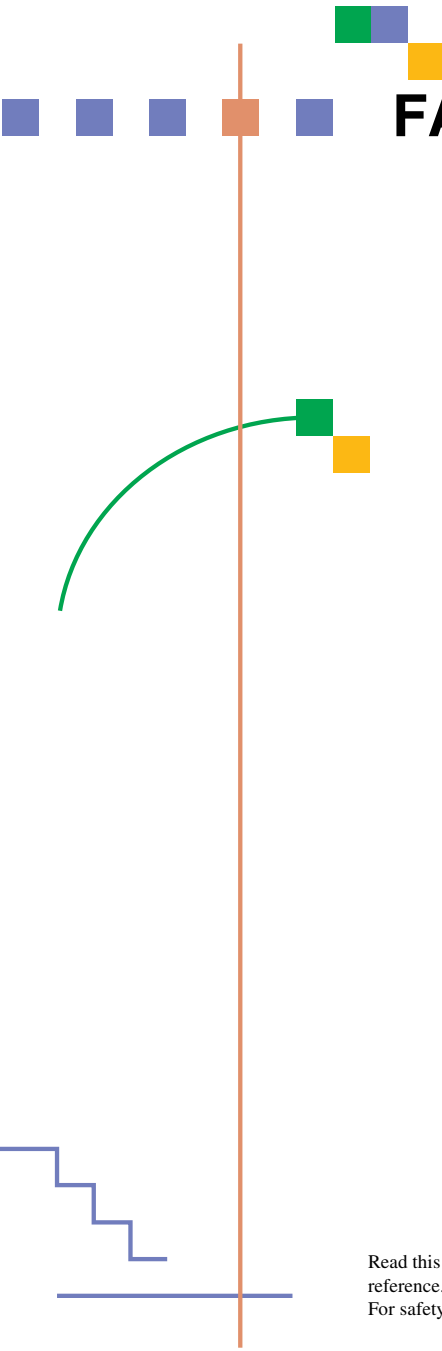
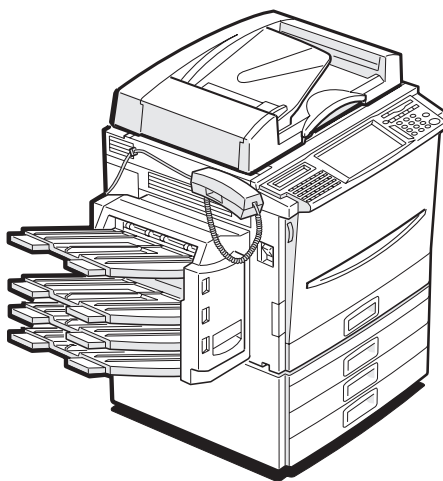


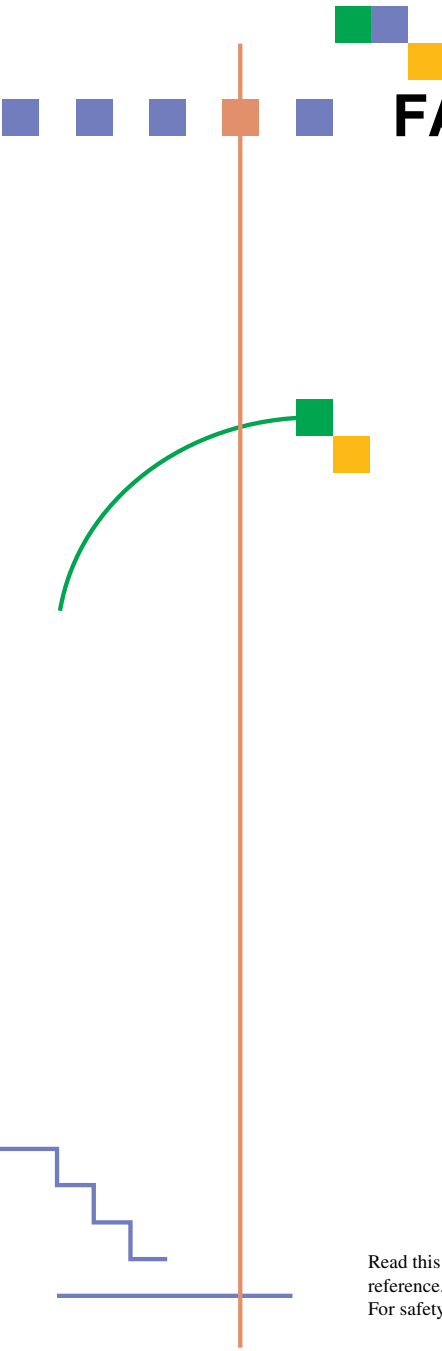


FAX Option Type 4000

Operating Instructions Facsimile Reference (option) <Advanced Features>



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.





FAX Option Type 4000 Operating Instructions



Available Options

- Expansion Memory (FAX Feature Expander Type 450)
- Optional Hard Disk (FAX Feature Expander Type 4000)
- 400 dpi Option (FAX 400dpi Option Type 450)
- ISDN Unit (ISDN Option Type 450)
- Stamp Unit (FAX Stamp Type 4000)
- Handset (Handset Type 4000)

Supplies

- Marker Ink (Marker Type 30 is recommended for the best performance)

NOTICE

 CAUTION:

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

 Note

- ☐ Some illustrations may be slightly different from your machine.
- ☐ Certain options may not be available in some countries. For details, please contact your local dealer.

 Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

ENERGY SAVING INFORMATION

As an Energy Star Partner, we have determined that this fax model meets Energy Star guidelines for energy efficiency. This product was designed to reduce the environmental impact associated with fax equipment. This is accomplished by means of energy saving features such as Low Power mode. Please see applicable sections of operating instructions for details.

ENERGY STAR®



Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matériel téléphonique afin de réduire les risques d'incendie, de choc électrique et de blessures. En voici quelquesunes:

- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une baignoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un appareil sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fuite de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manuel. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

FUNCTION MAP

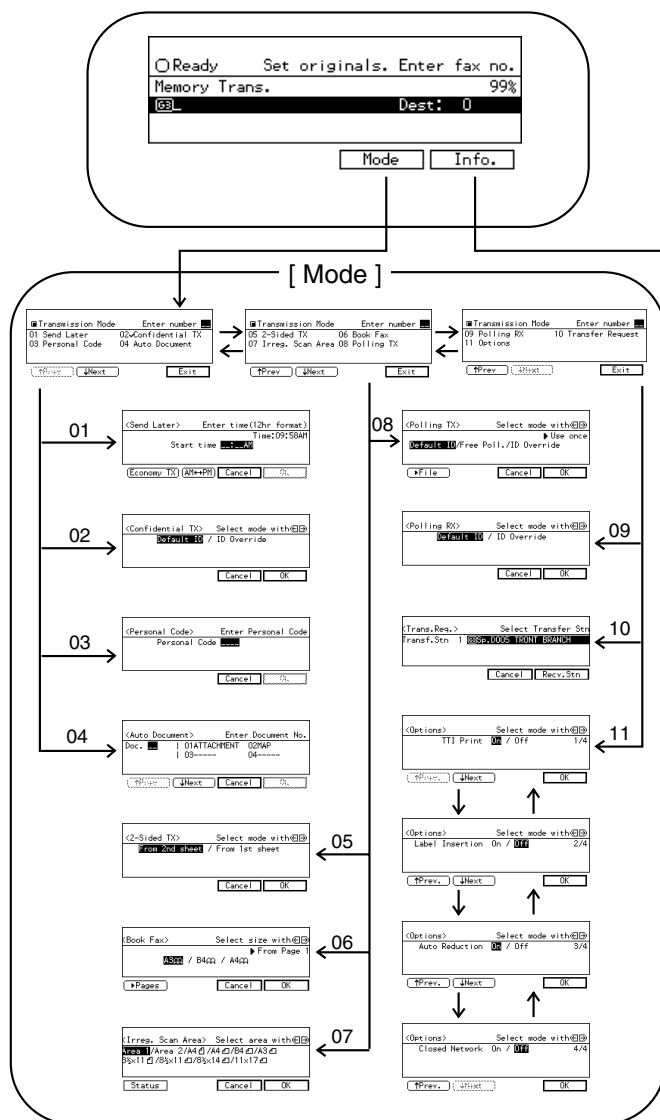


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1. Transmission Features

Handy Dialing Functions

Chain Dial

This allows you to compose a telephone number from various parts, some of which may be stored in Quick Dials or Speed Dials and some of which may be input using the number keys.

⚠ Limitation

- ❑ Maximum length of telephone or fax number: 254 digits

📌 Note

- ❑ For Memory Transmission and Immediate Transmission, insert a pause between numbers. For On-hook Dial and Manual Dial, no pause is needed.

💡 (Example) 01133-1-555333

Assume that 01133 is stored in Quick Dial 01 and that 1 is stored in Speed Dial 01.

- ① Place the original and select any scan settings you require.
- ② Press the Quick Dial key **[01]**.
- ③ Press the **[Pause/Redial]** key.
- ④ Press the **[Speed Dial]** key and **[0]** and **[1]** using the number keys (if the optional Expansion Memory is installed, three digits are needed to specify a Speed Dial).
- ⑤ Enter **[5], [5], [5], [3], [3], [3]** with the number keys.
- ⑥ Press the **[Start]** key.

Telephone Directory

This feature lets you find a stored Speed Dial quickly by just entering a single letter, for example, the first letter of the name stored for that number.

📖 Preparation

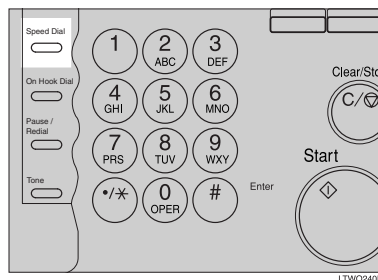
To use the Telephone Directory feature, you need to register a search letter when you program Speed Dials. See Chapter3, "Speed Dial" in the Basic features manual.

⚠ Limitation

- ❑ Speed Dial codes cannot be searched for by symbol or number.
- ❑ Names enclosed within brackets are not searched for.

1 Set your original and select any scan settings you require.

2 Press the **[Speed Dial]** key.



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1

Tel.Dir.	Mode	Info.
----------	------	-------

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

01	02	03	04	05	06	07
A	B	C	D	E	F	G
08	09	10	11	12	13	14
H	I	J	K	L	M	N
15	16	17	18	19	20	21
O	P	Q	R	S	T	U
22	23	24	25	26	27	28
V	W	X	Y	Z		

To use Telephone Directory enter the letter you wish to search for.
Letter(A-Z):■

The names or fax numbers registered in Speed Dials are shown in numerical order on the display.

<Tel. Dir.[A]> Enter Speed Dial No. 0000
Sp.D000 ABC COMPA~

Cancel

5 Enter the two digit code (00 to 99) of speed dial for the destination with number keys.

<Tel. Dir.[A]> Enter Speed Dial No. 0000
Sp.D000 ABC COMPA~

Cancel

 Note

- ❑ If the list does not contain the desired destination, press **[↑Prev.]** or **[↓Next]**.

- ❑ If you make a mistake, press the **[Clear/Stop]** key to try again.
- ❑ If you wish to dial another destination, press **[Add]** and dial another fax number.
- ❑ If the optional Expansion Memory is installed, codes 000 to 999 become available.

6 Press the **【Start】** key.

Redial

The machine memorizes the last 10 destinations that have been dialed. If you wish to send a message to a destination which you faxed to recently, the Redial feature saves you finding and entering the number again.

1 Press the **【Pause/Redial】** key.

Speed Dial

On Hook Dial

Pause / Redial

Tone

1

2 ABC

3 DEF

4 GHI

5 JKL

6 MNO

7 PRS

8 TUV

9 WXY

•/*

0 OPER

#

Enter

Clear/Stop

C/ⓧ

Start

LTM0320E

2 A list of previously dialed numbers will flash up. If you cannot see the number you need use the [↑Prev.] and [↓Next] keys to scroll through them. Then enter the code for the number you wish to redial for example, "01".

<Redial>		Enter no. of destination	
01 471312262		02 471316626	
03 226231471		04 7645	
Previous		Next	
		Cancel	

Limitation

- ☐ The following kinds of destinations are not memorized:
 - Quick Dials
 - Speed Dials
 - Group Dials
 - Destinations dialed by a Program
 - Destinations dialed as End Receivers for Transfer Request
 - Forwarding terminal of the substitute reception
 - Destination of Memory File Transfer
 - Destinations dialed using the external telephone or optional handset keypad
 - Destinations dialed by Redial (regarded as already memorized)
 - Any destinations after the first number if multiple destinations were dialed
- ☐ Do not dial any digits before you press the **[Pause/Redial]** key. If you press the **[Pause/Redial]** key after entering digits using the number keys, a pause will be entered instead.

Note

- ☐ If the receiver uses a fax machine of the same manufacturer that is capable of registering the RTI, that name may be shown on the display instead of the fax number.

Subaddress

The optional ISDN Unit is required.

ISDN allows two or more terminals (such as a fax machine and digital telephone) to be connected to a single line. These terminals are identified by their subaddress numbers. If the terminals connected to the line at a destination are assigned subaddresses, dialing a subaddress allows you to direct your fax message to a particular terminal at the destination.

Limitation

- ☐ Subaddresses can only be used with ISDN.

Note

- ☐ You need to program a User Function key with the Subaddress function. ⇒ P.94 “Assigning User Function Keys”
- ☐ You can program a subaddress in Quick Dial or Speed Dial.

1 Set your original and select any scan settings you require.

2 Select either G4 or G3 (ISDN).

Note

- ☐ When the optional ISDN Unit is installed, the line used for G3 is set to ISDN.

3 Dial the fax number with the number keys.

1

4 Press the User Function key **([F1]-[F5])** in which the Subaddress function has been registered.

☐ Communicating	☐ Receive File	☐ Confidential File	☐ Standard	☐ Immediate Trans.
☐ Start Manual RX	☐ TX File Status	☐ TEL Mode	☐ Detail	☐ Memory Trans.
☐ [F1]	☐ [F2]	☐ [F3]	☐ [F4]	☐ [F5]

LTW0800E

"/" will appear on the display.

☐ Ready Press Start or Clear to cancel	
Memory Trans.	100%
6431471022627_	Dest: 1
Add	Mode Info.

5 Enter the destination subaddress with the number keys.

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

On-hook Dial

This is just like using the external telephone, except you do not have to pick up the external telephone before dialing. Just press the **[On Hook Dial]** key and dial the number. If you hear a voice, you can pick up the external telephone and speak with the other party.

⚠ Limitation

- ❑ This feature is not available in some countries.
- ❑ On-hook Dial does not work with ISDN lines.

🔍 Reference

See Chapter4, “Adjusting Volume” in the Basic Features manual.

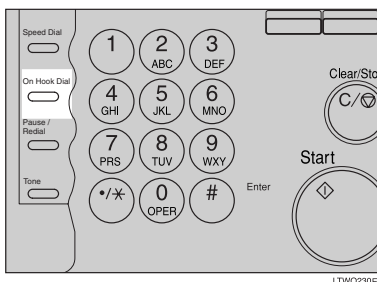
1 Set your original and select any scan settings you require.

🔍 Reference

See Chapter2, “Setting Originals” in the Basic Features manual.

See Chapter2, “Scan Settings” in the Basic Features manual.

2 Press the **[On Hook Dial]** key.



You will hear a low tone from the internal speaker. If you wish to cancel this operation, press the **[On Hook Dial]** key again.

3 Dial.

Ready	Set originals. Enter fax no.
Immediate TX	100%
031	Dest: 0
Mode Info.	

The machine immediately dials the destination. If you make a mistake, press the **[On Hook Dial]** or **[Reset]** key and return to step 2.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key.

Transmitting	Page 0
	100%
03471319266	
*Press Stop key to cancel TX	

- If you hear a voice, pick up the external telephone before you press the **[Start]** key and notify the destination that you want to send a fax message (ask them to switch to Facsimile mode).
- After transmission the machine will return to standby mode.

Ready	Set originals. Enter fax no.
Immediate TX	100%
031	Dest: 0
Mode Info.	

Manual Dial

The external telephone is required.

1

Pick up the handset of the external telephone and dial. When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message. If, on the other hand, you hear a voice at the other end, continue your conversation as you would normally over the telephone.

⚠ Limitation

- ☐ Manual Dial does not work with ISDN lines.
- ☐ The result of the transmission with manual dial is not mentioned in the Transmission Result Report (Immediate Transmission).
- ☐ At the Economy Transmission mode have been just changed to night, there is no sounds for a period of 4 seconds (Max) when you pick up the handset. You can operate the machine after hearing a tone.

1 Set your original and select any scan settings you require.

🔍 Reference

See Chapter2, "Setting Originals" in the Basic Features manual.

See Chapter2, "Scan Settings" in the Basic Features manual.

2 Pick up the external telephone.

You will hear a tone.

3 Dial.

☐ Ready	Set originals. Enter fax no.
Immediate TX	100%
031	Dest: 0
Mode Info.	

If you make a mistake, replace the external telephone and try again from step 2.

4 When the line is connected and you hear a high-pitched tone, press the **[Start]** key to send your fax message.

Transmitting	Page 0
03471319268	100%
*Press Stop key to cancel TX	

5 Replace the handset of the external telephone.

After transmission the machine will return to standby mode.

☐ Ready	Set originals. Enter fax no.
Immediate TX	100%
031	Dest: 0
Mode Info.	

Changing the Line Type

The optional ISDN Unit is required.

When the optional ISDN Unit is installed, you can connect to up to a maximum of 2 lines.

This machine comes with a single Analog (PSTN) line connection for G3 communication as standard.

Press the **[F4]** key to change the line type.

Note

- ❑ When sending a fax, you can select the line type if dialing with the **number** keys or Chain Dial.

When only the optional ISDN Unit is installed

1 Press the **[F4]** key to switch between G3 and G4.

☐ Communicating	☐ Receive File	☐ Confidential File	☐ Standard	☐ Immediate Trans.
☐ Start Manual RX	☐ TX File Status	☐ TEL Mode	☐ Detail	☐ Super Fine
[F1]	[F2]	[F3]	[F4]	[F5]

LTWO180E

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
G3	Dest: 0
Mode Info.	

Note

- ❑ When the **[F4]** key is lit, G4 is selected.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
G4	Dest: 0
Mode Info.	

- ❑ G3 is selected after power up or when the machine is reset.
- ❑ Whether the PSTN or ISDN line is used depends on the settings explained later in this section.

Limitation

- ❑ If you select G4 mode, JBIG compression is not available.

Which Line is Used for G3 Transmissions?

ISDN lines can be used for G3 communication as well as G4 communications, however, this machine is set by default, to use the ISDN line for G3 transmissions.

Note

- ❑ When you use G3 with ISDN, you can set the subaddress.
- ❑ If you wish to use the digital (ISDN) line for G3 transmissions, please contact your service representative.

Auto Identification

This feature used when G4 is selected. The machine first tries a G4 communication and if it cannot connect because the receiver is not a G4 terminal, it automatically switches to G3 and redials.

Note

- ❑ If the G3 line at the destination is connected to the ISDN via a TA (Terminal Adapter) or a PBX, since the called number is on ISDN, it is regarded as G4 and the Auto Identification feature may not automatically switch this machine to G3.

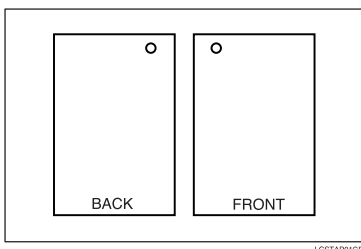
Transmission Features

1

Stamp

ARDF and Stamp Unit are required.

When sending a fax message using the Document Feeder (ADF), the machine can stamp a circle mark at the top of the original. When sending a double sided document, they are marked at top left of the front page and top right of the rear page. This stamp indicates that the original has been successfully stored in memory for Memory Transmission, or that it has been successfully sent for Immediate Transmission.



L0STAP010B

Limitation

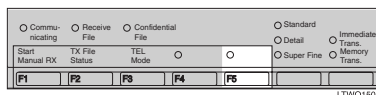
- ☐ Stamp only works when scanning from the Document Feeder (ARDF).
- ☐ You cannot turn the Stamp feature on or off while a document is being scanned.
- ☐ Do not open the document feeder (ARDF) while scanning the document. Document jam could occur.

Note

- ☐ When the Stamp Unit is installed, **[F5]** key is automatically assigned as the Stamp key.

- ☐ When the stamp starts getting lighter, replace the cartridge. ⇒ P.145 "Replacing the Stamp Cartridge"
- ☐ If a page was not stamped even though the Stamp feature is turned on, you need to re-send that page.
- ☐ By default, Stamp is turned off. If you use this feature often, you can adjust the User Parameters so that the home setting is on. In this case, Stamp can easily be turned off for any single transmission by pressing the **[F5]** key. ⇒ P.130 "Changing the User Parameters"(Switch00, Bit0)

1 Press the **[F5]** key.



LTW0150E

The Stamp indicator will light. Pressing the **[F5]** key again will turn it off.

ID Transmission (Closed Network)

This feature allows you to restrict transmission of messages only to machines of the same make, and only to those machines that have the same Polling ID. The transmission options let you switch ID transmission on and off for each separate transmission.

Note

- ☐ The default setting is off. Turn this feature on with the User Parameters. ⇒ P.130 "Changing the User Parameters"(Switch01, Bit1)

F Code (SUB)

Normally you can only use Confidential Transmission to send to fax machines of the same make that have the Confidential Reception feature. However, if the other machine supports a similar feature called "F Code", you can send fax messages to the other party using this method instead.

Preparation

You need to assign the F Code feature to a User Function key beforehand. ⇒ P.94 "Assigning User Function Keys"

Limitation

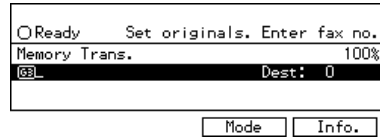
- ☐ You can only use this feature with G3 communications.
- ☐ You cannot use Chain Dial with this feature.
- ☐ You cannot select this function when carrying out standard Confidential Transmission

Note

- ☐ The ID can be up to 20 digits long and consist of spaces, * and #.
- ☐ Make sure the ID matches the specification of the fax you are sending to.
- ☐ You can store IDs in Quick Dials, Speed Dials, Groups and Programs.
- ☐ Messages you send using this feature are marked "SUB" on all reports.

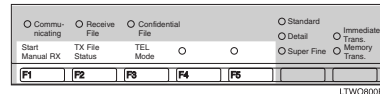
- 1** Set your document and make any changes to the scan settings if necessary.

- 2** Dial the destination fax number using the number keys.



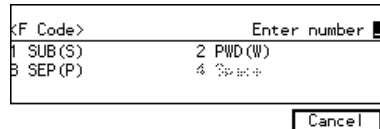
Ready Set originals. Enter fax no.
Memory Trans. 100%
031 Dest: 0
Mode Info.

- 3** Press the User Function key assigned with the F Code feature.



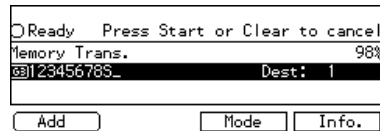
Start Manual RX TX File Status TEL Mode O O O Super Fine Memory Trans.
F1 F2 F3 F4 F5
LTW0800E

- 4** Enter the function number for SUB(S) on the number keys.



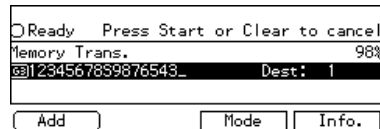
<F Code> Enter number
1 SUB(S) 2 PWD(W)
3 SEP(P) 4
Cancel

- 5** Enter the SUB code with the number keys.



Ready Press Start or Clear to cancel
Memory Trans. 98%
03123456785 Dest: 1
Add Mode Info.

- 6** Press the [Start] key.



Ready Press Start or Clear to cancel
Memory Trans. 98%
031234567859876543 Dest: 1
Add Mode Info.

Note

- ☐ If you use Immediate Transmission and the destination fax machine does not support the F Code feature, a message will appear on the display to inform you of this. In this case, press [OK] to cancel the transmission.

F Code (PWD)

There are times when you may wish to use a password when sending confidential faxes with the F Code "SEP" feature.

🔔 Limitation

- ☐ You can enter a password up to 20 digits long.

📝 Note

- ☐ Messages you send using this feature are marked "PWD" on all reports.⇒ P.86 "Reports/Lists"

JBIG Transmission

FAX 400dpi option is required.

If you use JBIG (Joint Bi-level Image Experts Group) compression you can send photographic originals faster than the other compression method. You can only use this feature with G3/IG3 of line type.

🔔 Limitation

- ☐ If ECM is turned off, JBIG Transmission is not available.
- ☐ This feature requires that the other party's fax machine has both the JBIG function and ECM function (G3 communication only).

More Transmission Functions

Auto Fax Reception Power-up

This machine can be set to shut down automatically if nobody has used the it for a while. In these situations, even though the operation switch is off, the machine can still receive incoming messages as long as the **Main Power** switch is on.

Important

- ☐ Reception is not possible if both the operation switch and **Main Power** switch are turned off.

Note

- ☐ By default, messages are printed as soon as they are received (Immediate Reception). To change this, see P.130 *"Changing the User Parameters"* (Switch14, Bit0)

Dual Access

The machine can scan other messages into memory even while sending a fax message from memory, receiving a message into memory, or automatically printing a report. Since the machine starts sending the second message immediately after the current transmission terminates, the line will be used efficiently.

Note that during Immediate Transmission or when in User Tools mode, the machine cannot scan an original.

Transmission with Image Rotation

For most purposes, set A4/LT originals in the landscape direction (). If you set an A4/LT original in the portrait direction () , the image will be sent rotated by 90°. Providing the receiver has A4/LT landscape paper () , the message will be printed the same size as the original.

Limitation

- ☐ This feature is not available with Parallel Memory Transmission or Immediate Transmission.
- ☐ When Image Rotation is used, all messages are sent by normal Memory Transmission.

Printed Report

1

Memory Storage Report

This report is printed after an original is stored in memory. It helps you review the contents and the destinations of stored originals. Even if the machine is set up not to print this report, it is still printed if an original could not be stored.

Note

- ☐ You can turn this report on and off. By default, it is not printed. ⇒ P.130 “*Changing the User Parameters*”(Switch03, Bit2)
- ☐ You can choose whether to include part of the original image on the report (part of the image is printed by default). ⇒ P.130 “*Changing the User Parameters*”(Switch04, Bit7)

Transmission Result Report (Memory Transmission)

This report is printed when a Memory Transmission is completed so you can check the result of the transmission. If two or more destinations are specified, this report is printed after the fax message has been sent to all the destinations. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Communication Failure Report is printed. ⇒ P.12 “*Communication Failure Report*”

Note

- ☐ By default, this function is turned on. You can turn it off with the User Parameters. ⇒ P.130 “*Changing the User Parameters*”(Switch03, Bit0)
- ☐ You can choose whether to include part of the original image on the report (by default, part of the image is printed).⇒ P.130 “*Changing the User Parameters*”(Switch04, Bit7)
- ☐ The “Page” column gives the total number of pages. The “Not Sent” column gives the number of pages that could not be sent successfully.

Communication Failure Report

This report is only printed if the Transmission Result Report is turned off and a message could not be successfully transmitted with Memory Transmission. Use it to keep a record of failed transmissions so you can send them again.

Note

- ☐ You can choose whether to include part of the original image on the report (by default, part of the image is printed). ⇒ P.130 “*Changing the User Parameters*”(Switch04, Bit7)
- ☐ The “Page” column gives the total number of pages. The “Not Sent” column gives the number of pages that could not be sent successfully.

Transmission Result Report (Immediate Transmission)

If you turn this report on, a report will be printed after every Immediate Transmission so you have a record of whether the transmission was successful or not. If the machine is set up not to print this report and the fax message could not be successfully transmitted, the Error report is printed instead.

**Note**

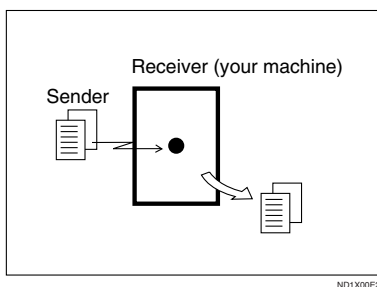
- ☐ You can switch this report on or off using the User Parameters. ⇒ P.130 *“Changing the User Parameters”*(Switch03, Bit5)
- ☐ If the page was sent successfully, the “Page” column gives the total number of pages that were sent successfully. The “Not Sent” column gives the number of pages that could not be sent successfully.

2. Reception Features

Reception

Immediate Reception

Each page of a received fax message is printed as soon as it is received. This method is used for standard fax messages.



Display During Reception

The sender's RTI or CSI appears on the first line.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	99%
65	Dest: 0

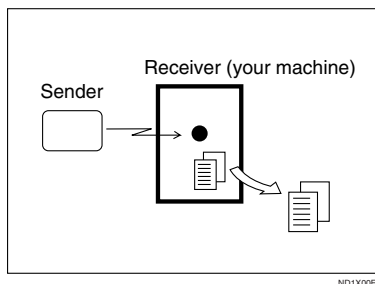
Reception Resolution

This machine supports **Standard**, **Detail**, **Fine** and **Super Fine** resolutions for reception. If you do not have the 400dpi option, faxes sent at **Fine** or **Super Fine** resolution will be printed on your machine at **Detail** resolution. This may differ from the sender's intention.

Reception will not take place if there is not enough free memory left. If free memory reaches 0% during Immediate Reception, any further reception becomes impossible and the current communication is terminated.

Memory Reception

The machine waits until all pages of the message have been received into memory before printing the message.



This method is used with the following features:

- Combine 2 originals ⇒ P.26 “*Combine 2 Originals*”
- Multi-copy when set to multiple copies ⇒ P.25 “*Multi-copy Reception*”
- Reverse Order Printing ⇒ P.27 “*Reverse Order Printing*”
- Substitute Reception ⇒ P.16 “*Substitute Reception*”
- 2-sided Printing ⇒ P.24 “*2-Sided Printing*”

Important

- ☐ All the messages stored in memory are deleted if the power is switched off for more than one hour.
- ☐ The machine may not be able to receive large numbers of messages or messages with a high data content. In such cases, we recommend you switch the above features off or add a memory card.

Limitation

- ☐ The machine may not be able to receive fax messages when the free memory space is low.

Note

- ☐ If the memory free space reaches 0% during Memory Reception, the machine can no longer receive the current fax message and stops communicating.

Substitute Reception

If any of the conditions listed below are met, the machine automatically switches to Memory Reception mode and stores messages in memory instead of printing them. This reception mode, in which a received fax message is stored in memory unprinted, is called Substitute Reception. Messages received using Substitute Reception are automatically printed when the condition which caused the machine to use Substitute Reception is rectified. Substitute Reception takes place when:

- Paper runs out
- Toner runs out
- Paper is jammed
- A cover is open
- A fax is received during a copy or print run

Limitation

- ☐ Reception may not take place if there is not enough free memory left.

Note

- ☐ The **Receive File** indicator lights to let you know when message(s) have been received using Substitute Reception.
- ☐ If free memory reaches 0% during Substitute Reception, any further reception becomes impossible and the current communication is terminated.

Screening Out Messages from Anonymous Senders

To help you screen out unwanted messages that may fill up machine memory, the machine can be programmed to only use Substitute Reception under the following conditions.

Four settings are available:

- “When RTI or CSI is received”
- “Free”
- “disable”

Note

- ☐ The default setting is “When RTI or CSI is received”, only storing messages when the RTI/CSI is present. You can change this with the User Parameters. ⇒ P.130 “*Changing the User Parameters*”(Switch05, Bit2,1)
- ☐ Even if the sender does not have an RTI or CSI, the machine will still receive messages using Substitute Reception if:
 - Paper becomes jammed while the power switch is on
 - For some reason printing is not possible for example when copy job is in progress

When RTI or CSI is Received

The machine switches to Substitute Reception only when the sender has programmed their RTI or CSI. If the power is switched off for more than an hour, all the messages received into memory are deleted. In that case, the Power Failure Report or the TCR can be used to identify which messages are lost so you can ask the senders to transmit them again.

Important

- ☐ If a sender has not programmed their RTI or CSI, the machine may reject an important fax message. We recommend that you ask important senders to register an RTI or CSI in advance.

Free

The machine switches to Substitute Reception regardless of whether or not the sender has programmed their RTI or CSI.

When the Receive File Indicator is Lit

If the **Receive File** indicator is blinking, a message has been received and stored in memory with Memory Lock. You need to print it out manually. ⇒ P.69 “*Printing a File Received with Memory Lock*”

If the **Receive File** indicator is lit, a message has been received but could not be printed for some reason. The message was stored in memory (Substitute Reception). When you solve the problem, the message will be automatically printed out. The table below lists some problems that could have caused Substitute Reception to take place and their solutions.

Why Substitute Reception Occurred	Indication/Status	Solution
Paper has run out	 and/or [Fax] indicator is lit red.	Add paper. ⇒ See "Loading Paper" in the Copy Reference manual.
Toner is empty	 is lit	Replace the toner cartridge. ⇒ See "Adding Toner" in the Copy Reference manual.
Paper is jammed	 is lit	Remove the jammed paper. See "Clearing Misfeeds" in the Copy Reference manual.
Cover is open	The message “Doors/Covers open” appears.	Close the cover. A cover other than the Document Feeder (ARDF) or front cover is open.
Machine is busy printing with other function	The machine is printing with other function.	The message will be printed after the current job finishes automatically.

When the Confidential File Indicator is Lit or Blinking

If this indicator is lit, a message has been received into memory with Confidential Reception. You need to print it out manually. ⇒ P.67 “*Printing a Confidential Message*”

Where Incoming Messages are Delivered Output Tray When the 3-bin Sorter is Installed

To change where incoming messages are delivered, adjust the output tray setting. You can set each tray with function of copy, fax, printer when the optional 3-bin sorter is installed.

Reference

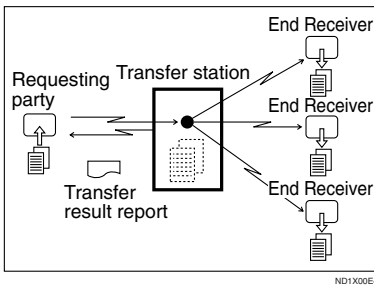
See “Changing the Machine's settings” in the Copy reference.

Reception Functions

Transfer Station

Transfer Stations allow you to expand the standard features of your fax machine to set up complex networks. Transfer Stations must be machines of the same make.

The diagram below may make the concept clearer.



ND1X00E4

The following terminology is used in this section.

◆ Requesting Party

The machine where the message originates from, i.e. the machine making a Transfer Request.

◆ Transfer Station

The machine that forwards the incoming message to another destination, i.e. the machine that receives the Transfer Request. In this section this refers to your machine.

◆ End Receiver

The final destination of the message, i.e. the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station (this machine).

💡 Limitation

- ❑ Polling ID's of the Requesting Party and Transfer Station must be identical for this feature to work.
- ❑ If your line number is not registered at the Transfer Station, reception will not take place.
- ❑ This machine will not receive a Transfer Request unless it has enough free memory to store two or more destinations dialed from the number keys.
- ❑ If the Requesting Party specifies a Group for the End Receivers and the total number of End Receivers exceeds 200 the Transfer Station cannot transfer the message and sends a Transfer Result Report to the Requesting Party.

🔍 Reference

P.52 "Transfer Request"

💡 Multistep Transfer

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

For more information, contact your service representative.

This feature can only be used if the machines are made by the same maker.

💡 Limitation

- ❑ Optional Expansion Memory is required for using this feature.

🔍 Reference

P.105 "Multistep Transfer"

Sending the Transfer Result Report

This machine compares the fax number of the Requesting Party with the Requesting Party's number programmed in a Quick Dial or Speed Dial. If the lower five digits of the two numbers match, it sends the Transfer Result Report to the Requesting Party.

For example:

- Requesting Party's own dial number:
001813-11112222
- Transfer Station's Quick Dial:
03-11112222

Transfer Result Report

This reports whether transmission to the End Receivers was successful or not.

Preparation

Register the own fax number in advance. ⇒ P.7 *"Changing the Line Type"*

When the Transfer Station has transferred the message to all End Receivers, it sends the Transfer Result Report back to the Requesting Party. The machine prints the report if it cannot be sent back to the Requesting Party. You must program the fax number of the requesting party in a Quick Dial or Speed Dial in the Transfer Station. See Chapter3, "Registering QuickDials" or "Registering SpeedDials" in the Basic Features manual.

Note

- By default, a portion of the original image is printed on this report. You can turn this off with the User Parameters. ⇒ P.130 *"Changing the User Parameters"* (Switch04, Bit7)

ID Reception (Closed Network)

If you wish to limit reception of messages from those with the same machines of the same make and with the same Polling ID, contact your service representative to turn this feature on.

F Code (SEP)

Normally you can only use Polling Reception to receive faxes from machines that have the Polling Reception feature of the same make. However, if the other machine of another make supports a polling reception, you can receive fax messages from the other party using this method instead.

Preparation

You need to assign the F Code feature to a User Function key beforehand. ⇒ P.94 *"Storing/Editing the Contents of a User Function Key"*

Limitation

- You can only use this feature with a G3 line (not with G4).
- You cannot use Chain Dial with this feature.

Note

- ☐ The ID can be up to 20 digits long and consist of digits.
- ☐ Make sure the ID matches the specification of the fax you are sending to.
- ☐ You can store IDs in Quick Dials, Speed Dials, Groups and Programs with number keys, space, # and *.
- ☐ Messages you receive using this feature are marked "SEP" on all reports.

1 Make sure that the machine is in Facsimile mode and the standby display is shown. Then enter the fax number.

Ready Set originals. Enter fax no.
Memory Trans. 100%
G3 12345678P9876543_ Dest: 0

Mode Info.

2 Press the User Function key assigned with the F Code feature.

☐ Communicating	☐ Receive File	☐ Confidential File	☐ Standard	☐ Immediate Trans.
Start Manual RX	TX File Status	TEL Mode	☐ Detail	☐ Super Fine
F1	F2	F3	F4	F5

LTW0800E

3 Enter the function number for SEP(P) on the number keys.

<F Code> Enter number

1 SUB(S)	2 PWD(W)
3 SEP(P)	4 ?\$*#+

Cancel

4 Enter the SEP code with the number keys.

Ready Press Start or Clear to cancel
Memory Trans. 98%
G3 12345678P_ Dest: 1

Add Mode Info.

5 Press [Mode].

The Transmission Mode menu is displayed.

Ready Press Start or Clear to cancel
Memory Trans. 98%
G3 12345678P9876543_ Dest: 1

Add Mode Info.

6 Enter the function number for "Polling RX" on the number keys.

Transmission Mode Enter number

01 Send Later	02 Confidential TX
03 Personal Code	04 Auto Document

Prev Next Exit

Note

- ☐ If you cannot see the function number, search for it using the [Prev.] and [Next] arrow keys.

Transmission Mode Enter number

09 Polling RX	10 Transfer Request
11 Options	

Prev Next Exit

7 Depending which method you are using, choose one of the following procedures:

Default ID Polling Reception

1 Press the ◀ or ▶ key to change the Default ID and press [OK].

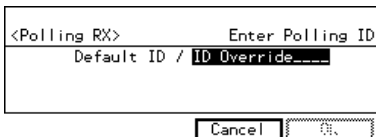
<Polling RX> Select mode with ◀▶

Default ID / ID Override

Cancel OK

ID Override Polling Reception

- 1 Press the  or  key to change the Override ID and press [OK].



- 2 Enter a polling ID (4 characters) with the number keys and Quick Dial keys. The ID can contain digits 0–9 and letters A–F (0000 and FFFF are not available).

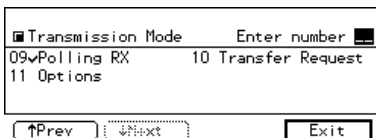
Note

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

- 8 Press [OK].

- 9 Press [Exit].

The display returns to the Transmission Mode menu and the Polling Reception function is now checked.



- 10 Press the [Start] key.

F Code (PWD)

There are times when you may wish to use a password when receiving faxes by polling with the F Code "SEP" feature. ⇒ P.20 "F Code (SEP)"

Limitation

- ☐ You can enter a password up to 20 digits long.

Note

- ☐ Messages you send using this feature are marked "PWD" on all reports.

JBIG Reception

FAX 400dpi option is required.

It allows you to receive messages sent in the JBIG format.

Limitation

- ☐ If ECM is turned off, JBIG Reception is not available.
- ☐ This feature is not available with G4 communication.

Printing Functions

Print Completion Beep

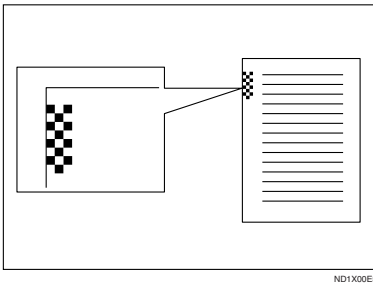
By default, the machine beeps to let you know when a received message has been printed.

Note

- ☐ You can alter the volume of the beep or turn it off completely (set the volume to the minimum level).

Checkered Mark

By default, a checkered mark is printed on the first page of fax messages to help you separate them.

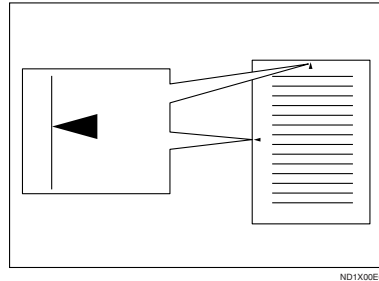


Note

- ☐ You can turn this feature off with the Initial Setup RX settings. ⇒ P.90 "Initial Setup RX"

Center Mark

By default, marks are printed halfway down the left side and at the top center of each page received. This makes it easy for you to position a hole puncher correctly when you file received messages.



Limitation

- ☐ The center mark may deviate a little from the exact center of the edge.

Note

- ☐ You can turn this feature off with the Initial Setup RX. ⇒ P.90 "Initial Setup RX"

Reception Time

You can have the date and time when a message was received printed at the bottom of the received image. This feature is turned off by default—turn it on with the Initial Setup RX settings. ⇒ P.90 "Initial Setup RX"

Limitation

- ☐ When a received message is printed on two or more sheets, the date and time is printed on the last page.

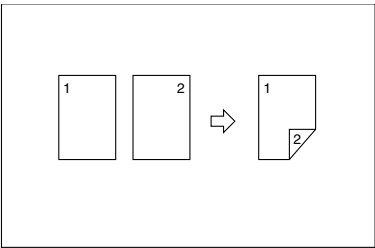
 Note

- ❑ The date and time when the message was printed can also be recorded on the message. If you need this feature, please contact your service representative.

2

2-Sided Printing

You can have a received message printed on both sides of the paper. By default, this feature is turned off. Switch it on with the Initial Setup RX settings. ⇒ P.90 “Initial Setup RX”



 Limitation

- ❑ To use this function all pages of the received document must be of the same size—inform the sending party of this beforehand if necessary. You must also have paper set in your machine of the same size as that sent by the sending party (8¹/₂"×11"→8¹/₂"×11", 8¹/₂"×14"→8¹/₂"×14", A4→A4, B4→B4 are typical examples, whether A3 and B5 sizes are correctly scan in will depend on the fax machine). This machine will scan in correctly landscape 11"×17", 8¹/₂"×14", 8¹/₂"×11", A3, B4, A4, B5 and portrait 8¹/₂"×11", 5¹/₂"×8¹/₂", "A4, B5 and A5. The table below shows the results that can be achieved when sending and receiving using this machine.



	Originals	Top Binding	Side Binding
A4 , B5		⇒ 	
		⇒ 	
		⇒ 	
		⇒ 	
A3 , B4		⇒ 	
		⇒ 	

ND0X03N3

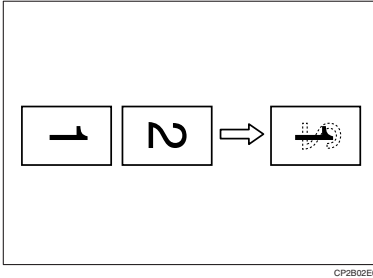
- ❑ This feature works only when all pages are of the same width and are received into memory.
- ❑ Note that the machine will use Memory Reception for 2-Sided Printing.
- ❑ This feature cannot be used with Combine 2 originals.
- ❑ Printouts may vary depending on how the sender set them.
- ❑ If another party sends you a fax and their machine is not able to detect the size of the original correctly, the message may come out truncated, separated or containing excess white space when printed at your end. For example, if the sending machine thinks a B5 original is a B4 original, it will be printed at your end on B4 size paper even if you have B5 paper available in your machine.

 Note

- ❑ You can choose to have messages only from selected senders printed in this way. ⇒ P.115 “Treating Message from Certain Senders Differently (Specified Senders)”

180 Degree Rotation Printing

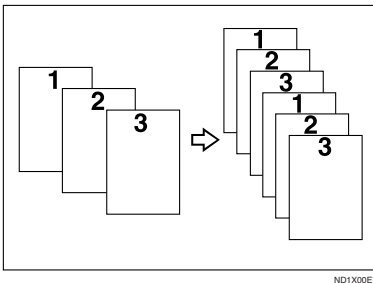
When printing on both sides of the paper, this machine rotates images as shown in the diagram.



Multi-copy Reception

Optional Expansion Memory is required for using this feature.

If you switch this feature on, multiple copies of each incoming fax message will be printed. You can also choose to have multiple copies made of messages from particular senders. ⇒ P.90 "Initial Setup RX", P.115 "Treating Message from Certain Senders Differently (Specified Senders)"



Limitation

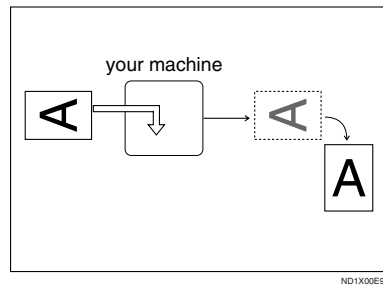
- ☐ The maximum number of copies that can be made of each message is 10. If you are using Multi-copy with Specified Senders, the maximum number is 10.

Note

- ☐ By default, this feature is turned off. Switch it on and set the number of copies with the Initial Setup RX settings. ⇒ P.90 "Initial Setup RX"
- ☐ The machine will use Memory Reception for Multi-copy Reception.

Image Rotation

If you have installed paper in the cassette portrait , incoming fax messages will be rotated automatically to fit on the paper.



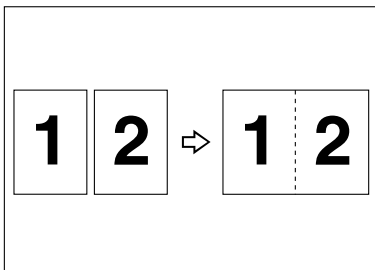
Note

- ☐ You can choose to have received messages printed from the specified tray.

Combine 2 Originals

When two messages of the same size and direction are received consecutively, they are printed on a single sheet when you turn this feature on. This can help you economize on paper.

- Two A5 messages are printed side by side on a sheet of A4.
- Two B5 messages are printed side by side on a sheet of B4.
- Two A4 messages are printed side by side on a sheet of A3.
- Two 8¹/₂"×5¹/₂" messages are printed side by side on a sheet of 8¹/₂"×11".
- Two 8¹/₂"×11" messages are printed side by side on a sheet of 11"×17".



ND1X01E0

Limitation

- ❑ This feature does not work with messages larger than A5, 5¹/₂"×8¹/₂", B5, A4 or 8¹/₂"×11". When A5, 5¹/₂"×8¹/₂", B5, A4, or 8¹/₂"×11" size paper is loaded in the machine, each page of the received message is output on a single sheet.
- ❑ If paper matching the size and direction of a received document is not available, Combine 2 originals is not possible.

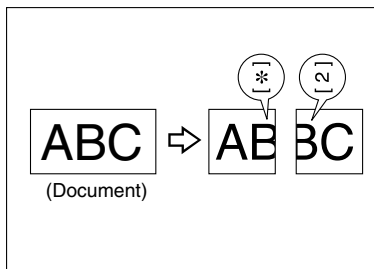
- ❑ When "Combine 2 originals" and "2-Sided Printing" are selected at the same time, combine 2 originals takes priority and 2-sided printing is canceled.

Note

- ❑ By default, this feature is turned off. Switch it on with the User Parameters. ⇒ P.130 "Changing the User Parameters"(Switch10, Bit1)
- ❑ This feature uses Memory Reception.

Page Separation and Length Reduction (Not Available in Some Countries)

When the size of a received message is longer than the paper loaded in the machine, each page of the message can be split and printed on several sheets, or reduced and printed on a single sheet. For example, this feature splits the message if the length exceeds 20mm or more, by reducing within 20mm. When a message is split, the split mark (*) is inserted at the split position and about 10mm of the split area is duplicated on the top of the second sheet.



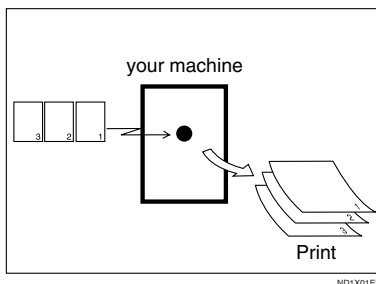
ND1X01E1

Note

- ☐ Your service representative can customize this feature with the following settings. Bracketed values are defaults.
 - Reduction (on)
 - Print split mark (on)
 - Overprinting (on)
 - Overprinting length (10mm)
 - Guideline for split (when message is 20mm longer than paper)
- ☐ You can adjust the overprinting and reduction lengths within the following ranges:
 - Guideline for split: 0~155mm (5mm steps)
 - Overprinting length: 4mm, 10mm, 20mm, 40mm

Reverse Order Printing

Normally, received pages are printed and stacked on the tray in the order they are received. If you turn this feature on, the machine will start printing the message from the last page received.



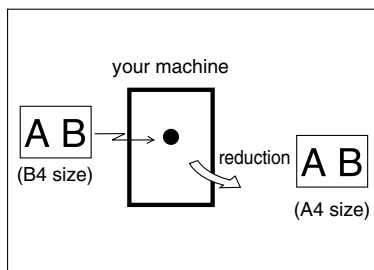
ND1X01E2

Note

- ☐ By default, this feature is turned off. Switch it on with the Initial Setup RX. ⇒ P.90 “Initial Setup RX”
- ☐ When this feature is on, the first page will be printed last.
- ☐ This feature uses Memory Reception.

Page Reduction

If you turn this feature on and you receive a message that is longer than the paper in the cassette, usually the machine prints it on two pages. The machine reduces the width and length of the received image so that it will fit on one page. If A4  paper size is loaded and a message of B4  size is received, the machine will reduce the message to a single A4  sheet.



ND1X01E3

Note

- ☐ By default, this feature is turned off. Switch it on with the User Parameters. ⇒ P.130 “Changing the User Parameters”(Switch10, Bit3)

Reference

P.26 “Page Separation and Length Reduction (Not Available in Some Countries)”

TSI Print

Usually the sender's TTI is printed on received messages. If the sender has not programmed their TTI, you will not be able to identify them. However, if you turn this feature on, the sender's RTI or CSI is printed instead so you can find out where the message came from. See Chapter3, "G3 Analog Line" in the Basic Features manual.

Note

- ☐ You can turn it on or off with the User Parameters. ⇒ P.130 "Changing the User Parameters"(Switch01, Bit5)

CIL/TID Print

The optional ISDN Unit is required.

Two features are provided for identification of messages received by G4 (ISDN). If turned on, this information will be printed on every page.

The CIL (Call Identification Line) refers to the combination of the receiver's own fax number, name, the sender's own fax number and name, time, and page number. The default setting is on. The TID refers to the name registered by the sender in their TTI. The default setting is off.

Limitation

- ☐ These features are available only when receiving in G4 mode.
- ☐ If the sender's TID contains double-byte characters (for example Chinese characters), the TID will not be printed even if TID Print is turned on.

Note

- ☐ You can turn CIL and TID on or off with the User Parameters. ⇒ P.130 "Changing the User Parameters"(Switch02, Bit5 or Bit6)

FAX Print Color

You can specify a color for any received message, list on report. You can choose the color of toner from Black, Cyan, Magenta.

Limitation

- ☐ The color specified for 2nd Color Choice cannot be used as a on FAX Print Color.

Note

- ☐ By default, the color of toner is Black. You can change the color with INITIAL Setup RX.

2nd Color Choice

If this feature is specified, the machine can print with 2nd Color when the machine has run out of default toner. It is useful that the 2nd toner use as a reserve of toner.

Limitation

- ☐ The color specified for FAX Print Color cannot be used as a on 2nd Color Choice.
- ☐ If the machine has run out of 2nd Color, there is no additional substitution.

Note

- ☐ By default, 2nd Color is not specified. You can turn it on and select the color with INITIAL Setup RX.

When There is No Paper of the Correct Size

If there is no paper in your machine that matches the size of a received message, the machine will choose a paper size based upon the paper you have available. For example, if your machine has LG (8 1/2"×14")  and DLT (11"×17")  installed and you receive a LT (8 1/2"×11")  size message, check the LT (8 1/2"×11") column of the table below. The paper size at the top has the highest priority. In this case, since LG (8 1/2"×14")  is a higher priority than DLT (11"×17") , the message is printed on LT (8 1/2"×11") .

If only B5  is loaded and you receive an DLT (11"×17")  message, the received message is stored in memory and will not be printed.

◆ Priority Table

		Received Image Size						
		A3,DLT 	B4 	A4,LT 	A4,LT 	B5 	LG 	F/F4 
Paper Select Priorities	1	A3 	B4 	LT 	A4 	B5 	LG 	F/F4 
	2	DLT 	A3 	LT 	A4 	B5 	A4 	LG 
	3	A4 	DLT 	A4 	LT 	B4 	A4 	A4 
	4	A4 	B5 	A4 	LT 	A4 	LT 	A4 
	5	LT 	B5 	F/F4 	A3 	A4 	LT 	LT 
	6	LT 	A4 	LG 	F/F4 	LT 	F 	LT 
	7	F/F4 	A4 	A3 	DLT 	LT 	B4 	B4 
	8	B4 	LT 	B4 	B4 	F/F4 	A3 	A3 
	9	LG 	LT 	DLT 	LG 	A3 	DLT 	DLT 
	10		F/F4 	B5 		DLT 	B5 	B5 
	11		LG 	B5 		LG 	B5 	B5 



Portrait



Landscape



Image Rotation

GFRXPSE

Page Reduction	Disabled
Reduction in Sub-scan Direction	Enabled
Page Separation Threshold	20mm
Width or Length Priority	Width

-  and  indicate that the message is split over two pages of paper with the orientation and size shown.

2 Limitation

- ☐ Paper placed in the bypass tray is not usually selected for printing a received message. However, you can use this tray if you select the bypass tray as the main paper tray using Reception with Specified Senders. ⇒ P.115 “*Treating Message from Certain Senders Differently (Specified Senders)*”
- ☐ The paper size used to print a received message may be different from the size of the sent original.

Note

- ☐ Widths that this machine can receive are A4, B4, LT, LG, and A3. Any messages narrower than A4 or LT are sent as A4 or LT width with the length unchanged.

Reference

P.26 “*Page Separation and Length Reduction (Not Available in Some Countries)*”

P.27 “*Page Reduction*”

P.25 “*Image Rotation*”

”Just Size” Printing

If you turn this feature on and no paper tray is stocked with paper of a suitable size to print a received document, a message will appear on the display prompting you to load paper of the required size. When you have loaded the new paper, you can then print the message.

Two messages can appear:

- Paper Cassette

Paper designated to print FAX/Lists are empty.
Refill A4  paper.

OK

ND0X04E0

- Bypass Tray

Paper designated to print FAX/Lists are empty.
Refill A4  paper to Bypass tray.

OK

ND0X01E6

Note

- ☐ By default, this message is turned off. You can turn this message on with the User Parameters. ⇒ P.130 “*Changing the User Parameters*”(Switch05, Bit5)

Out of paper display message

If the paper tray runs out of paper, you can have a message appear on the display asking you to add more paper.

Note

- ☐ By default, this message is turned off. You can turn it on with the User Parameters. ⇒ P.130 *"Changing the User Parameters"*(Switch05, Bit7)

2

Having Incoming Messages Printed on Paper From the Bypass Tray

You can have messages sent from Specified Senders printed on paper from the Bypass Tray. This is useful if you need messages printed on a size of paper not stocked in the paper cassette(s).

Limitation

- ☐ Print area is determined with Optional Expansion Memory, Resolution, and vertical length of originals.

Note

- ☐ Before you can use this feature, you need to turn on Authorized Reception (Initial Setup RX settings), program the Specified Senders (Key Operator Settings) along with the Paper Tray set to "Bypass Tray". ⇒ P.90 *"Initial Setup RX"*, P.115 *"Treating Message from Certain Senders Differently (Specified Senders)"*
- ☐ When you set paper sizes other than A4 landscape, B4 landscape and portrait, A3 landscape and portrait in the Bypass Tray, specify the paper size. This size should match the bypass paper size for copying or a paper jam may occur. To change the bypass paper size for copying, see the chapter titled "COPY FROM THE BYPASS TRAY" in the copy reference manual. ⇒ P.92 *"To Set the Bypass Paper Size"*
- ☐ If the specified paper size and the size of paper set in the Bypass Tray do not match, paper jams may occur and the image may be truncated.
- ☐ If you use this feature, Image Rotation is not possible.

2

3. Advanced Transmission Features

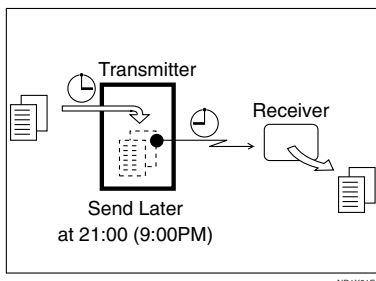
Overview

This feature describes various options that you can choose when sending a fax message. The selections you make will only apply to the current fax message.

Sending at a Specific Time (Send Later)

Using this feature, you can instruct the machine to delay transmission of your fax message until a later time which you specify. This allows you to take advantage of off-peak telephone charges without having to be by the machine at the time.

3



For convenience, you can program the time when your phone charges become cheaper as the Economy Transmission time. ⇒ P.124 “Registering the Economy Transmission Time”

Then if you have a non urgent fax, just select Send Later with Economy Transmission when you scan it. Faxes will be queued in memory and will start being sent at Economy Transmission time.

Note

- ☐ You can not specify a time more than 24 hours.
- ☐ If you wish to use Economy Transmission, program the time when your phone charges are cheaper. ⇒ P.124 “Registering the Economy Transmission Time”
- ☐ This feature is only available with Memory Transmission.

1 Set your original and select any scan settings you require.

2 Press [Mode].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
163L	Dest: 0
Mode Info.	

The Transmission Mode menu appears.

3 Enter the “Send Later” function number with number keys.

☒ Transmission Mode	Enter number
01 Send Later	02 Confidential TX
03 Personal Code	04 Auto Document
Previous Next Exit	

4 Enter the time with the number keys. To change AM/PM, press [AM←→PM] (North America only) or press [Economy TX].

<Send Later>	Enter time (12hr format)
Start time	Time:09:58AM
Economy TX AM←PM Cancel Exit	

Note

- ☐ If the current time shown on the display is not correct, change it. ⇒ P.136 “Date/Time”
- ☐ When entering numbers smaller than 10, add a leading zero.
- ☐ If you make a mistake, press the [Clear/Stop] key and try again.
- ☐ To cancel Send Later, press [Cancel] and the display will return to the Transmission Mode menu.

5 Press [OK].

The Transmission Mode menu is shown on the display. A check mark is added to “Send Later”.

6 Press [Exit].

Transmission Mode	Enter number
01 ✓ Send Later	02 Confidential TX
03 Personal Code	04 Auto Document

The initial display is shown.

Note

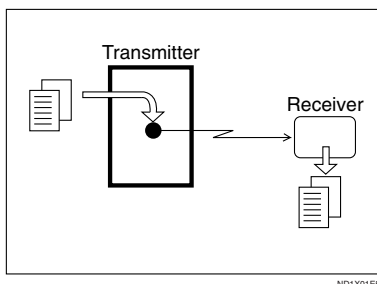
- “Send Later” is shown on the display. If you set up another advanced transmission function (except Polling Reception), “Others” is displayed.

7 Dial and press the [Start] key.**Note**

- You can cancel a message transmission set up for Send Later. ⇒ P.59 “Canceling a Transmission”

Confidential Transmission

If you do not want your message to be picked up casually at the other end, use this feature. The message will be stored in memory at the other end and will not be printed until an ID is entered.



Preparation

If you install the optional Expansion Memory or Hard Disk option, program the Confidential ID.⇒ P.125 "ID Code"

There are two types of Confidential Transmission:

◆ Default ID

The other party can print the message by entering the Confidential ID programmed in their machine.

◆ ID Override

Should you wish to send a confidential message to a particular person at the other end, you can specify the Confidential ID that person has to enter to see that message. Before you send the message, do not forget to tell the intended receiver the ID that must be entered to print.

Limitation

- ☐ The destination machine must be of the same make and have the Confidential Reception feature.
- ☐ The destination machine must have enough memory available.

Note

- ☐ If optional Expansion Memory is installed, we recommend that you program the Confidential ID beforehand.
- ☐ An ID can be any 4 digit number except 0000.

1 Set your original and select any scan settings you require.

2 Press [Mode].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
[03]	Dest: 0
Mode Info.	

The Transmission Mode menu appears.

3 Enter the "Confidential TX" function number with the number keys.

☒ Transmission Mode	Enter number
01 Send Later	02 Confidential TX
03 Personal Code	04 Auto Document
Next Exit	

4 Depending on the Confidential Transmission type, use one of the following procedures:

Default ID

- 1 Press the or key to turn Default ID on and press [OK].

<Confidential TX>	Select mode with
Default ID / ID Override	
Cancel OK	

The Transmission Mode menu is shown again. A check mark is added to "Confidential TX".

Note

- ☐ To cancel the Confidential Transmission, press [Cancel]. The Transmission Mode menu is shown on the display.

Override ID

- 1 Press the or key to turn Override ID on.

<Confidential TX>	Select mode with
Default ID / ID Override	
Cancel OK	

- 2 Enter the Confidential ID (4 digit number) with the number keys and press [OK].

<Confidential TX>	Enter Confidential ID
Default ID / ID Override:----	
Cancel	

The Transmission Mode menu is shown again. A check mark is added to "Confidential TX".

Note

- ☐ To Cancel the Confidential Transmission, press [Cancel]. The Transmission Mode menu is shown on the display.

- 5 Press [Exit].

Transmission Mode Enter number	
01 Send Later	02 ☒ Confidential TX
03 Personal Code	04 Auto Document
Next Exit	

The initial display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
001L	Dest: 0
Mode Info.	

Note

- ☐ "Conf.Trans" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

- 6 Dial and press the [Start] key.

Note

- ☐ For details on deleting a Confidential Transmission⇒ P.36 "Confidential Transmission"

Personal Code Transmission

Personal Codes allow you to keep track of machine usage (for example, for billing purposes). If everybody uses a Personal Code when they use the fax machine, the codes or the names programmed for the codes will be printed in the TCR and other reports. This will help you to check up on who has been using the machine and how often. ⇒ P.71 "Printing the TCR"

! Limitation

- ☐ Personal codes may be any 4 digit number except 0000 (0001 through 9999). You can program up to 20 personal codes (50 personal codes with optional Fax Expansion Memory installed).⇒ P.97 "Personal Codes"

1 Set your original and select any scan settings you require.

2 Press [Mode].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
03L	Dest: 0
Mode Info.	

The Transmission Mode menu appears.

3 Enter the "Personal Code" function number with the number keys.

☒ Transmission Mode	Enter number
01 Send Later	02 Confidential TX
03 Personal Code	04 Auto Document
↓Next Exit	

4 Enter a personal code (4 digit number) with the number keys.

<Personal Code>	Enter Personal Code
Personal Code	----
Cancel OK	

📌 Note

- ☐ If a personal code is programmed with a name, it is shown below the personal code on the display.
- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ To cancel Personal Code Transmission, press **[Cancel]**. The Transmission Mode menu is shown on the display.

5 Press [OK].

The Transmission Mode menu is shown again. A check mark is added to "Personal Code".

6 Press [Exit].

☒ Transmission Mode	Enter number
01 Send Later	02 Confidential TX
03 Personal Code	04 Auto Document
↓Next Exit	

The initial display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans. Pers. Code0824	100%
03L	Dest: 0
Mode Info.	

📌 Note

- ☐ Personal Code number is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 Dial and press the **[Start]** key.

Sending an Auto Document

If you often have to send a particular page to people (for example a map, a standard attachment or a set of instructions), store it as an Auto Document assigned to a Quick Dial key. Then, when you need to send that page to somebody, just press the Quick Dial key that you assigned it, instead of having to scan the whole page in again.

Preparation

You need to program an Auto Document.

You can fax an Auto Document by itself, or attach it to a normal fax message.

Important

- ☐ Whenever you store or change an Auto Document, we recommend that you print the Auto Document list for reference. ⇒ P.81 “Auto Document list”

Limitation

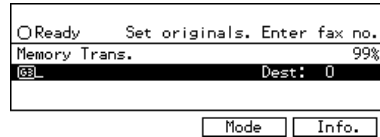
- ☐ You can attach one Auto Document to each transmission.
- ☐ You can store up to 6 Auto Documents (up to 18 with optional Expansion Memory installed). ⇒ P.79 “Registering an Auto Document”

Note

- ☐ Originals with Auto Documents are sent by Memory Transmission.
- ☐ When sending an Auto Document with another original, the Auto Document is sent first.
- ☐ Storing Auto Documents reduces the amount of free memory slightly. Unless you delete the document, free memory will not return to 100%.
- ☐ You can print an Auto Document or a summary of Auto Documents currently stored in memory. ⇒ P.86 “Reports/Lists”

- 1** Set your original and select any scan settings you require.

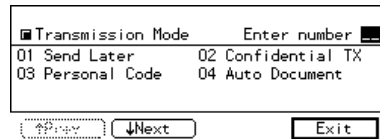
- 2** Press [Mode].



The Transmission Mode menu appears. It shows options: Ready, Set originals. Enter fax no., Memory Trans. 99%, and Dest: 0. There are Mode and Info buttons at the bottom.

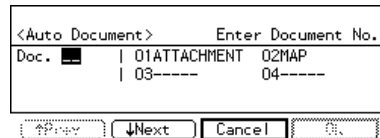
The Transmission Mode menu appears.

- 3** Enter the “Auto Document” function number with the number keys.



The Transmission Mode menu shows options: 01 Send Later, 02 Confidential TX, 03 Personal Code, and 04 Auto Document. There are Prev, Next, and Exit buttons at the bottom.

- 4** Enter the number of the “Auto Document” you want to send with the number keys then press [OK].



The Auto Document selection menu shows options: 01 ATTACHMENT, 02 MAP, 03 ----, and 04 ----. There are Prev, Next, Cancel, and OK buttons at the bottom.

Note

- ☐ If the list does not contain the Auto Document you want to send, press [↑Prev.] or [↓Next].
- ☐ If you make a mistake, press the [Clear/Stop] key and try again.
- ☐ To cancel the Auto Document, press [Cancel]. The Transmission Mode menu is shown.

- 5** If you are sending just the Auto Document, press **[Ⓢ]**. If you wish to send it along with another original, press **[OK]**.

[01 ATTACHMENT] is attached to
the 1st page of original(s).
*Press Ⓢ to send only this document.

Ⓢ
OK

3

The Transmission Mode menu is redisplayed. A check mark is added to “Auto Document”.

- 6** Press **[Exit]**.

☑ Transmission Mode
Enter number 04

01 Send Later	02 Confidential TX
03 Personal Code	04☑Auto Document

⏮ Prev
⏭ Next
Exit

The initial display is shown.

○ Ready
Set originals. Enter fax no.

Memory Trans. Auto Doc.
99%

Ⓢ Dest: 0

Mode
Info.

Note

- “Auto Doc.” is shown on the display. If you set up another advanced transmission function (except Polling Reception), “Others” is displayed.

- 7** Dial and press the **[Start]** key.

2-Sided Transmission (Double-Sided Transmission)

Use this feature to send 2-sided originals from the Document Feeder (AR-DF). Both sides of an original will be scanned. The front and back of the scanned original will be printed in order on separate sheets at the other end. Note that the orientation of alternate sheets may be reversed at the other end.

Limitation

- ☐ The front and back of a 2-sided document are scanned in different directions. This means that when the front and back sheets of each page are printed at the other end, they may be upside-down in relation to each other.

Note

- ☐ If the first page is a single-sided cover sheet, you can choose to have this page sent using single-sided transmission. The remaining pages will be sent with the 2-sided Transmission feature.
- ☐ You can confirm whether both sides were properly scanned in with the Stamp feature. ⇒ P.8 “Stamp”

1 Set your original in the Document Feeder (ARDF) and select any scan settings you require.

2 Press [Mode].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
 Dest: 0	
[Mode] [Info.]	

The Transmission Mode menu appears.

3 Enter the “2-Sided Trans.” function number with the number keys.

Transmission Mode		Enter number 
05 2-Sided TX	06 Book Fax	
07 Irreg. Scan Area	08 Polling TX	
↑Prev ↓Next		Exit

Note

- ☐ If the appropriate display is not shown, press [↑Prev.] or [↓Next].

4 Press the  or  key to select the first page that you want to be scanned on both sides.

<2-Sided TX>	Select mode with  
From 2nd sheet / From 1st sheet	
Cancel OK	

Note

- ☐ If your document contains a single-sided cover letter as the first page, select “From 2nd sheet” so that the machine scans both sides from the second page.

5 Press [OK].

Transmission Mode		Enter number 
05 2-Sided TX	06 Book Fax	
07 Irreg. Scan Area	08 Polling RX	
↑Prev ↓Next		Exit

6 Press **[Exit]**.

The initial display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans. 2-Sided TX	99%
[Exit]	Dest: 0

Mode

Info.

 Note

- ❑ "2-Sided TX" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

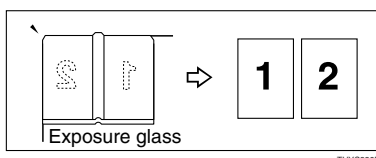
The Transmission Mode menu is redisplayed. A check mark is added to "2-Sided Trans."

7 Dial and press the **[Start]** key.

Book Fax

Use to send book originals from the exposure glass. Pages are scanned in the order shown below.

Note that depending on the paper sizes available on the destination machine, the message may be reduced when printed at the other end.



THYS080E

Note

- ☐ You can have bound originals scanned in left page first or right page first. By default, the machine scans in the left page first but you can change this setting with the User Parameters. ⇒ P.130 “Changing the User Parameters”(Switch06, Bit6)

1 Set your original on the exposure glass and select any scan settings you require.

2 Press [Mode].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
Orig.	Dest: 0
Mode Info.	

The Transmission Mode menu appears.

3 Enter the “Book Fax” function number with the number keys.

Transmission Mode Enter number	
05 2-Sided TX	06 Book Fax
07 Irreg. Scan Area	08 Polling TX
↑Prev ↓Next	Exit

Note

- ☐ If the appropriate display is not shown, press [↑Prev.] or [↓Next].

4 Press the or key to select the size of the original.

<Book Fax>	Select size with
11x17mm / 8x14mm / 8x11mm ► From Page 1	
►Pages	Cancel OK

Note

- ☐ To cancel this mode, press [Cancel]. The Transmission Mode menu is shown on the display.
- ☐ If you choose A3, the original will be sent using Image Rotation Transmission.

5 Press [►Pages] to toggle between pages 1 and 2 (see the second display line on the right).

Note

- ☐ Select “From Page 1” to send a book original from the first page.
- ☐ Select “From Page 2” if you want to send a cover letter as the first page.

<Book Fax>	Select size with
11x17mm / 8x14mm / 8x11mm ► From Page 2	
►Pages	Cancel OK

6 Press [OK].

The Transmission Mode menu is shown. A check mark is added to "Book Fax".

☒ Transmission Mode	Enter number	
05 2-Sided TX	06vBook Fax	
07 Irreg. Scan Area	08 Polling TX	

3**7** Press [Exit].

The initial display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans. Book Fax	99%
05	Dest: 0

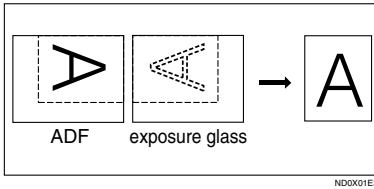
Note

- ☐ "Book Fax" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

8 Dial and press the [Start] key.

Choosing the Area to be Scanned Yourself (Irregular Scan Area)

Usually the machine automatically detects the size of an original when it is scanned. However, you may wish to override this and choose the area to be scanned yourself.



You can either choose one of the standard paper sizes (8¹/₂×11", 8¹/₂×14", 11"×17", A4, A3, B4) or one of two custom sizes programmed in advance (Area 1 and Area 2).

Although you can specify a different scan area for each page when using the exposure glass, only one size is allowed when scanning from the Document Feeder (ARDF).

1 Set your original and select any scan settings you require.

2 Press [Mode].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
TEL	Dest: 0
Mode Info.	

The Transmission Mode menu appears.

3 Enter the "Irreg. Scan Area" function number with the number keys.

Transmission Mode	Enter number
05 2-Sided TX	06 Book Fax
07 Irreg. Scan Area	08 Polling TX
↑Prev	↓Next
Exit	

Note

☐ If the appropriate display is not shown, press [↑Prev.] or [↓Next].

4 Press the ◀ or ▶ key to select the paper size.

<Irreg. Scan Area> Select area with ◀ ▶	
Area 1/Area 2/A4/A4/B4/A3	
8½×11/8½×11/8½×14/11×17	
Status	Cancel OK

Note

☐ To see which paper sizes have already been programmed, press [Status].

☐ To cancel the Irreg. Scan Area, press [Cancel].

5 Press [OK]. The Transmission Mode menu is shown. A check mark is added to "Irreg. Scan Area".

Transmission Mode	Enter number
05 2-Sided TX	06 Book Fax
07 ✓ Irreg. Scan Area	08 Polling TX
↑Prev	↓Next
Exit	

6 Press **[Exit]**.

The initial display is shown.

☐ Ready		Set originals. Enter fax no.	
Memory Trans.	Irreg.Area		99%
[Exit]		Dest:	0
Mode		Info.	

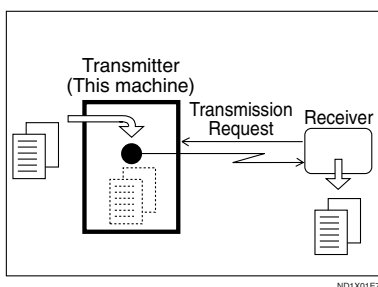
 Note

- ❑ "Irreg.Area" is shown on the display. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

7 Dial and press the **[Start]** key.

Polling Transmission

Use Polling Transmission when you want to leave an original in the machine's memory for others to pick up. The message will be sent when the other party calls you up.



There are three types of Polling Transmission.

◆ Free Polling Transmission

Anybody can poll the message from your machine. The machine sends it regardless of whether Polling ID's match.

◆ Default ID Polling Transmission

The message will only be sent if the Polling ID of the machine trying to poll your message is the same as the Polling ID stored in your machine. Make sure that both machines' Polling IDs are identical in advance.

◆ Override ID Polling Transmission

You must enter an Override Polling ID unique to this transmission. This ID overrides that stored in the Polling ID. The user must supply this ID when they poll your machine and if the IDs match, the message is sent. Make sure the other end knows the ID you are using in advance.

💡 Limitation

- ❑ Polling Transmission is allowed only if the receiver's machine has the Polling Reception feature.
- ❑ Free Polling and ID Polling Transmission allow only one file to be stored in memory.
- ❑ Personal ID Polling Transmission allows a file to be stored in memory for each ID; a total of up to 200 files for varying ID's can be stored.
- ❑ Before using "Default ID Polling" and "Override ID Polling", you need to program the polling ID.
- ❑ A polling ID may be any string of four numbers (0 to 9) and characters (A to F) except 0000 and FFFF.

📝 Note

- ❑ Usually, you can only send using ID Polling Transmission to machines of the same make that support the Polling Reception function. However, if the other party's fax machine supports the "SEP" feature, you can still carry out polling transmission with an ID.
- ❑ The communication fee is charged to the receiver.

1 Set your original and select any scan settings you require.

2 Press [Mode].

○ Ready	Set originals. Enter fax no.
Memory Trans.	100%
1631	Dest: 0
Mode Info.	

The Transmission Mode menu appears.

3 Enter the “Polling TX” function number with the number keys.

Transmission Mode Enter number	
09 Polling RX	10 Transfer Request
11 Options	
↑Prev ↓Next Exit	

Note

- If the appropriate display is not shown, press [↑Prev.] or [↓Next].

4 Depending on the Polling Transmission type, use one of the following procedures:

Default ID Polling Transmission

1 Press the ◀ or ▶ key to select “Default ID”.

<Polling TX>	Select mode with ◀ ▶
Default ID / Free Poll. / ID Override	▶ Use once
▶File Cancel OK	

2 Press [▶File] and specify whether to save the stored original or not.

Each time you press the key, the text at the middle right corner of the display toggles between “Save” and “Use once”.

Note

- To delete the original immediately after transmission, select “Use once”.
- To repeatedly send the original, select “Save”.

<Polling TX>	Select mode with ◀ ▶
Default ID / Free Poll. / ID Override	▶ Save
▶File Cancel OK	

Free Polling Transmission

1 Press the ◀ or ▶ key to select “Free Poll.”.

<Polling TX>	Select mode with ◀ ▶
Default ID / Free Poll. / ID Override	▶ Use once
▶File Cancel OK	

2 Press [▶File] and specify whether to save the stored original or not.

Each time you press the key, the text at the middle right corner of the display toggles between “Save” and “Use once”.

Note

- To delete the original immediately after transmission, select “Use once”.
- To repeatedly send the original, select “Save”.

<Polling TX>	Select mode with ◀ ▶
Default ID / Free Poll. / ID Override	▶ Save
▶File Cancel OK	

ID Override Polling Transmission

1 Press the ◀ or ▶ key to select ID Override.

<Polling TX>	Select mode with ◀ ▶
Default ID / Free Poll. / ID Override	▶ Use once
▶File Cancel OK	

2 Enter the 4 character Polling ID with letter keys/ number keys.

<Polling TX>	Enter Polling ID
Default ID/Free Poll./ID Override----	▶ Use once
▶File	Cancel

Note

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

0000 and FFFF is not available.

3 Press **[▶File]** and specify whether to save the stored original.

Each time you press the key, the text at the middle right corner of the display toggles between "Save" and "Use once".

<Polling TX>	Enter Polling ID
Default ID/Free Poll./ID Override----	▶ Save
▶File	Cancel

Note

- ❑ To delete the original immediately after transmission, select "Use once".
- ❑ To repeatedly send the original, select "Save".

5 Press **[OK]**.

The Transmission Mode menu is shown. A check mark is added to "Polling TX".

☑ Transmission Mode	Enter number
05 2-Sided TX	06 Book Fax
07 Irreg. Scan Area	08 Polling TX
↑Prev	↓Next
Exit	

Note

- ❑ To cancel the Polling Transmission, press **[Cancel]**. The Transmission Mode menu is shown.

6 Press **[Exit]**.

The initial display is shown.

○ Ready	Set originals. Press Start
Memory Trans. Polling TX	99%

Mode	Info.

Note

- ❑ "Polling TX" is displayed. If you set up another advanced transmission function (except Polling Reception), "Others" is displayed.

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

Polling Transmission Clear Report

This report allows you to verify whether Polling Transmission has taken place.

Limitation

- ❑ This report is not printed if the User Parameters are set to allow the stored originals to be repeatedly sent (Save). ⇒ P.130 "Changing the User Parameters" (Switch11, Bit7)

Note

- ❑ This report is turned on by default. You can turn it off if you wish. ⇒ P.130 "Changing the User Parameters" (Switch11, Bit7)
- ❑ By default, a portion of the sent image is printed on the report. You can turn this off with the User Parameters. ⇒ P.130 "Changing the User Parameters" (Switch04, Bit7)
- ❑ You can also check the result of a Polling Transmission with the TCR.

Use this function if you want to poll a message from another terminal. You can also poll documents from many terminals with only one operation (use Groups and Keystroke Programs to fully exploit this feature).



❖ Default ID Polling Reception (Free Polling Reception)

❖ Override ID Polling Reception

Your machine will receive any messages waiting in the transmitting machine with matching ID's. If no ID's match, any messages that do not require ID are received (Free Polling).

- Polling Reception requires that the other machine can perform Polling Transmission.

- **Note**

- 1** Press [Mode].

The Transmission Mode menu appears.

- 2** Enter the "Polling RX" function number with the number keys.

 Note

- ❑ If the appropriate display is not shown, press [↑Prev.] or [↓Next].

- 3** Depending which method you are using, choose one of the following procedures:

Default ID Polling Reception

- 1** Press the or key to select the Default ID.

<Polling RX>	Select mode with
Default ID / ID Override	
Cancel OK	

ID Override Polling Reception

- 1** Press the or key to select the Override ID.

<Polling RX>	Enter Polling ID
Default ID / ID Override_____	
Cancel	

- 2** Enter a polling ID (4 characters) with the number keys and the letter (A–F).

Note

- ☐ If you make a mistake, press the **[Clear/Stop]** key and try again.
- ☐ 0000 and FFFF is not available.

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

The Transmission Mode menu is shown. A check mark is added to "Polling RX".

☒ Transmission Mode	Enter number
09 Polling RX	10 Transfer Request
11 Options	
↑Prev	Exit

Note

- ☐ To cancel the Polling Reception, press **[Cancel]**. The Transmission Mode menu is shown.

- 5** Press **[Exit]**.

The following display is shown.

☐ Ready	Set originals. Enter fax no.
Polling RX	99%
09L	Dest: 0
Mode Info.	

Note

- ☐ "Polling RX" is displayed.

- 6** Dial and press the **[Start]** key.

Polling Reserve Report

This report is printed after Polling Reception has been set up.

Note

- ☐ By default, this report is turned off. Turn it on with the User Parameters. ⇒ P.130 "Changing the User Parameters" (Switch03, Bit3)

Polling Result Report

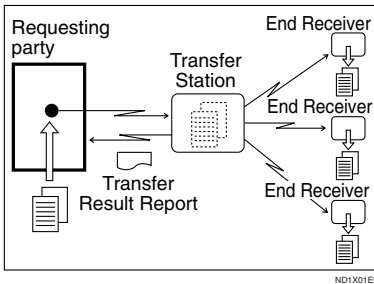
This report is printed after a Polling Reception has been completed and shows the result of the Polling Reception.

Note

- ☐ You can also check the result of a Polling Reception with the TCR.
- ☐ By default, this report is turned on. Turn it off with the User Parameters. ⇒ P.130 "Changing the User Parameters" (Switch03, Bit4)

Transfer Request allows fax machines that have this feature to automatically distribute incoming messages onto multiple fax destinations. This feature helps you save costs when you send the same message to more than one place in a distant area, and saves time since many messages can be sent in a single operation.

The Transfer Stations you specify must be machines of the same make as this machine and have the Transfer Station function.



Before you can use this feature,
you must program the Polling ID.
⇒ P.125 "ID Code"

The following terminology is used in this section.

The machine where the message originates from, that is, the machine making a Transfer Request (in this section, this machine).

The machine that forwards the incoming message to another destination, that is, the machine that receives the Transfer Request.

The final destination of the message, that is, the machine that the Transfer Station sends to. End Receivers must be programmed into Quick Dials, Speed Dials or Groups in the Transfer Station.

- ❑ You can specify up to 99 Transfer Stations in a Transfer Request. However, you can only specify up to 50 Transfer Stations from the number keys.

- ❑ You can have up to 30 End Receivers per Transfer Station. If you specify a Transfer Station Group, the Group counts as a single receiver.
- ❑ The combined total of End Receivers and Transfer Stations you specify with the number keys cannot exceed 99.

2 Press [Mode].

☐ Ready Set originals. Enter fax no.
 Memory Trans. 100%
 [03]_ Dest: 0

The Transmission Mode menu appears.

3 Enter the "Transfer Request" function number with the number keys.

Transmission Mode		Enter number
09 Polling RX	10 Transfer Request	
11 Options		
↑Prev ↓Next		Exit

Note

- If the appropriate display is not shown, press [↑Prev.] or [↓Next].

4 Enter a Transfer Stations and press [Recv. Stn].

<Trans.Req.>		Select Transfer Stn
Transf.Stn 1	Sp.D005 PARIS BRANCH	
Cancel Recv.Stn		

Note

- Enter the fax numbers of the Transfer Stations with either Quick Dials, Speed Dials or the number keys.
- If you make a mistake, press the [Clear/Stop] key and try again.
- To cancel the Transfer Request, press [Cancel]. The Transmission Mode menu is shown again.

5 Enter one or more End Receivers.

<Trans.Req.>		Select Receive Stn
Transf.Stn 1	Sp.D005 PARIS BRANCH	
Recv. Stn	Dest: 0	
Cancel OK		

Note

- You cannot enter the numbers of the End Receivers directly. The numbers must be stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s). To specify an End Receiver, use the special format described in. ⇒ P.54 "Specifying an End Receiver"
- Press [Add RcvStn] if you wish enter more End Receivers.
- Press the ◀ or ▶ key to see the End Receivers already entered. You can select an End Receiver from this list and cancel it by pressing the [Clear/Stop] key.
- To cancel the Transfer Request, press [Cancel].

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

7 If you want to enter an additional Transfer Station, press [Yes] and repeat steps 4 to 6.

Transfer Request is Selected. Add another Transfer Station?
Yes No

If you press [No], the Transmission Mode menu is shown and a check mark is added to "Transfer Request".

8 Press [Exit].

Transmission Mode		Enter number
09 Polling RX	10 Transfer Request	
11 Options		
↑Prev		Exit

The following display is shown.

Ready	Set originals. Enter fax no.
Memory Trans.	Trans. Req. 100%
Transf. Stn :1	Receive Stn :58
Mode Info.	

Note

- The numbers of Transfer Stations and End Receivers are displayed.

9 Press the [Start] key.

Specifying an End Receiver

When you make a Transfer Request, you must specify the final destinations (End Receivers) for your message.

You cannot enter the numbers of the End Receivers directly. Instead, enter a simple code that describes where the numbers are stored in the Transfer Station (in Quick Dials, Speed Dials or Groups).

The numbers must first have been stored in Quick Dials, Speed Dials or Groups in the Transfer Station(s).

Quick Dial

Enter **[#]** followed by the number (2 digits) of the Quick Dial where the End Receiver is stored. For example, to choose the number stored in Quick Dial 01 in the Transfer Station, enter: **[#][0][1]**

Speed Dial

Enter **[#]**, **[*]** followed by the Speed Dial code (2 or 3 digits). For example, to choose the number stored in Speed Dial 12 in the Transfer Station, enter: **[#][*][1][2]**

Group Dial

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

Transmission Options

This section describes various features that you can switch on and off for any particular transmission by following the procedure at the end of this section.

In addition, if you frequently use a certain configuration of options, you can change the default home position (on or off) of each option with the User Parameters. ⇒ P.130 *“Changing the User Parameters”*

TTI (Transmit Terminal Identification) Print

By default, the machine adds your TTI identification to each message you send so it appears on the printed fax at the other end. See Chapter3, “RTI/TTI” in the Basic Features manual.

Note

- ❑ You can switch this feature off with the User Parameters. ⇒ P.130 *“Changing the User Parameters”*(Switch01, Bit5)

Label Insertion

With this feature you can have the receiver's name printed on the message when it is received at the other end. The name will be printed at the top of the page and will be preceded by “To”.

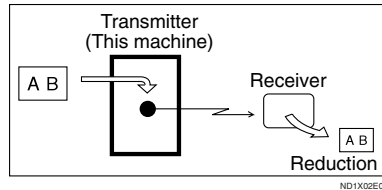
Note

- ❑ If you select Label Insertion, the label might be printed over a portion of the image when received at the other end.

- ❑ Program the receiver's name and number in a Quick Dial or Speed Dial then Label Insertion turned on with the User Parameters. ⇒ P.130 *“Changing the User Parameters”*(Switch01, Bit0)

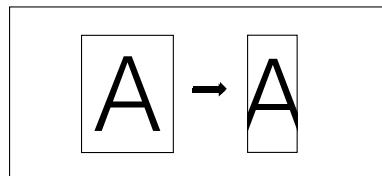
Auto Reduction

By default, if the receiver's paper is smaller than the paper you are sending on, the message is automatically reduced to fit onto the paper available at the other end.



Important

- ❑ If you turn this feature off, the scale of the original is maintained and some parts of the image may be deleted when printed at the other end.



Note

- ❑ You can switch this feature on and off with the User Parameters. The default setting is on. ⇒ P.130 *“Changing the User Parameters”*(Switch01, Bit2)

ID Transmission

If you turn this feature on, transmission will only take place if the destination's Polling ID is the same as yours. This feature can stop you from accidentally sending information to the wrong place (you need to co-ordinate Polling ID's with the other party).

Note

- ☐ You can switch this feature on and off with the User Parameters. The default setting is off. ⇒ P.130 *"Changing the User Parameters"* (Switch01, Bit1)

Selecting Transmission Options for a Single Transmission

- 1** Set the original and select any scan settings you require.

- 2** Press [Mode].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
03	Dest: 0
Mode Info.	

The Transmission Mode menu appears.

- 3** Enter the "Options" function number with the number keys.

☒ Transmission Mode	Enter number
09 Polling RX	10 Transfer Request
11 Options	
↑Prev ↓Next Exit	

Note

- ☐ If "Options" is not shown, press [↑Prev.] or [↓Next].

- 4** Press the or key to switch TTI Print on or off.

<Options>	Select mode with
TTI Print	On / Off 1/4
↑Prev. ↓Next OK	

Note

- ☐ The default setting is on.

- 5** If you want to set another option, press [↓Next].

Note

- ☐ To finish, go to step ⑥.

- 6** Press the or key to switch Label Insertion on or off.

<Options>	Select mode with
Label Insertion	On / Off 2/4
↑Prev. ↓Next OK	

Note

- ☐ The default setting is off.
- ☐ To cancel the changes, press [Cancel]. The Transmission Mode menu is shown.

- 7** If you want to set another option, press [↑Prev.] or [↓Next].

Note

- ☐ To finish, go to step ⑦.

- 8** Press the  or  key to switch Auto Reduction on or off.

<Options>		Select mode with  
Auto Reduction	On / Off	3/4
Prev. Next 		

 Note

- ☐ The default setting is on.
- ☐ To cancel the setting, press **[Cancel]**. The Transmission Mode menu is shown.

- 9** If you want to set another option, press Prev.] or Next].

 Note

- ☐ To finish, go to step 10.

- 10** Press the  or  key to switch Closed Network on or off.

<Options>		Select mode with  
Closed Network	On / Off	4/4
Prev. Next 		

 Note

- ☐ The default setting is off.
- ☐ To cancel the changes, press **[Cancel]**. The Transmission Mode menu is shown.

- 11** If you want to set another option, press Prev.].

 Note

- ☐ To finish, go to step 12.

- 12** Press **[OK]**.

The Transmission Mode menu is shown. A check mark is added to "Options".

- 13** Press **[Exit]**.

Transmission Mode	Enter number
09 Polling RX	10 Transfer Request
11 Options	
Prev. Next 	

The initial display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
001	Dest: 0
 	

 Note

- ☐ "Options" is shown. If you set up another advanced transmission function (except Polling Reception), "Others" is shown.

- 14** Dial and press the **[Start]** key.

4. Communication Information

Checking and Canceling Transmission Files

Transmission files are originals that have been stored in memory and are awaiting transmission. The features that produce transmission files are Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception and Polling Transmission. These features are described in detail elsewhere in this document.

This section describes how you can:

- Delete a file (cancel transmission)
- Print a file ^{*1}
- Check the destination(s) and options selected
- Alter when a file will be sent
- Resend a file
- Change destinations
- Delete destinations
- Add destinations

^{*1} This does not apply to Polling Reception or Confidential Transmission.

Limitation

- ☐ If you cancel a file being sent, the communication is immediately stopped and the file is canceled. A page which has already been sent cannot be canceled.
- ☐ You cannot change the start time add/delete a destination while a file is being sent.

Canceling a Transmission

1 Press [Info.].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	99%
03L	Dest: 0
Mode Info.	

The Information menu is shown.

2 Enter the "Check/Cancel TX Files" function number with the number keys.

☒ Information	Enter number
1 Check/Cancel TX Files	
2 Print TX File list	
Prev. Next	Next Exit

Note

- ☐ If "Check/Cancel TX Files" is not shown, press [**Prev.**] or [**Next**].

3 Press the **Left** or **Right** key until the file you want to delete is shown and press [Delete].

<TX Files Status>		[Prev.] [Next]	
27/09:59AM MemoryTX		Standby	
NEWYORK OFFICE		Dest: 3 Pg(s) 1	
Delete	Print	Check	Exit

4 Press [Yes].

Cancel transmission and delete this file?	
NEW YORK OFFICE	Dest: 1 Pg(s) 1
No Yes	

The file is erased.

5 Press [Exit].

<TX Files Status>	⏮Prev. ⏭Next
Delete Print Check Exit	

Note

- ❑ To delete another file, repeat steps **3** and **4**.

6 Press [Exit].

Information	Enter number
1 Check/Cancel TX Files 2 Print TX File list	
⏮Prev. ⏭Next Exit	

The initial display is shown.

Printing a File

If you wish to check the contents of a fax that is stored in memory and has not been sent yet, use this procedure to print it out.

1 Press [Info.].

Ready	Set originals. Enter fax no.
Memory Trans.	99%
NEW YORK OFFICE	Dest: 0
Mode Info.	

The Information menu is shown.

2 Enter the “Check/Cancel TX Files” function number with the number keys.

Information	Enter number
1 Check/Cancel TX Files 2 Print TX File list	
⏮Prev. ⏭Next Exit	

Note

- ❑ If “Check/Cancel TX Files” is not shown, press [⏮Prev.] or [⏭Next].

3 Press the ⏮ or ⏭ key until the file you want to print is shown and press [Print].

<TX Files Status>	⏮Prev. ⏭Next
27/09:59AM MemoryTX	Standby
NEW YORK OFFICE	Dest: 3 Pg(s) 1
Delete Print Check Exit	

4 Press the [Start] key.

To print selected file, press Start key.
Cancel

The file is printed.

Note

- ❑ Press [Cancel] to stop printing the file and return to the step **3** display.

5 Press [Exit].

<TX Files Status>	⏮Prev. ⏭Next
27/09:59AM MemoryTX	Standby
NEW YORK OFFICE	Dest: 3 Pg(s) 1
Delete Print Check Exit	

The Information menu is shown again.

6 Press [Exit] twice.

Information	Enter number
1 Check/Cancel TX Files	
2 Print TX File list	
[Prev]	[Next]
Exit	

The initial display is shown.

Checking and Editing a File

Use this procedure to check or edit destination(s), check options selected or alter the transmission time.

1 Press [Info.].

Ready	Set originals. Enter fax no.
Memory Trans.	99%
Dest: 0	
Mode	Info.

The Information menu is shown.

2 Enter the "Check/Cancel TX Files" function number with the number keys.

Information	Enter number
1 Check/Cancel TX Files	
2 Print TX File list	
[Prev]	[Next]
Exit	

Note

- If "Check/Cancel TX Files" is not shown, press [↑Prev.] or [↓Next].

3 Press the [Left] or [Right] key until the file you want to check or edit is shown. Then press [Check].

<TX Files Status>		[Left] [Right]
27/09:59AM MemoryTX	Standby	
NEWYORK OFFICE	Dest: 3 Pg(s) 1	
Delete	Print	Check Exit

Note

- If you wish to check only the transmission status, press [Exit] to return to standby mode.

4 Depending on the setting you want to check or change, use one of the following procedures.

Checking Destinations (Destination List)

1 Enter the "Destination List" number with the number keys.

<Check/Change>	Enter number
1 Destination List	
2 Change Start Time(03:22PM)	
3 Change Dest.	
Exit	

The total number of destinations and the fax number or each destination's name is shown.

<Destination List>	Dest: 1
NEW YORK OFFICE	
Exit	

Note

- To see hidden destinations, press [↑Prev.] or [↓Next].

Changing the Transmission Time

1 Enter the "Change Start Time" number with the number keys.

<Check/Change>	Enter number
1 Destination List	
2 Change Start Time(03:22PM)	
3 Change Dest.	
Exit	

② Enter the transmission time (4 digits) with the number keys.

<Change Start Time>	Enter Start time
Start time 03:22PM	
Immediate	Exit

Use 24-hour or 12-hour format depending on your area. For 12-hour format, press **[AM ↔ PM]** to switch between AM and PM (North America only).

Note

- ☐ You can not specify a start time more than 24 hours.
- ☐ When changing the time, select AM or PM before entering the time.
- ☐ To start transmission immediately, press **[Immediate]**. If memory contains other files queued for transmission, those files are sent first.

Re-sending a File

This function is valid when the machine is set up with the User Parameters to save messages that could not be sent in memory.

If you select the failed transmission file, you can resend it. This feature allows you to transmit a fax message again. These files will be kept for either up to 24 or 72 hours depending on how you program this feature. ⇒ P.130 “*Changing the User Parameters*”(Switch24, Bit1,0)

① Enter the “Retransmit” number with the number keys.

<Check/Change>	Enter number
1 Destination List	
2 Change Start Time	
3 Retransmit	
Exit	

② Press [Yes].

This transmission has failed. Would You like to retransmit?	
No	Yes

Note

- ☐ If you do not want to send the file, press **[No]**.

③ Enter the “Change Start Time” number with the number keys.

<Check/Change>	Enter number
1 Destination List	
2 Change Start Time(03:22PM)	
3 Change Dest.	
Exit	

④ Enter the start time with the number keys and press [Exit].

<Change Start Time>	Enter Start time
Start time 03:22PM	
Immediate	Exit

Note

- ☐ You can not specify a start time more than 24 hours.
- ☐ To start transmission immediately, press **[Immediate]**. If memory contains other files queued for transmission, those files are sent first.

Changing a Destination

You can delete or add destinations.

① Enter the "Change Dest." number with the number keys.

<Check/Change>		Enter number
1	Destination List	
2	Change Start Time (03:22PM)	
3	Change Dest.	
		Exit

② Change the destination.

<Change Dest.>		Add/change destination
		1/1
[001]	NEW YORK OFFICE	Dest: 1
		Add
		Exit

Note

- ❑ To cancel a destination, press the ◀ or ▶ key until the destination you want to cancel is shown and press the **[Clear/Stop]** key.
- ❑ To add a destination, press **[Add]** and enter the fax number with the number keys. Destinations can be specified only by using the number keys. The destination is added to the end of the list.
- ❑ If you change a destination of a file that is automatically being dialed or awaiting redial, redial is canceled so you will need to resend that file. ⇒ P.62 "Re-sending a File"

5 Press [Exit].

6 Press [Exit].

<Check/Change>		Enter number
1	Destination List	
2	Change Start Time (03:22PM)	
3	Change Dest.	
		Exit

7 Press [Exit].

<TX Files Status>		[Prev.] [Next]
27/09:59AM	MemoryTX	▶ Standby
[001] NEW YORK OFFICE	Dest: 3	Pg(s) 1
Delete	Print	Check
Exit		

The Information menu is shown.

8 Press [Exit].

Information		Enter number
1	Check/Cancel TX Files	
2	Print TX File list	
[Prev.]	Next	Exit

The initial display is shown.

Printing a List of Files in Memory (Print TX File List)

Print this list if you wish to find out which files are stored in memory and what their file numbers are. Knowing the file number can be useful (for example when erasing files).

Note

- The contents of an original stored in memory can also be printed. ⇒ P.60 “Printing a File”

1 Press [Info.].

☐ Ready Set originals. Enter fax no.
 Memory Trans. 99%
 [Info.] Dest: 0

Mode Info.

The Information menu is displayed.

2 Enter the “Print TX File list ” function number with the number keys.

Information Enter number []
 1 Check/Cancel TX Files
 2 Print TX File list

Prev. Next Exit

Note

- If “Print TX File list ” is not shown, press [Prev.] or [Next].

3 Press the [Start] key.

To print TX File List, press Start key.

Cancel

The transmission file list is printed. When the printing is completed, the Information menu is shown.

Note

- Press [Cancel] to stop printing the file list and return to the Information Menu display.

4 Press [Exit].

Information Enter number []
 1 Check/Cancel TX Files
 2 Print TX File list

Prev. Next Exit

The initial display is shown.

Checking the Transmission Result (TX File Status)

If you wish to find out whether a file was sent successfully, you do not have to always print the TCR. With this function you can browse through the last 50 completed transmissions on the display.

Limitation

- ☐ Only the last 50 communications are shown. Earlier transmissions are not available.
- ☐ If a transmission is completed while you are using this function, the result will not be shown until you exit TX File Status and start it again.

1 Press [Info.].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
001	Dest: 0
Mode Info.	

The Information menu is shown.

2 Enter the "TX Status" function number with the number keys.

Information		Enter number
3 TX Status	4 RX Status	
5 Print Conf. RX	6 Print Mem. Lock	
↑Prev ↓Next Exit		

Note

- ☐ If "TX Status" is not shown, press [↑Prev.] or [↓Next].

3 Press [↑Prev.] or [↓Next] to scroll through the list.

<TX Status>		24.Jan. 02:28
16.Jan. 07:15PM TOKYO OFF~	1Pg(s)	Done
16.Jan. 07:11AM NEW YORK ~	3Pg(s)	Done
↑Prev ↓Next OK		

The results are shown two at a time with the most recent above.

4 Press [OK].

The initial display is shown.

5 Press [Exit].

Checking the Reception Result (RX File Status)

This function lets you check up on the last 50 messages received without having to print the TCR. You can browse through the received messages on the display.

Limitation

- ☐ Only the last 50 communications are displayed. Earlier messages are not available.
- ☐ If a message is received while you are using this function, the result will not be shown until you exit RX File Status and start it again.

1 Press [Info.].

○ Ready		Set originals. Enter fax no.	
Memory Trans.		100%	
163L		Dest: 0	
Mode		Info.	

The Information menu is shown.

2 Enter the “RX Status” function number with the number keys.

■ Information		Enter number ■	
3 TX Status	4 RX Status		
5 Print Conf. RX	6 Print Mem. Lock		
↑Prev		↓Next	
		Exit	

Note

- ☐ If “RX Status” is not shown, press [↑Prev.] or [↓Next].

3 Press [↑Prev.] or [↓Next] to scroll through the messages.

<RX Status>		24.Jan. 02:29	
16.Jan. 07:13PM TOKYO OFF~ 1Pg(s)		Done	
16.Jan. 07:09AM NEW YORK ~ 1Pg(s)		Done	
↑Prev		↓Next	
		OK	

The results are shown two at a time with the most recent above.

4 Press [OK].

The initial display is shown.

5 Press [Exit].

Printing a Confidential Message

Optional Expansion Memory is required for using this feature.

This feature is designed to prevent messages being picked up casually by anyone when they are received. If someone sends you a message using Confidential Transmission, it is stored in memory and not automatically printed. To print the message you have to enter the Confidential ID code. When your machine has received a confidential message, the **Confidential File** indicator lights.

Preparation

Before using this function, program your Confidential ID. ⇒ P.125 "ID Code"

Important

- ☐ If the **Main Power** switch is off more than an hour, all Confidential Messages are deleted. In that case, use the Power Failure Report to identify which messages have been deleted. ⇒ P.143 "When Power is Turned off or Fails"

Limitation

- ☐ You must program the Confidential ID for Confidential Reception to work.

1 Press [Info.].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	99%
63	Dest: 0
Mode Info.	

The Information menu is shown.

2 Enter the "Print Conf. RX" function number with the number keys.

Information	Enter number
3 TX Status	4 RX Status
5 Print Conf. RX	6 Print Mem. Lock
↑Prev ↓Next Exit	

Note

- ☐ If "Print Conf. RX" is not shown, press [↑Prev.] or [↓Next].

3 Enter the Confidential ID (4 digit number) with the number keys.

<Print Conf. RX>	
Enter Confidential ID.	Press Start key
Conf.ID	■■■■
Cancel	

Note

- ☐ If you receive a fax by Confidential ID Override Reception, enter the override Confidential ID.
- ☐ You need to obtain the override Confidential ID from the sender.

4 Press the [Start] key.

The received messages are printed. When printing has finished, the Information menu is shown.

Information	Enter number
3 TX Status	4 RX Status
5 Print Conf. RX	6 Print Mem. Lock
↑Prev ↓Next Exit	

Note

- ❑ If no Confidential Messages have been received, the message “No reception file(s) exists.” is shown. Press **[Exit]**.

No reception file(s) exists.
Exit

- ❑ If the Confidential IDs or Personal Confidential IDs do not match, the message “No file(s) exist for this Confidential ID.” is displayed. Press **[Exit]** to cancel the operation, check the Confidential ID or Personal Confidential ID with the other party and try again.

No file(s) exist for this Confidential ID.
Exit

5 Press [Exit].

Information		Enter number
3 TX Status	4 RX Status	
5 Print Conf. RX	6 Print Mem. Lock	
↑Prev	↓Next	Exit

The initial display is shown.

Confidential File Report

By default, this report is printed whenever your machine receives a Confidential Message.

Note

- ❑ You can turn this report off with the User Parameters. ⇒ P.130 “Changing the User Parameters”(Switch04, Bit0)

Printing a File Received with Memory Lock

This is a security feature designed to prevent unauthorized users from reading your messages. If Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID code. When your machine has received a message with Memory Lock, the **Receive File** indicator blinks.

Preparation

Before you start, program your Memory Lock ID. ⇒ P.125 “ID Code”

Note

- ☐ Messages received by Polling Reception are automatically printed even if this feature is switched on.
- ☐ If the **Main Power** switch is turned off for more than an hour, all messages protected by Memory Lock will be deleted. In that case, the Power Failure Report will be printed so you can confirm which messages have been deleted. ⇒ P.143 “When Power is Turned off or Fails”
- ☐ You can also apply Memory Lock to messages that come only from certain senders. ⇒ P.115 “Treating Message from Certain Senders Differently (Specified Senders)”

1 Make sure that the Receive File indicator blinks. Press [Info.].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	99%
03	Dest: 0
Mode Info.	

The Information menu is shown.

2 Enter the “Print Mem. Lock” function number with the number keys.

Information	Enter number
3 TX Status	4 RX Status
5 Print Conf. RX	6 Print Mem. Lock
↑Prev ↓Next Exit	

Note

- ☐ If “Print Mem. Lock” is not shown on the display, press [↑Prev.] or [↓Next].

3 Enter the Memory Lock ID (4 digit number).

<Print Mem. Lock>	
Enter Mem. Lock ID.	Press Start key
Mem. Lock ID. ■■■■	
Cancel	

4 Press the [Start] key.

The received messages are printed. When the printing is completed, the Information menu is shown.

Information	Enter number
3 TX Status	4 RX Status
5 Print Conf. RX	6 Print Mem. Lock
↑Prev ↓Next Exit	

 Note

- ☐ If no messages have been received, while Memory Lock is switched on, the message “No reception file(s) exists.” is shown. Press **[Exit]**.

No reception file(s) exists.

Exit

- ☐ If the Memory Lock ID does not match, the message “Wrong Memory Lock ID.” is shown. Press **[Exit]** and retry after checking the Memory Lock ID.

Wrong Memory Lock ID.

Exit

5 Press **[Exit]**.

Information
Enter number

3 TX Status	4 RX Status
5 Print Conf. RX	6 Print Mem. Lock

↑Prev

↓Next

Exit

The initial display is shown.

Printing the TCR

The TCR contains information about the last 50 communications made by your machine. It is printed automatically after every 50 communications (receptions+transmissions).

You can also print a copy of the TCR at any time by following the procedure below.

Note

- ☐ The sender's name column of the TCR is useful when you need to register a special sender.
- ☐ If you do not want the TCR printed, you can turn it off. ⇒ P.130 *"Changing the User Parameters"* (Switch03, Bit7)

1 Press [Info.].

Ready Set originals. Enter fax no.
Memory Trans. 100%
Dest: 0

Mode Info.

The Information menu is shown.

2 Enter the "Print TCR" function number with the number keys.

Information Enter number
7 Print TCR 8 Memory Status

↑Prev ↓Next Exit

Note

- ☐ If "Print TCR" is not shown, press [↑Prev.] or [↓Next].

3 Press the or key to select the format you want to print.

To print TCR, press Start key
or select mode.
All / File No. / Pers. Code

Cancel

- Select "All" to print the last communications.
- Select "File No." to print the information for each file then enter a 4 digit file number with the number keys.
- Select "Pers. Code" to print the information for files of each personal code then enter a Personal Code (4 digit number) with the number keys.
- Press [Cancel] to return to the Information menu.

4 Press the [Start] key.

The TCR is printed.

5 Press [Exit].

Information Enter number
7 Print TCR 8 Memory Status

↑Prev ↓Next Exit

The initial display is shown.

Displaying the Memory Status

Use this function to display a summary of current memory usage. Items shown are the percentage of free memory space, the number of received confidential messages, the number of files to be sent, and the number of received messages to be printed.

1 Press [Info.].

☐ Ready	Set originals. Enter fax no.
Memory Trans.	99%
63L	Dest: 0
Mode Info.	

The Information menu is shown.

2 Enter the "Memory Status" function number with the number keys.

☒ Information	Enter number
7 Print TCR	8 Memory Status
↑Prev ↓Next Exit	

Note

- ☐ If "Memory Status" is not shown, press [↑Prev.] or [↓Next].

3 The usage is displayed. When you have finished, press [OK].

<Memory Status>		Memory 99%
Confidential RX	3 file(s)	Others
TX Files	14 file(s)	
RX Files to print	7 file(s)	
OK		

Note

- ☐ If "Others" is displayed, it means that one or more Auto Documents have been stored. ⇒ P.79 "Registering an Auto Document"
- ☐ Memory can hold up to about 160 pages (up to about 480 pages with optional Expansion Memory installed/up to about 3,000 pages with both the optional Expansion Memory and optional Hard Disk installed).

4 Press [Exit].

☒ Information	Enter number
7 Print TCR	8 Memory Status
↑Prev ↓Next Exit	

The initial display is shown.

5. Facsimile User Tools

Accessing the User Tools

The User Tools allow you to program the machine with your identification, store frequently used numbers and settings, and customize the default settings to match your needs.

So you can find the User Tool you want quickly and easily, they are grouped by function:

❖ Register/Delete

Use to program or delete: Quick Dials, Groups, Speed Dial, Keystroke Programs, Auto Documents, Irregular scan Area

❖ Reports/Lists

Use to print: the TCR, Group list, Keystroke Program list, Speed Dial list, Auto Document list, Quick Dial list, Quick Dial label and Auto Documents

❖ Initial Setup TX

Use to set defaults for: Transmission mode (Memory/Immediate), scanning conditions (Resolution, Auto Image Density and Original Type).

❖ Initial Setup RX

Use to turn on or off: Reverse Order, Printing, Checkered Mark, Center Mark, Print RX Time, Multi-copy Reception, Authorized Reception, Special RX Nos., 2-sided printing and Forwarding

- Change the Reception Mode
- Set the Bypass Paper Size Setting
- Select the 2nd Color Choice and FAX Print Color

❖ User Functions

Use to program settings you frequently use into the User Function Keys

❖ Key Operator Settings

Use to program/check: your name, your fax number, line type, various ID codes, Adjusting Volume, date and time, number of transmitted/received documents

Preparation

Some menus will not fit on the display. Press [**↑Prev.**] and [**↓Next**] to scroll through them if you cannot see the item you need.

Press [**PrevMenu**] to return to the Previous menu.

Items that are currently selected appear highlighted.

Press [**OK**] to accept the new settings.

Note that the changes will not be made if you do not press [**OK**].

Press [**OK**] or [**Cancel**] to return to the previous display.

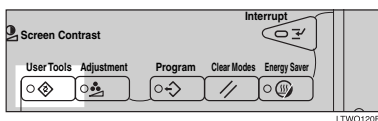
1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
03L	Dest: 0
Mode Info.	

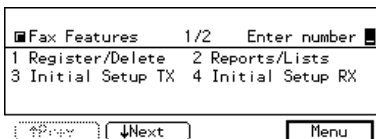
Note

- ❑ If the standby display is not shown, press the [**Facsimile**] key.

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



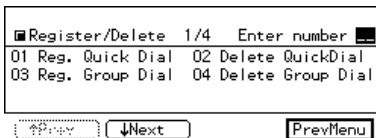
3 Enter the number that matches the category you require.



Note

- If you select Key Operator Settings, you must enter the function number for “Key Op. Settings” with number keys and press the **[#]** key within 3 seconds.

4 Enter the function number of the User Tool you require.



Note

- Function numbers are different depending on the machine model and options attached.

5 Follow the instructions on the display.

For more details on each User Tool, see the relevant pages of this manual.

Exiting User Tool mode

1 When you have made your changes and pressed **[OK]**, press the **[User Tools]** key to return to standby mode.

Note

- To exit “Key Op. Settings”, you need to return to the Facsimile User Tools initial display. Press **[PrevMenu]** on each display until you reach the main menu, then press the **[User Tools]** key.

Register/Delete Menu

Storing Keystroke Programs

If you regularly send messages to a particular destination or transmit using the same features, you can save a lot of repetitive keypad operations by storing this information in a Keystroke Program.

Keystroke Programs can be recalled by just pressing a Quick Dial key. The following procedure can be used to program a new Keystroke Program or overwrite an old one.

You can register the following items in Keystroke Programs:

- Memory Transmission, Immediate Transmission, destinations (up to 200 numbers), Resolution, Original Type, G3 or G4 communication mode, Stamp, Send Later, Confidential Transmission, Personal Code transmission, Auto Document, Book Fax, Irregular Scan Area, Send First, Polling Transmission, Polling Reception, Transfer Request, 2-sided transmission and optional functions
- Program name (up to 20 characters)

Important

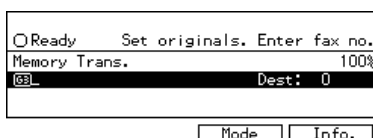
- We recommend that you print the Keystroke Program list and keep it when you register or change a function. ⇒ P.86 “Reports/Lists”

Limitation

- The maximum number of programs you can register is 56.
- You cannot register a program in a Quick Dial key used for another function.

- When a registered program key is being used for a Memory Transmission on standby, the message “This destination is in use for standby transmission file. Please modify/delete after transmission.” is displayed and you cannot change the function for this key.

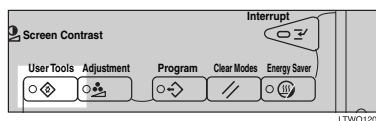
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.**



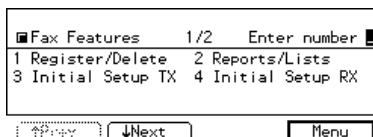
Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



- 3 Enter the function number for “Register/Delete” with the number keys.**



- 4** Enter the function number for “Store Program” with the number keys.

Register/Delete 3/4 Enter number	
09 Store Program	10 Delete Program
11 Reg. Auto Doc.	12 Delete Auto Doc.

Note

- If “Delete Speed Dial” is not shown, press **[↑Prev.]** or **[↓Next.]**.

- 5** Press the Quick Dial key you want to register the program in.

The “Store Program” display is shown.

<Store Program>	
Press key to store Keystroke Program, or check Status.	

Note

- If you make a mistake, press **[Cancel]** and try again.
- You can press **[Status]** to see the status currently programmed.

<Status 01-56> Press key to register	
29 Ks.P REPORT	30 Ks.P DAILY
31 -----	32 -----

- 6** Press **[Feature.]**.

<Store Program>[31] Features selected	

- 7** Carry out the sequence of operations you wish to store in this program, then press **[OK]**.

Store Program Enter features.Press OK	
Memory Trans.	100%
03_	Dest: 0

Note

- If you press the **[Reset]** key, the display returns to that shows in step **4**.
- For example, say you wish to use Send Later to destination number 0123456789. The sequence of operations would be:
 - Enter “0123456789” using the number keys.
 - Press **[Mode]**.
 - Enter the function number for “Send Later” using the number keys.

Transmission Mode Enter number	
01 Send Later	02 Confidential TX
03 Personal Code	04 Auto Document

- Set Send Later ⇒ P.34 “*Sending at a Specific Time (Send Later)*”
- If a program is already stored in the Quick Dial key, the function name is shown on the display. If you want to change the program, press the **[Reset]** key and program the function again.

8 Press [OK].

Store Program Enter features.Press OK
Memory Trans. Send Later 100%
DI:0123456789 Dest: 1
Add Mode OK

9 Press [Name].

<Store Program>[31] Features selected	
Memory Trans. Others	
Feature	Name Cancel OK

 Note

- ❑ You must register a name for the program.

10 Enter the program name.

Enter name ►Uppercase

 Note

- If a program name is already registered in the Quick Dial key, the name is shown on the display. If you wish to change the program name, press the **[Clear/Stop]** key and enter another name.

Reference

See Chapter 3, “Entering Text” in the Basic Features manual.

11 Press [OK].

The function and program name are shown on the display.

12 Press [OK].

The program is stored.

<Store Program>[31]		Features selected	
Memory Trans. Others (Name:Ks.P WEEKLY)			
Feature	Name	Cancel	OK

 Note

- ❑ If you press **[Cancel]**, the Key-stroke Program is canceled and the display shown in step **6** appears again.

13 Press [Exit].

<Store Program>	
Press key to store Keystroke Program, or check Status.	
Status	PrevMenu

The screen shown in step **5** appears again.

14 Press the **【User Tools】** key.

Keystroke Program list

The Keystroke Program list allows you to print and check functions registered in keystroke programs.⇒ P.86
"Reports/Lists"

Using a Keystroke Program

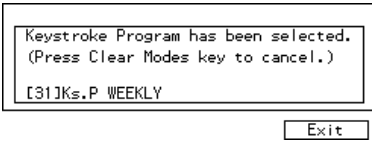
For example execute a program using Send Later for the fax number “0123456789.”

1 Set your original.

 Note

- ❑ If the destination, resolution, contrast and/or original type are not registered in the program, adjust these settings now.

- 2** Press the Quick Dial key containing the Keystroke Program.



In this example, the program name "WEEKLY" is shown on the display.

- 3** Press [Exit] then the [Start] key.

The machine starts scanning the original.



The message will be sent at the specified time.

Deleting a Keystroke Program

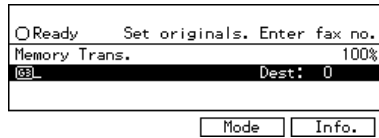
Limitation

- ☐ When a registered program is being used for a standby Memory Transmission, the following message appears and you cannot delete the program: "This destination is in use for standby transmission file. Please modify/delete after transmission."

Note

- ☐ If you delete a program, the registered program name is also deleted.

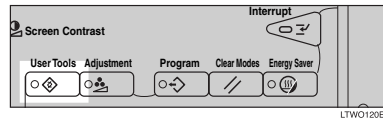
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



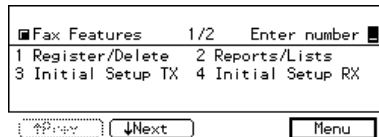
Note

- ☐ If the standby display is not shown, press the [Facsimile] key.

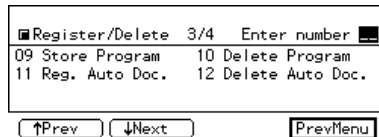
- 2** Press the [User Tools] key.



- 3** Enter the function number for "Register/Delete" with the number keys.



- 4** Enter the function number for "Delete Program" with the number keys.



Note

- ☐ If "Delete Program" is not shown, press [↑Prev.] or [↓Next].

- 5** Press the Quick Dial key containing the program you wish to delete.

<Delete Program>[31]	Delete ?
Memory Trans. Others (Name:Ks.P WEEKLY)	
[Facsimile]	[No] [Yes]

The contents of the program are shown on the display.

 Note

- ☐ If you make a mistake, press **[No]** and try again.
- ☐ To view the contents of a key, press **[Status]**.

<Status 01-56> Press key to delete	
29 Ks.P REPORT	30 Ks.P DAILY
31 Ks.P WEEKLY	32 -----
[↑Prev]	[↓Next] [OK]

- 6** Press **[Yes]**.

<Delete Program>[31]	Delete ?
Memory Trans. Others (Name:Ks.P WEEKLY)	
[Facsimile]	[No] [Yes]

 Note

- ☐ If you press **[No]**, the program is not deleted and the display shown in step **5** appears again.

- 7** Press **[Yes]**.

Are you sure you want to delete?
[No] [Yes]

The program is deleted.

 Note

- ☐ If you press **[No]**, the program is not deleted and the display shown in step **5** appears again.

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

Registering an Auto Document

If you find that you often have to send a particular page to people (for example, a map, a standard attachment, or a set of instructions), store that page in memory as an Auto Document. This saves re-scanning the original every time you wish to send it.

Use the following procedure to program a new Auto Document or overwrite an existing one.

Important

- ☐ You can store up to 6 Auto Documents (18 with the optional Expansion Memory installed). Each Auto Document can contain one page.
- ☐ You can store the following items in an Auto Document:
 - Scan settings (Resolution, Original Type, and Image Density)
 - Irregular Scan Area
 - Document name (up to 10 characters)
- ☐ We recommend that you print the Auto Document list and keep it when you register or change an Auto document. ⇒ P.86 "Reports/Lists"

Limitation

- ☐ You can only send one Auto Document per transmission.

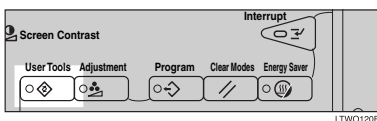
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
031	Dest.: 0
[Mode]	[Info.]

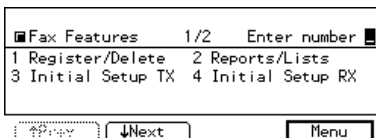
 Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

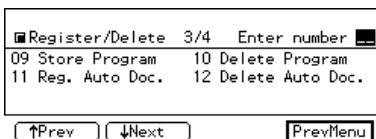
2 Press the **[User Tools]** key.



3 Enter the function number for "Register/Delete" with the number keys.



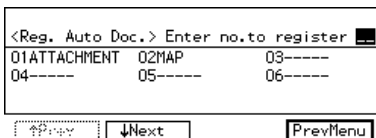
4 Enter the function number for "Reg. Auto Doc." with the number keys.



Note

- If "Reg. Auto Doc." is not shown, press **[↑Prev.]** or **[↓Next.]**.

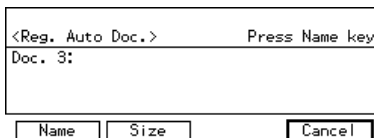
5 Enter the number of the Auto Document you want to register with the number keys.



Note

- If you make a mistake with the first digit, press the **[Clear/Stop]** key and re-enter it. If you make a mistake with the second digit, press **[Cancel]** and re-enter it.
- If a document is already registered, the name is shown on the display.

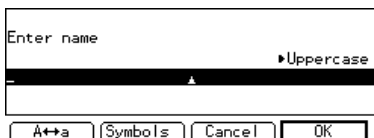
6 Press **[Name]**.



Note

- You must register a name for the auto Document.

7 Enter the Auto Document name.



Note

- If the name is already registered, it is shown on the display. If you want to change the document name, press the **[Clear/Stop]** key and enter another name.

Reference

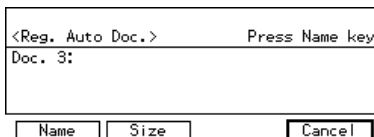
See Chapter3, "Entering Text" in the Basic Features manual.

8 Press **[OK]**.

Note

- If you are storing a standard size document, go to step 11.

9 If your original is of a non-standard size, press **[Size]**.



- 10** Select a size using the or key and press [OK].

<Irreg. Scan Area> Select area with

Area 1/Area 2/A4 /A4 /B4 /A3

B5x11 /8x11 /8x14 /11x17

Status Cancel OK

The document name and original size are shown on the display.

- 11** Set your original and press the **[Start]** key.

<Reg. Auto Doc.>Set original. Press Start

Doc. 3: FORM (A4)

Name Size Cancel

The machine starts scanning the original.

- 12** When the original has been completely scanned in, press **[Exit]**.

The Auto Document is stored. The display shown in step **9** appears again.

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

Auto Document list

The Auto Document list allows you to print and check stored Auto Document names. To print this list, follow the steps shown in "Reports/Lists".
⇒ P.86 "Reports/Lists"

Deleting an Auto Document

Limitation

- You cannot delete an Auto Document waiting to be transmitted. Delete it after the transmission, cancel the transmission on standby then delete the Auto Document.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

Ready Set originals. Enter fax no. 99%

Memory Trans. Dest: 0

Mode Info.

Note

- If the standby display is not shown, press the **[Facsimile]** key.

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

Screen Contrast Interrupt

User Tools Adjustment Program Clear Modes Energy Saver

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- 3** Enter the function number for "Register/Delete" with the number keys.

Fax Features 1/2 Enter number

1 Register/Delete 2 Reports/Lists

3 Initial Setup TX 4 Initial Setup RX

Previous Next Menu

- 4** Enter the function number “Delete Auto Doc.” with the number keys.

Register/Delete 3/4 Enter number	
09 Store Program	10 Delete Program
11 Reg. Auto Doc.	12 Delete Auto Doc.

Note

- ☐ If “Delete Auto Doc.” is not shown, press **[↑Prev.]** or **[↓Next]**.

- 5** Enter the number of the Auto Document you want to delete with the number keys.

<Delete Auto Doc.>Enter no. to delete		
01 ATTACHMENT	02 MAP	03 ----
04 ----	05 ----	06 ----

The stored document is shown on the display.

Note

- ☐ If you make a mistake with the first digit, press the **[Clear/Stop]** key and re-enter it.

- 6** Press **[Yes]**.

<Delete Auto Doc.>	Delete ?
Doc. 2: MAP	

Note

- ☐ If you press **[No]**, the document is not deleted and the display shown in step **5** appears again.

- 7** Press **[Yes]**.

Are you sure you want to delete?

The Auto Document is deleted.

Note

- ☐ If you press **[No]**, the document is not deleted and the display shown in step **5** appears again.

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

Printing an Auto Document

To check on stored Auto Documents, you can print them out.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	99%
03L	Dest: 0

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

Screen Contrast					Interrupt
User Tools	Adjustment	Program	Clear Modes	Energy Saver	

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- 3** Enter the function number for "Reports/Lists" with the number keys.

Fax Features 1/2 Enter number	
1 Register/Delete	2 Reports/Lists
3 Initial Setup TX	4 Initial Setup RX

- 4** Enter the function number for "Auto Doc. orig." with the number keys.

Reports/Lists 2/2 Enter number	
5 K. Program List	6 Auto Doc. List
7 Auto Doc. orig.	

Note

- ☐ If "Reg. Auto Doc." is not shown, press [**↑Prev.**] or [**↓Next**].

- 5** Enter the number of the Auto Document you wish to print out with the number keys.

Enter Doc. no. and press Start key		
01 ATTACHMENT	02----	03----
04----	05----	06----

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

Printing. Please wait.

When printing is completed, the display shown in step **4** appears again.

Note

- ☐ If you press [**Cancel**] before printing starts, the printing stops and the display shown in step **4** appears again.

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

Registering an Irregular Area

When you select Irregular Area to scan a non-standard size original, two custom sizes of original are available (Area 1 and Area 2). Use this function to register these custom sizes in advance.

To change an existing Irregular Scan size, just use the following procedure to overwrite it.

Important

- ☐ When registering or changing an original size, we recommend that you make a memo of the new size.

Limitation

- ☐ For the vertical length (width), select "Auto", "8¹/₂ inch", "11inch", "8.3inch (A4□)", "10.1inch (B4□)" or "11.7inch (A3□)".
- ☐ For the horizontal length, specify from 128 to 432mm or from 5¹/₂ to 17 inches.

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

Ready	Set originals. Enter fax no.
Memory Trans.	99%
031	Dest: 0

Note

- ☐ If the standby display is not shown, press the [**Facsimile**] key.

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

Screen Contrast					Interrupt
User Tools	Adjustment	Program	Clear Modes	Energy Saver	

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- 3** Enter the function number for “Register/Delete” with the number keys.

Fax Features 1/2 Enter number	
1 Register/Delete	2 Reports/Lists
3 Initial Setup TX	4 Initial Setup RX

- 4** Enter the function number for “Reg. Irreg. Area” with the number keys.

Register/Delete 4/4 Enter number	
13 Reg. Irreg. Area	14 Delete Irreg. Area

Note

- ☐ If “Reg. Irreg. Area” is not shown, press [**Prev**] or [**Next**].

- 5** Press [**Area 1**] or [**Area 2**].

<Reg. Irreg. Area> Select Area1 or Area2	
Area 1:-----	
Area 2:-----	

Note

- ☐ If a size is already registered, it is shown on the display.

- 6** Press [**Vert.**].

<Reg. Irreg. Area>Select Horiz. or Vert.	
Area 1:-----	

- 7** Select a size you wish to register using the **Left** or **Right** key and press [**OK**].

<Vert. Length> Select length with Left or Right	
Auto / 8 $\frac{1}{2}$ inch / 11inch / 8.3inch(A4) / 10.1inch(B4) / 11.7inch(A3)	

The specified size is shown on the display.

Note

- ☐ When you select “Auto”, “---” is shown on the display.

- 8** Press [**Horiz.**].

<Reg. Irreg. Area>Select Horiz. or Vert.	
Area 1:Vert.8 $\frac{1}{2}$ inch	

- 9** Enter the length with the number keys and press [**OK**].

<Horiz. Length> Enter length(140-457)	
-----inch	

The specified size is shown on the display.

Note

- ☐ Each time you press [**mm ↔ inch**], the units change between “inch” and “mm” alternately. If you enter a length and change the unit by pressing [**mm ↔ inch**], the length is converted automatically according to the unit (fractions are rounded off). For example, when you enter [**2**], [**5**], and [**0**] in millimeters and change to “inch”, the length “9.8inch” is shown on the display. If you press [**mm ↔ inch**] again, “249mm” is displayed.

10 Press [OK].

<Reg. Irreg. Area>Select Horiz. or Vert.	
Area 1:Vert.8½inch	Horiz.11.8inch
Vert.	Horiz.
Cancel	OK

11 Press the [User Tools] key.

Reg. Irreg. Area: Select Area1 or Area2	
Area 1:Vert.8½inch	Horiz.11.8inch
Area 2:-----	
Area 1	Area 2
PrevMenu	

Deleting an Irregular Area

1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
63	Dest: 0
Mode Info.	

Note

- ☐ If the standby display is not shown, press the [Facsimile] key.

2 Press the [User Tools] key.

Screen Contrast		Interrupt
User Tools	Adjustment	Program
Clear Modes	Energy Saver	
LTW0120E		

3 Enter the function number for "Register/Delete" with the number keys.

Fax Features 1/2 Enter number	
1 Register/Delete	2 Reports/Lists
3 Initial Setup TX	4 Initial Setup RX
Next	Menu

4 Enter the function number for "Delete Irreg.Area" with the number keys.

Register/Delete 4/4 Enter number	
13 Reg. Irreg. Area	14 Delete Irreg.Area
Prev	Next
PrevMenu	

Note

- ☐ If "Delete Irreg.Area" is not shown, press [Prev] or [Next]. The registered sizes are displayed.

5 Press [Area 1] or [Area 2].

<DeleteIrreg.Area> Select Area1 or Area2	
Area 1:Vert.8½inch	Horiz.11.8inch
Area 2:Horiz.38.0inch	
Area 1	Area 2
PrevMenu	

Note

- ☐ If you make a mistake, press [No] and try again.

6 Press [Yes].

Are you sure you want to delete?	
No	Yes

The Irregular Area is deleted.

Note

- ☐ If you press [No], the Irregular Area is not deleted and the display shown in step 5 appears again.

7 Press the [User Tools] key.

Reports/Lists

This function allows you to print the following reports and lists manually. Select a report or list as needed.

- TCR ⇒ P.71 *"Printing the TCR"*
- Quick Dial list
See Chapter3, "Quick Dial" in the Basic Features manual.
- Group Dial list
See Chapter3, "Groups" in the Basic Features manual.
- Keystroke Program list
⇒ P.77 *"Keystroke Program list"*
- Speed Dial list
See Chapter3, "Sped Dial" in the Basic Features manual.
- Auto Document list
⇒ P.81 *"Auto Document list"*

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
TEL	Dest: 0
Mode Info.	

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

Screen Contrast		Interrupt	
User Tools	Adjustment	Program	Clear Modes
Energy Saver			

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- 3** Enter the function number for "Reports/Lists" with the number keys.

Fax Features	1/2	Enter number
1 Register/Delete	2 Reports/Lists	
3 Initial Setup TX	4 Initial Setup RX	
Print Next		Menu

Printing the TCR

- 1** Enter the function number for "TCR" with the number keys.

Reports/Lists	1/2	Enter number
1 TCR	2 Quick Dial List	
3 Group Dial List	4 Speed Dial List	
Print Next		PrevMenu

Note

- ☐ If you make a mistake, press **[Cancel]** and try again.

Printing the Quick Dial List

- 1** Enter the function number for "Quick Dial List" with the number keys.

Reports/Lists	1/2	Enter number
1 TCR	2 Quick Dial List	
3 Group Dial List	4 Speed Dial List	
Print Next		PrevMenu

Note

- ☐ If you make a mistake, press **[Cancel]** and try again.

- 2** Select the type of the list using the **[Left]** or **[Right]** key.

Print Quick Dial List. Select [Left] and press start
[Quick Dial List] / Dial label
Cancel

Printing the Speed Dial List

- 1 Enter the function number for “Speed Dial List” with the number keys.

■ Reports/Lists	1/2	Enter number
1 TCR	2 Quick Dial List	
3 Group Dial List	4 Speed Dial List	

Note

- ☐ If you make a mistake, press **[Cancel]** and try again.

Printing the Group Dial List

- 1 Enter the function number for “Group Dial List” with the number keys.

■ Reports/Lists	1/2	Enter number
1 TCR	2 Quick Dial List	
3 Group Dial List	4 Speed Dial List	

Note

- ☐ If you make a mistake, press **[Cancel]** and try again.

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

When printing is completed, the display shown in step 3 appears again.

Note

- ☐ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step 3 appears again.

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

Initial Setup TX

When you turn on the machine or return to Copy mode, the machine returns to the home settings. You can change these home settings so that the machine starts with your most frequently used features selected.

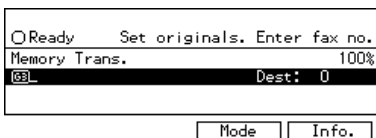
This procedure can be used to change the home settings for the transmission mode (Memory/Immediate Transmission) and scan settings (Resolution, Photo Original(Original Type), Auto Image Density, and Fax Auto Reset).

5

Note

- ☐ You can also choose whether the machine returns to the home settings after each communication. ⇒ P.130 “Changing the User Parameters”(Switch01, Bit7)

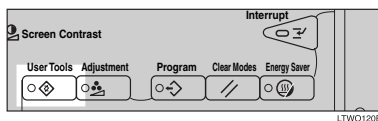
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

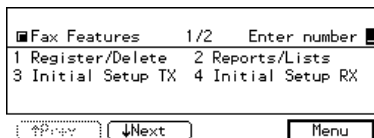
- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



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3 Enter the function number for “Initial Setup TX” with the number keys.

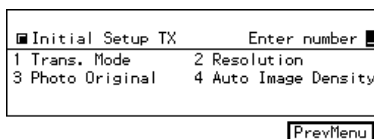


The “Initial Setup TX” menu is shown on the display.

Note

- ☐ If “Initial Setup TX” is not shown, press **[↑Prev.]** or **[↓Next.]**.

4 Enter the function number of the mode whose home setting you wish to change.

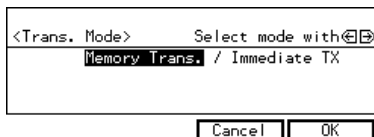


Note

- ☐ If you make a mistake, press **[Cancel]** and enter the correct number.

5 Select the home setting with the **[Left]** or **[Right]** key then press **[OK]**.

◆ Transmission Mode



◆ Resolution

<Resolution>	Select mode with ⬅➡
Standard / Detail / Super Fine	
Cancel	OK

◆ Photo Original

Photo Original:	Select mode with ⬅➡
Off / Text•Photo / Photo	
Cancel	OK

◆ Auto Image Density

Auto Image Density:	Select mode with ⬅➡
On / Off	
Cancel	OK

Note

- If you want to change other home settings, repeat steps 4 and 5.

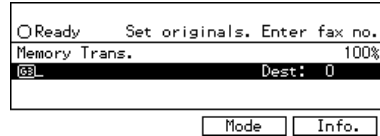
6 Press the **[User Tools]** key.

Initial Setup RX

The Initial Setup Reception function allows you to turn the following reception functions on or off.

- Reception Mode
See Chapter 2, “Selecting the Reception Mode” in the Basic Features manual.
- Checkered Mark
⇒ P.23 “Checkered Mark”
- Center Mark
⇒ P.23 “Center Mark”
- Print RX Time
⇒ P.23 “Reception Time”
- Multi-copy Reception (with the optional Expansion Memory installed).
⇒ P.25 “Multi-copy Reception”
- 2-sided Printing
⇒ P.24 “2-Sided Printing”
- Reverse Order Printing
⇒ P.27 “Reverse Order Printing”
- Authorized RX
⇒ P.120 “Authorized Reception”
- Special RX Nos.
⇒ P.115 “Treating Message from Certain Senders Differently (Specified Senders)”
- Forwarding
⇒ P.108 “Forwarding”
- Bypass Paper Size setting
⇒ P.31 “Having Incoming Messages Printed on Paper From the Bypass Tray”
- FAX Print Color
⇒ P.28 “FAX Print Color”
- 2nd Color Choice
⇒ P.28 “2nd Color Choice”

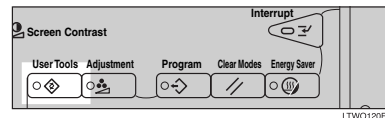
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



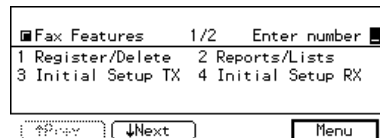
Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



- 3** Enter the function number for “Initial Setup RX” with the number keys.



The “Initial Setup RX” menu is shown on the display.

Note

- If “Initial Setup RX” is not shown, press **[↑Prev.]** or **[↓Next.]**.

- 4** Enter the function number of the item you want to change with the number keys.

Initial Setup RX 1/3 Enter number	
01 Recp. Mode	02 Checkered Mark
03 Centre Mark	04 Print RX Time
Previous Next PrevMenu	

Note

- If you make a mistake, press the **[Clear/Stop]** key and enter the correct number.

- 5** Change the setting using the **[Left]** or **[Right]** key and press **[OK]**.

◆ Reception Mode

<Recp. Mode>	Select mode with
Auto Receive / TEL Mode	
Cancel OK	

◆ Checkered Mark

<Checkered Mark>	Select mode with
On / Off	
Cancel OK	

◆ Center Mark

Center Mark:	Select mode with
On / Off	
Cancel OK	

◆ Print RX Time

Print RX Time:	Select mode with
On / Off	
Cancel OK	

◆ Multi-copy Recp.

Multi-copy Recp.:	Select mode with
Copies 1	
Cancel OK	

◆ 2-Sided Printing

2-Sided Printing:	Select mode with
On / Off	
Cancel OK	

◆ Reverse Order Printing

Reverse Printing:	Select mode with
On / Off	
Cancel OK	

◆ Authorized RX

Authorized RX:	Select mode with
On / Off	
Cancel OK	

◆ Special RX Nos.

Special RX Nos.:	Select mode with
On / Off	
Cancel OK	

◆ Forwarding

Forwarding:	Select mode with
All ON / Selected ON / All OFF	
Cancel OK	

◆ Fax Print Color

<Fax PrintColor> Select mode with ◀ ▶

Black / Cyan / Magenta

Cancel OK

◆ 2nd Color Choice

<2nd ColorChoice> Select mode with ◀ ▶

Off / Black / Cyan / Magenta

Cancel OK

Note

- ❑ If you wish to change other functions, repeat steps 4 and 5.
- ❑ Select on or off for Checkered Mark, Center Mark, Print RX Time, 2-Sided Printing, Authorized RX, Special RX Nos., and Reverse Printing.
- ❑ For "Multi-copy Recp." enter the number of copies with the number keys.
- ❑ For Forwarding, select the messages to forward, either from all the senders, from specified senders or nothing.
- ❑ Select the name of color or off for Fax Print Color and 2nd Color Choice. You can not select the same color for Fax Print Color and 2nd Color Choice.

6 Press the [User Tools] key.

To Set the Bypass Paper Size

1 Enter the function number for "Ppr. Size-Bypass" with the number keys.

Initial Setup RX 3/4 Enter number

09 Special RX Nos. 10 Forwarding

11 Ppr. Size-Bypass 12 FaxPrintColor

Prev Next PrevMenu

2 Press the ◀ or ▶ key to select "Auto".

<Ppr. Size-Bypass> Select mode with ◀ ▶

Auto / **Special Paper Size**

Ppr.Size Cancel

3 Press [Ppr.Size].

<Ppr. Size-Bypass> Select mode with ◀ ▶

Auto / Special Paper Size

Ppr.Size Cancel OK

4 Press [Vert.].

<Ppr. Size-Bypass> Select Horiz. or Vert.

Paper Size: Vert. 8 1/2 inch

Vert. Horiz. Cancel OK

5 Press the ◀ or ▶ key to select the vertical size and press [OK].

<Vert. Length> Select length with ◀ ▶

5 1/2 inch / 11 inch / 8.3 inch(A4) /

10.1 inch(B4) / 11.7 inch(A3)

Cancel OK

6 Press [Horiz.].

- 7** Enter the horizontal size with the number keys and press [OK].

<Horiz. Length> Enter length(140-457)	
----inch	
mm↔inch	Cancel OK

- 8** Press [OK].

<Ppr. Size-Bypass>Select Horiz. or Vert.	
Paper Size:Vert.8½inch Horiz.5.9inch	
Vert.	Horiz. Cancel OK

- 9** Press [OK].

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

Assigning User Function Keys

You can program each of the User Function keys ([F1] – [F5]) with a function that you use frequently. When you wish to use that function, instead of having to search through several menus to find it, just press the appropriate User Function key. This procedure can be used to edit, delete or change the contents of the User Function keys.

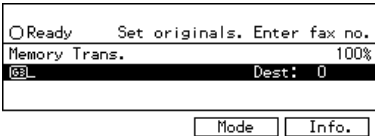
Note

- When the machine is shipped, the following functions are stored in the User Function keys by default. Telephone mode cannot be programmed in [F1] or [F3].

Key	Standard	With ISDN Unit and Stamp options
F1	Start Manual RX	←
F2	Transmission Result Display	←
F3	TEL Mode	←
F4	-	G3/G4Line Selection
F5	-	Stamp

Storing/Editing the Contents of a User Function Key

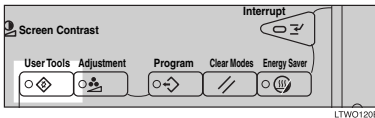
- Make sure that the machine is in Facsimile mode and the standby display is shown.



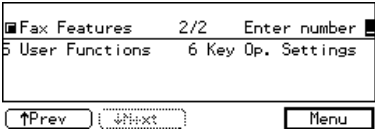
Note

- If the standby display is not shown, press the [Facsimile] key.

- Press the [User Tools] key.



- Enter the function number for "User Functions" with the number keys.



Note

- If "User Functions" is not shown, press [Prev.] or [Next].

4 Press the User Function key ([F1]–[F5]) you want to use.

<User Functions>	
Press User Function key to register, or check Status (F1~F5)	
Status	PrevMenu

Note

- ☐ If you make a mistake, press **[Cancel]** and press the correct key.
- ☐ You can press **[Status]** to see how the User Function keys are currently programmed.
- ☐ If you have the optional ISDN Unit is installed, you can not re-assign User Function key **[F4]**.
- ☐ If the optional stampunit is installed, you can not assign User Function key **[F5]**.

5 Enter the function number you want to register into the User Function key with the number keys and press [OK].

Registered User Functions(F1~F5)	
F1 TX FileStatus	F2 RX FileStatus
F3 Print Journal	F4 G4
F5 Stamp	
OK	

Note

- ☐ If appropriate display is not shown, press **[↑Prev.]** or **[↓Next.]**.
- ☐ If you wish to store more functions, repeat steps **4** and **5** for other keys.
- ☐ If you press **[Cancel]**, the function is not stored and the display shown in step **4** appears again.

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

Utilizing a User Function Key

1 Press the User Function Key ([F1]–[F5]) in which the function you want to use is stored.

The stored function's display is shown.

❖ For example, "Print TCR"

To print TCR , press Start key or select mode.	
▶ATT / File No.	/ Pers. Code
Cancel	

Functions You Can Store in User Function Keys

Function Name	Default Key	Note
Manual Reception	F1	Registrable/editable
Transmission Result	F2	Registrable/editable
Reception Mode Select	F3	Registrable/editable
G3/G4 Line Select*	(F4)	Automatically assigned
Stamp*	(F5)	Automatically assigned
Optional Group		Registrable/editable
Sub-address/UII		Registrable/editable
F Code		Registrable/editable
Reception Result Display		Registrable/editable
Auto Document		Registrable/editable
Print TCR		Registrable/editable
Personal Code Transmission		Registrable/editable

*G4 and stamp is option.

6. Key Operator Setting

Changing Key Operator Settings

Use to program/check: your name, your fax number, line type, various ID codes, Adjusting Volume, date and time, number of transmitted/received documents

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed and Personal Code Access is turned on users have to enter their Personal Code before they send a fax. ⇒ P.135 *"Printing the User Parameter list"*

Important

- ☐ We recommend that you print the Personal Code list and keep it when you register or change a Personal Code. ⇒ P.86 *"Reports/Lists"*

Note

- ☐ To enter a Personal Code when send a fax, follow the steps shown in "Personal Code Transmission". ⇒ P.38 *"Personal Code Transmission"*
- ☐ If Personal Code Access is switched on, users cannot use the facsimile feature unless they enter their Personal Code. ⇒ P.100 *"Personal Code Access"*

Registering Personal Codes

You can register the following items in a Personal Code:

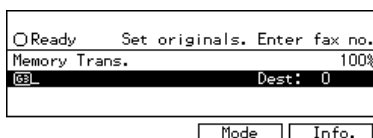
- Personal Code (any 4 digit number except 0000)
- Name (up to 20 characters)

To change an existing Personal code, just overwrite it with a new one.

Limitation

- ☐ On a standard model you can register up to 20 codes. If you install the Fax Feature Expander option, the maximum number of personal codes you can register is 50.

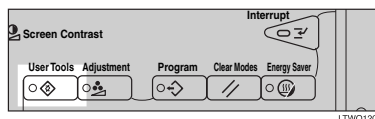
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



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- 3** Enter the function number for “Key Op. Settings” using the number keys and press the **[#]** key within 3 seconds.

■ Fax Features	2/2	Enter number ■
5 User Functions	6 Key Op. Settings	

Note

- If “Key Op. Settings” is not shown, press **[↑Prev.]** or **[↓Next.]**.

- 4** Enter the function number for “Personal Code” using the number keys.

■ Key Op. Settings 1/5	Enter number ■
01 Personal Code	02 ECM
03 Memory Lock	04 Multistep Transf

- 5** Enter the function number for “Reg. Pers. Code” using the number keys.

■ Personal Code	Enter number ■
1 Reg. Pers. Code	2 Delete Pers. Code
3 Pers.Code Access	4 Print Pers. Code

- 6** Enter a Personal Code using the number keys.

<Reg. Pers. Code>	
Enter number to register Personal Code, or check Status Pers. Code ■■■■	

Note

- If you enter a wrong number for the first, second, or third digit, press the **[Clear/Stop]** key and try again. If you enter a wrong value for the fourth digit, press Cancel and enter the correct number from the first digit.
- If you enter a Personal code that has already been programmed, the contents appear on the display. If you wish to change the name, press **[Name]** and enter another name. If you wish to program another code, press **[Cancel]** and enter the new code.
- You can press **[Status]** to see which codes have been already programmed.

Registered Personal Codes	
0824 ACCOUNT DEPA	7227 JOHN
9266 NANCY	

- 7** Press **[Name]**.

<Reg. Pers. Code>	Press Name to enter
Personal Code:2262	

- 8** Enter the name.

Enter name	
►Uppercase	

Note

- If the name has already been programmed, it appears on the display. If you wish to change the name, press the **[Clear/Stop]** key and enter another name.

Reference

See Chapter 3, “Entering Text” in the Basic Features manual.

9 Press [OK].

The entered Personal Code and name are shown on the display.

10 Press [OK] to register the code and name.

<Reg. Pers. Code> Press Name to enter	
Personal Code: 2262 (Name: JAMES)	
Name	Cancel OK

Note

- ☐ If you press [Cancel], the entered Personal Code is canceled and the display shown in step **6** appears again.

11 Press [Exit].

The display shown in step **6** appears again.

12 Press [PrevMenu] 3 times.

13 Press the [UserTools] key.

Deleting a Personal Code

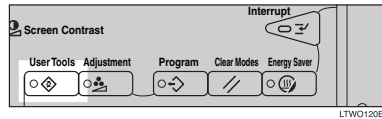
1 Make sure that the machine is in Facsimile mode and the standby display is shown.

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

Note

- ☐ If the standby display is not shown, press the [Facsimile] key.

2 Press the [UserTools] key.



3 Enter the function number for “Key Op. Settings” using the number keys and press the [#] key within 3 seconds.

Fax Features 2/2 Enter number	
5 User Functions	6 Key Op. Settings
↑Prev ↓Next	Menu

Note

- ☐ If “Key Op. Settings” is not shown, press [↑Prev.] or [↓Next].

4 Enter the function number for “Personal Code” using the number keys.

Key Op. Settings 1/5 Enter number	
01 Personal Code	02 ECM
03 Memory Lock	04 Multistep Transf
↑Prev ↓Next	PrevMenu

5 Enter the function number for “Delete Pers. Code” using the number keys.

Personal Code Enter number	
1 Reg. Pers. Code	2 Delete Pers. Code
3 Pers. Code Access	4 Print Pers. Code
PrevMenu	

- 6** Enter the Personal Code you want to delete using the number keys.

<Delete Pers. Code>	
Enter number to delete Personal Code, or check Status Pers. Code ----	
[Status]	[PrevMenu]

Note

- ☐ If you make a mistake, press the **[Clear/Stop]** key and enter the correct code.
- ☐ You can press **[Status]** to see which codes have been already programmed.

Registered Personal Codes	
0824 ACCOUNT DEPA~	2262 JAMES
7227 JOHN	9266 NANCY
[Previous]	[Next] [OK]

- 7** Press **[Yes]**.

<Delete Pers. Code>	Delete ?
Personal Code: 7227 (Name: JOHN)	
[Next]	[No] [Yes]

If you press **[No]**, the Personal Code is not deleted and the display shown in step **6** appears again.

- 8** Press **[Yes]**.

The Personal Code is deleted.

Are you sure you want to delete?
[No] [Yes]

Note

- ☐ If you press **[No]**, the Personal Code is not deleted and the display shown in step **7** appears again.

- 9** Press **[PrevMenu]** 3 times.

- 10** Press the **[UserTools]** key.

Personal Code Access

The machine can be set up so that users cannot use it without entering a registered Personal Code. This prevents an unauthorized person from sending a fax message and helps track the activity of each user.

- 1** Make sure that the machine is in **Facsimile mode** and the **standby display** is shown.

Ready	Set originals. Enter fax no.
Memory Trans.	100%
[G3]	Dest: 0
[Mode]	[Info.]

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

Screen Contrast		Interrupt
User Tools	Adjustment	Program
[UserTools]	[Adjustment]	[Program]
Clear Modes	Energy Saver	
[Clear Modes]	[Energy Saver]	

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- 3** Enter the function number for “Key Op. Settings” using the number keys and press the **[#]** key within 3 seconds.

Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	
[Previous]	[Next]	[Menu]

Note

- ☐ If “Key Op. Settings” is not shown, press **[Previous]** or **[Next]**.

- 4** Enter the function number for “Personal Code” using the number keys.

Key Op. Settings 1/5 Enter number	
01 Personal Code	02 ECM
03 Memory Lock	04 Multistep Transf
Previous Next PrevMenu	

- 5** Enter the function number for “Pers.Code Access” using the number keys.

Personal Code Enter number	
1 Reg. Pers. Code	2 Delete Pers. Code
3 Pers.Code Access	4 Print Pers. Code
PrevMenu	

- 6** Switch access on or off using the or key and then press [OK].

<Pers.Code Access> Select mode with	
On / Off	
Cancel OK	

Note

- ☐ If you press [Cancel], the previous setting is not changed and the display shown in step 5 appears again.

- 7** Press [PrevMenu] twice.

- 8** Press the [UserTools] key.

The display returns to the Personal Code screen.

Accessing the Personal Code Access

The machine can be set up so that nobody can use it without entering a personal code. This prevents unauthorized people from sending fax messages and can be used to track fax machine use by giving a personal code to each user.

Note

- ☐ You can store up to 20 personal codes (If the optional Expansion Memory is installed, you can store up to 50 personal codes).
- ☐ Register personal codes and turn Personal Code Access on. The default setting is off. P.100 “Personal Code Access”
- ☐ Even if Restricted Access is enabled, the machine can receive and print a fax message.

- 1** If Personal Code Access is turned on, the following display appears:

<Personal Code> Enter Personal Code	
Personal Code ----	
Cancel OK	

- 2** Enter an 4-digit personal code using the number keys, and press [#].

Ready Set originals. Enter fax no.	
Memory Trans.	100%
03L Dest: 0	
Mode Info.	

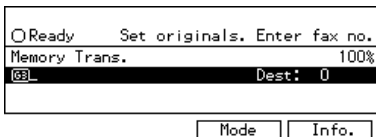
Note

- ☐ If a user enters a personal code that is not registered, the machine returns to step 1.

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

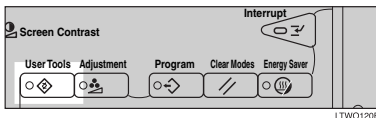
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.



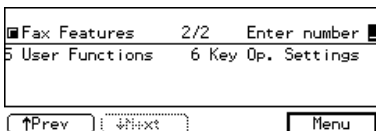
Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



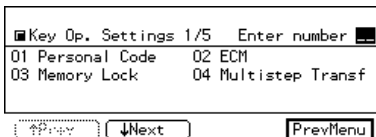
- 3 Enter the function number for "Key Op. Settings" using the number keys and press the **[#]** key within 3 seconds.



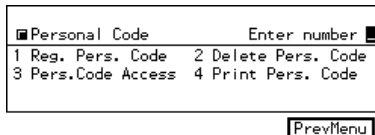
Note

- If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next]**.

- 4 Enter the function number for "Personal Code" using the number keys.



- 5 Enter the function number for "Print Pers. Code" using the number keys.



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

When printing is completed, the display shown in step 4 appears again.

Note

- If you press **[Cancel]** before printing starts, the printing stops and the display shown in step 6 appears again.

- 7 Press **[PrevMenu]** twice.

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

ECM

If a part of a transmission fails because of a line problem, the lost data is automatically resent. For this feature to work, the other machine must have ECM. By default, ECM is turned on, but you can change this with the following procedure.

Limitation

- If you turn ECM off, you cannot use the following features:
 - JBIG Transmission
 - Super G3 Communication

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

Ready Set originals. Enter fax no.
Memory Trans. 100%
[63] Dest: 0

Mode Info.

Note

- If the standby display is not shown, press the **[Facsimile]** key.

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

Screen Contrast Interrupt

User Tools Adjustment Program Clear Modes Energy Saver

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- 3** Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.

Fax Features 2/2 Enter number

5 User Functions 6 Key Op. Settings

Prev Next Menu

Note

- If “Key Op. Settings” is not shown, press **[↓Next]**.

- 4** Enter the function number for “ECM” with the number keys.

Key Op. Settings 1/5 Enter number

01 Personal Code 02 ECM
03 Memory Lock 04 Multistep Transf

Prev Next PrevMenu

Note

- If “ECM” is not shown, press **[↑Prev.]** or **[↓Next]**.

- 5** Switch ECM on or off using the **[◀]** or **[▶]** key and press **[OK]**.

<ECM> Select mode with [◀] [▶]
On / Off

Cancel OK

Note

- If you press **[Cancel]**, the previous setting is not changed and the display shown in step **4** appears again.

- 6** Press **[PrevMenu]**.

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

Memory Lock

Optional Expansion Memory is required for this feature.

When you switch Memory Lock on, received messages are stored in memory and not printed automatically. When a message is received in Memory Lock mode, the **Receive File** indicator blinks. To print this message, enter the Memory Lock ID. A user who does not know the ID cannot print the message. This prevents an unauthorized person from seeing the message.

To use Memory Lock, program the Memory Lock ID and switch it on.

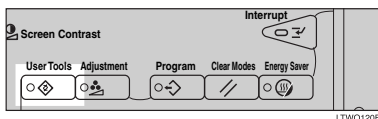
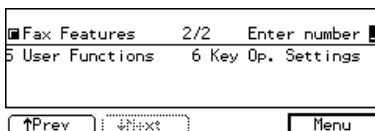
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

Ready Set originals. Enter fax no.
Memory Trans. 100%
[63] Dest: 0

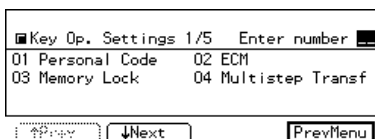
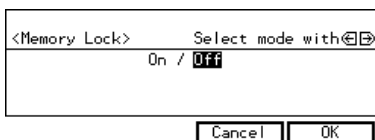
Mode Info.

Note

- If the standby display is not shown, press the **[Facsimile]** key.

2 Press the **[User Tools]** key.**3** Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.**Note**

- If “Key Op. Settings” is not shown, press **[↓Next]**.

4 Enter the function number for “Memory Lock” with the number keys.**5** Switch Memory Lock on or off using the **[←]** or **[→]** key then press **[OK]**.**Note**

- If you press **[Cancel]**, Memory Lock is not switched on and the display shown in step **4** appears again.

6 Press **[PrevMenu]**.**7** Press the **[User Tools]** key.

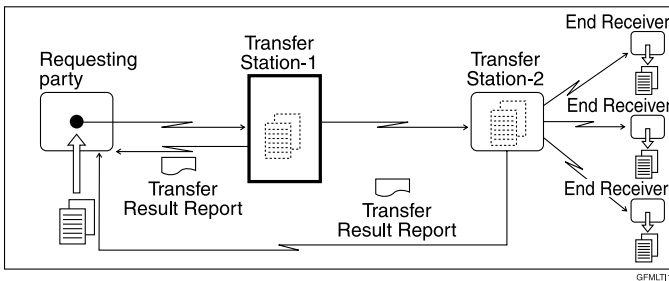
Multistep Transfer

Optional Expansion Memory required.

This machine can be used to build up a multi-step facsimile network that allows messages to be sent via multiple Transfer Stations and achieve greater efficiency in processing Transfer Requests.

The Polling IDs of all parties involved in the multi-step transfer must be identical.

The following procedure describes how to enter the multi-step transfer station (the 2nd transfer station) number. Providing a Group contains the appropriate End Receiver information, when your machine receives a Transfer Request, it will pass the message to the Transfer Station(s) you specify. For how to program the appropriate End Receiver information, see .



⚠ Limitation

- ☐ The requesting party's fax number must be stored in a Quick Dial or Speed Dial in all Transfer Stations (the 1st Transfer Station and the 2nd Transfer Station) for this feature to work.
- ☐ The multi-step transfer End receiver must be stored in a Group in the 2nd Transfer Station beforehand.

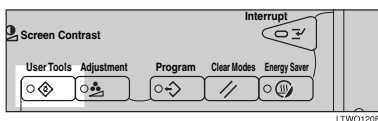
1 Make sure that the machine is in Facsimile mode and the standby display is shown.

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

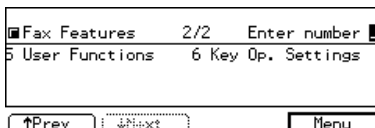
📌 Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



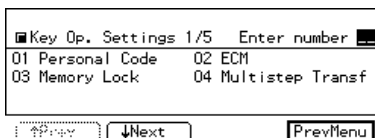
3 Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.



Note

- If “Key Op. Settings” is not shown, press **[↓Next]**.

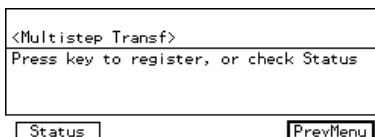
4 Enter the function number for “Multistep Transf” with the number keys.



Note

- If “Multistep Transf” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Press the **Quick Dial** key you want to store this Transfer Group in.



 Note

- ❑ You can press **[Status]** to see the current status of the Group.
- ❑ If the machine has the Optional Group feature (optional Expansion Memory is required), you can register a Transfer Station. Select the Group type you wish to register using the number keys. To select a Group, press a Quick Dial key. To select an Optional Group, enter the Optional Group code using the number keys. In this example, Optional Group is selected.

☒ Multistep Transf	Enter number 
1 Multi-step Transfer (Group Dial) 2 Multi-step Transfer (Opt. Gp. Dial)	
PrevMenu	

<Multistep Transf>	
Enter number to register, or check Status	
Optional Group Dial (10-30) 	
Status	PrevMenu

6 Specify a Transfer Station.

<Receive Station>[14] Enter Transf. Stn.	
Trans.Stn. 	
Cancel OK	

 Note

- ❑ Enter the Transfer Station's fax number using a Quick Dial key, Speed Dial or the number keys. See Chapter 2, "Quick Dial", "Speed Dial" or "Number keys" in the Basic features manual.
- ❑ If you make a mistake, press the **[Clear/Stop]** key and enter the correct number.
- ❑ If you press Cancel, the setting is canceled and the display shows in **6** appears again.

7 Press **[OK]**.

This Group Dial has been registered for Multi-step Transfer. It cannot be used as a normal Group Dial.
Exit

8 Press **[OK]**.

9 Press **[PrevMenu]**.

10 Press the **[UserTools]** key.

Forwarding

Optional Expansion Memory is required to use this function.

Using this feature, you can select messages from Specified Senders to be printed on your machine and then sent on to another fax machine.

This is useful if, for example, you are visiting another office and would like a copy of your messages sent to that office so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specific Senders.

You can register:

- 5 Forwarding Stations (up to 32 digits for each number)
- 50 Specific Senders (maximum 10 per Forwarding Station, up to 20 characters each with G3 and 24 with G4)
- Wild Cards

Important

- ☐ We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender. ⇒ P.86 “Reports/Lists”

Limitation

- ☐ This feature only works if the incoming message is from another party that has been programmed as a Specific Sender.
- ☐ The Forwarding function does not forward messages received with Confidential Reception, Memory Lock, Polling Reception mode, or messages received by Transfer Request.

- ☐ You cannot register a sender who does not have an RTI or CSI.
- ☐ You can register up to 50 senders for Forwarding, Special Reception Numbers, and Authorized Reception functions. You sometimes cannot register 50 senders depending on the number of senders registered with other functions. ⇒ P.115 “Treating Message from Certain Senders Differently (Specified Senders)”, P.120 “Authorized Reception”

Note

- ☐ You can print a forwarding mark on forward messages. ⇒ P.135 “Printing the User Parameter list”
- ☐ To register a sender, use an RTI or CSI. When you communicate with a sender using G4, register the G4 TID.
- ☐ You can find out the RTI or CSI of a sender by looking in the destination name column of the TCR.
- ☐ Before using the Forwarding function, register Forwarding Stations and select the messages to forward. ⇒ P.90 “Initial Setup RX”
- ☐ You can specify whether or not to print forwarded messages. This feature is called “Local Printing”. The default setting is on. ⇒ P.130 “Changing the User Parameters”(Switch11, Bit6)

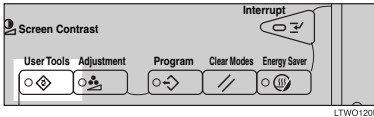
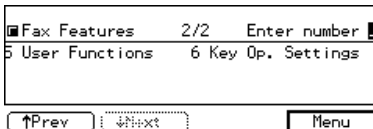
Registering Forwarding Stations

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

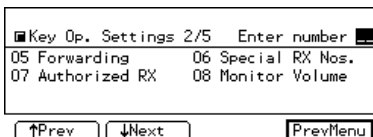
☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
03L	Dest.: 0
Mode	Info.

Note

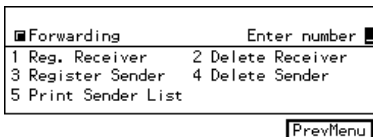
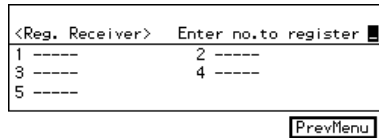
- If the standby display is not shown, press the **[Facsimile]** key.

2 Press the **[User Tools]** key.**3** Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.**Note**

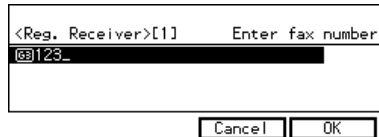
- If "Key Op. Settings" is not shown, press **[↓Next]**.

4 Enter the function number for "Forwarding" with the number keys.**Note**

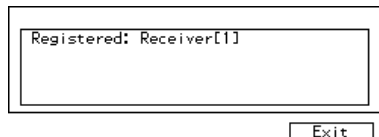
- If "Forwarding" is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for "Reg. Receiver" with the number keys.**6** Choose a receiver (Forwarding Station) to program by entering its code number.**Note**

- If you make a mistake, press **[Cancel]** and try again.

7 Enter the Forwarding Station's fax number with the number keys.**Note**

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you have the optional ISDN Unit select the line type to be used before specifying a fax number. ⇒ P.7 "Changing the Line Type"

8 Press **[OK]**.**9** Press **[Exit]**.**10** Press **[PrevMenu]** 3 times.**11** Press the **[User Tools]** key.

Deleting a Forwarding Station

- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
163L	Dest: 0
Mode Info.	

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

- 3 Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.

☒ Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	
↑Prev ↓Next Menu		

Note

- ☐ If "Key Op. Settings" is not shown, press **[↓Next]**.

- 4 Enter the function number for "Forwarding" with the number keys.

☒ Key Op. Settings	2/5	Enter number
05 Forwarding	06 Special RX Nos.	
07 Authorized RX	08 Monitor Volume	
↑Prev ↓Next PrevMenu		

Note

- ☐ If "Forwarding" is not shown, press **[↑Prev.]** or **[↓Next]**.

- 5 Enter the function number for "Delete Receiver" with the number keys.

☒ Forwarding	Enter number
1 Reg. Receiver	2 Delete Receiver
3 Register Sender	4 Delete Sender
5 Print Sender List	
PrevMenu	

- 6 Choose the receiver (Forwarding Station) to delete by entering its code number.

<Delete Receiver> Enter no. to delete	
1 9840310471	2 9266047131
3 -----	4 -----
5 -----	
PrevMenu	

Note

- ☐ If you make a mistake, press **[No]** and try again.

- 7 Press **[Yes]**.

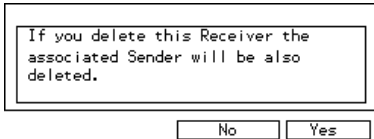
<Delete Receiver>[2]	Delete ?
1639266047131	
No Yes	

Note

- ☐ If you press **[No]**, the Forwarding Station is not deleted and the display shown in step 4 appears again.

8 Press [Yes].

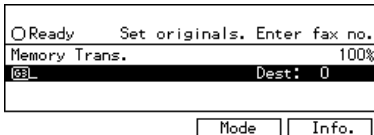
The Forwarding Station is deleted.

**Note**

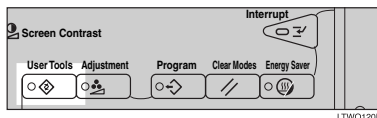
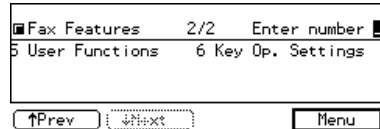
- When you press [No], the Forwarding Station is not deleted and the display shown in step **4** appears again.

9 Press [PrevMenu] 3 times.**10** Press the [User Tools] key.

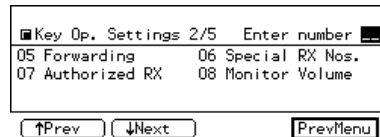
Registering Specific Senders (Forwarding)

1 Make sure that the machine is in Facsimile mode and the standby display is shown.**Note**

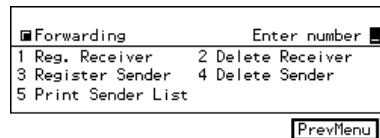
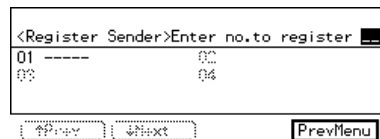
- If the standby display is not shown, press the [Facsimile] key.

2 Press the [User Tools] key.**3** Enter the function number for "Key Op. Settings" with the number keys and press the [#] key within 3 seconds.**Note**

- If "Key Op. Settings" is not shown, press [Next].

4 Enter the function number for "Forwarding" with the number keys.**Note**

- If "Forwarding" is not shown, press [Prev.] or [Next].

5 Enter the function number for "Register Sender" with the number keys.**6** Choose a Specific Sender to register by entering its code number.**Note**

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

7 Press **[RTI/CSI]**.

<Register Sender> Press RTI/CSI,Receiver	
Sender[01]	
[RTI/CSI]	[Receiver] [Cancel] [OK]

8 Register an RTI or CSI of a sender and press **[OK]**.

Enter RTI or CSI	
_ ▶Uppercase	
[Symbols]	[Cancel] [OK]

Reference

See Chapter3, "Entering Text" in the Basic Features manual.

9 Select whether or not to register the sender as a wild card.

Do you want to register a Wildcard ?
[Yes] [No]

Reference

See Chapter3, "Wild Cards" in the Basic Features manual.

10 Press **[Receiver]**.

<Register Sender> Press RTI/CSI,Receiver	
Sender[01] Wild Card	
RTI/CSI :MAIN OFFICE	
[RTI/CSI]	[Receiver] [Cancel] [OK]

11 Choose the Forwarding Station you want to assign this Specific Sender to: enter its code number and press **[OK]**.

<End Receiver>		Enter number	
Receiver	1 9840310471	2 9266047131	
	13 -----	4 -----	
	15 -----		
		[Cancel] [OK]	

12 Press **[OK]**.

<Register Sender> Press RTI/CSI,Receiver	
Sender[01] Wild Card	
RTI/CSI :MAIN OFFICE	
[RTI/CSI]	[Receiver] [Cancel] [OK]

Note

- ☐ If you press **[Cancel]**, the sender is not registered and the display shown in step **6** appears again.

13 Press **[Exit]**.

Registered: Sender.
[Exit]

14 Press **[PrevMenu]** 3 times.**15** Press the **[User Tools]** key.**Deleting a Specific Sender (Forwarding)****1** Make sure that the machine is in Facsimile mode and the standby display is shown.

○Ready Set originals. Enter fax no.	
Memory Trans.	100%
[CSI]	Dest: 0
[Mode]	[Info.]

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

Screen Contrast		Interrupt	
User Tools	Adjustment	Program	Clear Modes Energy Saver
[User Tools]	[Adjustment]	[Program]	[Clear Modes]

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- 3** Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.

Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	

Note

- If “Key Op. Settings” is not shown, press **[↓Next]**.

- 4** Enter the function number for “Forwarding” with the number keys.

Key Op. Settings	2/5	Enter number
05 Forwarding	06 Special RX Nos.	
07 Authorized RX	08 Monitor Volume	

Note

- If “Forwarding” is not shown, press **[↑Prev]** or **[↓Next]**.

- 5** Enter the function number for “Delete Sender” with the number keys.

Forwarding	Enter number
1 Reg. Receiver	2 Delete Receiver
3 Register Sender	4 Delete Sender
5 Print Sender List	

- 6** Choose the Specified Sender you want to delete by entering its code with the number keys.

<Delete Sender>	Enter no. to delete
01 MAIN OFFICE	

Note

- If you make a mistake, press the **[Clear/Stop]** key and try again.
- If you have a mistake with the second digit, press **[No]** and enter the number again.

- 7** Press **[Yes]**.

<Delete Sender>	Delete ?
Sender[01]	Wild Card
RTI/CSI :MAIN OFFICE	

Note

- If you press **[No]**, the sender is not deleted and the display shown in step **6** appears again.

- 8** Press **[Yes]**.

The sender is deleted.

Are you sure you want to delete?

Note

- If you press **[No]**, the sender is not deleted and the display shown in step **4** appears again.

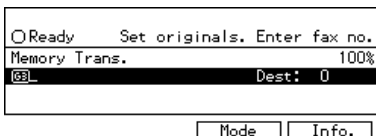
- 9** Press **[PrevMenu]** 3 times.

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

Specified Sender/Forwarding Station list

Print this list to find out which Specific Senders are assigned to which Forwarding Stations.

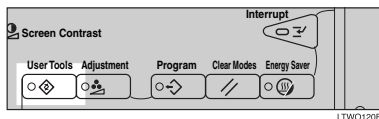
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.



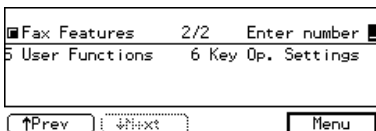
Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



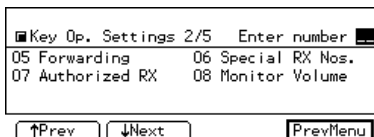
- 3 Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.



Note

- If "Key Op. Settings" is not shown, press **[Next]**.

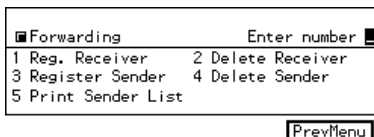
- 4 Enter the function number for "Forwarding" with the number keys.



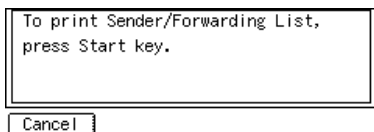
Note

- If "Forwarding" is not shown, press **[Prev.]** or **[Next]**.

- 5 Enter the function number for "Print Sender List" with the number keys.



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



Note

- If you press **[Cancel]** before printing starts, the printing stops.

- 7 Press **[PrevMenu]** twice.

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

Treating Message from Certain Senders Differently (Specified Senders)

Special Reception numbers (Special RX Nos.) allow you to treat incoming messages from certain locations differently.

For example, you might want messages from your branch offices printed on a different color paper to identify them at a glance. In this case, program the branch office RTI/CSIs as Specified Senders and select a paper tray loaded with colored paper.

- Multi-copy (Number of prints setting) ⇒ P.25 “Multi-copy Reception”
You can have several copies of messages printed. Optional Expansion Memory is required for using this feature.
- Cassette Select (tray from which messages are printed)
You can choose the paper cassette used when printing messages. If you set different color paper in this cassette, you will be able to recognize messages from certain senders at a glance.

Note

- ☐ If you receive a fax with a paper size different from that set in the paper cassette, the printout will be split across several pages or reduced to fit on the paper.
- ☐ If you choose the Bypass Tray, make sure the size you programmed for this tray matches the paper size in this tray. For more details, see ⇒ P.153 “Acceptable Types of Originals”..

- Memory Lock ⇒ P.69 “Printing a File Received with Memory Lock”
You can have messages received into memory. optional Expansion Memory is required for using this feature.
- 2-Sided Printing ⇒ P.24 “2-Sided Printing”
Print on both sides of the paper.
- Reverse Order Printing ⇒ P.27 “Reverse Order Printing”
You can have pages printed in the opposite order in which they were received.
You can adjust the following settings for this function:
 - Specified Senders (maximum of 30, up to 20 characters each with G3, up to 24 characters each with G4) ⇒ P.120 “Authorized Reception”
 - Wildcards

Important

- ☐ We recommend that you print the Sender/Specified Number list and keep it when you register or change a sender. ⇒ P.86 “Reports/Lists”

Limitation

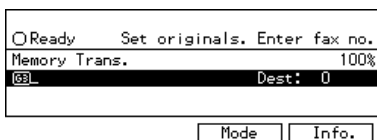
- ☐ The Special Reception Numbers function cannot be used to treat messages received from a Specific Senders if they are received with Polling Reception or Free Polling.
- ☐ You cannot register a Specific Sender who does not have an RTI or CSI.
- ☐ You can register up to 30 senders for Forwarding, Special Reception Numbers, and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions (up to 50 senders with optional Expansion Memory installed). ⇒ P.108 “Forwarding”, P.120 “Authorized Reception”

Note

- ☐ To register a sender, use an RTI or CSI. When you communicate with a sender using G4, register a G4 TID
- ☐ You can find the RTI or CSI of a sender by looking in the destination name column of the TCR
- ☐ Before using the Special RX Nos. function, switch this function on by following the steps shown in Initial Setup RX. ⇒ P.90 "Initial Setup RX"

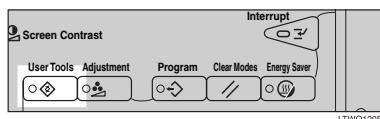
Registering Specified Senders (Special RX Nos.)

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

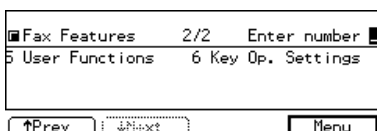
**Note**

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

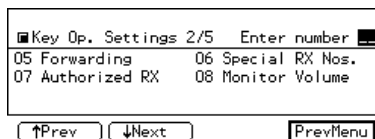


- 3** Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.

**Note**

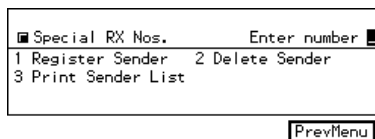
- ☐ If "Key Op. Settings" is not shown, press **[↓Next]**.

- 4** Enter the function number for "Special RX Nos." with the number keys.

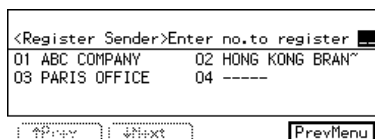
**Note**

- ☐ If "Special RX Nos." is not shown, press **[↑Prev.]** or **[↓Next]**.

- 5** Enter the function number for "Register Sender" with the number keys.



- 6** Choose the number of the Specified Sender you wish to register.

**Note**

- ☐ If you make a mistake, press the **[Clear/Stop]** key and reenter a correct value. If you enter a wrong value for the second digit, press **[Cancel]** and enter it again.

- 7** Press **[RTI/CSI]**.

- 8** Enter an RTI or CSI of a sender and press [OK].

Enter RTI or CSI

►Uppercase

— ▲

[Symbols] [Cancel] [OK]

Reference

See Chapter3, “Entering Text” in the Basic Features manual.

- 9** Select whether or not to register the sender as a wild card.

Do you want to register a Wildcard ?

[Yes] [No]

- 10** Press [RX Mode].

<Register Sender> Press RTI/CSI or RX
Sender[04] Wild Card
RTI/CSI : LONDON OFFICE

[RTI/CSI] [RX Mode] [Cancel] [OK]

- 11** Select any features for this Specified Sender. You can scroll through them by pressing [↑Prev.] or [↓Next]. Then press [OK].

◆ Multi-copy

<RX Mode> Enter no. of sets
Multi-copy 1 1/5

[↑Prev.] [↓Next] [Cancel] [OK]

◆ Tray Select

<RX Mode> Enter number
Tray Select 1 2/5
(Bypass...9)

[↑Prev.] [↓Next] [Cancel] [OK]

◆ Memory Lock

<RX Mode> Select mode with [←] [→]
Memory Lock : On / Off 3/5

[↑Prev.] [↓Next] [Cancel] [OK]

◆ Reverse Order Printing

<RX Mode> Select mode with [←] [→]
Reverse Printing : On / Off 4/5

[↑Prev.] [↓Next] [Cancel] [OK]

◆ 2-Sided Printing

<RX Mode> Select mode with [←] [→]
2-Sided Printing : On / Off 5/5

[↑Prev.] [↓Next] [Cancel] [OK]

Note

- ☐ Select only items you want to change.
- ☐ If you press [Cancel], the specified setting is canceled and the display shown in step 10 appears again.

- 12** Press [OK].

- 13** Press [OK].

<Register Sender> Press RTI/CSI or RX
Sender[04] Wild Card
RTI/CSI : LONDON OFFICE

[RTI/CSI] [RX Mode] [Cancel] [OK]

- 14** Press [Exit].

Registered: Sender.

[Exit]

- 15** Press [PrevMenu] 3 times.

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

Deleting a Specific Sender

- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
163L	Dest: 0
Mode Info.	

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

- 3 Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.

☒ Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	
↑Prev ↓Next Menu		

Note

- ☐ If “Key Op. Settings” is not shown, press **[↓Next]**.

- 4 Enter the function number for “Special RX Nos.” with the number keys.

☒ Key Op. Settings	2/5	Enter number
05 Forwarding	06 Special RX Nos.	
07 Authorized RX	08 Monitor Volume	
↑Prev ↓Next PrevMenu		

Note

- ☐ If “Special RX Nos.” is not shown, press **[↑Prev.]** or **[↓Next]**.

- 5 Enter the function number for “Delete Sender” with the number keys.

☒ Authorized RX	Enter number
1 Register Sender	2 Delete Sender
3 Print Sender List	
PrevMenu	

- 6 Enter the number of the Specified Sender you wish to delete with the number keys.

<Delete Sender>	Enter no. to delete
01 ABC COMPANY	02 HONG KONG BRAN
03 PARIS OFFICE	04 LONDON OFFICE
↑Prev ↓Next PrevMenu	

Note

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

- 7 Press **[Yes]**.

<Delete Sender>	Delete ?
Sender[01]	Wild Card
RTI/CSI :ABC COMPANY	
RTI/CSI No Yes	

Note

- ☐ If you press **[No]**, the sender is not deleted and the display shown in step 4 appears again.

- 8 Press **[Yes]**.

The sender is deleted.

Are you sure you want to delete?
No Yes

Note

- If you press **[No]**, the sender is not deleted and the display shown in step 4 appears again.

9 Press **[PrevMenu]** 3 times.

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

Specified Sender list

Print this list to see the currently programmed Specific Senders.

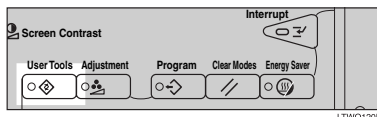
1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
TEL	Dest: 0
Mode Info.	

Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



3 Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.

☒ Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	
↑Prev ↓Next Menu		

Note

- If “Key Op. Settings” is not shown, press **[↓Next]**.

4 Enter the function number for “Special RX Nos.” with the number keys.

☒ Key Op. Settings	2/5	Enter number
05 Forwarding	06 Special RX Nos.	
07 Authorized RX	08 Monitor Volume	
↑Prev ↓Next PrevMenu		

Note

- If “Special RX Nos.” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for “Print Sender List” with the number keys.

☒ Authorized RX	Enter number
1 Register Sender	2 Delete Sender
3 Print Sender List	
PrevMenu	

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

When the printing job is completed, the display shown in step 6 appears again.

☒ Authorized RX	Enter number
1 Register Sender	2 Delete Sender
3 Print Sender List	
PrevMenu	

Note

- If you press **[Cancel]** before printing starts, printing stops and the display shown in step 5 appears again.

7 Press **[PrevMenu]** twice.

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

Authorized Reception

This feature helps you to reject junk mail. It lets you specify which terminals you wish to receive fax messages from; the others will be shut out. This is useful if you are very annoyed with someone.

You can register the following:

- 30 Specified Senders (up to 20 characters for each sender with G3, 24 characters with G4)
- Wild Card

Important

- We recommend that you print the Sender/Authorized Reception list and keep it when you register or change a sender. ⇒ P.86 “Reports/Lists”

Limitation

- You cannot register a Specified Sender who does not have an RTI or CSI.
- You can register up to 30 senders for Forwarding, Special Reception Numbers, and Authorized Reception functions. You sometimes cannot register 30 senders depending on the number of senders registered with other functions (up to 50 senders with optional Expansion Memory installed). ⇒ P.115 “Treating Message from Certain Senders Differently (Specified Senders)”, P.120 “Authorized Reception”

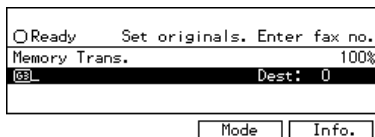
Note

- To register a sender, use an RTI or CSI. If you communicate with a sender using G4, register the G4 TID.
- To find out a senders RTI/CSI, check the TCR.
- You need to switch Authorized Reception on. ⇒ P.90 “Initial Setup RX”

- You can specify whether to only receive messages from Specified Senders, or to receive all messages except those from Specified Senders. The default setting is “Receive from Authorized Senders”. ⇒ P.130 “Changing the User Parameters” (Switch08, Bit2)

Programming specified senders

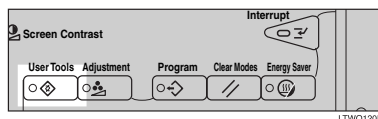
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.**



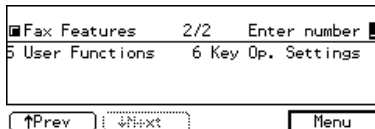
Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



- 3 Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.**



Note

- If “Key Op. Settings” is not shown, press **[Next]**.

- 4** Enter the function number for “Authorized RX” with the number keys.

Key Op. Settings 2/5 Enter number	
05 Forwarding	06 Special RX Nos.
07 Authorized RX	08 Monitor Volume

Note

- ☐ If “Authorized RX” is not shown, press [↑Prev.] or [↓Next].

- 5** Enter the function number for “Register Sender” with the number keys.

Authorized RX Enter number	
1 Register Sender	2 Delete Sender
3 Print Sender List	

- 6** Choose the number of the specified Sender you wish to register.

<Register Sender>Enter no.to register	
01 -----	02
03	04

Note

- ☐ If you make a mistake, press the [Clear/Stop] key and reenter a correct value.

- 7** Press [RTI/CSI].

<Register Sender>	Press RTI/CSI
Sender[01]	

- 8** Enter the RTI or CSI of the sender and press [OK].

Enter RTI or CSI	
▶Uppercase	

Reference

See Chapter3, “Entering Text” in the Basic Features manual.

- 9** Select whether or not to register the sender as a wild card.

Do you want to register a Wildcard ?

- 10** Press [OK].

<Register Sender>	Press RTI/CSI
Sender[01]	Wild Card
RTI/CSI : ATLANTA OFFICE	

- 11** Press [Exit].

Registered: Sender.

- 12** Press [PrevMenu] 3 times.

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

Deleting a Specific Sender (Authorized Reception)

- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
TEL	Dest: 0
Mode Info.	

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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

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- 3 Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.

☒ Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	
↑Prev ↓Next Menu		

Note

- ☐ If "Key Op. Settings" is not shown, press **[↓Next]**.

- 4 Enter the function number for "Authorized RX" with the number keys.

☒ Key Op. Settings	2/5	Enter number
05 Forwarding	06 Special RX Nos.	
07 Authorized RX	08 Monitor Volume	
↑Prev ↓Next PrevMenu		

Note

- ☐ If "Authorized RX" is not shown, press **[↑Prev.]** or **[↓Next.]**.

- 5 Enter the function number for "Delete Sender" with the number keys.

☒ Authorized RX	Enter number
1 Register Sender	2 Delete Sender
3 Print Sender List	
PrevMenu	

- 6 Choose the sender to delete by entering its code. The RTI/CSI will flash up.

<Delete Sender>	Enter no. to delete
01 ATLANTA OFFICE	
RTI/CSI PrevMenu	

Note

- ☐ If you make a mistake, press the **[Clear/Stop]** key and enter a correct number.

- 7 Press **[Yes]**.

<Delete Sender>	Delete ?
Sender[01]	Wild Card
RTI/CSI : ATLANTA OFFICE	
RTI/CSI No Yes	

Note

- ☐ If you press **[No]**, the sender is not deleted and the display shown in step 6 appears again.

- 8 Press **[Yes]**.

The sender is deleted.

Are you sure you want to delete?
No Yes

 Note

- ☐ If you press **[No]**, the sender is not deleted and the display shown in step 4 appears again.

9 Press **[PrevMenu]** 3 times.

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

Sender (Authorized Reception) List

Print this list to find out which Specific Senders are currently programmed.

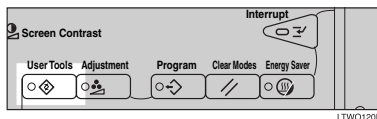
1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
TEL	Dest: 0
Mode Info.	

 Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



3 Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.

Key Op. Settings	2/2	Enter number
5 User Functions	6 Key Op. Settings	
↑Prev Menu		

 Note

- ☐ If “Key Op. Settings” is not shown, press **[↓Next]**.

4 Enter the function number for “Authorized RX” with the number keys.

Key Op. Settings	2/5	Enter number
05 Forwarding	06 Special RX Nos.	
07 Authorized RX	08 Monitor Volume	
↑Prev ↓Next PrevMenu		

 Note

- ☐ If “Authorized RX” is not shown, press **[↑Prev.]** or **[↓Next]**.

5 Enter the function number for “Print Sender List” with the number keys.

Authorized RX	Enter number
1 Register Sender	2 Delete Sender
3 Print Sender List	
PrevMenu	

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

To print Sender/Authorised Reception List, press Start key.
Cancel

 Note

- ☐ When you press **[Cancel]**, the printing stops and the display shown in step 3 appears again.

7 Press **[PrevMenu]** twice.

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

Registering the Economy Transmission Time

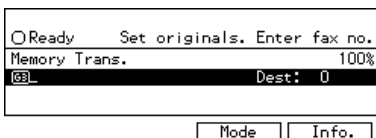
Economy Transmission allows you to take advantage of off-peak line rates by delaying transmission of messages until a later time.

Use the procedure below to program the Economy Transmission Time for when your phone rates are cheaper.
⇒ P.34 "Sending at a Specific Time (Send Later)"

Limitation

- ☐ You can program only one Economy Transmission time.

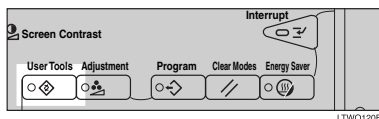
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



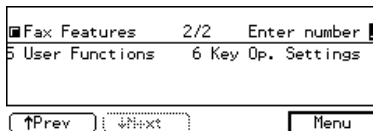
Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



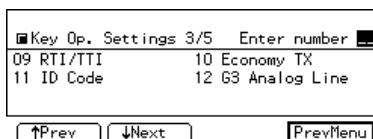
3 Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.



Note

- ☐ If "Key Op. Settings" is not shown, press **[Next]**.

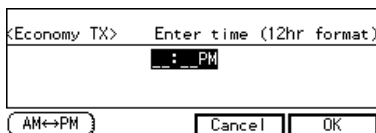
4 Enter the function number for "Economy TX" with the number keys.



Note

- ☐ If "Economy TX" is not shown, press **[Prev.]** or **[Next]**.

5 Enter the Economy Transmission time with the number keys and press **[OK]**. To switch between AM and PM, press **[AM↔PM]** (North America only).



Note

- ☐ If you press **[Cancel]**, the entered time is canceled and the display shown in step 4 appears again.

6 Press **[PrevMenu]**.

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

ID Code

Use this procedure to register the following kinds of ID codes.

❖ Confidential ID

This ID is usually required for printing a message received with Confidential Reception. ⇒ P.67 *"Printing a Confidential Message"*

❖ Polling ID

This ID is required for using the Transfer Request (P.52 *"Transfer Request"*), Transfer Station (P.19 *"Transfer Station"*), Default ID Polling Transmission (P.47 *"Polling Transmission"*), Default ID Polling Reception (P.50 *"Polling Reception"*), ID Transmission (P.8 *"ID Transmission (Closed Network)"*), and ID Reception (P.20 *"ID Reception (Closed Network)"*) functions.

❖ Memory Lock ID

This ID is required for printing a message received using Memory Lock. ⇒ P.69 *"Printing a File Received with Memory Lock"*

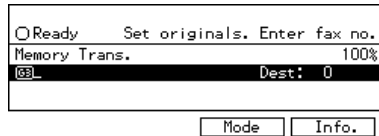
! Limitation

- ☐ When you use Transfer Request, Transfer Station, or ID Transmission, register the same ID code as that registered on the sender's machine.

Note

- ☐ A Polling ID can be any combination of digits (0 - 9) and letters (A - F) except for 0000 and FFFF.
- ☐ A Confidential ID and Memory Lock ID can be any a four digit numeric code except for 0000.
- ☐ For Confidential ID and Memory Lock ID, the optional Expansion Memory is required.

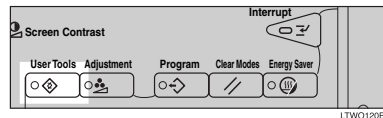
- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.



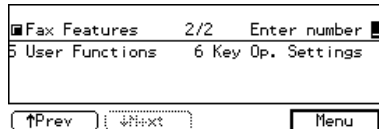
Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



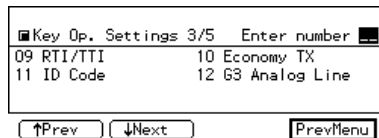
- 3** Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.



Note

- ☐ If "Key Op. Settings" is not shown, press **[↓Next]**.

- 4** Enter the function number for "ID Code" with the number keys.



Note

- ☐ If "ID Code" is not shown, press **[↑Prev.]** or **[↓Next]**.

- 5** Choose the ID you wish to program with the number keys.

☒ ID Code	Enter number
1 Confidential ID	2 Polling ID
3 Memory Lock ID	

[PrevMenu]

- 6** Enter an ID code and press **[OK]**.

<Polling ID>	Enter ID (4 digits)

[Cancel] [OK]

Note

- ☐ For a Confidential ID and a Memory Lock ID, use the number keys to enter an ID code. For a Polling ID, use the number keys and letter keys (A to F).
- ☐ If you make a mistake, press the **[Clear/Stop]** key and enter a correct code.
- ☐ If you press **[Cancel]**, the entered ID is canceled.

◆ **Confidential ID**

<Confidential ID>	Enter ID (4 digits)

[Cancel] [OK]

◆ **Polling ID**

<Polling ID>	Enter ID (4 digits)

[Cancel] [OK]

◆ **Memory Lock ID**

<Memory Lock ID>	Enter ID (4 digits)

[Cancel] [OK]

- 7** Press **[PrevMenu]** twice.

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

G3 Digital Line

This function must be set when you connect the machine to an ISDN G3 digital line.

You can register the following items.

- Own Digital Number (up to 29 digits) ⇒ P.3 “Subaddress”
- CSI (up to 20 digits) See Chapter3, “G3 Analog Line” in the Basic Features manual.

Note

- ☐ Optional ISDN Unit required.
- ☐ You need to register the CSI and your own digital number. See Chapter3, “G3 Analog Line” in the Basic Features manual.
- ☐ If you wish to change your subaddress, contact your service representative.
- ☐ Program a User Function key for the subaddress function. ⇒ P.3 “Subaddress”

- 1** Make sure that the machine is in **Facsimile mode** and the standby display is shown.

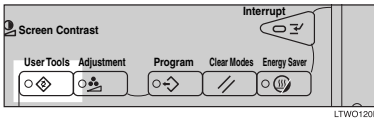
☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
G3L	Dest: 0

[Mode] [Info.]

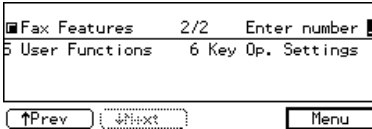
Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



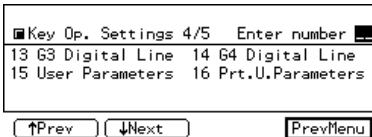
3 Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.



Note

- If “Key Op. Settings” is not shown, press **[↓Next]**.

4 Enter the function number for “G3 Digital Line” with the number keys.

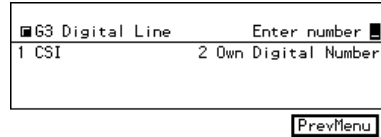


Note

- If “G3 Digital Line” is not shown, press **[↑Prev.]** or **[↓Next]**.

To Enter the CSI

1 Enter the function number for “CSI” with the number keys.

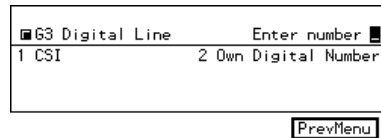


2 Enter the CSI and press **[OK]**.

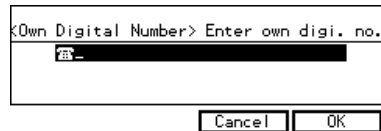


To Enter the Your Own digital Number

1 Enter the function number for “Own Digital Number” with the number keys.



2 Enter your own digital number and press **[OK]**



5 Press **[PrevMenu]** twice.

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

G4 Digital Line

This function must be set when you connect the machine to the ISDN digital line.

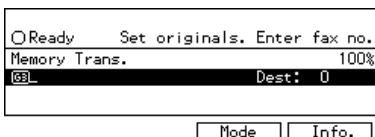
You can register the following items:

- TID (up to 22 digits)
- Own Digital Number (up to 29 digits)

Note

- ☐ Optional ISDN Unit required.
- ☐ You can use a G4 TID if you use the ISDN. The G4 TID is information to be printed on a destination machine when you send a fax using G4 down the ISDN.

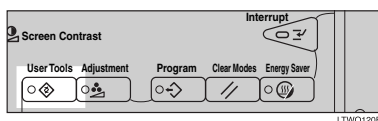
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



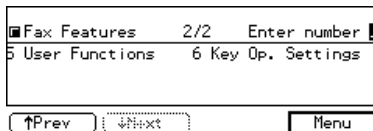
Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



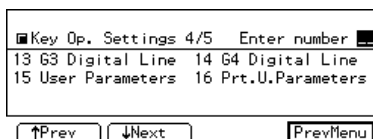
3 Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.



Note

- ☐ If "Key Op. Settings" is not shown, press **[Next]**.

4 Enter the function number for "G4 Digital Line" with the number keys.

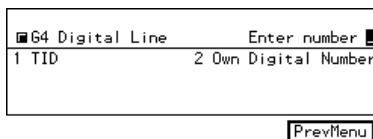


Note

- ☐ If "G4 Digital Line" is not shown, press **[Prev.]** or **[Next.]**.

To Enter the TID

1 Enter the function number for "TID" with the number keys.



To Enter the Country Code

- 1 Enter the “Country Code” code with the number keys.

<TID>		Enter number
1 Country Code	2 Own Digital Number	
3 Terminal Name		

[PrevMenu]

- 2 Enter your Country Code with the number keys and press [OK].

<TID Country Code>	Enter Country Code

[Cancel] [OK]

To Enter the Your Own Digital Number

- 1 Enter the “Own Digital Number” code with the number keys.

<TID>		Enter number
1 Country Code	2 Own Digital Number	
3 Terminal Name		

[PrevMenu]

- 2 Enter your own digital number and press [OK].

<Own Digital Number>	Enter own digi. no.

[Cancel] [OK]

To Enter the Terminal Name

- 1 Enter the “Terminal Name” code with the number keys.

<TID>		Enter number
1 Country Code	2 Own Digital Number	
3 Terminal Name		

[PrevMenu]

- 2 Enter the Terminal Name and press [OK].

Enter Terminal Name
▶ Uppercase

[A↔a] [Symbols] [Cancel] [OK]

- 2 Press [PrevMenu] three times.
- 3 Press the [User Tools] key.

To Enter the Your Own Digital Number

- 1 Enter the function number for “Own Digital Number” with the number keys.

G4 Digital Line		Enter number
1 TID	2 Own Digital Number	

[PrevMenu]

- 2 Enter your fax number and press [OK].

<Own Digital Number>	Enter own digi. no.

[Cancel] [OK]

- 3 Press [PrevMenu] three times.
- 4 Press the [User Tools] key.

Changing the User Parameters

The User Parameters allow you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

 Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

 Switches and Bits

User Parameters are divided into Switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Switch 00	0	1	0	0	0	0	0	0
	↓	↓	↓	↓	↓	↓	↓	↓
	7	6	5	4	3	2	1	0



User Parameter List

The User Parameter switches are outlined below.

* : Default Settings

Switch	Bit	Item	0	1
00	0	Stamp home position	*Off	On
	3, 2, 1	Image density adjustment level home position (the higher level, the greater image density) *000: Auto Image Density, 001: Level 1 (lightest), 010: Level 2, 011: Level 3, 100: Level 4, 101: Level 5 ,		
	5,4	Character size (resolution) home position 00: Standard, 01:Detail, 10: Super fine		
	6	Transmission Mode home position	*Memory Transmission	Immediate Transmission
01	0	Label Insertion home position	*Off	On
	1	ID Transmission home position	*Off	On
	2	Auto Reduction home position	Off	*On
	4,3	Original type home position *00: Text, 01: Photo/Text, 10: Photo		
	5	TTI Print home position	Off	*On
	7	Return the machine to the home settings after each communication (Return to default after transmission)	Off	*On
02	0	Forwarding Mark	Off	*On
	1	Center Mark	Off	*On
	2	Print RX Time	*Off	On
	3	TSI Print	*Off	On
	4	Checkered Mark	Off	*On
	5	CIL Print	Off	*On
	6	TID Print	*Off	On

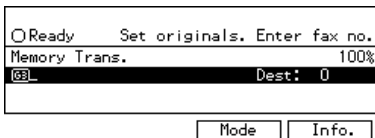
Switch	Bit	Item	0	1
03	0	Automatic printing of the Memory TX Result Report	Off	*On
	2	Automatic printing of the Memory Storage Report	*Off	On
	3	Automatic printing of the Polling RX Reserve Report	*Off	On
	4	Automatic printing of the Polling RX Result Report	Off	*On
	5	Automatic printing of the Immediate TX Result Report	Off	*On
	6	Automatic printing of the Polling TX Clear Report	Off	*On
	7	Automatic printing of the TCR	Off	*On
04	0	Automatic printing of the Confidential File Report	Off	*On
	7	Include a portion of the image on the Transmission Result Report (Memory Transmission), Memory Storage Report, Communication Failure Report, or Transfer Result Report (Inclusion of part of image)	Off	*On
05	0	Receive Service Call (SC) Condition (Substitute Reception during service call)	Possible (Substitute RX)	Not possible (Reception off)
	2, 1	Receive when the machine can not print (Substitute reception during printer error) *00: Enabled unconditionally (Free), 01: Enabled for RTI/CSI is received, 10: Enabled for Polling ID match, 11: Disabled (Reception off)		
	4	Personal Code Access	*Off	On
	5	Just Size Printing	*Off	On
	6	Scanning in Mixed Paper Size Available	*Off	On
	7	Empty cassette alert (Paper Empty Warning indication)	*Off	On

Switch	Bit	Item	0	1
06	1	Fax communication mode home position (Line)	*G3	G4
	5	Selecting the Sheet to Print the Quick Dial Label	*Paper label sheet	Transparent label sheet
	6	First page scanned for book originals	*From the left page	From the right page
07	2	Parallel Memory Transmission	*Off	On
08	2	Authorized Reception type	*Only receive from specified senders	Optional 3-bin Sorter required
09	0	Reverse Printing (Optional 3-bin Sorter is required)	*Off	On
10	1	Combine 2 Originals	*Off	On
	3	Page Reduction when printing	*Off	On
11	1	Send PB/UUI to ISDN	UUI	*PB
	6	Local Print when Forwarding	Off	*On
	7	Polling file after sending (Polling transmission standby time)	*Delete (Use Once)	Standby (Save)
14	0	Print documents received with Auto Power-On Reception (Night Printing mode)	*Immediate printing (Off)	When turning on the Operation switch (On)
	2	Batch Transmission	Off	*On
	3	Reset when function changed	*Off	On
	7	System Parameter List TX	*Off	On
15	1, 0	Select paper feed tray to fix 01: First, 10: Second, 11: Third		
	5	Fixed Input tray	On	*Off
16	2	Paper Size Priority when receiving A4	*A3	B4
24	1, 0	Store a message in memory which could not be transmitted 00: Off, 01: Store for 24 hours, 11: Store for 72 hours		
25	4	RDS	*Off	On
	7	Summer Time	*Off	On

Changing the User Parameters

- We recommend that you print the User Parameter list and keep it when you register or change a user parameter. ⇒ P.135 “Printing the User Parameter list”
- Do not change any bit switches other than those shown on the previous pages.

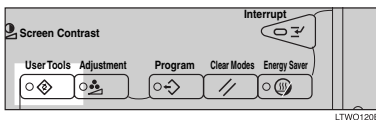
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



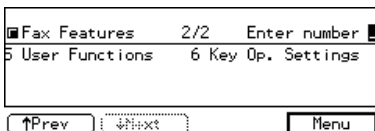
Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



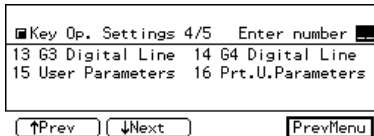
3 Enter the function number for “Key Op. Settings” with the number keys and press the **[#]** key within 3 seconds.



Note

- If “Key Op. Settings” is not shown, press **[Next]**.

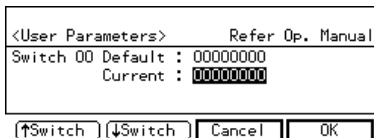
4 Enter the “User Parameters” code with the number keys.



Note

- If “User Parameters” is not shown, press **[Prev.]** or **[Next]**.

5 Select a number for a switch you wish to change by pressing **[Switch]** or **[Switch]**.



6 Press a number key corresponding to the bit number you wish to change for example, press **[0]** to change bit 0.

7 When you have finished, press **[OK]**.

Note

- If you press **[Cancel]**, the specified settings are canceled and the display shown in step 4 appears again.

8 Press **[PrevMenu]**.

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

Printing the User Parameter list

Print this list to see the current User Parameter settings.

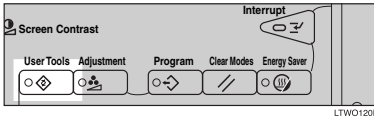
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.

☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
103L	Dest: 0
Mode Info.	

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



- 3 Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.

Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	
↑Prev ↓Next Menu		

Note

- ☐ If "Key Op. Settings" is not shown, press **[↓Next]**.

- 4 Enter the "Prt.U.Parameters" code with the number keys.

Key Op. Settings 4/5		Enter number
13 63 Digital Line	14 64 Digital Line	
15 User Parameters	16 Prt.U.Parameters	
↑Prev ↓Next		PrevMenu

Note

- ☐ If "Prt.U.Parameters" is not shown, press **[↑Prev.]** or **[↓Next]**.

- 5 Press the **[Start]** key to print the list.

To print User Parameters List, press Start key.
Cancel

Note

- ☐ If you press **[Cancel]** before printing starts, the printing stops and the display shown in step 4 appears again.

- 6 Press **[PrevMenu]**.

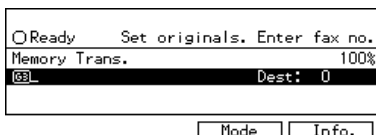
- 7 Press the **[User Tools]** key.

Date/Time

Use this function to set your machine's internal clock to the current time and date. This time is shown on the display, printed on pages and used for various features, such as Send Later.

If the current date and time are wrong, use this procedure to correct them.

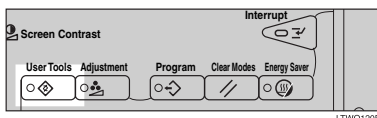
- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.



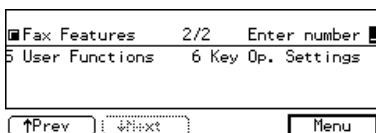
Note

- If the standby display is not shown, press the **[Facsimile]** key.

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



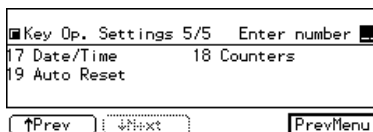
- 3 Enter the function number for "Key Op. Settings" with the number keys and press the **[#]** key within 3 seconds.



Note

- If "Key Op. Settings" is not shown, press **[Next]**.

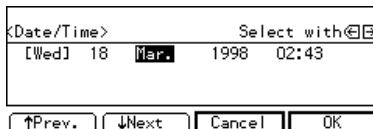
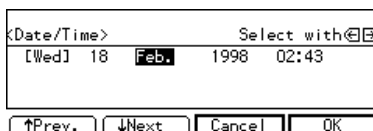
- 4 Enter the "Date/Time" code with the number keys.



Note

- If "Date/Time" is not shown, press **[Prev]** or **[Next]**.

- 5 Select an item you want to change using the **[Left]** or **[Right]** key, enter the month using **[Prev]** or **[Next]** and enter the correct date or time with the number keys.



Note

- When you enter a date, the day is set automatically.
- Depending on your area, your machine will either except the date in 12 hours format or 24 hours format.

- 6 Press **[OK]**.

- 7 Press **[PrevMenu]**.

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

Summer Time

Whenever local custom requires advancing the clock or setting the clock back, use this feature. You can easily move the clock forwards when daylight saving time begins, and back when it ends. To turn this feature on, change the User Parameter Switch 25 digit 7. ⇒ P.135 "Printing the User Parameter list"

Counters

This function allows you to check the total number of pages transmitted and received on the display.

- Transmissions:
Total number of transmitted pages
- Receptions:
Total number of received pages

- 1** Make sure that the machine is in Facsimile mode and the standby display is shown.

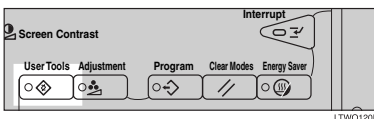
☐ Ready	Set originals. Enter fax no.
Memory Trans.	100%
Dest: 0	

Mode Info.

Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



- 3** Enter the function number for "Key Op. Settings" with the number keys then press the **[#]** key within 3 seconds.

Fax Features	2/2	Enter number
5 User Functions	6 Key Op. Settings	

↑Prev ↓Next Menu

Note

- ☐ If "Key Op. Settings" is not shown, press **[↓Next]**.

- 4** Enter the function number for "Counters" with the number keys.

Key Op. Settings	5/5	Enter number
17 Date/Time	18 Counters	
19 Auto Reset		

↑Prev ↓Next PrevMenu

The totals are displayed.

- 5** When you have checked the totals, press **[OK]**.

<Counters>Pages sent or received to date	
Transmissions	18 pages
Receptions	12 pages

OK

- 6** Press **[PrevMenu]**.

- 7** Press the **[User Tools]**

Auto Reset

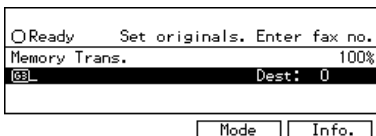
If the machine is not used for a while, the display will return to the Ready condition. By default, the time that must elapse before this happens is 30 seconds. If you wish, you can change this interval to one of the following settings:

- 1 minute
- 3 minutes
- 5 minutes

Note

- ☐ This settings does not affect for on-hook dial. Auto Reset time is left in 30 seconds.

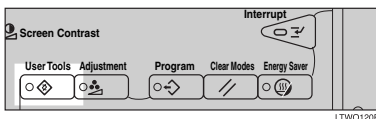
1 Make sure that the machine is in Facsimile mode and the standby display is shown.



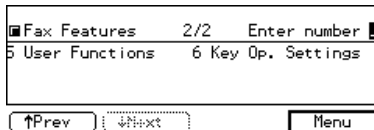
Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

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



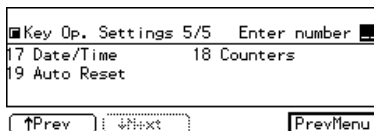
3 Enter the function number for "Key Op. Settings" using the number keys and press the **[#]** key within 3 seconds.



Note

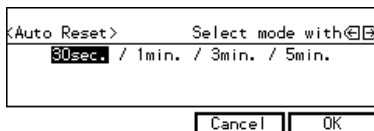
- ☐ If "Key Op. Settings" is not shown, press **[↑Prev.]** or **[↓Next.]**.

4 Enter the function number for "Auto Reset" using the number keys.



The totals are displayed.

5 Select the interval with the **[←]** and **[→]** keys. Then press **[OK]** key.



6 Press **[PrevMenu]**.

7 Press the **[UserTools]**.

Paper Feed Selection

Using this feature, you can select which tray to print out the message.
⇒ P.130 *"Changing the User Parameters"*(Switch15, Bit1,0)

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service technician can also use RDS to change some of your machine's settings if you request it.

If you wish to use this feature, change User Parameter Switch 25 digits 4. ⇒ P.130 *"Changing the User Parameters"*(Switch25, Bit4)

7. Troubleshooting

When Toner Runs Out

When the machine has run out of toner the symbol appears on the display. Note that even if there is no toner left you can still send fax messages.

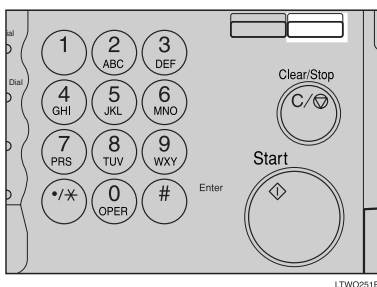
Important

- ☐ If you continue receiving and sending faxes after toner runs out, communication will not be possible after 200 communications (900 with optional Expansion Memory installed).

Limitation

- ☐ The Memory Storage Report, Polling Reserve Report and Confidential File Report are not printed.

- 1 Make sure that the machine is in Facsimile mode and the standby display is shown.**



Note

- ☐ If the standby display is not shown, press the **[Facsimile]** key.

- 2 Press [Exit].**

The error display closes.

See Chapter2, "Memory Transmission" or "Immediate Transmission" in the Basic Features manual.

When an Error Report is Printed

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or the receiver's, noise on the telephone line etc. If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.



Note

- ☐ If the error happens frequently, contact your service representative.
- ☐ The “Page” column gives the total number of pages. The “Page Not Sent” column gives the number of pages that were not sent or received successfully.

When Power is Turned off or Fails

Even if the **Main Power** switch is turned off, the contents of the machine's memory (programmed numbers etc.) will not be lost. However, if power is lost for about 1 hour through the **Main Power** switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If an original stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it. If an Auto Document was lost, you will need to store it in memory again.

Important

- ☐ Make sure that 100% is shown on the display before you unplug the machine. If a lower value is shown, some data is currently stored in memory.
- ☐ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the **Main Power** switch on for about 24 hours after the power loss occurs.

8. Maintaining Your Machine

Replacing the Stamp Cartridge

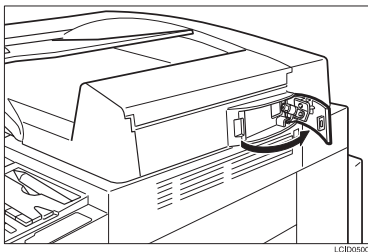
The ARDF is required.

When the stamp is getting to become lighter, replace the cartridge.

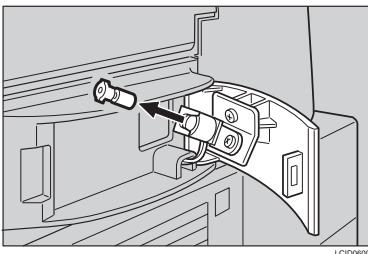
 Note

- ☐ Use the cartridge specified for this machine.

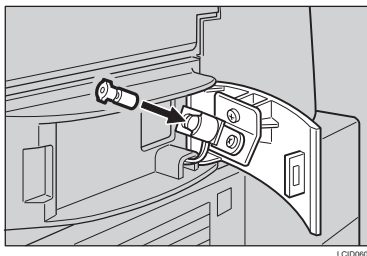
- 1** Lift the document feeder and open the stamp cover.



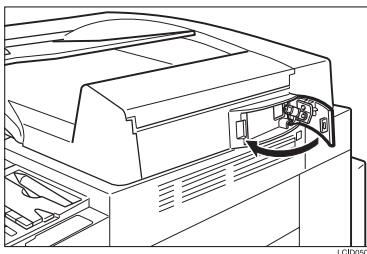
- 2** Pull out the cartridge.



- 3** Set a new cartridge.



- 4** Replace the stamp cover until it clicks.



- 5** Close the document feeder.

 Note

- ☐ Hold down the center part of the cover to make sure that it is closed completely.

Connecting the Machine to a Telephone Line and Telephone

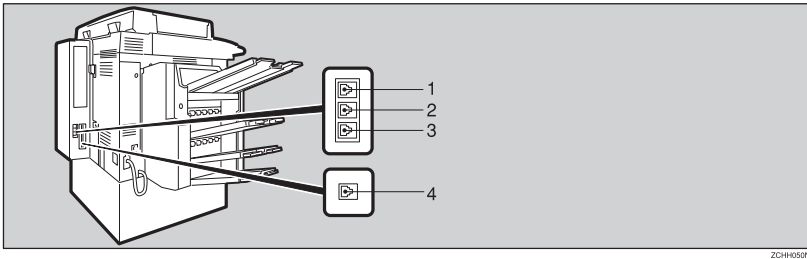
Connecting the Telephone Line

To connect the machine to a telephone line, use a snap-in modular type connector.

Important

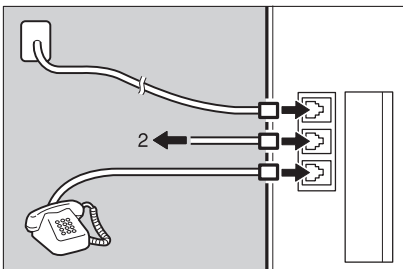
- ☐ Make sure the connector is the correct type before you start.

◆ Where to connect the machine



ZCHH050N

◆ When using a modular type connector



ZCHH060N

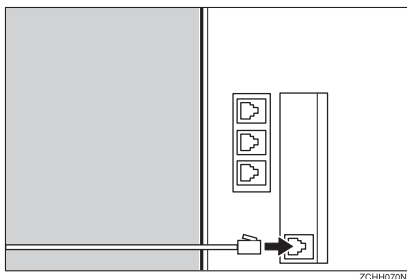
1. G3
2. Handset
3. External Telephone
4. G4

Connecting the Machine to the ISDN

Optional ISDN Unit required.

For how to install the optional ISDN unit, please contact your service representative.

Connect the machine to the ISDN with a modular type connector.



Connecting The Optional External Telephone

You can connect the handset and an external telephone to the machine. You can use them for telephone calls.

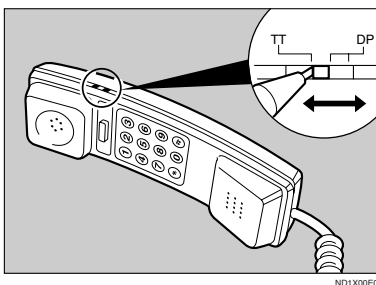
Note

- ☐ Some telephone may not be connected or may suffer reduced functionality.

Limitation

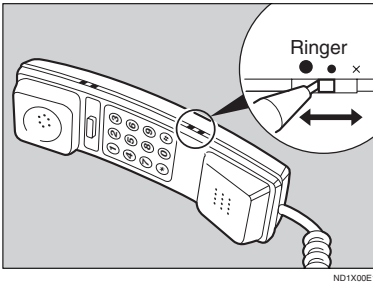
- ☐ When you use the handset or an optional external telephone with the On Hook Dial key for telephone calls, you can not talk with the other party without pressing the On Hook Dial key after taking off the receiver.

❖ Specifying the handset line type



The switch on the handset should be in the appropriate position-TT (Tone Dialing) or DP (Pulse Dialing).

◆ Adjusting the handset bell volume



Adjust the handset ringer volume using the volume switch.

Selecting the Line Type

Select the line type to which the machine is connected. There are two types: tone and pulse dial.

Select the Line Type using "PSTN Line Type" in "Key Operator Settings". The default settings is "Tone". See Chapter3, "G3 Analog Line" in the Basic Features manual.

Optional Equipment

Expansion Memory and Hard Disk

A Expansion Memory and a 80-Mbytes hard disk can be added. By installing them, you can increase the memory. With the Expansion Memory, features of Multicopy RX, 2-Sided Printing, Confidential reception, Memory Lock, Multi-Step Transfer, Forwarding, Memory Lock ID, Confidential ID are available.

Memory Capacity

- With Fax Feature Expander Type 450 (+4MB, total 6MB):
480 pages
- With Fax Feature Expander and 80-Mbytes hard disk:
3,000 pages

Measured using a ITU-T#1 chart (Slerexe letter) at standard resolution.

Note

- ☐ If you would like to install both of these, please contact your service representative.

Extended Features

You can extend the following features.

Function	Standard	With Expansion Memory	With Expansion Memory + HDD
Speed Dials	100	1,000	←
Personal Codes	20	50	←
Memory Capacity for Memory Transmission/Reception	160 sheet	480 sheets	3000 sheets
Memory Transmission files	200	1,000	←
Auto Documents	6	18	←
Communication Result	last 200 communications	last 900 communications	←
Specific Senders	30	50	←

400 dpi Option (FAX 400dpi Option Type 450)

This allows you to send and receive fax messages at high resolution . JBIG compression is also available with this option.

ISDN Unit (ISDN Option Type 450)

This allows you to send and receive messages via ISDN (Integrated Service Digital Network).

Stamp (FAX Stamp Type 4000)

Single-sided documents you send from the Document Feeder (ARDF) have a mark stamped on the top of the scanned side after they are scanned in. Double-sided documents you send from the Document Feeder (ARDF) have a mark stamped on top and bottom of one scanned side. Use these marks to check whether a document was properly stored in memory when using Memory Transmission, or if the originals were properly sent when using Immediate Transmission.

Specifications

Standard	G3, G4 (option)
Resolution	G3: 8×3.85/mm•200×100dpi (Standard), 8×7.7/ mm•200×200dpi (Detail), 8×15.4/ mm•200×400dpi (Fine), 16×15.4/ mm•400×400dpi (Super Fine: optional Expansion Memory required) G4: 200×100dpi (Standard), 200×200dpi (Detail), 400×400dpi (Super Fine: optional Expansion Memory required)
Transmission Time	G3: 3 seconds at 28,800bps, Standard resolu- tion G4: 3 seconds, Detail resolution
Data Compression Method	MH, MR, MMR, JBIG (optional Expansion Memory required)
Maximum Original Size	Standard size: A3/DLT Irregular size: 304×432mm
Maximum Scanning Size	297×432mm/11"×17"
Print Process	Printing on standard paper using the laser
Transmission Speed	G3: 33,600/31,200/28,800/26,400/24,000/21,600/ 19,200/16,800/14,400/12,000/9,600/7,200/ 4,800/2,400bps (auto shift down system) G4: 64/56kbps (auto speed matching)

◆ Power Consumption

Energy Saver (Auto Off) mode	13W
Standby mode	260W
Transmission	272W
Reception	244W
Printing (Average)	485W
Maximum Power Consumption	1440W

Acceptable Types of Originals

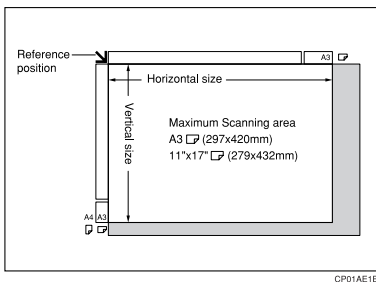
Make sure your originals are completely dry before setting them in the machine. Originals containing wet ink or correcting fluid will mark the exposure glass and resulting image will be affected.

Acceptable Original Sizes

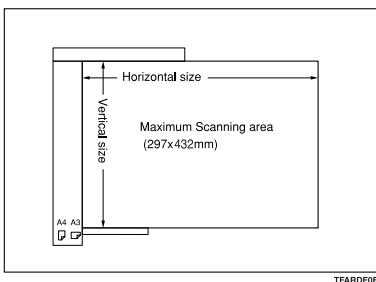
Where Original is Set	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Exposure glass	Maximum A3 (297×420mm), 11"×17" (279×432mm)	1	----
Document Feeder (ARDF), single-sided document	Fax transmission: A5  to A3  (up to 432mm long) 8"×5 1/2"   to 11"×17" (DLT) 	50 sheets (80g/m ² , 20lb)	52–128g/m ² (45–110kg, 11–34lb)
Document Feeder (ARDF), double-sided document	Fax transmission: A5  to A3  (up to 432mm long) 8"×5 1/2"   to 11"×17" (DLT) 	50 sheets (80g/m ² , 20lb)	52–105g/m ² (45–90kg, 14–28lb)

Paper Size and Scanned Area

◆ Exposure Glass



◆ Document Feeder (ARDF)





Limitation

- ❑ There may be a difference in the size of the image when it is printed at the destination.
- ❑ If you set an original larger than DLT / A3 on the exposure glass, only an area of DLT / A3 is scanned.



Note

- ❑ Even if an original is correctly placed on the exposure glass or in the Document Feeder (ARDF), a margin of 3mm around each edge of the original may not be sent.
- ❑ If the receiver uses paper narrower than the original, the image will be reduced to fit the paper width.
- ❑ The machine detects paper sizes in the following ways.
 - When you set an original in the Document Feeder (ARDF), an original wider than about 10.4" (263mm) is scanned as 11"×17" size.
An original narrower than about 9.1" (230mm) will be sent as 8¹/₂"×11" or 8¹/₂"×14" size.
Originals up to 17" (432mm) in length can be scanned.
 - Refer to the table below for the sizes the machine can detect when you set an original on the exposure glass. Because the machine scans in non-standard size documents as one of the standard sizes, parts of the image may be truncated depending on the length of the document. For how to set non-standard size documents, see P.45 "Choosing the Area to be Scanned Yourself (Irregular Scan Area)".

		Length			
width		~"9.80	"9.80~ "10.79	"10.79~ "12.44	"12.44~
	~"9.57	not detected	LT	LT	LG
	"10.55~	LT	DLT	DLT	DLT



Maximum Scan Area

Memory Transmission/Immediate Transmission

- From the Document Feeder (ARDF): 11"×17" / 297×432mm (W×L)
- From the exposure glass: 11"×17" / 297×432mm (W×L)

Function List

Advanced Transmission Features

Feature name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	P.34 <i>"Sending at a Specific Time (Send Later)"</i>
Confidential Transmission	Sends a confidential message. This feature is divided into Default ID Confidential Transmission and Override ID Confidential Transmission.	P.36 <i>"Confidential Transmission"</i>
Personal Code TX	This will help you to check up on who has been using the machine and how often.	P.38 <i>"Personal Code Transmission"</i>
Auto Document	Stores a commonly used original and prints or sends it directly.	P.39 <i>"Sending an Auto Document"</i>
2-Sided Transmission	Use to send 2-Sided originals (double-sided original) from the Document Feeder (ARDF).	P.41 <i>"2-Sided Transmission (Double-Sided Transmission)"</i>
Book Fax	When sending a book-type original, this feature scans and sends the right and left pages one by one.	P.43 <i>"Book Fax"</i>
Irregular Scan Area	When sending a non-standard size original, this feature specifies the length and width. The machine scans the original in the specified size.	P.45 <i>"Choosing the Area to be Scanned Yourself (Irregular Scan Area)"</i>
Polling Transmission	Upon request from a destination, the machine sends an original stored in memory. This feature is divided into Free Polling, Default ID Polling Transmission, and Override ID Polling Transmission.	P.47 <i>"Polling Transmission"</i>
Polling Reception	Sends a transmission request to the other party and receives a message from the receiver. This feature is divided into Default ID Polling Reception and ID Override Polling Reception.	P.50 <i>"Polling Reception"</i>

Feature name	Description	Reference
Transfer Request	Sends an original to a destination via a facsimile equipped with the transfer station capability.	P.52 <i>"Transfer Request"</i>

Options	Description	Reference
TTI Print	You can print a message including the name registered as the TTI on the received message for each file.	P.55 <i>"TTI (Transmit Terminal Identification) Print"</i>
Label Insertion	If you register the receiver's name in a Quick Dial or Speed Dial, the receiver's name is automatically printed at the top of the received message.	P.55 <i>"Label Insertion"</i>
Auto Reduction	If the receiver uses paper narrower than the message, it is reduced to fit a paper size available on the receiving party's machine before being sent.	P.55 <i>"Auto Reduction"</i>
ID Transmission	Sends an original only to the machine of the same Polling ID as that registered in the machine.	P.56 <i>"ID Transmission"</i>

Communication Information

Feature name	Description	Reference
Checking and Canceling the Transmission Files	This feature cancels, confirms, or changes a file (reservation) for Memory Transmission, Confidential Transmission, Transfer Request, Polling Reception, or Polling Transmission.	P.59 “ <i>Checking and Canceling Transmission Files</i> ”
Printing the TX File List	The transmission file list can be manually printed. This list allows you to know the files stored in memory or the file numbers.	P.64 “ <i>Printing a List of Files in Memory (Print TX File List)</i> ”
Displaying the Transmission Result	Part of the TCR can be shown on the display. The results of the last 50 transmissions are displayed from the latest one.	P.65 “ <i>Checking the Transmission Result (TX File Status)</i> ”
Displaying the Reception Result	Part of the TCR can be shown on the display. The results of the last 50 receptions are displayed from the latest one.	P.66 “ <i>Checking the Reception Result (RX File Status)</i> ”
Printing a Confidential Document	Prints messages received in Confidential Reception mode.	P.67 “ <i>Printing a Confidential Message</i> ”
Printing the Memory Lock	Prints messages received in Memory Lock mode.	P.69 “ <i>Printing a File Received with Memory Lock</i> ”
Printing the TCR	The TCR can be manually printed. This report shows the results of the last 50 communications.	P.71 “ <i>Printing the TCR</i> ”
Displaying the Memory Status	The status of the memory is shown on the display.	P.72 “ <i>Displaying the Memory Status</i> ”

User Tools

Feature name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination only by pressing the Quick Dial key.	See Chapter3, "Quick Dial" in the Basic Features manual.
Register/Delete Group Dial	If you program a several destinations into a Group, you can dial with just a few key-strokes.	See Chapter3, "Groups" in the Basic Features manual.
Register/Delete Opt. Group Dial	When you register several destinations as an optional group, you can specify all the destinations by entering the two-digit group number after pressing the optional group dial key (F1–F5).	See Chapter3, "Groups" in the Basic Features manual.
Register/Delete Speed Dial	When you register a destination in a speed dial, you can specify the destination by entering the two-digit or three-digit Speed Dial code after pressing the [Speed Dial] key.	See Chapter3, "Speed Dial" in the Basic Features manual.
Store/Delete Keystroke Program	Allows you to store a frequently used function or destination in a Quick Dial key.	P.75 "Storing Keystroke Programs"
Register/Delete Auto Document	Allows you to store a frequently used original in the machine's memory. You can print or send the original directly as necessary.	P.79 "Registering an Auto Document"
Register/Delete Irregular Area	Registers a frequently used original size in advance when you send a message with the Irregular Scan Area function.	P.83 "Registering an Irregular Area"
REPORTS/LISTS	This feature allows you to print various reports and lists manually. You can print the following reports and lists: • TCR • Quick Dial list • Group Dial list • Speed Dial list • Keystroke Program list • Auto Document list	P.86 "Reports/Lists"

Feature name	Description	Reference
INITIAL SETUP TX	Default transmission mode and scan settings.	P.88 “Initial Setup TX”
INITIAL SET UP RX	Allows you to switch the following reception functions to on or off: • Reception Mode • Checkered Mark • Center Mark • Print RX Time • Multi-copy Reception • 2-Sided Printing • Reverse Order Printing • Authorized RX • Special RX Nos. • Forwarding • Paper Size Bypass • FAX Print Color • 2nd Color Choice	P.90 “Initial Setup RX”
Assigning User Function Keys	Stores a frequently used function in a User Function Key ([F1] to [F5]).	P.94 “Assigning User Function Keys”
Key Operator Settings/Personal Code	Registers personal codes for each user. When each user enters a personal code when sending messages, you can check the machine usage by user.	P.97 “Key Operator Setting”
RTI/TTI	Registers information (RTI) to be shown on the display and printed in a report by a receiver's or sender's machine. This feature also registers information (TTI) to be printed from a destination machine when you send a fax.	See Chapter3, “RTI/TTI” in the Basic Features manual.
Memory Lock	Switch the Memory Lock on or off. To use it, register an ID for printing a message received in Memory Lock mode.	P.103 “Memory Lock”
Counters	Check the transmission, reception, and totals on the display.	P.137 “Counters”
Adjusting Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	See Chapter4, “Adjusting Volume” in the Basic Features manual.

Feature name	Description	Reference
Economy Transmission	Economy Transmission means to send a fax when communication charges are lower. The Economy TX feature registers this time.	P.124 <i>"Registering the Economy Transmission Time"</i>
ID Code	Registers an ID required for Transfer Request, Transfer Station, Default ID Polling Transmission, Default ID Polling Reception, or ID Transmission.	P.125 <i>"ID Code"</i>
Multistep Transfer	Registers a transfer station in a Group Dial. This allows the message to be transmitted via multiple transfer stations more efficiently when the requesting party sends a transfer request to your machine.	P.105 <i>"Multistep Transfer"</i>
Special RX Nos.	Allow messages from Specified Senders to be treated differently.	P.115 <i>"Treating Message from Certain Senders Differently (Specified Senders)"</i>
Authorized Reception	When you register Specified Senders in advance, you can restrict senders from whom you receive message.	P.120 <i>"Authorized Reception"</i>
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	P.108 <i>"Forwarding"</i>
ECM	If a part of transmission fails due to a telephone line fault, this feature resends the failed part automatically.	P.102 <i>"ECM"</i>
G3 Analog Line	Register a line type and CSI when you connect the machine to the G3 analog line.	See Chapter3, "G3 Analog Line" in the Basic Features manual.
G3 Digital Line	Register your own fax numbers, and CSI, and subaddress when you connect the machine to the ISDN.	P.126 <i>"G3 Digital Line"</i>
G4 Digital Line	Register your own fax number, TID (Terminal ID) and subaddress when you connect the machine to a G4 digital line.	P.128 <i>"G4 Digital Line"</i>
Date/Time	Adjusts the date and the time as a reference.	P.136 <i>"Date/Time"</i>

Feature name	Description	Reference
Changing User Parameters	Allows you to change the function settings to meet your needs.	P.130 " <i>Changing the User Parameters</i> "
Printing User Parameter List	Allows you to print and check User Parameter settings.	P.135 " <i>Printing the User Parameter list</i> "
Auto Reset	Set the interval returning to the standby mode.	⇒ P.138 " <i>Auto Reset</i> "

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