

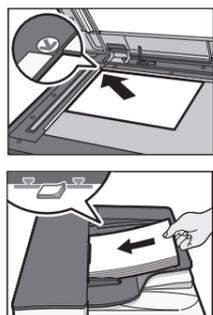
Quick Reference Fax Guide

➔ 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

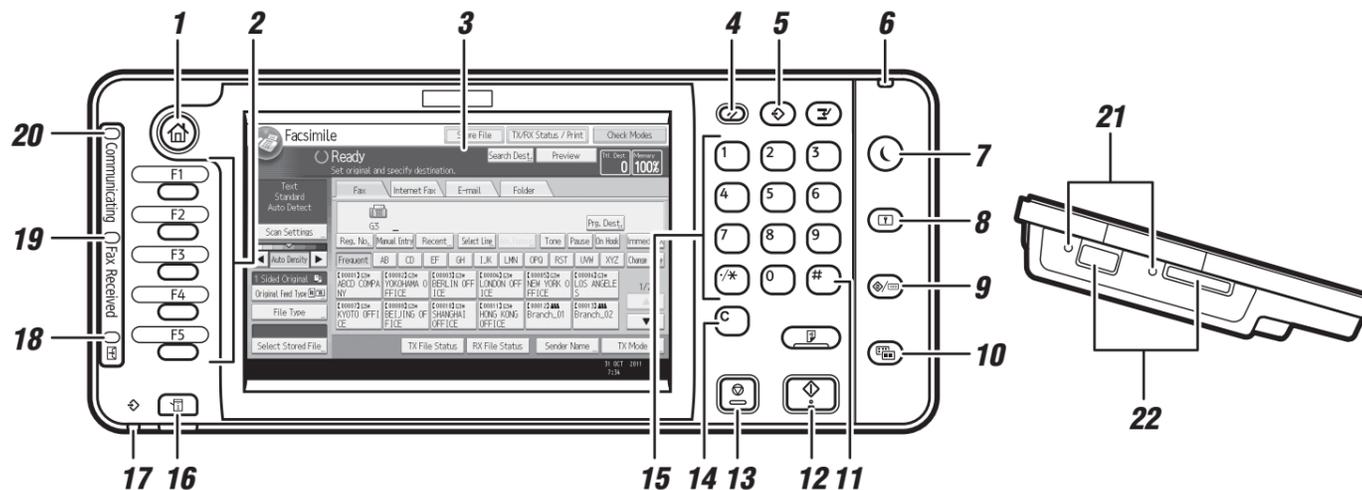
18. Confidential File indicator

19. Fax Received indicator

20. Communicating indicator

21. Media access lamp

22. Media slots



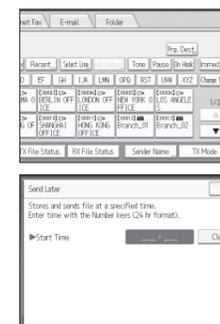
How to program a Destination key... (Registering Addresses and Users, Connecting the Machine/ System Settings)

- 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

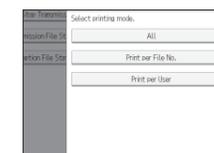
After the original is scanned

- 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)