



1. Registering Quick Dials

How to store numbers that you send to regularly in Quick Dial keys for easy access page 2

2. Entering Letters and Symbols

How to enter letters and symbols from the operation panel page 4

3. Sending a Fax

How to send a fax message page 6

4. Broadcasting

How to send a fax message to several destinations in a single operation page 8

5. Canceling a Memory Transmission

How to stop a message you do not want sent page 10

6. Checking Communication Results

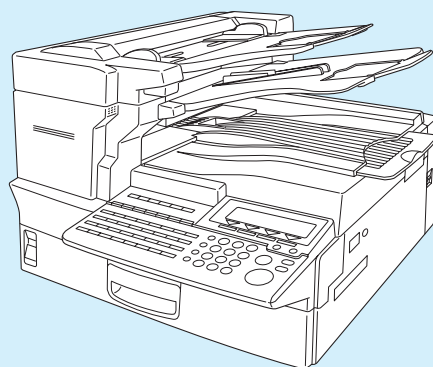
How to check whether a transmission or reception was successful page 12

7. Send Later

How to have a message sent automatically at a specific time page 14

FACSIMILE QUICK GUIDE

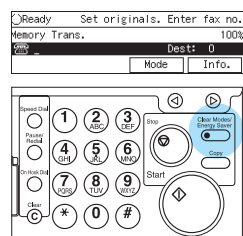
Some limitations apply to these functions. For details, please read the fax manual.



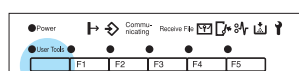
1. Registering Quick Dials

- 1 Make sure that the machine is in standby mode.

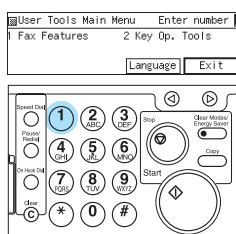
Note If the “Fax Features” or “Key Op. Tools” screen is shown, press the User Tools key. If any other display is shown, press the **Clear Modes/ Energy Saver** key.



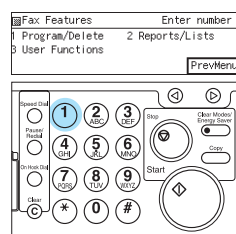
- 2 Press **User Tools**.



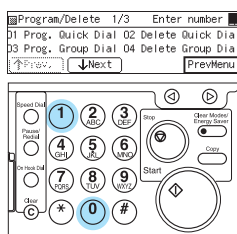
- 3 Press **1**.



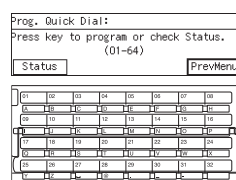
- 4 Press **1**.



- 5 Enter **01**.



- 6 Press a free Quick Dial key.





7 Enter the fax number.

Prog. Quick Dial:[01] Enter fax number

(Label:Off)

Name Label Cancel OK

Speed Dial 1 2 3 4 5 6 7 8 9 * 0 #

Start

8 Press [Name].

Prog. Quick Dial:[01] Enter fax number

123456

(Label:Off)

Name Label Cancel OK

9 Enter a name for this Quick Dial.

Note For more details, see page 4.

Enter name

Upper

A+a Symbols Cancel OK

01	02	03	04	05	06	07	08
09	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64

10 Press [OK].

Enter name

Lower

PARIS OFFICE-East

A+a Symbols Cancel OK

11 Press [OK].

Prog. Quick Dial:[01] Enter fax number

123456

(PARIS OFFICE-East Label:Off)

Name Label Cancel OK

12 Press [PrevMenu].

Prog. Quick Dial:

Press key to program or check Status.

(01-64)

Status PrevMenu

13 Press [PrevMenu].

Program/Delete 1/3 Enter number

01 Prog. Quick Dial 02 Delete Quick Dial

03 Prog. Group Dial 04 Delete Group Dial

PrevMenu Next PrevMenu

14 Press [PrevMenu].

Fax Features Enter number

1 Program/Delete 2 Reports/Lists

3 User Functions

PrevMenu

15 Press [Exit].

User Tools Main Menu Enter number

Fax Features 2 Key Op. Tools

Language Exit



2. Entering Letters and Symbols

Example: “PARIS OFFICE - East”

1 Press [Name].

2 Enter “PARIS” using the Quick Dial keys.

You can enter alphabetic characters with the Quick Dial keys. Each key has a letter marked on it.

Note Press the **Clear** key to delete a character.

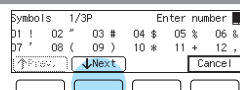
3 Press  (space key) to insert a space.

4 Enter “OFFICE” using the Quick Dial keys.

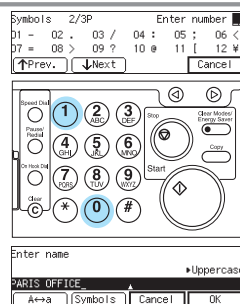
5 Press [Symbols].



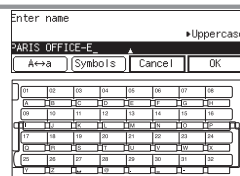
- 6** Press [↓Next] until you can see the “-” symbol.



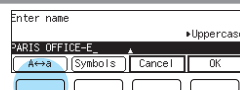
- 7** Enter 01.



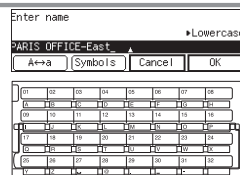
- 8** Enter “E” using the Quick Dial keys.



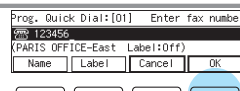
- 9** Press [A ↔ a] to switch to lower case.



- 10** Enter “AST” using the Quick Dial keys.



- 11** Press [OK].





3. Sending a Fax

There are two ways to send a fax message.

- **Immediate Transmission** :The machine dials the destination straight away.
- **Memory Transmission** :The machine starts scanning a document before dialing.

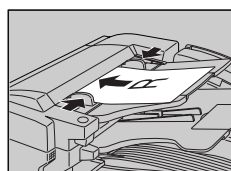
Immediate Transmission

- 1 **Make sure that the Immediate Trans. indicator is lit.**

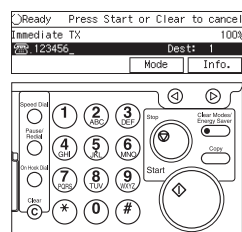
Note If it is not lit, press the Transmission Mode key.



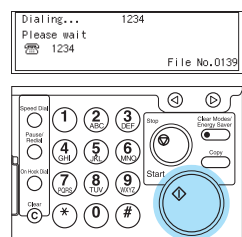
- 2 **Set your document face up into the ADF.**



- 3 **Enter the fax number.**



- 4 **Press **Start** .**

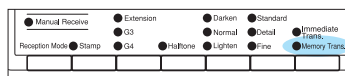




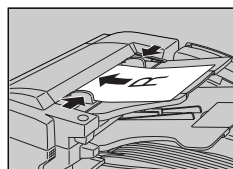
Memory Transmission

- 1 Make sure that the Memory Trans. indicator is lit.

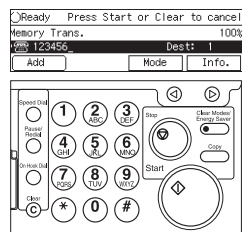
Note If it is not lit, press the Transmission Mode key.



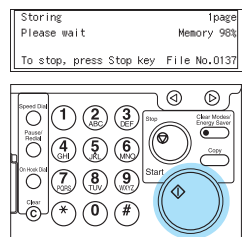
- 2 Set your document face up into the ADF.



- 3 Enter the fax number.

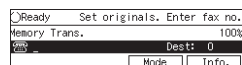


- 4 Press **Start**.

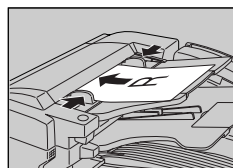


4. Broadcasting

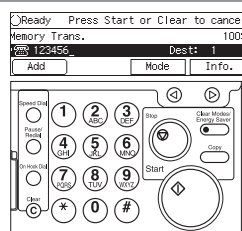
- 1 Make sure that the machine is in standby mode.



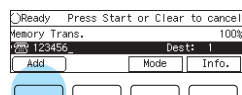
- 2 Set your document face up into the ADF.



- 3 Enter the first fax number.

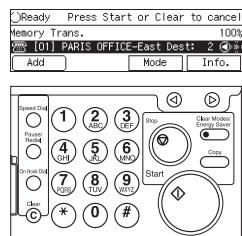


- 4 Press [Add].



- 5 Enter the next fax number.

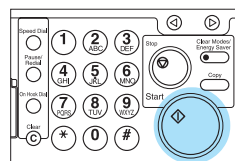
- Note**
- Quick Dials and Speed Dials are also available.
 - To check the numbers you have entered so far, press ◀ and ▶ keys.





6 Repeat steps 4 and 5 for all destinations.

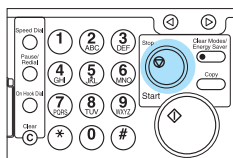
7 Press **Start**.



5. Canceling a Memory Transmission

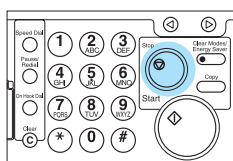
Before the Document is Scanned in

Press **Stop**.



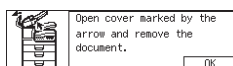
While the Document is being Scanned in

Press **Stop**.



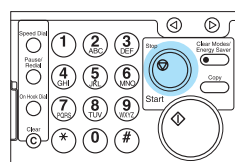
Note When there is a Document Jam.

1. Check the message on the display then press [OK].
2. Remove the document.

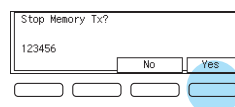


While the Machine is Dialing

1 Press **Stop**.



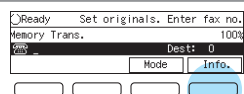
2 Press **[Yes]**.



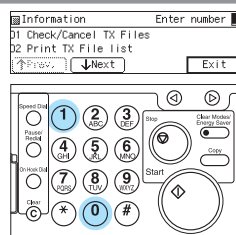


When the Message is being Sent

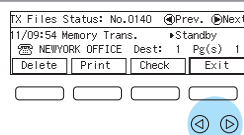
1 Press [Info.].



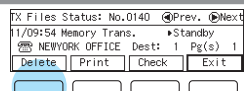
2 Press **0 1**.



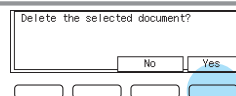
3 Press **◀** and **▶** to find the file you wish to delete.



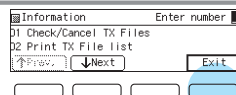
4 Press [Delete].



5 Press [Yes].



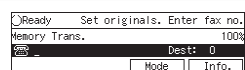
6 Press [Exit].



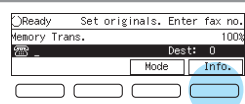
6. Checking Communication Results

Printing the Journal

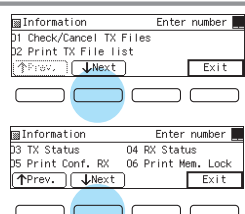
- 1 Make sure that the machine is in standby mode.



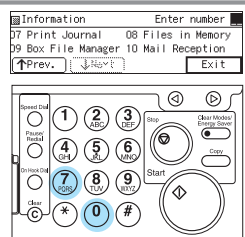
- 2 Press [Info.].



- 3 Press [Next] until "0 7 Print Journal" is shown.

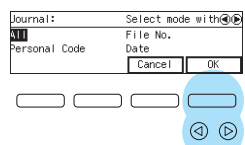


- 4 Press 0 7.



- 5 Press ⏪ and ⏩ to select the type of printout you want, then press [OK].

Note All: List all of the last 49 communication results
 File No: List by file number
 Personal Code: List by Personal Code
 Date: List by date





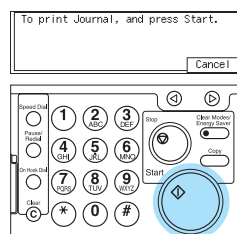
6 If you chose "All" press **Start**.

If you selected any other type of printout, set the next items, then press **Start**.

File No: Enter a 4-digit file number

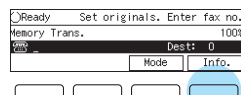
Personal Code: Enter a Personal Code

Date: Enter the day, then choose the month

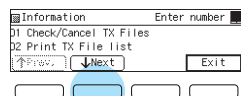


Viewing the Journal on the Display

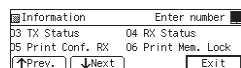
1 Press **[Info.]**.



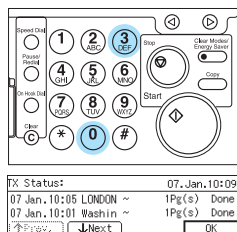
2 Press **[Next]** until "0 3 TX Status" or "0 4 RX Status" is shown.



3 Press **0 3** or **0 4**.

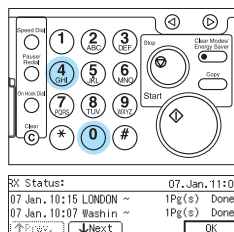


<0 3 TX Status>



The right column shows the status.

<0 4 RX Status>



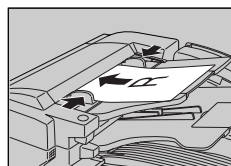
The right column shows the status.

7. Send Later

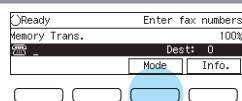
- 1 Make sure that the machine is in standby mode.



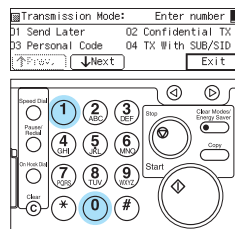
- 2 Set your document face up into the ADF.



- 3 Press [Mode].

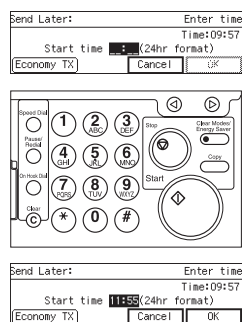


- 4 Enter 0 1.



- 5 Enter the time with number keys.

Example: 11:55
Enter 1155





6 Press [OK].

Send Later:	Enter time
Start time 11:55(24hr format)	Time:09:57
Economy TX	Cancel OK

7 Press [Exit].

Transmission Mode:	Enter number
01 Send Later	02 Confidential TX
03 Personal Code	04 TX With SUB/SID
↑Prev. ↓Next	Exit

8 Enter the destination fax number.

Ready	Enter fax numbers
Memory Trans. Send Later	Dest: 99%
Mode	Info.

Speed Dial	1	2	3	Stop	Clear Memory
Power	4	5	6	Start	Copy
Search	7	8	9		
Clear	* 0 #				

9 Press [Start].

Speed Dial	1	2	3	Stop	Clear Memory
Power	4	5	6	Start	Copy
Search	7	8	9		
Clear	* 0 #				



Save Money

- **I want to cut down on telephone charges...**

Have your document scanned in and sent at an off-peak time when telephone charges are lower with the **Send Later** feature.

- **I want to save electricity...**

The **Automatic Power Reception Function** lets you leave the power switch off in the evening and on weekends and still receive faxes.

Confirm Messages Are Sent

- **I want to be able to quickly and easily recognize which documents have been faxed...**

Use the **Stamp** feature to have a small mark printed on documents that you scan in through the Auto Document Feeder (ADF).

Save Time

- **I often dial the same fax number...**

Store numbers you use all the time in **Quick Dials** or **Speed Dials** for quick and easy access.

- **I often send the same fax message to several destinations...**

Register the fax numbers in a **Group** and you can send a message to those numbers in a single operation.

H306-8660

AE (AE)

Printed in Japan