

Quick Reference Fax Guide

⇒ Please put this guide above your machine ⇐

To select an item on the display...

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

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

- 1 Specify a transmission mode by pressing the [Transmission Mode] key:
 - Memory Transmission, or
 - Immediate Transmission
- 2 Place the original.
 - Exposure glass (face down)
- 3 Make the scan settings you require.
- 4 Specify a destination.
- 5 Press the [Start] key.

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

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

How to fax via a network (1. Transmission, 5. Fax via Computer)

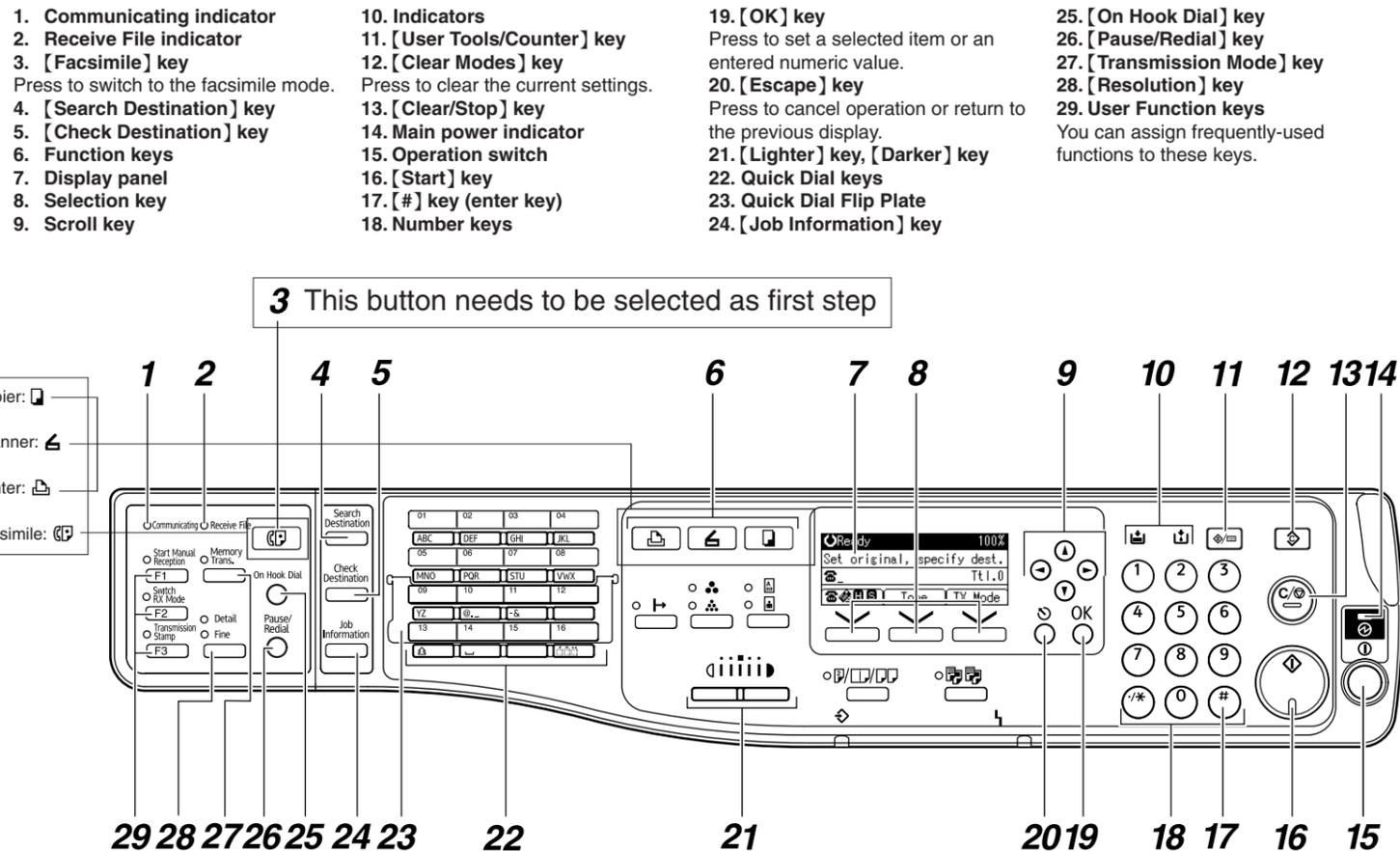
Internet Fax
This machine converts scanned document images to e-mail format and transmits the data over the Internet.

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

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

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

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



How to register a Quick Dial... (General Settings Guide 5. Registering Addresses and Users for Facsimile/Scanner Functions)

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

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

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

- 1 Place the original, and then select the scan settings you require.
- 2 Press [TX Mode].
- 3 Select [Send Later].
- 4 Select [Send at specified time].
- 5 Enter the time (24 hour format) using the number keys.
- 6 Press the [Escape] key.
- 7 Specify a destination, and then press the [Start] key.

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

Memory + Immediate
Before the original is scanned = before pressing the [Start] key:
1 Press the [Clear Modes] key.

While the original is being scanned = after pressing the [Start] key:
1 Press the [Clear/Stop] key.

Memory
While the original is being transmitted:
1 Press the [Clear/Stop] key.
2 Select the file you want to cancel, and then press [Stop TX].
3 Press [Delete].

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

How to print the Journal... (4. Changing/Confirming Communication Information)

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

- 1 Press the [Job Information] key.
- 2 Select [Print Journal].
- 3 Press the [Start] key.
- 4 Press the [Escape] key.

Advanced Features Fax

Please see the <Facsimile Reference> Operating Instructions:

- SUB/SEP Codes (1. Transmission)
Privacy can be protected when faxing with a SUB/SEP Code, since only people who know the SUB/SEP Code can receive or print the fax document.
- Printed reports (4. Changing/Confirming Communication Information)
Inform you if a fax has been saved, sent, or failed to be transmitted.
- LAN-Fax features - Sending a fax from a computer (5. Fax via Computer)