# Quick Reference Fax Guide

⇨ Please put this guide above your machine ⇦

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

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

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

- Auto Document Feeder (face up)

❸ Make the scan settings you require.

❹ Specify a destination.

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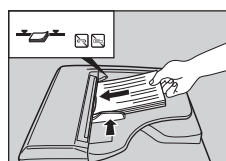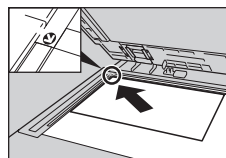
If you choose Memory Transmission, you can send to more destinations at once. To do this, after step 4, press:
- [Add] and specify destinations
- the 【Start】 key

To send to an Internet Fax, e-mail, or folder destination, press [Internet Fax], [E-mail], or [Folder] to switch the transmission type.
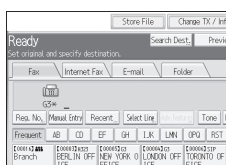
How to fax to Document Server... (5. Storing a Document)

❶ Press [Store File].

❷ Select [Send & Store].

❸ Set the user name, file name, and password as necessary, and then press [OK].
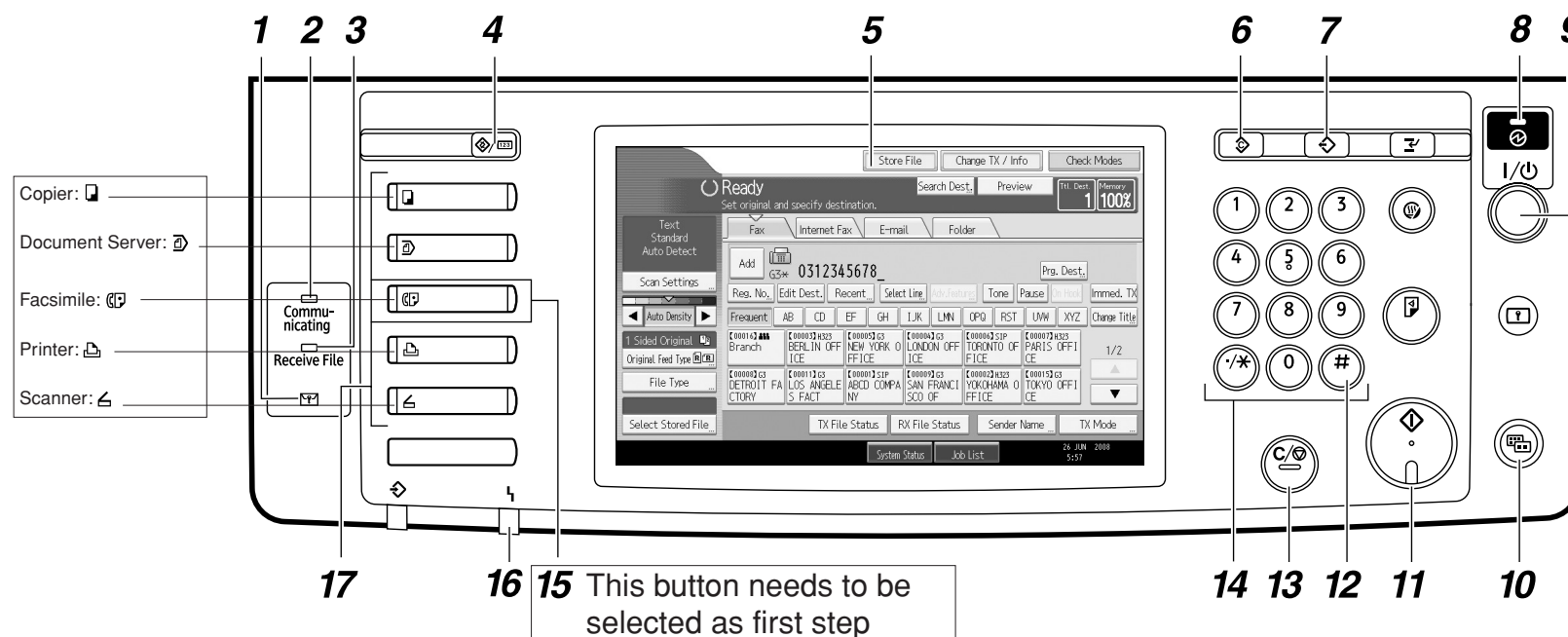
❹ Specify a destination, and then press the 【Start】 key.

To send a fax from Document Server:

❶ Press [Select Stored File].

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

❸ 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:

1 2 3 4 5 6 7 8 9

17 16 15 This button needs to be selected as first step

14 13 12 11 10

How to program a Destination key… (1. Transmission)

❶ Press the 【User Tools/Counter】 key.

❷ Press [System Settings].

❸ Press [Administrator Tools].

❹ Press [Address Book Management].

❺ Check that [Program / Change] is selected.

❻ Press [New Program].

❼ Press [Change] and set user's information, press [OK].

❽ Press [Fax Dest.].

❾ Press [Change] and enter the fax number using the number keys, press [OK] under Fax Destination.

❿ Press [OK].

⓫ Press [Exit].

⓬ Press the 【User Tools/Counter】 key.

⓭ 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.

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

❷ Press [TX Mode].

❸ Press [Send Later].

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

❺ Press [OK].

❻ Specify a destination, and then press the 【Start】 key.
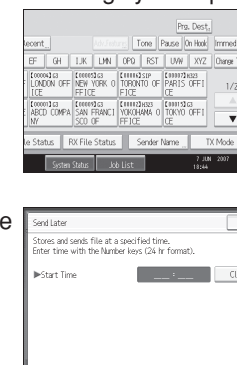
How to cancel a transmission... (1. Transmission)

Memory + Immediate
Before the original is scanned = before pressing the 【Start】 key:
❶ Press the 【Clear Modes】 key.

While the original is being scanned = after pressing the 【Start】 key:
❶ Press the 【Clear/Stop】 key.

Memory
While the original is being transmitted:
❶ Press the 【Clear/Stop】 key.
❷ Select the file you want to cancel.
❸ Press [Stop Transmission], and then press [OK].
❹ Press [Exit].

Before the transmission is started:
❶ Press [Change TX / Info].
❷ Press [Check / Stop Transmission File].
❸ Select the file you want to cancel.
❹ Press [Stop Transmission], and then press [OK].
❺ 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.

❶ Press [Change TX / Info].

❷ Select [Print Journal].

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

❹ Press the 【Start】 key.

❺ Press [Exit] twice.
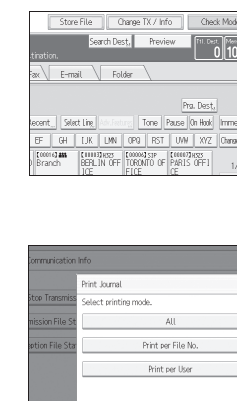
Advanced Features Fax

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.