



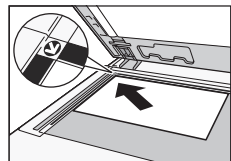
## Quick Reference Fax Guide

⇒ Please put this guide above your machine ⇐

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

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

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



- ADF (face up)

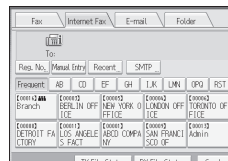


- 3 Make the scan settings you require.
- 4 Specify a destination.
- 5 Press the [Start] key.

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)

- 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:

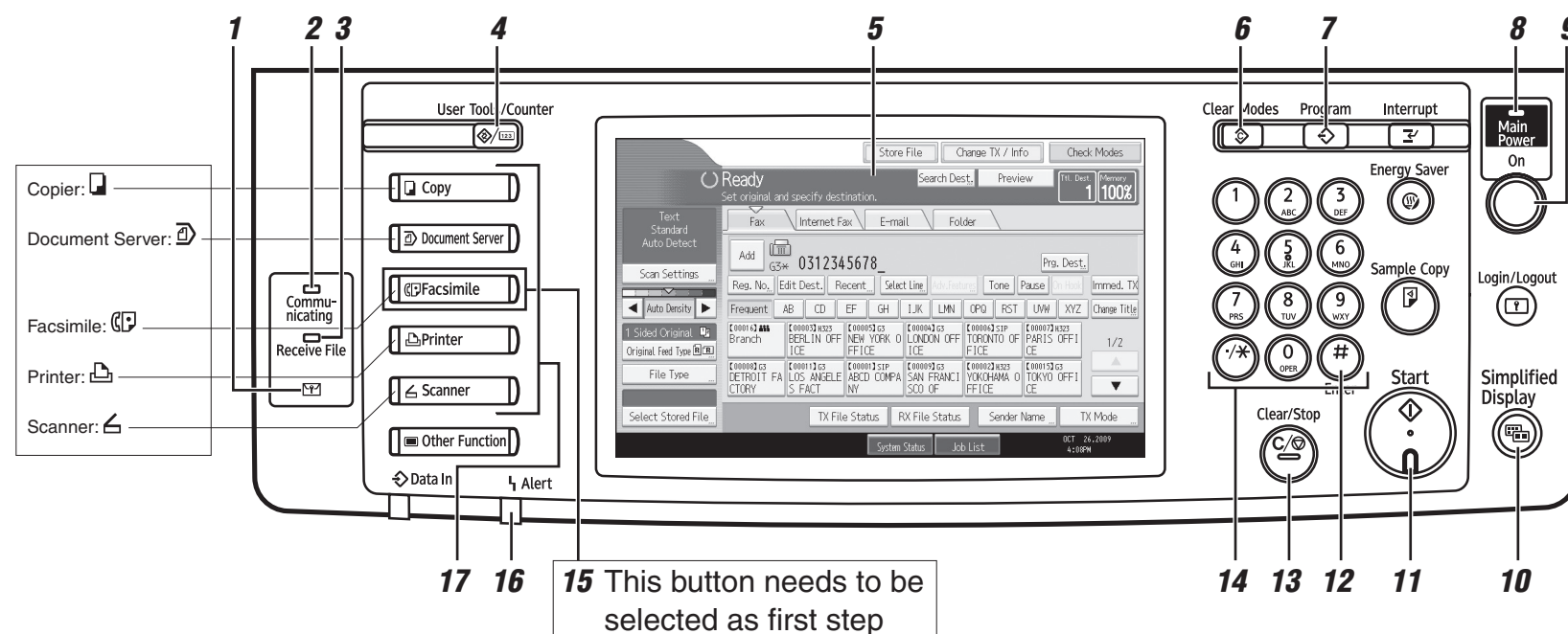
- 1 Press [Select Stored File].
- 2 Select the documents to be sent, and then press [OK].
- 3 Specify a destination, and then press the [Start] key.

1. Confidential File indicator
2. Communicating indicator
3. Receiving 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



### How to cancel a transmission... (1. Transmission)

#### Memory + Immediate

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

- 1 Press the [Clear Modes] key.

While the original is being scanned = after pressing the [Start] key:

- 1 Press the [Clear/Stop] key.

#### Memory

While the original is being transmitted:

- 1 Press the [Clear/Stop] key.
- 2 Select the file you want to cancel.
- 3 Press [Stop Transmission], and then press [OK].
- 4 Press [Exit].

Before the transmission is started:

- 1 Press [Change TX / info].
- 2 Press [Check / Stop Transmission File].
- 3 Select the file you want to cancel.
- 4 Press [Stop Transmission], and then press [OK].
- 5 Press [Exit] twice.

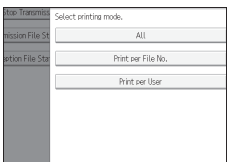
### How to print the Journal... (4. Changing/Confirming Communication Information)

The Journal is printed automatically after every 50 communications. You can also request a Journal at any time, by following the procedure below.

- 1 Press [Change TX / Info].



- 2 Select [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 the <Facsimile Reference> ⑤ Operating Instructions:

- SUB/SEP Codes (2. 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 (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)

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

- 1 Press the [User Tools/Counter] key.
- 2 Press [System Settings].
- 3 Press [Administrator Tools].
- 4 Press [Address Book Management].
- 5 Check that [Program / Change] is selected.
- 6 Press [New Program].
- 7 Press [Change] and set user's information, press [OK].
- 8 Press [Fax Dest.].
- 9 Press [Change] under Fax Destination, enter the fax number using the number keys and press [OK].
- 10 Press [OK].
- 11 Press [Exit].
- 12 Press the [User Tools/Counter] key.
- 13 You will get a message 'Destination list / machine settings are updated...'. Press [Exit].

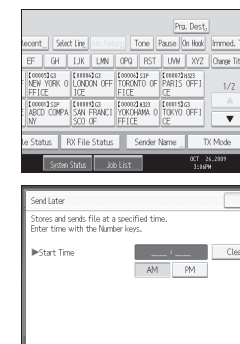
### How to send at a specific time (Send Later) (2. Other Transmission Features)

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.

- 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 select [AM] or [PM]. Then press [OK].



- 5 Press [OK].

- 6 Specify a destination, and then press the [Start] key.