

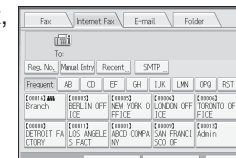
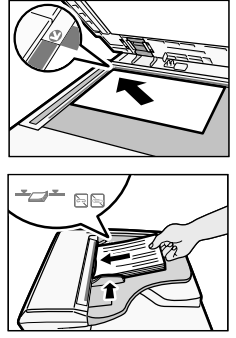


# Quick Reference Fax Guide

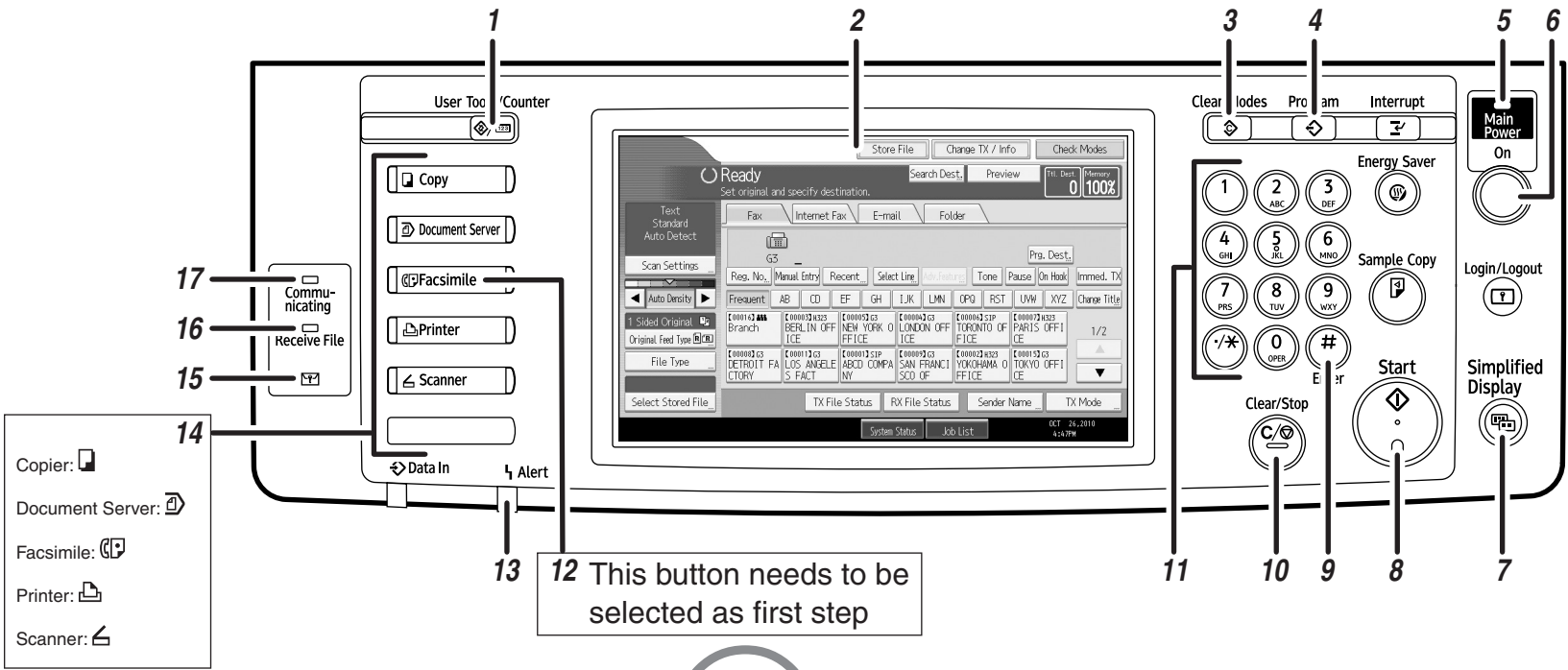
## Please put this guide above your machine

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

- Specify a transmission mode:
    - Memory Transmission, or
    - Immediate Transmission (selected by pressing [Immed. TX])
  - Place the original.
    - Exposure glass (face down)
    - ADF (face up)
  - Make the scan settings you require.
  - Specify a destination.
  - 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.



- [User Tools/Counter] key
- Display panel
- [Clear Modes] key
- [Program] key
- Main power indicator
- Operation switch
- [Simplified Display] key
- [Start] key
- [#] key (enter key)
- [Clear/Stop] key
- Number keys
- [Facsimile] key
- Alert indicator
- Function keys
- Confidential File indicator
- Receiving File indicator
- Communicating indicator

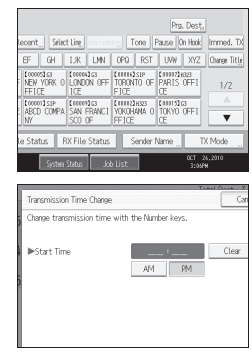


### How to program a Destination key... (1. Transmission)

- Press the [User Tools/Counter] key.
- Press [System Settings].
- Press [Administrator Tools].
- Press [Address Book Management].
- Check that [Program / Change] is selected.
- Press [New Program].
- Press [Change] and set user's information, press [OK].
- Press [Fax Dest.].
- Press [Change] under Fax Destination, enter the fax number using the number keys and press [OK].
- Press [OK].
- Press [Exit].
- Press the [User Tools/Counter] key.
- You will get a message 'Destination list / machine settings are updated...'. Press [Exit].

### How to send at a specific time (Send Later) (2. Other Transmission Features)

- 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.
- Place the original, and then select the scan settings you require.
  - Press [TX Mode].
  - Press [Send Later].
  - Enter the time using the number keys and select [AM] or [PM]. Then press [OK].
  - Press [OK].
  - Specify a destination, and then press the [Start] key.



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

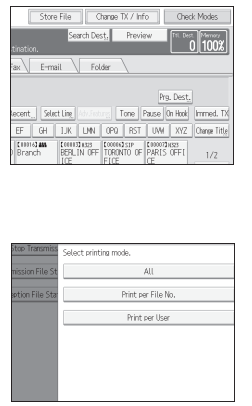
- Press [Store File].
  - Select [Send & Store].
  - Set the user name, file name, and password as necessary, and then press [OK].
  - Specify a destination, and then press the [Start] key.
- To send a fax from Document Server:
- Press [Select Stored File].
  - Select the documents to be sent, and then press [OK].
  - Specify a destination, and then press the [Start] key.

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

- Memory + Immediate**  
Before the original is scanned = before pressing the [Start] key:
- 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.
  - Select the file you want to cancel.
  - Press [Stop Transmission], and then press [OK].
  - Press [Exit].
- Before the transmission is started:
- Press [Change TX / info].
  - Press [Check / Stop Transmission File].
  - Select the file you want to cancel.
  - Press [Stop Transmission], and then press [OK].
  - Press [Exit] twice.

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

- The Journal is printed automatically after every 50 communications. You can also request a Journal at any time, by following the procedure below.
- Press [Change TX / Info].
  - Select [Print Journal].
  - Select the printing method:
    - [All]
    - [Print per File No.]
    - [Print per User]
  - Press the [Start] key.
  - Press [Exit] twice.



### Advanced Fax Features

- Please see the <Facsimile Reference> Operating Instructions:
- SUB/SEP Codes (2. Other Transmission Features) 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)