



Quick Reference Fax Guide

⇒ Please put this guide above your machine ⇐

To select an item on the display...

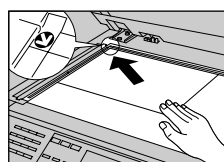
- Use [▲] or [▼] to scroll the display.
- Press the [OK] key to set the currently selected item and to proceed to the next display.

How to send a fax...

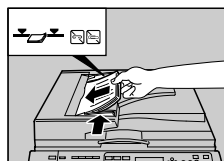
(1. Transmission)

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

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



- ADF or ARDF (face up)



- 3 Make the scan settings you require.
- 4 Specify a destination.
- 5 Press the [Start] key.

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

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

How to fax via a network

(1. Transmission, 5. Fax via Computer)

Internet Fax

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

- Press [Fax] to display [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.

- Specify the protocol (H.323 or SIP). After you specify the protocol, [IP] appears in the destination display column.
- 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.

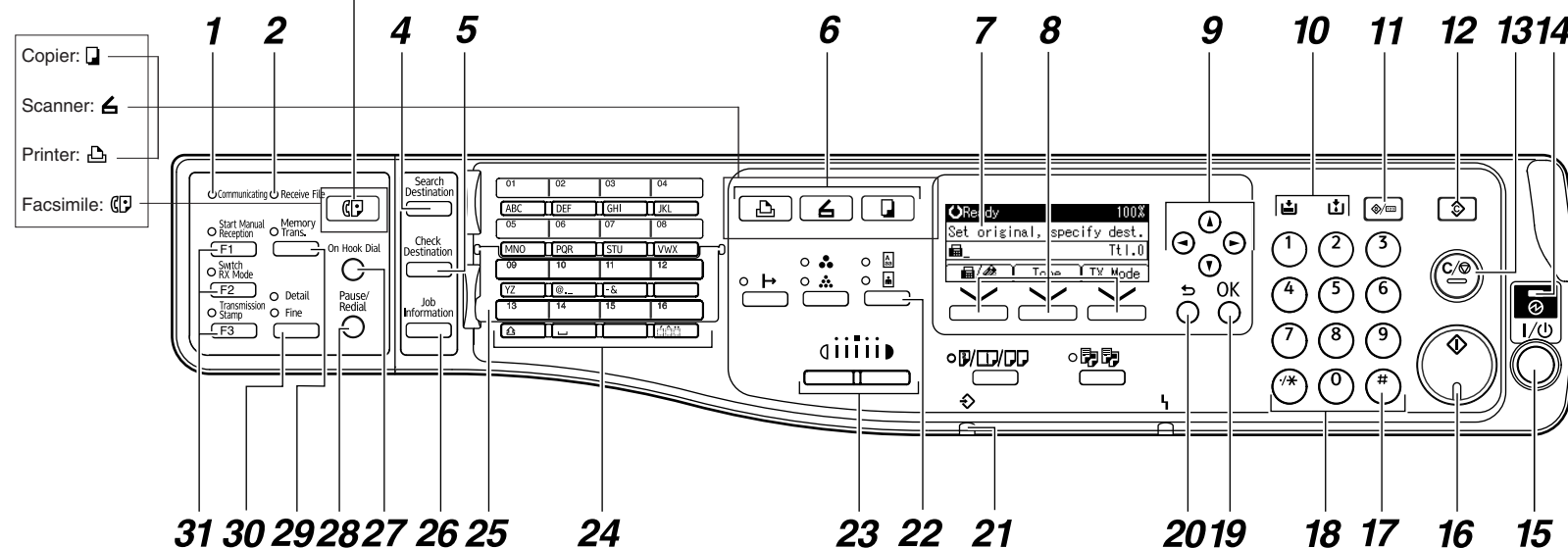
1. Communicating indicator
2. Receive File indicator
3. [Facsimile] key
4. [Search Destination] key
5. [Check Destination] key
6. Function keys
7. Display panel
8. Selection keys
9. Scroll keys

10. Indicators
11. [User Tools/Counter] key
12. [Clear Modes] key
13. [Clear/Stop] key
14. Main power indicator
15. Operation switch
16. [Start] key
17. [#] key (enter key)
18. Number keys

19. [OK] key
20. [Escape] key
21. Data In indicator
22. [Original] key
23. [Lighter] key, [Darker] key
24. Quick Dial keys

25. Quick Dial Flip Plate
 26. [Job Information] key
 27. [On Hook Dial] key
 28. [Pause/Redial] key
 29. [Memory Trans.] key
 30. [Resolution] key
 31. User Function keys
- You can program frequently used functions in these keys under Set User Function Key.

3 This button needs to be selected as first step



How to register a Quick Dial...

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

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

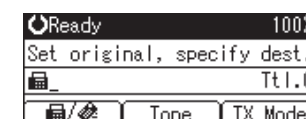
How to send at a specific time (Send Later)

(2. Send Settings)

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

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

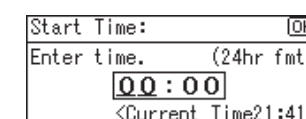
- 2 Press [TX Mode].



- 3 Select [Send Later], and then press the [OK] key.

- 4 Select [Send at Specified Time], and then press the [OK] key.

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



- 6 Press the [Escape] key.

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

How to cancel a transmission...

(1. Transmission)

Memory + Immediate

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

- 1 Press the [Clear Modes] key.

While the original is being scanned = after pressing the [Start] key:

- 1 Press the [Clear/Stop] key.

Memory

While the original is being transmitted:

- 1 Press the [Clear/Stop] key.
- 2 Select the file you want to cancel, and then press [Stop TX].
- 3 Press [Delete].
- 4 Press the [Escape] key.

Before the transmission is started:

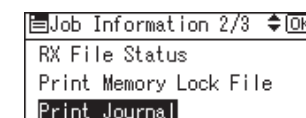
- 1 Press the [Job Information] key.
- 2 Select [Check/Stop TX File], and then press the [OK] key.
- 3 Select the file you want to cancel, and then press [Stop TX].
- 4 Press [Delete].
- 5 Press the [Escape] key twice.

How to print the Journal...

(4. Changing/Confirming Communication Information)

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

- 1 Press the [Job Information] key.
- 2 Select [Print Journal], and then press the [OK] key.
- 3 Press the [Start] key.
- 4 Press the [Escape] key.



Advanced Fax Features

Please see the <Facsimile Reference> Operating Instructions:

- SUB/SEP Codes (2. Send Settings)
Privacy can be protected when faxing with a SUB/SEP Code, since only people who know the SUB/SEP Code can receive or print the fax document.
- Printed reports (4. Changing/Confirming Communication Information)
Inform you if a fax has been saved, sent, or failed to be transmitted.
- LAN-Fax features - Sending a fax from a computer (5. Fax via Computer)