regardless of the digital signature settings specified on the Facsimile Features menu.
- Encrypted e-mail cannot be broadcasted. When specifying multiple destinations, broadcasted documents are sent one by one in the order in which the destinations were specified.
- This machine cannot receive e-mails encrypted with S/MIME. When configuring the S/MIME
  encryption settings, you should confirm that the receiver can receive S/MIME-encrypted e-mail.
- For details about how to specify encryption and digital signature settings, see "Facsimile Features",
   General Settings Guide.
- For details about forwarding/routing/transferring functions, see the following:
  - "Routing Received Documents"
  - "Transferring Received Documents"
  - "Forwarding Received Documents"
  - "Routing e-mail received via SMTP"

# Reference

- p.190 "Routing Received Documents"
- p.191 "Transferring Received Documents"
- p.192 "Forwarding Received Documents"
- p.194 "Routing e-mail received via SMTP"

# **Placing Originals**

Place the original on the exposure glass or the optional 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/Document Server Reference.
- Placing originals into the ADF
   See "Placing Originals in the ADF" in "Placing Originals", Copy/Document Server Reference.

Note that [Special Original] of the copy function cannot be used with the facsimile function.

Place the originals according to their paper size.

Original size	Placing on the exposure glass	Placing into the ADF
A4, B4 JIS, A3, 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>2</sub> × 14, 11 × 17		
A4, B4 JIS, A3, 8 <sup>1</sup> / <sub>2</sub> × 11, 8 <sup>1</sup> / <sub>2</sub> × 14, 11 × 17		R
B6 JIS, A5, B5 JIS, $5^{1}/_{2} \times 8^{1}/_{2}$		R
B6 JIS, A5, B5 JIS, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>		

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- If you place A5 or B6 JIS size originals on the exposure glass, they are not detected. Place A5 size originals into the ADF.
- Do not lift the ADF while using it to scan originals.

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## **U** 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/Document Server Reference.
- To scan multiple originals using the Auto Document Feeder (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.
- An original of irregular (i.e. custom) size originals are scanned as regular size originals, so the receiver
  may find extra blank margins or edges of images missing. When sending a custom size or part of a
  large original, you can specify the scan area precisely. If you specify a scan area, only that area is
  scanned regardless of the actual size of the original. For details about specifying the scan area, see
  "Scan Size".
- Documents longer than 800 mm (32 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.
- Generally, place A4, 8<sup>1</sup>/<sub>2</sub> × 11 originals in the landscape orientation (□). If you place an A4, 8<sup>1</sup>/<sub>2</sub> × 11 original in the portrait orientation (□), the image is sent rotated by 90°. See "Transmission with Image Rotation".
- 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. However, the information is also printed rotated by 90 degrees if an A4, 8<sup>1</sup>/<sub>2</sub> × 11 original is placed in the portrait orientation (D). For details about the fax information, see "Facsimile Features", General Settings Guide. For details about the transmission with image rotation, see "Transmission with Image Rotation".
- For acceptable types of originals, see "Acceptable Original Sizes", "Paper Size and Scanned Area" and "Types of Original whose Sizes are Difficult to Detect".

# Reference

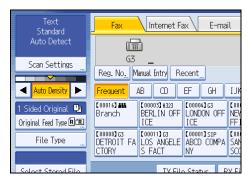
- p.36 "T.37 Full Mode"
- p.48 "Acceptable Original Sizes"

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- p.48 "Paper Size and Scanned Area"
- p.51 "Types of Original whose Sizes are Difficult to Detect"
- p.52 "Transmission with Image Rotation"
- p.61 "Scan Size"

## **Setting the Original Orientation**

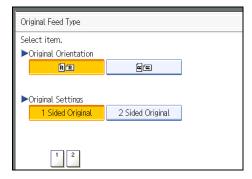
To preview scanned originals or documents using Document Server, configure the "Original Orientation" setting to display the top/bottom orientation of the original correctly in the preview.

- 1. Place the original, and then select the scan settings you require.
- 2. Press [Original Feed Type].



3. Specify the original orientation.

Check the orientation of the placed document, and then press [RR] or [RR]



4. Press [OK].

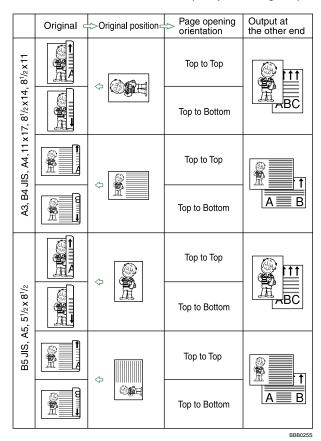
The selected original orientation appears in "Original Feed Type".

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

## **Scanning Two-Sided Originals**

Use this function to send two-sided originals.

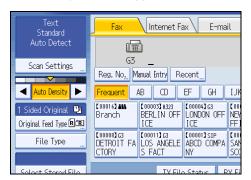
The front and back of the scanned original will be printed in order on separate sheets at the other end. The orientation of alternate sheets may be reversed at the other end. If you want to print the original with the same orientation at the other end, specify the "Original position" and "Page opening orientation".



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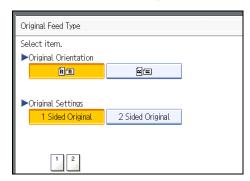
- To use this function, the optional ADF is required. When you use [2 Sided Original] under [Original Feed Type], the originals cannot be sent by using just the exposure glass.
- Two-sided originals are only sent with Memory Transmission. Immediate Transmission is not possible.
- 1. Place the original, and then select the scan settings you require.

#### 2. Press [Original Feed Type].



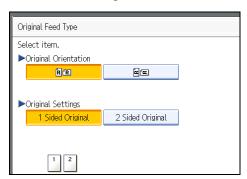
## 3. Specify the original orientation.

Check the orientation of the placed document, and then press [RR] or [LR].

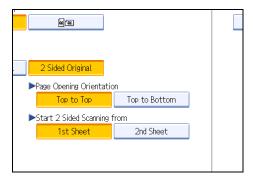


Make sure that the specified original orientation matches the orientation of originals loaded in the ADF.

## 4. Press [2 Sided Original].

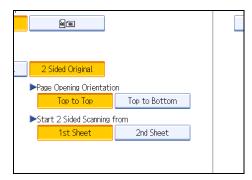


## 5. Select [Top to Top] or [Top to Bottom].



## 6. Select [1st Sheet] or [2nd Sheet].

To cancel two-sided transmission, press [1 Sided Original]. The display returns to that of step 4. Select [2nd Sheet] if you want to send a cover sheet as the first page.



## 7. Press [OK].

"2 Sided Original" appears above [Original Feed Type].

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



- You can confirm whether both sides were properly scanned using the Stamp function. For details about Stamp, see "Stamp".
- For details about acceptable original size and paper thickness for two-sided scanning with the ADF, see "Acceptable Original Sizes".
- You can set the original feed types that are selected right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

# Reference

- p.48 "Acceptable Original Sizes"
- p.52 "Stamp"
- p.150 "Setting Transmission Function Defaults"

## **Acceptable Original Sizes**

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

Where original is set	Acceptable original size	Maximum number of sheets	Paper thickness
Exposure glass	Up to A3 (297 × 420 mm), 11 × 17 (279 × 432 mm)	1 sheet	-
ADF, one-sided original	B6 JIS $\square$ to A3 $\square$ (up to 1200 mm long)	100 sheets	40-128 g/m <sup>2</sup>
	$5^{1}/_{2} \times 8^{1}/_{2} \square$ to 11 × 17 $\square$	(80 g/m <sup>2</sup> , 20 lb)	(11-34 lb)
ADF, two-sided original	A5 $\square$ to A3 $\square$ (up to 432 mm long)	100 sheets	52-128 g/m <sup>2</sup>
	$5^{1}/_{2} \times 8^{1}/_{2} \square$ to 11 × 17 $\square$	(80 g/m <sup>2</sup> , 20 lb)	(14-34 lb)



• The weight range for originals in the Mixed Original Sizes mode is  $52-81.4 \text{ g/m}^2$ , 13.8-21.5 lb.

# Paper Size and Scanned Area

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



- 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. See "Auto Reduce".

# **■** Reference

• p.167 "Auto Reduce"

## When placing an original on the exposure glass

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

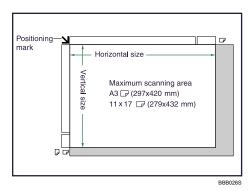


 If you place an original larger than A3, 11 × 17 on the exposure glass, only an A3, 11 × 17 area is scanned.

#### • Maximum scan area

The following shows the maximum scan area:

297 × 432 mm, 11 × 17 inches (W × L)



The machine detects paper sizes in the following ways:

#### **Metric Version**

	Length *1					
		-250 mm	251 mm-274 mm	275 mm-324 mm	325 mm-	
	-240 mm	×	B5 JIS□	A4□	$8^{1}/_{2} \times 13\Box$	
Width	241 mm- 274 mm	B5 JIS 🔽	B4 JIS⊡	B4 JIS⊡	B4 JIS□	
	275 mm-	A4 🗸	A3□	A3□	A3□	

BDC002S

#### Inch Version

		Length *1				
	-9.8 inches 9.9 inches-10.8 inches 10.8 inches-12.8 inches 12.8 inch					
_	-9.4 inches	×	×	$8^1/_2 \times 11 \square$	$8^1/_2 \times 13 \square$	
Width	9.5 inches - 10.8 inches	$11 \times 8^{1}/_{2}$	11 × 17□	11 × 17 □	11 × 17□	
Λ	10.8 inches-	$11 \times 8^1/_2 \Box$	11 × 17□	11 × 17 □	11 × 17□	

BDC003S

#### × - Unable to auto detect

\*1 Normally a length of about 420 mm (16.5 inches) can be scanned; however, it is only possible to specify a scanning size up to 432 mm (17 inches).



• If the machine cannot detect the size of the original you placed, specify the scan area (original size) manually. For details about specifying the scan area, see "Scan Size".

1

• p.61 "Scan Size"

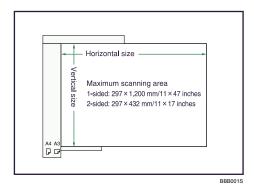
# When placing an original into the ADF

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

• Maximum scan area

The following shows the maximum scan area:

Memory Transmission:  $297 \times 1200 \text{ mm}/11 \times 47 \text{ inches (W × L)}$ Immediate Transmission:  $297 \times 1200 \text{ mm}/11 \times 47 \text{ inches (W × L)}$ 



The machine detects paper sizes in the following ways:

#### **Metric Version**

		Length					
		-240 mm	240-291 mm	291-320 mm	320 mm-		
	-138 mm	B6 JIS□	B6 JIS□	B6 JIS□	B6 JIS□		
Width	138-191.5 mm	A5□/B6 JIS□	B5 JIS□	B5 JIS□	B5 JIS□		
	191.5-230 mm	A5D	8 <sup>1</sup> / <sub>2</sub> ×11□	A4D	8 <sup>1</sup> / <sub>2</sub> × 13□		
	230-263.5 mm	B5 JISŪ	B4 JIS□	B4 JIS□	B4 JIS□		
	263.5-288 mm	8 <sup>1</sup> / <sub>2</sub> × 11 <sup>D</sup>	11 × 17□	11 × 17□	11 × 17 🗗		
	288 mm-	A4D	A3□	A317	A3□		

#### Length 11.5-12.6 9.4-11.5 inches -9.4 inches 12.6 inchesinches $5^{1}/_{2} \times 8^{1}/_{2} \square$ $|5^{1}/_{2} \times 8^{1}/_{2} \square$ $|5^{1}/_{2} \times 8^{1}/_{2} \square$ $|5^{1}/_{2} \times 8^{1}/_{2} \square$ -5.4 inches $5^{1}/_{2} \times 8^{1}/_{2} \square$ $7^{1}/_{4} \times 10^{1}/_{2}$ $7^{1}/_{4} \times 10^{1}/_{2}$ $7^{1}/_{4} \times 10^{1}/_{2}$ 5.4-7.5 inches $5^{1}/_{2} \times 8^{1}/_{2}$ $8^{1}/_{2} \times 11 \Box$ $8^{1}/_{2} \times 14\Box$ A40 7.5-9.1 inches Width 10 × 14□ 10 × 14□ 9.1-10.4 inches 10 × 14□ 10 × 14□ $8^{1}/_{2} \times 11^{\square}$ 10.4-11.3 inches 11 × 17 🗗 11 × 17 🗗 11 × 17 🗗

#### **Inch Version**



11.3 inches-

• 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.

A3□

A3□

A3□

# Types of Original whose Sizes are Difficult to Detect

A40

This section describes the kinds of original whose sizes might be difficult to detect.

If the original type is one of the following, the machine might not detect its size correctly and the receiver's machine might print it on paper of the wrong size:

- originals placed on the exposure glass that are of a size not listed in the following table
- originals with index tabs, tags, or protruding parts
- transparent originals, such as OHP transparencies or translucent paper
- dark originals with dense text or images
- · originals that contain areas of solid print
- · originals that have solid print around their edges
- originals with glossy surfaces
- bound originals of more than 10 mm (0.3 inch) in thickness, such as books.

In facsimile mode, the following paper sizes will be auto detected:

#### **Metric Version**

Where original is placed	A3₽	8 <sup>1</sup> / <sub>2</sub> × 13 (F4)	B4 JIS□	A4DD	B5 JIS□	A5DD	B6 JIS□
Exposure glass	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	×	×
ADF	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect

#### × - Cannot auto detect

#### Inch Version

Where original is placed	]1×17□	8 <sup>1</sup> / <sub>2</sub> × 14 □	8 <sup>1</sup> / <sub>2</sub> ×11 <sup>D</sup>	5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □□	10×14 <b>□</b>	7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> □
Exposure glass	Auto detect	Auto detect	Auto detect	×	×	×
ADF	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect

#### × - Cannot auto detect

# Transmission with Image Rotation

As a general rule, place A4,  $8^{1}/_{2} \times 11$  originals in the landscape orientation ( $\square$ ). If you place an A4,  $8^{1}/_{2} \times 11$  original in the portrait orientation ( $\square$ ), the image is sent rotated by 90°.

Providing the receiver has A4,  $8^{1}/_{2} \times 11$  landscape paper ( $\Box$ ), the document is printed at the same size as the original.

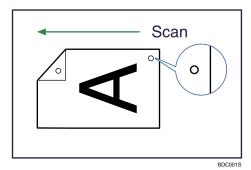


- This function is unavailable with Immediate Transmission.
- This function is unavailable when using Mixed Original Sizes.

## Stamp

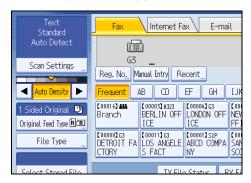
When sending a fax document using the optional ADF, the machine can stamp a circle mark at the bottom of the original.

When sending a two-sided document, the document is marked at the bottom of the front page and top of the rear page.

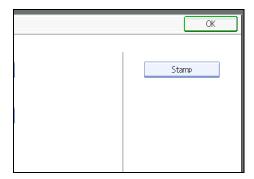




- To use this function, the optional ADF is required. Stamp only works when scanning from the ADF.
- 1. Place the original, and then select the scan settings you require.
- 2. Press [Original Feed Type].



3. Press [Stamp].



To cancel the stamp, press [Stamp] again before pressing [OK].

- 4. Press [OK].
- 5. Specify the destination, and then press the [Start] key.



- This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or successfully sent by Immediate Transmission.
- When the stamp starts getting lighter, replace the cartridge. For details, see "Replacing the Stamp Cartridge", Troubleshooting.
- If a multi-page feed or paper jam occurs, the originals are not sent properly and not stamped. If you
  find a page that is not stamped, send only that page again.
- You can have the machine select the Stamp function right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2 and 4. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.
- A paper jam during Parallel Memory Transmission may cause the transmission to fail even if stamping is performed.
- You cannot turn the Stamp function on or off while an original is being scanned.

## ■ Reference

• p.150 "Setting Transmission Function Defaults"

# Checking the Content of a Scanned Original (Preview Before Transmission)

The Preview Before Transmission function allows you to check the content of a scanned original before you send it.

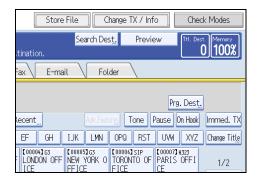
# Mportant ...

- To use this function, the optional HDD unit is required.
- This function cannot be used with the following functions:
  - Immediate Transmission
  - Parallel Memory Transmission
  - On Hook Dial
  - Manual Dial
  - SEP Code Reception
  - When [Store Only] is set for [Store File]
  - Transmission of a stored file only
- 1. Place the original, and then specify the scan settings you require.

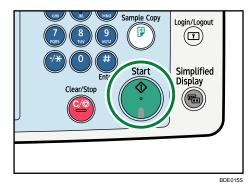
Specify the "Original Orientation" setting correctly. If you do not, the top/bottom orientation of the original will not be displayed correctly in the preview.

For details about the setting, see "Setting the Original Orientation".

#### 2. Press [Preview].



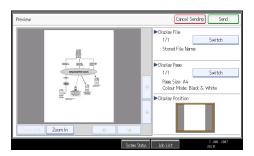
3. Specify the destination, and then press the [Start] key.



The machine starts to scan the original. When scanning ends, a preview is displayed.

If you want to cancel a preview, press [Cancel].

#### 4. Check the preview.



- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press  $[\leftarrow]$   $[\rightarrow]$   $[\uparrow]$   $[\downarrow]$  to scroll the preview image.
- Press [Switch] under "Display File" to display another selected file.
- Press [Switch] under "Display Page" to change the displayed page.

#### 5. Press [Send].

Transmission starts.

To cancel the transmission, press [Cancel Sending].

After transmission, the standby display appears.

# **U** Note

 You can have the machine select Preview Before Transmission right after the power is turned on or whenever the [Clear Modes] key is pressed. For details, see "Setting Transmission Function Defaults".

## **■** Reference

- p.44 "Setting the Original Orientation"
- p.150 "Setting Transmission Function Defaults"

# **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 four settings that you can adjust to help you transmit the document with the best possible image quality.

#### Scan Type:

Text, Text / Line Art, Text / Photo, Photo

#### Resolution:

Standard, Detail, Super Fine (optional)

#### Scan Size:

Auto Detect, Regular, Area, Mixed Original Sizes

#### Density (Contrast):

Auto Density, Manual Density (seven levels), Combined Auto and Manual Density

## Scan Type

If the original contains photographs, illustrations, or diagrams with complex shading patterns or grays, select the appropriate scan type to optimize image clarity.

#### **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.

## Text / Line Art

Select [Text / Line Art] to send high-contrast black-and-white graphic originals at improved resolution. The [Text] mode gives priority to scanning speed; [Text / Line Art] mode gives priority to scanning quality.

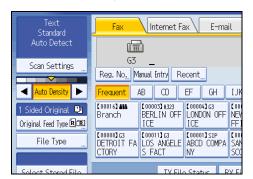
## Text / Photo

Select [Text / Photo] to send an original containing both a high-contrast black-and-white image, such as text, and a halftone image, such as a photograph.

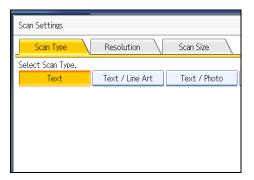
#### **Photo**

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

#### 1. Press [Scan Settings].



2. Make sure that [Scan Type] is selected.



3. Select the scan type you require, and then press [OK].





- If you select [Text / Line Art], [Text / Photo], or [Photo], the transmission will take longer than when [Text] is selected.
- If you send a fax document with [Text / Line Art], [Text / Photo], or [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 "Density (Contrast)".
- You can set the scan type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

## **■** Reference

- p.67 "Density (Contrast)"
- p.150 "Setting Transmission Function Defaults"

#### **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 a transmission to Internet Fax destination, e-mail destination, and folder destination.
- This function requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

#### 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 (Super Fine) have high quality but transmission takes longer. Conversely, low resolution (Standard) 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.

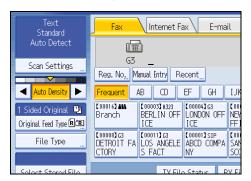
#### Detail (8 × 7.7 lines/mm, 200 × 200 dpi)

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

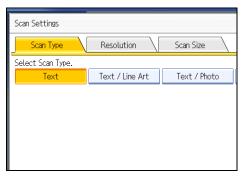
#### Super Fine (optional expansion memory required: 16 × 15.4 lines/mm, 400 × 400 dpi)

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

#### 1. Press [Scan Settings].



#### 2. Press [Resolution].



3. Select the resolution you require, and then press [OK].





- If you install the optional expansion memory, "Super Fine" appears in the Resolution screen.
- 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 "Print Journal".
- Sending with Super Fine resolution requires that the machine has the optional expansion memory, and the other party's machine has the capability to receive fax documents at Super Fine resolution.
- The machine supports Standard, Detail, Fine (with the optional expansion memory), and Super Fine (with the optional expansion memory) resolutions for reception.

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

### Reference

- p.36 "T.37 Full Mode"
- p.150 "Setting Transmission Function Defaults"
- p.232 "Print Journal"

#### Scan Size

Specify a scan area within an original.

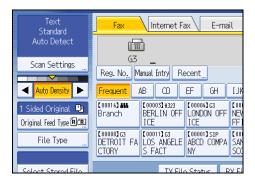
Normally, originals are scanned according to their size, which the machine detects automatically. However, you can specify the scan area manually also. Specifying the scan area manually can be useful for cropping excess border space around an image.

#### **Auto Detect**

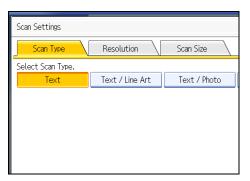
Detects the size of the first page and scans all pages using that size.

If the machine cannot detect the original size, a confirmation message appears. Place the original again.

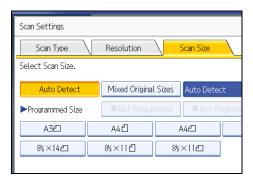
#### 1. Press [Scan Settings].



#### 2. Press [Scan Size].

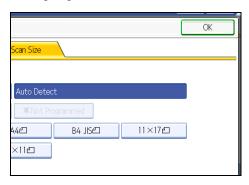


## 3. Make sure that [Auto Detect] is selected.



If it is not, press [Auto Detect].

#### 4. Press [OK].



"Auto Detect" appears above [Scan Settings].



• For details about an original the machine cannot detect its size correctly, see "Types of Original whose Sizes are Difficult to Detect".

# Reference

• p.51 "Types of Original whose Sizes are Difficult to Detect"

## Regular

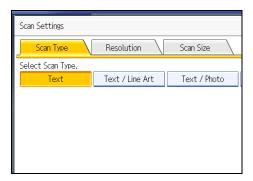
The placed original is scanned according to specified standard size regardless of actual size.

The sizes that can be specified are A4 $\square$ D, B4 JISD, A3D,  $8^1/_2 \times 11$ DD,  $8^1/_2 \times 14$ D, and  $11 \times 17$ D.

## 1. Press [Scan Settings].



#### 2. Press [Scan Size].

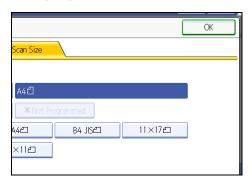


#### 3. Press the size of the originals to be sent.



 $8^{1}/_{2} \times 11$  indicates LT.  $8^{1}/_{2} \times 14$  indicates LG.  $11 \times 17$  indicates DLT.

### 4. Press [OK].



The selected size appears above [Scan Settings].

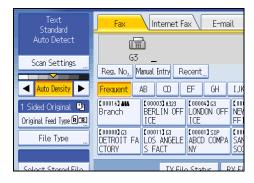
To cancel the selected scan size, select [Auto Detect] before pressing [OK].

#### Area

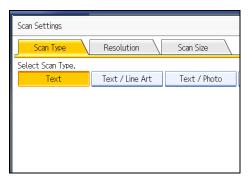
Only the area in the specified size is scanned regardless of the actual size of a placed original.



- You must first register the sizes of the originals that you want to scan in "Program / Change / Delete Scan Size" on the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- 1. Press [Scan Settings].



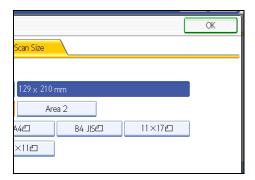
## 2. Press [Scan Size].



#### 3. Press [Area 1] or [Area 2].



#### 4. Press [OK].



The specified size appears above [Scan Settings].

To cancel the selected scan size, select [Auto Detect] before pressing [OK].

## **Mixed Original Sizes**

You can send the different size of originals simultaneously.

Select this to individually scan the size of originals loaded into the optional ADF. For example, when A3  $\Box$  and A4 $\Box$  size originals are sent together, usually all are sent using the size of the first original. By selecting Mixed Original Sizes, the machine scans and sends each original according to its size.

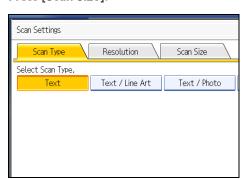
1

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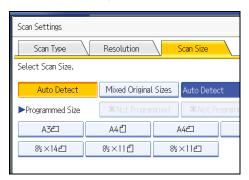
- The sizes of the originals that can be placed in this mode are as follows:
  - Metric Version: A3□, B4 JIS□, A4□□, B5 JIS□□
  - Inch Version: 11 × 17□, 8<sup>1</sup>/<sub>2</sub> × 14□, 8<sup>1</sup>/<sub>2</sub> × 11□□
- You can place originals of two different sizes at a time.
- When placing originals in the ADF, align their rear and left edges against the ADF, and adjust the
  document guide according to the largest original.
- Since small originals may not be correctly aligned with the original guide, the scanned image may be slanted.
- 1. Press [Scan Settings].



2. Press [Scan Size].



## 3. Press [Mixed Original Sizes].



#### 4. Press [OK].



"Auto Detect: Mixed Sizes" appears above [Scan Settings].

To cancel Mixed Original Sizes, press [Mixed Original Sizes] again before pressing [OK].



- When using Mixed Original Sizes, the machine sends the originals by Memory Transmission.
- When using Mixed Original Sizes, rotation transmission is disabled.
- You can have the machine select Mixed Original Sizes right after the power is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

# Reference

• p.150 "Setting Transmission Function Defaults"

# **Density (Contrast)**

You can adjust the density at which the originals are scanned.

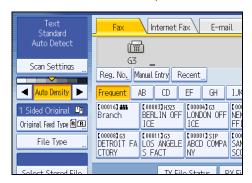
The text and diagrams on originals should stand out clearly from the paper they are on.

If the original has a darker background than normal (for example, a newspaper clipping), or if the writing is faint, adjust the density.

#### **Auto Density**

The appropriate density setting for the original is automatically selected.

1. Make sure that [Auto Density] is selected.



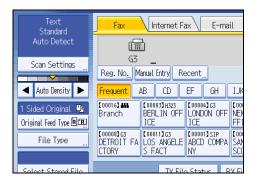
#### **Manual Density**

Use manual density to set density manually.

You can select one of seven density levels.

- 1. If [Auto Density] is selected, press [Auto Density] to turn it off.
- 2. Press [◀] or [▶] to adjust the density.

The indicator moves.



#### **Combined Auto and Manual Density**

You can only adjust density for photographs, illustrations, or diagrams if the original has a dark background.

You can select one of seven density levels.

- 1. Make sure that [Auto Density] is selected.
- 2. Press [◀] or [▶] to adjust the density.

The indicator moves.



- Selecting [Text], [Text / Line Art], or [Text / Photo] for the scan type causes [Auto Density] to be selected.
- You can set the density that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults".

## Reference

• p.150 "Setting Transmission Function Defaults"

# 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.

# 

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.

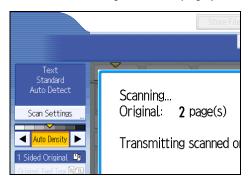
You have about 60 seconds (10 seconds for Immediate Transmission) to make the scan settings. The time remaining is shown on the display.



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

## When placing originals in the Auto Document Feeder (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.

# **Changing the Line Port**

Select a line port or protocol to be used for standard fax or IP-Fax transmission.

When the extra G3 interface unit is installed, you can connect to a maximum of three ports.



• To add more fax lines, the optional extra G3 interface unit is required.

#### G3

G3 is selected after power up or when the machine is reset. If you install the extra G3 interface unit, you can select "G3-1", "G3-2", "G3-3", or "G3 Auto" depending on the number of the installed unit.



#### Multi-port

When the extra G3 interface unit is installed, communications can take place simultaneously through three lines at once.

The following list shows protocol combinations available for each line type.

Option	Available line types	Available protocol combinations
Without option	PSTN	G3
Extra G3 interface unit	PSTN + PSTN	G3 + G3
Extra G3 interface unit <sup>+</sup> Extra G3 interface unit	PSTN + PSTN + PSTN	G3 + G3 + G3

#### **IP-Fax**

When sending an IP-Fax, select either "SIP" or "H.323" as the protocol.

To display "SIP" and "H.323" on the screen, make the settings in "Initial Settings" in the Facsimile Features menu. If you are using SIP, specify "Enable SIP" and "SIP Settings". If you are using H.323,

1

specify "Enable H.323" and "H.323 Settings". For details about these settings, see "Facsimile Features", General Settings Guide.

Ask your administrator whether you should select "SIP" or "H.323" as the protocol.

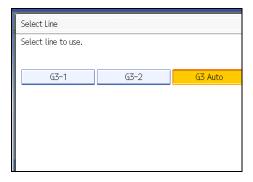
# 1. Press [Select Line].



## 2. Select the line you want to use.

If you select "G3 Auto", the machine will use any available line. This increases efficiency.

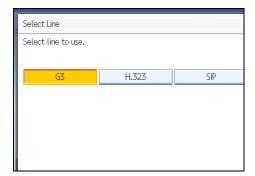
When one optional extra G3 unit is installed



When two optional extra G3 units are installed



When H.323/SIP are set to "On"



# 3. Press [OK].

The standby display appears.



- When you install the extra G3 interface unit, you can specify the line port home position. See "Setting Transmission Function Defaults".
- When sending a fax, you can select the line port if dialing with the number keys.
- A maximum of three simultaneous communications are possible. You cannot perform three Immediate
  Transmissions simultaneously.
- If three communications are in progress, the display shows the first communication that was initiated.

# Reference

• p.150 "Setting Transmission Function Defaults"

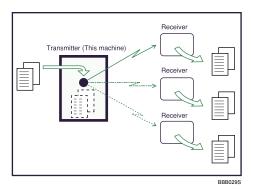
# Simultaneous Broadcast Using Multiple Line Ports

The standard broadcast function sends faxes one at a time to multiple destinations in the order of specified destinations. However, the Simultaneous Broadcast function can simultaneously send faxes to multiple destinations using different lines.

This results in a shorter overall transmission time.



• The optional extra G3 interface unit is required.





- A maximum of three simultaneous transmissions (including LAN) are possible.
- When using the optional extra G3 interface unit, if you set the line selection as "G3 Auto" beforehand, the machine will use whichever G3 line is not busy. This increases efficiency.
- This function is available when using the LAN-Fax Driver.

# Specifying a Destination

This section explains how to specify a destination.

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



The display shows the percentage of free memory space for storing originals. Since destinations 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. Make sure that [Fax] is selected.
- 2. Enter the fax number using the number keys.



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

When adding a destination, pressing the transmission type tab switches the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

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.



- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- You can insert pauses and tones in a fax number. For details, see "Entering a pause" or "Entering a tone".

- 1
- If the optional extra G3 interface unit is installed, select the line you want to use before pressing the [Start] key. For details about selecting a line, see "Changing the Line Port".
- Press [Prg. Dest.] after entering the fax number to store the fax number in the destination list. For details
  about storing numbers you entered, see "Registering Entered Destinations to the Address Book".
- For the maximum number of digits that can be included in a destination, see "Maximum Values".

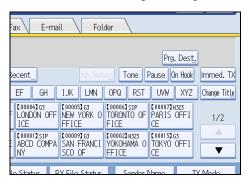
# Reference

- p.71 "Changing the Line Port"
- p.76 "Entering a pause"
- p.77 "Entering a tone"
- p.97 "Using the Address Book to Specify Destinations"
- p.107 "Registering Entered Destinations to the Address Book"
- p.314 "Maximum Values"

#### **Entering a pause**

This section explains how to enter a pause.

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





• A pause is shown as a "-" on the display.



• You can also program numbers including pauses in the destination list.

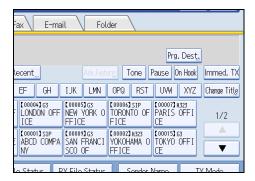
## Entering a tone

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).

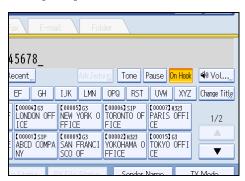
When you press [Tone], the machine dials the number using tonal signals.

This section explains how to use the tone function with On Hook Dial as an example.

#### 1. Press [On Hook].



- 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.



- Certain services may be unavailable even when using Tone function.
- A tone is shown as a "T" on the display and the next numbers are dialed using tonal signals.

# Re-entering a fax number to confirm destination

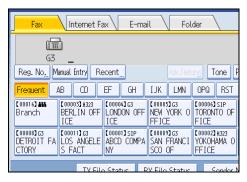
Enter the fax number again to confirm the destination is correct.

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.

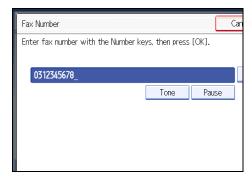
If you want to enable this function, contact your service representative.



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



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



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

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



The destination is specified.



# 4. Press the [Start] key.

Transmission starts.

After transmission, the standby display appears.



- 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.
- You can specify the number of times (1 to 15) that the fax number must be re-entered. Step 3 must be repeated as many times as is set here.
- You cannot edit the first fax number that is entered.
- You cannot use this function from the simplified display.

# Sending by IP-Fax

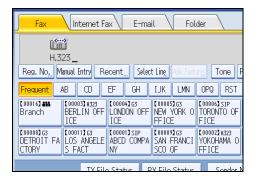
This section explains how to specify a destination using IP-Fax transmission.

When using IP-Fax transmission, specify the IP-Fax destination (IP address, host name, or alias telephone number) in place of the fax number.



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- Specify the protocol to be used in [Select Line] in advance. For details about selecting a protocol, see "Changing the Line Port".
- 1. Make sure that [Fax] is selected.
- 2. Press [Manual Entry].



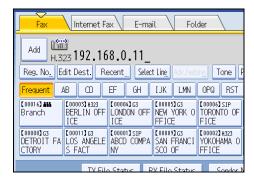
3. Enter the IP-Fax destination, and then press [OK].



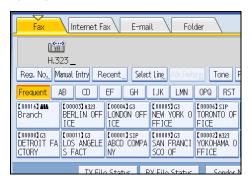
If you enter an incorrect character, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All]. Then, re-enter the characters correctly.

To change the IP-Fax destination after pressing [OK], press [Edit Dest.], re-enter an IP-Fax destination, and then press [OK].

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



# 5. Specify the next destination.



To add another destination, repeat steps 4 and 5.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, email, and folder.

# 6. 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.



- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the IP-Fax destination.
- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- 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 "Regarding IP-Fax destinations".
- For details about text entry, see "Entering Text", About This Machine.
- The Facsimile 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] whenever s/he specifies a destination using a
  destination key. This prevents users accidentally sending documents to the wrong destination. See
  "Facsimile Features", General Settings Guide.
- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about storing a destination you entered, see "Registering Entered Destinations to the Address Book".
- For the maximum number of digits that can be included in a destination, see "Maximum Values".

# Reference

- p.71 "Changing the Line Port"
- p.82 "Regarding IP-Fax destinations"
- p.97 "Using the Address Book to Specify Destinations"

- p. 107 "Registering Entered Destinations to the Address Book"
- p.314 "Maximum Values"

# Regarding IP-Fax destinations

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



To send to a G3 fax via a gateway connected to a public telephone line, you must specify it's 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.

- 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 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.
- 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.

# Sending by Internet Fax

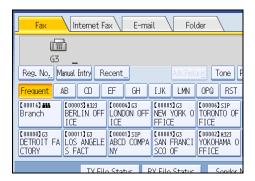
This section explains how to specify an Internet Fax destination.

When using Internet Fax transmission, specify the e-mail address (Internet Fax destination) in place of the fax number.

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- To send an 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 specify "Use Name as" for [Sender] using "Address Book Management" in "System Settings". For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

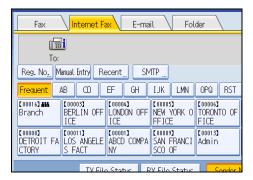
- Internet Fax is performed using Memory Transmission, which automatically starts transmission after storing documents in memory. If you switch the type of transmission to Internet Fax while the machine is in Immediate Transmission mode, the transmission mode is automatically switched to Memory Transmission.
- 1. Press [Internet Fax] to switch the transmission type to Internet Fax.



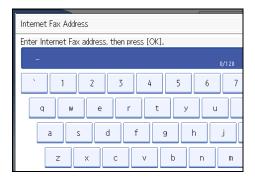
2. Specify the sender.

For details, see "Sender Settings".

3. Press [Manual Entry].



4. Enter the Internet Fax destination, and then press [OK].



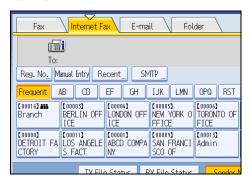
If you enter an incorrect character, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All]. Then, re-enter the characters correctly.

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

# 5. To add a destination, press [Add].



## 6. Specify the next destination.



To add another destination, repeat steps 5 and 6.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, email, and folder.

## 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.



- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the e-mail address.
- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- For details about text entry, see "Entering Text", About This Machine.
- For details about canceling a transmission, see "Canceling a Transmission".
- The Facsimile 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] whenever s/he specifies a destination using a
  destination key. This prevents users accidentally sending documents to the wrong destination. See
  "Facsimile Features", General Settings Guide.

- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about programming destinations, see "Registering Entered Destinations to the Address Book".
- 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" in "System Settings", 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", General 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.97 "Using the Address Book to Specify Destinations"
- p.107 "Registering Entered Destinations to the Address Book"
- p.129 "Sender Settings"
- p.140 "Canceling a Transmission"
- p.314 "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.

# Mportant !

- To use this function, the following settings must be specified:
  - In "System Settings", "SMTP Server", in "File Transfer", 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", General Settings Guide and "Special Operations under Windows", Network 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
- support SMTP reception and 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.

There are two ways of specifying a destination, as follows:

## 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.

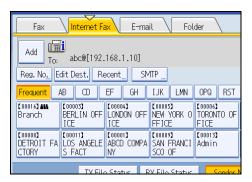
xxxx@[the other party's IP address]

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]

Use the following procedure to bypass the SMTP server.

# 1. Press [SMTP].



# 2. Press [No].



#### 3. Press [OK].



# UNote

- If you use [Manual Entry] 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", General Settings Guide.
- 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.

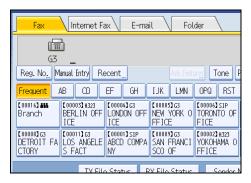
# Sending an E-mail

This section explains how to send a document to a computer by specifying an e-mail address.

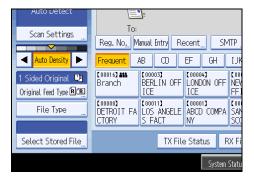
To use e-mail transmission, specify the e-mail address in place of the fax number.

# 

- To send an e-mail, you must specify the sender.
- The sender must be registered in the Address Book in advance. Register his/her e-mail address and specify "Use Name as" for [Sender] using "Address Book Management" in "System Settings". For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.
- To use an e-mail address registered in the Address Book as an e-mail destination, set "Use E-mail Address for" as [E-mail / Internet Fax Destination].
- E-mail transmission is performed using Memory Transmission, which automatically starts transmission
  after storing documents in memory. If you switch the type of transmission to e-mail while the machine
  is in Immediate Transmission mode, the transmission mode is automatically switched to Memory
  Transmission.
- 1. Press [E-mail] to switch the transmission type to e-mail.

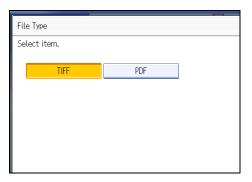


2. To set the file type, press [File Type].



Select [TIFF] or [PDF], and then press [OK].

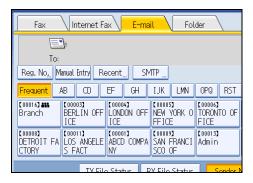
1



# 3. Specify the sender.

For details, see "Sender Settings".

# 4. Press [Manual Entry].



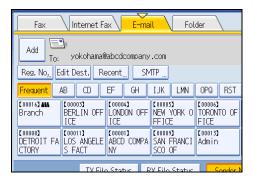
## 5. Enter the e-mail destination, and then press [OK].



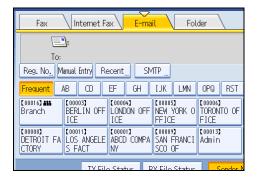
If you enter an incorrect character, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All]. Then, re-enter the character correctly.

To change the e-mail address after pressing [OK], press [Edit Dest.], re-enter the e-mail address, and then press [OK].

# 6. To add a destination, press [Add].



#### 7. Specify the next destination.



To add another destination, repeat steps 6 and 7.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, email, and folder.

# 8. 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.



- Depending on the security settings, [Manual Entry] might not appear and you might not be able to enter the e-mail address.
- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- For details about text entry, see "Entering Text", About This Machine.
- For details about canceling a transmission, see "Canceling a Transmission".
- The Facsimile 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] whenever s/he specifies a destination using a
  destination key. This prevents users accidentally sending documents to the wrong destination. See
  "Facsimile Features", General Settings Guide.
- If you press [Prg. Dest.], you can register an entered destination in the destination list. For details about programming destinations, see "Registering Entered Destinations to the Address Book".

- 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" in "System Settings", the sender is automatically
  specified and you can omit the procedure for specifying a sender. If "On" is selected, the either
  administrator's or this machine's e-mail address appears in the "From" field. For details about Auto
  Specify Sender Name, see "System Settings", General 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, e-mail documents cannot be sent.

# Reference

- p.97 "Using the Address Book to Specify Destinations"
- p.107 "Registering Entered Destinations to the Address Book"
- p.129 "Sender Settings"
- p.140 "Canceling a Transmission"
- p.314 "Maximum Values"

# Bypassing the SMTP server

You can send e-mail documents directly to their destinations without going through the SMTP server.

Normally, e-mail 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 e-mails 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", "SMTP Server", in "File Transfer", 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", General Settings Guide and "Special Operations under Windows", Network 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 computer or server must:
  - be in an environment where e-mail can be received
  - be connected to the same LAN as this machine

- support SMTP reception and have its reception protocol set to SMTP
- SMTP authentication set on the other party's computer or server is disabled when e-mail is sent using this function.
- If e-mail is sent from the other party using this function, even if reception fails, Error Mail Notification is not sent to the sender.
- When e-mail is sent using this function, even if transmission fails, the server does not send error notification e-mail.
- When using this function, you cannot send e-mail to the administrator e-mail address that is registered
  on this machine.

There are two ways of specifying a destination, as follows:

#### 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.

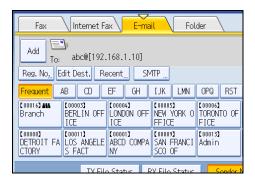
xxxx@[the other party's IP address]

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]

Use the following procedure to bypass the SMTP server.

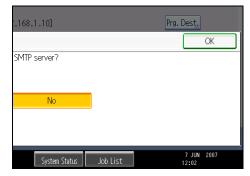
#### 1. Press [SMTP].



## 2. Press [No].



#### 3. Press [OK].





- If you use [Manual Entry] 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.

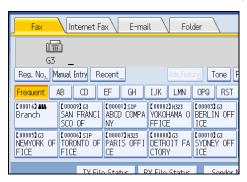
# **Sending to Folder Destinations**

You can specify a folder destination by selecting a Destination key from the destination list.

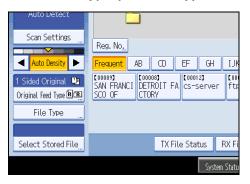


• To send to a folder destination, you must first register the path for the folder in the Address Book. You cannot enter the path on the standby display. For details about how to register a folder destination, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

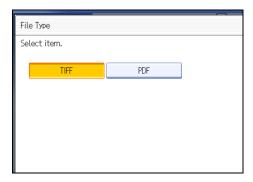
1. Press [Folder] to switch the transmission type to folder.



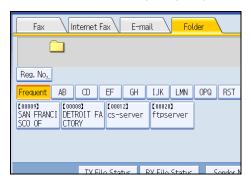
2. To set the file type, press [File Type].



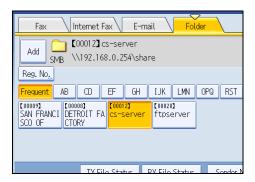
Select [TIFF] or [PDF], and then press [OK].



3. Press the Destination key to specify a destination.



4. Specify the next destination.



To add another folder destination, press the next Destination key.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, email, and folder.

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



- Folder transmission is performed using Memory Transmission, which automatically starts transmission
  after storing documents in memory. If you switch the type of transmission to folder while the machine
  is in Immediate Transmission mode, the transmission mode is automatically switched to Memory
  Transmission.
- For details about canceling a transmission, see "Canceling a Transmission".
- The Facsimile 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] whenever s/he specifies a destination using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Facsimile Features", General Settings Guide.

# Reference

• p.140 "Canceling a Transmission"

# Using the Address Book to Specify Destinations

When destinations are programmed in a destination list, you can specify a destination by selecting a Destination key from the destination list.

The programmed name appears on Destination key.

Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.

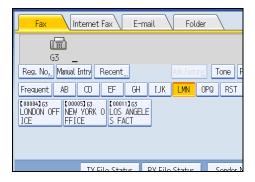
# Important

- In the destination list, program destinations in advance. For details about programming destinations,
   see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.
- Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.
- 2. Press the title word key where the desired destination is programmed.

For example, if you want to specify "NewYork Office" programmed in "LMN", press [LMN].



3. Press the Destination key programmed with the desired destination.



If the desired Destination key is not shown, press  $[ ^{\blacktriangle} ]$  and  $[ ^{\blacktriangledown} ]$  to look through the list.

To cancel the selection, press the selected Destination key again. You can also press the [Clear/Stop] key to cancel the selection.

To select more destinations, repeat steps 2 and 3.

The destination is set and the Destination key is highlighted.

4. Press the [Start] key.



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

# Switching the type of title in the Address Book

There are three types of titles for destination lists; "Title 1", "Title 2", and "Title 3".

- 1. Press [Change Title].
- 2. Select the type of the title, and then press [OK].

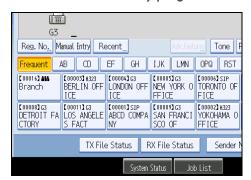
# **Specifying Group Destinations**

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 **##**.



- In the destination list, program groups in advance. For details about programming destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.
- Group destination can be used only for Memory Transmission; it cannot be used for Immediate
  Transmission. The machine automatically changes to Memory Transmission when you use group
  destination.
- The total number of destinations programmed in multiple groups should not exceed the maximum number of destinations you can specify per file, see "Maximum Values".
- Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.
- 2. Press the Destination key programmed with the desired group.



1

The destination is set and the Destination key is highlighted.

To select more groups, repeat step 2.

3. Press the [Start] key.



- To view which destinations are registered in a group, print the group list using the Print Address Book:
  Destination List function under System Settings. For details about the printing method, see "System Settings", General Settings Guide.
- A confirmation message appears if the destination group includes an address that is incompatible
  with the specified transmission type. Press [Select] to specify destinations where the numbers or
  addresses of the specified transmission type are registered. Press [Cancel] to change the destination.
- To cancel any destination(s) among the group, press [Expand Group Dest.] in [Check Modes]. Then, on the standby display, press [▲] and [▼] to display the desired destination, and then press the [Clear/Stop] key. You can also cancel a transmission by pressing the highlighted Destination key to deselect it.

# Reference

• p.314 "Maximum Values"

# **Selecting Destinations from Recent Destinations**

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.



- The following kinds of destinations are not stored:
  - Destinations specified using the destination list
  - Destinations specified as a group destination
  - Destinations dialed using the external telephone
  - Destinations selected from Recent Destinations (regarded as already stored in memory)
  - Second and later destinations broadcasted to
  - Destinations specified in the LAN-Fax Driver on the computer
  - Folder destination
- 1. Place the original, and then select the scan settings you require.

## 2. Press [Recent].



3. Select the destination you want to redial to, and then press [OK].



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



- You can select Internet Fax, IP-Fax, and e-mail destinations from Recent Destinations as well.
- When you press [Program Dest.], you can register a selected destination in the destination list. For
  details about storing a destination you selected, see "Registering Entered Destinations to the Address
  Book".
- For the maximum number of recent destinations the machine can store, see "Maximum Values".

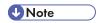
# Reference

- p. 107 "Registering Entered Destinations to the Address Book"
- p.314 "Maximum Values"

# **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, e-mail destinations, IP-Fax destinations, and folder destinations in the Address Book. For details about how to register Internet Fax destinations, e-mail destinations, IP-Fax destinations, and folder destinations, see "Registering Addresses and Users for Facsimile/Scanner Functions", General Settings Guide.

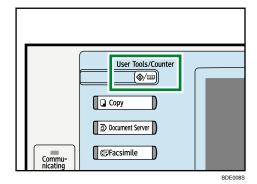


- You can also register Address Book fax numbers, Internet Fax destinations, e-mail destinations, IP-Fax destinations, and folder destinations to groups.
- You can register destinations using [Prg. Dest.] on the initial display.
- In the facsimile initial display, if you change the contents of the Address Book, the "Destination list / machine settings are updated." 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 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.

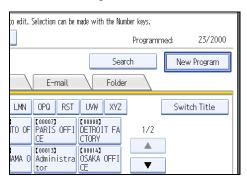


101

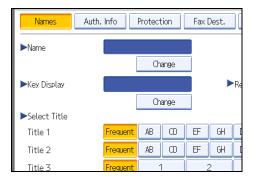
# 2. Press [System Settings].



- 3. Press [Administrator Tools].
- 4. Press [Address Book Management].
- 5. Check that [Program / Change] is selected.
- 6. Press [New Program].



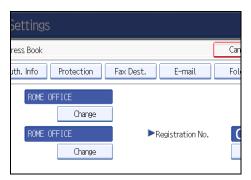
7. Press [Change] under Name.



The name entry display appears.

- 8. Enter the name, and then press [OK].
- 9. Under Select Title, press the key for the classification you want to use.

# 10. Press [Fax Dest.].



11. Press [Change] on the right of the Fax Destination.



- 12. Enter the fax number using the number keys, and then press [OK] under Fax Destination.
- 13. Specify the following functions for each destination, as necessary:
  - Select Line: specify a line port for each destination.
  - Adv. Features: program SUB/SID/SEP/PWD Codes.
  - Fax Header: specify the header that appears on your faxes when the receiver prints them.
  - Label Insertion: specify label information such as the destination name that appears on your faxes when the receiver prints them.
- 14. Press [OK].
- 15. Press [Exit].
- 16. Press the [User Tools/Counter] key.

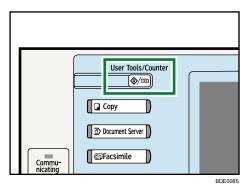


 For details about the procedure in step 13, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.

# **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.

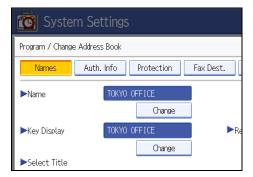


2. Press [System Settings].



- 3. Press [Administrator Tools].
- 4. Press [Address Book Management].
- 5. Check that [Program / Change] is selected.
- 6. Select the name whose fax destination you want to change. Press the name key, or enter the registration number using the number keys.

7. To change the name or key display, press [Change] under Name or Key Display.

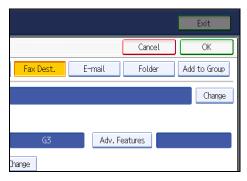


- 8. Enter the name or key display, and then press [OK].
- 9. To change the title, press the key for the classification you want to use from Select Title.

## 10. Press [Fax Dest.].



11. Press [Change] on the right of the Fax Destination.



- 12. Enter the new fax number using the number keys, and then press [OK] under Fax Destination.
- Change the settings of "Select Line", "Adv. Features", "Fax Header", and "Label Insertion", as necessary.
- 14. Press [OK].
- 15. Press [Exit].
- 16. Press the [User Tools/Counter] key.



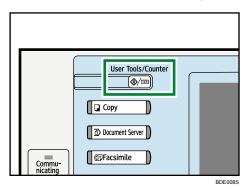
 For details about the procedure in step 13, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.

# **Deleting a Fax Destination**

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

1

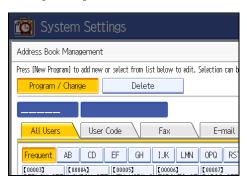
1. Press the [User Tools/Counter] key.



2. Press [System Settings].



- 3. Press [Administrator Tools].
- 4. Press [Address Book Management].
- 5. Press [Delete].



6. Select the name you want to delete.

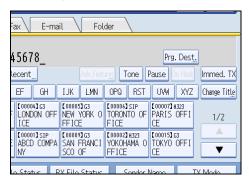
Press the name key, or enter the registration number using the number keys.

- 7. Press [Yes] on the confirmation message.
- 8. Press [Exit].
- 9. Press the [User Tools/Counter] key.

## Registering Entered Destinations to the Address Book

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

#### 1. Press [Prg. Dest.].



2. Press [Names] and enter any necessary information.



#### 3. Press [OK].



- For details about registering destinations, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.
- Depending on the security settings, [Prg. Dest.] might not appear and you might not be able to register the destination.
- To use an e-mail address registered in the Address Book as an e-mail destination, specify "Use E-mail Address for" for [E-mail / Internet Fax Destination].

# 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.



To search for a destination from an LDAP server, the LDAP server must be registered in advance. For
details about registering LDAP servers, see "System Settings", General Settings Guide.



- Press the transmission type tab on the Search Destination screen to switch the transmission type between fax/IP-Fax, Internet Fax, e-mail, and folder.
- The search returns only 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 using [Search Dest.], see "Maximum Values".
- 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.

# ■ Reference

• p.314 "Maximum Values"

# Search by Destination Name

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

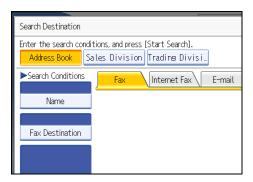
1. Press [Search Dest.].



#### 2. Select a search destination.

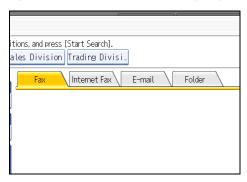
To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.

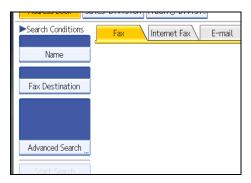


3. Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.

If you selected an LDAP server in step 2, you cannot select [Folder].



4. Press [Name].

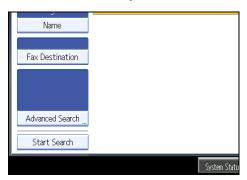


5. Enter the destination name you want to search for, and then press [OK].



If you enter a wrong destination name, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All], and then enter the destination name again.

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



When the search is finished, a result appears.

7. Select a destination.



If the destination you require does not appear, use  $[ ^{\blacktriangle} ]$  or  $[ ^{\blacktriangledown} ]$  to scroll through the list.

Press [Details] to display the details of a selected destination.



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

### Search by Fax Number/IP-Fax Destination

This section explains how to search for a destination registered in the Address Book by fax number or IP-Fax destination.

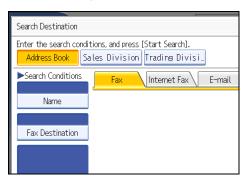
#### 1. Press [Search Dest.].



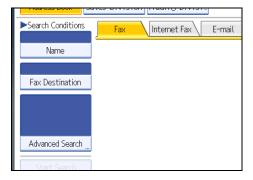
#### 2. Select a search destination.

To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.



#### 3. Press [Fax Destination].



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

To search for an IP-Fax destination, enter the IP-Fax destination that you want to find.



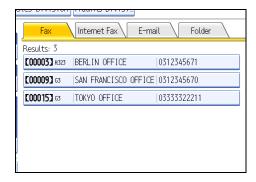
If you enter a wrong number, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All], and then enter the number again.

5. Check the fax numbers you have entered are correct, and then press [Start Search].



When the search is finished, a result appears.

6. Select a destination.



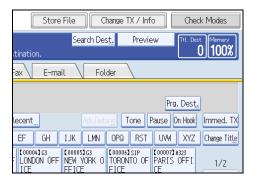
If the destination you require does not appear, use  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  to scroll through the list.

Press [Details] to display the details of a selected destination.

### Search by Internet Fax Destination

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

#### 1. Press [Search Dest.].



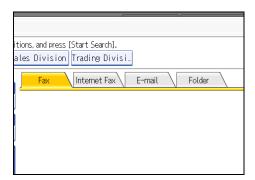
#### 2. Select a search destination.

To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.



3. Press [Internet Fax] to switch the transmission type to Internet Fax.



4. Press [E-mail Address].

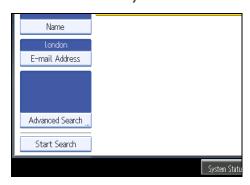


5. Enter the e-mail address (Internet Fax destination) you want to search for, and then press [OK].



If you enter a wrong character, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All], and then enter the character again.

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



When the search is finished, a result appears.

#### 7. Select a destination.



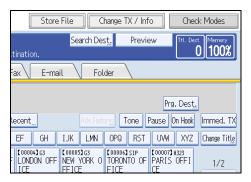
If the destination you require does not appear, use  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  to scroll through the list.

Press [Details] to display the details of a selected destination.

# Search by E-mail Destination

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

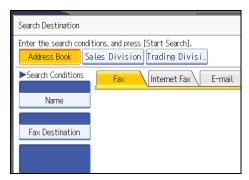
#### 1. Press the [Search Dest.].



#### 2. Select a search destination.

To search through the Address Book, select [Address Book].

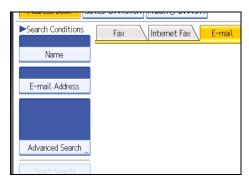
To search through an LDAP server, select the relevant LDAP server.



3. Press [E-mail] to switch the transmission type to e-mail.



4. Press [E-mail Address].



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



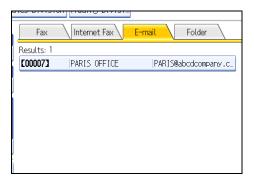
If you enter a wrong character, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All], and then enter the character again.





When the search is finished, a result appears.

7. Select a destination.



If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

# Search by Folder Destination

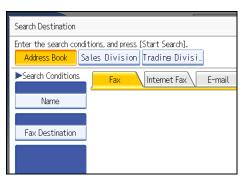
This section explains how to search for a destination registered in the Address Book by folder destination.

1. Press the [Search Dest.].

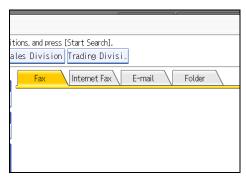


1

2. Make sure that [Address Book] is selected.



3. Press [Folder] to switch the transmission type to folder.



4. Press [Folder Name].



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



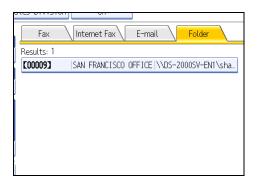
If you enter a wrong character, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All], and then enter the character again.

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



When the search is finished, a result appears.

7. Select a destination.



If the destination you require does not appear, use [▲] or [▼] to scroll through the list.

Press [Details] to display the details of a selected destination.

# Search Using Advanced Search

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

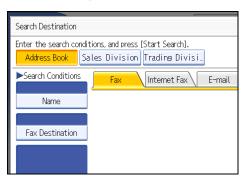
1. Press [Search Dest.].



2. Select a search destination.

To search through the Address Book, select [Address Book].

To search through an LDAP server, select the relevant LDAP server.



3. Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.

If you selected an LDAP server in step 2, you cannot select [Folder].



1

#### 4. Press [Advanced Search].



5. Press the key for each condition, and then enter a partial string.



The following conditions can be specified for Address Book searches: Name, Fax Destination, E-mail Address, and Folder Name.

The following conditions can be specified for LDAP server searches: Name, Fax Destination, E-mail Address, Company Name, and Department Name.

#### 6. Select search criteria for each condition.



The meanings of the search criteria are as follows:

- [Beginning Word]: Search for strings that start with the specified character.
   Example: When searching for "ABC", enter "A".
- [End 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.

П

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

• [Include one Word]: Search for strings that include the specified character.

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

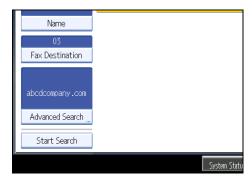
• [Exclude Words]: Search for strings that do not include the specified character.

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

• [Fuzzy Search]: Perform a fuzzy search.

This item appears when selecting an LDAP server in step 2. The performance of fuzzy search depends on the search method supported by the LDAP server.

- 7. Press [OK].
- 8. Press [Start Search].



When the search is finished, the search result appears.

9. Select a destination.

If the destination you require does not appear, press [▲] or [▼] to display it.

Press [Details] to display the details of a selected destination.



- You can add one additional search condition for LDAP servers by specifying the Search Options under Program / Change / Delete LDAP Server under System Settings. See "System Settings", General Settings Guide.
- The string you enter in the [Name] condition field 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.

# Search by Registration Number

This section explains how to search for a destination by specifying a registration number stored in the destination list.

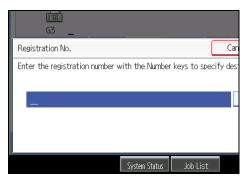
 Press the transmission type tab to switch the transmission type to fax/IP-Fax, Internet Fax, e-mail, or folder.



2. Press [Reg. No.].

The registration number entry display appears.

3. Enter a registration number using the number keys, and then press [#].



While usually a registration number is displayed in the five-digit format, you do not need to enter the first zeros of a registration number.

If you make a mistake, press [Clear] before pressing  $[^{\textcircled{\#}}]$ , and then try again.

4. Press [OK].



The corresponding destination appears.





• If the "Cannot find the specified Registration No." message appears, the specified registration number or selected type of transmission is wrong or does not exist. Press [Exit], check the registration number again, and then follow the procedure from step 1 or 3.

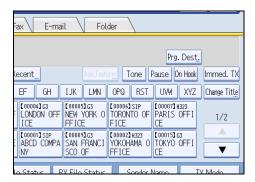
# On Hook Dial

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.

# 

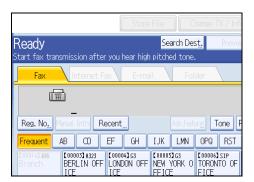
- This function is not available for the extra G3 line, Internet Fax, IP-Fax, and transmission to e-mail/ folder destinations.
- 1. Place the original, and then select the scan settings you require.
- 2. Press [On Hook].



You will hear a low tone from the internal speaker.

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

3. Dial.



The machine immediately dials the destination.

If you make a mistake, press [On Hook] or the [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.



- This function is unavailable in some countries.
- To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".
- Press [Vol...] to display the Adjust Sound Volume screen, and then press [Louder] or [Lower] to adjust
  the volume of the on-hook sound. The volume can also be preprogrammed in the Facsimile 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 Facsimile Features menu contains the On Hook Mode Release Time setting, which allows you to specify the time after which On Hook mode is deactivated. See "Facsimile Features", General Settings Guide.

# Reference

• p.97 "Using the Address Book to Specify Destinations"

# **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.



- An external telephone is required.
- This function is not available for the extra G3 line, Internet Fax, IP-Fax, and transmission to e-mail/ folder destinations.
- 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.



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.



To select a destination from the Address Book, see "Using the Address Book to Specify Destinations".

• 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.97 "Using the Address Book to Specify Destinations"

# **Sender Settings**

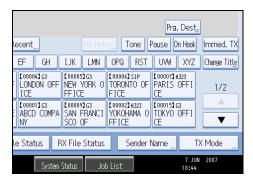
Select a user that you want to specify as a sender.

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.

## 

- You must first register the senders in the destination list using "Address Book Management" in "System Settings" to specify their e-mail addresses, and then specify "Use Name as" for [Sender]. If you want senders to receive e-mail notification of transmission results, specify "Use Name as" for both [Sender] and [Destination]. For details about these settings, see "Registering Addresses and Users for Facsimile/Scanner Functions", General 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 [Sender Name].



3. Select a sender.

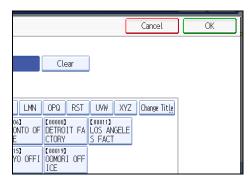


To select a sender by specifying the registration number registered in the Address Book, press [Registration No.].

To search for a sender from the Address Book, press [Search].

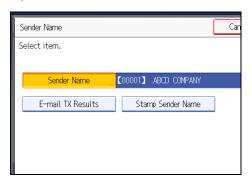
If a destination protection code is set, the entry screen appears. Enter the protection code for destination using the number keys, and then press [OK].

4. Confirm the selected sender, and then press [OK].



5. To print the sender's name on the receiver's sheet, press [Stamp Sender Name] to highlight it.

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



6. To confirm the transmission results by e-mail notification, press [E-mail TX Results] to highlight it.

If the sender's e-mail address is registered, you can send the transmission result to the registered e-mail address.



#### 7. Press [OK].

The standby display appears.

To check the settings, press [Sender Name].

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

# UNote

- You can confirm transmission results by using both the E-mail TX Results 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 Facsimile Features menu. See
  "Facsimile Features", General Settings Guide.
- 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 Name, cancel the transmission. See "Canceling a Transmission".

## ■ Reference

• p.140 "Canceling a Transmission"

# **Advanced Features**

This section describes how to specify a destination using advanced features.

#### **Setting SUB Codes for Transmission**

This section explains how to send a document with a SUB Code as a confidential transmission.

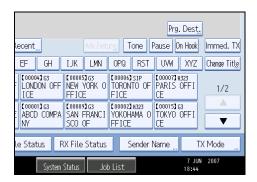
A SUB Code is an ID consisting of numbers, #, \*\( \dagger\*, and spaces.\) Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document. Privacy can be mutually protected when transmitting 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.

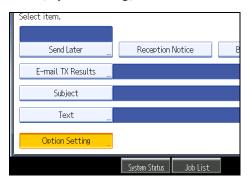
This function helps you save costs when you send the same document to more than one place in a distant area, and saves time since many documents can be sent in a single operation.

## **Important**

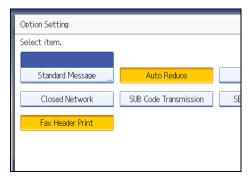
- Documents can be sent to facsimiles that have the Personal Box function.
- A SUB Code cannot be used with Internet Fax, e-mail transmission, and folder transmission.
- To use this function, set [SUB Code Transmission] to on. For details about [SUB Code Transmission], see "SUB Code Transmission".
- 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.
- 1. Place the original, and then select the scan settings you require.
- 2. Press [TX Mode].



#### 3. Press [Option Setting].



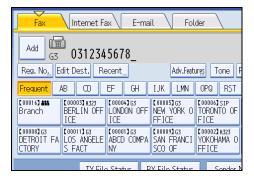
4. Press [SUB Code Transmission].



5. Press [OK] twice.

The standby display appears.

- 6. Enter the fax number of a destination or an IP-Fax destination.
- 7. Press [Adv.Features].



- 8. Make sure that [SUB Code] is selected.
- 9. Press [Transmission SUB Code].

10. Enter a SUB Code, and then press [OK].



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

- When a password is required, press [Password (SID)], enter the password with the number keys, and then press [OK].
- 12. Press [OK].
- 13. 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.



- 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 and Keystroke
  Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/
  Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see
  "Registering and Changing Keystroke Programs".
- When a SUB Code is stored in the destination list, the SUB Code can be modified or deleted after selecting a destination using the Destination keys.
- The SUB Code is printed on lists and reports.

# ■ Reference

- p.171 "SUB Code Transmission"
- p.302 "Registering and Changing Keystroke Programs"
- p.314 "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.

# UNote

- 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 and Keystroke
  Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/
  Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see
  "Registering and Changing Keystroke Programs".
- The SID Code is printed on lists and reports.

# ■ Reference

- p.302 "Registering and Changing Keystroke Programs"
- p.314 "Maximum Values"

## **Setting SEP Codes for Reception**

This section explains how to enter a SEP Code to request the destination to transmit a document.

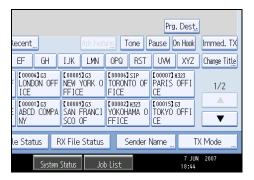
You can receive a document stored in the destination's memory if the document has the same SEP Code as the SEP Code you entered.

This function enables the machine to receive documents from multiple destinations.

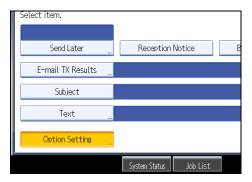
# Mportant (

- Documents can be received from facsimiles that have Information Boxes.
- A SEP Code cannot be used with Internet Fax and e-mail.
- To use this function, set [SEP Code Reception] to on. For details about [SEP Code Reception], see "SEP Code Reception".

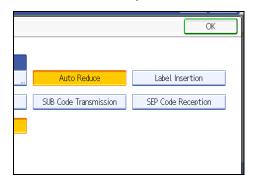
#### 1. Press [TX Mode].



## 2. Press [Option Setting].



#### 3. Press [SEP Code Reception].



#### 4. Press [OK] twice.

The standby display appears.

5. Enter the fax number of a destination or an IP-Fax destination.

#### 6. Press [Adv.Features].



- 7. Make sure that [SEP Code] is selected.
- 8. Press [Reception SEP Code].
- 9. Enter a SEP Code, and then press [OK].



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

- When a password is required, press [Password (PWD)], enter the password using the number keys, and then press [OK].
- 11. Press [OK].
- 12. Press the [Start] key.



- 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 and Keystroke
  Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/
  Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see
  "Registering and Changing Keystroke Programs".
- When a SEP Code is stored in the destination list, the SEP Code can be modified or deleted after selecting a destination using the Destination keys.

• The SEP Code is printed on lists and reports.

## ■ Reference

- p.173 "SEP Code Reception"
- p.302 "Registering and Changing Keystroke Programs"
- p.314 "Maximum Values"

#### **Entering a password**

There are times you may want to use a password when receiving faxes by SEP Code Reception.



- For the maximum number of digits for the PWD Code, see "Maximum Values".
- You can enter numbers, X, H, and spaces.
- You can store PWD Codes as well as names and fax numbers in the destination list and Keystroke
  Programs. For registering into the destination list, see "Registering Addresses and Users for Facsimile/
  Scanner Functions", General Settings Guide. For registering into the Keystroke Programs, see
  "Registering and Changing Keystroke Programs".
- The PWD Code is printed on lists and reports.

## Reference

- p.302 "Registering and Changing Keystroke Programs"
- p.314 "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.



- You can turn this function on or off with the User Parameter (switch 03, bit 3) in the Facsimile 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 Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

### **SEP Code RX Result Report**

This report is printed after each SEP Code Reception is completed and shows its result.

If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after reception. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

# **U** Note

- You can turn this function on or off with the User Parameter (switch 03, bit 4) in the Facsimile 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 Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- You can also check the result of a SEP Code Reception with the Journal.
- To view the report without text disruption, select a font of even character width in your e-mail application's settings.

# **Canceling a Transmission**

This section explains how to cancel a fax transmission.

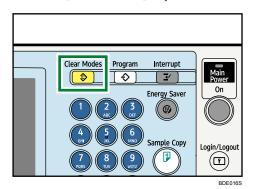


Remember that the Communicating indicator turns off almost immediately when an Internet Fax, e-mail transmission, or folder transmission is being executed.

# Before the Original Is Scanned

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

1. Press the [Clear Modes] key.



Note

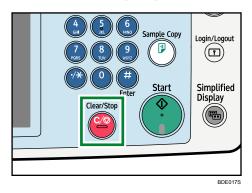
• When originals are placed into the ADF, you can cancel transmission simply by removing them.

# 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

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



The machine stops scanning.

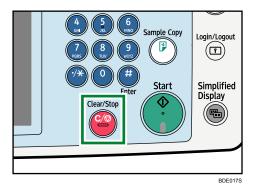


• Scanning may be completed while you are performing the cancel operation.

# While the Original Is Being Transmitted

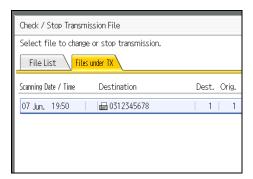
This section explains how to cancel a transmission while the Communicating indicator is lit.

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



The screen shown in step 2 can also be displayed by pressing [Check / Stop Transmission File] under [Change TX / Info].

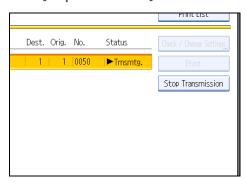
#### 2. Select the file you want to cancel.



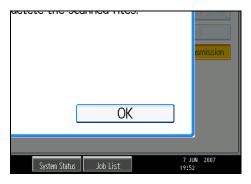
If the desired file is not shown, press  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  to find it.

There are cases when a destination may not be selected as the destination appears as " $\mathbf{X}$ ", depending on the security settings.

#### 3. Press [Stop Transmission].



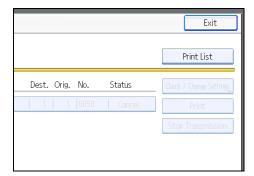
#### 4. Press [OK].



To cancel another file, repeat steps 2 through 4.

To cancel stopping transmission, press [Cancel].

#### 5. Press [Exit].



After pressing [Check / Stop Transmission File] under [Change TX / Info] in step 1, press [Exit] twice. The standby display appears.



- 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.

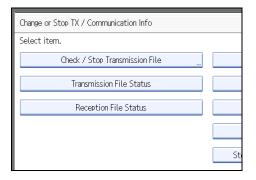


• This function is unavailable with Immediate Transmission.

#### 1. Press [Change TX / Info].



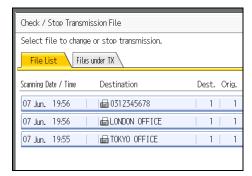
#### 2. Press [Check / Stop Transmission File].



The list of stored files being transmitted or waiting for transmission appears.

To display only the files being sent, press [Files under TX].

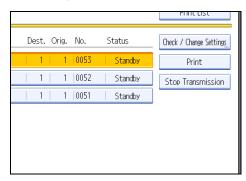
#### 3. Select the file you want to cancel.



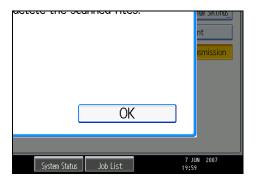
If the desired file is not shown, press  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  to find it.

There are cases when a destination may not be selected as the destination appears as " $\mathbf{X}$ ", depending on the security settings.

#### 4. Press [Stop Transmission].



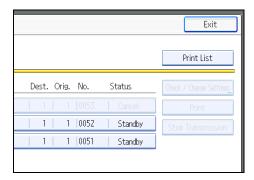
#### 5. Press [OK].



To cancel another file, repeat steps 3 through 5.

To cancel stopping transmission, press [Cancel].

#### 6. Press [Exit] twice.



The standby display appears.



- To delete some destinations from a broadcast, see "Deleting a Destination from a Broadcast".
- 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. To display all destinations, press [Check / Change Settings].

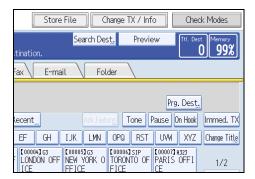
## Reference

• p.207 "Deleting a Destination from a Broadcast"

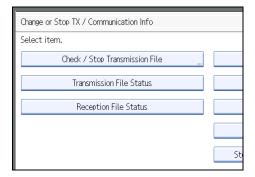
# **Confirming a Transmission**

Check the contents of a file that is stored in memory and not yet sent.

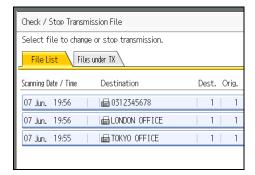
1. Press [Change TX / Info].



2. Press [Check / Stop Transmission File].

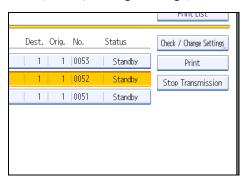


3. Select a file to check.



If multiple destinations were specified, only the name of the destination you specify first and only the number of destinations that have not received the document you sent are shown.

4. Press [Check / Change Settings].



- 5. Confirm a transmission, and then press [Exit].
- 6. Press [Exit] twice.

The standby display appears.



• You cannot view or edit a file that is in the process of being sent or a file that was sent by LAN-Fax and is stored in memory.

# 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.



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



- You can turn this report on and off with the User Parameter (switch 03, bit 2) in the Facsimile 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 Facsimile 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 Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

You can specify the default values of document transmission function settings.

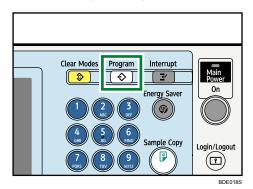
"Default" refers to the value of a setting on the initial display when the machine is first turned on or when modes are cleared.

The following procedure allows you to specify the default values only of settings that can be changed from the initial display.

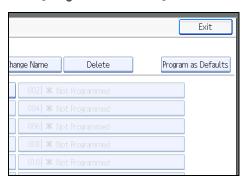
You can specify default values for the following settings:

Memory Transmission/Immediate Transmission, transmission type, Scan Type, Resolution, Scan Size, Mixed Original Sizes, Auto Density, Manual Density, Original Orientation, Original Settings, Stamp, Select Line, Send Later, Reception Notice, BCC Transmission, E-mail TX Results, Text, Standard Message, Auto Reduce, Label Insertion, Closed Network, SUB Code Transmission, SEP Code Reception, Fax Header Print, TX Status Report, Store File, File Type, Preview before transmission

- 1. On the initial display, configure a setting with the default value you want to specify.
- 2. Press the [Program] key.



3. Press [Program as Defaults].



- 4. Press [Program].
- 5. When a confirmation message appears, press [Yes].

The value currently specified for the setting becomes the default.

# **U** Note

- To restore the factory default settings for the settings on the initial display, press [Restore Factory Defaults].
- You can set the default settings of the normal and simplified screens separately.

# 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.

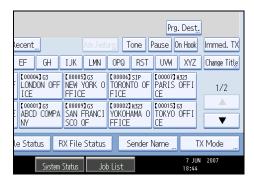
# Sending at a Specific Time (Send Later)

Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time.

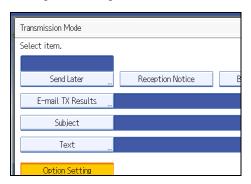
This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time



- If the machine is switched off for about one hour, 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. See "Turning Off the Main
  Power / In the Event of Power Failure", Troubleshooting.
- This function is unavailable with Immediate Transmission. Use Memory Transmission.
- 1. Place the original, and then select the scan settings you require.
- 2. Press [TX Mode].



3. Press [Send Later].



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



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

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

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

The specified time is shown above the highlighted [Send Later].

#### 5. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

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



- 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", General Settings Guide.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit step 2 and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.
- You can cancel the transmission setup for Send Later. See "Canceling a Transmission".

## **■** Reference

• p.140 "Canceling a Transmission"

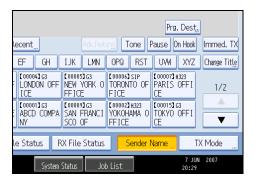
# Requesting a Reception Notice

You can confirm sent documents were properly received using e-mail or the Journal.

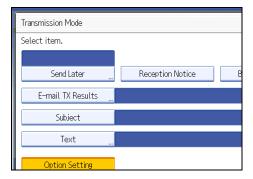
The receiver sends back a reception notice message. Once the reception notice message is received, "OK" appears in the Result column of the Journal, allowing the originator to verify the transmission was received.



- 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.
- Specify the sender.For details, see "Sender Settings".
- 3. Press [TX Mode].



4. Press [Reception Notice] to highlight it.



5. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

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



- If the Internet Fax or e-mail 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 or not to print the Reception Notice. This can be set with User Parameter (switch 21, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.
- You cannot broadcast Internet Fax or e-mail using Reception Notice. The documents are sent to the
  destinations in the order in which they were specified.

# Reference

• p.129 "Sender Settings"

#### 2

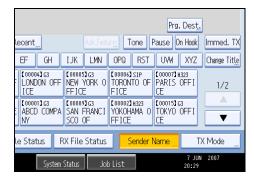
# Setting an Internet Fax/E-mail Destination as a BCC

E-mail is sent to all specified Internet Fax or e-mail destinations as bcc.

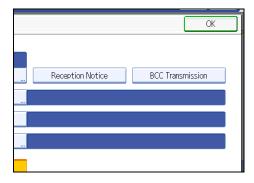
- 1. Place the original, and then select the scan settings you require.
- 2. Specify the sender.

For details, see "Sender Settings".

3. Press [TX Mode].



4. Press [BCC Transmission] to highlight it.



5. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

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



 You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

# ■ Reference

• p.129 "Sender Settings"

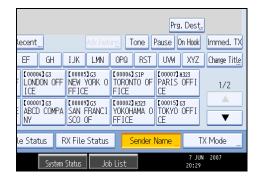
# 2

# Confirming Transmission Results by E-mail

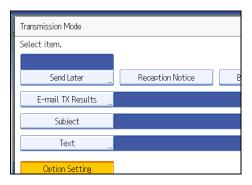
Use this function to confirm the transmission results by sending an e-mail notification to the specified destination.



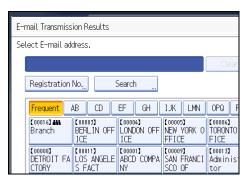
- Register the e-mail address of the destination for e-mail notification in the destination list in advance.
- 1. Place the original, and then select the scan settings you require.
- Specify the sender.For details, see "Sender Settings".
- 3. Press [TX Mode].



4. Press [E-mail TX Results].



5. Select the destination of notification, and then press [OK].



If you make a mistake, before pressing [OK], press [Clear] or press the selected Destination key again to turn the highlight off.

[E-mail TX Results] gets highlighted and the destination of notification selected appears.

#### 6. Press [OK].

The standby display appears.

To check the settings, press [TX Mode].

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



 You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 6. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

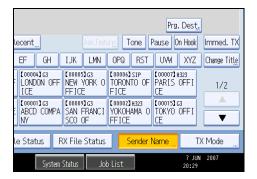
# Reference

• p.129 "Sender Settings"

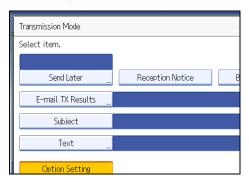
# **Entering the Subject**

Allows you to enter a subject for the Internet Fax or e-mail document you want to send.

- 1. Place the original, and then select the scan settings you require.
- Specify the sender.For details, see "Sender Settings".
- 3. Press [TX Mode].



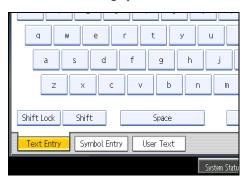
4. Press [Subject].



5. Enter the subject.



6. To enter the character strings programmed in the machine, press [User Text], and then select the character strings you want to enter.



7. Press [OK].



The entered subject appears in the Subject field.

8. Press [OK].

The standby display appears.

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



- For convenience, program frequently-used subjects in advance in "Program / Change / Delete User Text" in "System Settings". For details about the programming method, see "System Settings", General Settings Guide.
- If you send Internet Fax or e-mail without setting a subject, a subject is automatically inserted. For
  details about how the subject is automatically inserted, see "Specifying Auto-Generated Subjects for
  E-mail" and "Received images".
- You cannot send a subject only as Internet Fax or e-mail without an original.
- For details about text entry, see "Entering Text", About This Machine.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 8. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.
- For the maximum number of characters for an e-mail subject, see "Maximum Values".

#### ■ Reference

- p.129 "Sender Settings"
- p.163 "Specifying Auto-Generated Subjects for E-mail"
- p.186 "Received images"
- p.314 "Maximum Values"

### Specifying Auto-Generated Subjects for E-mail

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



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

## Reference

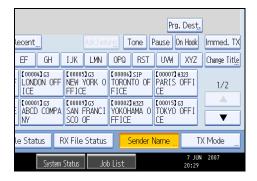
• p.129 "Sender Settings"

# **Entering the Text**

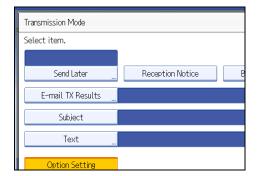
Allows you to enter the text for the Internet Fax or e-mail document you want to send.



- Program text strings in advance in "Program / Change / Delete E-mail Message" in "System Settings".
   For details about the programming method, see "System Settings", General Settings Guide.
- 1. Place the original, and then select the scan settings you require.
- Specify the sender.For details, see "Sender Settings".
- 3. Press [TX Mode].



4. Press [Text].



5. Select a text, and then press [OK].



#### 6. Press [OK].

The standby display appears.

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



- You cannot send text only without an original.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 3 and 6. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

### ■ Reference

• p.129 "Sender Settings"

This section describes various functions that you can switch on and off for any particular transmission, following the procedures given here.

## Standard Message Stamp

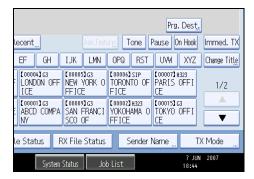
Use this function to stamp a standard message at the top of the first original sent.

There are four types of standard messages: "Confidential", "Urgent", "Please phone", and "Copy to corres. Section"

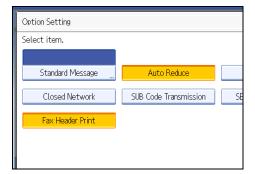
You can also program other messages.



- While this function is in use, the third line of the Label Insertion is not printed.
- When there is an image around the area where the standard message is to be stamped, that image
  is deleted.
- 1. Place the originals, and then select the scan settings you require.
- 2. Press [TX Mode].



- 3. Press [Option Setting].
- 4. Press [Standard Message].



5. Select the standard message to be stamped, and then press [OK].



The selected standard message is shown above the highlighted [Standard Message].

- 6. Press [OK] twice.
- 7. Specify the destination, and then press the [Start] key.

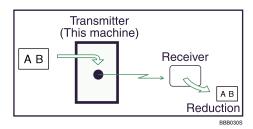
The machine cannot stamp multiple standard messages.



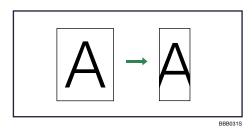
- To print a standard message that is not programmed as a default, program it in advance in "Program / Change / Delete Standard Message" in the Facsimile Features menu.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 6. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

#### **Auto Reduce**

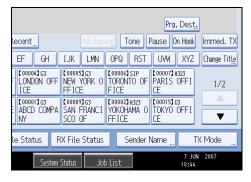
When this function is turned on, if the receiver's paper is smaller than the size of the original you are sending, the document is automatically reduced to fit onto the paper available at the other end.



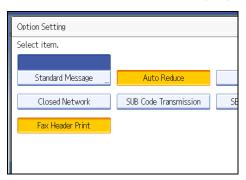
• If you turn this function off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.



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



- 3. Select [Option Setting].
- 4. Make sure that [Auto Reduce] is highlighted.



To cancel an Auto Reduce, press [Auto Reduce] to turn the highlight off.

- 5. Press [OK] twice.
- 6. Specify the destination, and then press the [Start] key.

#### Label Insertion

With this function you can have the receiver's name printed on the document that is received at the other end.

## 

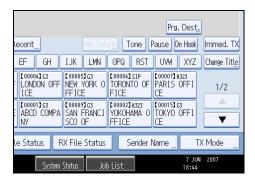
- To use this function, set Label Insertion to [On] when registering fax destinations in the Address Book, and also set "Label Insertion" to on when sending fax documents.
- When there is an image around the area where the Label is to be printed, that image is deleted.

The receiver's name is printed as follows:

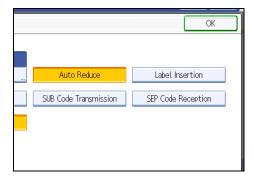
- Receiver's name: printed at the top of the page and preceded by "To:".
- Standard message: the programmed message is printed within the next two lines.

Set this function as follows:

- Set Label Insertion to [On] when programming fax destinations.
- Set Label Insertion to on when sending fax documents.
- On the Standard Message screen, select the standard message you want to print.
- 1. Place the original, and then select the scan settings you require.
- 2. Press [TX Mode].



- 3. Select [Option Setting].
- 4. Press [Label Insertion] to highlight it.



To cancel Label Insertion, press [Label Insertion] again.

- 5. Press [OK] twice.
- 6. Specify the destination, and then press the [Start] key.



- To print a standard message that is not programmed as a default, program it in advance in "Program /
  Change / Delete Standard Message" in the Facsimile Features menu. For details about the
  programming method, see "Facsimile Features", General Settings Guide.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

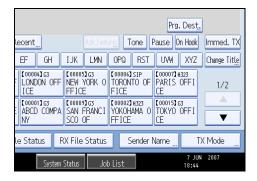
#### **Closed Network**

Transmission will only take place if the destination's Closed Network Code is the same as yours.

This function can stop you accidentally sending information to the wrong place.

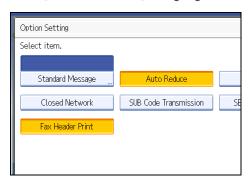


- You must program a Closed Network Code beforehand, using Program Closed Network Code under Facsimile Features. For details about the programming method, see "Facsimile Features", General Settings Guide.
- This function is not available with Internet Fax, e-mail transmission, and folder transmission.
- 1. Place the original, and then select the scan settings you require.
- 2. Press [TX Mode].



3. Select [Option Setting].

4. Press [Closed Network] to highlight it.



To cancel a Closed Network Transmission, press [Closed Network] again.

- 5. Press [OK] twice.
- 6. Specify the destination, and then press the [Start] key.



 You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

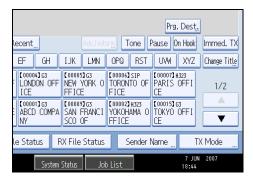
#### **SUB Code Transmission**

Enable this function to perform SUB Code Transmission.

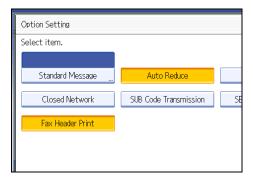


- This function is not available with Internet Fax, e-mail transmission, and folder transmission.
- To perform SUB Code Transmission, a SUB Code must be set in [Adv.Features], the Address Book, or Keystroke Programs in advance. Even though "SUB Code Transmission" is set to on, if the SUB Code is not appended to the specified destination, transmission is in standard fax mode.
- When you select a destination that has a registered SUB Code from the Address Book, if "SUB Code
  Transmission" is set to off, the SUB Code is not appended and transmission is in standard fax mode.
- 1. Place the original, and then select the scan settings you require.

#### 2. Press [TX Mode].



- 3. Select [Option Setting].
- 4. Press [SUB Code Transmission] to highlight it.



To cancel a SUB Code Transmission, press [SUB Code Transmission] again.

- 5. Press [OK] twice.
- 6. Specify the destination, and then press the [Start] key.



- For details about specifying SUB Codes, see the following:
  - To specify SUB Codes in "Adv.Features", see "Setting SUB Codes for Transmission".
  - To register SUB Codes in the Address Book, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.
  - To register SUB Codes in Keystroke Programs, see "Registering and Changing Keystroke Programs".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

# Reference

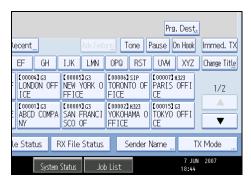
- p.132 "Setting SUB Codes for Transmission"
- p.302 "Registering and Changing Keystroke Programs"

#### **SEP Code Reception**

Enable this function to perform SEP Code Reception.



- This function is not available with Internet Fax and e-mail.
- To perform SEP Code Reception, a SEP Code must be set in [Adv.Features], the Address Book, or Keystroke Programs in advance. Otherwise, even if "SEP Code Reception" is set to on, reception is not performed.
- When you select a destination that has a registered SEP Code from the Address Book, if "SEP Code Reception" is set to off, the SEP Code is not appended and transmission is in standard fax mode.
- 1. Press [TX Mode].



- 2. Select [Option Setting].
- 3. Press [SEP Code Reception] to highlight it.



To cancel SEP Code Reception, press [SEP Code Reception] again.

- 4. Press [OK] twice.
- 5. Specify the destination, and then press the [Start] key.



For details about specifying SEP Codes, see the following:

- To specify SEP Codes in "Adv.Features", see "Setting SEP Codes for Reception".
- To register SEP Codes in the Address Book, see "Registering Addresses and Users for Facsimile/ Scanner Functions", General Settings Guide.
- To register SEP Codes in Keystroke Programs, see "Registering and Changing Keystroke Programs".
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 1, 2, and 4. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

#### Reference

- p.135 "Setting SEP Codes for Reception"
- p.302 "Registering and Changing Keystroke Programs"

#### Fax Header Print

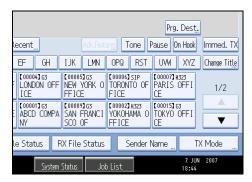
When the Fax Header is set to on, the stored name is printed on the receiver's paper.

In some cases, you may want the other party to receive an unmarked copy of your original. To do this, switch Fax Header off.

You can store two Fax Headers; "First Name" and "Second Name".

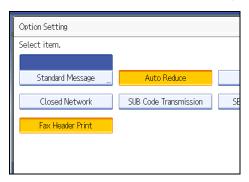
For example, if you store your department name in one and your organization name in the other, you could use the first when sending internal faxes and the second for external faxes.

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



3. Select [Option Setting].

4. Make sure that [Fax Header Print] is highlighted.



To cancel Fax Header Print, press [Fax Header Print] to turn the highlight off.

- 5. Press [OK] twice.
- 6. Specify the destination, and then press the [Start] key.



- You can program fax header names using the Program Fax Information function in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.
- 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 Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- If you used the number keys to specify the receiver, the first header name is printed on the receiver's paper. To print the second header name, contact your service representative.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit steps 2, 3, and 5. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

# 3. Reception

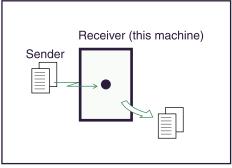
This section explains reception and reception functions such as printing received documents or routing received documents to other fax machines.

# **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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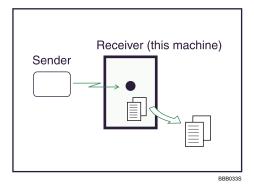
- When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.
- The machine may not be able to receive fax documents when free memory space is low.
- If free memory reaches 0% during Immediate Reception, any further reception becomes impossible
  and the current communication is terminated.



- Reception is always by Immediate Reception unless [2 Sided Print] is set to "On" or [Reception File
  Print Quantity] is set to "2" or higher, 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, Detail, Fine (with the optional expansion memory), and Super Fine
  (with the optional expansion memory) resolutions for reception. If you do not have the optional
  expansion memory, faxes sent at 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.





- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about
  one hour, 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 set "Reception File Print Quantity" to "1" and disable "2 Sided Print". Alternatively, install the optional expansion memory.
- 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.



- Reception is always by Immediate Reception unless [2 Sided Print] is set to "On" or [Reception File
  Print Quantity] is set to "2" or higher, in which cases the machine switches to Memory Reception.
- If you have selected Store for Reception File Setting in the Facsimile Features menu, received document is saved on the hard disk and will not be printed. You can print those documents by operating the machine or a connected computer, as necessary.

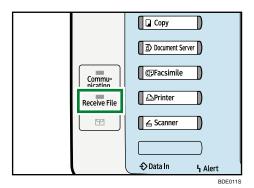
## Substitute Reception

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 Facsimile Features menu.

The Receive File indicator lights to let you know when fax documents have been received using Substitute Reception.





- 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.



- When a fax document is received after Store is selected for Reception File Setting in the Facsimile
  Features menu, the Receive File indicator lights. For details about Reception File Setting, see "Facsimile
  Features", General Settings Guide.
- The Receive File indicator may light even when receiving documents using Immediate Reception.

#### 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.
The message "Output Tray is full. Remove paper." appears.	The output tray is full.	Remove paper from the output tray.

Problems	Causes	Solutions
4 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
4 is lit.	Paper is jammed.	Remove the jammed paper.  For details about removing the paper, see "Clearing Misfeeds", Troubleshooting.
Կ is lit.	All trays are out of paper.	Add paper.  For details about adding paper, see "Adding Paper, Toner and Staples", Troubleshooting.
4 is lit.	Toner is empty.	Replace the toner cartridge.  For details about replacing the toner cartridge, see "Adding Paper, Toner and Staples", Troubleshooting.
The message "This tray is out of order." appears.	All trays are out of action.	Call your service representative.

In User Parameters (switch 05, bit 2, 1) on the Facsimile 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 an hour, 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

3

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their Own Name or Own Fax Number.

Closed Network Code match

The machine switches to Substitute Reception only when the programmed Closed Network Code of the other end matches the Closed Network Code of this machine.

Disable

The machine does not receive any documents.



• For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

# Reception Modes

There are two ways you can set up the machine to handle incoming calls.

- Manual Reception (an external telephone required)
- Auto Reception

The reception mode can be switched under Switch Reception Mode in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

You can change the reception mode only if a standard G3 line is used.

You cannot change the reception mode when a line other than the standard G3 line (G3-2 or G3-3) is used.



• An external telephone is required to use this machine as a telephone.

#### **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 hold the [Facsimile] key down for a few seconds. (The [Start] key is only available in facsimile mode when an original is not placed.)
- 3. Replace the handset of the external telephone. The machine will start receiving.



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.

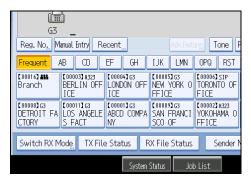
#### Switching the Reception Mode

This section explains how to switch the reception mode.

You can switch reception modes using Switch Reception Mode in the Facsimile Features menu.

If you program a Quick Operation key with Switch Reception Mode, you can switch the reception mode quickly.

1. Press [Switch RX Mode].



2. Select the reception mode, and then press [OK].



The standby display appears.

To cancel the selection, press [Cancel].



 For details about Switch Reception Mode and Quick Operation Key, see "Facsimile Features", General Settings Guide.

## **Receiving E-mail**

This section explains this machine's e-mail reception functions.

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 <sup>+</sup> TIFF	Text <sup>+</sup> TIFF	Internet Fax
Text <sup>+</sup> JPEG	JPEG	Mail to Print
Text <sup>+</sup> TIFF <sup>+</sup> JPEG	JPEG	Mail to Print
Text <sup>+</sup> JPEG <sup>+</sup> 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 <sup>+</sup> TIFF	JPEG	Mail to Print
Text <sup>+</sup> 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.



• 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", General Settings Guide.

#### **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.



 If [Require Secure Password Authentication (SPA) for all client connections] is selected in Windows Server 2003/2003 R2, reception is not possible.



 With User Parameter (switch 21, bit 1) in the Facsimile Features menu, you can have the machine send the return receipt in response to the reception notice request attached to the sent e-mail. See "Facsimile Features", General Settings Guide.

#### 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.



- 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 Reception Interval, in System Settings. See "System
  Settings", General Settings Guide.
- E-mail can also be received manually. For details about the manual reception, see "Manual e-mail reception".

## Reference

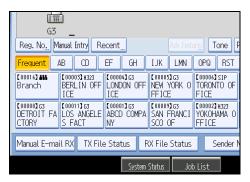
• p.185 "Manual e-mail reception"

#### Manual e-mail reception

Use this function to receive an e-mail by accessing the e-mail server manually.



 Program the Manual E-mail RX function to a Quick Operation key beforehand. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide. 1. Press [Manual E-mail RX].



The machine accesses the server to check for e-mail and receives any new e-mail.

2. Check the message, and then press [Exit].



The standby display appears.

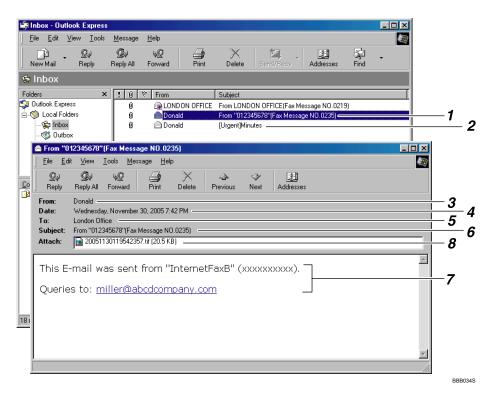
#### Received images

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.



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 Administrator's E-mail Address under System Settings. For details about Host Name and Administrator's E-mail Address, see "System Settings", General Settings Guide.



- 1. E-mail transmitted without specifying a subject in "TX Mode".
- 2. E-mail transmitted with a subject specified in "TX Mode".
- 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 "TX Mode" 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.



 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 "Specifying Auto-Generated Subjects for E-mail".

#### Reference

• p.163 "Specifying Auto-Generated Subjects for E-mail"

#### 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:

Page Reduction, Checkered Mark, TSI Print (Transmitting Subscriber Identification Print), Reception Time, Auto Fax Reception Power-Up, Memory Lock, Multi-Copy Reception, Program Special Sender, Resolution, Page Separation and Length Reduction, Centre Mark, Image Rotation, 2 Sided Print, Specify Tray for Lines, Tray Shift, Paper Tray, Communication Page Count

## Mportant (

• To print a PDF file, the optional PostScript 3 unit must be installed.

## **U** Note

- The Facsimile 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 the Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- 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.
- Printing of High Compression PDF files is not possible.
- If an encrypted PDF is received, the PDF file is printed only if its password matches this machine's password.
- Version 1.3, 1.4, 1.5, and 1.6 PDF files are printable.
- Only JPEG files that are in JFIF format are compatible.

- 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.
- When receiving by Mail to Print, this machine does not respond to reception notification requests attached to the received e-mail.

#### Reference

- p.185 "Auto e-mail reception"
- p.185 "Manual e-mail reception"

This section explains useful functions for receiving fax documents.

#### **Routing Received Documents**

This section describes how to route received documents using SUB Codes.

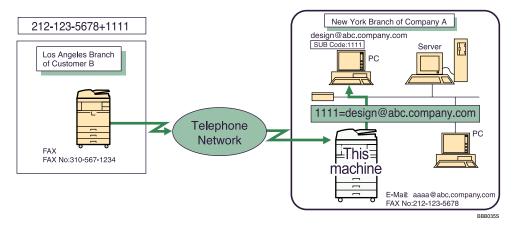


If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a
digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to
specify whether or not to apply encryption and a digital signature. For details about Box Setting, see
"Facsimile Features", General Settings Guide.

#### Routing received documents with SUB Code

This machine can route received documents using SUB Codes.

When a document is received, its SUB Code is compared to SUB Codes programmed in Personal Boxes, and if a match is found, the document is routed to the destination whose SUB Code is specified.





- You must set the Personal Box and register a delivery destination beforehand. Personal Boxes can be
  programmed in "Box Setting" in the Facsimile Features menu. For details about the programming
  method, see "Facsimile Features", General Settings Guide.
- This function is not available when you set received documents to be delivered to the network delivery server. Use the Fax RX File Transmission setting in System Settings to configure delivery of received documents. For details about Fax RX File Transmission, see "System Settings", General Settings Guide.



- If the destination specified is an e-mail address, the received document is routed to that destination as e-mail
- · You cannot specify a group as the receiver.
- You can route documents received from any fax machine, regardless of manufacturer.

## **Transferring Received Documents**

The machine can transfer received documents by using SUB Codes.

Originals sent with a SUB Code that matches the SUB Code programmed as a Transfer Box are received then relayed to the programmed receiver.



Transfer Boxes and Receiving Stations must be set up in order to transfer received documents. Transfer
Boxes can be programmed in "Box Setting" in the Facsimile Features menu. For details about the
programming method, see "Facsimile Features", General Settings Guide.



- If the destination specified is an e-mail address, the received document is transferred to that destination as e-mail.
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "Facsimile Features", General Settings Guide.
- Transfer results are not sent back to the requesting party.
- You can transfer data received from any fax machine, regardless of manufacturer.
- The Facsimile 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 "Facsimile Features",
  General Settings Guide.

#### **SUB Code Transfer Report**

You can check the results of transmission to Receiving Stations. The machine prints this report when it has finished transmitting to Receiving Stations.



 You can select whether the SUB Code Transfer Report be automatically printed using the User Parameter (switch 04, bit 1) in the Facsimile Features menu. 3

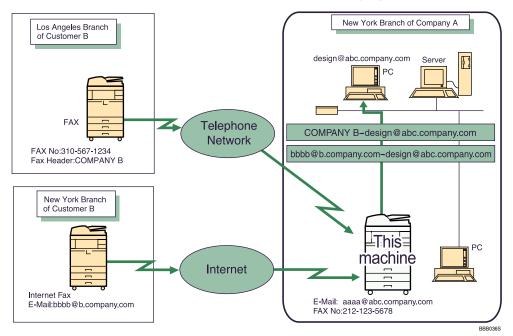
- You can set whether a portion of the original image is printed on the report with the User Parameter (switch 04, bit 7) in the Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- "Unprogrammed" indicates the document could not be sent because the end receiver is not programmed.
- "--" indicates that the e-mail or Internet Fax document was sent to the mail server programmed in this machine
- For the maximum number of destinations you can register in a group, see "Maximum Values".

#### Reference

• p.314 "Maximum Values"

## **Forwarding Received Documents**

This machine can forward received documents to other destinations programmed in this machine.



• To use this function, specify the Forwarding destination in advance. Forwarding can be specified under Forwarding on the Facsimile Features menu. See "Facsimile Features", General Settings Guide.



• A fax number, Internet Fax destination, IP-Fax destination, e-mail destination, or folder destination can be set as a forwarding destination.

- If the destination specified is an e-mail address, the received document is forwarded to that destination as e-mail.
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a
  digital signature. Use both "Forwarding" on the Facsimile Features menu and Web Image Monitor
  to specify whether or not to apply encryption and a digital signature. For details about Forwarding,
  see "Facsimile Features", General Settings Guide.
- 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 Facsimile Features, 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 "Facsimile Features",
  General Settings Guide.
- 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 the maximum number of destinations you can register in a group, see "Maximum Values".
- You can select whether the machine prints out the documents it forwards with User Parameter (switch 11, bit 6) in the Facsimile Features menu.
- The Facsimile 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.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

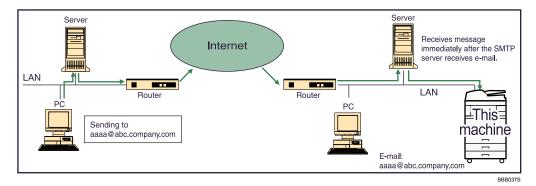
## Reference

p.314 "Maximum Values"

#### **SMTP Reception of E-mail**

You can receive a document sent by e-mail, 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.



#### **Important**

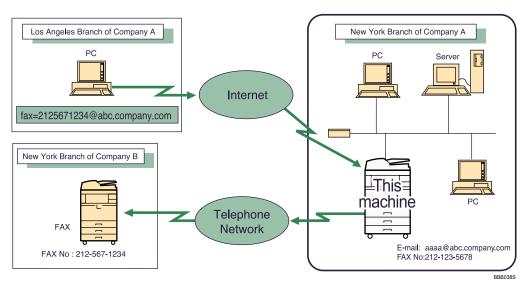
- Set this machine beforehand using the MX record of the DNS server to enable SMTP reception.
- Use the Reception Protocol setting in System Settings to set the reception protocol. See "System Settings", General Settings Guide.



- You can route received e-mail to other 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 under "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.



- Before routing e-mail received via SMTP, you first must set "SMTP RX File Delivery Settings" to "On" in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- 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:

fax=2121234567@abc.company.com

#### Single destination programmed in the destination list

fax=#registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination number 00001:

fax=#00001@abc.company.com

#### Group destination programmed in the destination list

fax=#\*\* registration number of 5 digits or less@host name of this machine.domain name

Example: to transfer to the destination programmed under group number 00004:

fax=#XX00004@abc.company.com



- E-mail received via SMTP can also be routed to single or group destinations programmed in the
  destination list.
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and routed with a digital
  signature. Use both "SMTP RX File Delivery Settings" on the Facsimile Features menu and Web Image
  Monitor to specify whether or not to apply encryption and a digital signature. For details about SMTP
  RX File Delivery Settings, see "Facsimile Features", General Settings Guide.
- If an e-mail transfer request is received when the "SMTP RX File Delivery Settings" is "Off" in the Facsimile 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 register in a group, see "Maximum Values".
- The Facsimile 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 "Facsimile Features",
  General Settings Guide.

## Reference

• p.314 "Maximum Values"

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.



This function is not available with Internet Fax 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.



Reception is not possible if both the operation switch and main power switch are turned off.



- 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 Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

## 3

# **Printing Options**

This section explains useful functions for printing received documents.

## **Print Completion Beep**

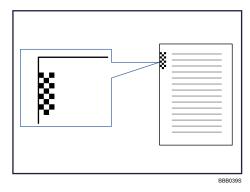
When this function is turned on, the machine beeps to let you know when a received document is printed.



You can alter the volume of the beep or turn it off completely using "Adjust Sound Volume" in the
Facsimile Features menu (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.



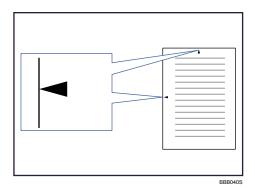
UNote

 You can turn this function on or off using Checkered Mark in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

#### 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.



UNote

- The Centre Mark may deviate a little from the exact centre of the edge. See "Facsimile Features", General Settings Guide.
- You can enable or disable this function using Centre Mark in the Facsimile Features menu.

## **Reception Time**

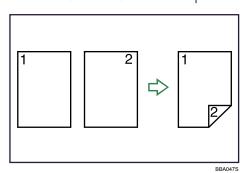
You can have the date, time, and file number printed at the bottom of the document when it is received.



- You can turn this function on or off using Print Reception Time in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- 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.

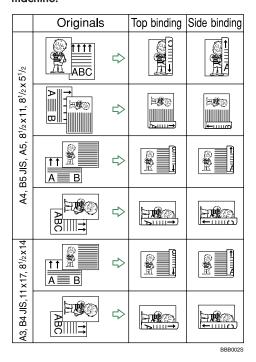
## **Two-Sided Printing**

You can have a received document printed on both sides of a sheet.





- To use this function, the optional HDD unit is required.
- 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 A3<sup>¬</sup>, B4 JIS (Japanese Industrial Standard) <sup>¬</sup>, A4<sup>¬</sup>, B5 JIS<sup>¬</sup>, A5<sup>¬</sup>, A5<sup>¬</sup> (11 × 17 <sup>¬</sup>, 8<sup>1</sup>/<sub>2</sub> × 14 <sup>¬</sup>, 8<sup>1</sup>/<sub>2</sub> × 11 <sup>¬</sup>. The following table shows the results that can be achieved when receiving with this machine.



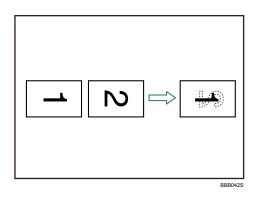
• This function works only when all pages are of the same width and received into memory.



- You can turn this function on or off using 2 Sided Print in the Facsimile Features menu. For details, see "Facsimile Features", General Settings Guide.
- 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.

#### 180-degree rotation printing

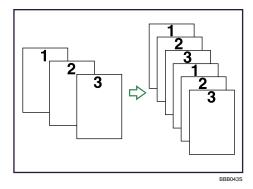
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



## **Multi-Copy Reception**

If you switch this function on, multiple copies of each incoming fax document is printed.

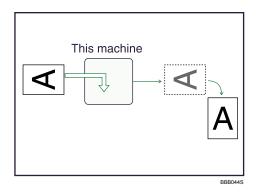
You can also select to have multiple copies made of documents from particular senders.



- UNote
  - The maximum number of copies that can be made for each document is 10.
  - When using the Multi-copy function with specified senders, the maximum number of copies is 10.
  - You can turn this function on or off using Reception File Print Quantity in the Facsimile Features menu.
     For details, see "Facsimile Features", General Settings Guide.
  - The machine will use Memory Reception for Multi-copy Reception.

## **Image Rotation**

If you have set paper in the  $\square$  orientation in the paper tray, incoming fax documents are automatically rotated to fit onto the paper.

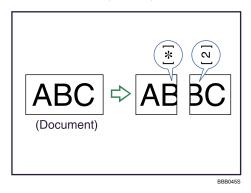




 If you specified a tray for "Paper Tray" in the Facsimile Features menu, the paper loaded in the specified tray is selected.

## 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.



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 ( $\frac{1}{8}$ ) 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.



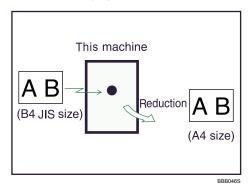
- Your service representative can customize this function with the following settings:
  - Reduction
  - Print split mark
  - Overprinting
  - · Overprinting length

3

- 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)

#### **Page Reduction**

If you receive a document that is longer than the paper in the tray, the machine usually prints it on two pages. If you turn this function on, the machine reduces the width and length of the received image so that it will fit on one page.



If A4 $\square$  paper is loaded and a document of B4 JIS $\square$  size is received, the machine will reduce the document to a single A4 $\square$  sheet.



- You can turn this function on or off with the User Parameter (switch 10, bit 3) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- When this function is used, the printing quality may not be as good as usual.
- To split a document into two sheets without using this function, see "Page Separation and Length Reduction".

## Reference

• p.201 "Page Separation and Length Reduction"

## 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,

3

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.



• You can turn this function on or off in the User Parameter (switch 02, bit 3) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

#### 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.

This function is available only if the following settings are made:

- Page reduction: Disabled
- Reduction in Sub-scan Direction: Enabled
- Page Separation Threshold: 20 mm (0.79 inch)
- Width or Length Priority: Width



- 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. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders.
- Widths that this machine can receive are A4, B4 JIS, LT (8<sup>1</sup>/<sub>2</sub> × 11) and A3. Any documents narrower than A4 or LT (8<sup>1</sup>/<sub>2</sub> × 11) are received at A4 or LT (8<sup>1</sup>/<sub>2</sub> × 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.
- For details about page reduction, see "Page Reduction".

## ■ Reference

- p.201 "Page Separation and Length Reduction"
- p.202 "Page 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 "Paper Tray Priority: Facsimile" in "System Settings". See "System Settings", General Settings Guide.



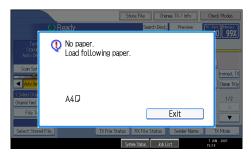
When a different size of document from the priority tray is received, the tray containing the same size
of paper as the received document is used.

#### 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 Facsimile Features menu. See "Facsimile Features", General Settings Guide.

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.





- After pressing [Exit], procedure varies depending on machine status when the message occurred.
  - If any received documents or reports were being printed automatically, the printer automatically continues printing from where it left off.
  - If any documents or reports were being printed manually, the printer does not resume printing.
     Perform the operation from the beginning again.

#### Having incoming documents printed on paper from the bypass tray

You can print documents sent from Specified Senders on paper from the bypass tray.

In "Program Special Sender" in the Facsimile Features menu, set as follows:

- Program a special sender and select the Bypass Tray for the paper tray type.
- Turn on the "Special Reception Function" in "Initial Set Up".

For details about Program Special Sender, see "Facsimile Features", General Settings Guide.



- You can load a maximum of 100 sheets of standard paper in the bypass tray.
- You can use a size of paper not loaded in the paper tray(s) in the bypass tray.
- The machine can detect A6D, A5D, A4D, A3D (5 $^1/_2 \times 8^1/_2$ D,  $8^1/_2 \times 11D$ ,  $11 \times 17D$ ) paper sizes. When you load any other size, specify the paper size. However, if the specified paper size and size of paper set in the bypass tray do not match, paper jams may occur, or the image may be shortened.
- Documents printed on paper smaller than A4 may be shortened, or split across sheets.
- Paper longer than 600 mm may be creased, not sent, or jam.
- Print area depends on optional expansion memory, resolution, and vertical length of originals.
- If you use this function, Image Rotation and 180-degree rotating printing are not possible.

## Where Incoming Documents Are Delivered - Output Tray

You can specify the output tray or output position to facilitate separation of received documents.

#### Specifying tray for lines

Use this function to specify the output tray for each line port.

You can specify the document feeding tray for each port (telephone, Internet Fax, IP-Fax). For example, you can specify documents received through the G3-1 port to be fed to the "Finisher Upper Tray" and documents received through the G3-2 port to be fed to the "Finisher Shift Tray", facilitating separation of files. You can also set the machine to output Internet Fax documents and ordinary faxes onto different trays.



• The optional extra G3 interface unit is required to use the extra G3 line.



• To use this function, specify the port and destination using [Specify Tray for Lines] in the Facsimile Features menu. For details about the setting, see "Facsimile Features", General Settings Guide.

#### Tray Shift

Use this function to shift the output position for each document, so you can separate received documents easily.

When the optional finisher unit is selected for fax output, you can use the Tray Shift function whenever a fax or report is printed.

This is useful for separating faxes stacked in the finisher output tray. For example, if the previous incoming fax was output to the left, the next incoming fax will be output to the right and vice-versa.



• The optional finisher is required.



• You can turn this function on or off with the User Parameter (switch 19, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

# 4. Changing/Confirming Communication Information

This section explains the features of [Change TX / Info], which you can use to confirm communication results on the screen or printed reports.

# Changing the Settings of Files in Memory

After you have pressed the [Start] key (after scanning originals), you can check and edit the destination or settings of Memory Transmission. You can also cancel a transmission, change the settings of a transmission, print a stored file, print a list of stored files, and resend a file which the machine failed to transmit.



- If the "No transmission files found." message appears on the screen after you press [Check / Stop Transmission File], no files are being stored or sent by Memory Transmission.
- You cannot view or edit files that are in the process of being sent, files sent by LAN-Fax, or files saved for printing as reports.
- There are cases when a destination may not be selected as the destination appears as "\( \delta \)",
  depending on the security settings.

#### Deleting a Destination from a Broadcast

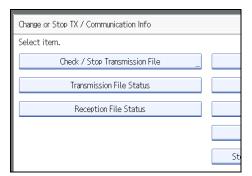
You can delete selected broadcasting destinations.



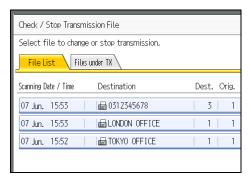
- If you delete a destination that is the only destination for a transmission, the transmission is canceled.
- 1. Press [Change TX / Info].



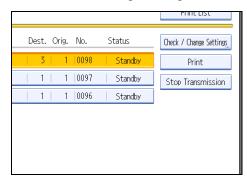
#### 2. Press [Check / Stop Transmission File].



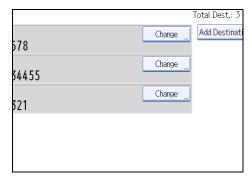
3. Select the file from which you want to delete a destination.



## 4. Press [Check / Change Settings].

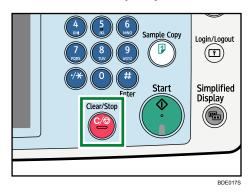


5. Press [Change] for the destination you want to delete.



If you delete a folder destination, press [Delete], and then press [Yes] on a confirmation message screen. Proceed to step 7.

6. Press the [Clear/Stop] key to delete the destination, and then press [OK].



Pressing the [Clear/Stop] key deletes by single digits the fax number or IP-Fax address. The Internet Fax destination or e-mail destination can be entirely deleted at once by pressing the [Clear/Stop] key.

#### 7. Press [Exit].

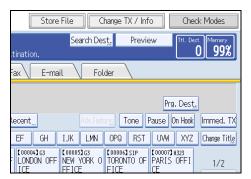
To delete another destination, repeat from step 3.

#### 8. Press [Exit] twice.

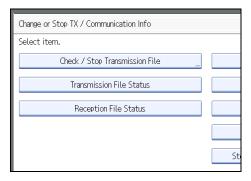
The standby display appears.

## Adding a Destination

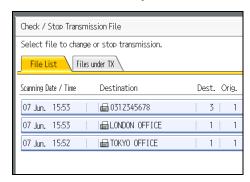
You can add a destination for broadcasting.



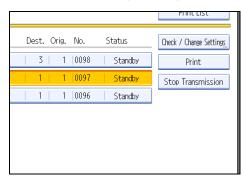
2. Press [Check / Stop Transmission File].



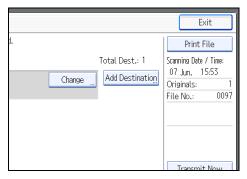
3. Select the file to which you want to add a destination.



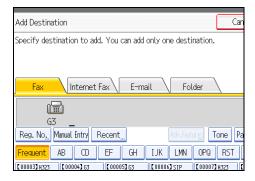
#### 4. Press [Check / Change Settings].



#### 5. Press [Add Destination].



## 6. Specify the destination using the number keys or Destination keys, and then press [OK].



Press the transmission type tab to switch the transmission type between fax/IP-Fax, Internet Fax, email, or folder.

If you specify a sender whose e-mail address is already registered, you can add Internet Fax destinations and e-mail destinations.

You can add a folder destination only with Destination keys.

You can also program a SUB Code or SEP Code by pressing [Adv.Features].

#### 7. Press [Exit].

Repeat from step 3, if you want to add another destination.

#### 8. Press [Exit] twice.

The standby display appears.



· You cannot add a destination if you have disabled broadcasting.

## **Changing the Transmission Time**

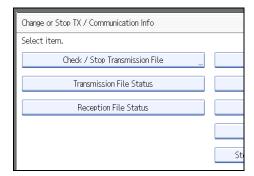
You can change the transmission time specified with Send Later.

You can also delete the transmission time. If the transmission time is deleted, the file is transmitted immediately.

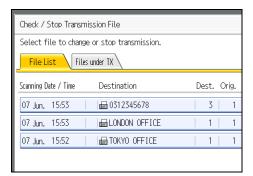
#### 1. Press [Change TX / Info].



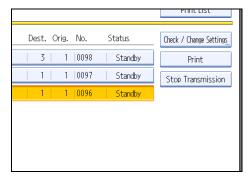
#### 2. Press [Check / Stop Transmission File].



3. Select the file for which you want to change or cancel the transmission time.



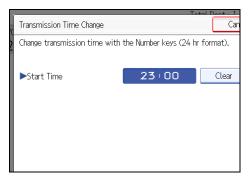
4. Press [Check / Change Settings].



5. Press [Change TX Time].



If you press [Transmit Now], the file is transmitted immediately. However, if there is a file on standby, that file is sent first.



7. Press [Exit].

Repeat from step 3, if you want to change another transmission time.

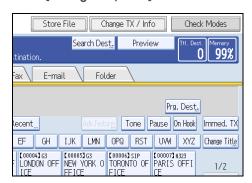
8. Press [Exit] twice.

The standby display appears.

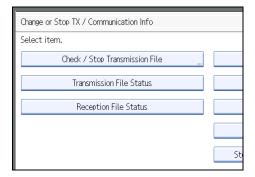
## Changing the SMTP Server Setting

You can change the settings for whether or not to bypass the SMTP server.

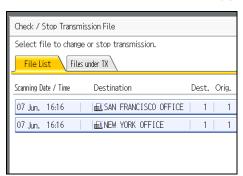
1. Press [Change TX / Info].



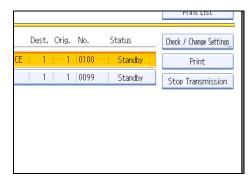
2. Press [Check / Stop Transmission File].



3. Select a file whose SMTP server setting you want to change.



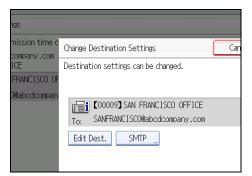
4. Press [Check / Change Settings].



5. Press [Change].



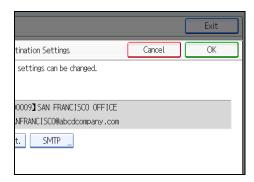
## 6. Press [SMTP].



## 7. Select [Yes] or [No], and then press [OK].

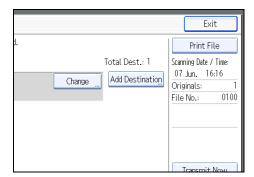


## 8. Press [OK].



## 4

## 9. Press [Exit].



Repeat from step 3 to change the SMTP server settings of other recipients.

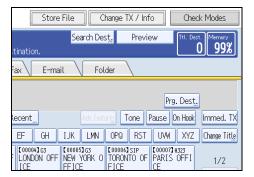
## 10. Press [Exit] twice.

The standby display appears.

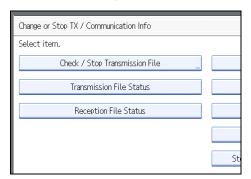
## Printing a File from Memory

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.

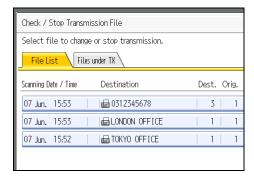
1. Press [Change TX / Info].



2. Press [Check / Stop Transmission File].

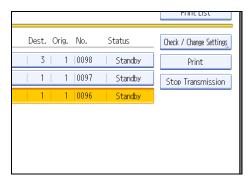


3. Select the file you want to print.



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

#### 4. Press [Print].



If you want two-sided printing, press [Print on 2 Sides].

To cancel printing, press [Cancel]. The display returns to that of step 4.

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

To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 4.

Repeat from step 3, if you want to print another file.

#### 6. Press [Exit] twice.

The standby display appears.

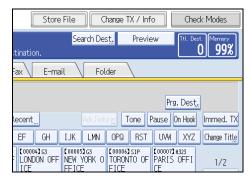


• You can also print files that have not been successfully transmitted.

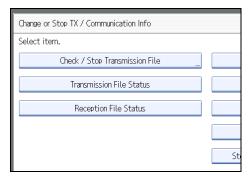
# Printing a List of Files in Memory (Print TX File List)

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).

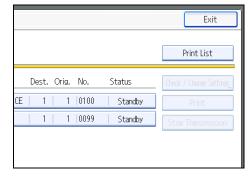
#### Press [Change TX / Info].



#### 2. Press [Check / Stop Transmission File].



#### 3. Press [Print List].



To cancel printing before pressing the [Start] key, press [Cancel]. The screen returns to that displayed before pressing [Print List].

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

To cancel printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

#### 5. Press [Exit] twice.

The standby display appears.



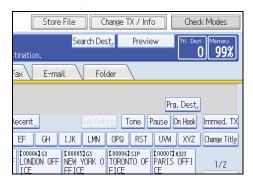
- The contents of a file stored in memory can also be printed.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

## Resending a File

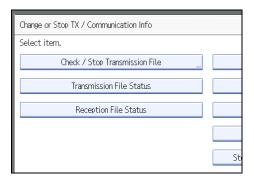
Machine memory stores documents that could not be successfully transmitted using Memory Transmission. Use this procedure to resend these documents.



- Set "Store documents in memory that could not be transmitted" to "On" in User Parameter (switch 24, bit 0) in the Facsimile Features menu.
- 1. Press [Change TX / Info].

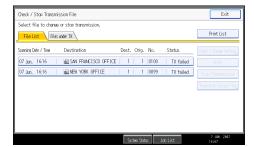


2. Press [Check / Stop Transmission File].



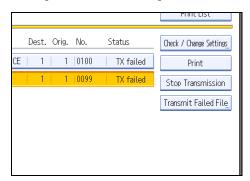
3. Select the file you want to resend.

"TX failed" is displayed for files that could not be sent.



If multiple destinations were specified, only the name of the destination you specify first and only the number of destinations that have not received the document you sent are shown.

#### 4. Press [Transmit Failed File].



To add a destination, press [Add Destination], and then specify the destination.

#### 5. Press [OK].

Transmission starts.

Repeat from step 3 to resend another file.

To cancel transmissions, press [Stop Transmission].

#### 6. Press [Exit] twice.

The standby display appears.



- Files that could not be transmitted are kept for either 24 or 72 hours, depending on the setting you make in User Parameter (switch 24, bit 1) in the Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.

# Checking the Transmission Result (Transmission 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 [Change TX / Info].



- 2. Select [Transmission File Status].
- 3. Check the transmission results.



Transmission results are displayed, from the latest result down, in groups of nine.

When a fax is sent, "Destination" shows the Own Fax Number or Fax Header information of the receiver. When an Internet Fax or e-mail is sent, the e-mail address or name programmed in the destination list appears. For a transmission from a computer, "-- LAN-Fax -->" is shown.

Depending on security settings, the destination may appear as  $\frac{1}{2}$ .

4. Press [Exit] twice.

The standby display appears.



- 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".
- You can view sent fax documents and their lists, using a 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 Transmission File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key
  allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General
  Settings Guide.
- 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.
- An encryption symbol is displayed in the routing/forwarding columns of encrypted e-mail.



• p.314 "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 Facsimile Features menu.

You can also print the report by programming the TX Status Report to a Quick Operation 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 in User Parameter (switch 03, bit 5) in the Facsimile Features menu. A report is printed after every Immediate Transmission is completed.

You can also print the report by programming the TX Status Report to a Quick Operation key and pressing this when specifying a destination.

For details about the contents printed in the report, see "Immediate TX Result Report (Immediate Transmission)".

 For details about Parameter Setting and Quick Operation Key, see "Facsimile Features", General Settings Guide.

## ■ Reference

- p.227 "Communication Result Report (Memory Transmission)"
- p.228 "Immediate TX Result Report (Immediate Transmission)"
- p.228 "Communication Failure Report"

## Confirming by E-mail

Use the E-mail TX Results 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.

## Mportant !

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", General Settings Guide.

## **U** Note

- For details about E-mail TX Results, see "Confirming Transmission Results by E-mail".
- For details about the contents of the reports, see "Communication Result Report (Memory Transmission)", "Immediate TX Result Report (Immediate Transmission)", "SEP Code RX Result Report".
- By programming the E-mail TX Results to a Quick Operation key in advance, you can send transmission
  results by e-mail after each transmission is completed. Select the destination for notification from the
  Internet Fax destinations or e-mail destinations in the destination list. For details about Quick Operation
  Key, see "Facsimile Features", General Settings Guide.
- When using the Sender Name 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 or e-mail destinations in the destination list.
- If you send fax documents from a computer, use LAN-Fax Driver to specify whether or not the LAN-Fax Result Report is sent to the computer.

## Reference

• p.139 "SEP Code RX Result Report"

- p.159 "Confirming Transmission Results by E-mail"
- p.227 "Communication Result Report (Memory Transmission)"
- p.228 "Immediate TX Result Report (Immediate Transmission)"

## Confirming by Report and E-mail

You can confirm transmission results using both the E-mail TX Results 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 Facsimile Features menu. See "Facsimile Features", General Settings Guide.

## Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission.



- You can turn this function on or off with the User Parameter (switch 03, bit 0) in the Facsimile 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 Facsimile 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 Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- 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 e-mail or 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".

• If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

## Reference

• p.228 "Communication Failure Report"

## 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.



- You can switch this report on or off in the User Parameter (switch 03, bit 5) in the Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- 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.
- If E-mail TX Results is programmed in a Quick Operation key, you can select whether a report e-mail is sent after transmission. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.

## **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.



- You can select whether the Communication Failure Report is automatically printed using the User Parameter (switch 04, bit 1) in the Facsimile 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 Facsimile 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 Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- 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 e-mail or Internet Fax document was sent to the mail server programmed in this machine. (However, this does not mean the e-mail was delivered.)

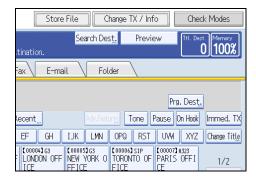
# Checking the Reception Result (Reception File Status)

Confirm the reception result on the screen or in a report.

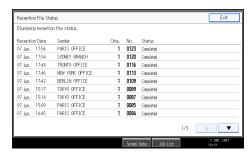
## **Confirming on Display**

Use this function to display the reception result.

1. Press [Change TX / Info].



- 2. Press [Reception File Status].
- 3. Check the reception results.



Reception results are displayed, from the latest result, in groups of nine.

When a fax or IP-Fax is received, "Sender" shows the Own Fax Number or Fax Header information. When an Internet Fax is received, the sender's e-mail address appears.

4. Press [Exit] twice.

The standby display appears.



 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 a 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 Reception File Status, and then try again.
- You can program one of the Quick Operation keys with operations for this function. Using the key
  allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General
  Settings Guide.

## ■ Reference

• p.314 "Maximum Values"

## **Confirming by Report**

Print a report to confirm reception results.

#### Journal

Print the Journal to confirm the latest reception results.

For details, see "Journal".

## ■ Reference

• p.236 "Journal"

## **Print Journal**

You can print the Journal manually.



The contents of a Journal printed automatically are deleted after printing. Keep the journal if you
require a record of transmissions and receptions.

## **Printing the Journal**

To print the Journal manually, select the printing method: "All", "Print per File No.", or "Print per User".



- You can set whether the Journal is automatically printed after every 50 communications in User Parameter (switch 03, bit 7) in the Facsimile Features menu.
- Depending on security settings, the Journal is not automatically printed.
- If the optional extra G3 interface unit is installed, you can set whether the Journal is printed by line type with the User Parameter (switch 19, bit 1) in the Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- You can program one of the Quick Operation keys with operations for this function. Using the key
  allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General
  Settings Guide.
- Depending on security settings, the destination may not appear.
- For the maximum number of communication results printed in the Journal, see "Maximum Values".

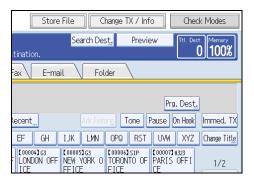
## Reference

• p.314 "Maximum Values"

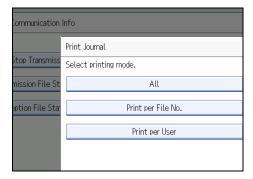
#### Αll

Prints the results of communications in the order made.

### 1. Press [Change TX / Info].



- 2. Press [Print Journal].
- 3. Select [All].



4. Press the [Start] key.

To cancel a file printing, press [Stop Printing]. The display returns to that of step 3.

5. Press [Exit] twice.

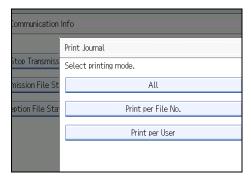
The standby display appears.

### Print per File No.

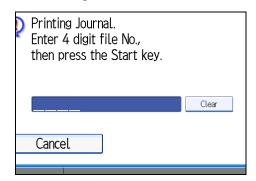
Prints only the results of communications specified by file number.



- 2. Press [Print Journal].
- 3. Select [Print per File No.].



4. Enter a 4-digit file number.



If you make a mistake, press [Clear], and then try again.

5. Press the [Start] key.

To cancel a file printing, press [Stop Printing]. The display returns to that of step 3.

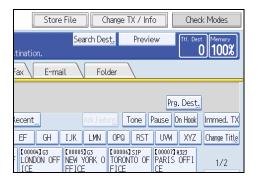
6. Press [Exit] twice.

The standby display appears.

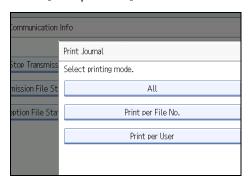
### **Print per User**

Prints the results of communications by individual senders.

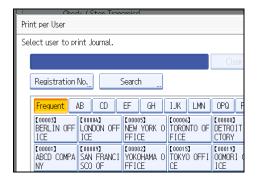
1. Press [Change TX / Info].



- 2. Press [Print Journal].
- 3. Select [Print per User].



4. Select a user.



Press [Cancel] if the user is not registered. The display returns to that of step 3.

5. Press [OK] after checking the user name shown on the display.

Press [Cancel] if a wrong user name is selected. The display returns to that of step 3.

## 6. Press the [Start] key.

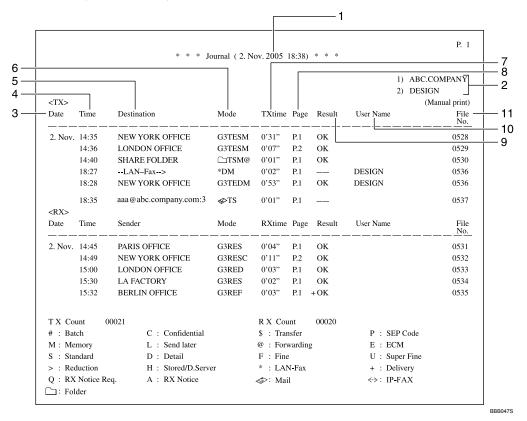
To cancel a file printing, press [Stop Printing]. The display returns to that of step 3.

#### 7. Press [Exit] twice.

The standby display appears.

#### Journal

This section explains the items printed in the Journal.



#### 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/e-mail 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 the line type, "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols. If the optional extra G3 interface unit is installed, "G3-1", "G3-2", or "G3-3" appears.

• For Internet Fax/e-mail 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 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.

- --: The Internet Fax or e-mail 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.



- 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.

## Mportant !

- To transmit the Journal by e-mail, it is necessary to make settings with User Parameter (switch 21, bit 4) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- 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.



- 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".

#### 4

## Journal by e-mail

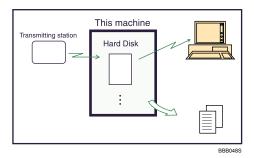
If the setting is made so that the Journal is transmitted as e-mail, it is transmitted to the e-mail address of an administrator.



- To transmit the Journal, it is necessary to make settings with the User Parameter (switch 21, bit 4) in the Facsimile 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 Facsimile Features menu.
- For details about Parameter Setting, see "Facsimile Features", General Settings Guide.
- To confirm the administrator's e-mail address, use Administrator's E-mail Address under System Settings. See "System Settings", General Settings Guide.
- Depending on security settings, the Destination/Sender name may not appear.

# Confirming/Printing/Deleting Received and Stored Documents

You can print documents that are received and stored on the hard disk. You can also delete unwanted documents.



## 

- To use this function, the optional HDD unit and printer/scanner functions are required.
- Make the settings for received and stored documents in "Reception File Setting" in the Facsimile Features menu before using this function. For details about the setting, see "Facsimile Features", General Settings Guide.

## **U** Note

- If you have selected to store received documents and specified an e-mail address for notification of receipt, fax reception notification can be sent to that e-mail address.
- For the maximum number of received documents you can store on the machine's hard disk, see "Maximum Values".
- You can view and print received and stored documents using a Web Image Monitor or DeskTopBinder. For details, see "Viewing Fax Information Using a Web Browser" or the DeskTopBinder's manuals and Help.

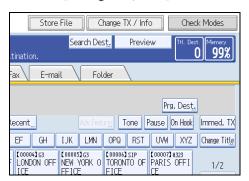
## ■ Reference

- p.295 "Viewing Fax Information Using a Web Browser"
- p.314 "Maximum Values"

## **Confirming Received and Stored Documents**

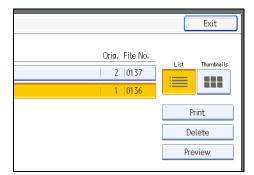
This section explains how to view documents stored on the hard disk.

#### 1. Press the [Change TX / Info].

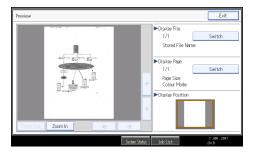


- 2. Select [Print / Delete Stored Reception File].
- Select the document you want to confirm.
   Press the Thumbnails key to switch the screen to thumbnail display.

#### 4. Press [Preview].



#### 5. Check the preview.



- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press  $[\leftarrow]$   $[\rightarrow]$   $[\uparrow]$  to scroll the preview image.
- Press [Switch] under "Display File" to display another selected file.
- Press [Switch] under "Display Page" to change the displayed page.

#### 6. Press [Exit].

The display returns to that of step 4.

The standby display appears.

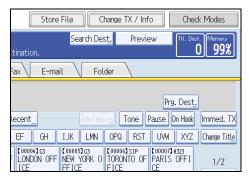


• If the size of a received and stored document is larger than A3, the document is displayed in the preview as a single image, but it will be split and printed over several sheets.

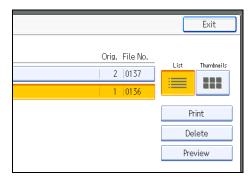
## **Printing Received and Stored Documents**

This section explains how to print documents saved on the hard disk.

1. Press [Change TX / Info].



- 2. Select [Print / Delete Stored Reception File].
- 3. Select a file to be printed, and then press [Print].



To cancel printing, press [Cancel].

To delete the document after printing, press [Delete File after Printing].

To perform two-sided printing, press [Print on 2 Sides] before pressing the [Start] key.

4. Press the [Start] key.

To stop printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step 3.

5. Press [Exit] twice.

The standby display appears.



- This function allows you to print only received and stored documents.
- You cannot print received and stored documents using the Document Server function.
- You can program one of the Quick Operation keys with operations for this function. Using the Quick Operation key allows you to omit step 1. For details about Quick Operation Key, see "Facsimile Features", General Settings Guide.
- You can specify and print multiple documents. For the maximum number of documents you can print at a time, see "Maximum Values".

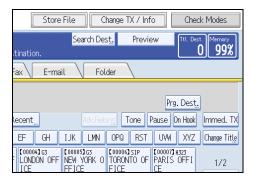


• p.314 "Maximum Values"

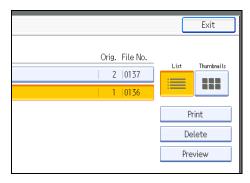
## **Deleting Received and Stored Documents**

This section explains how to delete documents stored on the hard disk.

1. Press [Change TX / Info].



- 2. Select [Print / Delete Stored Reception File].
- 3. Select a file to be printed, and then press [Delete].



To cancel a deletion, press [No]. The display returns to that of step 3.

5. Press [Exit] twice.

The standby display appears.



- You cannot delete received and stored documents using the Document Server function.
- You cannot delete a document while another person is printing it using a Web Image Monitor or DeskTopBinder.
- You can specify and delete multiple documents. For the maximum number of documents you can delete at a time, see "Maximum Values".

## ■ Reference

• p.314 "Maximum Values"

## 4

## 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 Reception 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 Reception, the Confidential File (5) indicator blinks.

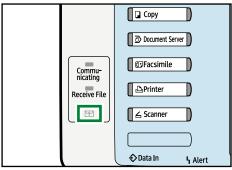
Before using this function, the following preparations are required in the Facsimile Features menu.

- Program your Memory Lock ID under Program Memory Lock ID
- Set Memory Lock Reception to On under Memory Lock Reception

For details about these settings, see "Facsimile Features", General Settings Guide.

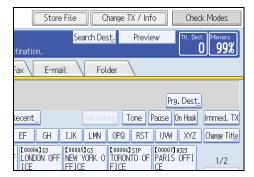


- If the main power switch is turned off for about an hour, all documents protected by Memory Lock Reception are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- 1. Confirm that the Confidential File indicator is blinking.



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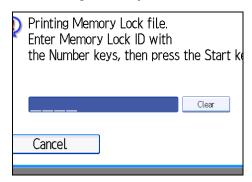
2. Press [Change TX / Info].



### 3. Press [Print Memory Lock].

If no documents were received while Memory Lock Reception was switched on, the message "No reception file." is shown. Press [Exit].

4. Enter a 4-digit Memory Lock ID with the number keys, and then press the [Start] key.



If you make a mistake, press [Clear], and then try again.

To cancel printing, press [Cancel].

If the Memory Lock ID does not match, the "Specified code does not correspond to programmed Memory Lock ID." message appears. Press [Exit] and retry after checking the Memory Lock ID.

#### 5. Press [Exit].

The standby display appears.



- If Memory Lock Reception and received document storage are both set to on, Memory Lock Reception is unavailable and received documents become stored documents.
- Even when Memory Lock Reception is available, if free memory is insufficient, reception is not possible.
- You can also apply a Memory Lock Reception to documents that come only from certain senders.
- Documents received by SEP Code Reception are automatically printed even if this function is switched on.
- You can program one of the Quick Operation keys with operations for this function. Using the key
  allows you to omit step 2 and 5. For details about Quick Operation Key, see "Facsimile Features",
  General Settings Guide.
- If you print a Memory Lock File, it is deleted.

#### 4

## **Personal Boxes**

You can receive confidential documents to Personal Boxes.



• Before using this function, set the Personal Box in advance.

### **Personal Boxes**

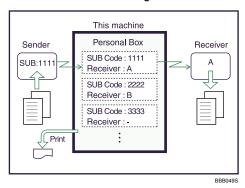
Storing your documents in a Personal Box prevents unauthorized users reading them.

When you specify a receiver for the Personal Box, incoming documents are forwarded directly to the destination you specify. You can specify a fax number, IP-Fax destination, Internet Fax destination, e-mail destination, or folder destination as the receiver.

To be able to receive documents into a Personal Box, you must inform the sender of the SUB Code programmed for that Personal Box and ask them to send the document using SUB Code Transmission with that SUB Code. When your machine has received a confidential document, the Confidential File (57) indicator lights.



- If the main power switch is turned off for about an hour, all documents received into Personal Boxes
  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.
- Documents delivered to registered destinations are deleted from Personal Boxes.



**U** Note

- If a receiver is not assigned, you can print the received documents on this machine. For details about the printing method, see "Printing Personal Box Documents".
- If the receiver is an Internet Fax/e-mail destination, e-mail can be encrypted and forwarded with a digital signature. Use both "Box Setting" on the Facsimile Features menu and Web Image Monitor to

specify whether or not to apply encryption and a digital signature. For details about Box Setting, see "Facsimile Features", General Settings Guide.

• For details about Confidential File Report, see "Confidential File Report".

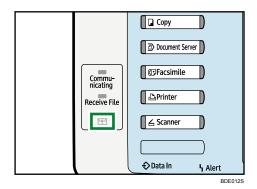
## Reference

- p.248 "Printing Personal Box Documents"
- p.249 "Confidential File Report"

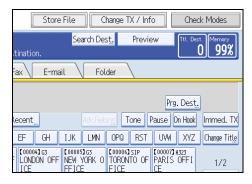
## **Printing Personal Box Documents**

This section explains how to print a document received into a Personal Box.

1. Make sure that the Confidential File indicator is lit.

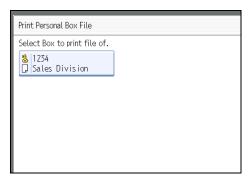


2. Press [Change TX / Info].

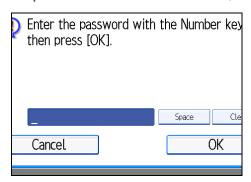


3. Press [Print Personal Box File].

4. Select the box with the document you want to print.



5. If a password has been set for the box, enter the password, and then press [OK].



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

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

6. Press the [Start] key.

To stop printing, press [Stop Printing]. The display returns to that of step 4.

To print a document in another Personal Box, repeat from step 4.

7. Press [Exit] twice.

The standby display appears.



- If you print a Personal Box document, it is deleted.
- The passwords for Personal Boxes can be programmed under "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.

## **Confidential File Report**

You can check whether a document was received to a Personal Box.





• You can turn this function on or off with the User Parameter (switch 04, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.

## 4

# Information Boxes

This section describes how to use Information Boxes.



• Before using this function, set the Information Box in advance.

#### Information Boxes

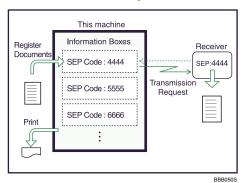
Use the Information Box function to set up the machine as a document server.

Program a document into an Information Box for others to pick up. When a request is made by another party, the SEP Code they specify is matched against the SEP Codes programmed in that Information Box. If a code matches the document stored in the Information Box the document is sent to the other party automatically.

Other parties can receive these documents whenever they request them.



- If the main power switch is turned off for about an hour, all documents stored in Information Boxes
  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.
- For other parties to be able to retrieve a document programmed in an Information Box, you need to inform the SEP Code assigned to that Information Box.



UNote

- For details about storing documents in the Information Boxes, see "Storing Documents in Information Boxes".
- You can set a password for Information Boxes in advance. A password can be set in "Box Setting" in the Facsimile Features menu. For details about the programming method, see "Facsimile Features", General Settings Guide.

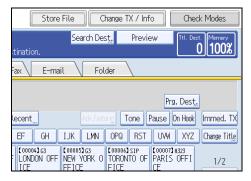


• p.252 "Storing Documents in Information Boxes"

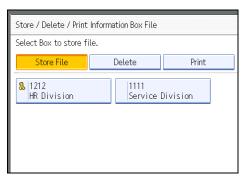
# Storing Documents in Information Boxes

This section explains how to store a document in an Information Box.

1. Press [Change TX / Info].



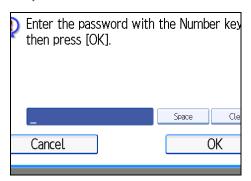
- 2. Press [Store / Delete / Print Information Box File].
- 3. Select the box in which you want to store the file.



When there are pre-programmed files, a file mark appears to the left of the box name.

A message is displayed if you select a box with a file stored in it. Press [Yes] when changing the file. The stored original file is overwritten.

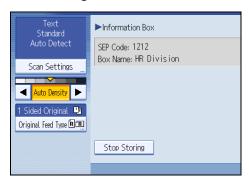
4. If a password has been set for the box, enter the password, and then press [OK].



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

To cancel entering a password, press [Cancel]. The display returns to that of step 3.

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



You can also select the following settings:

- · Original Orientation
- Original Settings (The optional ADF is required.)
- Stamp (The optional ADF is required.)

## 6. Press the [Start] key.

The machine starts to scan the original.

To stop scanning, press [Stop]. The display returns to that of step 3.

To store a document in another Information Box, repeat from step 3.

## 7. Press [Exit] twice.

The standby display appears.



- One Information Box stores one file.
- The stored file is not deleted automatically. If you want to delete a stored file, see "Deleting Information Box Documents".

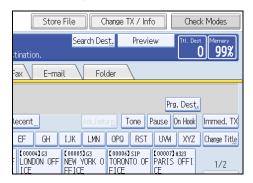


• p.255 "Deleting Information Box Documents"

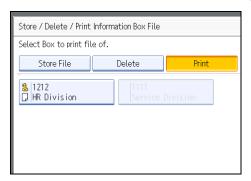
# **Printing Information Box Documents**

This section explains how to print a document stored in an Information Box.

1. Press [Change TX / Info].

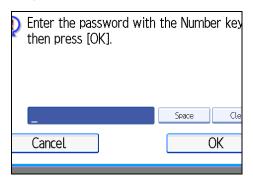


- 2. Press [Store / Delete / Print Information Box File].
- 3. Press [Print].
- 4. Select the box that contains the stored file you want to print.



You cannot select a box that has no stored file.

5. If a password has been set for the box, enter the password, and then press [OK].



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

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

## 6. Press the [Start] key.

If you want two-sided printing, press [Print on 2 Sides] before pressing the [Start] key.

To stop printing before pressing the [Start] key, press [Cancel]. The display returns to that of step 4.

To stop printing after pressing the [Start] key, press [Stop Printing]. The display returns to that of step  $\Delta$ 

Repeat from step 4 to print another stored file in the box.

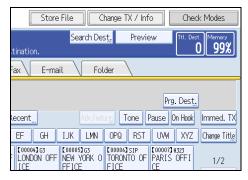
## 7. Press [Exit] twice.

The standby display appears.

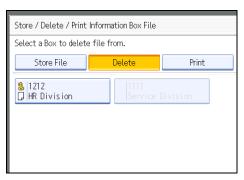
# **Deleting Information Box Documents**

This section explains how to delete a file stored in an Information Box.

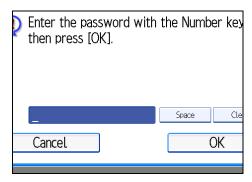
1. Press [Change TX / Info].



- 2. Press [Store / Delete / Print Information Box File].
- 3. Press [Delete].



5. If a password has been set for the box, enter the password, and then press [OK].



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

To cancel entering a password, press [Cancel]. The display returns to that of step 4.

6. Press [Yes].

To stop deleting, press [No]. The display returns to that of step 4.

Repeat from step 4 to delete another stored file in another box.

7. Press [Exit] twice.

The standby display appears.

# 5. Storing a Document

This section explains storing and managing documents in the Document Server.

# Sending a Stored File

This section describes how to store and manage fax documents in the Document Server.

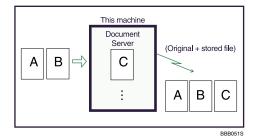
The Document Server can store documents from various applications.

The documents that are stored using the facsimile function are available to transmit by facsimile.

Storing in the Document Server enables the following:

- Once stored, a document can be sent out as many times as you want, just by selecting it.
- Storing a document does not use facsimile memory.

You can send and print multiple stored documents as a single document, and also send them with scanned originals at the same time. Follow the instructions under [Select Stored File] when sending or printing stored documents.



# **Important**

- To use this function, the optional HDD unit is required.
- Data stored in the machine can be lost if there is an error on the machine's hard disk. The manufacturer
  is not responsible for any damage that might result from the loss of data.



- Stored documents are not deleted even if there is a power failure, or the main power switch is turned
  off.
- You can specify whether or not the machine automatically deletes documents from the Document Server after a certain number of days. You can change this setting using "Auto Delete File in Document Server" under "System Settings". See "System Settings", General Settings Guide.
- You cannot check received and stored documents through the Document Server.
- Documents in the Document Server can be sent, printed, or deleted, and their information can be changed using the Web Image Monitor.

- Using the DeskTopBinder or Web Image Monitor, documents you stored in the Document Server can be downloaded and managed on the computer. See "Document Server", Copy/Document Server Reference.
- For the maximum values of the following items, see "Maximum Values".
  - Number of documents you can store in the Document Server using the facsimile function
  - Number of pages per document you can store in the Document Server
  - Number of pages you can store in the Document Server (in total copy function, facsimile function, printer function, and scanner function)

# Reference

p.314 "Maximum Values"

# Storing a Document

You can store and send a document at the same time. You can also just store a document.

#### File names

Scanned documents are automatically assigned names like "FAX0001" or "FAX0002".

#### **User Names**

You can set this function if necessary to know who and what departments stored documents in the machine.

#### **Password**

You can set this function so as not to send to unspecified people.

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

Specify the "Original Orientation" setting correctly. If you do not, the top/bottom orientation of the original will not be displayed correctly in the preview.

For details about the setting, see "Setting the Original Orientation".

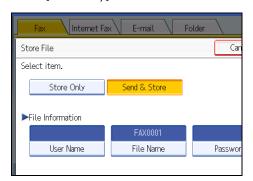
#### 2. Press [Store File].



## 3. Select [Send & Store] or [Store Only].

Select [Send & Store] to send documents after they are stored.

Select [Store Only] to store documents.



4. Set the user name, file name, and password as necessary.



If you are not setting a user name, file name, or password, proceed to step 5.

You cannot change multiple documents at once.

## 5. Press [OK].

The file name appears to the left of [Store File].

6. If you have selected [Send & Store], specify the receiver.

If you have selected [Store Only], proceed to step 7.

7. Press the [Start] key.



• You can change file names and user names.

# Reference

• p.44 "Setting the Original Orientation"

# Programming a user name

Specify a user name for the file.

1. Press [User Name].



2. Press the user name to be programmed.



Press the title key to switch between titles.

To set a non-programmed user name, press [Manual Entry], and then enter the name. User names entered by pressing [Manual Entry] are not programmed into the user code.

3. Press [OK].



Depending on the security settings, [Access Privileges] might be displayed instead of [User Name].
 For details about setting [Access Privileges], ask the administrator.

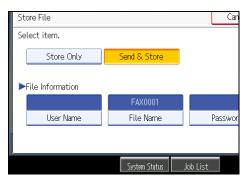
# Setting a file name

Specify a name for the file.

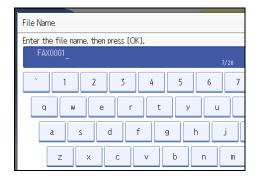
E

# 5

## 1. Press [File Name].



## 2. Enter the file name.



## 3. Press [OK].



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

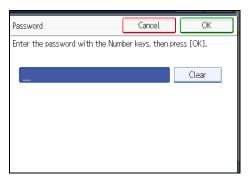
# Setting a password

Set a password for the file.

## 1. Press [Password].



2. Enter a password using the number keys, and then press [OK].



If you make a mistake, press [Clear] before pressing [OK], and then reenter your password.

You can enter up to four to eight digits.

3. Enter the password again, and then press [OK].

# **Sending Stored Documents**

The machine sends documents stored with the facsimile function in the Document Server.

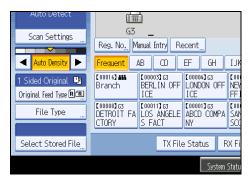
The documents stored in the Document Server can be sent again and again until they are deleted. Once sent, documents are stored in the Document Server. Therefore, you can send them in just one operation without having to set your originals again.



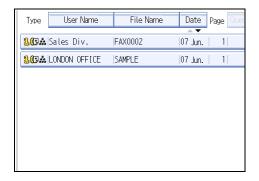
- Store the documents to be sent in advance. You can program a password for this function. You can change the user names, file names, and passwords of stored documents.
- You cannot use the following transmission methods:
  - Immediate Transmission
  - Parallel Memory Transmission
  - On Hook Dial
  - Manual Dial

# 5

## 1. Press [Select Stored File].



#### 2. Select the documents to be sent.



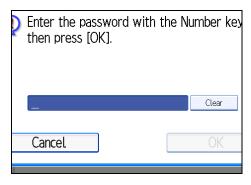
When multiple documents are selected, they are sent in the order of selection.

- Press [Queue] to arrange the order of the documents to be sent.
- Press [File Name] to place the documents in alphabetical order.
- Press [User Name] to place the documents in order by programmed user name.
- Press [Date] to place the documents in order of programmed date.

To view details about stored documents, press [Details].

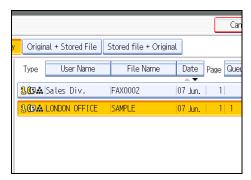
Press the Thumbnails key to switch the screen to thumbnail display.

3. If you select a document with a password, enter the password, and then press [OK].



If the document does not have a password, proceed to step 4.

4. When you want to add your originals to stored documents and send them all at once, press [Original + Stored File] or [Stored file + Original].



When sending only stored documents, proceed to step 5.

When [Original + Stored File] is pressed, the machine sends the originals, and then stored files. When [Stored file + Original] is pressed, the machine sends the stored files, and then originals.

- 5. Press [OK].
- 6. Specify the destination, and then press the [Start] key.

To add an original to stored documents, place the original, and then select any scan settings you require.

The added originals are not stored.



- · You can send only documents saved with the facsimile function in the Document Server. You cannot send documents stored in the Document Server using the copy, printer, or scanner functions.
- The specified documents are sent with the scan settings made when they were stored.
- To see details of the selected document, press [Details]. To return to the display in step 2, press [Exit].
- For the maximum values of the following items, see "Maximum Values".
  - Number of stored documents you can specify at a time
  - Number of stored pages you can send in one operation

# ■ Reference

p.314 "Maximum Values"

# Specifying documents from [File List]

Search for a file from the file list.

1. Press [▲] or [▼] to display the documents to be sent.

# 5

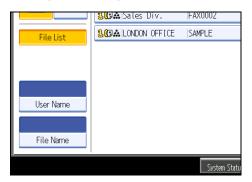
#### 2. Select the file.



# Specifying documents by [User Name]

Search for a file by user name.

1. Select [User Name].



2. Select the user name of the programmed document, and then press [OK].

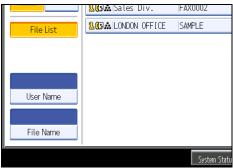


To search by directly entering a user name, press [Manual Entry], and then enter the user name. Forward matching is used when searching for a user name.

3. Select the file to be sent.

# Specifying documents by [File Name]

Search for a file by file name.



2. Enter the name of the document to be sent, and then press [OK].



Forward matching is used when searching for a file name.

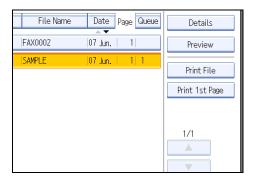
3. Select the file to be sent.

# Displaying a preview

Display a preview of stored documents.

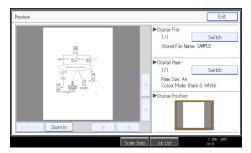
Select the document you want to send.
 Press the Thumbnails key to switch the screen to thumbnail display.

2. Press [Preview].



# 5

## 3. Check the preview.



- Press [Zoom Out] or [Zoom In] to reduce or enlarge the preview image.
- Press  $[\leftarrow]$   $[\rightarrow]$   $[\uparrow]$  to scroll the preview image.
- Press [Switch] under "Display File" to display another selected file.
- Press [Switch] under "Display Page" to change the displayed page.
- 4. Press [Exit].



- If image files are corrupt or are larger than A3, they are not displayed on the preview window.
- If the image file is corrupt, store it again.
- If you stored originals that had multiple mixed-size pages without using the Mixed Original Sizes function, the displayed size might differ from the actual size for pages after the first page.

# **Printing Stored Documents**

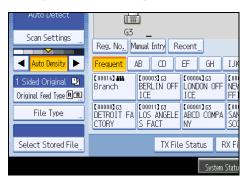
Use this function to print documents stored in the Document Server.

You can also print the first page only to check the content of the original.

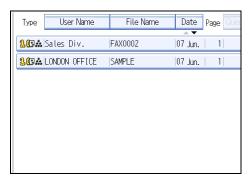


 When [Print 1st Page] is selected, originals larger than A4 size are printed after they are reduced to A4 size.

## 1. Press [Select Stored File].

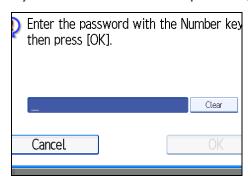


2. Select the document to be printed.



Press the Thumbnail key to switch the screen to thumbnail display.

3. If you select a document with a password, enter the password, and then press [OK].



If the document does not have a password, proceed to step 4.

## 4. Press [Print File] or [Print 1st Page].

When [Print File] is pressed, the machine prints all the pages. When [Print 1st Page] is pressed, the machine prints only the first page.

To print both sides, press [Print 2 Sides]. When multiple files are specified they are printed per file.

To cancel printing, press [Stop Printing].

## 5. Press the [Start] key.

When only the first page is printed, the file name is printed at the top of the paper.

To cancel printing after pressing the [Start] key, press [Stop Printing].

# 6. Press [Cancel].

The standby display appears.



- Only documents stored using the facsimile function can be printed.
- When printing originals that were not stored using the Mixed Original Sizes function, paper sizes
  might differ according to whether printing is through the facsimile function or the Document Server.
- You can specify and print multiple documents at one time.
- For the maximum values of the following items, see "Maximum Values".
  - Number of stored documents you can print at a time using [Print 1st Page]
  - Number of stored documents you can print at a time using [Print File]

# Reference

• p.314 "Maximum Values"

# **Changing Stored Document Information**

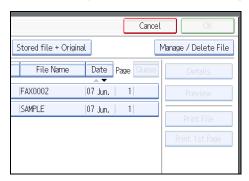
You can change the file name, user name, and password of stored documents.

To change a stored document, delete the document you no longer need, and then reprogram the new document.

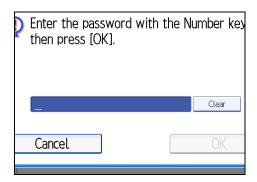
#### 1. Select [Select Stored File].



2. Select [Manage / Delete File], and then press the document to be changed.



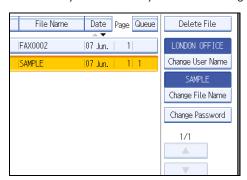
3. If you select a document for which a password is set, enter the password, and then press [OK].



When a selected file does not have a password, proceed to step 4.

4. Change the desired information of the stored document.

Press the keys for the items you want to change.



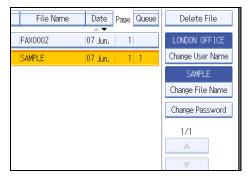
5. Press [Exit].

The standby display appears.

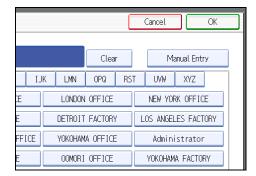
# Changing a user name

Change the user name of a stored document.

1. Press [Change User Name].



2. Press [Clear].



The user name is deleted.

3. Enter the new user name, and then press [OK].

Press the title word keys to switch between titles.

To set a non-programmed user name, press [Manual Entry], and then enter the name.

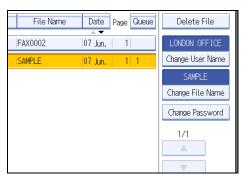
User names entered by pressing [Manual Entry] are not programmed into the user code.



• Depending on the security settings, [Change Access Priv.] might be displayed instead of [Change User Name]. For details about setting [Change Access Priv.], ask the administrator.

## Changing the file name

Change the name of a stored document.



2. Press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All], and then re-enter the file name.



3. Press [OK].

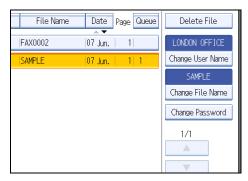


• For details about text entry, see "Entering Text", About This Machine.

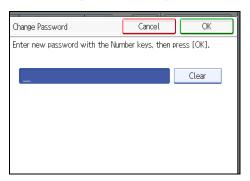
# Changing the password

Change the password of a stored document.

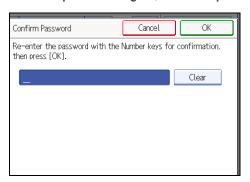
1. Press [Change Password].



2. Enter a new password using the number keys, and then press [OK].



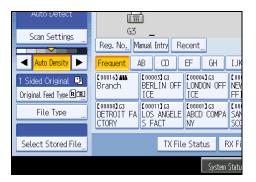
3. Enter the password again, and then press [OK].

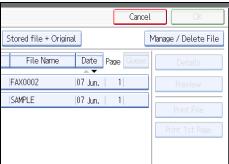


# **Deleting a Stored Document**

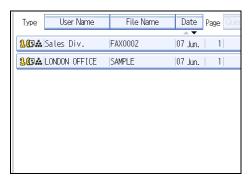
Use this function to delete stored documents.

1. Press [Select Stored File].



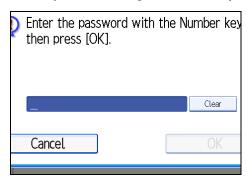


3. Select the document you want to delete.



You can also delete multiple documents at once.

4. Enter a password using the number keys, and then press [OK].



- 5. Press [Delete File].
- 6. Press [Yes].

If you do not want to delete the document, press [No].

7. Press [Exit].

The standby display appears.

# 6. Fax via Computer

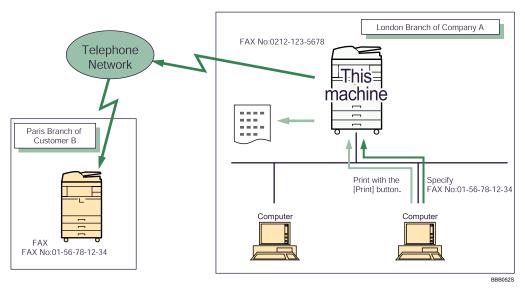
This section explains how to use this machine's facsimile function from a computer via a network.

# **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.



- **☆ Important** 
  - To use this function, the optional HDD unit and printer/scanner functions are required.
  - Errors occurring when the machine is used as a LAN-Fax will not be displayed on the computer. Check for errors by using a Web Image Monitor. See Web Image Monitor help.
- **U** 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.

• In this manual, "IP address" covers both IPv4 and IPv6 environments. Read the instructions that are relevant to the environment you are using.

#### Before Use

To use LAN-Fax features, a 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.



- When a personal computer and the machine are connected in parallel: See "Printing with Parallel Connection", Printer Reference and "Connecting the Machine", General Settings Guide.
- When using Ethernet or wireless LAN, see "Connecting the Machine", General 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.



- All operations cannot be guaranteed depending on the system environment.
- You can install the LAN-Fax Driver from the CD-ROM provided with this machine or download it from
  the supplier's Web site. If your operating system is Windows 98 / Me or Windows NT 4.0, you must
  download the LAN-Fax Driver from the supplier's Web site. Select this machine and the operating
  system you are using, and then download it.

#### 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 \DRIVERS\LAN-FAX\XP VISTA

#### Operating environment

Computer

PC/AT compatible

· Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2

Display
 VGA 640 × 480 pixels or more



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

#### 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

## **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.



- 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/ Windows XP 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, 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 this 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.



- Before installing the above applications, install SmartDeviceMonitor for Client.
- 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.

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].
- Confirm that the [Printer Name:<LAN-Fax M8>] 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.



• If your operating system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2, 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.

 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 or Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

In Windows Vista, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

- 2. Select to highlight [LAN-Fax M8], then click [Properties] on the [File] menu.
- 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 or Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

In Windows Vista, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

Select to highlight [LAN-Fax M8], then click [Properties] on the [File] menu.

- 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 this 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.



- 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 about automatic option configuration, see LAN-Fax Deriver'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 M8] 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.



 When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.

- When entering a destination directly or using the destination list of the LAN-Fax to specify a destination, you cannot specify an e-mail destination and folder destination.
- 1. On the [File] menu, click [Print...].
- 2. Select [LAN-Fax M8] 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 M8] 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

- p.282 "Specifying a destination using a destination list"
- p.282 "Specifying a destination using Address Book"
- p.283 "Entering a destination directly"
- p.284 "Specifying Options"
- p.288 "Confirming Transmission Results by E-mail"
- p.314 "Maximum Values"

# 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.



- 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 Data in the
  Destination List of the LAN-Fax".
- 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 in the Address Book appear in the destination list of the [Address Book] tab.

- The address is displayed in the [Device Address] field on the [Address Book] tab. On the [Specify Destination] tab, enter the registration number of the Destination key 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.



For details about specifying destinations, see the LAN-Fax Driver's Help.

# Reference

• p.292 "Using the Machine's Address Book Data in the Destination List of the LAN-Fax"

## Specifying a destination using Address Book

This section explains how to specify a destination using Address Book.



- 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 Data in the Destination List of the LAN-Fax".
- 1. Click the [Address Book] tab.

The [Address Book] tab appears.

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

If you selected [Group], proceed to step 5.

- 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 5.



- 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.292 "Using the Machine's Address Book Data in the Destination List of the LAN-Fax"

## 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:

6

- 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.



- For details about specifying destinations, see the LAN-Fax Driver's Help.
- When specifying multiple destinations, if you select different lines, the document is sent using the Simultaneous Broadcast function. For details about the Simultaneous Broadcast function, see "Simultaneous Broadcast Using Multiple Line Ports".
- For the maximum number of digits that can be included in a destination, see "Maximum Values".

# Reference

- p.73 "Simultaneous Broadcast Using Multiple Line Ports"
- p.314 "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
- Document Server



• 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.

- 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.

- 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 added to the first page of a transmission file.



• Click [Edit Cover Sheet...] to edit the cover sheet. For details, see "Editing Fax Cover Sheets".



• p.292 "Editing Fax Cover Sheets"

## To specify two-sided printing

You can configure this machine to perform two-sided printing.



• To use this function, the optional HDD unit is required.

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 [Send], [Print], 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.



 Single-page documents are saved as single-page TIFF files, and multiple-page documents are saved as multi-page TIFF files.

#### To store the fax document on the Document Server

Store sent fax documents on the Document Server.



- To use this function, the optional HDD unit is required.
- If [Hard Disk Unit] is not selected in [Accessories] on the printer properties dialog box, you cannot select [Document Server].
- Click [Send Options].
   The [Send Options] tab appears.
- 2. Select the [Send to Document Server] check box, and then enter a user name, file name, and password.

## **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".



- 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.



6

■ Reference

• p.314 "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.

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 key 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].



- You can confirm transmission results using the E-mail TX Results 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
  Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- If there be any insufficient configurations of the Internet Fax transmission 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", General Settings Guide for the Internet Fax settings, and see "LAN-Fax Result Report" for the LAN-Fax Result Report.

## Reference

• p.288 "LAN-Fax Result Report"

## 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 of the Internet Fax transmission 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 Results" of "Sender Name" has not been set to on, the LAN-Fax Result Report is printed.



- Whether or not the LAN-Fax Result Report is printed, can be configured with User Parameter (Switch 20, bit 0) in the Facsimile Features menu. See "Facsimile Features", General Settings Guide.
- 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

• p.227 "Communication Result Report (Memory Transmission)"

#### **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 M8] 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 M8] for the printer.

3. Click [Print] or [Send & Print].



- 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 fails due to problems such as a paper shortage or paper jams. Make this setting with User Parameters (switch 20, bit 2, 3, 4, 5) in the Facsimile Features menu. Data is deleted when the specified length of time elapses. See "Facsimile Features", General Settings Guide.
- For details about printing the fax image, see the LAN-Fax Driver's Help.

## Reference

• p.286 "Saving as files"

## **Editing Address Book**

You can program and edit destinations in the address list using the Address Book.



- 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.

 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 (Internet Fax destination), 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].
- 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.



- 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 key'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 does not support G4.
- 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.

 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.
- 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.

 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].

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.

### Using the Machine's Address Book Data in the Destination List of the LAN-Fax

[Address Management Tool] in SmartDeviceMonitor for Admin allows you to save the Address Book's information registered on this machine as a CSV file that you can save on a computer.

Saved CSV files can be used as the LAN-Fax Driver destination table.



- 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
- Depending on the machine type, 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.

## **Editing Fax Cover Sheets**

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets.



 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
- 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].



• 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 M8] in the list, and then click [Print].

The [LAN-Fax] dialog box appears.

3. Click [Edit Cover Sheet...].

The [Cover Sheet] dialog box appears.

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.



- For details about SmartDeviceMonitor for Admin and its installation, see "Using SmartDeviceMonitor for Admin", Network Guide.
- For details, see "Using SmartDeviceMonitor for Admin", Network Guide and SmartDeviceMonitor for Admin Help.

### **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 500 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 500.
"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.



## 6

## Viewing Fax Information Using a Web Browser

You can view received fax documents and their lists or print these documents using a Web Image Monitor on a network computer.



To use this function, the optional HDD unit and printer/scanner functions are required.



- 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" as the "Reception File Setting" in the Facsimile Features menu. For details about Reception File Setting, see "Facsimile Features", General Settings Guide.
- 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 Guide.

# Viewing, Printing, and Deleting Received Fax Documents Using a Web Image Monitor

This section explains how to view and/or print received fax documents using a 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.

5. Click the property icon 🗉 of the desired fax document.

- 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.



- If your computer cannot be connected to Web Image Monitor, see "Monitoring and Configuring the Printer", Network 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  $\square$ , or  $\square$ .

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.



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.



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.

- Compression Type
- Paper size
- Resolution



- 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 email, the contents of the newly received e-mail overwrite the existing information.

## Reference

• p.36 "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.

6

- 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.

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.

# Delivering Files Received by Fax

Documents received by the machine can be viewed on or downloaded to a computer using the network delivery server ScanRouter delivery software.

This is a useful function, enabling you to view and store documents on your computer without printing them.



- To use this function, the optional HDD unit and printer/scanner functions are required.
- The ScanRouter delivery software is required as a delivery server. DeskTopBinder must be installed on your computer.

Using the delivery server, you can eliminate the task of retrieving and delivering documents.

#### **Functions**

Delivery server provides the following functions:

- Use the delivery server to associate incoming documents (SUB Code, Own Name, and Own Fax Number) with receivers, so documents are delivered to the intended receivers.
- You can select the delivery method for incoming documents: "Save in the delivery server inbox", "Send as an e-mail attachment", or "Save in the designated folder on the computer". Incoming documents with no SUB Code, Own Name, or Own Fax Number are saved in the delivery server inbox. You can also set it so that the received documents are stored in the specified delivery server inbox according to the line used for reception.
- You can check or download received documents stored in the delivery server inbox using DeskTopBinder.



- Documents received in Personal Boxes are also forwarded to the delivery server.
- To view or download documents stored in the delivery server inbox, you need to install DeskTopBinder on your computer.
- To send received documents to your computer as e-mail attachments, your computer must have an
  e-mail application that is compatible with the ScanRouter delivery software.
- To create a network using the delivery server, you must specify the machine's Fax RX File Transmission settings under System Settings. The delivery server must also be configured. For details about Fax RX File Transmission, see "System Settings", General Settings Guide.
- For details about the delivery server (ScanRouter delivery software), see the ScanRouter delivery software's Help or instructions.
- For information about DeskTopBinder, see DeskTopBinder's manual and Help.

6

# 7. Appendix

This section explains features and specifications of the facsimile function.

## **Checking the Memory Status**

Use this function to display a summary of current memory usage.

On the standby display you can check the percentage of free memory space. In addition, in [System Status] you can check the number of "Transmission Standby File(s)", "Memory Lock File(s)", and "RX Print Standby File(s)". "Others" shows the total number of documents registered in Information Boxes and received in Personal Boxes. See "Checking Machine Status and Settings", Troubleshooting.



• If you set the "Reception File Setting" in the Facsimile Features menu to "Store", you can check the number of received documents using "RX Print Standby File(s)".

## **Programs**

If you regularly send documents to a particular destination or transmit using the same functions, you can save repetitive number keys operations by registering this information in a Keystroke Program. Programs can be recalled by just pressing a programmed key.

#### Registering and Changing Keystroke Programs

This section explains how to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission/Immediate Transmission, transmission type, destinations (except for folder destinations), Scan Type, Resolution, Scan Size, Mixed Original Sizes, Auto Density, Manual Density, Original Orientation, Original Settings, Stamp, Select Line, SUB/SID/SEP/PWD Code entry, Send Later, Reception Notice, BCC Transmission, E-mail TX Results, Text, Standard Message, Auto Reduce, Label Insertion, Closed Network, SUB Code Transmission, SEP Code Reception, Fax Header Print, TX Status Report, Store File, File Type, Preview before transmission
- Program name

The following procedure explains using Send Later with the fax number "0123456789" as an example of how to register a program.

Make the settings you want to register in the program.

The procedure for programming differs depending on the items you want to register.

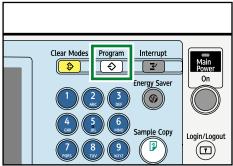
Press the [Clear Modes] key to cancel programming.

Press [0], [1], [2], [3], [4], [5], [6], [7], [8], [9] using the number keys, and then continue doing the Send Later setting until the standby display appears when you press [OK].

2. Make sure that the machine is in facsimile mode and the standby display is shown.

If the standby display is not shown, press the [Facsimile] key.

3. Press the [Program] key.

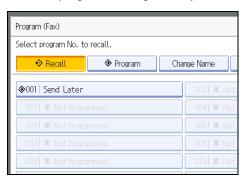


BDE018

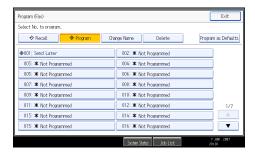
7

#### 4. Press [Program].

When no programs are registered, proceed to step 5.



5. Select a program number in which "Not Programmed" is shown.



If you make a mistake, press [Cancel] and select a program number again.

When you change a Keystroke Program, press [Yes] after pressing the program number you want to change. If you make a mistake, press [No] and try again.

#### 6. Enter the program name, and then press [OK].

The standby display appears.

If the program name is already registered, the name is displayed. To change the program name, press  $[\leftarrow]$ ,  $[\rightarrow]$ , [Backspace], or [Delete All], and then try again.

You should register the program name.

To cancel a program, press [Cancel]. The display returns to that of step 5.



- Use the same procedure to register and change programs. In step 5, select the program number you want to change.
- For details about text entry, see "Entering Text", About This Machine.
- The method of registering or changing programs for the copy function is different from that of the fax function.
- For the maximum values of the following items, see "Maximum Values".
  - Number of destinations you can register into a Keystroke Program

- Number of Keystroke Programs you can register
- Number of characters you can enter for a program name

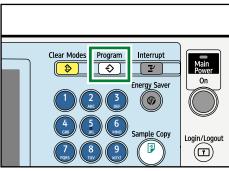


• p.314 "Maximum Values"

## Changing a program name

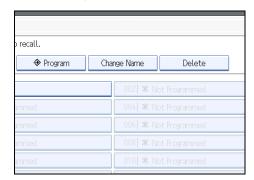
This section explains how to change a program name.

- Make sure that the machine is in facsimile mode and the standby display is shown.
   If the standby display is not shown, press the [Facsimile] key.
- 2. Press the [Program] key.



BDE018S

3. Press [Change Name].



7

4. Select the program number of the name you want to change.



5. Enter a new program name, and then press [OK].

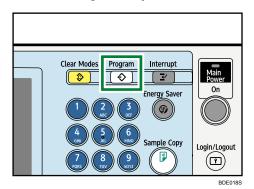
The standby display appears.

Press [Cancel] to cancel the change.

## **Deleting a Program**

This section explains how to delete an unnecessary program.

- Make sure that the machine is in facsimile mode and the standby display is shown.
   If the standby display is not shown, press the [Facsimile] key.
- 2. Press the [Program] key.



4. Select the program number you want to delete.



### 5. Press [Yes].

The standby display appears.

Press [No] not to delete the program. The display returns to that of step 4.

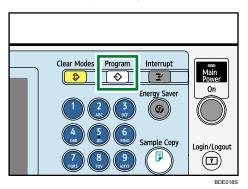
## **Using a Program**

This section explains how to recall and use a registered program.

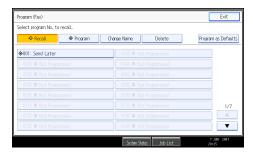
- Make sure that the machine is in facsimile mode and the standby display is shown.
   If the standby display is not shown, press the [Facsimile] key.
- 2. Place the original.

7

#### 3. Press the [Program] key.



4. Confirm that [Recall] is selected, and press the registered program number.



The standby display appears.

The programmed fax number appears and the registered settings are recalled.

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

The machine starts to scan the original.

Then, transmission starts with the recalled transmission settings.



- Using the program causes the previous settings to be cleared.
- If you have no programmed destinations or scan settings as programs, select the program number, and then enter the fax number of the destination and select the scan settings you require.

## **Optional Equipment**

This section explains the functions of options.

## **Expansion Memory (28MB: DIMM)**

This option provides more memory.

This allows you to send fax documents at high resolution (Super Fine). This also allows you to receive fax documents at high resolution (Fine or Super Fine). If you require this option, consult your service representative.

For details about the memory capacity of machines equipped with the optional expansion memory, see "Maximum Values".

## Reference

• p.314 "Maximum Values"

## Extra G3 Interface Unit

This option provides one extra G3 line connection.

A maximum of two G3 interface units can be installed.

7

# **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: optional),
Transmission time	16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character: optional)  G3: 3 seconds at 28,800 bps, Standard resolution  (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard: A3□, 11 × 17□  Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 × 1200 mm, 11 × 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. 180 W
Memory Transmission	approx. 160 W
Memory Reception	approx. 160 W
Reception	approx. 650 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 or IEEE 802.11b/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: optional),
	16 × 15.4 lines/mm, 400 × 400 dpi (Super Fine character: optional)
Maximum original size	Standard: A3□, 11 × 17□
	Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 mm × 1200 mm, 11 × 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 or IEEE 802.11b/g)	
Transmit function	E-mail	
Scan line density	200 × 100 dpi (Standard character), 200 × 200 dpi (Detail character), 200 × 400 dpi (Fine character: optional) <sup>* 1</sup> , 400 × 400 dpi (Super Fine character: optional) <sup>* 1</sup>	
Original size : Scanning width	A3 <sup>*1</sup> , B4 JIS <sup>*1</sup> , A4	

Component	Specifications
Communication Protocols	Transmission
	SMTP, TCP/IP
	Reception
	POP3, SMTP, IMAP4, TCP/IP
E-mail format	Single/Multi-part, MIME Conversion
	Attached file forms: TIFF-F (MH, MR <sup>*1</sup> , MMR <sup>*1</sup> compression)
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.
Encryption method (for transmission)	S/MIME
Internet Fax send functions	Automatic conversion of sent documents to e-mail format and e-mail transmission. Memory transmission only.
Internet Fax receive functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

### \*1 Full mode

## E-mail Transmission and Reception, and Folder Transmission

Component	Specifications
Network	Ethernet (1000BASE-T, 100BASE-TX, 10BASE-T) Wireless LAN (Based on IEEE 802.11a/b/g or IEEE 802.11b/g)
Scan line density	200 × 100 dpi (Standard character)*1, 200 × 200 dpi (Detail character), 400 × 400 dpi (Super Fine character: optional)
Maximum original size	Standard: A3□, 11 × 17□  Custom: 297 × 1200 mm, 11 × 47 inches
Maximum scanning size	297 × 1200 mm, 11 × 47 inches
E-mail reception/transmission protocols	<ul> <li>Transmission</li> <li>SMTP, TCP/IP</li> <li>Reception (Mail to Print)</li> <li>POP3, SMTP, IMAP4, TCP/IP</li> </ul>

Component	Specifications
Protocols for sending files to folders	SMB, FTP, NCP, TCP/IP
E-mail formats	Single/Multi-part, MIME Conversion
File formats	<ul> <li>Transmission</li> <li>TIFF (MH, MR, MMR compression), PDF</li> <li>Reception (Mail to Print)</li> <li>JPEG (JFIF), PDF</li> </ul>
Authentication methods	SMTP-AUTH, POP before SMTP, A-POP
Encryption method (for transmission)	S/MIME
E-mail sending functions	Automatically converts documents to e-mail format and sends them as e-mail.
E-mail receiving functions	Automatically detects and prints JPEG and PDF documents attached to received e-mail.
Sending to folder functions	Sends scanned files over the network to shared folders, FTP server folders, or NetWare folders.

<sup>\* 1</sup> When you send document in TIFF format.

## 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	<ul> <li>Transmission</li> <li>SMTP</li> <li>Reception</li> <li>POP3, SMTP, IMAP4</li> </ul>
E-mail format	• Format

Component	Specifications
	MIME, Base64
	Content-Type
	Image/tiff
	Multipart/mixed (text/plain, Image/tiff (attached file forms))
Data format	• Profile
	TIFF Profile S
	Coding
	МН
	Original size
	A4
	Resolution (dpi)
	200 × 100/200 × 200, 204 × 98/204 × 196

## **■** Reference

• p.309 "Specifications"

# **Maximum Values**

The following list contains the maximum value for each item.

ltem	Standard	Expansion memory (Optional)
Memory	4 MB	28 MB
Number of documents you can store in memory for Memory Transmission	400	400
Number of pages you can store in memory (using A4 Standard <itu-t #1="" chart="">)</itu-t>	Approx. 320	Approx. 2,240
Number of destinations you can register in the destination list*1	500	500
Number of groups you can register	100	100
Number of destinations you can register in a group	500	500
Number of destinations you can specify per file	500	500
Number of destinations you can specify for all files (including files in memory)	500	500
Number of destinations you can search at a time using [Search Dest.]	100	100
Number of recent destinations the machine can store	10	10
Number of digits that can be included in a destination	128	128
Number of digits for a SEP/SUB/PWD/SID Code	20	20
Number of characters you can enter in the e-mail subject line	128	128
Number of communication results you can check on this machine	200	200
Number of communication results printed in the Journal	50	50
Number of special senders you can register	30	30

1

ltem	Standard	Expansion memory (Optional)
Number of LAN-Fax Driver transmission results you can check from a network computer "SmartDeviceMonitor for Admin", "DeskTopBinder", or Web Image Monitor	70	70
Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent	400	400
Number of destinations you can register into a Keystroke Program	500	500
Number of Keystroke Programs you can register	100	100
Number of characters you can enter for a program name	20	20
Number of received documents you can store on the machine's hard disk	400	400
Number of documents you can print at a time in [Print / Delete Stored Reception File]	30	30
Number of documents you can delete at a time in [Print / Delete Stored Reception File]	30	30
Number of stored documents you can specify at a time in [Select Stored File]	30	30
Number of stored pages you can send in one operation in [Select Stored File]	1,000	1,000
Number of stored documents you can print at a time using [Print 1st Page]	30	30
Number of stored documents you can print at a time using [Print File]	30	30
Number of documents you can store in the Document Server using the facsimile function	3,000	3,000
Number of pages per document you can store in the Document Server	1,000	1,000

\* 1 You can program up to 2,000 destinations when the optional HDD unit is installed.



 The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

## **Function List**

This section explains various items that can be specified in the Facsimile Features menu.

Press the [User Tools/Counter] key to display the Facsimile Features menu. For details about these settings, see "Facsimile Features", General Settings Guide.

#### **General Settings**

Function name	Description
Quick Operation Key	Frequently used functions programmed as Quick Operation keys are shown on the menu immediately after the power is turned on.
Switch Title	Select the title to be shown on the destination list.
Search Destination	Select a destination list to be used in "Search Destination".
Communication Page Count	Checks the transmission and reception, and totals on the display.
Adjust Sound Volume	Adjust the sound volume during On Hook Mode and Immediate Transmission.
Box Setting	The following functions are for delivery and transfer of documents: Personal Box, Information Box, and Transfer Box.
Box Setting: Print List	You can print a list of the currently registered Personal Boxes, Information Boxes, and Transfer Boxes.
On Hook Mode Release Time	Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing.

### **Scan Settings**

Function name	Description
Program / Change / Delete Scan Size	You can program, change, or cancel frequently used scan sizes.

#### **Send Settings**

Function name	Description
Max. E-mail Size	When the other party has a limit on the size of e-mail
	messages that can be received, or sending data heavy e-mail

Function name	Description
	causes problems, you can make settings to limit the size of sent e-mail.
Program / Change / Delete Standard Message	Program standard messages to be printed at the top of the first page of the original of the opposite party.
Backup File TX Setting	You can specify whether or not to send to a selected folder the backup of a file sent by Memory Transmission.

## **Reception Settings**

Function name	Description
Switch Reception Mode	Specify the method for receiving fax documents.
Program Special Sender	By programming particular receivers as Special Sender in advance, you can have Special Senders treated differently.
Program Special Sender: Print List	You can print the Special Sender List.
Forwarding	Specify whether or not received fax documents are to be forwarded to a programmed receiver.
Reception File Setting	Selects whether received documents are saved on the hard disk to be printed later or printed immediately without being saved.
Stored Reception File User Setting	The administrator can be specified for managing documents stored on the machine after fax documents are received.
SMTP RX File Delivery Settings	This function is available on systems that allow routing of e-mail received via SMTP.
2 Sided Print	Specify whether or not received fax documents are to be printed on both sides of the paper.
Checkered Mark	Specify whether or not a checkered mark is to be printed on the first page of received fax documents.
Centre 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.
Print Reception Time	Specify whether or not the received date, time, and file number are printed at the bottom of received fax documents.

Function name	Description
Reception File Print Quantity	Specify the number of copies to be printed for each fax document received.
Paper Tray	Use this function to print fax documents received from programmed senders and fax documents from other senders, using different paper trays.
Specify Tray for Lines	Specify a paper tray for each line (telephone, Internet Fax, IP-Fax).
Folder Transfer Result Report	You can set whether the Folder Transfer Result Report is transmitted to the specified e-mail address, when folders are programmed as the forwarding destinations to which documents are sent from all senders or Special Senders.
Memory Lock Reception	When you switch Memory Lock on, received documents are stored in memory and not printed automatically. To print this document, enter the Memory Lock ID.

**Initial Settings** 

Function name	Description
Parameter Setting	User Parameters allow you to customize various settings to suit your needs.
Parameter Setting: Print List	Prints this list to see the current User Parameter settings.
Program Closed Network Code	Register an ID required for Closed Network communication.
Program Memory Lock ID	Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.
Internet Fax Setting	You can select to display the Internet Fax icon or not.
Select Dial / Push Phone	Use this function to select a line type when the machine is connected to a G3 analog line.
Program Fax Information	Program information to be shown on the display of the other machine and printed as a report.
Enable H.323	Specify whether or not H.323 is used for IP-Fax transmission.
Enable SIP	Specify whether or not SIP is used for IP-Fax transmission.

Function name	Description
H.323 Settings	Set the IPv4 address or host name of gate keeper, and alias telephone number.
SIP Settings	Set the SIP server's IP address or host name, and SIP user name.
Program / Change / Delete Gateway	Register, change, or delete the gateway used for transmission to IP-Fax.
Menu Protect	Using Menu Protect, you can prevent unauthenticated users from changing the user tools menus.
E-mail Setting	Set whether or not to use "E-mail" in the fax functions.
Folder Setting	Set whether or not to use "Folder" in the fax functions.

# **INDEX**

180-degree rotation printing	99 Canc	eling a Memory Transmission.	140
1st Sheet	.45 Canc	eling a transmission	140
2 Sided Original	.45 Canc	eling a transmission before	the original is
2 Sided Print	710	ned	
2 sided printing198,		eling a transmission before the	
2nd Sheet	45	eling a transmission of an Inte	
A	Canc	eling a transmission while the a	original is being
Acceptable original sizes	18	ned	
Add	Canc	eling a transmission while the a	
Add Destination		eling an Immediate Transmissi	
Add User		e Mark	
Adding a destination		ge / Stop Transmission File	
Address Book277,		ge File Name	
Adjust Sound Volume	17	ge Name	
Adv.Features		ge Password	
Advanced Features		ge Title	
Advanced Search	20 Chan	ge TX / Info	
All		ge User Name	
Area		ging a fax destination	
Area 1		ging a program name	
Area 2		ging Keystroke Programs	
Attach a Cover Sheet		ging Stored Document Inform	
Attaching a created cover sheet		ging the line port	
Authorized Reception per Sender		ging the settings of files in mer	
Auto Density	.67 Chan	ging the SMTP server setting	•
Auto Detect		ging the transmission time	
Auto e-mail reception	0.5	k / Change Settings147,	
Auto fax reception power-up	96		214
Auto Reception		k / Stop Transmission File	
Auto Reduce		k Modes	
Auto Run program		kered Mark	
Automatic Redial		king a transmission file	
В		king files stored in memory	
Rackup File TV Setting	110	king the content of a scanned	-
Basic transmission	CITEC	king the memory status	
BCC Transmission	CHEC	king the reception result	
Before use	CHEC	king the result of the communi	
Box Setting	Cilec	king the result of the Immediat	
Broadcasting sequence		king the storage result	
Bypassing the SMTP server80		king the transmission result	
-, p ===================================	· ~ CIIEC	KILIG IIIO II GIIJIIIIJJIOII I GJUII	

Checking transmission using LAN-Fax Driver	Destination key	
Clear Modes key	Detail	
Clear/Stop key140	Displaying confirmation of transmission	
Closed Network	Document Server	
Closed Network Code	Dual Access	24
Combined Auto and Manual Density67	E	
Communicating indicator141	E-mail	18
Communication Failure Report228	E-mail encryption	
Communication Page Count317	E-mail Setting	
Communication Result Report227	E-mail text	
Compatible machines312	E-mail TX results	
Confidential File indicator245	E-mail TX Results129	
Confidential File Report249	Edit Cover Sheet	
Confirming a transmission147	Edit Dest	
Confirming by e-mail226	Editing Address Book	
Confirming by report225, 231	Editing fax cover sheets	
Confirming by report and e-mail227	Editing programmed destinations	
Confirming on display224, 230	Enable H.323	
Confirming received and stored documents240	Enable SIP	
Confirming the reservations for SEP Code Reception	Entering a destination directly	
138	Entering a pause	
Confirming the result of a SEP Code Reception	Entering a tone	
	Entering an e-mail address	
Confirming the results of transfer191	Entering an IP-Fax destination	
Confirming transmission results by e-mail159,	Entering numbers using the number key	
Creating a cover sheet292	Expansion memory	
CSI - Own Fax Number	External telephone	
	Extra G3 interface unit	
D	F	
Delete243, 255, 305		
Delete File273	Facsimile Features	
Deleting a destination from a Broadcast207	Facsimile key	
Deleting a fax destination105	Fax	
Deleting a program305	Fax Destination	
Deleting a stored document273	Fax Header Print	
Deleting fax information using a Web browser	Fax via computer	
297	File List	
Deleting Information Box documents255	File Name	
Deleting programmed destinations291	First Name	
Deleting received and stored documents240,	Folder	
Delivering files received by fav	Folder Setting	
Delivering files received by fax	Folder Transfer Result Report	
Density (contrast)67	Forwardina	318

Forwarding destination192	JBIG transmission59
Forwarding received documents192	Journal231, 236
Full mode	Journal by e-mail239
Function list317	JPEG188
Functions not available by Internet Fax reception	Just size printing204
Functions not available by Internet Fax transmission	<u>K</u>
Functions not available for e-mail transmission	Key Colour15 Keystroke Programs302
Functions not available for folder transmission	L
	Label Insertion168
Functions not available for IP-Fax transmission	LAN-Fax Cover Sheet Editor277, 292
	LAN-Fax Driver275, 276
G	LAN-Fax operation messages294
G371	LAN-Fax Result Report288
G3 Auto71	Louder125
Gatekeeper (VoIP gatekeeper)31	Lower125
Gateway (VoIP gateway)31	M
General Settings317	
н	Mail to Print
	Making settings for option configuration279
H.32331	Manage / Delete File269, 273
H.323 Settings	Managing facsimile functions using SmartDeviceMonitor for Admin294
Having incoming documents printed on paper from the bypass tray204	Manual Density67
How to read this manual11	Manual Dial127
	Manual e-mail reception185
<u> </u>	Manual E-mail RX185
If there is no paper of the correct size203	Manual Entry79, 83, 89, 260, 265
Image Rotation200	Manual Reception182
Immediate Reception177	Manuals for this machine2
Immediate Transmission17, 25	Max. E-mail Size317
Immediate TX Result Report228	Maximum values314
Information Box251	MDN155
Initial display12	Memory301
Initial Settings319	Memory Lock Reception319
Installing individual applications278	Memory Reception178
Internet Fax18	Memory Storage Report149
Internet Fax functions33	Memory Transmission17, 20
Internet Fax Setting319	Memory Transmission sequence24
IP-Fax functions29	Menu Protect
J	Mixed Original Sizes65
JBIG reception196	Mixing scan settings for a multiple page original

Multi-copy reception		Print / Delete Stored Reception File	
Multi-port	71	Print 1st Page	
N		Print completion beep	
Name	108	Print Fax Header	
Names		Print File	
Names of major functions		Print Journal	
Notes on using Internet Fax		Print List220, 31	
Notes on using IP-Fax		Print Memory Lock	
NOTICE		Print per File No	
		Print per User	
0		Print Personal Box File	
On Hook	125	Print Reception Time	
On Hook Dial	125	Printing a file from memory	
On Hook Mode Release Time	317	Printing a file received with Memory Lo	
Operation switch	196	Printing a list of files in memory	
Option Setting	166	Printing and saving	
Optional equipment	308	Printing fax information using a Web b	
Original + Stored File	262	Printing Information Box documents	
Original Feed Type	44, 45	Printing on both sides	
Original size	42, 48	Printing options	
Original sizes detected automatically	<i>.</i> 51	Printing Personal Box documents	
Р		Printing received and stored documents	
Page reduction	202	Printing stored documents	
Page separation and length reduction	n201	Printing the Journal	
Paper size and scanned area	48	Program	
Paper Tray	319	Program / Change / Delete Gateway.	
Parallel Memory Transmission	17, 23	Program / Change / Delete Scan Size	
Parameter Setting	319	Program / Change / Delete Standard	
Password	261	g, a, eago, belois e.aaa.	
Password (PWD)	138	Program as Defaults	150
Password (SID)	135	Program Closed Network Code	319
Pause	76	Program Dest	99
PDF	39, 188	Program Fax Information	319
Personal Box	190, 247	Program key	302
Photo	57	Program Memory Lock ID	319
Placing into the ADF	42	Program Special Sender	318
Placing on the exposure glass	42	Programming a user name	
Placing originals		Programming destination information	from Web
Preview2	240, 266, 286	browser	
Preview before transmission	54	Programming destinations in the Addre	
Prg. Dest	107	Dra gramming nove doctinations	
Print	218, 242	Programming new destinations	
		Programs	302

PWD Code138	RTI - Ow
Q	S
Quick Operation Key317	
R	Saving a
Re-entering a fax number to confirm destination	Scan Set Scan Siz
78	Scan Typ
Reading the display12	Scanning
Reading the display panel and using keys12	Search b
Recall306	Search b
Receive File indicator178	Search b
Received images186	Search b
Receiving documents according to parameter-	Search b
specified settings	Search b
Receiving documents unconditionally179	Search b
Receiving E-mail184	Search c
Receiving Internet Fax documents185	Search D
Recent99	Search D
Reception File Print Quantity319	Search u
Reception File Setting318	Searchin
Reception File Status230	
Reception functions190	Searchin
Reception modes182	Second I
Reception Notice155	Select Di
Reception notice message155	Select Lir
Reception SEP Code135	Select St
Reception Settings318	Selecting
Reception time198	Selecting
Reg. No122	
Regarding IP-Fax destinations82	Selecting
Registering a fax destination101	Send & S
Registering entered destinations to the Address	Send Lat
Book	Send Set
Registering Keystroke Programs302 Regular63	Sender N
<u> </u>	Sender s
Report138, 139, 149, 191, 220, 227, 228, 236, 249, 288	Sending
Resending a file222	Sending
Resolution	Sending
Returning the machine to the standby mode12	Sending
Routing e-mail received via SMTP194	Sending
Routing received documents190	Sending
	Sendina

Routing received documents with SUB Code	
RTI - Own Name	
S	
Saving as files	286
Scan Settings5	57, 317
Scan Size	61
Scan Type	
Scanning Two-Sided Originals	
Search by destination name	
Search by e-mail destination	
Search by fax number	
Search by folder destination	
Search by Internet Fax destination	
Search by IP-Fax destination	
Search by registration number	
Search criteria	
Search Dest	108
Search Destination	317
Search using Advanced Search	
Searching for a destination in the Address B	Book
Searching through an LDAP server	
Second Name	
Select Dial / Push Phone	
Select Line	
Select Stored File262, 26	
Selecting a protocol	
Selecting destinations from Recent Destinati	ons
Selecting type of transmission	
Send & Store	
Send Later	
Sender Name	
Sender settings	
Sending a stored file	
Sending a stored file	
Sending at a specific time	
Sending at specific time	
Sending by Internet Fax	
Sending by IP-Fax	
Sending fax documents from computers	

Sending originals using the exposure glass2	2, 26
Sending over a fax line	75
Sending stored documents20	52
Sending to an e-mail address	33
Sending to e-mail/folder destinations	39
Sending to folder destinations	94
SEP Code135, 17	73
SEP Code Reception135, 17	73
SEP Code RX Reserve Report13	38
SEP Code RX Result Report	39
Setting an Internet Fax/e-mail destination as a BC	C 57
Setting LAN-Fax Driver properties27	
Setting print properties27	
Setting priority trays20	
Setting the Original Orientation	
Setting transmission function defaults15	
SID Code13	
Simplified display	15
Simplified Display key	
Simultaneous Broadcast using multiple line ports.	
······································	
SIP	
SIP server	
SIP Settings32	
SMTP86, 2	
SMTP reception using Internet Fax19	
SMTP RX File Delivery Settings3	
Specifications30	
Specify Tray for Lines3	
Specifying a destination	
Specifying a destination using a destination list28	32
Specifying a destination using Address Book28	
Specifying a host name	32
Specifying a SIP user name	32
Specifying an alias telephone number	32
Specifying an IP address	
Specifying auto-generated subjects for e-mail	
Specifying documents by File Name20	
Specifying documents by User Name20	
Specifying documents from File List20	

Specitying group destinations	98
Specifying options	284
Specifying tray for lines	205
Stamp	
Stamp Sender Name	129
Standard	
Standard Message Stamp	166
Stop Transmission	
Store / Delete / Print Information Box Fil	le252, 254, 255
Store File	258
Store Only	258
Stored file + Original	262
Stored Reception File User Setting	318
Storing a document	.257, 258
Storing documents in Information Boxes	252
SUB Code132, 171, 190,	191, 247
SUB Code Transfer Report	191
SUB Code Transmission	.132, 171
Subject	161
Substitute Reception	178
Super Fine	59
Switch Reception Mode	318
Switch RX Mode	182
Switch Title	317
Switching between Memory and I Transmission	mmediate 17
Switching the reception mode	182
Switching the type of title in the Address	Book
Symbols	
System Status	301
Г	
T.37 full mode	36, 297
Terminology	31
Гехt	
Text / Line Art	57
Text / Photo	
ΓIFF-F format	
Fitle 1	98
Γitle 2	98
Гitle 3	98
Fitle word kev	12

To add new receiver298
To edit machine properties already programmed
298
Tone
Top to Bottom45
Top to Top45
Transfer Box191
Transferring received documents191
Transmission20, 25
Transmission File Status224
Transmission modes17
Transmission SUB Code132
Transmission with Image Rotation52
Transmit Failed File222
Transmit Stored File only262
Transmitting Journal by e-mail238
Tray Shift205
TSI - Transmitting Subscriber Identification202
TSI Print (Transmitting Subscriber Identification Print)
202
Two-sided printing198
TX File List220
TV 14 1
TX Mode153, 155, 157, 159, 161, 164
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect51
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect51
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect
Types of original whose sizes are difficult to detect

#### W

Web Image Monitor	295
When placing an original into the ADF	50
When placing an original on the exposure	•
Where incoming documents are delivered ray	

MEMO

328 AE AE D346-8525

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