NIC FAX UNIT TYPE510

Operating Instructions

For safe and correct use of this machine, please be sure to read the Safety Information in the Basic Features manual before you use it.

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 Driver and Utilities 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).
- NIC FAX UNIT TYPE510 is required in order to use the Internet Fax Features. (For Type1)
- Installation of NIC FAX UNIT TYPE510 should be performed by an authorized service provider. Do not attempt installation on your own. (For Type1)

For brevity, fax machines equipped with NIC FAX UNIT TYPE510 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.

Notes:

Some illustrations in this manual might be slightly different from the 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 inch version.

Machine Types:

The model names of the machine do not appear in the following pages. Check the type of your machine before reading this manual. (For details, See Chapter 1 "Machine Types" in the Basic Features manual.)

- Type1: 3799/F9199/LF510/5510L
- Type2: 3799nf/F9199nf/LF515e/5510NF

Important

Contents 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.

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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® Millennium Edition (Windows Me)
- 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® XP Professional
- Microsoft® Windows® XP Home Edition

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How to Read This Manual

Symbols

The following set of symbols is used in this manual.

⚠ **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Basic Features manual.

⚠ **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section in the Basic Features manual.

* The statements above are notes for your safety.

⚡Important

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

🗍 Preparation

This symbol indicates information or preparations required prior to operating.

✐ Note

This symbol indicates precautions for operation, or actions to take after abnormal operation.

♟ Limitation

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

🔍Reference

This symbol indicates a reference.

【　】

Keys built into the control panel of the machine.

[　]

Keys that appear on the machine's panel display.

[　]

Keys and buttons that appear on the computer's display.

1

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. For Type 2 machines and Type 1 machines with options, NIC FAX Unit manual and NIC FAX Unit CD-ROM manual are also provided. Please refer to the manual that suits your needs.

NIC FAX Unit manual [*1] (on CD-ROM) (this manual)

The NIC FAX Unit manual explains about the Internet Fax function, IP-Fax function, LAN FAX function and Scanner function.

[*1] Option for Type1

NIC FAX Unit CD-ROM manual [*1]

Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM.

How to access the NIC FAX Unit manual in PDF format on the CD-ROM is also explained.

[*1] Option for Type1

Basic Features

The Basic Features manual explains the most frequently used fax functions and operations.

❖ **Chapter 1 Getting Started**

Describes part names of the machine and control panel. Also lists symbols and conventions used in this manual.

❖ **Chapter 2 Faxing**

Explains basic transmission. You can also find out about other types of transmissions and how to switch the reception mode.

❖ **Chapter 3 Programming**

Explains how to make initial settings, such as the Own Name and Own Fax Number settings. Also explains the Quick Dial, Speed Dial and Group keys. These functions allow you to store numbers and save time when dialing. This chapter also explains how to enter letters and symbols.

❖ **Chapter 4 Troubleshooting**

Explains clearing original jams, loading paper and changing the volume of audible signals generated by the machine. When the display or indicator lights show unusual information, check the list and take appropriate action.

Advanced Features

The Advanced Features manual describes more advanced functions, and also explains settings for key operators.

❖ **Chapter 1 Transmission Mode**
Explains sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

❖ **Chapter 2 Communication Information**
Explains erasing a fax message stored in memory and checking the contents of any files in memory.

❖ **Chapter 3 Other Transmission Features**
Explains useful features for transmission. You can find out about dialing numbers easily.

❖ **Chapter 4 Reception Features**
Explains reception features. You can find out about screening messages from anonymous senders.

❖ **Chapter 5 Copying**
Explains copying operations and functions.

❖ **Chapter 6 Facsimile User Tools**
Explains programming frequently used functions User Function Keys and setting the Date and Time.

❖ **Chapter 7 Key Operator Settings**
Explains functions the key operator handles. You can find out how to change the user parameter settings.

❖ **Chapter 8 Solving Operation Problems**
Explains clearing paper jams in the optional Paper Tray Unit and the optional Bypass Tray Unit. Things you should do when an Error Report or a Power Failure Report is printed are also explained.

❖ **Chapter 9 Maintaining Your Machine**
Explains changing the paper size in the paper trays, cleaning the scanner and so on.

❖ **Chapter 10 Appendix**
You can check the specifications of this machine.

Internet Fax Functions

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 computer. Instead of entering the telephone number of the destination you wish 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 computer. To view an attached image, software that is capable of displaying TIFF-F formatted images is required. NIC FAX utility includes Desk-TopBinder V2 Lite, which can be used to view, edit, and store image data.

You can also receive e-mail messages from computers or other Internet fax machines and print or forward these.
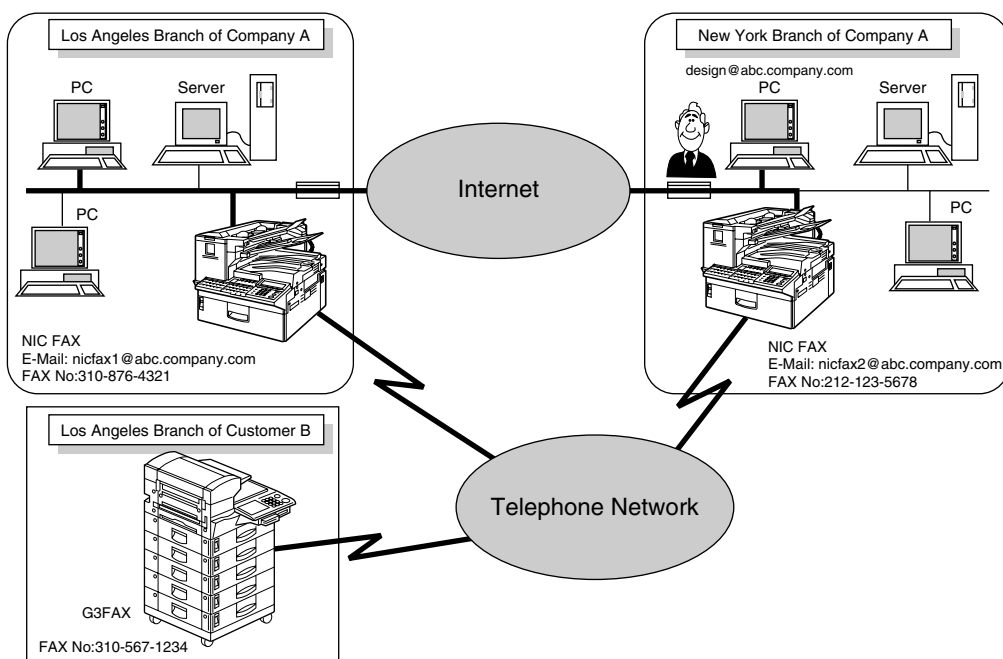
GFINFG0N

Note

❒ NIC FAX must be connected to a LAN and set up correctly in order to use its Internet fax functions. See p.19 "Getting Started".

❒ The Internet Fax function supported by NIC FAX is compliant to ITU-T Rec. T.37.

Internet Fax Precautions

- Internet Fax communicates with a server over a LAN. It cannot communicate directly with another party.
- E-mail error 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
- Confidential Transmission
- SUB Code Transmission with the Mode Key
- ID Transmission
- Polling Transmission
- Chain Dial
- Dialing with the Dial Option Key
- Manual Dial
- JBIG Transmission
- Batch Transmission
- ECM (Error Correction Mode)
- Forwarding of Substitute Reception or Confidential Reception messages (Forwarding to an e-mail address not supported.)

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
- Memory Lock Reception
- Polling Reception
- SEP Code Polling Reception
- Authorized Reception
- Multi-copy Reception
- Specified Tray (optional paper tray required)

IP-Fax Functions

With the IP-Fax feature, you can send or receive faxes through fax machines directly connected to the same network using the TCP/IP protocol.

Use the IP address instead of the fax number to specify the destination machine, or use the alias number when using the gatekeeper.

You can also send faxes to the G3 fax machines connected to PSTN via the VoIP gateways (with T.38 Function).

No e-mail server is required since NIC FAX communicates with the destination fax machines that are connected to the same network directly. The transmission speed is higher than when using G3.
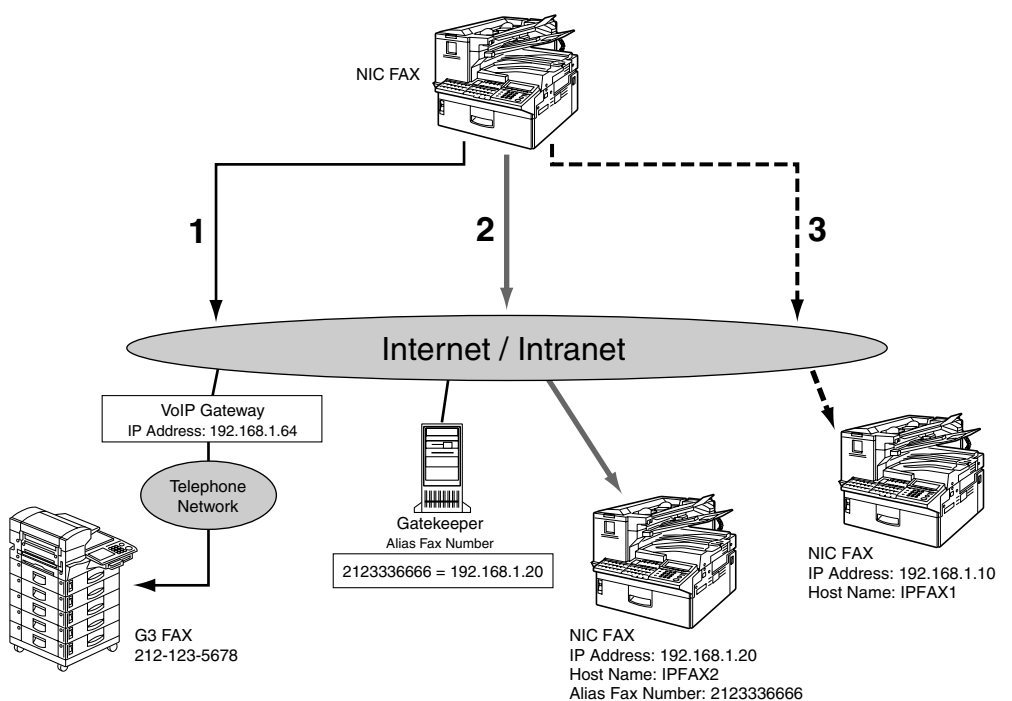
GFIPFA0N

1. Transmission by specifying the destination with the IP address (192.168.1.64) and fax number (212–123–5678)

2. Transmission by specifying the destination with the fax number alias (2123336666)

3. Transmission by specifying the destination with the IP address (192.168.1.10) or host name (IPFAX1)

✐ Note

❒ NIC FAX must be connected to a LAN and set up correctly in order to use its IP-Fax functions. See p.19 "Getting Started".

❒ The IP-Fax function supported by NIC FAX is compliant to ITU-T Rec. T.38.

IP-Fax Precautions

- You cannot transmit any data to other networks with a firewall installed.
- 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.

Functions Not Supported by IP-Fax Transmission

The following functions are supported with standard fax transmission, but not with IP-Fax transmission.

- Batch Transmission
- Forwarding of Substitute Reception or Confidential Reception messages (Forwarding to an e-mail address is not supported.)
- Manual Dial

Functions Not Supported by IP-Fax Reception

The following functions are supported with standard fax reception, but not with IP-Fax reception.

- Batch Reception
- RDS

LAN FAX Functions

With a NIC FAX connected to a LAN, you can use a telephone line to send a fax created using a computer 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 computer for proof checking.

GFPCFG0N
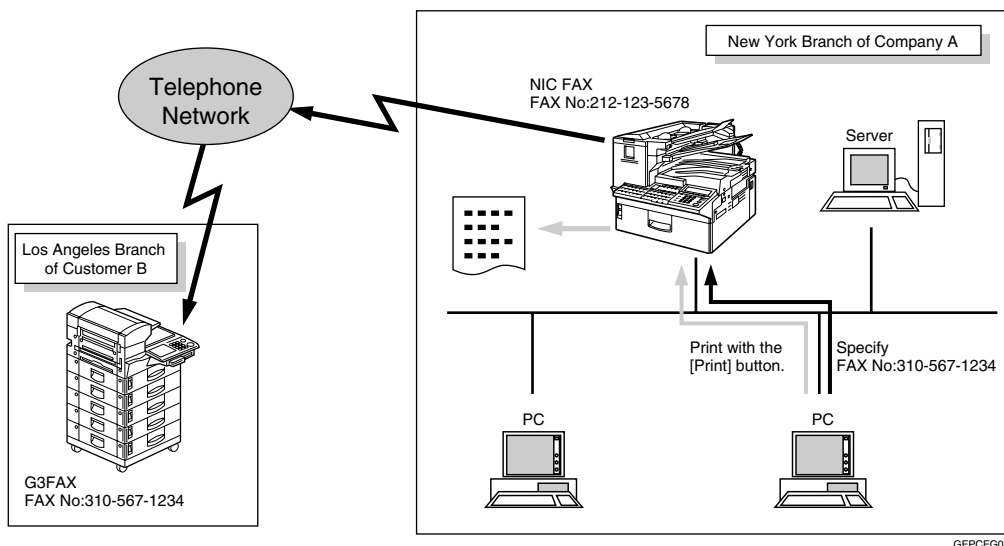
✎ Note

❒ NIC FAX must be connected to a LAN and set up correctly in order to use its LAN FAX functions. See p.19 "Getting Started".

LAN FAX Precautions

• If LAN FAX errors occur, they are not displayed on the computer. Check transmission results using the Web browser. See p.135 "Making Settings through a Web Browser".

Scanner Functions

There are two types of scanner related functions: Scan to E-mail and Network Delivery Scanner.

Scan to E-mail

Scanned documents are sent as e-mail messages with an attached image. Black and white documents are converted into TIFF-F images and color documents into JPEG images. Also, conversion into PDF format is available.

GFSCEM0N
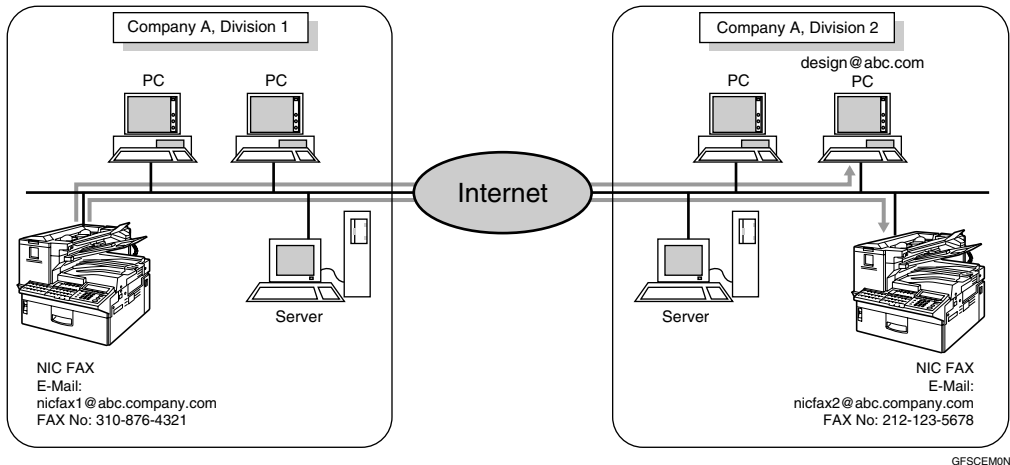
Network Delivery Scanner

You can use NIC FAX as a network scanner for ScanRouter V2 Lite/Professional. The documents scanned in by NIC FAX can be saved in the network server or in the designated folders in the computers on the network.

📎 Note

❒ ScanRouter V2 Lite and DeskTopBinder V2 Lite are on the CD-ROM which comes with your NIC FAX.

❒ ScanRouter V2 Professional is optional.

❒ Please contact your service representative if you wish to use ScanRouter V2 Professional.

❒ For brevity, ScanRouter V2 Lite and ScanRouter V2 Professional are referred to throughout this manual as ScanRouter V2 Lite/Professional.

❒ There is no compatibility with ScanRouter and ScanRouter Professional, thus you cannot transmit documents to ScanRouter or ScanRouter Professional delivery servers.

Using ScanRouter V2 Lite Server

Documents scanned in by NIC FAX are sent to the ScanRouter V2 Lite server.

Sent documents are delivered to or saved in the following locations depending on the setting of ScanRouter V2 Lite server:

① Fax In-Tray in the ScanRouter V2 Lite server

② The designated folder on the same network as the ScanRouter V2 Lite server
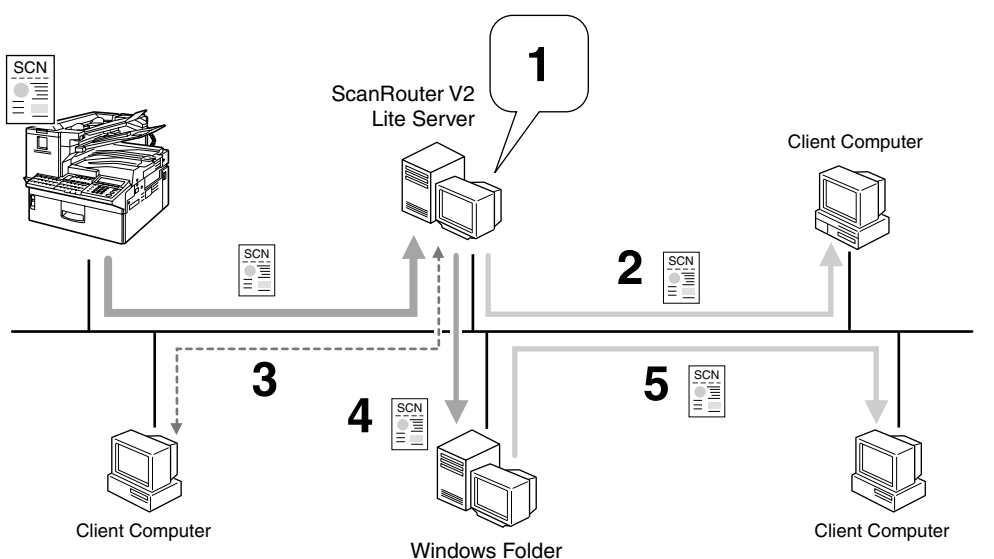
GFLITE0N

Scanned documents are:

1. saved in Fax In-Tray.

2. received with ScanRouter V2 Link.

3. viewed or picked up by DeskTopBinder V2 Lite.

4. delivered.

5. shared on network.

Using ScanRouter V2 Professional Server

Documents received from other fax machine or scanned by NIC FAX itself are sent to the ScanRouter V2 Professional server.

Sent documents are delivered to or saved in the following locations depending on the setting of ScanRouter V2 Professional server:

① Fax In-Tray in the ScanRouter V2 Professional server

② The specified e-mail address(es) set on the Fax In-Tray

③ The designated folder on the same network as the ScanRouter V2 Professional server
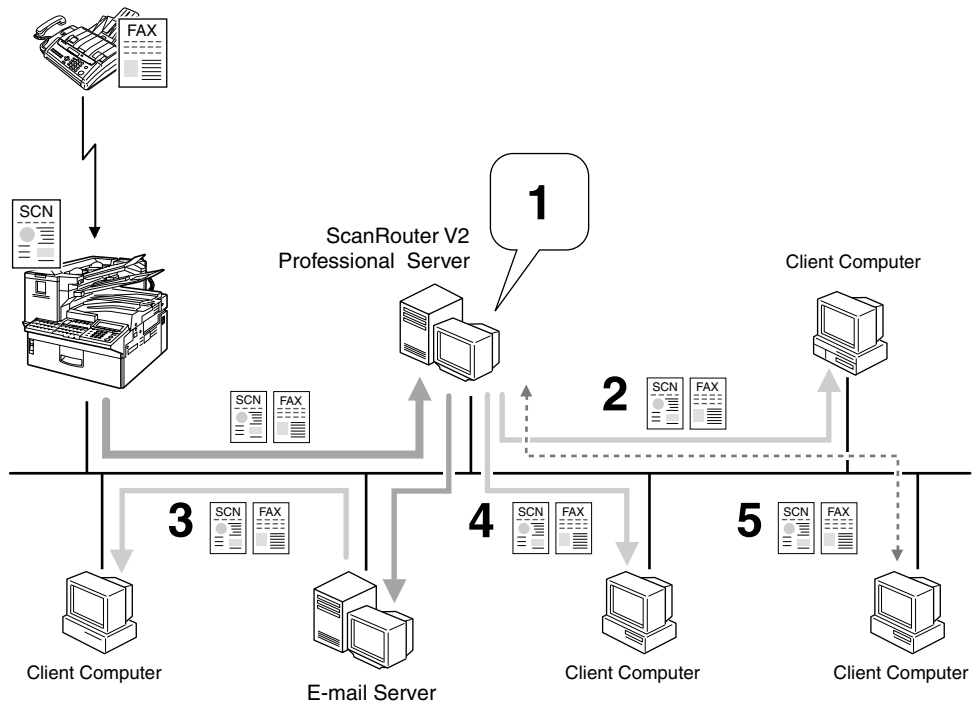
GFFULL0N

Faxed or scanned documents are:

1. saved as files in Fax In-Tray.

2. received with ScanRouter V2 Link.

3. delivered with e-mail.

4. viewed or downloaded with a Web browser.

5. viewed or picked up with DeskTopBinder V2 Lite.

✐ Note

❒ You need an e-mail server in order to transmit the scanned documents in an e-mail format.

❒ Folders in the other computers as well as in the computer where the Scan-Router V2 Lite Server is installed can be specified as the destination as long as they are connected to the same network as the ScanRouter V2 Lite Server.

How to Read This Manual

This manual describes the Network Scanner function that uses ScanRouter V2 Lite/Professional. Note that descriptions in some of the sections are applicable to the both applications, and descriptions in other sections are applicable only to particular application software.

Refer to the table below to find the sections that contain the information about the application software that you wish to use.

Page Number in This Manual	ScanRouter V2 Lite	ScanRouter V2 Professional	Contents
p.99 "Delivering Scanned Data" p.100 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials" p.127 "Registering Addresses for Scanner"	Applicable	Applicable	Describes procedure for delivering scanned documents or registering a destination. These procedures are the same for all (ScanRouter V2 Lite/Professional).
p.102 "Setting up ScanRouter V2 Professional"	Not Applicable	Applicable	Provides additional information about ScanRouter V2 Professional that is not included in the instructions that come with the application software. Read this section before you use ScanRouter V2 Professional.
p.141 "NIC FAX Display Messages" (Messages regarding the Network Scanner function only) p.143 "While Using the Network Delivery Scanner Function"	Applicable	Applicable	Provides information that is common to all (ScanRouter V2 Lite/Professional. Read this section according to your needs).

Necessary Operation Manuals

Several other operation manuals are provided other than this that are necessary for using ScanRouter V2 Lite/Professional. Refer to the table below to find the instructions necessary for you to read in addition to this manual.

❖ **When Using ScanRouter V2 Lite**

Basic Features manual/Advanced Features manual	The Basic Features manual explains the most frequently used fax functions and operations. The Advanced Features manual describes more advanced functions as well as settings for key operators.
NIC FAX UNIT TYPE510 Operating Instructions	This manual
ScanRouter V2 Lite Setup Guide [1] ScanRouter V2 Lite Management Guide [2]	ScanRouter V2 Lite Setup Guide describes the setup procedure for ScanRouter V2 Lite. ScanRouter V2 Lite Management Guide describes operations that the Administrator needs to perform for managing and maintaining ScanRouter V2 Lite.

[1] An operation manual in PDF format that is displayed when you install ScanRouter V2 Lite

[2] An operation manual in PDF format that is registered to the Start Menu when you install ScanRouter V2 Lite

❖ **When Using ScanRouter V2 Professional**

Basic Features manual/Advanced Features manual	The Basic Features manual explains the most frequently used fax functions and operations. The Advanced Features manual describes more advanced functions as well as settings for key operators.
NIC FAX UNIT TYPE510 Operating Instructions	This manual
ScanRouter V2 Professional Setup Guide [1] ScanRouter V2 Professional Management Guide [2] ScanRouter V2 Professional Web Document Viewer Setup Guide [2]	ScanRouter V2 Professional Setup Guide describes the setup procedure for ScanRouter V2 Professional. ScanRouter V2 Professional Management Guide describes the operation that the Administrator needs to perform for managing and maintaining ScanRouter V2 Professional. ScanRouter V2 Professional Web Document Viewer Setup Guide describes the setup procedure for the server.

[1] An operation manual in PDF format that is displayed when you install ScanRouter V2 Professional

[2] An operation manual in PDF format that is registered to the Start Menu when you install ScanRouter V2 Professional

Overview of Setting Up and Delivering Data

In order to deliver data to designated server or fax machines, you need to set up NIC FAX and the server correctly. First, follow the steps described below before delivering data. Note that you need to register NIC FAX by I/O device settings for ScanRouter V2 Lite/Professional.

Using ScanRouter V2 Lite

📗 Preparation

You need to complete "Network Settings" beforehand. Also, set NIC FAX to use ScanRouter V2 Lite with the User Parameters. See p.146 "User Parameters" (switch 16 bit 2).

GFFLOL0N
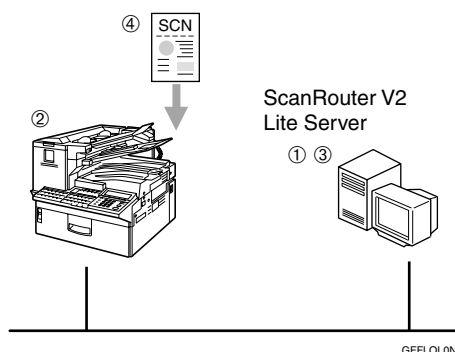
① Install ScanRouter V2 Lite from the CD-ROM which comes with NIC FAX. See "ScanRouter V2 Lite Setup Guide".

② Register the IP address or the host name of the ScanRouter V2 Lite server with NIC FAX, then assign the Scanner function to one of the User Function keys. If your machine is Type2, the Scanner function is pre-assigned to the 【F10】 key. See p.35 "Scanner Settings" , p.21 "Assigning User Function Keys", and Chapter 6 "User Function Keys" in the Advanced Features manual.

③ Adjust the necessary settings of the computer in which you installed Scan-Router V2 Lite, then set up destinations. See "ScanRouter V2 Lite Management Guide".

④ Transmit the data from NIC FAX. See p.99 "Delivering Scanned Data".

Using ScanRouter V2 Professional

📘 Preparation

You need to adjust "Network Settings" beforehand. Also, you need to contact your service representative for the setup.

① See "ScanRouter V2 Professional Setup Guide".

GFFLOF0N
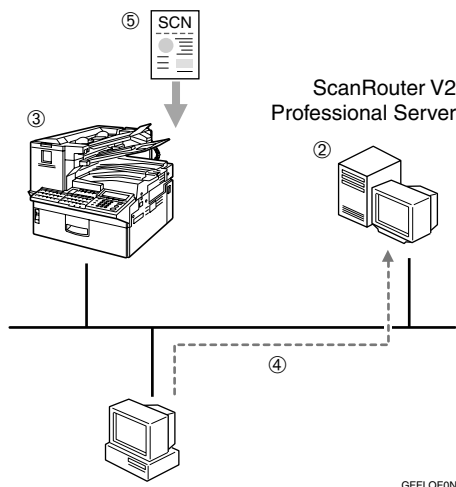
② Install ScanRouter V2 Professional on the computer server. See "ScanRouter V2 Professional Setup Guide".

③ Register the IP address or the host name of the ScanRouter V2 Professional server with NIC FAX, then assign the Scanner function to one of the User Function keys. If your machine is Type2, the Scanner function is pre-assigned to the 【F10】 key. See p.35 "Scanner Settings", p.21 "Assigning User Function Keys", and Chapter 6 "User Function Keys" in the Advanced Features manual.

④ Adjust the necessary settings in the computer in which you installed Scan-Router V2 Professional, then set up destinations. See "ScanRouter V2 Professional Management Guide".

⑤ Transmit the data from NIC FAX. See p.99 "Delivering Scanned Data".

Precautions for Reading Instructions and Online Help

When using ScanRouter V2 Lite/Professional with NIC FAX, some specifications differ from those described in the Operating Instructions and Help for ScanRouter V2 Lite/Professional.

Specification differences are described below.

Differences Common to Both ScanRouter V2 Lite and ScanRouter V2 Professional

❖ **Sender's information**
Since NIC FAX cannot specify the sender when transmitting the data with the Network Deliver Scanner function, the sender's information is not included in the mail header.

❖ **Display order of the users/groups**
Since user/group information is not shown on NIC FAX's display when specifying the destination, even if you attempt to change the order of the users/groups in the server, the change will not be reflected.

❖ **Fax port settings**
You cannot assign different actions to each fax port.

Differences Only for ScanRouter V2 Professional

❖ **Fax Document Delivery Setup**
NIC FAX forwards the incoming faxes to ScanRouter V2 Professional via the network, thus skip the procedure described in "For a Device for Fax Delivery using RS232" section of the ScanRouter V2 Professional Setup Guide.

❖ **Fax Document Delivery**
- You need to adjust the necessary settings of NIC FAX in order to use the Fax Delivery function, in addition to the settings of ScanRouter V2 Professional.
- When specifying the destination of the Fax Document Delivery using Fax Delivering ID, you can also use Sub-addresses as well as SUB Codes for the ID.

♦ **Limitation**
❒ Confidential Transmission (ID Override) is not available.
❒ Sub-address is available only when NIC FAX is connected to ISDN.

See p.102 "Fax Document Delivery Settings" for details.

Making settings through a Web Browser

Using a Web browser on your personal computer connected to a network, you can check the condition of fax communications as well as make changes to the settings.
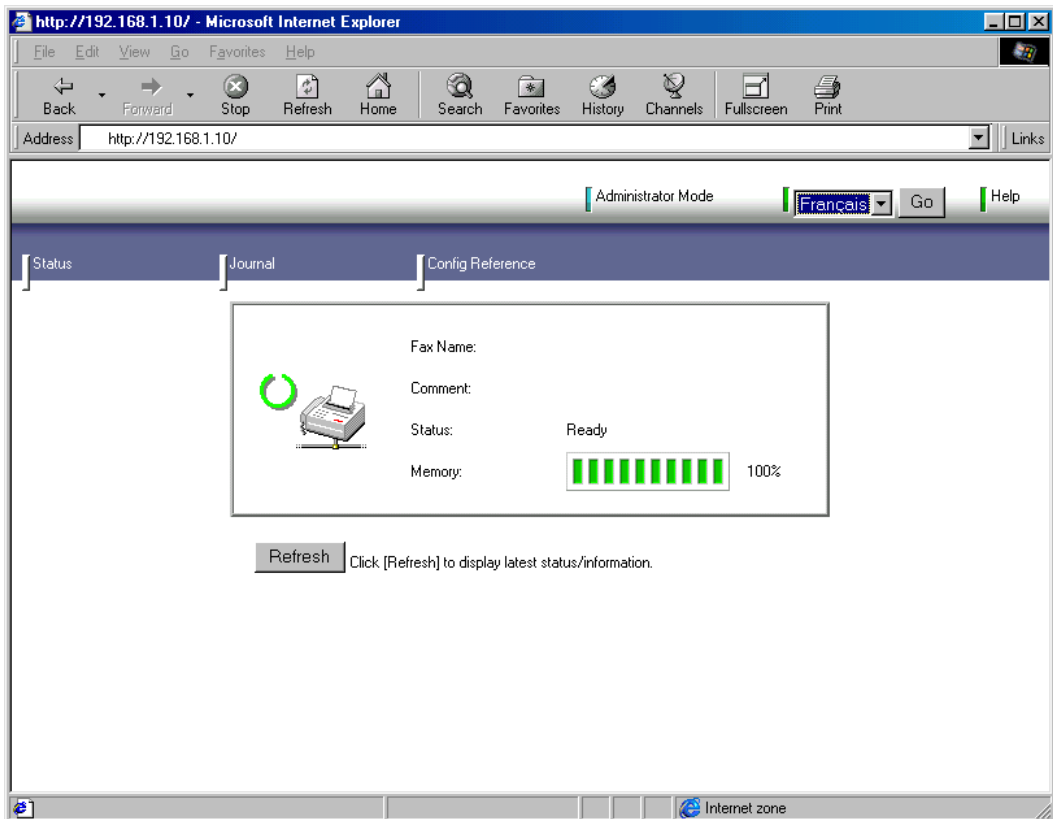
✎ Note

❒ You need to connect NIC FAX to a LAN and make Network settings in order to make fax settings through a Web browser. See p.19 "Getting Started".

❒ See p.135 "Making Settings through a Web Browser" for information about basic procedures and settings that you can make.

❒ Use online Help to learn the procedures for making various settings. You need to make settings before using online Help. See p.139 "Using Online Help".

1. Getting Started

Control Panel

This section describes the control panel buttons and indicators that are unique to Internet Fax, IP-Fax and Scanner functions. See Chapter 1 "Control Panel" in the Basic Features manual for details on other control panel buttons and indicators.

The following illustration is for Type2.
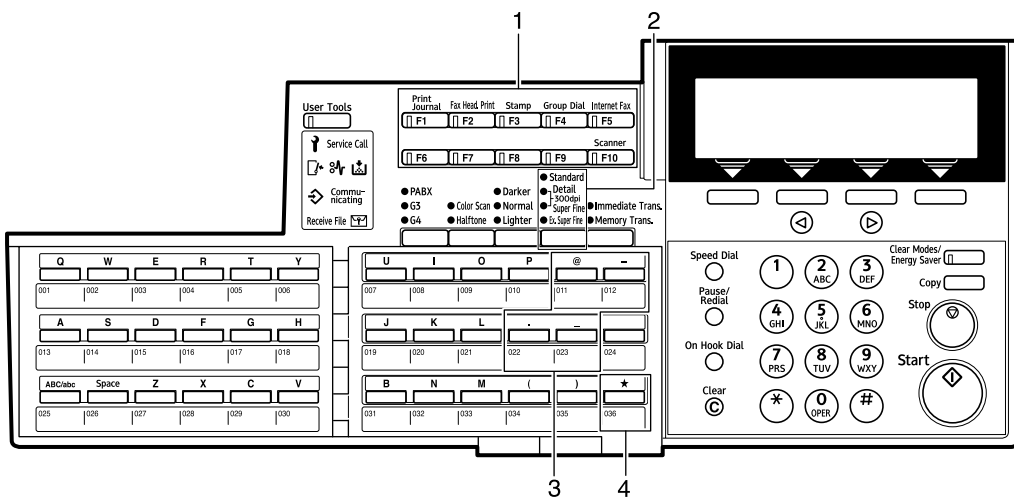
ZGSS011N

1. User Function keys

You can assign the following functions to User Function keys.

- Internet Fax
- Auto E-mail Reception
- Mail Reception
- Scanner

Note

❒ On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key, and the Scanner function to the 【F10】 Key.

Reference

p.21 "Assigning User Function Keys"

2. Resolution key

This machine supports Standard (200×100dpi), Detail (200×200dpi), 300dpi (300×300dpi), Super Fine (400×400dpi), and Extra Super Fine (600×600dpi) resolutions. Press the Resolution key to toggle the resolutions.

Note

❒ When selecting 300dpi, both the Detail and Super Fine indicators lit.

❒ To select Extra Super Fine, you need to change the setting with the User Parameters. See p.146 "User Parameters" (switch 20 bit 2).

3. 【@】【-】【.】【_】 keys (when selecting the QWERTY layout)

You can use "@", "-", "." and "_" to enter e-mail address, IP Address, Host Name or Alias Fax Number. Depending on the key layout, the characters you can enter with Quick Dial keys differ. See Chapter 7 "Key Layout" in the Advanced Features manual.

4. 【★】 key

You can register letter strings under this key. By registering strings like ".com" or ".net", you can enter e-mail addresses easily.

℘Reference

p.131 "Registering Texts"

Before Using Network Functions

Before using network functions, you need to connect the machine to a LAN, and assign necessary functions to User Function keys.

Connecting to a LAN

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.

❖ **10BASE-T**
10BASE-T refers to twisted pair Ethernet cable that supports LAN communication at 10Mbps.

❖ **100BASE-TX**
100BASE-TX refers to twisted pair Ethernet cable that supports LAN communication at 100Mbps.

🖉 **Note**
❒ A LAN cable is not supplied with NIC FAX.

A **Attach the ferrite core.**

Loop the cable and attach the ferrite core as shown in the illustration.
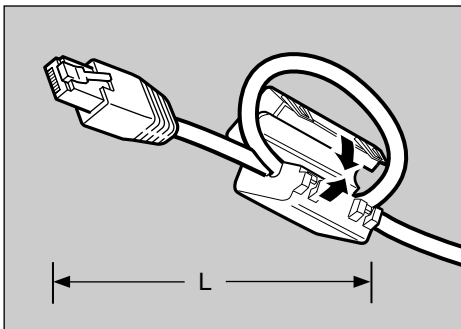
ZCJP300N

🖉 **Note**
❒ The LAN cable loop should be about 5.1cm (2 in.) (L) from the end of the cable.

B **Connect the cable connector to the rear of NIC FAX.**
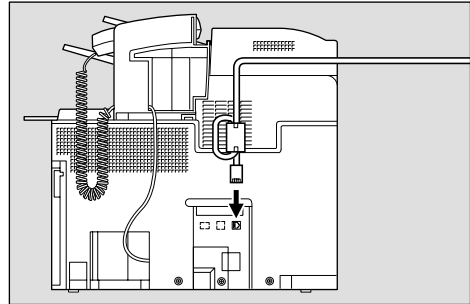
ZGFL030J

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

Assigning User Function Keys

Assign necessary functions to User Function keys in advance.

❖ **Internet Fax**
You need to assign this function when you enter e-mail address, IP Address, Host Name or Alias Fax Number.
Press the User Function key pre-assigned the Internet Fax function to specify a destination when you send a document through the internet or intranet.

❖ **Auto Mail Reception**
Press the User Function key that has been assigned the Auto E-mail Reception function to turn this feature on or off. When the Auto E-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.67 "Auto E-mail Reception".

❖ **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.68 "Manual E-mail Reception"

❖ **Scanner**

This function must be assigned in order to use Scan to E-mail or Network Delivery Scanner.

To send scanned documents to computers using Scan to E-mail, press the assigned function key to specify the mail address. To send documents scanned with the Network Delivery Scanner to a Scan-Router V2 Lite server or a ScanRouter V2 Professional server, press the function key to specify the server-registered destinations.

✐ **Note**

❒ On Type 2 Machines, the Scanner function is pre-assigned to the 【F10】 key.

℘ **Reference**

See Chapter 6 "User Function Keys" in the Advanced Features manual for details on assigning other functions to User Function keys.

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NIC FAX Initial Settings

NIC FAX initial settings include the following items.

Menu name		Item	Using the Internet Fax function		Using the IP-Fax function	Using the LAN FAX function	Using the Scanner function		
			With POP reception	With SMTP reception			With the Scan to E-mail function		With the Network Delivery Scanner function
							Receiving the Error Mail with POP	Receiving the Error Mail with SMTP	
Network Settings	TCP/IP Settings	IP Address *	Required	Required	Required	Required	Required		
		Subnet Mask *	Required	Required	Required	Required	Required		
		Gateway Address *	Required	Required	Required	Required	Required		
		DNS Address 1 *	Optional	Optional	Optional	Optional	Optional		
		DNS Address 2 *	Optional	Optional	Optional	Optional	Optional		
		Access Control *	Optional	Optional	Optional	Optional	Optional		
		Access Mask *	Optional	Optional	Optional	Optional	Optional		
Network Settings	E-mail Settings	SMTP Server *	Required	Required	—	—	Required	Required	—
		POP Server *	Required	—	—	—	Required	—	—
		Host Name *	Optional	Optional	—	—	Optional	Optional	—
		Mail Address *	Required	Required	—	—	Required	Required	—
		Domain Name *	Optional	Optional	—	—	Optional	Optional	—
		Account Name *	Required	—	—	—	Required	—	—
		Password *	Required	—	—	—	Required	—	—
		Mail RX Interval *	Optional	—	—	—	Optional	—	—
		Max. file size	Optional	Optional	—	—	Optional	—	—
		Auth. E-mail RX	—	Optional	—	—	—	Optional	—

Menu name		Item	Using the Internet Fax function		Using the IP-Fax function	Using the LAN FAX function	Using the Scanner function		
			With POP reception	With SMTP reception			With the Scan to E-mail function		With the Network Delivery Scanner function
							Receiving the Error Mail with POP	Receiving the Error Mail with SMTP	
Network Settings	Scanner Settings	Server Address *	—	—	—	—	—	—	Required
Network Settings	Other Settings	Time Zone *	Required	Required	—	—	Required	Required	—
		Mail to Admin. *	Optional	Optional	—	—	Optional	Optional	—
		Backup Mail TX *	Optional	Optional	—	—	Optional	Optional	—
IP-Fax Parameter Settings		Gatekeeper Address *	—	—	Optional	—	—	—	—
		Own Fax Number *	—	—	Optional	—	—	—	—

Required: Setting required.

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

—: Setting not required.

*: Items you can set from the Web browser.

Note

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

❒ You can change the reception protocol to IMAP4 with the User Parameters. See p.146 "User Parameters" (switch 17 bit 6).

❒ You can set whether you connect and log into the POP server before sending mail (POP before SMTP) with the User Parameters. See p.146 "User Parameters" (switch 18 bit 6).

❒ Choose "Yes" in User Parameters to use the gatekeeper for IP-Fax transmission. p.146 "User Parameters" (switch 32 bit 0).

$\mathcal{P}$ Reference

p.75 "SMTP Reception"

p.135 "Making Settings through a Web Browser".

Chapter 7 "Printing the User Parameter List" in the Advanced Features manual

Network Settings

$\boxed{1}$ Press the 【User Tools】 key.
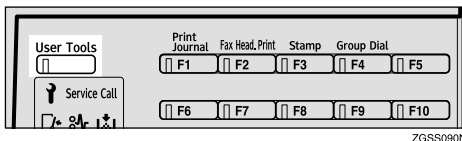
ZGSS090N

The "User Tools" main menu appears.

$\mathscr{D}$ Note

❒ Make sure that the machine is in standby mode. If not, see Chapter 1 "Standby Display" in the Basic Features manual to return to the standby mode.

$\boxed{2}$ Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.

```
▨User Tools Main Menu   Enter number▉
1 Fax Features      2 Key Op. Tools

  Counter          Language   Exit
```

$\boxed{3}$ Enter the code for "System Settings" with the number keys.

```
▨Key Op. Tools         Enter number▉
1 System Settings  2 Initial Set Up
3 Box Settings
                           PrevMenu
```
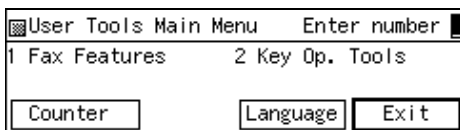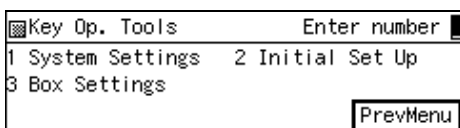
$\boxed{4}$ Enter the code for "Network" with the number keys.

```
▨System Settings 3/4   Enter number▉
09 Network         10 IP-Fax Parameter
11 Key Layout      12 Print Position
 ↑Prev.   ↓Next             PrevMenu
```
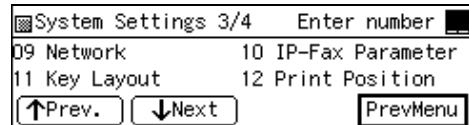
$\mathscr{D}$ Note

❒ If "Network" is not displayed, press 【↑Prev.】 or 【↓Next】 until it is.

❒ For the further steps, see p.25 "TCP/IP Settings", p.29 "E-mail Server Settings", p.35 "Scanner Settings" and p.35 "Other Settings".

TCP/IP Settings

$\boxed{1}$ Enter the code for "TCP/IP" with the number keys.

```
▨Network               Enter number▉
1 TCP/IP           2 Mail Server
3 Others
                           PrevMenu
```
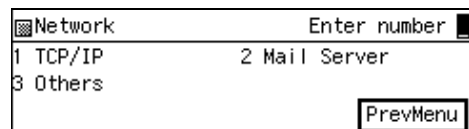
$\boxed{2}$ Follow the steps below to set up each of the following features:

IP Address

Enter the IP address.

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

Consult your systems administrator if you are unsure about this setting.

A **Enter the code for "IP Address" with the number keys.**

```
▨TCP/IP   1/2        Enter number ▮
1 IP Address      2 Subnet Mask
3 Gateway Address 4 DNS Address 1
 ↑Prev.   ↓Next              PrevMenu
```

B **Enter the IP Address with the number keys.**

```
IP Address:          Enter number
        127.__0.__0.__1
                  Cancel    OK
```

Note

❒ Press ◁ or ▷ key to move the display cursor.

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key to try again.

C **Press [OK].**

```
IP Address:          Enter number
        192.168.__1.▮10
                  Cancel    OK
```

```
 ⬭   ⬭   ⬭   ⬯
      ◁       ▷
                        ZGSS220N
```

The display returns to the TCP/IP settings menu.

Subnet Mask

Enter the subnet mask.

The subnet mask is a group of bits whose value operates on the IP address to separate the network ID portion from the host ID to identify a subnetwork.

Consult your systems administrator if you are unsure about this setting.

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

```
▨TCP/IP   1/2        Enter number ▮
1 IP Address      2 Subnet Mask
3 Gateway Address 4 DNS Address 1
 ↑Prev.   ↓Next              PrevMenu
```

B **Enter the subnet mask with the number keys.**

```
Subnet Mask:         Enter number
        __0.__0.__0.__0
                  Cancel    OK
```

Note

❒ Press ◁ or ▷ key to move the display cursor.

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key to try again.

C **Press [OK].**

```
Subnet Mask:         Enter number
        255.255.255.__0
                  Cancel    OK
```

```
 ⬭   ⬭   ⬭   ⬯
      ◁       ▷
                        ZGSS220N
```

The display returns to the TCP/IP settings menu.

Gateway Address

Enter the default gateway address.

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

Consult your systems administrator if you are unsure about this setting.

A **Enter the code for "GATEWAY ADDRESS" with the number keys.**

```
▓TCP/IP   1/2          Enter number ▮
1 IP Address        2 Subnet Mask
3 Gateway Address   4 DNS Address 1
[↑Prev.] [↓Next]              [PrevMenu]
```

B **Enter the gateway address with the number keys.**

```
Gateway Address:       Enter number
          ▮0.__0.__0.__0
                    [Cancel]   [OK]
```

Note

❒ Press Ⓐ or Ⓑ key to move the display cursor.

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key to try again.

C **Press [OK].**

```
Gateway Address:       Enter number
       192.168.__1.▮1
                    [Cancel]   [OK]
```

```
  ⎛  ▭     ▭     ▭     ▭  ⎞
  ⎝       Ⓐ     Ⓑ        ⎠
                        ZGSS220N
```

The display returns to the TCP/IP settings menu.

DNS Address 1

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

This is the IP address of the server which houses the DNS (Domain Name System).

Consult your systems administrator if you are unsure about this setting.

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

```
▓TCP/IP   1/2          Enter number ▮
1 IP Address        2 Subnet Mask
3 Gateway Address   4 DNS Address 1
[↑Prev.] [↓Next]              [PrevMenu]
```

B **Enter the primary DNS server address with the number keys.**

```
DNS Address 1:         Enter number
          ▮0.__0.__0.__0
                    [Cancel]   [OK]
```

Note

❒ Press Ⓐ or Ⓑ key to move the display cursor.

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key to try again.

C **Press [OK].**

```
DNS Address 1:         Enter number
       192.168.__1.▮60
                    [Cancel]   [OK]
```

```
  ⎛  ▭     ▭     ▭     ▭  ⎞
  ⎝       Ⓐ     Ⓑ        ⎠
                        ZGSS220N
```

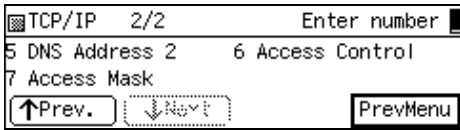The display returns to the TCP/IP settings menu.

DNS Address 2

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

You may set the DNS Address 2 when two domain name systems are connected to your machine. A connection is made to DNS 2 only if DNS 1 does not respond.

Consult your systems administrator if you are unsure about this setting.
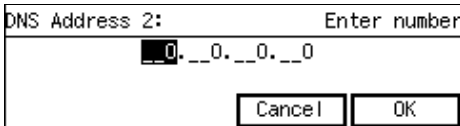
27

A **Enter the code for "DNS Address 2" with the number keys.**

```
TCP/IP   2/2        Enter number
5 DNS Address 2    6 Access Control
7 Access Mask
[↑Prev.] [↓Next]          [PrevMenu]
```

Note

❒ If "DNS Address 2" is not displayed, press [↑Prev.] or [↓Next] until it is.

B **Enter the secondary DNS server address with the number keys.**

```
DNS Address 2:      Enter number
        0.  0.  0.  0
              [Cancel] [  OK  ]
```

Note

❒ Press ⬿ or ⬾ key to move the display cursor.

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key to try again.

C **Press [OK].**

```
DNS Address 2:      Enter number
        192.168.  1. 61
              [Cancel] [  OK  ]
```
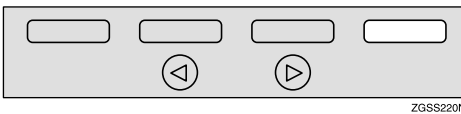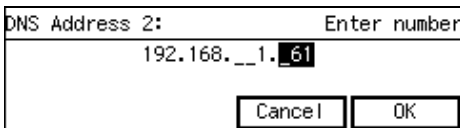
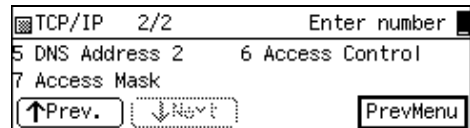The display returns to the TCP/IP settings menu.
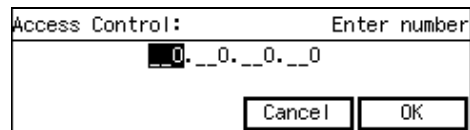
Access Control

Enter the access control setting.

When using the Web browser monitoring function or LAN FAX function, access control determines the IP address(es) that can connect to NIC FAX.

Consult your systems administrator if you are unsure about this setting. If you do not wish to use this feature, leave this setting as "0.0.0.0".

A **Enter the code for "Access Control" with the number keys.**

```
TCP/IP   2/2        Enter number
5 DNS Address 2    6 Access Control
7 Access Mask
[↑Prev.] [↓Next]          [PrevMenu]
```

B **Enter the Access Control setting with the number keys.**

```
Access Control:     Enter number
        0.  0.  0.  0
              [Cancel] [  OK  ]
```

Note

❒ Press ⬿ or ⬾ key to move the display cursor.

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key to try again.

C **Press [OK].**

```
Access Control:     Enter number
        192.168. 15. 16
              [Cancel] [  OK  ]
```
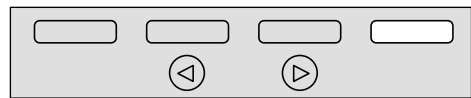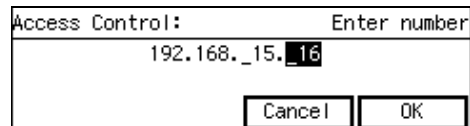
The display returns to the TCP/IP settings menu.

Access Mask

Enter the access mask.

Enter a mask that specifies the range of IP addresses that can be connected based upon the access control setting.

1

• Example:

  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.

Consult your systems administrator if you are unsure about this setting. If you set this value to "0.0.0.0", Access Control is not available.

A **Enter the code for "Access Mask" with the number keys.**

```
▨TCP/IP  2/2       Enter number ▮
5 DNS Address 2    6 Access Control
7 Access Mask
[↑Prev.] [↓Next]          PrevMenu
```

B **Enter the Access Mask setting with the number keys.**

```
Access Mask:       Enter number
        ▮_0.__0.__0.__0
              [Cancel]  [OK]
```

Note

❒ Press ◁ or ▷ key to move the display cursor.

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key to try again.

C **Press [OK].**

```
Access Mask:       Enter number
        255.255.__0.▮_0
              [Cancel]  [OK]
```


ZGSS220N

The display returns to the TCP/IP settings menu.

E-mail Server Settings

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

```
▨Network           Enter number ▮
1 TCP/IP           2 Mail Server
3 Others
                          PrevMenu
```

B **Follow the steps below to set up each of the following features:**

SMTP Server

Enter the IP address of the SMTP server.

The SMTP server is the server that sends e-mail over the Internet.

Consult your systems administrator if you are unsure about this setting.

A **Enter the code for "SMTP Server" with the number keys.**

```
▨Mail Server  1/3  Enter number▮
01 SMTP Server     02 POP Server
03 Host Name       04 Mail Address
[↑Prev.] [↓Next]          PrevMenu
```

B **Enter the SMTP server address with the number keys.**

```
SMTP Server:       Enter address
                     ▶Lowercase

[ABC/abc] [Symbols] [Cancel] [OK]
```

Note

❒ If you make a mistake, press the 【Clear】 key to try again.

❒ The SMTP server can also be specified as a domain. In this case, you must specify the DNS server address.

❒ You can enter up to 127 characters for a domain.

C Press [OK].

```
SMTP Server:              Enter address
                              ▸Lowercase
192.168.15.32_
[ABC/abc] [Symbols]  [ Cancel ]  [   OK   ]
```

```
⬭    ⬭    ⬭    ⬭
      ◁         ▷
                              ZGSS220N
```

The display returns to the Mail Server settings menu.

POP Server

Enter the IP address of the POP server.

The POP server is the server that receives e-mail over the Internet.

Consult your systems administrator if you are unsure about this setting.

A Enter the code for "POP Server" with the number keys.

```
▨Mail Server   1/3      Enter number▮
01 SMTP Server       02 POP Server
03 Host Name         04 Mail Address
[⭡Prev.] [ ↓Next ]          [PrevMenu]
```

B Enter the POP server address with the number keys.

```
POP Server:               Enter address
                              ▸Lowercase

[ABC/abc] [Symbols]  [ Cancel ]  [   OK   ]
```

Note

❒ If you make a mistake, press the 【Clear】 key to try again.

❒ The POP server can also be specified as a domain. In this case, you must specify the DNS server address.

❒ You can enter up to 127 characters for a domain.

C Press [OK].

```
POP Server:               Enter address
                              ▸Lowercase
192.168.15.31_
[ABC/abc] [Symbols]  [ Cancel ]  [   OK   ]
```

```
⬭    ⬭    ⬭    ⬭
      ◁         ▷
                              ZGSS220N
```

The display returns to the Mail Server settings menu.

Host Name

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

Consult your systems administrator if you are unsure about this setting.

A Enter the code for "Host Name" with the number keys.

```
▨Mail Server   1/3      Enter number▮
01 SMTP Server       02 POP Server
03 Host Name         04 Mail Address
[⭡Prev.] [ ↓Next ]          [PrevMenu]
```

B Enter the host name.

```
Host Name:                 Enter name
                              ▸Lowercase

[ABC/abc] [Symbols]  [ Cancel ]  [   OK   ]
```

Note

❒ You can enter up to 63 characters for a host name.

❒ If you make a mistake, press the 【Clear】 key to try again.

❸ Press [OK].

```
Host Name:              Enter name
                          ▸Lowercase
sales_
ABC/abc   Symbols   Cancel     OK
```

```
 ⬚    ⬚    ⬚    ⬚
      ◁       ▷
                      ZGSS220N
```

The display returns to the Mail Server settings menu.

Mail Address

Enter the mail address of the NIC FAX.

Consult your systems administrator if you are unsure about this setting.

❶ Enter the code for "Mail Address" with the number keys.

```
▨Mail Server  1/3     Enter number▪
01 SMTP Server    02 POP Server
03 Host Name      04 Mail Address
↑Prev.   ↓Next           PrevMenu
```

❷ Enter the mail address.

```
Mail Address:           Enter address
                          ▸Lowercase

ABC/abc   Symbols   Cancel     OK
```

🖉 Note

❒ You can enter up to 127 characters for a mail address.

❒ If you make a mistake, press the 【Clear】 key to try again.

❸ Press [OK].

```
Mail Address:           Enter address
                          ▸Lowercase
sales@company.com_
ABC/abc   Symbols   Cancel     OK
```

```
 ⬚    ⬚    ⬚    ⬚
      ◁       ▷
                      ZGSS220N
```

The display returns to the Mail Server settings menu.

Domain Name

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

Domain name represents the organization you belong to on the Internet.

Consult your systems administrator if you are unsure about this setting.

❶ Enter the code for "Domain Name" with the number keys.

```
▨Mail Server  2/3     Enter number▪
05 Domain Name    06 Account Name
07 Password       08 Mail RX Interval
↑Prev.   ↓Next           PrevMenu
```

🖉 Note

❒ If "Domain Name" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

❷ Enter the domain name.

```
Domain Name:            Enter name
                          ▸Lowercase

ABC/abc   Symbols   Cancel     OK
```

🖉 Note

❒ You can enter up to 63 characters for a domain name.

❒ If you make a mistake, press the 【Clear】 key to try again.

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C Press [OK].

```
Domain Name:               Enter name
                            ▸Lowercase
company.com
(ABC/abc) (Symbols)  Cancel     OK
```
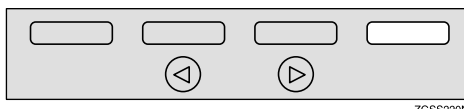

ZGSS220N

The display returns to the Mail Server settings menu.

Account Name

Enter the account name to be used for connection to the POP server.

Consult your systems administrator if you are unsure about this setting.

A Enter the code for "Account Name" with the number keys.

```
▨Mail Server  2/3    Enter number
05 Domain Name    06 Account Name
07 Password       08 Mail RX Interval
(↑Prev.) (↓Next)           PrevMenu
```

Note

❒ If "Account Name" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

B Enter the account name.

```
Account Name:              Enter name
                            ▸Lowercase
(ABC/abc) (Symbols)  Cancel     OK
```

Note

❒ You can enter up to 31 characters for an account name.

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

C Press [OK].

```
Account Name:              Enter name
                            ▸Lowercase
sales
(ABC/abc) (Symbols)  Cancel     OK
```
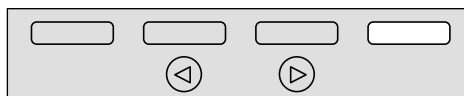

ZGSS220N

The display returns to the Mail Server settings menu.

Password

Enter the login password to be used for connection to the POP server.

Consult your systems administrator if you are unsure about this setting.

A Enter the code for "Password" with the number keys.

```
▨Mail Server  2/3    Enter number
05 Domain Name    06 Account Name
07 Password       08 Mail RX Interval
(↑Prev.) (↓Next)           PrevMenu
```

Note

❒ If "Password" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

B Enter the password.

```
Password:              Enter password
                            ▸Lowercase
(ABC/abc) (Symbols)  Cancel     OK
```

Note

❒ You can enter up to 31 characters for a password.

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

1

C **Press [OK].**

```
Password:              Enter password
                            ▸Lowercase
·······
[ABC/abc] [Symbols]  Cancel      OK
```

```
  ⬜      ⬜      ⬜      ⬜

       ◁       ▷

                            ZGSS220N
```

The display returns to the Mail Server settings menu.

Mail RX Interval

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

A **Enter the code for "Mail RX Interval" with the number keys.**

```
▦Mail Server  2/3      Enter number▮
05 Domain Name      06 Account Name
07 Password         08 Mail RX Interval
[↑Prev.] [↓Next]              PrevMenu
```

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

```
Mail RX Interval:        Enter time
              ▮3min. (1-60)

                        Cancel    OK
```

✎ Note

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

C **Press [OK].**

The display returns to the Mail Server settings menu.

Max. File Size

Make this setting when you wish to limit the size of e-mail that is transmitted. When this function is set to on, transmission of e-mail that exceeds the set size is aborted.

❢ Limitation

❒ This function does not work with the Backup File Transmission destinations specified in the NIC FAX.

✎ 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.

A **Enter the code for "Max. file size" with the number keys.**

```
▦Mail Server  3/3      Enter number▮
09 Max. file size   10 Auth. E-mail RX

[↑Prev.] [↓Next]              PrevMenu
```

✎ Note

❒ If "Max. file size" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

B **Press [Size].**

```
Max.size per file:  Select mode with◀▶
              On / Off

[Size]                  Cancel    OK
```

```
  ⬜      ⬜      ⬜      ⬜

       ◁       ▷

                            ZGSS190N
```

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C Enter the file size limit with the number keys.

```
Max.size per file:    Enter the max.
       Size  1000 KB (1-9999)

                      Cancel    OK
```

✎ Note

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

D Press [OK].

E Press ⊲ or ⊳ key to select "On".

```
Max.size per file:  Select mode with⊲⊳
               On / Off
 Size            Cancel     OK
```

```
┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
└──────┘ └──────┘ └──────┘ └──────┘
         ⊲         ⊳
                              ZGSS250N
```

F Press [OK].

```
Max.size per file:  Select mode with⊲⊳
               On / Off
 Size            Cancel     OK
```

```
┌──────┐ ┌──────┐ ┌──────┐ ┌──────┐
└──────┘ └──────┘ └──────┘ └──────┘
         ⊲         ⊳
                              ZGSS220N
```

✎ Note

❒ If you do not wish to set a maximum e-mail size, press ⊲ or ⊳ key to select "Off", then press **[OK]**.

The display returns to the Mail Server settings menu.

Auth. E-mail RX

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.

A Enter the code for "Auth. E-mail RX" with the number keys.

```
▨Mail Server  3/3      Enter number
09 Max. file size   10 Auth. E-mail RX

 ↑Prev.   ↓Next              PrevMenu
```

✎ Note

❒ If "Auth. E-mail RX" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

B Enter the e-mail address for limiting routing.

```
Authorized E-mail RX:    Enter address
                         ▸Lowercase

 ABC/abc  Symbols   Cancel     OK
```

✎ Note

❒ You can enter up to 127 characters.

❒ If you make a mistake, press ⊲ or ⊳ key to move the display cursor, then press 【Clear】 key to try again.

C **Press [OK].**

The display returns to the Mail Server settings menu.

Scanner Settings

Enter the IP address of the delivery server to transmit the scanned documents.

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

```
▦Network              Enter number ▪
1 TCP/IP           2 Mail Server
3 Scanner          4 Others
                          PrevMenu
```

Note

❒ "Scanner" only appears on the display when ScanRouter V2 Lite is selected with the User Parameters or ScanRouter V2 Professional is set up by the service representative. See p.146 "User Parameters"(switch 16 bit 2).

B **Enter the code for "Server Address" with the number keys.**

```
▦Scanner Settings     Enter number ▪
1 Server Address
                          PrevMenu
```

C **Enter the IP address or domain name of the server.**

```
Server Address:       Enter address
                         ▸Lowercase

(ABC/abc ) (Symbols )  Cancel      OK
```

Note

❒ If you wish to enter the server address with a domain name, make sure that the DNS server address is specified in advance.

❒ You can enter up to 127 characters for a domain name.

D **Press [OK].**

```
Server Address:       Enter address
                         ▸Lowercase
192.168.15.45_
(ABC/abc ) (Symbols )  Cancel      OK
```
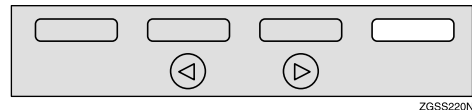

ZGSS220N

The display returns to the Scanner settings menu.

Other Settings

A **Enter the code for "Others" with the number keys.**

```
▦Network              Enter number ▪
1 TCP/IP           2 Mail Server
3 Others
                          PrevMenu
```

B **Follow the steps below to set up each of the following features:**

Time Zone

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

A **Enter the code for "Time Zone" with the number keys.**

```
▦Others               Enter number ▪
1 Time Zone        2 Mail To Admin.
3 Backup Mail TX
                          PrevMenu
```

B **Press Ⓐ or Ⓑ key to adjust the time difference.**

```
Time Zone:            Enter with◀▶
       (-12 - +12) ▪ 5hour(s)
▪Difference from Greenwich Mean Time
                     Cancel      OK
```

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✐ Note

❒ The factory default setting for the time difference is -5 which is the time difference for New York.

❒ The time zone set up in this step appears on the mail header information, thus if the setting is not done correctly, the receivers will not get the correct reception time, either.

C Press [OK].

The display returns to the Others settings menu.

Mail to Admin.

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

A Enter the code for "Mail to Admin." with the number keys.

```
▩Others              Enter number ▮
1 Time Zone        2 Mail To Admin.
3 Backup Mail TX
                         PrevMenu
```

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

```
Mail To Administrator:   Enter address
                         ▸Lowercase

ABC/abc  Symbols   Cancel      OK
```

✐ Note

❒ You can enter up to 127 characters.

❒ If you make a mistake, press ⊲ or ⊳ key to move the display cursor, then press the 【Clear】 key to try again.

❒ If NIC FAX 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.

C Press [OK].

The display returns to the Others settings menu.

Backup Mail TX

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

A Enter the code for "Backup Mail TX" with the number keys.

```
▩Others              Enter number ▮
1 Time Zone        2 Mail To Admin.
3 Backup Mail TX
                         PrevMenu
```

B Enter the e-mail backup address.

```
Backup Mail TX:        Enter address
                         ▸Lowercase

ABC/abc  Symbols   Cancel      OK
```

✐ Note

❒ You can enter up to 127 characters.

❒ If you make a mistake, press ⊲ or ⊳ key to move the display cursor, then press the 【Clear】 key to try again.

❒ A blind carbon copy (BCC) of all sent e-mail messages is sent to this address.

C Press [OK].

The display returns to the Others settings menu.

Returning to the Initial Display

A Press the 【User Tools】 key.

ZGSS090N
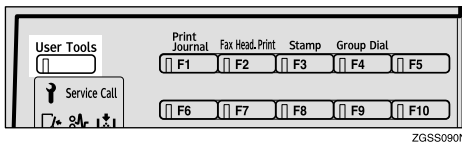
NIC FAX returns to standby mode.

IP-Fax Parameter Settings

📖 **Preparation**

Choose "Yes" in User Parameters to use the gatekeeper for IP-Fax transmission. See "User Parameters" ⇒ p.146 (switch 32 bit 0).

A Press the 【User Tools】 key.

ZGSS090N
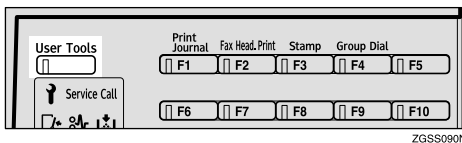
The "User Tools" main menu appears.

📎 **Note**

❒ Make sure that the machine is in standby mode. If not, see Chapter 1 "Standby Display" to return to the standby mode.

B Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.

```
▓User Tools Main Menu   Enter number ▮
1 Fax Features      2 Key Op. Tools

  Counter          Language   Exit
```

C Enter the code for "System Settings" with the number keys.

```
▓Key Op. Tools        Enter number ▮
1 System Settings  2 Initial Set Up
3 Box Settings
                            PrevMenu
```
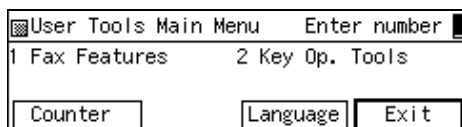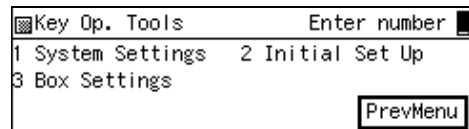
D Enter the code for "IP-Fax Parameter" with the number keys.

```
▓System Settings 3/4   Enter number ▮
09 Network          10 IP-Fax Parameter
11 Key Layout       12 Print Position
↑Prev.   ↓Next              PrevMenu
```
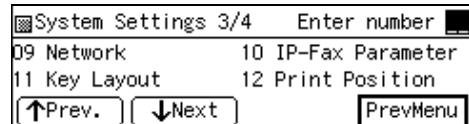
📎 **Note**

❒ If "IP-Fax Parameter" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

E Follow the steps below to set up each of the following features:

Gatekeeper Address

Gatekeeper is a server which connects the telephone number and the IP address.

You need to set up the gatekeeper address to use this function.

❶ Enter the code for "Gatekeeper Address" with the number keys.

```
▓IP-Fax Parameter      Enter number ▮
1 Gatekeeper Address  2 Own Fax Number

                            PrevMenu
```
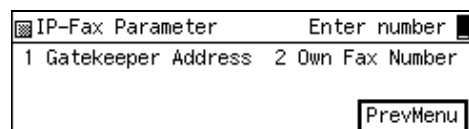
❷ Enter the IP address or domain of the gatekeeper.

```
Gatekeeper Address:      Enter name
                            ▸Lowercase

ABC/abc   Symbols   Cancel     OK
```
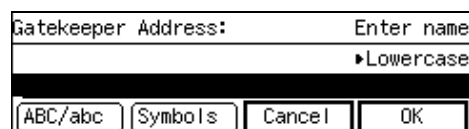
Note

❒ If you wish to enter the gate-keeper address with a domain name, make sure that the DNS server address is specified in advance.

❒ You can enter up to 127 characters for a domain name.

❒ If you make a mistake, press ⓐ or ⓑ key to move the display cursor, then press the 【Clear】 key to try again.

C **Press [OK].**

The display returns to the IP-Fax Parameter settings menu.

Own Fax Number (Alias Fax Number)

Own Fax Number is an alias fax number that can represent IP address or e-mail address in a short form, that is a telephone number.

When using gatekeeper, Own Fax Number needs to be specified in the NIC FAX.

A **Enter the code for "Own Fax Number" with the number keys.**

```
▨IP-Fax Parameter      Enter number ▮
 1 Gatekeeper Address  2 Own Fax Number

                              PrevMenu
```

B **Enter Own Fax Number.**

```
Own Fax Number:        Enter Number
 ☎ _

               Cancel      OK
```

Note

❒ You can enter up to 127 digits.

❒ You can enter digits 0 to 9, "#" and "*".

❒ If you make a mistake, press ⓐ or ⓑ key to move the display cursor, then press the 【Clear】 key to try again.

C **Press [OK].**

The display returns to the IP-Fax Parameter settings menu.

F **Press the 【User Tools】 key.**

NIC FAX returns to standby mode.

Installing the Software

NIC FAX comes with a CD-ROM containing the driver and utility for LAN-Fax and Network Delivery Scanner functions.

✎ Note

❒ This manual assumes users already have a working knowledge of Windows operating systems. Refer to the relevant Windows manual for specific details of Windows functions and operations.

Auto-run Program

When the CD-ROM is loaded, the installer starts automatically (auto-run) allowing easy installation.

✎ Note

❒ To install NIC FAX Driver and Utilities on a Windows NT 4.0, Windows 2000, or Windows XP system, you have to be in an Administrators group.

❒ Depending on Windows settings, the auto-run program may not start. In such cases, double-click "SETUP.EXE" (located in the CD-ROM's root directory).

❒ If you do not wish to start the auto-run program, hold down the shift key until your computer loads the CD-ROM and access is complete.

❒ If you press **[Cancel]** before installation is complete, the process stops. Restart the installer to complete installation.

❒ Screen images in the procedure below may differ depending on versions of Windows and environment settings.

Quick Install

You can install software easily, using the provided CD-ROM. By simply pressing Quick Install, the following are installed:

- LAN-Fax Driver
  Settings for the TCP/IP port are also made.

- Address Book

- SmartNetMonitor for Client

The LAN-Fax function is ready for use once installation is complete.

A Before beginning installation, exit all other applications.

B Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer.

The Select Language screen appears.

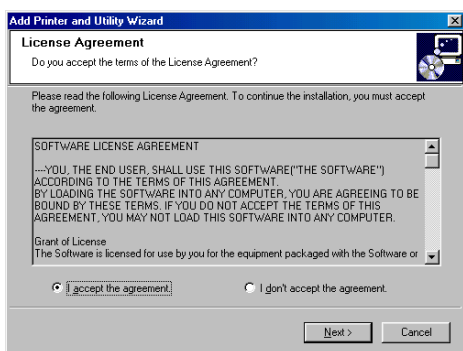**C Select the language you wish to choose, then click [OK].**
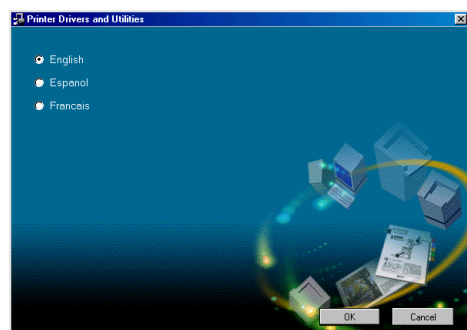

The Install program starts.

D Click [Quick Install].
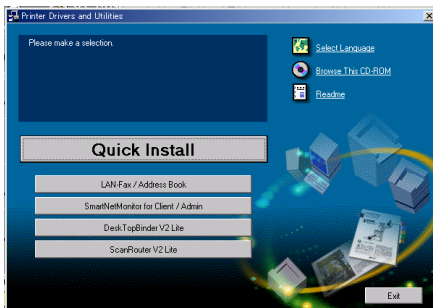
The Software License Agreement is displayed.

## E Make sure you read it carefully, select "I accept the agreement", then click [Next].
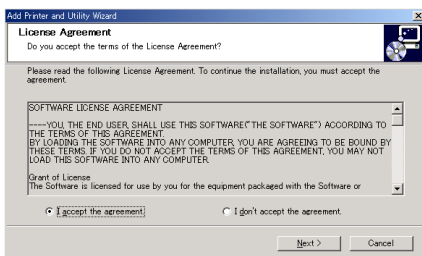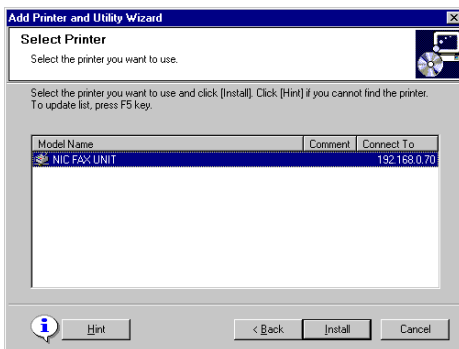
F Click <NIC FAX UNIT>.

G Click [Install].

The following screen appears and the installation starts.
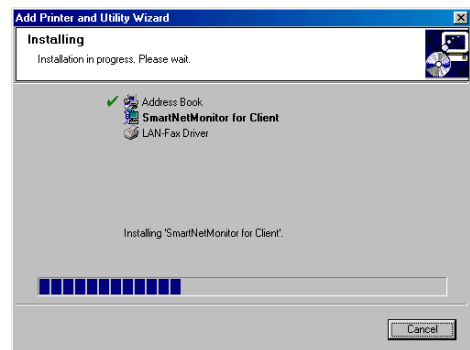
"Installation Completion" screen appears.

Note

❒ The following screen may appear during the installation. Click [Yes] for Windows 2000, and [Continue Anyway] for Windows XP to continue the installation.

• Windows 2000

• Windows XP

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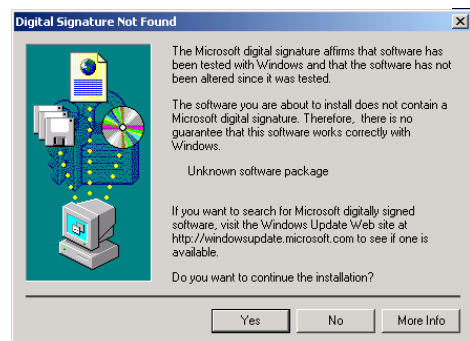
H To restart the computer, select "Yes. Restart right now."
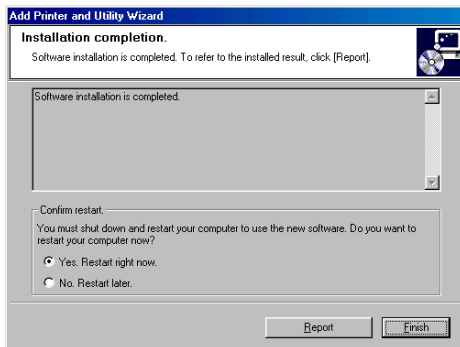
✎ Note

❒ If you do not wish to restart the computer, select "No. Restart later."

❒ If the "Confirm restart" area does not appear, proceed to step I.

I Click [Finish].

If you select "Yes. Restart right now." in the step H display, the installation completes and the computer restarts.

✎ Note

❒ If you select "No. Restart later." in the step H display, the installation completes without restarting the computer. Installed driver and utilities are available only after you restart the computer.

❒ To edit the printer name, on the **[Start]** menu, point to **[Settings]**, then click **[Printers]**. Next, right-click the mouse on the printer icon that you wish to edit the name of, then click **[Rename]**.

Installing the Driver and Utilities Individually

LAN-Fax Driver/Address Book

✎ Note

❒ You need to install SmartNetMonitor for Client before LAN-Fax Drivers or Address Book. If SmartNetMonitor for Client is not installed, follow the steps described in SmartNetMonitor for Client. See p.44 "SmartNetMonitor for Client".

A Before beginning installation, exit all other applications.

B Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer.
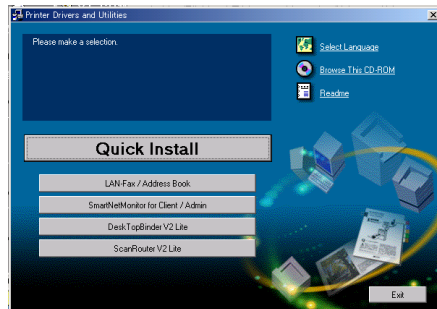
The Select Language screen appears.

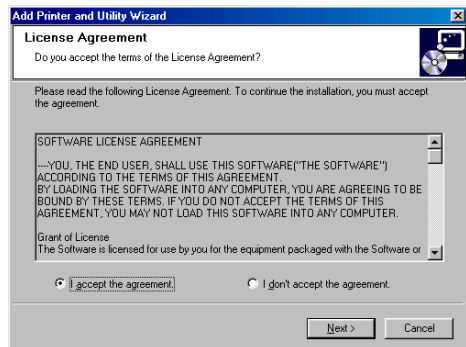**C Select the language you wish to choose, then click [OK].**

The Install program starts.
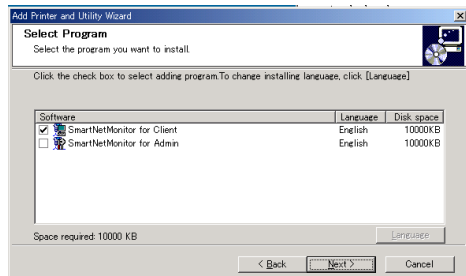
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1

D Click [LAN-Fax/Address Book].

"Add Printer and Utility Wizard" starts, and the Software License Agreement is displayed.

E Make sure you read it carefully, select "I accept the agreement.", then click [Next].
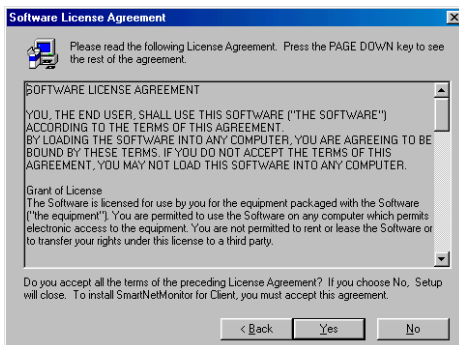

F Select Address Book and LAN-Fax Driver. Then, click [Next].
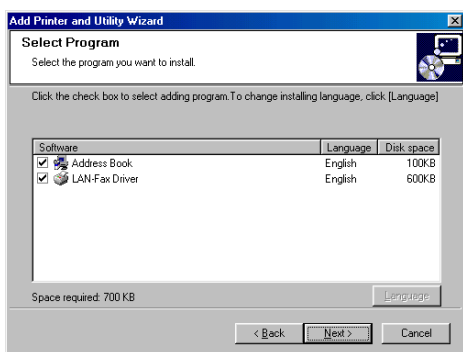
The Welcome screen appears.

G Click [Next].
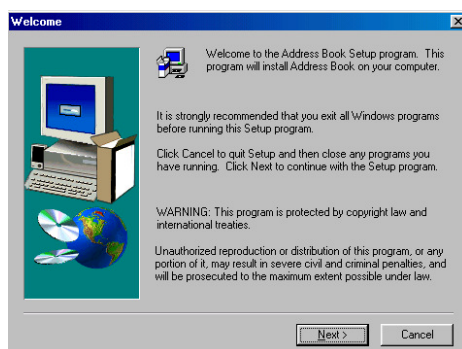
H Double-click "Printer Name: <LAN-Fax F2>".
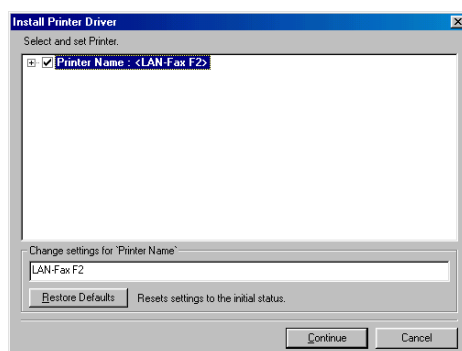
I Click "Port", then [Add].
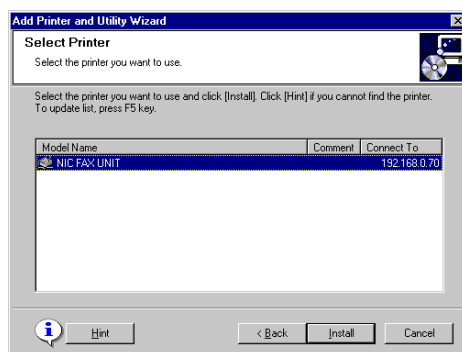
J Select "SmartNetMonitor", then click [OK].
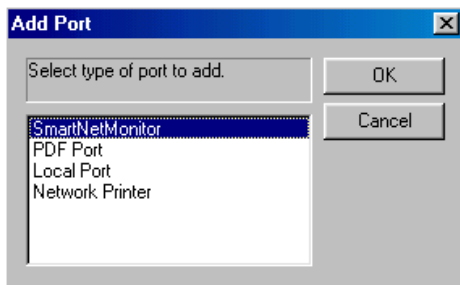
K Click [Specify Address].
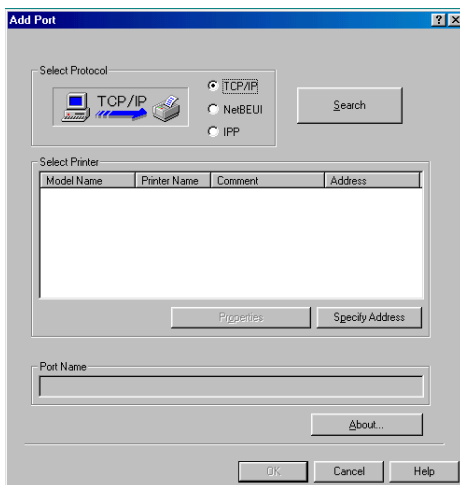
L Enter the IP address or host name assigned to NIC FAX, and then click [OK].

When entering a host name, first click "Host Name" and then enter the host name in the box to the right.
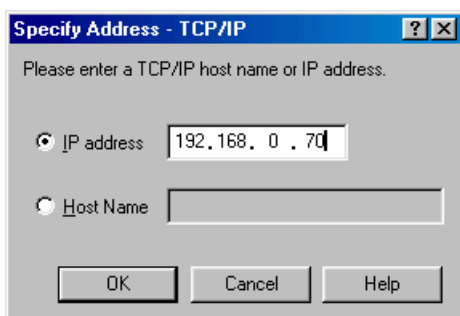
M Check to see if "TCP/IP" is selected and the machine's port name is displayed correctly, then click [OK].

N Click [Continue].

O Click [Finish].

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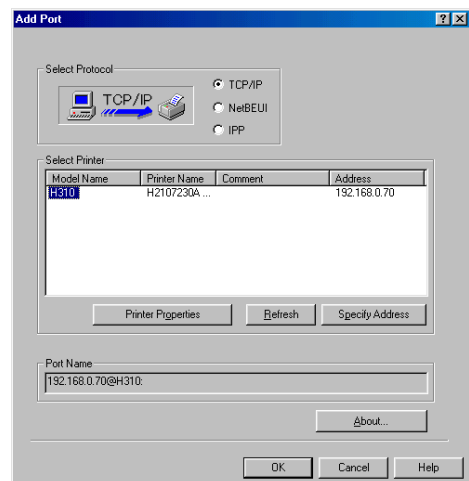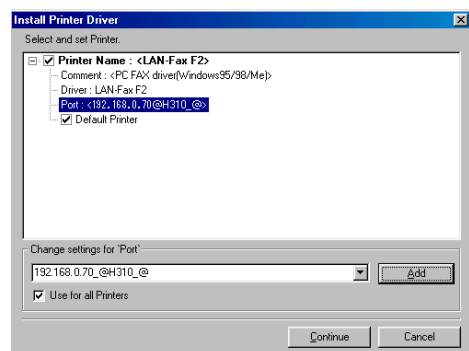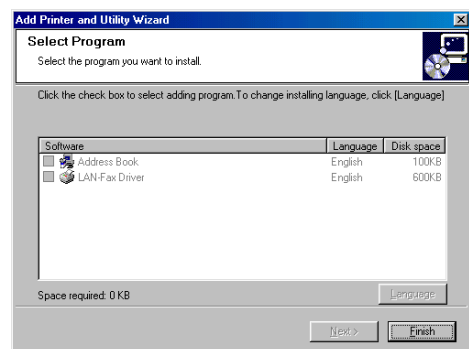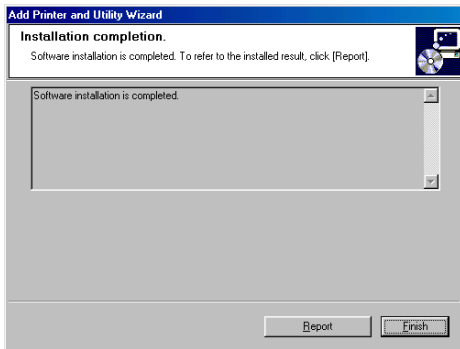
16 **Click [Finish].**

The installation completes.

✎ Note

❒ If the "Confirm restart" area appears, refer to step **8** and **9** of p.39 "Quick Install".

17 **Click [Finish].**

SmartNetMonitor for Client

1 Before beginning installation, exit all other applications.

2 Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer.

The Select Language screen appears.

3 Select the language you wish to choose, then click [OK].
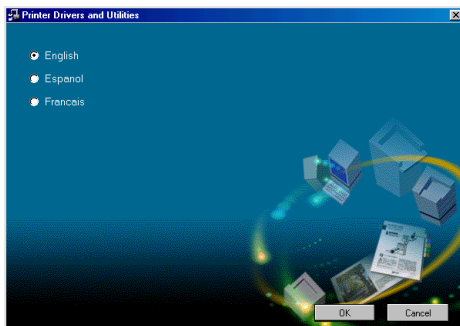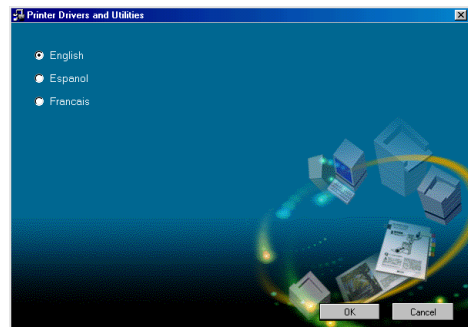
The Install program starts.

4 Click [SmartNetMonitor for Client / Admin].

"Add Printer and Utility Wizard" starts, and the Software License Agreement is displayed.

5 Make sure you read it carefully, select "I accept the agreement.", then click [Next].

6 Select SmartNetMonitor for Client, then click [Next].

The Welcome screen appears.

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A **Click [Next].**

The Software License Agreement is displayed.

H **Make sure you read it carefully, then click [Yes].**

I **Follow the steps displayed on the screen to complete the installation of SmartNetMonitor for Client.**
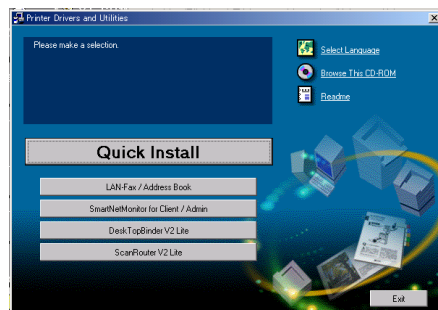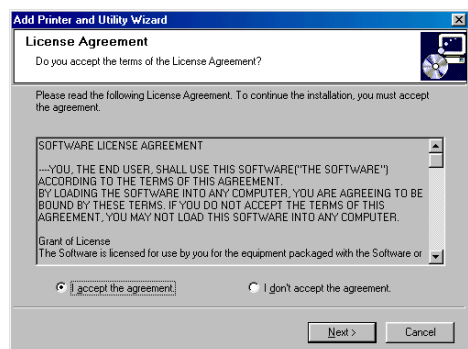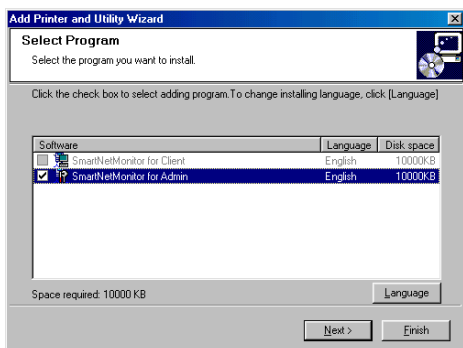

SmartNetMonitor for Admin

A **Before beginning installation, exit all other applications.**

B **Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer.**

The Select Language screen appears.

C **Select the language you wish to choose, then click [OK].**

The Install program starts.

D **Click [SmartNetMonitor for Client / Admin].**

"Add Printer and Utility Wizard" starts, and the Software License Agreement is displayed.
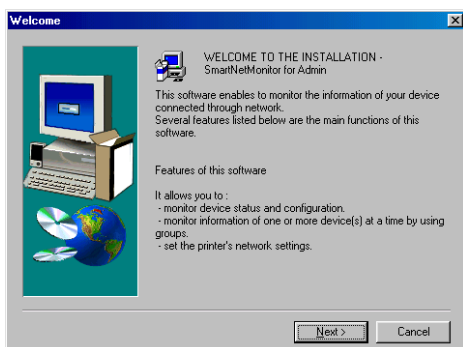
E **Make sure you read it carefully, select "I accept the agreement.", then click [Next].**

45

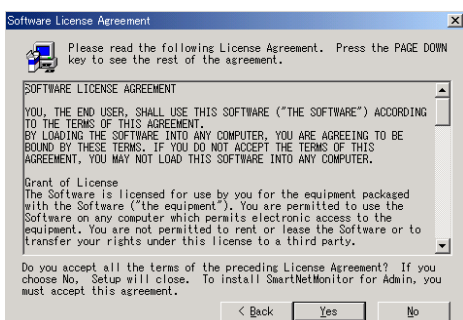**F** **Select SmartNetMonitor for Admin, then click [Next].**

The Welcome screen appears.

G **Click [Next].**

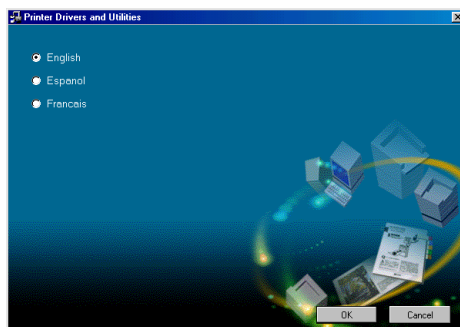The Software License Agreement is displayed.

H **Make sure you read it carefully, then click [Yes].**

I **Follow the steps displayed on the screen to complete the installation of SmartNetMonitor for Admin.**
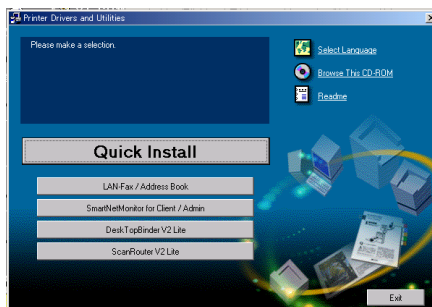
DeskTopBinder V2 Lite

A **Before beginning installation, exit all other applications.**

B **Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer.**

The Select Language screen appears.

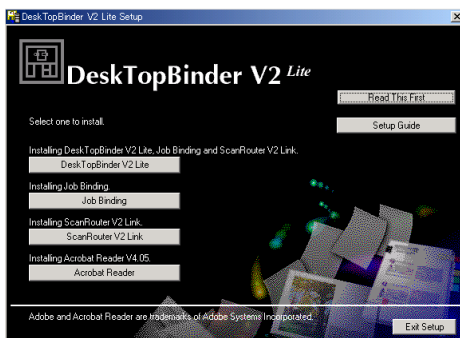**C** **Select the language you wish to choose, then click [OK].**

The Install program starts.

D **Click [DeskTopBinder V2 Lite].**

The DeskTopBinder V2 Lite Setup screen appears.

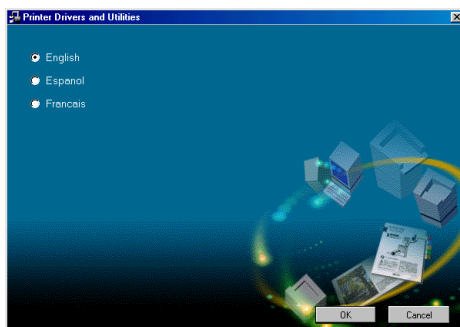**E** **Click [Setup Guide] and follow the steps described in the PDF manual to complete the installation.**

✐ Note
❒ To view the PDF manual, you need Acrobat Reader in your computer. If you need to install it, click **[Acrobat Reader]**.

ScanRouter V2 Lite

A **Before beginning installation, exit all other applications.**

B **Insert the CD-ROM that contains the NIC FAX Driver and Utilities into the CD drive on your computer.**

The Select Language screen appears.

C **Select the language you wish to choose, then click [OK].**

The Install program starts.

D **Click [ScanRouter V2 Lite].**

The ScanRouter V2 Lite Setup screen appears.

E **Click [Setup Guide] and follow the steps described in the PDF manual to complete the installation.**

✐ Note
❒ To view the PDF manual, you need Acrobat Reader in your computer. If you need to install it, click **[Acrobat Reader]**.
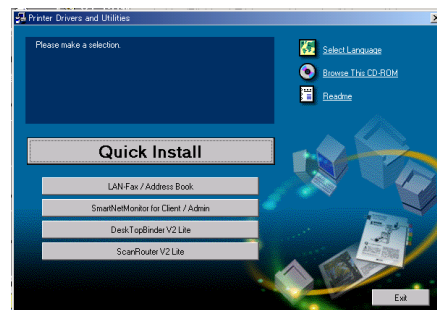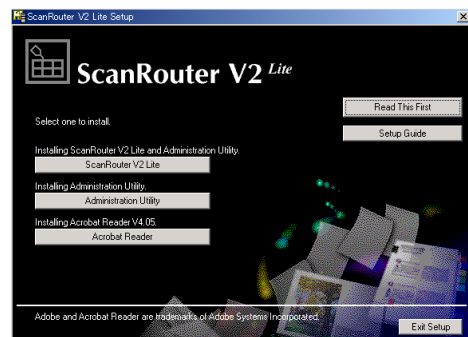
Software Included in the CD-ROM

List of Files

Software for LAN Fax features or Network Delivery Scanner function is stored in the following directories on the CD-ROM.

CD-ROM	SETUP.EXE			
	Software installer			
	DRIVERS	LAN-Fax	WIN9X_ME	LAN-Fax Driver (for Windows 95/98/Me)
			NT4	LAN-Fax Driver (for Windows NT4.0)
			WIN2000	LAN-Fax Driver (for Windows 2000/XP)
	HELP	WSMHLP	en	Help file for using a Web browser (English)
			fr	Help file for using a Web browser (French)
			es	Help file for using a Web browser (Spanish)
	NET-WORK	NETMON	ADMIN	SmartNetMonitor for Admin
			CLIENT	SmartNetMonitor for Client
	UTILITY	ADDRESS		Address Book
		ROUTERV2		ScanRouter V2 Lite
		DESKV2		DeskTopBinder V2 Lite

LAN-Fax Drivers

LAN-Fax Driver enables you to send and print documents created on a computer.

Note
❒ Refer to the LAN-Fax Help for detailed instructions.

Reference
p.89 "Using LAN FAX Functions"

❖ File Location
LAN-Fax Driver is stored in the following directories:
- LAN-Fax Driver for Windows 95/98/Me
  \DRIVERS\LAN-FAX\WIN9X_ME
- LAN-Fax Driver for Windows NT 4.0
  \DRIVERS\LAN-FAX\NT4
- LAN-Fax Driver for Windows 2000/XP
  \DRIVERS\LAN-FAX\WIN2000

❖ **System Requirements**
- Computer
  IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000 Windows XP

  ❗ **Limitation**
  ❒ LAN-Fax Driver does not work with Windows NT on RISC processors (MIPS R series, Alpha AXP or PowerPC).
- Operating System
  Microsoft Windows 95/98/Me
  Microsoft Windows NT4.0
  Microsoft Windows 2000/XP
- Display
  VGA 640×480 or higher resolution

Address Book

Address Book allows you to program destinations for fax transmissions using the LAN FAX features.

✏ **Note**
❒ Refer to the Address Book Help for detailed instructions.

🔍 **Reference**

❖ **File Location**
The utility is stored in the following directory on the CD-ROM:
UTILITY\ADDRESS

❖ **Operating System**
- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

SmartNetMonitor for Client

SmartNetMonitor for Client allows you to use NIC FAX as a network printer.

Note
❒ Refer to the SmartNetMonitor for Client Help for the detailed instructions.

❖ **File Location**
The utility is stored in the following directory on the CD-ROM:
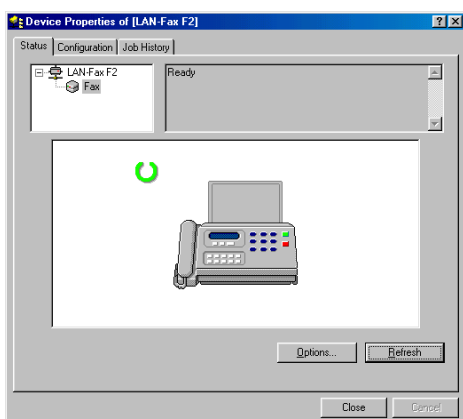NETWORK\NETMON\CLIENT

❖ **Operating System**
- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

SmartNetMonitor for Admin

SmartNetMonitor for Admin is a network utility for administrator. You can confirm NIC FAX settings and conditions from a computer.

Note
❒ Refer to the SmartNetMonitor for Admin Help for the detailed instructions.
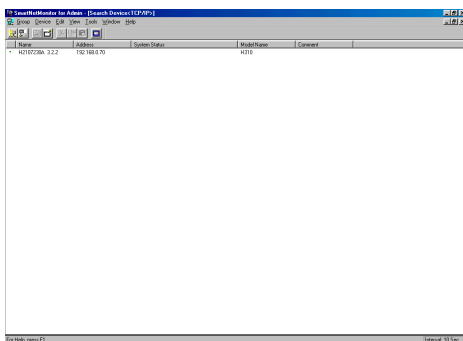
❖ **File Location**
The utility is stored in the following directory on the CD-ROM:
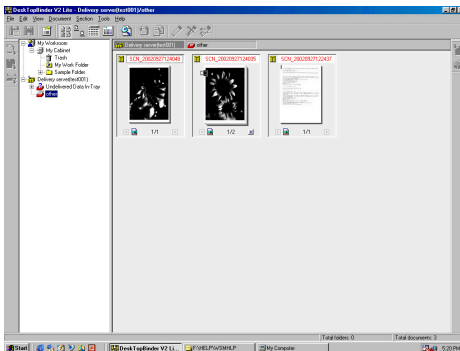NETWORK\NETMON\ADMIN

❖ **Operating System**
- Microsoft Windows 95/98/Me
- Microsoft Windows NT4.0
- Microsoft Windows 2000/XP

DeskTopBinder V2 Lite

DeskTopBinder V2 Lite enables you to handle various data including scanned images, documents or files created with various software, or image files that you already have. This software is installed on client computers. You can use NIC FAX as a network delivery scanner, or view the documents in the Fax In-Tray saved by using ScanRouter V2 Lite/Professional.

📝 **Note**
❒ Refer to the DeskTopBinder V2 Lite Help for the detailed instructions.

❖ **File Location**
The utility is stored in the following directory on the CD-ROM:
UTILITY\DESKV2

❖ **System Requirements**
- Computer
  IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

  ## 📍 **Limitation**
  ❒ DeskTopBinder V2 Lite does not work with Windows NT on RISC processors (MIPS R series, Alpha AXP or PowerPC).

- Operating System
  Microsoft Windows 95 operating system OSR2 or later
  Microsoft Windows 98/98SE operating system
  Microsoft Windows Millennium Edition (Windows Me)
  Microsoft Windows NT Workstation operating system version 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Server network operating system version 4.0 (Service Pack 5 or later)
  Microsoft Windows 2000 Professional
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition

❖ **Software Installed with DeskTopBinder V2 Lite**
- ScanRouter V2 Link
  This utility monitors the delivery server regularly and picks up newly arrived documents in the Fax In-Tray, or sends notification to users when new documents are delivered to the server.

ScanRouter V2 Lite

With ScanRouter V2 Lite installed, the delivery server enables you to sort scanned documents and images, save them in specified inboxes, or send them to designated client folders.

🖉 **Note**
❒ Refer to the ScanRouter V2 Lite Help for detailed instructions.

❖ **File Location**
The utility is stored in the following directory on the CD-ROM.
UTILITY\ROUTERV2

❖ **System Requirements**
- Computer
  IBM PC/AT or compatible running Windows 95, Windows 98, Windows Me, Windows NT4.0, Windows 2000, Windows XP

- Operating System
  Microsoft Windows 95 operating system OSR2 or later
  Microsoft Windows 98/98SE operating system
  Microsoft Windows Millennium Edition (Windows Me)
  Microsoft Windows NT Workstation operating system version 4.0 (Service Pack 5 or later)
  Microsoft Windows NT Server network operating system version 4.0 (Service Pack 5 or later)
  Microsoft Windows 2000 Professional
  Microsoft Windows 2000 Server (Service Pack 1 or later)
  Microsoft Windows XP Professional
  Microsoft Windows XP Home Edition

❖ **Software Installed with ScanRouter V2 Lite**
- • Administration Utility
  This application helps you run the delivery network system using Scan-Router V2 Lite.
  With this utility, the destination(s) of the scanned documents and the sender(s) information can be programmed into the delivery server. It also performs maintenance operations such as monitoring free disk space on the delivery server or recording error logs.

✐ **Note**
❒ Administration Utility can be installed on client computers as well as the delivery server. To install it, click "Administration Utility" on the "Scan-Router V2 Lite" screen of the installer.

Online Help

You can refer to this when you confirm or edit NIC FAX settings through a Web browser.

✐ **Note**
❒ To use online Help, see p.139 "Using Online Help".
❒ The online Help file is common for Windows 95/98/Me, Windows NT4.0 and Windows 2000/XP.

❖ **File Location**
  The online Help files are stored in the following directories on the CD-ROM:

English	\HELP\WSMHLP\en
Français	\HELP\WSMHLP\fr
Español	\HELP\WSMHLP\es

1

2. Using Internet Fax Functions

E-mail Server Settings (by Network Administrator)

The information in this section is for your network administrator.

Mail Server Settings

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 reception 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 or host name to NIC FAX users who need to input this information when establishing a connection through a Web browser.

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.

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 key, 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 **[Mode]**. You can set the following options:

❖ **Subject**
  You can enter a subject for the document you wish to send. You can enter a maximum of 40 characters.

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

❖ **Confirmation of Reception**
  You can confirm sent documents were properly received using e-mail or the Journal.

❖ **Viewer URL Information**
  You can record URL sites for downloading viewer applications on e-mail you are about to send.
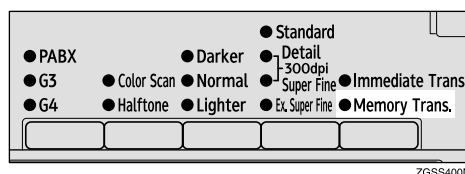
⚠️Important

❒ 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 computer. 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.161 "Received Images" for how e-mail is actually received by the computer when it is sent with mail options selected.

❒ With the Scan to E-mail function, you can transmit the color documents. However, the Internet Faxing function does not support color transmission. See p.97 "Using Scan to E-mail".

A **Make sure that the Memory Transmission indicator is lit.**

● Standard
● PABX   ● Darker   ● Detail
                          300dpi
● G3   ● Color Scan ● Normal   Super Fine ● Immediate Trans.
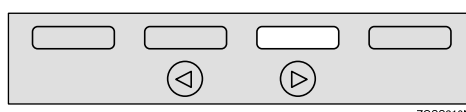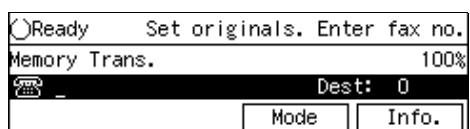● G4   ● Halftone ● Lighter   ● Ex. Super Fine ● Memory Trans.

ZGSS400N

💡 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.

Note

❒ If the **Immediate Transmission** indicator is lit, press the 【Transmission Mode】 key to change back to Memory Transmission.

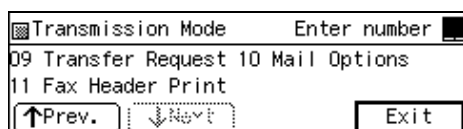B **Press [Mode], and make any settings for the Mail Options as necessary.**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                      100%
☎ _                      Dest:  0
                    Mode   │  Info.
```
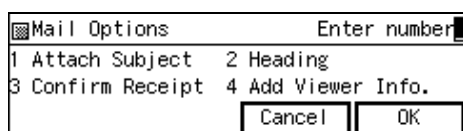
```
ZGSS210N
```

Note

❒ Proceed to step G if you do not wish to make any Mail Options settings.

C **Enter the code for "Mail Options" with the number keys.**

```
▦Transmission Mode    Enter number █
09 Transfer Request 10 Mail Options
11 Fax Header Print
[↑Prev.] [↓Next]           Exit
```

Note

❒ If "Mail Options" is not displayed, press [↑Prev.] or [↓Next] until it is.

D **Depending on the mail option you wish to set, use one of the following procedures:**

```
▦Mail Options          Enter number█
1 Attach Subject   2 Heading
3 Confirm Receipt  4 Add Viewer Info.
                   Cancel    OK
```

Mail Subject

A **Enter the code for "Attach Subject" with the number keys.**

B **Enter the subject.**

```
Enter Subject
                       ▸Uppercase
[ABC/abc] [Symbols]  Cancel    OK
```
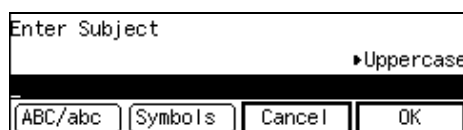
Reference

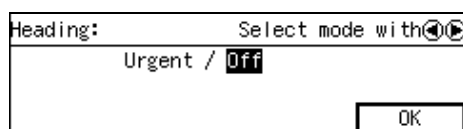Chapter 3 "Entering Characters" in the Basic Features manual

Note

❒ You can enter up to 40 characters for the subject.
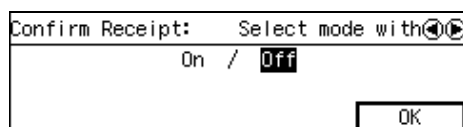
C **Press [OK].**

Heading

A **Enter the code for "Heading" with the number keys.**

B **Press ◁ or ▷ key to select "Urgent" or "Off".**

```
Heading:          Select mode with◁▷
         Urgent / Off
                              OK
```

C **Press [OK].**

Confirmation of Reception

A **Enter the code for "Confirm Receipt" with the number keys.**

B **Press ◁ or ▷ key to select "On" or "Off".**

```
Confirm Receipt:  Select mode with◁▷
         On  / Off
                              OK
```
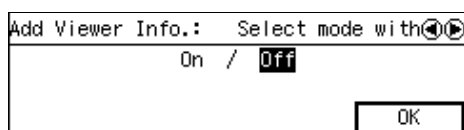
Reference

p.60 "Confirming Reception"

C **Press [OK].**

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Viewer URL Information

A **Enter the code for "Add Viewer Info." with the number keys.**

B **Press ⊲ or ⊳ key to select "On" or "Off".**

```
Add Viewer Info.:   Select mode with⊲⊳
              On  /  Off

                              OK
```

C **Press [OK].**

E **Press [OK].**

F **Press [Exit].**

G **Set the original and adjust any scan settings as necessary.**

✎ **Note**

❒ Original images are sent at Detail resolution even if 300dpi, Super Fine or Extra Super Fine is selected.

❒ Original images are sent with $8^1/_2$"×11", $8^1/_2$"×14" or A4 size. Any original images that are bigger than that will be reduced to A4 when being sent.

H **Press the User Function key (【F1】 to 【F10】) that is assigned the Internet Fax function.**

ZGSS100N
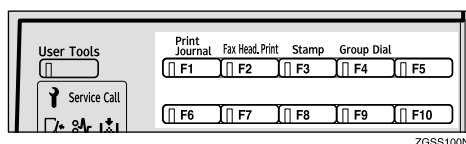
✎ **Note**

❒ On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

❒ You do not need to press the User Function key in the following cases:

- When the e-mail address is stored in either Quick Dial key, Speed Dial or Group Dial.

- When specifying the address using the Redial function.
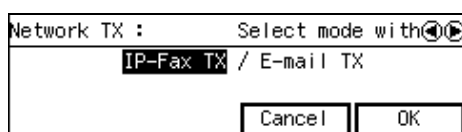
ℐ **Reference**

Chapter 2 "Dialing" in the Basic Features manual

Chapter 3 "Redial" in the Advanced Features manual

If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to Off with the User Parameters, select E-mail Transmission in the screen that appears. For information on changing this setting, see p.146 "User Parameters" (switch 32 bit 1).

A **Press ⊲ or ⊳ key to select "E-mail TX".**

```
Network TX :      Select mode with⊲⊳
           IP-Fax TX / E-mail TX

                 Cancel    OK
```


ZGSS250N

B **Press [OK].**

✎ **Note**

❒ In this case, "Enter mail address" is shown on the display in the step I.

9 **Specify the e-mail address with the Quick Dial key or number keys.**

```
Enter Address
                          ►Lowercase
 GW TX   Symbols   Cancel      OK
```

Note

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

❒ You can enter the "@", "-", "_", and "." 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.

❒ To enter the text you registered when specifying an e-mail address, press the **【★】** key, and then the number you registered the text under. See p.131 "Registering Texts".

10 **Press [OK].**

11 **To add one or more address, press [Add] and repeat the steps 8 to 10.**

Note

❒ Proceed to step 12 when you do not wish to add any other addresses.

12 **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.

Note

❒ With a long message, it may take some time before transmission starts. This is due to the time NIC FAX requires to convert data in memory.

❒ To cancel transmission of an Internet fax, see p.78 "Canceling Transmission of an Internet Fax".

- -

About the E-mail Subject

If no subject is specified for "Attach Subject" in Mail Options, the following subject is automatically inserted:

❖ **When a User 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 "User Code name" Fax Message NO.xxxx.
  ```

❖ **When a User 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
  ```

2

Note

❒ User Codes refer to the names assigned to Confidential Boxes.

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

Reference

Chapter 3 "Own Name/Fax Header/Own Fax Number" in the Basic Features manual

Chapter 1 "User Code Transmission" 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 Receipt" or "Label Insertion", sequential broadcasting is used for transmission. With sequential broadcasting, the e-mail is sent to one address at a time.

Note

❒ When using Quick Dial keys or Speed Dials to specify a destination, documents with Fax Header 1 and Fax Header 2 selected (according to Fax Header settings under "Others") are transmitted separately.

❒ The Auto Document function transmits specified destination and non-specified destination documents separately.

- -

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 supports MDN (Message Disposition Notification).

Note

❒ If your fax is not received, "E" appears in the "Result" line.

❒ Information regarding up to the last 250 messages is recorded, but only the last 50 communications appear in the Journal. When the optional Function Upgrade Unit is installed, you can check up to 1,000 communications. If you do not receive a reception confirmation message for one of the last 50 communications 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 "On" for Confirm Receipt. 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.

❒ To enable Confirm Reception, under Mail Options, select "On" for "Confirm Receipt". Set this to on with User Parameters if you use this function frequently. This way you have confirmation of receipt, without having to specify "Confirm Receipt" each time. Once set with User Parameters, this function can be turned off by selecting "Off" for "Confirm Receipt" under Mail Options. See p.146 "User Parameters" (switch 17 bit 4).

❒ The confirm mail notice can be printed out. This can be set with User Parameters. See p.146 "User Parameters" (switch 18 bit 7).

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 computer that receives the e-mail or fax from the transfer station.

🔥 **Limitation**

❒ Fax machines that are equipped with NIC FAX KIT TYPE 140, TYPE 500 or NIC FAX UNIT TYPE510 can be specified as the transfer station for a transfer request by e-mail.
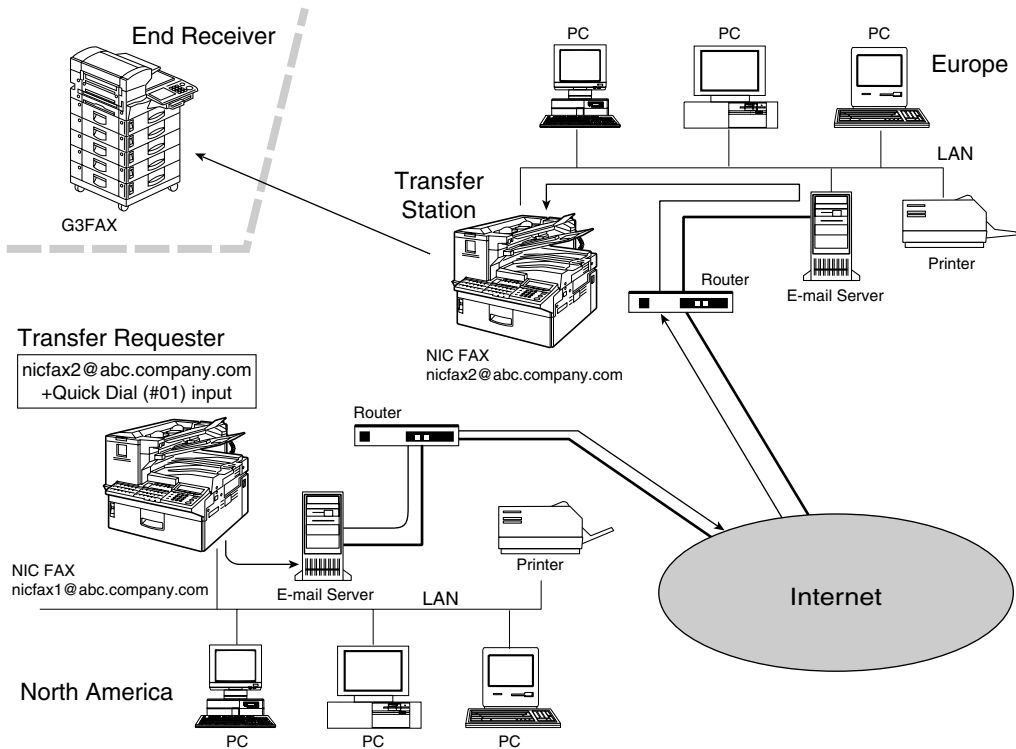
GFMCYU0N

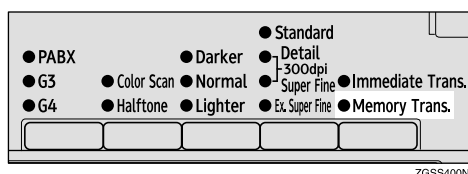## 📝 **Note**

❒ You can specify up to 100 transfer stations and 30 end receivers per each Transfer Station in a single Transfer Request.

❒ Each group is considered one item when specifying transfer stations programmed in Group Dials.

❒ See Chapter 1 "Transfer Request" in the Advanced Features manual to send faxes using transfer requests.

Transfer Request by E-mail

📖 Preparation

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 "Registering ID Codes" and "Transfer Report" in the Advanced Features manual.

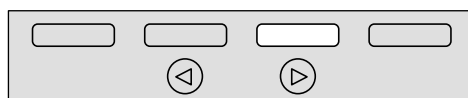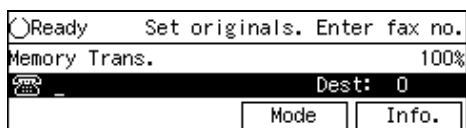**A** **Make sure that the Memory Transmission indicator is lit.**

ZGSS400N
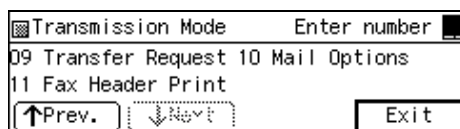
B **Set the original and adjust any scan settings as necessary.**

✐ Note

❒ Originals are sent at Detail resolution even if 300dpi, Super Fine or Extra Super Fine is selected.

C **Press [Mode].**

ZGSS210N

D **Enter the code for "Transfer Request" with the number keys.**

✐ Note

❒ If "Transfer Request" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

❒ If you wish to make "Mail Options" settings, follow step **C** to **E** on p.56 "Transmission".

E **Enter a Transfer Station.**

❗ 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 Transfer Station is equipped with the Transfer function.

Entering an E-mail Address Stored in a Quick Dial Key

**❶ Press the Quick Dial key in which the recipient's mail address is stored.**

Entering an E-mail Address Stored in a Speed Dial

❶ Press the 【Speed Dial】 key.

B Enter the speed dial code in which the recipient's mail address is stored with the number keys.

Entering an E-mail Address Manually

A Press the User Function key (【F1】 to 【F10】) that is assigned the Internet Fax function.

ZGSS100N
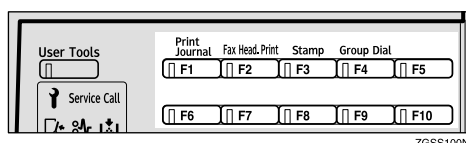
Note

❒ On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

❒ If the Network Transmission Auto Check function is set to Off with the User Parameters, select press ◁ or ▷ key to select "E-mail TX", and then press **[OK]**. For information on changing this setting, see p.146 "User Parameters" (switch 32 bit 1).
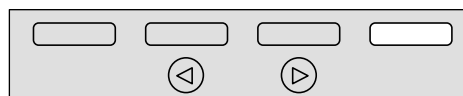
B Enter the mail address of the transfer station, then press **[OK]**.

If you make a mistake, press the 【Clear】 key and try again.
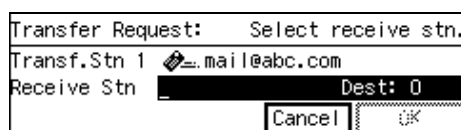
Note

❒ You can enter the "@", "-", "_", and "." 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.

F Press [Recv. Stn].

ZGSS220N

G Enter one or more End Receivers.

Reference

p.66 "Specifying End Receivers"

Note

❒ Press **[Add RcvStn]** if you wish enter more End Receivers.

H When you have specified all the End Receivers, press **[OK]**.

I Press [No].

J Press [Exit].

K Press the 【Start】 key.

This starts reading of the document into memory. The e-mail is sent to the transfer station(s) after the read operation is complete. The Communicating indicator is lit while a send operation is in progress.

Specifying End Receivers

You can only specify End Receivers already programmed in a Quick Dial key, Speed Dial, or Group Dial of the designated End Receiver.

❖ **Quick Dial**

Enter 【#】 followed by the number (3 digits) of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 001 in the Transfer Station, enter:

【#】【0】【0】【1】

📎 **Note**

❐ In case the End Receivers only support 2 digits for Quick Dials, enter the number with 2 digits like, 【#】【0】【1】

❖ **Speed Dial**

Enter 【#】, 【✻】 followed by the Speed Dial code (3 digits). For example, to choose the number stored in Speed Dial 012 in the Transfer Station, enter: 【#】【✻】【0】【1】【2】

📎 **Note**

❐ In case the End Receivers only support 2 digits for the Speed Dials, enter the number with 2 digits like, 【#】【✻】【1】【2】

❐ You can enter the number with 3 digits for Speed Dials when the optional Function Upgrade Unit is installed.

❖ **Group Dial**

Enter 【#】, 【✻】, 【✻】 followed by the Group number (2 digits). For example, to choose the number stored in Group 04 in the Transfer Station, enter: 【#】【✻】【✻】【0】【4】

Reception

There are two methods of receiving e-mail: Auto E-mail Reception and Manual E-Mail Reception.

❗ Limitation

❒ Documents sent from computers as e-mail attachments cannot be received. Senders receive an error message if their e-mail contains attachments. You can select whether or not the machine sends this message with User Parameters. See p.146 "User Parameters" (switch 16 bit 3).

✐ Note

❒ With User Parameters, you can have the machine retain incoming mail or delete it from the POP server. See p.146 "User Parameters" (switch 16 bits 1,0).

❒ With User Parameters, you can have the machine return the acknowledgment of mail to the sender. See p.146 "User Parameters" (switch 17 bit 2).

Auto E-mail Reception

When this function is turned on, NIC FAX 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, and the factory default setting for this parameter is 3 minutes. You can change this to any value between 1 and 60 minutes, and can also force NIC FAX to check for incoming e-mail by pressing the User Function key that has been assigned the Manual E-mail Reception Function.

You can also configure this feature to work in conjunction with the Night Timer feature so that Auto E-mail Reception does not occur at times when NIC FAX is saving energy. See p.146 "User Parameters"(switch 16 bit 4).

✐ Note

❒ If the indicator of the User Function key assigned with the Auto E-mail Reception function is not lit, automatic e-mail reception will not take place. See Chapter 6 "User Function Keys" in the Advanced Features manual.

❒ If memory runs out, e-mail will not be received at the specified intervals. Reception will resume when sufficient memory becomes available.
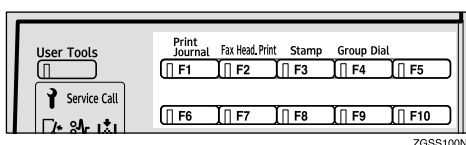
Manual E-mail Reception

Follow these steps at any time to check for incoming e-mail immediately.
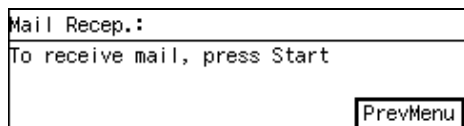
📖 Preparation

This procedure assumes that the Manual E-mail Reception function is stored in a User Function key beforehand. See Chapter 6 "User Function Keys" in the Advanced Features manual.

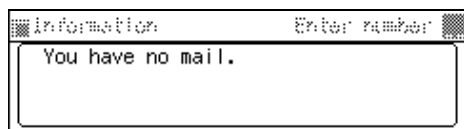**A** **Press the User Function key (【F1】 to 【F10】) registered with the Manual E-mail Reception function.**

```
User Tools    Print    Fax Head.Print  Stamp   Group Dial
              Journal
              ☐ F1    ☐ F2    ☐ F3    ☐ F4    ☐ F5
? Service Call
              ☐ F6    ☐ F7    ☐ F8    ☐ F9    ☐ F10
```
ZGSS100N

B **Press the 【Start】 key to check for e-mail.**

After checking the server, the machine receives e-mail, if there is any.

```
Mail Recep.:
To receive mail, press Start

                              PrevMenu
```

If there is no e-mail, the following display appears.

```
▒Information        Enter number ▒
  You have no mail.
```

🖉 Note

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

C **Press [Exit].**

```
▒Information        Enter number ▋
07 Print Journal    08 Files in Memory
09 Box File Manager 10 Mail Reception
↑Prev.   ↓Next              Exit
```

```
 ┌────┐ ┌────┐ ┌────┐ ┌────┐

      ◁       ▷
```
ZGSS220N
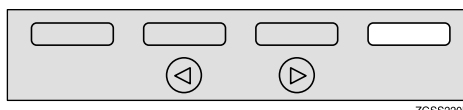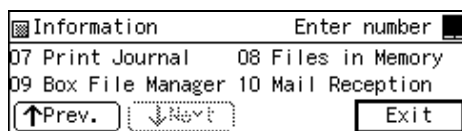
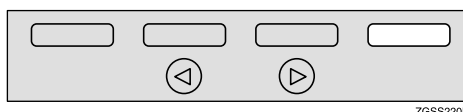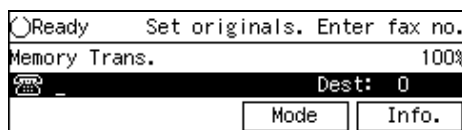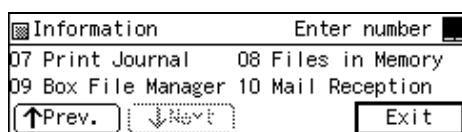### Receiving E-mail with the Information Function

If the Manual E-mail Reception function is not registered in a User Function key, use the following procedure to receive e-mail.
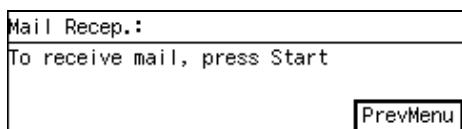
A **Press [Info.].**

```
○Ready    Set originals. Enter fax no.
Memory Trans.                    100%
☎ _                    Dest:  0
                    Mode    Info.
```

```
 ┌────┐ ┌────┐ ┌────┐ ┌────┐

      ◁       ▷
```
ZGSS220N

B **Enter the code for "Mail Reception" with the number keys.**

```
▒Information        Enter number ▋
07 Print Journal    08 Files in Memory
09 Box File Manager 10 Mail Reception
↑Prev.   ↓Next              Exit
```

🖉 Note

❒ If "Mail Reception" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

C Press the 【Start】 key.

```
Mail Recep.:
To receive mail, press Start

                        PrevMenu
```

If there is no e-mail, the following display appears.

```
▓Information        Enter number ▓
  You have no mail.


```

⌀ Note

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

D Press [Exit] to return to standby mode.

```
▓Information        Enter number ▪
07 Print Journal    08 Files in Memory
09 Box File Manager 10 Mail Reception
[↑Prev. ] [ ↓Next ]          Exit
```
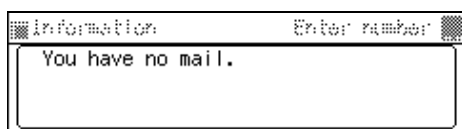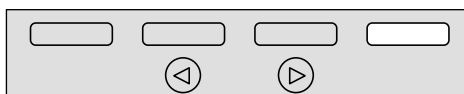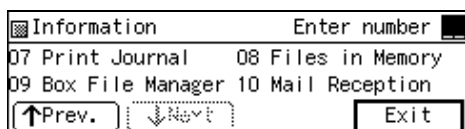
ZGSS220N

Receiving Transfer Request E-mail

When the machine receives Transfer Request e-mail, it transfer faxes to the all End Receivers specified in the e-mail.

Note

❒ When you send Transfer Request e-mail, you must register Polling ID and End Receivers.

❒ End Receivers must be programmed into Quick Dial keys, Speed Dials or Groups in the Transfer Station (this machine).

❒ You can specify e-mail addresses as End Receivers.

❒ The transferred originals are printed at the Transfer Station.
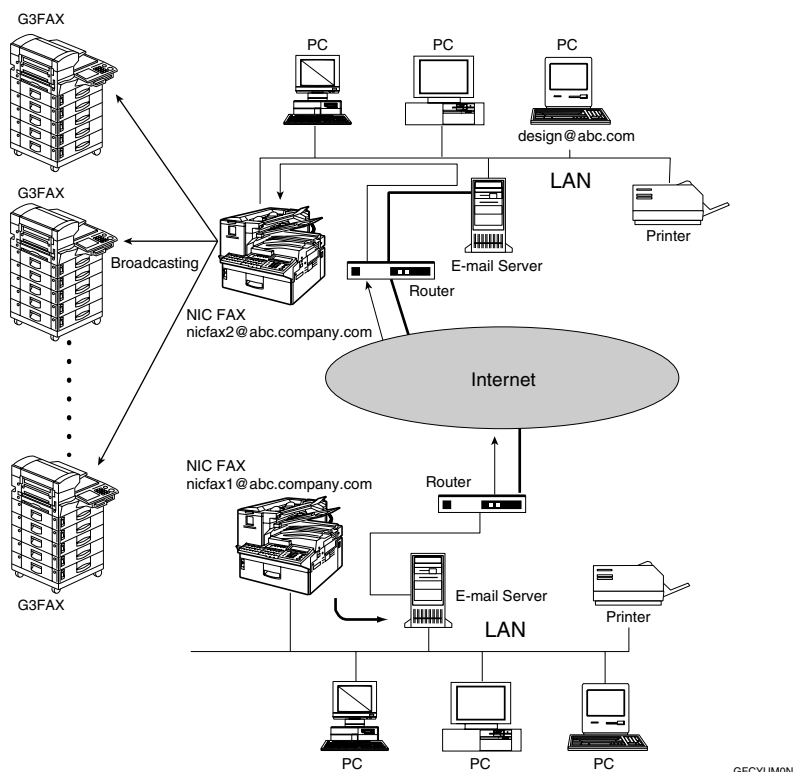
When NIC FAX (nicfax2@abc.company.com) receives Transfer Request e-mail from another NIC FAX (nicfax1@abc.company.com), it transfers the faxes to the specified End Receivers.

Multi-step Transfer Example

The system of Transfer Stations can be used to build up a multi-step facsimile network where messages are passed through several Transfer Stations. By programming the end receivers in a Transfer Station Group, you can enable this machine to transfer messages onto other Transfer Stations.

For more information, contact your service representative.

Note

❒ When Transfer Station Groups nominated as End Receivers are programmed as Transfer Stations at the other end, another multi-step forwarding link is performed.

GFTCYU0N

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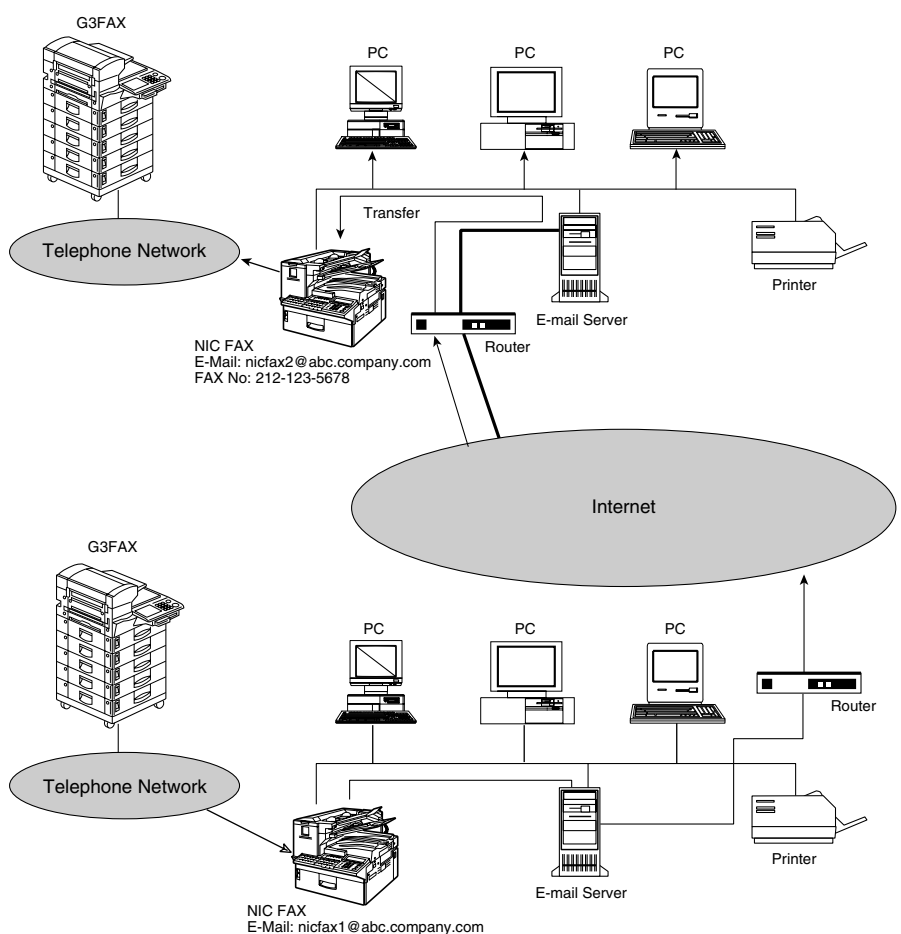
Routing of Received Documents

When a document is received, its SUB Code is compared to User Codes that are registered in Personal Boxes and, if a match is found, the document is routed to the destination whose User Code is specified. If the destination specified is an e-mail address, the received document is routed to that destination as e-mail.
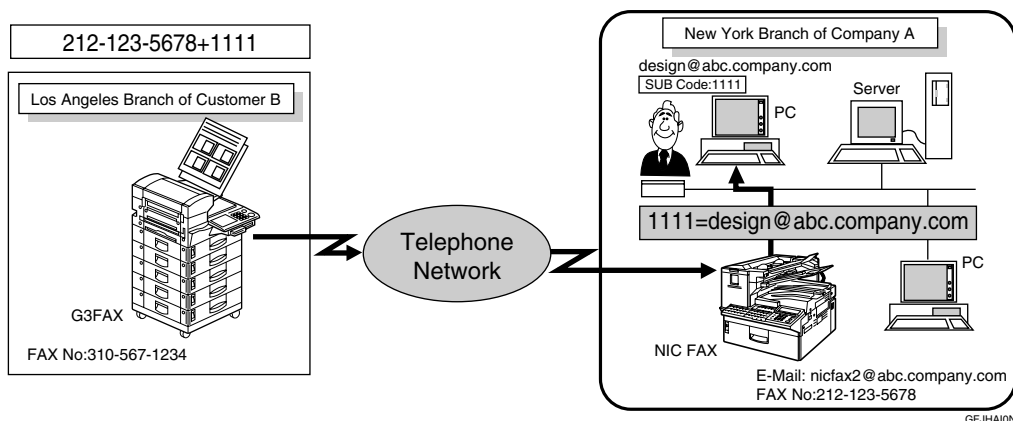
✎ Note

❒ You can route documents received from any fax machine, regardless of manufacturer.

❒ Before routing received documents, you must set up a Personal Box and routing address. Also refer to Chapter 7 "Registering/Editing Personal Boxes" in the Advanced Features manual.

Routing of Received Documents Using ISDN Dial In Number

You can route received documents using ISDN Direct Dial In (DDI or Indial). Documents are sent in e-mail format if the receiver's e-mail address is registered.

To route received documents using ISDN Direct Dial In (DDI or Indial) number, you must register a User Code (SUB Code of the Personal Box) identical to the DDI number in advance.

The receiver's fax number or e-mail address needs to be registered in the Personal Box.

The number dialed by the originator of the received documents is compared to the User Code (the SUB Code of the Personal Box), and if the number and the code match, the received documents are routed. In this case, the whole string of the User Code is compared to the last digit of the numbers dialed, for instance, if the originator dialed "12345678" and the User Code is "345678", those two are matched.

Important

❒ Contact your local telecommunications provider to subscribe to Direct Dial In (or Indial) services.

Note

❒ To use this function, contact your dealer or service representative.

❒ You can also use sub-addresses instead. To switch between sub-address and Dial In (DDI or Indial) number, contact your dealer or service representative.

❒ You need to set up a Personal Box and register the receiver's fax number or e-mail address in advance. See Chapter 7 "Registering/Editing Personal Boxes" in the Advanced Features manual.

❒ Even if the numbers dialed by the originator of the received documents and the User Code match, NIC FAX receives the documents with Confidential Reception and no documents are routed unless the receiver's fax number or e-mail address is registered in the Personal Box.

Transfer of Received Documents

Originals sent with a SUB Code that matches the SUB Code registered as a Transfer Box are received then relayed to the registered receiver.

When e-mail addresses are registered in the Transfer Station as receivers, received messages are sent in an e-mail format to the receivers.
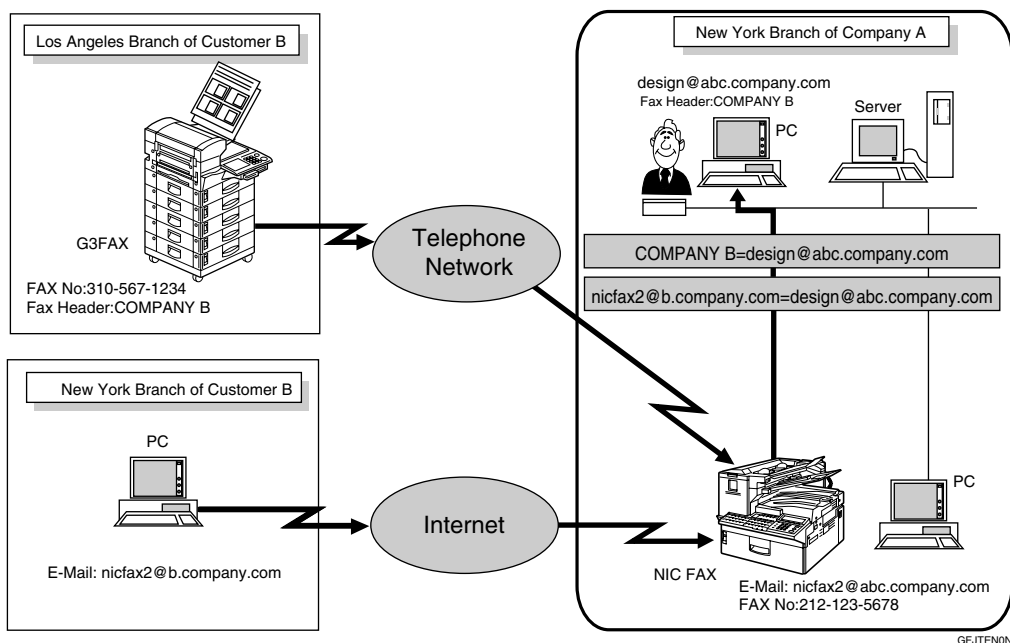
Preparation

Transfer Boxes and End Receivers must be set up in order to transfer received documents. See Chapter 7 "Registering/Editing Transfer Boxes" in the Advanced Features manual.

Note

❒ You can transfer data received from any fax machine, regardless of manufacturer.

❒ Transfer Results are not sent back to Requesting Parties.

Forwarding of Received Documents

NIC FAX can automatically forward received documents to other destinations registered in memory based on Own Name, Own Fax Number or e-mail address of the sender. If an e-mail address is registered as the destination, documents received will be forwarded as e-mail.


Los Angeles Branch of Customer B

G3FAX

FAX No:310-567-1234
Fax Header:COMPANY B

Telephone Network

New York Branch of Customer B

PC

E-Mail: nicfax2@b.company.com

Internet

New York Branch of Company A

design@abc.company.com
Fax Header:COMPANY B

Server

PC

COMPANY B=design@abc.company.com

nicfax2@b.company.com=design@abc.company.com

NIC FAX

PC

E-Mail: nicfax2@abc.company.com
FAX No:212-123-5678

GFJTEN0N

✐ Note

❒ You need to specify the Forwarding destination in advance. See Chapter 7 "Forwarding" in the Advanced Features manual.

2

SMTP Reception

NIC FAX ordinarily uses POP e-mail reception, but can be set to use SMTP reception. With POP reception, e-mail is received using Auto E-mail Reception or Manual Reception.

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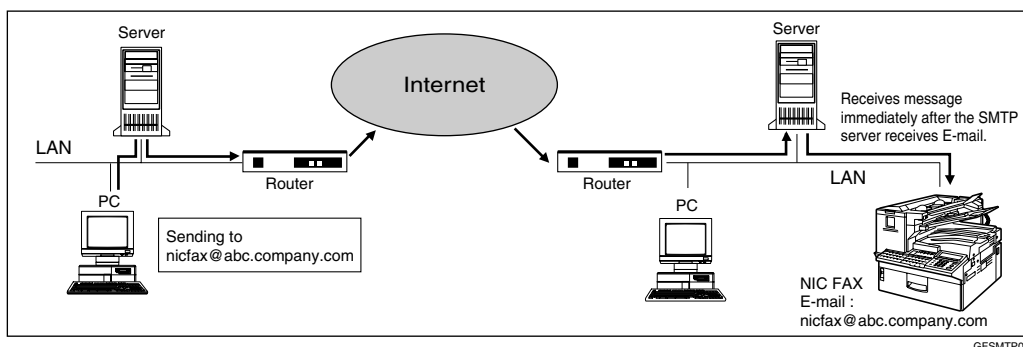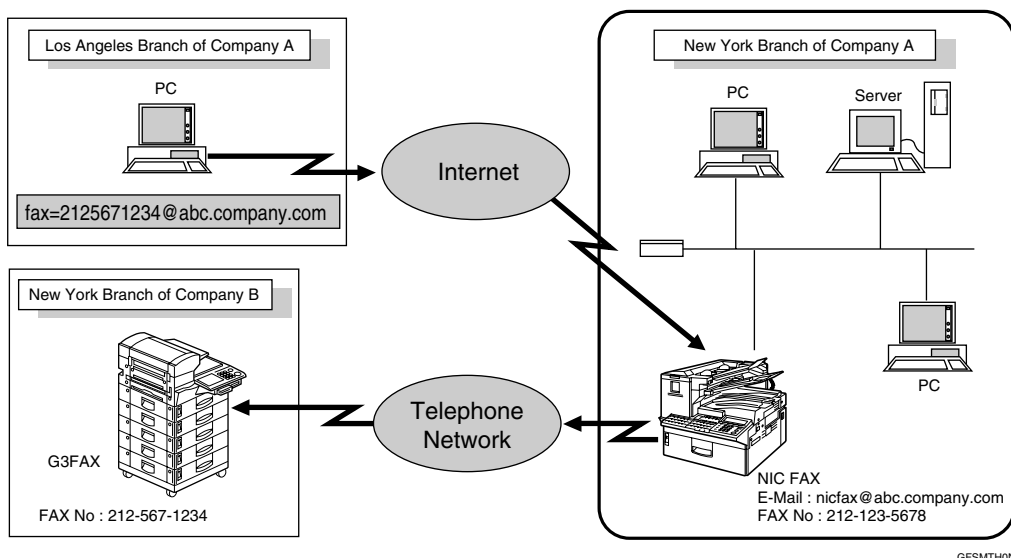

GFSMTP0N

✎ Note

❒ DNS server settings must be made before using SMTP reception. See p.55 "E-mail Server Settings (by Network Administrator)".

❒ To use SMTP reception, SMTP reception must be set to "Yes" as described in p.146 "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.

❒ When the SMTP server attempts to route received documents to NIC FAX during the mail send operation, NIC FAX will respond to the SMTP server with a "busy" signal. The SMTP server then tries resending the documents until the set timeout.

⌕ Reference

Routing Mail Received via SMTP

Mail received via SMTP can be routed to other fax machines. It can also be routed to destinations registered as Quick Dial entries, Speed Dial entries, or Groups.

GFSMTH0N

📘 Preparation

Before routing mail received via SMTP, you first must set "Route documents received with SMTP" user parameter to "Yes". See p.146 "User Parameters" (Switch 17 bit 1).

🖉 Note

❒ DNS server settings must be made before using SMTP reception. See p.55 "E-mail Server Settings (by Network Administrator)".

❒ 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 message to the SMTP server.

❒ You can make settings that limit transfer to specified originators.

☼ 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

🖉 Note
❒ When the End Receiver's Quick Dial is 3 digits, enter the 3-digit number.

❖ **Group destination**
fax=#**Group number@host name of NIC FAX.domain name
Example: to transfer to the destination registered under Group number 04:
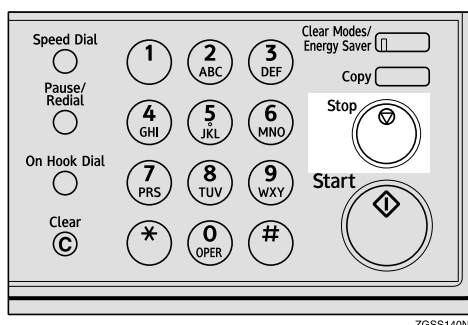fax=#**04@nicfax.abc.company.com

Canceling Transmission of an Internet Fax

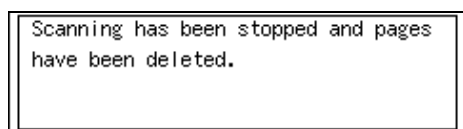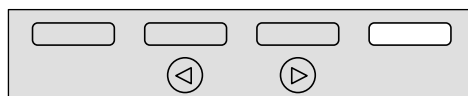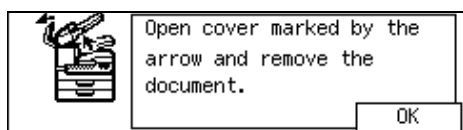## While the Original is Being Scanned In

A **Press the 【Stop】 key.**

ZGSS140N

The following screen appears.

```
Scanning has been stopped and pages
have been deleted.
```

B **Press [OK], then remove the document from the feeder.**

```
Open cover marked by the
arrow and remove the
document.
                        OK
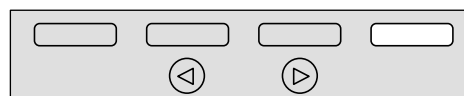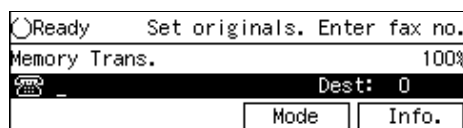```



ZGSS220N

### 🔎 Reference

To clear document jams, see Chapter 4 "Clearing Original Jams" in the Basic Features manual.

## After the Original Has Been Scanned In

### 🔔 Limitation

❒ You cannot cancel transmission of a message after it has been sent. Messages not shown in the file list have been already sent.
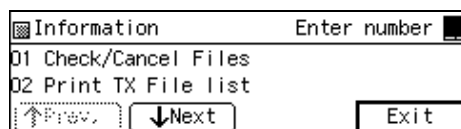
**A** **Press [Info.].**

```
◯Ready    Set originals. Enter fax no.
Memory Trans.                    100%
☎ _                       Dest:  0
                      Mode    Info.
```


ZGSS220N

Any documents awaiting transmission will appear.

B **Enter the code for "Check/Cancel Files" with the number keys.**

```
▦Information          Enter number ▮
01 Check/Cancel Files
02 Print TX File list
↑Prev.  ↓Next              Exit
```

C **Press ⓐ or ⓑ key to display the message you wish to delete.**

```
TX Files Status: No.0015  ◀Prev. ▶Next
26/10:43AM Memory Trans.   ▸Standby
✎=.sales@company_  Dest: 1  Pg(s)  1
Delete  Print  Check      Exit
```


ZGSS250N

4 Press [Delete].

```
TX Files Status: No.0015  ◀Prev. ▶Next
26/10:43AM Memory Trans.    ▶Standby
 ✎≡.sales@company_  Dest:  1  Pg(s)  1
 │ Delete │ │ Print │ │ Check │  │ Exit │
```

ZGSS190N

5 Press [Yes].

```
 Are you sure you want to delete
 the document?

                      │  No  │  │  Yes  │
```

ZGSS220N
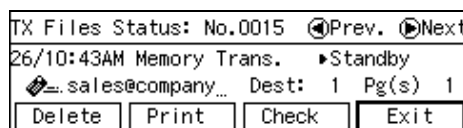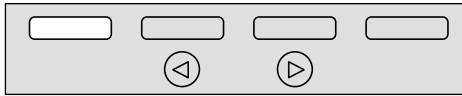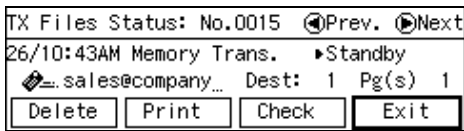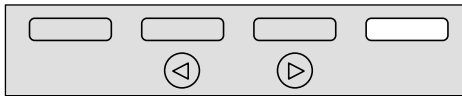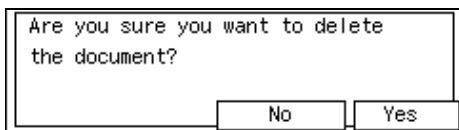
✐ Note

❒ If you do not wish to cancel transmission, press **[No]**.

6 Press [Exit] to return to standby mode.

```
▨Information         Enter number ▮
01 Check/Cancel Files
02 Print TX File list
 │↑Prev.│ │↓Next│          │ Exit │
```

ZGSS220N
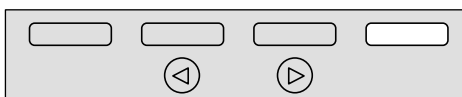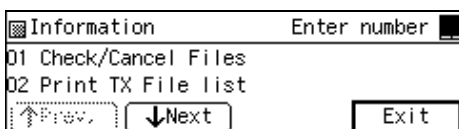
♡Standby documents under transfer request

Although standby documents under transfer request are displayed in **[TX Files Status]**, you cannot delete these documents.

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3. Using IP-Fax Functions

IP-Faxing enables you to send fax messages via networks that use TCP/IP such as LAN or Internet. The transmission procedure for IP-Faxing is almost the same as that for conventional fax transmission.

The functions used for conventional fax transmission are also available for IP-Fax with similar operation procedures.

You can also send fax messages through your network to ordinary G3 fax machines connected to the public telephone lines by using VoIP gateways (with T.38 Function) or gatekeepers.
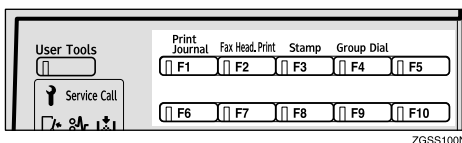
Note
❒ In case of transmission via Internet, the equipment on the receiving end must be connected directly to the Internet. The equipment is not accessible if it is connected to an network which is protected by installing Firewall.
❒ For information about VoIP gateways (with T.38 Function) or gatekeepers that have been confirmed to work, contact your dealer or service representative.

Transmission

Transmitting by Specifying an IP Address or Host Name

This section describes how to send fax messages to an IP-Fax that is connected to the same LAN or connected directly to the Internet.

A Set the original, and select any scan settings as necessary.

B Press the User Function key (【F1】 to 【F10】) that is assigned the Internet Fax function.

ZGSS100N

Note
❒ On Type 2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.
❒ Use the following to specify an IP address or host name without pressing the User Function key:
  • Quick Dial, Speed Dial or Group Dial assigned to the destination IP address.
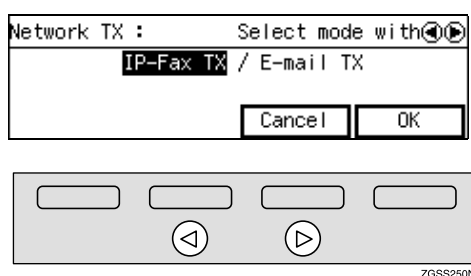 • The Redial function.

Reference
Chapter 2 "Dialing" in the Basic Features manual

Chapter 3 "Redial" in the Advanced Features manual

If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to Off with User Parameters, select IP-Fax Transmission in the screen that appears. For information on changing this setting, see p.146 "User Parameters" (switch 32 bit 1).
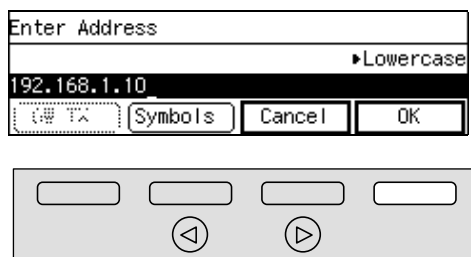
A **Press ⊲ or ⊳ key to select "IP-Fax TX".**

ZGSS250N

B **Press [OK].**

C **Enter the IP address or host name of the destination, then press [OK].**


ZGFS220J

Note

❒ When specifying a destination using IP address, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination IP address is 192.168.1.10 and the port number is 2100, you should identify the destination as 192.168.1.10:2100. Contact your network administrator for details.

❒ When specifying a destination using host name, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination host name is "abc.company.com" and the port number is 2100, you should identify the destination as "abc.company.com:2100". Contact your network administrator for details.

❒ When specifying a destination using host name, set the DNS Server Address beforehand.

❒ To enter texts registered using Address Template, press the 【★】 key, then enter the code for the registered text. See p.131 "Registering Texts".

D **Press ⊲ or ⊳ key to select "IP-Fax TX", and then press [OK].**
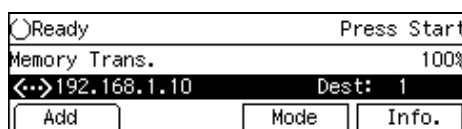
The IP address or host name of the destination is set.

Note

❒ If you wish to specify multiple destinations, press **[Add]** and repeat steps B to D.
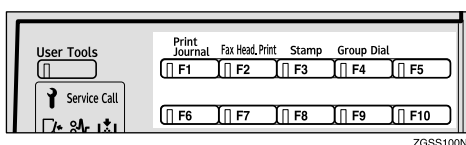
E **Press the 【Start】 key.**

The IP-Fax transmission begins.

Transmitting with Specifying a VoIP Gateway

This section describes how to send fax messages through your network to ordinary G3 fax machines connected to the public telephone lines via VoIP gateway.

A **Set the original, and select any scan settings as necessary.**

B **Press the User Function key (【F1】 to 【F10】) that is assigned the Internet Fax function.**

ZGSS100N

Note

❒ On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

❒ Use the following to specify an IP address or host name without pressing the User Function key:

- Quick Dial, Speed Dial or Group Dial assigned to the destination IP address.

- The Redial function.

Reference

Chapter 2 "Dialing" in the Basic Features manual

Chapter 3 "Redial" in the Advanced Features manual

If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to Off with User Parameters, select IP-Fax Transmission in the screen that appears. For information on changing this setting, see p.146 "User Parameters" (switch 32 bit 1).

A **Press ◁ or ▷ key to select "IP-Fax TX".**

ZGSS250N

B **Press [OK].**

C **Press [GW TX].**

ZGSS190N

The screen for entering the VoIP gateway address appears.

D **Enter the IP address or host name of the VoIP gateway, then press [OK].**

ZGSS220N

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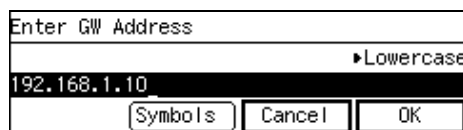
E Enter the fax number of the destination with number keys.

```
Enter Address
  GW:<192.168.1.10>

[ GW TX ]              [ Cancel ]  [  OK  ]
```

F Press the 【Start】 key.

The IP-Fax transmission begins.

Transmitting by Specifying an Alias Fax Number

This section describes how to send fax messages by specifying an Alias Fax Number of a destination stored in the gatekeeper.

📖 Preparation

You need to set the gatekeeper address as well as Alias Fax Number beforehand with IP-Fax Parameter settings. See p.37 "IP-Fax Parameter Settings".

Also, you need to make settings for using the gatekeeper for IP-Fax transmission with User Parameters. For information on making these settings, see p.146 "User Parameters" (switch 32 bit 0).

🖉 Note

❒ Alias fax numbers are fax numbers stored in the gatekeeper and valid only within the network.

❒ If you change the settings for using the gatekeeper, you need to program the destinations for the Quick Dial or Speed Dial again. Normal IP-Fax transmission is not possible without performing this procedure.

A Set the original, and select any scan settings as necessary.

B Press the User Function key (【F1】 to 【F10】) that is assigned the Internet Fax function.

```
User Tools      Print    Fax Head Print  Stamp    Group Dial
                Journal
[ ]             [ F1 ]  [ F2 ]  [ F3 ]  [ F4 ]  [ F5 ]
? Service Call
                [ F6 ]  [ F7 ]  [ F8 ]  [ F9 ]  [ F10 ]
                                                    ZGSS100N
```

🖉 Note

❒ On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

❒ Use the following to specify an IP address or host name without pressing the User Function key:

• Quick Dial, Speed Dial or Group Dial assigned to the destination IP address.

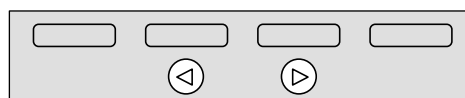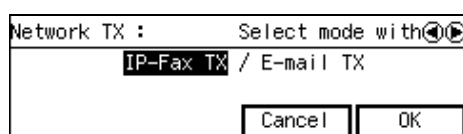• The Redial function.

🔎 Reference

Chapter 2 "Dialing" in the Basic Features manual

Chapter 3 "Redial" in the Advanced Features manual

If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to Off with User Parameters, select IP-Fax Transmission in the screen that appears. For information on changing this setting, see p.146 "User Parameters" (switch 32 bit 1).
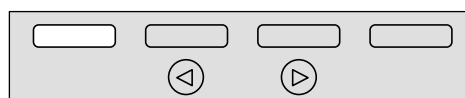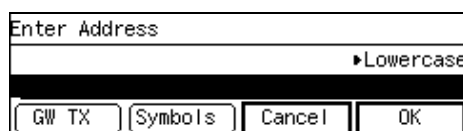
A Press ◁ or ▷ key to select "IP-Fax TX".

```
Network TX :      Select mode with◁▷
            IP-Fax TX / E-mail TX

                     Cancel      OK
```


ZGSS250N

B Press [OK].

C Enter the Alias Fax Number of the destination, then press [OK].

```
Enter Address
                            ▶Lowercase

GW TX  [Symbols]  Cancel     OK
```


ZGFS220J

Note

❒ To enter texts registered using Address Template, press the 【★】 key, then enter the code for the registered text. See p.131 "Registering Texts".

D Press ◁ or ▷ key to select "IP-Fax TX", and then press [OK].

The Alias Fax Number of the destination is set.
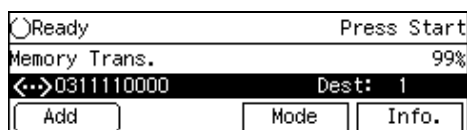
```
○Ready              Press Start
Memory Trans.              99%
<··>0311110000      Dest:   1
  Add            Mode    Info.
```

Note

❒ If you wish to specify multiple destinations, press **[Add]** and repeat steps **B** to **D**.

E Press the 【Start】 key.

The IP-Fax transmission begins.

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Canceling Transmission of an IP-Fax

While the Original Is Being Scanned In

To cancel IP-Fax transmission while scanning of the original is in progress, perform the procedure described below.

A Press the 【Stop】 key.
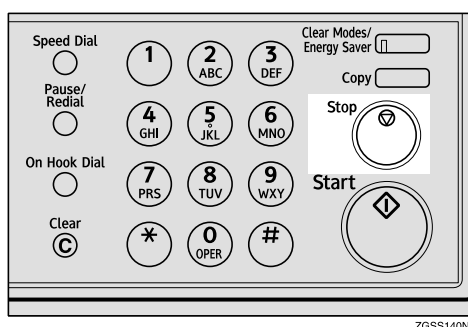
ZGSS140N

The confirmation screen appears.

Scanning has been stopped and pages have been deleted.
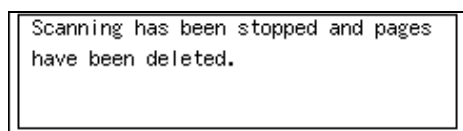
B Press [OK], and remove the original.

Open cover marked by the arrow and remove the document.

OK
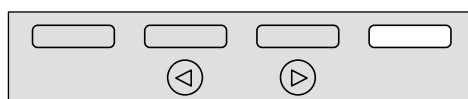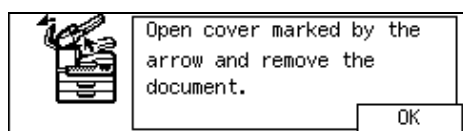
ZGSS220N

🔍 Reference

Chapter 4 "Clearing Original Jams" in the Basic Features manual

After the Original Has Been Scanned In

To cancel IP-Fax transmission after scanning of the original is complete, perform the procedure described below.

❣ Limitation

❒ You cannot cancel a transmission that is already performed. If a file is not in the List of Files in Memory, the file has already been transmitted.

A Press [Info.].

◯Ready   Set originals. Enter fax no.
Memory Trans.   100%
☎ _   Dest: 0
                      Mode   Info.

ZGSS220N

B Enter the code for "Check/Cancel Files" with the number keys.
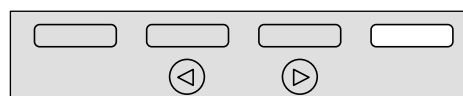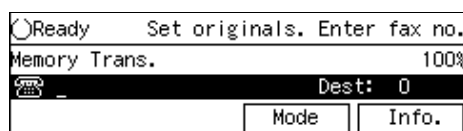
▓Information   Enter number ▓
01 Check/Cancel Files
02 Print TX File list
⬆Prev. ↓Next   Exit
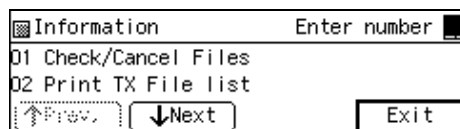
If there is any files stored in the memory, the file information is displayed.

C **Press ◁ or ▷ key until the file that you wish to delete appears.**

```
TX Files Status: No.0013  ◀Prev. ▶Next
26/09:58AM Memory Trans.    ▶Standby
 ⟨··⟩192.168.1.10    Dest:  1  Pg(s)  1
  Delete  │  Print  │  Check  │   Exit
```

ZGSS250N

D **Press [Delete].**

```
TX Files Status: No.0013  ◀Prev. ▶Next
26/09:58AM Memory Trans.    ▶Standby
 ⟨··⟩192.168.1.10    Dest:  1  Pg(s)  1
  Delete  │  Print  │  Check  │   Exit
```

ZGSS190N

E **Press [Yes].**

```
Are you sure you want to delete
the document?

                      No   │   Yes
```

ZGSS220N

🖉 Note

❒ To cancel deletion, press **[No]**.

F **Press [Exit] to return to standby mode.**

```
▨Information          Enter number ▉
01 Check/Cancel Files
02 Print TX File list
 ↑Prev.  │  ↓Next  │        │  Exit
```

ZGSS220N

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4. Using LAN FAX Functions

Basic Transmission

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

Open the document that you wish to send, or create a new document using an application, then perform the following procedure.

Note
❒ You can specify up to 100 destinations.
❒ NIC FAX can communicate with up to 5 personal computers on the network simultaneously.
❒ Set the resolution for the transmission with the Properties setting for LAN FAX beforehand.

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

B **Click [LAN-Fax F2] in [Printer Name], then click [OK].**

The "LAN FAX" dialog box appears.

Note
❒ The setting method may vary depending on the application you are using. In all cases, select **[LAN-Fax F2]** for the printer.

C **Specify the destination.**
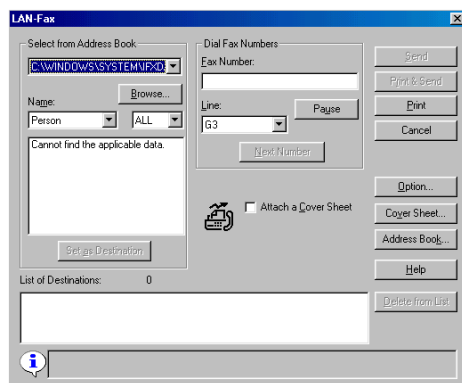
Use either one of the following procedures to specify the destination:

Directly Entering the Fax Number

A **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).

B **If you wish to specify another destination, click [Next Number] and repeat step C.**

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

A **Enter a destination already stored on your NIC FAX in the [Fax Number] text box, following the instruction below.**

❖ **Quick Dial**
Enter 【#】 followed by the Quick Dial code (3 digits).
For example, to specify the end receiver assigned to Quick Dial code 001, enter: 【#】【0】【0】【1】.

❖ **Speed Dial**
Enter 【#】, 【✱】 followed by the Speed Dial code (2 digits).
For example, to specify the end receiver assigned to Speed Dial code 12, enter: 【#】【✱】【1】【2】.

📎 **Note**
❒ If the optional Function Upgrade Unit is installed, Speed Dial codes are 3-digit numbers.

❖ **Groups**
Enter 【#】, 【✱】, 【✱】 followed by the 2-digit Group code.
For example, to specify the end receiver assigned to Group code 04, enter: 【#】【✱】【✱】【0】【4】.

B **If you wish to specify another destination, click [Next Number] and repeat step** C**.**

Specifying a Destination from Address Book

A **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 stored in the list of destinations using Address Book beforehand. See p.92 "Address Book"
❒ Click **[Address Book]** to start up Address Book.

B **If you wish to specify another destination, repeat step** C**.**

D **Specify options.**

If you do not wish to specify any options, go to step E.

Attaching a Cover Sheet

A **Place a check mark in the [Attach a Cover Sheet] check box.**

📎 **Note**
❒ If you specify this setting, a cover sheet is attached in front of the document that you are sending. To edit the cover sheet, click **[Cover Sheet]**. For details, see the online Help.

Specifying Options

You can specify the following options:

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

A **Click [Options].**

B **Specify options.**
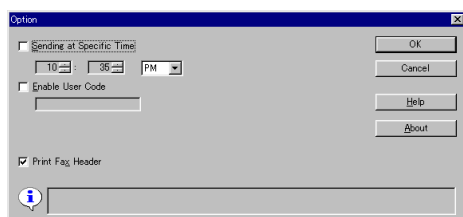
❖ **To Select Sending at Specific Time**

Click the **[Sending at Specific Time]** check box to place a check mark in the box, and then specify the transmission time.

❖ **To Select User Code Transmission**

Click the **[Enable User Code]** check box to place a check mark in the box, and then enter the User Code (SUB Code for Personal Box) into the text box.

Entering the User Code is necessary if Restricted Access is specified in NIC FAX.

❖ **To Select Fax Header Print**

Click the **[Print Fax Header]** check box to place a check mark in the box.

📎 **Note**

❒ By programming your own e-mail address as a destination in the User 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. See p.157 "Transmission Result Notification Mail (Transfer Result Report)".

🔎 **Reference**

Chapter 1 "Reading the Display and Using Keys - Restricted Access" in the Basic Features manual

Chapter 1 "Sending at a Specific Time (Send Later)", "Fax Header Print" and "User Code Transmission" in the Advanced Features manual

C **Click [OK].**

E **Click [Send].**

📎 **Note**

❒ Click **[Send & Print]** to send the document and print a local copy of the document you are sending.

❒ Click **[Print]** to print a copy of the document you specified without sending it.

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Address Book

You can store and edit entries in the list of destinations using Address Book.

Note

❒ Address book is saved as a CSV format file. You can register 1000 addresses in a CSV file, and specify destinations using multiple CSV files.

❒ For detailed information, see the online Help.

A **On the Windows' Task Bar, first click [Start]. Point to [Programs], [Address Book], and [Address Book] in this order to click the second [Address Book].**

The "Address Book" editing screen appears.

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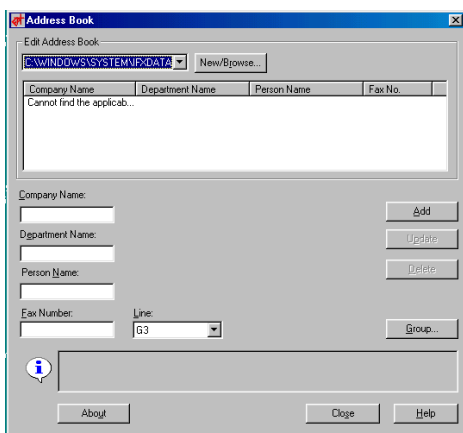
Note

❒ You can store destinations in groups. Click **[Group]** to start the procedure.

Storing a New Destination

A **Enter the destination.**

Note

❒ You can enter data for the following items: Company Name, Department Name, Person Name, and Fax Number. For registering a new destination, Person Name and Fax Number are required items.

❒ For **[Line]**, select the appropriate line type from the following: G3, G3-2, G3-3, G4, G3-Dir.Auto, G3 PABX Auto, I-G3.

B **Click [Add].**

The new destination is added to the list.

Editing Stored Destinations

A **Select the destination you wish to edit from the list.**

The name of the company is highlighted.

B **Edit the data.**

C **Click [Update].**

The edited destination is stored, overwriting the old data.

Deleting Stored Destinations

A **Select the destination you wish to edit from the list.**

The name of the company is highlighted.

B **Click [Delete].**

C **Click [Yes] in the "Address Book" dialog box.**

C **Click [Close].**

D **If you have made any changes to entries in the list, the confirmation dialog box appears. To save the changes that you made, click [Yes].**

🖳 **Address Book**	✕
Address Book has been changed. Do you want to save the changes?	
[Yes] [No] [Cancel]	
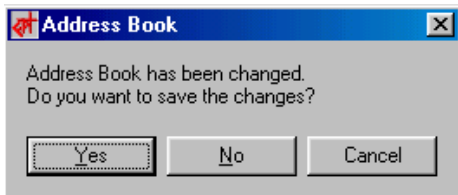
If you do not wish to save the changes and quit editing, click **[No]**.

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

📎 Note

❒ The dialog box shown above does not appear if you have not made any changes to the list after opening Address Book.

Printing

You can print documents created using computer applications.

Open the document that you wish to print, or create a new document using an application, then perform the following procedure.

✐ **Note**

❒ You can select either one of four resolution settings: Standard (200×100dpi), Detail (200×200dpi), Super Fine (400×400dpi), Extra Super Fine (600×600dpi). See p.95 "Setting LAN FAX Properties".

❒ You need to install the Optional 40MB Memory Card in order to print using the Extra Super Fine (600×600dpi) resolution setting. You also need to make necessary setting with User Parameters. For information about making this setting, see p.146 "User Parameters" (switch 20 bit 3).

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

B **Click [LAN-Fax F2] in [Printer Name], then click [OK].**

The "LAN FAX" dialog box appears.

✐ **Note**

❒ The setting procedure may vary depending on the application software you are using. In all cases, select **[LAN-Fax F2]** for the printer.

C **Click [Print].**

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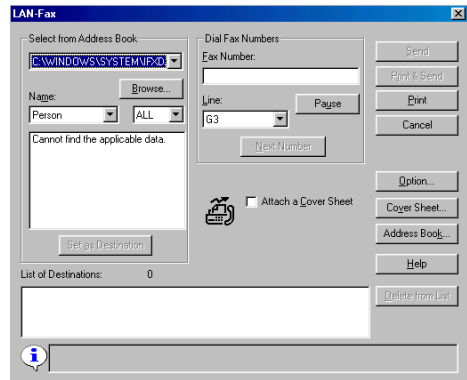
Setting LAN FAX Properties

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

- Paper size
- Orientation
- Paper tray
- Resolution
- Density
  (Only with Windows 95/98/Me)
- Options

✍ Note

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

A **On the Windows' Task Bar, click [Start]. Point to [Settings], and then click [Printers].**

B **Select [LAN-Fax F2] so that it is highlighted, then select [Properties] from the [File] menu.**

The "LAN-Fax F2 Property" dialog box appears.

✍ Note

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

❒ With Windows 2000, select **[Print Settings]** from the **[File]** menu.

C **Click the [Paper] tab.**
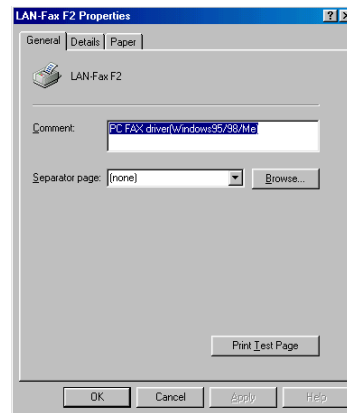
D **Make paper settings.**
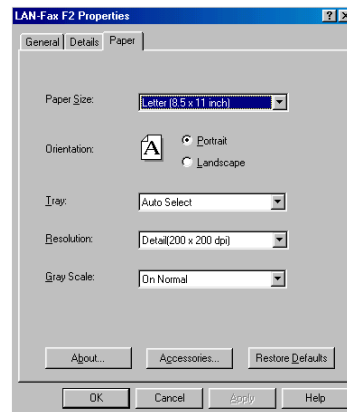
✍ Note

❒ "Gray Scale" appears only with Windows 95, Windows 98 or Windows Me.

❒ To make settings for options, click **[Accessories]** and place a check mark to the options that are installed on your NIC FAX.

E **Click [OK].**

4

5. Using Scanner Functions

Using Scan to E-mail

📔 Preparation

You need to make network settings using the Network Settings function beforehand.

🔗 Limitation

❒ If the fax machines at both ends are NIC FAX, the Color Scanning function and PDF format file exchange is not possible. If you attempt such transmissions, documents will not be received and a Mail Information / Error Mail Notification / Error Report will be printed on the transmitting or receiving end NIC FAX.

📝 Note

❒ The content of originals is transmitted as an attachment to the e-mail in the TIFF-F format normally when using the Scan to E-mail function. However, you can also use PDF format for the attached documents by changing settings with User Parameters. For information on changing this setting, see p.146 "User Parameters" (switch 17 bit 5).

❒ You need Acrobat Reader for viewing files in the PDF format.

❒ You can also scan and transmit originals in color using NIC FAX. See p.113 "Scanning a Color Original".
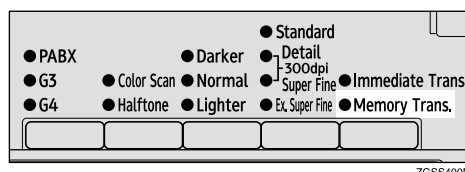
A **Make sure the Memory Transmission indicator is lit.**

ZGSS400N

📝 Note

❒ If the **Immediate Transmission** indicator is lit, press the 【**Transmission Mode**】 key.

B **Set the original.**

C **Press the 【Resolution】 key to select data resolution.**

ZGSS410N
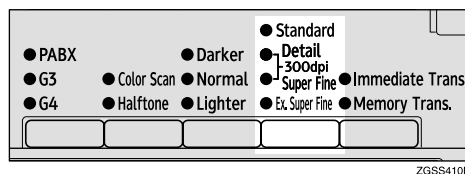
📝 Note

❒ When you are specifying the Broadcasting function with a fax message, the resolution of the fax message is automatically set to 200×200dpi even if you specify 300dpi.

❒ In order to set resolution to Extra Super Fine, you need to make necessary settings with User Parameters. For information about making this setting, see p.146 "User Parameters" (switch 20 bit 2).

**D Press the User Function key (【F1】 to 【F10】) that is assigned the Scanner function.**

ZGSS100N

The screen for entering the scanner destination appears.

Note

❒ On Type 2 machines, the Scanner function is pre-assigned to the 【F10】 key.

❒ For information about registering a function to a User Function key, see Chapter 6 "User Function Keys" in the Advanced Features manual.

E Enter the e-mail address of the destination.

F Press [OK].

ZGSS220N
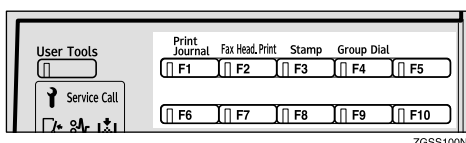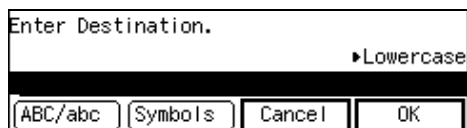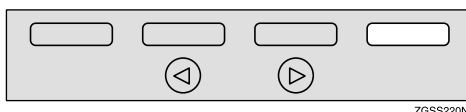
The destination of the data transmission is set.
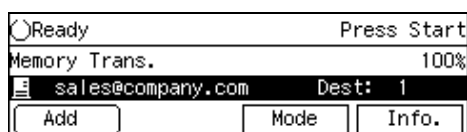
Note

❒ If you wish to specify multiple destinations, press **[Add]** and repeat steps E to F.

❒ You can enter a fax number as a destination.

G Press the 【Start】 key.

Scan to E-mail transmission begins.

Using the Network Delivery Scanner

📑 **Preparation**

You need to make network settings using the Network Settings function beforehand.

You need to register NIC FAX by I/O device settings for ScanRouter V2 Lite/Professional.

📝 **Note**

❒ To use ScanRouter V2 Lite, it is necessary to make settings with User Parameters. See p.146 "User Parameters" (switch 16 bit 2).

❒ To use ScanRouter V2 Professional, settings must be made by a service representative. Contact your nearest dealer.

Delivering Scanned Data

You can use NIC FAX as a network scanner.

The scanned data can be sent as an attachment to an e-mail, or delivered to destinations registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server on the network.

📑 **Preparation**

It is recommended that you program destinations in Quick Dial keys or Speed Dials beforehand, so that the operation will be easy and successful. It is assumed that destinations are already programmed in Quick Dial keys or Speed Dials in the following instructions. See p.127 "Registering Addresses for Scanner".

📝 **Note**

❒ The scanned data is first transmitted from NIC FAX to the server, and then delivered to the specified destinations. The delivery procedure varies depending on the settings made in each server.

❒ The following functions are not available even if you specify them:

- Fax Header Print
- Label Insertion

❒ Color originals can be scanned and delivered. See p.113 "Scanning a Color Original"
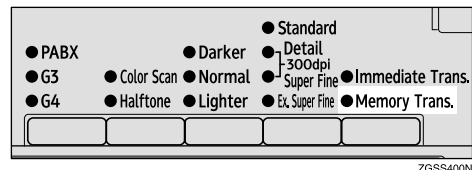
🅰 **Make sure the Memory Transmission indicator is lit.**

ZGSS400N

📝 **Note**

❒ If the **Immediate Transmission** indicator is lit, press the 【**Transmission Mode**】 key.

🅱 **Set the original, and select any scan settings as necessary.**

📝 **Note**

❒ In order to set resolution to Extra Super Fine, you need to make necessary settings with User Parameters. For information about making this setting, see p.146 "User Parameters" (switch 20 bit 2).

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C **Enter the destination by using a Quick Dial key or Speed Dial.**

```
()Ready          Enter fax numbers
Memory Trans.               100%
☎ _                   Dest:  0
                   Mode      Info.
```

🖉 Note

❒ You can specify the destination using methods other than Quick Dial or Speed Dial. See p.100 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials".

❒ If you wish to specify multiple destinations, press **[Add]** and enter another destination.

```
()Ready             Set originals
Memory Trans.               100%
▤ [#001] sales        Dest:  1
  Add              Mode      Info.
```

❒ You can perform fax transmission as well as Scanner Delivery by entering a fax number as the destination.

D **Press the 【Start】 key.**

Scanning begins.

When scanning is complete, the display returns to the standby screen, and the scanned data is transmitted to the server.

🖉 Note

❒ Press the 【Stop】 key to cancel scanning. If scanning is canceled, the scanned data is cleared and will not be transmitted.

❒ Scanner Delivery stores the scanned data in memory and converts it into a file before transmission. This procedure may take a while depending on the quantity of the scanned originals.

❒ The Communication Failure Report is printed if transmission to any of the specified destinations was not successful.

Specifying Destinations Without Using Quick Dial Keys or Speed Dials

You can specify the destination using methods other than Quick Dial or Speed Dial, such as Groups or Redial. You can also specify destinations with number keys.

🖉 Note

❒ The destinations programmed into Groups may be a mixture of destinations of users or groups registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server on the network and fax number destinations.

Specifying by Groups (Group Code)

A **Press the User Function key (【F1】 to 【F10】) that is assigned the Groups function.**

🖉 Note

❒ For information about registering a function to a User Function key, see Chapter 6 "User Function Keys" in the Advanced Features manual.

B **Enter the Group code which the destinations are programmed into.**

Specifying by Groups (Quick Dial)

A **Press the Quick Dial key which the Group destination is programmed into.**

ZGSS280N
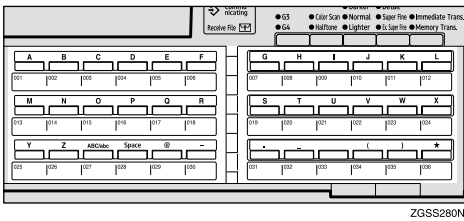
Specifying by Redial

A **Press the 【Pause/Redial】 key.**

ZGSS170N
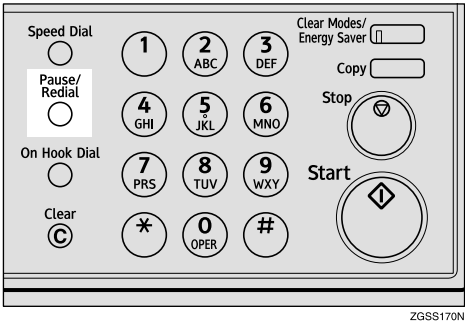
B **The last 10 destinations that you dialed are shown. Enter the 2-digit code for the destination which you wish to deliver the scanned data to.**

Specifying with the Number Keys

A **Press the User Function key (【F1】 to 【F10】) that is assigned the Scanner function.**

ZGSS100N

The screen for entering the scanner destination appears.

Note

❒ On Type 2 machines, the Scanner function is pre-assigned to the 【F10】 key.

❒ For information about registering a function to a User Function key, see Chapter 6 "User Function Keys" in the Advanced Features manual.

B **Press the 【#】 key.**
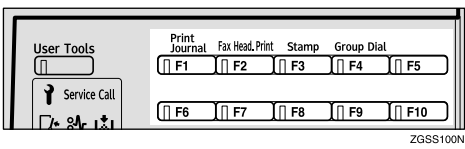
C **Enter the Short ID (3 digits) for the user or group with the number keys.**

For example, if the Short ID is "001," enter 【#】【0】【0】【1】.

D **Press [OK].**

ZGSS220N

The destination for ScanRouter V2 Lite/Professional that corresponds to the Short ID appears.
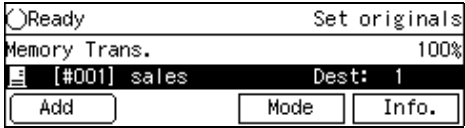
Note

❒ If you wish to specify multiple destinations, press **[Add]** and repeat steps ▊ to ▊.

❒ See p.129 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

Setting up ScanRouter V2 Professional

The setup procedure for ScanRouter V2 Professional should be performed according to the instructions described in the "ScanRouter V2 Professional Setup Guide". However, the procedure described under "For a Device for Fax Delivery using RS232" in the Setup Guide is not necessary for NIC FAX. This is because NIC FAX transfers the received fax documents to ScanRouter V2 Professional server via a network.

Note

❒ You may need to perform the procedure described under "For a Device for Fax Delivery using RS232" in the Setup Guide depending on the make of fax machine used with NIC FAX for sending and receiving fax documents with a ScanRouter V2 Professional server.

Fax Document Delivery Settings

To deliver fax documents, you need to make settings for transferring all received documents to the ScanRouter V2 Professional server by using the Forwarding function of NIC FAX. Follow the steps described below to make the settings.

Note

❒ If the document delivery was not successful, NIC FAX prints out the Communication Failure Report as well as the document, and then clears the document data from memory.

Forwarding Received Documents to the ScanRouter V2 Professional server

▊ **Press the 【User Tools】 key.**

ZGSS090N

The "User Tools" main menu appears.

Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

▊ **Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.**

▊ **Enter the code for "System Settings" with the number keys.**

D **Enter the code for "Forwarding" with the number keys.**

```
▦Initial Set Up  1/2    Enter number ▉
1 Multi-copy Recp.  2 Authorized RX
3 Specified Tray    4 Forwarding
↑Prev. │ │↓Next │          │PrevMenu│
```

E **Press [Receiver].**

```
Forwarding:        Select mode with◀▶
               On / Off
│Receiver│          │Cancel│    │OK│
```

```
⬭────── ⬭────── ⬭────── ⬭──────
          ◁        ▷
                              ZGSS190N
```

F **Enter the code for "Prog. Receiver" with the number keys.**

```
▦Receiver              Enter number ▉
1 Prog. Receiver    2 Delete Receiver

                           │PrevMenu│
```

G **Enter the code that you wish to store the destination under with the number keys.**

```
Prog. Receiver:  Enter no. to program ▉
01 -----          02 -----
03 -----          04 -----
↑Prev. │ │↓Next │          │PrevMenu│
```
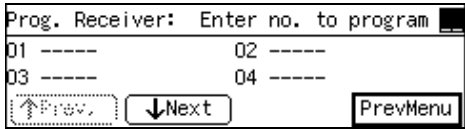
If the code "01" is available, enter "01".

H **Press the User Function key ({F1} to {F10}) that is assigned the Scanner function.**

```
                Print  Fax Head. Print  Stamp   Group Dial
                Journal
User Tools      ⬚F1    ⬚F2    ⬚F3    ⬚F4    ⬚F5
⬚
? Service Call
🛈 ♻ 🛠 👤       ⬚F6    ⬚F7    ⬚F8    ⬚F9    ⬚F10
                              ZGSS100N
```
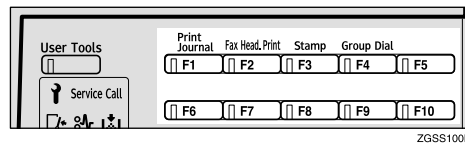
The indicator on the User Function key turns on and the screen for entering the scanner destination appears.

Note

❒ On Type 2 machines, the Scanner function is pre-assigned to the {F10} key.

❒ For information about registering a function to a User Function key, see Chapter 6 "User Function Keys" in the Advanced Features manual.

I **Enter {#}{0}{0}{0}.**

```
Enter mail address or #+Short ID.
                        ▶Lowercase
│ABC/abc│ │Symbols│  │Cancel│    │OK│
```
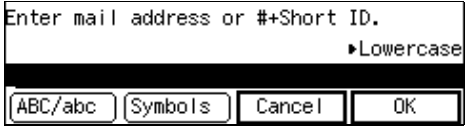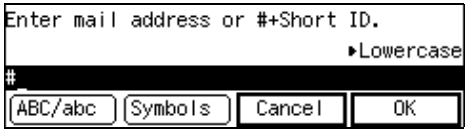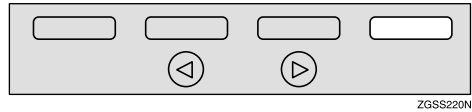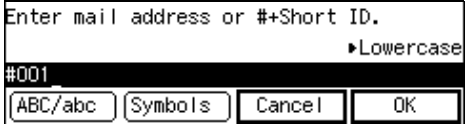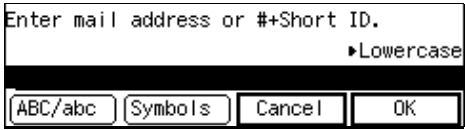
Note

❒ By specifying "#000" as the destination, all the received fax documents are forwarded to the ScanRouter V2 Professional server and delivered according to the Fax Delivering ID or sender's information (Own Name (RTI) or Own Fax Number).

J **Press [OK].**

```
Enter mail address or #+Short ID.
                        ▶Lowercase
#000
│ABC/abc│ │Symbols│  │Cancel│    │OK│
```

```
⬭────── ⬭────── ⬭────── ⬭──────
          ◁        ▷
                              ZGSS220N
```

K **Press [OK].**

```
Prog. Receiver:[01]    Enter fax number
▤ #000

│Sender│          │Cancel│    │OK│
```

```
⬭────── ⬭────── ⬭────── ⬭──────
          ◁        ▷
                              ZGSS220N
```

5

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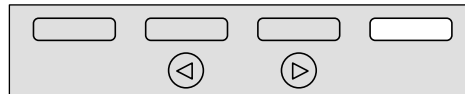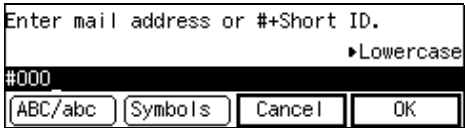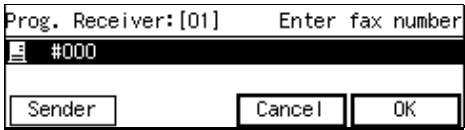
L **Press [OK].**

```
Sender's name or number have
not been entered.
Is this okay?
                    Enter        OK
```
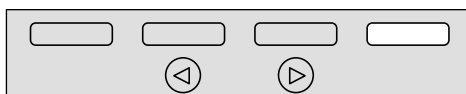

ZGSS220N

Note

❒ Do not enter the Fax Header (TTI) or Own Fax Number. Doing so may prevent the forwarding of documents.

M **Press [PrevMenu] twice.**

```
Prog. Receiver:  Enter no. to program
01 #000            02 -----
03 -----           04 -----
↑Prev. ↓Next              PrevMenu
```
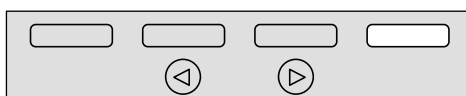

ZGSS220N

N **Press ◁ or ▷ key to select "On".**

```
Forwarding:       Select mode with◁▷
               On /  Off
Receiver          Cancel      OK
```
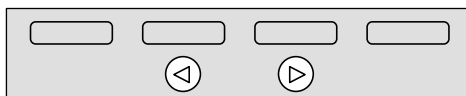

ZGSS250N

O **Press [OK].**

```
Forwarding:       Select mode with◁▷
               On /  Off
Receiver          Cancel      OK
```
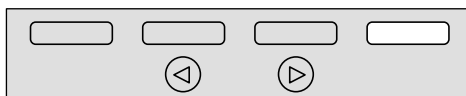

ZGSS220N

P **Press [PrevMenu] twice.**

Q **Press [Exit].**

- -

☼Changing the Conditions for Forwarding Received Documents

With User Parameters, you can change conditions for forwarding received documents to ScanRouter V2 Professional server. Normally, all received documents are forwarded to ScanRouter V2 Professional server, but you can filter forwarded documents using Fax Delivering ID. With this, NIC FAX prints only those received documents without a Fax Delivering ID. See p.146 "User Parameters" (switch 16 bit 5).

Note

❒ See p.106 "Transmission End Operation" for information about Fax Delivering ID.

- -

Turning off Printing Functions of Received Fax Documents

When NIC FAX receives fax documents, it first prints the document, and then forwards them to the ScanRouter V2 Professional server. If you wish to forward documents without printing, turn off the printing function by following the procedure described below.

Note

❒ If document delivery was not successful, NIC FAX prints out the Communication Failure Report as well as the document, and then clears the document data from memory.

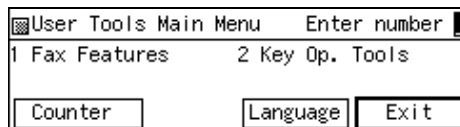**A** **Press the 【User Tools】 key.**
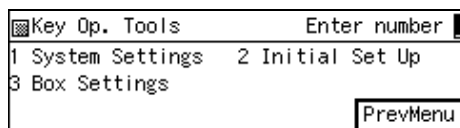

ZGSS090N

The "User Tools" main menu appears.

✐ Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.
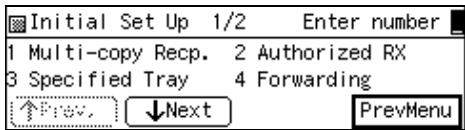
B **Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.**
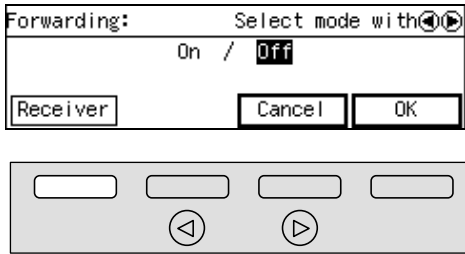

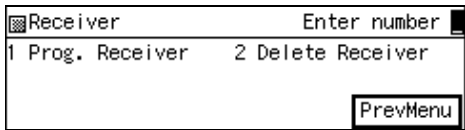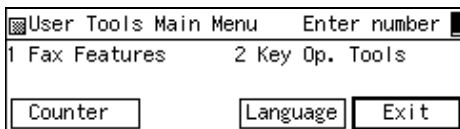**C** **Enter the code for "System Settings" with the number keys.**
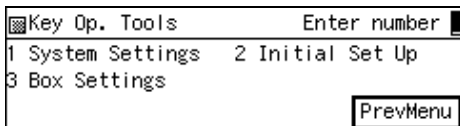
D **Enter the code for "User Parameters" with the number keys.**
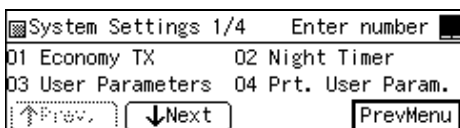
E **Press [↑Switch] or [↓Switch] to display switch 11.**

ZGSS230N
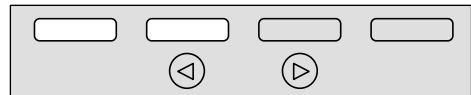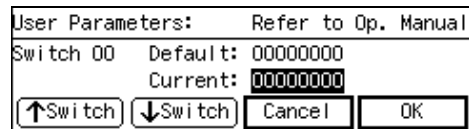
F **Enter 【6】 with the number key to change the number displayed at bit 6 (second from the left) to 0.**

G **Press [OK].**

ZGSS220N

H **Press [PrevMenu] twice.**

I **Press [Exit].**

5

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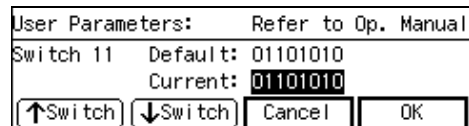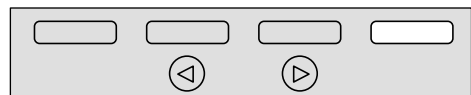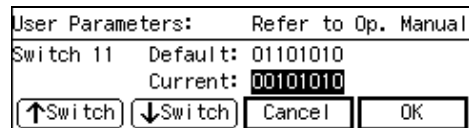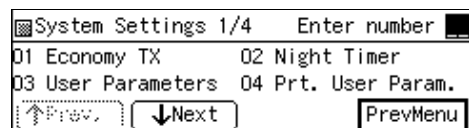
Transmission End Operation

There are two ways to select the destinations of fax document delivery through the ScanRouter V2 Professional server. Either specify destinations using Fax Delivering ID, or register the destinations that correspond to the sender's Own Name (RTI) or Own Fax Number. The choice of method depends on the functions available for the fax machine at the transmission end, or the type of telephone line the machine is connected to. Select the most appropriate method to best suit your needs.

🖉 Note

❐ You need to make settings for ScanRouter V2 Professional server, regardless of chosen method. See ScanRouter V2 Professional Server Administrators' Guide for more information.

❖ To deliver fax documents using Fax Delivering ID

You can use either SUB or Sub-address number to specify the destination, depending on the type of fax machine at the other end.

💡 Limitation

❐ You cannot specify destinations using the Confidential Transmission (ID Override) function.

❐ If you cannot specify the end receiver using any of the methods mentioned above, you cannot send the document using Fax Delivering ID. Send the document using Own Name (RTI) or Own Fax Number.

GFFAXI0N
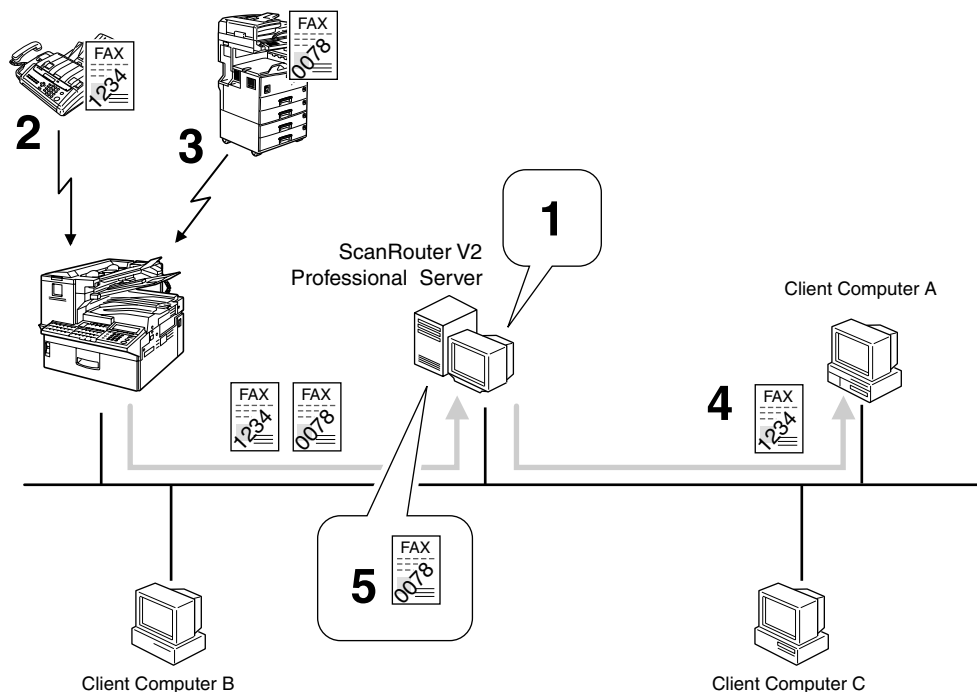
① Register the Fax Delivering ID as a destination.
"1234: Client computer A"
② Specify the end receiver with the SUB Code.
③ Specify the end receiver with the Sub-address or Direct Dial In (DDI or Indial) number.
④ The fax document is delivered to the client computer with the specified Fax Delivering ID.
⑤ Fax documents with destinations that cannot be found are saved in the Undelivered Data In-Tray.

- Specifying with SUB Code
  This method is available if SUB Codes can be entered on the fax machine at the transmission end.
  The transmitter enters the SUB Code as the Fax Delivering ID to send documents.

- Specifying with Sub-address
  This method is available when the fax machines at both transmitting and receiving ends are connected to ISDN.
  The transmitter enters the Sub-address as the Fax Delivering ID to send documents.

- Specifying with Direct Dial In (DDI or Indial) number
  You can use this method if your NIC FAX is connected to an ISDN line and you are subscribed to the Direct Dial In (DDI or Indial) service offered by your local telecommunications provider.
  The Direct Dial In (DDI or Indial) number is entered as the fax number at the transmission end. There is no need to specify Fax Delivering ID.

🔓 Limitation

❒ You cannot use both Direct Dial In (DDI or Indial) number and Sub-address at the same time when specifying Fax Delivering IDs.

🖉 Note

❒ Setting changes are necessary to specify Fax Delivering ID with Direct Dial In (DDI or Indial) number. To make this setting, contact your dealer or service representative.

❒ The last four digits of your Direct Dial In (DDI or Indial) number is used as a Fax Delivering ID for ScanRouter V2 Professional server.

❒ You need the optional ISDN Unit to connect your NIC FAX to ISDN.

The table below shows the relationship between the specifying methods and line types.

Specifying Method	PSTN	ISDN	
	G3	G3	G4
SUB Code	Possible	Possible	Not possible
Sub-address [1]	Not possible	Possible	Possible
Direct Dial In (DDI or Indial) number [1] [2]	Not possible	Possible	Possible

*1 The optional ISDN Unit is necessary.
*2 Subscription to a Direct Dial In (DDI or Indial) service is necessary. Settings must be made by a service representative.

❖ **Delivering a fax document using Own Name (RTI) or Own Fax Number**

Operation at the transmitting end is the same as that for conventional fax transmission.

The ScanRouter V2 Professional server determines the end receiver according to Own Name (RTI) or Own Fax Number registered to the fax machine at the transmitting end.

Note

❐ G4 Terminal ID (TID) is used in place of Own Name (RTI) or Own Fax Number for G4 communications.
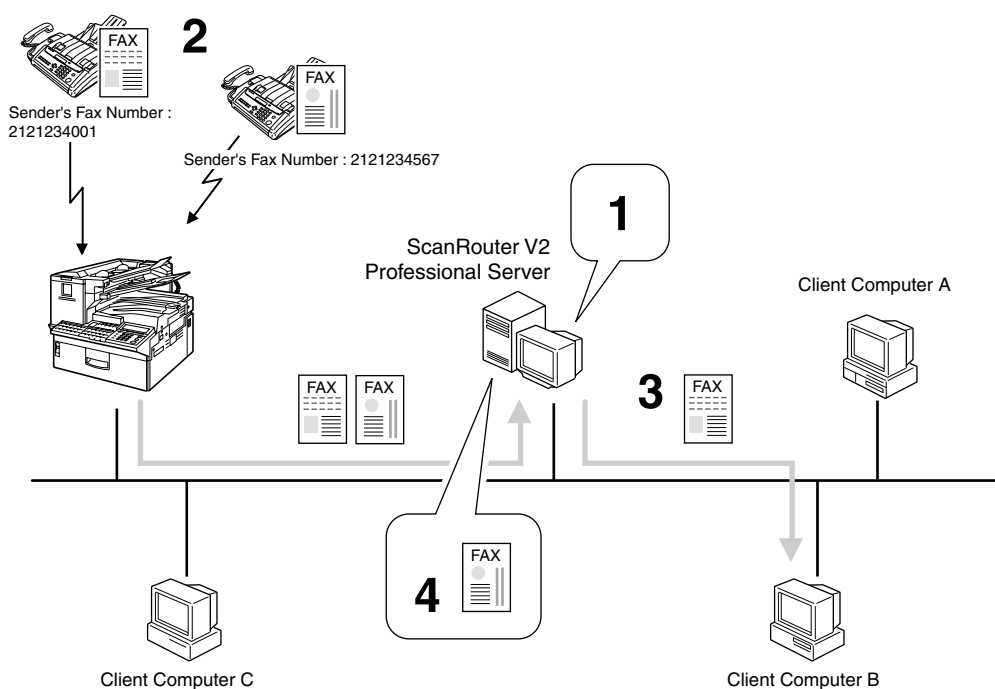
GFTSIT0N

① Register Own Fax Numbers and end receivers.
"2121234001: Client computer A"
"2121234002: Client computer B"

② Send documents by specifying only Own Fax Number.

③ If the specified Own Fax Number is registered, the document is delivered to the client computer.

④ If any end receiver that matches the specified Own Fax Number cannot be found, the document is saved in the Undelivered Data In-Tray.

Transmission Using the Backup File Transmission Feature

By using the Backup File Transmission function of NIC FAX, you can send and save in the ScanRouter V2 Professional server backup files of fax documents that you send out from your machine.

The documents sent to the ScanRouter V2 Professional server are delivered according to the destination settings for each receiving User or Group, so that they may be stored in the Inbox within the server or delivered to other computers by e-mail.

ScanRouter V2 Professional Server   GFBACK0N
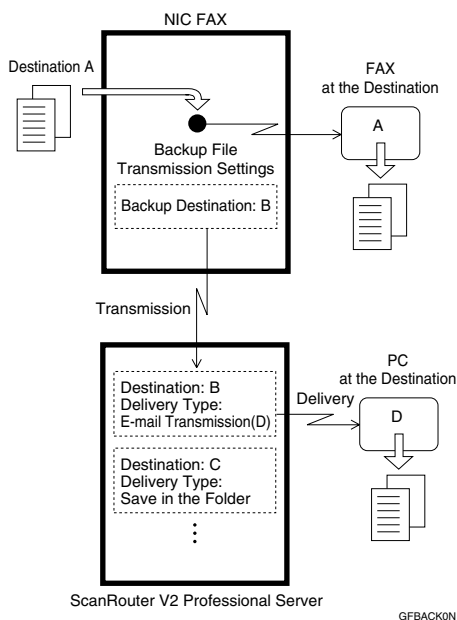
🔎 Reference

Chapter 3 "Backup File Transmission" in the Advanced Features manual

Chapter 7 "Backup File Transmission Settings" in the Advanced Features manual

Settings to be done on NIC FAX

To perform Backup File Transmission to the ScanRouter V2 Professional server, you need to make settings for the destinations of Backup File Transmission following the procedure described below. Once you make these settings, the Backup File Transmission is activated automatically whenever your NIC FAX performs fax transmissions.
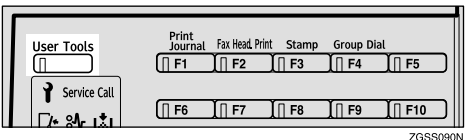
A Press the 【User Tools】 key.

ZGSS090N

The "User Tools" main menu appears.

📝 Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

### B Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.
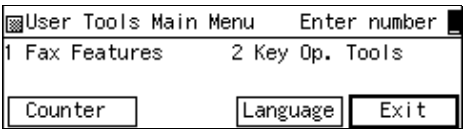
### C Enter the code for "Initial Set Up" with the number keys.
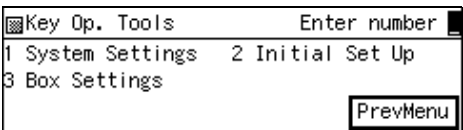
D Enter the code for "Backup File TX" with the number keys.

```
▓Initial Set Up  2/2    Enter number
5 Backup File TX

[↑Prev.] [↓Next]              PrevMenu
```
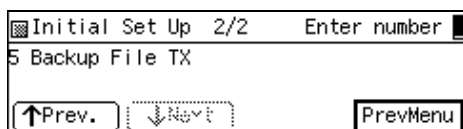
If "Backup File TX" is not shown, press **[↑Prev.]** or **[↓Next]** until it appears.

E Press ⊲ or ⊳ key to select "On".

```
Backup File TX:    Select mode with⊲⊳
              On  /  Off

[Receiv.1] [Receiv.2]  Cancel      OK
```
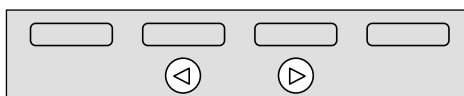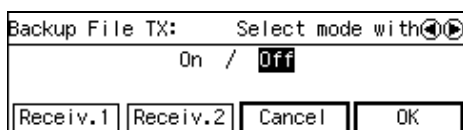
ZGSS250N

F Press [Receiv.1] or [Receiv.2].
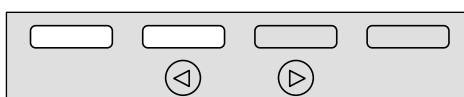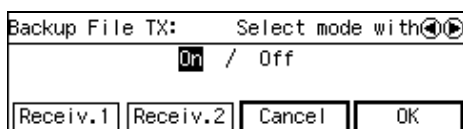
```
Backup File TX:    Select mode with⊲⊳
              On  /  Off

[Receiv.1] [Receiv.2]  Cancel      OK
```

ZGSS230N

G Press the User Function key (【F1】 to 【F10】) that is assigned the Scanner function.

```
User Tools          Print
                   Journal  Fax Head. Print  Stamp  Group Dial
                   [F1]  [F2]  [F3]  [F4]  [F5]
  Service Call
                   [F6]  [F7]  [F8]  [F9]  [F10]
```
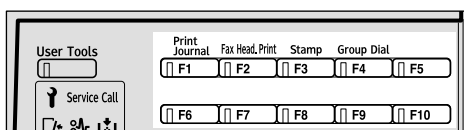
ZGSS100N

The indicator on the User Function key is lit, and the screen for entering the scanner destination appears.

Note

❒ On Type 2 machines, the Scanner function is pre-assigned to the 【F10】 key.

H Press the 【#】 key.

```
Enter mail address or #+Short ID.
                         ▸Lowercase

[ABC/abc] [Symbols]  Cancel      OK
```
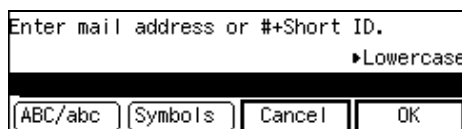
I Enter the Short ID (three-digit) for the user or group with the number keys.
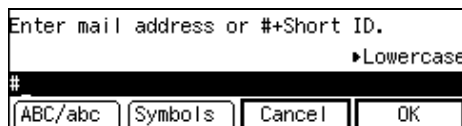
```
Enter mail address or #+Short ID.
                         ▸Lowercase
#
[ABC/abc] [Symbols]  Cancel      OK
```

Note

❒ See p.129 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

J Press [OK].

```
Enter mail address or #+Short ID.
                         ▸Lowercase
#001
[ABC/abc] [Symbols]  Cancel      OK
```
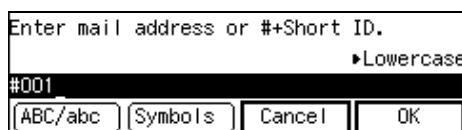
ZGSS220N

To Register/Edit the Receiver Name
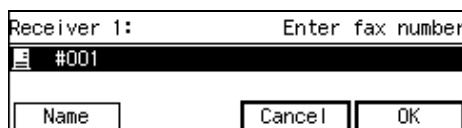
A Press [Name].

```
Receiver 1:         Enter fax number
   #001

  Name            Cancel      OK
```

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B Enter the name of the receiver.

Enter name
                              ▸Uppercase
_
(ABC/abc) (Symbols) | Cancel | OK

C Press [OK].

Enter name
                              ▸Uppercase
HQ_
(ABC/abc) (Symbols) | Cancel | OK

ZGSS220N

K Press [OK].

Receiver 1:   Enter fax number
▤ #001
(HQ)
  Name | Cancel | OK

ZGSS220N

L Press [OK].

Backup File TX: Select mode with◀▶
              On / Off

(Receiv.1) (Receiv.2) | Cancel | OK

ZGSS220N

M Press [PrevMenu] twice.

N Press [Exit].

Temporarily Terminating Fax Document Delivery

Temporarily terminate delivery of received fax documents by setting Memory Transmission to off, using the procedure below. Set to on when you wish to resume delivery.

A Press the 【User Tools】 key.

ZGSS090N

The "User Tools" main menu appears.

Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

B Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.

▓User Tools Main Menu   Enter number
1 Fax Features   2 Key Op. Tools

 Counter   (Language) | Exit |

C Enter the code for "Initial Set Up" with the number keys.

▓Key Op. Tools   Enter number
1 System Settings 2 Initial Set Up
3 Box Settings
                          PrevMenu

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4 **Enter the code for "Forwarding" with the number keys.**

```
▓Initial Set Up  1/2    Enter number ▮
1 Multi-copy Recp.  2 Authorized RX
3 Specified Tray    4 Forwarding
 ↑Prev.    ↓Next              PrevMenu
```

5 **Press ◁ or ▷ key to select "Off".**

```
Forwarding:      Select mode with◁▷
              On / Off

 Receiver         Cancel      OK
```

```
  ▭     ▭     ▭     ▭
       ◁        ▷
                          ZGSS250N
```
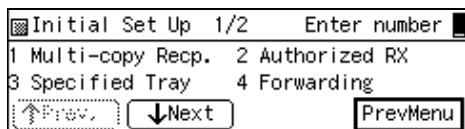
6 **Press [OK].**

```
Forwarding:      Select mode with◁▷
              On / Off

 Receiver         Cancel      OK
```
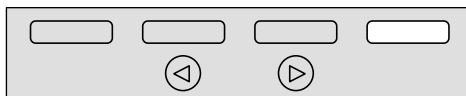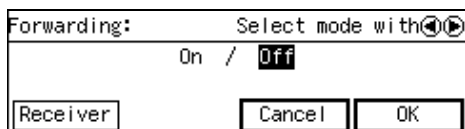
```
  ▭     ▭     ▭     ▭
       ◁        ▷
                          ZGSS220N
```

7 **Press [PrevMenu] twice.**

8 **Press [Exit].**

Scanning a Color Original

You can scan and transmit originals in color using NIC FAX.

✦ Limitation

❐ You cannot use this feature with Memory Transmission. Use it with Immediate Transmission.

🖉 Note

❐ You cannot specify multiple destinations, because this feature is available only with Immediate Transmission.

❐ You cannot send originals in color to destinations already registered for Internet FAX or IP-FAX in Quick Dial or Speed Dial keys. Specify destinations for the scanner when you send originals in color. See p.127 "Registering Addresses for Scanner".

❐ The Color Scanning feature is not available for Backup Transmission.

❐ You cannot store the 【Color Scan】 key into a Keystroke Program.

❐ The setting for Max. file size is invalid for Color Scanning.

❐ Even if you set Viewer URL Information to On with Mail Options, this is invalid for Color Scanning.

❐ The Fax Header (TTI) is not added to the transmitted data.

❐ The scanned image is normally attached to an e-mail as a JPEG format file with Color Scanning. However, it is possible to select PDF format with User Parameters. See p.146 "User Parameters" (switch 17 bit 5).

❐ Adobe Acrobat Reader is necessary for viewing PDF format files.

❐ You can adjust the quality of images transmitted using the Color Scanning feature with User Parameters. If you make a setting that reduces the difference between values for Brightness and Color Difference (for example, "Brightness: 1, Color Difference: 1, Color Difference: 1"), the quality of images increases, but the data size also increases. You do not need to make changes to default settings. For more information, see p.146 "User Parameters" (switch 33 bits 1,0). However, this setting is not valid when PDF is selected as the file format for Color Scanning with User Parameters (switch 17 bit 5).

A **Make sure the Immediate Transmission indicator is lit.**
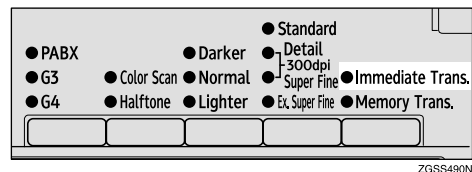
🖉 Note

❐ If the **Memory Transmission** indicator is lit, press the 【Transmission Mode】 key.

B **Set the original.**

C **Press the 【Original Type】 key.**
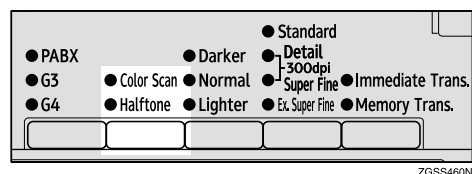
Make sure the **Color Scan** indicator is lit.

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D **Press the 【Resolution】 key to select data resolution.**

Note

❒ In order to set resolution to Extra Super Fine, you need to make necessary settings with User Parameters. For information about making this setting, see p.146 "User Parameters" (switch 20 bit 2).

E **Press ⓐ or ⓑ key to select the scanning length, then press [OK].**

```
Color Original Size:    Select with�
8½×11⬜/ 8½×14⬜/ 8½×5½⬜/ A4⬜ / A5⬜

                              OK
```
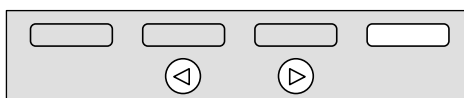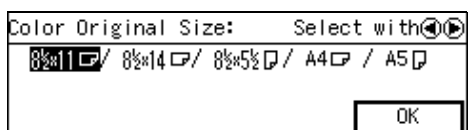

ZGFS350J

F **Specify the destination.**

Specifying by the E-mail Address

A **Press the User Function key (【F1】 to 【F10】) that is assigned the Scanner function.**

ZGSS100N

Note

❒ On Type 2 machines, the Scanner function is pre-assigned to the 【F10】 key.

B **Enter the e-mail address of the destination.**

```
Enter Destination.
                          ▸Lowercase


[ABC/abc] [Symbols] [Cancel] [  OK  ]
```
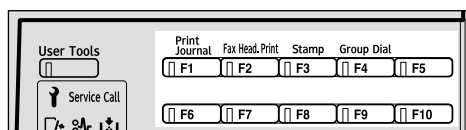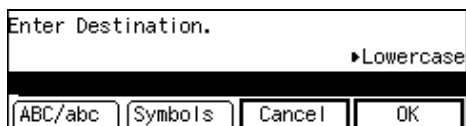
C **Press [OK].**

Specifying a destination in the server

A **Specify the destination by using a Quick Dial key or Speed Dial.**
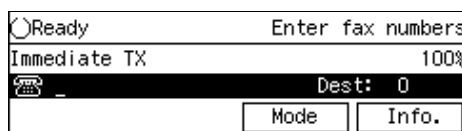
```
○Ready           Enter fax numbers
Immediate TX                  100%
☎ _               Dest:  0
                  Mode    Info.
```

Note

❒ You can specify the destination using methods other than Quick Dial or Speed Dial. See p.100 "Specifying Destinations Without Using Quick Dial Keys or Speed Dials".

G **Press the 【Start】 key.**

The transmission begins.

Scanner RGB

You can adjust the color balance for color scanning by using the Scanner RGB feature.

A **Press the 【User Tools】 key.**

ZGSS090N
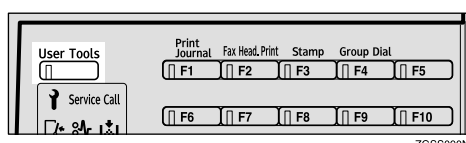
📝 Note

❒ Start this procedure when the standby screen is shown on the display. If the NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

B **Enter the code for "Fax Features" with the number keys.**

```
▦User Tools Main Menu    Enter number ▮
1 Fax Features       2 Key Op. Tools

 Counter           Language    Exit
```
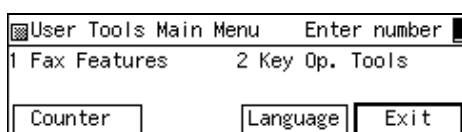
The "Fax Features" main menu appears.

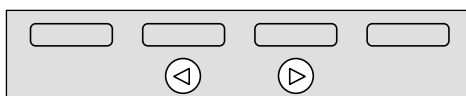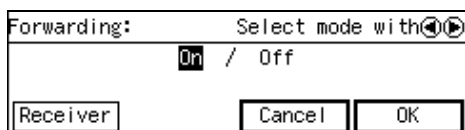**C** **Enter the code for "Setup" with the number keys.**

```
▦Fax Features           Enter number ▮
1 Program/Delete     2 Reports/Lists
3 Setup              4 User Functions
                                PrevMenu
```
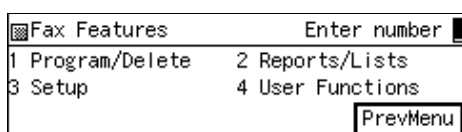
D **Enter the code for "Scanner RGB" with the number keys.**

```
▦Setup          2/2     Enter number ▮
05 Fax Information  06 Scanner RGB
07 Fax Reset Timer  08 On Hook Timer
 ↑Prev.    ↓Next               PrevMenu
```
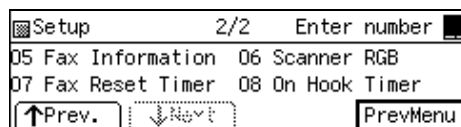
The Scanner RGB Adjustment screen appears.

E **Enter the code for the color that you wish to make adjustments with the number keys.**

```
▦Scanner RGB            Enter number ▮
1 Red                2 Green
3 Blue
                                PrevMenu
```
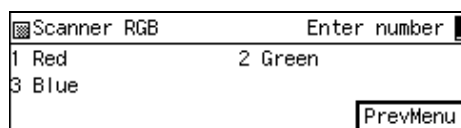
F **Press ◁ or ▷ key to make adjustments, then press [OK].**

```
Scanner RGB:           Adjust with◁▷
Red
       -  ◁□□□▮□□▷  +
                     Cancel      OK
```


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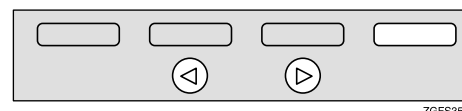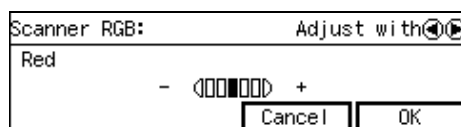
The Scanner RGB Adjustment screen appears again.

G **Repeat steps E and F as many times as necessary.**

H **Press [PrevMenu] three times.**

I **Press [Exit] to return to standby mode.**

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6. Registering Addresses

Registering Addresses for Internet Faxing

This section describes how to register an e-mail address used as a destination for Internet Faxing.

You can easily specify a destination by registering the e-mail address of the receiving party as a Quick Dial or Speed Dial destination. If you turn on the Label Insertion function, the registered name is automatically printed on the first page of the sent message with "To" before it.

You can also attach a document to the fax message with an easy operation if you store an Auto Document in the Quick Dial key which the destination is registered to.

🔎 Reference

Chapter 3 "Label Insertion" in the Advanced Features manual

Chapter 6 "Registering Auto Documents" in the Advanced Features manual

Registering/Editing a Destination

The procedure for registering a destination for Internet Faxing with Quick Dial or Speed Dial is basically the same as that for registering a fax number as a Quick Dial or Speed Dial destination. The only difference is that you enter an e-mail address instead of a fax number.

The following example describes how to register a destination as a Quick Dial destination.

📖 Preparation

You need to assign the Internet Fax function to one of the function keys beforehand. If you fail to do so, you cannot enter the e-mail address when registering a destination.

On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

You can program the following items for a Quick Dial destination:

- E-mail address and name of the receiving party
- On/off of the Label Insertion function
- Selection of Fax Header

Important

❒ It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help.

Note

❒ You can store an e-mail address as a Speed Dial destination or Group destination in the same way as a Quick Dial destination.

❒ You can also make settings through your Web browser. See p.135 "Making Settings through a Web Browser".
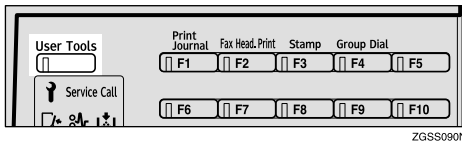
A Press the 【User Tools】 key.

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Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

B Enter the code for "Fax Features" with the number keys.

```
▦User Tools Main Menu    Enter number ▮
1 Fax Features        2 Key Op. Tools

   Counter          Language   Exit
```

C Enter the code for "Program/Delete" with the number keys.

```
▦Fax Features            Enter number ▮
1 Program/Delete    2 Reports/Lists
3 Setup             4 User Functions
                                PrevMenu
```

D Enter the code for "Prog. Quick Dial" with the number keys.

```
▦Program/Delete  1/3    Enter number ▮
01 Prog. Quick Dial 02 Delete Quick Dial
03 Prog. Group Dial 04 Delete Group Dial
 ↑Prev.    ↓Next            PrevMenu
```

E Press the Quick Dial key that you wish to program a new destination into, or the destination you wish to edit is programmed into.

```
Program Quick Dial:
Press key to program or check Status.
             (001-144)
 Status  Move/Copy           PrevMenu
```
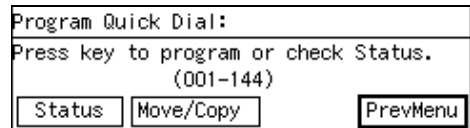
Note

❒ If an e-mail address is already registered to the selected Quick Dial key, the currently registered e-mail address appears. To edit the e-mail address, press the 【Clear】 key to delete the e-mail address shown on the display, then enter the new e-mail address.

❒ You cannot register an e-mail address to a Quick Dial key which another function is already registered to.

F Press the User Function key (【F1】 to 【F10】) that is assigned the Internet Fax function.

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Make sure that the indicator of the selected User Function key is lit.

Note

❒ On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

6

If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to Off with User Parameters, select E-mail Transmission in the screen that appears. For information on changing this setting, see p.146 "User Parameters" (switch 32 bit 1).

A **Press ⊲ or ⊳ key to select "E-mail TX".**

```
Network TX :      Select mode with⊲⊳
            IP-Fax TX / E-mail TX

                        Cancel    OK
```

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B **Press [OK].**

G **Enter the e-mail address to be registered.**

```
Enter Address
                        ▸Lowercase

 GW TX  [Symbols]  Cancel    OK
```

🖉 Note

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

❒ You can enter "@", "-", "." and "_" by using Quick Dial keys. Press **[Symbols]** to enter Symbols. You can shift between upper case and lower case modes by pressing the **【ABC/abc】** key.

❒ If you incorrectly enter characters, press the **【Clear】** key, and enter the correct characters.

❒ To enter texts registered using Address Template, press the **【★】** key, then enter the code for the registered text. See p.131 "Registering Texts".

H **Press [OK].**

```
Enter Address
                        ▸Lowercase
mail@abc.com
 GW TX  [Symbols]  Cancel    OK
```
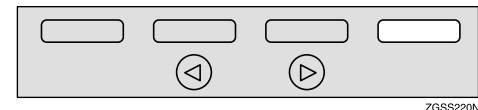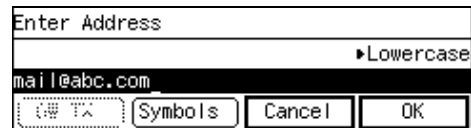
ZGSS220N

The e-mail address is registered.

I **Press [Name].**

```
Prog. Quick Dial:[006]  Enter fax number
✎..mail@abc.com
(Label:Off)
 Name   Others   Cancel    OK
```

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If you do not wish to register the receiver's name, proceed to step L.

J **Enter the name of the receiver.**

```
Enter name
                        ▸Uppercase

ABC/abc  [Symbols]  Cancel    OK
```

🖉 Note

❒ To edit the currently registered name, press the **【Clear】** key to delete the name displayed on the screen, and enter the new name.

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⓫ Press [OK].

```
Enter name
                          ▶Uppercase
ABC CORP._
                    ▲
[ABC/abc] [Symbols]  Cancel    OK
```

```
  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤
       ◁        ▷
                              ZGSS220N
```

⓬ Press [Others].

```
Prog. Quick Dial:[006]  Enter fax number
✐≜ mail@abc.com
(ABC CORP  Label:Off)
  Name   | Others | Cancel |   OK
```

```
  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤
       ◁        ▷
                              ZGSS200N
```

If you do not wish to specify conditions, proceed to step ⓯.

⓭ Enter the code for the condition that you wish to specify with the number keys.

```
Others:              Enter Number ■
1 Label            2 Select Fax Header
3 Fax Info. Service
                              Exit
```

To Specify Label Insertion

❶ Press ◁ or ▷ key to select "On" or "Off".

```
Label Insertion:   Select mode with◁▷
              On /  Off
                    Cancel    OK
```

✎ Note

❏ If you turn on the Label Insertion function, the message is sent with Sequential Broadcasting.

🔎 Reference

p.60 "When using NIC FAX with Broadcasting and Sequential Broadcasting"

Chapter 3 "Label Insertion" in the Advanced Features manual

❷ Press [OK].

To Select Fax Header

❶ Press ◁ or ▷ key to select "Fax Header 1" or "Fax Header 2".

```
Select Fax Header:      Select with◁▷
 Fax Header 1  /  Fax Header 2
[XYZ CO.     ]   [XYZ LA      ]
                    Cancel    OK
```

❷ Press [OK].

⓮ Press [Exit].

```
Others:              Enter Number ■
1 Label            2 Select Fax Header
3 Fax Info. Service
                              Exit
```

```
  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤
       ◁        ▷
                              ZGSS220N
```

⓯ Press [OK].

```
Prog. Quick Dial:[006]  Enter fax number
✐≜ mail@abc.com
(ABC CORP  Label:Off)
  Name   | Others | Cancel |   OK
```

```
  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤  ⎡‾‾‾⎤
       ◁        ▷
                              ZGSS220N
```

6

16 **Press the 【User Tools】 key to return to standby mode.**

✎ Note

❒ To register another Quick Dial destination, repeat the procedure from step **5**.

- -

◊ Transmission Using a Quick Dial Destination

Follow these steps to send a fax document to a Quick Dial destination:

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

② Set the original, and make necessary adjustments to scan settings.

③ Press the Quick Dial key which the receiver is programmed into.
The name or e-mail address of the destination appears.

④ After confirming the destination, press the 【Start】 key.

- -

6

Registering Addresses for IP-Faxing

This section describes how to register an IP address, host name, or Alias Fax Number used as a destination for IP-Faxing.

You can easily specify a destination by registering the IP address of the receiving party with Quick Dial or Speed Dial. If you turn on the Label Insertion function, the registered name is automatically printed on the first page of the sent message with "To" before it.

You can also attach a document to the fax message with an easy operation if you store an Auto Document in the Quick Dial key which the destination is registered to.

⌕Reference

Chapter 3 "Label Insertion" in the Advanced Features manual

Chapter 6 "Registering Auto Documents" in the Advanced Features manual

Registering/Editing a Destination

The procedure for registering a destination for Internet Faxing as a Quick Dial or Speed Dial destination is basically the same as that for registering a fax number as a Quick Dial or Speed Dial destination. The only difference is that you enter an e-mail address instead of a fax number.

The following example describes how to register a destination as a Quick Dial destination.

Preparation

You need to assign the Internet Fax function to one of the User Function keys beforehand. If you fail to do so, you cannot enter the necessary data when registering a destination.

On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

You can program the following items for a Quick Dial destination:

- IP address (or the host name or Alias Fax Number) and name of the receiving party
- On/off for the Label Insertion function
- Selection of Fax Header

Important

❐ It is recommended that you make a backup copy of the stored data after you register or edit it. The backup operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help, or see p.135 "Making Settings through a Web Browser".

Note

❒ Do not register both Alias Fax Number and IP address or Alias Fax Number and host name for the same destination.

❒ You can store an IP-Fax number as a Speed Dial destination or Group destination in the same way as storing it as a Quick Dial destination.

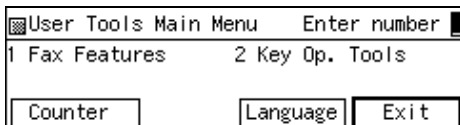❒ You can also make settings through the Web browser. See p.135 "Making Settings through a Web Browser".
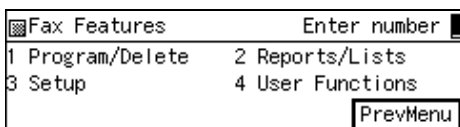
A **Press the 【User Tools】 key.**

ZGSS090N

Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

B **Enter the code for "Fax Features" with the number keys.**

C **Enter the code for "Program/Delete" with the number keys.**

D **Enter the code for "Prog. Quick Dial" with the number keys.**

E **Press the Quick Dial key that you wish to program a new destination into, or the destination you wish to edit is programmed into.**

Note

❒ If an IP address is already assigned to the selected Quick Dial key, the assigned IP address appears. To edit the IP address, press the 【Clear】 key to delete the IP address shown on the display, then enter the new IP address.

❒ You cannot assign an address to a Quick Dial key which another function is already programmed into.

F **Press the User Function key (【F1】 to 【F10】) that is assigned the Internet Fax function.**

ZGSS100N

Make sure that the indicator of the selected User Function key is lit.
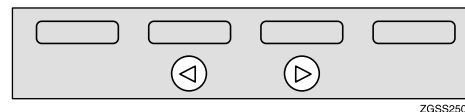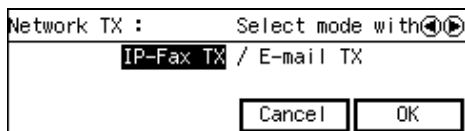
Note

❒ On Type2 machines, the Internet Fax function is pre-assigned to the 【F5】 key.

If the Network Transmission Auto Check Function Is Turned Off

If the Network Transmission Auto Check function is set to Off with User Parameters, select IP-Fax Transmission in the screen that appears. For information on changing this setting, see p.146 "User Parameters" (switch 32 bit 1).
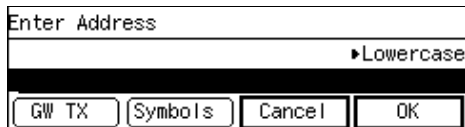
A **Press ◁ or ▷ key to select "IP-Fax TX".**
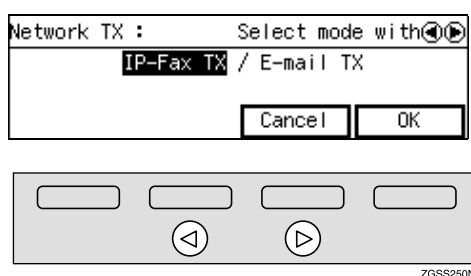
B **Press [OK].**

G **Enter the destination for IP-Faxing to be registered.**

To Use IP Address or Host Name

A **Enter the IP address or host name that you wish to register.**
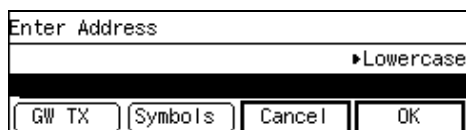
⌖ Note

❒ IP addresses and host names can contain up to 127 characters.

❒ When specifying a destination using IP address, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination IP address is 192.168.1.100 and the port number is 2100, you should identify the destination as 192.168.1.100:2100. Contact your network administrator for details.

❒ When specifying a destination using host name, you may need to give the port number too, depending on network settings at the receiving end. For example, if the destination host name is "abc.company.com" and the port number is 2100, you should identify the destination as "abc.company.com:2100". Contact your network administrator for details.

❒ When specifying a destination using host name, set the DNS Server Address beforehand.
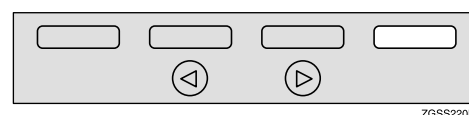
B **Press [OK].**

The IP address is registered.

To Send IP-Fax via VoIP Gateway

A Press [GW TX].

```
Enter Address
                          ►Lowercase

 GW TX   Symbols   Cancel     OK
```


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B Enter the IP address or host name of the VoIP gateway.

```
Enter GW Address
                          ►Lowercase

        Symbols   Cancel     OK
```

C Press [OK].

```
Enter GW Address
                          ►Lowercase
192.168.1.10_
        Symbols   Cancel     OK
```


ZGSS220N

D Enter the fax number of the destination with the number keys.

```
Enter Address
  GW:<192.168.1.10>

 GW TX          Cancel     OK
```

E Press [OK].

To Use an Alias Fax Number

To use an Alias Fax Number, you need to choose "Yes" in User Parameters to use the gatekeeper for IP-Fax transmission. See p.146 "User Parameters" (switch 32 bit 0). You also need to register the gatekeeper address and Alias Fax Number with IP-Fax Parameter settings. See p.37 "IP-Fax Parameter Settings".

A Enter the Alias Fax Number with the number keys.

B Press [OK].

C Press ◁ or ▷ key to select "IP-Fax TX", then press [OK].

H Press [Name].

```
Prog. Quick Dial:[004]  Enter fax number
<··>0311110000
(Label:Off)
 Name   Others   Cancel     OK
```


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If you do not wish to register the receiver's name, proceed to step ⑩.

I Enter the name of the receiver.

```
Enter name
                          ►Uppercase

ABC/abc  Symbols   Cancel     OK
```

Note

❒ To edit the currently registered name, press the 【Clear】 key to delete the name displayed on the screen, and enter the new name.

Reference

Chapter 3 "Entering Characters" in the Basic Features manual

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🔟 Press [OK].

```
Enter name
                              ►Uppercase
ABC CORP._
                      ▲
[ABC/abc] [Symbols]  Cancel    OK
```

```
   ┌────┐  ┌────┐  ┌────┐  ┌────┐
   └────┘  └────┘  └────┘  └────┘
            ◁        ▷
```
ZGSS220N

⓫ Press [Others].

```
Prog. Quick Dial:[004]  Enter fax number
<..>192.168.1.100
(ABC CORP.  Label:Off)
  Name    Others   Cancel    OK
```

```
   ┌────┐  ┌────┐  ┌────┐  ┌────┐
   └────┘  └────┘  └────┘  └────┘
            ◁        ▷
```
ZGSS200N

If you do not wish to specify conditions, proceed to step ⓮.

⓬ Enter the code for the condition that you wish to specify with the number keys.

```
Others:                  Enter Number ▮
1 Label              2 Select Fax Header
3 Fax Info. Service
                              Exit
```

To Specify Label Insertion

❶ Press ◁ or ▷ key to select "On" or "Off".

```
Label Insertion:   Select mode with◁▷
              On  /  Off
                      Cancel    OK
```

🔍 Reference

Chapter 3 "Label Insertion" in the Advanced Features manual

❷ Press [OK].

To Select Fax Header

❶ Press ◁ or ▷ key to select "Fax Header 1" or "Fax Header 2".

```
Select Fax Header:     Select with◁▷
 Fax Header 1  /  Fax Header 2
[XYZ CO.    ]  [XYZ LA    ]
                      Cancel    OK
```

❷ Press [OK].

⓭ Press [Exit].

```
Others:                  Enter Number ▮
1 Label              2 Select Fax Header
3 Fax Info. Service
                              Exit
```

```
   ┌────┐  ┌────┐  ┌────┐  ┌────┐
   └────┘  └────┘  └────┘  └────┘
            ◁        ▷
```
ZGSS220N

⓮ Press the 【User Tools】 key to return to standby mode.

📝 Note

❒ To register another Quick Dial destination, repeat the procedure from step ❺.

- -

💡Transmission Using a Quick Dial Destination

Follow these steps to send IP-Fax by using Quick Dial keys:

① Set the original, and make necessary adjustments to scan settings.

② Press the Quick Dial key which the destination is programed into.
The name or IP address of the destination appears.

③ After confirming the destination, press the 【Start】 key.

- -

Registering Addresses for Scanner

This section describes how to register destinations on the network server used as destinations for Network Delivery Scanner or e-mail addresses used as destinations for the Scan to E-mail function.

It is recommended that you register e-mail addresses or delivery destinations as Quick Dial or Speed Dial destinations for easy operation.

Registering/Editing a Destination

The procedure for storing an e-mail address or destination for Scanner function in a Quick Dial key or Speed Dial is basically the same as that for registering a fax number as Quick Dial or Speed Dial destination. The only difference is that you enter an e-mail address instead of a fax number.

The following example describes how to register a destination as a Quick Dial destination.

🛄 Preparation

You need to assign the Scanner function to one of the function keys beforehand. If you fail to do so, you cannot enter the necessary data when registering a destination.

On Type 2 machines, the Scanner function is pre-assigned to the 【F10】 key.

🎇 Important

❒ It is recommended that you make a backup copy of the stored data after you register or edit it. The back-up operation can be done through your Web browser. For detailed instructions, see the Web browser's online Help, or see p.135 "Making Settings through a Web Browser".

🖉 Note

❒ You can also make settings through the Web browser. See p.135 "Making Settings through a Web Browser".

A Press the 【User Tools】 key.

ZGSS090N

🖉 Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

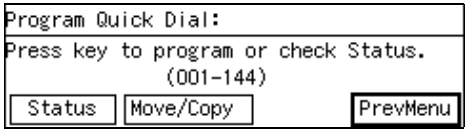### B Enter the code for "Fax Features" with the number keys.

C Enter the code for "Program/Delete" with the number keys.

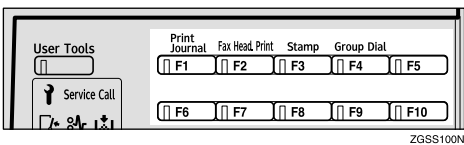### D Enter the code for "Prog. Quick Dial" with the number keys.

6

E **Press the Quick Dial key that you wish to program a new destination into, or the destination you wish to edit is programmed into.**

```
Program Quick Dial:
Press key to program or check Status.
              (001-144)
  Status   Move/Copy          PrevMenu
```

Note

❒ If a destination is already registered to the selected Quick Dial key, the currently registered destination appears. To edit the destination, press the 【Clear】 key to delete it, then enter the new destination.

❒ You cannot register an e-mail address to a Quick Dial key which another function such as Group is already registered to.

F **Press the User Function key (【F1】 to 【F10】) that is assigned the Scanner function.**

ZGSS100N

Make sure that the indicator of the selected User Function key is lit.

Note

❒ On Type 2 machines, the Scanner function is pre-assigned to the 【F10】 key.

To Specify the E-mail Address

A **Enter the e-mail address.**

```
Enter Destination.
                       ▸Lowercase
 ABC/abc   Symbols   Cancel      OK
```

To Specify a Destination on the Network Server

A **Press the 【#】 key.**

```
Enter mail address or #+Short ID.
                       ▸Lowercase
 ABC/abc   Symbols   Cancel      OK
```

B **Enter the Short ID (3-digit number) for the user or group of the destination.**

```
Enter mail address or #+Short ID.
                       ▸Lowercase
#
 ABC/abc   Symbols   Cancel      OK
```

Note

❒ See p.129 "Checking the Short ID of a Destination" for information about checking the Short ID of a destination.

G **Press [OK].**

```
Enter mail address or #+Short ID.
                       ▸Lowercase
mail@abc.com
 ABC/abc   Symbols   Cancel      OK
```


ZGSS220N

Note

❒ When you enter Short ID (3-digit number) for a user or group, the corresponding destination registered to ScanRouter V2 Lite appears on the display.

6

⟨8⟩ Press [Name].

```
Prog. Quick Dial:[109]  Enter fax number
⊟  mail@abc.com
(Label:Off)
  Name  ‖ Others ‖ Cancel ‖    OK
```

```
  ⌷───⌷  ⌷───⌷  ⌷───⌷  ⌷───⌷
        ◁        ▷
                              ZGSS190N
```
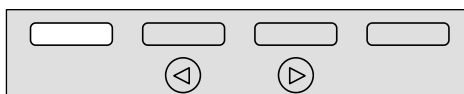
If you do not wish to register the receiver's name, proceed to step ⟨12⟩.

✎ Note

❒ When registering delivery destinations, using the same user/group names as registered in the server allows destinations to be more easily recognized.

⟨9⟩ Enter the name of the receiver.

```
Enter name
                      ▸Uppercase

‖ABC/abc ‖‖Symbols ‖ Cancel ‖    OK
```

✎ Note

❒ To edit the currently registered name, press the 【Clear】 key to delete the name displayed on the screen, and enter the new name.

⟨10⟩ Press [OK].

```
Enter name
                      ▸Uppercase
ABC CORP._
‖ABC/abc ‖‖Symbols ‖ Cancel ‖    OK
```

```
  ⌷───⌷  ⌷───⌷  ⌷───⌷  ⌷───⌷
        ◁        ▷
                              ZGSS220N
```

⟨11⟩ Press [OK].
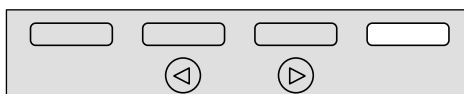
```
Prog. Quick Dial:[109]  Enter fax number
⊟  mail@abc.com
(ABC CORP.  Label:Off)
  Name  ‖ Others ‖ Cancel ‖    OK
```

```
  ⌷───⌷  ⌷───⌷  ⌷───⌷  ⌷───⌷
        ◁        ▷
                              ZGSS220N
```

A Scanner destination is registered.

⟨12⟩ Press [PrevMenu] three times.

```
Program Quick Dial:
Press key to program or check Status.
           (001-144)
  Status ‖ Move/Copy ‖        PrevMenu
```

```
  ⌷───⌷  ⌷───⌷  ⌷───⌷  ⌷───⌷
        ◁        ▷
                              ZGSS200N
```

⟨13⟩ Press [Exit] to return to standby mode.

Checking the Short ID of a Destination

Follow the procedure described below to check the Short ID of a destination registered to a ScanRouter V2 Lite server or ScanRouter V2 Professional server.

⟨A⟩ Start up the ScanRouter V2 Administration Utility.

⟨B⟩ Select the server on the "Select Server" screen.

This screen appears when the program is started up the first time.

C **Enter the Administrator Password, then click [OK].**

Using ScanRouter V2 Lite

A **Select [Destination] under [Delivery Table]. The list of users and groups is displayed. Check the Short ID of the desired address.**
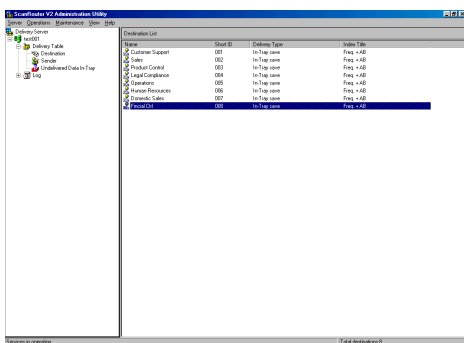
Using ScanRouter V2 Professional

A **Select [Destination List] under [Delivery Table].**

B **Select [Standard Destination List] under [Destination List]. The list of users and groups appears. Check the Short ID of the desired address.**
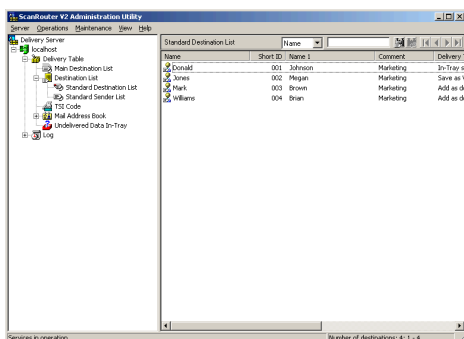
Registering Texts

This section describes how to register texts that you often use to the 【★】 key.

You can easily enter e-mail addresses by using this function.

❦ Limitation

❐ You can use registered texts to specify destinations for Internet Fax, IP-Fax or Scanner functions, but not to enter IP addresses or domain names for the Network Settings function.

✎ Note

❐ You can use up to 16 characters when registering texts.
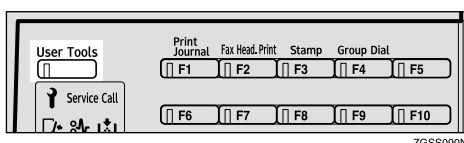
A Press the 【User Tools】 key.

The "User Tools" main menu appears.
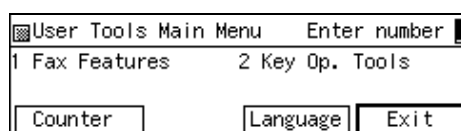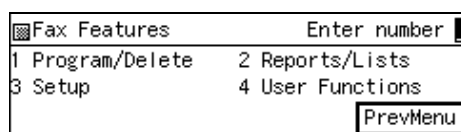
✎ Note

❐ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.
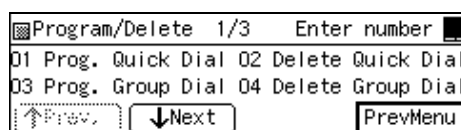
B Enter the code for "Fax Features" with the number keys.
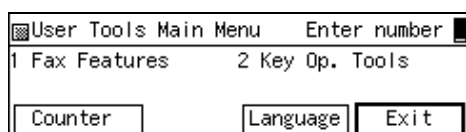
C Enter the code for "Program/Delete" with the number keys.
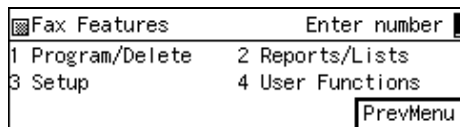
D Enter the code for "Address Template" with the number keys.

✎ Note

❐ If "Address Template" is not displayed, press [↑Prev.] or [↓Next] until it is.

E Press [Program].
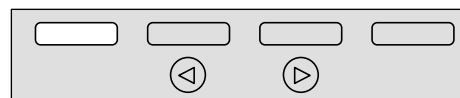
F Enter the code that you wish to register/edit the text under with the number keys.
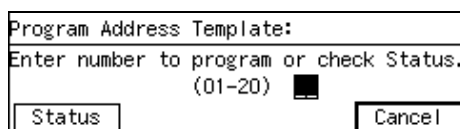
✎ Note

❐ Press [Status] to check the currently registered texts.

6

G **Enter the text that you wish to register.**

```
Enter Address
                          ▷Lowercase
_                    ▲
[ABC/abc] [Symbols]  Cancel     OK
```

H **Press [OK].**

```
Enter Address
                          ▷Lowercase
@abc.com_            ▲
[ABC/abc] [Symbols]  Cancel     OK
```

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The text is registered.

I **Press [PrevMenu] three times.**

J **Press [Exit].**

Deleting Texts

A **Press the 【User Tools】 key.**

```
User Tools    Print   Fax Head.Print  Stamp   Group Dial
              Journal
  ▯           ▯ F1   ▯ F2    ▯ F3    ▯ F4    ▯ F5
  ? Service Call
              ▯ F6   ▯ F7    ▯ F8    ▯ F9    ▯ F10
```

ZGSS090N

The "User Tools" main menu appears.

✎ Note

❒ Start this procedure when the standby screen is shown on the display. If NIC FAX is not in standby mode, switch it to standby mode. See Chapter 1 "Standby Display" in the Basic Features manual.

B **Enter the code for "Fax Features" with the number keys.**

```
▨User Tools Main Menu   Enter number ▮
1 Fax Features    2 Key Op. Tools

 Counter           Language   Exit
```

C **Enter the code for "Program/Delete" with the number keys.**

```
▨Fax Features          Enter number ▮
1 Program/Delete  2 Reports/Lists
3 Setup           4 User Functions
                            PrevMenu
```

D **Enter the code for "Address Template" with the number keys.**

```
▨Program/Delete 3/3   Enter number ▮
09 Prog. Auto Doc.  10 Delete Auto Doc.
11 Address Template
[↑Prev.] [↓Next]           PrevMenu
```

✎ Note

❒ If "Address Template" is not displayed, press **[↑Prev.]** or **[↓Next]** until it is.

E **Press [Delete].**

```
Program Address Template:
Program Address Template in ★ key

 Program    Delete          PrevMenu
```

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F **Enter the code of the text that you wish to delete with the number keys.**

```
Delete Address Template: Enter Number ▮
01 @abc.com       02
03                04
[↑Prev.] [↓Next]           Cancel
```

G **Press [Yes].**

6

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8 **Press [Yes].**

The text is deleted.

9 **Press [Cancel].**

10 **Press [PrevMenu] three times.**

11 **Press [Exit].**

6

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7. Making Settings through a Web Browser

Connecting from your Computer

Using a Web browser in your personal computer connected to a network, you can check the condition of fax communications as well as make changes to the settings.

System Requirements

❖ **Operating Systems**
Microsoft Windows 95/98/Me
Microsoft Windows NT4.0
Microsoft Windows 2000
Microsoft Windows XP

❖ **Web Browser Applications That Have Been Confirmed to Work**
Microsoft Internet Explorer 5.5
Netscape Communicator 4.78
Netscape 6.1

 Limitation
❒ The monitor resolution must be SVGA (800×600) or higher.
❒ You may not be able to return to the previous page by clicking the **[Back]** button on the Web browser. Use the Menu button on the screen in order to switch the screen.

 Note
❒ Different language versions of Web browser applications may have different version numbers.

Initial Screen

The initial screen appears when you start up the Web browser application and enter your machine's IP address as a URL.

❖ **Entering the URL**
Example: If the IP address of your machine is "192.168.1.10",
Enter "http://192.168.1.10/".

✐ **Note**

❒ If there is a DNS server within the network, you can use the host name when entering the URL (example: http://webbrowser.fax.com/). You need to register your machine's IP address and host name to the DNS server to enable this feature. Contact your network administrator for detailed information.

❒ Proxy servers are not recommended. If multiple users connect to NIC FAX via a proxy server, they can enter Administrator Mode simultaneously.

❒ If you have to use a proxy server, use the Web browser to make the following settings:

- Using Internet Explorer
  Go to **[Tools]**, **[Internet Options]**, **[Connections]**, **[LAN Settings]**, and **[Advanced]** in this order. In the text box **[Do not use Proxy server for addresses beginning with:]**, enter your NIC FAX IP address.

- Using Netscape Communicator
  Go to **[Edit]**, **[Preferences]**, **[Advanced]**, **[Proxies]**, and **[View]** in this order. In the text box **[Do not use Proxy servers for Domain Names beginning with:]**, enter your NIC FAX IP address.
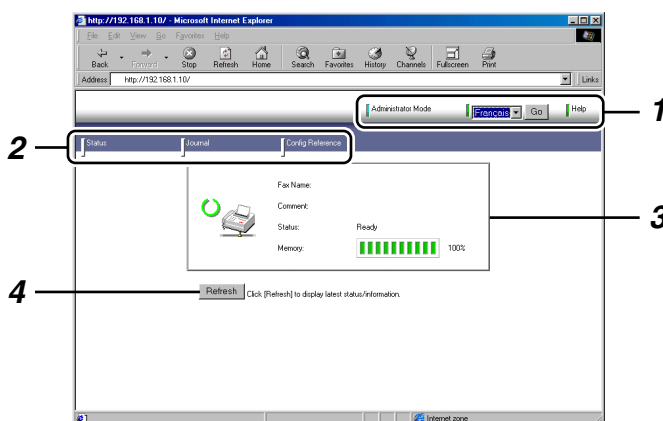
1. **Header Area**

❖ **[Administrator Mode]**
Click this button to enter the Administrator Mode in which you can make changes to the settings of NIC FAX.

When you enter this mode, a dialog box appears, asking you to enter your user name and password. Enter only the password in this dialog box.
[Exit Administrator Mode] appears when Administrator Mode is on. Click the button to exit.

❖ **Language Menu, [Go]**

Select **[English]**, **[Français]** or **[Español]** from the Language menu and click **[Go]** to switch the language preference.

❖ **[Help]**

Click this button to display the Help screen. The URL for Help is specified in the Properties Settings in the Administrator Mode. See p.139 "Using Online Help".

🖉 **Note**

❒ When checking status or making settings with the buttons in the Menu area, **[Top Page]** appears, but the Language menu and the **[Go]** button are not displayed. Click **[Top Page]** to return to the initial screen.

2. **Menu Area**

Click these buttons in the Menu area to check current status or make settings for NIC FAX.

[Status], **[Journal]**, and **[Config Reference]** appear when Administrator Mode is off. **[Status]**, **[Journal]**, **[Configuration]**, and **[Maintenance]** appear when Administrator Mode is on.

3. **Display Area**

Fax Name, Comment, Status and Memory are displayed in this area.

4. **[Refresh] Button**

If you click this button, the Web browser makes access to NIC FAX and reloads the latest data of the machine's condition.

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Functions You Can Check or Set Up

You can check conditions or change settings of the following items using the Web browser:

❖ **Items that you can monitor**
- Fax Name
- Comment
- Status
- Memory level
- Paper tray
- Toner level
- Functions available when options are installed
- Memory usage (Transmission, Reception, Auto Document)
- Journal (Transmission, Reception)
- Quick Dial destinations, Speed Dial destinations, Group destinations
- Forwarding destinations, Forwarding Options
- Multistep Group
- Boxes
- Setup (General, TCP/IP, E-Mail, IP-Fax, Backup Receiver, Others)

❖ **Settings that you can make in the Administrator Mode**
- Destinations for Quick Dial and Speed Dial (Program, Change, Move, Copy or Delete)
- Destinations for Groups (Program, Change or Delete)
- Destinations for Forwarding (Program, Change or Delete or Change Forwarding Options)
- Multistep Group (Program, Change or Delete)
- Boxes (Program, Change or Delete)
- Setup (General, TCP/IP, E-Mail, IP-Fax, Backup Receiver, Others)
- Password
- Backup
- Restore

Using Online Help

Online Help is included as a HTML file on the CD-ROM that comes with NIC FAX. You need to specify the location of the Help file in the Properties Settings in order to use it.

After making necessary settings for using online Help, you can display the Help screen (which is in HTML format) by clicking **[Help]** (one of the buttons in the Header area).

❖ **Location of the Help file**

English	\HELP\WSMHLP\en
Français	\HELP\WSMHLP\fr
Español	\HELP\WSMHLP\es

The Help file of each language is stored in the folder listed above on the CD-ROM.

To use Help, copy it to the hard disk in your computer. Make sure to copy all files in the folder to the new folder that you create on the hard disk.

A **Click [Administrator Mode].**

B **Enter the Administrator password, and click [OK].**

You do not need to enter the user name.

C **Click [Configuration].**

D **Click [Setup].**

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E **Enter the URL where the Help file (HTML file) is stored into the text box for [Help URL], then click [Apply].**
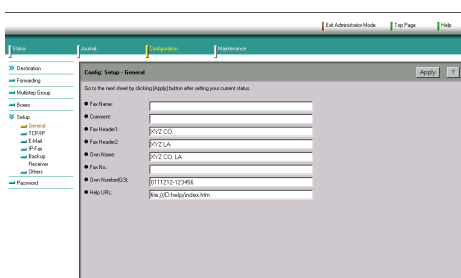
For example, if you created a folder named "help" in the D drive and you copied the Help file into the folder, enter "file:///D:help/index.htm".

If the Help file is stored in the http server and open to public access, enter "http://(URL of the server that stores the Help file)/index.htm".

Note

❒ If you specify the saved Help file as "file:///", the [Help] button may not open Help (depending on the security settings of the operation system or Web browser). In this case, use the Web browser to locate the Help file directly, and then open "index.htm" to see Help.

F **Click [Exit Administrator Mode].**
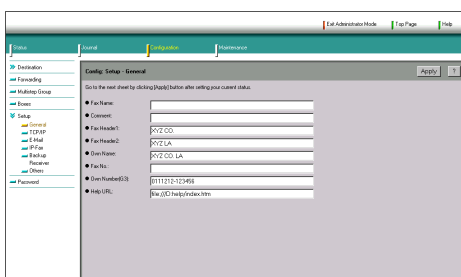
Error Messages

NIC FAX Display Messages

The following error messages appear on the display of 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
Check: Network Error! **[10-40]**	• No fax IP address is set. Use NIC FAX control panel to set an IP address. See p.25 "IP Address". • Call your network administrator.
Check: Network Error! **[10-41]**	• Multiple IP addresses are set. Use NIC FAX control panel to check that the IP address is correct. See p.25 "IP Address". • Call your network administrator.
Check: Network Error! **[10-45]**	• DNS server's IP address is not registered. Check that the DNS server's IP address is correct using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Check: Network Error! **[10-46]**	• Cannot find the DNS server. Check that the DNS server is correctly registered using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Check: Network Error! **[10-60]**	• No POP server address is set. Check that the POP server's host name/IP address is correct using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Check: Network Error! **[10-61]**	• POP server cannot be found. Check whether the POP server is correctly registered using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Check: Network Error! **[10-62]**	• Cannot login to the POP server. Check whether login name and password are correct using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Check: Network Error! **[10-70]**	• No SMTP server's IP address is set. Check that the SMTP server's host name/IP address is correct using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.

Message	Causes and Recommended Actions
Check: Network Error! **[10-73]**	• SMTP server cannot be found. Check that the SMTP server is correctly registered using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Check: Network Error! **[10-74]**	• No e-mail address is set for the fax machine. Check that an e-mail address is set correctly using the Web browser. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Check: Network Error! **[10-63]** **[10-82]** **[12-10]** **[12-15]**	• A line error occurred while sending or receiving data. Make sure the LAN cable is correctly connected to the fax machine. See p.21 "Connecting to a LAN". • Call your network administrator.
Check: Network Error! **[10-04]** **[10-08]** **[10-30]** **[10-31]** **[10-32]** **[10-33]** **[10-34]** **[10-35]**	• A mechanical malfunction has occurred. Contact your service representative.
Check: Network Error! **[12-50]**	• No delivery server address is set. Use NIC FAX control panel to set the server address. • Call your network administrator.
Check: Network Error! **[12-51]**	• Cannot find the delivery server. The server address may be incorrectly set. Check that the server address is correctly set. • Call your network administrator.
Check: Network Error! **[12-52]**	• Cannot login to the delivery server. The server address may be incorrectly set, or a line error occurred. Check that the server address is correctly set, or that the LAN cable is properly connected to NIC FAX. • Call your network administrator.
Check: Network Error! **[12-53]**	• The delivery server is not ready. The server may not be started up. Check that the server is properly functioning. • Call your network administrator.

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Message	Causes and Recommended Actions
Check: Network Error! **[12-55]**	• An error occurred while sending data to the delivery server. The line may be disconnected, or a communication error occurred. Check that the server is properly functioning and that the LAN cable is properly connected to NIC FAX. • Call your network administrator.
Check: Network Error! **[13-10]**	• Multiple Alias Fax Numbers are set. Check if the Alias Fax Number is correctly set using the Web browser, and set the correct alias if necessary. See p.37 "IP-Fax Parameter Settings". • Call your network administrator.
Check: Network Error! **[13-11]**	• Cannot access the gatekeeper. Check if the gatekeeper address is correct using the Web browser, and set the correct address if necessary. See p.135 "Making Settings through a Web Browser". • Call your network administrator.
Short ID not found.	• The Short ID specified with the Network Delivery Scanner function is not found in the server. Specify the correct Short ID. See p.129 "Checking the Short ID of a Destination". • The server is not started up, or temporarily not working for reasons such as insufficient hard disc memory space. Check the condition of the server. If it is not working because hard disc memory space is insufficient, increase available memory space. • Call your network administrator.

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�½ While Using the Network Delivery Scanner Function

❖ **The transmission to the server does not begin although scanning of the original is complete.**
When delivering a fax document using the Scanning function, NIC FAX transmits data after storing the document data in memory and then converting it into a file format. Consequently, it may take a while before transmission begins, depending on the number of originals.

❖ **An error occurred while a transmission to the server was in progress, or a Communication Failure Report was printed.**
Check if a network error message is shown on the display. If a message is shown, go through the table above to find out the causes and recommended actions for the message and solve the problem. If the server is not working because hard disk memory space is insufficient, increase available memory space.

✐ Note
❐ If the troubleshooting procedure takes a long time, you can choose to temporarily terminate transmission and print out the document using NIC FAX. See p.111 "Temporarily Terminating Fax Document Delivery".

❒ If an error occurs while transferring a received fax document, NIC FAX prints out the Communication Failure Report as well as the fax document, then deletes the document data from memory. Check the contents of the printed documents, and make a request to the sender to resend if necessary.

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Web Browser Initial Screen Messages

If any of the messages listed in the table below appear on the initial screen of the Web browser, take appropriate action following the instruction given.

Icons	Messages	Causes and Recommended Actions
	Network Communication Error	A LAN error has occurred. Check the message shown on the display.
	Fax Transmission Error	A communication error has occurred on the G3 or G4 line. See Chapter 4 "Solving Problems" in the Basic Features manual.
	No Paper	NIC FAX has run out of paper. Load paper. See Chapter 4 "Loading Paper in the Main Paper Tray" in the Basic Features manual. See Chapter 9 "Loading Paper into the Optional Paper Tray Unit" and "Loading Paper into the Optional Bypass Tray Unit" in the Advanced Features manual.
	Paper Misfeed	A paper jam has occurred in NIC FAX. Remove the jammed paper. See Chapter 4 "Clearing Paper Jams" in the Basic Features manual. See Chapter 8 "Clearing a Paper Jam in the Optional Paper Supply Units" in the Advanced Features manual.
	Original Misfeed: ADF	An original jam has occurred in NIC FAX. Remove the jammed original. See Chapter 4 "Clearing Original Jams" in the Basic Features manual.
	Cover Open	The cover of NIC FAX is open. Close it.
	No Toner Cartridge	Install the toner cartridge correctly. See Chapter 4 "Replacing the Toner Cartridge" in the Basic Features manual.
	No Toner	The toner has run out. Replace the toner cartridge with a new one. See Chapter 4 "Replacing the Toner Cartridge" in the Basic Features manual.

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Icons	Messages	Causes and Recommended Actions
	Toner Almost Empty	The toner level is low. Replace the toner cartridge before the toner runs out. See Chapter 4 "Replacing the Toner Cartridge" in the Basic Features manual.
	Call Service Center	Contact your service representative.

LAN FAX Operation Messages

If one of the messages listed below appears on the Windows screen, follow the instructions given here.

Message	Causes and Recommended Actions
Cannot access the printer. Click **[retry]** to send the data again.	• No destination is programmed under the specified Quick Dial, Speed Dial or Group Dial code when using LAN FAX transmission. Click **[Cancel]**. Specify a Quick Dial, Speed Dial or Group Dial code which the destination is already programmed under and send the document once again, or program the destination under the Quick Dial, Speed Dial, or Group Dial code. • The memory limit was reached during a LAN FAX transmission. Click **[Cancel]** to cancel the transmission, then divide the document you wish to send into parts to send in multiple transmissions. If there are any documents in memory waiting to be sent or to be printed with Substitute Reception, try to send the document again after transmission or printing of these is complete. • Check the network connection. • Check that the power of NIC FAX is turned on.
The number of entries in Destinations exceeds the limit. Up to 100 entries can be entered.	The number of destinations specified exceeds the limit. The maximum number of destinations that can be specified at one time is 100.
Up to 1500 characters can be entered. Please check.	The total number of characters used for the specified destinations exceeds the limit. The maximum number of characters that can be entered is 1500.
"LAN FAX" has already been launched. Cannot launch it again.	The LAN FAX dialog box is already open. Exit LAN FAX once, then start it up again.
Failed to allocate memory.	Available memory is insufficient.

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User Parameters

The User Parameters allow you to customize various settings to match your needs.

Set the switches of each parameter to a new value to make changes to the settings.

Preparation

Some User Parameters require installation of optional equipment or operations such as turning a function on or off before changing the switch values. See Chapter 7 "User Parameters" 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.

	bit 7	bit 6	bit 5	bit 4	bit 3	bit 2	bit 1	bit 0
Switch 16	0	0	0	1	0	0	0	0

			*5		*4		*3		*2			*1

[*1] Bits 0 and 1 determine if transmitted e-mail is retained on the server.
[*2] Bit 2 determines if ScanRouter V2 Lite is used.
[*3] Bit 3 determines if Error Mail Notification is sent.
[*4] Bit 4 determines if NIC FAX receives e-mail while the Night Timer is activated.
[*5] Bit 5 determines if incoming fax documents with Fax Delivering IDs are forwarded.

❖ **User Parameter List**

Switch	Bits	Item	Settings	Page
16	1,0	Leave messages on POP server after receiving them.	00: No 01: Save all 10: Save only errors **Important** ❒ If you choose "Save all" or "Save errors," periodically check your e-mail from a computer to remove messages from the POP server. **Limitation** ❒ You may not be able to save e-mail depending on the type of POP server.	p.67 "Reception"

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Switch	Bits	Item	Settings	Page
16	2	Use ScanRouter V2 Lite	0: No 1: Yes 💡 **Limitation** ❐ If you choose "Yes," the following limitations are applied to the fax features: • Destinations such as "#001" or "#002" cannot be specified as e-mail addresses because they are recognized as destinations programmed in the delivery server. • Some of the Reception features are not available.	p.10 "Using ScanRouter V2 Lite Server" p.14 "Using ScanRouter V2 Lite"
	3	If an error occurs during e-mail reception, send the Error Mail Notification to the sender.	0: Yes 1: No	p.152 "Error Mail Notification"
	4	Receive e-mail while the Night Timer is activated.	0: Yes 1: No	p.67 "Auto E-mail Reception"
	5	Condition for forwarding received documents to the ScanRouter V2 Professional server	0: Forward all documents 1: Only forward documents with Fax Delivering IDs	p.104 "Changing the Conditions for Forwarding Received Documents"
17	0	SMTP Reception	0: Off 1: On	p.75 "SMTP Reception"
	1	Route documents received with SMTP	0: No 1: Yes	p.76 "Routing Mail Received via SMTP"
	2	Respond to requests to confirm the receipt of e-mail documents.	0: No 1: Yes	p.60 "Confirming Reception"
	4	Make a request for confirming reception when sending e-mail.	0: No 1: Yes	p.67 "Reception"
	5	Data format for scanned documents	0: TIFF (monochrome) / JPEG (color) 1: PDF	p.97 "Using Scan to E-mail"
	6	Protocol for e-mail reception	0: POP3 1: IMAP4	p.23 "NIC FAX Initial Settings"

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Switch	Bits	Item	Settings	Page
18	0	Print PC FAX Error Report.	0: No 1: Yes	p.158 "PC Fax Error Report"
	6	Access the POP server before accessing the SMTP server at the time of e-mail transmission.	0: No 1: Yes	p.23 "NIC FAX Initial Settings"
	7	Print results of sending Reception Notice Request messages.	0: Print if the result is "NG" 1: Print all	p.60 "Confirming Reception"
32	0	Use gatekeepers at the time of IP-Fax transmission.	0: No 1: Yes ♚ **Limitation** ❒ If you choose "Yes," you cannot specify destinations for IP-Faxes which are stored in Quick Dial keys or Speed Dials.	p.84 "Transmitting by Specifying an Alias Fax Number"

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Switch	Bits	Item	Settings	Page
32	1	Network Transmission Auto Check Function	0: Off 1: On ✎ **Note** ❒ If you choose "On," network transmissions are automatically checked according to the setting made with the switch 32 bit 0. If you choose not to use the gatekeepers, IP addresses and host names are used for checking. If you choose to use the gatekeepers, Alias Fax Numbers are used for checking.	p.58 "If the Network Transmission Auto Check Function Is Turned Off" p.82 "If the Network Transmission Auto Check Function Is Turned Off" p.83 "If the Network Transmission Auto Check Function Is Turned Off" p.84 "If the Network Transmission Auto Check Function Is Turned Off" p.119 "If the Network Transmission Auto Check Function Is Turned Off" p.124 "If the Network Transmission Auto Check Function Is Turned Off"
33	1, 0	Adjustment of the image quality for Scanning of color originals (Brightness : Color Difference : Color Difference)	00: 4 : 1 : 1 01: 2 : 1 : 1 10: Disable 11: 1 : 1 : 1	p.113 "Scanning a Color Original"

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The following table shows User Parameter switches that are also applied for e-mail communications.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not the forwarding mark should be appended to images of received e-mail when they are being forwarded or routed.
	1	Center mark printing	
	2	Reception time printing	
	3	TSI printing	Printing e-mail address in the From field of received e-mail
	4	Checkered Mark printing	
04	7	Attach images to File Reserve Reports, Transmission Result Reports, Communication Failure Reports, and Polling Transmission Clear Reports	This setting specifies whether or not a partial image of the transmitted document should be attached to the Transfer Result Report (Transmission Result Notification Mail) at the time of LAN FAX transmission (if you set the User Code in Options). See p.89 "Basic Transmission" and p.157 "Transmission Result Notification Mail (Transfer Result Report)"
06	0	Fax Header printing	
	4	Batch transmission	E-mail transmission does not support batch transmission, but when this switch is set to On, the same e-mail is sent to multiple destinations at the same time (Broadcasting). When this switch is set to Off, e-mail is sent to individual destination one at a time (Sequential Broadcasting). See p.60 "When using NIC FAX with Broadcasting and Sequential Broadcasting"
10	1	Two In One	
	2	Image Rotation	
20	2	Selection of "Extra Super Fine" resolution for transmission	
	3	Selection of "Extra Super Fine" resolution for reception	

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Reports and Lists

The formats of most reports and lists printed while you are using the Internet Fax or LAN FAX features are identical to those printed for the standard fax functions. This section describes important reports and lists that have different formats.

Note
❒ See the Advanced Features manual for information about the reports and lists that are not described in this section. Note that the e-mail addresses are printed in place of fax numbers to indicate the e-mail transmission addresses in those reports and lists.

Transfer Result Report

When NIC FAX receives a transfer request by e-mail, the Transfer Result Report is sent by e-mail to the requesting party at the completion of all transmissions to the specified transfer stations to notify the results of the transmissions.

```
***** MAIL INFORMATION ********************************* SEP. 28. 2002  5:14PM ***********

From:  nicfax@abc.company.com
Subject:  From "0123456789" ("ABC.COMPANY") (Fax Message NO. 9407)


*************************************************************************************************


   ********** TRANSFER RESULT REPORT ( 2002. 9. 28  17:14 ) ***********


TRANSFER STATION            nicfax@abc.company.com
TRANSFER REQUESTED TIME      9. 28  17:13


    ADDRESS (GROUP)                                          PAGE    RESULT
--------------------------------------------------------------------------------------------
Mail :nicfax@ccc.company.com                                  1       --
G3   :212-123-4567                                            1       OK
```

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❖ **RESULT**
Describes results of transmissions.

OK	Indicates that all pages of the fax document are successfully transmitted.
E	Indicates that the transmission was not successful.
—	Indicates that the fax document was successfully transmitted to the e-mail server registered to NIC FAX by using the Internet Fax Transmission feature. (It does not indicate the e-mail reached the receiver.)

Error Mail Notification

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

Note

❒ You can choose whether to send Error Mail Notification with User Parameters. See p.146 "User Parameters" (switch 16 bit 3).

❒ If Error Mail Notification cannot be sent, the Error Report (Mail) is printed on NIC FAX.

❒ If an error occurs when an e-mail is received via SMTP, the SMTP server sends an error e-mail to the originator of the message.

Reference

p.36 "Backup Mail TX"

p.153 "Error Report (Mail)"

p.146 "User Parameters"

```
***** MAIL INFORMATION ********************************* SEP. 28. 2002 5:17PM ***********

From: nicfax@abc.company.com
Subject: From "0123456789" ("ABC. COMPANY") (Error Message NO. 9410)


*******************************************************************************************


    ********** ERROR MAIL NOTIFICATION ( 2002. 9. 28 17:16) ***********

NOTIFICATION FROM            nicfax@abc.company.com


CAUSE OF ERROR:    INVALID FILE (DECODE ERROR)


PLEASE CONFIRM

THANK YOU
```

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Error Report (Mail)

The Error Report (Mail) is printed on NIC FAX when it is unable to send an Error Mail Notification.

```
            * * *  ERROR REPORT (MAIL) (SEP.28.2002  5:20PM)  * * *

                                                 FAX HEADER 1:  ABC.COMPANY
                                                 FAX HEADER 2:  DESIGN

   FILE TIME                  ADDRESS
   ————————————————————————————————————————————

   9413  5:19PM                  ◈ :nicfax@ abc.company.com

      PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.
      REASON FOR ERROR:        INVALID FILE (DECODE ERROR)

                                                                    ZGSR310N
```

Server-Generated Error E-mail

The transmitting server sends this error e-mail to the originator of e-mail that cannot be transmitted successfully due to reasons such as specifying an incorrect e-mail address.

✐ Note

❒ After the server-generated error e-mail is printed, the first page of the sent document is printed.

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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.

```
                                                                              P.  1
                        * * *  JOURNAL (SEP.28. 2002 6:38PM)  * * *

                                                    FAX HEADER 1:  ABC.COMPANY
                                                    FAX HEADER 2:  DESIGN
    <TRANSMISSION>                                                 (MANUAL PRINT)
    DATE   TIME   ADDRESS                MODE    TIME  PAGE  RESULT  USER NAME          FILE
    ——————————————————————————————————————————————————————————
    SEP.28. 2:35PM  New York Branch        G3ESM   0'31"  P.1   OK                        0528
           2:36PM  nicfax2@abc.company.com MAILDM  0'07"  P.2   — —                       0529
           2:40PM  nicfax3@abc.company.com MAILSMA 0'01"  P.1   — —                       0530
           6:27PM  --PC FAX-->             *DM     0'02"  P.1   OK      DESIGN            0536
           6:28PM  New York Branch         G31EDM+ 0'53"  P.1   OK      DESIGN            0536

    <RECEPTION>
    DATE   TIME   ADDRESS                MODE    TIME  PAGE  RESULT  USER NAME          FILE
    ——————————————————————————————————————————————————————————
    SEP.28. 2:45PM  nicfax5@abc.company.com MAILS   0'04"  P.1   OK                        0531
           2:49PM  nicfax6@abc.company.com MAILD   0'11"  P.2   OK                        0532
           3:00PM  nicfax7@abc.company.com MAILS   0'03"  P.1   OK                        0533
           3:30PM  nicfax2@abc.company.com MAILS   0'02"  P.1   OK                        0534
           3:32PM  nicfax3@abc.company.com MAILS   0'03"  P.1   OK                        0535


    T X    0152845                        R X     0152272
    #  :  BATCH           C  :  CONFIDENTIAL     $  :  TRANSFER        P  :  POLLING
    M  :  MEMORY TX       L  :  SEND LATER       @  :  FORWARDING      E  :  ECM
    S  :  STANDARD        D  :  DETAIL           F  :  FINE            O  :  300dpi
    U  :  SUPER FINE      X  :  EXTRA SUPER FINE ♭  :  COLOR           >  :  REDUCTION
    !$ :  REMOTE TRANSFER B  :  FAX ON DEMAND    *  :  PC              +  :  ROUTING
    Q  :  RECEPT. NOTCE REQ. A :  RECEPT. NOTICE

                                                                           ZGSR330N
```

❖ **[DATE]**
Date of transmission or reception

❖ **[TIME]**
Time transmission or reception started

❖ **[ADDRESS]**
In case of e-mail transmission, this column shows the address that was entered manually, or the name assigned to the specified Quick Dial or Speed Dial code. In case of e-mail reception, this column shows the address that appeared in the From field of the received e-mail. In case of communication with another fax machine, this column shows the other party's fax number or registered name.

❖ **[MODE]**
A letter or symbol indicates the adopted 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]**
Time elapsed during transmission or reception. **' **" is printed if the elapsed time exceeds 99 minutes and 59 seconds.

❖ **[PAGE]**
Number of pages of the transmitted or received documents. ** is printed if the number of pages exceeds 999.

❖ **[RESULT]**
Describes results of transmission or reception.

OK	Indicates that all pages of the fax document are successfully transmitted. 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	Indicates that the transmission was not successful.
- -	Indicates that the fax document was successfully transmitted to the e-mail server registered to the NIC FAX by using the Internet Fax Transmission feature. (It does not indicate that the e-mail reached the receiver.)
D	Power outage occurred during communication. A part of the document was not successfully transmitted.

❖ **[USER NAME]**
The user name is printed with User Code Transmission or if Restricted Access is activated

❖ **[FILE]**
File number (document control number)

9

Box List

```
                                                                              P. 1
                    * * * BOX LIST (SEP.28. 2002 6:31PM) * * *

                                                   FAX HEADER 1:  ABC.COMPANY
                                                   FAX HEADER 2:  DESIGN

                  QUICK
BOX NAME          KEY     MODE              SUB/SEP [SID/PWD]  PROGRAMMED     RECEIVER
————————————————————————————————————————————————————————————————————————
DESIGN            005     PERSONAL BOX      1111               ▊ 115   ◈      : design@abc.comp
                                           []                                   any.com
ABCD                      INFORMATION BOX   2222
                                           [4444]
PRODUCT                   TRANSFER BOX      3333               ⊠ 200   G3      : 1234567
                                           []
```

ZGSR370N

❖ **[BOX NAME]**
The Personal/Information/Transfer Box names registered in NIC FAX are printed.

❖ **[QUICK KEY]**
Quick Dial codes are printed if SUB Codes are assigned to Quick Dial keys.

❖ **[MODE]**
"PERSONAL BOX", "INFORMATION BOX" or "TRANSFER BOX" is printed.

❖ **[SUB/SEP [SID/PWD]]**
The SUB or SEP Code specified to each registered Box is printed. If a password is registered, it is printed in the bracket.

❖ **[PROGRAMMED RECEIVER]**
Receivers set for Personal Boxes and End Receivers set for Transfer Boxes are printed. ▊indicates a Quick Dial destination, ⊠ indicates a Speed Dial destination, and "G**" indicates a Group Dial destination.

Transmission Result Notification Mail (Transfer Result Report)

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

Note

❒ You can choose whether the transmitted document is attached to the Transmission Result Report with User Parameters. See p.146 "User Parameters" (switch 04 bit 7).

❒ To have digits or characters appear correctly in the report mail, specify fixed-width font in the Properties settings for the Mail application on your computer.

Reference

p.89 "Using LAN FAX Functions"

```
***** MAIL INFORMATION ********************************** SEP. 28. 2002  6:34PM ***********

From: nicfax@abc.company.com
Subject: From "0123456789" ("ABC.COMPANY") (Fax Message NO. 9428)


********************************************************************************************


   ********** TRANSFER RESULT REPORT ( 2002.  9. 28  18:33) ***********


TRANSFER STATION            nicfax@abc.company.com
TRANSFER REQUESTED TIME      9. 28  18:32


   ADDRESS (GROUP)                                        PAGE    RESULT
-----------------------------------------------------------------------------------------
G3-1 :212-123-4567                                          1       OK
```

ZGSR340N

❖ **[RESULT]**
Indicates the results of transmissions.

OK	Indicates that all pages of the document were successfully transmitted by using the LAN FAX feature.
ERROR	Indicates that the transmission was not successful.

9

PC Fax Error Report

The PC Fax Error Report is printed if the settings for options are not correct or an error occurs during a communication with the computer when the LAN FAX feature is being used.

✒ Note

❒ You can choose whether the PC Fax Error Report is printed with User Parameters. See p.146 "User Parameters" (switch 18 bit 0).

```
                                                                          P. 1
                 *  *  *  PC FAX ERROR REPORT  (SEP.28. 2002  6:07PM)  *  *  *

                                                       FAX HEADER 1:  ABC.COMPANY
                                                       FAX HEADER 2:  DESIGN

TRANSMISSION REQUEST WAS CANCELED.
————————————————————————————————————————————————————
FAX NUMBER IS NOT CORRECT.
FAX NUMBER OR LINE IS NOT CORRECT.



```
ZGSR360N

❖ **Error messages**

One of the following types of error messages is printed on the PC Fax Error Report according to the cause of the error.

Error messages consist of two parts (indicated as A and B respectively in the table below).

Type		Error Messages
1	A	PC FAX ERROR. THIS FILE HAS NOT BEEN STORED.
	B	EXCEEDED MAXIMUM FILE CAPACITY. EXCEEDED MAXIMUM NUMBER OF PAGES PER FILE.
2	A	TRANSMISSION REQUEST WAS CANCELED.
	B	YOU CANNOT SPECIFY DESTINATION NOW.
3	A	TRANSMISSION REQUEST WAS CANCELED.
	B	FAX NUMBER IS NOT CORRECT. FAX NUMBER OR LINE IS NOT CORRECT.
4	A	ERROR DURING COMMUNICATION WITH PC.
	B	–
5	A	TRANSMISSION REQUEST WAS NOT ACCEPTED.
	B	YOU ARE NOT AUTHORIZED TO ACCESS THIS.

9

Specifications

Network	LAN : Local Area Network (Ethernet/10base-T, 100base-TX)
Transmit Function	E-mail
Scan Line Density	• Internet Fax feature Normal (200×100dpi), Detail (200×200dpi) • IP-Fax feature Normal (200×100dpi), Detail (200×200dpi), Super Fine (400×400dpi), Extra Super Fine (600×600dpi) • Scanner feature Normal (Monochrome Transmission: 200×100dpi, Color Transmission: 100×100dpi), Detail (200×200dpi), 300dpi (300×300dpi), Super Fine (400×400dpi), Extra Super Fine (600×600dpi)
Document Size (Original Size : Scanning Width)	• Internet Fax feature $8^1/_2$"×11", $8^1/_2$"×14" or A4 : 216mm (8.5 in.) (Originals larger than A4 size is reduced in size when transmitted.) • IP-Fax feature $8^1/_2$"×11", $8^1/_2$"×14" or A4 : 216mm (8.5 in.) 11"×17" or A3 : 304mm (12.0 in.) • Scanner feature $8^1/_2$"×11", $8^1/_2$"×14" or A4 : 210mm (8.3 in.) 11"×17" or A3 : 297mm (11.7 in.)
Transmit Protocols	• E-mail Transmission SMTP, TCP/IP • E-mail Reception POP3, SMTP, TCP/IP • IP-Fax T.38 Annex B, TCP, UDP/IP • Network Delivery Scanner FTP, TCP/IP
E-mail Format	Single/Multi-part, MIME Conversion Attached file forms: TIFF-F (MH compression), JPEG, PDF, DCX (Reception only)
Compatible models	Machines that are equipped with NIC FAX Kit Type500/210/140 and NIC FAX UNIT TYPE510
Internet Communication	• Internet Fax Send and receive e-mail with a computer that has an e-mail address • IP-Fax Communicates with gatekeepers and converts fax numbers to IP addresses to transmit documents.
E-mail Send Functions	Automatic conversion of sent 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.

9

IP-Fax Transmission Functions	Transmits fax documents to an IP-Fax compatible fax machine via a network by specifying IP addresses. You can also transmit fax documents to a G3 fax machine connected to PSTN via a VoIP gateway.
IP-Fax Reception Functions	Receives fax documents sent from an IP-Fax compatible fax machine via a network.
LAN FAX Transmission Functions	Transmits documents made using an application on the computer as fax documents from NIC FAX connected to a network. You can use NIC FAX as a printer by printing those documents on NIC FAX.
Scan to E-mail Functions	Converts scanned documents to an image file, and then transmits them as an attachment to an e-mail. Transmission of color originals is also possible.
Network Delivery Scanner Functions	Delivers scanned documents to destinations in the ScanRouter V2 Lite server or ScanRouter V2 Professional server.

9

Received Images

Here is an example of a fax message sent from NIC FAX and received on a computer using Outlook e-mail software.
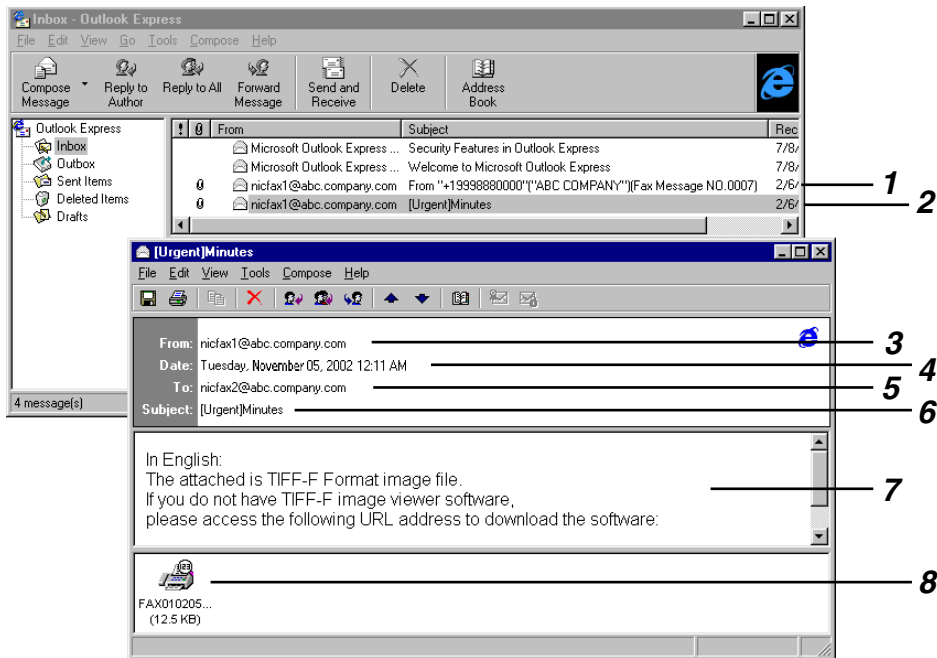
1. **Mail transmitted without specifying a subject and priority in the Mail Options.**

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

3. **From**

The name (e-mail address) of the sender

4. **Date**

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 varies according to whether the e-mail was sent using User Codes and other settings. See p.59 "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.

View it using DeskTopBinder V2 Lite.

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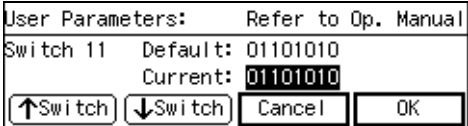
V

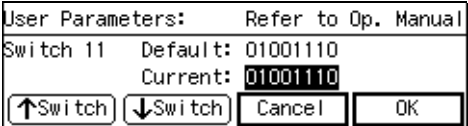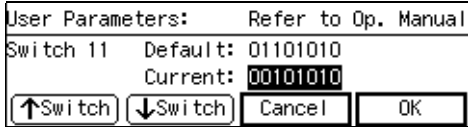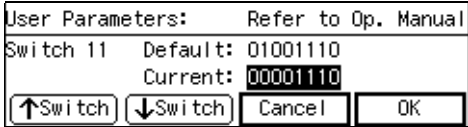Viewer URL Information,   56

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NIC FAX UNIT TYPE510   Operating Instructions

ERRATA for *NIC FAX UNIT TYPE510* *Operating Instructions*

This manual is in a folder on the CD-ROM (NIC FAX UNIT CD-ROM) in PDF format.

Page	Error	Corrections
p.9 "Scan to E-mail"	Scanned documents are sent as e-mail messages with an attached image. Black and white documents are converted into TIFF-F images and color documents into JPEG images. Also, conversion into PDF format is available.	Scanned documents are sent as e-mail messages with an attached image. Normally the documents are converted into PDF format. It is also possible to convert black and white documents into TIFF-F images and color documents into JPEG images.
p.35 "Scanner Settings" Step1	A Enter the code for "Mail Server" with the number keys.	A Enter the code for "Scanner" with the number keys.
p.97 "Using Scan to E-mail" Note point 1 (first column)	❏The content of originals is transmitted as an attachment to the e-mail in the TIFF-F format normally when using the Scan to E-mail function. However, you can also use PDF format for the attached documents by changing settings with User Parameters. For information on changing this setting, see p.146 "User Parameters" (switch 17 bit 5).	❏The content of originals is transmitted as an attachment to e-mail in PDF format normally when using the Scan to E-mail function. However, you can also use TIFF-F format for attached documents by changing settings with User Parameters. For information on changing this setting, see p.146 "User Parameters" (switch 17 bit 5).
p.102 "Setting up ScanRouter V2 Professional" Step3	C Enter the code for "System Settings" with the number keys.	C Enter the code for "Initial Set Up" with the number keys.

Page	Error	Corrections
p.105 **"Turning off Printing Functions of Received Fax Documents"** Step 6	User Parameters: Refer to Op. Manual Switch 11 Default: 01101010 Current: **01101010** [↑Switch] [↓Switch] [Cancel] [OK]	User Parameters: Refer to Op. Manual Switch 11 Default: 01001110 Current: **01001110** [↑Switch] [↓Switch] [Cancel] [OK]
p.105 **"Turning off Printing Functions of Received Fax Documents"** Step 7	User Parameters: Refer to Op. Manual Switch 11 Default: 01101010 Current: **00101010** [↑Switch] [↓Switch] [Cancel] [OK]	User Parameters: Refer to Op. Manual Switch 11 Default: 01001110 Current: **00001110** [↑Switch] [↓Switch] [Cancel] [OK]
p.113 **"Scanning a Color Original"** Note point 8 (first column)	❒The scanned image is normally attached to an e-mail as a JPEG format file with Color Scanning. However, it is possible to select PDF format with User Parameters. See p.146 "User Parameters" (switch 17 bit 5).	❒The scanned image is normally attached to e-mail as a PDF format with Color Scanning. However, it is possible to select JPEG format with User Parameters. See p.146 "User Parameters" (switch 17 bit 5).

(For H210-8600)