1. **Registering Quick Dials**
How to store numbers you send to regularly in Quick Dial keys for easy access page.2

2. **Entering Letters and Symbols**
How to enter letters and symbols from the operation panel page.3

3. **Sending a Fax**
How to send a fax message page.4

4. **Broadcasting**
How to send a fax message to several destinations in a single operation page.5

5. **Canceling a Memory Transmission**
How to stop a message you do not want sent page.6

6. **If the Machine Runs Out of Memory**
How to send faxes when the machine memory is full page.7

7. **Dialing with the Telephone Directory**
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8. **Checking Communication Results**
How to check whether a transmission or reception was successful .. page.8

9. **Send Later**
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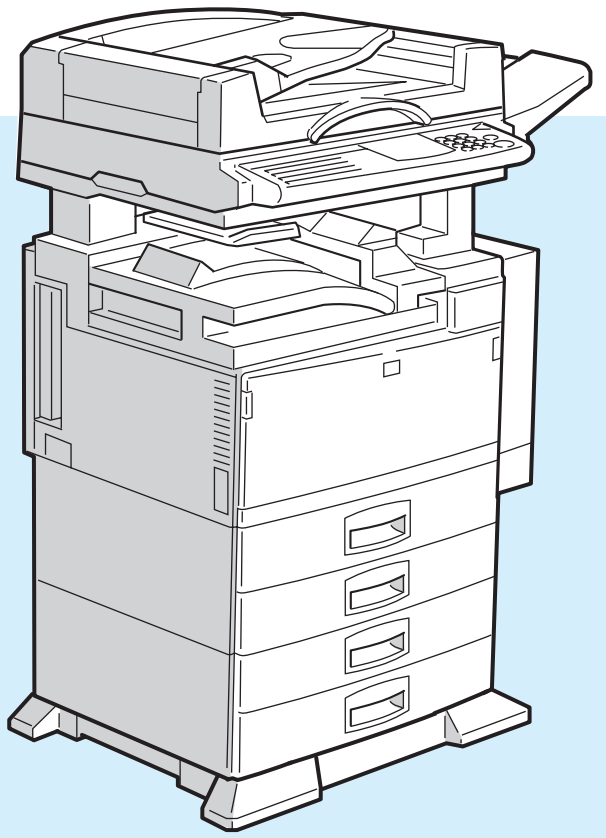
10. **Sending 2-sided Originals**
How to scan in both sides of an original page.10

11. **2-sided Printing**
How to set up your machine so it can print received messages on both sides of the paper page.11

FACSIMILE QUICK GUIDE

Some limitations apply to these functions. For details, please read the Facsimile Reference.



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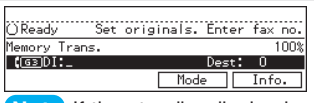
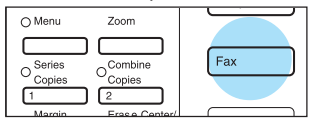
1. Registering Quick Dials

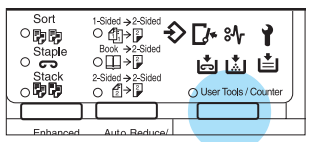
1 Make sure that the display is in Ready mode.



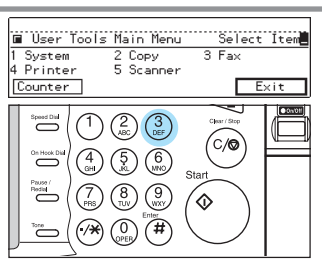
Note If the standby display is not shown, press the 【**FAX**】 key.



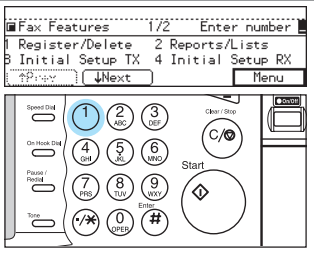
2 Press **User Tools/Counter**.



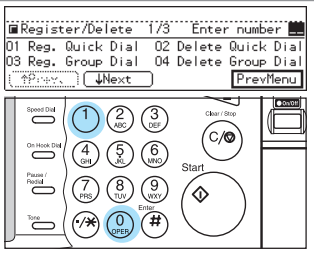
3 Press **3**.



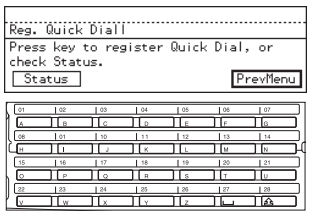
4 Press **1**.



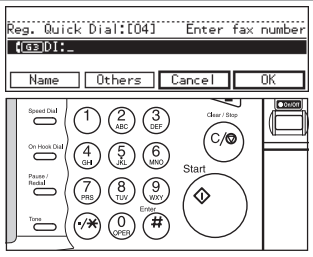
5 Enter **0** **1**.



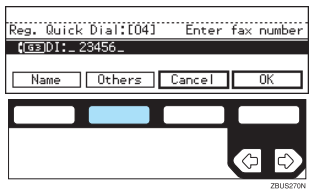
6 Press a free Quick Dial key.



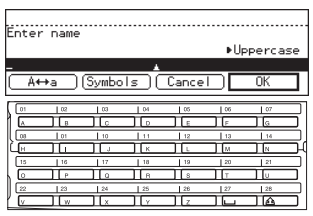
7 Enter the fax number.



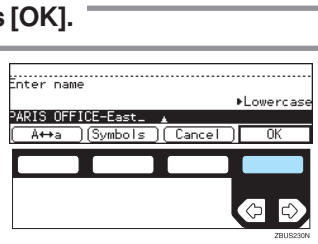
8 Press [Name].



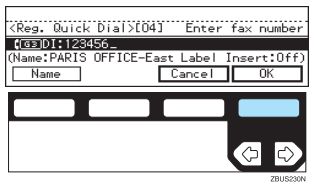
9 Enter a name for this Quick Dial.



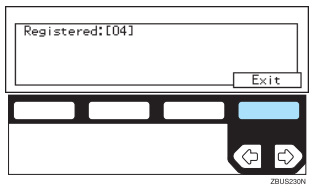
10 Press [OK].



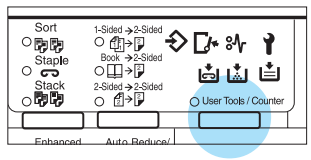
11 Press [OK].



12 Press [Exit].



13 Press **User Tools/Counter**.



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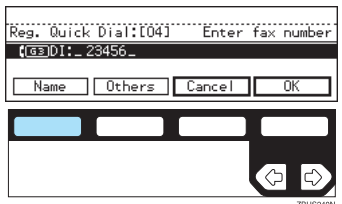
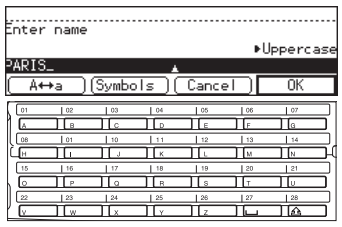
2. Entering Letters and Symbols

Example: "PARIS OFFICE - East"

1 **Press [Name].**

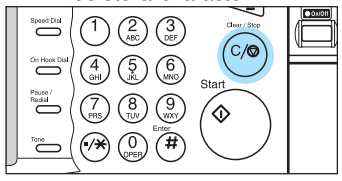


2 **Enter PARIS using the Quick Dial keys.**

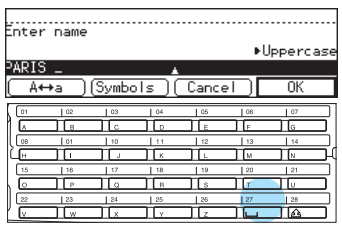


You can enter alphabetic characters with the Quick Dial keys. Each key has a letter marked on it.

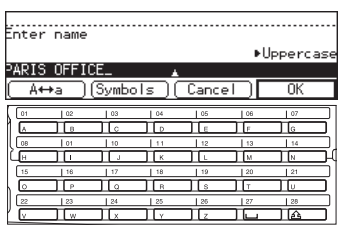
Note Press the **Clear/Stop** key to delete a character.



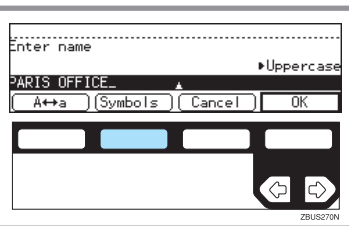
3 **Press ␣ (Space key) to insert a space.**



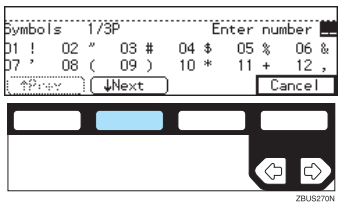
4 **Enter OFFICE using the Quick Dial keys.**



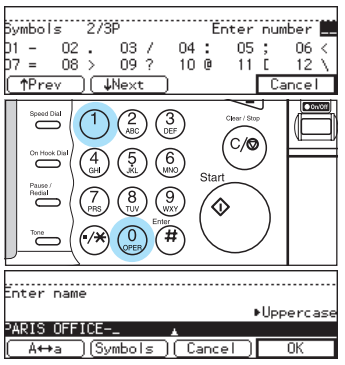
5 **Press [Symbols].**



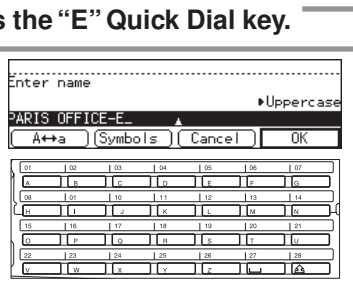
6 **Press [↓Next] until you can see the "-" symbol.**



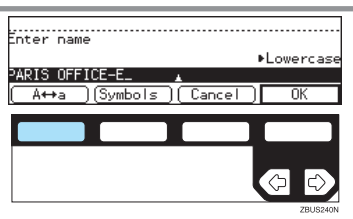
7 **Enter 0 1.**



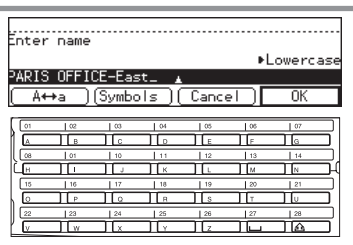
8 **Press the "E" Quick Dial key.**



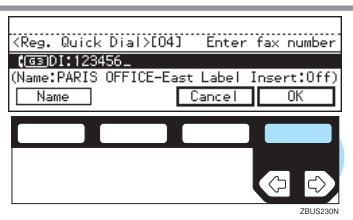
9 **Press [A ↔ a] to switch to lower case.**



10 **Enter AST using the Quick Dial keys.**



11 **Press [OK].**



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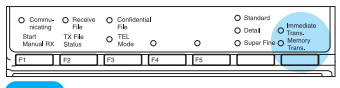
3. Sending a Fax

There are two ways to send a fax message.

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

Immediate Transmission

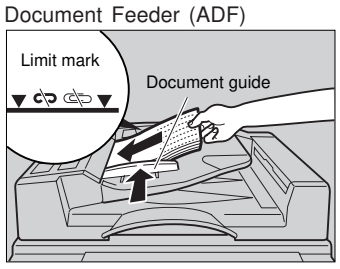
1 **Make sure that the Immediate Trans. indicator is lit.**



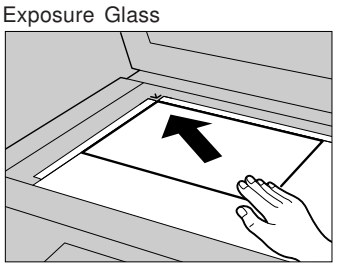
Note If it is not lit, press the Transmission Mode key.

2 **Set your document.**

Document Feeder (ADF)

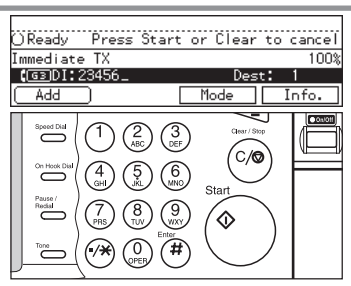


Exposure Glass

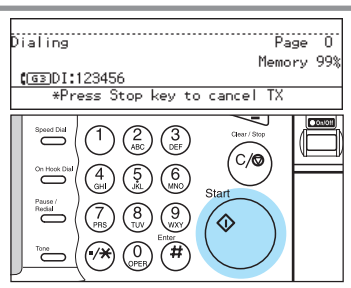


Place Start and follow the instructions on the display.

3 **Enter the fax number.**

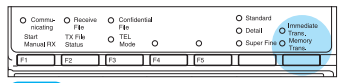


4 **Press Start.**



Memory Transmission

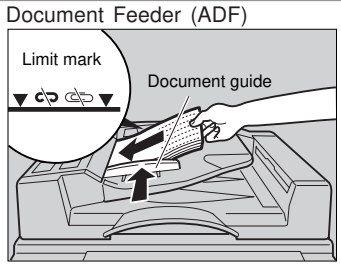
1 **Make sure that the Memory Trans. indicator is lit.**



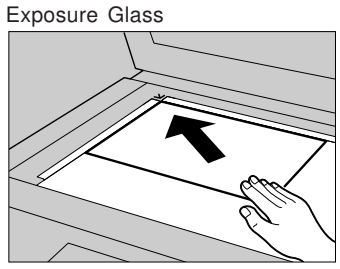
Note If it is not lit, press the Transmission Mode key.

2 **Set your document.**

Document Feeder (ADF)

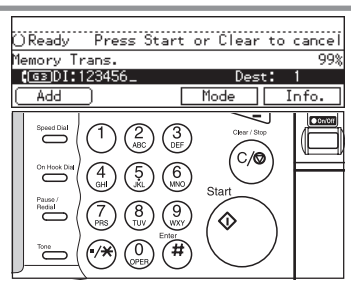


Exposure Glass

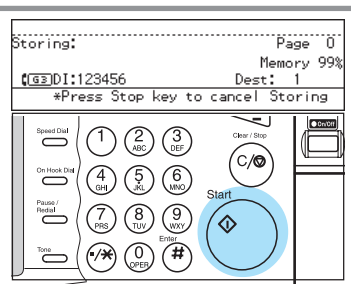


Place Start and follow the instructions on the display.

3 **Enter the fax number.**



4 **Press Start.**



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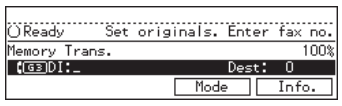
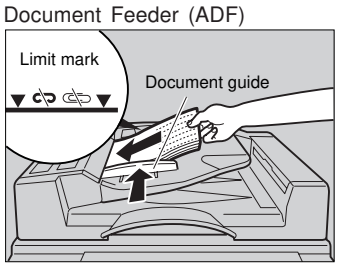
4. Broadcasting

1 **Make sure that the display is in Ready mode.**

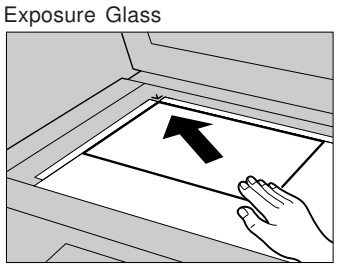


2 **Set your document.**

Document Feeder (ADF)

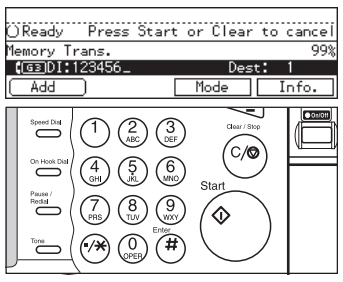


Exposure Glass

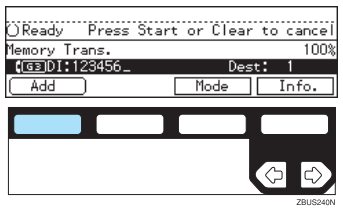


Place Start and follow the instructions on the display.

3 **Enter the first fax number.**

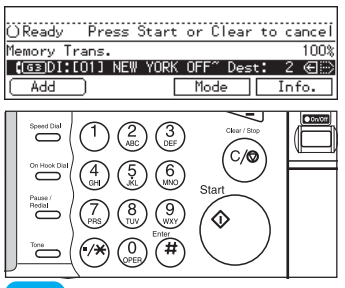


4 **Press [Add].**



Note When specifying a destination using a Quick Dial, Speed Dial or Group dial, the destination is added even if you did not press **[Add]**.

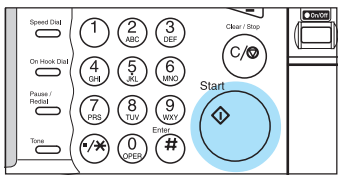
5 **Enter the next fax number.**



Note
- Quick Dial keys and Speed Dial numbers are also available.
- To check the numbers you have entered so far, press ◄ and ► keys.

6 **Repeat steps 4 and 5 for all destinations.**

7 **Press Start.**



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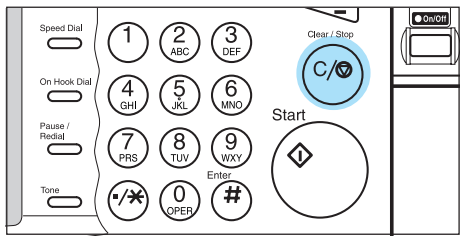
5. Canceling a Memory Transmission

Before You Press the Start

Press **Clear Modes/Energy Saver**.

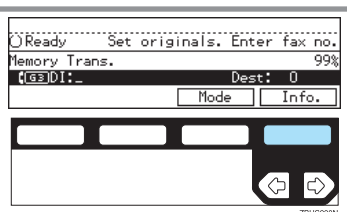
While the Document is Being Scanned in

Press **Clear/Stop**.



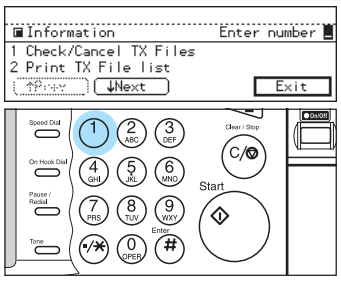
When The Message Is Awaiting Transmission or Being Redialed

1 Press [Info.].

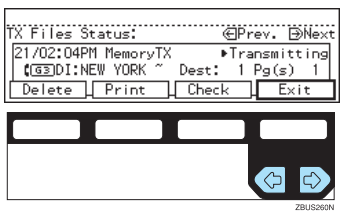


ZBUS230N

2 Press [1].

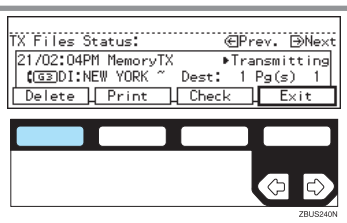


3 Press ◀ or ▶ to find the file you wish to erase.



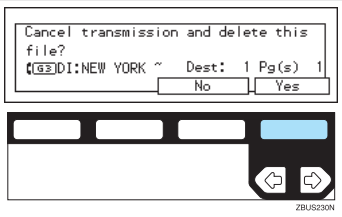
ZBUS260N

4 Press [Delete].



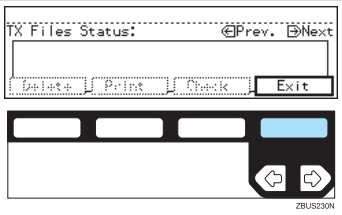
ZBUS240N

5 Press [Yes].



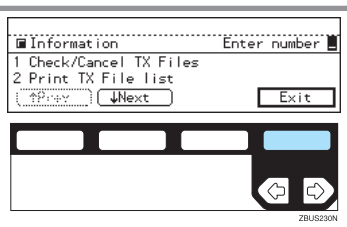
ZBUS230N

6 Press [Exit].



ZBUS230N

7 Press [Exit].



ZBUS230N

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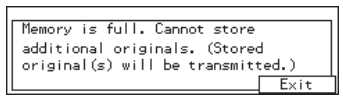
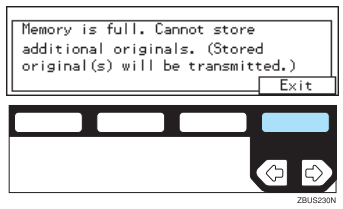
6. If the Machine Runs Out of Memory

Sending Faxes when Memory is Full

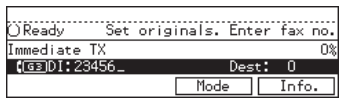
If the message below appears on the display, follow this procedure to send a fax.



1 **Press [Exit].**



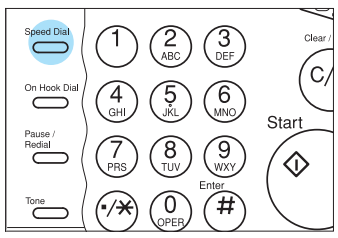
2 **Send your fax using Immediate Transmission.**



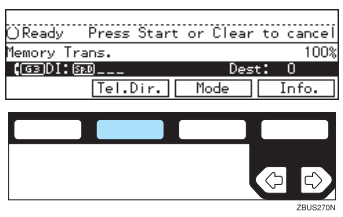
7. Dialing with the Telephone Directory

1 **Set your document.**

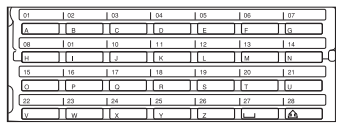
2 **Press Speed Dial.**



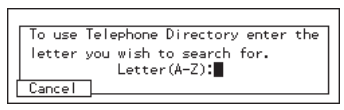
3 **Press [Tel.Dir.].**



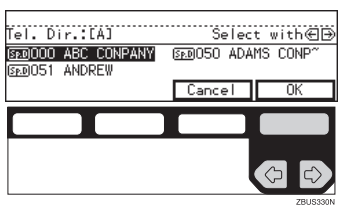
4 **Enter the search letter by pressing one of the Quick Dial keys (A to Z).**



The names of fax numbers registered in Speed Dials are shown in unmerical order on the display.



5 **Press the ⇦ or ⇨ key to select the destination then press [OK].**



Note If the list does not contain the deisired destination, press [↑Prev.] or [↓Next].

6 **Press Start.**

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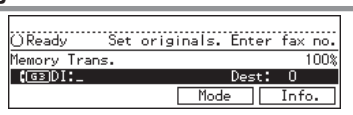
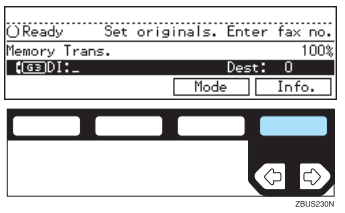
8. Checking Communication Results

Printing the TCR (Transmission Confirmation Report)

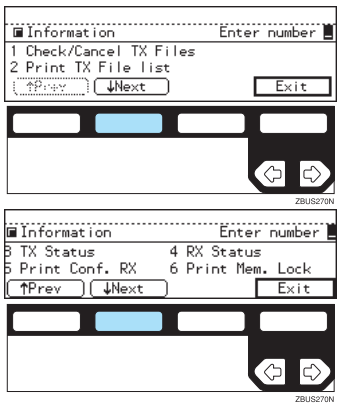
1 Make sure that the display is in Ready mode.



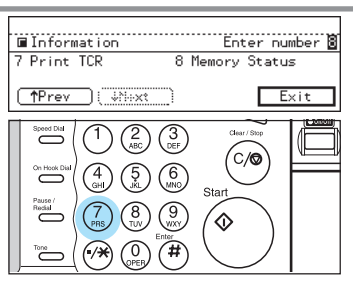
2 Press [Info.].



3 Press [↓Next] until "7 Print TCR" is shown.

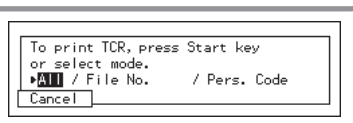


4 Press 7.

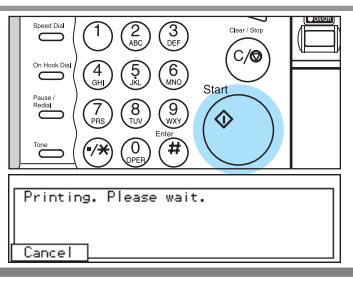


5 Select the type of printout you want.

All: List of all of the last 49 communication results
File No: List by file numbers
Pers.Code: List by Personal Codes

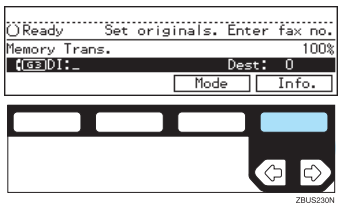


6 Press Start.

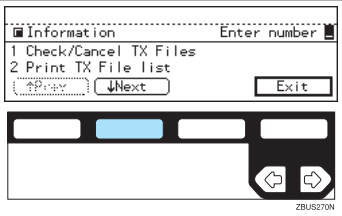


Viewing the TCR on the Display

1 Press [Info.].

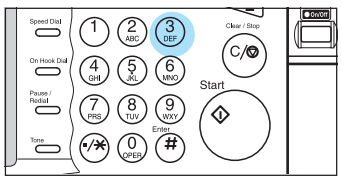


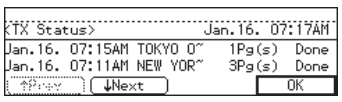
2 Press [↓Next] until "3 TX Status" or "4 RX Status" is shown.



3 Press 3 or 4.

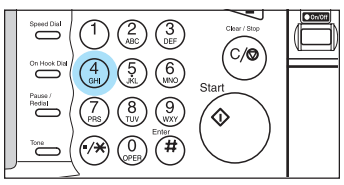
〈3 TX Status〉

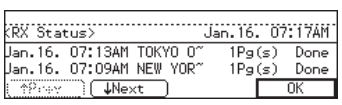




The right column shows the status.

〈4 RX Status〉





The right column shows the status.

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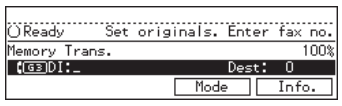
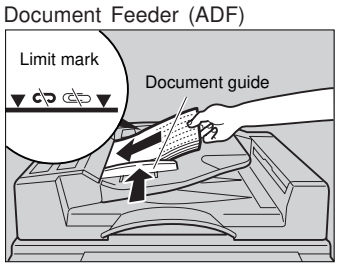
9. Send Later

1 **Make sure that the display is in standby mode.**

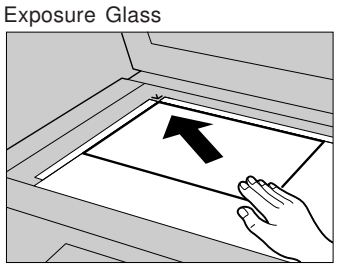


2 **Set your document.**

Document Feeder (ADF)

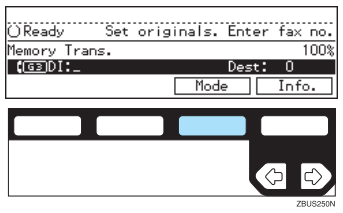


Exposure Glass



Place the next page within 60 seconds.

3 **Press [Mode].**



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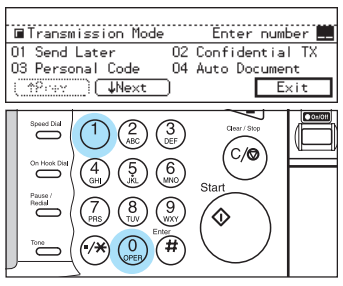
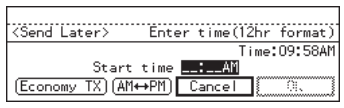
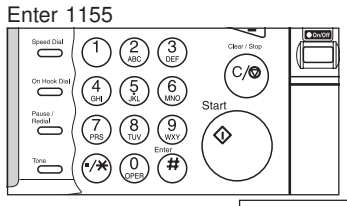
4 **Enter 0 1.**



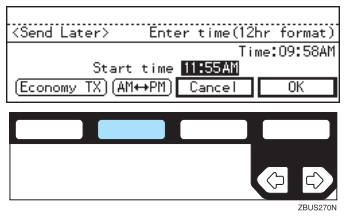
5 **Enter the time with number keys.**



Example: 11:55AM
Enter 1155

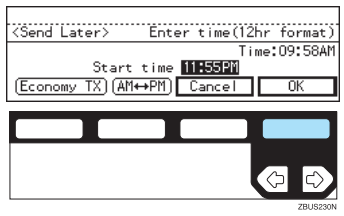


To switch AM/PM, press AM ↔ PM.



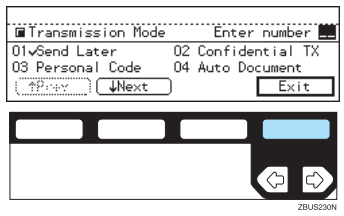
ZBUS270N

6 **Press [OK].**



ZBUS230N

7 **Press [Exit].**



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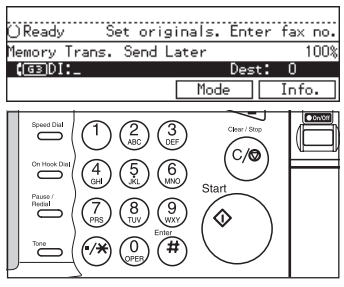
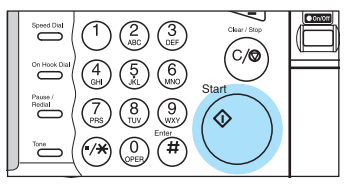
8 **Enter the destination fax number.**



9 **Press Start.**



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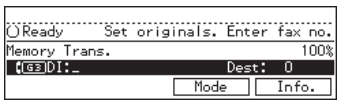
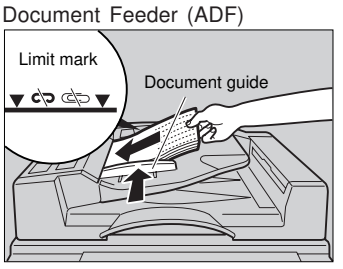
10. Sending 2-sided Originals

1 **Make sure that the display is in Ready mode.**

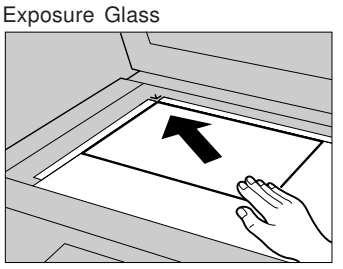


2 **Set your document.**

Document Feeder (ADF)

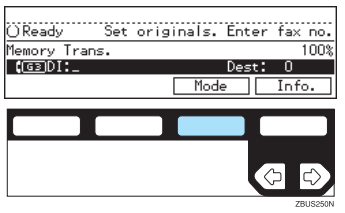


Exposure Glass

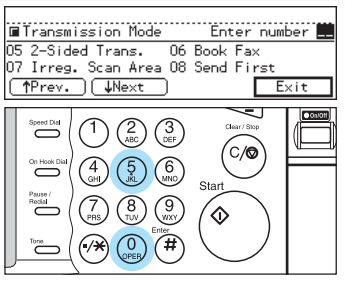


Place the next page within 60 seconds.

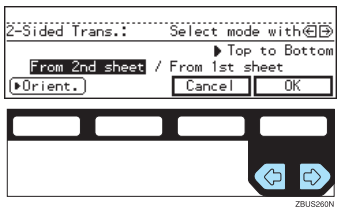
3 **Press [Mode].**



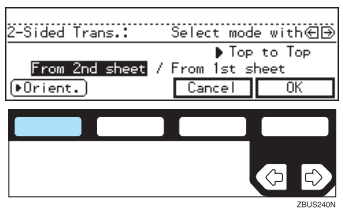
4 **Enter 0 5.**

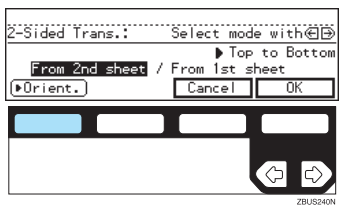


5 **If you want the first page to be sent single-sided, press ◄ and ► to select "From 2nd sheet".**

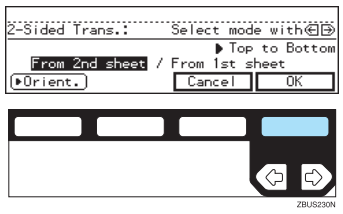


6 **Press the [► Orient.] key to toggle between Top to Top and Top to Bottom (see the middle right corner of the display).**

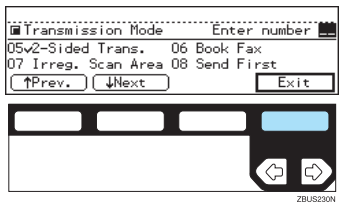




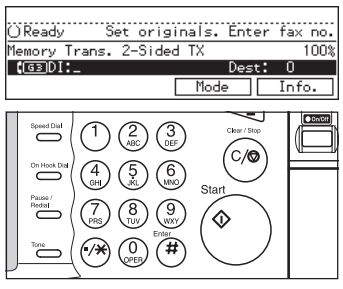
7 **Press [OK].**



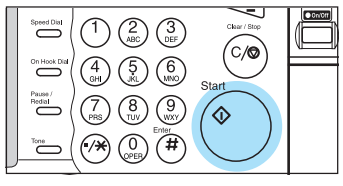
8 **Press [Exit].**



9 **Enter the fax number.**



10 **Press [Start].**



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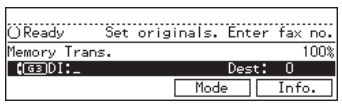
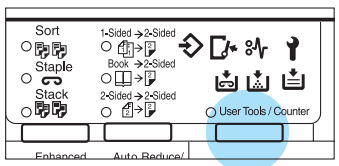
11. 2-sided Printing

The Optional Duplex Unit required.

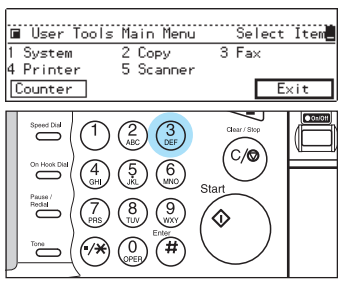
1 Make sure that the display is in Ready mode.



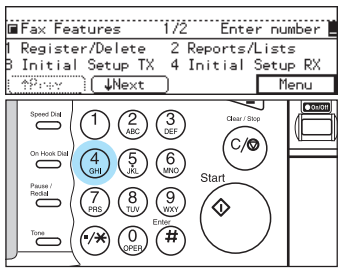
2 Press the [User Tools/Counter].



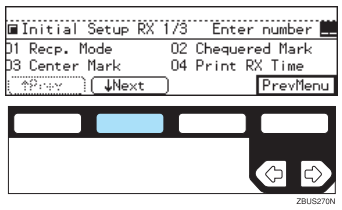
3 Press [3].



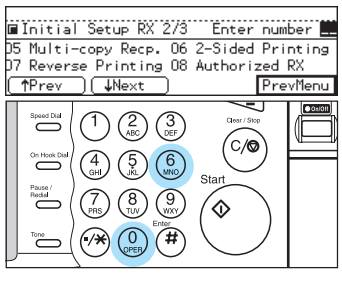
4 Press [4].



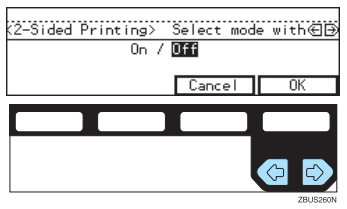
5 Press [↓Next].



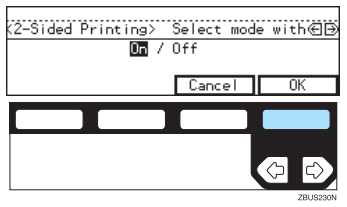
6 Enter [0] [6].



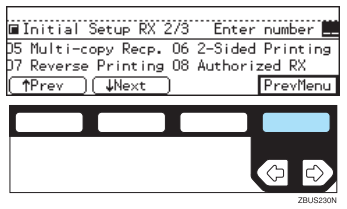
7 Press ⇦ or ⇨ to select "On".



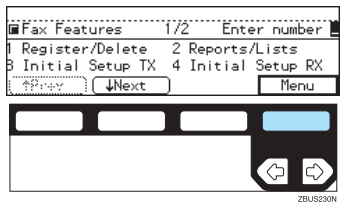
8 Press [OK].



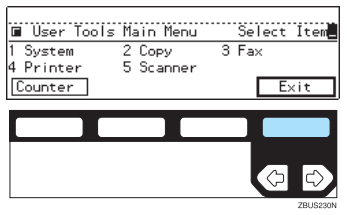
9 Press [PrevMenu].



10 Press [Menu].



11 Press [Exit].



AdonisC1-faxCS 02-11_09.P65 11 1/25/00, 1:29 PM

Save Money

- **I want to cut down on telephone charges...**
  Have your document scanned in and sent at an off-peak time when telephone charges are lower with the **Send Later** feature.
- **I want to save electricity...**
  The **Automatic Power Reception Function** lets you leave the power switch off in the evening and on weekends and still receive faxes.

Confirm Messages Are Sent

- **I want to be able to quickly and easily recognize which documents have been faxed...**
  Use the **Stamp** feature to have a small mark printed on documents that you scan in through the Document Feeder (ADF). This feature requires the Stamp option.

Save Time

- **I often dial the same fax number...**
  Store numbers you use all the time in **Quick Dials** or **Speed Dials** for quick and easy access.
- **I often send the same fax message to several destinations...**
  Register the fax numbers in a **Group** and you can send a message to those numbers in a single operation.

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