



NIC FAX CD-ROM OPERATOR'S MANUAL



INTRODUCTION

Thank you for purchasing NIC FAX.

This Operator's Manual contains important information that you need to know in order to get the most out of the powerful features and functions of NIC FAX. Be sure to read it carefully, and keep it on hand for future reference when required.

Note that you are authorized to use this Operator's Manual and the IC FAX applications only after you agree to the terms and conditions of the User License Agreement (CD-ROM).

- This Operator's Manual covers NIC FAX KIT TYPE140 on a Local Area Network (LAN).
- See the ICViewer Operator's Manual for details on using the ICViewer.
- Installation of NIC FAX KIT TYPE140 should be performed by your sales or an authorized service provider. Do not attempt installation on your own.
- The contents of this Operator's Manual assume that you are already familiar with Windows functions and procedures. If you are not, see the documentation that comes with Windows for details on how to use it.
- The manufacturer recommends the use of recycled paper. Contact your sales representative for details.

The contents of this Operator's Manual assume that you are already familiar with Windows functions and procedures. If you are not, see the documentation that comes with Windows for details on how to use it.

Important

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PRECAUTIONS

Note

The following functions are supported with standard fax transmission, but not with Internet faxing.

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Internet Fax Precautions

Note the following important precautions.

- NIC FAX does not support installation of the optional ISDN G4 Kit (ISDN INTERFACE UNIT TYPE140 III), the optional G3 Kit (G3 INTERFACE UNIT TYPE140) and PC-FAX EXPANDER TYPE141.
- Internet Fax performs communication with a server over a LAN. It cannot communicate directly with another party.
- Error Mails may not be able to be received. Confirm reception by telephone when sending important mails.
- The level of security for Internet communications is low. The use of standard subscriber lines is recommended for confidential communications.
- Voice communications are not supported over a LAN.
- Internet fax delivery might be delayed due to network congestion. Use a standard fax whenever communication is time sensitive.

< Note

Functions Not Supported by Mail Transmission

- Immediate Transmission
- ID Transmission
- Confidential Transmission
- Polling Transmission
- Batch Transmission
- Forwarding of Substitute Reception or Confidential Reception messages (Forwarding to a mail address not supported.)
- ECM
- To Print an OMR sheet (mail address input not supported)
- Dialling with the Dial Option Key

Functions Not Supported by Mail Reception

- Manual Reception
- ID Reception
- Forwarding Station (Forwarding of Mail not supported.)
- Confidential Reception
- Polling Reception
- Multi-sort Reception
- Authorized Reception
- Memory Lock

Note

Note that the sample operation panel displays and IC FAX application screens shown in this Operator's Manual may differ somewhat from those that actually appear.

< Note

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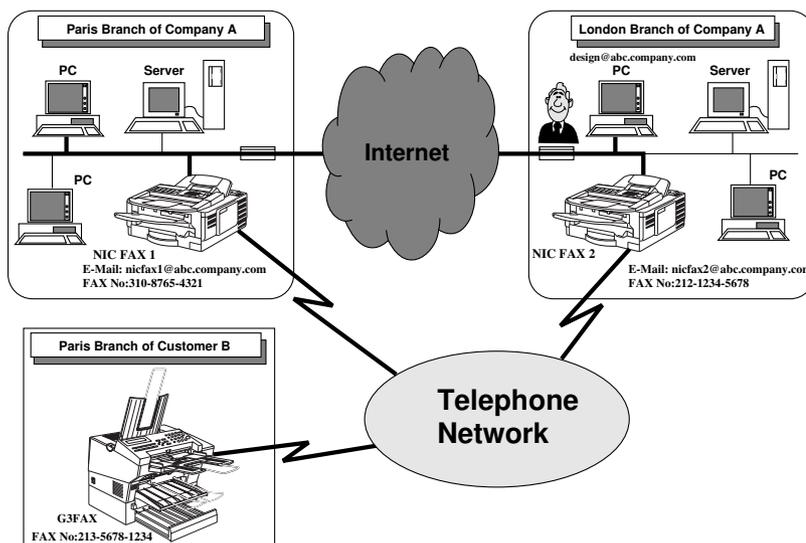
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NIC FAX FEATURES

Connecting NIC FAX to a LAN with Mail makes it possible to send hard copy documents as mail to another NIC FAX or to a computer. Documents received from a G3 fax can also be delivered or forwarded as mail to a computer.

- TCP/IP communication protocols support connection to a LAN with Mail.
- Easy-to-master operations that are identical to those of a standard fax machine.
- Also supports fax transmission and reception over a telephone line
- IC FAX Com Redirector can be used to send a fax from a computer on a LAN using a fax application.
- The IC FAX Monitor can be used to check the settings and status of NIC FAX from a computer.
- ICViewer can be used to view, edit, and store images sent from NIC FAX.
- Received faxes can be directly transferred or mailed to a computer. Received fax data can be read at your own desk for improved communication security.
- Use of the Internet greatly reduces communication costs.
- Elimination of the use of paper for fax transmission and reception reduces paper expenses.

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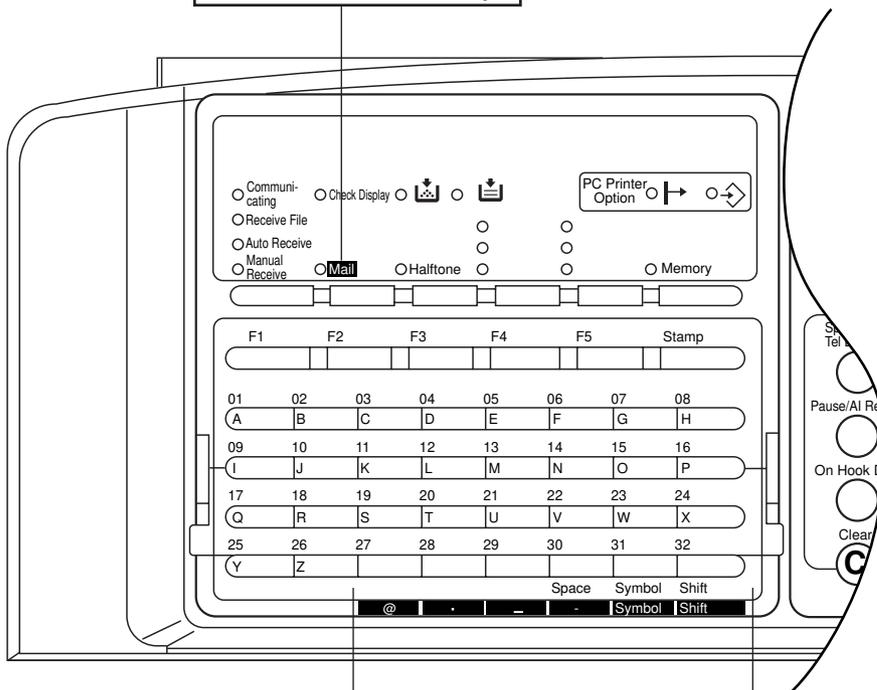


OPERATION PANEL

This section describes the operation panel buttons and indicators that are unique to NIC FAX. See the Operator's Manual of the standard fax for details on other operation panel buttons and indicators.

Mail

Press this key before inputting the characters for a mail address (see table below) with the Quick Dial keys. The indicator next to this button is lit when mail address input is activated for the Quick Dial keys.



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The following shows Quick Dial Key operations while the Mail button indicator is lit.

Quick Dial Key	[27/59]	[28/60]	[29/61]	[30/62]	[31/63]	[32/64]
Function	@	.	—	—	Symbol	Shift

WHAT IS AN INTERNET FAX?

Note

NIC FAX Internet fax functions support mail communication only. They do not support real-time communication.

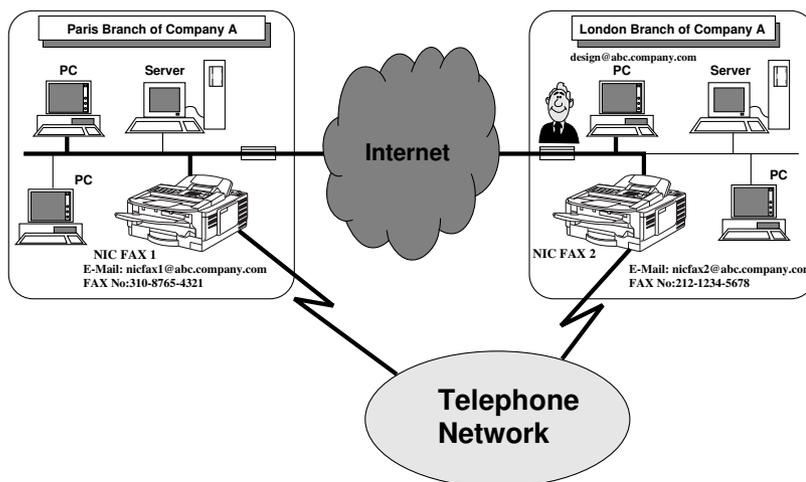
NIC FAX converts fax (hard copy) document data transmitted over a telephone line to mail format, and transmits the data over the Internet.

The mail sent by NIC FAX can be received by another NIC FAX or a computer. Instead of inputting the telephone number of the destination you want to send to, you input the applicable mail address.

Documents are sent as mail messages with an attached TIFF-F or DCX image. Because of this, a MIME-compatible mail reader is required in order to view documents received on a computer. To view an attached image, software that is capable of displaying TIFF-F or DCX formatted images is required. IC FAX applications include ICViewer, which can be used to view, edit, and store image data. (See the ICViewer Reference for full details on how to use it.)

NIC FAX must be connected to an LAN and set up correctly in order to use its Internet fax functions. See "GETTING READY" of this Operator's Manual for details on connecting to a LAN and making initial settings.

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BASIC TRANSMISSION

Note

- Because mail does not handle extremely large messages well, you may not be able to send very long faxes as mail.
- The level of security for Internet communications is very low. The use of standard subscriber lines is recommended for confidential communications.

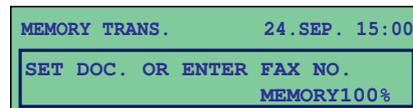
NIC FAX supports standard fax transmission to another fax machine, as well as fax transmission from a computer on the LAN through NIC FAX. A fax can be sent from the computer using a fax application.

< Note

Sending a Fax as Mail from NIC FAX

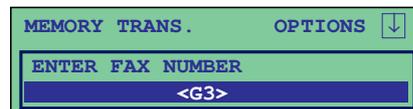
For Internet Fax, input the mail address instead of the fax number.

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



- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.
- The data for Internet fax transmissions must first be stored into memory before it is sent. Immediate transmission is not supported.

- 2 Place your document face down into the feeder, and set the scanning parameters.**



- Messages are always sent as A4 size. If you feed wider document than A4, it will be reduced in size to A4.
- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

- 3 Press *Mail*.**



- Make sure that the *Mail* indicator is lit.
- Pressing *Mail* while a document is not set on the feeder causes an error tone to sound.

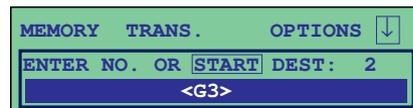
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4 Use the Quick Dial keys and Ten-Key Pad to input the mail address you want to send to.



- Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.
- As with the telephone numbers you input for standard faxes, you can also use Quick Dial, Speed Dial, or Group Dial to input mail addresses (do not press the Mail key in this case).
- Steps 3 and 4 are not necessary if you input the mail address using Quick Dial, Speed Dial, or Group Dial.
- (@), period, underline, and hyphen can be input with the Quick Dial keys after pressing **Symbol**. Use **Shift** to shift between upper-case and lower-case characters.

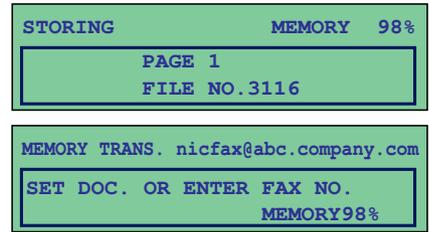
5 Press **Yes.**



- This confirms the mail address as shown on the display and causes the **Mail** indicator to go out.
- Repeat steps 3 through 5 if you want to input more.

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6 Press **Start**.



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

< Note

Note

- To cancel an Internet Fax, press the Function key, followed by the 2 and 1 keys.
- To cancel transmission, press the Stop key.

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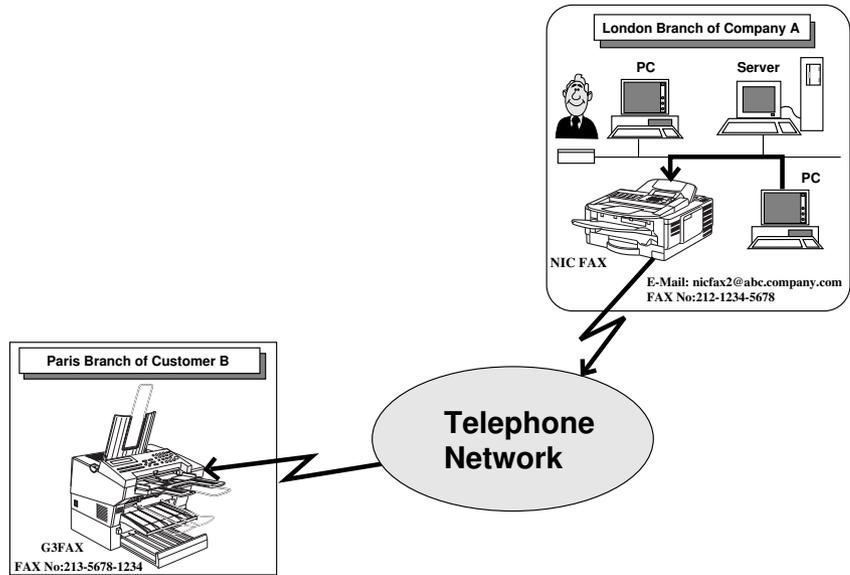
Note

Use Microsoft FAX or some other fax application that supports Class 2 AT commands to send faxes from a computer. Contact your sales or your service representative for information about computer fax applications that are supported by NIC FAX.

Sending a Fax from a Computer

You can use IC FAX Com Redirector (see page 156~164) and a fax application to send a fax from a computer without connecting a modem to the computer.

< Note



- ① IC FAX Com Redirector, IC FAX Port, and a Type A03 fax modem are installed on the computer at the London Branch of Company A. The fax number (213-5678-1234) of the Paris Branch of Customer B is dialed from the computer's fax application.
- ② NIC FAX at Company A sends the fax to the number that is dialed. The fax number can be dialed manually, or by using Quick Dial, Speed Dial, or Group Dial. See the following examples.

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Dialling Method	Format	Example
Quick Dial	# (two-digit Quick Dial number)	#12
Speed Dial	# * (two-digit Speed Dial number)	# * 23
Group Dial	# * * (two-digit Group number)	# * * 05

If a Quick Dial, Speed Dial, or Group Dial number is assigned a mail address, mail is sent to the applicable address when the number is dialled.

Note that you can input Quick Dial, Speed Dial, and Group Dial numbers in series for broadcasting of the same message to multiple destinations.

Example: #12# * 23# * * 05

< Note

Note

- Be sure to input a leading zero to change one-digit numbers into two-digit numbers. For example, input 5 as 05.
- When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you must input three digits for Speed dial. This means you must input two leading zeros to change one-digit numbers into three-digit numbers.

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RECEPTION FUNCTIONS

Note 1

- A single mail address only can be registered for each Personal Code.
- NIC FAX can be set up to print a forwarding mark on faxes that are delivered as mail. See page 224 of the main Operator's Manual for details on turning the forwarding mark on and off. Forwarding mark printing is turned on as the initial factory default.

Note 2

- RTI (Receive Terminal Identification) or CSI (Called Station Identification) is shown on the computer as the subject of the mail message.

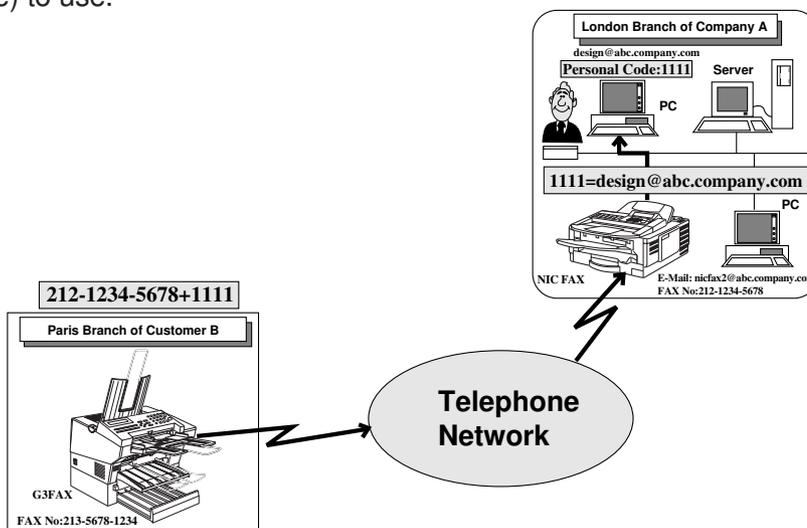
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Routing of a Received Document to a Computer

Four-digit numeric Personal Codes (pages 111, 142) and routing addresses (mail addresses) for each Personal Code can be registered in NIC FAX. Then when a fax with a SUB appended as a dial option is received from a fax machine with Personal Code send capabilities, NIC FAX automatically delivers the fax as mail to an address programmed in a Quick Dial or Speed Dial.

< Note 1

To use this function, the sender must be informed of the proper Personal Code (four-digit ID number registered as the receiver's Personal Code) to use.



- ① Paris Branch of Customer B sends a fax from a G3 machine to the London Branch of Company A with Personal Code 1111 appended.
- ② NIC FAX in London Branch of Company A receives the fax and delivers it as mail to the computer specified by the Personal Code.

< Note 2

Forwarding of a Received Document to a Computer

Unlike document delivery which requires Personal Code registration and appending of an ID number (Personal Code and SUB) by the sender, a received document is forwarded to a computer in accordance with its RTI (Receive Terminal Identification) or CSI (Called Station Identification). With this method, the sending fax does not need to have function code send capabilities.

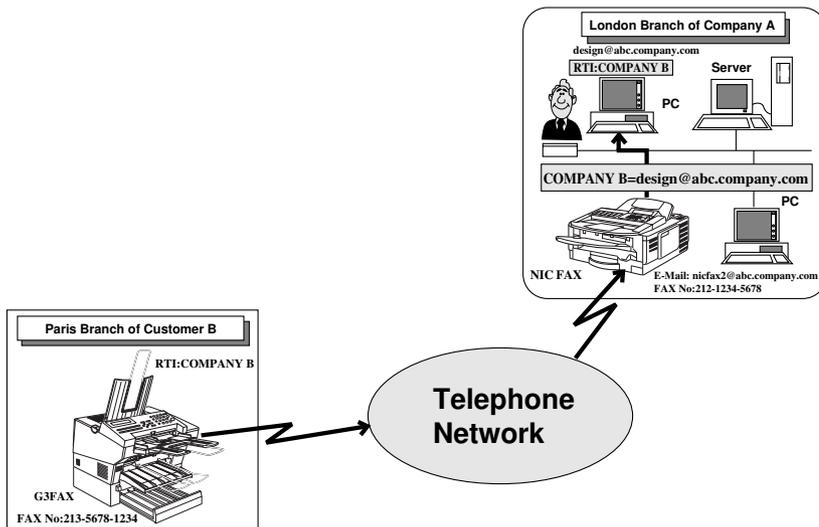
Use of this function requires Forwarding Station Address to which memory contents are to be forwarded.

Note

- See page 145 of this Operator's Manual and page 108 of the main Operator's Manual for details on Forwarding Station Address.

"Forwarding Station Address"
 See to p.145 →

- RTI (Receive Terminal Identification) or CSI (Called Station Identification) is shown as the subject of the forwarded mail message.



- ① Paris Branch of Customer B sends a fax to the London Branch of Company A.
- ② The fax is received on NIC FAX at Company A, and forwarded to the personal computer whose mail address is specified to receive faxes from RTI: Customer B.

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Note

- See page 29 for the system requirements for running the IC FAX applications.
"System Requirements"
..... See to p.29 →

IC FAX Applications

NIC FAX comes with IC FAX applications that can be installed on your computer. IC FAX applications include the following software.

- IC FAX Monitor
- IC FAX Com Redirector
- ICViewer

< Note

IC FAX Monitor

This utility software lets you configure NIC FAX to suit your individual needs, and check its current status on your computer's display. The following items can be set or checked using IC FAX Monitor.

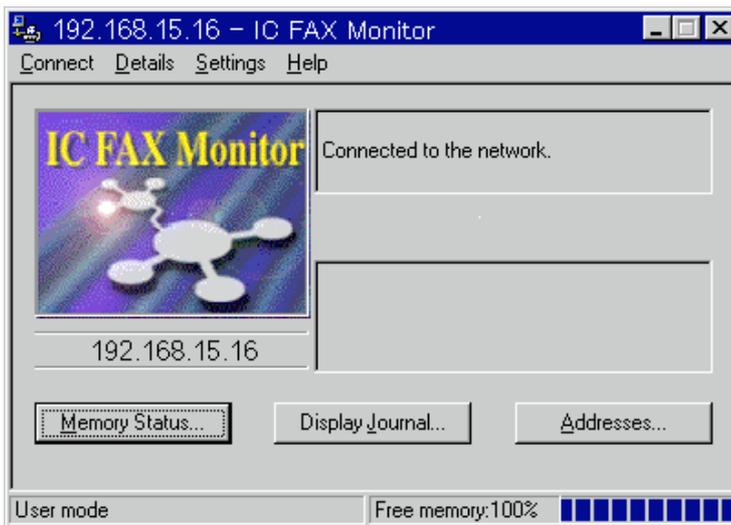
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- Display Journal (Transmission, Reception) (page 128)
- Address Book (Quick Dial, Speed Dial, Group Dial) (page 129)
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IC FAX Monitor has a User Mode and an Administrator Mode (page 54). The User Mode can be used to check settings but not change them. Administrator Mode access requires input of a password. The Administrator Mode can be used to change settings and perform all functions available with IC FAX Monitor.

Note

- Use Microsoft FAX or some other fax application that supports Class 2 AT commands to send faxes from a computer. Contact your sales or your service representative for information about PC FAX applications that are supported by NIC FAX.
- You must also have IC FAX Port and Facsimile Modem Type A03 installed on your computer in order to use IC FAX Com Redirector.

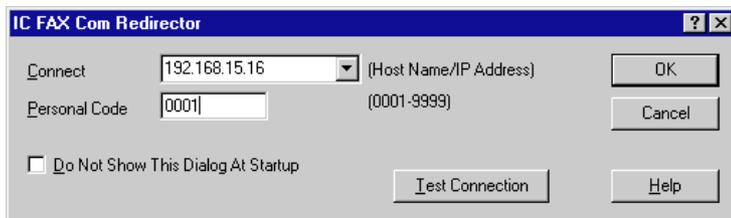


IC FAX Com Redirector

This software can be used to send a request to NIC FAX to transmit a fax from PC FAX application.

Normally, data from the computer's COM port is sent over the LAN to NIC FAX, which then transmits the fax. IC FAX Com Redirector makes it possible to send a fax directly from a computer without connecting a modem.

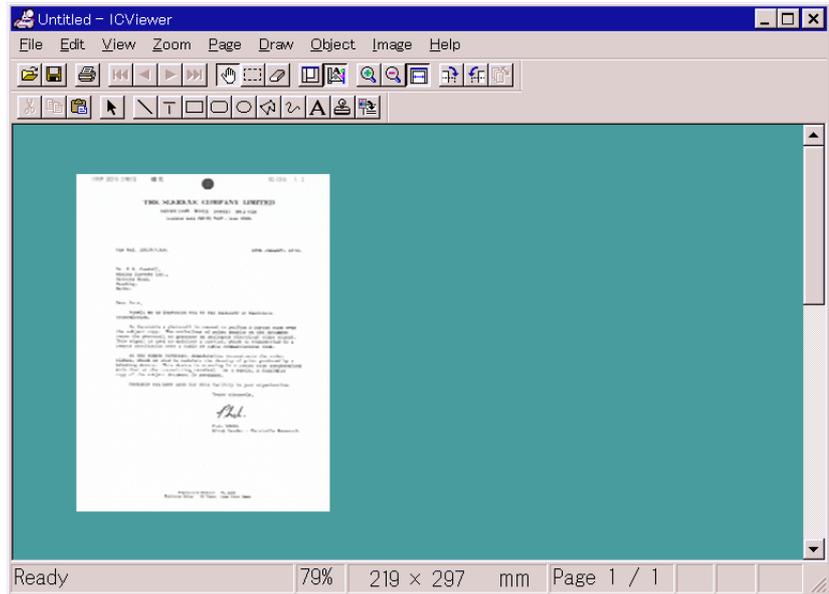
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< Note

ICViewer

With this software, you can view, edit, and store images (TIFF-F and DCX files) sent from NIC FAX by mail.



Note

- See the separate ICViewer Operator's Manual for details on how to use it.

See the separate ICViewer Operator's Manual for details on how to use it.

< Note

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CONNECTING TO A LAN

Note

- 10BASE-T cable is not supplied with NIC FAX.

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Connecting the LAN Cable

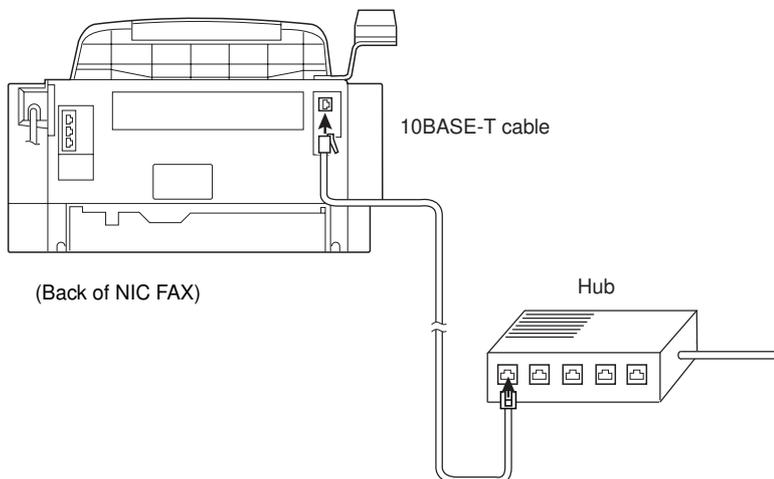
The following steps must be performed before you can use NIC FAX.

1. Connection of NIC FAX to a LAN.
 - Connection requires a LAN cable. (10Base-T)
2. Mail server settings (by network administrator)
3. Initial settings (IP address, subnet mask, default gateway settings)
4. Installation
 - Installation of the IC FAX applications on your computer
5. IC FAX Monitor settings

Since NIC FAX communicates over a LAN using TCP/IP protocols, it requires a 10BASE-T LAN cable for connection.

< Note

- 1 Plug one end of the cable into the NIC FAX port. Note that the tab of the plug should be facing to the right of NIC FAX when viewed from the rear.**
- 2 Plug the other end of the cable into a hub.**



MAIL SERVER SETTING (BY NETWORK ADMINISTRATOR)

The information in this section is for your network administrator. NIC FAX uses an Internet mail system to send Internet faxes. Since it automatically connects to the mail server to get mail, a NIC FAX account and password must be set up on the mail server. See the documentation for the mail server for details on the procedure required for setting up accounts and passwords.

Be sure to provide the NIC FAX IP address and host name information to NIC FAX users, who need to input them when establishing a connection with IC FAX Monitor and IC FAX Com Redirector.

Mail Servers That Have Been Confirmed To Work

- Sendmail/QUALCOM Pop server

Program	SMTP sendmail	Ver.8 or higher
	POP	QUALCOM Pop server
OS	Solaris 1	Ver.2.1.4-R3

- Post Office

Agency	Software.com
	Ver.3.1 Release PO203a

- Seattle Lab Mail Server

Agency	Seattle Lab Inc
	Ver.2.4

- Netscape Messaging Server

Agency	NetScape Communications
	Ver.3.0

- IMail Server for Windows NT

Agency	Ipswitch, Inc.
	Ver.4.0

Note

- Supported operations and services differ according to the mail server used.

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< **Note**

INITIAL SETTINGS

The procedure described here should be performed after NIC FAX is connected to the LAN and the required mail server settings are complete. The following describes the three initial settings:

IP address

The IP address is assigned to NIC FAX by your network administrator. An IP address is made up of four numbers, each of which is in the range off 0 to 255, separated by periods.

Subnet mask

The subnet mask is assigned by your network administrator.

Default gateway

This is the address of the gateway (router) to which NIC FAX is connected. The default gateway setting is required when connecting to another network.

Note

- Please consult your network administrator to obtain the IP address, subnet mask, and default gateway settings.

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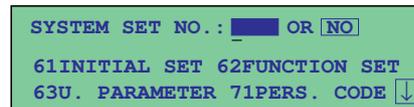
Making Initial Settings

< Note

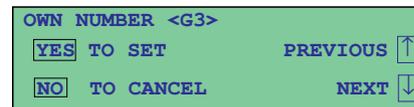
1 Press **Function 6 0**.



2 Press **222261**.



3 Press **▼** until the IP address appears on the display.

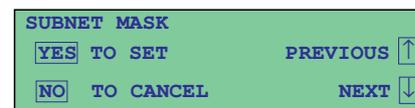


4 Press **Yes**.

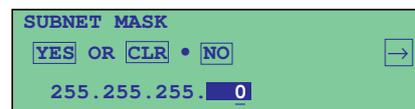


5 Input the IP address.

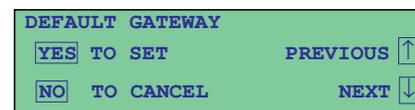
- If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.
- Pressing **Clear** deletes the digit at the current cursor position.
- Pressing **No** clears the entire IP address.

6 Press Yes.**7 Press Yes.**

- This displays the subnet mask setting screen. If you want to exit the initial setting procedure at this point, press **Function**.

8 Input the subnet mask.

- If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.

9 Press Yes.

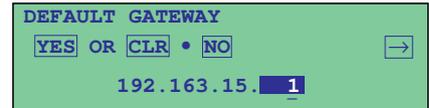
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10 Press **Yes**.



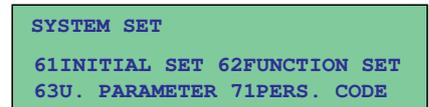
- ☐ This displays the default gateway setting screen. If you want to exit the initial setting procedure at this point, press **Function**.

11 Input the default gateway.



- ☐ If a number has only one or two digits, input it and then press **▶** to move the cursor to the next number.

12 Press **Yes**.



13 Press **Function**.



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INSTALLATION

Note

- Operation cannot be guaranteed for all system configurations.

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System Requirements

The following is the required system for a computer running the IC FAX applications.

Computer	: IBM PC/AT or compatible running Windows 95 (English)
CPU	: i486DX-100MHz or higher
Minimum Memory	: 16MB minimum
Free Disk Space	: 30MB minimum
Operating System	: Windows 95 (English)
Display	: SVGA 640 × 480, 256 colours minimum
Network	: LAN connection, TCP/IP protocols

◀ Note

Before Starting Installation

Running the installation program on the CD-ROM that contains the IC FAX applications causes the three programs listed below to be installed by default. Note, however, that you can also specify installation of specific programs if you want.

- IC FAX Com Redirector
- IC FAX Monitor
- ICViewer

Note

- Close all files, exit all applications, and restart Windows 95 before installing the IC FAX applications.

Installing the IC FAX Applications

- 1 Turn on the computer and start up Windows 95.

< Note

- 2 Insert the CD-ROM that contains the IC FAX applications into the computer's CD drive.

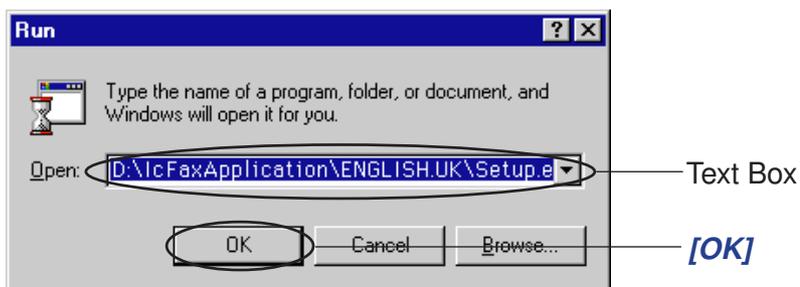
- 3 On the **[Start]** menu, select **[Run]**.

This causes the **[Run]** dialog box to appear.

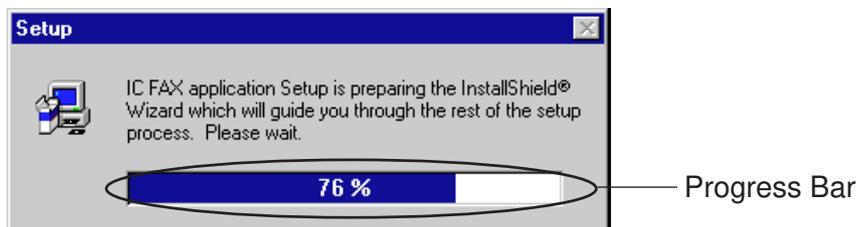
- 4 Type the text shown below into the Text Box and then click **[OK]**.

Type: D:\IcFaxApplication\ENGLISH.UK\Setup.exe

└─ CD-ROM drive name. Use the actual name of the CD-ROM drive on your system.

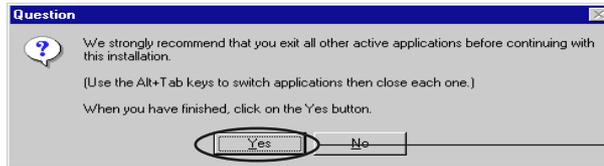


- Clicking **[OK]** above prepares the Install Shield wizard. When the progress bar reaches 100%, the Question dialog box will appear.

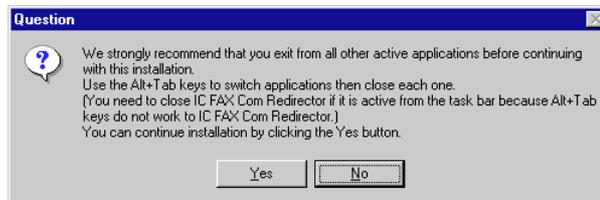


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5 Click [Yes] in response to the dialog box that appears to start installation.

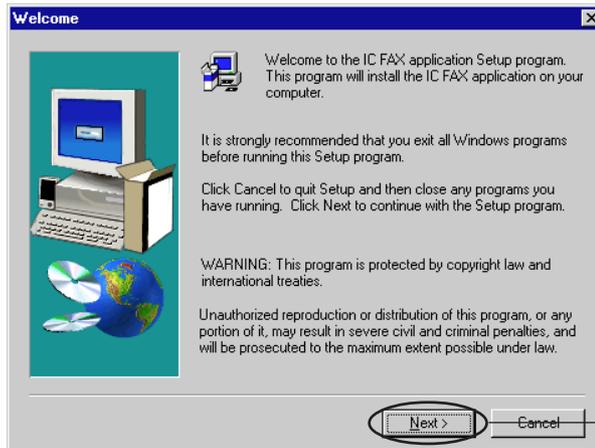


- ❑ To check whether other applications are running, hold down [Alt] and press [Tab]. Exit all other applications that are running before you click **[Yes]**.
- ❑ The dialog shown below appears if IC FAX Com Redirector is running. Note that IC FAX Com Redirector is not shown in the box that appears when you press [Alt] + [Tab]. In this case, you have to click **[No]** to exit the installation, Quitting IC FAX Com Redirector (page 159), and then restart installation from step 1.



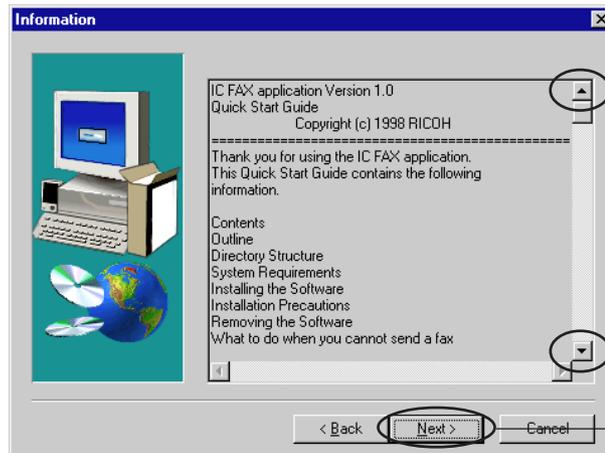
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6 After checking the contents of the dialog box, click **[Next]**.



[Next]

7 After viewing the information, click **[Next]**.



Scroll Button

Scroll Button

[Next]

Note

- The information dialog box contains important information you need to know about installation. Be sure to read it all carefully. Use the scroll buttons to scroll the information up and down.

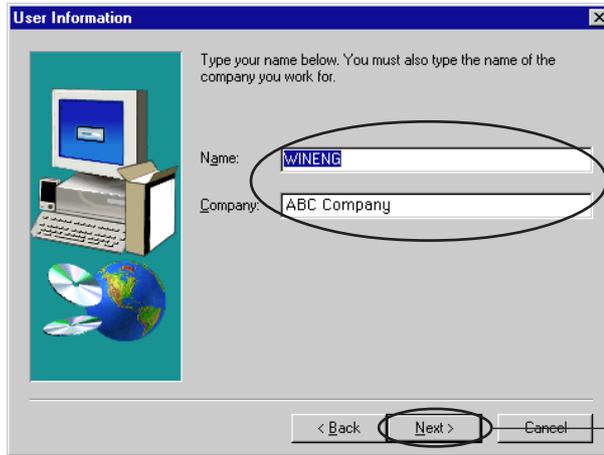
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< Note

Note

- If you want to change the location where the IC FAX applications will be installed, click **[Browse]** to display a dialog box for specification of a directory. After you specify the directory, click **[Next]**.

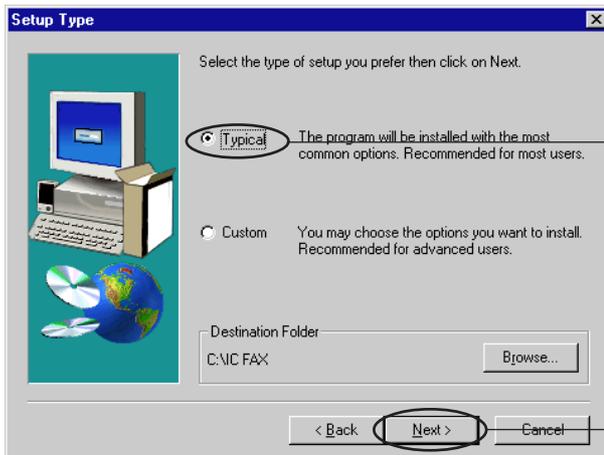
8 Type in your name and the name of your company, and then click **[Next]**.



Your name and the name of your company

[Next]

9 Select **[Typical]** and then click **[Next]**.



[Typical]

[Next]

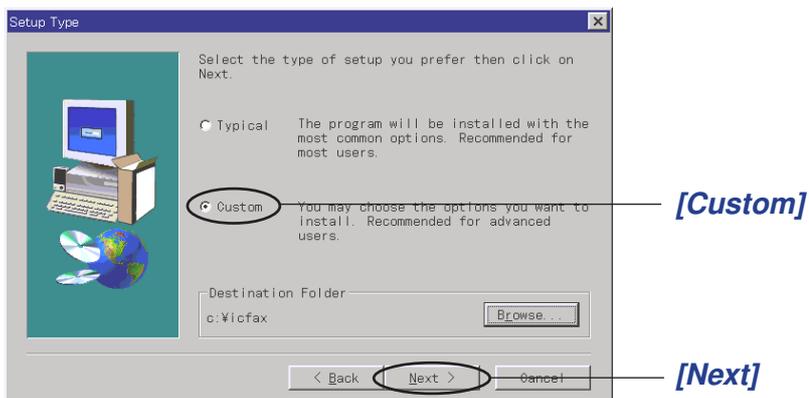
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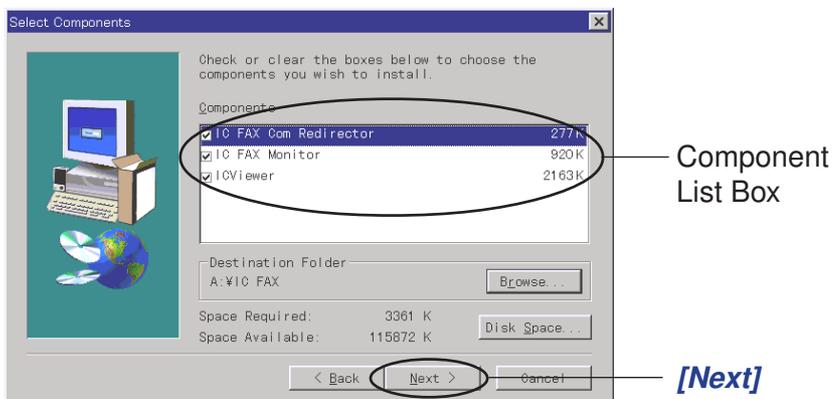
Using the Customize Option

Step 9 above automatically installs all three of the programs that make up the IC FAX applications. Substitute the following two steps for step 9 when you want to install one or two of the available programs.

(1) Select to **[Custom]** and then click **[Next]**.



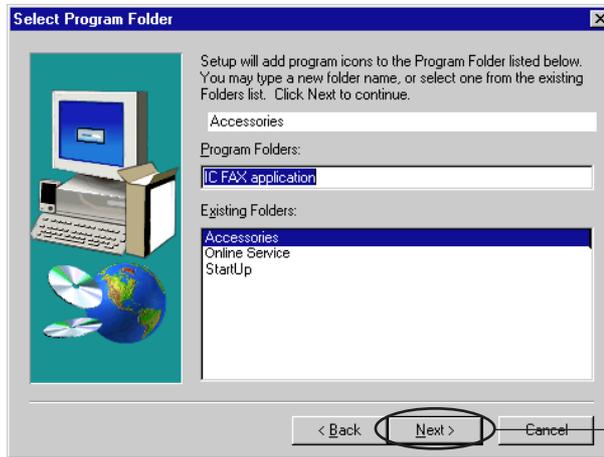
(2) Put checks in the checkboxes next to the program names in the component list box to select the programs you want to install.



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10 Click **[Next]**.

- To change to another folder, click on the folder name in the list and then click **[Next]**.

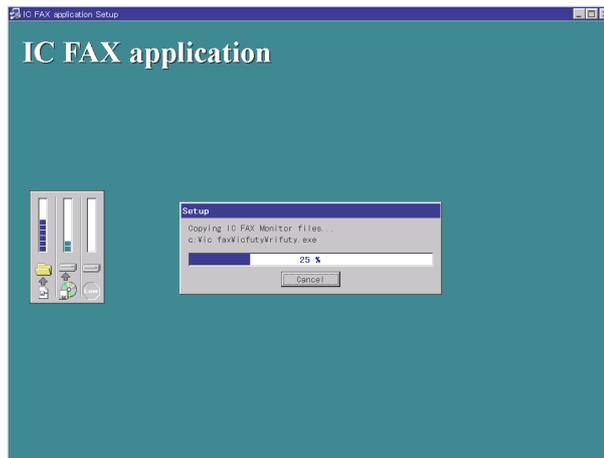


Note

- Use of only the folders shown in the list is recommended.

< Note

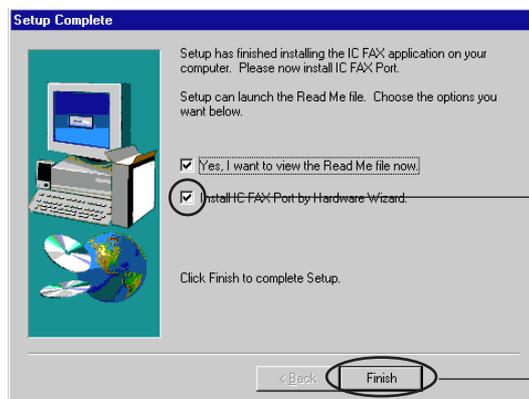
- A dialog box appears on the display showing you the progress of the installation as it is performed.



- A message appears on the display to let you know when installation is complete.

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- 11 (1)** To assign IC FAX Port, put a check in the checkbox next to *[Install IC FAX Port by Hardware Wizard]* and then click *[Finish]*.



Checkbox of *[Install IC FAX Port by Hardware Wizard]*

[Finish]

Note

If you do not to use the Hardware Wizard, use the following procedure to install IC FAX Port.

1. On the *[Start]* menu, point to *[Settings]* and then click *[Control Panel]*.
2. Double-click the *[Add New Hardware]* icon.
3. In the dialog box that appears, click *[Next]*.
4. Continue from step 13 of the installation procedure.

< Note

When the Custom Option is Used not to Install IC FAX Com Redirector

- (2)** In this case, the dialog box shown below appears after installation is complete. Click *[Finish]*.



[Finish]

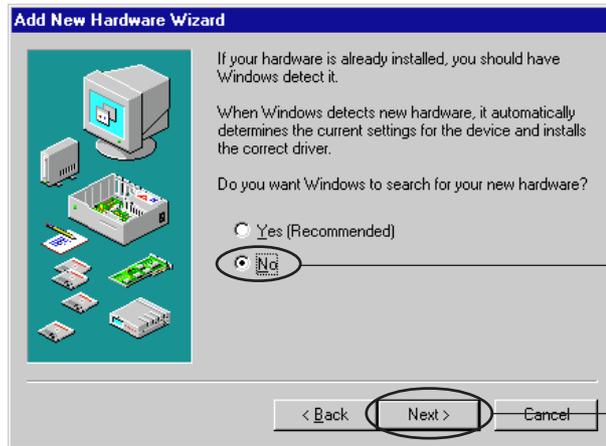
- Put a check in the checkbox in the above dialog box before you click *[Finish]* if you want to view the contents of the ReadMe file before exiting the installation. After reading the contents of the file, click the close box to close it and complete the installation.

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12 Click **[Next]**.



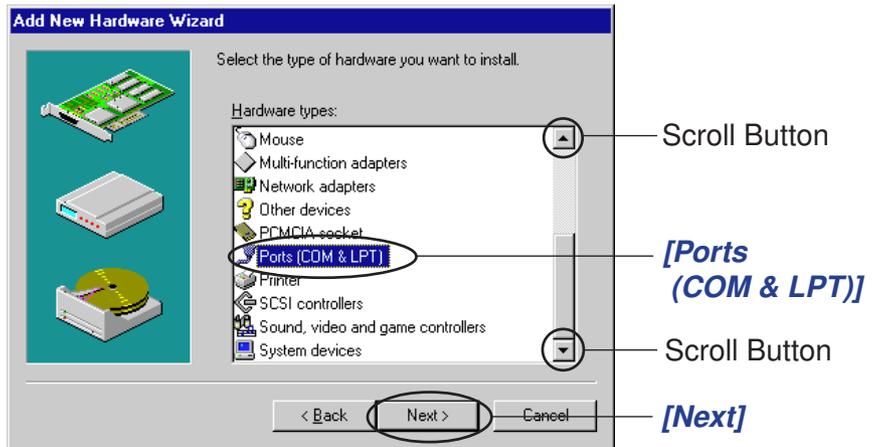
13 Click the radio button next to **[No]** so it is selected, and then click **[Next]**.



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14 Click on *[Ports (COM & LPT)]*, and then click *[Next]*.

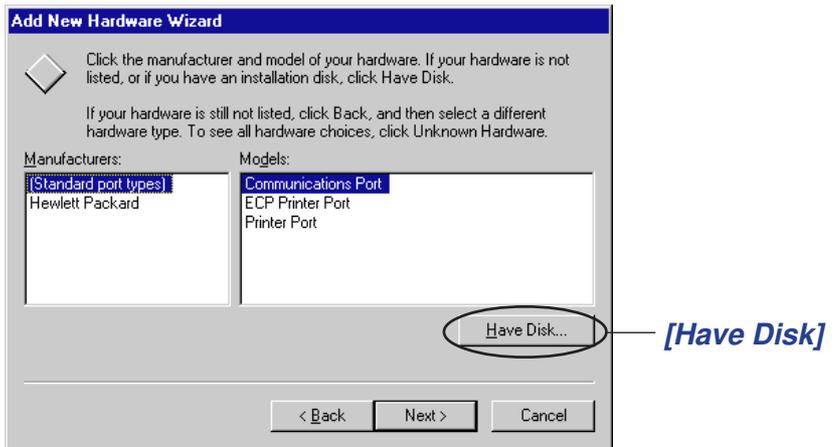


Note

- If you can't see *[Ports (COM & LPT)]* in the list box, use the scroll buttons to scroll the list up and down.

< Note

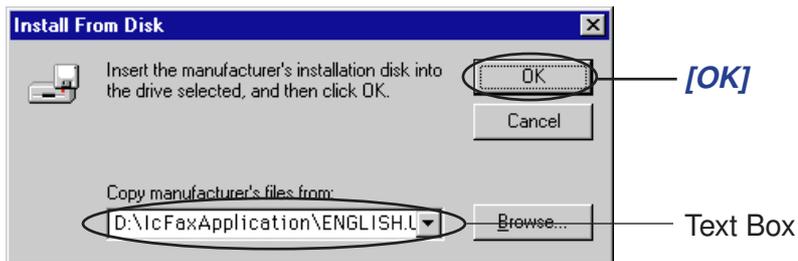
15 Click *[Have Disk]*.



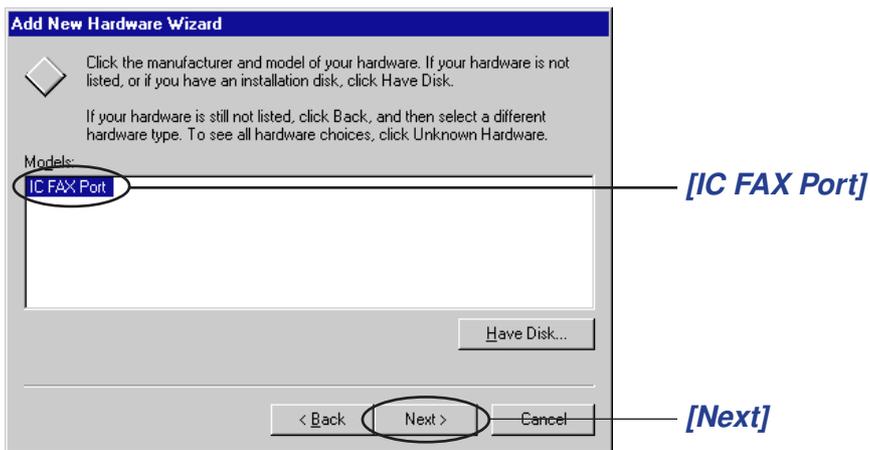
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16 Type the text shown below into the text box and then click **[OK]**.

- ☐ Type: D:\IcFaxApplication\ENGLISH.UK
 - └ CD-ROM drive name. Use the actual name of the CD-ROM drive on your system.



17 Click on **[IC FAX Port]** and then click **[Next]**.



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Note

- You can manually change the I/O port address after installation is complete. Note that a device may fail to operate properly if there is a conflict with another device.

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18 Click [Next].



[Next]

< Note

19 Click [Finish].



[Finish]

- ❑ Next install Facsimile Modem Type A03 for IC FAX Com Redirector.

20 Click **[No]**.

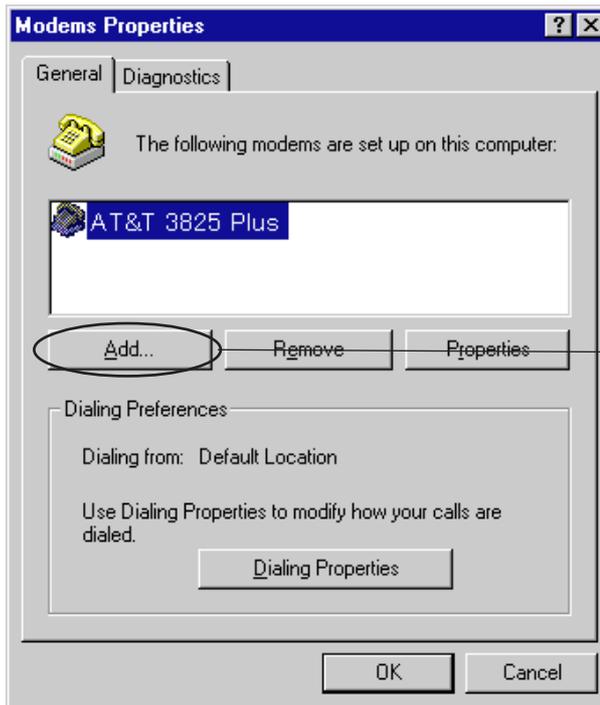


21 On the **[Start]** menu, point to **[Settings]** and then click **[Control Panel]**.

22 In Control Panel, double-click the **[Modems]** icon.

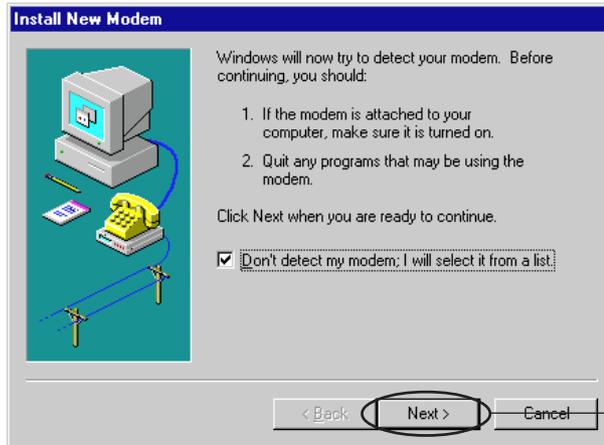
- The Modems Properties window appears.
- If your computer has a modem currently installed, perform step 23. Skip to step 25 if your computer does not have a modem installed.

23 Click **[Add]**.

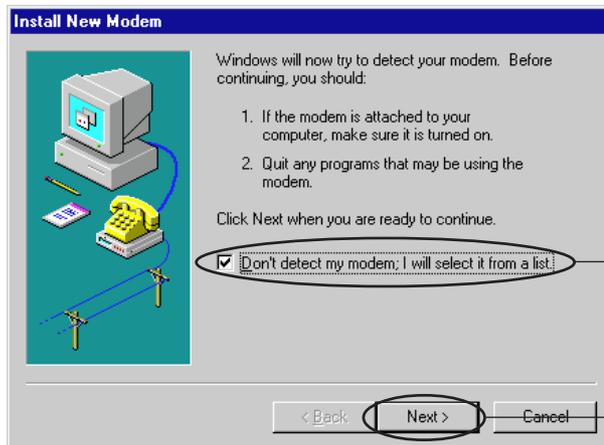


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24 Put a check in the checkbox to disable startup of Hardware Wizard and then click *[Next]*.

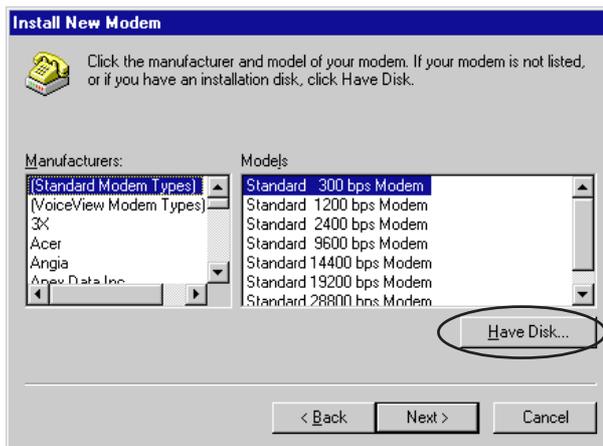


25 Put a check in the checkbox next to “*Don't detect my modem;...*” checkbox to select it, and then click *[Next]*.



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26 Click *[Have Disk...]*.



[Have Disk...]

27 Type the text shown below into the text box and then click *[OK]*.

- Type: `D:\IcFaxApplication\ENGLISH.UK`
 - └ CD-ROM drive name. Use the actual name of the CD-ROM drive on your system.

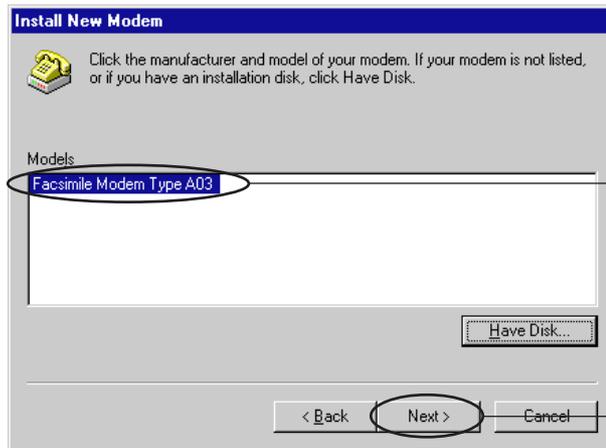


[OK]

Text Box

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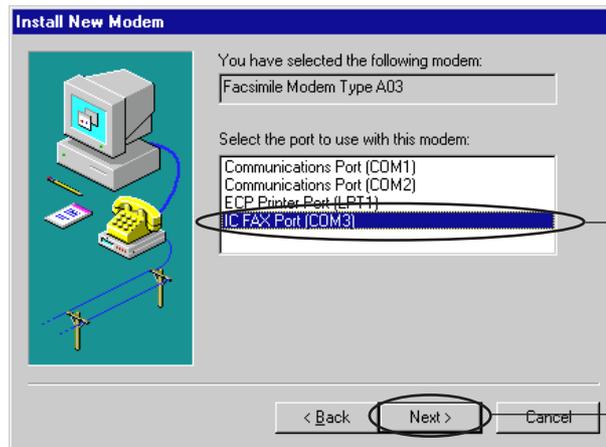
28 Click on *[Facsimile Modem Type A03]* and then click *[Next]*.



[Facsimile Modem Type A03]

[Next]

29 Click on *[IC FAX Port (COM 3)]* and then click *[Next]*.



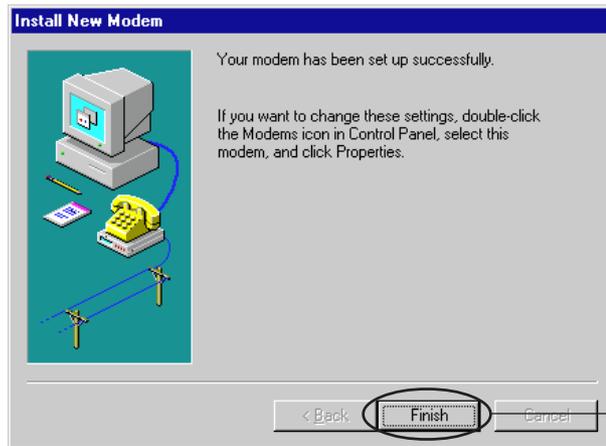
[IC FAX Port (COM 3)]

[Next]

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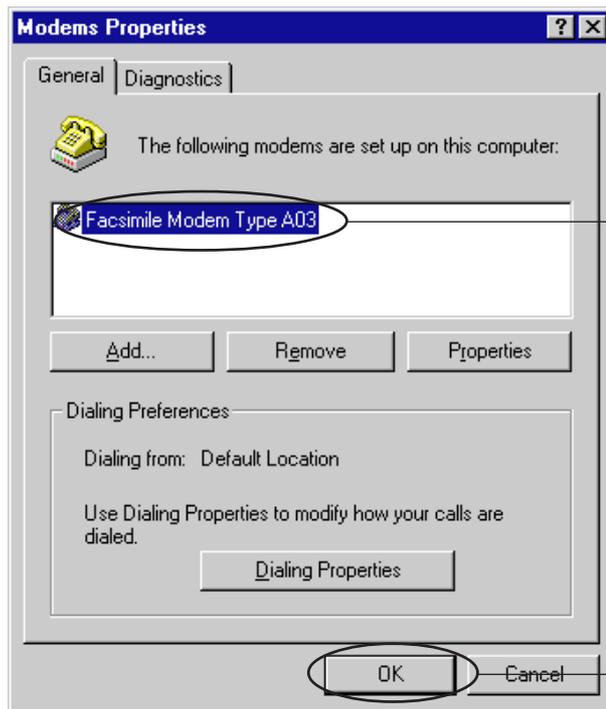
- ❑ IC FAX Port is normally installed for COM3. If COM3 is already in use, it is installed for COM4 or higher.
- ❑ 16-bit faxing applications are not supported if IC FAX Port is installed for COM5 or higher. Use 32-bit PC Fax applications for COM5 or higher settings.

30 Click *[Finish]*.



[Finish]

31 Click *[OK]*.

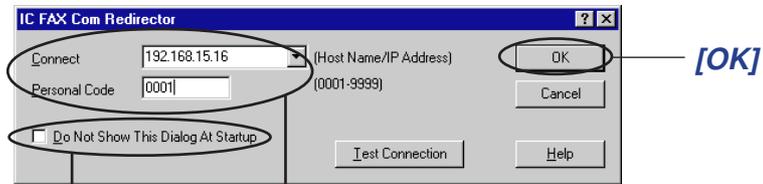


[Facsimile Modem Type A03]

[OK]

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- 32** Remove the CD-ROM from the drive. On the *[Start]* menu click *[Shut Down]*, and then click *[Restart the computer?]*.
- This restarts Windows 95 and displays the initial IC FAX Com Redirector screen.
- 33** Type the IP address or host name into the *[Connect]* text box, and if necessary, a four digit Personal Code into the *[Personal Code]* text box, and then click *[OK]*.



[Connect]
[Personal Code]
 IP Address Example: 192. 168. 15. 16
 Personal Code Example: 0001

[Do Not Show This Dialog At Startup.]

Note

- Type in the Personal Code if needed.
- If you put a check in the checkbox next to *[Do Not Show This Dialog At Startup]*, this dialog box will not appear from the next time you start up Windows 95, even if NIC FAX is not connected. To display the dialog box in this case, double-click the *[IC FAX Com Redirector]* icon located on the Task Bar.

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UNINSTALLING THE IC FAX APPLICATIONS

Note

- If the folder where the IC FAX applications were installed contains an Address Book back up file that was created by IC FAX Monitor, the back up file is not deleted by the uninstall procedure.

Perform the following procedures to uninstall the IC FAX applications from your computer.

< Note

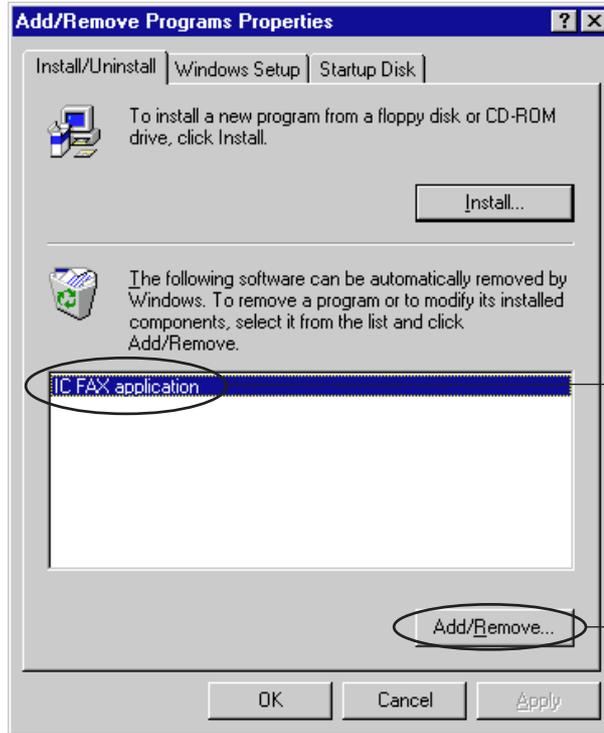
Uninstalling the IC FAX Applications

- 1 Turn on your computer and start up Windows 95.**
- 2 Quit all IC FAX applications. Use the procedure below to quit IC FAX Com Redirector.**
 - ① On the Task Bar, right click the IC FAX Com Redirector icon.
 - ② Choose **[Exit]**.
 - ③ In the dialog box that appears, click **[OK]**.
 - You cannot uninstall the IC FAX applications if any of them are running. See page 119 of this Operator's Manual for details on quitting IC FAX Monitor, and the ICViewer Operator's Manual for quitting ICViewer. See page 159 of this Operator's Manual for full details on quitting IC FAX Com Redirector.
- 3 On the [Start] menu, point to [Settings] and then click [Control Panel].**
- 4 Double-click the [Add/Remove Programs] icon.**

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- 5 In the dialog box that appears, click on **[IC FAX Application]** in the list box, and then click **[Add/Remove]**.

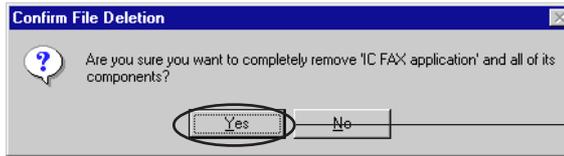


[IC FAX Application]

[Add/Remove]

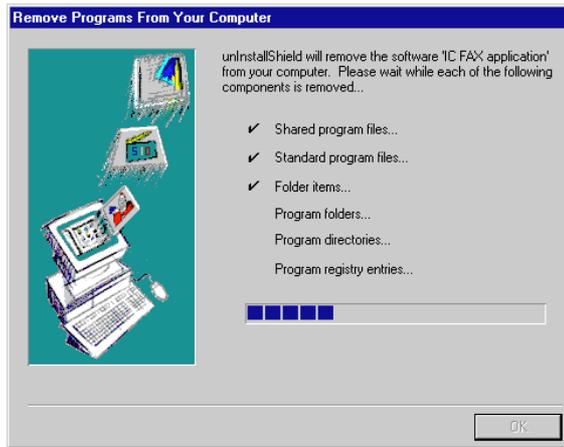
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6 Click **[Yes]**.

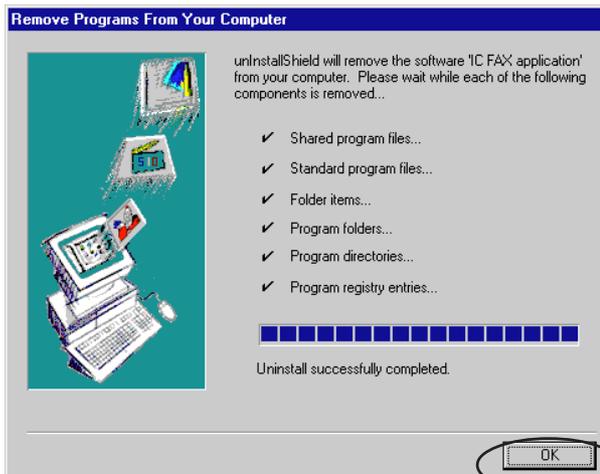


[Yes]

□ A dialog shows the progress of the uninstall procedure.



7 Click **[OK]**.



[OK]

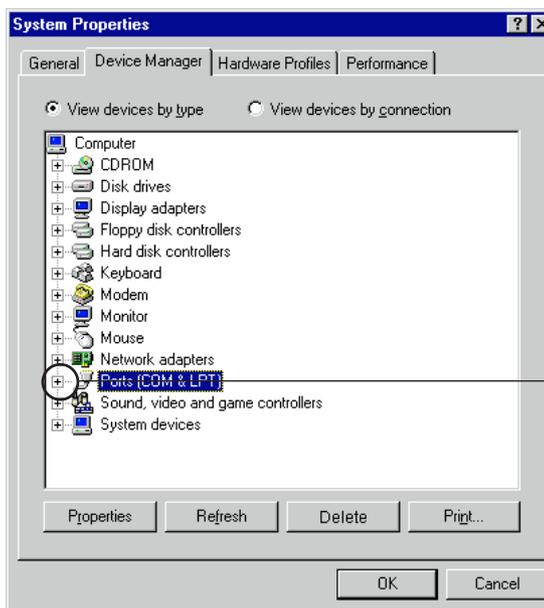
8 Click **[OK]**.

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Uninstalling the IC FAX Port

- 1** Turn on your computer and start up Windows 95.
- 2** Use the procedure below to quit IC FAX Com Redirector.
 - ① On the Task Bar, right click the IC FAX Com Redirector icon.
 - ② Choose **[Exit]**.
 - ③ In the dialog box that appears, click **[OK]**.

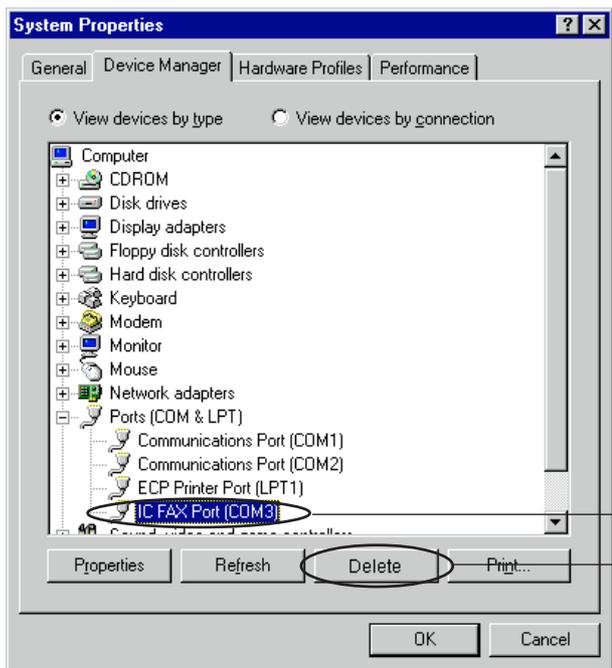
You cannot uninstall IC FAX Port if IC FAX Com Redirector is running. See page 159 of this Operator's Manual for full details on quitting IC FAX Com Redirector.
- 3** On the **[Start]** menu, point to **[Settings]** and then click **[Control Panel]**.
- 4** Double-click the **[System]** icon.
- 5** Double-click the **[Device Manager]** tab.
- 6** Click on the  next to **[Ports (COM & LPT)]**.



[Port (COM & LPT)]

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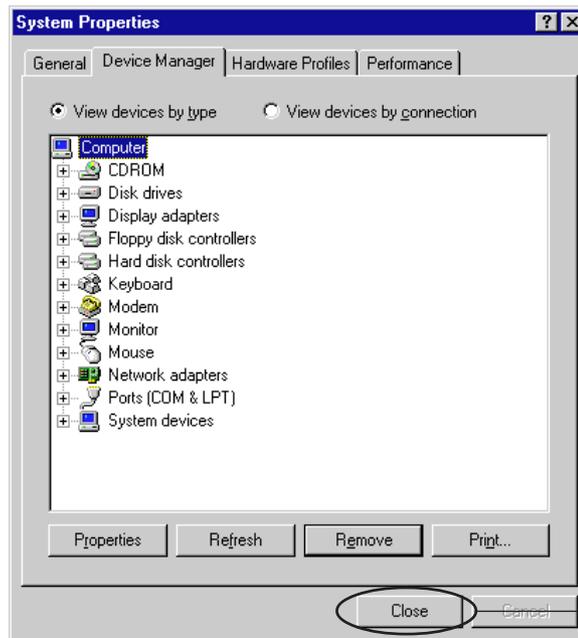
7 Click on *[IC FAX Port (COM 3)]* and then click *[Delete]*.



8 Click *[OK]*.



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9 Click *[Close]*.**Contents**GETTING AQUAINTED
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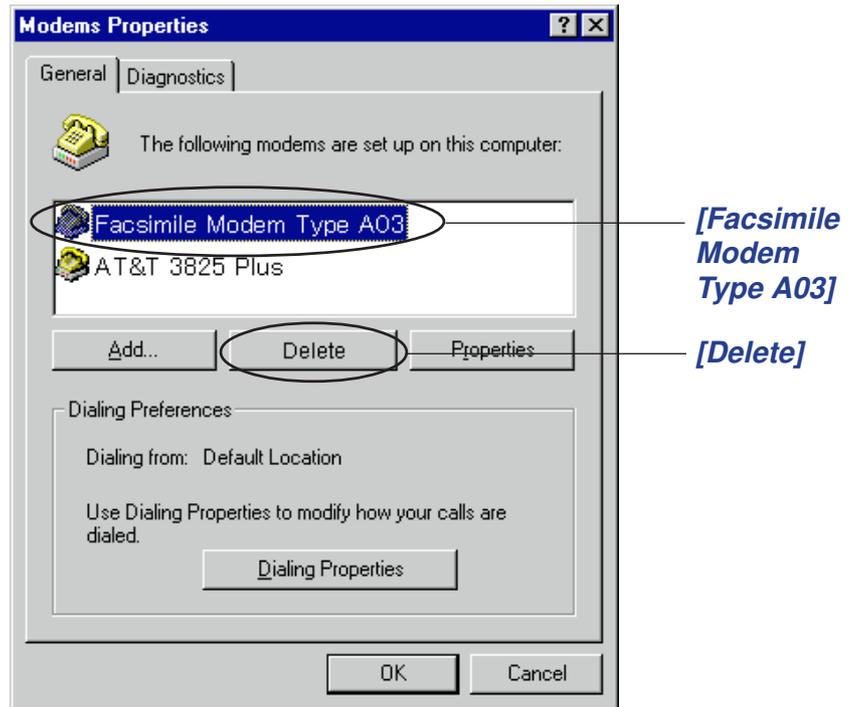
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Uninstalling Facsimile Modem Type A03

- 1 Turn on your computer and start up Windows 95.
- 2 On the *[Start]* menu, point to *[Settings]* and then click *[Control Panel]*.
- 3 Double-click the *[Modems]* icon to display the modem properties dialog box.
- 4 On the *[General]* tab, click on *[Facsimile Modem Type A03]* and then click *[Delete]*.



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IC FAX Monitor SETTINGS

Note 1

- This section contains procedures for making system settings only. See page 116 of this Operator's Manual for full details on using the IC FAX Monitor.

"IC FAX Monitor"

..... See to p.116 →

Note 2

- In using the Administrator Mode, functions 20 through 40 and the function with the password of "2222" cannot be used. While these functions are used, the Administrator Mode cannot be entered.

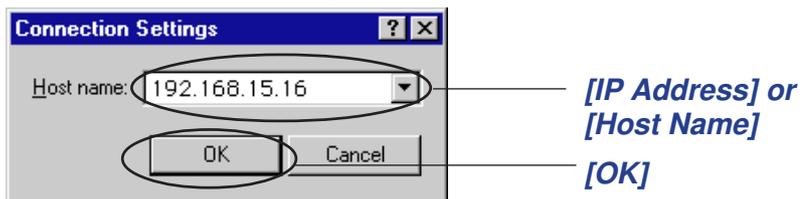
After completing mail server settings, initial settings, and installation, you are ready to use IC FAX Monitor to make mail, TCP/IP and other system settings.

< Note 1

Entering the Administrator Mode

Before making system settings you have to first perform the procedure below to enter the Administrator Mode.

- Click the **[IC FAX Monitor]** icon.
 - You could also open the **[Start]** menu, point to **[Programs]**, point to **[IC FAX Applications]**, and then click **[IC FAX Monitor]**.
- Type the IP address or host name into the **[Host Name]** text box, and then click **[OK]**.



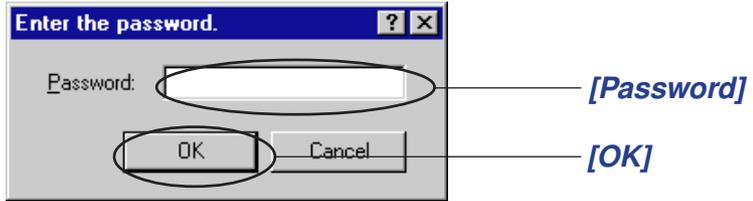
The above shows input of the example IP address 192.168.15.16.

< Note 2

- On the **[Connect]** Menu, click **[Administrator Mode]**.

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- 4** The factory default password is a blank (null), so simply click **[OK]** to enter the Administrator Mode the first time.



Note

- See “Setting the Administrator Mode Password” on page 62 for details on changing the Administrator Mode password.
 "Setting the Administrator Mode Password"
 See to p.62 →
- Failure to perform any input for 10 minutes in the Administrator Mode causes an error. Next, IC FAX Monitor returns automatically to the User Mode.

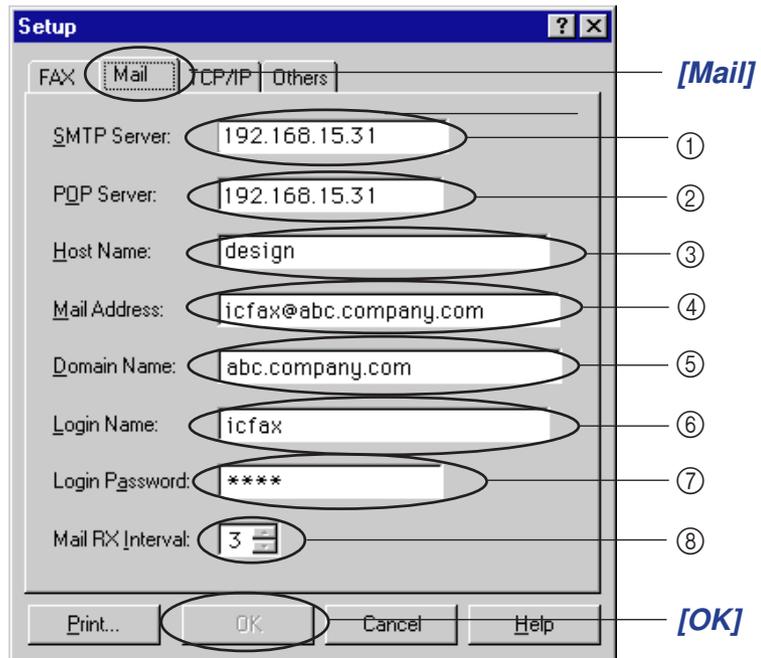
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Internet Mail Settings

In the Administrator Mode, execute the **[Settings]** menu's **[Setup]** command to display the **[Setup]** dialog box.

- 1 Click the **[Mail]** tab in the **[Setup]** dialog box.



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2 Make the *[Mail]* settings described below (1 through 8), and then click *[OK]*.

① *[SMTP Server]*

Type in the IP address of the SMTP server to be connected to for sending Internet mail.

② *[POP Server]*

Type in the IP address of the POP server to be connected to for receiving Internet mail.

③ *[Host Name]*

Type in the NIC FAX host name. This input can be skipped.

④ *[Mail Address]*

Type in the NIC FAX mail address. The address you type here is automatically added to the “From” field of outgoing mail.

⑤ *[Domain Name]*

Type in the domain name of the network where NIC FAX is located. This input can be skipped.

⑥ *[Login Name]*

Type in the name for logging into the POP server.

⑦ *[Login Password]*

Type in the password for logging into the POP server.

⑧ **Mail RX Interval**

Specify the minimum interval for logging into the POP server to pick up any mail that is waiting. An interval in the range of 1 to 60 minutes can be specified, in one-minute units. The factory default setting for the interval is 3 (minutes).

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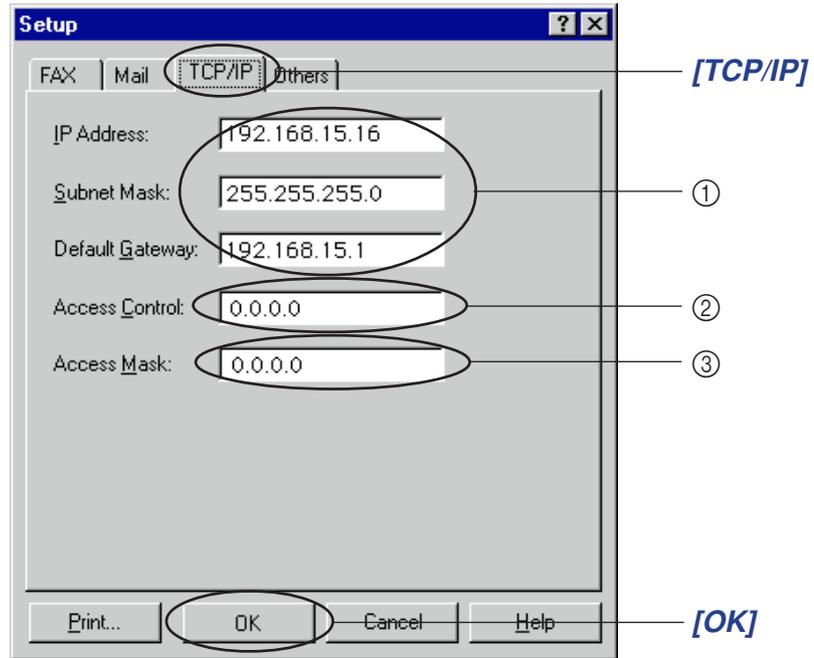
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TCP/IP Settings

In the Administrator Mode, execute the **[Settings]** menu's **[Setup]** command to display the **[Setup]** dialog box.

- 1 Click the **[TCP/IP]** tab in the **[Setup]** dialog box.



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2 Make the *[TCP/IP]* settings described below (1 through 3), and then click *[OK]*.

① *[IP Address]* , *[Subnet Mask]* , *[Gateway]*

Make sure that these items are identical to those you input on the NIC FAX control panel (page 26).

② *[Access Control]*

Type in the IP address to which NIC FAX can connect when using the PC FAX function. Leave this setting at 0.0.0.0 if you don't need to use it.

③ *[Access Mask]*

Type in an access mask to limit the range of IP addresses that can connect to NIC FAX. Leave this setting at 0.0.0.0 if you don't need to use it.

Example:

Access Control : 192.168.15.16

Access Mask : 255.255.0.0

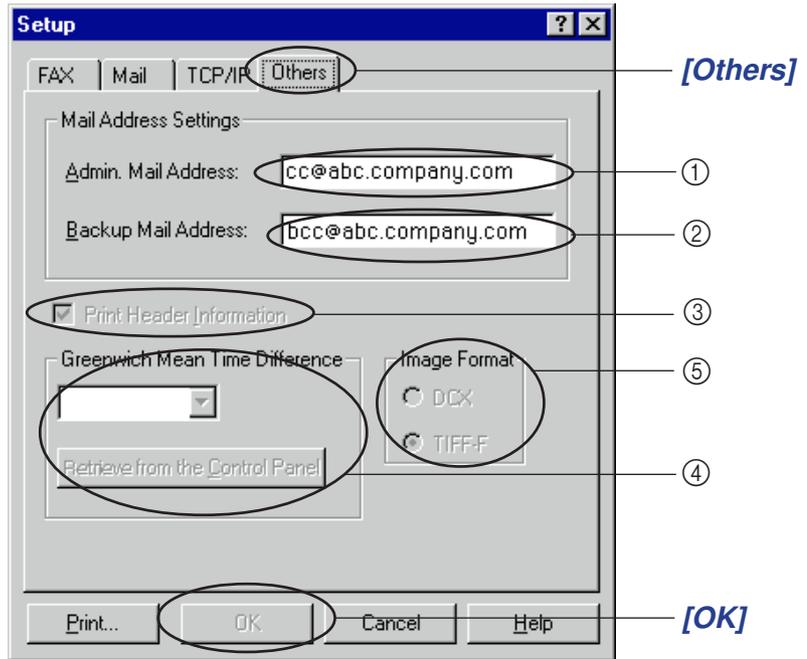
In this case, IP addresses that can connect to NIC FAX is:
192.168.xx.xx

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Other Settings

In the Administrator Mode, execute the **[Settings]** menu's **[Setup]** command to display the **[Setup]** dialog box.

- 1** Click the **[Others]** tab in the **[Setup]** dialog box.



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Note

- Do not specify the NIC FAX mail address as the Admin. Mail Address or Backup Mail Address. Doing so can cause operational problems when transfer request mail is bcc'd to NIC FAX.

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2 Make the settings described below (1 through 5), and then click **[OK]**.

① **[Admin. Mail Address]**

When notification mail messages (error notifications, relay result notifications) are generated by NIC FAX and sent to the originator of a message, a copy of the notification is also sent to the address you specify here. This input can be skipped.

② **[Backup Mail Address]**

Copies of all mail sent from NIC FAX are also sent to this address. This input can be skipped.

- Specifying a Backup Mail Address causes all mail to be sent to the address. This means the backup address requires large memory capacity.

< **Note**

③ **[Print Header Information]**

Put a check in this checkbox if you want header information to be printed in received mail.

④ **[Greenwich Mean Time Difference]**

Specify the difference between Greenwich Mean Time and the time zone you are currently located in. You can use the drop-down list or click the button to get the value from Control Panel.

Example

London GMT

Paris GMT + 01:00

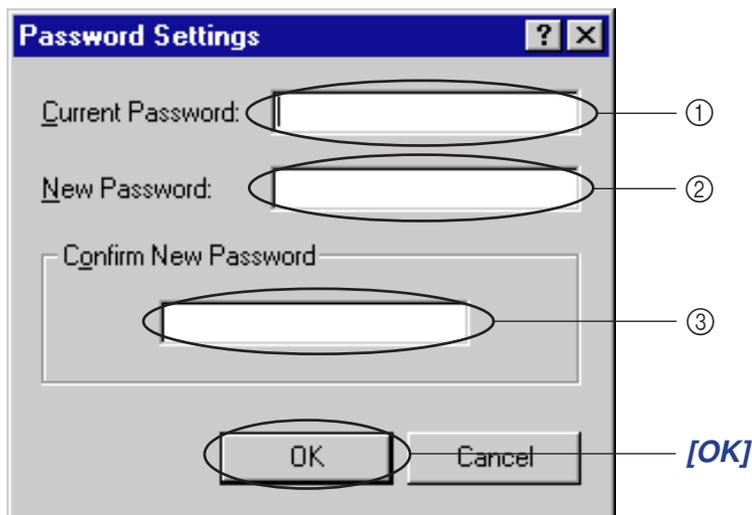
⑤ **[Image Format]**

Select the image format to be used when attaching fax data images to mail.

SETTING THE ADMINISTRATOR MODE PASSWORD

On the **[Settings]** menu, click **[Password]** to display the password settings dialog box. Use this dialog box to specify a password that controls access to the Administrator Mode.

- 1 In the dialog box, make the required password settings and then click **[OK]**.



Note

- Make sure you keep a separate record of your password so you do not forget it. If you do, you will not be able to access the Administrator Mode.
- Should you forget the password, contact your service representative.

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① **[Current Password]**

Type in the password you want to change from. If this is the first time you are setting a password since installing IC FAX Monitor, leave this text box blank.

② **[New Password]**

Type in up to eight characters for the password to which you want to change. Note that IC FAX Monitor distinguishes between upper-case and lower-case characters.

③ **[Confirm New Password]**

Retype the password you specified into the **[New Password]** text box.

- Password settings you make go into effect when you click **[OK]**.

< **Note**

BACKING UP AND RESTOR- ING MEMORY DATA

Note

- You cannot open a backup file on your computer.

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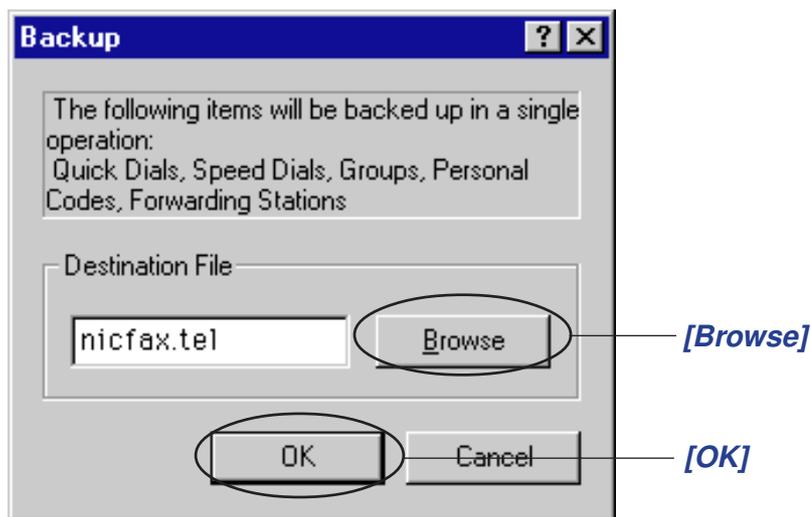
Backing Up Memory Data

Making a backup file of memory data provides an easy way to restore normal operation should data be accidentally corrupted or deleted. The following is a list of data that is backed up by the procedure described below.

- Quick Dial
- Speed Dial
- Group Dial (including Multi-step Transfer Groups)
- Personal Codes
- Forwarding Stations

- 1** In the Administrator Mode, execute the *[Settings]* menu's *[Service Tools]* command followed by *[Backup]* command to open the backup dialog box.
- 2** After confirming the name of the backup file, click *[OK]* to save the data.

< Note



Note

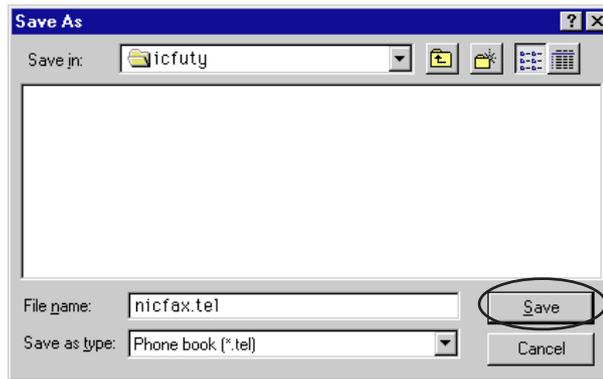
- Restore is intended for use to recover from a hardware malfunction. Restoring data for any other reason can cause communication problems.
- Restore can be used only when there is no dialing data stored in memory. Check that there is no data in memory before trying to restore data.
- Contact your service representative before performing the restore operation.

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To save the data in a different file

- 3** You can leave the default backup file name as it is or change it by clicking the **[Browse]** button, which opens a standard Windows file name specification dialog box.
- 4** Click **[OK]** to save the data.

**Restoring Memory Data**

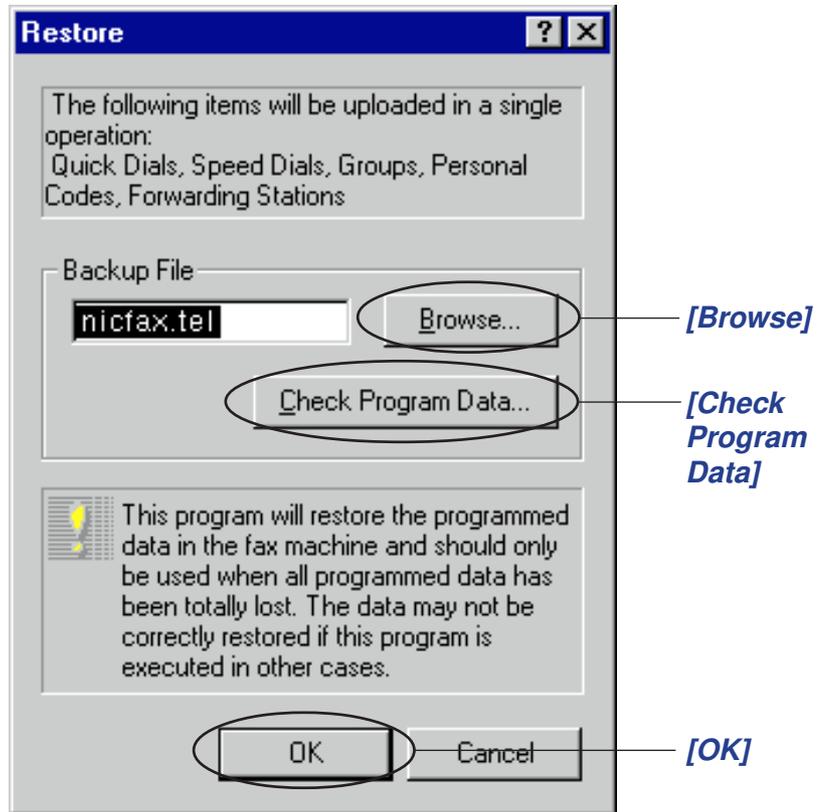
Use the procedure below to import data from a backup file and restore NIC FAX to the settings based on the backup file data.

Before you perform the restore operation, you must first ensure that all Quick Dial, Speed Dial, Group Dial, Personal Codes, and Forwarding Station data has been cleared from IC FAX memory. You can check if any of this data is in memory by printing reports.

< Note

- 1** In the Administrator Mode, execute the **[Settings]** menu's **[Restore]** command to open the restore dialog box.

- 2 After confirming the name of the backup file you want to restore, click **[OK]**.



To change the backup file

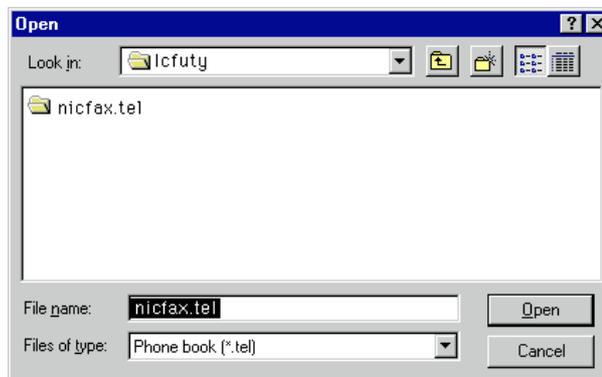
- 3 You can leave the default backup file name as it is or change it by clicking the **[Browse]** button, which opens a standard Windows file name specification dialog box.

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Note

- Clicking Check Program Data displays a dialog box that lets you view data currently stored in memory.

- 4 Confirm that the name of the backup file is correct, then click **[OK]** to restore the data.

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TESTING FOR PROPER OPERATION

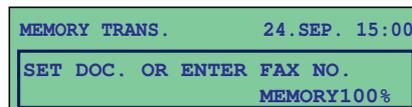
After completing all connections and settings, use the following procedure to test NIC FAX for proper operation.

Testing for Proper Operation

Use the following procedure to send a mail message from NIC FAX to your own computer and test for proper operation of the send and receive functions.

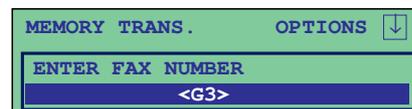
If the send and receive functions do not operate properly, check connections and try to locate the problem in the TROUBLESHOOTING section starting from page 165 of this Operator's Manual.

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



- If the **Memory** indicator is not lit, press the **Memory** key to turn it on.

- 2 Place the document you want to send face down into the feeder, and set the scanning parameters.



- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

- 3 Press **Mail**.



- Make sure that the **Mail** indicator is lit.
- Pressing **Mail** while a document is not set on the feeder causes an error tone to sound.

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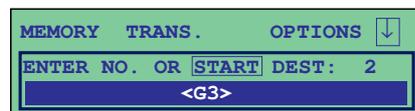
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- 4 Use the Quick Dial keys and Ten-Key Pad to input the mail address you want to send to.**



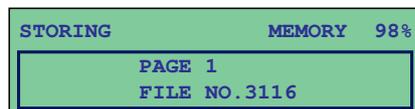
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Letters and symbols will not be input if you press the Quick Dial keys while the Mail indicator is not lit.

- 5 Press Yes.**



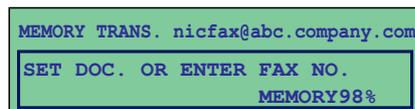
- This confirms the mail address as shown on the display and causes the **Mail** indicator to go out.

- 6 Press Start.**



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

- 7 Check that the sent mail was delivered properly.**



- Note that mail is picked up in accordance with the Mail RX Interval (page 58).

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Testing Operation by Sending a Fax from a PC FAX Application

After IC FAX Com Redirector, IC FAX Port, and Facsimile Modem Type A03 are installed on your computer, you can use one of its applications to send a fax to NIC FAX and to check for proper receipt. See page 95 for details on how to send a fax from a PC FAX application.

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TRANSMISSION

A document can be read into IC FAX memory and sent as mail. The mail address can be input manually, or using Quick Dial, Speed Dial, or Group Dial. Mail can be sent to another fax compatible interned fax machine or to a computer.

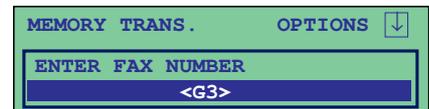
Using Manual Address Input

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



- If the **Memory** indicator is not lit, press the **Memory** key to turn it on.
- The data for Internet fax transmissions must first be stored into memory before it is sent. Immediate transmission is not supported.

- 2 Place your document face down into the feeder, and set the scanning parameters.



- Messages are always sent as A4 size. If you feed wider document than A4, it will be reduced in size to A4.
- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

- 3 Press **Mail**.



- Make sure that the **Mail** indicator is lit.
- Pressing **Mail** while a document is not set on the feeder causes an error tone to sound.

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4 Use the Quick Dial keys and Ten-Key Pad to input the mail address.



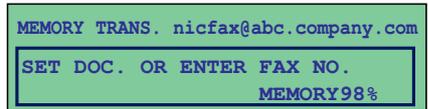
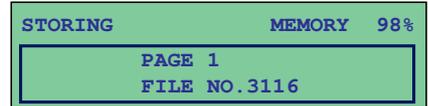
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.

5 Press Yes.



- This confirms the mail address as shown on the display and causes the **Mail** indicator to go out.
- Repeat steps 3 through 5 if you want to input more.

6 Press Start.



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

Note

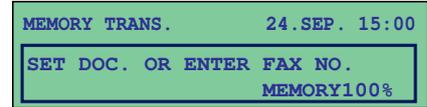
- To cancel an Internet Fax, press the Function key, followed by the 2 and 1 keys.
- To cancel transmission, press the Stop key.

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< Note

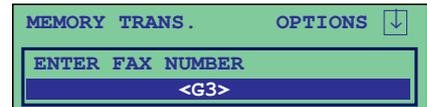
Using Quick Dial, Speed Dial, or Group Dial for Address Input

1 Make sure that the *Memory* indicator is lit.



- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.

2 Place your document face down into the feeder, and set the scanning parameters.



- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

3 Use Quick Dial, Speed Dial, or Group Dial to specify the mail address.



- Quick Dial ... Press the applicable Quick Dial key. See page 129 of this manual and page 293 of the main Operator's Manual for details on using Quick Dial.
- Speed Dial ... Press *Speed Dial/Tel Directory* and use the Ten-Key Pad to input the applicable two-digit Speed Dial. See page 133 of this manual and page 296 of the main Operator's Manual for details on using Quick Dial.
- Group Dial ... Press the applicable Quick Dial key. See page 300 of the main Operator's Manual for details on using Group Dial.

Note

- With Group Dial, you can assign a mixture of mail addresses and fax numbers to a single Quick Dial key.

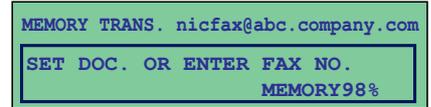
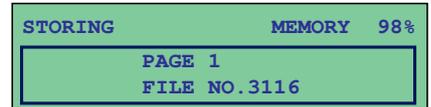
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< Note

4 Press **Yes**.



5 Press **Start**.



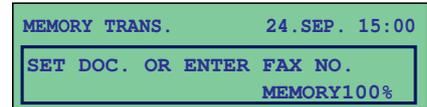
- ❑ This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- ❑ With a long message, it may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

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BROADCASTING

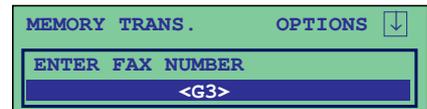
NIC FAX can send the same mail to multiple faxes or computers. The broadcasting addresses can be a mixture of fax numbers and mail addresses.

1 Make sure that the Memory indicator is lit.



- If the **Memory** indicator is not lit, press the **Memory** key to turn it on.

2 Place your document face down into the feeder, and set the scanning parameters.



- Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

3 Use the Quick Dial keys or Ten-Key Pad to input the mail address.



- Manual input ... Press Mail then use the Quick Dial keys and Ten-Key Pad to input the mail address.
- Note that Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Pressing **Mail** while a document is not set on the feeder causes an error tone to sound.

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- Quick Dial ... Press the applicable Quick Dial key.
- Speed Dial ... Press **Speed Dial/Tel Directory** key and use the Ten-Key Pad to input the applicable two-digit Speed Dial.
- Group Dial ... Press the applicable Quick Dial key.

4 Press Yes.



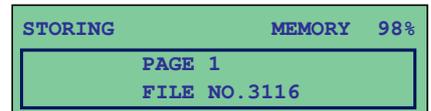
- This confirms the mail address as shown on the display. It also causes the **Mail** indicator to go out (if using manual input).

5 Repeat steps 3 through 5 to input all the mail addresses you want.



< Note

6 Press Start.



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the transmission starts. This is due to the time the machine requires to convert the data in memory.

Note

- You can input up to 200 addressees, mixing mail addresses and fax numbers. Note that the maximum number of addressees may be further limited by your mail server.
- See page 18 of the main Operator’s Manual for details on specifying addressees using user function keys.

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TRANSFER REQUEST

Note 1

- Only a NIC FAX can be specified as the transfer requester for a transfer request by mail.
- See page 51 of the main Operator's Manual for details on the operation for transfer request by fax.

Note 2

- Up to 99 transfer stations can be specified for each transfer request.
- Up to 30 end receivers can be specified for each transfer station.
- Each transfer station Group is counted as a single end receiver.
- Up to a total of 100 transfer stations can be specified by end receiver specification and Ten-Key input.

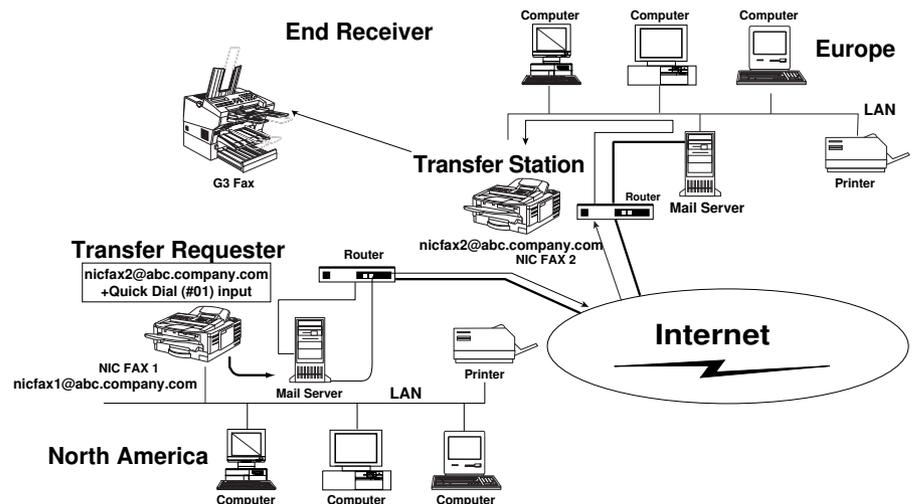
You can use Quick Dial, Speed Dial, or Group Dial to send to a transfer station previously assigned to the applicable key or code. There are two types of transfer request transmission: transfer request by mail and transfer request by fax (standard transfer request transmission).

The following are some terms you must be familiar with in order to perform the following procedure.

- Transfer requester..... This is the fax machine performing the transfer request transmission (NIC FAX).
- Transfer station This is the fax machine, which is equipped with transfer capabilities, that is requested to perform a transfer.
- End receiver This is the fax machine or computer that receives the mail or fax from the transfer station.

< Note 1

Transfer Request by Mail



< Note 2

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Note 1

- Before performing the following procedure, you must first store the polling ID for your fax machine and its telephone number. The same polling ID must be stored for both the transfer requester (NIC FAX) and the transfer station.
- See page 49 of the main Operator's Manual for details on using Function 61 to store the polling ID (ID code).

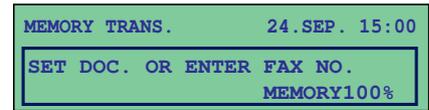
Note 2

- Sending a transfer request transmission to a fax that does not have a transfer function or to a computer by mail is sent as a normal transmission to and received by the transfer station without being transferred to any other destination. Note that no error report is returned to the transfer requester (the originator of the transmission). Because of this you should always confirm that the transfer station is a fax that is equipped with a transfer function.

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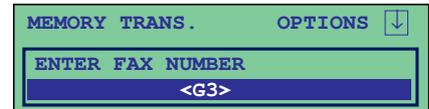
< Note 1

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



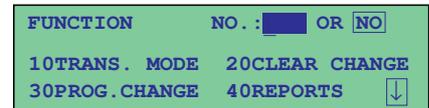
- If the *Memory* indicator is not lit, press the *Memory* key to turn it on.

- 2 Place your document face down into the feeder, and set the scanning parameters.**



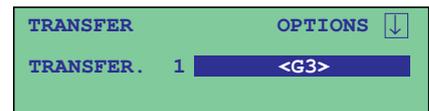
- Text is sent as Detail size, even if Fine is selected.

- 3 Press *Function*.**



- If a function screen is already on the display, press *No*.
- See page 4 of the main Operator's Manual for details on the sequence that functions are displayed.

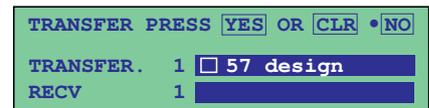
- 4 Press *1 3*.**



< Note 2

In Putting a Mail Address Stored in a Quick Dial/Speed Dial.

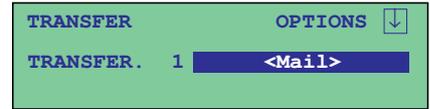
- 5 Use Quick Dial or Speed Dial to specify the transfer station.**



- Quick Dial
Press the Quick Dial to which the desired address is assigned.
- Speed Dial
Press *Speed Dial/Tel Directory* use the Ten-Key Pad to input the applicable Speed Dial.

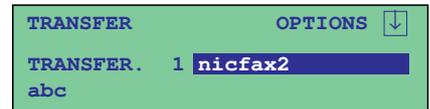
Inputting a Mail Address Manually

5 (1) Press **Mail**.



- Make sure that the **Mail** indicator is lit.
- Pressing **Mail** while a document is not set on the feeder causes an error tone to sound.

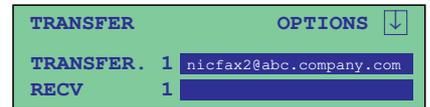
5 (2) Input the mail address.



- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Pressing **Clear** deletes the character at the current cursor position.
- Pressing **No** clears the address.

6 Press **Yes**.

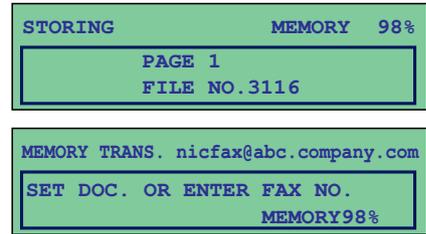
7 Specify the end receiver and then press **Yes**.



- See page 81 of this Operator's Manual for details about specifying end receivers.

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8 After finishing all the required input, press **Start**.



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

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Transfer Request by Fax

See page 51 of the main Operator's Manual for details on sending a transfer request by fax.

Specifying an End Receiver Station

Only end receivers whose mail addresses or fax numbers are programmed as Quick Dial, Speed Dials, or Group Dials on the transfer station can be specified as end receivers. Data for addressees specified as end receivers is sent to the mail addresses or fax machines registered on the transfer station.

Quick Dial

Press **#** and then input the applicable two-digit Quick Dial code.

Example : To specify the end receiver assigned to Quick Dial code 01 on the transfer station.

Enter : **# 0 1**

Speed Dial

Press **# *** and then input the applicable two-digit or three-digit Speed Dial.

Example : To specify the end receiver assigned to Speed Dial 12 on the transfer station.

Enter : **# * 1 2**

Example : To specify the end receiver assigned to Speed Dial 123 on the transfer station.

Enter : **# * 1 2 3**

Group Dial

Press **# **** and then input the applicable two-digit Group Dial code.

Example : To specify the end receiver assigned to Group 04 on the transfer station.

Enter : **# ** 0 4**

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RECEPTION

Receiving Mail

NIC FAX automatically accesses the mail server to receive mail. Mail RX interval is set to three minutes at the factory, but this can be changed to any interval within the range of one to 60 minutes.

- ❑ See page 58 of this Operator's Manual for information about changing the mail receive interval setting.

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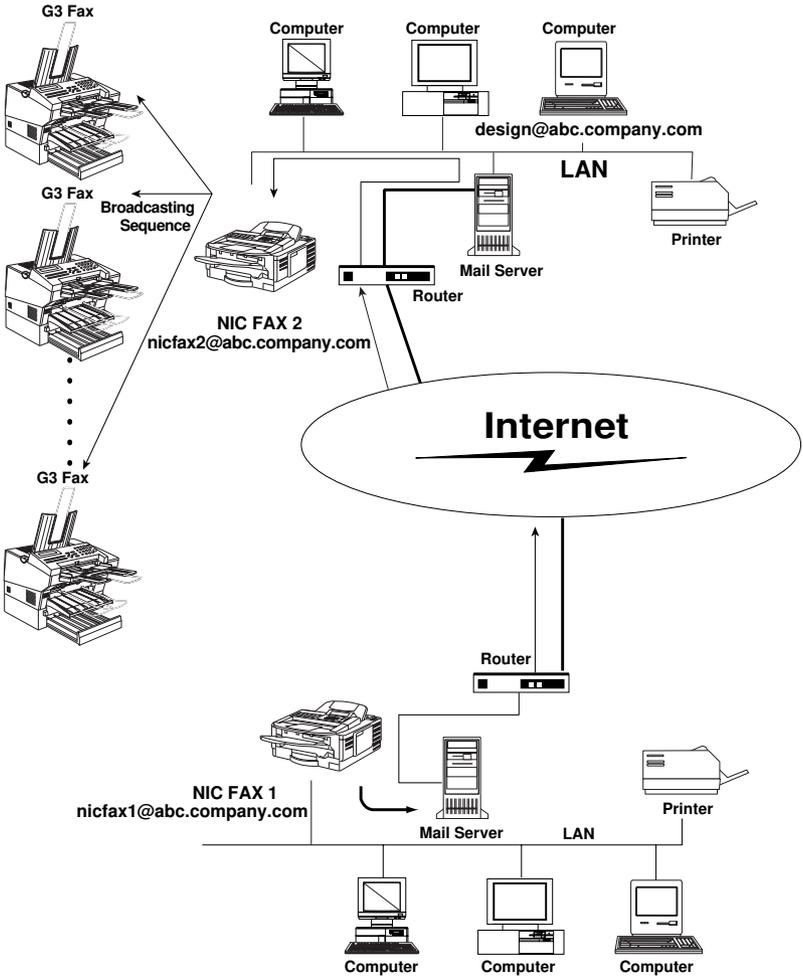
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Receiving Transfer Request Mail

When NIC FAX receives a transfer request transmission by mail, it transfers the mail to all the end receivers specified in the mail.

- ❑ Note that the an optional memory card or hard disk unit is required to receive transfer request mail.



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Transfer request mail from NIC FAX 1 is received by NIC FAX 2 and sent to the specified end receivers.

Note 1

- For Mail from a computer, alphabetic-character text and TIFF-F/DCX images are output they are. If you receive nonal- phabetic text, it may not be printed normally.
- Mail is not picked up when free memory is low. In this case, mail pickup will be performed once sufficient free memory becomes available.
- Mail addresses can also be specified as end users.
- Transfer request mail requires setting of the polling ID and end receiver address or fax phone number. The end receiver address or fax phone number must be assigned to a Quick Dial, Speed Dial, or Group Dial.

Note 2

- If a specified Group Dial that is programmed as the end receiver is set for Multi-step Transfer at the transfer station, the transfer station passes on the document to the destination.

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< Note 1

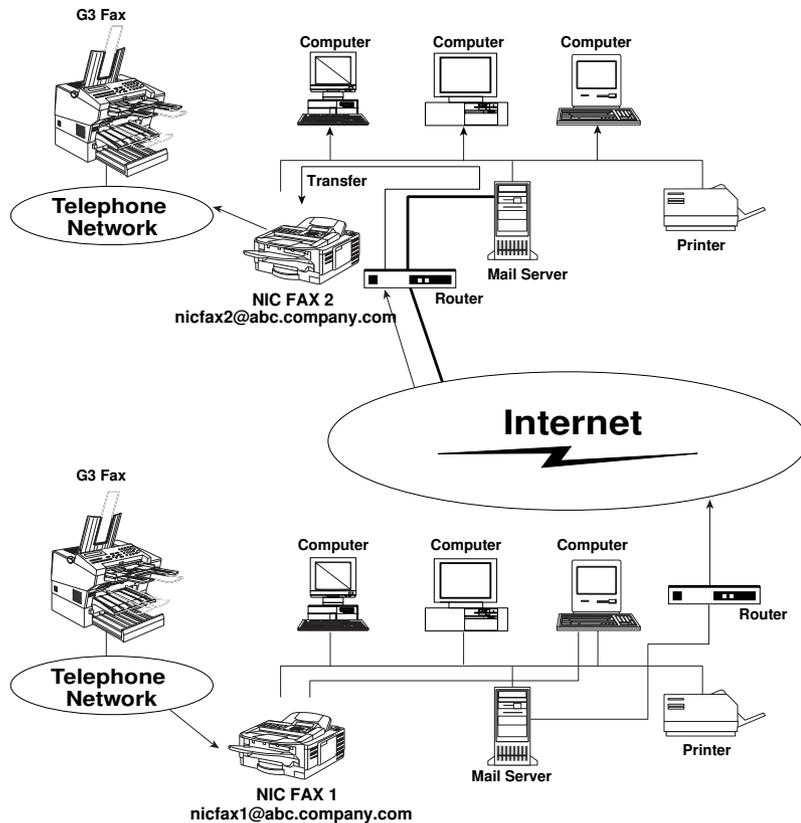
Multi-step Transfer Example

Transfer request transmission becomes even more effective when it is performed through multiple transfer stations.

Once a transfer station is assigned to a Group, specifying that group as the end receiver causes a transfer request transmission to send the document to the assigned transfer station. The mail addresses and fax numbers assigned to the specified Group become end receivers.

Contact your local service representative for full details.

< Note 2



Routing of Received Faxes

Four-digit Personal function codes (SUB) appended to faxes sent from G3 machines are compared with Personal Codes programmed on the NIC FAX. A matching code causes the fax to be routed to the destination assigned to the Personal Code.

See pages 111 and 142 of this Operator's Manual for details on programming routing destinations.

< Note

Note

- See page 18 of this manual for details on routing of received faxes.
 "Routing of a Received Document to a Computer"
 See to p.18
- NIC FAX supports routing of faxes received from another NIC FAX or other types of fax machines.
- Routing results are not informed to the routing requester machine.

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Forwarding of Received Faxes

See page 109 of the main Operator's Manual for details on programming forwarding destinations.

- ❑ See page 19 of this Operator's Manual for details on forwarding of received faxes.

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REPORTS AND LISTS

Note 1

- When you send a fax to a mail address, the field where the fax number normally appears in a standard fax report or list is replaced by the applicable mail address.

Note 2

- See page 60 for details on how to turn printing of header information on and off "Other Settings"
 See to p.60 

The formats of most reports and lists are identical to those output for the standard fax functions. This section describes only reports and lists that have different formats.

< Note 1

Transfer Result Report

When a transfer result request is sent by mail to a transfer station, this report is sent by mail to the transfer requester to inform it of the result of the transmissions as soon as they are all complete.

< Note 2

```

**** Mail INFORMATION ***** 24.SEP. 1998 11:26 *****

From: nicfax 1@abc.company.com
Subject: Fax Message from "1234"("nicfax RTT")
*****

***** TRANSFER RESULT REPORT ( 24.SEP. 1998 ) *****

TRANSFER STATION  nicfax 1@ abc.company.com
TRANSFER REQUESTED TIME  1.23  11:25

ADDRESS(GROUP)                                     PAGE      RESULT
-----
Mail : nicfax@ccc.company.com                       1          --
G3 : 212-1234-45678                                 1          OK
    
```

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[RESULT]

- OK : All pages sent (fax transmission).
- E : Error
- : Internet fax sent to mail server registered for this machine. This does not indicate that the mail reached the final destination.

Error Mail Notification

NIC FAX sends this notification to a sender when it is unable to successfully receive a particular mail message. A cc of this notification is also sent to the administrator mail address when one is specified.

☐ See page 60 for details on specifying the administrator mail address.

```

**** Mail INFORMATION ***** 24.SEP. 1998 11:26 *****

From: nicfax 1@abc.company.com
Subject: Fax Message from "1234"("nicfax RTI")
*****

***** ERROR MAIL NOTIFICATION ( 24.SEP. 1998 ) *****

NOTIFICATION FROM          nicfax 1@ abc.company.com

CAUSE OF ERROR  DECODE ERROR (INVALID FILE)

PLEASE CONFIRM

THANK YOU
    
```

Note

- NIC FAX also prints an Error Report when it sends an Error Mail Notification.
- See page 168 of the main Operator’s Manual for details on error reports.

< Note

Error Report (Mail)

This report is printed on NIC FAX when it is unable to send an Error Mail Notification.

```

***** ERROR REPORT (Mail) ( 24.SEP. 1998 11:26 ) *****

                                                                 TTI design

FILE TIME      ADDRESS
*****
0009 11:26      nicfax 1@ abc.company.com

PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.
CAUSE OF ERROR:      DECODE ERROR (INVALID FILE)
    
```

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Server-generated Error Mail from the Server

The transmitting server sends this error mail to the originator of mail that cannot be transmitted correctly due to an incorrect mail address or some other reason.

```

**** Mail INFORMATION ***** 24.SEP. 1998 11:21 *****

From: MAILER-DAEMON
Subject: Returned mail : User unknown
*****
Received: from localhost (localhost) by aaa.company.com (8.6.11+2.4W/3.3W9-1.OS8Sun)
Date: Thu, 24.SEP. 1998 11:18:15+0900
From: Mail Delivery Subsystem (MAILER-DAEMON)
Subject: Return mail: User unknown
Message-Id:(12345678.LAA12345@aaa.company.com)
To <icfax@aaa.company.com >

The original message was received at Fri, 19 Jun 1998 11:25:02 +0900
From abc.company.com[192.168.15.16]

----- The following addresses had delivery problems -----
< icfax@bbb.company.com > (unrecoverable error)

----- Transcript of session as follows -----
... while talking to aaa.company.com:
>>> RCPT To: < icfax@bbb.company.com > ... User unknown
<<< 550Action not taken. supported local user icfax@ bbb.company.com does not exist.
550 < icfax@bbb.company.com >... User unknown

-----Original message follows -----
Return-Path: icfax@bbb.company.com
Received: from icfax@bbb.company.com (abc.company.com [192.168.15.16] by are
Message-Id: (12345678.LAA12345@aaa.company.com)
Date: 19 Jun 1998 11: 20:21 +0900
X-Mailer: ICFAQ Version 1.0
Content-Type: multipart/mixed: boundary="----- ICFAQ_60678ADCFI -----"
To: icfax@bbb.company.com
From: icfax@ aaa.company.com
Subject: Fax Message from "1234"
(F64G-S RTT")
    
```

Example Printout of Server-generated Error Mail

Note

- Printing of server-generated error mail is followed by printing of the first page of the document.

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< **Note**

Journal

```

* * * JOURNAL ( 24.SEP. 1998 15:12 ) * * *
                                                    TTI ABC.COMPANY
<TX>
DATE  TIME  ADDRESS                MODE  TIME  PAGE  RESULT  PERS. NAME  FILE
-----
24.SEP. 10:19  New York Branch          G3EDM 0'41"  P.1   OK           design  0528
          11:45  PC--<LAN>-->            G3DM  0'05"  P.2   OK           0529
          13:46  nicfax1@abc.company.com  MailDM 0'45"  P.2   ---         0530
          14:47  nicfax2@abc.company.com  MailDM 0'15"  P.1   ---         001   0531
          14:48  nicfax3@abc.company.com  MailDM 2'22"  P.1   ---         111   0532
          15:08  nicfax4@abc.company.com  MailDM 0'15"  P.1   E           0533

<RX>
DATE  TIME  ADDRESS                MODE  TIME  PAGE  RESULT  PERS. NAME  FILE
-----
24.SEP. 9:37   New York Branch          G3ES  0'06"  P.1   OK           design  0558
          11:19  PC--<LAN>-->            MailSM 0'15"  P.1   OK           0559
          12:45  nicfax5@abc.company.com  MailSM 0'08"  P.1   OK           0560
          15:01  nicfax6@abc.company.com  MailSM 0'01"  P.1   E           0001  0561
          15:09  nicfax7@abc.company.com  MailSM 0'02"  P.1   OK           1111  0562

S C N      000636          P R T  002318          T X   006535          R X   000838
# : BATCH                C : CONFIDENTIAL  $ : TRANSFER      P : POLLING
M : MEMORY               L : SEND LATER   @ : FORWARDING    E : ECM
S : STANDARD             D : DETAIL       F : FINE           > : REDUCTION
!S : REMOTE TRANSFER    N : PABX         + : ROUTING
    
```

[DATE]
Date of communication.

[TIME]
Time communication started.

[ADDRESS]
In the case of mail transmission, this column shows the address that was input manually, or the name assigned to the Quick Dial or Speed Dial that was used.

In the case of mail reception, this column shows the address that was in the From field of the received mail.

In the case of communication with another fax, the contents of this column are identical to those of the standard fax journal.

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[MODE]

Letter or symbol indicating the communication mode.

[TIME]

Elapsed time. * * : * * is shown if the elapsed time exceeds 99 minutes 59 seconds.

[PAGE]

Number of pages. * * * is shown if the number of pages exceeds 999.

[RESULT]

OK : All pages sent (fax transmission).

E : Error

-- : Internet fax sent to mail server registered for this machine. This does not indicate that the mail reached the final destination.

D : Power outage

[PERSONAL NAME]

Personal name or Personal Code for communication with Personal Code specified. The personal name is shown here when one is programmed.

[FILE]

File number (document control number)

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Personal Code List

* * * PERSONAL CODE LIST (24.SEP. 1998 15:12) * * *					
					TTI ABC.COMPANY
PERS. CODE	CONFID'LID	PERS.NAME	QUICK KEY	ROUTING ADDRESS	
0001	1234	design PC	36	QUICK DIAL 08	Mail : design
0011		NORTON PC	12	QUICK DIAL 01	Mail : NORTON
0154		Micky PC	44	QUICK DIAL 09	Mail : ARMSTRONG
2222		Mike PC	56	QUICK DIAL 03	Mail : Philadelphia
3333		Jon PC	45	QUICK DIAL 05	Mail : Chicago

[PERSONAL CODE]

Personal Codes programmed on the machine

[CONFIDENTIAL ID]

Confidential IDs, when programmed

[PERSONAL NAME]

Personal names, when programmed

[QUICK DIAL KEY]

Quick Dial to which Personal Codes are assigned

[ROUTING DESTINATION]

Routing destinations, when programmed

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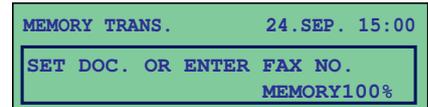
Index

SIMPLE SCANNING OPERATION

You can use NIC FAX as a simplified network scanner by sending a document to your own mail address.

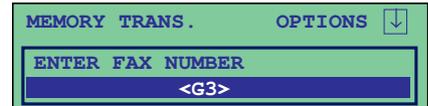
- ☐ For this operation you can select between Standard resolution (200 × 100 dpi) and Detail resolution (200 × 200 dpi).

1 Make sure that the **Memory** indicator is lit.



- ☐ If the **Memory** indicator is not lit, press the **Memory** key to turn it on.

2 Place the document you want to scan face down into the feeder, and set the scanning parameters.



- ☐ Text is sent as Detail resolution (200 × 200 dpi), even if Fine (200 × 400 dpi) is selected.

3 Press **Mail**.



- ☐ Make sure that the **Mail** indicator is lit.
- ☐ Pressing **Mail** while a document is not set on the feeder causes an error tone to sound.
- ☐ It is not necessary to press **Mail** if you plan to use Quick Dial or Speed Dial to input the address.
- ☐ To input the address, you could also use Quick Dial if your mail address is programmed to one. (In this case, skip step 3.)
- ☐ To input the address, you could also press **Speed Dial/Tel Directory** and then input a Speed Dial if your mail address is programmed to one. (In this case, skip step 3.)

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4 Use the Quick Dial keys and Ten-Key Pad to input the mail address you want to send to.



- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Letters and symbols will not be input if you press the Quick Dial keys while the **Mail** indicator is not lit.

5 Press Yes.



- This confirms the mail address and causes the **Mail** indicator to go out.

6 Press Start.



- This starts reading of the document into memory. The mail send operation starts after the read operation is complete. The **Communicating** indicator is lit while a send operation is in progress.
- It may take some time before the send operation starts. This is due to the time the machine requires to convert the data in memory.

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USING A PC FAX APPLICATION

Note 1

- See the documentation that comes with your PC fax application for details on how to install it.
- See page 156 of this Operator’s Manual for details about IC FAX Com Redirector.
"IC FAX Com Redirector"
..... See to p.156 →
- NIC FAX can also receive simultaneous transmission requests from two different computers.

Note 2

- A PC fax application cannot be used to receive a fax. Be sure to turn off its auto receive setting if it has one.

NIC FAX lets you send a fax of a document created on your computer using IC FAX Com Redirector and a PC fax application.

< Note 1

PC FAX Application

Be sure to use a PC Fax application that supports Class 2 AT commands, such as Microsoft FAX. Contact your sales or service representative for details on PC FAX applications that are compatible with NIC FAX.

< Note 2

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Sending a PC Fax

The following example shows how to send a PC FAX using Microsoft FAX. See the documentation that comes with Windows 95 for full details on Microsoft FAX.

- 1** On the *[Start]* menu, point to *[Programs]*, *[Accessories]*, and *[Fax]*, and then click *[Compose New Fax]*.
 - This displays a dialog box for creation of a new message.
- 2** Type in the number of the fax machine to which you want to send.



- You can also specify the number by inputting a NIC FAX Quick Dial, Speed Dial, or Group Dial. If a mail address is assigned to the Quick Dial, Speed Dial, or Group Dial, the message is sent as mail.
- Quick Dial
Input # followed by a two-digit Quick Dial Code. For Quick Dial code 12, input: #12.
- Speed Dial
Input #* followed by a two-digit Speed Dial. For Speed Dial 23, input: #* 23.

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Note 1

- Be sure to input a leading zero to change one-digit numbers into two-digit numbers. For example, input 5 as 05.
- When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you must input three digits for Speed Dials. This means you must input two leading zeros to change one-digit numbers into three-digit numbers.
- Typing in 0000 for the fax number outputs to the NIC FAX you are sending from.

Note 2

- As with standard faxing from NIC FAX, TTI (Transmit Terminal Identification) information, addressee names assigned to the Quick Dial or Speed Dial, and personal name (destination name) are included with PC fax transmissions, except when sending to your own machine (fax number 0000).

- ❑ Group Dial

Input #* * followed by a two-digit Group Dial Code. For Group Dial code 05, input: #* * 05.

< Note 1

- 3 Follow the instructions that appear on the screen.**

< Note 2

Sending a PC Fax of a Document Created with a Word Processor or Other Application

- 1 On the [File] menu, click [Print].**
- 2 Select Microsoft FAX or the name of the PC fax application you are using as the printer name.**
- 3 Follow the instructions that appear on the display.**

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USING FUNCTIONS

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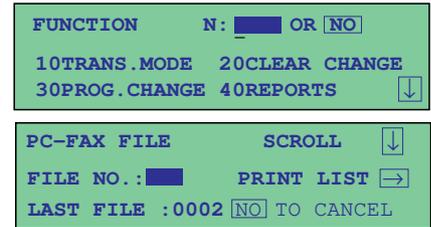
FUNCTION 25 - ERASING PC FAX TRANSMISSION

Note

- You can use this procedure to cancel a PC FAX transmission while NIC FAX is accepting a PC FAX transmission, in the stand-by mode, or sending a fax.
- Use Function 21 to cancel an Internet fax.
- An IC FAX transmission can be interrupted by pressing *Stop*.

Perform the following procedure to cancel a PC FAX transmission.

1 Press *Function 25*.



- ☐ If a previous function screen is already shown, you need to press *No* followed by **3** then **1** instead.

2 Press ▼ to select the file you want to cancel, and then press *Yes*.



3 Press *Yes*.

4 Press *Function*.

< **Note**

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FUNCTION 31 - PROGRAMMING QUICK DIALS

Note

- Always use the procedure on page 63 of this Operator's Manual to back up data before programming new data or editing existing data.

..... See to p.63 

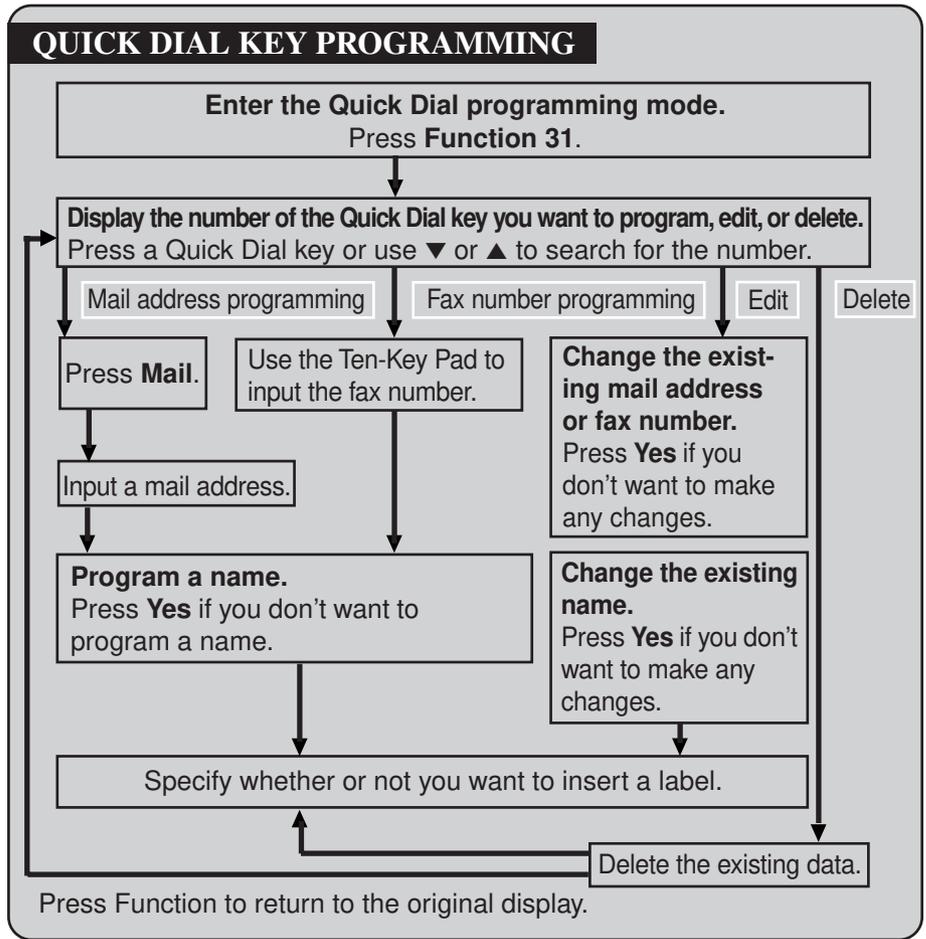
Once a destination fax number or mail address is assigned to a Quick Dial key, you can input the fax number or address by simply pressing the key or inputting its code. Turning on label insertion automatically prints the programmed name on the first page of the document.

Assigning an Auto Document to a Quick Dial key to which a destination is assigned appends the Auto Document to the fax being sent with the touch of a key. This is called a Personal Auto Document. See page 68 of the main Operator's Manual for details.

< Note

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Quick Dial Key Programming



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Programming a New Quick Dial

See page 293 of the main Operator's Manual for details on programming standard fax machine phone numbers.

The following data can be programmed to a Quick Dial key.

- Destination mail address and name
- Label insertion on and off

< Note

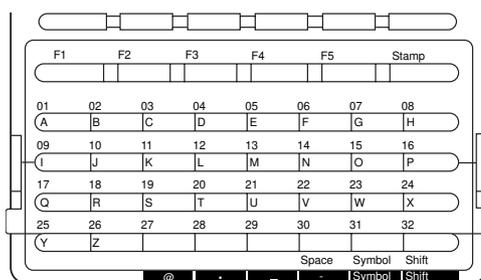
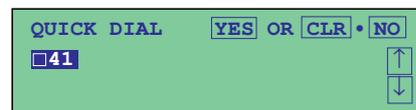
1 Press **Function 31**.



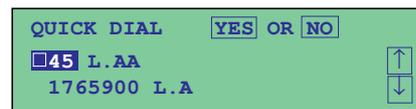
- If a previous function screen is already shown, you need to press **No** followed by **3** then **1** instead.

2 Press the Quick Dial key you want to program.

- If you press the wrong key, press **No** or use **▲** and **▼** to scroll to another key.



- A screen like the one to the right appears if the key already has data assigned to it. Use **▲** and **▼** to search for a different Quick Dial key that is not programmed yet.



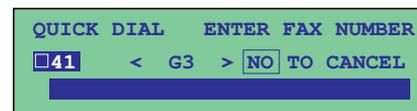
Note

- You can also make settings with IC FAX Monitor. See page 129 of this Operator's Manual for details.

..... See to p.129

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3 Press **Yes**.



4 Press **Mail**.



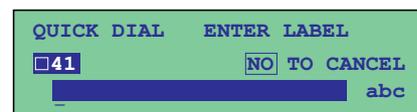
This causes the **Mail** indicator to light.

5 Input the mail address you want to assign to the key.



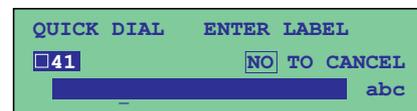
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Pressing **Clear** deletes the character at the current cursor position.
- Pressing **No** clears the address.

6 Press **Yes**.



This saves the mail address and causes the **Mail** indicator to go out.

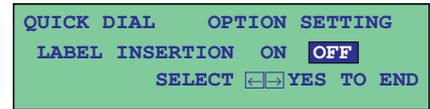
7 Input the destination label.



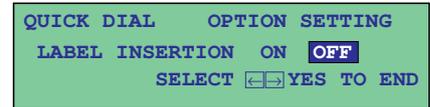
If you do not want to program a label, press **Yes** and skip to step 10.

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8 Press **Yes**.

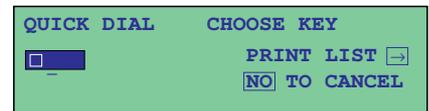


9 Turn label insertion on or off.



Use ◀ and ▶ to move the highlighting between ON and OFF.

10 Press **Yes**.



11 Press **Function**.



Using Quick Dial to Send a Document

1. Place your document face down into the feeder, and set the scanning parameters.
2. Press the Quick Dial key to which the destination where you want to send the document is programmed.

This causes the destination name and mail address to appear on the display.

3. After checking that the destination is correct, press **Yes**.
4. Press **Start**.

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Note

- The data of a Quick Dial key that is currently being used by a fax that is in memory standing by for transmission cannot be edited.

Editing Quick Dial

Use the following procedure to edit data already programmed to a Quick Dial key.

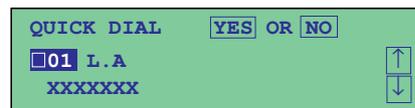
< Note

1 Press *Function 31*.



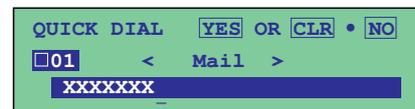
- ❑ If a previous function screen is already shown, you need to press **No** followed by **3** then **1** instead.

2 Press the Quick Dial key you want to edit.

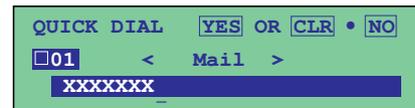


- ❑ If you press the wrong key, press **No** or use **▲** and **▼** to scroll to the key you want.
- ❑ While this screen is on the display, you can press **▶**, use the Ten-Key Pad to input 1 for a Quick Dial List or 2 for a Quick Dial Label, and then press **Start** to print the selection.

3 Press *Yes*.



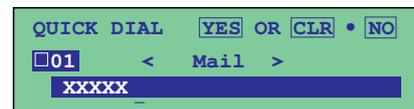
4 Press *Mail*.



- ❑ Make sure the **Mail** indicator is lit.
- ❑ If a mail address is already assigned to the key, it appears on the display automatically in step 3. In this case, you do not need to perform step 4.

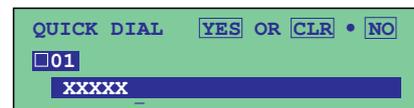
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5 Edit the mail address on the display.



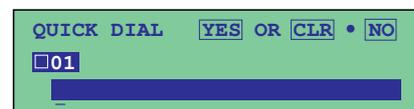
- (@), period, underline, and hyphen can be input directly with the Quick Dial keys. The symbols can be input when a **Sym-bol** key is pressed. Use **Shift** to shift between upper-case and lower-case characters.
- Pressing **Clear** deletes the character at the current cursor position.
- Pressing **No** clears the address.

6 Press Yes.



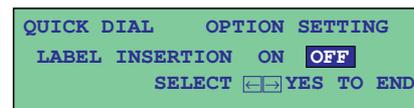
- This saves the mail address and causes the **Mail** indicator to go out.

7 Use Clear or No then re-input the label.

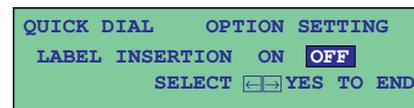


- If you do not want to change the label, jump to step 8.
- See page 220 of the main Operator's Manual for details on storing names.

8 Press Yes.



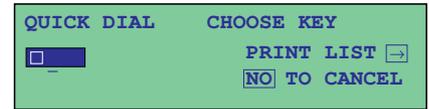
9 Turn label insertion on or off.



- Use ◀ and ▶ to move the highlighting between ON and OFF.
- See page 88 of the main Operator's Manual for details on label insertion and the inputting text.

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10 Press **Yes**.



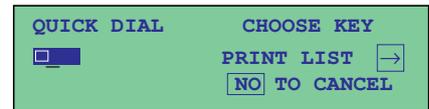
11 Press **Function**.



Erasing a Quick Dial

Use the following procedure to delete data already programmed to a Quick Dial key.

1 Press **Function 31**.



- If a previous function screen is already shown, you need to press **No** followed by **3** then **1** instead.

2 Press the Quick Dial key whose data you want to delete.

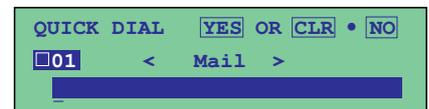


- If you press the wrong key, press **No** or use **▲** and **▼** to scroll to the key you want.
- While this screen is on the display, you can press **▶**, use the Ten-Key Pad to input 1 for a Quick Dial List or 2 for a Quick Dial Label, and then press **Start** to print the selection.

3 Press **Yes**.



4 Press **No**.



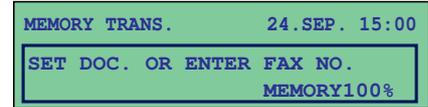
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5 Press *No*.



This deletes the data.

6 Press *Function*.



Speed Dial and Group Dial

Similar procedures as described above can be used to program Speed Dial and Group Dial mail addresses. See page 296~304 of the main Operator's Manual for details on programming fax numbers.

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FUNCTION 63 - USER PARAM- ETERS

User Parameters appear on the display as a series of on/off switches that can be used to configure a number of features.

- When installation of options or functions requires other on/off settings besides User Parameter settings, make the other settings first before making the User Parameter settings.
- The factory default setting is (underline).

Switches and Bits

- Each User Parameter switch represents a bit (digit) of an eight-bit binary number. Each bit is referred to by its relative position, with bit 0 on the far right and bit 7 on the far left. Each bit can be either 0 or 1, and the status of each function is determined by the value of the corresponding bit.

Switch : 0 0 : 0 1 0 0 0 0 0
 • • • • • • • •
 • • • • • • • •
 7 6 5 4 3 2 1 Bit numbers

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Note

- See page 223 of the main Operator's Manual for details on making User Parameter settings.
- See page 175 of the main Operator's Manual for details on how to print a User Parameter List.

< Note

Switch	Bit	Item	Settings	Page
14 LAN-PC FAX	2	Normal TTI printing	1: Print 0: <u>Do not print</u>	P.30, 267

The following table shows User Parameter switches for IC FAX mail.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not a forwarding mark should be appended to images of received mail that is forwarded or routed.
	1	Centre mark printing	
	2	Reception time printing	
	3	TSI printing	Printing of the mail address in the From field of received mail.
06	4	Checkered Mark printing	
	0	Normal TTI printing	
10	4	Batch transmission	Mail transmission does not support batch Transmission, but when this switch is turned on, the same mail can be batch sent to multiple destinations. When this switch is off, mail is sent to individual destinations.
	0	Reverse order printing	
	1	TOIN-1	Image Rotation

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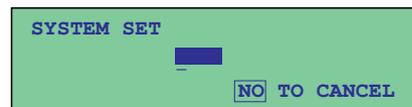
FUNCTION 71 - PROGRAMMING THE PERSONAL CODES (ROUTING ADDRESSES)

Routing addresses are compared with four-digit Personal Codes received from G3 fax machines, and messages are routed accordingly. See page 18 of this manual for details.

- A name can be assigned to each Personal Code.
- You can select whether or not to assign Personal Codes to Quick Dial keys. When they are, a Personal Code can be specified by pressing the applicable Quick Dial key.
- For details on inputting Personal Codes for transmission, see page 28 of the main Operator's Manual.
- When Restricting Access to the Machine (page 75 of the main Operator's Manual), machine operations are disabled unless the operator is able to input the proper Personal Code.
- Printout of a Personal Code List is recommended after you program or edit Personal Code data. Keep this list handy for later reference when required.

Programming a Personal Code

1 Press **Function 60**.



- If a previous function screen is already shown, you need to press **No** followed by **6** then **0** instead.
- See page 4 of the main Operator's Manual for details on the sequence that function screens appear on the display.

2 Press **222271**.



- While this screen is on the display, you can print a Personal Code list by pressing **▶** and then **Start**. See page 92 of this Operator's Manual for details on the Personal Code List.

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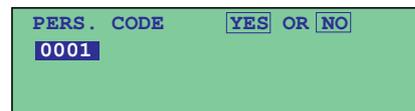
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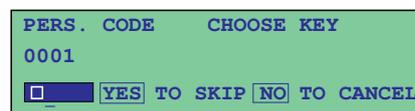
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3 Use the Ten-Key Pad to input a four-digit Personal Code.

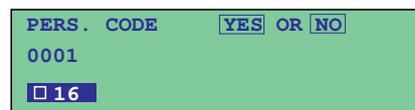


- You can use any number from 0 to 9 in each digit of the Personal Codes. The only restriction is that you are not allowed to program a Personal Code of 0000.
- If you make a mistake during input, press **No** and input again.

4 Press **Yes.**



5 Press the Quick Dial key to which you want to assign the Personal Code.

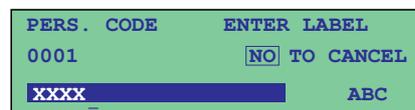


- Skip this step if you don't want to assign the Personal Code to a Quick Dial key.

6 Press **Yes.**

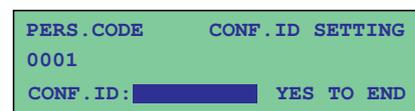


7 Input the name you want to assign to the Personal Code.

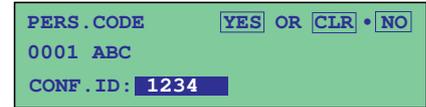


- You can input up to 20 characters per name. A character can be an alphabetic character, symbol, number, or space.
- See page 220 of the main Operator's Manual for details on storing names.
- If you do not want to program a label, skip to step 9.

8 Press **Yes.**



9 Input a 4-digit Confidential ID if you wish to use this feature (you can skip this step if you wish).



10 Press **Yes**.



11 Use a Quick Dial or Speed Dial to specify the routing address.

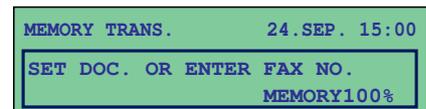


- If you specify a Quick Dial or Speed Dial that does not have a mail address assigned to it, the message UNABLE TO PROGRAM appears.
- Note that you cannot input a routing address manually.

12 Press **Yes**.



13 Press **Function**.



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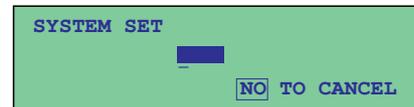
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EDITING A PERSONAL CODE

To change a Personal Code, you must delete the existing code and program a new one from the beginning. Use the following procedure when you want to change the name or routing address.

1 Press *Function 60*.



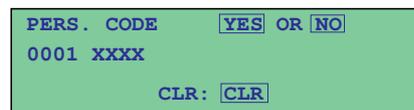
- If a previous function screen is already shown, you need to press *No* followed by *6* then *0* instead.
- See page 4 of the main Operator's Manual for details on the sequence that functions are displayed.

2 Press *222271*.



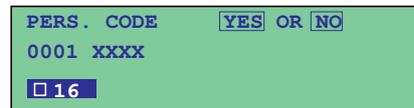
- While this screen is on the display, you can print a Personal Code list by pressing **▶** and then *Start*. See page 92 of this Operator's Manual for details on the Personal Code List.

3 Use the Ten-Key Pad to input the four-digit Personal Code whose name and routing address you want to edit.

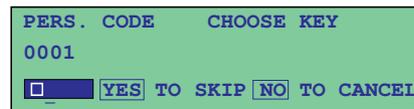


- If you make a mistake during input, press *No* and input again.

4 Press *Yes*.



5 If you want to change the Quick Dial to which the Personal Code is assigned, press *No*.

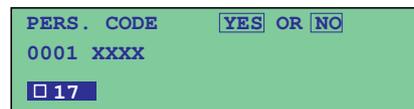


- If you don't want to change the Quick Dial, Skip to step 7.

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6 Press the Quick Dial key to which you want to change.



7 Press **Yes**.



8 Use **Clear** or **No** then change the name.



If you do not want to change the name, skip to step 9.

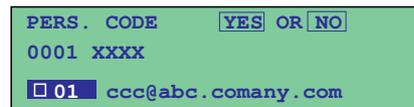
9 Press **Yes**.



10 If you wish, enter a Confidential ID and press **No**. To skip this step, just press **Yes**.



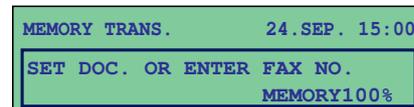
11 Use a Quick Dial or Speed Dial to change the routing address.



12 Press **Yes**.



13 Press **Function**.



Deleting a Personal Code

See page 77 of the main Operator's Manual for details on deleting Personal Codes.



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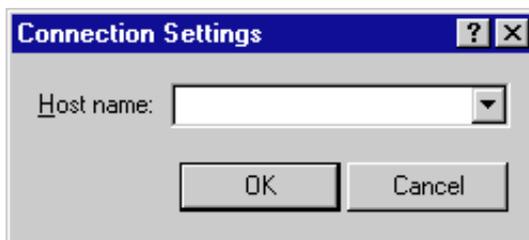
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STARTING UP AND QUITTING IC FAX Monitor

Starting up IC FAX Monitor

- ❑ The following procedure describes operation in the User Mode.
- 1** Start up the computer on which IC FAX Monitor is already installed.
- 2** On the *[Start]* menu, point to *[Programs]* and then *[IC FAX Applications]*. Next, click *[IC FAX Monitor]*.
- 3** Type the IP address or host name into the *[Host Name]* text box, and then click *[OK]*.
 - ❑ Clicking the ▼ button displays a list of up to five previously connected IP addresses or host names.
 - ❑ Note that this dialog box does not appear if you have already specified an IP address or host name. Instead, IC FAX Monitor automatically connects to the last IC FAX to which it was connected.



- ❑ Contact your network administrator if you are unsure of the IP address or host name to input here.

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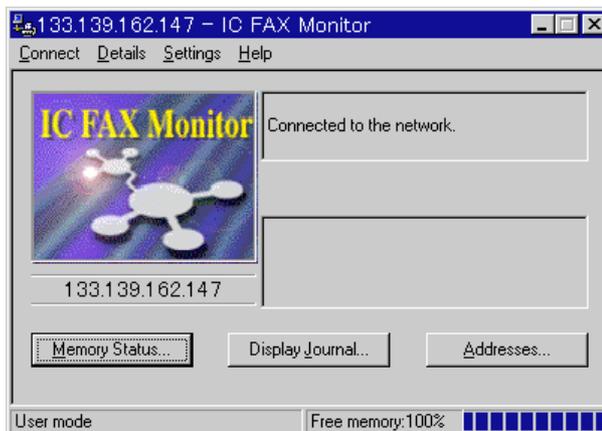
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- 4** After a few moments, the initial IC FAX Monitor screen shown here appears.



- Activation of the computer's power save function can cause the connection with the IC FAX to be broken.

Quitting IC FAX Monitor

From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[Exit]** command.

- Perform the following procedure to restart IC FAX Monitor. On the **[Start]** menu, point to **[Programs]** and then **[IC FAX Applications]**. Next, click **[IC FAX Monitor]**.

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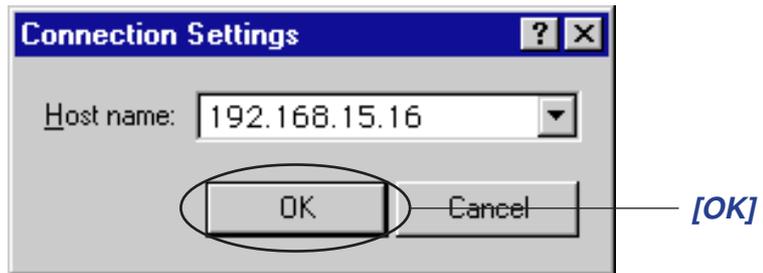
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SPECIFYING THE TARGET FAX

Use the following procedure to switch between fax machines when there are more than one NIC FAX machines on the network.

- 1** From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[Connect to FAX]** command.
- 2** Type in the IP address or host name of the NIC FAX to which you want to connect, and then click **[OK]**.
 - Clicking the ▼ button displays a list of up to five previously connected IP addresses or host names.



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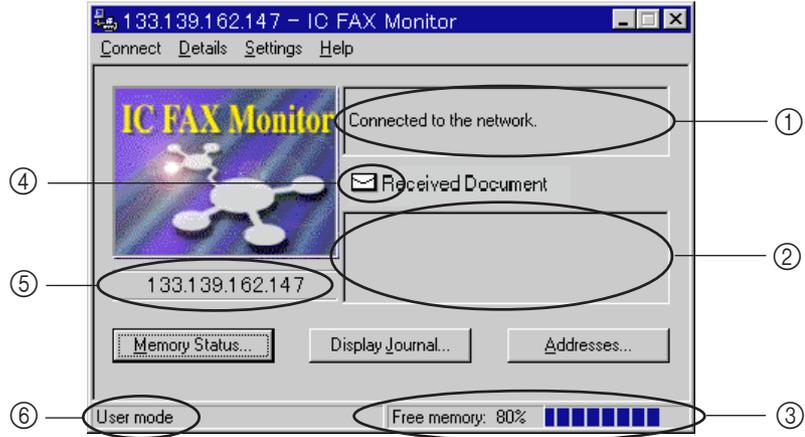
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IC FAX Monitor INITIAL SCREEN

The initial screen shown below appears whenever you start up IC FAX Monitor. It shows the FAX that is currently selected, along with the status of a variety of different settings.

- ❑ Activation of the computer's power save function can cause the connection with the NIC FAX to be broken.



- ① Network connection status
This area shows the communication status while IC FAX communication is in progress.
- ② Error status message
See Troubleshooting on page 168 of this Operator's Manual for details on error status messages.
- ③ Fax machine memory status
Remaining memory is shown as a percent and bar graphic.
- ④ Received document
This indicator appears to indicate a received file (confidential reception, substitute reception, authorized reception) in memory.
- ⑤ IP address or host name of connected NIC FAX
- ⑥ Current connection mode

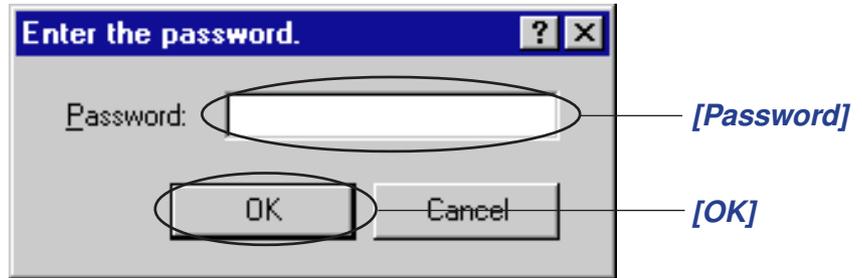
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CHANGING THE CONNECTION MODE

Use the following procedure to switch IC FAX Monitor between its User Mode and Administrator Mode.

Changing from the User Mode to the Administrator Mode

- 1 From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[Administrator Mode]** command.



- 2 Type in the password.
- 3 Click **[OK]**.
 - ❑ The message “<BUSY! PC COMMUNICATING>” is shown on the display if connected to IC FAX Monitor. Also, IC FAX functions 20 through 40 and functions normally made available by input of the password 2222 are all disabled.
 - ❑ Attempting to enter the Administrator Mode while any function in the range of 20 through 40, or a function made available by input of the password 2222 causes the message “<Sorry, busy for doing some other tasks>” to appear in the IC FAX Monitor screen. IC Fax Monitor will not enter the Administrator Mode when this message appears.
 - ❑ Failure to perform any input for 10 minutes in the Administrator Mode causes an error. Next, IC FAX Monitor returns automatically to the User Mode.
 - ❑ See page 62 of this Operator’s Manual for details about setting the Administrator Mode password.

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Changing from the Administrator Mode to the User Mode

From the initial IC FAX Monitor screen, click the **[Connect]** menu's **[User Mode]** command.

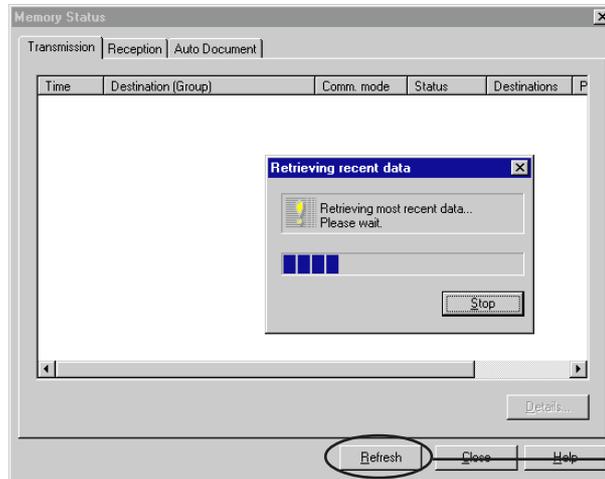
- The User Mode can be used to view current settings.

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MEMORY STATUS

Use the following procedures to view IC FAX memory status, as well as lists of send documents, receive documents, and Auto Documents. From the initial IC FAX Monitor screen, click the [\[Memory Status\]](#) button.

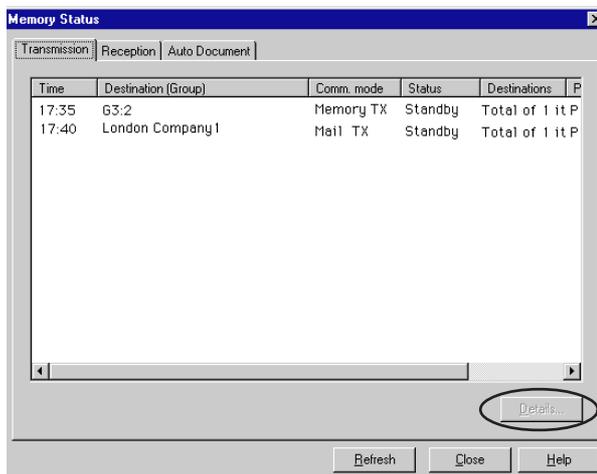


- ❑ IC FAX Monitor gets the most recent data from NIC FAX and displays it in the dialog box.
- ❑ Clicking the [\[Refresh\]](#) button at the bottom of the dialog box gets the latest data from NIC FAX and updates the data on the dialog box.

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Viewing Files Awaiting Transmission

1 Click the *[Transmission]* tab.



- Clicking any of the column names at the top of the data sorts the files in the list according to the data whose column name you clicked.
- Up to 100 files can be shown at one time.
- The *[Page]* column of the *[Transmission]* tab shows the number of pages.

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- 2** To view the details of a particular file, click on its name and then click the *[Details]* button.



- The dialog box that appears shows all other destinations (if any), personal code, and other information.

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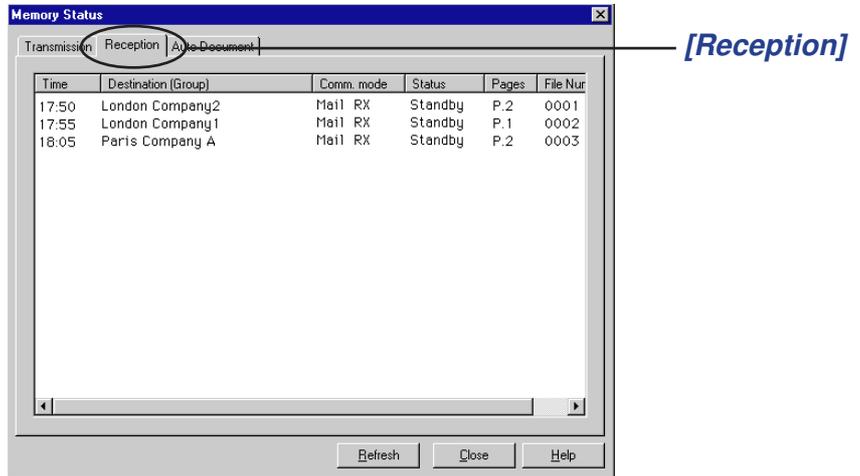
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Viewing Files That Have Been Received Into Fax Memory

1 Click the **[Reception]** tab.



- This tab shows all the received files in memory.
- Clicking any of the column names at the top of the data sorts the files in the list according to the data whose column name you clicked.

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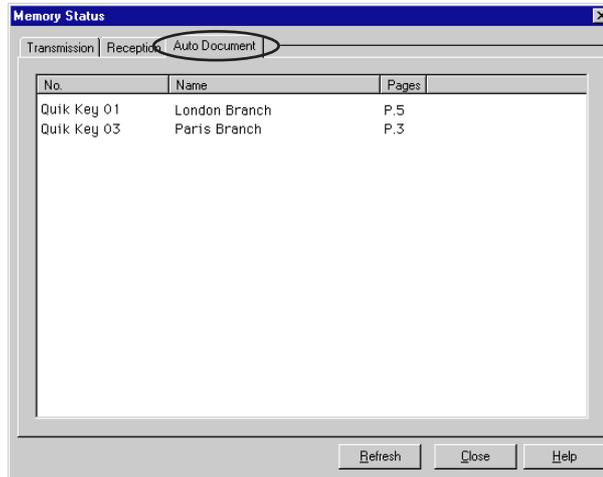
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Viewing Auto Documents

1 Click the *[Auto Document]* tab.



- This tab shows all the Auto Document files in memory.
- See page 68 of the main Operator's Manual for details about Auto Documents.

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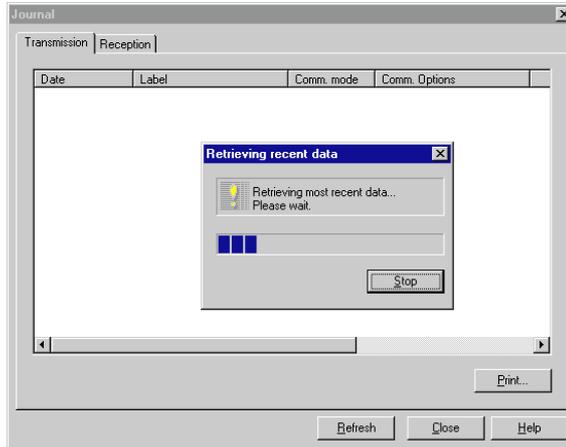
JOURNALS (TRANSMISSION AND RECEPTION)

Note

- Up to 100 entries can be shown in each journal.
- Clicking any of the column names at the top of the data sorts the files in the journal according to the data whose column name you clicked.

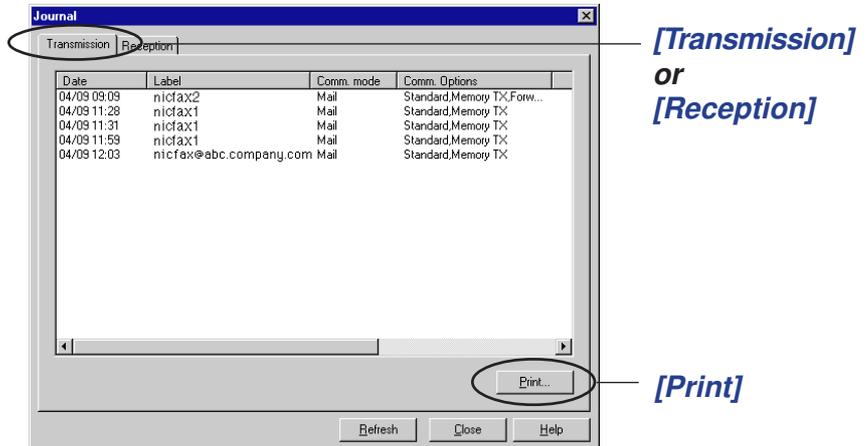
Viewing the Send and Reception Journals

- 1 From the initial IC FAX Monitor screen, click the *[Display Journal]* button.



- ☐ IC FAX Monitor gets the most recent data from NIC FAX in the dialog box.

- 2 Click the *[Transmission]* or *[Reception]* tabs to view the applicable data.



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ADDRESS BOOK (QUICK DIAL, SPEED DIAL, GROUP DIAL)

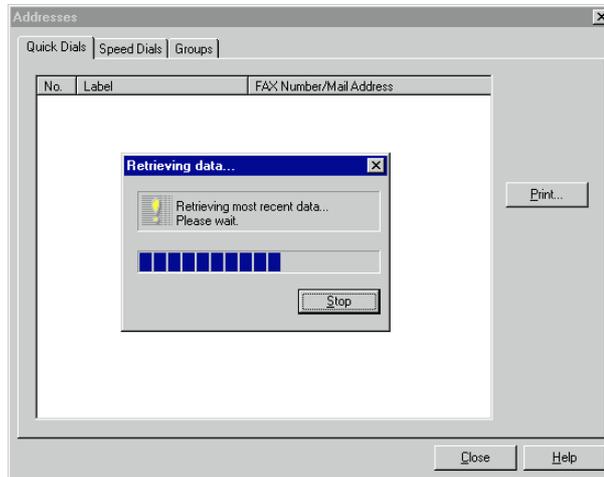
You can use the Address Book to add Quick Dials, Speed Dials, and Group Dials to IC FAX memory. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- You can program a mail address or fax number to a Quick Dial for input with the touch of a key. Quick Dial code numbers correspond to the numbers shown on the IC FAX Quick Dial keys.
- Clicking [\[Addresses\]](#) in the User Mode displays Address Book data, but you cannot make any changes while in this mode.

Adding a New Quick Dial

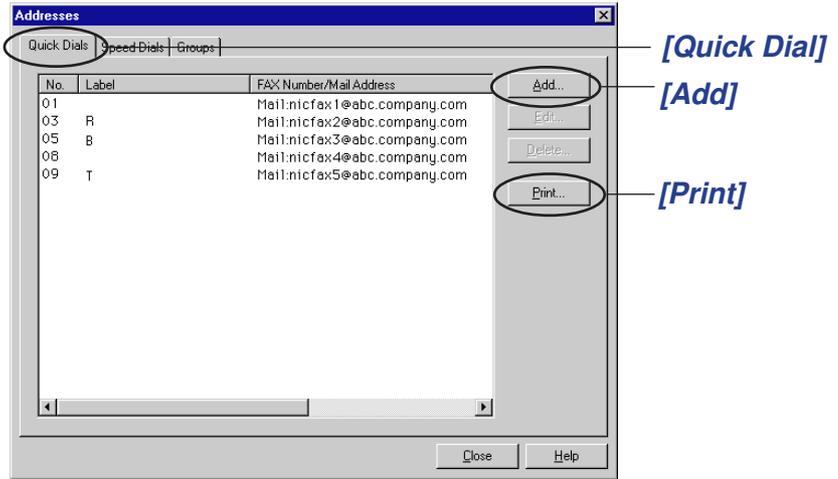
- Note that you can use IC FAX Monitor to add Quick Dials. You can also IC FAX control panel when you want to edit or delete Quick Dials.

- 1** From the initial screen in the Administrator Mode, click the [\[Addresses\]](#) button.

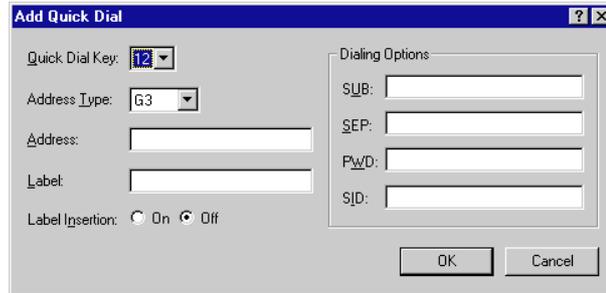


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2 Click the *[Quick Dial]* tab.



3 Click the *[Add]* button.



4 Click the ▼ button to the right of the *[Quick Dial Key]* text box, and select a number from the list that appears.

- ❑ Currently unused Quick Dial numbers only are shown in the list. The list can show up to 64 numbers.

5 Click the ▼ button to the right of the *[Address Type]* text box, and select the number type from the list that appears.

- ❑ You can specify that the destination is either a fax number or mail address. In the case of FAX Number, you can also set the dial options on the right side of the dialog box.

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- 6 Type the destination mail address or fax number into the **[Address]** text box.
- 7 Type the name of the destination into the **[Label]** text box.
- 8 Click on a radio button to turn **[Label Insertion]** on or off.
 - Turning label insertion on automatically inserts and sends the destination name you specify in step 7.
- 9 Click **[OK]** after you are finished making the settings you want.
 - In the case of a confidential transmission or polling transmission, type in the dial options described below before you click **[OK]**.
 - You can also edit or delete Quick Dial by IC FAX Monitor (But, as for Programming Keystrokes or Storing an Auto Document, it can't be done.).

Dialling with the Dial Option Key

The four dial option settings on the right side of the dialog box become enabled when **[FAX Number]** is selected for **[Address Type]**. These options can be used for confidential transmission and polling reception from a fax machine that is equipped with these functions.

■ SUB

Type in the SUB (confidential ID number) when the destination you are adding requires one for confidential transmission. When the destination is a NIC FAX, this can be used as a routing address specification, but note that confidential transmission is not available for a routed document.

■ SEP

Type in the SEP (polling ID number) used by the destination for receiving faxes by polling.

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Note

- Dial options can have up to 20 digits, each of which is a number (0 to 9), pound sign (#), or asterisk (*).

■ **PWD**

Type in the PWD (polling password) for receiving faxes by polling in combination with SEP above. This setting is not required when the other machine is a NIC FAX.

■ **SID**

Type in the SID (confidential password) for confidential transmission in combination with the SUB code above. This setting is not required when your machine is a NIC FAX.

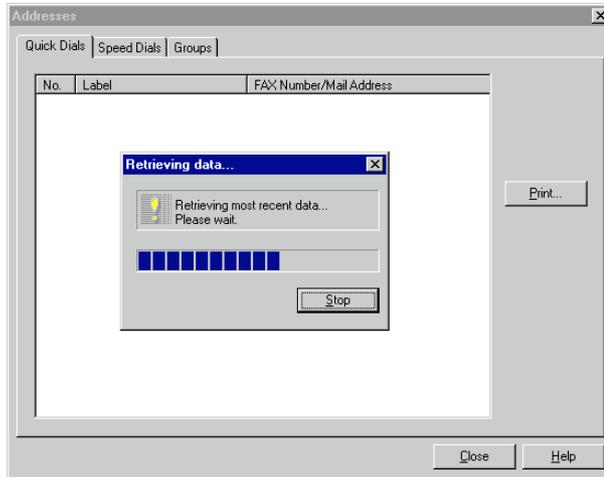
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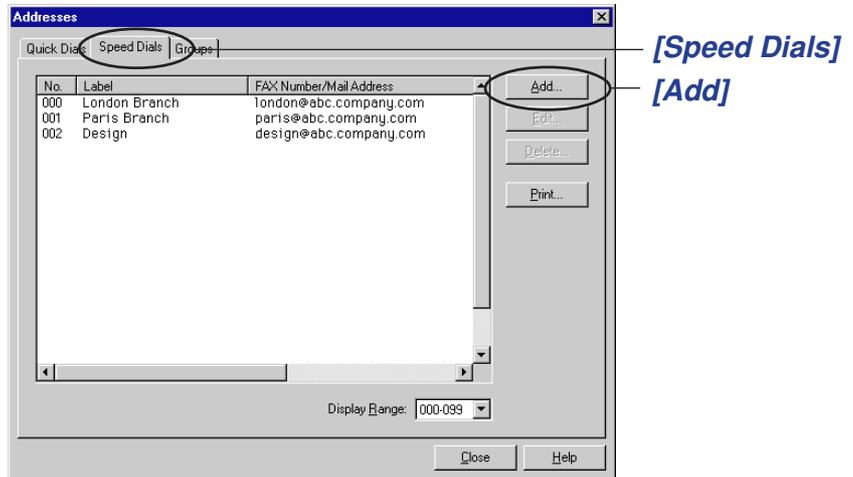
Adding a New Speed Dial

❑ Note that you can use IC FAX Monitor to add Speed Dials. You can also use the NIC FAX operation panel when you want to edit or delete Speed Dials.

- 1** From the initial screen in the Administrator Mode, click the **[Addresses]** button.

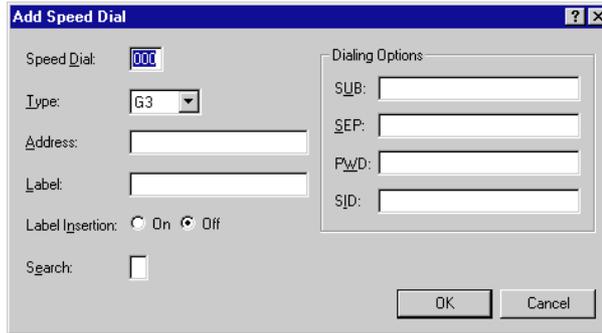


- 2** Click the **[Speed Dials]** tab.



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- 3 Click the ▼ button next to the **[Display Range]** text box and select the range of Speed Dials you want to display.
 - ❑ Clicking ▼ displays a list of 10 different ranges for Speed Dials 000 through 999.
 - ❑ Speed dials 100 through 999 are available when an optional FUNCTION UPGRADE CARD TYPE140 is installed.
 - ❑ An error occurs when the Speed Dial you specify in the next step is not within the range you specify here. This means that if you plan to specify Speed Dial 100, you should select the range **[100-199]** here.



- 4 Click the **[Add]** button.
 - ❑ The **[Add]** button is dimmed if all the Speed Dials are already used.
- 5 Type the number of the Speed Dial you want to add into the **[Speed Dial]** text box.
 - ❑ Specify a number from 000 to 099 with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify a number from 000 to 999.
- 6 Click the ▼ button to the right of the **[Type]** text box, and select the number type from the list that appears.
 - ❑ You can specify that the destination is either a fax number or mail address.

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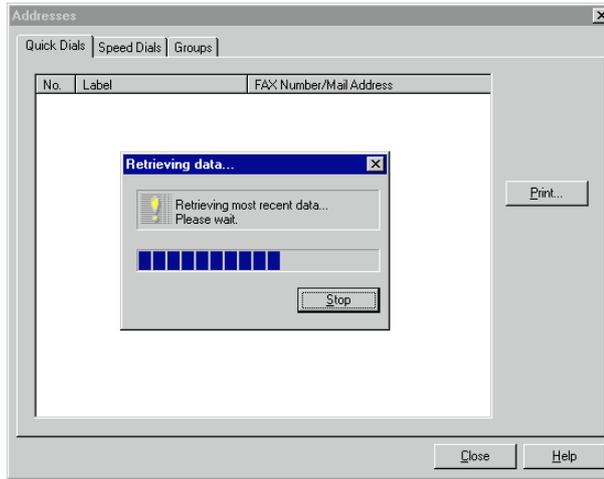
- 7** Type the destination mail address or fax number into the **[Address]** text box.
- 8** Type the name of the destination into the **[Label]** text box.
- 9** Click on a radio button to turn **[Label Insertion]** on or off.
 - Turning label insertion on automatically inserts and sends the destination name you specify in step 7.
- 10** Type one character into the **[Search]** text box.
 - This character is searched by the IC FAX telephone directory for destination searches.
 - You can specify any alphabetic character as the search character.
- 11** Click **[OK]** after you are finished making the settings you want.
 - In the case of a confidential transmission or polling transmission, type in the dial options described below before you click **[OK]**. See page 131 of this Operator's Manual for details on how to input Dial Options.
 - You can also edit or delete Quick Dial by IC FAX Monitor (But, as for Programming Keystrokes or Storing an Auto Document, it can't be done.).

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Adding a New Group Dial

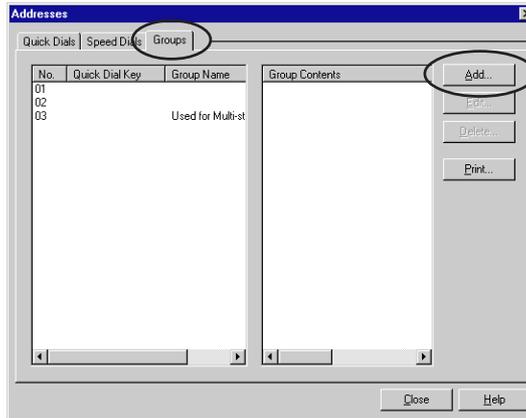
☐ Note that you can use IC FAX Monitor to add Group Dials. You can also use the NIC FAX operation panel when you want to edit or delete Group Dials.

- 1 From the initial screen in the Administrator Mode, click the **[Addresses]** button.



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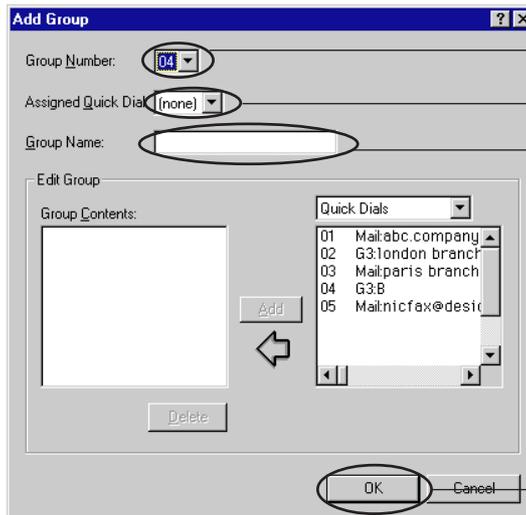
2 Click the **[Groups]** tab.



[Groups]
[Add]

- ❑ See page 171 of the main Operator's Manual for full details on the contents of the Group Dial List.
- ❑ You can also edit or delete Quick Dial by IC FAX Monitor (But, as for Programming Keystrokes or Storing an Auto Document, it can't be done.).

3 Click the **[Add]** button.



[Group Number]
[Assigned Quick Dial]
[Group Name]

[OK]

- ❑ The **[Add]** button is dimmed if all the Group Dials are already used.

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Note

- You can program up to 200 destinations, including Quick Dials, Speed Dials, and destinations input individually with the Ten-Key Pad. With IC FAX Monitor, however, you cannot use the Ten-Key Pad to input a destination.
- The total number of destinations that can be programmed for all groups is 264: 64 Quick Dials, 100 Speed dials, and 100 Ten-Key Pad inputs. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, the number of Speed Dials is increased by 1,000, for a total of 2,064 destinations.

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- 4 **Click the ▼ button to the right of the *[Group Number]* text box, and select a number from the list that appears.**
 - Currently unused Group Dial numbers only are shown in the list.
 - You can program up to nine groups with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify up to 30 groups.
- 5 **Click the ▼ button to the right of the *[Assigned Quick Dial]* text box, and select the setting you want from the list of options that appears.**
 - If you don't want to assign the group to a Quick Dial key, select *[none]* to which you want to assign the group. To assign the group to a Quick Dial key, select the key's number from the list.
- 6 **Type up to 20 characters for the name you want to give the group into the *[Group Name]* text box. Add destinations addresses to this Group.**
- 7 **Add destination addresses to this Group.**
 - You can add or delete destinations, or add destinations assigned to Quick Dials and Speed Dials.
 - To add a destination assigned to a Quick Dial or Speed Dial, select either *[Quick Dial]* or *[Speed Dial]* from the drop-down list on the right, click on the item you want to add in the list below, and then click the *[Add]* button.
 - To delete a destination, click on it in the list on the left, and then click the *[Delete]* button.
- 8 **Click *[OK]* after you are finished making the settings you want.**

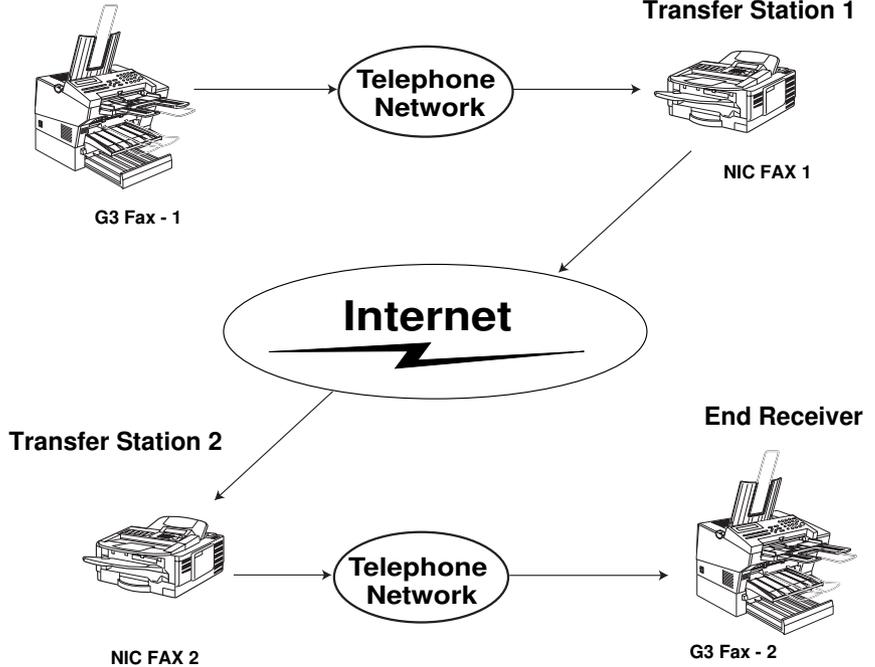
< Note

ADDING MULTI-STEP TRANSFER GROUPS

You can use IC FAX Monitor to add Multi-Step Transfer Groups, transfer stations, and end receivers. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- Contact your service representative for details.

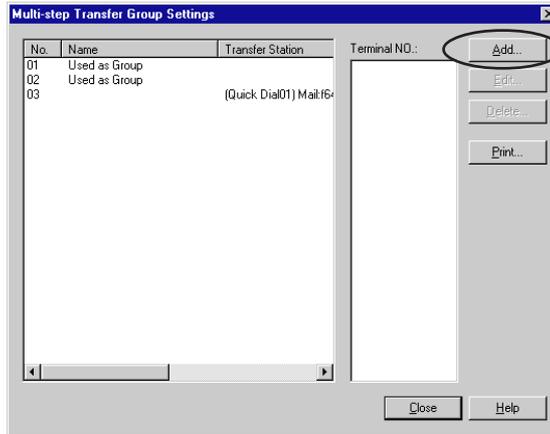
Transfer Requester



- Note that you can use IC FAX Monitor to add Multi-Step Transfer Groups. You can also NIC FAX operation panel when you want to edit or delete them.

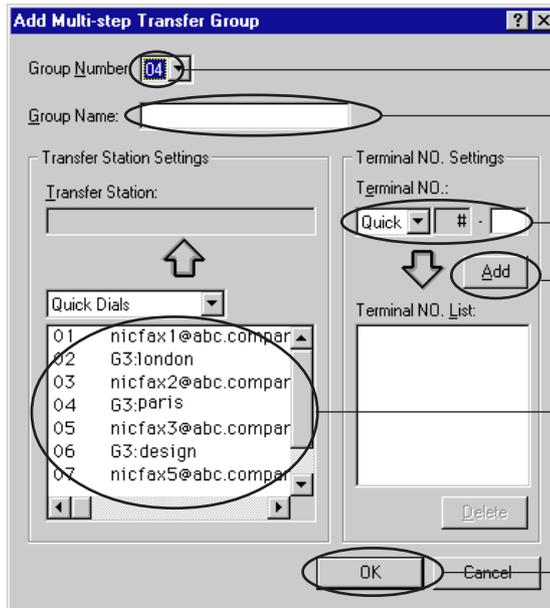
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1 From the Details menu of IC FAX Monitor, click the *[Multi-step Transfer Group Settings]* command.



[Add]

2 Click *[Add]*.



[Group Number]

[Group Name]

[End Receiver Settings]

[Add]

[Transfer Station Settings]

[OK]

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❑ The *[Add]* button is dimmed if all the Multi-Step Transfer Groups are already used.

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- 3** Click the ▼ button to the right of the *[Group Number]* text box, and select a number from the list that appears.

 - Currently unused Multi-Step Transfer Group numbers only are shown in the list.
 - You cannot select a number that is already used.
- 4** Type up to 20 characters for the name you want to assign to the Multi-Step Transfer Group into the *[Group Name]* text box.
- 5** Make the Transfer Station Settings you want.

 - These are settings for the transfer requester fax machine. The destination can be specified from those assigned to Quick Dials or Speed Dials.
 - The specified fax becomes the transfer station, which sends the document to each of the fax machines specified as end receivers.
- 6** Make the End Receiver Settings you want.

 - These are the settings for the destination of the transmission from the transfer station.
 - These settings are made in accordance with the transfer station's Quick Dials, Speed Dials, and Group Dials, so information about these dials are required before these settings can be made.
 - To make this setting, select Quick Dial, Speed Dial, or Group Dial, and then input the number you want to set.
- 7** Click *[Add]*.
- 8** Click *[OK]* after you are finished making the settings you want.

 - You can also edit or delete Quick Dial by IC FAX Monitor.

ADDING PERSONAL CODES

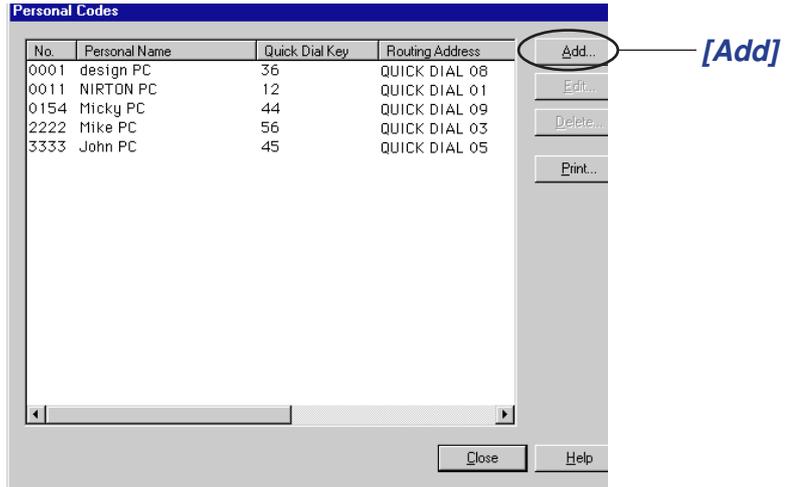
You can use IC FAX Monitor to add Personal Codes. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- ☐ Note that you can use IC FAX Monitor to add Quick Dials. You can also use the NIC FAX operation panel when you want to edit or delete Personal Codes.

1 Enter the Administrator Mode.

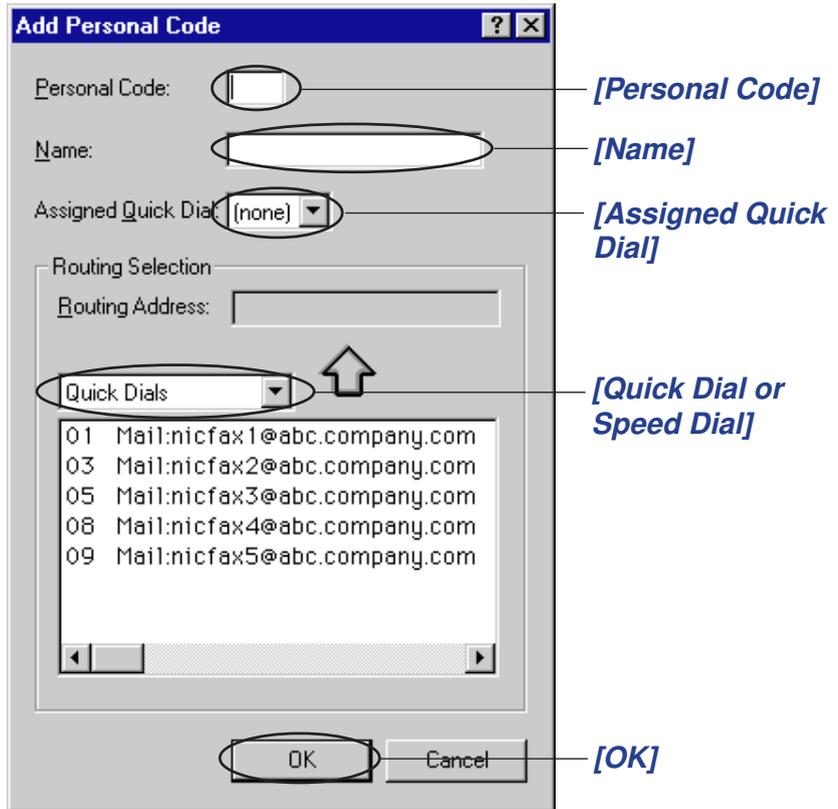
- ☐ See page 121 of this Operator’s Manual for details on entering the Administrator Mode.

2 On the [Details] menu, click [Personal Codes].



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3 Click the **[Add]** button.



- ❑ Four-digit Personal Codes (SUB) appended to faxes sent from G3 machines are compared with Personal Codes programmed on the NIC FAX. A matching code causes the fax to be routed to the destination assigned to the Personal Code.
- ❑ The **[Add]** button is dimmed if all the Personal Codes are already used.
- ❑ You can program up to 50 Personal Codes with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify up to 500 Personal Codes.

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- 4 **Type a Personal Code number into the *[Personal Code]* text box.**
 - You can input any four-digit code except 0000. A number can be used only once.

- 5 **Type up to 20 characters for the name you want to give the Personal Code into the *[Name]* text box.**

- 6 **Click the ▼ button to the right of the *[Assigned Quick Dial]* text box, and select a number from the list that appears.**
 - Use this setting to specify whether or not you want to assign the Personal Code to a Quick Dial. If you do, select one of the Quick Dial numbers from the list.

- 7 **If you did not assign the Personal Code to a Quick Dial number with the previous step, make the *[Routing Address Setting]*.**
 - Click the ▼ button next to the text box on the left, and then select either Quick Dial or Speed Dial from the list that appears.
 - When the contents of the Quick Dial or Speed Dial appear in the list on the right, click on the mail address you want.
 - The selected mail address appears in the *[Routing Address]* box. Fax numbers are not shown.

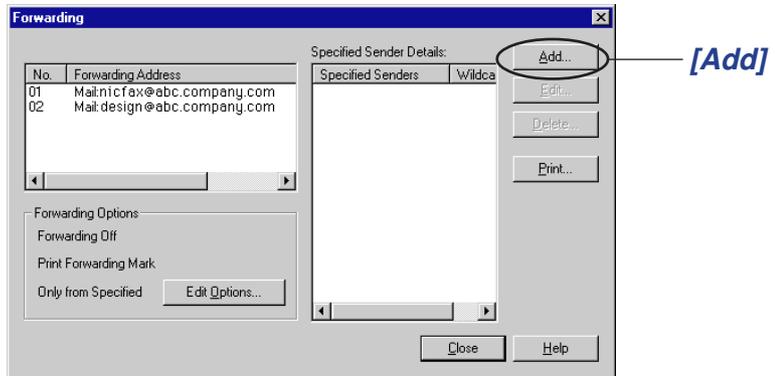
- 8 **Click *[OK]* after you are finished making the settings you want.**
 - The destination (mail address) is specified automatically when a transmission with an SUB appended by the sender arrives. The routing addresses are selected from mail addresses assigned to Quick Dials and Speed Dials.
 - You can also edit or delete Quick Dial by IC FAX Monitor.

ADDING FORWARDING STATION ADDRESSES

You can use IC FAX Monitor to add forwarding station addresses. Note that this operation must be performed in the IC FAX Monitor Administrator Mode.

- ☐ Note that you can use IC FAX Monitor to add forwarding station addresses. You can also NIC FAX operation panel when you want to edit or delete them.

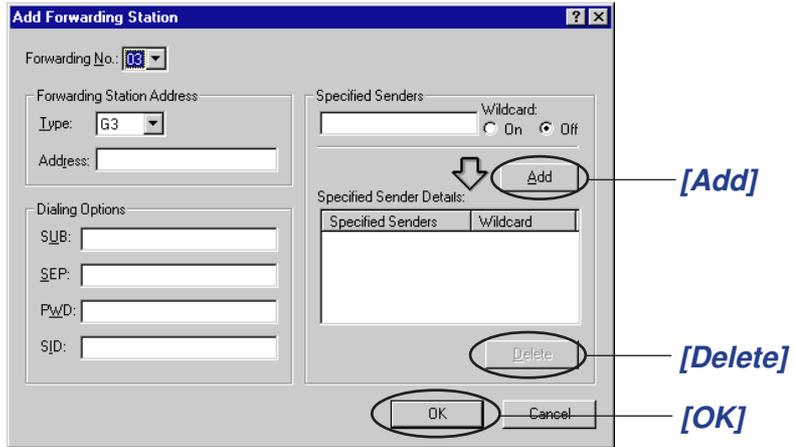
1 Enter the Administrator Mode.



2 On the *[Details]* menu, click *[Forwarding]*.

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3 Click the **[Add]** button.



- ❑ Four-digit function codes (SUB) appended to faxes sent from G3 machines are compared with Personal Codes programmed on the NIC FAX. A matching code causes the fax to be routed to the destination assigned to the Personal Code.
- ❑ Up to five forwarding station addresses can be programmed. The **[Add]** button is dimmed if all five forwarding station addresses are already used.

4 Click the **▼** button to the right of the **[Forwarding No.]** selector, and select a number from the list that appears.

- ❑ Currently unused forwarding station address numbers only are shown in the list.

5 Click the **▼** button to the right of the **[Type]** text box, and select the number type from the list that appears.

- ❑ You can specify that the destination is either a fax number or mail address. In the case of FAX Number, you can also set the dial options in the lower left of the dialog box.

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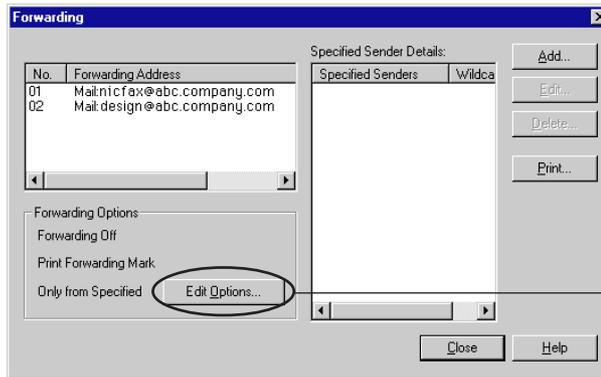
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- 6 Type in the fax number or mail address into the *[Address]* text box.**
 - You can input up to 254 characters, including dial options, for a fax number. Each character can be a number (0 to 9), pound sign (#), asterisk (*), or hyphen (-).
 - You can input up to 127 alphabetic characters for a mail address.
 - See page 131 of this Operator’s Manual for details on dial options.
- 7 Specify the dial options.**
- 8 Add any destinations you want to use as specified senders.**
 - Program specified senders when you want to forward only faxes from specified senders or perform other operations only for messages from certain senders.
 - Type in the RTI or CSI of the specified sender. To delete a specified sender, click on its name to select it and then click the *[Delete]* button. After deletion is complete, click *[OK]* and jump to step 10.
 - You can program up to 30 specified senders with the normal configuration. When an optional FUNCTION UPGRADE CARD TYPE140 is installed, you can specify up to 50 specified senders.
 - The *[Add]* button is dimmed if no more specified senders can be added.
- 9 Turn Wild Cards on or off. Then click *[Add]*.**
 - Turning on Wild Cards causes all faxes that contain the specified user name in the RTI or CSI to be forwarded.
- 10 Click *[OK]* after you are finished making the settings you want.**
 - The *[Specified Senders Details]* list shows specified sender names, and whether wild cards are on or off.
 - You can also edit or delete Quick Dial by IC FAX Monitor.

EDITING FORWARDING SETTINGS

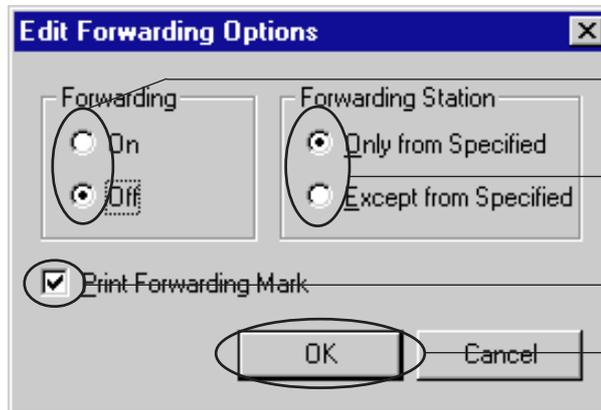
Use the procedure below to edit forwarding settings.

- 1 Enter the Administrator Mode.**
 - See page 122 of this Operator's Manual for details on entering the Administrator Mode.
- 2 On the [Details] menu, click [Forwarding].**



[Edit options]

- 3 Click the [Edit Options] button.**



[Forwarding]

[Forwarding Station]

[Print Forwarding Mark]

[OK]

- 4 Click on a radio button to turn forwarding on or off.**
 - Forwarding should be turned on after the forwarding station and specified senders are programmed.

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- 5 **Click on a radio button to select the forwarding station.**
 - This setting specifies whether only documents received from specified senders or documents received from senders other than specified senders should be forwarded.

- 6 **Click on the checkbox to turn forwarding mark printing on (checked) or off (unchecked).**
 - This setting determines whether or not forwarding marks are printed on faxes when they are forwarded. The forwarding mark helps to distinguish forwarded faxes from standard faxes.

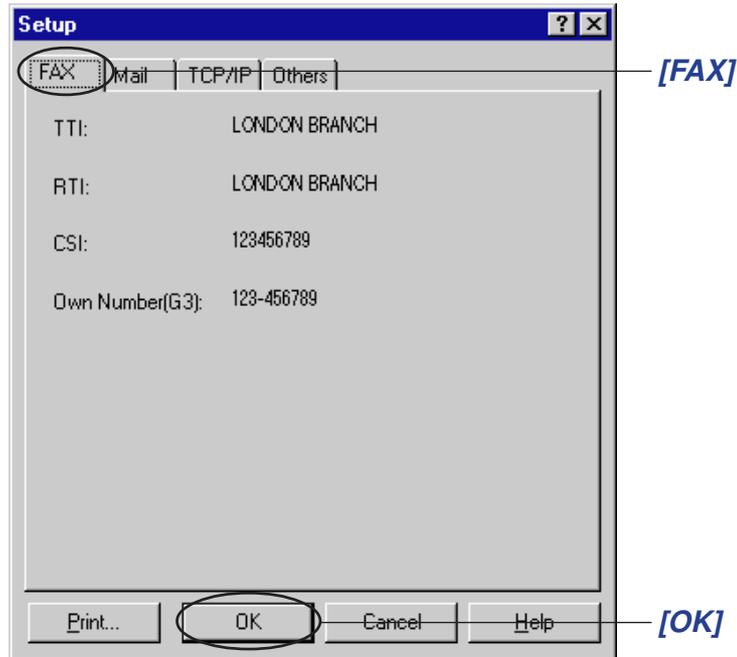
- 7 **Click *[OK]* after you are finished making the settings you want.**

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VIEWING FAX INFORMATION

Use this procedure when you want to check such information as TTI, RTI, CSI, and Own Number. These settings are made using the operation panel of the NIC FAX.

- 1 Enter the User Mode or Administrator Mode.**
- 2 From the initial IC FAX Monitor screen, click *[Setup]* from the *[Settings]* Menu.**
 - This displays the *[Setup]* dialog box.
- 3 Click the *[Fax]* tab.**



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4 After you are finished, click *[OK]*.

■ **TTI**

The Transmitter Terminal Identification is a preprogrammed name that is printed on the pages of the sender’s document. The TTI is best used for the company name, branch name, etc.

■ **RTI**

The Receive Terminal Identification is data that is sent between machines during send and receive operations. This data appears on the display of the machine being communicated with and is printed in reports.

■ **CSI**

The Called Station Identification is data that is sent between machines during send and receive operations. This data appears on the display of the machine being communicated with and is printed in reports. The CSI is sent and received even when the other party is not a fax machine.

The normal format for the CSI is: country code, local area code, number.

■ **Own Number (G3)**

This is the number that is called to connect with the fax machine.

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USING ONLINE HELP

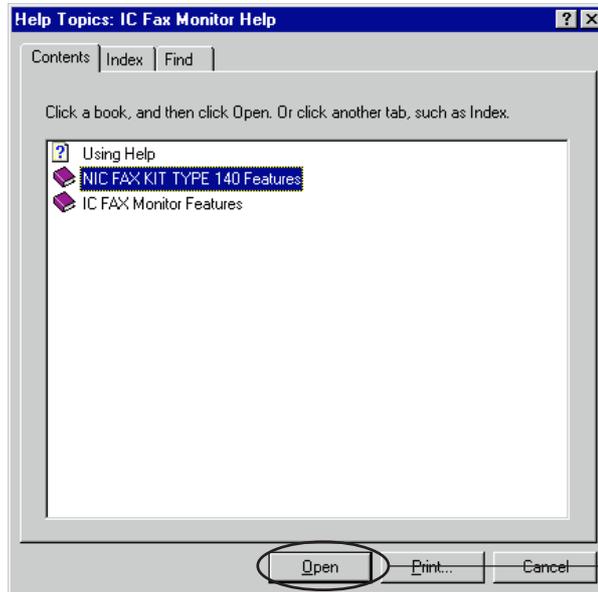
Online help gives you instant access to useful information about IC FAX Monitor on your computer screen.

From the initial IC FAX Monitor screen, click the **[Help]** menu's **[Help Topics]** command to display the help dialog box.

Using Index Search

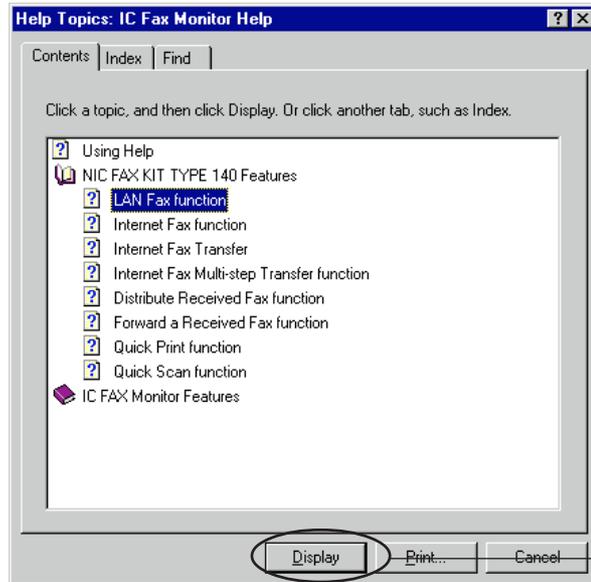
Use the following procedure to search for a help topic from the index.

- 1** In the **[Help Topics: IC FAX Monitor Help]** dialog box, click the **[Contents]** tab.
- 2** Click on a <book> icon to select it, and then click the **[Open]** button.



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- 3** Click on the topic about which you want more information, and then click the *[Display]* button.



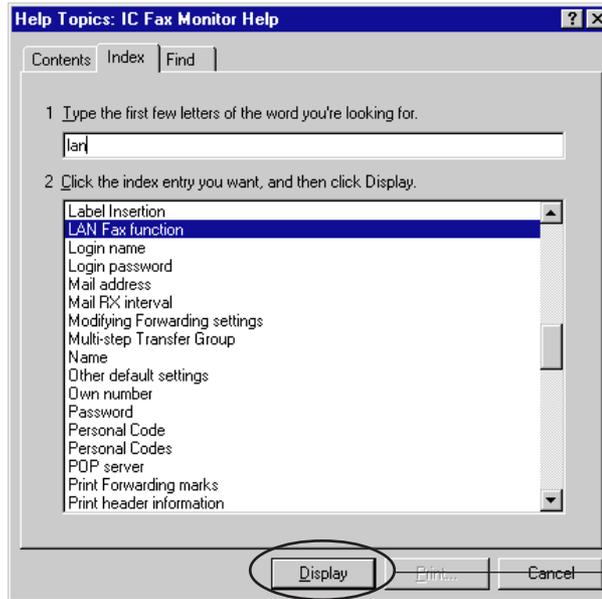
- If your computer is connected to a printer, you can print the currently displayed help screen by clicking the *[Print]* button.

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Using Keyword Search

Use the following procedure to search for a help topic by keyword.

- 1 In the *[Help Topics: IC FAX Monitor Help]* dialog box, click the *[Index]* tab.
- 2 Input a number of characters for the topic for which you want to search and then click the *[Display]* button. You can also scroll through the list to find the topic you want, click on it, and then click the *[Display]* button.



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Displaying Version Information

- 1 On the **[Help]** menu, click **[About...]** to display a dialog box that shows version information about IC FAX Monitor.



- 2 Click **[OK]** to close the dialog box.

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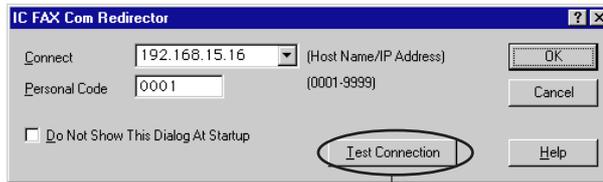
STARTING UP AND QUITTING IC FAX Com Redirector

Note

- The dialog box that appears in step 2 of the right procedure does not appear on subsequent Windows 95 startups if you put a check in the checkbox next to “<Do Not Show This Display At Startup>.” In such a case, you have to open the dialog box manually by double-clicking the IC FAX Com Redirector icon in the Task Bar.

Starting Up IC FAX Com Redirector

- 1 Turn on your computer and start up Windows 95.**
 - This automatically launches IC FAX Com Redirector and displays its icon in the Task Bar.
 - Double-clicking the IC FAX Com Redirector icon displays the setup screen, which shows the host and Personal Code you programmed when installing the IC FAX applications (step 33 on page 46 of this Operator’s Manual).
- 2 Click [Test Connection] to check the fax connection.**



[Test Connection]

< Note

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- 3** The dialog box shown below appears when a fax machine is connected to the computer (an error occurs when no fax machine is connected). Click **[OK]** to close this dialog box.



- ❑ An IC FAX Com Redirector icon is in the Task Bar while IC FAX Com Redirector is running. This icon changes form as shown in the table below to keep you informed of the communication status.

Icon	Status
	Normal communication enabled. Standing by connection.
	Fax is performing a communication operation.
	Fax communication is disabled. Check settings and setup.

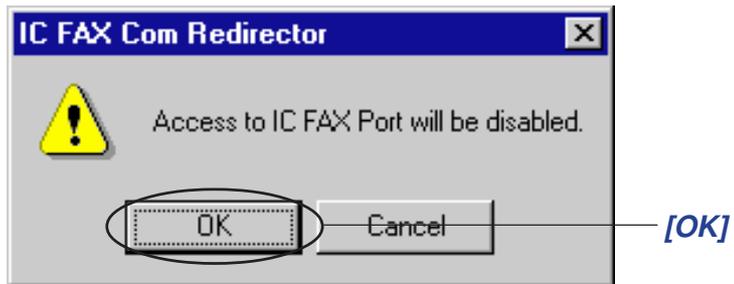
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Quitting IC FAX Com Redirector

- 1** Right click the *[IC FAX Com Redirector]* on the Task Bar.
This opens a menu.
- 2** On the menu, click *[Exit]*.
This displays a confirmation message.



- 3** Click *[OK]*.



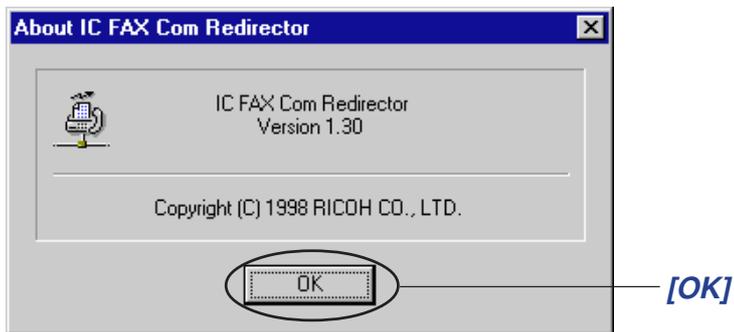
- This quick IC FAX Com Redirector and clears its icon from the Task Bar.
- The PC fax function is disabled when IC FAX Com Redirector is not running.

Perform the following procedure to restart IC FAX Com Redirector. On the *[Start]* menu, point to *[Programs]* and then *[IC FAX applications]*. Next, click *[IC FAX Com Redirector]*.

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Displaying Version Information

- 1 Right click the *[IC FAX Com Redirector]* on the Task Bar.
This opens a menu.
- 2 On the menu, click *[About]* to display a dialog box that shows version information about IC FAX Com Redirector.



- 3 Click *[OK]* to close the dialog box.

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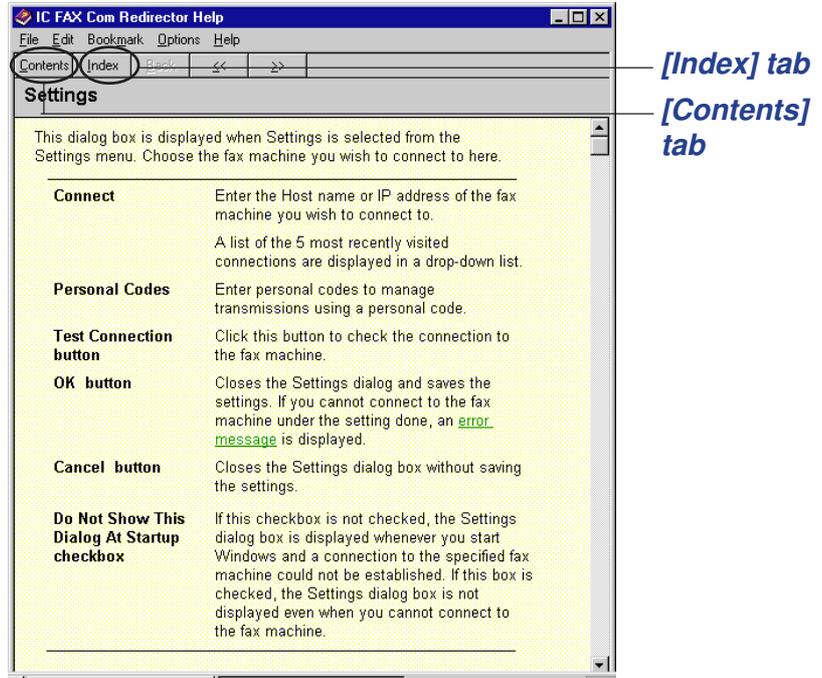
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USING ONLINE HELP

Online help gives you instant access to useful information about IC FAX Com Redirector on your computer screen.

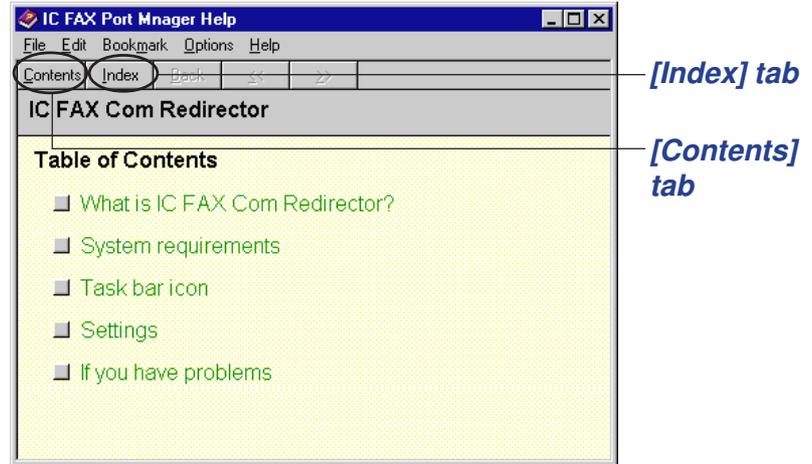
- 1 From the initial IC FAX Com Redirector setting screen (page 157), click the [\[Help\]](#) button, or right click the IC FAX Com Redirector task bar icon and then click [\[Help\]](#) on the menu that appears.
 - This displays the online help window. You can find the information you want using index search or keyword search.



Help window when the [\[Help\]](#) button is clicked on the initial IC FAX Com Redirector screen.

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- ❑ Clicking red or green underlined text displays the corresponding help text.

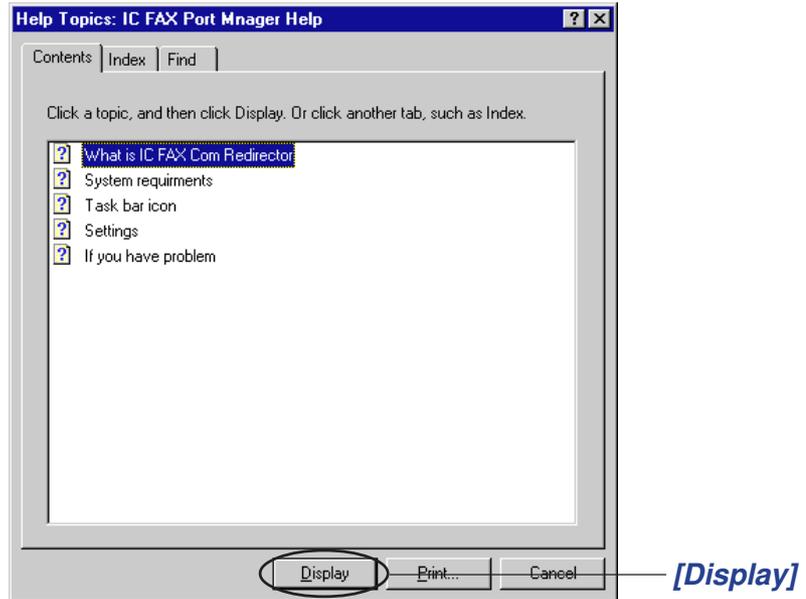


Help window when the **[Help]** button is clicked on the IC FAX Com Redirector task bar icon.

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Using Index Search

- 1 In the help window, click the **[Contents]** tab.
- 2 Click on the topic you want help on, and then click the **[Display]** button.

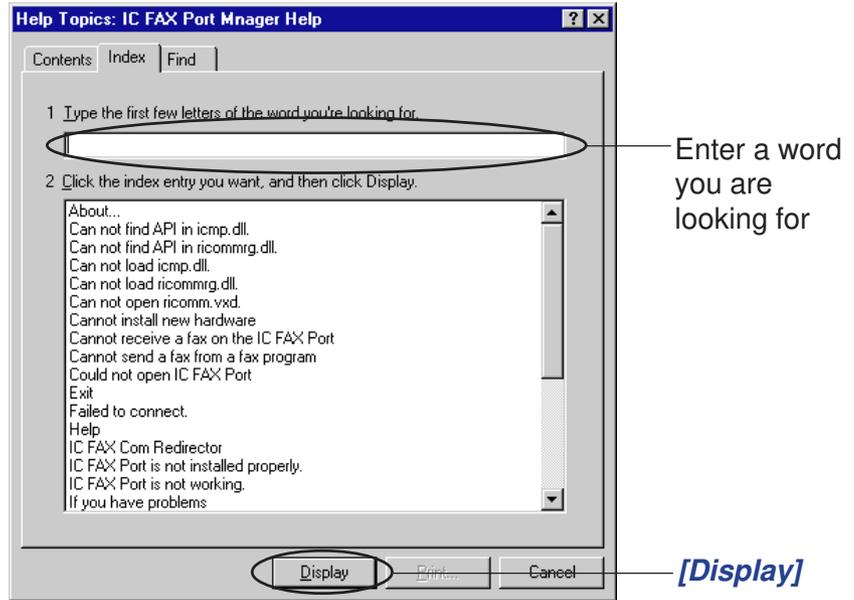


- ☐ If your computer is connected to a printer, you can print the currently displayed help screen by clicking the **[Print]** button.

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Using Keyword Search

- 1 In the help window, click the *[Index]* tab.
- 2 Input a number of characters for the topic for which you want to search and then click the *[Display]* button.



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TROUBLESHOOTING

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NIC FAX Display Messages

The following error messages appear on the display of the NIC FAX when a problem occurs. If the advice provided below does not solve the problem, contact your service representative.

Message	Causes and Recommended Actions
Network Error [10-40]	<ul style="list-style-type: none"> No fax IP address is set. Use the NIC FAX control panel to set an IP address. (Page 26) Call your network administrator.
Network Error [10-41]	<ul style="list-style-type: none"> Multiple IP addresses. Use the NIC FAX control panel to check that the IP address is correct. (Page 26) Call your network administrator.
Network Error [10-61]	<ul style="list-style-type: none"> POP server cannot be found. Use IC FAX Monitor to check whether the POP server's IP address is correct. (Page 56) Call your network administrator.
Network Error [10-62]	<ul style="list-style-type: none"> Cannot log into the POP server. Use IC FAX Monitor to check whether login name and password are correct. Call your network administrator. (Page 56)
Network Error [10-70]	<ul style="list-style-type: none"> No SMTP server IP address is set. Use IC FAX Monitor to register an SMTP server. (Page 56) Call your network administrator.
Network Error [10-73]	<ul style="list-style-type: none"> SMTP server cannot be found. Use IC FAX Monitor to check whether the SMTP server's IP address is correct. (Page 56) Call your network administrator.
Network Error [10-74]	<ul style="list-style-type: none"> No mail address is set for the fax machine. Use IC FAX Monitor to set a mail address. (Page 56) Call your network administrator.
Network Error [10-50] [10-63] [10-82]	<ul style="list-style-type: none"> A line error occurred during receipt of data. Make sure the LAN cable is correctly connected to the fax machine. (Page 24) Call your network administrator.

Message	Causes and Recommended Actions
Network Error [10-30] [10-31] [10-33] [10-34] [10-35] [10-42]	<ul style="list-style-type: none"> • Mechanical malfunction has occurred. Contact your service representative.
BUSY! PC COMMUNICATING	This message appears on the display of the fax machine while it is connected to the IC FAX Monitor Administrator Mode. At this time control panel Functions 20 through 40 and functions accessed with password 2222 are disabled.

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IC FAX Monitor Initial Screen Messages

The following is a list of messages that appear in the initial screen of IC FAX Monitor and actions you should take when they appear.

Icon	Message	Causes and Recommended Actions
	Please call a service engineer	<ul style="list-style-type: none"> Contact your service representative.
	Network error	<ul style="list-style-type: none"> LAN network error
	Communication error	<ul style="list-style-type: none"> G3 communication error. See page 210 of the main Operator's Manual.
	Close the cover	<ul style="list-style-type: none"> NIC FAX cover is open. Close the cover.
	Clear copy	<ul style="list-style-type: none"> Copy jam. Clear the jam. See page 203 of the main Operator's Manual.
	Clear original	<ul style="list-style-type: none"> Document jam. Clear the jam. See page 201 of the main Operator's Manual.
	Load paper	<ul style="list-style-type: none"> Out of paper. Load paper. See page 176 of the main Operator's Manual.
	Set the toner cartridge properly	<ul style="list-style-type: none"> Install the toner cartridge correctly. See page 182 of the main Operator's Manual.
	Replace the toner cartridge	<ul style="list-style-type: none"> Out of toner. Replace the toner cartridge with a new one. See page 182 of the main Operator's Manual.
	Toner near empty	<ul style="list-style-type: none"> Low toner. Replace the toner cartridge with a new one soon. See page 182 of the main Operator's Manual.

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IC FAX Monitor Operation Messages

Message	Causes and Recommended Actions
The IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> The specified IP address is not entered correctly. Make sure the NIC FAX IP address you got from your network administrator is correct. It should be made up of four numbers from 0 to 255, separated by periods. (Page 26)
The access control IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> The specified access control is not entered correctly. Make sure access control is correct. It should be make up of four numbers from 0 to 255, separated by periods. (Page 58)
The access control mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> The specified access mask is not entered correctly. Make sure the NIC FAX access mask is correct. It should be made up of four numbers from 0 to 255, separated by periods. (Page 58)
The default gateway IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> The specified gateway is not entered correctly. Make sure the gateway (router) address is correct. The gateway should be made up of four numbers from 0 to 255, separated by periods. (Page 26)
The subnet mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> The specified subnet mask is not entered correctly. Make sure the NIC FAX subnet mask you got from your network administrator is correct. It should be made up of four numbers from 0 to 255, separated by periods. (Page 26)
The POP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> The specified POP server IP address is not entered correctly. Make sure the IP address of the POP server being used by NIC FAX is entered correctly. (Page 56)
The SMTP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> The specified SMTP server IP address is not entered correctly. Make sure the IP address of the SMTP server being used by NIC FAX is entered correctly. (Page 56)

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Message	Causes and Recommended Actions
[Administrator Mode Monitor Error] No input for 10 minutes so returning to User mode.	<ul style="list-style-type: none"> • IC FAX Monitor is automatically returning to the User Mode after being left in the Administrator Mode for 10 minutes without any input. Re-enter the Administrator Mode if you need to make more settings. (Page 122)
Address is too long.	<ul style="list-style-type: none"> • The specified address is too long and cannot be stored. Up to 254 characters, including dial options, can be input for a fax number.
[Application Error] Stopped due to an error when retrieving Address Book data.	<ul style="list-style-type: none"> • A network error occurred while getting data from the NIC FAX address table. Check the following points, reconnect, and try again. • Confirm that NIC FAX is turned on. • Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) • Check whether NIC FAX network settings have been changed. (Page 56)
[FAX command error] Sorry, not executable at the moment.	<ul style="list-style-type: none"> • Maintenance procedure is being performed by service personnel. Wait until maintenance is finished.
[Application Error] System error.	<ul style="list-style-type: none"> • Problem with the Windows system. Restart your computer.
[Application Error] System timer reset failure.	<ul style="list-style-type: none"> • Problem with the Windows system. Restart your computer.
[Network Error] Failed to initialize the status.	<ul style="list-style-type: none"> • A network error occurred while getting NIC FAX status data. Check the following points, reconnect, and try again. • Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) • Check whether NIC FAX network settings have been changed. (Page 56)
[FAX command error] Timeout occurred.	<ul style="list-style-type: none"> • NIC FAX is busy. Wait a while and try again.

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Message	Causes and Recommended Actions
[Application Error] The password you entered is incorrect. Please try again.	<ul style="list-style-type: none"> The password you input does not match the password registered on NIC FAX. Input the correct password.
[Application Error] An I/O error occurred during the backup.	<ul style="list-style-type: none"> The backup file you specified does not exist or is corrupted. Specify a valid backup file. (Page 64)
[Application Error] Stopped due to an error while retrieving file list.	<ul style="list-style-type: none"> A network error occurred while getting NIC FAX memory status data. Check the following points, reconnect, and try again. Confirm that NIC FAX is turned on. Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) Check whether NIC FAX network settings have been changed. (Page 56)
Please specify a filename.	<ul style="list-style-type: none"> No file name specified for a backing up or restoring memory data. Specify a file name. (Page 63)
[Network error] Error when connecting to FAX.	<ul style="list-style-type: none"> A network error occurred during communication with NIC FAX. Check the following points, reconnect, and try again. Confirm that NIC FAX is turned on. Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) Check whether NIC FAX network settings have been changed. (Page 56)
[Application Error] Failed while making fonts for pre-print processing.	<ul style="list-style-type: none"> The Windows print font is not installed. Install MS Gothic.

Message	Causes and Recommended Actions
[FAX command error] Bad command.	<ul style="list-style-type: none"> The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly. The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.
[FAX command error] Bad parameter.	<ul style="list-style-type: none"> The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly. The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.
[Application Error] Cannot restore using the specified backup file.	<ul style="list-style-type: none"> The backup file you specified is not a NIC FAX restoring memory data. Specify a proper backup file. (Page 64)
[Application Error] You entered an invalid backup file.	<ul style="list-style-type: none"> The backup file you specified is not a backup file. Specify a proper backup file. (Page 64)
[Network error] Could not connect to specified host.	<ul style="list-style-type: none"> Confirm that the NIC FAX host name or IP address is set correctly. (Pages 56~58) Confirm that NIC FAX is turned on. Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) Confirm that the IP address and subnet mask are set correctly on NIC FAX. (Page 26) Confirm that TCP/IP protocols are installed on the computer where IC FAX Monitor is installed. Confirm that the DNS (Domain Name Server) settings on the computer where IC FAX Monitor is installed are correct. Confirm that NIC FAX is registered on the DNS. When NIC FAX is not on the same network, confirm that the settings of the computer where IC FAX Monitor is installed and those on the NIC FAX gateway are correct. (Page 58) Contact your network administrator. The Saving energy mode on the computer is activated. Turn off the Energy Saving mode.

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Message	Causes and Recommended Actions
[Network error] Connection error.	<ul style="list-style-type: none"> • Confirm that the NIC FAX host name or IP address is set correctly. (Pages 56, 58) • Confirm that NIC FAX is turned on. • Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) • Confirm that the IP address and subnet mask are set correctly on NIC FAX. (Page 26) • Confirm that the DNS (Domain Name Server) settings on the computer where IC FAX Monitor is installed are correct. • Contact your network administrator.
[Application Error] Please enter the name of the host to connect to.	<ul style="list-style-type: none"> • Input the NIC FAX host name or IP address on the other device. (Pages 26, 56)
[FAX command error] Sorry, busy for doing some other tasks.	<ul style="list-style-type: none"> • Function settings are being performed on the operation panel of the connected NIC FAX or the Administrator Mode of another IC FAX Monitor is currently in use. Wait until the conflicting procedure is finished and try again. • The command you are trying to use is already in being used by a NIC FAX process and cannot be executed.
[FAX command error] Do not have access permission to change that value.	<ul style="list-style-type: none"> • Restart IC FAX Monitor, enter the Administrator Mode, and change the value. (Pages 116, 121)
[Application Error] Stopped due to an error when retrieving the journal.	<ul style="list-style-type: none"> • A network error occurred while getting NIC FAX journal data. Check the following points, reconnect, and try again. • Confirm that NIC FAX is turned on. • Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) • Check whether NIC FAX network settings have been changed. (Page 56)

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Message	Causes and Recommended Actions
[Network error] Exited due to reception error.	<ul style="list-style-type: none"> • A network error occurred. Check the following points, reconnect, and try again. • Confirm that NIC FAX is turned on. • Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) • Check whether NIC FAX network settings have been changed. (Page 56)
[Network error] Exited due to transmission error.	<ul style="list-style-type: none"> • A network error occurred. Check the following points, reconnect, and try again. • Confirm that NIC FAX is turned on. • Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) • Check whether NIC FAX network settings have been changed. (Page 56)
Cannot add item because this dialling information already exists.	<ul style="list-style-type: none"> • The dial you specified is already used. Specify a different dial.
Cannot store item because this dialling information already exists.	<ul style="list-style-type: none"> • The specified user is already used.
Cannot add item because this Specified Sender address information already exists.	<ul style="list-style-type: none"> • The specified user is already used.
You have not entered any Specified Senders.	<ul style="list-style-type: none"> • Input specified user data.
Error in entered Specified Sender data.	<ul style="list-style-type: none"> • Input alphabetic characters, symbols, or spaces for specified users.
Data entry error (number setting is duplicated).	<ul style="list-style-type: none"> • The number you are trying to add is already used. Specify a number that is not used.

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Message	Causes and Recommended Actions
Data entry error (invalid number setting).	<ul style="list-style-type: none"> • Input the correct end receiver number when programming multi-step transfer groups. When the end receiver is a Quick or Group Dial, input a non-zero two-digit number for the end receiver number. • Input the correct Personal Code when programming Personal Codes. Input a non-zero four-digit number for the Personal Code.
Data input error. Invalid character in address.	<ul style="list-style-type: none"> • For fax numbers, you can input numbers (0 to 9), pound signs (#), asterisks (*), and hyphens (-). For mail addresses, you can input alphabetic characters.
Data input error. Invalid character in dialling options.	<ul style="list-style-type: none"> • For dial options, you can input numbers (0 to 9), pound signs (#), and asterisks (*).
Data input error. Invalid search letter. Data input error.	<ul style="list-style-type: none"> • Input alphabetic characters.
Please enter digits only.	<ul style="list-style-type: none"> • Input numbers (0 to 9) only.
Data input error. Speed Dial code out of range.	<ul style="list-style-type: none"> • The Speed Dial code you specified is outside the display range. Change the code so it is within the display range.
Please enter all items required.	<ul style="list-style-type: none"> • Input the required items.
[FAX command error] An unexpected error occurred.	<ul style="list-style-type: none"> • An unexpected error has occurred on the connected NIC FAX. Try executing the command again.
Windows sockets initialization failed.	<ul style="list-style-type: none"> • Check whether the networking is enabled. • Check whether your configuration supports Windows sockets.

IC FAX Com Redirector Messages

Message	Causes and Recommended Actions
Invalid Personal Code.	<ul style="list-style-type: none"> Four-digit numbers in the range of 0001 to 9999 can be specified as Personal Codes. This message appears when a Personal Code is specified using fewer than four numbers. Make sure that your specification does not include any alphabetic characters or symbols. (Page 111)
Invalid host name/IP address.	<ul style="list-style-type: none"> Confirm that the NIC FAX host name or IP address is set correctly. (Pages 26, 56) Confirm that NIC FAX is turned on. Confirm that the LAN cable is correctly connected to NIC FAX. (Page 24) Confirm that the DNS (Domain Name Server) is set correctly.
No response from host. Can not communicate.	
Failed to connect.	
Make sure the network resource is available.	<ul style="list-style-type: none"> Two computers are connected to NIC FAX at the same time. Try connecting again after communication with the other computer is finished. Check NIC FAX access control and access mask settings. (Page 58) Contact your network administrator.
Can not find API in ricommrg.dll.	<ul style="list-style-type: none"> Confirm that the [System] directory created when Windows is installed contains a file named: ricommrg.dll. If this file is not present, delete the existing IC FAX Port and reinstall IC FAX Port. (Page 50)
Can not load ricommrg.dll.	<ul style="list-style-type: none"> ricommrg.dll is corrupted. Delete the existing IC FAX Port and reinstall IC FAX Port. (Page 50)
Can not find API in icmp.dll.	<ul style="list-style-type: none"> Click: [Start], [Settings], [Control Panel], [Network]. Check the [Configuration] tab to see if TCP/IP is installed. If not, install TCP/IP.
Can not load icmp.dll.	

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Message	Causes and Recommended Actions
IC FAX Port is not installed properly.	<ul style="list-style-type: none"> Click: [Start]→[Settings]→[Control Panel]→[System]. Check [Ports (COM & LPT)] on the [Device Manager] tab to see if IC FAX Port is installed. If not, install IC FAX Port. (Page 30)
IC FAX Port is not working.	<ul style="list-style-type: none"> Confirm that the [System] directory created when Windows is installed contains a file named: ricomm.vxd. If this file is not present, delete the existing IC FAX Port and reinstall IC FAX Port. (Page 50) Check if IC FAX Port is being used by another application. If so, start up IC FAX Com Redirector after closing IC FAX Com Redirector. (Page 157)
Can not open ricomm.vxd.	
Can not open IC FAX Port.	

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IC FAX Com Redirector TROUBLE- SHOOTING

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Problem	Causes and Recommended Actions
Cannot send from	<ul style="list-style-type: none"> • Check if IC FAX Com Redirector is running. An icon a fax application. should be on the Task Bar when it is. (Page 157) • Check if the IC FAX Com Redirector icon that communication cannot be performed (page 157). If it does, double-click the icon displays the setup screen, and make the required settings. • Click: [Start], [Settings], [Control Panel], [Modem]. Check the modem properties to see if Facsimile Modem Type A03 is installed. • Check if Facsimile Modem Type A03 is connected to IC FAX Port. • Check if the modem or port settings used by the fax application are correct. • The Facsimile Modem Type A03 supports Class 2 AT commands. Specify Class 2 as the commands used by the fax application. • NIC FAX supports simultaneous connection with two computers. IC FAX Port cannot be used when two other computers are connected to NIC FAX. • Check if NIC FAX access restrictions are restricted connection. See page 58 for information on access restriction.
Cannot receive faxes with IC FAX Port.	<ul style="list-style-type: none"> • IC FAX Port is send-only, so it cannot be used to receive faxes. Turn off the auto receive function of your fax application.
Cannot install new hardware.	<ul style="list-style-type: none"> • When new hardware cannot be installed due to resource conflict with IC FAX Port, try deleting IC FAX Port (page 50) and installing the new hardware. Then when you reinstall IC FAX Port the port number assigned to it may change. <p>Installing IC FAX Port</p> <ol style="list-style-type: none"> 1. Click: [Start], [Settings], [Control Panel], [Hardware]. 2. Perform steps 11-2 through 19 from page 36. 3. In step 20 on page 41, click [Yes].



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INCLUDED ITEMS

Item	Quantity
CD-ROM (IC FAX Application, NIC FAX CD-ROM OPERATOR'S MANUAL)	1
BOOKLET	1
USER LICENSE AGREEMENT FOR IC FAX APPLICATION SOFTWARE	1
INSTALLATION MANUAL	1
Operation Panel Label	1

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SPECIFICATIONS

Network	LAN : Local Area Network (Ethernet/10base-T)
Transmit Function	Mail
Scan Line Density	200 × 100 dpi, 200 × 200 dpi
Document Size	A4
Transmit Protocols	Mail send : SMTP (IETF RFC821 and RFC822), TCP/IP Mail receive: POP3 (IETF RFC1725 and RFC1939), TCP/IP
Mail Format	Single/Multi-part MIME (RFC1521) conversion Attached file forms: TIFF-F (MH compression)/DCX
Convertible model	NIC FAX
Internet Communication	Send and receive Mail with computer that has an Mail address
Mail Send Functions	Automatic conversion of send document to Mail format and transmission of Mail. Memory transmission only.
Mail Receive Functions	Automatic detection and printing of appended TIFF-F (MH)/DCX files and ASCII text. Memory reception only.

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FUNCTION LIST

The list below shows the functions described in this manual only. For other functions, see FUNCTION LIST which follows index of the main Operator's Manual.

- Page numbers marked with an asterisk (*) are main Operator's Manual pages.

No.	Function Name	Description	Page
25	Erasing PC FAX Transmission	Use to cancel a PC FAX transmission	P.99
31	Program Quick Dials	If you program a destination in a Quick Dial, you can dial that destination by just pressing that Quick Dial key.	P.100 *P.293
32	Program Speed Dials	If you program a destination in a Speed Dial, you can dial that destination by just pressing the Speed Dial/ Tel. Directory key then entering a 2 - digit code.	*P.296
33	Program Group Dials	If you program multiple destinations in a Group, you can specify all those addresses easily.	*P.300
41	Printing Journal	Print the Journal manually. Use to check the results of the last 50 transmissions/receptions.	P.90 *P.171
61	IP Address	This is required by the TCP/IP protocol, and is a kind of identification code. Enter the IP address allotted to you by your system administrator.	P.26
	Subnet Mask	Enter the mask that represents the portion of the network address that is devoted to subnet addresses.	P.26
	Default Gateway	Enter the IP address of the router connected to another network.	P.26

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63	User Parameters	You can customize various function settings to suit your requirements.	P.109 *P.223
71	Programming the Personal Codes (Routing Addresses)	You can program a Personal Code for each user. If you enter your Personal Code when transmitting, you can check on usage for each Personal Code.	P.111 *P.75

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10BASE-T cable

Twisted pair Ethernet cable that provides 10Mbps communication. See page 24.

CSI

Called Station Identification. Data exchanged between machines to let them know who they are communicating with. See page 18, 19, 150.

IP address

Internet Protocol address used for TCP/IP protocols. A kind of computer ID number.
See page 26, 58.

LAN

Local Area Network. High-speed network of computers, printers, servers, and other devices within a limited area. See page 24.

MIME

Multipurpose Internet Mail Extensions. Defines a mail protocol for sending non-text data.
See page 12.

POP server

Mail receive server. See page 56.

RTI

Receive Terminal Identification. Identifies the sender. See page 18, 19, 150.

STMP server

Internet-connected e-mail server that routes mail. See page 56.

TIFF-F/DCX

Image formats used when faxes are converted to images. See page 22, 60.

confidential transmission

Transmission that, when received, remains in memory until the proper ID code is input.
See page 131.

default gateway

IP address of a router in another network to which your network is connected. See page 26.

domain name

Name of a network on the internet. See page 56.

polling reception

Use Polling Receive when you wish to poll a message from another terminal. See page 8, *135.

polling transmission

Use Polling Transmission when you wish to leave a document in the memory for others to pick up. See page 7, *131.

subnet mask

Mask value that allows use of part of an IP address as a network address. See page 26, 58.

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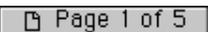
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HELP

This document explains how to view the online operator's manual.

- To return to previous pages or views, do any of the following:
 - Right click, then choose [Go Back].
 - From the [View] menu, choose [Go Back].
 - Click  on the toolbar.
- To advance through views, do one of the following:
 - From the [View] menu, choose [Go Forward].
 - Click  on the toolbar.
- There are several ways to step through the document page by page:
 - Click  on the toolbar to view the previous page.
 - Click  on the toolbar to view the next page.
 - From the [View] menu, choose [Previous Page] or [Next Page].
 - Click on the scrollbar.
- To view a specific page by number, either:
 - Click  on the toolbar, or choose [Thumbnails and Page] from the [View] menu to display thumbnail images of each page. Then click the thumbnail of the page you wish to view.
 - Click  on the status bar at the bottom of the screen. The [Goto Page] dialog will appear and you can select a page.
- To zoom in on the page, either:
 - Click  on the toolbar, or choose [Zoom In] from the [Tools] menu. Then click over the area you wish to zoom into.
- To zoom out of the page, either:
 - Click  on the toolbar. Then while holding down the control key, click on the page to zoom out.
 - From the [Tools] menu, choose [Zoom Out] then click on the page.
- You can change the way the page is displayed in the following ways:
 - Click  on the toolbar to show the page at its actual size.
 - Click  on the toolbar to show the whole page.
 - Click  on the toolbar to show the whole page width.
 - Alternatively, you can choose [Actual Size], [Fit Page] or [Fit Width] from the [View] menu.
- For more detailed information, please refer to the Acrobat online documentation. From the [Help] menu, choose [Acrobat Online Guide] to open the Acrobat help file.



**NIC FAX CD-ROM
OPERATOR'S MANUAL**
ICViewer Reference



INTRODUCTION

Thank you for selecting this product.

This Operator's Manual explains the procedures and precautions with which you need to be familiar in order to get the most out of this product. Be sure to read this manual carefully before using the product for the first time, and keep it on hand for later reference when necessary.

Note that you are authorized to use this Operator's Manual and the application it describes only after you agree to the terms and conditions of the User License Agreement that comes with the CD-ROM.

The contents of this Operator's Manual assume that you are already familiar with Windows functions and procedures. If you are not, see the documentation that comes with Windows for details on how to use it.

Important

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise, without the prior written permission.

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Other Button Meanings

A list of all the other buttons that appear within the text of this Operator's Manual is shown below.

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Click to jump to the referenced page.



Click for help on using this User's Guide.

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ICViewer FEATURES

ICViewer is an application that lets you view images sent from NIC FAX on your computer screen.

Here are some of the things you can do with ICViewer.

- View and browse through pages of an image
- Edit an image using drawing and text tools
- Insert bitmaps into an image
- Save and export images
- Print out images
- Send fax messages (not available on some systems)

System Requirements

ICViewer requires the following system to run correctly.

Computer	: IBM PC/AT or compatible running Windows 95 (English)
CPU	: i486DX-100MHz or higher
Memory	: Enough to run Windows 95 (at least 32MB recommended)
Free Disk Space	: 5MB on drive where application is installed (program, data, help); at least 30MB on system drive (50MB recommended)
Display	: SVGA 640 × 480, 256 colors minimum (800 × 600, 64,000 colors recommended)
Operating System	: Windows 95 (English)

< Note

Note

- Operation cannot be guaranteed for all system configurations.

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STARTING UP AND QUITTING ICViewer

Starting Up

You can start up ICViewer from the **[Start]** menu or by double-clicking the icon of a file with a DCX or TIF extension.

Starting Up from the [Start] Menu

1. Point to **[Start]**, **[Programs]**, and then **[IC FAX Application]**. Next, click **[ICViewer]**.
 - This displays the initial ICViewer screen.
2. On the **[File]** menu, click **[Open]** and open the file you want.

Starting Up by Double-clicking an Icon

1. Use Explorer or some other means to find the icon of the DCX or TIF file you want to open.
2. Double-click the icon.
 - This starts up ICViewer and displays the contents of the file whose icon you clicked.
 - Files that can be opened with ICViewer are indicated by the icon .

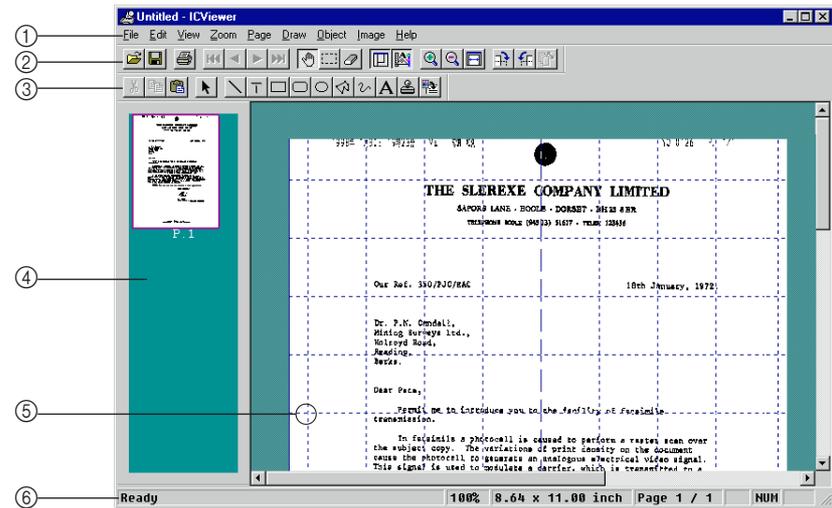
Quitting ICViewer

On the ICViewer **[File]** Menu, click **[Exit]**.

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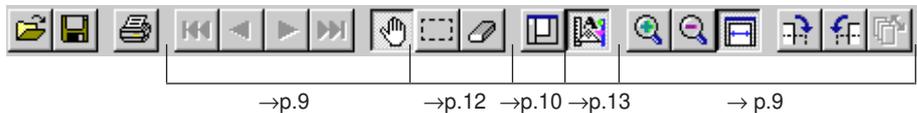
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ICViewer Initial Screen



- ① **Menu Bar** : Contains pull-down menus of various commands.
- ② **Tool Bar** : Provides one-touch access to functions and commands.

Tool Bar



- ③ **Drawing Tool Bar** : A collection of tools for drawing, cutting, copying, pasting, etc.

Drawing Tool Bar



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- ④ **Page Jump Bar** : Shows thumbnails of all pages in the document. Double-click on a page's thumbnail to jump to it. See page 10.
- ⑤ **Gridlines** : Guidelines that help you align objects on the page. See page 18.
- ⑥ **Status Bar** : Shows the currently selected menu and tool bar name, zoom factor, paper size, page number, and CAPS, NUM, and SCRL lock status.

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VIEWING IMAGES

The button bar, near the top of the screen, has several useful tools for viewing different parts of an image and moving around a document.

You can also access some of these features from the menu bar.



Drag Scroll

When you move the mouse pointer over the image, the mouse pointer will turn into a hand. To scroll the image, hold down the left mouse button and drag the mouse.



Jump to the first page of the document



Move back to previous page



Go to next page



Jump to the last page of the document



Zoom In



Zoom Out

You can also select different magnifications from the *Zoom* pulldown menu.



Rotate all pages of the document 90° clockwise



Rotate all pages of the document 90° counter-clockwise



Reverse the page order of a multi-paged document

This is useful for viewing a document that was sent bottom page first.



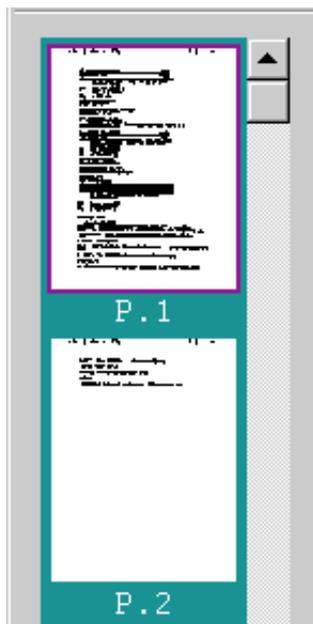
Page Width

Chooses a magnification that allows you to view the entire width of the image on your screen.

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Page Jump Bar



The Page Jump Bar shows thumbnails of all the pages contained in the document, with the current page indicated by a red border.

To show/hide the Page Jump Bar:

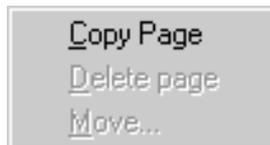
Click on the  button.

To move to a different page:

Double click on another thumbnail image.

To access the Page Jump context menu:

1. Move the mouse to one of the thumbnails in the Page Jump Bar.
2. Right click and select the function you want.



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EDITING AN IMAGE

Note

- When you choose image editing tools, all drawing objects will temporarily vanish. Do not worry, they will reappear as soon as you switch to a different type of tool.

When you save an image, any drawing objects you have laid over the top are combined into the basic image. This process is not reversible and the drawing objects will no longer be editable.

See “Saving and exporting images” on page 23 for details on saving images

..... See to p.23 

This viewer provides tools for editing the image as well as adding text and drawings. When you have completed editing the image, you can save it or transfer it to another application.

There are two main types of tools:

- Image editing tools that act upon the basic image (p.12)
- Drawing tools for superimposing lines, shapes and text over the basic image (p.13)

< Note

The following features are also available:

- Gridlines (p.18)
- Scale to gray view and black and white view (p.18)
- Object properties (p.19)
- Layering drawing objects (p.20)
- Manipulating images (p.21)

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Image Editing Tools



Erase

Deletes parts of the basic image pixel by pixel.

Holding down the right mouse button and moving the cursor erases everything the cursor passes.

To change the size of the eraser:

Right click over the image and select a different size.



Selection rectangle

Selects an area of the image. Once selected, you can cut (), copy () and paste () the selection.

To select an area of the image:

1. Hold down the left mouse button and drag the mouse to scale the selection rectangle.
2. Release the button to select the area.

To move part of the image to another position:

1. Move the mouse button over the selected area and hold down the left mouse button.
2. Drag the mouse.

To copy part of the image to another position:

1. While holding down the **[Ctrl]** key, choose the image selection tool and select the area you wish to copy.
2. Move the mouse pointer over the area, hold down the left mouse button and drag the copy to where you want it.

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Cut

Cuts currently selected drawing object(s) to the clipboard.



Copy

Copies the selected area to the clipboard.



Paste

Pastes the contents of the clipboard over the image.

Drawing Tools



Toggle Draw Tool Bar

Use to hide or show the draw toolbar.



Cut

Cuts currently selected drawing object(s) to the clipboard.



Copy

Copies currently selected drawing object(s) to the clipboard.



Paste

Pastes the contents of the clipboard over the image.



Select drawing object

Click once on the object you want to select.

To select multiple objects

Either of the two following methods can be used to select multiple objects:

- Hold down the **[Shift]** key and click once on each object.
- Hold down the left mouse button and draw a box around the area containing the objects you wish to select.

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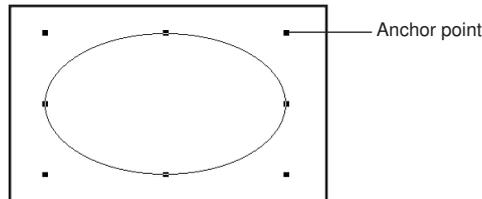
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To move an object:

1. Move the mouse over the selected object and hold down the left mouse button.
2. Drag the object to its new position.

To re-size an object:

1. Select an object. If it is re-sizable, anchor points will appear.



2. Hold down the left mouse button on an anchor point and drag the anchor to scale the object.



Straight line

To draw a line:

1. Press and hold down the left mouse button where you want the line to begin.
2. Drag the mouse.



Orthogonal line

This is like the straight line tool except the line snaps automatically to the closest vertical, horizontal or diagonal.



Rectangle

To draw a rectangle:

1. Hold down the left mouse button.
2. Drag the mouse to scale the object.

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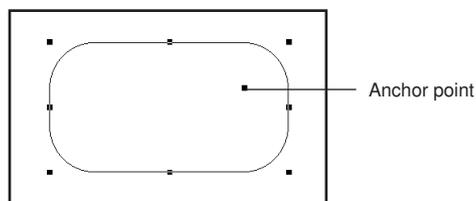


Round-cornered rectangle

To draw a round-cornered rectangle:

1. Hold down the left mouse button.
2. Drag the mouse to scale the object.

When you draw a round-cornered rectangle, an extra anchor point appears inside the rectangle. Drag on this anchor to alter the roundness.



Ellipse

To draw an ellipse:

1. Hold down the left mouse button.
2. Drag the mouse to scale the object.



Polygon

To draw a polygon:

1. Move the mouse pointer to where you want the first corner and click once.
2. Move the mouse pointer to another position and click again to set the next corner.
3. Repeat the previous step for all corners.
4. Double click to fix the object.



Freehand line

Hold down the left mouse button and drag the mouse.

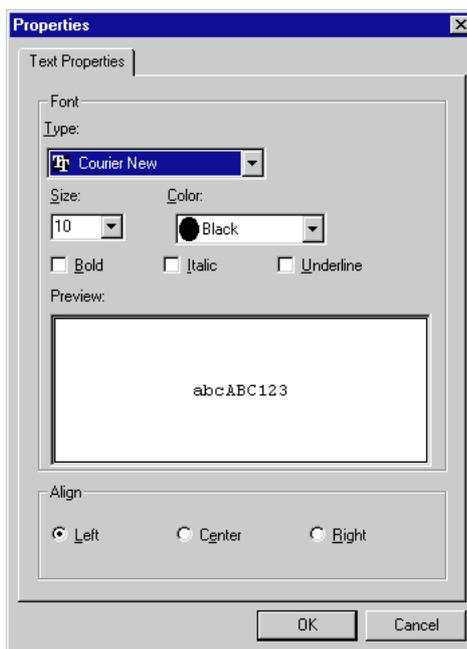
A Text box

To place some text:

1. Hold down the left mouse button and drag to make rectangle for your text to go in.
2. Release the button and type in your text at the keyboard.

To change the font size, family, alignment or style:

1. Switch to the **[Select tool]** button and click on the text object once to select it.
2. From the **[Object]** menu, choose **[Properties]** (or right-click on the object and choose **[Properties]**).



3. Make any changes and then click on **[OK]** .

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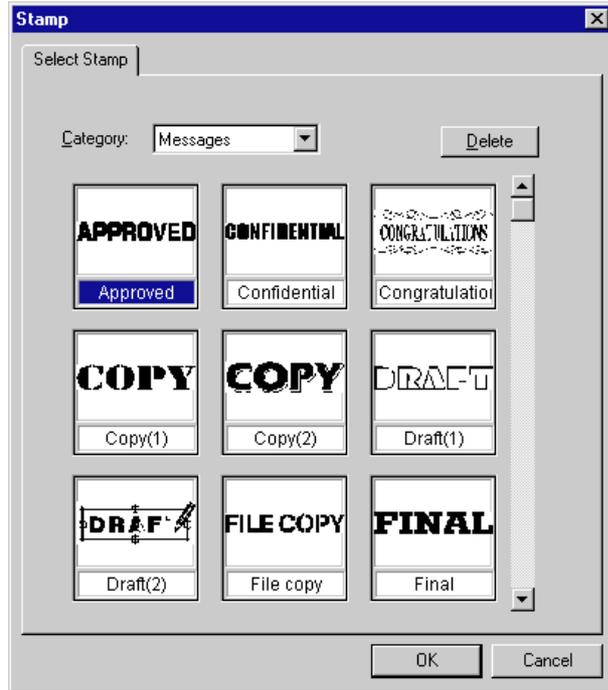


Stamp

Pastes a preset label onto the image (e.g. “Urgent”).

To place a stamp mark:

1. Click on the **[Stamp]** button.



2. Choose an image and click on **[OK]** .
Stamps are grouped as one of four types: **[Messages]**, **[Faces]** , **[Arrows]** , and **[English]** .
3. Resize and position the image.

< Note



External Illustration

Click on this button to insert an image file. See page 22 for details.

Note

- Selecting a stamp and clicking **[Delete]** deletes the selected stamp.
- You can also add your own original image as a stamp. See page 29 for details.

..... See to p.29

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Gridlines

You can superimpose a grid over the current image to help you align images and drawing objects accurately.

To show the grid:

From the **[View]** pull down menu, choose **[Grid]**.

To change the grid size (three levels) or hide it:

Choose **[Grid]** from the **[View]** menu again and again until the grid setting is how you wish.

Scale to Gray View and Black and White View

In the Scale to Gray view, the image is displayed using shades of gray. In the Black and White view, the image is represented as discrete black and white dots. Note that the Scale to Gray view is available only when the image zoom factor is 100% or less.

To switch between Scale to Gray and Black and White:

From the **[View]** pull down menu, choose **[Scale to Gray]** or **[Black and White]**.

Zoom Factor

The zoom factor determines the size of the displayed image. 100% is normal size, while anything below 100% is smaller and anything greater than 100% is larger. You can set select a zoom factor in the range of 10% to 300%.

To change the zoom factor

- On the **[Zoom]** menu point to the zoom factor you want to select **25, 50, 75, 100, 200, 300, Page Width, Whole Page,** or **Custom**.
- Instead of using the **[Zoom]** menu, you could click  to zoom in (enlarge),  to zoom out (reduce), or  to fit to the screen width.

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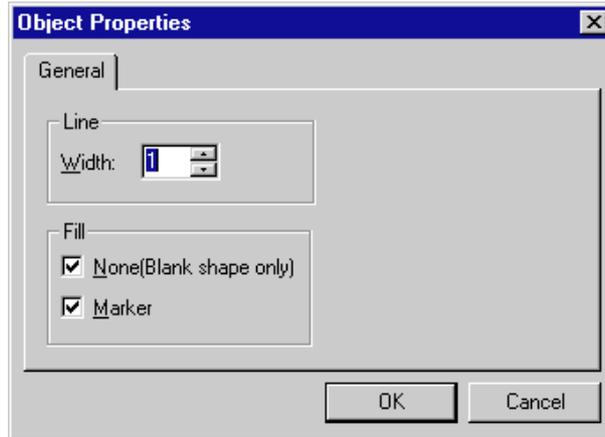
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Object Properties

You can change various properties of a drawing object such as the fill style and line width.

To change the properties of an object:

1. Select the object.
2. Either right click over the object and choose **[Properties]**, or choose **[Properties]** from the **[Object]** pulldown menu.
3. Make any changes and choose **[OK]**.



- Line width : Set a value from 0 to 100.
- None (Blank shape only): Specifies whether the area inside lines should be filled in (unchecked) or left blank (checked).
- Marker : Specifies whether the background should be transparent (checked) or opaque (unchecked).

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Layering Drawing Objects

The Object pulldown menu provides functions that allow you to choose whether drawing objects appear above or underneath other objects.

Example



To move an object up or down a layer:

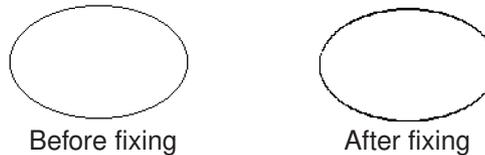
1. Select the object.
2. From the **[Object]** pulldown menu, choose one of the following: **[Bring Front]**, **[Bring Back]**, **[Bring Top]**, or **[Bring Bottom]**.

Fixing an Image

Drawing objects you draw with the drawing tools are different from the image you are editing. You can select drawing objects individually and move them around the display, but the main image is a single integrated unit whose elements cannot be selected independently.

You can incorporate the drawing object you are working with into the main image by executing the **Draw** menu's **[Fixing an Image]** command. Note that the appearance of the object changes when it is incorporated into the main image.

Example



Note that once a drawing object is incorporated into an image, it cannot be removed.

With some display drivers, attempting to incorporate a colored object into an image can cause an error.

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Manipulating Images

The Image pulldown menu has functions that allow you to manipulate all or part of the image.

Note that for these functions to be enabled for all objects, you must first click the **[Draw]** menu's **[Fixing an Image]** command.

The following functions are available:

- **Fill Rectangle**
Fills the inside or outside of an area selected with the selection tool with white or black.
- **Invert Image**
Inverts the inside or outside of an area selected with the selection tool. When nothing is selected, this function affects the current page or all pages.
- **Denoise**
Removes noise from the current page or all pages. This function is disabled while something is selected with the selection tool.
- **Emphasis**
Emphasizes the current page or all pages. This function is disabled while something is selected with the selection tool.
- **Deskew**
Deskews the current page or all pages. This function is disabled while something is selected with the selection tool.

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IMPORTING IMAGES

You can import images in the following graphics formats:

- DIB bitmap (.bmp, .dib)
- Windows Metafile (.wmf)
- JPEG-JFIF (.jpg)
- CompuServe GIF (.gif)
- TIFF (.tif)
- DCX (.dcx)

To insert a graphics file:

1. Choose **[External Illust]** from the **[Draw]** menu.



2. Select the filename and click **[OK]**.

The bitmap will appear selected and you can move and scale it.

To insert an image from the clipboard:

1. From an external application (for example, Paint), select the graphic you want and copy it to the clipboard.
2. Switch to ICViewer and select **[Paste]** from the **[Edit]** menu.
You can now move and scale the image.

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SAVING AND EXPORTING IMAGES

You can save multiple pages and export an image file in various formats.

If you save or export an image, all drawing objects that you have laid over the image are automatically merged with the original image. When this happens, it is no longer possible to edit these drawing objects.

To save all pages to disk:

1. On the **[File]** menu, click **[Save As]**.
2. Enter a filename and choose a format.
3. Choose **[OK]**.

To save the file under its existing name, click the **[File]** menu's **[Save]** command or click the  button.

Supported multi-page formats are:

- DCX
- TIFF MH Compression
- TIFF MR Compression
- TIFF MMR Compression

Files sent by NIC FAX with Mail are saved using DCX or TIFE-MH compressed format.

To export the current page image to disk as a bitmap:

1. Choose **[Export]** from the **[File]** menu.
2. Select a graphics format and click **[OK]**.

Supported single page formats are:

- Bitmap (.bmp)
- CompuServe GIF (.gif)

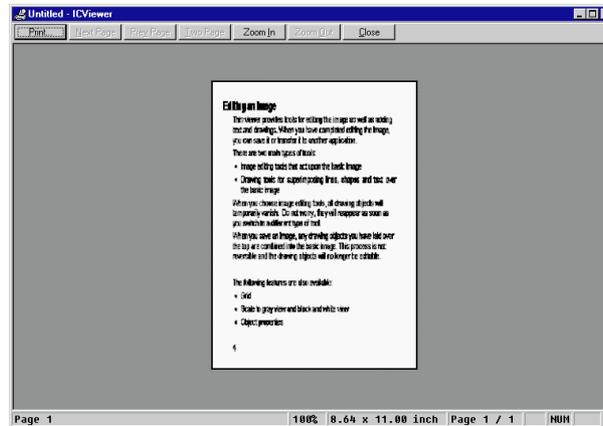
3. Enter a filename and click **[OK]**.

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PRINTING IMAGES

To check how the image will appear on the page before you print:

1. From the **[File]** menu, choose **[Print Preview]**.



[Next page] : Displays the next page.

[Prev page] : Displays the previous page.

[Two Pages] : Displays two pages at a time.

[One Page] : Displays one page at a time.

[Zoom In] : Enlarges the image.

[Zoom Out] : Reduces the image.

[Close] : Returns to the viewer window.

2. If the image looks OK, choose the **[Print]** button.

To print the image directly:

1. From the **[File]** menu, choose **[Print]**.
2. Check your printer settings, then choose **[OK]**.

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SENDING FAX MESSAGES (NOT AVAIL- ABLE ON SOME SYSTEMS)

You can send new images by E-mail. On some systems, you can send images to a fax machine. Ask your system administrator for more details.

To send a fax message from the viewer:

You can use Microsoft Exchange to send images you create as E-mail.

1. If ICViewer is not already started, click on the ICViewer icon to launch it.
2. Prepare your fax image.
3. From the **[File]** menu, choose **[Send]**.. then **[Send]** .
4. Any drawing objects will be merged with the basic fax image and color will be lost. Click **[OK]** .
5. A new message window will open with the fax image inserted in the body of the message as an attachment.
6. To select a destination, click on the **[To]** button. The Address Book will open.
7. The addresses available to you are shown on the left. Select the address you wish to send to and choose **[Add]**. The address will be copied to the **[recipient list]** on the right.
You can send copies to more than one destination by adding more addresses.
8. Choose **[OK]** . The **[Address Book]** will close.
9. Fill in the **[subject field]** . If you are sending to a PC address, you can add some text to the body of the message before or after the attachment.
10. To send the message, choose **[Send]** from the **[File]** menu.

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PROPERTIES

These settings allow you to change various defaults, such as the method of printing, line and eraser styles, location of the stamp directory and network settings.

To access the ICViewer properties:

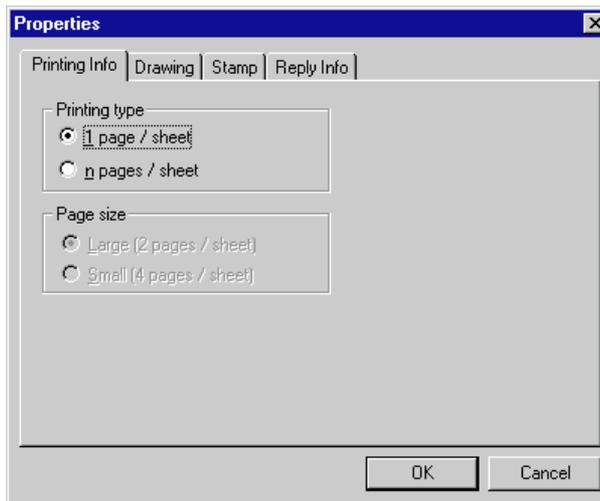
1. From the **[File]** menu, choose **[Properties]**.
2. Click on a tab to view the settings.
3. Choose **[OK]** to finish.

The following tabs are available in the properties dialog:

- Printing Info (p.27)
- Drawing (p.28)
- Stamp (p.29)
- Reply Info (p.29)

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Printing Info



These settings affect how images made up of more than one page are laid out on the paper.

Printing type

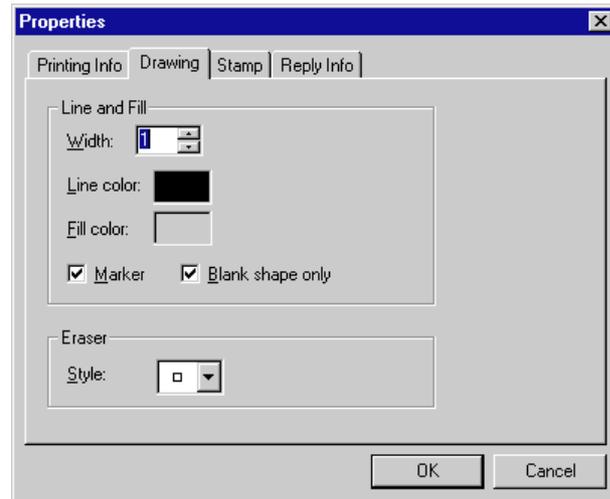
- 1 page/sheet Fit one page on each sheet
- n pages/sheet Fit more than one page on each sheet

Page size

- Large (2 pages/sheet) Fit 2 pages on each sheet
- Small (4 pages/sheet) Fit 4 pages on each sheet

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Drawing



Use this tab to change the default drawing settings.

Line and fill

Width Default line width

Line color Default line color

Fill color Default fill color

Marker Colours merge with other objects (like a marking pen)

Blank shape only Special fill feature

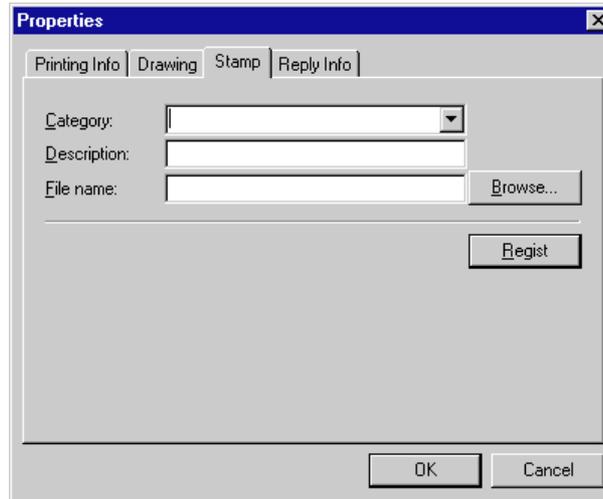
Eraser style

Select a large, medium or small eraser.

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Stamp



You can add your own images to the selection available with the Stamp feature.

To add a stamp image:

1. Select the **[Category]** to which you wish to add the image. Alternatively, enter the name of a new category you wish to create.
2. Enter a description of the image e.g., **[Company Logo]**.
3. Type the image file name for the stamp into **[File Name]** or click **[Browse]**.
4. Choose **[Regist.]** to copy the image to the ICViewer stamp directory.

Reply Info

This function is not available.

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HELP

This document explains how to view the online operator's manual.

- To return to previous pages or views, do any of the following:
 - Right click, then choose [Go Back].
 - From the [View] menu, choose [Go Back].
 - Click  on the toolbar.
- To advance through views, do one of the following:
 - From the [View] menu, choose [Go Forward].
 - Click  on the toolbar.
- There are several ways to step through the document page by page:
 - Click  on the toolbar to view the previous page.
 - Click  on the toolbar to view the next page.
 - From the [View] menu, choose [Previous Page] or [Next Page].
 - Click on the scrollbar.
- To view a specific page by number, either:
 - Click  on the toolbar, or choose [Thumbnails and Page] from the [View] menu to display thumbnail images of each page. Then click the thumbnail of the page you wish to view.
 - Click  on the status bar at the bottom of the screen. The [Goto Page] dialog will appear and you can select a page.
- To zoom in on the page, either:
 - Click  on the toolbar, or choose [Zoom In] from the [Tools] menu. Then click over the area you wish to zoom into.
- To zoom out of the page, either:
 - Click  on the toolbar. Then while holding down the control key, click on the page to zoom out.
 - From the [Tools] menu, choose [Zoom Out] then click on the page.
- You can change the way the page is displayed in the following ways:
 - Click  on the toolbar to show the page at its actual size.
 - Click  on the toolbar to show the whole page.
 - Click  on the toolbar to show the whole page width.
 - Alternatively, you can choose [Actual Size], [Fit Page] or [Fit Width] from the [View] menu.
- For more detailed information, please refer to the Acrobat online documentation. From the [Help] menu, choose [Acrobat Online Guide] to open the Acrobat help file.