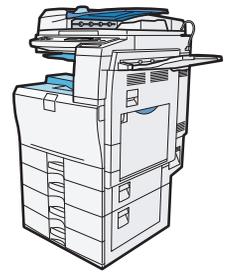


MP C2030/C2530
MP C2030/C2530
Aficio™ MP C2030/C2530
Operating Instructions
Facsimile Reference



-
- 1** Transmission
 - 2** Other Transmission Features
 - 3** Reception
 - 4** Confirming Communication Information
 - 5** Fax via Computer
 - 6** Fax Features
 - 7** Appendix

TABLE OF CONTENTS

Manuals for This Machine.....	6
Notice.....	8
Important.....	8
How to Read This Manual.....	9
Symbols.....	9
Notes.....	9
Laws and Regulations.....	10
Legal Prohibition.....	10
NOTICE TO USERS (NEW ZEALAND).....	10
Reading the Display.....	12
Reading the Display Panel and Using Keys.....	12
About Data Security for Copying.....	14
1. Transmission	
Transmission Modes.....	15
Memory Transmission.....	16
Immediate Transmission.....	21
Placing Originals.....	24
Acceptable Original Sizes.....	26
Paper Size and Scanned Area.....	26
If the Machine Cannot Detect the Size of Your Original.....	27
Types of Original whose Sizes are Difficult to Detect.....	28
Transmission with Image Rotation.....	29
Stamp.....	29
Detecting Blank Sheet.....	31
Scan Settings.....	33
Original Type.....	33
Resolution.....	34
Image Density (Contrast).....	36
Mixing Scan Settings for a Multiple Page Original.....	36
Specifying a Destination.....	38
Sending over a Fax Line.....	38
Using the Quick Dial Keys.....	41
Checking the Specified Destination.....	43

Redial.....	44
Preventing Transmission to the Wrong Destination.....	45
Programming Destinations in the Address Book.....	48
Registering a Fax Destination.....	48
Changing a Fax Destination.....	50
Deleting a Fax Destination.....	53
Programming Destinations from Check Destination Screen.....	54
Programming Destinations from Redial Screen.....	55
Searching for a Destination in the Address Book.....	57
Search by Name.....	57
Search by Destination List.....	59
Search by Registration Number.....	60
Search by Fax Number.....	62
Search by LDAP Server.....	63
On Hook Dial.....	67
Manual Dial.....	69
Canceling a Transmission.....	70
Before the Original Is Scanned.....	70
While the Original Is Being Scanned.....	70
While the Original Is Being Transmitted.....	71
Before the Transmission Is Started.....	72
Checking the Storage Result (Memory Storage Report).....	74
Setting Transmission Function Defaults (Home Position).....	75

2. Other Transmission Features

Sending at a Specific Time (Send Later).....	77
Sender Settings.....	79
Fax Header Print.....	81
Label Insertion.....	83
Setting SUB Codes for Transmission.....	85
Setting a Password.....	87
Setting SEP Codes for Reception.....	89
Entering a Password.....	91
SEP Code RX Reserve Report.....	91

SEP Code RX Result Report.....	91
Two-Sided Transmission (Double-Sided Transmission).....	93

3. Reception

Types of Reception.....	97
Immediate Reception.....	97
Memory Reception.....	98
Substitute Reception.....	98
Reception Modes.....	101
Manual Reception.....	101
Auto Reception.....	101
Switching the Reception Mode.....	101
Reception Functions.....	103
Forwarding Received Documents.....	103
JBIG Reception.....	104
Auto Fax Reception Power-Up.....	104
Printing Options.....	105
Print Completion Beep.....	105
Checkered Mark.....	105
Centre Mark.....	105
Reception Time.....	106
Image Rotation.....	106
Combine Two Originals.....	107
Page Separation and Length Reduction	108
Page Reduction.....	109
TSI Print (Transmitting Subscriber Identification Print).....	109
If There Is No Paper of the Correct Size.....	110

4. Confirming Communication Information

Printing a List of Files in Memory (Print TX Standby File List).....	113
Printing a File from Memory.....	115
Checking the Transmission Result (TX File Status).....	117
Confirming on Display.....	117
Confirming by Report.....	118
Communication Result Report (Memory Transmission).....	119

Immediate TX Result Report (Immediate Transmission).....	119
Communication Failure Report.....	120
Checking the Reception Result (RX File Status).....	121
Confirming on Display.....	121
Confirming by Report.....	122
Printing the Journal.....	123
Journal.....	124
Printing a File Received with Memory Lock.....	126

5. Fax via Computer

Sending Fax Documents from Computers.....	129
Before Use.....	130
Using the Software.....	130
Installing Individual Applications.....	131
Setting LAN-Fax Driver Properties.....	132
Basic Transmission.....	134
Specifying Options.....	137
Checking Transmission Using LAN-Fax Driver.....	139
LAN-Fax Result Report.....	140
Editing Address Book.....	140
Editing Fax Cover Sheets.....	142
Managing Facsimile Functions Using SmartDeviceMonitor for Admin.....	144
Using the Machine's Address Book as the LAN-Fax Destination List.....	144
LAN-Fax Operation Messages.....	146

6. Fax Features

Accessing User Tools.....	147
Changing Default Settings.....	147
Quitting User Tools.....	148
General Settings/Adjust.....	149
Reception Settings.....	151
Administrator Tools.....	152
Registering Fax Information.....	155
Registering Fax Information.....	156
Deleting Fax Information.....	158

Forwarding.....	160
Programming an End Receiver.....	160
Quitting the Forwarding Function.....	162
Forwarding Mark.....	162
Parameter Settings.....	164
User Parameter List.....	164
Changing the User Parameters.....	169
Printing the Parameter Settings List.....	171
Home Position.....	173
Home Position Parameter List.....	173
Changing the Home Position.....	175
Program Special Sender.....	177
Authorized Reception.....	178
Forwarding.....	178
Memory Lock.....	179
Programming/Changing Special Senders.....	179
Authorized RX (Authorized Reception).....	181
Forwarding.....	181
Memory Lock.....	183
Programming Initial Set Up of a Special Sender.....	183
Deleting a Special Sender.....	185
Printing Special Sender List.....	186
7. Appendix	
Specifications.....	189
Maximum Values.....	191
Trademarks.....	193
INDEX	195

Manuals for This Machine

Read this manual carefully before you use this machine.

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

★ Important

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy Reference

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

Facsimile Reference

Explains Facsimile functions and operations.

Printer and Scanner Reference

Explains functions and operations for the machine's printer and scanner unit.

Network and System Settings Guide

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

Security Reference

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

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

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

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

Other manuals

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

Note

- 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

*1 Optional

Notice

Important

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

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

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

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

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

Note

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

Reference

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

[]

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

[]

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

Notes

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

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

Colours on colour keys or the colour circle may differ slightly from the colours of actual copies.

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

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

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

Laws and Regulations

Legal Prohibition

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

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

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

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

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

NOTICE TO USERS (NEW ZEALAND)

- The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.
- This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.
- This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.
- If a charge for local calls is unacceptable, the "Dial" button should NOT be used for local calls. Only the 7-digits of the local number should be dialled from your telephone. DO NOT dial the area code digit or the "0" prefix.
- This equipment may not provide for the effective hand-over of a call to another device connected to the same line.
- This device may be subject to ringing or bell tinkle when calls are made from another device on the same line. If this occurs, the problem SHOULD NOT be referred to the Telecom Faults Service.
- This equipment should not be used under any circumstances, which may constitute a nuisance to other Telecom customers. For example, repeated attempts to make unsolicited sales offers to the same number or group of numbers, such as when a block of numbers terminate on the same PABX.
- The call log incorporated in this equipment does not record all answered calls. The call log, therefore may not agree with the Telecom account which may include calls not shown on the log.

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

Reading the Display

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

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

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

Press the [OK] key to complete the settings.

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

↓ Note

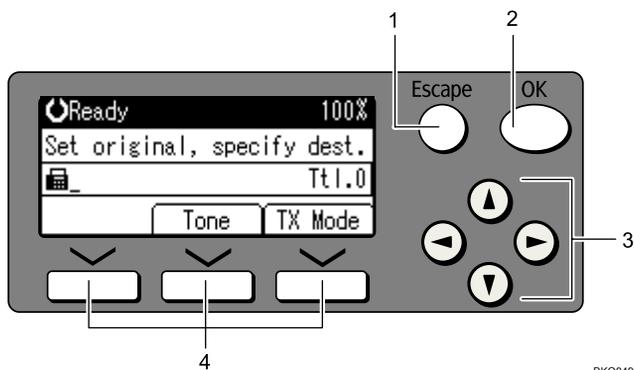
- This machine automatically returns to standby mode if you do not use the machine for a certain period of time. You can select the period using the Facsimile Auto Reset Timer in System Settings.
- The Fax Features menu includes a user parameter setting (switch 17, bit 3) that enables you to configure the machine to return to standby mode whenever it finishes scanning an original, see "Parameter Settings".
- To return to the standby screen manually, do one of the following:
 - If you have placed the original in the optional ADF and have not pressed the [Start] key, remove the original.
 - If you have not placed an original, press the [Clear Modes] key.
 - If you are in User Tools mode, press the [User Tools/Counter] key.

📖 Reference

- p.164 "Parameter Settings"

Reading the Display Panel and Using Keys

This section explains screen items and their corresponding keys.



1. [Escape] key

Press to cancel an operation or return to the previous display.

2. [OK] key

Press this to set numeric values, make settings, or select an entered item.

3. Scroll keys

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

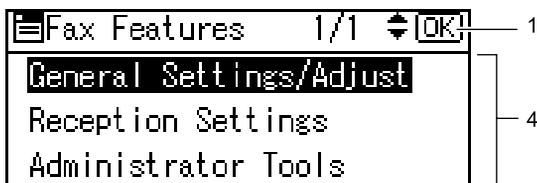
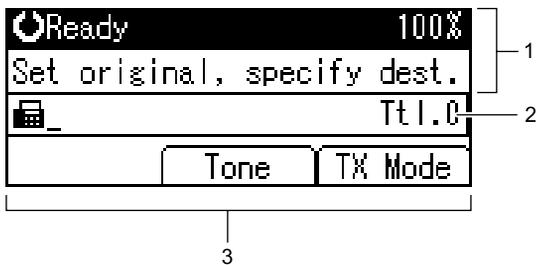
When [▲], [▼], [▶], or [◀] appears in this manual, press the scroll key of the same direction.

4. Selection keys

Correspond to items at the bottom line on the display.

Example: The standby display

- When the instruction “Press [Tone]” appears in this manual, press the middle selection key.
- When the instruction “Press [TX Mode]” appears in this manual, press the right selection key.



BKG002S

1. Machine status and message

2. Destination entry

3. Selection keys

4. Selectable items

↓ Note

- The display will differ depending on installed optional units.

About Data Security for Copying

When the optional Copy Data Security Unit is installed, if you scan a document that was printed using the Data Security for Copying function, the scanned image that is sent or stored is obscured by vertical stripes.

For details, ask the administrator.

Important

- When a document that was printed using the Data Security for Copying function is scanned, the machine beeps and an entry is added to the unauthorized copying log.
- Sending or storing a document that has been printed using the Data Security for Copying function takes longer than normal.

1. Transmission

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

Transmission Modes

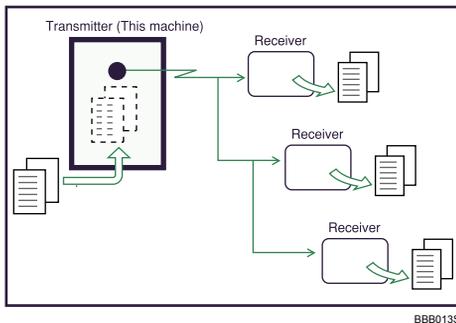
There are two types of transmission: Memory Transmission and Immediate Transmission.

★ Important

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

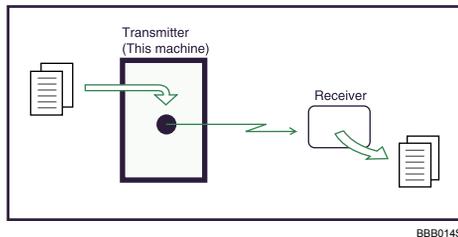
Memory Transmission

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

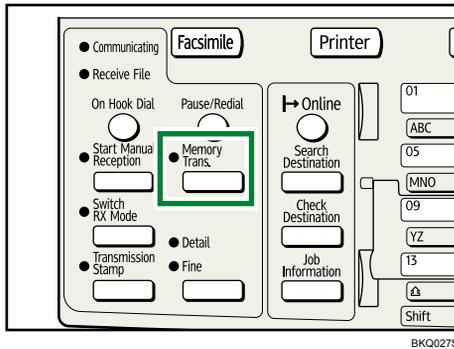


Immediate Transmission

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



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



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

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

↓ Note

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

📖 Reference

- p.19 "Parallel Memory Transmission"
- p.20 "Broadcasting sequence"
- p.75 "Setting Transmission Function Defaults (Home Position)"

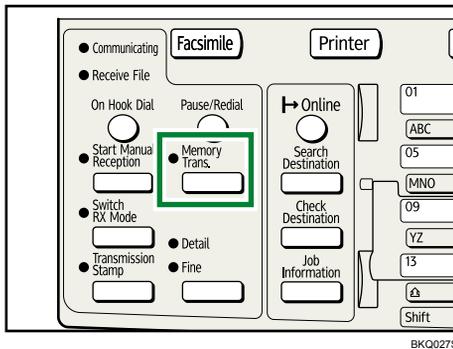
Memory Transmission

This section explains how to send originals by Memory Transmission.

★ Important

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the Operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- If memory is full (0% appears on the top right corner of the display), Memory Transmission is disabled. Use Immediate Transmission instead.

1. Make sure that Memory Trans. indicator lights.



Normally Memory Transmission mode is selected.

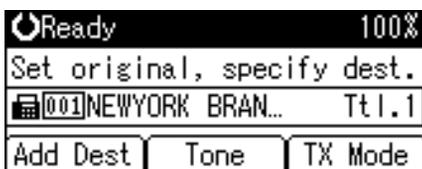
If it is not, Immediate Transmission mode is selected. Press the [Memory Trans.] key.

2. Place the original into the ADF.

3. Make the scan settings you require.

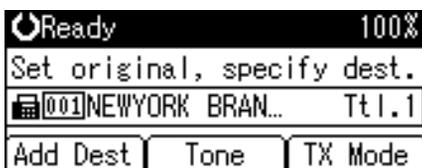
For details about the scan settings, see "Scan Settings".

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



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

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



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

6. Specify the next destination.



7. Press the [Start] key.

↓ Note

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

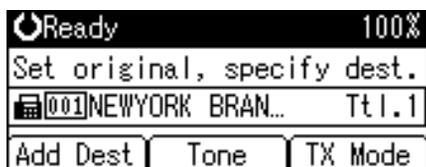
📖 Reference

- p.33 "Scan Settings"
- p.41 "Using the Quick Dial Keys"
- p.191 "Maximum Values"

Sending originals using the exposure glass (Memory Transmission)

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

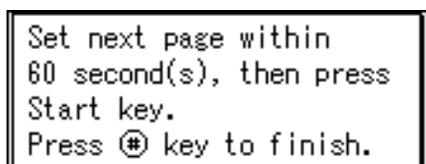
1. Make sure that Memory Trans. indicator lights.
2. Place the first page of the original face down on the exposure glass.
3. Specify a destination.



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

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

Repeat this step for each page.



7. Press the [#] key.

The machine dials the destination and starts transmission.

Parallel Memory Transmission

This function dials while the original is being scanned.

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

★ Important

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

↓ Note

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

📖 Reference

- p.164 "Parameter Settings"

Automatic Redial

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

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

Note

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

1

Dual Access

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

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

Note

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

Broadcasting sequence

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

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

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

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

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

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

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

Note

- To avoid accidentally specifying multiple destinations, you can disable broadcasting. You cannot specify group destinations if you disable broadcasting. You can specify only one address at a time. For details about how to disable broadcasting, contact your service representative.
- The Fax Features menu includes a user parameter setting (switch 17, bit 2) that enables you to configure the machine to force the user to press [Add Dest] whenever s/he specifies a destination

using a destination key. This prevents users accidentally sending documents to the wrong destination. See "Parameter Settings".

Reference

- p.113 "Printing a List of Files in Memory (Print TX Standby File List)"
- p.164 "Parameter Settings"

If memory runs out while storing an original

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

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

Press [Exit] to transmit stored pages only.

Note

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

ECM (Error Correction Mode)

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

Important

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

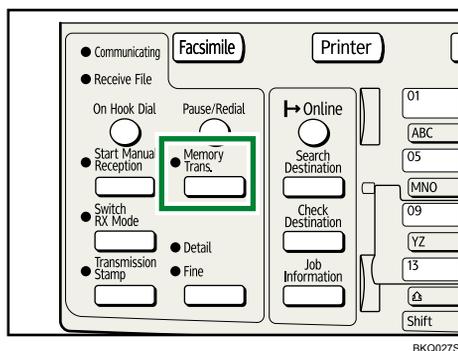
Immediate Transmission

This section explains how to send originals by Immediate Transmission.

Important

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

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



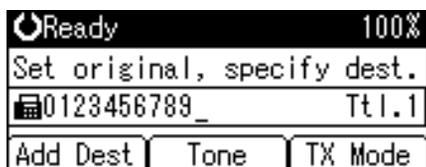
If it is lit, Memory Transmission mode is selected. Press the [Memory Trans.] key.

2. Place the original into the ADF.

3. Select the scan settings you require.

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

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



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

5. Press the [Start] key.

The machine dials a destination.

↓ Note

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".
- Documents are not stored in memory.

📖 Reference

- p.33 "Scan Settings"
- p.41 "Using the Quick Dial Keys"

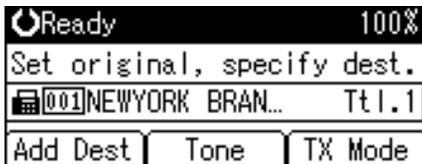
Sending originals using the exposure glass (Immediate Transmission)

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

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

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

3. Specify a destination.



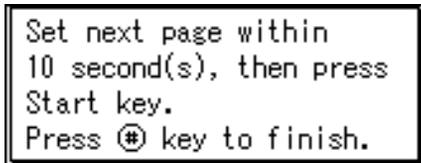
4. Make the scan settings you require.

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.

Placing Originals

Place the original either on the exposure glass or in the optional ADF.

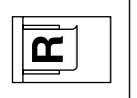
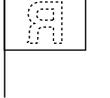
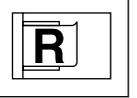
For details about how to place originals, see the following:

- Placing originals on the exposure glass
See "Placing Originals on the Exposure Glass" in "Placing Originals", Copy Reference.
- Placing originals in the ADF
See "Placing Originals in the ADF" in "Placing Originals", Copy Reference.

★ Important

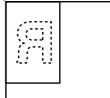
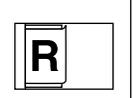
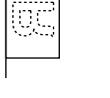
- If you place A5 size originals on the exposure glass in the landscape orientation (□), they are not detected. Place A5 size originals into the ADF.
- Do not lift the ADF while using it to scan originals.

How to place A4, B4 JIS (Japanese Industrial Standard), A3, 8¹/₂ × 11, 8¹/₂ × 14, and 11 × 17 size originals

Original	Where to place originals	
	Exposure glass	The ADF
		
		

BKQ004S

How to place A5, B5 JIS, and 5¹/₂ × 8¹/₂ size originals

Original	Where to place originals	
	Exposure glass	The ADF
		
		

BKQ006S

Note

- Originals that are clipped or creased cannot be scanned using the ADF. For details about originals that are not recommended for the ADF, see "Originals", Copy Reference.
- To scan multiple originals using the ADF, set originals in a stack.
- When sending a fax, the image output at the other end depends on the size and orientation of paper used in the receiver's machine. If the receiver does not use paper of the same size and orientation as that of the original, the fax image may be reduced in size, trimmed at both edges, or divided across two or more sheets. When sending an important original, ask the receiver about the size and orientation of the paper in their machine.
- 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, $8\frac{1}{2} \times 11$ originals in the landscape orientation (☐). If you place an A4, $8\frac{1}{2} \times 11$ original in the portrait orientation (Ⓜ), the image is sent rotated by 90 degrees. 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.
- 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, $8\frac{1}{2} \times 11$ original is placed in the portrait orientation (Ⓜ). For details about the fax information, see "Registering Fax Information". 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", "If the Machine Cannot Detect the Size of Your Original", and "Types of Original whose Sizes are Difficult to Detect".

Reference

- p.26 "Acceptable Original Sizes"
- p.26 "Paper Size and Scanned Area"
- p.27 "If the Machine Cannot Detect the Size of Your Original"
- p.28 "Types of Original whose Sizes are Difficult to Detect"
- p.29 "Transmission with Image Rotation"
- p.155 "Registering Fax Information"

Acceptable Original Sizes

This section describes the size and thickness limitations that apply to originals placed on the exposure glass or the optional 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	A5☐☐ to A3☐☐ (up to 1200 mm long) 5 ¹ / ₂ × 8 ¹ / ₂ ☐☐ to 11 × 17☐☐	50 sheets	40-128 g/m ² (11-34 lb)
ADF, two-sided original	A5☐☐ to A3☐☐ (up to 432 mm long) 5 ¹ / ₂ × 8 ¹ / ₂ ☐☐ to 11 × 17☐☐	50 sheets	52-105 g/m ² (17-28 lb) (64-105 g/m ² for 11 × 17☐☐)

Paper Size and Scanned Area

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

↓ Note

- There may be a difference in the size of the image when it is printed at the destination.
- Even if an original is correctly placed on the exposure glass or in the ADF, a margin of 3 mm (0.1 inch) around each edge of the original may not be sent.
- If the receiver uses paper of a smaller width than the original, the image is reduced to fit that paper.

When placing an original on the exposure glass

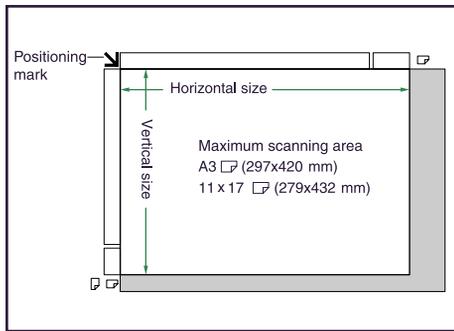
This section explains how to place an original on the exposure glass.

★ Important

- **If you place an original larger than 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)



When placing an original into the ADF

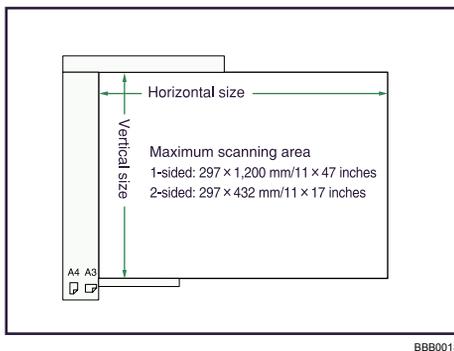
This section explains how to place an original into the optional ADF.

- Maximum scan area

The following shows the maximum scan area:

Memory Transmission: 297 × 1200 mm, 11 × 47 inches (W × L)

Immediate Transmission: 297 × 1200 mm, 11 × 47 inches (W × L)

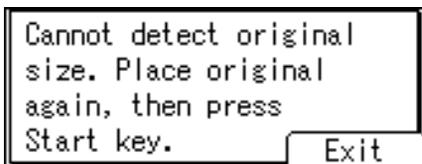


Note

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

If the Machine Cannot Detect the Size of Your Original

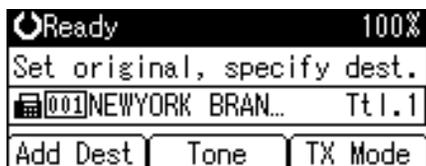
If the machine cannot detect the original size, the "Cannot detect original size. Place original again, then press Start key." message appears.



If this happens, do the following:

1. Press [Exit].

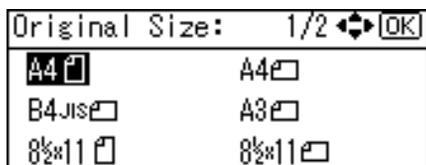
The previous display returns.



2. Remove the original and replace it.
3. Press the [Start] key.

↓ Note

- If you repeat steps 1 to 3 twice and the original size is still not detected, the screen for specifying the original size appears. Select the original size, and then press the [OK] key.



Types of Original whose Sizes are Difficult to Detect

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 ¹ / ₂ × 13 (F4)	B4 JIS 	A4  	B5 JIS  	A5 	A5 
Exposure glass	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	x
ADF	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect

x - Cannot auto detect

Inch Version

Where original is placed	11 × 17 	8 ¹ / ₂ × 14 	8 ¹ / ₂ × 11  	5 ¹ / ₂ × 8 ¹ / ₂ 	5 ¹ / ₂ × 8 ¹ / ₂ 	10 × 14 	7 ¹ / ₄ × 10 ¹ / ₂ 
Exposure glass	Auto detect	Auto detect	Auto detect	Auto detect	x	x	x
ADF	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect	Auto detect

x - Cannot auto detect

Transmission with Image Rotation

As a general rule, place A4, 8¹/₂ × 11 originals in the landscape orientation (). If you place an A4, 8¹/₂ × 11 original in the portrait orientation (), the image is sent rotated by 90 degrees.

Providing the receiver has A4, 8¹/₂ × 11 landscape paper (), the document is printed at the same size as the original.

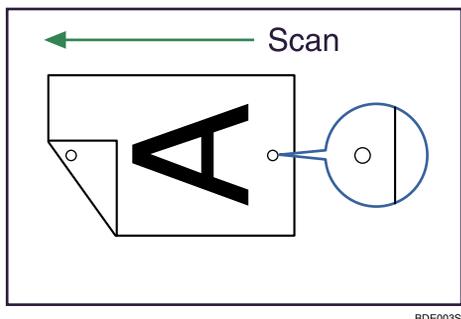
Note

- This function is unavailable with Immediate Transmission.

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.

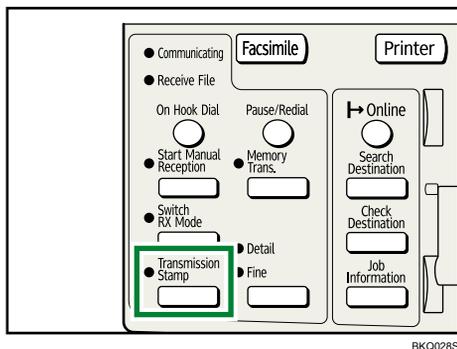


BDE003S

★ Important

- To use this function, the optional ADF is required. Stamp only works when scanning from the ADF.
- This function must be registered to a User Function key in advance. It is registered to the User Function key [F3] by default. For details about User Function key, see “General Settings/Adjust”.

1. Place the original, and then select the scan settings you require.
2. Press the User Function key [F3] to light the indicator.



BKQ028S

To cancel the stamp, press the User Function key [F3] again to turn off the indicator.

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

The Stamp indicator goes out when transmission has been finished for Immediate Transmission or when scanning has been finished for Memory Transmission.

↓ Note

- 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. See “Replacing the Stamp Cartridge”, About This Machine.

- 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 (Home Position)".
- 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.75 "Setting Transmission Function Defaults (Home Position)"
- p.149 "General Settings/Adjust"

Detecting Blank Sheet

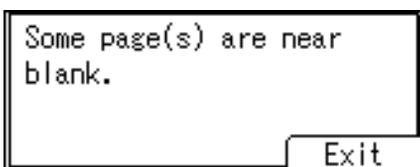
Upon completion of the first page scanning, an alarm sounds if the page is nearly blank.

Important

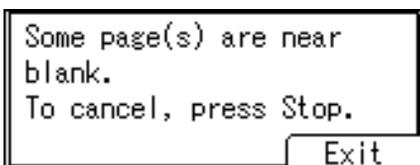
- **The blank sheet-detecting function works only when an original is scanned using the ADF.**
- **The blank sheet-detecting function is ineffective for second and subsequent pages.**

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

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



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



Note

- Even if a near blank sheet is detected, it is transmitted as normal.
- You can turn this function on or off with the User Parameter (switch 11, bit 2) in the Fax Features menu. See "Parameter Settings".

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

 **Reference**

- p.164 "Parameter Settings"

Scan Settings

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

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

Original Type:

Text, Photo, Text / Photo

Resolution:

Standard, Detail, Fine

Image Density (Contrast):

Manual Image Density (five levels)

Original Type

To optimize image clarity, select the appropriate original type.

The following settings for original types are available:

Text

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

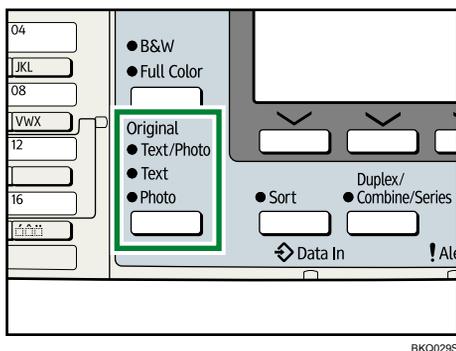
Photo

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

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.

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



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

Note

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

Reference

- p.36 "Image Density (Contrast)"
- p.75 "Setting Transmission Function Defaults (Home Position)"

JBIG Transmission

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

Important

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

Resolution

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

Images and text are scanned into the machine by converting them to a sequence of dots. The density of the dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution have high quality but transmission takes longer. Conversely, low resolution scanning

results in lower quality but the original is sent more quickly. Select the setting that matches your needs based upon this trade off between speed and image clarity.

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

Select for originals containing normal size characters.

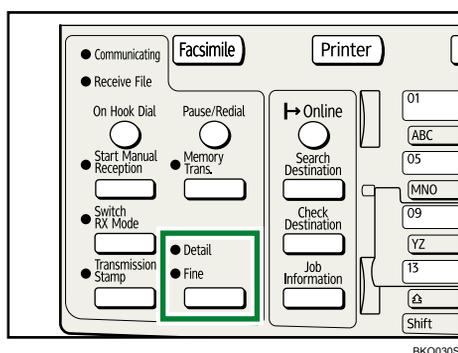
Detail (8 × 7.7 lines/mm, 200 × 200 dpi)

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

Fine (8 × 15.4 lines/mm)

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

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



The indicators above the key show the current selection.

When both indicators are unlit, Standard is selected.

↓ Note

- If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution that is supported. You can check the resolution at which you actually sent by printing the Journal. For details about printing the Journal, see "Printing the Journal".
- The machine supports reception at both Standard and Detail resolution.
- You can set the resolution type that is selected right after the machine is turned on or whenever the [Clear Modes] key is pressed. See "Setting Transmission Function Defaults (Home Position)".

📖 Reference

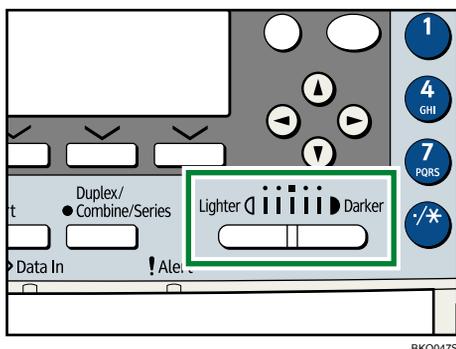
- p.75 "Setting Transmission Function Defaults (Home Position)"
- p.123 "Printing the Journal"

Image Density (Contrast)

Adjust the image density at which the originals are scanned.

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

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



Each key press moves the indicator one place.

Note

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

Reference

- p.75 "Setting Transmission Function Defaults (Home Position)"

Mixing Scan Settings for a Multiple Page Original

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

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

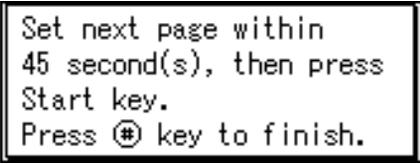
Important

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

When placing originals on the exposure glass

1. Check which pages you want to scan with different settings.
2. Remove the previous page and place the next page that you checked on the exposure glass.
3. Make the scan settings.

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



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

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

When placing originals in the ADF

1. Check which pages you want to scan with different settings.
2. Make the scan settings before the page you want to change the settings for starts being scanned.

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

Specifying a Destination

This section explains how to specify a destination.

Note

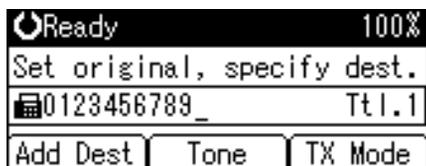
- The display shows the percentage of free memory space for storing originals. Since fax numbers are programmed in separate memory, dialing fax numbers using the number keys does not change the percentage on the display.

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. Enter the fax number using the number keys.



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

2. Press the [Start] key.

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

Note

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".
- You can insert pauses and tones in a fax number. For details, see "Entering a pause" or "Entering a tone".
- For the maximum number of digits for a destination, see "Maximum Values".

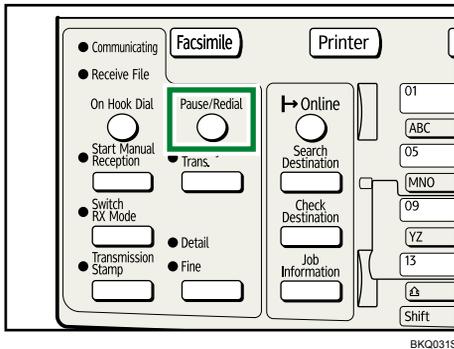
Reference

- p.39 "Entering a pause"
- p.39 "Entering a tone"
- p.41 "Using the Quick Dial Keys"
- p.191 "Maximum Values"

Entering a pause

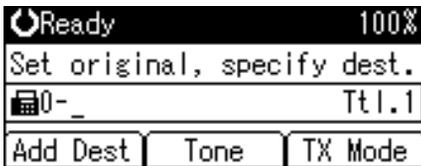
This section explains how to enter a pause.

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



Note

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



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

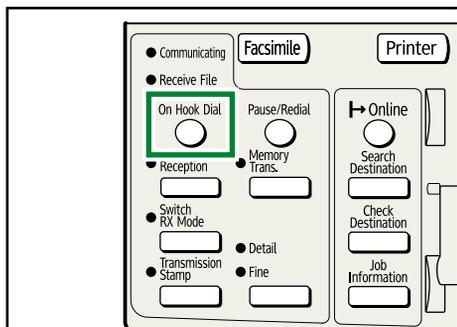
Entering a tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line).

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

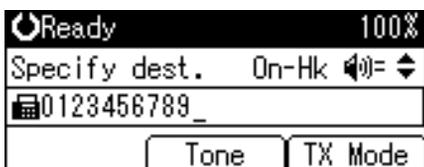
This section explains how to use the tone function with On Hook Dial as an example.

1. Press the [On Hook Dial] key.



BKQ032S

2. Enter the fax number using the number keys.



3. Press [Tone].



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



5. Press the [Start] key.

Transmission starts.

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

After transmission, the standby display appears.

↓ Note

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

Using the Quick Dial Keys

You can specify a destination simply by pressing the Quick Dial key to which the destination's number is registered.

When a Quick Dial key is pressed, the destination it is registered to appears on the screen.

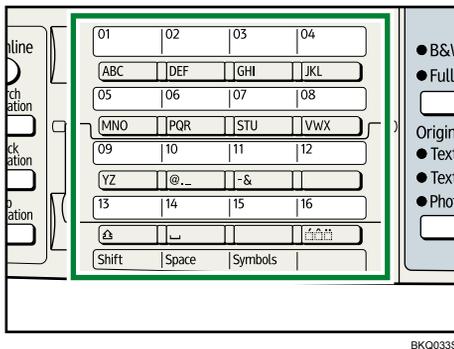
★ Important

- In the destination list, program an individual fax number. For details about programming destinations, see "Registering Addresses and Users for Facsimile Functions", Network and System Settings Guide.

Specifying a destination using the Quick Dial key

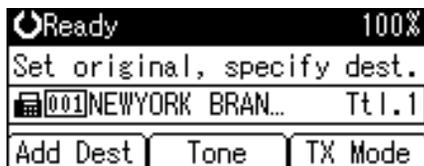
You can specify a destination simply by selecting the Quick Dial keys when sending a fax.

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



Flip the Quick Dial Flip Plate down to access Quick Dial keys 01 through 16, flip up to access keys 17 through 32.

The destination's name is shown on the display.



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

To select more destinations, repeat this step.

2. Press the [Start] key.

↓ Note

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

Specifying a group of destinations using the Quick Dial key

If you program multiple destinations into a group, you can send documents to all destinations in that group using just a few keystrokes.

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

★ Important

- In the destination list, program an individual fax number and/or groups of destinations. For details about programming destinations, see "Registering Addresses and Users for Facsimile Functions", Network and System Settings Guide.
- Group destination can be used only for Memory Transmission; it cannot be used for Immediate Transmission.
 - If you specify a group after selecting Immediate Transmission, the mode switches to Memory Transmission.
 - If you try to select Immediate Transmission after specifying a group, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press [Exit].
- The total number of destinations programmed in multiple groups should not exceed the maximum number of destinations you can specify for one file, see "Maximum Values".

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



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

To select more destinations, repeat this step.

2. Press the [Start] key.

↓ Note

- To view which destinations are registered in a group, print the group list using the Address Book:Print List function under System Settings. For details about the printing method, see "System Settings", Network and System Settings Guide.
- To cancel any destination(s) among the group, press  [View] and display the desired destination using [▼] or [▲], and then press the [Clear/Stop] key.

📖 Reference

- p.191 "Maximum Values"

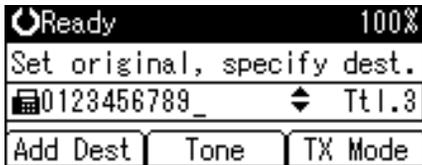
Checking the Specified Destination

This section explains how to check the specified destinations.

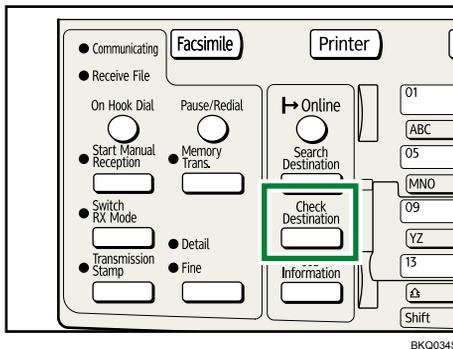
If you specified a destination from the destination list, you can display names or fax numbers. If a group is specified as the destination, you can display the fax numbers of the group.

1

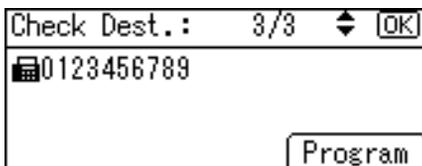
1. Make sure the destination name appears on the display.



2. Press the [Check Destination] key.



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



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

The display returns to that of step 1.

↓ Note

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

Reference

- p.54 "Programming Destinations from Check Destination Screen"

1

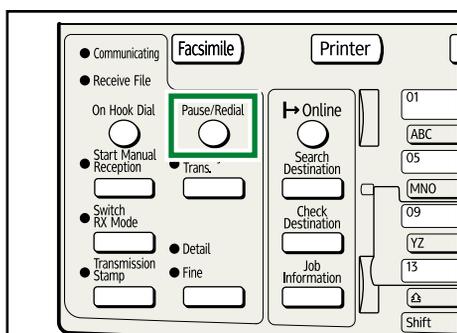
Redial

The machine stores the latest destinations specified for each transmission method.

This function saves time when you are sending to the same destination repeatedly, as you do not have to enter the destination again.

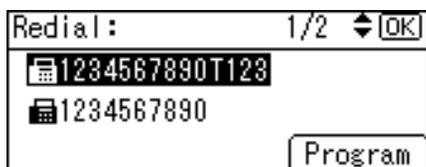
Important

- The following kinds of destinations are not stored:
 - Destinations specified using the destination list
 - Destinations specified as a group destination
 - Destinations dialed using the external telephone
 - Destinations dialed by Redial (regarded as already stored in memory)
 - Second and later destinations broadcasted to
 - Destinations specified in the LAN-Fax Driver on the computer
 - To redial a fax number, do not dial any numbers before you press the [Pause/Redial] key. If you press the [Pause/Redial] key after entering numbers using the number keys, a pause is entered instead.
1. Place the original, and then select the scan settings you require.
 2. Press the [Pause/Redial] key.

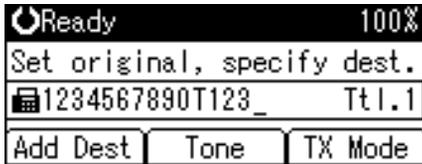


BKG0031S

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



4. Press the [Start] key.



↓ Note

- When you press [Program], you can register a selected recipient in the destination list. For details about registering a destination, see “Programming Destinations from Redial Screen”.
- For the maximum number of redials the machine can store, see “Maximum Values”.

📖 Reference

- p.54 "Programming Destinations from Check Destination Screen"
- p.191 "Maximum Values"

Preventing Transmission to the Wrong Destination

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

Re-entering a fax number to confirm destination

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

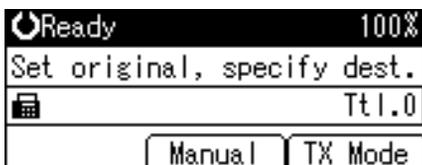
Transmission is disabled if the confirmation fax number does not match the first fax number. This function helps prevent users accidentally sending faxes to the wrong destination.

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

★ Important

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

1. Press [Manual].



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

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

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

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

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

The destination is specified.

4. Press the [Start] key.

Ready	100%
Set original, specify dest.	
0123456789	Ttl.1
Add Dest	Manual TX Mode

Transmission starts.

After transmission, the standby display appears.

↓ Note

- If the "Entered destination is not correct." message appears, press [Exit] and check the fax number again, and then repeat the procedure from step 1.
- If you want to specify the number of times that the fax number must be dialed, contact your service representative. Step 3 must be repeated as many times as is set here (1 to 15).
- You cannot edit the first fax number that is entered.

Displaying the destination prior to transmission

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

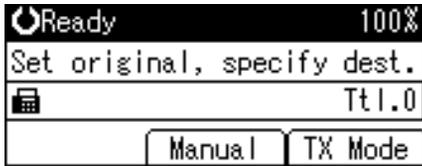
If you want to enable this function, contact your service representative.

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

- On Hook Dial

- Manual Dial

1. Specify the destination.

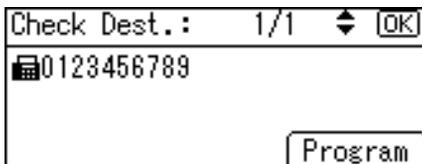


If you make a mistake, press the [Clear/Stop] key, and then enter the number again.

2. Press the [Start] key.



Displays the destination and the transmission settings.



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

3. Press the [Start] key again.

Transmission starts.

After transmission, the standby display appears.

Programming Destinations in the Address Book

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

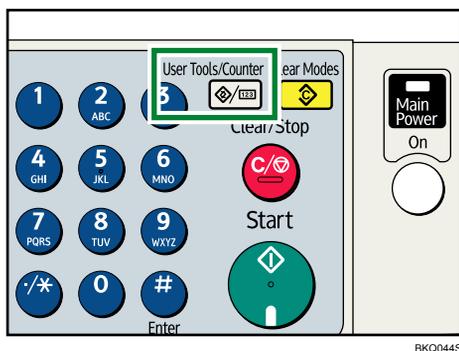
↓ Note

- You can also register Address Book fax numbers to groups.
- In the facsimile initial display, if you change the contents of the Address Book, the "Settings have been updated. The selected dest./functions have been cancelled." message appears. Press [Exit] to bring back the facsimile initial display.
- You can register destinations in the Address Book using Web Image Monitor or SmartDeviceMonitor for Admin. For details about installation or operation of them, see "Monitoring and Configuring the Printer", Network and System Settings Guide, or, for information about the Address Book, see the relevant Help topics.

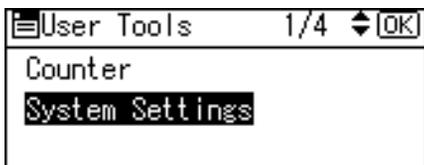
Registering a Fax Destination

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

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



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



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

System Settings 2/2	OK
Interface Settings	
Administrator Tools	

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

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

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

Address Book 1/1	OK
Program/Change	
Delete	

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

Program/Change:	OK
Enter No. to program/change	
001 Quick Dial:001-032	
Search	

You can automatically specify registration numbers 001-032 by pressing the Quick Dial keys.

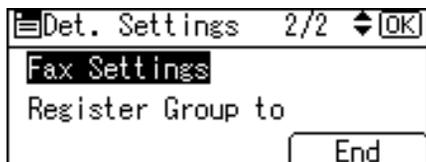
7. Enter the name and then press the [OK] key.

Name:	OK
Enter name.	
ABC ABC COMPANY	▲

8. Press [Details].

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

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



10. Enter the fax number using the number keys.

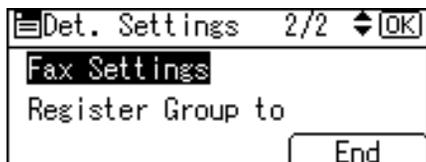


11. Press [Option], and then specify the following functions for each destination, as necessary:

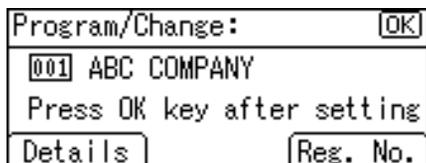
- SUB Code: register a SUB Code to use SUB Code Transmission.
- SEP Code: register a SEP Code to use SEP Code Reception.
- Label Insertion: if you enable this function, when the faxes you send are printed at the receiver's end, the receiver's name is also printed.

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

12. Press [End].



13. Press the [OK] key.



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

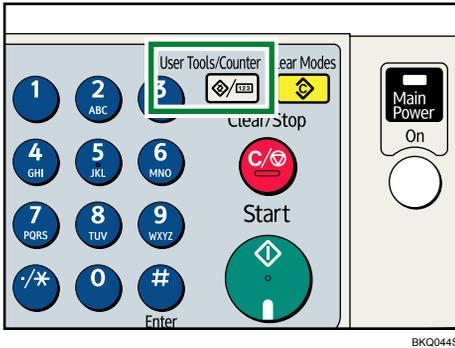
↓ Note

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

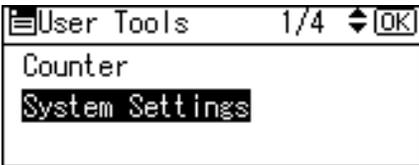
Changing a Fax Destination

This section explains how to change a name and fax number registered in the Address Book.

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



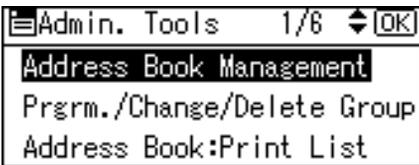
2. Select [System Settings] using [▲] or [▼], and then press the [OK] key.



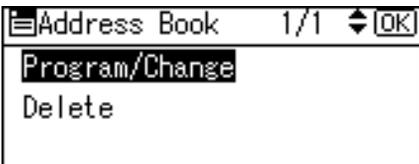
3. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



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



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



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

Program/Change:	[OK]
Enter No. to program/change	
001	Quick Dial:001-032
Search	

To specify a destination using a Quick Dial key, press a registration number from 001 to 032.

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

Name:	[OK]
Enter name.	
ABC	ABC COMPANY ▲

8. Press [Details].

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

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

Det. Settings	2/2	◆	[OK]
Fax Settings			
Register Group to			
End			

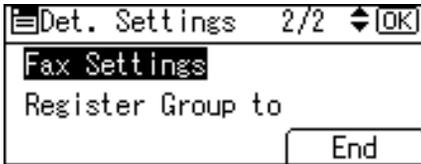
10. Enter the new fax number using the number keys.

Fax Settings:	[OK]
Enter Fax Dest.	
☎	11111111
Option	Tone

11. Press [Option], and then change the settings of "SUB Code", "SEP Code", and "Label Insertion", as necessary.

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

12. Press [End].



13. Press the [OK] key.



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

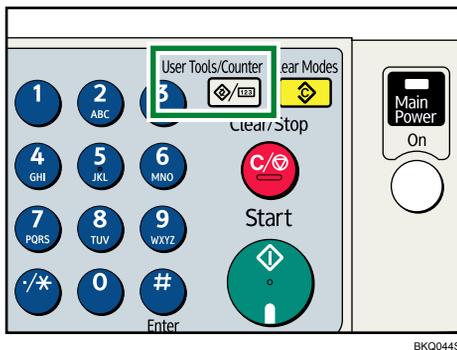
Note

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

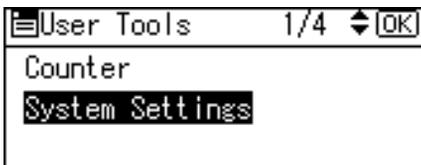
Deleting a Fax Destination

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

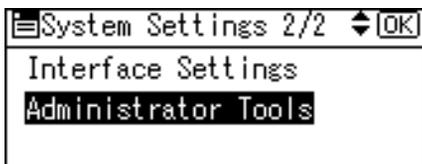
1. Press the [User Tools/Counter] key.



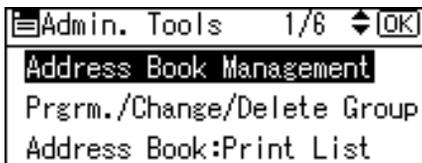
2. Select [System Settings] using [▲] or [▼], and then press the [OK] key.



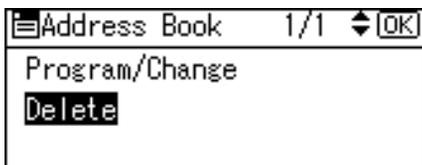
3. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



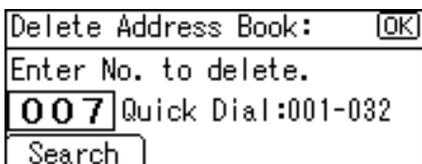
4. Select [Address Book Management] using [▲] or [▼], and then press the [OK] key.



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

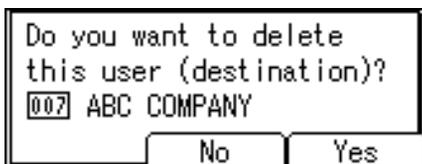


6. Enter the registration number you want to delete using the number keys or the Quick Dial keys, and then press the [OK] key.



To specify a destination using a Quick Dial key, press a registration number from 001 to 032.

7. Press [Yes].



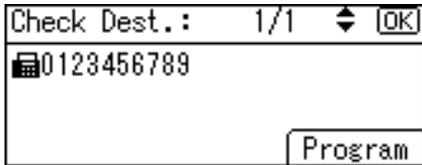
8. Press the [User Tools/Counter] key.

Programming Destinations from Check Destination Screen

This section explains how to register a directly entered fax number to the Address Book using the Check Destination screen.

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

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



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

2. Press [Program].

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

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

The screen returns to that of step 1.

↓ Note

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

📖 Reference

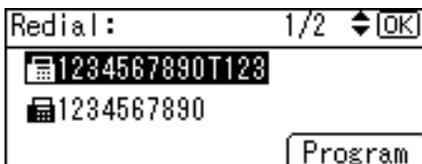
- p.43 "Checking the Specified Destination"

Programming Destinations from Redial Screen

This section explains how to register a directly entered fax number to the Address Book using the Redial screen.

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

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



For the operating procedure, see "Redial".

2. Press [Program].

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

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

The screen returns to that of step 1.

Note

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

Reference

- p.44 "Redial"

Searching for a Destination in the Address Book

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

★ Important

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

↓ Note

- The search returns destinations whose first characters match the entered characters.
- A warning message appears if the search returns more than the maximum number of destinations you can search for at a time. Press [Exit] and change the destination name to view fewer destinations.
- For the maximum number of destinations you can search at a time, see "Maximum Values".

📖 Reference

- p.191 "Maximum Values"

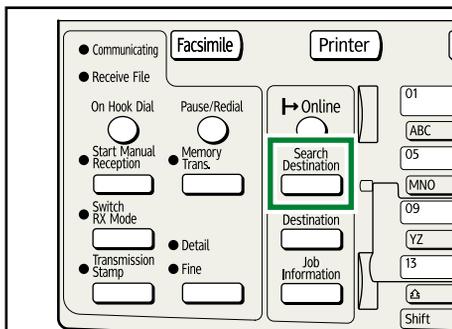
Search by Name

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

★ Important

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

1. Press the [Search Destination] key.



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

☰	Search Fax Dest 1/1	↕	[OK]
	Search Address Book		
	Search LDAP		

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

☰	Search Fax Dest 1/2	↕	[OK]
	Search by Name		
	Display List		
	Search by Registration No.		

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

Search by Name:		[OK]
Enter characters to search.		
abc	a	▲

Depending on the type of characters to enter, press the [Shift] key to switch the mode.

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

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

Search by Name:		[OK]
Press OK to search.		
abc	a	▲

When the search is finished, the results appear.

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

Results:	1/1	↕	▶	✓	[OK]
<input type="checkbox"/>	☰	003	ABC COMPANY		

Multiple destinations can be selected.

Press [◀] to deselect a destination.

7. Press the [OK] key.

Note

- If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 3.
- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.
- Press [Add Dest] to specify other destinations.
- For details about text entry, see "Entering Text", About This Machine.

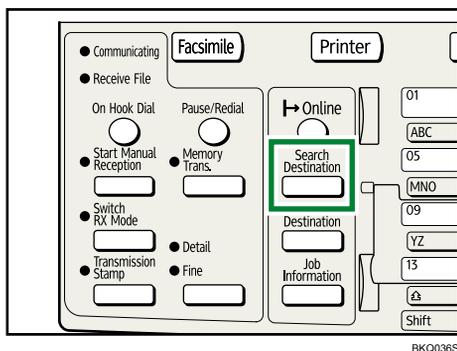
Search by Destination List

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

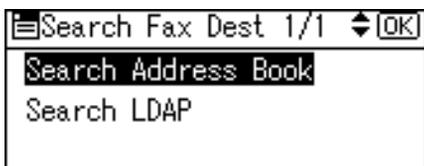
Important

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

1. Press the [Search Destination] key.



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



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



Destinations appear in registration number order.

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



Multiple destinations can be selected.

Press [◀] to deselect a destination.

5. Press the [OK] key.

Note

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

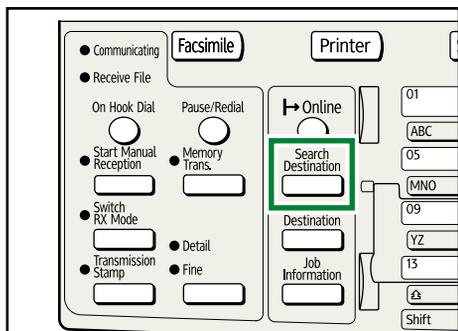
Search by Registration Number

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

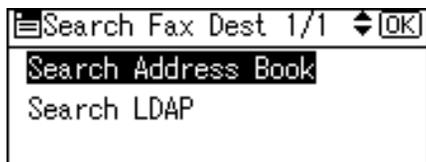
Important

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

1. Press the [Search Destination] key.



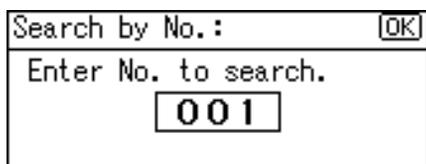
2. Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.



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



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



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

When the search is finished, the result appears.

5. Press the [OK] key.



Note

- If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 3.
- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.
- Press [Add Dest] to specify other destinations.
- You can program one of the User Function keys with operations for this function. Using the User Function keys allow you to omit steps 1 through 3, and 5. For details about User Function key, see "General Settings/Adjust".

Reference

- p.149 "General Settings/Adjust"

1

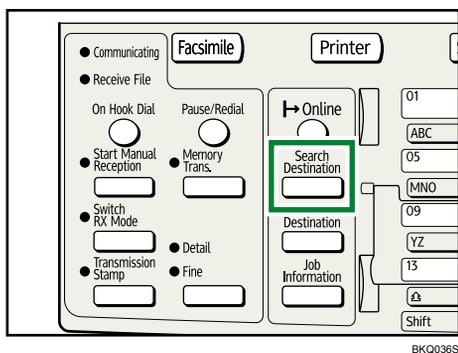
Search by Fax Number

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

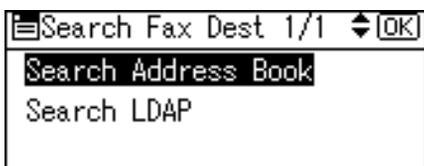
Important

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

1. Press the [Search Destination] key.



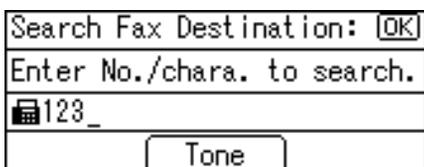
2. Select [Search Address Book] using [▲] or [▼], and then press the [OK] key.



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



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



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

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

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

When the search is finished, the results appear.

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

Results: 1/1				<input checked="" type="checkbox"/>	[OK]
<input type="checkbox"/>		003	ABC COMPANY		

Multiple destinations can be selected.

Press [◀] to deselect a destination.

7. Press the [OK] key.

Note

- If no destination matches the specified text, the "Specified destination is not programmed." message appears. Press [Exit] to return to the display of step 3.
- You cannot specify destinations twice. If you try, the "This destination has already been programmed." message appears. Press [Exit] to return to the standby screen.
- Press [Add Dest] to specify other destinations.

Search by LDAP Server

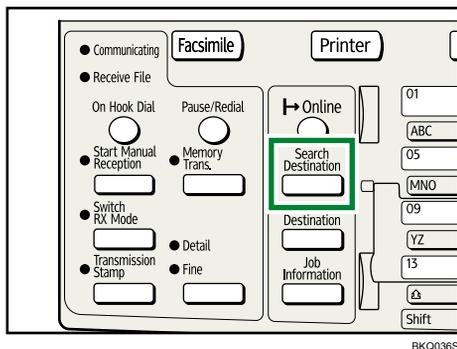
This section explains how to search for a destination registered in the Address Book using the LDAP server.

Important

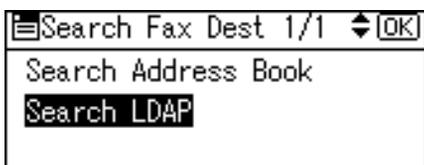
- This function is not available if [LDAP Search] is set to [Off] under Administrator Tools, in the System Settings menu.

1

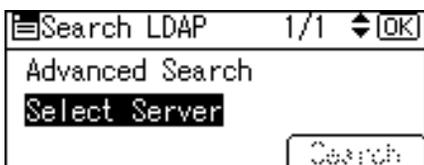
1. Press the [Search Destination] key.



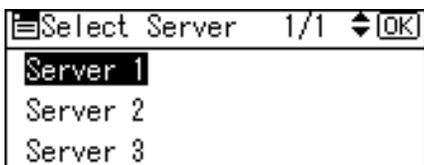
2. Select [Search LDAP] using [▲] or [▼], and then press the [OK] key.



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

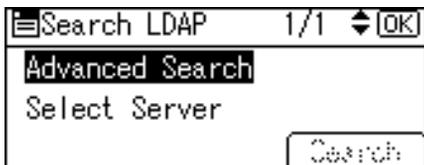


4. If more than one server is programmed, select the server you want to search using [▲] or [▼], and then press the [OK] key.



The screen returns to that of step 3.

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



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

Search Conditn. 1/2		[OK]
Name		
E-mail Address		
Fax Destination		

Conditions (Name, E-mail Address, Fax Destination, Company Name, and Department Name) are those programmed in the LDAP server.

7. Enter a partial string, and then press the [OK] key.

Name:	[OK]
Enter characters to search.	
abc	a

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

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

Search Criteria: 1/1		[OK]
Include	Exclude	
First Word	Last Word	
Exact Match	Fuzzy Search	

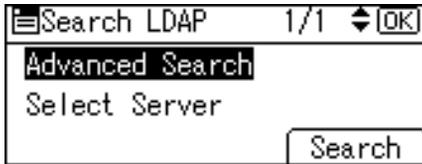
The meanings of the search criteria are as follows:

- [Include]: Search for strings that include the specified character.
Example: When searching for "ABC", enter "A", "B", or "C".
- [Exclude]: Search for strings that do not include the specified character.
Example: When searching for "ABC", enter "D".
- [First Word]: Search for strings that start with the specified character.
Example: When searching for "ABC", enter "A".
- [Last Word]: Search for strings that end with the specified character.
Example: When searching for "ABC", enter "C".
- [Exact Match]: Search for strings that fully match the specified character.
Example: When searching for "ABC", enter "ABC".
- [Fuzzy Search]: Perform a fuzzy search (according to the searching method supported by the LDAP server).

9. Press the [Escape] key.

The screen returns to that of step 5.

10. Press [Search].



When the search is finished, the results appear.

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

Multiple destinations can be selected.

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

Press [◀] to deselect a destination.

12. Press the [OK] key.

↓ **Note**

- Although one user can program multiple e-mail addresses, only one address can be retrieved by the search. The address retrieved by the search depends on the searching method supported by the LDAP server. However, the address programmed first is normally retrieved.
- You can add one additional search condition for LDAP servers by specifying the Search Options under Prog/Chnge/Del LDAP Server under System Settings. See "System Settings", Network and System Settings Guide.
- The string you enter in the [Name] condition field in step 6 is read as the first or last name, depending on the administrator's setting. For example, to search for the name "John Smith", ask the system administrator whether you should enter "John" or "Smith".
- For details about text entry, see "Entering Text", About This Machine.

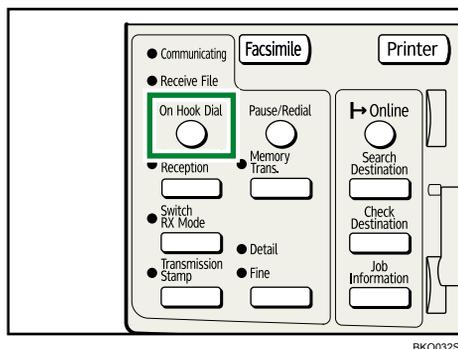
On Hook Dial

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

You can send a fax checking the connection.

1

1. Place the original, and then select the scan settings you require.
2. Press the [On Hook Dial] key.



You will hear a low tone from the internal speaker.

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

3. Dial.



The machine immediately dials the destination.

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

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

Transmission starts.

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

After transmission, the standby display appears.

↓ Note

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".
- This function is unavailable in some countries.
- Press [▲] or [▼] to adjust the volume of the on-hook sound in eight increments. At the maximum volume level, ▲ changes to △. Similarly, at the minimum level, ▼ changes to ▽. The volume can also be preprogrammed in the Fax Features menu.

- If you have an external telephone on the fax machine, you can speak with the other party when you hear a voice. If you hear a voice before pressing the [Start] key, pick up the external telephone and tell the receiver you want to send a fax document (ask them to switch to facsimile mode).
- The Fax Features menu contains the On Hook Release Time setting, which allows you to specify the time after which On Hook mode is deactivated. See "General Settings/Adjust".

 **Reference**

- p.41 "Using the Quick Dial Keys"
- p.149 "General Settings/Adjust"

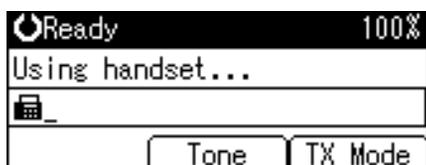
Manual Dial

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

★ Important

- An external telephone is required.
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.

↓ Note

- To specify a destination using a Quick Dial key, see "Using the Quick Dial Keys".
- When the operation switch is off, even if the main power switch is on, you cannot operate this machine using only the handset of the external telephone. You must first press the operation switch to turn on the machine.

📖 Reference

- p.41 "Using the Quick Dial Keys"

Canceling a Transmission

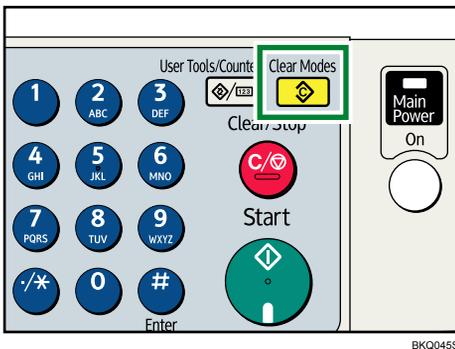
This section explains how to cancel a fax transmission.

1

Before the Original Is Scanned

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

1. Press the [Clear Modes] key.



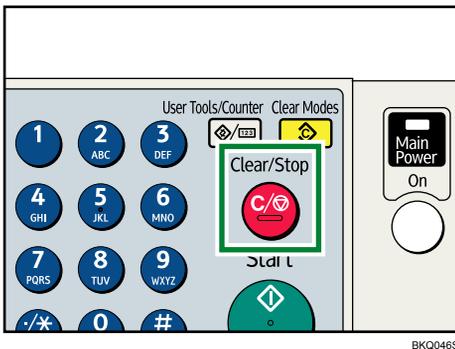
Note

- 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. Press the [Clear/Stop] key.



The machine stops scanning.

Note

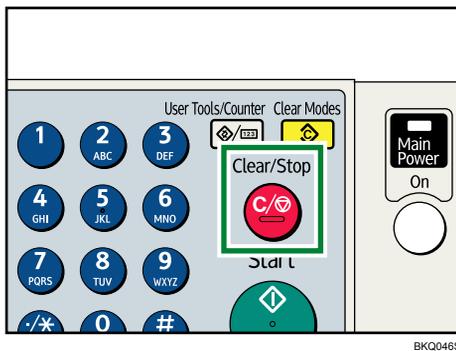
- Scanning may be completed while you are performing the cancel operation.

While the Original Is Being Transmitted

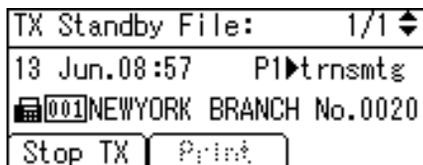
1

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

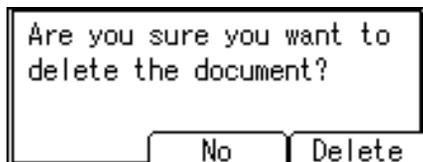
1. Press the [Clear/Stop] key.



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



3. Press [Delete].



To cancel stopping transmission, press [No].

4. Press the [Escape] key.

The standby display appears.

Note

- If you cancel a document while it is being sent, the transmission is halted as soon as you finish the cancellation procedure. However, some pages of the document may already have been sent and received at the other end.
- If the transmission finishes while you are carrying out this procedure, it will not be canceled.

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

Before the Transmission Is Started

Use this procedure to cancel a transmission after the original is scanned.

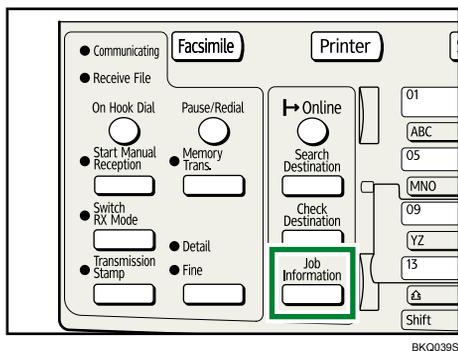
This function is useful to cancel a transmission when you notice a mistake in destination or with the originals after storing. To cancel Memory Transmission, search for the file to be canceled among the files stored in memory, and then delete it.

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

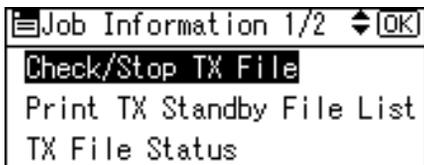
★ Important

- This function is unavailable with Immediate Transmission.

1. Press the [Job Information] key.



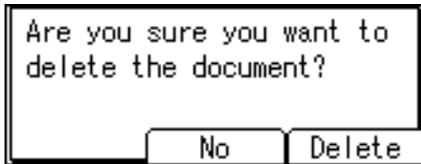
2. Select [Check/Stop TX File] using [▲] or [▼], and then press the [OK] key.



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



4. Press [Delete].



The display returns to that of step 3.

To cancel another file, repeat from step 3.

To cancel stopping transmission, press [No].

5. Press the [Escape] key twice.

The standby display appears.

↓ Note

- If you cancel a transmission while the file is being sent, some pages of your file may have already been sent and is received at the other end.
- If the transmission finishes while you are carrying out this procedure, transmission cannot be canceled.
- If multiple destinations were specified, only the number of the destinations that have not received the document you sent is shown.
- If multiple destinations were specified, only one destination number appears.

Checking the Storage Result (Memory Storage Report)

1

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

★ Important

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

↓ Note

- You can turn this report on and off with the User Parameter (switch 03, bit 2) in the Fax Features menu.
- Even if the machine is set up not to print this report, it is still printed if an original could not be stored.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".

📖 Reference

- p.164 "Parameter Settings"

Setting Transmission Function Defaults (Home Position)

1

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

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

You can specify defaults for the following settings:

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

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

Reference

- p.173 "Home Position"

2. Other Transmission Features

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

Sending at a Specific Time (Send Later)

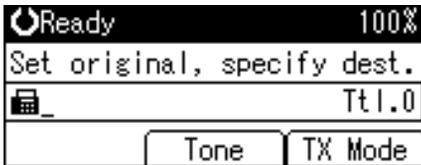
Using this function, you can instruct the machine to delay transmission of your fax document until a specified later time.

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

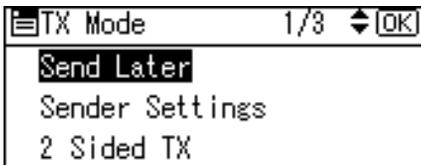
★ Important

- If the machine is switched off for about twelve hours, all fax documents stored in memory are lost. If documents are lost for this reason, a Power Failure Report is automatically printed when the operation switch is turned on. Use this report to check the list of lost documents. For details, see "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- This function is unavailable with Immediate Transmission. If you specify Immediate Transmission for this function, the "Dest. and functions that could not be specified on immediate transmission is already selected." message appears. When this happens, press [Exit], and then switch to Memory Transmission.

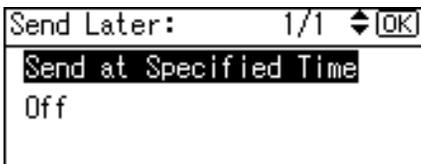
1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



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

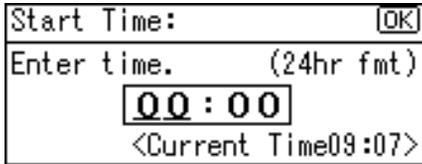


4. Select [Send at Specified Time] using [▲] or [▼], and then press the [OK] key.



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

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



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

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

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

6. Press the [Escape] key.

The standby display appears.

To check the settings, press [TX Mode].

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

↓ Note

- You can specify a time within 24 hours of the current time.
- If the current time shown is not correct, change it using Set Time under System Settings. For details about the setting, see "System Settings", Network and System Settings Guide.
- You can cancel the transmission setup for Send Later. See "Canceling a Transmission".

📖 Reference

- p.70 "Canceling a Transmission"

Sender Settings

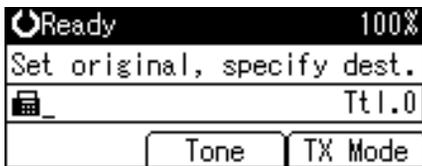
Select a user that you want to specify as a sender.

If you enable the Stamp Sender Name, the registered sender's name (user name) appears on the receiver's sheet, lists, and report.

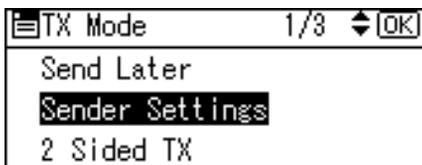
★ Important

- You must first register the senders in the destination list using "Address Book Management" under "System Settings", and then specify "Register as" for [Sender Only] or [Dest. & Sender]. For details about these settings, see "Registering Addresses and Users for Facsimile Functions", Network and System Settings Guide.
- If user authentication is set, the user logged in is set as sender.

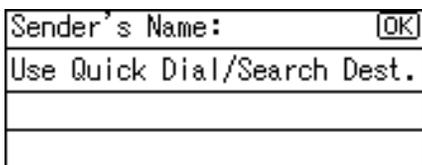
1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



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

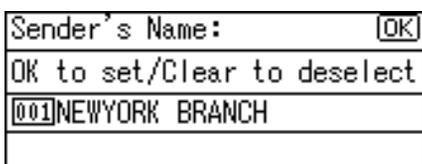


4. Select a sender.



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

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



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

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



7. Press the [Escape] key.

The standby display appears.

To check the settings, press [TX Mode].

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

Note

- You can program one of the User Function keys with operations for Sender Settings. User Function keys allow you to omit steps 2, 3, and 7. For details about User Function key, see "General Settings/Adjust".
- You can use Communication Result Report, etc. to check usage status by specified users. If user authentication is set, you can check usage by logged-in users. If User Code is set to sender, you can count the number of uses by each user.
- To cancel the Sender Settings, cancel the transmission. See "Canceling a Transmission".

Reference

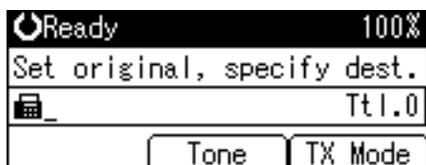
- p.70 "Canceling a Transmission"
- p.149 "General Settings/Adjust"

Fax Header Print

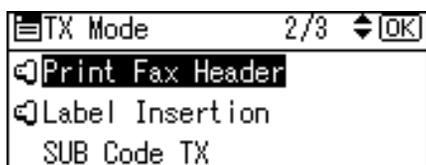
When the Fax Header is set to "On", the stored name is printed on the receiver's paper.

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

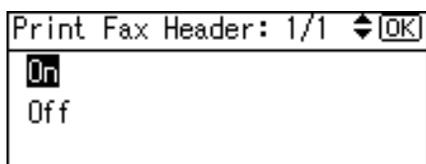
1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



3. Select [Print Fax Header] using [▲] or [▼], and then press the [OK] key.



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



The screen returns to that of step 3.

5. Press the [Escape] key.

The standby screen returns.

To check the settings, press [TX Mode].

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

↓ Note

- You can program fax header names using the Program Fax Information function in the Fax Features menu. For details about the programming method, see "Registering Fax Information".
- You can select whether or not dates, fax header names, file numbers, or page numbers are printed by changing their respective User Parameters (switch 18, bit 3, 2, 1, 0) in the Fax Features menu. See "Parameter Settings".

- You can program one of the User Function keys with operations for this function. Using the User Function key allows you to omit steps 2 through 5. For details about User Function key, see "General Settings/Adjust".

Reference

- p.149 "General Settings/Adjust"
- p.156 "Registering Fax Information"
- p.164 "Parameter Settings"

Label Insertion

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

★ Important

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

2

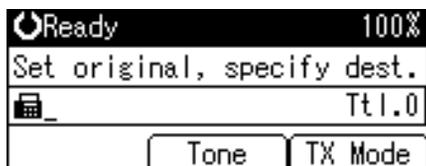
The receiver's name is printed as follows:

- Receiver's name: printed at the top of the page and preceded by "To:".

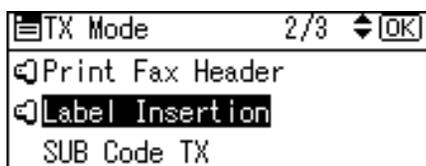
Set this function as follows:

- Set Label Insertion to [On] when programming fax destinations.
- Select [Programmed Name] for Label Insertion when sending fax documents.

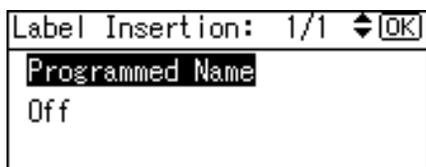
1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



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



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



The screen returns to that of step 3.

5. Press the [Escape] key.

The standby screen returns.

To check the settings, press [TX Mode].

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

↓ Note

- [Programmed Name] is selected by default.

Setting SUB Codes for Transmission

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

A SUB Code is an ID consisting of numbers, #, *, and spaces. Document transmitted with a SUB Code is stored in the other party's memory, and not printed automatically. The other party inputs the SUB Code to print the received document. Privacy can be mutually protected when transmitting a confidential document intended for a particular receiver, since only a person who knows the SUB Code can print the document.

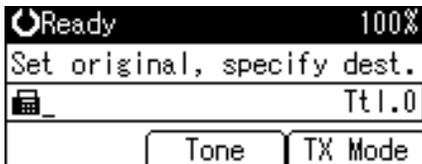
Documents can also be sent via facsimiles that have the Transfer Station function.

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

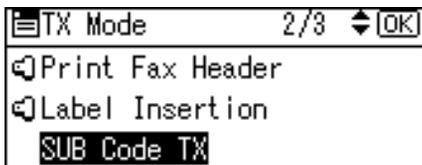
★ Important

- Documents can be sent to facsimiles that have the Personal Box function.
- To use this function, set [SUB Code TX] to [On].
- Program this function to one of the User Function keys in advance. For details about User Function key, see "General Settings/Adjust".
- Obtain the SUB Code of the other party in advance.
- When sending a confidential document, inform the other party of the SUB Code in advance.
- This machine cannot receive documents that are transmitted with a SUB Code.

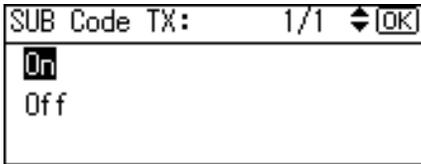
1. Place the original, and then select the scan settings you require.
2. Press [TX Mode].



3. Select [SUB Code TX] using [▲] or [▼], and then press the [OK] key.



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



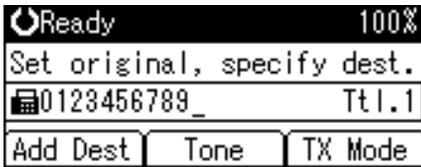
2

The screen returns to that of step 3.

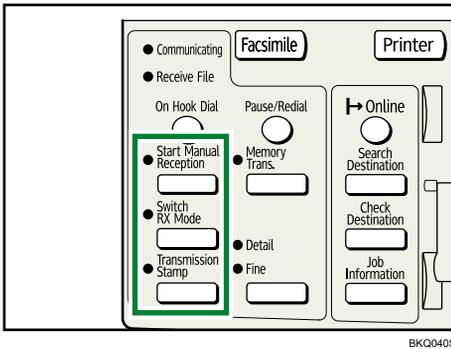
5. Press the [Escape] key.

The standby screen returns.

6. Enter the fax number of a destination.



7. Press the User Function key ([F1] to [F3]) programmed with [SUB/SEP Code].



BKQ040S

8. Enter a SUB Code, and then press the [OK] key.



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

9. When a password is required, enter the SID Code using the number keys, and then press the [OK] key.

Password(SID):	[OK]
Use No. keys, Space, *, #.	
Space	

When a SID Code is not required, just press the [OK] key.

The standby screen returns.

10. Press the [Start] key.

If you use Immediate Transmission and the fax machine at the destination does not support the SUB Code function, a message will appear on the display to inform you of this. When this happens, press [Exit] to cancel the transmission.

↓ Note

- Make sure the number of digits in the SUB Code matches the specification of the machine to which you are sending. For the maximum number of digits for the SUB Code of this machine, see "Maximum Values".
- You can store SUB Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile Functions", Network and System Settings Guide.
- The SUB Code is printed on lists and reports.

📖 Reference

- p.149 "General Settings/Adjust"
- p.191 "Maximum Values"

Setting a Password

There are times when you may want to use an "SID" (Sender ID) when sending confidential faxes with the SUB Code function.

When you use a Transfer Box that has a password, enter the SID Code as the password.

↓ Note

- For the maximum number of digits for the SID Code, see "Maximum Values".
- You can enter numbers, *, #, and spaces.
- You can store SID Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile Functions", Network and System Settings Guide.

- The SID Code is printed on lists and reports.

 **Reference**

- p.191 "Maximum Values"

Setting SEP Codes for Reception

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

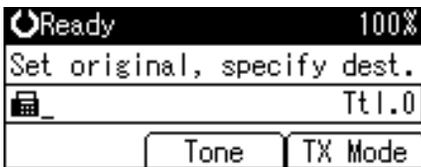
You can receive a document stored in the destination's memory if the document has the same SEP Code as the SEP Code you entered.

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

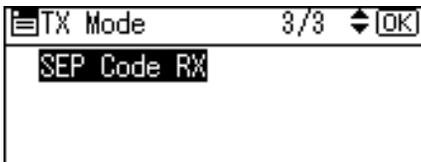
★ Important

- Documents can be received from facsimiles that have Information Boxes.
- To use this function, set [SEP Code RX] to [On].
- Program this function to one of the User Function keys in advance. For details about User Function key, see "General Settings/Adjust".

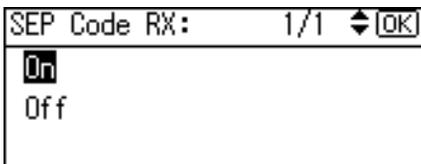
1. Press [TX Mode].



2. Select [SEP Code RX] using [▲] or [▼], and then press the [OK] key.



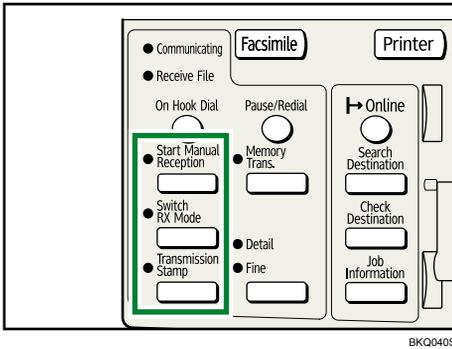
3. Select [On] using [▲] or [▼], and then press the [OK] key.



The screen returns to that of step 2.

4. Press the [Escape] key.
5. Enter the fax number of a destination.

6. Press the User Function key ([F1] to [F3]) programmed with [SUB/SEP Code].



7. Enter a SEP Code, and then press the [OK] key.



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

8. When a password is required, enter the PWD Code using the number keys, and then press the [OK] key.



When a PWD Code is not required, just press the [OK] key.

The standby screen returns.

9. Press the [Start] key.

Note

- Make sure the number of digits in the SEP Code matches the specification of the machine from which you are receiving. For the maximum number of digits for the SEP Code of this machine, see "Maximum Values".
- You can enter numbers, *, #, and spaces.
- You can store SEP Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile Functions", Network and System Settings Guide.
- The SEP Code is printed on lists and reports.

Reference

- p.149 "General Settings/Adjust"
- p.191 "Maximum Values"

Entering a Password

2

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

Note

- For the maximum number of digits for the PWD Code, see "Maximum Values".
- You can enter numbers, *, #, and spaces.
- You can store PWD Codes as well as names and fax numbers in the destination list. For registering into the destination list, see "Registering Addresses and Users for Facsimile Functions", Network and System Settings Guide.
- The PWD Code is printed on lists and reports.

Reference

- p.191 "Maximum Values"

SEP Code RX Reserve Report

This report is printed after SEP Code Reception is set up.

You can use this report to check the reservations for SEP Code Reception.

Note

- You can turn this function on or off with the User Parameter (switch 03, bit 3) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".

Reference

- p.164 "Parameter Settings"

SEP Code RX Result Report

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

 **Note**

- You can turn this function on or off with the User Parameter (switch 03, bit 4) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- You can also check the result of a SEP Code Reception with the Journal.

 **Reference**

- p.164 "Parameter Settings"

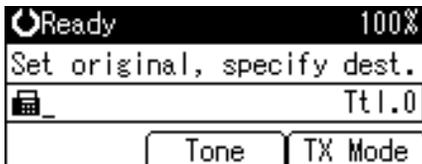
Two-Sided Transmission (Double-Sided Transmission)

Use this function to send two-sided originals.

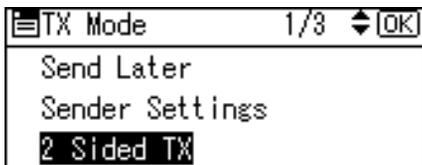
★ Important

- To use this function, the optional ADF is required. When you use [2 Sided TX] under [TX Mode], the originals cannot be sent by using just the exposure glass.
- This function is only available with Memory Transmission.

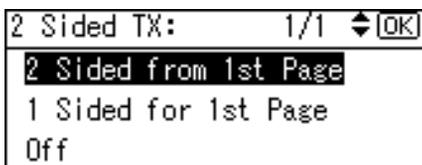
1. Place the original in the ADF, and then select the scan settings you require.
2. Press [TX Mode].



3. Select [2 Sided TX] using [▲] or [▼], and then press the [OK] key.



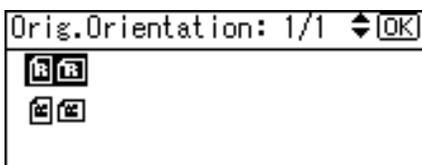
4. Select the transmission mode using [▲] or [▼], and then press the [OK] key.



Select [2 Sided from 1st Page] to send a two-sided original from the first page.

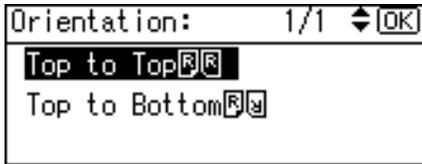
Select [1 Sided for 1st Page] if you want to send a cover letter as the first page.

5. Select the position of the placed document using [▲] or [▼], and then press the [OK] key.



To cancel Two-Sided Transmission, press the [Escape] key. The display returns to that of step 3.

6. Select the page opening orientation using [▲] or [▼], and then press the [OK] key.



2

The screen returns to that of step 3.

7. Press the [Escape] key.

The screen returns to the standby screen.

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

Note

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

	Original	Original position	Page opening orientation	Output at the other end
A3, B4 JIS, A4, 11 x 17, 8 1/2 x 14, 8 1/2 x 11			Top to Top	
			Top to Bottom	
			Top to Top	
			Top to Bottom	
B5 JIS, A5, 5 1/2 x 8 1/2			Top to Top	
			Top to Bottom	
			Top to Top	
			Top to Bottom	

BBB025S

- 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 program one of the User Function keys with operations for this function. Using the User Function keys allows you to omit steps 2, 3, and 7. For details about User Function key, see "General Settings/Adjust".
- Make sure that the specified original position matches the orientation of originals loaded in the ADF.

Reference

- p.26 "Acceptable Original Sizes"
- p.29 "Stamp"
- p.149 "General Settings/Adjust"

3. Reception

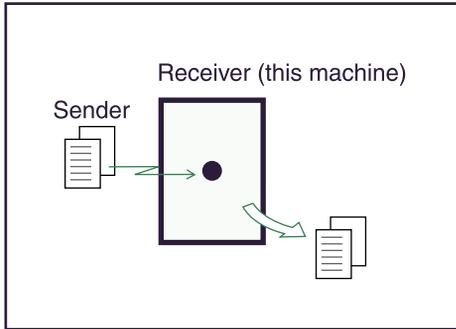
This section explains reception and reception functions such as printing received documents or routing received documents to other fax machines.

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.



BBB032S

★ Important

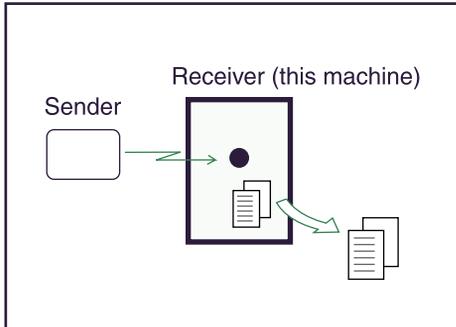
- When receiving important fax documents, it is recommended that you confirm the contents of the received documents with the senders.
- The machine may not be able to receive fax documents when free memory space is low.
- If free memory reaches 0% during Immediate Reception, any further reception becomes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

↓ Note

- Reception is always by Immediate Reception unless "Combine Two Originals" is set to "On", in which cases the machine switches to Memory Reception.
- If the Substitute Reception is used, a fax document is not printed: it is stored in memory.
- This machine supports Standard and Detail resolutions for reception. Faxes sent at Fine or Super Fine resolution is printed on your machine at Detail resolution. This may differ from the sender's intended resolution.
- You can specify the output tray for received documents. For details, see "System Settings", Network and System Settings Guide.

Memory Reception

The machine waits until all pages of the document have been received into memory before printing it.



BBB033S

★ Important

- If there is a power failure (the main power switch is turned off) or the machine is unplugged for about twelve hours, all the documents stored in memory are deleted. As soon as the main power switch is turned on, the Power Failure Report is printed to help you check the list of deleted files. Simply turning off the power by pressing the operation switch does not delete stored documents. See "Turning Off the Main Power / In the Event of Power Failure", Troubleshooting.
- The machine might not be able to receive large numbers of documents or documents with high data content. If this is the case, we recommend that you disable "Combine Two Originals".
- The machine may not be able to receive fax documents when free memory space is low.
- If free memory reaches 0% during Memory Reception, any further reception becomes impossible and the current communication is terminated.

↓ Note

- Reception is always by Immediate Reception unless "Combine Two Originals" is set to "On", in which cases the machine switches to Memory Reception.
- You can specify the output tray for received documents. For details, see "System Settings", Network and System Settings Guide.

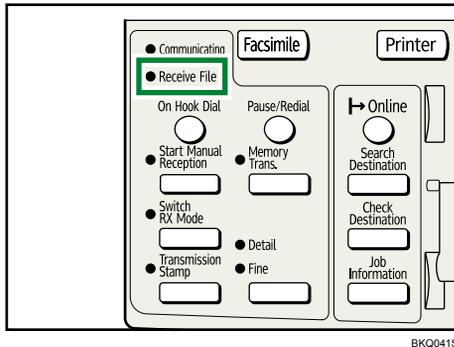
Substitute Reception

Substitute Reception is used when the machine cannot print any fax documents.

In Substitute Reception, a received fax document is stored in memory instead of being printed. Fax documents received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified.

Depending on why the machine cannot print, Substitute Reception might be used for all fax documents received, or for only those documents that match a condition specified in the User Parameters in the Fax Features menu.

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



★ Important

- Reception may not take place if there is not enough free memory.
- If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

↓ Note

- 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.
! is lit.	The cover is open.	Close the cover shown in the display.

Receiving documents according to parameter-specified settings

When faxes cannot be printed as normal, Substitute Reception allows reception of faxes that match the criteria specified in User Parameters. This section describes the conditions under which this will occur.

If any of the conditions listed below applies, the machine receives only faxes that match the criteria specified in User Parameters.

Problems	Causes	Solutions
! is lit.	Paper is jammed.	Remove the jammed paper. For details about removing the paper, see "Clearing Misfeeds", Troubleshooting.
📄 is lit.	All trays are out of paper.	Add paper. For details about adding paper, see "Adding Paper", About This Machine.
🖨️ is lit.	Toner is empty.	Replace the toner cartridge. For details about replacing the toner cartridge, see "Adding Toner", About This Machine.
The message "Problem with this tray" appears.	All trays are out of action.	Call your service representative.

In User Parameters (switch 05, bit 2, 1) on the Fax Features menu, specify the following conditions for Substitute Reception:

- When Own Name or Own Fax Number is received

The machine switches to Substitute Reception only when the sender has programmed their Own Name or Own Fax Number. If the power is switched off for more than twelve hours, all the documents stored in memory are deleted. In this case, the Journal can be used to identify the senders of the deleted documents, so you can ask them to resend.

If a sender has not programmed their Own Name or Own Fax Number, the machine may fail to receive an important fax document. It is recommended that you ask important senders to program an Own Name or Own Fax Number in advance.

- Free

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

- Disable

The machine does not receive any documents.

↓ Note

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

📖 Reference

- p.164 "Parameter Settings"

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 Fax Features menu. See "Reception Settings".

↓ Note

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

📖 Reference

- p.151 "Reception Settings"

3

Manual Reception

When a telephone call comes in, the machine rings. If the call is a fax document, you must switch manually to facsimile mode.

1. When the machine rings, pick up the handset of the external telephone.
2. If you hear beeps, press the [Start] key or the User Function key programmed with Start Manual Reception. (The [Start] key is only available in facsimile mode when an original is not placed.)
3. Replace the handset of the external telephone. The machine will start receiving.

↓ Note

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

Auto Reception

When a telephone call comes in, the machine automatically receives it as a fax document.

Use this setting on a dedicated fax line.

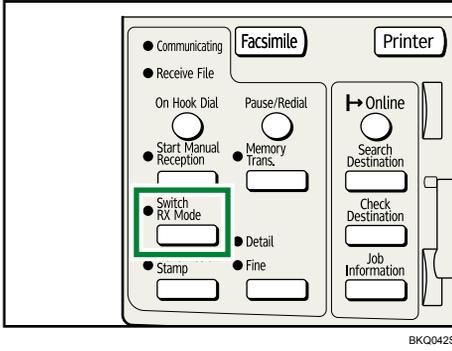
Switching the Reception Mode

This section explains how to switch the reception mode.

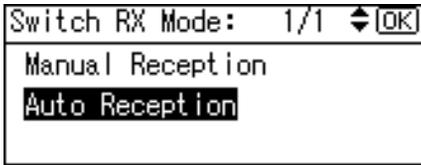
You can switch reception modes using Switch Reception Mode in Reception Settings.

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

1. Press the [Switch RX Mode] key.



2. Select the reception mode using [▲] or [▼], and then press the [OK] key.



The standby display appears.

To cancel the selection, press the [Escape] key.

Note

- For details about Switch Reception Mode, see "Reception Settings".
- For details about User Function key, see "General Settings/Adjust".

Reference

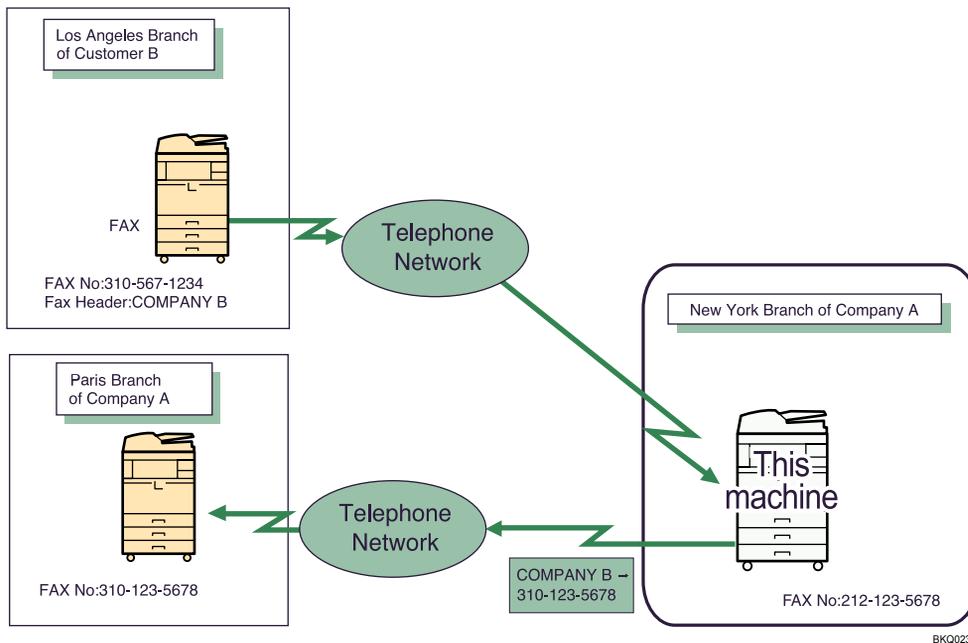
- p.149 "General Settings/Adjust"
- p.151 "Reception Settings"

Reception Functions

This section explains useful functions for receiving fax documents.

Forwarding Received Documents

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



3

★ Important

- To use this function, specify the Forwarding destination in advance. Forwarding can be specified under Forwarding on the Fax Features menu. See "Forwarding".

↓ Note

- A fax number can be set as a forwarding destination.
- If you would like the machine to forward received documents to a particular destination according to the sender, specify the Forwarding destination for each sender under Fax Features, Administrator Tools, Program Special Sender. Documents from other senders are forwarded to the default Forwarding destination specified for this function. For details about Program Special Sender, see "Program Special Sender".
- You can select whether the machine prints out the documents it forwards with User Parameter (switch 11, bit 6) in the Fax Features menu. For details, see "Parameter Settings".
- For the maximum number of destinations you can program in a group, see "Maximum Values".

Reference

- p.160 "Forwarding"
- p.164 "Parameter Settings"
- p.177 "Program Special Sender"
- p.191 "Maximum Values"

JBIG Reception

3

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.

Auto Fax Reception Power-Up

This machine can be set to shut down automatically if no one has used it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming documents as long as the main power switch is on.

Important

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

Note

- You can set whether documents are printed as soon as they are received (Immediate Reception) with the User Parameter (switch 14, bit 0) in the Fax Features menu. See "Parameter Settings".
- You can also have fax documents received by Memory Reception (Substitute Reception) printed after the machine is turned on.

Reference

- p.164 "Parameter Settings"

Printing Options

This section explains useful functions for printing received documents.

Print Completion Beep

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

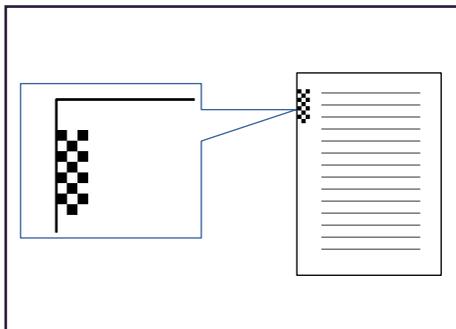
↓ Note

- You can alter the volume of the beep or turn it off completely using "Adjust Sound Volume" in General Settings/Adjust (set the volume to the minimum level). See "Adjusting the Volume", Troubleshooting.

3

Checked Mark

When this function is turned on, a Checkered Mark is printed on the first page of fax documents to help you separate them.



BBB039S

↓ Note

- You can turn this function on or off using Checkered Mark in the Fax Features menu. See "Reception Settings".

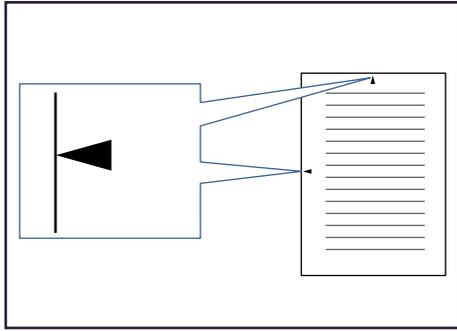
📖 Reference

- p.151 "Reception Settings"

Centre Mark

When this function is enabled, marks are printed halfway down the left side and at the top centre of each page received.

This makes it easy for you to position a hole puncher correctly when you file received documents.



3

Note

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

Reference

- p.151 "Reception Settings"

Reception Time

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

Note

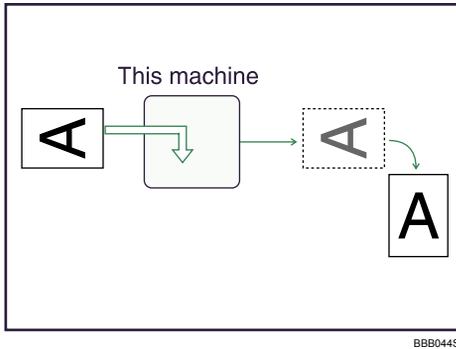
- You can turn this function on or off using Print Reception Time in the Fax Features menu. See "Reception Settings".
- When a received document is split and printed on two or more sheets, the reception time is printed on the last sheet.
- The time when the document was printed can also be recorded on the document. If you need this function, contact your service representative.

Reference

- p.151 "Reception Settings"

Image Rotation

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

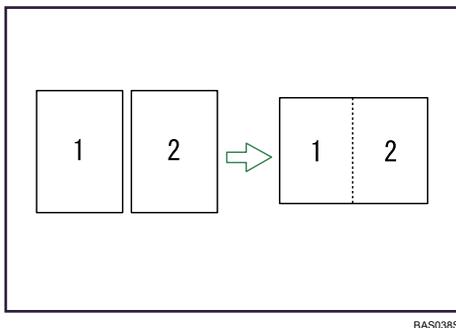


Combine Two Originals

When two documents of the same size and orientation are received consecutively, they are printed on a single sheet when you turn this function on. This can help you economize on paper.

★ Important

- This function does not work with documents larger than A5□, B5 JIS□, A4□, 8 1/2 × 11□ or 8 1/2 × 5 1/2□. When A5□, B5 JIS□, A4□, 8 1/2 × 11□ or 8 1/2 × 5 1/2□ size paper is loaded in the machine, each page of the received document is printed on a single sheet. When A5□, B5 JIS□, A4□, 8 1/2 × 11□ or 8 1/2 × 5 1/2□ size paper is loaded in the machine, each page of the received document is rotated and printed on a single sheet.
- If paper matching the size and orientation of a received document is available, Combine Two Originals is not possible.



- Two A5□ documents are printed side by side on a sheet of A4□.
- Two B5 JIS□ documents are printed side by side on a sheet of B4 JIS□.
- Two A4□ documents are printed side by side on a sheet of A3□.
- Two 8 1/2 × 5 1/2□ documents are printed side by side on a sheet of 8 1/2 × 11□.
- Two 8 1/2 × 11□ documents are printed side by side on a sheet of 11 × 17□.

↓ Note

- You can turn this function on or off with the User Parameter (switch 10, bit 1) in the Fax Features menu. See "Parameter Settings".
- This function uses Memory Reception.

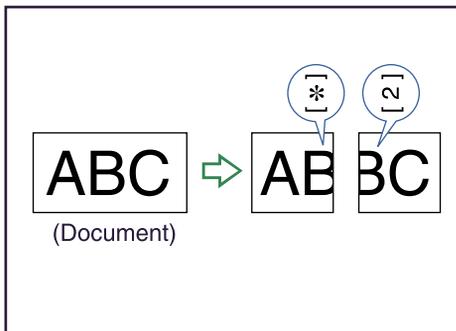
📖 Reference

- p.164 "Parameter Settings"

3

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.



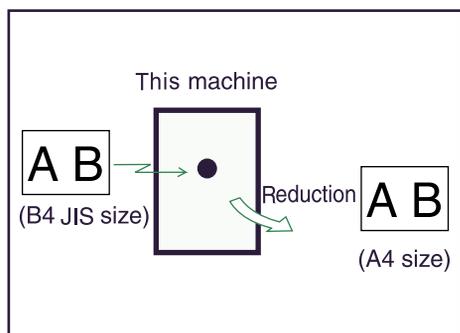
For example, this function splits the document if the document length is 20 mm (0.79 inch) or longer than the paper used. The document is reduced if it is less than 20 mm (0.79 inch). When a document is split, an asterisk (*) is inserted at the split position and about 10 mm (0.39 inch) of the split area is duplicated on the top of the second sheet.

↓ Note

- Your service representative can customize this function with the following settings:
 - Reduction
 - Print split mark
 - Overprinting
 - Overprinting length
 - Guideline for split
- You can adjust the overprinting and reduction lengths within the following ranges:
 - Overprinting length: 4 mm (0.16 inch), 10 mm (0.39 inch), 15 mm (0.59 inch)
 - Guideline for split: 5-155 mm (5 mm steps)/0.2-6.1 inches (0.2 inch steps)

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.



BBB046S

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

↓ Note

- You can turn this function on or off with the User Parameter (switch 10, bit 3) in the Fax Features menu. See "Parameter Settings".
- 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.108 "Page Separation and Length Reduction "
- p.164 "Parameter Settings"

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. If the sender has not programmed their Fax Header, you will not be able to identify them. However, if you turn this function on, the sender's Own Name or Own Fax Number is printed instead so you can find out where the document came from.

↓ Note

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

 **Reference**

- p.164 "Parameter Settings"

If There Is No Paper of the Correct Size

If there is no paper in the machine that matches the size of a received document, the machine will choose a paper size based on the paper available.

3

If you have not set the same size paper in the paper tray, incoming fax documents are printed on the nearest size available.

For example, if your machine does not have A4 loaded and you receive an A4 size document, the document is printed on A3. If your machine does not have A3 loaded and you receive an A3 size document, the document is printed on two sheets of A4.

 **Note**

- The document is split over two sheets of paper depending on the paper size. See "Page Separation and Length Reduction".
- Paper placed in the bypass tray is not usually selected for printing a received document.
- Widths that this machine can receive are A4, B4 JIS, $8\frac{1}{2} \times 11$ and A3. Any documents narrower than A4 or $8\frac{1}{2} \times 11$ are received at A4 or $8\frac{1}{2} \times 11$ width. The length of documents depends on the document.
- The paper size used to print a received document may be different from the size of the sent original.
- For details about page reduction, see "Page Reduction".

 **Reference**

- p.108 "Page Separation and Length Reduction "
- p.109 "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 "Ppr Tray Priority:Fax" in "System Settings". See "System Settings", Network and System Settings Guide.

 **Note**

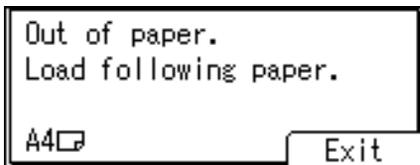
- When a different size of document from the priority tray is received, the tray containing the same size of paper as the received document is used.

Just size printing

If you enable this function, received documents are printed on the sheet that has the highest priority.

This function is enabled with User Parameter (switch 05, bit 5) in the Fax Features menu. See "Parameter Settings".

If the paper tray is not stocked with paper of a suitable size to print a received document, a message appears on the display prompting you to load paper of the required size. When you have loaded new paper, press [Exit] to print the document.



Note

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

Reference

- p.164 "Parameter Settings"

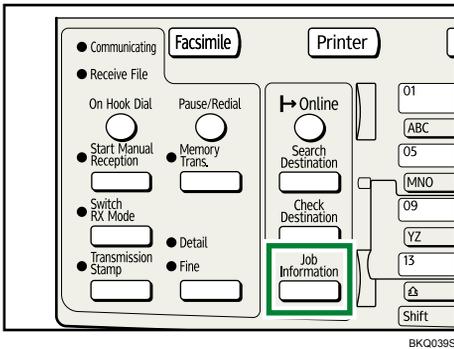
4. Confirming Communication Information

This section explains the features of the [Job Information] key, which you can use to confirm communication results on the screen or printed reports.

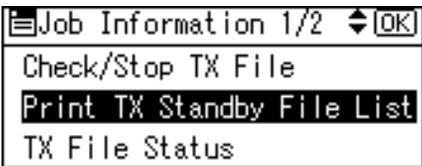
Printing a List of Files in Memory (Print TX Standby File List)

Print this list if you want to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

- 1. Press the [Job Information] key.

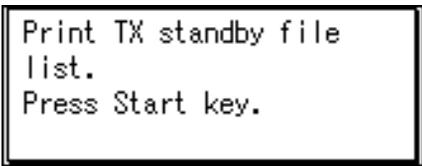


- 2. Select [Print TX Standby File List] using [▲] or [▼], and then press the [OK] key.



To cancel printing before pressing the [OK] key, press the [Escape] key. The standby display appears.

- 3. Press the [Start] key.



To cancel printing after pressing the [Start] key, press the [Clear/Stop] key. The display returns to that of step 2.

The display returns to that of step 2 after printing a TX Standby File List.

4. Press the [Escape] key.

The standby display appears.

Note

- The contents of a file stored in memory can also be printed.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu. See "Parameter Settings".

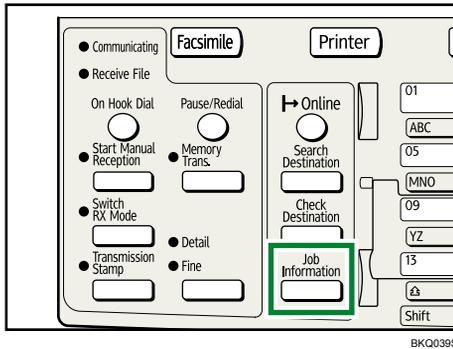
Reference

- p.164 "Parameter Settings"

Printing a File from Memory

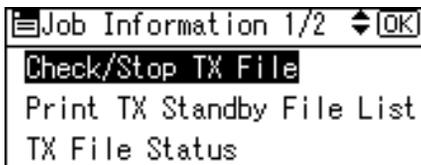
If you want to check the contents of a file that is stored in memory and not yet sent, use this procedure to print it out.

1. Press the [Job Information] key.

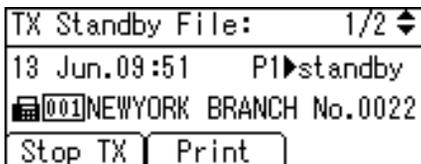


BK0039S

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

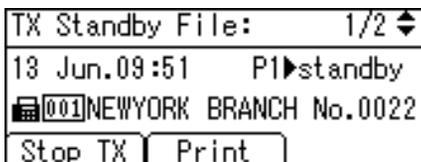


3. Select the file you want to print using [▲] or [▼].



To cancel printing, press the [Escape] key. The display returns to that of step 2.

4. Press [Print].



5. Press the [Start] key.



To cancel printing after pressing the [Start] key, press the [Clear/Stop] key. The display returns to that of step 3.

The display returns to that of step 3 after printing a TX Standby File.

Repeat from step 3, if you want to print another file.

6. Press the [Escape] key twice.

The standby display appears.

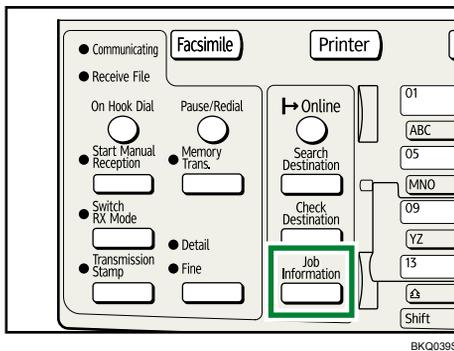
Checking the Transmission Result (TX File Status)

You can confirm transmission by the display or report.

Confirming on Display

Use this function to display the transmission results.

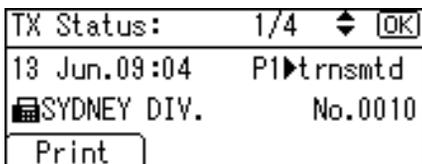
1. Press the [Job Information] key.



2. Select [TX File Status] using [▲] or [▼], and then press the [OK] key.



3. Check the transmission results using [▲] or [▼].



When a fax is sent, the Own Fax Number or Own Name information of the receiver appears. For a transmission from a computer, "-- LAN-Fax -->" is shown.

4. Press the [Escape] key twice.

The standby display appears.

Note

- Only the transmission results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".

- 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 TX File Status, and then try again.
- You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2. For details about User Function key, see "General Settings/Adjust".
- When documents are transmitted from the computer to the machine, "--LAN-Fax -->" appears. To check if the documents are sent to the receiver, confirm the same File No.

Reference

- p.149 "General Settings/Adjust"
- p.191 "Maximum Values"

Confirming by Report

Print reports for confirmation.

Memory Transmission

You can confirm the result with a Communication Result Report.

This report is printed each time a Memory Transmission is completed if turned on with User Parameter (switch 03, bit 0) in the Fax Features menu.

You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.

If you turn the Communication Result Report on, the Communication Failure Report is not printed.

For details about the contents printed in the reports, see "Communication Result Report (Memory Transmission)" or "Communication Failure Report".

Immediate Transmission

You can confirm the result with an Immediate TX Result Report.

Select to print this report in User Parameter (switch 03, bit 5) in the Fax Features menu. A report is printed after every Immediate Transmission is completed.

You can also print the report by programming the Print TX Status Report to a User Function key and pressing this when specifying a destination.

For details about the contents printed in the report, see "Immediate TX Result Report (Immediate Transmission)".

Note

- For details about Parameter Setting and User Function key, see "Parameter Settings" or "General Settings/Adjust".

Reference

- p.119 "Communication Result Report (Memory Transmission)"
- p.119 "Immediate TX Result Report (Immediate Transmission)"
- p.120 "Communication Failure Report"
- p.149 "General Settings/Adjust"
- p.164 "Parameter Settings"

Communication Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed, so you can check the result of the transmission.

Note

- You can turn this function on or off with the User Parameter (switch 03, bit 0) in the Fax Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- If two or more destinations are specified, this report is printed after the fax document is sent to all the destinations.
- If the machine is set up not to print this report and the fax document could not be successfully transmitted, a Communication Failure Report is printed. See "Communication Failure Report".

Reference

- p.120 "Communication Failure Report"
- p.164 "Parameter Settings"

Immediate TX Result Report (Immediate Transmission)

If you turn this report on, a report is printed after every Immediate Transmission so you have a record of whether the transmission was successful or not.

If the machine is set up not to print this report and the fax document could not be successfully transmitted, the Error Report is printed instead.

Note

- You can switch this report on or off in the User Parameter (switch 03, bit 5) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- If the page was sent successfully, the Page column gives the total number of pages sent successfully.

Reference

- p.164 "Parameter Settings"

Communication Failure Report

This report is printed when a document could not be successfully transmitted with Memory Transmission.

If the machine is set up to print a Communication Result Report, this report is not printed. Use it to keep a record of failed transmissions so you can send them again.

Note

- You can select whether the Communication Failure Report is automatically printed using the User Parameter (switch 04, bit 1) in the Fax Features menu.
- This report is only printed if the Communication Result Report is turned off and a document could not be successfully transmitted with Memory Transmission.
- You can select whether to include part of the original image on the report with the User Parameter (switch 04, bit 7) in the Fax Features menu.
- If user authentication is set, you can select whether to display a destination with the User Parameter (switch 04, bit 4) in the Fax Features menu.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".
- The Pg(s) column gives the total number of pages. The Page Not Sent column gives the number of pages that could not be sent successfully.
- "Unprogrammed" indicates that the document could not be sent because the forwarding destination is not programmed.

Reference

- p.164 "Parameter Settings"

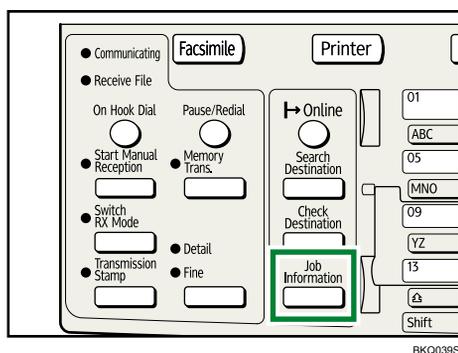
Checking the Reception Result (RX File Status)

Confirm the reception result on the screen or in a report.

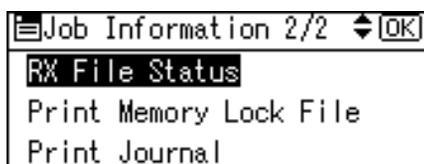
Confirming on Display

Use this function to display the reception result.

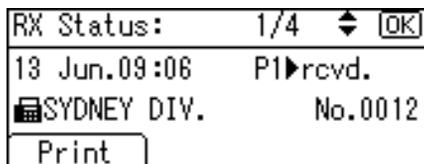
1. Press the [Job Information] key.



2. Select [RX File Status] using [▲] or [▼], and then press the [OK] key.



3. Check the reception results using [▲] or [▼].



When a fax is received, the sender's fax number or Fax Header information appears.

4. Press the [Escape] key twice.

The standby display appears.

Note

- Only the reception results of the latest communications are displayed. For the maximum number of communication results you can check on this machine, see "Maximum Values".

- You can view received fax documents and their lists, using 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 RX File Status, and then try again.
- You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1 and 2. For details about User Function key, see "General Settings/Adjust".

 **Reference**

- p.149 "General Settings/Adjust"
- p.191 "Maximum Values"

4

Confirming by Report

Print a report to confirm reception results.

Journal

Print the Journal to confirm the latest reception results.

For details, see "Journal".

 **Reference**

- p.124 "Journal"

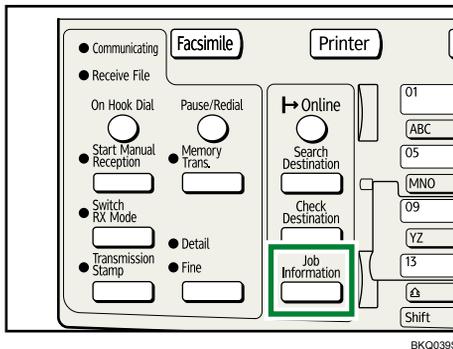
Printing the Journal

You can print the Journal manually.

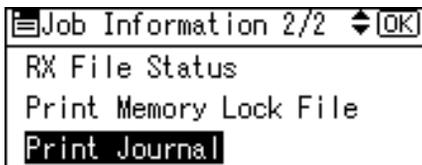
★ Important

- The contents of a Journal printed automatically are deleted after printing. Keep the journal if you require a record of transmissions and receptions.

1. Press the [Job Information] key.



2. Select [Print Journal] using [▲] or [▼], and then press the [OK] key.



3. Press the [Start] key.

To cancel printing after pressing the [Start] key, press the [Clear/Stop] key. The display returns to that of step 2.

The display returns to that of step 2 after printing the Journal.

4. Press the [Escape] key.

The standby display appears.

↓ Note

- You can set whether the Journal is automatically printed after every 50 communications in User Parameter (switch 03, bit 7) in the Fax Features menu.
- Depending on security settings, the Journal is not automatically printed.
- If user authentication is set, you can select whether to display a sender name with the User Parameter (switch 04, bit 5) in the Fax Features menu.
- For details about Parameter Setting, see "Parameter Settings".

- You can program one of the User Function keys with operations for this function. Using the key allows you to omit steps 1, 2, and 4. For details about User Function key, see "General Settings/Adjust".
- Depending on security settings, the Destination/Sender name may not appear.
- For the maximum number of communication results printed in the Journal, see "Maximum Values".

Reference

- p.149 "General Settings/Adjust"
- p.164 "Parameter Settings"
- p.191 "Maximum Values"

4

Journal

This section explains the items printed in the Journal.

The diagram shows a sample Journal printout with numbered callouts (1-11) pointing to various fields and sections:

- 1: Title bar (Journal (1. Apr. 2008 18:38))
- 2: Fax Header (ABC.COMPANY)
- 3: TX/RX section headers
- 4: Date, Time, Destination/Mode columns
- 5: TXtime, Page, Result columns
- 6: User Name column
- 7: File No. column
- 8: (Manual print) label
- 9: TX/RX data rows
- 10: TX/RX data rows
- 11: TX/RX data rows

* * * Journal (1. Apr. 2008 18:38) * * *										
P. 1										
Fax Header) ABC.COMPANY										
(Manual print)										
<TX>	Date	Time	Destination	Mode	TXtime	Page	Result	User Name	File No.	
	1. Apr.	14:35	NEW YORK OFFICE	G3TESM	0'31"	P. 1	OK		0528	
		14:36	LONDON OFFICE	G3TESM	0'07"	P. 2	OK		0529	
		14:40	BERLIN OFFICE	G3TESM	0'01"	P. 1	OK		0530	
		18:27	--LAN-Fax-->	*DM	0'02"	P. 1	---	DESIGN	0536	
		18:28	NEW YORK OFFICE	G3TEDM	0'53"	P. 1	OK	DESIGN	0536	
<RX>	Date	Time	Sender	Mode	RXtime	Page	Result	User Name	File No.	
	1. Apr.	14:45	PARIS OFFICE	G3RES	0'04"	P. 1	OK		0531	
		14:49	NEW YORK OFFICE	G3RES	0'11"	P. 2	OK		0532	
		15:00	LONDON OFFICE	G3RED	0'03"	P. 1	OK		0533	
		15:30	LA FACTORY	G3RES	0'02"	P. 1	OK		0534	
		15:32	BERLIN OFFICE	G3RED	0'03"	P. 1	OK		0535	
T X Count		00021		R X Count		00020				
P	: SEP Code	M	: Memory	L	: Send later	@	: Forwarding			
E	: ECM	S	: Standard	D	: Detail	F	: Fine			
>	: Reduction	*	: LAN-Fax							

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. Destination

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.

6. Communication mode

After "G3", "T" for outgoing faxes or "R" for incoming faxes, and the communication mode appear in alphabetical letters or symbols.

7. Communication time

Shows time taken for transmissions or receptions.

8. Number of pages

Shows the number of pages transmitted or received.

9. Communication result

Shows the result of transmissions or receptions.

OK: All pages were properly transmitted or received.

--: When using LAN-Fax, the results of communication from a computer to this machine are shown.

E: A communication error occurred.

D: Power was disconnected during communication. Not all fax documents were transmitted.

10. User name

Shows the sender's name.

11. File number

Shows file management numbers.

↓ Note

- To prioritize a fax number or name programmed in the destination list, contact your service representative.

Printing a File Received with Memory Lock

Prints files received with Memory Lock.

This is a security function designed to prevent unauthorized users from reading your documents. If Memory Lock is switched on, all received documents are stored in memory and are not automatically printed.

To print the documents, you have to enter the Memory Lock ID. When your machine has received a document with Memory Lock, the Receive File indicator blinks.

Before using this function, the following preparations are required in the Fax Features menu.

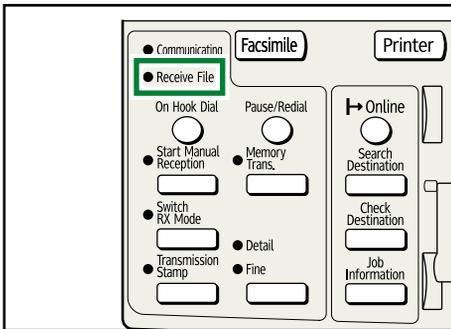
- Program your Memory Lock ID under Program Memory Lock ID.
- Set Memory Lock to On.

For details about these settings, see “Administrator Tools”.

★ Important

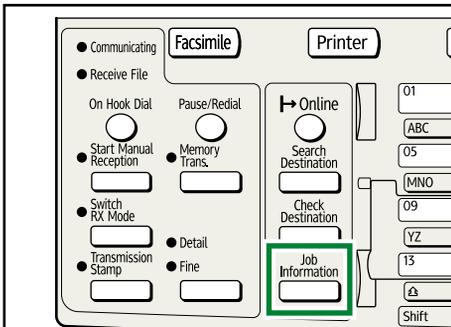
- If the main power switch is turned off for about twelve hours, all documents protected by Memory Lock are deleted. When this happens, the Power Failure Report is printed so you can confirm which documents have been deleted. See “Turning Off the Main Power / In the Event of Power Failure”, Troubleshooting.

1. Confirm that the Receive File indicator is blinking.



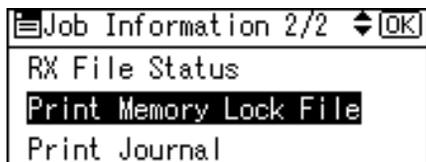
BKQ041S

2. Press the [Job Information] key.



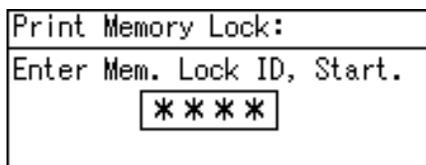
BKQ039S

3. Select [Print Memory Lock File] using [▲] or [▼], and then press the [OK] key.



If no documents were received while Memory Lock was switched on, the message "There are no memory lock files." is shown, and then the display returns to that of step 3.

4. Enter a 4-digit Memory Lock ID with the number keys, and then press the [Start] key.



If the Memory Lock ID does not match, the "Specified code does not match the programmed Memory Lock ID." message appears, and then the display returns to the previous screen. Retry after checking the Memory Lock ID.

5. Press the [Escape] key.

The standby display appears.

↓ Note

- Even when Memory Lock is available, if free memory is insufficient, reception is not possible.
- You can also apply a Memory Lock to documents that come only from certain senders.
- Documents received by SEP Code Reception are automatically printed even if this function is switched on.
- If you print a Memory Lock File, it is deleted.

📖 Reference

- p.152 "Administrator Tools"

5. Fax via Computer

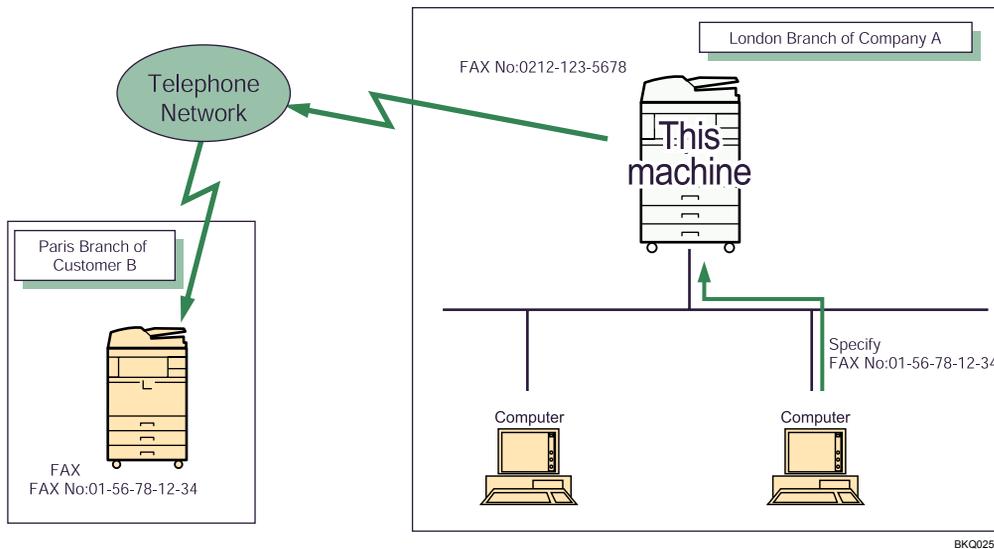
This section explains how to use this machine's facsimile function from a computer via a network.

Sending Fax Documents from Computers

You can send a document created with a Windows application from a computer connected to the machine to another fax machine.

Connect computers to the machine via 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.
- 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

- 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.

↓ 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.
- This function supports both IPv4 and IPv6 addresses.

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.

↓ Note

- When using Ethernet, see “Connecting the Machine”, Network and System Settings Guide.

Using the Software

This section provides information about LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor.

5

LAN-Fax Driver

This driver allows you to use LAN-Fax functions.

★ Important

- **All operations cannot be guaranteed depending on the system environment.**

Location of the file

The following folder is on the CD-ROM:

- LAN-Fax Driver for Windows 2000/XP/Vista, Windows Server 2003/2003 R2/2008
 \DRIVERS\LAN-FAX\XP_VISTA

Operating environment

- Computer
 PC/AT compatible
- Operating systems
 Microsoft Windows 2000/XP/Vista
 Microsoft Windows Server 2003/2003 R2/2008
- Display
 VGA 640 × 480 pixels or more

↓ Note

- Before beginning installation, exit all other applications.

Address Book

Address Book helps you edit LAN-Fax transmission destinations.

Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2/2008

LAN-Fax Cover Sheet Editor

LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Operating systems

Microsoft Windows 2000/XP/Vista

Microsoft Windows Server 2003/2003 R2/2008

Auto Run program

The installers for various drivers and utilities launch automatically as Auto Run programs when you insert the CD-ROM.

LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor can be installed by Auto Run.

★ Important

- If the plug and play function starts, click [Cancel] in the [Found New Hardware] dialog box, and then insert the CD-ROM.
- Auto Run might not work automatically with certain OS settings. If this is the case, double-click "Setup.exe", located on the CD-ROM root directory.
- If you want to cancel Auto Run, hold down the [SHIFT] key (when your system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2, hold down the left [SHIFT] key) while inserting the CD-ROM. Keep the [SHIFT] key held down until the computer stops reading the CD-ROM.
- Clicking [Cancel] during installation aborts the installation. If you cancel the installation, restart your computer and install the rest of the software or printer driver.

↓ Note

- If your operating system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, installing a printer driver using Auto Run requires Administrator permissions. When you install LAN-Fax Driver using Auto Run, log on using an account that has Administrator permissions.

Installing Individual Applications

You need to install a LAN-Fax Driver on your computer before using the LAN-Fax functions.

The LAN-Fax Driver is on the CD-ROM included with the machine.

Address Book and LAN-Fax Cover Sheet Editor are installed with the LAN-Fax Driver. Address Book helps you edit LAN-Fax transmission destinations. LAN-Fax Cover Sheet Editor helps you edit LAN-Fax cover sheets.

Use the following procedure to install LAN-Fax Driver, Address Book, and LAN-Fax Cover Sheet Editor at one time.

★ Important

- Before installing the above applications, install SmartDeviceMonitor for Client. For details about installing SmartDeviceMonitor for Client, see "Using the SmartDeviceMonitor for Client Port", Printer and Scanner Reference.

1. Quit all applications currently running.

2. Insert the CD-ROM included with this machine into the CD-ROM drive of your computer.

The installer launches automatically, and the language selection window appears.

Depending on your operating system settings, the installer may not launch automatically. If it does not, double-click "Setup.exe" in the CD-ROM root directory to launch the installer.

3. Select the interface language of the software, and then click [OK].

4. Click [LAN-Fax Driver].

The software license agreement window appears.

5. Read all of the terms and, if you agree, select [I accept the agreement.], and then click [Next].

If you select [I don't accept the agreement.], you cannot complete the installation.

6. Confirm that the [LAN-Fax Driver] check box is selected, and then click [Next].

7. Confirm that the [Printer Name:<LAN-Fax M12>] check box is selected, and then click [Continue].

Select the desired port.

8. Click [Finish].

The installation completion dialog box appears.

9. Click [Finish].

10. Click [Exit].

Setting LAN-Fax Driver Properties

This section explains how to set properties required for using the LAN-Fax Driver.

↓ Note

- If your operating system is Windows 2000/XP/Vista or Windows Server 2003/2003 R2/2008, log on using an account that has Administrator rights.

Setting print properties

This section explains how to make settings such as paper size or resolution.

1. On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].

In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

In Windows XP Professional, Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

In Windows Vista or Windows Server 2008, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

2. Select to highlight [LAN-Fax M12], then click [Properties] on the [File] menu.

In Windows Vista, click [Set printer properties].

3. Click [Printing Preferences...] to set the following properties.

- Paper Size
- Orientation
- Tray
- Resolution

4. Click [OK].

Making settings for option configuration

Make settings for optional units installed in this machine.

1. On the [Start] menu, select [Control Panel]. Then select [Printers and Other Hardware], and then [Printers and Faxes].

In Windows 2000, point to [Settings] on the [Start] menu, and then click [Printers].

In Windows XP Professional, Windows Server 2003/2003 R2, select [Printers and Faxes] on the [Start] menu.

In Windows Vista or Windows Server 2008, select [Control Panel] on the [Start] menu. Then select [Hardware and Sound], and then [Printers].

2. Select to highlight [LAN-Fax M12], then click [Properties] on the [File] menu.

With Windows Vista, click [Set printer properties].

3. Click the [Accessories] tab, and then make the settings for the option configuration.

4. When the machine is connected to a network, option configuration is automatically performed. If the settings do not match the installed optional units, click [Load from Device].

5. When the machine is connected locally to your computer, select the check boxes for the installed optional units.

6. Click [Apply].

Option configuration settings are complete.

7. Click [OK].

Note

- If the options on this machine are not configured as instructed, LAN-Fax functions may fail.
- When this machine is connected to a network and the port is set via the "SmartDeviceMonitor for Client" port, option configuration is automatically performed. For details, see LAN-Fax Driver's Help.
- The [Accessories] tab contains the item "Prohibit manual destination entry" besides optional configuration items. Check this option to inhibit direct destination specification.

Basic Transmission

5

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 M12] as the printer, and then specify a destination in the [LAN-Fax] dialog box.

Open the application document you want to send or create a new document, and then perform the following procedure.

For details, see LAN-Fax Driver's Help.

Important

- **When using SmartDeviceMonitor for Client, you cannot send documents to this machine using more than one LAN-Fax at the same time.**

1. On the [File] menu, click [Print...].

2. Select [LAN-Fax M12] 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 M12] 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".

6. Click [Send].

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.135 "Specifying a destination using a destination list"
- p.136 "Specifying a destination using Address Book"
- p.137 "Entering a destination directly"
- p.137 "Specifying Options"
- p.191 "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.

Important

- **To use a destination list to specify a destination, you must insert the machine's address book data into the destination table of the LAN-Fax Driver. See "Using the Machine's Address Book as the LAN-Fax Destination List".**

1. Click the [Address Book] or [Specify Destination] tab.

The [Address Book] or [Specify Destination] tab appears.

2. Select the [Device Address] (or [Use device address]) check box.

Device addresses that were registered by selecting the [Use device address] check box of the [Specify Destination] tab appear.

3. 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 list in the [Device Address:] box.

4. Click [Set as Destination].

The entered destination is added and appears in the [List of Destination:] box.

If you add a destination by mistake, click the wrong destination, and then click [Delete from List].

5. To specify more destinations, repeat steps 3 and 4.

Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.

Reference

- p.144 "Using the Machine's Address Book as the LAN-Fax Destination List"

Specifying a destination using Address Book

This section explains how to specify a destination using Address Book.

Important

- In order to use this method, you need to register destinations in the address list using Address Book.
- To use device address data as the LAN-Fax Driver destination table, you must convert the destinations registered on the machine to a CSV file and send that file to your computer. For details, see "Using the Machine's Address Book as the LAN-Fax Destination List".

5

1. Click the [Address Book] tab.

The [Address Book] tab appears.

2. Select a CSV file containing the desired destination list, from the [Address Book:] dropdown menu.

Up to the three most recently used files appear in the dropdown menu. To use a destination list that did not appear, click [Browse...], and then select the file.

3. Select [Contact] or [Group] in the [Name:] dropdown menu as the display format.

Destination list contents change as follows, depending on the option selected:

- Contact: Individual name, company name, department name, fax number
- Group: Group name

4. 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.

5. To specify more destinations, repeat steps 2 through 4.

Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.
- Destination list contents can be narrowed down by selecting the first letter of a contact name, company name or group name in the [Search] dropdown menu.

Reference

- p.144 "Using the Machine's Address Book as the LAN-Fax Destination List"

Entering a destination directly

This section explains how to enter a destination manually.

1. Click the [Specify Destination] tab.

The [Specify Destination] tab appears.

2. Enter the fax number.

To enter a pause in the fax number, click [Pause].

3. 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].

4. To specify more destinations, repeat steps 2 and 3.

Note

- For details about specifying destinations, see the LAN-Fax Driver's Help.
- For the maximum number of digits that can be included in a destination, see "Maximum Values".

Reference

- p.191 "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
- Preview
- Save as file

Note

- For details about transmission options, see the LAN-Fax Driver's Help.

To send a fax document at a specific time

Specify a time for sending fax documents.

1. Click [Send Options].

The [Send Options] tab appears.

2. Select the [Sending at specific time] check box, and then specify a transmission time.

To print a sender stamp

Print a sender stamp that is registered in the machine.

1. Click [Send Options].

The [Send Options] tab appears.

2. Select the [Print Fax Header] check box.

5

To attach a cover sheet

Attach a cover sheet to a document.

1. Click [Send Options].

The [Send Options] tab appears.

2. Select the [Attach a Cover Sheet] check box.

A cover sheet is attached to the document you are sending.

Note

- Click [Edit Cover Sheet...] to edit the cover sheet. For details, see "Editing Fax Cover Sheets".

Reference

- p.142 "Editing Fax Cover Sheets"

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].

The [Preview] window appears.

4. Click [Next] or [Previous] to check the image.

To close the [Preview] window, click [Cancel].

Saving as files

You can save the fax document in TIFF format (TIFF-F).

1. Click [Send Options].

The [Send Options] tab appears.

2. Select the [Save as file] check box.

3. Click [Save to...].

4. Select a folder on the folder tree.

5. Select a method of file naming.

To enter a file name manually, select the [Specify file name when saving] check box. To have the file assigned a name and saved automatically, select the [Automatically create a new file] check box.

6. Click [OK].

7. Click [Save] or [Save & Send].

If you select [Automatically create a new file], the image file is assigned a name and saved under the specified folder.

The file name will be RicHHMMSS.tif (HH: hours, MM: minutes, SS: seconds).

8. Enter a file name.

You can also change the folder in this step.

9. Click [Save].

The image file is saved in the specified folder.

Note

- Single-page documents are saved as single-page TIFF files, and multiple-page documents are saved as multi-page TIFF files.

Checking Transmission Using LAN-Fax Driver

From "SmartDeviceMonitor for Admin", "SmartDeviceMonitor for Client", or Web Image Monitor, you can check information about files sent using LAN-Fax Driver.

For the maximum number of transmission results you can check, see "Maximum Values".

Also, you can save the contents of the Journal in a personal computer as a CSV file using [Load Fax Journal] in "SmartDeviceMonitor for Admin".

Note

- When data is transmitted from the LAN-Fax Driver via the "SmartDeviceMonitor for Client" port, the "Data-transmission complete." message appears on the computer's display, so you can easily

ascertain the communication progress. However, if the volume of communication data from the LAN-Fax to this machine increases, the message may appear during the operation, due to the differences in memory capacity between this machine and "SmartDeviceMonitor for Client".

- The job history may differ from the machine's transmission results. In that case, refer to the machine's transmission results.
- See the relevant Help for details.

Reference

- p.191 "Maximum Values"

LAN-Fax Result Report

This section explains the LAN-Fax Result Report.

The machine prints this report if it cannot receive data sent from a computer.

Note

- Whether or not the LAN-Fax Result Report is printed, can be configured with User Parameter (Switch 20, bit 0) in the Fax Features menu. See "Parameter Settings".
- When executing [Send] with the LAN-Fax Driver, the Communication Result Report is printed. For details about Communication Result Report, see "Communication Result Report (Memory Transmission)".

Reference

- p.119 "Communication Result Report (Memory Transmission)"
- p.164 "Parameter Settings"

Editing Address Book

You can program and edit destinations in the address list using the Address Book.

Note

- For details about the Address Book, see the LAN-Fax Driver's Help.
- You can use files created in CSV format as Address Book data. For this purpose, create CSV files that conform to a certain format. For more information, see Help.

Programming new destinations

Register a new destination in the LAN-Fax Address Book.

1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].

The [Address Book] dialog box appears.

If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. Click [New/Browse...], and then select the CSV file containing the address list to be edited.
3. Enter the destination and name.

You can enter a contact name, company name, department name, and fax number. The name and destination cannot be omitted.

4. Click [Add].

The destination is added to the destination list.

5. Click [Close].

6. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Note

- To program the contents of the destination list of this machine to the Address Book, select the [Use device address] check box, then enter the destination list's registration number in the [Device Address:] field.
- For [Line:] under [Fax Number:], the following line types are selectable; G3, G3-2, G3-3, G4, G3 Dir. Auto, G3 PABX Auto, or I-G3. However, this machine supports G3 only.
- This machine does not support [IP-Fax address:] and [E-mail address:].

Editing programmed destinations

Edit destinations registered in the LAN-Fax Address Book.

1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].

The [Address Book] dialog box appears.

If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. Click [New/Browse...], and then select the CSV file containing the address list to be edited.
3. Select the destination you want to edit so it is highlighted in the list.
4. Edit the data.

5. Click [Update].
6. Click [Close].
7. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Deleting programmed destinations

Delete destinations registered in the LAN-Fax Address Book.

5

1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [Address Book].

The [Address Book] dialog box appears.

If LAN-Fax Driver has already started up, click [Edit Address Book...].

2. Click [New/Browse...], and then select the CSV file containing the address list to be edited.
3. Select the destination you want to delete so it is highlighted in the list.
4. Click [Delete].
5. Click [Yes].
6. Click [Close].
7. If you made changes to a destination, a confirmation message appears. To save the changes, click [Yes].

If you do not want to save the changes and want to quit editing, click [No].

To return to the editing display, click [Cancel].

The confirmation dialog box does not appear when you have not made any changes after starting Address Book.

Editing Fax Cover Sheets

LAN-Fax Cover Sheet Editor allows you to edit the format for fax cover sheets.

Important

- It is necessary to create a cover sheet file before attaching a cover sheet to fax document using LAN-Fax Driver.

Creating a cover sheet

This section explains how to create a fax cover sheet.

You can edit the following items using LAN-Fax Cover Sheet Editor.

- Company name as destination information
- Department name as destination information
- Contact name as destination information
- Company name as sender information
- Department name as sender information
- Contact name as sender information
- Telephone number as sender information
- Fax number as sender information
- Date
- Message

1. On the [Start] menu, point to [All Programs], [LAN-Fax Utilities], and then click [LAN-Fax Cover Sheet Editor].

The [LAN-Fax Cover Sheet Editor] dialog box appears.

2. Edit the cover sheet.

For details about operations, see Help.

3. Click [Save as...] on the [File] menu.
4. Select a folder, and then enter a file name.
5. Click [Save].

↓ Note

- Cover sheet data is stored in its own format (using “fcp” as its extension).

Attaching a created cover sheet

This section explains how to attach a created cover sheet file to a fax document.

1. On the [File] menu, click [Print...].
2. Select [LAN-Fax M12] in the list, and then click [Print].

The [LAN-Fax] dialog box appears.

3. Click [Edit Cover Sheet...].

The [Cover Sheet] dialog box appears.

4. Select a cover sheet file from the dropdown list or after clicking [Browse...] in [Select Cover Sheet].

The selection made in [Select Cover Sheet] is not canceled unless you select another file. If you want to change only destination information, omit this step and proceed to step 5.

5. Select the type of information from [To:].

You can select [Use Address Book], [To Whom It May Concern], [Edit Names], or [(None)]. Selecting [Edit Names] allows you to enter company, department, and contact names.

6. To print the date, select the [With a Date] check box.

7. Enter the sender information.

You can enter company, department, and contact names, and telephone and fax numbers.

To add a message, select the [With a Message] check box, and then enter a message.

8. Click [OK].

9. Specify a destination.

10. Click the [Send Options] tab, and then select the [Attach a Cover Sheet] check box.

11. Click [Send].

5

Managing Facsimile Functions Using SmartDeviceMonitor for Admin

You can check information about this machine's fax functions using a computer and save files on a computer using SmartDeviceMonitor for Admin.

Note

- For details about SmartDeviceMonitor for Admin and its installation, see "Using SmartDeviceMonitor for Admin", Network and System Settings Guide.
- For details, see "Using SmartDeviceMonitor for Admin", Network and System Settings Guide and SmartDeviceMonitor for Admin Help.

Using the Machine's Address Book as the LAN-Fax Destination List

Using SmartDeviceMonitor for Admin, you can copy the machine's Address Book data as a CSV file to a computer. This file can then be used as the LAN-Fax Destination List, and can also be installed on the machine using [Address Management Tool]. This section explains how to use the Address Book for LAN-Fax.

Important

- SmartDeviceMonitor for Admin must be installed in advance.

↓ Note

- You may not be able to use the machine when it is updating the Address Book using CSV files (retrieved using SmartDeviceMonitor for Admin) that contain user codes.
- For details, see “SmartDeviceMonitor for Admin” Help.

Copying the Machine's Address Book to a Computer

1. Launch SmartDeviceMonitor for Admin

The machine is automatically detected and its model and IP address appear in the network list.

If nothing appears in the list, select [Search/Monitoring Settings] in the [Group] menu, enter the machine's IP address, then click [Add], and then click [OK]. Then check the machine's IP address. To do this, on the machine's control panel, press the [User Tools/Counter] key, then select [System Settings], [Interface Settings], [Network], and then [Machine IPv4 Address]. Then press [IP Add.]. If the machine's IP address still does not appear in the list, check the settings of any security applications that are installed, as these settings might be disabling display of the IP address.

2. Select the model of your machine, click [Tools], and then click [Address Management Tool].
3. In the [Enter Authentication Information] dialog box, specify the user name and password, and then click [OK].

Enter the factory-set user name “admin”, and leave the password blank.

The “Address Management Tool - Receiving Information” message appears briefly, and then the machine's Address Book appears.

4. In the [Address Management Tool] dialog box, click [File], and then click [Export Data].
If the “The password information cannot be reused in any device” message appears, click [OK].
5. Select where to store the file, and then click [Store].

The following three files will be stored:

- “Machinemodel_addr.csv”
- “Machinemodel_faxinfo.csv”
- “Machinemodel_taginfo.csv”

“Machinemodel_addr.csv” will be used as the Address Book file.

The Address Book data is now stored in the computer.

6. Close the [Address Management Tool] dialog box, and then close SmartDeviceMonitor for Admin.

This will be followed by a procedure for displaying the computer's Address Book file on the LAN Fax screen.

Using the Address Book Stored in the Computer for LAN-Fax

1. On the [File] menu, click [Print...].
2. Select the [Printer Name:<LAN-Fax M12>], and then click [Print].

The LAN-Fax dialog box appears.

3. In [Address Book], click [Browse...].
4. Select the Address Book file, and then click [Open].

Select "Machinemodel_addr.csv".

The Address Book appears.

5. Specify the destination.

For details about sending the file, see "Sending Fax Documents from Computers".

Reference

- p.129 "Sending Fax Documents from Computers"

5

LAN-Fax Operation Messages

This section explains typical operation error messages displayed on the computer when using the LAN-Fax Driver, and solutions to those messages.

Message	Causes and Solutions
The number of entries in Destinations exceed the limits. Up to 300 entries can be entered.	The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 300.
"LAN-Fax" has already been launched. Cannot launch it again.	The [LAN-Fax] dialog box is already open. Quit LAN-Fax once, and then start it up again.
Failed to allocate memory.	Available memory on the computer is insufficient. Quit applications currently not in use.

6. Fax Features

This section describes User Tools in the Fax Features menu.

Accessing User Tools

User Tools allow you to change or set defaults.

↓ Note

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished.
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off or the [Clear Modes] key is pressed.
- Default settings are shown in bold type.

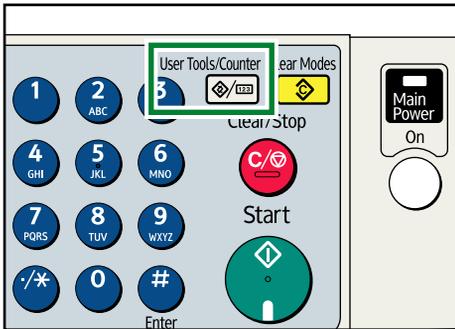
Changing Default Settings

This section describes how to change the settings of User Tools.

★ Important

- If Administrator Authentication Management is specified, contact your administrator.

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



BKQ044S

2. Select the menu using [▼] or [▲], and then press the [OK] key.
To change the Fax Features, select [Fax Features].
3. Select the item using [▼] or [▲], and then press the [OK] key.
4. Change settings by following instructions on the display, and then press the [OK] key.

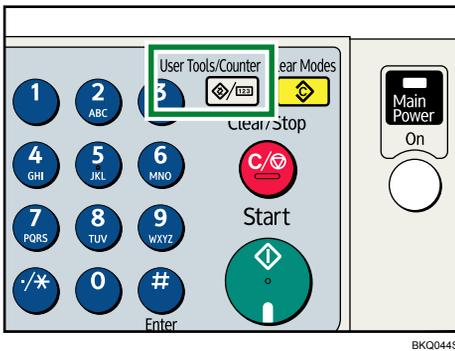
Note

- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

Quitting User Tools

This section describes how to end User Tools.

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



Note

- You can also quit User Tools by pressing the [Escape] key.

General Settings/Adjust

This section describes the User Tools in the General Settings/Adjust menu under Fax Features.

Adjust Sound Volume

Adjust the sound volume during On Hook Mode and Immediate Transmission.

The default setting is **2** (the second lowest level).

For details about how to adjust the sound volume, see "Adjusting the Volume", Troubleshooting.

Program Fax Information

Register the sender details that appear on the recipient's fax machine and faxed document.

For details about Program Fax Information, see "Registering Fax Information".

On Hook Release Time

Use this function to specify a time to cancel On Hook mode after you transmit using On Hook dialing. This is useful when On Hook dialing is cancelled in fax information service.

The default setting is **3 minutes**.

Set User Function Key

Frequently used functions can be programmed as User Function key.

The User Function keys can be programmed with the following items:

- Print Journal
- TX File Status (Transmission File Status)
- RX File Status (Reception File Status)
- 2 Sided TX (Two-sided transmission)
- Print Fax Header
- Forwarding
- Switch Reception Mode
- Start Manual Reception
- Sender Settings
- Transmission Stamp
- Print TX Status Report (Print Transmission Status Report)
- SUB/SEP Code
- Specify Dest. Reg. No.
- Not programmed

Up to three functions can be programmed to User Function keys.

The default setting for User Function Key 1 is **Start Manual Reception**.

The default setting for User Function Key 2 is **Switch Reception Mode**.

The default setting for User Function Key 3 is **Transmission Stamp**.

 **Note**

- For details about the display panel and how to use the keys, see “Reading the Display Panel and Using Keys”.

 **Reference**

- p.12 "Reading the Display Panel and Using Keys"
- p.155 "Registering Fax Information"

Reception Settings

This section describes the User Tools in the Reception Settings menu under Fax Features.

Switch Reception Mode

Specify the method for receiving fax documents.

The default setting is **Auto Reception**.

Authorized Reception

Specify whether or not unwanted fax documents are to be screened out.

The default setting is **Off**.

To use this function, program the Special Senders function in advance. For details, see "Programming Initial Set Up of a Special Sender".

Checkered Mark

Specify whether or not a checkered mark is to be printed on the first page of received fax documents.

The default setting is **On**.

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.

The default setting is **On**.

Print Reception Time

Specify whether or not received date and time are to be printed at the bottom of received fax documents.

The default setting is **Off**.

FAX Print Colour

Specify what colour files, lists and reports received under the fax function are printed in.

Note that printing is not possible if the set colour toner runs out. When the set colour is Cyan or Magenta, printing is not possible even if only one colour of toner runs out.

The default setting is **Black**.

Reference

- p.183 "Programming Initial Set Up of a Special Sender"

Administrator Tools

This section describes the User Tools in the Administrator Tools Settings menu under Fax Features.

Print Journal

Prints a Journal. Up to 50 of the latest results of transmission/reception results can be checked on this machine.

You can also print the journal using the [Job Information] key.

Print TX Standby File List

Use this function to print the transmission standby file list.

You can also print the transmission standby file list using the [Job Information] key.

Communication Page Count

Checks the transmission and reception on the display.

Memory Lock

When you switch Memory Lock on, received documents are stored in memory and not printed automatically. When a document is received in the Memory Lock mode, the Receiving File indicator blinks. To print this document, enter the Memory Lock ID. A user without the ID cannot print the document. This prevents unauthorized users from accessing the document.

To use Memory Lock, program the Memory Lock ID, and then switch Memory Lock on.

To store incoming documents from Special Senders only in Memory Lock, program each sender with "Program Special Sender".

The default setting is **Off**.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.
3. Select [Memory Lock] using [▲] or [▼], and then press the [OK] key.
4. Select [On] using [▲] or [▼], and then press the [OK] key.
5. Press the [User Tools/Counter] key.

Forwarding

Specify whether or not received fax documents are to be forwarded to a programmed receiver.

The default setting is **Off**.

For details about Forwarding, see "Forwarding".

Parameter Setting

Parameter Setting allow you to customize various settings to suit your needs. To change function settings, set the Parameter Switches. For details, see "Parameter Settings".

Program Special Sender

Program/Change/Delete Special Senders, perform initial setup, and print the Special Sender List. You can set functions for each sender if Special Senders are preprogrammed. For details, see "Program Special Sender".

Program Memory Lock ID

Program a Memory Lock ID to be entered before printing documents when the Memory Lock function is activated.

Preprogram the ID when you set "Memory Lock" and "Program Special Sender" - "Memory Lock".

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.
3. Select [Program Memory Lock ID] using [▲] or [▼], and then press the [OK] key.
4. Enter the ID using the number key, and then press the [OK] key.

A Memory Lock ID can be any four-digit number, except 0000.

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

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

For details about printing a file received with Memory Lock, see "Printing a File Received with Memory Lock".

Select Dial/Push Phone

Use this function to select a line type.

Dial and Push lines are available for selection.

This function is not available in some areas.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.
3. Select [Select Dial/Push Phone] using [▲] or [▼], and then press the [OK] key.
4. Select [Push Phone] or [Dial Phone (10PPS)] using [▲] or [▼], and then press the [OK] key.
5. Press the [User Tools/Counter] key.

G3 Analog Line

You need to make the following settings for the G3 Analog Line before you connect the machine to a standard G3 analog line.

- When your machine is connected through a PABX, set to Extension. If it is connected directly to the telephone network, set to Outside.

The default setting is **Outside**.

- Outside Access No.

Use this setting if your machine is connected to a PABX that requires you to dial a certain number such as "0" followed by a pause to connect to the outside line. By programming "0" as the Outside Access No., a pause will be inserted automatically after the "0" when dialing.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.
3. Select [G3 Analog Line] using [▲] or [▼], and then press the [OK] key.
4. Select [Extension/Outside] using [▲] or [▼], and then press the [OK] key.
5. Select [Outside], [Extension(PREFIX)] or [Extension(FLASH)] using [▲] or [▼], and then press the [OK] key.
6. Select [Outside Access No.] using [▲] or [▼], and then press the [OK] key.
7. Enter the Outside Access No. using the number key, and then press the [OK] key.

You can program the number up to two digits.

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

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

6

Menu Protect

Using Menu Protect, you can prevent unauthenticated users from changing the User Tools.

For details, consult your administrator.

Reference

- p.126 "Printing a File Received with Memory Lock"
- p.160 "Forwarding"
- p.164 "Parameter Settings"
- p.177 "Program Special Sender"

Registering Fax Information

This section describes Fax Information.

You can send information to the other party when transmitting or receiving a fax document. This information is shown on the display of the other machine and printed as a report. The following information can be sent.

★ Important

- You can confirm programmed settings from the Parameter Settings List. It is recommended to print and keep the Parameter Settings List when you program or change settings. For information about how to print the Parameter Settings List, see "Printing the Parameter Settings List".

Fax Header

The Fax Header is printed as the header of every fax you send. You should include your name in the Fax Header.

You can register "Fax Header" using up to 32 alphanumeric characters, numbers, symbols, and spaces.

You can set whether or not to print the Fax Header (for printing) in [Print Fax Header] under [TX Mode]. For details about how to set, see "Fax Header Print".

Own Name

The Own Name is sent to the other party when you send or receive a fax. This name should include your name. The Own Name is shown on the display of the other machine and printed in a report.

Own Name works only if the other machine is of the same manufacturer and has the Own Name function.

You can register "Own Name" using up to 20 alphanumeric characters and symbols.

Own Fax Number (facsimile number of sender)

The sender's Own Fax Number is sent to the other party when sending a fax. The Own Fax Number is shown on the display of the other machine and printed in a report.

This function is available regardless of the manufacturer of the other party's machine.

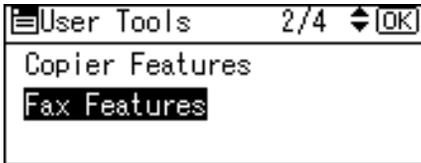
You can register "Own Fax Number" using up to 20 numbers, spaces, and the "+" symbol.

📖 Reference

- p.81 "Fax Header Print"
- p.171 "Printing the Parameter Settings List"

Registering Fax Information

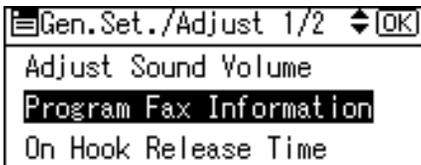
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



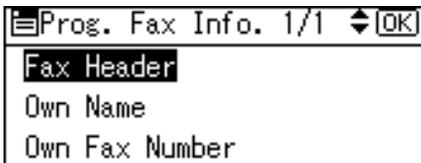
2. Select [General Settings/Adjust] using [▲] or [▼], and then press the [OK] key.



3. Select [Program Fax Information] using [▲] or [▼], and then press the [OK] key.



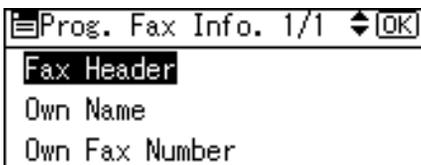
4. Select fax information you want to program/change using [▲] or [▼], and then press the [OK] key.



5. Program/change the selected fax information, and then press the [OK] key.
6. Press the [User Tools/Counter] key.

Programming/Changing Fax Header

1. Select [Fax Header] using [▲] or [▼], and then press the [OK] key.



2. Enter the fax header, and then press the [OK] key.

Fax Header:		[OK]
Enter Name.		
abc	Important	

To change the programmed Fax Header, press the [Clear/Stop] key, and then enter again.

↓ Note

- You can register up to 32 characters in the Fax Header.
- You can use characters, symbols, numbers, and spaces.
- For details about entering text, see “Entering Text”, About This Machine.

Programming/Changing Own Name

1. Select [Own Name] using [▲] or [▼], and then press the [OK] key.

Prog. Fax Info. 1/1		[OK]
Fax Header		
Own Name		
Own Fax Number		

2. Enter the own name, and then press the [OK] key.

Own Name:		[OK]
Enter Name.		
ABC	ABC COMPANY	▲

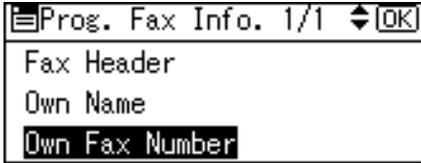
To change the programmed Own Name, press the [Clear/Stop] key, and then enter again.

↓ Note

- You can register “Own Name” using up to 20 alphanumeric characters and symbols.
- For details about entering text, see “Entering Text”, About This Machine.

Programming/Changing Own Fax Number

1. Select [Own Fax Number] using [▲] or [▼], and then press the [OK] key.



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



To change the programmed Own Fax Number, press the [Clear/Stop] key, and then enter again.

When you enter "+" and space, press [+], [Space] for each.

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

6

Note

- You can register "Own Fax Number" using up to 20 numbers, space, and "+" symbol.

Deleting Fax Information

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



2. Select [General Settings/Adjust] using [▲] or [▼], and then press the [OK] key.



3. Select [Program Fax Information] using [▲] or [▼], and then press the [OK] key.

Gen. Set./Adjust 1/2		[OK]
Adjust Sound Volume		
Program Fax Information		
On Hook Release Time		

4. Select fax information you want to delete using [▲] or [▼], and then press the [OK] key.

Prog. Fax Info. 1/1		[OK]
Fax Header		
Own Name		
Own Fax Number		

5. Press the [Clear/Stop] key.

Fax Header:		[OK]
Enter Name.		
abc	Important	

The programmed information is deleted.

6. Press the [OK] key.

Fax Header:		[OK]
Enter Name.		
abc	_	

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

Forwarding

Print documents received and forward to a specified End Receiver. This is useful if, for example, you are visiting another office and would like a copy of your documents to be sent to that office.

★ Important

- To use this function, set [Forwarding] under [Administrator Tools] to [On].
- The Forwarding function does not forward documents received with Memory Lock.
- You can select end receivers only from among destinations programmed in the Address Book. You cannot specify programmed transfer stations as end receivers.

You can specify a fax number as the forwarding destination.

When you wish to change the end receivers depending on the senders, specify the end receivers by the senders, at "Program Special Sender". Documents not received from specified senders are sent to the destination specified in this function. For details about programming special sender, see "Program Special Sender".

You can set whether or not to print the forwarded documents on this machine in "Parameter Setting" (switch 11, bit 6). See "Parameter Settings".

You can program one of the User Function keys with operations for this function. See "General Settings/Adjust".

📖 Reference

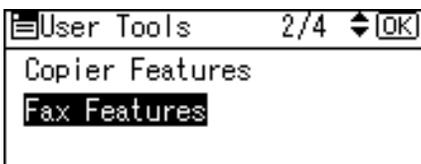
- p.149 "General Settings/Adjust"
- p.164 "Parameter Settings"
- p.177 "Program Special Sender"

Programming an End Receiver

★ Important

- One end receiver can be registered for each special sender. To register two or more end receivers, use group destination. Up to 100 destinations can be specified in a group. However, when adding a group to another group, a maximum of 150 destinations can be specified in a group.

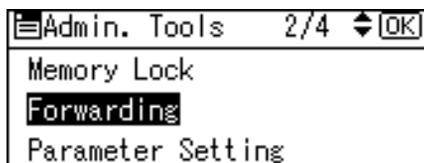
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



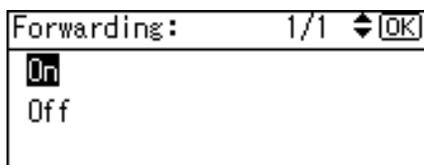
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



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

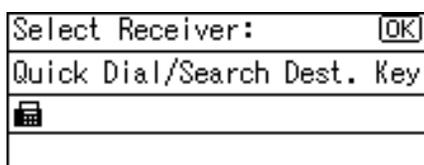


4. Select [On] using [▲] or [▼], and then press the [OK] key.



To cancel forwarding, press [Off] and proceed to step 6.

5. Search and select a receiver using the Quick Dial keys, and then press the [OK] key.



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

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

↓ Note

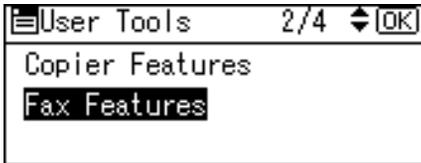
- In Step 5, you can search for and specify the forwarding destination by pressing the Search Destination key or a User Function key. To specify a forwarding destination by pressing a User Function key, you must first register the [Specify Dest. Reg. No.] function as a User Function key. For details about User Function key, see "General Settings/Adjust".

📖 Reference

- p.149 "General Settings/Adjust"

Quitting the Forwarding Function

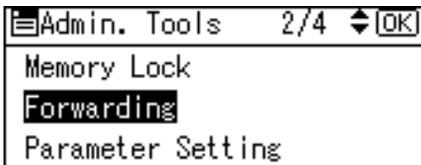
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



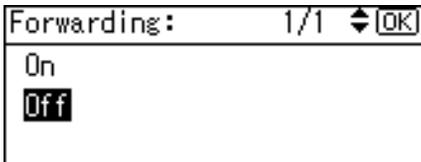
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



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



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



The set receiver name is deleted.

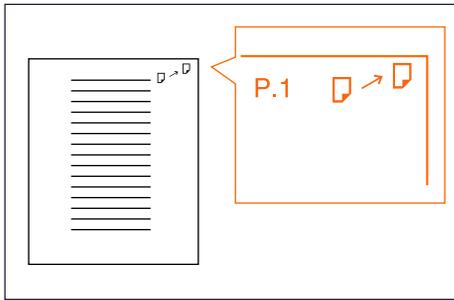
5. Press the [User Tools/Counter] key.

Forwarding Mark

This section describes Forwarding Mark.

You can print a Forwarding Mark on receiver's documents that have been forwarded.

The receiver can distinguish between forwarded and normally received documents.



BBM015S

You can specify whether or not to print a Forwarding Mark in the User Parameters (switch 02, bit 0). See "Parameter Settings".

Reference

- p.164 "Parameter Settings"

Parameter Settings

User Parameters allow you to customize various settings to suit your needs. To change function settings, set the User Parameter Switches.

Switches and Bits

Each User Parameter has a set of switches, and each of the switches consist of eight bits, whose values are "0" or "1". The right most bit is bit 0 and the left most is bit 7. You can adjust the settings to match your needs by switching the value of bits between "0" and "1".

Switch 02:

0	0	0	1	1	0	1	1
↓	↓	↓	↓	↓	↓	↓	↓
7	6	5	4	3	2	1	0

6

User Parameter List

User Parameter Switches are outlined in the following table.

Switch: 02, Bit: 0

Forwarding Mark

- 0: Off
- 1: On

Switch: 02, Bit: 3

TSI Print

- 0: Off
- 1: On

Switch: 03, Bit: 0

Automatic printing of the Communication Result Report

- 0: Off
- 1: On

Switch: 03, Bit: 2

Automatic printing of the Memory Storage Report

- 0: Off
- 1: On

Switch: 03, Bit: 3

Whether or not to print the SEP Code RX Reserve Report automatically

- 0: Off
- 1: On

Switch: 03, Bit: 4

Whether or not to print the SEP Code RX Result Report automatically

- 0: Off
- 1: On

Switch: 03, Bit: 5

Automatic printing of the Immediate TX Result Report

- 0: Off
- 1: On

Switch: 03, Bit: 7

Automatic printing of the Journal

- 0: Off
- 1: On

Switch: 04, Bit: 1

Automatic printing of Communication Failure Report

- 0: Off
- 1: On

Switch: 04, Bit: 4

Indicates the parties

- 0: Off
- 1: On

Switch: 04, Bit: 5

Include sender's name on reports

- 0: Off
- 1: On

Switch: 04, Bit: 7

Include a portion of the image on reports

- 0: Off
- 1: On

Switch: 05, Bit: 0

Receive Service Call (SC) Condition (Substitute Reception during service call)

- 0: Possible (Substitute RX)
- 1: Not possible (Reception off)

Switch: 05, Bit: 2, 1

Substitute the reception when the machine cannot print (because paper is jammed, all paper trays have run out of paper, toner is empty, or all paper trays are out of order)

- 00: Enabled unconditionally (Free)
- 01: Enabled when Own Name/Own Fax Number is received
- 11: Disabled (Reception off)

Switch: 05, Bit: 5

Just size printing

- 0: Off
- 1: On

Switch: 05, Bit: 7

Empty tray alert (Paper Empty Warning) even when one paper tray is empty

- 0: Off
- 1: On

Switch: 07, Bit: 2

Parallel Memory Transmission

- 0: Off
- 1: On

Switch: 08, Bit: 2

Authorized Reception Type

- 0: Receiving from specified senders only
- 1: Receiving all documents except from specified senders

Switch: 10, Bit: 1

Combine Two Originals

- 0: Off
- 1: On

Switch: 10, Bit: 3

Page reduction when printing

- 0: Off

- 1: On

Switch: 11, Bit: 2

Detect and report nearly blank documents when scanning

- 0: Off
- 1: On

Switch: 11, Bit: 6

Local print when forwarding

- 0: Off
- 1: On

Switch: 14, Bit: 0

Print documents received with Auto Power-On Reception

- 0: Immediate printing (On)
- 1: When turning on the operation switch (Off)

Switch: 14, Bit: 3

Reset when function changed

- 0: Off
- 1: On

Switch: 15, Bit: 2, 1, 0

Selecting the available paper feed tray

You cannot specify any values other than the following

- 001: Tray 1
- 010: Tray 2
- 011: Tray 3
- 100: Tray 4

Switch: 15, Bit: 5

Select the specified paper feed tray

- 0: Off
- 1: On

Switch: 17, Bit: 2

Whether you need to press [Add Dest] after entering a Quick Dial/Group Dial when broadcasting

- 0: Not necessary
- 1: Necessary

Switch: 17, Bit: 3

Whether or not to reset the settings when original is scanned

- 0: On
- 1: Off

Switch: 17, Bit: 7

Receive documents by pressing the [Start] key when originals are not set

- 0: Off (no documents received after by pressing the [Start] key.)
- 1: On (documents received after pressing the [Start] key.)

Switch: 18, Bit: 0

Print date with Fax Header

- 0: Off
- 1: On

Switch: 18, Bit: 1

Print transmitter origin with Fax Header

- 0: Off
- 1: On

Switch: 18, Bit: 2

Print file number with Fax Header

- 0: Off
- 1: On

Switch: 18, Bit: 3

Print page number with Fax Header

- 0: Off
- 1: On

Switch: 19, Bit: 1

Sort Journal by transmission type

- 0: Off
- 1: On

Switch: 20, Bit: 0

Automatic printing of the LAN-Fax Result Report

- 0: Off
- 1: On

Switch: 20, Bit: 5, 4, 3, 2

Reprinting time of stored documents in memory that could not be printed using LAN-Fax Driver

- 0000: 0 minutes
- 0001: 1 minute
- 0010: 2 minutes
- 0011: 3 minutes
- 0100: 4 minutes
- 0101: 5 minutes
- 0110: 6 minutes
- 0111: 7 minutes
- 1000: 8 minutes
- 1001: 9 minutes
- 1010: 10 minutes
- 1011: 11 minutes
- 1100: 12 minutes
- 1101: 13 minutes
- 1110: 14 minutes
- 1111: 15 minutes

Switch: 22, Bit: 0

Detect a dial tone before sending faxes when using the telephone line

- 0: Not detect (Off)
- 1: Detect (On)

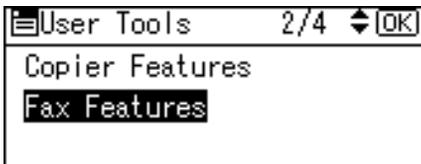
Changing the User Parameters

This section describes how to set parameters.

★ Important

- Access to some User Parameter Setting may require options, or other settings may need to be made beforehand.
- It is recommended that you print and store the "Parameter Settings List" when you program or change parameter settings.
- Do not change any bit switches other than those shown on the previous pages.

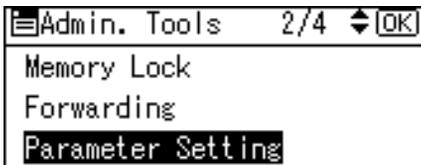
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



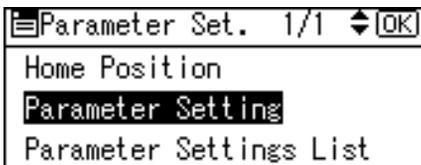
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



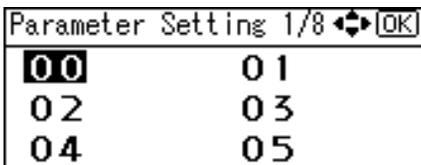
3. Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.



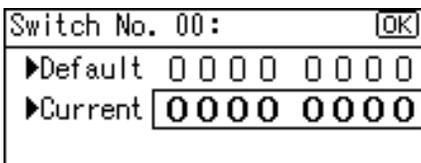
4. Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.



5. Select the switch number you want to change using the scroll keys, and then press the [OK] key.



6. Select the bit number you want to change.



When the bit number is pressed, the current value switches between 1 and 0.

Repeat step 6 to change another bit number for the same switch.

- Press the [OK] key.

Switch No. 00:	[OK]
▶Default	0 0 0 0 0 0 0 0
▶Current	0 0 0 0 0 0 1 0

- Repeat steps 5 and 6 to change the switch settings.
- After all the settings are finished, press the [User Tools/Counter] key.

Parameter Setting 1/8 ◀▶ [OK]	
00	01
02	03
04	05

↓ Note

- For details about how to print parameter settings list, see "Printing the Parameter Settings List".

📖 Reference

- p.171 "Printing the Parameter Settings List"

Printing the Parameter Settings List

Print this list to see the current Parameter Settings. However, only items of importance or often-used items are included in the list.

- Select [Fax Features] using [▲] or [▼], and then press the [OK] key.

User Tools	2/4 ◀▶ [OK]
Copier Features	
Fax Features	

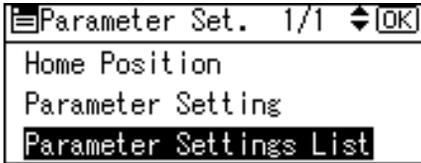
- Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.

Fax Features	1/1 ◀▶ [OK]
General Settings/Adjust	
Reception Settings	
Administrator Tools	

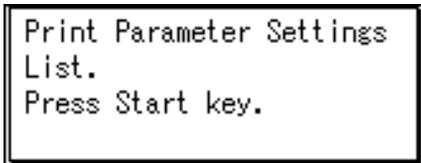
3. Select [Parameter Setting] using [▲] or [▼], and then press the [OK] key.



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



5. Press the [Start] key.



To cancel printing a list, press the [Escape] key. The display returns to that of step 4.

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

Home Position

Specify the type of original immediately after the power is turned on and when [Clear Modes] key is pressed.

Home Position

- Image Density
For details about Image Density, see "Image Density (Contrast)".
- Resolution
For details about Resolution, see "Resolution".
- Original Type
For details about Original Type, see "Original Type".
- Transmission Stamp
For details about Transmission Stamp, see "Stamp".
- Transmission Mode
For details about Transmission Mode, see "Transmission Modes".
- Label Insertion
For details about Label Insertion, see "Label Insertion".
- Auto Reduce
- Fax Header
For details about Fax Header, see "Fax Header Print".

Reference

- p.15 "Transmission Modes"
- p.29 "Stamp"
- p.33 "Original Type"
- p.34 "Resolution"
- p.36 "Image Density (Contrast)"
- p.81 "Fax Header Print"
- p.83 "Label Insertion"

Home Position Parameter List

For details about setting parameters, see "Parameter Settings".

Do not change switches other than those listed.

Switch: 00, Bit: 3, 2, 1

Allows one of five image density steps to be set as the home position.

- 000: Normal density
- 001: The lightest density
- 010: The darkest density
- 101: Lighter density
- 110: Darker density

Switch: 00, Bit: 5, 4

Allows Standard, Details, or Fine to be set as the home position.

- 00: Standard
- 01: Detail
- 10: Fine

Switch: 01, Bit: 1, 0

Allows Text, Photo, or Text / Photo to be set as the home position.

- 00: Text
- 01: Photo
- 11: Text / Photo

Switch: 02, Bit: 0

Allows the transmission stamp as the home position to be set to on or off.

- 0: Off
- 1: On

Switch: 02, Bit: 1

Allows either Immediate Transmission or Memory Transmission to be set as the home position.

- 0: Memory transmission
- 1: Immediate transmission

Switch: 02, Bit: 2

Allows the label insertion as the home position to be set to on or off.

- 0: Off
- 1: On

Switch: 02, Bit: 4

Allows the auto reduce as the home position to be set to on or off. When set to on, if the receiver's paper is smaller than the paper you are sending on, 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 lost at the other end.

- 0: Off
- 1: On

Switch: 02, Bit: 6, 5

Allows the fax header as the home position to be set to on or off.

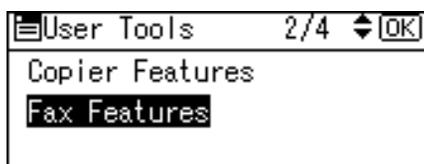
- 00: Off
- 01: On

Reference

- p.164 "Parameter Settings"

Changing the Home Position

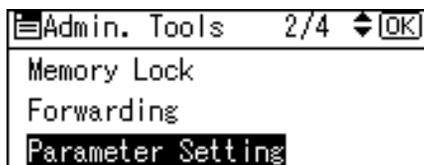
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



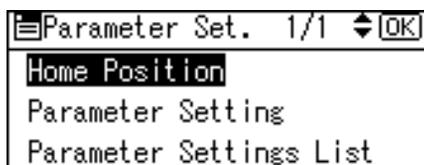
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



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



4. Select [Home Position] using [▲] or [▼], and then press the [OK] key.



5. Select the switch number you want to change using the scroll keys, and then press the [OK] key.

Home Position: 1/1		[OK]
00	01	
02	03	

6. Select the bit number you want to change.

Switch No. 00:	[OK]
▶Default	0000 0000
▶Current	0000 0000

7. Press the [OK] key.

Switch No. 00:	[OK]
▶Default	0000 0000
▶Current	0000 0010

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

Home Position: 1/1		[OK]
00	01	
02	03	

Program Special Sender

This section describes Program Special Sender.

By programming particular senders in advance, you can set the following function for each sender:

- Authorized RX
- Forwarding
- Memory Lock

Use Own Name or Own Fax Number to program your senders. If the sender has a machine of the same manufacturer, program an Own Name that has already been programmed as a sender. If the machine is not from the same manufacturer, Own Fax Number is used.

You can apply the same settings to all programmed numbers. You can then customize the settings for individual numbers as necessary using the Special Sender Registration function.

The following items can be programmed.

Special Senders

Up to 30 Special Senders can be registered. A maximum of 24 characters can be used for each name.

Full Agreement / Partial Agreement

When you program own names and facsimile names for multiple destinations, you can program a common sequence of characters to identify destinations.

Using a Full agreement

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

Using a Partial agreement

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

You can program up to 30 wild cards.

Spaces are ignored when identifications are compared.

You can use wild cards for the following functions:

- Forwarding

- Authorized RX (Authorized Reception)
- Memory Lock

Note

- You cannot program senders as Special Senders if they do not have Own Name or Own Fax Number programmed.
- The machine cannot differentiate between SEP Code RX documents from Special Senders.
- You can program up to 24 characters for the sender.
- You can check Own Name and Own Fax Number using the Journal. You can check programmed Special Senders using the specified sender list.
- For details about checking registered special senders, see "Printing Special Sender List".
- To specify whether or not to configure "Initial Set UP of a Special Sender", use the "Special RX Function" setting in "Initial Set Up". For details, see "Programming Initial Set Up of a Special Sender".

Reference

- p.183 "Programming Initial Set Up of a Special Sender"
- p.186 "Printing Special Sender List"

Authorized Reception

Use this function to limit incoming senders.

The machine only receives faxes from programmed Special Senders, and therefore, it helps you screen out unwanted documents, such as junk mail, and saves wasting fax paper.

Note

- To use this function, program the Special Senders function, and then select "On" in "Authorized Reception" with "Reception Settings".
- Without programming Special Senders, the Authorized RX function will not work, even if you select "On".
- If you select "Off" for "Authorized RX" in "Initial Set Up", settings are the same as the Reception Settings.
- You can change Special Senders in the same way as you program them.

Forwarding

Print received documents, and then transfer them to those receivers programmed beforehand.

It is also possible to forward faxes sent only by senders programmed as Special Senders.

Note

- If you specify “On” in “Forwarding” and select [Same as Basic Settings], the fax document is forwarded to the receivers programmed in “Forwarding”.
- If you do not program any Special Senders, the machine transfers all incoming documents to the other end receivers specified in “Forwarding” under Fax Features.

Memory Lock

Store incoming documents from programmed senders (Special Senders) in memory without printing them. People without the Memory Lock ID cannot print the documents, and therefore this function is useful for receiving confidential documents. If you do not program any senders, the machine receives fax document from all senders using Memory Lock reception.

Important

- You must register Memory Lock ID in advance. For details about how to register Memory Lock ID, see “Administrator Tools”.
- If you program the same sender in Memory Lock and Forwarding, Forwarding is disabled.

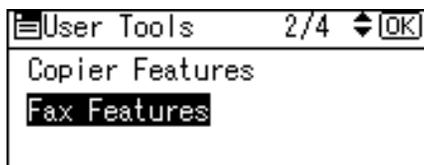
Reference

- p.152 "Administrator Tools"

Programming/Changing Special Senders

This section describes how to program and change Special Senders.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



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



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

Admin. Tools	3/4	◆	OK
Program Special Sender			
Program Memory Lock ID			
G3 Analog Line			

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

Special Sender	1/2	◆	OK
Program/Change			
Delete Special Sender			
Initial Set Up			

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

Prog. Sender:	1/10	◆	OK
1:ABC COMPANY			
2:*Not Programmed			
3:*Not Programmed			

6. Enter the sender name, and then press the [OK] key.

Sender:	OK
Enter Sender Information.	
ABC	NEWYORK BRANCH

Enter a sender name using Own Name or Own Fax Number.

7. Select [Full Agreement] or [Partial Agreement] using [▲] or [▼], and then press the [OK] key.

Conditions:	1/1	◆	OK
Full Agreement			
Partial Agreement			

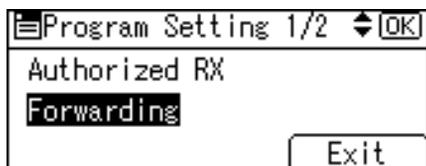
8. Select items using [▲] or [▼], and then press the [OK] key.

Program Setting	1/2	◆	OK
Authorized RX			
Forwarding			
			Exit

You must select only the item you want to program.

To cancel these settings, press the [Escape] key. The display returns to that of step 5.

9. Press [Exit].



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

↓ Note

- For details about specifying items in step 8, see "Authorized RX (Authorized Reception)", "Forwarding", or "Memory Lock".

📖 Reference

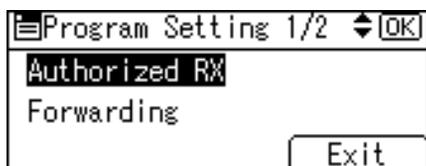
- p.181 "Authorized RX (Authorized Reception)"
- p.181 "Forwarding"
- p.183 "Memory Lock"

Authorized RX (Authorized Reception)

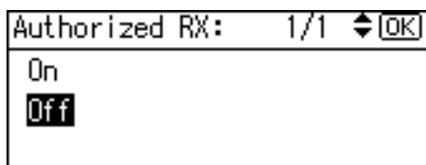
This section describes how to specify Authorized RX.

Specify when programming a Special Sender.

1. Select [Authorized RX] using [▲] or [▼], and then press the [OK] key.



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



Forwarding

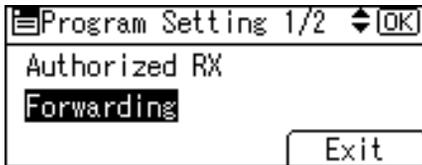
This section describes how to specify Forwarding.

Specify when programming a Special Sender.

★ Important

- One forward destination can be registered for each Special Sender. To register two or more forward destinations, use group destinations. Up to 100 destinations can be specified in a group. However, when adding a group to another group, a maximum of 150 destinations can be specified in a group.

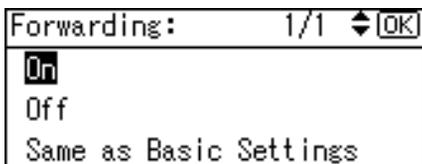
1. Select [Forwarding] using [▲] or [▼], and then press the [OK] key.



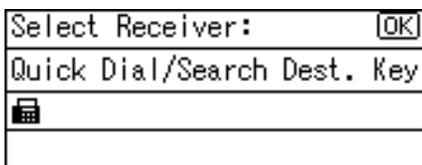
2. Select [On] or [Off] using [▲] or [▼], and then press the [OK] key.

Selecting [Same as Basic Settings] will result in the same setting made for [Forwarding] under [Administrator Tools].

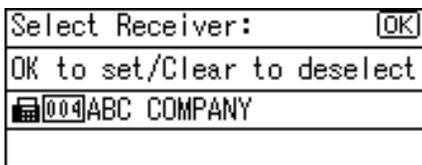
If you select [Off] or [Same as Basic Settings], the display returns to that of step 1.



3. Specify an End Receiver using the Quick Dial keys, and then press the [OK] key.



4. Press the [OK] key.



↓ Note

- In Step 3, you can search for and specify the forwarding destination by pressing the [Search Destination] key or a User Function key. To specify a forwarding destination by pressing a User Function key, you must first register the [Specify Dest. Reg. No.] function as a User Function key. For details about User Function key, see "General Settings/Adjust".

Reference

- p.149 "General Settings/Adjust"

Memory Lock

This section describes how to specify Memory Lock.

Specify when programming a Special Sender.

Important

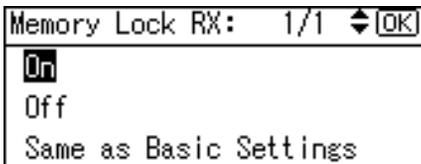
- You must register Memory Lock ID in advance. For details about how to register Memory Lock ID, see "Administrator Tools".

1. Select [Memory Lock] using [▲] or [▼], and then press the [OK] key.



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

Selecting [Same as Basic Settings] will result in the same setting made for [Program Memory Lock ID] under [Administrator Tools].



Reference

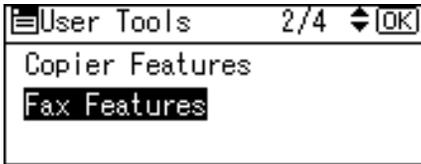
- p.152 "Administrator Tools"

Programming Initial Set Up of a Special Sender

This section describes how to program Initial Set Up of a Special Sender.

Program the "Initial Set Up" of a Special Sender.

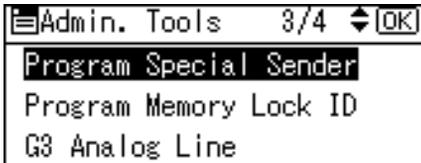
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



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



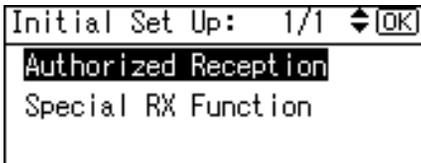
3. Select [Program Special Sender] using [▲] or [▼], and then press the [OK] key.



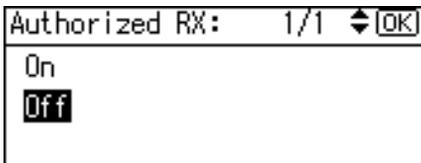
4. Select [Initial Set Up] using [▲] or [▼], and then press the [OK] key.



5. Select [Authorized Reception] or [Special RX Function] using [▲] or [▼], and then press the [OK] key.



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



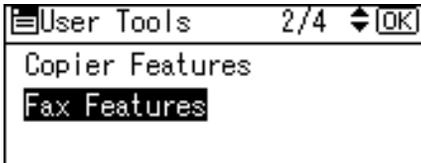
7. Press the [User Tools/Counter] key.

Deleting a Special Sender

This section describes how to delete a Special Sender.

Use this function to delete "Initial Set Up" of a Special Sender.

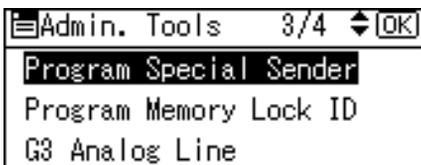
1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



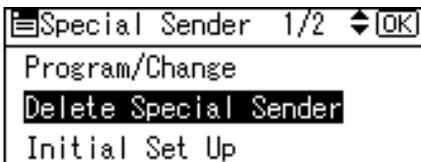
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



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



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



5. Select the sender you want to delete using [▲] or [▼], and then press the [OK] key.



6. Press [Yes].



To cancel deleting a special sender, press [No]. The display returns to that of step 5.

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

Printing Special Sender List

You can display programmed Special Senders.

1. Select [Fax Features] using [▲] or [▼], and then press the [OK] key.



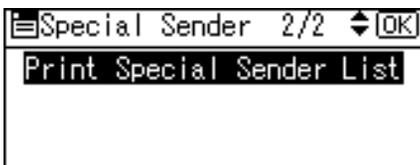
2. Select [Administrator Tools] using [▲] or [▼], and then press the [OK] key.



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



4. Select [Print Special Sender List] using [▲] or [▼], and then press the [OK] key.



5. Press the [Start] key.

The screen returns to step 4 after completion of printing.

To cancel printing, press the [Escape] key. The screen returns to step 4.

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

7. Appendix

This section explains specifications of the facsimile function.

Specifications

Fax Transmission and Reception

Component	Specifications
Standard	G3
Resolution	G3: 8 × 3.85 lines/mm, 200 × 100 dpi (Standard character), 8 × 7.7 lines/mm, 200 × 200 dpi (Detail character), 8 × 15.4 lines/mm (Fine character)
Transmission time	G3: 3 seconds at 28,800 bps, Standard resolution (JBIG transmission: 2 seconds)
Data compression method	MH, MR, MMR, JBIG
Maximum original size	Standard: 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. 240 W
Memory Transmission	approx. 200 W
Memory Reception	approx. 200 W

Component	Specifications
Reception	approx. 430 W

Maximum Values

The following list contains the maximum value for each item.

Item	Description
Memory	4 MB
Number of documents you can store in memory for Memory Transmission	200
Number of pages you can store in memory (using A4 Standard <ITU-T #1 Chart>)	Approx. 320
Number of destinations you can register in the destination list	150
Number of groups you can register	10
Number of destinations you can register in a group	100
Number of destinations you can specify per file	300
Number of destinations you can specify for all files (including files in memory)	300
Number of destinations you can search for at a time	100
Number of redials the machine can store	10
Number of digits that can be included in a destination	128
Number of digits for a SEP/SUB/PWD/SID Code	20
Number of communication results you can check on this machine	100
Number of communication results printed in the Journal	50
Number of special senders you can register	30
Number of LAN-Fax Driver transmission results you can check from a network computer "SmartDeviceMonitor for Admin", "DeskTopBinder", or Web Image Monitor	70
Number of documents sent from a LAN-Fax Driver that the machine can retain as files to be sent	200
Number of destinations you can register in the Address Book of the LAN-Fax	2,000

Item	Description
Number of destinations you can specify at once using LAN-Fax	300

↓ Note

- The maximum number of pages that can be stored or transmitted may decrease depending on the contents of documents.

Trademarks

Adobe, Acrobat, Acrobat Reader, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Microsoft®, Windows®, Windows Server®, and Windows Vista® are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper names of the Windows operating systems are as follows:

- The product names of Windows 2000 are as follows:
 - Microsoft® Windows® 2000 Professional
 - Microsoft® Windows® 2000 Server
 - Microsoft® Windows® 2000 Advanced Server
- The product names of Windows XP are as follows:
 - Microsoft® Windows® XP Professional
 - Microsoft® Windows® XP Home Edition
 - Microsoft® Windows® XP Media Center Edition
 - Microsoft® Windows® XP Tablet PC Edition
- The product names of Windows Vista are as follows:
 - Microsoft® Windows Vista® Ultimate
 - Microsoft® Windows Vista® Business
 - Microsoft® Windows Vista® Home Premium
 - Microsoft® Windows Vista® Home Basic
 - Microsoft® Windows Vista® Enterprise
- The product names of Windows Server 2003 are as follows:
 - Microsoft® Windows Server® 2003 Standard Edition
 - Microsoft® Windows Server® 2003 Enterprise Edition
 - Microsoft® Windows Server® 2003 Web Edition
 - Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows Server 2003 R2 are as follows:
 - Microsoft® Windows Server® 2003 R2 Standard Edition
 - Microsoft® Windows Server® 2003 R2 Enterprise Edition
 - Microsoft® Windows Server® 2003 R2 Datacenter Edition
- The product names of Windows Server 2008 are as follows:

Microsoft® Windows Server® 2008 Standard

Microsoft® Windows Server® 2008 Enterprise

Microsoft® Windows Server® 2008 Datacenter

INDEX

1 Sided for 1st Page.....	93
2 Sided from 1st Page.....	93
2 Sided TX.....	93

A

About Data Security for Copying.....	14
About This Machine.....	6
Acceptable original sizes.....	26
Accessing User Tools.....	147
Add Dest.....	20
Address Book.....	130, 140
Address Book Management.....	48
Adjust Sound Volume.....	149
Administrator Tools.....	152
Advanced Search.....	63
Attach a Cover Sheet.....	138
Attaching a created cover sheet.....	143
Authorized Reception.....	151
Authorized RX.....	178, 181
Auto fax reception power-up.....	104
Auto Reception.....	101
Auto Run program.....	131
Automatic Redial.....	19

B

Basic transmission.....	134
Before use.....	130
Broadcasting sequence.....	20

C

Canceling a Memory Transmission.....	70
Canceling a transmission.....	70
Canceling a transmission before the original is scanned.....	70
Canceling a transmission before the transmission is started.....	72
Canceling a transmission while the original is being scanned.....	70
Canceling a transmission while the original is being transmitted.....	71
Canceling an Immediate Transmission.....	70
Centre Mark.....	105, 151
Changing a fax destination.....	50

Changing default settings.....	147
Changing the Home Position.....	175
Changing the User Parameters.....	169
Check Destination key.....	43
Check/Stop TX File.....	72
Checkered Mark.....	105, 151
Checking files stored in memory.....	113
Checking the reception result.....	121
Checking the result of the communication.....	119
Checking the result of the Immediate Transmission.....	119
Checking the specified destination.....	43
Checking the storage result.....	74
Checking the transmission result.....	117
Checking transmission using LAN-Fax Driver.....	139
Clear Modes key.....	12, 70
Clear/Stop key.....	70, 71
Combine Two Originals.....	107
Communicating indicator.....	71
Communication Failure Report.....	120
Communication Page Count.....	152
Communication Result Report.....	119
Confirming by report.....	118, 122
Confirming on display.....	117, 121
Confirming the reservations for SEP Code Reception.....	91
Confirming the result of a SEP Code Reception.....	91
Copy Reference.....	6
Counterfeit bank bills.....	8
Creating a cover sheet.....	143
CSI - Own Fax Number.....	99

D

Darker key.....	36
Deleting a fax destination.....	53
Deleting a Special Sender.....	185
Deleting Fax Information.....	158
Deleting programmed destinations.....	142
Detail.....	34
Detecting blank sheet.....	31
Display List.....	59
Display panel.....	10

Double-Sided Transmission.....	93
Dual Access.....	20

E

ECM (Error Correction Mode).....	21
Edit Cover Sheet.....	143
Editing Address Book.....	140
Editing fax cover sheets.....	142
Editing programmed destinations.....	141
Entering a destination directly.....	137
Entering a pause.....	39
Entering a tone.....	39
Entering numbers using the number keys.....	38
Escape key.....	12
External telephone.....	69, 101

F

Facsimile key.....	12
Fax Header Print.....	81
FAX Print Colour.....	151
Fax via computer.....	129
Fine.....	34
Forwarding.....	152, 160, 178, 181
Forwarding destination.....	103
Forwarding Mark.....	162
Forwarding received documents.....	103

G

G3 Analog Line.....	153
General Settings/Adjust.....	149

H

Home Position.....	173
Home Position Parameter List.....	173
How to read this manual.....	9

I

If memory runs out while storing an original.....	21
If the machine cannot detect the size of your original.....	27
If there is no paper of the correct size.....	110
Image density (contrast).....	36
Image Density key.....	36
Image Rotation.....	106
Immediate Reception.....	97

Immediate Transmission.....	15, 21
Immediate TX Result Report.....	119
Important.....	8
Installing individual applications.....	131

J

JBIG reception.....	104
JBIG transmission.....	34
Job Information key.....	72, 113, 117, 121, 123
Journal.....	122, 124
Just size printing.....	111

L

Label Insertion.....	83
LAN-Fax Cover Sheet Editor.....	131, 142
LAN-Fax Driver.....	129, 130
LAN-Fax operation messages.....	146
LAN-Fax Result Report.....	140
LDAP Search.....	57
LDAP server.....	63
Legal prohibition.....	8
Lighter key.....	36

M

Making settings for option configuration.....	133
Managing facsimile functions using SmartDeviceMonitor for Admin.....	144
Manual Dial.....	69
Manual Reception.....	101
Manuals for this machine.....	6
Maximum values.....	191
Memory Lock.....	152, 179, 183
Memory Reception.....	98
Memory Storage Report.....	74
Memory Transmission.....	15, 16
Memory Transmission sequence.....	20
Menu Protect.....	154
Mixing scan settings for a multiple page original.....	36

N

Network and System Settings Guide.....	6
Notice.....	8

O

OK key.....	12
On Hook Dial.....	67
On Hook Dial key.....	67
On Hook Release Time.....	149
Operation switch.....	104
Original size.....	26
Original sizes detected automatically.....	28
Original Type.....	33

P

Page reduction.....	109
Page separation and length reduction.....	108
Paper size and scanned area.....	26
Parallel Memory Transmission.....	15, 19
Parameter Setting.....	152
Parameter Settings.....	164
Password (PWD).....	91
Password (SID).....	87
Pause/Redial key.....	39, 44
Photo.....	33
Placing into the ADF.....	24
Placing on the exposure glass.....	24
Placing originals.....	24
Preventing transmission to the wrong destination.....	45
Preview.....	138
Print.....	115
Print completion beep.....	105
Print Fax Header.....	81, 138
Print Journal.....	123, 152
Print Memory Lock File.....	126
Print Reception Time.....	151
Print TX Standby File.....	115
Print TX Standby File List.....	113, 152
Printer and Scanner Reference.....	6
Printing a file from memory.....	115
Printing a file received with Memory Lock.....	126
Printing a list of files in memory.....	113
Printing Special Sender List.....	186
Printing the Journal.....	123
Printing the Parameter Settings List.....	171
Program.....	43, 44, 54, 55

Program Fax Information.....	149
Program Memory Lock ID.....	153
Program Special Sender.....	153, 177
Programmed Name.....	83
Programming an End Receiver.....	160
Programming destinations from Check Destination screen.....	54
Programming destinations from Redial screen.....	55
Programming destinations in the Address Book.....	48
Programming Initial Set Up of a Special Sender.....	183
Programming new destinations.....	140
Programming/Changing Special Senders.....	179
Properties.....	132
PWD Code.....	91

Q

Quick Dial Flip Plate.....	41
Quick Dial key.....	41, 42
Quitting the forwarding function.....	162
Quitting User Tools.....	148

R

Re-entering a fax number to confirm destination.....	45
Reading the display.....	12
Reading the display panel and using keys.....	12
Receive File indicator.....	98, 126
Receiving documents according to parameter-specified settings.....	99
Receiving documents unconditionally.....	99
Reception functions.....	103
Reception modes.....	101
Reception Settings.....	151
Reception time.....	106
Redial.....	44
Registering a fax destination.....	48
Registering Fax Information.....	155, 156
Report.....	74, 91, 113, 119, 120, 124, 140
Resolution.....	34
Returning the machine to the standby mode.....	12
RTI - Own Name.....	99
RX File Status.....	121

S

Saving as files.....	139
Scan Settings.....	33
Scroll keys.....	12
Search Address Book.....	57
Search by destination list.....	59
Search by fax number.....	62
Search by LDAP server.....	63
Search by Name.....	57
Search by Registration No.....	60
Search Destination key.....	57
Search Fax Destination.....	62
Search LDAP.....	57, 63
Searching for a destination in the Address Book.....	57
Security Reference.....	6
Select Dial/Push Phone.....	153
Select Server.....	63
Selection keys.....	12
Send at Specified Time.....	77
Send Later.....	77
Sender Settings.....	79
Sending at a specific time.....	77
Sending at specific time.....	137
Sending fax documents from computers.....	129
Sending originals using the exposure glass.....	18, 22
Sending over a fax line.....	38
SEP Code RX.....	89
SEP Code RX Reserve Report.....	91
SEP Code RX Result Report.....	91
Set User Function Key.....	149
Setting LAN-Fax Driver properties.....	132
Setting print properties.....	133
Setting priority trays.....	110
Setting transmission function defaults.....	75
SID Code.....	87
Specifications.....	189
Specifying a destination.....	38
Specifying a destination using a destination list.....	135
Specifying a destination using Address Book.....	136

Specifying a destination using the Quick Dial keys.....	41
Specifying a group of destinations using the Quick Dial keys.....	42
Specifying options.....	137
Stamp.....	29, 79
Standard.....	34
Start Manual Reception.....	101
Stop TX.....	71, 72
SUB Code TX.....	85
SUB/SEP Code.....	85, 89
Substitute Reception.....	98
Switch Reception Mode.....	151
Switch RX Mode key.....	101
Switching between Memory and Immediate Transmission.....	15
Switching the reception mode.....	101
Symbols.....	9
System Settings.....	48

T

Text.....	33
Tone.....	39
Top to Bottom.....	93
Top to Top.....	93
Trademarks.....	193
Transmission.....	16, 21
Transmission modes.....	15
Transmission with Image Rotation.....	29
Troubleshooting.....	6
TSI - Transmitting Subscriber Identification.....	109
TSI Print (Transmitting Subscriber Identification Print).....	109
Two-Sided Transmission.....	93
TX File Status.....	117
TX Mode.....	77, 81, 83, 85, 89
TX Standby File List.....	113
Types of original whose sizes are difficult to detect.....	28
Types of reception.....	97

U

User Parameter List.....	164
User Tools/Counter key.....	48

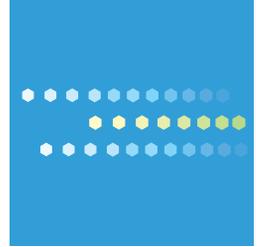
Using the Machine's Address Book as the LAN-Fax Destination List.....	144
Using the software.....	130

W

When placing an original into the ADF.....	27
When placing an original on the exposure glass...	26

MEMO

Operating Instructions Facsimile Reference



Type for MP C2030/Aficio MP C2030
Type for MP C2530/Aficio MP C2530