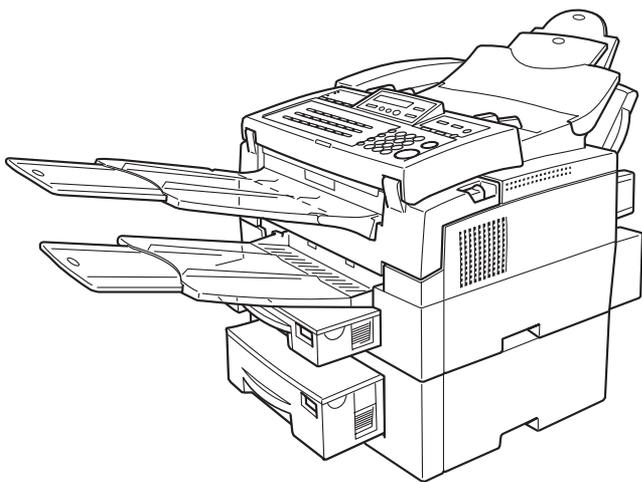




PDU KIT TYPE 210

Operating Instructions



ZCKH030N

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

For safety, please follow the instructions in this manual.





PDU KIT TYPE 210 Operating Instructions



Introduction

Thank you for purchasing PDU KIT TYPE 210. 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.

- This manual covers PDU KIT TYPE 210 for a dial-up network.
- PDU KIT TYPE 210 is required in order to use the Internet fax features.
- Installation of PDU KIT TYPE 210 should be performed by an authorized service provider. Do not attempt installation on your own.

For brevity, fax machines equipped with PDU KIT TYPE 210 are referred to throughout this manual as the Internet fax machine, or simply "this machine." The contents of this manual assume that you are already familiar with Windows functions and procedures.

Important

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

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

Notes:

Some illustrations might be slightly different from your machine.

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

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

What is an Internet Fax?

This Internet Fax machine converts scanned document images to E-mail format and transmits the data over the Internet. The E-mail sent by this machine can be received by another Internet fax machine or a PC. Instead of inputting the telephone number of the destination you want to send to, you input the applicable E-mail address.

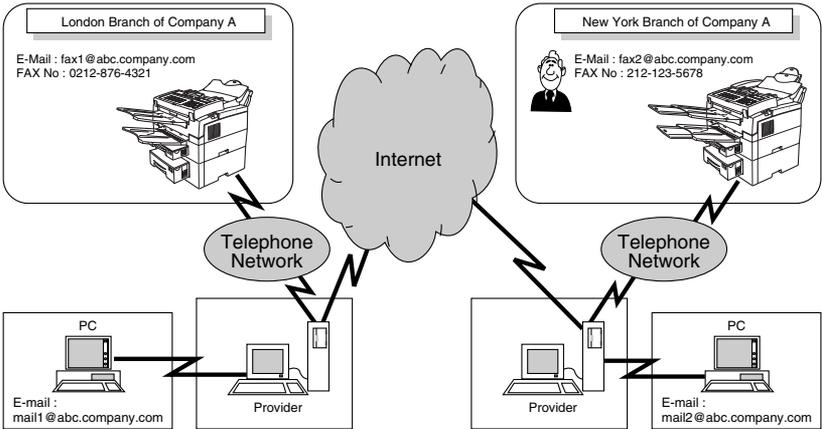
Documents are sent as E-mail messages with an attached TIFF-F image. Because of this, a MIME-compatible E-mail reader is required in order to view documents received on a PC.

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

In this manual, the term "providers" also include remote access servers (RAS).

 **Note**

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



Internet Fax Precautions

- Error E-mail notifications are not always sent. 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.
- Internet fax delivery might be delayed due to network congestion. Use a standard fax whenever communication is time sensitive.

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

Functions Not Supported by E-mail Transmission

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

Functions Not Supported by E-mail Reception

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

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1. Getting Ready

OVERVIEW

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

- ① Sign up with an Internet service provider (ISP).
- ② Connect the machine to a telephone line.
See Chapter 10, "Connecting to a Telephone Line" in the Advanced Features manual.
- ③ User Function key settings.
- ④ Make Internet Fax initial settings (connection settings provided by your Internet service provider).

Important

- In order to send or receive mail via the Internet, you must first sign up for Internet service with an Internet service provider (ISP) and obtain a mail address, login password, and so forth. This must be completed before connecting or setting the machine.
- Note that, depending on the contract with your Internet service provider, charges may be assessed for services such as mail access.

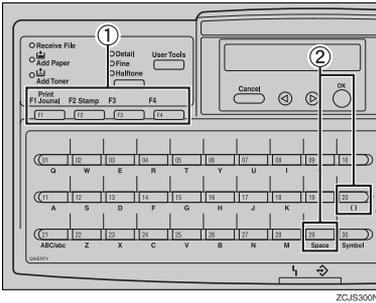
Note

- Sample operation panel displays shown in this manual may differ from those that actually appear on the screen.
- Telephone lines that can be used with Internet fax are the same as those used with ordinary facsimile communication.

Operation Panel

1

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



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

◆ Mail Address

Press the User Function key that has been assigned the Mail Address function when you want to enter an E-mail address. This allows you to use the Quick Dial keys to enter E-mail addresses that contain letters, the "@" character, and periods.

◆ 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. You can use this function to receive mail at any time, regardless of the Auto Mail Reception setting. See P.22 "Manual E-mail Reception".

◆ Auto Mail Reception

Press the User Function key that has been assigned the Auto Mail Reception function to turn this feature on or off. When the Auto Mail Reception indicator is lit, the server is checked for E-mail at the E-mail Receive interval and downloading takes place as necessary. Turn this feature off when you do not want to receive mail automatically. When not lit, E-mail is not received automatically. See P.9 "E-mail Receive Interval".

⚠ Limitation

- ❑ You cannot use send E-mail until the Mail Address function has been assigned to one of the User Function keys.

🔧 Note

- ❑ If you purchased your machine with the PDU KIT already installed, the Mail Address function is pre-assigned to User Function key [F2] and the Mail Reception function is pre-assigned to User Function key [F3].
- ❑ If you purchased the PDU KIT as a separate option, you also received a set of labels for identifying functions assigned to the User Function keys. Once the User Function key assignments have been made, affix the appropriate labels to those keys.

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

Quick Dial key (QW- ERTY type/ ABC type)	20/28	29/27
Function	@	.

 **Note**

- ❑ The keys that can be assigned Quick Dials differ depending on the keyboard layout (ABC type or QWERTY type). You can make settings in "Key Layout". See Chapter 7, "Key Layout" in the Advanced Features manual.
- ❑ If your PDU KIT was installed as a separately purchased option, affix the "@" and "." labels provided with the kit to the machine's original Quick Dial sheet. Affix the "@" label over "(") on the original sheet, and affix "." over "Space".
- ❑ You can enter symbols (such as hyphens, underscores and spaces) by pressing the **[Symbol]** key.

Internet Fax Initial Settings

Before using this machine, you must make the following settings.

◆ Dial-Up Settings

The Internet Fax settings include the following items.

Menu name	Item	Requirement
Provider Settings	Access Point Telephone No.	Required
	User ID	Required
	User Password	Required
	Primary DNS Server Address	Optional
	Secondary DNS Server Address	Optional
E-mail Settings	SMTP Server	Required
	POP Server	Required
	Host Name	Optional
	Mail Address	Required
	Domain Name	Optional
	Login Name	Required
	Login Password	Required
	E-mail RX Interval	Optional
	Mail RX Time 1	Optional
	Mail RX Time 2	Optional
	Time Difference	Optional
	Administrator Address	Optional
	Backup TX Address	Optional
Limit Mail Size	Optional	
Auto Mail Reception		Optional

Note

- We recommend that you print a User Parameter list and keep it for future reference after making the above settings.

Dial-Up Settings

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

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

- 2 Press the **[User Tools]** key.
- 3 Press **⏪** or **⏩** to display "4. Key Op. Tools".

```

User Tools Main Menu
4.Key OP. Tools  ⏩
  
```

- 4 Press the **[OK]** key.
- 5 Press **[2][2][2][2]**, then press the **[OK]** key.
- 6 Press **⏪** or **⏩** to display "18. Dial-up".

```

Key OP. Tools:
18.Dial-UP  ⏩
  
```

Note

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

- 7 Press the **[OK]** key.
- 8 Press **⏪** or **⏩** to display the item you want to make settings for.

```

Dial-UP:
1.IS Provider  ⏩
  
```

Provider Settings

- 1 Press **⏪** or **⏩** to display "1. IS Provider".

```

Dial-UP:
1.IS Provider  ⏩
  
```

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

```

IS Provider:
1.Access Point No. ⏩
  
```

Note

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

Access Point Telephone Number

Enter the telephone number of your Internet service provider's access point. See Chapter 7, "PSTN Access Number" in the Advanced Features manual.

- 1 Enter the telephone number of the access point with the number keys.

```

Access Point No.:
_#####
  
```

Note

- Always enter the telephone number's area code, even if the access point is located in the same telephone service area. Press **⏪** or **⏩** to move the display cursor, and the **[Clear]** key to delete characters.

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

The machine returns to the provider settings menu.

User ID

Enter the User ID provided to you by your Internet service provider.

- 1 Enter the user ID.



Note

- Press ⬅ or ➡ to move the display cursor, and the [Clear] key to delete characters.

- 2 Press the [OK] key.

The machine returns to the provider settings menu.

User Password

Enter the User Password provided to you by your Internet service provider.

- 1 Enter the user password.



Note

- Press ⬅ or ➡ to move the display cursor, and the [Clear] key to delete characters.

- 2 Press the [OK] key.

The machine returns to the provider settings menu.

Primary DNS Server Address

Enter your Internet service provider's designated Primary DNS server address.

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

Enter the primary DNS server address of the provider.

- If a number has only one or two digits, input it and then press ➡ to move the cursor to the next number.
- Press ⬅ or ➡ to move the display cursor, and the [Clear] key to delete characters.

If the provider has not given you a DNS address, leave this setting as "0.0.0.0".



- 2 Press the [OK] key.

The machine returns to the provider settings menu.

POP Server Address

Enter the address of the POP server.

- 1 **Enter the POP server address.**
 - Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.
 - A connection is made to a POP server in order to receive E-mail.
 - You can also specify the POP server address as an IP address.

- 2 **Press the [OK] key.**
The machine returns to the E-mail settings menu.

Host Name

Enter the host name that has been assigned to your machine.

- 1 **Enter the name of the host.**
Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

Ordinarily, the name entered here is your login name.

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

Mail Address

Enter the mail address of this machine.

- 1 **Enter the E-mail address of this machine.**
Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

- 2 **Press the [OK] key.**
The machine returns to the E-mail settings menu.

Domain Name

Enter the domain name that has been assigned to you by your Internet service provider.

- 1 **Enter the domain name.**
Press ⏪ or ⏩ to move the display cursor, and the **[Clear]** key to delete characters.

- 2 **Press the [OK] key.**
The machine returns to the E-mail settings menu.

Login Name

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

1 Enter the login name.

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

```

Login Name:[abc]
_XXXXXXXXXXXXXXXXXXXX
  
```

2 Press the [OK] key.

The machine returns to the E-mail settings menu.

Login Password

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

1 Enter the login password.

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

```

Password:[abc]
_XXXXXXXXXXXXXXXXXXXX
  
```

2 Press the [OK] key.

The machine returns to the E-mail settings menu.

E-mail Receive Interval

When using auto mail reception, enter the interval at which this machine is to automatically check the POP server for mail.

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

- You can enter a value between 1 and 6 hours in 1-hour steps.
- The factory default setting of this parameter is 1 hour.
- The machine automatically dials the provider at the set interval and receives E-mail. However, this setting is invalidated if automatic mail reception is performed using times set in the Mail Receive Time 1 and Mail Receive Time 2 parameters.

```

RX Interval:Press OK
[1]h          (1-6)
  
```

2 Press the [OK] key.

The machine returns to the E-mail settings menu.

Mail Receive Time 1

Enter Auto Mail Reception time 1 using the 12-hour clock.

1 Set mail receive time 1. First, press ◀ or ▶ to select AM or PM.

```

Mail RX Time 1: /OK
Time [AM]    PM
  
```

- ② Enter the time with the number keys.

```
Mail RX Time 1: /OK
[ _: ] AM
```

 **Note**

- Enter the auto mail reception time using the 12-hour clock. Press ⏪ or ⏩ to move the display cursor. If you make a mistake, press the **[Clear]** key and re-enter.
- The machine automatically dials the provider at the set time and receives E-mail.
- By setting Mail Receive Time 2, you can have the machine dial the provider and receive E-mail at two preset times.

- ③ Press the **[OK]** key.

The machine returns to the E-mail settings menu.

Mail Receive Time 2

Enter Auto Mail Reception time 2 using the 12-hour clock.

- ① Set mail receive time 2. First, press ⏪ or ⏩ to select AM or PM.

```
Mail RX Time 2: /OK
Time [AM] PM
```

- ② Enter the time with the number keys.

```
Mail RX Time 2: /OK
[ _: ] AM
```

 **Note**

- Enter the auto mail reception time using the 12-hour clock. Press ⏪ or ⏩ to move the display cursor. If you make a mistake, press the **[Clear]** key and re-enter.
- The machine automatically dials the provider at the set time and receives E-mail.
- By setting Mail Receive Time 2, you can have the machine dial the provider and receive E-mail at two preset times.

- ③ Press the **[OK]** key.

The machine returns to the E-mail settings menu.

Time Difference

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

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

- Enter how many hours your local time is ahead of or behind Greenwich Mean Time (GMT).
- The factory default setting for the time difference is "-5", which is the time difference for New York.

```
Difference: ⏪ /OK
[- 5]h (-12 +12)
```

- ② Press the **[OK]** key.

The machine returns to the E-mail settings menu.

Administrator Address

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

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

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

```
Admin. Add:[abc]
_#####
```

② Press the [OK] key.

The machine returns to the E-mail settings menu.

Backup TX Address

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

① Enter the E-mail backup address.

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

```
BACKUP TX:[abc]
_#####
```

② Press the [OK] key.

The machine returns to the E-mail settings menu.

Limit Mail Size

Some E-mail service providers set a limit on the size of E-mail that their clients can receive.

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

① Press ◀ or ▶ to display "1. On/Off"

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

 **Note**

- Use this feature to set the file size limit for E-mail. When "On" is selected, E-mail exceeding the maximum file size cannot be sent.
- When E-mail exceeds the maximum file size, an Error Report is printed and the E-mail is deleted.
- Even when E-mail does not exceed the size limit, it may be rejected if it does not meet the requirements of the server settings.

② Press the [OK] key.

③ Press ◀ or ▶ to select "On".

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

 **Note**

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

- 4 Press the **[OK]** key.
- 5 Press **⏪** or **⏩** to display "2. Available Size".

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

- 6 Press the **[OK]** key.
- 7 Enter the file size limit with the number keys.

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

🔔 Limitation

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

- 8 Press the **[OK]** key.
The machine returns to the E-mail settings menu.

Auto Mail Reception

When Auto Mail Reception is set "On", the Internet fax automatically checks for and receives mail at the interval set for automatic reception (see P.9 "E-mail Receive Interval", P.9 "Mail Receive Time 1" and P.10 "Mail Receive Time 2").

📝 Note

- The factory default setting of this parameter is "Off".
- If you have assigned the Auto Mail Reception function to a User Function key, you can turn Auto Mail Reception on or off by pressing that key. See P.2 "Operation Panel".

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

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

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

```
AutoMailRecep. : ⏪/OK
[On]   Off
```

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

The machine returns to the E-mail settings menu.

Returning to the Initial Display

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

The machine returns to the standby mode.

2. Internet Faxing

Transmission

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

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

❖ Subject

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

❖ Heading

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

❖ Confirmation of Reception

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

❖ Viewer URL Information

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

🚨 Important

- ❑ You may not be able to send large files as E-mail, depending on E-mail environment conditions.
- ❑ The level of security for Internet communications is low. Send an ordinary fax if confidentiality is important.

📝 Note

- ❑ Because this machine sends documents as E-mail messages with an attached TIFF-F image, viewer applications are required in order to view documents when they are received on a PC. You can inform the receiver of sites for downloading viewer applications with the Viewer URL Information Mail Option.
- ❑ When you send viewer URL information, depending on the receiver's fax machine, the journal may show a page count that is one or two pages greater than the number of pages actually sent.
- ❑ See P.41 "Received Images" for how mail is actually received by the PC when mail is sent with mail options selected.

📌 Make sure that the Memory Transmission indicator is lit.

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

💡 Limitation

- ❑ When using this machine to send E-mail over the Internet, documents are stored in memory, then sent using Memory Transmission. Immediate Transmission is not available when Internet faxing.

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



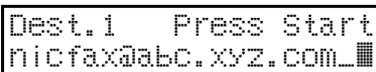
- You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- You can enter up to 127 characters for an E-mail address.
- You can specify E-mail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

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

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

 **Note**

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



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

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

 **Note**

- For how to cancel transmission of an Internet fax, see P.26 "Canceling Transmission of an Internet Fax".

 **About the E-mail subject**

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

❖ **When a Personal Code is set**

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

❖ **When a Personal Code is not set**

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

 **Note**

□ "xxxx" is the document number that appears in the communication journal.

 **Reference**

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

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

 **When using broadcasting and sequential broadcasting**

Broadcasting is used to send E-mail when multiple addresses are specified for transmission. With broadcasting, the same E-mail can be sent to multiple addresses at once, just as when ordinary E-mail is sent to multiple addresses. However, if "Yes" is selected for "Confirm Recep." or "Label Insert", sequential broadcasting is used for transmission. With sequential broadcasting, the E-mail is sent repeatedly, changing the address each time until it has been sent to all addresses specified.

 **Reference**

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

Confirming Reception

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

Limitation

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

Note

- The Journal records a total of up to 50 transmissions and receptions. If the Reception Notice is not received while the corresponding transmission is still listed in the Journal, you will not be able to confirm that the E-mail has been received in the Journal's Result column.
- If you specify Mailing list addresses, do not select "Yes" for "Confirm Recep." Otherwise, you will receive multiple reception confirmation messages from E-mail recipients, and the Result column will not show the correct information. The Result column is refreshed each time a new confirmation message is received.
- Reception confirmation results are only shown in the Journal. The Result column in all other files, lists, and transmission reports appears blank.
- Reception confirmation messages are not recorded in the Journal.

Transfer Request

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

There are two types of transfer request transmission: transfer request by E-mail and transfer request by fax (standard transfer request transmission).

Familiarize yourself with these terms in order to perform the following procedure.

◆ **Transfer requester**

This is the fax machine performing the request transmission (this machine).

◆ **Transfer station**

This is the fax machine that performs the transfer. This machine needs to have the Delivery Destination settings registered.

◆ **End receiver**

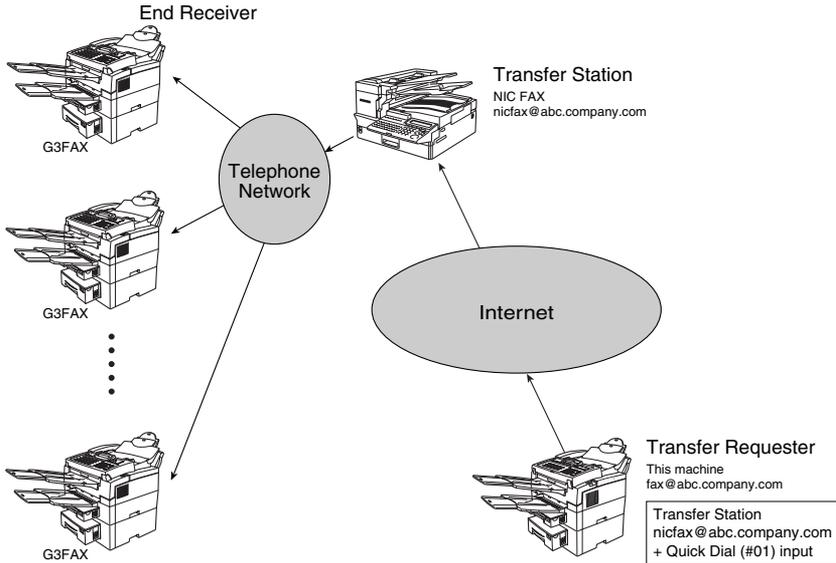
This is the fax machine or PC that receives the E-mail or fax from the transfer station.

📍 **Limitation**

- Internet Fax and PDU KIT TYPE210 can be specified as the transfer requester for a transfer request by E-mail.
- Only machines that are equipped with NIC FAX Kit 500 or NIC FAX Kit 140 can be specified as transfer stations.

📝 **Note**

- Up to 30 end receivers can be specified for each transfer station. Each transfer station Group is counted as a single end receiver.
- Each group is considered one item when specifying transfer stations programmed in Group Dials.
- In order to use this function, you must make the polling ID and Transfer Report settings. The same polling ID must be set for both the transfer requester and the transfer stations. See Chapter 7, "ID Code" in the Advanced Features manual. See Chapter 1, "Transfer Request" in the Advanced Features manual for how to send faxes using transfer requests.



Transfer Request by E-mail

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

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

- 2 Place your document face down into the feeder, and make any scan setting you require.

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

- 3 Press the **[Trans. Option]** key.

- 4 Press **[Left]** or **[Right]** to display "7. Transf. Request"

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

Note

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

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

- 6 Press **[Left]** or **[Right]** to select "On".

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

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

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



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

Limitation

- If the specified end receiver's machine is not equipped with the Transfer function, the transfer is halted and no Error Report is printed.
- Before sending E-mail, confirm that the end receiver's machine is equipped with the Transfer function.

Entering an E-mail Address Manually

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

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

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

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

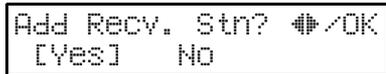
10 Specify the end receiver.

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



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

12 Use **[Left Arrow]** or **[Right Arrow]** to select "Yes" or "No".



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

Note

- If you selected "Yes" in step **10**, repeat the procedure from step **9**.

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

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

Specifying Transfer Stations

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

◆ Quick Dial

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

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

◆ Speed Dial

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

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

◆ Group Dial

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

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

Reception

Note

- For E-mail from a PC, alphabetic-character text and TIFF-F images are printed as they are. If you receive non-alphabetic text, it may not be printed normally.

Automatic E-mail Reception

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

The interval between checks is referred to as the Mail Receive Interval, and the factory default setting for this parameter is 1 hour (see P.7 “E-mail Server Settings”). You can change this to any value between 1 and 6 hours, and can also force the machine to check for incoming E-mail by pressing the User Function key that has been assigned the Mail Reception Function (see the next section).

By setting Mail Receive Time 1 and Mail Receive Time 2, you can make the machine receive mail at specified times, as well as at preset intervals.

You can also configure this feature to work in conjunction with the Night Timer feature so that Automatic E-mail reception does not occur at times when the machine is saving energy. See P.34 “User Parameters” (switch 16. bit4).

Note

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

Reference

See P.9 “E-mail Receive Interval”. See Chapter 6, “Assigning a User Function Keys” in the Advanced Features manual.

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

Manual E-mail Reception

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

Note

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

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

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

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

```
Mail Reception:
Press Start
```

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

```
No Mail Received
Press OK
```

- 3** The machine returns to the stand-by mode.

Receiving E-mail with the Information Function

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

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

```
Job Information
7.Mail Reception  ⏩
```

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

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

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

```
Mail Reception:
Press Start
```

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

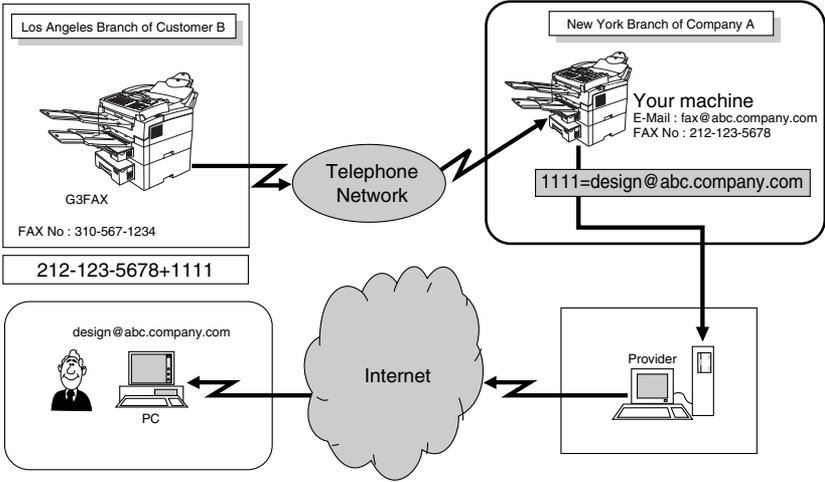
```
No Mail Received
Press OK
```

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

Routing of Received Faxes

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

2

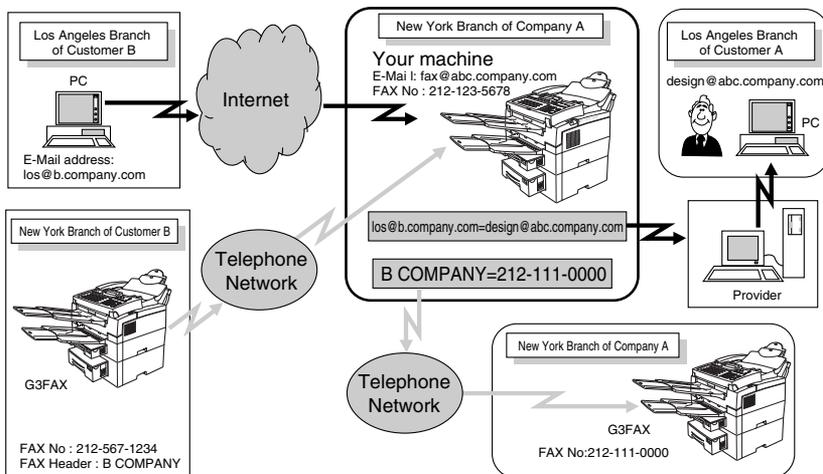


Note

- You can route faxes received from any fax machine, regardless of manufacturer.
- Before routing received faxes, you must set up the SUB codes and Receiver. See P.29 "Personal Code List", and Chapter 7, "Programming the Personal Codes" in the Advanced Features manual.

Transfer of Received Faxes

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



Note

- You need to set up the forwarding station beforehand. See Chapter 7, "Forwarding" in the Advanced Features manual.
- You can also transfer faxes received from other manufacturers' machines.

Canceling Transmission of an Internet Fax

2

While the Document is Being Scanned In

- 1** Press the **[Stop]** key.
- 2** Remove the document from the feeder.

For how to clear document jams, see Chapter 4, "Clearing a Document Jam" in the Basic Features manual.

```
Clear Misfed
Original(S)
```

After the Document Has Been Scanned In

Note

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

- 1** Press the **[Job Information]** key.

Confirm that "Cancel TX/RX" is displayed.

```
Job Information
1.Cancel TX / RX  ←→
```

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

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

Note

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

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

The machine returns to the standby mode.

Reports and Lists

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

Note

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

Error Mail Notification

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

- See P.7 "*E-mail Server Settings*" for details on specifying the administrator E-mail address.

Note

- This machine also prints an Error Report when it sends an Error Mail Notification.

Error Report (Mail)

This report is printed on this machine when it is unable to send an Error Mail Notification.

```

*** ERROR REPORT (Mail) (JAN.19.2001 11:26AM) ***

FILE TIME                ADDRESS                FAX HEADER: design
*****
0009 11:26AM            ✦ nicfax@abc.company.com

PLEASE SEND THIS REPORT TO THE ABOVE ADDRESS.

CAUSE OF ERROR:         INVALID FILE (DECODE ERROR)

```

Server-Generated Error E-mail

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

Note

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

Journal

Note

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

2

* * * JOURNAL (JAN.19. 2001 3:12PM) * * *

FAX HEADER: ABC.COMPANY

<TRANSMISSION>									
Documents sent as E-Mail									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL NAME	FILE	
JAN.19.	10:19AM	New York Branch	G3EDM	0'41"	P.1	OK	design	0527	
	11:43AM	New York Branch	G3EDM	0'01"	P.2	OK		0528	
	11:45AM	New York Branch	G3EDM	0'45"	P.2	OK		0529	
	2:47PM	nicfax2@abc.company.com	MailDM	1'15"	P.1	---	001	0531	
	3:06PM	nicfax3@abc.company.com	MailSMQ	1'05"	P.1	OK	111	0533	
	3:08PM	nicfax3@abc.company.com	MailSMA	1'01"	P.1	---		0534	
<RECEPTION>									
DATE	TIME	ADDRESS	MODE	TIME	PAGE	RESULT	PERSONAL NAME	FILE	
JAN.19.	9:37AM	New York Branch	G3ES	0'06"	P.1	OK	design	0526	
	1:45PM	nicfax5@abc.company.com	MailSM	1'08"	P.1	OK		0530	
	3:01PM	nicfax6@abc.company.com	MailSM	1'01"	P.1	E	001	0532	
	3:09PM	nicfax7@abc.company.com	MailSM	1'02"	P.1	OK	111	0535	
T X	006535			R X	000838				
#	: BATCH		C : CONFIDENTIAL	\$: TRANSFER		P : POLLING		
M	: MEMORY		L : SEND LATER	@	: FORWARDING		E : ECM		
S	: STANDARD		D : DETAIL	F	: FINE		> : REDUCTION		
*	: PC		+ : ROUTING	Q	: RECEIPT NOTICE REQ.		A : RECEPT. NOTICE		

◆ [DATE]

Date of communication.

◆ [TIME]

Time communication started.

◆ [ADDRESS]

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

◆ [MODE]

Letter or symbol indicating the communication mode.

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

❖ **[TIME]**

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

❖ **[PAGE]**

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

❖ **[RESULT]**

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

❖ **[PERSONAL NAME]**

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

❖ **[FILE]**

File number (document control number)

Personal Code List

❖ **[Pers. Code]**

Indicates the personal user codes registered in the machine.

❖ **[Personal Name]**

The user name corresponding to the personal code.

❖ **[Programmed Receiver]**

The programmed routing destination.

2

3. Registering E-mail Addresses

Quick Dials

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

In addition, if label insertion is turned on, the name registered for this Quick Dial is printed automatically on the first page of the document.

Assigning an Auto Document to a Quick Dial key to which a destination is assigned allows you to append the Auto Document to the fax being sent with the touch of a key.

Reference

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

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

For each Quick Dial you can specify the following:

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

Note

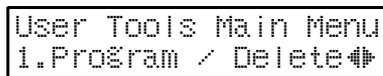
- Before you carry out the procedure below, the Mail Address Input function must be registered in a User Function key (see P.2 "Operation Panel").
- See Chapter 3, "Setup" in the Basic Features manual for how to program ordinary fax numbers.

1 Make sure that the machine is in standby mode.

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

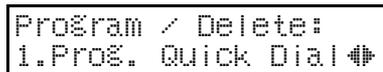
2 Press the **[User Tools]** key.

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



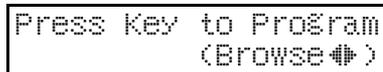
```
User Tools Main Menu
1. Program / Delete →
```

3 Press the **[OK]** key. Confirm that "1. Prog.Quick Dial" is displayed.



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

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



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

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

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

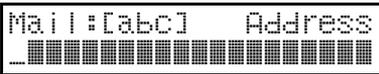
6 Press the **[OK]** key.



Note

- If a destination is already registered it will be displayed.
- If this Quick Dial is being used for another purpose (such as a Group), you cannot register a destination.

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



Note

- You can enter up to 127 alphabetic characters for an E-mail address.
 - You can enter the "@" character and periods with the Quick Dial keys. Press the **[Symbols]** key when you wish to enter other symbols. Use the **[ABC/abc]** key to shift between uppercase and lowercase characters.
- If you make a mistake, press the **[Clear]** key and try again.
- If a destination is already registered it will be displayed.
- To edit an existing address, press the **[Clear]** key to delete it, and then enter the new address.

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



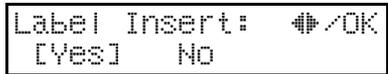
9 Press the **[OK]** key.

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



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

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



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



Note

- If you want to register another Quick Dial, repeat the procedure from step **8**.

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

The machine returns to the stand-by mode.


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

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

- ① Confirm that the Immediate Transmission indicator is not lit.
- ② Place your document face-down into the feeder, and make any scan settings you require.
- ③ Press the Quick Dial key for the registered address you want to enter.
The other party's name or address is displayed.
- ④ Press the **[Start]** key.



User Parameters

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

- When installation of options or functions requires other settings besides User Parameter settings, make the other settings first before making the User Parameter settings. See Chapter 7, "Key Operator Settings" in the Advanced Features manual.
- The machine's factory default settings are indicated by asterisks.

3

❖ Switches and Bits

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

Switch:00	0	1	0	0	0	0	0	0	
	:	:	:	:	:	:	:	:	
	7	6	5	4	3	2	1	0	Bit numbers

Note

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

Switch	Bit	Item	Settings	Page
16	1,0	Leave messages on POP server after receiving them (some types of E-mail server may not support this feature).	*00: No 01: Save all 10: Save only errors  Important <input type="checkbox"/> If you choose "Save all" or "Save errors", check your E-mail from a PC to remove messages from the server. If you do not delete all messages, previously printed messages may be printed again at the machine.	P.22 "Reception"
	3	If an error occurs during E-mail reception, mail notification to the sender.	*0: Yes 1: No	P.27 "Error Mail Notification"
	4	Receive E-mail when the Night Timer is in effect.	*0: Yes 1: No	P.22 "Reception"
17	2	Respond to requests to confirm the receipt of documents.	*0: No 1: Yes	P.17 "Confirming Reception"
	7	Select the modulation method used by the data modem (V34 or V90)	0: V34 *1: V90  Note <input type="checkbox"/> When V34 is selected, the maximum communication speed is 33.6 Kbps for both transmission and reception. When V90 is selected, the maximum communication speed is 33.6 Kbps for transmission and 56 Kbps for reception. <input type="checkbox"/> Selecting V90 may improve reception speed, but transfer speed may also be reduced depending on factors such as the line condition, time of day, and the access point being used.	

The following table shows User Parameter switches that are used with Internet Fax mail.

Switch	Bit	Item	Description
02	0	Forwarding mark printing	This setting specifies whether or not a forwarding mark should be appended to images of received E-mail that is forwarded or routed.
	1	Center mark printing	
	2	Reception time printing	
	3	TSI printing	Printing of the E-mail address in the From field of received E-mail.
	4	Checkered Mark printing	
06	0	Normal Fax Header printing	
	4	Batch transmission	Mail transmission does not support batch transmission, but when this switch is turned on, the same mail is sent to multiple destinations at the same time. When this switch is off, mail is sent to individual destinations one at a time. See P.16 <i>"When using broadcasting and sequential broadcasting"</i> .
10	0	Reverse order printing	
	1	Two in one	

3

4. Troubleshooting

Error Messages

Internet Fax Display Messages

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

Message	Causes and Recommended Actions
Network Error [10-45]	<ul style="list-style-type: none">• DNS server's IP address is not registered. Check that the DNS server's IP address is correct. ⇒ P.6• Confirm setting with your provider.
Network Error [10-46]	<ul style="list-style-type: none">• Cannot find the DNS server. Check that the DNS server is correctly registered. ⇒ P.6• Your provider is conducting maintenance.• Confirm setting with your provider.
Network Error [10-60]	<ul style="list-style-type: none">• Cannot find the POP server. Check that the POP server host name/IP address is correct. ⇒ P.7• Confirm setting with your provider.
Network Error [10-61]	<ul style="list-style-type: none">• POP server cannot be found. Check whether the POP server's address is correct. ⇒ P.7• Your provider is conducting maintenance.• Confirm setting with your provider.
Network Error [10-62]	<ul style="list-style-type: none">• Cannot login to the POP server. Check whether login name and password are correct. ⇒ P.7, ⇒ P.9• Confirm setting with your provider.
Network Error [10-70]	<ul style="list-style-type: none">• No SMTP server's address is set. Register an SMTP server. ⇒ P.7• Confirm setting with your provider.
Network Error [10-73]	<ul style="list-style-type: none">• SMTP server cannot be found. Check whether the SMTP server's address is correct. ⇒ P.7• Your provider is conducting maintenance.• Confirm setting with your provider.
Network Error [10-74]	<ul style="list-style-type: none">• No E-mail address is set for the fax machine. Set an E-mail address. ⇒ P.7• Confirm setting with your provider.
Network Error [10-63] [10-82]	<ul style="list-style-type: none">• A line error occurred while sending or receiving data. Make sure the telephone line is correctly connected to the fax machine.• Your provider is conducting maintenance.

Message		Causes and Recommended Actions
Network Error	[10-04] [10-30] [10-31] [10-32] [10-33] [10-34] [10-35]	<ul style="list-style-type: none">Mechanical malfunction has occurred. Contact your service representative.
Network Error	[11-30]	The access point telephone number has not been set. Check that it is properly registered. ⇒ P.5
Network Error	[11-31]	<ul style="list-style-type: none">Make sure the telephone line is correctly connected to the fax machine.Your provider is conducting maintenance.
Network Error	[11-33]	<ul style="list-style-type: none">The access point number is incorrect. Check that it is properly registered. ⇒ P.5Your provider is conducting maintenance.
Network Error	[11-40]	The user ID or user password has not been set correctly. Check that they are properly registered.

Important

- If your provider is conducting system maintenance, communication errors will prevent you from connecting. Wait until maintenance is completed and try again.

5. Appendix

Specifications

Network	Public switched telephone network (PSTN) Private branch exchange (PBX)
Transmit Function	E-mail
Scan Line Density	200 X 100 dpi, 200 X 200 dpi
Document Size	Letter/Legal (Documents wider than 8.5" are reduced for transmission.)
Transmit Protocols	Connection to provider: PPP connection E-mail send: SMTP, TCP/IP E-mail receive: POP3, TCP/IP
E-mail Format	Single/Multi-part MIME conversion Attached file forms: TIFF-F (MH compression)
Compatible model	PDU KIT TYPE 210 or NIC FAX KIT TYPE 500/210/140
Internet Communication	Send and receive E-mail with PC that has an E-mail address
E-mail Send Functions	Automatic conversion of send document to E-mail format and transmission of E-mail. Memory transmission only.
E-mail Receive Functions	Automatic detection and printing of appended TIFF-F (MH) files and ASCII text. Memory reception only.
Communication System	Full Duplex (Data communication)
Error Correction	ITU-T V.42 (including MNP4 and LAPM), MNP10
Date Compression	ITU-T V.42bis, MNP5

Communications Speed

Communication Speed	56000/54667/53333/52000/50667/49333/48000/46667/45333/44000/42667/41333/40000/38667/37333/36000/34667/33333/32000/30667/29333/28000 bps (reception only) 33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400/1200/300 bps (transmission)
Communication Standard	ITU-T V.34/V.32bis/V.32/V.22bis/V.22/V.21 ITU-T V.90 *1
Modulation/ Demodulation	FSK: 300 bps
	DPSK: 1200 bps
	QAM: 9600/4800/2400 bps
	TCM: 33600/31200/28800/26400/24000/21600/19200/16800/14400/12000/9600/7200/4800/2400 bps
	V.90 (reception only): 56000/54667/53333/52000/50667/49333/48000/46667/45333/44000/42667/41333/40000/38667/37333/36000/34667/33333/32000/30667/29333/28000 bps

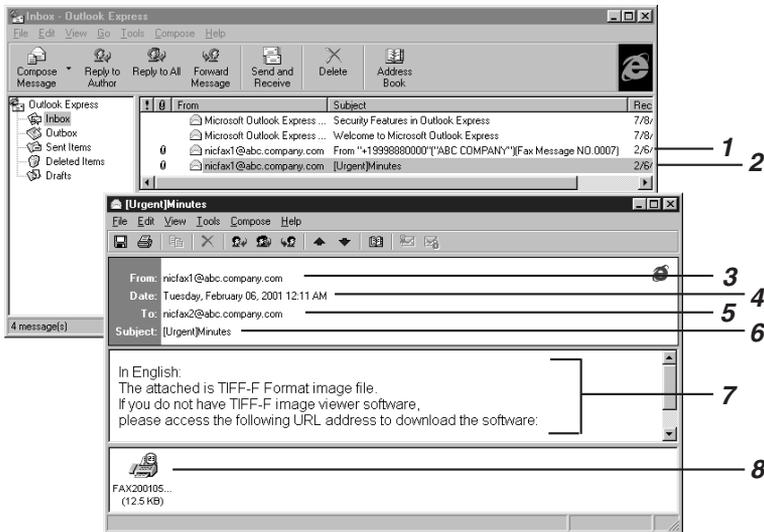
*1 The ITU-T V.90 communications protocol supports reception speeds of up to 56000 bps and transmission speeds of up to 33600 bps. For communications at a speed higher than 33600 bps, the host machine must support ITU-T V.90.

The communication standard used by this product for communication at 56000 is ITU-T V.90.

5

Received Images

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



1. Mail transmitted without specifying a subject or a heading in the mail options.

2. Mail transmitted with a subject and heading specified in the mail options.

3. From

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

4. Sent

The date and time of E-mail transmission.

5. To

The E-mail address of the recipient.

6. Subject

Shows the priority and subject specified in the mail options at the time of transmission. If no subject is specified, one is automatically assigned in the format shown in 1 above. From "Own Fax Number" ("Own Name") (Fax Message NO.document number)

Note

The format will vary according to whether the E-mail was sent using Personal Codes and other settings. See P.16 "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. Attachments

Any message included by the sender is displayed as an attached document.

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