Quick Reference Fax Guide
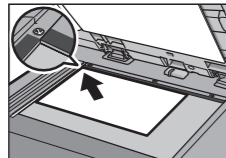
⇨Please put this guide above your machine⇦

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

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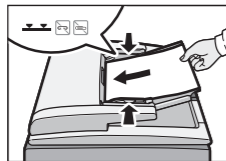   - Memory Transmission, or
   - Immediate Transmission (selected by pressing [Immed. TX])

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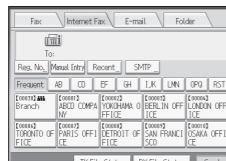   - ADF (face up)

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.

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1. Display panel
2. Main power indicator
3. Operation switch
4. 【User Tools/Counter】 key
5. 【Program】 key
   Press to select the program mode.
6. 【Simplified Display】 key
7. 【Clear Modes】 key
   Press to clear the current settings.
8. 【Start】 key
9. 【Clear/Stop】 key
10. 【#】 key (Enter key)
    Registers entered numbers or settings.
11. Number keys
12. 【Facsimile】 key
    Press to switch to the facsimile mode.
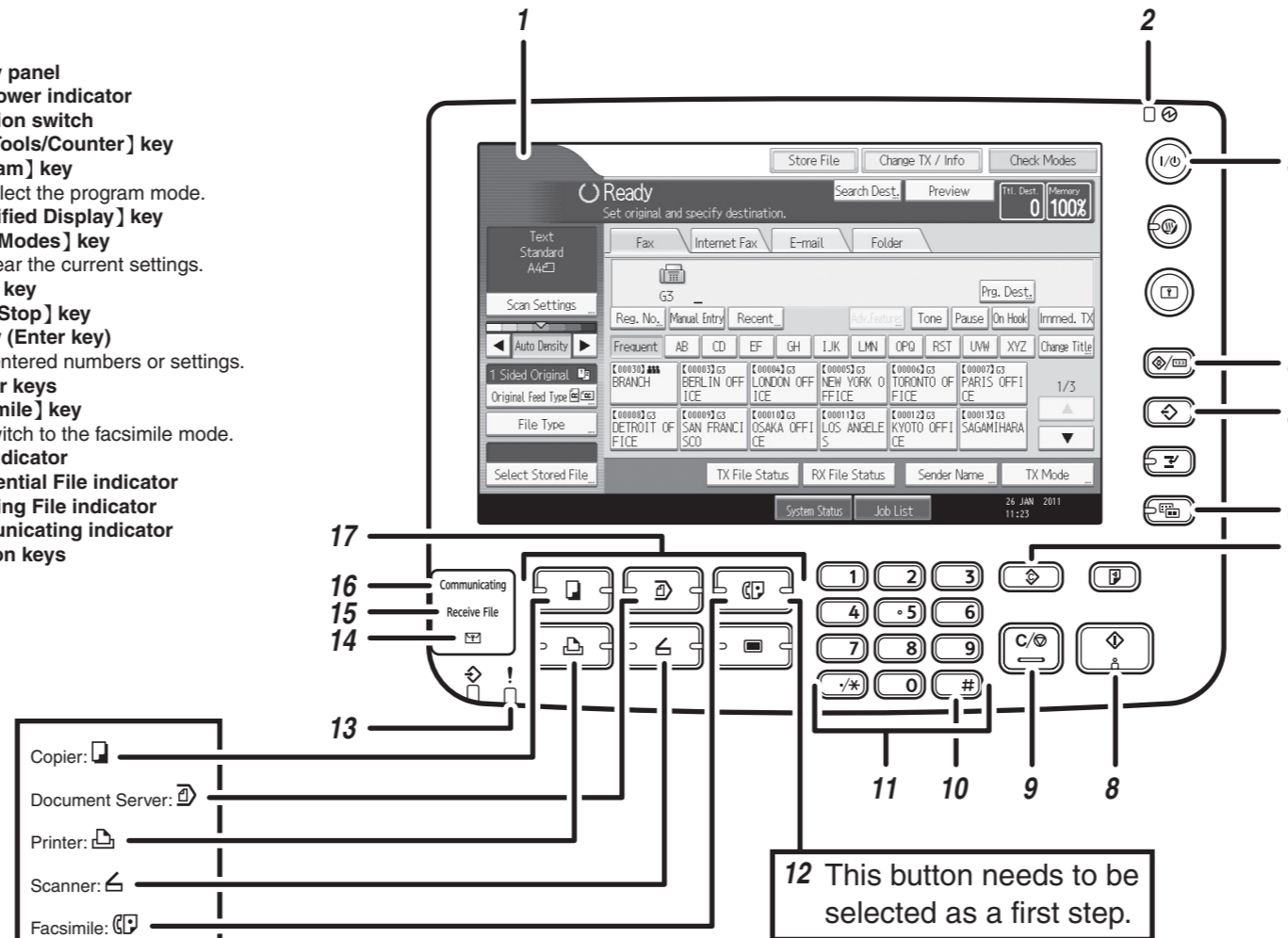13. Alert indicator
14. Confidential File indicator
15. Receiving File indicator
16. Communicating indicator
17. Function keys

Copier:
Document Server:
Printer:
Scanner:
Facsimile:

12 This button needs to be selected as a first step.

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.

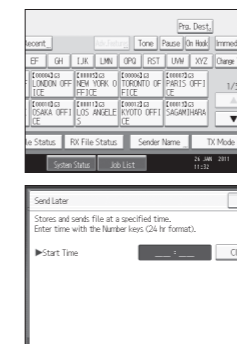1. Place the original, and then select the scan settings you require.

2. Press [TX Mode].

3. Press [Send Later].

4. Enter the time (12 or 24 hour format) using the number keys, and then press [OK].
   The time format you should use is indicated on the display.

5. Press [OK].

6. 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:
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.
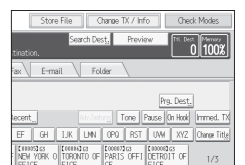4. Press [Stop Transmission], and then press [OK].
5. Press [Exit] twice.

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.
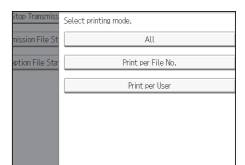
1. Press [Change TX / Info].

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> 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)

Chapter references in this guide refer to the bundled OI CD; Facsimile Reference.