

## Quick Reference Fax Guide

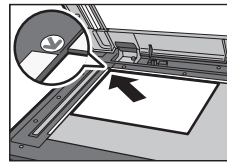
➡ Please put this guide above your machine ⬅

\*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

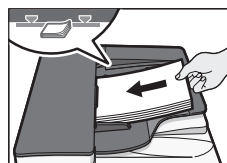
### How to send a fax... (Transmission)

- 1 Press the **[Home]** key on the top left of the control panel, and press the **[Facsimile]** icon on the **[Home]** screen.
- 2 Specify a transmission mode:
  - Memory Transmission, or
  - Immediate Transmission (selected by pressing **[Immed. TX]**)

- 3 Place the original.
  - Exposure glass (face down)



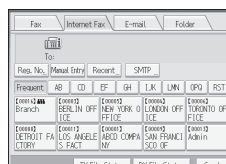
- Auto Document Feeder (face up)



- 4 Make the scan settings you require.
- 5 Specify a destination.
- 6 Press the **[Start]** key.

If you select Memory Transmission, you can send to more destinations at once. To do this, after step 5, specify destinations and press 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... (Storing a Document)

- 1 Press **[Store 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.

1. **[Home]** key  
Press to display the **[Home]** screen.

#### 2. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.

#### 3. Display panel

#### 4. **[Reset]** key

Press to clear the current settings.

#### 5. **[Program]** key

Press to register frequently used settings, or to recall registered settings.

#### 6. Main power indicator

#### 7. **[Energy Saver]** key

#### 8. **[Login/Logout]** key

#### 9. **[User Tools/Counter]** key

#### 10. **[Simple Screen]** key

#### 11. **[#]** key (Enter key)

#### 12. **[Start]** key

Press to start copying, printing, scanning, or sending.

#### 13. **[Stop]** key

Press to stop a job in progress, such as copying, scanning, faxing, or printing.

#### 14. **[Clear]** key

Press to delete a number entered.

#### 15. Number keys

#### 16. **[Check Status]** key

#### 17. Data In indicator

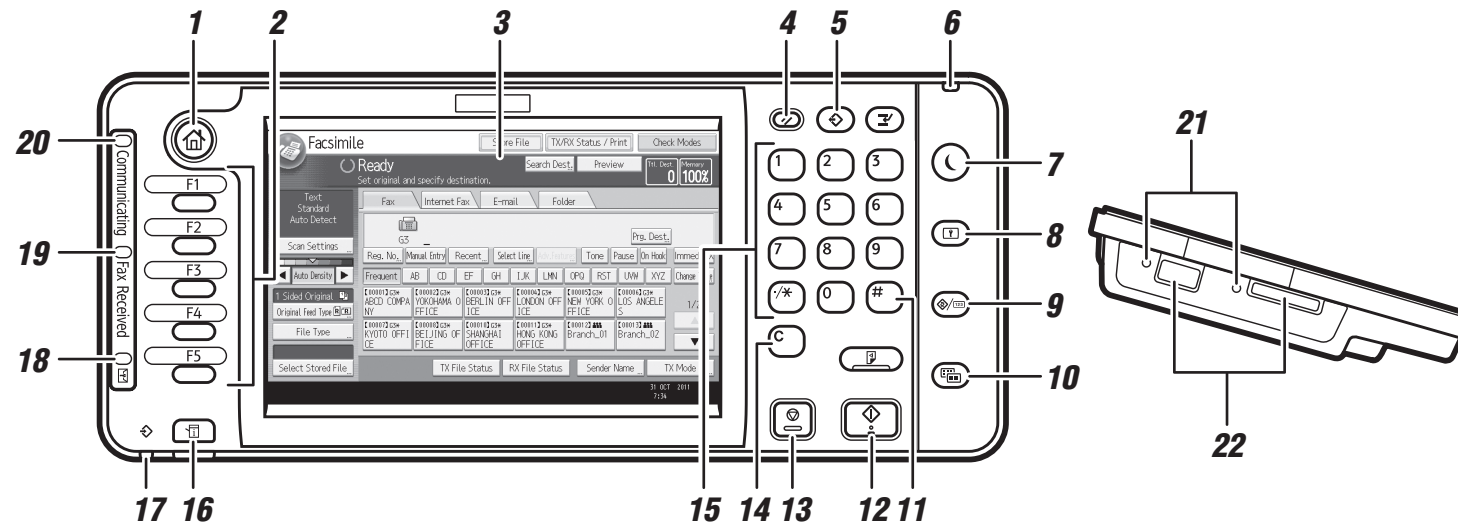
#### 18. Confidential File indicator

#### 19. Fax Received indicator

#### 20. Communicating indicator

#### 21. Media access lamp

#### 22. Media slots



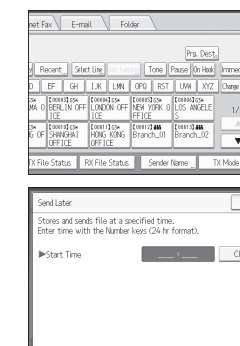
### How to program a Destination key... (Registering Addresses and Users, Connecting the Machine/ System Settings)

- 1 Press the **[User Tools/Counter]** key.
- 2 Press **[Address Book Mangmnt]**.
- 3 Check that **[Program / Change]** is selected.
- 4 Select the name whose fax destination you want to register. Press the name key, or enter the registered number using the number keys.
- 5 Press **[Fax Dest.]**.
- 6 Press **[Change]** under Fax Destination, enter the fax number using the number keys and press **[OK]**.
- 7 Press **[OK]**.
- 8 Press **[Exit]**.
- 9 Press the **[User Tools/Counter]** key.

### How to send at a specific time (Send Later) (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 using the number keys, and then press **[#]**.
- 5 Press **[OK]** twice.



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

#### Memory + Immediate

Before the original is scanned = before pressing the **[Start]** key:

- 1 Press the **[Reset]** key.

While the original is being scanned

- 1 Press the **[Stop]** key.
- 2 Press **[Cancel Scanning]** or **[Cancel TX]**.

#### Memory

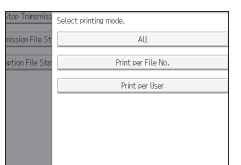
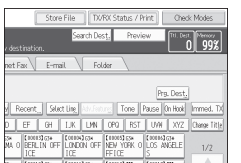
After the original is scanned

- 1 Press the **[Stop]** key.
- 2 Press **[Standby File List]**.
- 3 Select the file you want to cancel.
- 4 Press **[Stop Transmission]**, and then press **[OK]**.
- 5 Press **[Exit]**.

### How to print the Journal... (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.

- 1 Press **[TX/RX Status / Print]**.
- 2 Press **[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 Fax Features

#### Please see Fax Operating Instructions:

- SUB/SEP Codes (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 (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. (Fax via Computer)