

Quick Reference Fax Guide

⇒Please put this guide above your machine

How to send a fax...

- **1** Specify a transmission mode:
- Memory Transmission, or
- Immediate Transmission (selected by pressing [Immed. TX])

2 Place the original.

 Exposure glass (face down)



(1. Transmission)

 Auto Document Feeder (face up)



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B Make the scan settings you require.

- Specify a destination.
- D Press the [Start] key.
- If you choose Memory Transmission, you can send to more destinations at once. To do this, after step 4, press: - [Add] and specify destinations
- the [Start] key

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

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

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

To send a fax from Document Server:

- Press [Select Stored File].
- **2** Select the documents to be sent, and then press [OK].
- **B** Specify a destination, and then press the [Start] key.

- 1. Confidential File indicator
- 2. Communicating indicator
- 3. Receive File indicator 4. [User Tools/Counter] key
- 5. Display panel

6. [Clear Modes] key Press to clear the current settings. 7. [Program] key Press to select the program mode.

(1 Transmission)

8. Main power indicator

9. Operation switch 10. [Simplified Display] key 11. [Start] key

- 12. [#] key (enter key) Registers entered numbers or settings.
- 13. [Clear/Stop] key 14. Number keys 15. [Facsimile] key Press to switch to the facsimile mode. 16. Alert indicator 17. Function keys



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0	Press the [User Tools/Counter] key.
2	Press [System Settings].
3	Press [Administrator Tools].
4	Press [Address Book Management].
5	Check that [Program / Change] is selected.
6	Press [New Program].
7	Press [Change] and set user's information, press [OK].
8	Press [Fax Dest.].
9	Press [Change] and enter the fax number using the number keys, and then press [OK] under Fax Destination.
10	Press [OK].
11	Press [Exit].
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Press the [User Tools/Counter] key.

How to program a Destination key...

B You will get a message 'Destination list / machine settings are updated...'. Press [Exit].

Using this function, you can instruct the machine to send the fax at a later time via Memory Transmission. Advantage: you can take advantage of off-peak telephone charges, without being at the machine. **1** Place the original, and then select the scan settings you require. 2 Press [TX Mode].

- B Press [Send Later].
- Enter the time (24 hour format) using the number keys, and then press [OK]. Start Time

How to send at a specific time (Send Later)

- D Press [OK].
- **I** Specify a destination, and then press the [Start] key.

(2. Other

Features)

Transmission



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

Memory + Immediate

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

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

Memory

While the original is being transmitted:

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

Before the transmission is started:

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

How to print the Journal...

(4. Changing/Confirming Communication Information

Print per File No.

Print per User

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

Press [Change TX / Info].

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

Advanced Features Fax

Please see the <Facsimile Reference> (2) Operating Instructions:

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

transmitted.

LAN-Fax features - Sending a fax from a computer (6. Fax via Computer)

Chapter references in this guide refer to the bundled OI CD; Facsimile Reference.