Fax Connection Unit Type D
Operating Instructions

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How to Read This Manual

This manual explains how to set up the remote fax function and use its basic features.

You can use the remote fax function if you install Fax Connection Unit Type D on your machine.

For information not included in this manual, such as how to use the machine or specifications of the machine, see the manuals provided with the machine.

Symbols Used in This Manual

This manual uses the following symbols:

⬇Note

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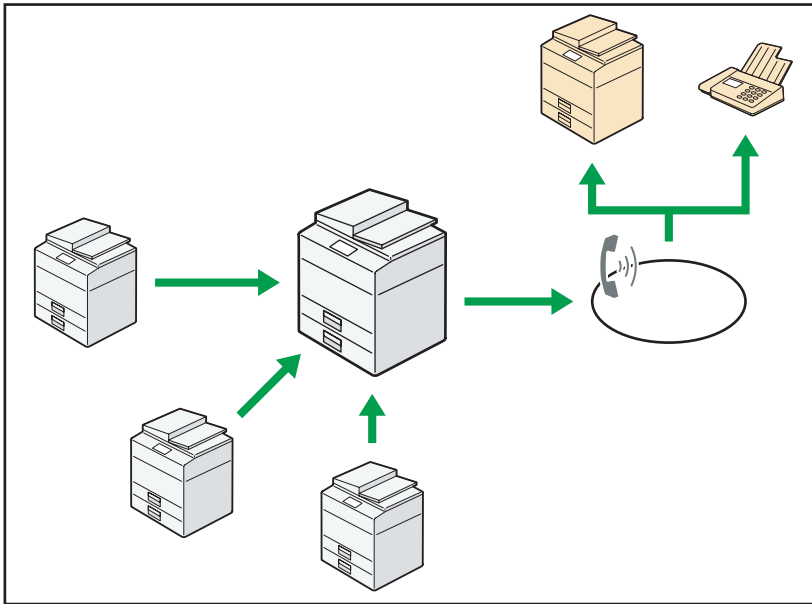
[ ]

Indicates the names of keys on the machine's display or control panels.

1. Getting Started

This chapter is an overview of the configuration of the remote fax function.

Remote Fax Overview

You can send and receive faxes from a machine that does not have a fax function (the sub-machine) if you can use the remote fax function to connect to a machine that has a fax function (the main machine).

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The procedure for sending faxes is as same as that of for the machine with the fax unit. When a job has finished, confirm results displayed on sending history or printed on reports.

You can forward the received documents from the main-machine with facsimile function to the sub-machine.

Functions Available for Remote Fax

You can instruct a main-machine to send a fax by displaying the [Remote Fax] screen on the sub-machine. From the [Remote Fax] screen, you can send scanned documents to the main-machine and instruct it to fax the document.

Remote fax transmissions are possible on a G3 line.

On the sub-machine you can also set the user tools for the remote fax function and add fax numbers to the Address Book.

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↓Note

- If using user authentication, select the same authentication method between the sub-machine and the main-machine. For details about the machine's authentication settings, see Security Guide.

Functions Available on the Fax's Initial Display for Remote Fax

You can specify the following items on the fax's initial display on the sub-machine:

Memory Transmission, Type of Original, Resolution, Scan Size, Auto Density, Manual Density, Original Orientation, Original Settings, Fax Header Print, Program Destination, Select Line, Check/Stop Transmission File, Transmission File Status, Reception File Status

↓Note

- The machine supports the functions, transmission capability, reception capability, and available paper size of the main-machine equipped with a facsimile function. Otherwise, the functions that the main-machine does not have are not available.

- You can select the same G3 line as the main-machine.

- You can select one of two fax headers.

Functions Available on the Facsimile Features Screen for Remote Fax

You can specify the following items for the Facsimile Features menu on the sub-machine:

General Settings

- Quick Operation Key (1–3)

  If [On] is selected, the Quick Operation keys can be registered with the following items:

  Fax Header Print, TX File Status (Transmission File Status), RX File Status (Reception File Status), TX Status Report

- Switch Title

- Search Destination

See "General Settings", Fax.

Scan Settings

- Program/Change Scan Size

- Delete Scan Size

See "Scan Settings", Fax.

Reception Settings

- 2 Sided Print

- Paper Tray

See "Reception Settings", Fax.

Initial Settings

- Parameter Setting

  You can configure the following User Parameter Switches to change function settings. Do not change any bit switches other than the following:

  - Print sheet is limited to that which has highest priority (Just size printing) (switch 05, bit 5)

  - Empty tray alert (Paper Empty Warning) even when one paper tray is empty (switch 05, bit 7)

  - Detect and report nearly blank documents when scanning (switch 11, bit 2)

  - Reset when function changed (switch 14, bit 3)

  - Selecting the available paper feed tray (switch 15, bit 2, 1, 0)

  - Whether or not to select the available paper feed tray (switch 15, bit 5)

  - Whether you need to press [Add] after specifying a destination with the destination key when broadcasting (switch 17, bit 2)

  - Whether or not to reset the settings when original is scanned (switch 17, bit 3)

  - The sub-machine beeps to let you know when it has printed a received document (switch 37, bit 6)

- Program Fax Information (Fax Header)

- Menu Protect

See "Initial Settings" and "Parameter Settings", Fax.

Required Configuration

This section describes options and settings required for the remote fax function.

Options

To use the remote fax function, both the main-machine and the sub-machines must have the following options:

- Fax connection unit
- HDD

Note

- The main machine must have the fax function.
- A machine that has the fax function cannot be used as a sub-machine.

Settings

To use the remote fax function, you must first specify all of the machines' IP addresses or host names on each of the machines.

The machine's IP address or host name can be specified in [Program/Change/Delete Remote Machine] on the [Administrator Tools] tab on the System Settings menu.

Follow the procedure below.

1. Connect the sub-machine to the main-machine over the network.

   For details about how to connect the machine to a network, see "Connecting the Machine", Connecting the Machine/ System Settings.

2. In [Program/Change/Delete Remote Machine] on the main-machine, specify the IP address or the host name of the sub-machine.

   You can specify up to six sub-machines.

   If you cannot register the sub-machine on the main-machine, check the sub-machine's settings. You cannot register the sub-machine if another machine is registered in [Program/Change/Delete Remote Machine] on the sub-machine machine.

   For details about how to change the System Settings, see "Accessing User Tools", Connecting the Machine/ System Settings.

3. In [Program/Change/Delete Remote Machine] on the sub-machine, specify the IP address or the host name of the main-machine.

   You can specify one main-machine.
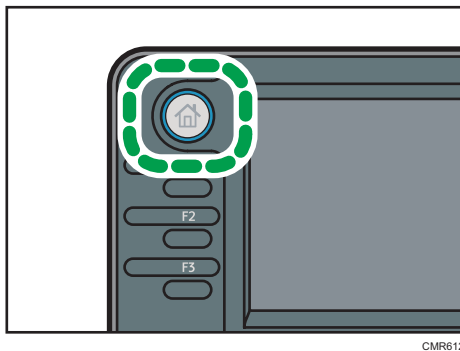
2. Sending/Receiving Documents Using Remote Fax

This chapter describes how to send and receive faxes using the remote fax function.
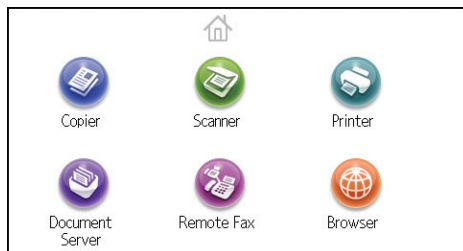
Remote Transmission

Before the operation, confirm that the main power switch of the main-machine is turned on.

1. **Press the [Home] key on the top left of the control panel.**

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2. **Press the [Remote Fax] icon on the [Home] screen.**

Copier	Scanner	Printer
Document Server	Remote Fax	Browser

3. **Place the original into the Auto Document Feeder (ADF) or on the exposure glass.**

4. **Make the scan settings you require.**

5. **Specify a destination.**

6. **Press the [Start] key.**

⬇ **Note**

- For details about how to use the fax features, see Fax.

- For the following functions, use information stored or registered on the sub-machine:

    - Information registered in the Address Book

    - LDAP server settings

Confirming Files in Memory of a Remote Fax

Use this function to check the contents of a file that is stored in memory and not yet sent. Also, use this function to cancel a transmission from the sub-machine.

You can check these files as you check standard faxes.

For details about confirming files in memory, see "Confirming Files in Memory", Fax.

All files that the main-machine has in memory are displayed on the [Check/Stop Transmission File] screen.

When documents are transmitted from a sub-machine to the main-machine, appears.

To update status of the transmission file, press [Refresh Status] on the [Check/Stop Transmission File] screen.

Printing Received Documents from the Sub-Machine

You can forward or route received documents from the main-machine equipped with a facsimile function. By registering the sub-machine without a facsimile function as a forwarding destination, you can print received documents from the sub-machine.

For example, you can make the main-machine forward the documents for the sales department to the sales department's machine, and forward the documents for the personnel division to the personnel division's machine. The sales department's machine and the personnel division's machine print the documents individually.

To forward or route received documents, in the Facsimile Features menu on the main-machine equipped with a facsimile function, configure the forwarding or routing settings in advance.

You can forward or route received documents per line or sender.

If you use [Remote Reception Setting per Line]

On the main-machine, you can specify a sub-machine to print documents received over a G3 line.

Sub-machines that you can specify are machines using the Remote Fax function.

For details about how to change the Facsimile Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

To specify Remote Reception Setting per Line, follow the procedure below.

1. Press [Facsimile Features].
2. Press [Reception Settings].
3. Press [▼] twice, and then press [Remote Reception Setting per Line].
4. Press [G3].
5. Press [Select] to the right of the machine you want to connect to, and then press [OK].
6. Press [OK].
7. Press [Exit] twice.

If you use [Remote Reception Setting per Sender]

If this function is enabled and documents are received, they are forwarded to a specified sub-machine.

Register a special sender in [Program Special Sender] in the Facsimile Features menu, and then set [Remote Reception Setting] to [On]. Specify the sub-machine as an end receiver in [Remote Machine].

Before using this function, make sure that [Special Reception Function] is set to [On] in [Initial Set Up] under [Program Special Sender].

For details about [Initial Set Up] and how to specify the sender name, see "Special Senders to Treat Differently", Fax.

For details about how to change the Facsimile Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

To specify Remote Reception Setting per Sender, follow the procedure below.

1. **Press [Facsimile Features].**

2. **Press [Reception Settings].**

3. **Press [Program Special Sender].**

4. **Press [Program/Change].**

5. **Select the sender to program or change.**

   To program new sender, press [Not Programmed].

6. **Enter a sender name, and then press [OK].**

   Enter a sender name using own name or own fax number.

7. **Press [Full Agreement] or [Partial Agreement].**

   Select the matching criteria to compare the registered name and actual sender's name.

8. **Press [Remote Reception Setting].**

9. **Press [On].**

10. **Press [Select] to the right of the machine you want to specify, and then press [OK].**

11. **Press [OK] twice.**

12. **Press [Exit] four times.**

Checking the Communication Results of Remote Fax

You can confirm remote transmission and reception results on the screen or printed reports.

Viewing the Communication Results of Remote Fax

Use this function to display the transmission or reception results of the main-machine.

You can check results as you check standard faxes.

For details about confirming transmission results on the screen, see "Viewing the Transmission Result", Fax.

For details about confirming reception results on the screen, see "Viewing the Reception Result", Fax.

All transmission and reception results for the main-machine are displayed on the screen.

If a document is transmitted from the sub-machine to the main-machine, "-RmFx (IP address of the sub-machine) ->" appears. To check if the document is sent to the receiver, check the status of the file number of the documents transmitted from the sub-machine to the main-machine.

Printing the Communication Results of Remote Fax

Use this function to print lists and reports automatically from the sub-machine. You can check remote transmission or reception results.

You can check the following lists and reports:

- Communication Result Report
- Communication Failure Report
- Error Report
- Power Failure Report

⬇ Note

- Depending on the settings for the machine equipped with a facsimile function, lists and reports might not be printed.

Messages and Solutions

This section explains the machine's main messages. If other messages appear, follow their instructions or see Troubleshooting.

Message	Causes	Solutions
"Check whether there are any network problems." [16-00]	• No IP address has been registered. • A network is not connected properly.	• Check that the correct IP address is specified for the machine in [System Settings]. For details about IP address, see "Interface Settings", Connecting the Machine/ System Settings. • For details about network problems, contact your administrator.
"Authentication with rmt machine failed. Check rmt machine's auth settings."	Authentication failed while using the remote fax function. The likely causes are as follows: • An attempt was made to connect to a device that does not support the remote function. • User authentication on the remote machine has failed.	For details about user authentication, see Security Guide.

Message	Causes	Solutions
"Connection with remote machine failed. Check the remote machine status."	A network error occurred while using the remote fax function.	• Check that the remote machine supports the remote fax function. • Check that the remote machine is working normally. • Check that the correct IP address or host name is set for the remote machine in [System Settings]. For details about these settings, see "Interface Settings", Connecting the Machine/ System Settings. • Check that the LAN cable is correctly connected to the machine. • For details about network problems, contact your administrator.
"Connection with remote machine failed. Check the remote machine status."	User Code Authentication is set on the device connected via the remote fax function.	The remote fax function does not support User Code Authentication. Disable User Code Authentication on the remote machine.
"Connection with remote machine failed. Check the remote machine status."	• User authentication of the device connected via the remote fax function has failed. • The user does not have permission to use the function on the remote machine.	For details about user authentication and how to set permissions, see Security Guide.
"Connection with remote machine failed. Check the remote machine status."	A timeout error occurred while an attempt was made to connect the device via remote fax function.	• Check that the LAN cable is correctly connected to the machine. • Check that the remote machine is working correctly. • For details about connection with remote machine, see p.6 "Settings".

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Message	Causes	Solutions
"Remote fax is not available because [User Code Authentication] is active."	The remote fax function does not support User Code Authentication.	When using the remote fax function, disable User Code Authentication. For details about User Code Authentication, see Security Guide.
"Transfer error has occurred. Check status of remote machine."	A network error occurred during transfer.	• Check that the correct IP address or host name is set for the remote machine in [System Settings]. For details about these settings, see "Interface Settings", Connecting the Machine/ System Settings. • Check that the remote machine is working correctly. • Check that the LAN cable is correctly connected to the machine. • For details about transmission, contact your administrator.
"The HDD of the remote machine is full."	The hard disk became full after using the remote fax function to scan an original.	Delete unnecessary files.
"Specified operation cannot be performed. The file is in use or the file transmission has completed."	When you attempt to check the status of a job on the main-machine from the sub-machine, the job had already been sent.	To check the details of a job, under [Comm. Status/Print], see the [Check/ Stop Transmission File] screen.

Information about Security Functions

This section describes security information for the remote fax function.

Data Overwritten by Auto Erase Memory

You can overwrite the data of faxes sent and received using the remote fax function by overwriting the data with "Auto Erase Memory".

Operation Privileges for Settings

This section describes the administrator and user operation privileges for the remote fax settings when administrator authentication or user authentication is enabled.

[System Settings] - [Administrator Tools]

Settings	User	Mach	N/W	File	Unset	Set
Program / Change / Delete Remote Machine	–	R/W	–	–	R/W	R

[Facsimile Features] - [Reception Settings]

Settings	User	Mach	N/W	File	Lv.1	Lv.2
Remote Reception Setting per Line	R	R/W	R	R	R	R

Web Image Monitor - [Device Management] - [Configuration] - [Program/Change/Delete Remote Machine]

Settings	User	Mach	N/W	File	Unset	Set
Program	–	R/W	–	–	R/W	–
Change	–	R/W	–	–	R/W	–
Delete	–	R/W	–	–	R/W	–

- Understanding headers
  - User

    The user administrator has privileges for this operation.
  - Mach

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The machine administrator has privileges for this operation.

- N/W

  The network administrator has privileges for this operation.

- File

  The file administrator has privileges for this operation.

- Unset

  The logged in user has privileges for this operation.

  In cases where no settings are selected in the available settings of [Administrator Authentication Management].

- Set

  The logged in user has privileges for this operation.

  Status when settings are selected in the available settings of [Administrator Authentication Management].

- Lv.1

  In cases where the [Menu Protect] setting is set to [Level 1].

- Lv.2

  In cases where the [Menu Protect] setting is set to [Level 2].

- Understanding the symbols

  R/W: Execute, change and reading possible.

  R: Reading is possible.

  -: Execute, change and reading are not possible.