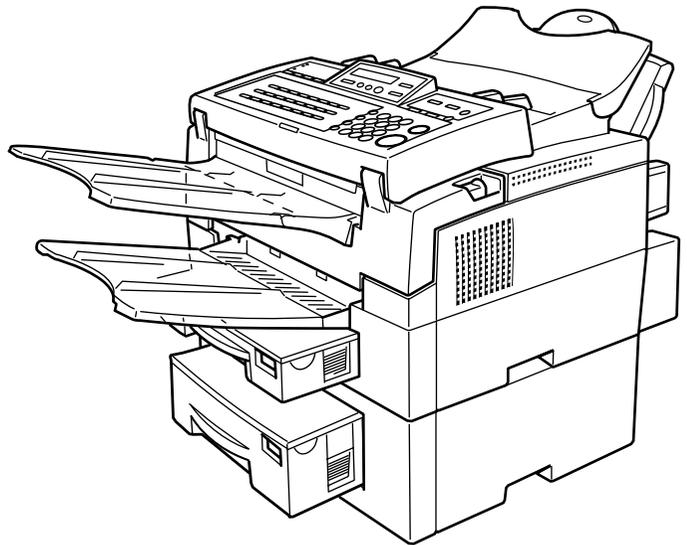




# NIC FAX KIT TYPE 210

## Operating Instructions



ZCKH100E

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.



## Introduction

Thank you for purchasing NIC FAX. This manual contains important information that you need to know in order to get the most out of the powerful features and functions of this product. Be sure to read it carefully, and keep it on hand for future reference when required. Note that you are authorized to use this manual and the NIC FAX Applications only after you agree to the terms and conditions of the User License Agreement.

- This manual covers NIC FAX operation on a Local Area Network (LAN).
- Please refer to the ICViewer Operating Instructions for details on using ICViewer.
- NIC FAX KIT TYPE 210 is required in order to use the Internet Fax Features.
- Installation of NIC FAX KIT TYPE 210 should be performed by an authorized service provider. Do not attempt installation on your own.

For brevity, fax machines equipped with NIC FAX KIT TYPE 210 are referred to throughout this manual as NIC FAX.

The contents of this 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.
- Parts of this manual are subject to change without prior notice.
- In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine (hardware and / or software).

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## Note

- The proper names of the Windows operation systems are as follows:
  - Microsoft® Windows® 95 operating system
  - Microsoft® Windows® 98 operating system
  - Microsoft® Windows NT® Server network operating system version 4.0
  - Microsoft® Windows NT® Workstation operating system version 4.0
  - Microsoft® Windows® 2000 Professional
  - Microsoft® Windows® 2000 Server
  - Microsoft® Windows® Millennium Edition (Windows Me)

## Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

## Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

# What is an Internet Fax?

NIC FAX converts scanned document images to E-mail format and transmits the data over the Internet.

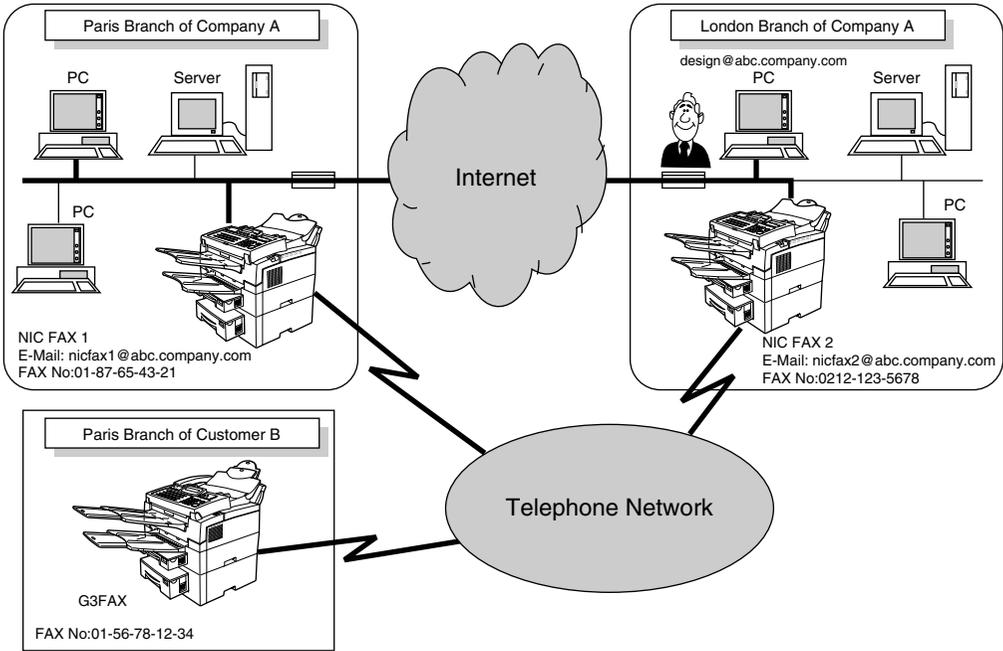
The E-mail sent by NIC FAX can be received by another NIC FAX or a PC. Instead of inputting the telephone number of the destination you want to send to, you input the applicable E-mail address.

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

You can also receive E-mail messages from PCs or other Internet fax machines and print or forward them.

 **Note**

- ❑ NIC FAX must be connected to a LAN, installed, and set up correctly in order to use its Internet fax functions. See Chapter 1, "Getting Ready" in this manual for details on connecting to a LAN and making initial settings.



---

## **Internet Fax Precautions**

---

- Internet Fax performs communication with a server over a LAN. It cannot communicate directly with another party.
- Error E-mail notifications may not be transmitted for various reasons. We recommend that you confirm the receipt of important E-mail by calling the other party.
- The level of security for Internet communications is low. We recommend that you use the telephone network 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.

---

## **Functions Not Supported by E-mail Transmission**

---

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

- Immediate Transmission
- ID Transmission
- Confidential Transmission
- Polling Transmission
- Batch Transmission
- Forwarding of Substitute Reception or Confidential Reception messages (Forwarding to an E-mail address not supported.)
- Dialing with the Dial Option Key
- Chain Dial

---

## **Functions Not Supported by E-mail Reception**

---

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

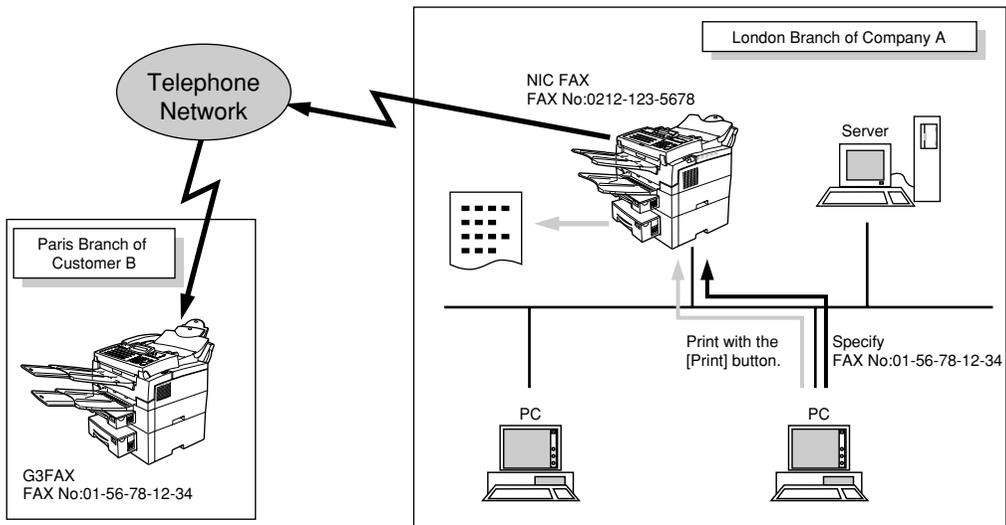
- ID Reception
- Confidential Reception
- Polling Reception
- Multi-copy Reception
- Authorized Reception
- Memory Lock Reception
- Specified Cassette (optional cassette required)

# LAN FAX Features

- With a NIC FAX connected to a LAN, you can use a telephone line to send a fax created using a PC application to another fax machine.
- To send a fax, simply select **[Print]** from the Windows application, then select LAN FAX as the printer and specify a destination.
- In addition to sending faxes, LAN FAX allows NIC FAX to be used for printing out documents prepared on a PC for proof checking.
- To use LAN FAX, connect NIC FAX to a LAN and make necessary settings, then install the LAN FAX driver and related utilities on your PC.

## Reference

For how to connect to a LAN and make initial settings, see P.1 “Getting Ready”



---

## LAN FAX Precautions

---

If LAN FAX errors occur, they are not displayed on the PC. Check using NIC FAX monitor.

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# 1. Getting Ready

## OVERVIEW

The following steps must be performed before you can use the Internet Fax function and the LAN FAX function.

- ① User Function key settings.
- ② Connection of NIC FAX to a LAN with a LAN cable.
- ③ E-mail server settings (by network administrator).
- ④ NIC FAX initial settings (IP Address, Subnet Mask, and Default Gateway Address).
- ⑤ Installation of software on your PC (NIC FAX application, Address Book, Multidirect Print, and LAN FAX Driver).
- ⑥ NIC FAX Monitor settings

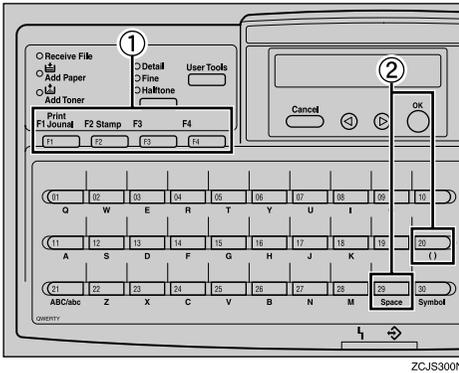
### **Note**

- The LAN FAX function can also be used by itself. In that case, steps required are ②, ④, and ⑤.
- Sample operation panel displays and NIC FAX application screens shown in this manual may differ from those that actually appear on the screen.

# Operation Panel

1

This section describes the operation panel buttons and indicators that are unique to Internet faxing. See Chapter 1, "Operation Panel" in the Basic Features manual for details on other operation panel buttons and indicators.



- ① Once you have made the appropriate User Function key assignments, you can use the User Function keys to select the following functions:

## ❖ Mail Address

Press the User Function key that has been assigned the Mail Address function when you wish to specify an E-mail address. You can enter E-mail addresses that contain letters, "@" character, and periods with the Quick Dial keys.

## ❖ Mail Reception

Press the User Function key that has been assigned the Mail Reception function to check the E-mail server and receive any new E-mail. Use this key if you do not wish to wait for the machine to check the server automatically. See P.37 "Manual E-mail Reception".

## ❖ Auto Mail Reception

Press the User Function key that has been assigned the Auto Mail Reception function to turn this feature on or off. When the Auto Mail Reception indicator is lit, the server is checked periodically for E-mail and downloading takes place as necessary. When not lit, E-mail is not received automatically. See P.14 "E-mail RX Interval".

## ● Limitation

- If you do not store the Mail Address function in a User Function key, you cannot send E-mail.

## ✎ Note

- When you store a function in a User Function key, affix the appropriate provided label to the key.

## 🔍 Reference

See Chapter 6, "Assigning User Function Keys" in the Advanced Features manual.

- ② You can enter the following characters with the Quick Dial keys when Mail Address input is selected.

Quick Dial key (QWERTY Type/ ABC Type)	20/28	29/27
Character	@	.

 **Note**

- The keys to which Quick Dial assignments can be made differ depending on the keyboard layout (ABC type or QWERTY type). You can make settings in "Key Layout". See Chapter 7, "Key Layout" in the Advanced Features manual.
- Before using NIC FAX, affix the provided Quick Dial labels to the keyboard. Affix the "@" label over "(" and the "." label over "Space".
- You can enter symbols (such as hyphens, underscores and spaces) by pressing the **[Symbol]** key.

# Connecting to a LAN

1

## Connecting the LAN Cable

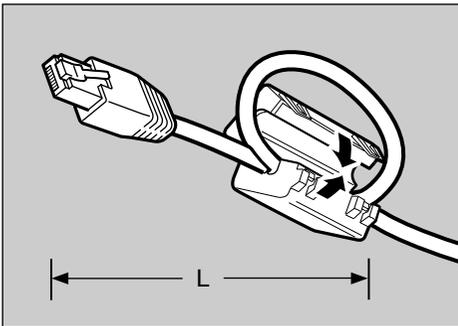
NIC FAX uses TCP/IP protocol to communicate over a LAN, and must be connected to the LAN with a 10BASE-T or 100BASE-TX LAN cable.

**Note**

- ❑ A LAN cable is not supplied with NIC FAX.
- ❑ 100BASE-TX refers to twisted Ethernet cable that supports LAN communication at 100Mbps, and 10BASE-T refers to twisted pair Ethernet cable that supports LAN communication at 10 Mbps.

**1 Attach the ferrite core.**

Loop the cable and attach the ferrite core as shown in the illustration.

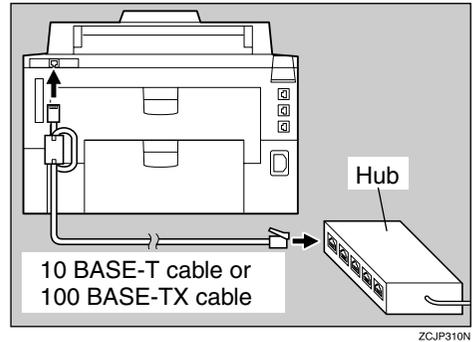


**Note**

- ❑ The LAN cable loop should be about 50 mm (L) from the end of the cable.

**2 Connect the cable connector to the rear of NIC FAX.**

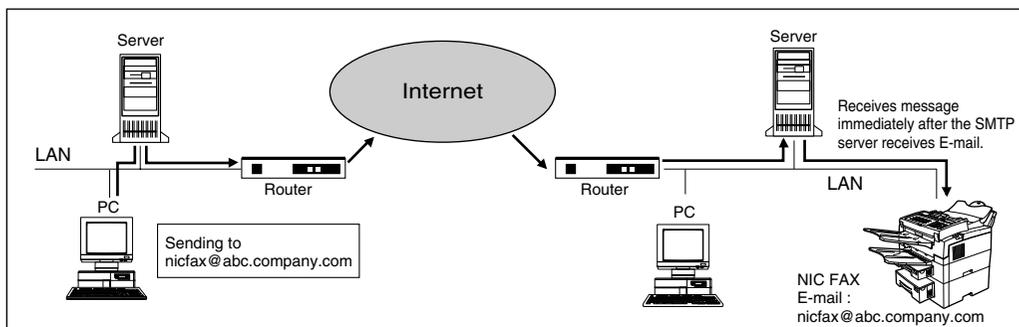
**3 Plug the other end of the cable into a hub.**



# SMTP Reception

NIC FAX ordinarily uses POP mail reception, but can be set to use SMTP reception. With POP reception, mail can be received either using auto mail reception or manual reception.

With SMTP reception, E-mail is received immediately as soon as it is sent to the E-mail address set by NIC FAX. You can also route mail received to other Internet fax machines.



## Note

- DNS server settings must be made before using SMTP reception. See P.6 “E-mail Server Settings (by Network Administrator)”.
- To use SMTP reception, SMTP reception must be set to "Yes" as explained on P.60 “User Parameters” (Switch 17, bit 0).
- Even if SMTP reception is enabled on the DNS server, mail sent from the SMTP server will not be received and NIC FAX will report an error if SMTP reception is set to "No" in the user parameters.
- If an error is encountered during E-mail reception, reception is aborted, the E-mail is discarded, and NIC FAX responds to the SMTP server with an error. An error notification is sent to the E-mail's originator.
- SMTP reception cannot be interrupted by pressing the **[STOP]** key.

## Reference

See P.37 “Manual E-mail Reception”

See P.37 “Automatic E-mail Reception”

See P.40 “Transferring Mail Received via SMTP”

# E-mail Server Settings (by Network Administrator)

1

The information in this section is for your network administrator.

NIC FAX uses an Internet E-mail system to send Internet faxes. Since it automatically connects to the E-mail server to get E-mail, a NIC FAX account and password must be set up on the E-mail server. In order to use SMTP reception, an entry indicating that NIC FAX is capable of SMTP possible must be made in the DNS server's MX record. See the documentation for the E-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 to NIC FAX users who need to input this information when establishing a connection with NIC FAX Monitor and Multidirect Print.

---

## E-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.4.1
--------	----------------------------

### ❖ 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 E-mail server used.

# NIC FAX Initial Settings

NIC FAX initial settings include the following items.

Menu name	Item	Using the Internet Fax function		Using LAN FAX by itself
		With POP reception	With SMTP reception	
TCP/IP Settings	IP Address	Required	Required	Required
	Subnet Mask	Required	Required	Required
	Gateway Address	Required	Required	Required
	Primary DNS Server Address *	Optional	Optional	Optional
	Secondary DNS Server Address *	Optional	Optional	Optional
	Access Control *	Optional	Optional	Optional
	Access Mask *	Optional	Optional	Optional
E-mail Settings	SMTP Server *	Required	Required	—
	POP Server *	Required	—	—
	Host Name *	Optional	Optional	—
	Mail Address *	Required	Required	—
	Domain Name *	Optional	Optional	—
	Login Name*	Required	—	—
	Login Password*	Required	—	—
	E-mail RX Interval*	Optional	—	—
	Time Difference*	Required	Required	—
	Administrator Address*	Optional	Optional	—
	Backup TX Address*	Optional	Optional	—
	Mail Size	Optional	Optional	—
	SMTP Routing	—	Optional	—
Auto Mail Reception		Optional	—	—

Required: Input required.

Optional: Setting required in order to use function or as necessary.

—: Setting not required.

\*: Items you can set from NIC FAX Monitor.

 **Note**

- After making the settings, print out the list of parameter settings and save it for future reference.

 **Reference**

See P.5 *“SMTP Reception”*

See P.23 *“NIC FAX Monitor Settings”*

# Network Settings

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

If any other display is shown, press the **[Energy Saver/◆ Clear Modes]** key.

- 2 Press the **[User Tools]** key.

- 3 Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key OP. TOOLS  ⏪
```

- 4 Press the **[OK]** key.

- 5 Press **[2][2][2][2]**, then press the **[OK]** key.

- 6 Press **⏪** or **⏩** to display "18. Network".

```
Key OP. TOOLS:
18.Network  ⏪
```

## Note

- ❑ The numbers that appear in front of function names vary according to options that are installed in the fax machine.

- 7 Press the **[OK]** key.

- 8 Press **⏪** or **⏩** to display the item you want to make settings for.

```
Network:
1.TCP/IP  ⏪
```

## TCP/IP Settings

- 1 Press **⏪** or **⏩** to display "1. TCP/IP".

```
Network:
1.TCP/IP  ⏪
```

- 2 Press the **[OK]** key.

- 3 Press **⏪** or **⏩** to display the item you want to make settings for, then press the **[OK]** key.

```
TCP/IP:
1.IP Address  ⏪
```

## Note

- ❑ If you make a mistake, press the **[Cancel]** key.

## IP Address

Enter the IP address. The IP (Internet Protocol) address is used by the TCP/IP protocol to identify a particular PC.

- 1 Enter the code for "IP Address" with the number keys.

```
IP Address: Press OK
[127. 0. 0. 1]
```

- If a number has only one or two digits, input it and then press **⏩** to move the cursor to the next number.
- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

### Subnet Mask

Enter the subnet mask. The subnet mask is a mask value that makes it possible to use part of the IP address as an network address.

**1** Enter the code for "Subnet Mask" with the number keys.

```
Subnet Mask:Press OK
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press ⏩ to move the cursor to the next number.
- Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

**2** Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

### Default Gateway Address

Enter the default gateway address. This is the IP address of the router through which connection is made to other networks.

**1** Enter the code for "Gateway Address" with the number keys.

```
GatewayAdd.:Press OK
[ 0. 0. 0. 0]
```

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

- Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

**2** Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

### Primary DNS Server Address (DNS 1)

Enter the primary DNS server IP address of the network to which NIC FAX is connected.

**1** Enter the code for "DNS Address. 1" with the number keys.

```
DNS Add.1: Press OK
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press ⏩ to move the cursor to the next number.
- Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

**2** Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

## Secondary DNS Server Address (DNS 2)

Enter the secondary DNS server IP address of the network to which NIC FAX is connected.

- 1 Enter the code for "DNS Address. 2" with the number keys.

```
DNS Add.2:  Press OK
[ 0. 0. 0. 0]
```

- You may set the DNS 2 Address when two domain name systems are connected to your machine. A connection is made to DNS 2 only if DNS 1 does not respond.
- If a number has only one or two digits, input it and then press  $\rightarrow$  to move the cursor to the next number.
- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- Consult your systems administrator if you are unsure about this setting.

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

## Access Control

Enter the access control setting.

- 1 Enter the code for "Access Control" with the number keys.

```
Access Control:  /OK
[ 0. 0. 0. 0]
```

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

- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- When using the NIC FAX Monitor or LAN FAX function, access control determines the IP address(es) that can connect to NIC FAX. If you do not wish to use this feature, leave this setting as "0.0.0.0".

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

## Access Mask

Enter the access mask.

- 1 Enter the code for "Access Mask" with the number keys.

```
Access Mask:Press OK
[ 0. 0. 0. 0]
```

- If a number has only one or two digits, input it and then press  $\rightarrow$  to move the cursor to the next number.
- Press  $\leftarrow$  or  $\rightarrow$  to move the display cursor, and the **[Clear]** key to delete characters.
- Enter a mask that specifies the range of IP addresses that can be connected based upon the access control setting. If you do not wish to use this feature, leave this setting as "0.0.0.0".

E.g.

```
Access control:  192.168.15.16
Access mask:     255.255.0.0
```

In this case addresses in the range 192.168.XXX.XXX can connect.

- 2 Press the **[OK]** key.

The machine returns to the TCP/IP settings menu.

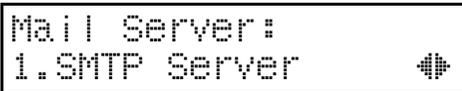
## E-mail Server Settings

**1** Enter the code for "2. Mail Server" with the number keys.



**2** Press the **[OK]** key.

**3** Press **⏪** or **⏩** to display the item you want to make settings for, then press the **[OK]** key.



- To enter the "@" character and periods, use the Quick Dial keys. To enter all other symbols, press the **[Symbol]** key. To switch between uppercase and lowercase characters, press the **[ABC/abc]** key.
- If you make a mistake, press the **[Cancel]** key.

### SMTP Server

Enter the IP address of the SMTP server.

**1** Enter the SMTP server address.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- The SMTP server is the server that sends E-mail over the Internet.
- The SMTP server can also be specified as a domain. In this case, you must specify the DNS server address.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

### POP Server

**1** Enter the POP server address.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- A connection is made to a POP server in order to receive E-mail.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

- You can also specify the POP server address as an IP address.
- The pop server can also be specified as a domain. In this case, you must specify the DNS server address.

### Host Name

Enter the host name of the NIC FAX that is to be used for sending mail.

**1** Enter the name of the host.

Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.



**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.



1

### E-mail RX Interval

When using auto mail reception, enter the interval in minutes at which NIC FAX is to automatically check for mail.

**1** Enter the interval for automatic reception with the number keys.

You can enter a value between 1 and 60 minutes in one-minute steps.



**2** Press the **[OK]** key.

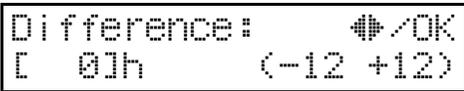
The machine returns to the E-mail server settings menu.

### Time Difference

Enter the time difference between your time zone and Greenwich Mean Time.

**1** Press **⏪** or **⏩** to adjust the time difference.

Enter how many hours your local time is ahead or behind of Greenwich Mean Time (GMT).



**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

### Administrator Address

Make this setting when you want error notifications to be sent to another address in addition to the originator.

**1** Enter the address to which notifications will be sent when an error occurs.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- If the machine receives an error notification when downloading E-mail from the POP server or during a transfer request, it sends an error notification to the sender and a copy (CC) to the address specified with this setting.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

### Backup TX Address

Make this setting when you want all outgoing mail to be routed to another address in addition to the destination.

**1** Enter the E-mail backup address.



- Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.
- A blind carbon copy (BCC) of all sent E-mail messages is sent to this address.

**2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

## Limit Mail Size

Make this setting when you want to limit the size of E-mail that is transmitted. When this function is set "On", transmission of E-mail that exceeds the set size is aborted.

- 1 Press **⏪** or **⏩** to display "1. On/Off"

```
Limit Mail Size:
1.On/Off
```

### Note

- When E-mail exceeds the maximum file size, an Error Report is output and the E-mail is deleted.
- Even when E-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

- 2 Press the **[OK]** key.

- 3 Press **⏪** or **⏩** to select "On".

```
Limit Mail Size: /OK
On [Off]
```

### Note

- If you do not want to set a maximum E-mail size, select "Off" and press the **[OK]** key.

- 4 Press the **[OK]** key.

- 5 Press **⏪** or **⏩** to display "2. Available Size".

```
Limit Mail Size:
2.Available Size
```

- 6 Press the **[OK]** key.

- 7 Enter the file size limit with the number keys.

```
Size Limit: Press OK
[1000]KB (1-9999)
```

### Limitation

- You can set a file size from 1 to 9999 KB.

- 8 Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

## Limit Address (SMTP Routing)

This function is available in systems that allow routing of mail received via SMTP.

When a limit address is set, mail received from addresses that do not match the limit address is discarded and an error message is returned to the SMTP server.

The limit address is compared with the addresses of mail originators as illustrated by the following examples.

When the limit address is set to @nic.fax.com:

abc@nic.fax.com ⇒ Accepted

nic@fax.com ⇒ Not accepted

abc@fax.com ⇒ Not accepted

### Note

- No error report is output even when E-mail is discarded.

- 1** Enter the E-mail address for limiting routing.



**! Limitation**

- You can enter up to 127 characters for an E-mail address.

**✎ Note**

- If you make a mistake, press the **[Clear]** key and try again.

- 2** Press the **[OK]** key.

The machine returns to the E-mail server settings menu.

---

## Auto Mail Reception

---

When Auto Mail Reception is set "On", NIC FAX automatically checks for and receives mail at the interval set for automatic reception (see P.14 "E-mail RX Interval").

**✎ Note**

- If you have assigned the Auto Mail Reception function to a User Function key, you can turn Auto Mail Reception on or off by pressing that key. See P.2 "Operation Panel".

- 1** Press **⏪** or **⏩** to display "3. Auto Mail Recep."

- 2** Press the **[OK]** key.

- 3** Press **⏪** or **⏩** to select "On" or "Off".



- 4** Press the **[OK]** key.

The machine returns to the network settings menu.

---

## Returning to the Initial Display

---

- 1** Press the **[User Tools]** key.

The machine returns to the standby mode.

# Installing the Applications

## System Requirements

The following is the required system for a PC running the NIC FAX Applications.

PC :	IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows 2000, Windows NT 4.0
CPU :	i486DX-100MHz or higher
Minimum Memory :	16MB minimum
Free Disk Space :	30MB minimum
Operating System :	Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000
Display :	VGA 640 \ 480, 256 colors minimum
Network :	LAN connection, TCP/IP protocols

### Note

Operation cannot be guaranteed for all system configurations.

## Before Starting Installation

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

### ❖ NIC FAX application

- NIC FAX Monitor  
You can confirm NIC FAX settings and conditions from a PC, as well as make program settings and save journal listings.
- ICViewer  
You can display, edit, and save documents received using Internet faxing on a PC.

### ❖ Address Book

You can edit the address list. Allows you to select destinations registered on the address list when Internet faxing with NIC FAX.

### ❖ Multidirect Print

A utility that is necessary to use LAN FAX features.

❖ **LAN-Fax F1 (LAN FAX Driver)**

Enables you to send and print documents created on a PC.

 **Note**

- ❑ To use the NIC FAX Applications on a Windows 2000 system, you must be a member of the Administrators or Power Users group.
- ❑ If you install ICViewer, the TIF, TIFF and DCX file icons and default file assignments will change.
- ❑ Applications that can be used with LAN FAX are Address Book, Multidirect Print, and LAN-FAX F1.

## Installing the Applications

- To install the NIC FAX Applications on a Windows NT 4.0 or Windows 2000 system, you must be a member of the Administrators group.
- Screen images in the procedure below may differ according to your version of Windows and environment settings.
- Before beginning installation, exit all other applications.

**1** Turn on the PC and start up Windows.

**2** Insert the CD-ROM that contains the NIC FAX Applications into the PC's CD drive.

The Install program starts.

If the Install program does not start automatically, perform the following procedure:

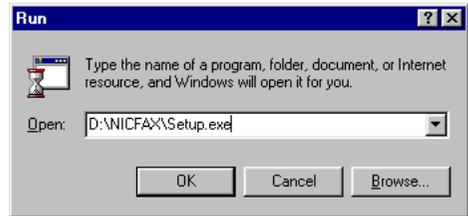
**1** On the [Start] menu, select [Run].

This causes the [Run] dialog box to appear.

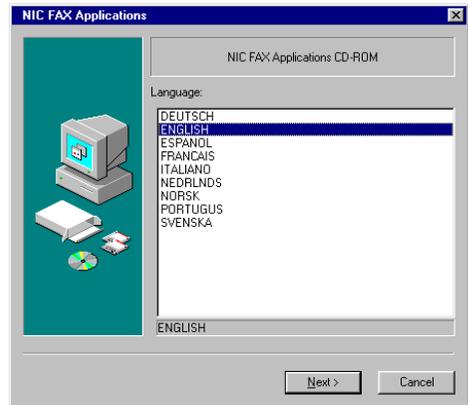
**2** Type the full path and file name of the setup program into the Text Box and then click [OK].

E.g. type  
D:\InstTool.exe

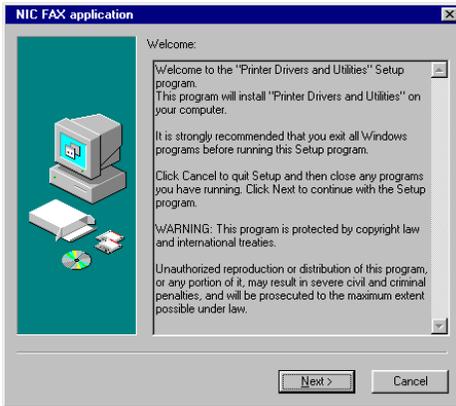
— If your CD-ROM is assigned to drive D.



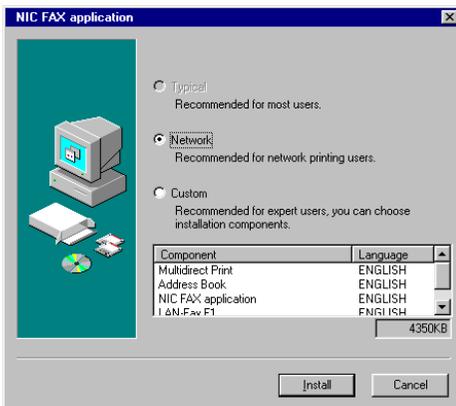
**3** Click [Next] in response to the dialog box that appears to start installation.



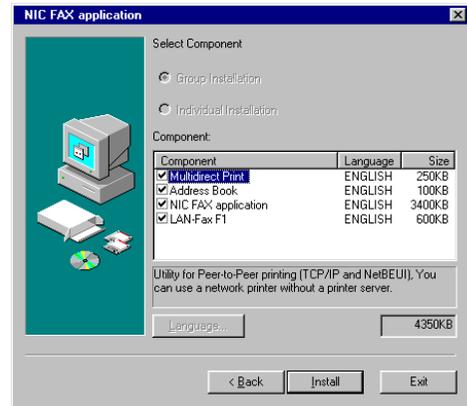
- 4** After checking the contents of the dialog box, click [Next].



- 5** Select [Network] and then click [Install].



- 2** Put checks in the checkboxes next to the program names in the component list box to select the programs you want to install, then click [Install].



- 6** Click [Next].



Once Multidirect Print has finished installing, the Address Book installer starts.

- 7** Click [Next].



Once Address Book has finished installing, the NIC FAX application installer starts.

## Using the Customize Option

- 1** Select [Custom] and then click [Next].



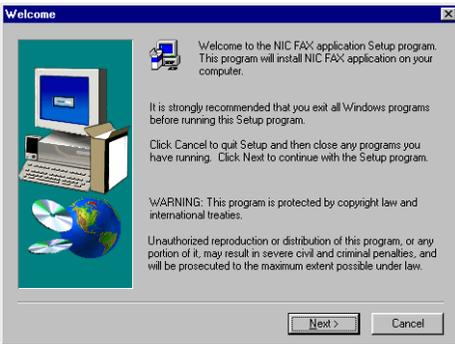
**8** Confirm that no other applications are open, and click "Yes".



**Note**

- ❑ To check whether other applications are running, hold down [Alt] and press [Tab]. Exit all other applications that are running before you click [Yes].

**9** Click [Next].



**10** Select [Typical], then click [Next].

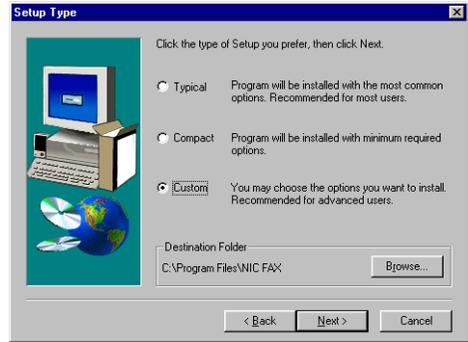


**Note**

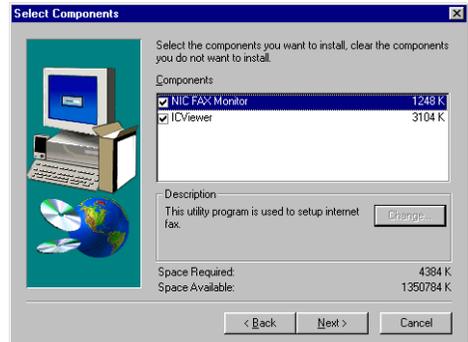
- ❑ If you want to change the location where the NIC FAX applications will be installed, click [Browse] and choose a directory. After you specify the directory, click [Next].

Using the Customize Option

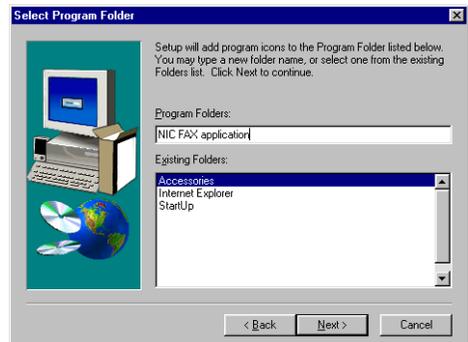
**1** Select [Custom], then click [Next].



Select the components you want to install, then click [Next].



**11** Make sure the destination folder is to your satisfaction, then click [Next].

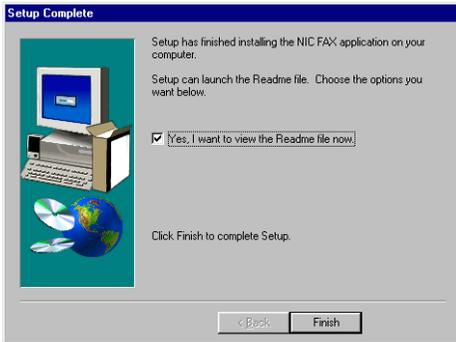
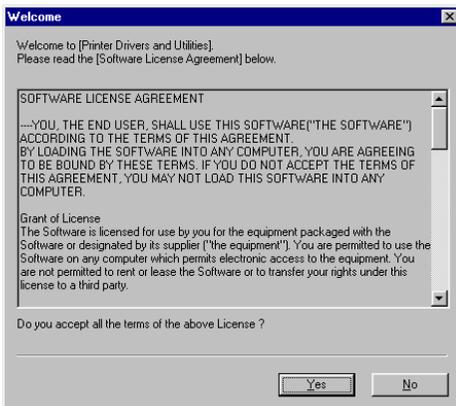
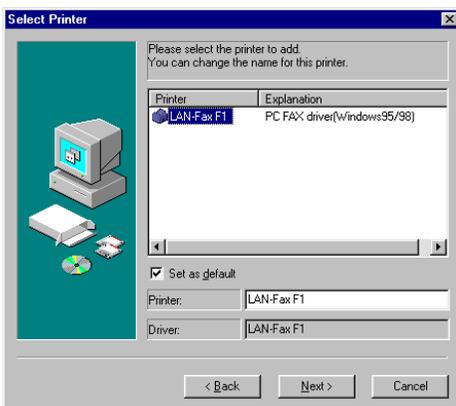


**Note**

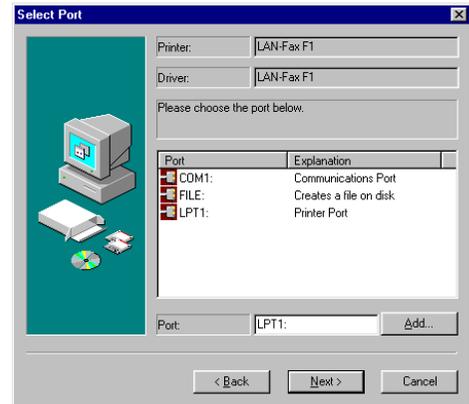
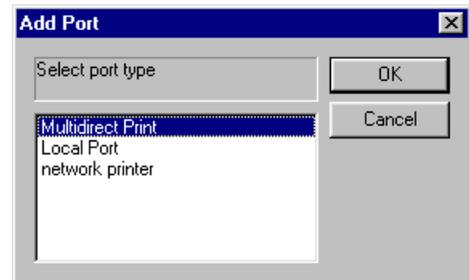
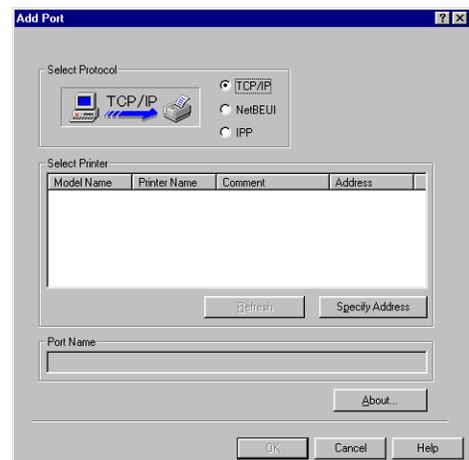
- ❑ We recommend that you only use the folders shown in the list.

**12** Click [Finish].

If the Readme check box was checked, the Readme file will open. Please check the contents, then close it.

**13** The Software License Agreement is displayed. Make sure you read it carefully, then click "Yes".**14** Select [LAN-Fax F1], then click [Next].**Note**

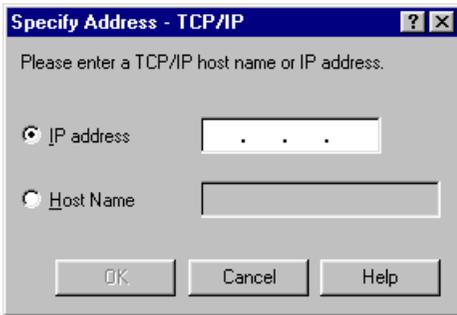
- If you want to change the printer name, enter the new name in the Printer text box.

**15** Click [Add].**16** Select [Multidirect Print], then click [OK].**17** Click [Specify Address].**Note**

- Make sure that "TCP/IP" is selected for "Select Protocol".

1

**18** Enter the IP address or host name assigned to NIC FAX, and then click [OK].

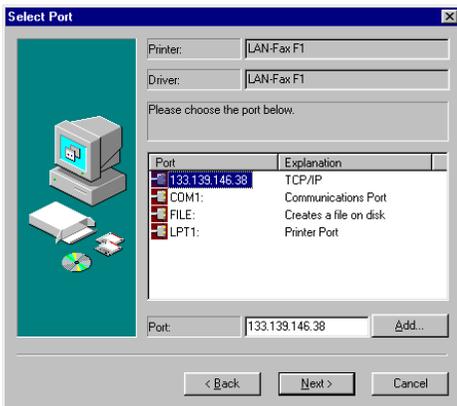


**Note**

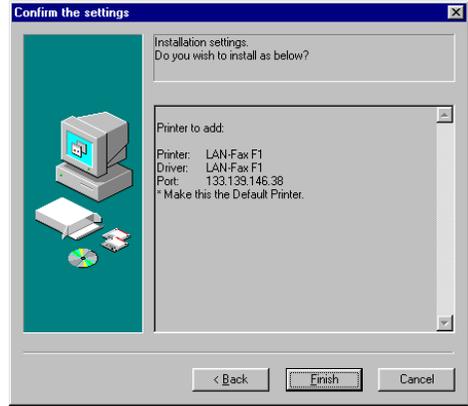
When entering a host name, first click "Host Name" and then enter the host name in the box to the right.

**19** Click [OK].

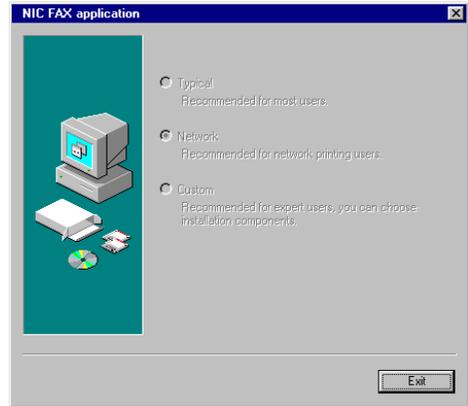
**20** Select the port (IP address) you specified in step 18, then click [Next].



**21** Confirm the installation settings, then click [Finish].



**22** Click [Exit].



**23** When the next dialog box appears, remove the CD-ROM and click [Yes].



Windows restarts.

# NIC FAX Monitor Settings

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

## Entering Administrator Mode

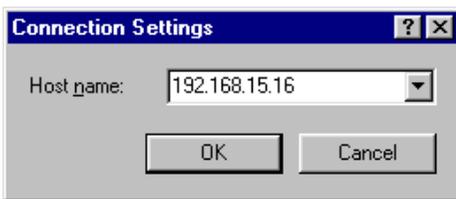
Before making system settings you have to first perform the procedure below to enter Administrator Mode.

### Note

- To use the NIC FAX Monitor on a Windows 2000 system, you must be a member of the Administrators or Power Users group.

**1** On the [Start] menu, point to [Programs] and then [NIC FAX application]. Next, click [NIC FAX Monitor].

**2** Type the IP Address or host name in the [Host name] text box, and then click [OK].



The above screen shows input of the example IP address 192.168.15.16.

### Note

- When NIC FAX Monitor is connected to NIC FAX in Administrator mode, "Connecting with PC" is shown on the NIC FAX display and it is not possible to access the Fax Features or Key Operator Tools settings from NIC FAX. If the User Tools are being accessed from NIC FAX or another running NIC FAX Monitor application, NIC FAX Monitor will display a "Sorry, busy for doing some other tasks." message and you will not be able to connect in Administrator mode.

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

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



### Important

- In Administrator mode, when no functions are performed for 10 minutes, the error message "No input for 10 minutes, therefore returning to User Mode." is displayed and the machine returns to User mode.

### Note

- See P.28 "Setting the Administrator Mode Password" for details on changing the Administrator mode password.

## Internet E-mail Settings

From the [Settings] menu, choose [FAX Setup (Administrator)] to display the [FAX Setup (Administrator)] dialog box.

- 1 Click the [Mail] tab in the [FAX Setup (Administrator)] dialog box.

- 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 E-mail.

- 2 [POP Server]

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

**Note**

- You can enter a host name for the above items if the TCP/IP DNS setting is set up correctly (see P.25 "TCP/IP Settings").

- 3 [Host Name]

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

- 4 [Mail Address]

Type in the NIC FAX E-mail address. The address you type here is automatically added to the "From" field of outgoing E-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 E-mail that is waiting. An interval in the range of 1 to 60 minutes can be specified, in one-minute units.

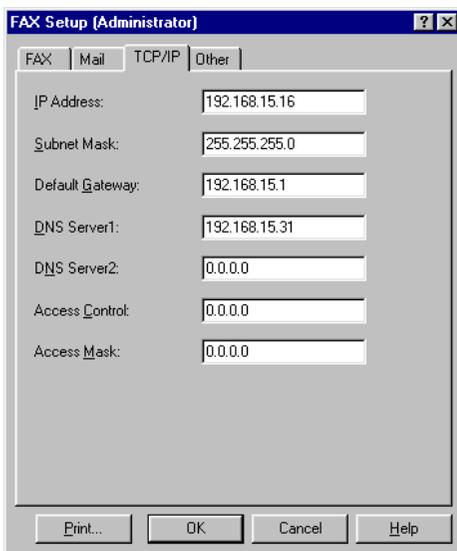
## TCP/IP Settings

From the **[Settings]** menu, choose **[FAX Setup (Administrator)]** to display the **[FAX Setup (Administrator)]** dialog box.

### Note

- If you have registered the settings below from NIC FAX, there is no need to register them again.

**1** Click the **[TCP/IP]** tab in the **[FAX Setup (Administrator)]** dialog box.



**2** Make the **[TCP/IP]** settings described below (**3** through **5**), and then click **[OK]**.

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

Make sure that these items are identical to those you input on the NIC FAX control panel (P.9 "TCP/IP Settings").

**2 [DNS Server 1]**

Type in the primary DNS server IP address of the network to which NIC FAX is connected.

**3 [DNS Server 2]**

Type in the secondary DNS server IP address of the network to which NIC FAX is connected.

**4 [Access Control]**

Type in the IP address to which NIC FAX can connect when using the NIC FAX Monitor or the LAN FAX function. If you do not wish to use this feature, leave this setting as 0.0.0.0.

**5 [Access Mask]**

Type in an access mask to limit the range of IP addresses that can connect to NIC FAX.

If you do not wish to use this feature, leave this setting as "0.0.0.0".

Example:

Access Control: 192.168.15.16

Access Mask: 255.255.0.0

In this case, the IP address that can connect to NIC FAX is: 192.168.XXX.XXX

## Other Settings

From the **[Settings]** menu, choose **[FAX Setup (Administrator)]** to display the **[FAX Setup (Administrator)]** dialog box.

### Note

- If you have registered the settings below from NIC FAX, there is no need to register them again.

**1** Click the **[Other]** tab in the **[FAX Setup (Administrator)]** dialog box.



**2** Make the settings described below (**1** through **4**), and then click **[OK]**.

### **1** **[Admin. Mail Address]**

If the machine receives a notification E-mail message (error notification or relay result notification) generated by NIC FAX, it sends an error notification to the sender and a copy (CC) to the address specified with this setting. This input can be skipped.

### **2** **[Backup Mail Address]**

A blind carbon copy (BCC) of all E-mail sent from NIC FAX is sent to this address. This input can be skipped.

- Specifying a backup address causes all E-mail to be sent to the address. This means the mail server requires large memory capacity.

### Note

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

### **3** **[Print Header Information]**

Put a check in this checkbox if you want header information to be printed in received E-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 the Control Panel.

Example

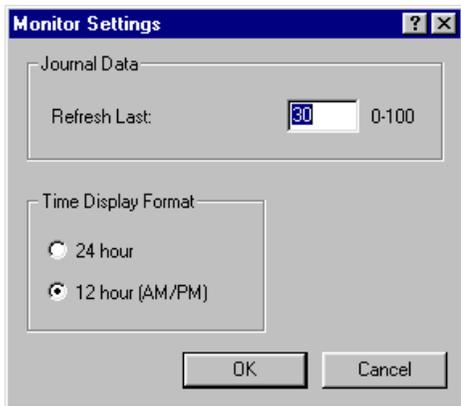
London	GMT
Paris	GMT + 01:00

---

## Monitor Settings

---

- 1** Select [Settings] , and then [Monitor Settings].



- 2** Make any changes, then click [OK].

- 1** **Journal Data**

Enter the number of Journal items to display (0–100).

- 2** **Time Display Format**

Select 12 or 24 hour format for the time displayed in the monitor dialog.

# Setting the Administrator Mode Password

1

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 Administrator mode.

**1** In the dialog box, make the required password settings.

The image shows a 'Password Settings' dialog box with a blue title bar containing a question mark icon and a close button. The dialog contains three text input fields: 'Current Password:', 'New Password:', and 'Confirm New Password:'. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

**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 NIC 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 NIC FAX Monitor distinguishes between uppercase and lowercase characters.

**3** **[Confirm New Password]**

Re-type the password you specified into the **[New Password]** text box.

**2** Click **[OK]** to put your password settings into effect.

**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 Administrator Mode.
- Should you forget the password, contact your service representative.
- You can operate NIC FAX Monitor in User mode or Administrator mode. In User mode you can confirm settings, but you cannot change them. A password is required to enter Administrator mode. This mode allows you to change the settings and use all of the NIC FAX Monitor functions.

# 2. Internet Faxing

## Transmission

This section describes how to scan a document into NIC FAX memory and send it as E-mail. You can enter the E-mail address directly, or use a Quick Dial, Speed Dial or Group with an address already stored in it. You can also use the **[Redial]** key to recall the previous address sent to.

When sending documents, you can set E-mail options using the **[Trans. Option]** key. You can set the following options:

### ❖ Subject

You can enter a subject for the document you want to send. You can enter a maximum of 20 characters.

### ❖ Heading

You can add "Urgent" in front of the document subject.

### ❖ Confirmation of Reception

You can confirm whether documents you sent were properly received on the Journal.

### ❖ Viewer URL Information

You can record URL sites for downloading viewer applications on E-mail you are about to send.

### 🔔 Important

- ❑ You may not be able to send large files as E-mail, depending on E-mail environment conditions.
- ❑ The level of security for Internet communications is low. Use of the telephone network is recommended for confidential communications.

### 📝 Note

- ❑ Because NIC FAX sends documents as E-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a PC. You can inform the receiver of sites for downloading viewer applications with the Viewer URL Information Mail Option.
- ❑ When you send viewer URL information, depending on the receiver's fax machine, the journal may show a page count that is one or two pages greater than the number of pages actually sent.
- ❑ See P.100 "Received Images" for how mail is actually received by the PC when mail is sent with mail options selected.

### 📌 Make sure that the Memory Transmission indicator is lit.

If it is not, press the **[Memory]** key.

### 💡 Limitation

- ❑ When using NIC FAX to send E-mail over the Internet, documents are stored in memory, then sent using Memory Transmission. Internet faxing does not allow immediate transmission.

### Specifying E-mail Options

To specify E-mail options, perform the following procedure.

- 1 Press the **[Trans. Option]** key.
- 2 Press **⏪** or **⏩** to display "10. Mail Options".

```
Trans. Option
10.Mail Options  ⏪
```

- 3 Press the **[OK]** key.
- 4 Press **⏪** or **⏩** to select "On".

```
Mail Options:  ⏪/OK
[On]  Off
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** to select "Yes" or "No".

```
Insert Subject: ⏪/OK
[Yes]  No
```

- 7 Press the **[OK]** key.
- If you selected "No" in step 6, go to step 10.

- 8 Enter the subject.

```
Subject:      [ABC]
_#####
```

#### Reference

See Chapter 3, "Entering Characters" in the Basic Features manual.

- 9 Press the **[OK]** key.
- 10 Press **⏪** or **⏩** to select "No" or "Urgent".

```
Heading:      ⏪/OK
[No] Urgent
```

- 11 Press the **[OK]** key.

- 12 Press **⏪** or **⏩** to select "Yes" or "No".

```
Confirm Recep.: ⏪/OK
[Yes]  No
```

- 13 Press the **[OK]** key.
- 14 Press **⏪** or **⏩** to select "Yes" or "No".

```
Add ViewerInfo. ⏪/OK
[Yes]  No
```

- 15 Press the **[OK]** key.

#### Note

- If any one of the E-mail options is set, the Transmission Option indicator lights.

- 2 Place your document facedown into the feeder, and make any scan settings you require.

- Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.

- 3 Press the User Function key (F1-F4) that is assigned the Mail Address function.

```
Mail:[abc]  Address
_#####
```

- 4** Use the Quick Dial keys and number keys to enter the E-mail address.

```
Mail:[abc]      OK
nicfax@abc.xyz.com
```

- You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- You can enter up to 127 characters for an E-mail address.
- You can specify E-mail addresses programmed in Quick Dials, Speed Dials, and Group Dials.
- You can also use the **[Redial]** key to specify E-mail addresses.

- 5** Press the **[OK]** key.

```
Dest.1      OK to Add
nicfax@abc.xyz.com
```

 **Note**

- If you want to specify another E-mail address, repeat steps **3** and **4**.

- 6** Press the **[Start]** key.

- This starts reading of the document into memory. The E-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**

- For how to cancel transmission of an Internet fax, see P.42 "Canceling Transmission of an Internet Fax".

 **About the E-mail Subject**

If "No" is selected for "Insert Subject" in Mail Options, a subject with the following contents is automatically inserted.

❖ **When a Personal Code is set**

- If the mail address of the Routing Address is registered:  
From "mail address of the Routing Address" Fax Message NO.xxxx.
- If the mail address of the Routing Address is not registered:  
From "Personal Code name" Fax Message NO.xxxx.

❖ **When a Personal Code is not set**

- If Own Fax Number and Own Name are registered:  
From "Own Fax Number" ("Own Name") (Fax Message NO.xxxx)
- If only Own Fax Number is registered:  
From "Own Fax Number" (Fax Message NO.xxxx)
- If only Own Name is registered:  
From "Own Name" (Fax Message NO.xxxx)
- If neither Own Fax Number nor Own Name are registered:  
Fax Message NO.xxxx

 **Note**

- "xxxx" is the document number that appears in the Journal.

 **Reference**

See Chapter 3, "Initial Settings and Adjustments" in the Basic Features manual.

See Chapter 1, "Personal Codes" in the Advanced Features manual.

 **When using NIC FAX with Broadcasting and Sequential Broadcasting**

Broadcasting is used to send E-mail when multiple addresses are specified for transmission. With broadcasting, the same E-mail can be sent to multiple addresses at once, just as when ordinary E-mail is sent to multiple addresses.

However, if "Yes" is selected for "Confirm Recep." or "Label Insert", sequential broadcasting is used for transmission. With sequential broadcasting, the E-mail is sent to one address at a time.

 **Reference**

See Chapter 3, "Label Insertion" in the Advanced Features manual.

---

## Confirming Reception

---

When Confirm Reception is selected, a Reception Notice Request message is sent at the time of transmission. The receiver replies to this Reception Notice Request by sending a Reception Notice. Once the Reception Notice has been received, "OK" appears in the Result column of the journal, allowing the originator to verify that the transmission has been received.

 **Limitation**

The Confirm Reception feature is only available if the receiver's PC supports MDN (Message Disposition Notification).

 **Note**

Information regarding up to the last 100 communications is recorded, but only the last 50 transmissions appear in the Journal. If you do not receive a reception confirmation message for one of the last 50 transmissions from the receiver's machine, you may not be able to confirm that the E-mail has been received in the Journal's Result column.

If you specify Mailing list addresses, do not select "Yes" for "Confirm Recep." Otherwise, you will receive multiple reception confirmation messages from E-mail recipients, and the Result column will not show the correct information. The Result column is refreshed each time a new confirmation message is received.

Reception confirmation results are only shown in the Journal. The Result column in all other files, lists, and transmission reports appears blank.

Reception confirmation messages are not recorded in the Journal.

# Transfer Request

Transfer requests allow you to make use of the Internet to reduce costs, particularly with long distance and international communications.

There are two types of transfer request transmissions: transfer request by E-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 (this machine).

## ❖ Transfer station

This is the fax machine that performs the transfer. This machine needs to be capable of performing transfers.

## ❖ End receiver

This is the fax machine or PC that receives the E-mail or fax from the transfer station.

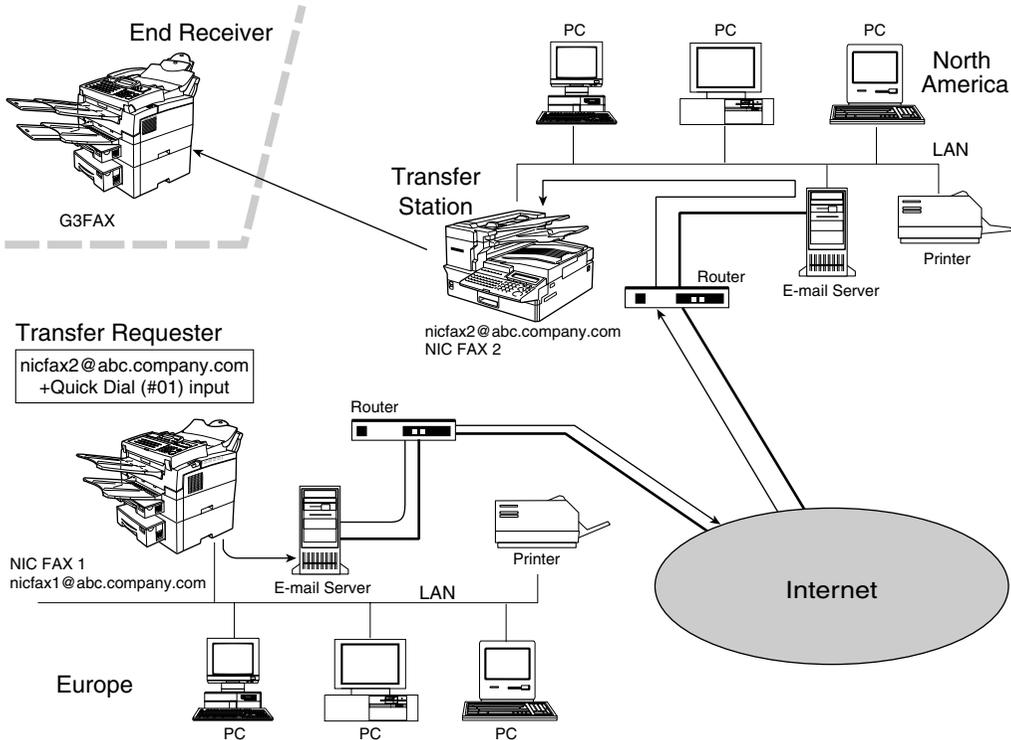
## ! Limitation

- Fax machines that are equipped with NIC FAX KIT TYPE 140 or TYPE 500 can be specified as the transfer station for a transfer request by E-mail.

## ✎ Note

- Up to 30 end receivers can be specified for each transfer station. Each transfer station Group is counted as a single end receiver.
- Each group is considered one item when specifying transfer stations programmed in Group Dials.

- ❑ In order to use this function, you must make the polling ID and Transfer Report settings. The same polling ID must be set for both the transfer requester and the transfer stations. See Chapter 7, "ID Code" in the Advanced Features manual. See Chapter 1, "Transfer Request" in the Advanced Features manual for how to send faxes using transfer requests.



## Transfer Request by E-mail

- 1 Make sure that the Memory Transmission indicator is lit.  
If it is not, press the **[Memory]** key.
- 2 Place your document facedown into the feeder, and make any scan setting you require.
  - Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.
- 3 Press the **[Trans. Option]** key.

- 4 Press **⏪** or **⏩** to display "7. Transf. Request"

```
Trans. Option
7. Transf. Request ⏪
```

- 5 Press the **[OK]** key.
- 6 Press **⏪** or **⏩** to select "On".

```
Transf. Request: ⏪ / OK
On [Off]
```

- 7 Press the **[OK]** key.

- 8** Press the **Quick Dial** or **Speed Dial** that contains the **Transfer Station**.

```
Transf. Stn. :
_#####
```

- **Quick Dial**  
Press the Quick Dial to which the desired address is assigned.
- **Speed Dial**  
Press Speed Dial key then enter the Speed Dial code with the number keys.

**Limitation**

- When an originator requests transfer by E-mail from a station that is not capable of performing transfers, the station addressed receives the request as ordinary E-mail and does not transfer it or return an Error Report to the originator of the request.
- Before sending E-mail, confirm that the end receiver's machine is equipped with the Transfer function.

---

### Entering an E-mail Address Manually

---

- 1** Press the **User Function** key (F1-F4) that is assigned the **Mail Address** function.
- 2** Enter the transfer station's **E-mail address**, and then press the **[OK]** key.

If you make a mistake, press the **[Clear]** key and try again.

- To enter the "@" character and periods, use the Quick Dial keys. For all other symbols, press the **[Symbol]** key. Use **[ABC/abc]** to shift between uppercase and lowercase characters.

- 9** Press the **[OK]** key.

- 10** Specify the end receiver.

You can specify a Quick Dial, Speed Dial, or Group Dial programmed with the end receiver or Transfer Station you want to specify.

```
Receive Stn. :
01 [#_#####]
```

- 11** Press the **[OK]** key.

- 12** Use **⏪** or **⏩** to select "Yes" or "No".

```
Add Recv. Stn? ⏪/OK
[Yes] No
```

- 13** Press the **[OK]** key.

**Note**

- If you selected "Yes" in step **11**, repeat the procedure from step **9**.

- 14** Press the **[Start]** key.

- This starts reading of the document into memory. The E-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 send operation starts. This is due to the time the machine requires to convert the data in memory.

## Specifying Transfer Stations

You can only specify end receivers already programmed in a Quick Dial, Speed Dial, or Group Dial.

### ❖ Quick Dial

Following #, enter the two-digit Quick Dial code.

For example, to specify the end receiver assigned to Quick Dial code 01, enter: # 0 1

### ❖ Speed Dial

Following #, enter an asterisk followed by the two-digit Speed Dial code.

For example, to specify the end receiver assigned to Speed Dial code 12, enter: # \* 1 2

### ❖ Group Dial

Following #, enter two asterisks followed by the two-digit Group code.

For example, to specify the end receiver assigned to Group code 04, enter: # \* \* 0 4

# Reception

## Automatic E-mail Reception

When this function is turned on, the machine periodically checks the E-mail server for incoming E-mail and downloads it as necessary.

The interval between checks is referred to as the Mail RX Interval (see P.12 "E-mail Server Settings"). You change this to any value between 1 and 60 minutes, and can also force the machine to check for incoming E-mail by pressing the User Function key that has been assigned the Mail Reception Function (See P.37 "Manual E-mail Reception").

You can also configure this feature to work in conjunction with the Night Timer feature so that Automatic E-mail reception does not occur at times when the machine is saving energy. See P.60 "User Parameters"(switch 16, bit 4).

### Note

- ❑ If the indicator of the User Function key assigned with the Auto Mail Reception function is not lit, automatic E-mail reception will not take place (see P.2 "Operation Panel").
- ❑ If memory runs out, E-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.

### Reference

See P.14 "E-mail RX Interval" and P.24 "Internet E-mail Settings".

See Chapter 6, "Assigning User Function Keys" in the Advanced Features manual.

See Chapter 7, "Energy Save Timer" in the Advanced Features manual.

## Manual E-mail Reception

Follow these steps at any time to check for incoming E-mail immediately.

### Note

- ❑ This procedure assumes that the Manual Reception function is stored in a User Function key beforehand (see P.2 "Operation Panel"). See Chapter 6, "Assigning User Function Keys" in the Advanced Features manual.

**1** Press the User Function key (F1-F4) registered with the Manual E-mail Reception function.

**2** Press the **[Start]** key to check for E-mail.

If there is E-mail, the Communicating indicator will light and the E-mail will be printed.

```
Mail Reception:
Press Start
```

If there is no E-mail, the following display appears. Press the **[OK]** key.

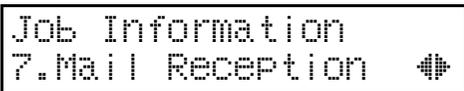
```
No Mail Received
Press OK
```

**3** The machine returns to the standby mode.

## Receiving E-mail with the Information Function

If the Manual E-mail Reception function is not registered in a User Function key, use the following procedure to receive E-mail.

- 1 Press the **[Job Information]** key.
- 2 Press **⏪** or **⏩** to display "7. Mail Reception"



- 3 Press the **[OK]** key.

- 4 Press the **[Start]** key.

If there is E-mail, the Communicating indicator will light and the E-mail will be printed.



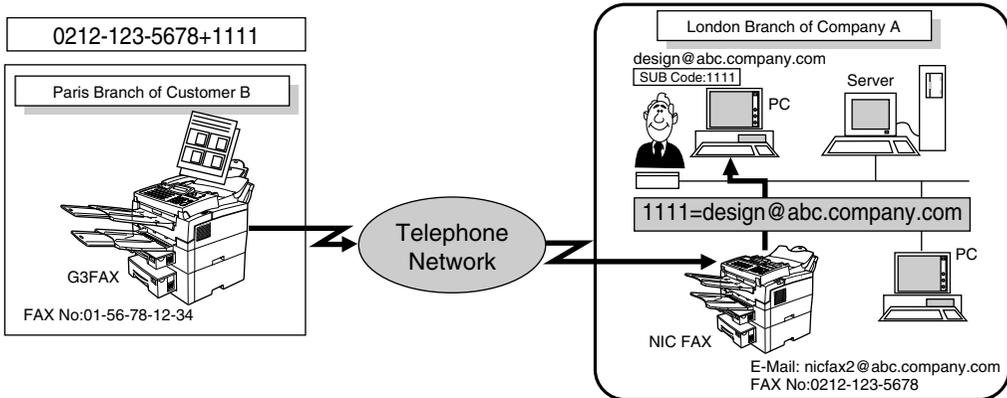
If there is no E-mail, the following display will appear. Press the **[OK]** key.



- 5 The machine returns to the stand-by mode.

## Routing of Received Faxes

When a document is received, its SUB code is compared with Personal Codes registered in the fax machine and, if a match is found, the document is routed to the destination whose Personal Code is specified. If the destination specified is an E-mail address, the received document is routed to that destination as E-mail.

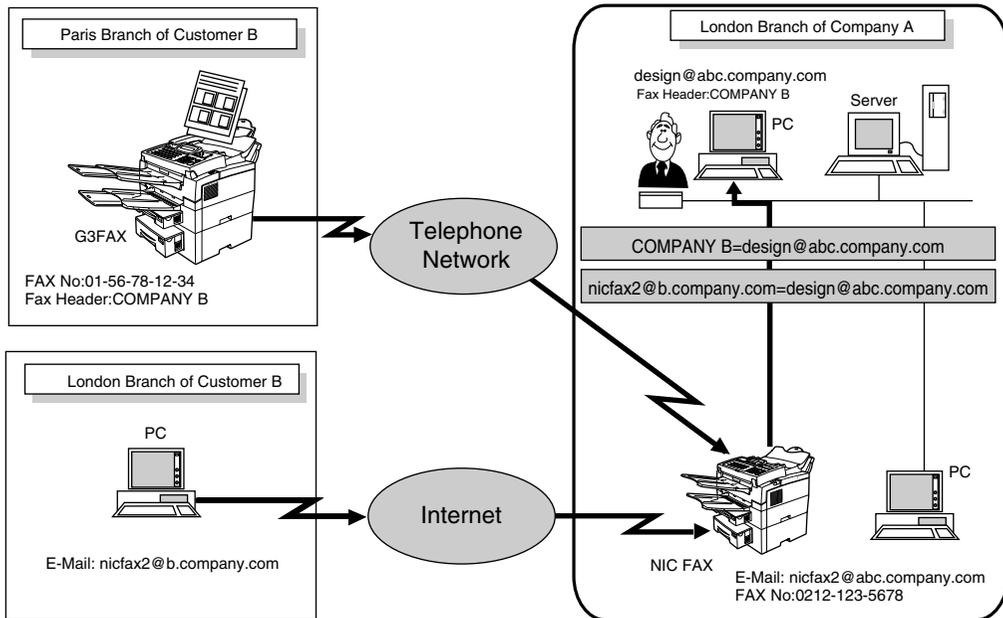


### Note

- ❑ You can route faxes received from any fax machine, regardless of manufacturer.
- ❑ Before routing received faxes, you must set up the Personal Codes and routing address. See P.78 "Adding Personal Codes". Also refer to Chapter 7, "Programming the Personal Codes" in the Advanced Features manual.

## Transfer of Received Faxes

NIC FAX can automatically forward received faxes to other destinations registered in memory based on the Own Name, Own Fax Number or E-mail address of the fax originator. If an E-mail address is registered for the destination station, documents received can be forwarded as E-mail.



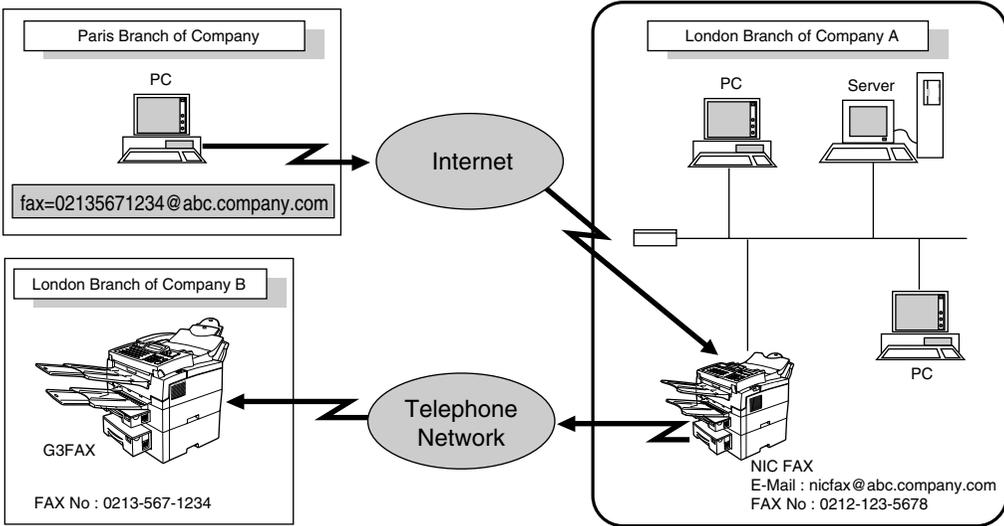
### Note

- You can transfer data received from any fax machine, regardless of manufacture.
- You need to set up the forwarding station beforehand. See P.75 "Adding Forwarding Station Addresses". "Adding Forwarding Station Addresses" Also refer to Chapter 7, "Forwarding" in the Advanced Features manual.

# Transferring Mail Received via SMTP

Mail received via SMTP can be transferred to other fax machines. They can also be transferred to destinations that are registered as Quick Dial entries, Speed Dial entries, or Groups.

2



## Getting Ready

Before transferring mail received via SMTP, you first must set the "Route documents received with SMTP" user parameter to "Yes". The factory default setting of this parameter is "No". See P.60 "User Parameters" (Switch 17, bit 1).

**Note**

- If a mail transfer request is received when the "Route documents received with SMTP" user parameter is set to "No," NIC FAX responds with an error to the SMTP server.
- You can make settings that limit transfer to specified originators. See P.15 "Limit Address (SMTP Routing)".

 **Specifying mail transfer**

The originator can request transfer of mail sent to another NIC FAX by specifying the E-mail address as follows.

**❖ Fax number**

fax=destination fax number@host name of NIC FAX.domain name

Example: to transfer to fax number 212-123-4567, specify:

fax=2121234567@nicfax.abc.company.com

**❖ Quick Dial destination**

fax=#Quick Dial key number@host name of NIC FAX.domain name

Example: to transfer to the destination registered under Quick Dial key 01:

fax=#01@nicfax.abc.company.com

**❖ Speed Dial destination**

fax=#\*Speed Dial number@host name of NIC FAX.domain name

Example: to transfer to the destination registered under Speed Dial number 12:

fax=#\*12@nicfax.abc.company.com

**❖ Group destination**

fax=\*\*\*Group number@host name of NIC FAX.domain name

Example: to transfer to the destination registered under Group number 04:

fax=\*\*\*04@nicfax.abc.company.com

# Canceling Transmission of an Internet Fax

2

## While the Document is Being Scanned In

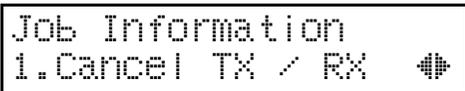
- 1 Press the **[Stop]** key.
- 2 Remove the document from the feeder.  
For how to clear document jams, see Chapter 4, "Clearing a Document Jam" in the Basic Features manual.



## After the Document Has Been Scanned In

- Note**
- You cannot cancel transmission of a message after it has been sent. Messages not shown in the file list have been already sent.

- 1 Press the **[Job Information]** key.  
Confirm that "1. Cancel TX/RX" is displayed.



- 2 Press the **[OK]** key.
- 3 Use **⏪** or **⏩** to move through the list until the message you wish to delete appears.
- 4 Press the **[OK]** key.

- 5 Press **⏪** or **⏩** to select "Yes".

- Note**
- If you do not want to cancel transmission, select "No".

- 6 Press the **[OK]** key.  
The machine returns to the stand-by mode.

# Reports and Lists

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

## Note

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

2

---

## Error Mail Notification

---

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

- See P.12 "E-mail Server Settings" for details on specifying the administrator E-mail address.

## Note

- NIC FAX also prints an Error Report when it sends an Error Mail Notification.
- If an error occurs when mail is received via SMTP, an Error Mail is sent to the originator of the message.

---

## Error Report (Mail)

---

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

```

* * * ERROR REPORT (Mail) ( 19.FEB.2001 18:56) * * *

FILE TIME                ADDRESS                FAX HEADER: design
*****
0009 18:31                ❖ nicfax@ abc.company.com

PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.

CAUSE OF ERROR:          INVALID FILE (DECODE ERROR)

```

## Server-Generated Error E-mail

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

### Note

- After the server-generated error E-mail has been printed, the first page of the document is printed.

## Journal

### Note

- The Journal is automatically printed out after each 50 transmissions and/or receptions. You can also print it out manually. See Chapter 2, "Printing the Journal" in the Advanced Features manual.

```

* * * JOURNAL (19.FEB.2001 18:56) * * *
                                FAX HEADER: ABC.COMPANY
<TRANSMISSION>
Documents sent as E-Mail
DATE   TIME   ADDRESS                MODE   TIME   PAGE   RESULT  PERSONAL NAME  FILE
-----
19.FEB. 10:19   New York Branch       G3EDM  0'41"   P.1   OK      design         0528
        11:45   PC--<LAN>-->         *DM    0'01"   P.2   OK
        11:45   New York Branch       G3EDM  0'45"   P.2   OK
        14:47   nicfax2@abc.company.com MailDM  1'15"   P.1   --
        15:06   nicfax3@abc.company.com MailSMQ 1'05"   P.1   OK      111           0533
        15:08   nicfax3@abc.company.com MailSMA 1'01"   P.1   --
                                0534

<RECEPTION>
DATE   TIME   ADDRESS                MODE   TIME   PAGE   RESULT  PERSONAL NAME  FILE
-----
19.FEB.  9:37   New York Branch       G3ES   0'06"   P.1   OK      design         0527
        13:45   nicfax5@abc.company.com MailSM  1'08"   P.1   OK
        15:01   nicfax6@abc.company.com MailSM  1'01"   P.1   E       001           0532
        15:09   nicfax7@abc.company.com MailSM  1'02"   P.1   OK      111           0535

T X    006535
# : BATCH
M : MEMORY
S : STANDARD
* : PC

C : CONFIDENTIAL
L : SEND LATER
D : DETAIL
+ : ROUTING

R X    000838
$ : TRANSFER
@ : FORWARDING
F : FINE
Q : RECEPT NOTCE REQ.

P : POLLING
E : ECM
> : REDUCTION
A : RECEPT. NOTICE

```

### ❖ [DATE]

Date of communication.

### ❖ [TIME]

Time communication started.

**❖ [ADDRESS]**

In the case of E-mail transmission, this column shows the address that was entered manually, or the name assigned to the Quick Dial or Speed Dial that was used. In the case of E-mail reception, this column shows the address that was in the From field of the received E-mail. In the case of communication with another fax, the contents of this column are identical to those of the standard fax journal.

**❖ [MODE]**

Letter or symbol indicating the communication mode.

The letter "Q" appears next to E-mail for which Confirm Reception was specified in Mail Options. The letter "A" appears next to mail for which Receipt Notifications have been sent.

**❖ [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). When E-mail is specified for Reception Confirmation in Mail Options, and a reception confirmation message has been received from the receiver, "OK" is displayed.
E	:	Error
--	:	Internet fax sent to an E-mail server registered for this machine. This does not indicate that the E-mail reached the final destination.
D	:	Power outage Transmission interrupted due to service failure such as power outage.

**❖ [PERSONAL NAME]**

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

**❖ [FILE]**

File number (document control number)

---

## Personal Code List

---

- ❖ **[Pers. Code]**  
Indicates the Personal Codes registered in the machine.
- ❖ **[Personal Name]**  
The user name corresponding to the Personal Code.
- ❖ **[Programmed Receiver]**  
The programmed routing destination.

---

## Transmission Result Notification Mail (Transfer Result Report)

---

When a fax is sent using LAN FAX, a Transmission Result Notification Mail is sent to the destination if the routing destination's E-mail address is specified using a programmed Personal Code. This makes it possible to verify the result of transmission.

 **Note**

- Whether or not the transmitted document is attached to the transmission result report is determined by User Parameter settings (switch 04, bit 7; see P.60 "*User Parameters*"). The factory default setting is to attach the transmitted document (the image).

 **Reference**

See P.49 "*Basic Transmission*".

- ❖ **[RESULT]**  
The transmission result report indicates the result as follows.  
OK: Indicates that all pages were transmitted by LAN FAX.  
ERROR: Indicates that some pages were not properly transmitted.

# Scanning Operation

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

- For this operation you can select between standard resolution (200 X 100 dpi) and detail resolution (200 X 200 dpi).

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

If it is not lit, press the **[Memory]** key.

## **2** Place the document you want to scan facedown into the feeder, and make any scan settings you require.

Documents are sent at Detail resolution (200 X 200 dpi), even if Fine (200 X 400 dpi) is selected.

## **3** Enter your E-mail address in one of the following ways:

This step is not necessary when specifying the E-mail address with a Quick Dial or Speed Dial.

- Press the User Function key (F1-F4) assigned the Mail Address function, then use the Quick Dial keys and number keys to input your address.
- If your address is stored in a Quick Dial, press that Quick Dial key, then go to step **4**.
- If your address is stored in a Speed Dial, press the Speed Dial key then enter the code with the number keys, then go to step **4**.

## **Note**

- You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.

## **4** Press the **[Start]** key.

- This starts reading of the document into memory. The E-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 send operation starts. This is due to the time the machine requires to convert the data in memory.



# 3. Using LAN FAX

## Basic Transmission

This section describes how to send fax documents created using PC applications.

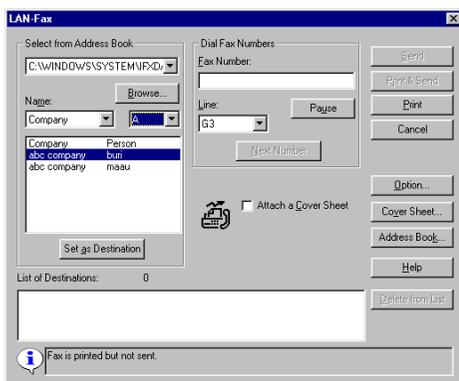
Open the application document you want to send, or create a new document, then perform the following procedure.

- 1 On the [File] menu, click [Print].
- 2 Click [LAN-Fax F1] in [Printer Name], then click [OK].

### Note

- The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax F1] for the printer.

- 3 Specify the destination (see below).



## Directly Entering the Fax Number

- 1 Enter the destination's fax number in the [Fax Number] text box.

### Note

- To enter a pause (-), click [Pause] (the first digit cannot be a pause).

- 2 If you want to specify another destination, click [Next Number] and repeat step 1.

---

Specifying the destination by entering a Quick Dial, Speed Dial, or Group code

---

- 1 Enter an destination already stored on your machine in the [Fax Number] text box.

### ❖ Quick Dial

Following #, enter the two-digit Quick Dial code. For example, to specify the end receiver assigned to Quick Dial code 01, enter:  
# 0 1

### ❖ Speed Dial

Following #, enter an asterisk followed by the two-digit Speed Dial code. For example, to specify the end receiver assigned to Speed Dial code 12, enter:  
# \* 1 2

### ❖ Group Dial

Following #, enter two asterisks followed by the two-digit Group code. For example, to specify the end receiver assigned to Group code 04, enter:  
# \* \* 0 4

- 2 If you want to specify another destination, click [Next Number] and repeat step 1.

## Specifying a Destination from the Destination List

- 1 Click the ▼ button to the right of the [Select from Address Book] selector, and select a destination from the list that appears, then click [Set as Destination].

### Note

- Destinations must be already stored in the list of destinations using Address Book.
- Click [Address Book] to start up Address Book.

- 2 If you want to specify another destination, repeat step 1.

## 4 Specify options.

If you do not want to specify options, go to step 5.

## Attaching a Cover Sheet

- 1 Place a check mark in the [Attach a Cover Sheet] checkbox.

### Note

- To edit this setting, click [Cover Sheet]. For details, see the online help.

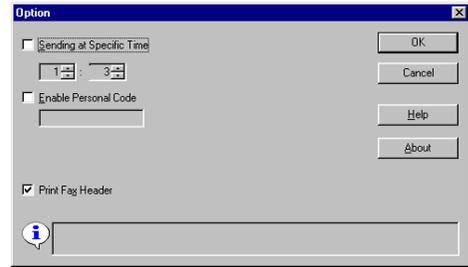
## Specifying Options

You can specify the following options:

- Sending at Specific Time
- Personal Code Transmission
- Print Fax Header

- 1 Click [Options].

## 2 Specify options.



To select Sending at Specific Time, click the Sending at Specific Time check box to put a check mark in the box, then specify the transmission time.

To select Personal Code transmission, put a check mark in the Enable Personal Code check box by clicking it, then enter a Personal Code into the Personal Code box.

To select Print Fax Header, click the Print Fax Header check box to put a check mark in the box.

### Note

- By programming your own E-mail address as a destination in the Personal Codes, you can have a Transmission Result Notification Mail sent to that address by specifying it when you transmit using LAN FAX. This makes it possible to verify the results of transmission.

### Reference

For details on specifying options, see Chapter 1, "Sending at a Specific Time (Send Later)" and Chapter 1, "Personal Codes" in the Advanced Features manual.

For details on the Transmission Result Notification Mail, see P.46 "Transmission Result Notification Mail (Transfer Result Report)".

- 3 Click [OK].

**5** Click **[Send]**. **Note**

- Click **[Send & Print]** to print a copy of the document you send to the destination on your machine.
- Even if Super Fine (400 x 400 dpi) is selected in the LAN FAX properties, this machine prints at 200 dpi when "Send & Print" is selected. See P.54 "*Setting LAN FAX Properties*".
- Click **[Print]** to print a copy of the document you specified without sending it to the destination.

# Address Book

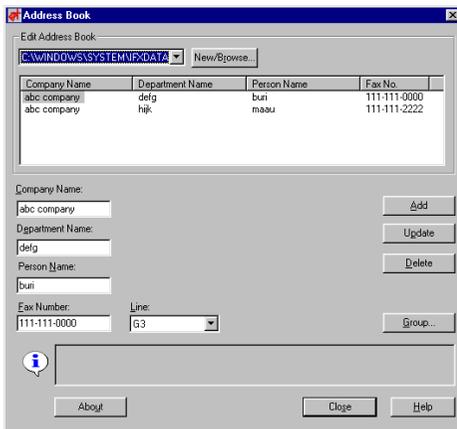
You can store and edit destinations in the Address List using Address Book.

## Note

- For details, see the online Help.

**1** On the [Start] menu, point to [Programs] and then [Address Book].

**2** Edit an existing destination, or store a new one.



## Note

- You can divide programmed destinations into groups by clicking [Group]. For details, see the online Help.
- For [Line], select the appropriate line type: G3, G4.

## ❖ Storing New Destinations

- ① Enter the destination.
- ② Click [Add].

## ❖ Editing Programmed Destinations

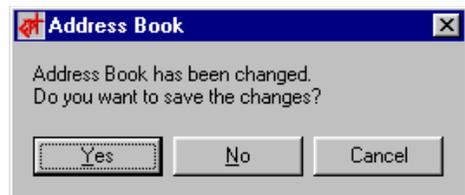
- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Edit the data.
- ③ Click [Update].

## ❖ Deleting Programmed Destinations

- ① Select the destination you want to edit from the list. The name of the company should appear grayed.
- ② Click [Delete].
- ③ Click [Yes].

**3** Click [Close].

**4** If you made changes to a destination, a confirmation dialog box appears. To save the changes you made, click [Yes].



If you do not want to save the changes and quit editing, click [No].

To return to the editing screen, click [Cancel].

# Printing

You can print documents created using PC applications.

Open the application document you want to print, or create a new document and perform the following procedure.

## Note

- You can select either Standard resolution (200 x 100 dpi) or Detail resolution (200 x 200 dpi) for printing. If the optional Fax Expansion Card is installed, you can also print using Fine resolution (400 x 400 dpi). See P.54 “Setting LAN FAX Properties”.

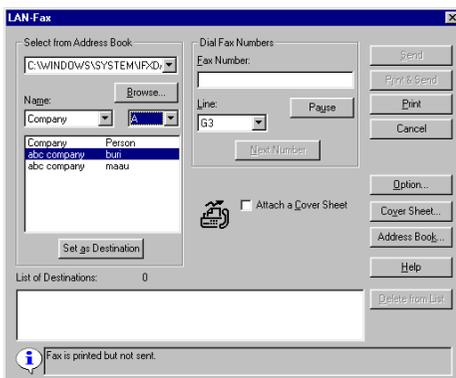
**1** On the [File] menu, click [Print].

**2** Click [LAN-Fax F1] in [Printer Name], then click [OK].

## Note

- The setting method may differ depending on the application you are using. In all cases, select [LAN-Fax F1] for the printer.

**3** Click [Print].



# Setting LAN FAX Properties

This section describes how to make settings, such as the document size, resolution, and options.

**Note**

- The dialog box appearance varies according to Windows version. The examples shown here appear with Windows 98.

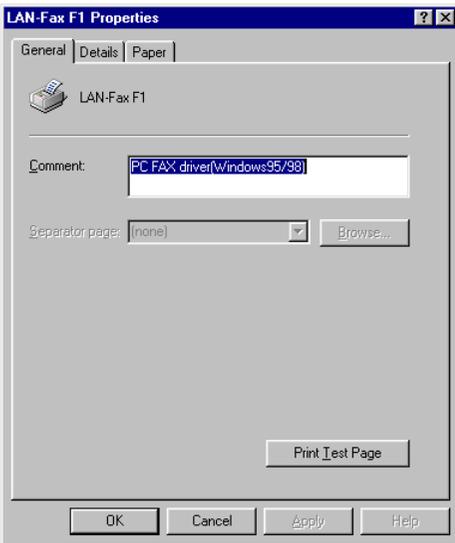
**1** On the [Start] menu, point to [Settings] and then [Printers].

**2** Select [LAN-Fax F1] so that it is grayed, then select [Properties] from the [File] menu.

**Note**

- With Windows NT, select [Document Default] from the [File] menu.

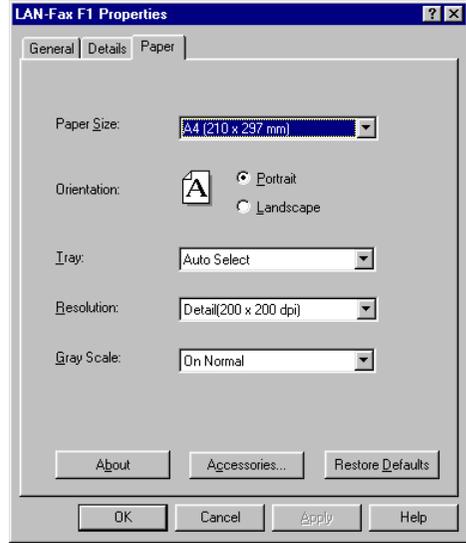
**3** Click the [Paper] tab.



**Note**

- With Windows 2000, click the [Advanced] tab, then click [Printing Defaults...].

**4** Make paper settings.

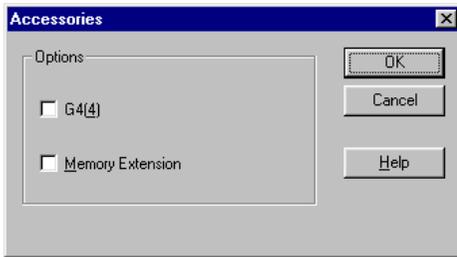


**Note**

- Even if you select Super Fine (400 x 400 dpi) (requires the optional Fax Expansion Card), this machine prints at 200 dpi when "Send & Print" is selected.
- The Gray Scale box does not appear with Windows NT or Windows 2000.

## ❖ Accessories

- ① Click [**Accessories**].
- ② Place a check mark in the appropriate boxes.



### Note

- When the optional Fax Expansion Card is installed, place a check mark next to the [**Memory Extension**] check box.
- The optional ISDN Unit is required in order to use G4.

- ③ Click [**OK**].

**5** Click [**OK**].

# Memory Option

This function requires the optional Fax Expansion Card.

You can specify how expansion memory is used when printing with the LAN FAX function.

If you specify "Fax & Print", 2.6 MB of memory is reserved for printing.

## Limitation

- ❑ If you attempt to make changes while any document is present in memory, the message "Data remains in mem. Cannot switch" is displayed and the change cannot be made. Make the change while remaining memory is 100%.

## Note

- ❑ When a 2 MB Fax Expansion Card is installed and "Fax & Print" is specified, 1.4 MB of memory is reserved for storing files. This reduces available memory below the amount available when expansion memory is not installed.
- ❑ By specifying "Fax & Print", you can print at Super Fine resolution (400 x 400 dpi).

**1** Make sure the machine is in standby mode.

**2** Press the **[User Tools]** key.

**3** Press **⏪** or **⏩** to display "4. Key Op. Tools".

```
User Tools Main Menu
4.Key Op. Tools  ⏪
```

**4** Press the **[OK]** key.

**5** Press **[2][2][2][2]**, then press the **[OK]** key.

**6** Press **⏪** or **⏩** to display "20. Memory Option".

```
Key Op. Tools:
20.Memory Option  ⏪
```

**7** Press the **[OK]** key.

**8** Press **⏪** or **⏩** to select "Fax" or "Fax & Print".

```
Memory Option  ⏪/OK
[Fax] Fax&Print
```

**9** Press the **[OK]** key.

"Programmed" is displayed on the screen.

**10** Press the **[User Tools]** key.

The machine returns to standby mode.

# 4. Registering E-mail Addresses

## Quick Dials

Once an E-mail address is assigned to a Quick Dial key, you can specify the address by simply pressing this key.

In addition, if Label Insertion is turned on, the name registered for this Quick Dial is printed automatically 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.

### Note

- You can also make settings with NIC FAX Monitor (See P.23 "NIC FAX Monitor Settings" for details.).

### Reference

See Chapter 3, "Label Insertion" and Chapter 6, "Sending an Auto Document as an Attachment" in the Advanced Features manual.

---

## To Register or Edit an E-mail Address in a Quick Dial

---

For each Quick Dial you can specify the following:

- Destination E-mail address and name
- Label insertion (On/Off)

### Note

- Before you carry out the procedure below, the Mail Address function must be registered in a User Function key (see P.2 "Operation Panel").

See Chapter 3, "Setup" in the Basic Features manual for how to program ordinary fax numbers.

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

If any other screen is shown, press the **[Energy Saver/  Clear Modes]** key.

- 2** Press the **[User Tools]** key.

Confirm that "1. Program / Delete" is displayed.



```
User Tools Main Menu
1. Program / Delete➡
```

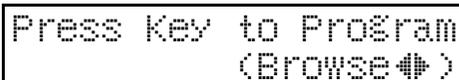
- 3** Press the **[OK]** key.

Confirm that "1. Prog. Quick Dial" is displayed.



```
Program / Delete:
1. Prog. Quick Dial➡
```

- 4** Press the **[OK]** key.



```
Press Key to Program
(Browse➡)
```

- 5** Display the number of the Quick Dial for which you want to register/change an E-mail address.

Press a Quick Dial, or search by pressing **(⏪)** or **(⏩)**.

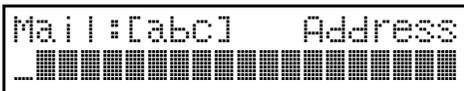
**6** Press the **[OK]** key.



**Note**

- If a destination is already registered it will be displayed. To edit an existing address, delete it by pressing the **[Clear]** key, then enter the new address.
- If this Quick Dial is being used for another purpose (such as a Group), you cannot register a destination.

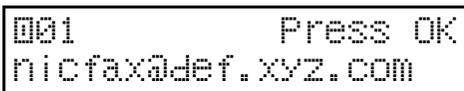
**7** Press the User Function key (F1-F4) assigned with the Mail Address function.



**Note**

- You can enter up to 127 alphabetic characters for an E-mail address.
  - You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
  - If you make a mistake, press the **[Clear]** key and try again.
  - The Mail Address indicator goes out.

**8** Enter the E-mail address, and then press the **[OK]** key.



**9** Press the **[OK]** key.

**10** Enter a name for this address, and then press the **[OK]** key.

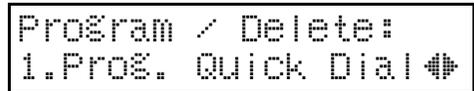


- See Chapter 3, "Entering Characters" in the Basic Features manual for how to enter characters.
- To edit an existing name, delete it by pressing the **[Clear]** key, then enter the new address.

**11** Press **[Left]** or **[Right]** and select "Yes" or "No".



**12** Press the **[OK]** key.



**Note**

- If you want to register another Quick Dial, repeat the procedure from step **4**.

**13** Press the **[User Tools]** key.

The machine returns to the standby mode.

4

  
 **Using Quick Dials to send E-mail:**

You can specify the destination E-mail address using Quick Dial keys as follows

- ① Confirm that the Memory Transmission indicator is lit.
  - ② Place your document facedown into the feeder, and make any scan settings you require.
  - ③ Press the Quick Dial key for the registered address you want to enter.  
The destination's name or address is displayed.
  - ④ Press the **[Start]** key.
- 

# User Parameters

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 settings besides User Parameter settings, make the other settings first before making the User Parameter settings. See Chapter 7, "Key Operator Settings" in the Advanced Features manual.

## ◆ 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:00	0	1	0	0	0	0	0	0
	:	:	:	:	:	:	:	:
	7	6	5	4	3	2	1	0

Bit numbers

### Note

- See Chapter 7, "User Parameters" in the Advanced Features manual for details on making User Parameter settings and printing a list of the current settings.

Switch	Bit	Item	Settings	Page
16	1,0	Leave messages on POP server after receiving them (some types of E-mail server may not support this feature).	00: No 01: Save all 10: Save only errors <b>Important</b> <input type="checkbox"/> If you choose "Save all" or "Save errors", check your E-mail from a PC to remove messages from the server. If you do not delete all messages, previously printed messages may be printed again at the machine.	P.37 "Reception"
	3	If an error occurs during E-mail reception, mail notification to the sender.	0: Yes 1: No	P.43 "Error Mail Notification"
	4	Receive E-mail when the Night Timer is in effect.	0: Yes 1: No	P.37 "Reception"
17	0	SMTP Reception	0: No 1: Yes	P.12 "SMTP Server"
	1	Route documents received with SMTP	0: No 1: Yes	P.12 "SMTP Server"
	2	Respond to requests to confirm the receipt of documents.	0: No 1: Yes	P.32 "Confirming Reception"

The following table shows User Parameter switches that are also used with NIC 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 E-mail that is forwarded or routed.
	1	Center mark printing	
	2	Reception time printing	
	3	TSI printing	Printing of the E-mail address in the From field of received E-mail.
	4	Checkered Mark printing	
04	7	Attach image to File Reserve Reports, Transmission Result Reports, Communication Failure Reports, and Polling Transmission Clear Reports	This setting specifies whether or not LAN FAX appends the transmitted document (image) to File Reserve Reports, Transmission Result Reports, Communication Failure Reports, and Polling Transmission Clear Reports at the time of transmission. See P.49 "Basic Transmission" and P.46 "Transmission Result Notification Mail (Transfer Result Report)"
06	0	Normal Fax Header printing	
	4	Batch transmission	Mail transmission does not support batch transmission, but when this switch is turned on, the same mail is sent to multiple destinations at the same time. When this switch is off, mail is sent to individual destinations one at a time.
10	0	Reverse order printing	
	1	Two in one	

# 5. NIC FAX Monitor

## Starting Up and Quitting NIC FAX Monitor

For a brief explanation of NIC FAX Monitor's features, see P.23 "NIC FAX Monitor Settings".

### Starting Up NIC FAX Monitor

#### Note

- To use the NIC FAX application on a Windows 2000 system, you must be a member of the Administrators or Power Users group.
- The following procedure describes operation in User Mode.

**1** Start up the PC on which NIC FAX Monitor is already installed.

**2** On the [Start] menu, point to [Programs] and then [NIC FAX application]. Next, click [NIC FAX Monitor].

**3** Type the IP address or host name of NIC FAX 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.

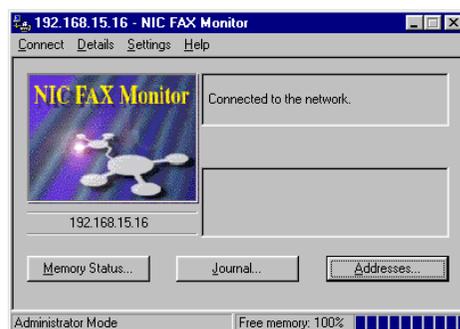


#### Note

- Note that this dialog box does not appear if you have already specified an IP address or host name. Instead, NIC FAX Monitor automatically connects to the last NIC FAX to which it was connected.

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

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



#### Note

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

### Quitting NIC FAX Monitor

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

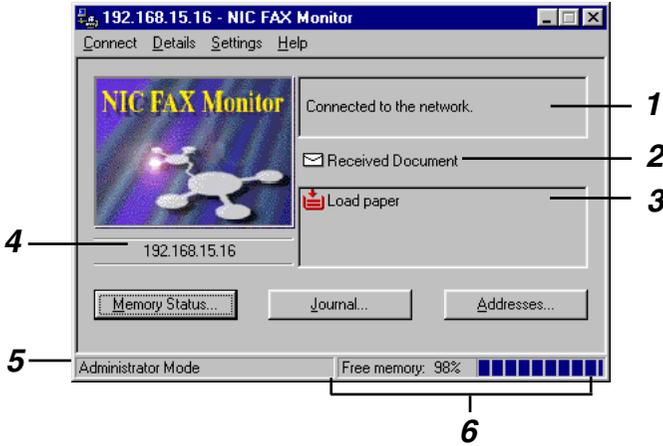
#### Note

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

# NIC FAX Monitor Initial Screen

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

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



5

## 1. Network connection status

This area shows the communication status while NIC FAX communication is in progress.

## 2. Received document

Messages appear here when a file has been received into memory (Confidential Reception, Substitute Reception, Memory Lock Reception).

## 3. Error status message

See P.87 *“Troubleshooting”* of this manual for details on error status messages.

## 4. IP address or host name of connected NIC FAX

## 5. Current connection mode

## 6. NIC FAX memory status

Remaining memory is shown as a percent and bar graphic.

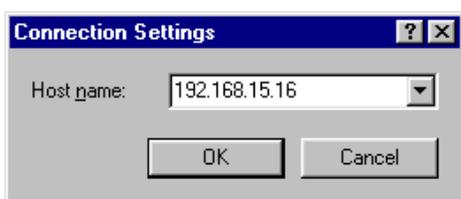
## Specifying the Target Fax

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 NIC 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.



- Check with your network administrator if you do not know the IP address or host name.
- NIC FAX Monitor can be used with NIC FAX or other fax machines with NIC FAX KIT 500/140 installed in the same network. However, the following functional limitations apply when the machine is connected.

Model	Machine with NIC FAX KIT 210 installed	Machine with NIC FAX KIT 500 installed	Machine with NIC FAX KIT 140 installed
Code input	Personal Code of up to 8 digits	SUB/SEP code of up to 20 digits	Personal Code of up to 4 digits
DCX/TIFF selectable	Not displayed	Not displayed	Displayed and supported
DNS settings	Supported	Supported <sup>*1</sup>	Not displayed
Multi-step transfer group setting	Not supported	Supported	Supported

<sup>\*1</sup> DNS server 2 is not displayed.

# Changing the Connection Mode

Use the following procedure to switch NIC FAX Monitor between its User Mode and Administrator Mode. When launched, NIC FAX Monitor starts in User Mode.

## Changing from User Mode to Administrator Mode

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

**2** Type in the password.



**3** Click **[OK]**.

- When NIC FAX Monitor is connected to NIC FAX in Administrator mode, it is not possible to access the Key Operator Tools menu from the machine.
- If the Key Operator Tools menu is already open from on NIC FAX, or another NIC FAX Monitor is accessing NIC FAX in Administrator mode, you cannot switch to Administrator mode.
- Failure to perform any input for 10 minutes in Administrator mode causes a message to be displayed and NIC FAX Monitor to automatically return to User mode.
- See P.28 “Setting the Administrator Mode Password” for details on setting the Administrator mode password.

## Changing from Administrator Mode to User Mode

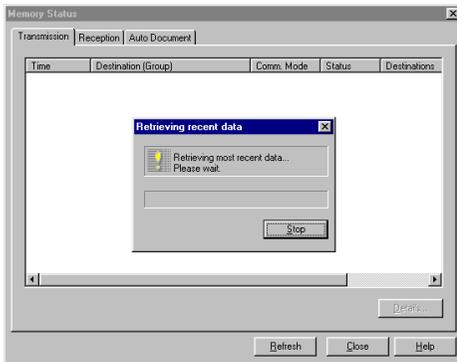
From the initial NIC FAX Monitor screen, click the **[Connect]** menu's **[User Mode]** command.

- In User Mode you can view current settings but not change them.

# Memory Status

Use the following procedures to view NIC FAX memory status, as well as lists of sent documents, received documents, and Auto Documents.

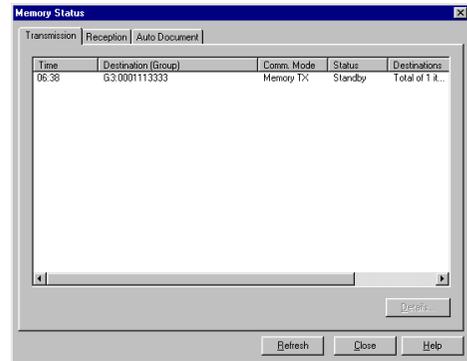
- 1 From the initial NIC FAX Monitor screen, click **[Memory Status]**.



- NIC FAX Monitor retrieves data from NIC FAX and displays it in the dialog box.
- Clicking **[Refresh]** at the bottom of the dialog box retrieves the latest data from NIC FAX and updates the data in the dialog box.

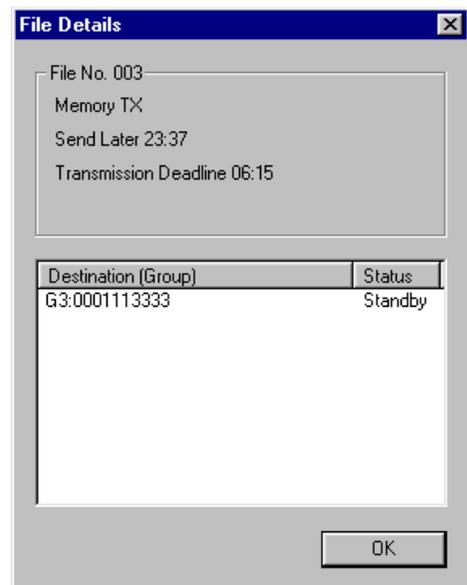
## Viewing Files Awaiting Transmission

- 1 Click the **[Transmission]** tab.



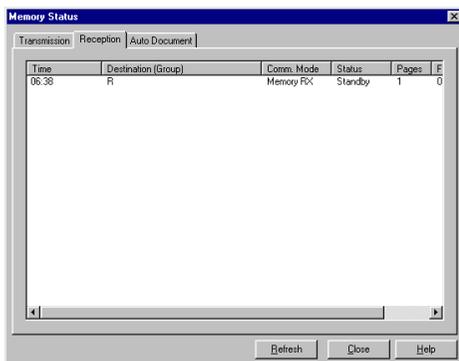
- Clicking any of the column names at the top of the data sorts the files in the list accordingly.
- Up to 100 files can be shown at one time.

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



## Viewing Files That Have Been Received into Fax Memory

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

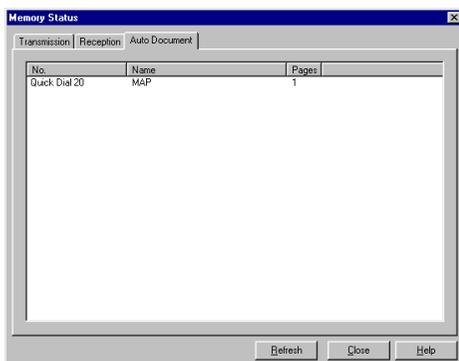


5

- 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 accordingly.

## Viewing Auto Documents

**1** Click the [Auto Document] tab.



- This tab shows all the Auto Document files in memory.

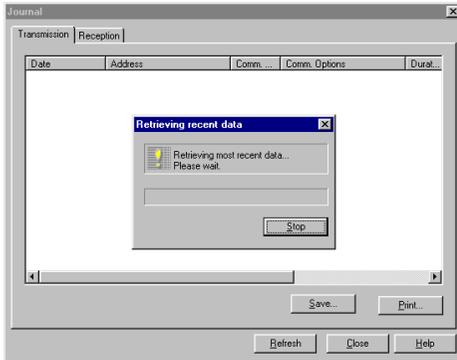
### Reference

See Chapter 6, "Storing an Often Used Document (Auto Document)" in the Advanced Features manual.

# Journals (Transmission and Reception)

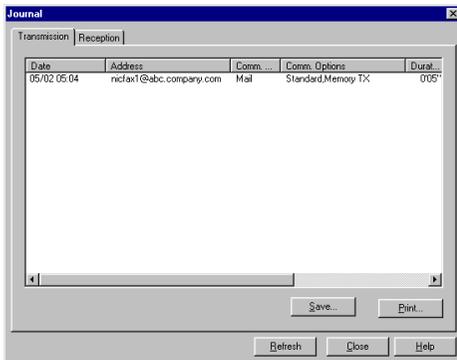
## Viewing the Transmission and Reception Journals

- 1 From the initial NIC FAX Monitor screen, click [Journal].



NIC FAX Monitor retrieves the most recent data from NIC FAX and displays it in the dialog box.

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



### Note

- You can change the number of entries that is shown in the Journal with the Refresh Last setting in Monitor Settings dialog box.

- 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.
- Clicking [Save] displays a save dialog box, allowing you to save the journal contents to a file.
- To print the journal, click [Print], make the appropriate settings in the "Print" dialog box, then click [OK].

# Address Book (Quick Dial, Speed Dial, Group Dial)

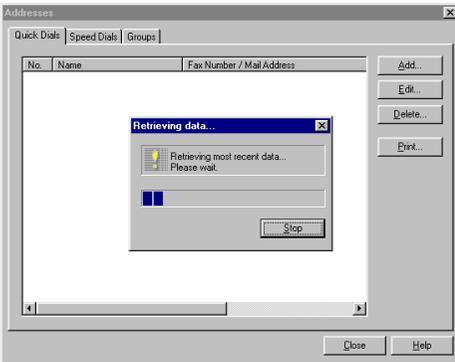
You can use the Address Book to add Quick Dials, Speed Dials, and Group Dials to NIC FAX memory. Note that this operation must be performed in the NIC FAX Monitor Administrator Mode.

- You cannot edit or delete Quick Dials from NIC FAX Monitor. Please do this from the NIC FAX operation panel.
- E-mail addresses and fax numbers you store in Quick Dials can be accessed with a single keypress from the NIC FAX operation panel when specifying destinations.

## Adding a New Quick Dial

- The Quick Dial number corresponds to the number of the Quick Dial key on the NIC FAX operation panel.

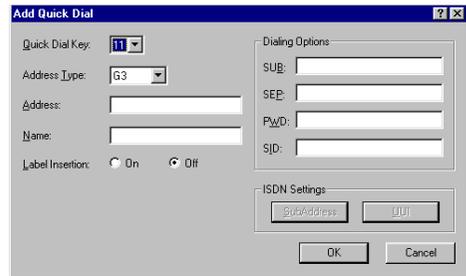
**1** From the initial screen in Administrator Mode, click [Addresses].



**2** Click the [Quick Dials] tab.



**3** Click [Add].



**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 30 numbers.

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

- Available standard address types: Mail, G3
- When the appropriate options are installed, you can also select G4 and I-G3.

**6** Type the destination E-mail address or fax number into the **[Address]** text box.

- When entering the telephone number for G4 and I-G3, click **[SubAddress]** to enter a "/" symbol and **[UUI]** to enter a "T".

E.g. 0312341234/1234T#123456

However, if you click UUI first, you cannot enter the sub-address.

 **Note**

- Including dial options, a maximum of 254 digits can be entered for a fax number. Permissible characters are numerals and the symbols "#", "\*", and "-" (the hyphen).
- You can enter to 127 alphabetic characters for an E-mail address.

**7** Type the name of the destination into the **[Name]** text box.

**8** Click on the appropriate 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 dialing options described below before you click **[OK]**.

## Dialing with the Dial Option Key

The four dial option settings on the right side of the dialog box become enabled when G3, G4, or I-G3 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.

❖ **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 an 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 an NIC FAX.

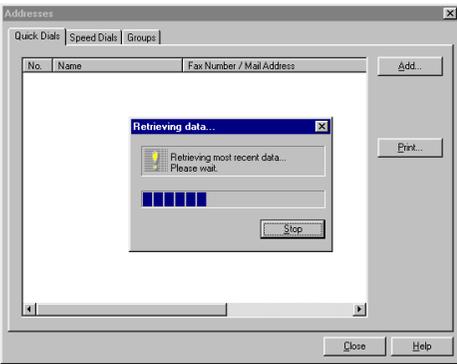
 **Note**

- The above items may be up to 20 characters long and contain digits 0-9, pound signs (#), asterisks (\*) and spaces.

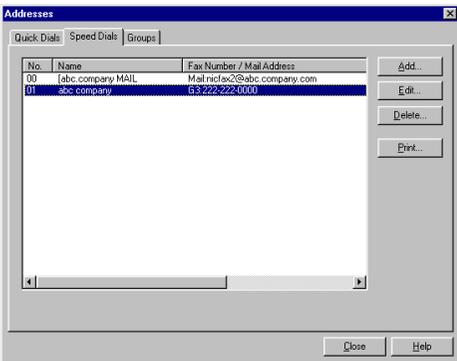
## Adding a New Speed Dial

- E-mail addresses and fax numbers you store in Speed Dials can be accessed by pressing the **[Speed Dial]** key and entering a code on the NIC FAX operation panel.

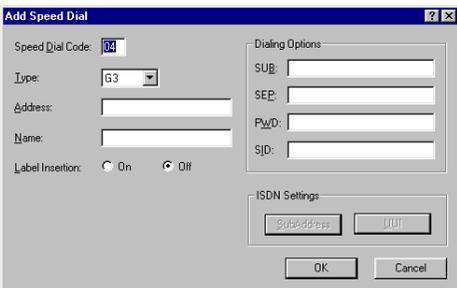
**1** From the initial screen in Administrator mode, click **[Addresses]**.



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



**3** Click **[Add]**.



**[Add]** is dimmed if all the Speed Dials are already used.

**4** Type the number of the Speed Dial you want to add into the **[Speed Dial Code]** text box.

Specify a number from 00 to 99 with the normal configuration.

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

- Available standard address types: Mail, G3
- When the appropriate options are installed, you can also select G4 and I-G3.
- If you specify a fax number, you can also specify dial options.

**6** Type the destination E-mail address or fax number into the **[Address]** text box.

- When entering the telephone number for G4 and I-G3, click **[SubAddress]** to enter a "/" symbol and **[UII]** to enter a "T".

E.g. 0312341234/1234T#123456

However, if you click UII first, you cannot enter the sub-address.

**7** Type the name of the destination into the **[Name]** text box.

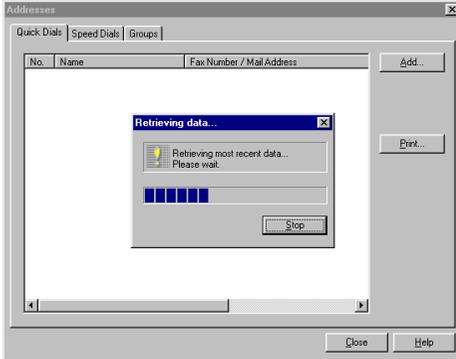
**8** Click on a radio button to turn **[Label Insertion]** on or off.

Turning Label Insertion on automatically inserts and overlays the destination name you specified in step **7** onto messages you send.

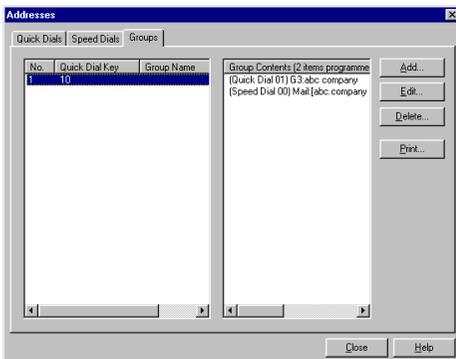
**9** Click **[OK]** after you are finished making the settings you want.

## Adding a New Group Dial

- 1 From the initial screen in Administrator mode, click [Addresses].

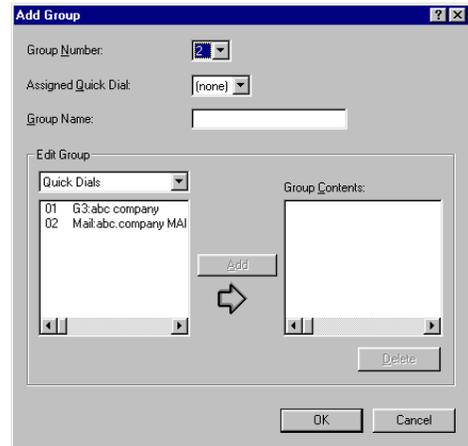


- 2 Click the [Groups] tab.



- NIC FAX Monitor will start acquiring the most recent data from NIC FAX.
- You can confirm the contents of Speed Dial numbers in the Speed Dial list. (See Chapter 6, "Printing Dial Lists" in the Advanced Features manual.)

- 3 Click [Add].



[Add] is dimmed if all the Group Dials are already used.

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

### Note

- ❑ Currently unused Group Dial numbers only are shown in the list.
- ❑ You can program up to 7 Groups with the normal configuration.
- ❑ You can program up to 140 destinations, including Quick Dials, Speed Dials, and destinations input individually with the number keys. With NIC FAX Monitor, however, you cannot use the number keys to input a destination.
- ❑ The total number of destinations that can be programmed for all Groups is 197: 30 Quick Dials, 100 Speed dials, and 67 destinations entered with the number keys.

**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 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 in the **[Group Name]** text box.

**7** Add destination addresses to this Group.

5

- 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 Dials]** or **[Speed Dials]** from the drop-down list on the right, click on the item you want to add in the list below, and then click **[Add]**.
- To delete a destination, click on it in the list on the left, and then click **[Delete]**.

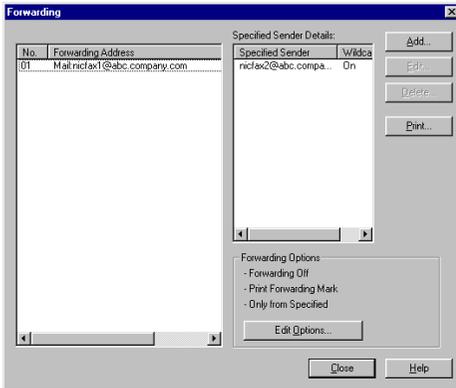
**8** Click **[OK]** after you are finished making the settings you want.

# Adding Forwarding Station Addresses

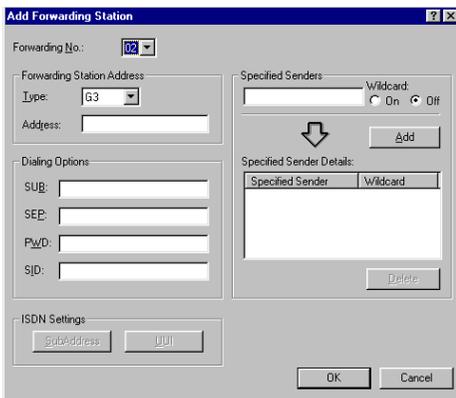
You can use NIC FAX Monitor to add forwarding station addresses. Note that this operation must be performed in the NIC FAX Monitor Administrator mode.

**1** Make sure NIC FAX Monitor is in Administrator mode (see P.23 "Entering Administrator Mode").

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



**3** Click [Add].



**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.

#### Limitation

[Add] is dimmed if no more forwarding station addresses can be added.

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

You can specify either a fax number or an E-mail address. For fax numbers, you can also set the dial options in the lower left of the dialog box.

**6** Type in the fax number or E-mail address in 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 an E-mail address.
- When entering the telephone number for G4 and I-G3, click [SubAddress] to enter a "/" symbol and [UII] to enter a "T".

E.g. 0312341234/1234T#123456

However, if you click UII first, you cannot enter the sub-address.

**7** If necessary, specify the dial options (see P.71 “Dialing with the Dial Option Key”).

If you do not want to specify dial options, go to step **8**.

**8** Add any destinations you want to use as specified senders.

Enter the Own Name, Own Fax Number, or destination E-mail address of the specified sender.

 **Note**

To delete a specified sender, click on its name to select it and then click **[Delete]**. After deletion is complete, click **[OK]** and go to step **10**.

A specified sender is a station that you specify when you only want documents received from specific stations to be transferred. Program specified senders using their Own Name, Own Fax Number, or E-mail address.

You can program 10 specified senders for every forwarding station address up to combined maximum of 50 specified for all forwarding stations.

**[Add]** is dimmed if no more specified senders can be added.

**9** Turn Wildcards on or off. Then click **[Add]**.

Turning on wild cards causes all faxes that contain the specified user name in the name, fax number or E-mail address to be forwarded. See Chapter 3, “Wild Card” in the Basic Features manual for details.

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

The **[Specified Sender Details]** list shows specified sender names, and whether wild cards are turned on or off.

 **Note**

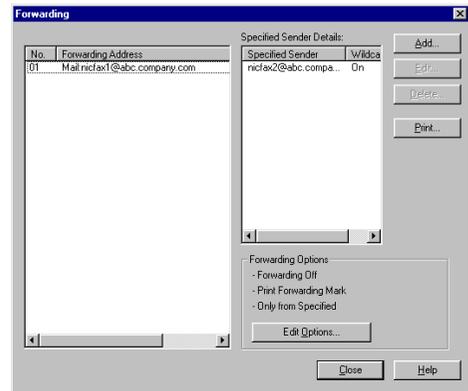
When using Confidential Transmission or Polling Reception, enter the dial options, then press **[OK]**.

## Editing Forwarding Settings

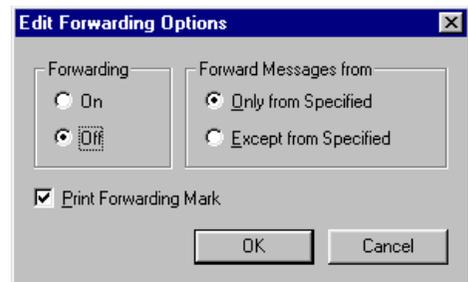
Use the procedure below to edit forwarding settings.

**1** Enter Administrator mode (see P.23 “Entering Administrator Mode”).

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



**3** Click **[Edit Options]**.



- 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.

- 5** Click on a radio button to select the forwarding Message.

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. See Chapter 7, "Forwarding" in the Advanced Features manuals for details.

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

# Adding Personal Codes

You can use NIC FAX Monitor to add Personal Codes.

 **Note**

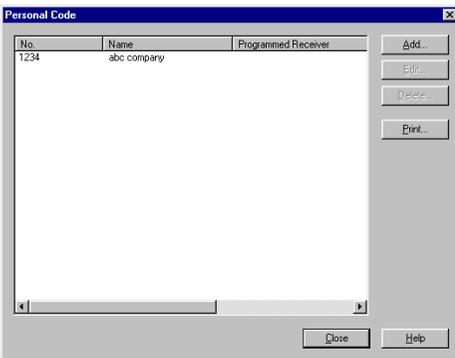
- ❑ By setting Personal Codes, you can check on who has been using the machine and how often.
- ❑ To register routing addresses (receivers), you must first assign each destination to a Quick Dial or a Speed Dial.
- ❑ If you have registered routing addresses, when an incoming message with a SUB code is received from a machine that supports the SUB feature, it is transferred to the specified address.

 **Reference**

For how to enter Personal Codes, see Chapter 1, "Personal Codes" and Chapter 7, "Programming the Personal Codes" in the Advanced Features manual.

**1** Enter Administrator mode (see P.23 "Entering Administrator Mode").

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



**3** Click [Add].



**4** Type a Personal Code into the [Personal Code] text box.

A Personal Code can be up to 8 characters long, and can be composed of numbers (0 to 9), pound signs (#), asterisks (\*) and spaces (but the first character cannot be a space).

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

**6** Select the delivery address. Choose Quick Dials or Speed Dials from the list.

The selected destinations appear in the box below the list. Choose a fax number or an E-mail address.

- You can store a single routing address in a Personal Code.
- Specify the destination (E-mail address) to which incoming messages with a SUB code attached are automatically forwarded. You can choose from Quick Dials or Speed Dials with E-mail addresses or fax number stored in them when specifying routing addresses.

**7** Click [OK].

# Viewing Fax Information

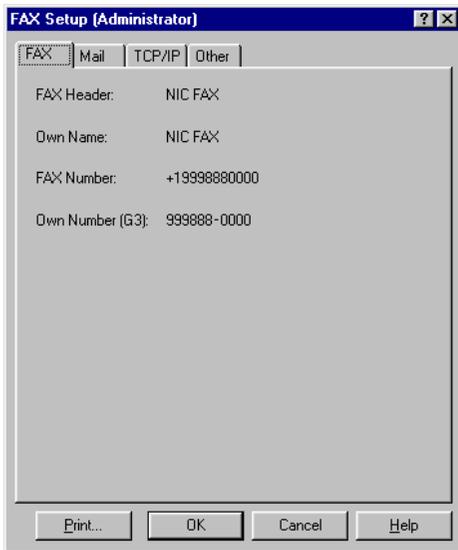
You can use NIC FAX Monitor to view these settings only. To edit them, please use the NIC FAX operation panel.

**1** Enter User mode or Administrator mode (see P.23 "Entering Administrator Mode").

**2** From the initial NIC FAX Monitor screen, click [FAX Setup (Administrator)] from the [Settings] Menu.

This displays the [FAX Setup (Administrator)] dialog box.

**3** Click the [FAX] tab.



The following items are displayed on the screen:

❖ **FAX Header**

The Fax Header is a pre-programmed name that is printed on the pages of the sender's document. The Fax Header is best used for the company name, branch name, and so on.

❖ **Own Name**

Own Name 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.

**Note**

- The registered name will not be used unless the other party has a machine of the same manufacturer that supports the Own Name feature.

❖ **Fax Number**

Own Fax Number 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 normal format for the Own Fax Number is: country code, local area code, number.

❖ **Own Number (G3)**

This is the number that is programmed in the Transfer Report and is called to connect with the fax machine. (The number that is programmed as explained in Chapter 7, "Transfer Report" of the Advanced Features manual.)

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

# Backing Up and Restoring Memory Data

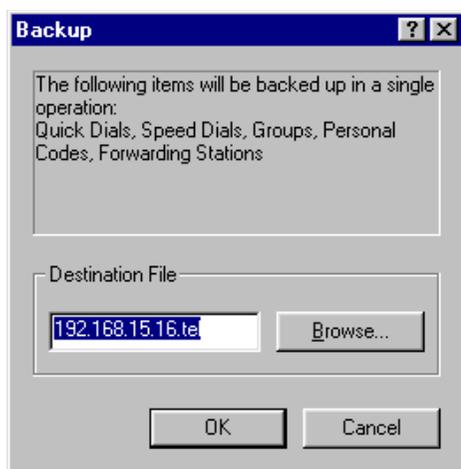
## Backing Up Memory Data

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 Dials
- Speed Dials
- Group Dials
- Personal Codes
- Forwarding Stations

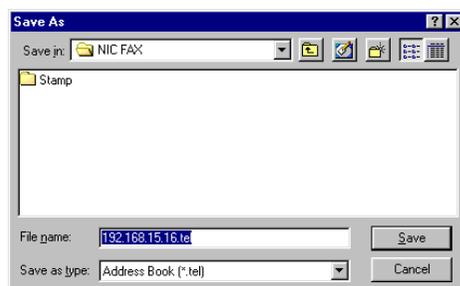
**1** In Administrator mode, execute the [Settings] menu's [Backup] command to open the backup dialog box.

**2** After confirming the name of the backup file, click [OK] to save the data.



## Changing the Backup Destination

**1** Click [Browse] and change the backup destination in the [Save As] dialog box, then click [Save].



### Note

- By selecting "\*.csv" as the file type, you can save the backup file in CSV format. However, note that only Quick Dial and Speed Dial addresses are saved when the backup is saved in CSV format.

**2** If the desired destination file is displayed, click [OK] in the [Backup] dialog box.

## Restoring Memory Data

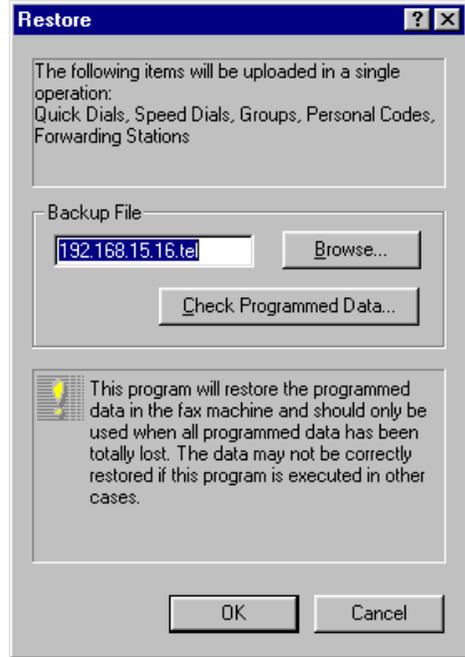
Use the procedure below to import data from a backup file and restore NIC FAX to the settings based on the backup file data.

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

 **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.
- Backup files have a ".tel" extension.
- You can only restore files generated by NIC FAX. Files generated by NIC FAX KIT 500 or NIC FAX KIT 140 cannot be restored.

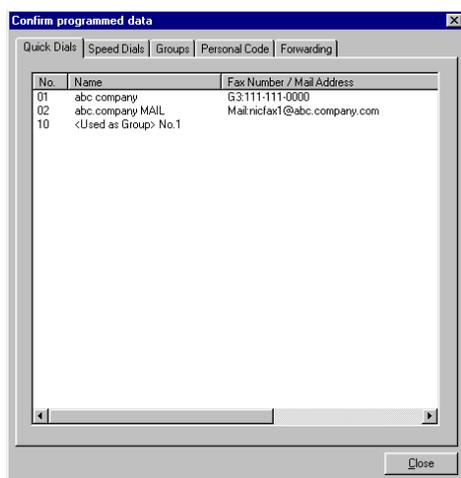
**1** In Administrator mode, execute the [Settings] menu's [Restore] command to open the restore dialog box.



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

 **Note**

- Clicking [Check Programmed Data] displays a dialog box that lets you view data currently stored in memory. You can verify the contents of data to be restored by clicking the Quick Dials, Speed Dials, Group, Personal Code, and Forwarding tabs in this dialog box.



## Changing the Backup File

- 1** Click [Browse] and select the type of file to be restored in the [Open] dialog box, then click [Open].
- 2** If the desired [Backup File] is displayed, click [OK] in the [Restore] dialog box.

 **Note**

- By selecting "\*.csv" as the file type, you can restore data from a backup file save in CSV format. However, note that only Quick Dial and Speed Dial addresses are restored when restoring from a file saved in CSV format.

## Backup Files Saved in CSV Format

Backup files that have been saved in CSV format can be opened up for review using any spreadsheet program. The contents of the file are displayed as follows.

	A	B	C	D	E	F
1	#Internet FAX V:3					
2	#DATE:07/02/01 12:24					
3						
4	#Quick Dials					
5	[01]	[nicfax1@abc.company.com]	[3]	[0]	[abc.company1 MAIL]	[01]
6	[02]	[5556667777]	[0]	[1]	[abc.company A]	
7						
8	#Speed Dials					
9	[00]	[nicfax2@abc.company.com]	[3]	[0]	[abc.company2 MAIL]	[02/03]
10	[01]	[1112223333]	[0]	[0]	[abc company B]	

GFCSVBOE

**1. Indicates the line type as follows.**

[0]: G3

[1]: G4

[3]: E-mail

[5]: I-G3

**2. Indicates whether or not label insertion is used.**

[0]: Label insertion not used

[1]: Label insertion used.

 **Note**

- Lines that are prefixed with "#" are comments. This character appears at the beginning of lines containing data that cannot be restored, such as programmed Quick Dial settings.

**3. Quick Dial numbers and Speed Dial numbers.**

**4. Programmed E-mail addresses and fax numbers.**

**5. Names of destination.**

**6. Numbers of groups to which station belongs.**

# Using Online Help

Online Help gives you instant access to useful information about NIC FAX Monitor on your PC screen.

From the initial NIC 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: NIC FAX Monitor Help]** dialog box, click the **[Contents]** tab.
- 2** Click on a one of the book icons to select it, and then click **[Open]**.
- 3** Click on the topic about which you want more information, and the click **[Display]**.

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

## Using Keyword Search

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

- 1** In the **[Help Topics: NIC 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 **[Display]**. You can also scroll through the list to find the topic you want, click on it, and then click **[Display]**.

## Displaying Version Information

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



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



# 6. Troubleshooting

## Error Messages

### 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"><li>• No fax IP address is set. Use the NIC FAX control panel to set an IP address. ⇒ P.9</li><li>• Call your network administrator.</li></ul>
Network Error [10-41]	<ul style="list-style-type: none"><li>• Multiple IP addresses. Use the NIC FAX control panel to check that the IP address is correct. ⇒ P.25</li><li>• Call your network administrator.</li></ul>
Network Error [10-45]	<ul style="list-style-type: none"><li>• DNS server's IP address is not registered. Use NIC FAX Monitor to check that the DNS server's IP address is correct. ⇒ P.25</li><li>• Call your network administrator.</li></ul>
Network Error [10-46]	<ul style="list-style-type: none"><li>• Cannot find the DNS server. Use NIC FAX Monitor to check that the DNS server is correctly registered. ⇒ P.25</li><li>• Call your network administrator.</li></ul>
Network Error [10-60]	<ul style="list-style-type: none"><li>• No POP server address is set. Use NIC FAX Monitor to check that the POP server host name/IP address is correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-61]	<ul style="list-style-type: none"><li>• POP server cannot be found. Use NIC FAX Monitor to check whether the POP server's IP address is correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-62]	<ul style="list-style-type: none"><li>• Cannot login to the POP server. Use NIC FAX Monitor to check whether login name and password are correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-70]	<ul style="list-style-type: none"><li>• No SMTP server's IP address is set. Use NIC FAX Monitor to register an SMTP server. ⇒ P.12</li><li>• Call your network administrator.</li></ul>
Network Error [10-73]	<ul style="list-style-type: none"><li>• SMTP server cannot be found. Use NIC FAX Monitor to check whether the SMTP server's IP address is correct. ⇒ P.24</li><li>• Call your network administrator.</li></ul>
Network Error [10-74]	<ul style="list-style-type: none"><li>• No E-mail address is set for the fax machine. Use NIC FAX Monitor to set an E-mail address. ⇒ P.24</li><li>• Call your network administrator.</li></ul>

Message	Causes and Recommended Actions
Network Error [10-63] [10-82] [12-10] [12-15]	<ul style="list-style-type: none"> <li>• A line error occurred while sending or receiving data. Make sure the LAN cable is correctly connected to the fax machine. ⇒ P.4</li> <li>• Call your network administrator.</li> </ul>
Network Error [10-04] [10-30] [10-31] [10-32] [10-33] [10-34] [10-35]	<ul style="list-style-type: none"> <li>• Mechanical malfunction has occurred. Contact your service representative.</li> </ul>
Connecting with PC	This message appears on the display of the fax machine while it is connected to the NIC FAX Monitor Administrator mode.

## NIC FAX Monitor Initial Screen Messages

The following is a list of messages that appear in the initial screen of NIC 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"> <li>Contact your service representative.</li> </ul>
	Network error	<ul style="list-style-type: none"> <li>LAN network error.</li> </ul>
	Communication error	<ul style="list-style-type: none"> <li>G3 communication error. See Chapter 3, "Printed Reports" in the Advanced Features manual.</li> </ul>
	Close the cover	<ul style="list-style-type: none"> <li>NIC FAX cover is open. Close the cover.</li> </ul>
	Clear copy	<ul style="list-style-type: none"> <li>Copy jam. Clear the jam. See Chapter 8, "Clearing a Copy, Fax, or Print Jam" in the Advanced Features manual.</li> </ul>
	Clear original	<ul style="list-style-type: none"> <li>Document jam. Clear the jam. See Chapter 4, "Clearing a Document Jam" in the Basic Features manual.</li> </ul>
	Load paper	<ul style="list-style-type: none"> <li>Out of paper. Load paper. See Chapter 4, "Loading Paper in the Main Paper Cassette" in the Basic Features manual. Also see Chapter 9, "Maintaining Your Machine" in the Advanced Features manual.</li> </ul>
	Set the toner cartridge properly	<ul style="list-style-type: none"> <li>Install the toner cartridge correctly. See Chapter 9, "Replacing the Toner Cassette and Cleaning Pad" in the Advanced Features manual.</li> </ul>
	Replace the toner cartridge	<ul style="list-style-type: none"> <li>Out of toner. Replace the toner cartridge with a new one. See Chapter 9, "Replacing the Toner Cassette and Cleaning Pad" in the Advanced Features manual.</li> </ul>
	Toner near empty	<ul style="list-style-type: none"> <li>Low toner. Replace the toner cartridge with a new one soon. See Chapter 9, "Replacing the Toner Cassette and Cleaning Pad" in the Advanced Features manual.</li> </ul>

## NIC 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"> <li>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. ⇒ P.25</li> </ul>
The access control IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified access control is not entered correctly. Make sure access control is correct. It should be made up of four numbers from 0 to 255, separated by periods. ⇒ P.25</li> </ul>
The access control mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>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. ⇒ P.25</li> </ul>
The default gateway IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The specified default gateway is not entered correctly. Make sure the default gateway (router) address is correct. The default gateway should be made up of four numbers from 0 to 255, separated by periods. ⇒ P.25</li> </ul>
The subnet mask is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>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. ⇒ P.25</li> </ul>
The DNS server IP address is incorrect in the TCP/IP settings.	<ul style="list-style-type: none"> <li>The DNS server specification is incorrect. Enter the correct DNS server IP address. ⇒ P.10</li> </ul>
The POP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> <li>The specified POP server's IP address is not entered correctly. Make sure the IP address of the POP server being used by NIC FAX is entered correctly. ⇒ P.24</li> </ul>
The SMTP server IP address is incorrect in the Mail settings.	<ul style="list-style-type: none"> <li>The specified SMTP server's IP address is not entered correctly. Make sure the IP address of the SMTP server being used by NIC FAX is entered correctly. ⇒ P.24</li> </ul>
<b>[Administrator Mode Monitor Error]</b> No input for 10 minutes so returning to User mode.	<ul style="list-style-type: none"> <li>NIC FAX Monitor is automatically returning to User Mode after being left in Administrator Mode for 10 minutes without any input. Re-enter Administrator Mode if you need to make more settings. ⇒ P.23</li> </ul>
Address is too long.	<ul style="list-style-type: none"> <li>The specified address is too long and cannot be stored. Up to 254 characters, including dial options, can be input for a fax number.</li> </ul>
<b>[Application Error]</b> Stopped due to an error when retrieving Address Book data.	<ul style="list-style-type: none"> <li>A network error occurred while getting data from the NIC FAX address table. Check the following points, re-connect, and try again.</li> <li>Confirm that NIC FAX is turned on.</li> <li>Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>

Message	Causes and Recommended Actions
<b>[FAX command error]</b> Sorry, not executable at the moment.	<ul style="list-style-type: none"> <li>• Maintenance procedure is being performed by service personnel. Wait until maintenance is finished.</li> </ul>
<b>[Application Error]</b> System error.	<ul style="list-style-type: none"> <li>• Problem with the Windows system. Restart your PC.</li> </ul>
<b>[Application Error]</b> System timer reset failure.	<ul style="list-style-type: none"> <li>• Problem with the Windows system. Restart your PC.</li> </ul>
<b>[Network Error]</b> Failed to initialize the status.	<ul style="list-style-type: none"> <li>• A network error occurred while getting NIC FAX status data. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[FAX command error]</b> Timeout occurred.	<ul style="list-style-type: none"> <li>• NIC FAX is busy. Wait a while and try again.</li> </ul>
<b>[Application Error]</b> The password you entered is incorrect. Please try again	<ul style="list-style-type: none"> <li>• The password you input does not match the password registered on NIC FAX. Input the correct password.</li> </ul>
<b>[Application Error]</b> An I/O error occurred during the backup.	<ul style="list-style-type: none"> <li>• The backup file you specified does not exist or is corrupted. Specify a valid backup file. ⇒ P.81</li> </ul>
<b>[Application Error]</b> Stopped due to an error while retrieving file list.	<ul style="list-style-type: none"> <li>• A network error occurred while getting NIC FAX memory status data. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
Please enter a filename.	<ul style="list-style-type: none"> <li>• No file name specified for backing up or restoring memory data. Specify a file name. ⇒ P.81</li> </ul>
<b>[Network error]</b> Error when connecting to FAX.	<ul style="list-style-type: none"> <li>• A network error occurred during communication with NIC FAX. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[Application Error]</b> Failed while making fonts for pre-print processing.	<ul style="list-style-type: none"> <li>• The Windows print font is not installed. Install Arial.</li> </ul>

Message	Causes and Recommended Actions
<p><b>[FAX command error]</b> Bad command.</p>	<ul style="list-style-type: none"> <li>• The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly.</li> <li>• The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.</li> </ul>
<p><b>[FAX command error]</b> Bad parameter.</p>	<ul style="list-style-type: none"> <li>• The command you are trying to use cannot be processed by NIC FAX. Check that you are inputting the command correctly.</li> <li>• The connected fax machine is not supported by this version of NIC FAX Monitor. Install the correct version of software.</li> </ul>
<p><b>[Application Error]</b> Cannot restore using the specified backup file.</p>	<ul style="list-style-type: none"> <li>• The backup file you specified is not a NIC FAX restoring memory data. Specify a proper backup file. ⇒ P.81</li> </ul>
<p><b>[Application Error]</b> You specified an invalid backup file.</p>	<ul style="list-style-type: none"> <li>• The backup file you specified is not a backup file. Specify a proper backup file. ⇒ P.81</li> </ul>
<p><b>[Network error]</b> Could not connect to specified host.</p>	<ul style="list-style-type: none"> <li>• Confirm that the NIC FAX host name or IP address is set correctly. ⇒ P.24</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Confirm that the IP address and subnet mask are set correctly on NIC FAX. ⇒ P.25</li> <li>• Confirm that TCP/IP protocols are installed on the PC where NIC FAX Monitor is installed.</li> <li>• Confirm that the DNS (Domain Name System) server settings on the PC where NIC FAX Monitor is installed are correct.</li> <li>• Confirm that NIC FAX is registered on the DNS server.</li> <li>• When NIC FAX is not on the same network, confirm that the settings of the PC where NIC FAX Monitor is installed and those on the NIC FAX gateway are correct. ⇒ P.25</li> <li>• Contact your network administrator.</li> <li>• The Energy Saving mode on the PC is activated. Turn off the Energy Saving mode.</li> <li>• Check the access control and access mask settings.</li> </ul>
<p><b>[Network error]</b> Connection error.</p>	<ul style="list-style-type: none"> <li>• Confirm that the NIC FAX host name or IP address is set correctly. ⇒ P.24</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Confirm that the IP address and subnet mask are set correctly on NIC FAX. ⇒ P.25</li> <li>• Confirm that the DNS (Domain Name System) server settings on the PC where NIC FAX Monitor is installed are correct.</li> <li>• Contact your network administrator.</li> </ul>

Message	Causes and Recommended Actions
<b>[Application Error]</b> Please enter the name of the host to connect to.	<ul style="list-style-type: none"> <li>• Input the NIC FAX host name or IP address on the other device. ⇒ P.9, ⇒ P.12</li> </ul>
<b>[FAX command error]</b> Sorry, busy for doing some other tasks.	<ul style="list-style-type: none"> <li>• Function settings are being performed on the operation panel of the connected NIC FAX or Administrator Mode of another NIC FAX Monitor is currently in use. Wait until the conflicting procedure is finished and try again.</li> <li>• The command you are trying to use is already being used by a NIC FAX process and cannot be executed.</li> </ul>
<b>[FAX command error]</b> You do not have access permission to change that value.	<ul style="list-style-type: none"> <li>• Restart NIC FAX Monitor, enter Administrator Mode, and change the value. ⇒ P.23</li> </ul>
<b>[Application Error]</b> Stopped due to an error when retrieving the journal.	<ul style="list-style-type: none"> <li>• A network error occurred while retrieving NIC FAX journal data. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[Network error]</b> Exited due to reception error.	<ul style="list-style-type: none"> <li>• A network error occurred. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
<b>[Network error]</b> Exited due to transmission error.	<ul style="list-style-type: none"> <li>• A network error occurred. Check the following points, re-connect, and try again.</li> <li>• Confirm that NIC FAX is turned on.</li> <li>• Confirm that the LAN cable is correctly connected to NIC FAX. ⇒ P.4</li> <li>• Check whether NIC FAX network settings have been changed. ⇒ P.23</li> </ul>
Cannot add item because this dialing information already exists.	<ul style="list-style-type: none"> <li>• The dial you specified is already used. Specify a different dial.</li> </ul>
Cannot store item because this dialing information already exists.	<ul style="list-style-type: none"> <li>• The specified user is already used.</li> </ul>

Message	Causes and Recommended Actions
Cannot add item because this Specified Sender address information already exists.	<ul style="list-style-type: none"> <li>The specified user is already used.</li> </ul>
You have not entered any Specified Senders.	<ul style="list-style-type: none"> <li>Input specified user data.</li> </ul>
Error in entered Specified Sender data.	<ul style="list-style-type: none"> <li>Input alphabetic characters, symbols, or spaces for specified users.</li> </ul>
Data entry error (number setting is duplicated).	<ul style="list-style-type: none"> <li>The number you are trying to add is already used. Specify a number that is not used.</li> </ul>
Data input error. Invalid character in address.	<ul style="list-style-type: none"> <li>For fax numbers, you can input numbers (0 to 9), pound signs (#), asterisks (*), and hyphens (-). For E-mail addresses, you can input alphabetic characters.</li> </ul>
Data input error. Invalid character in dialing options.	<ul style="list-style-type: none"> <li>For dial options, you can input numbers (0 to 9), pound signs (#), and asterisks (*).</li> </ul>
Data input error. Please enter digits only.	<ul style="list-style-type: none"> <li>Input numbers (0 to 9) only.</li> </ul>
Data input error. Speed Dial code out of range.	<ul style="list-style-type: none"> <li>The Speed Dial code you specified is outside the display range. Change the code so it is within the display range.</li> </ul>
Address is too long.	<ul style="list-style-type: none"> <li>No more dialer data can be programmed.</li> </ul>
Please enter all items required!	<ul style="list-style-type: none"> <li>Input the required items.</li> </ul>
<b>[FAX command error]</b> An unexpected error occurred.	<ul style="list-style-type: none"> <li>An unexpected error has occurred on the connected NIC FAX. Try executing the command again.</li> </ul>
Windows sockets initialization failed.	<ul style="list-style-type: none"> <li>Check whether the networking is enabled.</li> <li>Check whether your configuration supports Windows sockets.</li> </ul>
Please enter an integer between 1 and 60.	<ul style="list-style-type: none"> <li>The value entered for the Mail RX Interval setting is not an integer between 1 and 60. Enter this value again.</li> </ul>
Please enter an integer between 1 and 100.	<ul style="list-style-type: none"> <li>The value entered for the Refresh Last settings is not an integer between 1 and 100. Enter this value again.</li> </ul>

## LAN FAX Operation Messages

Message	Causes and Recommended Actions
<ul style="list-style-type: none"> <li>• For Windows 95/98: There was an error writing to XXX. XXX. XXX. XXX for the printer <b>[LAN-Fax F1]</b>:There was a problem sending your document to the printer. Make sure the printer cable is connected and that the printer is online.To continue printing, click retry.Windows will automatically retry after 5 seconds.</li> <li>• For Windows 2000 Error writing to XXX. XXX. XXX. XXX for Document untitled: The request could not be performed because of an I/O device error. Do you wish to retry or cancel the job?</li> <li>• For Windows NT: Error writing to XXX. XXX. XXX. XXX for Document XXX. txt: The request could not be performed because of an I/O device error.Do you wish to retry or cancel the job?</li> </ul>	<ul style="list-style-type: none"> <li>• An unprogrammed Quick Dial, Speed Dial, or Group Dial was specified when using LAN FAX transmission. Press the <b>[Cancel]</b> key, and specify a programmed destination, or program the destination in an unused Quick Dial, Speed Dial, or Group Dial.</li> <li>• The memory limit was reached during LAN FAX transmission. Press the <b>[Cancel]</b> key to clear the transmission, then divide the document you want to send into multiple documents, or send any documents waiting to be sent, and print any documents in Substitute Reception, then try to send the document again.</li> </ul>
<p>The number of entries in Destinations exceed the limits. Up to 30 entries can be entered.</p>	<p>The number of destinations specified exceeds the maximum possible. The maximum number of destinations that can be specified at one time is 30.</p>
<p>Up to 1500 characters can be entered. Please check.</p>	<p>The total number of destination numbers selected exceeds the maximum possible. The maximum number of characters that can be entered is 1500.</p>
<p>"PC FAX" has already been launched. Cannot launch it again.</p>	<p>The LAN FAX dialog box is already open. Close it and then start it up again.</p>
<p>Failed to allocate memory.</p>	<p>The amount of memory available is insufficient.</p>



## Uninstalling NIC FAX Applications

### Uninstalling the NIC FAX application, Address Book or Multidirect Print

Before uninstalling NIC FAX applications, confirm that all NIC FAX applications are closed.

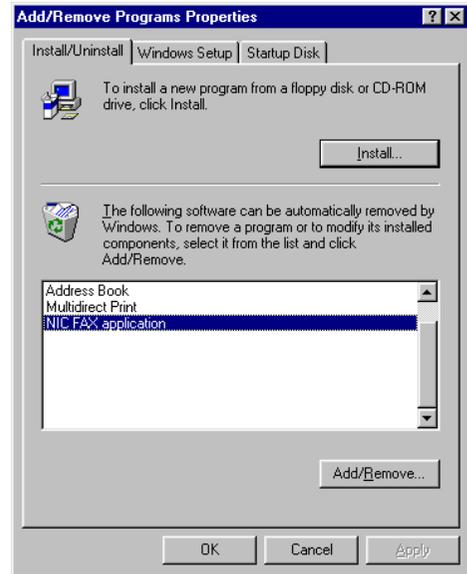
Before uninstalling Address Book, confirm that it is not open.

Before uninstalling Multidirect Print, confirm that the print port for Multidirect Print is not being used.

To uninstall the NIC FAX applications on a Windows NT 4.0 or Windows 2000 system, you must be a member of the Administrators group.

- 1 Turn on your PC and start up Windows.
- 2 Quit all NIC FAX applications.
- 3 On the [Start] menu, point to [Settings] and then click [Control Panel].
- 4 Double-click the [Add/Remove Programs] icon.

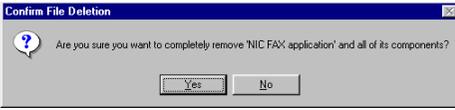
- 5 In the dialog box that appears, click on the item you want to remove, then click [Add/Remove].



#### Note

- To delete NIC FAX application (NIC FAX Monitor, ICViewer), select "NIC FAX application". To delete Address Book or Multidirect Print, select "Address Book" or "Multidirect Print".

**6** Click [Yes].



A dialog box shows the progress of the uninstall procedure.



**7** Click [OK].



**8** Click [OK] in the "Add/Remove Programs Properties" dialog box.

---

## Uninstalling the LAN FAX Driver

---

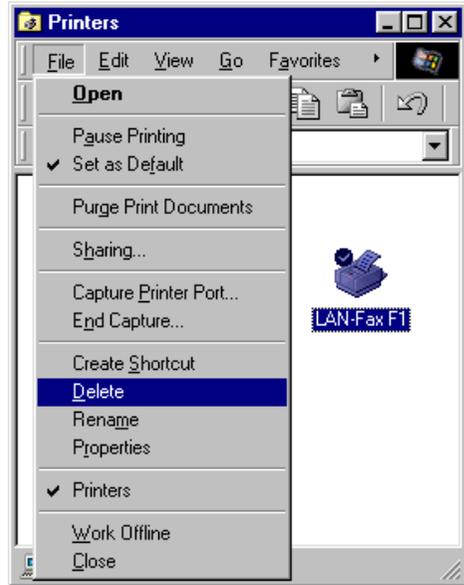
Under Windows NT 4.0 or Windows 2000, you need to log on with Administrator privileges to carry out this procedure.

**1** Turn on your PC and start up Windows.

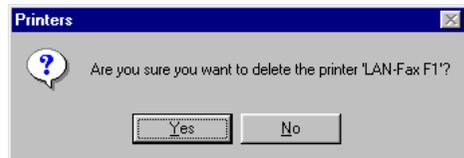
**2** Quit all NIC FAX applications.

**3** On the [Start] menu, point to [Settings] and then click [Printers].

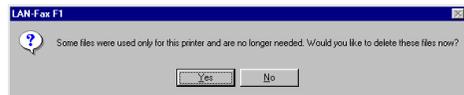
**4** Select [LAN-Fax F1] and make sure it is grayed, then select [Delete] from the [File] menu.



**5** Click [Yes].



**6** Click [Yes] again.



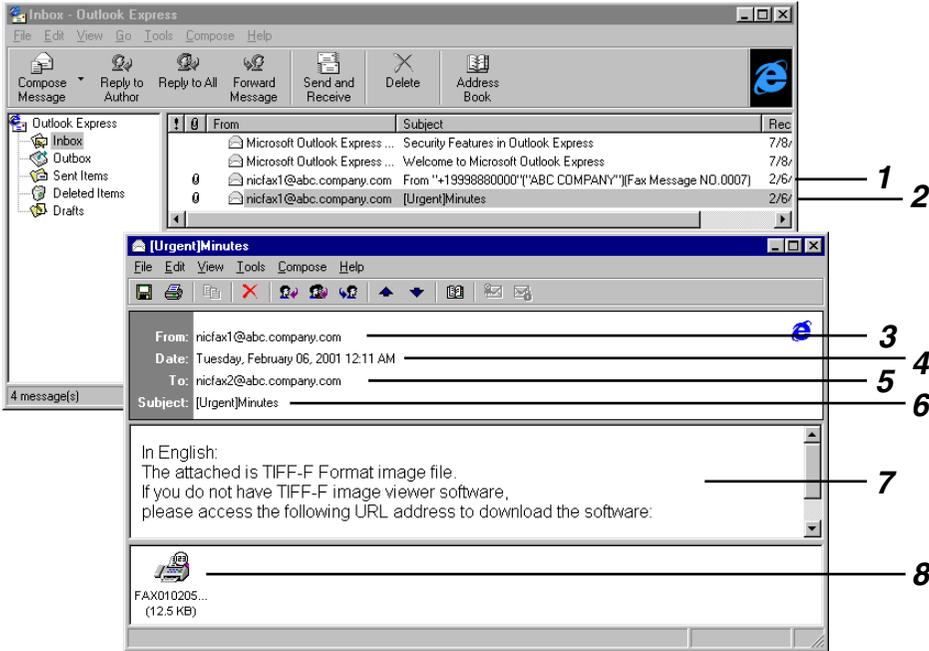
This does not appear with Windows NT 4.0 or Windows 2000.

# Specifications

Network	LAN : Local Area Network (Ethernet/10base-T, 100base-TX)
Transmit Function	E-mail
Scan Line Density	200 X 100 dpi, 200 X 200 dpi
Document Size	A4
Transmit Protocols	E-mail send: SMTP, TCP/IP E-mail receive: POP3, TCP/IP, SMTP
E-mail Format	Single/Multi-part MIME conversion Attached file forms: TIFF-F (MH compression)
Compatible models	Machines that are equipped with NIC FAX KIT TYPE500/210/140 or PDU KIT TYPE 210.
Internet Communication	Send and receive E-mail with a PC that has an E-mail address
E-mail Send Functions	Automatic conversion of send document to E-mail format and transmission of E-mail. Memory transmission only.
E-mail Receive Functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.

# Received Images

Here is an example of a fax message sent from NIC FAX and received on a PC using Outlook E-mail software.



7

**1. Mail transmitted without specifying a subject and heading in the Mail Options.**

**2. Mail transmitted with a subject and heading specified in the Mail Options.**

**3. From**  
The name (E-mail address) of the sender.

**4. Sent**  
The date and time of E-mail transmission.

**5. To**  
The E-mail address of the recipient.

**6. Subject**  
Shows the priority and subject specified in the Mail Options at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above.

From "Own Fax Number" ("Own Name") (Fax Message NO.document number)

**Note**  
 The format will vary according to whether the E-mail was sent using Personal Codes and other settings. See P.31 "About the E-mail Subject".

**7. Viewer URL Information**  
If you select "Yes" for the "Add ViewerURL" mail option, sites from which viewer applications can be downloaded are included in the E-mail.

**8. Attachment File**  
Any message included by the sender is displayed as an attached document. You can view the contents with ICViewer.

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**NIC FAX KIT TYPE 210 Operating Instructions**  
  
  
