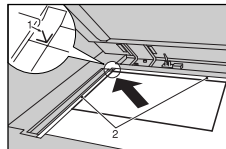# Quick Reference Fax Guide

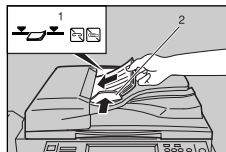## ⇨ Please put this guide above your machine ⇦

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

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

2. Place the original.
   - Exposure glass (face down)
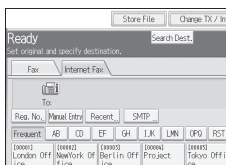   - Auto Document Feeder (face up)

3. Make the scan settings you require.

4. Specify a destination.

5. Press the [Start] key.

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

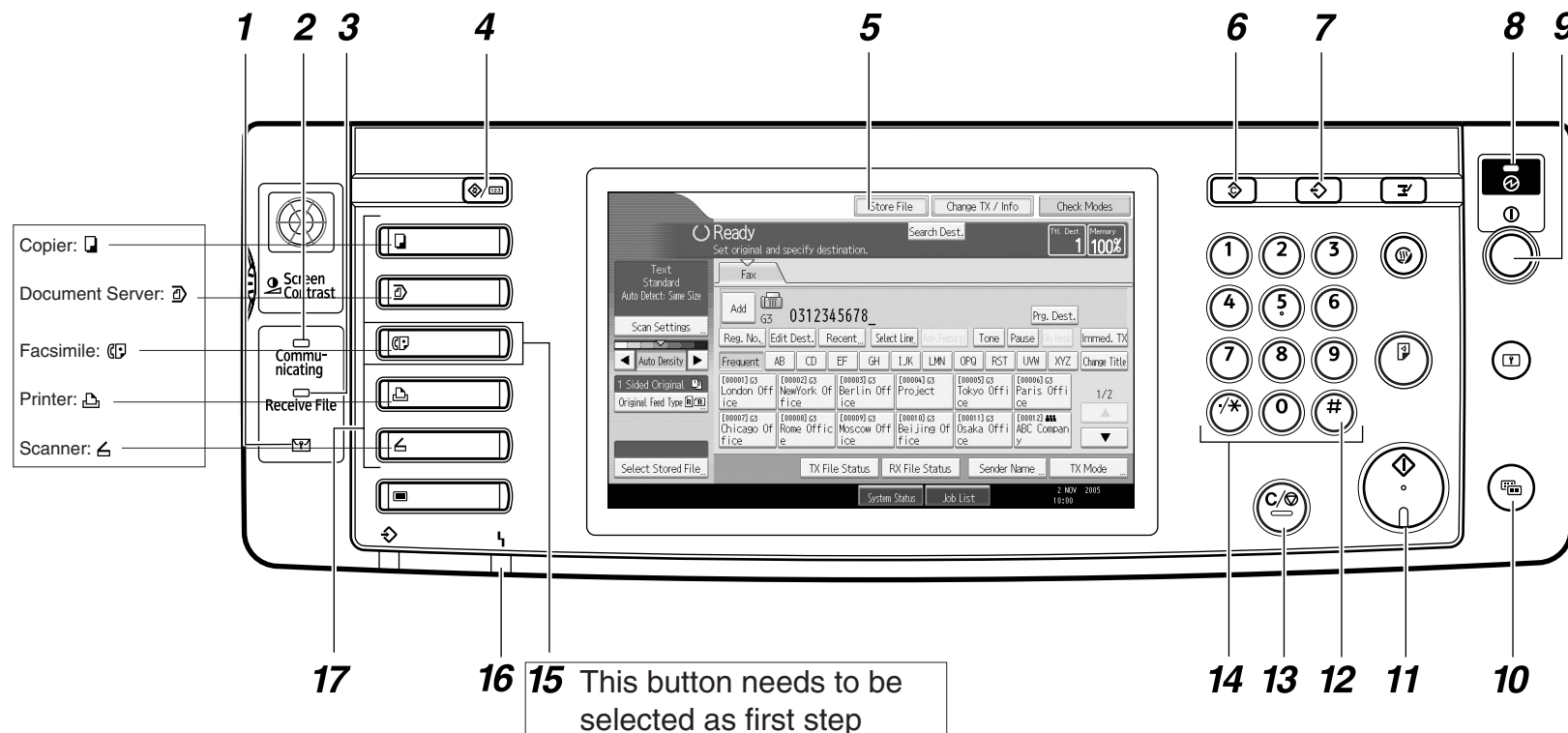To send an Internet Fax, press [Internet Fax] to switch the transmission type to Internet Fax.

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

1. Press [Stored File].

2. Select [Send & Store].

3. Set the user name, file name, and password as necessary, and then press [OK].

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

To send a fax from Document Server:

1. Press [Select Stored File].

2. Select the documents to be sent, and then press [OK].

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

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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.
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

Copier: 🖨
Document Server: 📄
Facsimile: 🖷
Printer: 🖨
Scanner: 📠

This button needs to be selected as first step

How to program a Destination key… (General Settings Guide 7. Registering Addresses and Users for Facsimile/ Scanner Functions)
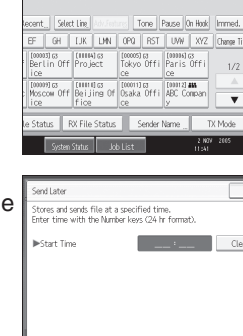
1. Press the [User Tools/Counter] key.

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, press [OK] under Fax Destination.

10. Press [OK].

11. Press [Exit].

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

13. 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.

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

2. Press [TX Mode].

3. Press [Send Later].

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

5. Press [OK].

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

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

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

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

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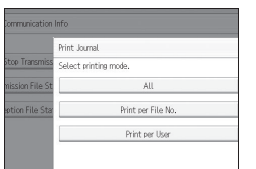4. Press [Exit].

Before the transmission is started:
1. Press [Change TX / Info].
2. Press [Check / Stop Transmission File].
3. Select the file you want to cancel.
4. Press [Stop Transmission], and then press [OK].
5. 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 below procedure.

1. Press [Change TX / Info].

2. Select [Print Journal].

3. Select the printing method:
   - [All]
   - [Print per File No.]
   - [Print per User]

4. Press the [Start] key.

5. Press [Exit] twice.

Advanced Features Fax

Please see the <Facsimile Reference> Operating Instructions:

- SUB/SEP Codes (1. Transmission)
  Privacy can be protected when faxing with a SUB/SEP Code, since only people who know the SUB/SEP Code can receive or print the fax document.

- Printed reports (4. Changing/Confirming Communication Information)
  Inform you if a fax has been saved, sent, or failed to be transmitted.

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

Chapter references in this guide refer to the bundled OI CD; Facsimile Reference and General Settings Guide.