

Quick Reference Fax Guide

➡ Please put this guide above your machine ⬅

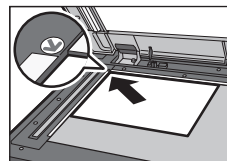
*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

How to send a fax... (Transmission)

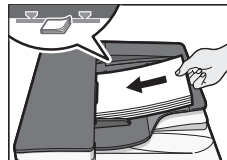
- 1 Press the [Home] key on the top left of the control panel. Flick the screen to the left, and then press the [Fax] icon on the Home screen 4.
- 2 Specify a transmission mode:
 - Memory Transmission, or
 - Immediate Transmission (selected by pressing [Immed. TX])

- 3 Place the original.

- Exposure glass (face down)



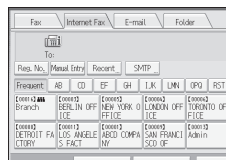
- Auto Document Feeder (face up)



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

If you select Memory Transmission, you can send to more destinations at once. To do this, after step 5, specify destinations and press [Start].

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 [Start].

To send a fax from Document Server:

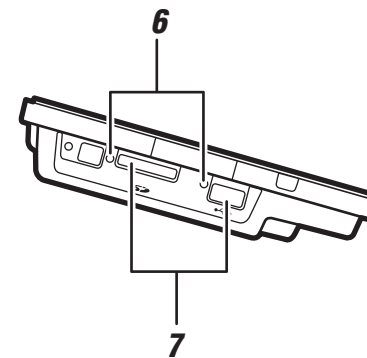
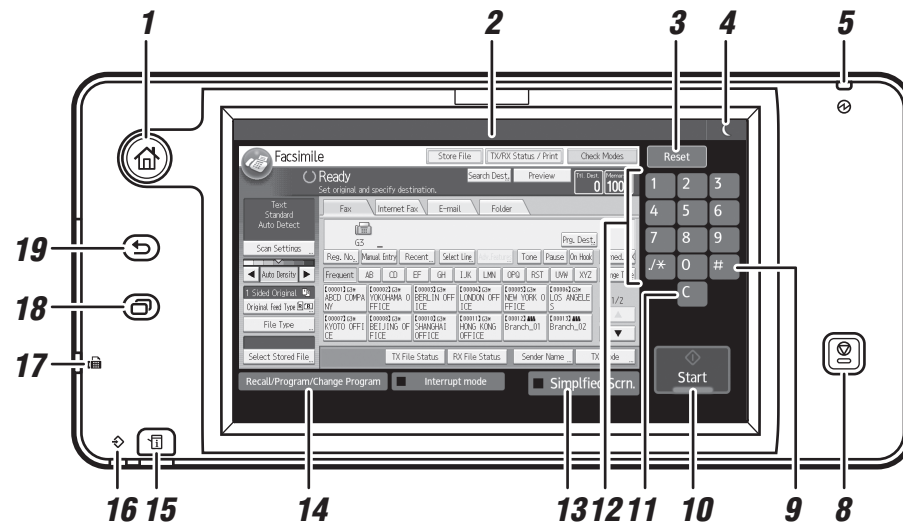
- 1 Press [Select Stored File].
- 2 Select the documents to be sent, and then press [OK].
- 3 Specify a destination, and then press [Start].

1. [Home] key
Press to display the [Home] screen.
2. Display panel
3. [Reset]
4. Energy Saver
5. Main power indicator
6. Media access lamp

7. Media slots
8. [Stop] key
Press to stop a job in progress, such as copying, scanning, faxing, or printing.
9. [#] (Enter key)
10. [Start]
- Press to start copying, printing, scanning, or sending.

11. [C] (Clear key)
Press to delete a number entered.
12. Number keys
13. [Simplified Scrn.]
14. [Recall/Program/Change Program]
Press to register frequently used settings, or to recall registered settings.
15. [Check Status] key

16. Data In indicator
17. Fax indicator
18. [Menu] key
19. [Return] key



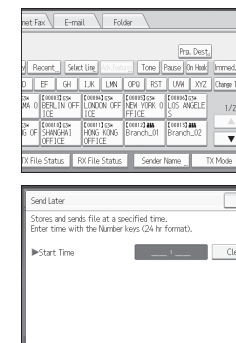
How to program a Destination key... (Registering Addresses and Users, Connecting the Machine/ System Settings)

- 1 Press the [Home] key on the top left of the control panel. Flick the screen to the left, and then press the [User Tools] icon (⚙️) on the Home screen 4.
- 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 [User Tools/Counter] (⚙️) on the top right of the screen.

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 [Start]:

- 1 Press [Reset] on the top right of the screen.

While the original is being scanned

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

Memory

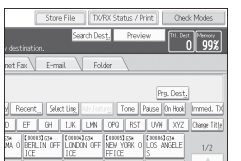
After the original is scanned

- 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].

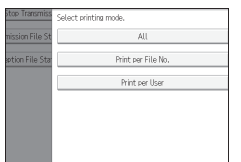
How to print the Journal... (Changing/Confirming Communication Information)

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 [Start].

- 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)